

Chargebacks

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!**

What is a chargeback bill?

A chargeback bill is **generated in EnergyCAP**. It's not a bill you get from a utility vendor.

Other names for chargebacks include:

- Bill splits
- Cost allocations
- Campus distributions
- Bill calculations
- Tenant allocations

EnergyCAP chargeback bills can be created as **cost-only**, **use-only**, or **cost and use bills**



Common reasons for chargebacks

Cost allocation of vendor bills to **multiple departments**

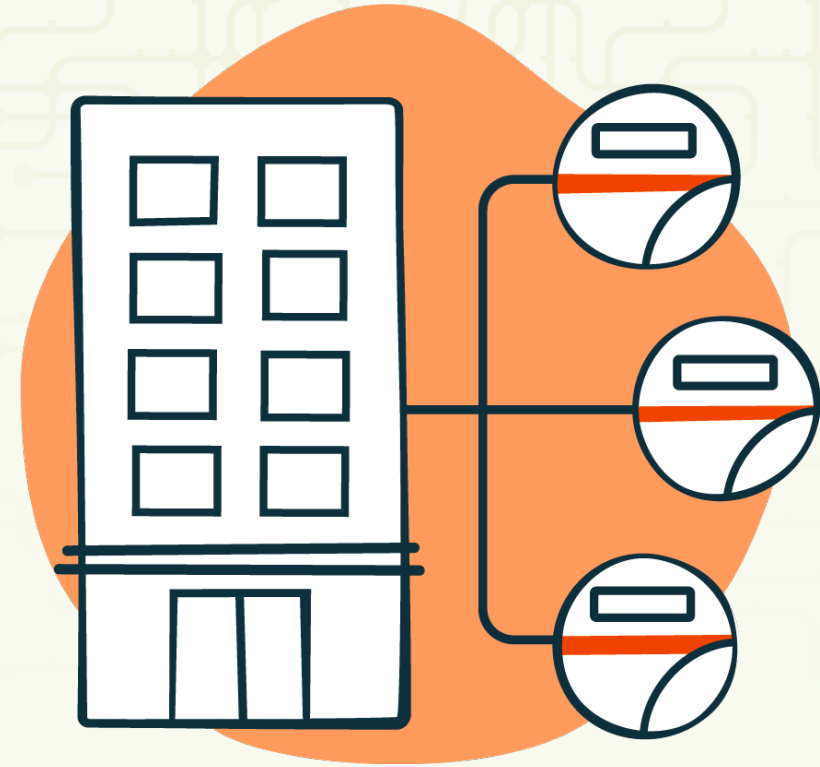
Assign utility costs to specific **projects, grants, and special activities**

Create bills for **tenants**

Energy plant calculations and **campus distribution** tracking

True-up financial transactions

Detailed **facility tracking and reporting** (e.g., ENERGY STAR, greenhouse gas reporting)



Why does your organization create chargebacks?

**What is your experience
with chargebacks?**



Mastering chargebacks with EnergyCAP

EnergyCAP chargebacks simplify your monthly workflow

Bill splits and calculations are flexible and easy to configure

Bill Calculations

Bill Splits

Chargeback workflows ensure consistency with step-by-step instructions and built-in documentation tailored to your organization

EnergyCAP includes easy options for chargeback setup and maintenance



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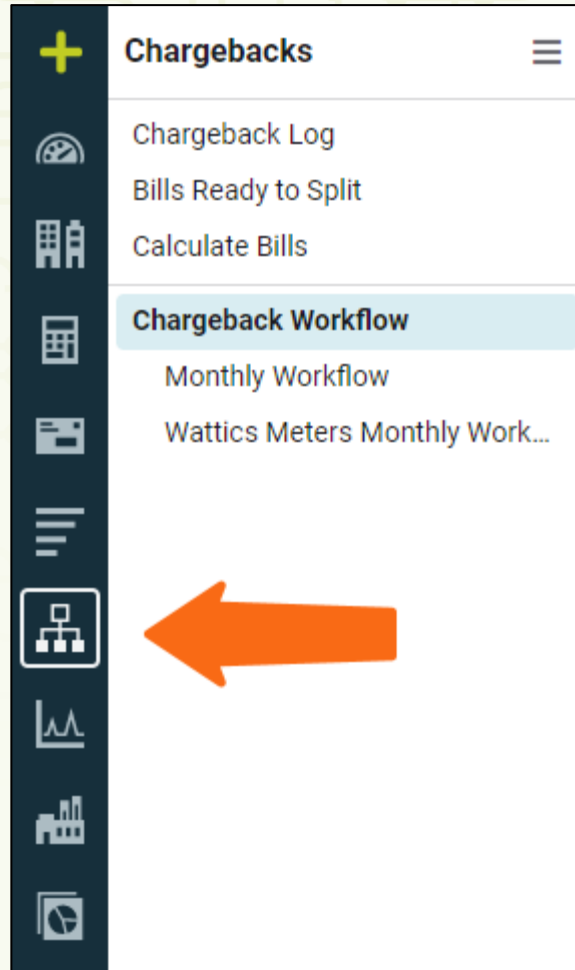
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Bill Splits

