

Podlicznik — meter readings, tenant charges and reports: a property manager's guide

[Czytaj po polsku](#)

Podlicznik by DATPOL helps property managers organise electricity readings and prepare tenant charge statements for commercial premises, hotels and apartments. This guide covers the current portal, not an assumption that remote meters are already connected.

[Product website \(Polish\)](#) · [Client portal](#) · podlicznik@datpol.com

1. Current scope

The portal supports premises, meters and tenants, manual readings, net rates, charge statements, CSV export, browser printing to PDF, activity history and scheduled email reports. Remote meter/gateway integration requires commissioning for each property. Adding a serial number does not establish a connection. An AI forecasting model is not yet connected; forecasts must never replace actual readings for billing. The public demo uses fictional data and sends no emails.

2. Prepare for commissioning

Prepare a list of properties and units, meter models and serial numbers, tenant assignments, verified cumulative readings and dates, agreed net rates, billing periods, recipient addresses and authorised managers. Confirm any measurement multiplier with DATPOL: the current form expects the correct cumulative kWh value and has no separate transformer-ratio field. Agree additional charges, accounting integration, retention, backups and

maintenance separately.

3. Sign in

Use an authorised email address through Cloudflare Access. The account must also be assigned to an organisation inside the application. Receiving a sign-in code does not grant access to every organisation. If your account has no organisation, contact DATPOL with your email and organisation name, never a password or login code. The portal supports separate organisations and two roles. Managers can manage only their own organisation's meters. Tenants have read-only access to explicitly assigned meters, readings within their tenancy dates and their own statements. They cannot see other units, organisation settings, manager activity or whole-supply reconciliation. DATPOL provisions the account and its dated meter assignments; an email recipient address alone never grants portal access.

4. Add premises and meters

In the Polish interface, select **Lokale i liczniki ? Dodaj licznik**. Enter the property, unit, serial number, tenant, optional tenant email and net rate in PLN/kWh. Use unambiguous unit names. The current interface does not provide self-service changes of tenant, meter replacement or edits to saved register entries. Ask DATPOL to make these changes while preserving history; do not create a second entry to hide a mistake.

5. Add actual readings

Select **Odczyty ? Dodaj odczyt**. Enter the cumulative meter register in kWh, not consumption for the month. For example, an opening reading of 1000 kWh and closing reading of 1426 kWh represent 426 kWh consumed. Future dates, duplicate readings for the same meter and date, and values inconsistent with earlier or later readings are rejected. Meter replacement or rollover requires separate verification; do not invent an acceptable value.

6. Create a charge statement

Select **Rozliczenia ? Utwórz zestawienie**, choose the meter and period boundaries, check the net rate and save. Actual readings must exist for both exact boundary dates. At 1.10 PLN/kWh, 426 kWh gives **468.60 PLN net**. Saved statements retain the readings, rate and tenant details used at creation. Overlapping periods are

blocked; an incorrect existing statement needs a correction arranged with DATPOL, not a second overlapping charge.

A statement is **not a VAT invoice**. Current calculations exclude tax and additional fixed or distribution charges. Accounting integration and more complex tariffs are separate implementation requirements. This English version describes a deployment in Poland and does not imply compliance with UK billing rules.

7. Export CSV or PDF

Use CSV beside a saved statement to download its data. PDF opens a printable view; choose “Save as PDF” in the browser print dialog. If necessary, allow pop-ups only for the portal. Exports contain tenant information and should only be shared with the appropriate recipient.

8. Enable monthly emails

Open **Raporty e-mail**, enter the manager's email, check tenant addresses and meter rates, then enable and save the schedule. It is disabled by default. The job runs daily at 08:15 Polish local time and checks the previous calendar month. September requires readings dated 1 September and 1 October. Missing readings or an overlapping custom-period statement prevent automatic processing for that meter.

The schedule uses the meter's saved rate; an existing report keeps its own rate. Messages include a statement and CSV attachment. The manager and relevant tenant receive separate messages. A tenant without an email address receives no copy. Sender and reply address: **podlicznik@datpol.com**.

“Przyj?te przez SMTP” means accepted by the mail server, not read by the recipient. “Do sprawdzenia” requires investigation; uncertain sends are not retried automatically to avoid duplicates. Disabling the schedule does not recall messages already sent.

9. Analysis and troubleshooting

The analysis view totals saved statements by the month in which each period starts; it is not yet a continuous telemetry chart. Compare equivalent periods and consider occupancy, tenant changes and equipment.

- **No readings:** check the meter assignment and whether remote integration has actually been commissioned.

- **Cannot create a statement:** check exact boundary readings and existing reports.
- **Unexpected charge:** review opening and closing values, units and rate. Do not compare a net statement directly with a gross invoice containing other charges.
- **No email:** check schedule settings, recipient address, queue status and spam folder. Avoid repeated manual sends.
- **Sudden increase:** verify the period and source readings; a rise alone does not establish a fault or misuse.

10. Security and support

Cloudflare Access, HTTPS, server-side token checks, organisation assignments and an activity history protect the portal. These are controls, not an absolute security guarantee. Permissions, updates, retention and backups require agreed operational arrangements.

Contact [DATPOL24](#), podlicznik@datpol.com or [+48 55 621 29 29](tel:+48556212929). Include the property, unit, meter serial, period, error text and report number where available. Never send passwords or sign-in codes. Do not open electrical cabinets or interfere with wiring to obtain a reading; use appropriately qualified personnel.

