

# Accounting Workflow

CATALYST 





# 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

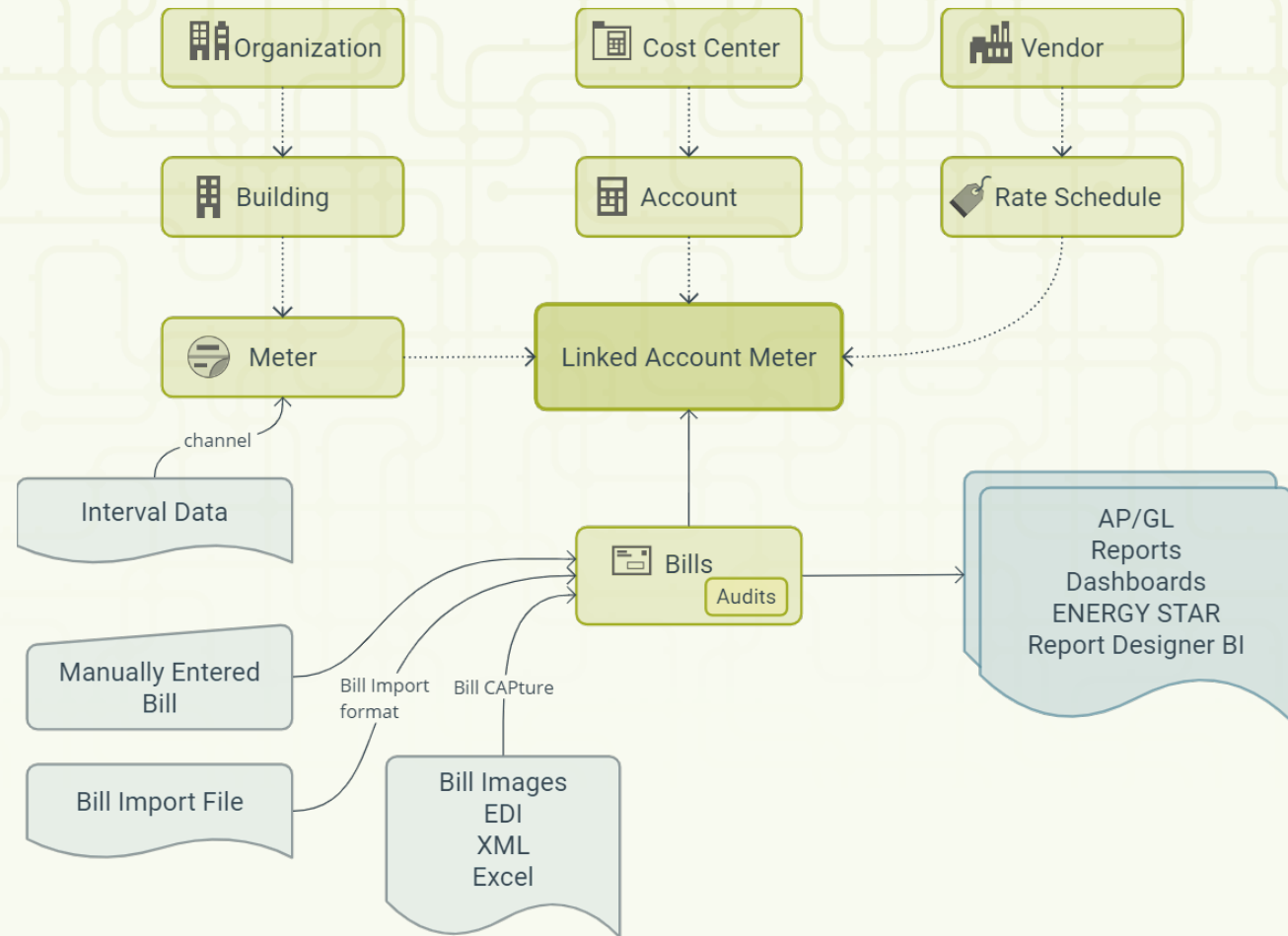
What is an Accounting Workflow and why would my organization use it?

