



Bill Entry Help Guide

Bill Processing Overview

Overview

Bill Processing is the heart of utility bill management within EnergyCAP. It is the main view for creating bills and batches, auditing existing bills, processing Cost Avoidance data, and creating Chargeback bills for Customers.

EnergyCAP also allows users to create customized bill lists to help find and organize specific workflow processes. Each list can be filtered, sorted and organized to display just the bills necessary. As with other bill lists in EnergyCAP, the results can then be exported to Excel for further processing and sharing.

Entering a Bill in EnergyCAP

Description

Utility bill data represents the core of EnergyCAP. Bills can be entered manually one-by-one in a user session, or they can be imported.

This topic will...

- Describe the process for manually entering utility bills into EnergyCAP.

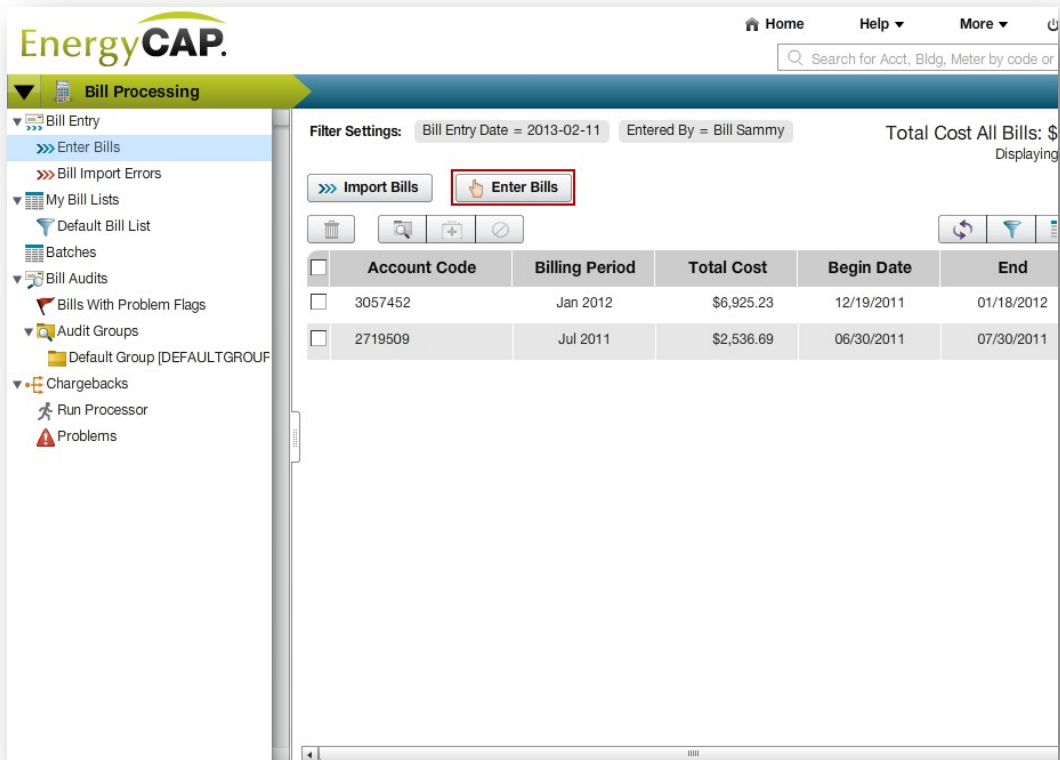
Prerequisites

- The ability to manually enter utility bill data requires permissions associated with the following User Roles:
 - Administrator - Full Access
 - Bill Entry & Account Setup
- Obtain a paper copy or facsimile of the utility bill to be entered.

