Brunata Online for building administrators

Brunata

Table of contents

Brunata

What is Brunata Online?

Brunata Online is a platform for building administrators and residents, where you can get a comprehensive overview of data from the building's meters and sensors, presented in clear graphs and tables.

How to get access

To log into Brunata Online, go to online.brunata.com. Enter your username and password.

Log in as new user

If you are a new user, who never logged into Brunata Online before, go to online.brunata.com:
1. Select *New User* button.
2. Click on *Yes, I am an administrator*.
3. Enter the requested information
   - Debtor number: A 6-digit number you can find on information sheets from Brunata or retrieve by contacting support.
   - System ID: The ID created by Brunata of one of your buildings.
   - Email: Enter your preferred contact email address.
   - Password: Choose a strong password and confirm it in the following field.
4. Click *Create*.

Debtor number * ⓘ

[Enter debtor number]

System ID * ⓘ

[Enter system ID]

Email *

[Enter email]

Password *

[Enter password]

Confirm password *

[Confirm password]

CREATE

Brunata

Log in as new user from email invitation

If you are a new user who received an email invitation:
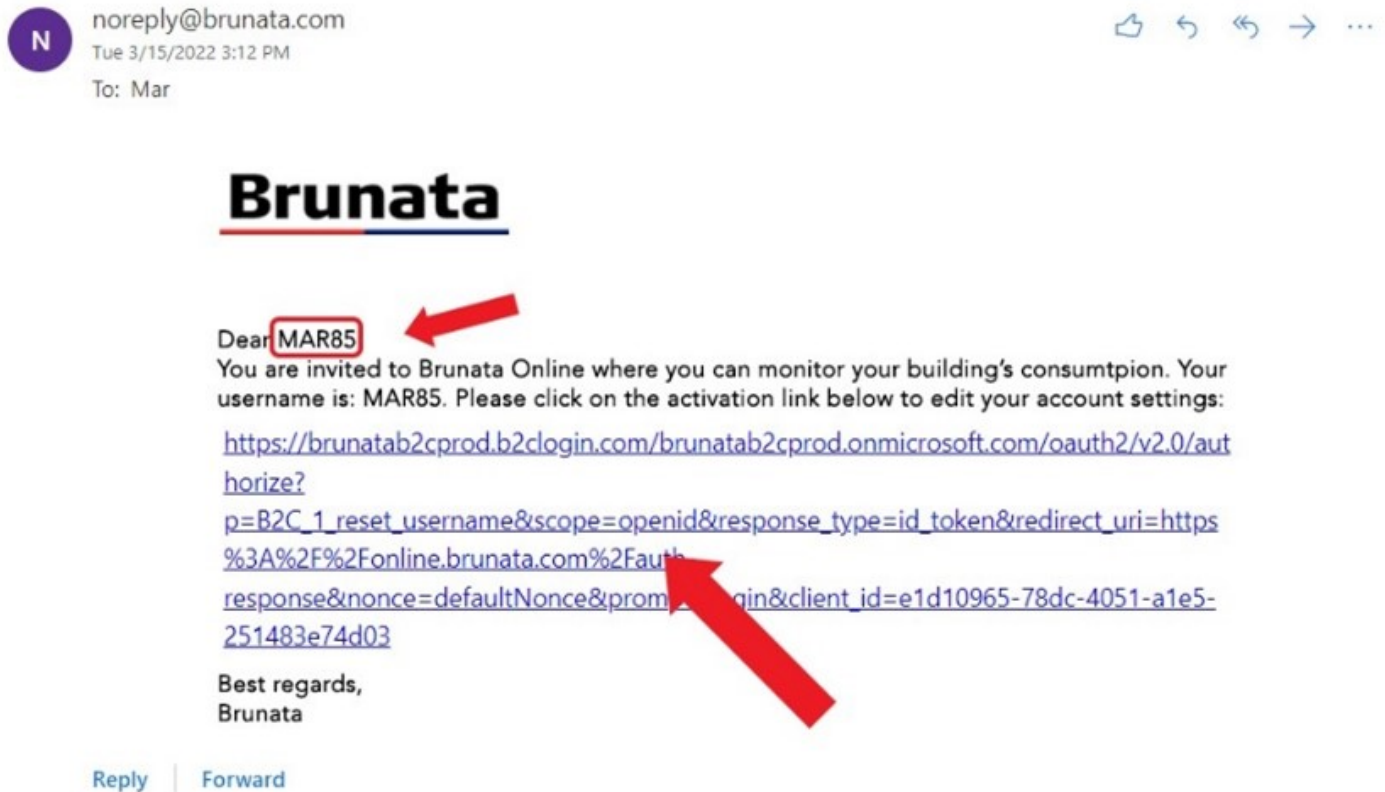
1. Look for the email invitation sent to you from noreply@brunata.com.
2. Click on the link in the email.
3. Enter your username provided to you in the email and an email address.

4. Click *Send verification code*. The code will be sent to your email address.
5. Enter the received code.
6. Click *Verify code*.
7. Your email address has now been verified, click *Continue* to proceed.
8. Chose your desired password, confirm it and click *Continue*.

Your account has been created successfully and you can now log in with your credentials.

Give or edit access to new user

As an administrator you can give access to more users in your organization so that all relevant personnel can have their own private login to Brunata Online. To invite new users, log in and go to *User administration* in the top right menu.
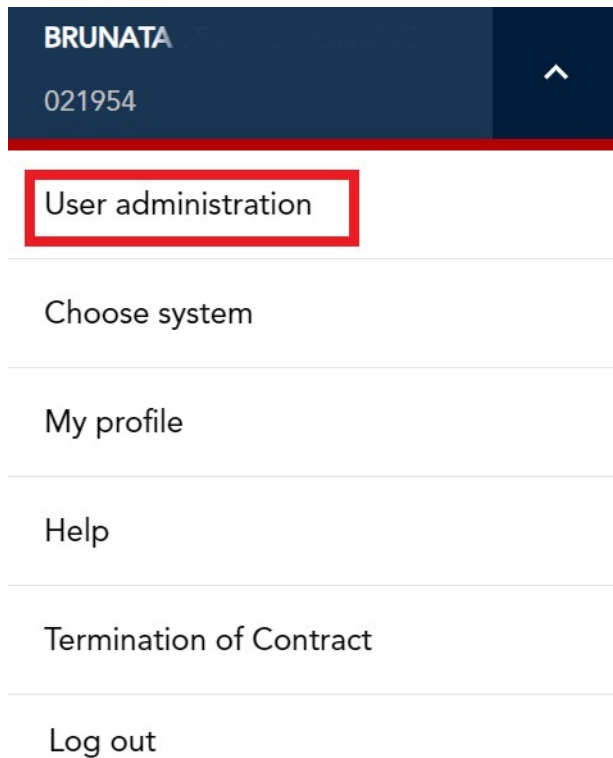
Here you can:
- Add users
- View and edit existing users
- View the number of users
- View user names, roles and notes

Click *Create user* in the upper right corner of the User administration page.

Brunata

Users / 9

Search Users 🔍

+ CREATE USER

Name ⇅	Role ⇅	Note ⇅	
Marina	Administrator		>
Cecilia	User	Inbound	>
Michael	User		>
Jimmy	User		>
Jakob	User	freelance	>
Kevin	Administrator		>
Morten	Administrator		>
Tarik	User		>
Tine	User		>

Enter a name, username and a valid email address for the new user. Add a note about the user if you wish to provide extra information. The new user can either have the role as administrator or user, select the role from the dropdown menu.

- Administrator: User gets administrator permission with access to all systems and rights to create new users.
- User: User gets standard permission with access only to the systems thet the administrator has given them access to. The user does not get permission to create new users.

Name *

Enter name

Username *

Enter username

Email *

Enter email

Role *

Select role ⌄

Note

E.g Heating master

NEXT

Click *Next/Create user* and an automated activation email is sent to the new user.

If the new user was assigned the administrator role, you have now completed the user creation.

If the user was assigned the user role, you will be redirected to the user's access page where you can manage which systems the user should have access to. To assign access to an individual system, click on the plus sign next to the system name. If you wish to give access to all systems, click *Assign all*. Once done, click *Save changes*.

Brunata

User's access to systems

Search systems 🔍

Systems / 1   **ASSIGN ALL**   **Access to systems** / 0   REMOVE ALL

System no	System name	Add Access
57540	Test Building Brunata Online and app	⊕

System no	System name	Remove Access

The user has access to no systems.

0/1 Systems selected

SAVE CHANGES

Forgotten password

To reset a forgotten password, go to online.brunata.com and click *Log in* and follow the steps:

1. Click *Forgot your password?*

Brunata

Sign in with your username or email address

Username or email address

Password

Forgot your password? ⬅

Sign in

2. Enter username and click *Continue* to go the e-mail verification page*. Note: Your username is either your debtor number or the username created by your administrator, which can be found in the activation e-mail.

