

Chapter 4: Maintaining the System

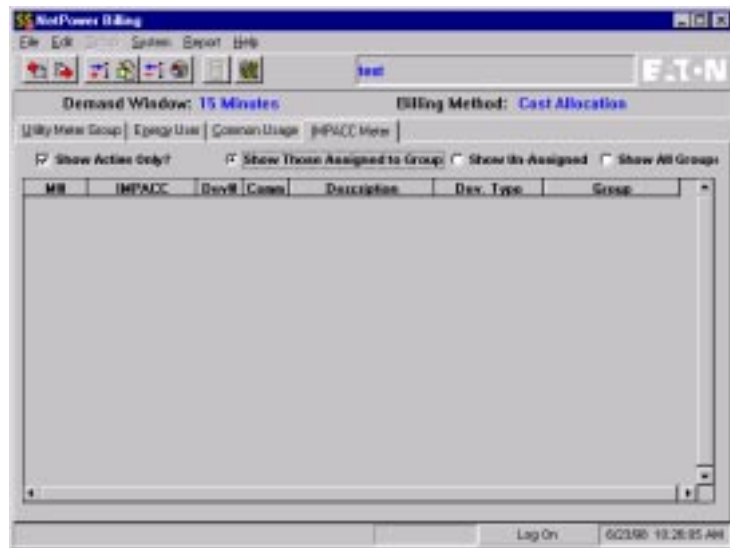
Maintaining Energy Data (Purging)

As you bill for energy usage and receive payment from your energy users, you accumulate energy data that no longer serves any purpose. NetPower Billing provides a means of deleting energy data according to IMPACC meter and date. This process is called data purging.

To purge energy data for one or more IMPACC meters, do the following:

1. On the NetPower Billing main window, click the IMPACC Meter tab.

The IMPACC Meter tab displays.



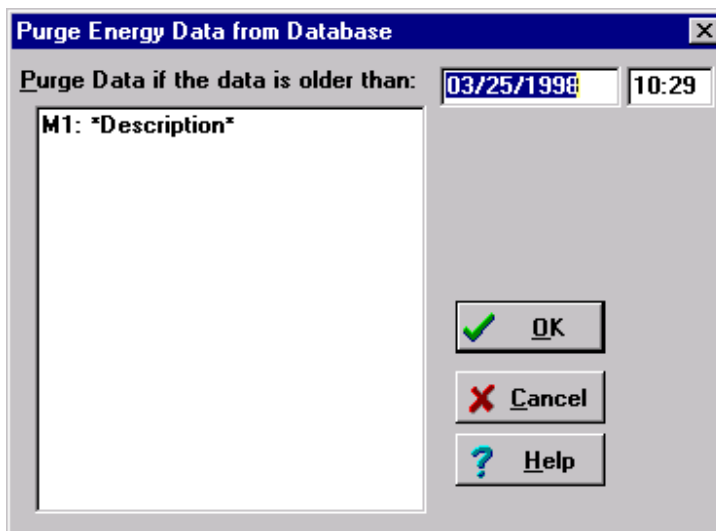
2. Click the Show All Groups radio button. NetPower Billing displays all the IMPACC meters in the system.



3. Select one or more IMPACC meters for which you would like to purge the energy data.

Note
 To select several consecutive IMPACC meters in the list, click on the first meter in a range you want to select, then shift-click on the last one in the range.
 If you want to select several nonconsecutive meters, click on the first meter, then control-click on each subsequent meter. In this case the order does not matter. If you prefer, you can always purge one meter at a time.

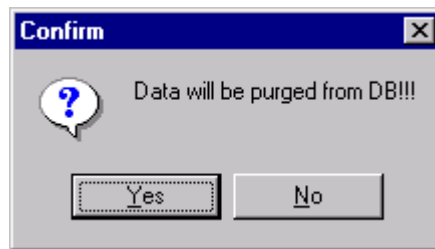
4. From the System menu, select the Purge Energy Data. The Purge Energy Data From Database dialog box displays.



The Purge Energy Data From Database dialog box provides you with the means to set date and time parameters for the purge.

5. Enter the date and time that you want to use as the cut-off for your energy data. Energy data older than this date and time for the IMPACC meters shown in the list will be purged from the database.
6. Click OK.

A confirmation dialog box displays, verifying the request to purge data.



7. Click OK.

NetPower Billing purges from the system the data you specified.

Importing and Exporting Configurations

The Export and Import configuration functions in NetPower Billing can be used to backup the configuration. The information that makes up the NetPower Billing configuration can be lengthy and complex; depending on the number of energy users and groups you have, you may have invested a substantial amount of time in setting up the system. The Import and Export features of NetPower Billing allow you to save the configuration in a database file, to store with your other software backups.

You could also use the Export and Import configuration functions to maintain multiple configurations. If you need to use more than one configuration of energy provider information, you can export each configuration, then load the appropriate configuration when you generate bills.

The following table lists which of the NetPower Billing database tables can be exported and imported.

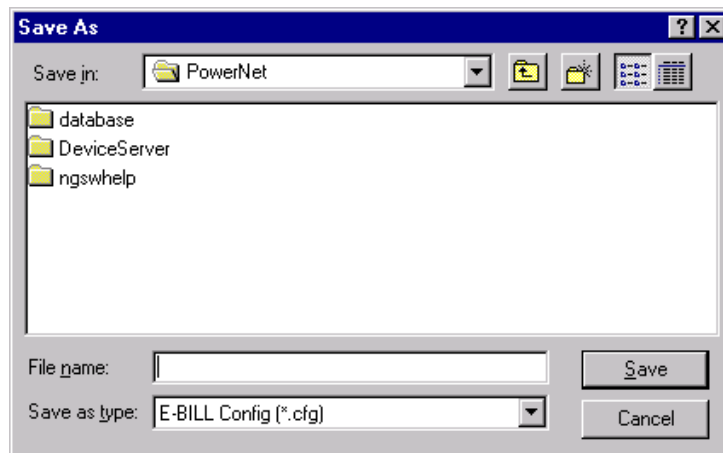
| Table Name | Purpose |
|--------------------------|-----------------------------------------------|
| SYSTEM Table | Stores system setup information. |
| HOLIDAY Table | Stores holiday date/time information. |
| SEASON Table | Stores season date/time information. |
| RATEZONE+TIME ZONE Table | Stores time (rate) zone information. |
| RATE_KW Table | Store rate schedule information. |
| RATE_KWH Table | |
| CHARGE_KWH Table | Store charges posted for current bill period. |
| CHARGE_VMKW Table | |
| CHARGE_VMKWH Table | |

Exporting a Configuration

To export a configuration, do the following:

1. On the NetPower Billing main window, click the Export Config. icon.

The Save As dialog box displays.



2. Specify a file name and location in which to store the exported configuration.
3. Click Save.

NetPower Billing stores all configuration information in the file and returns you to the main window.

Important

The Export Configuration function does not save any energy data or IMPACC meter information. Energy data and IMPACC meters are maintained with NetPower Configurator.

Importing a Configuration

You can import any configuration information you exported using the Export Configuration Function.

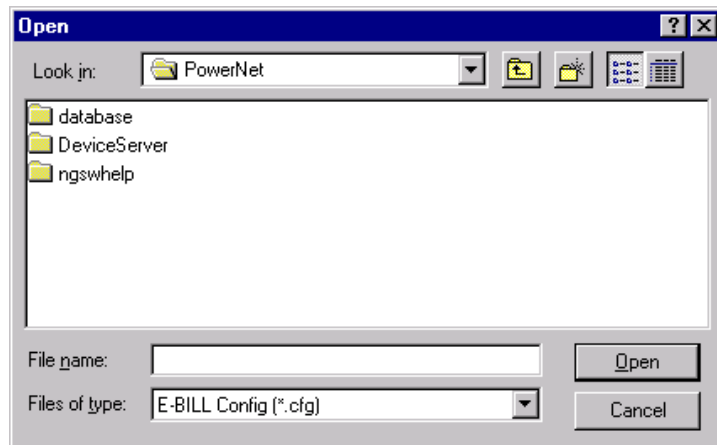
Important

Use caution when you import a configuration. If you have not saved your current configuration (using the Export Configuration function), you will lose all of your current configuration data when you import a new configuration.

To import a configuration, do the following:

1. On the NetPower Billing main window, click the Import Config. icon.

The Open dialog box displays.

