



Facilities Management System

Utilities Billing for Customers

Version 1.0



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1. Utility Reports for OFS Customers

1.1.Introduction

Two Utilities related reports are available to customers via the AiM interface:

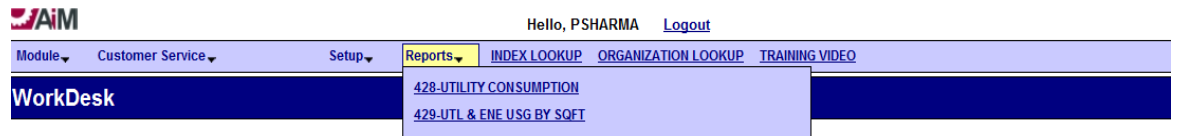
1. Utility and Energy Usage per Square Feet
2. Utility Consumption

The *Utility and Energy Usage per Square Feet* report can be used to see the billed amount for a particular Property or building. The *Utility Consumption* report can be used to compare changes in utility consumption from the previous month.

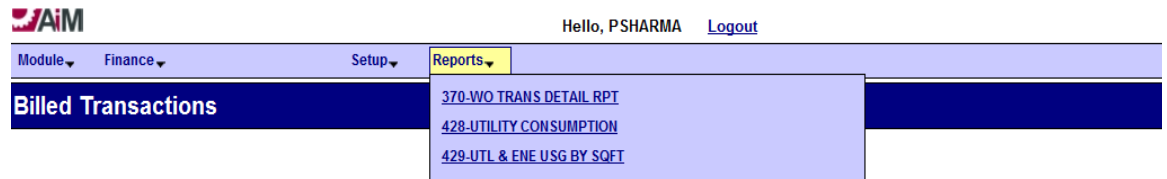
1.2.Accessing the Reports

The reports can be accessed from two screens within AiM

1. Customer Request screen
 - a. To access the reports from the Customer Request screen click on Module -> Customer Service
 - b. A menu item titled “Reports” is displayed at the top of the screen.



2. Billed Transactions screen
 - a. To access the reports from the Billed Transactions screen click on Module -> Finance
 - b. Then click on Finance -> Billed Transactions
 - c. A menu item titled “Reports” is displayed at the top of the screen.

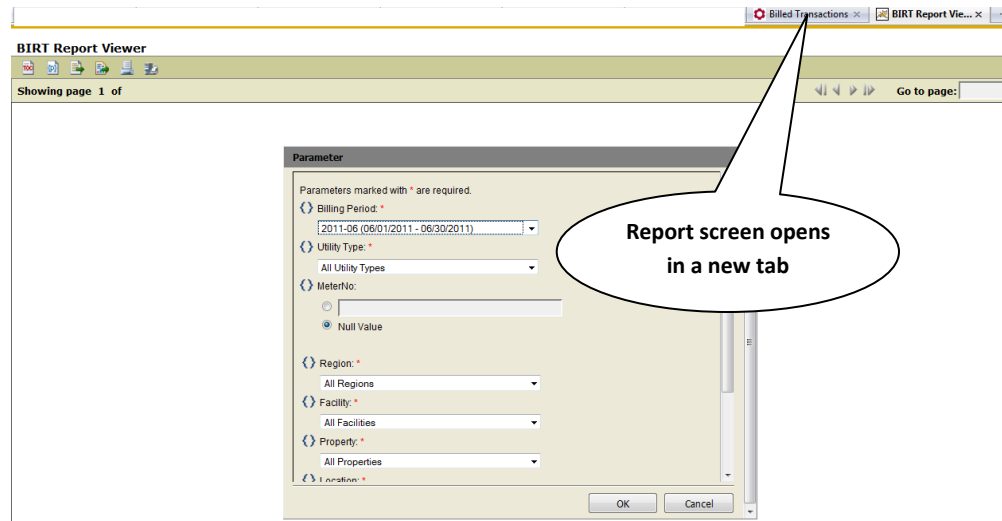


1.3. Generating Reports

This section describes the process for generating the report from AiM and provides sample report outputs.

