Billing Line Item Transfer User Guide

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PJM Market Settlements

PJM User Guide: Billing Line Item Transfer

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Approval

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Market Settlements Operations Department

Current Revision

Revision 03 (12/07/2023)

Inclusion of Fixed Bilateral Amount Transfer functionality

Introduction

Welcome to the **PJM User Guide for the Billing Line Item Transfer Tool**. In this Introduction, you will find the following information:

- What you can expect from the PJM Manuals in general (see ─About PJM Manuals).

- What you can expect from this PJM User Guide (see ─About This User Guide).

- How to use this User Guide (see ─Using This User Guide).

About PJM Manuals

The PJM Manuals are the instructions, rules, procedures, and guidelines established by PJM for the operation, planning, and accounting requirements of the PJM RTO and the PJM Energy Market. The manuals are grouped under the following categories:

- Transmission

- PJM Energy Market

- Generation and Transmission Interconnection

- Reserve

- Accounting and Billing

- PJM Administrative Services

For a complete list of all PJM Manuals, go to www.pjm.com and select "Manuals" under the "Documents" pull down menu.

About This User Guide

The ***PJM User Guide for the Billing Line Item Transfer Tool*** focuses on the PJM Internet application, called the "Billing Line Item Transfer Tool". The Billing Line Item Transfer tool allows users to easily create Billing Line Item transfers and Fixed Amount Bilateral transfers online. This tool may be used by PJM Participants who want to transfer specific billing line item charges and/or credits to other organizations through their billing. Transfers are created by one party and approved by another party to complete the transfer process.

Intended Audience References

The intended audiences for the ***PJM User Guide for the Billing Line Item Transfer Tool*** are:

- Any PJM Participants who currently transfer or want to transfer charges and/or credits to other organizations through their billing.

Using this User Guide

We believe that explaining concepts is just as important as presenting procedures. This philosophy is reflected in the way we organize the material in this user guide. We start each section with an overview. Then we present details, procedures or references to procedures found in other PJM user guides or PJM manuals. The following provides an orientation to this user guide's structure.

What You Will Find in this User Guide

- A table of contents that lists two levels of subheadings within each of the sections

- An approval page that lists the required approvals and a brief outline of the current revision

- A section containing specific guidelines, requirements, or procedures including PJM actions and PJM Member actions

Section 1: Billing Line Item Transfer Tool

Welcome to the *Billing Line Item Transfer Tool* section of the ***PJM User Guide for the Billing Line Item Transfer Tool***. The Billing Line Item Transfer Tool is an internet-based application that facilitates the transfers of specific charges or credits from one market participant to another.

In this section you will find the following information:

- The Billing Line Item Transfer Tool application functions (see "Billing Line Item Transfer Tool Functions")

- Log In Instructions (see "Log In")

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- How to navigate the application, create new Billing Line Item Transfers, and create new Fixed Amount Bilateral Transfers

- How to edit or terminate an existing Billing Line Item Transfer

- How to approve or terminate a Fixed Amount Bilateral Transfer

1.1 Billing Line Item Transfer Tool Functions

The Billing Line Item Transfer Tool allows participants to transfer specific billing line item charges and/or credits to other organizations through their billing. Transfers are created by one party and approved by another party to complete the transfer process. When a Billing Line Item transfer is in effect, the entire charge or credit from the billing line item will be transferred from the "From" party to the "To" party. An approved Fixed Amount Bilateral transfer gives participants the ability to shift a fixed dollar amount for a Billing Line Item from one member account to another member account.

1.2 Log In and Application Roles

The Log In function provides security for the Billing Line Item Transfer Tool by ensuring that only registered users have access to the Billing Line Item Transfer Tool. The Log In function also determines which parts of the application can be accessed by the user and which navigation options are available.

Billing Line Item Transfer Tool Application Privileges

To access the Billing Line Item Transfer Tool, Market Participants must have a valid Account Manager user account (assigned by their Customer Account Manager (CAM)) with one of the following roles assigned:

- Billing Line Item Transfer Read Only - Users that only view Billing Line Item Transfer and Fixed Amount Bilateral Transfer information

- Billing Line Item Transfer Read/Write – Users that can create, edit, terminate, approve, and decline Billing Line Item Transfers and Fixed Amount Bilateral Transfers

1.3 Rules and Guidelines

The following is a list of business rules and guidelines to follow when working with the Billing Line Item Transfer Tool:

1.3.1 Billing Line Item Transfers

- A Billing Line Item Transfer must specify the following information:

  o The "From" Company Name (i.e. the company whose charges and/or credits are to be transferred)

  o The "To" Company Name (i.e. the company receiving the charges and/or credits)

  o The effective date range for the transfer

  o The BLI(s) to transfer

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- ▪ Upon creation of new transfers, one or more BLI IDs can be selected. Transfers will be created for each selected BLI ID and will require individual confirmation by the counterparty.

