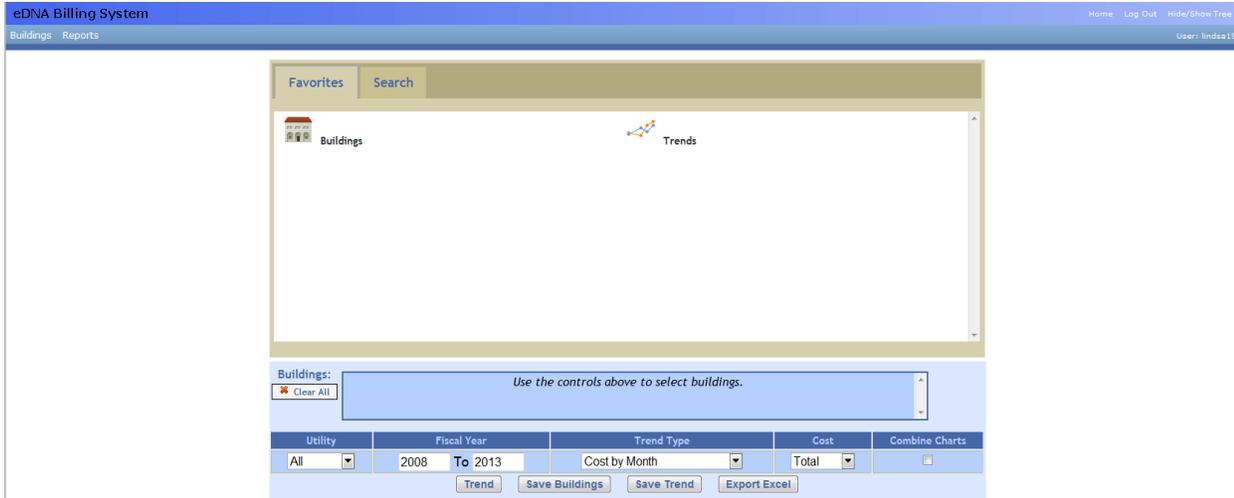


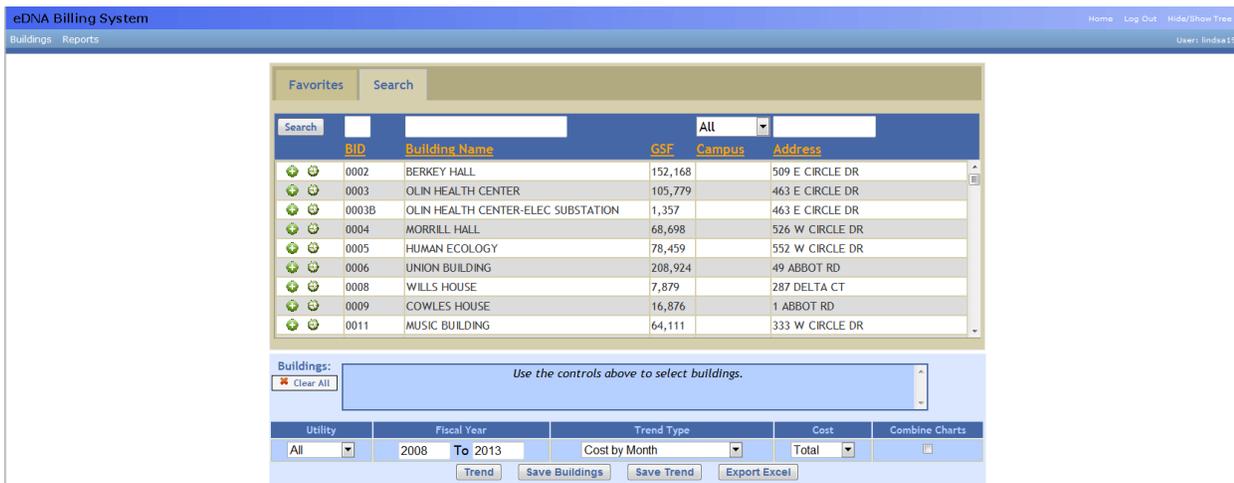
# UBS: Find utility data by building

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.

