CATALYST

Mastering the Bills Module: Efficient Utility Bill Management Strategies

Lorenzo Reyes
Customer Success Manager
EnergyCAP

Have questions?

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Agenda

- ✓ Mastering the Bills Module
  - ✓ Bill Lists
    - ✓ My Bill Lists & Bill Lists Shared with Me
  - ✓ Batches
  - ✓ Bill Import
    - ✓ Bill CAPture
  - ✓ Accruals*
  - ✓ Bill export*
    - ✓ AP, GL, and Bill Pay

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Show of hands

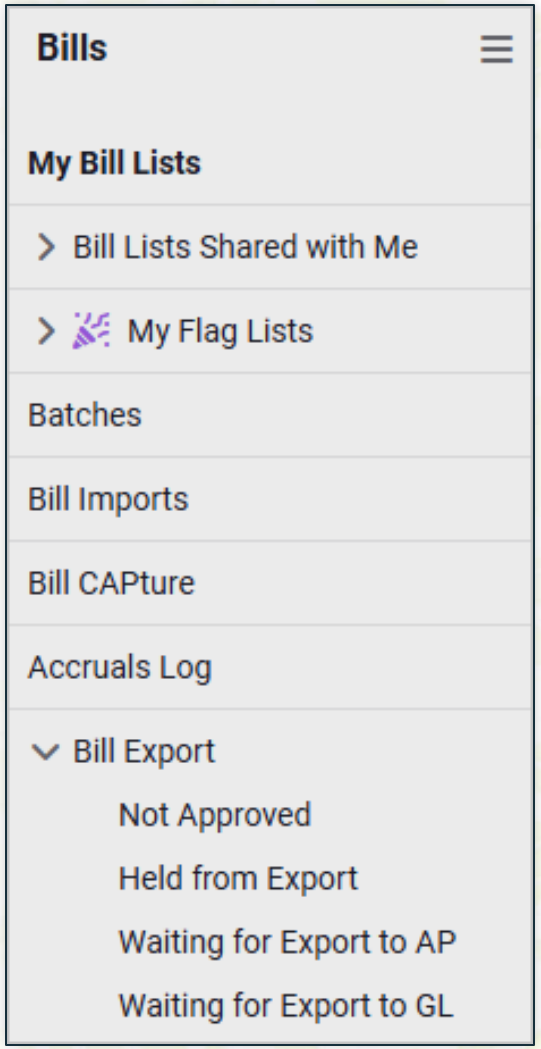
- ✋ Accounting
- ✋ Facilities Management
- ✋ Energy Management/Sustainability

Bills module

The bills module is where you manage your bills. You can find bills, take actions on them, import, and export bills.

The bills module has these sections:

- ✓ My Bill Lists
- ✓ Bill Lists Shared with Me
- ✓ My Flags List
- ✓ Batches
- ✓ Bill Imports
- ✓ Bill CAPture
- ✓ ***Accruals Log***
  - ✓ *Licensed feature*
- ✓ ***Bill Export***
  - ✓ *Licensed feature*



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Let’s go into Utility Management

- EUM Demo: Lay-of-the-land tour of the Bills Module with focus on Bill Lists

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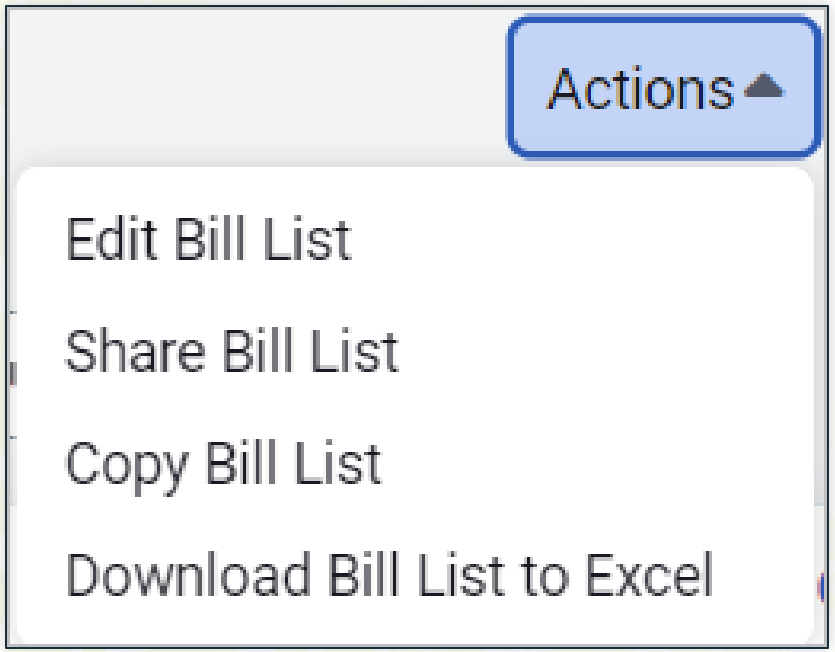
Bill lists

Bill lists help you **find bills and take actions on them**. These four actions include:



Bill lists can be organized and distributed using these features:

- ✓ Quick filters
- ✓ Regular filters
- ✓ Add columns
- ✓ Sort
- ✓ Shared bill lists

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Pop Quiz

True or False: Bill lists help you find bills and take actions on them.

- True

What **four actions** can be taken on a bill list?

1) **Edit**
2) **Share**
3) **Copy**
4) **Download to Excel**

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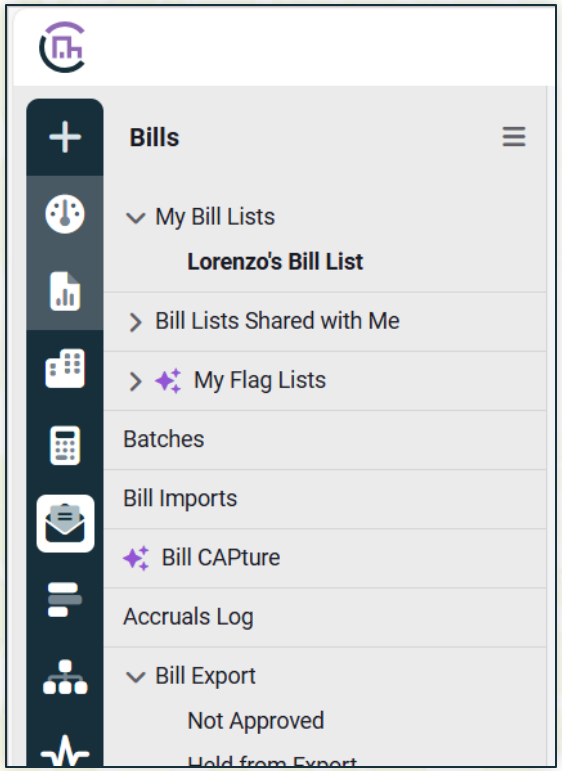
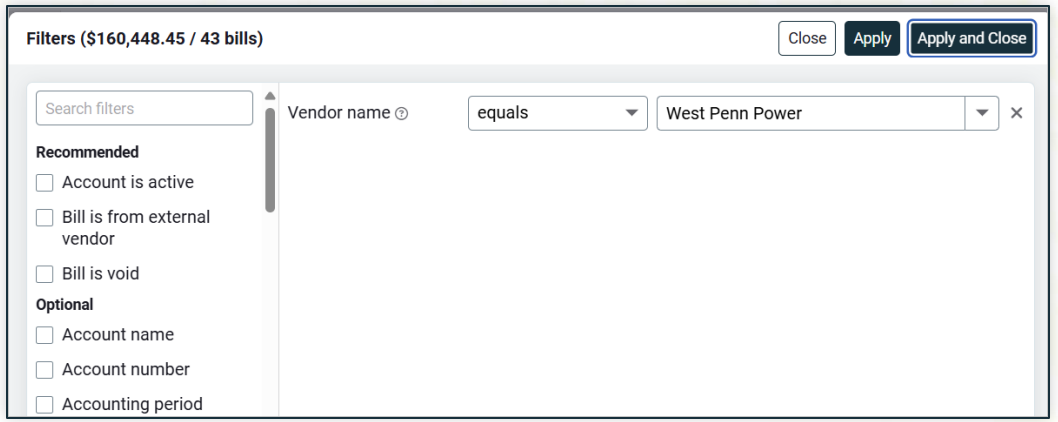
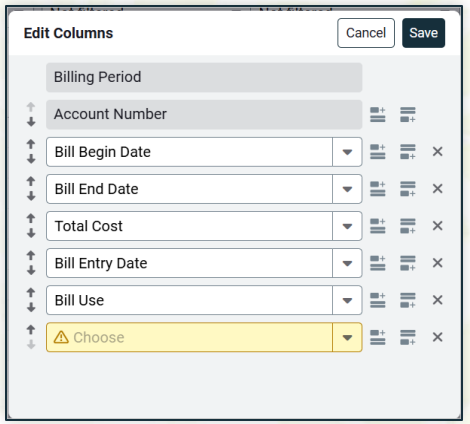
In-App Exercise – Create a Bill List

