

EIA-861 “ANNUAL ELECTRIC POWER INDUSTRY REPORT” INTERNET DATA COLLECTION USER GUIDE

ABOUT THIS GUIDE

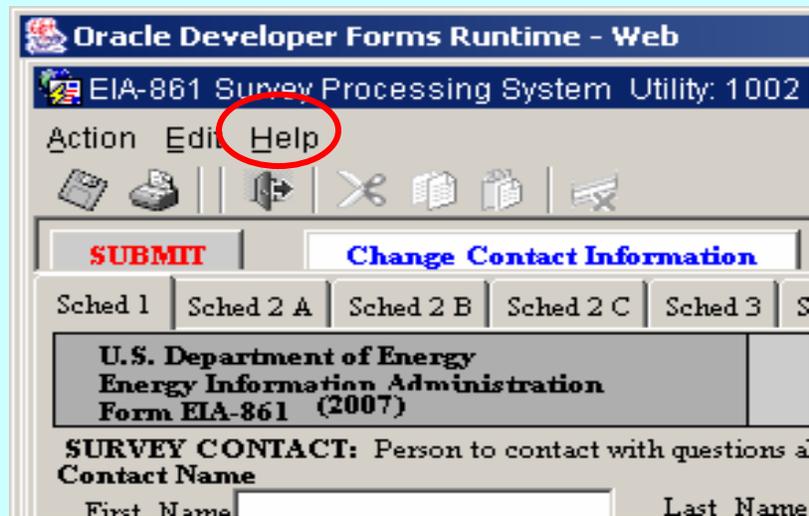
The Energy Information Administration (EIA) instituted an online data collection system, known as the Single Sign-On system, for its electric power surveys in 2001. The goal of the online data collection system is to provide an efficient, accurate, and secure method for respondents to complete and submit data directly to the EIA.

IMPORTANT CONTACTS:

Help Center: CNEAFHelpCenter@eia.doe.gov
Survey Manager: eia-861@eia.doe.gov
EIA Website: <http://www.eia.doe.gov>
EIA-861 Form/Instructions: <http://www.eia.doe.gov/cneaf/electricity/page/forms.html#e861>

TROUBLESHOOTING

- Detailed explanations of data fields can be found in the survey instructions. Access the survey instructions by clicking “Help” from the menu at the top left portion of the screen:



GENERAL INSTRUCTIONS

1. Verify all provided information. If incorrect, provide the correct information. State codes are two-letter U.S. Postal Service abbreviation. Provide any missing information.
2. Respondents, who also submit the Form EIA-826, "Monthly Electric Sales and Revenue Report with State Distributions" should coordinate the information submitted on the Form EIA-861 and Form EIA-826 to ensure consistency.
3. Complete the information at the top portion of the form with the name, telephone and FAX number, and e-mail address, of the current contact person, and the contact person's supervisor.
4. Report peak demand in megawatts and energy values (e.g., generation and sales) in megawatthours, except where noted. One megawatthour equals 1,000 kilowatthours. To convert kilowatthours to megawatthours, divide by 1,000 and round to the nearest whole number. For example, sales of 5,245,790 kilowatthours should be reported as 5,246 megawatthours.
5. Report in whole numbers (i.e., no decimal points), except where explicitly instructed to report otherwise. All revenue data on Schedules 3, 4, and 6 BC should be rounded and reported in thousand dollars. For example, revenue of \$8,459,688.42 should be reported as \$8,460.
6. For number of customers, enter the average of the 12 close-of-month customer accounts.
 - All respondents having end-use customers, including retail power marketers selling power in deregulated, competitive State programs must use the average of the 12 close-of-month customer counts when reporting on Schedule IV, even if your company began business after the beginning of the reporting year, or ended business before the close of the year.
 - Count each meter as a separate customer in cases where commercial franchise, or residential customer-buying groups have been aggregated under one buyer representative. The customer counts for public street and highway lighting should be one customer per community.
 - Please do not count each pole as a separate customer even if billing is by a flat rate per pole per month.
7. Use a minus sign for reporting negative numbers.
8. Where exact data are unavailable, report estimated data.

EIA-861 MAIN MENU

EIA-861 Data Collection System

Exit Help

eia eia.doe.gov Electricity

Form EIA-861 Main Menu

Survey Data Entry

Click here to reach the survey Main Access screen.

