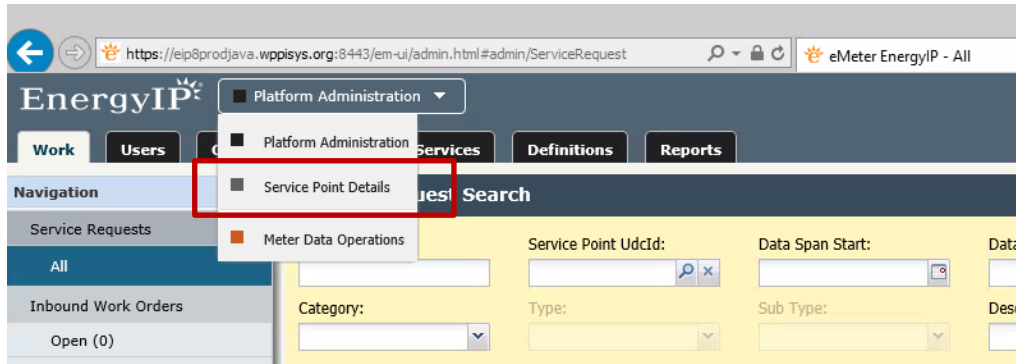
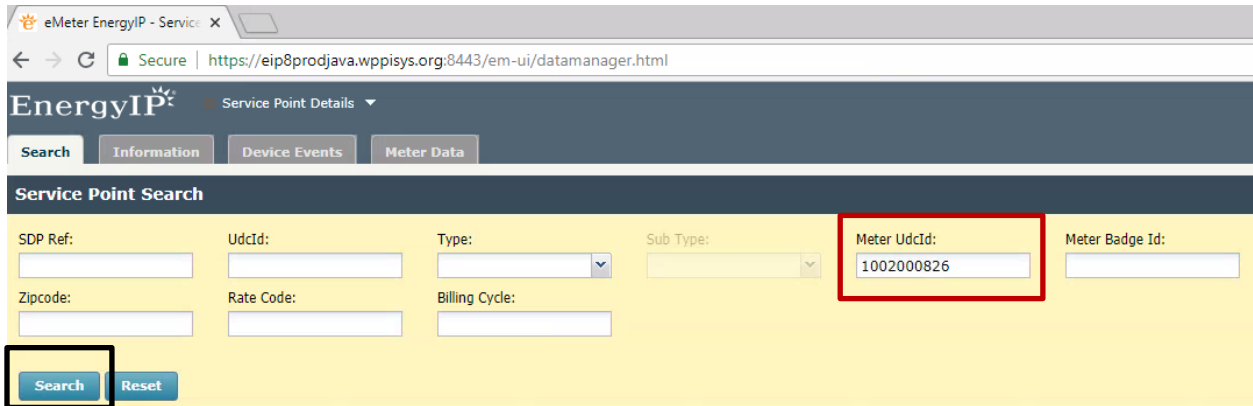


# Manual Billing Requests

Select Service Point Details from the dropdown menu



Enter meter number at Meter UdcId



Click Search

**HINT:** Search for a meter number using any string of digits to bring back all meters with those identical consecutive digits.

The diagram shows a search for '082' in the 'Meter UdcId' field. A red arrow points from the hint box to the search input field, which contains '082'. Another red arrow points from the hint box to a table of search results.

Meter UdcId	Address ↑
1082448725	140,COMMERCIAL DR,,
1082557687	1515,PARK AVE,,
1002002082	165,ANNA CIRCLE,,
1002001082	270,WATERLOO ST,,
1002000822	315S,MAIN ST,,
1002000826	329W,PRAIRIE ST,,

# Manual Billing Requests

Click on blue Ref number

EnergyIP Service Point Details Udc Id: 1000001419 Meter Udc Id: 1002000826 Electric

Search Information Device Events Meter Data

**Service Point Search**

SDP Ref: [ ] UdcId: [ ] Type: [ ] Sub Type: [ ] Meter UdcId: 1002000826

Zipcode: [ ] Rate Code: [ ] Billing Cycle: [ ]

Search Reset

Ref	UdcId	Type	Sub Type	Meter UdcId	Address ↑
39113	1000001419	Service Delivery Point	Electric	1002000826	329W,PRAIRIE ST,,