**Note**

If you do not want to overwrite your current configuration, first make a backup of it by using the Export Configuration function.

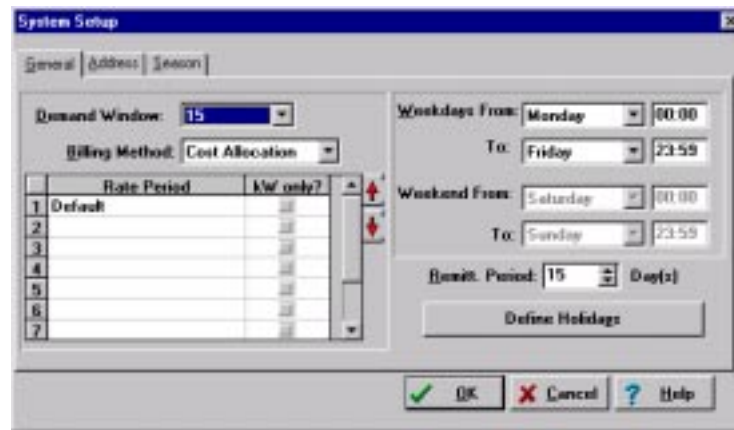
2. Select the file name and location of the file containing the configuration you want to load into NetPower Billing.
3. Click Open.

NetPower Billing loads the configuration contained in the file, and overwrites the existing configuration.

Maintaining General System Setup

To maintain system setup configuration, do the following:

1. On the NetPower Billing main window, click the System Setup icon.
The System Setup dialog box displays.



2. If it is not the active tab, click the General tab.
3. Perform each type of maintenance you require.
 - ◆ To change the demand window interval, select the new demand window interval you want for your billing system from the Demand Window drop-down list.
 - ◆ To change the billing method, select a new billing method from the Billing Method drop-down list box.
 - ◆ To change the Remittance Period, enter a new value in the Remitt. Period field.
 - ◆ To change the weekday-weekend definition, select a new day of the week from the From or To drop-down list, and type a new To or From time in the time edit fields.
Automatic completion updates the complementary values in the Weekend or Weekday definition.
 - ◆ To change rate periods, see the section *Maintaining Rate Periods*.
 - ◆ To change season definitions, see the section *Maintaining Season Definitions*.
 - ◆ To change the billing return address, click on the address tab, and type the new address information in the appropriate fields.

- ◆ To change the holiday definition, see the section *Maintaining the Holiday Table*.

4. When you finish, Click OK.

NetPower Billing implements the changes and closes the System Setup dialog box.

Maintaining Rate Periods

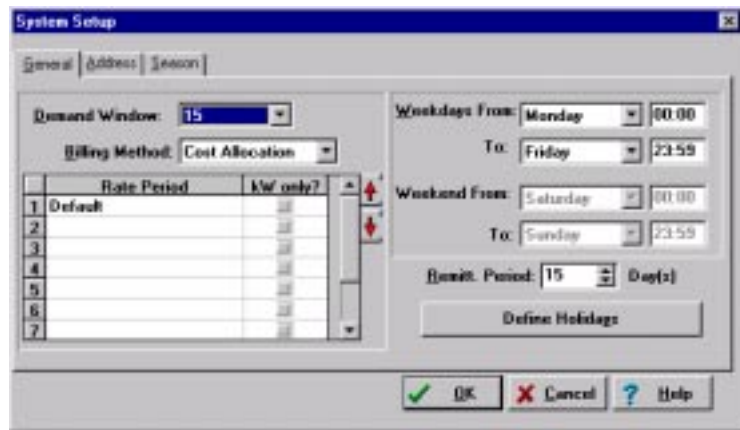
If you plan to delete a rate period, you should first remove time period associations with that rate period. For more information, see the section *Maintaining Time/Period Associations*.

If you delete a rate period name before you remove the time period associations, the following occur:

- ◆ If the deleted rate period was associated with day type that has other rate periods, NetPower Billing tries to reallocate the clock time formerly taken by the rate period you deleted to the remaining rate periods.
- ◆ If the rate period you delete is the only rate period associated with the day category, that day category becomes undefined.

To maintain rate periods, do the following:

1. On the NetPower Billing main window, click the System Setup icon. The System Setup dialog box displays.



2. If it is not the active tab, click the General tab.

3. Perform each type of maintenance you require.
 - ◆ To add a new rate period, click on the first empty field in the Rate Period list, and type the name of the new rate period.
If the rate period is kW only, click kW only checkbox.
 - ◆ To delete a rate period, click the rate period you want to delete, then use the delete key to delete the rate period name.
4. When you finish, click OK.

NetPower Billing implements the changes and closes the System Setup dialog box.

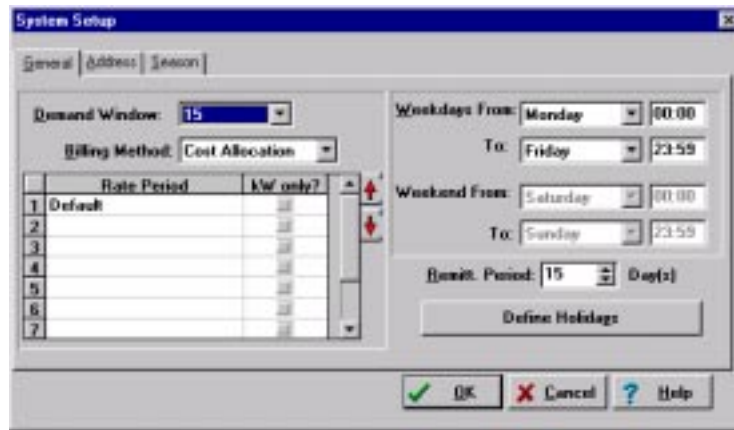
If you added a new rate period, you must associate it with a day type in applicable seasons and with any applicable rate schedules.

Important
 You cannot edit an existing rate period name. If you attempt to edit a rate period name, NetPower Billing assumes that you are deleting the existing rate period and adding a new one. Consequently, all of the information associated with the rate period is deleted.

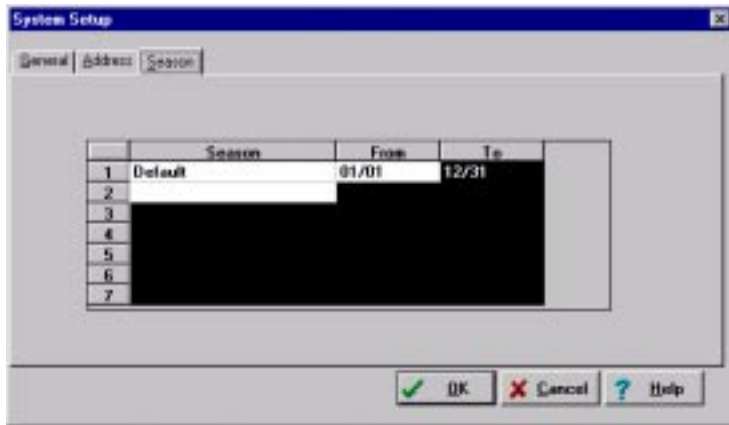
Maintaining Season Definitions

To maintain season definitions, do the following:

1. On the NetPower Billing main window, click the System Setup icon.
The System Setup dialog box displays.



2. Click the Season tab.
The Season tab displays.



3. Perform each type of maintenance you require.
 - ◆ To add a new season, click the first empty season box, type the name of the new season, and type the beginning date of the season in the From field.
Automatic completion determines the ending date and updates all the other season dates accordingly.
 - ◆ To delete an existing season, click the season you want to delete, then use the delete key to delete the season name.
4. When you finish, click OK.

NetPower Billing implements the changes and closes the System Setup dialog box.

If you added a new season, you still have to associate it with rate schedules.

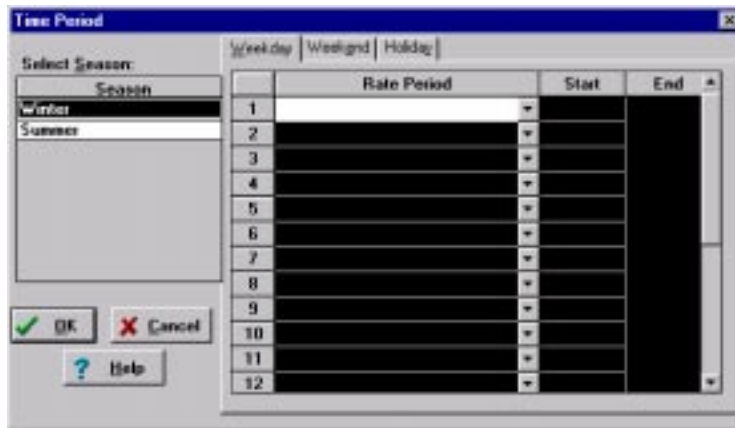
If you deleted an existing season, NetPower Billing deletes all the associated information.