Exit EIA-861 System

Click here to exit the form.

Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

For questions or issues regarding access to or submission of EIA electricity surveys, please contact:
CNEAFHelpCenter@eia.doe.gov or call (202) 287-1333.

Record: 1/1 ... <OSC>

EIA-861 MAIN ACCESS SCREEN

EIA-861 Survey Processing System

Action Edit Help

U.S. Department of Energy
Energy Information Administration
Form EIA-861 (2005)

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129

EIA-861 Main Access

Utility ID Year Utility Name

State Survey Year Closed for Update:

EIA-861 Survey

Cancel

The "Utility Name" field will be populated after selecting a Utility ID. A drop down list is not available for the "Utility Name" field.

Double click in this box to view a drop down list of available entities.

Click here to access the data entry screens

EIA-861 SCHEDULE 1

Click here to access the survey instructions

Information in these areas will be pre-filled. The user can update the data as necessary. Contact the survey manager for changes to the legal name.

Check to make sure the correct ownership type is selected.

LINE	DESCRIPTION	Submission Status/Date:
1	Legal Name of Industry Participant	Not Submitted
2	Current Address of Principal Business Office	
3	Preparer's Legal Name Operator (If Different Than Line 1)	
4	Current address of Preparer's Office (If Different Than Line 2)	
5	Type of Ownership and Function (check one)	

Company Name (Contact EIA Survey Contact to change)

EIA-861 SCHEDULE 2 PART A

This area will be pre-filled. Contact the survey manager if changes are required.

Peak demand is collected in megawatts. For example 1,500 kilowatts = 2 megawatts

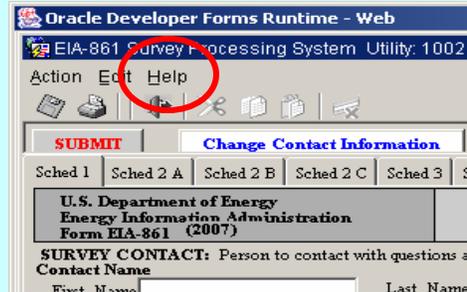
LINE	DESCRIPTION	Options
1	Regional North American Electric Reliability Council (not applicable for power marketer)	<input type="checkbox"/> TRE (formerly ERCOT) <input type="checkbox"/> NPCC <input type="checkbox"/> FRCC <input type="checkbox"/> RFC (formerly ECAR, MAIN, MAAC) <input type="checkbox"/> SPP <input type="checkbox"/> MRO <input type="checkbox"/> SEPC <input type="checkbox"/> WEC
2	(For EIA Use Only) Identify the NERC Region where you are physically located	
3	Enter Control Area Operator(s) Responsible for Your Oversight	
4	Did Your Company Operate Generating Plant(s)? (check one)	<input checked="" type="radio"/> YES <input type="radio"/> NO
5	Identify the Activities Your Company Was Engaged in During the Year. (Check where appropriate)	<input type="checkbox"/> Generation from company owned plant <input type="checkbox"/> Buying distribution on other electrical systems <input type="checkbox"/> Transmission <input type="checkbox"/> Wholesale power marketing <input type="checkbox"/> Buying transmission services on other electrical systems <input type="checkbox"/> Retail power marketing <input type="checkbox"/> Distribution using owned/leased electrical wires <input type="checkbox"/> Bundled Services (electricity plus other services such as gas, water, etc. in addition to electric service)
6	Highest Hourly Electrical Peak System Demand	Summer (Megawatts) <input type="text"/> Winter (Megawatts) <input type="text"/>
7	Did Your Company Operate AFV During the Year? Does Your Company Plan to Operate Such Vehicles During the Coming Year?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No

If "Yes", Please Provide Additional Contact Information.
 Name: Title:
 Phone: Fax: Email:

EIA-861 SCHEDULE 2 PART B

NOTE

- For detailed explanations of the data entry fields on this schedule, refer to the survey instructions located by clicking “Help” at the top left portion of the screen.



