

User Guide for the EE Summarizer Tool

INTRODUCTION

The "Summarizer" is a tool BPA designed to give you visibility into the sum of savings and reimbursements expected within an IS 2.0 invoice as well as provide insight into the errors within your reporting spreadsheets so that you can correct them prior to submission.

The Summarizer tool will pull key data from the reporting spreadsheets you plan on submitting in an invoice package and perform basic calculations in order to provide you summary information in number of tabs so that you will have an overall picture of your invoice before you submit it. The Summarizer is macro-based and will perform all of its functionality automatically.

INSTRUCTIONS FOR USE

Ensure that you do the following before opening the summarizer tool:

1. All project-related files have been named using the accepted naming convention. For example, a lighting calculator might have a name like the following: **LC_EEI_06082012_10028_Project5.xls**
2. All project-related files are in a single folder on your hard drive
3. The Summarizer file is in the same folder

Before running the Summarizer, ensure that the following Excel settings have been enabled:

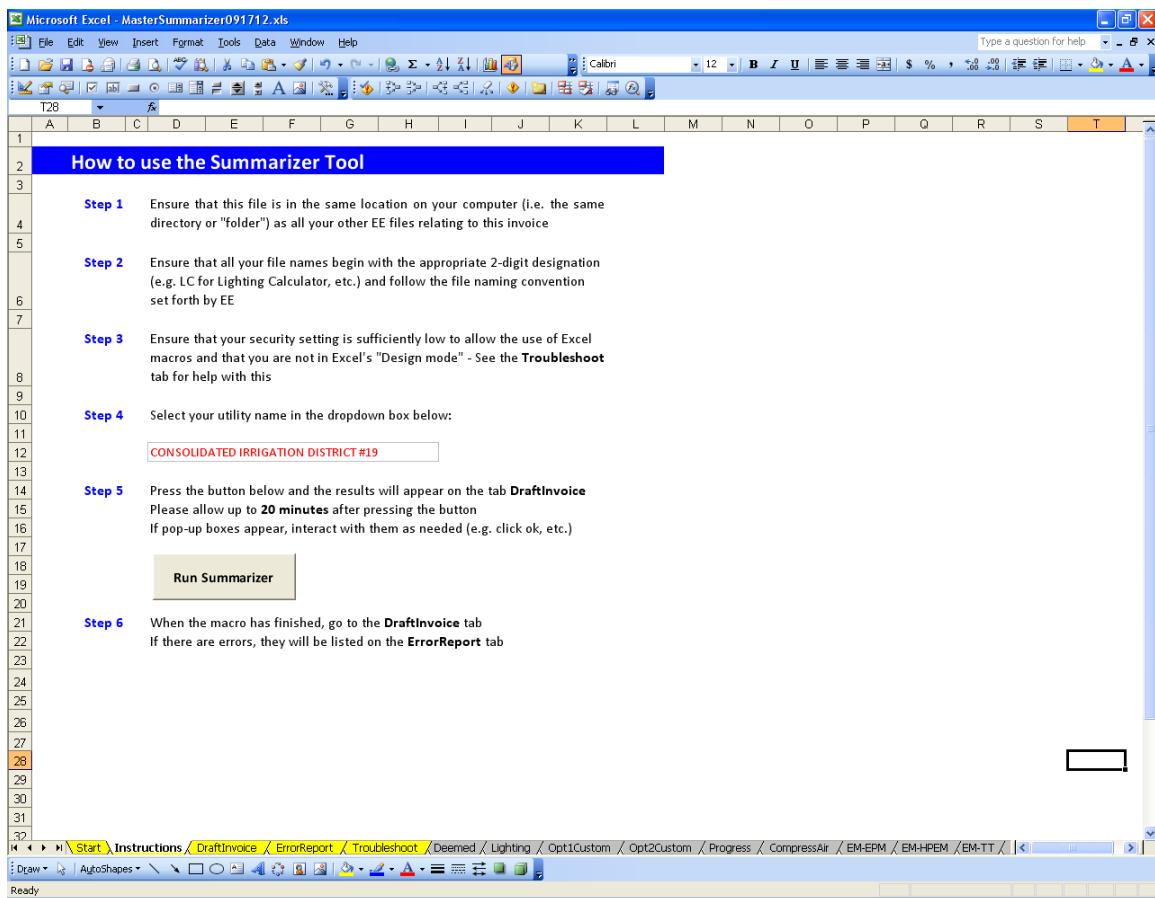
1. Macros are fully enabled in Excel (at lowest security setting)
2. Excel is NOT currently in Design Mode.
3. (see the **Troubleshoot** tab in the Summarizer for specific help with these steps):

