

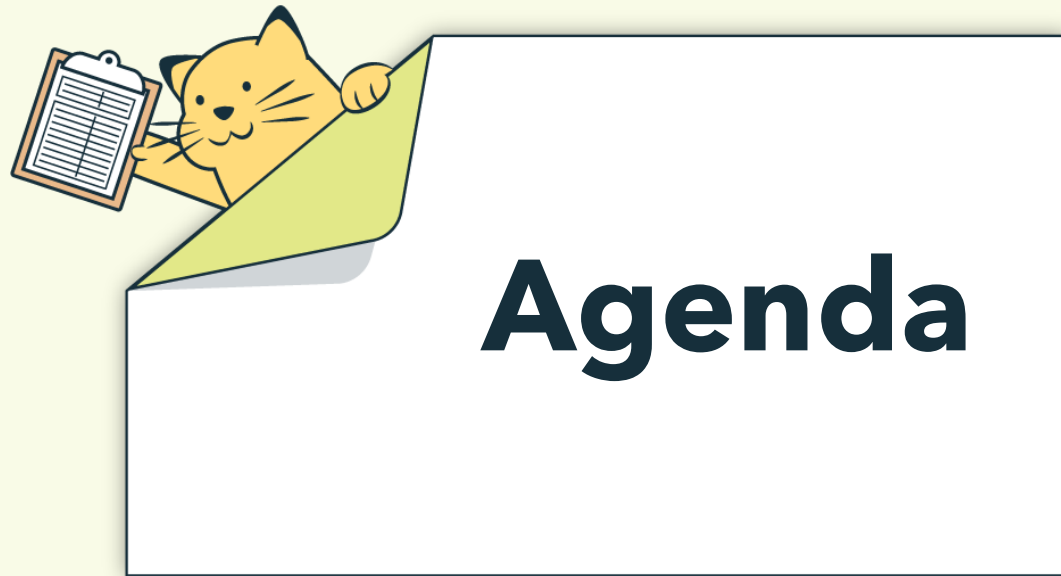


Advanced Accounting



Dan Flanigan // Chief Product Officer

● To watch a version of this presentation in the Eco Champions community, [click here!](#)



- ✓ Overview of EnergyCAP's Advanced Accounting Features
- ✓ Accounting Export
- ✓ Accruals
- ✓ Budgeting
- ✓ Q&A

Advanced Accounting Features Overview

EnergyCAP provides financial-grade features to support accounting workflows

Accounting Export

- Configurable bill approval workflow
- Configurable GL Subcodes
- Separate AP and GL export processes
- Clear bill status indicators

Bill Accruals

- Generate bills to close out financial periods
- Configurable accrual settings
- Leverage historic use/cost trends
- Easy processes to reverse accrual bills

Budgeting

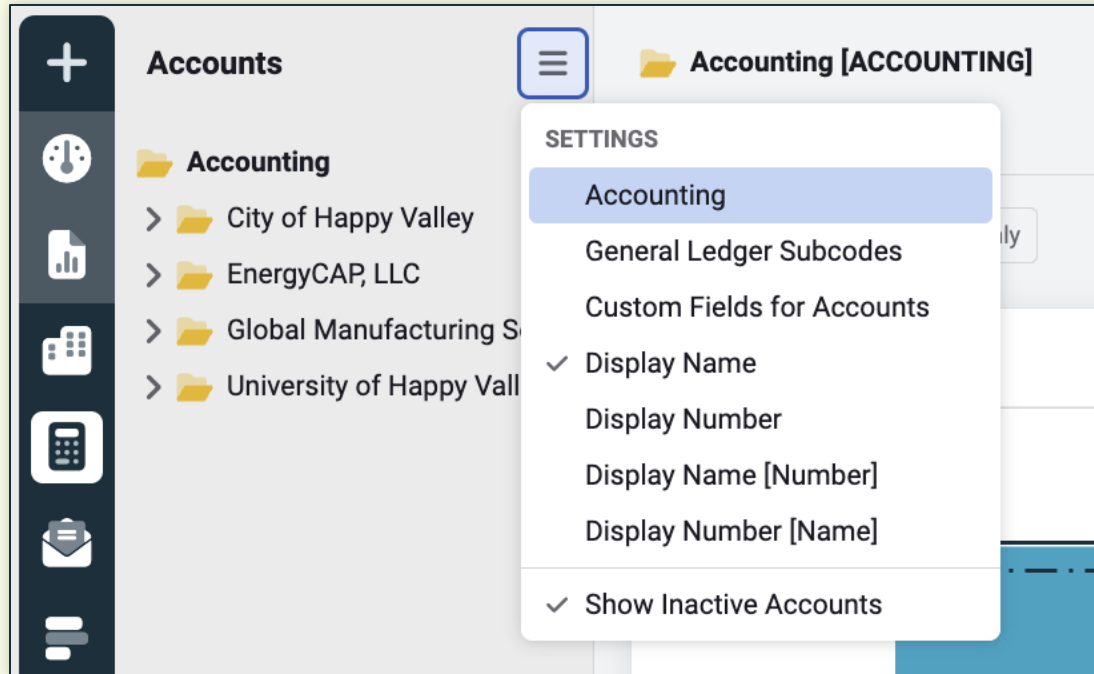
- Create budgets based on historic use/cost trends
- Easily update budget variables
- Save multiple budget versions
- Reforecast during fiscal year

Advanced accounting features are available as UtilityManagement add-on subscription options.

To learn more about these features, visit <http://www.EnergyCAP.com/advanced-accounting-bundle/>

Accounting Export

Setup database fiscal year settings



Accounting Settings Cancel Save

First month of fiscal year
July ▼

Fiscal year reflects the calendar year in which it
Begins Ends

Calendarization method
Calendar month User-defined periods

> Accounting period names

Configurable from the **Accounts module menu**

Configure Bill Workflow Settings based on your team's workflow

The image shows a software interface for managing bills. On the left is a sidebar menu with icons and labels: a plus sign for 'Bills', a clock for 'My Bill Lists', a document for 'Flagged Bills' (with a sub-item 'Working List'), a grid for 'Bill Lists Shared with Me', a calculator for 'Batches', a document with a checkmark for 'Bill Imports', and a mail icon for 'Bill CAPture'. The 'Flagged Bills' section is expanded, showing a 'SETTINGS' dropdown menu with options: 'Bill Workflow Settings' (highlighted), 'Bill Import Formats', and 'Audits'. Below this, there is a 'Billing Period' dropdown set to '↓' and an 'Account' field. Overlaid on the right is a dialog box titled 'Edit Bill Export Settings'. It has two main sections: 'Export to AP' and 'Export to GL'. The 'Export to AP' section has a dropdown menu currently showing 'Export bills after batch closed and bills approved.' with a list of other options: 'Do not export bills.', 'Export bills after entry.', 'Export bills after batch closed.', 'Export bills after approval.', and 'Export bills after batch closed and bills approved.' (which is highlighted). The 'Export to GL' section has a dropdown menu also showing 'Export bills after batch closed and bills approved.' and a checkbox labeled 'Include custom fields in export to GL' which is currently unchecked.

