

# 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:

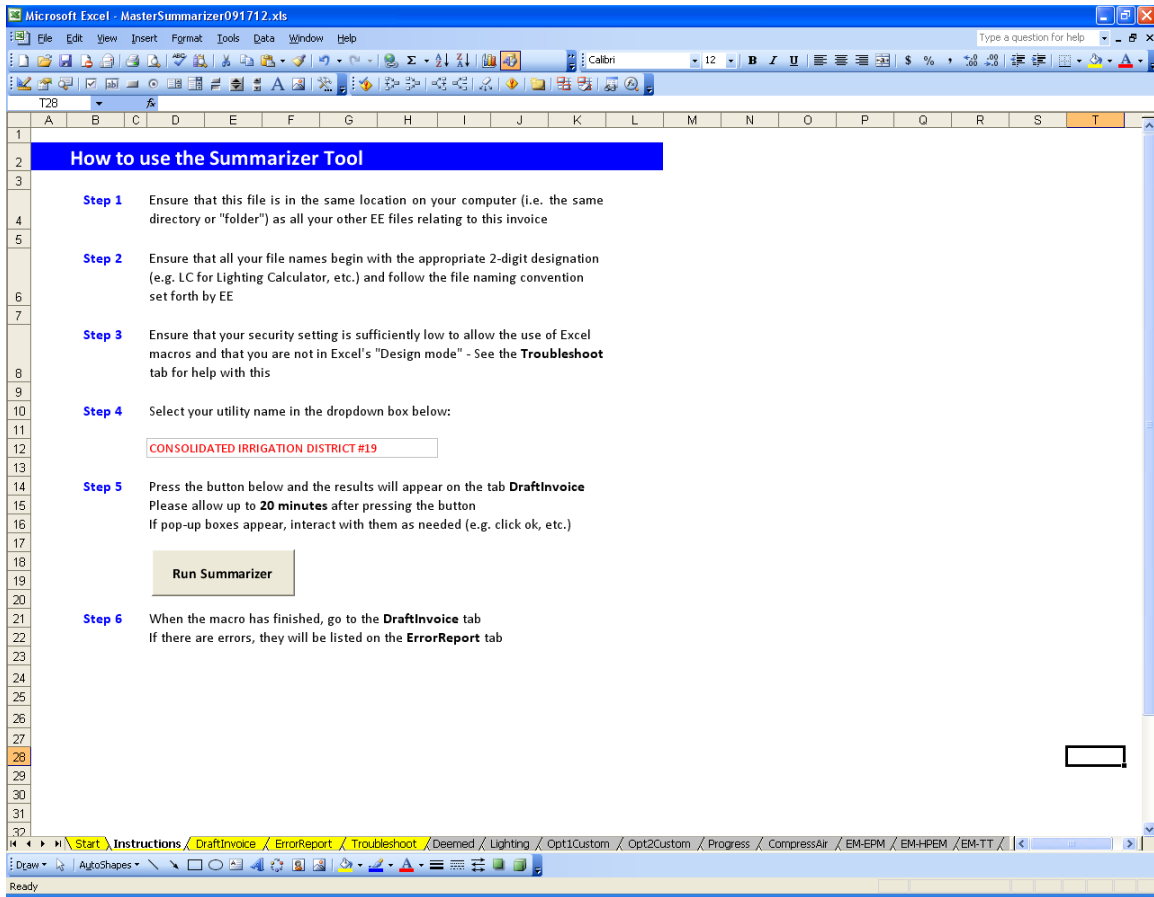
1. Macros are fully enabled in Excel (at lowest security setting)
2. Excel is NOT currently in Design Mode.
3. (see the [Troubleshoot](#) tab in the Summarizer for specific help with these steps):

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.