- Data are reported in megawatt hours. For example, 5,245,790 kilowatthours = 5,246 megawatthours.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'ANNUAL ELECTRIC POWER INDUSTRY REPORT'. The title bar indicates 'EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cycle Year: 2007'. The menu bar includes 'Action', 'Edit', and 'Help'. Below the menu bar are buttons for 'SUBMIT' and 'Change Contact Information'. The main content area displays the report title and a table for 'SCHEDULE 2, PART B. ENERGY SOURCES AND DISPOSITION'. The table has columns for 'LINE NO.', 'ENERGY SOURCES', 'Megawatthours', 'LINE NO.', 'DISPOSITION OF ENERGY', and 'Megawatthours'. The table is divided into two sections: 'ENERGY SOURCES' (lines 1-9) and 'DISPOSITION OF ENERGY' (lines 11-15). Line 10 is 'Total Sources (Sum of Lines 1,2,5,8 & 9)' and line 16 is 'Total Disposition (Sum of Lines 11,12,13,14 and 15)'. A blue box with the text 'SOURCES and DISPOSITION must be EQUAL' has arrows pointing to the 'Megawatthours' columns for lines 10 and 16. A blue box with the text 'NOTE' and 'For detailed explanation of each data entry field refer to the survey instructions by clicking on “Help” at the top left portion of the screen.' is also present.

LINE NO.	ENERGY SOURCES	Megawatthours	LINE NO.	DISPOSITION OF ENERGY	Megawatthours
1	Net Generation		11	Sales to Ultimate Customers	
2	Purchases from Electricity Suppliers		12	Sales For Resale	0
3	Exchanged Received (In)		13	Energy Furnished W/O Charge	
4	Exchanged Delivered (Out)		14	Energy Consumed By Respondent W/O charge	
5	Exchanged (Net)	0			
6	Wheeled Received (In)				
7	Wheeled Delivered (Out)	0	15	Total Energy Losses (positive number)	
8	Wheeled (Net)	0			
9	Transmission By Others Losses (Negative No.)				
10	Total Sources (Sum of Lines 1,2,5,8 & 9)	0	16	Total Disposition (Sum of Lines 11,12,13,14 and 15)	0

EIA-861 SCHEDULE 2 PART C & D

NOTE

- **Green Pricing** allows customers to purchase power generated from renewable resources and pay for renewable energy development.
- **Net Metering** programs allow customers to sell excess power they generate back to the grid to offset consumption.
- If your utility provides Green Pricing or Net Metering programs, provide the number of customers in these programs by state and customer class on this schedule.
- If more space is required, place the cursor in the last field of column (f) and press the down arrow key. See screenshot below:

Oracle Developer Forms Runtime - Web
 EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cycle Year: 2007

U.S. Department of Energy
 Energy Information Administration
 Form EIA-861 (2007)

**ANNUAL ELECTRIC POWER
 INDUSTRY REPORT**

Form Approved
 OMB No. 1905-0129
 Approval Expires 12/31/10

REPORT FOR:
 REPORTING PERIOD:
SCHEDULE 2. PART C. CUSTOMER SERVICE PROGRAM

Green Pricing programs allows customers to purchase power generated from renewable resources and pay for renewable energy development.
 Provide the number of customers in these programs by state and customer class.

STATE	TYPE OF CUSTOMER SERVICE PROGRAMS (a)	RESIDENTIAL (b)	COMMERCIAL (c)	INDUSTRIAL (d)	TRANSPORTATION (e)	TOTAL (f)
	Green Pricing Revenue (thousand \$)					
	Green Pricing Sales (MWh)					
	Green Pricing Customers					
	Green Pricing Revenue (thousand \$)					
	Green Pricing Sales (MWh)					
	Green Pricing Customers					

SCHEDULE 2. PART D. NET METERING

Net Metering programs allows customers to sell excess power they generate back to the electrical grid to offset consumption.
 Provide the number of customers in these programs by state and customer class.

