

EnergyCAP 101

Bill Entry and Workflow

CATALYST 





Session Agenda


- 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:

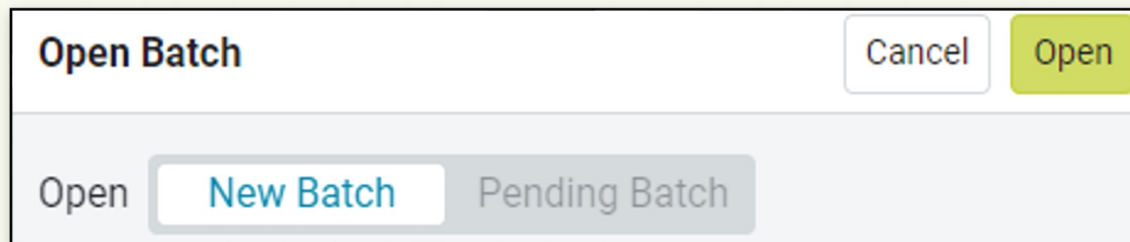
- Bill Lists
- Batches
- Bill Imports
- Accruals
- Bill Export

Bills 	
My Bill Lists	
Default Bill List	
Bill Lists Shared with Me	
Estimated Bills from Vendor	
Batches	
Bill Imports	
Accruals Log	
Bill Export	
Not Approved	
Held from Export	
Waiting for Export to AP	
Waiting for Export to GL	

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.



The image shows a software dialog box titled "Open Batch". At the top right of the dialog are two buttons: "Cancel" and "Open". The "Open" button is highlighted in green. Below the title bar, there is a light blue horizontal bar containing three elements: the word "Open", a button labeled "New Batch" in blue text, and a button labeled "Pending Batch" in grey text.

Batches

Hands-on exercise


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.

Bills Module Menu



SETTINGS
Bill Workflow Settings
Bill Import Formats
Audits



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](#)

Bill Lists

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

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

Void

Batch status

Approved

All Bills

Not void

Not filtered

Not filtered

Filters1

\$29,062,834.83 / 16,909 bills

ColumnsSort

<input type="checkbox"/> Billing Period ↓	Account Number ↑	Billing Period ↓	Bill Begin Date	Bill End Date	Total Cost	Bill Entry Date	Bill Use
<input checked="" type="checkbox"/> Dec 2022	2690103-3	Dec 2022	11/16/2022	12/16/2022	\$2,706.12	01/26/2023	2127 THERM
<input type="checkbox"/> Nov 2022	00051661-024 3	Nov 2022	11/10/2022	12/14/2022	\$339.36	01/26/2023	2952 kWh
<input type="checkbox"/> Nov 2022	00051661-066 4	Nov 2022	11/02/2022	12/06/2022	\$2,540.47	01/26/2023	29600 kWh
<input type="checkbox"/> Nov 2022	0015421000	Nov 2022	11/01/2022	12/02/2022	\$1,679.51	01/26/2023	15900 kWh
<input type="checkbox"/> Nov 2022	0048740000	Nov 2022	11/07/2022	12/08/2022	\$4,394.68	01/26/2023	46880 kWh
<input type="checkbox"/> Nov 2022	0278660000	Nov 2022	11/01/2022	12/02/2022	\$4,625.16	01/26/2023	41680 kWh
<input checked="" type="checkbox"/> Nov 2022	0295750000	Nov 2022	11/01/2022	12/02/2022	\$2,554.76	01/26/2023	25320 kWh
<input type="checkbox"/> Nov 2022	05125121-031 9	Nov 2022	10/13/2022	11/14/2022	\$111.54	01/26/2023	911 kWh
<input type="checkbox"/> Nov 2022	05125121-034 3	Nov 2022	11/04/2022	12/08/2022	\$19.71	01/26/2023	21 kWh
<input checked="" type="checkbox"/> Nov 2022	05125121-055 8	Nov 2022	11/08/2022	12/12/2022	\$246.07	01/26/2023	2058 kWh
<input type="checkbox"/> Nov 2022	0524730000	Nov 2022	11/01/2022	12/02/2022	\$294.73	01/26/2023	2054 kWh
<input type="checkbox"/> Nov 2022	0993350000	Nov 2022	11/03/2022	12/02/2022	\$3,126.55	01/26/2023	27360 kWh
<input type="checkbox"/> Nov 2022	1027863-8	Nov 2022	11/03/2022	12/07/2022	\$2,133.12	01/26/2023	1688 THERM

