

Accounting Report Guide

EnergyCAP's most popular energy accounting reports.



Table of contents

Report-41 // Bill and Batch Spreadsheet (Excel only)	1
Report-17 // Missing and Overlapping Bills by Meter	2
Report-34 // Anticipated Bills Not Yet Processed (Excel only)	3
Report-11 // Bill Transfer Format (Excel only)	4
Report-27 // Bill Flags	5
Report-13 // Bill Analysis	6
Report-18 // Bill Line Item Report	7
Report-09 // Bill PDF	8
Report-26 // Use and Cost Summary	9
Report-20 // Estimated Accruals by Commodity	10
Report-38 // Detailed Bill List by Meter	11



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 -	GOV-0001	Mall Complex	GEN_SRVC_304		202001 PEPCO	PEPCO	1/1/2020	2/1/2020	7,979.44	12/21/2019	ECI
				Bills Created:	1				Cost Total:		
									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		202001 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	PEPCO	1/7/2020	2/4/2020	8,732.64	1/23/2020	Chris
231 South Eaton	GOV-55021936970SPV	Research Station	ENV_SRVC_203		202001 SolarCity	SOLARCITY	1/7/2020	2/4/2020	1,680.58	1/23/2020	Chris
				Bills Created:	2				Cost Total:		
									10,413.22		
Batch Code: 20170203-											
Include Filter: Steam Plant											
Steam Plant - NG - 01	498567-1574	Steam Plant -	Z_CAMPUS-		202001 Central Penn Gas	CENTRAL_PENN	1/1/2020	2/1/2020	297,521.55	2/3/2020	ECI -
Steam Plant - NG - 02	498567-3481	Steam Plant -	Z_CAMPUS-		202001 Central Penn Gas	CENTRAL_PENN	1/1/2020	2/1/2020	9,059.20	2/3/2020	ECI -
Steam Plant - ELE - 01	65409234-23	Steam Plant -	Z_CAMPUS-		202001 Wellsboro Electric	WELLSBORO_ELE	1/1/2020	2/1/2020	275.40	2/3/2020	ECI -
Steam Plant - REF - 01	R-04874653	Steam Plant -	Z_CAMPUS-		202001 Borough of	BOROUGH	1/1/2020	2/1/2020	1,524.17	2/3/2020	ECI -
Steam Plant - SEW -	S-00074123	Steam Plant -	Z_CAMPUS-		202001 Borough of	BOROUGH	1/1/2020	2/1/2020	1,077.07	2/3/2020	ECI -
Steam Plant - Fixed	STEAM_PLANT_FIXED	Steam Plant -	Z_CAMPUS-		202001 Wellsboro University	WELLSBORO_UNI	1/1/2020	2/1/2020	9,500.00	2/3/2020	ECI -
Steam Plant - WTR -	W-00013849	Steam Plant -	Z_CAMPUS-		202001 Borough of	BOROUGH	1/1/2020	2/1/2020	12,963.53	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 -	GOV-1300001400002	HR Center	GEN_SRVC_303		202001 City Water	CITYWATER	1/4/2020	1/26/2020	314.25	3/1/2020	ECI
20000 AIRCRAFT DR -	GOV-4617001400001	Capitol Complex	GEN_SRVC_301		202001 City Water	CITYWATER	1/4/2020	1/26/2020	292.42	3/1/2020	ECI
				Bills Created:	3				Cost Total:		
									935.48		
Batch Code: Steam Bills											
Include Filter											
1301 SEVEN LOCKS	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 Total:		
									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

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.



