Public Utility Commission

Rate Reduction Program

Reimbursement Request

Procedures

Rate Reduction Program
Reimbursement Request Procedures

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Rate Reduction Program
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In your computer url type:

http:
http://www.puc.state.tx.us/webapp/public/apps/sbfund/SBFundLoginPage.aspx

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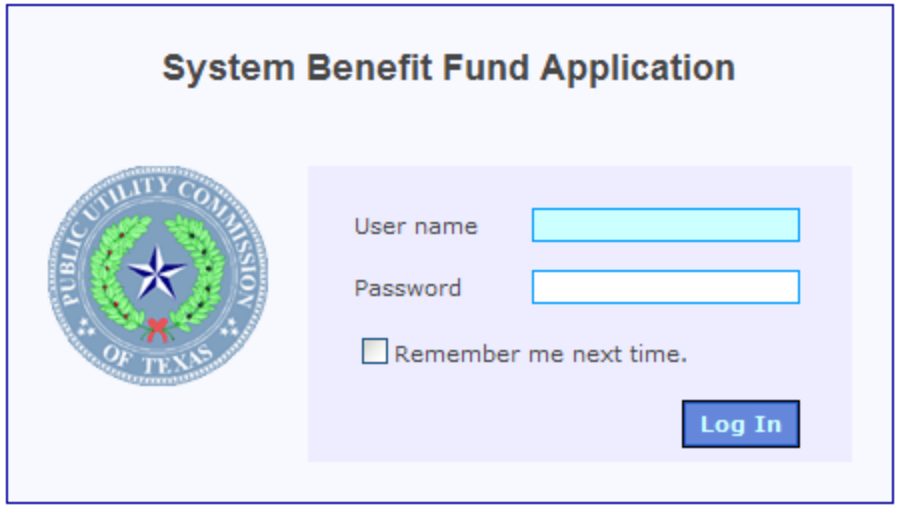
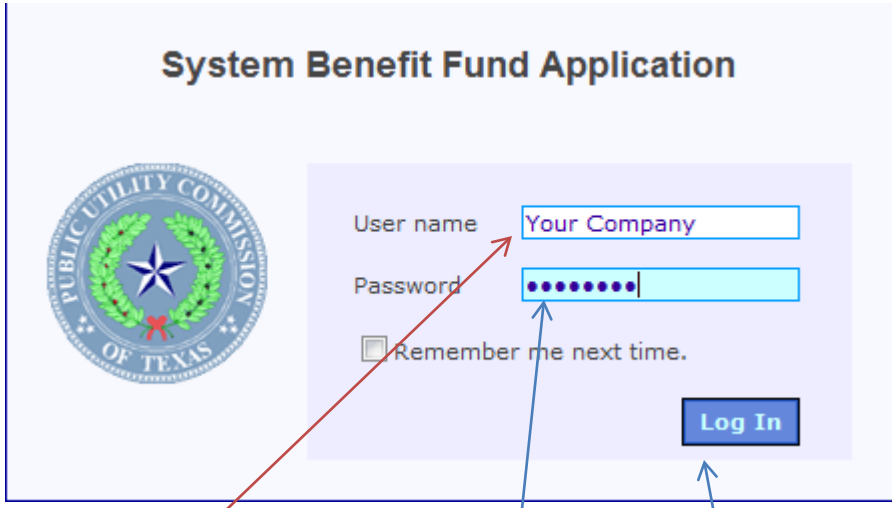
Reimbursement Request Procedures



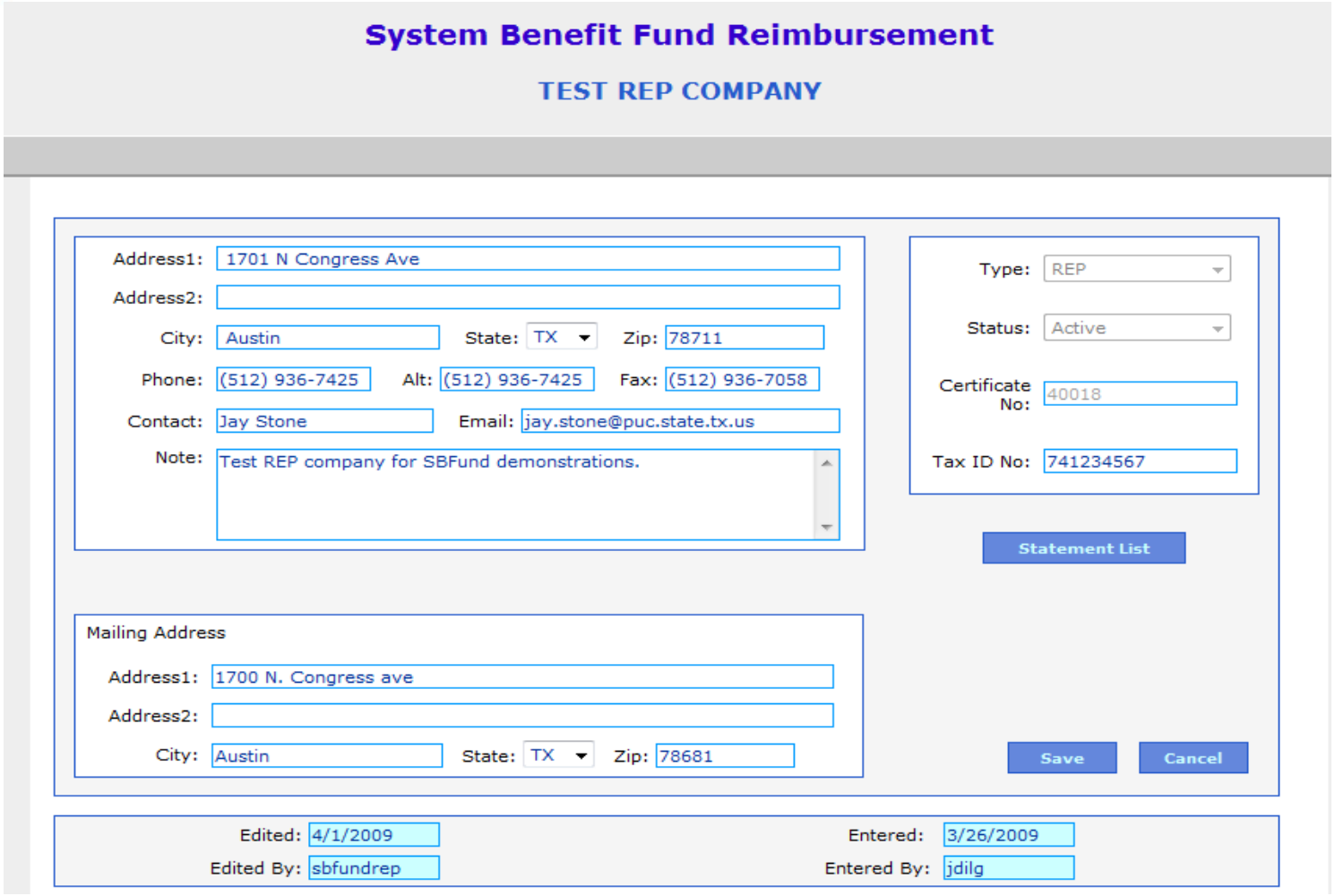
Rate Reduction Program
Reimbursement Request Procedures



Type your User Name and Password.

Click “Log In”

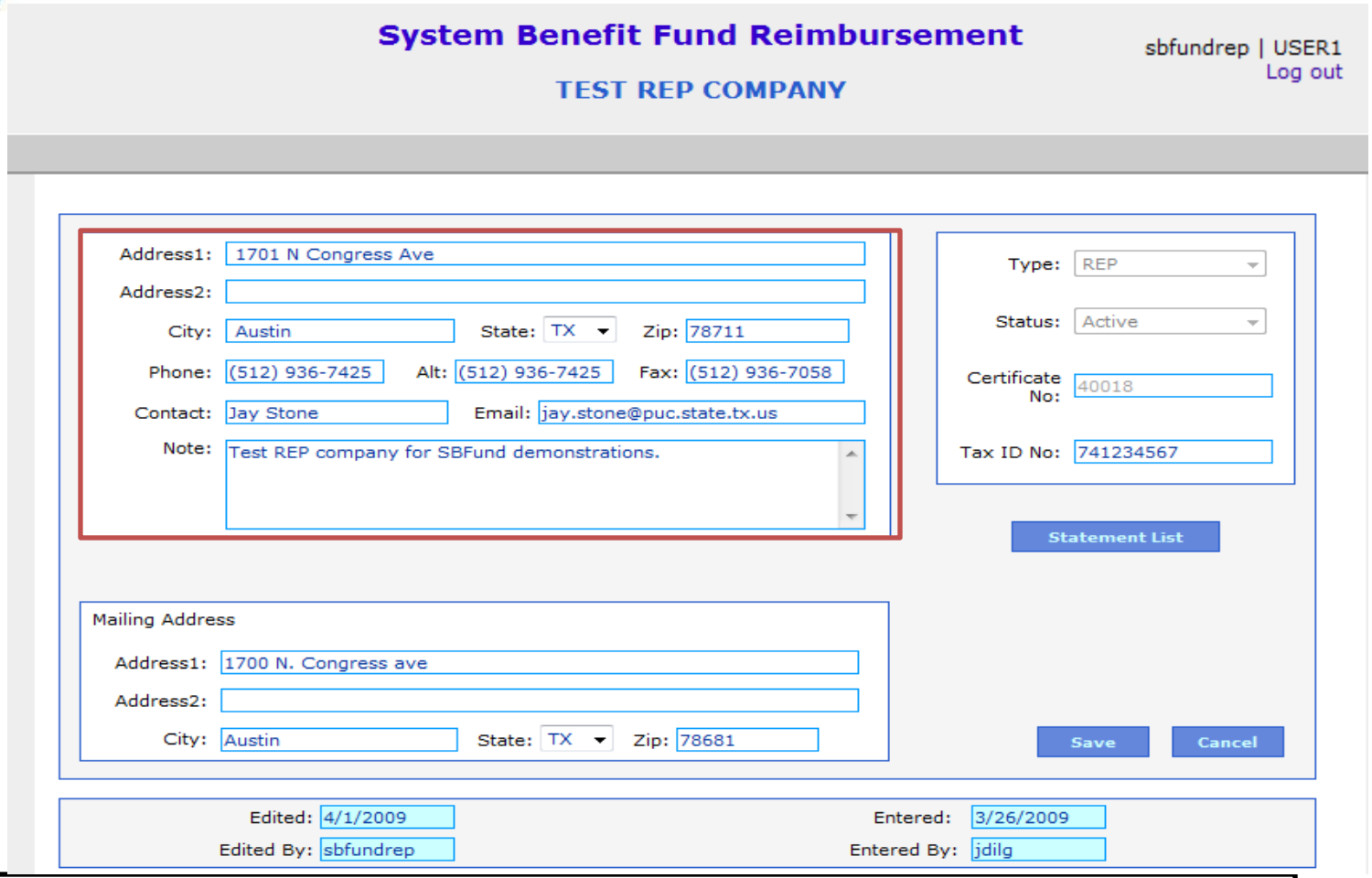
Rate Reduction Program
Reimbursement Request Procedures



Rate Reduction Program
Reimbursement Request Procedures

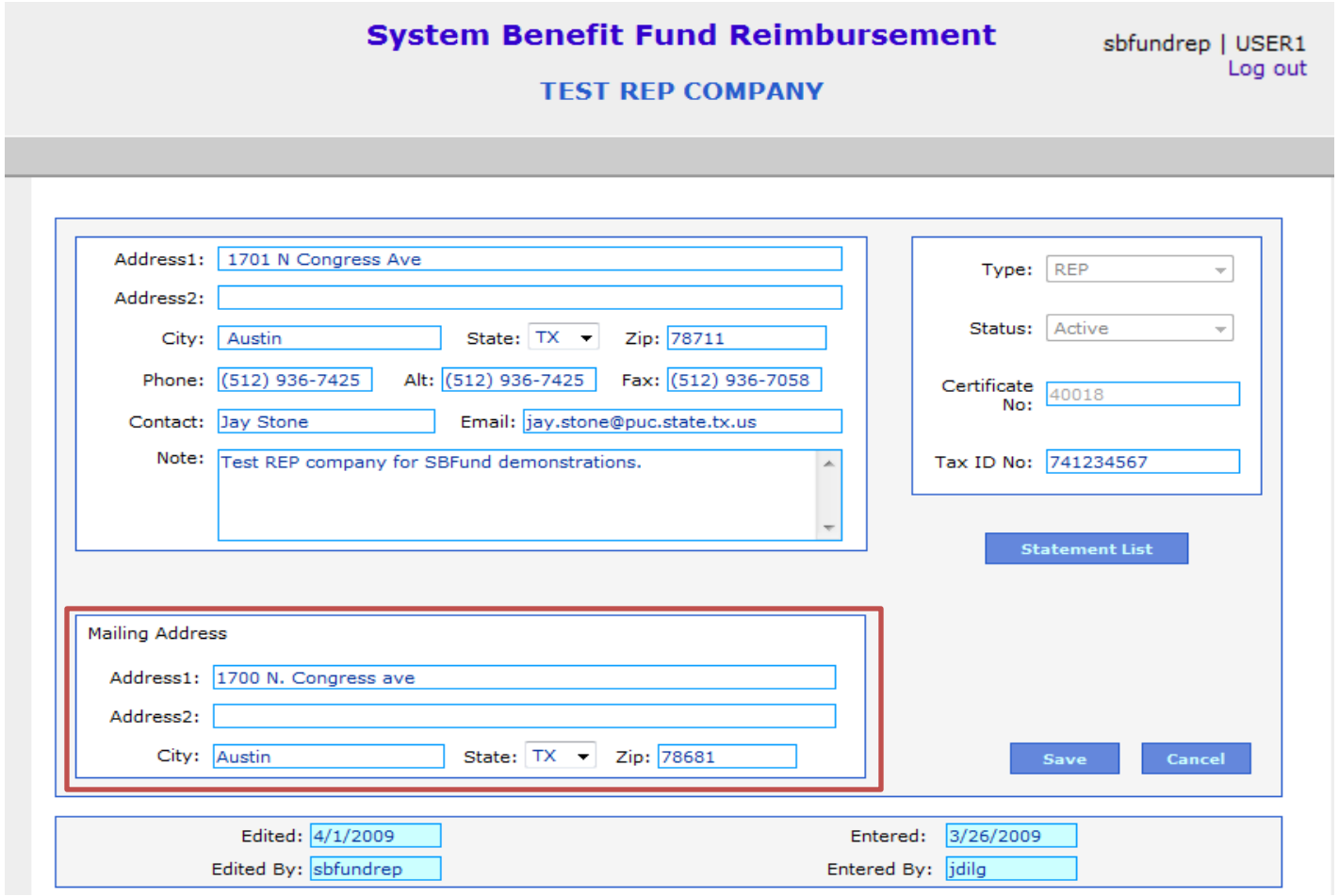
Let's review Components of the Company Home Page. **This information is to be maintained by the REPs**.

Rate Reduction Program
Reimbursement Request Procedures



Fill in the company physical address, contact person, email address and telephone and fax numbers of the contact person along with any notes you feel are important. **Telephone numbers, Zip Codes and Tax ID No must be numeric. Physical address are required fields along with name and email**

Rate Reduction Program
Reimbursement Request Procedures



Fill in the company mailing address. **Mailing address is a required field.**

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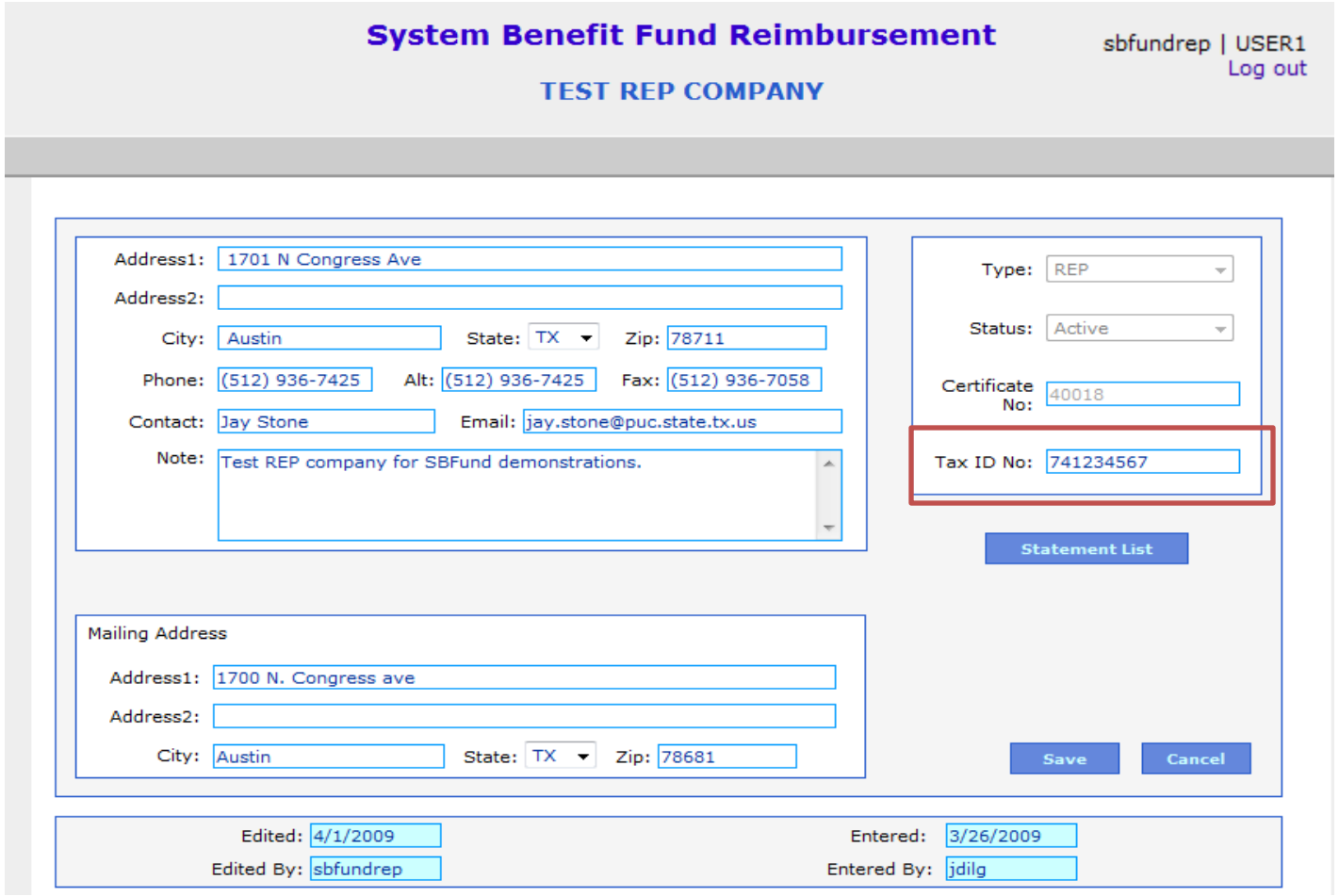
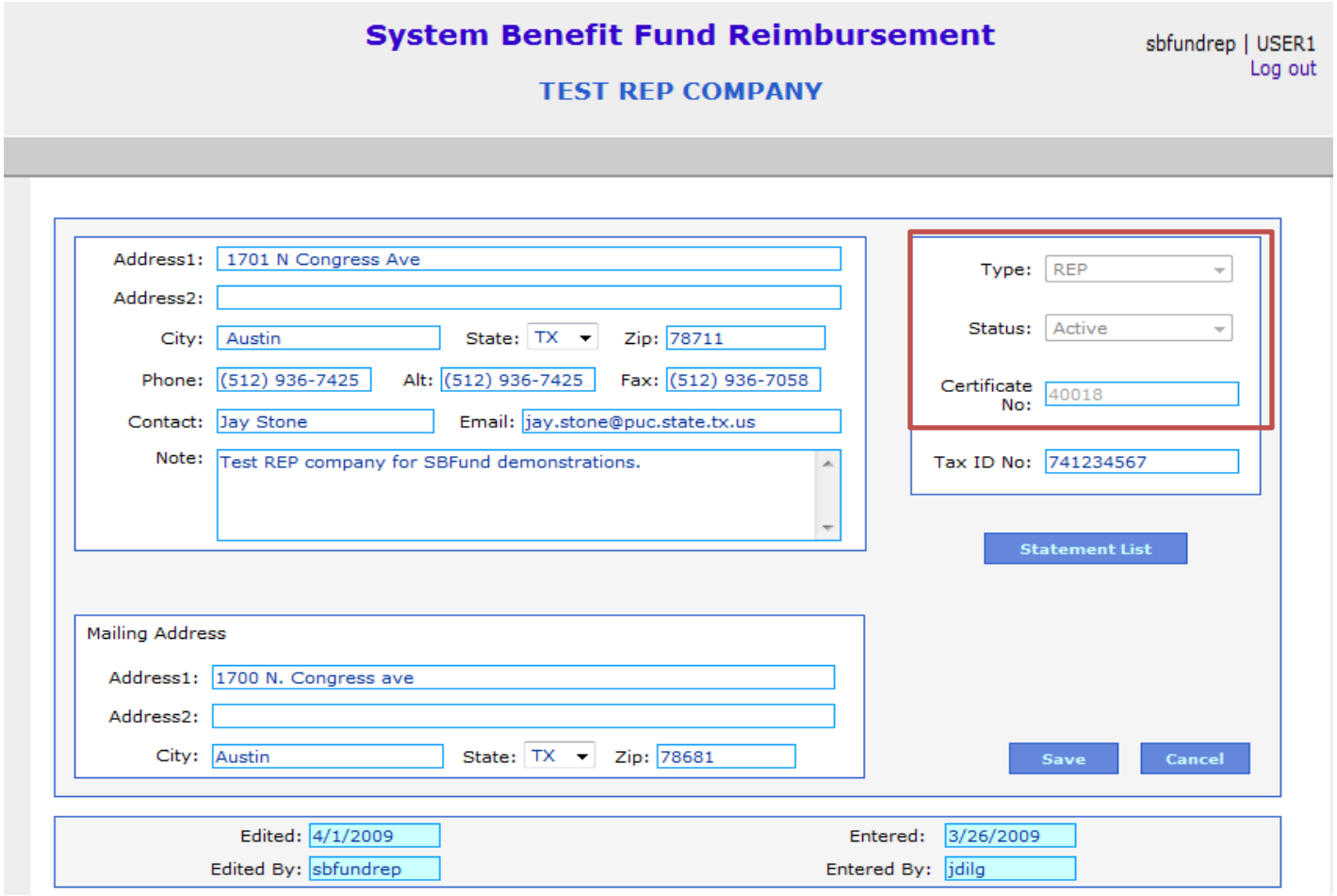
Reimbursement Request Procedures