Feature status checked against the deployment on 6 October 2026. The service scope is agreed for each property.

Related guides

- [How to hand over property services to DATPOL One](#)
- [How to build a property maintenance plan](#)
- [How to report a fault so engineers can respond effectively](#)

11. Supply-point reconciliation and additional charges

The manager-only PPE tab compares imported or manually entered electricity consumption for a supply point with selected submeters for the same reading boundaries. Use imported energy in kWh, not power in kW or energy exported to the grid. Both boundary readings are required for every selected submeter.

An automatic Energa account connection has not been commissioned. Use the Mój Licznik portal or an invoice to obtain verified data. The current CSV import accepts the Podlicznik format: `ppe;start;end;kwh` and one period-total row. Dates use YYYY-MM-DD; the decimal separator may be a dot or comma. This does not claim compatibility with every operator export. Do not provide your Energa password in Podlicznik.

The difference in kWh and percentage is shown against a configurable threshold. A result within the threshold is not proof that an installation is correct. Investigate shared loads, losses, missing meters and mismatched periods. The residual is never automatically charged to tenants.

Additional net invoice charges can optionally be allocated by measured consumption or equally per selected point. Exclude charges already contained in the energy rate. Proportional allocation is blocked when consumption totals zero; rounding preserves the source total to the penny. Saved reconciliation is a separate CSV-exportable working statement, not a tax invoice, and does not trigger an email or tenant charge. Overlapping periods for the same PPE are rejected. These are Polish supply-point workflows; they do not assert compliance with UK energy billing rules.

[Energa-Operator data access information \(Polish\)](#)

12. Measurements from SNUT.pl

The intended flow is meter ? SNUT.pl ? Podlicznik. API connectivity is prepared and verified. The new device has not been added yet; existing devices from other properties have not been assigned to Podlicznik.

After commissioning in SNUT, provide DATPOL with the sensor entity, organisation and premises. The source must represent cumulative imported energy, not power, exported energy, PV generation or a daily-reset counter. DATPOL verifies the mapping and enables polling every five minutes. A serial number alone does not establish this mapping.

The portal shows the latest kWh register, Polish local timestamp and increase over available samples. Organisation and tenancy restrictions apply. Stale or unavailable data is not treated as zero. Decreases and source changes are quarantined for review. Telemetry does not automatically create billing-boundary readings; sampling and boundary validation will be agreed for the actual device. Historical backfill has not been commissioned.

13. Monthly PDFs at 00:01 and after-hours alerts

Managers enable delivery after checking recipients and rates. Processing starts on the first day of each month at 00:01 Europe/Warsaw, including daylight-saving changes. Actual arrival also depends on SMTP and the recipient mailbox. Tenants receive a branded PDF and managers receive a copy. It is not a tax invoice.

The PDF contains premises, meter identity, opening/closing registers, consumption, net amount and comparisons against each of the previous two months. Percentage change is $(\text{current} - \text{previous}) / \text{previous} \times 100\%$. Missing data and a zero denominator are clearly labelled. Other tenants' history is excluded. The same documents and comparisons are available in the portal, including direct PDF download.

Missing boundaries produce an incomplete report without a charge. The system uses approved dated registers or SNUT observations within the minute before midnight, without interpolation, and records the source. Incomplete reports require reviewed correction; there is no silent automatic replacement. No fictional premises are configured for delivery.

Alerts require an enabled per-meter rule: premises profile, weekly hours, permitted continuous load, excess kW, duration and cooldown. The suggested form values (0.3 kW above baseline for 15 minutes, six-hour cooldown) require property-specific confirmation. Refrigeration and servers need a realistic baseline. Detection uses consecutive cumulative-energy differences and at least three fresh readings outside business hours; overnight shifts are supported. Gaps, resets and stale values do not create false consumption spikes. A brief impulse is not equivalent to sustained demand. Alerts email the assigned tenant and appear in the portal; they are a prompt to investigate, not proof of a fault or intrusion.

Period-close checklist

1. Assign meter serial numbers to premises and tenants, with occupancy start and end dates.
2. Confirm opening and closing readings, units, transformer ratios and a common time boundary.
3. Distinguish actual readings, estimates and missing data. Never treat missing readings as zero.
4. Compare submeters with the main meter for the same period; investigate communal loads and differences.
5. Check rates, shared costs and the allocation method against the agreement; approve the statement.
6. Retain the report and corrections. Meter data supports charging; the applicable agreement and requirements determine the charging method.

Example: investigate a balance difference

The main meter records 1,200 kWh, two premises use 400 and 500 kWh, and communal loads use 200 kWh. The remaining 100 kWh needs investigation. Check periods, ratios, circuit boundaries, losses and gaps. Do not automatically charge the difference to one tenant. These are illustrative figures.

Podlicznik or Opomiarowani?

Podlicznik focuses on submetering and information for cost allocation. Opomiarowani extends this to environmental conditions, alerts and EMS. These scopes can be combined while keeping settlement readings, estimated costs and control separate. Metering, reporting and integration scope is confirmed before quotation.

Choose your next guide

- [Opomiarowani — sensors, alerts and measurement history explained](#)
- [EMS for local authorities — energy across schools, offices and municipal sites](#)
- [EMS for businesses — from consumption profiles to an improvement plan](#)
- [EMS — Energy Monitoring System: measurements, solar PV, storage and cost optimisation](#)

Plan your installation with DATPOL

[View the service and implementation scope](#) · biuro@datpol.com · [+48 55 621 29 29](tel:+48556212929)

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