CATALYST converge '26

Optimizing AP workflows and integrations for streamlined bill management



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Manager, Implementation

Agenda







1. **Accounting workflow**
2. **Features and functionality**
   - Accounting Settings
   - GL Record Subcodes
   - Bills Module
   - Export Settings
   - Audits
3. **Accounting Interface**
   - Reformatter
   - Automation
   - Additional Features
4. **FAQ**

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

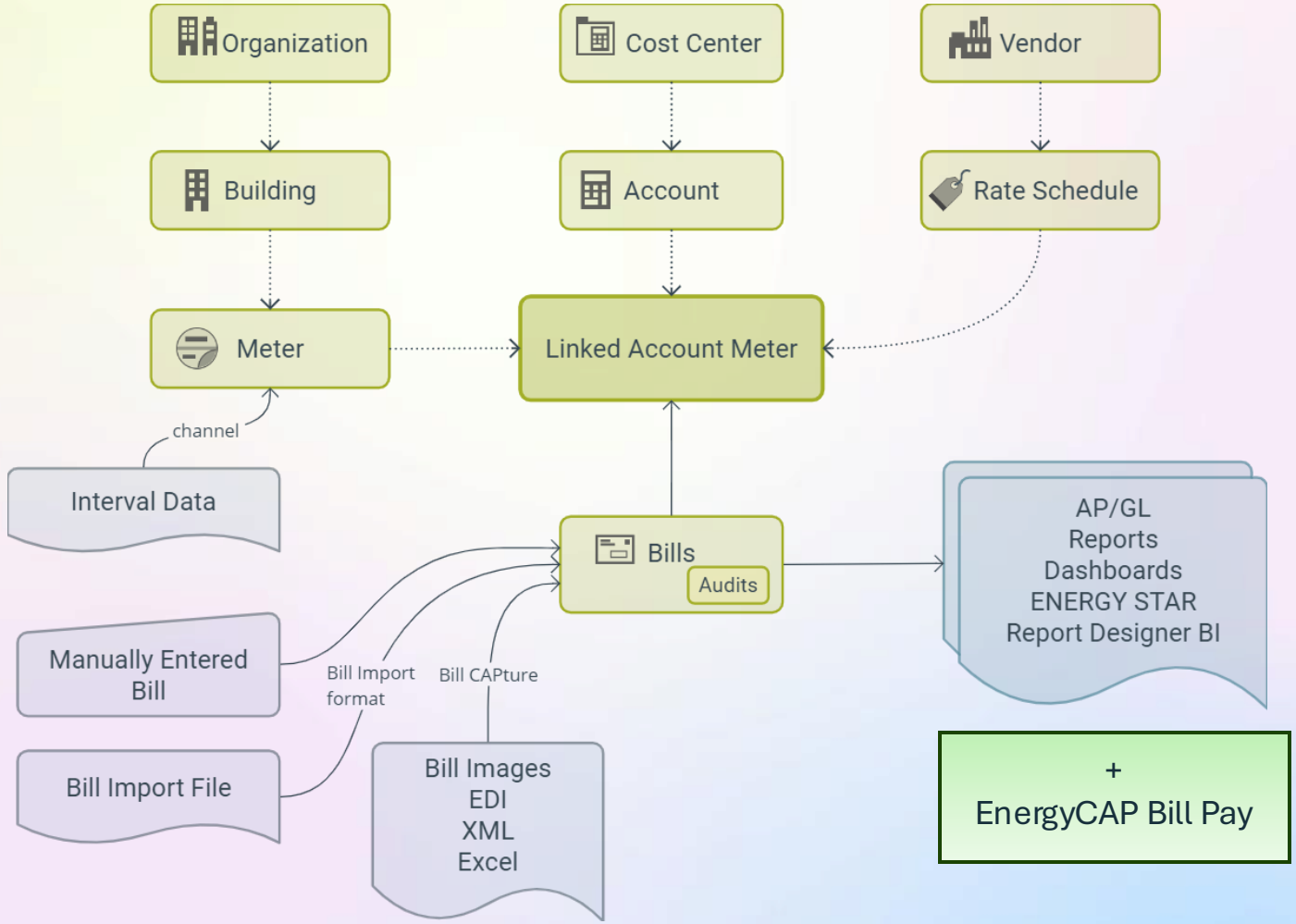
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Accounting Workflow

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Accounting Workflow

The Accounting Export license feature allows you to export bills and prepare them for import into an accounting system.



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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

Automation:

6. **Export bills and reformat for import to an accounting system**
7. **Any error bills are marked as not exported**

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Accounting Terms

Billing Periods

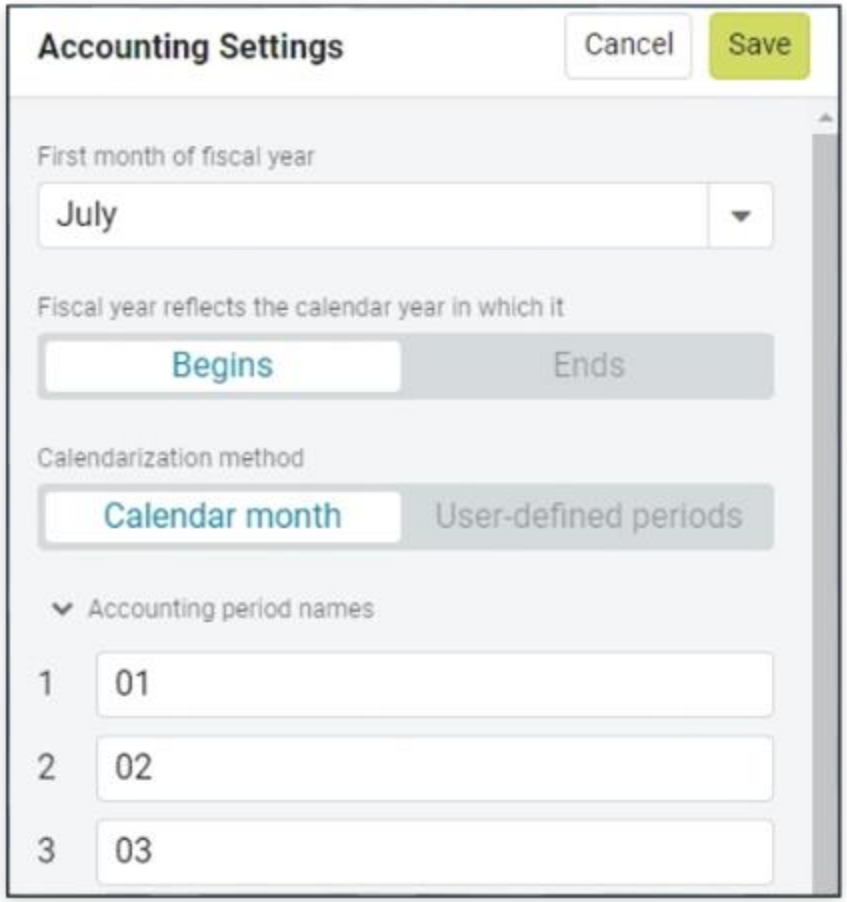
- Vendor bills don't always fully align with the calendar month.
- EnergyCAP logic helps to automatically determine the correct billing month.