Automatically navigates to the Information tab

EnergyIP Service Point Details

Search Information Device Events

Service Point Summary

Billing Requests

Service Requests

DTS Requests

Customer

Accounts

Consumers

Assets and Services

Service Point

Channels

Devices

Data Services

Service Agreements

Meter (Electr)

Load Contr

Premise: 329V

Service Requ

Ref	Ty
279860	M
254440	Pr

Recent Billin

From

# Manual Billing Requests

All previous billing requests/responses will be displayed

Billing Requests				
Ref	Sdp Udc Id	Request Start Time	Request End Time	Request Status
326756	1000001419	07/06/2018 00:00:00	08/08/2018 00:00:00	EXPORTED
257583	1000001419	06/07/2018 00:00:00	07/06/2018 00:00:00	EXPORTED
217021	1000001419	05/09/2018 00:00:00	06/07/2018 00:00:00	EXPORTED

Hover over the Action button on right side of screen

Click Create

Request Status	Request Type	Sent For Billing	Action
EXPORTED	Cycle	Billing Success	Create
EXPORTED	Cycle	Billing Success	
EXPORTED	Cycle	Billing Success	
EXPORTED	Cycle	Billing Success	
EXPORTED	Cycle	Billing Success	
EXPORTED	Cycle	Billing Success	

A new billing request form opens for editing

Search
Information
Device Events
Meter Data

- Service Point Summary
- Billing Requests
- Service Requests
- DTS Requests
- Customer
- Accounts
- Consumers
- Assets and Services
- Service Point
- Channels
- Devices
- Data Services
- Service Agreements

### Billing Request

Request Start Time	DDS Name	Reply To
<input type="text" value="MM/DD/YYYY hh:mm:ss"/>	<input type="text" value="Default DDS"/>	<input type="text" value="vsep://"/>
Request End Time*	Data Delivery Group	Service Point*
<input type="text" value="MM/DD/YYYY hh:mm:ss"/>	<input type="text" value="Billing Group by default"/>	<input type="text" value="1000001419"/>
Request Type*	Measurement Profile	Request Version Time
<input type="text"/>	<input type="text" value=""/>	<input type="text" value="MM/DD/YYYY hh:mm:ss"/>
Process Start Time	Export Protocol	Comments
<input type="text" value="MM/DD/YYYY hh:mm:ss"/>	<input type="text" value=""/>	<input style="width: 100%;" type="text"/>
Process End Time	External Request Id	
<input type="text" value="MM/DD/YYYY hh:mm:ss"/>	<input type="text" value=""/>	

