Quick Start Guide for Divisional Accounting

Version 1.2

2020

Existing customers that wish to begin using divisional accounting may use this quick start guide.

This guide supplements the instructions found in the [Customer and Asset Management System (CAMS) User Guide for Company and Affiliate Maintenance](#) (CAMS User Guide). Have both guides available as you work to establish divisional accounting for your company.

Contents

Change Summary

Revision	Date	Comments
Version 1.0	April 27, 2016	Initial release
Version 1.1	October 21, 2019	Update to include NEXTT
Version 1.2	September 7, 2020	Minor edits

I. Subaccounts and Divisional Accounting Basics

Divisional accounting is an optional feature that allows customers to assign assets or market activities to a division, or *subaccount*, for settlement reporting. Subaccounts can be set up to meet the needs of your business. There are four different configurations to consider, shown below. Use of the Divisional Accounting option does not change the ISO processes for billing or determining financial assurance.

Business Objective	One-time Actions	Recurring* Actions for Activities *(daily or as performed by your business)*
Settle and report assets in a predefined subaccount	Define subaccount and determine which of your assets belong to it.	No activity assignment to this subaccount. (Example: A generating company could configure a subaccount as follows: Assign the generators for a specific asset management contract to the subaccount.)
Settle and report activities that are not related to specific assets in a predefined subaccount	Define subaccount. You will not perform the entity mapping step available in CAMS.	Assign activities to subaccount during daily business process. (Example: A market participant could assign all internal bilateral transactions for a specific contract to the subaccount.)
Settle and report assets and activities in a predefined subaccount	Define subaccount and determine which of your assets belong to it.	Assign your daily activities accordingly. (Example: A load serving entity could configure a subaccount as follows: Assign load assets in a specific load zone to the subaccount, and then, each day, assign demand bids for that load zone to the subaccount.
Settle and report assets and activities that have NOT been assigned to a subaccount	System-defined *Default* subaccount. All assets not assigned to a subaccount defined by you will belong to this subaccount.	Any activities not assigned to a subaccount will be reported in the *Default* subaccount.

* Recurring activities include demand bidding, virtual transaction submittal, internal bilateral transactions, external transactions and Forward Capacity Market self-supply. Financial Transmission Rights and Coordinated External Transactions are currently only reportable in the default account.

II. Managing Subaccounts

To start using divisional accounting, follow the steps below to quickly create and begin using subaccounts in the Customer and Asset Management System (CAMS).

Steps to begin using divisional accounting	Where/how to perform steps
A. Make a plan for your subaccounts	Appendix A of this guide
B. Create subaccounts	CAMS
C. Map asset-related entities to subaccounts	CAMS
D. Test your activity-based subaccounts in Sandbox ⚠	Contact ISO Customer Support
E. Enable subaccount reporting	CAMS

⚠ Give yourself enough lead-time to set up your sandbox so you can test before going live!

A. Make a plan for your subaccounts

Before creating subaccounts in CAMS, analyze how subaccounts can help meet your business needs. The worksheet in Appendix A of this quick start guide may make the process of setting up divisional accounting easier.

Actions (complete using the blank worksheet in Appendix A)
1. List any assets/entities by ID, name, type, and category
2. Below any listed assets, add activity categories that need a subaccount

Asset ID	Asset Name	Asset Type	Category*
1234	ABCD	Generator	Western Mass
3456	IJKL	Load	Connecticut
n/a	n/a	n/a	CT Demand Bids
n/a	n/a	n/a	Virtual Trading in CT, RI, SEMA

Table contains sample data only

* The **Category** column contains data that is meaningful to your business.

