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Creating a New Report

To create a new report, click on Reports from the top menu.

When the page displays, go to the Create Report section.

From the drop down menus, select the community, year and month for which you are reporting and then click on the Create button.

> **Note:** If your utility services only one community, the community name will be auto filled. If your utility services multiple communities, you must select the appropriate community from the drop down menu.

After clicking on the Create button the system will take you to a form for entering the data for the Utility Monthly Report. Separate Instructions are available for completing each section of the monthly report.

> **Caution:** You cannot create a report with a month and year combination that has already been filed.

> **Caution:** Once the create button is selected, the report is created and the report month and year combination is not editable. If you selected the wrong month and year combination, you must go to your report listing, delete the report and start again.

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Contact Information

The contact information section of the monthly report provides key information about the utility and identifies critical dates associated with the specific report. A description of each field follows.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.

Community

| Anaktuvuk Pass PCE |

The community is auto-populated based on the community selection made when the report was created. The field is not editable. If you selected the wrong community, you must delete the report and start again.

Report Month

| April 2017 |

The report month is auto-populated based on the month and year selection made when the report was created. The field is not editable. If you selected the wrong month and year combination, you must delete the report and start again.

Billing Period Start

Select the starting date of the billing period from the drop down calendar.

Caution: The billing period start date cannot be part of the date range of a previously filed report.

Note: After selecting the date from the drop down calendar, you must use the tab key or mouse to move to the next field.

Billing Period End

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Select the end date of the billing period from the drop down calendar.

Caution: The billing period end date cannot be part of the date range of a previously filed report.

The end date must after the start date.

Note: After selecting the date from the drop down calendar, you must use the tab key or mouse to move to the next field.

Number of Days

0

The Number of Days field is auto-calculated. It includes both the billing period start and end days. The field is not editable.

Meters Read

Select the Meters Read date from the drop down calendar.

Caution: The Meters Read date must be on or after the Billing Period End date.

Note: Meters should be read on or about the same day every month.

Note: After selecting the date from the drop down calendar, you must use the tab key or mouse to move to the next field.

Bills Mailed

Select the date bills were mailed from the drop down calendar.

Caution: The Bills Mailed date must be on or after the Meters Read date.

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Note: After selecting the date from the drop down calendar, you must use the tab key or mouse to move to the next field.

Utility Name

NORTH SLOPE BOROUGH

St. Address

P.O. BOX 790

City, State

TEST CITY,AK

Zip Code

99723

The Utility Name, St. Address, City, State, and Zip Code are auto-populated based on the utility information associated with the user's logon id. The address displayed is the utility's address for receiving payments.

Note: The address fields are not editable. If you believe the payment address is incorrect, you must contact the PCE department at the numbers provided on the web portal home page.

Contact Name

Enter the name of the individual completing the report. This is the individual PCE staff will contact if there are questions concerning the report.

Caution: The Contact Name is a required field and cannot be blank.

Phone Number

Enter the contact phone number PCE staff should use if there are questions concerning the report.

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⚠ **Caution:** The Phone Number is a required field and cannot be blank.

Fax Number

Enter the fax number PCE staff should use if there are questions concerning the report.

Email

Enter the email address of the individual completing the report. This is the individual PCE staff will contact if there are questions concerning the report.

⚠ **Caution:** The email address is a required field and cannot be left blank.

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Section A - Customers

Section A identifies the utility's total customers by class.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.

Section A

Enter the number of customers your utility has in this section; listing each class separately. Customers that you do not charge for power, but are given power should be written in the Unbilled space. Every customer should be listed on the customer ledger even if they are not charged for the kWh's used.

Residental Customers

Commercial Customers

Community Customers

Federal/State Customers

Unbilled Customers

Total Customers

To complete section A, enter the appropriate number of customers for each class.

Caution: A numeric entry is required in each class. If you do not have any customers in that class, you must enter a zero. A field cannot be blank.

