

CATALYST



Mastering the Bills Module: Efficient Utility Bill Management Strategies



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Customer Success Manager
EnergyCAP



Have questions?

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

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

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*

Bills	☰
My Bill Lists	
> 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	

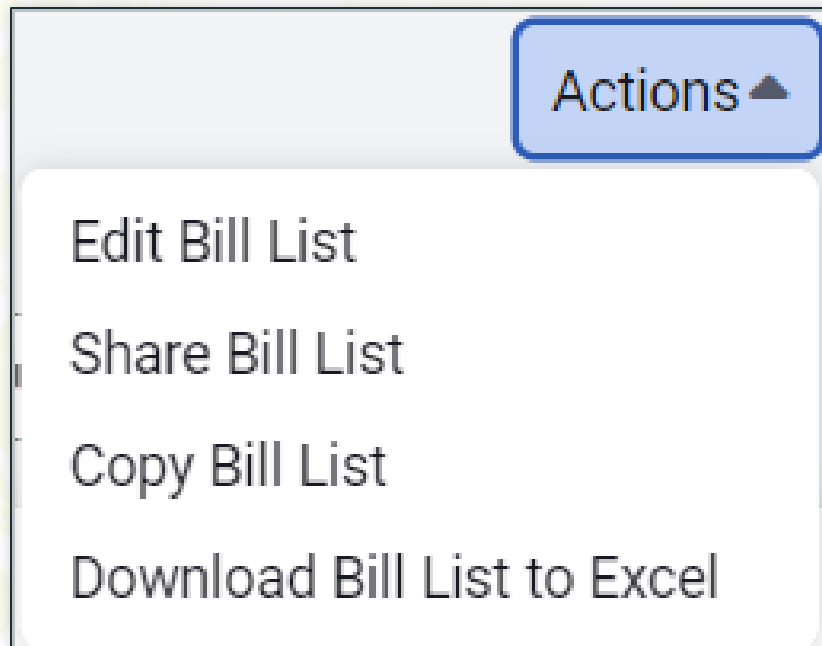
Let's go into Utility Management

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



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

Pop Quiz

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

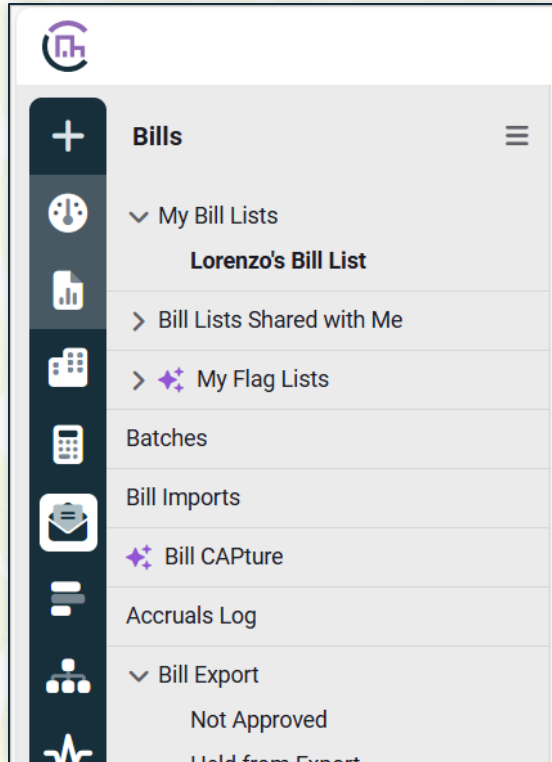
- True

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

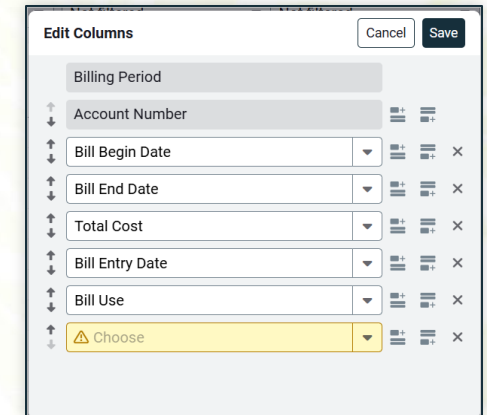
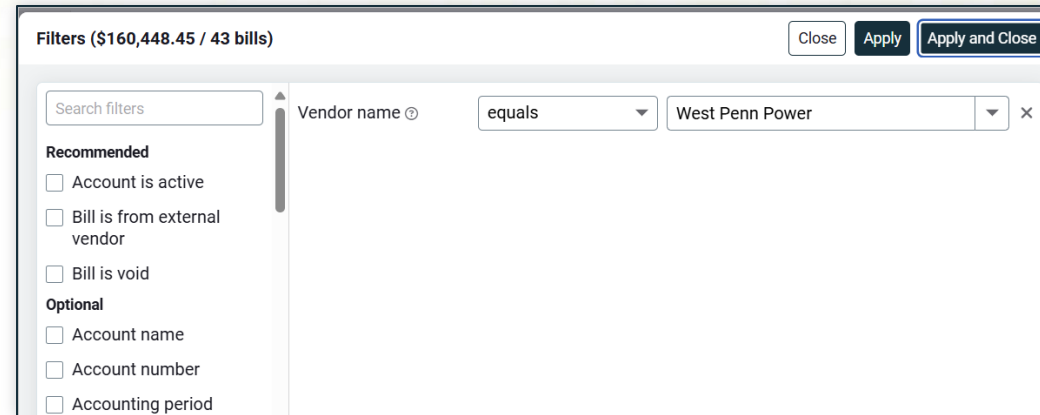
- 1) Edit**
- 2) Share**
- 3) Copy**
- 4) Download to Excel**

