User Tip #3: Entering Utility/Fuel Data
March 2019

The Building EQ Portal requires 12 months of data for each utility/fuel type used by the building. For the In Operation rating, that data should be entered in the same increments as your utility/fuel bills whether that is monthly, quarterly, or some other interval. The final end date of the data should be within one year of the assessment date.

The Portal assumes that you will enter the oldest data first at the top of the form. So, if your electricity data runs monthly from January to December, enter the January data first, followed by each successive month.

If the data is entered in the reverse order (most recent data first), the system will likely generate a validation warning as it will calculate that the final end date of the data is not within one year of the assessment date.

Check out this new feature in the Building EQ Portal at ashrae.org/BuildingEQ.