

Setup Requirements

In **Account Gateway**, locate the account with the Capacity Generator.

From **Other Billing Items**, open the **Flatrate Usage** table.

Click the **Add** icon.

Set **Service Type** to 'E' (Electric).

At **Start Date**, enter the date when testing/emergency event occurred.

Enter the **End Date** for end of current billing period.

Select the **Billcode** from the dropdown menu.

Note: The Billcode used varies by member. The notice from the Rates Department identifies the applicable Billcode to use.

Account Gateway > Other Billing Items > Flatrate Usage

Flatrate Usage (BROWSE)

2 of 2

Browse Record Details

Flatrate Usage

Service Type: E ELECTRIC Advance To Next:

Start date: 2019-01-31 End date: 2019-02-01

Billcode: CP20NB LARGE POWER TOD ONPK BOTH DSC

Consumption: 2946.00 Type: 1 kWh UOM: Qty: 1

Change Date: 2019-02-08 User: jschuma

Flatrate Usage History (BROWSE)

1 of 1

Browse Record Details

| Read Date | Usage | Unit | Type | BillCode |
|------------|---------|------|------|----------|
| 2019-02-08 | 2946.00 | 1 | E | CP20NB |

Ready

In the **Consumption** field, enter the Capacity Generator energy reading provided by the Rates Department in the notification e-mail received.

Set the **Type** '1' for kWh.

Verify **Qty** (Quantity) is set to '1'.

Change Date and **User** fields will auto-populate.

Click **OK** to save.

Flatrate Usage (BROWSE)

2 of 2

Service Type: E ELECTRIC Advance To Next:

Start date: 2019-01-31 End date: 2019-02-01

Billcode: CP20NB LARGE POWER TOD ONPK BOTH DSC

Consumption: 2946.00 Type: 1 kWh UOM: Qty: 1

Change Date: 2019-02-08 User: jschuma

Flatrate Usage History (BROWSE)

1 of 1

| Read Date | Usage | Unit | Type | BillCode |
|------------|---------|------|------|----------|
| 2019-02-08 | 2946.00 | 1 | E | CP20NB |

Ready

Step-by-Step Procedure

Follow all normal billing procedures. With the Start Date and End Date set in the Flatrate Usage table, the account will only bill the Capacity Generator during the designated timeframe.