1. Navigate to the Bills Module & Create a bill list with a filter

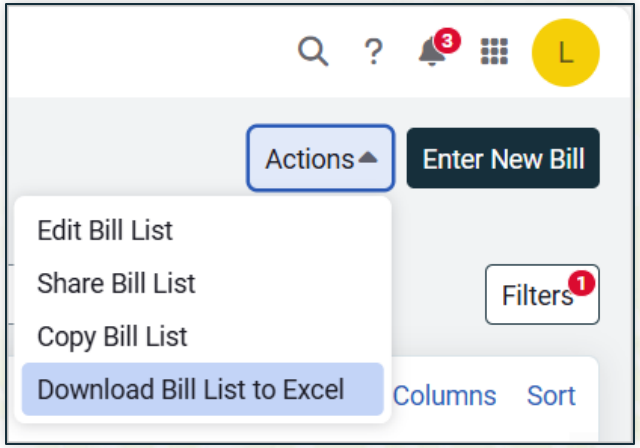


2. Add Columns

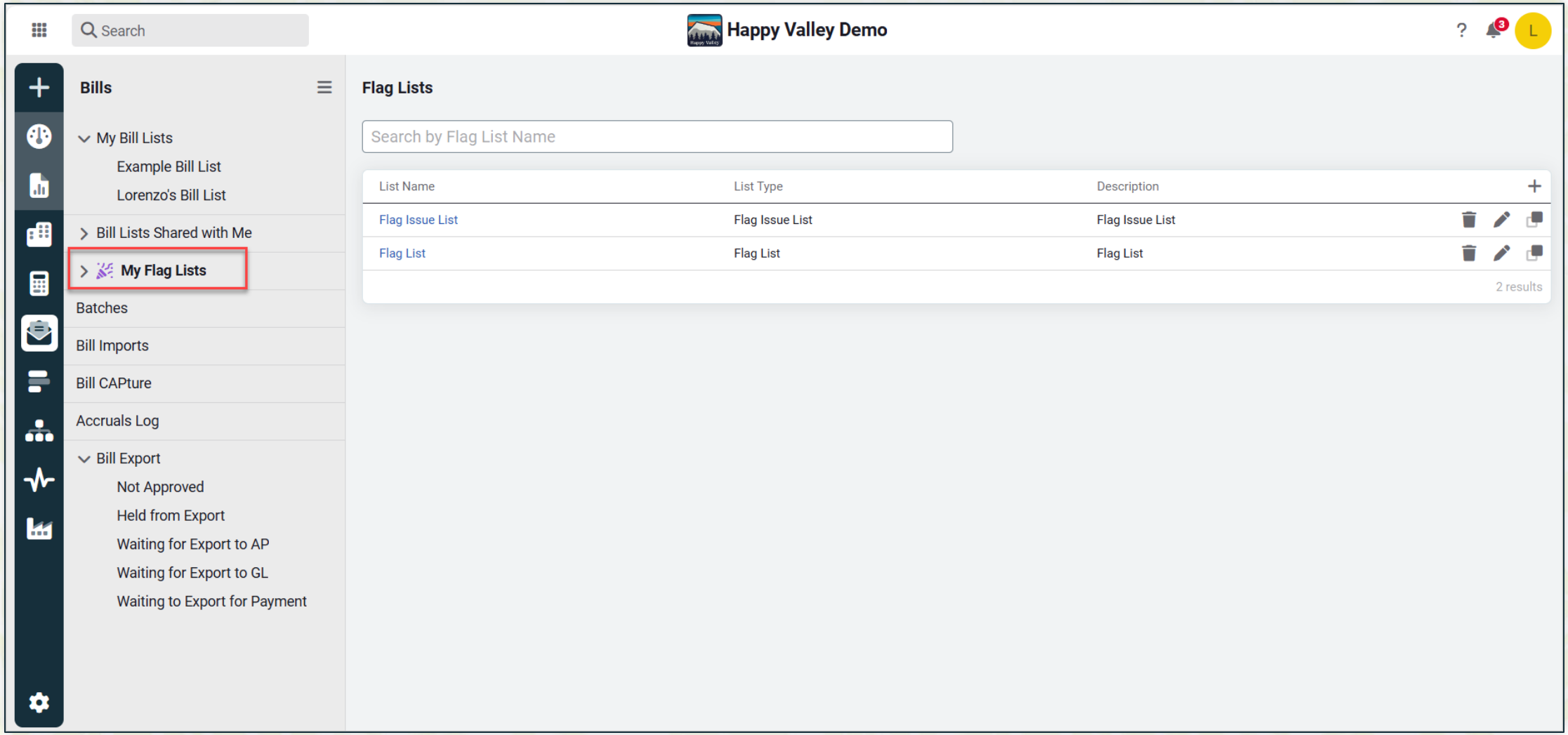




3. Download Bill List to Excel



My Flags List



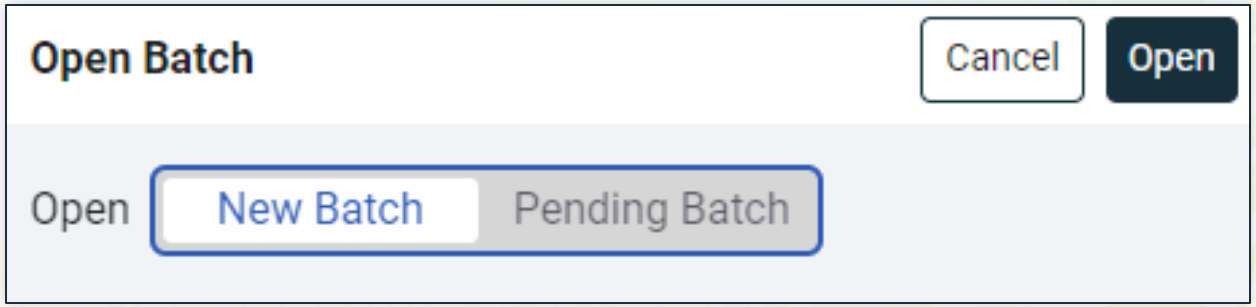
Batches

Batches help you simplify workflow processes and reporting.

- ✓ Each batch **belongs to only one user**.
- ✓ Each user can only have **one open batch**.
- ✓ Each batch has a bill list.
- ✓ You can make a batch pending at any time, and more than 1 pending batch can be created.

A batch can be closed at any time but cannot be reopened.

Note: Deleting a batch deletes all the of the bills in that batch.



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Let’s go into Utility Management

- EUM Demo: Show batches and navigating batches page.

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Pop Quiz

True or False: A batch belongs to only one user, with only one batch open at a time.

- **True**

True or False: A Closed batch can be re-opened.

- **False.** A Closed batch cannot be re-opened.

In which module can you find **Batches**?

- **Bills module**

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Hands-on exercise #1: Batches

Directions:

1. Click on **Batches.**
2. Filter for Status **Open** to view open batches.
3. Filter for Status **Pending** to view pending batches.
4. Filter for Status **Closed** to view closed batches.
5. Filter for Status **In Progress*** to view both open and pending batches.
6. Filter for Status **All** to view open, pending, and closed batches.
7. Click on a batch name to view the bills within a batch.

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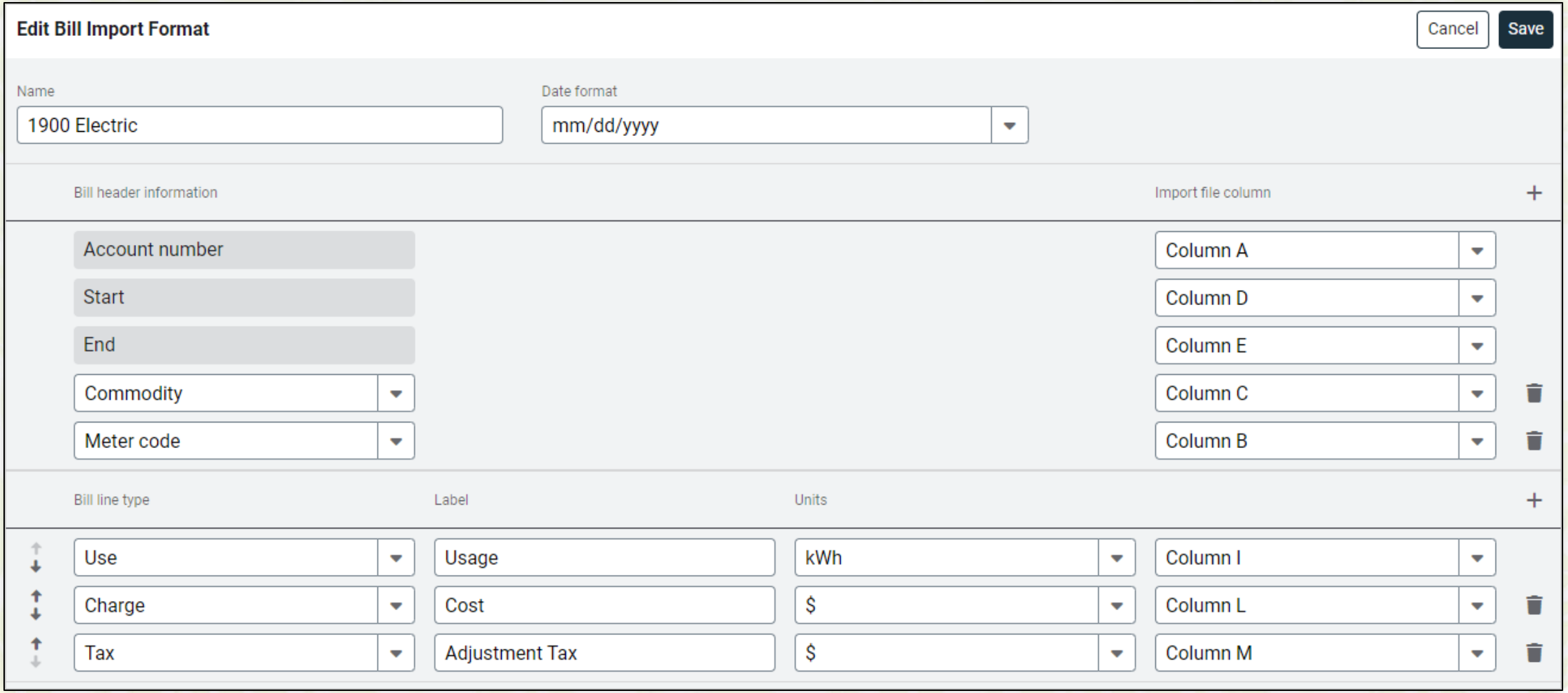
Bill import

Bill import lets you import multiple utility bills at one time.

- ✓ Bill import formats
- ✓ Advanced file format
  - ✓ This is an advanced topic that we won't have time to cover. This format uses bill headers to tell Utility Management how to import the data.

	A	B	C	D	E	F	G	H	J	K	O	P	Q
1	accountcode	StartDate	EndDate	A/C/E	metercode	V/P/R	vendorcode	StatementDate	DueDate	billperiod	BILLEDDEMAND:KW:Transmission Charge	BILLEDDEMAND:USDOLLARS	CHARGE:USDOLLARS:Public Purpose Charge
2	1635011000	20220705	20220803	A			PGE	20220803	20220829	07:2022			
3	1635011000	20220705	20220803	A	CITY HALL-ELE01		PGE	20220803	20220829	07:2022	184.000000	325.68	98.27
4	1635011000	20220901	20221003	A			PGE	20221003	20221027	09:2022			
5	1635011000	20220901	20221003	A	CITY HALL-ELE01		PGE	20221003	20221027	09:2022	183.000000	323.91	102.27
6	1635011000	20221003	20221101	A			PGE	20221101	20221128	10:2022			
7	1635011000	20221003	20221101	A	CITY HALL-ELE01		PGE	20221101	20221128	10:2022	163.000000	288.51	90.73
8	1635011000	20221101	20221202	A			PGE	20221202	20221227	11:2022			
9	1635011000	20221101	20221202	A	CITY HALL-ELE01		PGE	20221202	20221227	11:2022	185.000000	327.45	111.62
10													

Bill import formats

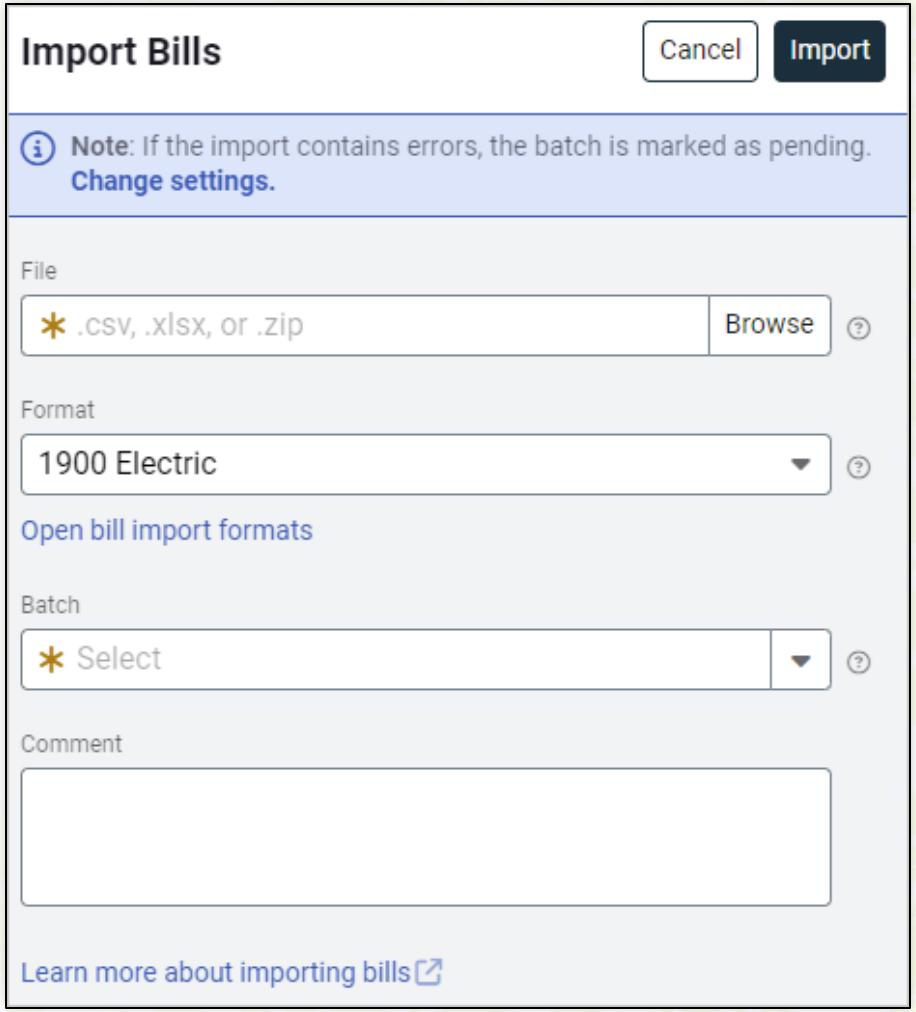


Bill import formats

The bill import format helps you import a bill file that always has the same format each month.

