Welcome!

It is important that you read through the Guidelines before performing your first calculation. They begin on page 3.

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Enrollment and Service Agreement

Southern California Edison's (SCE) Tenant Bill Calculation Service is available to all Mobilehome Park and Manufactured Housing Communities served on SCE's rate schedule, Schedule DMS-2.

How do you enroll?

There are 3-steps required to enroll:

1. Register as a user on-line.

2. The second step is on the phone. You will need to request a Bill Calculation Service Agreement by calling **1-800-684-8123**.

3. The last, and final step is by mail. After completing the Bill Calculation Service Agreement simply return it in the mail and we'll do the rest.

For more information, access the Mobilehome Park Tenant Bill Calculation page on SCE.com.

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Guidelines: Things to Know Before Calculating Tenant Bills

- Download the Mobilehome Park Tenant Bill Calculation tool.

  ⚠️ The first time you open the tool, you will be prompted to **Enable Content. You must click Enable Content at the top of the window in order to calculate tenant bills.**

- The tool will be updated every time there is a factor change (rate change) or if it needs to be modified. **Always check SCE.com for updated versions of the tool before calculating bills. The template version can be seen as highlighted below:**

  Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.xltm

- Always begin a new bill period by opening the Mobilehome Park Tenant Bill Calculation template (without the bill period dates).

  Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.xltm
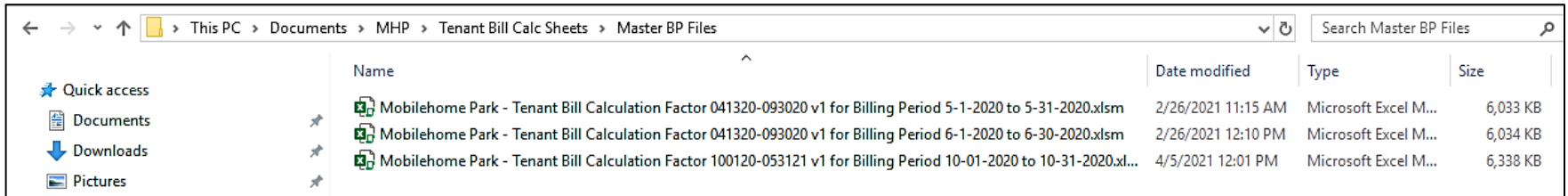
- Once you agree to and submit the disclaimer, the Import button is always active and used to auto-fill information entered from a previous bill period. You can overwrite any information that has changed.

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Files Used to Create and Maintain Tenant Bill Calculations

Mobilehome Park Tenant Bill Calculation Template: Used to enter all park data for the first time and for beginning every new bill period.

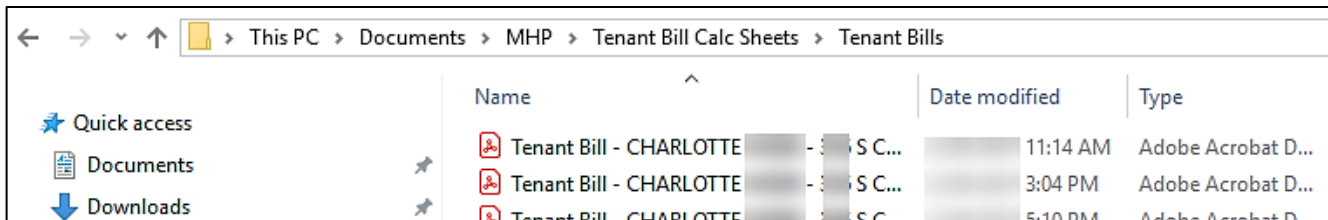Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.x tm

Bill Period Master File: Created after the first and subsequent tenant bill calculations for a bill period are completed and saved. They will be Microsoft Excel files.

	Name	Date modified	Type	Size
	Mobilehome Park - Tenant Bill Calculation Factor 041320-093020 v1 for Billing Period 5-1-2020 to 5-31-2020.xlsm	2/26/2021 11:15 AM	Microsoft Excel M...	6,033 KB
	Mobilehome Park - Tenant Bill Calculation Factor 041320-093020 v1 for Billing Period 6-1-2020 to 6-30-2020.xlsm	2/26/2021 12:10 PM	Microsoft Excel M...	6,034 KB
	Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period 10-01-2020 to 10-31-2020.xl...	4/5/2021 12:01 PM	Microsoft Excel M...	6,338 KB

Quick access · Documents · Downloads · Pictures

This PC > Documents > MHP > Tenant Bill Calc Sheets > Master BP Files · Search Master BP Files

Tenant Bills for a Bill Period: Created after clicking Create Bills for a bill period. They will be PDF files.

	Name	Date modified	Type
	Tenant Bill - CHARLOTTE — S C...	11:14 AM	Adobe Acrobat D...
	Tenant Bill - CHARLOTTE — S C...	3:04 PM	Adobe Acrobat D...
	Tenant Bill - CHARLOTTE — S C...	5:10 PM	Adobe Acrobat D...

