ENERGYCAP

Accounting
Report Guide

UtilityManagement's most popular energy accounting reports.
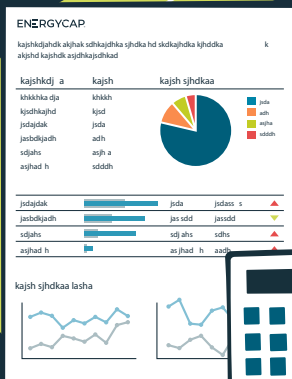
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Report-41—Bill and Batch Spreadsheet (Excel only)

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 -	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- University: 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	12,863.53	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 -	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 Update											
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. You can group the report by batch code, entered by, cost center, vendor, or entry date. The Include filters let you add additional columns to your spreadsheet.

Notes

• You can download bills from any bill list with the **Actions** menu.

Set your filters

1. Decide how to **Group by**.
2. Set a **Date range**, **Batch**, **Entry date**, or another scope-limiting filter.

Other filters to consider

1. Do you want to include only **Active accounts**?
2. Include or not include **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.

Recommended use

An Excel report that helps you identify gaps between existing bills and overlapping bills 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** (the last 12 months).

2. **Only include billing periods with missing days** 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)

Account Code	Account	Account Service State	Cost Center Code	Cost Center	Vendor Code	Vendor	Last bill end date	Bill entered on	Days from end to entry	Last bill due date	Last bill(s) cost	Avg bill length	Anticipated end date	Allowable processing days	Anticipated entry date	Days past anticipated entry
GOV-18387N-3	20000 AIRCRAFT DR	MD	GEN_SRVC_301	Capitol Complex	ERE	East River Energy	10/4/2019	7/7/2019	(89)		$2,771.10	49	11/22/2019	10	12/2/2019	291
0000063957	2525 13th Shared -	PA	CAPTURE_SERVICES	EnergyCAP CAPture	CITYWATER	City Water	11/9/2019	8/4/2019	(97)	11/30/2019	$553.63	29	12/29/2019	10	12/18/2019	275
PROP-110 083	110 083 995 156 V	NV	PROP-VACANT	Vacant Properties	POTOMACEDISON	Potomac Edison	2/27/2019	2/3/2020	341		$23.65	16	3/15/2019	10	3/25/2019	543
53-8579215-2	2525 13th Shared -	PA	CAPTURE_SERVICES	EnergyCAP CAPture	XCELENERGY	Xcel Energy	11/7/2019	8/4/2019	(95)	11/30/2019	$4,883.22	31	12/31/2019	10	12/18/2019	275
GOV-2341246	231 South Eaton	MD	ENV_SRVC_203	Research Station	WASHINGTONSSC	Washington	10/7/2019	2/3/2020	(247)	10/5/2020	$3,491.66	29	11/5/2020	10	11/15/2020	33
CAMPUS-	NW-Central Campus	MD	Z_CAMPUS-	z_Vendor Sources	PEPCO	PEPCO	10/6/2020	2/7/2020	(242)	10/6/2020	$10,543.41	30	11/5/2020	10	11/15/2020	33
GOV-	8532 ANNIVERSARY	MD	GEN_SRVC_303	HR Center	CITYWATER	City Water	10/3/2020	3/1/2020	(216)		$230.59	33	11/5/2020	10	11/15/2020	33