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Chargebacks Module



Chargebacks is a licensed feature.

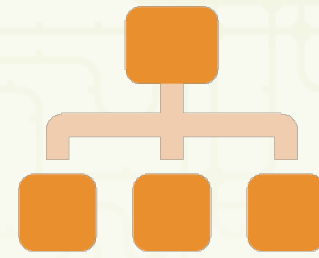
If licensed, the Chargebacks module appears in the module menu on the left-hand side.

If unlicensed, and this functionality is needed, contact your EnergyCAP Sales Account Manager.

EnergyCAP chargebacks are built on three simple, but powerful, features



Bill Calculations
(setup on Meter)



Bill Splits
(setup on Account)

Chargeback Workflows

EnergyCAP chargebacks are built on three simple, but powerful, features

Bill calculations – create a new bill with your own custom calculations
submeters, custom rates, fixed costs, combine bills, and more!

Bill splits – divide any existing bill into one or more smaller bills
percentage splits, dynamic floor area allocation, loss/remainder assignment

Chargeback workflows – organize groups of bill splits and calculations
together into **repeatable monthly steps**

EnergyCAP's enhanced chargeback features

Any meter/account can be configured for chargebacks

Chargeback accounts can be linked to **multiple meters**, and chargeback meters can be linked to **multiple accounts**

Automatic rollup process for interval data (e.g., create monthly bills from hourly data)

Chargebacks can be **easily rolled back**



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Bill Calculations

Meters configured to generate bills based on use, cost, and demand calculations

Bill calculations allow for independent use/cost calculations

**Use
Calculation**

**Cost
Calculation**



Bill Calculations



CALCULATING USE

- Channel readings
- Fixed amount
- Copy the use from another meter
- Summary calculation



Bill Calculations



CALCULATING USE

- Channel readings
- Fixed amount
- Copy the use from another meter
- Summary calculation
- **Wattics data point**

New



Bill Calculations



CALCULATING USE

- Channel readings
- Fixed amount
- Copy the use from another meter
- Summary calculation
- **Wattics data point**

New

CALCULATING COST

- Use x rate schedule
- Use x fixed unit cost
- Use x unit cost from another meter
- Fixed amount
- Copy cost from another meter
- Summary calculation



Newly released!!

Wattics provides **real-time energy and sustainability analytics** – delivering actionable insights and feedback from smart meters, sensors, equipment, and other time-series data sources

When you use Wattics **and** EnergyCAP, you can link an EnergyCAP meter to a Wattics data point and use your real-time data in your bill calculations.



Wattics

An EnergyCAP Solution

Bill Calculations // Setup starts at the **meter** to receive the new bill

Bill Calculation SetupDone

Bill Calculation Version

Meter
 EnergyCAP HQ - ELE01

Account
 360 Discovery Drive - ELE

Version
Original

Workflow step
Not Configured

Effective
since January 2010

Edit Version

Demand

Configure how demand is calculated.

Edit Demand

Use

Configure how use is calculated for the meter. Create a cost only bill by setting the fixed amount to zero.

Both use and cost are required to perform calculations.

Edit Use

Cost

Configure the cost source for this meter.

Both use and cost are required to perform calculations.

Edit Cost

Other Charges



Meter line items and account line items let you add lines to the bill.