- 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 #	<input type="text" value="862333699"/>	SubCode6	<input type="text"/>
SubCode2	<input type="text"/>	SubCode7	<input type="text"/>
SubCode3	<input type="text"/>	SubCode8	<input type="text"/>
SubCode4	<input type="text"/>	SubCode9	<input type="text"/>
SubCode5	<input type="text"/>	SubCode10	<input type="text"/>

# 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.

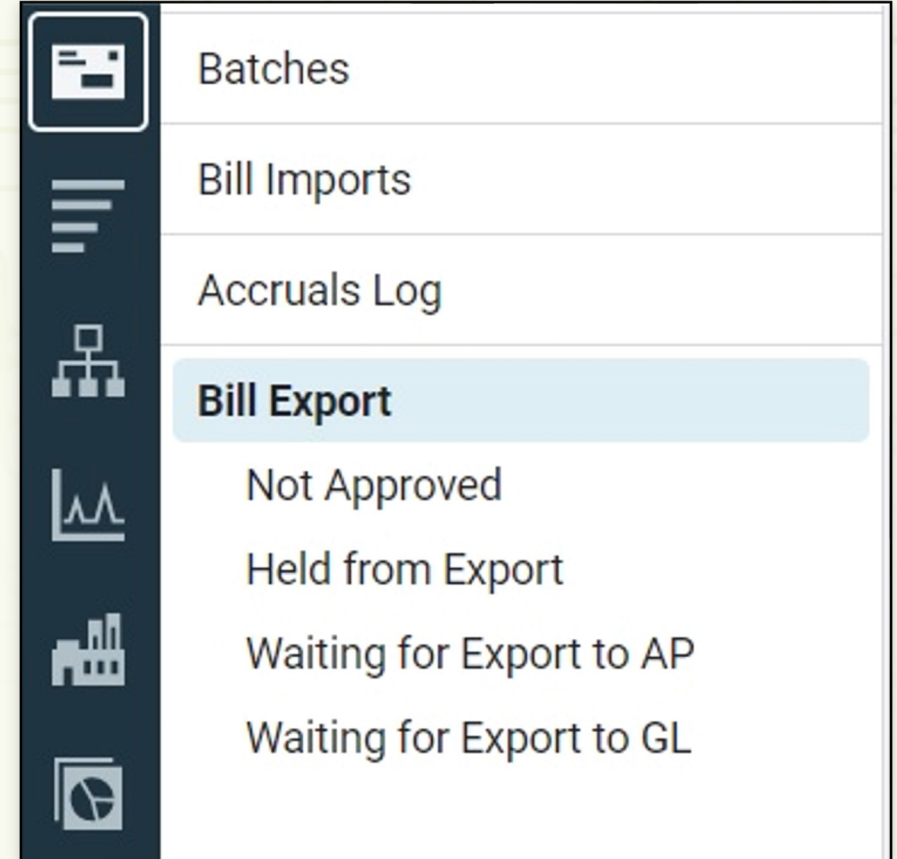
Export bills after approval.

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, and Bill Export (which is highlighted with a blue background). Below Bill Export, there are four sub-items: Not Approved, Held from Export, Waiting for Export to AP, and Waiting for Export to GL.

	Batches
	Bill Imports
	Accruals Log
	<b>Bill Export</b>
	Not Approved
	Held from Export
	Waiting for Export to AP
	Waiting for Export to GL

