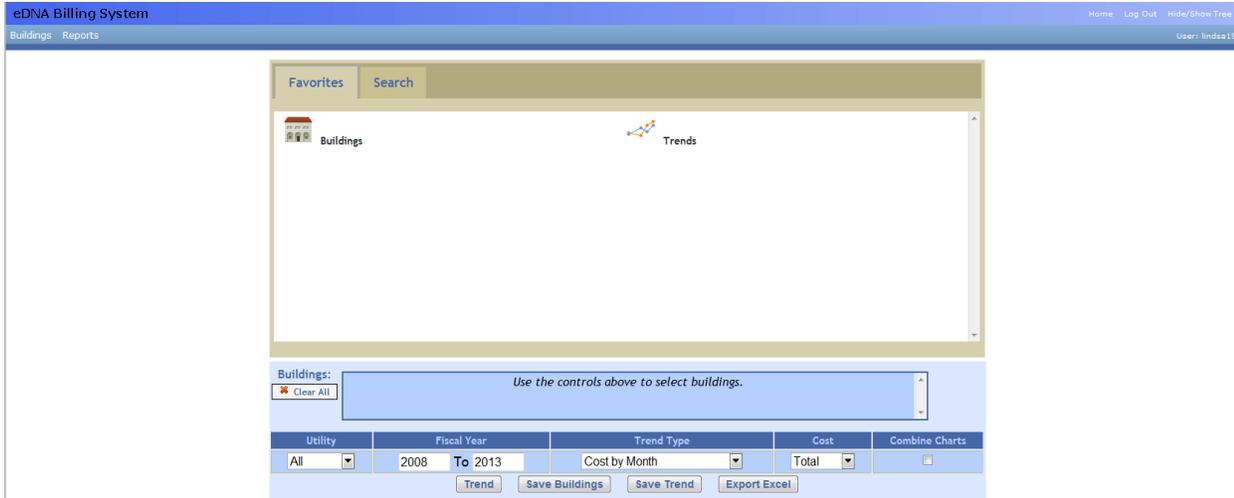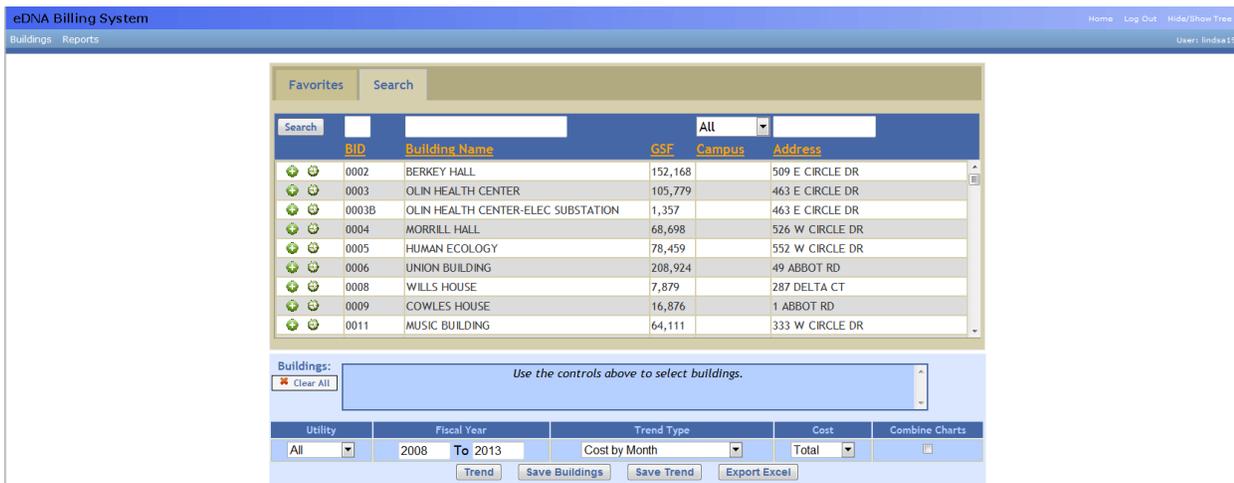# UBS: Find utility data by building

Log into the [eDNA Utility Billing System](). MSU employees and student employees can log in using their MSU.EDU login and password. You can see utility data for any metered building on campus.

