

PCAC Entry Form Help Guide

July 2016

Thank you for viewing the PCAC Entry Form Help Guide! This guide is meant to highlight some of the changes to the PCAC entry form, including the following:

- I. **Login Page**
- II. **PCAC Field Entry**
- III. **PCAC2 (ECA/DCA) Field Entry**
- IV. **Reports**

I. Login Page

The login page has been redesigned to have a more modern look. The password your utility will use to access the PCAC has not changed. However, there is a change to the email address information. In this new form, the utility staff member entering the PCAC report will select their email address from the dropdown list. If the email address is not listed, there is a “NEW email address” option that will allow the user to create a new email address and associated contact info.

Public Service Commission of Wisconsin PCAC - Electric Power Cost Adjustment Clause Monthly Report Logon Screen

The collection of data required in this application is authorized by the PSC's decision in docket 5-ER-5
Personally identifiable information collected will not be used for any other purpose.

If you have any questions about the content of the application, please contact Sam Shannon at Sam.Shannon@wisconsin.gov or phone at (608) 267-9816.

The screenshot shows the login interface with the following elements:

- Utility Name: COLUMBUS WATER AND LIGHT DEPT (1300)
- Email: NEW email address (dropdown menu, highlighted with a red box)
- Password: [input field]
- Logon button
- [Forgot the Password?](#) link

II. PCAC Field Entry

Contact Information

The Contact information section will auto-populate based on the email address selected on login. If a new user creates a new email address, they will have to fill out the name, title, and phone number for the first time they complete the PCAC report.

Adjustment/Service Rendered Period

The next section contains the service rendered dates and the billing date field. The **From** field for service rendered will automatically start with the first day after the service period from the previous PCAC report. To comport with administrative code requirements, the **Billing Date** field must be within 28 to 35 days from the previous PCAC report's billing date.

Adjustment to be applied to Service Rendered					
From:	<input type="text" value="12/16/2014"/>	To: *	<input type="text"/>	Billing Date: *	<input type="text"/>

Cost of Power

This section of the form has not changed much from the previous form. However, one thing to note is that Purchased Power is now at the top of the form.

Cost of Power			
Utility Reporting Class	Class A & B	Class C	
Purchase Power	Acct. 555	Acct. 545	* \$ <input type="text" value="150,000.00"/>
Fuel - Steam Generation	Acct. 501	Acct. 501	\$ <input type="text"/>
Fuel - Other Power Generation	Acct. 547	Acct. 539	\$ <input type="text"/>
Water for Power	Acct. 536	Acct. 531	\$ <input type="text"/>
Other Acct. # / Description:			
(1)	<input type="text" value="Community Solar Credit"/>	<input type="text" value="-3,675.00"/>	
(2)	<input type="text"/>	<input type="text"/>	
(3)	<input type="text"/>	<input type="text"/>	
			\$ <input type="text" value="-3,675.00"/>
(a) Total Cost of Power			\$ <input type="text" value="146,325.00"/>
(b) Commission Authorized Adjustment to Cost of Power			\$ <input type="text"/>
(c) Adjusted Total Cost of Power ("C" factor)			\$ <input type="text" value="146,325.00"/>
Total Sales in kWh ("S" factor)			* <input type="text" value="2,090,357"/>

Any field with a red asterisk (*) is a required field. The form will not allow you to submit the PCAC calculation until all required fields are complete.

Adjustment Calculations

The actual PCAC calculations are contained in this section, along with any detail on authorized adjustments entered in line (b) above. The calculations will appear as you enter the cost and sales information.

Adjustment Calculations	
Average Cost of Power (Line (c) / Total Sales in kWh)	\$ 0.0700 / kWh
Base Average Cost of Power ("U" factor, from Current PCAC tariff)	\$ 0.0680 / kWh
Current Month's Power Adjustment (Average Cost of Power - Base Average Cost)	\$ 0.0020 / kWh

PSC Authorization Adjustment Letter Date:

Reason for Adjustment: (max 255 characters)

If an authorized adjustment is made in line (b), an authorization date and short description must be provided before submitting the report. A PCAC report without that information will not be accepted.

III. PCAC2 (ECA/DCA) Field Entry

For utilities with a PCAC2 tariff, the web form will allow those utilities to provide that information and calculate the appropriate ECA, DCA, and PCAC adjustments.

Cost of Power

With a PCAC2 utility, the cost of power section contains a few more fields. First, purchased power is labeled **Energy Cost**. In this field, the utility should enter only the total energy-related costs for the month. There are also additional power cost fields:

Demand Cost – this field is for the total demand-related costs for the month

Transmission Cost – optional field at this time; utilities may separate out transmission-related costs from the demand-related costs if they so choose.

Customer/Meter Cost – this field is for the other costs, such as meter and customer charges

If there is a Commission-authorized adjustment to the PCAC for the month, there are fields to enter the adjustment related to the PCAC and the PCAC2 classes. You may also enter any adjustments by your wholesale provider in the levelization fields in this section.

The allocation between demand and energy units, as well as the allocation between PCAC and PCAC2 classes will occur later in the form. For this section, it is important that the utility enter in the cost information for the entire utility.