Edit Meter Lines


Edit Account Lines



Bill Calculations // Use Configuration

Meter  Twin Pines Mall-ELE01	Account  1060 Twin Pines Blvd - ELE	Version Original	Workflow step Not Configured	Effective since January 2010
--	---	---------------------	---------------------------------	---------------------------------


Use source

☐ Wattics data point 

Choose

[Edit link to Wattics data point](#)

☒ Channel readings

 Choose

☐ Fixed amount

Choose

☐ Copy use from another meter

%

Choose

☐ Calculation

Sum use from

+

Meters or meter groups

Subtract use from

+

Meters or meter groups



Bill Calculations // Cost Configuration

Meter ⚡ Twin Pines Mall-ELE01	Account 🏠 1060 Twin Pines Blvd - ELE	Version Original	Workflow step Not Configured	Effective since January 2010
----------------------------------	---	---------------------	---------------------------------	---------------------------------

Cost source

☒ Use × rate schedule linked to this meter
83 Gen 3Ph

☐ Fixed amount
\$

☐ Calculation
Sum cost from + ▾
Meters or meter groups
Subtract cost from + ▾
Meters or meter groups

☐ Use × fixed unit cost
\$ / Choose ▾

☐ Copy cost from another meter
%
Choose ▾

☐ Use × unit cost from another meter
Choose ▾



Bill Calculations // Demand Configuration

Edit Demand for Bill Calculation

CancelSave

Meter ⚡ Twin Pines Mall-ELE01	Account 🏠 1060 Twin Pines Blvd - ELE	Version Original	Workflow step Not Configured	Effective since January 2010
----------------------------------	---	---------------------	---------------------------------	---------------------------------

Demand source

☐ Wattics data point ⓘ

Choose

[Edit link to Wattics data point](#)

☐ Not configured

☒ Channel readings

* Choose ▼

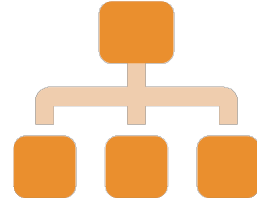
☐ Fixed amount

Choose ▼



What types of use and cost calculations do you use today?

**Let's see bill calculations
in action**



Bill Splits

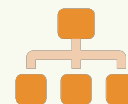
Accounts configured to divide existing bills to one or more destination meters

Bill Splits - three flexible options

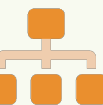


BILL SPLIT OPTIONS

- **Static** – fixed percentages
- **Dynamic** – automatic percentages based on floor area (always 100% split)
- **Advanced** – automatic percentages based on proportional cost/use (always 100% split)



**When would you use each
of the three split types?**




Bill Splits // Setup begins on the **account** to be split

Bill Split Setup


Done

✓ Bill Split Version

Master account

 Central Plant Output - CHW01

Master meter

 Central Plant Output - CHW01

Version

Original

Workflow step

Not Configured

Effective

since January 2010

 Edit Bill Split Version

Bill Split

Configure the bill split percentages. Three types are available:

- Static percentages are manually entered and are not required to total 100%
- Dynamic percentages are calculated based on building area and will always total 100%
- Advanced bill split distributes costs from and to groups of meters

 Edit Bill Split

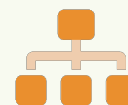
Split method

Static percentage

Static percentage

Dynamic percentage based on area

Advanced bill split



Bill Splits // Options vary based on split type

Split method
Static percentage ▼

Recipients Share = 0% +

* Choose ▼ * Choose % ✕

Split method
Dynamic percentage based on area ▼

Recipients Share +

* Choose ▼ Choose ft² × 1 ✕







Split method
Advanced bill split ▼

Recipients







* Choose ▼ Split source cost ▼ Share based on recipients' cost ▼









Chargebacks Icons

Chargeback Type	Accounts	Meters
Bill Calculation		
Bill Split Source		
Bill Split Destination		







Chargebacks Icons

Chargeback Type	Accounts	Meters
		
		
		







Chargebacks Icons

Chargeback Type	Accounts	Meters
Bill Calculation & Bill Split Master		
		
		

Chargebacks Icons

Chargeback Type	Accounts	Meters
Bill Calculation & Bill Split Master		
Bill Split Master & Receiver		
		