3. Enter the e-mail address associated with your Brunata account, click *Send verification code* and *Continue*.

‹ Cancel

Brunata

Email Address ⬅

Send verification code

➡ Continue

4. You will receive an e-mail containing a verifiaction code. Enter the code and click *Verify code*.

5. You are now verified. Click *Continue* to be navigated to the Password change page where you can enter your new password.

System

The system page is the first page you see after logging in to Brunata Online. Here you see an overview of all the systems you have access to. Click on the system you wish to work with.

System information

The system information page gives you an overview of the selected system.
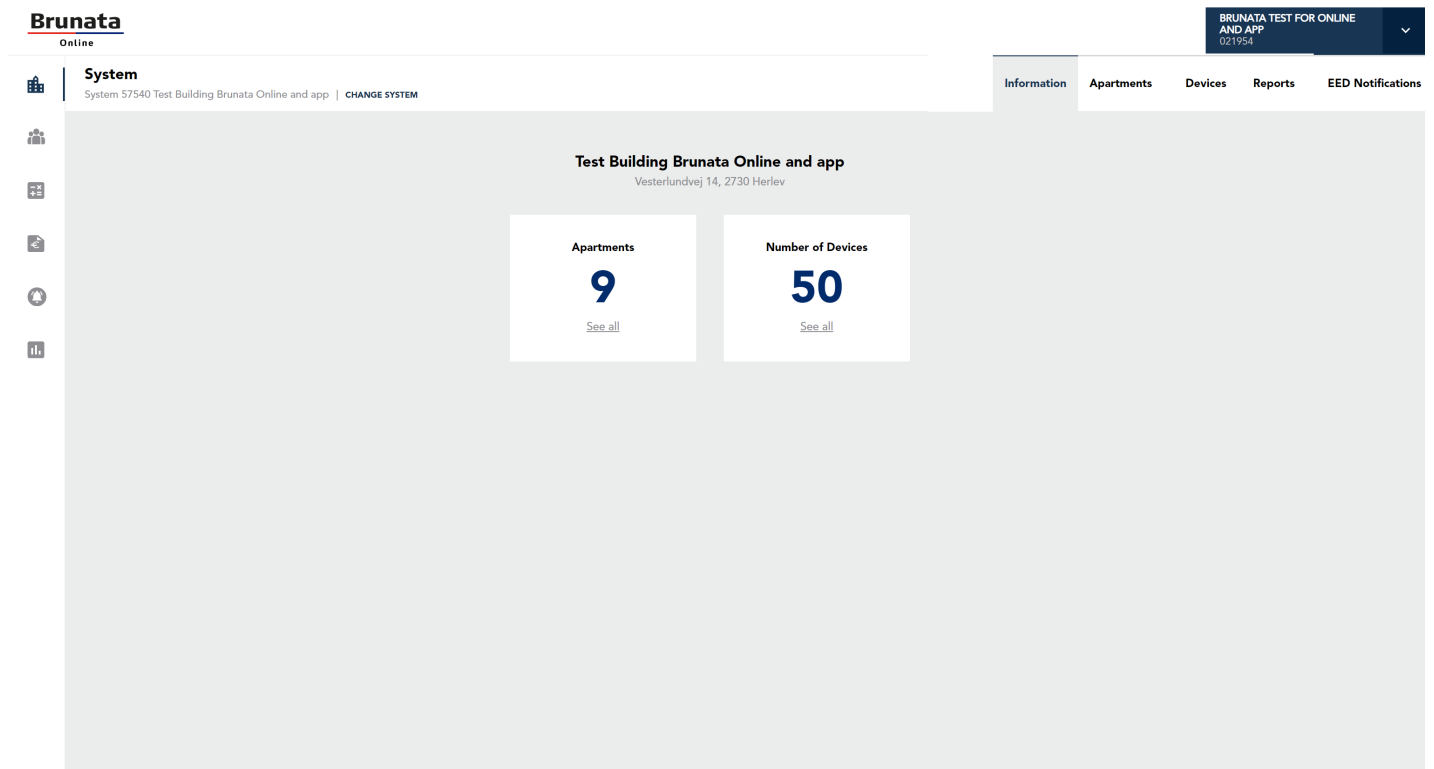
Reports

The Report page gives you the option to pull various reports for your system, such as consumption, meter values and delta-T. To find the report page, go to System and click on report tab.
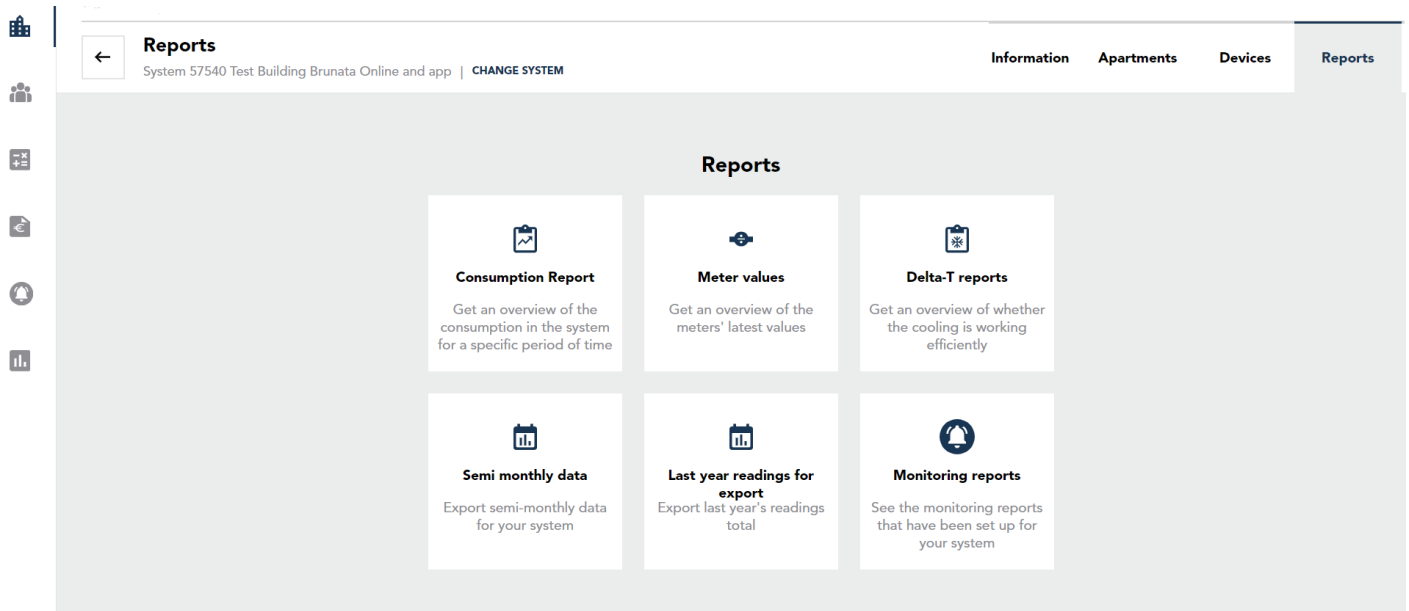
Consumption report

The consumption report gives you an overview of the overall consumption in the system within a specified time period. To create a consumption report:
1. Enter the start and end date of the desired time period.
2. Select the device type you want the report to include.
3. Select how you want the data to display: Consumption per month, per year or as total for the selected period.
4. Select if you want to see the data per meter, per apartment or for the entire system overall.
5. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.

Forbrugsrapport

Indtast startdato og slutdato for den periode du ønsker at se din forbrugsrapport.

Startdato *

| dd.mm.yyyy 📅 |

Slutdato *

| dd.mm.yyyy 📅 |

Anvendelse

☐ Opvarmning
☐ Varmt vand
☐ Koldt vand
☐ Ekstra opvarmning
☐ Køling

Periodeinddeling

○ Halvmånedlig
○ Månedlig
○ Årligt
○ Samlet

Niveau

○ Lejlighed
○ Måler
○ Anlæg

HENT RAPPORT

Meter value report

The meter value report gives you the meter value of all meters in the system on a specified date. To create a meter value report:

1. Enter the desired date.
2. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.

Målerstandsrapport / 8

Dato: 01.01.2022 16:12:00

🖨 UDSKRIV   ⬇ EKSPORTÉR   Søg på fx adresse, navn… 🔍

Målernummer ⇕	Ejd-afd-lejl ⇕	Adresse ⇕	Placering ⇕	Anvendelse ⇕	Type ⇕	Enhed ⇕	Seneste aflæsning ⇕	Målerstand ⇕
1023658521	001-0220-25652	Dronning Tværgade 34, 1.th	Køkken	Opvarmning	Radiatormåler	Enheder	29.12.2021	20
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Opvarmning	Radiatormåler	Enheder	29.12.2021	15
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Køling	Temperaturmåler	Enheder	29.12.2021	2
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Bad	Varmt vand	Vandmåler	m3	29.12.2021	39.099,4
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Køkken	Koldt vand	Vandmåler	m3	29.12.2021	24.093,1
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Opvarmning	Radiatormåler	Enheder	29.12.2021	23
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Bad	Koldt vand	Vandmåler	m3	29.12.2021	13.231,7
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	Køling	Temperaturmåler	Enheder	29.12.2021	4

Rapporter pr. side 10 ▾   ‹ Side 1 / 1 ›

Brunata

Delta-T report

The delta-T report gives you an overview of the cooling in the system within a specified time period.
To create a delta-T report:
1. Enter the start and end date of the desired time period.
2. Click *Get report* to view the report in the browser. Click *Export* to open the report in excel where you can easily organize the data to your preference.