Map your columns, and the same mapping (bill import format) is applied each time you upload your file.

1. Select your file.
2. Select the format.
3. A best practice is to have the import in its own batch.
4. Add a comment if needed.



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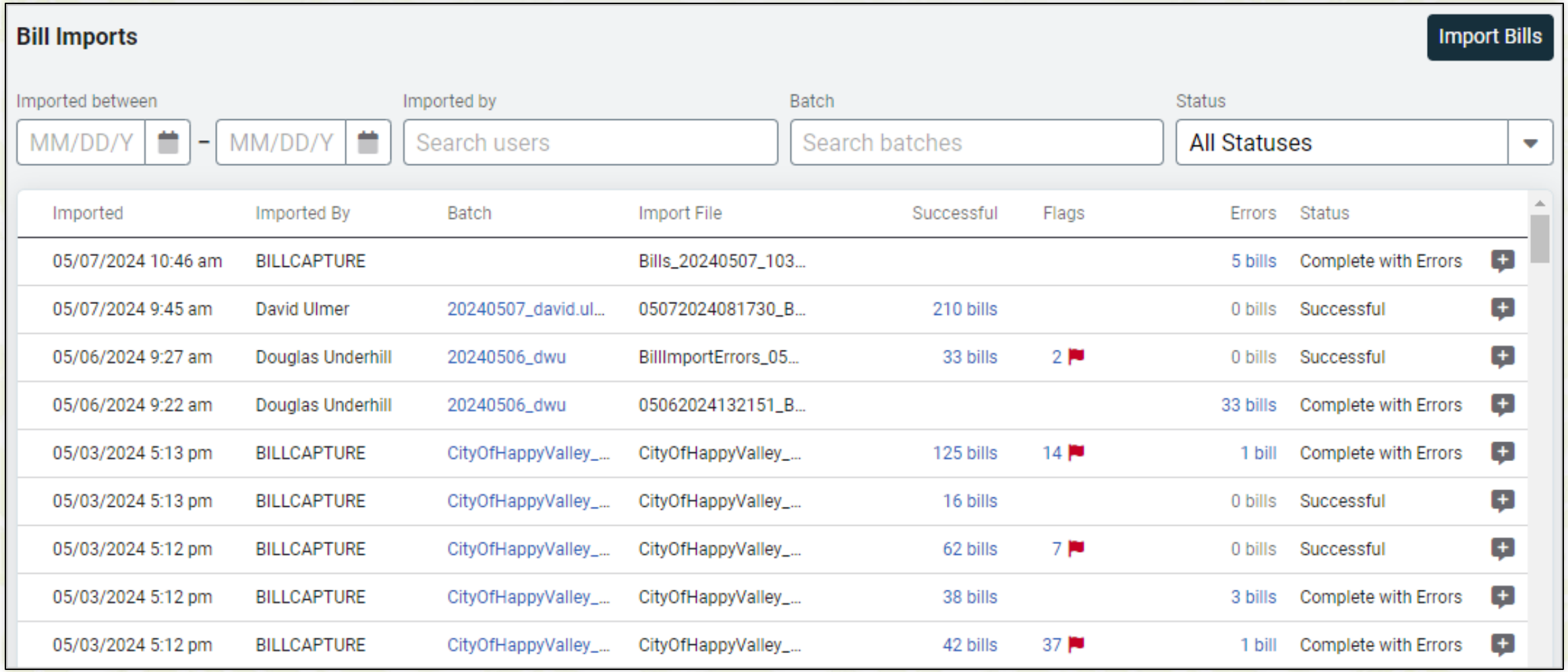
Bill import log



Imported	Imported By	Batch	Import File	Successful	Flags	Errors	Status
05/07/2024 10:46 am	BILLCAPTURE		Bills_20240507_103...			5 bills	Complete with Errors
05/07/2024 9:45 am	David Ulmer	20240507_david.ul...	05072024081730_B...	210 bills		0 bills	Successful
05/06/2024 9:27 am	Douglas Underhill	20240506_dwu	BillImportErrors_05...	33 bills	2	0 bills	Successful
05/06/2024 9:22 am	Douglas Underhill	20240506_dwu	05062024132151_B...			33 bills	Complete with Errors
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	125 bills	14	1 bill	Complete with Errors
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	16 bills		0 bills	Successful
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	62 bills	7	0 bills	Successful
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	38 bills		3 bills	Complete with Errors
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	42 bills	37	1 bill	Complete with Errors

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Let’s go into Utility Management

- Demo EUM: Bill Import and navigation around Bill Imports, Import Bills pop-up, and Bill import formats

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Hands-on exercise #3: Bill imports

Directions:

1. Click **Bill Imports**.
2. Click **Import Bills**.
3. Click **Open bill import formats**.
4. Click the pencil icon to edit the bill import format.

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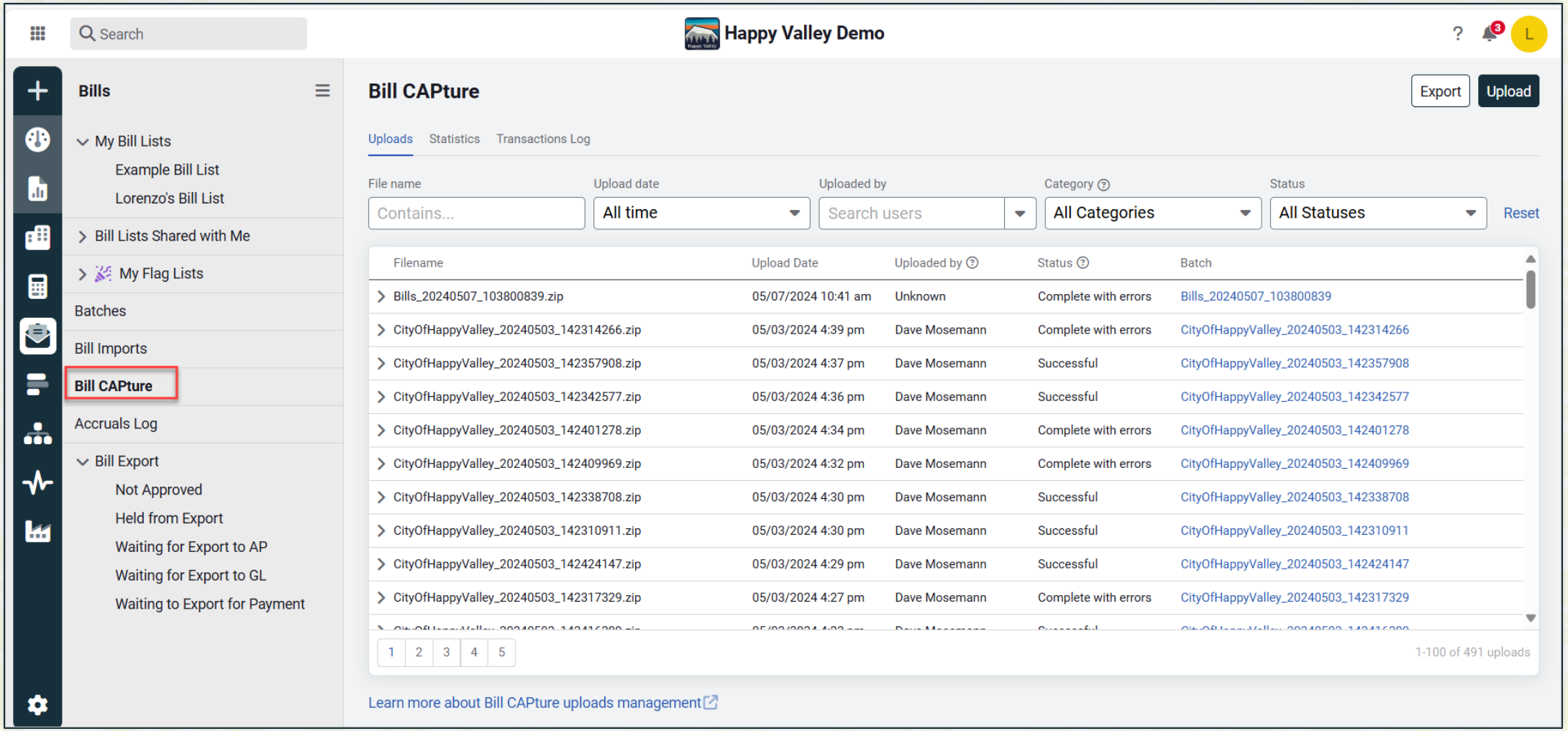
Bill CAPture



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Let’s go into Utility Management