Note: Customers that you do not charge for power, but are given power, should be included in the Unbilled Customer class.

Note: The Total Customers field is auto-calculated as you enter the individual numbers for each customer class. Before leaving this section, verify that the Total Customers number agrees with the total number of customers shown in your supporting customer reports.

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Section B – Generation and Costs

Section B is for reporting the kilowatt hours (kWh) generated or purchased by the utility. It also includes fields to report the utility's fuel and non-fuel costs.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.

Record the total number of kilowatt hours generated by each generation source. To calculate the total number of kilowatt hours generated, you must know the current master meter reading and your prior month's master meter reading. Subtract the prior month's reading from the current month's reading to get the total number of kilowatt hours generated. If your master meter uses a multiplier, you must multiply the figure derived by the multiplier.

Caution: A numeric entry is required for each generation source. If you had no generation from a source, you must enter a zero.

Diesel kWh

22626

Enter the total number of diesel kilowatt hours (kWh) generated.

Hydro kWh

0

Enter the total number of hydroelectric kilowatt hours (kWh) generated.

Wind kWh

0

Enter the total number of wind kilowatt hours (kWh) generated.

Other kWh

0

Enter the total number of kilowatt hours (kWh) generated from other sources.

Other kWh Type

⌄

Select the type of other kilowatt (kWh) generation from the drop down menu.

If the value in the Other kWh field is greater than zero, the Other kWh type cannot be blank.

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Purchased kWh

0

Enter the total kilowatt hours (kWh) purchased during the period from another power producer.

Purchased From

Enter the name of the vendor from whom you purchased the power.

⚠️ If the value in the Purchased kWh field is greater than zero, the Purchased From field cannot be blank.

Total kWh Generated and Purchased

22626

The Total kWh Generated and Purchased field is auto-calculated as you enter the individual numbers for each generation source and is not editable. This number represents the total number of kilowatt hours (kWh) available for sale to your customers and available for use by your utility.

Price of fuel used by RCA to determine PCE Rate $/gal

4.8800

Enter the price of fuel per gallon from the letter order for the billing period you are submitting. Please note this may not be the most recent letter order you have received.

Note: For PCE reporting purposes, you must use the price per gallon used by the RCA to determine your PCE level. This price of fuel is usually found in Appendix 2 of your letter order from the RCA. The price per gallon in your letter order may be different from the price you paid for your most recent fuel purchase. Use the price from your letter order.

Fuel Used(Gallons)

2248

Enter the total amount of fuel used during the reporting period.

Note: This number should be the amount of diesel fuel consumed by your generators. It is not the number of gallons purchased.

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Total Fuel Cost

10970.24

The Total Fuel Cost field is auto-calculated and is not editable. The Total Cost of Fuel is calculated by multiplying the Fuel price used by the RCA to determine the PCE level by the number of gallons of fuel used.

Total Non Fuel Expenses

3500.00

Enter the total non-fuel expenses for the reporting period.

Note: Non-fuel expenses may include salaries, postage, office supplies, travel, parts, etc. Costs that are out of the ordinary, such as large generator parts, equipment, or annual insurance premiums may need to be amortized.

Contact the RCA if you have questions as to what items are considered non-fuel expenses and what items should be amortized.

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Section C – Plant Usage and Sales

Section C is for reporting the kilowatt hours (kWh) used for station service, peak demand and the kilowatt hours (kWh) sold to each customer class.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.

Station Service(Powerhouse) kWh

Enter the number of station service kilowatt hours (kWh) used by your plant. There is a meter in your powerhouse or plant that measures this number.

Caution: A numeric entry is required. If you are unable to provide your station service kwh, you must enter a zero. The field cannot be blank.

Note: If you enter a zero in station service, you should use the notes section to provide an explanation for why you were unable to provide your station service meter readings.

Peak Demand from Plant Log

Enter the highest peak demand recording for the month.

Note: Your peak demand reading should be located on your plant log. The Peak Demand Meter should be reset at regular intervals.

