



# Utility Billing Module



## WHAT IT DOES FOR YOU

The **Utility Billing** system is designed to manage all your utility billing needs. This complete system tracks your billing by service location to facilitate customer changes. An unlimited number of meters, charges and location notes can be attached to any service location. Charges are individually tracked for proper application of customer payments. In addition you can:

- ✓ Define late and other fees to be automatically calculated and generated.
- ✓ Define your own statements. Forms can contain logos and other graphical elements.
- ✓ Update all payments and adjustments in real time.
- ✓ Create your own activity and receipt reports.
- ✓ Quickly review the status of any customer and associated account balances.
- ✓ Automatically interface into your accounting system.

## HOW IT WORKS

From the Service Location screen, you can access all information about any given service location. The Services tab indicates what chargeable services are located at this location. The Meters tab shows the current meters, and from there you can see the consumption history.

**Service Location will be Changed**

Location: 3 MAIN STREET Type: <none>  Inactive  
 Address: 3 Main Street  Vacant  
 Customer: Advantage Laser Products [00001]  
 Parcel: 00001-00002-00003 Move In Date:   
 Description:

Services | Meters | Demographics | Notes | Related Locations | Billing

Locate:

Activity Date	Billing	Customer	Adj	Consumption	Billed	Paid
4/01/2003	SW COM	Advantage Laser Products	✓		18.00	
4/01/2003	WA COM	Advantage Laser Products			78.00	
3/21/2003	SW COM	Gaynier, Robert		500	19.50	19.50
3/21/2003	WA COM	Gaynier, Robert		500	9.75	9.75
12/03/2002	SW COM	Gaynier, Robert			19.50	19.50
12/03/2002	WA COM	Gaynier, Robert			78.00	78.00
12/02/2002	SW COM	Boggs Hardware		10000	65.00	65.00
12/02/2002	WA COM	Boggs Hardware		10000	42.47	11.00
11/01/2002	GA COM	Boggs Hardware			100.00	100.00

AccuFund utilizes a location focus for meters allowing a continuing history for each location even as customers change.

**Organization will be Changed**

Individual  
 Name: Advantage Laser Products  
 Lookup: 00001

Usage  
 Inactive  
 Vendor  Employee  
 Customer  Department  
 Donor  Client  
 Business

Note | Demographics | Images | Requisitions | Purchase Orders | Bills | Checks | A/R Invoices | Charges | U/B Summary

Billing	3/24/2004	3/15/2004	2/01/2004	1/01/2004	8/28/2003	5/01/2003
Beginning Balance	608.54	90.00	286.00	564.66	286.00	520.78
FixedResWater	0.00	0.00	0.00	0.00	0.00	0.00
GA COM	0.00	0.00	0.00	0.00	0.00	0.00
SW COM	19.50	19.50	0.00	0.00	19.50	0.00
Consumption	150	50	0	0	0	0
WA COM	24.38	24.38	0.00	0.00	24.38	0.00
Consumption	150	50	0	0	0	0
Payments	50.00	0.00	0.00	0.00	0.00	0.00
Activity Date	3/22/2004					
Ending Balance	602.42	608.54	90.00	286.00	564.66	286.00
Available Credits	0.00	0.00	0.00	0.00	1.00	0.00
3 MAIN STREET						
32343243	550	500	0	450	0	0
Reading Date	3/23/2004		3/10/2004		12/03/2003	

View 24 months of history for a customer at a glance and print a copy with the push of one button.

The Notes tab allows an unlimited number of dated notes to be added. The Billing tab recaps all activity charged to this location and the payments that have been applied.

If you use meters, the meter readings are entered for all service locations. These readings can be entered by route and used to generate automatic charges.

From the payments received window, all current outstanding activity is automatically displayed. You can then have the system automatically apply the payments, or you can manually apply the payment to the desired charges.