3. List each subaccount name, ID, and date effective ⚠
   a. Fill-in these items for any assets added in the previous step
   b. Below any listed assets, add any activities that need a subaccount

Subaccount ID (Used in eMarket & IBT UI)	Subaccount Name (Used on reports)	Date Effective
• Cannot change • Must be unique • 20 character max • Can contain letters, numbers, hyphens, and/or underscores	• Must be unique • 50 character max	• Must respect monthly boundaries • No limits on future dates • Ensure enough time for sandbox testing Test date | Actual date
WMGen1	WMass Generation	8/1/20XX | 6/1/20XX ⚠
CT_RFP_Load	CT Portfolio	8/1/20XX | 6/1/20XX
CT_RFP_Load	CT Portfolio	8/1/20XX | 6/1/20XX
Virtual_SNE	Southern New England Virtual Portfolio	8/1/20XX | 6/1/20XX

Table contains sample data only

⚠ Date effective field shows the testing date, followed by the actual implementation date to use.

> ⚠ **The Date Effective Field Is Important!**
>
> The Date Effective is the first market operating day for which the subaccount will be in place.[1] This is also the "go live" date for eMarket, the IBT User Interface, and the New England External Transaction Tool (NEXTT). Set a date far enough ahead to give yourself time to test activities in sandbox. We suggest using the first day of the month in the month four months from today's date.
>
> *Example:* Your company wants to start using subaccounts on 6/1/20XX.
> If today is April 28, 20XX, use August 1, 20XX as your effective date for testing.
> Once testing is complete, change your Date Effective field to 6/1/20XX.

4. Keep your completed worksheet handy as you perform the next steps.

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[1] If testing takes longer than expected or delayed, consider revising the effective date in CAMS. This is accomplished by deleting the subaccount and then recreating it with the same subaccount ID and a new future Date Effective.

B.   Create subaccount(s)

In this step, you will create your subaccounts in CAMS. Create all subaccounts in CAMS.

Tips:
- Use the completed worksheet from Appendix A as a guide for creating your subaccounts
- Follow the steps in the *Create subaccount* section of the CAMS User Guide for instructions

> ⚠ *Remember: The Date Effective Field Is Important!*
>
> Remember to set the Date Effective to your testing date. You will change to the actual Date Effective after your testing is completed successfully.

C.   Map asset-related entities to subaccounts (CAMS)

New or transferred assets are mapped initially to the *Default* subaccount. In this step, you will assign items (called *entities* in CAMS) from your portfolio to the subaccounts you created in CAMS. You can choose to assign the following types of entities to your subaccounts: generators, load assets, asset-related demand, demand response assets, FCM resources, and regional network load.

Tips:
- Use the completed worksheet from Appendix A to help map your subaccounts
- See the Map Entity to subaccount section of the CAMS User Guide for full instructions

D.   Test your subaccounts in Sandbox

In this step, you will perform communications tests using a sandbox for eMarket, NEXTT, and the Internal Bilateral Transactions User Interface (IBT UI). It is very important to test your subaccounts in a sandbox environment. As noted in Step A, your initial **Date Effective** should be your test date. You must complete your testing prior to this date.

eMarket: Contact ISO Customer Support to set up your eMarket sandbox providing a list of the subaccounts you want to test in the eMarket sandbox environment. It takes approximately 3 business days to prepare the eMarket sandbox for use. Subaccounts will appear in eMarket for demand bidding and virtual transactions. They will be effective for the current operating day, even though the CAMS date is later. If you make any changes to the subaccounts in CAMS, the effective dates in eMarket sandbox will be overwritten and will require you to contact Customer Support to reset for testing.

> ⚠ **eMarket sandbox testing is very important!** Any transactions that clear in the Day-Ahead market are financially binding, so the assignments and submittals to eMarket must be accurate. The sandbox test is essential to ensure that your company's systems interact with eMarket as intended for your business objectives.

IBT UI: This sandbox becomes available one day after you create your subaccounts in CAMS. It does not require the assistance of ISO Customer Support. Subaccounts will appear in the sandbox with the *Date Effective* as set up in CAMS. You can test in the IBT User Interface sandbox, using IBT contract dates that are in the period after the test date.

