

Accounting Report Guide

EnergyCAP's most popular energy accounting reports.



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Report-41 // Bill and Batch Spreadsheet (Excel only)

Account	Account Code	Cost Center	Cost Center Code	Billing Period	Vendor	Vendor Code	Begin Date	End Date	Total Cost	Entered Date	Entered By
Batch Code: Channel											
5807 Harford Road -	COV 0001	Mall Complex	GEN_SRVC_304	202001	DEDGO	PEPCO	1/1/2020	2/1/2020	7.979.44	12/21/2019	rcı.
5607 Hariord Road -	GOV-0001	Mail Complex	Bills Created:			PEPCO	1/1/2020	Cost Total:	7,979.44	12/21/2019	ECI
			Bills Created:					Cost Iotal:	7,979.44		
Batch Code: 20161229-											
53-8579215-3	53-8579215-3	AP	AP	202001	Xcel Energy	XCELENERGY	1/12/2020	2/10/2020	6.471.75	12/29/2019	ECI
53-8579215-4	53-8579215-4	AP	AP		Xcel Energy	XCELENERGY	1/12/2020	2/10/2020	175.02	12/29/2019	ECI
			Bills Created:	2				Cost Total:	6,646.77		
Batch Code: 20170123-											
231 South Eaton	GOV-55021936970	Research Station	ENV_SRVC_203	202001		PEPCO	1/7/2020	2/4/2020	8,732.64	1/23/2020	
231 South Eaton	GOV-55021936970SPV	Research Station	ENV_SRVC_203		SolarCity	SOLARCITY	1/7/2020		1,680.58	1/23/2020	Chris
			Bills Created:	2				Cost Total:	10,413.22		
Batch Code: 20170203-											
Inivarrity-Steam Dlant											
Steam Plant - NG - 01		Steam Plant -	Z_CAMPUS-		Central Penn Gas	CENTRAL_PENN	1/1/2020		297,521.55	2/3/2020	
Steam Plant - NG - 02		Steam Plant -	Z_CAMPUS-		Central Penn Gas	CENTRAL_PENN	1/1/2020	2/1/2020	9,059.20	2/3/2020	
Steam Plant - ELE - 01		Steam Plant -	Z_CAMPUS-			WELLSBORO_ELE	1/1/2020	2/1/2020	275.40	2/3/2020	
Steam Plant - REF - 01		Steam Plant -	Z_CAMPUS-		Borough of	BOROUGH	1/1/2020	2/1/2020	1,524.17	2/3/2020	
Steam Plant - SEW -		Steam Plant -	Z_CAMPUS-		Borough of	BOROUGH	1/1/2020	2/1/2020	1,077.07	2/3/2020	
Steam Plant - Fixed		Steam Plant -	Z_CAMPUS-		Wellsboro University		1/1/2020	2/1/2020	9,500.00	2/3/2020	
Steam Plant - WTR -	W-00013849	Steam Plant -	Z_CAMPUS-		Borough of	BOROUGH	1/1/2020		12,863.53	2/3/2020	ECI -
			Bills Created:	7				Cost Total:	331,820.92		
Batch Code: 20170217-											
NE-55017977138	GOV-55017977138	Superior Court	GEN_SRVC_305	202001	PEPCO	PEPCO	1/9/2020	2/6/2020	6,318.52	2/17/2020	ECI
			Bills Created:	1				Cost Total:	6,318.52		
Batch Code: Water Bills											
1301 SEVEN LOCKS	GOV-3400001301001	Central Services	GEN SRVC 302	202001	City Water	CITYWATER	1/4/2020	1/26/2020	328.81	3/1/2020	ECI
8532 ANNIVERSARY -		HR Center	GEN_SRVC_303		City Water	CITYWATER	1/4/2020		314.25	3/1/2020	
	GOV-4617001400001	Capitol Complex	GEN_SRVC_301		City Water	CITYWATER	1/4/2020		292.42	3/1/2020	
EUUUU AIRCRAFT DR -			Bills Created:	3			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Cost Total:	935.48	-,,,	
Batch Code: Steam Bills											
Batch Code: Steam Bills											
	GOV-05-2315-2	Central Services	GEN_SRVC_302	202001	Veolia	VEOLIA	1/1/2020	2/1/2020	168,226.84	3/1/2020	ECI
			Bills Created:	1				Cost Total:	168,226.84		
			Total Bills Created:	17				Cost Grand	532.341.19		
			rotal Bills Created:	1/				Cost Grand	532,341.19		

