

A how-to guide to

eBilling

Downloading an eBill

eBill Reader

Amending report format

Downloading an eBill



1. Click 'download eBill'

The screenshot shows the EDF MyBusinessAccount portal. The left sidebar contains navigation links: Home, To Do List, Inbox, Contact Team Inboxes, Query Dashboard, Companies, Sites, Data Analysis, Users, Reports and Data Push, and How To. The main content area displays account details (Account Number: 7616788780, Payment Method: BACS, Payment Terms: 30 days from invoice date, Account Balance: £247,903.85) and a list of invoices. The 'Invoices' tab is selected, showing a table with columns: Invoice Number, Invoice Date, Date From, Date To, Payment Terms (Days), Type, Due Date, and Total. The first invoice (000016625870) is highlighted, and a 'Download eBill' button is visible next to it. A large orange arrow points to this button. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

Invoice Number	Invoice Date	Date From	Date To	Payment Terms (Days)	Type	Due Date	Total
000016625870	15 Sep 2023	15 Aug 2023	15 Sep 2023	30	Invoice	15 Oct 2023	£114,355.19
000016323752	15 Aug 2023	17 Jul 2023	15 Aug 2023	30	Invoice	14 Sep 2023	£129,305.02
000016012816	17 Jul 2023	29 Jun 2023	17 Jul 2023	30	Invoice	16 Aug 2023	£102,558.82
000015797717	29 Jun 2023	01 Apr 2023	29 Jun 2023	30	Invoice	29 Jul 2023	£196,774.10



