

## How to Audit Streetlighting and Traffic Signal Accounts

1. You need to talk to the Finance Department to get access to the KCP&L AccountLink database.
2. Go to [www.kcpl.com](http://www.kcpl.com) and login with your username and password

The screenshot shows the KCP&L AccountLink website. At the top is the KCP&L logo with the tagline "energizing life". To the right of the logo are four navigation links: "My Bill", "Outages & Weather", "Save Energy & Money", and "About KCP&L", each with a dropdown arrow. Below this is a header for "CITY OF OVERLAND PARK". Under the header are four tabs: "Accounts", "Usage", "Preferences", and "Resources". The "Accounts" tab is selected. Below the tabs is a section titled "My Accounts". On the left side of "My Accounts", there are three links: "View all 841 Accounts", "\$7,875.02 Due", and "View Accounts by Category". The "View Accounts by Category" link is circled in red. On the right side of "My Accounts", there is a box titled "Yearly Energy Information" containing the following data: "Energy Cost - \$ 1,460,693", "MWh - 16,332", "Demand (kW) - 251", "Load Factor - 742%", and "Price (\$/kWh) - \$0.09". Below the "My Accounts" section is a "Reports" section with four links: "12 Month Summary of All Accounts", "12 Month Summary by Category", "24 Month Bill Comparision of All Accounts", and "24 Month Bill Comparision by Category".

3. Click on View "Accounts by Category" (See above)
4. All streetlighting accounts will be in the 21000 to 21800 categories. All traffic signal accounts will be in the 11000 to 11800 categories (See Below)

Accounts ^

Usage v

Preferences v

Resources v

## View all by Category - Select Category

Accounts	Amount Due	Category Name	Category Description
214	\$5,560.94	11000	Traffic Signals - Overland Park Pays
18	\$408.48	11100	Traffic Signals - Bill Leawood
8	\$54.19	11200	Traffic Signals - Bill Lenexa
10	\$0.00	11300	Traffic Signals - Bill Merriam
2	\$0.00	11400	Traffic Signals - Bill Mission
9	\$398.36	11500	Traffic Signals - Bill Olathe
12	\$47.63	11600	Traffic Signals - Bill Prairie Village
3	\$57.17	11800	Traffic Signals - Multi-City Billing
528	\$1,357.90	21000	Streetlights - Overland Park Pays
17	\$2,477.94	21100	Streetlights - Bill Leawood
3	(\$5,984.47)	21200	Streetlights - Bill Lenexa
12	\$3,097.24	21500	Streetlights - Bill Olathe
3	\$76.86	21600	Streetlights - Bill Prairie Village
1	\$322.78	21800	Streetlights - Multi-City Billing
1	\$0.00	21902	KCPL Energy



5. Select the categories one at a time (e.g. 11000). Once the report opens, click "Download".

## CITY OF OVERLAND PARK

Accounts ▾
Usage ▾
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### All Accounts for Traffic Signals - Overland Park Pays Category

Select/Order columns for report

 Download
 Print

Show  entries Search:

Account Number		Address	Category	Connect Dte	Meter	Rate Code
34651365	<a href="#">Edit</a>	11002 Quivira Rd,Sc	11000	08/18/1989	15861045	2SGSE
143407403	<a href="#">Edit</a>	9401 W 119th,Sc	11000	05/31/2000	15668314	2SGSE
239835426	<a href="#">Edit</a>	15899 Nall Ave,Sc	11000	07/26/2016	15869974	2SGSE

- It will download the data in a .csv file. Save this file to the K: drive. You should save it named "Raw Data Traffic Signals 10-20-17.csv" or "Raw Data Streetlighting 10-20-17.csv" with the appropriate date. Don't close the files.

If it is a streetlight file, save it to: K:\Operations\Traffic\Street Lighting\KCPL\KCP&L Comparisons\2017 (or the current year folder)

If it is a traffic signal file, save it to: K:\Operations\Traffic\Traffic Signals\KCP&L Comparisons\2017 (or the current year folder)

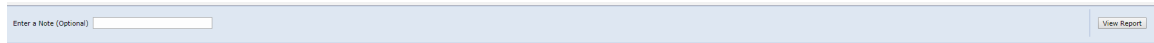
- Select the "back" button on your internet explorer to go back to the AccountLink categories again.
  - Select the next category (e.g. 11100) and download that data.
  - Copy the data, excluding any header information from that .csv file and save it at the end of the data in the "Raw Data Traffic Signals 10-20-17.csv" file.
  - Do this for all the categories for both traffic signals and streetlighting. Keep the traffic signals and the streetlighting data in separate .csv files. These are your master data .csv files.
  - Open each one of the master data .csv files and delete all rows at the top of the spreadsheet except the header information, as shown below.
- | Account Number | Address | Account Description | Category | Connect Dte | Meter |
|----------------|---------|---------------------|----------|-------------|-------|
|----------------|---------|---------------------|----------|-------------|-------|
- Save the files again in the same K: drive directories as above, as "streetlighting.csv" and "signals.csv", respectively
  - Go to [\lucityprod\KCPL Audits](#)
  - There will be two folders called "lcaudit" (lighting controller audit) and "scaudit" (signal controller audit)
  - Using Windows Explorer, copy your master data .csv files (e.g. "streetlighting.csv" into the "lcaudit" folder and "signals.csv" into the "scaudit" folder. Replace the existing files that are there.
  - Open the application:

For Traffic Signals, click the link below

<http://odin/ReportServer/Pages/ReportViewer.aspx?%2fPublic+Works%2fSignal+Controller+Audit&rs:Command=Render>

For Streetlighting, click the link below

<http://odin/ReportServer/Pages/ReportViewer.aspx?%2fPublic+Works%2fLightControllerAudit&rs:Command=Render>



17. In the header, you can enter a note, such as “October 2017 Signal Audit” or “October 2017 Streetlighting Audit)

18. Click “View Report”

19. The application will match the LUCITY data with the KCP&L data contained in the master data .csv files you saved.



20. Using the pull down menu, save the file as an EXCEL file in the K: drive.

If it is a streetlight file, save it to: K:\Operations\Traffic\Street Lighting\KCPL\KCP&L Comparisons\2017 (or the current year folder) as “LightControllerAudit 10-20-17.xlsx” or appropriate date.

If it is a traffic signal file, save it to: K:\Operations\Traffic\Traffic Signals\KCP&L Comparisons\2017 (or the current year folder) as “SignalControllerAudit 10-20-17.xlsx” or appropriate date.

21. Review the data and add appropriate notes for action to clear the data.

22. Give the reports to Janet Luessenheide to resolve.