

Preliminary Edison Steps:

1. Run the Edison query “TN_CM12_ACCOUNTING_UTILITY” using agency BU and yesterday’s date.
2. Save CM12 in Excel format to computer

EnergyCAP Steps:

3. Login to EnergyCAP
4. Go to “Bills” module the *envelope icon*
5. Go to “My Bill Lists” and select “Bill Approval – ACH” bill list
6. Review bill images and approve all bills using the *check mark icon* that match the CM12 report. (utilize the utility vendor name and bill amount to perform the match)
7. All bills that are approved in the “Bill Approval – ACH” bill list will automatically be removed from this list and moved to the “Waiting for Export to GL” bill list. (If a bill that was approved does not appear in the “Waiting for Export to GL” bill list you will need to check the “Held from Export” bill list to make sure it does not need to be released. To release a bill select the bill and select the *right arrow icon*, this will release the bill and move it to the “Waiting to Export to GL” bill list
8. Before continuing to step 9, you need to make sure that the total cost in the “Waiting for Export to GL” bill list equals the total amount on your CM12. If the amounts do not balance do not proceed. These totals must equal one another. The most common reason is that a bill was missed being approved or a bill that was approved was not released from the bill list “Held from Export” properly.
9. Select all bills in the “Waiting for Export to GL” bill list and select the *down arrow icon*, and choose the option ‘Export Selected Bills to GL’. This will create an ‘export_gl’ file that will need to be saved to your computer.

Isilon Server Steps/ PowerShell:

10. Cut the ‘export_gl’ file from your computer
11. Paste the ‘export_gl’ file in the “Input Folder” on the Isilon Server. The Isilon Server is a shared drive that should be available to you and listed already under your other shared drives on your computer.
 - Navigate to Isilon Server (\\commsmb.nas01.tn.gov\bg_ecap\[Dept Folder])> “ACH” folder> “1.0” folder> “Input” folder
12. Go to the “1.0” folder and right click, “State of TN ACH Automation 2.0.ps1” left click Run with PowerShell, you will be prompted to “Open PowerShell” choose ‘Open’.
 - Navigate to Isilon Server (\\commsmb.nas01.tn.gov\bg_ecap\[Dept Folder])> “ACH” folder> “1.0” folder
13. A blue or black popup window will appear when the script begins to run. Depending on how your agency’s IT department configured your PowerShell execution policy on your workstation;

- you may receive an additional message asking “Do you want to change the execution policy?” If you receive such a message enter either [Y] Yes or [A] Yes to All.
14. Halfway through the process another popup window will appear requesting a journal date to be entered. The date that you will enter is **always today’s date** in the format of MM-DD-YYYY.
 15. The journal date popup will close once the date is entered and the script will continue to run. The script is finished running when a popup window appears with ‘operation complete’
 16. Go to the “Output” folder on the Isilon Server and you should have 2 files an IF0039RQST.TXT file and an IF0039RQST.PDF file. The pdf file along with the CM12 you ran will be attached to the journal in Edison once created.
 - Navigate to Isilon Server (\\commsmb.nas01.tn.gov\bg_ecap\[Dept Folder])> “ACH” folder> “1.0” folder> “Output” folder
 17. Encrypt the IF0039RQST.TXT file using the approved method directed by your agency’s IT department. An encrypted file will have a file extension of .gpg e.g. (IF0039RQST.TXT.gpg)
 18. Remove the file extension .gpg from the encrypted IF0039RQST.TXT.gpg file
 19. Copy the IF0039RQST.TXT file that is has been encrypted, but no longer has the .gpg file extension.

WinSCP Steps (Edison Intranet Server):

20. Login to WinSCP (*If directions are needed, contact SFUM or your agency’s IT department*)
21. Navigate to prd/[Dept Folder]> “send” folder and Paste the encrypted IF0039RQST.TXT file without the .gpg file extension. Edison has an automated polling process that will pick up the file every 10 – 15 minutes and remove it from the folder.
22. Navigate to prd/[Dept Folder]> “recv” folder to look for the IF0039RESP.TXT response file. This file will have the same date stamp as the IF0039RQST.TXT file that was placed in the “send” folder. Open the IF0039RESP.TXT file by double-clicking on the file. If the file has only one header line e.g. [901 SYYYY-MM-DDT HH:mm:ss.000000-0500 1 1 0], then no errors were found. You will then be able to log into Edison and create the journal. If the file is not blank then an error has been found, and you will need to contact either SFUM or Edison to resolve the issue. Depending on the error message you will either need to repeat steps 9 thru 22 again or steps 16 through 22.
23. On how to create and locate the journal in Edison use the Edison “IF0039 ECAP Journals” guide included in your UDM training manual. If you need an electronic PDF copy, contact SFUM.

IMPORTANT

You can create multiple journals on the same day regardless of the journal date entered. Each journal’s “Long Description Name” in Edison is date and timestamped making the journal unique e.g. [ECAP UBM MM-DD-YYYY HH:mm:ss]. If your journal is not created due to being identified as a duplicate journal you will need to change the “Long Description Name” in Edison of the first journal and process it all the way through before attempting to create additional journals. sending another IF0039RQST.TXT file to WinSCP in order to create additional journals.