UCD-based Alternative Utilities Template Completion Process –
Step-by-Step Instructions

December 14, 2017

School boards can now enter their water and alternative fuels consumption data (propane, fuel oil, district heat, cool, etc.) directly into the Utility Consumption Database (UCD). Boards can access the template in the UCD which is pre-populated with all of the alternative utility accounts that exist in the UCD for your board.

Once the consumption data have been imported, the values are available immediately in the UCD.

Overview of steps:

- Login to the UCD and open your board's portfolio
- Open "Utility Invoice Import Template EIT01"
- Enter consumption/reading date information into the template and save it
- Import the saved file into the UCD
- UCD processes file and generates output file identifying any errors to be corrected
- Correct errors and re-import file
- View uploaded data in UCD reports such as, Meter Readings

1. Login to the UCD

https://v3.managingenergy.com

2. Open your board's portfolio under "Portfolio Tree"

3. Under the "Exports" tab, select "Utility Invoice Import Template (EIT01)"

4a. Select the utility for which you have consumption data that you wish to enter in the UCD.

Note:

1. Although the list has a number of options, there are only three available for UCD users:
   - Water only/eau seulement
   - Alternate Fuels only/carburants alternatifs seulement
   - Water + Alternate Fuels/eau + carburants alternatifs
2. While electricity and natural gas appear on the drop down list of utilities
   - these are default settings in the off-the-shelf software platform
   - users cannot select either electricity or natural gas utilities from the menu
   - users cannot manually enter consumption data for either of these utilities
     - 100% of the consumption data for these utilities is collected electronically from the EBT Hub

4b. In "Other Settings", select "Simplified".

When this box is unchecked, the template will be generated with tabs labeled "LEGEND 1-1 Watr_xxxx" which are not used. Checking "Simplified" displays only the tabs you will use: "Account List" and "ENTRY" tabs.
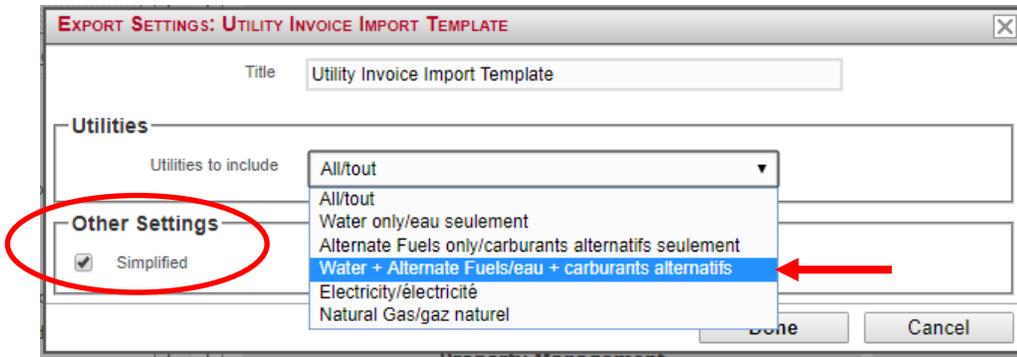
5. An Excel spreadsheet with all of your board's applicable accounts (based on the option you picked – water only, alternative utilities only or water and alternative utilities) will appear.

Review the accounts in "Account List" tab to ensure that all accounts are captured.

Portfolio	Facility Code	Facility Name	Facility Address	Account	Utility Provider	Utility Tariff
				9000083	ABC	Watr_2764
				9000107	ABC	Watr_2764
				9000115	ABC	Watr_2764
				9000134	ABC	Watr_2764
				821266669994	DEF	Mult_2133
				203122	GHI	Oil2_2772
				5968	GHI	Oil2_2772
				Oil2-5626	GHI	Oil2_2772

| Info | Account List | ENTRY-1-1-Watr_2764 | ENTRY-2-1-Mult_2133 | ENTRY-3-1-Oil2_2772 | ENTRY-4-1-Mult_2166 |

6. Identify the "Utility Tariff" that corresponds to the "Utility Provider" from the Excel spreadsheet

A Utility Tariff is:

- assigned by the UCD
- a unique identifier for each utility provider that indicates two things:
  1. type of utility: water, propane etc.
  2. utility provider
     - four digit code indicates provider
       - ABC Propane – 1234
       - DEF Water/Sewage – 5678
       - used to select applicable tab in spreadsheet to add new consumption data

Portfolio	Facility Code	Facility Name	Facility Address	Account	Utility Provider	Utility Tariff
				221105	ABC	Watr_2764
				221105A	ABC	Watr_2764
				227202	ABC	Watr_2764
				821266669994	DEF	Mult_2133
				203122	GHI	Oil2_2772
				5968	GHI	Oil2_2772
				Oil2-5626	GHI	Oil2_2772

Some Utility Providers have more than one utility type or tariff. For example, a Hydro utility may invoice both electricity and water. The Utility Tariff will have the code Mult_1234. The corresponding tab will show both electricity and water columns. You will use only the water columns and ignore the electricity columns. Data entered into the electricity columns will not be imported into the UCD.

