Project:	***GME's New Architecture***
Sub-Project:	***MeSettlement***
Component:	

MeSettlement - Market Participant's User Guide

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1. Introduction

This Market Participant's User Guide is published as a result of the release of GME's New Architecture – Electricity Market – Settlement.

The application enables users to display information, transactions, Market Participants' statements of accounts, to manage monthly billing data (and upload invoice notifications), as well as to download information and data about their own workstations in XML format.

The menus and options proposed in this document are based on market requirements and on the specificities of participation in the Italian Power Exchange. For details about the structure and operation of the Electricity Market, please refer to the documents listed in the next Chapter (*Reference Documents*).

1.1 Scope

This document describes GME's New Architecture – Electricity Market - Settlement, from the standpoint of a Market Participant wishing to access invoicing data, as well as payables and receivables resulting from bids/offers submitted into the market and already consolidated.

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1.2 DEFINITIONS & ACRONYMS

Term	Description
ABP	Advanced Business Package – it defines the invoicing system
BUI	Browser User Interface
CA	Certification Authority
CIP 6	Resolution no. 6 adopted by the "Comitato Interministeriale Prezzi" (Interministerial Committee on Prices) in 1992. This resolution provides for incentives to plants fuelled by renewable and/or equivalent sources (the so-called "assimilated" sources), as per Law 9/91. The electricity generated by these plants is purchased by GSE under article 3.12 of Legislative Decree 79/99. GSE then sells this electricity in the power exchange under article 3.13 of the same Decree. CIP-6 electricity has dispatching priority under article 3.12 of Legislative Decree 79/99. From 1 January 2005, GSE directly offers CIP-6 electricity in the power exchange. Market Participants with CIP-6 allocations are required to enter into a Contract for Differences with GSE; under this Contract, they undertake to procure the volumes of electricity corresponding to their allocations in the Electricity Market.
GME	Gestore del Mercato Elettrico
GSE	Gestore dei Servizi Elettrici
GUI	Graphical User Interface
Interfaccia	It the element of contact or intermediation between different entities, systems, objects or persons.
IPEX	Italian Power Exchange
HTML	HyperText Markup Language. Language which may be used in the Internet to store and transfer text and hypertext data. HTML documents are actual ASCII texts which hold management commands.
MA1	Adjustment Market
MB	Balancing Market
MGP	Day-Ahead Market
MSD	Ancillary Services Market
Operator/Market Participant	Party responsible for the settlement of payables/receivables.
Reference Operator/Market Participant	Market Participant responsible for operating a Generating or Consuming Unit.
PDF	Portable Document Format – The Adobe PDF format is a universal file format for secure distribution and exchange of documents and forms. The file retains the fonts, images, graphic elements and page layout of the original document, regardless of the application and platform used for creating it.
Injection Point ("PdI")	Point of the power grid where electricity is injected; the injection point is equipped with one or more metering systems conforming to GSE's technical specifications.

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Offer Point (“PdO”)	Set of one or more points of the power grid taken as a reference to submit demand bids and supply offers into the Electricity Market. This point is also taken as a reference to compute deviations from the injection and withdrawal schedules resulting from the markets making up the Electricity Market and to apply the rules on deviation charges.
Withdrawal Point (“PdP”)	Point of the power grid where electricity is withdrawn; the withdrawal point is equipped with one or more metering systems conforming to GSE’s technical specifications.
“Punto di Scambio Rilevante” (“PdSR”)	The “Punto di Scambio Rilevante” is a set of points in the power grid where, for dispatching purposes, the point of electricity injection or withdrawal is indifferent. Therefore, each injection (withdrawal) point is associated with a single “punto di scambio rilevante”, whereas multiple injection and withdrawal points are generally linked to the same “punto di scambio rilevante”.
Constrained Zone (“PPL”)	Constrained Zone: set of generating units connected to a portion of the national transmission grid (“RTN”) without withdrawal points and whose maximum generation exportable to the remaining part of the grid is lower than the maximum possible generation owing to insufficient transmission capacity .
Privileged	A Privileged Contract is a contract under which schedules may be submitted until a time T1 following the normal time of submission of schedules, i.e. practically until the end of the time limit for submission of bids/offers into the Day-Ahead Market (MGP); this contract is typically used by GSE for Upload declaration).
National Transmission Grid (“RTN”)	National Transmission Grid: national power transmission grid, as defined in the Decree of the Minister of Industry of 25 June 1999, as amended and supplemented.
Register of Consuming Units (“RUC”)	Register of Consuming Units.
Register of Generating Units (“RUP”)	Register of Generating Units.
SSL	Secure Socket Layer: standard security protocol which is used to transfer personal data/credit card information over the Internet securely and confidentially.
TXT	Text file extension consisting of ASCII characters.
WEB	Logic infrastructure of an electronic network consisting of text and/or graphic pages (hypertext) linked between them (hyperlinks).
XLS	Typical extension of files in Microsoft Excel format (Microsoft Excel spreadsheet files).
XML	eXtensible Markup Language: language enabling web users to share the same data on different systems; it was developed with the purpose of expanding the limited capabilities of HTML.

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2. Reference Documents

The content of this User Guide refers to the following legislation and regulations:

[1]	EU	27 September 2001	Directive 2001/77/EC of the European Parliament and the Council on the promotion of the electricity produced from renewable energy sources in the internal electricity market Downloadable from GME's website (www.mercatoelettrico.org)
[2]	EU	26 June 2003	Directive 2003/54/EC of the European Parliament and the Council concerning common rules for the internal market in electricity and repealing Directive 96/92/EC Downloadable from GME's website (www.mercatoelettrico.org)
[3]	Ministerial Decree	11 November 1999	Directives for implementation of rules on electricity generated from renewable energy sources Downloadable (in Italian) from GME's website (www.mercatoelettrico.org)
[4]	Ministerial Decree	20 July 2004	New identification of quantitative targets for increasing end-use energy efficiency (for electricity) Downloadable (in Italian) from GME's website (www.mercatoelettrico.org)
[5]	Ministerial Decree	20 July 2004	New identification of national quantitative targets for energy saving and development of renewable energy sources (for natural gas) Downloadable (in Italian) from GME's website (www.mercatoelettrico.org)
[6]	Law 239	23 August 2004	Restructuring of the energy sector and delegation of powers to the Government for reorganising the applicable legislation on energy. Downloadable (in Italian) from GME's website (www.mercatoelettrico.org)
[7]	GME	16 September 2005	Integrated Text of the Electricity Market Rules, approved by a Ministerial Decree of 19 December 2003, as amended and supplemented Downloadable from GME's website (www.mercatoelettrico.org)
[8]	Terna	29 December 2003	Regole di Dispacciamento (V. 2.0 – "Dispatching Rules") Downloadable (in Italian) from Terna's website (www.terna.it)
[9]	AEEG	27 December 2004	Proposed rules for the supply of the public service of

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electricity dispatch and for the provisioning of the necessary sources following an economic merit order, pursuant to art. 3 and art. 5 of Legislative Decree no. 79 of 16 March 1999 – Version amended and supplemented by AEEG's *Resolution 237/04*

Downloadable from AEEG's website (http://www.autorita.energia.it/inglese/enlex/04.htm)

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3. Market Participant's Interface with GME's New Architecture

GME's New Architecture is designed to be used in the Internet environment and based on GUI-type interfaces.

The graphic interface is *non-Modal*, i.e. the screens are independent and updated in real time.

The application has the following operational features:

- In all the forms, capacity and energy values are shown with three decimals and expressed in MW or MWh, respectively.
- In all the forms, price values are always shown with: two decimals, if they represent a taxable amount; four decimals, if they represent VAT values or total values to which VAT has been added; and six decimals, if they represent a unit price.
- In forms showing lists of data, the data may be sorted in increasing/decreasing order, depending on the selected column. Just select the title of the column by clicking on the left mouse button.
- In forms showing lists of data which extend to multiple pages, the last row of the first page gives the number of pages of the list, in groups of 10. Select the numbers directly to access the pages of interest.
- In all the forms of the tabular-structure application, you may use the multi-copy/paste option (as in the case of Windows GUI) to transfer the data into your own areas.
- In the drop-down menus, you may select the records (including multiple records) by clicking on the left mouse button and using the Shift and Control keys (as in the case of Windows GUI).
- In some forms of the application (specified in this User Guide), you may copy the tabulated values from the form to Windows Clipboard by pressing Ctrl-C (to copy one row or line) or Ctrl-A (to copy the entire table) and import them into other applications.
- In all the forms with an explicit [..Criteri di Ricerca (Search Criteria) section, the section is sensitive to the passage of the cursor and you may alternatively view or hide it. If you position the cursor over the text, the field will change colour (from yellow to red) and you will get a description tooltip, as shown in the figure. By default, this section is always visible when you open the form and it closes after you have displayed the result in the underlying area. You get the same result by placing the cursor over the small button on the right side . In the figure, you may see an example of use:

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Figure 1 – Hide/View Search Criteria Section

Figure Captions

Search Criteria – Hide Search Criteria – *To hide*

Market Participant

From day (DD/MM/YYYY)

To vies – Search Criteria – View Search Criteria

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3.1 Launch of the Application

A Market Participant interfaces with GME's New Architecture system through a web interface. Through this interface, the Market Participant may manage and display invoicing data and payables/receivables resulting from transactions already concluded in the previous days and already "closed" in terms of markets. The interface is available in the Italian language only and may be used both in http with basic authentication and (in a subsequent release only) in https with client authentication (digital certificate for SSL authentication).

To use the features of GME's New Architecture, follow the logical steps indicated below:

1. Connect to GME's website – Electricity Market - SettlementView: *https://settlement.ipex.it/mestview_wa/login/frmlogin.aspx*.

2. You will get GME's frame for managing and displaying the already consolidated payables/receivables. From this frame, you may launch the login routine. First of all, enter your User ID (Login) and Access Code (Password) and then select [Ok], or enter your smart card for the digital signature, if the login process requires a smart card and a digital signature. If you select the [..Cancel] key, you will clear the data entry area.

Figure 2 – Login to GME's System – Settlement

3. After logging in, you will get the initial Welcome screen. The upper part of this screen shows the menu for managing the Settlement data. To access the various options, select the item of interest in the menu bar. Under each item of the menu, a window will appear with all the options associated with the selected item. On the right side of the screen, you will see a section (circled in the figure) showing information about user, operator (Market Participant), role and date of the current day in clear text.

Figure 3 – GME's Settlement Application - Home Page

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4. Options of the Menu

The Menu offers the following options:

Figure 4 – GME's Settlement Application – Market Participant Menu

- Home — If you press this key, you go back to the main page.
- Information — You may display the tables of the market (Users, Operators/Market Participants, VAT Codes, Units), download the Invoice Stylesheet and launch the routine for installing the Digital Signature Plugin (for the time being, this routine will not be used)
- Transactions — You may display the records associated with the transactions processed in the market.
- Account Movements — You may display the values contained in the "Account Movements" (Statement of Account).
- Monthly Invoice — You may display the available monthly invoices (billing data) – i.e. invoices that have already been published - and send invoice notifications.
- Upload — Market Participants are not allowed to upload data from this menu; to do so, they have to use the "Monthly Invoices" (monthly billing) menu.
- Download — You may check the execution status of off-line reports and download the Settlement data into your workstation in XML format.
- Logoff — If you press this key, you disconnect from the application.

The following paragraphs describe the above-listed options (except for Home and Logoff, which are self-explanatory) and the related sub-options.

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4.1 Information

The “Information” menu offers the following options:

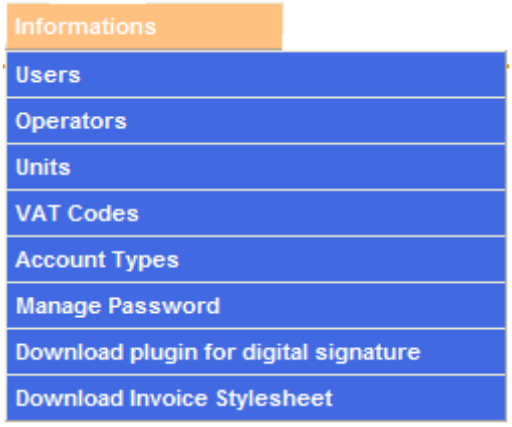

Figure 5 – Information – View Options

- **Users** — You may display the identification data of the users defined in the application.
- **Operators** — You may display the identification data of Market Participants.
- **Units** — You may display the units associated with each Market Participant.
- **VAT Codes** — You may display the VAT codes defined in the market in respect of the units.
- **Account Types** — You may display the characteristics of all the account types (payables and receivables) and fees for GME, TERNA, PAB and CSP
- **Manage Password** — You may change your password to access the platform.
- **Download Plugin for Digital Signature** — You may download the plugin for installing the digital signature.
- **Download Invoice Stylesheet** — You may download the stylesheet for correctly displaying the XML files.

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4.1.1 Users

Through the "Information – Users" option, you may view the users that have been defined in the application. The list varies depending on the content of the Operator (Market Participant) field (upper right of the form); this field acts as a first selection filter for the Search; however, it is independent of the possible content of the User field (upper right of the form).

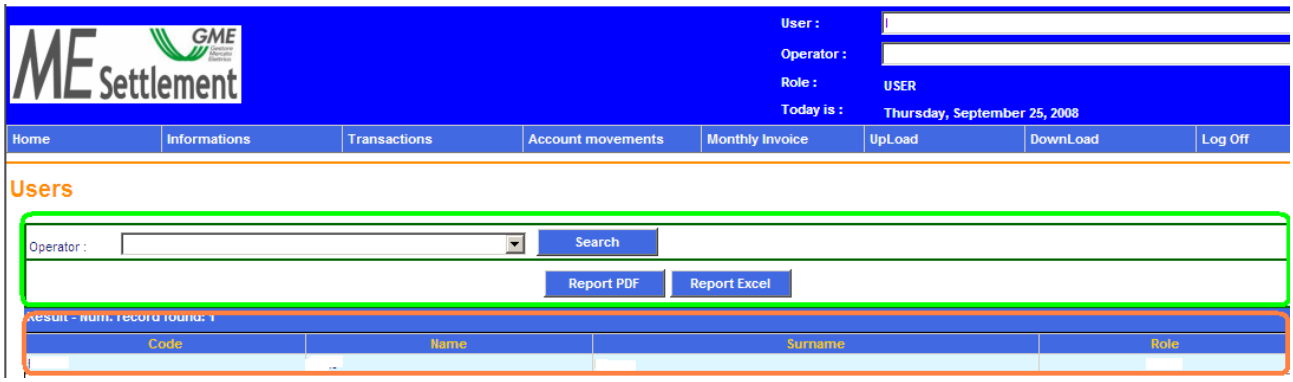

Figure 6 – Information – Users

This form consists of two sections: i) upper section (bounded by a green line), where you may specify the Search criteria; and ii) lower section (bounded by an orange line) where - after the Search process - you get the list of users.

Search Criterion Section

Field	Description
Operator	It shows the Market Participant associated with the users to be listed. By default, it is set to the first value of the list, if the Operator field (upper right) is set to *All* (upon the first login). Otherwise, it is positioned on the last Market Participant selected. You may change the value by clicking on the symbol on the right side of the field; you will get a window with the full list of Market Participants. After selecting the Market Participant, the corresponding field in the upper right box will be updated accordingly.

Functional Key	Description
Search	You may launch the search in the Settlement application database, on the basis of the value specified in the search field.
Report PDF	This key is enabled after successful completion of the search process. If you press this key after displaying the data in the Result section, you will get the report in PDF format (see example at the end of the Result section).
Report Excel	This key is enabled after successful completion of the search process. If you press this key after displaying the data in the Result section, you will get the report in XLS format (see example at the end of the Result section).

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Result Section

This section shows the result of the search: in the first row, the total records found, e.g. [..Risultato - Num. record trovati: 51](Result - number of records found: 51); and, in the lower part, the detailed values of users, as described in the following table.

List/Details	Description
Code	Numerical code of the user associated with the Market Participant selected in the search section.
Name	Name of the user.
Surname	Surname of the user.
Role	Role assigned to the user.

You may directly display the content of the list in a PDF report or on an Excel table by using the functional keys located in the Search section.

By selecting [..Report PDF] or [..Report Excel], you will display the File Download form, which holds information about the file to be downloaded and four functional keys for file management.

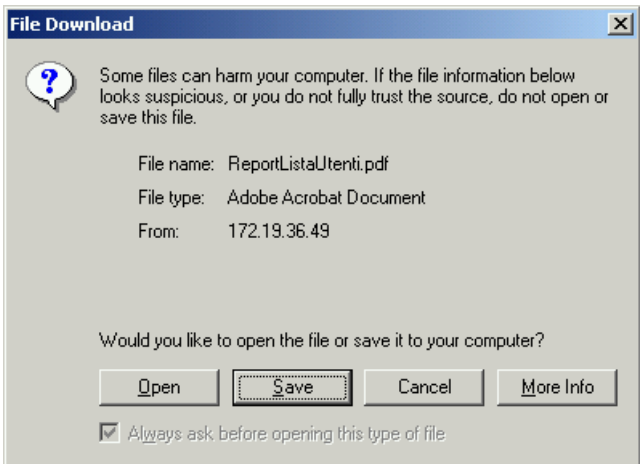
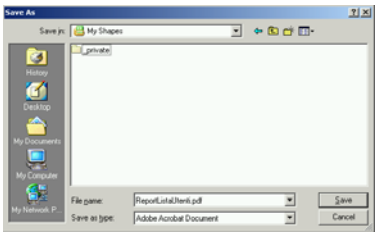


Figure 7 – Information – List of Users in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file in your workstation. In the “Save as” form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. By pressing the Close button in the Download Complete form, you will end the transfer process. 
Cancel	By pressing this key, you cancel the download of the file.
More Info	By pressing this key, you activate the Help form of Internet Explorer.

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By selecting the Open key, you may immediately display the report in the downloaded format.

The following figure gives an example of List-of-Users report in PDF format:

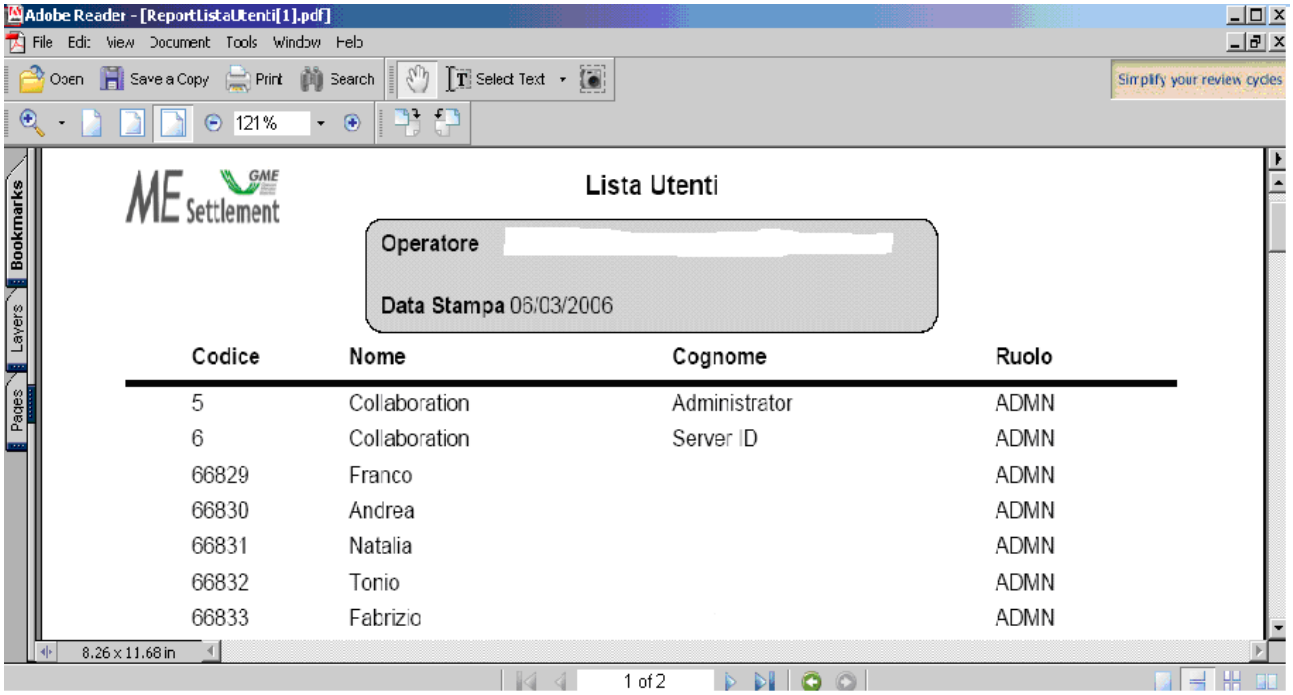

Figure 8 – Information – List of Users in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure gives an example of List-of-Users report in Excel format (XLS):

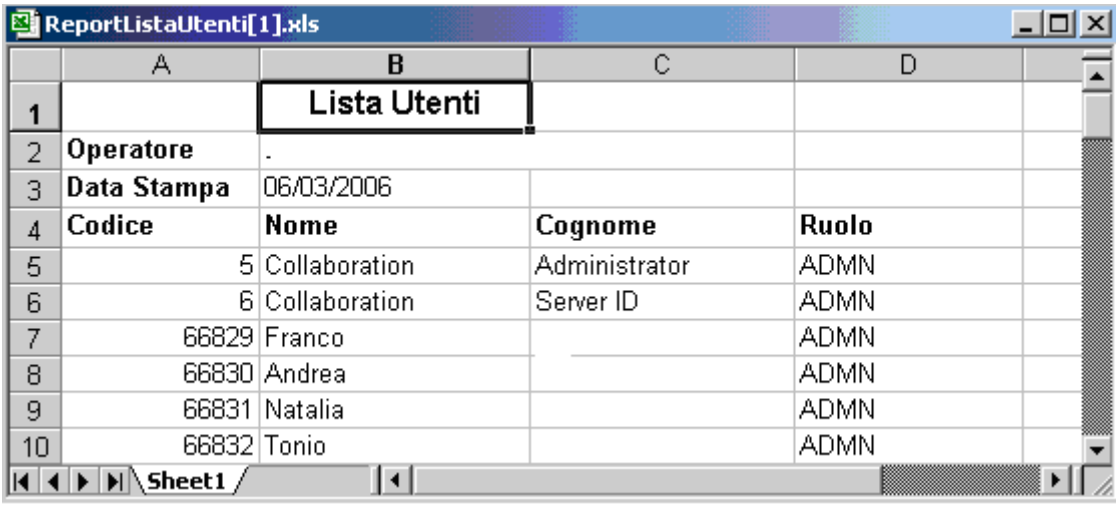

Figure 9 – Information – List of Users in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or close the application (by selecting the File command and then the Quit option).

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4.1.2 Operators

By selecting the "Information – Operators" option, you display the Market Participants. The list varies depending on the content of the User field (upper right of the form), which acts as a first selection filter for the Search; however, it is independent of the possible content of the Operator field (upper right of the form).

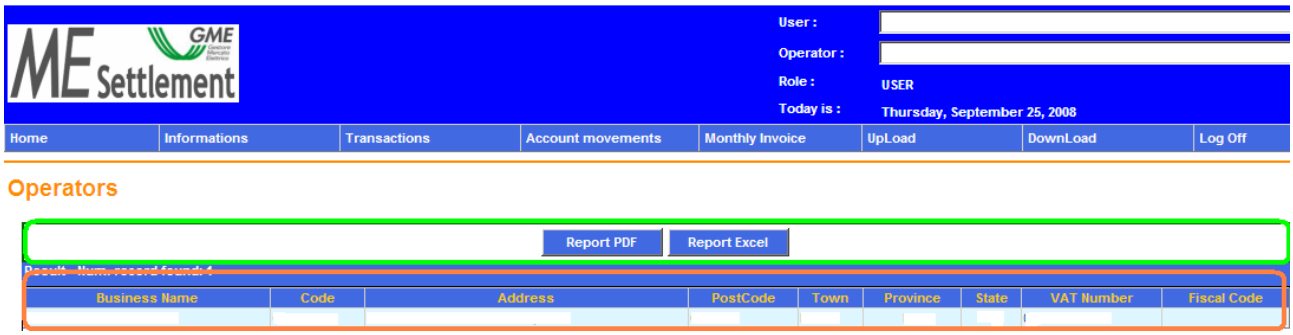

Figure 10 – Information – Operators

The screen consists of two sections: i) upper section (bounded by a green line) to obtain the reports after the search process (with this option, report generation is launched automatically); and ii) lower section (bounded by an orange line) where – after the search process – you get the list of Market Participants associated with the User.

Search Criterion Section

Functional Key	Description
Report PDF	This key is immediately enabled, because the list is automatically populated when you select the option. If you press this key after displaying the data in the Result section, you will see the report in PDF format (see example at the end of the Result section).
Report Excel	This key is immediately enabled, because the list is automatically populated when you select the option. If you press this key after displaying the data in the Result section, you will get the report in XLS Format (see example at the end of the Result section).

Result Section

This section displays the result of the search: in the first row, the total records found, e.g. **[..Risultato Num. record trovati: 3** (Result – Number of records found: 3); and, in the lower part, the Market Participants' data, as described in the following table:

List/Details	Description
Business Name	Registered name or company name of the Market Participant.
Code	Code that GME has assigned to the Electricity Market Participant.
Address	Address of the Electricity Market Participant.
PostCode	Postal code of the Market Participant's address.

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Town	Town/City where the Electricity Market Participant has its registered office.
Province	Province where the Electricity Market Participant has its registered office.
State	Country to which the Market Participant belongs.
VAT Number	VAT Number of the Market Participant.
Fiscal Code	Taxpayer's Code of the Market Participant.

You may directly display the content of the list in a report in PDF format or on an Excel table by using the functional keys in the Search section.

If you select the [..Report PDF] key or the [..Report Excel] key, you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

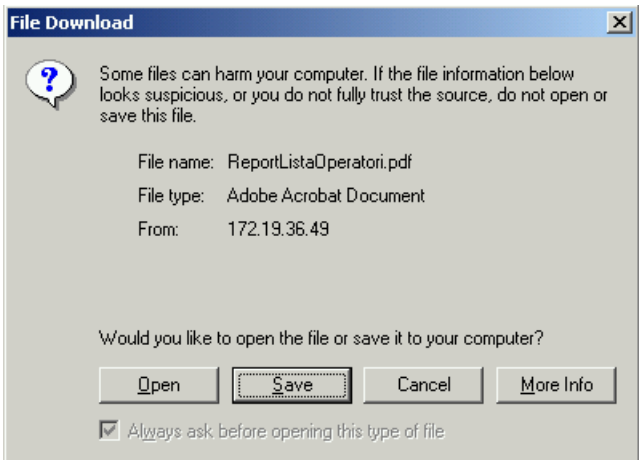
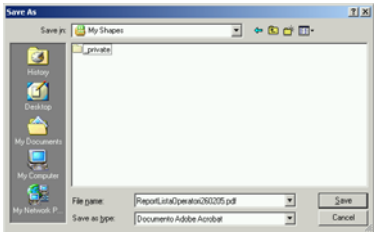


Figure 11 – Information – List of Market Participants in PDF Format – File Download

Functional Key	Description
Open	If you press this key, you open the file shown in the form
Save	If you press this key, you may save the file into your workstation. On the "Save as" form, you enter the name of the file to be saved. The saving process will continue by downloading the file into the specified area. You may end the transfer by pressing the Close button in the Download Complete form. 
Cancel	If you press this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure gives an example of List-of-Market Participants report in PDF format:

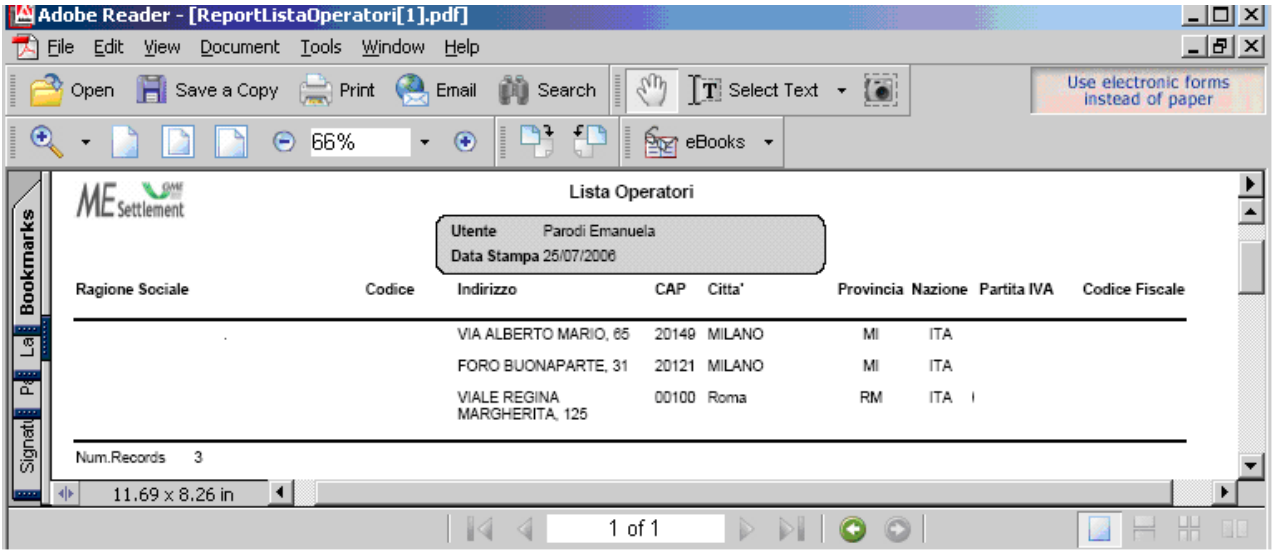

Figure 12 – Information – List of Market Participants in PDF Format

To navigate through the report, you may use the functional keys (top bar) which are described in the manuals of Adobe Acrobat.

The following figure gives an example of List-of-Market Participants report in Excel Format (XLS):

Figure 13 – Information – List of Market Participants in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or close the application (by selecting the File Command and then the Quit option).

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4.1.3 Units

The “Information – Units” option allows you to display the Units defined in the market. The list varies depending on the content of the Operator field (upper right of the form) which acts as a first Search selection filter; however, it is independent of the possible content of the User field (upper right of the form).