# Bills Module Bill Lists

## Waiting for Export

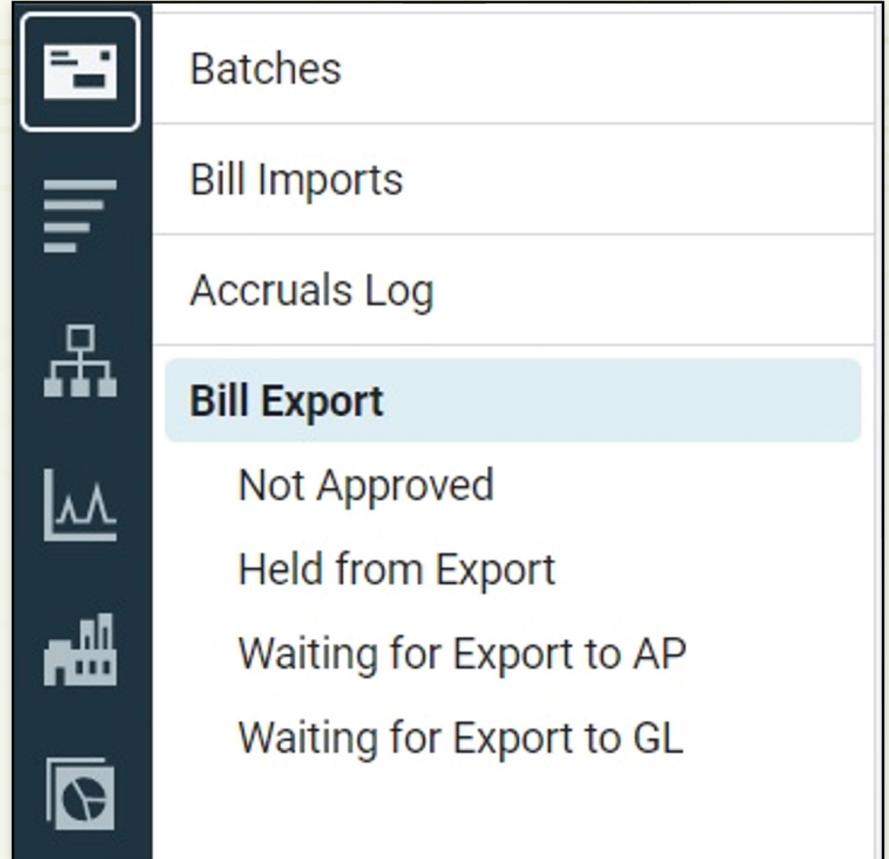
Bills that are ready for export, per the Export Settings.

- **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.

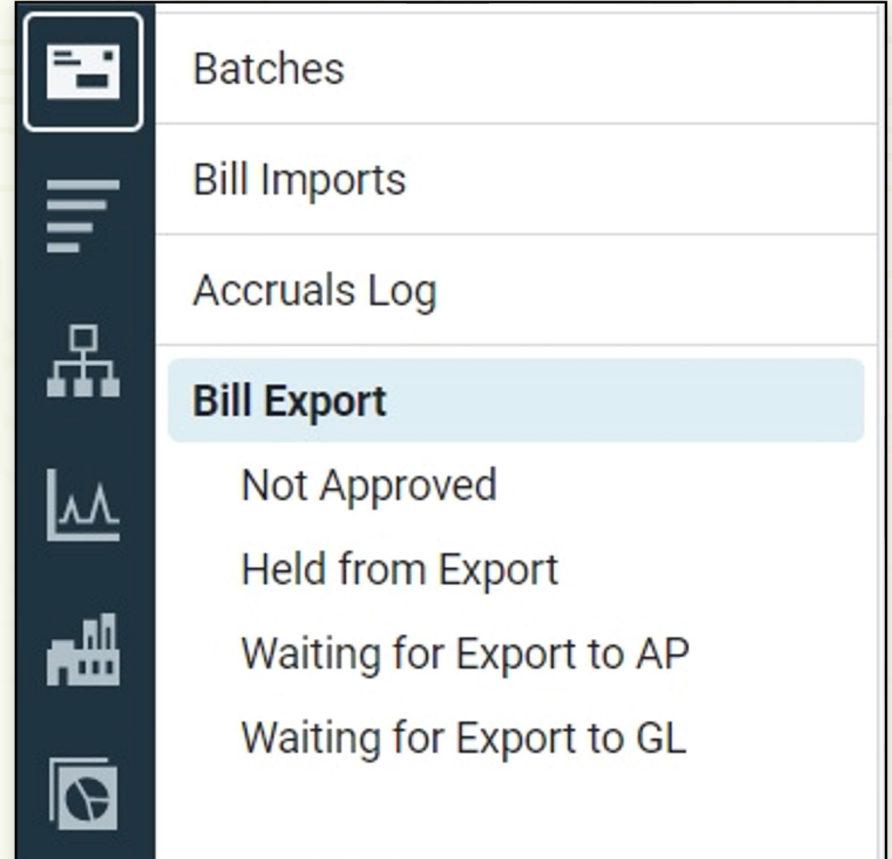
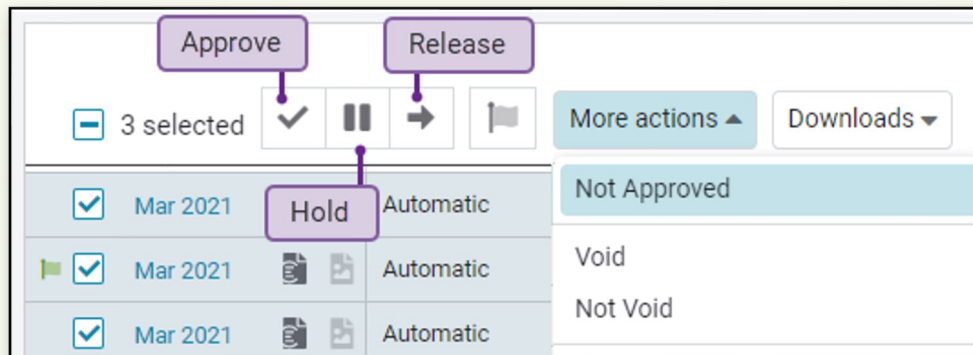
	Batches
	Bill Imports
	Accruals Log
	<b>Bill Export</b>
	Not Approved
	Held from Export
	Waiting for Export to AP
	Waiting for Export to GL