Quick access · Documents · Downloads

This PC > Documents > MHP > Tenant Bill Calc Sheets > Tenant Bills

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Guidelines continued. . .

- The account, tenant, and usage information must be entered and saved before you create tenant bills. The **Account**, **Tenant**, and **Usage** buttons are accessed in order.

- When entering tenants for the first time in the tool, it is recommended that they be entered in order of the space or unit in the park. This will make it easier to locate a specific tenant record if needed and make it easier when you need to make changes.

- In the Account window, a bill period's start date is always dependent on the previous bill period's end date. The current bill period start date is always the day after the previous bill's end date.

***Example*:**

Previous Bill Period's End Date	Current Bill Period's Start Date
9/30/2020	10/1/2020
10/31/2020	11/1/2020

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Guidelines continued. . .

In the Usage window:

- Ideally, all ending sub-meter reads are collected on the same day to ensure billing accuracy and simplicity of maintenance of the master file for the bill period.

- If collection of sub-meter reads cannot be collected in their entirety on the same day, divide the tenants into groups and collect the Sub-Meter Read End for the first group of tenants and enter the date collected in the Bill Period Start and End Date.

- Collect and enter the Sub-Meter Read End for the second group of tenants and enter the date collected in the Bill Period Start and End Date. Continue collecting and recording collection dates for all other tenant groups in this way.

- Keep in mind that when importing data from a previous month, only the read information auto-fills. You can divide the tenants however you desire each month as long as you ensure the Bill Period Start Date for each one is the date of the previous Bill Period End Date plus 1, as shown on the next page. The Bill Period End Date entered is the day the read is collected.

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Guidelines continued. . .

In the Usage window:

Example:

Group	Start & End Read Collection Dates Month 1 (first time read)	Start & End Read Collection Dates Month 2	Start & End Read Collection Dates Month 3
A	4/1/2021 - 4/30/2021	5/1/2021 - 5/31/2021	6/1/2021 - 6/30/2021
B	4/1/2021 - 5/1/2021	5/2/2021 - 6/1/2021	6/2/2021 - 7/1/2021

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Guidelines continued. . .

- **Template Overlap – Short Bills**: When a new template is posted to SCE.com, there may be overlap due to Mobilehome park bill period dates differing from those in the new template. This will require the creation of two short bills, one in the old template and one in the new. **Template Version Overlap** will be covered in detail later in this walk through.

Guidelines continued. . .

Input Windows
On the disclaimer window once you click **I Agree** and **Submit**, the first three buttons open the following windows:

Account: Where you enter main meter information about the Mobilehome Park.

Tenant: Where you enter all information about the tenants in the Mobilehome Park.

Usage: Where you enter usage information for each tenant in the Mobilehome Park.

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Getting Started: Disclaimer

1. Launch the tool. *The main window displays with a disclaimer.*

2. Read through the disclaimer and click **I Agree** and then **Submit**.

Until you acknowledge that you have read and agree with the disclaimer, the additional buttons remain unavailable. Each time you launch the template to calculate tenant bills for a new bill period, you will need to perform step 2.

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Getting Started: Account, Tenant, and Usage Buttons

The first three buttons are activated but must be accessed in the order they appear when entering account, tenants, and usage for the first time. If you try to access a button out of order, you will receive a message directing you to access the buttons in order.

Getting Started: Import (all bill periods after the first time)

The last button, Create Bills, remains grayed out until the Account, Tenant, and Usage information is entered and saved.

Once you agree to the disclaimer and click Submit, the Import button is always active and can be used to auto-fill data entered from a previous bill period.

If the Mobilehome Park is new to the program, the complete Account, Tenant, and Usage information must be entered the first time the tool is used. After the first time, start the new bill period by clicking the Import button.

3. Click the **Import** button.

4. When the import is complete, you will be directed to the Account window to enter the dates for the new bill period.

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Account Window

5. If entering Mobilehome Park information for the first time, type the **Service Account** number, and press Tab or Enter on your keyboard.

The name on the account, address, city/state, and zip code auto-fill.
If the Service Account number is entered incorrectly, you will receive
an error message.

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Mobilehome Park Tenant Bill Calculation Tool

** indicates there is a specific style that applies to the way the information is entered in the field. A single * indicates that the information is optional and if provided, will appear on the bill.

6. Enter the **Bill Period Start Date** and **Bill Period End Date**. *This is done the first time you use the tool and every bill period going forward.*

7. Enter the **Sub-Meter Max Read** (e.g., **99999** or more 9s if applicable). *See more information on the Sub-Meter Max Read by clicking the link below.*

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Sub-Meter Max Read

Each tenant has a sub-meter that measures electrical usage. The read displays as five or more digits. The number of digits is represented by entering **9** five or more times (if applicable) in the Sub-Meter Max Read field in the Account window.
It is important to enter the correct number of digits when calculating tenant bills for billing accuracy. If there are sub-meters in the park with a differing number of digits, you will have to do a separate calculation for each group.

Example: **group a**: sub-meters have five digits and **group b**: sub-meters have six digits

Use the template to create separate master bill period files, one for each group. You will continue to do this for each bill period going forward.

