



# CATALYST '24



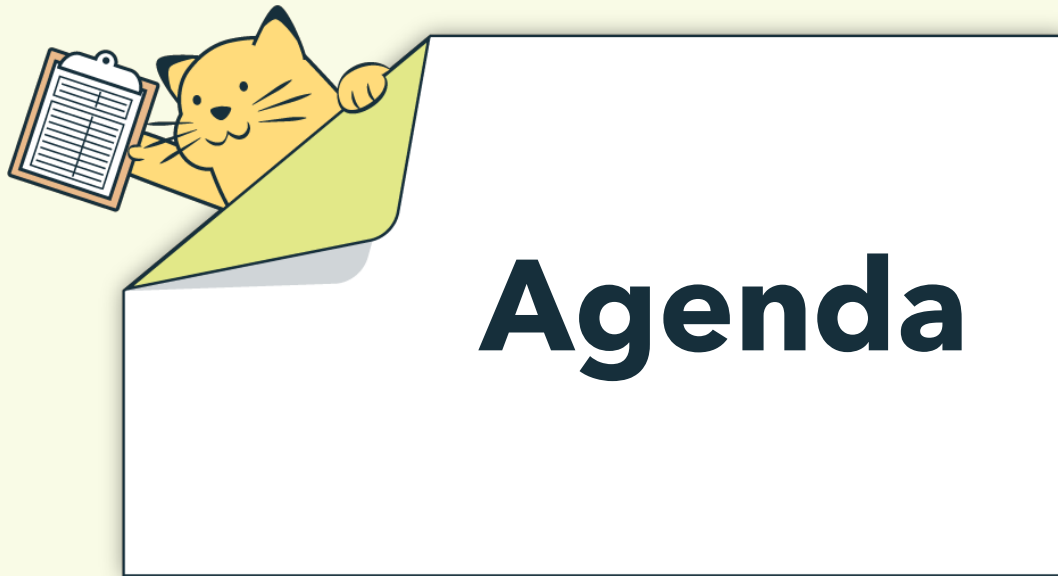
# How do I enter utility bill data?



**Ellen Peck**

Senior Project Manager  
EnergyCAP





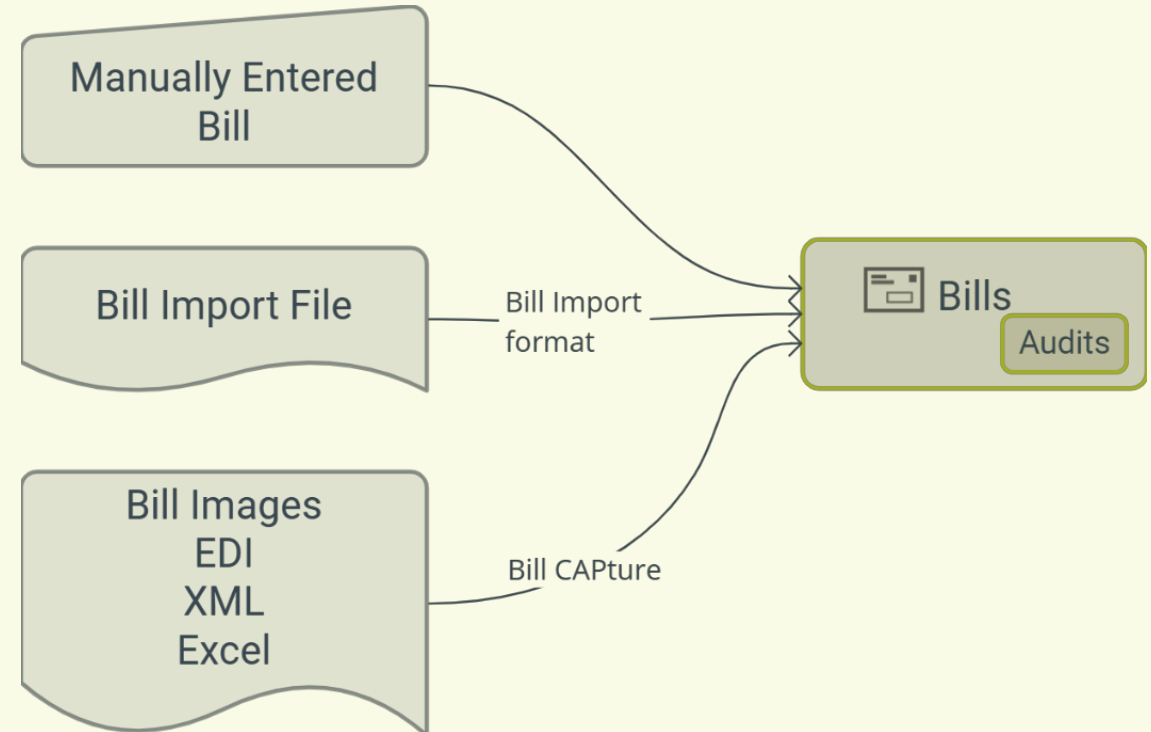
How utility bill data is entered into EnergyCAP UtilityManagement (EUM)

