

Rate Properties

Description

A Vendor provides a Rate Code(s) for each commodity for which services are offered. Those rates have properties attached to them that can be managed.

This topic will...

- describe the process for adding a the Rate Properties associated with a Rate.

Prerequisites

- The ability to add a Rate Properties requires permissions associated with the following User Roles:
 - Administrator - Full Access
 - Bill Entry & Account Setup

Step-by-Step

1. Select **Vendors & Rates** from the Main Menu. The Vendors & Rates navigation tree view will be displayed on the left.
2. Select the rate.
3. Select the Rate Properties tab.
4. From the Rate Properties tab, manipulate the Usage Rate, Meter Charges and Account Charges until it correctly depicts the Rate Properties.

The screenshot shows the EnergyCAP web application interface. At the top, there is a navigation bar with 'Home', 'Help', 'More', and 'Log Out' options. Below this is a search bar with the text 'Search for Acct, Bldg, Meter by code or name'. The main content area is titled 'Vendors & Rates' and 'Rate Properties'. On the left, there is a navigation tree with various categories like 'Campus E', 'Fins Left E', 'Great Ene', 'Coal', 'Electric', 'TEST', 'Gasolin', 'Gulf Coas', 'Hurricane', 'Majority E', 'Meter Grid', 'Nautical V', 'Sea Breez', and 'TwelveVol'. The 'Electric' category is selected. The main content area has a 'Version' field with a dropdown menu showing '01/01/2002 To Present' and buttons for 'Edit', 'Delete', 'Cancel', and 'Save'. Below this are 'Usage Rate' and 'Demand Rate' fields, each with a text input and a unit dropdown. There are also 'Meter Charges' and 'Account Charges' sections, each with a table-like structure with columns for 'Type', 'Caption', 'Amount', and 'Unit'.

5. When complete, click **Save**.

Rules & Restrictions

- The Usage rate is required for all rates. The Demand rate is optional.
- A Bill preview will populate after the rate properties version is saved.

Additional Information

- After the rate properties version has been saved, values can be entered in to the Bill Preview section as test data. The values can be refreshed by entering updated information into the available fields and selecting the **Update** button.