- Demo EUM: Tour of Bill CAPture – Uploads, Stats, and Transactions Log

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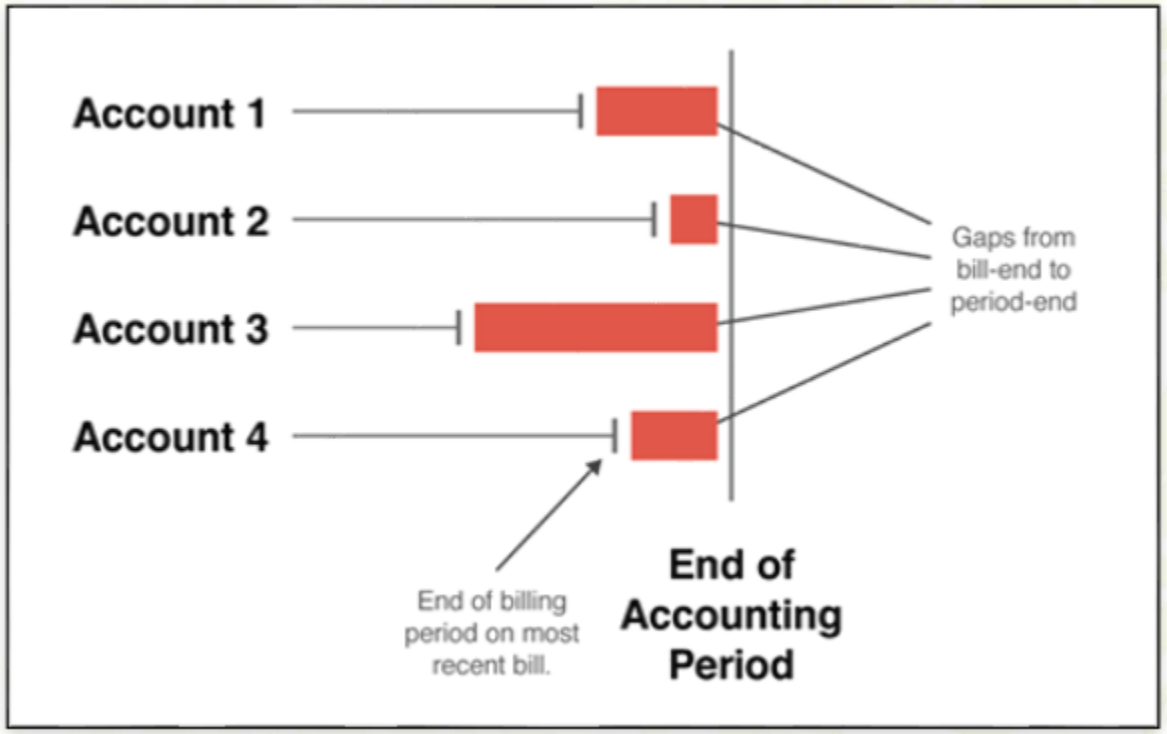
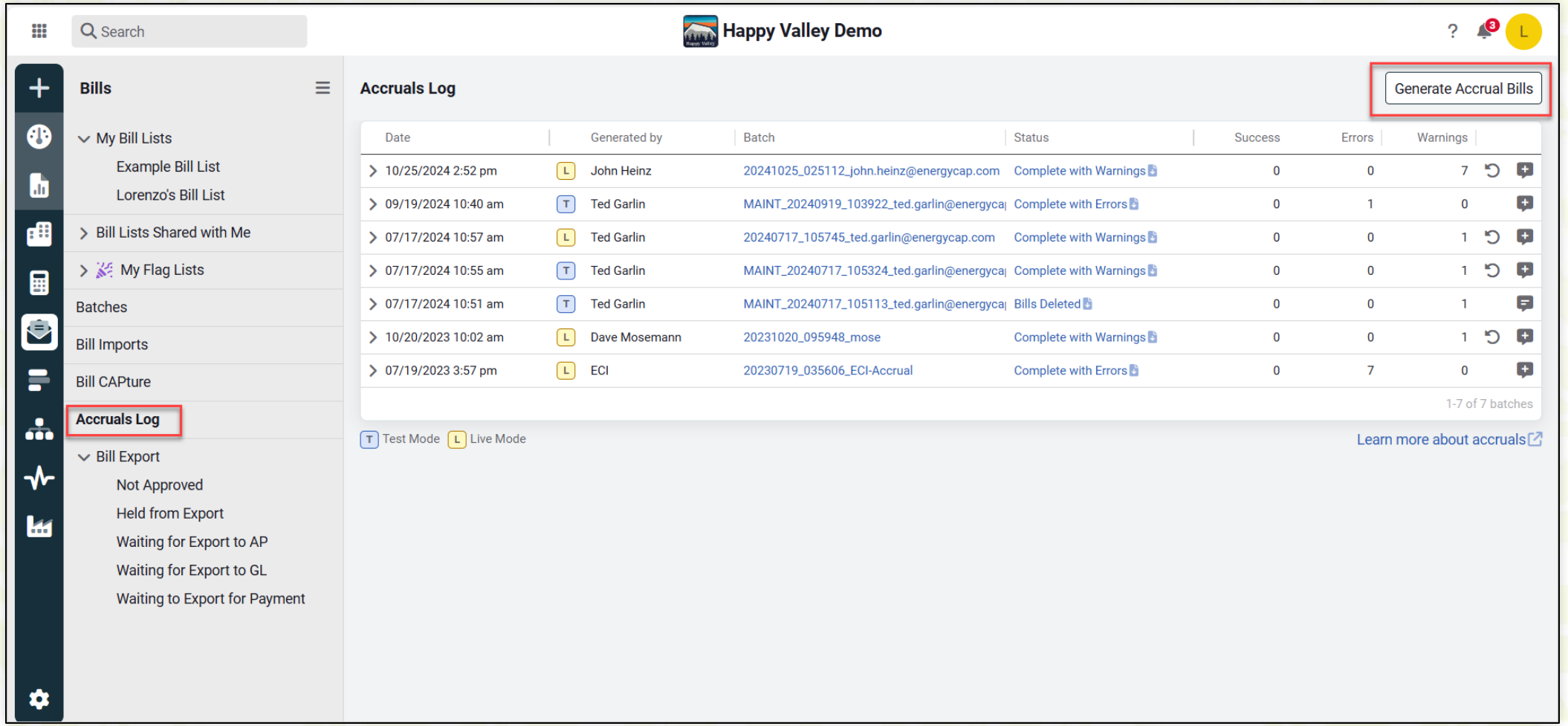
Accruals log

An accrual bill is a gap-filling estimate used to close out an accounting period before you receive the actual utility bills.

Accruals are a licensed feature; you might not see this option in your database.

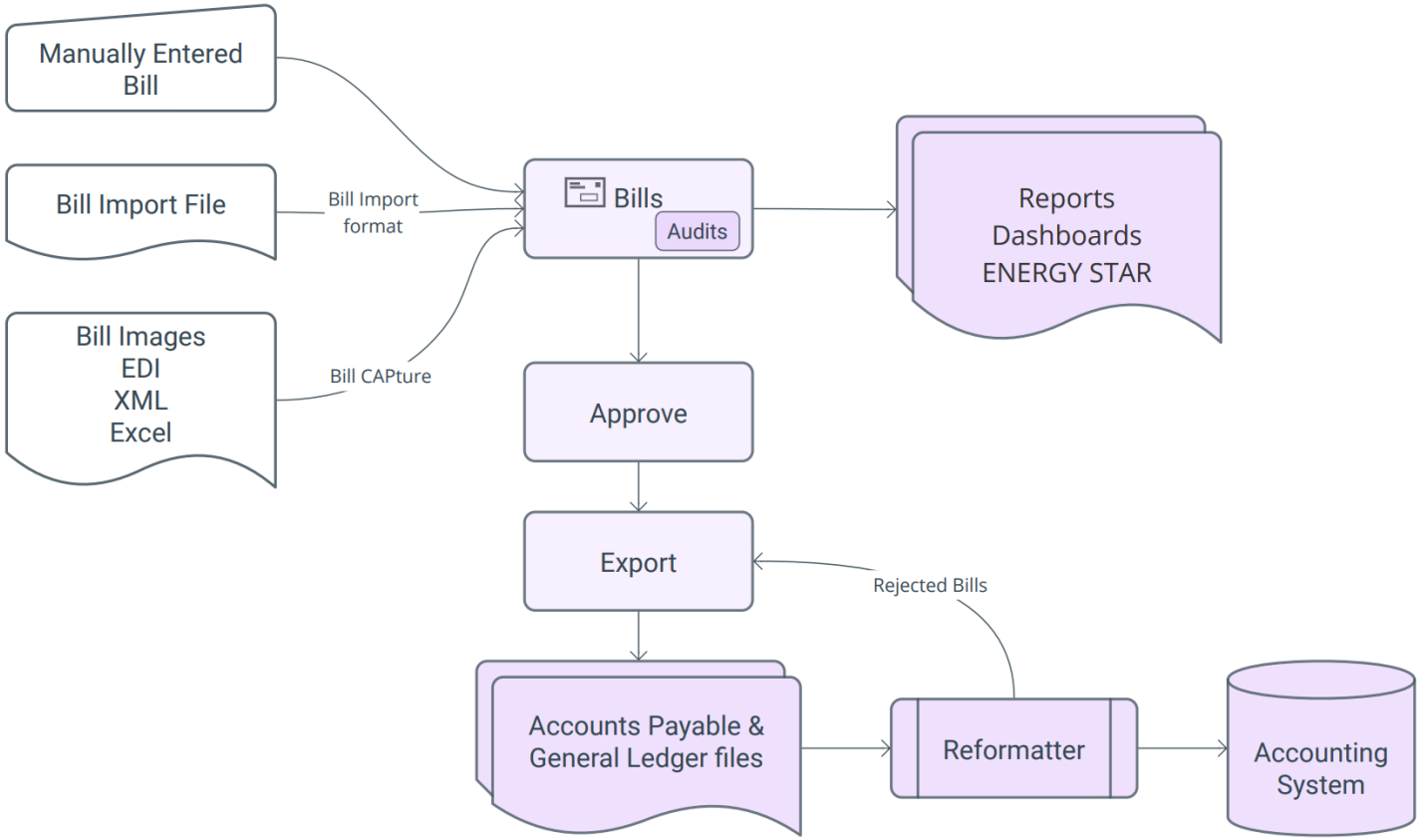


Accruals – Generate accrual bills



Bill Export

- ✓ Bill export is a process to export bills and prepare them for import into an accounting system.
- ✓ It's helpful because it can reduce the amount of paper shuffling between departments.
- ✓ **Bill export is a licensed feature.**



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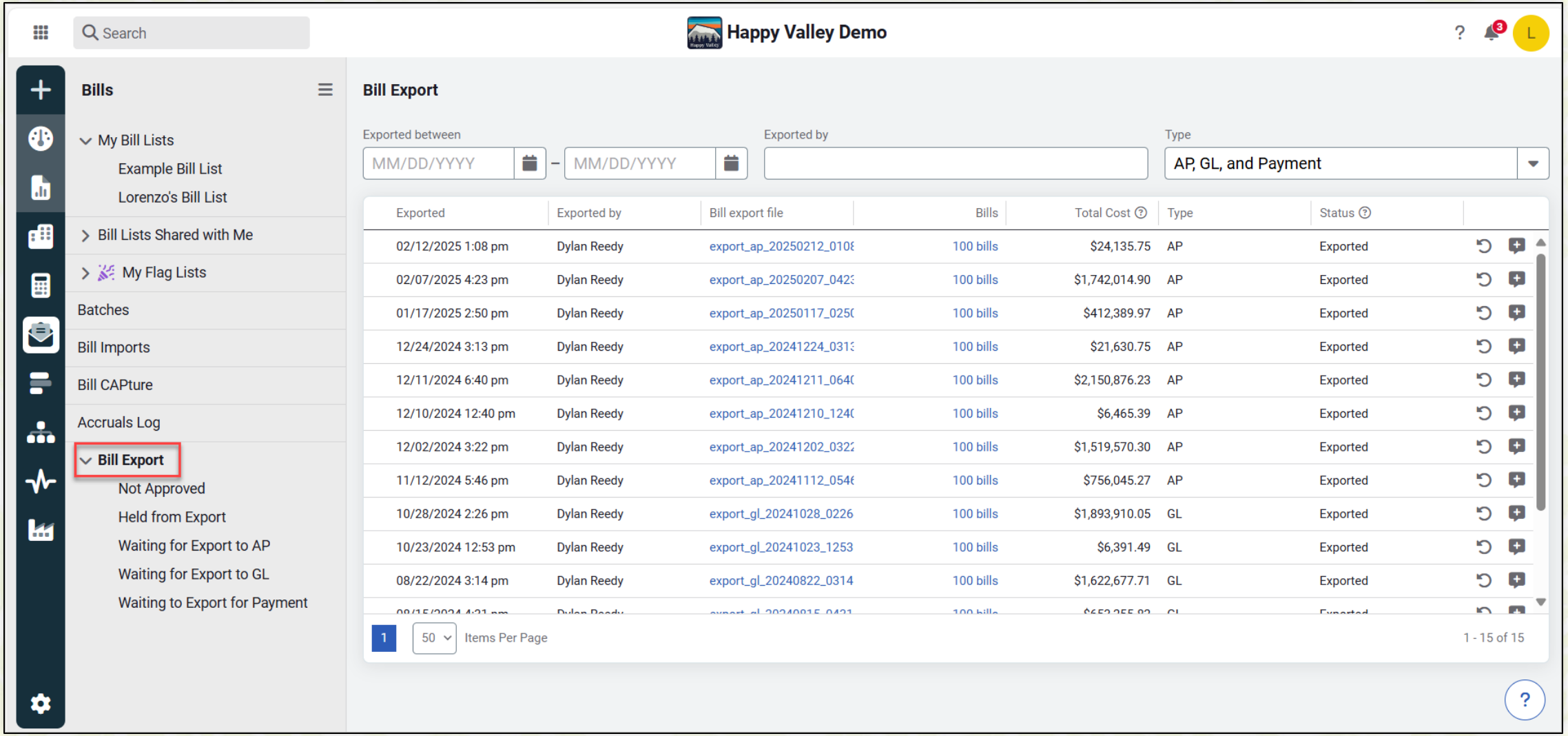
Bill Export


