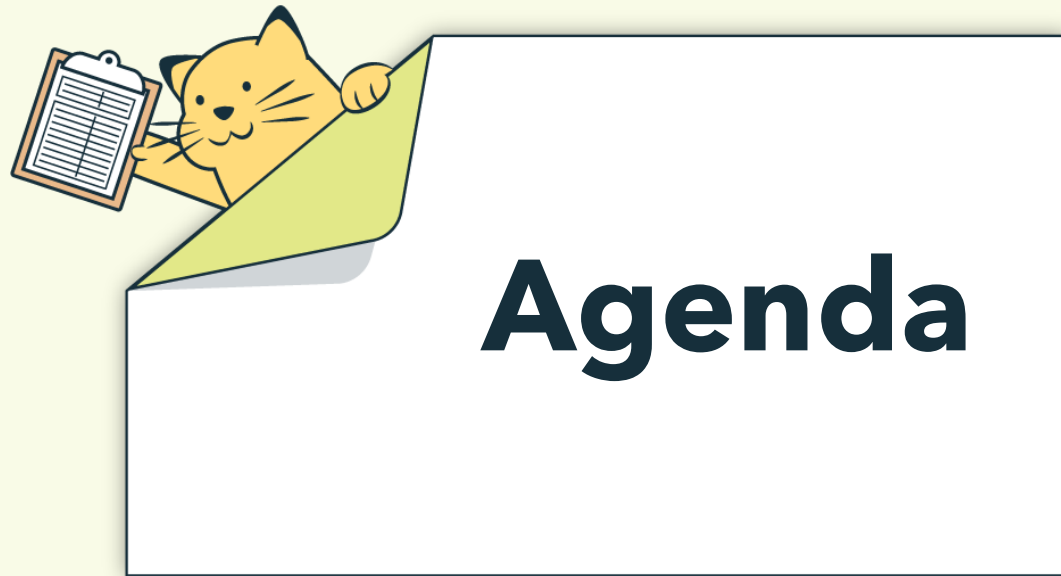




EnergyCAP 101: Entering, Managing, and Validating Data



Beth Calehuff //
Customer Success Manager



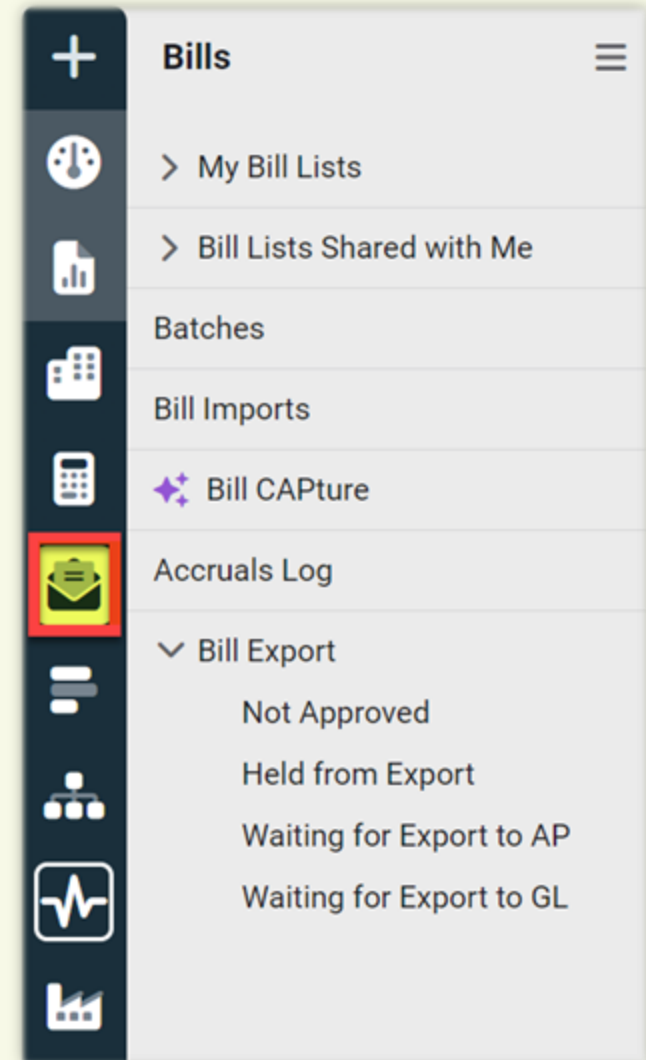
- ✓ Bills module
- ✓ Bill lists
- ✓ Bill entry
- ✓ Audits
- ✓ Q&A

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:

- Bill Lists
- Batches
- Bill Imports
- Bill CAPture
- Accruals
- Bill Export



Batches

Batches help you simplify workflow processes and reporting.

- Each batch belongs to only one user.
- You can only have one open batch.
- Each batch has a bill list.
- **Deleting a batch deletes all the of the bills in that batch.**
- You can make a batch pending at any time.

Batches

Reports▼[Open New Batch](#)

Batch

Last opened by

Opened between

Status

-

▼

Batch	Status ⓘ	Last opened by	Opened	Closed	Bills	Flags	Total cost	
> 20240927_demo	Open▼	demo	09/27/2024		2 bills	1	\$13,473.81	Actions▲ + + + +

Mark Batch as Pending

Rename Batch

Close Batch

Delete Batch and Bills



Hands-on exercise: Batches

1. Click on Batches, **Open New Batch**, add your initials to the batch name.
2. Change the status of your batch to **pending**.
3. Open someone else's pending batch.