Step-by-Step

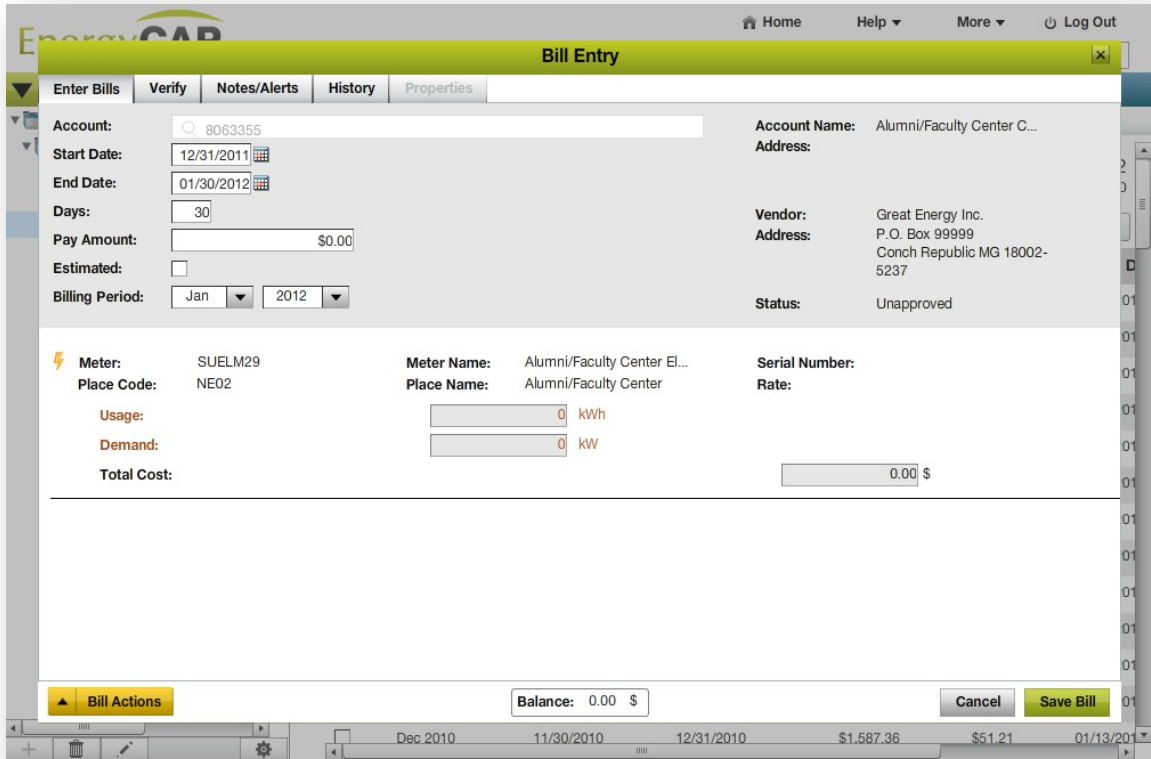
1. Navigate to the bill entry window in one of the following ways:

- From the Bill Processing menu:
 1. Select **Bill Processing** from the Main Menu. The Bill Processing Tree View will appear.
 2. Select **Enter Bills** from the Tree View.
 3. Click the **Enter Bills** button.



4. Enter the Account number in the field provided. Or, if the account number is unknown, begin typing the Name, Street, City, Vendor or any meter information. As values are entered, a list of matching accounts will be displayed.
5. Click to select the desired account from the list.

2. Enter all relevant bill information.



3. Click **Save Bill**. The Bill Entry window will close and the bill will be added to the bill list.

Note: Bill balance field must equal zero when bill is fully entered.

Rules & Restrictions

- Number formatting: EnergyCAP automatically formats numbers. No commas are needed in the numeric fields.
- Account Level Charges: Account level charge assignment is prompted after Save Bill is selected if the total cost and pay amount do not match.
- Bill Entry Field Defaults: The bill entry window automatically defaults to certain dates:

Start Date	The end date of the previously-entered bill
End Date	30 days from the start date
Due Date	30 days from the end date
Statement Date	3 days after the end date

Additional Information

- **Date entry shorthand:** It is not necessary to enter the complete date. If using the keypad, separate days, months, and years with slashes (/), periods (.), or hyphens (-). If the bill is for the current year, leave it off and EnergyCAP will auto-complete the current year. See the examples below:
 - 4.12 = 04/12/XXXX where XXXX represents the current year.
 - 4-12-09 = 04/12/2009
 - 0412 = 04/12/2010