Recommended Use
A comprehensive single page monthly building report. It provides pie, bar, and line charts with supporting data.

Notes
- A popular filter is **Group Data By** set to *Place Type - Building*. This filter selection is the only one with weather analysis because weather stations are assigned to buildings and not organizations.
- Due to report width limitations, the line charts are limited to the top three commodities by total cost.
- If you use chargebacks, remember to use the appropriate **Topmost Place** or **Topmost Cost Center** so that use and/or cost are not double counted.

Important Filters
- **Base Year Begins**
- **Current Year Begins**
- **First Month**
- **Alternate Sliding Period**
- **Number of Months**
- **Group Data By**
Set your filters

1. Set the **Base Year Begins**.
2. Set the **Current Year Begins**.
3. 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.
4. Set the filter **First Month** with the month you want the report to start.
5. **Number of Months** sets the number of months per year in the report.
6. Set the **Value Displayed**.

Other filters to consider

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.
4. Do you want a report for each building/meter or a one-page executive summary report? Use the filter **Group Data By** to determine how many pages are in your report.
   1. Without the filter **Group Data By** the report is a one page summary.
   2. If you set your topmost to an organization you could group by building and have one chart/data table per building.

Tip

You can configure the filter **Alternate Sliding Period** instead of manually configuring the years and months and then use report email subscription to automatically have an up-to-date report emailed to you each month without the need to update the date ranges.
Recommended Use

Compare and rank cost, use, etc. for the most recent period and any prior period. Show year-over-year performance by department or building.

Notes

- When comparing USE year-to-year you may want to use the filter Data Displayed for normalized data because it removes weather as a variable.
- When comparing COST it is recommended to use the filter Data Displayed for calendardized data because it gives a more accurate representation of cost by prorating it per day.

Important Filters

- Data Displayed
- End Period
- Group Data By
- Value Displayed
- Number of Months
- Topmost or Group
Set your filters

1. Select the type of data you want in your report with the filter **Data Displayed**.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.

2. Set your **End Period**.

3. Decide the objects on each row with the filter **Group Data By**.

4. Decide if you want to **Include Account Charges**. Account-level 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.

5. **Number of Months** sets the number of months for each column. Enter 3 for a quarterly report or 12 for a full year report.

6. Set the **Value Displayed**.

Other filters to consider

1. Do you want to include only **Active Accounts**?

2. Include only **Not Void** bills?
Recommended Use
A one-page summary of total use and cost for a building, department, or an entire organization over a period of time.

Notes
- By default, this is a one page summary report. Use the filter Group Data By to have one page per object.
- The filter Billing Period is typically a prior 12-month calendar or fiscal year.
- If you use chargebacks, remember to use the appropriate Topmost Place or Topmost Cost Center so that use and/or cost are not double counted.

Important Filters
- Data Displayed
- Billing Period
- Topmost or Group
- Commodity
- Group Data By
Set your filters

1. Select the type of data you want in your report with the filter **Data Displayed**.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.

2. Decide if you want to **Include Account Charges**. Account-level 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.

3. Set a **Billing Period**, otherwise all billing periods are included.

4. Optionally, limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity**.

Other filters to consider

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

3. Do you want a report for each building/meter or a one-page executive summary report? Use the filter **Group Data By** to determine how many pages are in your report.
   1. Without the filter **Group Data By** the report is a one page summary.
   2. If you set the filter for **Topmost Place Name** to an organization you could group by building and have one chart/data table per building for the specified topmost.

Configured Report-04 options

Report-04 is very flexible and has many options available to configure. To help you be successful two configured reports have been created to help get you started.

Each report has its own preset filters and instructions.
Recommended Use

Shows current bills that have abnormal use, cost, or demand based upon the statistical results of a quadratic regression equation run on each bill as it's created. The rightmost charted point (the big yellow X on the right in this example) is always the bill in question. This analytical report is extremely valuable not only in showing one page per “outlier” bill, but also in providing historical data to help you quickly verify that the bill does indeed warrant investigation. Includes convenient links directly to the account, meter and bill.

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 bills that were recently entered.

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.

Important Filters

- Billing Period, Batch, or Bill Entry Date
- Cost
- Value Analyzed for Outliers
- Outlier Analysis Sensitivity
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.