- What a bill looks like in EUM
- Manual bill entry
- Bill import
- Bill CAPture
- Raffle, Q&A, survey

## Enter utility bill data

You can enter utility bill data in a variety of ways.

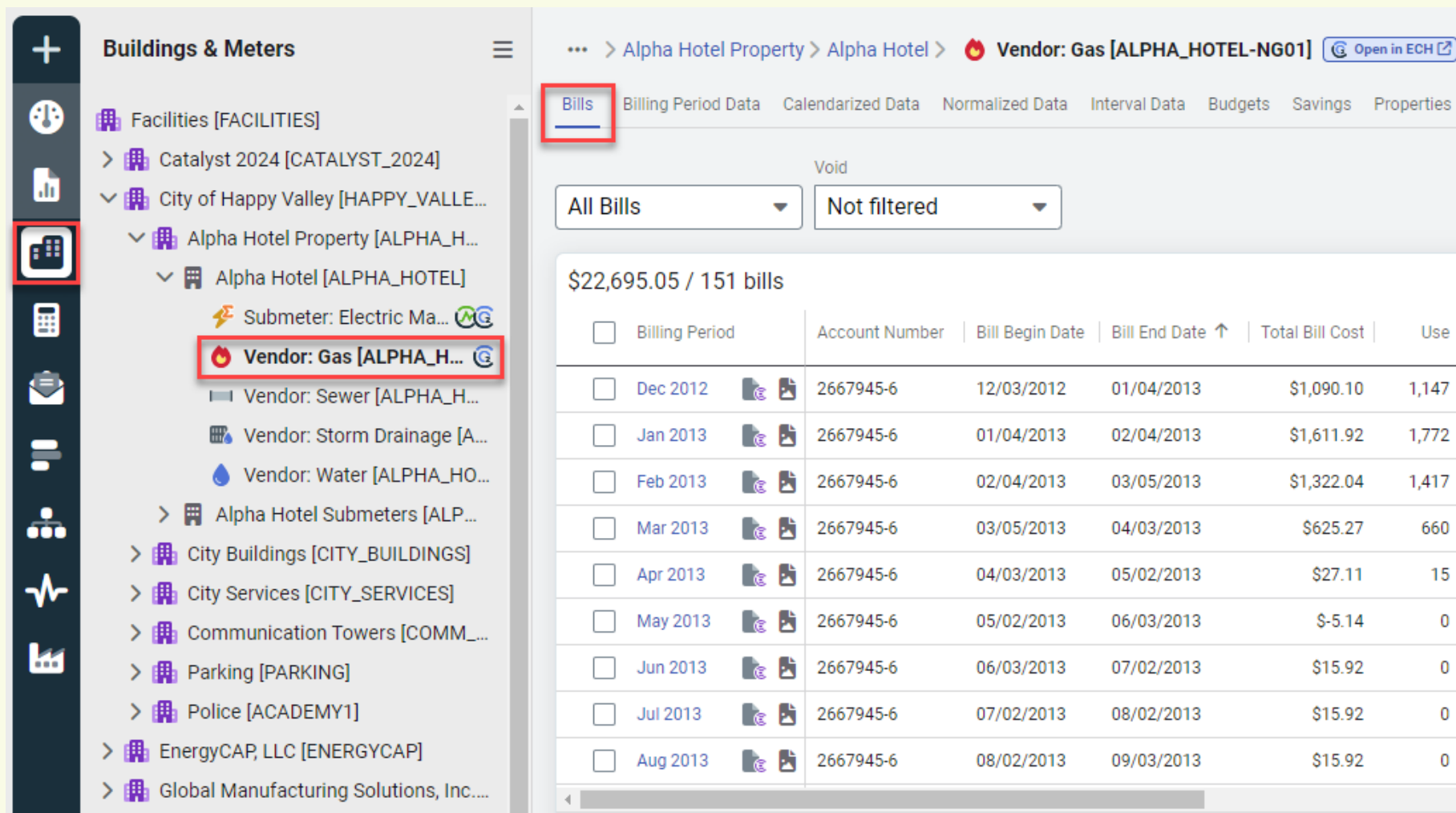
- Enter manually one by one.
- With a bill import file.
- Subscribe to our Bill CAPture service.