Recommended use

An Excel report that provides bill-by-bill details that can be grouped by batch code, entered by, cost center, vendor, or entry date. The Include filters let you add additional columns to your spreadsheet.

Notes

- Report 41 replaces BL17
- You can download bills from any bill list from the Actions menu.

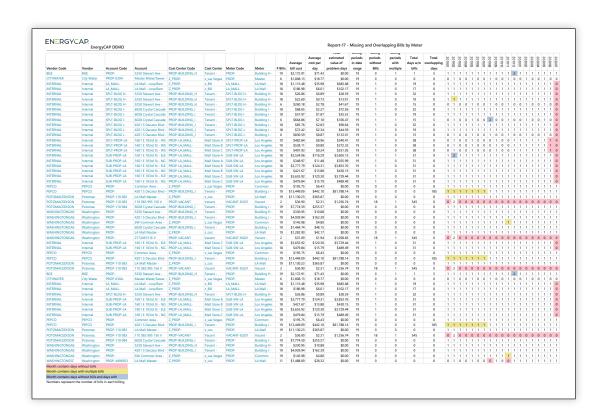
Set your filters

- 1. Decide how to Display Data Grouped By.
- 2. Set a Billing Period, Batch, Entry Date, or other scope-limiting filter

- 1. Do you want to include only Active Accounts?
- 2. Include only Not Void bills?
- **3.** Do you use **Chargebacks** and only want to see vendor bills? Or only see chargeback bills? Add the filter **Bill is from External Vendor** and make your selection, otherwise you will see both chargeback and vendor bills in your report.



Report-17 // Missing and Overlapping Bills by Meter



Recommended use

An Excel report that helps you identify gaps between existing bills and overlapping bills for meters by displaying a color-coded chart.

Notes

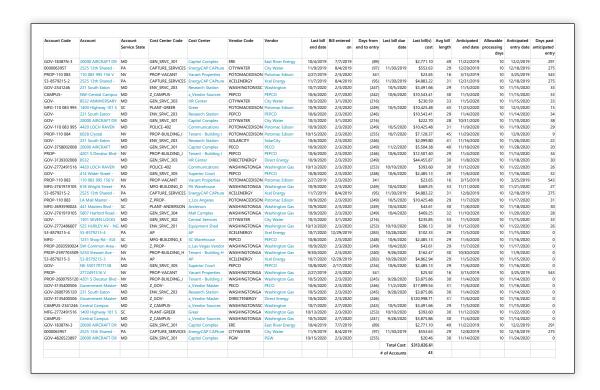
Three colors are used to identify a month with "x" number of days with **no bill**, "x" number of days with multiple bills, and a third color for months that have **both overlaps and gaps**.

Set your filters

- 1. Set the Billing Period Year (the last 12 months).
- 2. Color Code Days without Bills enter the number of days for an acceptable gap (1).
- **3.** Option: To limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity.**



Report-34 // Anticipated Bills Not Yet Processed (Excel only)



Recommended use

Helps identify current anticipated bills not yet processed based on historical trends. This can help eliminate late fees.

Notes

This report only identifies bills where the next anticipated bill has not yet been received. Use Report 17 to find missing historical bills.