MFG-110 083 995	1400 Highway 101 S	SC	PLANT-GREER	Greer	POTOMACEDISON	Potomac Edison	10/9/2020	2/3/2020	(249)	10/5/2020	$10,425.48	45	11/23/2020	10	12/3/2020	15
GOV-	231 South Eaton	MD	ENV_SRVC_203	Research Station	PEPCO	PEPCO	10/6/2020	2/3/2020	(246)		$10,543.41	29	11/4/2020	10	11/14/2020	34
GOV-	20000 AIRCRAFT DR	MD	GEN_SRVC_301	Capitol Complex	CITYWATER	City Water	10/3/2020	3/1/2020	(216)		$222.70	28	10/31/2020	10	11/10/2020	38
GOV-110 083 995	4420 LOCH RAVEN	MD	POLICE-402	Communications	POTOMACEDISON	Potomac Edison	10/9/2020	2/3/2020	(249)		$10,425.48	31	11/9/2020	10	11/19/2020	29
PROP-110 084	6028 Crystal	NV	PROP-BUILDING_I	Tenant - Building I	POTOMACEDISON	Potomac Edison	10/15/2020	2/3/2020	(255)	10/7/2020	$7,128.37	45	11/29/2020	10	12/9/2020	9
GOV-	231 South Eaton	MD	ENV_SRVC_203	Research Station	SOLARCITY	SolarCity	10/6/2020	2/3/2020	(246)		$2,099.80	41	11/16/2020	10	11/26/2020	22
GOV-3758002008	20000 AIRCRAFT	MD	GEN_SRVC_301	Capitol Complex	PECO	PECO	10/9/2020	2/3/2020	(249)	11/2/2020	$5,504.38	40	11/18/2020	10	11/28/2020	20
PROP-	4201 S Decatur Blvd -	NV	PROP-BUILDING_J	Tenant - Building J	PEPCO	PEPCO	10/6/2020	2/3/2020	(246)	10/6/2020	$12,507.40	29	11/4/2020	10	11/14/2020	34
GOV-3139302008	8532	MD	GEN_SRVC_303	HR Center	DIRECTENERGY	Direct Energy	10/9/2020	2/3/2020	(249)		$44,455.87	30	11/8/2020	10	11/18/2020	30
GOV-2772491516	4420 LOCH RAVEN	MD	POLICE-402	Communications	WASHINGTONGA	Washington Gas	10/13/2020	2/3/2020	(253)	10/10/2020	$393.60	30	11/12/2020	10	11/22/2020	26
GOV-	414 Water Street -	MD	GEN_SRVC_305	Superior Court	PEPCO	PEPCO	10/8/2020	2/3/2020	(248)	10/6/2020	$2,485.13	29	11/6/2020	10	11/16/2020	32
PROP-110 083	110 083 995 156 V	NV	PROP-VACANT	Vacant Properties	POTOMACEDISON	Potomac Edison	2/27/2019	2/3/2020	341		$23.65	16	3/15/2019	10	3/25/2019	543
MFG-2761919105	618 Wright Street -	PA	MFG-BUILDING_D	PA Warehouse	WASHINGTONGA	Washington Gas	10/9/2020	2/3/2020	(249)	10/4/2020	$469.25	33	11/11/2020	10	11/21/2020	27
53-8579215-2	2525 13th Shared -	PA	CAPTURE_SERVICES	EnergyCAP CAPture	XCELENERGY	Xcel Energy	11/7/2019	8/4/2019	(95)		$4,883.22	31	12/8/2019	10	12/18/2019	275
PROP-110 083	LA Mall Master -	MD	Z_PROP-	z_Los Angeles	POTOMACEDISON	Potomac Edison	10/9/2020	2/3/2020	(249)	10/5/2020	$10,425.48	29	11/7/2020	10	11/17/2020	31
MFG-2693590024	441 Masters Blvd -	SC	PLANT-ANDERSON	Anderson	WASHINGTONGA	Washington Gas	10/9/2020	2/3/2020	(249)	10/4/2020	$43.61	30	11/8/2020	10	11/18/2020	30
GOV-2761919105	5807 Harford Road -	MD	GEN_SRVC_304	Mall Complex	WASHINGTONGA	Washington Gas	10/9/2020	2/3/2020	(249)	10/4/2020	$469.25	32	11/10/2020	10	11/20/2020	28
GOV-	1301 SEVEN LOCKS	MD	GEN_SRVC_302	Central Services	CITYWATER	City Water	10/3/2020	3/1/2020	(216)		$235.85	33	11/5/2020	10	11/15/2020	33
