

CATALYST



Getting Started: Setting Up Accounts and Meters for Bill Entry



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Have questions?

Ask them in **Sched chat** on the app!

Agenda



- ✓ What's needed to enter a bill?
- ✓ Hands-on practice
- ✓ Creating items in bulk
- ✓ Wrap-up: Q&A

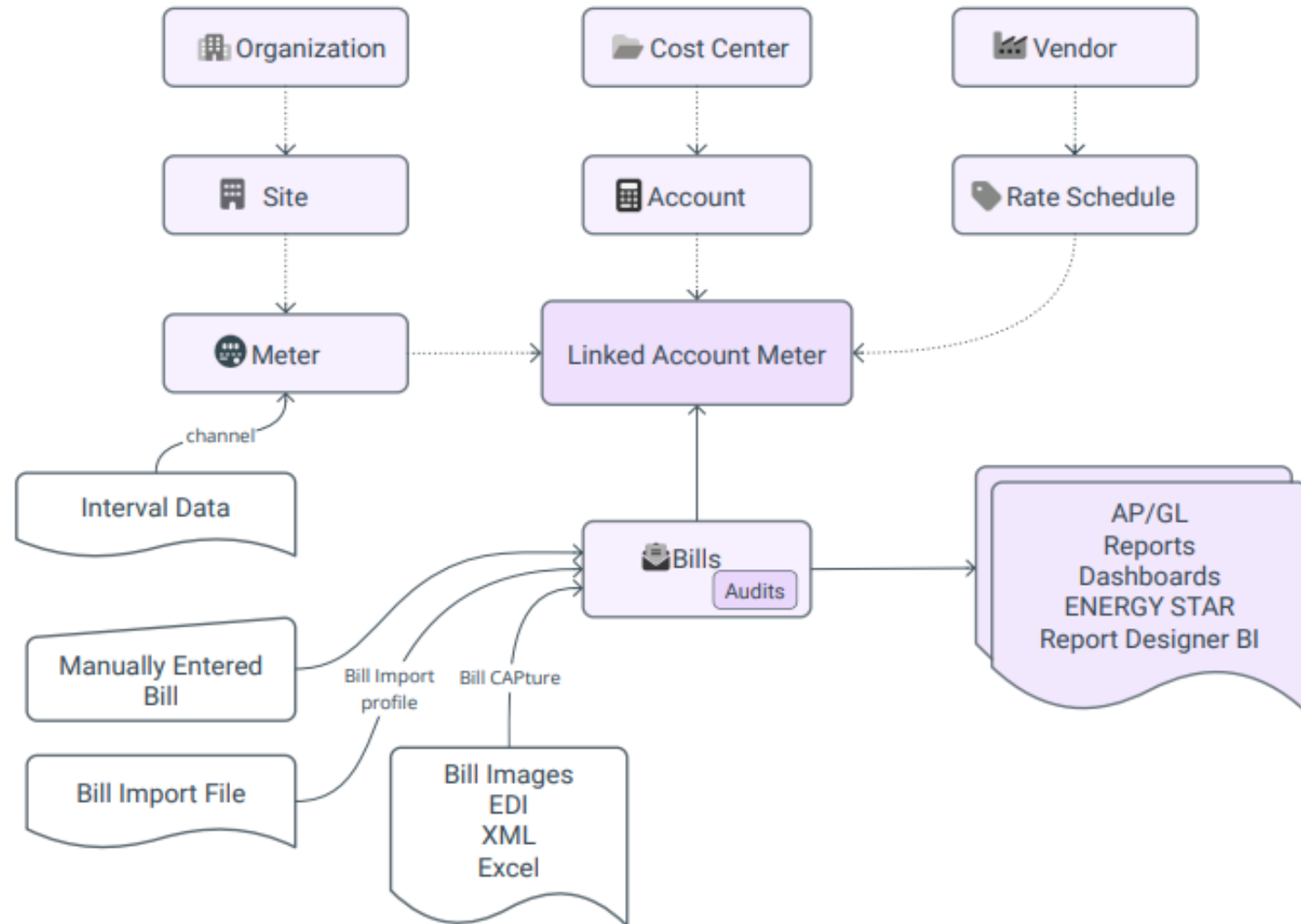
What is needed to enter a bill?

A lot of objects to be in place before you can enter your utility bill data into Utility Management.