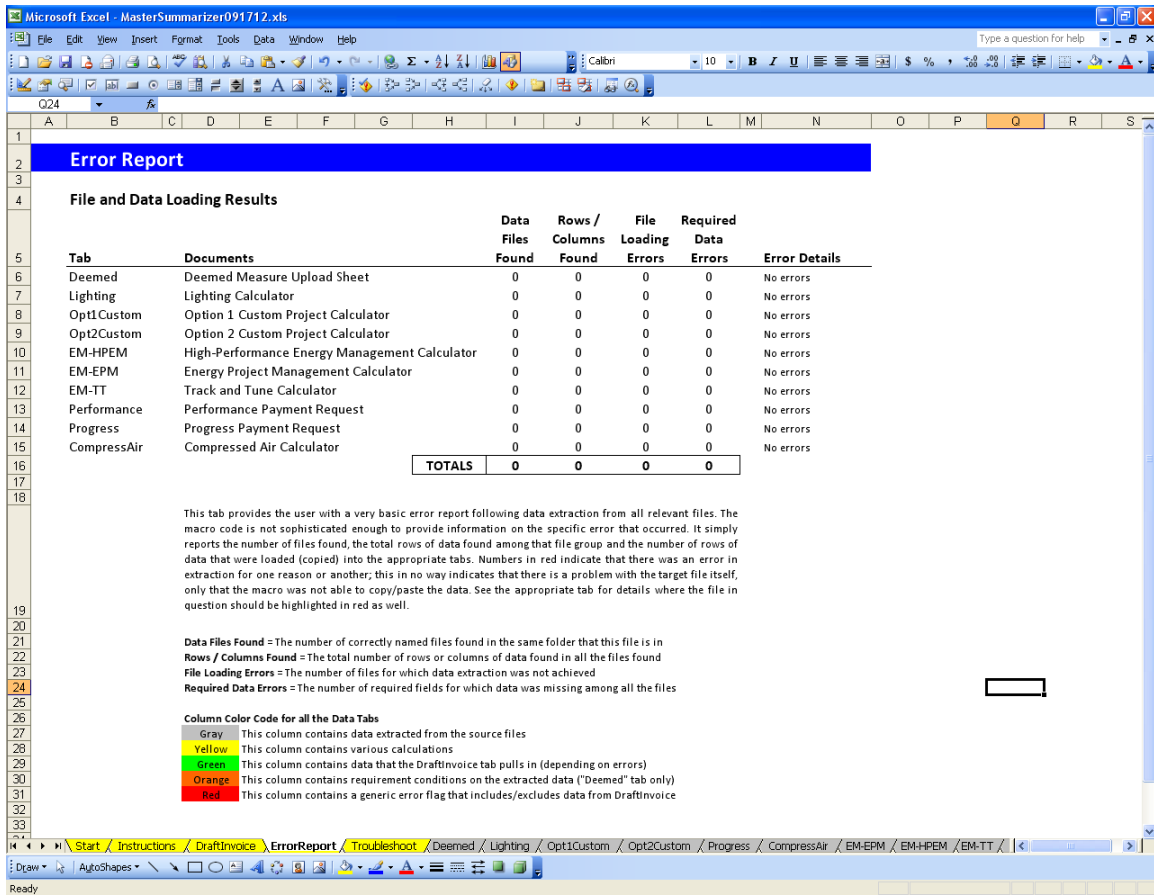


## UNDERSTANDING ERRORS

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.



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 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.
- 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.
- 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.
- 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 1<sup>st</sup>, 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.

