

Public Utility Commission

Rate Reduction Program Reimbursement Request Procedures



Table of Contents

URL for Reimbursement Request Page	3
Sign On Page	4
Company Information Page	8-18
Statement List Page	19-31
Quick Facts about Input and Submitting a reimbursement Request	32
Creating a New Statement and Reviewing Statement Detail Page	33-47
Tools and Error Codes Explanations	48-57
Adding Transactions	58-67
Adding Corrections	68-75
Report	76
Zero Electric Discount Transaction Month Procedure	77
Contact Names and Numbers	78



In your computer url type:

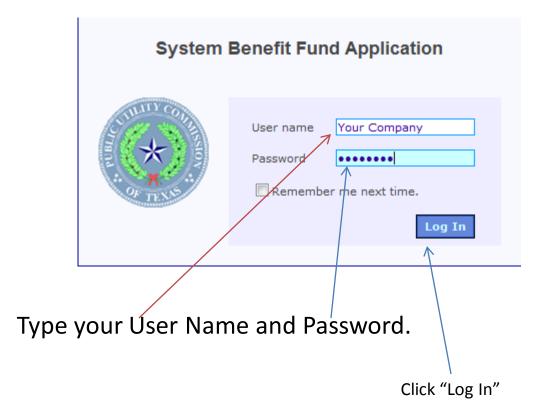
http:

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



System	Benefit Fund Application
CUTTING CONTRACTOR	User name Password Remember me next time. Log In







System Benefit Fund Reimbursement

TEST REP COMPANY

	1701 N Congress Ave	Type:	REP 👻
Address2:			
City:	Austin State: TX - Zip: 78711	Status:	Active 👻
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate No:	40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us		
Note:	Test REP company for SBFund demonstrations.	Tax ID No:	741234567
	-		
		s	tatement List
lailing Addre	ss		
	1700 N. Congress ave		
Address1:			
Address1: Address2:			



Let's review Components of the Company Home Page. This information is to be maintained by the <u>REPs</u>.



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

8

TEST REP COMPANY

	1701 N Congress Ave		Type: REP	
Address2:				
City:	Austin State: TX 🔻 Zip: 78711	s	tatus: Active	
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Cert	ficate 40018	
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us			
Note:	Test REP company for SBFund demonstrations.	Tax I	D No: 741234	4567
	Ψ			
			Statemen	t List
			Statemen	t List
Mailing Addre	۲ ۶]	Statemen	t List
_			Statemen	t List
_	ss 1700 N. Congress ave		Statemen	t List
Address1: Address2:	1700 N. Congress ave			
Address1: Address2:			Statemen	t List Cance

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

8/8/2009



System Benefit Fu	ind Reimbursement
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sbfundrep | USER1 Log out

TEST REP COMPANY

	1701 N Congress Ave			Type:	REP	Ŧ
Address2:						
City:	Austin State: TX	▼ Zip: 78711		Status:	Active	T
Phone:	(512) 936-7425 Alt: (512) 936-743	25 Fax: (512) 936-70	058	Certificate	40018	
Contact:	Jay Stone Email: jay.s	stone@puc.state.tx.us		No:		
Note:	Test REP company for SBFund demons	strations.	*	Tax ID No:	741234567	
			Ŧ	C+	atomontlist	
			Ŧ	St	atement List	
			*	St	atement List	
lailing Addre	35			St	atement List	
_	ss 1700 N. Congress ave			St	atement List	
_				St	atement List	
Address1: Address2:		 Zip: 78681 				ancel
Address1: Address2:	1700 N. Congress ave	▼ Zip: 78681				Cancel

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



System	Benefit	Fund	Reimbursement
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sbfundrep | USER1 Log out

10

TEST REP COMPANY

Address1:	1701 N Congress Ave		Type:	REP -
Address2:			Status:	Active 👻
City:	Austin State: TX V Zip: 78711		Status.	Active
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	с	ertificate No:	40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us			
Note:	Test REP company for SBFund demonstrations.	л Та	x ID No:	741234567
		T	St	atement List
Mailing Addre	SS			
Address1:	1700 N. Congress ave			
Address2:				
City:	Austin State: TX V Zip: 78681			Save Cancel

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.**



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Address1:	1701 N Congress Ave	Type: REP 🔻
Address2:		
City:	Austin State: TX V Zip: 78711	Status: Active 👻
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate 40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us	
Note:	Test REP company for SBFund demonstrations.	Tax ID No: 741234567
	*	
	v	Statement List
	▼	Statement List
Mailing Addre	ss	Statement List
_	ss 1700 N. Congress ave	Statement List
_		Statement List
Address1: Address2:		Statement List Save Cancel