In-App Exercise - Create a Bill List

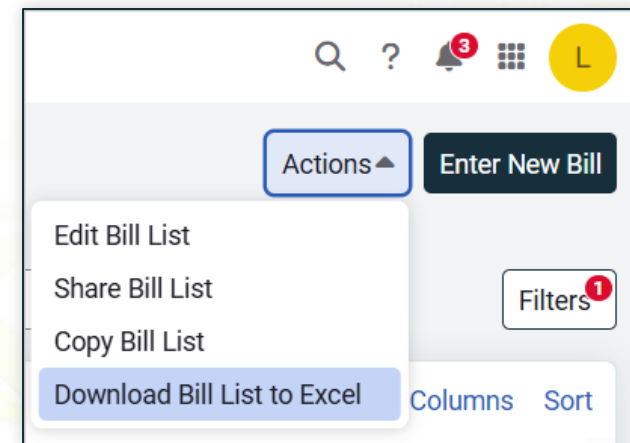
1. Navigate to the Bills Module & Create a bill list with a filter



2. Add Columns



3. Download Bill List to Excel



My Flags List

Search

Happy Valley Demo

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📧
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👤
🏠
⚙️

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

Flag Lists

Search by Flag List Name

List Name	List Type	Description	
Flag Issue List	Flag Issue List	Flag Issue List	🗑️ ✎️ 📄
Flag List	Flag List	Flag List	🗑️ ✎️ 📄

2 results

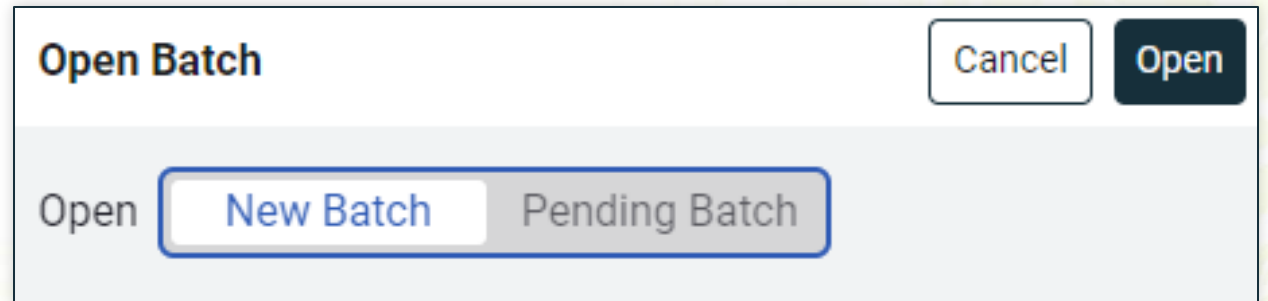
Batches

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.



The screenshot shows a dialog box titled "Open Batch". In the top right corner, there are two buttons: "Cancel" and "Open". The "Open" button is dark blue with white text, while "Cancel" is white with a black border. Below the title bar, there is a light gray area containing three buttons: "Open", "New Batch", and "Pending Batch". The "New Batch" button is highlighted with a blue border and blue text, while "Open" and "Pending Batch" are white with black borders and black text.

Let's go into Utility Management

- EUM Demo: Show batches and navigating batches page.



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**

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.

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

Edit Bill Import Format

CancelSave

Name

1900 Electric

Date format

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

↑
↓

Tax

Adjustment Tax

\$

Column M

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.

Import Bills

CancelImport

Note: If the import contains errors, the batch is marked as pending.
Change settings.

File

* .csv, .xlsx, or .zip

Browse?

Format

1900 Electric

?

[Open bill import formats](#)

Batch

* Select

?

Comment

[Learn more about importing bills](#)

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	+

Let's go into Utility Management

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



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.

Bill CAPture

Search

Happy Valley Demo

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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 CAPture

Export

Upload

Uploads

Statistics

Transactions Log

File name

Upload date

Uploaded by

Category ?

Status

Reset

Contains...

