

HOW TO ENTER YOUR BILLS

RESOURCESMART SCHOOLS ENERGY CHAMPIONS CHALLENGE

This document will help you to get set up and ready to enter data for the ResourceSmart Schools Energy Champions challenge.

Background

The ResourceSmart Schools online system was developed to assist schools to record data and monitor their progress as they work their way through the ResourceSmart Schools program.

If you are taking part in the Energy Champions challenge, you will use this system to:

opt into the challenge

compare your electricity usage in 2018 with your usage in 2017 to show how much energy you have saved; and

find out how much electricity your school is using per student.

Getting started

After you have registered as a ResourceSmart School and been sent your login details you will need to take the following four key steps:

- 1 Enter your student numbers
- 2 Set up your electricity billing accounts
- 3 Enter billing data for 2017 and 2018
- 4 Set your baseline

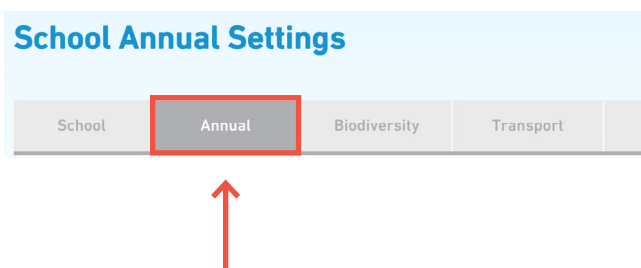
Step 1

Enter your student numbers

At the top of your landing page, click on the TAB for School Settings:



In the School Settings page, click on the TAB labelled Annual (the Annual data page will ask you to enter data for several required fields):



NOTE:

You will need to enter data for **both** 2017 and 2018

- > **Number of staff:** Enter the number of staff (teaching, admin, etc.). For this field, enter the total number of staff, including part time staff. Do not enter as FTE hours.
- > **Number of students:** Enter the number of students enrolled in your school for each year 2017, 2018)
- > **Greenhouse gas percentage:** either enter 0 or set a greenhouse gas saving target you may want to work toward
- > **Water – percentage:** either enter 0 or set a target you may wish to work toward if you are planning to focus on water efficiency as well as energy efficiency.

Confirm that you have entered and saved data for 2017 and 2018.

Step 2

Set up your electricity billing accounts

To compete in the challenge, you must enter all your electricity bills for 2017 and 2018.

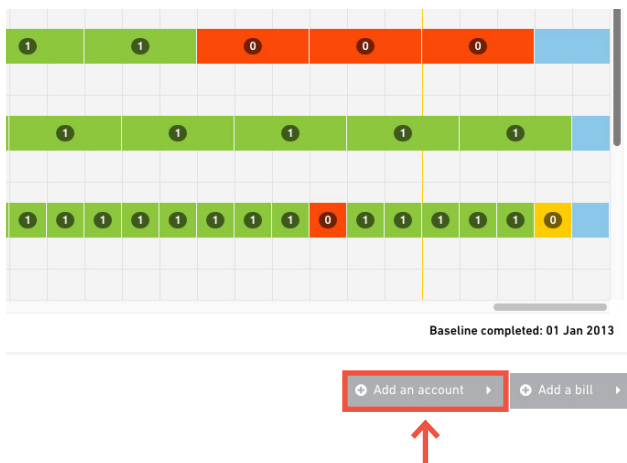
- Begin by gathering all electricity bills for 2017. You may have more than one electricity account. For each electricity account, you will need to set up a Billing Account in your online account.
- Work out the BILLING PERIOD for each account – this refers to how often you receive bills from your electricity supplier.
NOTE: Electricity data is entered based on your billing period – this is the time when the service was delivered rather than when you received the bill. To work out your billing period:

Look at your bill to see how long the service period was (i.e. 12/01/2017 – 10/03/2017 would be **bi-monthly** or a **2-month** cycle)

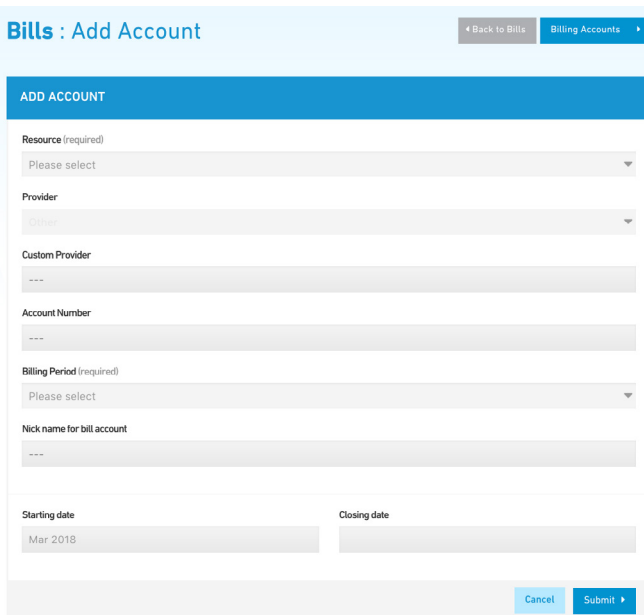
- Log on to your account. Click on the TAB for BILLS