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Step 8 is only completed by CCA customers:

8. If you are a **Customer Choice Aggregation (CCA)** customer, check the applicable box and select the **Vintage Year**.

The State Tax field defaults to 0 and is disabled.

If the **Transitional Bundled Service (TBS) CCA** box is checked, enter the **Vintage Year** and **TBS Factor** for your rate and applicable date.

[TBS Factor Instructions](#)

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Glossary

Customer Choice Aggregation (CCA): Cities or counties (or aggregated groups of cities and counties who have partnered together) are responsible for the generation portion of their customers' electric service. SCE and CCAs work together to bring electric service to their communities.

Transitional Bundled Service CCA (TBS - CCA): If a CCA customer decides to return to SCE's bundled service, has notified the CCA of their plan to switch, and has **not** notified SCE of their plan to switch, they will be required to do the following:

- **TBS – CCA** customers will also need to provide the applicable Factor based on their rate and the date the Sub-Meter End Read is collected. *See instructions for locating the correct Factor by clicking TBS Factors in the menu on the left*.

Both **CCA** and **TBS – CCA** customers need to provide the **Vintage Year** information in the Account window. The Vintage Year is found on the main customer bill in the Fast Lane section.

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The TBS Factor is only needed if you have notified the CCA that you plan to transition to SCE's Bundled Service but have not notified SCE of your plans to switch.

If you have notified SCE of your plans to transition to Bundled Service, you only need to check the CCA checkbox. In this case, you will continue to be charged the CCA rate until you are officially transitioned to Bundled Service.

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9. If your city has a Utility Users Tax (UUT), enter the percentage as it is currently seen on your SCE bill in the **UUT – Current** field. By default, UUT - Current is set to 0.00000.

If there is a change to the tax, enter the newest UUT in the **UUT – Current** field, enter the older UUT in the **UUT - Previous** field, and enter the date the UUT changed in the **UUT Change Date** field.

Mobilehome Park Account Information

Field	Value
Service Account	80■
Name	
Street Address	396 S ■ UNIT ■
City	WEST COVINA
State	CA
Zip Code	91793-3445
*Email Address	
Billing Rate	DMS-2
**Bill Period Start Date	10/1/2020
**Bill Period End Date	10/31/2020
Sub-Meter Max Read	99999

Multi Dwelling ☑
Community Choice Aggregation (CCA) ☐
Transitional Bundled Service CCA (TBS-CCA) ☐
Vintage Year ▼
Transitional Bundled Service Factor (TBS-Factor)

Utility Users Tax (UUT) - Current   0.00000
UUT - Previous
**UUT Change Date

State Tax - Current
State Tax - Previous
**State Tax Change Date
City Franchise Surcharge Santa Barbara ☐
City Franchise Surcharge Ventura ☐

Add
Update

* - Optional (If provided it will be displayed on generated bills.)
** - Input All Date Formats As: m/d/yy (i.e.: 4/1/21) or m/d/yyyy (i.e.: 4/30/2021)

9

10. Enter the Current **State Tax** price factor (also seen on your bill) for the current bill period.

    If there is a change to the tax in a given bill period, enter the new factor in the **State Tax - Current** field. Enter the previous factor in the **State Tax - Previous** field and enter the date the factor changed in the **State Tax Change Date** field.
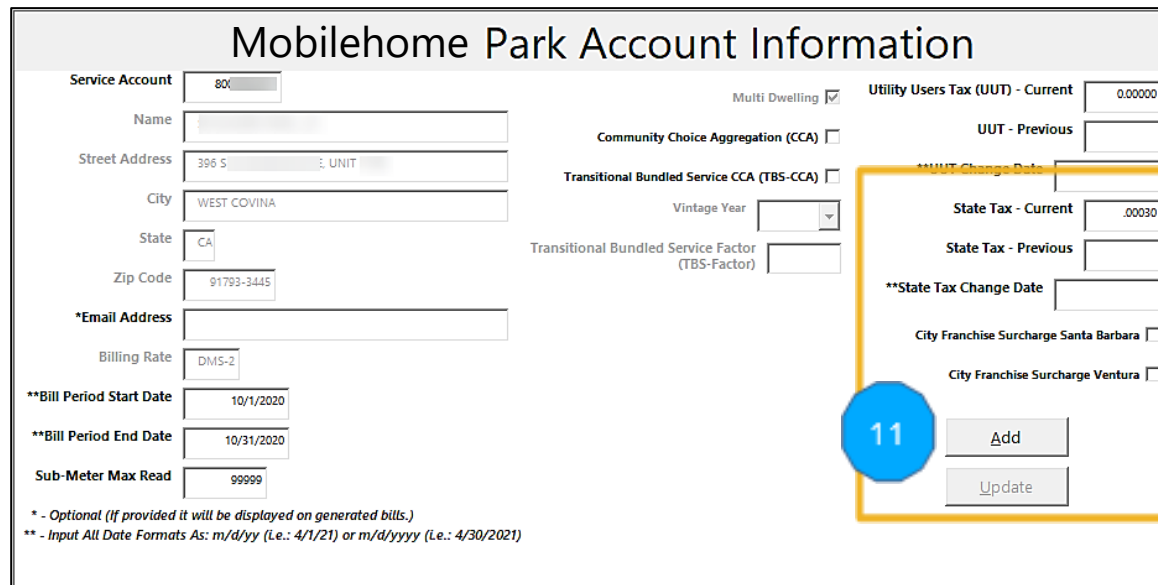
    If you are in the city of Santa Barbara or Ventura, also check the applicable boxes for the **City Franchise Surcharge**.

