

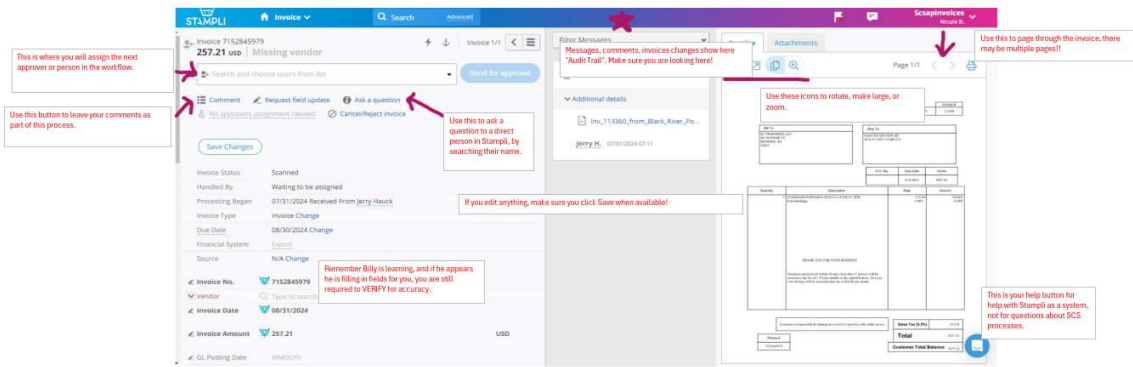
# Utility Guide - Electric (For Property Management)

Property	Property Address	Unit Count	Property Manager	Utility Company (Electric)	AP Responsible Contact
Alexander Estates	2015 Webster Street Merrill, WI 54452	14	Tanya Kleinschmidt	WPS	Jennifer M
Birchwood Apartments	2921 George Rd Apartment 102 Wisconsin Rapids, WI 54495	64	Sandra Hanson	Water Works and Lighting Commission	Jacob T
Blue Stone Estates	840-850 Blue Stone Ln Marathon City, WI 54448	58	Ryan Malone	WPS	Jennifer M
Gibson Estates	765-767 S Gibson St Medford, WI 54451	32	Cathy Wierzb	Medford Electric Utility	Jacob T
Hilltop Apartments	625 E Chesak Ave Edgar, WI 54426	16	Ryan Malone	We Energy	Jennifer M
Mill Street Estates	724 W. Mill St. Eagle River, WI 54521	56	Cathy Wierzb	Eagle River Light & Water Utility	Jacob T
Moon Lake Estates	515 Moon Lake Dr Apartment 12 Rice Lake, WI 54868	204	Wendy Holub	Rice Lake Utility	Jacob T
Northside Estates	1201 N Memorial Dr / 2401 Semling Dr Merrill, WI 54452	12	Cathy Wierzb	WPS	Jennifer M
Pine View Estates	1620 Old Hwy 51 Apartment 5 Kronenwetter, WI 54455	90	Ryan Malone	WPS	Jennifer M
River Trail Estates	6903 Weston Ridge Dr. Apartment 2 Weston, WI 54476	113	David Marshall	WPS	Jennifer M
River View Apartments	1200 River View Ave Apartment 26 Stevens Point, WI 54481	160	Deb Wstinski	WPS	Jennifer M
SCS Athens	713 Caroline Street Athens, WI 54411	0	In Construction	Excel Energy	Jennifer M
SCS Black River Falls	N6695 Riverview Drive Black River Falls, WI 54615	96	Julie Hutchinson	Black River Falls Municipal Utilities	Jacob T
SCS Chilton	1110 S. Irish Road Chilton, WI 53014	102	Randi Zimmer	WPS	Jennifer M
SCS Eau Claire	4395 Christopher Drive Eau Claire, WI 54703	188	Mechelle Holland	Excel Energy	Jennifer M
SCS Florence	5863 Chapin Street #33 Florence, WI 54121	44	Laura Munn	Florence Utilities	Jacob T
SCS Fox Point	1901 E. 14th Street Merrill, WI 54452	56	Cathy Wierzb	WPS	Jennifer M
SCS Hortonville	121 Givens Road Hortonville, WI 54944	112	Austin Emanson	WE Energy	Jennifer M
SCS Investments/SFR Homes	401 Ranger Street Mosinee, WI 54455	25	Ali Menebrocker	WPS	Jennifer M
SCS Marshfield Estates	1906 N Hume Ave Apartment 48 Marshfield, WI 54449	160	Paulina Xhemajli	WE Energy	Jennifer M
SCS Merrill	2301 W. Jackson St. Merrill, WI 54452	160	Tanya Kleinschmidt	WPS	Jennifer M
SCS Niagara	865 Coolidge Ave #17 Niagara, WI 54151	45	Laura Munn	WE Energy	Jennifer M
SCS Oshkosh	4105 State Road 91 Oshkosh, WI 54904	172	Rebecca Willoughby	WPS	Jennifer M
SCS Rapids	3320 Norton St Apartment 101 Wisconsin Rapids, WI 54494	128	Sandra Hanson	Water Works and Lighting Commission	Jacob T
SCS Rothschild	10000 Calumet Street Rothschild, WI 54474	68	David Marshall	WPS	Jennifer M
SCS Shawano	1090 Engel Drive Shawano, WI 54166	200	Amanda Schley	Shawano Municipal Utilities?	Jacob T
SCS Stanley	1419 Pine St Stanley, WI 54768	48	Jeanne Lehr	Clark Electric Cooperative	Jacob T
SCS Sturgeon Bay Estates	415 S. Grant Ave Apartment 3 Sturgeon Bay, WI 54235	56	Amanda Schley	Sturgeon Bay Utilities	Jacob T
SCS Sunset Estates	845 N 8th Avenue Sturgeon Bay, WI 54235	26	Amanda Schley	Sturgeon Bay Utilities	Jacob T
SCS Waupaca	1318 Stone Ridge Rd Apartment 12 Waupaca, WI 54981	152	Tim Mueller	WPS	Jennifer M
SCS Wolf River	3305 West Wolf River Avenue New London, WI 54961	0	In Construction	New London utilities	Jacob T
Urban West	1425 N 12th Ave. Wausau, WI 54401	66	Erin Besteman	WPS	Jennifer M
Village Estates	1190 Kronenwetter Dr Kronenwetter, WI 54455	40	David Marshall	WPS	Jennifer M
Westhaven Apartments	1000 Rangeline Rd / 1000-1004 20th St / 1001 19th St / 1920 Beaver Rd Mosinee, WI 54455	58	Ryan Malone	WPS	Jennifer M
Westwood Estates	1470 Westwood Dr Apartment 35 Wausau, WI 54401	80	Erin Besteman	WPS	Jennifer M
Willow Estates	3500 Willow Dr Apartment 5 Plover, WI 54467	183	Nadia Ockwig	WPS	Jennifer M