All time

Search users

All Categories

All Statuses

Filename	Upload Date	Uploaded by ?	Status ?	Batch
> Bills_20240507_103800839.zip	05/07/2024 10:41 am	Unknown	Complete with errors	Bills_20240507_103800839
> CityOfHappyValley_20240503_142314266.zip	05/03/2024 4:39 pm	Dave Mosemann	Complete with errors	CityOfHappyValley_20240503_142314266
> CityOfHappyValley_20240503_142357908.zip	05/03/2024 4:37 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142357908
> CityOfHappyValley_20240503_142342577.zip	05/03/2024 4:36 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142342577
> CityOfHappyValley_20240503_142401278.zip	05/03/2024 4:34 pm	Dave Mosemann	Complete with errors	CityOfHappyValley_20240503_142401278
> CityOfHappyValley_20240503_142409969.zip	05/03/2024 4:32 pm	Dave Mosemann	Complete with errors	CityOfHappyValley_20240503_142409969
> CityOfHappyValley_20240503_142338708.zip	05/03/2024 4:30 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142338708
> CityOfHappyValley_20240503_142310911.zip	05/03/2024 4:30 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142310911
> CityOfHappyValley_20240503_142424147.zip	05/03/2024 4:29 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142424147
> CityOfHappyValley_20240503_142317329.zip	05/03/2024 4:27 pm	Dave Mosemann	Complete with errors	CityOfHappyValley_20240503_142317329
> CityOfHappyValley_20240503_142416000.zip	05/03/2024 4:23 pm	Dave Mosemann	Successful	CityOfHappyValley_20240503_142416000

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1-100 of 491 uploads

Learn more about Bill CAPture uploads management

Let's go into Utility Management

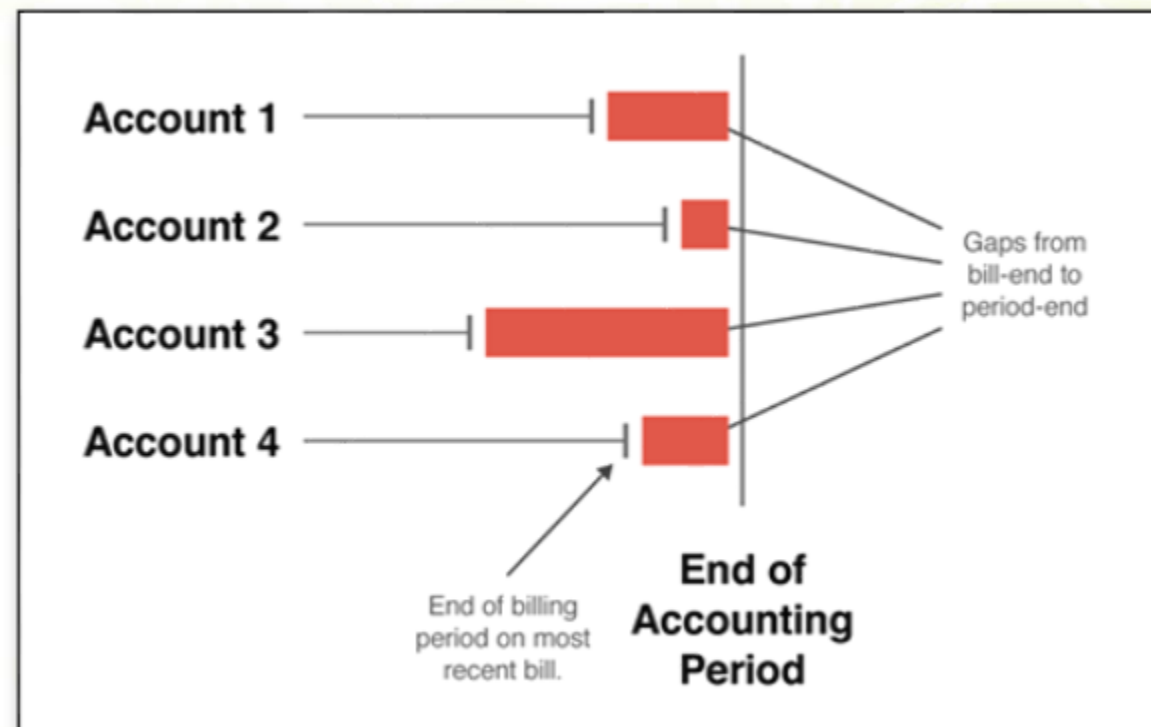
- Demo EUM: Tour of Bill CAPture – Uploads, Stats, and Transactions Log



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

Search

Happy Valley Demo

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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

