

ACCOUNTING REPORT GUIDE

EnergyCAP's most popular energy accounting reports.



ENERGYCAP®

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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: | | |
| 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 - 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 | | | | | | | | | | | |
| 1301 SEVEN LOCKS | GOV-05-2315-2 | Central Services | GEN_SRVC_302 | 202001 | Veolia | VEOLIA | 1/1/2020 | 2/1/2020 | 168,226.84 | 3/1/2020 | ECI |
| | | | | Bills Created: | 1 | | | | Cost Total: | 168,226.84 | |
| | | | | Total Bills Created: | 17 | | | | Cost Grand Total: | 532,341.19 | |

RECOMMENDED USE

An Excel report that provides bill-by-bill details that can be grouped by batch code, entered by, cost center, vendor, or entry date. The **Include** filters let you add additional columns to your spreadsheet.

NOTES

- Report 41 replaces BL17.
- You can download bills from any bill list from the Actions menu.

SET YOUR FILTERS

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

OTHER FILTERS TO CONSIDER

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

| ENERGYCAP | | EnergyCAP DEMO | | Report-17 - Missing and Overlapping Bills by Meter | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|------------|-------------------|----------------------|--|-------------|-------------------------|-------|---------|----------------|----------------------------|---------------------------------------|----------------------------|--------------------------|-----------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Vendor Code | Vendor | Account Code | Account | Cost Center Code | Cost Center | Meter Code | Meter | # Bills | Average day | Average cost per period | estimated value of periods in date | periods in date without | periods with multiple | Total days of bill | Total overpayment | 01/01/2018 | 02/01/2018 | 03/01/2018 | 04/01/2018 | 05/01/2018 | 06/01/2018 | 07/01/2018 | 08/01/2018 | 09/01/2018 | 10/01/2018 | 11/01/2018 | 12/01/2018 |
| BSE | BSE | PROF | 5250 Stewart Ave - | PROF-BUILDING-H | Tenant | PROF - Building H | LA | 19 | \$2,172.91 | \$7,143 | \$0.00 | 19 | 0 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| CITYWATER | City Water | 2, PROF | LA MAIL - Loushem | PROF-BUILDING-J | Tenant | PROF - Building J | LA | 19 | \$1,986.00 | \$63.00 | \$0.00 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTERNAL | Internal | LA MAIL - Loushem | 2, PROF | LA MAIL - Loushem | Tenant | J-BB, LA MAIL - LA MAIL | LA | 19 | \$1,115.48 | \$358.68 | \$0.00 | 19 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | LA MAIL - Loushem | 2, PROF | J-BB, LA MAIL - LA MAIL | Tenant | LA MAIL - LA MAIL | LA | 19 | \$128.60 | \$40.17 | \$0.00 | 19 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-H | 5250 Stewart Ave - | PROF-BUILDING-H | Tenant | SPLIT-BLDG-H | LA | 19 | \$2,089.00 | \$68.90 | \$0.00 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTERNAL | Internal | SPLIT-BLDG-H | 5250 Stewart Ave - | PROF-BUILDING-H | Tenant | SPLIT-BLDG-H | LA | 19 | \$264.69 | \$8.53 | \$19.91 | 1 | 0 | 19 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-H | 5250 Stewart Ave - | PROF-BUILDING-H | Tenant | SPLIT-BLDG-H | LA | 19 | \$2,089.00 | \$68.90 | \$0.00 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTERNAL | Internal | SPLIT-BLDG-H | 6028 Crystal Cascade | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$65.85 | \$2.27 | \$72.56 | 1 | 0 | 1 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 6028 Crystal Cascade | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$59.87 | \$1.97 | \$53.53 | 1 | 0 | 19 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 6028 Crystal Cascade | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$64.86 | \$2.10 | \$154.47 | 1 | 0 | 15 | 5 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLDG-J | 4201 S Sauter Blvd | PROF-BUILDING-J | Tenant | SPLIT-BLDG-J | LA | 19 | \$85.76 | \$2.83 | \$90.64 | 1 | 0 | 32 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| INTERNAL | Internal | SPLIT-BLD | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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**.

