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## EnergyCAP®

# Information Guide

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### What is EnergyCAP?

EnergyCAP energy management software is the award-winning, 30-year leader. It tracks your utility bills and energy data, spots errors, produces energy and sustainability reports, and helps you manage your energy information.

For many organizations, energy is the most controllable operating expense. But you can't control what you don't manage. Start managing your utility bills with EnergyCAP, and turn your energy information into savings.

- Eliminate billing errors
- Calculate and report greenhouse gas emissions
- Automatically receive ENERGY STAR building ratings
- Calculate cost avoidance attributable to energy management projects
- Streamline energy accounting, budgeting, accruals, and bill payment
- Track smart meter interval data and meter readings
- Identify inefficient facilities through peer benchmarking
- Communicate performance through reports
- Create chargebacks via submeter readings, percentage splits, and formulas
- Process EDI and paper utility invoices quickly

With online and installed versions, EnergyCAP is the ideal solution for your energy management and sustainability needs.

Visit the Information Guide web page. [www.EnergyCAP.com/info](http://www.EnergyCAP.com/info)

“After two years of experience, we have paid for the system two times through identified utility savings.”

David Godfrey, Georgia Environmental Facilities Authority

“We were able to find a \$90,000 billing error, thanks to the new EnergyCAP software, before the paper bill was even opened.”

Keith Roberts, City of Sacramento

“Within the first year EnergyCAP almost paid for itself in energy savings.”

Kelly Winnett, University of Alabama at Birmingham

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## Value Proposition

Smart utility bill payment and effective cost reduction strategies begin with EnergyCAP because accurate, timely, and comprehensive energy information is their foundation. So whether you're measuring and verifying energy savings, monitoring utility trend data, analyzing loadshapes, creating budgets, spotting utility billing errors, performing rate analysis, or auditing energy bills, EnergyCAP helps you measure, manage, and save.

EnergyCAP often pays for itself in the first year through cost recoveries and efficiency improvements. For example:

- \$250,000 in savings tracked by Equity Residential
- \$195,000 refunded to California Medical Center
- \$90,000 billing error discovered by City of Sacramento

In addition, EnergyCAP users have documented the following benefits in Client White Papers:

- [Forest City Enterprises, Inc.](#) discovered eight significant benefits including centralized in-house bill processing and auditing, issue tracking, calculating cost avoidance, customizing rate options, reporting, submitting to ENERGY STAR, analyzing loads, and achieving sustainability goals.
- [University of Kansas](#) received five major benefits including performing chargebacks for billable accounts, auditing for data errors, exporting data for custom reporting, analyzing trends to identify anomalies, and measuring and verifying energy saving projects.
- [Utility Management Corporation](#) became a full service energy consultant company.

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## Versions

There are two versions of EnergyCAP that serve different needs. Use the accompanying Feature Comparison Guide to compare versions.



**EnergyCAP Enterprise** is for organizations that process hundreds or thousands of utility bills. Clients include larger corporations; universities; city, county, and state governments; and federal agencies.

- Installed network client-server with optional Web reporting
- Solves the complex needs of enterprise-wide energy management
- Imports EDI electronic utility bills
- Interfaces with accounting and metering systems
- Distributes utility bill charges to shared and tenant facilities
- Advanced industry compliant Measurement & Verification calculations and normalizations

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**EnergyCAP Express** is an online, SaaS (software as a service) version designed for small and medium-sized organizations like colleges, local governments, and multi-site businesses.

- Utility bill tracking, auditing, and reporting in a Web-based system
- Import and export data in Excel spreadsheet format
- Dozens of Help videos
- Automatic degree day reports, calendar-and-weather normalized
- Advanced benchmarking and ENERGY STAR interface
- Carbon footprint calculation and reporting







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## Learn More

Want to learn more about EnergyCAP? Click on the resources below or go to [www.EnergyCAP.com/info](http://www.EnergyCAP.com/info). Resources are divided between the Enterprise and Express versions.

### EnergyCAP Enterprise

-  [Schedule a Live Demo](#)
-  [Read a White Paper](#)
-  [View a Video](#)
-  [Watch a Recorded Demo](#)

### EnergyCAP Express

-  [Start a Free 30-Day Trial](#)
-  [Take a Self-guided Tour](#)
-  [View a Video](#)
-  [Watch a Recorded Demo](#)

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## Streamline Procurement

If you are a publicly-funded organization and require a formal procurement process, we offer assistance in formulating bid requirements. We also have options for piggybacking on other procurements.

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## Services and Training

Our goal is to help you get the most from EnergyCAP. We offer a variety of services including implementation setup and management, custom reports, interface development, reformatters for electronic billing, ENERGY STAR setup, database review, and bill processing. In addition, we have flexible training options like onsite and online sessions, training conferences, and hundreds of online articles and videos. The annual Maintenance Agreement provides technical support and upgrades.

