

Chapter 5

Community Supply Project Handbook

CS Project Portal Reports

The CS Project Portal provides Community Supply developers reports within the CSP to manage their projects. The link to login to the CS Project Portal is: ComEd.com/CSPortal. Valid credentials for access such as the UserID and password are needed to access the CS Portal.

Community Supply Project Developers can utilize the CS Project Portal to manage their project.

The following two reports are available to CS Project developers:

- ❖ CS Subscriber List
- ❖ CS Host (Credit) Report
- ❖ CS Historical Report

❖ **The following reports are available to the CS Project Portal users:**

Report Name	Availability
CS Subscriber List	Daily
CS Host (Credit) Report	Monthly
CS Historical Report	Daily

- ❖ **CS Subscriber/Beneficiary Customer List** – Electric service accounts that are registered by the CS Project developer as a CS Subscriber
- ❖ The Subscriber list provides the Developer with a list of all the subscribers on the CS project and the report includes subscriber account number, meter number, allocation %, allocation kW, Start and End Date and Status Details.

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	A	B	C	D	E	F	G
1	Account #	Meter #	Allocation(%)	Allocation(kW)	Start Date	End Date	Status Details
2	999999999	123456789	1.07	21.40			After a facility is activated, requests process daily at 3:45 PM CT. Once complete, we will provide the start date for this subscriber's allocation (credits start to accrue the date following confirmation of a successful enrollment and will appear on the subscriber's bill within the next two billing cycles).
3							

- ❖ **CS Host (Credit) report** – Electric service accounts that are registered by the CS Project developer as a CS Subscriber
- ❖ The CS Host (Credit) report provides the Developer with a list of all the subscribers (on ComEd supply and RES Supply) on the CS project and the report includes name of the project, subscriber account number, pseudo number, generation start and end dates, allocation kW, allocation kWh, price per kWh, actual credit amount, Tariff rate type and Rate description.

	A	B	C	D	E	F	G	H	I	J	K		
1	DEVELOPER	SUBSCRIBER	PSEUDO METER	GEN_PD	BEG_DATE	GEN_PD	END_DATE	ALLOC_KW	ALLOC_KWH	PRICE	ACTUAL CREDIT	Tariff Rate Typ	RATE_DESC
2	name of the project	999999999	600000000	5/1/2021	06/01/2021			3.6	222.9195	-0.05471	-12.2	B70	Residential - Single
3	name of the project	999999999	600000000	5/1/2021	06/01/2021			3.4	210.525	-0.05471	-11.52	B71	Residential - Multiple
4	name of the project	999999999	600000000	5/1/2021	06/01/2021			6	526.0824	-0.05471	-28.78	B70	Residential - Single
5	name of the project	999999999	600000000	5/1/2021	06/01/2021			2.4	148.602	-0.05471	-8.13	B71	Residential - Multiple
6	name of the project	999999999	600000000	5/1/2021	06/01/2021			4.8	420.8565	-0.05471	-23.03	B70	Residential - Single
7	name of the project	999999999	600000000	5/1/2021	06/01/2021			5	438.402	-0.05471	-23.98	B70	Residential - Single
8	name of the project	999999999	600000000	5/1/2021	06/01/2021			6.8	421.0665	-0.05471	-23.04	B70	Residential - Single
9	name of the project	999999999	600000000	5/1/2021	06/01/2021			3	185.769	-0.05471	-10.16	B70	Residential - Single
10	name of the project	999999999	600000000	5/1/2021	06/01/2021			6	526.0824	-0.05471	-28.78	B70	Residential - Single
11	name of the project	999999999	600000000	5/1/2021	06/01/2021			4.4	272.448	-0.05471	-14.91	B70	Residential - Single
12	name of the project	999999999	600000000	5/1/2021	06/01/2021			1.6	140.2855	unknown	unknown	R71	Retail Delivery Service - Res N

- ❖ **CS Historical report** – this report provides a historical look of enrollment activity at the subscriber level

	A	B	C	D	E	F	G	H	I
	Facility ID	Facility Name	Account #	Meter #	Status	Allocation(%)	Allocation(kW)	Start Date	End Date
	project ID				Unenrollment Pending				
	number	project name	999999999	222222222	(Moving)	0.15	3.00	1/1/2022	1/12/2023
	project ID				allocation update				
	number	project name	999999999	222222222		0.14	2.80	4/20/2022	
	project ID				unenrolled/dropped				
	number	project name	999999999	222222222		0.38	7.60	8/8/2022	8/8/2022
	project ID				Unenrollment Pending				
	number	project name	999999999	222222222	(Moving)	0.80	16.00	12/22/2022	1/12/2023

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Community Supply Subscription Billing Reports (CSSB)

❖ Community Supply Subscription Billing Reporting (CSSB)

Community Supply Subscription Billing will provide the following reports:

Report Name	Availability
Audit Trail Report	Monthly
Surrender File	Monthly

❖ Audit Trail File (Any activity related to the Subscription Charges is shown in the Audit Trail file)

- Provides a monthly extract of payments applied to the Community Supply Subscription Charge (CSSC) service agreement charges
- Lists all transactions supporting amount remitted to the CS Developer.
- Attempts to show net CSSCs collected for the current month.
- Total collected, reversed, all prior month collected, current month collected.
- Canceled CSSCs should not show up as part of the audit trail.

❖ Surrender File

- Extract of canceled CSSCs. If the Subscriber goes bankrupt and there is the cancellation of the charges, then the Surrender file is created

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