Important
You cannot edit an existing season name. If you attempt to edit a season NetPower Billing assumes that you are deleting the existing season and adding a new one. Consequently, all the information associated with the old season is deleted.

Maintaining Time/Period Associations

1. From the System menu of the NetPower Billing main window, select Time Period.

The Time Period dialog box displays.



The seasons that you defined display in the Season list box.

2. From the season list box, select a season for which you want to edit the time/rate period associations.
3. Perform each type of maintenance that you require:

- ◆ To change the rate periods associated with a day category, click the day (Weekday, Weekend, or Holiday) tab, select a new rate period from the rate period drop-down list, then type the start time in the Start column.

Automatic Completion computes the end time and updates the other start and end times of other rate periods.

- ◆ To change the times associated with a day category, click the day (Weekday, Weekend, or Holiday) tab, select the rate period for the time of day you wish to change, then type a new time in the Start column.

Automatic Completion computes the end time and updates the other start and end times of other rate periods.

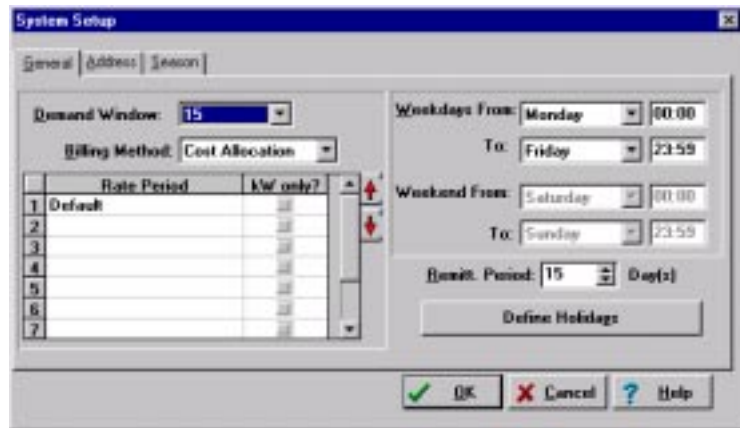
4. When you finish, click OK.

NetPower Billing implements the changes and closes the System Setup dialog box.

Maintaining the Holiday Table

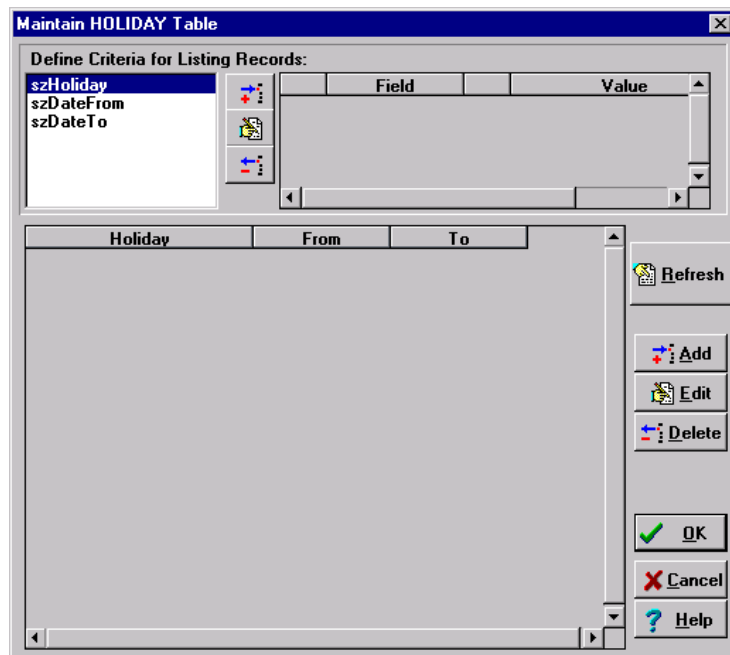
To maintain the holiday table, do the following:

1. On the NetPower Billing main window, click the System Setup icon. The System Setup dialog box displays.



2. Click Define Holidays.

The Maintain Holiday Table dialog box displays.



3. To view the list of defined holidays, click the Refresh button.

If the list is too large, specify search criteria to limit the size of the holidays listed, then click the Refresh button.

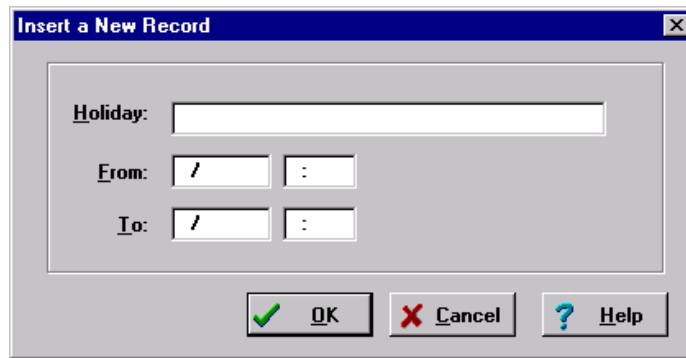
Note

For information on building advanced search criteria for specifying records from the Holiday table, see the section *Specifying a Selection Criteria*.

3. Perform each type of holiday maintenance you require.

- ◆ To add a new holiday, click Insert.

The Insert a New Record dialog box displays.

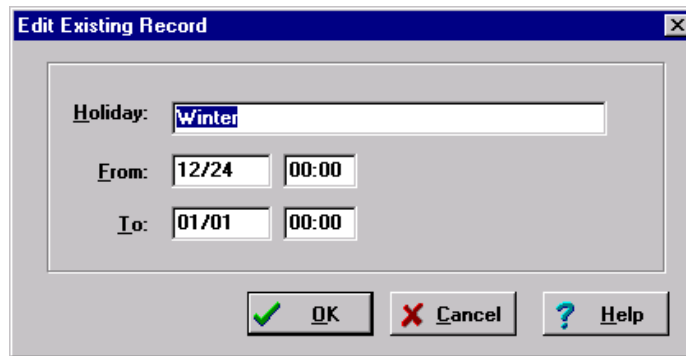


Enter the holiday information in the fields provided.

Click OK.

- ◆ To edit an existing holiday, select the holiday you wish to edit, and click Edit.

The Edit Existing Record dialog box displays.

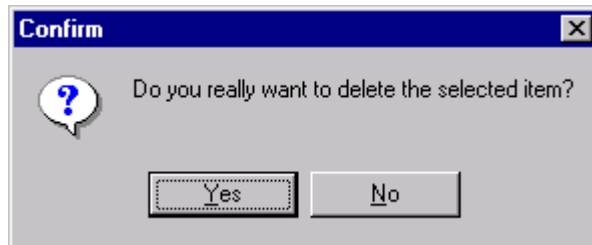


Type the new information in the appropriate fields.

Click OK.

- ◆ To delete an existing holiday, select the holiday you want to delete, and click Delete.

A confirm dialog box displays.



Click Yes.

4. When you finish, click OK.

NetPower Billing implements the changes and closes the Maintain Holiday Table dialog box.

If you added a new holiday, the holiday is defined in NetPower Billing. The rate periods you have already assigned to the holiday day category go into effect for energy utilization charges that are incurred during the date and hours you defined for that holiday.

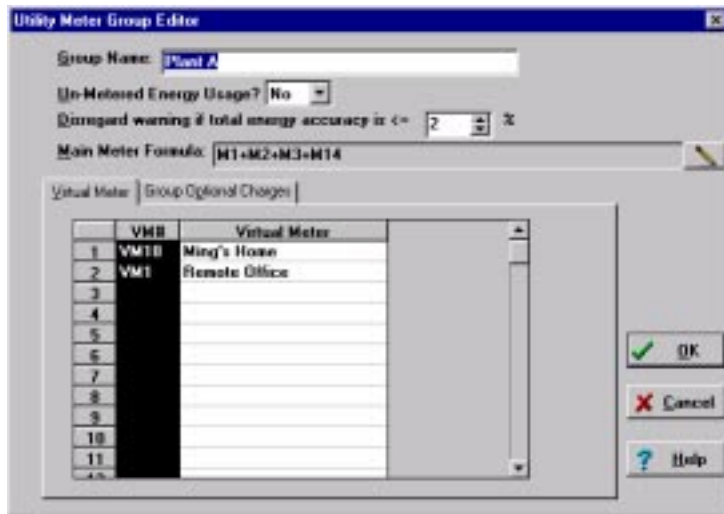
Maintaining Meters

Maintaining Virtual Meters

To maintain virtual meters, do the following:

1. On the NetPower Billing main window, click the Utility Meter Group tab.
2. Select the group containing the virtual meters you want to maintain.
3. Click the Edit icon.