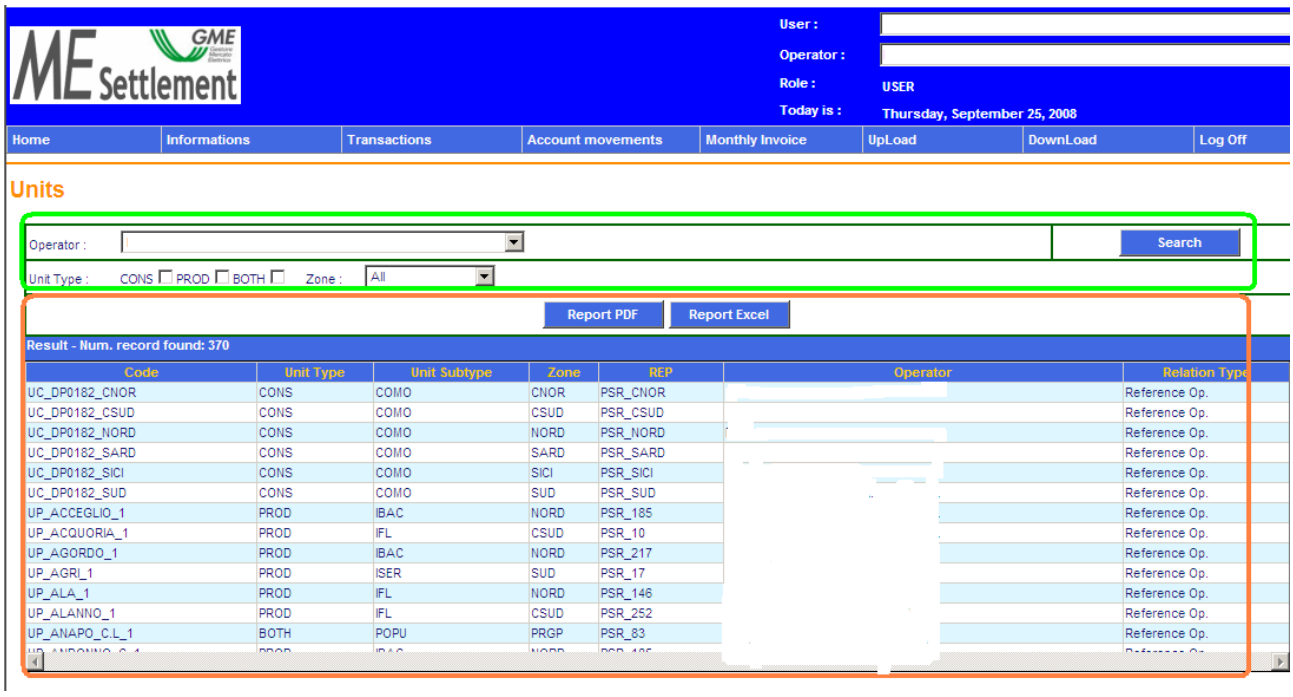

Figure 14 – Information – Units

The screen consists of two sections: i) upper section, where you specify the Search criteria (bounded by a green line); and ii) lower section, where you get the List of Units (bounded by an orange line).

Search Criterion Section

Field/Flag	Description
Operator	This field shows the Market Participant whose Units are to be listed. By default, it is set to *All* (upon the first login); otherwise, it is positioned on the last Market Participant selected. The value can be changed by clicking on the symbol on the right side of the field; you will get a window with the list of Market Participants assigned to the User. After selecting the Market Participant, the corresponding field in the upper right box will be updated accordingly.
Unit Type: CONS	This flag indicates that you wish to search the consuming units only.
Unit Type: PROD	This flag indicates that you wish to search the generating units only.
Unit Type: BOTH	This flag indicates that you wish to search the mixed units only.
Zone	From here, you may select the Zone in the window which opens when you press the arrow button on the right side of the field. By default, the field is set to *All*.

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Functional Key	Description
Search	You may launch a search in the database of the Electricity Market, on the basis of the specified values.
Report PDF	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you get the report in PDF format (see example at the end of the Result section).
Report Excel	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you get the report in XLS format (see example at the end of the Result section).

Results Section

This section displays the result of the search: in the first row, the total records found, e.g. [..Risultato - Num. record trovati: 342] (Result – Number of records found: 342); and, in the lower part, the data of the Units, which are described in the following table:

List/Details	Description
Code	Code identifying the Unit.
Unit Type	This field indicates whether the unit is a Generating Unit (PROD) or a Consuming Unit (CONS) or a Mixed Unit (BOTH).
Unit Subtype	This field further specifies the Type of Unit, e.g. whether it is a Hydro, Thermal, Foreign or other Unit, according to an appropriate decoding table.
Zone	Zone to which the Unit belongs.
P.d.S.R.	The “Punto di Scambio Rilevante” to which the Unit belongs.
Operator	The Market Participant in charge of the Unit.
Relation Type	Type of relationship between the Market Participant and the Unit. In other terms, this field indicates whether the Market Participant is the reference Market Participant or a delegated Market Participant.

When the list extends to multiple pages, the last row shows the number of pages (at the most in groups of ten), as in the example: [..1 2 3 4 5 6 7 8 9 10 ...]. You may select the page of interest and directly display its content.

Finally, the application enables you to directly display the content of the list in a report in PDF format or on an Excel table, through the functional keys located in the Search section.

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By pressing the [..Report PDF] or [..Report Excel] keys, you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

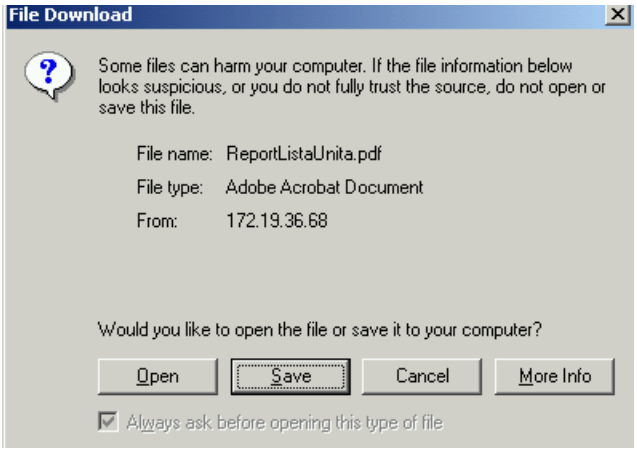
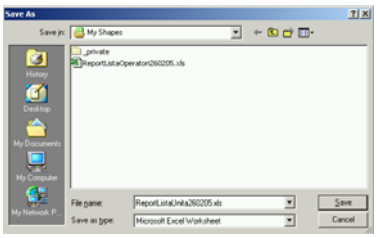


Figure 15 – Information – List of Units in Excel Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure is an example of List-of-Units report in PDF format:

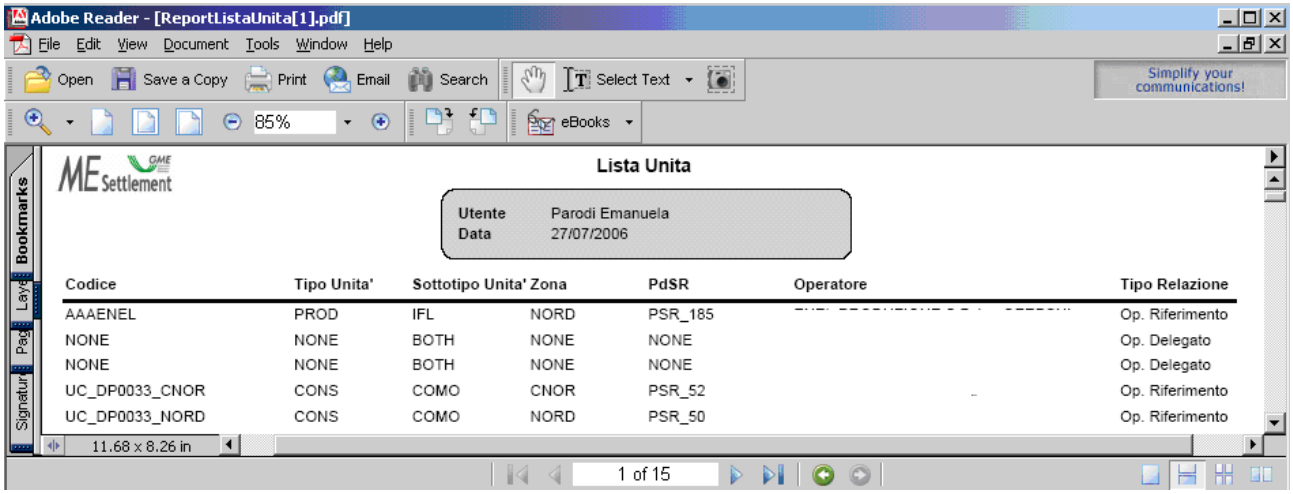

Figure 16 – Information – List of Units in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of List-of-Units report in Excel format (XLS):

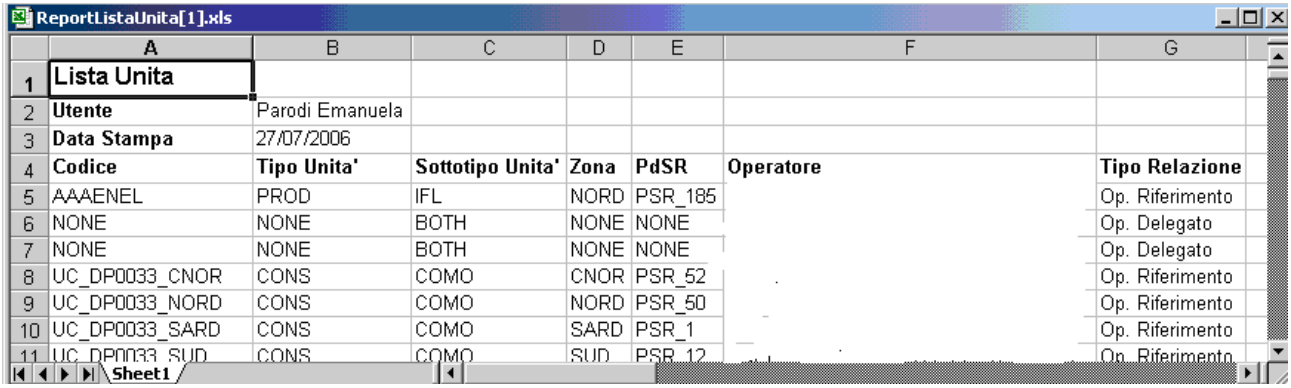

Figure 17 – Information – List of Units in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.1.4 VAT Codes

The “Information – VAT Codes of Units” option allows you to display the VAT Codes associated with the Units defined in the market. The list is independent of the content of the User/Operator fields (upper right of the form).

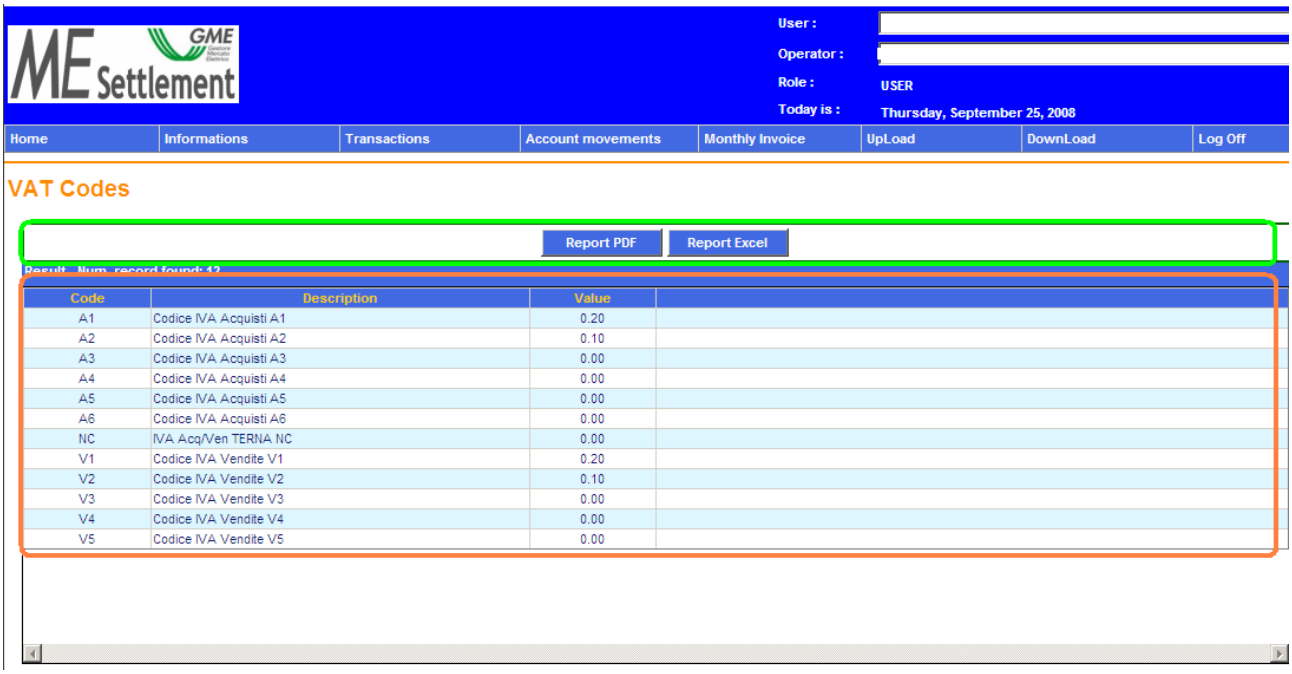

Figure 18 – Information – VAT Codes

The screen consists of two sections: i) upper section (bounded by a green line), from which you get the reports after the search process; with this option, report generation is launched automatically; and ii) lower section (bounded by an orange line), from which you get the list of the VAT Codes after the search process.

Search Criterion Section

Functional Key	Description
Report PDF	This key is enabled after successful completion of the search. If you press this key after displaying the data in the Result section, you get the report in PDF format (see example at the end of the Result section).
Report Excel	This key is enabled after successful completion of the search. If you press this key after displaying the data in the Result section, you get the report in XLS format (see example at the end of the Result section).

Result Section

This section shows the result of the search: in the first row, the total records found, e.g. [..Risultato - Num. record trovati: 12] (Result – Number of records found: 12); and, in the lower part, the VAT Codes, as described in the following table:

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List/Details	Description
Code	VAT Code assigned to the type of transaction shown in the following field.
Description	Type of transaction associated with the VAT Code.
Value	Decimal value (from 0 to 1) assigned to the VAT Code.

You may directly view the content of the list in a report in PDF format or on an Excel table, through the functional keys located in the Search section.

By selecting the [..Report PDF] or [..Report Excel] buttons, you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

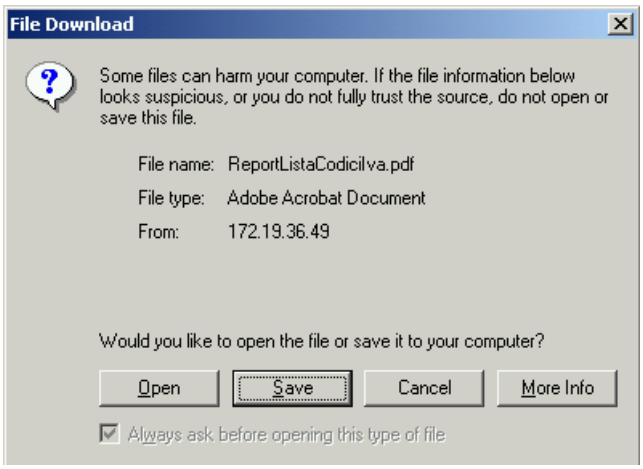
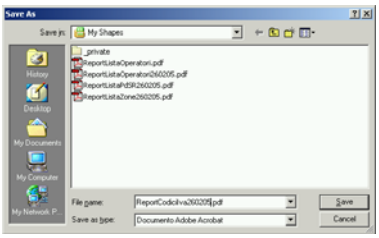


Figure 19 – Information – VAT Codes in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the “Save as” form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of List-of-VAT Codes report in PDF Format:

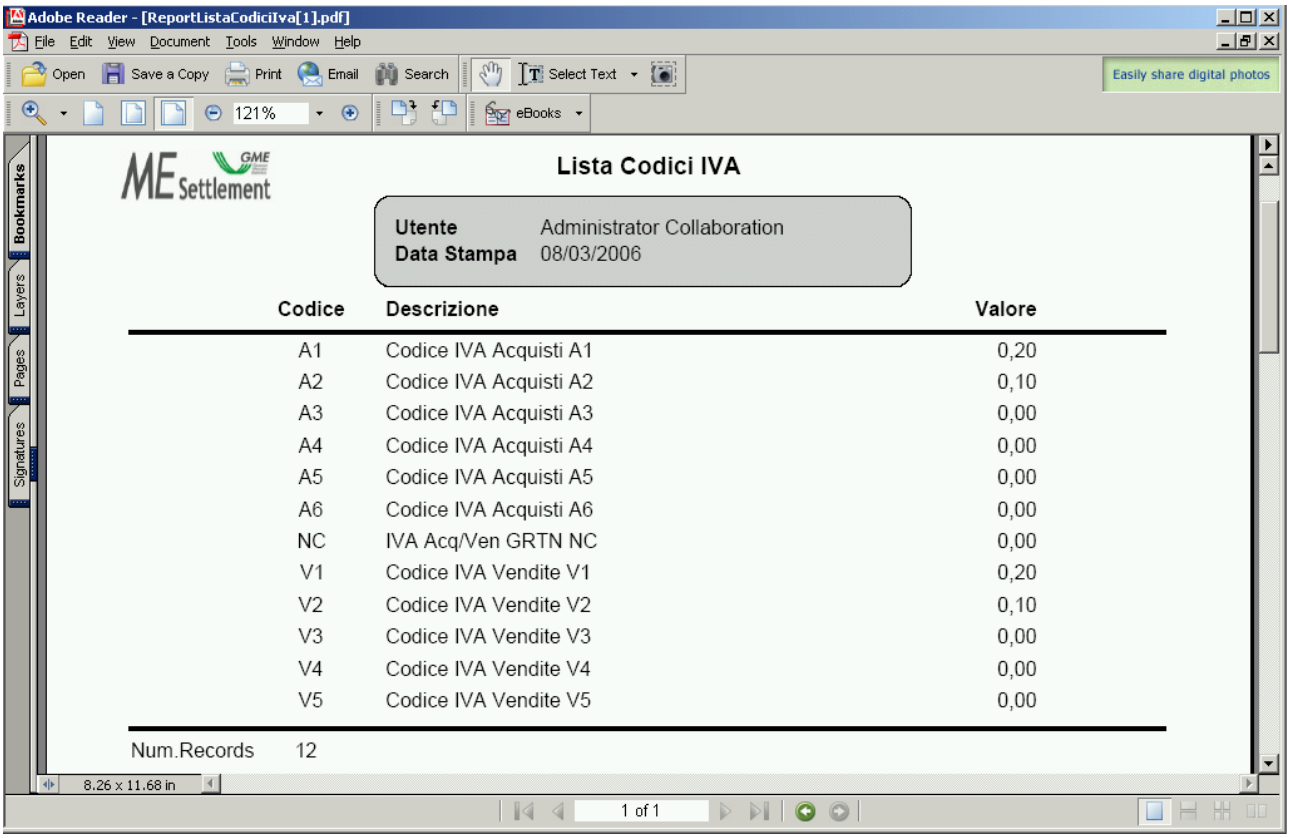

Figure 20 – Information – List of VAT Codes in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of List-of-VAT Codes report in Excel format (XLS):

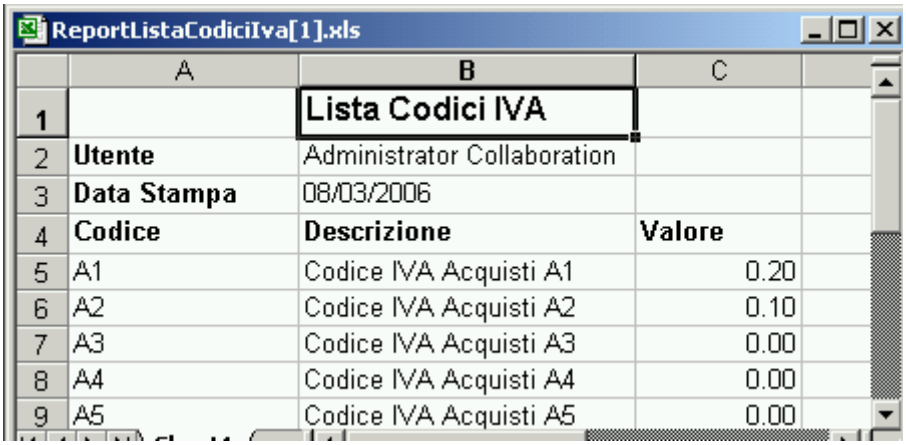

Figure 21 – Information – List of VAT Codes in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.1.5 Account Types

By selecting the "Information – Account Types" option, you display the Account Types and their characteristics. The List is independent of the content of the User/Operator fields (upper right of the form).

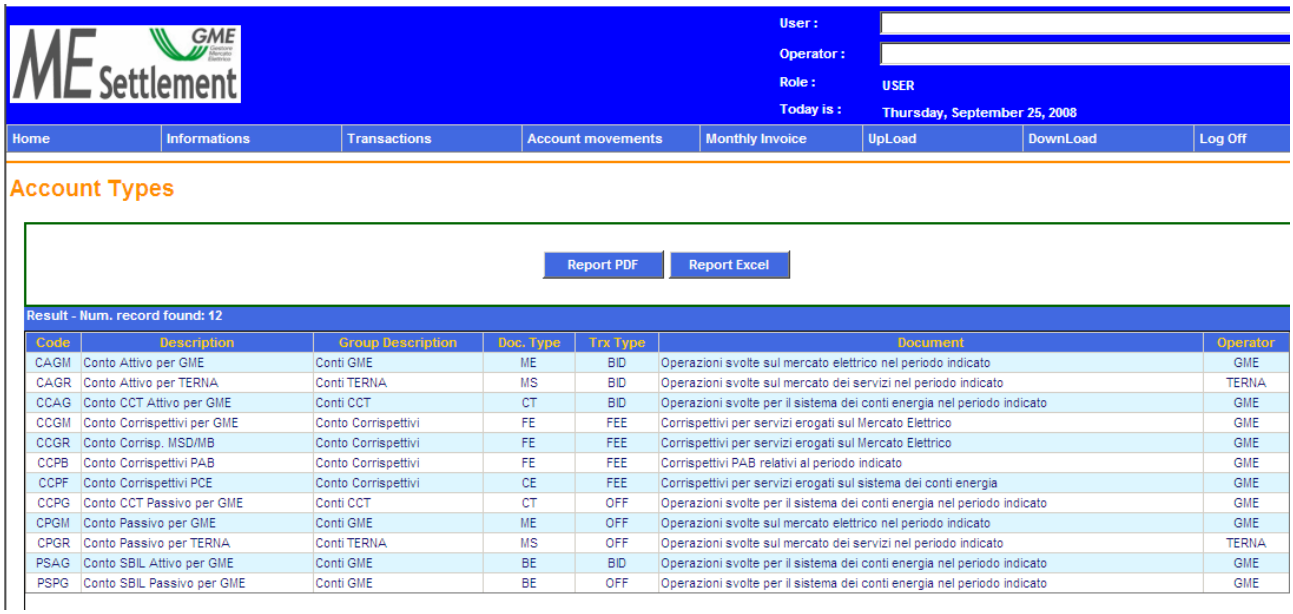

Figure 22 – Information – Account Types

The screen consists of two sections: i) upper section (bounded by a green line), from which you get the reports after the search process; with this option, report generation is launched automatically; and ii) lower section (bounded by an orange line) where, after the search process, you see the list of the Account Types and their characteristics.

Search Criterion Section

Functional Key	Description
Report PDF	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you will see the report in PDF format (see example at the end of the Result section).
Report Excel	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you will see the report in XLS format (see example at the end of the Result section).

Result Section

This section shows the result of the search: in the first row, the total records found, e.g. **[..Risultato - Num. record trovati: 11]** (Result – Number of records found: 11); and, in the lower row, the Account Types, as described in the following table:

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List/Details	Description
Code	Code assigned to the Account Type.
Description	Description corresponding to the Account Type Code.
Group Description	Description of the Group including the Account Type Code.
Doc. Type	Type of document that GME has assigned to the "Monthly Invoices" (billing data) generated for that account type; the type of document refers to the Electricity Market, to the Ancillary Services Market, to the OTC market or to fees.
Trx Type	Type of transaction associated with the Account Type. It may be BID (purchase) or OFF (sale) or FEE.
Document	Content of the document associated with the Account Type.
Operator	Market Participant to which the Account Type refers (GME or TERNA).

You may directly display the content of the list in a report in PDF format or on an Excel table, through the functional keys located in the Search section.

By selecting [..Report PDF] or [..Report Excel], you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

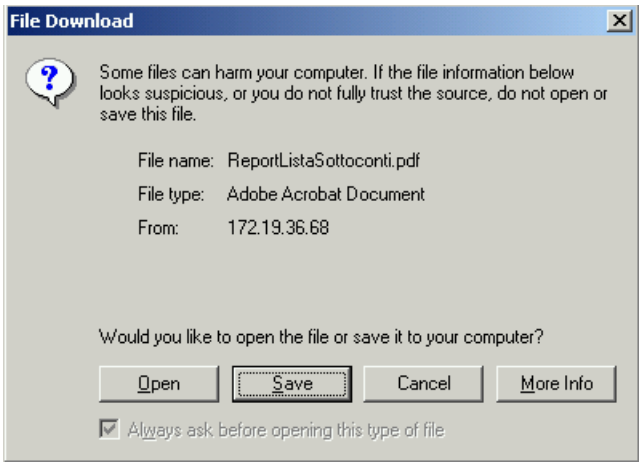
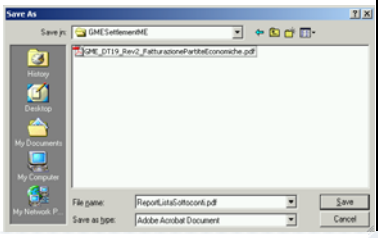


Figure 23 – Information – Account Types in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the



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	Download Complete form.
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

The following figure shows an example of List-of-Account Types report in PDF format:

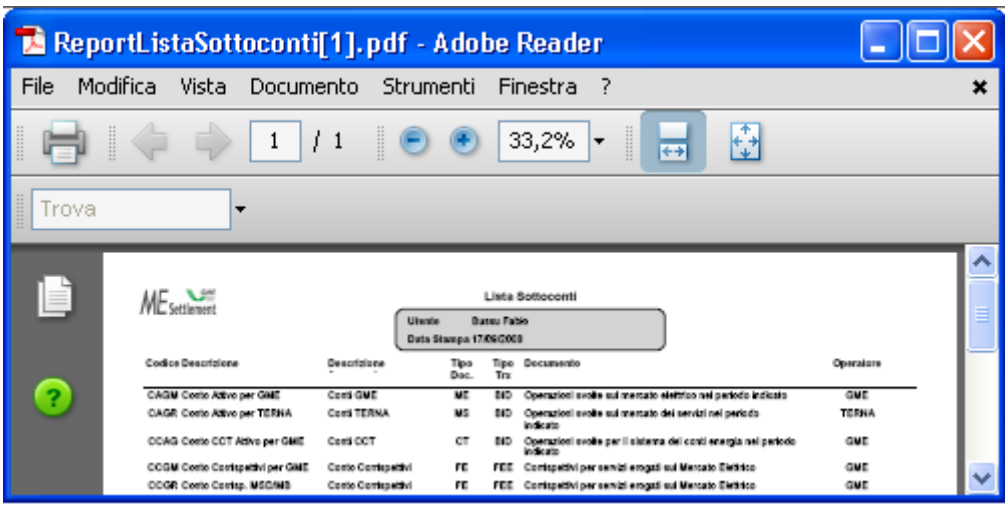

Figure 24 – Information – List of Account Types in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of List-of-Account Types report in Excel Format (XLS):

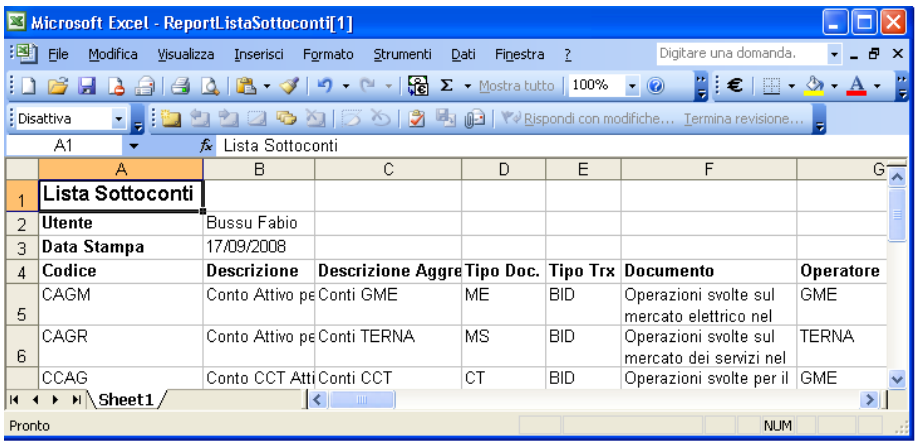

Figure 25 – Information – List Account Types in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.1.6 Manage Password

With the “Manage Password” option, you may change your password to access the MeSettlement platform.

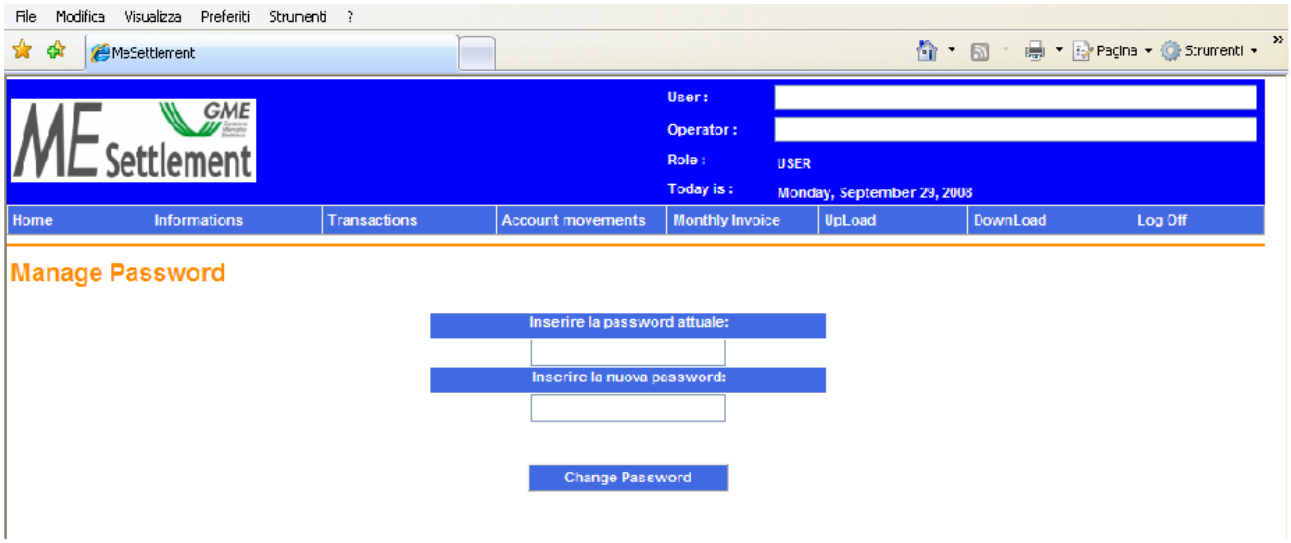

Figure 26 – Information – Manage Password

Functional Key	Description
Inserire la password attuale	In this field, you enter the current password to access the application.
Inserire la nuova password	In this field, you enter the new password to access the application.
Change password	If you press this key, you launch the routine which formally validates the content of the fields of the new password and (if the validation is successful) feeds them to the application.