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 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_SVRC_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 |
| 000006957 | 2525 13th Shared - | PA | CAPTURE_SERVICES | EnergyCAP CAPture | CITYWATER | City Water | 11/9/2019 | 8/4/2019 | (97) | 11/30/2019 | \$53.63 | 29 | 12/26/2019 | 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 | \$4883.22 | 31 | 12/31/2019 | 10 | 12/18/2019 | 275 |
| GOV-2341246 | 231 South Eaton | MD | ENV_SVRC_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_SVRC_303 | HR Center | CITYWATER | City Water | 10/9/2020 | 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_SVRC_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_SVRC_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_SVRC_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_SVRC_301 | Capitol Complex | PEPCO | PEPCO | 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 | 16332 | MD | GEN_SVRC_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_SVRC_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-261919105 | 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 | \$4883.22 | 31 | 12/31/2019 | 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 | 1807 Hartford Road | MD | GEN_SVRC_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_SVRC_302 | Central Services | CITYWATER | City Water | 10/9/2020 | 3/1/2020 | (216) | | \$235.65 | 33 | 11/5/2020 | 10 | 11/15/2020 | 33 |
| GOV-2772486607 | 525 HURLEY AVE - | NV | ENV_SVRC_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-3693590024 | 51W 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 |
| 53-8579215-3 | 2525 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 | \$486.94 | 29 | 11/5/2020 | 10 | 11/15/2020 | 0 |
| GOV- | NE-55017977138 | MD | GEN_SVRC_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) | 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_SVRC_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) | | \$10,998.71 | 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_SVRC_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 |
| 000006957 | 2525 13th Shared - | PA | CAPTURE_SERVICES | EnergyCAP CAPture | CITYWATER | City Water | 11/9/2019 | 8/4/2019 | (97) | 11/30/2019 | \$53.63 | 29 | 12/26/2019 | 10 | 12/18/2019 | 275 |
| GOV-4826532897 | 20000 AIRCRAFT DR | MD | GEN_SVRC_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-EL01 | ELECTRIC | 53- | XCELENER | AP | 28020 | 2018 SG | 4/8/2018 | 5/9/2018 | 31 | 482000 | \$5,348.08 | 183 | 482000 | \$5,348.08 | A | | | | | |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28020 | 2018 SG | 4/8/2018 | 5/9/2018 | 31 | 482000 | \$5,348.08 | 183 | 482000 | \$5,348.08 | A | | | 183.00 | kw | |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28018 | 2018 SG | 3/14/2018 | 4/6/2018 | 25 | 476000 | \$5,070.13 | 211 | 476000 | \$5,070.13 | A | | | | 176.00 | kw |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28018 | 2018 SG | 3/14/2018 | 4/6/2018 | 25 | 476000 | \$5,070.13 | 211 | 476000 | \$5,070.13 | A | | | 176.00 | kw | |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28016 | 2018 SG | 2/10/2018 | 3/14/2018 | 32 | 468000 | \$5,246.08 | 186 | 468000 | \$5,246.08 | A | | | | 189.00 | kw |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28016 | 2018 SG | 2/10/2018 | 3/14/2018 | 32 | 468000 | \$5,246.08 | 186 | 468000 | \$5,246.08 | A | | | 189.00 | kw | |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28014 | 2018 SG | 1/12/2018 | 2/10/2018 | 29 | 608000 | \$6,356.97 | 222 | 608000 | \$6,471.75 | A | | | | 222.00 | kw |