GOV-2772486607	525 HURLEY AV - NG	MD	ENV_SRVC_201	Equipment Shed	WASHINGTONGA	Washington Gas	10/13/2020	2/3/2020	(253)	10/10/2020	$286.13	30	11/12/2020	10	11/22/2020	26
53-8579215-4	53-8579215-4	PA	AP	AP	XCELENERGY	Xcel Energy	10/7/2020	12/29/2019	(283)	10/28/2020	$102.33	29	11/5/2020	10	11/15/2020	0
MFG-	1231 Shop Rd - ELE	SC	MFG-BUILDING_E	SC Warehouse	PEPCO	PEPCO	10/8/2020	2/3/2020	(248)	10/6/2020	$2,485.13	29	11/6/2020	10	11/16/2020	0
PROP-2693590024	SW-Common Area -	MD	Z_PROP-	z_Las Vegas Vendor	WASHINGTONGA	Washington Gas	10/9/2020	2/3/2020	(249)	10/4/2020	$43.61	29	11/7/2020	10	11/17/2020	0
PROP-2597703509	5250 Stewart Ave -	NV	PROP-BUILDING_H	Tenant - Building H	WASHINGTONGA	Washington Gas	9/30/2020	2/3/2020	(240)	9/26/2020	$162.47	30	10/30/2020	10	11/9/2020	0
53-8579215-3	53-8579215-3	PA	AP	AP	XCELENERGY	Xcel Energy	10/7/2020	12/29/2019	(283)	10/28/2020	$4,862.94	29	11/5/2020	10	11/15/2020	0
GOV-	NE-55017977138	MD	GEN_SRVC_305	Superior Court	PEPCO	PEPCO	10/8/2020	2/17/2020	(234)	10/6/2020	$2,485.13	29	11/6/2020	10	11/16/2020	0
PROP-	2772491516 V	NV	PROP-VACANT	Vacant Properties	WASHINGTONGA	Washington Gas	2/27/2019	2/3/2020	341		$25.92	16	3/15/2019	10	3/25/2019	543
PROP-2600795120	4201 S Decatur Blvd -	NV	PROP-BUILDING_J	Tenant - Building J	WASHINGTONGA	Washington Gas	10/5/2020	2/3/2020	(245)		$3,875.86	30	11/4/2020	10	11/14/2020	0
GOV-3135400506	Government Master-	MD	Z_GOV-	z_Vendor Master	PECO	PECO	10/6/2020	2/3/2020	(246)	11/2/2020	$17,899.54	31	11/6/2020	10	11/16/2020	0
GOV-2600795120	231 South Eaton	MD	ENV_SRVC_203	Research Station	WASHINGTONGA	Washington Gas	10/5/2020	2/3/2020	(245)	9/28/2020	$3,875.86	30	11/4/2020	10	11/14/2020	0
GOV-3135400506	Government Master-	MD	Z_GOV-	z_Vendor Master	DIRECTENERGY	Direct Energy	10/6/2020	2/3/2020	(246)		$120,998.71	31	11/6/2020	10	11/16/2020	0
CAMPUS-2341246	Central Campus	MD	Z_CAMPUS-	z_Vendor Sources	WASHINGTONSSC	Washington	10/7/2020	2/7/2020	(243)	10/5/2020	$3,491.66	29	11/5/2020	10	11/15/2020	0
MFG-2772491516	1400 Highway 101 S	SC	PLANT-GREER	Greer	WASHINGTONGA	Washington Gas	10/13/2020	2/3/2020	(253)	10/10/2020	$393.60	30	11/12/2020	10	11/22/2020	0
CAMPUS-	Central Campus	MD	Z_CAMPUS-	z_Vendor Sources	WASHINGTONGA	Washington Gas	10/13/2020	2/3/2020	(253)	10/10/2020	$393.60	30	11/12/2020	10	11/14/2020	0
GOV-18387N-3	20000 AIRCRAFT DR	MD	GEN_SRVC_301	Capitol Complex	ERE	East River Energy	10/4/2019	7/7/2019	(89)		$2,771.10	49	11/22/2019	10	12/2/2019	291
0000063957	2525 13th Shared -	PA	CAPTURE_SERVICES	EnergyCAP CAPture	CITYWATER	City Water	11/9/2019	8/4/2019	(97)	11/30/2019	$553.63	29	12/8/2019	10	12/18/2019	275
GOV-4826523897	20000 AIRCRAFT DR	MD	GEN_SRVC_301	Capitol Complex	PGW	PGW	10/15/2020	2/3/2020	(255)		$20.46	30	11/14/2020	10	11/24/2020	0
										Total Cost:	$313,026.61					
										# of Accounts	43					