Bill Lists

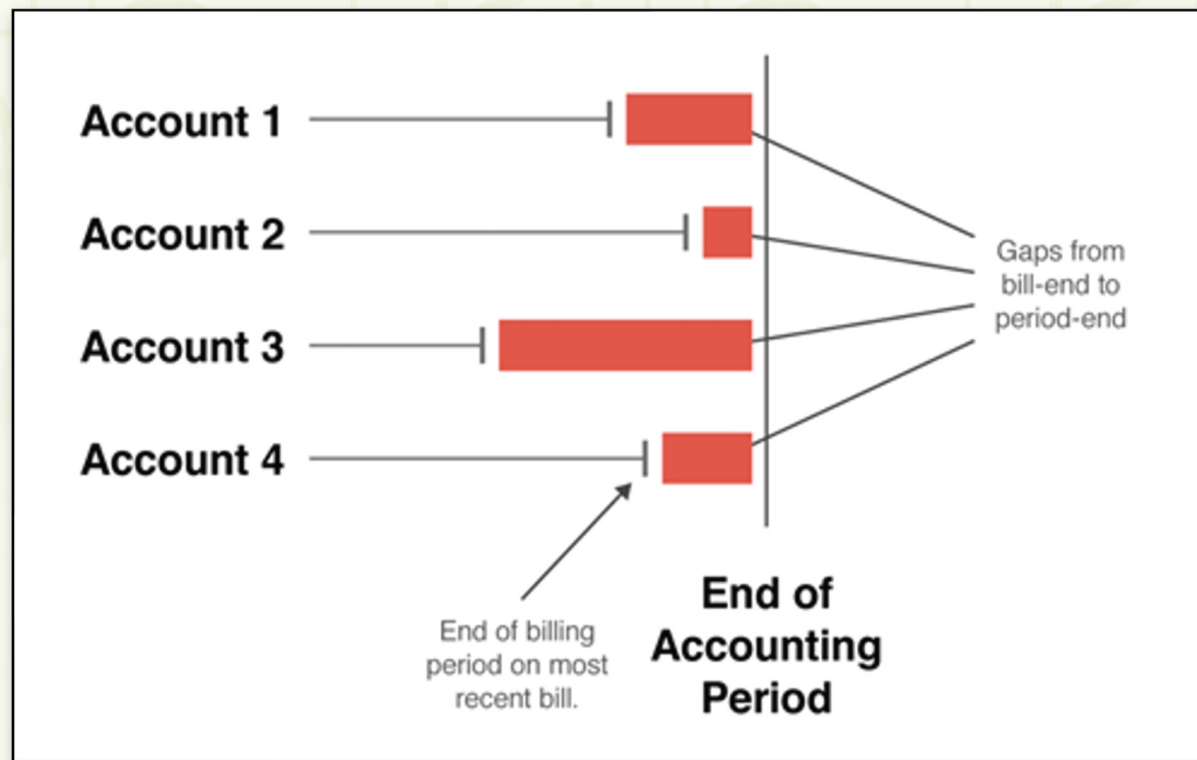
Hands-on exercise

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.