| 405 | AP-EL01 | ELECTRIC | 53- | XCELENER | AP | 28014 | 2018 SG | 1/12/2018 | 2/10/2018 | 29 | 608000 | \$6,356.97 | 222 | 608000 | \$6,471.75 | A | | | 222.00 | kw | |
| 405 | AP-NG01 | NATURALGA | 53- | XCELENER | AP | 28021 | 2018 CSG | 4/8/2018 | 5/9/2018 | 31 | 1340 | \$97.00 | | 1340 | \$97.00 | A | | | | | |
| 405 | AP-NG01 | NATURALGA | 53- | XCELENER | AP | 28019 | 2018 CSG | 3/14/2018 | 4/6/2018 | 25 | 1610 | \$117.00 | | 1610 | \$117.00 | A | | | | | |
| 405 | AP-NG01 | NATURALGA | 53- | XCELENER | AP | 28017 | 2018 CSG | 2/10/2018 | 3/14/2018 | 32 | 1590 | \$119.04 | | 1590 | \$119.04 | A | | | | | |
| 405 | AP-NG01 | NATURALGA | 53- | XCELENER | AP | 28015 | 2018 CSG | 1/12/2018 | 2/10/2018 | 29 | 2720 | \$175.02 | | 2720 | \$175.02 | A | | | | | |
| LA MALL, SW- | ELECTRIC | SW-110 | POTOMAC | LA MALL | | 26486 | 2018 PE-GSG2D | 4/12/2018 | 5/11/2018 | 29 | 799200 | \$8,886.94 | | 799200 | \$8,886.94 | E | | | | | |
| LA MALL, SW- | ELECTRIC | SW-110 | POTOMAC | LA MALL | | 26485 | 2018 PE-GSG2D | 3/11/2018 | 4/12/2018 | 32 | 799910 | \$8,450.27 | | 799910 | \$8,450.27 | A | | | | | |
| LA MALL, SW- | ELECTRIC | SW-110 | POTOMAC | LA MALL | | 26484 | 2018 PE-GSG2D | 2/10/2018 | 3/11/2018 | 29 | 711480 | \$7,966.02 | | 711480 | \$7,966.02 | A | | | | | |
| LA MALL, SW- | ELECTRIC | SW-110 | POTOMAC | LA MALL | | 26483 | 2018 PE-GSG2D | 1/11/2018 | 2/10/2018 | 30 | 671260 | \$7,378.51 | | 671260 | \$7,378.51 | A | | | | | |
| LA MALL, SW- | NATURALGA | SW- | WASHINGTON | LA MALL | | 27019 | 2018 COMM AND | 4/14/2018 | 5/13/2018 | 29 | 11720 | \$952.50 | | 11720 | \$952.50 | A | | | | | |
| LA MALL, SW- | NATURALGA | SW- | WASHINGTON | LA MALL | | 27018 | 2018 COMM AND | 3/16/2018 | 4/14/2018 | 29 | 14700 | \$1,247.75 | | 14700 | \$1,247.75 | A | | | | | |
| LA MALL, SW- | NATURALGA | SW- | WASHINGTON | LA MALL | | 27017 | 2018 COMM AND | 2/16/2018 | 3/16/2018 | 28 | 14920 | \$1,363.74 | | 14920 | \$1,363.74 | A | | | | | |
| LA MALL, SW- | NATURALGA | SW- | WASHINGTON | LA MALL | | 27016 | 2018 COMM AND | 1/15/2018 | 2/16/2018 | 32 | 40700 | \$1,598.35 | | 40700 | \$1,598.35 | A | | | | | |
| LA MALL, SW- | WATERSEWE | SW- | WASHINGTON | LA MALL | | 27513 | 2018 WATER | 3/24/2018 | 4/25/2018 | 32 | 570000 | \$1,004.41 | | 570 | \$1,004.41 | A | | | | | |
| LA MALL, SW- | WATERSEWE | SW- | WASHINGTON | LA MALL | | 27512 | 2018 WATER | 2/25/2018 | 3/24/2018 | 27 | 450000 | \$798.85 | | 450 | \$798.85 | A | | | | | |
| LA MALL, SW- | WATERSEWE | SW- | WASHINGTON | LA MALL | | 27511 | 2018 WATER | 1/24/2018 | 2/25/2018 | 31 | 300000 | \$541.90 | | 300 | \$541.90 | A | | | | | |
| LA MALL, SW- | WATERSEWE | SW- | WASHINGTON | LA MALL | | 27510 | 2018 WATER | 12/24/2017 | 1/24/2018 | 42 | 450000 | \$798.85 | | 450 | \$798.85 | A | | | | | |
| LV VEND, SW- | ELECTRIC | SW- | PEPCO | LV VEND | | 27749 | 2018 PEPCO- | 3/29/2018 | 4/29/2018 | 31 | 8670 | \$95.20 | | 8670 | \$95.20 | A | | | | | |
| LV VEND, SW- | ELECTRIC | SW- | PEPCO | LV VEND | | 27748 | 2018 PEPCO- | 2/28/2018 | 3/29/2018 | 29 | 8320 | \$91.56 | | 8320 | \$91.56 | A | | | | | |
| LV VEND, SW- | ELECTRIC | SW- | PEPCO | LV VEND | | 27747 | 2018 PEPCO- | 1/29/2018 | 2/28/2018 | 30 | 9480 | \$103.19 | | 9480 | \$103.19 | A | | | | | |
| LV VEND, SW- | ELECTRIC | SW- | PEPCO | LV VEND | | 27746 | 2018 PEPCO- | 12/31/2017 | 1/29/2018 | 29 | 9100 | \$117.79 | | 9100 | \$117.79 | A | | | | | |
