

CATALYST



Optimizing AP: Advanced Workflows & Integrations for Streamlined Bill Management



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Agenda



- ✓ **Accounting workflow**
- ✓ **Features and functionality**
 - Accounting Settings
 - GL Record Subcodes
 - Bills Module
 - Export Settings
 - Audits
- ✓ **Accounting Interface**
 - Automation
 - Validation
- ✓ **Q&A and Survey**

Accounting Workflow Introduction

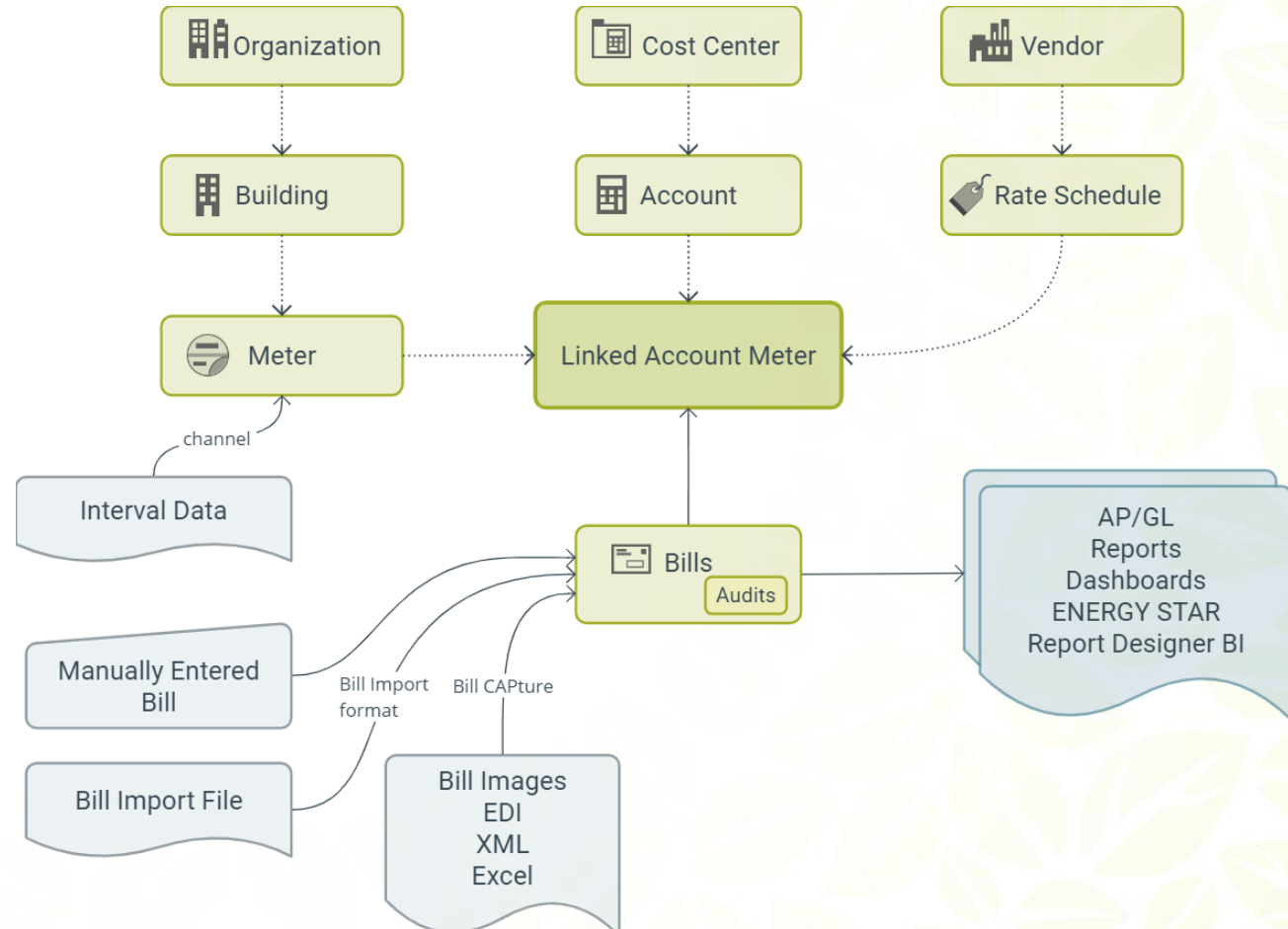
What is an Accounting Workflow and why would my organization use it?