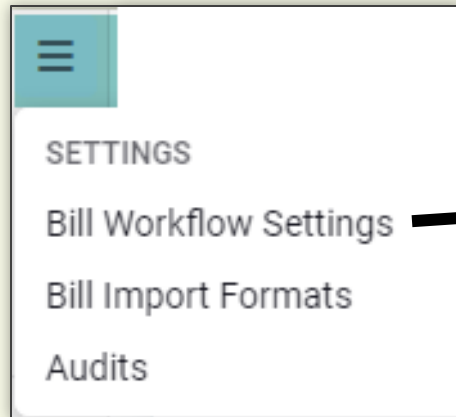
Bills Module Menu

Bill Workflow Settings

Set the information required for bill headers.

Decide how to import bills when there are errors.

Rules for bill export.



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
Accounting period	Optional

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 ⓘ](#)

Bill Lists

Bill lists help you find bills and take actions on them.

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

All Bills

Void













Batch status

Approved

Filters0

\$361,912.79 / 125 bills

ColumnsSort

<input type="checkbox"/> Billing Period ↓	Account Number ↑	Bill Begin Date	Bill End Date	Total Cost	Bill Entry Date	Bill Use
<input type="checkbox"/> May 2023 	0015421000	05/03/2023	06/02/2023	\$1,359.54	05/03/2024	10600 kWh
<input type="checkbox"/> May 2023 	0048740000	05/09/2023	06/08/2023	\$4,124.50	05/03/2024	38880 kWh
<input type="checkbox"/> May 2023 	0278660000	05/03/2023	06/02/2023	\$4,863.48	05/03/2024	38800 kWh
<input type="checkbox"/> May 2023 	0295750000	05/03/2023	06/02/2023	\$1,930.02	05/03/2024	14400 kWh
<input type="checkbox"/> May 2023 	0524730000	05/03/2023	06/02/2023	\$281.30	05/03/2024	1768 kWh
<input type="checkbox"/> May 2023 	0993350000	05/05/2023	06/06/2023	\$4,196.74	05/03/2024	36960 kWh
<input type="checkbox"/> May 2023 	1395245353	05/03/2023	06/02/2023	\$43.00	05/03/2024	89 kWh
<input type="checkbox"/> May 2023 	1635011000	05/03/2023	06/02/2023	\$8,533.71	05/03/2024	68400 kWh
<input type="checkbox"/> May 2023 	1885080000	05/03/2023	06/02/2023	\$775.74	05/03/2024	5880 kWh
<input type="checkbox"/> May 2023 	2037250000	05/09/2023	06/08/2023	\$432.70	05/03/2024	2827 kWh
<input type="checkbox"/> May 2023 	2164510000	05/03/2023	06/06/2023	\$366.66	05/03/2024	2284 kWh
<input type="checkbox"/> May 2023 	2249390000	05/08/2023	06/07/2023	\$392.22	05/03/2024	2457 kWh

12

1-100 of 125 bills sorted by Billing Period (descending), Account Number (ascending)