11. Click **Add** if entering the account information for the first time.

12. If the account information was imported, enter the new bill period dates, and any changes made to the account information. Click **Update** and click the **X** on the upper right of the screen to close the Account window.

A banner displays at the bottom of the window to indicate the record was added to the account information.

Tenant Window

13. From the disclaimer window, click the **Tenant** button.

14. When entering tenant information for the first time:

    a. Enter the **Tenant Name** and press Tab (the Service Account address auto-fills).

    b. If the tenant has a unique address, overwrite the Tenant Address with the unique address.

    c. Enter the **Tenant Number** (tenant space or unit number). If the tenant has a unique address, leave this field blank.

    d. Select the **Sub-Meter Billing Rate** from the drop-down menu.

    e. Check the applicable boxes if the tenant is qualified and certified for the following:

    - Receives a **Medical Baseline Allocation**
    - Uses a **Medical Device(s)** – Number of Devices
    - Is **UUT Exempt**
    - Is **State Tax Exempt**
    - Is **All Electric**

15. Tab to activate the **Add** button. *Click Add the first time a tenant is entered.*

16. Continue to add tenants.

    You can use keyboard shortcuts when working in the tool.

    - To Add – Alt+A

    - To Cancel – Alt+C

    - To Update – Alt+U

    - To Remove – Alt+R

    If entering a tenant for the first time, click **Add**. To make changes to an existing tenant, double-click the tenant record, make the changes, and click **Update**. To remove a tenant, double-click the record and click **Remove**.

17. Once all tenants have been entered, click the **X** on the upper right to close the Tenant window.

Usage Window

18. From the disclaimer window, click **Usage**.

19. Double-click the first tenant. His or her information, along with the bill period's dates, display across the top.

     In the event that a tenant will not be billed for an entire bill period **(Example**: a move in or out), the dates can be changed to reflect the correct time period to calculate the tenant's usage.

20. If entering reads for the first time, enter the **Sub-Meter Read Start**.

21. Enter the tenant's **Sub-Meter Read End** and press tab to calculate the **Total Usage**. *If the previous bill's information was imported, the Sub-Meter Read Start is auto-filled with the previous bill's end read.*

22. Click **Update** (Alt+U) and continue to complete steps 17-20 for each tenant. When completed, click the **X** on the upper right to close the Usage window.

Save Mobilehome Park, Tenant, and Usage Information

After closing the Usage window, you are returned to the disclaimer window.

At this point, it is important to Save the sheet before continuing to calculate the bill.

23. Click the **Save** icon at the top of the sheet.

24. Ensure that you have included the **Billing Period Dates** in the title of the file.

    Create a folder to house all saved calculation sheets for each tenant.

    You must save the sheet before creating the bill.