Search
Happy Valley Demo
Bills
My Bill Lists
Example Bill List
Lorenzo's Bill List
Bill Lists Shared with Me
My Flag Lists
Batches
Bill Imports
Bill CAPture
Accruals Log
Bill Export
Not Approved
Held from Export
Waiting for Export to AP
Waiting for Export to GL
Waiting to Export for Payment
Bill Export
Exported between
MM/DD/YYYY
MM/DD/YYYY
Exported by
Type
AP, GL, and Payment
Exported
Exported by
Bill export file
Bills
Total Cost
Type
Status
02/12/2025 1:08 pm Dylan Reedy export_ap_20250212_0108 100 bills $24,135.75 AP Exported
02/07/2025 4:23 pm Dylan Reedy export_ap_20250207_0423 100 bills $1,742,014.90 AP Exported
01/17/2025 2:50 pm Dylan Reedy export_ap_20250117_0250 100 bills $412,389.97 AP Exported
12/24/2024 3:13 pm Dylan Reedy export_ap_20241224_0313 100 bills $21,630.75 AP Exported
12/11/2024 6:40 pm Dylan Reedy export_ap_20241211_0640 100 bills $2,150,876.23 AP Exported
12/10/2024 12:40 pm Dylan Reedy export_ap_20241210_1240 100 bills $6,465.39 AP Exported
12/02/2024 3:22 pm Dylan Reedy export_ap_20241202_0322 100 bills $1,519,570.30 AP Exported
11/12/2024 5:46 pm Dylan Reedy export_ap_20241112_0546 100 bills $756,045.27 AP Exported
10/28/2024 2:26 pm Dylan Reedy export_gl_20241028_0226 100 bills $1,893,910.05 GL Exported
10/23/2024 12:53 pm Dylan Reedy export_gl_20241023_1253 100 bills $6,391.49 GL Exported
08/22/2024 3:14 pm Dylan Reedy export_gl_20240822_0314 100 bills $1,622,677.71 GL Exported
1
50
Items Per Page
1 - 15 of 15

Let’s go into Utility Management

- Demo EUM: Accruals; Accounting Export (Not Approved, Held From Export, Waiting for Export to AP, Waiting for Export to GL, Waiting for Export to Payment)

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Pop Quiz

Name the **two licensed features** within the bills module.

- **Accruals Log**
- **Bill Export**

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Wrap-up

- ✓ Bills module
  - ✓ Bill Lists
  - ✓ My Flag List
  - ✓ Batches
  - ✓ Bill Imports
  - ✓ Bill CAPture
  - ✓ Accruals Log
  - ✓ Bill Export
    - ✓ AP, GL, Payment

Thank you!
Questions?

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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.

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OLD SLIDES

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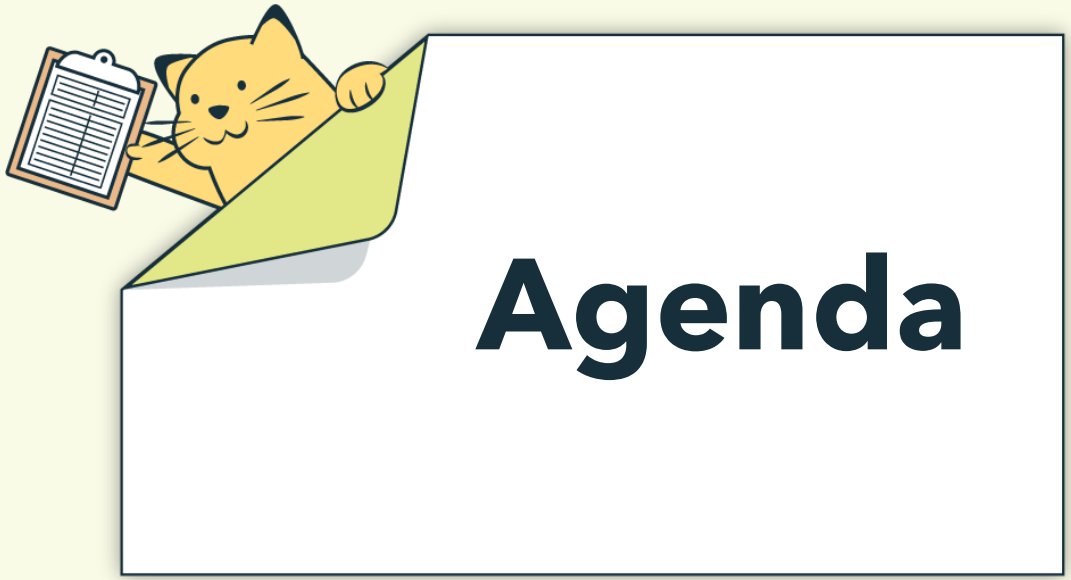

Agenda

- ✓ Bills module
- ✓ Batches
- ✓ Module menu
- ✓ Bill lists
- ✓ Bill import
- ✓ Accruals*
- ✓ Bill export*

*EnergyCAP add on features

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Bills module

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The bills module has these sections:

- ✓ My Bill Lists
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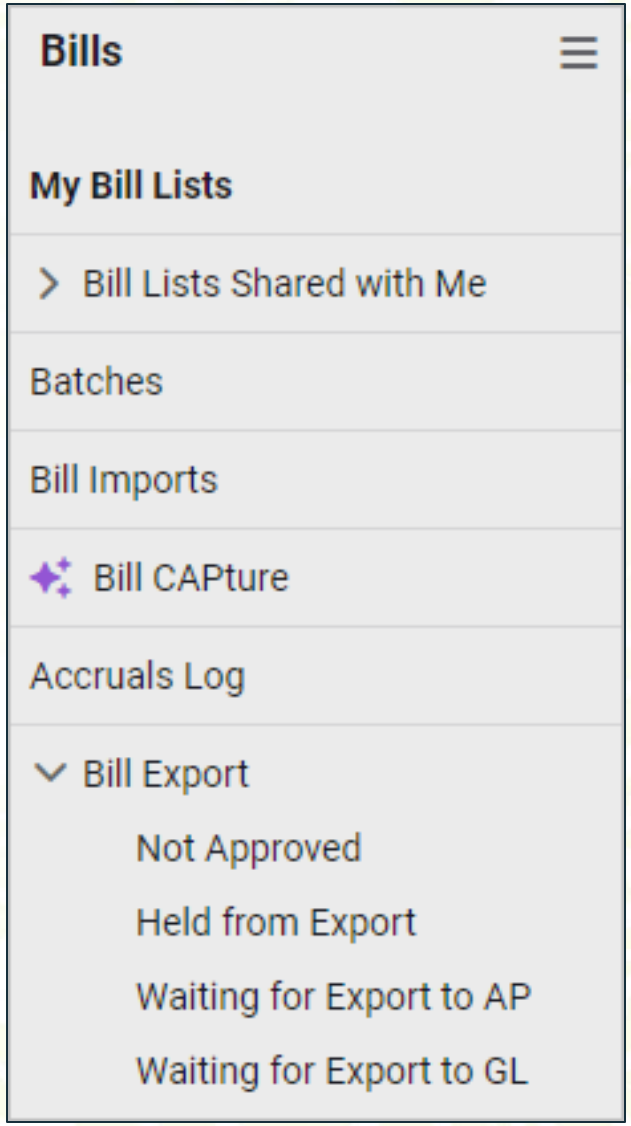
- ✓ Bill CAPture
- ✓ ***Accruals Log***
  - ✓ *Licensed feature*
- ✓ ***Bill Export***
  - ✓ *Licensed feature*



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Batches

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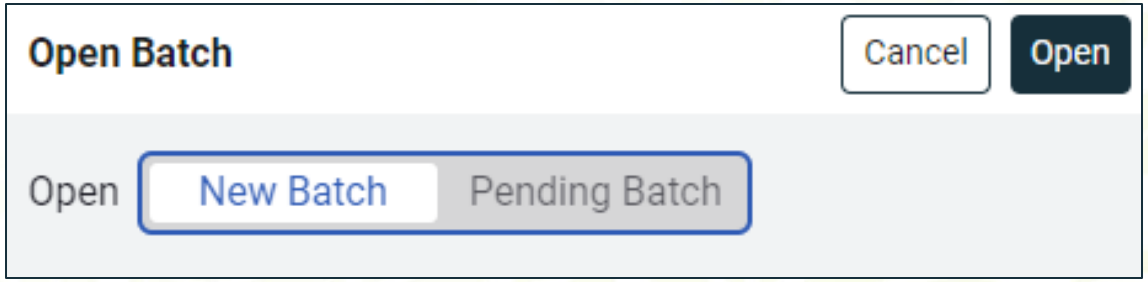
A batch can be closed at any time but cannot be reopened.

Note: Deleting a batch deletes all the of the bills in that batch.



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Hands-on exercise #1: Batches

Directions:

1. Click on **Batches.**
2. Click **Open New Batch.**
3. Add **your initials** to the batch name.
4. Change the status of your batch to **pending**.