Chargebacks Icons

Chargeback Type	Accounts	Meters
Bill Calculation & Bill Split Master		
Bill Split Master & Receiver		
Bill Calculation & Bill Split Receiver		

**Let's see bill splits
in action**



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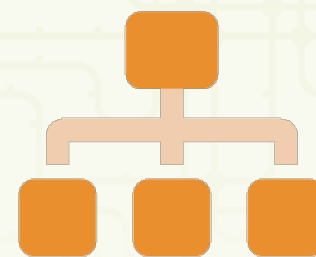
Chargeback Workflows

Bill calculations and bill splits organized into **step-by-step actions** for processing

Chargeback workflows **SIMPLIFY** your chargeback process



Bill Calculations
(setup on Meter)



Bill Splits
(setup on Account)

Chargeback Workflows

Features of EnergyCAP chargeback workflows

Provide **order, structure,** and **documentation** to your chargeback process

Step-by-step guide to process and verify chargeback bills

Group similar chargebacks together for easy processing
(e.g., vendor bill splits, submeter calculations, energy plant distributions)

Flexible—configure as many workflows and steps as you need

Increase visibility across your team

Easily reversible

Configure workflow steps based on your monthly process

Edit Chargeback Workflow

Cancel

Save

Name

Tenant Billing

Step

Description

+



1 Split Irrigation (fixed percentages)

Split reclaimed water used for irrigation across properties - fixed percentages based on lot size

Split



2 Split Outdoor Lighting (dynamic percentages)

Split common electric use: pavilion and outdoor lighting - dynamic percentages based on floor area

Split



3 Calculate Steam Plant Output/Cost

Calculate plant output based on readings and aggregate input costs

Calculate



4 Calculate Steam Use per Building

Calculate building-by-building use based on steam readings

Calculate



5 Calculate Steam Losses

Calculate the difference between produced steam and measured tenant steam use

Calculate



6 Allocate Steam Losses Proportionally

Proportionally distribute steam losses back to tenants based on monthly measured steam use

Split



Follow the workflow steps each month—analyze results as you go

Monthly Electric Workflow



Done

Billing period

March

2022

1 2 3 4 5

1 Combine vendor bills

Combine vendor bills together for monthly use/cost



Meter	This step	Mar 2022	Use	Mar 2021	Feb 2022	Unit Cost	Cost
Vendor Sum	1 bill	1 bill	1,600,000.00 kWh		▲ 39 %	\$ 0.125/kWh	\$ 200,000.00

Batch	Succe...	Flags	Errors
20220412_094432_Calculation...	1 bill		

2 Submeter bills

Calculate monthly bills based on park submeters



Meter	This step	Mar 2022	Use	Mar 2021	Feb 2022	Unit Cost	Cost
Submeter: B:	1 bill	1 bill	500,000.00 kWh		0 %	\$ 0.125/kWh	\$ 62,500.00
Submeter: Di	1 bill	1 bill	690,000.00 kWh		▲ 97 %	\$ 0.125/kWh	\$ 86,250.00
Submeter: Ki	1 bill	1 bill	380,000.00 kWh		▲ 52 %	\$ 0.125/kWh	\$ 47,500.00

Batch	Succe...	Flags	Errors
20220412_095016_Calculation...	1 bill		
20220412_094437_Calculation...	2 bills	1 error...	

3 Loss/Remainder

Difference between vendor bills and submeter bills









Meter	This step	Mar 2022	Use	Mar 2021	Feb 2022	Unit Cost	Cost
Vendor Rem:	1 bill	1 bill	1,600,000.00 kWh		▲ 39 %	\$ 0.003/kWh	\$ 4,000.00

