CATALYST

Chargebacks



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- What is a Chargeback?
- Options:
 - Bill Calculations
 - Bill Splits
- Simplify workflow and monthly processes
- Setup and maintenance
- Reporting, distributions of bills, access to tenants/stakeholders

What is a chargeback bill?

A chargeback bill is generated in EnergyCAP (UtilityManagement and SmartAnalytics) It's not a bill you get from a utility vendor.

Other names for chargebacks include:

- Recharges
- Bill splits
- Cost allocations
- Campus distributions
- Bill calculations
- Tenant allocations

EnergyCAP chargeback bills can be created as cost-only, use-only, or cost and use bills



Common reasons for chargebacks

Cost allocation of vendor bills to multiple departments

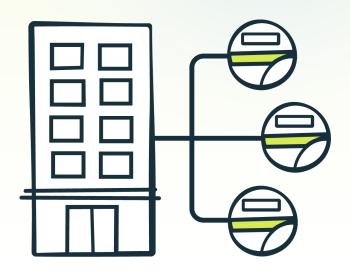
Assign utility costs to specific projects, grants, and special activities

Create bills for tenants

Energy plant calculations and campus distribution tracking

True-up financial transactions

Detailed facility tracking and reporting (e.g., ENERGY STAR, greenhouse gas reporting)



Mastering chargebacks with EnergyCAP

EnergyCAP chargebacks simplify your monthly workflow

Bill splits and calculations are flexible and easy to configure

Bill Calculations

Bill Splits

Chargeback workflows ensure consistency with step-by-step instructions and built-in documentation tailored to your organization

EnergyCAP includes easy options for chargeback setup and maintenance

Reporting and distribution of bills

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Bill Calculations

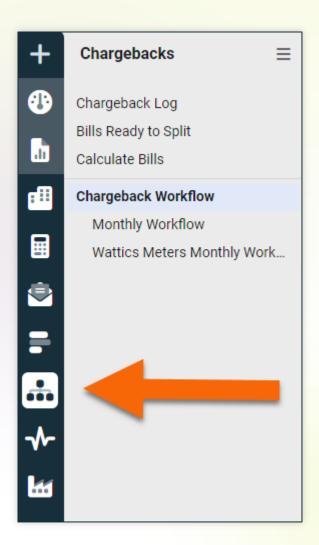
Bill Splits

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Reporting and distribution of bills

Chargebacks Module



UtilityManagement

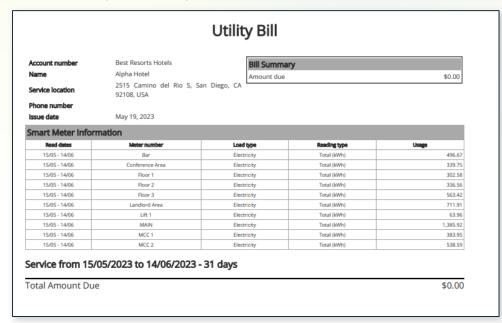
Chargebacks is a licensed feature.

If licensed, the Chargebacks module appears in the module menu on the left-hand side.

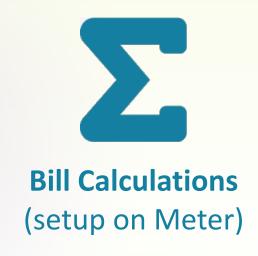
If unlicensed, and this functionality is needed, contact your EnergyCAP Sales Account Manager.

SmartAnalytics

Chargebacks are provided in the Utility Bill report.



EnergyCAP chargebacks are built on three simple, but powerful, features





Chargeback Workflows

EnergyCAP chargebacks are built on three simple, but powerful, features

Bill calculations – create a new bill with your own custom calculations submeters, custom rates, fixed costs, combine bills, and more!

Bill splits – divide any existing bill into one or more smaller bills percentage splits, dynamic floor area allocation, loss/remainder assignment

Chargeback workflows – organize groups of bill splits and calculations together into repeatable monthly steps

Chargeback calculations can always be rolled-back!

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Reporting and distribution of bills

EBill Calculations

Meters configured to generate bills based on use, cost, and demand calculations

Bill calculations allow for independent use/cost calculations

Use Calculation

Cost Calculation



Bill Calculations



CALCULATING USE

- Channel readings
- Fixed amount
- Copy use (%) from another meter
- Summary calculation
- SmartAnalytics data point



Bill Calculations



CALCULATING USE

- Channel readings
- Fixed amount
- Copy use (%) from another meter
- Summary calculation
- SmartAnalytics data point

CALCULATING COST

- Use x rate schedule
- Use x fixed unit cost
- Use x unit cost from another meter
- Fixed amount
- Copy cost (%) from another meter
- Summary calculation