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Residential Sold

[   ]

Commercial Sold

[   ]

Community Facilities Sold

[   ]

Federal/State Sold

[   ]

Unbilled Sold

[   ]

Total Sold

[   ]

Enter the kilowatt hours (kWh) sold to each customer class.

Caution: A numeric entry is required in each class. If you do not have any sales in that class, you must enter a zero. A field cannot be blank.

Note: The Total Sold field is system calculated. Before continuing, verify the number in the Total Sold field agrees to the total kilowatt hours (kWh) sold on your customer ledger.

Line Loss(%)

[   ]

No entry is required. Line Loss is a system calculated field and is not editable.

The calculation for line loss is Total Generated and Purchased kWh **less** Station Service **less** Total Sales **divided by** Total Generated and Purchased.

Caution: Line Loss should always be a positive number. It is impossible to sell more kilowatts (kWh) than you have available. If the calculated number is negative, please review your entries. In rare circumstances such as broken generation meter, etc., your line loss may actually need to be reported as negative. If this happens, please explain the reason for the negative line loss calculation in the Notes section.

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Section D – Payment Data

Section D is used to capture data used by the Alaska Energy Authority to calculate the amount of the reimbursement owed to the utility.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.

Population

72

The population number is auto filled and is not editable. This number should represent the figure certified by the DCCED for the current fiscal year. Your certified population number is used to determine the maximum monthly community facility kilowatt hours (kWh) allowed for your utility.

If you have questions about the population number displayed, please contact the Alaska Energy Authority at (907) 771-3929.

Community Facility Maximum

5040 kWh

The community facility maximum is auto filled and is not editable. The number represents the maximum number of community facility kilowatt hours (kwh) that are eligible for PCE credits. Per AS 42.45.110(b)(1), the community facility maximum is derived by multiplying the community's population by 70.

PCE Floor

0.1582

The PCE Floor is auto filled and is not editable. It is for reference only.

The PCE Floor is determined annually and represents the weighted average residential cost of electricity paid by residents in Anchorage, Fairbanks, and Juneau. According to statute, a utility cannot receive a PCE reimbursement that would cause its customers to pay less per kilowatt hour (kWh) than the established floor.

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Current Residential price per kWH prior to PCE Credit

| 0.0000 |

Enter your current <u>residential</u> rate before the PCE level is deducted. This is the full rate your residential customer would be charged for the first 750 kWh if PCE did not exist. This rate includes the energy charge plus any surcharge or customer charge and is expressed in cents per kilowatt hour (kWh) using four decimal places.

PCE Eligible kWh

	Residential kWh	Community Facilities	Total Eligible kWh	Present PCE Rate($)	Total PCE Credit($)
Rate 1					
Rate 2					
Rate 3					
Rate 4					
Totals					

For each rate class line, going from left to right:

a. **Residential kWh:** Enter the number of eligible residential kilowatt hours (kWh) associated with this rate class for which you are requesting reimbursement.

> **Note:** The kilowatt h ours (kWh) requested should match the customer ledger submitted with your report.

b. **Community Facility kWh:** Enter the number of eligible community facility kilowatt hours (kWh) for this rate class for which you are requesting reimbursement.

> **Note:** The kilowatt hours (kWh) requested should match the customer ledger submitted with your report.

> **Caution:** The total community facility kilowatt hours (kWh) requested for all rate classes cannot exceed the monthly community facility maximum for the utility.

c. **Total Eligible kWh:** This field is auto filled and is not editable. It is the sum of the residential and community facility kWh entered in a. and b. above. The total should match the totals on the customer ledgers for the month.

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d. **Present PCE Rate:** Enter your current PCE level for the corresponding rate class.

> **Note:** Your PCE level(s) can be found in your utility's letter order from the RCA. If you are unsure of your current PCE levels, please contact the RCA at (907) 276-6222 or toll free at (800) 390-2782.

e. **Total PCE Credit ($):** This field is auto filled and is not editable. It is the product of multiplying the Total Eligible kWh times the Present PCE Rate. This is the amount that you are requesting from the Alaska Energy Authority as PCE credit for the month. The amount requested should reconcile to the total PCE credit provided to customers as shown on your customer ledger for the month.