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.

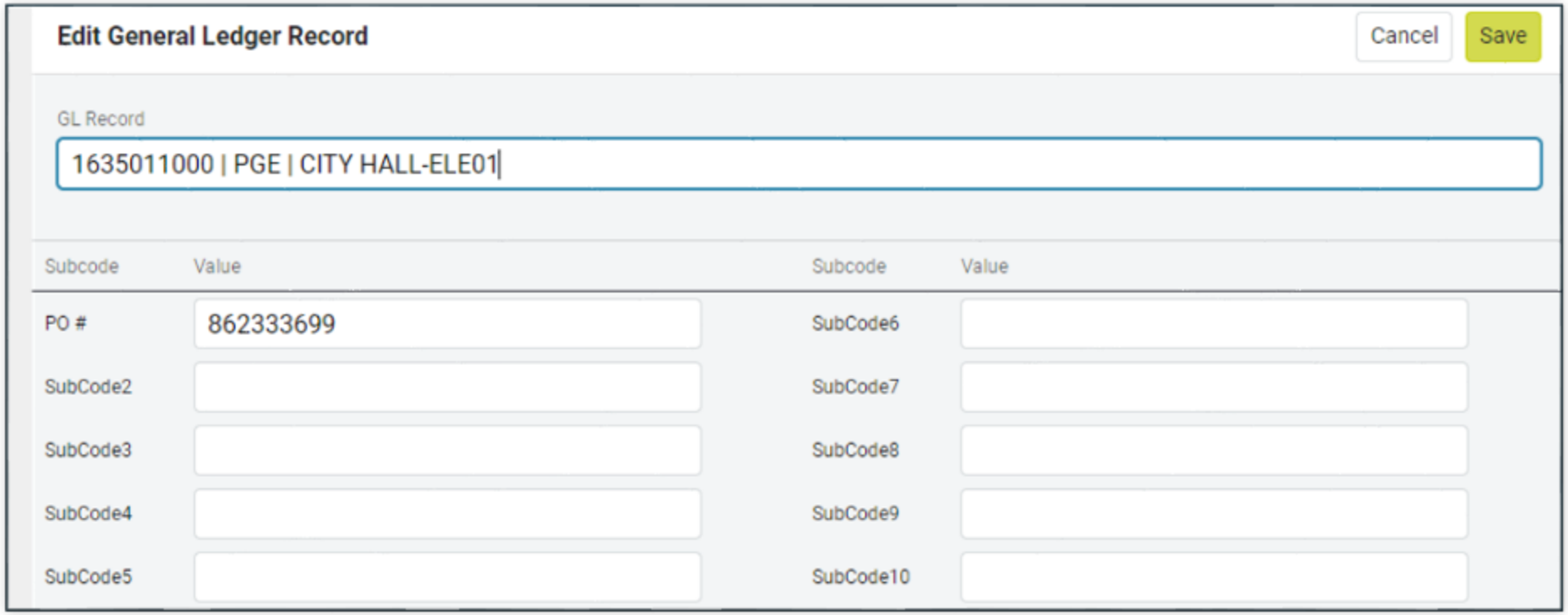


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GL Record Subcodes

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.



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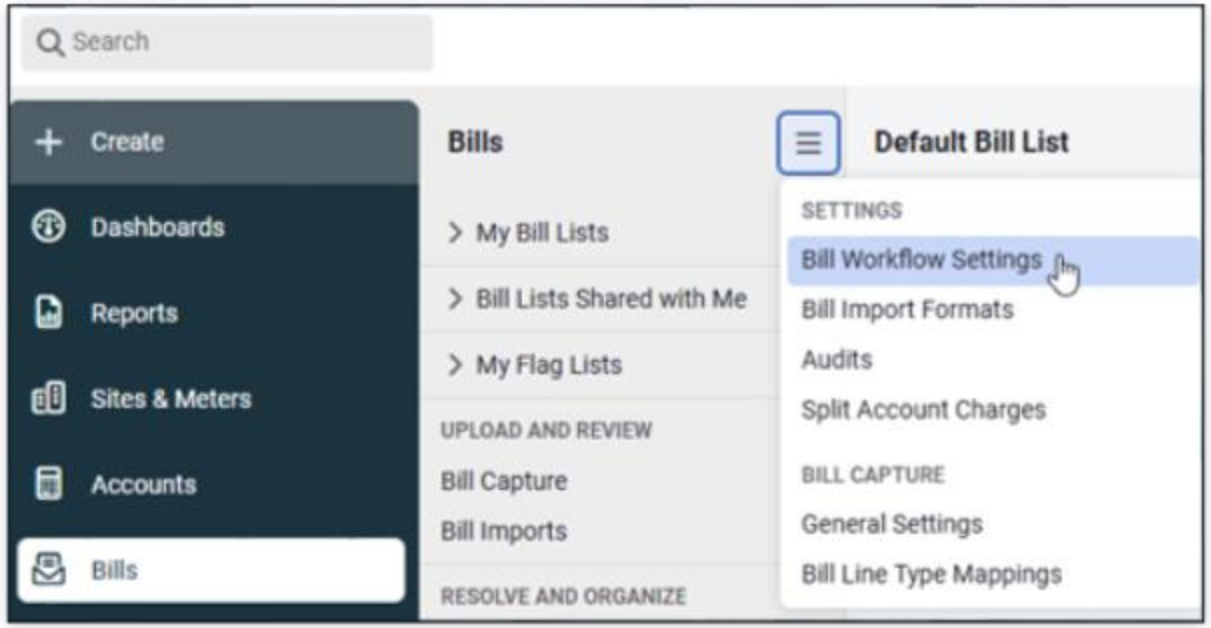
Bills Module