Afkølingsrapport / 2   🖨 UDSKRIV   ⬇ EKSPORTÉR

Periode: 01.01.2021 - 15.03.2021

Målernummer ⇕	Ejd-afd-lejl ⇕	Adresse ⇕	Placering ⇕	Forbrug i MWh ⇕	Forbrug i m3 ⇕	Afkøling i grader ⇕
1023658521	001-0220-25652	Dronning Tværgade 34, 1.th	Køkken	60	40	20
1023658522	001-0220-25667	Dronning Tværgade 34, 1.tv	Stue	60	45	15

Rapporter pr. side   10 ▾   ‹ Side [1] / 1 ›

Devices

The device page gives you the full overview of all meters and sensors in your system. To find the device page, go to System and clcik on the device tab. Click on *See all devices* for more detailed information about each device, such as type, usage and amount.

Device stock

🖨 PRINT   **SEE ALL DEVICES**   Search on devices, address... 🔍

Device type	Device usage	Amount
Smoke detector	Water Leak	2
Electricity	Electricity	1
Humidity	Temperature	2
Energy	Secondary counter	2
Humidity	Humidity	2
Carbon dioxide	Humidity	1
Vibration Sensor		1
Radiator	Heating	8
Climate sensor	Temperature	3
Water	Hot water	3
Smoke detector	Undefined	1
Vibration Sensor	Humidity	2
Vibration Sensor	Undefined	1
Energy		1

Apartments

This page shows details for all apartments in the system, such as name of the current resident, address etc. To find the apartment overview, go to Systems and click on the apartment tile or tab. Use the search or sorting option for an easier overview if you have many apartments in the system.

Brunata

By clicking on the specific apartment, you will get the residence history of the current and previous residents, with move-in and move-out dates.

From this page, you can easily access every resident's profile. For more detail about the resident profiles go to section Resident profile page.

Residents

The resident section gives you an overview together with detailed information about the residents in the system.
The overview page gives you an overview of how many residents are in the system, how many have activated their Brunata Online for residents, how many of them you have a contact email for and how many move-outs are registered. Click on each tile to get more detailed information.

To see a list of all residents, click *See all* in the resident tile.
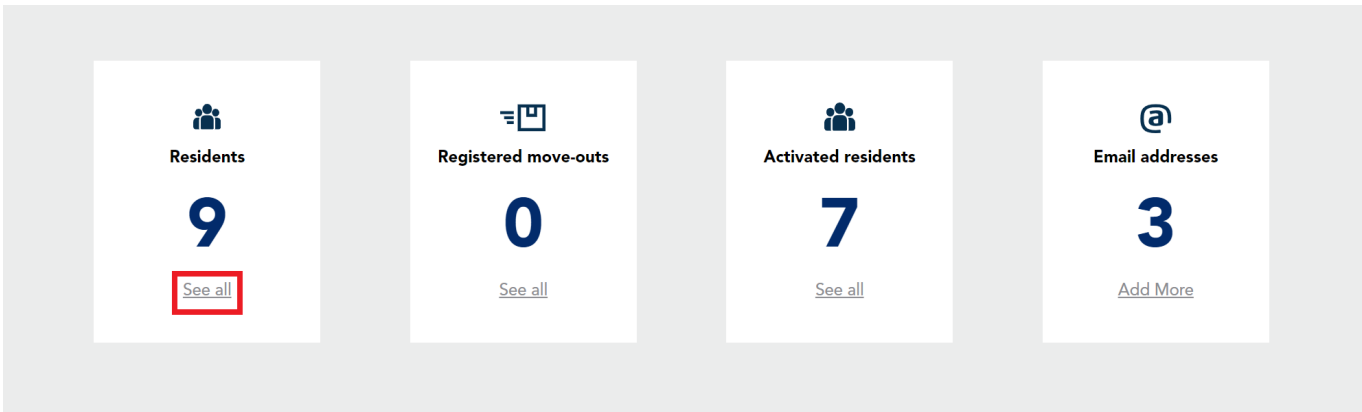
The resident list is a list of all the residents in the system. You can search or sort the columns to find a specific resident or you can invite all residents to Brunata Online for residents by clicking *Invite all residents* in the lower right corner of the list.

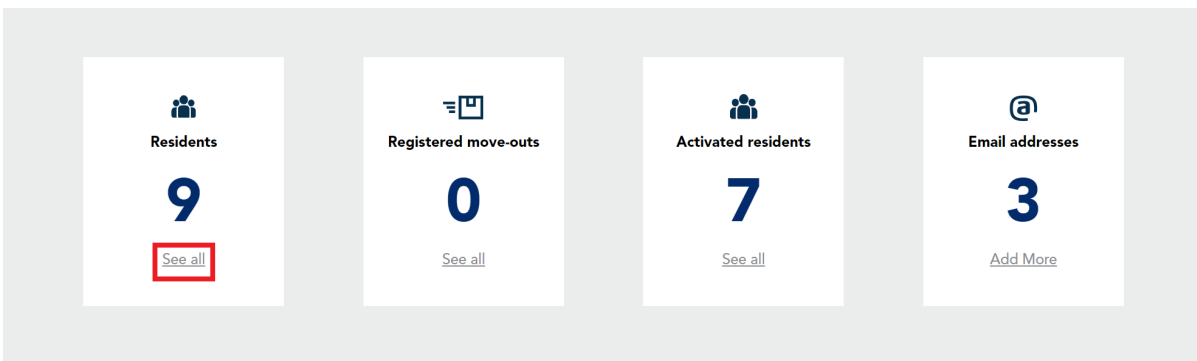| Residents / 9									
Pro-bra-loc ⇕	Resident name ⇕	Address ⇕	Contact email ⇕	Area ⇕	Date of occupation ⇕	Date of relocation ⇕	Resident access ⇕		
0001-0001-0001	Annegrethe	Vesterlundvej 14, 1, 2730 Herlev	✓		15/04/2023		Active	Active	›
0001-0001-0002	Morten	Vesterlundvej 14, B, 2730 Herlev	—				Active	Active	›
0001-0001-0003	Maria	Vesterlundvej 14, 1, 2730 Herlev	—				Active	Active	›
0001-0001-0004	Claus	Vesterlundvej 14, GF, 2730 Herlev	—		15/11/2023		Active	Active	›
0001-0001-0005	Dorthe	Elkjærvej 15, Stue, 8230 Åbyhøj	—				Active	Active	›
0001-0001-0006	Tine	Vesterlundvej 14, 2.1, 2730 Herlev	✓		01/09/2023		Active	Active	›
0001-0001-0007	Tine	Vesterlundvej 14, 2.2, 2730 Herlev	—		15/10/2023		Active	Active	›
0001-0001-0008	Erik Eriksen	Vesterlundvej 14, 2.3, 2730 Herlev	✓				Awaiting validation	RESEND INVITE	›
0001-0001-1111		Vesterlundvej 14, 2730 Herlev	—				Not activated	INVITE RESIDENT	›
								INVITE ALL RESIDENTS	

Click on a resident to see details on their resident profile page.

How to invite residents to Brunata Online

If Brunata Online for residents is part of your agreement with Brunata, you can invite the residents to activate their account. You can either invite all residents at the same time or an individual resident alone.

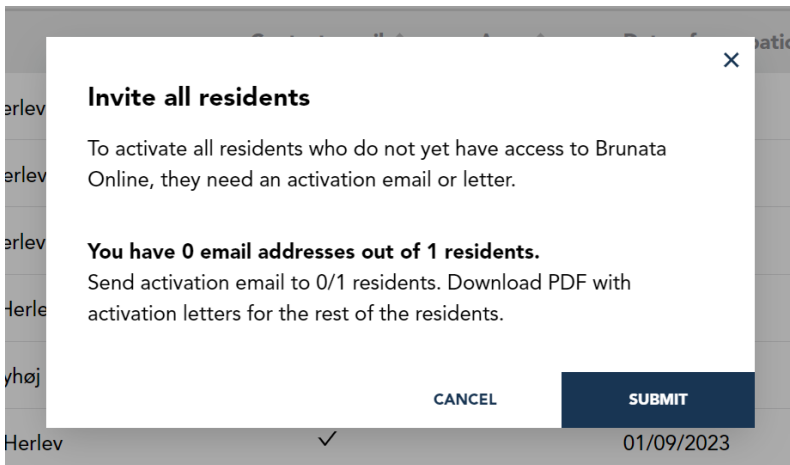To invite all residents, go to Residents and click *See all* in the resident tile.