# Bills Module Bill Lists

## Not Approved

Bills that are not yet approved for export.

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

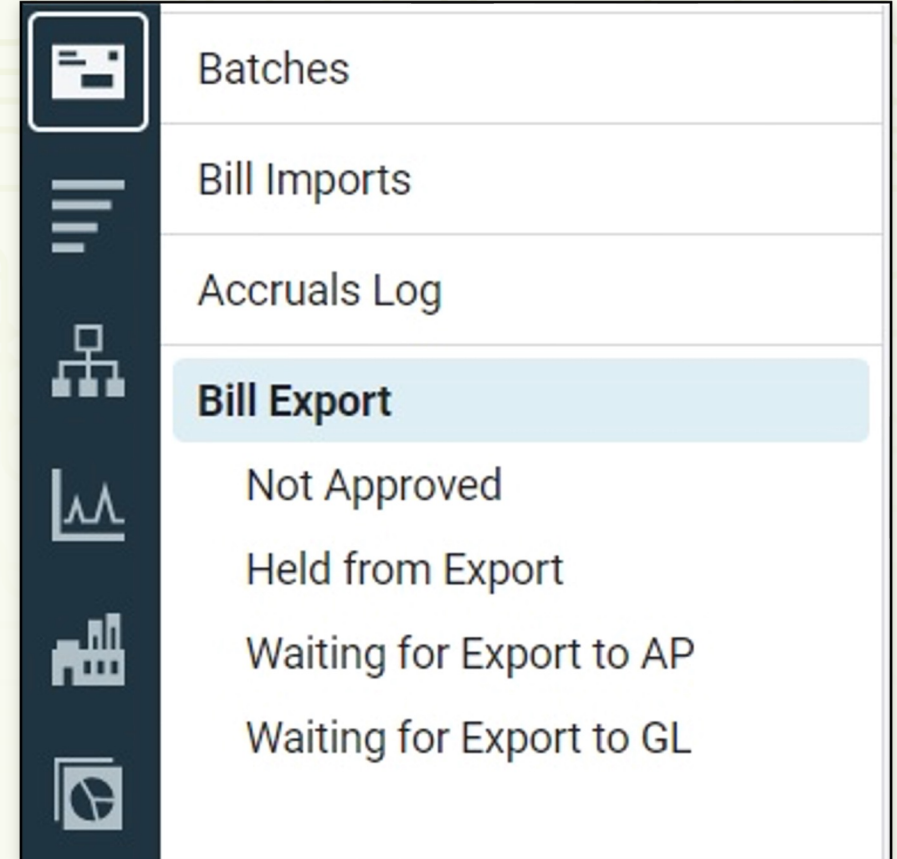
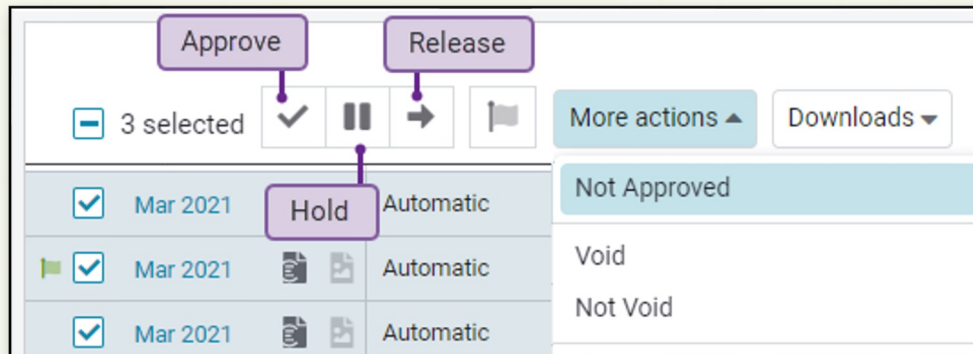