## Utility Processing Guidelines

- Utilities will be sent to Stampfli for processing [scsapinvoicess@mystampfli.com](mailto:scsapinvoicess@mystampfli.com) Only send PDFs to this email. Separate by utility company, do not separate the invoice by unit/page. Property Managers - if you receive a bill at your location, please send in, ALWAYS.
- Once received in Stampfli, the AP Contact will route the appropriate invoices to the Property Manager. The AP Contact will complete their fields as far down as they can go.
- All invoices for electric utilities will be required to be billed to the unit accordingly.
- The AP Contact will add any notes for clarification as part of the approval process before sending to the Property Manager.
- Once the Property Manager receives their electric invoices to be cost centered - the Property Manager will complete the next few steps: *Invoices will arrive in your "For My Attention" tab in Stampfli, you will also receive an email notification.*
  - You are reviewing if the Units on the bill are indeed "Vacant" and SCS should be paying for the electric for the unit.
  - You are also reviewing if the Units on the bill should be charged to a tenant as they failed to change over the utilities properly as part of the lease agreement, or they took them out of their name too early.
  - BE CRITICAL!! This step is to ensure SCS does not pay for utilities that should be in the customer's name. You as Property Managers know your tenants, their move in dates, etc.
  - Upon your review, you will comment on the invoice in Stampfli (only, do not email, or Teams), regarding the status of each unit. You will cost code all others as possible, using the GL Accounts line item feature, to add additional line items.
    - Comment Option - 1: This is a vacant unit (AppFolio Unit #) - SCS charge. Thank you
    - Comment Option - 2: This charge is for Tenant (NAME) in unit (AppFolio Unit #) - tenant charge should be added to the tenant ledger. I will follow up with the tenant to switch utilities to their name. Thank you
  - Once you have commented on the invoice in Stampfli, you will contact your tenants for follow up that they need to change the electric bill to their name. Once this contact is complete, please make a note in the tenant file regarding the follow up conversation in AppFolio
    - \*\*\*There was a great idea during training by Deb W to reduce errors, she requests a confirmation when following up with the tenant their first week or so (via email or text) - confirming they have indeed changed over the utilities as instructed as in the lease agreement
    - \*\*\*The more diligence you have to ensure that units' electrical has been changed appropriately as part of the tenants first week or so, will reduce the invoices you must review at the end of the month!
  - Lease Up properties will have a bit more to manage, as occupancy increases you will have less to review. You can make one comment listing any units that are vacant.
    - \*\*\*Any properties under construction and still being built and NOT turned over to leasing will be sent to Construction via SCM. If you receive these bills at your location, please send to [scs@invoices.corecon.com](mailto:scs@invoices.corecon.com). This will ensure they are charged to project costs.
- Once you have verified the invoice, entered your cost centers, and made your comments, you will use the route/approval feature to send it back to the appropriate AP contact.
  - \*\*\*Cost Center Reminder: GL Account: 60030 Utilities, Company: E200, Department: D25 Utilities, Property: You must get to the Unit Level Here (Unit Numbers match AppFolio), Project: Utilities Pass Thru, Cost Code: UT0002 Electric & Gas, Cost Type: UT Utilities
- The AP Contact will then review, ensure cost centering is accurate, and submit the invoice for final processing in Stampfli to Sage Intacct.
- The AP Contact will enter tenant ledger charges for all units that should have been charged to the tenant.
- If the charge is for a vacating tenant, the Property Manager will enter as part of the Security Deposit reconciliation/deduction upon the tenant departure.

\*\*\*If there are any questions during the process, please message via Stampfli your AP Contact for direction or help. You will use the "Ask a question" option to request clarification or ask any questions.



**STAMPLI INVOICE FIELDS**

**Accounting Fields**

- Source
- Invoice #
- Vendor
- Invoice Date
- Amount** (verify the math)
- PO # (Verify Match)
- GL Account (GL Accounts if **splitting**)
- Allocation (if applicable)
- Subtotals (verify all of the taxes on invoice)

**Approver/Coder Fields**

- PO # (Review for accuracy)
- GL Account (Review for accuracy)
- Amount**
- Company
- Department
- Property
- Project
- Cost Code
- Cost Type
- Memo (Business Purpose)

Revision #1

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