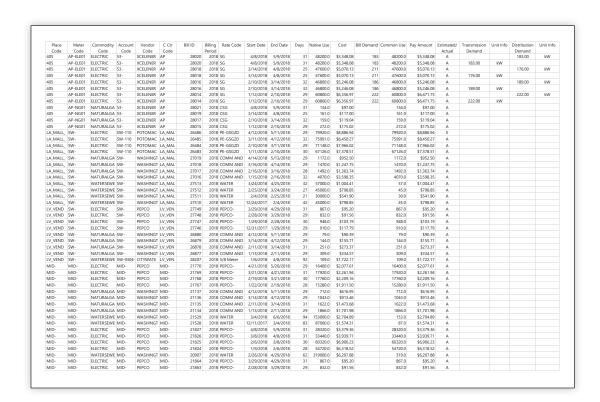
Set your filters

- 1. Set the Allowable Processing Days.
- 2. Set the Days Past Anticipated Date.
- 3. Set the filter Ignore Acct if No Bills Since date to exclude any inactive or old accounts.

- 1. Do you want to include only Active Accounts?
- 2. Do you use Chargebacks and only want to see vendor bills? Or only see chargeback bills? Add the filter **Bill is from External Vendor** and make your selection, otherwise you will see both chargeback and vendor bills in your report.



Report-11 // Bill Transfer Format (Excel only)



Recommended use

Export detailed bill data to an Excel file. Minimal formatting lets you easily transform the data. This file is not formatted in EnergyCAP bill import format, so it can't be used to create an import file.

Notes

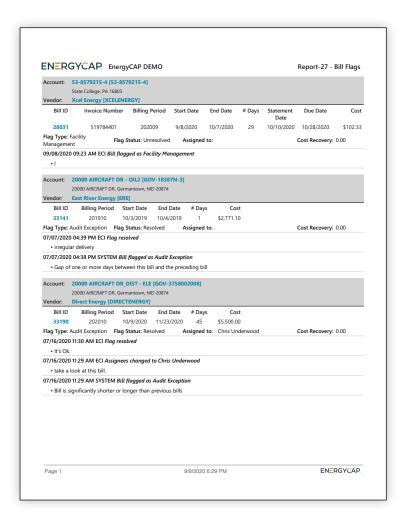
- If you want to create your own Excel report this file can be used to create your own charts and tables.
- You can add additional columns to your spreadsheet with the different Include filter options. Select the filter Include Audit Columns to add the columns Flag Type, Flag Status, Flag Assignee, and Flag Issue.

Set your filters

- 1. Display Codes, Names, or Both.
- 2. Select the Billing Period.

- 1. Do you want to include only **Active Accounts**?
- 2. Do you use **Chargebacks** and only want to see vendor bills? Or only see chargeback bills? Add the filter **Bill is from External Vendor** and make your selection, otherwise you will see both chargeback and vendor bills in your report.
- 3. Include only Not Void bills?





Recommended use

A report of flagged bills and their details.

Notes

Run this report before exporting bills to AP or GL to identify any potential problems that should be resolved prior to export and payment. You can use the filter **Flags Assigned to Me** to see only bills with flags assigned to you.

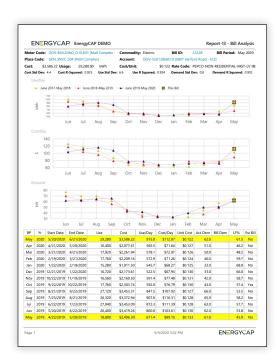
Set your filters

Decide what type of flags you want to see.

- 1. Flag Status Unresolved.
- 2. Set a timeframe for your report by selecting Billing Period or Bill Entry Date.

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Report-13 // Bill Analysis



Recommended use

This report uses a quadratic equation to find outlier bills. The data table is valuable not only in showing one page per outlier bill, but also in providing historical data to help you quickly verify if the bill warrants further investigation.

Notes

- Because this report is designed to audit current bills, you should either set the Billing Period to a
 recent month, select a recent Batch, or set the Bill Entry Date to display recently entered bills.
- The filter **Outlier Analysis Sensitivity** lets you decide what bills to include and reports on the most probable problems (Severe Only) or be less sensitive and include High and Moderate problems.
- The filter Value Analyzed for Outliers allows you to pick use, cost, demand, or any combination of the three.