Other filters to consider
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.

Tip
You can subscribe to Report-13 to get emails when problematic bills are entered.
Recommended Use

This report is helpful in that it shows both USE and COST per commodity. It can be used as an annual building report for analyzing monthly and yearly use and cost. You can group the report in a variety of ways with the filter **Group Data By**.

If you use chargebacks, remember to use the appropriate **Topmost Place** or **Topmost Cost Center** so that use and/or cost are not double counted.

**Important Filters**

- Data Displayed
- End Period
- Number of Months
- Number of Years (1–3)
- Group Data By
- Topmost or Group
- Commodity
Set your filters

1. Select the type of data you want in your report with the filter Data Displayed.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.

2. Set your **End Period**.
3. **Number of Months** sets the number of months per year in the report.
4. **Number of Years** you want in the report.

Other filters to consider

1. **Group Data By** to have one spreadsheet tab per object.
2. Do you want to include only **Active Accounts**?
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.
4. Include only **Not Void** bills?

**Tip**

By default, this is a one-page summary report, add **Group Data By** to have one tab for each object (building, account, etc.).
Recommended Use
This report is useful for budgeting, accruals, and procurement.

Notes
Two levels of grouping provide a variety of methods and reporting.

Example of report flexibility:

- The sample report above summarizes the total use and cost for each commodity in each building. **Display Data Grouped By = Place Type - Building**, and **Display Rows As = Commodity**.
- If instead you want each commodity to be the group and each row to be that commodity in a building, switch the filter values.

Some of the flexible filter options include GL code, GL subcode, cost center, contract and customer.

Important Filters

- Data Displayed
- Display Data Grouped By
- Display Rows As
Set your filters

1. Select the type of data you want in your report with the filter **Data Displayed**.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.

2. Select how you to **Display Data Grouped By**.

3. Select **Display Rows As**.

4. Decide if you want to **Include Account Charges**. Account-level 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.

Other filters to consider

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.
Recommended Use
A one-page summary of your Energy Conservation Program, use in conjunction with the Cost Avoidance module.

Notes
Report on use or cost avoidance, monthly or cumulative savings, and environmental impact.
Savings values appear only if you are using Cost Avoidance features.

Important Filters
This report is often run with no Billing Period filter, in which case it shows program-to-date savings based on each meter’s Savings Start Date.
Set your filters

1. Select the **Chart Values**.
2. Select **Value Displayed**.
3. If you are tracking Other Savings, use the filter **Include Other Savings** to include those amounts in the report.

Other filters to consider

1. Do you want to include only **Active Accounts**?
2. Do you want a report for each building/meter or a one-page executive summary report? Use the filter **Group Data By** to determine how many pages are in your report.
   1. Without the filter **Group Data By** the report is a one page summary.
   2. If you set your topmost to an organization you could group by building and have one chart/data table per building.
Recommended Use

Cost Avoidance summary report displaying data by meter, building, account, commodity, cost center, vendor, or division/department/region.

Notes

BATCC is the Baseline Adjusted to Current Conditions, the pre-energy management baseline that has been adjusted for weather and other variables for an apples-to-apples comparison with each current bill.

Select Value Displayed = Use or Cost.

It is recommended to set a range of Billing Periods (for example, current fiscal year) otherwise the report will include all the months beginning with the Savings Start Date of each meter and ending with the most recently processed bill.

Important Filters

- Billing Period
- Group Data By
Set your filters
1. Set the filter **Group Data By** for what is displayed on each row.
2. Select how to **Sort Report By**. You can sort the report by what you selected for each row by selecting the last option **Group Data By**. Sort by Avoidance % to see where you are saving the most.
3. Select the **Value Displayed**.
4. Set the **Billing Period**.
5. To limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity**.

Other filters to consider
1. Do you want to include only **Active Accounts**?
**Recommended Use**

A line chart showing monthly data for multiple years and is helpful to compare values across years.

**Notes**

Set a variance threshold and have the report automatically highlight abnormal results in the data table.