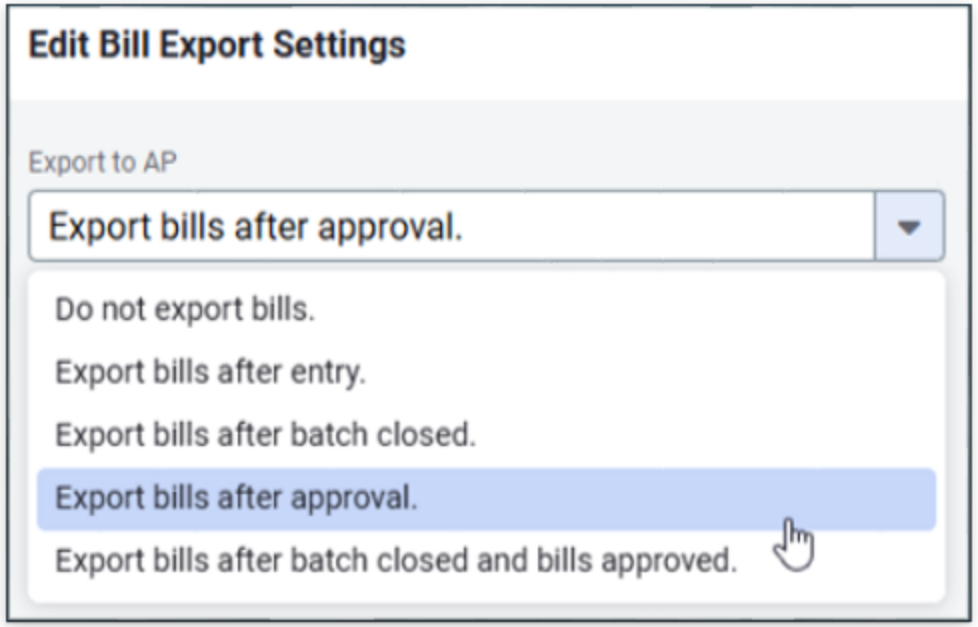
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Bills Module

Bills Module menu

The module menu lets you configure when to export bills.





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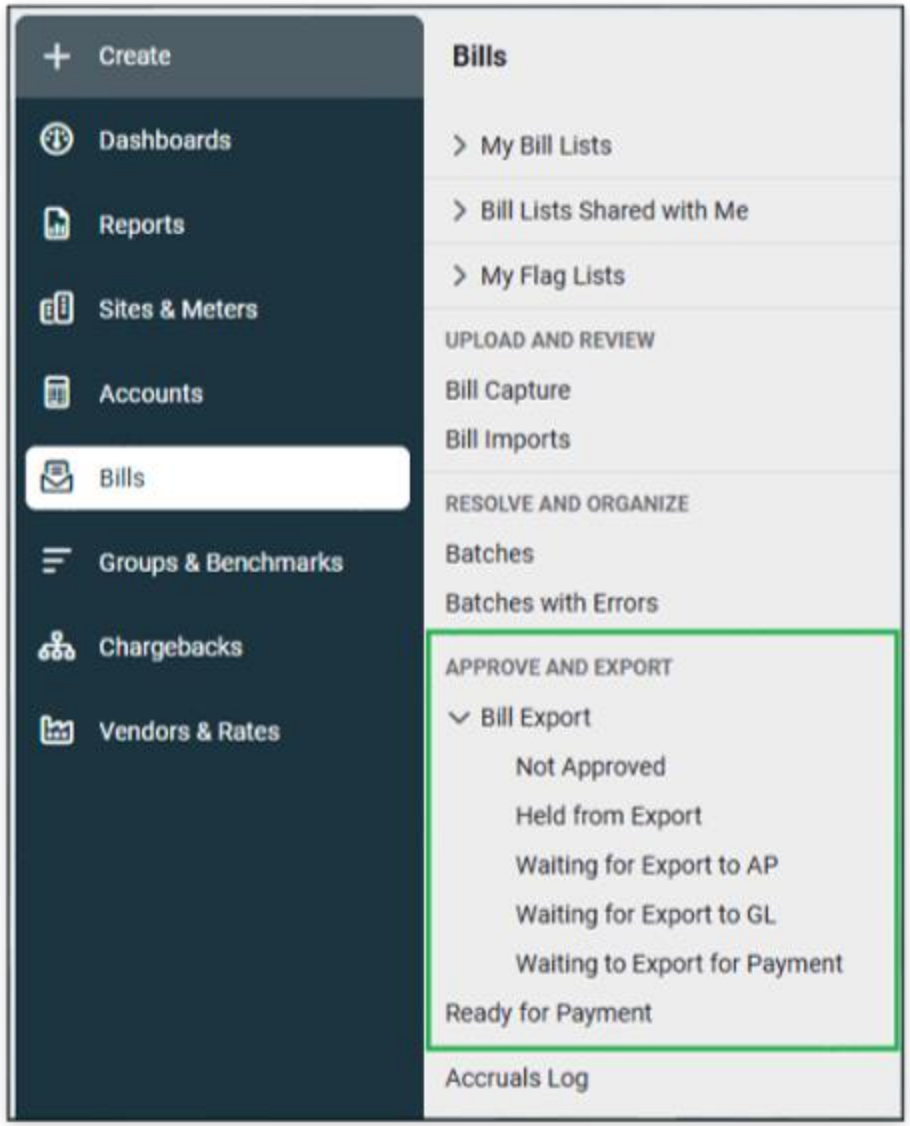
Bills Module Bill Lists

📋 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
- Waiting to Export for Payment & Ready for Payment



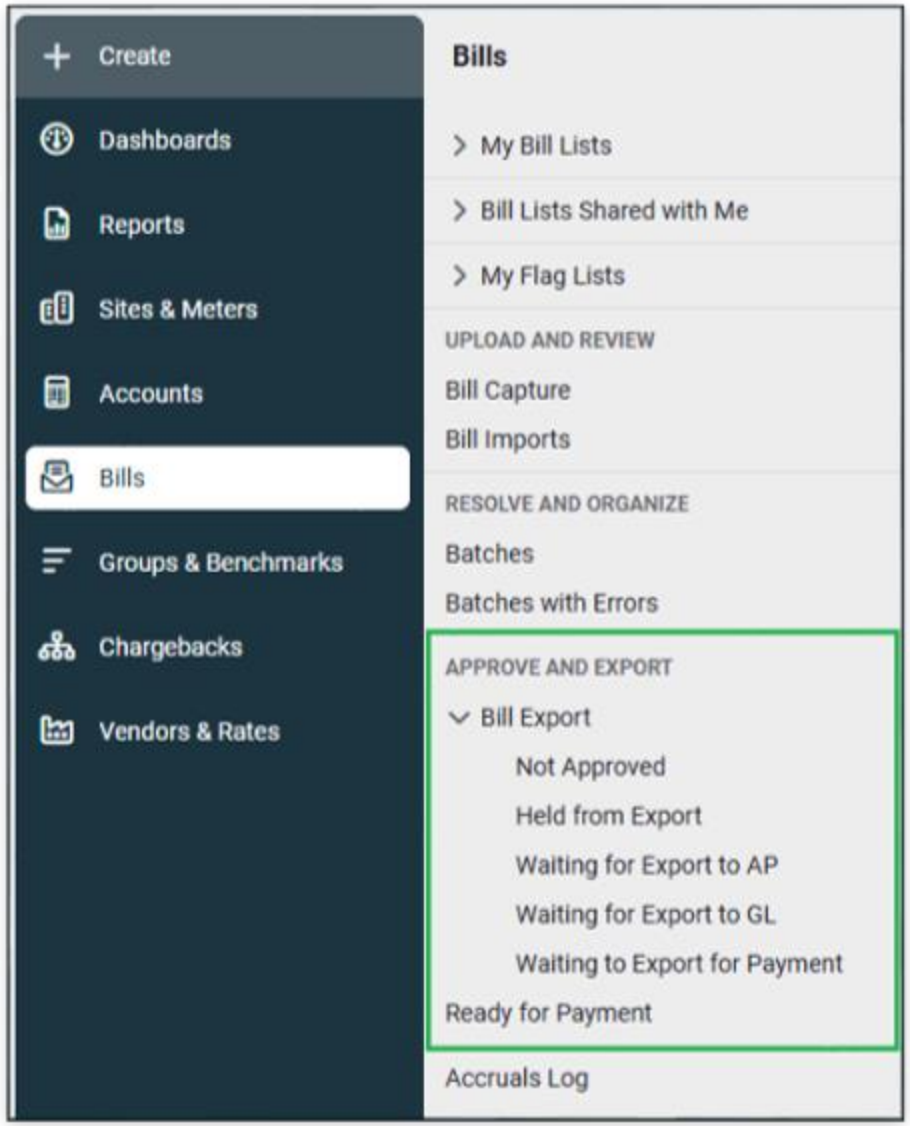
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Bills Module Bill Lists