Bills

- My Bill Lists
- Flagged Bills**
 - Working List
- Bill Lists Shared with Me
- Batches
- Bill Imports
- Bill CAPture

Flagged Bills

SETTINGS

- Bill Workflow Settings**
- Bill Import Formats
- Audits

Billing Period ↓

Account

Edit Bill Export Settings

Export to AP

Export bills after batch closed and bills approved.

- Do not export bills.
- Export bills after entry.
- Export bills after batch closed.
- Export bills after approval.
- Export bills after batch closed and bills approved.**

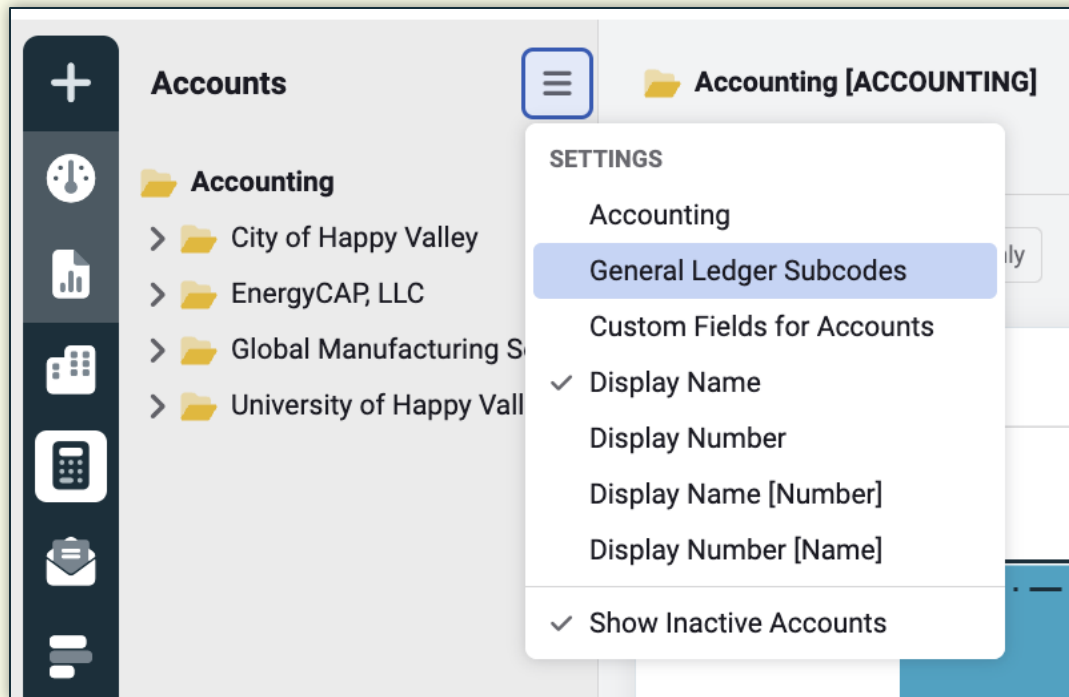
Export to GL

Export bills after batch closed and bills approved.

☐ Include custom fields in export to GL


Configurable from the **Bills module menu**

General Ledger Subcodes configurable for your organization's needs









Subcode	Label	Value type	
01	Debit - GL	text input	list
02	Dr - Cost Center	text input	list
03	Dr - Profit Center	text input	list
04	Dr - Company Code	text input	list
05	SubCode5	text input	list
06	SubCode6	text input	list
07	SubCode7	text input	list
08	SubCode8	text input	list
09	SubCode9	text input	list
10	SubCode10	text input	list
11	Credit - GL	text input	list
12	Cr - Cost Center	text input	list
13	Cr - Profit Center	text input	list
14	Cr - Company Code	text input	list
15	SubCode15	text input	list
16	SubCode16	text input	list
17	SubCode17	text input	list
18	SubCode18	text input	list
19	SubCode19	text input	list
20	Export to AP/GL/Both	text input	list


Bills automatically available for export based on workflow settings



Happy Valley Demo




**Bills**





My Bill Lists


Flagged Bills


Working List

> Bill Lists Shared with Me

Batches

Bill Imports

Bill CAPture

Accruals Log


Bill Export

Not Approved

Held from Export

Waiting for Export to AP

Waiting for Export to GL





























Waiting for Export to AP

All Bills

Filters⁰







\$16,725,787.43 / 10,013 bills

Columns Sort

<input type="checkbox"/>	Billing Period ↓		Account Number ↑	Bill Begin Date	Bill End Date	Total Cost	Bill Entry Date	Bill Use
<input type="checkbox"/>	Oct 2017	 	0001 92966-515719	09/29/2017	10/30/2017	\$125.15	12/01/2017	916 kWh
<input type="checkbox"/>	Sep 2017	 	0001 92966-515719	08/30/2017	09/29/2017	\$189.03	10/18/2017	1489 kWh
<input type="checkbox"/>	Aug 2017	 	0001 92966-515719	08/01/2017	08/30/2017	\$177.43	09/20/2017	1385 kWh
<input type="checkbox"/>	Jul 2017	 	0001 92966-515719	06/30/2017	08/01/2017	\$190.14	09/20/2017	1499 kWh
<input type="checkbox"/>	Jun 2017	 	0001 92966-515719	06/01/2017	06/30/2017	\$183.01	07/21/2017	1435 kWh
<input type="checkbox"/>	May 2017	 	0001 92966-515719	05/02/2017	06/01/2017	\$188.92	07/21/2017	1488 kWh
<input type="checkbox"/>	Apr 2017	 	0001 92966-515719	04/03/2017	05/02/2017	\$222.56	06/20/2017	1790 kWh
<input type="checkbox"/>	Mar 2017	 	0001 92966-515719	03/03/2017	04/03/2017	\$287.11	05/22/2017	2369 kWh
<input type="checkbox"/>	Feb 2017	 	0001 92966-515719	02/01/2017	03/03/2017	\$365.40	04/20/2017	3071 kWh
<input type="checkbox"/>	Jan 2017	 	0001 92966-515719	01/03/2017	02/01/2017	\$428.61	03/22/2017	3638 kWh
<input type="checkbox"/>	Dec 2016	 	0001 92966-515719	12/01/2016	01/03/2017	\$414.38	02/25/2017	3505 kWh
<input type="checkbox"/>	Nov 2016	 	0001 92966-515719	10/31/2016	12/01/2016	\$210.07	03/16/2017	1675 kWh
<input type="checkbox"/>	Oct 2016	 	0001 92966-515719	09/30/2016	10/31/2016	\$219.53	02/06/2017	1760 kWh

12345678910...