Bill Calculations



CALCULATING USE

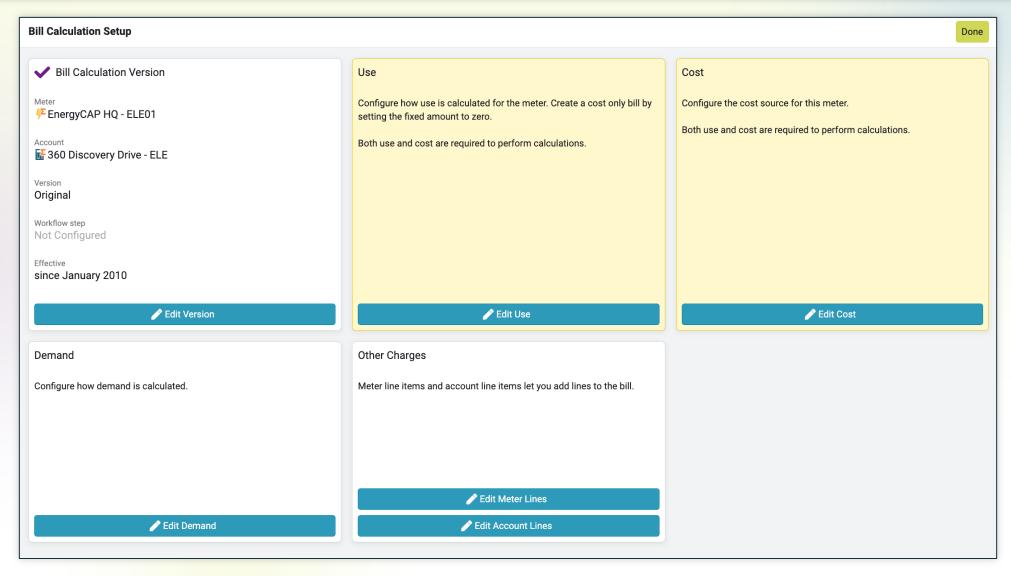
- Channel readings
- Fixed amount
- Copy use (%) from another meter
- Summary calculation
- SmartAnalytics data point

CALCULATING COST

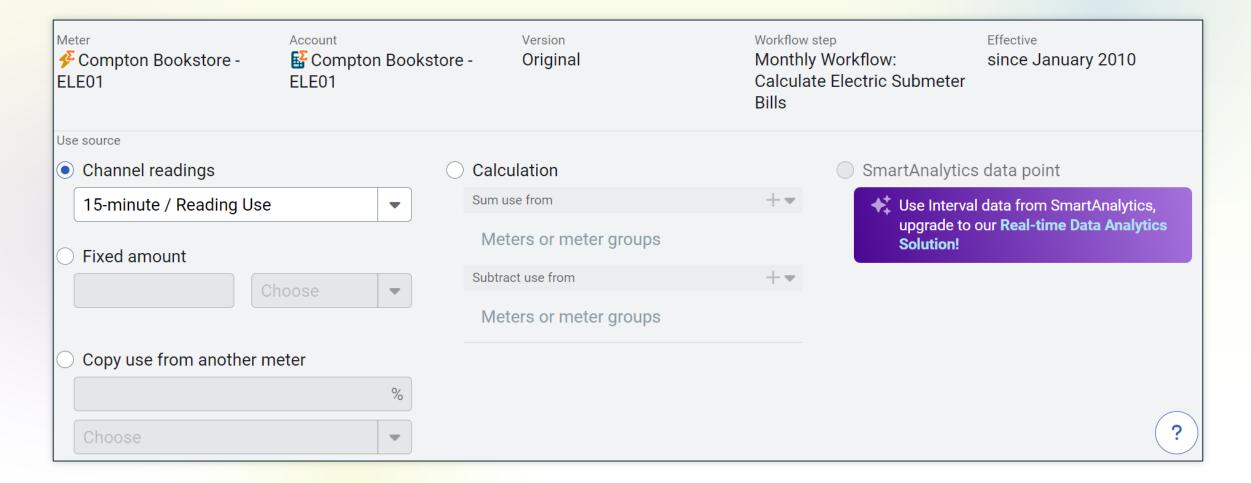
- Use x rate schedule
- Use x fixed unit cost
- Use x unit cost from another meter
- Fixed amount
- Copy cost (%) from another meter
- Summary calculation



