ACCOUNTING
REPORT GUIDE

EnergyCAP's most popular energy accounting reports.

ENERGYCAP

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

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.

Report-17 - Missing and Overlapping Bills by Meter

RECOMMENDED USE

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

NOTES

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

SET YOUR FILTERS

1. Set the **Billing Period Year** (the last 12 months).

2. **Color Code Days without Bills** enter the number of days for an acceptable gap (1).

3. Option: To limit the report to a subset of data, set a filter such as **Topmost Place**, **Building Group**, or **Commodity**.

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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	10/7/2020	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)	10/5/2020	$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)		$44,455.87	30	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)		$235.85	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)	11/30/2019	$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_F	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-5501797713B	MD	GEN_SRVC_305	Superior Court	PEPCO	PEPCO	10/8/2020	2/17/2020	(234)	10/6/2020	$2,485.13	30	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	9/28/2020	$3,875.86	30	11/4/2020	10	11/14/2020	543
PROP-2600795120	4201 S Decatur Blvd -	NV	PROP-BUILDING_J	Tenant - Building J	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	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	10/5/2020	2/7/2020	(241)	9/28/2020	$3,875.86	30	11/4/2020	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 identify current anticipated bills not yet processed based on historical trends. This can help eliminate late fees.

NOTES

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

SET YOUR FILTERS

1. Set the **Allowable Processing Days**.

2. Set the **Days Past Anticipated Date**.

3. Set the filter **Ignore Acct if No Bills Since** date to exclude any inactive or old accounts.

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	E				
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	A				
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	3/29/2018	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	S/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 EnergyCAP bill import format, so it can't be used to create an import file.

NOTES

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

SET YOUR FILTERS

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

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. You can use the filter **Flags Assigned to Me** to see only bills with flags assigned to you.

SET YOUR FILTERS

Decide what type of flags you want to see.

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

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Report-13 - Bill Analysis

RECOMMENDED USE

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

NOTES

- Because this report is designed to audit current bills you should either set the **Billing Period** to a recent month, select a recent **Batch**, or set the **Bill Entry Date** to display 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.

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.

Report-18 - Bill Line Item Report

Report-18 - Bill Line Item Report (EnergyCAP DEMO)

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

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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?

Report-09 - Bill PDF
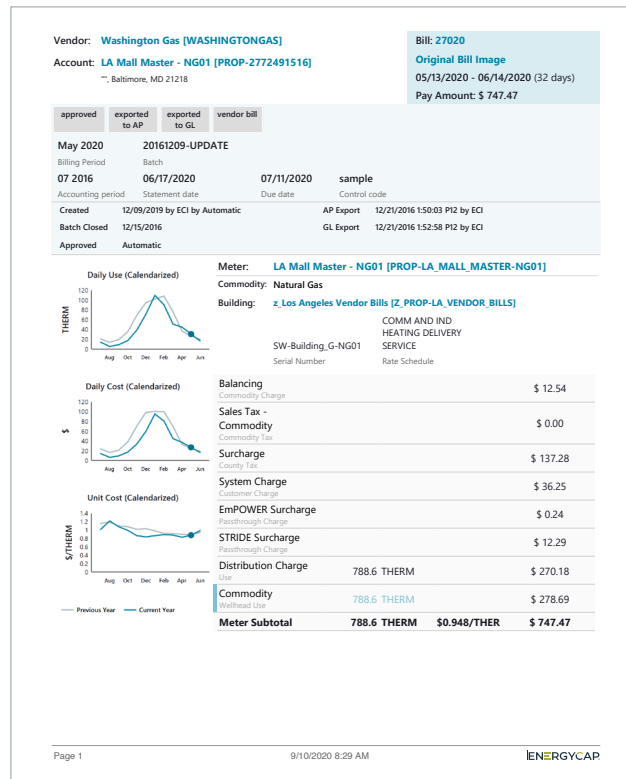
RECOMMENDED USE

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

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.

SET YOUR FILTERS

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-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.

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Report-20 - Estimated Accruals by Commodity

RECOMMENDED USE

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

NOTES

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

SET YOUR FILTERS

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

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**.

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Report-38 - Detailed Bill List by Meter

RECOMMENDED USE

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

NOTES

1. Set your **Billing Period**.
2. Select **Display Data Grouped** by.
3. Decide if you want to **Include Account Charges**. Account-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?

FILTER	DESCRIPTION
Account is Active	The default is Active. Select Inactive if you are running historical reports to get billing information for accounts that are no longer active.
	Remove the filter to have all utility bill information included for both active and inactive accounts.
Accounts, Meter, Vendor, Building	These filters report on just **one** selected object.
Alternate Sliding Period	You can configure this filter instead of manually configuring the years and months, then use report email subscription to automatically have an up-to-date report emailed each month without the need to update the date ranges.
Base Year Begins	Set the year to compare against. (This is not the same as the Cost Avoidance baseline year.)
Batch	A batch tracks bills entered/imported into EnergyCAP and can help simplify reporting.
Bill Entry Date	The date the bill was entered or imported into EnergyCAP. This information is visible on the bill's timeline.
Bill is From External Vendor	This filter allows you to run three types of reports:
	From External Vendor: Only bills from external vendors. **From Internal Chargeback**: Only bills created within EnergyCAP using the chargeback processor. **Filter not used**: Includes all bills (both internal and external).
	When Chargebacks are implemented, pair this filter with **Topmost Place** to avoid double counting utility bill data.
Billing Period	Define the reporting period for the displayed data.
	Take advantage of automatically updated timeframes such as *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.)
Display Rows As	Provides an additional method of grouping.

End Period	Select the end month and year. End Period and Number of Months determine which periods are compared.
First Month	Set the first month for the report. For example, to see a July to June fiscal year, set the first month to 7.
Group Data By	Determines what is shown on each page or each row.
	Commodity: High level overview and uses the common unit of measure.
	Cost Center: Useful to Accounting. **Place Type - Building** allows you to analyze building by building.
Highlight Variance from Base %	Highlights values in the report that exceed the variance selected in the filter enabling you to quickly spot outliers.
Include Account Charges	The default is *NO*, meaning the report is all meter related costs.
	Select *YES* to include account-level 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 *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 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.