1-50 of 10013 bills sorted by Account Number (ascending), Billing Period (descending)

Bills in a status ready for export to Accounts Payable |  Analyzing  Unresolved  Resolved  Held  Void  Accrual

Simple export process with full traceability

Waiting for Export to GL

Actions ▾ Enter New Bill

All Bills ▾

Filters ⁰

\$16,726,368.17 / 10,016 bills

Columns Sort

☒ 50 selected

Select all 10016 bills

☒

⏸

➡

🚩

More actions ▾

Downloads ▾

Export ▲

<input checked="" type="checkbox"/>	Jan 2018			0001 92966-515719	01/02/2018	02/06/2018		/27/2018	886 kWh
<input checked="" type="checkbox"/>	Dec 2017			0001 92966-515719	11/30/2017	01/02/2018		/23/2018	2665 kWh
<input checked="" type="checkbox"/>	Nov 2017			0001 92966-515719	10/30/2017	11/30/2017	\$131.59	12/20/2017	974 kWh
<input checked="" type="checkbox"/>	Oct 2017			0001 92966-515719	09/29/2017	10/30/2017	\$125.15	12/01/2017	916 kWh
<input checked="" type="checkbox"/>	Sep 2017			0001 92966-515719	08/30/2017	09/29/2017	\$189.03	10/18/2017	1489 kWh
<input checked="" type="checkbox"/>	Aug 2017			0001 92966-515719	08/30/2017				
<input checked="" type="checkbox"/>	Jul 2017			0001 92966-515719	06/30/2017				
<input checked="" type="checkbox"/>	Jun 2017			0001 92966-515719	06/30/2017				

Export Selected Bills to GL

Download Sample File

Bill Export

Exported between

Exported by

Type

MM/DD/YYYY

📅

–

MM/DD/YYYY

📅

AP and GL

▾

Exported	Exported by	Bill export file	Bills	Total Cost [?]	Type	Status [?]
05/15/2024 8:47 am	David Ulmer	export_ap_20240515_084748.txt	50 bills	\$9,630.98	AP	Exported
07/19/2023 3:51 pm	ECI	export_ap_20230719_035157.txt	100 bills		AP	Export reversed
07/18/2023 3:52 pm	demo	export_ap_20230718_035238.txt	3 bills		AP	Exported

1

50 ▾

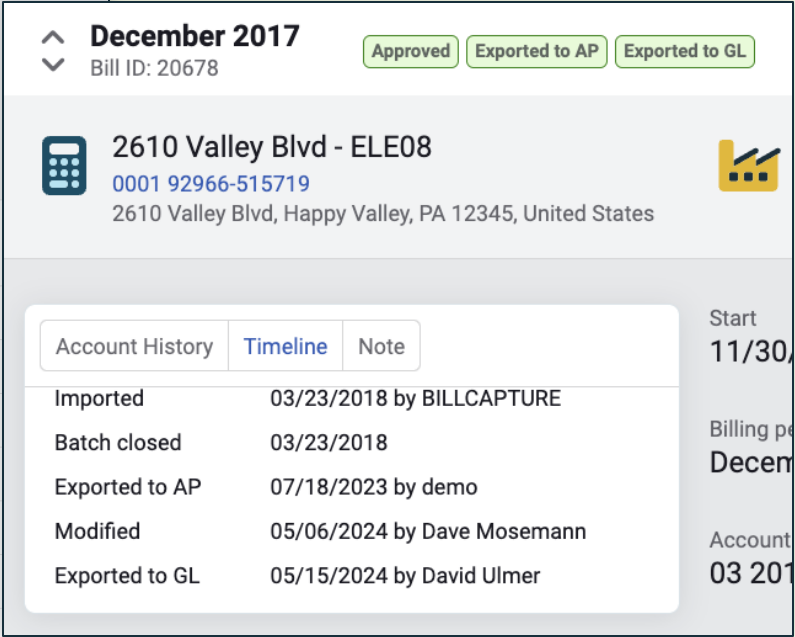
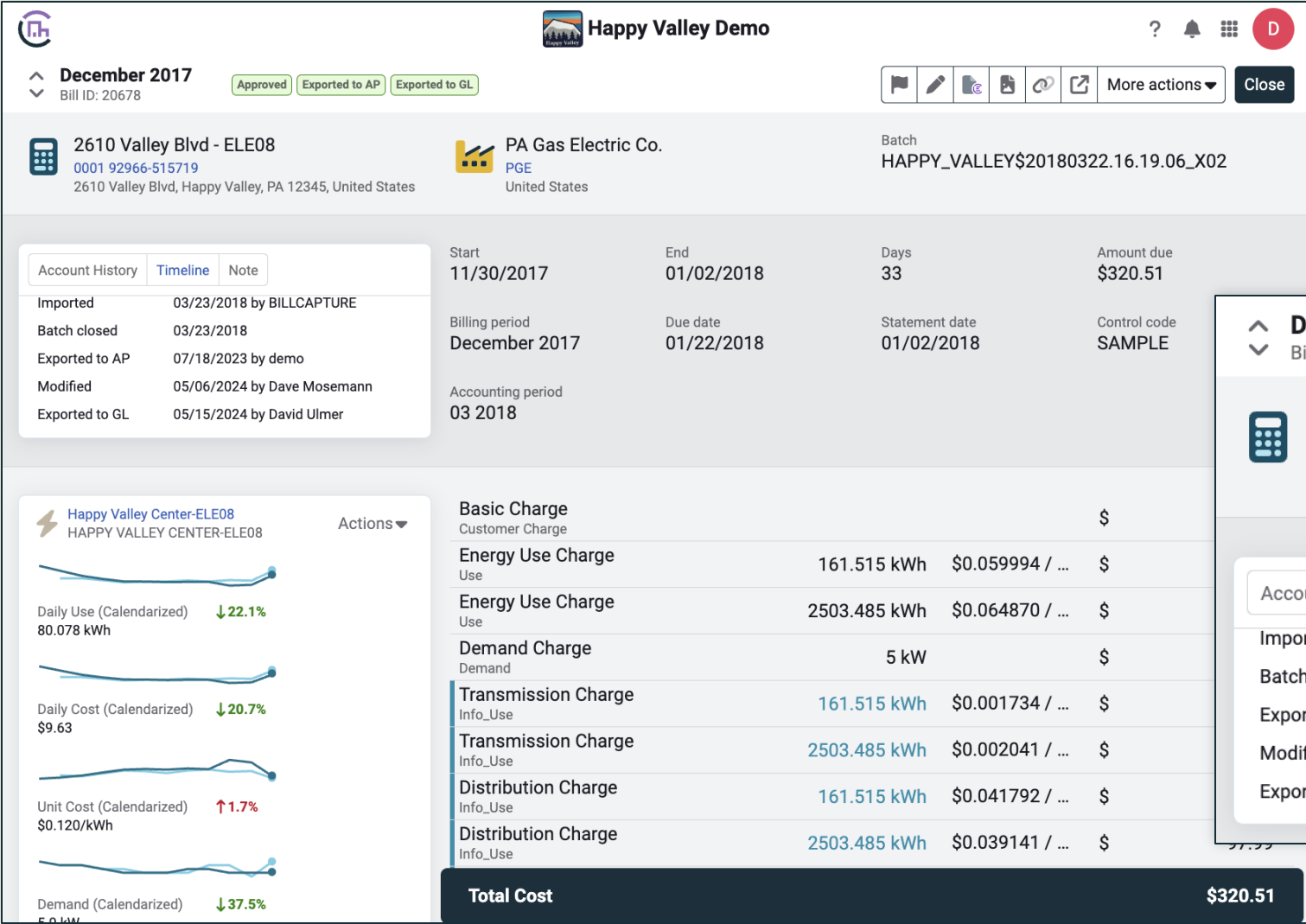
Items Per Page