- Save time
- Automate vendor payments
- Automate internal billings
- Reduce late fees
- Reduce errors
- Simplify workflow process



Accounting Workflow example

The Accounting Export license feature allows you to export bills and prepare them for import into an accounting system.



Accounting Workflow example

A sample workflow might look like this:

1. Enter bills
2. Audit bills
3. Resolve any bill flags
4. Approve bills
5. Release bills for export
6. Export bills and reformat for import to an accounting system
7. Any error bill are marked as not exported

Automation

Accounting Terms

Billing Periods

- Vendor bills don't always fully align with the calendar month.
- EnergyCAP logic helps to automatically determine the correct billing month.

Accounting Settings

- Configure your fiscal year.

Accounting Periods

- An additional method of tracking and reporting bills.
- Typically, billing period is when energy was used, and accounting period is when the bill was paid.

The screenshot displays the 'Accounting Settings' window with a 'Cancel' button and a green 'Save' button. The 'First month of fiscal year' is set to 'July'. The 'Fiscal year reflects the calendar year in which it' section has 'Begins' selected over 'Ends'. The 'Calendarization method' section has 'Calendar month' selected over 'User-defined periods'. Under 'Accounting period names', there are three rows with values '01', '02', and '03'.

Accounting Settings	
First month of fiscal year	
July	▼
Fiscal year reflects the calendar year in which it	
Begins	Ends
Calendarization method	
Calendar month	User-defined periods
▼ Accounting period names	
1	01
2	02
3	03

GL Record Subcodes

GL Record Subcodes

- Use when exporting bills to an accounting system.
- Defined globally in the application to match your accounting system.
- Assigned at the account/meter relationship.

Edit General Ledger Record

CancelSave

GL Record

1635011000 | PGE | CITY HALL-ELE01|

Subcode	Value	Subcode	Value
PO #	862333699	SubCode6	
SubCode2		SubCode7	
SubCode3		SubCode8	
SubCode4		SubCode9	
SubCode5		SubCode10	

Bills Module

Bills Module

Bills Module menu

The module menu lets you configure when to export bills.

Edit Bill Export Settings

Export to AP

Export bills after batch closed and bills approved. ▼

Do not export bills.

Export bills after entry.

Export bills after batch closed.

Export bills after approval.

Export bills after batch closed and bills approved.

Bills Module Bill Lists

Bill lists

- Bill lists help you find bills and take actions on them.
- There are specialized bill lists to help you manage your bills in each step of your accounting workflow:
 - Not Approved
 - Held from Export
 - Waiting for Export to AP
 - Waiting for Export to GL



Bills Module Bill Lists

Waiting for Export

Bills that are ready for export, per the Export Settings.

- **Accounts Payable (AP)**
External payments and vendor bills.
- **General Ledger (GL)**
Internal allocations, often from chargebacks.



The screenshot shows a sidebar menu on the left with icons for various functions: a document with a checkmark, a list, a hierarchy, a line graph, a factory, and a pie chart. The main menu on the right lists the following items: Batches, Bill Imports, Accruals Log, Bill Export (highlighted in light blue), Not Approved, Held from Export, Waiting for Export to AP, and Waiting for Export to GL.

