

CATALYST



Entering Bill Data: Hands-On Practice with Sample Bills



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Have questions?

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

Agenda



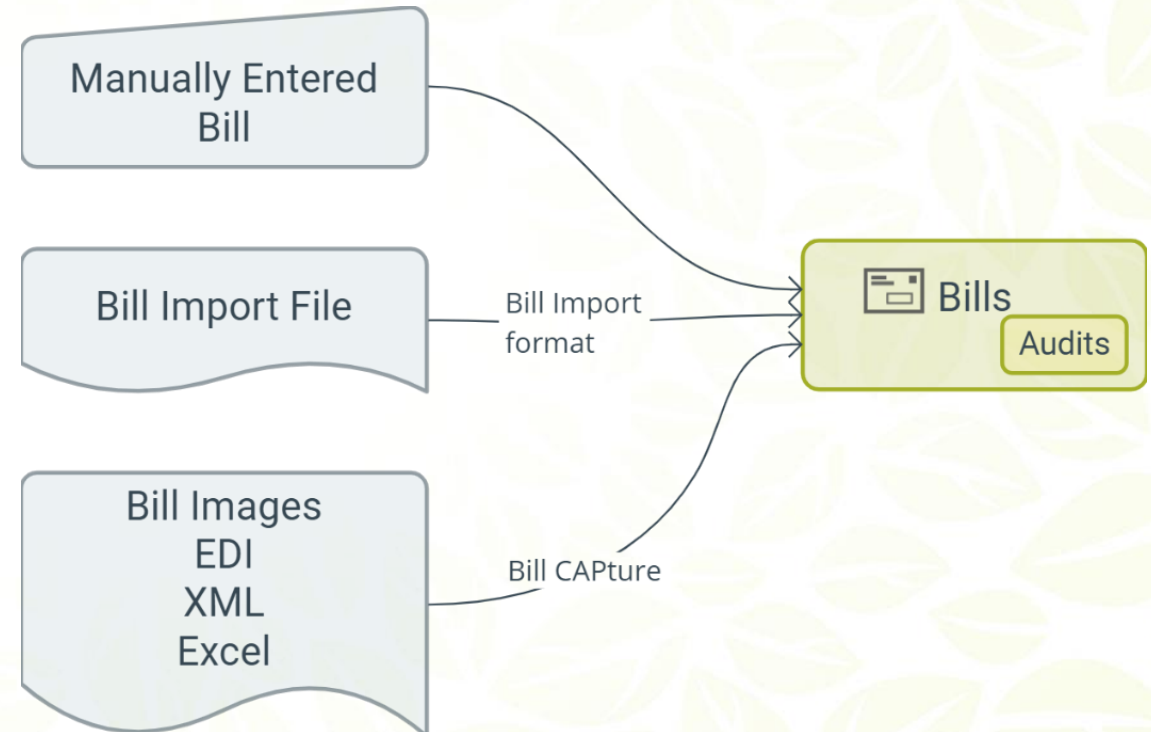
How utility bill data is entered into Utility Management

- What a bill looks like in Utility Management
- Manual bill entry
- Bill import
- Bill CAPture
- Wrap-up: Q&A

Ways to enter utility bill data

You can enter utility bill data in a variety of ways.

- Enter manually one by one.
- With a bill import file.
- Subscribe to our Bill CAPture service.



Where can you find a bill?

You can find a bill multiple ways:

- Go to the Sites & Meters Module, click on a meter, and click on the Bills tab
- Go to the Accounts Module, click on an account, and click on the Bills tab
- Go to the Bills Module

The screenshot displays the EnergyCAP web application interface. On the left, the 'Sites & Meters' sidebar is expanded, showing a hierarchy: Facilities > City of Happy Valley > City Buildings > City Hall > City Hall-ELE01. The 'City Hall-ELE01' item is highlighted with a red box. To its right, a secondary menu shows options: City Hall-NG01, City Hall-SEW01, City Hall-STO01, City Hall-WAT01, City Hall-WAT02, City Hall-WAT03, Communications Center, Doc Brown Building, Emergency Coordination Center, and Happy Valley Center. The 'Bills' tab is selected and highlighted with a red box. The main content area shows the breadcrumb path: Facilities / City of Happy Valley / City Buildings / City Hall. Below this, the title 'City Hall-ELE01 [CITY HALL-ELE01]' is displayed with an 'Open in ECH' link. A tab bar contains 'Bills', 'Billing Period Data', 'Calendarized Data', 'Normalized Data', and 'Interval Data'. The 'Bills' tab is active. Below the tab bar, there are filters for 'All Bills' (selected) and 'Not void'. A summary line shows '\$1,037,652.30 / 134 bills'. A table lists the bills with columns for Billing Period, Account Number, Bill Begin Date, and Bill. The 'Feb 2024' row is highlighted.