You can think of these items in three different categories:

- Vendor
- Rate schedule
- Cost center
- Account
- Organization
- Site
- Meter

System overview diagram



Vendor and rate schedule



For services, call 1-800-234-2832
M-F: 8am to 5pm
Visit www.yourutilitycompany.com

Service for:
John Customer
123 Main St.
Anytown, PA 12345
555-555-5555

| | |
|----------------|------------|
| Account Number | 1234-56789 |
| Bill Date | 01/15/2017 |
| Due Date | 02/15/2017 |
| Amount Due | \$49.60 |

Meter Information

| Read Date | Meter Number | Rate | Reading Type | Meter Reading | | Difference | Multiplier X | Usage |
|-----------|--------------|------|--------------|---------------|-------------|------------|--------------|-------|
| | | | | Previous | Present | | | |
| 01/15 | 22335566778 | GS-1 | Tot units | 4082 Actual | 4578 Actual | 496 | 1 | 496 |


Service 12/15/2016 to 01/15/2017 - 31 days

Create the vendor

Hands-on exercise

1. Use the Create button and click **Add Vendor**
2. Review the bill and add the vendor's name as it appears on the bill
 - *Example: EDP's Utility Co*
3. Each vendor gets a unique code, your organization may be using a specific code for each vendor in your accounting system
4. The rest of the form is optional

Add New Vendor

| | | |
|--|--------------------------|-------|
| Name is required ? <div></div> | REMIT ADDRESS | |
| Code ? <div>*</div> | Country United States | |
| Website ? https:// | Postal code | |
| Phone number ? | Street address | |
| Email | | |
| | City | State |

Pop quiz!

What **two** fields are required for adding a new vendor?

-Vendor Name

-Vendor Code

What is an example of **one** optional field when adding a new vendor?

Website, phone number, email, postal code, address/city/state

Create the rate schedule

Hands-on exercise

1. Use the Create button and click **Add Rate Schedule**
2. Use the menu to select the **Vendor**
3. Select the **Commodity**
4. Enter the name of the rate schedule
 - *Example: GS-1*
5. Save

Add New Rate Schedule

Vendor

* Choose or add...

Commodity

* Choose

Rate Schedule

*

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Service 12/15/2016 to 01/15/2017 - 31 days

Create the cost center

- Vendor ✓
- Rate schedule ✓
- **Cost center** (helps organize your accounts in "folders")
 - Your accounting tree may mirror your buildings and meters tree OR it can represent your organization's financial structure.
 - You can create multiple levels by adding cost centers under cost centers. This helps you view subtotaled use, cost, and trends at different levels.
- Account

Create the cost center

Hands-on exercise

1. Use the Create button and click **Add Cost Center**
2. Cost centers can be nested, just like folders on your computer
3. Select where you want to create this cost center. Let's create YOUR cost center.
4. Enter the name of the new cost center (INITIALS COST CENTER).
 - *Example: EDP's Cost Center*
5. Add a unique code. It is created for you, but you can change it. Your accounting department may already have cost centers and codes that it uses.

Create the account

- Vendor ✓
- Rate schedule ✓
- Cost center ✓
- **Accounts** can be vendor accounts or internal chargeback accounts.
 - An account receives bills for one or more meters.
 - Associated with a single vendor.
 - Most often, one physical bill is associated with a single account.
 - Use the utility bill when creating the new account.

Create the account



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Service 12/15/2016 to 01/15/2017 - 31 days

Create the account

Hands-on exercise

Use the Create button and click **Add Account**. Select the cost center you just created as the parent.

Add New Account

Cancel

Save

Parent cost center

EDP's Cost Center

Service effective

01/01/2010

MM/DD/YYYY

Country

United States

Vendor

EDP's Utility Co

Description

Postal code

80111

Account number

1234-56789

Street address

Account name

☒ Use account number

☐

City

Englewood

State

CO

> ADDITIONAL PROPERTIES

Pop quiz!

Does an account number need to match your bill?

Yes.

Can an account be associated with more than one vendor?

No.

What is the difference between an account **NAME** and account **NUMBER**?

Account Name: Common label for the account

Account Number: Should match the exact account number on the utility bill

Create the organization

- Vendor ✓
- Rate schedule ✓
- Cost center ✓
- Accounts ✓
- **Organization**
 - Group sites together.
 - Can represent departments, campuses, or other business units.
 - View subtotaled use, cost, and trends.
 - Used as filters (topmost place).
 - Can restrict user access by assigning a topmost place.

Create the organization

Hands-on exercise

1. Use the Create button and click **Add Organization**.
2. Organizations can be nested, just like folders on your computer.
3. Select where you want to create this organization. Let's create your organization (INITIALS ORG)
4. Enter the name of the organization
 - *Example: EDP's Org*
5. Add a unique code. It is created for you, but you can change it. Your organization may already have organizations and codes it uses in your facilities management department.

Create the site

- Vendor ✓
- Rate schedule ✓
- Cost center ✓
- Accounts ✓
- Organization ✓
- **Site** can represent a physical structure or logical place and is the parent of one or more meters.
 - Primary use is used for automatic groups.
 - Latitude and longitude help place the building accurately on the map.

