

Step-by-Step Procedure

Note: The following steps are to be incorporated with your monthly billing process.

After transferring the meter reads to the billing journal, complete the steps shown below.

These steps must be completed prior to calculations.

Non-Coincident Distribution Demand Calculation

To calculate the Non-Coincident Distribution Demand, WPPI, with the assistance of the Billing Department, can provide a Distribution Demand Tracking spreadsheet.

Update the spreadsheet monthly with the Maximum Demand for each Contributor.

The Distribution Demand automatically calculates using the formula provided within the spreadsheet.

Example spreadsheet:

	A	B	C	D	E	F
1						
2						
3						
4			Contributor 1	Contributor 2		
5			Maximum	Maximum	Distribution	
6			15-Minute	15-Minute	Demand	
7	Month	Year	Demand	Demand		
8	January	2020	432.00	666.24		
9	February	2020	425.12	615.84		
10	March	2020	433.44	535.20		
11	April	2020	433.76	517.12		
12	May	2020	452.32	546.40		
13	June	2020	439.84	564.48		
14	July	2020	445.60	544.00		
15	August	2020	449.44	561.60		
16	September	2020	436.80	577.44		
17	October	2020	434.40	537.76		
18	November	2020	434.40	538.72		
19	December	2020	445.28	532.80		
20	January	2021	446.72	591.84	1,068.16	
21	February	2021	437.60	560.80	1,044.16	
22	March	2021	451.68	590.52	1,044.16	
23	April	2021	451.08	627.12	1,079.44	
24	May	2021	440.64	581.04	1,078.80	
25	June	2021	451.90	569.50	1,079.02	
26	July	2021	441.70	583.90	1,079.02	
27	August	2021	439.50	593.80	1,079.02	
28	September	2021	429.20	691.50	1,143.40	
29	October	2021			-	
30	November	2021			-	
31	December	2021			-	

With calculations completed, open the **Electric Reading History** table.

Locate the DIST meter entry.

Click the **edit** icon.

Update the following fields:

- **Consumption Month** = month of consumption to be billed
- **Read Date / Days** = read date used for current billing
- **Usage** = calculated Distribution Demand from spreadsheet
- **Billed Usage** = calculated Distribution Demand from spreadsheet

Click **OK** to save.

Account Gateway > Electric Reading History > DIST > Record Details

Service Summary (BROWSE) Electric Reading History (BROWSE)

73 of 543

Browse Record Details

Posting month
Consumption month: 2021-09

Meter Information
Meter number: DIST
Meter point:
Index:
Reading unit: 2 KW
Reader ID:
Can't Read Reason:

Billing Information
Billed usage: 1143.40
Bill type: 1 Regular Bill
Journal code:

Additional Billing
Bill code:
Time band:
Datalogger:
Channel:

Meter Readings
Read date / days: 2021-10-01
Previous read:
Current read:
Usage: 1143.40

Meter Attributes:
Dials:
Multiplier:

Use the navigation buttons to browse records

Run the Billing Journal calculations.

Review the accounts in the billing statistics.

Verify the **Demand** charges are correct.

Journals > Billing and Adjustments > Billing Journal > Billing Entry > Statistic > Record Details

The screenshot displays a multi-step navigation interface for viewing billing journal details. The main window title is "Billing Journal (BROWSE) CALCULATED". The interface includes several sections:

- Navigation and Search:** A top bar with search, edit, and navigation icons, and a "1 of 2" indicator.
- Main Information:** Fields for "Batch number: 869", "Created by: agiessen", "Cycle:", "Route:", and "Consumption month: 2021-09".
- Functionality Tabs:** "Billing Entry", "Error Log", "Reading Verification", "Date Correction", "Calculation", "Verification Listing", "Bill Print", "Journal Print", "Journal Statistics", and "Post".
- Billing Information (BROWSE):** A sub-section with its own search and navigation controls.
- Statistic Billing Entry (BROWSE):** A section showing account details: "Account: 954316 10", "Service: E", "ELECTRIC", "Net: 24810.88", "Late: 744.33", and "Gross: 25555.21".
- Statistic Billing Entry Details (BROWSE):** A section with "5 of 13" records, containing a "Browse" tab and a "Record Details" sub-tab.
- Record Details:** A form with the following fields:
 - Statistic code: E-ON... (dropdown) | E ON PEAK DEMAND
 - Effective date: 2021-01-31 (dropdown)
 - Bill type: 1 | Bill code: CP30
 - Billing days: 30 | Source: DE
 - Amount: 13477.70
 - Usage: 987.80 | UOM: []
 - Usage type: 2 | SIC post: 0
 - Category: 64 (dropdown) | IND CI 87.64% TE CP3

Verify the **Distribution Demand** charges are correct.

Statistic Billing Entry Details (BROWSE)

10 of 13 OK Cancel

Browse Record Details

Statistic code: E-YR... <input type="text" value="E DISTRIBUTION DEMAND"/>	Amount: <input type="text" value="1856.09"/>
Effective date: <input type="text" value="2021-01-31"/>	Usage: <input type="text" value="1143.40"/> UOM: <input type="text"/>
Bill type: <input type="text" value="1"/> Bill code: <input type="text" value="CP30"/>	Usage type: <input type="text" value="2"/> SIC post: <input type="text" value="0"/>
Billing days: <input type="text" value="30"/> Source: <input type="text" value="KD"/>	Category: <input type="text" value="64"/> <input type="text" value="IND CI 87.64% TE CP3"/>

● Ready
● Ready

From the **Electric Reading History** table, verify the sum total usage of the **Contributors** (by KWH or REA Time Band) equals the **Virtual Meter**.