The Utility Meter Group Editor dialog box displays.



4. Perform each type of maintenance you require:
 - ◆ To add a virtual meter, click the first blank field in the Virtual Meter list box, and enter a name or description of the virtual meter.
 - ◆ To edit the name or description of a virtual meter, select the virtual meter you want to edit, then type the edits into the field.
 - ◆ To delete a virtual meter, select the virtual meter you want to delete, and use the delete key to delete the name or description.
5. When you finish, click OK.

NetPower Billing implements the changes and closes the Utility Meter Group Editor dialog box.

If you added virtual meters, you need to incorporate their IDs into the formulas of the users to whom they apply.

If you edited the description of a virtual meter, the new description appears in the Virtual Meter list of the Formula Editor dialog box. This operation has no other effect.

If you deleted a virtual meter, that virtual meter no longer is available from the Virtual Meter list of the Formula Editor dialog box.

Important
 You **receive no warning** if you delete a virtual meter that is still being used in one or more users' formulas and you will not be able to generate the bill.

Maintaining IMPACC Meters

Unlike virtual meters, which you introduce into NetPower Billing by defining them within a utility meter group, IMPACC meters enter

NetPower Billing as part of the energy data from PowerNet Software. You use NetPower Configurator to add, edit, or delete an IMPACC meter in relation to the energy data.

Note

For more information, see *Chapter 9: Configuring the System* in the *PowerNet Software User's Guide*.

However, you do need to maintain IMPACC meters in terms of utility meter groups. On the group level, you can do the following with IMPACC meters:

- ◆ Add an unassigned IMPACC meter to a group
- ◆ Move (reassign) an IMPACC meter from one group to another group

Important

There are important steps you must take in NetPower Billing if you replace an IMPACC meter in your IMPACC system. For information, see the section *After Replacing IMPACC Meters*.

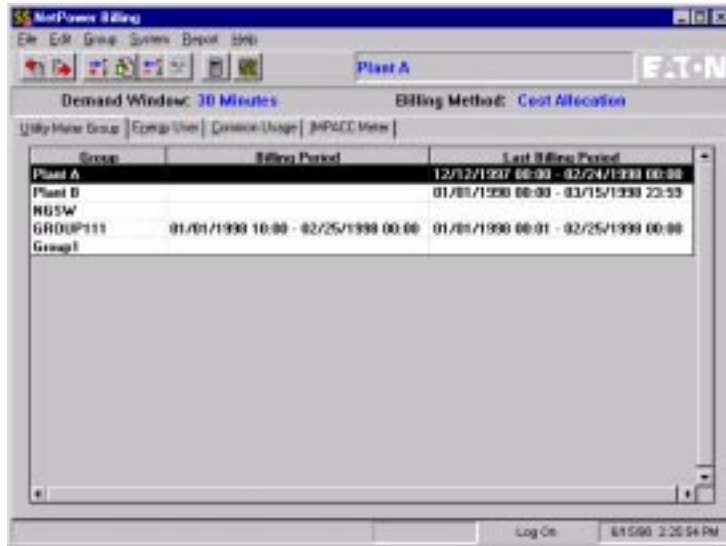
Adding or Reassigning an IMPACC Meter

You cannot add an IMPACC meter to NetPower Billing. You can only add an unassigned IMPACC meter that is already in the NetPower Billing system (the meter must be in the device list in NetPower Configurator and its data logged by E-Log) to a Utility Meter Group. NetPower Billing allows an IMPACC meter to be assigned to only one group at a time. You can use an IMPACC meter in a formula only if it is assigned to the group.

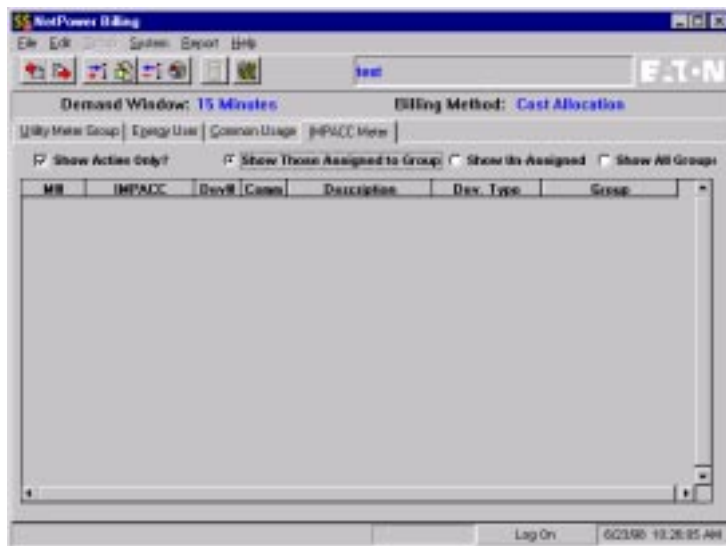
To add an unassigned IMPACC meter to a group, or to move an IMPACC meter from one group to another group, do the following:

1. On the NetPower Billing main window, click the Utility Meter Group tab.

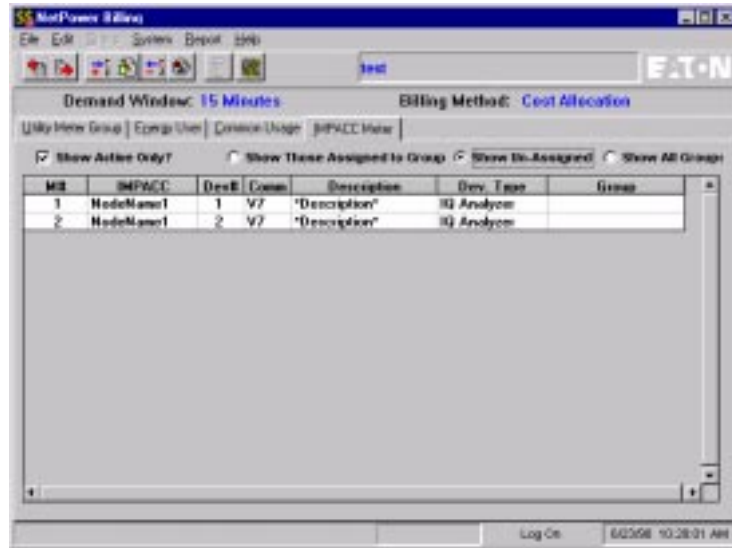
The Utility Meter Group tab displays.



2. Select the utility meter group to which you want to add or reassign an IMPACC meter.
3. Click the IMPACC Meter tab.
The IMPACC Meter tab displays.



4. Click the Show Un-Assigned radio button. This option displays all IMPACC meters that are not assigned to a group.



5. Select the IMPACC meter you wish to add or reassign to the selected utility meter group.
6. From the Edit menu, select Add to Group.

If the IMPACC meter was unassigned, NetPower Billing adds the meter to the utility meter group you selected. If the IMPACC meter was in another group, NetPower Billing reassigns the meter to the group you selected.

After Replacing IMPACC Meters

There are two important points you should keep in mind when you replace an IMPACC meter that you are using in NetPower Billing:

- ◆ Availability

NetPower Billing configures its IMPACC meter list from the E-Log database when you start NetPower Billing. The IMPACC meter information must first be merged into the E-Log database by using the Energy Merge feature of NetPower Tools. Changes made to meters in PowerNet Software are not to be updated in NetPower Billing until NetPower Tools performs an energy merge. For more information about NetPower Tools, see *Chapter 11: NetPower Tools* in the *PowerNet Software User's Guide*.

- ◆ Formulas using the replaced meter

If you replace one IMPACC meter with another, you need to update the affected formulas (common usage and energy users).