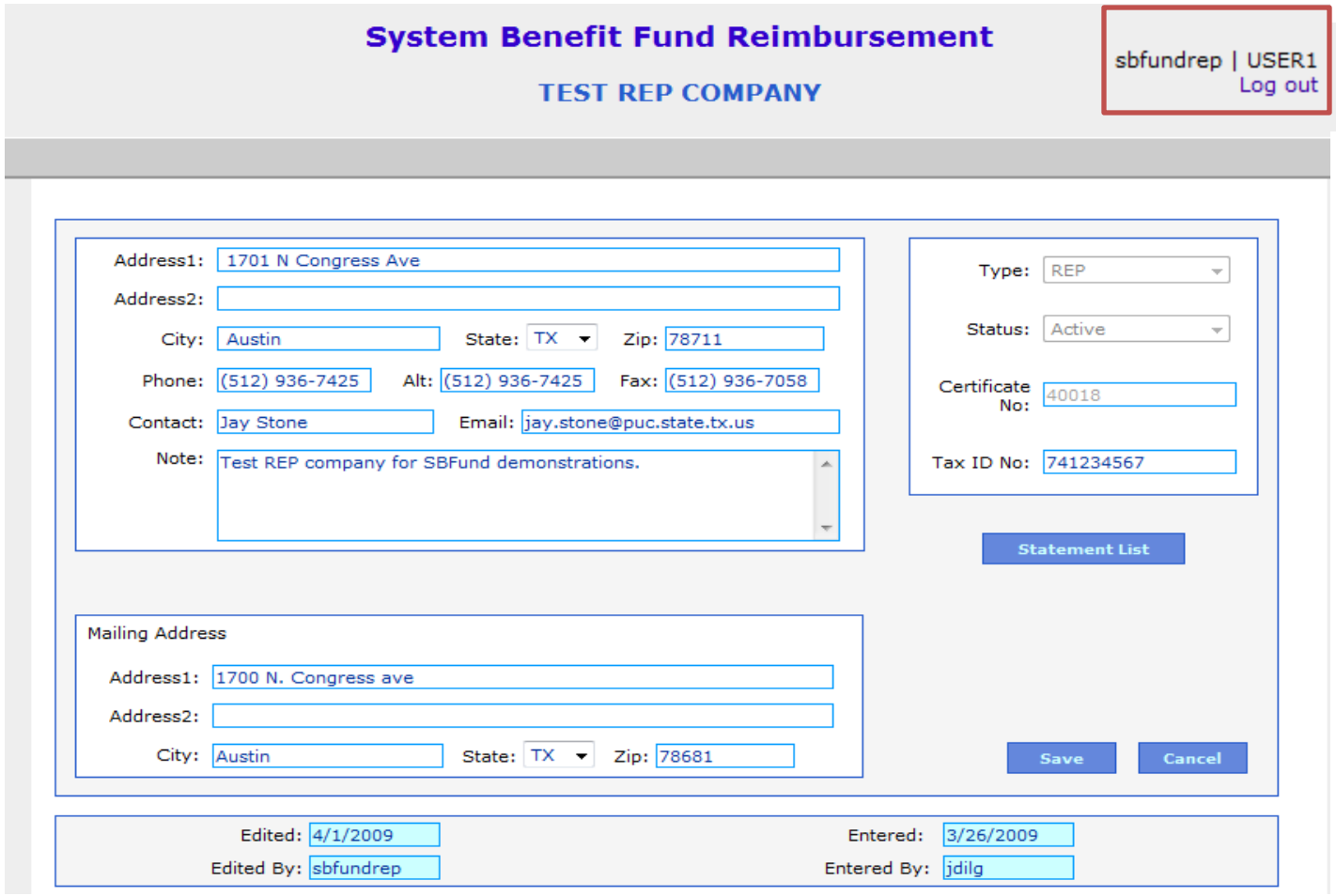
Fill in your tax id number. Make sure your tax id number here is the same as the one the State has on your payment file. Differences in these will cause a delay in payment. **Remember this field must be numeric and do not include dashes.**

Rate Reduction Program
Reimbursement Request Procedures



REPs cannot edit the type, status and Certificate No. These are edited by the PUC.

Rate Reduction Program
Reimbursement Request Procedures



This area shows the user name and the “Log Out” button.

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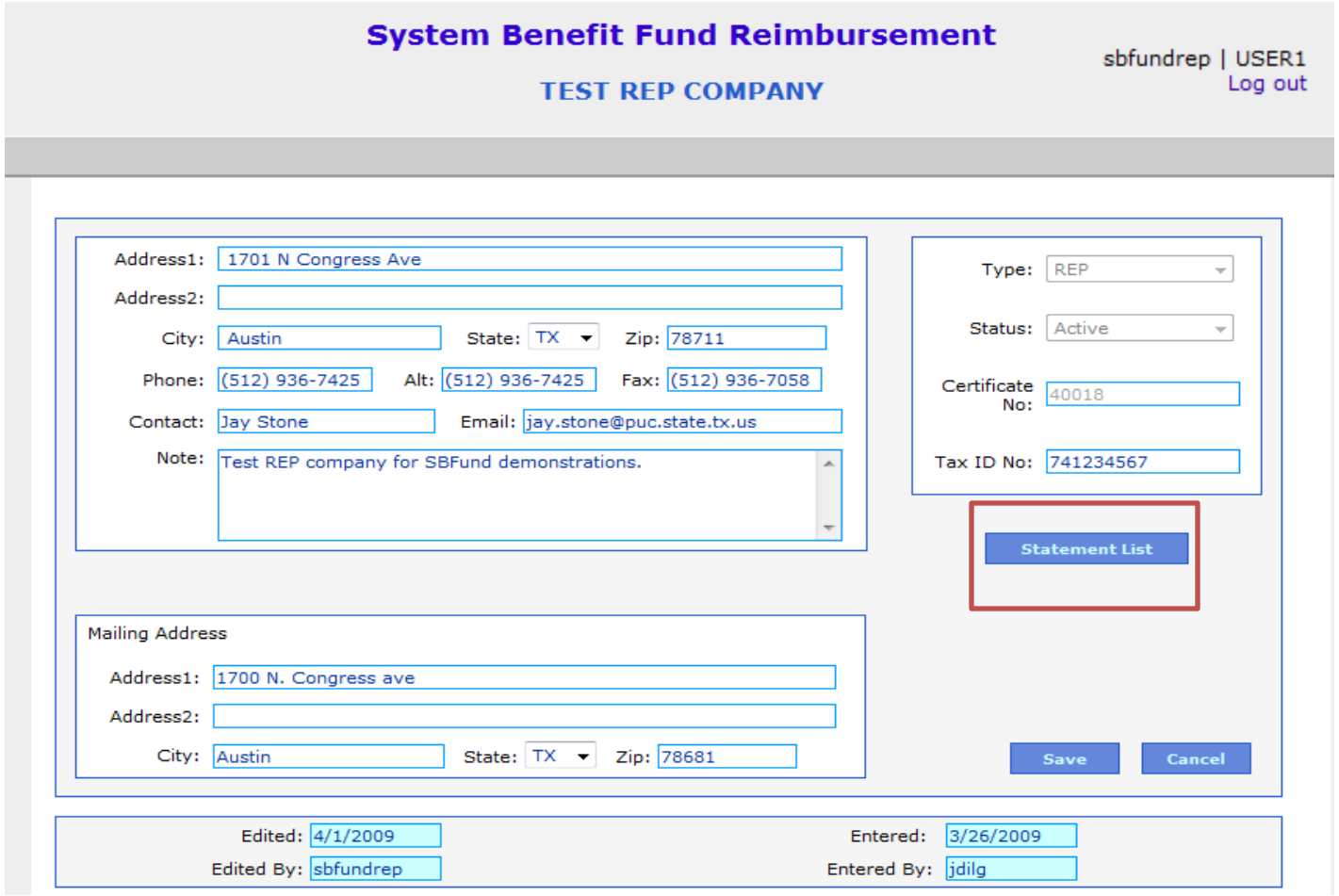
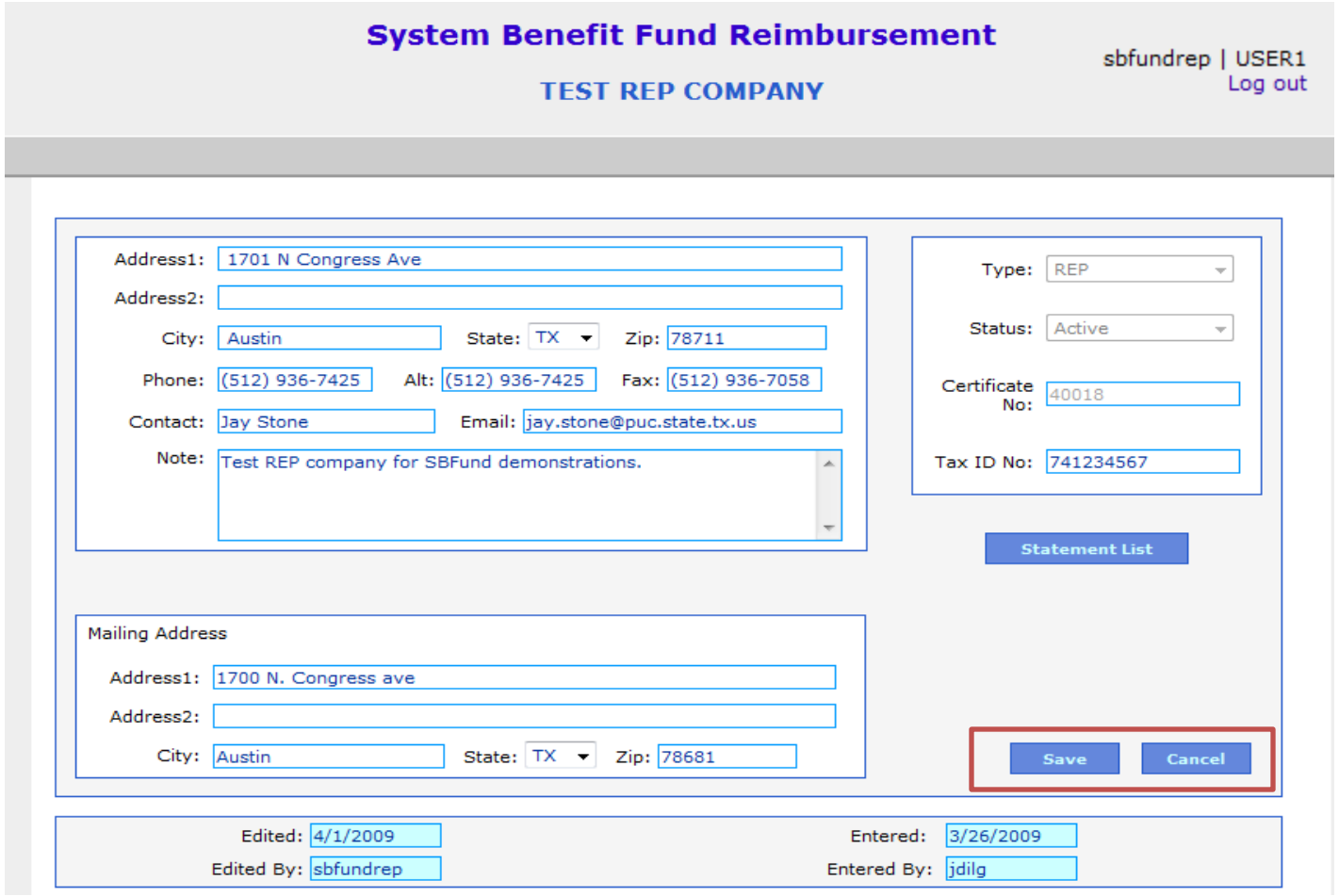
Reimbursement Request Procedures



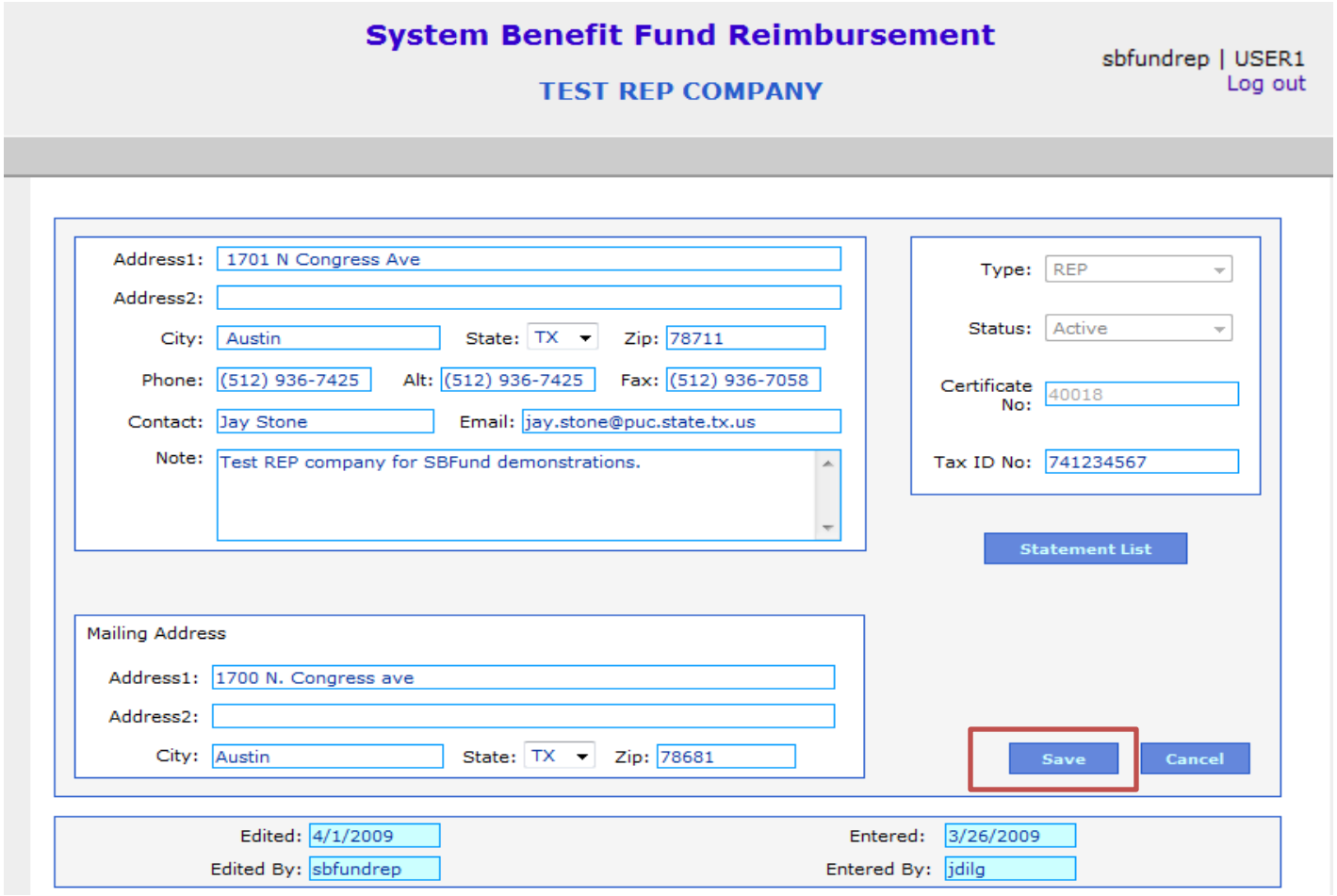
When you are ready to enter reimbursement information you will click on the “Statement List” tab.

Rate Reduction Program
Reimbursement Request Procedures



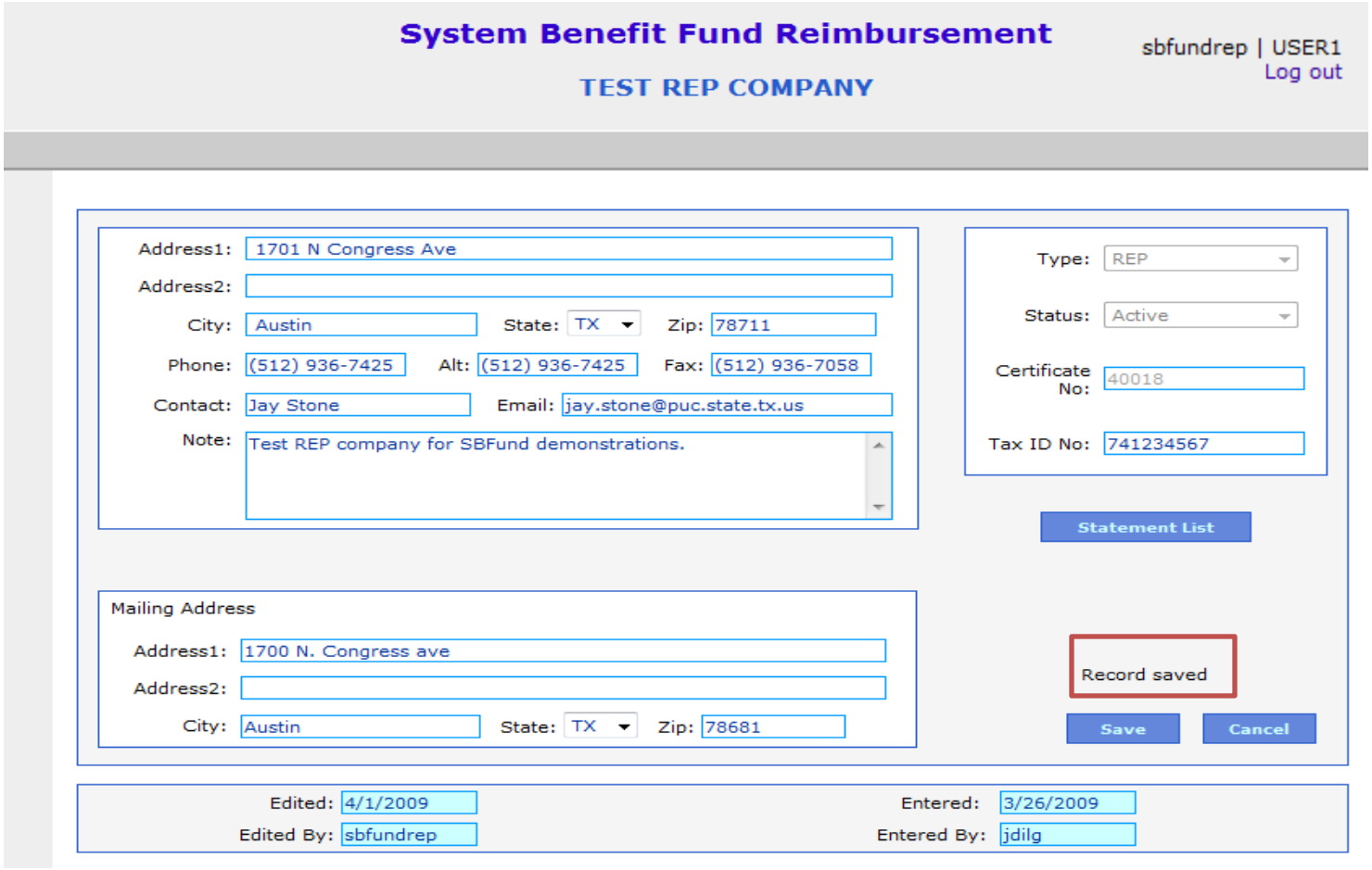
When you are ready to save or cancel changes to this page you will click on the appropriate tab.

