

## MSRS Usage Guidelines

MSRS provides PJM participants timely access to comprehensive settlements information. The system allows users to access and download settlements reports in a variety of formats and to view the reports online. Due to the number of available reports and users accessing them, PJM requests users that query the MSRS system using browserless functionality adhere to the following suggestions to prevent overuse and help maintain overall system performance:

### 1) Specify Report Intervals Correctly

Each MSRS Report has a defined Query Interval published in the MSRS Report Dictionary posted on PJM.com. Special attention should be made to avoid querying each individual day for monthly and/or weekly reports because doing so would result in the same report being generated repeatedly.

There are 5 possible intervals:

XML Date Interval	Query Interval	Date Conversion	CSV Date Format	XML Date Format	Example of Report	Example of dates entered on UI	Example of date range returned on the report
DATE	D	Takes the Start Date and End Date entered by the user and returns the report for the following range:  Report Start Date = Start Date requested by the user Report End Date = End Date requested by the user	MM/DD/YYYY	YYYY-MM-DD	ARR Target Credits	10/5/2008 - 10/8/2008	10/5/2008 - 10/8/2008
MONTH	M	Takes the Start Date and End Date entered by the user and returns the report for the following range:  Report Start Date = first day of the month in which the Start Date requested by the user falls Report End Date = last day of the month in which the End Date requested by the user falls	Month, YYYY	YYYY-MM	DR & ILR Compliance Penalty Residual Cr Sum	10/5/2008 - 10/8/2008	October, 2008 - October, 2008
						10/5/2008 - 11/5/2008	October, 2008 - November, 2008
BILLING DATE	BD	Takes the Start Date entered by the user and returns the report for the following range (End Date entered by the user is ignored):  Report Start Date = first day of the month in which the Start Date requested by the user falls Report End Date = last day of the month in which the Start Date requested by the user falls	MM/DD/YYYY	YYYY-MM-DD	MTD Bill	10/5/2008 - 10/8/2008	10/1/2008 - 10/31/2008
						10/5/2008 - 11/3/2008	10/1/2008 - 10/31/2008
BILLING MONTH	BM	Takes the Start Date and End Date entered by the user and returns the report for the following range:	Month, YYYY	YYYY-MM	Schedule 1A Load Reconciliation Charge	10/5/2008 - 10/8/2008	October, 2008 - October, 2008

		Report Start Date = first day of the month in which the Start Date requested by the user falls Report End Date = last day of the month in which the End Date requested by the user falls			Summary and other reconciliation reports	10/5/2008 - 11/5/2008	October, 2008 - November, 2008
SINGLE WEEK	SW	Takes the Start Date and End Date entered by the user and returns the report for the following range:	MM/DD/YYYY	YYYY-MM-DD	Weekly Billing Statement, Weekly Month-to-Date Bill and other Weekly Billing reports	6/3/2009 - 6/3/2009	6/1/2009 - 6/3/2009
		Report Start Date = first day of the month in which the End Date requested by the user falls Report End Date = last day of the weekly billing period in which the End Date requested by the user falls				5/31/2009 - 6/8/2009	6/1/2009 - 6/10/2009

## 2) Identifying Reports Available for Download

To assist users in identifying reports that are newly available or recently updated, there are two existing MSRS reports:

- a) Published Report Versions - This report displays any report version that was published between user specified dates. This report can help users identify all newly available or updated reports during the specified time period.
- b) Report Version Availability - This report will display every version that exists for each report with data that overlaps with the user-specified date range. It will display the report name, version, and date the version was published.

Note that these reports are not company specific. There can be cases when a new version is published but company-specific data was not updated.

## 3) Concurrent Report Downloads

Due to the number of MSRS users, it is requested users download no more than 4 reports at the same time.