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



n Bonofit Fund Poimburcomo

	TEST REP COMPANY		sbfundrep
Address1:	1701 N Congress Ave	Type: REP	
Address2:			
City:	Austin State: TX 🔻 Zip: 78711	Status: Active	• •
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate 40018	
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us	No: 40018	
Note:	Test REP company for SBFund demonstrations.	Tax ID No: 74123	4567
	Ŧ	Chattan and	
		Statemer	it List
		1	
Mailing Addre	ss		
Address1:	1700 N. Congress ave		
Address2:			
City:	Austin State: TX V Zip: 78681	Save	Cancel
	Edited: 4/1/2009 Er	ntered: 3/26/2009	

This area shows the user name and the "Log Out" button.



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

	1701 N Congress Ave	Type:	REP 🔻
Address2:			
City:	Austin State: TX - Zip: 78711	Status:	Active
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate No:	40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us	140.	
Note:	Test REP company for SBFund demonstrations.	Tax ID No:	741234567
Mailing Addre	35		atement List
-	ss 1700 N. Congress ave		
-			

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



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

	1701 N Congress Ave	Type:	REP -
Address2:			
City	Austin State: TX V Zip: 78711	Status:	Active -
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate No:	40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us	NO:	
Note:	Test REP company for SBFund demonstrations.	Tax ID No:	741234567
Mailing Addre	255		
Address1:	1700 N. Congress ave		
Address2:			
Citru	Austin State: TX - Zip: 78681		Save Cancel

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

8/8/2009



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Address1:	1701 N Congress Ave			Type:	REP 💌
Address2:					
City:	Austin Stat	te: TX 🔻 Zip: 782	711	Status:	Active 👻
			2) 936-7058	Certificate No:	40018
Contact:	Jay Stone Ema	il: jay.stone@puc.stat	e.tx.us		
Note:	Test REP company for SBFund	demonstrations.	*	Tax ID No:	741234567
			-		
				St	atement List
				St	atement List
1ailing Addre	35			st	atement List
_				st	atement List
Address1:	ss 1700 N. Congress ave			st	atement List
_				st	atement List
Address1: Address2:	1700 N. Congress ave	te: TX ▼ Zip: 786	81	st	Save Cancel

You have completed the "Company Home" updates. Click "Save".



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Address1:	1701 N Congress Ave		Type:	REP
Address2:				t
City:	Austin State: TX	ן ו	Status:	Active
Phone:	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058		Certificate No:	40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us		NO.	
Note:	Test REP company for SBFund demonstrations.	*	Tax ID No:	741234567
		-		
			St	atement List
			St	atement List
			St	atement List
Iailing Addre	255		St	atement List
	ass 1700 N. Congress ave			
	1700 N. Congress ave			ecord saved
Address1: Address2:	1700 N. Congress ave			
Address1: Address2:	1700 N. Congress ave	Entered:		ecord saved

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



System Benefit Fund Reimbursement

TEST REP COMPANY

sbfundrep | USER1 Log out

Address1:	1701 N Congress Ave				Type:	REP
Address2:						
City:	austin	State: TX 👻	Zip: 78711		Status:	Active
Phone:	(512) 826-5312 Alt:		Fax:		Certificate	40018
Contact:	Jay Stone	Email: jay.stone@	@puc.state.tx.us			
Note:	Test REP company for SB	Fund demonstratio	ins.	*	Tax ID No:	741234567
				-		
				÷	St	atement List
				+	St	atement List
1ailing Addre	ss				St	atement List
-	ss 1700 N. Congress ave				St	atement List
Address1:						atement List ecord saved
Address1: Address2:	1700 N. Congress ave		7: 72501			ecord saved
Address1: Address2:		State: TX 🔻	Zip: 78681			
Address1: Address2:	1700 N. Congress ave	State: TX 💌	Zip: 78681			ecord saved
Address1: Address2:	1700 N. Congress ave	State: TX 🔻	Zip: 78681	Enter	R	ecord saved Save Can

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.



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Address1:	1701 N Congress Ave	Type: REP 🔻
Address2:		
City:	Austin State: TX V Zip: 78711	Status: Active 👻
	(512) 936-7425 Alt: (512) 936-7425 Fax: (512) 936-7058	Certificate No: 40018
Contact:	Jay Stone Email: jay.stone@puc.state.tx.us	
Note:	Test REP company for SBFund demonstrations.	Tax ID No: 741234567
	-	
		Statement List
lailing Addre	555	Statement List
	ass 1700 N. Congress ave	
	1700 N. Congress ave	Statement List Record saved
Address1: Address2:	1700 N. Congress ave	
Address1: Address2:	1700 N. Congress ave	Record saved

Click "Statement List" tab to start the reimbursement input.



