Ann Arbor

Commercial and Multifamily Benchmarking

CONSTELLATION NATURAL GAS GUIDE

Step-by-step instruction to upload natural gas data to ENERGY STAR Portfolio Manager.

If you have a large portfolio of buildings that need to be benchmarked that receive their natural gas from Constellation, email benchmarking@a2gov.org to learn about other solutions.

Step 1   Download monthly consumption from Constellation

These steps will download monthly consumption data for all your Constellation meters.

If you don't have access to the data that you need to benchmark within your Constellation account, email your Constellation account manager.

         Step 1.1   **Log in to your account** at **constellation.com**

         Step 1.2   Select **"Menu"** (1) in the upper right corner and select **"Reports" (2)** in the side bar menu
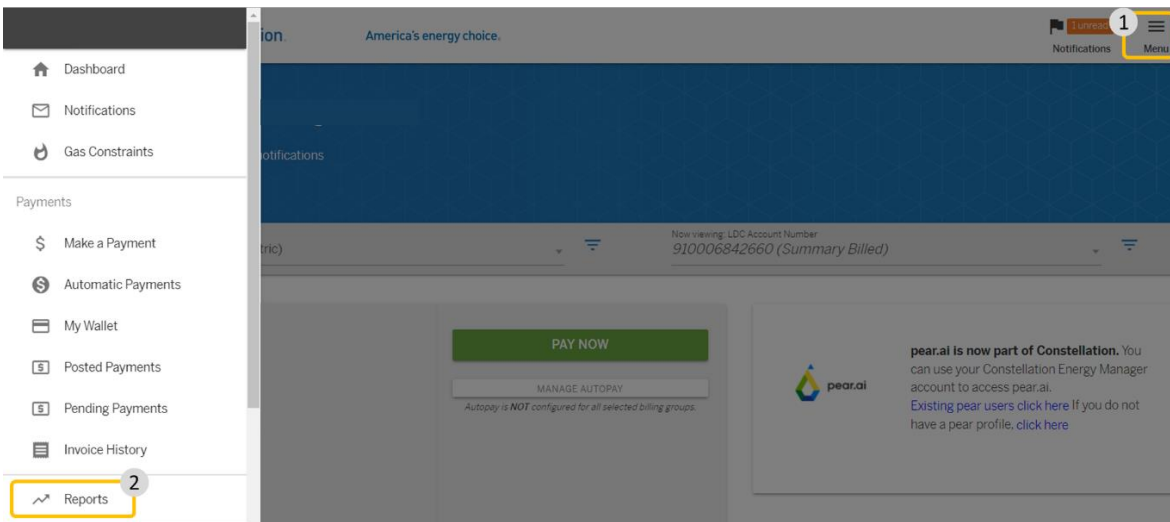
Step 1.3   Select **"Usage Summary Report"**

GAS USAGE
Gas Usage Summary
Gas Usage Reports
5 Year Monthly History
Cost Summary

GAS POSITION
Managed Portfolio Commodity Summary
All Position Reports

GAS OTHER
Update Gas Nominations
Heating Degree Days
Historical NYMEX Settlements
NYMEX Pricing Data
Meter Detail Report

ELECTRIC
Usage History
Usage Interval
Usage by Customer
Cost Summary
Consumption Report

| INTERACTIVE REPORTS |
| --- |
| Invoice Summary Report |
| Usage Summary Report |
| Payment Summary Report |
| Deferred Payment Plan |

Step 1.4   Select the **"Monthly Usage Detail"** (1) tab. **Click** on the **three dots** (2) in the upper right hand of the table to **select "Export Data"** (3)
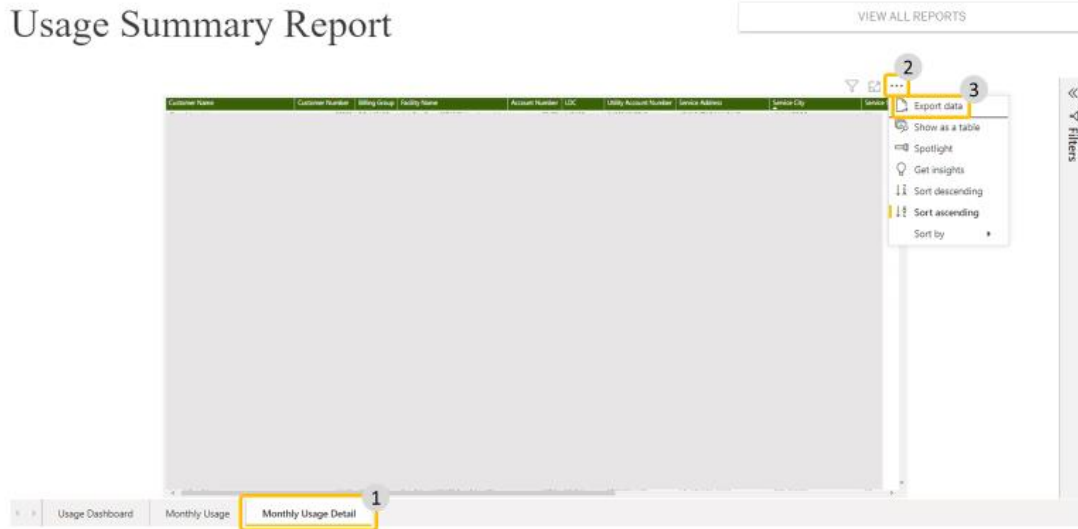
Step 2   Format monthly consumption data