Bill Calculations // Setup starts at the meter to receive the new bill

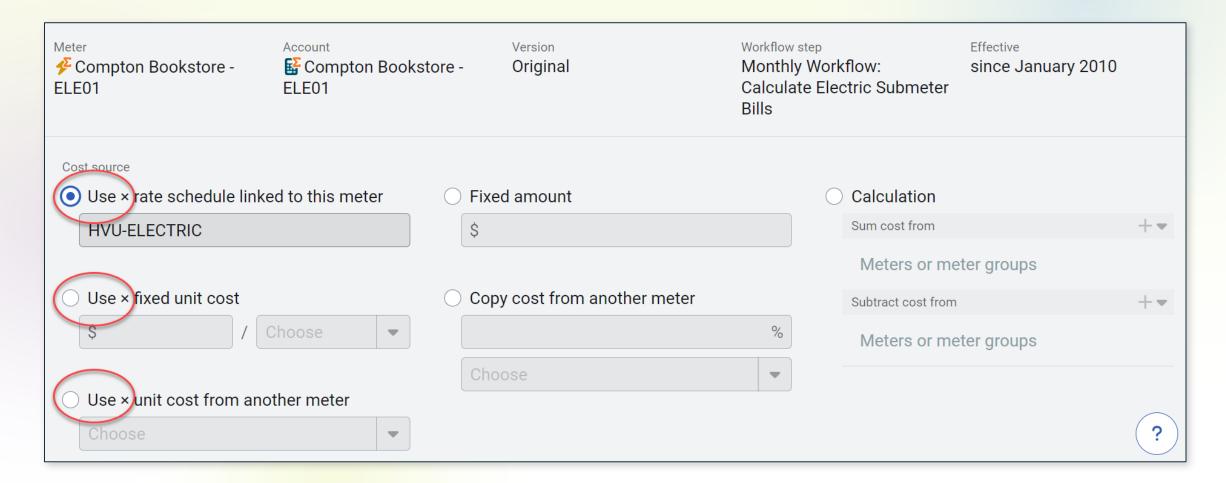


Bill Calculations // Use Configuration



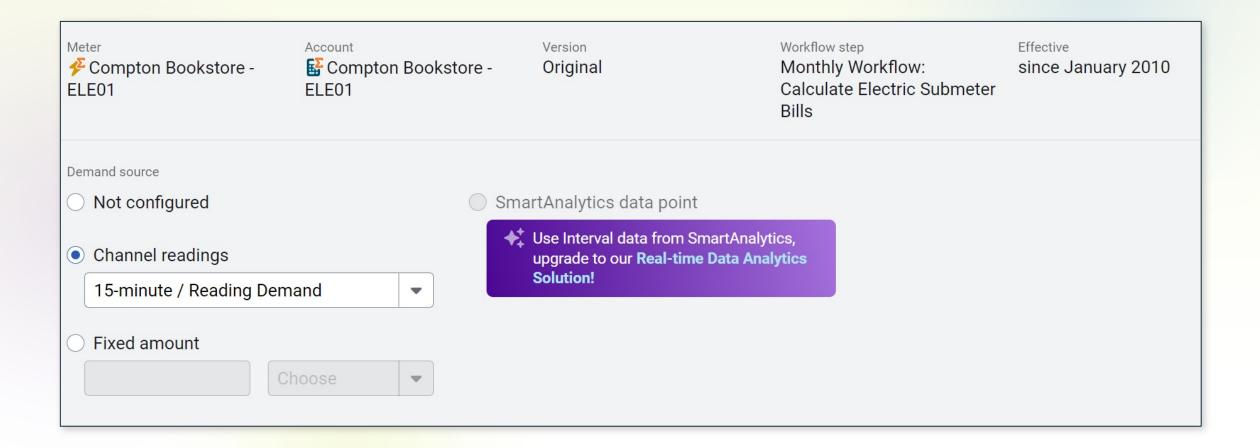


Bill Calculations // Cost Configuration





Bill Calculations // Demand Configuration





Accounts configured to divide existing bills to one or more destination meters

Bill Splits // three flexible options



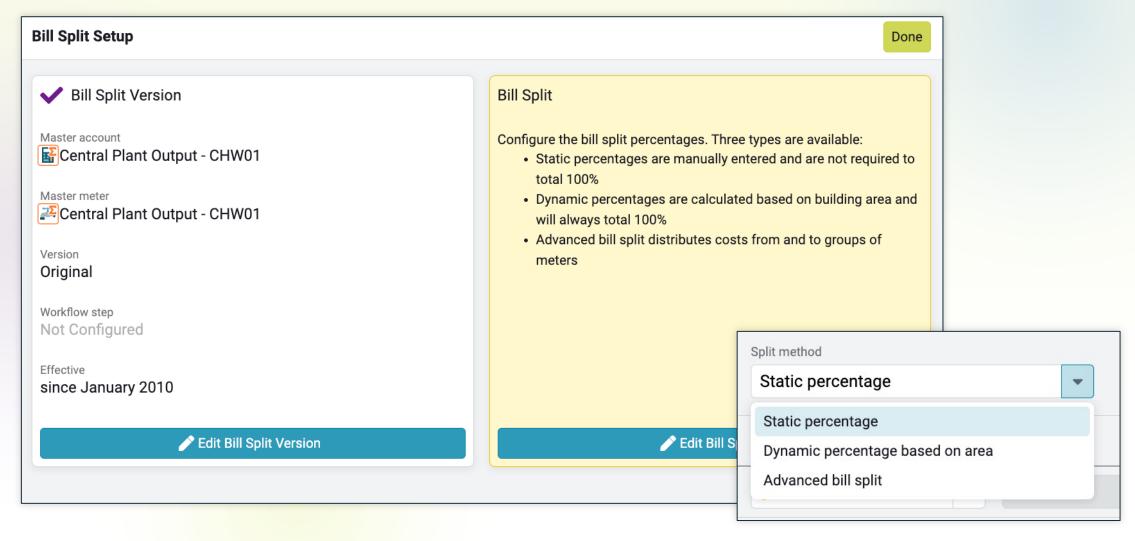


BILL SPLIT OPTIONS

- Static fixed percentages
- Dynamic automatic percentages based on floor area (always 100% split)
- Advanced automatic percentages based on proportional cost/use (always 100% split)