Batch	Succe...	Flags	Errors
20220412_095354_Calculation...	1 bill		

Identify billing issues, outliers, and missing data with each workflow step



1 Calculate Submeter Bills at Stores

Calculate electricity and natural gas bills for submeters at each store

Meter	This step	Jun 2018	Use	Jun 2017	May 2018	Unit Cost	Cost
 SUB-SW-LA MALL-STORE A-ELE01	1 bill	1 bill	39,117.23 kWh	▼ 15 %	▲ 37 %	\$ 0.110/kWh	\$ 4,305.38
 SUB-SW-LA MALL-STORE A-NG01	1 bill	1 bill	76.90 THERM	▼ 56 %	▼ 59 %	\$ 1.060/THERM	\$ 81.49
 SUB-SW-LA MALL-STORE B-ELE01	1 bill	1 bill	41,814.97 kWh	▼ 15 %	▲ 37 %	\$ 0.110/kWh	\$ 4,602.30
 SUB-SW-LA MALL-STORE B-NG01	1 bill	1 bill	92.92 THERM	▼ 56 %	▼ 59 %	\$ 1.060/THERM	\$ 98.47
 SUB-SW-LA MALL-STORE C-ELE01	1 bill	1 bill	40,466.10 kWh	▼ 15 %	▲ 37 %	\$ 0.110/kWh	\$ 4,453.84
 SUB-SW-LA MALL-STORE C-NG01	1 bill	1 bill	105.73 THERM	▼ 56 %	▼ 59 %	\$ 1.060/THERM	\$ 112.05

2 Calculate Common Area Bills

Subtract the submeter bills from the vendor bills to determine use/cost for common areas

Meter	This step	Jun 2018	Use	Jun 2017	May 2018	Unit Cost	Cost
 LA_MALL-COMMON_AREA-ELE01	1 bill	1 bill	13,488.70 kWh	▼ 5 %	▲ 37 %	\$ 0.110/kWh	\$ 1,484.61
 LA_MALL-COMMON_AREA-NG01	1 bill	1 bill	44.86 THERM	▼ 49 %	▼ 59 %	\$ 1.060/THERM	\$ 47.54

Quickly review the status of workflow steps–
any step can be reversed and re-processed

12345

Batch	Success	Flags	Errors
20230421_094835_Calculation...	2 bills		<div></div>

Batch	Success	Flags	Errors
20230421_094841_Split_dwu	17 bills		<div></div>

**Let's see chargeback
workflows in action**



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Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

All chargeback configuration options are available via setup spreadsheets

Download all chargeback settings at once—helpful for team review, documentation, and making bulk updates

Easy to replicate a configuration to multiple accounts/meters

Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

Bill Split Master (Parent)		Static Split Percentages	Dynamic Split Percentages (based on floor area)	Advanced Split
Meter	Account	Destination Meter	Destination Meter	Destination Meter Group
Meter Code	Account Number	Meter Code	Meter Code	Meter Group (select)
CENTRAL_CAMPUS-MAIN-ELE01	CAMPUS-55021936970	SPLT-STUDENT_UNION-FUND_A-ELE_01		
GOV-SUMMARY_METER-ELE01	GOV-SUMMARY_METER-ELE01	GOV-BUILDING_A-ELE02		
		GOV-BUILDING_B-ELE01		
		GOV-BUILDING_B-ELE02		
		GOV-BUILDING_C-ELE02		
PROP-COMMON_AREA-ELE01	PROP-55020012849		SPLT-BLDG H-COMM AREA SHR-ELE	
			SPLT-BLDG I-COMM AREA SHR-ELE	
			SPLT-BLDG J-COMM AREA SHR-ELE	
PROP-COMMON_AREA-NG01	PROP-2693590024		SPLT-BLDG H-COMM AREA SHR-NG	
			SPLT-BLDG I-COMM AREA SHR-NG	
			SPLT-BLDG J-COMM AREA SHR-NG	
PROP-LA_MALL_MASTER-WS01	PROP-4496923	SPLT-PROP-LA MALL-STORE A-WS01		
		SPLT-PROP-LA MALL-STORE B-WS01		
		SPLT-PROP-LA MALL-STORE C-WS01		
PROP-MASTER_WATER/SEWER-WS01	PROP-0304-000211.02		SPLT-BLDG H-WS01	
			SPLT-BLDG I-WS01	
			SPLT-BLDG J-WS01	
STEAM_REMAINDER_SUMMARY	STEAM_REMAINDER_SUMMARY			Steam Submeters
SUB-STUDENT_UNION_ELE_01	SUB-STUDENT_UNION_ELE_01		SUB-CLASSROOM_ELE_01	
			SUB-LABORATORY_ELE_01	
SUB-STUDENT_UNION_NG_01	SUB-STUDENT_UNION_NG_01	SPLT-STUDENT_UNION-FUND_A-NG_01		
		SPLT-STUDENT_UNION-FUND_B-NG_01		
SUB-STUDENT_UNION_STM_01	SUB-STUDENT_UNION_STM_01	SPLT-STUDENT_UNION-FUND_A-STM_01		
		SPLT-STUDENT_UNION-FUND_B-STM_01		
SUB-STUDENT_UNION_WS_01	SUB-STUDENT_UNION_WS_01	SPLT-STUDENT_UNION-FUND_A-WS_01		
		SPLT-STUDENT_UNION-FUND_B-WS_01		