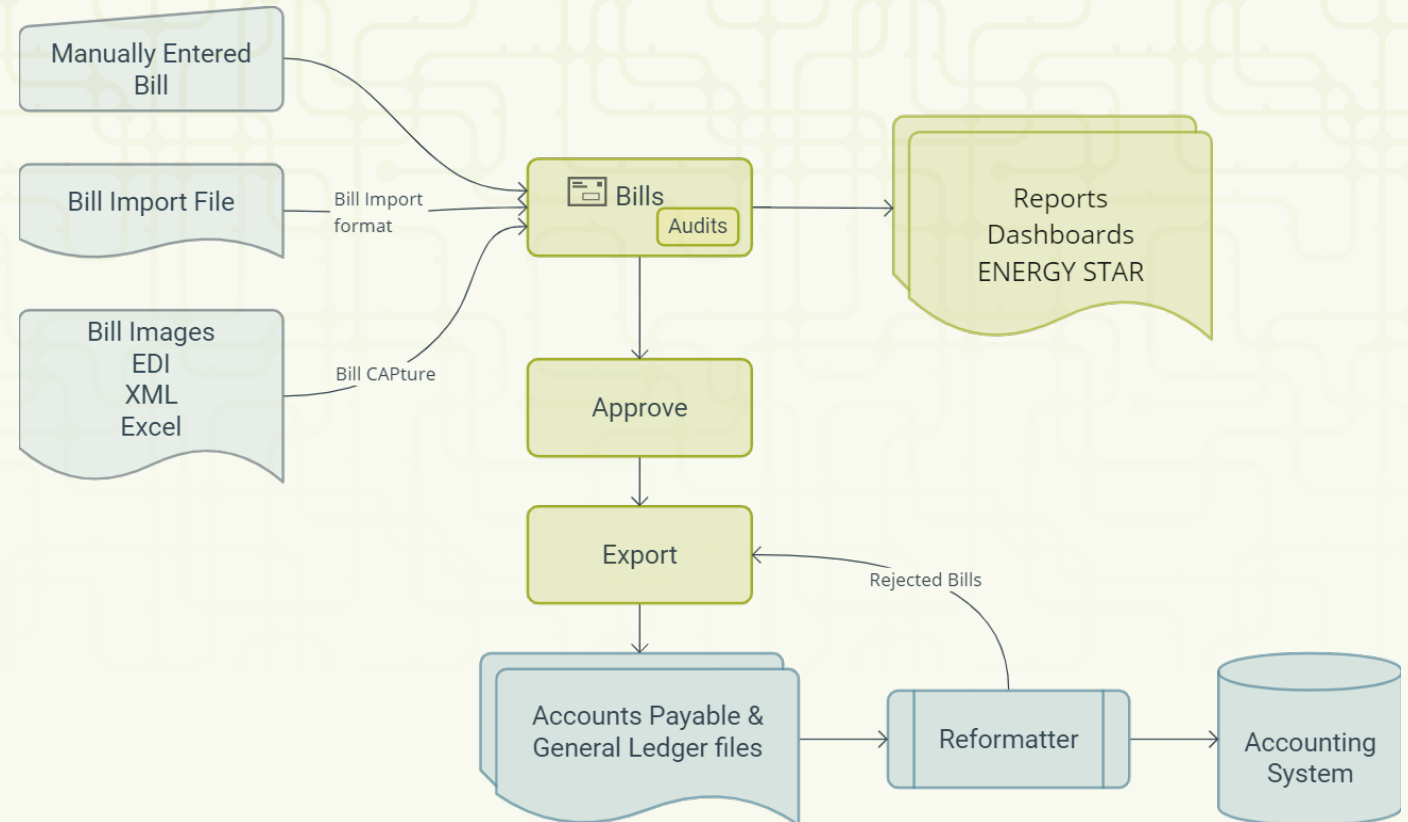
Accruals are a licensed feature, you might not see this option in your database.



