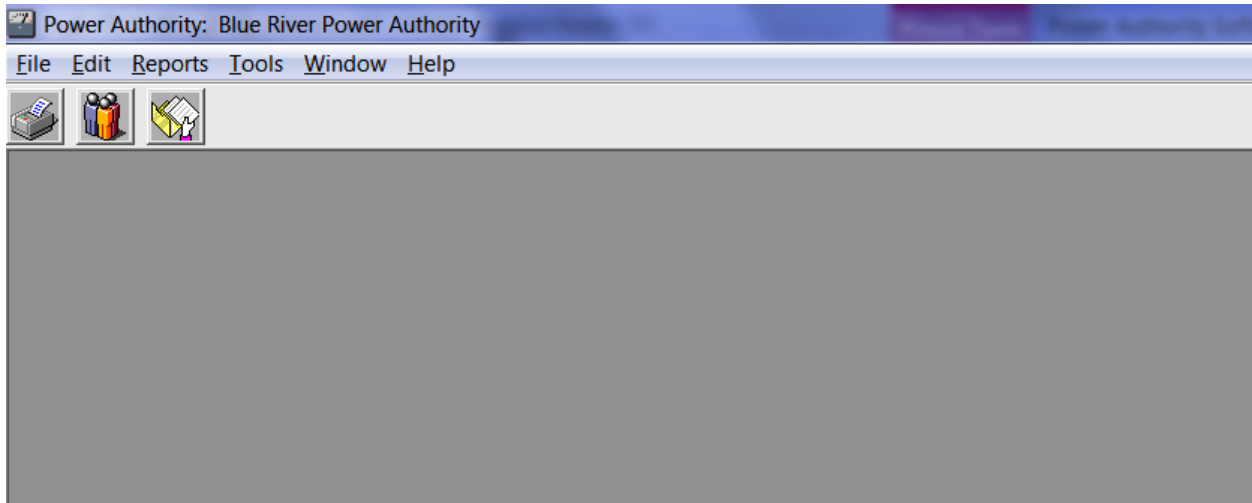


Power Authority Software – Sample Screenshots

Main Window

Easy access to menu options and to icons:



Software Settings Window

This is where you configure all of the options listed below. If you are an Independent Power Authority operating in Ontario, you can indicate that you want the Ontario Rebate for Electricity Consumers factored into customers' bills by checking the *OREC Program* box.

Power Settings

General Settings

Name to Show on Reports: Blue River Power Authority

All text entry converted to capitals

Measurement: kWh

Receipts Print 2 Copies of Receipts (on a single sheet)

Tax Name: HST eg. HST (#123456789)

Tax Rate: 13.00 %

OREC Program Enable OREC Billing Features (starting Jan 2017)

Retroactive OREC Calculation on first billing

OCEB Program Enable OCEB Billing Features (Jan 2011 - Dec 2015)

Retroactive OCEB Calculation on first billing

Special Settings

Customer Defaults

Default Address: 123 Main Street

City: Blue River

Province: Ontario

Postal: Z0V 3E0

Number of days between Bill Date and Date Due: 30

Residential Business Government Other

Electricity Charges

	kWh/month	Cost/kWh	or Flat Fee
First	1,000	0.910000	0.00
Next	1,000	0.888300	0.00
Next	0	0.000000	0.00
Next	0	0.000000	0.00

Monthly Service Charge: 0.00

Auto Calculate Starting Meter Reading

Close

Customers Main Window

This window is where you can add a new customer, edit an existing customer, view a customer's billing history or view a complete account history for a customer.