    - o The designation of a transfer as a result of a Local, State, or Federal law

- Company Level Validations:

    - o The user submitting the Billing Line Item Transfer must be tied to either the "From" Company or "To" Company.

    - o The "From" Company cannot be the same as the "To" Company.

- Date Range Validations:

    - o A Billing Line Item Transfer must span one or more entire months. Partial months cannot be accommodated.

    - o A Billing Line Item Transfer may be submitted and approved to be effective retroactively to the first day of the current month. For example, if today is October 29, transactions may be submitted to become effective on October 1. Choosing a retroactive effective date may result in financial true ups of previous weekly bills applicable to the current month.

    - o If a new Billing Line Item Transfer is not approved by both parties by the last day of the month for which the transfer is set to begin, the transfer will become "Expired" and will not affect billing for either party.

- A Billing Line Item Transfer can be effective for up to 18 months after the date it is created or edited. Transfers may be extended or shortened, but any edits must be confirmed by both parties.

- MSRS Reports

    - o In order to support reconciliation of the transferred Billing Line Item amount, the "To" Company of a Billing Line Item Transfer may view supporting MSRS report details pertaining to the counterparty for the period spanning the approved Billing Line Item Transfer. Only certain MSRS reports have this functionality. See the individual MSRS Reports Documentation descriptions for information on which reports support this feature.

- Daisy Chains

    - o Transfers may be daisy-chained. For example, if Party A transfers BLI 1234 to Party B, Party B may transfer the same BLI 1234 to Party C. Transfers are visible through the MSRS BLI Transfer report, since it reports the end result of transfers.

- Transfer Validations

    - o Each Billing Line Item can only be transferred to one counterparty for a given effective time range.

    - o The Billing Line Item Transfer tool will not allow transactions to be created that yield a loop. For example, if Party A transfers BLI 1234 to Party B, and Party B transfers BLI 1234 to Party C, Party C may not transfer the

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same BLI 1234 back to Party A. One of the two original transfers must be cancelled or terminated before Party C may transfer BLI 1234 to Party A.

- The tool will display a warning message to alert a user in the event their company is receiving a BLI from another company and attempts to transfer the same BLI to another party (a daisy chain). For example, assume Party B is currently receiving BLI ID 2400 from Party A. As a courtesy, Party B will be notified in the event they attempt to transfer BLI ID 2400 to Party C, since the credits tied to BLI ID 2400 from both Party A and Party B will be transferred to Party C.

- After creating a Billing Line Item Transfer, the status will default to "Approved" for the initiating Market Participant, and "Pending" for the counterparty. The Billing Line Item Transfer will not be considered active for PJM billing purposes until the counterparty approves the Billing Line Item Transfer in the tool. The BLI Tool does not currently support automated notifications. Participants are asked to notify their counterparty when new BLI Transfers or updates to existing BLI Transfers are made in the system. In addition, participants should be aware of the termination dates of BLI Transfers in order to submit an extension, if necessary.

- If the counterparty declines the Billing Line Item Transfer, the transfer will not be active.

- The initiating Market Participant can cancel the Billing Line Item Transfer at any time prior to the counterparty accepting/declining it.

- Only the Effective and Termination Dates of Billing Line Item Transfers can be edited. If a Market Participant wants to change the specific Billing Line Item that is being transferred to/from the counterparty, he or she must cancel the existing transfer and create a new one with the desired Billing Line Item.

- If an existing "Approved" Billing Line Item Transfer is edited by a Market Participant, the other party will need to approve of the edit in order for it to take effect. If the counterparty does not approve the edit by the last day of the planned effective month, the transfer will revert to the previous "Approved" status, and any edits to the original will be removed.

- An existing Billing Line Item Transfer will be "Canceled" when both parties agree to the cancellation. If only one party accepts a cancellation before a Billing Line Item Transfer becomes effective, the Billing Line Item Transfer will remain active for the originally agreed upon effective dates.

1.3.2 Fixed Amount Bilateral Transfers

- A Fixed Amount Bilateral Transfer must specify the following information:

    o Billing Period (defaults to current billing month)

    o The "From" Company Name (i.e. the company that the amount entered will apply to)

    o The "To" Company Name (i.e. the company that the opposite of the amount entered will apply to)

    o The BLI for the fixed amount bilateral transfer

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- o The fixed dollar "Amount" applied to the "From" account

  - For example, if the user enters a $100 amount for a selected BLI, it would result in $100 for the "From" company name for the selected BLI and -$100 for the "To" company name for the selected BLI.