Create, review, and update all chargeback settings with EnergyCAP setup spreadsheets

Calculated Bill Details		Calculated Bill Use	Calculated Bill Cost	Calculated Bill Demand	Add Meter Lines	Add Account Lines
Meter	Account	Channel Readings	Rate Schedule	Channel Readings	Meter Line to Add	Account Line to Add
Meter Code	Account Number	Channel Type (select)	Use Rate Schedule from this Meter	Channel Type (select)	Fixed Amount, Percentage, or Subtotal	Fixed Amount or Percentage
70004760-GASOLINE-DOT-01	70004760-DOT		Use Meter's Rate Schedule			
BILL_CAPTURE_EXAMPLE-ELE01	53-8579215-2					
GOV-SUMMARY_METER-ELE01	GOV-SUMMARY_METER-ELE01					
LA_MALL-COMMON_AREA-ELE01	LA_MALL-COMMON_AREA-ELE01					
LA_MALL-COMMON_AREA-NG01	LA_MALL-COMMON_AREA-NG01					
STEAM_PLANT_ELE_01	65409234-23					
STEAM_REMAINDER_SUMMARY	STEAM_REMAINDER_SUMMARY					
SUB-CLASSROOM_ELE_01	SUB-CLASSROOM_ELE_01	Reading Use			Subtotal	
					Fixed Amount	
SUB-CLASSROOM_NG_01	SUB-CLASSROOM_NG_01	Reading Use				
SUB-CLASSROOM_STM_01	SUB-CLASSROOM_STM_01	Reading Use				
SUB-CLASSROOM_WS_01	SUB-CLASSROOM_WS_01	Reading Use				
SUB-GYMNASIUM_ELE_01	SUB-GYMNASIUM_ELE_01	Reading Use				Percentage
SUB-GYMNASIUM_NG_01	SUB-GYMNASIUM_NG_01	Reading Use				
SUB-GYMNASIUM_STM_01	SUB-GYMNASIUM_STM_01	Reading Use				
SUB-GYMNASIUM_WS_01	SUB-GYMNASIUM_WS_01	Reading Use				
SUB-LABORATORY_ELE_01	SUB-LABORATORY_ELE_01	Reading Use				
SUB-LABORATORY_NG_01	SUB-LABORATORY_NG_01	Reading Use				
SUB-LABORATORY_STM_01	SUB-LABORATORY_STM_01	Reading Use				
SUB-LABORATORY_WS_01	SUB-LABORATORY_WS_01	Reading Use				
SUB-MUSIC_ELE_01	SUB-MUSIC_ELE_01	Reading Use				
SUB-MUSIC_NG_01	SUB-MUSIC_NG_01	Reading Use				

Chargebacks Help Documentation

Happy Valley

Chargebacks

- Chargeback Log
- Bills Ready to Split
- Calculate Bills
- Chargeback Workflow**
 - Monthly Workflow
 - Wattics Meters Monthly Work...

Chargeback Workflow

- Workflow
- Monthly Workflow
- Wattics Meters Monthly Workflow

SUGGESTED TOPICS

- Bill Calculation Overview
- Bill Split Overview
- Chargeback Version
- Chargeback Workflow
- Chargebacks Overview

HELP

- Help Center
- Request Feature
- Contact Support

INFORMATION

- Getting Started Tour
- About



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BONUS TOPICS!!!

Bonus Chargeback Topics

Report 09a - Invoice Report

Report Distributions to support chargeback billing

Including account and meter charges on calculated bills

Chargeback versions

Bonus Demo!



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BONUS TOPICS!!!

Questions?

Session Survey

conferences.energycap.com/surveys