This will open the list of all residents. Click on the *Invite all residents* in the lower right corner.

Brunata

Pro-bra-loc	Resident name	Address	Contact email	Area	Date of occupation	Date of relocation	Resident access	
0001-0001-0001	Annegrethe	Vesterlundvej 14, 1, 2730 Herlev	✓		15/04/2023		Active	Active	>
0001-0001-0002	Morten	Vesterlundvej 14, B, 2730 Herlev	—				Active	Active	>
0001-0001-0003	Maria	Vesterlundvej 14, 1, 2730 Herlev	—				Active	Active	>
0001-0001-0004	Claus	Vesterlundvej 14, GF, 2730 Herlev	—		15/11/2023		Active	Active	>
0001-0001-0005	Dorthe	Elkjærvej 15, Stue, 8230 Åbyhøj	—				Active	Active	>
0001-0001-0006	Tine	Vesterlundvej 14, 2.1, 2730 Herlev	✓		01/09/2023		Active	Active	>
0001-0001-0007	Tine	Vesterlundvej 14, 2.2, 2730 Herlev	—		15/10/2023		Active	Active	>
0001-0001-0008	Erik Eriksen	Vesterlundvej 14, 2.3, 2730 Herlev	✓				Awaiting validation	RESEND INVITE	>
0001-0001-1111		Vesterlundvej 14, 2730 Herlev	—				Not activated	INVITE RESIDENT	>

Residents / 9

INVITE ALL RESIDENTS

This will create an invitation for all residents, who do not already have the resident access status as A*ctive*. If the resident has a contact email registered, an email invitation will be sent. If there is no email for the resident, a pdf invitation will be created for you to distribute manually to the residents. Once you click *Invite all residents,* a popup window will appear, informing you of how many residents have email and therefore will receive the invitation automatically. Click *Submit* to create the invitations.

Invite all residents

To activate all residents who do not yet have access to Brunata Online, they need an activation email or letter.

You have 0 email addresses out of 1 residents.
Send activation email to 0/1 residents. Download PDF with activation letters for the rest of the residents.

CANCEL   SUBMIT

When the invitations have been sent/created, the residents' access status will be changed to *Invited* or *Awaiting validation* until the resident has completely activated the account, then it will be *Active.*

To invite a single resident, go to the resident's details in the resident profile page and click *Invite resident*. If you have a contact email for the resident, enter it first by clicking *Edit,* and the invitation will be sent by email. If you don't have the email, a pdf will be genereated for you to distribute to the resident*.*

Resident details   ✎ EDIT

System no:	10865
Property no:	964
Branch no:	0001
Apartment no:	0001
Resident no:	008
Address:	Sundholmsvej 89A, 2300 København S
Contact email:	-
Mobile:	-
Residence:	15/05/2023 -
Online access:	Not activated
	INVITE RESIDENT

REGISTER MOVE OUT

If the resident was already invited, the status will be *Invited* and you will have the option to resend the invitation. As soon as the resident has activated his account, the status will be changed to *Activated*.

How to register a move-out

To register a resident moving out, go to [Resident details](#) on the resident [profile page](#). Click on *Register move-out* to start the flow. The flow consists of 5 steps:

1. Fill out the contact person details for the person registering the move-out. Click *Next*.

Contact person · Who's moving out? · Who's moving in? · What should be done? · Review

Contact person for move-out

Name *

Lars Larsen

Mobile number

+45   23568985

Email

lars@larsen.com

☐ Tick if you would like to enter your country code manually

NEXT

2. Specify which resident is moving out of the apartment. Name and resident number fields are pre-filled, not editable and the only mandatory information needed. Click *Next*.

Contact person · Who's moving out? · Who's moving in? · What should be done? · Review

Who's moving out?

Moving Out

Name   Morten Duelund

Resident no. 000

Contact email

morten@morten.dk

Mobile number

+45   56897889

☐ Tick if you would like to enter your country code manually

New address

Æblevej 1

Country code

DK

Zip code

2356

BACK   **NEXT**

3. Enter the details of the new resident moving into the apartment together with the move-in date. The dates allowed for move-ins are determined by the system. Click *Next*.

Contact person   Who's moving out?   Who's moving in?   What should be done?   Review
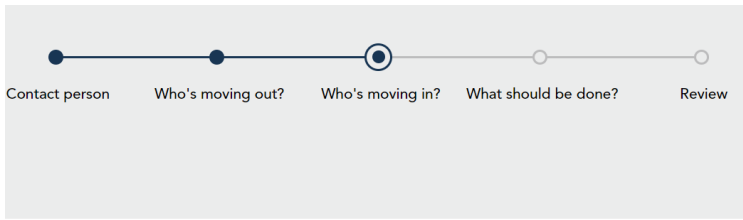
Who's moving in?

Moving In

Apartment no   0002

Name *

Tina Jensen

Contact email

tina@jensen.dk

Mobile number

+45   ⌄   56898587

☐ Tick if you would like to enter your
country code manually

Resident no. ⓘ

002

Date of occupation *

14/12/2023   📅

‹   **December 2023**   ›

MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	**14**	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EXT

4.   Select what needs to be done with the readings in connetion with the move-out:
 • Yes (Brunata evaluates the need for a move-out reading).
 • No. Default will be No in some cases based on building/location/account/move-out date etc. If needed, enter comments to Brunata in the *Comments* field. The *Comments for Service Technician* field only appears if *Yes* is selected and is where you can leave a note regarding how to enter the building/apartment.
Click *Next*.

Brunata

Contact person   Who's moving out?   Who's moving in?   What should be done?   Review
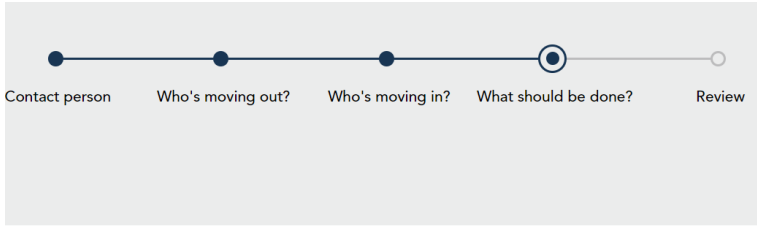
What should be done?

Move-out reading? *

○ Yes
   Brunata evaluates the need for a move-out reading

● No ⓘ

Comments

> Enter comments for the move-out

BACK   NEXT

5. Review the information provided in the previous steps. All steps can be edited by clicking on the *Edit* icon next to each section. After you reviewed the provided information, click *Submit* to create the move order and register the new resident.

PRINT   BACK   **SUBMIT**

Review

Moving from apartment

Apartment no:	0002
Address:	Vesterlundvej 14, B, 2730 Herlev

Contact person for move-out   EDIT

Name:	Lars Larsen
Contact email:	lars@larsen.com
Mobile number:	+45 23568985

Who's moving out?   EDIT

Name:	Morten Duelund
Resident no.:	000
Contact email:	morten@morten.dk
Mobile number:	+45 56897889
Address:	Æblevej 1 DK 2356

Who's moving in?   EDIT

Name:	Tina Jensen
Resident no.:	002
Contact email:	tina@jensen.dk
Mobile number:	+45 56898587
Date of occupation:	14/12/2023

What should be done?   EDIT

Move-out reading?:	No
Comments:	

BACK   **SUBMIT**

Resident profile page

The resident profile page gives you a complete overview of a resident, their consumption, bills, devices, etc.

