

IS 2.0 Reconciliation Status and Helpful Hints.

With the launch of IS 2.0 BPA has established a 90 day window for utilities to reconcile the backlog of detailed data accrued since the beginning of FY 12. As we move through the reconciliation process we will be providing you information in the weekly announcements to help support your efforts in reconciliation, and an ongoing countdown of how long you have to completely submit your backlog of data.

We are over half way through the reconciliation period. As of today we have **29 days** until March 15. That is just over **4 weeks** to fully reconcile all of your detailed data. To help you avoid errors and minimize your workload during this process BPA will provide a reconciliation status update along with helpful hints in our weekly announcements.

Reconciliation Status

We are over half way to total reconciliation, but we still have over \$30 million dollars remaining to reconcile and under 30 days to do so.

| Total \$ From | Totals |
|--|-----------------|
| IS1 Invoices | \$67,632,800.48 |
| IS2 Invoices (Approved & Pending) | \$35,773,307.73 |
| % | 52.9% |
| Number of weeks until 3/15/2013 | 4 |
| IS2 \$ that must be submitted per week to reconcile by 3/15/2013 | \$7,964,873.19 |

Helpful Hint: Submit a performance payment spread sheet if you do not want the full performance payment amount.

If you do not want any performance payment or if you want to take less than the maximum, you must submit a performance payment spread sheet with each invoice package you submit, otherwise BPA will apply the full amount you qualify for. You will have to make any downward adjustments with each invoice package you submit.

Helpful Hint: If your submissions time out or will not seem to go through, clear your temporary internet files

We have found system delays can occur when you have a large number of temporary internet files resident on your hard drive. In general you can clear these files by selecting tools / internet options / the delete option under browsing history, and then selecting delete files for the heading Temporary Internet Files.

Helpful Hint: Do not exceed 100 characters in the wildcard section of the file naming tool.



If the wild card section of your file name exceeds 100 characters, IS 2.0 will not be able to process the file.

Helpful Hint: Watch out for auto-correct

Auto correct is a wonderful thing, it fixes spelling errors seamlessly, but we have found that it can also introduce unforeseen issues in IS 2.0, specifically when it introduces special characters. For example, if in the wild card section of the file naming tool you were to enter `cafe_lighting_project`, autocorrect would automatically change this to `café` with an apostrophe. Given that this is one of the special characters not recognized by IS 2.0, the file would not be flagged as an error.

Helpful Hint: Work with your EER to plan a submission schedule

By March 15 you will need to have your backlog of detailed data both submitted and approved by your COTR. By establishing a plan to submit your data BPA will be able to effectively allocate internal resources so that the work associated with reviewing and approving detailed data does not present a bottle neck and delay access to EEI funding.

Helpful Hint: Start submitting early

If you do not have enough detailed data to support your IS 1.0 invoices approved by your COTR by March 15, **you will no longer be able to access EEI funds until you submit the required data.** It is in everyone's best interest to get their data in early to ensure you have the time necessary for approval and any modifications.

Helpful Hint: Do not submit .XLSM files

IS 2.0 is not built to effectively process .xslm files. This is the designation for macro enabled Excel files and in some cases is the default file extension applied by Excel (i.e. when files are saved directly from a zip file). Please check to ensure the files you submit are saved as .xls or .xlsx.

Helpful Hint: Do not modify any of the Reporting Spreadsheets

You should only enter data into the Reporting Spreadsheets; never modify them in any other way. Even simple things like changing the names of a tab or the labels of a column will create errors when spreadsheets are processed by IS 2.0.

Helpful Hint: Do not use special characters in your file names

Files with any of the characters below included in the file name (including within the wildcard slot) shouldn't be uploaded into IS 2.0.

`! @ # $ % ^ & * () + = " : ; ' { } [] | < > , ? ~ ``

Using the characters above can create difficulties that would prevent your COTR from being able to review the files you submit.

Helpful Hint: Submit an early test invoice

As you are learning the new system it is helpful to submit a small invoice that contains a representative sample of your total backlog of data (some deemed measures, a few custom project calculators, etc.). By submitting a small invoice you can avoid making systematic errors that would require substantial

rework. Once you are confident you are entering your data correctly you can more confidently submit large data packages and work through your backlog quickly.