Rate Reduction Program
Reimbursement Request Procedures



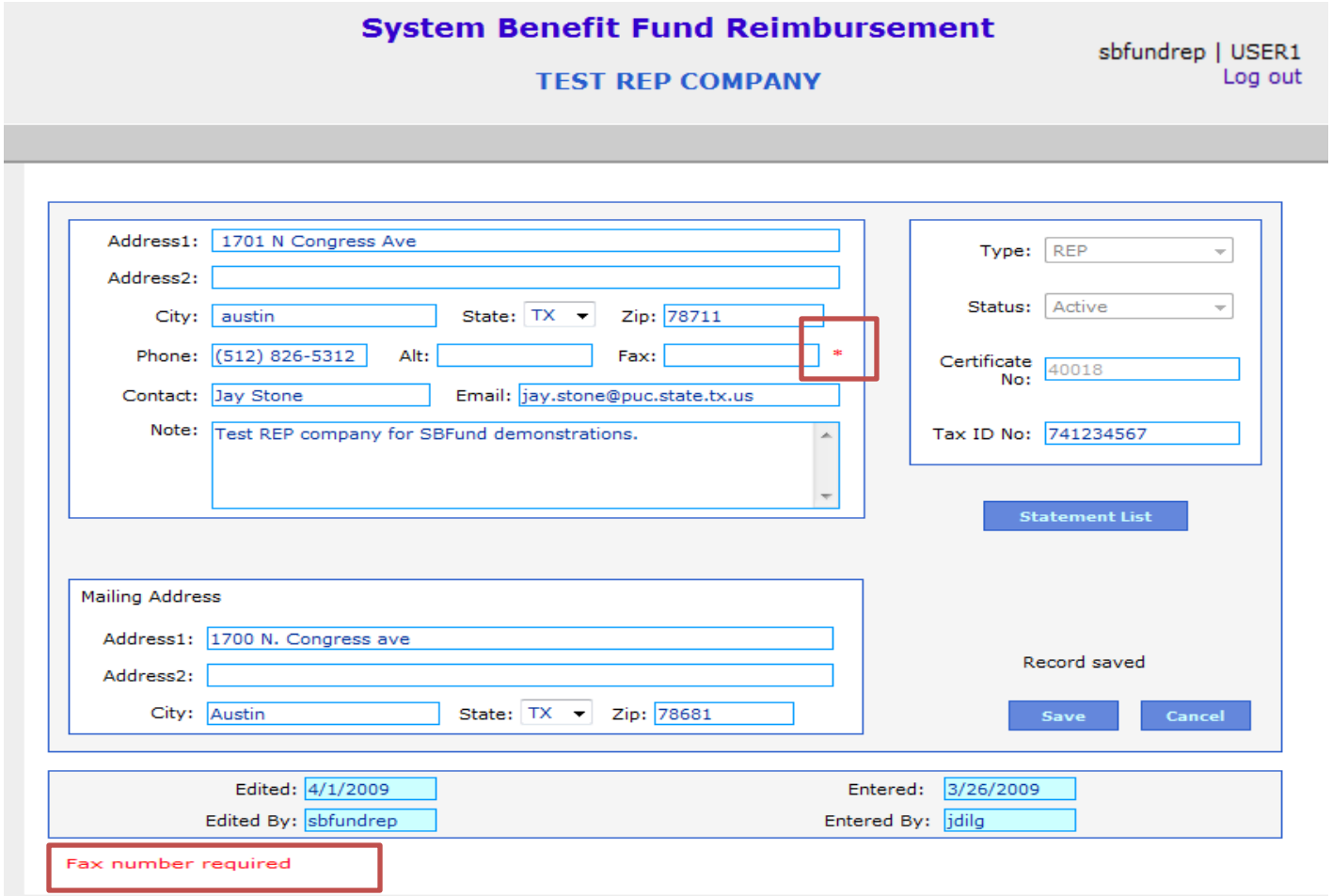
You have completed the “Company Home” updates. Click “Save”.

Rate Reduction Program
Reimbursement Request Procedures



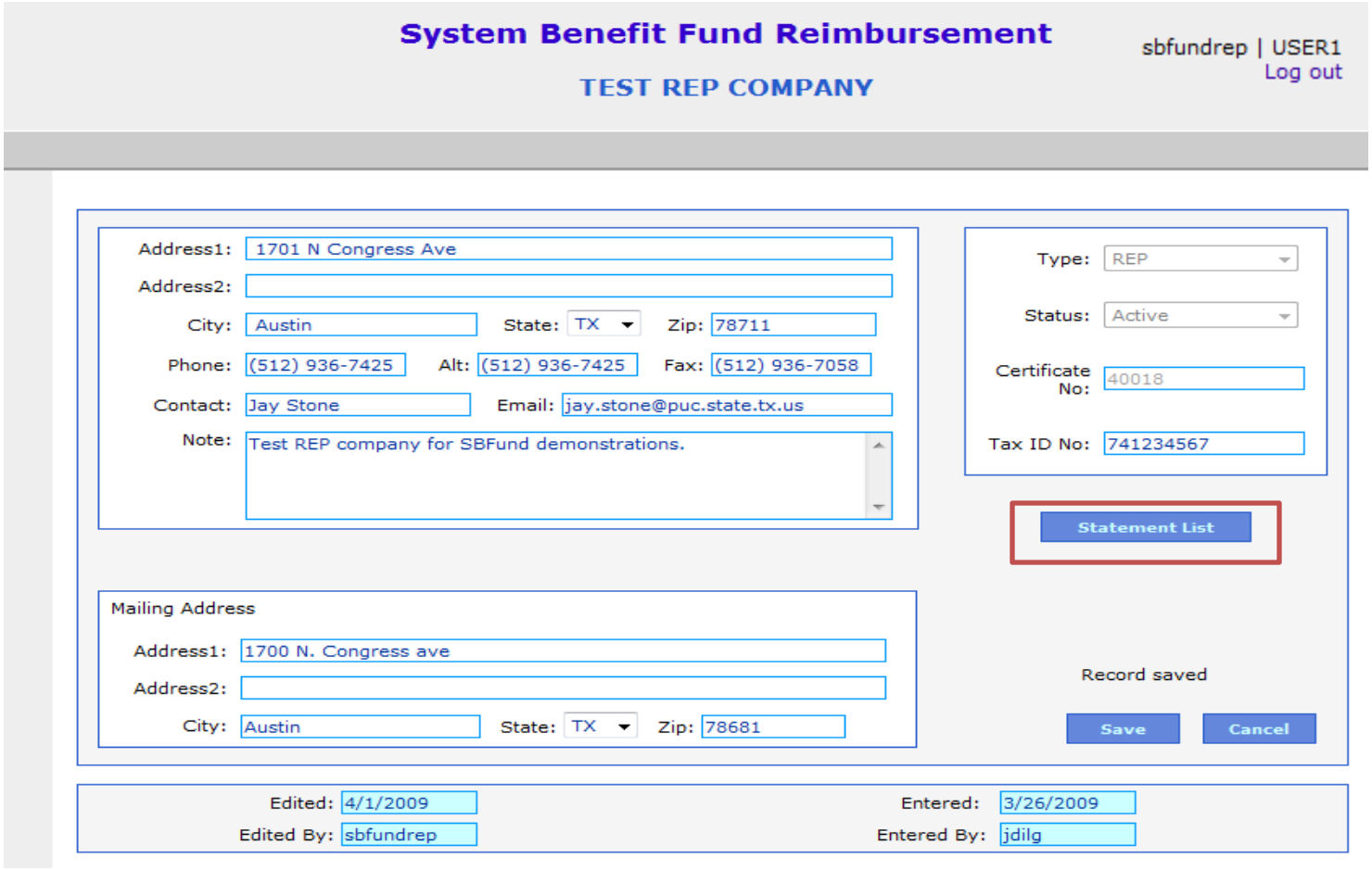
If all items are input correctly a message of “Record Saved” will appear.

Rate Reduction Program
Reimbursement Request Procedures



If you zero out a required field, this red asterisk will appear. Also if you tried to save this document you will receive an error message.

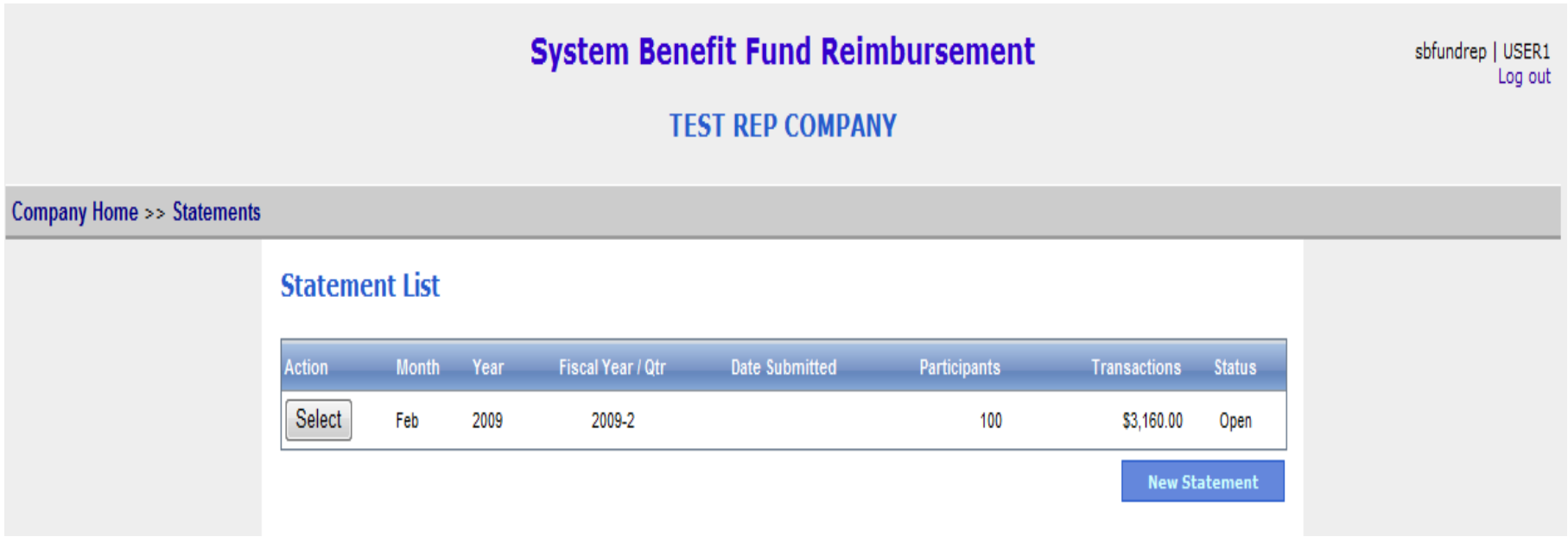
Rate Reduction Program
Reimbursement Request Procedures



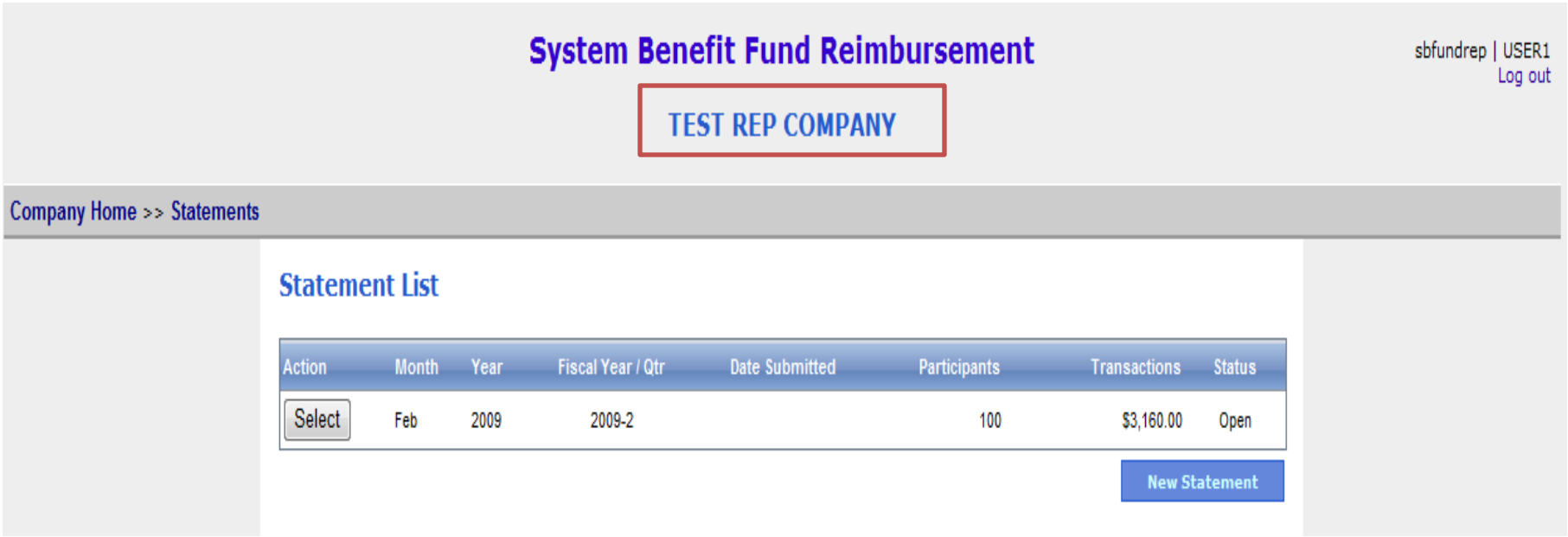
Click “Statement List” tab to start the reimbursement input.

Components of the Statement List page.

Rate Reduction Program
Reimbursement Request Procedures

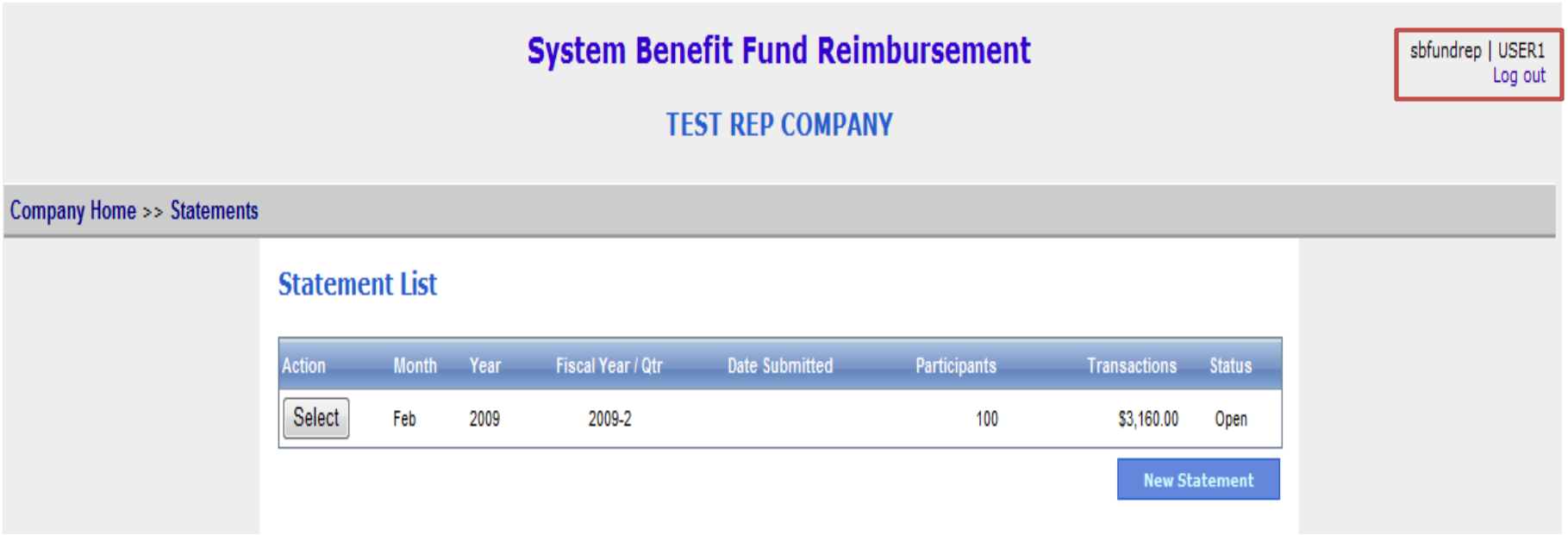


Rate Reduction Program
Reimbursement Request Procedures



Your company Name.

Rate Reduction Program
Reimbursement Request Procedures



User name and Log Out button.

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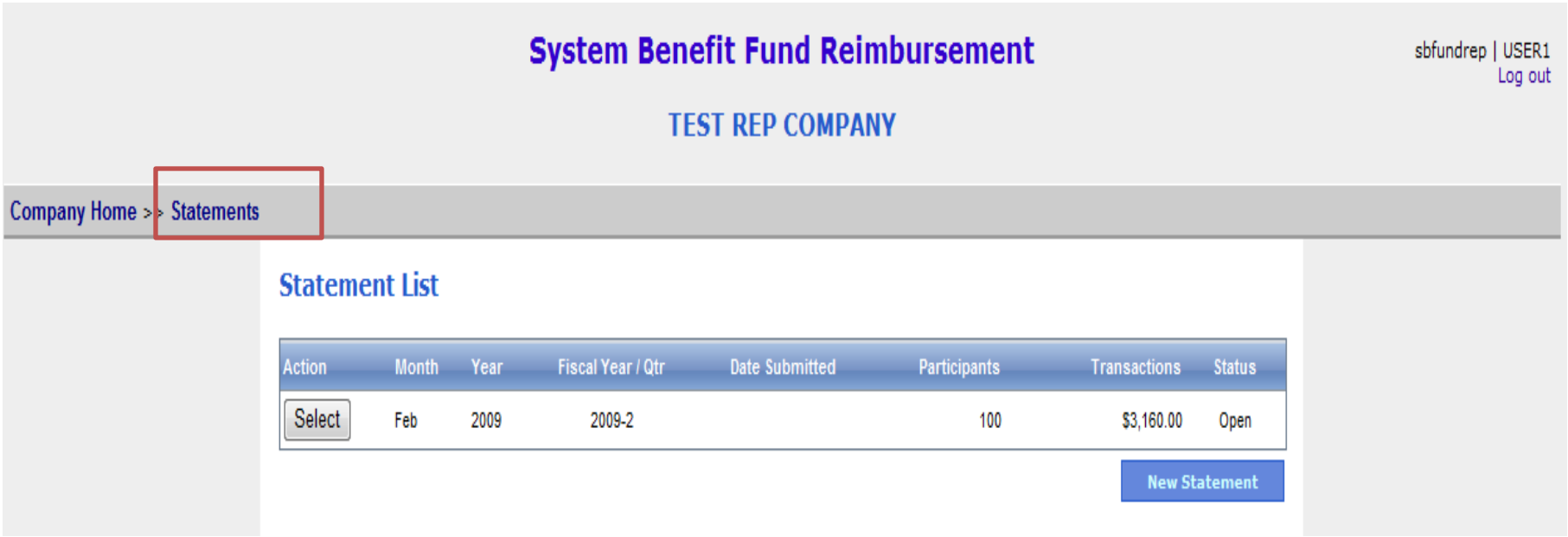
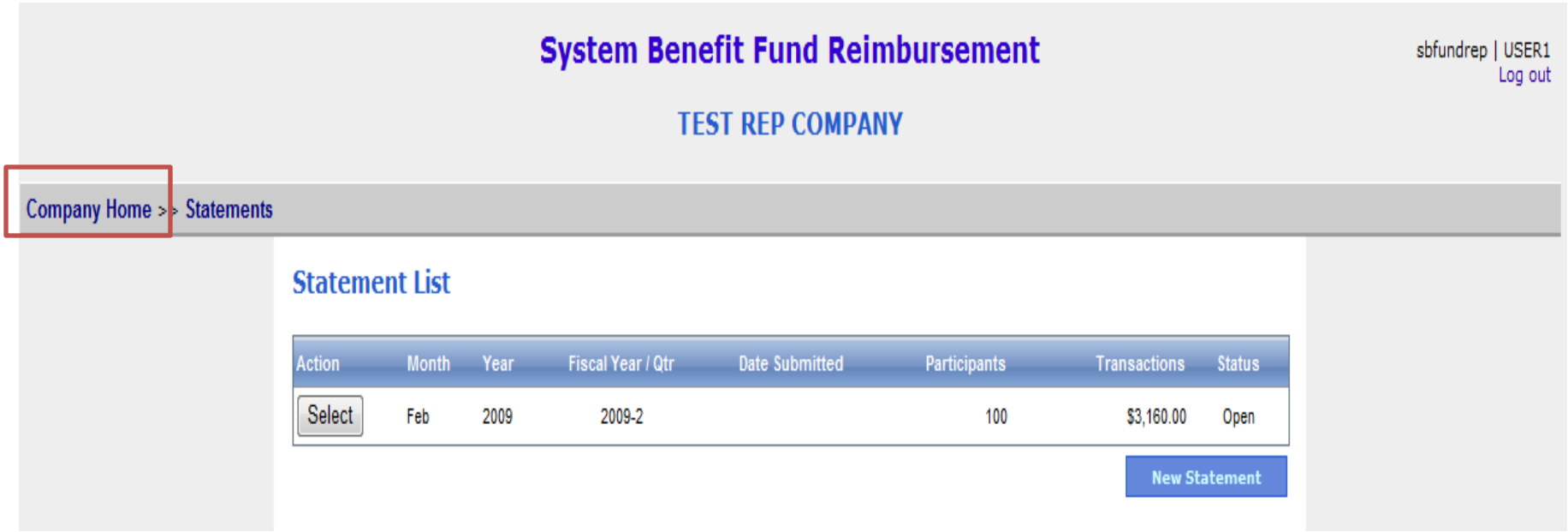
Reimbursement Request Procedures



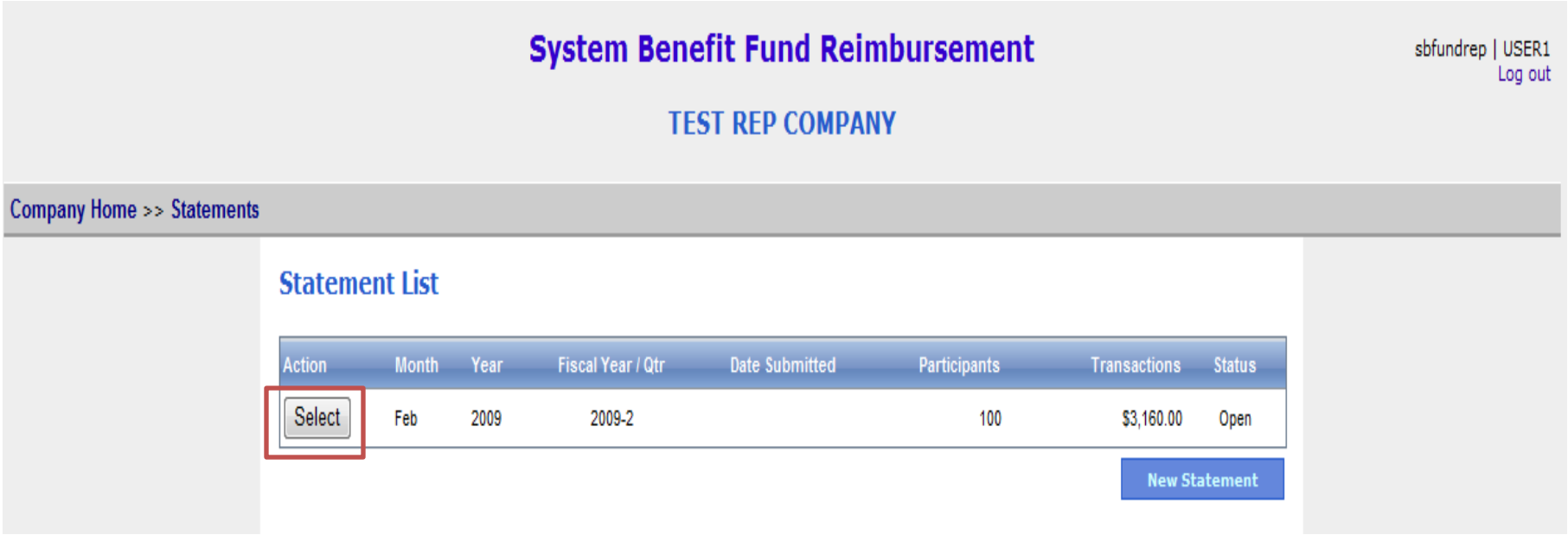
Current page you are on.