## Best Choice

### Best Experience.

Best selling energy software since 1980.

### Best Value.

More money and energy-saving features than any other system.

### Best Deployment Flexibility.

Options that fit every situation.

### Best Product Leadership.

Most upgrades and innovative features in the industry.

### Best Help Resources.

Online help resources include: articles, instructions, videos, and help ticket system.

### Best Corporate Focus.

100% focused on developing EnergyCAP and services.

### Best Training Options.

Online and onsite, conferences, user forums, and videos.

### Best Community-Wide Vision.

Extend energy efficiency to your employees, clients, and residents with GreenQuest™.

### Best Interfaces.

Submit to ENERGY STAR; import weather data, EDI billing data, and meter readings; export data to your AP/GL system or Excel.

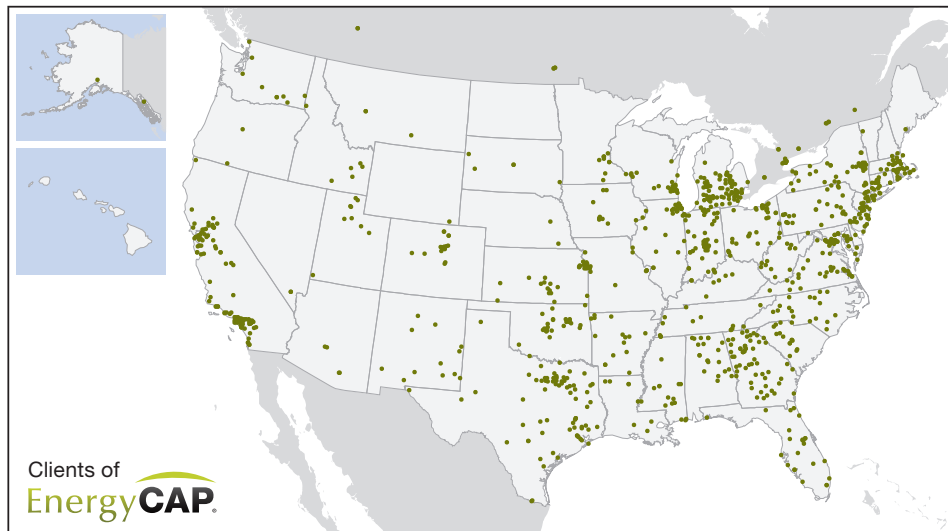
### Best Stewardship.

We donate through our nonprofit Global Capacity and provide a company chaplain.



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document at:

[www.EnergyCAP.com/info](http://www.EnergyCAP.com/info)



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## Clients

Over 1,500 government, education, and business organizations rely on EnergyCAP energy management software. Some of them include:

- Baltimore Housing Authority
- BJ's Wholesale Clubs
- Burlington Coat Factory
- City of San Francisco, CA
- City of Washington, DC
- County of Orange, CA
- Equity Residential
- Forest City Enterprises, Inc.
- George Mason University
- ista North America
- Smithsonian Institution
- State of Colorado
- The Pennsylvania State University
- UniFirst Corporation
- University of Kansas
- Yale University
- Over 800 U.S. School Districts

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## About EnergyCAP, Inc.

Based in State College, PA, EnergyCAP, Inc. has published the best selling energy management software for over 30 years. With online and installed software for organizations of any size, EnergyCAP delivers powerful energy and greenhouse gas tracking, utility bill processing, reporting, analyzing, and benchmarking. EnergyCAP was awarded the 2011 ENERGY STAR Partner of the Year and listed on Inc. 5000 Fastest Growing Companies for the last four years. EnergyCAP provides implementation, training, bill processing, and support services. (For sales in Canada, please contact EnergyCAP Canada at [www.EnergyCAP.ca](http://www.EnergyCAP.ca).)



# Feature Comparison Guide

	EnergyCAP Enterprise	EnergyCAP Express
<b>Utility Bill Tracking</b>		
<b>Account Tracking.</b> Track any commodity, level, and type of bill detail, and standard and deregulated bills (separate LDC/supplier charges). Includes TreeView navigation, memo and message system.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Accounts Payable or G/L Export.</b> Export audited and approved bill records to an A/P or G/L system for final processing and payment, which eliminates double entry of billing data.	<input type="checkbox"/>	
<b>Bill Accruals.</b> Create estimated bills (accruals) based on historical bills to close out an accounting period. Export accrued bills to the General Ledger and reverse accrued transactions after the actual bill is received.	<input type="checkbox"/>	2 Reports
<b>Bill Audits.</b> Verify utility bill accuracy and spot problems using audits.	50 Audits	7 Audits
<b>Electronic Bills From Vendor via EDI.</b> Receive electronic bills from utility vendors in EDI format.	<input type="checkbox"/>	
<b>Electronic Bills From Vendor via Flat File.</b> Import electronic bills as a flat file.	<input checked="" type="checkbox"/>	Excel Format
<b>Energy Contract Administration.</b> Manage energy supply and performance contracts by vendor. Associate contracts with one or more accounts, and enter contract details.	<input checked="" type="checkbox"/>	
<b>Issue Tracker.</b> Work order system used to track, report, email, and manage savings and problems.	<input checked="" type="checkbox"/>	Limited
<b>Workflow Management.</b> User configurable workflow settings for processing of utility bills.	<input checked="" type="checkbox"/>	Limited

