Optional .csv version of the Disconnect Report

Any utility that wishes to export data from an existing program into a csv file may do so provided they follow the existing form.

How to complete the Disconnect Report

1. Produce your csv version of the Disconnect form
2. Email Executive Director, PSCED@ky.gov, your completed form.

General notes which also apply to csv version of the file:

When entering values – it is important that you do not insert (or remove) any rows or columns.

For currency values – enter numbers only without the "$" and without commas. Periods to indicate decimal places are accepted.

For customer counts – enter numbers only without any commas

General .csv notes:

The .csv file will be viewed by Microsoft Excel so that PSC Staff can verify the values imported correctly. There are some lines included that make it easier on any humans double checking the report. These lines will not be stored in data. Please do continue to include them in your csv output.

Easiest way to comprehend the .csv layout is to look at the Disconnect form and save as ".csv" file.

Details of each line are listed below.

Line 1: Title line *(not stored)* **Enter exactly as is**
KENTUCKY PUBLIC SERVICE COMMISSION,

Line 2: Blank line *(not stored)* All blank lines will be a single comma followed by the carriage return.

Line 3: Utility Type line *(not stored)* In the MS Excel version there is a checkbox in the csv version enter each label followed by Y for "yes" or N for "no". Column B is Y/N for Electric; Column D is Y/N for Gas and Column F is Y/N for Water   Sample for water below
Electric,N,Gas,N,Water,Y,

Line 4: Blank line *(not stored)*

Line 5: Title line 2 *(not stored)* **Enter exactly as is**
NON-PAYMENT DISCONNECTION/RECONNECTION REPORT,

Line 6: Blank line *(not stored)*

Line 7: Blank line *(not stored)*

Line 8: Fiscal Year *(not stored)* Enter Previous Year in Column B, and current Year in Column D
JULY,2019,THROUGH JUNE,2020,

Line 9: Blank line *(not stored)*

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Line 10: Utility Name *(not stored)* Enter the label in column A and Utility name in column B. (example below)

  Utility Name, This is my readable Utility Name LLC,

Line 11: Blank line *(not stored)*

Line 12: Utility ID Enter the label: in column A. Provide the KY PSC ID for the utility in column B.
  Utility ID,999999,

Line 13: Blank line *(not stored)*

Line 14: Header line *(not stored)* **Enter exactly as is**

  Month,July,August,September,October,November,December,January,February,March,April,May ,June

Lines 15-20: Data Lines For each line col A contains the Data Description Label, followed by columns B-M which represent each month of the fiscal year: July-June

Line 15: Number Terminated (sample below)
Number Terminated,105,88,35,59,33,43,0,27,24,18,72,31

Line 16: Highest $ Amt. Terminated (sample below)
Highest $ Amt. Terminated,288.71,568.66,440.06,572.96,477.53,434.41,0,292,597.83,717.33,1305.88,1600.49

Line 17: Lowest $ Amt. Terminated (sample below)
Lowest $ Amt. Terminated,60.1,72.54,87.54,90.15,85.33,92.41,0,73.67,73.67,87.49,63.38,88.23

Line 18: Median $ Amt. Terminated (sample below)
Median $ Amt. Terminated,101.1,140.27,182.54,189.95,154.45,174.77,0,132.48,155.2,234.06,153.29,194.89

Line 19: Average $ Amt. Terminated (sample below)
Average $ Amt. Terminated,138.9,168.04,206.52,225.89,170.73,193.84,0,149.18,202.45,288.53,165.44,228.36

Line 20: Number Reinstated (sample below)
Number Reinstated,69,58,23,31,24,29,0,21,19,12,45,21

Line 21: Blank line *(not stored)*

Line 22: Footer section *(not stored)* **Enter exactly as is**
  For information regarding this report contact:,

Line 23: Blank line *(not stored)*

Line 24: Contact line *(not stored)* Enter the label: in column A. Enter the report preparers name in column B.
  Name,,

Line 25: Blank line *(not stored)*

Line 26: Contact phone *(not stored)* Enter the label: in column A. Enter the report preparer's phone in column B
  Phone,,

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Line 27: Blank line *(not stored)*

Line 28-30: Final lines *(not stored)* **Enter exactly as listed**
      "807 KAR 5:006, Section 4 (5)",
      Form Revised 6/20,
      ver.,csv1