Brunata

← **Maria Jensen** ⌄

Resident details   ✎ EDIT

System no:	57540
Property no:	0001
Branch no:	0001
Apartment no:	0003
Resident no:	000
Address:	Vesterlundvej 14, 1, 2730 Herlev
Contact email:	maria@mail.dk
Mobile:	+45 23235689
Residence:	-
Online Username:	mars@brunata.com
Online access:	Active
	DELETE ACCESS

REGISTER MOVE OUT

Bills / 0   👁 Visible to resident
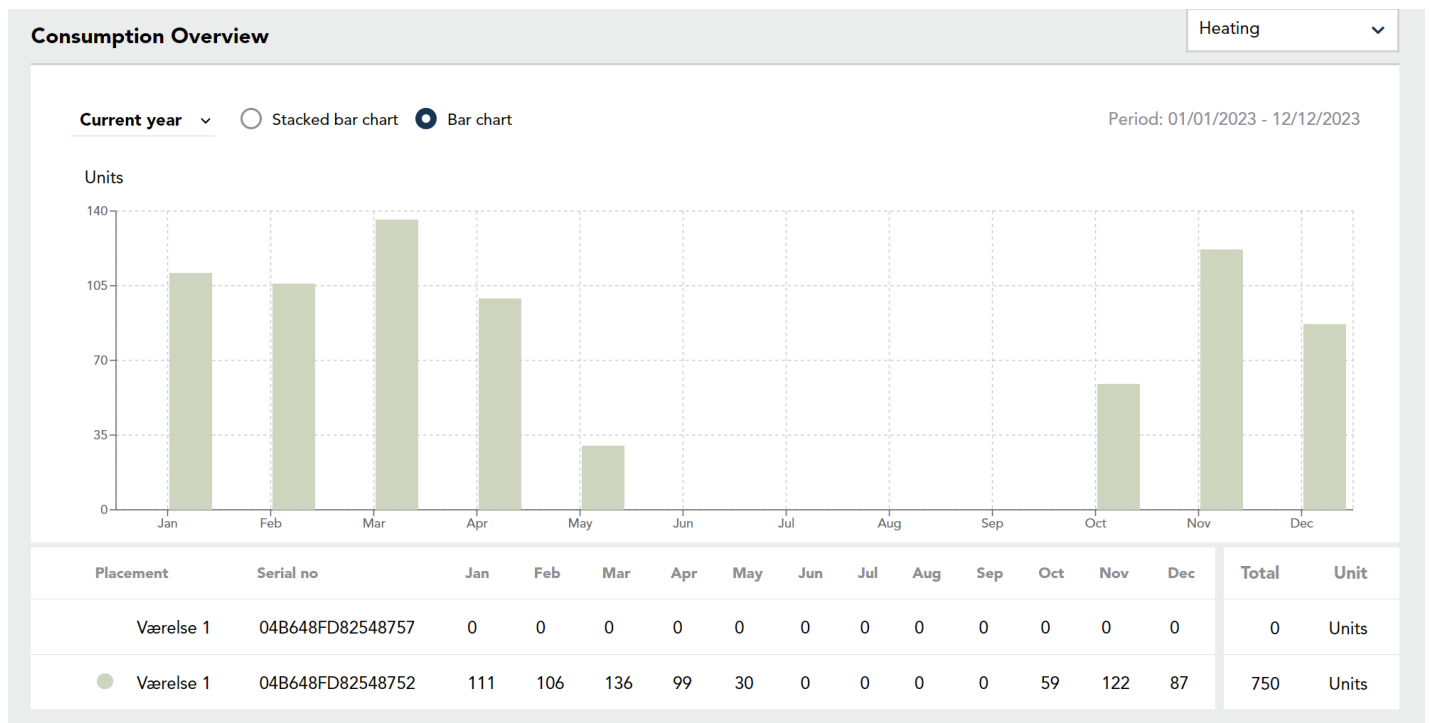
There are no bills available for this resident yet

Completed service work / 0

No service work has been registered for this resident

Consumption Overview   [Heating ⌄]

Current year ⌄   ○ Stacked bar chart   ● Bar chart   Period: 01/01/2023 - 12/12/2023

Units

Placement	Serial no	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Unit
Værelse 1	04B648FD82548757	0	0	0	0	0	0	0	0	0	0	0	0	0	Units
● Værelse 1	04B648FD82548752	111	106	136	99	30	0	0	0	0	59	122	87	750	Units

Brunata Online Resident   ›
See resident's Brunata online pages. Resident's activation status is: Active
Last login: 21/03/2023

Device Overview / 7   ‹ 12/12/2023 📅 ›

Placement ⇅	Serial no ⇅	Usage ⇅	Latest Reading ⇅	Meter value ⇅	Unit ⇅
✎ Værelse 1	04B648FD82548757	Heating	12/12/2023 01:52	-	Units
✎ Værelse 1	04B648FD82548752	Heating	12/12/2023 01:39	752	Units
✎ Værelse 1	61118534	Humidity	12/12/2023 08:48	28	RH %
✎ Værelse 1	61118534	Temperature	12/12/2023 08:48	20.2	Celcius
✎ Værelse 1	04B6480C00333156	Water Leak	12/12/2023 01:37	-	State

Resident details

The resident detail section gives you all details about the resident, including their location and contact information. It is also here you can manage their Brunata Online access and register a move-out.

Resident details

✎ EDIT

System no:	57540
Property no:	0001
Branch no:	0001
Apartment no:	0003
Resident no:	000
Address:	Vesterlundvej 14, 1, 2730 Herlev
Contact email:	maria@mail.dk
Mobile:	+45 23235689
Residence:	-
Online Username:	mars@brunata.com
Online access:	Active
	DELETE ACCESS

REGISTER MOVE OUT

To edit the resident's name, contact email or phone number, click *Edit* in the top right corner of the tile.
If the resident should no longer have access to Brunata Online, click *Delete access*. If the resident should be invited to Brunata Online, click *Invite resident*. See more about inviting to Brunata Online in the section How to invite residents to Brunata Online .

Brunata

Resident details   ✏ EDIT

System no:	57540
Property no:	0001
Branch no:	0001
Apartment no:	0003
Resident no:	000
Address:	Vesterlundvej 14, 1, 2730 Herlev
Contact email:	maria@mail.dk
Mobile:	+45 23235689
Residence:	-
Online Username:	mars@brunata.com
Online access:	Active

DELETE ACCESS

REGISTER MOVE OUT   **INVITE RESIDENT**

Resident bills

The bills section gives you an overview of the consumption bills the resident has received or that are available for them in Brunata Online for residents. Click on the document icon to open a specific bill.

Bills / 1   👁 Visible to resident

Cut-off date ⇅	Account type ⇅	Version ⇅	
31/08/2023	Heating (district heating)	05/10/2023 11:23:07	📄

Completed service work

The completed service work section gives you an overview of the service work that has been completed on the resident's address.

Completed service work / 0

No service work has been registered for this resident

Consumption overview

The consumption overview gives you details about the resident's consumption for the current or past year, either displayed as bar chart or stacked bar chart. In the dropdown you can select the different consumption types available for the resident.
Below the chart is a list version of the consumption with more details including total consumption for the time period.

Consumption Overview | Heating ▾ |

Current year ▾   ○ Stacked bar chart   ● Bar chart   Period: 01/01/2023 - 12/12/2023

Units

Placement	Serial no	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Unit
Værelse 1	04B648FD82548757	0	0	0	0	0	0	0	0	0	0	0	0	0	Units
● Værelse 1	04B648FD82548752	111	106	136	99	30	0	0	0	0	59	122	87	750	Units

Brunata Online resident

The Brunata Online resident section gives you details about the resident's activation status and the latest login date. Click on the tile to see the resident's Brunata Online to get more consumption details and to be able to assist the resident in case of need for support.

Brunata Online Resident   ›
See resident's Brunata online pages. Resident's activation status is: Active
Last login: 21/03/2023

Resident device overview

The device overview gives you a detailed view of the resident's devices, including placement, serial number, usage, latest reading, meter value and units. To see the meter value for a specific date, click

on the calendar icon or the arrows and select the date.

Device Overview / 7					12/12/2023	
Placement ↕	Serial no ↕	Usage ↕	Latest Reading ↕	Meter value ↕	Unit ↕	
✎ Værelse 1	04B648FD82548757	Heating	12/12/2023 01:52	-	Units	
✎ Værelse 1	04B648FD82548752	Heating	12/12/2023 01:39	752	Units	
✎ Værelse 1	61118534	Humidity	12/12/2023 08:48	28	RH %	
✎ Værelse 1	61118534	Temperature	12/12/2023 08:48	20.2	Celcius	
✎ Værelse 1	04B6480C00333156	Water Leak	12/12/2023 01:37	-	State	

To edit the name of the placement, click on the the edit icon.

Edit device placement

Meter no:

Placement

Enter name

SAVE CHANGES

Archive

The Archive is where all the system's documents, accounting documents and bills are stored. The accounts are saved as PDF files for at least five years.

The overview page is the first page of the Archive section. Here are the shortcuts for Allocation lists, Release Bills, Accounting Documents and Receipts, which can also be accessed through the top right navigation tabs.

Test Building Brunata Online and app

Vesterlundvej 14, 2730 Herlev

Allocation Lists

See all

Release Bills

See all

Accounting Documents

See all

Receipts

See all

Allocation lists

The allocation lists specify how the consumption costs are allocated in your building. The page contains a list of all the allocation lists for your building. To see a shorter list, use the type and period dropdowns to specify your search.

Release bills

Release bills allows you to release bills to residents who have access to Brunata Online for residents, once Brunata has completed the accounting. You can release in two ways, automatically or manually.

