

ACCOUNTING REPORT GUIDE

EnergyCAP's most popular energy accounting reports.



ENERGYCAP®

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-											
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	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	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	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-3400011301001	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											
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

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

OTHER FILTERS TO CONSIDER

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

Report-17 - Missing and Overlapping Bills by Meter

RECOMMENDED USE

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

NOTES

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

SET YOUR FILTERS

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

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

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) count	Avg bill length	Anticipated end date	Allowable processing days	Anticipated entry date	Days past anticipated entry
GOV-18887N-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	11/2/2019	10	12/2/2019	291	
000003957	2525 13th Shared -	PA	CAPTURE, SERVICES	EnergyCAP CAPture	CITYWATER	City Water	11/9/2019	8/4/2019	(97)	\$553.63	29	12/2/2019	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	3/1/2019	10	3/25/2019	543	
53-857912-5	2525 13th Shared -	PA	CAPTURE, SERVICES	EnergyCAP CAPture	XCELENTERGY	Xcel Energy	11/7/2019	8/4/2019	(95)	\$4,883.22	31	12/3/2019	10	12/18/2019	275	
GOV-2341246	231 South Eaton	MD	ENV, SRVC_203	Research Station	WASHINGTONGSC	Washington	10/7/2020	2/3/2020	(247)	\$4,931.66	29	11/7/2020	10	11/15/2020	33	
CAMPUS-	10000 AIRCRAFT DR	NV	Z-PROJ	Vendor Sources	PEPCO	PEPCO	10/3/2020	2/3/2020	(244)	\$10,620.20	\$4,800.00	17/20/2020	10	11/15/2020	33	
GOV-	8512 200 ANNIVERSARY	MD	GEN, SRVC_303	HR Center	POTOMACEDISON	Potomac Edison	10/3/2020	3/1/2020	(216)	\$230.59	33	11/6/2020	10	11/15/2020	33	
MIG-110 083	1400 Highway 10 1/2	SC	PLANT-GREER	GEN, SRVC_303	POTOMACEDISON	Potomac Edison	10/9/2020	2/3/2020	(249)	\$10,425.48	45	11/2/2020	10	12/3/2020	15	
GOV-	20000 AIRCRAFT DR	MD	GEN, SRVC_301	Capitol Complex	CITYWATER	City Water	10/3/2020	3/1/2020	(216)	\$22,270.70	28	10/3/2020	10	11/10/2020	38	
GOV-110 083 995	4420 LOCH RAVEN	MD	POLICE-402	Research Station	POTOMACEDISON	Potomac Edison	10/9/2020	2/3/2020	(249)	\$10,425.48	31	11/6/2020	10	11/19/2020	29	
PROP-110 084	6028 Crystal	NV	PROP-BUILDING J	Tenant - Building I	POTOMACEDISON	Potomac Edison	10/15/2020	2/3/2020	(255)	\$7,128.37	45	11/2/2020	10	12/9/2020	9	
GOV-110 083 995	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-110 083 995	4420 LOCH RAVEN	MD	GEN, SRVC_301	Capitol Complex	PEPCO	PEPCO	10/6/2020	3/1/2020	(246)	\$10,620.20	\$3,300.00	11/6/2020	10	11/16/2020	20	
PROP-110 084	6028 Crystal	NV	PROP-BUILDING J	Tenant - Building I	POTOMACEDISON	Potomac Edison	10/6/2020	3/1/2020	(246)	\$11,200.48	40	11/6/2020	10	11/16/2020	20	
GOV-110 083 995	4420 LOCH RAVEN	MD	GEN, SRVC_301	Capitol Complex	PEPCO	PEPCO	10/6/2020	3/1/2020	(246)	\$12,607.40	39	11/4/2020	10	11/14/2020	34	