Once the above is complete, go to the **Instructions** tab and, after reading through the steps, select your utility from the dropdown box and click once on the "Run Summarizer" button.

If only a few project files are being summarized, it may take only 30 seconds for the macro to complete. If there are a large number of project files, it may take up to 20 minutes for the Summarizer to complete data extraction, calculation and populating the various tabs. Even if Excel displays a "not responding" status on the title bar, the macros are most likely still running and performing as programmed.

See below for a screen shot of the **Instructions** tab.





UNDERSTANDING ERRORS

Once a “run” is complete, the program may report that errors have been found. Please be advised that the summarizer only checks a sub-set of the full errors checked on the IS2 system and therefore should be seen as preliminary and partial.

Go to the [ErrorReport](#) tab to see a summary table of these errors. This tab provides the user with a very basic error report following data extraction from all relevant files. The macro code is not sophisticated enough to provide information on the specific error that occurred; it will only report the number of files found, the total rows of data found among that file group, the number of rows of data that were loaded (copied) into the appropriate tabs. Numbers in red indicate that there was an error in extraction; this does not necessarily indicate that there is a problem with the target file itself, only that the macro was not able to copy/paste the data.

See the appropriate tab for details (e.g. [Deemed](#), [Lighting](#), etc.) where the file in question should be highlighted in red. Individual cells containing data that have been flagged as erroneous are also shaded red (e.g. an unsupported file version was used, data that is required to process the invoice is missing, etc.). See below for a screen shot of the [ErrorReport](#) tab.

File and Data Loading Results

Tab	Documents	Data Files Found	Rows / Columns Found	File Loading Errors	Required Data Errors	Error Details
Deemed	Deemed Measure Upload Sheet	0	0	0	0	No errors
Lighting	Lighting Calculator	0	0	0	0	No errors
Opt1Custom	Option 1 Custom Project Calculator	0	0	0	0	No errors
Opt2Custom	Option 2 Custom Project Calculator	0	0	0	0	No errors
EM-HPEM	High-Performance Energy Management Calculator	0	0	0	0	No errors
EM-EPM	Energy Project Management Calculator	0	0	0	0	No errors
EM-TT	Track and Tune Calculator	0	0	0	0	No errors
Performance	Performance Payment Request	0	0	0	0	No errors
Progress	Progress Payment Request	0	0	0	0	No errors
CompressAir	Compressed Air Calculator	0	0	0	0	No errors
TOTALS		0	0	0	0	

This tab provides the user with a very basic error report following data extraction from all relevant files. The macro code is not sophisticated enough to provide information on the specific error that occurred. It simply reports the number of files found, the total rows of data found among that file group and the number of rows of data that were loaded (copied) into the appropriate tabs. Numbers in red indicate that there was an error in extraction for one reason or another; this in no way indicates that there is a problem with the target file itself, only that the macro was not able to copy/paste the data. See the appropriate tab for details where the file in question should be highlighted in red as well.