# Where can you find a bill?

## You can find a bill multiple ways:

- Go to the Buildings & Meters Module, click on a meter, and click on the Bills tab
- Go to the Accounts Module, click on an account, and click on the Bills tab
- Go to the Bills Module



The screenshot displays the EnergyCAP interface. On the left, the 'Buildings & Meters' module is selected, and the 'Bills' tab is highlighted. The main content area shows the 'Vendor: Gas [ALPHA\_HOTEL-NG01]' page. The page includes a table of bills with columns for Billing Period, Account Number, Bill Begin Date, Bill End Date, Total Bill Cost, and Use. The table shows bills for Dec 2012 through Aug 2013.

Billing Period	Account Number	Bill Begin Date	Bill End Date	Total Bill Cost	Use
Dec 2012	2667945-6	12/03/2012	01/04/2013	\$1,090.10	1,147
Jan 2013	2667945-6	01/04/2013	02/04/2013	\$1,611.92	1,772
Feb 2013	2667945-6	02/04/2013	03/05/2013	\$1,322.04	1,417
Mar 2013	2667945-6	03/05/2013	04/03/2013	\$625.27	660
Apr 2013	2667945-6	04/03/2013	05/02/2013	\$27.11	15
May 2013	2667945-6	05/02/2013	06/03/2013	\$-5.14	0
Jun 2013	2667945-6	06/03/2013	07/02/2013	\$15.92	0
Jul 2013	2667945-6	07/02/2013	08/02/2013	\$15.92	0
Aug 2013	2667945-6	08/02/2013	09/03/2013	\$15.92	0

## Where can you find a bill?

### Bills

- My Bill Lists
  - Default Bill List**
- Bill Lists Shared with Me
- Batches
- Bill Imports
- Bill CAPture**
- Accruals Log
- Bill Export
  - Not Approved
  - Held from Export
  - Waiting for Export to AP
  - Waiting for Export to GL

### Default Bill List

Actions ▾ Enter New Bill

Void
Batch status
Approved

All Bills ▾

Not filtered ▾

Not filtered ▾

Not filtered ▾

Filters 0

**\$37,225,003.97 / 19,259 bills**
Columns Sort

<input type="checkbox"/> Billing Period ▾	Account Number ▴	Bill Begin Date	Bill End Date	Total Cost	Bill Entry Date
<input type="checkbox"/> Jan 2024	100 133 338 556	12/18/2023	01/17/2024	\$4,995.54	02/09/2024
<input type="checkbox"/> Dec 2023	100 133 338 556	11/17/2023	12/17/2023	\$4,460.76	02/09/2024
<input type="checkbox"/> Nov 2023	100 133 338 556	10/19/2023	11/16/2023	\$3,714.41	02/09/2024
<input type="checkbox"/> Oct 2023	100 133 338 556	09/20/2023	10/18/2023	\$4,086.60	02/09/2024
<input type="checkbox"/> Sep 2023	00051661-041 7	09/13/2023	10/12/2023	\$172.06	12/22/2023
<input type="checkbox"/> Sep 2023	00051661-066 4	09/05/2023	10/04/2023	\$1,919.99	12/22/2023
<input type="checkbox"/> Sep 2023	05125121-031 9	08/15/2023	09/14/2023	\$96.50	12/22/2023
<input type="checkbox"/> Sep 2023	05125121-090 5	08/15/2023	09/14/2023	\$6,265.01	12/22/2023

1

2

3

4

5

6

7

8

9

10

... 1-50 of 19259 bills sorted by Billing Period (descending), Account Number (ascen...