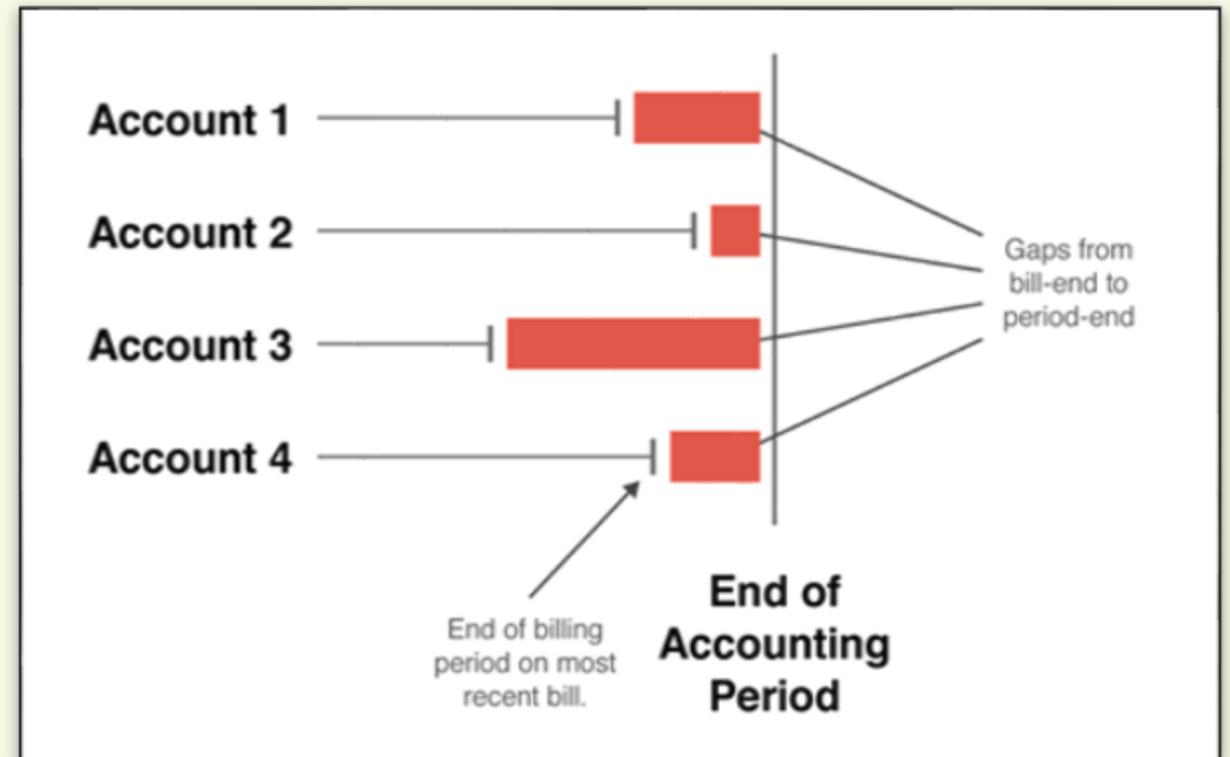
Hands-on exercise: Bill Lists

1. Click **My Bill Lists**.
2. Create a new bill list.
3. Adjust the filters, remove the billing period filter, apply and close.
4. Edit your bill list to find bills from a specific vendor and timeframe.

Accruals Log

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

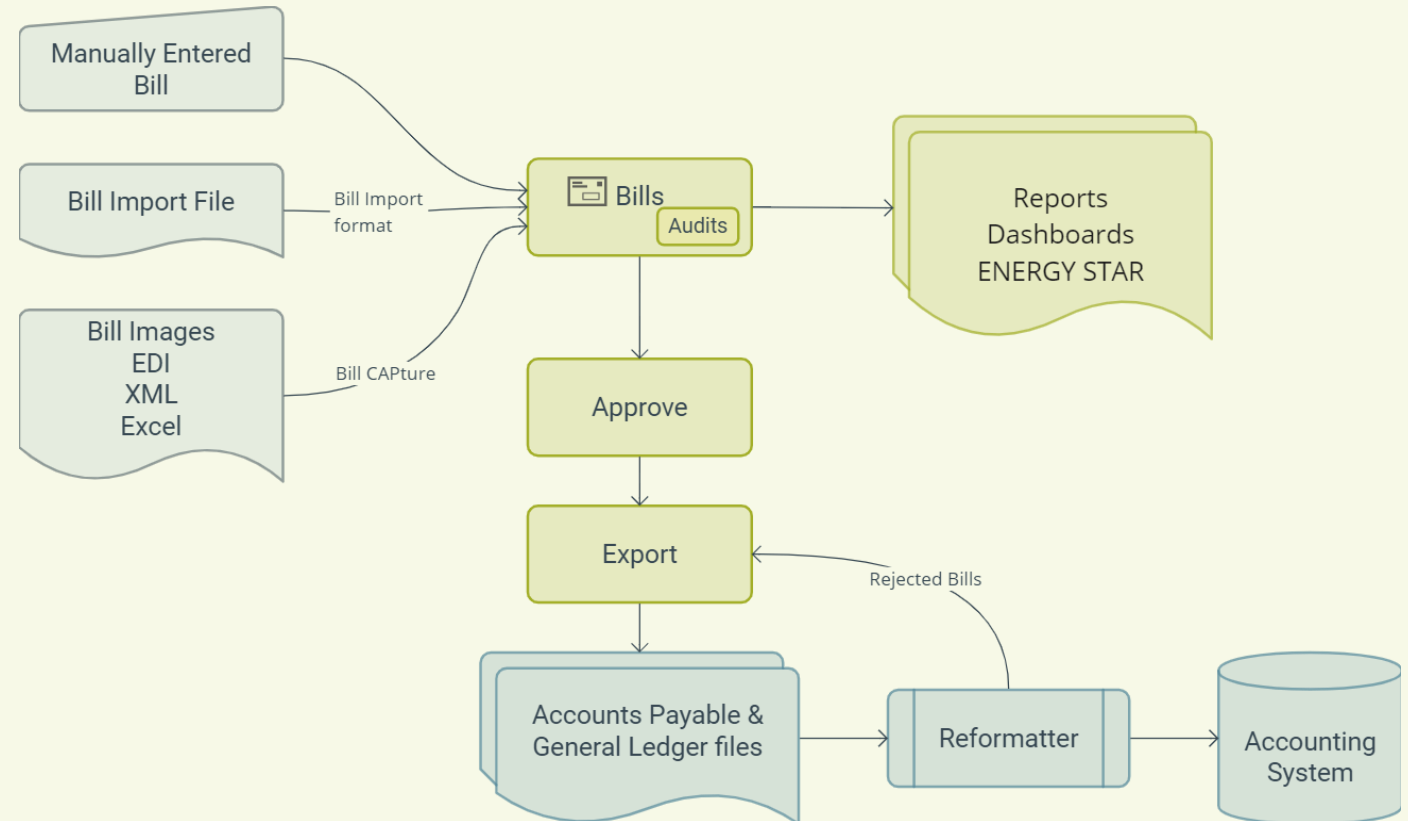
Accruals are a licensed feature, you might not see this option in your database.



Bill Export

Bill export is a process to export bills and prepare them for import into an accounting system.

