

ENERGYCAP®

Estimating Utility Costs: Budgeting and Accrual Best Practices



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Agenda



- ✓ Budgeting Considerations
- ✓ Budgeting Demo
- ✓ Accruals Explained
- ✓ Accruals Demo
- ✓ Additional Resources
- ✓ Q&A

Budgeting

Budgeting - Considerations

- ✓ **Before starting** - make sure all your meters are placed correctly within your organization
- ✓ One can create only one budget per year; you can, however, have multiple versions of that budget but only one can be active
- ✓ A budget is produced for everything within your organization
- ✓ Select how many years you want to use for the calculations
- ✓ If you select more than one year you have more options with the data - highest, lowest, average scenario
- ✓ Make incremental or significant changes to the budget by using worksheets
- ✓ You are able to force your budget to a single amount

Accrual Bills

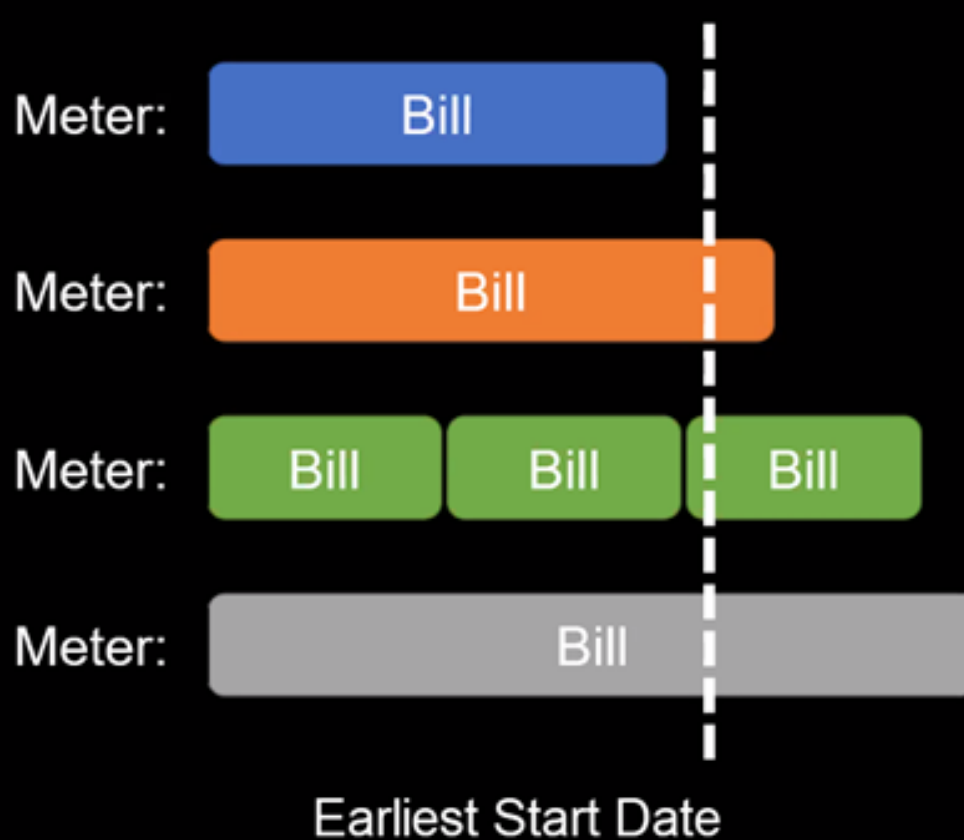
Accruals Explained

What are accruals?

- ✓ Accruals are *estimated bills* that can be used to close out a fiscal period – usually used in the first few days of the month
- ✓ Use them to fill in the gap between the end of your most recent bill and the end of your fiscal period
- ✓ However, accrual bills can be created for the future – future fill
- ✓ Charts/Graphs automatically exclude accrual bills

Accrual Bills

Accrual Bills fill in the "Gap"



Accrual Bills

Create bills based on historic use and cost data

Used by accountants to estimate what we have used (even if we don't have bills)

Help accounting teams "close the books"

Accrual Bills

Accrual Bills fill in the "Gap"

Meter:



Meter:



Meter:



Meter:



Earliest Start Date

End of Accrual Period

Accrual Bills

Don't create if the account is dormant or the period is already covered

Fill in days based on use per day of same month in the past

Use cost per day from last month

Additional Resources

- ✓ Join our Eco Champions Community
- ✓ EnergyCAP Help Center

Demo

Questions?

CATALYST

We'd love to hear your thoughts!

Take a moment to share your feedback
for this session in the **Sched app**.

Your input helps us make future events even better.