ID	Last Name/Company	First Name	Address 1	City	Province	Postal	Phone	Band Number	Meter Number
2	ABC Ltd		2 South Ridge Road	Blue River	Ontario	Z0V 3E2	888-310-2355		5659
10	Blue River Town Hall		99 Main Street	Blue River	Ontario	Z0V 3E1	519-222-0124		5301
5	Canada Post Outlet		45 Petticoat Lane	Blue River	Ontario	Z0V 3E3	519-222-4444		5661
6	Doe	John	601 River Road	Blue River	Ontario	Z0V 3E0	519-222-5555	23564	5589
4	Joe's Pizzeria		123 Main Street	Blue River	Ontario	Z0V 3E1	519-222-3333		5660
7	Mercer	Rick	24 Robin Road	Blue River	Ontario	Z0V 3E0	519-222-4555	22288	5967
9	Moda Fina Hairstyling		10 Petticoat Lane	Blue River	Ontario	Z0V 3E3	519-222-3455		5421
8	Smith	Josie	55 Wellington Road	Blue River	Ontario	Z0V 3E0	519-222-1234	21044	5444

Billing Information Window for One Customer

This is where you can view the previous bills and payments for the customer in addition to creating a new invoice or modifying an existing invoice.

Blue River Town Hall,
 99 Main Street
 519-222-0124
 Meter # 5301

Total Outstanding: **\$663.90**

Date	kWh	Total	Type
Jun 01, 2020	793.00	\$663.90	Power
May 01, 2020	222.00	\$185.86	Power
Aug 31, 2011	123.00	\$100.74	Power
Aug 01, 2011	109.00	\$89.27	Power
Jul 01, 2011	98.00	\$80.26	Power
Jun 01, 2011	105.00	\$86.00	Power

Date	Total
May 13, 2020	\$185.86
Sep 19, 2011	\$100.74
Aug 08, 2011	\$89.27
Jul 05, 2011	\$80.26
Jun 08, 2011	\$86.00

Electricity Bill Information Window

This is where you can enter the starting and ending number readings for a new client, or the ending number reading for an existing client. The software will calculate the amount owing based upon the numbers entered.

The screenshot shows the 'Electricity Bill Information' window with the following data:

General Entry			
Billing End Period:	Jun 01, 2020		
Starting Reading:	1795.0		
Ending Reading:	2200.0		
Service Charge:	50.00		
Late Payment Fee:	0.00		
Total Bill:	\$385.07		

Scales and Costs per kWh			
	kWh Usage:	Cost/kWh	or Flat Fee
First:	1,000	0.910000	0.00
Next:	1,000	0.888300	0.00
Next:	0	0.000000	0.00
Next:	0	0.000000	0.00

Detailed Calculation	
Starting Reading:	1795.0
Ending Reading:	2200.0
kWh Used:	405.0
kWh Fee:	368.55
Flat Fee:	0.00
Service Charge:	50.00
OREC Credit:	-33.48
HST:	0.00 (0.00%)
Late Payment Fee:	0.00
Total Bill:	385.07

Meter Reading Worksheet Option

You also have the option of using the *Meter Reading Worksheet* option to ending meter readings for all customers at once instead of going into each customer's file. Just click the *Add New Worksheet* button and then the *Enter Meter Readings* button.

The screenshot shows the 'Meter Reading Worksheet' window with the following data:

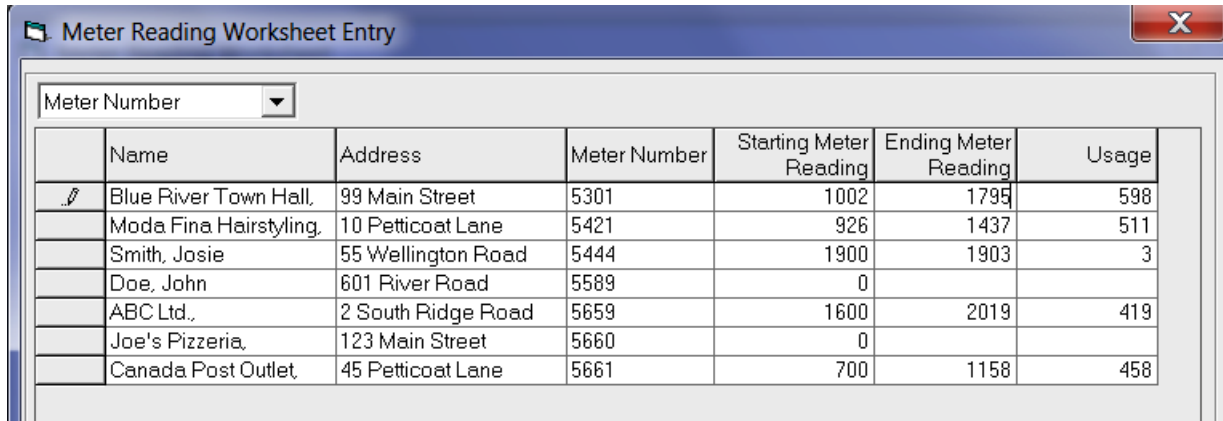
	Date Created	Invoice Date	Invoiced
▶	5/12/2020	5/12/2020	No

Meter Reading Worksheet

- Add New Worksheet
- Preview Worksheet
- Print Worksheet
- Enter Meter Readings
- Create Invoices from Worksheet
- Print Invoices
- Delete Worksheet