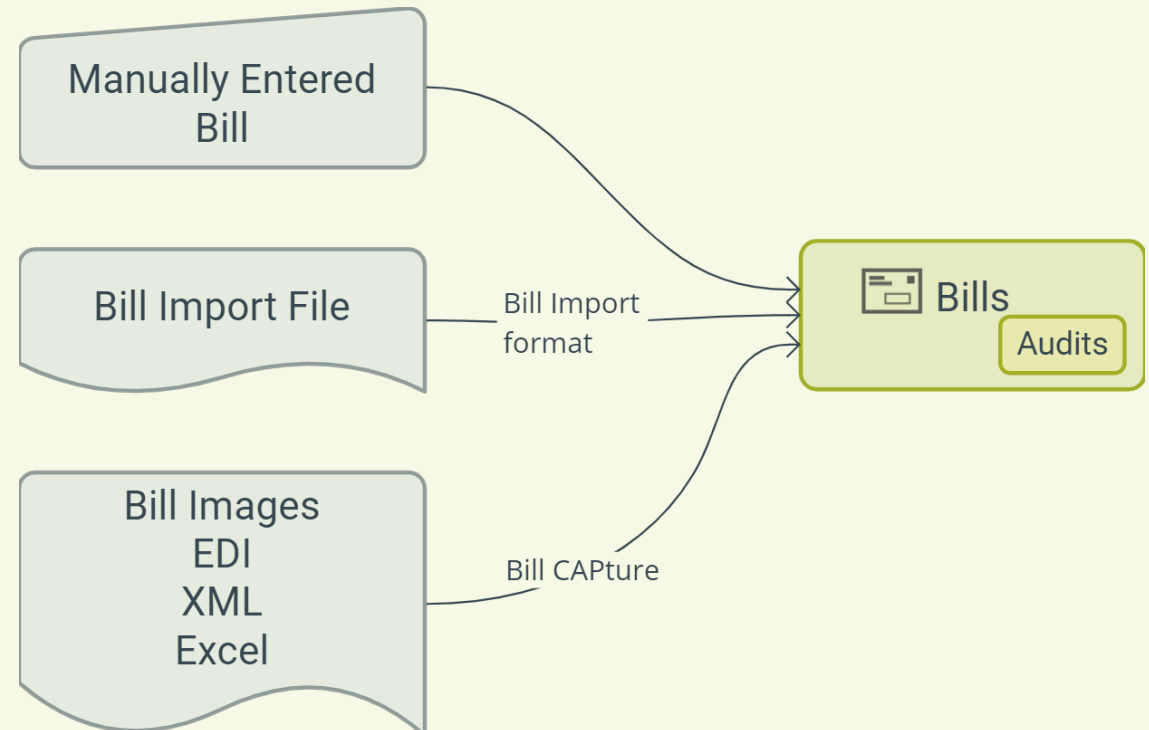
It's helpful because it can reduce the amount of paper shuffling between departments.



Enter Utility Bill Data

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

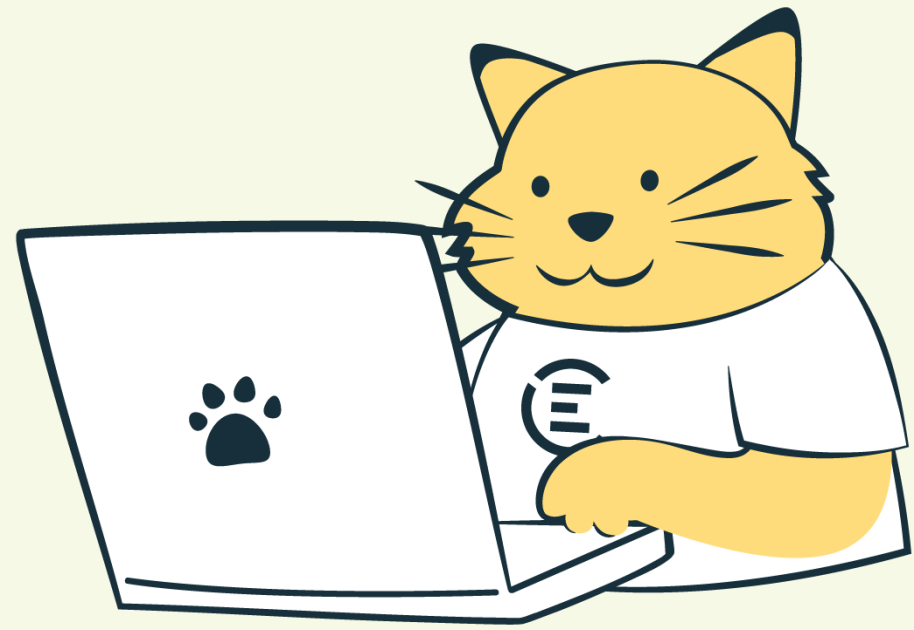
- Enter **manually** one by one.
- With a **bill import** file.
- Subscribe to our **Bill CAPture** service.



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!)





Hands-on exercise: Manual Bill Entry

1. Choose a method to manually enter a new bill (Create Button, Bill List, Account, or Meter)
 - If using the Create Button or Bill List, search for the account.
2. If you don't have an open **batch** you are prompted to open one or pick a pending batch.
3. Enter the end date or the number of billing days.
 - The start date of your new bill is the end date of the previous bill.
4. Enter required bill header information.
5. Enter bill details.
6. Save.

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 how to import the data.