Components of the Statement List page.



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Company Home >> Statements

Stateme	ent List						
Action	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status
Select	Feb	2009	2009-2		100	\$3,160.00	Open
						New St	atement



					e <mark>fit Fund Rei</mark> St Rep Compa	mbursement NY			sbfundrep USER1 Log out
Company Home >> Statements									
	Stateme	nt List							
	Action	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status	
	Select	Feb	2009	2009-2		100	\$3,160.00	Open	
							New St	atement	

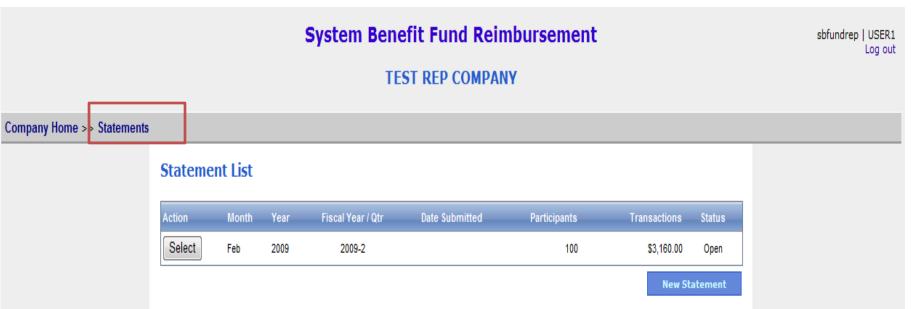
Your company Name.



					efit Fund Rein St Rep Compai	mbursement NY			sbfundrep USER1 Log out
Company Home >> Statements									
	Stateme	ent List							
	Action	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status	
	Select	Feb	2009	2009-2		100	\$3,160.00	Open	
							New Sta	atement	

User name and Log Out button.





Current page you are on.



				-	efit Fund Rei St Rep Compa	mbursement NY			sbfundrep USER1 Log out
Company Home >> Statements									
	Stateme	nt List							
	Action	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status	
	Select	Feb	2009	2009-2		100	\$3,160.00	Open	
							New Sta	atement	

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



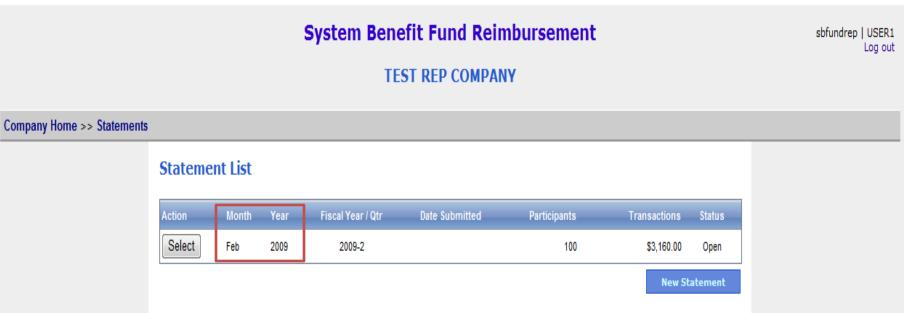
Со

Rate Reduction Program Reimbursement Request Procedures

				System Ben	efit Fund Rei	mbursement			sbfundrep USER1 Log out
				TE	ST REP COMPA	NY			
mpany Home >> Statements									
	Stateme	ent List							
	Action	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status	
	Select	Feb	2009	2009-2		100	\$3,160.00	Open	
							New Sta	atement	

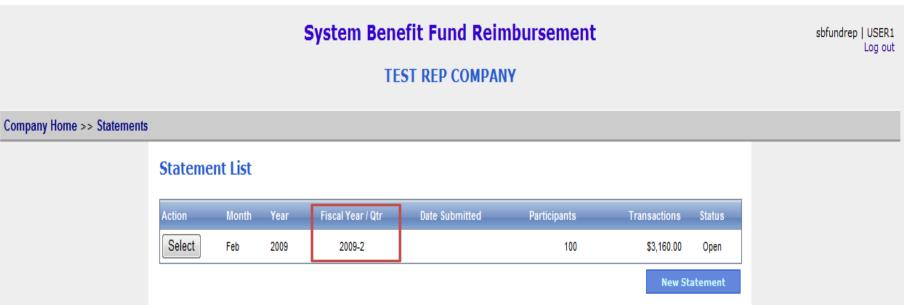
This area offers a complete listing of your company's reimbursement requests. Click on the "Select" tab to open any month.