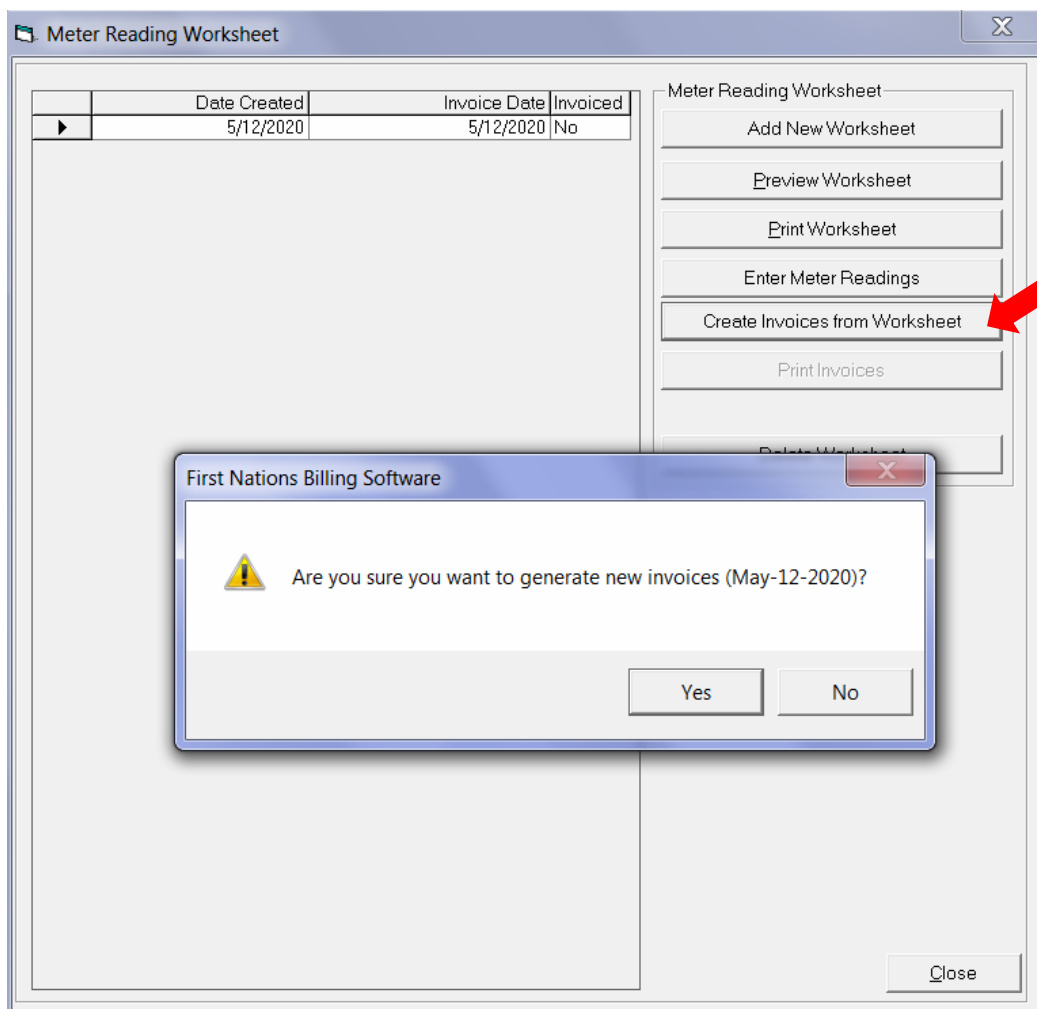
Meter Reading Worksheet Entry

This is where you will enter the ending meter readings for clients.



	Name	Address	Meter Number	Starting Meter Reading	Ending Meter Reading	Usage
/	Blue River Town Hall,	99 Main Street	5301	1002	1795	598
	Moda Fina Hairstyling,	10 Petticoat Lane	5421	926	1437	511
	Smith, Josie	55 Wellington Road	5444	1900	1903	3
	Doe, John	601 River Road	5589	0		
	ABC Ltd.,	2 South Ridge Road	5659	1600	2019	419
	Joe's Pizzeria,	123 Main Street	5660	0		
	Canada Post Outlet,	45 Petticoat Lane	5661	700	1158	458

Once you've entered the ending meter readings, you can click the *Create Invoices from Worksheet* button to generate the invoices for all clients at once.



Sample Invoice

Blue River Power Authority Invoice

<p>TO: Blue River Town Hall 99 Main Street Blue River, Ontario Z0V 3E1</p>	<p>Printed: May 13, 2020 Customer Id: 000010 Bill Id: 000111 Meter #: 5301 Due Date: Jul 01, 2020 Billing Period: May 01, 2020 to Jun 01, 2020 (32 days)</p>
--	--

Starting Meter Reading:	1,002.0	
Ending Meter Reading:	1,795.0	
Total kWh Used:	793.0	

		kWh	\$/kWh	Flat Fee	Total
* Usage Charges - Flat Fees:	\$0.00	793	0.91	0.00	\$721.83
* Usage Charges - kWh Rates:	\$721.63				
Service Charge:	\$0.00				
Ontario Rebate for Electricity Consumers:	-\$57.73				
HST:	\$0.00				
Late Payment Fee:	\$0.00				
Total Current Period Bill:	\$663.90				
Previous Balance (May 01, 2020):	\$185.86				
Payment Received (May 13, 2020):	(\$185.86)				
Total Due:	\$663.90				

Actual Usage History

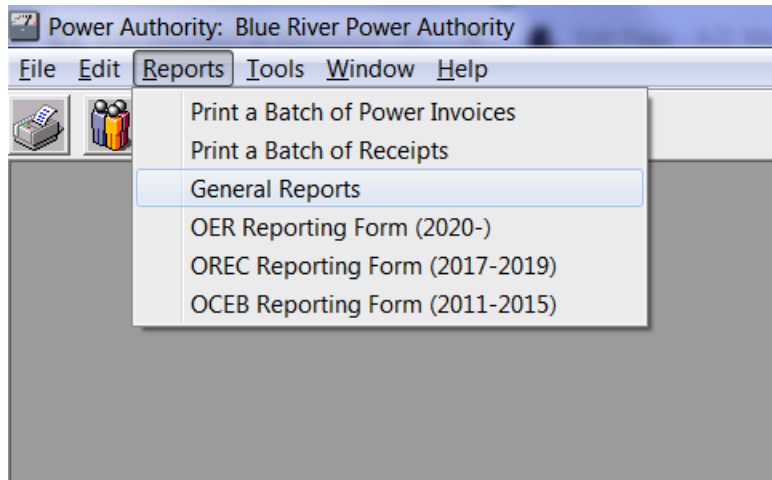
Month	kWh
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0
Jan 20	0
Feb	0
Mar	0
Apr	0
May	~100
Jun	~1100