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Do not delete the Factor dates and version when saving your file. You will need to distinguish older versions of the file from newly released versions when there is a factor change (i.e., rate change). Only specify the dates of the bill period at the end of the file name.
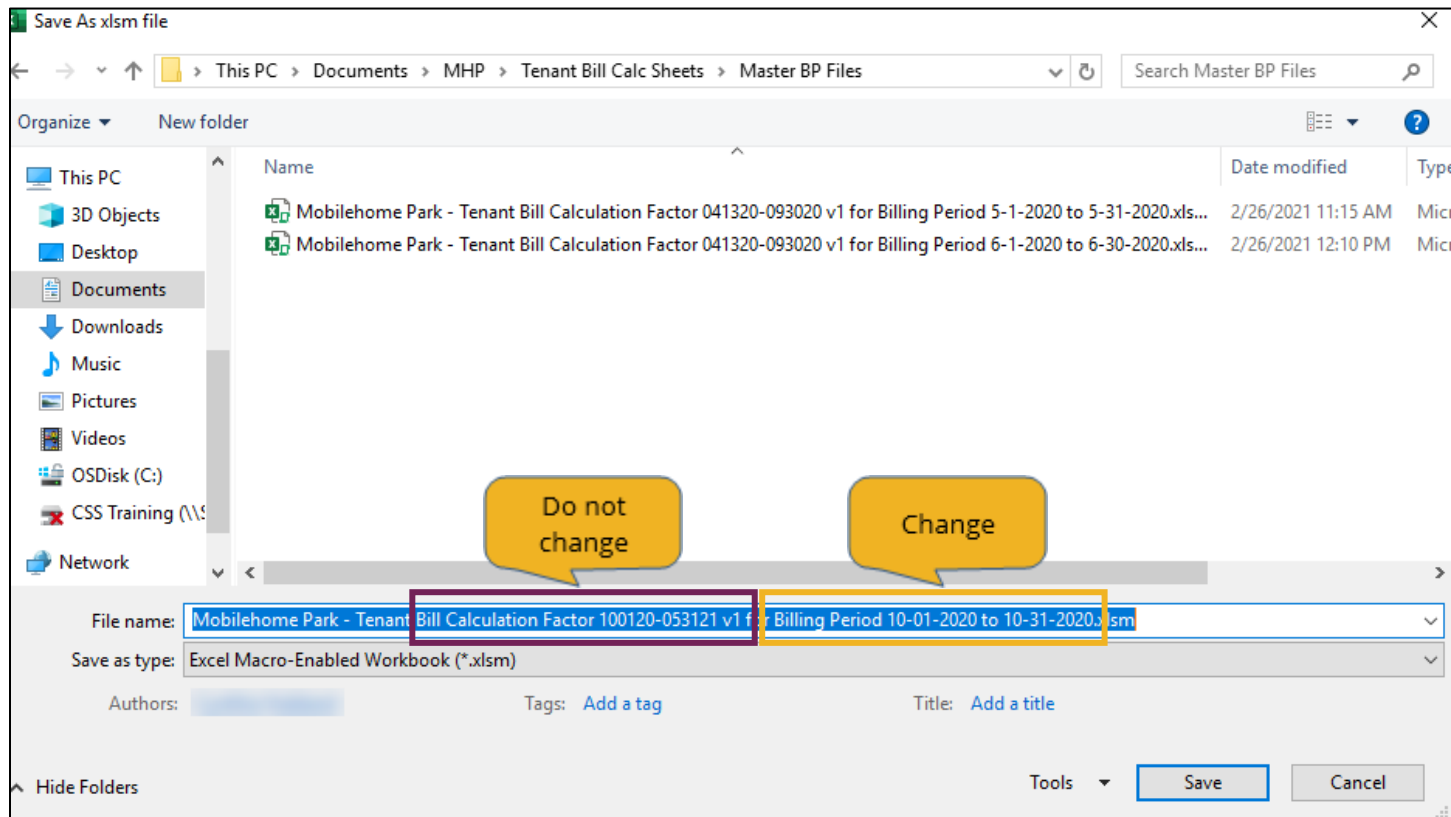
25. Click **Create Bills**.
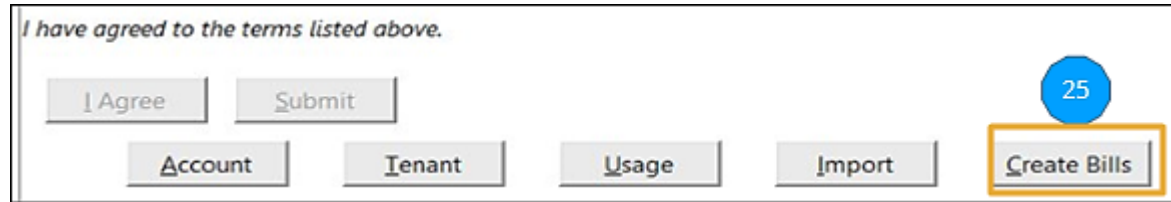
As the bills are created, you can see the progress in the lower left corner of your screen.
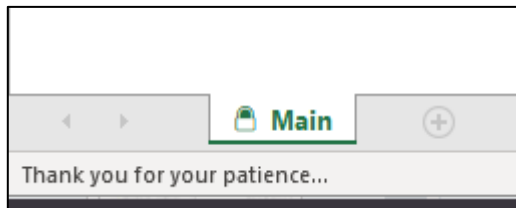
When all tenant bills have been created, a dialog box displays confirming their creation along with the path to see each bill (in the same location where master file for the bill period was saved.

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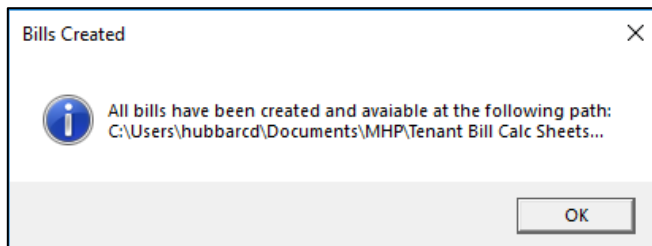
Mobilehome Park Tenant Bill Calculation Tool

When you navigate to your file folder, bills for all your tenants will display. You can organize your tenant bills in a way that works for your needs.

Example of one of the bills:

Southern California Edison (SCE) has prepared a bill calculation from information provided by the Mobilehome Park (MHP) management. Payment should be sent as directed by MHP management. DO NOT SEND PAYMENTS TO SCE. For questions, please contact property owner/management.