  - o Source month applicable to the transfer (informational only)

  - o Description of the transfer (informational only)

- Company Level Validations:

  - o The user submitting the Fixed Amount Bilateral Transfer must be tied to either the "From" Company or "To" Company.

  - o The user account submitting the Fixed Amount Bilateral Transfer cannot be the same as the counterparty user account approving the transfer.

  - o The "From" Company cannot be the same as the "To" Company.

- Billing Period Validations:

  - o A Fixed Amount Bilateral Transfer must be submitted and approved by 11:59 p.m. EPT on the last calendar day of the month to be effective for the current billing period. If a fixed amount bilateral transfer is not approved by both parties as of 11:59 p.m. EPT on the last calendar day of the month, the billing period will automatically update to the next monthly invoice. If both parties fail to approve a fixed amount bilateral transfer within two months, the transfer will become "Expired". For example, if today is October 29, transactions may be submitted for the October monthly invoice. If a fixed amount bilateral transfer is not approved by both parties as of 11:59 p.m. EPT on October 31, the transfer will not be processed on the October monthly invoice. The billing period will automatically update to November. If the transfer is not approved by both parties as of 11:59 p.m. EPT on November 30, the transfer will not be processed on the November monthly invoice. The billing period will automatically update to December. If the transfer is not approved by both parties as of 11:59 p.m. EPT on December 31, the transfer will become "Expired" and will not affect billing for either party.

- Transfer Validations

  - o Each Fixed Amount Bilateral Transfer can only be transferred to one counterparty.

  - o The user will not be able to enter an amount that exceeds $1,000,000.

- After creating a Fixed Amount Bilateral Transfer, the status will default to "Approved" for the initiating Market Participant, and "Pending" for the counterparty. The Fixed Amount Bilateral Transfer will not be processed on the PJM bill until the counterparty approves the Fixed Amount Bilateral Transfer in the tool. The BLI Tool does not

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currently support automated notifications. Participants are asked to notify their counterparty when new transfers or updates to existing transfers are made in the system.

- If the counterparty declines the Fixed Amount Bilateral Transfer, the transfer will not be processed on the PJM bill.

- The initiating Market Participant can cancel the Fixed Amount Bilateral Transfer at any time prior to the counterparty accepting/declining it.

- The initiating Market Participant or the counterparty can cancel the Fixed Amount Bilateral Transfer after the counterparty has accepted it and before the transfer is processed for the billing period. An existing Fixed Amount Bilateral Transfer will only be "Canceled" when both parties agree to the cancellation. If only one party accepts a cancellation before a Fixed Amount Bilateral Transfer becomes effective, the transfer will remain approved and be processed for the billing period.

- A Fixed Amount Bilateral Transfer cannot be edited. If the initiating Market Participant wants to change the Fixed Amount Bilateral Transfer that has been entered, the user must cancel the existing transfer and create a new one.

1.4 Billing Line Item Transfer Tool Dashboard

Upon user login to the Billing Line Item Transfer Tool, the user will be directed to the dashboard.

- Billing Line Item Transfers and Fixed Amount Bilateral Transfers are displayed based on the account the user is logged in to.

    o Users that have access to multiple accounts must log in to each account separately.

- Each of the columns is able to be sorted and/or filtered.

- The Select Columns button on the top right of the dashboard controls the columns that are displayed on the dashboard. Users may select and deselect viewable columns using the Select Columns button. All columns except the Description column will display by default.

- The "From" and "To" date range dropdowns, located at the top left of the dashboard, control the Billing Line Item Transfers and Fixed Amount Bilateral Transfers that are displayed. Billing Line Item Transfers and Fixed Amount Bilateral Transfers that are not effective in the selected date range will be not be displayed.

- The Amount filter allows the user to filter on Fixed Amount Bilateral Transfers using the "Fixed" option, Billing Line Item Transfers using the "Full" option, or all transfers using the "All" option.

- Users may download the details for all Billing Line Item Transfers and Fixed Amount Bilateral Transfers tied to their account using the "CSV" button at the top of the screen.

○ A CSV file will be generated that can be opened in Excel to display the Billing Line Item Transfer and Fixed Amount Bilateral Transfers information seen on the dashboard.

1.5 Creating a Billing Line Item Transfer

Select the "Create" button located at the top right of the Dashboard, then the Create Billing Line Item Transfer option to create a new Billing Line Item Transfer. The user's organization must be either the "From" or the "To" party, and the Effective Date range must span one or more entire months. The Effective Date range can be selected as early as the first day of the current month, up to 18 months in the future. After specifying the Effective Date, Termination Date, "From" party, "To" party, As provided by for State, Local, or Federal Law option, and Billing Line Item(s), click "Add BLITs" to add the transfer to the Staged BLITs section. Staged BLITs can be removed by selecting the "trash can" icon . Click "Submit" and the Billing Line Item Transfer will be created. The transfer can be accepted or declined by the counterparty.