<p><i>Please detach and return the bottom portion with your payment.</i></p> <p>Blue River Power Authority 45 Edgemere Rd. Blue River, ON Z0V 3E0</p>	<p>Due Date: <u>Jul 01, 2020</u></p> <p>Total Due: <u>\$663.90</u></p> <p>Amount Enclosed: _____</p> <p>Customer: <u>Blue River Town Hall</u> Customer ID: <u>000010</u> Bill ID: <u>000111</u></p>
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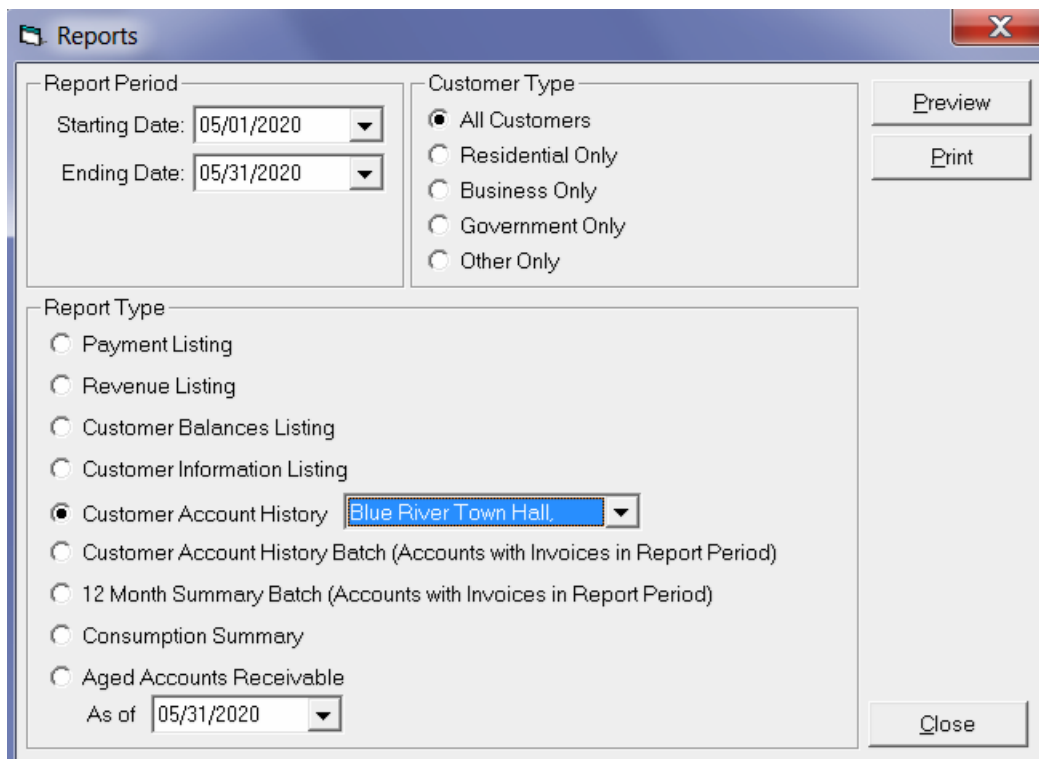
The *Actual Usage History* bar chart is an optional item that can be included on invoices.

Report Options

There are several report options available under the *General Reports* submenu:



You can input a starting and an ending date for whatever report you choose. You can also opt to generate the report for all customer types or for a particular customer type.