Bill ID	Invoice Number	Billing Period	Start Date	End Date	# Days	Statement Date	Due Date	Cost
28031	519784401	202009	9/8/2020	10/7/2020	29	10/10/2020	10/28/2020	\$102.33
Flag Type: Facility Management Flag Status: Unresolved Assigned to: Cost Recovery: 0.00 09/08/2020 09:23 AM ECI Bill flagged as Facility Management • I								
Account: 20000 AIRCRAFT DR - OIL2 [GOV-18387N-3] 20000 AIRCRAFT DR, Germantown, MD 20874 Vendor: East River Energy [ERE]								
Bill ID	Billing Period	Start Date	End Date	# Days	Cost			
33141	201910	10/3/2019	10/4/2019	1	\$2,771.10			
Flag Type: Audit Exception Flag Status: Resolved Assigned to: Cost Recovery: 0.00 07/07/2020 04:39 PM ECI Flag resolved • irregular delivery 07/07/2020 04:38 PM SYSTEM Bill flagged as Audit Exception • Gap of one or more days between this bill and the preceding bill								
Account: 20000 AIRCRAFT DR_DIST - ELE [GOV-3758002008] 20000 AIRCRAFT DR, Germantown, MD 20874 Vendor: Direct Energy [DIRECTENERGY]								
Bill ID	Billing Period	Start Date	End Date	# Days	Cost			
33190	202010	10/9/2020	11/23/2020	45	\$5,500.00			
Flag Type: Audit Exception Flag Status: Resolved Assigned to: Chris Underwood Cost Recovery: 0.00 07/16/2020 11:30 AM ECI Flag resolved • It's Ok. 07/16/2020 11:29 AM ECI Assignees changed to Chris Underwood • take a look at this bill. 07/16/2020 11:29 AM SYSTEM Bill flagged as Audit Exception • Bill is significantly shorter or longer than previous 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**.



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

- Do you want to include only **Active Accounts**?
- Include only **Not Void** bills?
- Set the **Number of Years in Chart**.
- Select what bills are included with the filter **Outlier Analysis Sensitivity**.
- 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

- Set the **Billing Period**, **Batch**, or **Entry Date**.
- 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

ENERGYCAP EnergyCAP DEMO								Report-18 - Bill Line Item Report		
Account Code	Meter Code	Cost Center Code	Vendor Code	Start Date	End Date	Billing Period	Caption	Value	Cost	
Charge										
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Infrat Invest	421 USDOLLARS	\$420.67	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Water Use Charges	1,266 USDOLLARS	\$1,265.55	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Sewer Use Charges	1,835 USDOLLARS	\$1,835.49	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Infrat Invest	421 USDOLLARS	\$420.67	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Water Use Charges	1,421 USDOLLARS	\$1,421.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Sewer Use Charges	2,062 USDOLLARS	\$2,061.92	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Infrat Invest	421 USDOLLARS	\$420.67	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Water Use Charges	1,573 USDOLLARS	\$1,573.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Sewer Use Charges	2,281 USDOLLARS	\$2,281.40	
GOV-55021936970	GOV-BUILDING_J-ELE01	ENV_SRVC_203	PEPCO	1/7/20	02/04/20	202001	Misc Charges	644 USDOLLARS	\$644.21	
GOV-55021936970	GOV-BUILDING_J-ELE01	ENV_SRVC_203	PEPCO	2/4/20	03/06/20	202002	Misc Charges	818 USDOLLARS	\$818.15	
GOV-55021936970	GOV-BUILDING_J-ELE01	ENV_SRVC_203	PEPCO	3/6/20	04/06/20	202003	Misc Charges	781 USDOLLARS	\$781.25	
Total Record: 12	Group Sub Totals:							13,944	\$13,943.98	
Fee										
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Late Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Restoration Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Connection Fee	12 USDOLLARS	\$12.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Maintenance Fee	151 USDOLLARS	\$150.67	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Connection Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Late Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Restoration Fee	12 USDOLLARS	\$12.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Maintenance Fee	151 USDOLLARS	\$150.67	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Late Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Restoration Fee	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Connection Fee	12 USDOLLARS	\$12.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Maintenance Fee	151 USDOLLARS	\$150.67	
Total Record: 12	Group Sub Totals:							488	\$488.01	
Info_Cost										
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Balance Forwarded	0 USDOLLARS	\$0.00	
GOV-2341246	GOV-BUILDING_J-WS01	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Current Charges	3,684 USDOLLARS	\$3,684.38	

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.

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?



Vendor: **Washington Gas [WASHINGTONGAS]** Bill: **27020**
 Account: **LA Mall Master - NG01 [PROP-2772491516]** Original Bill Image
 **, Baltimore, MD 21218 05/13/2020 - 06/14/2020 (32 days)
 Pay Amount: \$ 747.47

approved	exported to AP	exported to GL	vendor bill
May 2020	20161209-UPDATE		
Billing Period	Batch		
07 2016	06/17/2020	07/11/2020	sample
Accounting period	Statement date	Due date	Control code
Created	12/09/2019 by ECI by Automatic	AP Export	12/21/2016 1:50:03 P12 by ECI
Batch Closed	12/15/2016	GL Export	12/21/2016 1:52:58 P12 by ECI
Approved	Automatic		