NetPower Billing looks at a stream of energy data generated by an IMPACC meter. The stream is suddenly interrupted when you replace the meter. A new stream of data appears, associated with a

different IMPACC meter, when you make the replacement. However, NetPower Billing does not know that the new meter replaces the old meter.

- ◆ Energy data associated with the replaced meter

You cannot simply update the user formula with the new meter. When you generate bills for the user, NetPower Billing only applies energy data from the current meter. If you replace the meter on the last day of the billing period, you only receive energy data for that day. The energy data accumulated from the old meter must be combined with the data from the new meter.

To correctly update the user formula to reflect the replacement of the meter, replace references to the old meter with a reference to the sum of the old meter and the new meter. For example, if the old meter's ID was M1 and the new meter's ID is M3, you would replace the reference to M1 in the formula with M1+M3, not with M3 alone.

This ensures that the user is billed for the utilization recorded to the old meter up to the time it was replaced and for the utilization recorded to the new meter from the time it replaced the old meter. There is no danger of picking up a double reading because, once replaced, the old meter does not generate any utilization data.

You need not do anything more to keep the billing accurate, because NetPower Billing does not reuse the identity of the old meter, and the old meter will not be generating any utilization data. However, after you have generated the bill for the month in which the meter replacement was made, you may update the user formula to remove the reference to the old meter.

Maintaining Meter References in Billing Formulas

A single meter is often used in the billing formulas of multiple energy users. If that meter changes, you must update the meter in the formula for each energy user whose formula uses that meter. As this is a tedious operation for more than one formula, NetPower Billing has a global replace feature for updating individual meters in formulas.

Because this feature works on individual meter references in a formula, you cannot use this feature to replace a single meter with the sum of two meters as described in the preceding section. You must use the Formula Editor to replace anything more than individual meters.

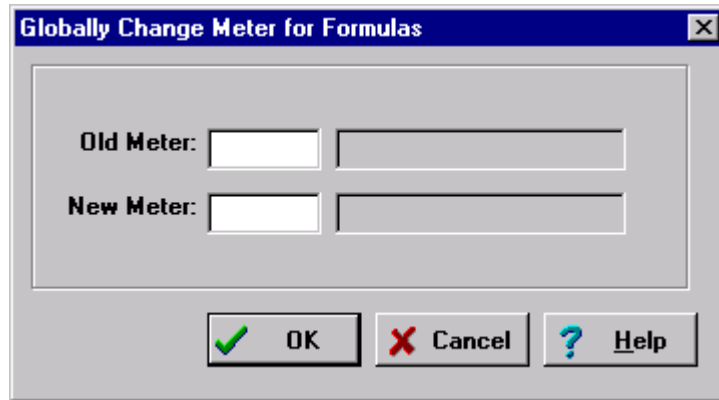
Important

This feature is available only to users with system administrator privileges.

To globally replace individual meter references in formulas, do the following:

1. If you have already defined your new meter in NetPower Billing, select Globally Replace Meter for Formula from the System Menu of the NetPower Billing main window.

The Globally Change Meter for Formulas dialog box displays.



Note

Before you attempt to update formulas with a new meter, make sure you have already defined the meter in NetPower Billing. For more information, see the section *Adding or Reassigning an IMPACC Meter*.

2. Type the old meter ID in the Old Meter field and press [Tab]. NetPower Billing displays the old meter description in the box to the right.
3. Type the new meter in the New Meter field and press [Tab]. NetPower Billing displays the new meter's description in the box to the right.

If you attempted to enter a new meter that you have not yet defined in NetPower Billing, an error message displays, informing you that the meter is not valid.

4. Click OK.

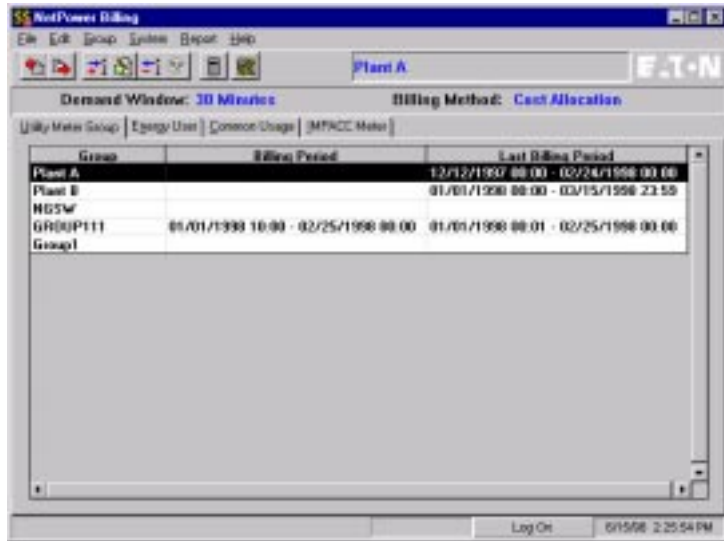
NetPower Billing replaces references to the old meter with references to the new meter in all formulas.

Maintaining Group Optional Charges

To maintain group optional charges, do the following:

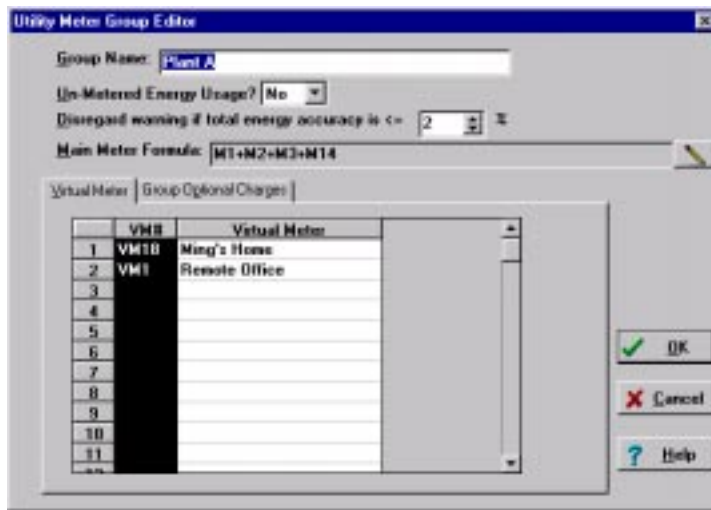
1. On the NetPower Billing main window, click the Utility Meter Group tab.

The Utility Meter Group tab displays.

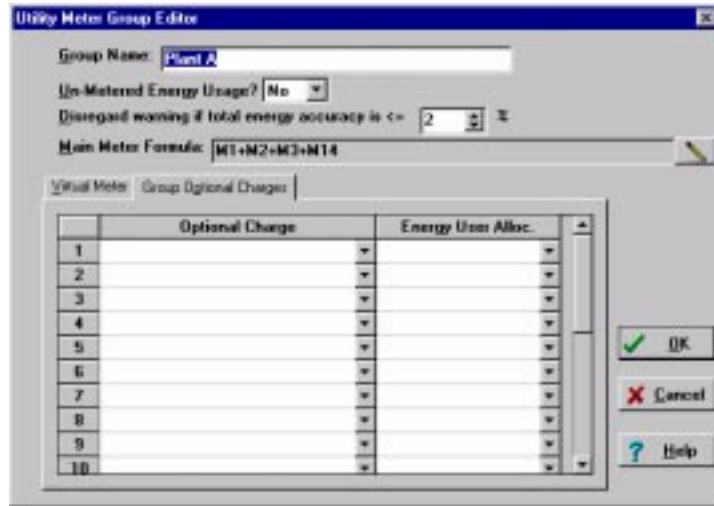


2. Select the group containing the optional charges you wish to maintain.
3. Click the Edit icon.

The Utility Meter Group Editor displays.



4. Click the Group Optional Charges tab.
- The Group Optional Charges tab displays.



5. Perform each type of maintenance you require:
 - ◆ To add a new group optional charge, click on the first empty field in the Optional Charge column.
 Either select an optional charge from the Optional Charge drop-down list, or type the name that you want to give to this optional charge in the field.
 Select an energy user allocation from the Energy User Alloc. drop-down list.
 - ◆ To edit an existing group optional charge, select the optional charge you want to edit.
 If applicable, type the name of an optional charge in the selected field.
 If applicable, select an energy user allocation from the Energy User Alloc. drop-down list.
 - ◆ To delete a group optional charge, select the optional charge you want to delete, and use the delete key to delete the name of the optional charge.
6. When you finish, click OK.