Accruals Log

Generate Accrual Bills

Date	Generated by	Batch	Status	Success	Errors	Warnings	
> 10/25/2024 2:52 pm	L John Heinz	20241025_025112_john.heinz@energycap.com	Complete with Warnings	0	0	7	↺ +
> 09/19/2024 10:40 am	T Ted Garlin	MAINT_20240919_103922_ted.garlin@energycap.com	Complete with Errors	0	1	0	+
> 07/17/2024 10:57 am	L Ted Garlin	20240717_105745_ted.garlin@energycap.com	Complete with Warnings	0	0	1	↺ +
> 07/17/2024 10:55 am	T Ted Garlin	MAINT_20240717_105324_ted.garlin@energycap.com	Complete with Warnings	0	0	1	↺ +
> 07/17/2024 10:51 am	T Ted Garlin	MAINT_20240717_105113_ted.garlin@energycap.com	Bills Deleted	0	0	1	-
> 10/20/2023 10:02 am	L Dave Mosemann	20231020_095948_mose	Complete with Warnings	0	0	1	↺ +
> 07/19/2023 3:57 pm	L ECI	20230719_035606_ECI-Accrual	Complete with Errors	0	7	0	+

1-7 of 7 batches

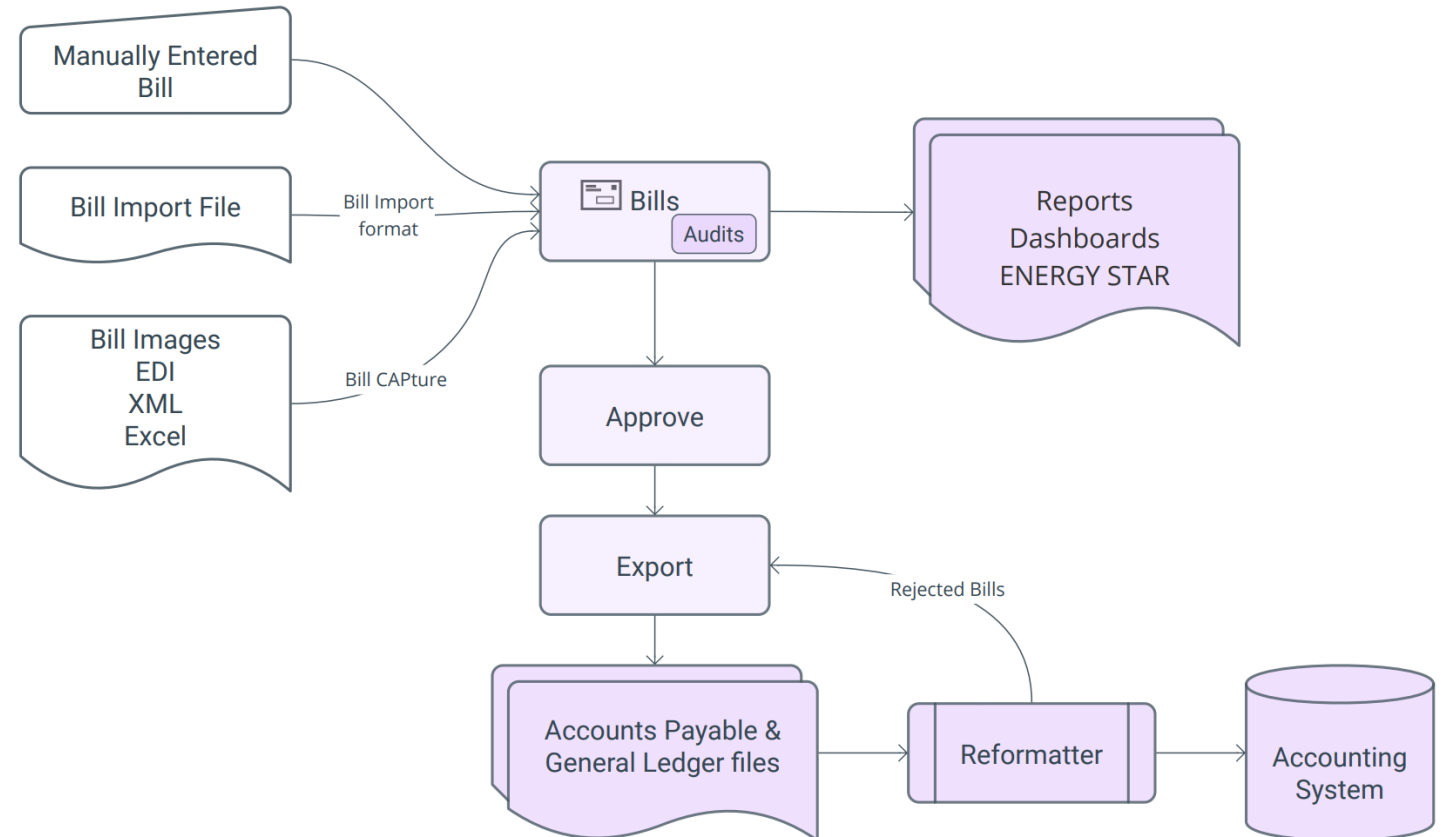
T Test Mode

L Live Mode

[Learn more about accruals](#)

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.**



Bill Export

Search

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

Happy Valley Demo

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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_0106	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	↺ +
08/15/2024 4:21 pm	Dylan Reedy	export_gl_20240815_0421	100 bills	\$653,355.83	GL	Exported	↺ +

1

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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)



Pop Quiz

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

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

Wrap-up

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



Thank you!
Questions?

