

## Utility Bill Tracking, Invoice Validation, Auditing & Processing

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Risk Management | Energy & Sustainability | Compliance | Business Process | IT Effectiveness | HR Talent Management

### “You can’t manage what you can’t measure”

When you’re responsible for multiple properties, this gets tricky. How do you know what you’re spending? How do you start saving? Energy and utilities bills are the #1 controllable expense in property management and one of the top three variable expenses.

As you manage utility (gas, water, electric, cable, telecom, etc) data, you are able to instantly calculate Key Performance Indicators, or statistics that allow you to measure the performance, refine operations, and develop strategies for your individual facility operations and teams.

As one of its key benefits, the **ProSidian EnergyCap™ Utility Bill Audit & Database Management Platform** enables managers and executives to make informed decisions about the operations strategy of their businesses.

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## UTILITY BILL TRACKING, INVOICE VALIDATION, AUDITING AND PROCESSING

For many multi-location businesses the validation and processing of energy invoices represents not only a significant investment of time and resources but also a substantial opportunity.

***The opportunity is the creation of a comprehensive energy database with which to benchmark different locations, track the impact of capital expenditure projects and monitor carbon emissions.***

Far too often this opportunity is squandered because the validation and processing of utility invoices is limited to payment (along with all other vendor invoices) through accounts payable systems. Energy & Utilities usage is becoming a topic of global interest due to issues of emissions and environmental sustainability. You need a way to track and verify energy-saving performance of retrofits. Any picture of the total cost of asset ownership and operations is incomplete without energy and utilities. For businesses that wish to take full advantage of this opportunity, ProSidian Consulting offers a service to outsource the Bill Tracking, Invoice Validation and Processing Utility invoices.

As part of our service we provide access to our state of the art on-line energy data management system (**ProSidian EnergyCap™**) including its suite of analysis tools – i.e., site rankings, budgeting, energy efficiency, carbon monitoring, etc. Our Utility Tracking, Invoice Validation and Processing procedures are briefly outlined below.

### TRACK YOUR ENERGY USAGE SO YOU CAN BETTER CONTROL COSTS.

#### 10 WAYS TO MEASURE, MANAGE, SAVE

1. **Eliminate Billing Errors** - Utility companies aren't perfect – mistakes happen.
2. **Fast Processing of Utility Invoices** - Companies that receive thousands of utility invoices per year use **ProSidian's EnergyCap™** Solution to rapidly process bills via manual entry and EDI. This impacts the total lifecycle cost of managing utility bills including employees, net payment terms, accurate reporting, and sustainability initiatives.
3. **Make Wise Energy Purchase Decisions** - Save money by letting you select the lowest-cost vendors, generators and producers....but it requires accurate and current energy use data.
4. **Cost Management and Reporting** - Managing utility costs for your operations is a complex and difficult task. **ProSidian's EnergyCap™** gives you a single tool to handle all your utility accounts, bill payment and tracking, cost avoidance, weather data tracking, auditing, reporting, rate analysis, benchmarking, issue tracker, contracts tracking, greenhouse gas emissions tracking and reporting.
5. **Uncover Account Ownership Errors** - Are you really paying for just your own utility accounts? It sounds simple enough, yet large organizations often find they're still paying for former leased space. One hospital chain *didn't notice a \$15,000 error for eight years!*
6. **Identify Inefficient Facilities and Spot Leaks** - It's been said, "You can't manage what you can't see." **ProSidian EnergyCap™** benchmarks, trends, profiles and comparisons help you to *identify and correct inefficient facilities*. Hidden energy and water leaks will be unmasked!
7. **Improve Budgeting, Accruals, Accounting** - **ProSidian EnergyCap™** new budget and accrual features save time and money on the tricky and often time-consuming tasks of utilities cost accounting and management.
8. **Motivate Occupants to Conserve** - Your dilemma – you have thousands of switches and thermostats, yet the occupants who control them have no motivation to conserve. **ProSidian EnergyCap™** reports show that energy reduction is important...and that *you're monitoring energy conservation activities*.
9. **Perform Energy Savings Measurement & Verification** - Performance Contracting is the preferred method for energy retrofit projects, but not without accurate and timely "cost avoidance" reports. Good Steward Software pioneered cost avoidance calculations!
10. **ProSidian EnergyCap™ Utility Database Solution** - Utility Bill Tracking, Utility Bill Audits; Utility Bill Usage and Cost Mgmt.; Annual Energy Budgets; Energy Cost Avoidance; Ad-hoc Reporting with Easy Export to Excel; ***On-line access, reporting and analysis.***

## UTILITY BILL AUDITING

Utility bills can be many pages long and contain costly overcharges, duplicate charges, or even errors as tariffs change constantly and utilities fall behind the pace of change. Many companies just assume their bills are correct, but mistakes could be costing your company hundreds or thousands of dollars. If you don't catch them, the utility's mistakes are costing your company money.