Data Files Found = The number of correctly named files found in the same folder that this file is in
Rows / Columns Found = The total number of rows or columns of data found in all the files found
File Loading Errors = The number of files for which data extraction was not achieved
Required Data Errors = The number of required fields for which data was missing among all the files

Column Color Code for all the Data Tabs

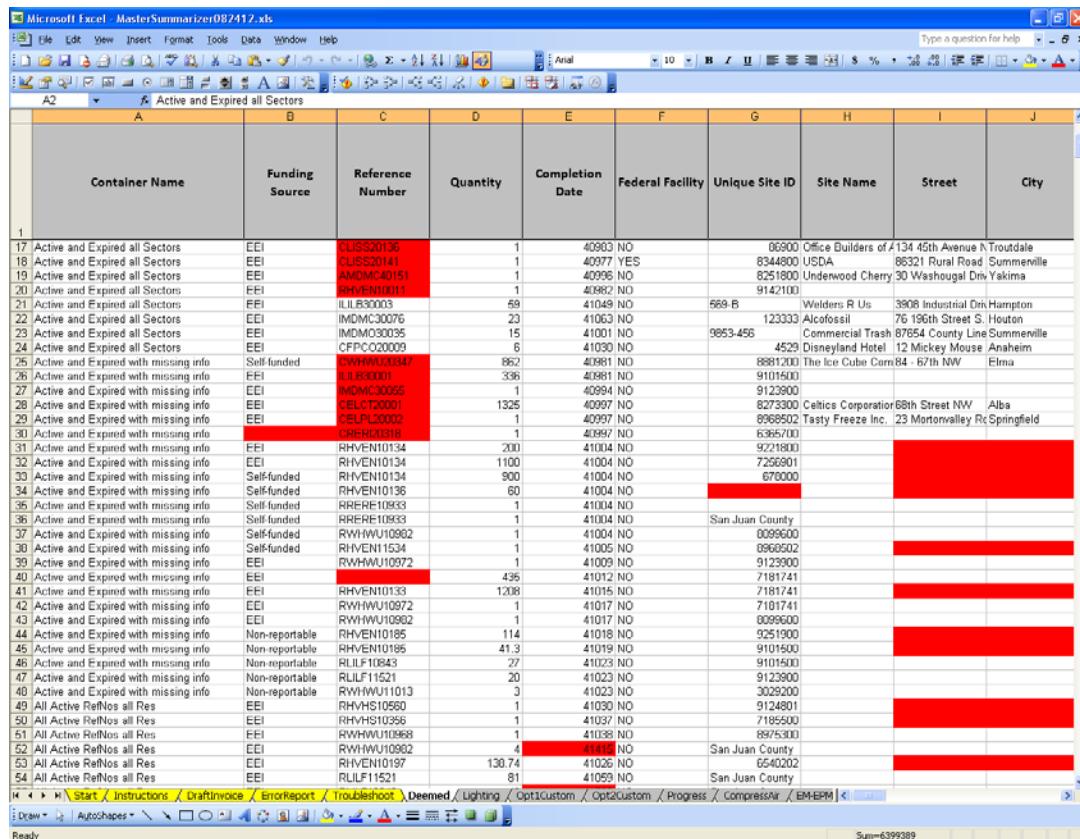
- Gray This column contains data extracted from the source files
- Yellow This column contains various calculations
- Green This column contains data that the DraftInvoice tab pulls in (depending on errors)
- Orange This column contains requirement conditions on the extracted data ("Deemed" tab only)
- Red This column contains a generic error flag that includes/excludes data from DraftInvoice

Some errors can be solved fairly quickly and simply by going through the steps below while looking at the **ErrorReport** tab. If you find and fix errors in the source files, simply run the Summarizer again when ready to refresh the extracted data.

1. **Data Files Found** indicates the number of files in the folder you are using the summarizer could open and use. If this number does not match your expectations it is most likely due to a file being present that does not follow the naming convention. Review all of the file names and ensure that they follow the convention.
2. **Rows / Columns Found** indicates the number of rows or columns of data that were extracted from all the files found of that type. For example, lighting calculator files have only one row of data each, so the number of rows should match the number of files in the previous column. Does the total number seem reasonable given the types of files you are trying to summarize?
3. **File Loading Errors** represent the number of files for which data was not extracted. This could have occurred for one of various reasons:
 - a. The file in question was blank
 - b. The file in question was corrupt
 - c. The file in question did not receive the correct password to open it
 - d. The file in question was saved in an unsupported file type
4. **Required Data Errors** represent the number of data fields that have one of several issues.

