Bill Accruals Overview

Overview

An accrual bill is a manufactured bill (not a vendor bill) created by an accounting process to realize expected charges for a given account up to the last day of the accounting period. The purpose of an accrued bill is to allow organizations to book expected expenses before they actually occur to provide a more realistic expense summary for the accounting month-end reports. They are used to help generate fiscal period profit and loss statements as they provide a more accurate close to each fiscal period end. Simply put an accrual bill is a “gap-filling estimate” used to close out an accounting period.

The options for reporting on accrual data include running the BL33 report (Estimated Accruals by Commodity) or working through Bill Processing - Accruals to create accrual bills. The BL33 report could be used to provide a table showing meter-by-meter estimated accrued cost from the end date of the last bill received to a selected billing period end date. The BL33 report uses a simple average daily cost extrapolation method to calculate values for the table, without needing to create an actual accrued bill in EnergyCAP. Whereas the Bill Processing - Accruals method does create accrued bills in EnergyCAP by either a use/day (times most recent AUC) OR cost/day method.

Are Accruals included in PowerViews, Reports, or Bill Lists?

Accrual Bills in PowerViews

- Accrual bills are included with PowerViews; however, it is important to keep in mind that the "Test Mode" accruals are created as voided bills which are EXCLUDED from PowerViews.
- "Normal Mode" accruals are included with the PowerViews up until the point when the accrual bills are voided.
Accrual Bills in Reports

- Filter setting can be used to include or exclude accrual bills from reports

Accrual Bills in Bill Lists

- Filter setting can be used to include or exclude accrual bills from bill lists
The **Rules & Restrictions** section provides guidance on Bill Accruals in EnergyCAP.

- The **BL33 report** (Estimated Accruals by Commodity) is not a validated option; therefore, it is not included in all EnergyCAP Licenses.
- To utilize the **Create Accrual Bills** feature, the **Bill Accruals** advanced feature must be included in your EnergyCAP License.
- The **Accrual Data** view permission is required to access this view.
- **Create Accrual Bills** is only available to user roles having either **Generate Accrual Bills** or **Generate/Edit Accrual Data permission** selected. The only two EnergyCAP-standard (pre-populated) user roles that include the Bill Accrual view and/or generate/edit permissions are the "Administrator - Full Access" and "Bill Entry & Account Setup" roles.

Topics in this section provide guidance on Bill Accruals in EnergyCAP.