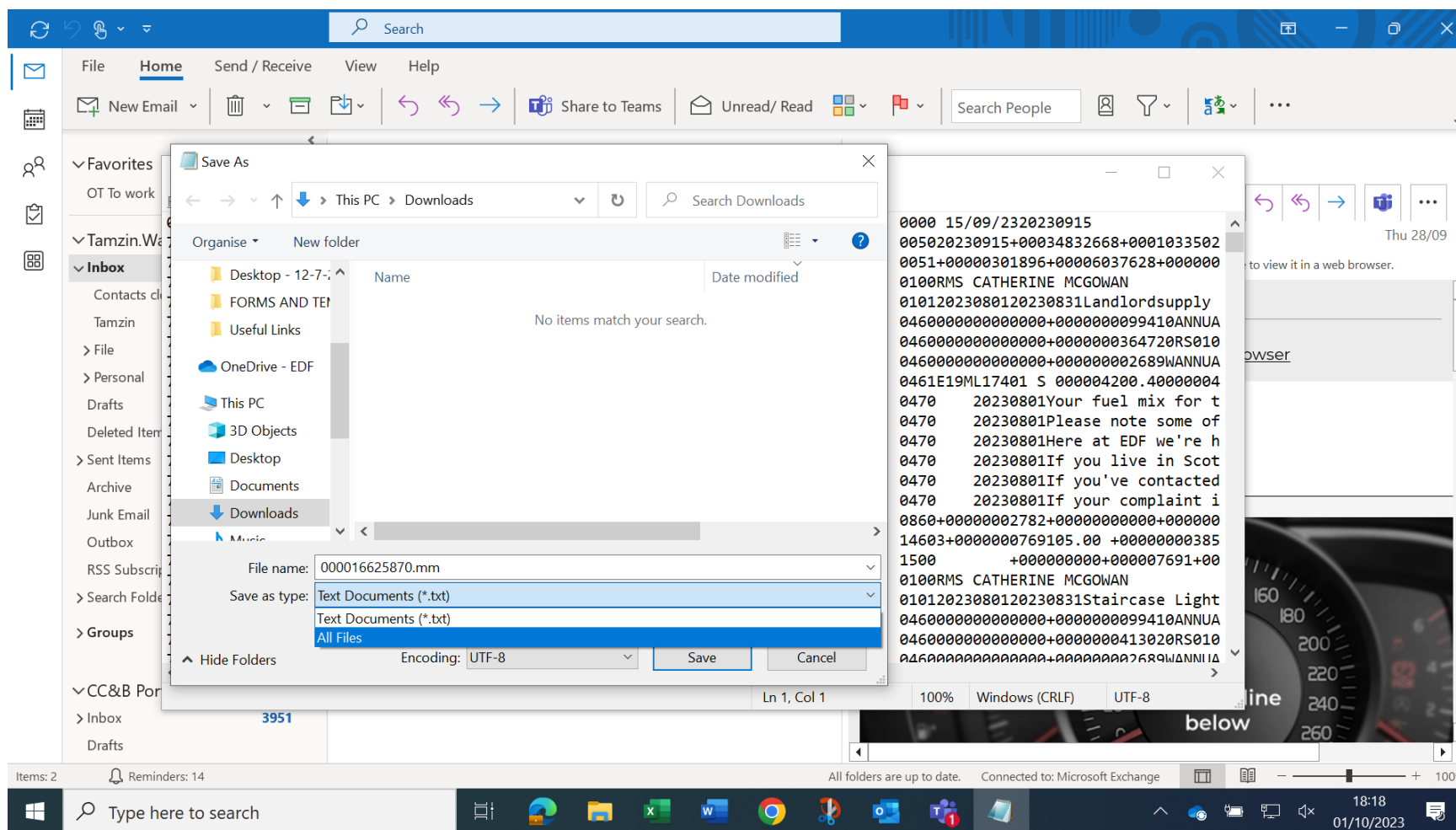


Downloading an eBill



3. Save as .mm file

Add .mm to the end of the file name and select 'All Files' from the drop down box. Save to your desktop or preferred folder.