Rate Reduction Program
Reimbursement Request Procedures



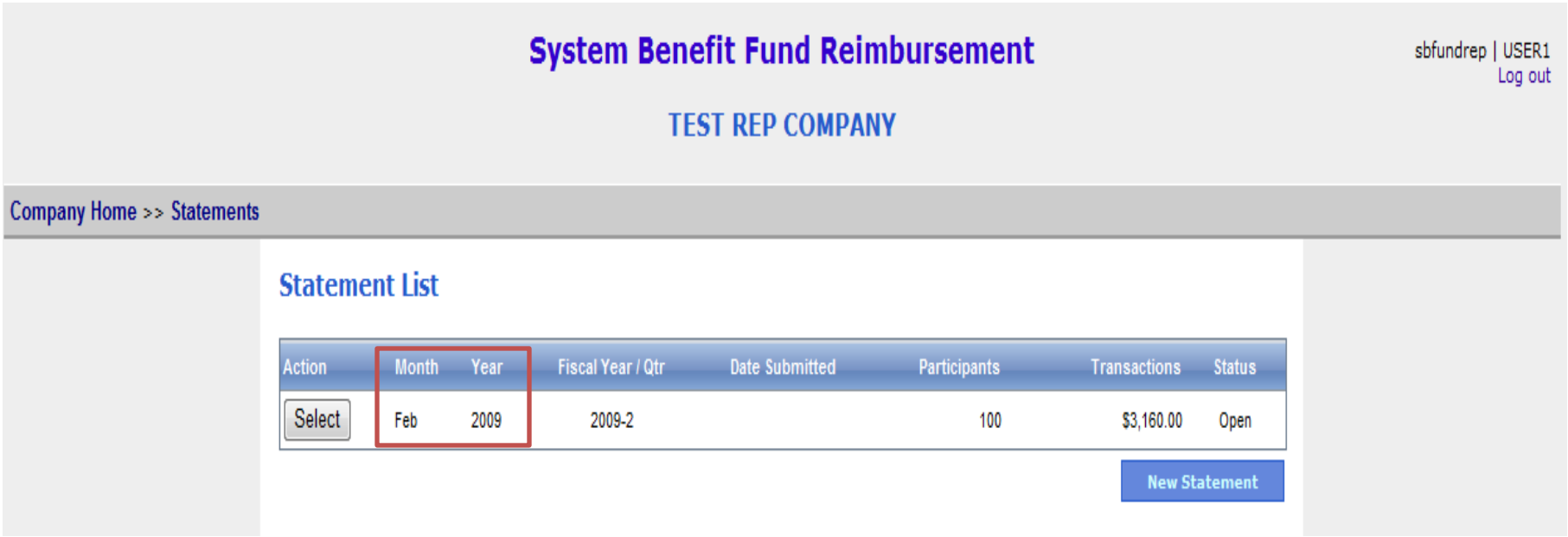
Company Home button. If you need to get to the Company Home page, click here.

Rate Reduction Program
Reimbursement Request Procedures



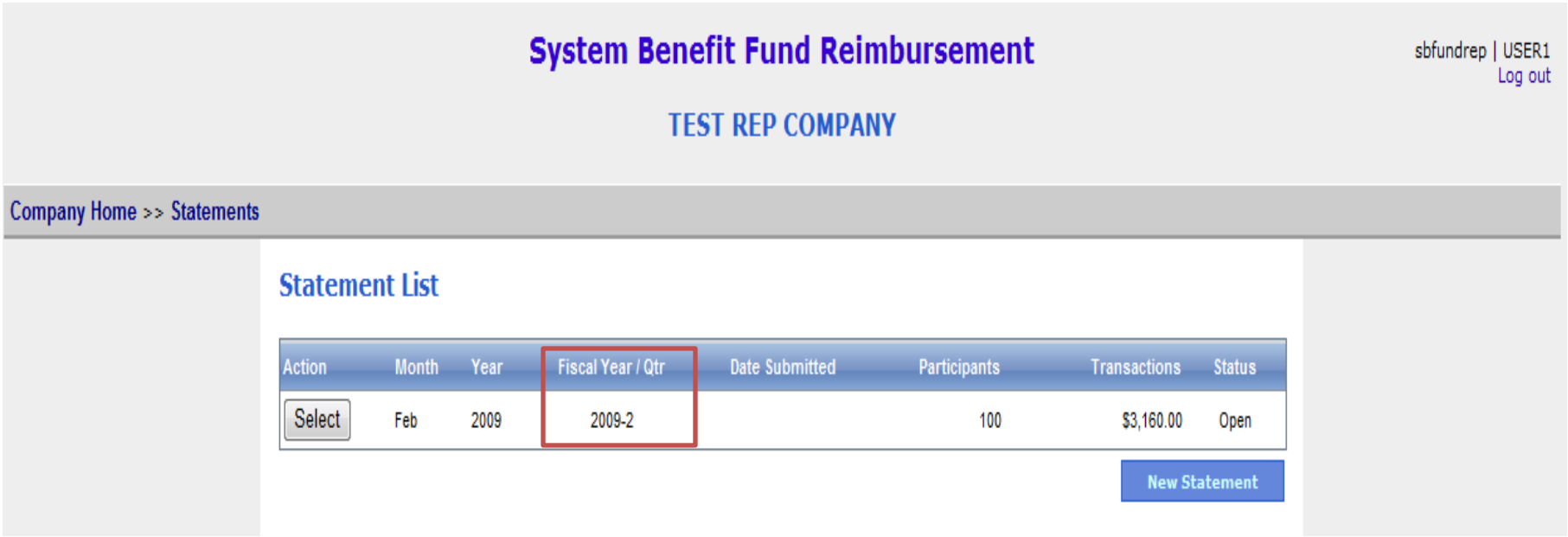
This area offers a complete listing of your company's reimbursement requests. Click on the "Select" tab to open any month.

Rate Reduction Program
Reimbursement Request Procedures



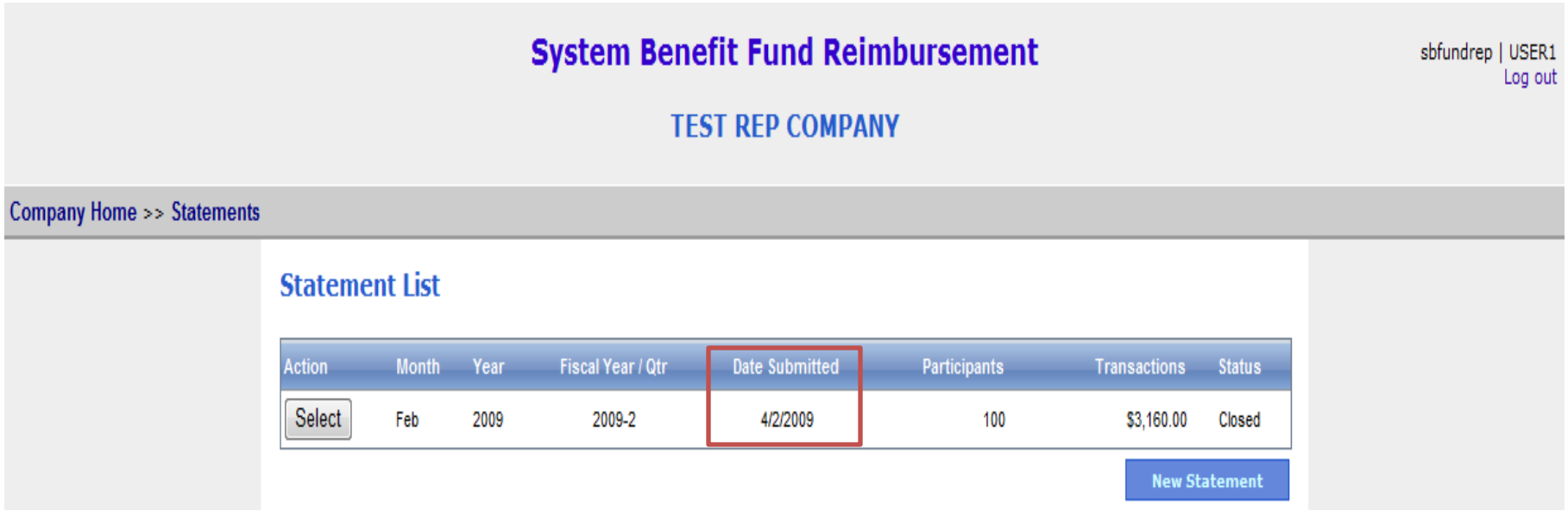
The month and year of the reimbursement request.

Rate Reduction Program
Reimbursement Request Procedures



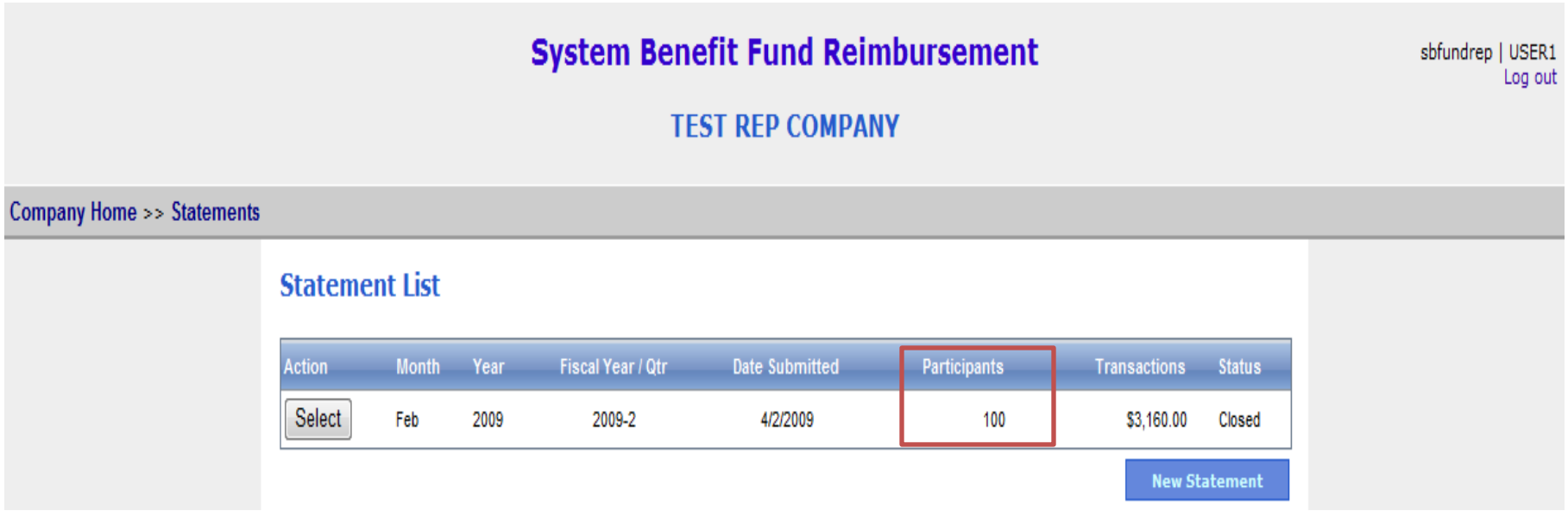
The PUC quarter and year.

Rate Reduction Program
Reimbursement Request Procedures



Date reimbursement request is submitted.

Rate Reduction Program
Reimbursement Request Procedures



Number of Lite-Up participants.

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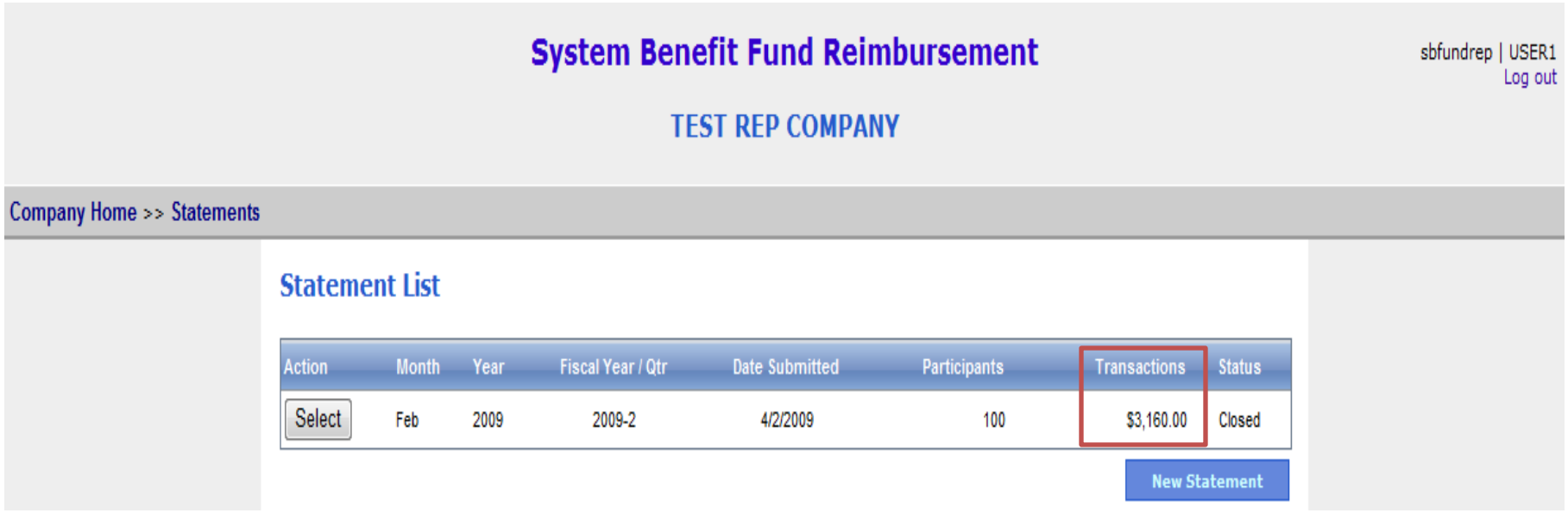
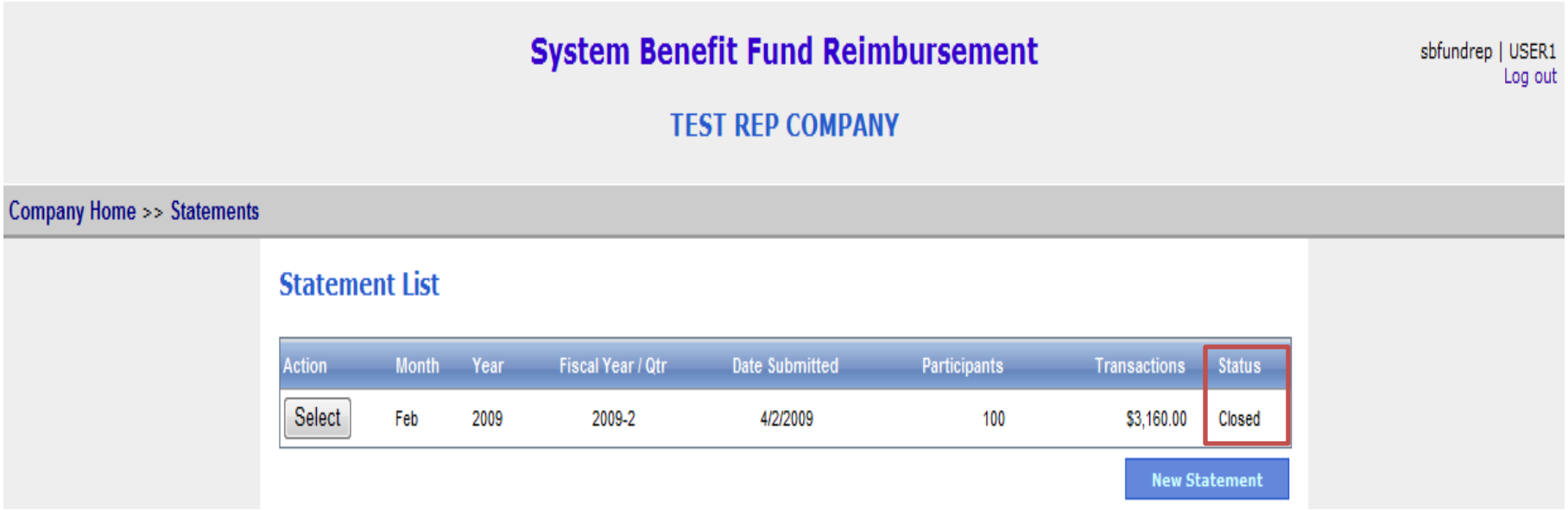
Reimbursement Request Procedures



Amount of discounts requested by company.

Rate Reduction Program
Reimbursement Request Procedures



Is the request still open to be edited or has the reimbursement request been submitted and closed?

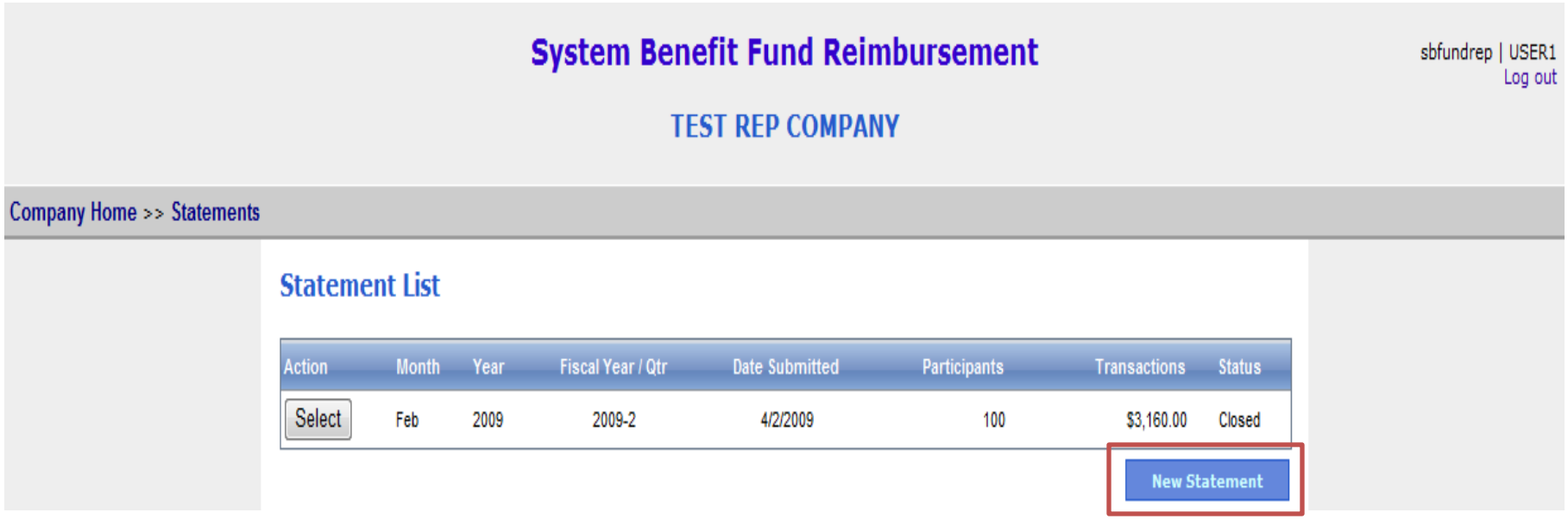
Rate Reduction Program
Reimbursement Request Procedures

Quick facts to know about inputting and submitting a reimbursement request:

- Each TDU selected will show the approved rate for the current month and any corrections requested;
- The system will not allow you to submit a reimbursement request with rates that do not match approved commission rates;
- The system will not allow you to input more than one request per TDU for current month . If you are correcting a previous statement you will be allowed one input for any TDU from any previous request on the current months request;
- There must be a name in the signature box to complete submittal;
- Once the statement is submitted it will become read only. If you realize a correction is needed before a payment is issued, you will need to contact the PUC to open the statement. If the correction is realized after the payment is issued, you will need to include a correction on the next months request.

