

Report Reference Document

The more commonly used reports are accessible directly as options under the “Reports” menu.

For other reports choose the “All Reports...” menu option under “Reports”.

All other reports are divided into the following seven groups:

Report Preparation:

- **Bulk accept/reject pending data:** this page shows any data that is in a pending status because it has broken a rule – either the data is an exact duplicate or its usage is outside the allowed variation e.g. more than +/-30% compared to the same time last year. On this page you can review the data and reject all selected records (e.g. if they are duplicates) or accept all selected records (e.g. if they are acceptable variations).
- **Duplicates:** this report shows data records that may be potential duplicates (possibly through supplier invoicing) if they have matching asset, measurement device, activity, date from and date to values.
- **Find Data Gaps:** this report looks for gaps in data for an activity for all assets in up to a 12 month period – the report can also be uploaded to create estimates for the gaps
- **Devices with Estimates only:** this report allows you to find devices that have only estimated data for a period of time.
- **Asset Zero Data Report:** this report shows Active assets with no accepted data but only if the asset has a relevant measurement device attached
 - ① Only Active assets that belong to a hierarchy are considered.
 - ① The type of the asset measurement device must be enabled for the activity.
 - ① The report looks for usage data that is accepted and has a usage type of Actual. If an asset has estimated data for the activity and month range but no actual data, it will still be reported.

Analysis

- **Apportioning Usage:** this report lists all activity usage data that resulted from apportioning in the selected month (for all Assets) listing the apportioning percentage, the Attributes rule (if any), and the child and parent asset values
- **Data Variance:** this report lists all the Assets within the selected Asset Hierarchy where the Activity usage for the selected month range exceeds the specified variance % for the same month range in the previous year
- **Direct Data Entry via Email (DDEVE) Log:** this report shows the details of any data that has been emailed to Eden Suite in the correct DDEVE format including all fields in the data provided and who sent the email and at what time
- **Interactive Inventory Report:** this report shows whether data reported on an asset is apportioned/aggregated or directly received against an asset, with the ability to click through to the full set of data received from a supplier (where available)

Usage – NGER

- **NGER Hierarchy Report:** this report lists the entities in the selected NGER Hierarchy and can be used for populating Emissions and Energy Reporting System (EERS) components – contact the administrator to setup your NGER hierarchy if NGER reporting is required
- **NGER Activity Data Report** this report lists activity usage data in the selected month range for assets linked into the nominated NGER hierarchy
 - ① Activity Data will only be reported for those assets linked to a Facility in the NGER hierarchy

• Usage - Breakdown

- **Actuals Vs Estimates:** this report shows for each asset and for every activity how much data being reported is an actual and how much is an estimate for both cost and quantity. (See separate entry under Reporting menu.)
- **Actuals Vs Estimates (with org Hierarchy) :** this report is the same as the Actual vs Estimate report but has an extra column to show if the asset hierarchy of the asset has a relationship with an organisation hierarchy for the month of the report.
- **Organisation and Asset Total Usage/Cost:** this report lists usage and cost for the selected Organisation Hierarchy broken down by Organisation, Asset and Activity with a total for the month range.
 - ① Only the organisation asset relationships in effect that have usage data in the month range are returned
- **Asset Hierarchy Monthly Usage:** this report lists usage for selected Asset Hierarchy/ies and selected month range - broken down by Month, Asset, Activity
- **Organisation Hierarchy Monthly Usage:** this report lists usage for selected Organisation Hierarchy and selected month range - broken down by Month Organisation, Asset, Activity
 - ① Only the organisation asset relationships in effect that have usage data (Periodic Activity Data) in the month are returned
- **Combined View:** this report combines the actual vs estimate report with all the detail on the data available for the data record provided by suppliers
- **Monthly Asset Direct Data Report:** shows the monthly primary quantity (and separate worksheet for cost) for every asset and every activity – only shows direct data, so excludes aggregated or apportioned data.
- **Supplier Device Asset by Month Report:** this report shows how much of the raw data records contribute to an asset's monthly reported value. The report include the supplier and measurement device as well as the original from/to dates and usage/cost

Usage – Totals

- **GHG Inventory:** this report lists the GHG (Greenhouse Gas) inventory showing activity consumption and emissions by scope
- **Multi-Comparison:** this report allows you to choose up to 3 indicators (activities or attributes) to report for a 2 year period for a selected asset/organisation
- **Profile Chart:** provides an on screen graph of the last 2 years usage/cost or CO2-e and an export of the same data. The user can choose to report for an asset or an organisation, by selecting a 12 month period the report also provides the previous 12 months.
- **Activity Indicator Report:** this report can be used to display or export usage or normalised usage for activities and activity indicators.
 - ① Assets can have Attributes indicators only. Organisations can have Attributes indicators or person type indicators or both.
- **Monthly Quantity Cost CO2e:** this report provides monthly quantity, cost and CO2-e for every asset for every activity

Registers:

- **Asset Register:** this report lists all Assets and their details.
- **Asset Attributes Register:** this report lists Assets and their Attributes Groups, definitions and values, based on the selected parameters
- **Measurement Device Register:** this report lists all Measurement Devices (and the linked Asset, if any)
- **Measurement Device Attributes Register:** this report lists Measurement Devices with the linked Attributes definitions, and values, if any, restricted by the selected parameters. Devices are included even when there is no value for the primary Attributes definition.
- **Organisation Register:** this report lists all Organisations (and their Organisation Hierarchy details if any).