GOV-110 083 995 202008	8532	MD	GEN, SRVC_303	HR Center	DIRECTENERGY	Direct Energy	10/9/2020	2/3/2020	(249)	\$44,455.87	30	11/6/2020	10	11/18/2020	30	
GOV-2772491516	4420 LOCH RAVEN	MD	POLICE-402	Communications	WASHINGTONG	Washington Gas	10/13/2020	2/3/2020	(253)	\$393.60	30	11/1/2020	10	11/22/2020	26	
GOV-	414 Water Street	MD	GEN, SRVC_305	Superior Court	PEPCO	PEPCO	10/8/2020	2/3/2020	(248)	\$10,620.20	\$2,099.80	41	11/7/2020	10	11/26/2020	22
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	3/1/2019	10	3/25/2019	543	
MIG-2761919105	618 Wright Street -	PA	MIG-BUILDING_D	WA Warehouse	WASHINGTONG	Washington Gas	10/9/2020	2/3/2020	(249)	\$4,485.13	29	11/6/2020	10	11/16/2020	32	
PROP-110 083 995 202008	2525 13th Shared -	PA	CAPTURE, SERVICES	EnergyCAP CAPture	PEPCO	PEPCO	10/6/2020	3/1/2020	(246)	\$469.25	33	11/1/2020	10	11/21/2020	27	
GOV-110 083 995 202008	2525 13th Shared -	PA	CAPTURE, SERVICES	EnergyCAP CAPture	PEPCO	PEPCO	10/7/2020	3/1/2020	(247)	\$483.22	31	12/1/2020	10	12/18/2020	275	
MIG-3891590804	441 Monroe Blvd -	SC	PLANT-ANDERSON	Apartment	WASHINGTONG	Washington Gas	10/9/2020	2/3/2020	(249)	\$10,425.48	30	11/6/2020	10	11/18/2020	31	
GOV-2761919105	5807 Harford Road	MD	GEN, SRVC_304	Mail Complex	WASHINGTONG	Washington Gas	10/9/2020	2/3/2020	(249)	\$43.61	30	11/6/2020	10	11/18/2020	30	
GOV-2772486607	525 HURLEY AV - NG	MD	ENV, SRVC_201	Equipment Shed	WASHINGTONG	Washington Gas	10/13/2020	2/3/2020	(253)	\$286.13	30	11/1/2020	10	11/22/2020	26	
53-857912-5	525 HURLEY AV - NG	PA	AP	XCELENTERGY	Xcel Energy	10/7/2020	12/29/2019	(283)	\$10,233	29	11/5/2020	10	11/15/2020	0		
MIG-3891590804	1301 SEVEN LOCKS	MD	GEN, SRVC_305	Central Services	CITYWATER	City Water	10/3/2020	3/1/2020	(216)	\$235.25	33	11/1/2020	10	11/15/2020	33	
GOV-2772486607	525 HURLEY AV - NG	MD	ENV, SRVC_201	Equipment Shed	WASHINGTONG	Washington Gas	10/13/2020	10/10/2020	(253)	\$10,425.48	30	11/6/2020	10	11/18/2020	30	
53-857912-5	525 HURLEY AV - NG	PA	AP	DIRECTENERGY	Direct Energy	10/7/2020	12/29/2019	(283)	\$10,233	29	11/5/2020	10	11/15/2020	0		
PROP-2693590624	SW-Corridor Area -	MD	Z-PROP.	SC Warehouse	PEPCO	PEPCO	10/8/2020	2/3/2020	(248)	\$10,425.13	29	11/5/2020	10	11/16/2020	0	
PROP-2597703509	2525 13th Shared -	NV	PROP-BUILDING_H	Tenant - Building H	WASHINGTONG	Washington Gas	9/20/2020	2/3/2020	(240)	\$9,260.00	\$10,000.00	10/9/2020	10	11/17/2020	0	
GOV-110 083 995 202008	2525 13th Shared -	NV	PROP-BUILDING_H	Tenant - Building H	WASHINGTONG	Washington Gas	10/7/2020	12/27/2019	(300)	\$10,260.00	\$4,485.13	29	11/6/2020	10	11/16/2020	0
GOV-110 083 995 202008	2525 13th Shared -	NV	PROP-VACANT	Vacant Properties	WASHINGTONG	Washington Gas	2/27/2019	2/3/2020	341	\$25.92	16	3/1/2019	10	3/25/2019	543	
PROP-260795120	4021 S Decatur Blvd	NV	PROP-BUILDING_J	Tenant - Building J	WASHINGTONG	Washington Gas	10/5/2020	2/3/2020	(245)	\$3,875.86	30	11/4/2020	10	11/14/2020	0	
GOV-115 31540056	Government Master	MD	Z-GOV	vendor Master	PEPCO	PEPCO	10/6/2020	2/3/2020	(246)	\$16,247.40	31	11/6/2020	10	11/16/2020	0	
GOV-260795120	231 South Eaton	MD	ENV, SRVC_203	Research Station	WASHINGTONG	Washington Gas	10/5/2020	2/3/2020	(245)	\$17,899.54	31	11/6/2020	10	11/16/2020	0	
GOV-115 31540056	Government Master	MD	Z-GOV	vendor Master	DIRECTENERGY	Direct Energy	10/6/2020	2/3/2020	(246)	\$16,247.40	31	11/6/2020	10	11/16/2020	0	