<input type="checkbox"/>	Billing Period ↓	Account Number ↑	Bill Begin Date	Bill
<input type="checkbox"/>	Jun 2024	1635011000	02/05/2024	10/
<input type="checkbox"/>	Feb 2024	1635011000	02/05/2024	03/
<input type="checkbox"/>	Jan 2024	1635011000	01/04/2024	02/
<input type="checkbox"/>	Dec 2023	1635011000	12/04/2023	01/
<input type="checkbox"/>	Nov 2023	1635011000	11/01/2023	12/
<input type="checkbox"/>	Oct 2023	1635011000	10/03/2023	11/
<input type="checkbox"/>	Sep 2023	1635011000	09/01/2023	10/

Where can you find a bill?

Bills

My Bill Lists

▼ Bill Lists Shared with Me

Approval - Electric

Approval List

City of HV - Unresolved Flags

Estimated Bills from Vendor

JohnP_Test

> My Flag Lists

Batches

Bill Imports

Bill CAPture

Accruals Log

> Bill Export

Approval List

Void

Batch status

Approved

All Bills

Not filtered

Not filtered

Not filtered

\$204,018,020.61 / 24,363 bills

<input type="checkbox"/> Billing Period ↑	Account Number	Vendor Name	Bill Begin Date	Bill End Date
<input type="checkbox"/> Jan 2020	SUB-PPG.ELEC.V208.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-PSTG.ELEC.BLDG.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-PSTG.STEAM.COND.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-RWC.CHW.BLDG.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-RWC.ELEC.V480.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-RWC.STEAM.BLDG.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-SPL.ELEC.BLDG.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-SPL.STEAM.COND.EMCS	University Utilities	01/01/2020	02/01/2020
<input type="checkbox"/> Jan 2020	SUB-SSL.CHW.BLDG.EMCS	University Utilities	01/01/2020	02/01/2020

What does a bill look like in EUM?

Review a bill in EUM:

- Manual bill entry or bill import example
- Bill CAPture example
- Bill headers
- Meter level charges
- Account level charges
- Informational line items

February 2024

Bill ID: 72829

1400 N Lincoln Ave - ELE

1635011000

1400 N Lincoln Ave, Happy Valley, PA 12345, United States

PA Gas Electric Co.

PGE

United States

Batch

20240529_adam.wetzel@energycap.com

Account History

Timeline

Note

02/05/2024-03/05/2024

Feb 2024

\$1,000.00

01/04/2024-02/05/2024

Jan 2024

\$10,880.15

12/04/2023-01/04/2024

Dec 2023

\$8,690.61

11/01/2023-12/04/2023

Nov 2023

\$8,516.31

10/03/2023-11/01/2023

Oct 2023

\$7,690.09

Start

02/05/2024

End

03/05/2024

Days

29

Amount due

\$1,000.00

Billing period

February 2024

City Hall-ELE01

CITY HALL-ELE01

Actions

Site

City Hall

[2131]

Use unit

kWh

Demand unit

kW

Vendor role

Distribution and Supply

Serial Number

CD31026456

Rate Schedule

85 Sec

Meter GL Record

1635011000 | PGE | CITY HAL...

Usage

Use

10000 kWh

Total Cost

Total Cost

\$

1000.00

Meter Subtotal

10000 kWh

\$0.100000 / k...

\$

1000.00

Total Cost

\$1,000.00

Pop quiz!

What are **three** ways to get bills into EUM?

- 1. Manual/hand key**
- 2. Bill import**
- 3. Bill CAPture**

Which bill entry option automatically gives you a scanned bill image?

Bill CAPture

What do blue line items mean on a bill?

Informational line items

Manual bill entry

There are many places you can start to manually enter a bill:

1. While viewing a bill list.
2. With the Create button.
3. On the meter or account (no need to search!)



Manual bill entry

Hands-on exercise

1. Two sample bills - Xcel Energy & Denver Water (check your email)
2. Choose a method to manually enter a new bill (Create Button, Bill List, Account, or Meter)
3. If using the Create Button or Bill List, search for the account.
4. If you don't have an open batch you are prompted to open one or pick a pending batch.
5. Enter required bill header information.
6. Enter bill details.
7. Save.

Pop quiz!

Where is one place you can go to initiate entering a new bill?

- **On the account or meter**
- **From the Create button**
- **In a bill list**

How do you edit a bill?

When viewing a bill, click on the pencil icon in the top right corner.

Bill import

With bill import, you can import multiple bills at one time.