4.1.7 Download Digital Signature Plugin

By selecting the “Information – Download Digital Signature Plugin” option, you may display and run the routine for downloading and installing the digital signature plugin into your workstation.

The steps of the routine are described sequentially below:

1. Click on the link with the right button of your mouse and select "Save Target As ..." to download the TXT file corresponding to the self-decompressing executable which contains the installation routine: Download zip
2. Save the "CryptX.exe" file into a local directory, e.g. **C:\plugin** (the directory should have been previously created)

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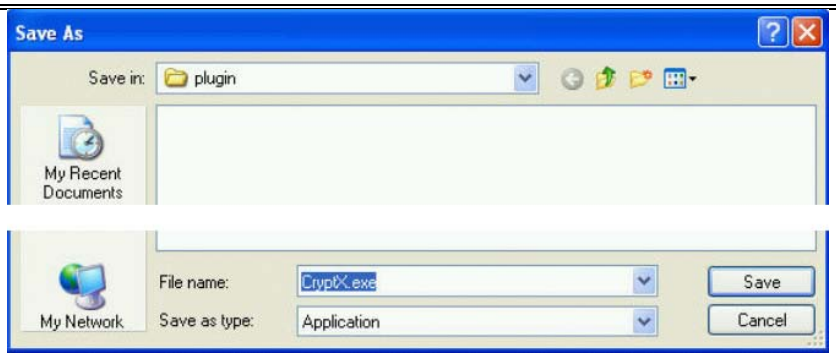

Figure 27 – Information – Download Plugin – Save file

3. Open a dos window: **Start->Execute...->cmd + Enter**

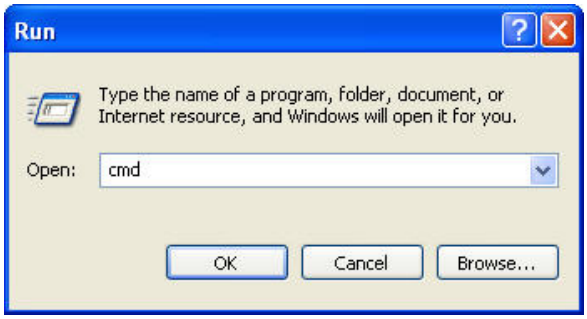

Figure 28 – Information – Download Plugin – Run

4. Move to the directory where you downloaded the "CryptX.exe" file : **cd c:\plugin** (from dos window)

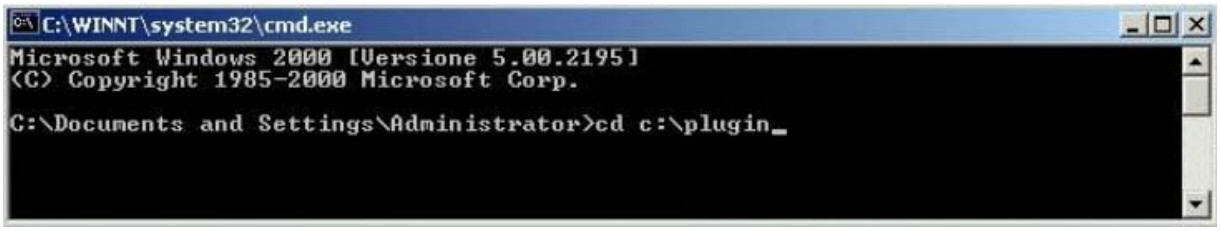

Figure 29 – Information – Download Plugins – C:\Plugin

5. Rename the file as Crypt.exe and then run the self-decompressing file: **CryptX.exe** (from dos window)

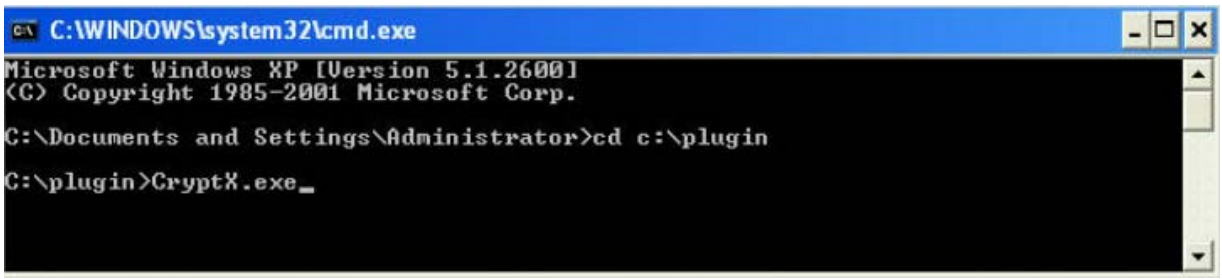

Figure 30 – Information – Download Plugin – Launch Self-Decompressing File

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6. Confirm decompressing of the file by clicking on the "**Unzip**" button

Figure 31 – Information – Download Plugins – Confirm Decompressing

7. Move to the directory where you decompressed the installation routine: **cd GMECabs** (from dos window)

Figure 32 – Information – Download Plugin – Access Routine

8. Run the installation routine: **InstallCabs.bat** (from dos window)

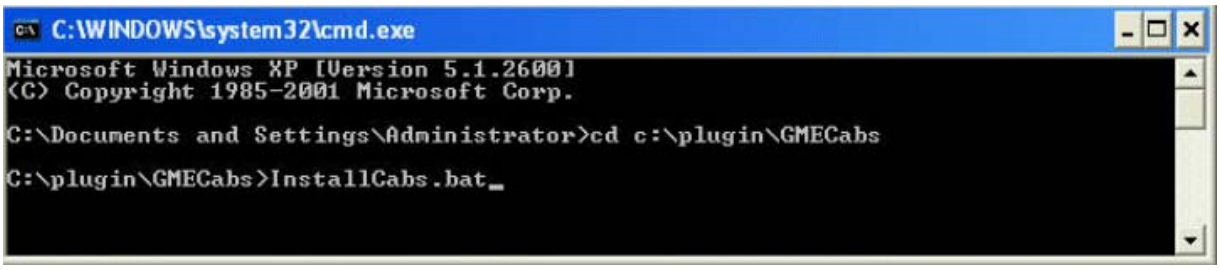

Figure 33 – Information – Download Plugin – Run Installation Routine

4.1.8 Download Stylesheet Fattura

The “Information – Download Stylesheet Fattura” option enables you to display invoices and notifications (XML files) to Market Participants through a stylesheet called *InvoiceNew.xslt.*
The *Stylesheet*:
- does not represent *per se* an invoice or a notification by itself;
- is an important document for invoicing purposes: the invoice consists of an xml file which is processed through the stylesheet.

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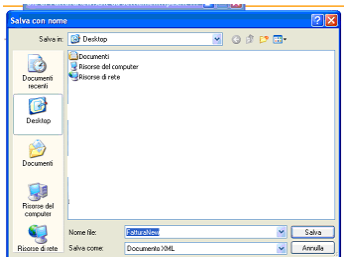
Figure 34 – Information – Download Stylesheet Fattura

The screen includes a section with the Link for downloading the stylesheet.

The steps of the routine shown in Figure 34 are described sequentially below:

1. Click on the link with the right button of the mouse and select "Save Target As ..." to download the Xslt file to display the invoice.
2. Save the "FatturaNew" file into a local directory.

Functional Key	Description
Save	By pressing this key, you save the file into your workstation. In the “File Name” form, enter the name of the file to be saved. The saving process will continue by downloading the file into the specified area. 
Cancel	By pressing this key, you cancel the file download.

By clicking on Save, you immediately save the file.

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4.2 Transactions

The “Transactions” menu offers the following options:

Figure 35 – Transactions – Available Options

- Search — From here, you may display all the invoicing data that are associated with the transactions processed in the Electricity Market.

4.2.1 Search

By selecting the “Search of Transactions” option, you display the transactions made in the market by all the Market Participants associated with that User. The list varies depending on the content of the User field (upper right of the screen) which acts as a first selection filter for the Search; however, it is independent of the possible content of the Operator field (upper right of the form).

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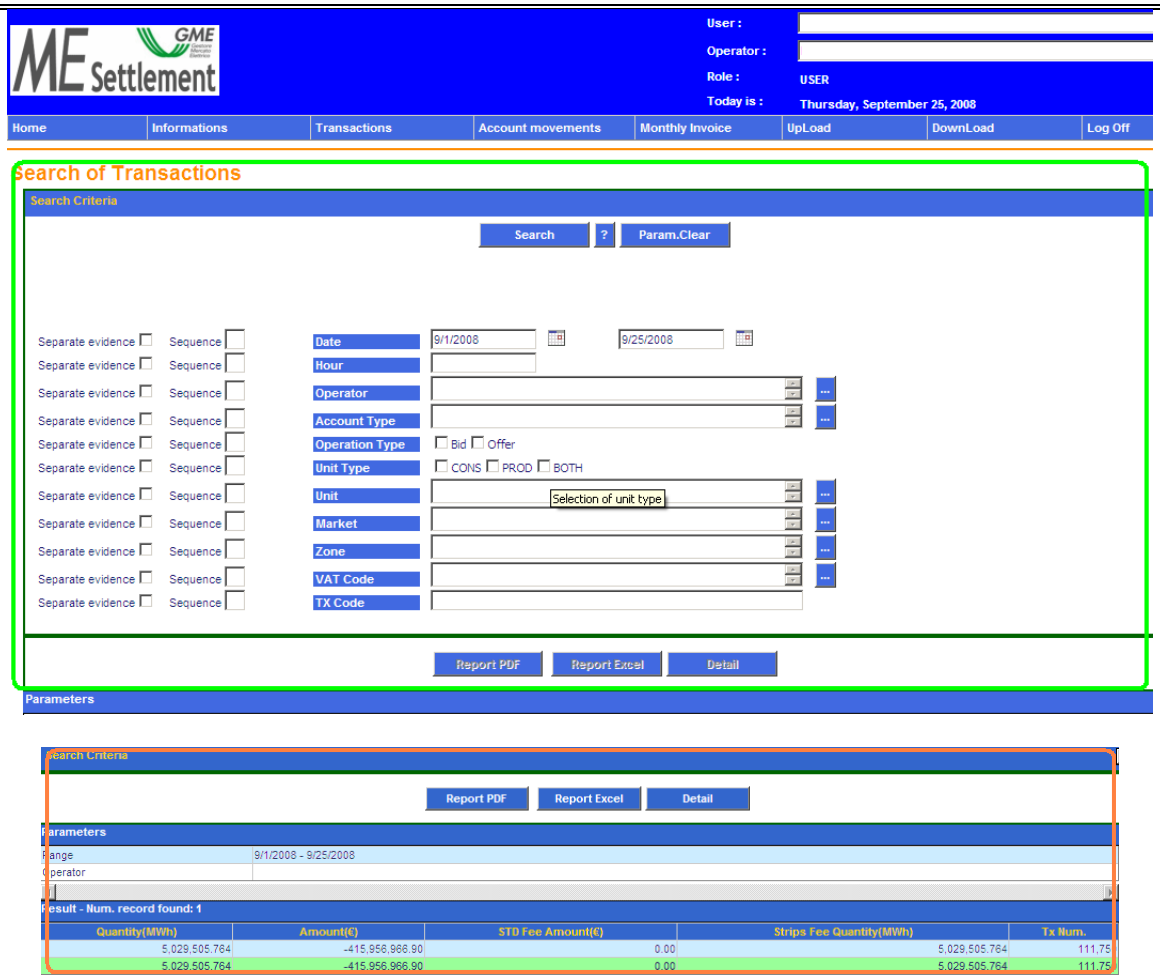

Figure 36 – Transactions – Search

The screen consists of two sections: i) upper section (bounded by a green line), where you select the Search criteria; and ii) lower section (bounded by an orange line), where you get the list of the transactions selected on the basis of your search parameters.

You may run “Search of Transactions” *synchronously* or *asynchronously*. The application will assign a “weight” to each of the parameters selected for the Search (“Separate Evidence” flag on). When the total weight exceeds a predefined value, the search is asynchronous; otherwise, below that value, it is synchronous. In principle, the more parameters with generic values you specify, the higher the probability that the search will be asynchronous. For details about the weight of the individual parameters, press the functional key [?] at the centre of the top bar of buttons. A synchronous search will be immediately processed and the result will be given in the lower area. Conversely, the processing of an asynchronous search will be queued and the result will be displayable at a later stage through the Download option, which also allows you to view the status of execution of off-line reports.

The application will check the parameter settings and the launch of the search through the functional keys located in the Search Criteria section.

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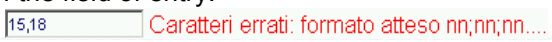
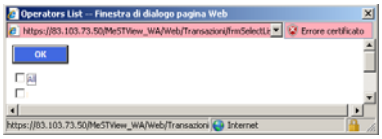
Functional Key	Description
Search	This key is always enabled. If you press this key, the application calculates the weight of the search to determine whether to run it synchronously and publish its Result immediately, or asynchronously.
[?]	This key is always enabled. By selecting this key, you get a page of detailed clarifications about the "weight" of the individual parameters that you may specify for the search. In practice, the page explains the heuristic rules that are used to decide whether the search is to be run synchronously or asynchronously.
Param.Clear	This key is always enabled. If you press it, you will cancel all the parameters that you have set and you will clear the form for starting a new search.

The following Section describes the details for setting the individual parameters for the search.

Search Criteria Section

Field/Flag	Description
Separate Evidence	If you select this flag, you may specify the corresponding field (on the same row) in order to highlight it in the list resulting from the search. If you do not select any flag in this column, the application will just return the total values of Quantity, Amount, Amount of Fees and Number of Transactions for the period shown in the Date fields.
Sequence	You may enter a numerical value from 1 to 10 to specify the sequence, from left to right, in which the fields of the list coming from the search process should be shown. If you do not enter any value into the fields of this column, the application will follow the sequence of the selected fields, from top to bottom.
Date	You may enter the start date and end date of the search period. The first field is set, by default, to the start date of the current month. The second field is set, by default, to the date of the current day. You may change both values by clicking on the symbol on the right side of the field and you will get a calendar window.
Hour	You may enter one or more decimal values (from 1 to 25) to specify one or more hours for the search. If you select multiple values, you must separate the values with a "semi-colon" → ;". Initially, this field is empty. If you enter the values without the correct separator, the application will return an error message (shown here) on the right side of the field of entry. 
Operator	You may select one or more Market Participants in the list, by pressing the functional key [...] (right side of the field). Initially, the field is empty, which means that the search will be made on all the Market Participants stored in the database.  This figure gives an example of selection of Market Participants. To close the selection, click on [..OK] and the field will be populated with the names of the specified Market Participants, as indicated below.

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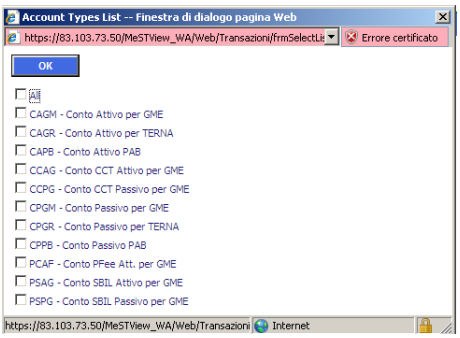
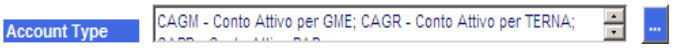
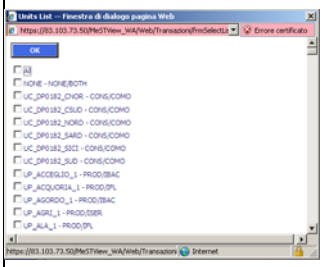
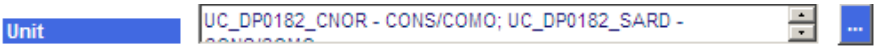
Account Type	You may select one or more account types in the list which opens by clicking on the functional key ... (right side of the field). Initially, the field is empty, which means that the search will be made on all the account types stored in the database.  This figure is an example of selection of Account Types. To close the selection, click on [..OK] and the field will be populated with the specified account types, as reported below. 
Operation Type	You may specify the type of transaction to be searched. You may select the Purchase flag or the Sale flag. Selection of both is equivalent to non-selection, because the application takes into consideration all the transactions in both cases.
Unit Type	You may enter the type of unit to be searched. You may select the CONS (Consuming) or PROD (Generating) or BOTH flags. Selection of the three fields is equivalent to non-selection, because the application takes into consideration all the transactions in the three cases.
Unit/s	From the list which opens by clicking on the functional key ... (right side of the field), you may select one or more units defined in the market and of which you wish to display the data. Initially, the field is empty, i.e. it indicates all the units. You may change the field by clicking on the symbol placed on the right side of the field, which allows you to make a selection among the listed units.  This figure is an example of selection of units. To close the selection, press the [..OK] button and the field will be populated with the specified units, as reported below. 
Market	From the list which opens by clicking on the functional key ... (on the right side of the field), you may select one or more markets of interest. Initially, the field is empty, i.e. it indicates all the markets. You may change the field by clicking on the symbol placed on the right side of the field, which allows you to make a selection among the markets. Selection of all the fields is equivalent to non-selection, because the application takes into consideration all the markets.

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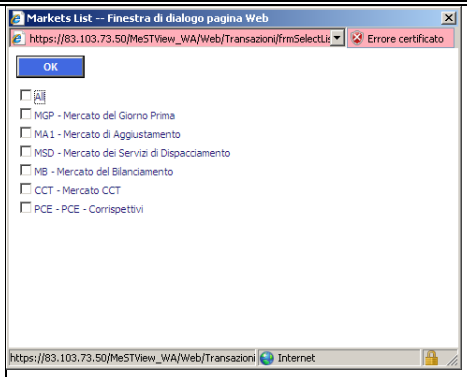
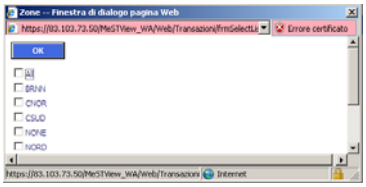


This figure shows an example of selection of markets. To close the selection, press the [..OK] button and the field will be populated with the specified markets, as reported below.

Zone

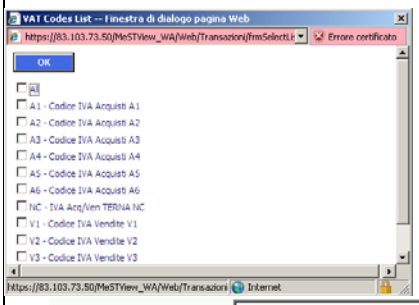
From the list which opens by clicking on the functional key [...] (on the right side of the field), you may select one or more zones of interest. Initially, this field is empty, i.e. it indicates all the Zones. You may change this field by clicking on the symbol placed on the right side of the field, which allows you to make a selection among the Zones. Selection of all the fields is equivalent to non-selection, as the application takes into consideration all the zones.



This figure shows an example of selection of Zones. To close the selection, press [..OK] and the field will be populated with the specified Zones, as reported below.

VAT Code

From the list which opens by clicking on the functional key [...] (on the right side of the field), you may select one or more VAT Codes of interest. Initially, this field is empty, i.e. indicating all the VAT Codes. You may change the field by clicking on the symbol on the right side of the field, which allows you to make a selection among the VAT Codes. Selection of all the fields is equivalent to non-selection, as the application takes into consideration all the VAT codes.



This figure shows an example of selection of VAT Codes. To close the selection, press [..OK] button and the field will be populated with the specified VAT Codes, as reported below.

TX Code

You may specify the code of one or more transactions. If you select multiple codes, you must separate the values with a "semi-colon" → ;". Initially, the field is empty, i.e. indicating all the transactions. If the search is made on a number of transactions which cannot be displayed within a short time, the application will continue the search off line and send a message similar to the one shown here. Select the functional key **Chiudi (Close)** to go back to the previous menu.

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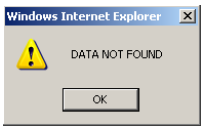
Result Section



This section displays the result of the search. If no records meeting the specified search criteria are found, the application will send you the message →

You may close this message by clicking on OK.

Conversely, if records meeting the specified search criteria are found, the application will display them in the Result table.

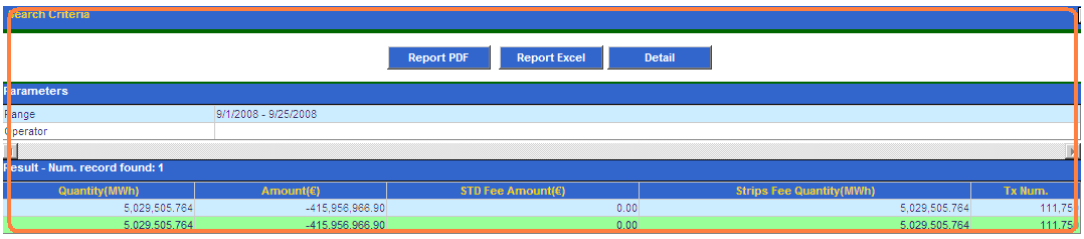


Figure 37 – Transactions – Search

The figure gives an example of Result, whose structure consists of: i) three functional keys (in the upper part), which are described at the end of this paragraph; ii) summary of the parameters used for the search (shown in the central part of the form, in the [..Parameters Area); and, finally, iii) list of values resulting from the search (in the [..Result] Area) and shown in the lower part of the figure. In the first row, you may see the total records found, e.g. [..Result - Num. record found: 14] (Result – Number of records found: 14); and, in the lower part, you may see the details, which are described in the following table:

List/Details	Description
Date	Date in which the transaction has been processed. The column is present only if the “Separate Evidence” flag in the Search section has been selected.
Hour	Applicable period to which the transaction refers. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Operator	Market Participant responsible for the transaction. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Account Type	Account Type to which the transaction has been attributed. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Purchase/Sale	Type of transaction. This field may contain one of two values: Purchase or Sale. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Unit Type	Type of Unit with which the transaction is associated. This field may show CONS (Consuming) or PROD (Producing) or BOTH (Mixed). The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Unit	Code of the Unit with which the transaction is associated. The column is present only if you have selected the “Separate Evidence” flag in the Search section.

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Market	Market where the transaction has been submitted. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Zone	Zone where the transaction has been processed. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
VAT Code	VAT Code associated with the transaction. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
TX Code	Code of the transaction. The column is present only if you have selected the “Separate Evidence” flag in the Search section.
Quantity (MWH)	Quantity of energy (in MWH) traded in the transaction. The column is always present.
Amount (€)	Amount (in €) of the energy traded in the transaction. This column is always present.
Fee Amount (€)	Amount of the fee (in €) for the electricity traded in the transaction. This column is always present.
Tx Num	Number of transactions processed in respect of the fee shown on the same row. The column is always present.

The last row shows the totals of the four columns with a numerical content, namely Quantity (Total MWH), Amount (Total € for the traded energy, with possible sign), Fee Amount (Total fees in €), Tx Num (Total transactions processed).

Finally, you may directly display the result of the search in a single report in PDF format or on an Excel table, through the functional keys located in the Search section.

Functional Key	Description
Report PDF	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you will get the report in PDF format (see example at the end of the Result section).
Report Excel	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, you will get the report in XLS Format (see example at the end of the Result section).
Details	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section and selecting a given transaction, you will get all the fields with the details of the selected transaction. If it is an aggregate transaction (resulting from a given number of simple transactions), you will see its individual components (see paragraph on Details at the end of the Results section).

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If you select [..Report PDF] or [..Report Excel ,], you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

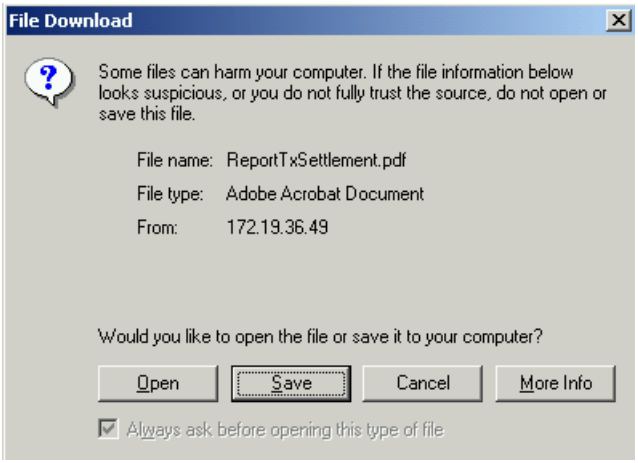
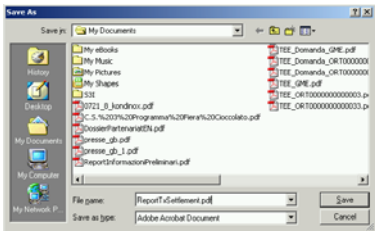


Figure 38 – Transactions – Search in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of Invoicing Transactions report in PDF format:

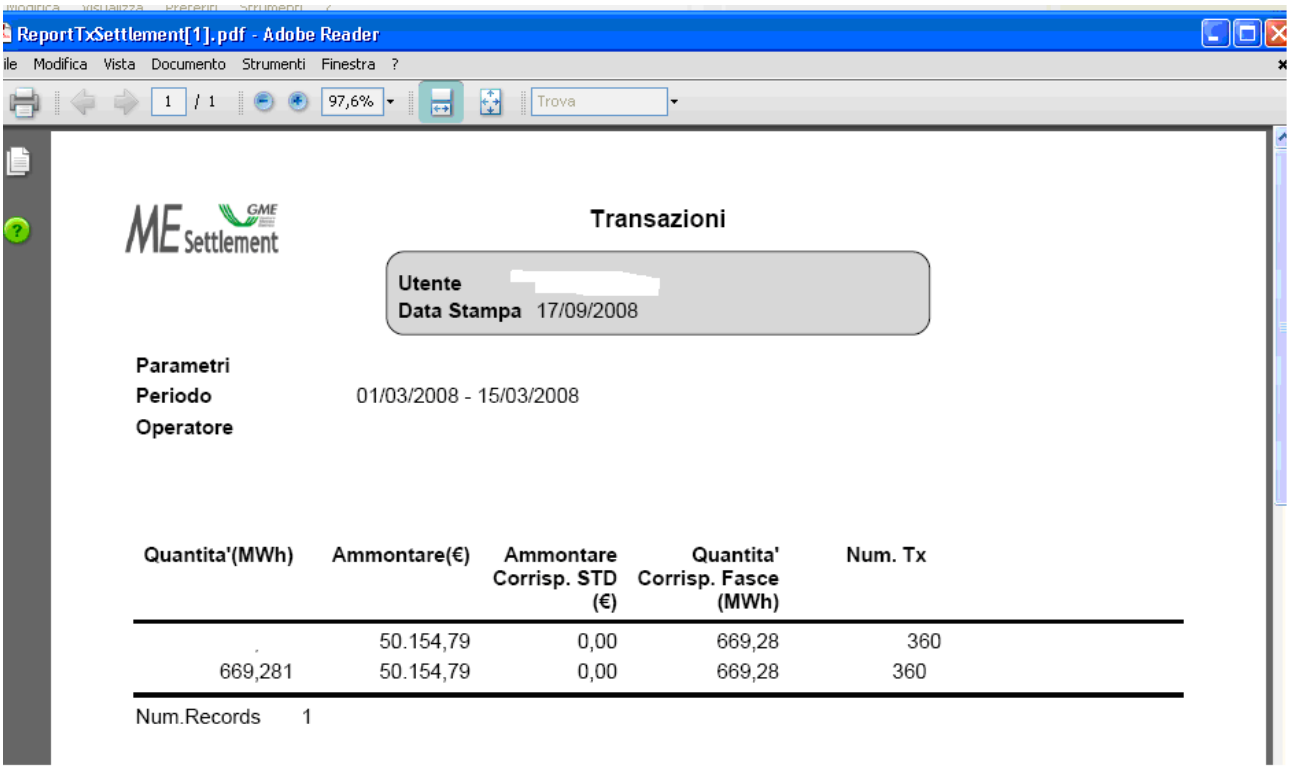

Figure 39 – Transactions – Search in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of Invoicing Transactions report in Excel format (XLS):

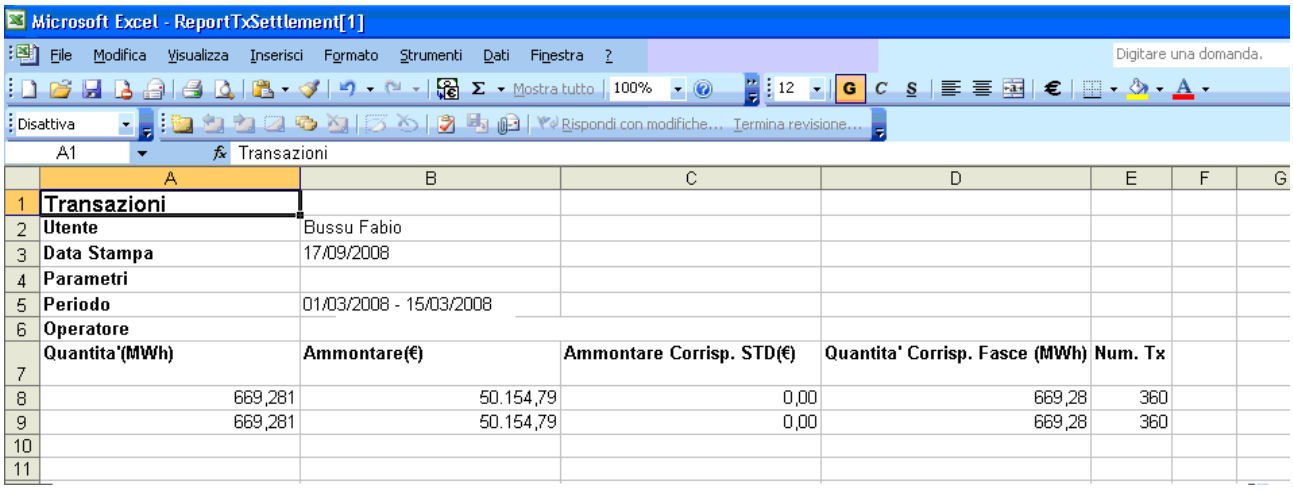

Figure 40 – Transactions – Search in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.2.1.1 Details of Transactions

This paragraph describes how to display the details of a single or aggregate transaction.