Releasing bills manually
If the manual option is selected, you actively specify when and which bills should be released on a specific date you chose yourself:

1. Select which consumption period you wish to see releases for.
2. Tick a checkbox next to the bill or choose *Select all*.
3. Select a date in the date picker below.
4. Click *Submit.*

Releasing bills automatically
If the automatic option is selected, bills will automatically be released and become visible to the residents as soon as Brunata has released them. After the bills have been released to the resident, they are stored in the Archive under the Bills section.

Accounting documents

The Accounting documents page gives you an overview of all accounting documents for the system:
*   [Allocation Lists](#)
*   [Bills](#)
*   [Billing Results](#)
*   [Bill Files](#)
*   [Temporary Move Out Bills](#)
*   [Adjustment Amounts](#)
*   [Bill Packages](#)

Brunata

Billing results

Billing result is an excel file which lists information used to generate bills. The page contains a list of all the billing results for the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual billing result, click on the Download icon or download all billing results in the current filter by clicking the Download all icon.

Bill files

A bill file is a PDF containing all bills for the system. The page contains a list of bill files available for the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual bill file, click on the Download icon or download all files in the current filter by clicking the Download all icon.

Temporary move out bills

If your building operates with temporary move out bill for residents who move out, this page contains a list of those. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual temporary move out bill, click on the Download icon or download all bills in the current filter by clicking the Download all icon.

Adjustment amounts

Adjustment amounts are the amounts required to settle the consumption balance for each resident. The Adjustment Amounts page contains a list of current and past adjustment amounts for all apartments in the building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual amount file, click on the Download icon, or download all the files in the current filter by clicking the Download all icon.

Bill packages

Bill package is a .zip file which contains all residents' bills for a specific period. Here you can download packages for a system containing multiple resident bills and have them distributed. The page contains a list of bill packages for your building. To see a shorter list, use the type and period dropdowns to specify your search. To download the individual amount file, click on the Download icon, or download all the files in the current filter by clicking the Download all icon.

Receipts

Here all the receipt types for the building are stored. Click the *See all* in the tile to see all the archived receipts.

Service work receipts
Contains a list of service work receipts for the building. To see a shorter list, use the period dropdown to specify your search. To download the individual receipt, click on the Download icon, or download all receipts in the current filter by clicking the Download all icon.

Bills

In this section you find all the individual bills that have been released by Brunata. To view a list of all relevant bills, select the type of consumption and/or a period or click the *Advanced search* button to specify your selection.

Bills

Vælg hvilke regninger du vil se

Type

| Vælg | ⌄ |

Terminsdato

| Vælg | ⌄ |

UDVIDET SØGNING ⌃

Gade

| Indtast gadenavn |

Gadenummer

| Indtast gadenummer |

Etage

| Indtast etage |

| **SØG** |

The list of bills can be filtered by entering text in the search field or sorting data in each column. To edit the filters, click on the filter dropdown.

Ejd-afd-lejl ⌄	Beboernavn ⌄	Forbruger nr. ⌄	Adresse ⌄	Type ⌄	titles_period-date ⌄	Skæringsdato ⌄	Version ⌄				Synlig for beboer
724-2-1001	Martin Waarst	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1				👁
724-2-1002	Torben Wahl	2	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1				👁
724-2-1003	Elisabeth Vogler	4	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1				👁
724-2-1004	Tom Jørgensen	4	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1				👁
724-2-1005	Erik Christian Hede	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 1				👁
724-2-1006	Nana Roskjær	6	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 12:45:00		⤓	☐	👁
724-2-1006	Rudersdal Kommune	4	Dronninggårds Alle 6	District Heating	31.05.2023	14.10.2022	25.08.2023 12:45:00	—	⤓	☐	👁
724-2-1006	Tomgang	3	Dronninggårds Alle 6	District Heating	31.05.2023	19.09.2022	25.08.2023 12:45:00	—	⤓	☐	👁
724-2-1006	Johanne Edelweiss Lorking	2	Dronninggårds Alle 6	District Heating	31.05.2023	28.08.2022	25.08.2023 12:45:00	—	⤓	☐	👁
724-2-1007	Mai Danielsen	2	Dronninggårds Alle 6	District Heating	31.05.2023	31.05.2023	25.08.2023 12:45:00	—	⤓	☐	👁

REGNSKABSDOKUMENTER   1   ⌄   Søg på beboernavn, adresse... 🔍

Type

| District Heating | ⌄ |

Terminsdato

| Vælg | ⌄ |

UDVIDET SØGNING ⌄

| **SØG** |

HENT

Side 1 / 35

To download a bill, click on the download icon next to resident's name, or download all bills in the current filter by clicking the Download all icon.

Visible to resident icon shows if the bill is visible to the resident in the Brunata Online resident portal. The icon will be shown after the bills have been released.

Navigate to Accounting documents overview page by clicking the Accounting documents button.

Monitoring

The monitoring section is where you can create alarms and monitoring reports to receive notifications if specific events occur in the system.

How to create monitoring alarms

In order to create a monitoring alarm, click *Create* in the monitoring list or the top menu*.*

Temperature / humidity / running toilet alarms

To create a temperature / humidity / running toilet alarm, click on the corresponding tile. Select the meters and sensors you want to create the monitoring alarm for. The list of meters and sensors contains only those models in your system that support temperature, humidity and running toilet alarms. Click *Select All* to select all devices. To remove the selection click on *x* to remove one or *Remove all* to remove all devices at once.

Set the alarm rules and choose how you want to be notified when the limit is registered. Enter desired values, an e-mail address, a name for the alarm and click *Save changes*. A tile with the newly created alarm will be displayed on the monitoring list.

← **Monitoring**
System 57540 Test Building Brunata Online and app | CHANGE SYSTEM

Monitoring list   Create

Humidity

Select the meters and sensors you want to create monitoring alarm for, as well as how you want to be notified when the humidity limit is registered. The list of meters and sensors contains only those models in your system that support humidity alarms.

Available meters and sensors / 3   SELECT ALL

Type and name	Select
Vibration Sensor - EMS Vibration sensor (2 Items)	⊕
Climate sensor - ERS Lite Room sensor (3 Items)	⊕
Humidity - CMa10W (Room sensor) (2 Items)	⊕

Selected meters and sensors / 1   REMOVE ALL

Type and name	Remove
Carbon dioxide - Lansen CO2/Temp/Humidity (1 Items)	⊗

The monitoring is covering **1**. See all meters or sensors under the menu item system Here

Alarm rules

When the humidity limit is registered, I would like to be informed in the following way

Notify me when humidity levels are ⓘ

● Above   ○ Under

65	%rH

Notify me instantly and thereafter only every:

5	Hour(s)

Send the notification to

admin@admin.com

ADD EMAIL

Alarm name

Humidity 65

Notify me only if it arises for more than

2	Hour(s)

Notify me only if it occurs within this time period

From 00:00 ▾   To 00:00 ▾

CANCEL   SAVE CHANGES

Leakage / low battery / defect devices alarms

To create a leakage / low battery / defect device alarm, click on the corresponding tile. Select the meters and sensors you want to create the monitoring alarm for. The list of meters and sensors contains only those models in your system that support leakage, low battery and defect device alarms. Click *Select All* to select all devices. To remove the selection click on *x* to remove one or *Remove all* to remove all devices at once.

Set the alarm rules and choose how you want to be notified when the event occurs. Enter desired values, add one or more e-mail address and click *Save changes*. A tile with the newly created alarm will be displayed on the monitoring list.

Leakage

Select the meters or sensors you wish to set up alarms for and how you wish to be notified, when a leakage is registered. The list of meters or sensors only contains the models in your system which support leakage alarms.

Available meters and sensors / 1	SELECT ALL
Type and name	Select
Leakage detector - Leakage Detector (2 Items)	⊕

Selected meters and sensors / 1	REMOVE ALL
Type and name	Remove
Leakage detector - EMS Leakage detector (3 Items)	⊗

The monitoring is covering **3.** See all meters or sensors under the menu item system Here

Alarm rules

When a leak is registered, I would like to be informed in the following way

Notify me instantly and thereafter only every:

4	Hour(s)

Alarm name

| Leakage 4 hours |

Send the notification to

| admin@admin.com |

ADD EMAIL

CANCEL   **SAVE CHANGES**

Monitoring list

Monitoring list shows an overview of all your created alarms for all types of sensors and meters in your building. From this page you can edit the alarm rules or delete the alarm by clicking on the edit icon. To create a new monitoring alarm go to the *create* page through the top menu or click the *create* button in the upper right corner.

+   CREATE ALARM

Monitoring list / 4

Here is a list of all the alarms you have created for your system.
You can create and view your monitoring reports here.

