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Step 1: Collect financial data for the period of time you want to measure. We recommend 1 year.

To help with data collection you can start by inputting the numbers in this [expenditure spreadsheet](#).

I requested a consolidated cash summary for 2019-20 from our bookkeeper. Some categories were too broad, so I got her to break down the categories to align with the app in future reporting.

Step 2: If available, collect kWh electricity usage.

This means kWh totals from bills related to electricity in the period you're measuring. If not available, you can use the total cost of the bill instead.

Step 3: Go to: <https://climate-action.codebots.com/>

Step 4: Create an account, enter your business details.

CLIMATE ACTION APP

Want a simple way to estimate your business carbon footprint?

Us too!

Codebots built an app with sustainability scientists to convert financial data into carbon emissions.

Because once you can measure your impact, you can take steps to offset and reduce it.

The more detail, the more accurate but no matter what, you'll get a better sense of where your emissions are coming from.

To make the results more accurate, we are going to ask your type of industry, business name and the number of employees.

Name of business

Your Industry

Number of employees

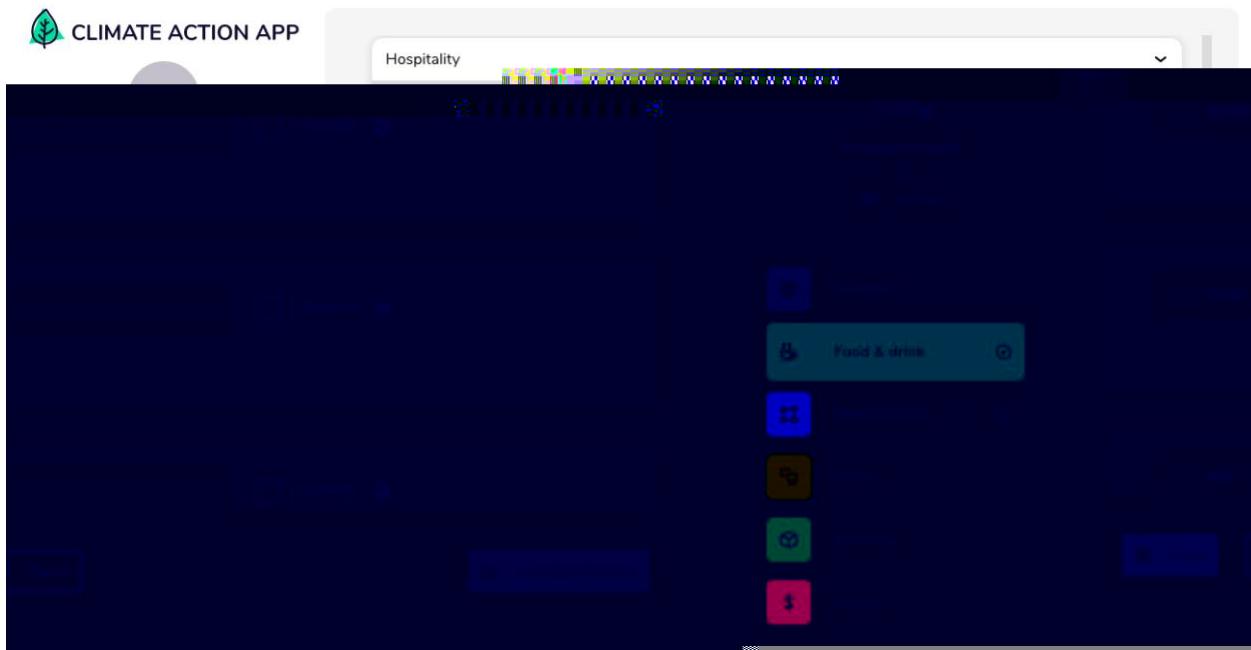
State

Register Business

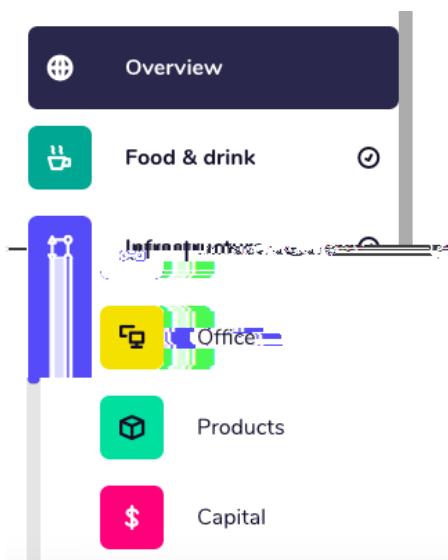
Step 5: Confirm your email address to authenticate account.