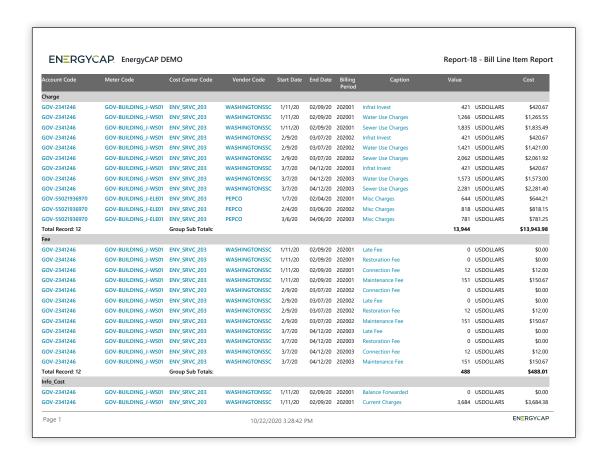
Set your filters

- 1. Do you want to include only Active Accounts?
- 2. Include only Not Void bills?
- 3. Set the Number of Years in Chart.
- 4. Select what bills are included with the filter Outlier Analysis Sensitivity.
- **5.** Select the values you want analyzed to determine if the bill is an outlier with the filter **Value Analyzed for Outliers.**

- 1. Set the Billing Period, Batch, or Entry Date.
- 2. The filter **Cost** is useful to reduce report size by filtering out low-cost bills that may not require review.



Report-18 // Bill Line Item Report



Recommended use

Bill details grouped by Bill Line Item Caption. You can search for a specific Line Item Caption and/or Bill Line Item Type.

Notes

- The report is limited to 10,000 line items so it may be helpful to limit the report to a subset of data, set a filter such as Topmost Place, Building Group, or Commodity.
- To avoid "null" lines with zero or null value, set the filter, Bill Line Value to not equals 0 (zero).

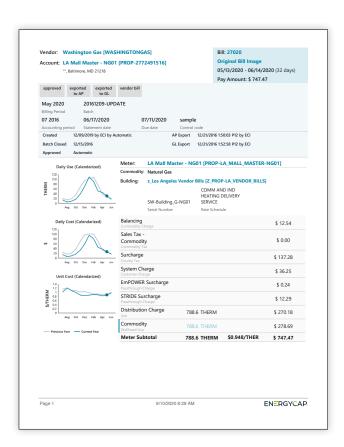
Set your filters

- 1. Set the Bill Line Caption or Bill Line Item Type.
- 2. Set the Bill Line Value not equal to zero.

- 1. Do you want to include only Active Accounts?
- 2. Do you use chargebacks and only want to see vendor bills? or only see chargeback bills? Add the filter Bill is from External Vendor and make your selection, otherwise you will see both chargeback and vendor bills in your report.
- 3. Include only Not Void bills?

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Report-09 // Bill PDF



Recommended use

A representation of a vendor utility bill in a PDF report format that is designed to look like a typical bill. The bill PDF is similar to viewing the bill in EnergyCAP, including hyperlinks back to the application. It includes charts, with calendarized use, cost, and unit cost. It may be helpful to set a topmost and billing period to create only a subset of bills. There is a limit of 1,000 pages for this report. Use Report-09 a for internally-created chargeback bills.

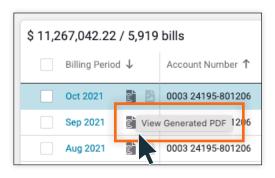
Notes

Do you want just a single bill PDF? Use the View Generated PDF from any bill list.

Set your filters

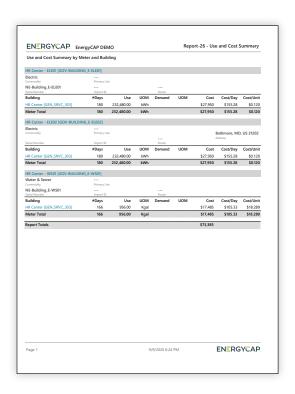
- 1. Set a Billing Period.
- 2. Select a Topmost Place, Building Group, or Commodity.