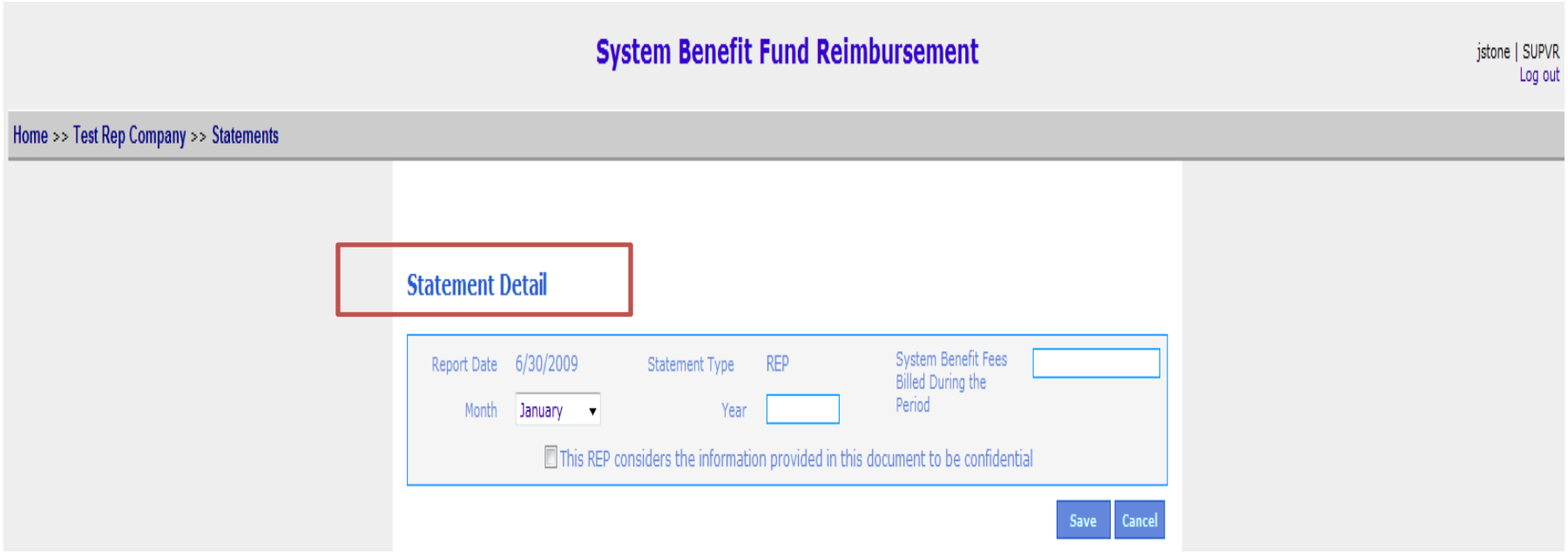
Creating a New Statement

Rate Reduction Program
Reimbursement Request Procedures



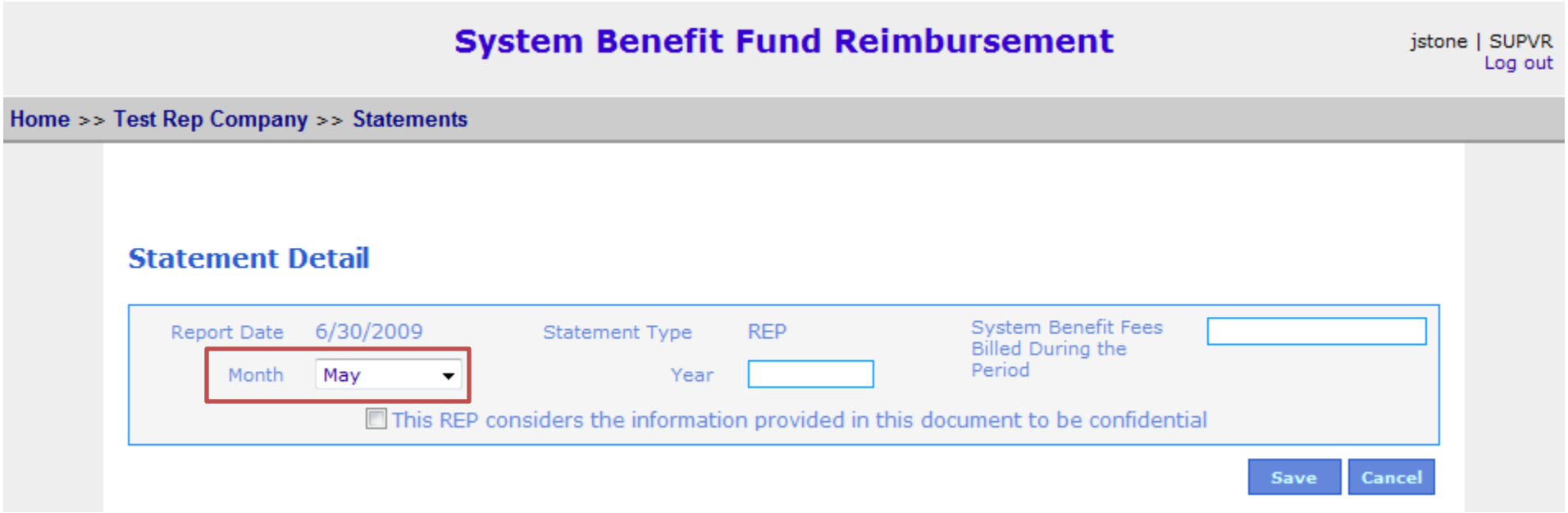
Click the “New Statement” tab to start the process.

Rate Reduction Program
Reimbursement Request Procedures



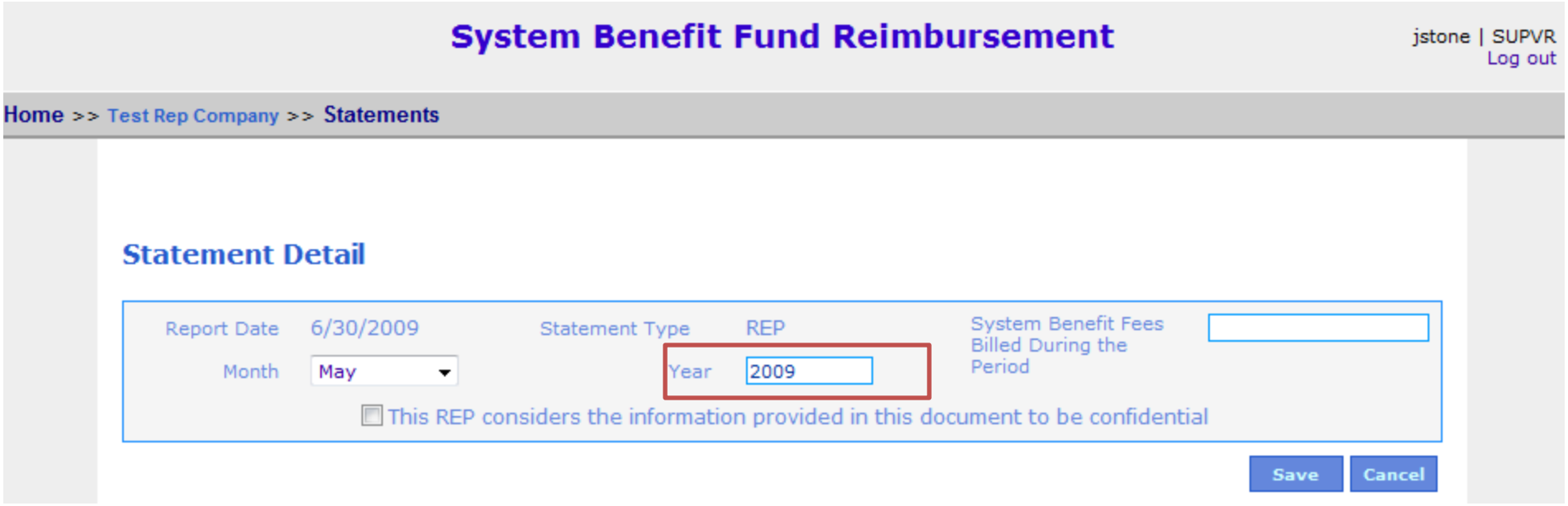
Lets discuss components of the “Statement Detail” page.

Rate Reduction Program
Reimbursement Request Procedures



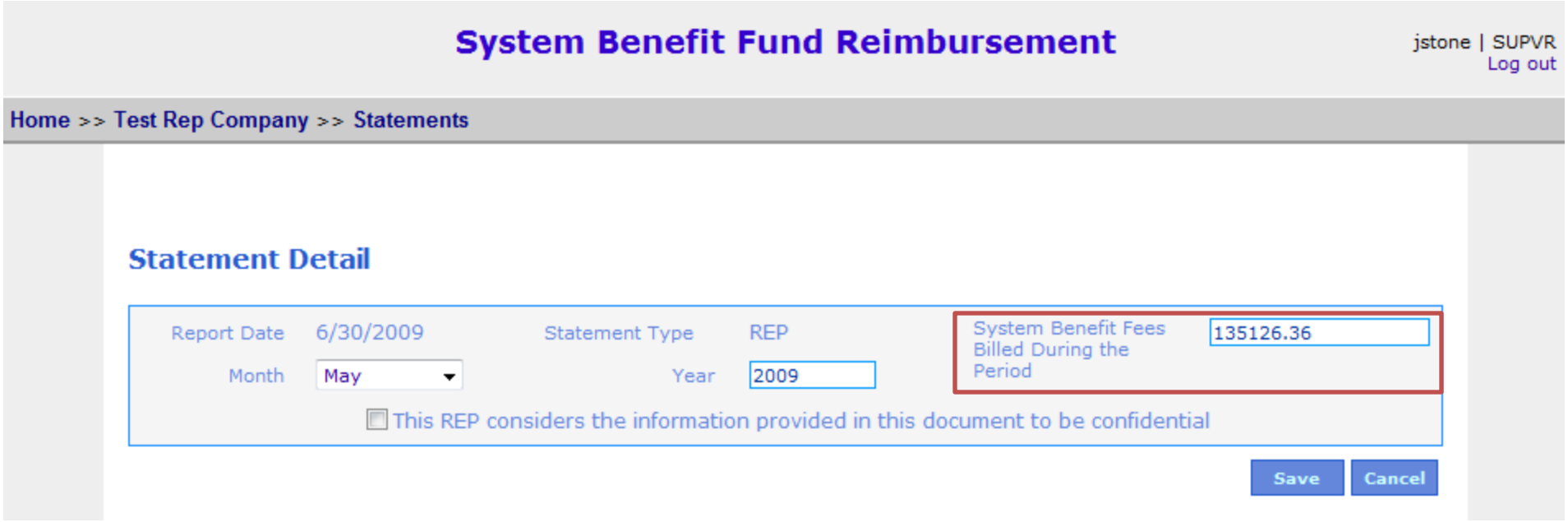
To select the month for the reimbursement form click the down arrow to display a drop down box. Select the month your reimbursement is for.

Rate Reduction Program
Reimbursement Request Procedures



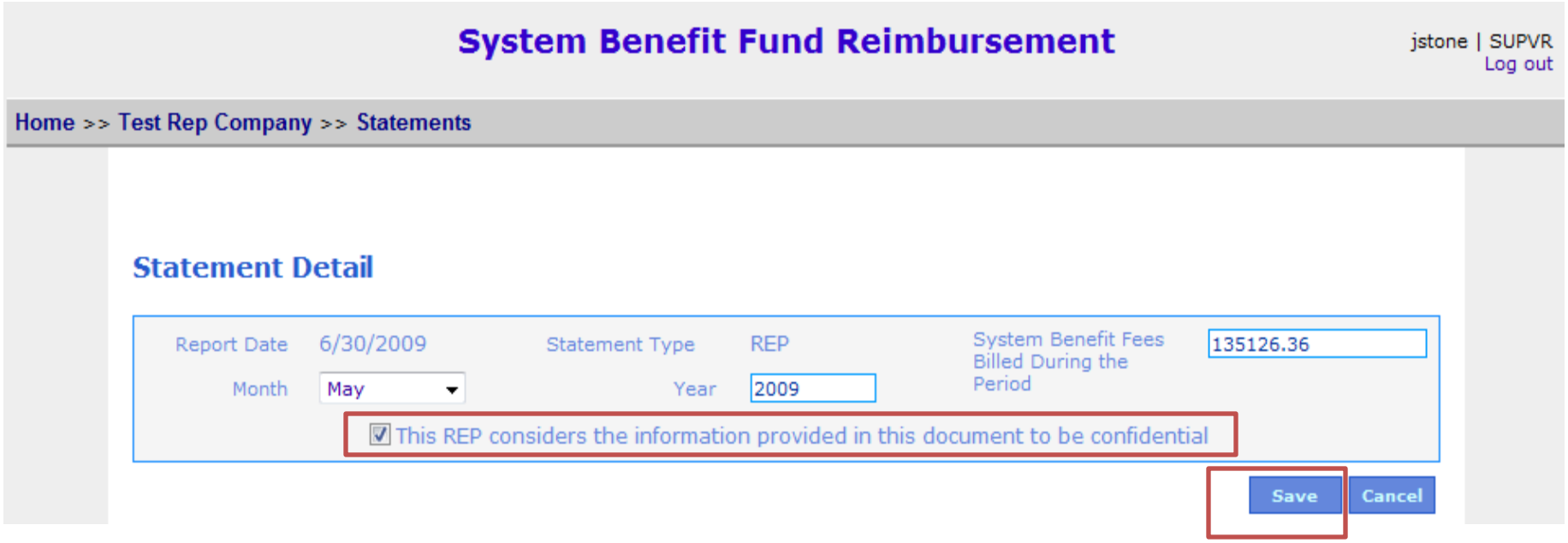
Enter the year the reimbursement request is for.

Rate Reduction Program
Reimbursement Request Procedures



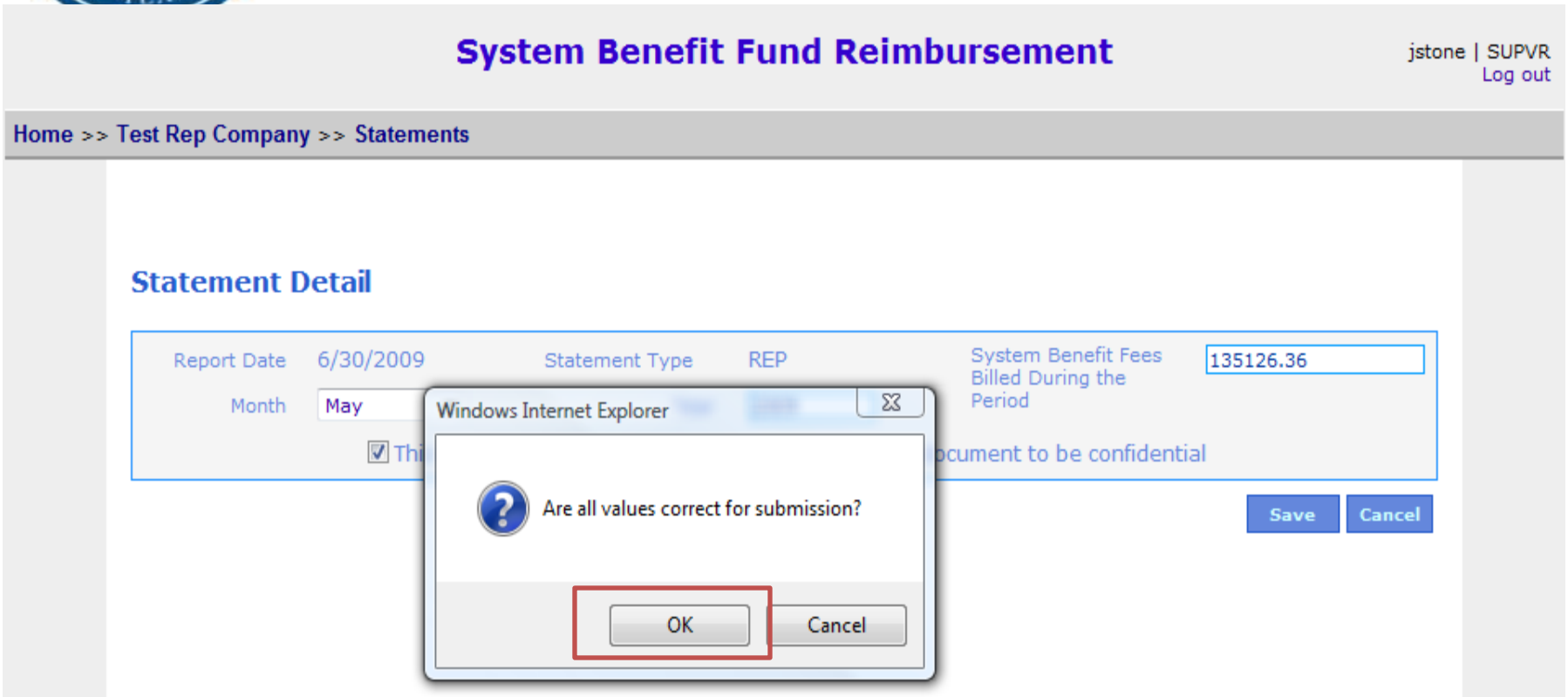
Enter the statement fees for the month. This is the total amount paid by the company, not just fees associated with the low-income program. If everything is correct click “save”.

Rate Reduction Program
Reimbursement Request Procedures



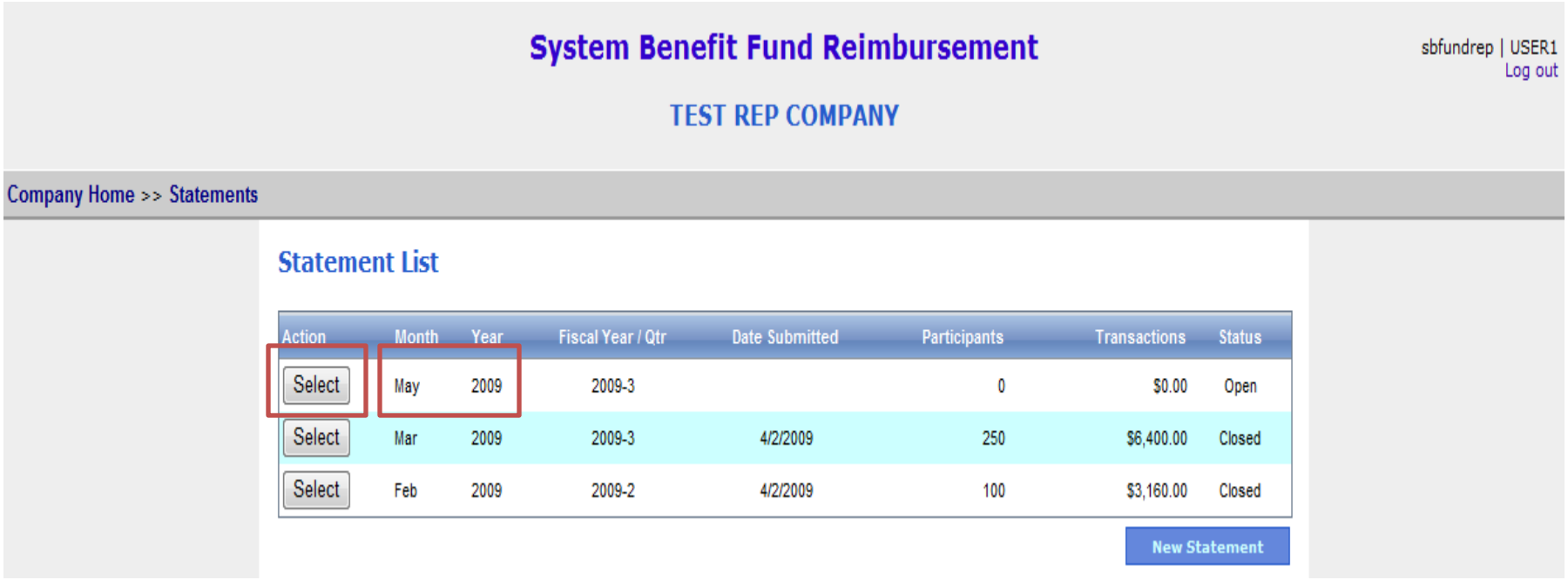
If you consider this document to be confidential, check this box. If everything is correct click “save”.

Rate Reduction Program
Reimbursement Request Procedures



Second chance before you open a new statement. Is all the information correct, if so click “OK”.

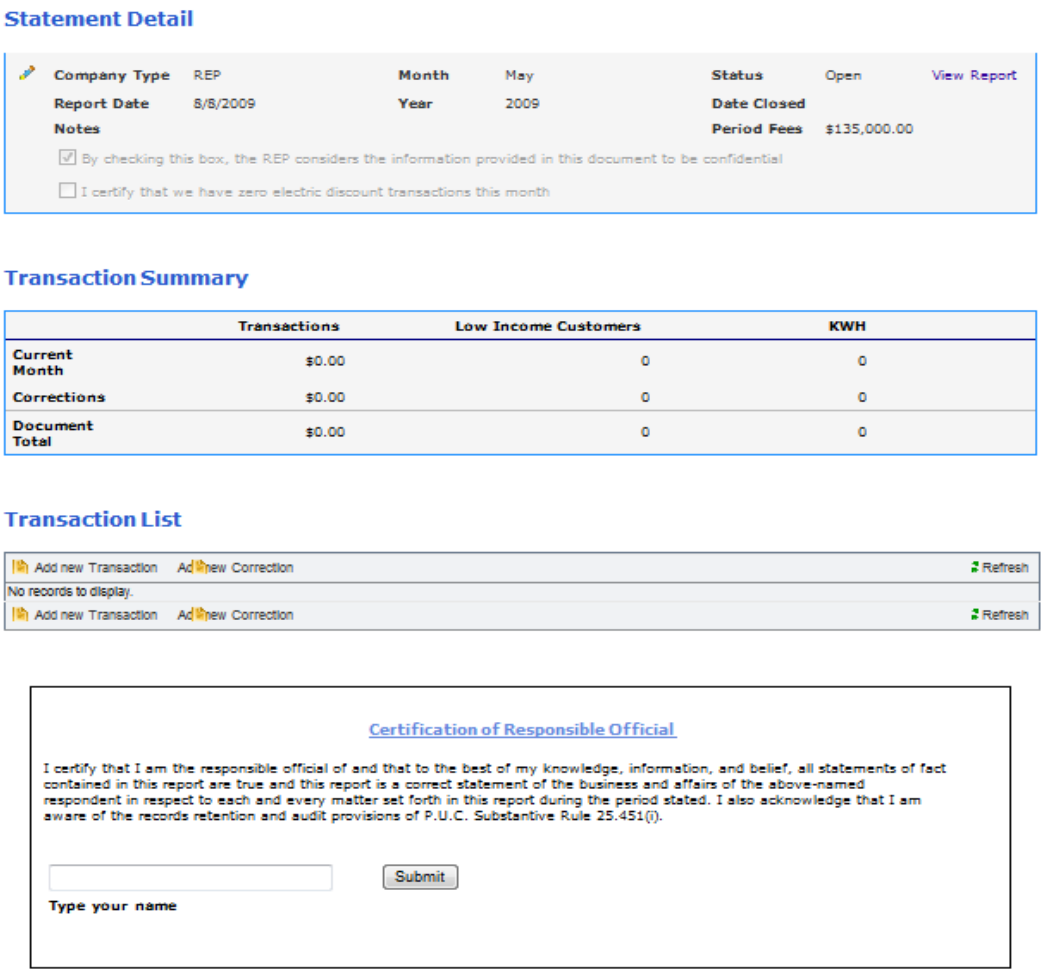
Rate Reduction Program
Reimbursement Request Procedures



The May 2009 form has been created. Click “Select” to open for input.