1.3.1. Utility and Energy Usage per Square Feet

1. Click on the link titled “429 – UTL & ENE USG BY SQFT”
2. Depending on your browser, a new tab will open in your current browser window or a new browser window will open.



3. Before generating the report select the following parameters:
 - a. *Billing Period (Required)*
This is the billing period for which the report is generated. The billing period is limited to a month. The user can select only one billing period.
 - b. *Utility Type (Required)*
This is the type of Utility for which the report is generated. The user can run the report for a specific Utility (such as Electric Energy or Chilled Water) or all Utilities.
 - c. *Meter (Optional)*
This is the meter name as defined by OFS. The user can limit the report to a specific meter.
 - d. *Region/Facility/Property/Location.*
This is used to specify the building or property for which the report is generated.
Tip: Select Property (building) only and leave the Region/Facility as default and select location as “All Locations”.



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4. Following is a sample of the report with some key fields highlighted

BIRT Report Viewer



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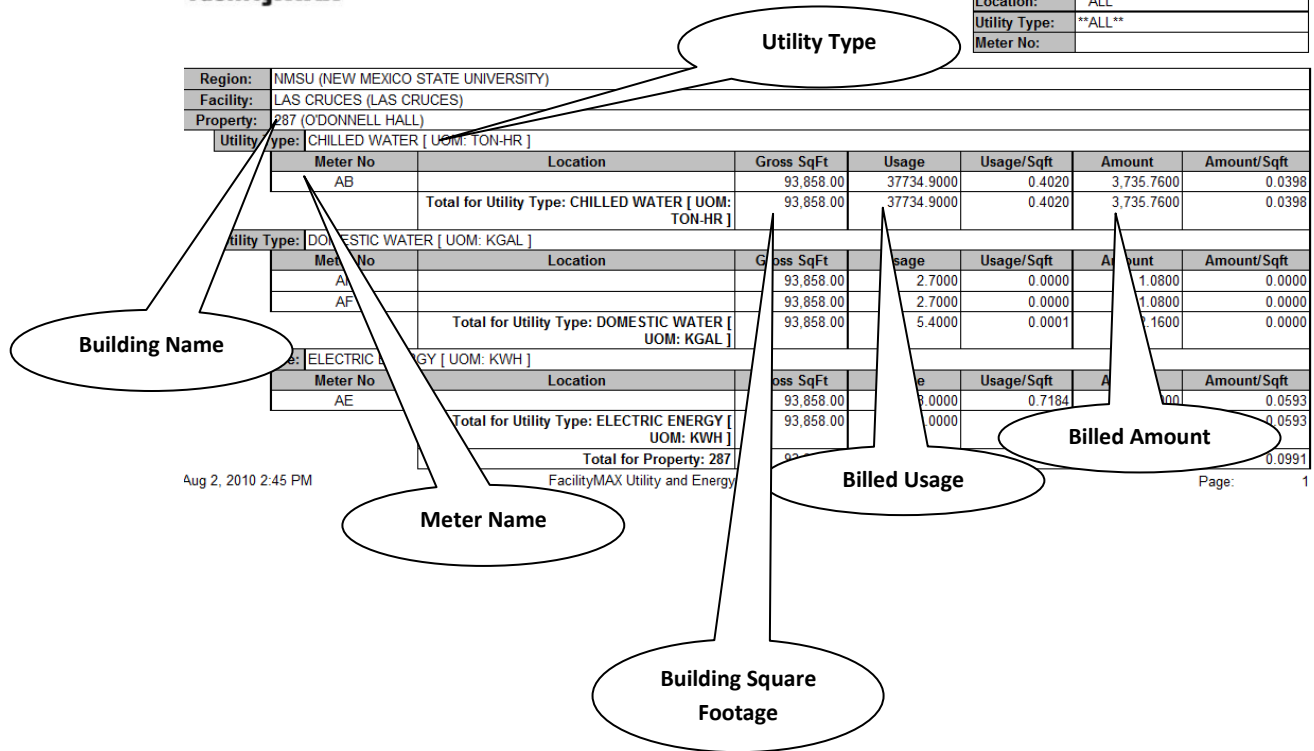
Go to page