Cost of Power

Utility Reporting Class	Class A & B	Class C			
Energy Cost	Acct. 555	Acct. 545	* \$	<input type="text"/>	
Demand Cost			* \$	<input type="text"/>	
Transmission Cost			\$	<input type="text"/>	
Customer/Meter Cost			* \$	<input type="text"/>	
Fuel - Steam Generation	Acct. 501	Acct. 501	\$	<input type="text"/>	
Fuel - Other Power Generation	Acct. 547	Acct. 539	\$	<input type="text"/>	
Water for Power	Acct. 536	Acct. 531	\$	<input type="text"/>	
Other Acct. # / Description:					
(1)	<input type="text"/>	<input type="text"/>			
(2)	<input type="text"/>	<input type="text"/>			
(3)	<input type="text"/>	<input type="text"/>			
			\$	<input type="text"/>	
(a) Total Cost of Power			\$	<input type="text"/>	
					PCAC2 Energy PCAC2 Demand
(b) Commission Authorized Adjustment to Cost of Power			\$	<input type="text"/>	<input type="text"/>
Levelization Adjustment				<input type="text"/>	<input type="text"/>
(c) Adjusted Total Cost of Power ("C" factor)			\$	<input type="text"/>	<input type="text"/>

Allocation Fields

This section is for entering the information needed to derive the allocation factors.

Allocation Fields			
Total Wholesale Energy Purchased (kWh):	•	<input type="text" value="5,059,403"/>	
Total Wholesale Demand Units (kW):	•	<input type="text" value="10,021.00"/>	
		PCAC	PCAC2
Metered CP Demand (kW):	•	<input type="text"/>	<input type="text" value="5,270.40"/>
Total Sales ("S" factor) (kWh):	•	<input type="text" value="2,351,700"/>	<input type="text" value="2,580,298"/>
CP-4 On-Peak Billing Demands (kW):	•		<input type="text" value="5,568.00"/>
Loss Factor (%):	•	<input type="text" value="4.1131"/>	<input type="text" value="1.0281"/>
Calculate			
Wholesale Coincident Demand:		<input type="text"/>	<input type="text"/>
Wholesale Energy:		<input type="text"/>	<input type="text"/>
Demand Allocation Factor:		<input type="text"/>	<input type="text"/>
Energy Allocation Factor:		<input type="text"/>	<input type="text"/>
Allocated Demand Costs:		<input type="text"/>	<input type="text"/>
Allocated Energy Cost:		<input type="text"/>	<input type="text"/>

Any field with a red asterisk (*) is a required field. The form will not allow you to submit the PCAC calculation until all required fields are complete. **Metered CP Demand** is only required for the PCAC2 classes, however if your utility has the ability to report coincident peak demands for the non PCAC2 classes, you can enter that. Otherwise, the system will derive it from the loss factors and the total wholesale demand.

When entering **Loss Factors**, please enter them as whole numbers out to four decimal places. Once you have entered in all the information in this section, click  to have the system calculate the allocation factors and show the adjustments in the bottom section.

Allocation Fields			
Total Wholesale Energy Purchased (kWh): *	<input type="text" value="5,059,403"/>		
Total Wholesale Demand Units (kW): *	<input type="text" value="10,021.00"/>		
		PCAC	PCAC2
Metered CP Demand (kW):	<input type="text"/>	<input type="text" value="5,270.40"/>	<input type="text" value="5,270.40"/>
Total Sales ("S" factor) (kWh): *	<input type="text" value="2,351,700"/>	<input type="text" value="2,580,298"/>	<input type="text" value="4,931,998"/>
CP-4 On-Peak Billing Demands (kW):		<input type="text" value="5,568.00"/>	
Loss Factor (%): *	<input type="text" value="4.1131"/>	<input type="text" value="1.0281"/>	
			
Wholesale Coincident Demand:	<input type="text" value="4,696"/>	<input type="text" value="5,325"/>	
Wholesale Energy:	<input type="text" value="2,448,428"/>	<input type="text" value="2,606,826"/>	
Demand Allocation Factor:	<input type="text" value="0.4687"/>	<input type="text" value="0.5313"/>	
Energy Allocation Factor:	<input type="text" value="0.4843"/>	<input type="text" value="0.5157"/>	
Allocated Demand Costs:	<input type="text" value="108,246.22"/>	<input type="text" value="122,724.72"/>	
Allocated Energy Cost:	<input type="text" value="73,704.58"/>	<input type="text" value="78,472.91"/>	

***Note:** If your utility uses an Excel spreadsheet to calculate the loss factors and ECA/DCA, the results from the online form may be slightly different due to how Excel and the SQL database perform rounding.

Adjustment Calculations

After you have clicked **Calculate**, the form will display the PCAC, ECA, and DCA for the month

Adjustment Calculations		
Average Cost of Power (Line (c) / Total Sales in kWh)	\$	<input type="text" value="0.0774 / kWh"/>
Base Average Cost of Power ("U" factor, from Current PCAC tariff)	\$	<input type="text" value="0.0844 / kWh"/>
Current Month's Power Adjustment (Average Cost of Power - Base Average Cost)	\$	<input type="text" value="-0.0056 / kWh"/>
	PCAC2	Energy
Average Cost:	<input type="text" value="0.0304"/>	<input type="text" value="22.041"/>
Base Cost Factor:	<input type="text" value="0.0337"/>	<input type="text" value="21.890"/>
Cost Adjustment:	<input type="text" value="-0.0033"/>	<input type="text" value="0.151"/>

IV. Reports

Unlike the previous online form, historic PCAC information is available for your utility to download at any time. On the left side of the screen, the most recent 12 months' worth of PCAC reports are listed. Each link will show a PDF of that month's PCAC report.

PCAC History by Billing Date
<u>12/16/2014</u>
<u>11/16/2014</u>
<u>10/16/2014</u>
<u>09/16/2014</u>
<u>08/16/2014</u>
<u>07/16/2014</u>
<u>06/16/2014</u>
<u>05/16/2014</u>
<u>04/16/2014</u>
<u>03/16/2014</u>
<u>02/16/2014</u>
<u>01/16/2014</u>