7. Select the Tab with the applicable Utility Tariff from the bottom of the Excel Spreadsheet

| Info | Account List | ENTRY-1-1-Watr_2764 | ENTRY-2-1-Mult_2133 | ENTRY-3-1-Oil2_2772 | ENTRY-4-1-Mult_2166 |

8. Enter the applicable consumption data

Notes

- The following example uses screenshots from the Water template.
- The columns in the other Alternative Utilities templates are in the same order and have the same restriction (format for entering dates) as the Water template.
- Yellow cells are the data fields that users need to complete.
- Blue cells are not to be used.
- If there is a new account that doesn't exist in the UCD or you want to close an account, complete the online form "Water or Alternative Fuel Account Change" found in the UCD Help Desk to request that Aegent creates the new account. For steps on how to do this, see Appendix B.

Notes on columns

Account

Each row is one of your board's existing accounts in the UCD for the utility provider/tariff that you selected.

If there are multiple readings for an account to be entered, insert new rows in the spreadsheet. For help with this Excel feature, see Appendix A.

- Copy and paste the applicable account number(s) into the new rows
- for each meter reading, insert a row

- you can insert as many rows as you require

Newly added rows

Invoice Date

- **The format for all dates must be yyyy-mm-dd.**
- The "Invoice Date" (Column B) should be the <u>same</u> or <u>later than</u> the "End Date" (Column E).
- If the "Invoice Date" is <u>before</u> the "End Date", the UCD will show a warning message in the exported file.
- The "Invoice Date" is a mandatory field

Due Date

- Users should ignore this column. The data is not required.

Water-Cons Start Date

- **The format for all dates must be yyyy-mm-dd.**
- The reading start date must be <u>before</u> the end date.
- If the reading start date is <u>after</u> the end date, the UCD will not import the reading.
- If the account has a previous reading, it is not necessary to enter the start date for the new reading (the end date is still required).
  - o The system will use the previous reading's end date as the next start date.

- When there are multiple readings to enter for an account, after the first reading's start and end dates have been entered, all subsequent readings need only the end date entered.

Water-Cons End Date

- **The format for all dates must be yyyy-mm-dd.**
- The end date must be <u>after</u> the start date.
- All end dates must be entered.

Water-Litres

- Enter the consumption value. Ensure the unit of measurement (litres, gallons etc.) corresponds to the column title unit.
  - In this example, the water unit is litres.

9. Save the file to your computer's hard drive

- If you have blank rows in the template, the UCD will ignore them.
- The saved file can either be submitted to the UCD immediately or completed over a period of time before submission.

10. Import the completed template into the UCD

- In you board's portfolio, click on the "Exports" tab
  - In the "Tasks" box at bottom of page
    - select "Import Utility Invoices".
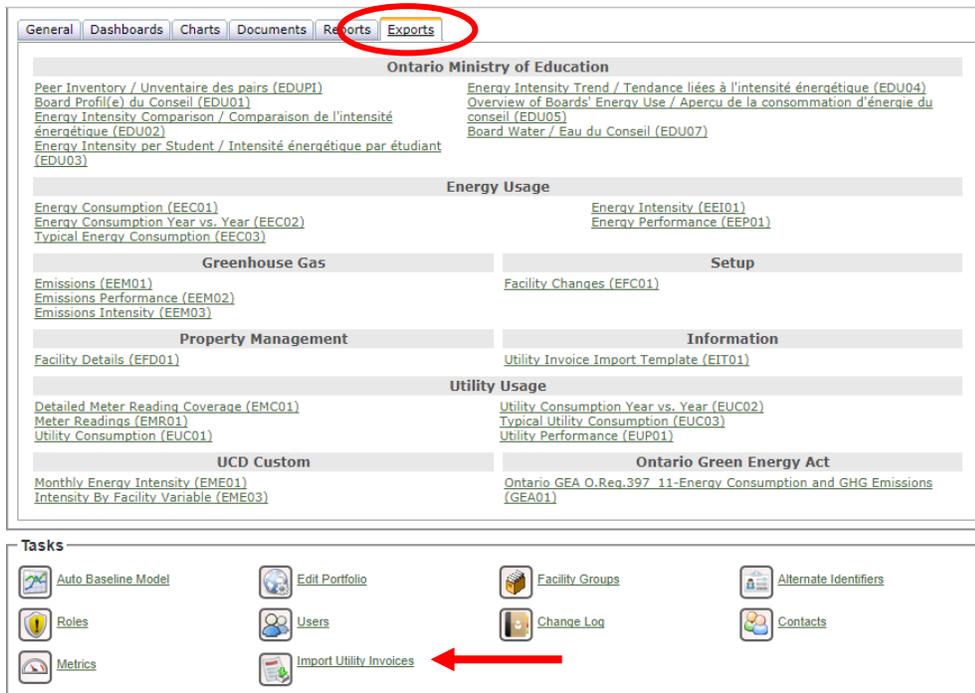
10a. Click "Next".