1. Click on the "search" tab.

2. Enter the desired building number (four digits) in the search box above "BID." Hit the enter key or click the "search" button. You may also search by entering part of the building name above the "Building Name" field.
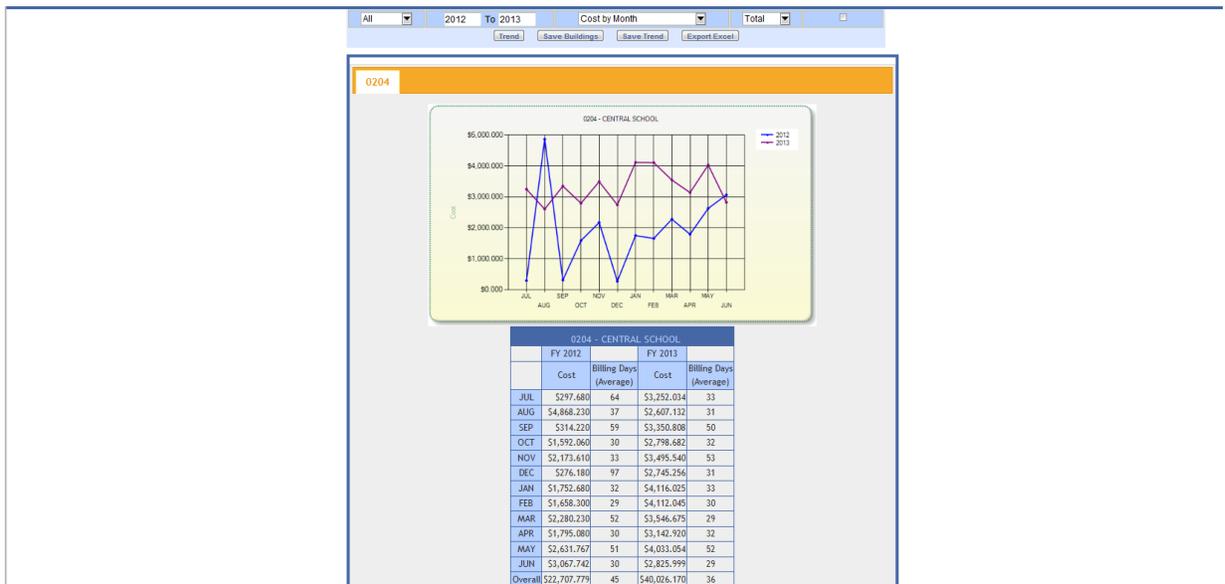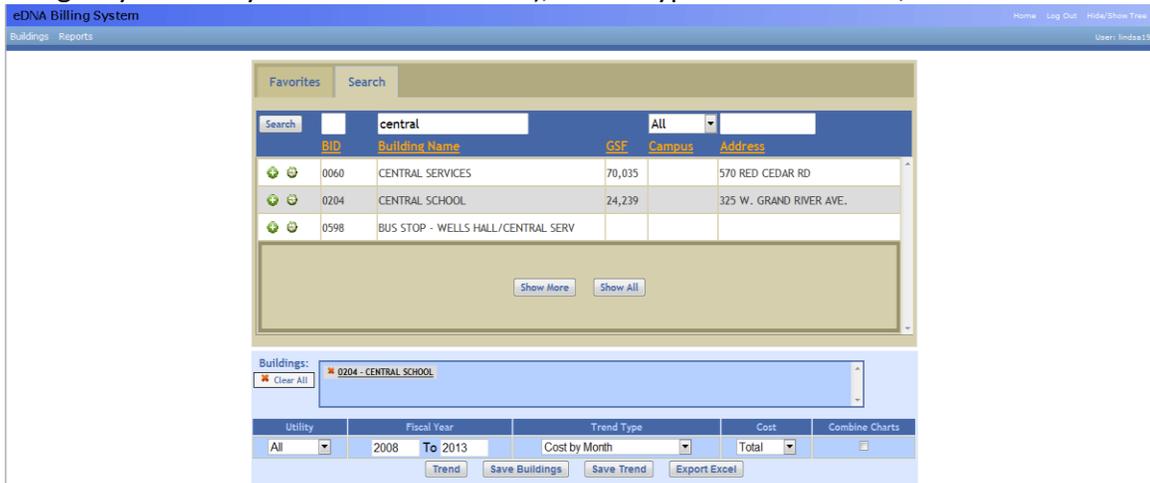
3. Click on the green button with a white plus sign to see total building data OR click on the button that looks like a clock/compass to see individual meters. Either option will allow you to export data to Excel.

a. If you clicked on the button with the plus sign, the building name will move down to the blue box below. Choose the desired information from the Utility, Fiscal Year (typing in 2012 to 2013 will give you fiscal years 11-12 and 12-13), Trend Type and Cost fields, then click "Trend."

b. If you clicked on the button with the compass, you will be taken to a new screen with the meters listed by Meter ID. Put a check next to the one(s) you are interested in and then choose the Fiscal Year and Trend Type. Click "Show Trend."

	FY 2012		FY 2013	
	Consumption (KWH)	Cost	Consumption (KWH)	Cost
JUL	--	--	25,440	$3,038.46
AUG	60,360	$4,836.21	20,280	$2,430.18
SEP	--	--	20,040	$2,441.68
OCT	12,600	$1,386.45	16,200	$2,038.56
NOV	12,480	$1,405.93	12,120	$1,511.92
DEC	--	--	12,000	$1,489.50
JAN	10,920	$1,238.03	14,640	$1,808.34
FEB	11,040	$1,213.94	16,560	$2,050.49
MAR	12,960	$1,461.92	14,160	$1,788.35
APR	13,200	$1,493.61	15,600	$1,990.24
MAY	13,080	$1,493.67	19,200	$2,450.23
JUN	17,880	$2,761.52	19,200	$2,517.79