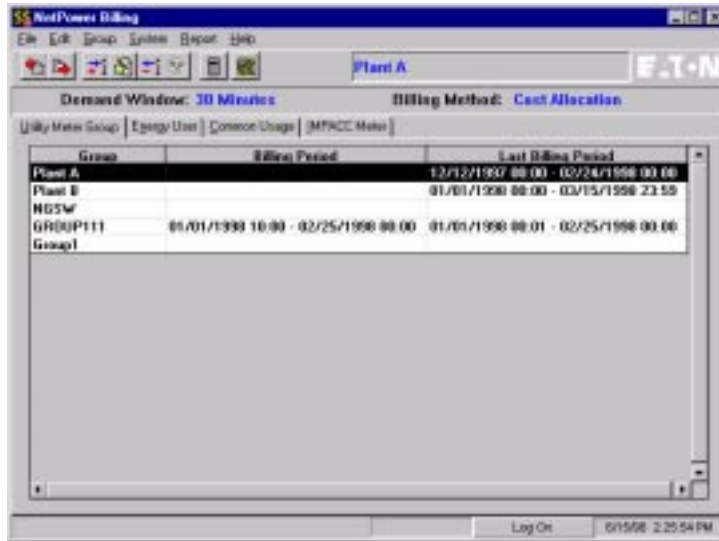
NetPower Billing implements the changes and closes the Utility Meter Group Editor dialog box.

Maintaining Common Usage

To maintain group common usage, do the following:

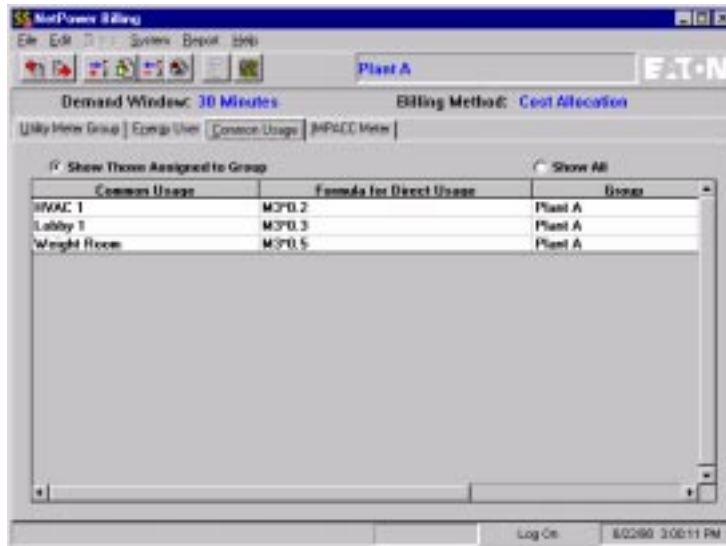
1. On the NetPower Billing main window, click the Utility Meter Group tab.

The Utility Meter Group tab displays.



2. Select the group containing the common usage you wish to maintain.
3. Click the Common Usage tab.

The Common Usage tab displays.



4. Perform each type of maintenance you require:
 - ◆ To add a common usage category to a group, click Add. Enter the appropriate information into the fields of the Common Usage Editor dialog box, then click OK.

For more information on Adding Common Usage information, see *Chapter 3: Configuring the System*.

- ◆ To edit a common usage category, select the category you want to edit, then click the Edit icon.

Make the desired changes to the name, allocation method, or formula of the common usage category, then click OK.

- ◆ To delete a common usage category, Select the category you want to delete, then click the Delete icon.

A confirmation dialog box displays, verifying your request to delete. Click Yes.

NetPower Billing implements the changes.

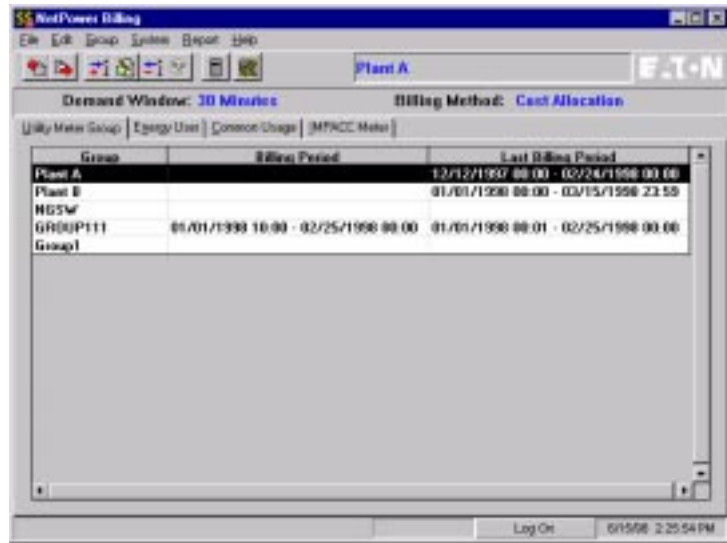
Maintaining Energy User Information

Moving Users to Another Group

To move an energy user to another group, do the following:

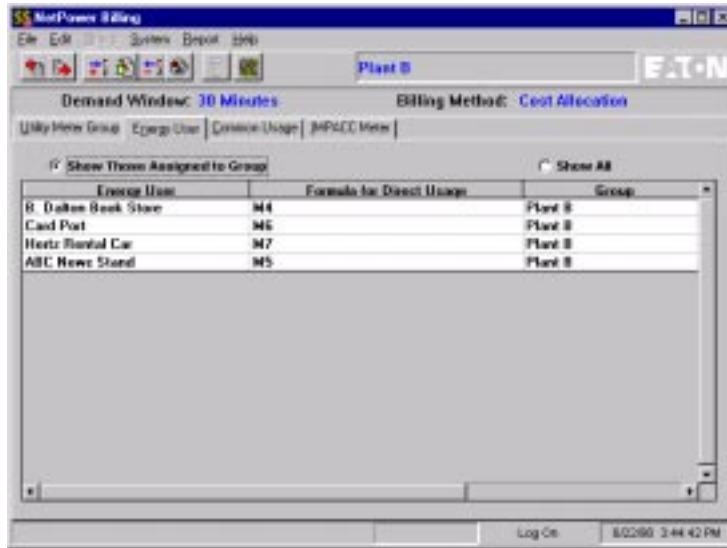
1. On the NetPower Billing main window, click the Utility Meter Group tab.

The Utility Meter Group tab displays.



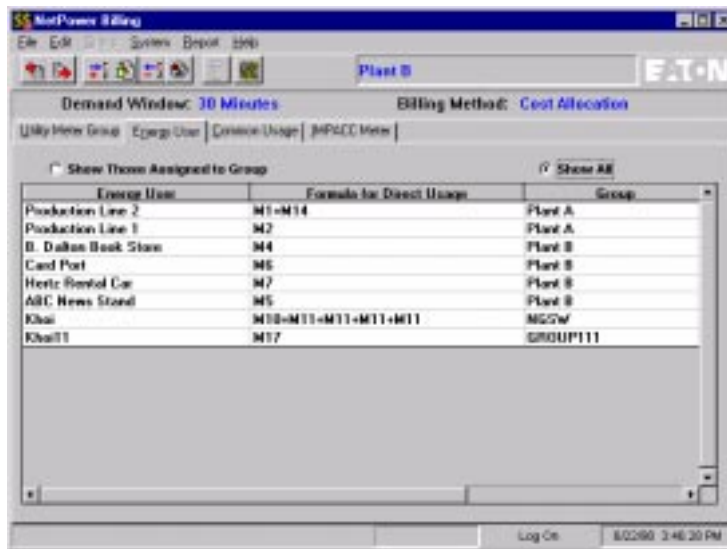
2. Select the group to which you want to move the energy user.
3. Click the Energy User tab.

The Energy User tab displays.



4. Select the Show All radio button.

The Energy User tab displays all energy users.



5. Select the users you want to add to the group.
6. Click the Add to Group icon.

NetPower Billing moves all of the users you selected to the selected group.

You may need to update the user formulas to reflect the meters available in the new group or else move the meters themselves to the new group.