# What does a bill look like in EUM?

## Review a bill in EUM:

- Manual bill entry or bill import example
- Bill CAPture example
- Bill headers
- Meter level charges
- Account level charges
- Informational line items

September 2023

Bill ID: 37022

Estimated

More actions

Close

1400 N Lincoln Ave - ELE

1635011000

1400 N Lincoln Ave, Happy Valley, PA 12345, United States

PA Gas Electric Co.

PGE

United States

Batch

20240404\_ellen.peck

Account History

Timeline

Note

09/01/2023-09/30/2023

E

\$105.00

08/02/2023-09/01/2023

\$9,201.32

07/04/2023-08/02/2023

\$8,794.34

06/02/2023-07/04/2023

\$8,650.89

05/03/2023-06/02/2023

\$8,533.71

Start

End

Days

Amount due

09/01/2023

09/30/2023

29

\$105.00

Billing period

Invoice number

September 2023

123456

City Hall-ELE01

CITY HALL-ELE01

Actions

Building

City Hall

[2131]

Use unit

kWh

Demand unit

kW

Vendor role

Distribution and Supply

Serial Number

AB31026247

Rate Schedule

85 Sec

Meter GL Record

1635011000 | PGE | CIT...

Usage

50 kWh

Use

Demand

50 kW

Billed Demand

Total Cost

\$

95.00

Total Cost

Charge

\$

5.00

Charge

Meter Subtotal

50 kWh

\$2.000000...

\$

100.00

Total Cost

\$105.00



## Participation quiz!

What are **three** ways to get bills into EUM?

- 1. Manual/hand key**
- 2. Bill import**
- 3. Bill CAPture**

Which bill entry option automatically gives you a scanned bill image?

**Bill CAPture**

What do blue line items mean on a bill?

**Informational line items**



## 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!)



# Manual bill entry

## Hands-on exercise

1. Open the bill you received via email.

○ Account **H-2177-001-0**

2. Choose a method to manually enter a new bill (Create Button, Bill List, Account, or Meter)

3. If using the Create Button or Bill List, search for the account.

4. If you don't have an open batch you are prompted to open one or pick a pending batch.

5. Enter required bill header information.

6. Enter bill details.

7. Save.

## Participation quiz!

Where is one place you can go to initiate entering a new bill?

- **On the account or meter**
- **From the Create button**
- **In a bill list**

How do you edit a bill?

**When viewing a bill, click on the pencil icon in the top right corner.**

# Bill import

**With bill import, you can import multiple bills at one time.**

- Create your own format that matches your file and use it each month.
- The file format requires specific column headers to import data.

Edit Bill Import Format

Cancel

Save

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. Review any errors, fix, and upload the file. Repeat this step as needed.
5. Summary: Use import format if you're getting a consistent file format from your vendor each month that does not change, or if you're creating files with static formats.

## Participation quiz!

What are the **three** mandatory bill header information fields on a bill import format?

**Account number, Start, End**

Where do you find bill import formats?

**Bills Module > Module Menu > Bill Import Formats**

Where can you go to find more resources on bill import formats?