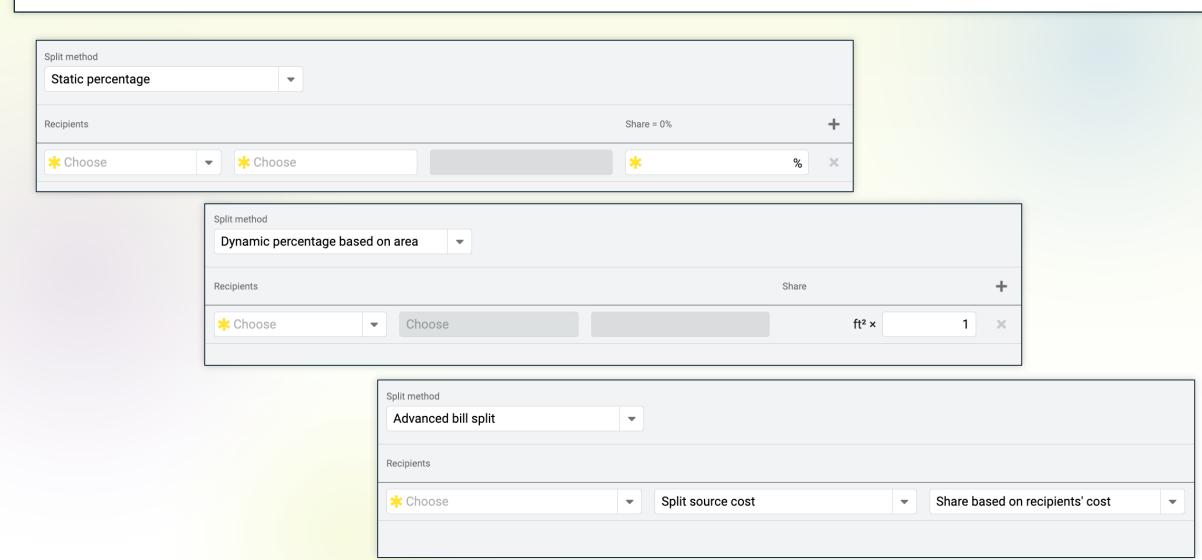


Bill Splits // Setup begins on the account to be split





Bill Splits // Options vary based on split type



Chargebacks Icons

Chargeback Type	Accounts	Meters
Bill Calculation		
Bill Split Source		
Bill Split Destination		

Mastering chargebacks with EnergyCAP

EnergyCAP chargebacks simplify your monthly workflow

Bill splits and calculations are flexible and easy to configure

Bill Calculations

Bill Splits

Chargeback workflows ensure consistency with step-by-step instructions and built-in documentation tailored to your organization

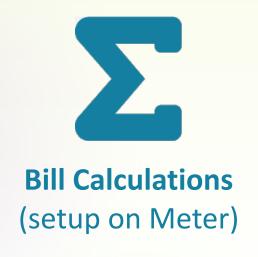
EnergyCAP includes easy options for chargeback setup and maintenance

Reporting and distribution of bills

Chargeback Workflows

Bill calculations and bill splits organized into step-by-step actions for processing

Chargeback workflows SIMPLIFY your chargeback process





Chargeback Workflows

Features of EnergyCAP chargeback workflows

Provide order, structure, and documentation to your chargeback process

Step-by-step guide to process and verify chargeback bills

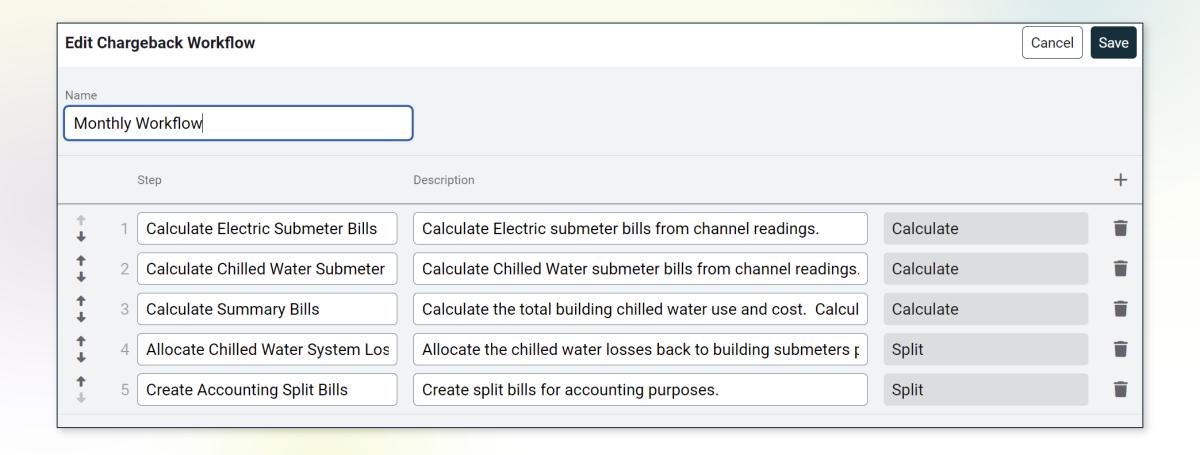
Group similar chargebacks together for easy processing (e.g., vendor bill splits, submeter calculations, energy plant distributions)