10b. Choose the file you saved to your computer's hard drive and click "Next".

10c. A list of all the worksheets for your board, identified by the Utility Tariff will appear.

- Select the worksheets in which you entered consumption data (do not select worksheets that have not been modified)

- Click "Next".

Select Work Sheets

☑	ENTRY-1-1-Watr_2764 ←
☐	ENTRY-2-1-Mult_2133
☐	ENTRY-3-1-Oil2_2772
☐	ENTRY-4-1-Mult_2166
☐	ENTRY-5-1-Elec_2164
☐	ENTRY-6-1-Watr_2766
☐	ENTRY-7-1-Watr_2761
☐	ENTRY-8-1-Watr_2768
☐	ENTRY-9-1-Watr_2771

[Previous] [Next]

[Cancel]

11. The UCD will validate the data that has been entered through the following steps. These steps are required by the off-the-shelf software and are not customized for the UCD.

- Click "Next" once the action is complete.

Matching Account Numbers with Accounts

Completed: Completed
[Cancel]

[Previous] [Next]

[Cancel]

- Check boxes "Validate Dates" and "Include Data Gap Notices in Results Workbook". Leave "Final Total Variance (%)" unchecked.
- Click "Next".
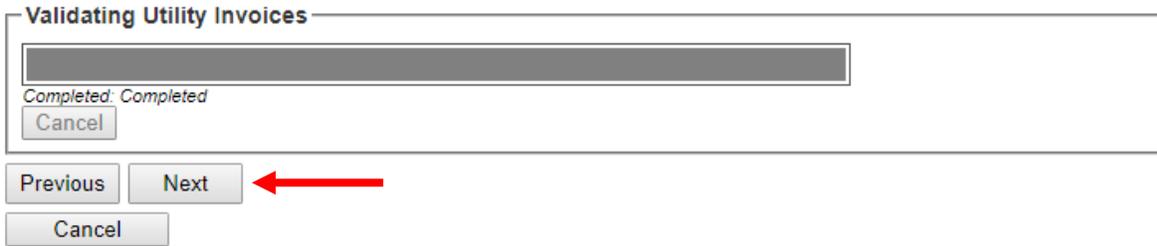
Specify Utility Invoice Validation Settings

☑	Validate Dates	[?]
☐	Final Total variance (%)	5 [?]
☑	Include Data Gap Notices in Results Workbook	

[Previous] [Next]

[Cancel]

- Click "Next".

Validating Utility Invoices

Completed: Completed

Cancel

Previous | Next ←

Cancel

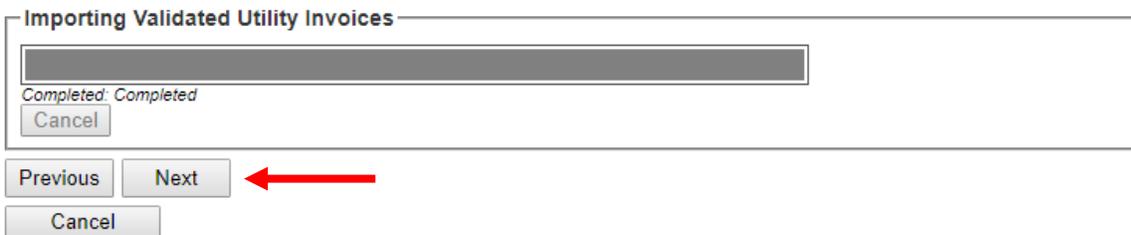- Click "Next".

Importing Validated Utility Invoices

Completed: Completed

Cancel

Previous | Next ←

Cancel

12. The UCD will produce an Excel spreadsheet with all of the recently entered consumption data for review prior to the data being uploaded into the UCD reports.

- Click "Export Results To Excel".
- Click "Finish"

Import Complete

Export Results To Excel ←

Finish ←

Cancel

13. Review the Excel file for any errors and correct

- Column "Import Status" in the exported file will show either "True" or "False".
- "True" is coloured green and indicates that the reading was automatically imported into the UCD.
- "False" is coloured red and indicates that the UCD has flagged a problem with the entry and the data was not imported into the UCD.
    - Column "Validation Messages" provides a message describing the issue that the UCD has flagged with the data.