Container Name	Funding Source	Reference Number	Quantity	Completion Date	Federal Facility	Unique Site ID	Site Name	Street	City	
Active and Expired all Sectors	EEI	CLISS20106	1	40903	NO		06900	Office Builders of 4134 45th Avenue N	Troutdale	
Active and Expired all Sectors	EEI	CUSS20141	1	40977	YES		8344800	USDA	86321 Rural Road Summerville	
Active and Expired all Sectors	EEI	AMDMC40151	1	40996	NO		8251800	Underwood Cherry 30 Washougal Driv	Yakima	
Active and Expired all Sectors	EEI	RHVEN10813	1	40982	NO		9142100			
Active and Expired all Sectors	EEI	ILILB30003	59	41049	NO	669 B		Welders R Us	3908 Industrial Dr Hamptn	
Active and Expired all Sectors	EEI	IMDMC30076	23	41063	NO		123333	Alcofossil	75 196th Street S. Houston	
Active and Expired all Sectors	EEI	IMDMC30075	15	41001	NO		9653-456	Commercial Trash 87654 County Line	Summerville	
Active and Expired all Sectors	EEI	CFPC030000	6	41030	NO			4529 Disneyland Hotel	12 Mickey Mouse Anaheim	
Active and Expired with missing info	Self-funded	CWFRN10347	862	40981	NO			8881200	The Ice Cube Corri84 - 67th NW	Elna
Active and Expired with missing info	EEI	ILILB30001	396	40981	NO			9110100		
Active and Expired with missing info	EEI	IMDMC30055	1	40994	NO			9123900		
Active and Expired with missing info	EEI	CELCT20001	1325	40997	NO			8273300	Celtics Corporatio68th Street NW	Alba
Active and Expired with missing info	EEI	CELPL20002	1	40997	NO			8968502	Tasty Freeze Inc. 23 Mortonvalley R	Springfield
Active and Expired with missing info		GRFR03019	1	40997	NO			6365700		
Active and Expired with missing info	EEI	RHVEN10134	200	41004	NO			9221900		
Active and Expired with missing info	EEI	RHVEN10134	1100	41004	NO			7256901		
Active and Expired with missing info	Self-funded	RHVEN10134	300	41004	NO			678000		
Active and Expired with missing info	Self-funded	RHVEN10136	60	41004	NO					
Active and Expired with missing info	Self-funded	RRERE10933	1	41004	NO					
Active and Expired with missing info	Self-funded	RRERE10933	1	41004	NO		San Juan County			
Active and Expired with missing info	Self-funded	RWHWU10902	1	41004	NO		0099600			
Active and Expired with missing info	Self-funded	RHVEN11534	1	41005	NO		0968502			
Active and Expired with missing info	EEI	RWHWU10972	1	41009	NO		9123900			
Active and Expired with missing info	EEI		436	41012	NO		7181741			
Active and Expired with missing info	EEI	RHVEN10133	1208	41015	NO		7181741			
Active and Expired with missing info	EEI	RWHWU10972	1	41017	NO		7101741			
Active and Expired with missing info	EEI	RWHWU10902	1	41017	NO		0099600			
Active and Expired with missing info	Non-reportable	RHVEN10185	114	41018	NO		9251900			
Active and Expired with missing info	Non-reportable	RHVEN10185	41.3	41019	NO		9101600			
Active and Expired with missing info	Non-reportable	RLILF10843	27	41023	NO		9101600			
Active and Expired with missing info	Non-reportable	RLILF11521	20	41023	NO		9123900			
Active and Expired with missing info	Non-reportable	RWHWU11013	3	41023	NO		3029200			
All Active RefNos all Res	EEI	RHVHS10560	1	41030	NO		9124801			
All Active RefNos all Res	EEI	RHVHS10366	1	41037	NO		7185500			
All Active RefNos all Res	EEI	RWHWU10969	1	41038	NO		8975300			
All Active RefNos all Res	EEI	RWHWU10902	4	41038	NO					
All Active RefNos all Res	EEI	RHVEN10197	138.74	41026	NO			San Juan County	6540202	
All Active RefNos all Res	EEI	RLILF11521	81	41053	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.

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - MasterSummarizer112012.xls". The active tab is "Estimated Savings" for "CONSOLIDATED IRRIGATION DISTRICT #19". The spreadsheet is organized into several sections:

- Reimbursement Table:**

	EEI	LPF
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	
<b>Total Amounts</b>	<b>\$0.00</b>	<b>\$0.00</b>
- Energy Savings (kWh, busbar) Table:**

Total Reportable Energy Savings	EEI	LPF	Self-funded	Non-reportable
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
-	-		-	-
- Account Details:**
  - 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