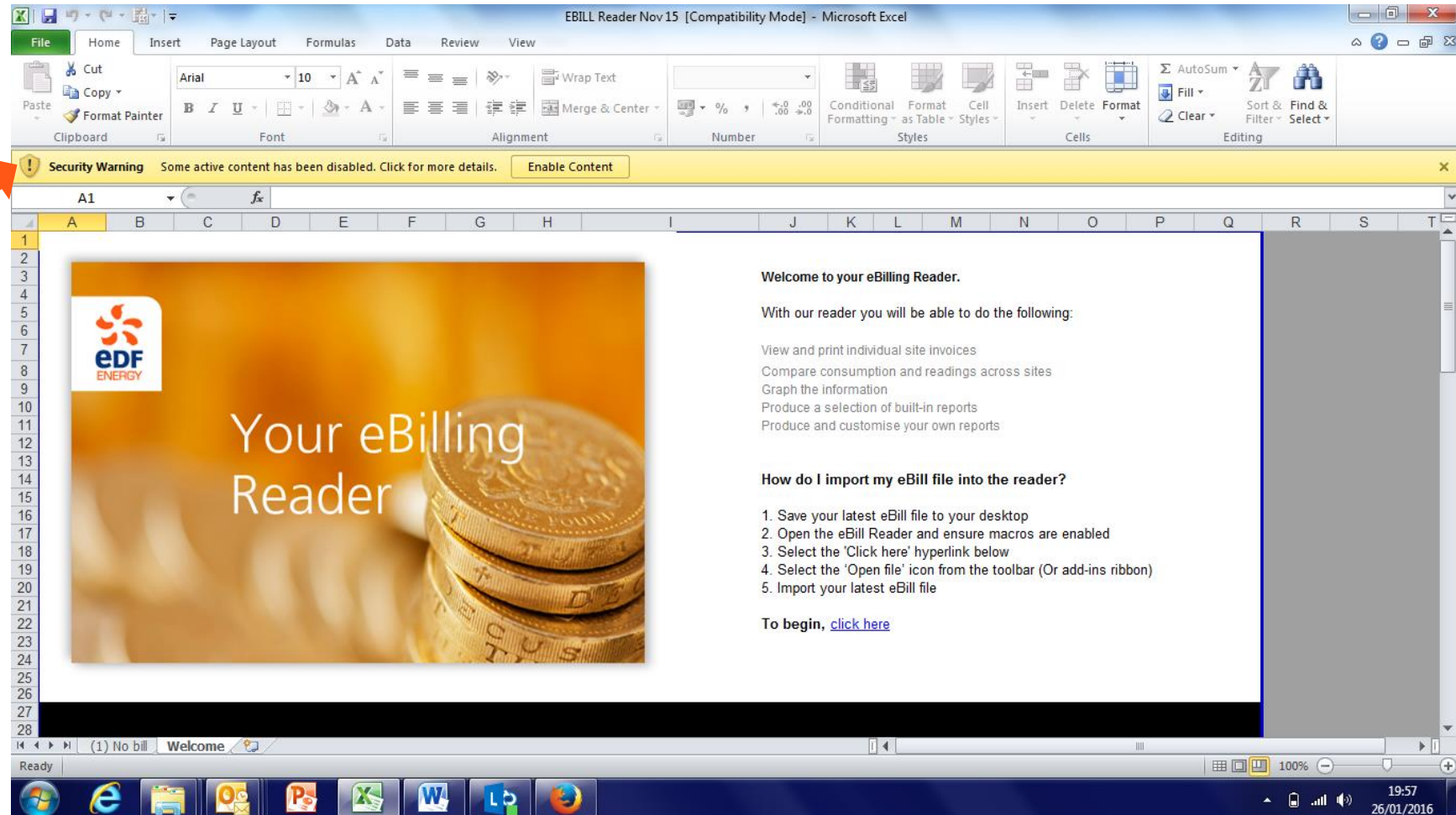
eBill Reader



1. Save the reader to your C:Drive

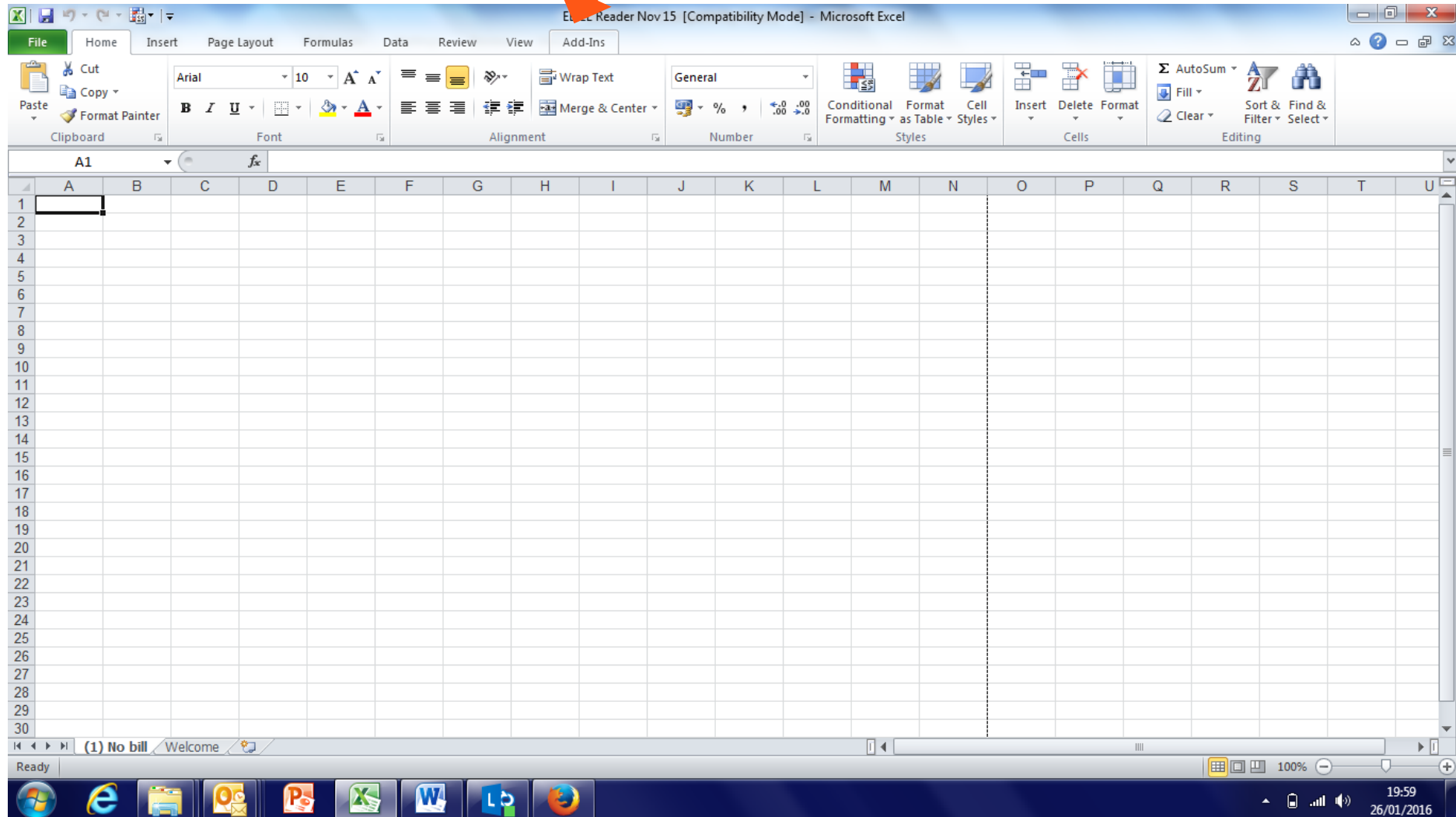
The eBill reader is free software from EDF which translates the monthly .mm file into Excel for you. This can be used for your routine .mm file (bill) or your portfolio report, if you receive one.