Next we will discuss the four sections that make up the "Statement Detail".

Rate Reduction Program
Reimbursement Request Procedures



Statement Detail

Company Type	REP	Month	May	Status	Open	View Report
Report Date	8/8/2009	Year	2009	Date Closed		
Notes				Period Fees	$135,000.00	

☑ By checking this box, the REP considers the information provided in this document to be confidential

☐ I certify that we have zero electric discount transactions this month

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$0.00	0	0
Corrections	$0.00	0	0
Document Total	$0.00	0	0

Transaction List

Add new Transaction Add new Correction Refresh

No records to display.

Add new Transaction Add new Correction Refresh

Certification of Responsible Official

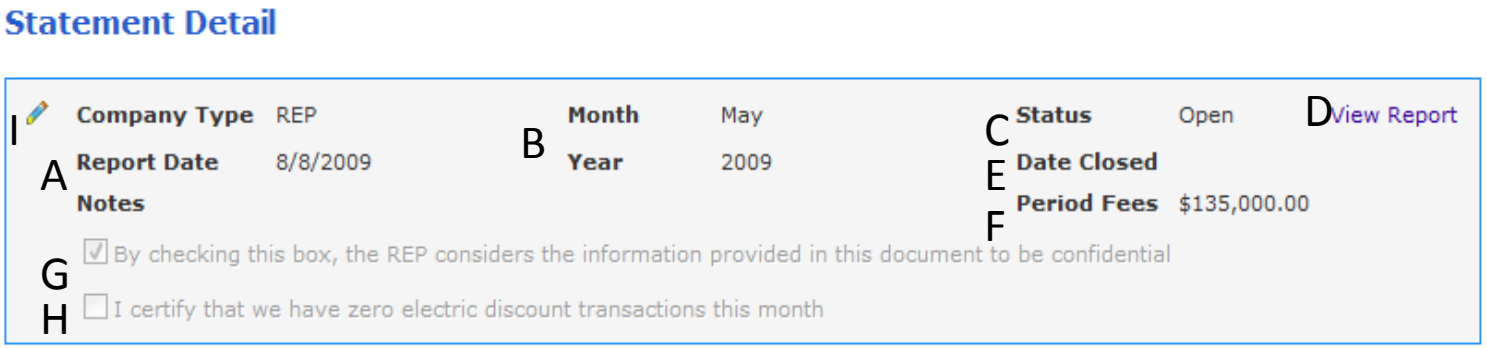
I certify that I am the responsible official of and that to the best of my knowledge, information, and belief, all statements of fact contained in this report are true and this report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth in this report during the period stated. I also acknowledge that I am aware of the records retention and audit provisions of P.U.C. Substantive Rule 25.451(i).

Submit

Type your name

The entire statement input form.

Rate Reduction Program
Reimbursement Request Procedures



A	Report Date is the date the record is created.
B	Month and Year indicates the time frame this report is for.
C	Status lets you know if this statement has been submitted. If the statement has been submitted the status would show closed, if not the status would show open.
D	View Report is a printable report from the transaction on this input screen.
E	Date Closed is the date the request is submitted.
F	Period Fees is the amount submitted for the System Benefit Fees..
G	Confidentiality box lets this document remain confidential.
H	Companies that have zero discount transactions must click this box and submit.
I	If you need to edit Period Fees, Forgot to check the confidential box or if you need to check to certify you do not have any discount transactions for the month.

Rate Reduction Program
Reimbursement Request Procedures

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$0.00	0	0
Corrections	$0.00	0	0
Document Total	$0.00	0	0

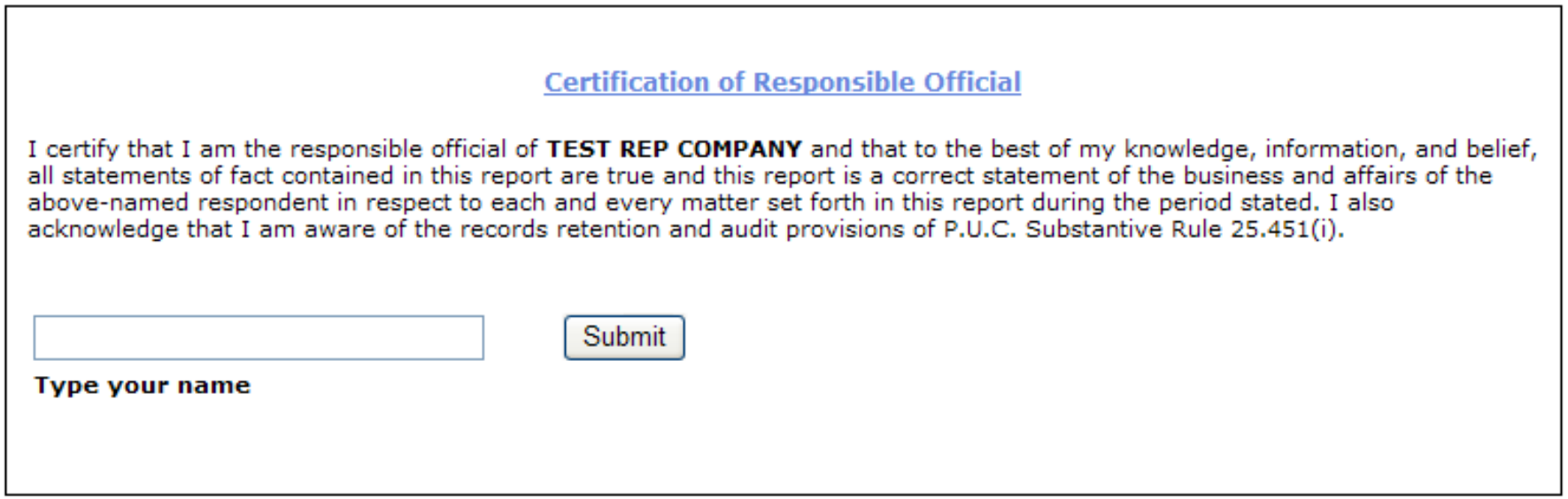
Transaction Summary is just that. It will summarize all current month and correction transactions on the statement you are working in.

Rate Reduction Program
Reimbursement Request Procedures

Transaction List is where all your statement input will be.

- **Add New Transaction** is clicked when you need to add reimbursement information for the current month.
- **Add New Correction** is clicked if you need to add a correction to a prior submitted report.
- We will go into more detail later in the presentation on Transaction List.

Rate Reduction Program
Reimbursement Request Procedures

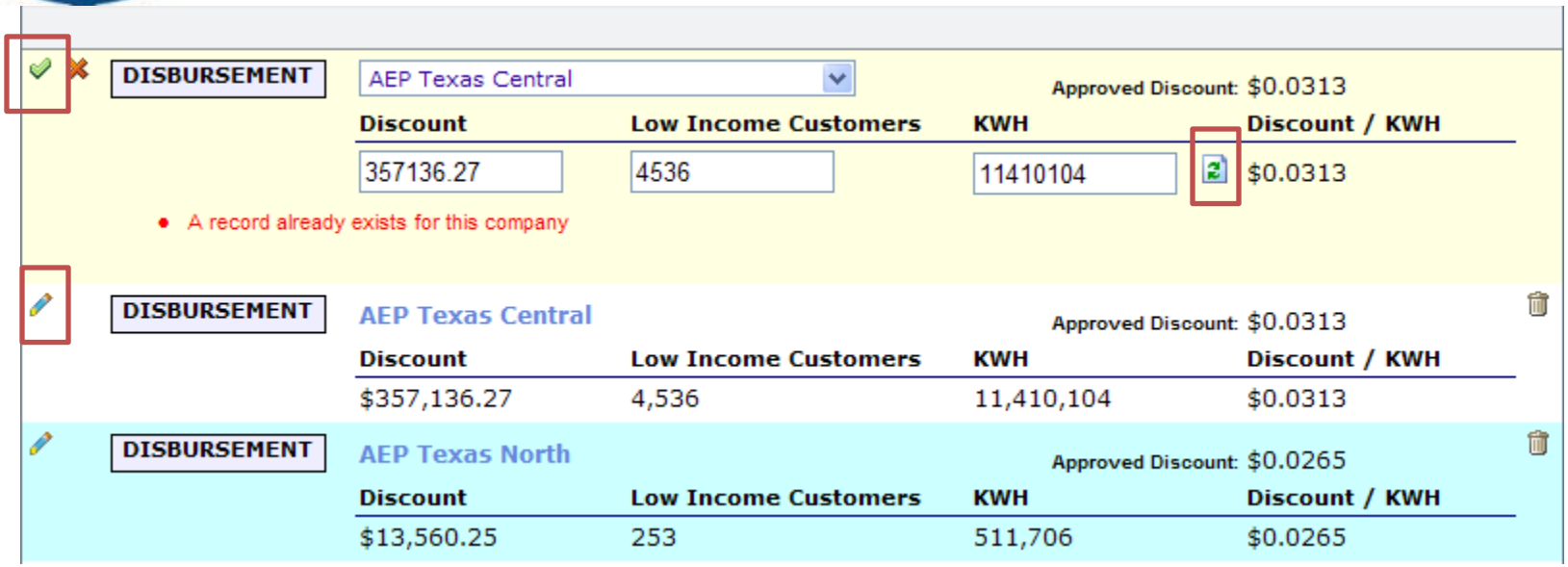


When all information has been input and the rates are correct, the REPs responsible official will type in their name and click “Submit”. **If the rates are correct the statement will close and be a read only file and if the rates are incorrect and error message will appear.**

Rate Reduction Program
Reimbursement Request Procedures

The following are tools and error code explanations.

Rate Reduction Program
Reimbursement Request Procedures

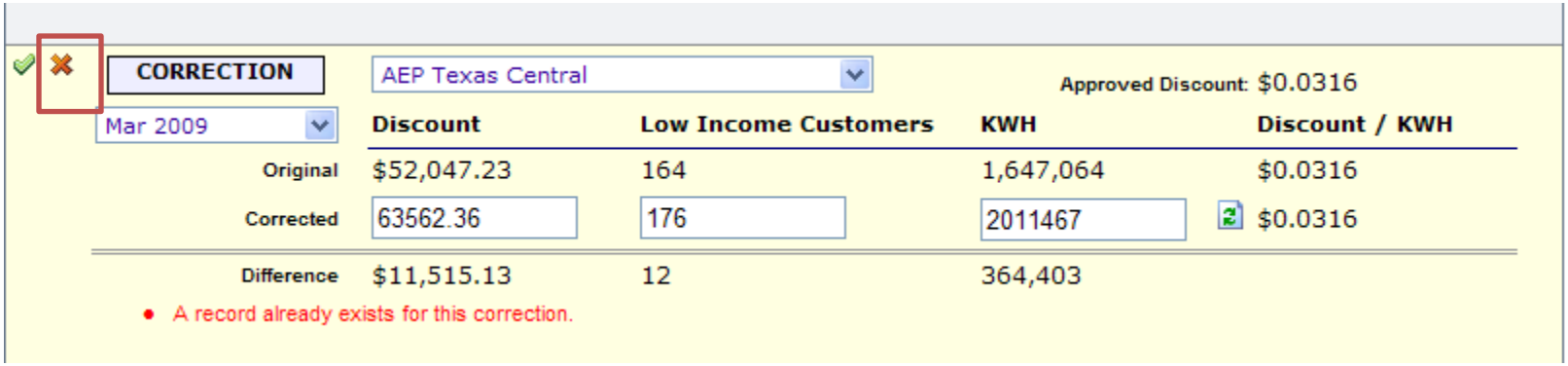


Refresh- This will refresh the calculated discount rate.

Insert – This will insert a record into the Summary Transactions.

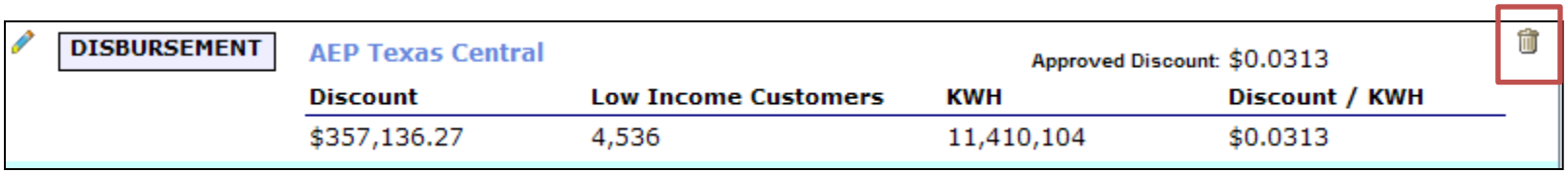
Edit – This will allow an inserted record to be opened for editing.

Rate Reduction Program
Reimbursement Request Procedures



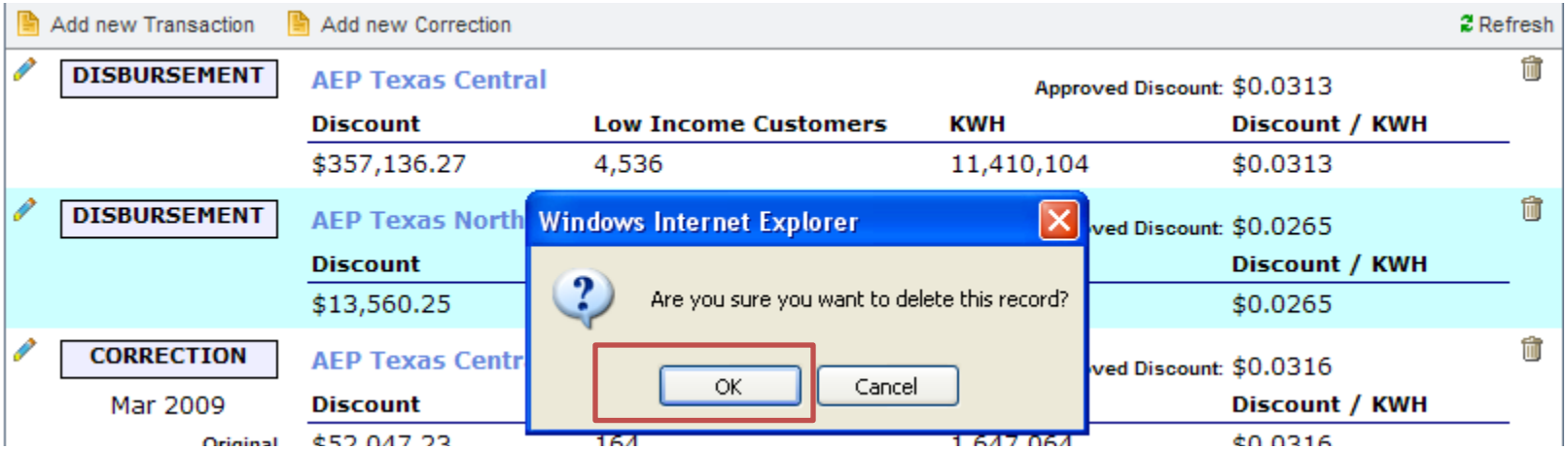
If you need to cancel a record before you insert it into the reimbursement request you will click the cancel button.

Rate Reduction Program
Reimbursement Request Procedures



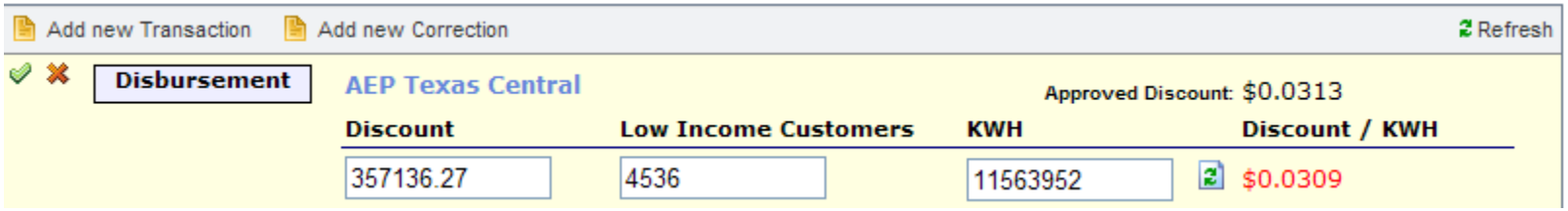
If you need to delete a record after you insert it into the reimbursement request you will click the delete button.

Rate Reduction Program
Reimbursement Request Procedures



If you still need to delete this record click OK if not click cancel.

Rate Reduction Program
Reimbursement Request Procedures



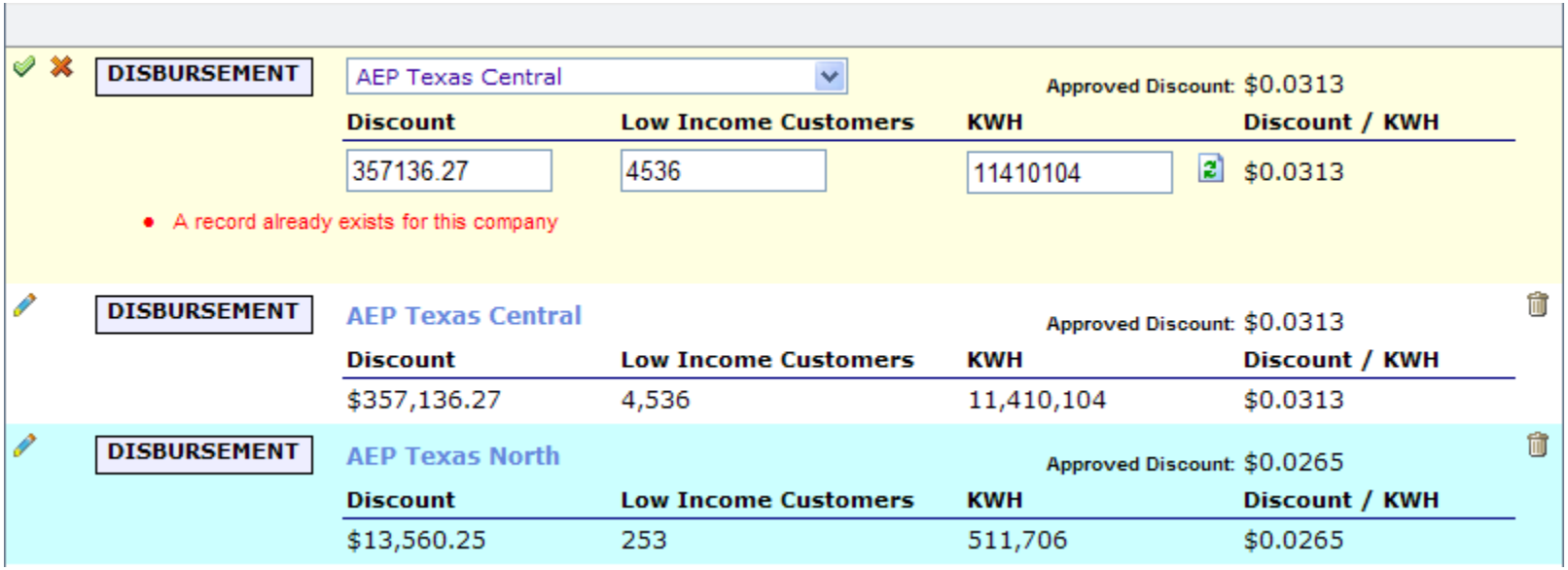
Your rate is off. You can still insert the record but you will not be able to submit.

Your rate is off. This what appears when you try to submit a reimbursement request with a rate that is off. You will need to go back and edit the record that is incorrect and resubmit.

Rate Reduction Program
Reimbursement Request Procedures

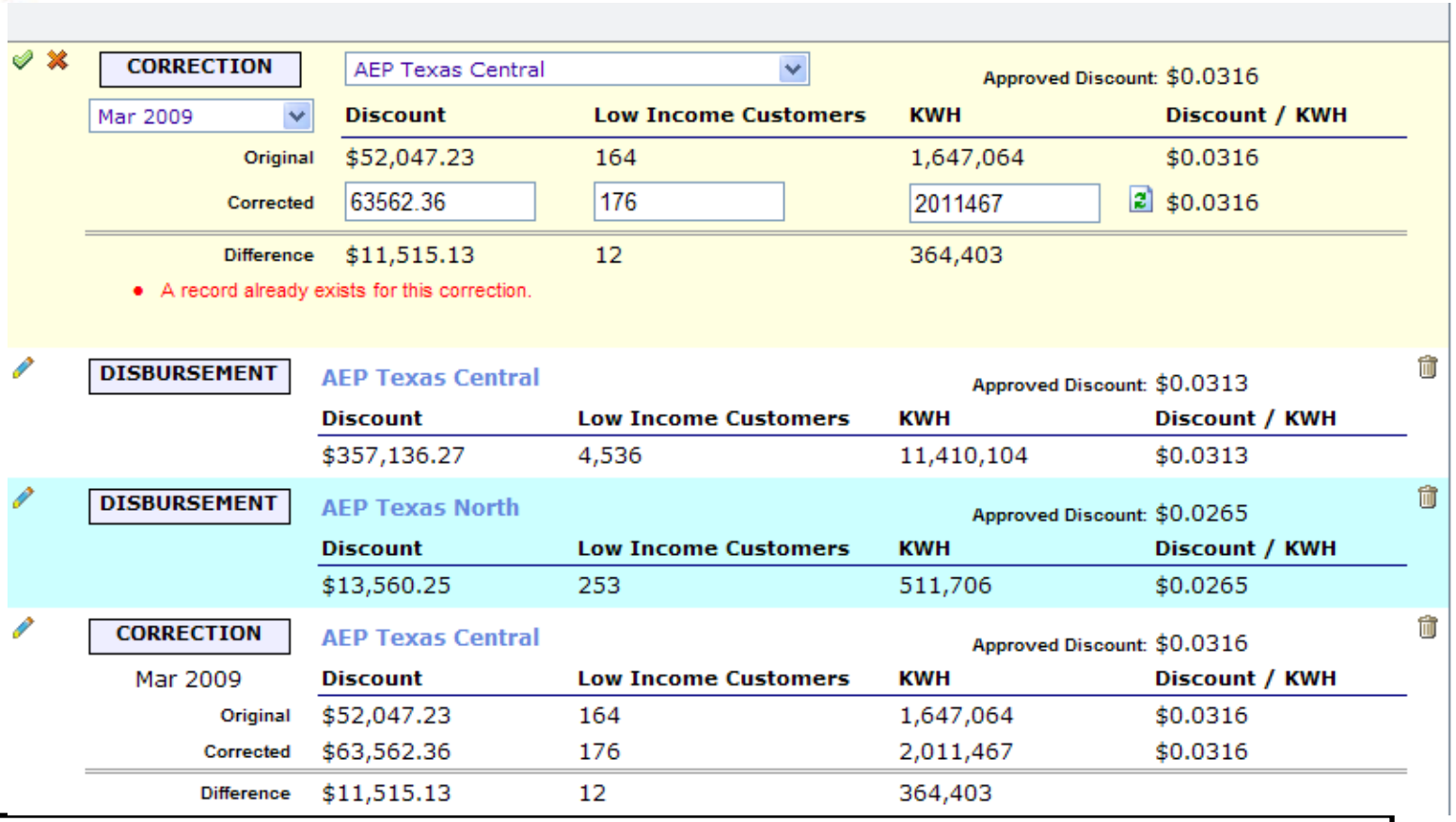
When the reimbursement request was submitted, there was no responsible official name typed in this field. The REP will need to type in the officials name and resubmit.