	Net Metering Displaced (MWh)					
	Net Metering Customers					
	Net Metering Displaced (MWh)					
	Net Metering Customers					

SCHEDULE2C

01:16 PM

EIA-861 SCHEDULE 3

Oracle Developer Forms Runtime - Web
 EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cycle Year: 2007

Action Edit Help

Click here to access survey instructions

SUBMIT Change Contact Information

Sched 1 Sched 2 A Sched 2 B Sched 2 C Sched 3 Sched 4 A Sched 4 B Sched 4 C Sched 4 D Sched 5 Sched 6 A Sched 6 B C Sched 6 D Sched 7 Sched 8 Sched 9 Error Log

U.S. Department of Energy Energy Information Administration Form EIA-861 (2007)	ANNUAL ELECTRIC POWER INDUSTRY REPORT	Form Approved OMB No. 1905-0129 Approval Expires 12/31/10
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REPORT FOR:
 REPORTING PERIOD:

SCHEDULE 3. ELECTRIC OPERATING REVENUE Help

LINE NO.	TYPE OF OPERATING REVENUE	THOUSAND DOLLARS
1	Electric Operating Revenue From Sales to Ultimate Customers (Schedule 4, Parts A, B and D)	<input type="text"/>
2	Revenue From Unbundled (Delivery) Customers (Schedule 4, Part C)	<input type="text"/>
3	Electric Operating Revenue from Sales for Resale	<input type="text" value="0"/>
4	Electric Credits/Other Adjustments	<input type="text"/>
5	Other Electric Operating Revenue	<input type="text"/>
6	Total Electric Operating Revenue (Sum of Lines 1, 2, 3, 4, and 5)	<input type="text" value="0"/>

NOTE

Data on this schedule should be entered in **thousand dollars**.
 Example: \$5,829,532 whole dollars would be reported as \$5,830

Revenue Credits and Adjustment

EIA-861 SCHEDULE 4 PART A, B, C, and D

NOTE

- Enter data on **PART A** for customers that you provide BOTH energy and delivery service. Power Marketers that provide both energy and delivery service should report on Part D. Most respondents report their retail sales on PART A.
- Enter data on **PART B** for customers to whom you provide only the energy consumed, where another electric utility provides delivery services, including, for example, billing, administrative support, and line maintenance. Power Marketers in States other than Texas usually report their retail sales on PART B.
- Enter data on **PART C** for customers to whom you provide only billing and related energy delivery services, where another company supplies the energy.
- Enter data on **PART D** if you are a Power Marketer who provides both energy and delivery service to your customers. Power Marketers in Texas usually report their retail sales on PART D.

IMPORTANT NOTE

- Please note that data for the **Transportation Sector** has replaced the "Other" Sector on all parts of Schedule 4. Non-Transportation customers previously reported under "Other", including street and highway lighting, should now be included in the Commercial Sector. Irrigation customers should be reported in the Industrial Sector.

U.S. Department of Energy
Energy Information Administration
Form EIA-861 (2004)

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129
Approved Expires 11/30/07

REPORT FOR:
REPORTING PERIOD:
SCHEDULE 4, PART

STATE/TERRITORY	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	TRANSPORTATION	TOTAL
Revenue (thousand dollars)					
Megawatthours					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours					
Number of Customers					
Totals:					
Revenue (thousand \$)					
Megawatthours					
Number of Customers					

Record: 1/1

EIA-861 SCHEDULE 5

NOTE

- If a merger or acquisition has occurred during the reporting period, report those newly acquired corporate entities whose operations are now included in this report.

Oracle Developer Forms Runtime - Web
EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cycle Year: 2007

Action Edit Help

SUBMIT Change Contact Information Data Accepted?

Sched 1 Sched 2 A Sched 2 B Sched 2 C Sched 3 Sched 4 A Sched 4 B Sched 4 C Sched 4 D Sched 5 Sched 6 A Sched 6 B C Sched 6 D Sched 7 Sched 8 Sched 9 Error Log

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Energy Information Administration
Form EIA-861 (2007)

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129
Approval Expires 12/31/10

REPORT FOR:
REPORTING PERIOD:

SCHEDULE 5. MERGERS AND/OR ACQUISITIONS

Mergers and/or acquisitions during the reporting period: Yes No (If no, skip to Schedule 6)

If Yes, Provide:

Date of merger or acquisition

Address

Company merged with or acquired

City

Name of new parent company

State, Zip

First Name

Last Name

Telephone No.