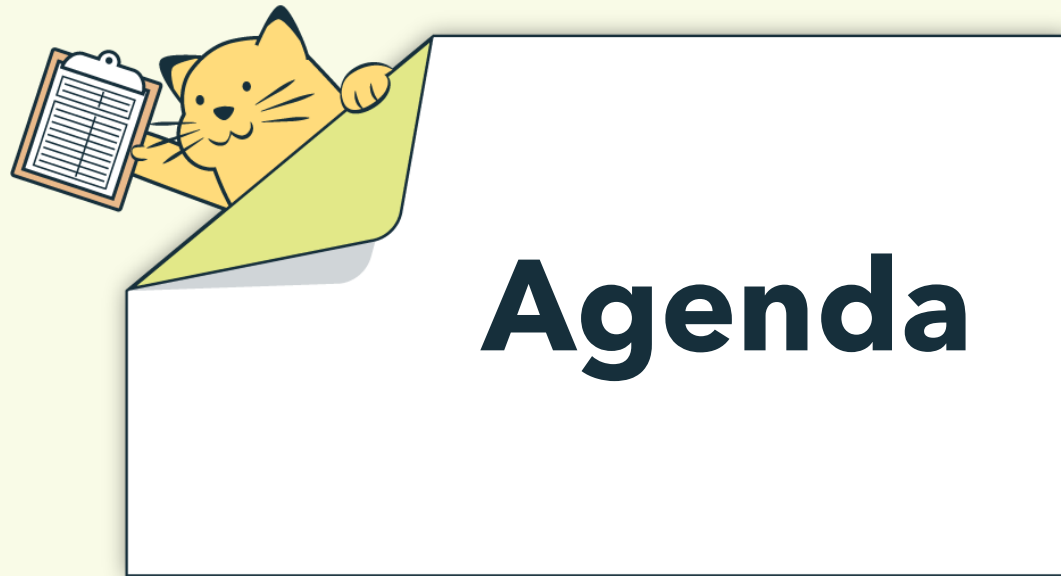
CATALYST

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.

OLD SLIDES



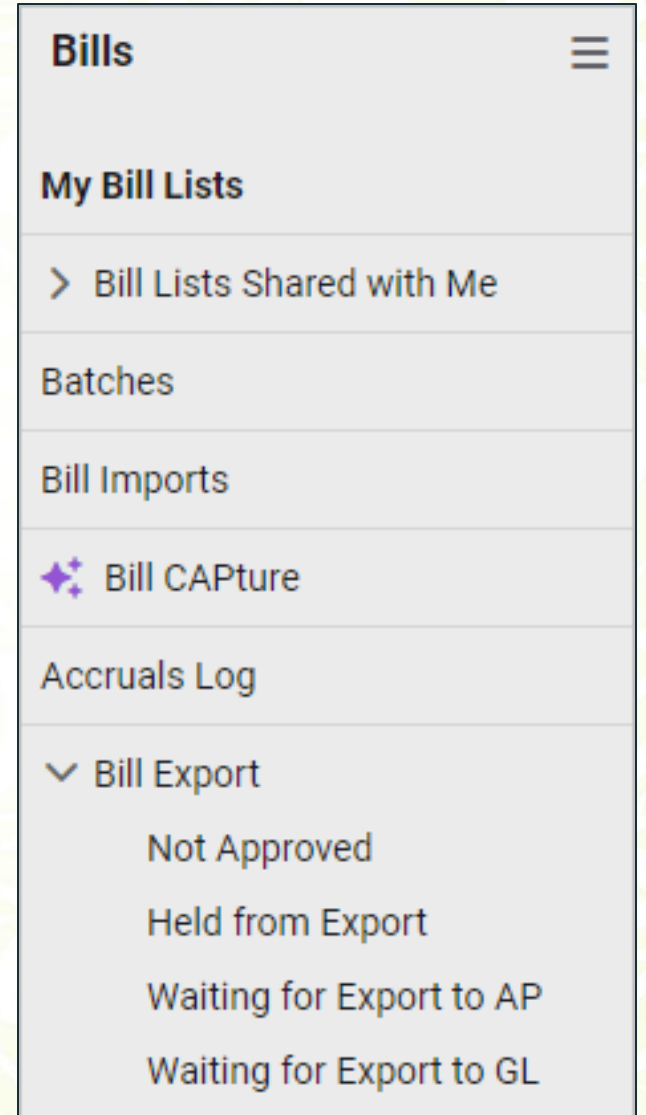
- ✓ Bills module
- ✓ Batches
- ✓ Module menu
- ✓ Bill lists
- ✓ Bill import
- ✓ Accruals*
- ✓ Bill export*