Select one row in the "Risultato" (Result) table and click on [..Dettaglio] (details).

You will display the following form:

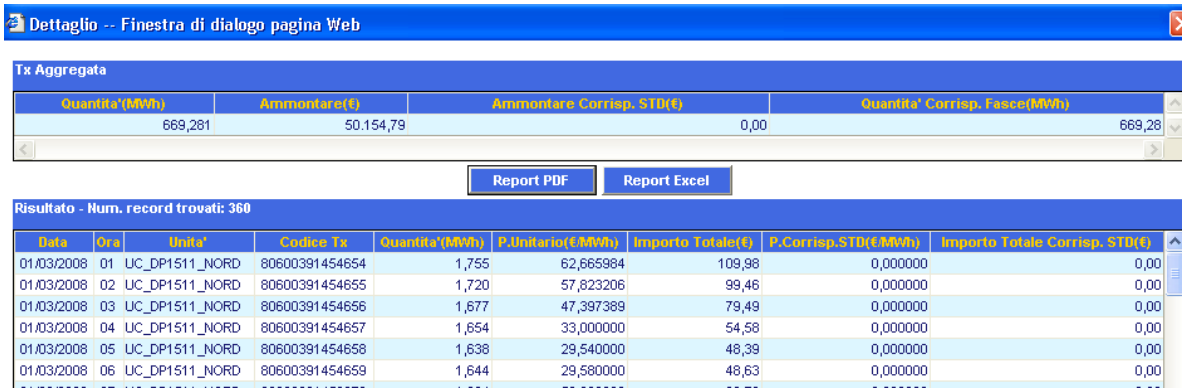

Figure 41 – Transactions – Search – Details of a transaction

The figure gives an example of Details, whose structure consists of: i) upper section, replicating the selected row and representing an aggregate transaction ([..Tx Aggregata..]); ii) two functional keys for printing the result of the details in PDF or XLS format; and iii) the list of the detailed values ([..Risultato] - Result Area) in the lower part of the figure; in the first row, you will see the total of the displayed records, e.g. [Risultato - Num. record trovati: 6] (Result – Number of records found: 6) with the elementary data described in the following table:

List/Details	Description
Data	Date in which the transaction has been processed.
Ora	Applicable period to which the transaction refers.
Unità	Code of the Unit with which the transaction is associated.
Codice TX	Code of the transaction.
P.Unitario (€/MWH)	Unit Price (in €/MWH) at which the transaction has been processed. You may display this column only by pressing the "Dettagli" (Details) key.
Quantità (MWH)	Quantity of energy (in MWH) traded in the transaction.
Importo Totale (€)	Amount (in €) of energy traded in the transaction. The column is equivalent to the "Ammontare" (Amount) column in the previous form (it does not include the Fees).

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By selecting [..Report PDF] or [..Report Excel] , you display the File Download form , which contains information about the file to be downloaded and four functional keys for file management.

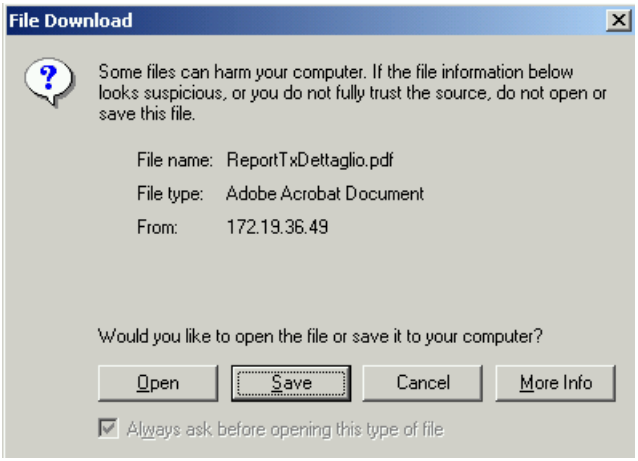
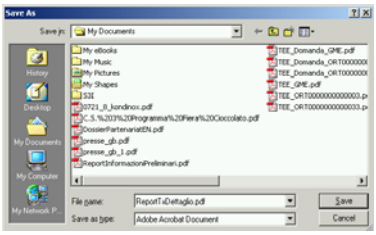


Figure 42 – Transactions – Search Details in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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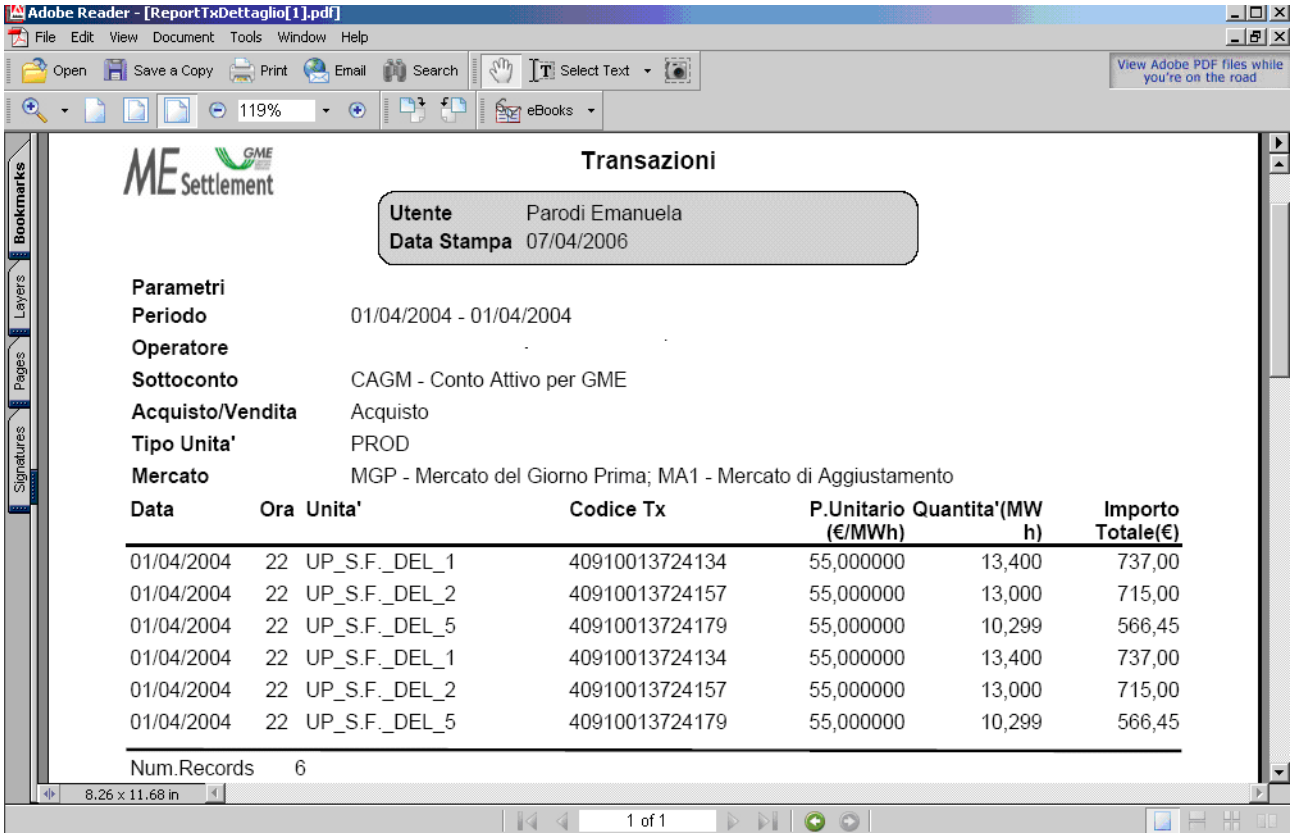
The following figure shows an example of Details-of-Transactions report in PDF Format:



Adobe Reader - [ReportTxDettaglio[1].pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text

View Adobe PDF files while you're on the road

119% eBooks

Bookmarks Layers Pages Signatures

ME Settlement GME

Transazioni

Utente	Parodi Emanuela
Data Stampa	07/04/2006

Parametri

Periodo	01/04/2004 - 01/04/2004
Operatore	
Sottoconto	CAGM - Conto Attivo per GME
Acquisto/Vendita	Acquisto
Tipo Unita'	PROD
Mercato	MGP - Mercato del Giorno Prima; MA1 - Mercato di Aggiustamento

Data	Ora	Unita'	Codice Tx	P.Unitario (€/MWh)	Quantita'(MWh)	Importo Totale(€)
01/04/2004	22	UP_S.F._DEL_1	40910013724134	55,000000	13,400	737,00
01/04/2004	22	UP_S.F._DEL_2	40910013724157	55,000000	13,000	715,00
01/04/2004	22	UP_S.F._DEL_5	40910013724179	55,000000	10,299	566,45
01/04/2004	22	UP_S.F._DEL_1	40910013724134	55,000000	13,400	737,00
01/04/2004	22	UP_S.F._DEL_2	40910013724157	55,000000	13,000	715,00
01/04/2004	22	UP_S.F._DEL_5	40910013724179	55,000000	10,299	566,45

Num.Records 6

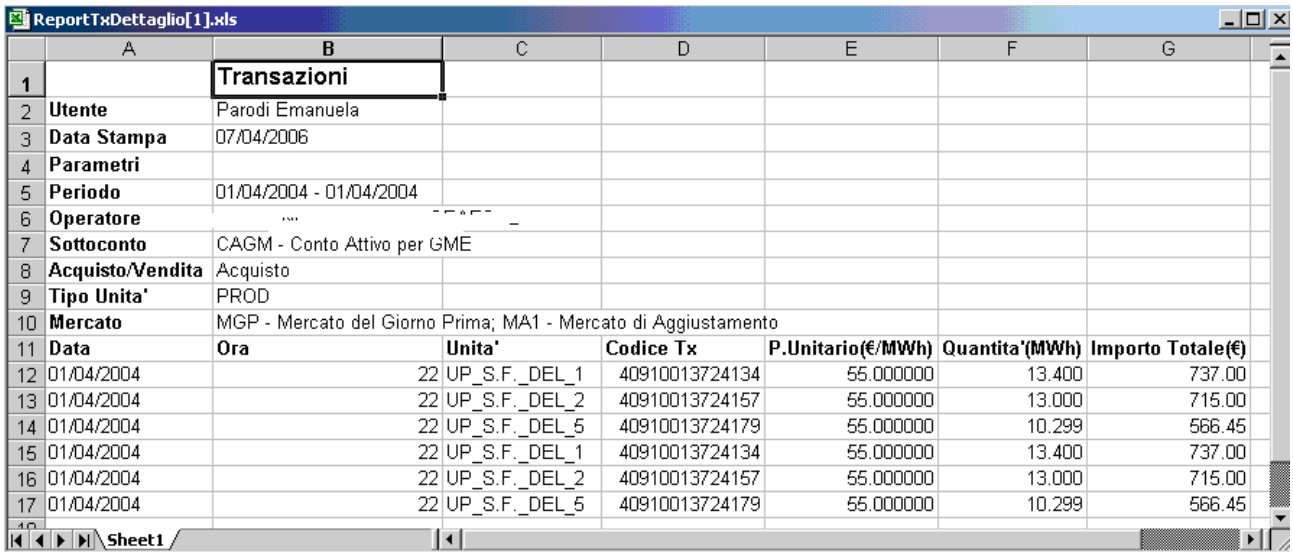
8.26 x 11.68 in

1 of 1

Figure 43 – Transactions – Search Transaction Details in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of Details-of-Transactions report in Excel Format (XLS):



ReportTxDettaglio[1].xls

	A	B	C	D	E	F	G
1		**Transazioni**					
2	**Utente**	Parodi Emanuela					
3	**Data Stampa**	07/04/2006					
4	**Parametri**						
5	**Periodo**	01/04/2004 - 01/04/2004					
6	**Operatore**						
7	**Sottoconto**	CAGM - Conto Attivo per GME					
8	**Acquisto/Vendita**	Acquisto					
9	**Tipo Unita'**	PROD					
10	**Mercato**	MGP - Mercato del Giorno Prima; MA1 - Mercato di Aggiustamento					
11	**Data**	**Ora**	**Unita'**	**Codice Tx**	**P.Unitario(€/MWh)**	**Quantita'(MWh)**	**Importo Totale(€)**
12	01/04/2004	22	UP_S.F._DEL_1	40910013724134	55.000000	13.400	737.00
13	01/04/2004	22	UP_S.F._DEL_2	40910013724157	55.000000	13.000	715.00
14	01/04/2004	22	UP_S.F._DEL_5	40910013724179	55.000000	10.299	566.45
15	01/04/2004	22	UP_S.F._DEL_1	40910013724134	55.000000	13.400	737.00
16	01/04/2004	22	UP_S.F._DEL_2	40910013724157	55.000000	13.000	715.00
17	01/04/2004	22	UP_S.F._DEL_5	40910013724179	55.000000	10.299	566.45

Sheet1

Figure 44 – Transactions – Search Transaction Details in Excel Format (XLS)

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To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.3 Account Movements

The “Account Movements” (Statement of Account) menu offers the following options:

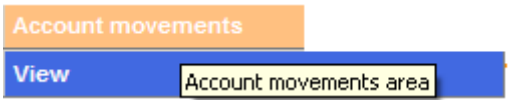
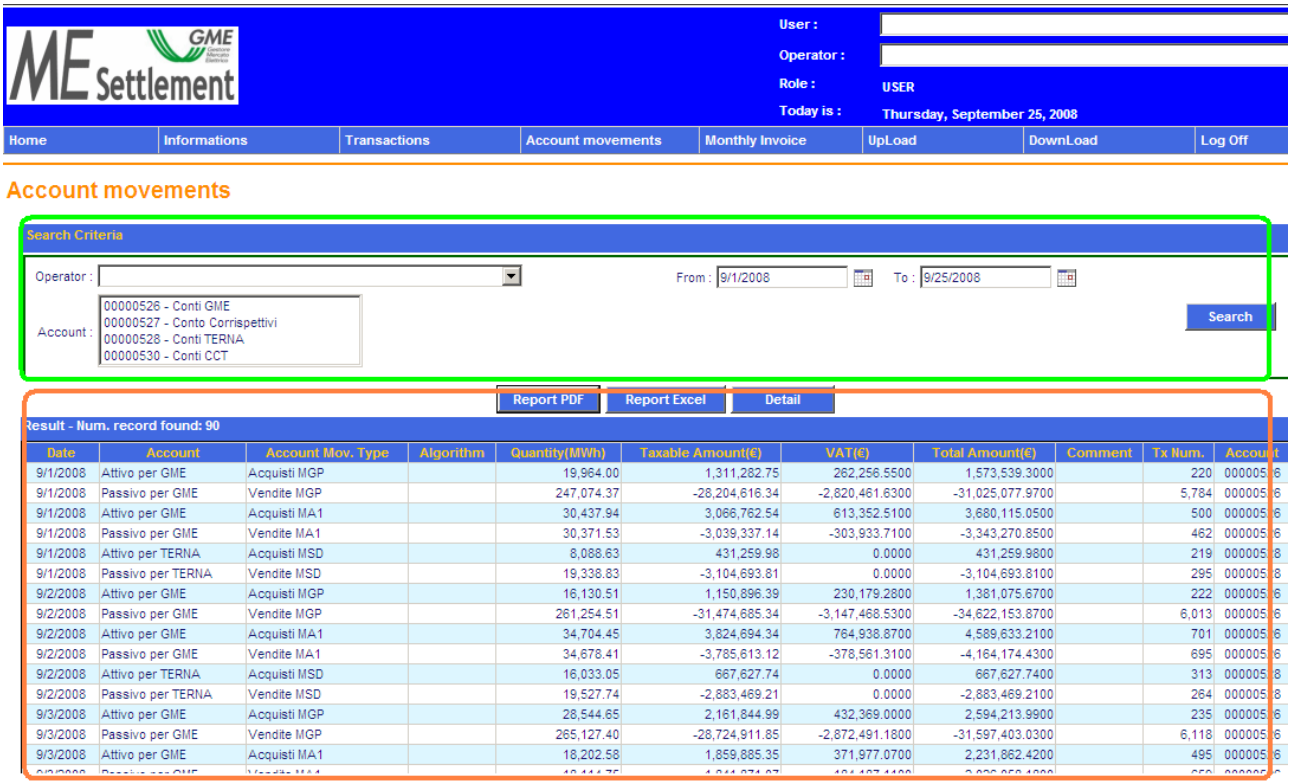


Figure 45 – Account Movements – Available Options

- View — You may display information about the movements in the Accounts of each Market Participant.

4.3.1 View

By using the “Account Movements – View” option, you may display information about the movements in the Accounts of each Market Participant that is associated with the logged user. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). The application updates this field after you have selected the Market Participant in the Search Criteria Section.



Date	Account	Account Mov. Type	Algorithm	Quantity(MWh)	Taxable Amount(€)	VAT(€)	Total Amount(€)	Comment	Tx Num.	Account
9/1/2008	Attivo per GME	Acquisti MGP		19,964.00	1,311,282.75	262,256.5500	1,573,539.3000		220	000005 6
9/1/2008	Passivo per GME	Vendite MGP		247,074.37	-28,204,616.34	-2,820,461.6300	-31,025,077.9700		5,784	000005 6
9/1/2008	Attivo per GME	Acquisti MA1		30,437.94	3,066,762.54	613,352.5100	3,680,115.0500		500	000005 6
9/1/2008	Passivo per GME	Vendite MA1		30,371.53	-3,039,337.14	-303,933.7100	-3,343,270.8500		462	000005 6
9/1/2008	Attivo per TERNA	Acquisti MSD		8,088.63	431,259.98	0.0000	431,259.9800		219	000005 8
9/1/2008	Passivo per TERNA	Vendite MSD		19,338.83	-3,104,693.81	0.0000	-3,104,693.8100		295	000005 8
9/2/2008	Attivo per GME	Acquisti MGP		16,130.51	1,150,896.39	230,179.2800	1,381,075.6700		222	000005 6
9/2/2008	Passivo per GME	Vendite MGP		261,254.51	-31,474,685.34	-3,147,468.5300	-34,622,153.8700		6,013	000005 6
9/2/2008	Attivo per GME	Acquisti MA1		34,704.45	3,824,694.34	764,938.8700	4,589,633.2100		701	000005 6
9/2/2008	Passivo per GME	Vendite MA1		34,678.41	-3,785,613.12	-378,561.3100	-4,164,174.4300		695	000005 6
9/2/2008	Attivo per TERNA	Acquisti MSD		16,033.05	667,627.74	0.0000	667,627.7400		313	000005 8
9/2/2008	Passivo per TERNA	Vendite MSD		19,527.74	-2,883,469.21	0.0000	-2,883,469.2100		264	000005 8
9/3/2008	Attivo per GME	Acquisti MGP		28,544.65	2,161,844.99	432,369.0000	2,594,213.9900		235	000005 6
9/3/2008	Passivo per GME	Vendite MGP		265,127.40	-28,724,911.85	-2,872,491.1800	-31,597,403.0300		6,118	000005 6
9/3/2008	Attivo per GME	Acquisti MA1		18,202.58	1,859,885.35	371,977.0700	2,231,862.4200		495	000005 6

Figure 46 – Account Movements – View

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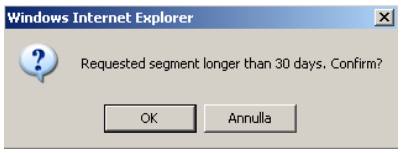
The screen consists of two sections: i) upper section (bounded by a green line) where you may set the search criteria; and ii) lower section (bounded by an orange line), where you see the details of the movements in the account. In this section, the lower green row shows the final balances, whereas the yellow row indicates that that movement has been selected for viewing the details.

Search Criterion Section

Field	Description
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. Initially, this field is empty, but you must select it; otherwise a red asterisk will appear on the right side of the field to signal the missing field for the search.
From	You may specify the start date of the search period. By default, the field is set to the start date of the current month. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
To	You may specify the end date of the search period. By default, the field is set to the date of the current day. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window. If the search period exceeds one month, the application will ask you to confirm your selection (which lengthens the search process) by returning the message shown here. Click on OK to confirm. If, instead, you wish to go back to the previous form and shorten the search period, click on Cancel. 
Account	This field contains the possible accounts held by the selected Market Participant. Do not select any account, if you wish to view all the movements, or specify one or more accounts with your mouse (the selected account will be highlighted in blue).

Functional Key	Description
Search	You may launch a search in the “Account Movements – Invoicing” database, on the basis of the values specified in the previous fields.

Result Section

This section displays the result of the search. If no records meet the search criteria, the application will return the message shown here that you may close by clicking on OK.

Conversely, if records meeting the search criteria are found, the application will display them in the Result table.

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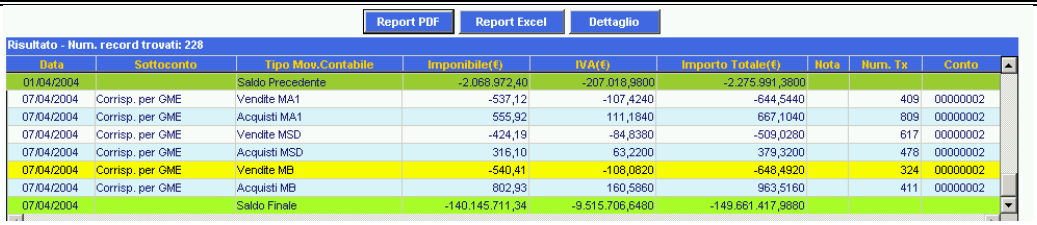

Data	Sottoconto	Tipo Mov.Contabile	Imponibile(€)	IVA(€)	Importo Totale(€)	Nota	Num. Tx	Conto
01/04/2004		Saldo Precedente	-2.068.972,40	-207.018,9800	-2.275.991,3800			
07/04/2004	Corrisp. per GME	Vendite MA1	-537,12	-107,4240	-644,5440		409	00000002
07/04/2004	Corrisp. per GME	Acquisti MA1	555,92	111,1840	667,1040		809	00000002
07/04/2004	Corrisp. per GME	Vendite MSD	-424,19	-84,8380	-509,0280		617	00000002
07/04/2004	Corrisp. per GME	Acquisti MSD	316,10	63,2200	379,3200		478	00000002
07/04/2004	Corrisp. per GME	Vendite MB	-540,41	-108,0820	-648,4920		324	00000002
07/04/2004	Corrisp. per GME	Acquisti MB	802,93	160,5860	963,5160		411	00000002
07/04/2004		Saldo Finale	-140.145.711,34	-9.515.706,6480	-149.661.417,9880			

Figure 47 – Account Movements – View Result

The figure gives an example of Result, whose structure includes: i) Search Criteria section, whose title is sensitive to the mouse and may be displayed; ii) three functional keys between the two sections, described at the end of this paragraph; and, finally, iii) list of values resulting from the search (**..Risultato** Area), shown in the central part of the figure. In the first row, you will see the total records found, in the example **..Risultato - Num. record trovati: 228** (Result – Number of records found: 228); in the subsequent rows, you will see the detailed values. The two rows on a green background show the balances of the account (the initial one in the upper part and the final one in the lower one) in the selected period. The following table describes the displayed values.

List/Details	Description
Data	Date of the movement.
Sottoconto	Type of account to which the movement has been attributed.
Tipo Mov. Contabile	Type of movement.
Imponibile (€)	Amount (in €) of the movement in respect of the traded energy.
IVA (€)	Amount (in €) of VAT on the taxable amount shown in the previous column.
Importo Totale (€)	Total Amount (in €) of the movement, as the sum of the taxable amount and of VAT shown in the previous column.
Nota	Remarks, if any, about the movement.
Num Tx	Number of transactions processed in respect of the movement.
Conto	Code of the Account to which the movement has been attributed.

The first row (Previous Balance) and the last row (Final Balance) show (on a green background) the totals of the three columns giving the value of the movement, that is: Taxable Amount (Net total of the account in €), VAT (Total tax in €) and Total Amount (Gross total of the account in €).

Finally, the application allows you to directly display the result of search in a single report in PDF Format or on an Excel table, through the functional keys located in the Search section.

Functional Key	Description
Report PDF	This key is enabled after successful completion of the search. By clicking on this key after displaying the data in the Results section, you will display the report in PDF format (see example at the end of the Results section).
Report Excel	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Results section, you will get the report in XLS Format (see example at the end of the Results section).

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Details	This key is enabled after successful completion of the search. By pressing this key after displaying the data in the Result section, and selecting a given movement, you will display all the details of the movement, transaction by transaction (see Details paragraph at the end of the Results section).

By clicking on [..Report PDF] or [..Report Excel], you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

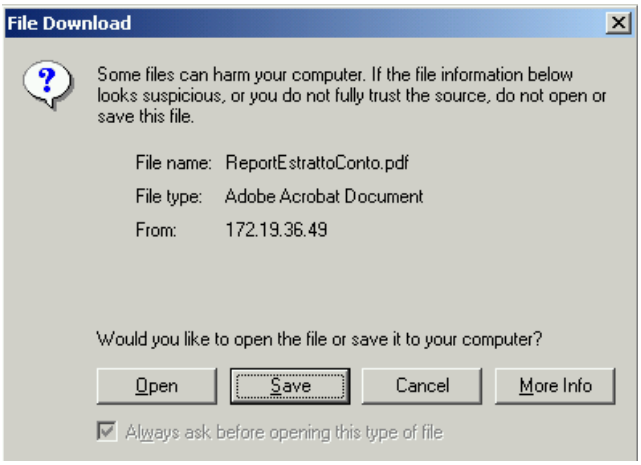
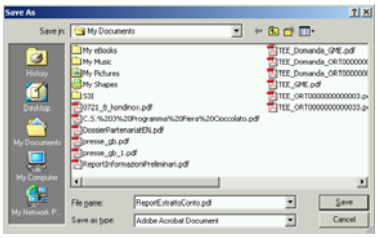


Figure 48 – Account Movements – View in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of Account Movements report in PDF format:

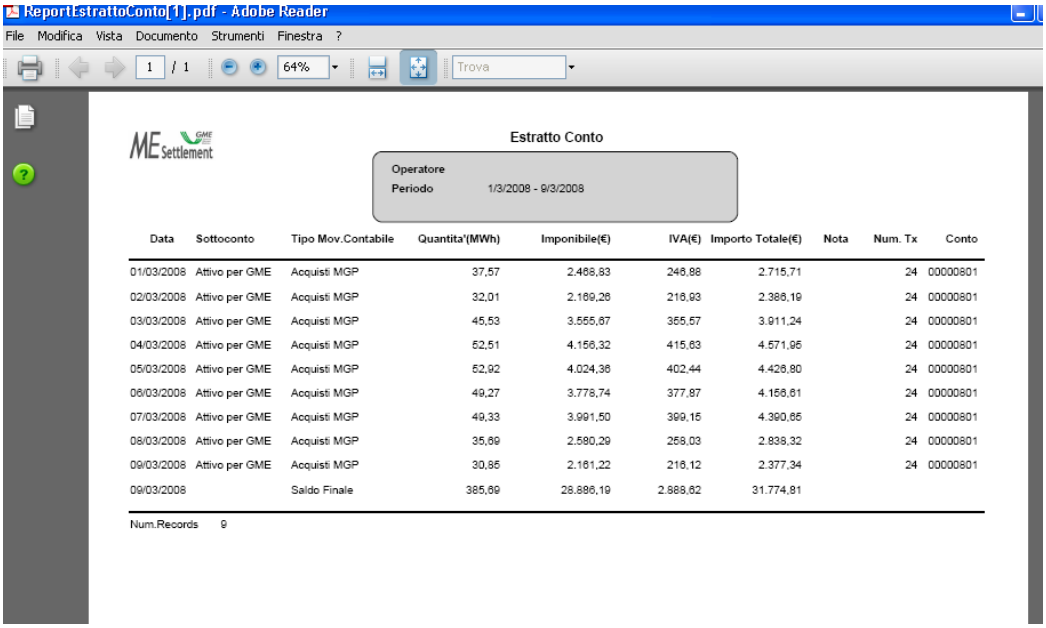

Figure 49 – Account Movements – View in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of Account Movements report in Excel Format (XLS):

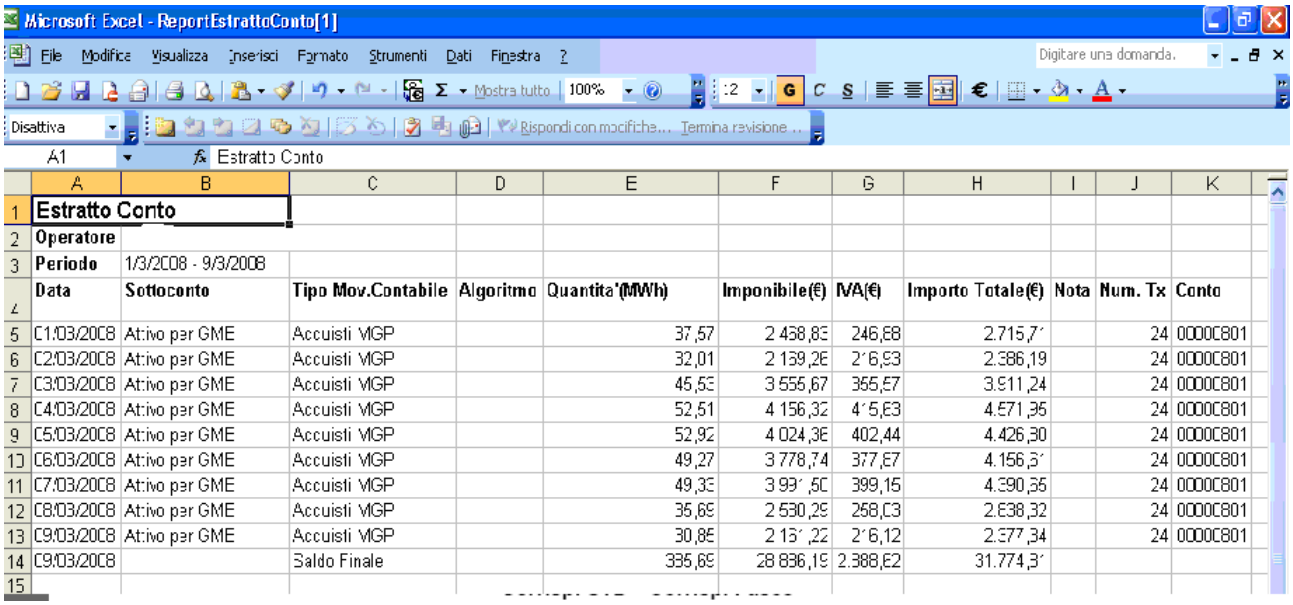

Figure 50 – Account Movements – View in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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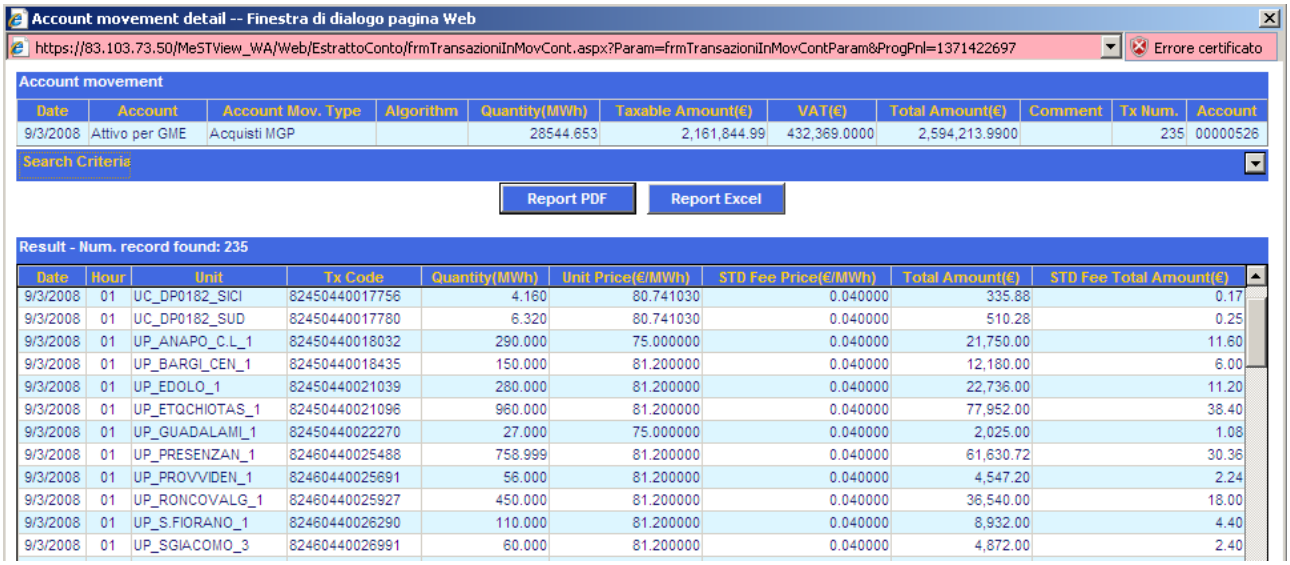
4.3.1.1 Details of an Account Movement

This paragraph describes how to display the details of a movement, with reference to the transactions which generated the related amount.

