

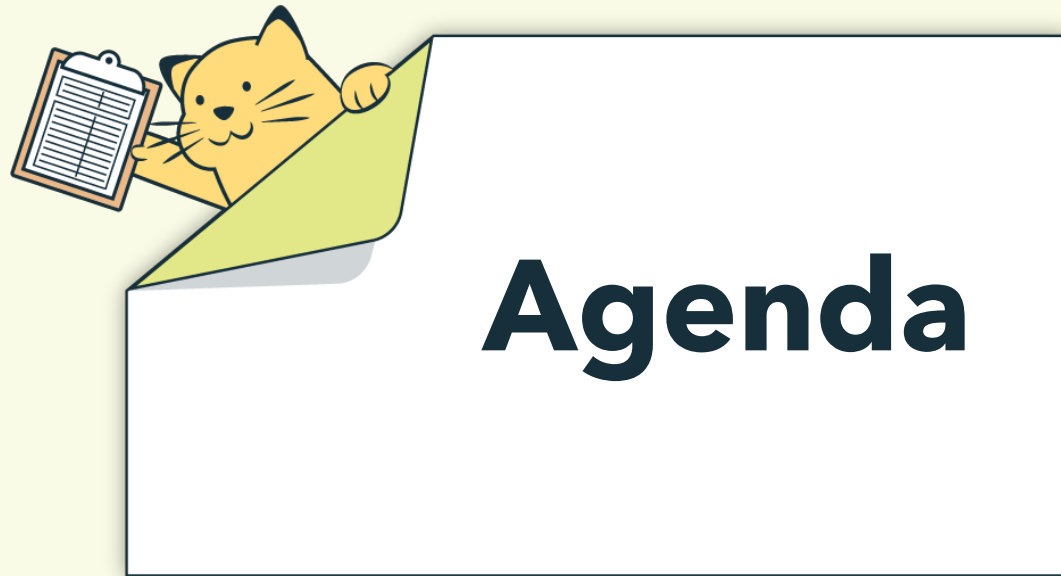
How do I manage my utility bill data?



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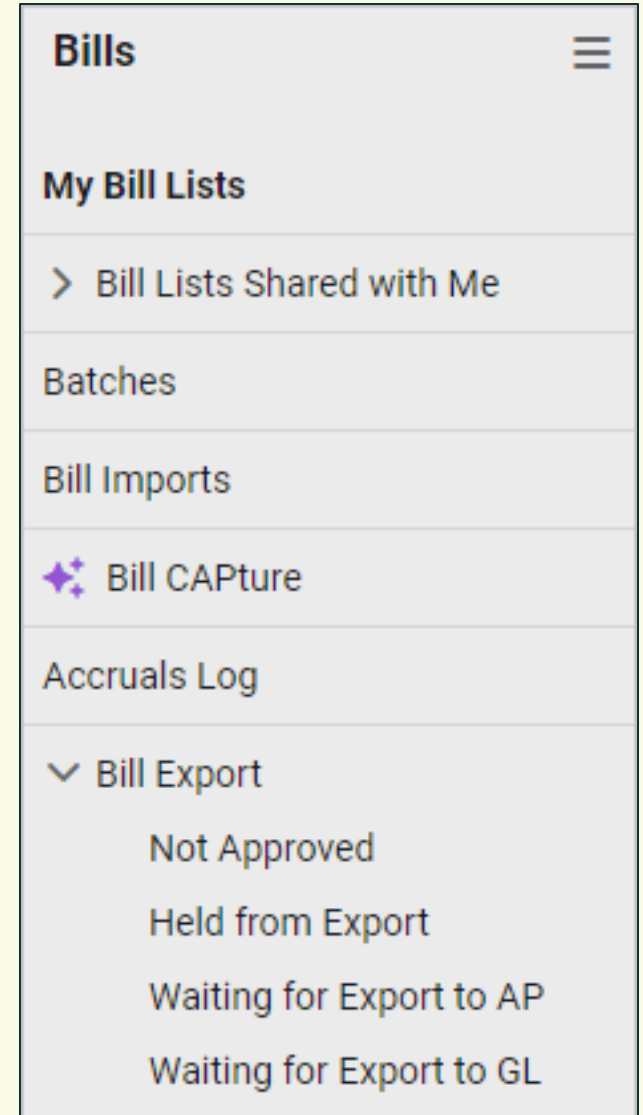
- ✓ Bills module
- ✓ Batches
- ✓ Module menu
- ✓ Bill lists
- ✓ Bill import
- ✓ Accruals
- ✓ Bill export
- ✓ Wrap-up: Q&A, raffle drawing, and survey