These next steps require the use of Excel or a similar software. If you do not have access to this software, or would like support with these steps, please email benchmarking@a2gov.org

Step 2.1   Open your downloaded data in Excel or a similar software

Step 2.2   Open the Constellation Data Template from the **Benchmarking Resources**

Step 2.3   If your Constellation data includes multiple buildings, apply a filter to the first row of the spreadsheet

Step 2.4   **Filter the data** to only show one address by selecting the drop-down menu ▼ under **Column H ("Service Address")**

Step 2.5   Check if your building has **multiple gas meters.** You can check this by selecting the drop-down menu ▼ under **Column G "Utility Account Number".** If there are multiple numbers, your building has multiple meters.
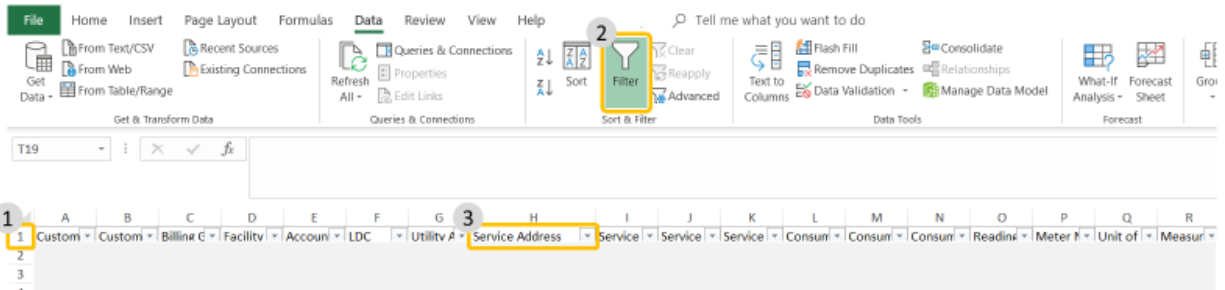
Step 2.6 **Copy the data** in Column L ("Consumption Start Date") and Column M ("Consumption End Date") from the Constellation data export

Step 2.7 **Select Cell A2** in the Constellation Data Template and **paste** the start and end dates

Step 2.8 **Copy the data** in Column N ("Consumption by Unit") from the Constellation data export. This data is in Dekatherms. To convert to CCF, **select Cell F2** ("Paste Usage in Dekatherms HERE") and **paste** the data.

Step 2.9 Click **Cell C2.** Drag the fill handle so that the Column C is the same length as columns A, B, and F.

Step 2.10 **Look at Column O ("Reading Type")** of the Constellation data export.

    i. If any of the cells have the text **"Estimate"**, **enter "Yes" for that date** into Column E ("Estimation") of the Constellation Data Template.

    ii. For all other cells, **enter "No"** into Column E ("Estimation") of the Constellation Data Template.

Step 3 Add data into ENERGY STAR Portfolio Manager

Step 3.1 Log in to **ENERGY STAR Portfolio Manager**

Step 3.2 Click on the **name of your building** to go to the property page

Step 3.3 Select the **"Energy"** tab

Step 3.4   If you have not already created a natural gas meter in ENERGY STAR Portfolio Manager for this building, create one now:

     i.   Select "Add A Meter"

     ii.   Check the box for **"Natural Gas"**

     iii.   If you are uploading data for more than one meter at this building, input the number of meters you have **in "How Many Meters?"**

     iv.   Select "Get Started"
     v.   Add the units of your meter (CCF)

     vi.   Add the **Date Meter became Active** to match the first date in the Constellation Data Template

     vii.   Optional: You can **rename the meter** as needed by clicking on the name

     viii.   Optional: You can **track the meter number** for your records using the Customer Meter ID fields

     ix.   Select **"Create Meter"**

Step 3.5   Select **"Click to add an entry"**

Step 3.6   In the Constellation Data Template, **copy the data in columns A through E. Do not include column F.**

Step 3.7   Select the first cell on the ENERGY STAR Portfolio Manager Upload page and **paste the data.** The data will automatically format itself.

If you experience any problems, you can also **upload as a spreadsheet:**

     i.   Download the Single-Meter Spreadsheet and open it.
    ii.   **Copy the data in columns A through E** of the Constellation Data Template and paste into the Single Meter Spreadsheet **as values.**
   iii.   **Upload** this new spreadsheet into ENERGY STAR Portfolio Manager.

Step 3.8   **Select "Continue".**

Step 3.9   On the next page, **select all active natural gas meters** that represent the total natural gas consumption. You will probably have all meters checked. Only uncheck a meter if it is a sub meter that is included within another meter.

Step 3.10   You should upload data for all active natural gas meters at your building. If your meters account for all natural gas usage at your building, select "These meter(s) account for the total energy consumption …".

Step 3.11   You can correct these selections at any time on the "Energy" tab. Select "Change Meter Selections" to return to this page.

Step 3.12   Select **"Apply Selections".**

You have now added natural gas consumption data for your Constellation meters.