

Accounting Workflow

CATALYST 



Today's ground rules

Lectures are boring – **discussions** are WAY better!

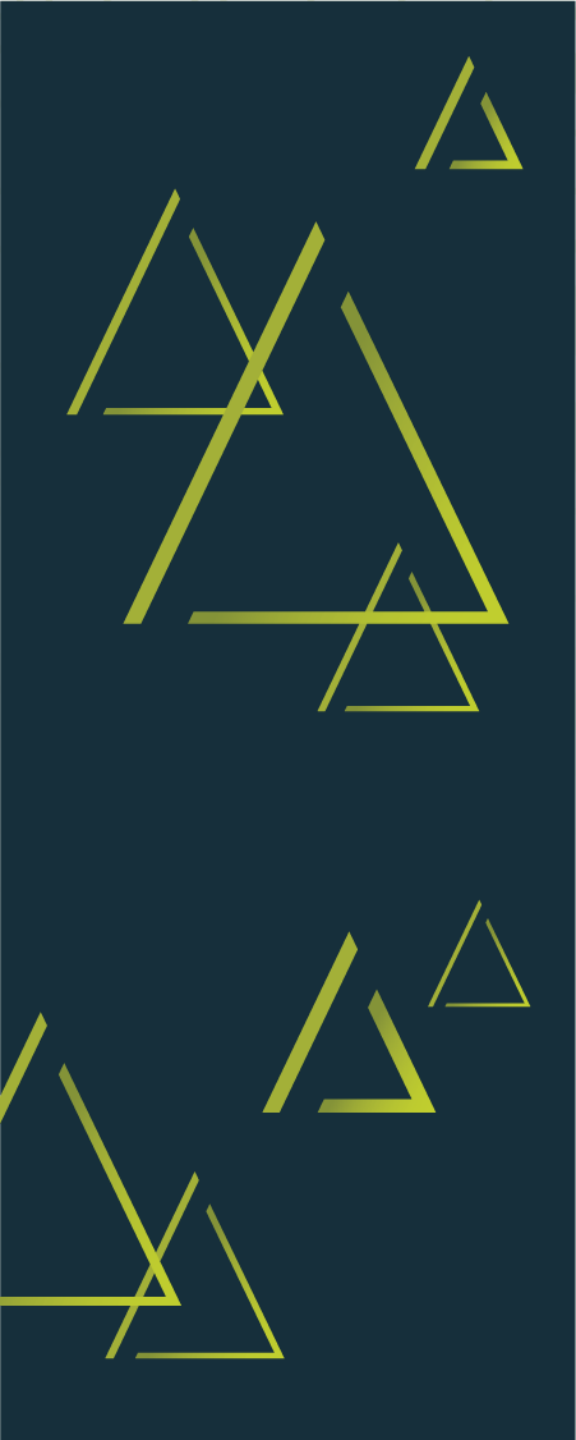
Ask questions

Help each other – share your experiences and ideas

Participate and **provide feedback!**

Current EnergyCAP Accounting Workflow Experience

- How many organizations are exporting bills to an accounting system?
 - AP?
 - General Ledger?
 - Both?
- Are you responsible for entering bills into EnergyCAP?
- Has your organization customized the bill audit settings in EnergyCAP?
- Are you responsible for responding to bill flags?
- Are you responsible for approving bills