# Bills Module Bill Lists

## 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**.

<b>High use per day</b> Use per day is higher than expected based on prior bills on the same meter	<div>SkipFlagFlag &amp; Hold</div>
Minimum meter total cost \$ 500	Default assignees Search for one or more users
<b>High cost per day</b> Cost per day is higher than expected based on prior bills on the same meter	<div>SkipFlagFlag &amp; Hold</div>
Minimum meter total cost \$ 500	Default assignees Search for one or more users
<b>Flagged line item type found</b> Bill contains one of the following line item types	<div>SkipFlagFlag &amp; Hold</div>
<b>Flagged line item description found</b> Bill contains one of the following line item descriptions (captions)	<div>* Late Fee<div>SkipFlagFlag &amp; Hold</div></div>
<b>Total cost mismatch</b> Calculated total bill cost does not match provided total bill cost from the following line item types	<div>Late Fee +<div>SkipFlagFlag &amp; Hold</div></div>



# 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									
<input checked="" type="checkbox"/> 50 selected <a href="#">Select all 6685 bills</a> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> More actions ▾ Downloads ▾ Export ▲									
<input checked="" type="checkbox"/>	Jan 2018	 	0001 92966-515719	02/01/2018	06/02/2018	Export Selected Bills to AP Download Sample File		/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						
<div>1 selected</div> <div><div>✓</div><div>⏏</div><div>→</div><div>🚩</div><div>More actions ▲</div><div>Downloads ▼</div></div>						
<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

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	<a href="#">export_ap_20230224_033356.txt</a> 	50 bills	exported to AP  

1

50

Items Per Page

Mark bills as not exported to AP



# Accounting Interface

# Accounting Interface

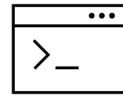
EnergyCAP builds an Accounting Interface based on your unique accounting requirements.

- 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.