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:

- ✓ My Bill Lists
- ✓ Bill Lists Shared with Me
- ✓ Batches
- ✓ Bill Imports
- ✓ Bill CAPture
- ✓ **Accruals Log**
 - ✓ *Licensed feature*
- ✓ **Bill Export**
 - ✓ *Licensed feature*



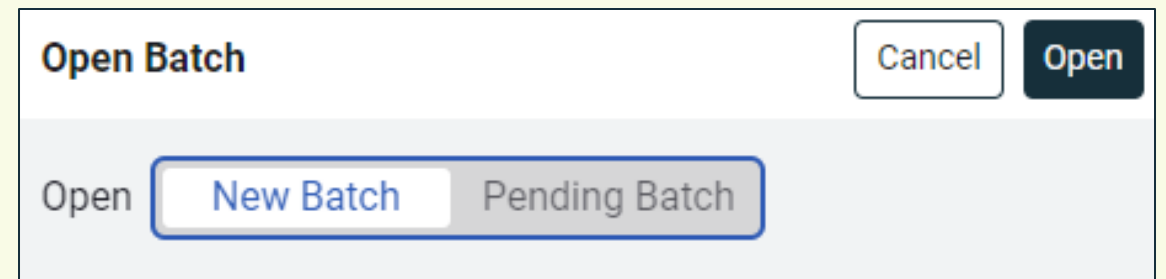
Batches

Batches help you simplify workflow processes and reporting.

- ✓ Each batch **belongs to only one user.**
- ✓ Each user can only have **one open batch.**
- ✓ Each batch has a bill list.
- ✓ You can make a batch pending at any time, and more than 1 pending batch can be created.

A batch can be closed at any time but cannot be reopened.

Note: Deleting a batch deletes all the of the bills in that batch.



The screenshot shows a modal dialog box titled "Open Batch". In the top right corner, there are two buttons: "Cancel" and "Open". The "Open" button is dark blue with white text, while "Cancel" is white with a grey border. Below the title bar, there is a light blue area containing the word "Open" on the left and a rounded rectangle on the right. Inside this rounded rectangle are two buttons: "New Batch" (white with blue text) and "Pending Batch" (grey with grey text).

Hands-on exercise #1: Batches

Directions:

1. Click on **Batches**.
2. Click **Open New Batch**.
3. Add **your initials** to the batch name.
4. Change the status of your batch to **pending**.

Hands-on exercise #1: Batches

+

Bills

☰

My Bill Lists

▼ Bill Lists Shared with Me

City of HV - Unresolved FI...

Estimated Bills from Vend...

Batches

Bill Imports

Bill CAPture

Accruals Log

▼ Bill Export

Not Approved

Held from Export

Waiting to Export for Pay...

Waiting for Export to GL

Batches

Batch

Search by name

Last opened by

Search users

Opened between

MM/DD/YYYY

–

MM/DD/YYYY

Reports

All

Open New Batch

Batch	Status ?	Last opened by	Opened	Closed	Bills	Flags	Total cost	
> 20240507_david.ulmer@energycap.com	Open ▼	David Ulmer	05/07/2024		210 bills		\$123,668,02...	Actions ▼ +
20240507_082046_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	0 bills		\$0.00	Actions ▼ +
20240507_080923_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	1 bill		\$9,966.09	Actions ▼ +
20240507_080907_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	6 bills		\$22,290.81	Actions ▼ +
20240507_080900_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	1 bill		\$0.00	Actions ▼ +
20240507_080847_Split_david.ulmer@energyc...	Closed	David Ulmer	05/07/2024	05/07/2024	71 bills	5 🚩	\$112,287.74	Actions ▼ +
20240507_080837_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	7 bills		\$18,509.77	Actions ▼ +
20240507_080755_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	205 bills		\$375,425.53	Actions ▼ +
20240507_080750_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	2 bills		\$2,114,995.53	Actions ▼ +
20240507_080743_Calculation_david.ulmer@...	Closed	David Ulmer	05/07/2024	05/07/2024	5 bills		\$2,005,106.20	Actions ▼ +

3

Open Batch Cancel Open

Batch

Batch Name - LR

4

Status ?

Open ▲

Pending

Participation quiz

True or False: A batch belongs to only one user, with only one batch open at a time.

- **True**

True or False: A Closed batch can be re-opened.

- **False.** A Closed batch cannot be re-opened.

In which module can you find **Batches**?