- 1. Do you want to include only Active Accounts?
- 2. Include only Not Void bills?
- 3. Include Bill is from External Vendor?





Report-26 // Use and Cost Summary



Recommended use

Data table of summarized use, cost, and demand details. An extremely flexible multi-layer report that shows use, cost, and unit cost over a period.

Two levels of grouping let you create a variety of reports. This report is useful for budgeting, accruals, and procurement.

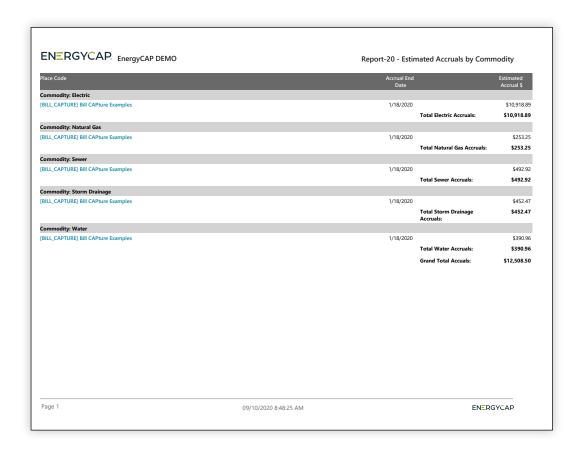
Notes

- 1. Select the type of data you want in your report with the filter Data Displayed.
 - Actual data uses the raw billing data as received from the utility vendor. Actual data is better
 when working with accounting functions or charging departments for their portion of bill.
 - Calendarized data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
- 2. Select how you want to Display Data Grouped By.
- 3. Select Display Rows As.
- **4.** Decide if you want to **Include Account Charges**. Account charges are one-time or periodic charges. A charge is typically assigned at the account level when it does not have a link or relation to the use or demand on the bill.

- 1. Do you want to include only Active Accounts?
- 2. Include only Not Void bills?
- 3. Use the Billing Period equals prior year to see high-level information or prior month to see details.



Report-20 // Estimated Accruals by Commodity



Recommended use

A data table grouped by commodity that "fills in the gap" with an estimated value from the end date of the most recent bill to a user-defined end date (typically the end of an accounting period or fiscal year). Uses a simple average daily cost extrapolation method. You can **Group By** meter or place.

Notes

The meter report (using the **Group By** - meter option) contains more details such as, accrual start date, accrual end date, days, average daily cost, and estimated accrual amount.

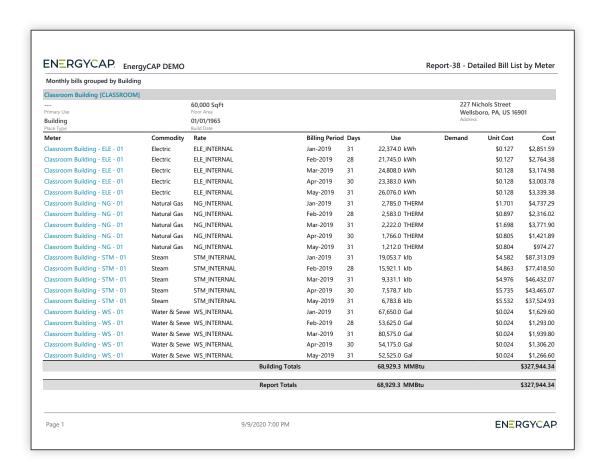
Set your filters

- **1.** Set your **End Date** for the report.
- 2. Decide if you want to Group By meter or place.

- Do you use chargebacks and only want to see vendor bills? or only see chargeback bills? Add the
 filter Bill is from External Vendor and make your selection, otherwise you will see both chargeback
 and vendor bills in your report.
- 2. Include only Not Void bills?
- 3. To limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity**.



Report-38 // Detailed Bill List by Meter



Recommended Use

Lists monthly bills, one row per meter-bill. Includes rate, use, demand, unit cost, and cost.