- a. A particular field is always required and there was no data in the source file. For example, a reference number is required for every deemed measure. This error is often a result of the user not filling in the required fields as requested. Check through all the source files to ensure that the required fields were filled in correctly.
- b. There was inappropriate data in the source file. For example, a reimbursement request percentage was below 0% or above 100%. Check through all the source files to ensure that the data makes sense.
- c. A particular field is sometimes required and there was no data in the source file. For example, certain measures require more data to be entered than others. Check through all the source files to ensure that all the required data is present given the measure types being used.
- d. The data as a whole represent a situation in which something has expired. For example, if a lighting calculator with version 2.0 or 2.1 is submitted and the project completion date is after April 1st, 2012 then the version number is flagged as erroneous. It is important to ensure that you are working with the latest supported version of Excel templates distributed by EE. Check the EE website to see if a newer version is available should you encounter an error like this.

See below for a screenshot of the **Deemed** tab showing errors after data extraction.



The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - MasterSummarizer082412.xls". The active sheet is labeled "Deemed". The table has the following columns: Container Name, Funding Source, Reference Number, Quantity, Completion Date, Federal Facility, Unique Site ID, Site Name, Street, and City. Rows 17 through 54 are listed, each containing a different error type. Many cells in the "Reference Number" column are highlighted in red, indicating validation errors. The "Street" and "City" columns for most rows contain large blocks of redacted text.

	A	B	C	D	E	F	G	H	I	J
1	Container Name	Funding Source	Reference Number	Quantity	Completion Date	Federal Facility	Unique Site ID	Site Name	Street	City
17	Active and Expired all Sectors	EEI	CUS520136	1	40903 NO	06903	Office Builders of A	134 45th Avenue N Troutdale		
18	Active and Expired all Sectors	EEI	CUS520141	1	40977 YES	8344800	USDA	86321 Rural Road Summerville		
19	Active and Expired all Sectors	EEI	AMDMC40151	1	40995 NO	8251800	Underwood Cherry 30	Washougal Drn Yakima		
20	Active and Expired all Sectors	EEI	RHVNEN10011	1	40982 NO	9142100				
21	Active and Expired all Sectors	EEI	ILLB30003	59	41049 NO	569-B	Welders R Us	3908 Industrial Drn Hampton		
22	Active and Expired all Sectors	EEI	IMDMC30076	23	41063 NO	123333	Alcofossil	76 196th Street S. Hutton		
23	Active and Expired all Sectors	EEI	IMDMO30035	15	41001 NO	9853-466	Commercial Trash	87654 County Line Summerville		
24	Active and Expired all Sectors	EEI	CPFC02009	6	41030 NO	4529	Disneyland Hotel	12 Mickey Mouse Anaheim		
25	Active and Expired with missing info	Self-funded	CWHVWU21347	862	41081 NO	8881200	The Ice Cube Com	84 - 67th NW Elma		
26	Active and Expired with missing info	EEI	ILLB90001	336	41081 NO	9101400				
27	Active and Expired with missing info	EEI	IMDMC30065	1	40994 NO	9123900				
28	Active and Expired with missing info	EEI	CELC-T20001	1325	40997 NO	8273300	Celtics Corporat	68th Street NW Alba		
29	Active and Expired with missing info	EEI	CELP-T20002	1	40997 NO	8968502	Tasty Freeze Inc.	23 Mortonvalley Rd Springfield		
30	Active and Expired with missing info	EEI	CHFH000318	1	40997 NO	6365700				
31	Active and Expired with missing info	EEI	RHVNEN10134	200	41004 NO	9221800				
32	Active and Expired with missing info	EEI	RHVNEN10134	1100	41004 NO	7256901				
33	Active and Expired with missing info	Self-funded	RHVNEN10134	900	41004 NO	6700000				
34	Active and Expired with missing info	Self-funded	RHVNEN10136	60	41004 NO					
35	Active and Expired with missing info	Self-funded	RREREFE10933	1	41004 NO					
36	Active and Expired with missing info	Self-funded	RREREFE10933	1	41004 NO	San Juan County				
37	Active and Expired with missing info	Self-funded	RWHVWU10902	1	41004 NO	0099600				
38	Active and Expired with missing info	Self-funded	RHVNEN11534	1	41005 NO	0960502				
39	Active and Expired with missing info	EEI	RWHVWU10972	1	41009 NO	9123900				
40	Active and Expired with missing info	EEI		435	41012 NO	7181741				
41	Active and Expired with missing info	EEI	RHVNEN10133	1208	41015 NO	7181741				
42	Active and Expired with missing info	EEI	RWHVWU10972	1	41017 NO	7101741				
43	Active and Expired with missing info	EEI	RWHVWU10992	1	41017 NO	0099600				
44	Active and Expired with missing info	Non-reportable	RHVNEN10185	114	41018 NO	9251900				
45	Active and Expired with missing info	Non-reportable	RHVNEN10185	413	41019 NO	9101400				
46	Active and Expired with missing info	Non-reportable	RULP-T10843	27	41023 NO	9101400				
47	Active and Expired with missing info	Non-reportable	RULP-T1521	20	41023 NO	9123900				
48	Active and Expired with missing info	Non-reportable	RWHVWU10103	3	41023 NO	3029200				
49	All Active RefNos all Res	EEI	RHHS10560	1	41030 NO	9124801				
50	All Active RefNos all Res	EEI	RHHS10356	1	41037 NO	7195600				
51	All Active RefNos all Res	EEI	RHWHWU10968	1	41038 NO	88975300				
52	All Active RefNos all Res	EEI	RHVNEN10992	4	41415 NO	San Juan County				
53	All Active RefNos all Res	EEI	RHVNEN10197	130.74	41026 NO	6540202				
54	All Active RefNos all Res	EEI	RULP-T1521	81	41059 NO	San Juan County				