Flexible-configure as many workflows and steps as you need

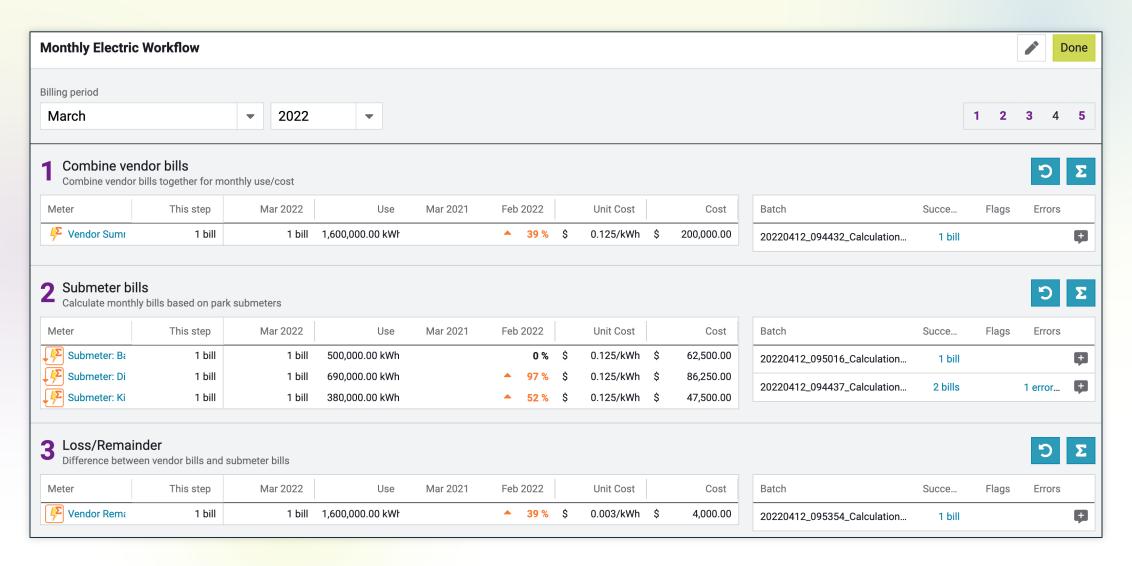
Increase visibility across your team

Easily reversible

Configure workflow steps based on your monthly process



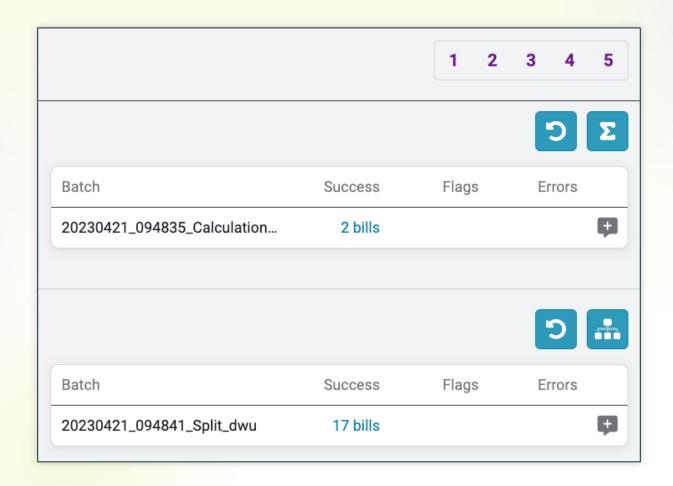
Follow the workflow steps each month-analyze results as you go



Identify billing issues, outliers, and missing data with each workflow step

Calculate Electric Submeter Calculate Electric submeter bills from							
Meter	This step	Jan 2022	Use	Jan 2021	Dec 2021	Unit Cost	Cost
Business College - ELE01	1 bill	1 bill	105,073.00 kWh	↑8%	↓7 %	\$ 0.107/kWh	\$ 11,247.81
Compton Bookstore - ELE	1 bill	1 bill	42,842.00 kWh	↓11%	↓1%	\$ 0.107/kWh	\$ 4,589.09
Pavid Brant Hall - ELE01	1 bill	1 bill	264,240.00 kWh	↑2%	↑1%	\$ 0.107/kWh	\$ 28,278.68
Education Classroom - El	1 bill	1 bill	41,203.00 kWh	↓16%	↓15%	\$ 0.107/kWh	\$ 4,413.72
Education Classroom - El	1 bill	1 bill	14,925.00 kWh	↑13%	↓1%	\$ 0.107/kWh	\$ 1,601.98
Engineering - Comp Sci - I	1 bill	1 bill	11,760.00 kWh	↑41 %	↓9 %	\$ 0.107/kWh	\$ 1,263.32
Engineering - North - ELE(1 bill	1 bill	34,190.00 kWh	↑2%	↓4%	\$ 0.107/kWh	\$ 3,663.33
Engineering - South - ELE	1 bill	1 bill	31,371.00 kWh	↑16%	↓2 %	\$ 0.107/kWh	\$ 3,361.70
Humanities - ELE01	1 bill	1 bill	28,636.00 kWh	↑12 %	↓24 %	\$ 0.107/kWh	\$ 3,069.05
Humanities - ELE02	1 bill	1 bill	16,251.00 kWh	↑9%	↓10%	\$ 0.107/kWh	\$ 1,743.86
Keene Health Science - El	1 bill	1 bill	73,603.00 kWh	↑15%	↓4%	\$ 0.107/kWh	\$ 7,880.52
Lindon Hall - ELE01	1 bill	1 bill	15,158.00 kWh	↑25%	↓13%	\$ 0.107/kWh	\$ 1,626.91
Calculate Chilled Water Subrecalculate Chilled Water submeter bills		Jan 2022	Use	Jan 2021	Dec 2021	Unit Cost	Cost
Business College - CHW0	1 bill	2 bills	6,100.68 ton-hr	↑11%	↑8%	\$ 0.029/ton-hr	\$ 178.45
Central Plant Output - CH	1 bill	1 bill	560,265.00 ton-hr	↑38%	↑12 %	\$ 0.029/ton-hr	\$ 16,066.16
Compton Bookstore - CH	1 bill	2 bills	10,450.56 ton-hr	↑429 %	↓34%	\$ 0.029/ton-hr	\$ 305.68
Pavid Brant Hall - CHW01	1 bill	2 bills	28,277.04 ton-hr	↑20%	↑56%	\$ 0.029/ton-hr	\$ 827.09
6 David Dialit Hall - CHWOT		0.1.711	21,815.00 ton-hr	↓64%	↑71%	\$ 0.029/ton-hr	\$ 638.07
	1 bill	2 bills					000.07
Education Classroom - Cl	1 bill 1 bill	2 bills	37,547.00 ton-hr	↓36 %	↑43 %	\$ 0.029/ton-hr	\$ 1,098.23
Education Classroom - Cl Engineering - CHW01			37,547.00 ton-hr	↓36% ↓100%	↑43% 0%	\$ 0.029/ton-hr	\$
Education Classroom - Cl Engineering - CHW01	1 bill	2 bills	37,547.00 ton-hr 99,697.00 ton-hr			\$ 0.029/ton-hr 0.029/ton-hr	