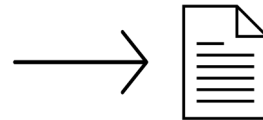
# Accounting Interface

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:

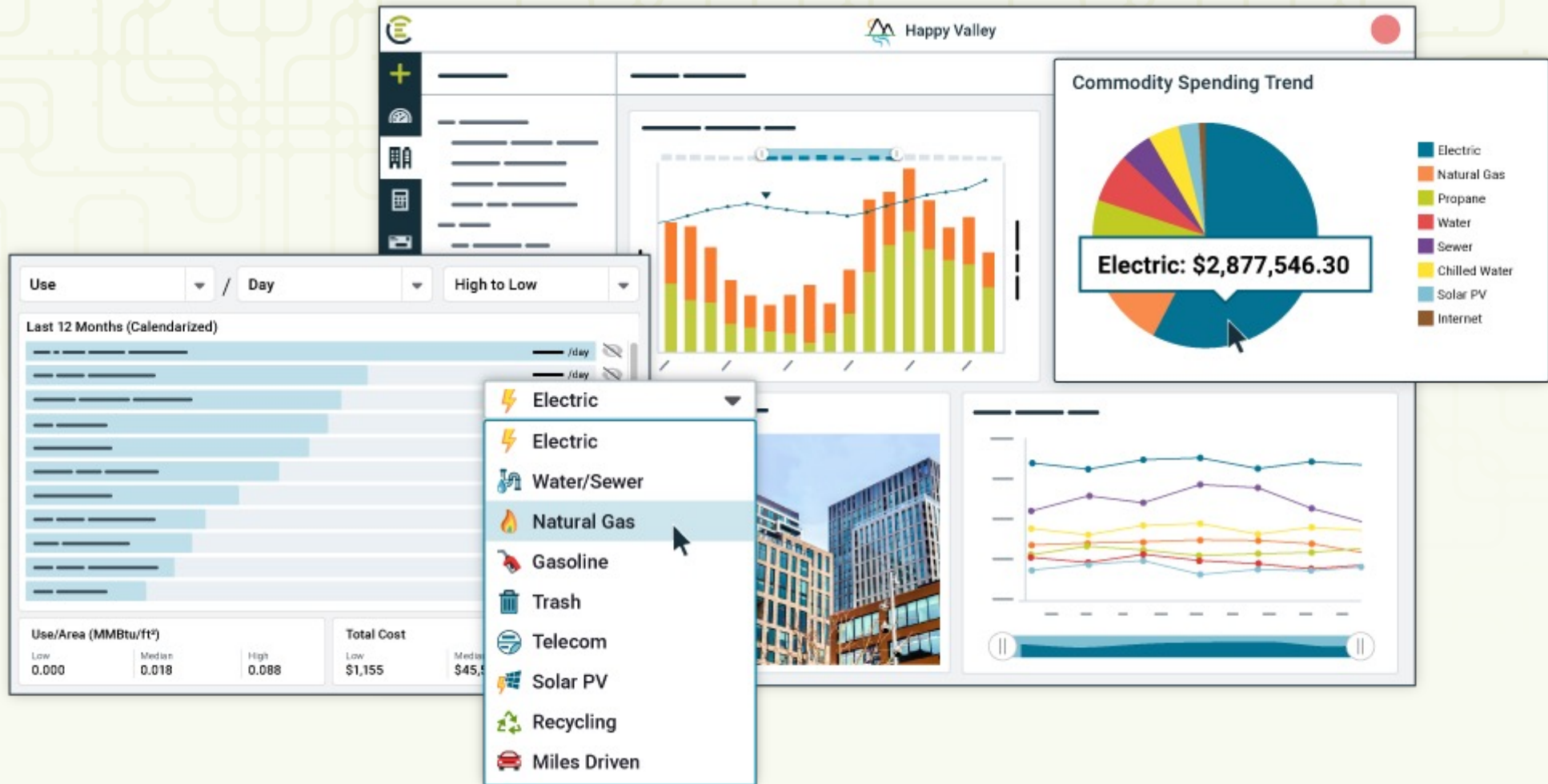
- EnergyCAP Bill ID
- Check Number
- Check Date
- Pay Status
- Cleared Date
- Accounting Period

## PDF Images for Accounting Import

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



# Wrap Up



# Questions?

I am available all week if you want to chat.



# Session Survey

[conferences.energycap.com/surveys](https://conferences.energycap.com/surveys)