Parameters:	
Billing Period:	2009-06
Region:	**ALL**
Facility:	**ALL**
Property:	287
Location:	**ALL**
Utility Type:	**ALL**
Meter No:	



Utility and Energy Usage by SqFt

Region:	NMSU (NEW MEXICO STATE UNIVERSITY)					
Facility:	LAS CRUCES (LAS CRUCES)					
Property:	287 (O'DONNELL HALL)					
Utility type:	CHILLED WATER [UOM: TON-HR]					
Meter No	Location	Gross SqFt	Usage	Usage/Sqft	Amount	Amount/Sqft
AB		93,858.00	37734.9000	0.4020	3,735.7600	0.0398
Total for Utility Type: CHILLED WATER [UOM: TON-HR]		93,858.00	37734.9000	0.4020	3,735.7600	0.0398
Utility Type:	DOMESTIC WATER [UOM: KGAL]					
Meter No	Location	Gross SqFt	Usage	Usage/Sqft	Amount	Amount/Sqft
AA		93,858.00	2.7000	0.0000	1.0800	0.0000
AF		93,858.00	2.7000	0.0000	1.0800	0.0000
Total for Utility Type: DOMESTIC WATER [UOM: KGAL]		93,858.00	5.4000	0.0001	2.1600	0.0000
Utility Type:	ELECTRIC ENERGY [UOM: KWH]					
Meter No	Location	Gross SqFt	Usage	Usage/Sqft	Amount	Amount/Sqft
AE		93,858.00	8.0000	0.7184	0.0000	0.0593
Total for Utility Type: ELECTRIC ENERGY [UOM: KWH]		93,858.00	8.0000	0.0000	0.0000	0.0593
Total for Property: 287		93,858.00	45,837.0000	0.4915	3,735.7600	0.0991



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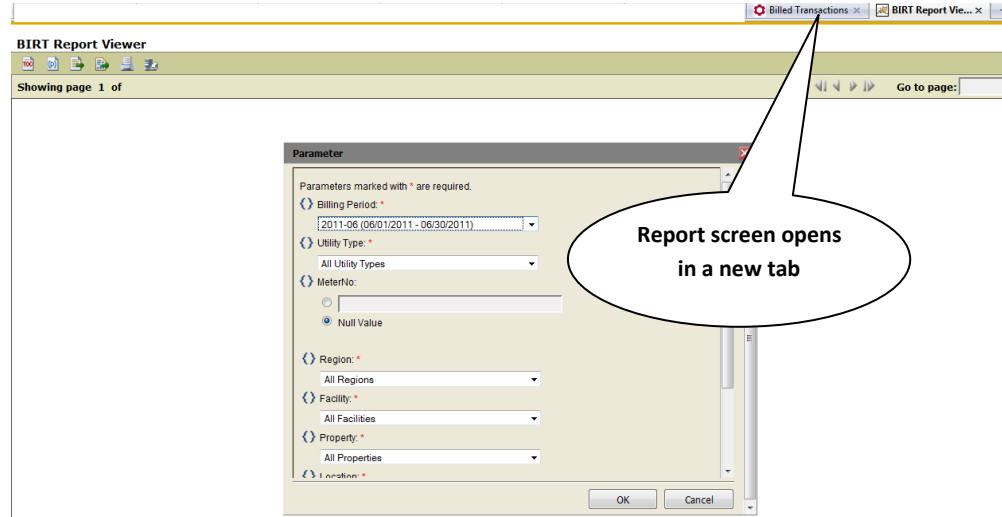
FacilityMAX Utility and Energy

Page:

1

1.3.2. Utility Consumption Report

1. Click on the link titled “428 – UTILITY CONSUMPTION”
2. Depending on your browser, a new tab will open in your current browser window or a new browser window will open.