- **Organisation Attributes Register:** this report lists Organisations and their Attributes Groups, definitions and values based on the selected parameters
- **Relationship Register:** this report lists Organisation Asset Relationships linked to the selected Organisation Hierarchy
- **Relationship Attributes Register:** this report lists Organisation Asset Relationships linked to the selected Organisation Hierarchy including the nominated Attributes Definition and value, if any
- **Relationship Persons Register:** this report lists Organisation Asset Relationships, and the Persons across the nominated month range (if any)
- **Asset / Relationship Attributes:** This report shows all asset and relationship Attributes for a nominated month
 - ① It won't give you person type records – use the Relationship Person Register for this
 - ① If you want to export Attributes or person type records then update them, use relevant reports under “For Upload”

For Upload:

- **Attributes Extract:** this option allows a user to extract Attributes that can then be edited and uploaded through Admin/DM Template Upload/ Attributes Extract
 - ① It extracts a list of assets/organisations/devices with the chosen Attributes values. The spreadsheet may be edited and the new values uploaded using DM Template Upload for Attributes Extract.
- **Person Type Extract:** this option allows you to extract relationship person values (e.g. FTE) that can then be edited and uploaded through Admin/DM Template Upload/Person Type Extract
 - ① It extracts a list of organisation asset relationships on the selected organisation, with the person values for the selected person type (as at effective month). The spreadsheet may be edited and the new values uploaded using DM Template Upload for Person Type Extract.

Dashboard:

- **Configure Dashboard:** this option allows a user to configure their personal dashboard of report tiles

Report Content:

- **Find Report Content:** this option allows a user to search for report contents matching any specified parameters
- **Add FRD Report Content:** this option allows a user to schedule the creation of a new FRD report content

Portfolio:

(Only users logged into a portfolio-owning-tenant will see this set of options)

- **Portfolio Asset Register:** this report lists all assets across all members of the portfolio
- **Portfolio Organisation Register:** this report lists all organisations across all members of the portfolio
- **Portfolio Measurement Device Register:** this report lists all measurement devices across all members of the portfolio
- **Portfolio Find No Data:** this report is a portfolio-wide version of the Data Management > Find No Data extract that finds data gaps. It can be manually separated into tenant-specific templates to be loaded in each tenant to create Bulk Estimates.
- **Add FRD Portfolio Report Content:** this option allows the user to schedule the creation of a new FRD portfolio report content
 - ① Only Published FRD Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.
- **Add GHG Portfolio Report Content:** this option allows the user to schedule the creation of a new GHG portfolio report content
 - ① Only Published GHG Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.

- **Portfolio FRD Comparison:** this report allows a user to select FRD Report (or Portfolio Report) Contents from the portfolio or its members for comparison.
 - ① Only Published FRD Report (or Portfolio Report) Contents from the portfolio or its members are available for selection.
 - ① Only the indicators common across all selected report contents will be extracted e.g. if one selected report content does not support GJ / FTE but all the others do, GJ / FTE will not be included.

Report	Asset-based	Organisation-based	Shows both Asset and organisation	Includes apportioned and aggregated data	Includes allocation	All activities	All quantity fields	Shows cost and quantity	Shows CO2-e
Actuals Vs Estimates	YES	Shows linked Organisation	YES	NO - direct data only	NO	Optional Activity group input	YES	Separate Worksheets	NO
Actuals Vs Estimates (with Org Hierarchy)	YES	Shows linked Organisation and linked Organisation Hierarchy	YES	NO - direct data only	NO	Optional Activity group input	YES	Separate Worksheets	NO
Organisation and Asset Total Usage/Cost	NO	YES	YES	YES - gives breakdown	YES	YES	YES	YES	NO
Organisation Hierarchy Monthly Usage by Pedigree	NO	YES	NO	YES	YES	YES	YES	NO	NO
Asset Hierarchy Monthly Usage	YES	NO	NO	YES - gives breakdown	NO	YES	YES	YES	NO
Combined View	YES	NO	NO	NO - direct data only	NO	NO	YES	YES	NO
Monthly Asset Direct Data Report	YES	NO	NO	NO - direct data only	NO	YES	NO	YES - Separate Worksheets	NO
Supplier Device Asset by Month Report	YES	NO	NO	NO - direct data only	NO	YES	NO	YES - Separate Worksheets	NO
GHG Inventory Report	Selectable	Selectable	NO	YES	If org-based	YES	NO but includes GreenPower	YES	YES
Multi-comparison	Selectable	Selectable	NO	YES	If org-based	Can select multiple	Can select multiple	Can select multiple	NO
Profile Chart	Selectable	Selectable	NO	YES	If org-based	NO	NO but includes GreenPower	If selected	Selectable
Activity Indicator Report	Selectable	Selectable	NO	YES	If org-based	NO	NO	If selected	If selected
Monthly Quantity Cost CO2e	YES	NO	NO	YES	NO	YES	NO but includes GreenPower	YES	YES