Bill Export

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

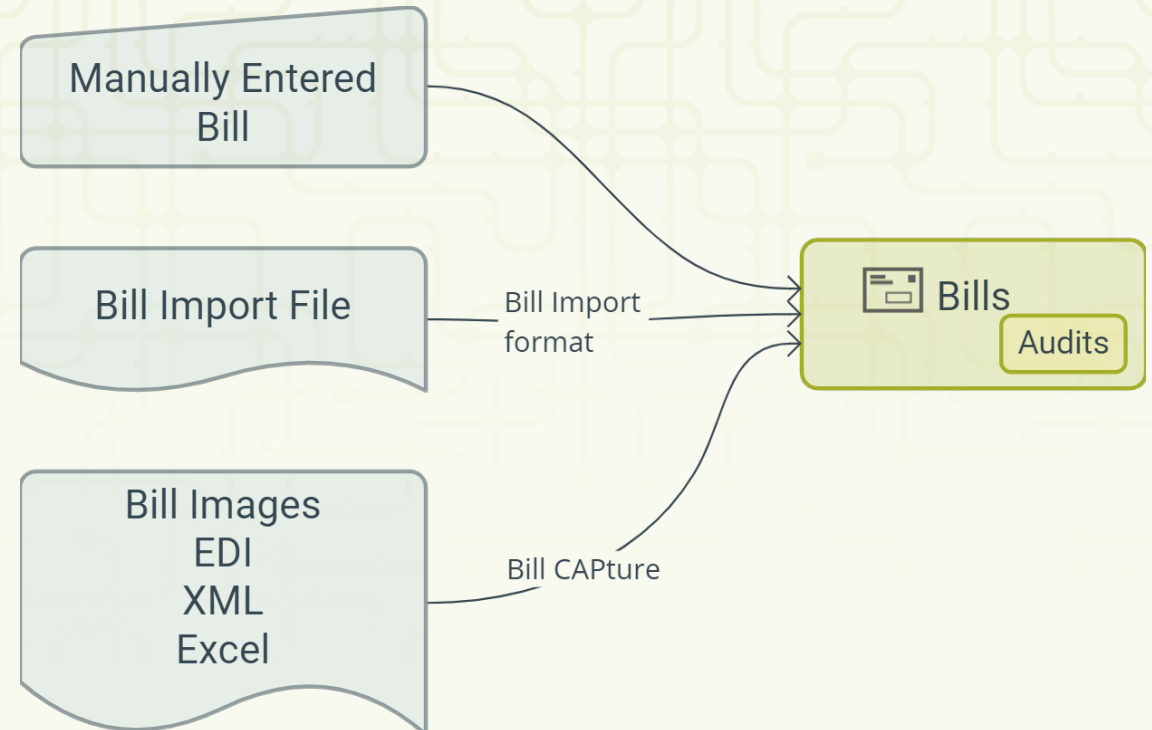
It's helpful because it can reduce the amount of paper shuffling between departments.