[illegible]

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

Bill Import Steps

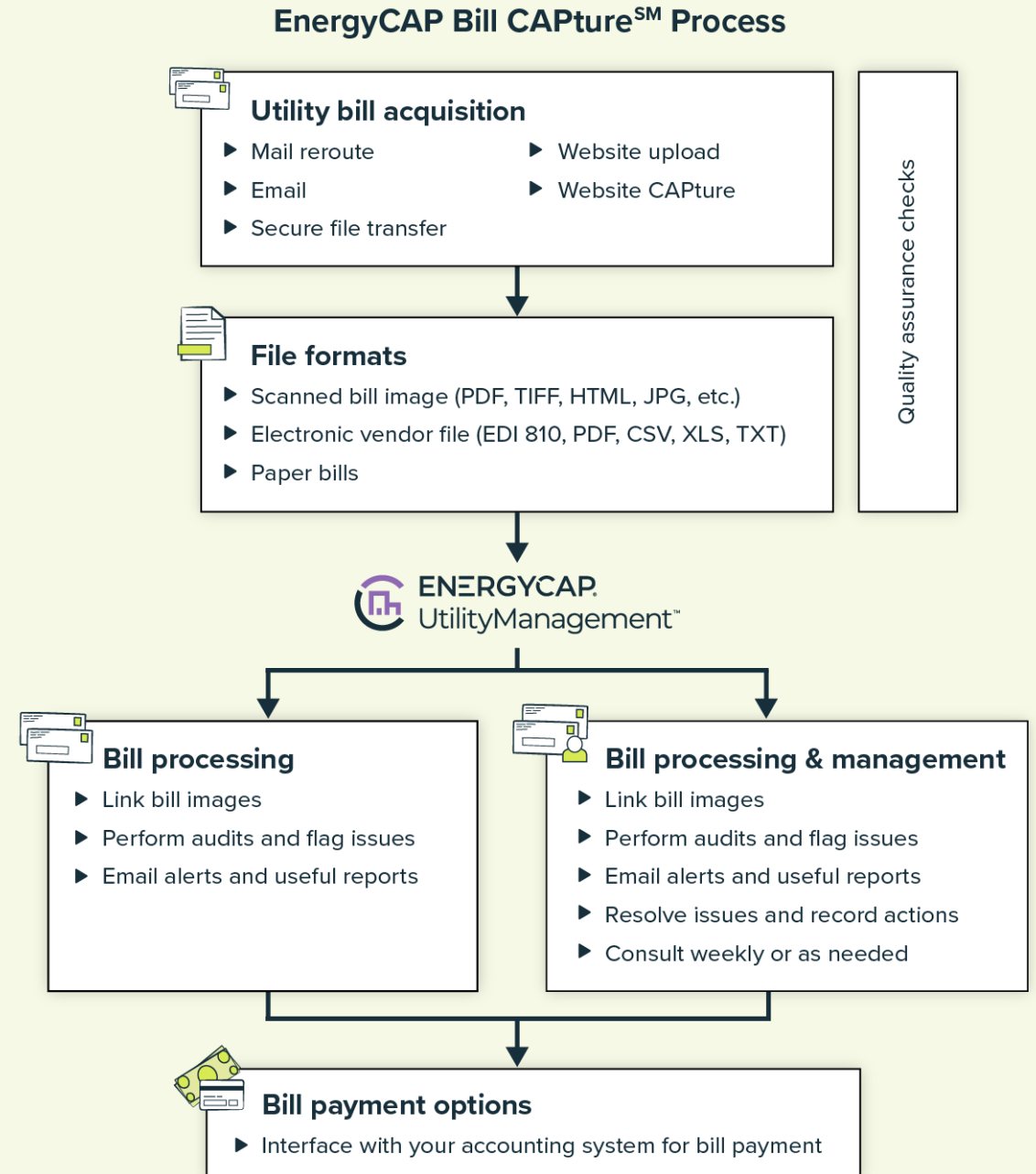
1. Create the bill import format.
2. Import your file.
*Remember to prepare your file following the criteria in the Help Center.
3. Review the import log and check for errors.
4. Download any errors, fix, and upload the error file. Repeat this step as needed.

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.