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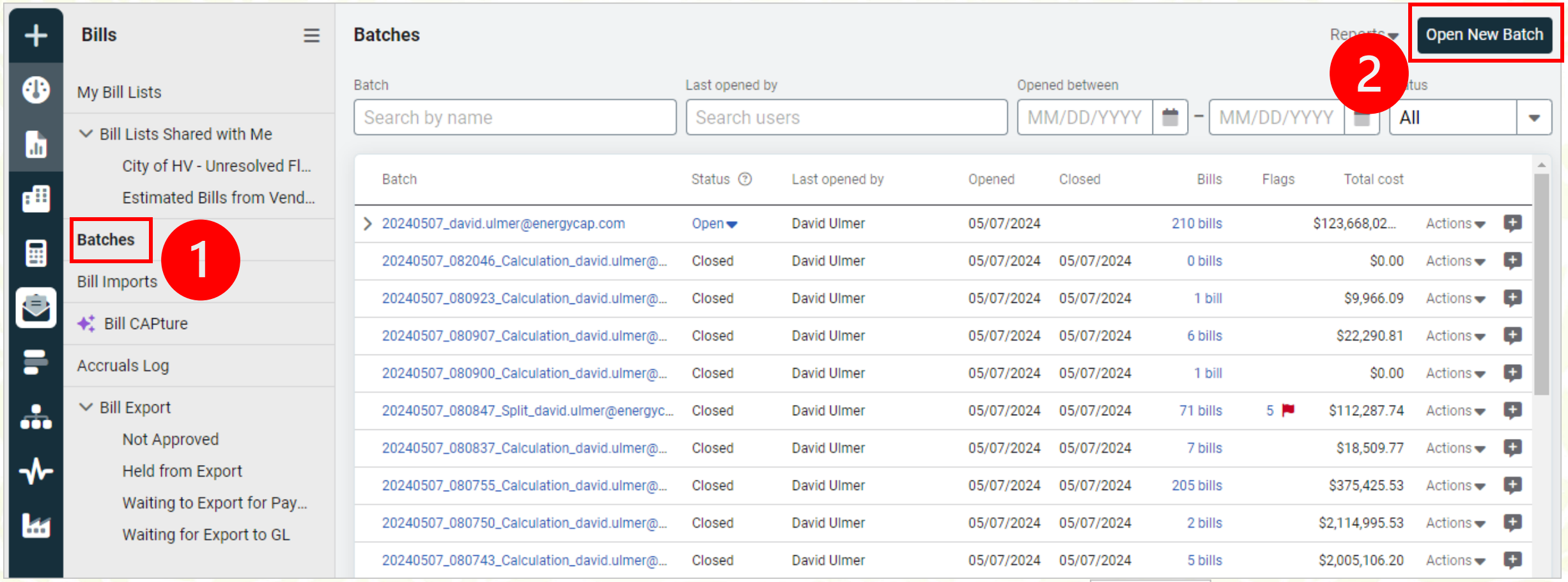
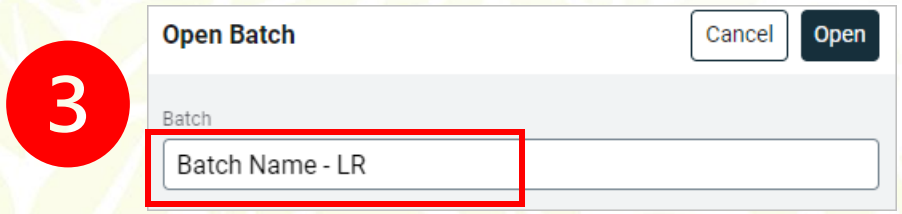
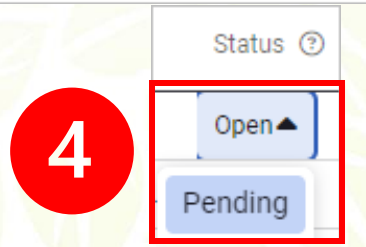
Hands-on exercise #1: Batches







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Participation quiz

True or False: A batch belongs to only one user, with only one batch open at a time.

- **True**

True or False: A Closed batch can be re-opened.

- **False.** A Closed batch cannot be re-opened.

In which module can you find **Batches**?

- **Bills module**

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Bills module menu

Bill workflow settings

- ✓ Set the information required for bill headers.
- ✓ Decide how to import bills when there are errors.
- ✓ Rules for bill export.

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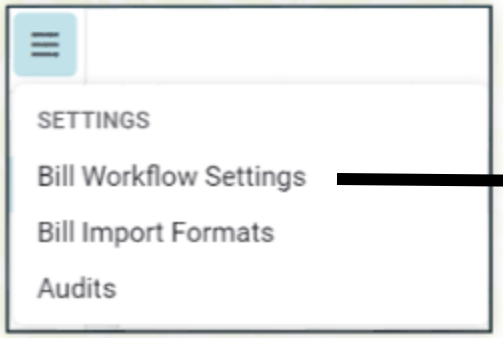
Bills module menu



Bill Workflow Settings — Done

Bill Headers — Edit

Bill header data for manual entry.

Start	Required
End	Required
Days	Required
Amount due	Required
Billing period	Required
Estimated	Required
Due date	Optional
Statement date	Optional
Invoice number	Optional
Control code	Optional

Do not allow editing batch and bill header data when running chargebacks.

Bill Import — Edit

Mark batch as pending and mark bills as void when import contains errors.

Note: All bills in a pending batch are void and not valid until the batch is closed. Imported bill audits do not run on imports in a pending batch.

Bill Export — Edit

Export to AP

Export bills after batch closed and bills approved. Exclude custom fields from export.

Download INI File

Export to GL

Export bills after batch closed and bills approved. Exclude custom fields from export.

Download INI File

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Bill lists

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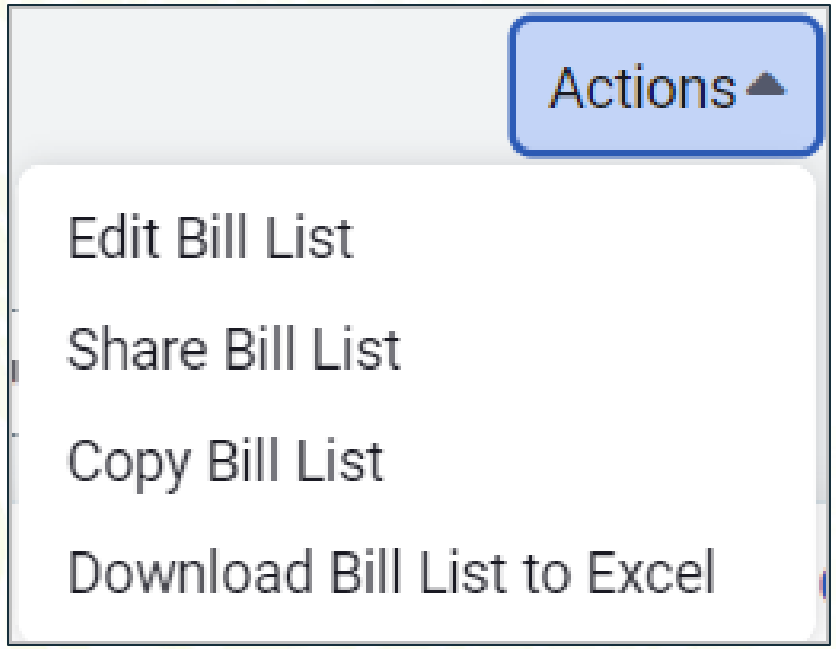

Bill lists can be organized and distributed using these features:

- ✓ Quick filters
- ✓ Regular filters
- ✓ Add columns
- ✓ Sort
- ✓ Shared bill lists

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Participation Quiz

True or False: Bill lists help you find bills and take actions on them.

- True

What **four actions** can be taken on a bill list?

1) **Edit**
2) **Share**
3) **Copy**
4) **Download to Excel**

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Hands-on exercise #2: Bill lists

Directions:

1. Click **My Bill Lists**.
2. Create a **new bill list** by clicking plus icon
3. Enter a **name** for your bill list.
4. Enter a **description** for your bill list.

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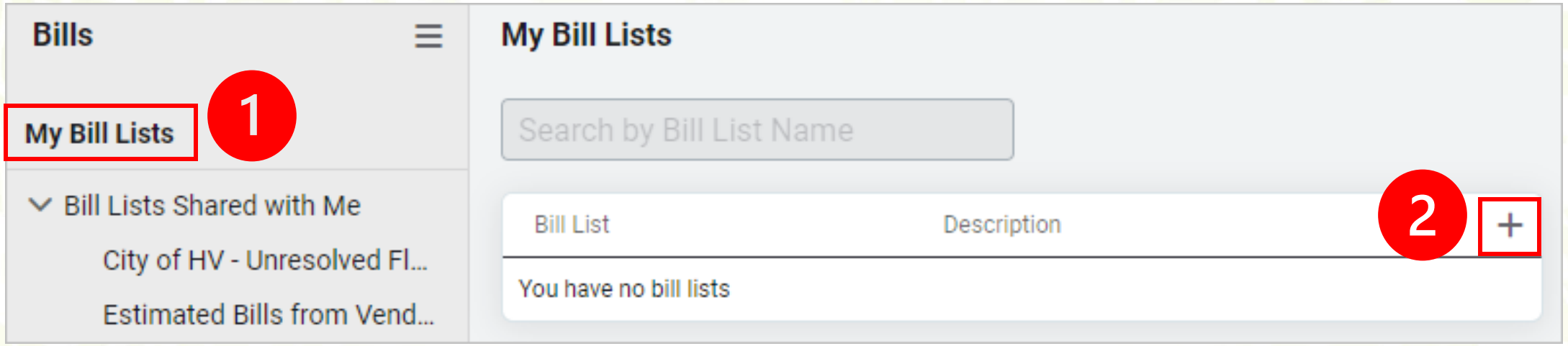
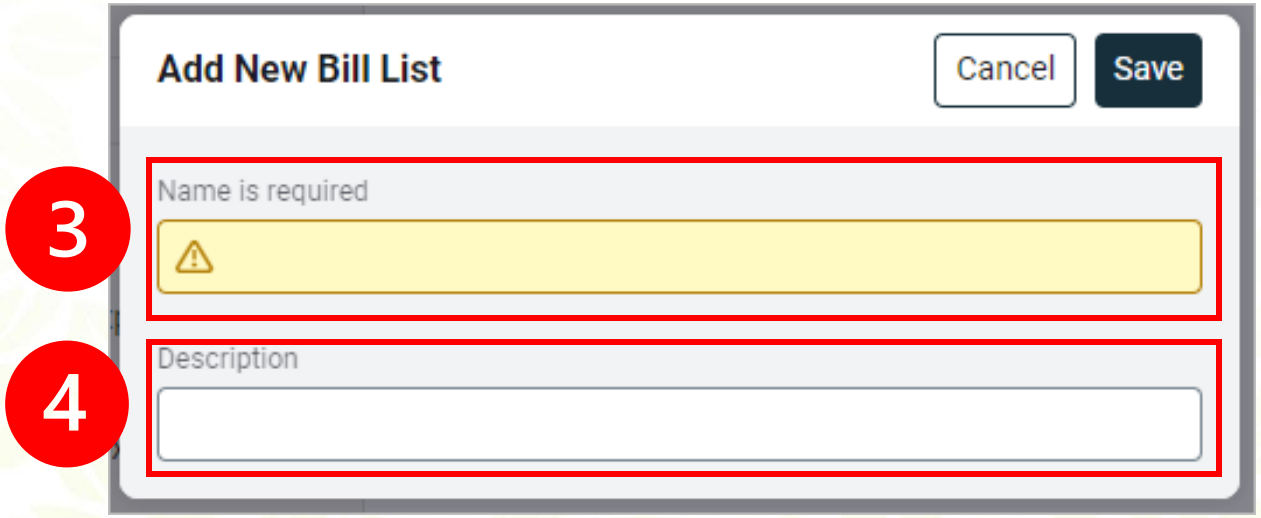
Hands-on exercise #2: Bill lists





