





Utility Bill Tracking		Express	Enterprise
Account & Meter Tracking.	Track any commodity, unit of measure, and any type of line item detail. Includes ability to track standard bills, deregulated bills (separate LDC/supplier charges), and summary accounts.	✓	✓
Accounts Payable or G/L Export.	Export audited and approved bill records to an A/P or G/L system for final processing and payment; eliminates double-entry of billing data.		✓
Bill Accruals.	Create estimated bills (accruals) based on historical bills to close out an accounting period. Export accrued bills to the General Ledger and reverse accrued transactions after the actual bill is received.	2 Reports	✓
Bill Audits.	Automatically and immediately check each bill upon entry or import to verify accuracy and flag potential problems.	✓	✓
Bill Flags.	Work order system to track, report, and manage savings and problems.	✓	✓
Electronic Bill Import via Flat File.	Import historical and ongoing utility bill information in Microsoft Excel or comma separated value file formats (.xls, .xlsx, .csv, or .dat). Other options available via Bill CAPture <sup>SM</sup> service.	✓	✓
Workflow Management.	User-configurable workflow settings for processing utility bills.	✓	✓
Reporting & Presentation			
Automated Report Distribution.	Schedule and email report batches to distribution lists.		✓
Calendarization.	Allocates weather-adjusted use & cost data to appropriate calendar month instead of billing period.	✓	✓
Custom Fields.	Track any user-created attribute for a meter, account, building, or vendor.	✓	✓
Easy Data Export.	Create bill lists and run reports for quick and easy export to Excel or other applications for ad-hoc reporting.	✓	✓
Energy Dashboards.	Create custom energy dashboards for personal use, for departments or divisions within your organization, or to display publicly.	✓	✓
PowerViews™.	Exclusive EnergyCAP feature that puts current data at your fingertips. Trend charts and graphs automatically displayed and dynamically updated.	✓	✓
Project Tracking.	Record energy and cost savings from your energy management projects.	✓	✓
Reports, Charts, & Graphs.	View and analyze utility data from EnergyCAP's library of informative and easy-to-understand reports.	Over 150 reports	Over 300 reports
Report Designer.	Design custom reports via the template library or from scratch.	✓	✓
TreeView Navigation.	User-friendly hierarchical structure of buildings, meters, accounts, and cost centers.	✓	✓
Weather Data.	Trend and analyze weather data and its impact on energy usage. Mean daily temperature is provided for all weather stations in North America.	✓	✓
Chargebacks & Tenant Rebilling			
Bill Splits.	Split bills by percentages for shared or unmetered facilities.		✓
Submeters & Chargebacks.	Enter or import submeter readings to create chargeback "invoices" for customers, other departments, or tenants.		✓
Virtual Formulas.	Combine use and cost data via custom formulas to calculate recharge "invoices."		✓
Sustainability & Compliance			
ENERGY STAR Benchmarking.	Interface to EPA's Portfolio Manager to obtain ENERGY STAR energy efficiency rating for buildings.	✓	✓
Greenhouse Gas Emissions.	Calculate & report the GHG emissions resulting from energy use.	✓	✓

Standard Feature
 Optional Feature

 Savings & Analysis	Express	Enterprise
<b>Benchmarking Charts.</b> Rank and compare buildings and meters within peer groups. Instantly highlight outliers (abnormal meters, buildings, and bills) and prioritize energy conservation efforts.	✓	✓
<b>Cost Avoidance (M&amp;V).</b> Calculates savings attributable to energy management by comparing current bills to normalized baseline year. Complies with IPMVP, Section C “whole building method.”		✓
<b>Custom Benchmarking.</b> Benchmark according to criteria specific to your industry and needs, such as use/cost per area, use/cost per unit of measure, use/cost per production unit, use/cost per occupancy, use/cost per hour of operation, and more.	✓	✓
<b>Energy Use Intensity.</b> Track weather-normalized energy usage to determine long-term energy efficiency trends.	✓	✓
<b>Normalization.</b> Presents weather-adjusted usage data for quick & easy year-to-year comparisons.	✓	✓
<b>Target Comparison.</b> Compare current cost, consumption, or GHG data against reduction target or goal.	✓	✓
<b>Use vs. Weather.</b> Compare month-to-month and year-to-year utility bills to see the impact of weather on your energy usage.	✓	✓
 User Access Permissions		
<b>Unlimited Number of Users.</b> EnergyCAP is licensed for an unlimited number of users, so no need to worry about seat licenses or unexpected charges.	✓	✓
<b>User Permissions.</b> Manage user rights on an individual basis or use of convenient, time-saving User Roles.	✓	✓
 Meter Data Tracking		
<b>Interval (Time-Series) Data.</b> Import and analyze meter interval data (usually 15, 30, or 60-minute intervals) for detailed energy consumption analysis.		✓
<b>Meter Data Import.</b> Import meter data for detailed use analysis and bill verification. Ask about automated meter data acquisition via our Smart CAPtureSM service.		✓
<b>Meter Reading Routes.</b> Enter submeter readings to create monthly utility bills.		✓
 Database Setup & Support		
<b>Advanced Hosting Service.</b> Optional services for additional databases, self-managed access to EnergyCAP SQL Server database, single sign-on user login, expanded file storage, and more.		✓
<b>Data Import Templates.</b> Get started quickly and reduce manual keyboard data entry by importing your organization and historical billing data into EnergyCAP.	✓	✓
<b>Implementation Services.</b> Implementation support by our experienced project management and Customer Success teams to get EnergyCAP up and running quickly and train your team. Options available to fit your deadlines and budget.	✓	✓
<b>Setup Wizards.</b> Setup wizards throughout EnergyCAP walk you through new account and meter setup, new user setup, vendor setup, bill entry, and more.	✓	✓
<b>User Activity Logging.</b> Application and system messages related to primary user actions are logged and readily accessible for review and comment. Data imports, error messages, warnings, and other actions are recorded by user, date, time, and type.	✓	✓
<b>Webhooks and Events.</b> Trigger custom workflows and other integrations when specific events (e.g., a new bill is created) occur in the application.	✓	✓

 **Standard Feature**
 **Optional Feature**