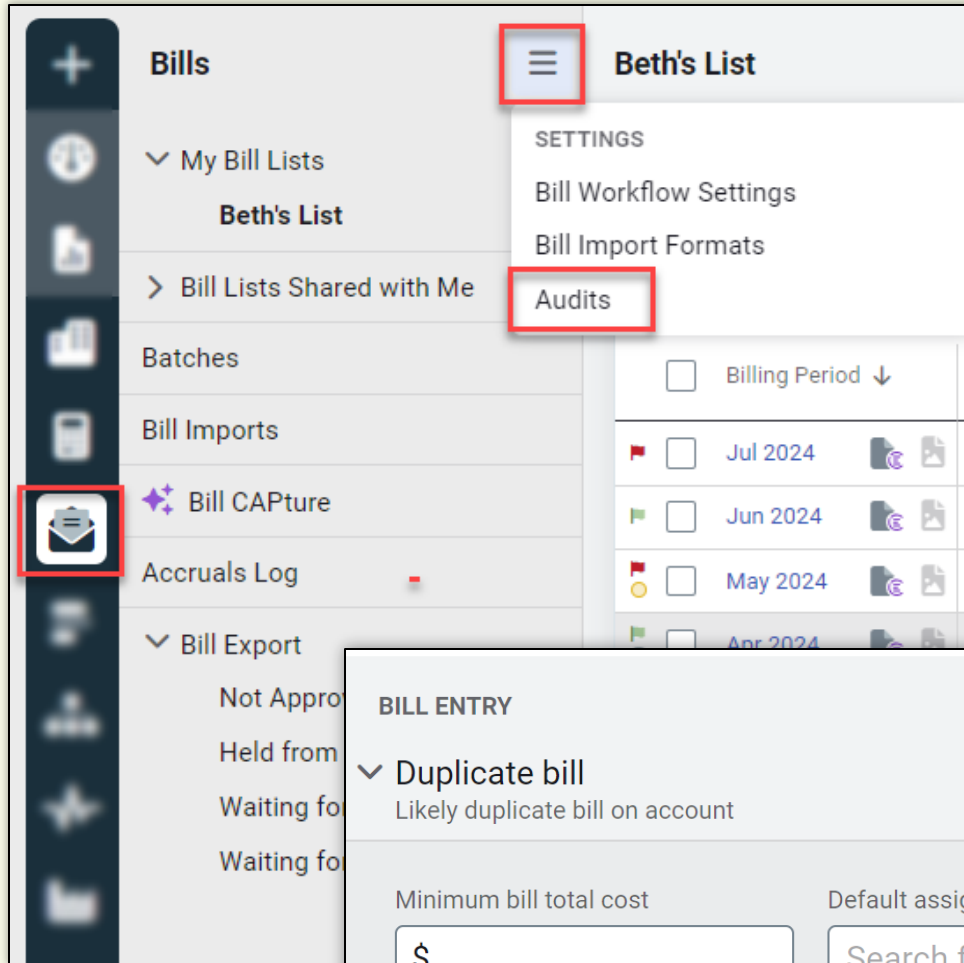
Bill Audits

- Bill audits are powerful tools for data validation, examining utility bill data for accuracy and unusual patterns of use or cost.
- Audits flag bills for manual review and indicate there may be a problem.
- All bills, no matter how they are entered–Bill CAPture, bill import, manual bill entry–are audited as they are entered into EnergyCAP.
- A bill can also be manually flagged by a user.

<input type="checkbox"/> Billing Period ↓		Account Number ↑		Bill Begin Date					
	<input type="checkbox"/> Jul 2024			8283040000	06/30/2024	07/30/2024	\$386.24	08/08/2024	3210 kWh
	<input type="checkbox"/> Jun 2024			8283040000	05/31/2024	06/30/2024	\$386.24	08/08/2024	3210 kWh
	<input type="checkbox"/> May 2024			8283040000	05/01/2024	05/31/2024	\$386.24	08/08/2024	3210 kWh
	<input type="checkbox"/> Apr 2024			8283040000	04/01/2024	05/01/2024	\$386.24	08/08/2024	3210 kWh
	<input type="checkbox"/> Mar 2024			8283040000	03/02/2024	04/01/2024	\$386.24	08/08/2024	3310 kWh

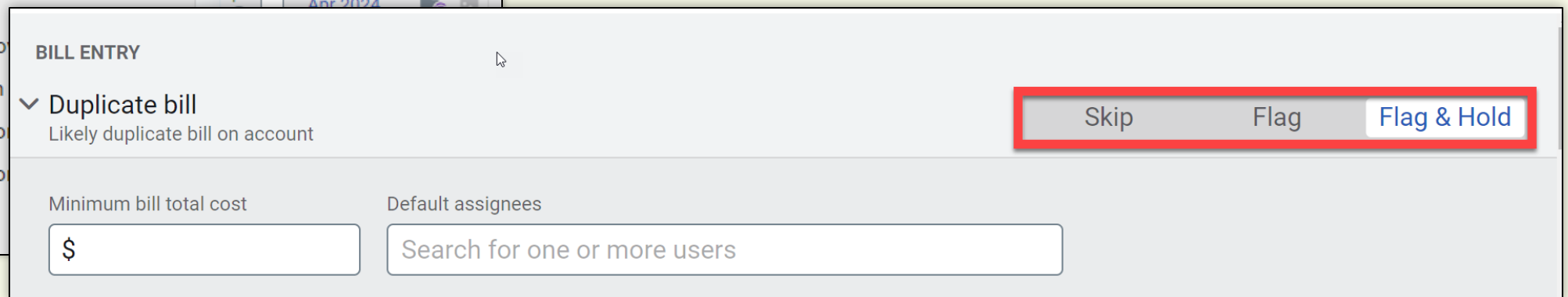
 Analyzing  Unresolved  Resolved  Held  Void

Setting the Audits



Audits Setting are found in the Module Menu of the Bills Module

- **Skip** - Audit turned off
- **Flag** - Audit 'failure' will generate Bill Flag
- **Flag & Hold** - Audit will generate Bill Flag AND Hold the bill from AP Export



Audit Settings

Three categories of bill audits:

Bill entry

Are focused on the basic elements of the bill and help to ensure accurate information is available for reporting and analysis.

Imported bills

These audits run specifically for imported bills; this includes Bill CAPture.

Outlier audits

These audits use the same logic as Report-13 and help you to identify abnormal bills using bill history along with past and current weather data.