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.
- **Payment**
  EnergyCAP Bill Pay service.



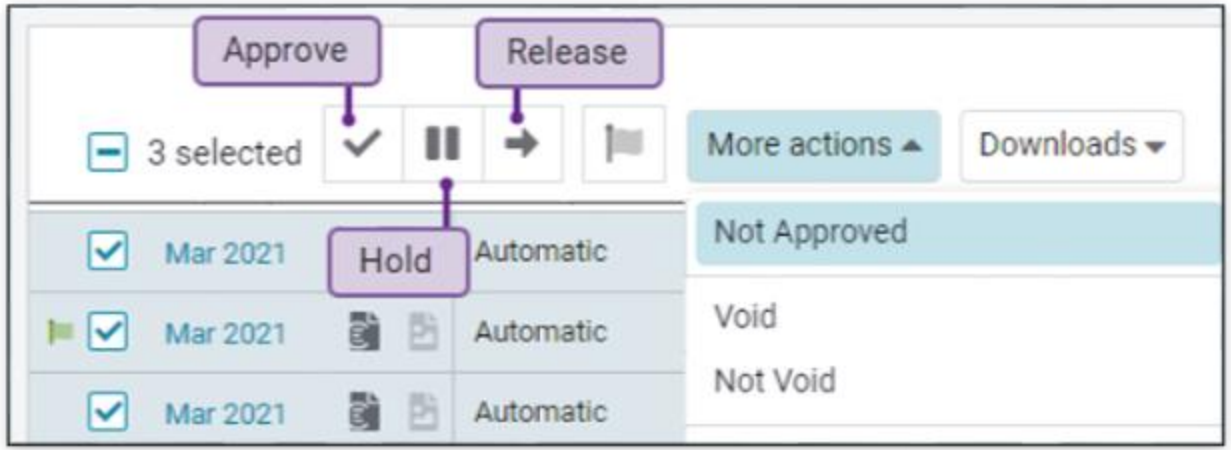
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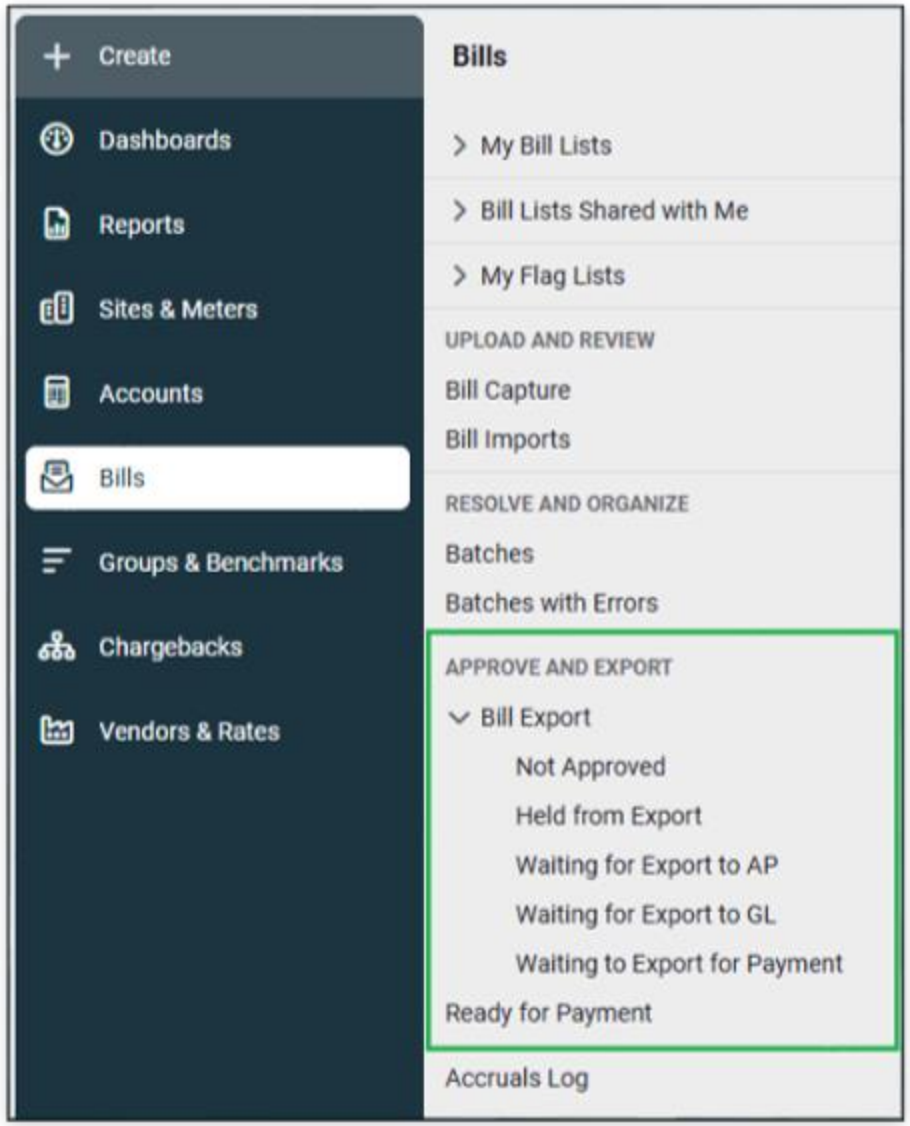
Bills Module Bill Lists

🔍 Not Approved

Bills that are not yet approved for export.