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
- ✓ Batches
- ✓ Bill Imports
- ✓ Bill CAPture
- ✓ **Accruals Log**
 - ✓ *Licensed feature*
- ✓ **Bill Export**
 - ✓ *Licensed feature*



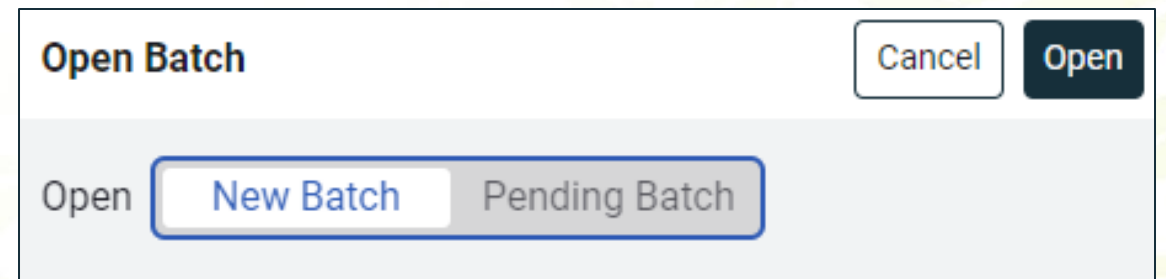
Batches

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.



The screenshot shows a dialog box titled "Open Batch". In the top right corner, there are two buttons: "Cancel" and "Open". Below the title bar, there is a section with the word "Open" on the left and two buttons, "New Batch" and "Pending Batch", on the right. The "New Batch" button is highlighted with a blue border, while the "Pending Batch" button has a grey background.

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**.

Hands-on exercise #1: Batches

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Bills

☰

My Bill Lists

▼ Bill Lists Shared with Me

City of HV - Unresolved FI...

Estimated Bills from Vend...

Batches

Bill Imports

Bill CAPture

Accruals Log

▼ Bill Export

Not Approved

Held from Export

Waiting to Export for Pay...

Waiting for Export to GL

Batches

Batch

Last opened by

Opened between

Reports

Status

Search by name

Search users

MM/DD/YYYY

MM/DD/YYYY

All

Batch	Status ?	Last opened by	Opened	Closed	Bills	Flags	Total cost	
> 20240507_david.ulmer@energycap.com	Open ▼	David Ulmer	05/07/2024		210 bills		\$123,668,02...	Actions ▼ +
20240507_082046_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	0 bills		\$0.00	Actions ▼ +
20240507_080923_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	1 bill		\$9,966.09	Actions ▼ +
20240507_080907_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	6 bills		\$22,290.81	Actions ▼ +
20240507_080900_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	1 bill		\$0.00	Actions ▼ +
20240507_080847_Split_david.ulmer@energyc...	Closed	David Ulmer	05/07/2024	05/07/2024	71 bills	5 🚩	\$112,287.74	Actions ▼ +
20240507_080837_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	7 bills		\$18,509.77	Actions ▼ +
20240507_080755_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	205 bills		\$375,425.53	Actions ▼ +
20240507_080750_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	2 bills		\$2,114,995.53	Actions ▼ +
20240507_080743_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	5 bills		\$2,005,106.20	Actions ▼ +

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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**?

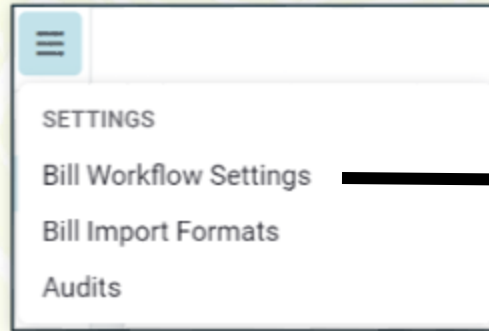
- **Bills module**

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.

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.

i **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.

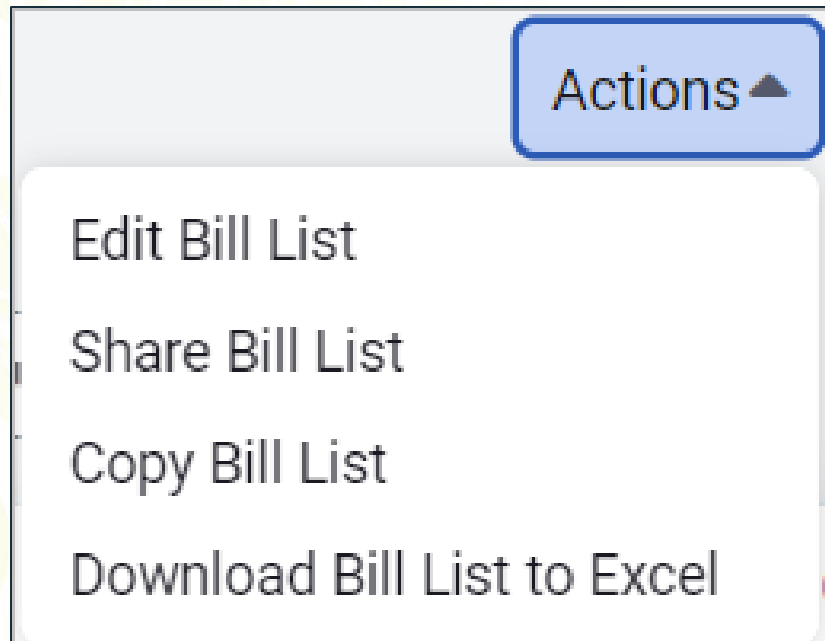
[Download INI File ?](#)