Owner Name: ▓▓▓▓▓.
Owner Rate: DMS-2
Tenant Name: JOHN ▓▓▓▓
Tenant Address: ▓▓ S CALIFORNIA AVE, UNIT ▓▓
Tenant Number: 5

Rate Schedule	Medical Baseline	Start Date	End Date	Start Read	End Read	Total Usage
D-CARE	1	10/1/2020	10/31/2020	45455	45678	223

Delivery charges - *Cost to deliver your electricity*

Basic charge		31 days	x	$0.02400	$0.74
Energy-Winter					
Tier 1 (100% of baseline)		223 kWh	x	$0.10752	$23.98
CA Climate Credit					-$29.00
Delivery Subtotal					-$4.28

Generation charges - *Cost to generate your electricity*

SCE Generation					
Energy-Winter					
Tier 1 (100% of baseline)		223 kWh	x	$0.09609	$21.43
Generation Subtotal					$21.43

Other charges or credits

CARE discount					-$13.25
Other Subtotal					-$13.25
Subtotal of your new charges					$3.90
State tax		223 kWh	x	$0.00030	$0.07
Your new charges					$3.97

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Next Bill Period – Using the Import Feature

Prior to calculating bills for the next bill period, do the following:

1. On SCE.com, determine if a new version of the Mobilehome Park Tenant Billing Calculation Tool has been added. *If a new version **is available** for the same pricing range, download the file and use it going forward. If a new version **is not** available, continue to use the template downloaded previously to calculate tenant bills since nothing has changed.*

2. Launch the tool.

3. Click the **I Agree** and **Submit** buttons. *This will activate the first four buttons.*

4. Click the **Import** button, navigate to, and select the last master file for the previous bill period. *Basic Account, Tenant, and Usage information from the previous bill period auto-fills, including the Sub-Meter Read End, which becomes the Sub-Meter Read Start for the new bill period in the Usage window.*

5. You are directed to the Account window. Add the current **Bill Period Dates**, make changes to the account information if necessary, click **Update**, and close the Account window. *You are returned to the disclaimer window.*

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Next Bill Period – Using the Import Feature continued

6. If needed, click the **Tenant** button to make any changes, such as a tenant move in or out. *See the Tenant Move In and Out scenarios covered next for more details on tenant changes.*

7. **Update**, if needed, and close the Tenant window.

8. On the disclaimer window, click the **Usage** button to enter the **Sub-Meter Read End** for the current bill period for each tenant and click **Update**.

9. Close the Usage window. *You are returned to the disclaimer window.*

10. Be sure to **Save** before clicking **Create Bills** for the current bill period.

Tenant Move In and Move Out

From time-to-time, you will need to update tenant information due to a move in and/or move out. Ensure that you Import the information from the previous bill and enter the current bill period dates before completing the steps in the following scenarios. *Click a scenario to view the steps*.

Scenario 1:

A tenant moves out and the unit remains vacant for more than one bill period

Scenario 2:

If a tenant moves into a unit that has been vacant for more than one bill period

Scenario 3:

Old and New Tenant Move Out and In – Same Bill Period

Scenario 4:

Tenant Moves Out and New Tenant Moves In Aligned with the Bill Period

Continue Steps

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Scenario 1:

A tenant moves out and the unit remains vacant for more than one bill period

1. In the **Usage** window, double-click the tenant moving out. ***Example****: Jane Brown in Space 4 moved out on 6/20/2020.*

2. In the **Bill Period End Date**, enter the move out date.

3. Enter the **Sub-Meter Read End** collected when the tenant moved out.

4. Click **Update**. *This will ensure the tenant is billed for the portion of the bill period when he or she was still in residence.*

Scenario 1 continued:
A tenant moves out and the unit remains vacant for more than one bill period

5. Update the Sub-Meter Read End for all other tenants, close the Usage window, **Save** the file, and click **Create Bills**.

For the next bill period:

6. Open the template, click **I Agree** and **Submit** in the disclaimer, and click **Import** to auto-fill last bill period's information. *You are directed to the Account window*.

7. In the **Account** window, enter the dates for the new bill period, click **Update**, and close the window.

8. In the **Tenant** window, double-click the tenant who moved out and overwrite the name with **"Vacant**."

9. Click **Update** and close the Tenant window. *You are returned to the disclaimer window*.

Scenario 1 continued:
If a tenant moves out and the unit will remain vacant for one bill period or more

10. Click **Usage** and double-click the "Vacant" record.

    The Sub-Meter Read Start is auto-filled.

11. Enter the **Sub-Meter Read End** with the end read number (as you do if there was a tenant residing in the unit for the entire bill period). You will continue to follow these steps until the bill period a new tenant moves into the unit.

12. Click **Update** and close the Usage window.

13. Enter the **Sub-Meter Read End** for all other tenants.

14. Click **Save** on the upper left of the screen. *The changes must be saved before you click Create Bills.*

15. Click **Create Bills**.

Mobilehome Park Usage Information

| | Tenant Name | VACANT | | Tenant Number | 4 | Bill Period Start Date | 7/1/2020 | Bill Period End Date | 7/31/2020 | Sub-Meter Read Start | 24950 | Sub-Meter Read End | 24960 | Total Usage | 10 | | Update | | Cancel |

Double-Click the record below to update usage information...