Account Gateway > History Details > Electric Reading History

Service Summary (BROWSE) Electric Reading History (BROWSE)

39 of 507

Browse Record Details

Meter Point	Meter Number	Year/Month	Time Band	Read Date	Bill Type	Reading	Type	Usage		Bill Code
28	01V6200463	2021-10	OF REA	2021-11-01	Regular Bill	194771	MR	30796.00	KVarh	E-NOBL
27	01V6200463	2021-10	ON REA	2021-11-01	Regular Bill	599255	MR	96716.00	KVarh	E-NOBL
26	01V6200463	2021-10	OF DEM	2021-11-01	Regular Bill		MR	982.90	KW	CP3F
25	01V6200463	2021-10	ON DEM	2021-11-01	Regular Bill		MR	987.80	KW	CP3O
24	01V6200463	2021-10	OF KWH	2021-11-01	Regular Bill	295987	MR	46307.00	KWh	CP3F
23	01V6200463	2021-10	ON KWH	2021-11-01	Regular Bill	834086	MR	135696.00	KWh	CP3O
22	0120181752	2021-10	OF REA	2021-11-01	Regular Bill	118454	MR	20505.00	KVarh	E-NOBL
21	0120181752	2021-10	ON REA	2021-11-01	Regular Bill	376490	MR	66361.00	KVarh	E-NOBL
20	0120181752	2021-10	OF DEM	2021-11-01	Regular Bill		MR	663.60	KW	E-NOBL
19	0120181752	2021-10	ON DEM	2021-11-01	Regular Bill		MR	684.90	KW	E-NOBL
18	0120181752	2021-10	OF KWH	2021-11-01	Regular Bill	147978	MR	27192.00	KWh	E-NOBL
17	0120181752	2021-10	ON KWH	2021-11-01	Regular Bill	480546	MR	90687.00	KWh	E-NOBL
16	0120181751	2021-10	OF REA	2021-11-01	Regular Bill	76361	MR	10290.00	KVarh	E-NOBL
15	0120181751	2021-10	ON REA	2021-11-01	Regular Bill	222717	MR	30355.00	KVarh	E-NOBL
14	0120181751	2021-10	OF DEM	2021-11-01	Regular Bill		MR	341.60	KW	E-NOBL
13	0120181751	2021-10	ON DEM	2021-11-01	Regular Bill		MR	335.40	KW	E-NOBL
12	0120181751	2021-10	OF KWH	2021-11-01	Regular Bill	148073	MR	19114.00	KWh	E-NOBL
11	0120181751	2021-10	ON KWH	2021-11-01	Regular Bill	353468	MR	45009.00	KWh	E-NOBL
28	01V6200463	2021-09	OF REA	2021-10-01	Regular Bill	163975	MR	32016.00	KVarh	E-NOBL
27	01V6200463	2021-09	ON REA	2021-10-01	Regular Bill	502539	MR	98088.00	KVarh	E-NOBL
26	01V6200463	2021-09	OF DEM	2021-10-01	Regular Bill		MR	972.40	KW	CP3F
25	01V6200463	2021-09	ON DEM	2021-10-01	Regular Bill		MR	1001.20	KW	CP3O
24	01V6200463	2021-09	OF KWH	2021-10-01	Regular Bill	249680	MR	48309.00	KWh	CP3F
23	01V6200463	2021-09	ON KWH	2021-10-01	Regular Bill	698390	MR	137277.00	KWh	CP3O
22	0120181752	2021-09	OF REA	2021-10-01	Regular Bill	97949	MR	20326.00	KVarh	E-NOBL
21	0120181752	2021-09	ON REA	2021-10-01	Regular Bill	310129	MR	65066.00	KVarh	E-NOBL
20	0120181752	2021-09	OF DEM	2021-10-01	Regular Bill		MR	666.80	KW	E-NOBL
19	0120181752	2021-09	ON DEM	2021-10-01	Regular Bill		MR	691.50	KW	E-NOBL
18	0120181752	2021-09	OF KWH	2021-10-01	Regular Bill	120786	MR	26742.00	KWh	E-NOBL
17	0120181752	2021-09	ON KWH	2021-10-01	Regular Bill	389859	MR	87227.00	KWh	E-NOBL
16	0120181751	2021-09	OF REA	2021-10-01	Regular Bill	66071	MR	11735.00	KVarh	E-NOBL
15	0120181751	2021-09	ON REA	2021-10-01	Regular Bill	192362	MR	32976.00	KVarh	E-NOBL
14	0120181751	2021-09	OF DEM	2021-10-01	Regular Bill		MR	421.50	KW	E-NOBL
13	0120181751	2021-09	ON DEM	2021-10-01	Regular Bill		MR	429.20	KW	E-NOBL
12	0120181751	2021-09	OF KWH	2021-10-01	Regular Bill	128959	MR	21633.00	KWh	E-NOBL
11	0120181751	2021-09	ON KWH	2021-10-01	Regular Bill	308459	MR	49982.00	KWh	E-NOBL
	DIST	2021-11		2021-11-01	Regular Bill			1143.40	KW	

● Double click to edit the electric reading history record