CAMPUS-	Central Campus	MD	Z-CAMPUS	vendor Sources	WASHINGTONG	Washington Gas	10/15/2020	2/7/2020	(253)	\$12,998.71	31	11/6/2020	10	11/16/2020	0	
MIG-3891590804	10000 AIRCRAFT DR	MD	PLANT-GREER	General	WASHINGTONG	Washington Gas	10/7/2020	2/7/2020	(243)	\$10,5/20	\$3,491.66	29	11/5/2020	10	11/15/2020	0
GOV-110 083 995	20000 AIRCRAFT DR	MD	GEN, SRVC_301	Capitol Complex	ERE	East River Energy	10/4/2019	7/7/2019	(88)	\$2,771.10	30	11/2/2019	10	12/2/2019	291	
000003957	2525 13th Shared -	PA	CAPTURE, SERVICES	EnergyCAP CAPture	CITYWATER	City Water	11/9/2019	8/4/2019	(97)	\$553.63	29	12/8/2019	10	12/18/2019	275	
GOV-4826253897	20000 AIRCRAFT DR	MD	GEN, SRVC_301	Capitol Complex	PGW	PGW	10/15/2020	2/3/2020	(255)	\$20.46	30	11/4/2020	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	Master Code	Community Code	Account Code	Vendor Code	C.Cr Code	Bill ID	Billing Period	Rate Code	Start Date	End Date	Days	Native Use	Cost	Bill Demand	Common Use	Pay Amount	Estimated/ Actual	Transmission	Unit Info	Distribution Demand	Unit Info
405	AP-ELE01	ELECTRIC	S3-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	183.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28020	2018 SG	5/9/2018	5/9/2018	31	48200.0	\$5,348.08	183	48200.0	\$5,348.08	A	183.00	kW	183.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28019	2018 SG	3/14/2018	4/12/2018	25	47600.0	\$5,070.13	211	47600.0	\$5,070.13	A	176.00	kW	176.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28019	2018 SG	3/14/2018	4/8/2018	25	47600.0	\$5,070.13	211	47600.0	\$5,070.13	A	176.00	kW	176.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28016	2018 SG	2/20/2018	3/14/2018	32	60800.0	\$5,246.08	186	60800.0	\$5,246.08	A	189.00	kW	189.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28014	2018 SG	2/10/2018	3/14/2018	32	60800.0	\$5,246.08	186	60800.0	\$5,246.08	A	189.00	kW	189.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28014	2018 SG	1/12/2018	2/10/2018	29	60800.0	\$6,356.97	222	60800.0	\$6,356.97	A	222.00	kW	222.00	kW	
405	AP-ELE01	ELECTRIC	S3-XCELENER AP			28011	2018 SG	1/12/2018	2/10/2018	29	60800.0	\$6,356.97	222	60800.0	\$6,356.97	A	222.00	kW	222.00	kW	
405	AP-NG01	NATURAL GAS	S3-XCELENER AP			28021	2018 CG	4/8/2018	5/9/2018	31	134.0	\$97.00	134.0	134.0	\$97.00	A	134.00	kW	134.00	kW	
405	AP-NG01	NATURAL GAS	S3-XCELENER AP			28019	2018 CG	3/14/2018	4/8/2018	25	161.0	\$117.00	161.0	161.0	\$117.00	A	117.00	kW	117.00	kW	
405	AP-NG01	NATURAL GAS	S3-XCELENER AP			28017	2018 CG	2/20/2018	3/14/2018	32	159.0	\$115.04	159.0	159.0	\$115.04	A	115.04	kW	115.04	kW	
405	AP-NG01	NATURAL GAS	S3-XCELENER AP			28015	2018 CG	1/12/2018	2/10/2018	29	172.0	\$117.02	172.0	172.0	\$117.02	A	117.02	kW	117.02	kW	
LA-MALL	SW-ELECTRIC	SW-110	POTOMAC LA, MALL			26496	2018 PE-GSGGD	4/12/2018	5/11/2018	29	7920.0	\$8,886.94	7920.0	\$8,886.94	E						
LA-MALL	SW-ELECTRIC	SW-110	POTOMAC LA, MALL			26498	2018 PE-GSGGD	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, MALL			26496	2018 PE-GSGGD	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, MALL			26498	2018 PE-GSGGD	1/11/2018	2/10/2018	30	67126.0	\$7,378.51	67126.0	\$7,378.51	A						