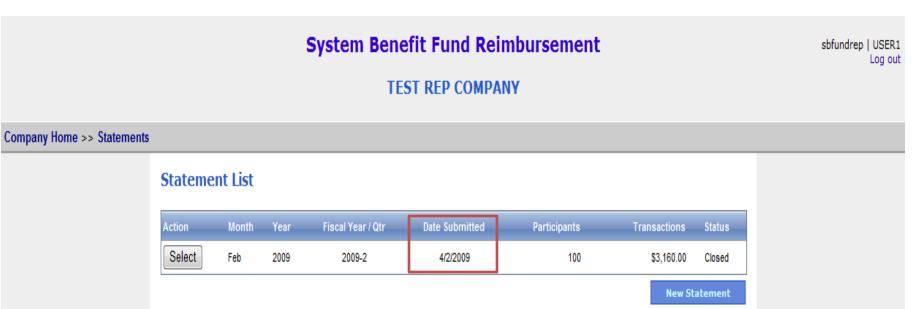
The month and year of the reimbursement request.





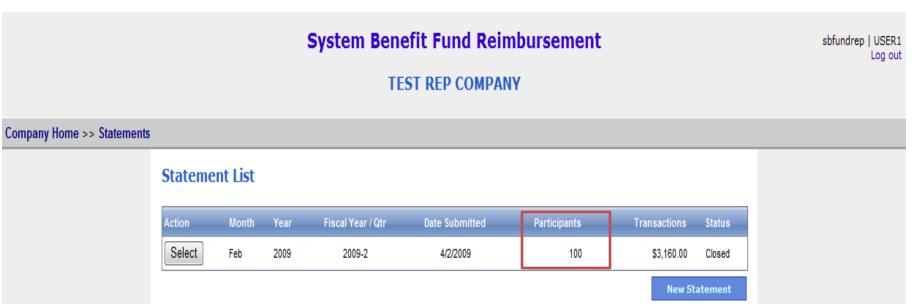
The PUC quarter and year.





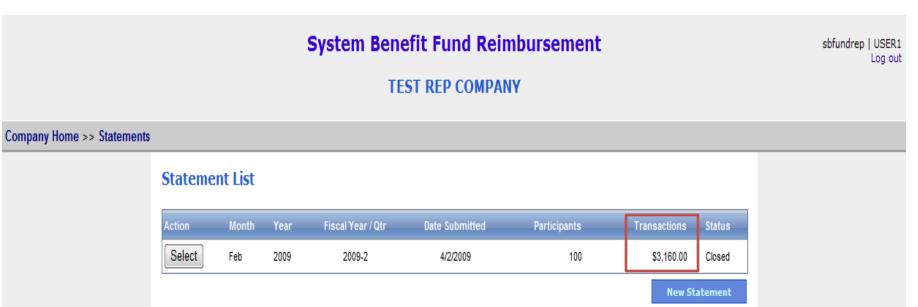
Date reimbursement request is submitted.





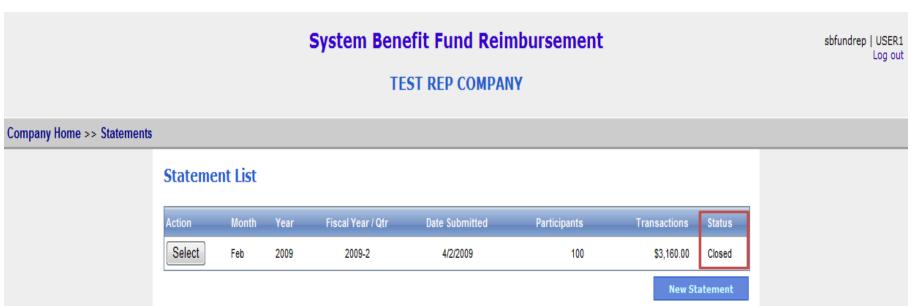
Number of Lite-Up participants.





Amount of discounts requested by company.





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



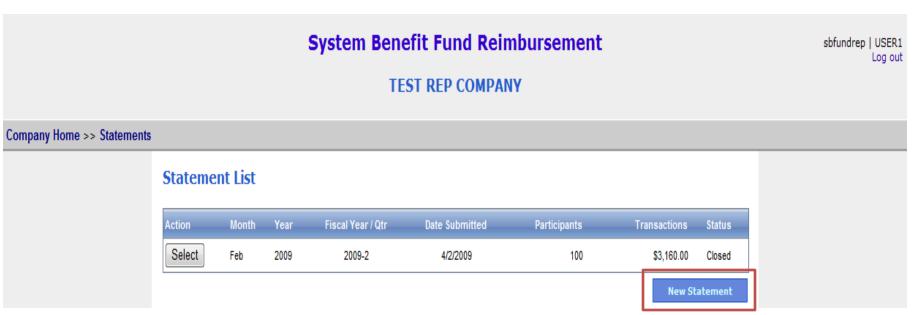
Quick facts to know about inputting and submitting a reimbursement request:

- 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





Click the "New Statement" tab to start the process.