The Bulk Upload option can be used to upload a file of Billing Line Item Transfers. The file must follow the format of the Billing Line Item Transfer Upload template supplied by PJM. Once successfully uploaded, transfers will appear in the Staged BLITs section. Staged BLITs can be removed by selecting the "trash can" icon . Click "Submit" and the Billing Line Item Transfers will be created.

1.6 Creating a Fixed Amount Bilateral Transfer

Select the "Create" button located at the top right of the Dashboard, then the Create Fixed Amount Bilateral Transfer option to create a new Fixed Amount Bilateral Transfer. The user's organization must be either the "From" or the "To" party, and the Billing Period will default to the current billing period. After specifying the "From" party, "To" party, Amount, Source Month, Description, and Billing Line Item, click "Add BLITs" to add the transfer to the Staged BLITs section. Staged BLITs can be removed by selecting the "trash can" icon . Click "Submit" and the Fixed Amount Bilateral Transfer will be created. The transfer can be accepted or declined by the counterparty.

The Bulk Upload option can be used to upload a file of Fixed Amount Bilateral Transfers. The file must follow the format of the Fixed Amount Bilateral Transfer Upload template supplied by PJM. Once successfully uploaded, transfers will appear in the Staged BLITs section. Staged BLITs can be removed by selecting the "trash can" icon . Click "Submit" and the Fixed Amount Bilateral Transfer will be created.

1.7 Approving/Declining a Pending Billing Line Item Transfer or Fixed Amount Bilateral Transfer

To approve a pending new Billing Line Item Transfer or Fixed Amount Bilateral Transfer or a change to an existing Billing Line Item Transfer, click the "checkmark" icon located in the "Actions" column on the Dashboard.

To decline a pending new Billing Line Item Transfer or Fixed Amount Bilateral Transfer or a change to an existing Billing Line Item Transfer, click the "prohibition" icon ⊘ located in the "Actions" column on the Dashboard. There is an optional field for comments, which can be viewed by both parties in the history of a transfer.

1.8 Editing/Terminating Existing Billing Line Item Transfer

Users can edit an existing, approved Billing Line Item Transfer by clicking on the associated "pencil" icon ✎ located in the "Actions" column on the Dashboard. Approved transfers that begin in the current month or future months can have their effective and termination dates changed. Approved transfers with effective dates prior to the current month can only have their termination dates changed.

Users are able bulk update the Terminate Date for any transfers that have previously been approved. To do this, the user can click the checkbox in the "Bulk Update" column for the transfers that they want to update, and click the "Bulk Update" button at the top right of the Dashboard. The specified Terminate Date will be applied to any Billing Line Item Transfers that were selected. Validation failures (Section 1.3.1) will cancel all of the Terminate Date updates for the selected transfers.

To revert ("undo") an edit, the initiating party can click the "back arrow" icon ↩. This will discard the submitted edit, and revert the transfer back to its previously-approved state.

To cancel an existing transfer, or a new transfer that has not yet been approved by the counterparty, the user can click on the "trash can" icon 🗑.

Changes to existing transfers must be confirmed by the counterparty before they are considered approved. In the event modifications are not confirmed by the earlier of the existing or proposed dates, the system will revert the transfer to use the last mutually approved dates.

1.9 Canceling Existing Fixed Amount Bilateral Transfer

Users can not edit a Fixed Amount Bilateral Transfer.

To cancel a pending new Fixed Amount Bilateral Transfer, the initiating Market Participant can click on the "trash can" icon 🗑 located in the "Actions" column on the Dashboard.

To cancel an existing Fixed Amount Bilateral Transfer, the initiating Market Participant or the counterparty can click on the "trash can" icon 🗑 located in the "Actions" column on the Dashboard. Cancellations to existing, previously approved Fixed Amount Bilateral Transfers must be confirmed by the counterparty before they are considered approved. In the event cancellations are not confirmed by 11:59 p.m. EPT on the last calendar day of the month, the system will revert to the last mutually approved status for processing.

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1.10 Viewing Billing Line Item Transfer and Fixed Amount Bilateral Transfer History

- Users can view the complete history captured for each transfer as recorded by the Billing Line Item Transfer Tool by clicking on the "magnifying glass" icon under the "Actions" column on the Dashboard.

Revision History

Revision 01 (11/4/2014)

This is the first release of the PJM User Guide for **Billing Line Item Transfer Tool**.

Revision 02 (5/28/2015)

Added Bulk Update details under section 1.7 Editing/Terminating Existing Transfer.

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