

# PowerLogic Tenant Bill Overview

Version: 1.0

August 2014



# Tenant Metering Application Overview

## Owner Information

**General Information Section:** This section of the owner information area is for the landlord, Management Company or building owner to place their contact information. An important thing to note is that the information that's placed in this area is also going to show on the tenant bill.

**Bill Header Text:** the bill header text area allows you to put important information pertinent to the bill, additional contact info, billing updates or just general information.

**Bill Footer Text:** The bill footer text area allows you to enter additional text that will be placed into the footer area of the bill.

To insert, edit or delete data; place your cursor into any field and make your edits. Once you're done, click the submit button the save the data.

**Owner Information**

| General Information |                              |
|---------------------|------------------------------|
| Name:               | Schneider Electric           |
| Street Address 1:   | 295 Tech Park Dr             |
| Street Address 2:   | Suite 100                    |
| City:               | LaVergne                     |
| State:              | TN                           |
| Zip Code:           | 37086                        |
| Telephone Number:   | (615) 287-3500 ext 153       |
| Email Address:      | admin@schneider-electric.com |

| Header Text   |
|---|
| Questions about your bill? Need a copy of your Terms of Service Agreement? Contact us directly at Customer Relations at <a href="mailto:CustomerRelations@noreply.com">CustomerRelations@noreply.com</a> or call us at 1-888-867-5309 |

| Footer Text   |
|---|
| This bill is for electric generation and transmission services supplied by SE |

## Tenants

The tenant section is where all of your tenant information is stored. Depending on the version of the PowerLogic Tenant Bill you purchased you can add 32 or 64 tenants. To add a tenant, click add then

add the tenant name. Once the name is added, click save. To add more tenant information select edit next to the name and it will take you to a new screen to add more information.

### Tenants

| Name                 | Add           |
|----------------------|---------------|
| Arby's               | Edit   Remove |
| Bed Bath and Beyond  | Edit   Remove |
| Chick-Fil-A          | Edit   Remove |
| Christie Cookie      | Edit   Remove |
| GAP                  | Edit   Remove |
| JCPenney             | Edit   Remove |
| Kohl's               | Edit   Remove |
| Macy's               | Edit   Remove |
| McDonald's           | Edit   Remove |
| New York and Company | Edit   Remove |
| Old Navy             | Edit   Remove |
| Sbarro Pizza         | Edit   Remove |
| Sears                | Edit   Remove |
| Wendy's              | Edit   Remove |

Apply

On this screen you'll add the Address, City, State, Zip, Phone, Email Address and payment terms. The payment terms are defaulted to NET 30 and can be changed to fit any arrangement per tenant. They payment terms are also shown on the bill; in the payment terms section. Once finished with adding tenant information click apply to save the data

### Tenant Information

Prev Next

|                   |                 |
|-------------------|-----------------|
| Name:             | Arby's          |
| Street Address 1: | 1000 Mall Drive |
| Street Address 2: | Unit 105        |
| City:             | Murfreesboro    |
| State:            | Tennessee       |
| Zip Code:         | 37129           |
| Telephone Number: | (615)123-8901   |
| Email Address:    | Owner@arbys.com |
| Payment Terms:    | net 60 days     |

Apply Cancel

If you're adding multiple tenants, when starting on the first screen enter the names only then click apply. After the data has been saved, click edit on the first tenant entered to add information. You'll notice previous and next buttons at the top. This will allow you to move to the next tenant to add their

information without having to go back to the first screen. Another feature, if you hover over the previous and next buttons it will tell you who the tenant is.

## Billing Points

Billing points section allows you to select a tenant and choose a meter(s) to associate to them. With the meter(s) associated to the tenant you can set an allocation amount for the tenant. This scenario allows you to do full or partial allocations.

Add a billing Point:

To add billing points, select the tenant and click next. Click Add then choose the Source Meter, the commodity and percentage of allocation. When finished be sure to click apply to save the data. Add additional billing points as needed to ensure all commodities are covered for each tenant.

**Billing Points**  
Select a Tenant:

Chick-Fil-A  
Christie Cookies  
Sbarro Pizza  
Wendy's  
Arby's  
McDonald's  
Sears  
JCPenney  
Macy's  
Kohl's  
Bed Bath and Beyond  
New York and Company  
Old Navy

Removing a billing point:

Select a tenant and click next. Go to the billing point and select remove, then select apply to save the data.

Changing Allocation:

If you need to change the allocation for the meter, select the tenant and select next. Go to the Source Meter and in the allocation column change the percentage. The allocation cannot exceed 100.00%.

## Billing Points

Tenant: Christie Cookie

| Metered |              |                     |                | Add |
|---------|--------------|---------------------|----------------|-----|
|         | Source Meter | Commodity           | Allocation (%) |     |
| Remove  | Unit 102     | Electrical Usage (k | 100            |     |
| Remove  | Common Area  | Electrical Usage (k | 10             |     |
| Remove  | Common Water | Water Usage (Gall   | 20.12500       |     |
| Remove  | Common Gas   | Natural Gas Usage   | 10.5           |     |

Submit Cancel

### Move in/Move Out Estimate

This report allows you to select a tenant, select a time (start date, end date) Bill header text and source meters to provide a bill for a partial month, move in/move out scenario or just estimates.

Generate an Estimate Report:

Start by selecting the tenant. Select the Start Date, by default it goes back one month from the current day. Select the time, then select the End Date and end time. If you'd like to change the header text you can do so here and it will only be for this specific report. If no changes are desired you can leave the text alone. Insert the kWh total desired into the Value column then Insert a monetary value in the Rate column. When that's ready click generate.