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

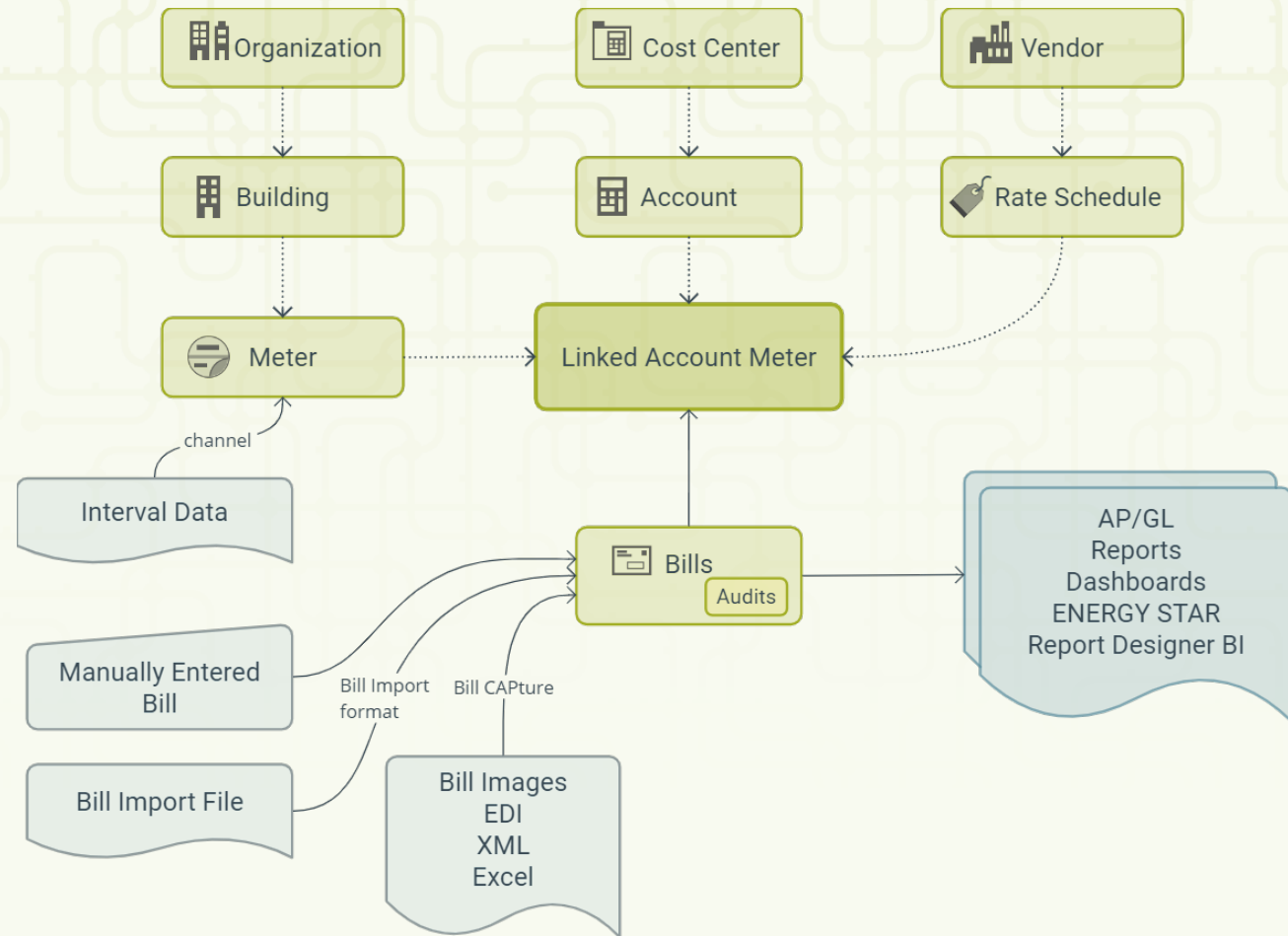
What is an Accounting Workflow and why would my organization use it?

- 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.

Accounting Settings Cancel Save

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.

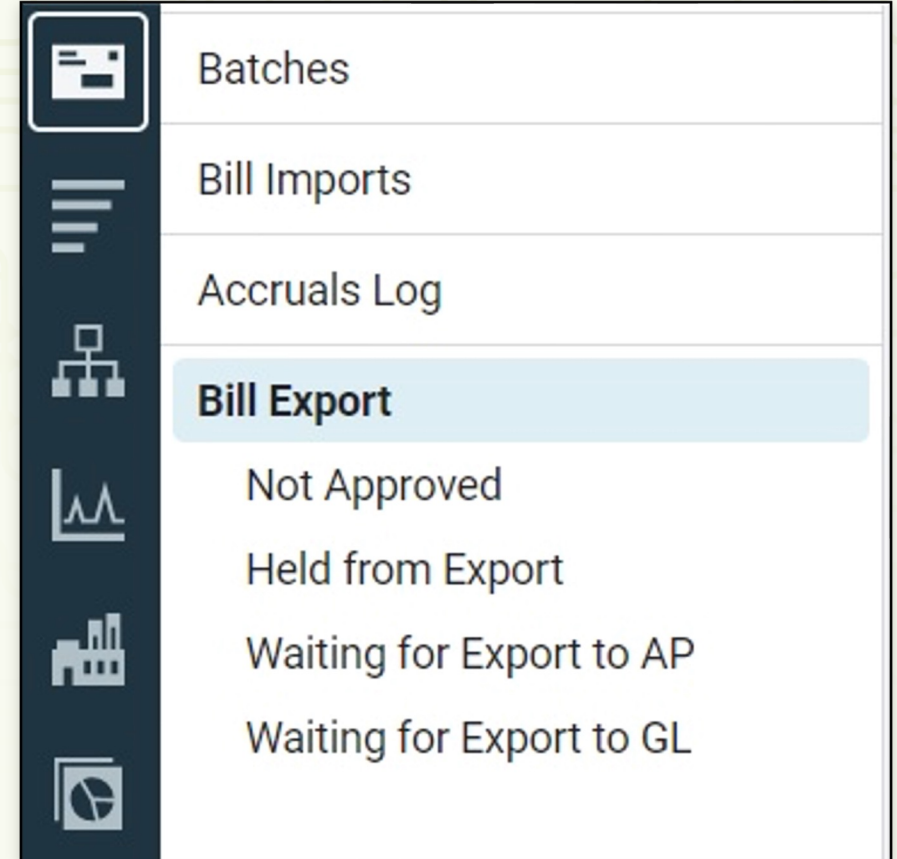
Export bills after approval.