Sample Customer Account History Report for One Customer

Blue River Power Authority Account History

TO: Blue River Town Hall
99 Main Street
Blue River, Ontario Z0V 3E1

Printed: May 13, 2020

Customer Id: 000010

Month	Charges	Payments	Balance
June, 2011	\$86.00	\$86.00	\$0.00
July, 2011	\$80.26	\$80.26	\$0.00
August, 2011	\$190.01	\$89.27	\$100.74
September, 2011	\$0.00	\$100.74	\$0.00
May, 2020	\$185.86	\$185.86	\$0.00
Ending Period Balance:			\$0.00

Sample Revenue Listing for All Customers

Blue River Power Authority Revenue Listing

Page: 1

From Jan 01, 2020 to Dec 31, 2020

Business

Blank Group

Name	Date	kWh Used	Usage Charges		Service Charge	Late Payment	HST	Total Billed to Cust	OREC	Total Revenue
			Flat Fees	kWh Used						
ABC Ltd.	5/12/2020	419.0	0.0	381.29	0.00	0.00	0.00	350.79	\$30.50	\$381.29
Moda Fina Hairstyling	5/12/2020	511.0	0.0	465.01	0.00	0.00	0.00	427.81	\$37.20	\$465.01
Blank Group Total:		930.0	0.0	\$846.30	\$0.00	\$0.00	\$0.00	\$778.60	\$67.70	\$846.30
Business Total:		930.0	0.0	\$846.30	\$0.00	\$0.00	\$0.00	\$778.60	\$67.70	\$846.30

Government

Blank Group

Name	Date	kWh Used	Usage Charges		Service Charge	Late Payment	HST	Total Billed to Cust	OREC	Total Revenue
			Flat Fees	kWh Used						
Blue River Town Hall	5/1/2020	222.0	0.0	202.02	0.00	0.00	0.00	185.86	\$16.16	\$202.02
Canada Post Outlet	5/12/2020	458.0	0.0	416.78	0.00	0.00	0.00	383.44	\$33.34	\$416.78
Blue River Town Hall	6/1/2020	405.0	0.0	368.55	50.00	0.00	0.00	385.07	\$33.48	\$418.55
Blue River Town Hall	6/1/2020	793.0	0.0	721.63	0.00	0.00	0.00	663.90	\$57.73	\$721.63
Blank Group Total:		1,878.0	0.0	\$1,708.98	\$50.00	\$0.00	\$0.00	\$1,618.27	\$140.71	\$1,758.98
Government Total:		1,878.0	0.0	\$1,708.98	\$50.00	\$0.00	\$0.00	\$1,618.27	\$140.71	\$1,758.98

Residential

Blank Group

Name	Date	kWh Used	Usage Charges		Service Charge	Late Payment	HST	Total Billed to Cust	OREC	Total Revenue
			Flat Fees	kWh Used						
Smith, Josie	5/12/2020	3.0	0.0	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Blank Group Total:		3.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Residential Total:		3.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total:		2,811.0	0.0	\$2,555.28	\$50.00	\$0.00	\$0.00	\$2,396.87	\$208.41	\$2,605.28

Sample Customer Balances Listing Report

Blue River Power Authority Balances Listing

Page: 1

As of Dec 31, 2020

Business

Blank Group

<u>Name</u>	<u>Last Billing</u>		<u>Last Payment</u>		<u>Outstanding</u>
ABC Ltd.	05/12/2020	\$350.79	04/06/2011	\$94.19	\$1,116.57
Joe's Pizzeria	09/15/2011	\$200.00	07/12/2011	\$91.00	\$273.71
Moda Fina Hairstyling	05/12/2020	\$427.81	07/11/2011	\$99.10	\$531.82
			Blank Group Total:		\$1,922.10
			Business Total:		\$1,922.10

