

How to Track Electric Demand in Portfolio Manager

EPA’s ENERGY STAR Portfolio Manager tool helps you measure and track the energy and water use, waste and materials, and greenhouse gas emissions of your buildings, all in a secure online environment. You can use the tool to identify under-performing buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Steps to Track Electric Demand

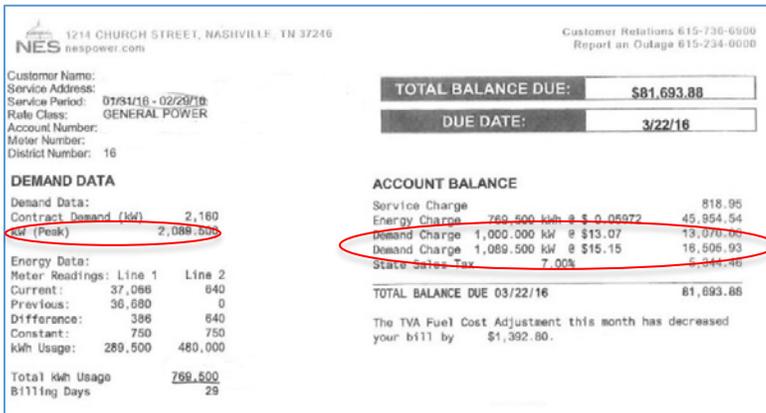
1. Enter Electric Demand and Demand Cost
2. Track Annual Demand Metrics

Utilities typically charge commercial customers for both the quantity and the rate of electricity consumed. Electric demand is the rate of using electricity, and Demand cost is the cost you are charged for this demand on each bill. Tracking demand and demand cost will help you understand what portion of your bill is associated with demand and when this demand occurs so you can look for ways to reduce your demand and lower your utility bill. Using less electricity, and using it at a lower rate throughout your billing period will reduce demand associated charges.

Utilities present demand in many different ways. Here is one example of how demand appears on energy bills, and the steps to track and report on demand and demand cost in Portfolio Manager.

Electric Demand:
2,089 kW

Demand Cost:
\$13,070 +
16,505.93=
\$29,575.93



Customer Name: NES
Service Address: 1214 CHURCH STREET, NASHVILLE, TN 37246
Service Period: 07/31/16 - 02/29/17
Rate Class: GENERAL POWER
Account Number:
Meter Number:
District Number: 16

TOTAL BALANCE DUE: \$81,693.88
DUE DATE: 3/22/16

DEMAND DATA	
Contract Demand (kW)	2,160
kW (Peak)	2,089.005

ACCOUNT BALANCE	
Service Charge	818.95
Energy Charge 769,500 kWh @ \$ 0.05972	45,954.54
Demand Charge 1,000.000 kW @ \$13.07	13,070.00
Demand Charge 1,089.500 kW @ \$15.15	16,505.93
State Sales Tax 7.00%	5,344.46
TOTAL BALANCE DUE 03/22/16	81,693.88

The TVA Fuel Cost Adjustment this month has decreased your bill by \$1,392.80.

1 Enter Your Electric Demand and Demand Cost for Each Electricity Bill

On the main page of your property, go to the **Energy** tab.

1. Click on your electric meter: In Portfolio Manager, select the electric meter you wish to track demand and demand cost for.
2. Enter demand (kW) for each bill period as the largest measured value you see in kilowatts (kW) across any breakdown of demand on your bill.
3. Enter demand cost (\$) for each period. Include any costs associated with:
 - Kilowatt (kW) usage
 - Anything labeled “Demand Charge”

Note: Demand fields in Portfolio Manager were designed to be generic and flexible to track electricity demand use and costs based on what information is available and most important to you in managing your energy use. The graphic below shows what the fields look like in Portfolio Manager.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Updated
<input type="checkbox"/>	12/12/2013	1/11/2014	532,173	39,912.98	<input type="checkbox"/>	<input type="checkbox"/>	1,293.48	13,304.33	8/7/2017 Sample Data_Demand
<input type="checkbox"/>	1/11/2014	2/10/2014	518,833	38,912.49	<input type="checkbox"/>	<input type="checkbox"/>	1,261.05	12,970.83	8/7/2017 Sample Data_Demand
<input type="checkbox"/>	2/10/2014	3/12/2014	516,496	38,737.16	<input type="checkbox"/>	<input type="checkbox"/>	1,255.37	12,912.39	8/7/2017 Sample Data_Demand

2 Pull Demand Metrics into Custom Reports

After you have 12 months of demand data, you can pull the following demand metrics for your custom reports. These demand metrics are at the property level, not the meter level. Demand can also be entered manually through spreadsheets or through Web Services. The following metrics will be available for custom reports from the “Energy Performance Metrics” tab:

- ✓ **Annual Maximum Demand (kW):** highest demand value across all your electric meters covered in the 12-month performance period.
- ✓ **Annual Maximum Demand (MM/YYYY):** month and year within the 12-month period that had the highest demand.
- ✓ **Annual Maximum Demand (Meter Name (Meter ID)):** name of the meter that had the highest measured demand, and its Meter ID that was assigned by Portfolio Manager when the meter was created.
- ✓ **Annual Demand Cost (\$):** sum of all demand costs across all months and all meters in the 12-month performance period.

The top screenshot shows the 'Select Information & Metrics' dialog with 'Annual Demand Cost (\$)' selected under the 'Property Use Details' category. The bottom screenshot shows the same dialog with 'Annual Maximum Demand (kW)', 'Annual Maximum Demand (MM/YYYY)', and 'Annual Maximum Demand (Meter Name (Meter ID))' selected under the 'Energy Performance Metrics' category.

Users can also include Demand Cost into custom reports. Demand Cost can be found under the “Cost Performance Metrics” tab.

Learn More!

To learn more about Portfolio Manager, visit www.energystar.gov/portfoliomanager.

To get answers to your questions, visit <http://www.energystar.gov/buildingshelp>.