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





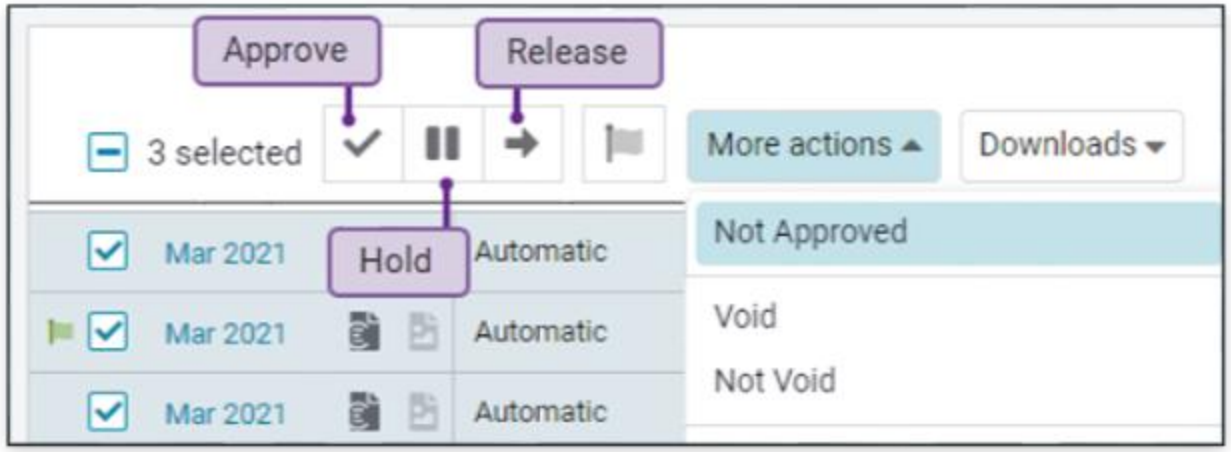
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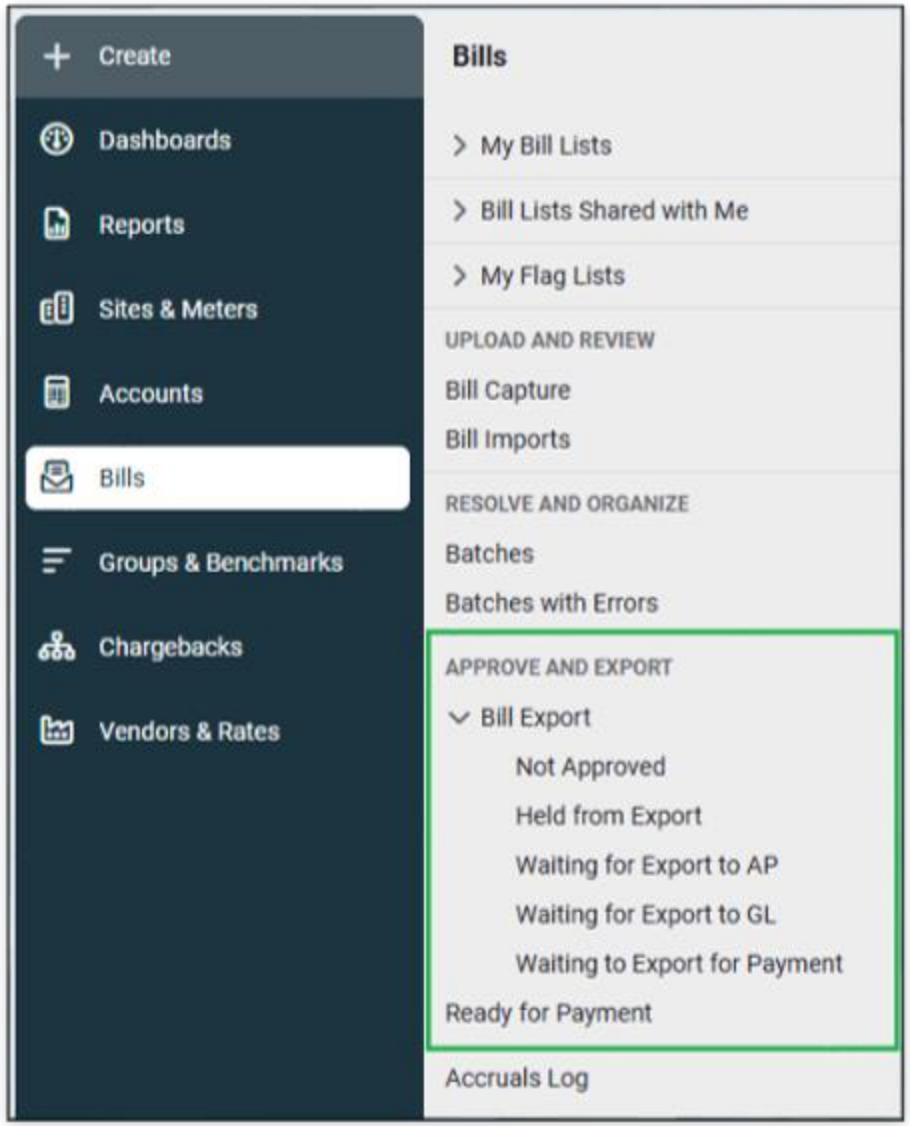
Bills Module Bill Lists

🚫 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.