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

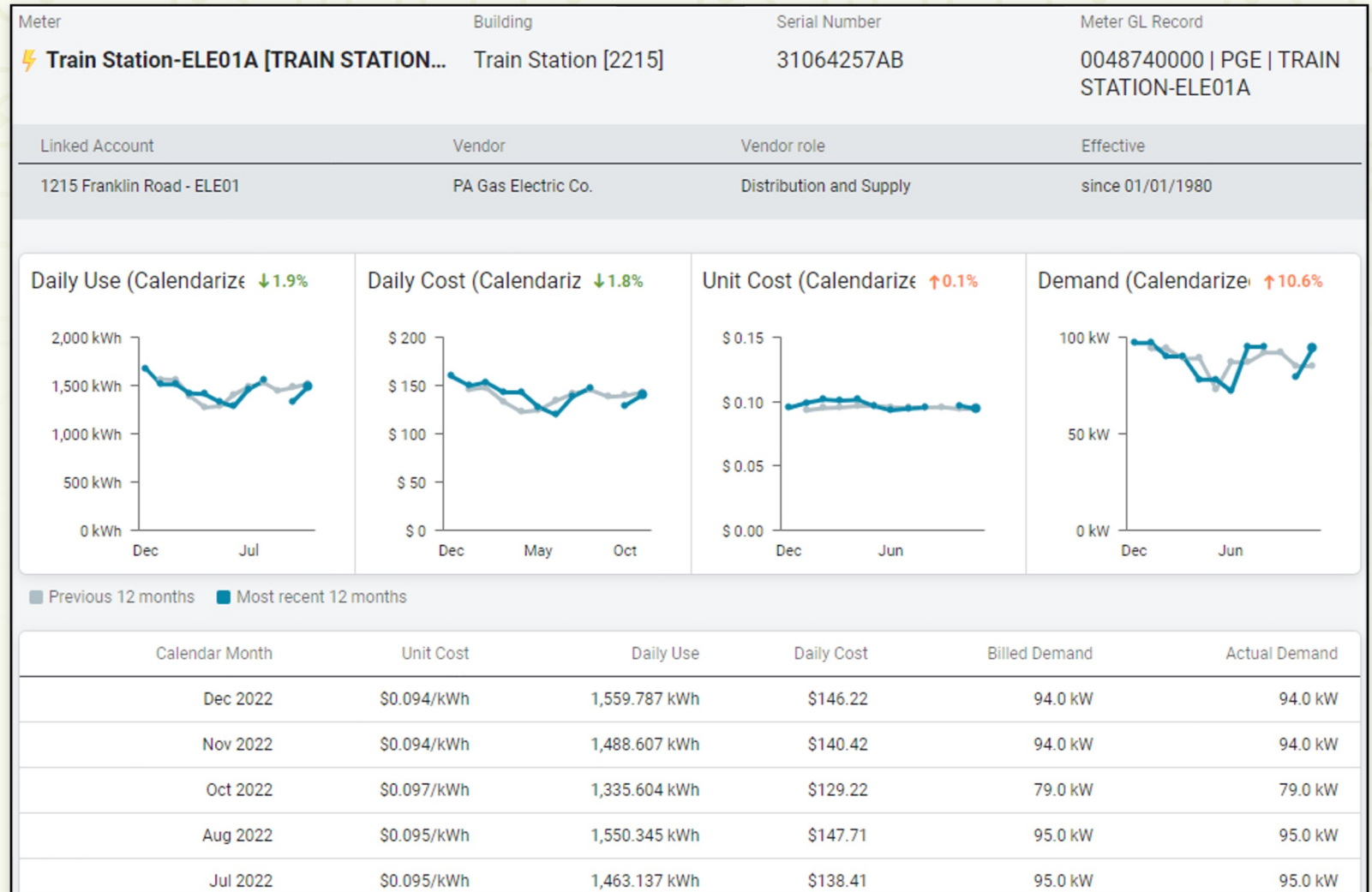
There are many places you can start to manually enter a bill.

1. While viewing a bill list.
2. With the Create button.
3. On the meter or account. (no need to search!)



Bill History Pop-out

Easy to see the history of a specific meter, updates as you move through the billing periods.



Manual Bill Entry

Hands-on exercise

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.