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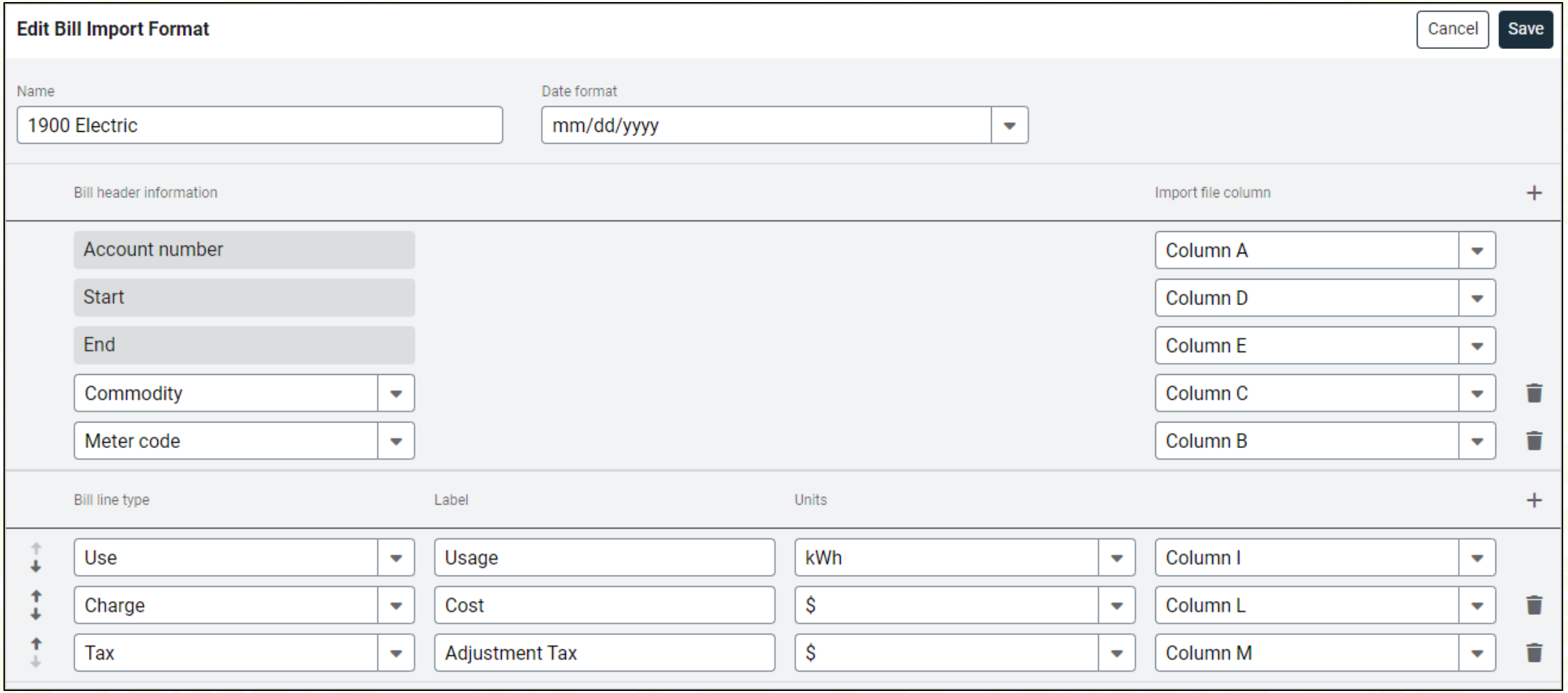
1	accountcode	StartDate	EndDate	A/C/E	metercode	V/P/R	vendorcode	StatementDate	DueDate	billperiod	BILLEDDEMAND:KW:Transmission Charge	BILLEDDEMAND:USDOLLARS	CHARGE:USDOLLARS:Public Purpose Charge
2	1635011000	20220705	20220803	A			PGE	20220803	20220829	07:2022			
3	1635011000	20220705	20220803	A	CITY HALL-ELE01		PGE	20220803	20220829	07:2022	184.000000	325.68	98.27
4	1635011000	20220901	20221003	A			PGE	20221003	20221027	09:2022			
5	1635011000	20220901	20221003	A	CITY HALL-ELE01		PGE	20221003	20221027	09:2022	183.000000	323.91	102.27
6	1635011000	20221003	20221101	A			PGE	20221101	20221128	10:2022			
7	1635011000	20221003	20221101	A	CITY HALL-ELE01		PGE	20221101	20221128	10:2022	163.000000	288.51	90.73
8	1635011000	20221101	20221202	A			PGE	20221202	20221227	11:2022			
9	1635011000	20221101	20221202	A	CITY HALL-ELE01		PGE	20221202	20221227	11:2022	185.000000	327.45	111.62
10													

Bill import formats

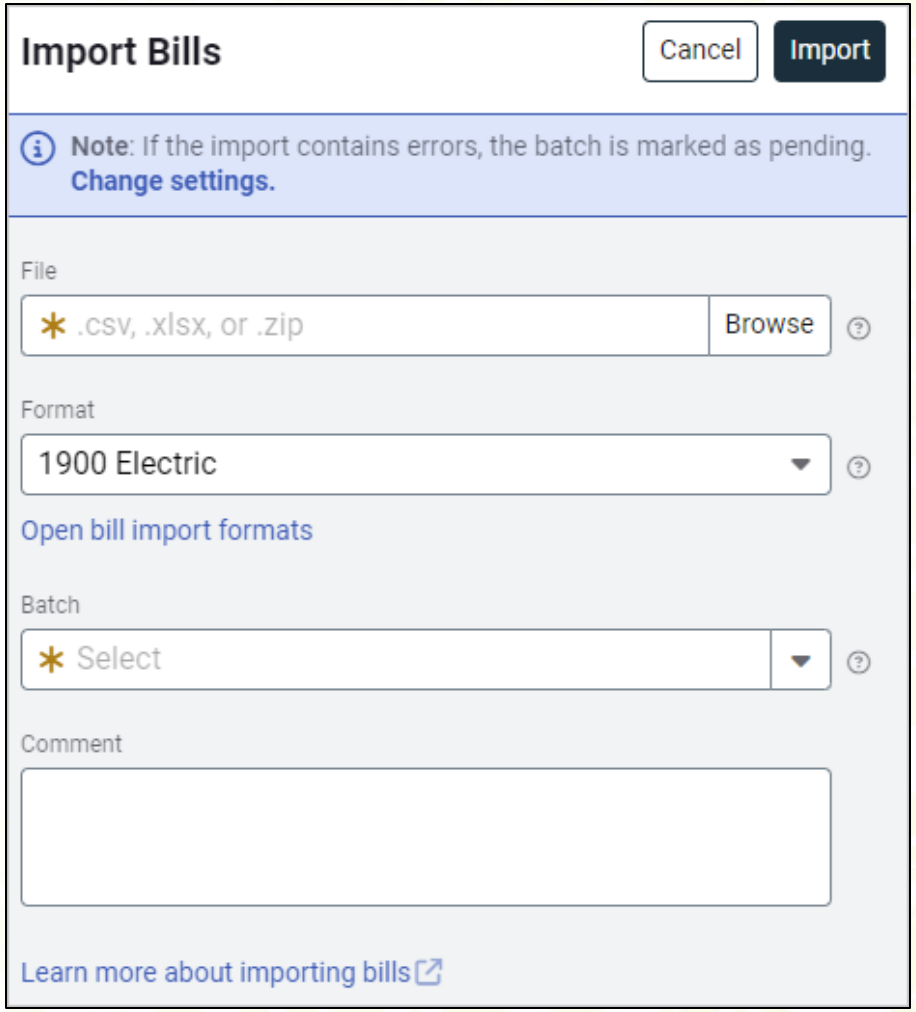


Bill import formats

The bill import format helps you import a bill file that always has the same format each month.

Map your columns, and the same mapping (bill import format) is applied each time you upload your file.

1. Select your file.
2. Select the format.
3. A best practice is to have the import in its own batch.
4. Add a comment if needed.



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Bill import log

Bill Imports

Import Bills

Imported between MM/DD/Y – MM/DD/Y | Imported by: Search users | Batch: Search batches | Status: All Statuses

Imported	Imported By	Batch	Import File	Successful	Flags	Errors	Status
05/07/2024 10:46 am	BILLCAPTURE		Bills_20240507_103...			5 bills	Complete with Errors
05/07/2024 9:45 am	David Ulmer	20240507_david.ul...	05072024081730_B...	210 bills		0 bills	Successful
05/06/2024 9:27 am	Douglas Underhill	20240506_dwu	BillImportErrors_05...	33 bills	2	0 bills	Successful
05/06/2024 9:22 am	Douglas Underhill	20240506_dwu	05062024132151_B...			33 bills	Complete with Errors
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	125 bills	14	1 bill	Complete with Errors
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	16 bills		0 bills	Successful
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	62 bills	7	0 bills	Successful
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	38 bills		3 bills	Complete with Errors
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	42 bills	37	1 bill	Complete with Errors

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Hands-on exercise #3: Bill imports

Directions:

1. Click **Bill Imports**.
2. Click **Import Bills**.
3. Click **Learn more about importing bills**.
4. View **Bill import overview** article in Help Center.