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



A screenshot of a software interface showing a sidebar menu on the left and a main content area on the right. The sidebar contains several icons: a document with a checkmark, a list, a hierarchy, a line graph, a factory, and a pie chart. The main content area displays a list of items: Batches, Bill Imports, Accruals Log, Bill Export (highlighted in 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

Waiting for Export

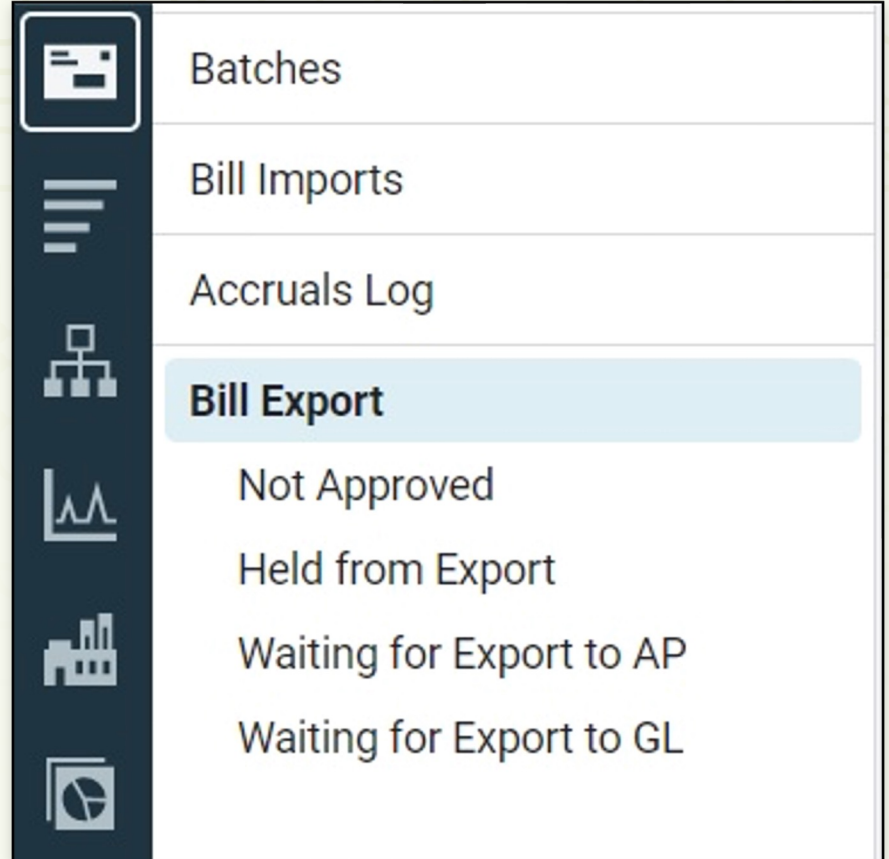
Bills that are ready for export, per the Export Settings.

- **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 options: 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.

