FS Utility Billing Manager
http://facilities.alaska.edu/uaf/UBill

User Manual
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About the FS Utility Billing Manager

This web application will manage billing and invoicing of electricity, steam, sewer, and water for various buildings on the UAF campus. The FS Utilities Power Plant computers provide monthly Building usage data, and the Utility Billing Manager (UBill) application generates the invoices and journal vouchers for each Customer.

Login & Registration

The FS Utility Billing Manager web site is accessed at http://facilities.alaska.edu/uaf/UBill or, alternatively, through a link on the Utilities page of the main Facilities Services web site at http://www.uaf.edu/fs/services/utilities. FS employees with a FS network account use their UA email address and Windows password to log in. Non-FS users will create a username and password when requesting an account through the link below the login form. Password retrieval is available only for Non-FS users. Facilities employees must contact the FS IT Help Desk to reset a forgotten password.

Permissions

In UBill, there are 3 levels of user: Regular Users (RE), Super Users (SU), and All-Knowing Users (AK).
- RE
  - View only own Customer records
  - View Basic User Manual
- SU
  - All permissions of RE user, plus
  - View all Customer records
- AK
  - All permissions of SU user, plus
  - Add/Edit/Delete Billings
  - Create Invoices, Journal Vouchers, Charge Slips
  - Manage Customer Accounts and User Permissions

**Utility Billing Manager Menu**
The Menu and Header information are available at the top of every page in the UBill Manager. Menu choices are:

- Home
- Current
- NEW Billing (AK only)
- Reports (AK, SU only)
- Search
- Admin Page (AK only)
- My Account
- User Manual
- Logout
- Quick View by Customer
- Quick View by Building

**Current Utility Billings List**
The main **Current Utility Billings List** (also the Home page) is initially sorted by Customer and shows the most recent Billings by Building or Group for each Customer. If there are no Billings for a Customer, the Building column is empty. You can custom sort the list by clicking the arrows next to the Customer or Building headings.

Clickable items on the page include:

- a Print Open Billings link to go directly to the “Open Billings by Customer“ PDF report
- the Customer Name to see all Billings for a specific Customer
- the Building Name to see all Billings for a specific Building
- a New link to create a new billing for that Customer and Building
- and, if the Billing is open,
By Customer View

The Customer page provides a listing of all Billings for a specific Customer. These can be sorted by Building or Billing Date, and each value shows the previous year value below it, providing the data is available. Clicking the Building will go to the Building View page. To see the Billing Details, click the Billing Date. If the Billing has been invoiced, there is a black check mark and clicking the Billing Date link will go to the Invoice. Billings can be reversed using the “Adjust” link in the Actions column. Use the “Confirm” link to confirm the Billing has been charged in the Banner system; once confirmed, a red check mark appears next to the Billing Date. The Download Data File link will provide all Customer data in an Excel spreadsheet.
For managing the Customer account information, click the (+/-) link after the Customer name.

**By Building or Group View**

The Building page provides a listing of all Billings for a specific Building or Building Group. These can be sorted by Customer or Billing Date, and each value shows the previous year value below it, providing the data is available. Clicking the Customer will go to the Customer View page. To see the Billing Details, click the Billing Date. If the Billing has been invoiced, there is a black check and clicking the Billing Date will go to the Invoice. Billings can be reversed using the “Adjust” link in the Actions column. Use the “Confirm” link to confirm the Billing has been charged in the Banner system; once confirmed, a red check mark appears next to the Billing Date. The Download Data File link will provide all Building data in an Excel spreadsheet.

**Billing Details**

The Add/ Edit Billing page includes all information for a monthly bill. Required fields are marked with a red asterisk. There must be either a Building or a Building Group, and there can be both. Only AK users can add or edit a Billing and create an Invoice.
When editing a record, there are 2 additional links available, Preview Invoice and Delete Billing, as well as the Last Edit Date and User below the Billing Notes.

The Delete Billing link will ask for confirmation before removing the Billing record, but be aware there is no undo function.
Invoices and Journal Vouchers

The Invoice page gives a view of the Invoice and Journal Voucher or Charge Slip Information for a Customer and Billing Date. If the Billing is current, there is a link to Create Invoice, and if it is final, the link is to View as PDF. For JV Customers, there is also a link to View the JV in Excel. If the Customer has multiple Buildings or Building Groups, there is a Monthly Total provided above the details section.

Preview Invoice for USDA February 2011
Create Invoice | View JV in Excel

<table>
<thead>
<tr>
<th>O’NEILL RESOURCES BUILDING</th>
<th>FY: 11</th>
<th>Doc Total: 979.08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority</td>
<td>Fund</td>
<td>Org</td>
</tr>
<tr>
<td>173510</td>
<td>173510</td>
<td>50219</td>
</tr>
<tr>
<td>173510</td>
<td>173510</td>
<td>50219</td>
</tr>
<tr>
<td>173510</td>
<td>173510</td>
<td>50219</td>
</tr>
<tr>
<td>173510</td>
<td>173510</td>
<td>50219</td>
</tr>
<tr>
<td>FS-Ubl</td>
<td>173012</td>
<td>50204</td>
</tr>
<tr>
<td>FS-Ubl</td>
<td>173012</td>
<td>50204</td>
</tr>
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<td>FS-Ubl</td>
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</tr>
<tr>
<td>FS-Ubl</td>
<td>173012</td>
<td>50204</td>
</tr>
</tbody>
</table>
The **Create Invoice** link will open a form with options for emailing the *Customer* and viewing the PDF. When the monthly Invoice is created, all open *Billings* for the month are finalized and can no longer be edited. If needed, an Adjustment Invoice can be created.