Recommended use

Helps you 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 account if no bills since** date to exclude any inactive or old accounts.

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.

Report-11—Bill Transfer Format (Excel only)

Place Code	Meter Code	Commodity Code	Account Code	Vendor Code	C Ctr Code	Bill ID	Billing Period	Rate Code	Start Date	End Date	Days	Native Use	Cost	Bill Demand	Common Use	Pay Amount	Estimated/ Actual	Transmission Demand	Unit Info	Distribution Demand	Unit Info
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28020	2018	SG	4/8/2018	5/9/2018	31	48200.0	$5,348.08	183	48200.0	$5,348.08	A			183.00	kW
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28020	2018	SG	4/8/2018	5/9/2018	31	48200.0	$5,348.08	183	48200.0	$5,348.08	A	183.00	kW		
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28018	2018	SG	3/14/2018	4/8/2018	25	47600.0	$5,070.13	211	47600.0	$5,070.13	A			176.00	kW
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28018	2018	SG	3/14/2018	4/8/2018	25	47600.0	$5,070.13	211	47600.0	$5,070.13	A	176.00	kW		
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28016	2018	SG	2/10/2018	3/14/2018	32	46800.0	$5,246.08	186	46800.0	$5,246.08	A			189.00	kW
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28016	2018	SG	2/10/2018	3/14/2018	32	46800.0	$5,246.08	186	46800.0	$5,246.08	A	189.00	kW		
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28014	2018	SG	1/12/2018	2/10/2018	29	60800.0	$6,356.97	222	60800.0	$6,471.75	A			222.00	kW
405	AP-ELE01	ELECTRIC	53-	XCELENER	AP	28014	2018	SG	1/12/2018	2/10/2018	29	60800.0	$6,356.97	222	60800.0	$6,471.75	A	222.00	kW		
405	AP-NG01	NATURALGA	53-	XCELENER	AP	28021	2018	CSG	4/8/2018	5/9/2018	31	134.0	$97.00		134.0	$97.00	A				
405	AP-NG01	NATURALGA	53-	XCELENER	AP	28019	2018	CSG	3/14/2018	4/8/2018	25	161.0	$117.00		161.0	$117.00	A				
405	AP-NG01	NATURALGA	53-	XCELENER	AP	28017	2018	CSG	2/10/2018	3/14/2018	32	159.0	$119.04		159.0	$119.04	A				
405	AP-NG01	NATURALGA	53-	XCELENER	AP	28015	2018	CSG	1/12/2018	2/10/2018	29	272.0	$175.02		272.0	$175.02	A				
LA_MALL_	SW-	ELECTRIC	SW-110	POTOMAC	LA_MAL	26486	2018	PE-GSG2D	4/12/2018	5/11/2018	29	79920.0	$8,886.94		79920.0	$8,886.94	E				
LA_MALL_	SW-	ELECTRIC	SW-110	POTOMAC	LA_MAL	26485	2018	PE-GSG2D	3/11/2018	4/12/2018	32	75991.0	$8,450.27		75991.0	$8,450.27	A				
LA_MALL_	SW-	ELECTRIC	SW-110	POTOMAC	LA_MAL	26484	2018	PE-GSG2D	2/10/2018	3/11/2018	29	71148.0	$7,966.02		71148.0	$7,966.02	A				
LA_MALL_	SW-	ELECTRIC	SW-110	POTOMAC	LA_MAL	26483	2018	PE-GSG2D	1/11/2018	2/10/2018	30	67126.0	$7,378.51		67126.0	$7,378.51	A				
LA_MALL_	SW-	NATURALGA	SW-	WASHINGT	LA_MAL	27019	2018	COMM AND	4/14/2018	5/13/2018	29	1172.0	$952.50		1172.0	$952.50	A				
LA_MALL_	SW-	NATURALGA	SW-	WASHINGT	LA_MAL	27018	2018	COMM AND	3/16/2018	4/14/2018	29	1470.0	$1,247.75		1470.0	$1,247.75	A				
LA_MALL_	SW-	NATURALGA	SW-	WASHINGT	LA_MAL	27017	2018	COMM AND	2/16/2018	3/16/2018	28	1492.0	$1,363.74		1492.0	$1,363.74	A				
LA_MALL_	SW-	NATURALGA	SW-	WASHINGT	LA_MAL	27016	2018	COMM AND	1/15/2018	2/16/2018	32	4070.0	$3,598.35		4070.0	$3,598.35	A				
LA_MALL_	SW-	WATERSEWE	SW-	WASHINGT	LA_MAL	27513	2018	WATER	3/24/2018	4/25/2018	32	57000.0	$1,004.41		57.0	$1,004.41	A				
LA_MALL_	SW-	WATERSEWE	SW-	WASHINGT	LA_MAL	27512	2018	WATER	2/25/2018	3/24/2018	27	45000.0	$798.85		45.0	$798.85	A				
