EnergyCAP / Purchased Utilities

Project Overview for ADMAN

August 20th, 2015
Mission and Vision

Mission
Leverage existing partnerships between UC Davis Utilities division, Accounts Payable, and EnergyCAP to provide a single solution for electronically managing utility invoices.

Vision
1) Individual departments would no longer need to receive and process utility invoices
2) All purchased utilities for PG&E, SoCal Edison, and SoCal Gas commercial accounts would be invoiced electronically through EnergyCAP solution
3) Utilities will leverage an existing partnership with Accounts Payable to automatically feed departments’ invoices into Kuali as fully approved Disbursement Vouchers
4) Departments can review usage, run reports, and track expenditures using the EnergyCAP web interface and/or Decision Support
5) UC Davis would be compliant with UCOP Strategic Utility initiative, which is helping drive efficiency and environmental stewardship
Benefits

“Cultivate a Culture of Organizational Excellence, Effectiveness and Stewardship” – Chancellor’s Vision Plan

Top Reasons:

1. Increase efficiency and reduce workload for campus departments that process utility invoices
2. Provide consistency for UC Davis with utility payments and billing mechanisms
3. Ensure all invoices are paid in a timely manner
4. Subject matter experts at UC Davis and UCOP able to manage the complexity of utility rates and billing to achieve savings for the campus
5. Better reporting and metrics for UCOP, Utilities Division, and individual departments
Background

Background about Utility invoices
- There are roughly 170 individual PG&E accounts on campus
- Billing is currently in paper, requiring mail services and staff time to process
- Many departments have unnecessary POs for PG&E and other utility invoices
- It is extremely uncommon for invoices to be rejected or returned for correction
- Utilities division is currently processing all the invoices that they pay through EnergyCAP
- UCOP Strategic Utility initiative has requested that all UC’s begin tracking and reporting utility spend and usage

EnergyCAP
- Energy management software that allows the electronic payment of utility invoices
- PG&E, SoCal Edison, and SoCal Gas transmit invoice data and usage information electronically (EDI) to EnergyCAP, referenced by account numbers
- Invoice data for other purchased utility vendors is entered into EnergyCAP by Utilities staff
Our Approach

Phase 1: Solicit Information from Stakeholders

- Present concept to various committees and stakeholder groups, such as ADMAN, Assistant Deans, academic clusters, and SSC
- Solicit feedback and modify proposal accordingly
- Establish onboarding mechanisms and explore options for reporting and split accounting

Phase 2: Onboarding & Beyond

- Begin approaching specific utility account holders for onboarding
- Monitor feedback and concerns
- Provide on-going metrics for various stakeholder groups
- Begin exploring Non-EDI Utility Providers
How it would work

Onboarding
• Utilities division will reach out to individual departments that process utility bills
• Departments provide customer number (utility account #) and appropriate UC accounts to charge for recurring service
• Utilities sets up the account in EnergyCAP and provides login information to the department representative

Invoicing
• As monthly invoices are generated by the utility provider, they will send them via EDI to EnergyCAP
• EnergyCAP will associate the bill with the appropriate account
• Utilities will export the monthly billing data and generate a feed file to create a fully approved Kuali Disbursement Voucher
• Payment is sent via ACH, along with EDI payment acknowledgement
# EnergyCAP Screen Shots

## Bill History

- Can customize to see additional fields
- Shows existing payment history for the account

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**Bill History Table**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Invoice Number</th>
<th>Billing Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Days</th>
<th>Total Cost</th>
<th>Cost/Day</th>
<th>Created Date</th>
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<tbody>
<tr>
<td>08/12/2015</td>
<td>6251739005</td>
<td>Jul 2015</td>
<td>06/25/2015</td>
<td>07/23/2015</td>
<td>28</td>
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<td>$199.65</td>
<td>07/27/2015</td>
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<td>Jun 2015</td>
<td>05/27/2015</td>
<td>06/24/2015</td>
<td>28</td>
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<td>$171.06</td>
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<td>May 2015</td>
<td>04/27/2015</td>
<td>06/26/2015</td>
<td>31</td>
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<td>$129.99</td>
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<td>Apr 2015</td>
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<td>12/24/2014</td>
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<tr>
<td>10/16/2014</td>
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<td>09/24/2014</td>
<td>30</td>
<td>$5,178.82</td>
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<td>10/20/2014</td>
</tr>
</tbody>
</table>

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Total Cost All Bills: $254,219.13
Displaying 1 To 79 of 79
EnergyCAP Screen Shots

Monthly graph
- Default format, cannot customize in EnergyCAP
- You can explore underlying data
EnergyCAP Screen Shots

Commodity

- Default format, cannot customize in EnergyCAP
- You can explore underlying data
Questions / Comments

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