LA-MALL	SW-NATURAL GAS	WASHINGT LA, MALL				27019	2018 COMM AND	4/4/2018	5/13/2018	29	1172.0	\$952.50	1172.0	\$952.50	A						
LA-MALL	SW-NATURAL GAS	WASHINGT LA, MALL				27017	2018 COMM AND	2/19/2018	3/18/2018	29	1471.0	\$1,177.75	1471.0	\$1,177.75	A						
LA-MALL	SW-NATURAL GAS	WASHINGT LA, MALL				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-NATURAL GAS	WASHINGT LA, MALL				27019	2018 COMM AND	1/5/2018	2/16/2018	32	4070.0	\$3,598.35	4070.0	\$3,598.35	A						
LA-MALL	SW-WATERSWE	SW-WATERSWE	WASHINGT LA, MALL			27513	2018 WATER	3/24/2018	4/25/2018	32	57000.0	\$1,004.41	570.0	\$1,004.41	A						
LA-MALL	SW-WATERSWE	SW-WATERSWE	WASHINGT LA, MALL			27512	2018 WATER	2/25/2018	3/24/2018	27	45000.0	\$798.85	450.0	\$798.85	A						
LA-MALL	SW-WATERSWE	SW-WATERSWE	WASHINGT LA, MALL			27513	2018 WATER	2/25/2018	3/24/2018	21	30000.0	\$541.90	300.0	\$541.90	A						
LA-MALL	SW-WATERSWE	SW-WATERSWE	WASHINGT LA, MALL			27510	2018 WATER	1/24/2018	2/23/2018	42	45000.0	\$798.85	450.0	\$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	3/29/2018	4/29/2018	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-NATURAL GAS	WASHINGT LV, VEN				26868	2018 COMM AND	4/12/2018	5/11/2018	29	79.0	\$90.39	79.0	\$90.39	A						
LV-VEND	SW-NATURAL GAS	WASHINGT LV, VEN				26870	2018 COMM AND	3/4/2018	4/12/2018	29	144.0	\$155.71	144.0	\$155.71	A						
LV-VEND	SW-NATURAL GAS	WASHINGT LV, VEN				26870	2018 COMM AND	2/19/2018	3/4/2018	31	251.0	\$155.71	251.0	\$155.71	A						
LV-VEND	SW-NATURAL GAS	WASHINGT LV, VEN				26877	2018 COMM AND	1/13/2018	2/11/2018	29	308.0	\$334.57	308.0	\$334.57	A						
LV-VEND	SW-WATERSWE	SW-WATERSWE	CITYWATE LV, VEN			28027	2018 SW-5/6 Meter	1/6/2018	4/8/2018	92	109.0	\$1,722.17	109.0	\$1,722.17	A						
MID-MID	MID-ELECTRIC	MID-PEPCO MID				21770	2018 PEPCO	4/1/2018	5/20/2018	29	16400.0	\$2,077.61	16400.0	\$2,077.61	A						
MID-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	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	MID-ELECTRIC	MID-PEPCO MID				21767	2018 PEPCO	1/26/2018	2/28/2018	28	19200.0	\$1,616.95	19200.0	\$1,616.95	A						
MID-MID	MID-NATURAL GAS	MID-WASHINGT MID				21237	2018 COMM AND	4/12/2018	5/11/2018	29	712.0	\$616.95	712.0	\$616.95	A						
MID-MID	MID-NATURAL GAS	MID-WASHINGT MID				21136	2018 COMM AND	3/4/2018	4/12/2018	29	1043.0	\$913.46	1043.0	\$913.46	A						
MID-MID	MID-NATURAL GAS	MID-WASHINGT MID				21138	2018 COMM AND	2/11/2018	3/4/2018	31	1622.0	\$1,473.68	1622.0	\$1,473.68	A						
MID-MID	MID-NATURAL GAS	MID-WASHINGT MID				21139	2018 COMM AND	1/13/2018	2/11/2018	29	1866.0	\$1,701.98	1866.0	\$1,701.98	A						
MID-MID	MID-WATERSWE	MID-WATERSWE	MID-WASHINGT MID			21528	2018 WATER	3/4/2018	6/6/2018	94	15300.0	\$2,704.89	153.0	\$2,704.89	A						
MID-MID	MID-WATERSWE	MID-WATERSWE	MID-WASHINGT MID			21528	2018 WATER	12/1/2017	3/4/2018	83	8700.0	\$1,574.31	87.0	\$1,574.31	A						
MID-MID	MID-ELECTRIC	MID-PEPCO MID				21822	2018 PEPCO	1/3/2018	4/29/2018	31	33400.0	\$3,939.71	33400.0	\$3,939.71	A						
MID-MID	MID-ELECTRIC	MID-PEPCO MID				21826	2018 PEPCO	3/8/2018	4/8/2018	31	33400.0	\$6,318.52	54720.0	\$6,318.52	A						
MID-MID	MID-ELECTRIC	MID-PEPCO MID				21864	2018 PEPCO	2/6/2018	3/8/2018	30	60320.0	\$6,906.23	60320.0	\$6,906.23	A						
MID-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