Quickly review the status of workflow steps—any step can be reversed and re-processed



Mastering chargebacks with EnergyCAP

EnergyCAP chargebacks simplify your monthly workflow

Bill splits and calculations are flexible and easy to configure

Bill Calculations

Bill Splits

Chargeback workflows ensure consistency with step-by-step instructions and built-in documentation tailored to your organization

EnergyCAP includes easy options for chargeback setup and maintenance

Reporting and distribution of bills

Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

All chargeback configuration options are available via setup spreadsheets

Download all chargeback settings at once—helpful for team review, documentation, and making bulk updates

Easy to replicate a configuration to multiple accounts/meters

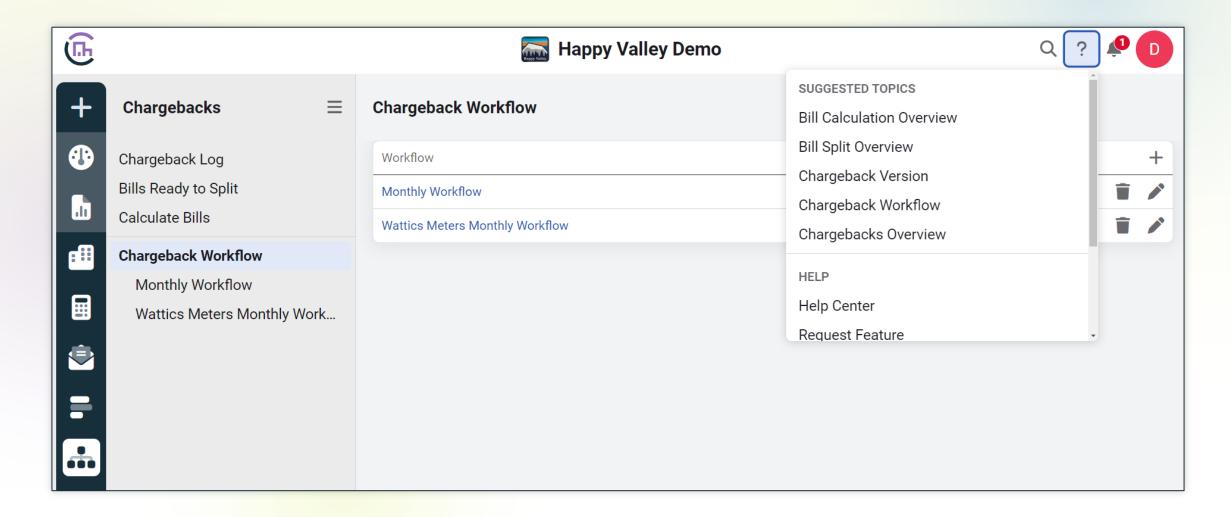
Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

Ca	culated Bill Details	Calculated Bill Use	Calculated Bill Cost	Calculated Bill Demand	Add Meter Lines	Add Account Lines
Meter	Account	Channel Readings	Rate Schedule	Channel Readings	Meter Line to Add	Account Line to Add
Meter Code	Account Number	Channel Type (select)	Use Rate Schedule from this Meter	Channel Type (select)	Fixed Amount, Percentage, or Subtotal	Fixed Amount or Percentage
70004760-GASOLINE-DOT-01	70004760-DOT		Use Meter's Rate Schedule			
BILL_CAPTURE_EXAMPLE-ELE01	53-8579215-2					
GOV-SUMMARY_METER-ELE01	GOV-SUMMARY_METER-ELE01					
LA_MALL-COMMON_AREA-ELE01	LA_MALL-COMMON_AREA-ELE01					
LA_MALL-COMMON_AREA-NG01	LA_MALL-COMMON_AREA-NG01					
STEAM_PLANT_ELE_01	65409234-23					
STEAM_REMAINDER_SUMMARY	STEAM_REMAINDER_SUMMARY					
SUB-CLASSROOM ELE 01	SUB-CLASSROOM ELE 01	Reading Use			Subtotal	
SOB-CEASSICOCKI_EEE_01	SOB-CEASSINGOIN_EEE_OI	Reading Osc			Fixed Amount	
SUB-CLASSROOM NG 01	SUB-CLASSROOM_NG_01	Reading Use			Tixed Amount	
SUB-CLASSROOM_STM_01	SUB-CLASSROOM_STM_01	Reading Use				
SUB-CLASSROOM_WS_01	SUB-CLASSROOM_WS_01	Reading Use				
SUB-GYMNASIUM_ELE_01	SUB-GYMNASIUM_ELE_01	Reading Use				Percentage
SUB-GYMNASIUM_NG_01	SUB-GYMNASIUM_NG_01	Reading Use				
SUB-GYMNASIUM_STM_01	SUB-GYMNASIUM_STM_01	Reading Use				
SUB-GYMNASIUM_WS_01	SUB-GYMNASIUM_WS_01	Reading Use				
SUB-LABORATORY_ELE_01	SUB-LABORATORY_ELE_01	Reading Use				
SUB-LABORATORY_NG_01	SUB-LABORATORY_NG_01	Reading Use				
SUB-LABORATORY_STM_01	SUB-LABORATORY_STM_01	Reading Use				
SUB-LABORATORY_WS_01	SUB-LABORATORY_WS_01	Reading Use				
SUB-MUSIC_ELE_01	SUB-MUSIC_ELE_01	Reading Use				
SUB-MUSIC_NG_01	SUB-MUSIC_NG_01	Reading Use				

Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

Bill Split Master (Parent)		Static Split Percentages	Dynamic Split Percentages (based on floor area)	Advanced Split
Meter	Account	Destination Meter	Destination Meter	Destination Meter Group
Meter Code	Account Number	Meter Code	Meter Code	Meter Group (select)
CENTRAL_CAMPUS-MAIN-ELE01	CAMPUS-55021936970	SPLT-STUDENT_UNION-FUND_A-ELE_01		
GOV-SUMMARY_METER-ELE01	GOV-SUMMARY_METER-ELE01	GOV-BUILDING_A-ELE02		
		GOV-BUILDING_B-ELE01		
		GOV-BUILDING_B-ELE02		
		GOV-BUILDING_C-ELE02		
PROP-COMMON_AREA-ELE01	PROP-55020012849		SPLT-BLDG H-COMM AREA SHR-ELE	
			SPLT-BLDG I-COMM AREA SHR-ELE	
			SPLT-BLDG J-COMM AREA SHR-ELE	
PROP-COMMON_AREA-NG01	PROP-2693590024		SPLT-BLDG H-COMM AREA SHR-NG	
			SPLT-BLDG I-COMM AREA SHR-NG	
			SPLT-BLDG J-COMM AREA SHR-NG	
PROP-LA_MALL_MASTER-WS01	PROP-4496923	SPLT-PROP-LA MALL-STORE A-WS01		
		SPLT-PROP-LA MALL-STORE B-WS01		
		SPLT-PROP-LA MALL-STORE C-WS01		
PROP-MASTER_WATER/SEWER-WS01	PROP-0304-000211.02		SPLT-BLDG H-WS01	
			SPLT-BLDG I-WS01	
			SPLT-BLDG J-WS01	
STEAM_REMAINDER_SUMMARY	STEAM_REMAINDER_SUMMARY			Steam Submeters
SUB-STUDENT_UNION_ELE_01	SUB-STUDENT_UNION_ELE_01		SUB-CLASSROOM_ELE_01	
			SUB-LABORATORY_ELE_01	
SUB-STUDENT_UNION_NG_01	SUB-STUDENT_UNION_NG_01	SPLT-STUDENT_UNION-FUND_A-NG_01		
		SPLT-STUDENT_UNION-FUND_B-NG_01		
SUB-STUDENT_UNION_STM_01	SUB-STUDENT_UNION_STM_01	SPLT-STUDENT_UNION-FUND_A-STM_0	1	
		SPLT-STUDENT_UNION-FUND_B-STM_0	1	
SUB-STUDENT_UNION_WS_01	SUB-STUDENT_UNION_WS_01	SPLT-STUDENT_UNION-FUND_A-WS_01		
		SPLT-STUDENT_UNION-FUND_B-WS_01		

Chargebacks Help Documentation



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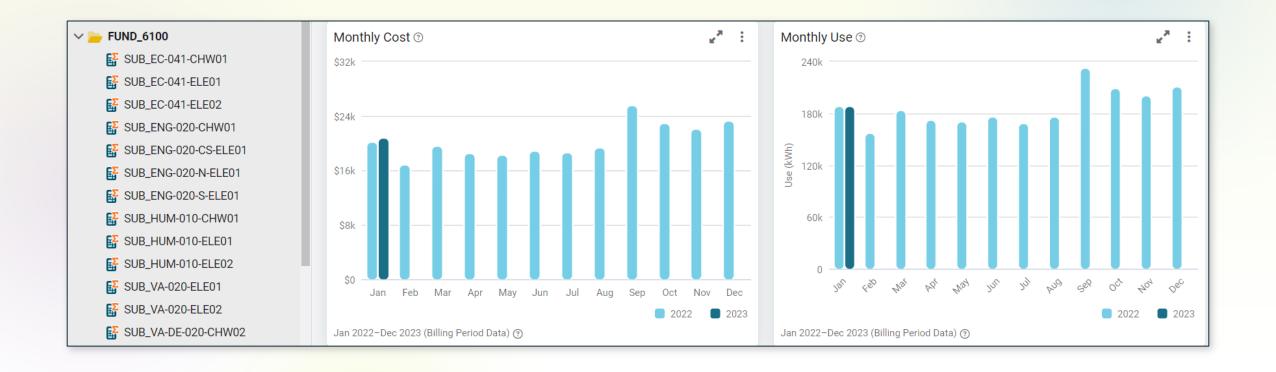
Bill Splits