Alarms

EDIT	EDIT	EDIT	EDIT
Low battery Lavt Batteri	**Dismounted** Nedtaget Røgalarm	**Humidity** Relative Humidity	**Temperature** Temperatur klima og fugt
Type: Smoke sensor	Type: Smoke sensor	Type: Humidity meter	Type: Humidity meter, Indoor climate sensor
		Warning!	
		The prerequisite for the alarm setup has See more	

Notifications

After creating the monitoring alarms, all alarms registered by the sensors will be sent as a notification email to you from noreply@brunata.com. Alarms will be triggered and notification sent, when the rules for the alarm defined by you are met. The notification email contains information such as date and time the alarm was registered, device type, model and placement, system number, apartment, address, type of alarm registered and a short explanation about why are you receiving the notification.

Brunata

Alarm is registered - Humidity

N noreply@brunata.com
Til ● Maria Brunckhorst Schmidt

☺ ↩ Svar | ↩↩ Svar til alle | → Videresend | 📑 | ⋯
Wed 22/03/2023 17:37

An alarm has been registered on the following device

Serial no: 61118534
Type: Humidity meter
Model: ELV - CMa10W (Room sensor) - CMa10W (OMS) wmbus
Placement: Værelse 1
System no: 57540
Apartment no: 0001-0001-0003
Address: Vesterlundvej 14 1, 2730 Herlev
Alarm type: Humidity
Alarm trigger: Relative humidity is registered to being over 30 RH% for more than 1 hours
Alarm timestamp: 22.03.2023 17:37:16 CET

You are receiving this email notification because you have created a monitoring alarm on Humidity through Brunata Online. If you wish to cancel this service on this system, please visit https://online.brunata.com and the menu Monitoring.

All notifications during the past year are stored in the notification list. The current notifications are marked in red and you can easily see which are not fixed and require your attention.

How to create monitoring reports

Monitoring reports differ from alarms, as these are reports sent with a fixed frequency giving you a list of the specified events over your chosen period of time. You can create monitoring reports for consumption, missing readings, humidity and meter alarms.

Monitoring reports

Increasing consumption	Decreasing consumption	Missing readings	Humidity	Smoke detector
Monitor if the consumption increases in the system...	Monitor if the consumption decreases in the system...	Monitor for missing readings in the system...	Monitor the humidity in the system...	Monitor the smoke alarms in the system...

Meter Alarms
Monitor the meter alarms in the system...

Consumption

The consumption monitoring report helps you monitor if there are deviations in the consumption. To create an increasing/decreasing consumption report, go to the Create page in the Monitoring section and click on the corresponding tile.

Click *Add new report* and go through the steps:
1. Usage: Select the meter usage you want to include in the report, e.g. cold water, hot water, heating. If the unit type found under Usage is not unique, select a meter category as well. The reports can only be generated with a precise unit type.
2. Comparison period (days): Enter the number of days to be compared, e.g. the last ten days. The report will automatically compare the chosen period with a corresponding period preceding the one you have chosen.
3. Deviation (%): Set a limit for the percentage deviation for when you want to be notified.
4. Minimum units: Set a triviality limit stated as minimum number of units to ensure your lists are not too large, but simple and clear to use. State the value in the appropriate unit type for the meter, which is indicated behind the field. If you e.g. want to see a report on water meters with a triviality limit of 10 liters, enter 0.01 m3 in the Minimum number of units field.
5. E-mail schedule: Specify how often you want to receive the report.
6. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no meters with consumption deviation in that report).
7. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
8. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

Missing readings

The missing readings monitoring report helps you identify meters that have not sent data in a while due to malfunctions in the meter or associated infrastructure. To create a missing readings report, go to the Create page in the Monitoring section and click on the corresponding tile.

Click *Add new report* and go through the steps:
1. Comparison period (days): Enter how many days you want to go back to see which meters have not been transmitting data. E.g. If you create the report the 15th of July and enter 10 days, the report will show how the meters that have failed to transmit data in the period 5th-15th July.
2. E-mail schedule: Specify how often you want to receive the report.
3. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no deviations in that report).
4. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
5. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

Humidity

The humidity monitoring report helps you identify deviations in the general humidity. To create a humidity report, go to the Create page in the Monitoring section and click on the corresponding tile.

Click *Add new report* and go through the steps:
1. Comparison period (days): Enter the number of days to be compared, e.g. the last ten days. The report will automatically compare the chosen period with a corresponding period preceding the one you have chosen.
2. Deviation (%): Set a limit for the percentage deviation for when you want to be notified.
3. E-mail schedule: Specify how often you want to receive the report.
4. Send blank reports: Tick or untick whether you want to receive blank reports (when there are no deviations in that report).
5. E-mail recipient(s): Enter all e-mail addresses you want the report to be sent to, seperated by semicolon (;).
6. Save/show report: Choose either to save or to show the report. If you choose to show the report, you can save it later.

Humidity - Add new report

Comparison period (days): [   ]

Deviation (%): [   ]

Email schedule: [Disabled   ▾]

Send blank reports: ☐

Email recipient(s): [   ]

✖ Close   📄 Show report   ✉ Send email   💾 Save report

Reporting of resident lists and costs

All resident and costs details for your system, must be reported online through online.brunata.com. Log in, select a random building from the list, where utility accounting is part of the service and click *Reporting* in the left hand menu.

Brunata

Accounts that are open for reporting will be the first thing you see. To see accounts that have already been reported, accounts that are not yet open or an overview of all accounts, switch between the tabs at the top.

Reporting of resident lists

If you need to report a resident list for an account, the plus icon will appear in front of it. If the resident list has already been reported, the checkmark icon will appear in front of it. If reporting of the resident list has not yet been opened, the minus icon will appear in front of it. Click on *Report resident list*.

Througout the reporting flow, you will see information icons, that contain additional information to guide you through each step. The first time you click *Report resident list* you must choose between uploading a file or entering data manually.

Once the reporting is completed either manually or through file upload, the checkmark icon will appear to illustrate that the resident detail reporting is complete.

Manual reporting of resident lists

The first time you click *Report resident list* you must choose between uploading a file or entering data manually. Click on *Manual input* to select that method.

This opens the existing list of resident details that Brunata has available.

Brunata

← Report resident list (Manual input)
Building A, Street 1 , City

Here you can enter information about the residents who must be included in the consumption account for this period. The residents you see in the list are those we already have in our system. You must correct any errors in these residents' information. If residents are missing on the list, you must add them by clicking on "Add new resident". If a resident on the list is not to be included in the accounts, this must be deleted by clicking on "Delete resident". Please note! The page saves your entered information automatically.

System: Building A, Street 1 , City
Account: Consumption account for heating
Account period: 01/01/2023 - 31/12/2023

Apartment (11)	Resident no. ⓘ	Name ⓘ	On account amount ⓘ	Move in date ⓘ		Move out date ⓘ	New address ⓘ	Add new resident ⓘ	Delete resident ⓘ
01-60131-0001	002	Ivan Holm	4,800.00		🗓			⊕ Add new resident	
01-60131-0002	002	Christian Jensen	4,200.00	01/03/2015	🗓			⊕ Add new resident	
01-60131-0003	002	Camilla Frederiksen	6,000.00	01/11/2009	🗓			⊕ Add new resident	
01-60131-0004	002	Erik Hansen	3,300.00		🗓			⊕ Add new resident	
01-60131-0005	002	Nicklas Rohde	4,200.00	01/02/2021	🗓	02/01/2023 ✎		⊕ Add new resident	
	123	Mark	0.00	03/01/2023	🗓			⊕ Add new resident	🗑 Delete resident
01-60131-0006	002	Kasper Hansen	4,800.00	01/04/2014	🗓			⊕ Add new resident	
01-60131-0007	002	Benjamin Kaas Olsen	4,200.00	01/09/2019	🗓			⊕ Add new resident	

Building I

Changes made anywhere other than here in the resident list will not be visible. Resident changes during the accounting period must therefore be made in the resident list. The advance payment from the previous accounts is shown for each resident. Only residents included in this account are shown. Former residents and residents who have moved in after the end of the accounting period will not appear.

Edit, add or delete residents and click *Approve resident list*. When you approve the resident list for an account, you will no longer be able to edit the residents. The advance payments for this account will also be locked. You will still be able to enter the advance payments on other accounts, if you have several accounts on the same system with the same settlement date.

01-60131-0003	002	Camilla Frederiksen	6,000.00	01/11/2009	🗓			⊕ Add new resident	
01-60131-0004	002	Erik Hansen	3,300.00		🗓			⊕ Add new resident	
01-60131-0005	002	Nicklas Rohde	4,200.00	01/02/2021	🗓	29/12/2023 ✎		⊕ Add new resident	
	12	Mark Markven	0.00	30/12/2023	🗓			⊕ Add new resident	🗑 Delete resident
01-60131-0006	002	Kasper Hansen	4,800.00	01/04/2014	🗓			⊕ Add new resident	
01-60131-0007	002	Benjamin Kaas Olsen	4,200.00	01/09/2019	🗓			⊕ Add new resident	
01-60131-0008	002	Anbo Jensen	4,800.00	01/08/2003	🗓			⊕ Add new resident	
01-60131-0009	004	Nils Juel Pedersen / Jorn	7,125.00	15/03/2022	🗓			⊕ Add new resident	
01-60131-0011	002	Steffen B. Svensson	4,500.00	01/06/2011	🗓			⊕ Add new resident	
Sum			52,725.00						

Results per page 10 ▾

Go to list of accounts   Go to file upload

APPROVE RESIDENT LIST

Once you have clicked *Approve resident list* you will get a status report on whether the costs for the accounts have been approved or not. Note: if there are several accounts, they must be approved individually by clicking the *Approve* button for each account.