LA_MALL_	SW-	WATERSEWE	SW-	WASHINGT	LA_MAL	27511	2018	WATER	2/4/2018	2/25/2018	21	30000.0	$541.90		30.0	$541.90	A				
LA_MALL_	SW-	WATERSEWE	SW-	WASHINGT	LA_MAL	27510	2018	WATER	12/24/2017	2/4/2018	42	45000.0	$798.85		45.0	$798.85	A				
LV_VEND	SW-	ELECTRIC	SW-	PEPCO	LV_VEN	27749	2018	PEPCO-	3/29/2018	4/29/2018	31	867.0	$95.20		867.0	$95.20	A				
LV_VEND	SW-	ELECTRIC	SW-	PEPCO	LV_VEN	27748	2018	PEPCO-	2/28/2018	3/29/2058	29	832.0	$91.56		832.0	$91.56	A				
LV_VEND	SW-	ELECTRIC	SW-	PEPCO	LV_VEN	27747	2018	PEPCO-	1/29/2018	2/28/2018	30	948.0	$103.19		948.0	$103.19	A				
LV_VEND	SW-	ELECTRIC	SW-	PEPCO	LV_VEN	27746	2018	PEPCO-	12/31/2017	1/29/2018	29	910.0	$117.79		910.0	$117.79	A				
LV_VEND	SW-	NATURALGA	SW-	WASHINGT	LV_VEN	26880	2018	COMM AND	4/12/2018	5/11/2018	29	79.0	$90.39		79.0	$90.39	A				
LV_VEND	SW-	NATURALGA	SW-	WASHINGT	LV_VEN	26879	2018	COMM AND	3/14/2018	4/12/2018	29	144.0	$155.71		144.0	$155.71	A				
LV_VEND	SW-	NATURALGA	SW-	WASHINGT	LV_VEN	26878	2018	COMM AND	2/11/2018	3/14/2018	31	251.0	$273.37		251.0	$273.37	A				
LV_VEND	SW-	NATURALGA	SW-	WASHINGT	LV_VEN	26877	2018	COMM AND	1/13/2018	2/11/2018	29	309.0	$334.57		309.0	$334.57	A				
LV_VEND	SW-	WATERSEWE	SW-0304-	CITYWATE	LV_VEN	28207	2018	5/8 Meter	1/6/2018	4/8/2018	92	109.0	$1,722.17		109.0	$1,722.17	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21770	2018	PEPCO-	4/21/2018	5/20/2018	29	16400.0	$2,077.61		16400.0	$2,077.61	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21769	2018	PEPCO-	3/21/2018	4/21/2018	31	17920.0	$2,261.94		17920.0	$2,261.94	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21768	2018	PEPCO-	2/19/2018	3/21/2018	30	17760.0	$2,209.16		17760.0	$2,209.16	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21767	2018	PEPCO-	1/22/2018	2/19/2018	28	15280.0	$1,911.50		15280.0	$1,911.50	A				
MID-	MID-	NATURALGA	MID-	WASHINGT	MID-	21137	2018	COMM AND	4/12/2018	5/11/2018	29	712.0	$616.95		712.0	$616.95	A				
MID-	MID-	NATURALGA	MID-	WASHINGT	MID-	21136	2018	COMM AND	3/14/2018	4/12/2018	29	1043.0	$913.46		1043.0	$913.46	A				
MID-	MID-	NATURALGA	MID-	WASHINGT	MID-	21135	2018	COMM AND	2/11/2018	3/14/2018	31	1622.0	$1,473.68		1622.0	$1,473.68	A				
MID-	MID-	NATURALGA	MID-	WASHINGT	MID-	21134	2018	COMM AND	1/13/2018	2/11/2018	29	1866.0	$1,701.98		1866.0	$1,701.98	A				
MID-	MID-	WATERSEWE	MID-	WASHINGT	MID-	21529	2018	WATER	3/4/2018	6/6/2018	94	153000.0	$2,704.89		153.0	$2,704.89	A				
MID-	MID-	WATERSEWE	MID-	WASHINGT	MID-	21528	2018	WATER	12/11/2017	3/4/2018	83	87000.0	$1,574.31		87.0	$1,574.31	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21827	2018	PEPCO-	4/8/2018	5/9/2018	31	28320.0	$3,379.36		28320.0	$3,379.36	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21826	2018	PEPCO-	3/8/2018	4/8/2018	31	33440.0	$3,939.71		33440.0	$3,939.71	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21825	2018	PEPCO-	2/6/2018	3/8/2018	30	60320.0	$6,906.23		60320.0	$6,906.23	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21824	2018	PEPCO-	1/9/2018	2/6/2018	28	54720.0	$6,318.52		54720.0	$6,318.52	A				
MID-	MID-	WATERSEWE	MID-	WASHINGT	MID-	20907	2018	WATER	2/26/2018	4/29/2018	62	319000.0	$6,207.88		319.0	$6,207.88	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21864	2018	PEPCO-	3/29/2018	4/29/2018	31	867.0	$95.20		867.0	$95.20	A				
MID-	MID-	ELECTRIC	MID-	PEPCO	MID-	21863	2018	PEPCO-	2/28/2018	3/29/2018	29	832.0	$91.56		832.0	$91.56	A				