	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

Bill Import Steps

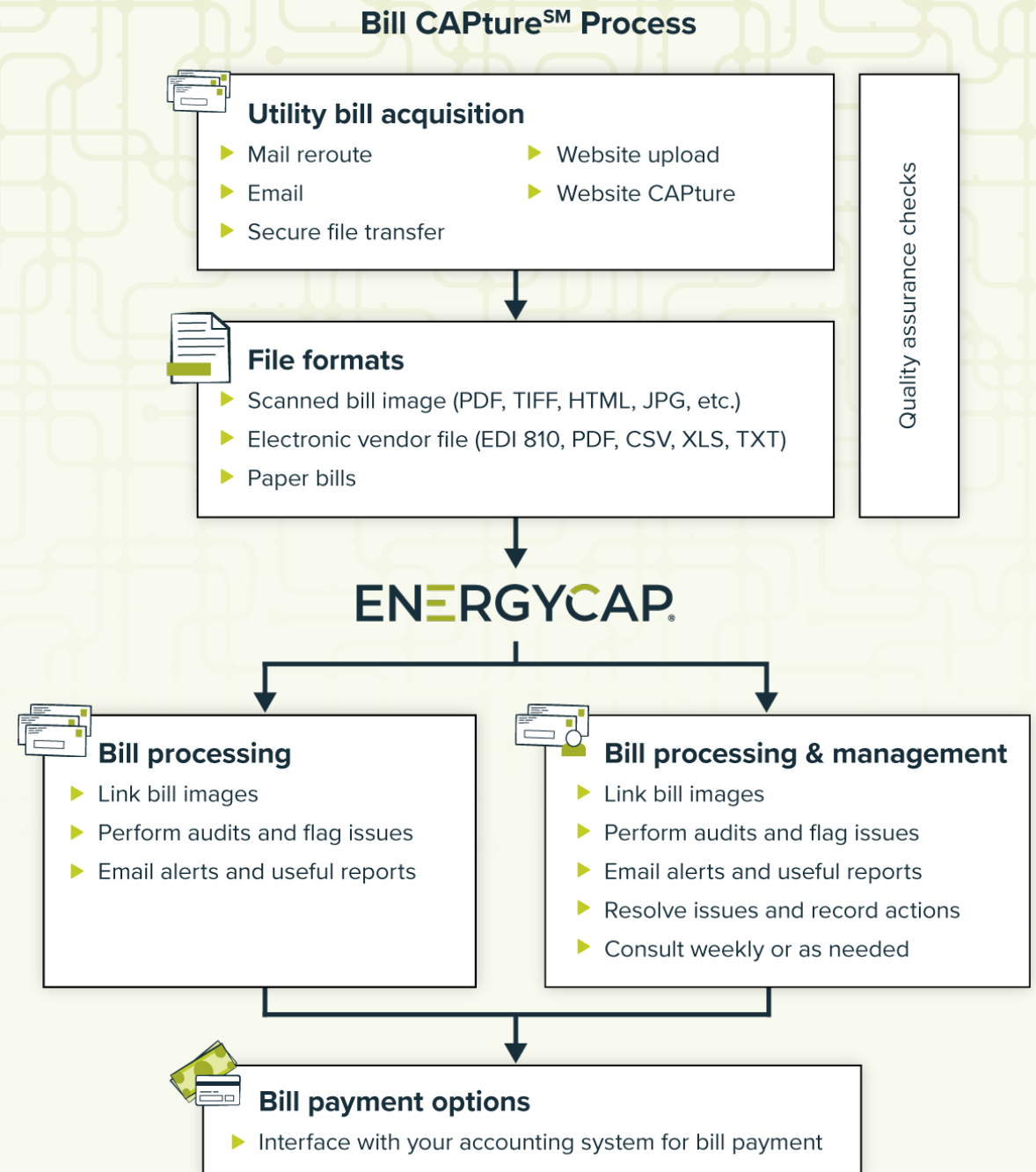
1. Create the bill import format.
2. Import your file.
*Remember to prepare your file following the criteria in the Help Center.
3. Review the import log and check for errors.
4. Download any errors, fix, and upload the error file. Repeat this step as needed.

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.



Audit Settings

You can configure each bill audit individually to meet specific criteria.

Audits

CancelSave

BILL ENTRY

▼ Duplicate bill
Likely duplicate bill on account

SkipFlagFlag & Hold

Minimum bill total cost

Default assignees

\$

Search for one or more users

› Repeat invoice number
Invoice number is repeated on account

SkipFlagFlag & Hold

› Gap between bills
Gap of two or more days between this bill and the preceding bill on the same account. Use Report-17 to find 1-day gaps.

SkipFlagFlag & Hold

› Overlapping bill
Bill overlaps with another bill on the same account

SkipFlagFlag & Hold

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.