This will take you to the BILLS page where you can set up your electricity accounts. Click on the button to Add an account



Setting up your billing account:



Bills : Add Account ← Back to Bills Billing Accounts ▾

ADD ACCOUNT

Resource (required)
Please select ▾

Provider
Other ▾

Custom Provider

Account Number

Billing Period (required)
Please select ▾

Nick name for bill account

Starting date
Mar 2018

Closing date

Cancel Submit ▾

In the billing account setup page, you need to ADD an account for EACH billing account you have. For each account, enter the following data:

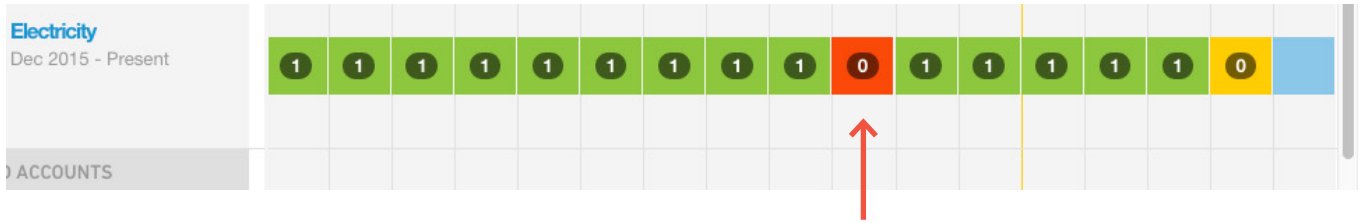
- Resource: select ELECTRICITY from the drop-down box
- Enter the name of your PROVIDER – they may be in the drop-down box. If not, you will get an option to enter a CUSTOM provider
- Enter your ACCOUNT number
- If you have Green Power, drag the slider to show the correct percentage for your account
- Select the correct BILLING PERIOD. The options you can select from are:
 - Monthly
 - Bi-monthly
 - Quarterly
 - Thirdly (every four months)
 - Annually
- Add a nickname for your account – this is helpful where you have several billing accounts. Use a name that will help you to remember which of your bills you enter into this account.
- Enter the STARTING DATE. You will need to enter billing data for ALL of 2017.
NOTE: If your first bills for 2017 are not from January (i.e. your first quarterly 2017 bill may be for the period 1 February 2017 – 30 March 2017), you will need to set up the billing period to start from 2016.
In the case above, to include billing data for all of 2017 (including January) set the STARTING DATE as November 2016 and upload the bill for the period November-January.
- Closing date: Do not enter a closing date – this is not required.