| LV VEND, SW- | NATURALGA | SW- | WASHINGTON | LV VEND | | 26880 | 2018 COMM AND | 4/12/2018 | 5/11/2018 | 29 | 790 | \$90.39 | | 790 | \$90.39 | A | | | | | |
| LV VEND, SW- | NATURALGA | SW- | WASHINGTON | LV VEND | | 26879 | 2018 COMM AND | 3/14/2018 | 4/12/2018 | 29 | 1440 | \$155.71 | | 1440 | \$155.71 | A | | | | | |
| LV VEND, SW- | NATURALGA | SW- | WASHINGTON | LV VEND | | 26878 | 2018 COMM AND | 2/11/2018 | 3/14/2018 | 31 | 2510 | \$273.37 | | 2510 | \$273.37 | A | | | | | |
| LV VEND, SW- | NATURALGA | SW- | WASHINGTON | LV VEND | | 26877 | 2018 COMM AND | 1/13/2018 | 2/11/2018 | 29 | 3090 | \$334.57 | | 3090 | \$334.57 | A | | | | | |
| LV VEND, SW- | WATERSEWE | SW-0304 | CITYWATE | LV VEND | | 28207 | 2018 5/8 Meter | 1/6/2018 | 4/6/2018 | 92 | 1090 | \$1,722.17 | | 1090 | \$1,722.17 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21770 | 2018 PEPCO- | 4/21/2018 | 5/20/2018 | 29 | 164000 | \$2,077.61 | | 164000 | \$2,077.61 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21769 | 2018 PEPCO- | 3/21/2018 | 4/21/2018 | 31 | 173020 | \$2,261.94 | | 173020 | \$2,261.94 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21768 | 2018 PEPCO- | 2/19/2018 | 3/21/2018 | 30 | 177600 | \$2,209.16 | | 177600 | \$2,209.16 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21767 | 2018 PEPCO- | 1/22/2018 | 2/19/2018 | 28 | 152800 | \$1,911.50 | | 152800 | \$1,911.50 | A | | | | | |
| MID- MID- | NATURALGA | MID- | WASHINGTON | MID- | | 21137 | 2018 COMM AND | 4/12/2018 | 5/11/2018 | 29 | 7120 | \$616.95 | | 7120 | \$616.95 | A | | | | | |
| MID- MID- | NATURALGA | MID- | WASHINGTON | MID- | | 21136 | 2018 COMM AND | 3/14/2018 | 4/12/2018 | 29 | 19430 | \$913.46 | | 19430 | \$913.46 | A | | | | | |
| MID- MID- | NATURALGA | MID- | WASHINGTON | MID- | | 21135 | 2018 COMM AND | 2/11/2018 | 3/14/2018 | 31 | 16220 | \$1,473.68 | | 16220 | \$1,473.68 | A | | | | | |
| MID- MID- | NATURALGA | MID- | WASHINGTON | MID- | | 21134 | 2018 COMM AND | 1/13/2018 | 2/11/2018 | 29 | 18660 | \$1,701.98 | | 18660 | \$1,701.98 | A | | | | | |
| MID- MID- | WATERSEWE | MID- | WASHINGTON | MID- | | 21529 | 2018 WATER | 3/4/2018 | 6/6/2018 | 94 | 1530000 | \$2,704.89 | | 1530 | \$2,704.89 | A | | | | | |
| MID- MID- | WATERSEWE | MID- | WASHINGTON | MID- | | 21528 | 2018 WATER | 12/11/2017 | 3/4/2018 | 83 | 870000 | \$1,574.31 | | 870 | \$1,574.31 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21827 | 2018 PEPCO- | 4/8/2018 | 5/9/2018 | 31 | 283200 | \$3,379.36 | | 283200 | \$3,379.36 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21826 | 2018 PEPCO- | 3/8/2018 | 4/6/2018 | 31 | 334400 | \$3,939.71 | | 334400 | \$3,939.71 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21825 | 2018 PEPCO- | 2/6/2018 | 3/6/2018 | 30 | 603200 | \$6,906.23 | | 603200 | \$6,906.23 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21824 | 2018 PEPCO- | 1/9/2018 | 2/6/2018 | 28 | 547200 | \$6,318.52 | | 547200 | \$6,318.52 | A | | | | | |
| MID- MID- | WATERSEWE | MID- | WASHINGTON | MID- | | 20907 | 2018 WATER | 2/26/2018 | 4/29/2018 | 62 | 3190000 | \$6,207.88 | | 3190 | \$6,207.88 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21864 | 2018 PEPCO- | 3/29/2018 | 4/29/2018 | 31 | 8670 | \$95.20 | | 8670 | \$95.20 | A | | | | | |
| MID- MID- | ELECTRIC | MID- | PEPCO | MID- | | 21863 | 2018 PEPCO- | 2/28/2018 | 3/29/2018 | 29 | 8320 | \$91.56 | | 8320 | \$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-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).