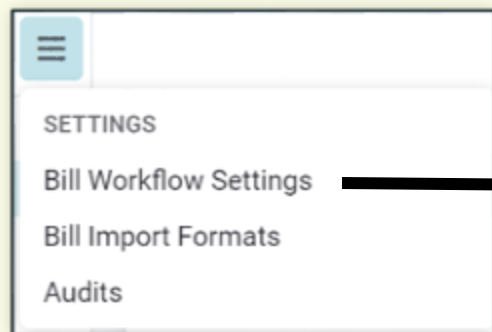
- **Bills module**

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



Bill Workflow Settings Done

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.

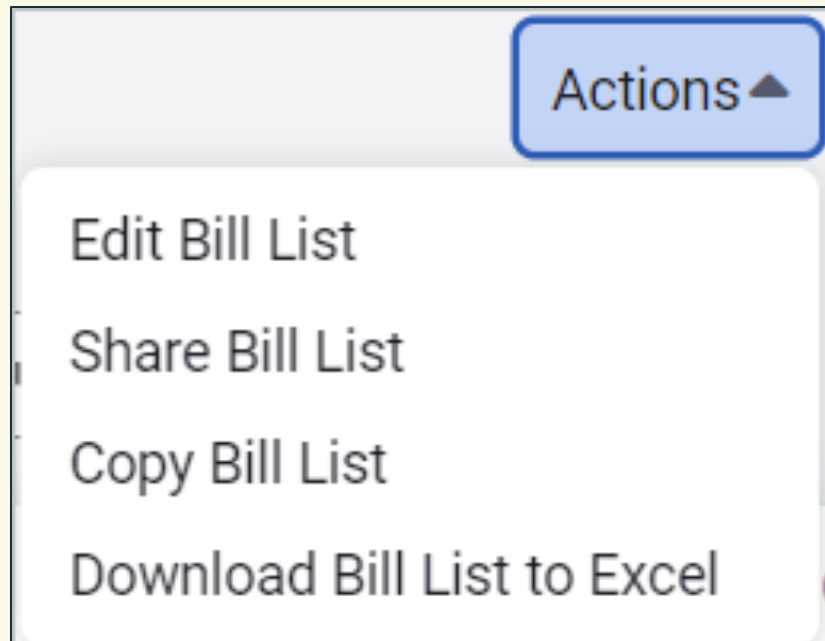
[Download INI File ?](#)

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**. These actions include:



Bill lists can be organized and distributed using these features:

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

Participation Quiz

True or False: Bill lists help you find bills and take actions on them.


- True

What **four actions** can be taken on a bill list?

- 1) Edit
- 2) Share
- 3) Copy
- 4) Download to Excel

Hands-on exercise #2: Bill lists

Directions:

1. Click **My Bill Lists**.
2. Create a **new bill list** by clicking plus icon 
3. Enter a **name** for your bill list.
4. Enter a **description** for your bill list.

Hands-on exercise #2: Bill lists

Bills

My Bill Lists

▼ Bill Lists Shared with Me

City of HV - Unresolved Fl...

Estimated Bills from Vend...

My Bill Lists

Search by Bill List Name

Bill List	Description
You have no bill lists	

Add New Bill List

CancelSave

Name is required

Description

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 UtilityManagement 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

Date format

1900 Electric

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

↑
↓

Tax

Adjustment Tax

\$

Column M

Bill import formats


The bill import format helps you import a bill file that always has the same format each month.

Map your columns, and the same mapping (bill import format) is applied each time you upload your file.

1. Select your file.
2. Select the format.
3. A best practice is to have the import in its own batch.
4. Add a comment if needed.

Import Bills

CancelImport

 **Note:** If the import contains errors, the batch is marked as pending. [Change settings.](#)

File

* .csv, .xlsx, or .zipBrowse?

Format

1900 Electric?

[Open bill import formats](#)

Batch

* Select?

Comment

[Learn more about importing bills](#)

Bill import log

Bill Imports

[Import Bills](#)

Imported between

MM/DD/Y



-

MM/DD/Y



Imported by

Batch

Status



Imported	Imported By	Batch	Import File	Successful	Flags	Errors	Status	
05/07/2024 10:46 am	BILLCAPTURE		Bills_20240507_103...			5 bills	Complete with Errors	
05/07/2024 9:45 am	David Ulmer	20240507_david.ul...	05072024081730_B...	210 bills		0 bills	Successful	
05/06/2024 9:27 am	Douglas Underhill	20240506_dwu	BillImportErrors_05...	33 bills	2	0 bills	Successful	
05/06/2024 9:22 am	Douglas Underhill	20240506_dwu	05062024132151_B...			33 bills	Complete with Errors	
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	125 bills	14	1 bill	Complete with Errors	
05/03/2024 5:13 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	16 bills		0 bills	Successful	
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	62 bills	7	0 bills	Successful	
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	38 bills		3 bills	Complete with Errors	
05/03/2024 5:12 pm	BILLCAPTURE	CityOfHappyValley_...	CityOfHappyValley_...	42 bills	37	1 bill	Complete with Errors	

Hands-on exercise #3: Bill imports

Directions:

1. Click **Bill Imports**.
2. Click **Import Bills**.
3. Click **Learn more about importing bills**.
4. View **Bill import overview** article in Help Center.