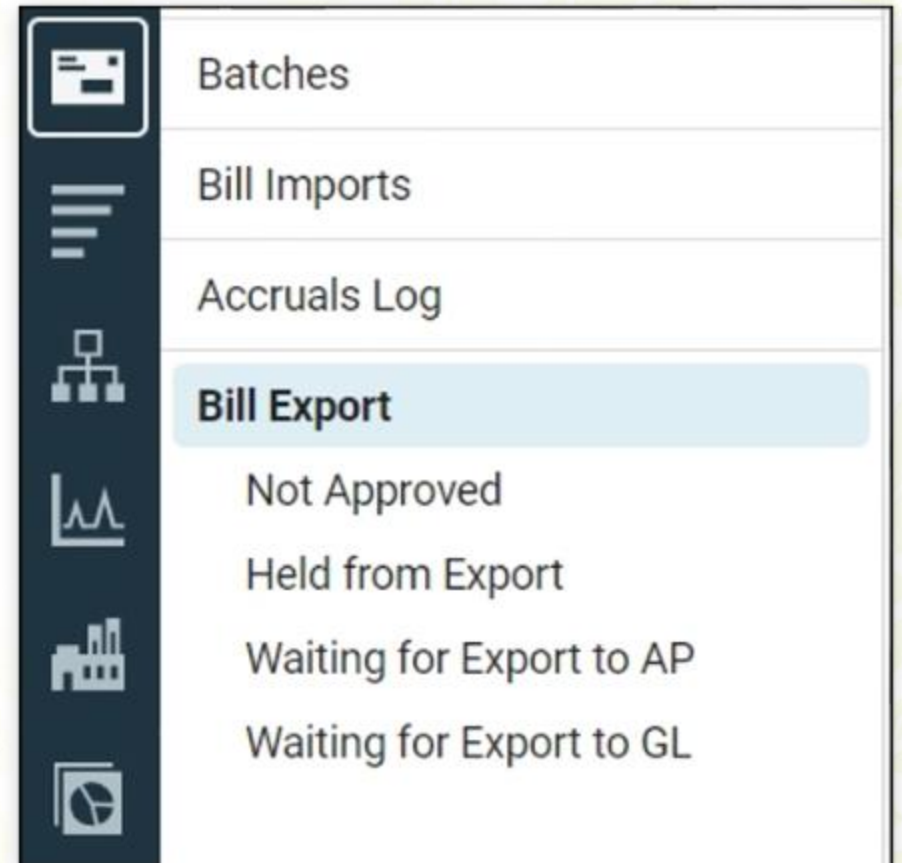
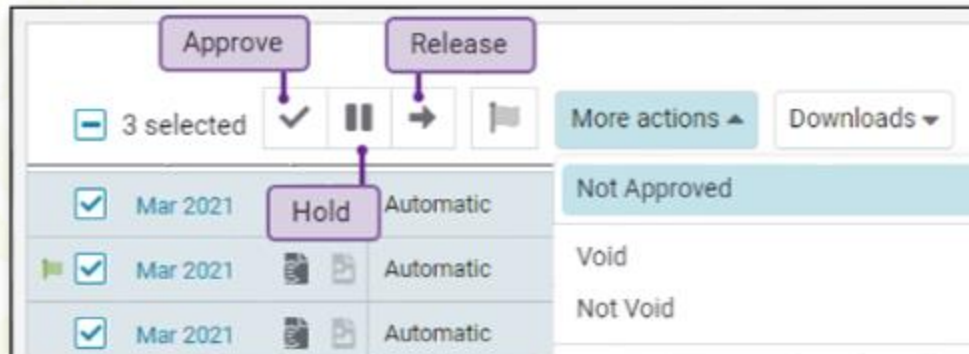
	Batches
	Bill Imports
	Accruals Log
	Bill Export
	Not Approved
	Held from Export
	Waiting for Export to AP
	Waiting for Export to GL

Bills Module Bill Lists

Not Approved

Bills that are not yet approved for export.

- Bills can be marked as **approved** or **not approved**.