Step 6: You will see 8 'collections' on the left navigation bar eg. Food and drink in green, click it and you will see the categories within that collection eg. Hospitality; Food and groceries; Restaurants, cafes and food services. Enter your annual total for each category.

- If you don't have an answer for a category, you can estimate it and tick the 'estimate' box.
- If you leave it blank an average will be applied, based on comparable company data.
- If there is no expenditure in a category always type '1' so that the average is not applied.
- You can save your details as you go and do multiple sessions to input the data

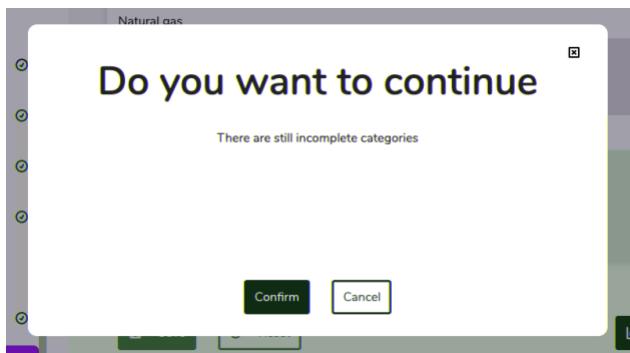


As you complete each collection it will **bold** and a small tick will appear to the right.



Step 7: Once you have finished entering all data, click 'calculate results'.

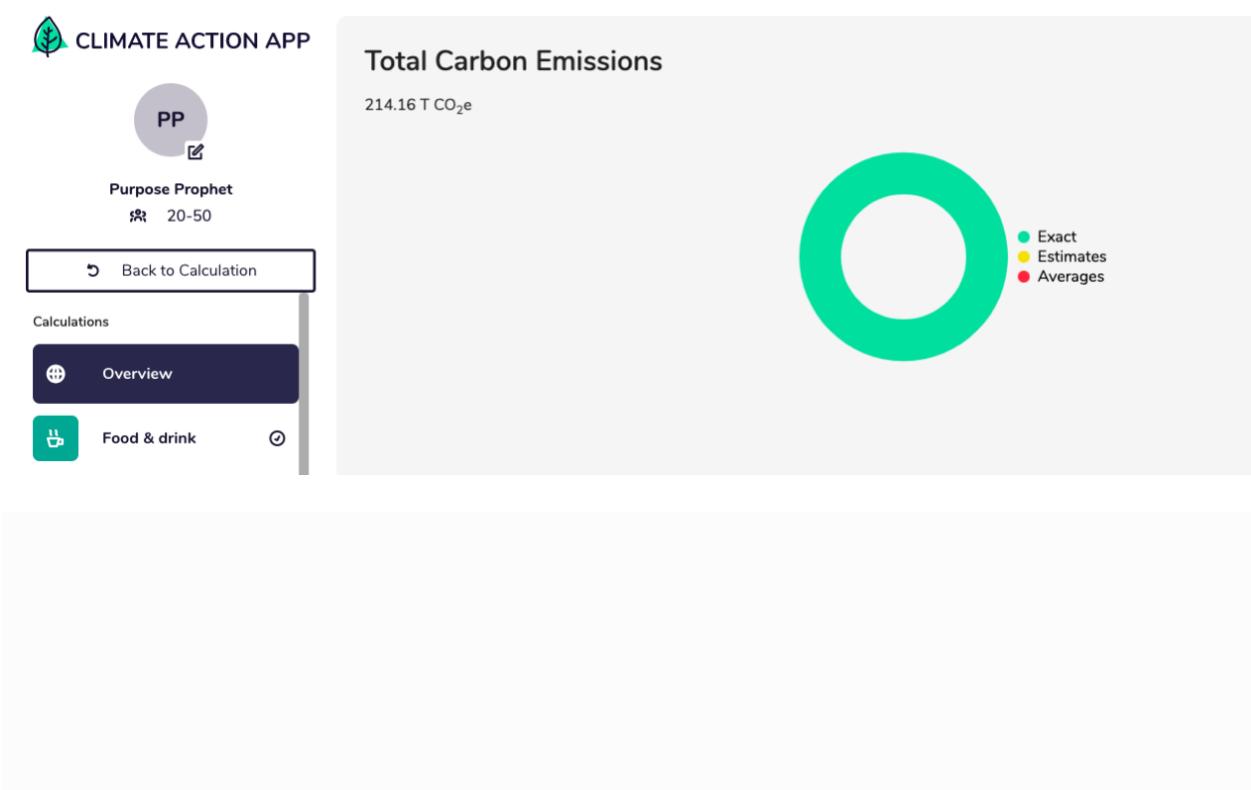
If you have incomplete categories, you can still calculate results.