	System Benefit Fund Reimbursement					
Home >> Test Rep Company >> Statements						
	Statement Detail Report Date 6/30/2009 Statement Type REP System Benefit Fees Billed During the Month January Year Period Period This REP considers the information provided in this document to be confidential Save Cancel					

Lets discuss components of the "Statement Detail" page.



Ho

Rate Reduction Program Reimbursement Request Procedures

e >> Test Rep Compan	System Benefit Fund Reimbursement							
Statement I)etail							
Report Date Month	6/30/2009	Statement Type Year	REP	System Benefit Fees Billed During the Period his document to be confidential				

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.



	System Benefit Fund Reimburs	ement jstone SUPVR Log out
Home >> Test Rep Company >> Statements		

Enter the year the reimbursement request is for.



		S	/stem Benefit	Fund R	eimbursement	jstone	SUPVR Log out
Home >> T	est Rep Company	y >> Statements					
	Statement Date Report Date Month	6/30/2009 May -	Statement Type Year considers the informatio	REP 2009 on provided in	System Benefit Fees Billed During the Period In this document to be confidential Save Cano	cel	

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".



		Sy	ystem Benefit	Fund Rei	mbursement	jstone SUPVR Log out
Home >> Test F	Rep Company	<pre>/ >> Statements</pre>				
Sta	atement D	etail				
	Report Date	6/30/2009	Statement Type	REP	System Benefit Fees 135126.36 Billed During the	
	Month	May 🔻	Year	2009	Period	
		This REP	considers the information	on provided in t	his document to be confidential	
					Save	e Cancel

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



System Benefit Fund Reimbursement

Home >> Test Rep Company >> Statements

Statement Detail

Report Date	6/30/2009	Statement Type REP	System Benefit Fees 135126.36 Billed During the
Month	May	Windows Internet Explorer	Period
	🗹 Thi	Are all values correct for submission?	pcument to be confidential Save Cancel
		OK Cancel	

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

jstone | SUPVR Log out



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Company Home >> Statements

ction	Month	Year	Fiscal Year / Qtr	Date Submitted	Participants	Transactions	Status
Select	May	2009	2009-3		0	\$0.00	Open
Select	Mar	2009	2009-3	4/2/2009	250	\$6,400.00	Closed
Select	Feb	2009	2009-2	4/2/2009	100	\$3,160.00	Closed

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".



Statement Detail

1	Company Type	REP	Month	Мау	Status	Open	View Report
	Report Date	8/8/2009	Year	2009	Date Closed		
	Notes				Period Fees	\$135,000.00	
	By checking thi	is box, the REP considers the	information pro	wided in this document to be	confidential		
	I certify that we	e have zero electric discount	transactions this	s month			

Transaction Summary

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

Transaction List

Add new Transaction	Ad hew Correction	Refresh
No records to display.		
Add new Transaction	Ad Prew Correction	Refresh



8/8/2009



Statement Detail



- 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.

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.



Transaction Summary

	Transactions	Low Income Customers	кwн
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.



Transaction List

Add new Transaction	Add new Correction	2 Refresh
No records to display.		
Add new Transaction	Add new Correction	2 Refresh

Transaction List is where all your statement input will be.

•<u>Add New Transaction</u> is clicked when you need to add reimbursement information for the current month.

•<u>Add New Correction</u> 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.



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).

Submit

Type your name

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.



The following are tools and error code explanations.

1			Rate Reduct	tion Progr	am	
N/X	A S	Reir	mbursement R	lequest Pr	ocedures	
F TE	XAS					
✓ ×	DISBURSEMENT	AEP Texas Central	~	Approved Dis	count: \$0.0313	
		Discount	Low Income Customers	кин	Discount / KWH	
		357136.27	4536	11410104	\$0.0313	
	 A record alread 	ly exists for this company				
2						
	DISBURSEMENT	AEP Texas Central		Approved Dis	count: \$0.0313	
		Discount	Low Income Customers	кин	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
1	DISBURSEMENT	AEP Texas North		Approved Dis	count: \$0.0265	
		Discount	Low Income Customers			
		\$13,560.25	253	511,706	\$0.0265	
1	DISBURSEMENT	AEP Texas North Discount	Low Income Customers	Approved Dis	count: \$0.0265 Discount / KWH	



	AEP Texas Central	*	Approved D)iscount: \$0.0316
Mar 2009 💌	Discount	Low Income Customers	кwн	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 e 	exists for this correction.			