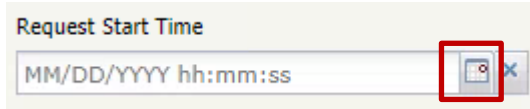
Data Edit: Be sure to save your edits

# Manual Billing Requests

Edit form in 3 areas

## 1. Request Start Time

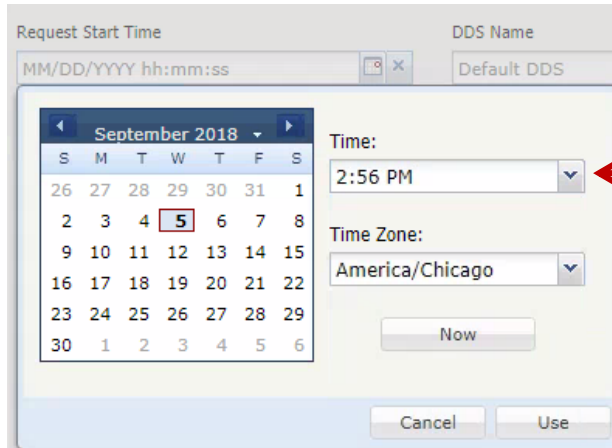
a. Click the calendar icon



Request Start Time

MM/DD/YYYY hh:mm:ss

b. Set billing request month/date and start time



Request Start Time

MM/DD/YYYY hh:mm:ss

September 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Time: 2:56 PM

Time Zone: America/Chicago

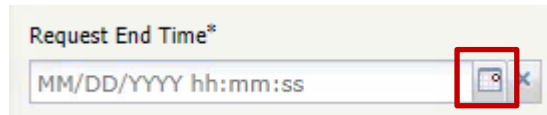
Now

Cancel Use

c. Click Use

## 2. Request End Time

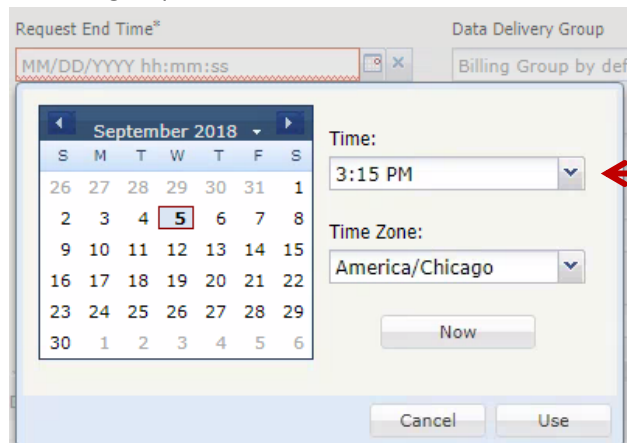
a. Click the calendar icon



Request End Time\*

MM/DD/YYYY hh:mm:ss

b. Set billing request month/date and end time



Request End Time\*

MM/DD/YYYY hh:mm:ss

September 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Time: 3:15 PM

Time Zone: America/Chicago

Now

Cancel Use

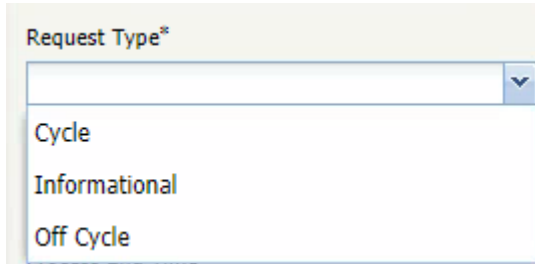
c. Click Use

**HINT:** Time defaults to the time the request is created. Change the time using the dropdown menu.

# Manual Billing Requests

## 3. Request Type

a. From the dropdown menu, select Cycle, Informational, or Off Cycle



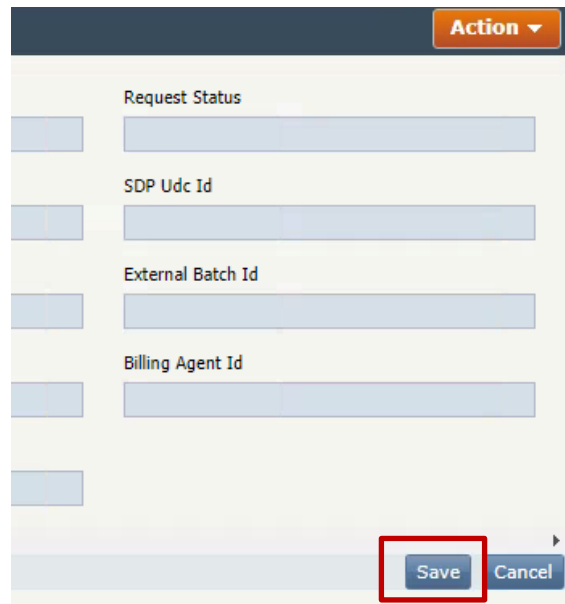
A screenshot of a web form showing a dropdown menu labeled "Request Type\*". The dropdown is open, displaying three options: "Cycle", "Informational", and "Off Cycle".

Cycle:

Informational:

Off Cycle:

## 4. Click Save



A screenshot of a web form with an "Action" dropdown at the top right. The form contains four input fields: "Request Status", "SDP Udc Id", "External Batch Id", and "Billing Agent Id". At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red rectangular box.

After saving/submitting the billing request, automatically redirected back to the Billing Requests section. Open the newly submitted billing request to view results. If not yet complete, refresh the page. Completed billing requests will provide a measurement value for all meter positions being billed.

Segment-1: 07/06/2018 01:53:00 to 08/08/2018 01:53:00		
Measurement Type	Determinant	Measurement Value
DDS End Register Read On Peak <i>i</i>	DDS End Register Read <i>i</i>	12,879
DDS End Register Read Off Peak <i>i</i>	DDS End Register Read <i>i</i>	26,436