1 - 3 of 3

EnergyCAP works with customers to seamlessly integrate with their accounting platforms

- Experienced with dozens of accounting systems and formats
- Automated export available (e.g., nightly batch)
- Format exported bills based on accounting platform requirements
- Options to include bill images and additional account/meter/bill details
- Can automatically reverse export based on downstream processing status

Bills reflect workflow and export statuses



Additional details available in the EnergyCAP Help Center

The screenshot shows a web browser window with the URL `helpcenter.energycap.com/um/Bill_Export/Bill_Export_Overview.htm`. The page header includes the EnergyCAP logo and 'Help Center' on the left, and a 'Help Center Home' link on the right. A purple banner below the header reads 'UtilityManagement Help' with a building icon. The left sidebar contains a navigation menu with categories like 'UtilityManagement overview', 'CarbonHub overview', 'Integrate CarbonHub', 'EnergyCAP Home', 'Utility Company Platform overview', and a 'Bills module' section which is expanded to show 'Bill export overview' as the selected item. The main content area has a breadcrumb trail: 'UtilityManagement > Bills module > Bill export > Bill export overview'. It features three main sections: 'Bill export overview' (describing the process of marking bills as exported), 'Bill export process' (listing steps like creating an output file and marking bills), and 'Accounting workflow' (listing steps like paying vendor bills and distributing costs). A right-hand sidebar titled 'In this Topic' lists links to 'Bill export process', 'Accounting workflow', 'Bill export example', 'Bill export diagram', and 'Permissions', with 'Bill export process' currently selected.

ENERGYCAP | Help Center Help Center Home

UtilityManagement Help

UtilityManagement overview
CarbonHub overview
Integrate CarbonHub
EnergyCAP Home
Utility Company Platform overview
› Use the Create button
› Dashboards and maps
› Buildings and Meters module
› Accounts module
▼ Bills module
 Bills module overview
 › Module menu
 › Manage bills
 › Bill lists
 › Bill audits
 › Bill import
▼ Bill export
 Bill export overview
 Exportable fields used in accounting interfaces
 Bill export bill lists
 Manage bill exports

[UtilityManagement](#) > [Bills module](#) > [Bill export](#) > **Bill export overview**

Bill export overview

The bill export process marks bills as exported and prepares them for import into an accounting system.

Bill export process

- Creates an output file, most often used for AP or GL purposes.
- Marks bills as exported.

Accounting workflow

- Pay vendor bills (Accounts payable function).
- Distribute costs from bills across various buildings, departments, etc. (General ledger function).

Bill export example

1. **Enter or import bills:** with Bill CAPture, bill import, or manual entry.
2. **Audit:** check for errors before approving bills.
3. **Approve:** use a bill list to view and approve bills.

In this Topic
[Bill export process](#)
[Accounting workflow](#)
[Bill export example](#)
[Bill export diagram](#)
[Permissions](#)

Bill Accruals

Accrual bills fill in the gap between existing bills and the end of a period

Meter:

Bill

Meter:

Bill

Meter:

Bill

Bill

Bill

Meter:

Bill

Accrual bills fill in the gap between existing bills and the end of a period

Meter:



Meter:



Meter:

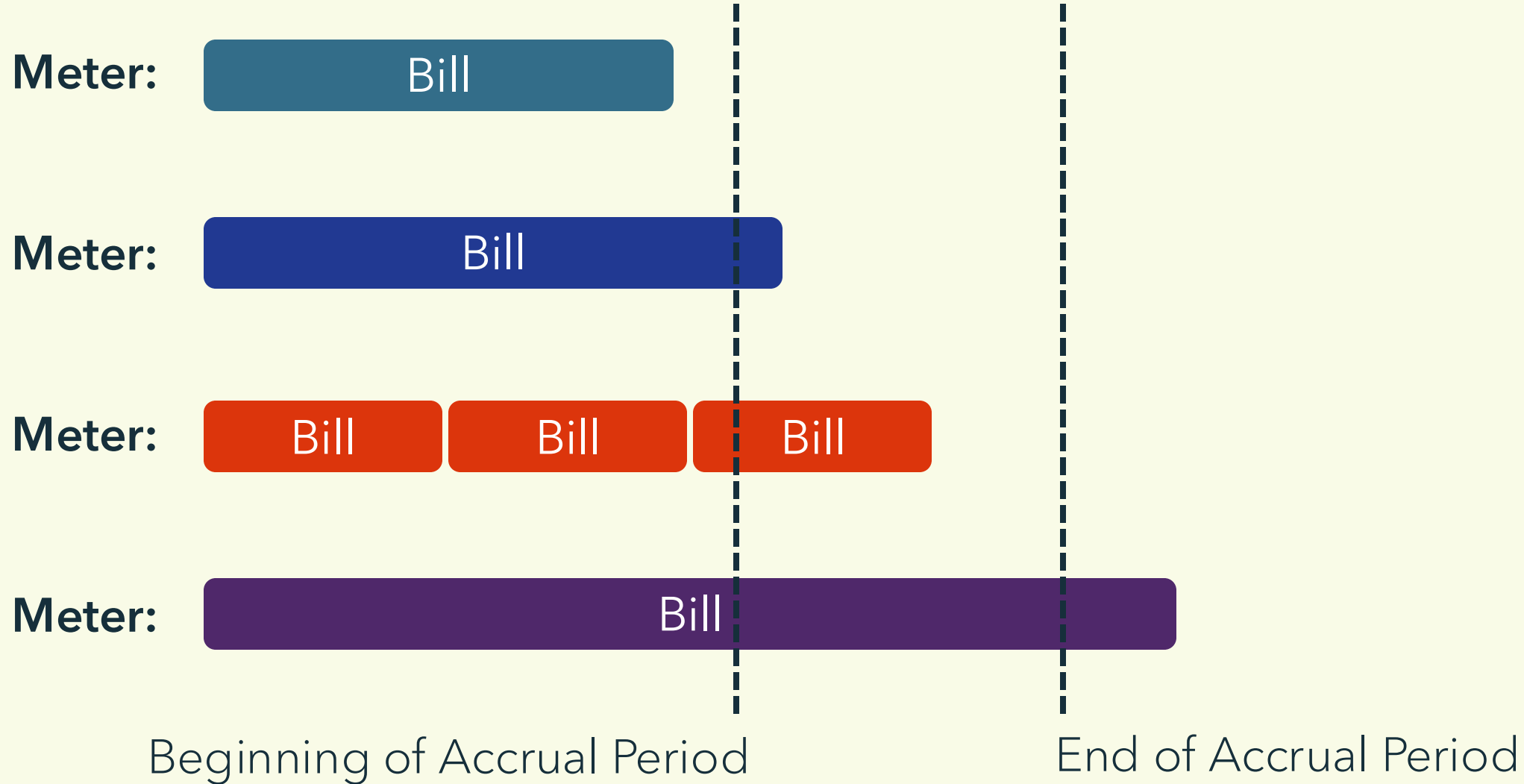


Meter:

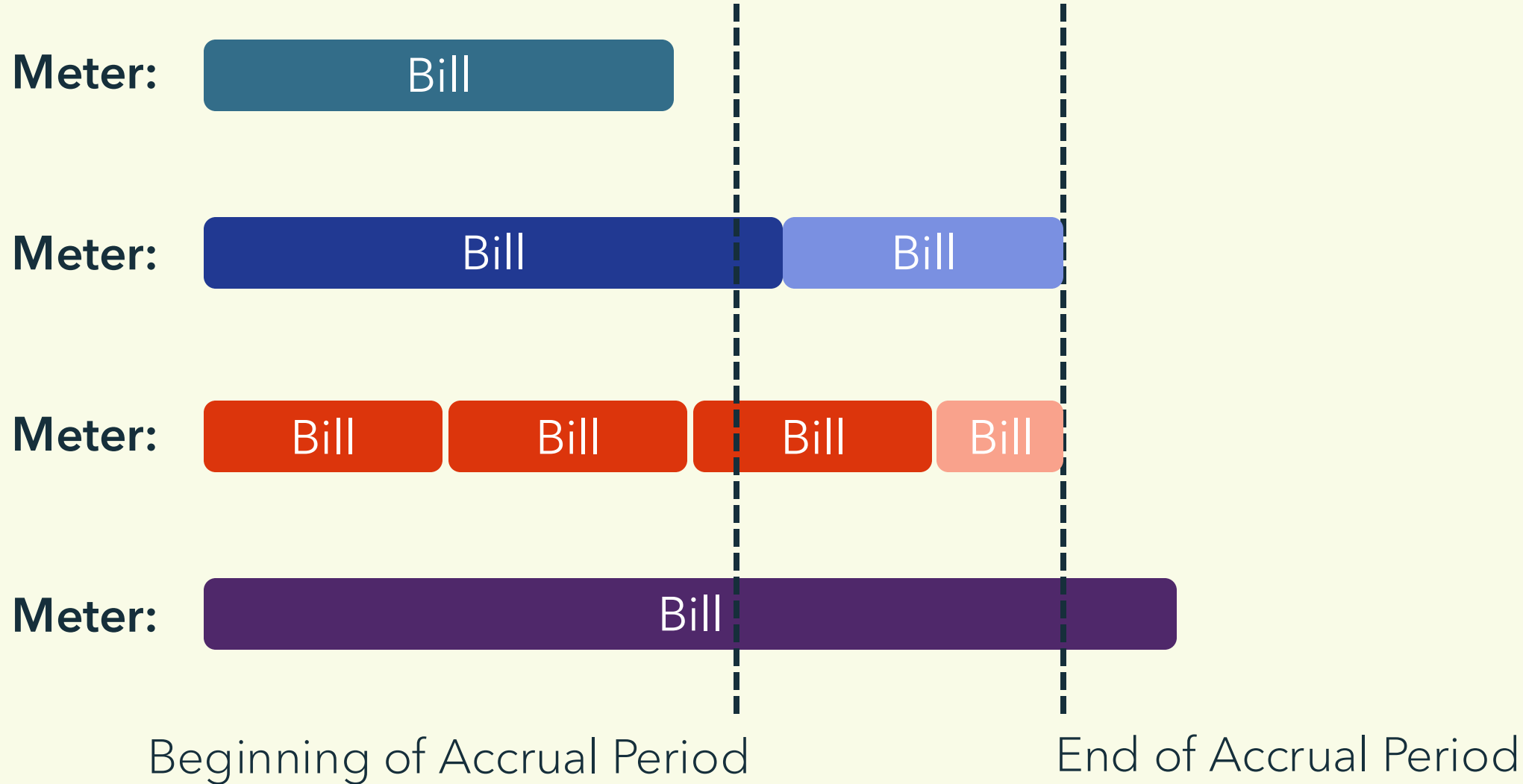


End of Accrual Period

Accrual bills fill in the gap between existing bills and the end of a period



Accrual bills fill in the gap between existing bills and the end of a period



How does UtilityManagement calculate accrual bills?

- Use is calculated from the same-month average daily use (uses last three years as reference)
- Unit cost is calculated from last month's average unit cost (AUC)
- If an account has more than one meter assigned, the accrual engine creates an accrual bill for each of the meters on the account
- Accruals are calculated using the configured system currency

UtilityManagement benefits vs. accounting platform accruals


Accounting-only accruals






- Cost-only
- Average cost values, not based on ongoing monthly patterns


UtilityManagement Accrual Bills


- Use + cost values calculated
- Use is first estimated independent of bill cost
- Unit cost takes advantage of most recent unit costs
- Accruals based on usage patterns from same months in the past


Accruals options/actions available in Bills module

 Happy Valley Demo






**Bills**




▼ My Bill Lists

Flagged Bills


Working List




> Bill Lists Shared with Me




Batches




Bill Imports



✦ Bill CAPture



Accruals Log




▼ Bill Export


Not Approved

Held from Export

Waiting for Export to AP

Waiting for Export to GL






 Test Mode

 Live Mode

[Learn more about accruals](#)

Accruals Log

Generate Accrual Bills

Date		Generated by	Batch	Status	Success	Errors	Warning:	
> 10/20/2023 10:02 a		Dave Mosemann	20231020_095948_mose	Complete with Warn	0	0	1	 
> 07/19/2023 3:57 pm		ECI	20230719_035606_ECI-Accrual	Complete with Error	0	7	0	

1-2 of 2 batches

Two modes available: makes testing settings easier (higher confidence)


Select mode

☒ **Test**

New accrual bills are created in a maintenance batch ("MAINT_") and are approved, voided, and marked as AP exported and GL exported.

☐ **Live**

New accrual bills are created as unapproved and unexported bills.

 Any existing voided accrual bills for the period being calculated are automatically deleted.