ENERGYCAP EnergyCAP DEMO

Report-27 - Bill Flags

Account:	53-8579215-4 [53-8579215-4] State College, PA 16803								
Vendor:	Xcel Energy [XCELENERGY]								
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									
• 1									
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									

Page 1 9/9/2020 6:29 PM ENERGYCAP

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 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

- 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-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Infrat Invest	421	USDOLLARS	\$420.67
GOV-2341246	GOV-BUILDING J-W501	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-W501	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-W501	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Infrat Invest	421	USDOLLARS	\$420.67
GOV-2341246	GOV-BUILDING J-W501	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-W501	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-W501	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Infrat Invest	421	USDOLLARS	\$420.67
GOV-2341246	GOV-BUILDING J-W501	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-W501	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-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Late Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Restoration Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Connection Fee	12	USDOLLARS	\$12.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Maintenance Fee	151	USDOLLARS	\$150.67
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Connection Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Late Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Restoration Fee	12	USDOLLARS	\$12.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	2/9/20	03/07/20	202002	Maintenance Fee	151	USDOLLARS	\$150.67
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Late Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Restoration Fee	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	3/7/20	04/12/20	202003	Connection Fee	12	USDOLLARS	\$12.00
GOV-2341246	GOV-BUILDING J-W501	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-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Balance Forwarded	0	USDOLLARS	\$0.00
GOV-2341246	GOV-BUILDING J-W501	ENV_SRVC_203	WASHINGTONSSC	1/11/20	02/09/20	202001	Current Charges	3,684	USDOLLARS	\$3,684.38

Page 1

10/22/2020 3:28:42 PM

ENERGYCAP

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).