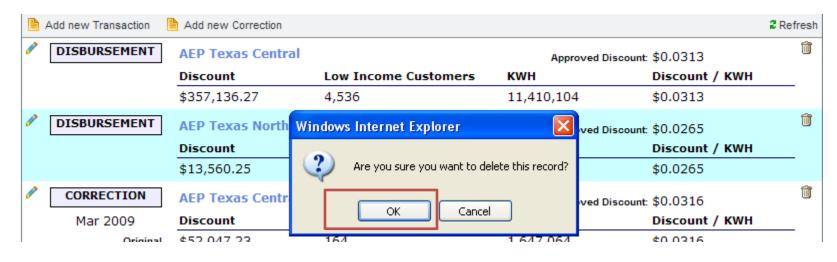
If you need to cancel a record before you insert it into the reimbursement request you will click the cancel button.



DISBURSEMENT	AEP Texas Central		Approved Disc	ount: \$0.0313	Û
	Discount	Low Income Customers	KWH	Discount / KWH	
	\$357,136.27	4,536	11,410,104	\$0.0313	_

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





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

OF TEXNS	Rein	Rate Reduc nbursement R	Ŭ		
Add new Transaction	Discount 357136.27	Low Income Customers 4536	кwн 11563952	scount: \$0.0313 Discount / KWH \$0.0309	2 Refresh
I certify that I am th all statements of fac above-named respo	Cer ne responsible official of TES t contained in this report are indent in respect to each and	tification of Responsible Of TREP COMPANY and that to the true and this report is a correct devery matter set forth in this ention and audit provisions of f	fficial the best of my knowl ect statement of the b report during the per	ledge, information, and be business and affairs of the riod stated. I also	lief,

Jay Stone

Type your name

The discount rate for one or more transactions is not correct

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.

TILLITY COMPANY	Rate Reduction Program Reimbursement Request Procedures
OF TEXNS	
all statements of above-named res	Certification of Responsible Official In the responsible official of TEST REP COMPANY and that to the best of my knowledge, information, and belief, fact contained in this report are true and this report is a correct statement of the business and affairs of the spondent in respect to each and every matter set forth in this report during the period stated. I also t I am aware of the records retention and audit provisions of P.U.C. Substantive Rule 25.451(i).
Type your name	* Submit

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.



 × 	DISBURSEMENT	AEP Texas Central	~	Approved Disco	ount: \$0.0313	
		Discount	Low Income Customers	кwн	Discount / KWH	
		357136.27	4536	11410104	\$0.0313	
	 A record already 	vexists for this company				
1	DISBURSEMENT	AEP Texas Central		Approved Disco	ount: \$0.0313	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
1	DISBURSEMENT	AEP Texas North		Approved Disco	ount: \$0.0265	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$13,560.25	253	511,706	\$0.0265	

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



e 🕺 🏏	CORRECTION	AEP Texas Central	*	Approved Disco	unt: \$0.0316	
	Mar 2009 💌	Discount	Low Income Customers	кwн	Discount / KWH	
	Origina	\$52,047.23	164	1,647,064	\$0.0316	
	Corrected	d 63562.36	176	2011467	2 \$0.0316	
	Difference A record already	 \$11,515.13 exists for this correction. 	12	364,403		
1	DISBURSEMENT	AEP Texas Central		Approved Discour	nt: \$0.0313	
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
1	DISBURSEMENT	AEP Texas North		Approved Discour	nt: \$0.0265	
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$13,560.25	253	511,706	\$0.0265	
1	CORRECTION	AEP Texas Central		Approved Discour	nt: \$0.0316	
	Mar 2009	Discount	Low Income Customers	кwн	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.



Transaction List

Cannot delete record: one or more corrections are associated with this transaction.

[Add new Transaction	🕒 Add new Correction				2 Refresh
1	DISBURSEMENT	CenterPoint Energy	Houston Electric LLC	Approved Disco	unt: \$0.0304	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$3,040.00	10	100,000	\$0.0304	
[Add new Transaction	🕒 Add new Correction				2 Refresh

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.



Lets start adding transactions.



Transaction List		
Add new Transaction	Add new Correction	2 Refresh
No records to display.		
Add new Transaction	Add new Correction	2 Refresh

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.



Transaction List				
	Select a company Discount	Low Income Customers	Approved Disco KWH	unt: \$0.00000 Discount / KWH
				2
No records to display.				

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.