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**Reports**

UBill has several report options available through the menu link, *Reports*. These reports will all open in a new browser window.

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**Searching**

The UBill site can be searched using keywords, by choosing specific values, or by choosing a date. An asterisk * can be used as a keyword to retrieve all data.
Admin Page
This page is available to AK users only for various maintenance and administrative tasks.

- **Create Batch JV** – this will open a form to choose the Customer and beginning and ending Billing Dates for the Excel report

- **Upload Billing Data from Excel** – this will open a form to choose the file to upload. The template provided MUST be used for the data to properly import.
User Accounts – This link provides a list of all Users for managing Roles and Permissions. Clicking the User name will show the individual account data. See the next section on User Management for more information.

User Accounts

<table>
<thead>
<tr>
<th>User Name</th>
<th>Affiliation</th>
<th>Active</th>
<th>Role</th>
<th>Last Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer, Jane</td>
<td>statewide</td>
<td>No</td>
<td>RE</td>
<td>3/22/11</td>
</tr>
<tr>
<td>Tabb, Nick</td>
<td>FS-JT</td>
<td>Yes</td>
<td>AK</td>
<td>3/29/11</td>
</tr>
</tbody>
</table>

Manage Building Accounting – This link provides a page to create and edit Groups and the associated Buildings and Accounting information.

Manage Lists

Clicking the Add or Edit next to a Customer name will show the form view. The Adjustment field is used to apply a percentage value to the total utility Quantities entered on a Billing for this Customer and Building.
• Manage Customers – Links to a Customer List for adding new Customers or re-activating an inactive one.

## Manage Lists

<table>
<thead>
<tr>
<th>Customer</th>
<th>Contact</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska Digital</td>
<td>FS Real Estate Mgmt Administration</td>
<td>Edit</td>
</tr>
<tr>
<td>Alaska State Virology Lab</td>
<td>FS Real Estate Mgmt Administration</td>
<td>Delete</td>
</tr>
<tr>
<td>ARSC</td>
<td>Shannon Kristeller, ARSC Executive Officer</td>
<td>Edit</td>
</tr>
<tr>
<td>ARSC-DOD</td>
<td>Shannon Kristeller, ARSC Executive Officer</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Clicking the **Add** or **Edit** next to a *Customer* name will show the form view.

## Manage Lists

<table>
<thead>
<tr>
<th>Customer</th>
<th>Contact</th>
<th>Actions</th>
</tr>
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<td>ARSC-DOD</td>
<td>Shannon Kristeller, ARSC Executive Officer</td>
<td>Delete</td>
</tr>
</tbody>
</table>

• Manage Rate Table – Link to add and edit Utility Rate data for each Fiscal Year
Manage Utilities Constants

User Management

Each User can view account information through the My Account link. Because the login account is linked to the Facilities Services network, FS employees must contact FS IT to have changes made. Non-FS users can manage their own information. AK Users are responsible for managing Roles for all users.

Edit Account

** All fields are required

Login E-Mail: [codemagic@blueoats.com]
(This is your Login name.)

Password: ************

Password2: Thank you, your passwords match!

First Name: Jane

Last Name: Programmer

Contact Number: 541-000-0000

Customer Account Association: [Statewide]

Active?

- [ ] Yes
- [ ] No

User Role:
- [ ] RE (Regular, Read-only)
- [ ] SU (Super User, RE + Add/Edit/Archive)
- [ ] AK (All Knowing, SU + User Accounts)

Only AK Users see this

[Cancel] [Save Changes]
Non-Facilities Services employees can request an account in the UBil application. A Customer Account Association is required for verification of the account.

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**New Non-FS User Account**

*New FS user accounts must be created by FS Information Resources.*
Please contact the FS IT Help Desk at 907-474-7346 or help@fs.uaaf.edu.

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**All fields are required**

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login E-Mail:</td>
<td>(This is your Login name.)</td>
</tr>
<tr>
<td>Password:</td>
<td></td>
</tr>
<tr>
<td>Password2:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td>ex: 907-000-0000</td>
</tr>
<tr>
<td>Customer Account Association:</td>
<td>- Select -</td>
</tr>
</tbody>
</table>

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These requests are emailed to the FS Utilities Fiscal Officer and the Customer Account Contact for review and activation. A copy is also sent to the requestor.
Questions and Help
For questions about this application, contact UAF Facilities Services Information Resources.

Contact information:

Nicki Tabb, Internet Systems Manager
UAF FS Information Resources
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Fairbanks, AK 99775
907-474-7346
vntabb@alaska.edu

Manual Versions
1. April 2011
2. February 2012