Government

Blank Group

<u>Name</u>	<u>Last Billing</u>		<u>Last Payment</u>		<u>Outstanding</u>
Blue River Town Hall	06/01/2020	\$663.90	05/13/2020	\$185.86	\$1,048.97
Canada Post Outlet	05/12/2020	\$383.44	08/22/2011	\$79.44	\$468.62
			Blank Group Total:		\$1,517.59
			G overnment Total:		\$1,517.59

Residential

Blank Group

<u>Name</u>	<u>Last Billing</u>		<u>Last Payment</u>		<u>Outstanding</u>
Doe, John	09/15/2011	\$155.00	08/05/2011	\$106.47	\$355.00
Mercer, Rick	08/24/2011	\$145.78	08/01/2011	\$161.34	\$145.78
Smith, Josie	08/01/2011	\$245.70	07/14/2011	\$117.12	\$170.91
			Blank Group Total:		\$671.69
			Residential Total:		\$671.69
			Report Total:		\$4,111.38

Ontario Electricity Rebate Program

If you're an Independent Power Authority operating in Ontario, you can generate the Ontario Electricity Rebate report (a sample report can be found on the following page) to submit to the Province for reimbursement. Just enter the reporting period starting and ending dates on the setup window, click the *Calculate* button and the software will automatically populate the fields for you, based upon the Ontario Rebate for Electricity Consumers amounts that were included within customers' bills:

OER Reporting Form

Name of Community: Person filing report on behalf of Distributor:

Name of Distributor: Title:

Reporting Period Start Date: Filing Date:

Reporting Period End Date: (Reporting Period is the most recent month or period to be submitted)

Month	Manual Entry	Number of Customers	Electricity Used	Sum of all Eligible Charges	OER Claim	Total OER Claim	Repaid OER to Ministry	Net OER
1	No	0	0.00	\$0.00	\$0.00	\$0.00		\$0.00
2	No	0	0.00	\$0.00	\$0.00	\$0.00		\$0.00
3	No	0	0.00	\$0.00	\$0.00	\$0.00		\$0.00
4	No	0	0.00	\$0.00	\$0.00	\$0.00		\$0.00
5	No	5	1613.00	\$1,465.10	\$117.20	\$117.20		\$117.20
6	No	2	1198.00	\$1,140.18	\$91.21	\$91.21		\$91.21
7	No							
8	No							
9	No							
10	No							
11	No							
12	No							

Sample Ontario Electricity Rebate Report

Ontario Electricity Rebate - OER

Name of the Community:	Blue River	
Name of the IPA:	Blue River Power Authority	
Monthly Billing Period:	Start Date (DD/MM/YYYY): 01/04/2020	End Date (DD/MM/YYYY): 30/06/2020

Billing Period Month	(1) Number of customer accounts	(2) Volume of electricity used by customers (kWh)	(3) Sum of all eligible charges billed to customers	(4) IPA's OER claim for the period [8% of (3)]	(5) Total amount of OER to be repaid by the IPA to the Ministry	(6) AMOUNT TO BE PAID TO THE IPA [(4) - (5)]
January	0	0.0	\$0.00	\$0.00		\$0.00
February	0	0.0	\$0.00	\$0.00		\$0.00
March	0	0.0	\$0.00	\$0.00		\$0.00
April	0	0.0	\$0.00	\$0.00		\$0.00
May	5	1,613.0	\$1,465.10	\$117.20		\$117.20
June	2	1,198.0	\$1,140.18	\$91.21		\$91.21
Year to Date		2,811.0	\$2,605.28	\$208.41	\$0.00	\$208.41

I certify that:

- (1) I have the authority to bind the organization,
- (2) the amount of Ontario Electricity Rebate (OER) claimed by the IPA in Column (4) has been credited to customers.
- (3) all information set out in this form is true, correct and complete,
- (4) the IPA has administered the OER in accordance with the Agreement held between the Province and the IPA.

Pam Power Name of authorized person (print clearly) _____ Signature _____	Power Authority Manager Title _____ 02/07/2020 Date (DDMM/YYYY) _____
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