Cancel

Continue

Generate Accrual Bills

Cancel

Generate

Batch

MAINT_ 20240515_084525_david.ulmer@energy

FILTERS

Topmost cost center

 University of Happy Valley ▼

Topmost place

 University Buildings ▼

Commodity

 Electric ▼

SETTINGS

Earliest start date 

03/15/2024 

Last accrual date 

- 04/30/2024 

☒ AUC Safety Net Variance 20 % 


☒ Accrual Cost Adjustment 5 % 

Bill used for calculations

Last non-voided bill ▼

Billing period 

Automatic ▼

Accounting period 

Match Billing Period ▼

Advanced options available to customize your accrual bills

☒ AUC Safety Net Variance [?](#)

☒ Accrual Cost Adjustment [?](#)

Bill used for calculations

Last non-voided bill ▼

Billing period [?](#)

Automatic ▼

Accounting period [?](#)

Match Billing Period ▼

Robust accruals log with easy reversal options

Accruals Log

Generate Accrual Bills

Date		Generated by	Batch	Status	Success	Errors	Warnings	
▼ 05/15/2024 11:18 am	L	David Ulmer	20240515_091801_david.ulmer@energ	Complete with Errors	234	20	47	
Settings				Filters				
Earliest Start Date–Last Accrual Date		03/15/2024–04/30/2024		Topmost Place Name		equals	university buildings	
AUC Safety Net Variance		20%						
Accrual Cost Adjustment		5%						
Bill used for calculations		Last non-voided bill						
Billing Period		Automatic						
Accounting Period		Match Billing Period						
➤ 10/20/2023 10:02 am	L	Dave Mosemann	20231020_095948_mose	Complete with Warnings	0	0	1	
➤ 07/19/2023 3:57 pm	L	ECI	20230719_035606_ECI-Accrual	Complete with Errors	0	7	0	
1-3 of 3 batches								

T Test Mode

L Live Mode

Learn more about accruals

Orchard Field Study House - ELE01

002281239

University Park, PA 16802, United States

Lemont Electricity Supply

LES

Batch

20240515_091801_david.ulmer@energycap.com

Account History

Timeline

Note

Current status

Analyzed

Accrual

05/15/2024 by David Ulmer

Batch closed

05/15/2024

Approved

05/15/2024 by David Ulmer

Start	End	Days	Amount due
03/26/2024	05/01/2024	36	\$309.00
Billing period	Due date	Statement date	Accounting period
April 2024	05/01/2024	05/01/2024	04 2024

Orchard Field Study House - ELE01

A208-ELE01

Actions

Daily Use

(Calendarized)

Daily Cost

(Calendarized)

Unit Cost

(Calendarized)

Demand

(Calendarized)

Accrual Avg Daily Use	84.2 Value
Info_Use	
Accrual Avg Daily Cost	\$ 8.17
Info_Cost	
Accrued Usage	3030.4 kWh
Accrued Use	
Accrued Cost @ \$0.097/unit	\$ 294.28
Info_Cost	
Accrual Cost Adjustment	5 %
Cost: Percent Adjustment	
Total Cost	\$ 309.00
Total Cost	
Meter Subtotal	3030.4 kWh \$0.101966 / k... \$ 309.00

Additional details available in the EnergyCAP Help Center

helpcenter.energycap.com/um/Accruals/Accrual_Overview.htm

ENERGYCAP | Help Center

Help Center Home

UtilityManagement Help

CarbonHub overview

Integrate CarbonHub

EnergyCAP Home

Utility Company Platform overview

> Use the Create button

> Dashboards and maps

> Buildings and Meters module

> Accounts module

> Bills module

> Bills module overview

> Module menu

> Manage bills

> Bill lists

> Bill audits

> Bill import

> Bill export

> Accruals

> Accrual overview

> Groups and Benchmarks

> Chargebacks module

> Interval data

> Vendors and Rates module

Accrual overview

An accrual bill is a gap-filling estimate used to close out a fiscal period before receiving the actual utility bill.

Accruals is a licensed feature and is in the Bills module.

What

An accounting function to fill in bill gaps when closing out a fiscal period.

Why

Have a more accurate close to the fiscal period.

How

Exclude an accounts or bills as needed.
Decide on test mode or live mode.
Review the generated bills in the Accrual log.

You can use an accrual bill to book expected expenses before they are received or paid. Accruals also help generate fiscal period profit and loss statements and provide a more accurate close to each fiscal period.