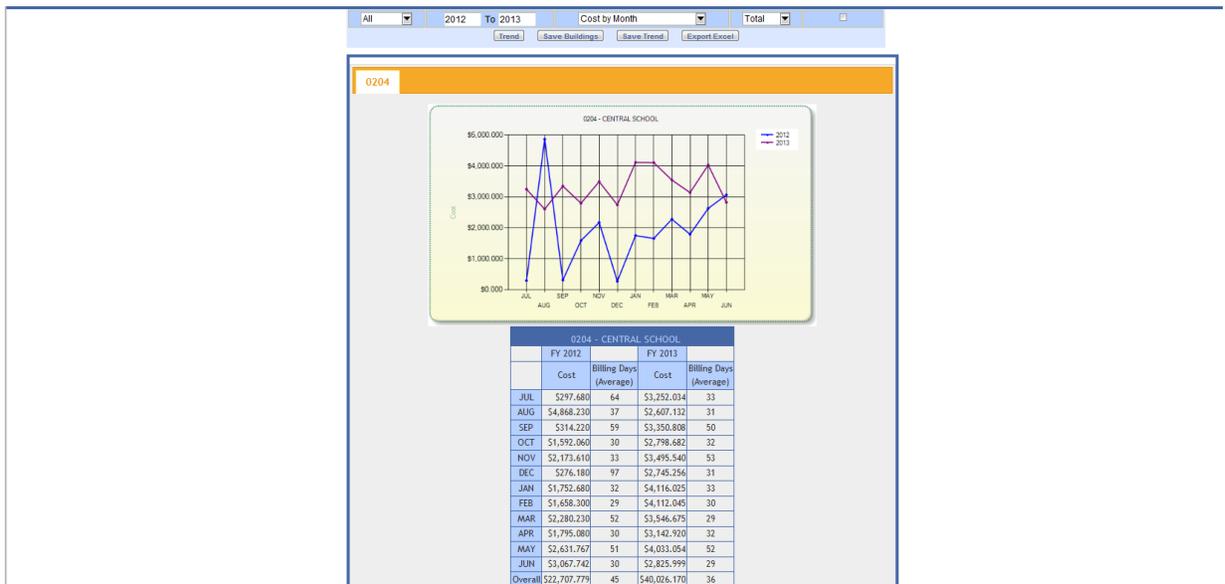
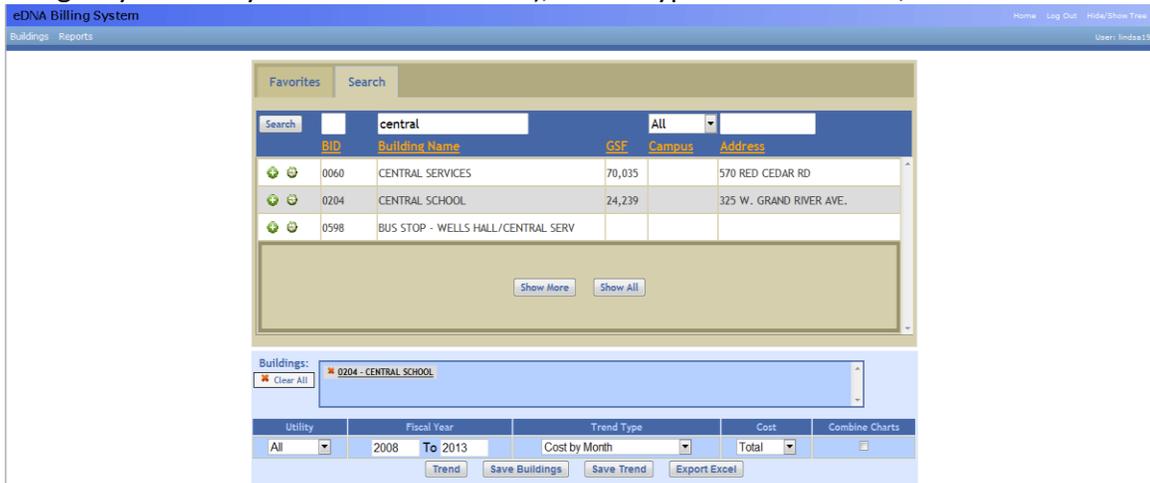


# UBS: Find utility data by building

- 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.



- 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."



# UBS: Find utility data by building

- 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."

**0204 - CENTRAL SCHOOL**

Address	325 W. GRAND RIVER AVE. EAST LANSING, MI 48223	OSP	24,239
Official ID		Occupancy	
Campus		Comments	
Building Type/Support			

No	Meter ID	Cost Allocation	Location	Type	Vendor	Status
<input type="checkbox"/>	4799-20610	100% to UNBILLED /	325 W GRAND RIVER AVE CENTRAL SCHOOL EAST LANSING	Payable	W-CEL	ACTIVE
<input type="checkbox"/>	00132682	100% to UNBILLED /		Payable	E-BVL	ACTIVE
<input type="checkbox"/>	000000375977	100% to QU019373 /		Payable	NO-CONSUMERS	ACTIVE
<input type="checkbox"/>	4761-20612	100% to UNBILLED /		Payable	W-CEL	ACTIVE

Fiscal Year: 2008 To 2013 | Trend Type: Cost by Month | [Show Trends](#) | [Export Excel](#)

**eDNA Billing System** | Home | Log Out | Help/Show Tree | User: 5636613

Buildings | Reports

**0204 - CENTRAL SCHOOL**

Address	325 W. GRAND RIVER AVE. EAST LANSING, MI 48223	OSP	24,239
Official ID		Occupancy	
Campus		Comments	
Building Type/Support			

No	Meter ID	Cost Allocation	Location	Type	Vendor	Status
<input type="checkbox"/>	4799-20610	100% to UNBILLED /	325 W GRAND RIVER AVE CENTRAL SCHOOL EAST LANSING	Payable	W-CEL	ACTIVE
<input checked="" type="checkbox"/>	00132682	100% to UNBILLED /		Payable	E-BVL	ACTIVE
<input type="checkbox"/>	000000375977	100% to QU019373 /		Payable	NO-CONSUMERS	ACTIVE
<input type="checkbox"/>	4761-20612	100% to UNBILLED /		Payable	W-CEL	ACTIVE

Fiscal Year: 2012 To 2013 | Trend Type: Cost by Month | [Show Trends](#) | [Export Excel](#)

Meter ID: 001008-0007

	FY 2012		FY 2013	
	Consumption (KWH)	Cost	Consumption (KWH)	Cost
JUL	--	--	25,440	53,038.46
AUG	60,360	54,836.21	20,280	52,430.18
SEP	--	--	20,040	52,441.68
OCT	12,600	51,386.45	16,200	52,038.56
NOV	12,480	51,405.93	12,120	51,511.92
DEC	--	--	12,000	51,489.50
JAN	10,920	51,238.03	14,640	51,808.34
FEB	11,040	51,213.94	16,560	52,050.49
MAR	12,960	51,461.92	14,160	51,788.35
APR	13,200	51,493.61	15,600	51,990.24
MAY	13,080	51,493.67	19,200	52,450.23
JUN	17,880	52,761.52	19,200	52,517.79