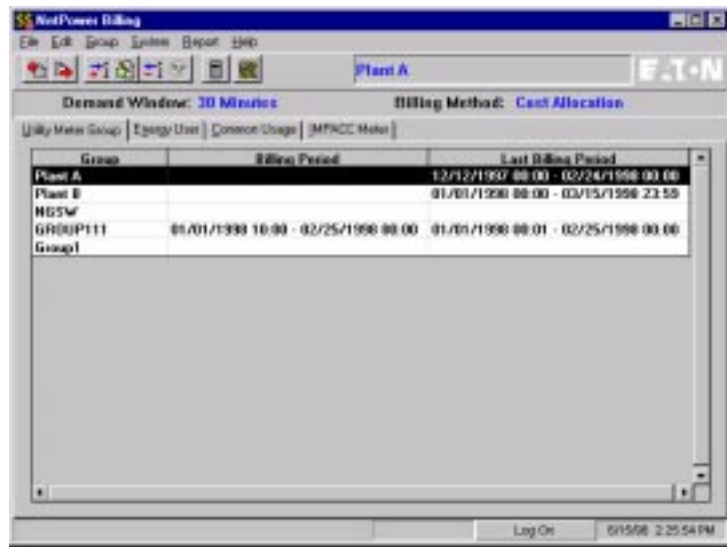
For information on moving meters between groups, see the section *Maintaining Meters*.

Editing User Information

To edit user information, do the following:

1. On the NetPower Billing main window, click the Utility Meter Group tab.

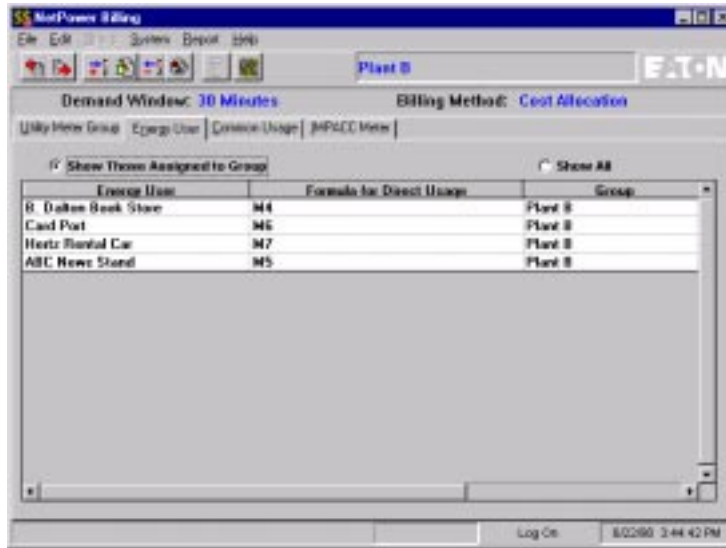
The Utility Meter Group tab displays.



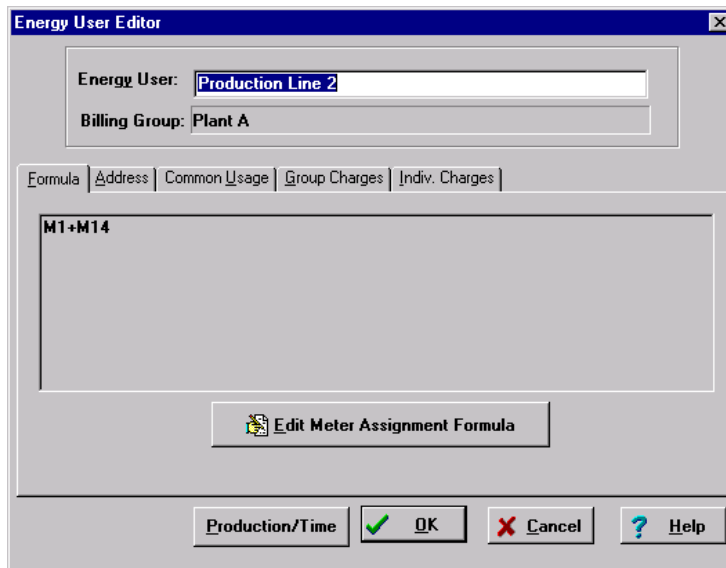
| Group | Billing Period | Last Billing Period |
|----------|-------------------------------------|-------------------------------------|
| Plant A | | 12/12/1997 00:00 - 02/24/1998 00:00 |
| Plant B | | 01/01/1998 00:00 - 03/15/1998 23:59 |
| NGSW | | |
| GRD/P111 | 01/01/1998 10:00 - 02/25/1998 00:00 | 01/01/1998 00:01 - 02/25/1998 00:00 |
| Group1 | | |

2. Select the group that contains the energy user you want to edit.
3. Click the Energy User tab.

The Energy User tab displays.



4. Click the Edit icon.
The Energy User Editor dialog box displays.



5. Perform each type of maintenance you require:
 - ◆ To change the name of an energy user, type the new name over the old name in the Energy User field.

- ◆ To change the billing formula of a user, on the Formula tab, click the Edit Meter Assignment Formula button.
Enter the changes in the Formula editor dialog box, then click OK.
- ◆ To change the billing address of a user, click the Billing Address tab, then enter the new billing address information in the address fields.
- ◆ To change a user's common usage weight points assignment, click the Common Usage tab.
Click the weight points field you want to change, and enter the new weight points value.
- ◆ To change a user's group charges assignment, click the Group Charges tab.
Click the weight points field you want to change, and enter the new weight points value.
- ◆ To change a user's individual charges, click the Indiv. Charges tab.
Enter the changes to the user's individual charges in the fields provided.

6. When you finish, click OK.

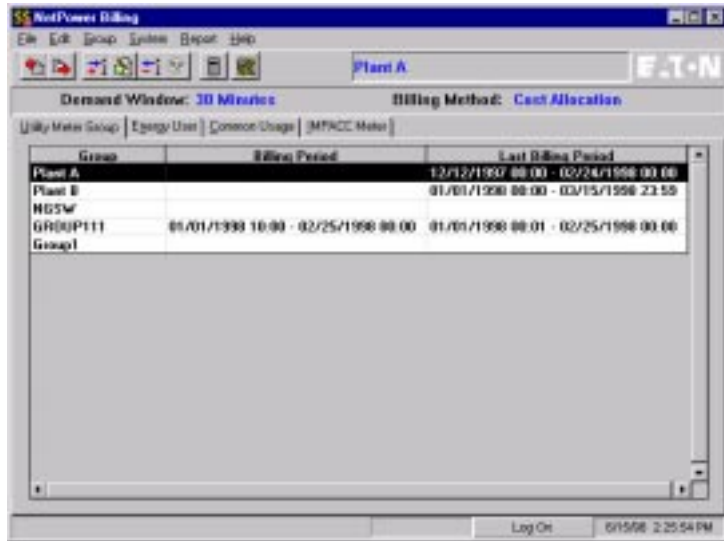
NetPower Billing implements the changes and closes the Energy User Editor dialog box.

Deleting an Energy User

To delete a user from NetPower Billing, do the following:

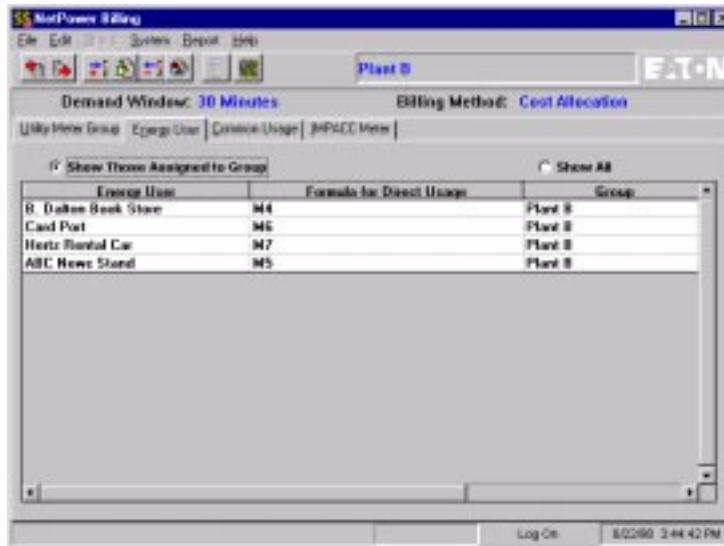
1. On the NetPower Billing main window, click the Utility Meter Group tab.

The Utility Meter Group tab displays.



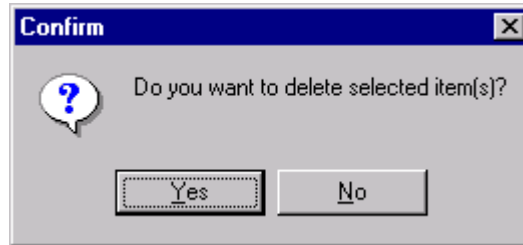
2. Select the group that contains the energy user you want to delete.
3. Click the Energy User tab.