Remember to Enable Content



eBill Reader

2. Make sure you click Add-Ins

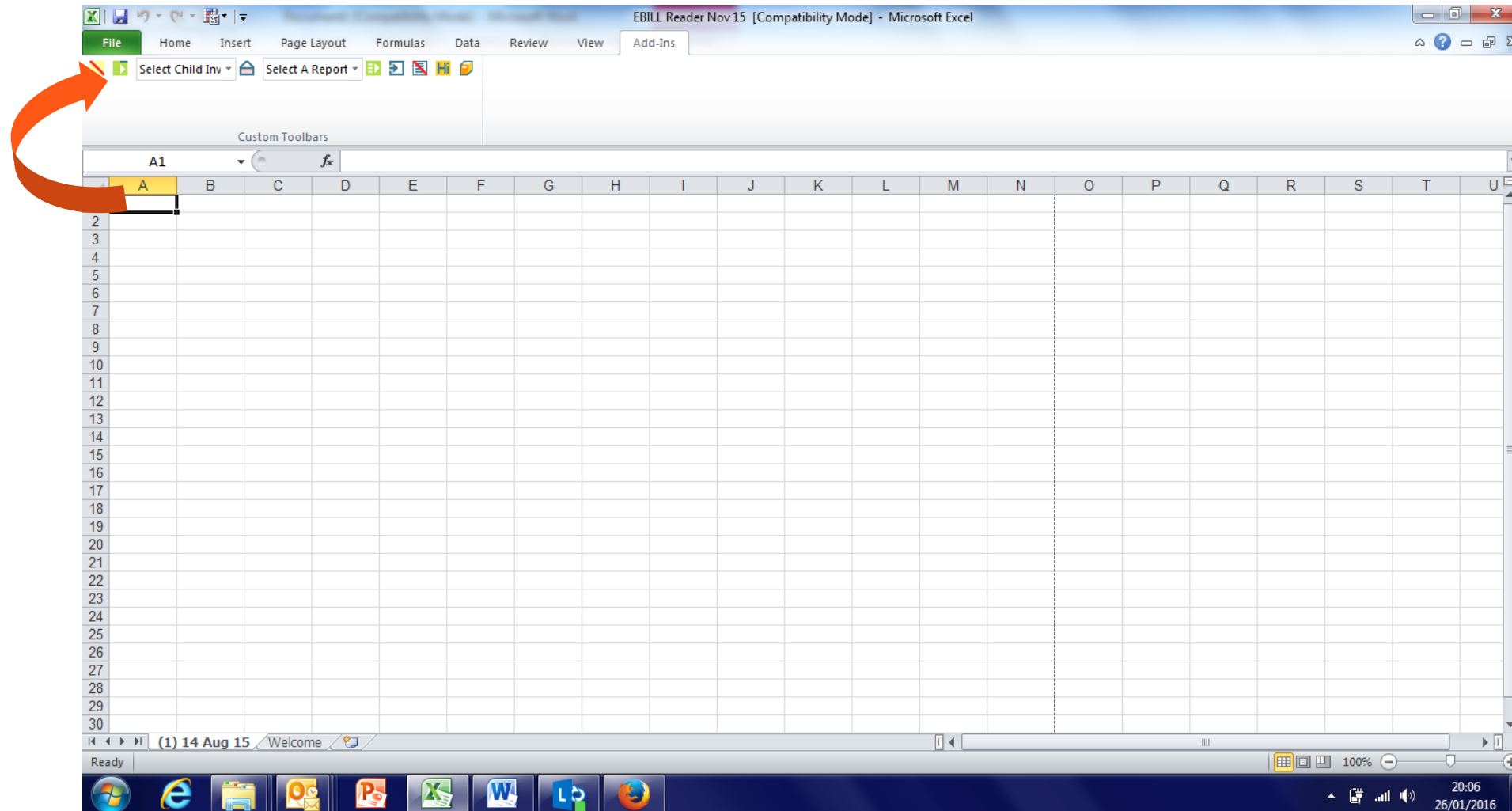


eBill Reader



3. Click the Green button

Note: you might find the green button at the bottom of the page instead of the top.