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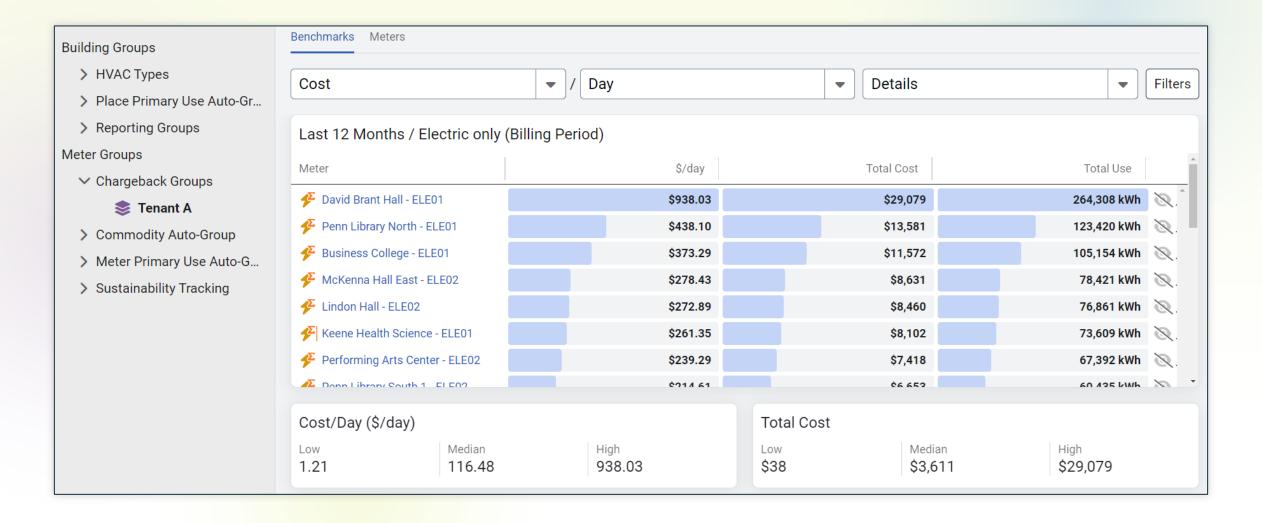
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Reporting and distribution of bills

Flexible grouping for reporting & dashboards



Flexible grouping for reporting & dashboards



Reports & distributions

Report 09 and 09a - Invoice Report

Report 30 - Meter reading validation

Report Distributions to support chargeback billing

Account number Statement date Services from Internal - Happy Valley SUB_COM-043-ELE01 2/19/2024 12/1/2022-1/1/2023 University Internal - Happy Valley University Compton Bookstore - ELE01 \$4,767,23 100 University Ave Happy Valley, PA 12345 Bill ID 37011 Billing Period Dec 2022 Compton Bookstore - ELE01 [SUB_COM-043-ELE01] BILLS BY BILLING PERIOD 100 University Ave, Happy Valley PA 12345 Electric Rate HVU - Electric Calculated Use From Readings 43,293 kWh Cost: \$0.11/kWh \$4,762.23 Calculated Use and Cost 43,293 kWh \$0.110/kWh \$4,762.23 Peak Demand from Readings 123.369 kW 123.369 kW Calculated Demand - Avg. temp. (°F) Bill Cost Subtotal \$4,762.23 Oct 2022

\$5.00

\$4,767,23

\$4,767.23

53.148 kWh

\$5,851.28

\$0.110/kWh

48.123 kWh

\$5,298.53

\$0.110/kWh

43.293 kWh

\$4,767.23

\$0.11/kWh

Total

43,293 kWh

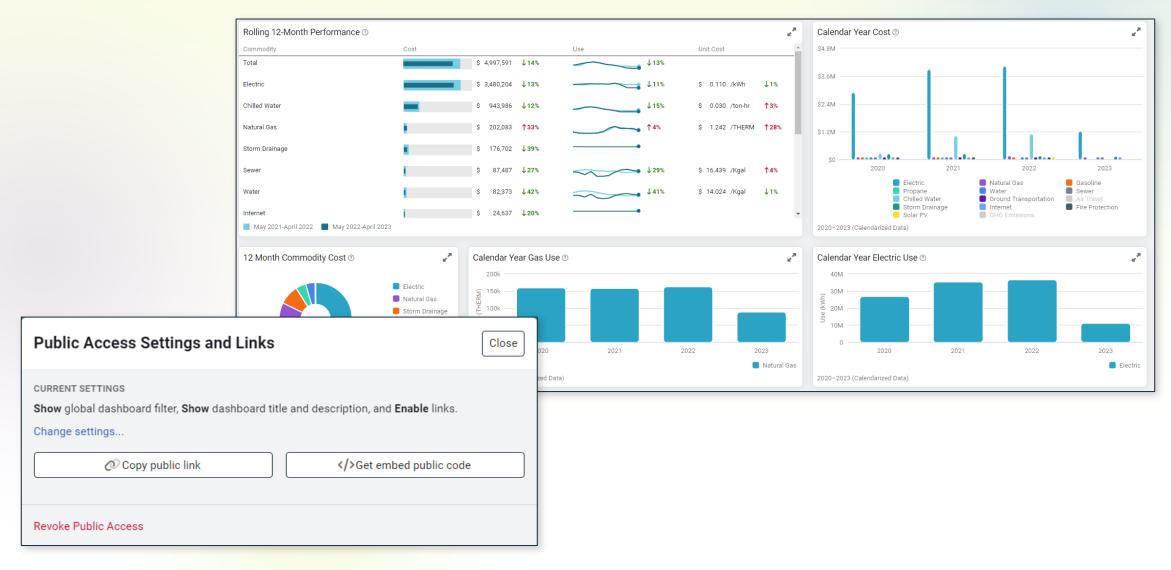
\$0.110/kWh

Meter maintenance fee

Subtotal

* Informational

Share dashboards



CATALYST

Thank You!