<table>
<thead>
<tr>
<th>Variance % from 1st yr selected</th>
<th>equals</th>
<th>*</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance % from prior year</td>
<td>equals</td>
<td>*</td>
<td>x</td>
</tr>
</tbody>
</table>

**Important Filters**

- Data Displayed
- Value Displayed
- Topmost or Group
- Group Data By
- Variance % from 1st year selected
- Variance % from prior year
- Billing Period
- Commodity

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Report-01 Monthly Trends Comparing Year-to-Year

Set your filters
1. Select the type of data you want in your report with the filter Data Displayed.
   1. **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 a bill.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons, select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.
2. Set the filter First Month with the month you want the report to start.
3. Decide if you want to Include Account Charges. Account-level 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.
4. Select the Value Displayed for the report. There are many options to select, including use, cost, and Cost Avoidance.
5. Set the time frame for your report with the filter Billing Period. If you select Account Period you must use actual data.
6. If you stop here, you will have a one page summary report for your entire organization or your assigned topmost permissions.

Other filters to consider
1. Decide what you are reporting on, is it building, meter, cost center, etc.
   1. For one building set your topmost place (name or code) to a specific building.
   2. For multiple buildings set the filter Topmost Place Name to an organization.
   3. For meters use the filter Meter Group.
   4. For one or more cost centers select a Topmost Cost Center (code or name).
2. Do you want a report for each building/meter or a one-page executive summary report? Use the filter Group Data By to determine how many pages are in your report.
   1. Without the filter Group Data By the report is a one page summary. (sometimes called an executive summary).
   2. If you set your topmost to an organization you could group by building and have one chart/data table per building.
3. Do you want to include all the Commodities, just one, or a select few? If you don’t add this filter, you will have all the commodities in your report.
4. Do you want to include only Active Accounts?
5. Include only Not Void bills?
6. Do you use the Chargebacks module 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.

Tip

Report-01 vs Report-08
Report-01 compares multiple years for one object (a building’s total commodity cost from 2015 to 2020).
Report-08 compares multiple objects for one year (several building’s total commodity cost per month for 2020).
Recommended Use
Identify abnormally high or low values of use, cost, etc. by ranking from high to low. This helps prioritize which buildings and meters are good candidates for potential savings.

Notes
Use the Group Data By filter to select what is ranked in the report, i.e. the objects on each row.

- Meter and Place Type - Building are most often used.

The Order By filter is normally set to value and ranks the objects selected in the Rank By filter.

Popular rankings are Annualized Cost per Area and Annualized Use per Area.

- For any ranking to be useful, be sure the objects ranked are members of the same type. A powerful filter option is to create your own building and meter groups in the Groups & Benchmarks module.

Important Filters
- Data Displayed
- Group Data By
- Order by
Set your filters

1. Select the type of data you want in your report with the filter Data Displayed.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.

2. Select what to rank by using the filter Group Data By.

3. Decide if you want to Include Account Charges. Account-level 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.

4. Set Order By.

5. Select what you want ranked with Rank By (annualized cost per area, cost per day, etc.).

6. Set the time frame for your report with the filter Billing Period. If you select Account Period you must use actual data.

Other filters to consider

1. Do you want to include only Active Accounts?

2. Include only Not Void bills?
Report-02 Ranking Report (Ranked by Meter Unit Cost)

Recommended Use
Identify extreme average unit cost for a meter, an indicator of an inappropriate rate schedule, data errors, or facility problems such as low load factor (see report AN12 - Load Factor for additional information).

Notes
To create this meter report set the following filters:

- **Data Displayed** = Calendarized
- **Group Data By** = Meter
- **Order By** = Value
- **Rank By** = Unit Cost
- **Billing Period** = Prior Year (or some other range of prior Billing Periods)
- **Meter Group** = Pick a vendor and rate schedule group

Important Filters

- **Data Displayed**
  - Rank by
  - Meter Group
  - Commodity

- **Group Data By**
- **Order by**
Report-02 Ranking Report (Ranked by Meter Unit Cost)

Set your filters

1. Select the type of data you want in your report with the filter Data Displayed.
   1. 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.
   2. Calendarized data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. Normalized is best when comparing USE year-over-year because it removes weather as a variable.

2. Select what to rank by using the filter Group Data By.

3. Decide if you want to Include Account Charges. Account-level 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.

4. Set Order By.

5. Select what you want ranked with Rank By (annualized cost per area, cost per day, etc.).

6. Set the time frame for your report with the filter Billing Period. If you select Account Period you must use actual data.