- Create your own format that matches your file and use it each month.
- The file format requires specific column headers to import data.

Edit Bill Import Format

Cancel

Save

Name

Date format

1900 Electric

mm/dd/yyyy

Bill header information

Import file column

+

Account number

Start

End

Commodity

Meter code

Column A

Column D

Column E

Column C

Column B

Bill line type

Label

Units

+

Use

Usage

kWh

Column I

Charge

Cost

\$

Column L

Bill import steps

1. Create the bill import format.
2. Import your file.
 - *Remember to prepare your file following the criteria in the Help Center.
3. Review the import log and check for errors.
4. Review any errors, fix, and upload the file. Repeat this step as needed.
5. Summary: Use import format if you're getting a consistent file format from your vendor each month that does not change, or if you're creating files with static formats.

Pop quiz!

What are the **three** mandatory bill header information fields on a bill import format?

Account number, Start, End

Where do you find bill import formats?

Bills Module > Module Menu > Bill Import Formats

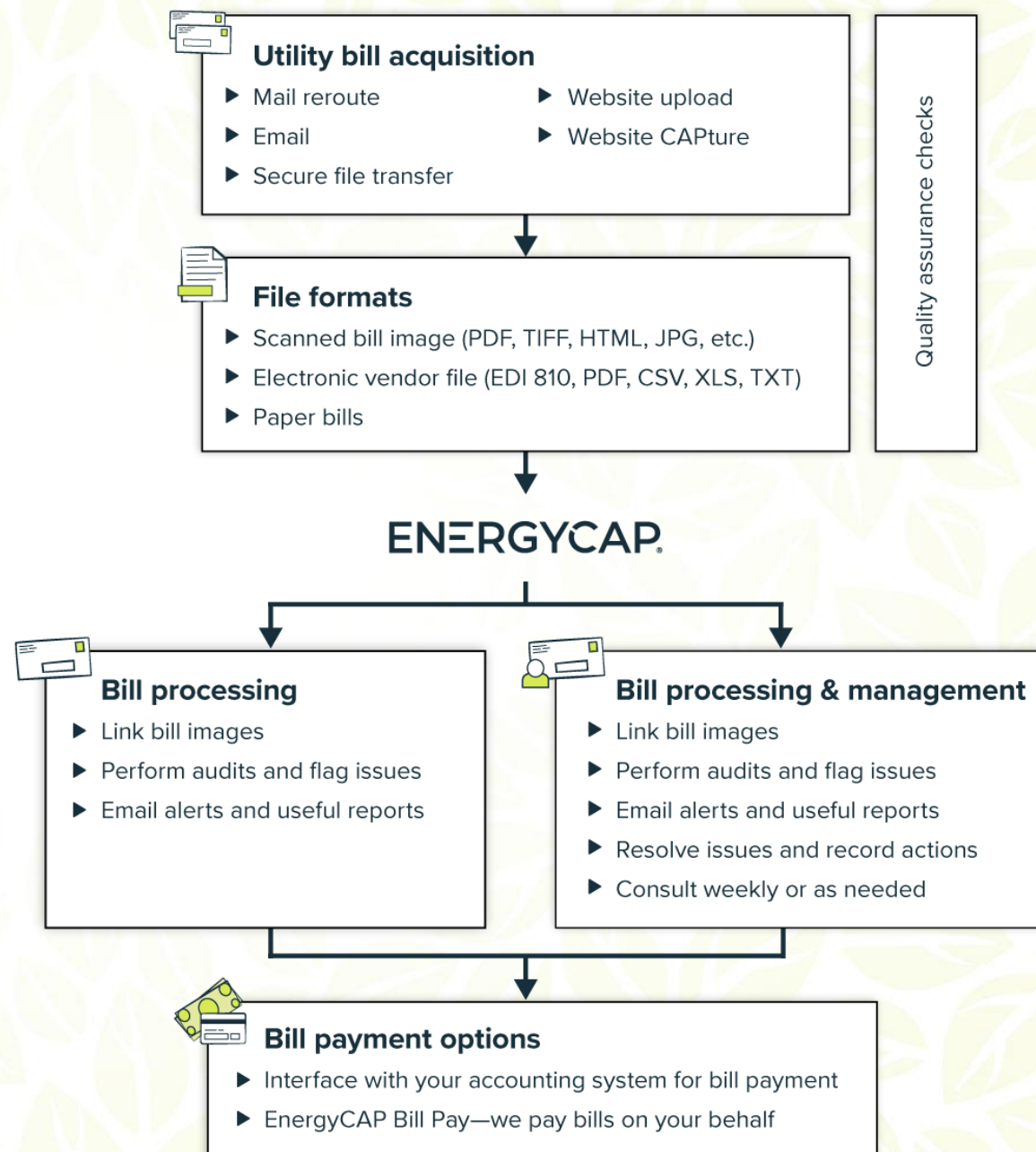
Bill CAPture

Bill CAPture is a service that manages importing your bills for you.