ID	TnntNm	TnntNmbr	BllPrdStrtDt	BllPrdEndDt	SbMtrRdStrt	SbMtrRdEnd	TtlUsg
1	VACANT	4	7/1/2020	7/31/2020	24950	24960	10
2	JOHN	5	7/1/2020	7/31/2020	24998	25118	120
3	HARVEY	6	7/1/2020	7/31/2020	24998	25200	202
4	CHARLOTTE	7	7/1/2020	7/31/2020	25005	25255	250

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Scenario 2:
If a tenant moves into a unit that has been vacant for more than one bill period

1. Launch the template for the new bill period.

2. Click **I Agree** and **Submit** in the disclaimer.

3. In the **Account** window, enter the bill period dates and make any other applicable changes (if necessary).

4. Click **Update** and close the Account window.

5. In the **Tenant** window, double-click the **"Vacant"** record.

6. Overwrite "Vacant" in the **Tenant Name** field with the name of the new tenant.

7. Click **Update** and close the Tenant window.

Scenario 2 continued:
If a tenant moves into a unit that has been vacant for more than one bill period

8. In the **Usage** window, double-click the new tenant record.

9. Overwrite the **Bill Period Start Date** with the move in date.

10. In the **Sub-Meter Read Start**, enter the read taken at move in.

11. In the **Sub-meter Read End**, enter the read at the end of the bill period and click **Update**.

12. Enter the **Sub-meter Read End** for all other tenants, click **Update** for each one, and close the Usage window.

13. Click **Save**, name the file for the bill period, and click **Create Bills**.

Scenario 3:
Old and New Tenant Move Out and In – Same Bill Period

1. In the **Tenant** window, add the new tenant with the same **Tenant Number** as the tenant moving out (in this example: 4 – new tenant Nancy). *If the tenant has a unique address, overwrite the Tenant Address field and delete the Tenant Number*.

2. Click **Add** and close the Tenant window. *Once added, Nancy appears at the bottom of the list*.

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Scenario 3 continued:
Old and New Tenant Move Out and In – Same Bill Period

3. In the **Usage** window, double-click the tenant moving out.

4. Overwrite the **Bill Period End Date** with the move out date.

5. Enter the **Sub-Meter Read End** with the read on the day of move out.

6. Click **Update**.

7. Double-click the tenant moving in.

8. Overwrite the **Bill Period Start Date** with the move in date.

9. Enter the **Sub-Meter Read Start** with the read taken on move in day.

10. Enter the **Sub-Meter Read End** with the read taken at the end of the bill period.

11. Click **Update.**

Mobilehome Park Usage Information

Tenant Name		Tenant Number	Bill Period Start Date	Bill Period End Date	Sub-Meter Read Start	Sub-Meter Read End	Total Usage		Update	Cancel

Record below has been updated...

ID	TnntNm	TnntNmbr	BllPrdStrtDt	BllPrdEndDt	SbMtrRdStrt	SbMtrRdEnd	TtlUsg
1	JULIE	4	8/1/2020	8/15/2020	24997	25150	153
2	JOHN	5	8/1/2020	8/31/2020	25118	25301	183
3	HARVEY	6	8/1/2020	8/31/2020	25200	25390	190
4	CHARLOTTE	7	8/1/2020	8/31/2020	25255	25495	240
5	NANCY	4	8/25/2020	8/31/2020	25200	25260	60

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Scenario 3 continued:
Old and New Tenant Move Out and In – Same Bill Period

12. Enter the **Sub-Meter Read End** for all other tenants, **Update** each one, and close the Usage window.

13. **Save** and **Create Bills**.

For the next bill period:

14. When it is time to create bills for the next bill period, do the following:

    a. After launching the template, and clicking **I Agree** and **Submit** in the disclaimer, enter the new bill period dates in the Account window, make any other changes (if applicable), **Update**, and close the window.

    b. In the **Tenant** window, double-click the old tenant's record (in this example: Julie), overwrite the new tenant's name (in this example: Nancy) in the **Tenant Name** field, click **Update**, and close the Tenant window.

Scenario 3 continued:
Old and New Tenant Move Out and In – Same Bill Period

14. c. Double-click the new tenant from the bottom of the list and click **Remove**, and close the Tenant window.

In the **Usage** window,

d. Double-click the new tenant (now in the order of his or her space/unit).

e. Enter the **Sub-Meter Read End** with the bill period end read and click **Update**.

f. Enter the Sub-Meter Read End for all tenants, Update, and close the Usage window.

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Scenario 3 continued:
Old and New Tenant Move Out and In – Same Bill Period

15. Finish entering the **Sub-Meter Read End** for all tenant records and **Update** each one.

16. Close the Usage window, **Save**, and **Create Bills**.

Mobilehome Park Usage Information

Tenant Name		Tenant Number	Bill Period Start Date	Bill Period End Date	Sub-Meter Read Start	Sub-Meter Read End	Total Usage		Update	Cancel

Record below has been updated...