Select one row in the Result table and click on .Dettaglio(Details).

The application will return the following form:



Date	Account	Account Mov. Type	Algorithm	Quantity(MWh)	Taxable Amount(€)	VAT(€)	Total Amount(€)	Comment	Tx Num.	Account
9/3/2008	Attivo per GME	Acquisti MGP		28544.653	2,161,844.99	432,369.0000	2,594,213.9900		235	00000526

Date	Hour	Unit	Tx Code	Quantity(MWh)	Unit Price(€/MWh)	STD Fee Price(€/MWh)	Total Amount(€)	STD Fee Total Amount(€)
9/3/2008	01	UC_DP0182_SICI	82450440017756	4.160	80.741030	0.040000	335.88	0.17
9/3/2008	01	UC_DP0182_SUD	82450440017780	6.320	80.741030	0.040000	510.28	0.25
9/3/2008	01	UP_ANAPO_C.L._1	82450440018032	290.000	75.000000	0.040000	21,750.00	11.60
9/3/2008	01	UP_BARGI_CEN_1	82450440018435	150.000	81.200000	0.040000	12,180.00	6.00
9/3/2008	01	UP_EDOLO_1	82450440021039	280.000	81.200000	0.040000	22,736.00	11.20
9/3/2008	01	UP_ETQCHIOTAS_1	82450440021096	960.000	81.200000	0.040000	77,952.00	38.40
9/3/2008	01	UP_GUADALAMI_1	82450440022270	27.000	75.000000	0.040000	2,025.00	1.08
9/3/2008	01	UP_PRESENZAN_1	82460440025488	758.999	81.200000	0.040000	61,630.72	30.36
9/3/2008	01	UP_PROVVIDEN_1	82460440025691	56.000	81.200000	0.040000	4,547.20	2.24
9/3/2008	01	UP_RONCOVALG_1	82460440025927	450.000	81.200000	0.040000	36,540.00	18.00
9/3/2008	01	UP_S.FIORANO_1	82460440026290	110.000	81.200000	0.040000	8,932.00	4.40
9/3/2008	01	UP_SGIACOMO_3	82460440026991	60.000	81.200000	0.040000	4,872.00	2.40

Figure 51 – Account Movements – View – Details of an Account Movement

The figure gives an example of Details, whose structure consists of: i) upper section, replicating the selected row and representing an .Account Movement.; ii) search section for selecting transactions pertaining to the movement; iii) two functional keys for printing the results in PDF or XLS format; and iv) list of the detailed values ([..Result] Area), shown in the lower part of the figure. The first row shows the total records found, e.g. [.Result - Num. record found: 324](Result – Number of records found: 324), with the elementary data described in the following table:

Search Criterion Section

Field	Description
Hour	You may enter one or more decimal values (1 to 25) to specify one or more hours for the search. If you select multiple hours, you must separate the values with a "semi-colon" → ;". Initially, the field is empty. If you enter the values without the correct separator, the application will return the error message shown here Formato atteso nn;nn;nn... near the field of entry.
Unit	From the list which opens by clicking on the functional key ... on the right side of the field, you may select one or more units assigned to the Market Participant and display their data. Initially, this field is empty, i.e. indicating all the units. You may change it by clicking on the symbol placed on the right side of the field, which allows you to make a selection among all the listed units.

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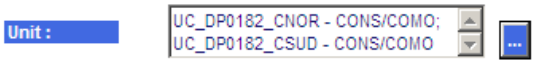
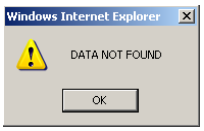
This figure shows an example of selection of units. To close the selection, click on [..OK] and the field will be populated with the specified units, as reported below.



Functional Key	Description
Search	You may launch a search on the Account Movements – Invoicing database, on the basis of the values specified in the previous fields.

Result Section



This section displays the result of the search. If no records meeting the specified search criteria are found, the application will send you the message shown here, which you may close by clicking on [OK].

Conversely, if records meeting the specified search criteria are found, the application will display them in the Result table.

List/Details	Description
Date	Date in which the transaction has been processed.
Hour	Applicable period to which the transaction refers.
Unit	Code of the Unit with which the transaction is associated.
TX Code	Code of the transaction.
Quantity (MWH)	Quantity of energy (MWH) traded in the transaction.
Unit Price (€/MWH)	Unit price (in €/MWH) at which the transaction has been processed. You may display this column only by clicking on the “Dettaglio” (Details) button.
Fee Price (€/MWH)	Fee (in €/MWH). You may display this column only by clicking on the “Dettaglio” (Details) button.
Total Amount (€)	Amount (in €) for the energy traded in the transaction. The column is equivalent to the Taxable Amount column in the previous form (it does not include VAT).
Fee Total Amount Fees (€)	Total amount of Fees (in €).

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By clicking on [..Report PDF] or [..Report Excel] you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

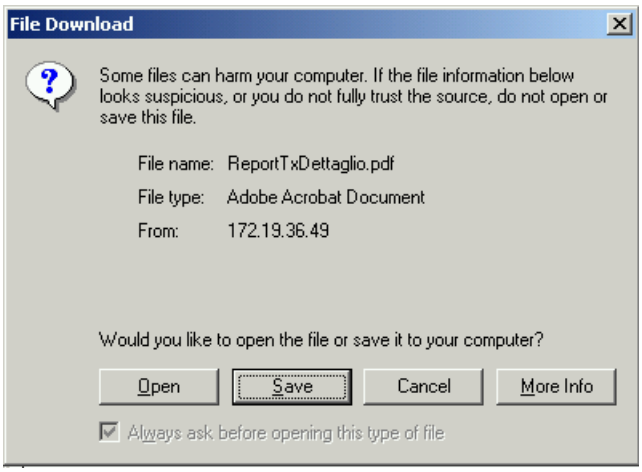
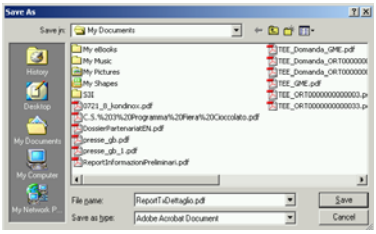


Figure 52 – Account Movements – View Details in n PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of report (in PDF format) with the Details of the Transactions associated with a given Account Movement:

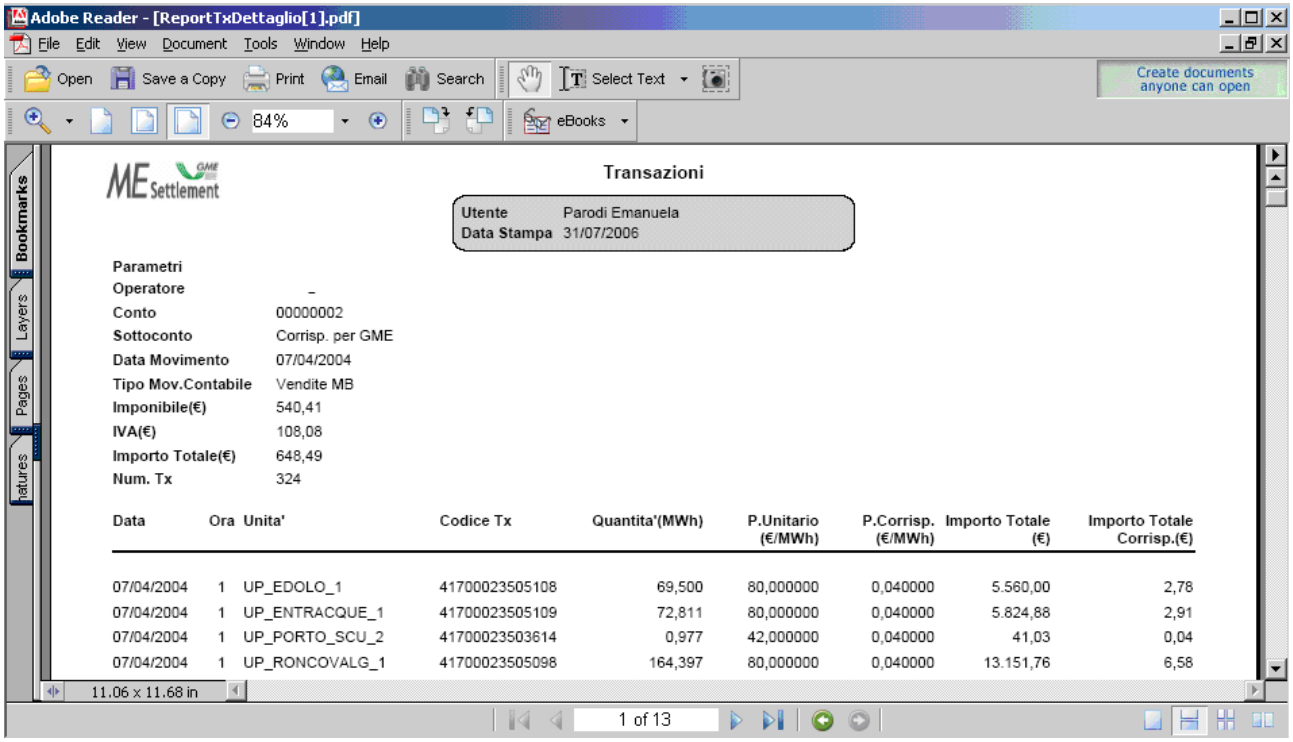

Figure 53 – Account Movements – Search Details of Transactions Associated with a given Account Movements (in PDF Format)

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of report (in Excel format – XLS) with the Details of the Transactions associated with a givem Account Movement:

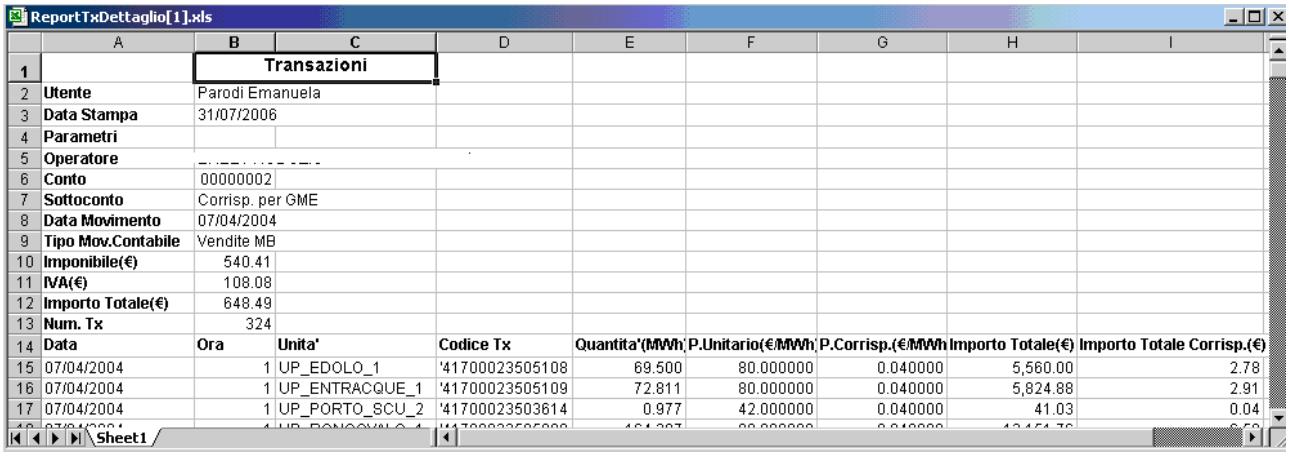

Figure 54 – Accounts Movements – Search Details of Transactions Associated with a Given Account Movement (in Excel Format - XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.4 Monthly Invoice

The “Monthly Invoice” (monthly billing) menu offers the following options:

Figure 55 – Monthly Invoice – Available Options

- Published Communications — You may display and download the general data of the published notifications, select a particular account and print summary or detailed lists of the account.
- Published Invoices — You may display and download the general data of the published invoices, select a particular account and print summary or detailed lists of the account.
- Upload of XML Liability Monthly Invoice — You may search, select and possibly upload the identified invoice notifications in XML format.

  Users with Viewer only authorisation are not allowed to access this option.
- View/Print Invoice — You may display and possibly print the identified invoices.

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4.4.1 Published Communications

The “Monthly Invoices - Published Communications” (monthly billing – published notifications) option allows you to display the general data of notifications, select a particular account and print summary and/or detailed lists of the account. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). This field is updated after you select the Market Participant in the Search Criteria section.

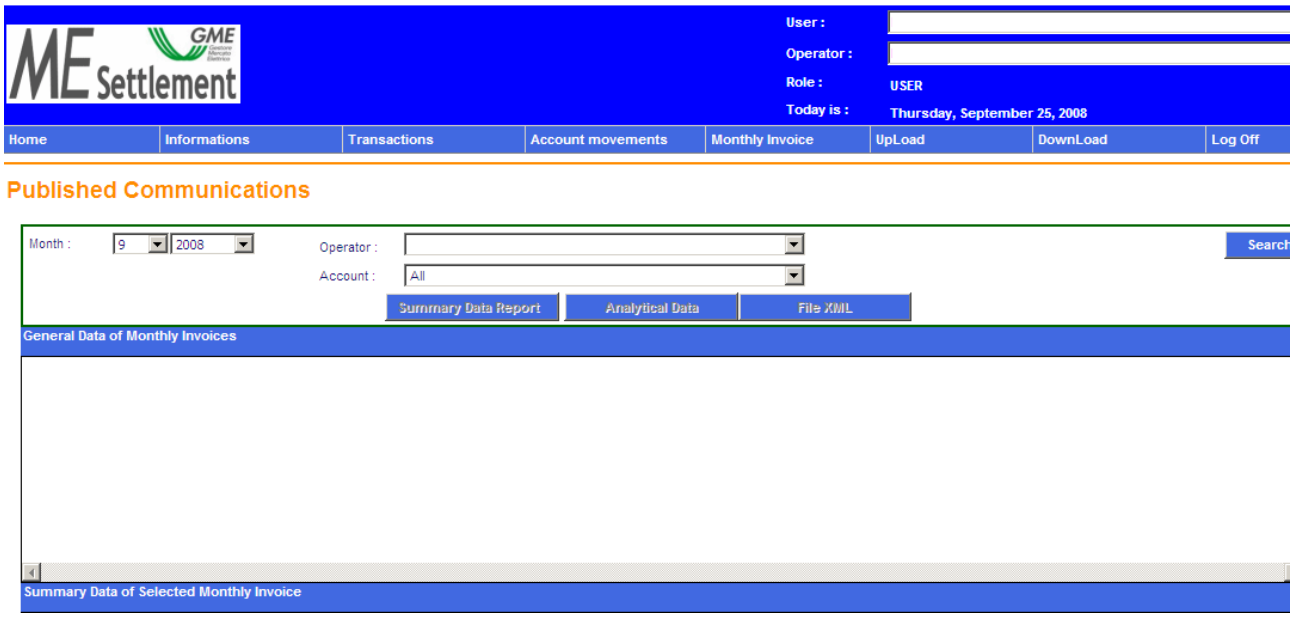

Figure 56 – Monthly Invoices – Published Communications

The screen consists of two sections: i) upper section (bounded by a green line) for setting the search criteria; and ii) lower section (bounded by an orange line and three functional keys in its top part) divided into two tables: upper table with general data of monthly invoices for the Market Participant; and lower table (on a yellow background) with the summary data of the selected monthly invoice.

Search Criterion Section

Field	Description
Month	You may specify the month and year for which you wish to display the monthly invoices. By default, each field is set to the current values (current month and current year). You may change each value by clicking of the related symbol (right side of the field), which opens a window where you select the month and year of interest.
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. Initially, the field is set to All, but you may change it by clicking on the arrow symbol (right side of the field), which opens a window with the list of Market Participants; from this list, you may select the Market Participant that you wish to analyse.
Account Type	You may select an account type in the list which opens when you press the functional key on the right side of the screen. Initially, the filed is set to

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	All. However, you may change it by clicking on the arrow symbol (right side of the field), which opens a window with the list of the specified account types; from this list, you select the account type of interest.

Functional Key	Description
Search	You may launch a search in the "Monthly Invoices" (billing) database on the basis of the values specified in the previous fields.

Result Section

This section displays the result of the search. If no records meeting the specified search criteria are found, the application returns the message shown here. You may close this message by clicking on OK.

Conversely, if records meeting the specified search criteria are found, the application will display the them in the ..General Data of Monthly Invoices and Summary Data of Selected Monthly Invoice tables. The following figure is an example of list of monthly invoices for a given Market Participant.

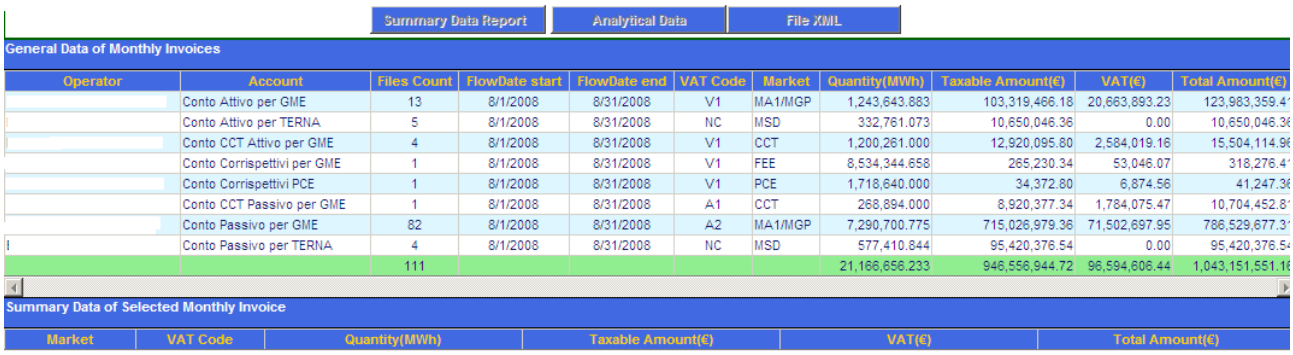

Figure 57 – Published Invoices – General Data of Monthly Invoices

The following table describes the values displayed in the upper Area. The row on a yellow background has been selected to display the summary data:

General Data	Description
Operator	Registered name or company name of the Market Participant.
Account	Code of the Account Type of which you wish to see the monthly invoices.
Files Count	Sequential number of the monthly invoice.
FlowDate Start	Start date (dd/mm/yyyy) of the flow which has generated the monthly invoice.
FlowDate End	End date (dd/mm/yyyy) of the flow which has generated the monthly invoice.
VAT Code	VAT Code associated with the Account Type.
Market	Market or Markets which has generated the amount of the monthly invoice.

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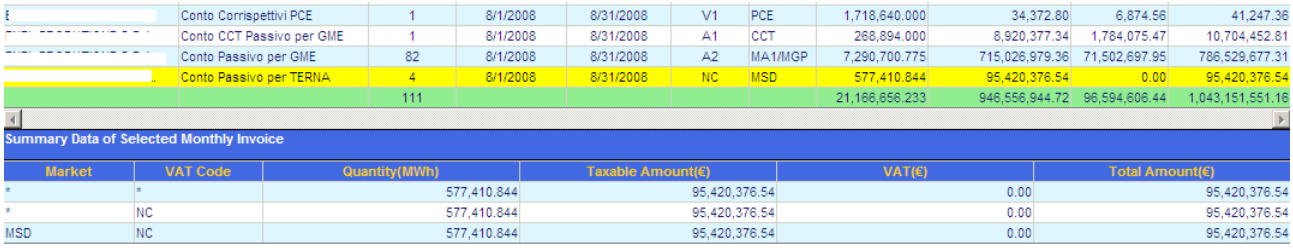
Quantity (MWh)	Quantity of traded energy (in MWh) covered by the monthly invoice.
Taxable Amount (€)	Amount of traded energy (in €) covered by the monthly invoice.
VAT (€)	Amount of VAT (in €) on the taxable amount shown in the previous column.
Total Amount (€)	Total (in €) of the Taxable Amount and VAT shown in the previous columns.

The following figure displays the Summary Data of the Monthly Invoice selected in the previous figure (highlighted in yellow in the form):



	Conto Corrispettivi PCE	1	8/1/2008	8/31/2008	V1	PCE	1,718,640.000	34,372.80	6,874.56	41,247.36
	Conto CCT Passivo per GME	1	8/1/2008	8/31/2008	A1	CCT	268,894.000	8,920,377.34	1,784,075.47	10,704,452.81
	Conto Passivo per GME	82	8/1/2008	8/31/2008	A2	MA1/MGP	7,290,700.775	715,026,979.36	71,502,697.95	786,529,677.31
	Conto Passivo per TERNA	4	8/1/2008	8/31/2008	NC	MSD	577,410.844	95,420,376.54	0.00	95,420,376.54
		111					21,166,656.233	946,556,944.72	96,594,606.44	1,043,151,551.16

Summary Data of Selected Monthly Invoice

Market	VAT Code	Quantity(MWh)	Taxable Amount(€)	VAT(€)	Total Amount(€)
*	*	577,410.844	95,420,376.54	0.00	95,420,376.54
*	NC	577,410.844	95,420,376.54	0.00	95,420,376.54
MSD	NC	577,410.844	95,420,376.54	0.00	95,420,376.54

Figure 58 – Published Invoices – Summary Data of Selected Monthly Invoice

The following table shows the values displayed in the lower Area:

Summary Data	Description
Market	Market which has generated the amount of the monthly invoice. An asterisk in this field indicates that the following values in the row represent summary data on all the markets.
VAT Code	VAT Code associated with the Account Type. An asterisk in this field indicates that the following fields in the row represent summary data on all the VAT Codes.
Quantity (MWh)	Quantity of traded energy (MWh).
Taxable Amount (€)	Amount of traded energy (in €).
VAT (€)	Amount of VAT (in €) on the taxable amount shown in the previous column.
Total Amount (€)	Total (in €) of the taxable amount and VAT shown in the previous columns.

Finally, you may directly display the Monthly Invoice data in a single report in Excel format by pressing the functional keys in the Search section.

Functional Key	Description
Summary Data Report	This key is enabled after you have selected one row in the Monthly Invoice table. If you press this key after displaying the data in the Summary Data table, you will see the report in Excel Format (see example at the end of the Result section).

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Analytical Data	This key is enabled after you have selected a row in the Monthly Invoice table. If you press this key after displaying the data in the Summary Data table, you will see a form for searching analytical monthly invoice data (see paragraph on Analytical Data at the end of the Results section).
File XML	This key is enabled after you have selected a row in the Monthly Invoice table. If you press this key after displaying the data in the Summary Data table, you will get a form with the list of the XML Files of the Monthly Invoice that you may display or download (see paragraph on XML Files at the end of the Results section).

4.4.1.1 Summary Data Report

By selecting [..Summary Data Report], you will display the File Download screen, which contains information about the file to be downloaded and four functional keys for file management.

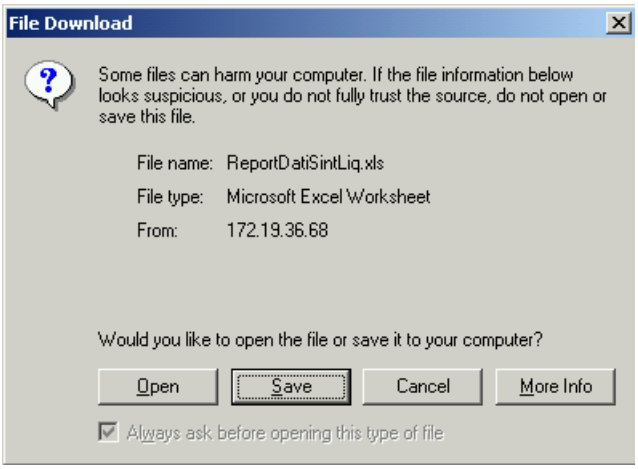
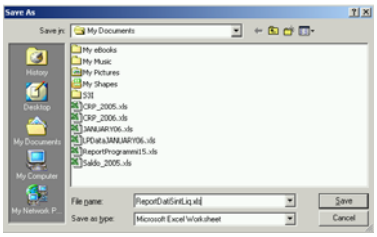


Figure 59 – Published Invoices – View in XLS Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of Summary Data Report in Excel format (XLS):

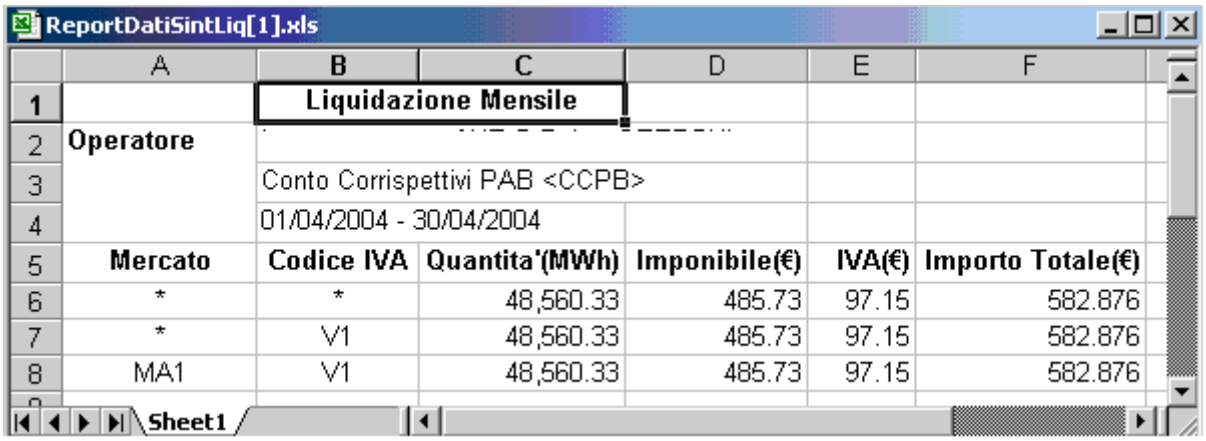

Figure 60 – Published Invoices – View Summary Data Report in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

4.4.1.2 Analytical Data

This paragraph describes how to display the analytical data of the monthly invoices.

You select a row in the "General Data of Monthly Invoices" table and click on **.Analytical Data**.

The application will return the following form:

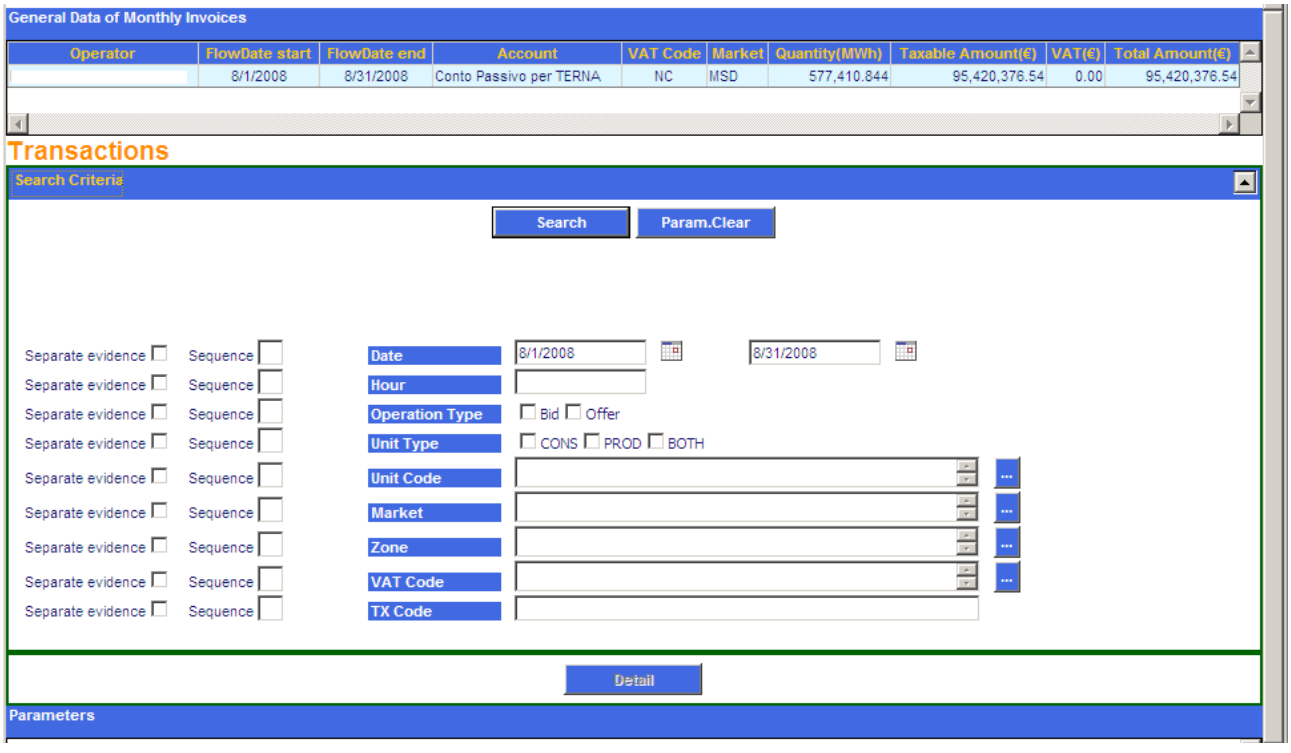

Figure 61 – Published Invoices – Analytical Data of Monthly Invoices

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The figure is an example of Analytical Data of Monthly Invoices, whose structure consists of: i) upper section, replicating the selected row and representing a [..Monthy Invoice]; and ii) search section for selecting the transactions associated with the monthly invoices; this section replicates the form of the Search of Transactions menu without the Operator and Account Type fields, which are already assigned by the Published Invoices option, and without the functional keys [..Report PDF] and [..Report Excel]. For operational details, refer to the *Search* option on page 36 of this Guide.