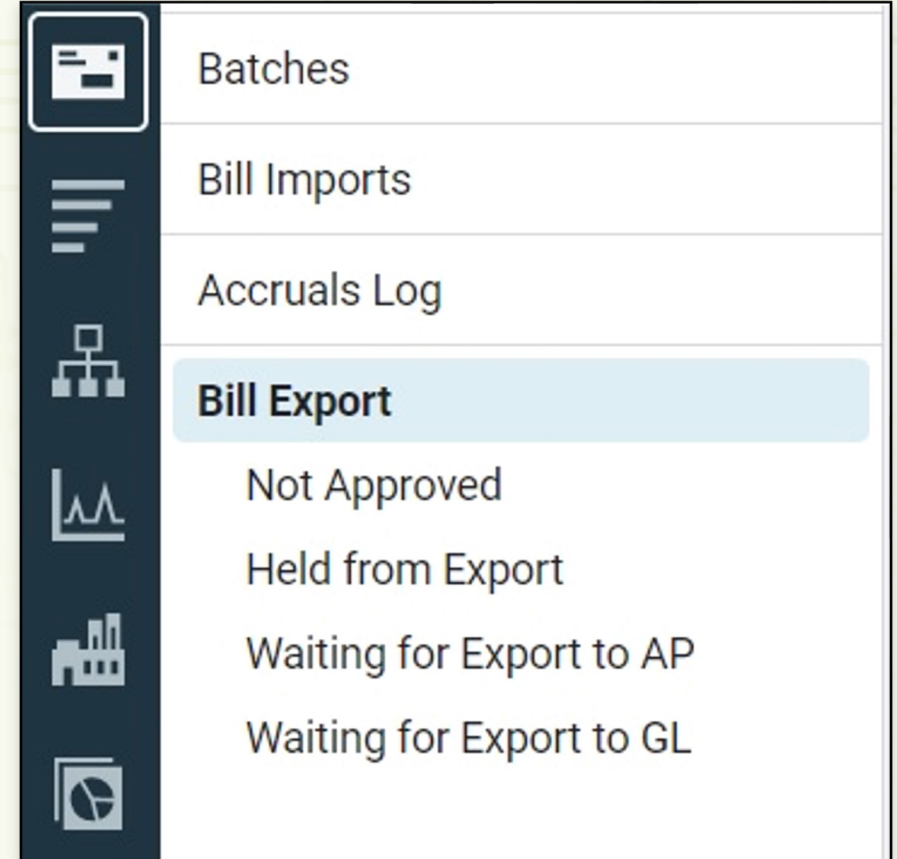
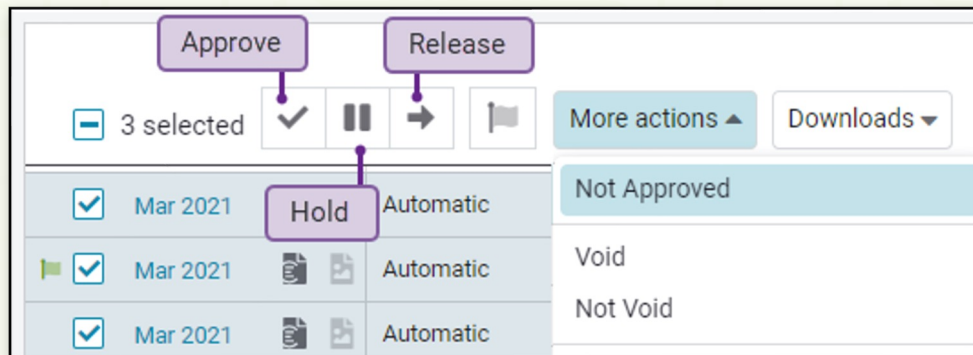
	Batches
	Bill Imports
	Accruals Log
	Bill Export
	Not Approved
	Held from Export
	Waiting for Export to AP
	Waiting for Export to GL

Bills Module Bill Lists

Not Approved

Bills that are not yet approved for export.