3. Before generating the report select the following parameters:
 - a. *Billing Period (Required)*
This is the billing period for which the report is generated. The billing period is limited to a month. The user can select only one billing period.
 - b. *Utility Type (Required)*
This is the type of Utility for which the report is generated. The user can run the report for a specific Utility (such as Electric Energy or Chilled Water) or all Utilities.
 - c. *Meter (Optional)*
This is the meter name as defined by OFS. The user can limit the report to a specific meter.
 - d. *Region/Facility/Property/Location.*
This is used to specify the building or property for which the report is generated. **Tip:** Select Property (building) only and leave the Region/Facility as default and select location as “All Locations”.
 - e. *Minimum % Change (Optional)*
This field is particularly useful, when researching variance of usage from previous month. *Example: To determine if the variance in usage for a particular building from last month was greater than 50%.*



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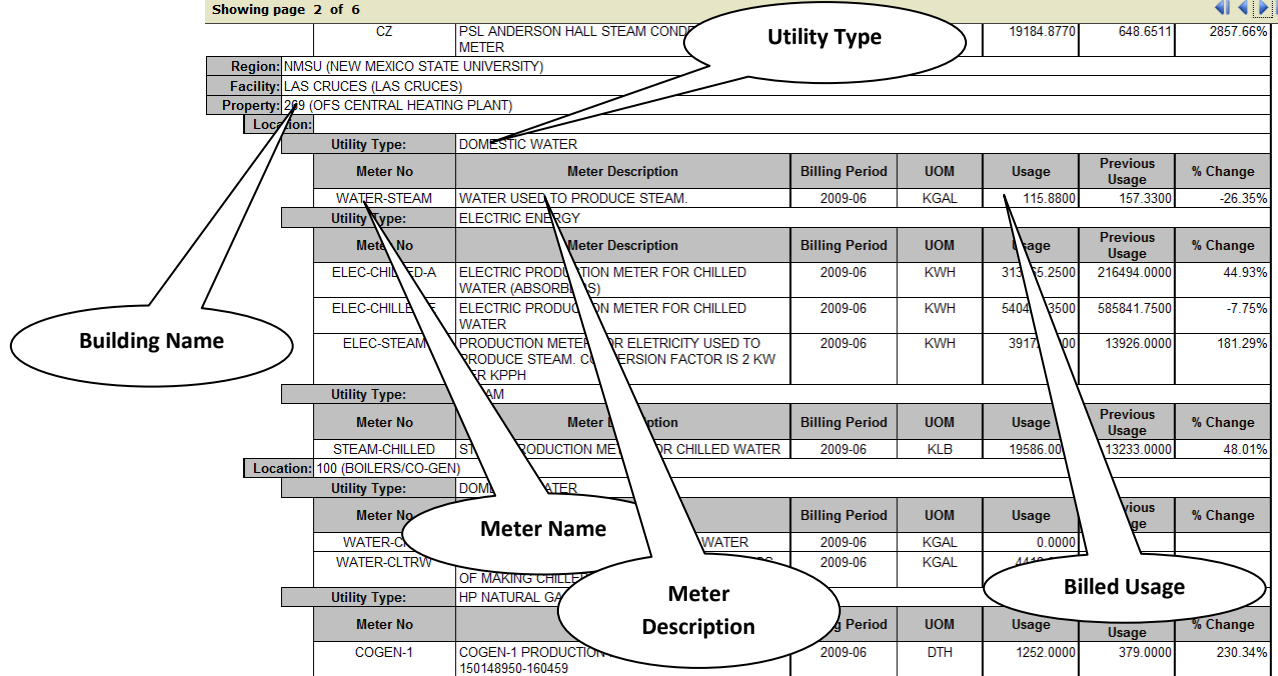
4. Following is a sample of the report with some key fields highlighted.