4.4.1.3 XML Files

The paragraph describes how to display the list of the XML files associated with the Monthly Invoices and possibly see or download their content.

You select one row in the "General Data of Monthly Invoices" table and click on [..File XML].

The application will return the following screen:

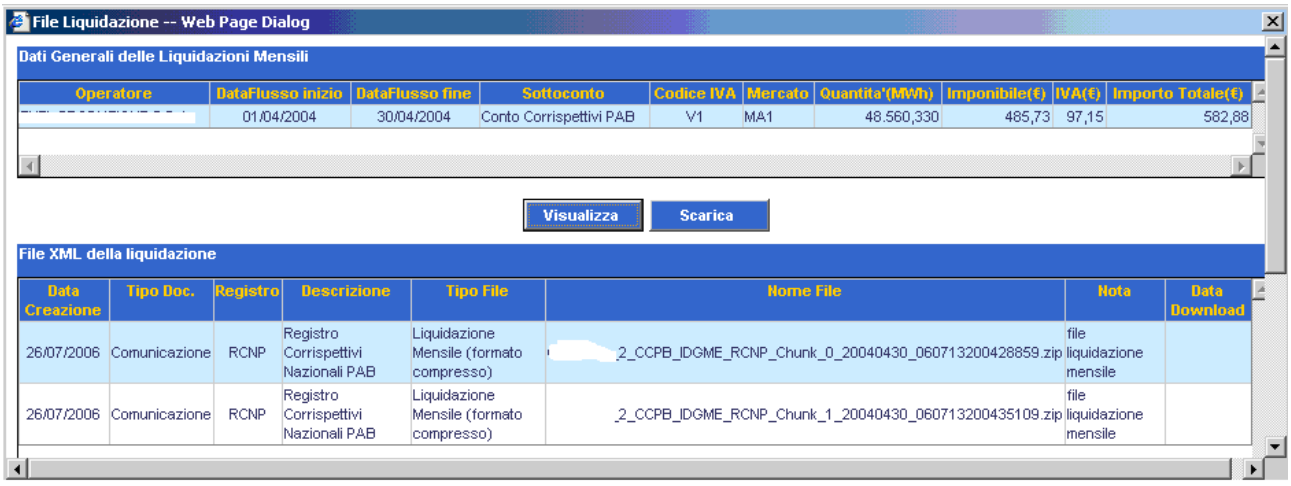

Figure 62 – Published Invoices – XML File

The figure is an example of list of XML files, whose structure includes: i) upper section, which replicates the selected row and represents a [..Monthly Invoice..]; ii) two functional keys to display and download the file in the central part of the figure; and, finally, iii) list of XML files of the monthly invoices, as described in the following table.

List/Details	Description
Data creazione	Date of generation of the XML file.
Tipo Doc.	Type of Document.
Registro	Register code.
Descrizione	Register code in clear text.
Tipo File	Type of XML File.
Nome File	Full name of the XML File.
Nota	Remarks, if any, associated with the XML file.
Data Download	Date in which the XML File has been downloaded.

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To display or download the content of a file, first select it with your mouse and then click on the functional keys at the centre of the form:

By clicking on [..Visualizzaz] (View), you may visualise the content of the XML File in a dedicated window, as shown in the figure:

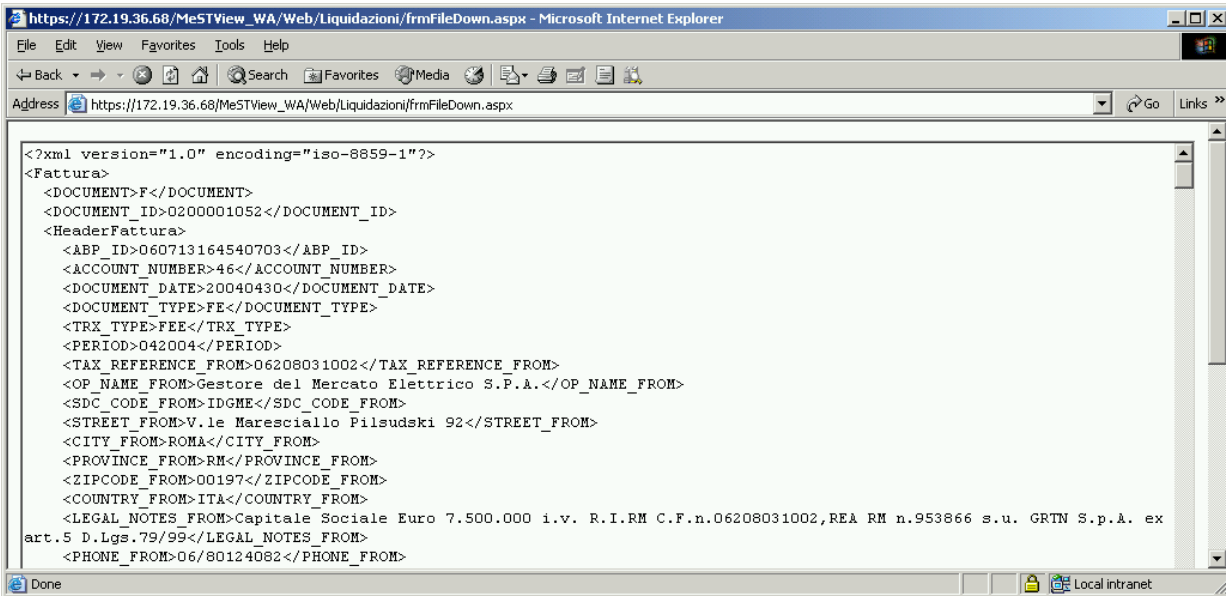

Figure 63 – Published Invoices – View XML File

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

By clicking on [..Download] you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

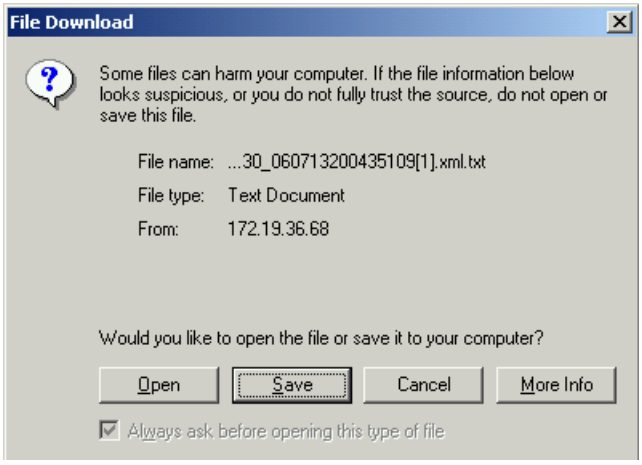

Figure 64 – Published Invoices – Download XML File – File Download

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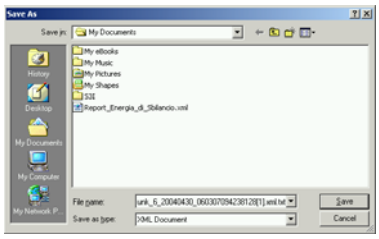
Functional Key	Description
Open	By pressing this key, you open the file shown in the form
Save	By pressing this key, you save the file into your workstation. In the “Save as” form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

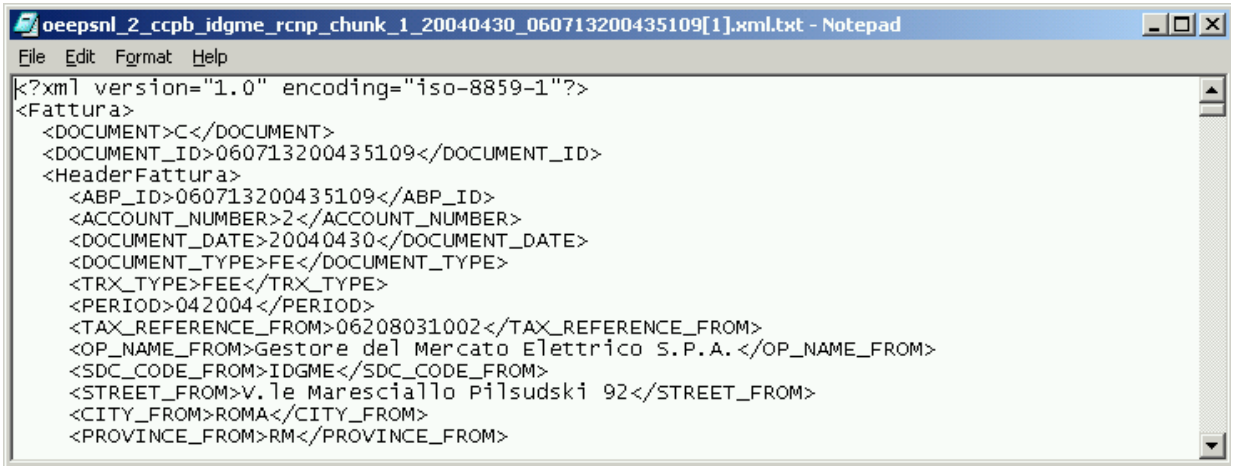


Figure 65 – Published Invoices – View XML File in TXT Format.

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.4.2 Published Invoices

The “Monthly Invoices – Published Invoices” (monthly billing data) option allows you to display the general data of monthly invoices, select a particular account and print summary and/or detailed lists of the same account. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). This field is updated after you have selected the Market Participant in the Search Criteria section.

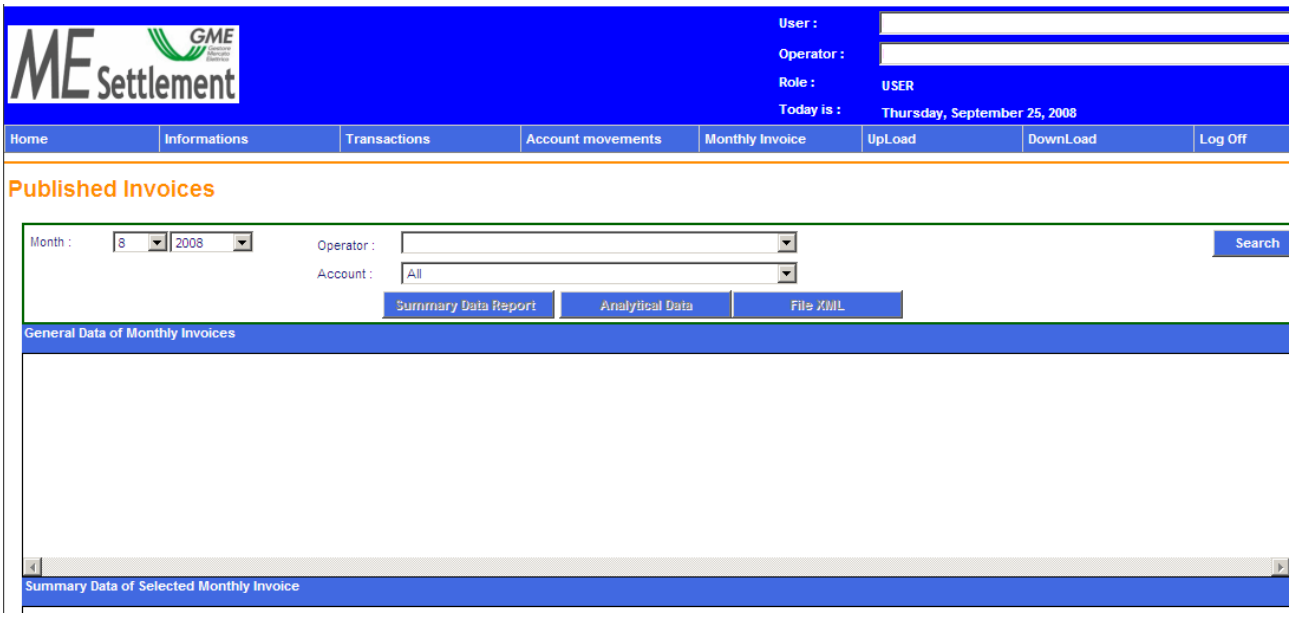

Figure 66 – Monthly Invoices – Published Invoices

The screen consists of two sections: i) upper section (bounded by a green line) which is used to set the search criteria; and ii) lower section (bounded by an orange line and three functional keys in its top part); this section is divided into two tables: above, the “General Data of Monthly Invoices” for the selected Market Participant; below, the “Summary Data of the Monthly Invoice” selected in the upper table (on a yellow background).

Search Criterion Section

Field	Description
Month	You may specify the month and year for which you wish to display the monthly invoice. By default, each field is set to the current values (current month and current year). You may change each value by clicking on the related symbol on the right side of the field; you will get a window where you select the month and year of interest.
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the List of Market Participants, from which you select the one to be analysed.
Account Type	You may select an Account Type in the list which opens by clicking on the functional key on the right side of the field. Initially, the field is set to the

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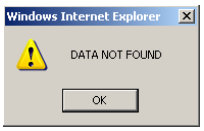
	value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of the specified Account Types, from which you may select the one of interest.

Functional Key	Description
Search	You may launch a search in the "Monthly Invoices" (billing) database, on the basis of the values specified in the previous fields.

Result Section



This section shows the result of the search. If no records meeting the specified search criteria are found, the application will return the message shown here. You may close the message by clicking on OK.

Conversely, if records meeting the specified search criteria are found, the application will show the found records in the [General Data of Monthly Invoices] and [Summary Data of Selected Monthly Invoice] tables.

The following figure is an example of List of Monthly Invoices for a Market Participant whose general data of monthly invoices have been displayed.

Dati Generali delle Liquidazioni Mensili

Operatore	Sottoconto	Num. Files	DataFlusso inizio	DataFlusso fine	Codice IVA	Mercato	Quantita'(MWh)	Imponibile (€)	IVA(€)	Importo Totale (€)
	Conto Attivo per GME	1	01/01/2008	31/01/2008	V2	MGP	1.341,280	119.914,46	11.991,45	131.905,91
	Conto Attivo per GME	4	01/01/2008	31/01/2008	V2	MGP/MA1	558.931,736	51.250.997,86	5.125.099,80	56.376.097,66
	Conto CCT Attivo per GME	1	01/01/2008	31/01/2008	V1	CCT	51.210,733	212.397,25	42.479,45	254.876,70
	Conto Corrispettivi per GME	1	01/01/2008	31/01/2008	V1	FEE	955.355,866	37.414,23	7.482,85	44.897,08
	Conto Corrisp. MSD/MB	1	01/01/2008	31/01/2008	V1	FEE	15.697,924	627,92	125,58	753,50

Figure 67 – Published Invoices – General Data of Monthly Invoices

The following table describes the values shown in the upper Area. The row highlighted in yellow has been selected for viewing the summary data:

Dati Generali (General Data)	Description
Operatore	Registered name or company name of the Market Participant.
Sottoconto	Code of the Account Type of which you wish to view the invoice.
Num. Files	Sequence number of the invoice.
Data Flusso inizio	Start date (dd/mm/yyyy) of the flow which has generated the invoice.
Data Flusso fine	End date (dd/mm/yyyy) of the flow which has generated the invoice.
Codice Iva	VAT Code associated with the Account Type.
Mercato	Market or markets which has/have generated amount of the monthly invoice.
Quantità (MWh)	Quantity of traded energy (in MWh) that is covered by the invoice.

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Imponibile (€)	Taxable amount (in €) of traded energy that is covered by the invoice.
IVA (€)	Amount of VAT (in €) on the Taxable Amount shown in the previous column.
Importo Totale (€)	Total (in €) of the Taxable Amount and VAT shown in the previous columns.

The following figure shows the "Summary Data of the Monthly Invoice" selected in the previous figure, highlighted in yellow in the form:

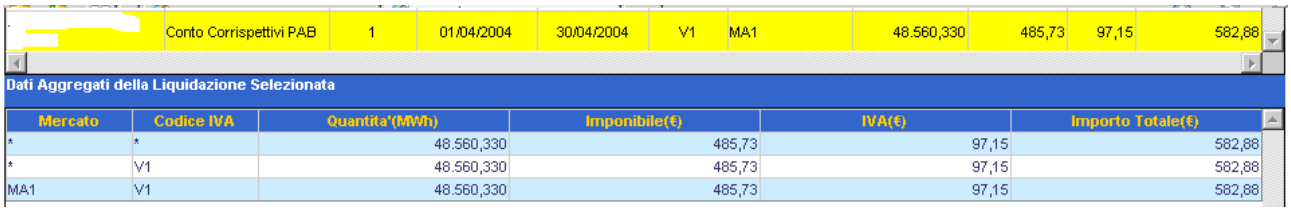

Figure 68 – Published Invoices – Summary Data of the Selected Invoice

The following table describes the values displayed in the lower Area:

Dati Aggregati (Summary Data)	Description
Mercato	Market which has generated the amount of the monthly invoice. An asterisk in this field indicates that the next fields in the row represent summary data on all the markets.
Codice Iva	VAT Code associated with the Account Type. An asterisk in this field indicates that the next fields in the row represent aggregate data on all the VAT Codes.
Quantità (MWh)	Quantity of traded energy (MWh).
Imponibile (€)	Taxable amount (in €) for the traded energy.
IVA (€)	Amount of VAT (in €) on the Taxable Amount shown in the previous column.
Importo Totale (€)	Total (in €) of the Taxable Amount and VAT, shown in the previous columns.

Finally, the application enables you to directly display the Monthly Invoice values in a single report in Excel format through the functional keys located in the Search section.

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Functional Key	Description
Report Dati Sintetici	The key is enabled after you have selected a row in the Monthly Invoice table. If you click on this key after displaying the data in the Summary Data table, you will get the report in Excel format (see example at the end of the Result section).
Dati Analitici	The key is enabled after you have selected a row in the Monthly Invoice table. If you click on this key after displaying the data in the Summary Data table, you will get a form for searching the analytical data of the Monthly Invoice (see paragraph on Analytical Data at the end of the Results section).
File XML	The key is enabled after you have selected a row in the Monthly Invoice table. If you click on this key after displaying the data in the Summary Data table, you will get a form with the list of the XML files of the Monthly Invoice that you may display or download (see paragraph on XML files at the end of the Results section).

4.4.2.1 Summary Data Report

By selecting [..Report Dati Sintetici] (Summary Data Report), you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

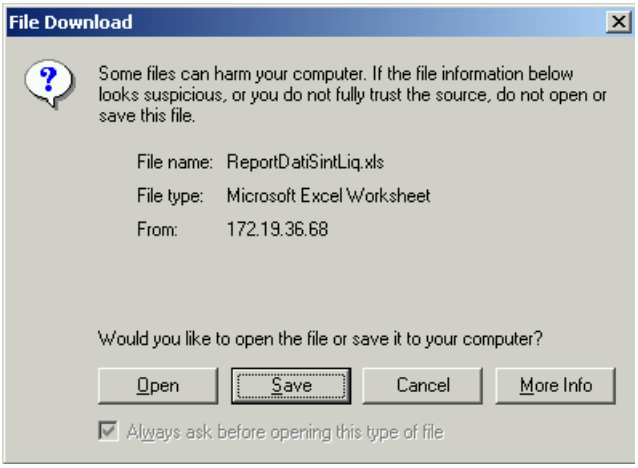

Figure 69 – Published Invoices – View in XLS Format – File Download

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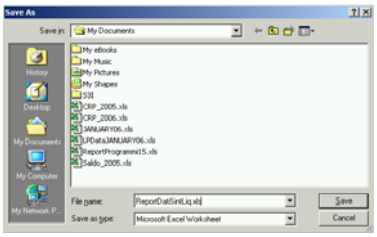
Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

The following figure is an example of Summary Data Report in Excel format (XLS):

ReportDatiSintLiq[1].xls

	A	B	C	D	E	F
1		Liquidazione Mensile				
2	Operatore					
3		Conto Corrispettivi per GME <CCGM>				
4		01/04/2004 - 30/04/2004				
5	Mercato	Codice IVA	Quantita'(MWh)	Imponibile(€)	IVA(€)	Importo Totale(€)
6	*	*	8,339,973.80	333,590.89	66,718.18	400,309.07
7	*	V1	8,339,973.80	333,590.89	66,718.18	400,309.07
8	MA1	V1	929,865.18	37,194.51	7,438.90	44,633.41
9	MB	V1	1,151,512.07	46,061.64	9,212.33	55,273.97
10	MGP	V1	5,104,149.53	204,157.88	40,831.58	244,989.46
11	MSD	V1	1,154,447.03	46,176.86	9,235.37	55,412.23
12						

Sheet1

Figure 70 – Published Invoices – View Summary Data Report in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

4.4.2.2 Analytical Data

The paragraph describes how to display the analytical data of the Monthly Invoices with reference to the related transactions.

Select one row in the "General Data of Monthly Invoices" table and then click on [..Dati Analitici] (Analytical Data).

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The application will return the following form:

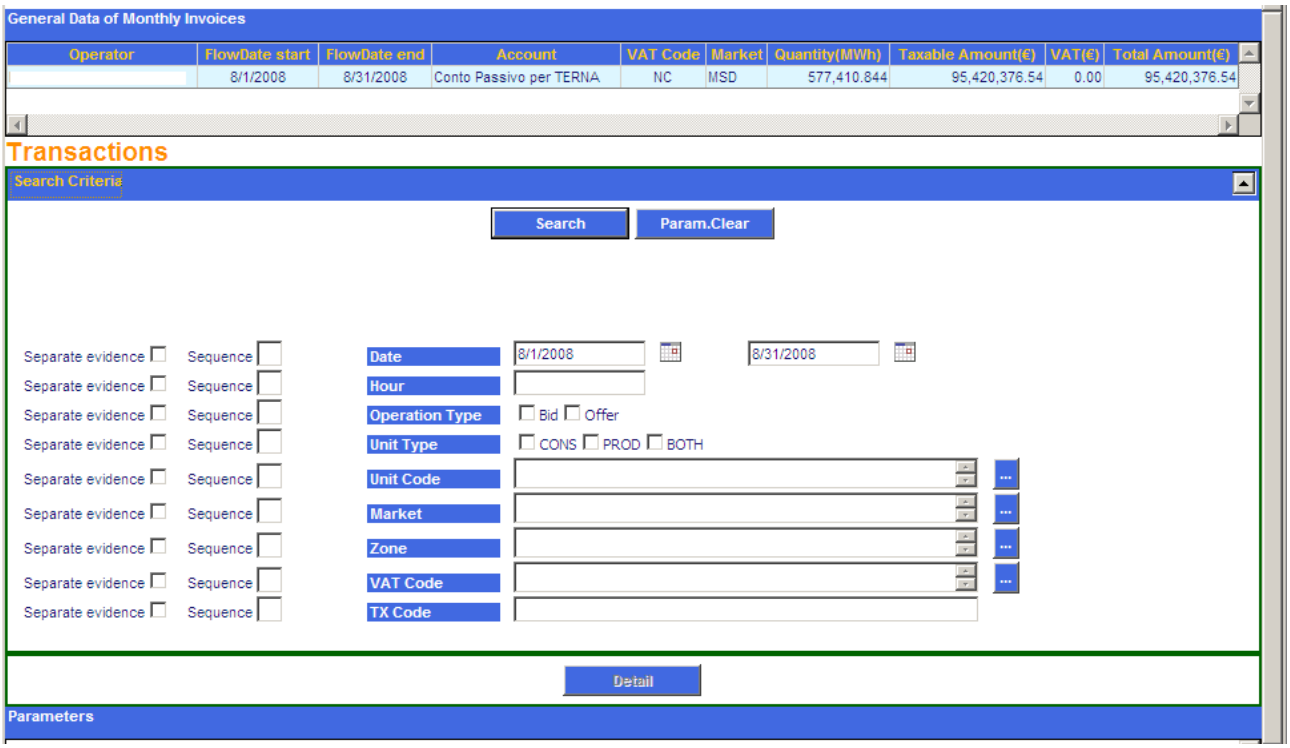

Figure 71 – Published Invoices – Analytical Data of Monthly Invoices

The figure is an example of Analytical Data of Monthly Invoices, whose structure consists of: i) upper section, replicating the selected row and showing a [..Monthly Invoice..]; ii) search section for making a selection among the transactions associated with this Monthly Invoice; this section replicates the "Search of Transactions" menu without the Operator and Account Type fields (already assigned by the "Published Invoices" option) and without the functional keys [..Report PDF] and [..Report Excel]. For operational details, refer to the *Search* option on page 36 of this Guide.

4.4.2.3 XML Files

The paragraph describes how to display the list of the XML files of the Monthly Invoices and possibly view or download their content.

Select one row in the General Data of Monthly Invoices, click on [..File XML].

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The application will return the following form:

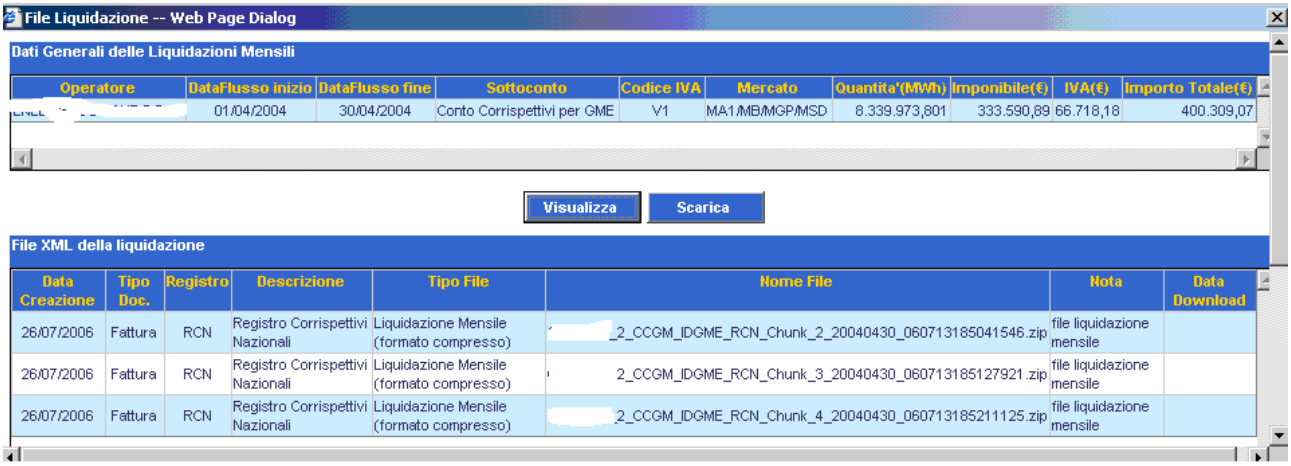

Figure 72 – Published Invoices – XML File

The figure is an example of list of XML files, whose structure consists of: i) upper section, replicating the selected row and showing a [..Monthly Invoice.]; ii) two functional keys for displaying and downloading the file, in the central part of the figure; and, finally, iii) list of the XML files of the invoices, as described in the following table:

List/Details	Description
Data Creazione	Date of generation of the XML File.
Tipo Doc.	Type of Document.
Registro	Register Code.
Descrizione	Register Code in clear text.
Tipo File	Type of XML File.
Nome file	Full name of the XML File.
Nota	Remarks, if any, associated with the XML File.
Data download	Date in which the XML File has been downloaded.