- There are essential business processes that rely on accurate and timely Energy/Utilities information
- **ProSidian EnergyCap™** improves Energy/Utilities-related accounting and overall cost management by presenting Energy/Utilities usage and cost summary data along with other costs for a total picture.
- Utility bill auditing and hundreds of detail and summary reports Increases Energy/Utilities awareness

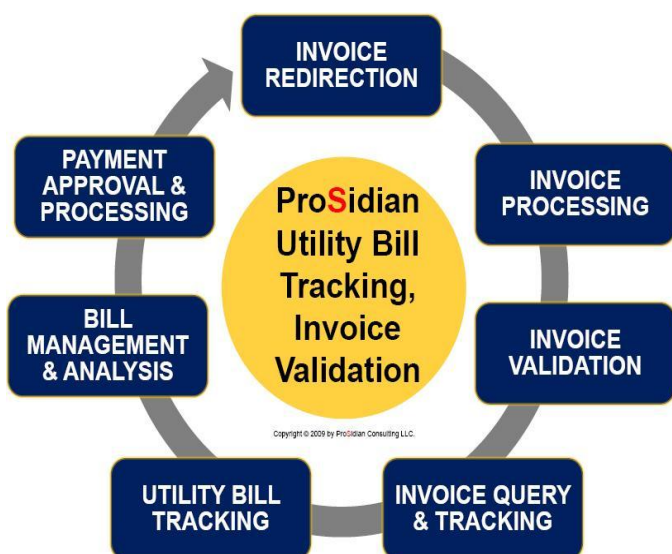
### PROSIDIAN ENERGYCAP™ WILL

- ✓ Provide a comprehensive analysis of billing, usage and rate information.
- ✓ Clarify invoices.
- ✓ Identify errors and overcharges.
- ✓ Find refund opportunities.
- ✓ Assist in getting refunds made on a timely basis.
- ✓ Examine usage patterns to identify additional cost savings opportunities on an ongoing basis.

### HISTORIC AUDIT SAVES MONEY!!

- Each year energy suppliers submit countless invoices, worth billions, to their customers containing errors. Most consumers are surprised to learn that the burden of identifying and correcting these mistakes lies with them.
- A simple, but useful, example is that of a national clothing retailer that engaged **ProSidian EnergyCap™** services.
  - An audit of the retailer's invoices indicated a marked increase in consumption at one of its primary locations.
  - After analyzing the situation, liaising both with the retailer's landlord and energy suppliers, **ProSidian EnergyCap™** determined that the increase in consumption was due to a miss – labeling of meters that were recently installed on the premises.
  - In short, the retailer was paying for the consumption of a national book retailer next door which was significant.
  - This situation would have continued indefinitely but for the audit undertaken by **ProSidian Consulting**.

## UTILITY BILL TRACKING, INVOICE VALIDATION



- We understand that most organizations' energy invoices are processed by accounts departments without any real substantive review.
- For accounts departments, the primary concern is paying the invoice on time to avoid late charges and service interruptions.
- It is for this reason **ProSidian Consulting** offers a service to audit energy bills. Our comprehensive audit services check for erroneous meter readings, incorrect applications of rates and pricing arrangements, consumption anomalies, duplicate billings, and other administrative errors.
- The objective of our service is to identify any erroneous billings and reclaim all overpayments from the appropriate supplier.



## UTILITY BILL AUDITS = OPPORTUNITY FOR REAL \$ SAVINGS!!

Our system of **Bill Audits** run *A library of 45 audits* that check bills for various problems (such as excessively high or low usage, cost, unit cost, demand; duplicates; abnormal dates; missing bills); user-defined sensitivity settings and user-defined audit groups.

Our validation process occurs at two levels. The first occurs at the data entry level. Specifically, our trained data input personnel review each of invoices for administrative errors as they are keying your data into our computer systems. The second is undertaken by our proprietary computer systems. Our systems have been designed with specialized algorithms to check the accuracy and validate your invoices. Any invoice identified as invalid (outside an established tolerance level) is recorded and forwarded to our analytical staff for further investigation.