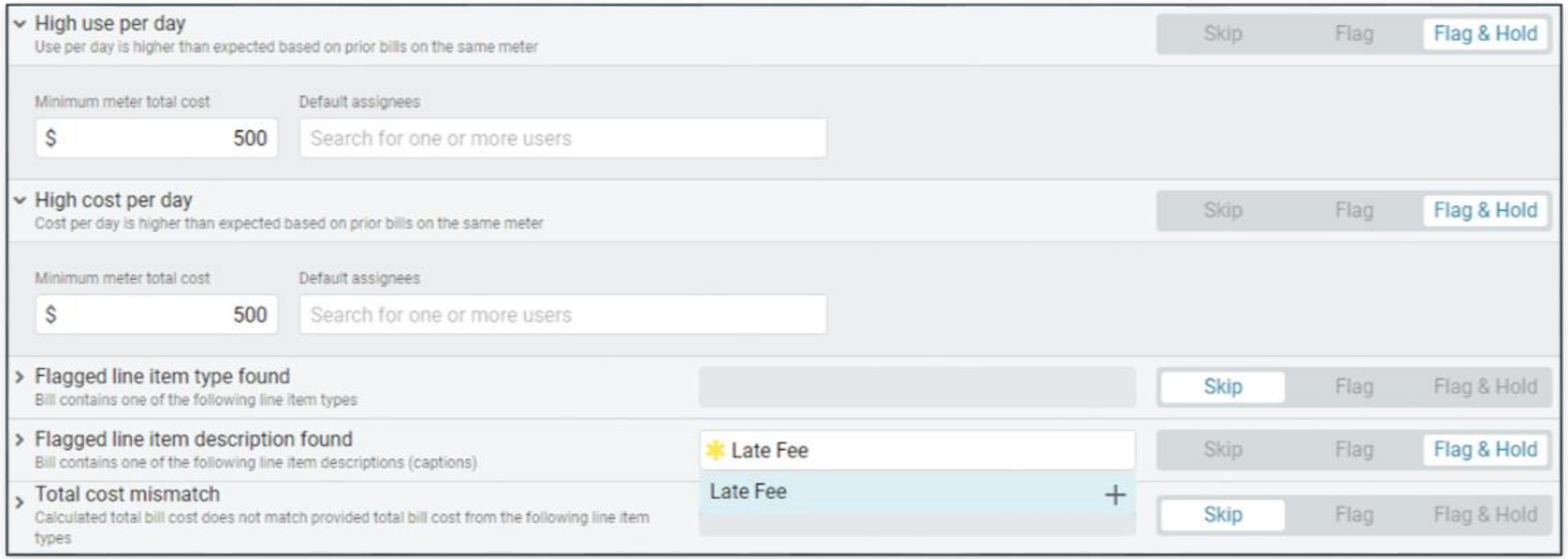


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Audits

Audit Settings

Audits can be configured to **Skip**, **Flag**, or **Flag & Hold**.



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Bills Module

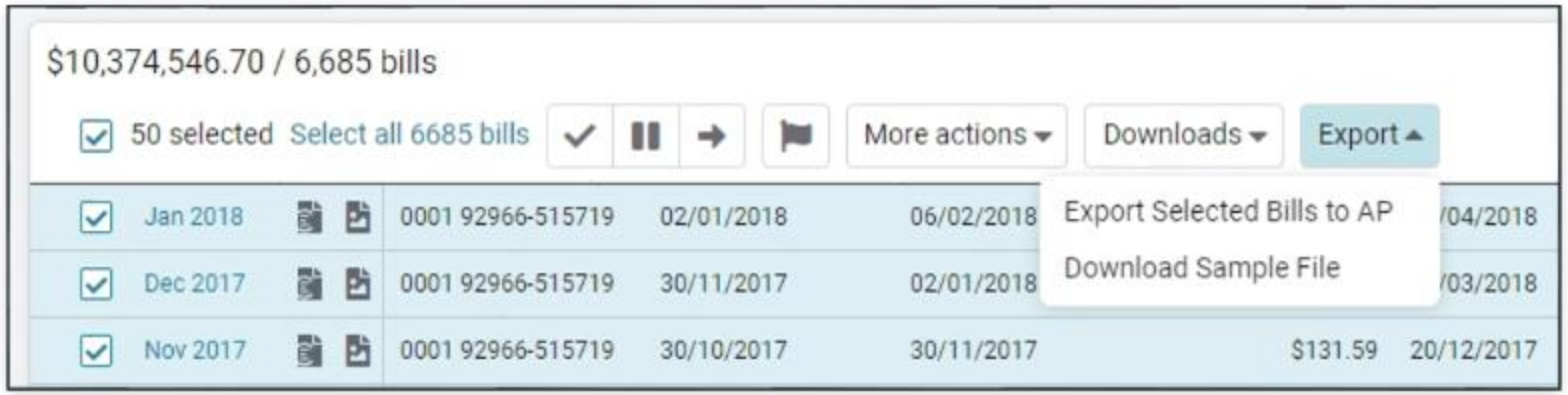
Waiting for Export bill lists

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.

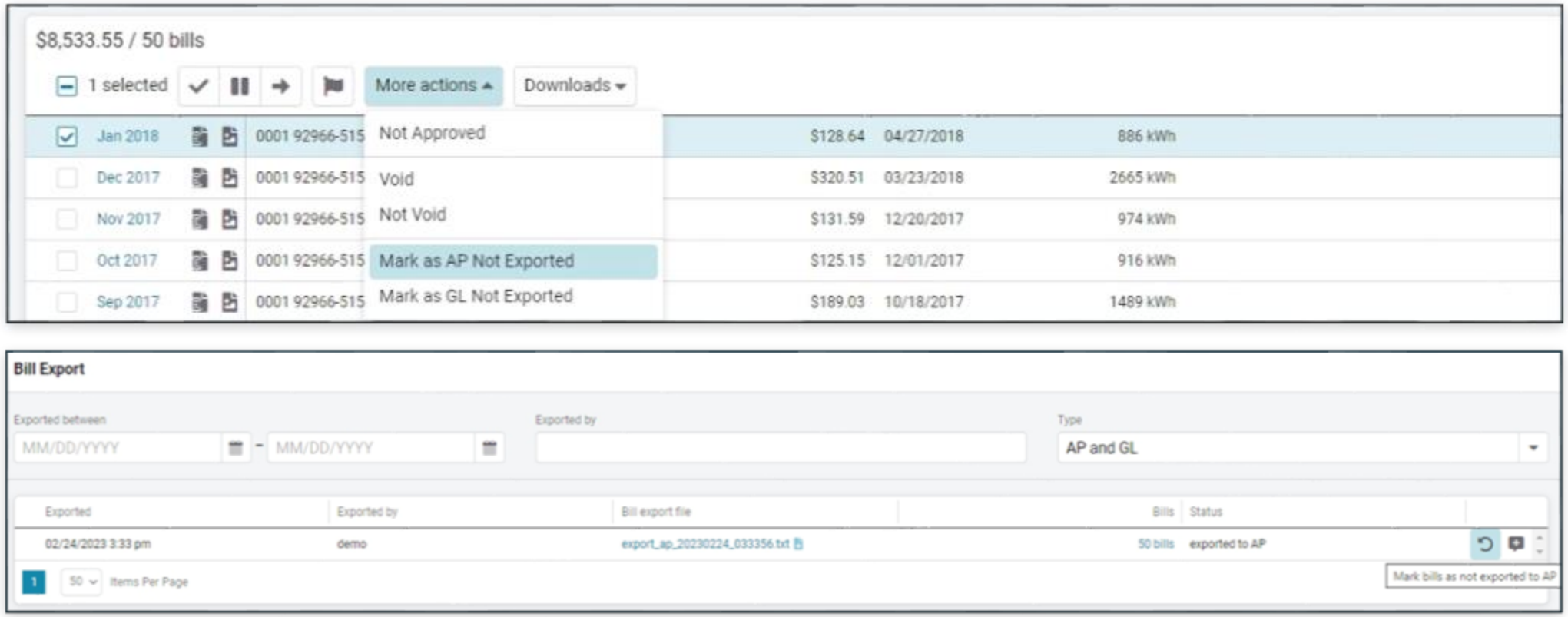


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Bills Module

Undo a bill export

You can undo one bill at a time—or the whole export.