Other filters to consider

1. Do you want to include only Active Accounts?

2. Include only Not Void bills?
Recommended Use

Focuses on meters, buildings, and months that have excessive variances from a base year.

Set a variance threshold and have the report automatically highlight abnormal results. Yellow color-coding highlights variance exceptions between selected years.

Notes

Select a Base Year and a Current Year.

Report shows use, cost, demand, and unit cost, (similar to Report-19) but it also shows the variance of the current year from the base year.

Use the Highlight Variance from Base % filter to set the variance % trigger point.

- Variances greater than the trigger are highlighted, making it easy to spot the outliers.

Group Data By controls what is shown on each page.

- Example: For a report with one page per building: Group Data By = Place Type • Building.

Important Filters

- Data Displayed
- Base Year Begins
- Current Year Begins
- First Month
- Number of Months
- Group Data By
- Topmost or Group
- Highlight Variance from Base %

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Set your filters
1. Set your **Base Year Begins**.
2. Set your **Current Year Begins**.
3. Select the type of data you want in your report with the filter **Data Displayed**.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.
4. Set the filter **First Month** with the month you want the report to start.
5. **Number of Months** sets the number of months for each column. Enter 3 for a quarterly report or 12 for a full year report.

Other filters to consider
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?
4. Do you want a report for each building/meter or a one-page executive summary report? Use the filter **Group Data By** to determine how many pages are in your report.
   1. Without the filter **Group Data By** the report is a one page summary.
   2. If you set your topmost to an organization you could group by building and have one chart/data table per building.
Recommended Use

Compare use, demand, cost, and more for meters, buildings, departments, etc. for up to five years.

The percentage change is provided for the two most recent years.

Notes

When comparing USE year-to-year you may want to use the filter Data Displayed for normalized data because it removes weather as a variable.

When comparing COST it is recommended to use the filter Data Displayed for calendared data because it gives a more accurate representation of cost by prorating it per day.

Use the filter Group Data By equals Vendor to compare your use or cost per vendor.

Important Filters

- Data Displayed
- Number of Months
- Number of Years
- Value Displayed
- End Period
- Group Data By
- Topmost or Group
Set your filters
1. Select the type of data you want in your report with the filter **Data Displayed**.
   1. **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.
   2. **Calendarized** data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   3. **Normalized** is best when comparing USE year-over-year because it removes weather as a variable.
2. Set your **End Period**.
3. **Group Data By** determines what is on each row.
4. Decide if you want to **Include Account Charges**. Account-level 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.
5. **Number of Months** sets the number of months for each column. Enter 3 for a quarterly report or 12 for a full year report.
6. Set the **Number of Years** you want in the report.
7. **Value Displayed** is what is listed in each column

Other filters to consider
1. Do you want to include only Active Accounts?
2. Include only Not Void bills?
Recommended Use
This report helps you compare multiple objects (meters, buildings, etc.) in the same year and helps you check for abnormal use or cost.

Notes
If you use chargebacks, remember to use the appropriate Topmost Place or Topmost Cost Center so that use and/or cost are not double counted.

Group Data By determines what objects are being compared.

- Example: Group Data By = Place Type - Building to display one building per line.

To ensure that the report is easy to read use a Topmost or Group filter to limit the number of objects returned.

Important Filters
- Data Displayed
- Group Data By
- Topmost or Group
- Value Displayed
- Billing Period
Set your filters

1. Select the type of data you want in your report with the filter \textit{Data Displayed}.
   
   1. \textbf{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.
   
   2. \textbf{Calendarized} data is more representative of monthly use and cost. For year-over-year COST comparisons select calendarized data.
   
   3. \textbf{Normalized} is best when comparing USE year-over-year because it removes weather as a variable.

2. Set the filter \textit{First Month} with the month you want the report to start.

3. Decide what each chart line represents with the filter \textit{Group Data By}.

4. Decide if you want to \textbf{Include Account Charges}. Account-level 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.

5. Set the \textbf{Value Displayed}.

6. Select your \textbf{Billing Period}, try using prior year or prior 12 months so you don't have to reset this filter when using subscriptions or distributions.