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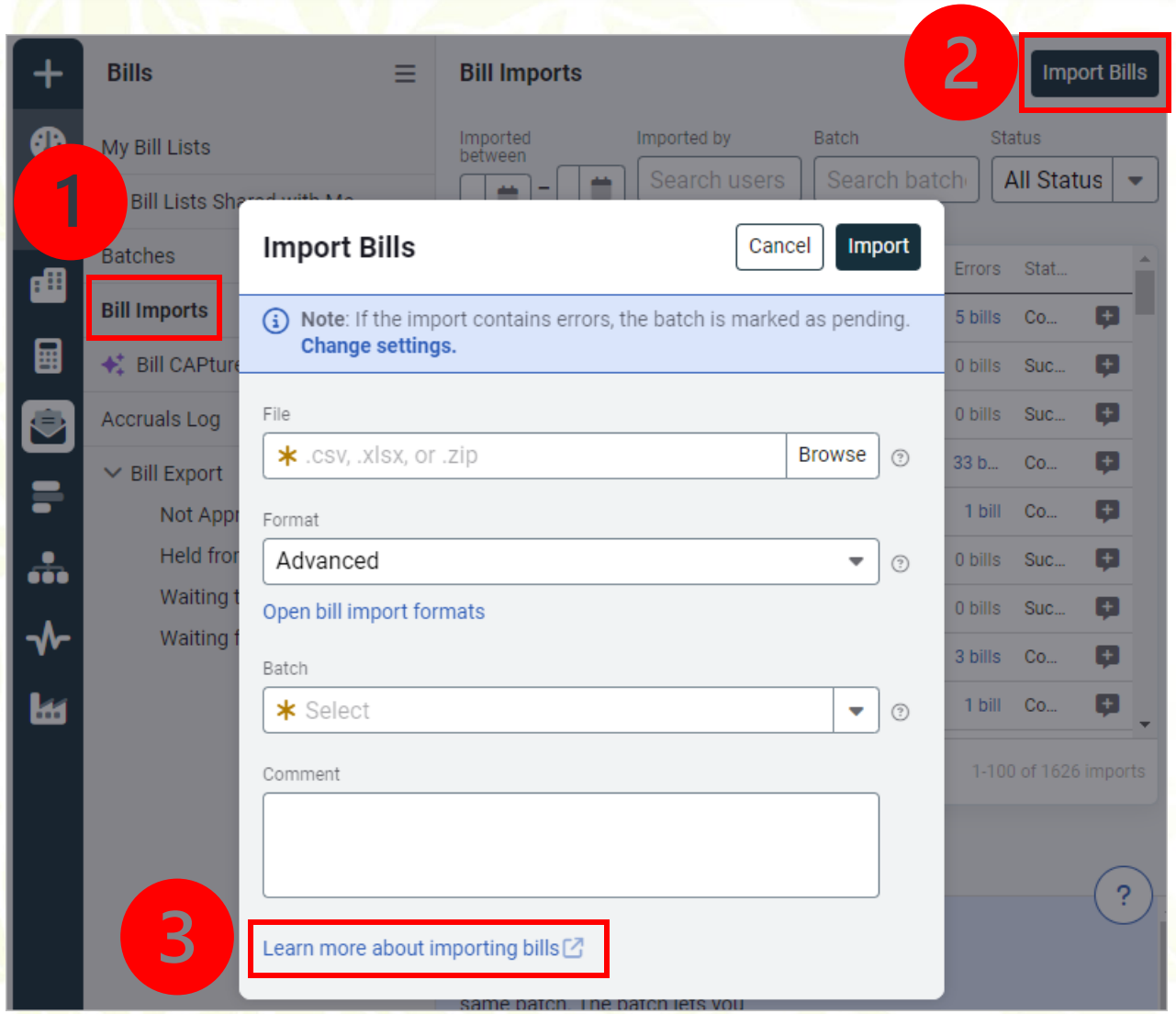
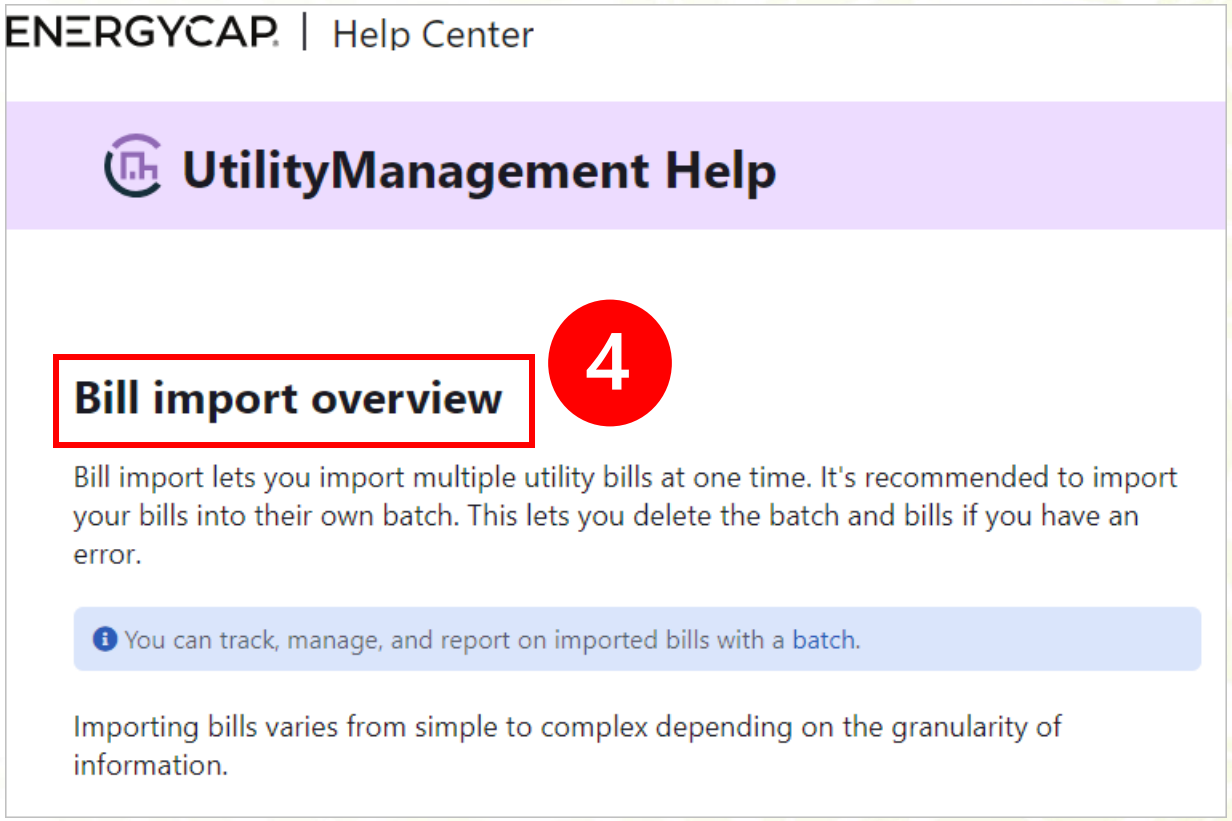
Hands-on exercise #3: Bill imports





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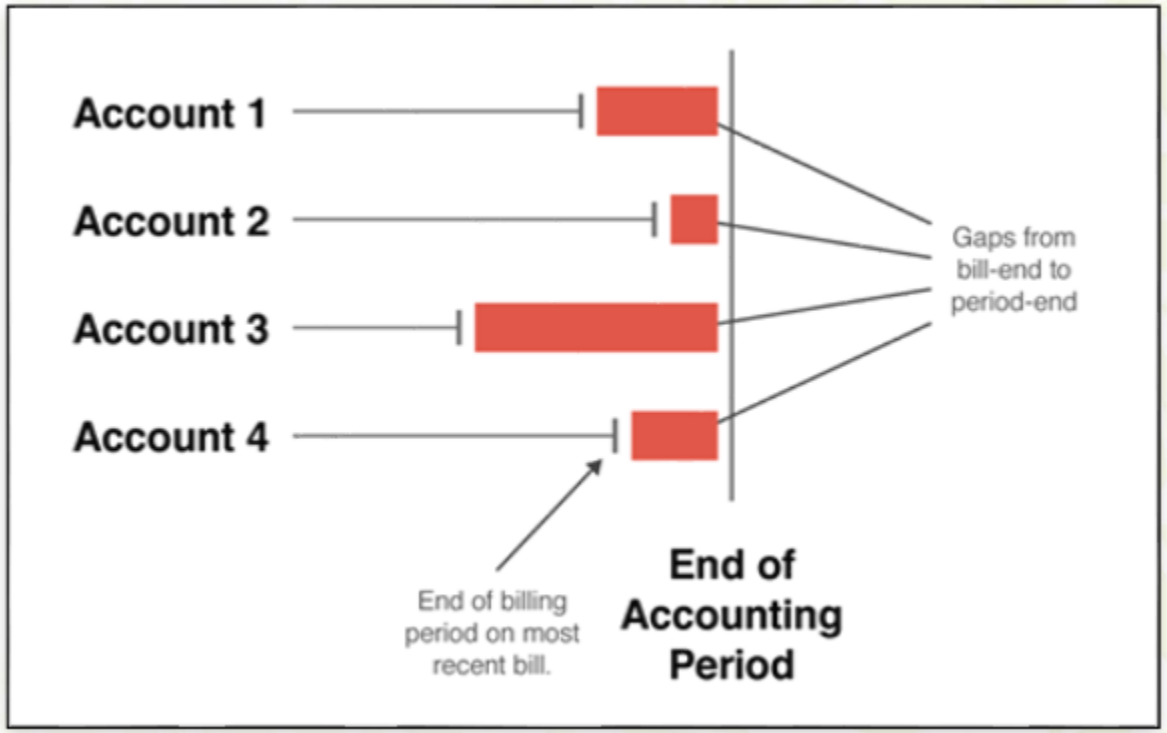
Accruals log

An accrual bill is a gap-filling estimate used to close out an accounting period before you receive the actual utility bills.

Accruals are a licensed feature; you might not see this option in your database.



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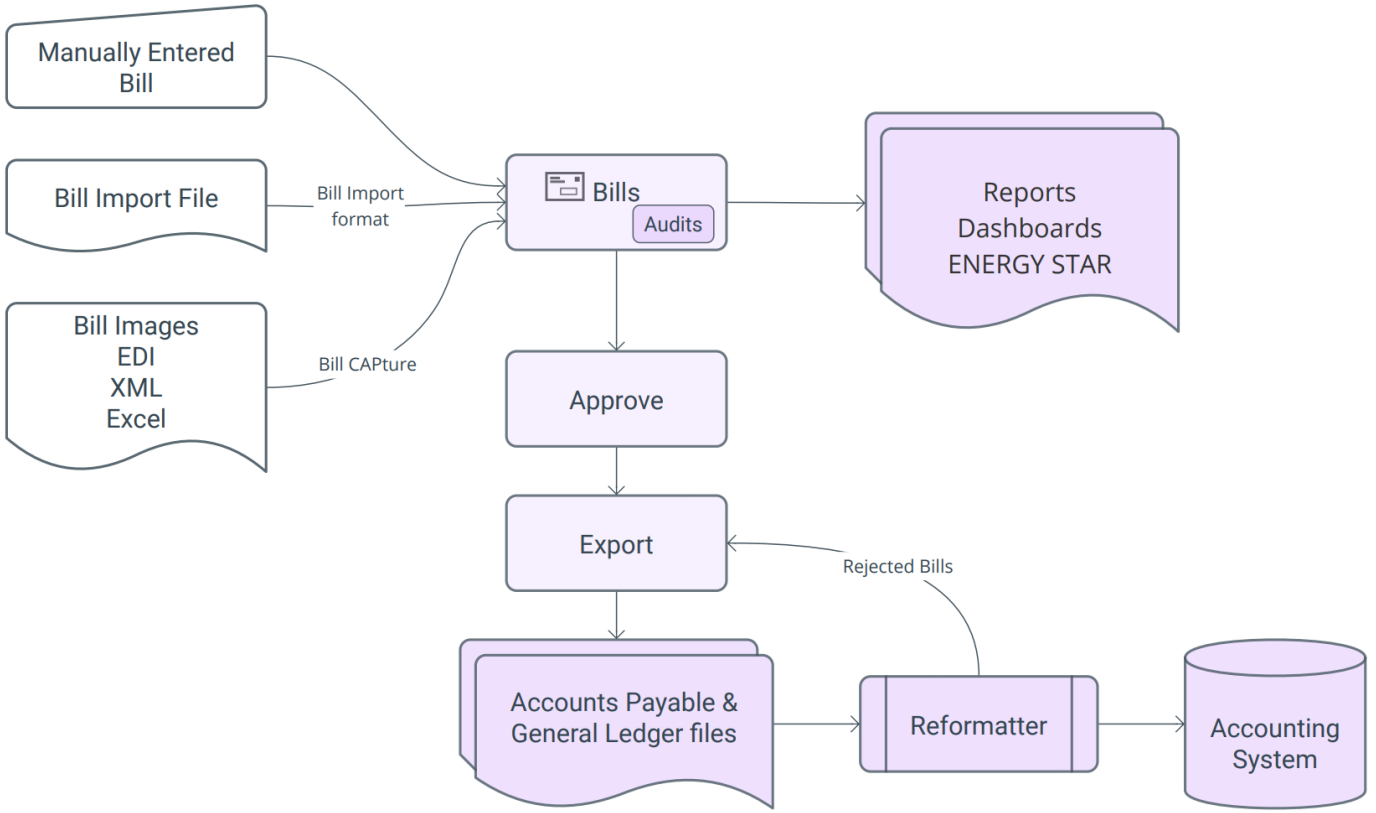
Bill export

- ✓Bill export is a process to export bills and prepare them for import into an accounting system.
- ✓It's helpful because it can reduce the amount of paper shuffling between departments.
- ✓**Bill export is a licensed feature.**



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Participation quiz

Name the **two licensed features** within the bills module.

- Accruals Log
- Bill Export

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Wrap-up

- ✓Bills module
- ✓Batches
- ✓Module menu
- ✓Bill lists
- ✓Bill import
- ✓Accruals
- ✓Bill export

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Questions?

I will be around all week to chat!

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And the winner is…

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CATALYST

Session survey

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