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.

Actions ▲

Edit Account

Change Account Number

Stop Auditing Bills on this Account

Download Account Bills to Excel

Enter New Bill

1210 Grant Ave - ELE

000... not included in bill accruals

not auditing bills on this account

1210 Grant Ave, Happy Valley, PA 12345, United States

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			

Quick Filters


Hands-on exercise

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]

Actual Data Calendarized Data Normalized Data Savings ENERGY STAR Energy Projects Sustainability ✦ Properties **Flags** 

Summary **Bills**

Flag status Flag type Flag issue Assignee

Unresolved Choose Choose Choose

<input type="checkbox"/>	Flag Created ↓	Flag Type	Flag Assignee	Bill Cost	Start Date	End Date	Vendor	Account	Cost Re
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$1,185.98	02/17/2021	03/18/2021	National Well...	35 E Willow St...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$7,228.56	02/09/2022	03/10/2022	PA Gas Electri...	220 1st Ave - ...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$3,106.88	03/09/2022	04/07/2022	PA Gas Electri...	35 S Lincoln A...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$11,461.74	03/07/2022	04/05/2022	PA Gas Electri...	2610 Valley Bl...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$40.39	03/10/2022	04/08/2022	PA Gas Electri...	818 SW 4th A...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$2,175.47	03/10/2022	04/08/2022	PA Gas Electri...	818 SW 4th A...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$1,164.35	03/10/2022	04/08/2022	PA Gas Electri...	260 SW 3rd A...	
<input type="checkbox"/>	⊕ 06/09/2022	Audit Exception		\$2,812.80	03/10/2022	04/08/2022	PA Gas Electri...	440 Welch St ...	

Flags Tab

Hands-on exercise

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.

Add Bill Flags Widget

CancelSave

Title

*

Description

Search filters

Recommended

☐ Assigned To Me

☐ Bill Cost

☐ Cost Recovery

☐ Flag Assigned To

☐ Flag Issue

☐ Flag Type

Optional

☐ Building Group

Flag Status

equals

ResolvedUnresolved

View Data By

equals

*

Dashboard and Widgets

Hands-on exercise

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

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

ENERGYCAP
Happy Valley

Report 27 - Bill Flags

Account:

Bill ID:

Billing Period:

Start Date:

End Date:

Days:

Statement Date:

Due Date:

Cost:

Flag Type:

Flag Status:

Assigned to:

Cost Recovery:

• Skip if one or more days between this bill and the preceding bill

Account:

Bill ID:

Billing Period:

Start Date:

End Date:

Days:

Statement Date:

Due Date:

Cost:

Flag Type:

Flag Status:

Assigned to:

Cost Recovery:

• Skip if one or more days between this bill and the preceding bill

Account:

Bill ID:

Billing Period:

Start Date:

End Date:

Days:

Statement Date:

Due Date:

Cost:

Flag Type:

Flag Status:

Assigned to:

Cost Recovery:

• Skip if one or more days between this bill and the preceding bill

Page 3

ENERGYCAP

A report that lists flagged bills and their details.

Hide instructions

Quick start instructions for popular filters:

1. Set the **Billing Period** (current month).
2. **Flag Status** (unresolved).
3. Option: To limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity**.

[More help](#)