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Notes Section

The notes section should be used by the utility to explain any known anomalies with any data within the report. If there are no known anomalies, the field may be left blank. Anomalies will vary by utility and reporting month. Examples are provided below.

- Generation reported as zero due to broken plant meter.
- Negative line loss due to differences in the date the generation meters were read and the customer statements were generated.
- Peak demand readings were unavailable.

Note: Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located on the left side at the bottom of the page.

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Attachments

In order to process your reimbursement request, supporting documentation must be attached which provides the basis for the reimbursement. After you have completed entering your monthly report data, click on the Continue to Attachments button at the bottom right of your screen.

> **Continue to Attachments**

After continuing to attachments, your report data will be saved and you will be provided with the following sections for attaching supporting documentation.

Attached Documents

File Type	File Name	Actions
CustomerLedgerResidential	Residential Statement-Jan 2017.pdf	View | Remove

Attach Files

Customer Ledger ▼		Browse...	Upload

To attach files, select the document category from the drop down menu, browse to find your file, and then click on the upload button. After you have uploaded your document, it will appear in the Attached Documents listing. Once you have uploaded your document, you will have the option to review or remove the file.

In general, the following documents must be attached:
- Customer Ledgers
- Residential Customer Statement
- Community Facility Statement
- Electric Rate Detail Report (Required for utilities with prepay meters)

Note: Supporting documentation should typically be saved and attached as excel or pdf files.

Caution: The system verifies that all required documentation is attached. You will not be allowed to submit your report for reimbursement until all required documents have been attached.

In addition to the required attachments, there may be times when the utility may want to provide additional documentation with their reimbursement request. Additional attachment options are:
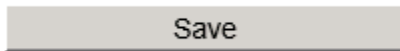
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- Scanned UMR
- Other

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Saving, Certifying and Submitting your UMR
Saving your monthly Report

Be sure to periodically save your data. If you exit the Web Portal without saving you will lose any data you entered. To save your data simply click on the save button located at the bottom left of the page.
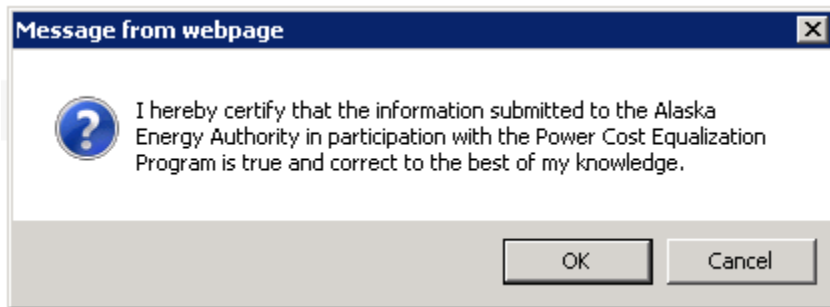

Certifying & Submitting your monthly Report

After you have entered the report data and attached the required documentation, click on the Certify & Submit button at the bottom of the page.
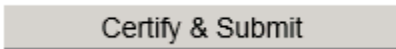
After clicking on the Certify & Submit button, the following box will appear:

As outlined in the text box, clicking on the OK button certifies that the information contained in the report is true and correct. It is the utility's certification that the requested reimbursement is appropriate.

Once the utility certifies the report by clicking on the OK button, the report is automatically submitted to the Alaska Energy Authority for review and payment.

Caution: Once a report has been submitted to the Alaska Energy Authority, it can no longer be edited by the utility. If you become aware of errors in your report after it has been submitted you must contact the Alaska Energy Authority at 907-771-3929. PCE Support staff will work with you to determine appropriate corrective actions.

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Managing your Monthly Reports

The Web Portal Reports Page provides the utility with the ability to enter and manage their monthly reports.

