

Professional Desktop		Professional Online		Report Summary
Code	Report Name	Code	Report Name	
Setup 03	Vendor and Accounts/ Meters Report	SU01	Account List by Vendor	List of accounts by vendor, grouped by cost center.
Setup 04	Vendor and Rate Codes Report	SU06	Vendor List	List of utility vendors (suppliers) plus addresses and other vendor information.
Setup 05	Rate Codes and Meters Report	SU48A	Meters Assigned to Rate	Lists the meters assigned to a rate.
Setup 06	Rate Code Details Report	SU14	Rate List by Vendor	Lists rates for each vendor.
Setup 07	Building List	SU05	Place List/Evident in Buildings & Meters treeview	List of places (buildings) and addresses.
Check 01	Sites Without Buildings			
Check 02	Buildings Without Meters			
Check 03	Accounts Without Meters	SU39	Account Without Meter	Lists any accounts that do not have meters associated with them.
Check 05	Gaps in Billing Period	BL08	Missing Bills	Finds gaps in billing dates (gaps between the end date of one bill and the start date of the next bill) by account and cost center.
Check 06	No Bill This Month	BL08C	Billing Periods without Bills	
Check 07	Overlapping Billing Periods	BL09	Overlapping Bills	Finds bills that have overlapping start and end dates, which often indicates billing or data errors.
Check 08	Bills Entered Today		Use Bill Processing-Bill Lists to create a filtered bill list	
Check 08	Bills Entered Today	BL17	Bill Entry Log	Displays a list of entered bills by User.
Check 09	Inactive Sites	SU03	Must set 'Account Active' filter to NO	
Check 10	Load Factor	AN12	Load Factor	Shows Load Factor for each electric bill.
Check 12	Multiple Bills in Same Month		Use audit DAY09	
Bill 01	Meter Billing History with Details	BL07	Use BL01 to show history without details	Detailed bill report, one page per bill. Shows all bill line items.
Bill 03	Building Billing Summary by Energy Type	BL39	Place Type Summary	Organized by Place. Includes Use, Demand, Cost and Average Unit Cost.
Bill 08	Cost Summary Graph	BL12	Executive Summary By Commodity	One-page summary of cost, usage, unit cost and cost/area of all commodities for all buildings or all cost centers, or filtered for single locations.
Bill 09	Average Unit Cost by Meter	AN16	Meters Ranked by Cost per Unit	Ranks meters from lowest to highest unit cost.
Bill 11	Buildings Ranked by Cost/ Floor Area	AN14	Buildings Ranked By Cost Per Area	Ranks buildings from lowest to highest cost/area.
Bill 12	Cost Trend Graph	BL13, BL25	Executive Cost Profile	Multi year trend, month-by-month line graph and summary table of cost, one page.
Bill 13	Usage Trend Graph	BL14, BL26	Executive Energy Profile	Multi-year trend, month-by-month line graph and summary table of usage, one page.
Bill 13A	Demand Trend Graph	AN06A	Total Demand	Summary month-by-month demand profile for multiple years for all selected meters and buildings.
Bill 15	Sites Ranked by Usage/Floor Area	AN13	Buildings Ranked by Use Per Area	Ranks buildings from lowest to highest use/area.
Bill 16	Buildings Ranked by Use/Floor Area			
Bill 17	Estimated Bills	BL18	Estimated Bills Report	Displays a list of estimated bills.
Bill 18	Questionable Bills	BL27	Must run audits first, also see Bill Processing-Bill Audits-Bills w/Problem Flag	
Bill 19	Retail Electric Quote Data	BL31	Electric Price Quote	Provides the data you need to give to electric retailers in order to solicit commodity quotes.