Step 3

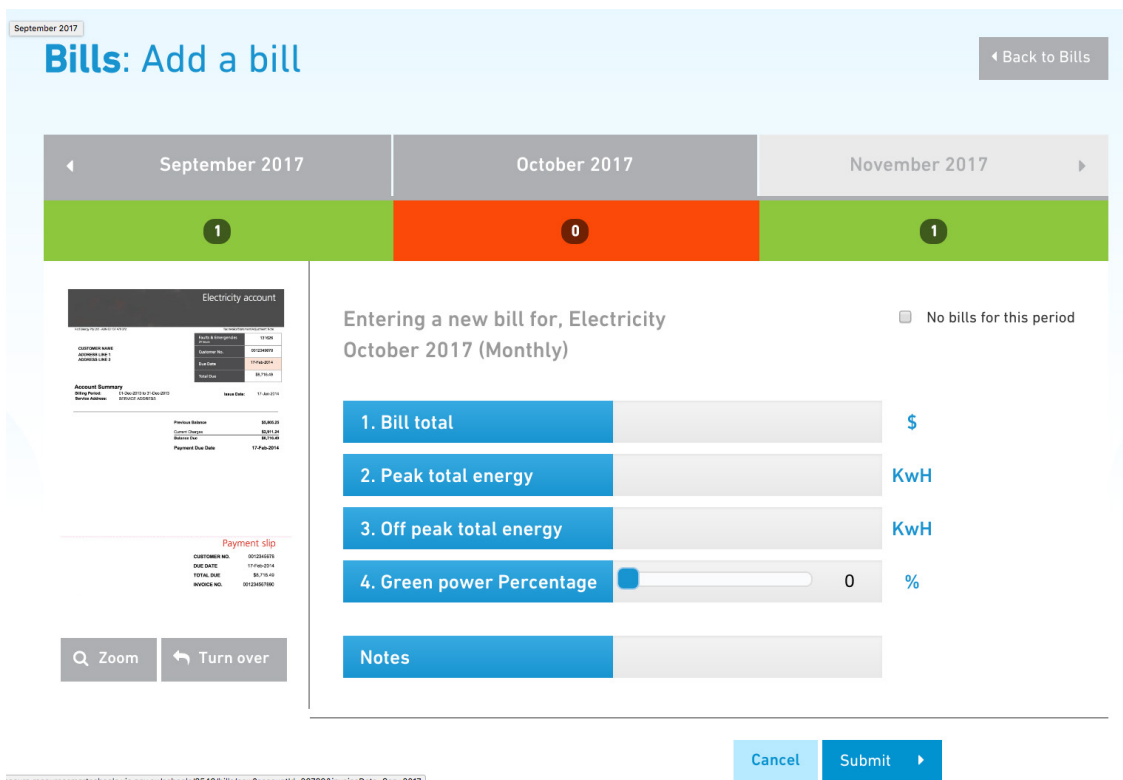
Enter billing data for 2017 and 2018

You need to enter all of your electricity bills for 2017 and 2018. To enter a bill, log into your account and click on the BILLS tab.

In the Bill entry page, you will see the view below:



Click on the billing period you want to enter billing data for. To enter a bill for January – March 2017, click on this box. This will open the bill entry page to enter a bill for Jan-March 2017:



secure.resourcesmartschools.vic.gov.au/schools/2548/bills/new?accountId=26789&invoiceDate=Sep+2017

Into this page, add the following data:

- a Bill total – this is the total cost from your bill. Just enter the total cost for the bill. You don't need to deduct any of the fees or charges or do any calculations.
- b Your energy use is most likely to include Peak and Off-peak usage. Enter the total number of peak kilowatt hours (kWh) in box 2, and the total number of off-peak kWh in box 3.
- c If you have green power, drag the slider in box 4 until it shows the correct percentage.

Step 3 continued

d Press the blue button at the bottom of the page to SUBMIT your entry. In the Bill entry page you will see that the colour of the bill has changed to GREEN if the bill is entered correctly. If the bill has changed to PURPLE, this means there may be an error in the bill.



To edit a PURPLE bill, click on the bill in your bill entry page. This will take you to the view below, where you can choose to EDIT the bill

Bill Total	Peak (kWh)	Off Peak (kWh)	Cost per kWh	Notes	Date added	
\$683.05	1761.00	1410.40	\$0.22	N/A	16 May 2018	Edit Delete

Click on the EDIT option to find the following screen. If your bill is incorrect, update the details and save it again. If the bill is CORRECT, tick the box to show the bill is outside of range but correct, and resave the bill entry. Use the NOTES field to explain why this bill is unusual.

October 2017 | January 2018

1 | 1

Account details

Entering a new bill for, Electricity
Electricity, January - March 2018 (Quarterly)

Bill is outside of range, but is correct

1. Bill total 2500.00 \$

2. Peak total energy 250.00 kWh

3. Off peak total energy 200.00 kWh

4. Green power Percentage 0 %

Notes

Cancel Save bill

Step 4

Set your baseline

Once you have entered a full set of electricity bills for 2017, you will need to have this data recognised as your baseline (the system will compare your energy use for 2018 with your baseline year 2017).

To set your baseline, email help@resourcesmartschools.vic.gov.au with a request to have your baseline set for the ResourceSmart Schools Energy Champion Challenge.

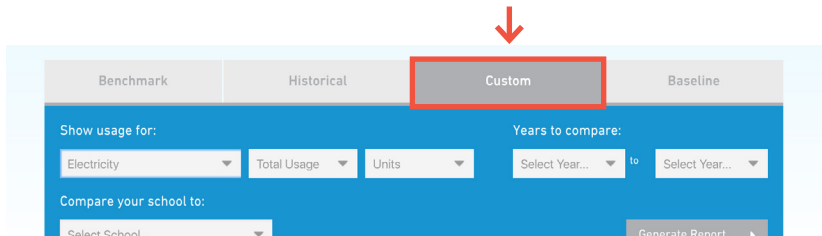
Comparing electricity data

You can start looking at your school electricity usage and comparing the electricity data from one year to another, once you have a full year of data for 2017.

1 From your schools' home page, select the TAB for 'REPORTS'



2 Then select the 'Customs' TAB and select 'Years to compare', then select 'Generate Report'.



3 View the years compared, this will display as follows.