Create the site

Hands-on exercise

1. Use the Create button and click **Add Site**. You cannot create a site under a site.
2. Select where you want to create this building or place (select the org you just created). Let's create (YOUR SITE)
3. Enter the name of the site
 - *Example: EDP's Place*
4. Add a unique code. It is created for you, but you can change it. Your organization may already have site codes that it uses.
5. Enter the Postal code.
6. Select the primary use (optional)

Create the meter

- Vendor ✓
- Rate schedule ✓
- Cost center ✓
- Accounts ✓
- Organization ✓
- Site ✓
- **Meter**
 - Tracks the use and cost of a resource
 - Best practice is to attach it to a site

Create the meter

Hands-on exercise

1. Use the Create button and click **Add Meter**.
2. Select where you want to attach this meter (the parent).
3. Select the commodity (**ELECTRIC**) and use unit.
4. Enter the name of the meter and code.
 - *Example meter name: EDP's Site- ELE01*
 - *Example naming convention: Site name - commodity + increment*
 - *Meter code must be unique.*

Pop quiz!

What module does an organization live in?

Sites & Meters Module

Give me an example(s) of an **OBJECT** that can be nested in your hierarchies?

Organizations

Cost Centers

True or False: A meter should live under an organization.

FALSE: A meter should live under a site.

Link the account and meter

- Vendor ✓
- Rate schedule ✓
- Cost center ✓
- Accounts ✓
- Organization ✓
- Site ✓
- Meter ✓

Link the account and meter

A meter must be **linked** to an active account before you can record billing data.

The screenshot shows a web application interface with a top navigation bar containing the following tabs: Bills, Billing Period Data, Calendarized Data, Normalized Data, Interval Data (Legacy), Interval Data, Budgets, Savings, Properties (which is the active tab), and Flags. Below the navigation bar, there are two sub-tabs: 'Meter' (active) and 'Chargebacks'. The main content area is a yellow box titled '✓ Linked Accounts - 0'. Inside this box, there is a text instruction: 'Link at least one account to this meter to enter bill data. Only active meters can receive new bills. Inactive meters may not be displayed depending on your settings.' At the bottom of the yellow box is a dark blue button with a white plus icon and the text '+ Add Linked Account'.

Ready to enter utility bill data!



Setup spreadsheets

Setup spreadsheets save time and let you create multiple items at one time.

- Always **download** a new spreadsheet before you begin adding data because the spreadsheet is populated with information from your database.
- To save time when creating many objects, you can select from the drop-down menu and then copy and paste the value into the other rows.
- Do not rename, remove, or rearrange columns.
- You can add sheets in the workbook, only the sheet named DataEntry is processed.

Setup spreadsheets

| | B | C | D | E | F | G | H | I | J |
|---|---|--|----------------------------------|----------------------------------|----------------------------------|---|---|--|--|
| 1 | New Account Information | | Account's Address | | | | | | |
| 2 | Account Number | Account Name | Service Address: Street 1 | Service Address: Street 2 | Service Address: Street 3 | Service Address: City | Service Address: State / Province / Region | Service Address: Postal Code | Service Address: Country |
| 3 | Unique per vendor - max 50 characters (required for new accounts) | Max 50 characters (required for new accounts) | Max 100 characters (optional) | Max 100 characters (optional) | Max 100 characters (optional) | For US and Canada, automatically set based on Postal Code lookup - max 100 characters (optional) | For US and Canada, automatically set based on Postal Code lookup - max 100 characters (optional) | Enter as text - required if Country is "United States" or "Canada" | Select from list (default is "United States") |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |

| | B | C | D | E | F | G | H |
|---|---|---|---|-----------------------------------|---|---|---|
| 1 | New Organization Information | | | Organization's Description | Parent Information | New Building Information | |
| 2 | Organization [code] | Organization Name | Organization Type | Organization Description | Parent Organization [code] | Building [code] | Building Name |
| 3 | Must be unique - max 32 characters (required for new organizations) | Max 50 characters (required for new organizations) | Select from list (default is Organization) | Max 4000 characters (optional) | Max 32 characters (required for both new organizations and buildings) (Defaults to User's Topmost) | Max 32 characters (required for new buildings) | Max 50 characters (required for new buildings) |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

Wrap up

- ✓ Created all objects necessary to enter utility bill data
- ✓ Hands-on practice in EUM
- ✓ Reviewed setup sheets/bulk import



Questions?

CATALYST

We'd love to hear your thoughts!

Take a moment to share your feedback
for this session in the **Sched app**.

Your input helps us make future events even better.