### Move-in/out Bill Estimate

Tenant: GAP

| Time             |      |           |    |          |
|------------------|------|-----------|----|----------|
| Start Date Time: | 2014 | August    | 18 | 12:00 am |
| End Date Time:   | 2014 | September | 18 | 12:00 am |

Bill Header Text

Questions about your bill? Need a copy of your Terms of Service Agreement? Contact us directly at Customer Relations at [billing@abccommercial.com](mailto:billing@abccommercial.com) or call us at 1-888-867-5309

| Source Meters |                        |                |        |      |
|---------------|------------------------|----------------|--------|------|
| Source Meter  | Commodity              | Allocation (%) | Value  | Rate |
| Common Water  | Water Usage (Gallons)  | 100.00         | 5000   | .14  |
| Unit 101      | Electrical Usage (kWh) | 10.00          | 280000 | .05  |

Generate Cancel

Back Print



ABC Commercial Management  
123 Sun Blvd  
Orlando, FL 32714  
407 000 1234  
admin@abccommercial.com

**Services Provided to**

GAP  
202 Opry Mills Drive  
Nashville, TN 37214  
615-678-0773  
none@gap.com

**Billing Period**

Start: 8-18-2014 12:00 am  
End: 9-18-2014 12:00 am  
Payment Terms:  
undefined

Questions about your bill? Need a copy of your Terms of Service Agreement? Contact us directly at Customer Relations at [billing@abccommercial.com](mailto:billing@abccommercial.com) or call us at 1-888-867-5309

| Source Meter | (%)    | X | Rate   | X | Used         | = | Billed    |
|--------------|--------|---|--------|---|--------------|---|-----------|
| Common Water | 100.00 |   | \$ .14 |   | 5000 Gallons |   | \$700.00  |
| Unit 101     | 10.00  |   | \$ .05 |   | 280000 kWh   |   | \$1400.00 |
| Total        |        |   |        |   |              |   | \$2100.00 |

**Bill Generate:**

Select an individual, multiple or all tenants and click next. Confirm the Start date and time, End Date and time. Confirm the header text and modify if needed. Insert the rate into the rate area and select Generate.

**Billing Generate**

Select a Tenant:

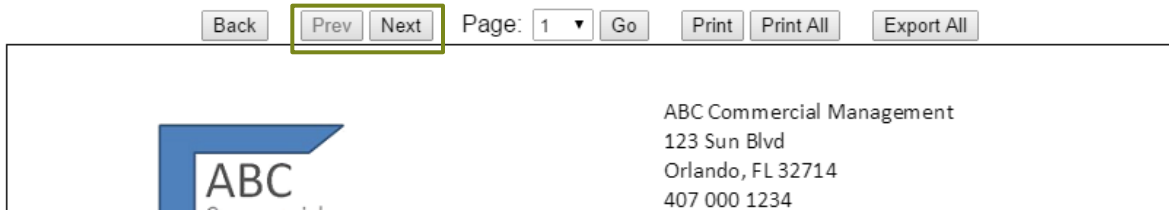
Select All

- Arby's
- Bed Bath and Beyond
- Chick-Fil-A
- Christie Cookie
- GAP
- JCPenney
- Kohl's
- Macy's
- McDonald's
- New York and Company
- Old Navy
- Sbarro Pizza
- Sears
- Wendy's

Next

- Note: If data gaps are detected during the time period you selected you will get a pop-up warning notifying you of the data gaps.

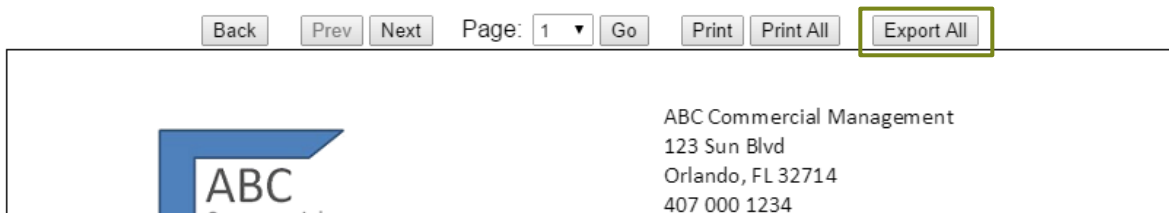
You can page through each invoice to check accuracy of data by using the Next/Previous Buttons.



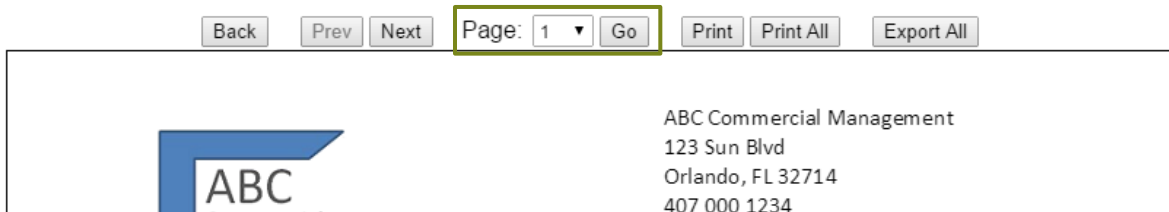
You can print a single invoice by selecting print on the invoice that you're currently on. If you want to print all invoices, select print all.



If you'd like to export the data to use in another program, select Export All and a comma separated value (.csv) file will be generated.



You can also jump to a specific page by selecting a page from the dropdown and hitting go.



### Important things to remember when setting up the Tenant Metering Application:

1. Make sure to upload the secondary\_language.csv. When you upload the file to the root of the EGX it will restart the device automatically. If it does not go to [http://\[insert ip here\]/disk.html](http://[insert ip here]/disk.html) and select reboot.
  - a. After the EGX reboots go to Setup > User Accounts > Select User > Change Language to English Updated.