Account 1

Account 2

In this Topic

Accrual calculation notes

Exclude accounts

Exclude bills

Accrual filter

Generate accrual bills

Test accrual bills

Live accrual bills

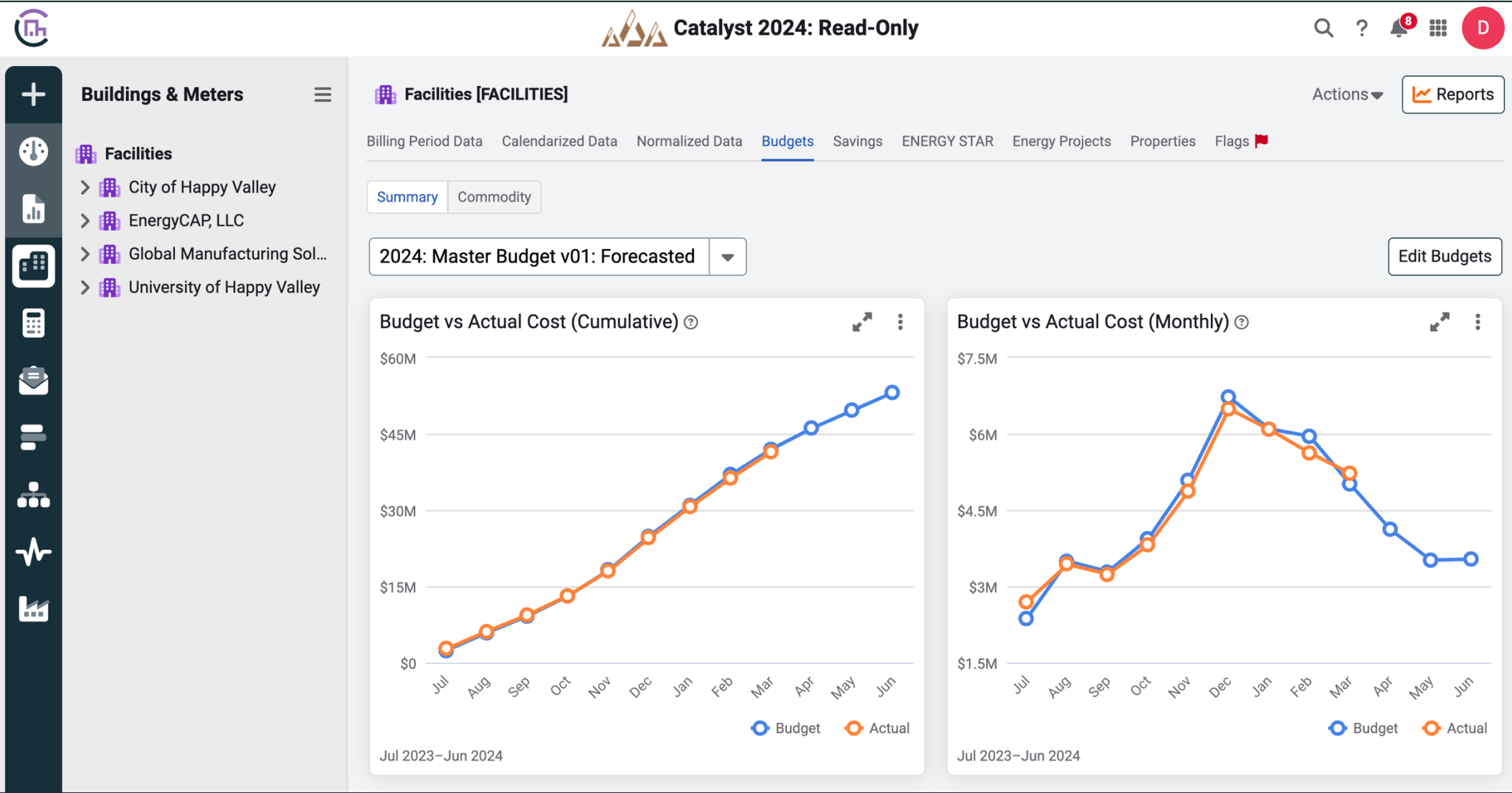
Accruals Log

Budgeting

UtilityManagement budgets streamline your budgeting process

- **Use your existing data to help build realistic and meaningful budgets**
 - Calendarized use per meter
 - Unit costs from recent bills
 - Weather sensitivity
 - Building size
- Easily update inputs to adjust budget figures
- Multiple people can contribute to the budget
- Save multiple versions to try “what-if scenarios”
- Set specific spending targets and auto-create use adjustments

Dedicated “Budgets” tab in Buildings & Meters module



Multiple options for creating budgets

Data type [?]

Calendarized Data ▼

Historical years of data [?]

5 ▼ ending in June ▼ 2022 ▼

Usage method

Average Usage ▼

Include bills from:

☒ Inactive accounts

☐ Inactive meters

☐ Inactive account-meter relationships

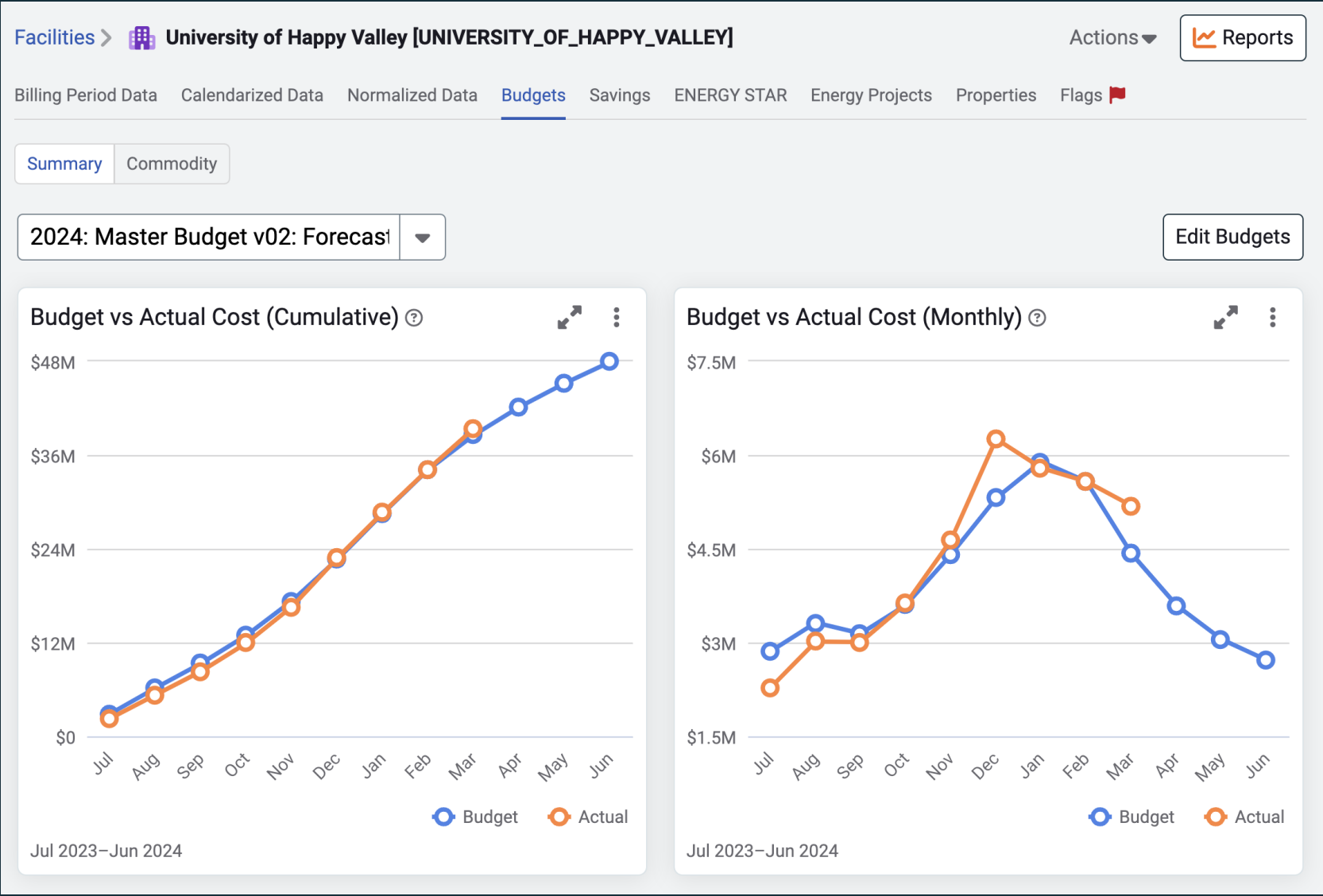
☒ Internal chargebacks

- Use billing period or calendarized data
- Up to 10 years of history can be included
- Use calculation options
 - Average Use
 - Highest Use
 - Lowest Use
 - Latest Use
- Choose types of data to include in budget