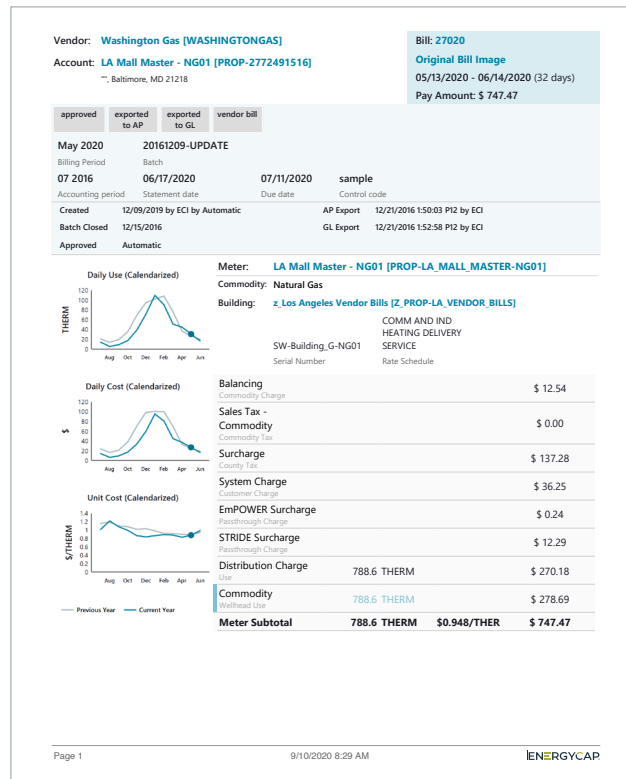
SET YOUR FILTERS

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**?

| | | | |
|---|--|-------------------------------|----------------|
| All Bills | | NOT FILTERED | |
| \$ 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 | | <div>View Generated PDF</div> | 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 |

View Generated PDF

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

NE-Building-E-ELE01

Serial Number

Primary Use

Report ID

Route

Building

#Days

Use

UOM

Demand

UOM

Cost

Cost/Day

Cost/Unit

HR Center [GEN_SRVC_303]

180

232,480.00

kWh

\$27,950

\$155.28

\$0.120

Meter Total

180

232,480.00

kWh

\$27,950

\$155.28

\$0.120

HR Center - ELE02 (GOV-BUILDING-E-ELE02)

Electric

Commodity

NE-Building-E-ELE02

Serial Number

Primary Use

Report ID

Route

Baltimore, MD, US 21202

Address

Building

#Days

Use

UOM

Demand

UOM

Cost

Cost/Day

Cost/Unit

HR Center [GEN_SRVC_303]

180

232,480.00

kWh

\$27,950

\$155.28

\$0.120

Meter Total

180

232,480.00

kWh

\$27,950

\$155.28

\$0.120

HR Center - W501 (GOV-BUILDING-E-W501)

Water & Sewer

Commodity

NE-Building-E-W501

Serial Number

Primary Use

Report ID

Route

Building

#Days

Use

UOM

Demand

UOM

Cost

Cost/Day

Cost/Unit

HR Center [GEN_SRVC_303]

166

956.00

Kgal

\$17,485

\$105.33

\$18.289

Meter Total

166

956.00

Kgal

\$17,485

\$105.33

\$18.289

Report Totals

\$73,385

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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 |

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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 | | | | | | |
| 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 |

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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 | <p>Determines what is shown on each page or each row.</p> <p>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.</p> |
| 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 | <p>The default is NO, meaning the report is all meter related costs.</p> <p>Select YES to include account-level charges such as late fees, taxes, and prior balances.</p> |
| Meter/Building Group | <p>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.</p> <p>Groups are a powerful filter option and can be useful when the tree structure doesn't meet your reporting needs.</p> |
| 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. |