- You can scan the bills and upload them to Bill CAPture.
- You can redirect your bills to our processing center.
- Use spreadsheets you get from your vendor.

Bill CAPture also offers **managed services** to help your staff resolve billing and account related issues.

EnergyCAP Bill CAPtureSM Process



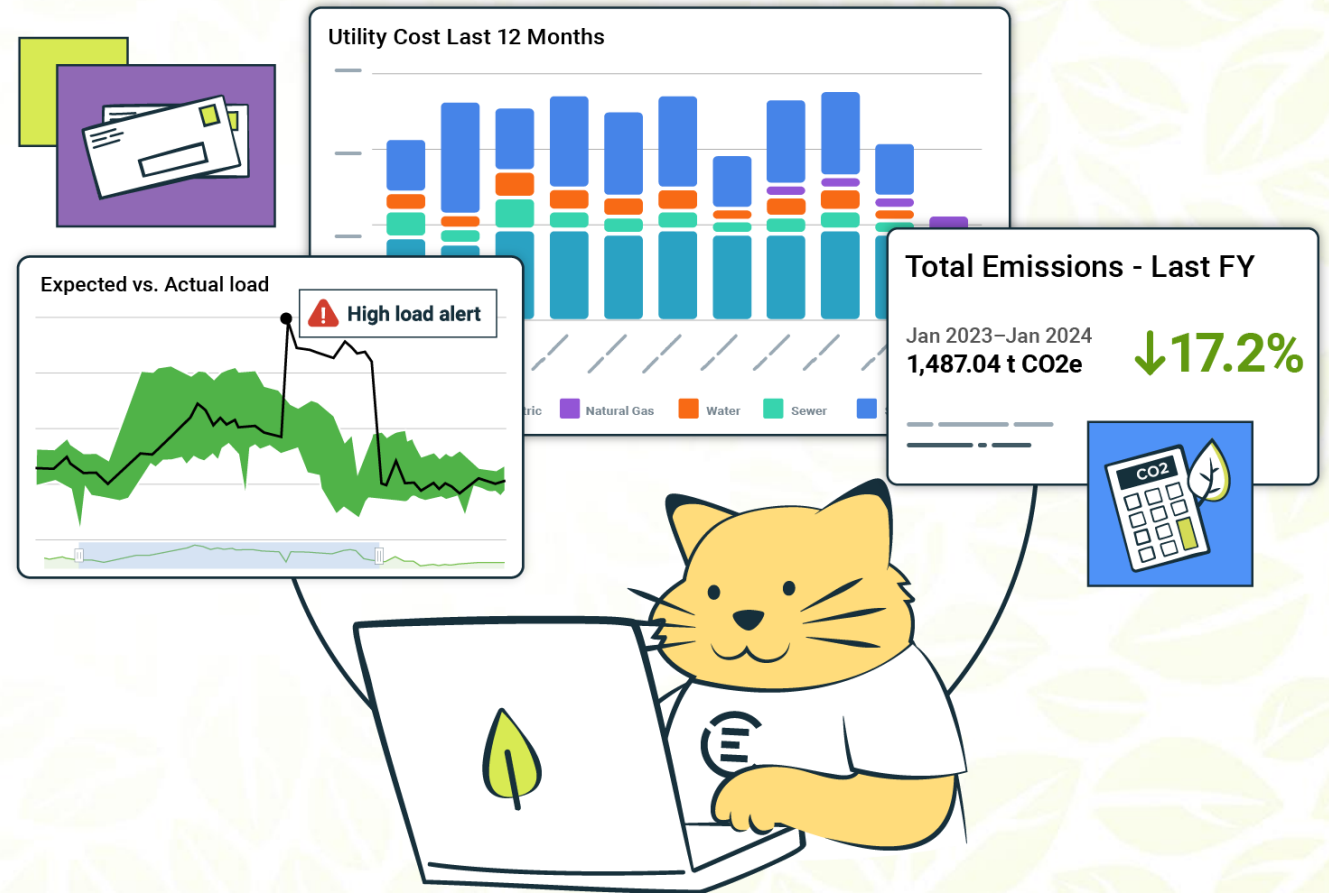
Wrap up

Reviewed three ways to enter utility bill data

1. Manual / hand key
2. Bill import
3. Bill CAPture

Hands-on practice entering a bill

Reviewed setting up a bill import format



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.