To display the content of or download a file, first select it with your mouse and then click on the functional keys at the centre of the form:

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If you select [.Visualizza] (View), you may display the content of the XML File in a dedicated window, as shown in the Figure:

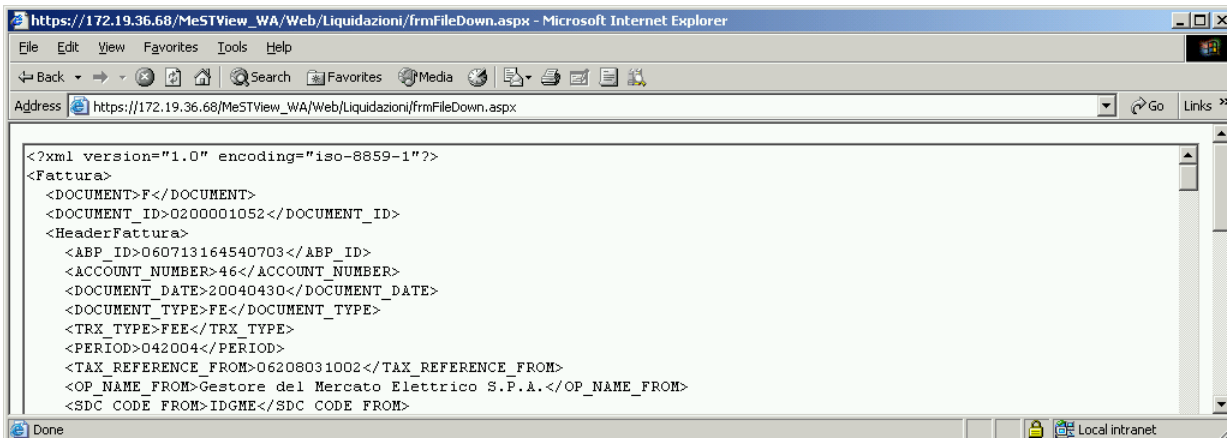


Figure 73 – Published Invoices – View XML File

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

If you click on [..Download], you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

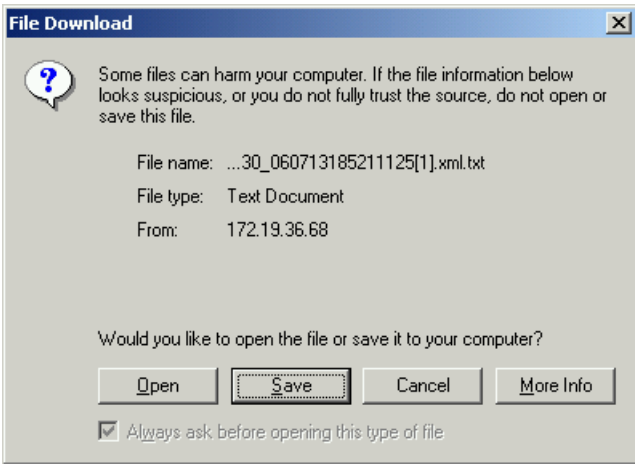
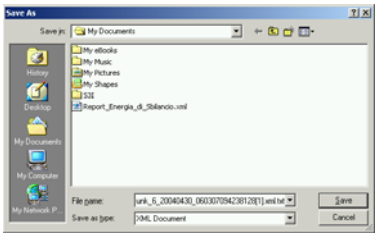


Figure 74 – Published Invoices – Download XML File – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the “Save as” form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 

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Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

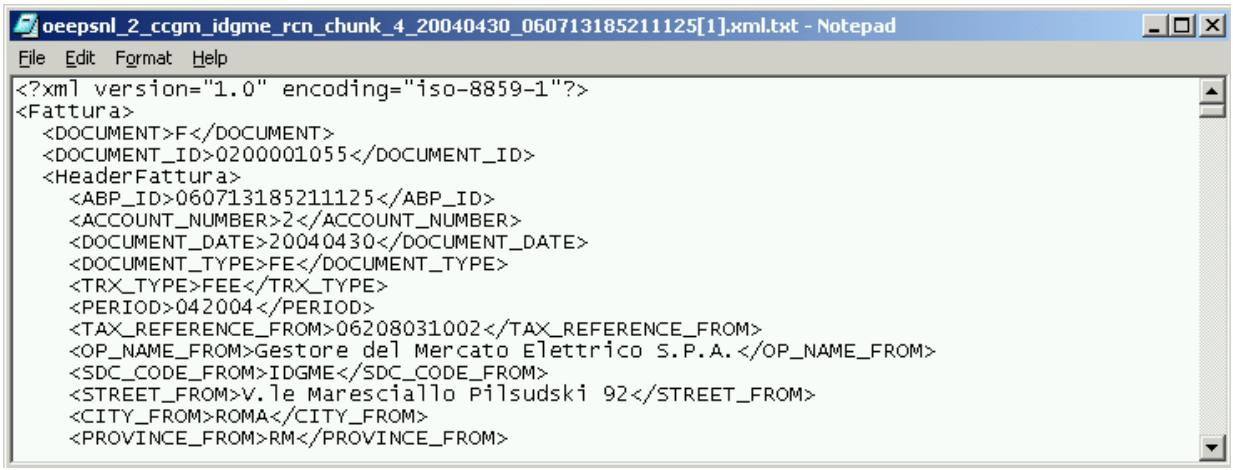

Figure 75 – Published Invoices – View XML File in TXT Format.

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.4.3 Upload XML Liability Monthly Invoice

The "Upload XML/Liability Monthly Invoice" (Monthly Billing – Upload of XML File with Invoice Notification) option enables you to search the invoice notifications that have been issued in a given month, to select those of interest and possibly to upload them in XML format. A User with Viewer authorisation only is not allowed to access this option. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). This field is updated after you select the Market Participant in the Search Criteria section.

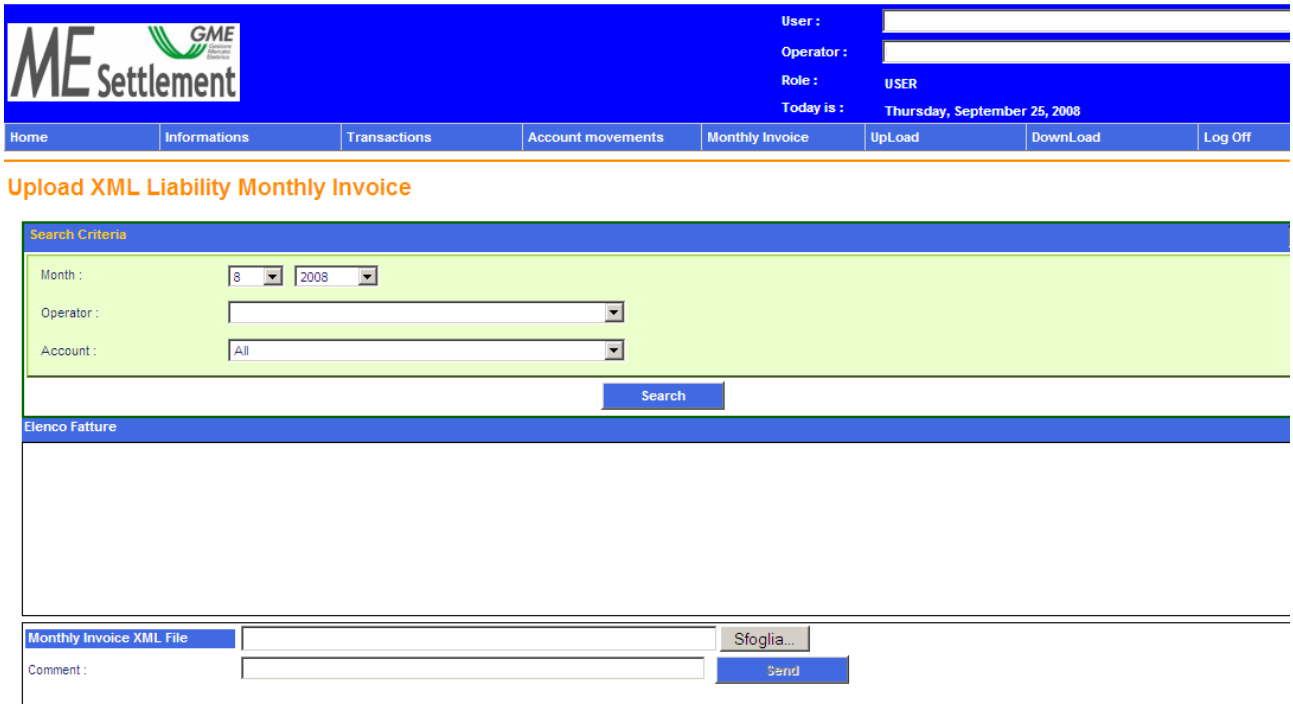

Figure 76 – Monthly Invoice – Upload of XML File with Invoice Notification

The screen consists of three sections: i) upper section (bounded by a green line) to be used for setting the search criteria; ii) intermediate section (bounded by an orange line), showing the list of invoice notifications; in this section, the lower row in green in each area shows the final balances of the displayed invoice notifications; and iii) lower section to be used for uploading the invoice notification to the application.

From the lower section in red, you may upload the invoice notification in XML format. As part of the invoicing routine, you download one invoice notification (which belongs to the CPGM account – account with invoice notifications issued by GME) from the "Liquidazioni Disponibili" (Available Monthly Invoices) in XML format (in this stage, the invoice is a mere notification from GME to the Market Participant). Then, you manually change some fields (Document, Invoice_Number, Invoice_Date and other fields, if any) on the downloaded XML form, so as to complete and formalise the invoice notification. Finally, you return the changed document (which has thus become a real invoice) to the application by clicking on the corresponding functional key. In the list of invoices shown at the centre of the form, you must select the same document as the one shown in the **.File XML della fattura** (XML file of the invoice), which you identify in your own work areas through the Browse button on the right side. Indeed, the application will check the two documents to determine whether they match and whether you have changed the correct fields (and not other fields). If the two documents do not match, the upload of the document will fail.

The following tables describe the content of the individual sections shown above.

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Search Criterion Section

Field	Description
Month	You may specify the month and year for your search of invoice notifications. By default, each field is set to the current values (current month and current year). You may change each value by clicking on the related symbol on the right side of the field; you will get a window where to select the month and year of interest.
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of Market Participants, from which to select the one of interest.
Account	You may select one Account Type in the list which opens if you press the functional key on the right side of the field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with a list of Account Types from which to select the one of interest.

Functional Key	Description
Search	You may launch a search on the Invoicing database, on the basis of the values specified in the previous fields.

Result Section

This section shows the result of the search. If no records meeting the specified search criteria are found, the application will not show any records.

If, instead, records meeting the specified search criteria are found, the application will display them in the Result tables.

Risultato - Num. record trovati: 64

ABPId	Operatore	Sottoconto	Stato	Quantita'(MWh)	Imponibile(€)	IVA(€)	Importo Totale(€)
60330200956161		CPGM - Passivo per GME	Non Pervenuta	251.224,752	14.605.667,54	1.460.566,75	16.066.234,29
60330201058150		CPGM - Passivo per GME	Non Pervenuta	129.475,117	6.710.102,00	671.010,20	7.381.112,20
60330201250869		CPGM - Passivo per GME	Non Pervenuta	13.125,440	751.697,36	75.169,74	826.867,10
60330201411635		CPGM - Passivo per GME	Non Pervenuta	42.323,446	2.687.463,30	268.746,33	2.956.209,63
60330201540463		CPGM - Passivo per GME	Non Pervenuta	44.342,830	2.335.663,19	233.566,32	2.569.229,51
60330201722494		CPGM - Passivo per GME	Non Pervenuta	40.237,336	2.026.654,29	202.665,43	2.229.319,72
60330201909338		CPGM - Passivo per GME	Non Pervenuta	7.394,231	423.673,62	42.367,36	466.040,98
				4.807.228,442	265.038.562,89	26.503.856,34	291.542.419,23

Figure 77 – Monthly Invoice – Upload of XML File with Invoice Notification/Result

The figure is an example of result from the search of Invoice Notifications for all Market Participants. The following table describes the values shown in the figure:

List/Details	Description
ABPId	Identification code of the invoice within the invoicing system or ABP.
Operatore	Market Participant identified in terms of Registered Name or Company Name and GME's Code.

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Sottoconto	Code and description of the account type to which the invoice refers.
Stato	Status of the invoice. It may be “Non Pervenuta” (not received), or “Da Registrare” (to be “published”/recorded), or “Registrata” (“published”/recorded).
Quantità (MWh)	Quantity of energy in MWh to which the amount of the invoice refers.
Imponibile (€)	Net amount (in €) of the invoice.
IVA (€)	Amount of VAT (in €) on the invoice.
Importo Totale (€)	Gross amount of the invoice (in €).

The last row in the table shows (on a green background) the totals of the numerical columns, i.e. the values of the energy corresponding to the displayed invoices and the related amount.

Upload Section

This section includes two fields to be used for searching the file and entering remarks, if any, and a functional key for uploading the file. The following tables provide the operational details:

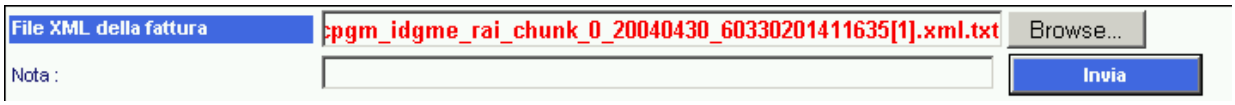
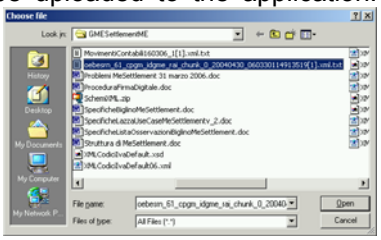


Figure 78 – Monthly Invoice – Upload of XML File with Invoice Notification/Upload

Field	Description
File XML della Fattura	You may enter the name of the file to be uploaded to the application. Initially, this field is empty. You may complete it manually or by clicking on Browse… on the right side of the field; you will get a form for selecting the file. You select the file to be sent and close the form by clicking on Open.  If the process is successful, the application will return the message shown here; you may cancel the message by pressing OK. If you have not selected the row of the invoice in the previous section, the file has not been uploaded and you will receive the message shown here; you may cancel this message by clicking on OK.

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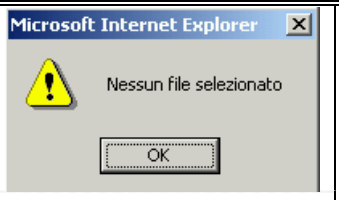
	If you do not enter any data into the field, you will receive the message shown here; you may close the message by clicking on OK.	
Nota	You may enter remarks, if any, about the transfer of the file to the application.	

Functional Key	Description
Invia (Upload)	By selecting this key, you activate the routine for uploading the XML file containing the invoice notification with the changed fields.

4.4.4 View/Print Monthly Invoice

The "View/Print Monthly Invoice" option enables you to search the invoices stored in SAP, access the ones of interest and possibly print them. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). This field is updated after you have selected the Market Participant in the Search Criteria section.

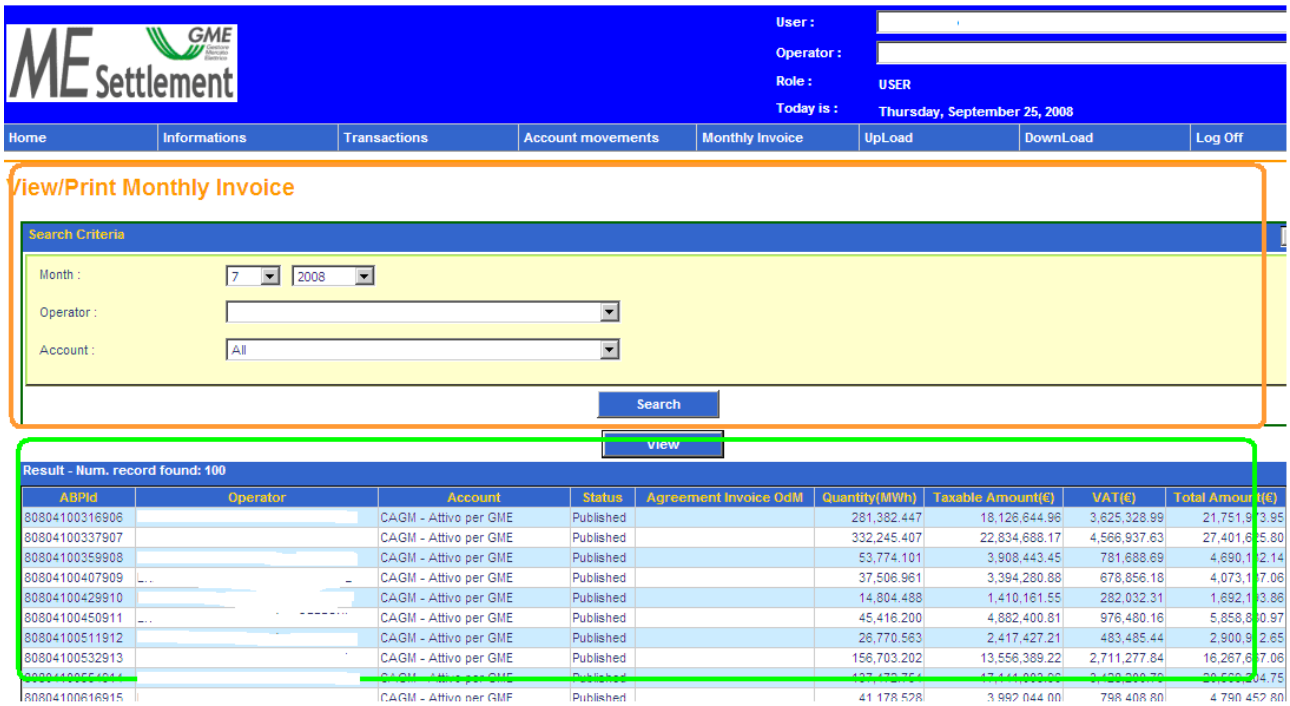


Figure 79 – Monthly Invoices – View/Print Monthly Invoice

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The screen consists of two sections: i) upper section (bounded by a green line) where you specify the search criteria; and ii) lower section (bounded by an orange line) showing the list of the invoices stored in SAP.

The following tables describe the content of the individual sections shown above.

Search Criterion Section

Field	Description
Month	Here, you specify the month and year for which you wish to search the invoices stored in SAP. By default, each field is set to the current values (current month and current year). You may change each value by clicking on the related symbol on the right side of the field; you will get a window where to select the month and year of interest.
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of Market Participants where to select the one of interest.
Sottoconto	You may select an Account Type from the list which opens by pressing the functional key on the right side of the field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with a list of Account Types where to select the one of interest.

Functional Key	Description
Search	From here, you may launch a search in the “Monthly Invoices” (billing) database, on the basis of the values specified in the previous fields.

Result Section

This section shows the result of the search. If no records meet the specified search criteria, the application will return no records.

If, instead, records meeting the specified search criteria are found, the application will show them in the Result tables.

ABPId	Operator	Account	Status	Agreement Invoice OdM	Quantity(MWh)	Taxable Amount(€)	VAT(€)	Total Amour
80804100316906		CAGM - Attivo per GME	Published		281,382.447	18,126,644.96	3,625,328.99	21,751,9
80804100337907		CAGM - Attivo per GME	Published		332,245.407	22,834,688.17	4,566,937.63	27,401,6
80804100359908		CAGM - Attivo per GME	Published		53,774.101	3,908,443.45	781,688.69	4,690,1

Figure 80 – Monthly Invoices – View/Print Monthly Invoice/Result

The figure is an example of Result from the search of invoices stored in SAP for all Market Participants. The following table describes the values shown in the figure:

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List/Details	Description
ABPId	Identification code of the invoice in the invoicing system or ABP.
Operator	Market Participant identified in terms of Registered Name or Company name and GME's Code.
Account	Code and description of the Account Type to which the invoice refers.
Status	Status of the invoice. It may be "Non Pervenuta" (not received) or "Da Registrare" (to be "published"/recorded) or Registrata ("published"/recorded).
Agreement Invoice OdM	Identification code of the Market Participant's corresponding invoice.
Quantity (MWh)	Quantity of energy (in MWh) corresponding to the amount of the invoice.
Taxable Amount (€)	Net amount of the invoice (in €).
VAT (€)	VAT amount (in €) of the invoice.
Total Amount (€)	Gross amount (in €) of the invoice.

The last row in the table shows the totals of the numerical columns (on a green background), i.e. the values of the energy corresponding to the displayed invoices and the related amount.

To see the content of an invoice in the list, first select it with your mouse and then click on the functional keys at the centre of the form:

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By clicking on [.Visulizza] (View), you may display the content of the invoice in a dedicated window, as shown in the figure (on the left side, the upper section of the invoice; on the right side, the central and lower sections of the invoice):

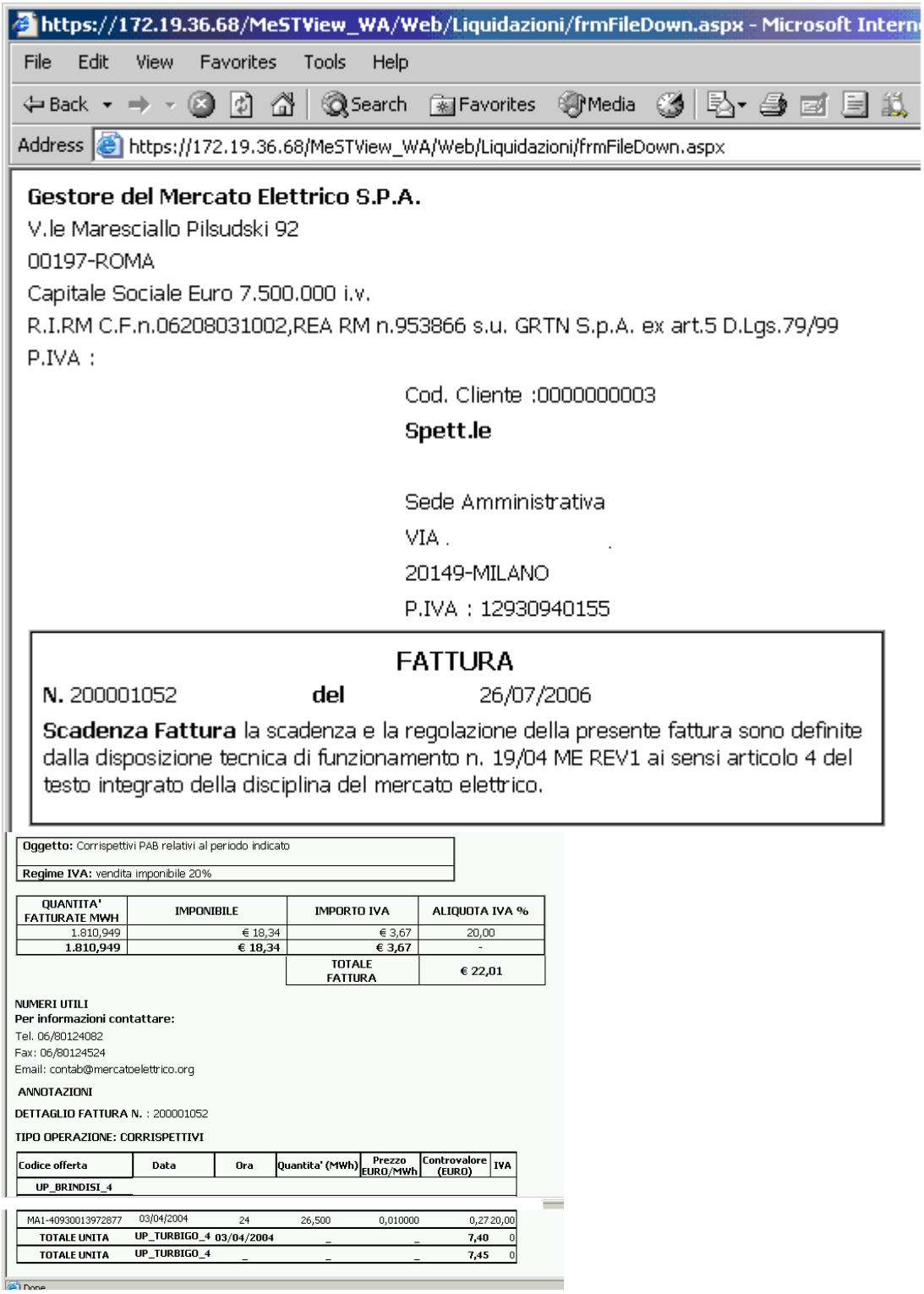

Figure 81 – Published Invoices – View Invoice

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To print the displayed invoice, select the File command and then the Print option (or Print Preview to display it before printing).

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.5 Upload

4.5.1 Uploaded XML Files

From the “UpLoad – Uploaded XML Files” menu, you may display all the invoice notifications that have been uploaded by the Market Participant.

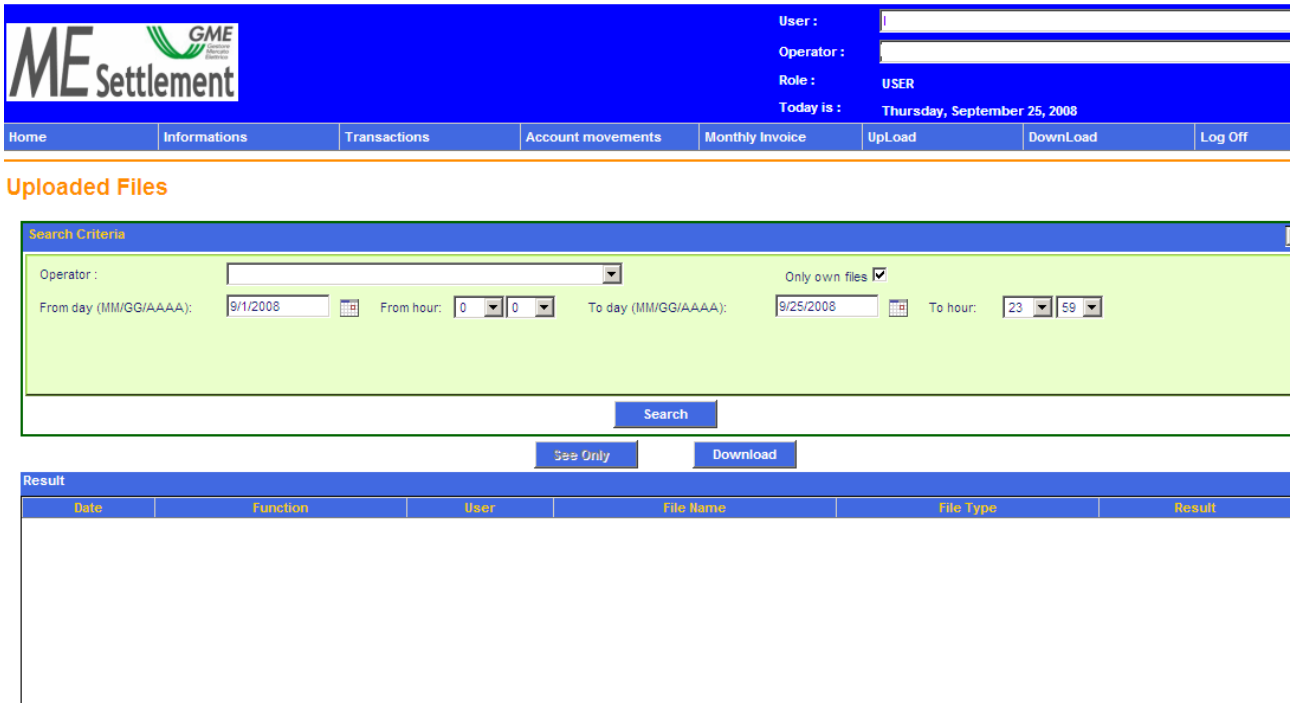

Figure 82 – UpLoad – Uploaded XML Files

The screen consists of two sections: i) upper section (bounded by a green line) where you may specify the search criteria; and ii) lower section (bounded by an orange line) with the list of the uploaded files.

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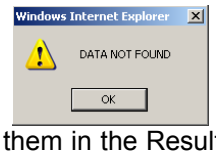
Search Criterion Section

Field/Flag	Description
Operator	You may select one Market Participant in the list which opens when you press the functional key on the right side of the field. You may change this field by clicking on the arrow button placed on the right side of the field; you will get a window with the list of Market Participants that you are allowed to analyse and from which you may select the one of interest.
Only own files	By selecting this flag, only the files uploaded by the logged user will be shown.
From day (DD/MM/YYYY)	You may specify the start date of the search period. By default, the field is set to the start date of the current month. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
From hour	You may specify the initial hour and minutes of the search period. By default, the fields are set to the minimum value (zero for both). You may change each value by clicking on the related symbol on the right side of the field; you will get an hour/minute window.
To day (DD/MM/YYYY)	You may specify the end date of the search period. By default, the field is set to the date of the current day. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
To hour	You may specify the final hour and minutes of the search period. By default, the fields are set to the maximum value (23 for the hour and 59 for the minutes). You may change each value by clicking on the related symbol on the right side of the field; you will get an hour/minute window.

Functional Key	Description
Search	You may launch a search on the database of the files uploaded to the system, on the basis of the values specified in the previous fields.

Result Section

The section shows the result of the search. If no records meet the specified search criteria, the application will return the message shown here. You may close the message by clicking on OK.



If instead records meeting the search criteria are found, the application will show them in the Result table.

List/Details	Description
Date	Date and hour of availability of the file.
Function	Executable function of the file.

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User	User that has submitted the file.
File Type	Type and characteristics of the file.
Result	Outcome of the search.
File Name	Name of the submitted file.

To see the content of a file or download it, you must first select it with your mouse and then use the functional keys placed at the centre of the screen.

By selecting [.See Only] you may see the content of the XML File in a dedicated window.

By clicking on [..Download +, you will get the File Download screen, which contains information about the file to be downloaded and four functional keys for file management.

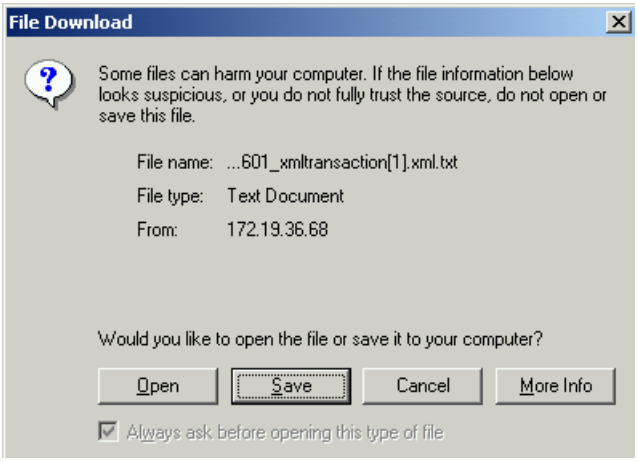
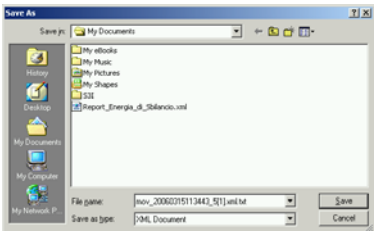


Figure 83 – UpLoad – Download XML File – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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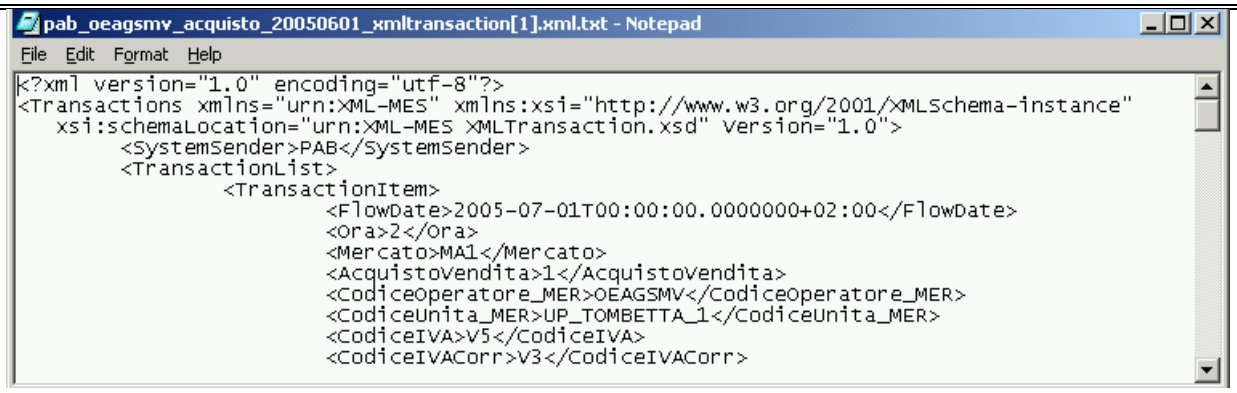

Figure 84 – UpLoad – View XML File in TXT Format.

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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4.6 Download

The Download Menu includes the following options:

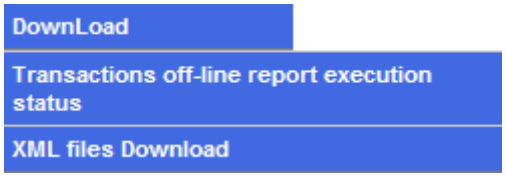

Figure 85 – Download – Available Options

- Transactions Off-Line Report Execution Status — You may check the status of execution of off-line reports, display their content and possibly transfer them.
- XML Files Download — You may check the status of the XML Files to be downloaded into your system, display their content and possibly transfer them.