Notes

- 1. Set your Billing Period.
- 2. Select Display Data Grouped by.
- 3. Decide if you want to Include Account Charges. Account charges are one-time or periodic charges. A charge is typically assigned at the account level when it does not have a link or relation to the use or demand on the bill.

Important Filters

- 1. Do you want to include only Active Accounts?
- 2. Include only Not Void bills?

Filter	Description
Account is Active	The default is Active. Select Inactive if you are running historical reports to get billing information for accounts that are no longer active.
	Remove the filter to have all utility bill information included for both active and inactive accounts.
Accounts, Meter, Vendor, Building	These filters report on just one selected object.
Alternate Sliding Period	You can configure this filter instead of manually configuring the years and months, then use report email subscription to automatically have an up-to-date report emailed each month without the need to update the date ranges.
Base Year Begins	Set the year to compare against. (This is not the same as the Cost Avoidance baseline year.)
Batch	A batch tracks bills entered/imported into EnergyCAP and can help simplify reporting.
Bill Entry Date	The date the bill was entered or imported into EnergyCAP. This information is visible on the bill's timeline.
Bill is From External Vendor	This filter allows you to run three types of reports:
	From External Vendor: Only bills from external vendors. From Internal Chargeback: Only bills created within EnergyCAP using the chargeback processor. Filter not used: Includes all bills (both internal and external).
	When Chargebacks are implemented, pair this filter with Topmost Place to avoid double counting utility bill data.
Billing Period	Define the reporting period for the displayed data.
	Take advantage of automatically updated timeframes such as <i>prior year</i> or <i>year-to-date</i> . This automatically updates your billing period each time you generate the report.
Bill is Void	The default is Not Void. Allows you to focus on valid bills.
	For example, select <i>Void</i> if you want to see how often your vendor is correcting bills.
Commodity	Select the commodity. If multiple commodities are selected use units will be the global unit of measure (typically, KBTU or MMBTU).
Cost	Set this filter to select a range of bills based on pay amount. For example, Cost greater than \$5,000.
Current Year Begins	Set the current year you want to review.
Data Displayed	Actual: Actual billing data, useful when comparing use and/or cost per area.
	Calendarized: Consistently compare months from year to year.
	Normalized: Apply the same weather to all bills to compare energy use from year to year. (See Help for more extensive explanation.)
Display Rows As	Provides an additional method of grouping.

End Period	Select the end month and year. End Period and Number of Months determine which periods are compared.
First Month	Set the first month for the report. For example, to see a July to June fiscal year, set the first month to 7.
Group Data By	Determines what is shown on each page or each row.
	Commodity: High level overview and uses the common unit of measure. Cost Center: Useful to Accounting. Place Type - Building allows you to analyze building by building.
Highlight Variance from Base %	Highlights values in the report that exceed the variance selected in the filter enabling you to quickly spot outliers.
Include Account Charges	The default is NO, meaning the report is all meter related costs.
	Select YES to include account charges such as late fees, taxes, and prior balances.
Meter/Building Group	Rather than select a topmost place, a meter group or building group can be used as a filter. These groups can be automatic groups with membership maintained by EnergyCAP, or manual groups with membership maintained by you.
	Groups are a powerful filter option and can be useful when the tree structure doesn't meet your reporting needs.
Number of Months	Set the number of months to include in the report.
Number of Years	Select the number of years.
Order by	Select from the dropdown list how to order the report.
Outlier Analysis Sensitivity	A drop down lets you select the sensitivity level of the report.
Rank By	Determines what value is used to rank each object. For example, rank the selected objects by their <i>Unit Cost</i> or <i>Annualized Cost per Area</i> .
Topmost Cost Center or Topmost Place	The report will be limited to just the data that falls under the selected node in the Accounts or Buildings and Meters tree.
Value Analyzed for Outliers	Select from cost, use, or demand values.
Value Displayed	Determines what data is displayed. (use, cost, unit cost, etc.)
Variance % from 1st year selected	Highlights values in the report based on your criteria enabling you to quickly spot outliers.
Variance % from prior year	Highlights values in the report based on your criteria enabling you to quickly spot outliers.