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Code	Report Name	Code	Report Name	Report Summary
Bill 20	Account Billing History with Details	BL02	Use BL07 for details	Detailed bill data.
Bill 22A	Bill Details	BL07	Bill Details	Detailed bill report, one page per bill.
Weather 01	Monthly Weather Comparison	WTHR02	Weather Comparison	Compares the current year to a prior-year baseline.
Weather 02	Daily Weather	WTHR01	Daily Mean Temperature	Tabular report that lists daily mean temperature and shows monthly average.
Weather 03	Monthly Weather Graph			Use www.WeatherDataDepot.com or click the weather icon in Buildings & Meters>Building Properties.
Weather 04	Cooling Need Graph			
Weather 05	Heating Need Graph			
CAP01A	Cost Avoidance Summary-Sites	CAPt01A-1PT	Cost Avoidance Summary by Place Type	Summarizes Cost Avoidance by Place at a selected organizational level using (optional) filter option: Summary by Place Type.
CAP01A-1	Cost Avoidance Summary-Sites	CAP01A-2PT	Cost Avoidance Summary by Place Type	
CAP01A-2	Cost Avoidance Summary-Sites	CAP01APT	Cost Avoidance Summary by Place Type	
CAP01B	Cost Avoidance Summary-Buildings	CAP01B	Cost Avoidance Summary by Building	Summarizes actual cost, BATCC cost, cost avoidance dollars and cost avoidance % by building.
CAP01B-1	Cost Avoidance Summary-Buildings	CAP01B-1	Cost Avoidance Summary by Building	Summarizes Cost Avoidance by Place.
CAP01B-1	Cost Avoidance Summary-Buildings by Type	CAP01B-2	Cost Avoidance Summary by Building	Summarizes Cost Avoidance by Place. Similar to CAP01B-1 but sorted by Building Type and Place Code.
CAP01BU	Use Avoidance Summary-Building	CAP01BU	Use Avoidance Summary by Building	Similar to CAP01B but includes values for usage. Summarizes actual use, use without CAP, use avoidance and use avoidance % by building.
CAP01C	Cost Avoidance Summary-Energy Types	CAP01C	Cost Avoidance Summary By Commodity	Summarizes actual cost, BATCC cost, cost avoidance dollars and cost avoidance % by commodity.
CAP01D	Cost Avoidance Summary-Cost Centers			
CAP01E	Cost Avoidance Summary by Meter	CAP01E	Cost Avoidance Summary by Meter	Summarizes actual cost, cost without CAP, cost avoidance dollars and cost avoidance % by meter.
CAP01E-1	Cost Avoidance Summary by Meter	CAP01E-1	Cost Avoidance Summary by Meter	Identical to CAP01E-0, but sorted by Cost Avoidance % descending.
CAP01E-U	Use Avoidance Summary-Meters	CAP01EU	Cost Avoidance Summary by Meter	Similar to CAP01E-0, but includes values for Use instead of Cost.
CAP01F	Cost Avoidance Summary-Vendors	CAP01F	Cost Avoidance Summary by Vendor	Similar to CAP01E-0, but summarizes Cost Avoidance data for each listed vendor.
CAP01G	Cost Avoidance Summary-Rate Codes	CAP01G	Cost Avoidance Summary by Rate Code	Similar to CAP01F but summarizes Cost Avoidance data for each listed Rate Code.
CAP02	Energy Report Card	CAP02	Energy Report Card	A concise building-by-building report by commodity that helps to quickly identify cost avoidance performance by building and commodity.
CAP03	Cost Avoidance Monthly Trend	CAP03	Cost Avoidance Monthly Trend	Charts month-by-month Cost Avoidance (savings) in dollars.
CAP03A	Cost Avoidance Monthly Trend	CAP03A	Cost Avoidance Monthly Trend	Similar to CAP03 but charts month-by-month Cost Avoidance % instead of dollar savings.
CAP04	Use Avoidance Monthly Trend	CAP04	Use Avoidance Monthly Trend	Month-by-month Use Avoidance trend report (two pages).
CAP04A	Use Avoidance Monthly Trend	CAP04A	Use Avoidance Monthly Trend	Similar to CAP04, but charts the Use Avoidance % instead of Use Avoidance.
CAP05	Meter Adjustment Settings	CAP05	Meter Adjustment Settings	Documents various cost avoidance control settings of each meter.
CAP06	Baseline Report	CAP06	Baseline Report	Shows day-to-day usage for baseline year.

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Code	Report Name	Code	Report Name	Report Summary
CAP07	Executive Summary	CAP07	Executive Summary	The CAP07 report is a multi-month executive level summary of use and cost (monthly and year-to-date). It includes values for the baseline, current CAP adjusted and non-adjusted values, cost avoidance percentages and cost avoidance dollars.
CAP08	Cost Avoidance Exceptions	CAP08	Cost Avoidance Exceptions	Use this report to spot bills that have exceptional cost avoidance values.
CAP09	CAP Manual Adjustments	CAP09	CAP Manual Adjustments	Lists single-month manual cost avoidance adjustments.
CAP10	Detailed Meter CAP Analysis	CAP10	Detailed Meter CAP Analysis	A detailed meter-by-meter report that shows cost avoidance calculation per bill.
CAP11	Meter Special Adjustment List	CAP11	Meter Special Adjustment List	Lists adjustments to cost avoidance incorrect reference.
CAP12	Savings to Date	CAP13	Savings In Period	A summary by building, by commodity, that shows projected cost and use without energy management (BATCC value), the actual values and the resulting avoidance values.
CAP13	Savings In Period	CAP13	Savings In Period	A summary by building, by commodity, that shows projected cost and use without energy management (BATCC value), the actual values and the resulting avoidance values.
CAP14	Bill Export	BL23	Excel Bill Transfer Format	or copy Bill List to Excel.
CAP15	Energy Reduction Impact	CAP15	Energy Reduction Impact	List the energy savings in BTU.
CAP15A	Energy Reduction Impact In CO2	CAP15A	Energy Reduction Impact In CO2	Lists Place Code and provides the amount of avoided CO2 emissions during the defined time period.
CAP15B	Carbon Footprint	CAP15B	Carbon Footprint	Lists Place Code and provides the total amount of CO2 emissions by that Place during the defined time period.
CAP16	Savings In Period By Site	CAP16PT	Savings in Period by Organization Type	Show Use and Cost Avoidance for the selected billing period range.
CAP18	Total Savings	CAP18PT	Total Savings	Lists Estimated and Actual Use & Cost (with and without energy management) per Energy Type (Commodity).
CAP19	Energy Conservation Program	CAP19	Energy Conservation Program	Summary report showing the effectiveness of your Energy Conservation Program based on Cost Avoidance.
CAP19A	Energy Conservation Program-Energy Summary	CAP19A	Energy Conservation Program-Energy Summary	Similar to CAP19 but includes Use values instead of Cost in the first report section.
CAP20	Energy Star Ratings	AN24	Energy Star Ratings	Reports ENERGY STAR rating information.
CAP20	Energy Star Ratings	AN24A	ENERGY STAR Ratings with History	Reports ENERGY STAR Ratings with history.
CAP21	Overall Program Summary	CAP21	Overall Program Summary	This report provides the monthly and summary performance of your Cost Avoidance Program.
CAP23	Baseline vs. Current Usage Comparison Trend	CAP23	Baseline vs Current Usage Trend	Line graph by meter with monthly data points for Actual Usage, Baseline Usage, and BATCC Usage.



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