  A User with Viewer only authorisation is not allowed to access this option.

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4.6.1 Transactions Off-Line Report Execution Status

The "Download – Transactions Off-Line Report Execution Status" menu allows you to check the status of execution of off-line reports, view their content and possible transfer them. The list varies depending on the content of the User Field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form).

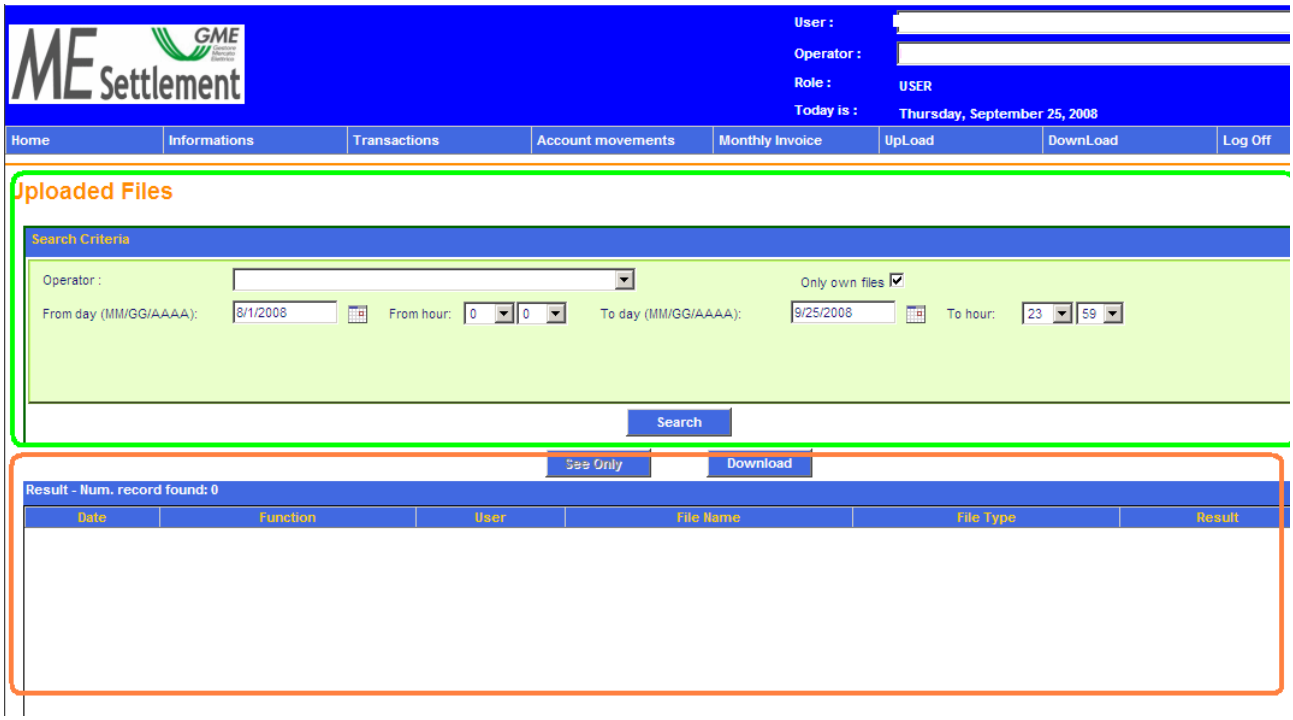

Figure 86 – Download – Transactions Off-Line Report Execution Status

The screen consists of two sections: i) upper section (bounded by a green line) to specify the search criteria; and ii) lower section (bounded by an orange line), showing the list of the reports which have been executed off line and completed.

Search Criterion Section

Field / Flag	Description
From day (DD/MM/YYYY)	Here, you may specify the start date of the search period. By default, this field is set to the date of the current day. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
From hour	You may specify the start hour and minutes of the search period. By default, the fields are set to the minimum value (zero for both). You may change each value by clicking on the related symbol on the right side of the field, which opens an hour/minute window.
To day (DD/MM/YYYY)	You may enter the end date of the search period. By default, this field is set to the date of the current day. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.

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To hour	You may enter the end hour and minutes of the search period. By default, the fields are set to the maximum value (23 for the hour and 59 for the minutes). You may change each value by clicking on the related symbol on the right side of the field, which opens an hour/minute window.

Functional Key	Description
Search	You may launch a search on the database of off-line executed and completed reports, on the basis of the time window specified in the previous fields.

Result Section

This section shows the result of the search. If no records meeting the specified search criteria are found, the application will send the message shown here; you may close the message by pressing OK.

Conversely, if records meeting the specified search criteria are found, the application will show them in the Result table.

Figure 87 – Download – Transactions Off-Line Report Execution Status – Result

The figure is an example of Result, whose structure consists of: i) Search Criteria section, which is hidden; ii) two functional keys between the two sections, which are described at the end of the following paragraph; and, finally, iii) list of values resulting from the search (**..Risultato** Area) and shown in the central part of the figure. The first row shows the total records found, in the example **..Risultato - Num. record trovati: 5** (Result – Number of records found: 5), while the subsequent rows show the individual files. The following table describes the displayed values:

List/Details	Description
Data	Date and hour of availability of the file.
Descrizione	Type of search which has generated the report.
Nota	Additional information about the file.
Stato	Successful or unsuccessful completion of the file preparation process.

To visualise the content of a file or download it, first select it with your mouse and then click on the functional keys at the centre of the screen:

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View Data Section

By clicking on [Visualizza Dati] (View Data), you may see the list of Market Participants and of the transactions contained in the file to be downloaded, as shown in the figure:

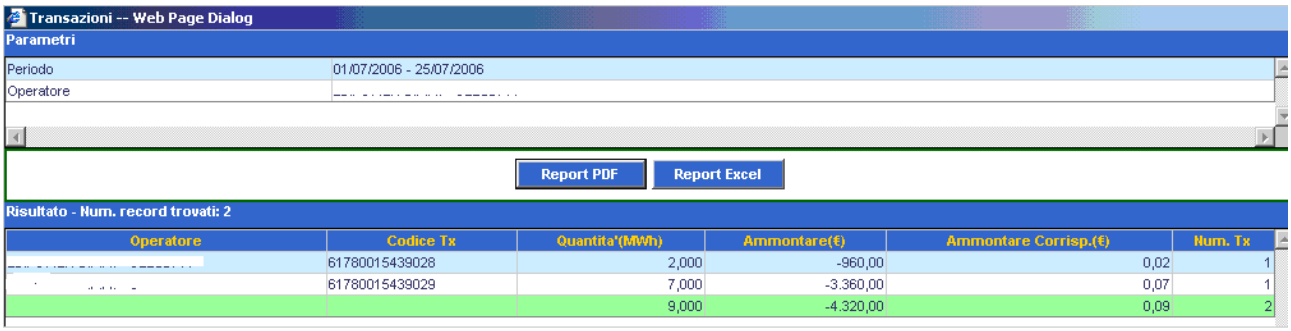

Figure 88 – Download – View Data of Off-Line Executed Reports

This screen consists of three separate areas. The upper area ([..Parametri])(Parameters Area) shows the list of the specified parameters and the related values, in the example only the time period. The immediately lower area shows the name and GME's Code of the Market Participant, but only if the transactions to be downloaded have been executed by the same Market Participant; otherwise, this row is missing.

The lower area shows the list of the transactions contained in the files to be downloaded: the first row shows the total records found, in the example [.Risultato - Num. record trovati: 2](Result – Number of records found); the subsequent rows specify the individual files. The following table describes the displayed values:

List/Details	Description
Operatore	Market Participant responsible for the transaction.
Codice TX	Code of the transaction.
Quantità (MWh)	Quantity of energy (in MWh) traded in the transaction. The total of the overlying values is given at the bottom of the column.
Ammontare (€)	Amount (in €) of the energy traded in the transaction: with a positive sign, if it is a revenue for the Market Participant; or with a negative sign, if it is a payment. The bottom of the column shows the algebraic sum of the overlying values.
Ammontare Corrisp. (€)	Amount (in €) of the fee for the energy traded in the transaction. The bottom of the column shows the total of the overlying values.
Num Tx	Number of transactions processed in respect of the fee shown in the same row. The bottom of the column shows the total of the overlying values.

Finally, the central part of the form has two functional keys to display and possibly print/save the content of the Reports.

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By clicking on [..Report PDF] or [..Report Excel], you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

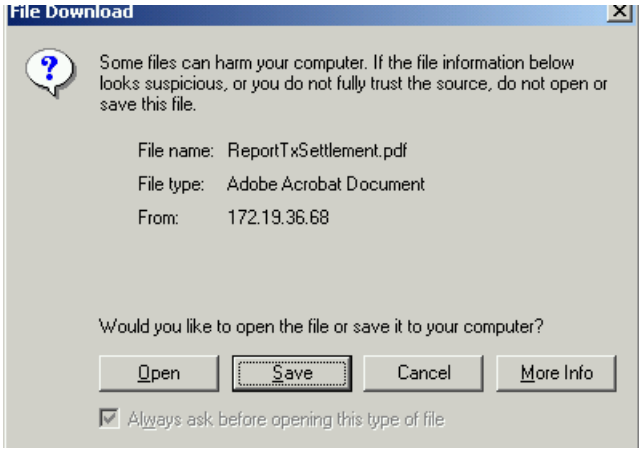
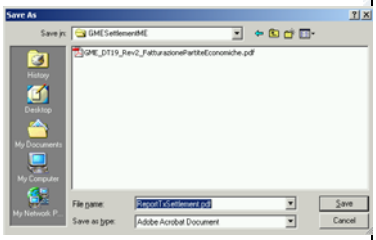


Figure 89 – Download – View Settlement Report in PDF Format – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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The following figure shows an example of Settlement Transactions report in PDF Format:

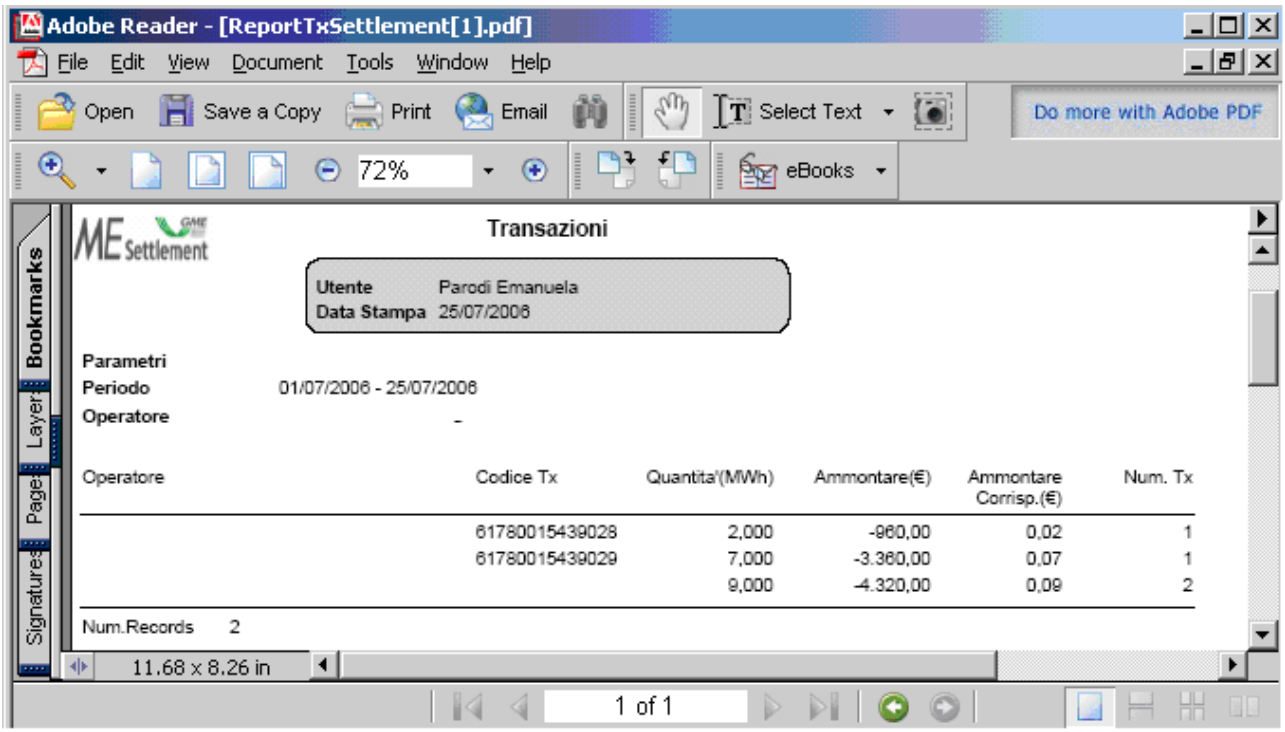

Figure 90 – Download – Search Settlement Transactions in PDF Format

To navigate through the report, you may use the functional keys located in the top bar and described in the manuals of Adobe Acrobat.

The following figure shows an example of Settlement Transactions report in Excel Format (XLS):

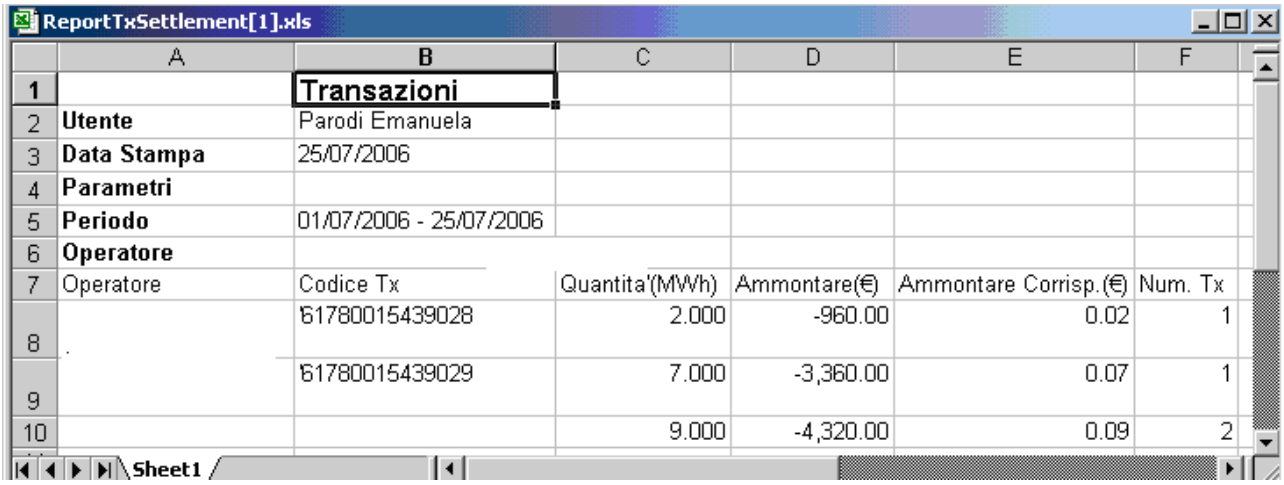

Figure 91 – Download – Search Settlement Transactions in Excel Format (XLS)

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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Download XML Section

By clicking on [..Download XML], you display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

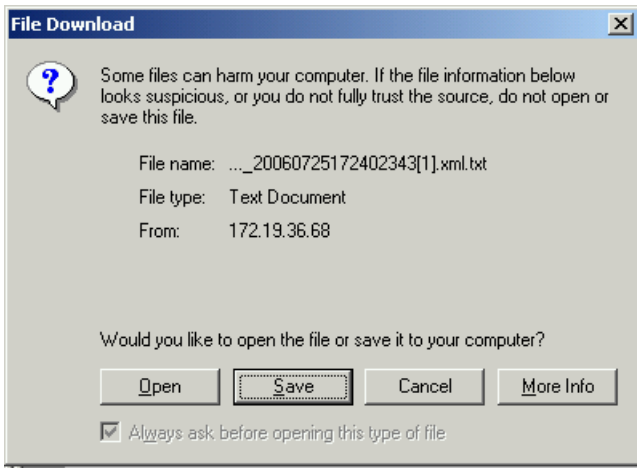
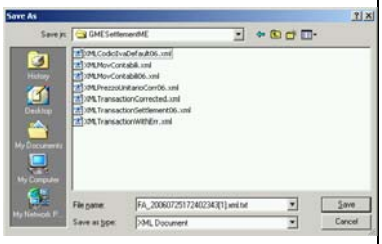


Figure 92 – Download – Download XML File – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 
Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

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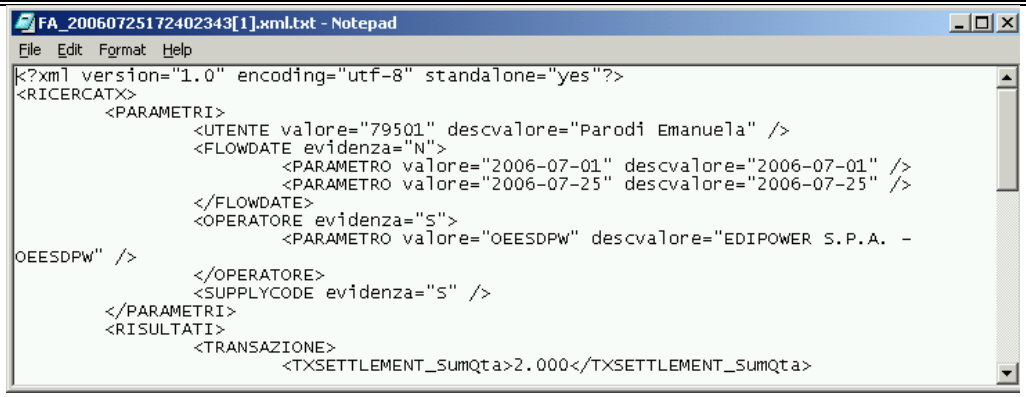

Figure 93 – Download – View XML File in TXT Format.

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

4.6.2 XML File to Be Downloaded

The “Download – XML Files Download” menu allows you to check the status of the XML Files to be downloaded into your system, to visualise their content and possible transfer them. Users with Viewer only authorisation are not allowed to access this menu. The list varies depending on the content of the User field (upper right of the form), which acts as a first search selection filter; however, it is independent of the possible content of the Operator field (upper right of the form). This field is updated after you have selected the Market Participant in the Search Criteria section.

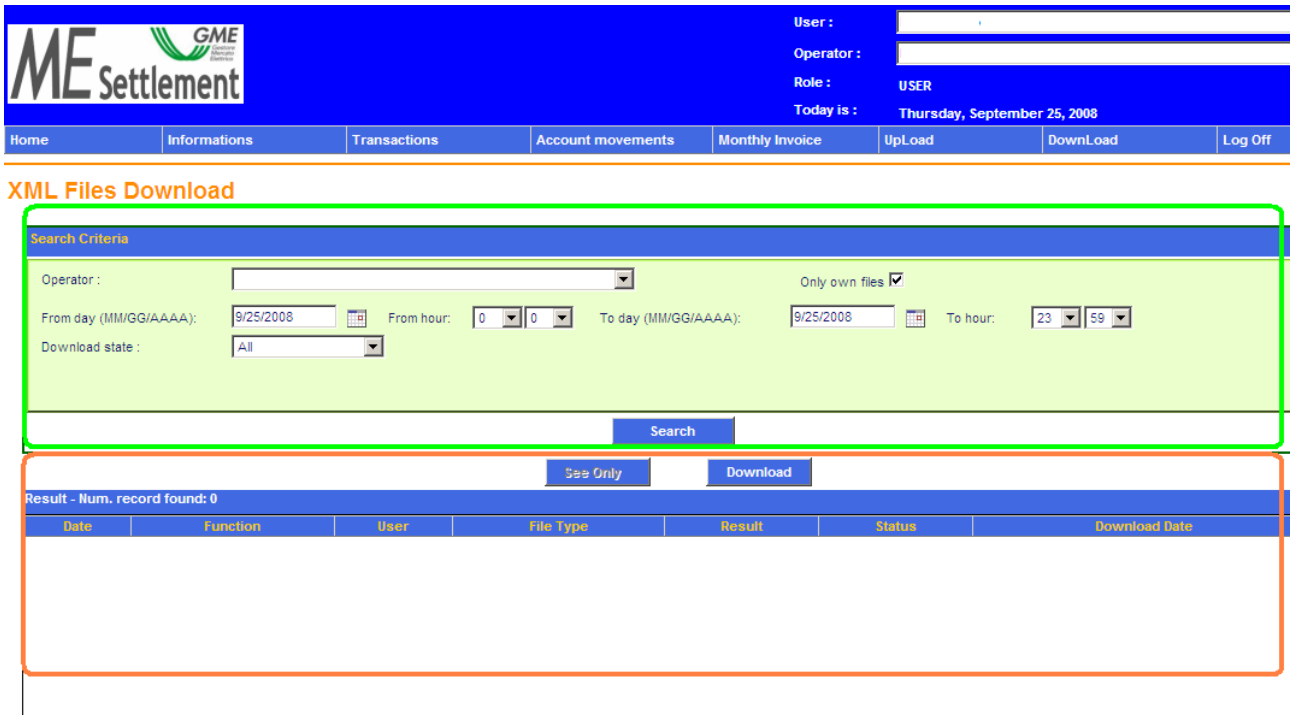

Figure 94 – Download – XML Files to Be Downloaded

The screen consists of two sections: i) upper section (bounded by a green line) where you specify the search criteria; and ii) lower section (bounded by an orange line), which shows the list of the files to be downloaded.

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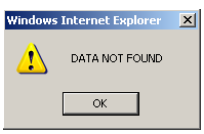
Search Criterion Section

Field / Flag	Description
Operator	You may select one Market Participant among those defined in the market. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of Market Participants, from which you select the one of interest.
Only own files	If you select this flag, you will display your own files only.
From day (DD/MM/YYYY)	You may enter the start date of the search period. By default, this field is set to the start date of the current month. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
From hour	You may enter the start hour and minutes of the search period. By default, the fields are set to the minimum value (zero for both). You may change each value by clicking on the related symbol on the right side of the field; you will get an hour/minute window.
To day (DD/MM/YYYY)	You may enter the end date of the search period. By default, this field is set to the date of the current day. You may change the value by clicking on the related symbol on the right side of the field, which opens a calendar window.
To hour	You may specify the end hour and minutes of the search period. By default, the fields are set to the maximum value (23 for the hour and 59 for the minutes). You may change each value by clicking on the related symbol on the right side of the field; you will get an hour/minute window.
Download State	You may select the files on the basis of the Download State field. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of Market Participants, from which to select the one of interest.
File Type	You may specify the type of file to be downloaded. Initially, the field is set to the value All. However, you may change the value by clicking on the arrow button on the right side of the field; you will get a window with the list of the types of files, from which you may select the one to be downloaded.

Functional Key	Description
Search	You may initiate a search in the database of the files to be downloaded into the system, on the basis of the values specified in the previous fields.

Result Section



This section shows the result of the search. If no records meeting the specified search criteria are found, the application will return the message shown here; you may close the message by pressing OK.

Conversely, if records meeting the specified search criteria are found, the application will show them

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in the Result table.

Data	Funzione	Utente	Tipo File	Esito	Stato	Data Download	Operatore
26/07/2006 13.45.29	Richiesta Registrazione SAP Liq. Mensile	Administrator Supervisor	Esito registrazione SAP	Positivo	Non scaricato		Piu' operatori - 2
26/07/2006 12.14.40	Pubblicazione Liq. Mensile	Administrator Supervisor	Esito pubblicazione liquidazione	Positivo	Non scaricato		
26/07/2006 12.09.02	Pubblicazione Liq. Mensile	Administrator Supervisor	Esito pubblicazione liquidazione	Positivo	Non scaricato		
26/07/2006 12.08.41	Pubblicazione Liq. Mensile	Administrator Supervisor	Esito pubblicazione liquidazione	Positivo	Non scaricato		
26/07/2006 12.07.22	Pubblicazione Liq. Mensile	Administrator Supervisor	Esito pubblicazione liquidazione	Positivo	Non scaricato		

Figure 95 – Download – XML Files to Be Downloaded – Result

The figure is an example of Result, whose structure consists of: i) two functional keys, described at the end of the following paragraph; and ii) list of values resulting from the search ([..Risultato]Result Area). The first row shows the total records found, in the example [..Risultato - Num. record trovati: 5] (Result – Number of records found: 5). The next rows show the individual files. The following table describes the displayed values.

List/Details	Description
Data	Date and hour of availability of the file.
Funzione	Option contained in the file and used.
Utente	Role of the user of the system.
Tipo File	Type of file and its characteristics.
Esito	Outcome, which may be successful or unsuccessful.
Stato	It indicates whether the file has been or has not been already downloaded.
Data Download	Date and time when the file has been downloaded; this field is empty if the file has not yet been downloaded.
Operatore	Market Participant that has used the option or, if more than one Market Participants have used the option, the total number of Market Participants involved.

To display the content of a file or download it, first select it with your mouse and then click on the functional keys at the centre of the form:

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If you select [..Visualizza] (View), you display the content of the XML File in a dedicated window, as shown in the figure:

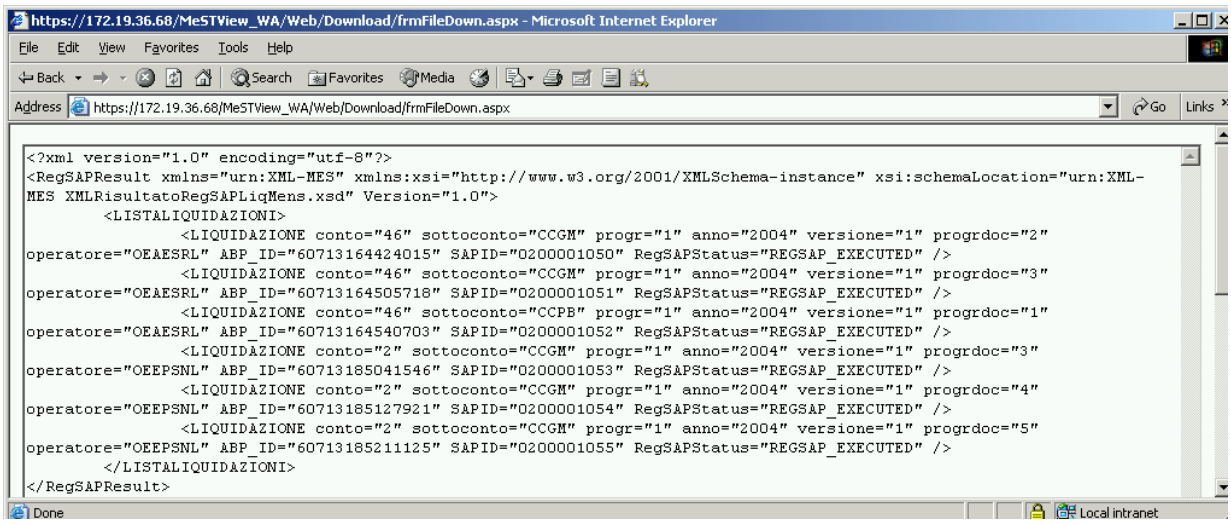


Figure 96 – Download – View XML File to be Downloaded

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

By selecting [..Download], you will display the File Download form, which contains information about the file to be downloaded and four functional keys for file management.

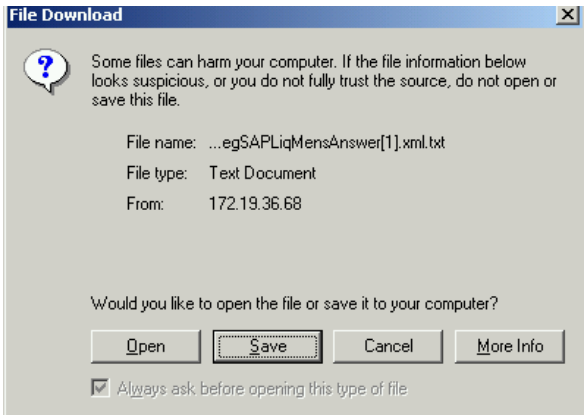
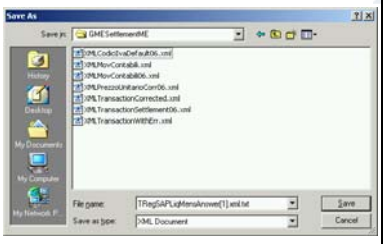


Figure 97 – Download – Download XML File – File Download

Functional Key	Description
Open	By pressing this key, you open the file shown in the form.
Save	By pressing this key, you save the file into your workstation. In the "Save as" form, you may enter the name of the file to be saved. The saving process continues by downloading the file into the specified area. You may end the transfer by pressing the Close key in the Download Complete form. 

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Cancel	By pressing this key, you cancel the file download.
More Info	If you press this key, you activate the Help form of Internet Explorer

By clicking on the Open button, you may immediately display the report in the downloaded format.

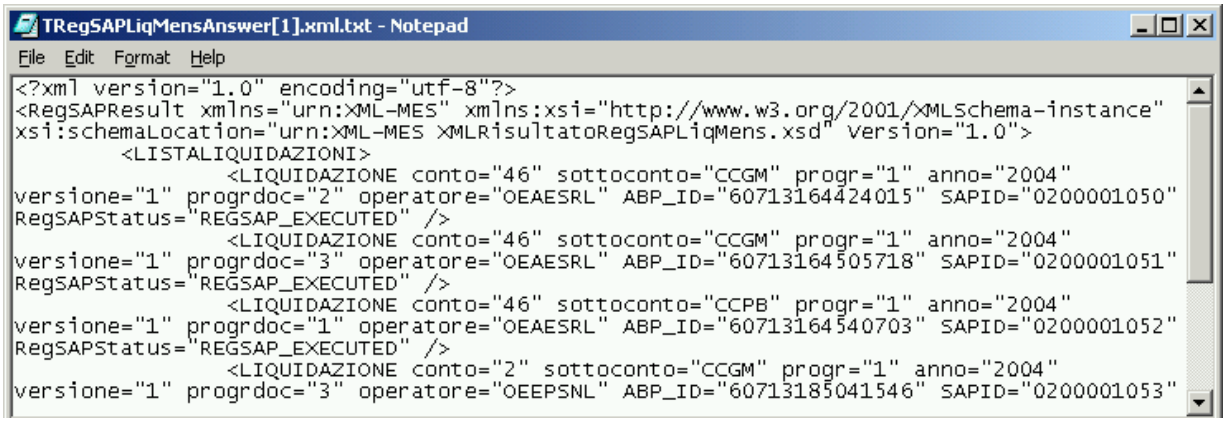

Figure 98 – Download – View XML File in TXT Format.

To exit from the report, close the file (by selecting the File command and then the Close option) or quit the application (by selecting the File command and then the Quit option).

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