The Energy User tab displays.



4. Select the energy user you want to delete.
5. Click the Delete icon.

A confirm dialog box displays.

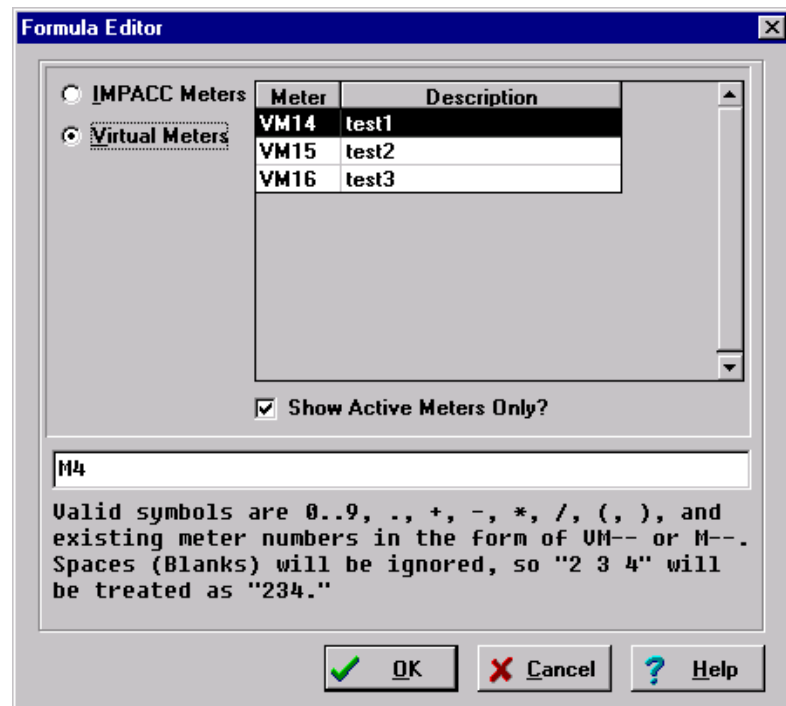


6. Click Yes.

The energy user is deleted from NetPower Billing.

Using the Formula Editor

The Formula Editor dialog box is used for maintaining the formulas for energy users and for types of common usage.



The meter list box shows you the meters defined in NetPower Billing. The items in the Meter column are the actual references you use in the meter formula and the description is to help you identify the meter.

To use the Formula Editor do the following:

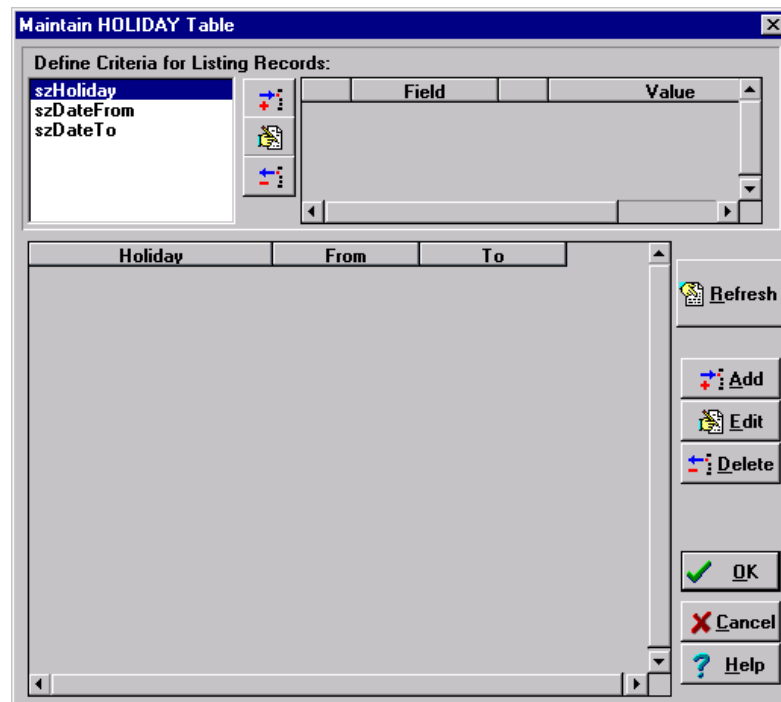
1. To view all IMPACC meters, select the IMPACC Meters radio button.

OR

- To view all virtual meters, select the Virtual Meters radio button.
2. To only view the active meters in either the IMPACC Meter or Virtual Meter list, select the Show Active Meters Only check box.
 3. To enter or edit a formula, enter an expression in the field provided, using meter references, mathematical operators, or numbers (integers or decimals).
 4. When you have finished, click OK.

Using the Database Record Editor

The following dialog box is used for maintaining the Holiday table and the ProdTime Table.



From this general Table Editor dialog box, you can perform any of the following procedures:

- ◆ Specify criteria to search/select records from the table
- ◆ Add a record to the table
- ◆ Edit an existing record in the table
- ◆ Delete an existing record in the table

To use the Table editor, do the following:

1. To view the list of table entries, click Refresh.
2. You may choose any of the following functions:
 - ◆ To add a record, click Add.
 - ◆ To edit a record, select the record you want to edit, then click Edit.
 - ◆ To delete a record, select the record you want to delete, then click Delete.
3. When you have finished, click OK.

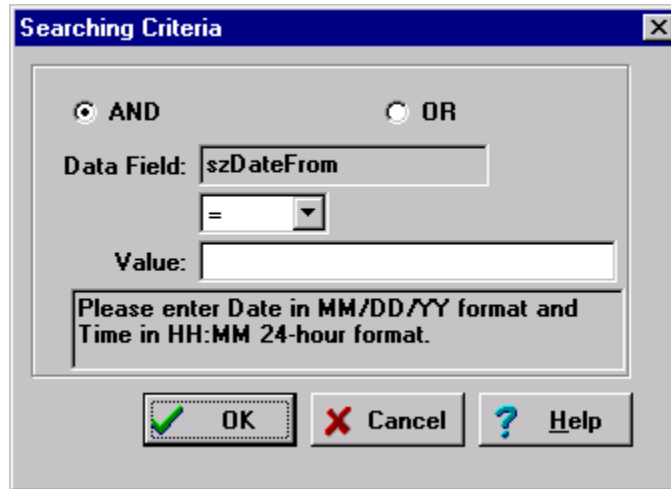
In addition to these basic table functions, the Table Maintenance dialog box provides functions for building advanced record selection criteria. If there are only a few records in the table, you need not define any selection criteria. If no selection criteria is defined, all the table records display in the selection list.

However, if you have a large number of records, you can define search/selection criteria, such that NetPower Billing lists only the records you wish to see. You can define multiple search/selection criteria related by logical AND or OR functions, so your selection list can be as specific as you want it to be.

Specifying a Selection Criteria

To define a criteria for selecting records in the Table Maintenance dialog boxes, do the following:

1. In a Table Maintenance dialog box, select a field from the field list in the upper left-hand corner of the dialog box.
2. Click the Add icon located next to the field list.
The Searching Criteria dialog box displays.



The data field you selected displays in the Data Field box.

3. Select AND or OR to establish the relationship between the selection criteria you are defining and any other selection criteria that are defined or will be defined.
 - ◆ If you specify AND, all records NetPower Billing retrieves will match this field specification, in addition to any other field specification.
 - ◆ If you specify OR, the records NetPower Billing retrieves will match this field specification or any other specification, but need not match both.
4. Select a relational operator from the field immediately below the Data Field box. Five relational operators are available:

| | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| = | Selects records for which the selected data field has a value equal to the value you enter in the Value box. |
| > | Selects records for which the selected data field has a value greater than the value you enter in the Value box. |
| < | Selects records for which the selected data field has a value less than the value you enter in the Value box. |
| <> | Selects records for which the selected data field has a value that is not equal to the value you enter in the Value box. |
| like | Selects records based on wild card characters. The wild card character for a string of zero or more characters is %. The wild card character for a single character is _. |

5. Enter a value for the field you selected based on what you know about the values of records you are looking for, the value of the records in the table, and the relational operator you have chosen.
6. Click OK.
The Searching Criteria dialog box closes.
7. Click the Refresh button in the Table Maintenance dialog box to update the list to reflect the new criteria.

The Table Maintenance dialog box updates to display the information.

