**CONVERTING OLD BUDGETS TO ECAMS BUDGETS**

(\*\*Please contact ECAMS.Support@energy.ca.gov if you have any questions, or run into any problems.\*\*)

# **IMPORTANT CONSIDERATIONS WHEN WORKING WITH NEW TEMPLATES (This section applies to both Budget and Invoice Templates)**

## **Inputting Data:**

Enter information into the ECAMS templates as required in all cells highlighted in Blue. All cells not highlighted in Blue are locked from editing.

## **Copying and Pasting:**

A CAM or Recipient can copy information from the old CEC budget template to the ECAMS budget templates, but some important precautions must be taken:

* Remember to copy and paste ONLY the data within a cell such as **values, formulas, and comments/notes** into the cells of the ECAMS budget templates;
* **DO NOT** copy (Ctrl + C) and paste (Ctrl + V) the entire cell - contents and formatting - from the old template and then directly paste into the cells of the ECAMS budget templates. This will paste over the formatting in the ECAMS template. Such actions will defeat the conditional formatting, number formatting, and display formatting to name a few, which was put in place to help save time and headache.

## **Revision and Notation Tools:**

A CAM or Recipient can make comments or notes on individual cells using the “New Comment” or “New Note” feature under the Review tab.

A CAM or Recipient can use the SANDBOX AREA to calculate values or write comments.

* **Regarding the SANDBOX AREA ONLY:** You **CAN** directly copy and paste the entire contents and formatting of a cell from an old template into the SANDBOX AREA of the ECAMS template, where it will retain all of the formatting from the old template.

# **SPECIFIC FIELDS TO COMPLETE ON BUDGET WORKSHEET AND AGREEMENT BUDGET**

Along with copying over all of the data (values and text) from the old template to the ECAMS templates, the following is a comprehensive list of fields to complete:

## **Category Budget:**

* Input the agreement number
* Input organization’s name
* Select Recipient or Subrecipient
* Select the organization’s California Business Certification
* \*\*Perform the Category Budget value check to ensure that values match between budget files when converting or updating budget files.
	+ Under the **"Category Budget" value check** header: Paste values in Blue cells from the "Category Budget" tab of the budget file that you want to compare against (such as another Budget Worksheet file, an Agreement Budget file, or an old budget file that you want to convert to the new templates).
	+ Values that DO NOT match from both budget files will receive a "Fail" result, which will become conditionally formatted to red.

## **Subrecipients & Vendors:**

* Select the subrecipient’s California Business Certification
* Select the vendor’s California Business Certification

## **Indirect Costs & Profit:**

* Select an Indirect Cost Rate Option
	+ For existing agreements, this will usually be “**Recipient's Rate (From Cost Allocation Plan)”.**
	+ For new agreements, the CAM can discuss the three ECAMS options with the recipient and choose a different rate from what was submitted in the recipient’s application before the first invoice is submitted, after that it is usually too late to change with few exceptions. However, the recipient cannot select an option that would increase the indirect rate above that on which they were scored.

# **WHEN MAKING REVISIONS TO THE BUDGET FILES**

## **Highlighting Revisions:**

* Wherever revisions are being made, respond to the “Line Item Revised Since Last Approved Budget?” question as appropriate from the dropdown options and provide comments under “Revision Notes” when necessary. Selecting “Yes” highlights a line item to indicate a change.

## **“Budget Updates” Tab:**

* This tab is intended to be completed to record budget updates requiring CEC approval after the agreement has been executed.
* During agreement development, this tab can be used to track changes to the Proposal budget as long as this tab is reset to its blank state prior to executing the agreement.

## **Updating the Modification Date:**

* After making modifications to either the Budget Worksheet or the Agreement Budget, update the modification date in cell D1 of the “Category Budget” tab. This will auto-populate the rest of the tabs. For the Budget Worksheet, this will be the date the modifications were made. For the Agreement Budget, this will be the date the modifications were approved.