Other filters to consider

1. Do you want to include only \textbf{Active Accounts}?

2. Include only \textbf{Not Void} bills?

3. Optionally to limit the report to a subset of data, set a filter such as \textbf{Topmost Place}, \textbf{Building Group}, or \textbf{Commodity}.

Tips

Use the filter \textbf{Group Data By} to set what each chart line represents. It may be necessary to set a filter for a topmost or group to limit the number of lines in the chart.

\textbf{Report-01 vs Report-08}

Report-01 compares multiple years for one object (a building's total commodity cost from 2015 to 2020).

Report-08 compares multiple objects for one year (several building's total commodity cost per month for 2020).
<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account is Active</td>
<td>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.</td>
</tr>
<tr>
<td>Accounts, Meter, Vendor, Building</td>
<td>These filters report on just one selected object.</td>
</tr>
<tr>
<td>Alternate Sliding Period</td>
<td>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.</td>
</tr>
<tr>
<td>Base Year Begins</td>
<td>Set the year to compare against. (This is not the same as the Cost Avoidance baseline year.)</td>
</tr>
<tr>
<td>Batch</td>
<td>A batch tracks bills entered/imported into EnergyCAP and can help simplify reporting.</td>
</tr>
<tr>
<td>Bill Entry Date</td>
<td>The date the bill was entered or imported into EnergyCAP. This information is visible on the bill’s timeline.</td>
</tr>
</tbody>
</table>
| 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 prior year or year-to-date. 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 Void 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.) |
<table>
<thead>
<tr>
<th><strong>Display Rows As</strong></th>
<th>Provides an additional method of grouping.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Period</strong></td>
<td>Select the end month and year. End Period and Number of Months determine which periods are compared.</td>
</tr>
<tr>
<td><strong>First Month</strong></td>
<td>Set the first month for the report. For example, to see a July to June fiscal year, set the first month to 7.</td>
</tr>
<tr>
<td><strong>Group Data By</strong></td>
<td>Determines what is shown on each page or each row. <strong>Commodity:</strong> High level overview and uses the common unit of measure. <strong>Cost Center:</strong> Useful to Accounting. <strong>Place Type - Building</strong> allows you to analyze building by building.</td>
</tr>
<tr>
<td><strong>Highlight Variance from Base %</strong></td>
<td>Highlights values in the report that exceed the variance selected in the filter enabling you to quickly spot outliers.</td>
</tr>
<tr>
<td><strong>Include Account Charges</strong></td>
<td>The default is NO, meaning the report is all meter related costs. Select YES to include account-level charges such as late fees, taxes, and prior balances.</td>
</tr>
<tr>
<td><strong>Meter/Building Group</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Number of Months</strong></td>
<td>Set the number of months to include in the report.</td>
</tr>
<tr>
<td><strong>Number of Years</strong></td>
<td>Select the number of years.</td>
</tr>
<tr>
<td><strong>Order by</strong></td>
<td>Select from the dropdown list how to order the report.</td>
</tr>
<tr>
<td><strong>Outlier Analysis Sensitivity</strong></td>
<td>A drop down lets you select the sensitivity level of the report.</td>
</tr>
<tr>
<td><strong>Rank By</strong></td>
<td>Determines what value is used to rank each object. For example, rank the selected objects by their Unit Cost or Annualized Cost per Area.</td>
</tr>
<tr>
<td><strong>Topmost Cost Center or Topmost Place</strong></td>
<td>The report will be limited to just the data that falls under the selected node in the Accounts or Buildings and Meters tree.</td>
</tr>
<tr>
<td><strong>Value Analyzed for Outliers</strong></td>
<td>Select from cost, use, or demand values.</td>
</tr>
<tr>
<td><strong>Value Displayed</strong></td>
<td>Determines what data is displayed. (use, cost, unit cost, etc.)</td>
</tr>
<tr>
<td><strong>Variance % from 1st Year selected</strong></td>
<td>Highlights values in the report based on your criteria enabling you to quickly spot outliers.</td>
</tr>
<tr>
<td><strong>Variance % from prior year</strong></td>
<td>Highlights values in the report based on your criteria enabling you to quickly spot outliers.</td>
</tr>
</tbody>
</table>