ID	TnntNm	TnntNmbr	BllPrdStrtDt	BllPrdEndDt	SbMtrRdStrt	SbMtrRdEnd	TtlUsg
1	NANCY	4	9/1/2020	9/30/2020	25150	25350	200
2	JOHN	5	9/1/2020	9/30/2020	25301	25470	169
3	HARVEY	6	9/1/2020	9/30/2020	25390	25595	205
4	CHARLOTTE	7	9/1/2020	9/30/2020	25495	25694	199

Scenario 4:
Tenant Moves Out and New Tenant Moves In Aligned with the Bill Period

If a move out and move in corresponds to the beginning and end of a bill period, you will only need to:

1. Import the previous bill period's information

2. In the **Account** window, enter the new bill period dates, make any necessary changes, and click **Update**.

3. In the **Tenant** window, double-click the old tenant record, overwrite the old **Tenant Name** with the new tenant's name, and identify the rate. If applicable, check the boxes for any qualified and certified programs the tenant is approved to receive.

4. Click **Update**.

5. In the **Usage** window, double-click the new tenant record, enter the final **Sub-Meter Read End** as you do each bill period, and click **Update**.

6. Enter the **Sub-Meter Read End** for all other tenants, **Update**, close the Usage window, **Save**, and **Create Bills**.

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Calculation Template Version Overlap – Short Bills

When a new version of the MHP Tenant Bill Calculation tool is posted to SCE.com with an updated factor (rate), it may require you to create two bills for the bill period for your tenants. These would be considered short bills with the first one calculated with the old template and factor and the second with the new template and factor.

Example:
Bill Period Start: 9/16/2020 – Bill Period End: 10/16/2020
New template with updated factor posted: 9/30/2020

First Short Bill: Issued with the *old* template and factor for dates 9/16/2020 to 9/30/2020
Second Short Bill: Issued with the *new* template and factor for dates 10/1/2020 to 10/16/2020.

Walk Through Completed

If you checked the **TBS – CCA** box in the Account window, you need to enter the TBS Factor. Instructions on locating the correct factor are on the following pages.

TBS CCA Factors – Instructions

The following are instructions for navigating to and selecting the correct factor if TBS - CCA is selected in the Account window.

The TBS Factor is only needed if you have notified the CCA that you plan to transition to SCE's Bundled Service but have not notified SCE of your plans to switch.
If you have notified SCE of your plans to transition to Bundled Service, you only need to check the CCA checkbox. In this case, you will continue to be charged the CCA rate until you are officially transitioned to Bundled Service.

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Open the TBS Factors Output Sheet.

1. Expand **2021**.

2. Click the link for the week ending that the Bill Period End Date falls in.

3. In the lower left of your screen, click the downloaded file and select **Open**.
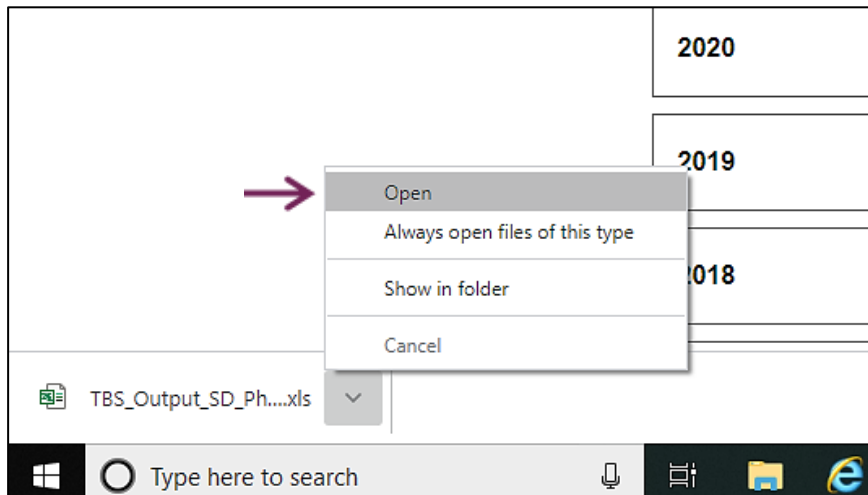
A downloaded list of factors opens in Excel.

4. Scroll up to the top of the spreadsheet and look at **line 3** (first Domestic line item in the spreadsheet). Ensure the Bill Period End date for which you are calculating bills falls within the Start Date and End Date.

5. The TBS Factor is in the **NTR** column (in this example: 0.09077)

⚠️ The factors differ based on the rate and week ending date in the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Group Tariff	Voltage Level	Start Date	End Date	NTR	SOnPk	SMdPk	SOffPk	SSOffPk	WOnPk	WMdPk	WOffPk	WSOffPk
2													
3	D	SEC	03/07/21	03/13/21	0.09077	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4	D	PRI	03/07/21	03/13/21	0.08902	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5	D	SUB	03/07/21	03/13/21	0.08696	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6	TOU-D-1	SEC	03/07/21	03/13/21	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

If desired, return to Account CCA Steps

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