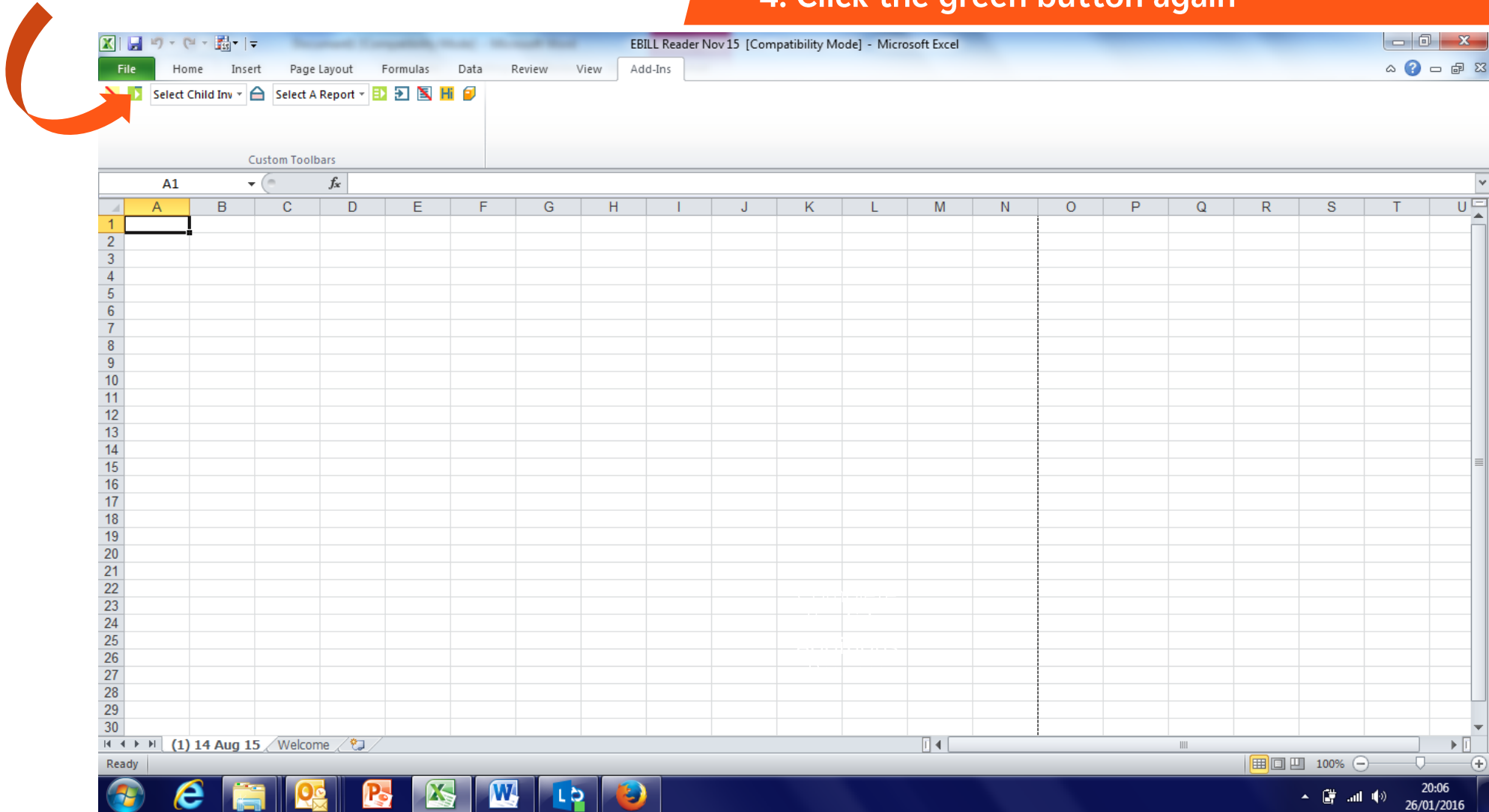


eBill Reader



3. Choose your account/s and report

4. Click the green button again



The screenshot shows the Microsoft Excel interface with the 'Child Details' worksheet. The ribbon at the top includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Add-Ins'. A red arrow points to the 'Add-Ins' tab. Below the ribbon, the 'Child Details' toolbar is visible, containing buttons for 'Select Child Inv', 'Child Details', and 'Add-Ins'. The worksheet grid shows a table with the following data:

Parent Invoice Reference	Child Invoice	Effective Date	Type	Record Type	System	We contact	Address 1	Address 2
XYZ000	3333333333	000000000000	04-Mar-17	0100 R	Joe Bloggs (E-Bill)	EDF Energy	Gadeon House	Grenadier Road

The status bar at the bottom indicates the current cell is (1) 07 Mar 17, and the worksheet is named 'Welcome'.

Amending the format



2. Choose which report you want to change the format of in the drop down box

The screenshot shows the Ebill Reader application in Microsoft Excel. The main window displays the 'Child Details' report. A 'Customise Reports' dialog box is open, allowing the user to select a report to amend the format of. The dialog box contains a list of reports, with 'Summary Report' selected.

Parent Invoice Reference	Child Invoice	Effective Date	Type	Record Type	System	We contact	Address 1	Address 2
XYZ000	333333333	000000000000	04-Mar-17	0100 R	Joe Bloggs (E-Bill)	EDF Energy	Gadeon House	Grenadier Road

