

Appendix A: Configuration Worksheets

System Setup Worksheet

Use the worksheets in this appendix as a guide in gathering configuration information for setting up your NetPower Billing system.

Billing Return Address				
Name:				
Address:				
City:		State:		Zip:
Demand Window Interval (15, 30, 60) minutes				
Billing Method (Direct/ Cost Allocation)				
Remit Period				
	Rate Period Names (list each)			KW only? (Y/N)
1				
2				
3				
4				
5				
6				
Weekday/Weekend Definition	Start		End	
	Day	Time	Day	Time
Weekday				
Weekend				

Season Definitions		
Season Name	Season Start	Season End

Holiday Definitions				
Holiday Name	Start Date	Start Time	End Date	End Time

Time Period Setup Worksheet

To complete the worksheet, enter each rate period that is applicable to the day type in the Rate Periods column. Enter the range of usage using the From and To boxes in each range column.

For example, if you have a flat rate for demand (kW) for the first rate period during weekdays, you enter 0 in the From column and 9999 in the To column of the kW Range column. If your rate were \$1.00 per kW, you enter 1.00 in the Rate column.

If you are using a graduated rate schedule, you need to use additional lines in the table to accommodate each usage rate.

For example, to specify different rates for 0 to 100 kWh and 101 to 500 kWh, you enter 0 in the From column, 100 in the To column, and the first rate in the Rate column. On the next line, for the same rate period, you enter 101 in the From column, 500 in the To column, and the second rate in the Rate column. You continue the process until you have assigned rates to all possible ranges.

Season:	Rate Period Names	Start Times	End Times
Weekday			
Weekend			
Holiday			

Keep in mind, you need to specify a similar table for each season.

Rate Schedule Worksheet

Specify a rate schedule only if you are using direct billing. If you are using cost allocation, the amount charged per kilowatt is determined by total amount of the bill from the energy provider.

Season:	Rate Period Names	KW Range			KWh Range		
		From	To	Rate	From	To	Rate
Weekday							
Weekend							
Holiday							

Keep in mind, you need to gather the information for each season.