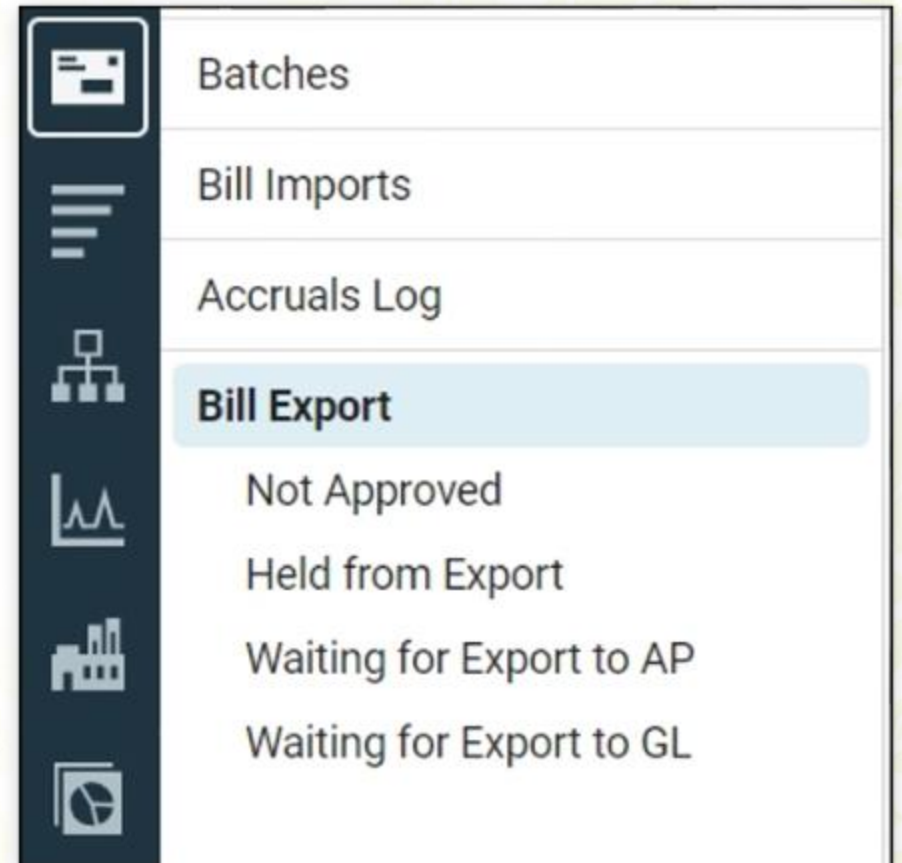
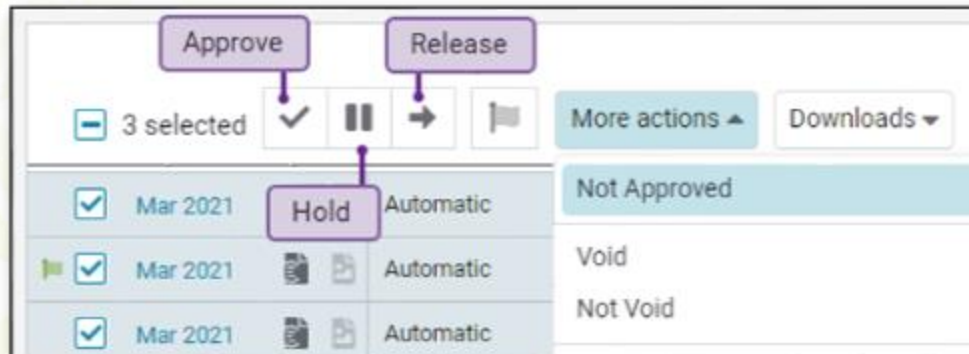


Bills Module Bill Lists

Held from Export

Bills that have been marked as held from export.

- Audits can be configured to automatically **hold** problem bills.
- Bills can be **released** after review.



Audits

Audit Settings

Audits can be configured to **Skip**, **Flag**, or **Flag & Hold**.

High use per day Use per day is higher than expected based on prior bills on the same meter	<input type="button" value="Skip"/> <input type="button" value="Flag"/> <input type="button" value="Flag & Hold"/>
Minimum meter total cost \$ <input type="text" value="500"/>	Default assignees <input type="text" value="Search for one or more users"/>
High cost per day Cost per day is higher than expected based on prior bills on the same meter	<input type="button" value="Skip"/> <input type="button" value="Flag"/> <input type="button" value="Flag & Hold"/>
Minimum meter total cost \$ <input type="text" value="500"/>	Default assignees <input type="text" value="Search for one or more users"/>
Flagged line item type found Bill contains one of the following line item types	<input type="button" value="Skip"/> <input type="button" value="Flag"/> <input type="button" value="Flag & Hold"/>
Flagged line item description found Bill contains one of the following line item descriptions (captions)	<input type="button" value="Skip"/> <input type="button" value="Flag"/> <input type="button" value="Flag & Hold"/>
Total cost mismatch Calculated total bill cost does not match provided total bill cost from the following line item types	<input type="button" value="Skip"/> <input type="button" value="Flag"/> <input type="button" value="Flag & Hold"/>

Bills Module

Waiting for Export bill lists

Select and **export your bills** (if you do the process manually).

- This formats the bills into a text file and marks the bills as exported.
- A max of 10,000 bills can be exported at one time.

Or **export a sample file.**

- This is helpful if you are configuring and testing your workflow.
- These bills are not marked as exported.