### PROSIDIAN ENERGYCAP™ FEATURES AND BENEFITS

The **ProSidian EnergyCap™** solution leverages the internet to keep the costs of operating an energy tracking system low, while facilitating access to energy information for a large number of users across an organization. O

*Our solution is easy to use: no software installations are required, since users access the system using the Internet Explorer browser.*

There is no limit on the number of users. Data is backed up automatically on a daily basis, and new features are implemented on an ongoing basis and at no additional cost.

**ProSidian EnergyCap™** offers a wide array of capabilities:

- ✓ Utility and Energy Information Tracking
- ✓ Tracks all utility bills - Electric, Natural Gas, Water/Sewer, Fuel Oil, Propane, Trash/Waste, Steam, Telephone, etc.
- ✓ Tracks essential account, vendor, building information, billing periods, basic and detailed use and cost by account, by month, by building for multiple years
- ✓ Advanced Utility Bill and Energy Information Tracking
- ✓ Tracks power factor, time-of-use, taxes, service charges, deregulated bill determinants
- ✓ Provides reports on user defined dependent variables by month by facility (per square foot, weather degree days, occupants, etc.)
- ✓ Utility Bill / Energy Analysis Reporting
- ✓ Run and print hundreds of use/cost and energy analysis reports and graphs.

Other Powerful **ProSidian EnergyCap™** Features:

- ✓ Export your billing data to your favorite spreadsheet.
- ✓ Fuel oil ticket tracking
- ✓ Use and cost budget tracking
- ✓ Online system operations manual
- ✓ Run variance and exception reports
- ✓ Establish base-lines/benchmarks
- ✓ Identify overbillings
- ✓ Determine if assigned rate schedule is applied correctly
- ✓ Secure refunds for billing errors
- ✓ Perform Sarbanes-Oxley compliance audit

**We don't just leave you with well-intended recommendations.**

- ✓ **ProSidian EnergyCap™** Online Reports
- ✓ Our **EnergyCap™** solution includes numerous convenient filters to allow for customized selection of data for specific months, years, accounts, building types etc. You can view and print from anywhere at any time.

**EnergyCap™** uses a database of utility companies' rate schedules and our national rate tariff library to run variance reports and exception reports.

**EnergyCap™** reports back to our client the findings and recommended actions that we propose to take for our client.

**EnergyCap™** allows ProSidian and your company to leverage utility bill information by identifying savings initiatives.

## UTILITY TRACKING SYSTEM

- Populated from electronic bill payment and processing output or manually entered
- Digital Dashboard at Login
- Unified data reporting across all utility companies
- Direct comparison by Utility, State, or customized :
  - ✓ Cost (1-36 month and further if desired)
  - ✓ Usage (kWh, kW, therms, etc.)
  - ✓ Cost per unit (cents/kWh, etc.)
  - ✓ Efficiency (cost per sq. ft., cost per student, etc.)
- Leveraged information for
  - ✓ utility bill audit
  - ✓ utility rate analysis
  - ✓ energy procurement
- Implementation on information presented
- Tracks and documents on-going savings initiatives
- Drill down from enterprise level to individual accounts
- Rate & tariff emphasis and sensitivity for utility rate & tariff analysis

## ADDITIONAL BENEFITS

- Secure web-enabled reporting on desktop
- Tiered enterprise reporting of utility bill management by: Utility, State, Corporate Division
- Exception Reporting
  - ✓ Metering errors
  - ✓ Comparison of out-of-line accounts to other similar accounts
- Graphic illustration of comparisons
- Trend analysis from data storage
- Reporting of multiple utility service types (electric, gas, and soon water)
- Data download capability
- Receive electronic data from multiple sources

## HOW QUICKLY CAN YOU RESPOND TO THE FOLLOWING QUESTIONS?

- How much did you spend on Energy/Utilities in the last fiscal year?
- What fraction is that of overall asset management cost?
  - Negligible
  - Less than one-tenth
  - About one-third
  - Over 50%
- Did you spend too much?
  - vs. the prior year
  - vs. similar facilities
  - vs. the budget
  - vs. national standards (EnergySTAR)
- Is it worth it to get a handle on your Energy/Utilities information?