## OTHER FEATURES

Other features include:

- ✓ Full security system to control access to sensitive customer information.
- ✓ Multi-user access.
- ✓ Software wizards walk the user through changes in customers and change out of meters.
- ✓ Interface with hand meters utilizing the **Hand Meter Extension** component (extra charge).

## COMPONENT INTEGRATION

The AccuFund Utility Billing component is integrated with:

- ✓ **General Ledger** - All entries are immediately available for reporting in the General Ledger component.
- ✓ **Cash Receipts** - **Utility Billing** receipts are entered through the centralized **Cash Receipts** component giving a full picture for a customer of all types of receipts.
- ✓ **Work Orders** - The **Utility Billing** component is required for the work orders. Work orders are assigned to locations defined in the **Utility Billing** component.
- ✓ **Hand Meter Extension**—Component allows an interface with third part meter reading devices for rapid upload and download of information improving reliability and efficiency of meter reading operations. Interfaces are available for most major reading devices.
- ✓ **Report/Forms Designer** - All **Utility Billing** reports and forms are created through the Designer, giving users control over layout as well as easily adding additional fields and text specific to their organizations requirements.

## COMPONENT AVAILABILITY

The **Utility Billing** component is available as an integrated part of the **AccuFund Accounting Suite** or as a stand-alone module which can be interfaced through an export to other accounting systems.

Sample Water District					
123 Water Way So. Western, MA 02496					
GA COM					120.00
SW COM					30.55
WA COM					48.75

  

TYPE	READING	CURRENT	PRIOR	MULT	USED
water	4/10/2003	302	255	100	4700

  

Amount in arrears	337.50
<b>Amount now due</b>	<b>536.80</b>

KEEP THIS STUB FOR YOUR RECEIPT

  

FIRST-CLASS MAIL  
 U.S. POSTAGE  
 PAID ONE OUNCE  
 ANYTOWN, USA  
 12345  
 PERMIT NO. XX

  

ACCUFUND, INC.  
 6374 WILLOW BROOM TRAIL  
 LITTLETON, CO 80125

2 RETURN THIS STUB WITH PAYMENT

## STANDARD TEMPLATES PROVIDED

Utility Billing includes a variety of report and form templates to allow you to customize the system for your specific requirements. Templates include:

- ✓ U/B Aging
- ✓ U/B Customer Activity
- ✓ U/B Activity
- ✓ U/B Meters
- ✓ U/B Statements
- ✓ U/B Statements with Activity

Route Info / Sequence		Location	Customer	Date	Reading	Consumption	Amount
0002 / 0002	1 THIRD AVENUE	1st National Bank of Jeffco		Current: 4/10/2003	452080	45162800	Increase > than 30%
				Prior: 10/29/2002	451	100	Units: 45162800
0001 / 0001	4 MAIN STREET	12 1st National Bank of Jeffco		Current: 4/10/2003	11550	5000	Decrease > than 30%
				Prior: 3/21/2003	11500	50000	Units: -45000
0001 / 0010	1 MAIN STREET	2 AccuFund, LTD.		Current: 5/ 1/2003	350	4800	
				Prior: 4/10/2003	302	4700	
0001 / 0005	2 MAIN STREET	2 AccuFund, LTD.		Current: 5/ 1/2003	525	5000	Increase > than 30%
				Prior: 4/10/2003	475	2500	Units: 2500
0001 / 0016	3 MAIN STREET	1 Advantage Laser Products		Current: 12/ 4/2003	655	0	No reading this period
				Prior: 12/ 3/2003	655	500	
0001 / 0015	3 MAIN STREET	1 Advantage Laser Products		Current: 12/ 3/2003	450	0	No reading this period
				Prior: 12/ 3/2003	450	0	
0002 / 0001	2 THIRD AVENUE	Boggs Hardware		Current: 4/10/2003	340	1000	Decrease > than 30%
				Prior: 11/ 1/2002	330	3000	Units: -2000

*Meter proof report reviews readings for unusual over and underages. Each client may define the parameters for exceptions in the setup of the report.*