NEXTT: Contact ISO Customer Support to set up your NEXTT sandbox, and provide a list of the subaccounts you want to test in the NEXTT environment.

⚠️ **NEXTT sandbox testing is very important!** Any transactions that clear in the Day-Ahead market and any transactions scheduled in the Real-time market create financial obligations, so the submittals to NEXTT must be accurate. The sandbox test is essential to ensure that your company's systems interact with NEXTT as intended for your business objectives.

Actions (perform <u>before</u> the Date Effective chosen for your subaccounts)

1. Contact ISO Customer Support to arrange sandbox use for eMarket communication tests. If your company engages in external transactions, also arrange sandbox use for NEXTT communication testing.
2. Test your updated data exchange communications for eMarket and NEXTT (extensible markup language (XML)), and IBT UI (XML and CSV), for subaccounts.
   a. For eMarket and/or NEXTT, after you receive confirmation that the sandbox is ready, use current operating dates as you would in production (i.e., you can bid or offer up to ten days into the future).
   b. For the IBT UI, use operating dates that are after the test date you specified in CAMS when setting up your subaccounts.
3. Confirm that your business process is ready for subaccounts in eMarket, NEXTT and the IBT User Interface.
4. Once your testing is complete, make any necessary changes at least 12 days in advance of the actual Date Effective.
   a. If you need to delay the Date Effective, you must first delete and recreate the subaccount *at least 12 days* in advance of the actual Date Effective.

E. Enable subaccounts and activate settlement reporting (CAMS)

In this step, you will set the actual Date Effective for your subaccounts and activate the settlement reporting feature for them. We recommend that the date you choose to enable settlement reporting matches the actual Date Effective of your subaccounts, NOT the testing date! The date used to enable settlement reporting does NOT determine the availability of subaccounts in eMarket, the IBT UI, or NEXTT. The subaccount Date Effective in CAMS controls the subaccount availability in the interface applications.

Tip:
- Use the worksheet in Appendix A to confirm your Date Effective for each subaccount

Actions

1. Change your Date Effective in CAMS, from your test date to your actual Date Effective for each subaccount.
2. Use the instructions in the *Enable subaccount settlement reporting* section of the CAMS User Guide to enable subaccount settlement reporting.

As of the Date Effective, subaccounts begin to appear on your settlement reports!

III. Assigning Activities to Subaccounts

Although the asset-related subaccounts do not require any additional updates once created, you must assign activities to subaccounts at the time the activity occurs. This guide covers how to assign activities to subaccounts in eMarket, the Internal Bilateral Transactions User Interface (IBT UI), the Forward Capacity Tracking System (FCTS), and the New England External Transaction Tool (NEXTT). Hydro Quebec Interconnection Capacity Credits subaccount assignment is via request and is also included here.

A. Assigning Activities in eMarket
A summary of how subaccounts are displayed in eMarket is described below.

Tips:
- See User Guide for eMarket: Section 1.8 - Demand Bid Subaccounts; Section 6.2 - Demand Bids Display; 6.2.2 View Demand Bids; and 6.3 Increment Offers and Decrement Bids (Inc/Dec) Display
- See eMarket Data Exchange Specifications, and eMarket Webservices Definition documents.

eMarket	
Portfolio Manager Display	No subaccount information
Demand Bids Display	"Sub Account" drop down filter on the left pane and "Participant Total" column on the right side grid are available for market participants with registered subaccounts in CAMS.
Inc/Dec Bids Display	"Sub Account" dropdown filter on the left pane and "Participant Total" column on the right side grid are available to market participants with registered subaccounts in CAMS.
Demand By Portfolio Display	"Sub Account" dropdown filter on the left pane facilitates viewing Demand Portfolio by a specific subaccount. This is available only for market participants with registered subaccounts in CAMS.
XML Download Display	"Sub Account" dropdown filter on the left pane facilitates downloading XML files using a specific subaccount. This is available only for market participants with registered subaccounts in CAMS.