Edit an existing resident

If there are changes to an existing resident, e.g. new moving in date, advance payment, resident number, etc., they must be edited here. Use the information icons if in doubt.

← Report resident list (Manual input)
Building A, Street 1 , City

Here you can enter information about the residents who must be included in the consumption account for this period. The residents you see in the list are those we already have in our system. You must correct any errors in these residents' information. If residents are missing on the list, you must add them by clicking on "Add new resident". If a resident on the list is not to be included in the accounts, this must be deleted by clicking on "Delete resident". Please note! The page saves your entered information automatically.

System: Building A, Street 1 , City
Account: Consumption account for heating
Account period: 01/01/2023 - 31/12/2023

Apartment (11)	Resident no. ⓘ	Name ⓘ	On account amount ⓘ	Move in date ⓘ		Move out date ⓘ	New address ⓘ	Add new resident ⓘ	Delete resident ⓘ
01-60131-0001	002	Ivan Holm	4,800.00		📅			⊕ Add new resident	
01-60131-0002	002	Christian Jensen	4,200.00	01/03/2015	📅			⊕ Add new resident	
01-60131-0003	002	Camilla Frederiksen	6,000.00	01/11/2009	📅			⊕ Add new resident	
01-60131-0004	002	Erik Hansen	3,300.00		📅			⊕ Add new resident	
01-60131-0005	002	Nicklas Rohde	4,200.00	01/02/2021	📅	02/01/2023	✏	⊕ Add new resident	
	123	Mark	0.00	03/01/2023	📅			⊕ Add new resident	🗑 Delete resident
01-60131-0006	002	Kasper Hansen	4,800.00	01/04/2014	📅			⊕ Add new resident	
01-60131-0007	002	Benjamin Kaas Olsen	4,200.00	01/09/2019	📅			⊕ Add new resident	

Building I

Add a new resident

If an apartment has a new resident in the relevant accounting period or has been empty for a period, click on *Add new resident*. It is important that you do NOT simply change the name of the resident that moved out. There is a risk of breaching the GDPR rules if you do.

← Report resident list (Manual input)
Building A, Street 1 , City

Here you can enter information about the residents who must be included in the consumption account for this period. The residents you see in the list are those we already have in our system. You must correct any errors in these residents' information. If residents are missing on the list, you must add them by clicking on "Add new resident". If a resident on the list is not to be included in the accounts, this must be deleted by clicking on "Delete resident". Please note! The page saves your entered information automatically.

System: Building A, Street 1 , City
Account: Consumption account for heating
Account period: 01/01/2023 - 31/12/2023

Apartment (11)	Resident no. ⓘ	Name ⓘ	On account amount ⓘ	Move in date ⓘ		Move out date ⓘ	New address ⓘ	Add new resident ⓘ	Delete resident ⓘ
01-60131-0001	002	Ivan Holm	4,800.00		📅			⊕ Add new resident	
01-60131-0002	002	Christian Jensen	4,200.00	01/03/2015	📅			⊕ Add new resident	
01-60131-0003	002	Camilla Frederiksen	6,000.00	01/11/2009	📅			⊕ Add new resident	
01-60131-0004	002	Erik Hansen	3,300.00		📅			⊕ Add new resident	
01-60131-0005	002	Nicklas Rohde	4,200.00	01/02/2021	📅	02/01/2023	✏	⊕ Add new resident	
	123	Mark	0.00	03/01/2023	📅			⊕ Add new resident	🗑 Delete resident
01-60131-0006	002	Kasper Hansen	4,800.00	01/04/2014	📅			⊕ Add new resident	
01-60131-0007	002	Benjamin Kaas Olsen	4,200.00	01/09/2019	📅			⊕ Add new resident	

Building I

Fill in the name and move-in date of the new resident. If the apartment has been empty for a period of time, you can write "Empty" or "Vacant" in the name.

Only fill in the new address of the person moving out, if you want it to appear on the resident's utility bill. Please note that the move-out date of the previous resident is automatically set to the day before the move-in date of new resident.

You cannot add a new resident with a move-in date outside the accounting period. Moves from before the period (and which were mistakenly not included in the latest accounts) can be reported with the start date of the period as the move-in date instead.

Move-outs that occur after the end of the accounting period can be registered in the resident profile page.

Delete a resident

If a resident who is not part of the accounts mistakenly appears on the list, you can delete the entry by clicking *Delete resident*. When a resident is deleted, the move-out date of the previous resident is automatically changed.

File reporting of resident lists

The first time you click *Report resident list* you must choose between uploading a file or entering data manually. Click on *Upload file* to select that method.

You can upload the file formats txt or csv. If that's not possible, you can use Excel.

Drag the file to the upload area on the page or use *Browse files* to search for files on your computer. If you change your mind, and want to enter manually instead, please delete any uploaded files and click *Go to manual input*.

To ensure that we can load data from the file, please contact us if this is the first time you are reporting resident details to us in a file. We can adapt our input system to the format you use to report on your system. It is therefore important that it does not change from year to year without notifying us.

When the file is uploaded you can either upload a new file, download the file or delete it. When you are ready, click *Approve resident list* . If you have more than one account with the same final settlement date, please remember to upload files on all accounts and approve them individually.

Reporting of costs

If you need to report costs for an account, the plus icon will appear in front of it. If the costs have already been reported, the checkmark icon will appear in front of it. If reporting of costshas not yet been opened, the minus icon will appear in front of it. Click on *Report cost information* .

During reporting, you will find information icons. By clicking on them, you will find more information about that step in the process.

Brunata

Reporting of information for accounting

Systems where reporting of information for minimum one account is possible.

Search system name or no.

System name	System number	Account	Period	Resident list ⓘ	Costs ⓘ
Building A	31226	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building B	32592	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building C	57329	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building D	38750	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building E	56658	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building F	43265	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building G	31099	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
		Consumption account for water	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building H	51287	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information
Building I	69420	Consumption account for heating	01/01/2023 - 31/12/2023	⊕ Report resident list	⊕ Report cost information

General information

On the general information page check that the information already entered is correct. Edit the information if there are changes by clicking on the pencil icon.

Brunata Online

ABC
123456

Reporting / Report cost information

← Report cost information

Here you can report the expenses that must be included in the consumption account and other information of importance for the preparation. You can find more information by clicking the information icons below.

System	31226 Building A Street 1 City
Account	Consumption account for heating
Accounting period	01/01/2023 - 31/12/2023
Email address for accounting	acontoregnskab@newsec.dk
Legislation	✓ Lejeloven - Erhvervslejeloven - Den Almene Lejelov
Administrator	ABC Lyngby Hovedgade 4 DK 2800 Kgs. Lyngby
Invoice receiver	ABC c/o Newsec A/S Lyngby Hovedgade 4 DK 2800 Lyngby

Costs to be allocated

Enter the cost to be shared between the residents under *Costs to be allocated*. The page is pre-populated with the information we expect the accounts to contain, often based on the most recent accounting period.

Report the new costs you want to be included in the accounts. If only amounts need to be changed, simply fill in the existing cost lines. If you want to add a new line to an existing group, click *Add cost line*. You can delete a line by clicking the recycle bin icon.

If you have made changes to the accounting setup, you can delete or add groups. A group contains cost lines within the same cost category. If you need to add a new group, click *Add a new cost group*. If an existing group is to be removed from the accounts, remove the checkmark by *This cost group must be included in the accounts*.

You can have several cost groups or just one.

Additional information

Fill in additional information if there are relevant receipts or special circumstances that Brunata needs to consider in the accounts. Note that the messages are not read before we start processing the accounts. If you have questions or want to get in touch with us, please call us or send an e-mail.

Message to residents

If you want to add a message to residents' bills, please choose whether the message should be the same for refunds and additional payments or two different messages. If there is a message from last year, that message will be used, and you can simply make any changes required.

Brunata

Contact person

Fill in your contact details, so that we can contact you in case of questions about the reported data.

Resetting fields

If you want to start over with reporting of cost groups and cost lines, click *Reset cost lines*. Then all the cost lines are deleted and replaced with the information we have in our system.

Saving draft

If you want to complete the reporting later, click *Save draft* and return to finish at another time.

Approving costs

When you are ready to submit the costs, click *Save data and approve costs*. Once you have approved the costs, you can no longer edit the data. You will receive a status report on whether the resident list for the accounts has been approved or not.