Email Address

SCHEDULE5

EIA-861 SCHEDULE 6 PART A, B, C & D

NOTE

- Demand-side management (DSM) programs are designed to modify patterns of electricity usage, including the timing and level of electricity demand.
- Schedule 6 is divided into four parts: Part A, **Actual Effects** and Part B, **Annual Costs**. Schedule 6 is to be completed by every company with a company-administered demand-side management (DSM) program. However, companies with both sales to ultimate customers and sales for resale which are less than 150,000 megawatthours are required to complete only the **INCREMENTAL EFFECTS** portion of Part A and annual cost to achieve in Part B, line 13, **Total Cost**.
- Part C collects **Supplemental Information** regarding DSM programs.
- Please refer to the survey instructions for a detailed explanation of Demand Side Management

EIA-861 Survey Processing System

U.S. Department of Energy
Energy Information Administration
Form EIA-861 (2004)

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129
Approved Expires 12/31/07

REPORT FOR: _____ REPORTING PERIOD: _____

LINE SCHEDULE 6. DEMAND-SIDE MANAGEMENT INFORMATION

If your company is a small utility (end-use sales for ultimate customers and sales for resale less than 150,000 MWh), only complete Part A Incremental Effects and Part B, line 13 Total Cost

1 Do you have company administered Demand-Side Management Program? (check one) Yes No

2 If your Demand-Side Management activities are reported on Schedule 6 of another company, identify the company: _____

Note: If you answered "No" to line 1 or another Company reports your Demand-Side Management Activities on their Schedule 6, do not complete the rest of this sched.

PART A. ACTUAL EFFECTS

ENERGY EFFICIENCY	INCREMENTAL EFFECTS				ANNUAL EFFECTS			
	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	(d)	RESIDENTIAL (e)	COMMERCIAL (f)	INDUSTRIAL (g)	(h)
3 Energy Effects (Mwh)								
4 Actual Peak Reduction (Mw)								
LOAD MANAGEMENT								
5 Energy Effects (Mwh)								
6 Potential Peak Reduction (Mw)								
7 Actual Peak Reduction (Mw)								
7A Were these savings verified through an independent evaluation?	<input type="radio"/> Yes <input checked="" type="radio"/> No							

Energy Effects are collecting megawatthours

Peak Reduction is collected in megawatts

EIA-861 Survey Processing System

U.S. Department of Energy
Energy Information Administration
Form EIA-861

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129
Approved Expires 12/31/07

REPORT FOR: _____ REPORTING PERIOD: _____

PART B. ANNUAL COSTS (THOUSAND DOLLARS AND PERCENTAGES OF TOTAL)

If your company is a small utility (retail sales for ultimate customers and sales for resale less than 150,000 MWh) only complete item 13

	(a) Thousand of Dollars	(b) Percentage of Costs By State (State 1)	(c) Percentage of Costs By State (State 2)	(d) Percentage of Costs By State (State 3)	(e) Percentage of Costs By State (State 4)
8 Directs Costs excluding incentive payments-Energy Efficiency					
9 Direct Costs excluding incentive payments- Load Management					
10 Incentive Payments-Energy Efficiency					
11 Incentive Payments- Load Management					
12 Indirect Costs					
13 Total Cost (sum of all above)					

PART C. SUPPLEMENTAL INFORMATION

14 Have there been any major changes to your Demand-Side Management program (e.g., terminated programs, new information or financing programs, or a shift to programs with dual load building objectives and energy efficiency objectives), program tracking procedures or reporting methods that affect the comparison of demand-side management data reported on this schedule to data from the previous year? (check Yes or No) Yes No

15 Does your company currently have a program to increase the amount of "price responsive" customer load, (i.e., load that responds dynamically to higher or lower prices for wholesale electricity)? (Check Yes or No) Yes No

16 If the answer to line 15 is "Yes", Residential: _____ Commercial: _____ Industrial: _____
please disclose the number of customers by class.

NOTE

Part D: New in 2007, collects **Advanced Metering** information including:

- **Automated Meter Reading (AMR)**
- **Advanced Meter Infrastructure (AMI)**

Oracle Developer Forms Runtime - Web
EIA-861 Survey Processing System Utility 34 - Abbeville City of Cycle Year: 2007

Action Edit Help

SUBMIT **Change Contact Information** Data Accepted?