## WE CONTRIBUTE TO EIGHT (8) OF YOUR ORGANIZATION'S VALUE DRIVERS

- **Value 1** : Eliminate billing errors and operate efficiently
- **Value 2**: Fast processing of utility bills
- **Value 3**: Make wise Energy/Utilities procurement decisions
- **Value 4**: Create accurate budgets
- **Value 5**: Motivate Energy/Utilities use conservation
- **Value 6**: Identify hidden control problems
- **Value 7**: Measure and verify Energy/Utilities savings projects
- **Value 8**: Improve accounting, accruals, management



ProSidian Consulting, LLC is an integrated consulting services firm focusing on providing value to clients through tailored solutions based on industry leading practices. ProSidian provides strategically diversified business and technical services focused on Risk Management, Energy & Sustainability, Compliance, Business Process, HR Talent Management and IT Effectiveness (Information Technology/Staff Augmentation). Linking strategy to execution, ProSidian assists client leaders in maximizing company return on investment capital through design and execution of operations core to delivering value to customers. Our Services are deployed across the enterprise, target drivers of economic profit (growth, margin and efficiency), and are aligned at the intersections of assets, processes, policies and people delivering value. ProSidian Consulting is headquartered in Charlotte, NC. For more information, visit [www.ProSidianConsulting.com/energy.html](http://www.ProSidianConsulting.com/energy.html).

## ABOUT PROSIDIAN CONSULTING, LLC



**ProSidian Consulting's** combination of Systems, Services and Strategies offer complete and integrated utility cost management solution with Guaranteed Savings. As you consider the important question of how our **ProSidian EnergyCap™** solution can be of value to your organisation, you may find it valuable to see what kinds of organizations use the **ProSidian EnergyCap™** Solution. Following are snapshot descriptions of representative licensees. **Is your organization similar in purpose and scope to any of these?**

**\*\*Federal Government** - A Federal agency that uses \$30 million/year of electricity, steam, natural gas and water/sewer and operates huge facilities on the mall adjacent to the Capitol and White House recently replaced an inadequate web-based energy tracking service with EnergyCap™. The web-based service, although convenient, did not offer the powerful tracking, analysis and reporting features required for an organization that receives many high-cost, highly detailed monthly utility bills.

**State Government** - A state government replaced their FASER Energy Accounting system with EnergyCap™. Ultimately, the system will track up to 15,000 state-owned utility accounts valued at approximately \$150 million/year. Another state government has replaced their outdated Utility Manager™ system (trademark of SMR) with the much more capable EnergyCap™.

**County Government** - Two county governments have installed Energy CAP to manage utility and energy management activities. Annual energy cost approximately \$3 million.

**Fortune 100** - A telecommunications giant has implemented EnergyCap™ to process (via a combination of manual and electronic entry) and pay (via link to A/P) over 45,000 bills every month. Their electric bills for over 20,000 cell towers represent virtually every electric supplier in all 50 states.

**Property Management** - A firm that manages over 20 million square feet in New York City (and over 200 million sq ft nationally) implemented Energy CAP to track vendor bills and assist with the complex processes of tenant charges and CAM expense tracking.

**Retail Chains** - Two popular and successful nationwide retailers that each operate over 500 "big box" stores and spend \$25 million/year on utilities installed EnergyCap™ for bill processing, auditing, validation, A/P interface and energy analysis. A pharmacy chain that operates almost 2,000 stores and spends over \$60 million/year opted for Energy CAP as an alternative to costly bill processing outsourcing.

**Universities** - Three universities installed EnergyCap™: an urban campus that spends \$25 million/year; an 80,000-student statewide system that includes a 45,000-student main campus and twenty community campuses, responsible for over \$50 million/year in utility costs; and a prestigious "top five" university that has complex utility accounting and recharge/rebill requirements.

**Colleges** - The On-line and Desktop versions of Energy CAP are ideal for smaller universities and colleges that may pay 100 or more bills a month yet have modest IT support resources available. Two colleges now use these new versions of Energy CAP.

**Public School Districts** - Over 500 public school districts in 46 states use the Professional version of Energy CAP, with 75-100 new districts annually. Energy CAP Professional is designed specifically for K-12 school districts; none use EnergyCap™. Please refer to our Energy CAP Professional version sales policy to see if you qualify (under Headlines on the home page of our website at [www.EnergyCAP.com](http://www.EnergyCAP.com)).

**City Government** - Four city governments, serving a combined population in excess of five million, selected Energy CAP for diverse energy information needs. In two cases, the ability to consolidate utility bill data with 15-minute electric meter interval data is an important system requirement.

**National Guard** - The largest state National Guard headquarters has upgraded their FASER system to EnergyCap™, allowing them better tracking and management of bills from hundreds of Guard facilities across the state, and better sharing of data between Army and Air Force components.

**Military** - The largest military installation in Southern California updated their extensive tracking system to EnergyCap™; it interfaces with a new ITRON Sub metering system for rebilling and chargeback of reimbursable activities.