BIRT Report Viewer

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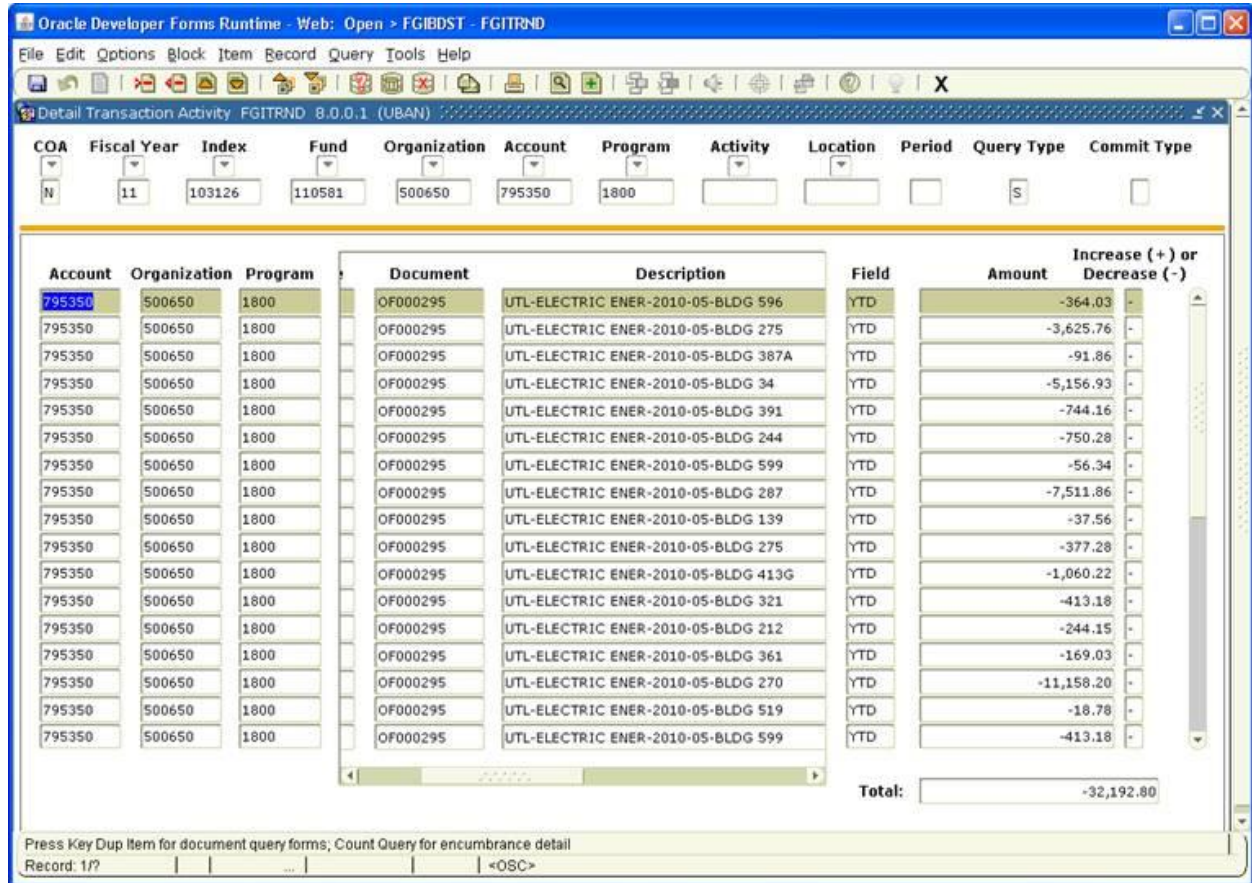
Go to page:

Region:	NMSU (NEW MEXICO STATE UNIVERSITY)					
Facility:	LAS CRUCES (LAS CRUCES)					
Property:	299 (OFS CENTRAL HEATING PLANT)					
Location:						
Utility Type:	DOMESTIC WATER					
Meter No	Meter Description	Billing Period	UOM	Usage	Previous Usage	% Change
WATER-STEAM	WATER USED TO PRODUCE STEAM.	2009-06	KGAL	115.8800	157.3300	-26.35%
Utility Type:	ELECTRIC ENERGY					
Meter No	Meter Description	Billing Period	UOM	Usage	Previous Usage	% Change
ELEC-CHILLED-A	ELECTRIC PRODUCTION METER FOR CHILLED WATER (ABSORBERS)	2009-06	KWH	31315.2500	216494.0000	44.93%
ELEC-CHILLED-B	ELECTRIC PRODUCTION METER FOR CHILLED WATER	2009-06	KWH	540413500	585841.7500	-7.75%
ELEC-STEAM	PRODUCTION METER FOR ELECTRICITY USED TO PRODUCE STEAM. CONVERSION FACTOR IS 2 KW FOR KPPH	2009-06	KWH	39171.0000	13926.0000	181.29%
Utility Type:	STEAM					
Meter No	Meter Description	Billing Period	UOM	Usage	Previous Usage	% Change
STEAM-CHILLED	STEAM PRODUCTION METER FOR CHILLED WATER	2009-06	KLB	19586.0000	13233.0000	48.01%
Location:	100 (BOILERS/CO-GEN)					
Utility Type:	DOMESTIC WATER					
Meter No	Meter Description	Billing Period	UOM	Usage	Previous Usage	% Change
WATER-CO	WATER	2009-06	KGAL	0.0000		
WATER-CLTRW	WATER	2009-06	KGAL	1448.0000		
Utility Type:	OF MAKING CHILLED WATER					
Meter No	Meter Description	Billing Period	UOM	Usage	Previous Usage	% Change
COGEN-1	COGEN-1 PRODUCTION METER CLC ACCOUNT NO. 150148950-160459	2009-06	DTH	1252.0000	379.0000	230.34%
COGEN-2	COGEN-2 PRODUCTION METER CLC ACCOUNT NO.	2009-06	DTH	42167.0000	31792.0000	32.63%



2. Utility Charges in Banner

The AiM software does not provide an interface like the *Billed Transactions* screen where customers can query on charges. The primary method for checking utility charges is Banner. Utility charges are fed to Banner from the AiM system. The user can access the transaction details from the Organization Budget Status Screen (FGIBDST) /Detailed Transaction Activity Screen (FGITRND) screen as shown below:



To distinguish utility charges, the description of the charges is written in a specific format. The format below is provided to assist users in querying Utilities specific transactions in Banner:

UTL-<Utility Type>-<Billing Period>-BLDG <building number>

	Max size in chars	Example
Constant	4	UTL-
Utility	12	ELECTRIC ENER
Constant	1	-
Period	7	2009-07
Constant	6	-BLDG or -ZONE
Bldg	4	369 or 2100



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In some cases the utility type will be truncated at 13 chars. The impacted types (and the resultant truncated values) are:

Utility Name	Banner Value	Example
COMM LP NAT GAS Commercial Low Pressure Natural Gas	COM LP NT GAS	UTL- COMM LP NAT GAS -2010-12-BLDG 369A
DOMESTIC WATER Domestic Water	DOMESTC WATER	UTL- DOMESTC WATER -2010-12-BLDG 369A
ELECTRIC ENERGY Electric Energy	ELECTRIC ENER	UTL-ELECTRIC ENER-2009-07-ZONE 2100
LP NATURAL GAS Low Pressure Natural Gas	LP NATURL GAS	UTL-LP NATURL GAS-2010-12-BLDG 369A