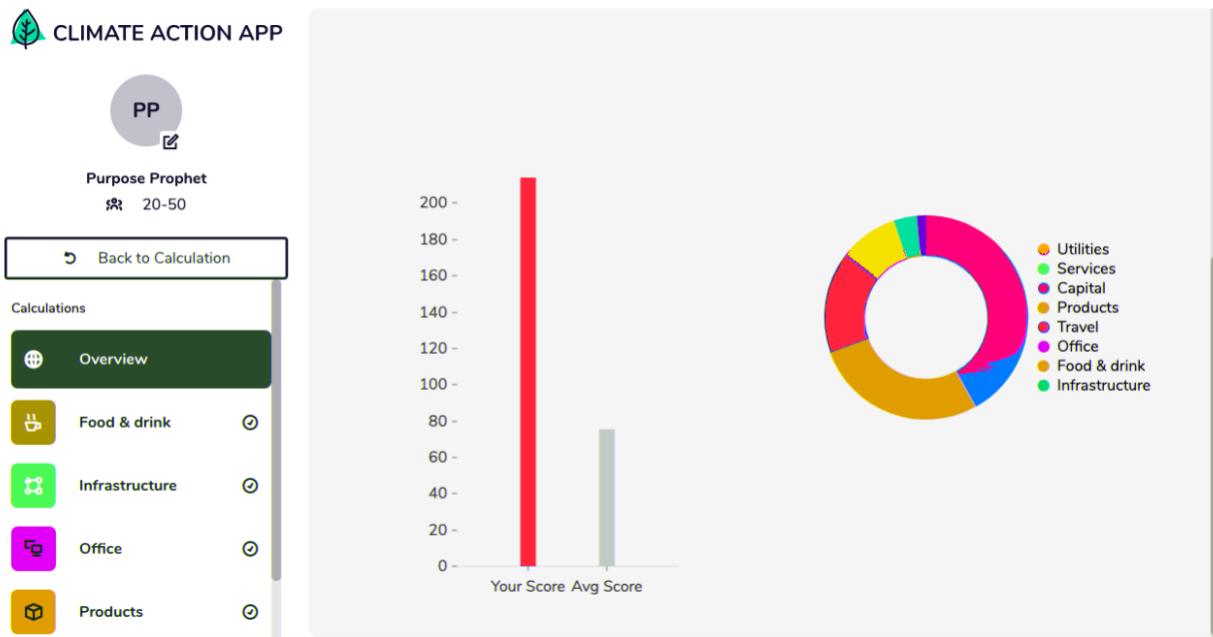
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The Overview tab:

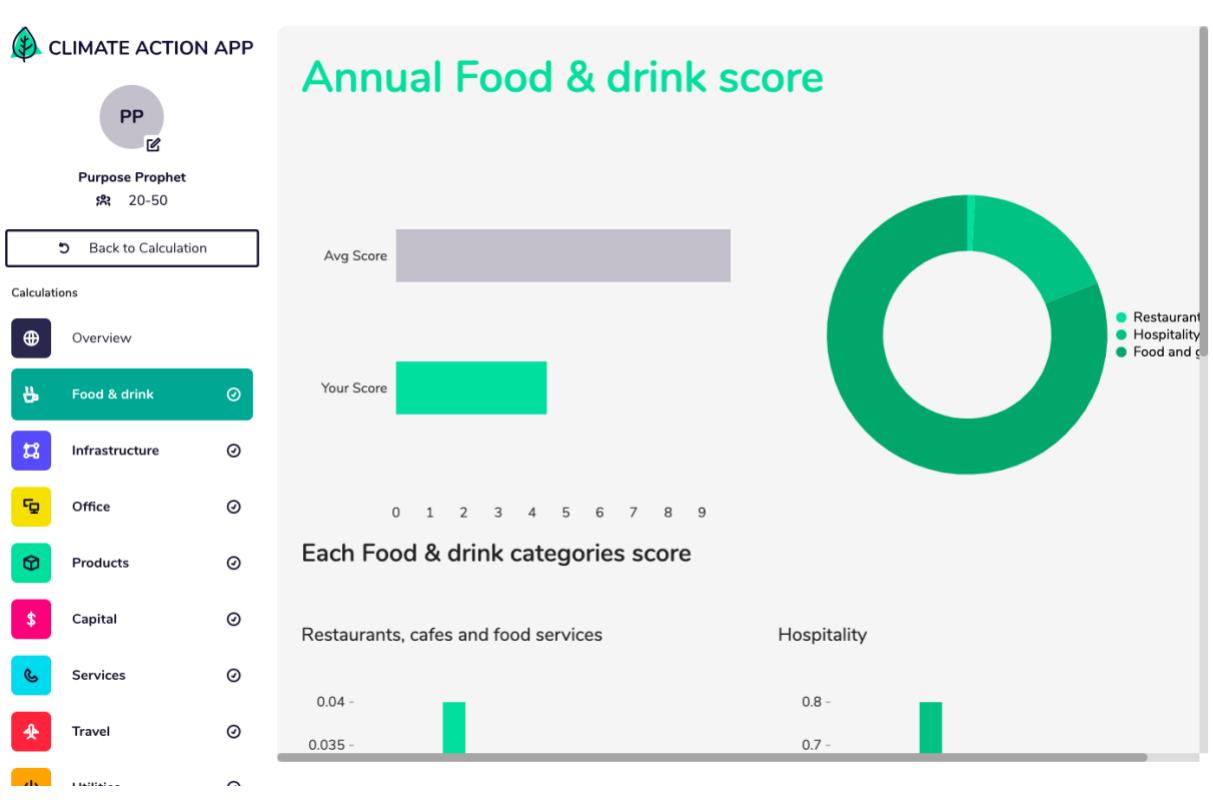
- Your total carbon emissions is displayed in the top left ie. 214.16 tonnes
- The first donut chart shows how much of this calculation is based on exact (green), estimates (yellow) or averages (red).



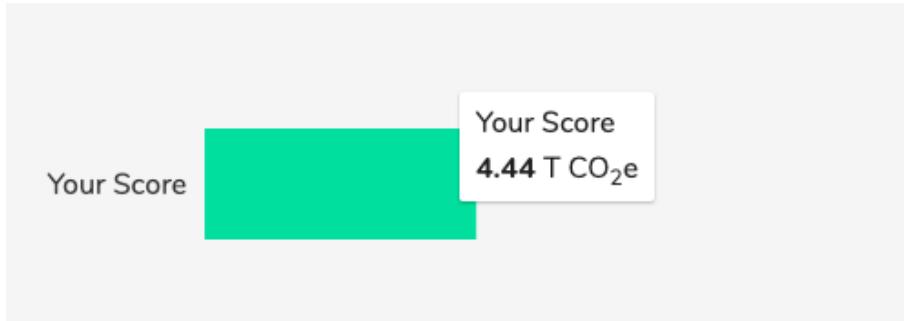
Scroll down and in the second donut chart you will see an overview breakdown by category.



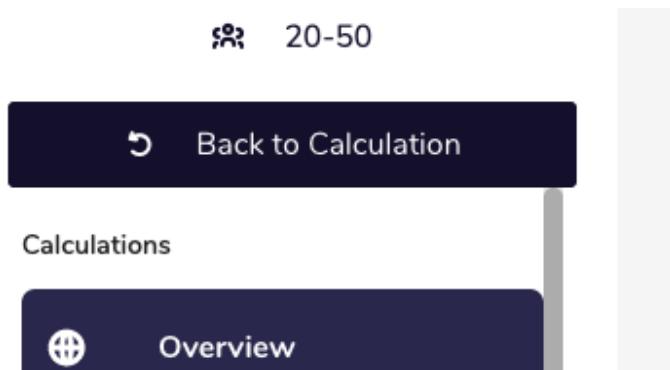
To drill deeper, click a collection on the left ie. Food & drink to see the emissions estimate for each collection and categories within it.



To see the emissions total, hover over the bar and it will appear.



If at any point you want to go back and revise totals you can click 'back to calculation' button



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- To be able to email results to a user
- To be able to save multiple results per user.
(Currently you have to create a new account and cannot easily compare results year on year.)
- To spend more time styling the results page
- To have suggestions of how to improve your emissions within app
- To connect via API with xero to automatically update our financial data