Sched 1 Sched 2 A Sched 2 B Sched 2 C Sched 3 Sched 4 A Sched 4 B Sched 4 C Sched 4 D Sched 5 Sched 6 A Sched 6 B C Sched 6 D Sched 7 Sched 8 Sched 9 Error Log

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Energy Information Administration
Form EIA-861 (2007)

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INDUSTRY REPORT**

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SCHEDULE 6. PART D. ADVANCED METERING (To be completed by all respondents)

STATE/TERRITORY	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	TRANSPORTATION	TOTAL
Number of AMR Meters					0
Number of AMI Meters					0
Energy Served Through AMI					0
STATE					
Number of AMR Meters					
Number of AMI Meters					
Energy Served Through AMI					
STATE					
Number of AMR Meters					
Number of AMI Meters					
Energy Served Through AMI					
STATE					
Number of AMR Meters					
Number of AMI Meters					
Energy Served Through AMI					
STATE					
Number of AMR Meters					
Number of AMI Meters					
Energy Served Through AMI					
STATE					

EIA-861 SCHEDULE 7 PART A & B

NOTE

- Reporting of distributed and dispersed generation is expected from large utilities. If your utility does not have significant generating assets, please proceed to Schedule 8.
- Please refer to the survey instructions for a detailed explanation of distributed and dispersed generation.
- Part C and been discontinued.

Oracle Developer Forms Runtime - Web
 EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cyc

[Click here to access survey instructions](#)

Data Accepted?

Sched 1 | Sched 2 A | Sched 2 B | Sched 2 C | Sched 3 | Sched 4 A | Sched 4 B | Sched 4 C | Sched 4 D | Sched 5 | Sched 6 A | Sched 6 BC | Sched 6 D | Sched 7 | Sched 8 | Sched 9 | Error Log

U.S. Department of Energy Energy Information Administration Form EIA-861 (2007)		ANNUAL ELECTRIC POWER INDUSTRY REPORT		Form Approved OMB No. 1905-0129 Approval Expires 12/31/10			
REPORT FOR: 34		REPORTING PERIOD: 2007					
SCHEDULE 7. DISTRIBUTED AND DISPERSED GENERATION DISTRIBUTED GENERATORS (COMMERCIAL AND INDUSTRIAL GRID CONNECTED/SYNCHRONIZED GENERATORS)			PART A. NUMBER AND CAPACITY DISPERSED GENERATORS (COMMERCIAL AND INDUSTRIAL GENERATORS NOT CONNECTED/SYNCHRONIZED TO THE GRID)				
(a) Total < 1 MW			(b) Total < 1 MW				
1	Number of Generators	<input type="text"/>	<input type="text"/>	1	Number of Generators	<input type="text"/>	<input type="text"/>
2	Total Combined Capacity	<input type="text"/>	<input type="text"/>	2	Total Combined Capacity	<input type="text"/>	<input type="text"/>
3	Percentage of capacity that	<input type="text"/>	<input type="text"/>	3	Percentage of capacity that	<input type="text"/>	<input type="text"/>
4	consists of backup-only units	<input type="text"/>	<input type="text"/>	4	consists of backup-only units	<input type="text"/>	<input type="text"/>
5	Percentage of capacity owned	<input type="text"/>	<input type="text"/>	5	Percentage of capacity owned	<input type="text"/>	<input type="text"/>
	by respondent				by respondent		
5	Nature of data reported	<input type="radio"/> ACTUAL <input type="radio"/> ESTIMATED		5	Nature of data reported	<input type="radio"/> ACTUAL <input type="radio"/> ESTIMATED	
6	State	<input type="text"/>		6	State	<input type="text"/>	
PART B. TYPES OF GENERATORS (% of total capacity)							
1	Internal combustion/ reciprocating engines	<input type="text"/>		1	Internal combustion/ reciprocating engines	<input type="text"/>	
2	Combustion turbine(s)	<input type="text"/>		2	Combustion turbine(s)	<input type="text"/>	
3	Steam turbine(s)	<input type="text"/>		3	Steam turbine(s)	<input type="text"/>	
4	Hydroelectric	<input type="text"/>		4	Hydroelectric	<input type="text"/>	
5	Wind Turbine(s)	<input type="text"/>		5	Wind Turbine(s)	<input type="text"/>	
6	Other	<input type="text"/>		6	Other	<input type="text"/>	
7	Nature of data reported	<input type="radio"/> ACTUAL <input type="radio"/> ESTIMATED		7	Nature of data reported	<input type="radio"/> ACTUAL <input type="radio"/> ESTIMATED	

3SCHEDULE7

EIA-861 ERROR LOG

Oracle Developer Forms Runtime - Web
EIA-861 Survey Processing System Utility: 34 - Abbeville City of Cycle Year: 2007

Action Edit Help

SUBMIT Change Contact Information Data Accepted?