Transaction List				
V X DISBURSEMENT	AEP Texas Central	Low Income Customers	Approved Discount	: \$0.0313 Discount / KWH
			2	undefined
No records to display.				

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.



	~	Approved Dis	scount: \$0.0313
257426.07	come Customers	кwн	Discount / KWH
357136.27 4536		11410104	undefined

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



	AEP Texas Central	~	Approved Discount	: \$0.0313
	Discount	Low Income Customers	КМН	Discount / KWH
	357136.27	4536	11410104	\$0.0313
No records to display.			L	

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.



Ĩ	Fransa	action List					
Ļ	🕒 Add ne	ew Transaction	Add new Correction				2 Refresh
	DIS	BURSEMENT	AEP Texas Central		Approved Di	scount: \$0.0313	Û
			Discount	Low Income Customers	KWH	Discount / KWH	
			\$357,136.27	4,536	11,410,104	\$0.0313	
	🕒 Add ne	ew Transaction	Add new Correction				2 Refresh

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.



Add new Transaction	Add new Correction				2 Refresh
DISBURSEMENT	DISBURSEMENT AEP Texas Central Approved Discount: \$0.0313				
	Discount	Low Income Customers	КШН	Discount / KWH	
	\$357,136.27	4,536	11,569,104	\$0.0309	
Add new Transaction	Add new Correction				2 Refresh

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



Transaction List

Add new Transaction	Add new Correction				2 Refresh
DISBURSEMENT	AEP Texas Central		Approved Discount	\$0.0313	Û
	Discount	Low Income Customers	кwн	Discount / KWH	
	\$357,136.27	4,536	11,410,104	\$0.0313	
DISBURSEMENT	AEP Texas North		Approved Discount	\$0.0265	Û
	Discount	Low Income Customers	кwн	Discount / KWH	
	\$13,560.25	253	511,706	\$0.0265	
Add new Transaction	Add new Correction				2 Refresh

As you can see AEP Texas North rate was correct.



Transaction Summary

	Transactions	Low Income Customers	кwн	
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	

Add new Transaction	Add new Correction				2 Refr
DISBURSEMEN	AEP Texas Central		Approved Disc	count: \$0.0313	
	Discount	Low Income Customers	кwн	Discount / KWH	
	\$357,136.27	4,536	11,410,104	\$0.0313	
DISBURSEMEN	AEP Texas North		Approved Disc	count: \$0.0265	
	Discount	Low Income Customers	КШН	Discount / KWH	
	\$13,560.25	253	511,706	\$0.0265	

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



Lets add a correction.



Transaction Summary

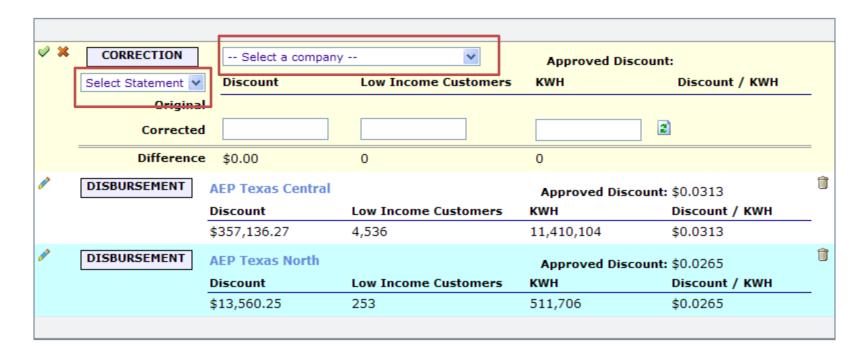
	Transactions	Low Income Customers	кwн	
Current Month	\$370,696.52	4,789	11,921,810	
Corrections	\$0.00	0	0	
Document Total	\$370,696.52	4,789	11,921,810	

Transaction List

	Add new Transaction	Add new Correction				2 Refresh
ø	DISBURSEMENT	AEP Texas Central		Approved Disc	count: \$0.0313	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
1	DISBURSEMENT	AEP Texas North		Approved Disc	ount: \$0.0265	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$13,560.25	253	511,706	\$0.0265	
	Add new Transaction	Add new Correction				2 Refresh



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.



Transaction List

* 🗙	CORRECTION	AEP Texas Central	*	Approved Disco	unt: \$0.0316	
	Mar 2009 💌	Discount	Low Income Customers	кwн	Discount / KWH	
	Original	\$52,047.23	164	1,647,064	\$0.0316	
	Corrected				2	
	Difference	\$0.00	0	0		
>	DISBURSEMENT	AEP Texas Central		Approved Disco	unt: \$0.0313	
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
>	DISBURSEMENT	AEP Texas North		Approved Discou	unt: \$0.0265	
		Discount	Low Income Customers	кwн	Discount / KWH	

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.



