

## Setup Requirements

The field settings will determine if, and how, NorthStar will prorate bills for periods outside a standard 30-day billing cycle.

Set the **Prorate Any Bill** to 'Y', 'N', or 'A'.

- Select **'Y'** to prorate demand for any bill outside of 30 days in the billing period, regardless of the number of days.
- Select **'N'** to only prorate demand for bills if other criteria is set.
- Select **'A'** if bills will always prorate.

Set **Prorate First / Final Bill**

- '0' – Prorate no bill
- '1' – Prorate the first bill
- '2' – Prorate the final bill
- '3' – Prorate the first and final bill

Check the **Prorate Minimum Bills** box. Leave the box unchecked to prevent the proration of minimum bills.

Check the **Prorate Demand Bills** box. Leave the box unchecked to prevent prorating demand bills.

*Note: The setup shown are the recommended settings for Demand Proration.*

Setups > Setups > Standard > Control Table > Main tab > Billing Information

Control Table (BROWSE)

Main | Deposit/Discount/Water | Refunds/Overdue | Name/Address | Credit/Letter

**General Information**

Installation number: 38

Final advance occupant:

**Billing Information**

Use credit billing:

Prorate any bill: N

Prorate first / final bill: 3

Prorate minimum bills:

Prorate demand bills:

Peak calculation: 1

Due date range: 20 to 35

**Policy**

Cash policy: 2

**Refund Information**

Budget refund (low): -500.00

Budget refund (high): 500.00

Default area code: 262

Final pending minimum days: 7

First bill minimum days: 5

**G / L Properties**

G / L version: 5.00

Aged receivable - Block 1: 30

Block 2: 60

Block 3: 90

**Variance Percentage**

Reading entry: 50.00

Credit billing: 999.00

Possible credit bills: 300.00

Bill journal (\$) total %: 200.00

Ready

Under the **Refund Information** section, the Utility must also consider how it is including first and final bills in the regular billing cycle.

Set the **Final Pending Minimum Days** and **First Bill Minimum Days** based on the Utilities' preferred minimum number of billing days.

The Utility must ask themselves two (2) questions:

1. What is the minimum number of days you want the first bill to be?
2. What is the minimum number of days you want the final bill to be?

**Example:**

*If an account began on 10/15 but the bill date is on 10/18, the first bill will go into the billing journal as a 'no bill.' The first four (4) days will add on the next month's bill. The first bill will prorate for 34 days going from 10/15 – 11/18.*

The screenshot shows a software window titled "Control Table (BROWSE)" with several tabs: Main, Deposit/Discount/Water, Refunds/Overdue, Name/Address, and Credit/Letter. The "Main" tab is active, displaying various configuration sections:

- General Information:** Installation number: 38; Final advance occupant:
- Policy:** Cash policy: 2
- Billing Information:** Use credit billing: ; Prorate any bill: N; Prorate first / final bill: 3; Prorate minimum bills: ; Prorate demand bills: ; Peak calculation: 1; Due date range: 20 to 35
- Refund Information:** Budget refund (low): -500.00; Budget refund (high): 500.00; Default area code: 262; **Final pending minimum days: 7**; **First bill minimum days: 5**
- G / L Properties:** G / L version: 5.00; Aged receivable - Block 1: 30; Block 2: 60; Block 3: 90
- Variance Percentage:** Reading entry: 50.00; Credit billing: 999.00; Possible credit bills: 300.00; Bill journal (\$) total %: 200.00

The status bar at the bottom indicates "Ready".

**Demand Rates** are set in the Electric Rates Table

The Demand Rate will vary for each Utility.

Setups > Setups > Electric > Rates > Electric Rates

Electric Rates Setup (BROWSE)

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OK Cancel Just-like

**Electric Rate Description**

Bill code: CP2ONT Description: CP2 TOD ON PK W/TRM 2.5 & OWN

Effective date: 2018-03-01 WAP: N

Rate type: 1 STANDARD RATE

**Profiles**

Stats: 2

kWh adj:

kW adj:

Rates Setup Flat Addons Exceptions

**kWh**

Blocks:	9999999	Rates:	0.070100

**kW**

Blocks:	9999999	Rates:	8.500000

**Billing**

Minimum billing:	150.00
Accum min (E):	Y Add min
Accum min (D):	N Larger
Eleventh month kW:	1.500
Minimum demand:	
Decreasing step:	N No
Use peak demand:	Y Yes
Percent of peak:	100.000
Transformer allow:	
Transformer loss:	0.000

Power adj (per kWh):	
Power adj (per kWh) w/ cap:	
Max power adj (per kWh):	
% consumption charge:	
Flat rate (day):	
Flat rate (bill):	
Capacity charge:	
Disc. kWh hrs / rate:	/
Demand disc:	
PF threshold:	0.90000