Easily model budget changes in spreadsheets

v01.Forecasted Unit Cost Changes Electric (kWh)							
Building Code	Building Name	Floor Area Changes	Use Changes	Average Unit Cost Changes	New Monthly Commodity Cost	Other fixed costs/adjustments	Budget Total Cost
		Enter percentage of change. Leave at 0% if no change.	Enter percentage of change. Leave at 0% if no change.	Enter percentage of change. Leave at 0% if no change.	New commodity cost based on changes made to use, floor area, and unit cost.	Enter additional fixed costs for your budget.	New monthly commodity cost + other fees
	Totals				\$ 2,385,711	\$ -	\$ 2,385,711
NEU_A086	Abbott Campus Union				\$ 85,721	\$ -	\$ 85,721
	July	0.0%	0.0%	0.0%	\$ 6,035	\$ -	\$ 6,035
	August	0.0%	0.0%	0.0%	\$ 6,518	\$ -	\$ 6,518
	September	0.0%	0.0%	0.0%	\$ 6,774	\$ -	\$ 6,774
	October	0.0%	0.0%	0.0%	\$ 7,241	\$ -	\$ 7,241
	November	0.0%	0.0%	0.0%	\$ 6,637	\$ -	\$ 6,637
	December	0.0%	0.0%	0.0%	\$ 6,366	\$ -	\$ 6,366
	January	0.0%	0.0%	0.0%	\$ 6,768	\$ -	\$ 6,768
	February	0.0%	0.0%	0.0%	\$ 7,762	\$ -	\$ 7,762
	March	0.0%	0.0%	0.0%	\$ 8,407	\$ -	\$ 8,407
	April	0.0%	0.0%	0.0%	\$ 8,288	\$ -	\$ 8,288
	May	0.0%	0.0%	0.0%	\$ 7,750	\$ -	\$ 7,750
	June	0.0%	0.0%	0.0%	\$ 7,175	\$ -	\$ 7,175
TGE_A028	Academic Greenhouse East				\$ 1,193	\$ -	\$ 1,193
	July	0.0%	0.0%	0.0%	\$ 67	\$ -	\$ 67
	August	0.0%	0.0%	0.0%	\$ 68	\$ -	\$ 68
	September	0.0%	0.0%	0.0%	\$ 61	\$ -	\$ 61
	October	0.0%	0.0%	0.0%	\$ 79	\$ -	\$ 79
	November	0.0%	0.0%	0.0%	\$ 106	\$ -	\$ 106
	December	0.0%	0.0%	0.0%	\$ 146	\$ -	\$ 146
	January	0.0%	0.0%	0.0%	\$ 157	\$ -	\$ 157
	February	0.0%	0.0%	0.0%	\$ 148	\$ -	\$ 148
	March	0.0%	0.0%	0.0%	\$ 131	\$ -	\$ 131
	April	0.0%	0.0%	0.0%	\$ 94	\$ -	\$ 94
	May	0.0%	0.0%	0.0%	\$ 67	\$ -	\$ 67
	June	0.0%	0.0%	0.0%	\$ 68	\$ -	\$ 68
TGW_A027	Academic Greenhouse West				\$ 1,193	\$ -	\$ 1,193
	July	0.0%	0.0%	0.0%	\$ 67	\$ -	\$ 67
	August	0.0%	0.0%	0.0%	\$ 68	\$ -	\$ 68
	September	0.0%	0.0%	0.0%	\$ 61	\$ -	\$ 61
	October	0.0%	0.0%	0.0%	\$ 79	\$ -	\$ 79
	November	0.0%	0.0%	0.0%	\$ 106	\$ -	\$ 106
	December	0.0%	0.0%	0.0%	\$ 146	\$ -	\$ 146

Visualize and report on each of your budget versions



Additional details available in the EnergyCAP Help Center

The screenshot shows the EnergyCAP Help Center interface. The browser address bar displays 'helpcenter.energycap.com/um/Budgets/Budget_overview.htm'. The page header includes 'ENERGYCAP | Help Center' and a 'Help Center Home' link. A purple banner reads 'UtilityManagement Help'. The left sidebar lists navigation options under 'Buildings and meters module overview', with 'Budgets' expanded to show 'Budgets overview', 'Budget worksheet', 'Monthly building worksheet', and 'Monthly meter worksheet'. The main content area is titled 'Budgets overview' and includes a breadcrumb trail: 'UtilityManagem... > Buildings and Meters mo... > Budg... > Budgets overview'. A blue information box states: 'Budgets requires a subscription to the budget feature.' Below this, a section 'With budgets you can decide:' lists three bullet points: 'How your budget forecast for a fiscal year is created.', 'Adjust the forecast with a spreadsheet.', and 'Upload your adjusted budget into the application.' A paragraph follows: 'UtilityManagement compares your budget values to your actual billing period data in Powerviews and reports.' Another paragraph states: 'You can create multiple versions per fiscal year of your budget, with one version active at a time. The active budget values are used for Powerviews on the Budgets tab and in Report-05. This report compares budget and actual values for use, cost, and unit cost.' A final paragraph mentions: 'If you don't have the Budget feature you have access to the Building Forecast worksheet. This worksheet uses calendarized data from one year that you specify to forecast use and cost. You can modify this as needed but this worksheet cannot be uploaded into the application.' On the right, an 'In this Topic' section lists: 'Steps to create a budget' (highlighted), 'Manage your budgets', 'Budgets tab', and 'Budget reports'.

helpcenter.energycap.com/um/Budgets/Budget_overview.htm

ENERGYCAP | Help Center Help Center Home

UtilityManagement Help

Buildings and meters module overview

- > Module menu
- > Organizations
- > Buildings
- > Meters
- > Calendarization
- > ENERGY STAR
- > Cost Avoidance
- ▼ Budgets
 - Budgets overview**
 - Budget worksheet
 - Monthly building worksheet
 - Monthly meter worksheet
 - Create a building forecast worksheet
- > GHG
- > Accounts module
- > Bills module
- > Groups and Benchmarks
- > Chargebacks module
- > Interval data

UtilityManagem... > Buildings and Meters mo... > Budg... > Budgets overview

Budgets overview

i Budgets requires a subscription to the budget feature.

With budgets you can decide:

- How your budget forecast for a fiscal year is created.
- Adjust the forecast with a spreadsheet.
- Upload your adjusted budget into the application.

UtilityManagement compares your budget values to your actual billing period data in Powerviews and reports.

You can create multiple versions per fiscal year of your budget, with one version active at a time. The active budget values are used for Powerviews on the Budgets tab and in Report-05. This report compares budget and actual values for use, cost, and unit cost.

If you don't have the Budget feature you have access to the [Building Forecast worksheet](#). This worksheet uses calendarized data from one year that you specify to forecast use and cost. You can modify this as needed but this worksheet cannot be uploaded into the application.

Steps to create a budget

In this Topic

- Steps to create a budget**
- Manage your budgets
- Budgets tab
- Budget reports

EnergyCAP provides financial-grade features to support accounting workflows

Accounting Export

- Configurable bill approval workflow
- Configurable GL Subcodes
- Separate AP and GL export processes
- Clear bill status indicators

Bill Accruals

- Generate bills to close out financial periods
- Configurable accrual settings
- Leverage historic use/cost trends
- Easy processes to reverse accrual bills

Budgeting

- Create budgets based on historic use/cost trends
- Easily update budget variables
- Save multiple budget versions
- Reforecast during fiscal year

Advanced accounting features are available as UtilityManagement add-on subscription options.

To learn more about these features, visit <http://www.EnergyCAP.com/advanced-accounting-bundle/>

Questions?

Take the session survey:
Advanced Accounting