\$10,374,546.70 / 6,685 bills

☒ 50 selected
 [Select all 6685 bills](#)

☒
☐
☐
☐

More actions ▾

Downloads ▾

Export ▲







<input checked="" type="checkbox"/>	Jan 2018		0001 92966-515719	02/01/2018	06/02/2018	<div>Export Selected Bills to AP</div> <div>Download Sample File</div>	04/2018
<input checked="" type="checkbox"/>	Dec 2017		0001 92966-515719	30/11/2017	02/01/2018		03/2018
<input checked="" type="checkbox"/>	Nov 2017		0001 92966-515719	30/10/2017	30/11/2017		\$131.59 20/12/2017











Bills Module

Undo a bill export

You can undo one bill at a time or the whole export.

\$8,533.55 / 50 bills

1 selected     More actions  Downloads 

<input checked="" type="checkbox"/>	Jan 2018	 	0001 92966-515	Not Approved	\$128.64	04/27/2018	886 kWh
<input type="checkbox"/>	Dec 2017	 	0001 92966-515	Void	\$320.51	03/23/2018	2665 kWh
<input type="checkbox"/>	Nov 2017	 	0001 92966-515	Not Void	\$131.59	12/20/2017	974 kWh
<input type="checkbox"/>	Oct 2017	 	0001 92966-515	Mark as AP Not Exported	\$125.15	12/01/2017	916 kWh
<input type="checkbox"/>	Sep 2017	 	0001 92966-515	Mark as GL Not Exported	\$189.03	10/18/2017	1489 kWh

Bill Export

Exported between - Exported by Type

Exported	Exported by	Bill export file	Bills	Status
02/24/2023 3:33 pm	demo	export_ap_20230224_033356.txt	50 bills	exported to AP

1 50 Items Per Page

Mark bills as not exported to AP

Accounting Interface

Accounting Interface

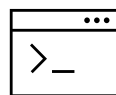
EnergyCAP builds an Accounting Interface based on your unique accounting requirements.

- Exports bills that are **Waiting for Export**.
- Produces and delivers a **file** that is import-ready for accounting.
- Typically **scheduled** to run daily, weekly, or monthly.
- Other features are available, such as bill payment data import and bill images.



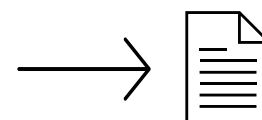
Accounting Interface

**Accounting
Interface**



Automation

Reformatter



Accounting Interface: Reformatter

Reformatter

Provides import-ready file for your accounting system.

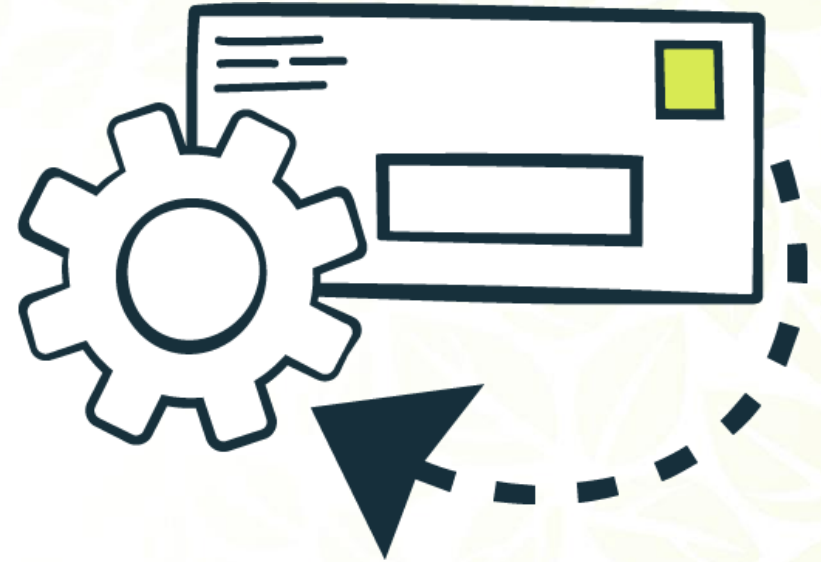
- **Validation** – checks to see if the exported bills match the rules (required fields are entered, subcode lengths are correct).
- **Reformatting** – creates the import file for any bills that pass the validation check.



Accounting Interface: Automation

Automation

- Exports any bills waiting, processes them through the Reformatter, and places the import file in an FTP folder.
- Any bills that failed the validation check are marked as unexported.