Audit Settings

Bill Entry	Multiple Bills in Period	Unexpected billing period	Duplicate Bill
	Shorter or Longer Bill Periods	Early Due Date	Repeat Invoice Number
	Consecutive Estimated Bills	Late Due Date	Gap between bills
	Future End Bills	Early Statement Date	Overlapping bills
	High Use per Day	High Cost Per Day	Late Statement Date
	Flagged Line-Item Description Found	Total Cost Mismatch	Flagged Line-Item Type Found
Bill Import	Rate Schedule Mismatch	Serial Number Mismatch	Active Account Alert
Outliers	Abnormal Cost	Abnormal Demand	Abnormal Use

Outlier Audits

These audits use quadratic regression models for use, cost, and demand.

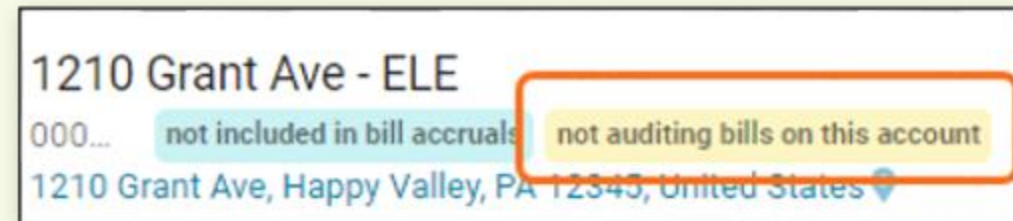
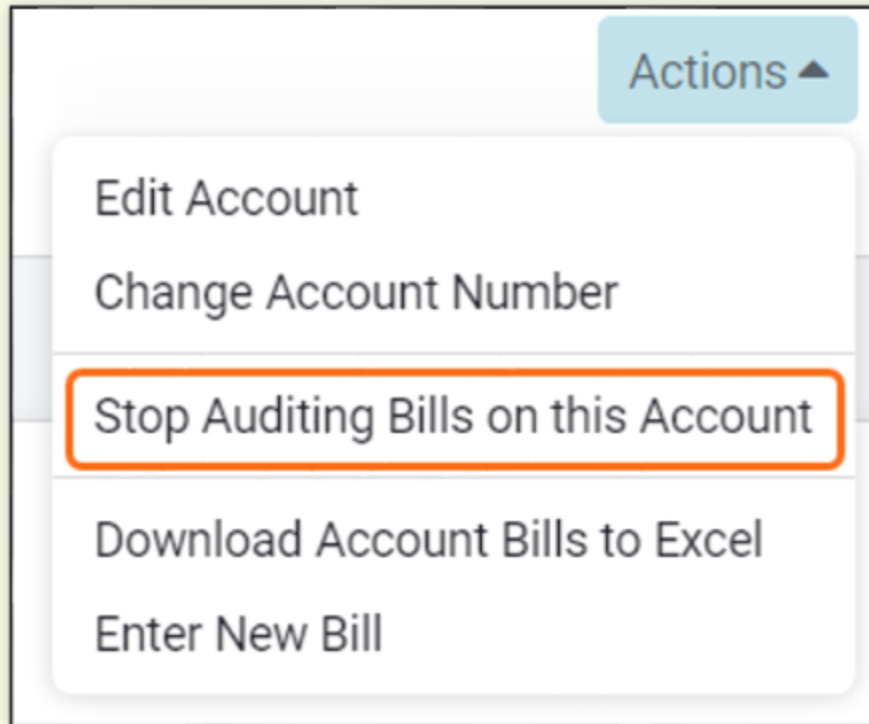
Outlier audits do not run on meters that are attached to organizations.

Outlier audits run when chargeback bills are created. No other audits run for chargebacks during the create process.

- If you **edit** a chargeback bill and it fails **any** audit, it is flagged.

Disable Audits

You can disable audits on specific accounts.



Manage flagged bills

Four ways to view and manage flagged bills.

- Bill lists
- Flags tab
- Dashboard widgets
- Report 27



Quick Filters

Quickly find unresolved or resolved flags.

- A red flag = unresolved
- A green flag = resolved

Default Bill List

	Void	Batch status	Approved
All Bills ▼	Not filtered ▼	Not filtered ▼	Not filtered ▼
All Bills			
Unresolved Flags			
Resolved Flags			




Hands-on exercise: Quick filters

1. In the Bills module, go to the **Default Bill List**.
2. Use the quick filter to find **resolved flags**.
3. Click and view one of the bills.
4. Review the **flag details** (by bill note).

Flags Tab

Use the Flags tab from anywhere in the Accounting or Facilities tree.

 **Facilities [FACILITIES]**

Actions ▾



















Reports

Billing Period DataCalendarized DataNormalized DataBudgetsSavingsENERGY STAREnergy ProjectsPropertiesFlags

SummaryBills

▼ Bills

Total Flagged Bills 361Total Cost Recovery \$1,000.00Total Cost \$439,259.07

Flags	Meter	Parent	Cost Recovery	Total Cost
3	 Doc Brown Building-ELE01	 Doc Brown Building	\$0.00	\$34,014.09
13	 Mountain Crest Comm Tower-EL...	 Mountain Crest Comm Tower	\$0.00	\$20,469.77
3	 1st & Main Parking Garage-ELE01	 1st & Main Parking Garage	\$0.00	\$20,287.77
2	 Communications Center-ELE01	 Communications Center	\$0.00	\$19,634.11
1	 University Hall - ELE01	 University Hall	\$0.00	\$17,942.16
1	 Happy Valley Center-ELE09	 Happy Valley Center	\$0.00	\$15,736.20
2	 City Hall-ELE01	 City Hall	\$0.00	\$14,160.88
3	 Tanner Garage-ELE01	 Tanner Garage	\$0.00	\$14,112.11
18	 Temple Radio Site-ELE01	 Temple Radio Site	\$0.00	\$13,871.00

1234

1 - 50 of 170 sorted by Total Cost



Hands-on exercise: Flags tab

1. In the Buildings and Organizations module.
2. Go to the **City Buildings** organization
3. Click on the **Flags** tab.
4. Note the Total Flagged Bills at the top of the page.
5. Click on a meter from the list.
6. Click on a bill, review the flag information and resolve the flag.