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

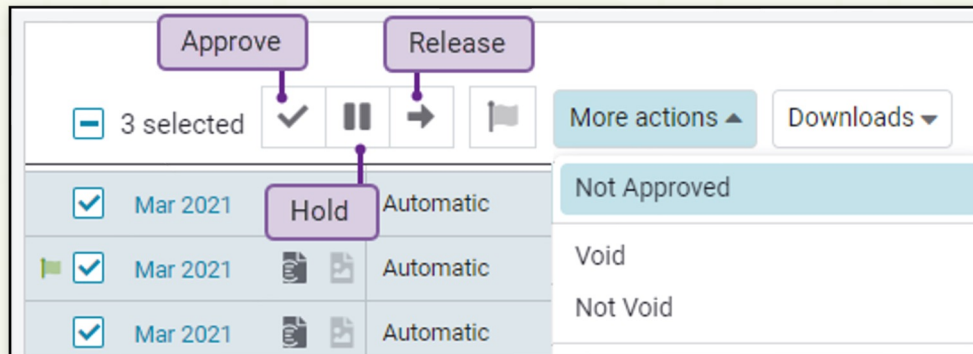


Bills Module Bill Lists

Held from Export

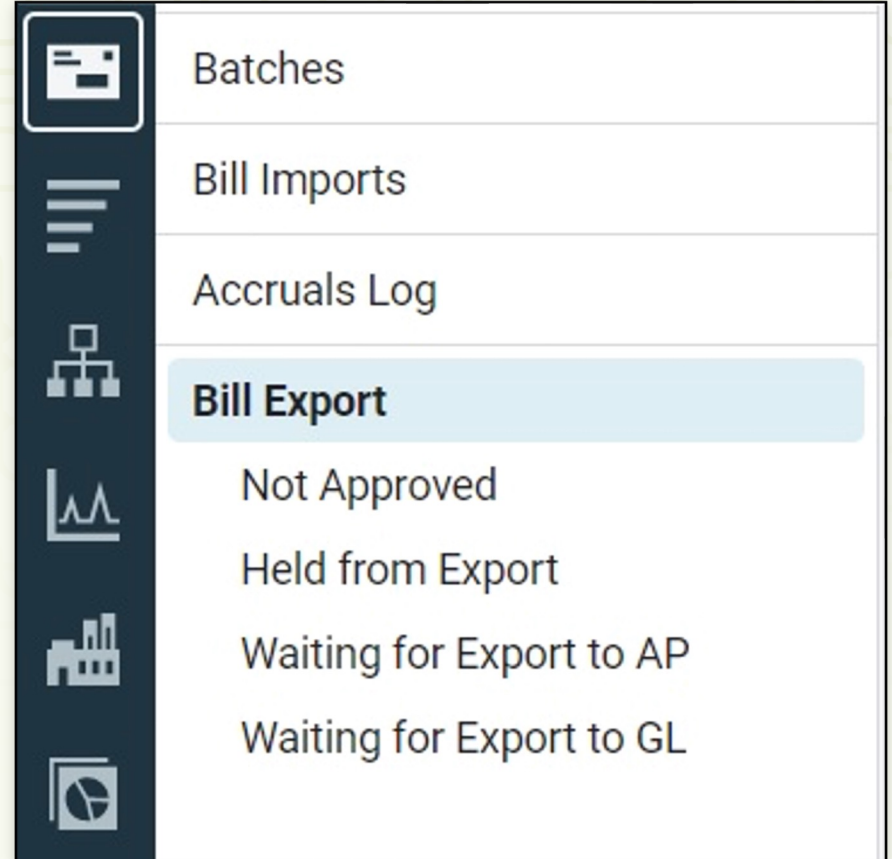
Bills that have been marked as held from export.

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



The screenshot shows a web interface for managing bills. At the top, there are two buttons: 'Approve' and 'Release'. Below them is a table with three rows of bills, all dated 'Mar 2021' and marked 'Automatic'. The first row is selected. To the right of the table is a 'More actions' dropdown menu with options: 'Not Approved', 'Void', and 'Not Void'. A 'Hold' button is also visible, with a line pointing to the 'Automatic' status of the first row. A 'Downloads' button is also present.