## Savings & Analysis

<b>Benchmarking Charts.</b> Rank and compare buildings and meters within peer groups. Instantly highlight outliers (abnormal meters, buildings, and bills) and prioritize energy conservation efforts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Budgets &amp; Forecasts.</b> Create meter-by-meter and month-by-month budgets based on past bills.	<input checked="" type="checkbox"/>	
<b>Calendarization.</b> Reports on calendar months instead of billing period.	Coming Soon	Coming Soon
<b>Cost Avoidance (M&amp;V).</b> Calculates savings attributable to energy management by comparing current bills to normalized baseline year. Complies with IPMVP, Section C “whole building method”.	<input type="checkbox"/>	
<b>Energy Procurement.</b> Loadshapes and special reports provide the detailed data needed to make informed energy procurement decisions.	<input checked="" type="checkbox"/>	
<b>Rate/Tariff Analysis.</b> Compare current utility billed rates to alternative rate schedules.	<input checked="" type="checkbox"/>	
<b>Weather Data.</b> Trend and analyze weather data and the impact on energy usage.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Weather Normalization.</b> Reports year-to-year usage after adjusting for changes in weather.	Coming Soon	Coming Soon

## Reporting & Presentation

<b>Automated Report Distribution.</b> Schedule and email report batches to distribution lists.	<input checked="" type="checkbox"/>	
<b>Custom Spreadsheets for Data Export.</b> Design custom spreadsheets for quick and easy export to Excel or other applications, for ad-hoc reporting.	<input checked="" type="checkbox"/>	
<b>Energy Dashboard.</b> Select and display configurable performance charts and graphs on your homepage.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PowerViews™.</b> Exclusive EnergyCAP feature that puts current data at your fingertips. Trend charts and graphs that can be automatically displayed and dynamically updated.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reports, Charts, &amp; Graphs.</b> View and analyze utility data from EnergyCAP’s library of informative and easy-to-understand reports.	Over 250 Reports	Over 100 Reports
<b>TreeView Navigation.</b> User-friendly hierarchical structure of buildings, meters, accounts, & cost centers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ENERGY STAR Benchmarking.** Interface to EPA's Portfolio Manager to obtain ENERGY STAR energy efficiency rating for buildings.



**Greenhouse Gas Emissions.** Calculate and report the GHG emissions resulting from energy use.



## Chargebacks & Tenant Rebilling

**Bill Splits.** Split bills by percentages for shared or unmetered facilities.



**MUVER™ Cost Recovery for Rentals.** Move-In Utility Vacant Expense Recovery for multi-family apartment communities enables recovery of vacant unit costs resulting from continuous service agreements.



**Submeters & Chargebacks.** Enter or import submeter readings to create chargeback "invoices" for customers, other departments, or tenants.



## Meter Data Tracking

**Interval (Time-Series) Data.** Import and analyze meter interval data (usually 15, 30, or 60-minute intervals) for detailed energy consumption analysis.



**Meter Data Import.** Import meter data for detailed use analysis and bill verification.



## Web Access & Permissions

**Microsoft® SQL Server®.** Utilize Microsoft SQL Server for data storage and processing. Host your own EnergyCAP database, or we'll host it for you in our commercial data center.



ECI Hosts

**Unlimited Number of Users.** EnergyCAP is licensed for an unlimited number of users, so no need to worry about seat licenses or unexpected charges.



**User Permissions.** Manage user rights on an individual basis or through the use of convenient, time-saving User Roles.



**Web Access.** Access EnergyCAP from anywhere via internet connection.



## Database Setup

**Data Import Templates.** Get started quickly and reduce manual keyboard data entry by importing your organizational and historical billing data into EnergyCAP.



Bill Import Only

**Implementation Services.** Work directly with your ECI project manager to get EnergyCAP up and running quickly and correctly. Services include project management, data conversion and import, training, etc.



**Setup Wizards.** Setup Wizards throughout EnergyCAP walk you through new account and meter setup, budget creation, rate schedule setup, and more.



Standard Feature

Optional Feature