Updated 07/29/2021, Version 10

Search filters

Recommended

☐ Cost Recovery

☐ Flag Assigned to me

☐ Flag Assignee

☐ Flag Issue

☐ Flag Status

☐ Flag Type

☐ Flag Unassigned

Optional

☒ Account is Active

☐ Account Name

Account is Active

equals

Active

Inactive

Bill is Void

equals

Void

Not Void

Chargeback Bill

equals

Yes

No

Report 27

Hands-on exercise

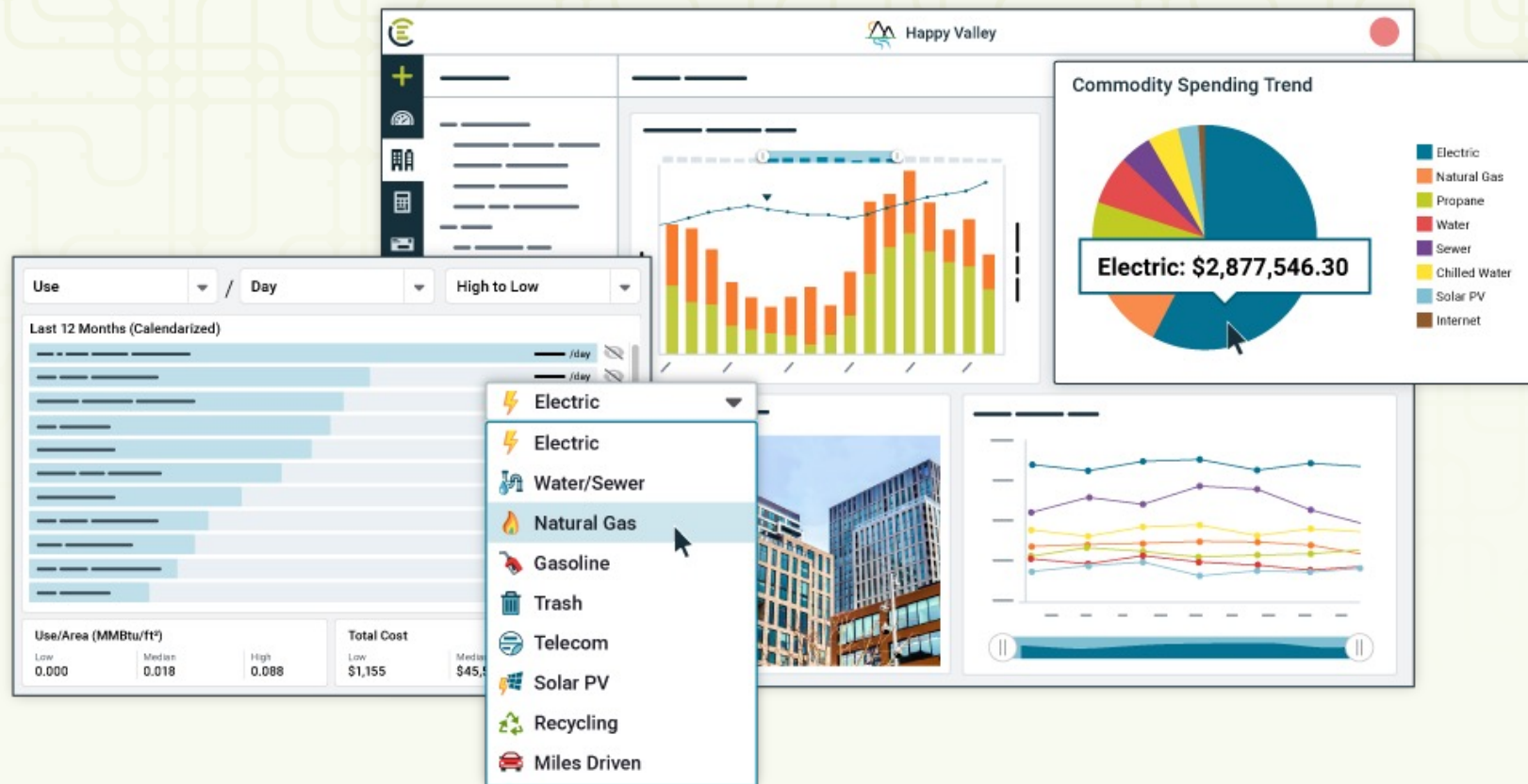
1. In the Reports module.
2. Select **Report 27 - Bill Flags**.
3. Review the instructions at the top.
4. Set the filters and run the report.

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?

Session Survey

conferences.energycap.com/surveys