- The utility can create a report
- The utility can easily identify and edit a rejected report.
- The utility can easily determine if the Alaska Energy Authority is holding a report for further processing.
- The utility can see a history of their reports and be able to view and print previously submitted reports.
- The utility can track the processing of their report as it is submitted, reviewed, and approved for payment.

 A description of each report section follows.

Create Report Section

The create reports section allows the utility to create a new monthly report. To start a new report, select the appropriate community, year and month combination from the drop down menu and click on the "create" button.

For additional information please refer to the separate instructions creating and completing monthly reports.

Rejected Reports

The rejected reports section lists reports which could not be processed because the report did not contain the information required to process payment or has significant errors. If the utility does not have any rejected reports, the section will not display. The following is an example of a rejected report listing.

Rejected Monthly Reports

Community	Report Month	Report Year	Rejected Reason	
Beaver	April	2017	Other	Edit	Delete

Rejected reports require corrective action by the utility. To correct a rejected report, the utility should click on the **Edit** button. The report will open and changes can be made by the utility. Once corrected the utility will recertify and submit the report.

In rare circumstances, the utility may choose to simply delete a rejected report and start over. Click on the **Delete** button to permanently remove the report.

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If you have questions on how to correct a rejected report, please contact the Alaska Energy Authority.

Reports On Hold

The Alaska Energy Authority may sometimes need to hold the processing of a report. Processing may be put on hold for a variety of reasons such as if a utility has been suspended or if the report contains information requiring clarification from the utility. Reports on hold do not require action on the part of the utility. The Alaska Energy Authority will contact the utility if additional information is required in order to continue processing the report.

The Reports on Hold Section only shows if the utility has a held report. The following is an example of how Reports on Hold display.

Reports on Hold

Community	Report Month	Report Year	Reason	
Beaver	March	2017	Other	Details

The utility may click on the Details button to review the data, but cannot edit the report.

If you have any questions regarding a held report, please contact the Alaska Energy Authority.

Utility Monthly Reports

The Utility Monthly Reports section allows the utility to easily determine the status of each report and track its progress from creation to payment approval.

The following is an example of a Utility Monthly Reports display.

Utility Monthly Reports

Community	Report Month	Report Year	Submitted	Reviewed	Approved for Payment	
Beaver	May	2017	04/15/2018	04/15/2018	04/17/2018	Details
Beaver	June	2017	04/15/2018	04/17/2018		Details
Beaver	July	2017	04/15/2018	04/17/2018		Details
Beaver	April	2017	04/20/2018			Details
Beaver	October	2017				Edit	Delete

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Reports in this section have one of the following statuses:
- Not Submitted
- Submitted
- Reviewed
- Approved for payment

Reports not Submitted

Reports which have not been submitted do not have any dates in the Submitted, Reviewed, or Approved for Payment Columns. Reports which have not been submitted can still be edited by the utility by clicking on the **Edit** button. The utility can also permanently **Delete** a report which has not been submitted. A report must be submitted before the Alaska Energy Authority can begin processing the report for payment.

Submitted Reports

Once the utility certifies and submits a monthly report, the submitted column is populated with the date of submission and the report is no longer editable by the utility. Submitting the report is the same as putting it in the mail. Although the data cannot be changed, the utility may view the report by clicking on the **Details** button.

If an error is discovered after a report has been submitted the utility should contact the Alaska Energy Authority PCE Staff to discuss the error and determine how to proceed.

Reviewed Reports

Before payment can be made, a submitted report goes through a two-step review and approval process by the Alaska Energy Authority. When the Alaska Energy Authority has completed the initial review, the review completion date will show in the reviewed column.

Approved for Payment

After all reviews are complete, the Alaska Energy Authority will approve the report for payment. When the Alaska Energy Authority has approved the report for payment, the approval date will show in the Approved for Payment column. Once the report has been approved for payment, the utility knows payment should be forthcoming.