Submitting Data for Multiple Buildings from one Account

Important update to Portfolio Manager may affect your submission of data to NYC

June 13, 2011

In response to questions and suggestions from partners in New York City, EPA has recently updated Portfolio Manager to facilitate the reporting of data for multiple buildings from the same Portfolio Manager account. Here is what you need to know:

What happens when you submit multiple reports to NYC

Many people looking to comply with New York City Local Law 84 will use Portfolio Manager to submit data for multiple buildings. For example, one consultant may have several clients each owning multiple buildings. This consultant may want to submit data for each client separately from his/her central Portfolio Manager account.

For example:

- Consultant ABC is benchmarking 25 buildings for two clients
  - Client 1 owns 10 buildings
  - Client 2 owns 15 buildings
- On Monday, Consultant ABC submits data for Client 1, a total of 10 buildings
- On Thursday, Consultant ABC submits data for Client 2, a total of 15 buildings
- On Friday, Consultant ABC realizes there was an error for 3 buildings belonging to Client 1. They correct these data in these 3 buildings and submit a report with these 3 buildings
- After the final submission here is what will be in New York City's report:
  - A total of 25 buildings
  - The data for the 3 building IDs submitted on Friday will replace the data that had been submitted for those 3 building IDs on Monday
  - At no point are any buildings removed from NYC's report

What you need to know if you submitted multiple reports prior to June 13, 2011

The features described above characterize how Portfolio Manager operates after an enhancement made in response to questions and suggestions from people benchmarking in New York City. However, prior to these changes, Portfolio Manager reports would only retain data sent in the most recent submission. This meant that every time you released data from within the same Portfolio Manager account ***the new report replaced and overwrote*** any previously submitted data – New York City would not have compliance data for any previous report.

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- After the final submission here is what will be in New York City's report:
  - Data for the 3 buildings submitted on Friday
  - ***Each report complete replaced any preceding reports***

Therefore, if you submitted data to New York City on multiple occasions prior to June 13, 2011, New York City will only have data on the buildings in the most recent report. In order to ensure that New York City has data on all buildings, you will have to submit a new report including all buildings that were submitted prior to June 13, 2011.