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

[Download INI File ?](#)

Bill lists

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



Bill lists can be organized and distributed using these features:

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

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**

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.

Hands-on exercise #2: Bill lists

Bills

My Bill Lists

▼ Bill Lists Shared with Me

City of HV - Unresolved Fl...

Estimated Bills from Vend...

My Bill Lists

Search by Bill List Name

Bill List	Description
You have no bill lists	

Add New Bill List

Cancel Save

Name is required

Description

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 EnergyCAP UtilityManagement 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

Edit Bill Import Format

CancelSave

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

↑
↓

Tax

Adjustment Tax

\$

Column M

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.

Import Bills

CancelImport

Note: If the import contains errors, the batch is marked as pending. [Change settings.](#)

File

* .csv, .xlsx, or .zip

Browse

Format

1900 Electric

[Open bill import formats](#)

Batch

* Select

Comment

[Learn more about importing bills](#)

Bill import log

Bill Imports

[Import Bills](#)

Imported between

MM/DD/Y



-

MM/DD/Y



Imported by

Batch

Status



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	

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.

Hands-on exercise #3: Bill imports

The screenshot shows the ENERGYCAP Bill Imports interface. A sidebar on the left contains a menu with items like 'My Bill Lists', 'Batches', and 'Bill Imports', with 'Bill Imports' highlighted by a red box and a red circle with the number 1. The main area has a header 'Bill Imports' and a table with columns 'Imported between', 'Imported by', 'Batch', and 'Status'. A red box and a red circle with the number 2 highlight the 'Import Bills' button in the top right. A modal window titled 'Import Bills' is open in the center, containing a 'Note' about errors, a 'File' input field with a 'Browse' button, a 'Format' dropdown set to 'Advanced', a 'Batch' dropdown set to 'Select', and a 'Comment' text area. A red circle with the number 3 is at the bottom left of the modal. A red box and a red circle with the number 4 highlight the 'Learn more about importing bills' link at the bottom of the modal.

ENERGYCAP | Help Center

UtilityManagement Help

Bill import overview

Bill import lets you import multiple utility bills at one time. It's recommended to import your bills into their own batch. This lets you delete the batch and bills if you have an error.

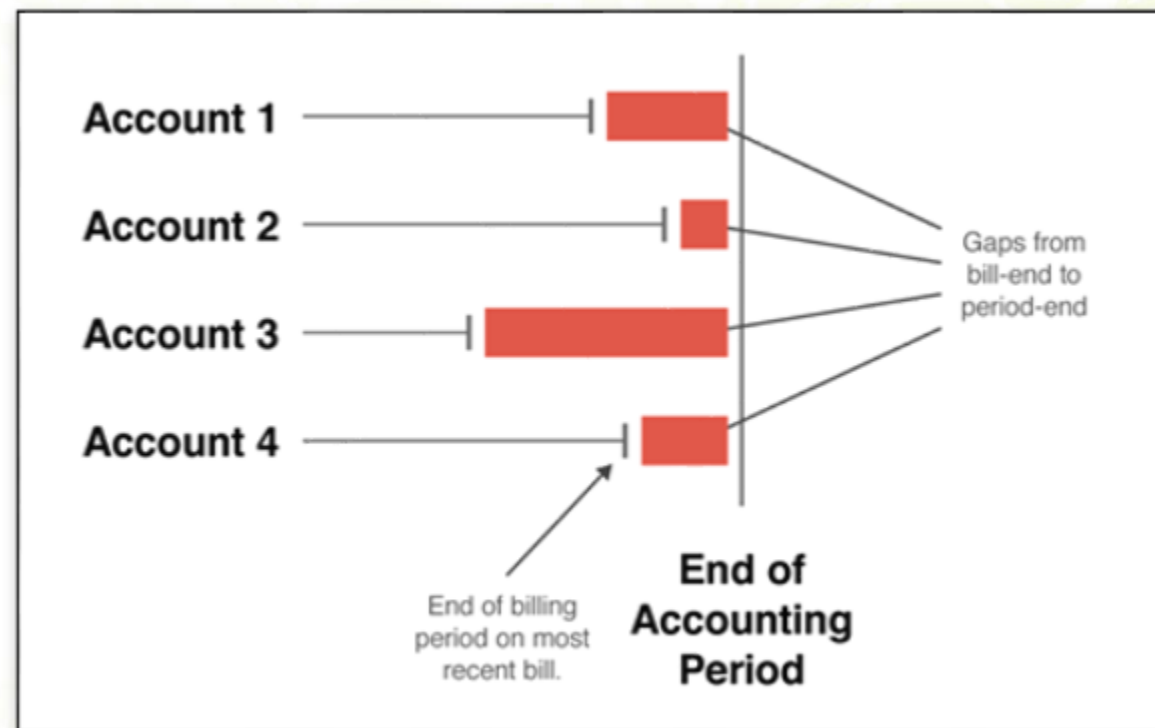
i You can track, manage, and report on imported bills with a [batch](#).