Dashboard and Widgets

You can configure and add widgets to a dashboard.

Bills not Received ⓘ

Account	Cost Center	Vendor	Last Bill E...	Last Bill(\$...	Avg Bill L...	Days Over...
[8283040... 1210 Franklin Rd - ELE04	Train Station	PA Gas Electric Co.	01/02/20...	\$ 386	30	260
[1231170... 1600 Mt Gretna Rd - ELE	Mount Gretna Communi... Tower	PA Gas Electric Co.	07/30/20...	\$ 386	30	50

Gaps in Bill Data - FY2024 ⓘ

Account	Meter	Gap Range	No. of Days
1600 Mt Gretna Rd - ELE	Mount Gretna Communication Tower-ELE01	04/01/2024 - 05/01/2024	30
1210 Franklin Rd - ELE04	Train Station-ELE04	03/02/2024 - 04/01/2024	30
1600 Mt Gretna Rd - ELE	Mount Gretna Communication Tower-ELE01	02/01/2024 - 03/02/2024	30
1210 Franklin Rd - ELE04	Train Station-ELE04	01/02/2024 - 02/01/2024	30

This Month's Bills ⓘ

Flagged
299 bills

Waiting for export to AP
18 bills

Held from export
2 bills

Waiting for export to GL
18 bills

Not approved
4936 bills

Bills with Abnormal Cost ⓘ

Total Flags
51

Total Cost
\$137,197.17

Total Cost Recovery
\$0.00

Show Details

Bills with Abnormal Use ⓘ

Total Flags
37

Total Cost
\$57,900.39

Total Cost Recovery
\$0.00

Show Details

Commodity Costs: FY-to-Date ⓘ

Electric	\$4,094,864.84
Chilled Water	\$1,126,334.99
Storm Drainage	\$287,413.63
Natural Gas	\$155,698.41
Water	\$146,865.52
Sewer	\$118,418.29

Jul 2021 - Jun 2022 (Billing Period Data)



Hands-on exercise: Dashboards and widgets

1. In the Dashboards module click on **SAMPLE: Utility Bill Accounting** (or create a new Dashboard).
2. Add the **Flags** widget, add and set filters.
3. Add your initials to the name of the widget.
4. View dashboard after everyone adds a widget.

Report 27 - Bill Flags

Use the filters in **Report 27** to find flagged bills.

- View bill and flag details in report
- Create automated report distribution
- Filter for flag type or issue
- Send report to flag assignees

Happy Valley Demo | Beth's Playground

Report-27 - Bill Flags

Account:

1060 Twin Pines Blvd - WAT SEW STO [295-770-060-0]

1060 Twin Pines Blvd, Happy Valley, PA 12345

Vendor:

Port and Land Water [PORTLANDWATER]

Bill ID	Billing Period	Start Date	End Date	# Days	Statement Date	Due Date	Cost
23871	201703	3/1/2017	3/31/2017	30	7/9/2019	7/30/2019	\$501.22
Flag Type: Audit Exception Flag Status: Resolved Assigned to: Cost Recovery: \$0.00							
Flag Issue: Overlapping bill, Multiple bills in period, Late due date, Late statement date							
05/20/2021 09:52 AM amr Flag resolved							
<div>• Bill voided</div>							
09/05/2019 04:41 AM dwu Flag resolved							
09/04/2019 05:33 PM SYSTEM Bill flagged as Audit Exception							
<div>• Multiple bills in the same billing period • Bill overlaps with another bill • Statement date is too many days after the end date of the bill • Due date is too many days after the end date of the bill</div>							

Account:

1060 Twin Pines Blvd - WAT SEW STO [295-770-060-0]

1060 Twin Pines Blvd, Happy Valley, PA 12345

Vendor:

Port and Land Water [PORTLANDWATER]

Bill ID	Billing Period	Start Date	End Date	# Days	Statement Date	Due Date	Cost
23893	201811	10/31/2018	11/30/2018	30	7/9/2019	7/30/2019	\$5,551.73
Flag Type: Audit Exception Flag Status: Resolved Assigned to: Cost Recovery: \$0.00							
Flag Issue: Overlapping bill, Multiple bills in period, Late due date, Late statement date							
05/20/2021 10:04 AM amr Flag resolved							
<div>• Bill voided</div>							

Report 27

Hands-on exercise

1. In the Reports module.
2. Select **Report 27 - Bill Flags**.
3. Review the instructions at the top.
4. Set the filters and run the report.

Report 13

Hands-on exercise

1. In the Reports module.
2. Select **Report 13 - Bill Analysis**.
3. Review the instructions at the top.
4. Set the filters and run the report.

Wrap up



Questions?

Take the session survey:
**Your data, your way - Entering,
managing, and validating data**