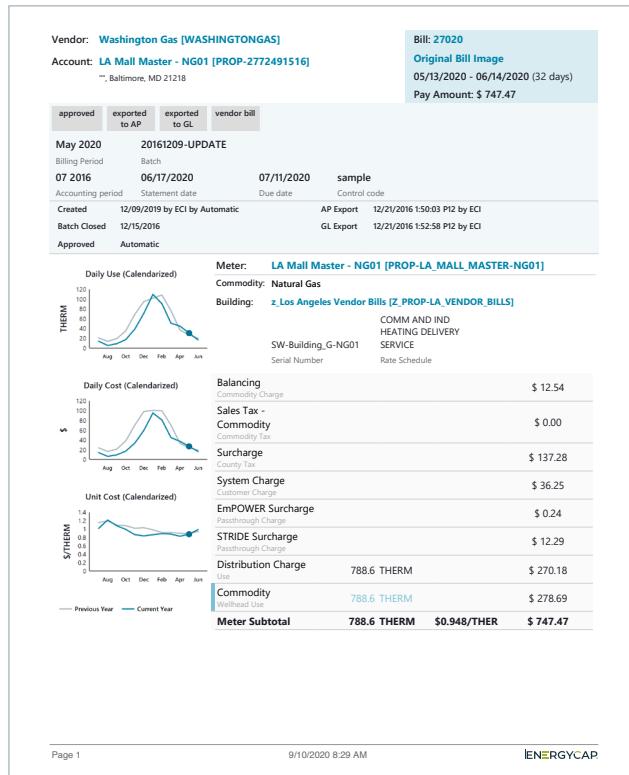
SET YOUR FILTERS

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

OTHER FILTERS TO CONSIDER

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

\$ 45,882,719.52 / 17,850 bills

<input type="checkbox"/> Billing Period	Account Number	Billing Period
<input type="checkbox"/> May 2019	1630801200	May 2019
<input type="checkbox"/> Nov 2018	View Generated PDF	Nov 2018
<input type="checkbox"/> May 2019	388601707	May 2019
<input type="checkbox"/> Feb 2019	PHI2600BFP	Feb 2019
<input type="checkbox"/> Mar 2018	388601707	Mar 2018

Report-26 - Use and Cost Summary

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								Route			
Serial Number								Import ID			
Building								#Days Use			
HR Center [GEN_SRVC_303]								UOM Demand			
180 232,480.00								UOM			
Meter Total								\$27,950			
								\$155.28			
								\$0.120			
HR Center - ELE02 [GOV-BUILDING_E-ELE02]											
Electric Commodity								Primary Use			
Baltimore, MD, US 21202								Address			
Serial Number								Import ID			
Building								#Days Use			
HR Center [GEN_SRVC_303]								UOM Demand			
180 232,480.00								UOM			
Meter Total								\$27,950			
								\$155.28			
								\$0.120			
HR Center - WS01 [GOV-BUILDING_E-WS01]											
Water & Sewer Commodity								Primary Use			
Kgal								Import ID			
Building								#Days Use			
HR Center [GEN_SRVC_303]								UOM Demand			
166 956.00								UOM			
Meter Total								\$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.

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.

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 Accruals: \$12,508.50

Page 1 09/10/2020 8:48:25 AM ENERGYCAP

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 Wellsboro, PA, US 16901				
Primary Use						Floor Area	Address				
Building						01/01/1965					
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	24,080.0 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 kbt		\$4.582	\$87,313.09			
Classroom Building - STM - 01	Steam	STM_INTERNAL	Feb-2019	28	15,921.1 kbt		\$4.863	\$77,418.50			
Classroom Building - STM - 01	Steam	STM_INTERNAL	Mar-2019	31	9,331.1 kbt		\$4.976	\$46,432.07			
Classroom Building - STM - 01	Steam	STM_INTERNAL	Apr-2019	30	7,578.7 kbt		\$5.735	\$43,465.07			
Classroom Building - STM - 01	Steam	STM_INTERNAL	May-2019	31	6,783.8 kbt		\$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			

Page 1

9/9/2020 7:00 PM

ENERGYCAP

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	<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	<p>These filters report on just one selected object.</p>
Alternate Sliding Period	<p>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.</p>
Base Year Begins	<p>Set the year to compare against. (This is not the same as the Cost Avoidance baseline year.)</p>
Batch	<p>A batch tracks bills entered/imported into EnergyCAP and can help simplify reporting.</p>
Bill Entry Date	<p>The date the bill was entered or imported into EnergyCAP. This information is visible on the bill's timeline.</p>
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	<p>Select the commodity. If multiple commodities are selected use units will be the global unit of measure (typically, KBTU or MMBTU).</p>
Cost	<p>Set this filter to select a range of bills based on pay amount. For example, Cost greater than \$5,000.</p>
Current Year Begins	<p>Set the current year you want to review.</p>
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	<p>Provides an additional method of grouping.</p>

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-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 <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.