Hands-on exercise #3: Bill imports

The screenshot shows the 'Bill Imports' section of the ENERGYCAP interface. A sidebar on the left contains a menu with 'Bills' and 'Bill Imports' highlighted. A modal window titled 'Import Bills' is open in the center, featuring a 'File' input field with a file type selector (set to '*.csv, .xlsx, or .zip'), a 'Browse' button, a 'Format' dropdown menu (set to 'Advanced'), a 'Batch' dropdown menu (set to '* Select'), and a 'Comment' text area. A note at the top of the modal states: 'Note: If the import contains errors, the batch is marked as pending. Change settings.' At the bottom of the modal is a link: 'Learn more about importing bills'. The background shows a table with columns for 'Imported between', 'Imported by', 'Batch', and 'Status'. Red circles with numbers 1 through 4 highlight specific elements: 1 points to the 'Bill Imports' menu item, 2 points to the 'Import Bills' button in the top right, 3 points to the 'Learn more about importing bills' link, and 4 points to the 'Bill import overview' section in the help center.

1

2

3

4

ENERGYCAP | Help Center

UtilityManagement Help

Bill import overview

Bill import lets you import multiple utility bills at one time. It's recommended to import your bills into their own batch. This lets you delete the batch and bills if you have an error.

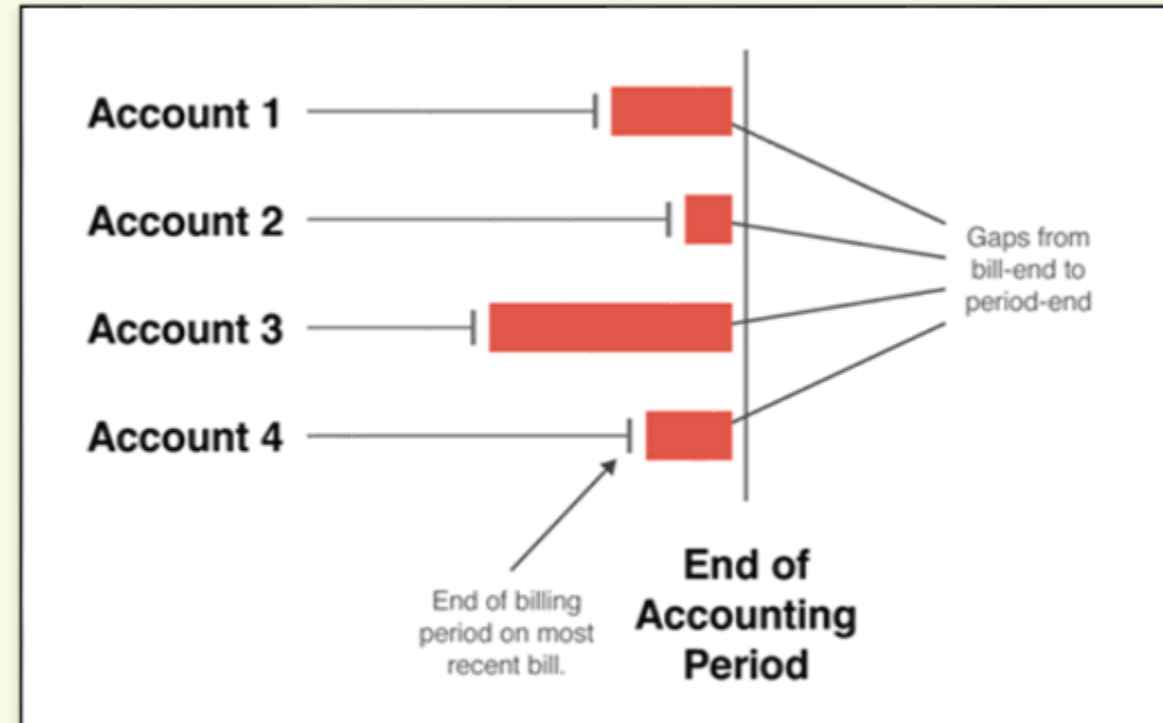
i You can track, manage, and report on imported bills with a [batch](#).