Customise Reports

Please select a report

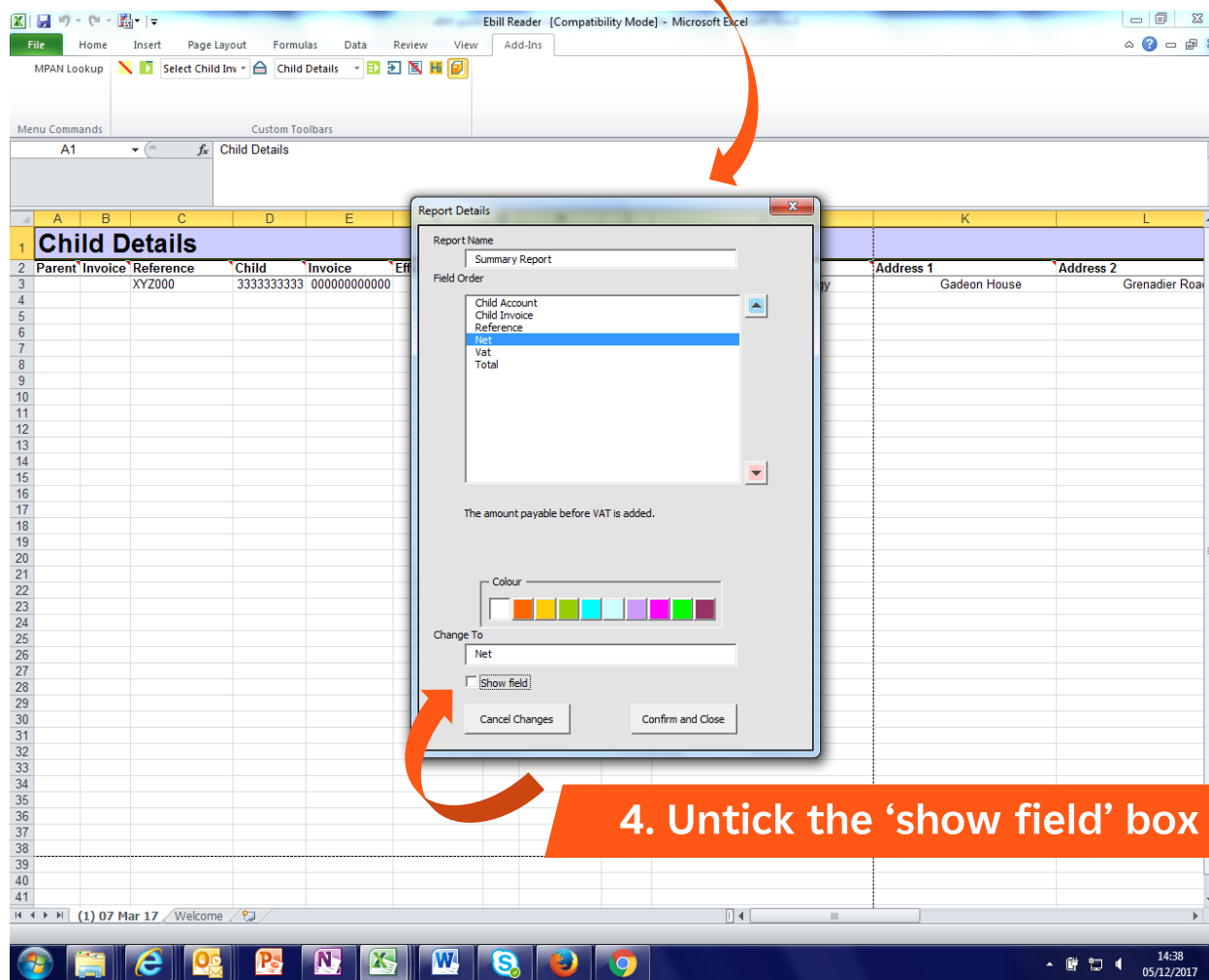
- Meter Readings
- Miscellaneous Charges
- Parent Information
- Penalty Interest
- Security Deposit
- Security Deposit Interest
- Vat Details
- Summary Report**
- Property Account Information
- Miscellaneous Text
- Parent Miscellaneous Charges
- Parent Penalty Interest



Amending the format



3. Choose which fields you do not wish to see in your new report



4. Untick the 'show field' box



Amending the format



Report Details

Report Name: Summary Report

Field Order:

- Child Account
- Child Invoice
- Reference
- Net
- Vat
- Total

Change Colour

Change Text

Show field

Cancel Changes

Confirm and Close

Child Details

Parent Invoice Reference	Child Invoice	Child Invoice
XYZ000	333333333	000000000000

Address 1: Gadeon House

Address 2: Grenadier Road

(1) 07 Mar 17 Welcome

14:38 05/12/2017

5. Highlight certain criteria if you wish

6. Confirm and close

Note - You can change the view of any report within the eBill reader if you choose.