Importing bills varies from simple to complex depending on the granularity of information.

Accruals log

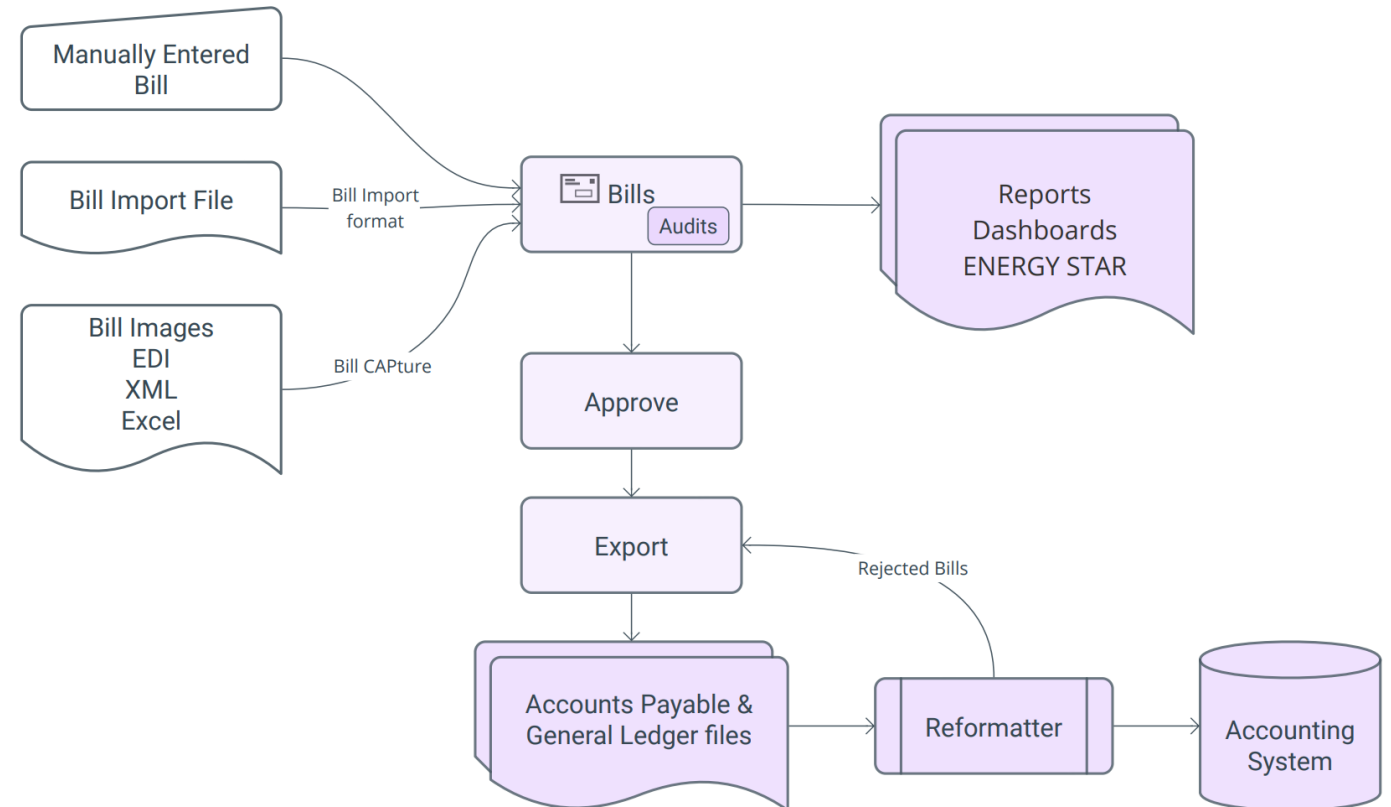
An accrual bill is a gap-filling estimate used to close out an accounting period before you receive the actual utility bills.

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



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.**



Participation quiz

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

- Accruals Log
- Bill Export

Wrap-up

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



Questions?
I will be around all week to chat!



And the winner is...

CATALYST



Session survey