3 selected		More actions	Downloads
☒	Mar 2021 Automatic	Not Approved	
☒	Mar 2021 Automatic	Void	
☒	Mar 2021 Automatic	Not Void	



The screenshot shows the sidebar menu of the Bills Module. The menu items are: Batches, Bill Imports, Accruals Log, Bill Export (highlighted), 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

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		Skip Flag Flag & Hold
Minimum meter total cost \$ 500	Default assignees 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		Skip Flag Flag & Hold
Minimum meter total cost \$ 500	Default assignees Search for one or more users	
▶ Flagged line item type found Bill contains one of the following line item types		Skip Flag Flag & Hold
▶ Flagged line item description found Bill contains one of the following line item descriptions (captions)	* Late Fee	Skip Flag Flag & Hold
▶ Total cost mismatch Calculated total bill cost does not match provided total bill cost from the following line item types	Late Fee +	Skip Flag 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 ▲									
☒	Jan 2018	 	0001 92966-515719	02/01/2018	06/02/2018	Export Selected Bills to AP Download Sample File		/04/2018	
☒	Dec 2017	 	0001 92966-515719	30/11/2017	02/01/2018			/03/2018	
☒	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 ▼						
☒	Jan 2018	 	0001 92966-515	Not Approved	\$128.64	04/27/2018 886 kWh
☐	Dec 2017	 	0001 92966-515	Void	\$320.51	03/23/2018 2665 kWh
☐	Nov 2017	 	0001 92966-515	Not Void	\$131.59	12/20/2017 974 kWh
☐	Oct 2017	 	0001 92966-515	Mark as AP Not Exported	\$125.15	12/01/2017 916 kWh
☐	Sep 2017	 	0001 92966-515	Mark as GL Not Exported	\$189.03	10/18/2017 1489 kWh

Bill Export

Exported between

MM/DD/YYYY  - MM/DD/YYYY 

Exported by

Type

AP and GL 

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

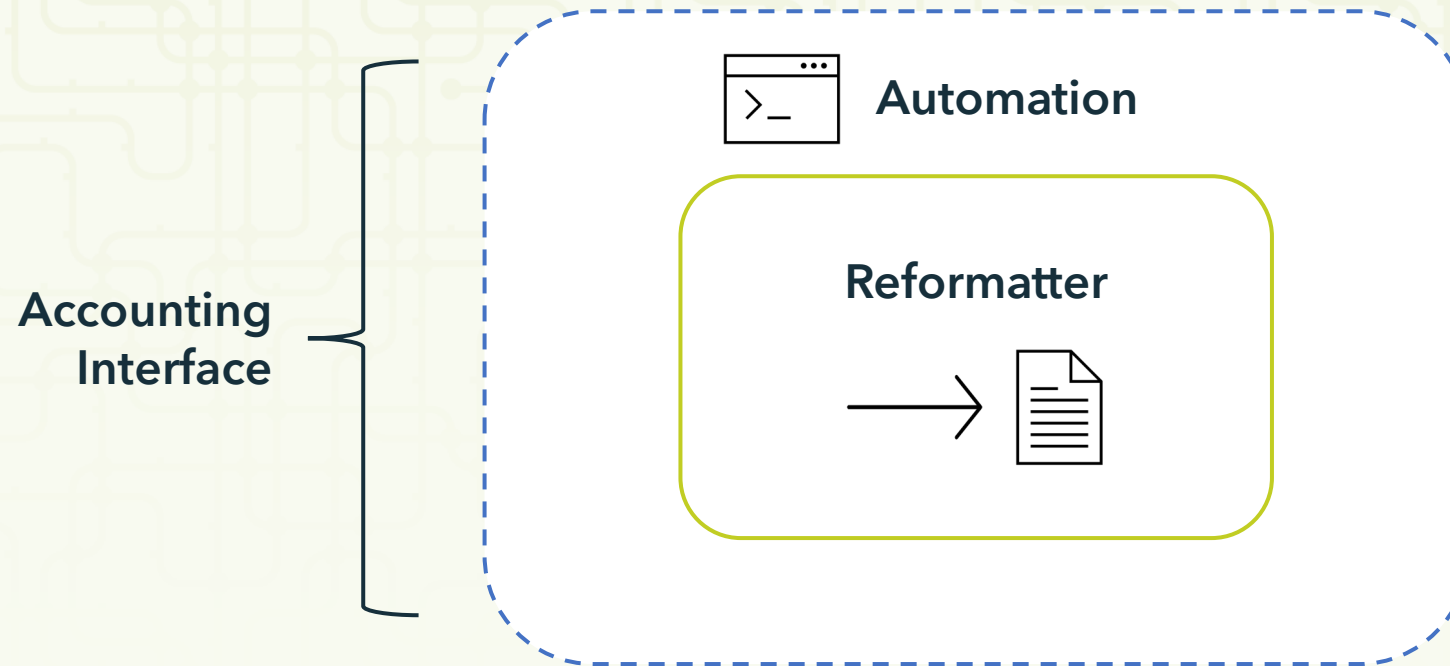
Accounting Interface

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: 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:

