

# Rate Wizard Billing Period Adjustment Option

The **Billing period adjustment** option allows you to define situations in which a bill is prorated. Proration is adjusting a cost based upon an expected time period. For example, a utility defines a normal billing period as 30 days, and you have a bill for 60 days. All applicable costs are prorated using the following formula:

$$\text{Cost} * (\text{Billing Days} / \text{Average billing period days})$$

$$\text{Cost} * (60/30) = \text{Cost} * 2$$

1. In the **Rate Wizard - Feature Selection** page, select the **Billing period adjustment** option.

**Rate Wizard - Feature Selection**

Seasonal pricing

Time of use pricing

— Options —

Customer / Facilities charges

Demand charge

Energy charge

Billing period adjustment

1. In the **Rate Wizard - Billing Adjustments** page, specify the appropriate prorating conditions.
  - Enter the average billing period month, as defined by the vendor.
  - Enter the adjustment rules - minimum/maximum billing period lengths. If all bills are prorated, set the minimum and maximum to equal the billing period length.

**Rate Wizard - Billing Adjustments**

Specify the number of days in the billing period:

Adjust only if actual billing period is less than  or greater than  days

— Select the charges to be adjusted —

Customer charge       Facilities charge

Demand charge       Energy charge

Select any existing charges to prorate for the billing period length. In this example, Demand charges do not exist therefore cannot be selected.

When the actual number of days in the billing period is more or less than the specified number of days, the selected charges will be multiplied by the actual number of days divided by the specified number of days.