B. Assigning Activities in the Internal Bilateral Transactions User Interface
You can assign IBTs to subaccounts through the user interface or via file upload. The IBT assignment to subaccounts can take place on initial submittal, or up to any time before the ISO performs the settlement (or resettlement). Your company's subaccount assignment is private and is not disclosed or available to the counterparty to the IBT. IBT subaccount information is also available through web service requests.[2]

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[2] There are three web services available. The first one returns a list of subaccounts. The second returns a list of contracts and their subaccount mappings as of a given date or range of dates, and allows you to modify the subaccount associated with a period of the contract. The third returns all of the subaccount mappings associated with a contract. These services can supplement the upload and download formats to assist customers in managing their subaccounts and transactions.

Tips:
- See user guide for [Submitting Internal Bilateral Transactions using SMS](#).
  - Subaccounts
  - Create Contract
  - Transactions: Entering a New IBT
  - Editing the Subaccount of an IBT
- Also see [Contract Upload File Formats](#) and [IBT Web Services Data Exchange Specification](#)

C. Assigning Activities in the Forward Capacity Tracking System (FCTS)

You can assign Self-Supply capacity in the Forward Capacity Market to subaccounts. This designation can be made during the qualification process for the Forward Capacity Auction, using the Self Supply View in [FCTS](#). To assign current Self-Supply capacity to subaccounts, contact ISO Customer Support.

Tip:
- See *Forward Capacity Tracking System (FCTS) Self-Supply Assignment to Subaccounts*

D. Assigning Hydro-Quebec Interconnection Capacity Credit (HQICC)

Contact ISO Customer Support to designate a subaccount for HQICC. You will need to provide the subaccount ID for the HQICC assignment.

E. Assigning Activities in the New England External Transactions Tool (NEXTT)

You can assign Day-Ahead or Real-Time external transactions in NEXTT via manual selection of the subaccount from the dropdown box in the NEXTT interface. You can also include subaccount assignment in an XML file, which can be uploaded to NEXXT or submitted via webservices.

Coordinated External Transactions (CETs), which are submitted through NYISO JESS, are assigned to your company's default subaccount.

Tip:
- See NEXXT User Guide and NEXXT Web Services

IV. Future Subaccount Maintenance

A. Adding Subaccounts in the Future

Once you have completed Steps A-E above, you can always add new subaccounts to your portfolio in CAMS. New subaccounts must start on the first day of a month and then will be immediately available in eMarket, the IBT User Interface, and NEXTT. These new subaccounts will automatically be included in the settlement reporting for your company.

B. Deactivation of Individual Subaccount(s)

If your company is using Divisional Accounting and finds that one or more of the subaccounts in its portfolio is no longer of use, the individual subaccount can be deactivated.

Tip:
- See [CAMS User Guide](#)
  - Edit Subaccount information

Actions
1. Set the subaccount status to Inactive. (All eMarket, IBT, FCTS, HQICC, NEXTT assignments in this subaccount must be concluded prior to the inactive date).

Appendix A: Subaccount Planning Worksheet

Use this worksheet to help you complete the subaccount setup process you will perform in CAMS. Refer to the Make a plan for your subaccounts section to see example data.   You may need additional copies to complete your setup plan.

Asset ID	Asset Name	Asset Type	Category*	Subaccount ID *(Used in eMarket & IBT UI)* • Cannot change*** • Must be unique • 20 character max • Can contain letters, numbers, hyphens, and/or underscores	Subaccount Name** *(Used on reports)* • Must be unique • 50 character max	Effective Date • Must respect monthly boundaries • No limits on future dates • Ensure enough time for sandbox testing • Testing date | Actual date

* Useful or meaningful categories for your business divisional accounting needs.
** Recognizable names for reporting.
*** You cannot change the subaccount ID after it's created, but you may delete the subaccount 12 days after the effective date.