Sched 1 Sched 2 A Sched 2 B Sched 2 C Sched 3 Sched 4 A Sched 4 B Sched 4 C Sched 4 D Sched 5 Sched 6 A Sched 6 BC Sched 6 D Sched 7 Sched 8 Sched 9 Error Log

U.S. Department of Energy
Energy Information Administration
Form EIA-861 (2007)

ANNUAL ELECTRIC POWER
INDUSTRY REPORT

Form Approved
OMB No. 1905-0129
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Run EIA-861 Edit ERROR LOG

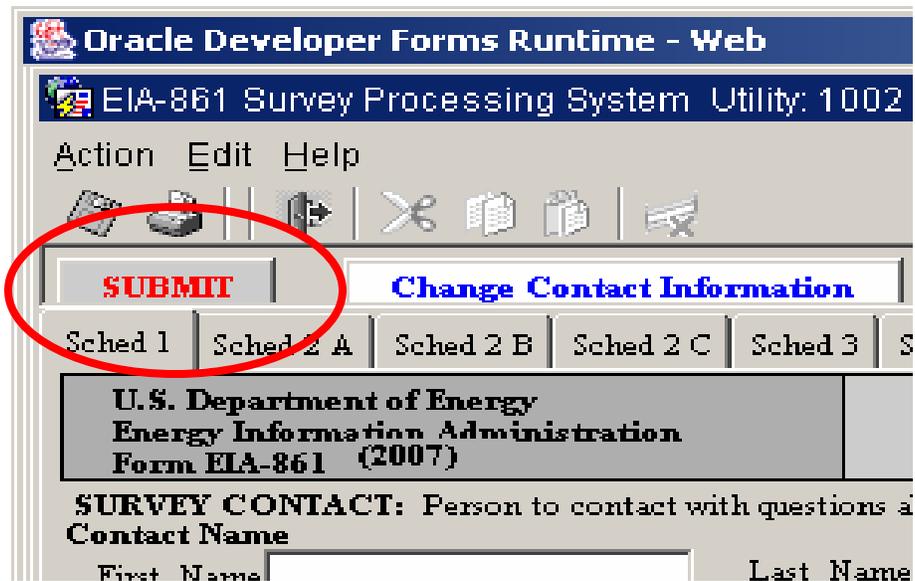
Schedule	Part	State	Error#	Error Description	Type	Override
1						<input type="checkbox"/> X
						<input type="checkbox"/> X
						<input type="checkbox"/> X
						<input type="checkbox"/> X
						<input type="checkbox"/> X
						<input type="checkbox"/> X

Click here to run the EIA-861 edits and display any outstanding edit flags

Click this button to override an edit flag and provide a comment.

ERROR1

SUBMITTING YOUR DATA



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". The main content area is titled "EIA-861 Survey Processing System Utility: 1002". Below the title bar is a menu bar with "Action", "Edit", and "Help". A toolbar contains several icons, including a red circle around the "SUBMIT" button. Below the toolbar are two buttons: "SUBMIT" (in red text) and "Change Contact Information" (in blue text). Below these buttons are several tabs: "Sched 1", "Sched 2 A", "Sched 2 B", "Sched 2 C", "Sched 3", and "S". Below the tabs is a section titled "U.S. Department of Energy Energy Information Administration Form EIA-861 (2007)". Below this section is a "SURVEY CONTACT: Person to contact with questions a" section. Below this section are two input fields: "Contact Name" (with sub-fields for "First Name" and "Last Name") and "Contact Name".

When you have finished entering data onto the form and all edit flags on the Error Log have been addressed or explained, you may submit your data by clicking the “SUBMIT” button located at the upper right portion of any data entry screen. A message will appear confirming your submission. Your data will be sent immediately to EIA for processing.