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Accounting Interface

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Accounting Interface

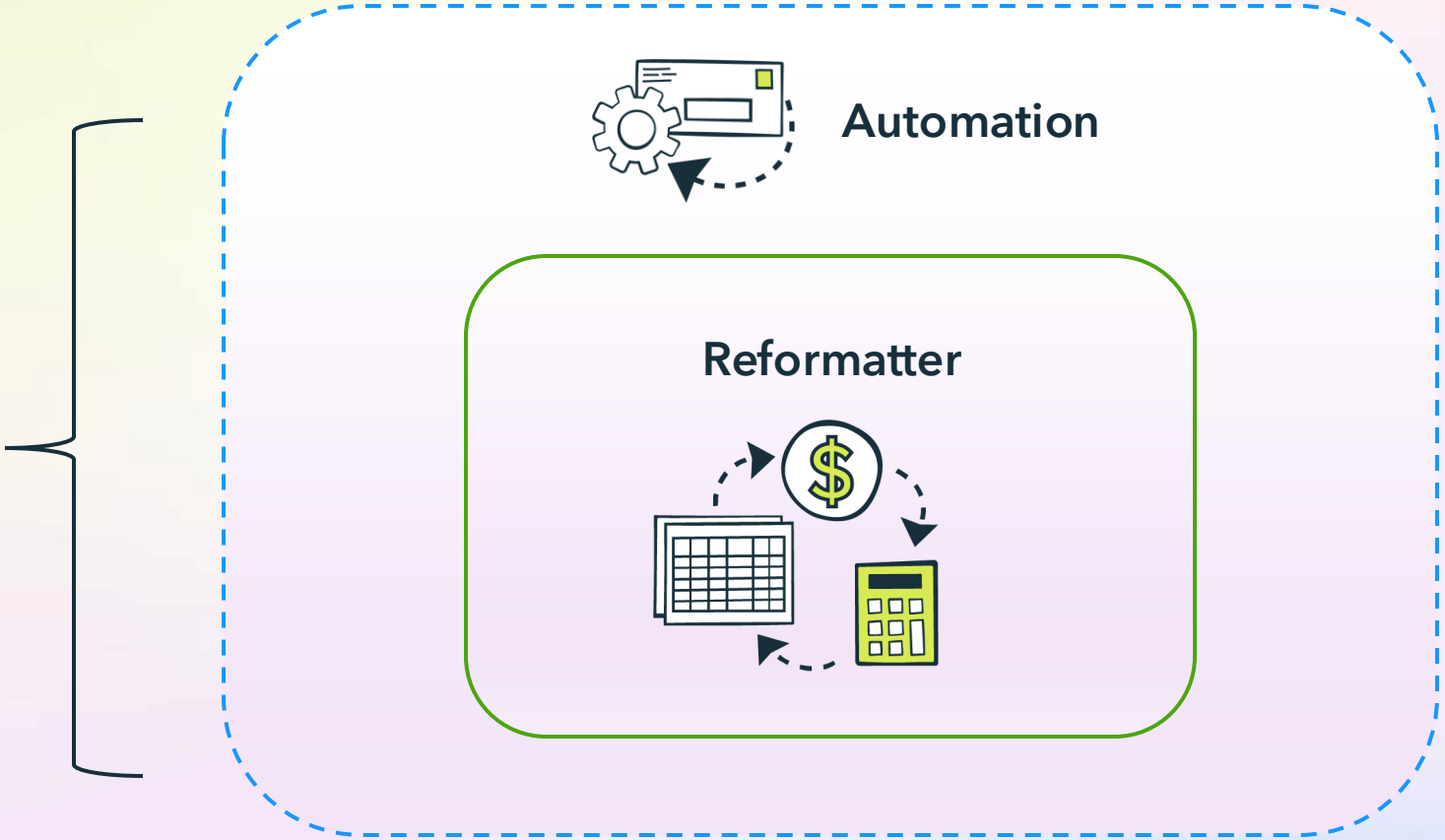


EnergyCAP builds an Accounting Interface based on your unique accounting requirements.

- 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, Bill Images, and Bill Pay.

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Accounting Interface



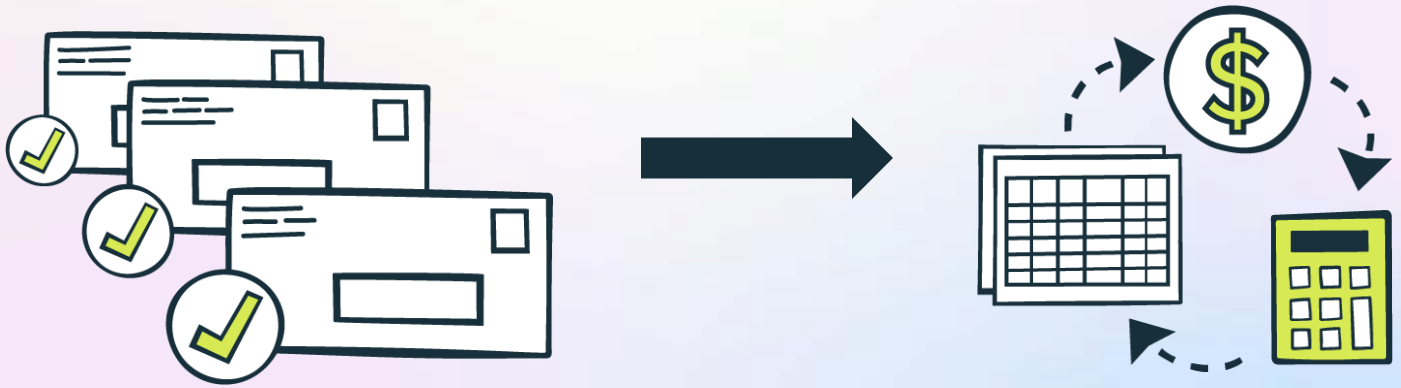
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Accounting Interface: Reformatter

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.