Recommended use

Export detailed bill data to an Excel file. Minimal formatting lets you easily transform the data. This file is not formatted in the UtilityManagement 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**.

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?

Report-27—Bill Flags

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.
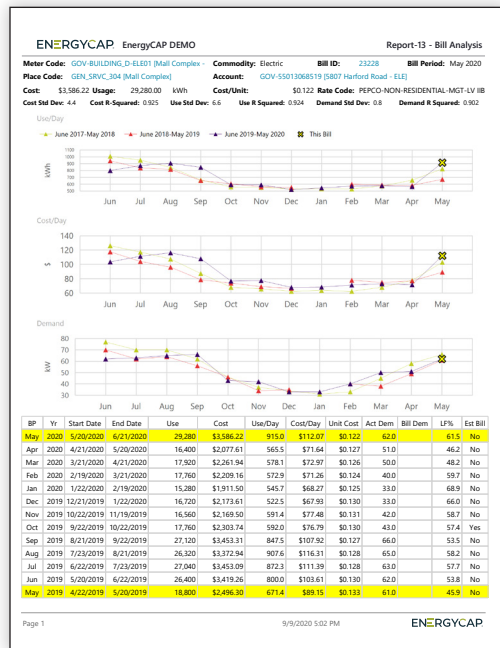
Set your filters

Decide what type of flags you want to see.

1. **Flag status** = *Unresolved*.
2. Set a time period 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

1. Do you want to include only **Active accounts**?
2. Set the **Number of comparison years**.
3. Select what bills are included with the filter **Outlier analysis sensitivity**.
4. 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.

Report-18—Bill Line Item Report

Recommended use

A data table that groups bill details by Bill Line Type. You can filter to include one or more captions and types.

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 **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 or not include **void** bills?

Recommended use

A PDF report that creates "utility bills" designed to look like a typical bill. The bill is is similar to viewing a bill in the application including hyperlinks. It may be helpful to set a topmost and a billing period to create only a subset of bills. There is a limit of 1,000 pages for this report. Use Report-09a for 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**?

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 with the **Data type**.
   - **Billing Period** data uses the raw billing data as received from the utility vendor. Billing period 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 **Group by**.
3. Select **Row details**.
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 or not include **void** bills?
3. Use the **Date range** equals *prior year* to see high-level information or *prior month* to see details.

Report-20—Estimated Accruals by Commodity

ENERGYCAP. EnergyCAP DEMO — Report-20 - Estimated Accruals by Commodity

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 Accuals:	**$12,508.50**

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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

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 **Date range**.
2. Select **Group 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 or not include **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	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 UtilityManagement and can help simplify reporting.
Bill entry date	The date the bill was entered or imported into UtilityManagement. 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 UtilityManagement 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.
Date range	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	Set the current year you want to review.
Data type	**Billing Period:** Billing period 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 Center for a more extensive explanation.)

Row details	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 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* helps 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 or 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 *Unit Cost* or *Annualized Cost per Area.*
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	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.

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