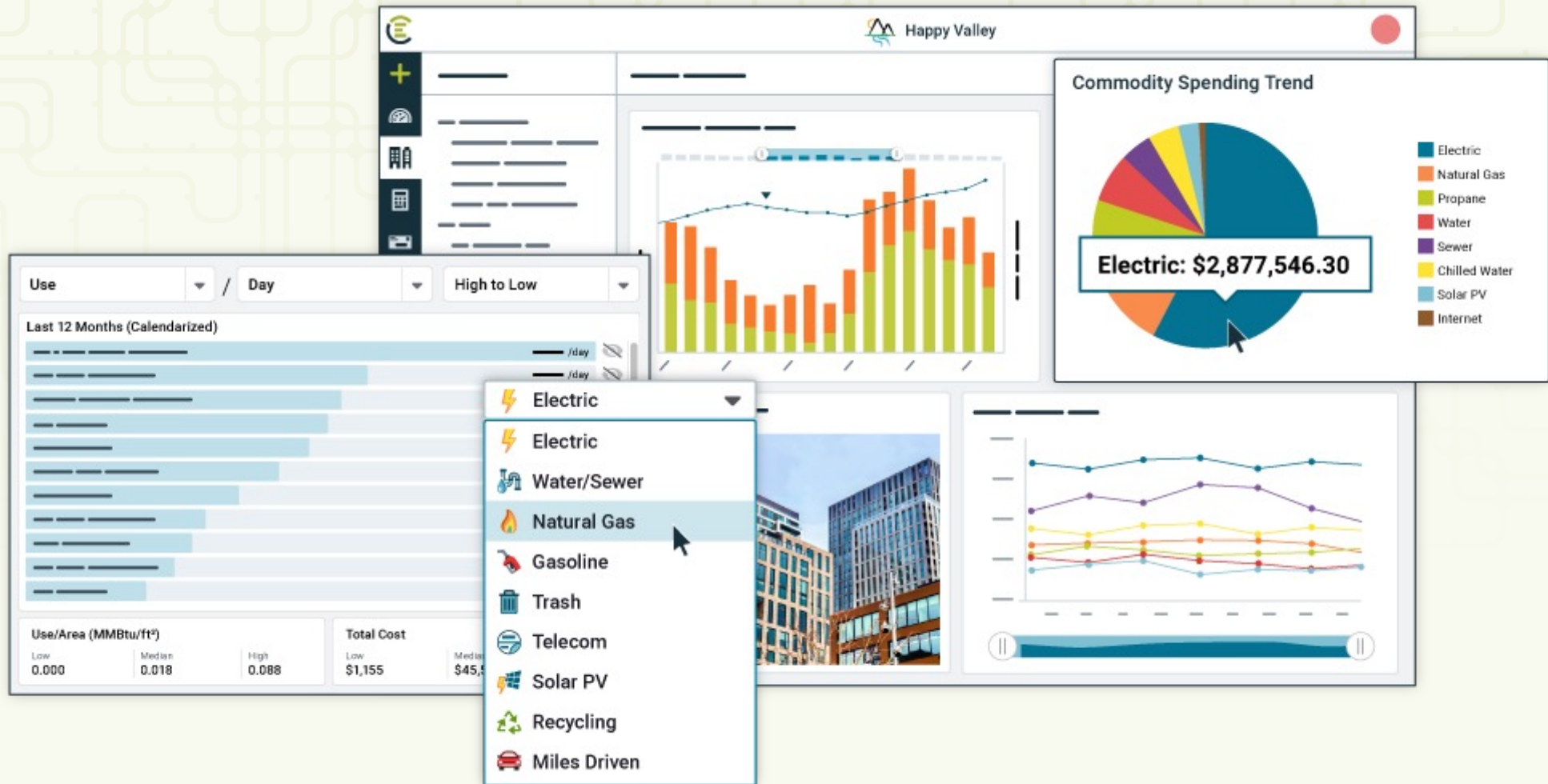
- EnergyCAP Bill ID
- Check Number
- Check Date
- Pay Status
- Cleared Date
- Accounting Period

PDF Images for Accounting Import

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



Wrap Up



Questions?

Session Survey

conferences.energycap.com/surveys