Rate Reduction Program
Reimbursement Request Procedures



A second record is trying to be inserted for the same TDU on this current months reimbursement request.

Rate Reduction Program
Reimbursement Request Procedures



CORRECTION — AEP Texas Central — Approved Discount: $0.0316

Mar 2009

	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected	63562.36	176	2011467	$0.0316
Difference	$11,515.13	12	364,403	

- A record already exists for this correction.

DISBURSEMENT — AEP Texas Central — Approved Discount: $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT — AEP Texas North — Approved Discount: $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

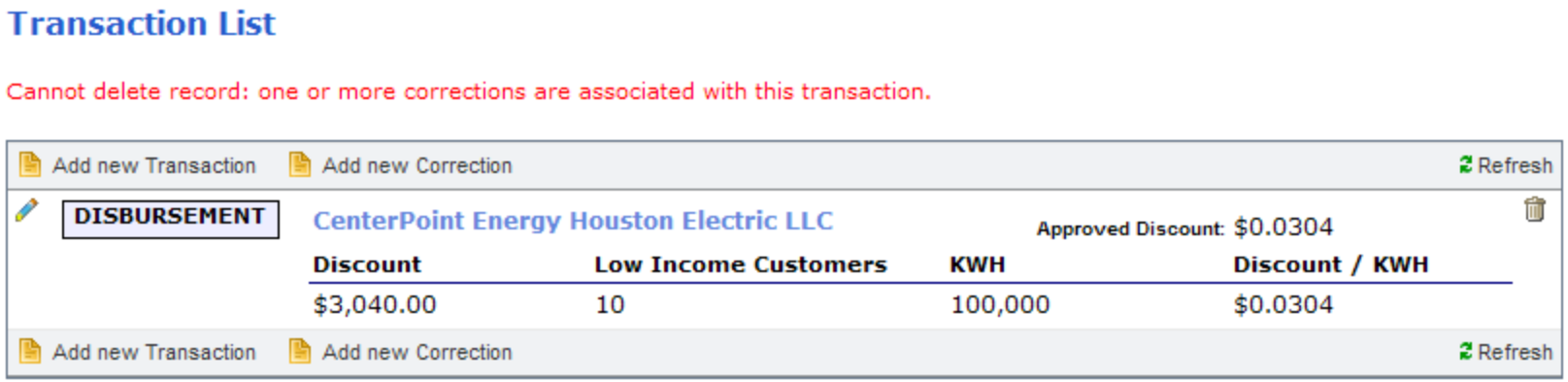
CORRECTION — AEP Texas Central — Approved Discount: $0.0316

Mar 2009

	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected	$63,562.36	176	2,011,467	$0.0316
Difference	$11,515.13	12	364,403	

A second record is trying to be inserted for a TDU on the current months reimbursement request as a correction for a TDU for the same month and year.

Rate Reduction Program
Reimbursement Request Procedures



If you have 2 statement periods open and you try to delete a transaction in which you have a correction in the following open month, the system will not allow you to complete this task.

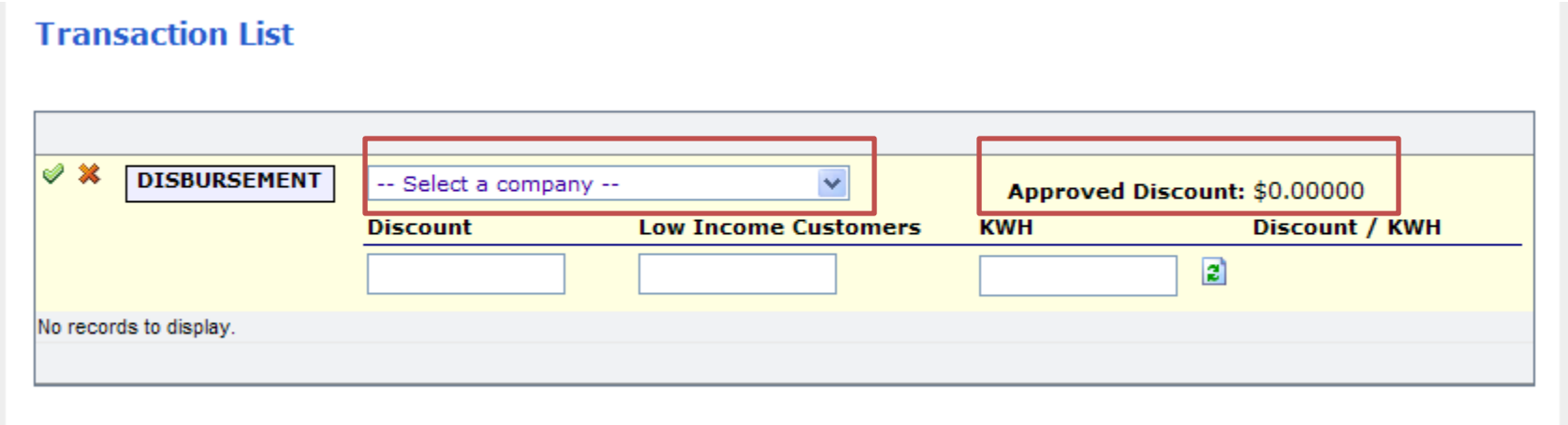
Rate Reduction Program
Reimbursement Request Procedures

Lets start adding transactions.

Rate Reduction Program
Reimbursement Request Procedures

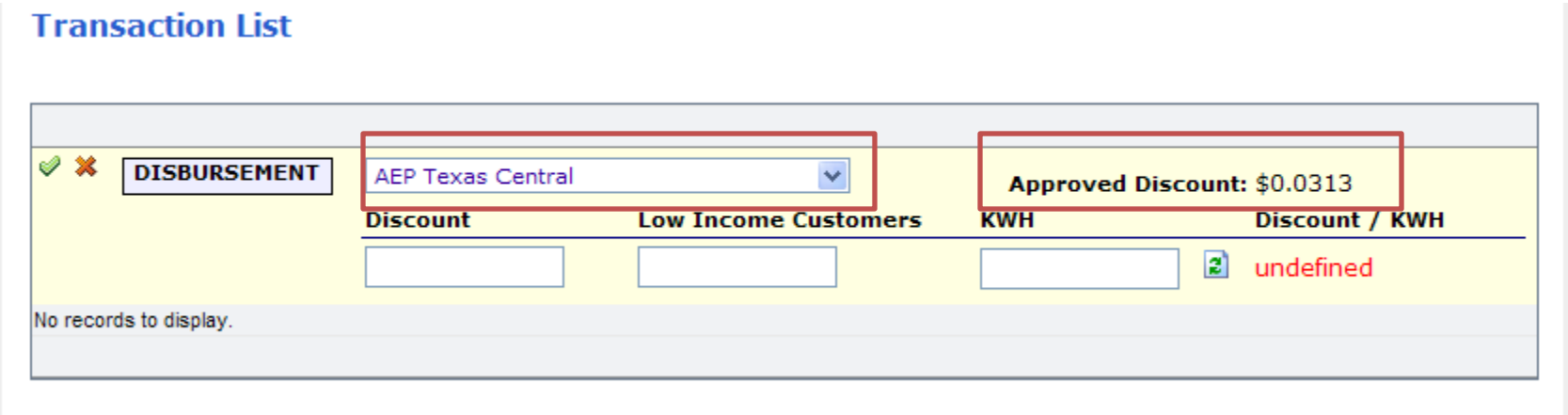
Click " Add New Transaction". You can click either "Add New Transaction. There is one at the top and bottom of the record and since there are no transactions yet they are next to each other.

Rate Reduction Program
Reimbursement Request Procedures



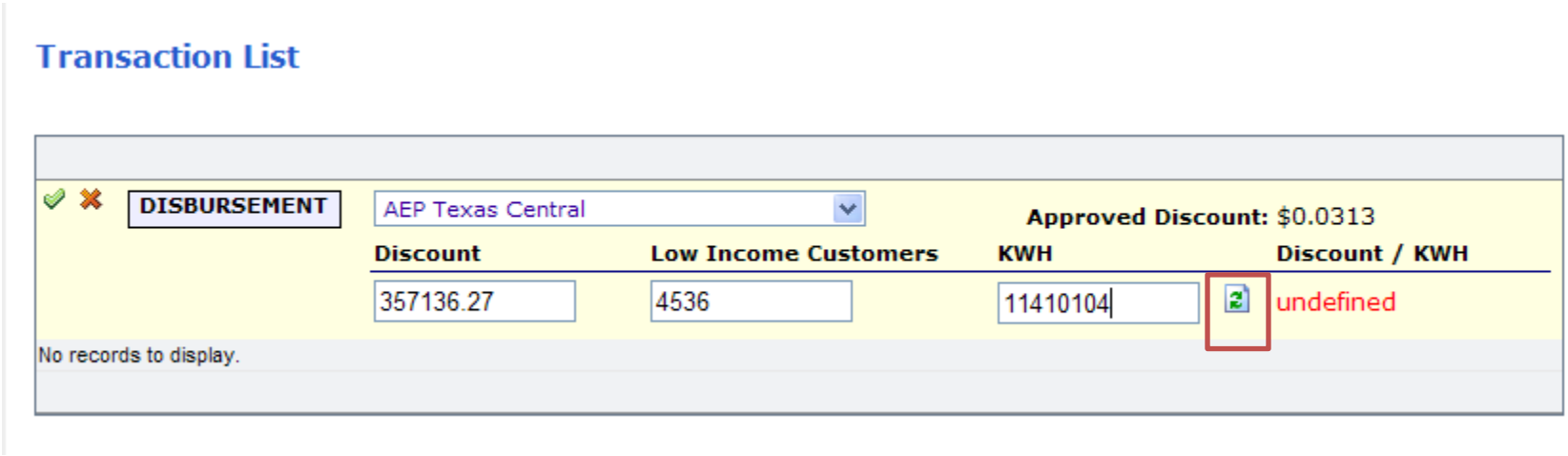
Select the TDU from the drop down box for which you are seeking reimbursement. Once you select the TDU the approved rate for that month will automatically appear to the right of that selected TDU.

Rate Reduction Program
Reimbursement Request Procedures



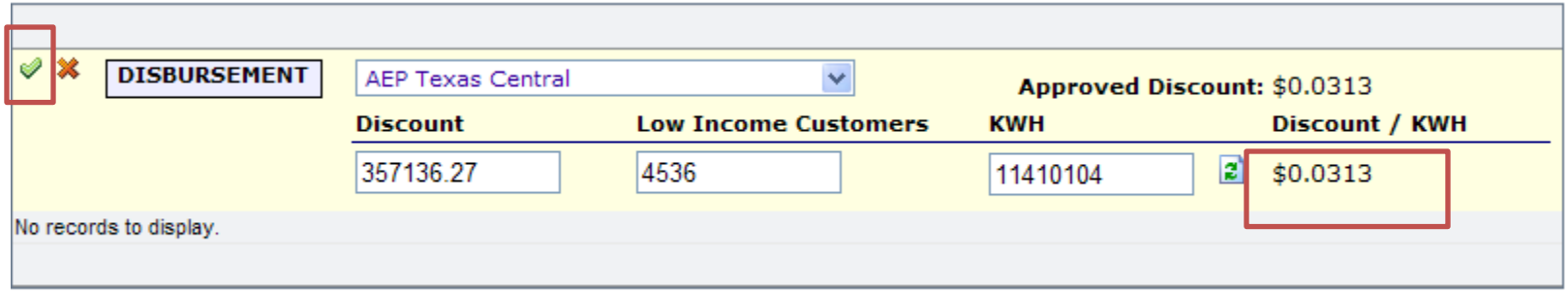
AEP Texas Central was selected. The approved rate for May 2009 in the AEP Texas Central territory is $.0313. The rate given for discount by any rep in this territory MUST be equal to the commission approved rate for that territory.

Rate Reduction Program
Reimbursement Request Procedures



This example of reimbursement for the AEP Texas Central territory is:
Discount - $357,136.27
Low Income Customers – 4,536
kWh discount is for – 11,410,104.
After input click refresh to see that the rate is correct

Rate Reduction Program
Reimbursement Request Procedures



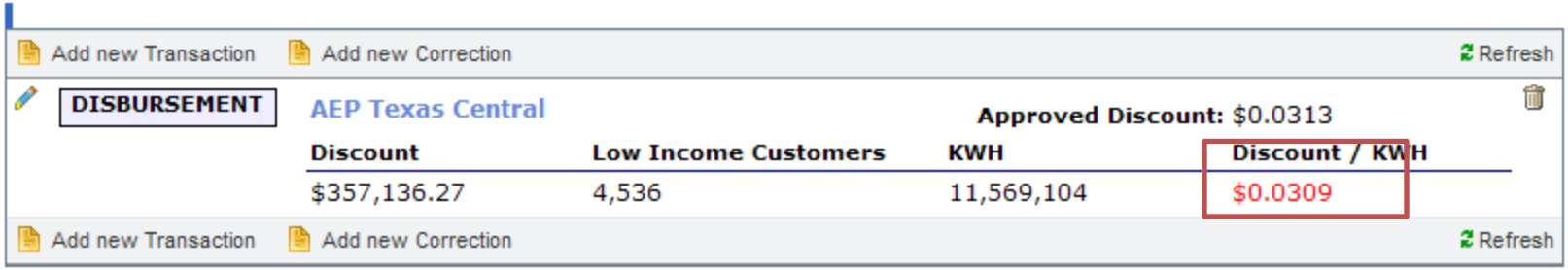
The rate is correct. You can now insert the record. Click the green check mark to insert.

It is important to note that you MUST insert the record before you go to next record. If you do not insert this record and you submit document, the record will delete itself.

Rate Reduction Program
Reimbursement Request Procedures

This is what the record looks like after it has been inserted. Remember, the system will allow you to insert an incorrect rate but you will not be able to submit the reimbursement request. You can still edit the record until you submit for reimbursement by clicking the green pencil.

Rate Reduction Program
Reimbursement Request Procedures



FYI - This is how the record looks if the rate does not match.

Go through the steps and add AEP Texas North.
Discount - $13,560.25
Low Income Customers – 253
kWh discount is for – 511,706

Rate Reduction Program
Reimbursement Request Procedures

Transaction List

Add new Transaction | Add new Correction | Refresh

DISBURSEMENT — AEP Texas Central — **Approved Discount:** $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT — AEP Texas North — **Approved Discount:** $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

Add new Transaction | Add new Correction | Refresh

As you can see AEP Texas North rate was correct.

Rate Reduction Program
Reimbursement Request Procedures

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$370,696.52	4,789	11,921,810
Corrections	$0.00	0	0
Document Total	$370,696.52	4,789	11,921,810

Transaction List

Add new Transaction | Add new Correction | Refresh

DISBURSEMENT AEP Texas Central — **Approved Discount:** $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT AEP Texas North — **Approved Discount:** $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

Add new Transaction | Add new Correction | Refresh

This is how the Transaction Summary rolls up the detail transaction.

Rate Reduction Program
Reimbursement Request Procedures

Lets add a correction.

Rate Reduction Program
Reimbursement Request Procedures

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$370,696.52	4,789	11,921,810
Corrections	$0.00	0	0
Document Total	$370,696.52	4,789	11,921,810

Transaction List

Add new Transaction | Add new Correction | Refresh

DISBURSEMENT — AEP Texas Central — Approved Discount: $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT — AEP Texas North — Approved Discount: $0.0265

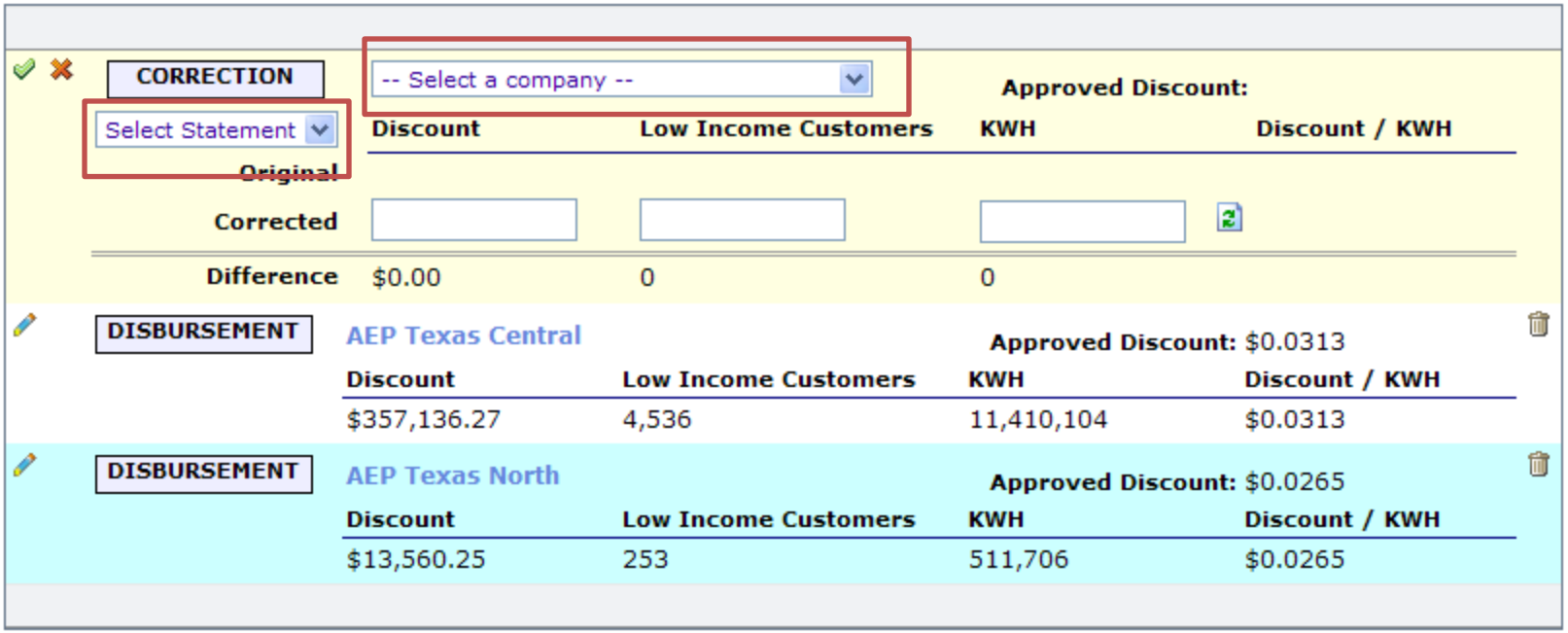
Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

Add new Transaction | Add new Correction | Refresh

Click “Add New Correction”.

Rate Reduction Program
Reimbursement Request Procedures

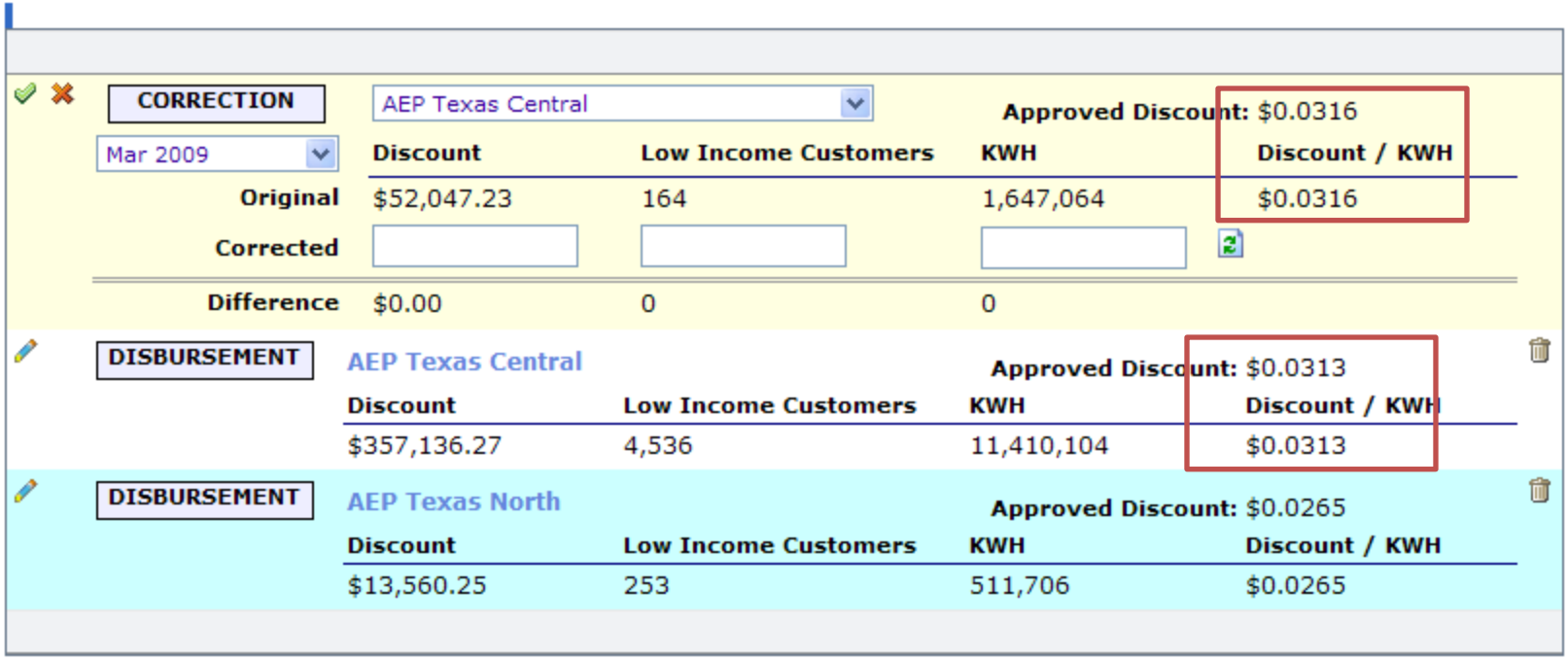
Transaction List



Click the drop down box on the “Select Statement” you need to correct. Then click the drop down box to select the TDU territory you need to correct.