Meter: **LA Mall Master - NG01 [PROP-LA_MALL_MASTER-NG01]**
 Commodity: **Natural Gas**
 Building: **z Los Angeles Vendor Bills [Z_PROP-LA_VENDOR_BILLS]**
 SW-Building, G-NG01
 Serial Number Rate Schedule

Commodity Charge	\$ 12.54
Sales Tax - Commodity	\$ 0.00
Surcharge	\$ 137.28
System Charge	\$ 36.25
EmPOWER Surcharge	\$ 0.24
STRIDE Surcharge	\$ 12.29
Distribution Charge	788.6 THERM \$ 270.18
Commodity	788.6 THERM \$ 278.69
Meter Subtotal	788.6 THERM \$0.948/THER \$ 747.47

Page 1 9/10/2020 8:29 AM ENERGYCAP

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**.

Other filters to consider

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

\$ 11,267,042.22 / 5,919 bills

Billing Period ↓	Account Number ↑
<input type="checkbox"/> Oct 2021	0003 24195-801206
<input type="checkbox"/> Sep 2021	View Generated PDF 12/16
<input type="checkbox"/> Aug 2021	0003 24195-801206



ENERGYCAP EnergyCAP DEMO Report-26 - Use and Cost Summary

Use and Cost Summary by Meter and Building

HR Center - ELE01 (GOV-BUILDING-E-ELE01)								
Electric	***							
Commodity	Primary Use							
NE-Building-E-ELE01	***							
Report ID	***							
Building	#Days	Use	UOM	Demand	UOM	Cost	Cost/Day	Cost/Unit
HR Center (GEN_SRVC_303)	180	232,480.00	kWh			\$27,950	\$155.28	\$0.120
Meter Total	180	232,480.00	kWh			\$27,950	\$155.28	\$0.120
HR Center - ELE02 (GOV-BUILDING-E-ELE02)								
Electric	***							
Commodity	Primary Use				Baltimore, MD, US 21202			
Report ID	***							
Building	#Days	Use	UOM	Demand	UOM	Cost	Cost/Day	Cost/Unit
HR Center (GEN_SRVC_303)	180	232,480.00	kWh			\$27,950	\$155.28	\$0.120
Meter Total	180	232,480.00	kWh			\$27,950	\$155.28	\$0.120
HR Center - WS01 (GOV-BUILDING-E-WS01)								
Water & Sewer	***							
Commodity	Primary Use							
NE-Building-E-WS01	***							
Report ID	***							
Building	#Days	Use	UOM	Demand	UOM	Cost	Cost/Day	Cost/Unit
HR Center (GEN_SRVC_303)	166	956.00	Kgal			\$17,485	\$105.33	\$18.289
Meter Total	166	956.00	Kgal			\$17,485	\$105.33	\$18.289
Report Totals						\$73,385		

Page 1 9/9/2020 6:24 PM ENERGYCAP

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.

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.



Place Code	Accrual End Date	Estimated Accrual \$
Commodity: Electric		
[BILL_CAPTURE] Bill CAPture Examples	1/18/2020	\$10,918.89
	Total Electric Accruals:	\$10,918.89
Commodity: Natural Gas		
[BILL_CAPTURE] Bill CAPture Examples	1/18/2020	\$253.25
	Total Natural Gas Accruals:	\$253.25
Commodity: Sewer		
[BILL_CAPTURE] Bill CAPture Examples	1/18/2020	\$492.92
	Total Sewer Accruals:	\$492.92
Commodity: Storm Drainage		
[BILL_CAPTURE] Bill CAPture Examples	1/18/2020	\$452.47
	Total Storm Drainage Accruals:	\$452.47
Commodity: Water		
[BILL_CAPTURE] Bill CAPture Examples	1/18/2020	\$390.96
	Total Water Accruals:	\$390.96
	Grand Total Accruals:	\$12,508.50

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.