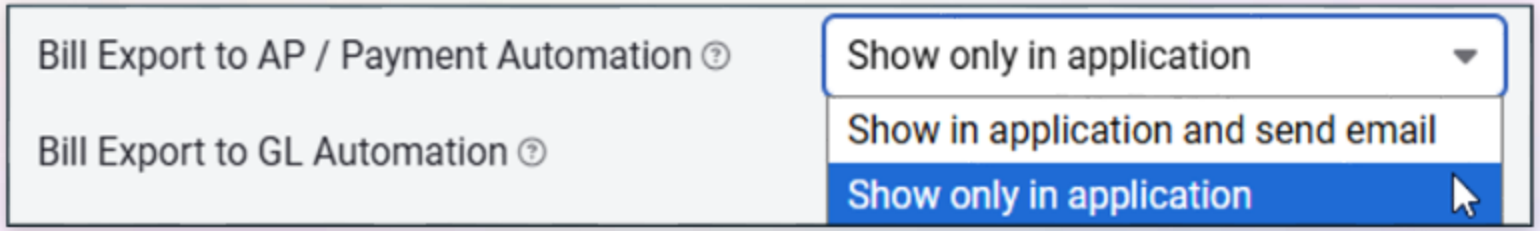


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Accounting Interface: Automation

Automation

- Exports any bills in the Waiting for Export list
- Processes the bills through the Reformatter
- Delivers the resulting file to the SFTP
- Any bills that failed validation are marked as un-exported
- A notification is delivered to subscribed users



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EnergyCAP Bill Pay

EnergyCAP Bill Pay provides automated payment of your utility bills, for a true end-to-end utility bill management service.

- Export runs in parallel with AP
- All commodities supported
- Bills exported upon approval – no waiting for due date
- Full visibility into payment status (exported, funded, initiated, paid to vendor)
- Multiple payment methods supported, to suit different vendor requirements
- Pull and push approaches supported
- Available for bills in USA and Canada

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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.

Automated delivery to SFTP, alongside accounting file

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FAQ

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My organization is tax exempt—how is this handled in EnergyCAP?

EnergyCAP supports customized line-item type mappings in the app—and line-item types can be adjusted between the following options, at any time:

- **Counted** (included in AP file)
- **Informational** (excluded from AP file)

Audits and approval workflows can also be dialed in to surface bills with taxes.

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My organization needs special accounting coding for taxes or other special charges like late fees, deposits, etc.

Reformatter logic can be customized to support granular reporting for special charges.

Line-item type mappings (**counted** vs **informational**) , audits, and approvals, can also be used to manage these types of bills.

This is a common requirement for many organizations in Canada and Europe.

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My organization needs multiple AP files.

Reformatter logic can be customized to create multiple AP files.

Typically, a subcode variable will be used to differentiate which bills should be routed to which file(s).

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My organization needs financial percentage allocations for AP.

This functionality is supported via Chargebacks + an AP-GL Interface (an interface that includes more advanced logic to validate and group bill splits).

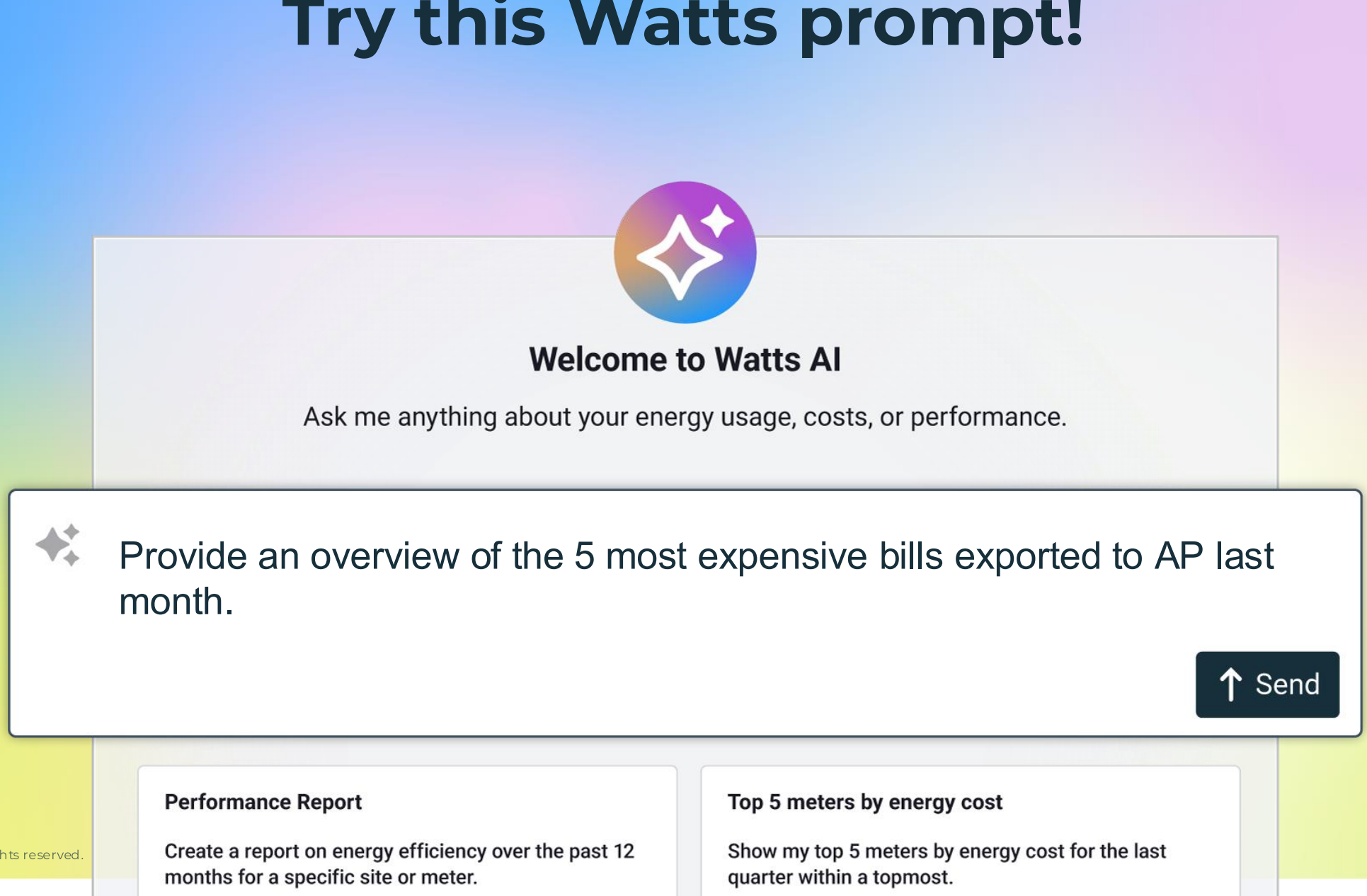
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My organization is migrating to a new accounting system.

EnergyCAP can update or rebuild your Accounting Interface to produce a new file format, suitable for your new accounting system.

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Try this Watts prompt!



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Wrap Up

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