Importing bills varies from simple to complex depending on the granularity of information.

Accruals log

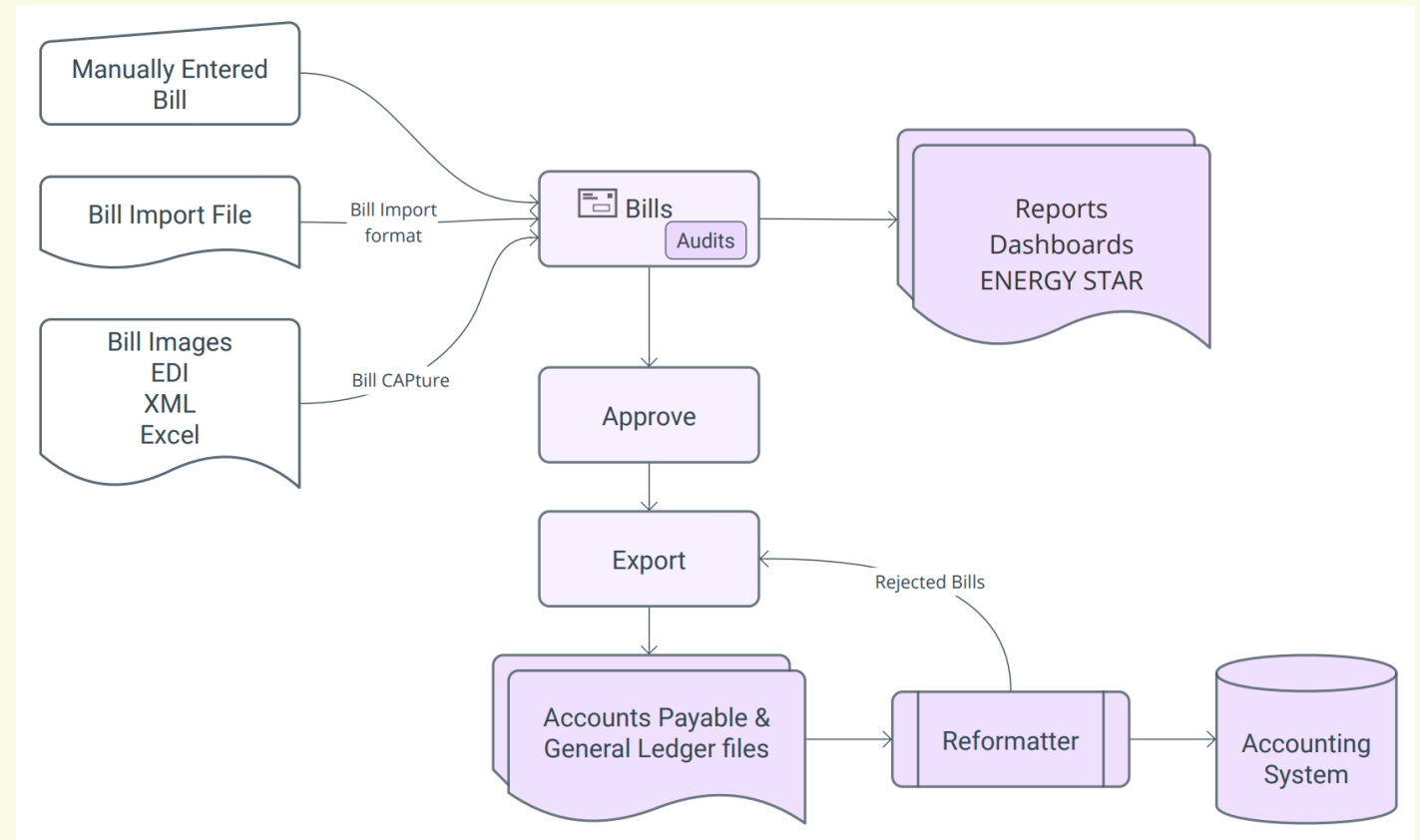
An accrual bill is a gap-filling estimate used to close out an accounting period before you receive the actual utility bills.

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.
- ✓ **Bill export is a licensed feature.**



Participation quiz

Name the **two licensed features** within the bills module.

- Accruals Log
- Bill Export

Wrap-up

- ✓ Bills module
- ✓ Batches
- ✓ Module menu
- ✓ Bill lists
- ✓ Bill import
- ✓ Accruals
- ✓ Bill export



Questions?



CATALYST '24



Session survey