Transaction List

a 🕺	CORRECTION	AEP Texas Central	~	Approved Dis	count: \$0.0316	
	Mar 2009 💉	Discount	Low Income Customers	кwн	Discount / KWH	
	Original	\$52,047.23	164	1,647,064	\$0.0316	
	Corrected	63562.36	176	2011467	2	
	Difference	\$0.00	0	0		
/	DISBURSEMENT	AEP Texas Central		Approved Disc	count: \$0.0313	
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
P	DISBURSEMENT	AEP Texas North		Approved Disc	count: \$0.0265	
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$13,560.25	253	511,706	\$0.0265	

Click the update button.



Transaction List

2	<mark>≮</mark> [CORREC	TION	AEP Texas Central	v	Approved Disco	ount: \$0.0316	
	M	1ar 2009	*	Discount	Low Income Customers	кин	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		_
ø	C	DISBURSE	MENT	AEP Texas Central		Approved Discou	ınt: \$0.0313	Û
				Discount	Low Income Customers	кwн	Discount / KWH	
				\$357,136.27	4,536	11,410,104	\$0.0313	
1	[DISBURSE	MENT	AEP Texas North		Approved Discou	int: \$0.0265	Û
				Discount	Low Income Customers	кwн	Discount / KWH	
				\$13,560.25	253	511,706	\$0.0265	

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.



Transaction Summary

	Transactions	Low Income Customers	КШ	
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				2 Refresh
1	DISBURSEMENT	AEP Texas Central		Approved Discount	\$0.0313	Î
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$357,136.27	4,536	11,410,104	\$0.0313	
P	DISBURSEMENT	AEP Texas North		Approved Discount	\$0.0265	Û
		Discount	Low Income Customers	кwн	Discount / KWH	
		\$13,560.25	253	511,706	\$0.0265	
1	CORRECTION	AEP Texas Central		Approved Discount	\$0.0316	Û
	Mar 2009	Discount	Low Income Customers	кwн	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				2 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.



System Benefit Fund Reimbursement

sbfundrep | USER1 Log out

TEST REP COMPANY

Company Home >> Statements >> May 2009

Sta	tement De	etail					
	Company Type	REP	Month	May	Status	Closed	View Report
	Report Date	3/28/2009	Year	2009	Date Closed	3/28/2009	
	Notes	\blacksquare By checking this box, the REP of	considers the information p	rovided in this document to be confidenti	Period Fees \$1	35,126.36	

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	кин	Discount / KWH
	\$357,136.27	4,536	11,410,104	\$0.0313
DISBURSEMENT	AEP Texas North		Approved Discount	\$0.0265
	Discount	Low Income Customers	кин	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	

	e responsible official of TEST REP COMPANY and that to the best of my knowledge, information, and beli
	contained in this report are true and this report is a correct statement of the business and affairs of the ident in respect to each and every matter set forth in this report during the period stated. I also
	m aware of the records retention and audit provisions of P.U.C. Substantive Rule 25.451(i).
Jav Stone	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:	2. Reporting Period:	3. Report Submission Date:
1234567890	May / 2009	3/28/2009
4. Company Name: TEST REP COMPANY	5. Headquarters Address: 1701 N Congress Ave Austin, TX 78701	6. Certificate No: 40018
Contact: Jay Stone Phone: (512) 936-7000 Alt: Fax: (512) 936-7001	Mailing Address: 1701 N Congress Ave Austin, TX 78701	

Transactions

Туре	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

YTD	Reporting Period	
\$0.0	\$135,126.36	Amount of System Benefit Fees Billed to you during the period:
4,96	4,801	Number of low-income customer accounts discounted during the period:
13,933,27	12,286,213	Aggregate energy in kilowatt hours billed to low-income customers enrolled in rate-reduction program during period:
\$11,515.1	\$11,515.13	Amount of Corrections during the period:
\$422,743.7	\$370,696.52	Amount of rate discounts provided during the reporting period:

Total Amount of reimbursement requested for the current reporting period: \$382,211.65 \$434,258.88



Statement Detail

P	Company Type	REP	Month	Мау	Status	Closed	View Report
	Report Date	8/8/2009	Year	2009	Date Closed	8/8/2009	
	Notes				Period Fees	\$135,000.00	0
	✓ By checking the state of	is box, the REP considers t	he information	provided in this document t	o be confidentia		
Γ	☑ I certify that w	e have zero electric discou	nt transactions	this month			

Transaction Summary

	Transactions	Low Income Customers	кwн	
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.



PUC Contacts:

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

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