Accounting Interface

Bill Payment Data

EnergyCAP can import a bill payment file from your accounting system, containing:

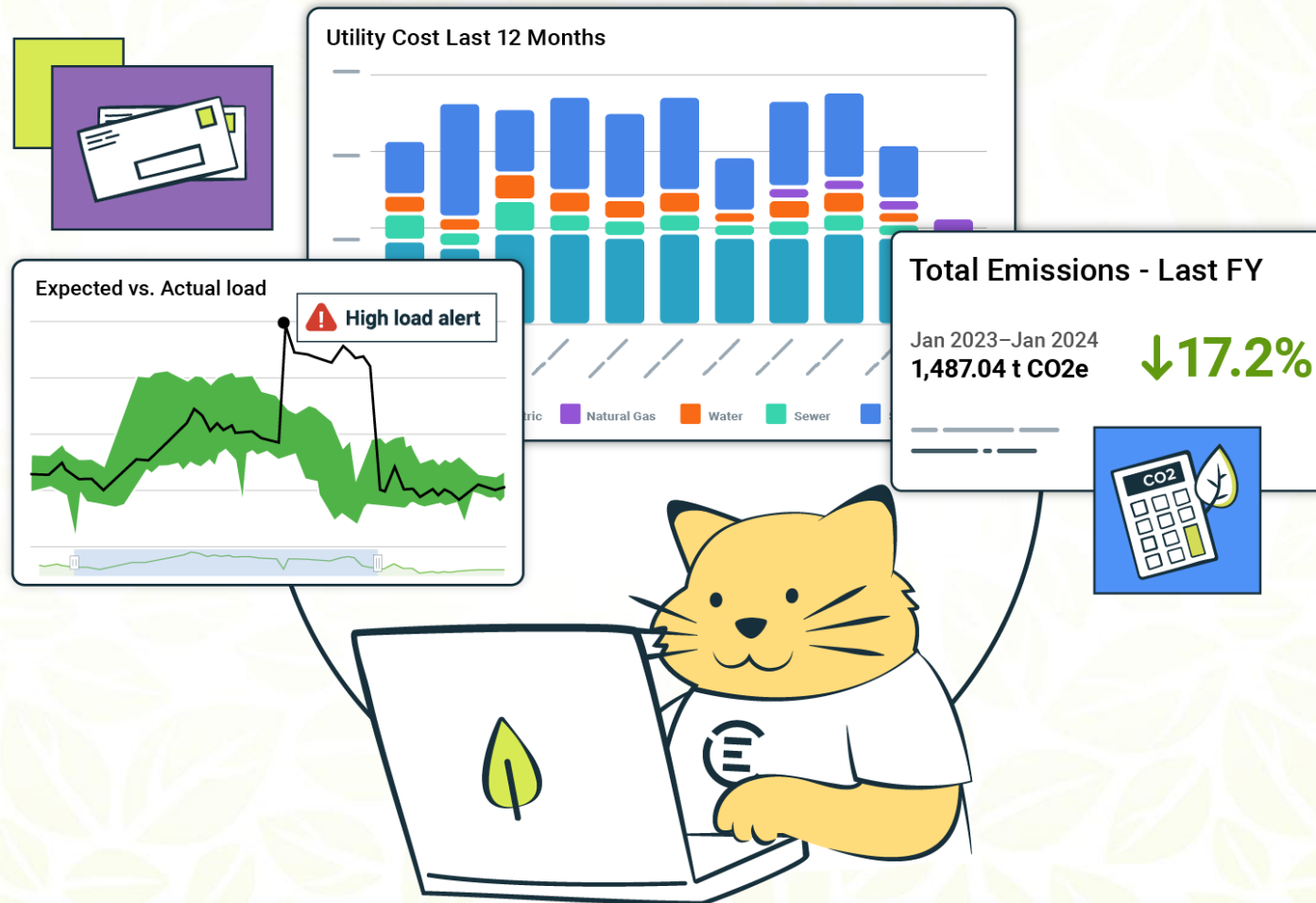
- EnergyCAP Bill ID
- Check Number
- Check Date
- Pay Status
- Cleared Date
- Accounting Period

PDF Images for Accounting Import

EnergyCAP can provide PDF bill images files for import into your accounting system.



Wrap Up



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.