**Help Center**

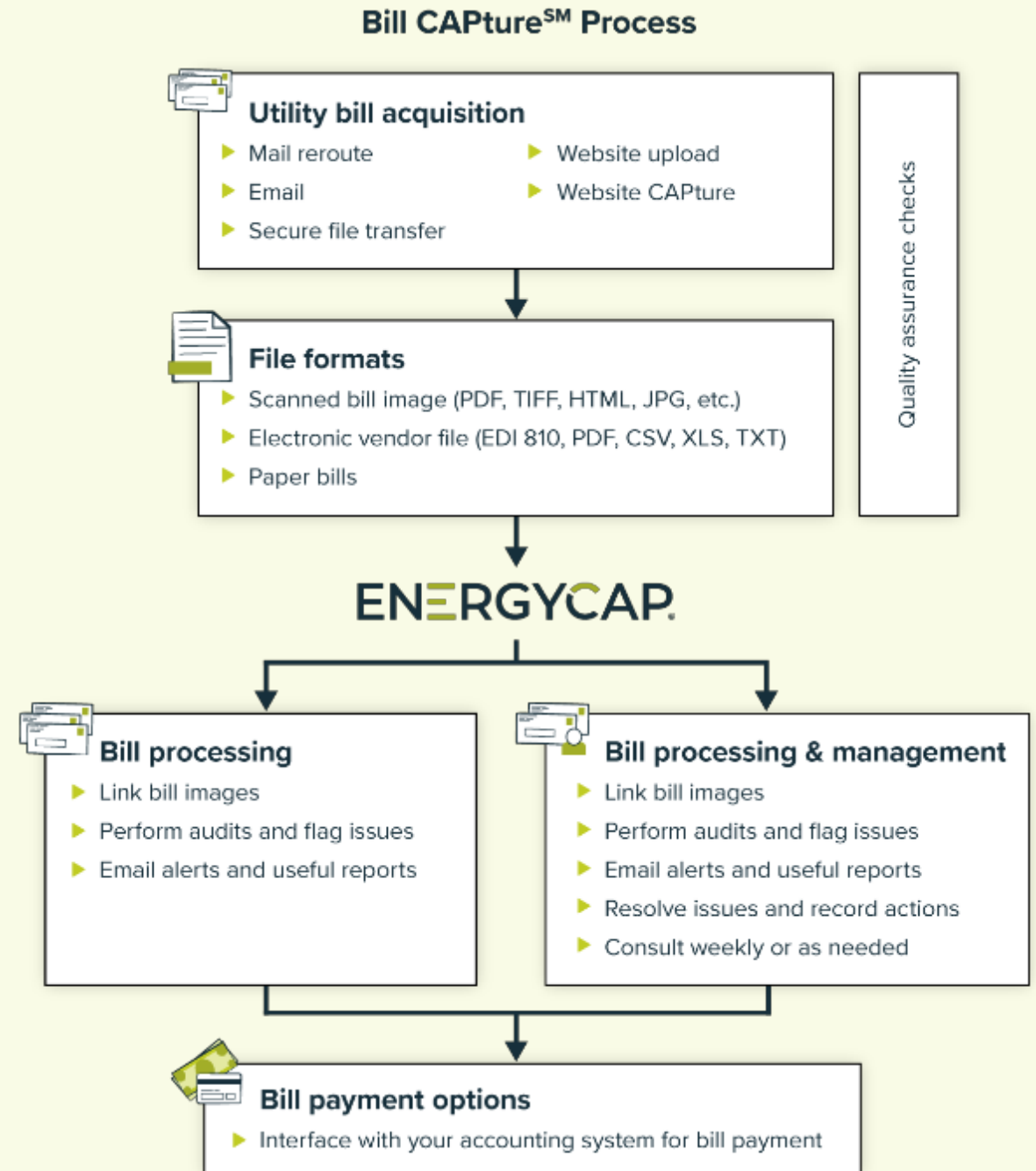


# Bill CAPture

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.



## Participation quiz!

Where do you find Bill CAPture in EUM?

**In the Bills Module**

What are some methods to deliver bills into Bill CAPture?

**Web CAPture, manual upload, email delivery, mail re-route, secure file transfer**

Now that you've seen all the ways to get bill data into EUM, who would prefer:

**-Manual bill entry**

**-Bill import**

**-Bill CAPture**

## Wrap up

- ✓ Reviewed three ways to enter utility bill data
  1. Manual / hand key
  2. Bill import
  3. Bill CAPture
- ✓ Hands-on practice entering a bill
- ✓ Reviewed setting up a bill import format



# Questions?



# CATALYST '24



**Session survey**