Limitations

It is important to remember that the Summarizer is not an all-encompassing tool or thoroughly robust IT platform. Its functionality is useful but limited. As such, it may not be possible for you to resolve every error that it reports, but it should be possible to solve many of them with simple file checking.

For example:

- Does not check or block non-existent dates such as October 45th, 2012.
- Does not check the format of dates (e.g. "40773" vs "10/13/98", both are accepted equally well)
- Does not check formats in general (e.g. accepts text where a number should be, etc.)

Estimated Savings Tab

Once you have resolved as many errors as possible, go to the **EstimatedSavings** tab and select your utility from the drop-down box at the top. See the screen shot below for an example. This tab shows the summary for all the invoice materials. This is a high-level overview and gives an estimated invoice amount as well as the reimbursement and energy savings amounts.

It is important to note that any data extraction errors that resulted in either missing or erroneous data will affect the values in this draft invoice. Thus, this invoice is likely to differ from the IS2 invoice and in no way a replacement for the finalized, official invoice that BPA will issue following its review of the documents submitted by your utility.

Reimbursement		Energy Savings (kWh, busbar)			Non-reportable		
	EEI	LPF	Total Reportable Energy Savings	EEI	LPF	Self-funded	Non-reportable
Deemed	\$0.00		-	-	-	-	-
Lighting calculators	\$0.00		-	-	-	-	-
Option 1 Custom Projects	\$0.00	\$0.00	-	-	-	-	-
Option 2 Custom Projects	\$0.00		-	-	-	-	-
Custom project progress payment	\$0.00		-	-	-	-	-
Compressed Air	\$0.00		-	-	-	-	-
EM-EPM	\$0.00		-	-	-	-	-
EM-HPEM	\$0.00		-	-	-	-	-
EM-TT	\$0.00		-	-	-	-	-
Total Amounts	\$0.00	\$0.00					
Account Number	10116						
Performance Payment (\$/kWh)	\$0.08						
Heating Zone	2						
Cooling Zone	2						
Site to Busbar factor (line losses)	1.09056						
Allowable Performance Payment	\$0.00						
Utility-requested Maximum Performance	Maximum Requested						
Final Performance Payment	\$0.00						
Total Invoice	\$0.00						