Other filters to consider

1. 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

ENERGYCAP EnergyCAP DEMO		Report-38 - Detailed Bill List by Meter						
Monthly bills grouped by Building								
Classroom Building [CLASSROOM]								
---	60,000 SqFt	227 Nichols Street						
Primary Use	Floor Area	Wellsboro, PA, US 16901						
Building	01/01/1965	Address						
Place Type	Build Date							
Meter	Commodity	Rate	Billing Period	Days	Use	Demand	Unit Cost	Cost
Classroom Building - ELE - 01	Electric	ELE_INTERNAL	Jan-2019	31	22,374.0 kWh		\$0.127	\$2,851.59
Classroom Building - ELE - 01	Electric	ELE_INTERNAL	Feb-2019	28	21,745.0 kWh		\$0.127	\$2,764.38
Classroom Building - ELE - 01	Electric	ELE_INTERNAL	Mar-2019	31	24,808.0 kWh		\$0.128	\$3,174.98
Classroom Building - ELE - 01	Electric	ELE_INTERNAL	Apr-2019	30	23,383.0 kWh		\$0.128	\$3,003.78
Classroom Building - ELE - 01	Electric	ELE_INTERNAL	May-2019	31	26,076.0 kWh		\$0.128	\$3,339.38
Classroom Building - NG - 01	Natural Gas	NG_INTERNAL	Jan-2019	31	2,785.0 THERM		\$1.701	\$4,737.29
Classroom Building - NG - 01	Natural Gas	NG_INTERNAL	Feb-2019	28	2,583.0 THERM		\$0.897	\$2,316.02
Classroom Building - NG - 01	Natural Gas	NG_INTERNAL	Mar-2019	31	2,222.0 THERM		\$1.698	\$3,771.90
Classroom Building - NG - 01	Natural Gas	NG_INTERNAL	Apr-2019	30	1,766.0 THERM		\$0.805	\$1,421.89
Classroom Building - NG - 01	Natural Gas	NG_INTERNAL	May-2019	31	1,212.0 THERM		\$0.804	\$974.27
Classroom Building - STM - 01	Steam	STM_INTERNAL	Jan-2019	31	19,053.7 klb		\$4.582	\$87,313.09
Classroom Building - STM - 01	Steam	STM_INTERNAL	Feb-2019	28	15,921.1 klb		\$4.863	\$77,418.50
Classroom Building - STM - 01	Steam	STM_INTERNAL	Mar-2019	31	9,331.1 klb		\$4.976	\$46,432.07
Classroom Building - STM - 01	Steam	STM_INTERNAL	Apr-2019	30	7,578.7 klb		\$5.735	\$43,465.07
Classroom Building - STM - 01	Steam	STM_INTERNAL	May-2019	31	6,783.8 klb		\$5.532	\$37,524.93
Classroom Building - WS - 01	Water & Sewe	WS_INTERNAL	Jan-2019	31	67,650.0 Gal		\$0.024	\$1,629.60
Classroom Building - WS - 01	Water & Sewe	WS_INTERNAL	Feb-2019	28	53,625.0 Gal		\$0.024	\$1,293.00
Classroom Building - WS - 01	Water & Sewe	WS_INTERNAL	Mar-2019	31	80,575.0 Gal		\$0.024	\$1,939.80
Classroom Building - WS - 01	Water & Sewe	WS_INTERNAL	Apr-2019	30	54,175.0 Gal		\$0.024	\$1,306.20
Classroom Building - WS - 01	Water & Sewe	WS_INTERNAL	May-2019	31	52,525.0 Gal		\$0.024	\$1,266.60
Building Totals					68,929.3 MMBtu			\$327,944.34
Report Totals					68,929.3 MMBtu			\$327,944.34

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	<p>The default is Active. Select Inactive if you are running historical reports to get billing information for accounts that are no longer active.</p> <p>Remove the filter to have all utility bill information included for both active and inactive accounts.</p>
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	<p>This filter allows you to run three types of reports:</p> <p>From External Vendor: Only bills from external vendors.</p> <p>From Internal Chargeback: Only bills created within EnergyCAP using the chargeback processor.</p> <p>Filter not used: Includes all bills (both internal and external).</p> <p>When Chargebacks are implemented, pair this filter with Topmost Place to avoid double counting utility bill data.</p>
Billing Period	<p>Define the reporting period for the displayed data.</p> <p>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.</p>
Bill is Void	<p>The default is <i>Not Void</i>. Allows you to focus on valid bills.</p> <p>For example, select <i>Void</i> if you want to see how often your vendor is correcting bills.</p>
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	<p>Actual: Actual billing data, useful when comparing use and/or cost per area.</p> <p>Calendarized: Consistently compare months from year to year.</p> <p>Normalized: Apply the same weather to all bills to compare energy use from year to year. (See Help for more extensive explanation.)</p>
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 <i>NO</i> , meaning the report is all meter related costs. Select <i>YES</i> 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.