Rate Reduction Program
Reimbursement Request Procedures

Transaction List



CORRECTION — AEP Texas Central — Approved Discount: $0.0316

Mar 2009

	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected				
Difference	$0.00	0	0	

DISBURSEMENT — AEP Texas Central — Approved Discount: $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

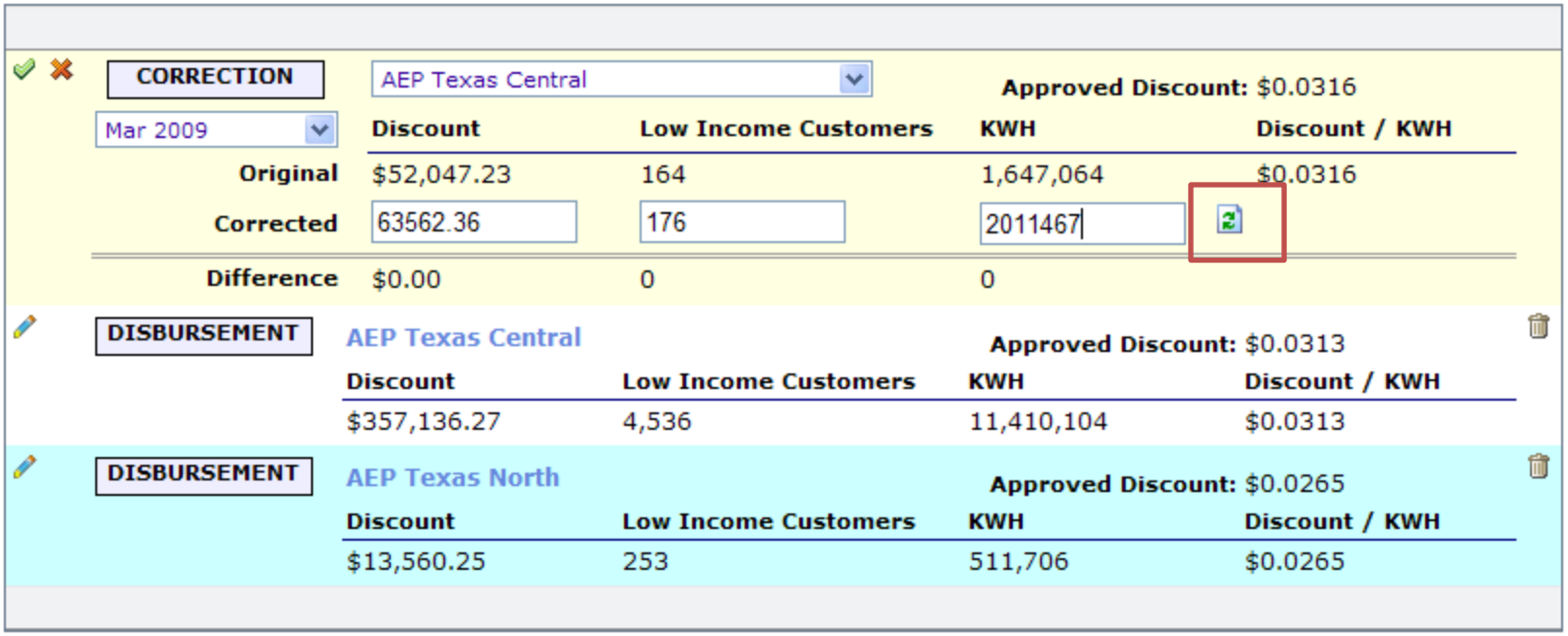
DISBURSEMENT — AEP Texas North — Approved Discount: $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

We are correcting AEP Texas Central record from March 2009. You can see that the system brings up the approved rate from the month of the correcting record which is different from the current months approved rate of $0.0313.

Rate Reduction Program
Reimbursement Request Procedures

Transaction List



CORRECTION — AEP Texas Central — **Approved Discount:** $0.0316

Mar 2009

	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected	63562.36	176	2011467	
Difference	$0.00	0	0	

DISBURSEMENT — AEP Texas Central — **Approved Discount:** $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

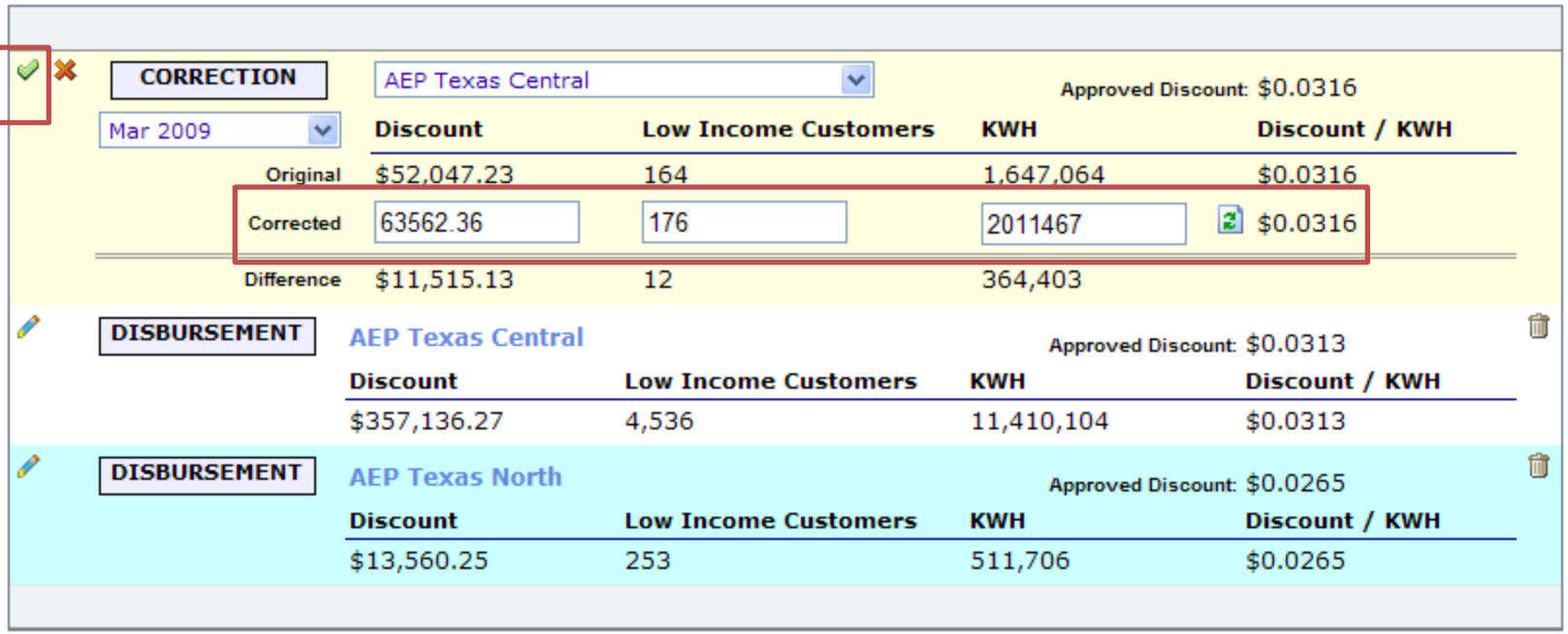
DISBURSEMENT — AEP Texas North — **Approved Discount:** $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

Click the update button.

Rate Reduction Program
Reimbursement Request Procedures

Transaction List



The corrected figures for March 2009 are the total amount for that territory. The system will calculate the difference between what has been processed and what the totals are for the corrected amount. This amount is netted in the current months payment. The system will also calculate the rate used for the corrected amount. If the rate is not correct you will not be able to submit the document for payment. Click the insert check mark to insert record.

Rate Reduction Program
Reimbursement Request Procedures

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$370,696.52	4,789	11,921,810
Corrections	$11,515.13	12	364,403
Document Total	$382,211.65	4,801	12,286,213

Transaction List

Add new Transaction | Add new Correction | Refresh

DISBURSEMENT — AEP Texas Central — Approved Discount: $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT — AEP Texas North — Approved Discount: $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

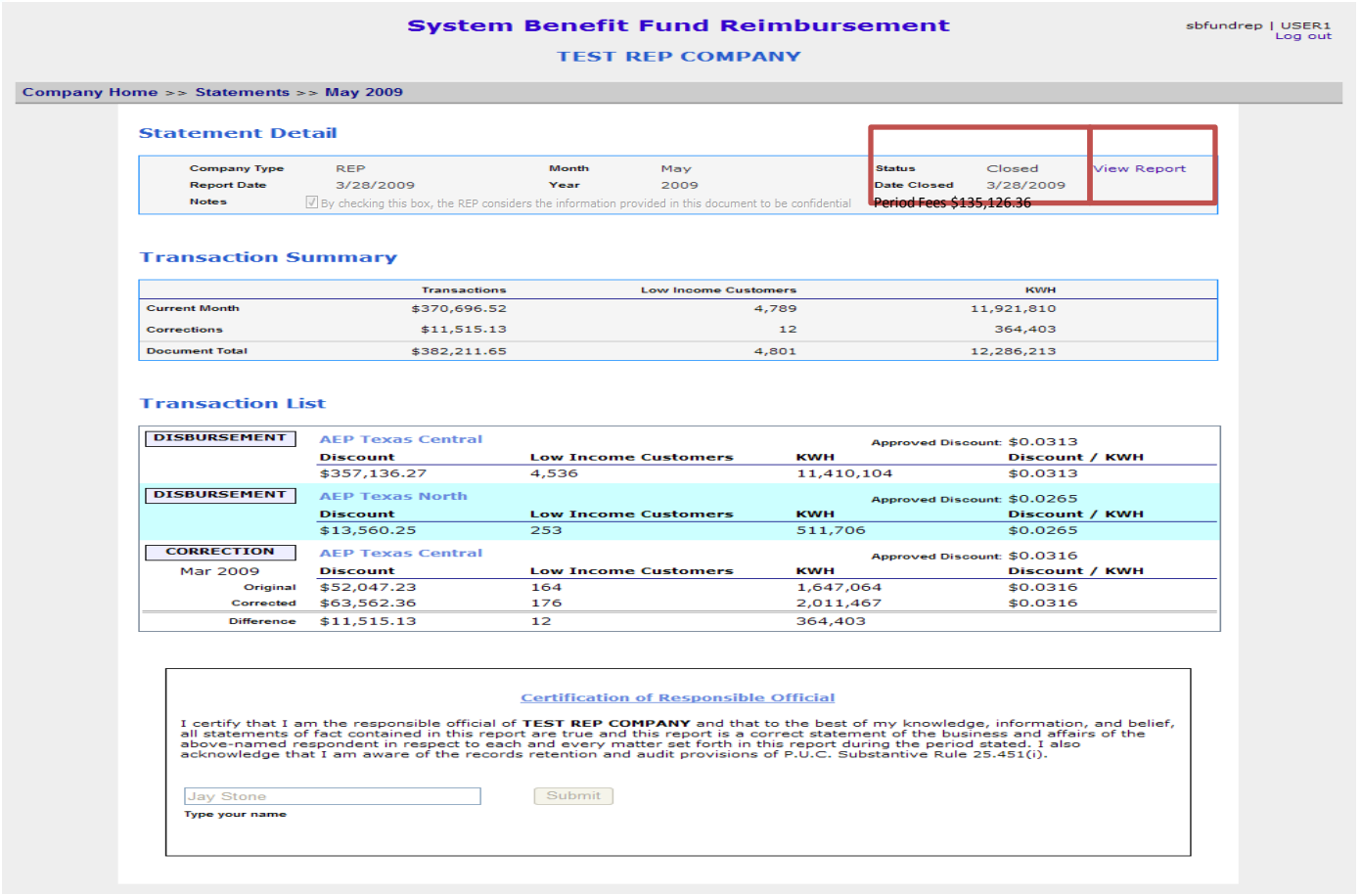
CORRECTION — AEP Texas Central — Approved Discount: $0.0316

Mar 2009	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected	$63,562.36	176	2,011,467	$0.0316
Difference	$11,515.13	12	364,403	

Add new Transaction | Add new Correction | Refresh

In the transaction summary the current month transactions and corrected previous months transactions are on separate lines. If you are done adding transactions you can submit this to the PUC for processing.

Rate Reduction Program
Reimbursement Request Procedures



System Benefit Fund Reimbursement

TEST REP COMPANY

sbfundrep | USER1
Log out

Company Home >> Statements >> May 2009

Statement Detail

Company Type	REP	Month	May	Status	Closed
Report Date	3/28/2009	Year	2009	Date Closed	3/28/2009
Notes	☑ By checking this box, the REP considers the information provided in this document to be confidential			Period Fees $135,126.36	

View Report

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$370,696.52	4,789	11,921,810
Corrections	$11,515.13	12	364,403
Document Total	$382,211.65	4,801	12,286,213

Transaction List

DISBURSEMENT — AEP Texas Central — Approved Discount: $0.0313

Discount	Low Income Customers	KWH	Discount / KWH
$357,136.27	4,536	11,410,104	$0.0313

DISBURSEMENT — AEP Texas North — Approved Discount: $0.0265

Discount	Low Income Customers	KWH	Discount / KWH
$13,560.25	253	511,706	$0.0265

CORRECTION — AEP Texas Central — Approved Discount: $0.0316

Mar 2009	Discount	Low Income Customers	KWH	Discount / KWH
Original	$52,047.23	164	1,647,064	$0.0316
Corrected	$63,562.36	176	2,011,467	$0.0316
Difference	$11,515.13	12	364,403	

Certification of Responsible Official

I certify that I am the responsible official of **TEST REP COMPANY** and that to the best of my knowledge, information, and belief, all statements of fact contained in this report are true and this report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth in this report during the period stated. I also acknowledge that I am aware of the records retention and audit provisions of P.U.C. Substantive Rule 25.451(i).

Jay Stone
Type your name

Submit

This document has been submitted and closed. The rep can only view the reimbursement request. The rep can click the view report to print a copy of the submittal. Once the REP submits the reimbursement request, the system will email the PUC that a request is ready for review. Notice the document is closed.

Report

Public Utility Commission of Texas

RETAIL ELECTRIC PROVIDER
Reimbursement for Rate Reduction Discount
CONFIDENTIAL

Printed: Saturday, March 28, 2009

1. Tax Payer ID No:
1234567890

2. Reporting Period:
May / 2009

3. Report Submission Date:
3/28/2009

4. Company Name:
TEST REP COMPANY

Contact: Jay Stone
Phone: (512) 936-7000
Alt:
Fax: (512) 936-7001

5. Headquarters Address:
1701 N Congress Ave
Austin, TX 78701

Mailing Address:
1701 N Congress Ave
Austin, TX 78701

6. Certificate No:
40018

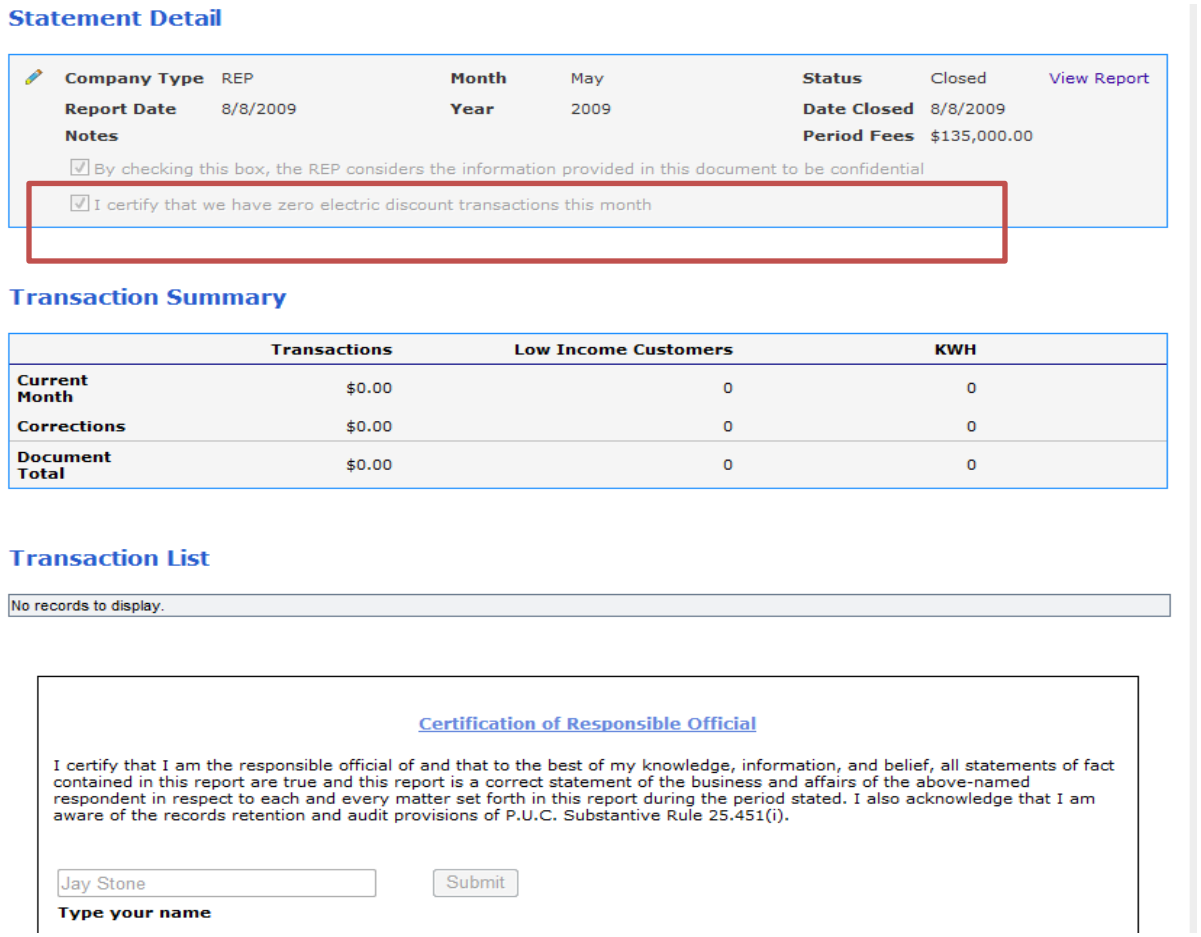
Transactions

Type	TDU Service Area:	Number of Low Income Customers:	Number of KWH billed:	Amount of Rate Discount:
Disbursement	AEP Texas Central	4,536	11,410,104	$357,136.27
Disbursement	AEP Texas North	253	511,706	$13,560.25
Correction	AEP Texas Central	12	364,403	$11,515.13

Totals

	Reporting Period	YTD
Amount of System Benefit Fees Billed to you during the period:	$135,126.36	$0.00
Number of low-income customer accounts discounted during the period:	4,801	4,965
Aggregate energy in kilowatt hours billed to low-income customers enrolled in rate-reduction program during period:	12,286,213	13,933,277
Amount of Corrections during the period:	$11,515.13	$11,515.13
Amount of rate discounts provided during the reporting period:	$370,696.52	$422,743.75
Total Amount of reimbursement requested for the current reporting period:	**$382,211.65**	**$434,258.88**

Rate Reduction Program
Reimbursement Request Procedures



Statement Detail

Company Type	REP	**Month**	May	**Status**	Closed
Report Date	8/8/2009	**Year**	2009	**Date Closed**	8/8/2009
Notes				**Period Fees**	$135,000.00

View Report

☑ By checking this box, the REP considers the information provided in this document to be confidential

☑ I certify that we have zero electric discount transactions this month

Transaction Summary

	Transactions	Low Income Customers	KWH
Current Month	$0.00	0	0
Corrections	$0.00	0	0
Document Total	$0.00	0	0

Transaction List

No records to display.

Certification of Responsible Official

I certify that I am the responsible official of and that to the best of my knowledge, information, and belief, all statements of fact contained in this report are true and this report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth in this report during the period stated. I also acknowledge that I am aware of the records retention and audit provisions of P.U.C. Substantive Rule 25.451(i).

Jay Stone Submit

Type your name

If you are submitting a zero electric discount transaction month, after you check the appropriate box you must submit the statement detail page the same way as if you had transactions. Put the name of the responsible official in the "Certification of Responsible Official" box and click submit.

Rate Reduction Program
Reimbursement Request Procedures

PUC Contacts:

Lisa Pawlik (512) 936-7257
lisa.pawlik@puc.state.tx.us

Jay Stone (512) 936-7425
Jay.stone@puc.state.tx.us