

EnergyCAP provides two views of your data — separating use tracking from financial tracking.

WHERE ENERGY IS USED – Sites & Meters module		FINANCIALS – Accounts module	
Organization	Helps you group your sites and meters to reflect real-world structures. Useful for reporting and to restrict user access.	Cost Center	Helps you group your accounts . Useful for reporting and to restrict user access.
Vendor	Your utility or service provider information and rate schedules .	Account	Connects a vendor to meters and is where bills are received and stored.
Site	Represents a physical structure or logical place.	Meter	Tracks the use and cost of a specific resource (commodity). Typically placed under a site.
Linked account and meter – A meter must be linked to an account to save bills.			

Module	Go here to...
Dashboards	Create and share performance metrics internally or with the public.
Reports	Report library, report distribution, and Watts AI
Sites & Meters	View usage and costs at different levels. Manage organizations, sites, and meters.
Accounts	View costs at different levels. Manage cost centers and accounts.
Bills	View bill lists. Import, export, manage batches and flags.
Groups & Benchmarks	Rank groups of meters and sites by various metrics.
Chargebacks	Allocates utility costs within EnergyCAP, turning a single bill into detailed internal bills.
Interval Data	View granular use and demand data across your organization.
Vendors & Rates	Manage utility companies and rate schedules.
Emissions	Automatically converts energy consumption, commodity use, and other activity data into Scope 1, 2, and 3 GHG emissions.
Settings	Manage system configuration and users.

Users and Roles	
Add user	Use EnergyCAP Home to invite users. After the new user accepts your invitation, you can update their role and permissions in the application.
Users and roles	On this page you can manage users and roles. System roles can be copied and modified into custom roles .

Why attach a meter to a site and not an organization?

A meter tracks the use and cost of a specific commodity. A meter must be linked to an account before you can enter bills. The use and cost entered at the meter level is what is used for reporting. For some features in EnergyCAP it can be important to attach the meter to a site for correct reporting.

- Weather [normalization](#) works only at the site level.
- [Budget](#) worksheets include site-attached meters only.
- [EUI](#) is accurate only when building area is available (not tracked at the organizational level).
- [Outlier audits](#) skip bills from meters at the organizational level.
- [ENERGY STAR](#) submissions require meters to be linked to a site.

Terms

Alias — Alternative spelling of an account or vendor used for bill imports.	Degree days — A measure of relative heating and cooling energy required by buildings. EnergyCAP uses a 55-degree balance point by default.
Batch — Helps simplify workflow processes and reporting. You can manage imported and manually entered bills with batches.	EUI — Measures how much energy a building uses relative to its size. Useful for tracking long-term trends.
BATTC — Baseline Adjusted To Current Conditions, used in Cost Avoidance to calculate savings.	Fiscal year setting — Is a period used by your organization for accounting purposes. It may or may not align with the calendar year.
Bill Capture — A service that automates the processing of utility bills.	Flag — A bill is flagged when it fails a bill audit. Flags can have different assignees.
Bill list — Helps you find specific bills and take actions. You can create, copy, and share bill lists with others.	Flag list — A list of flagged bills where you can review and resolve flags.
Bodyline — The line items of a bill, including the caption and the value.	Meter — Tracks the use and cost of a commodity. Each meter has one commodity, is linked to one or more accounts, and is usually the child of a site.
Calendarization — Splits the bill by day and assigns each day's cost and use to the correct month. Helps you see energy use and cost when it actually happened, not when it was paid.	Powerview — A chart or graph. For most charts you can download the image and underlying data.
Chargeback — Turns a single vendor bill into detailed internal bills. Also called cost allocations, campus distributions, or tenant bills.	Rate schedule — Defines how charges are calculated for a meter. Typically matches the rate schedule on your utility bill.
Commodity — A resource tracked by a meter, such as electricity, natural gas, or water. You can create custom commodities if needed.	Rollup unit — The common use unit for consistent reporting. It converts all use values to a common unit.
Commodity categories — Group commodities into categories to improve reporting on use and cost.	Setup spreadsheets — Help you create and manage items in bulk, saving you time.
Control code — Connects the bill image to the bill.	Topmost — The highest part of the accounting or facilities tree. Used for reporting scope and to set user access.
Cost Avoidance — The Measurement & Verification of energy and cost savings from energy management projects — the dollars you avoided spending.	Transaction — A Bill Capture term. An invoice covering ten meters is counted as ten transactions.
Custom field — Lets you track extra details and upload documents or images. Also lets you build your own groups for reports and dashboards.	Weather normalization — Adjusts energy data by applying weather conditions from a selected comparison year to all bills, removing weather as a variable.
Data Reporting Settings — Determines how data is displayed throughout the application.	Web Capture — Bill Capture service that directly downloads the bill PDF from a vendor's website.

Have more questions?

We have several options when you need more information or have questions. Check out the Help Center at helpcenter.energycap.com. While you are in the application you can use the Resource Center or Watts AI.

helpcenter.energycap.com