- - Example – the date was not entered in the correct format
- "Warning" in the column "Validation Status" is coloured orange and indicates a potential problem with the entry but the reading is imported into the UCD.

Account	Invoice Date	Due Date	Water-Cons Start Date	Water-Cons End Date	Water-Litres	Water-Cons Estimated	Note	Calculated Total	Validation Status	Validation Messages	Import Status	Import Messages
221105	2007-10-06		2007-09-01	2007-10-01	12,000.00				Passed		True	
221105A	2007-11-06		2007-10-01	2007-11-01	2,500.00				Passed		True	
221105A	2007-10-06		2007-11-01	2007-12-01	2,800.00				Passed		True	
221105A	2007-10-06		2007-09-01	2007-10-01	2,750.00				Passed		True	
221105A	2007-10-06		2007-09-01	2007-10-01	2,850.00				Passed		True	
221105A	2007-09-26								Failed	End date is not a dateNo consumption value	False	
221105A												
227202	2007-04-02		2007-03-01	2007-03-30					Warning	Gap of '61' days between last entry and this entry	True	

◄ ► ►│ ENTRY-2-1-Watr_2764

14. Correct errors and re-import corrected file until all readings have passed

- corrections can be made directly in the exported Excel file where necessary
- save the new file to your computer's hard drive
  - o import the new file per step 10 outlined above
  - o repeat the process until all reading rows show "True" in the "Import Status" column indicating that the data has been imported into the UCD.
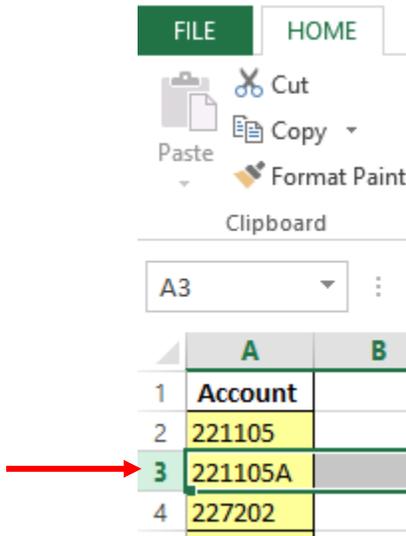
- When complete, click "Finish".

┌ Import Complete ───────────────
  Export Results To Excel

[Finish]
[Cancel]
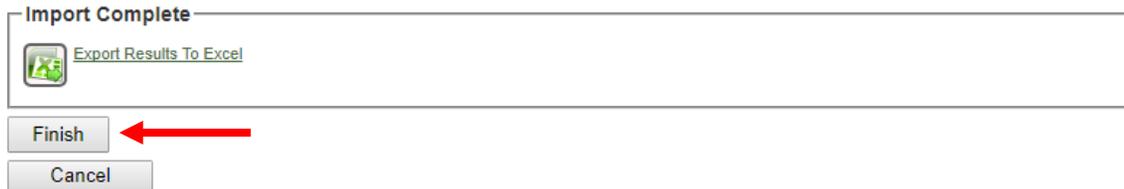
For additional support completing this process, contact Aegent at ucdb@aegent.ca or Peter Chong at 416 622-9449 x115.
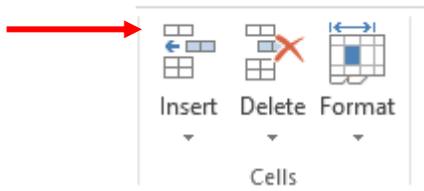
Appendix A

How to insert a new row in an Excel spreadsheet

- Click on a row in the spreadsheet

- From the toolbar, select the "insert row" icon

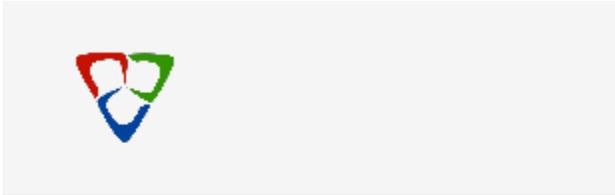- you can insert as many rows as you require

Appendix B

How to manage new accounts that are not already in the UCD

Complete the "Water or Alternative Fuel Account Change" online form

- In the UCD, click on the Help Desk tab on the top of the screen

- Click on the "ManagingEnergy Help Desk" Link

ManagingEnergy Help Desk > Submit a request

- Click on the "Water or Alternative Fuel Account Change" link

FORMS FOR FACILITY AND ACCOUNT CHANGES

Water or Alternative Fuel Account Change

Facility: New or Status Change

Facility Account Change

- Complete and submit the form
    - Aegent will create a new account in the UCD for your board. This typically takes 1-3 business days depending on volume.
    - Once the account is set up in the UCD, it will appear in the **"**Utility Invoice Import Template (EIT01)".