



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.

located at this location. The Meters tab shows the current meters, and from there you can see the consumption history.

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

Organization will be Changed

Select Area: Lookup: 0000002 Individual Usage: Inactive Grant Vendor Employee Customer Department Donor Client Member Business

Name: AccuFund, Inc.

Billing	1/01/2008	5/31/2005	5/31/2005	5/31/2005	4/30/2005	11/30/2004
Beginning Balance	1,213.87	1,331.63	1,390.51	1,272.75	1,213.87	1,222.12
GA COM	15.00	0.00	15.00	15.00	15.00	0.00
GA RES	0.00	0.00	0.00	0.00	0.00	0.00
SW COM	19.50	0.00	19.50	19.50	19.50	0.00
Consumption	1025	0	0	50	23	0
SW FEN	0.00	0.00	0.00	0.00	0.00	0.00
WA COM	24.38	0.00	24.38	24.38	24.38	0.00
Consumption	1025	0	0	50	23	0
Payments	0.00	0.00	0.00	0.00	0.00	0.00
Activity Date						
Ending Balance	1,272.75	1,213.87	1,331.63	1,390.51	1,272.75	1,213.87

Service Location will be Changed

Location: 2 MAIN STREET Type: <none> Inactive Vacant Shgt Off Rental

Address: 2 Main Street

Customer: AccuFund, Inc. [0000002] OK Cancel

Parcel: 00002-00001-00000 Move In Date:

Description:

Available Credits: 1,072.25

Activity Date	Billing	Lookup	Name	Adj	Consumption	Billed
12/31/2007	GA COM	0000002	AccuFund, Inc.		15.00	
12/31/2007	WA COM	0000002	AccuFund, Inc.		24.38	
12/31/2007	GA COM	0000002	AccuFund, Inc.		1025	
5/31/2005	GA COM	0000002	AccuFund, Inc.		15.00	
5/31/2005	SW COM	0000002	AccuFund, Inc.		19.50	
5/31/2005	GA COM	0000002	AccuFund, Inc.		50	
5/31/2005	GA COM	0000002	AccuFund, Inc.		15.00	
5/31/2005	WA COM	0000002	AccuFund, Inc.		24.38	
5/31/2005	SW COM	0000002	AccuFund, Inc.		19.50	
5/31/2005	WA COM	0000002	AccuFund, Inc.		50	
4/30/2005	GA COM	0000002	AccuFund, Inc.		15.00	

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

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.

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

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

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.

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:

Sample Water District 123 Water Way So. Western, MA 02496						120.00 30.55 48.75	FIRST-CLASS MAIL U.S. POSTAGE PAID ONE OUNCE ANYTOWN, USA 12345 PERMIT NO. XX												
GA COM																			
SW COM																			
WA COM																			
<table border="1"> <thead> <tr> <th>TYPE</th> <th>READING</th> <th>CURRENT</th> <th>PRIOR</th> <th>MULT</th> <th>USED</th> </tr> </thead> <tbody> <tr> <td>water</td> <td>4/10/2003</td> <td>302</td> <td>255</td> <td>100</td> <td>4700</td> </tr> </tbody> </table>						TYPE	READING	CURRENT	PRIOR	MULT	USED	water	4/10/2003	302	255	100	4700	ACCUFUND, INC. 6374 WILLOW BROOM TRAIL LITTLETON, CO 80125	
TYPE	READING	CURRENT	PRIOR	MULT	USED														
water	4/10/2003	302	255	100	4700														
Amount in arrears						337.50	2 RETURN THIS STUB WITH PAYMENT												
Amount now due						536.80													
KEEP THIS STUB FOR YOUR RECEIPT																			

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

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.

Route Info / Sequence		Location	Customer	Date	Reading	Consumption	Amount
0002 / 0002	1 THIRD AVENUE	12 1st National Bank of Jeffco		Current: 4/10/2003 Prior: 10/29/2002	452080 451	45162900 100	Increase > than 30% Units: 45162800
0001 / 0001	4 MAIN STREET	12 1st National Bank of Jeffco		Current: 4/10/2003 Prior: 3/21/2003	11550 11500	5000 50000	Decrease > than 30% Units: -45000
0001 / 0010	1 MAIN STREET	2 AccuFund, LTD.		Current: 5/ 1/2003 Prior: 4/10/2003	350 302	4800 4700	
0001 / 0005	2 MAIN STREET	2 AccuFund, LTD.		Current: 5/ 1/2003 Prior: 4/10/2003	525 475	5000 2500	Increase > than 30% Units: 2500
0001 / 0016	3 MAIN STREET	1 Advantage Laser Products		Current: 12/ 4/2003 Prior: 12/ 3/2003	655 655	0 500	No reading this period
0001 / 0015	3 MAIN STREET	1 Advantage Laser Products		Current: 12/ 3/2003 Prior: 12/ 3/2003	450 450	0 0	No reading this period
0002 / 0001	2 THIRD AVENUE	3 Boggs Hardware		Current: 4/10/2003 Prior: 11/ 1/2002	340 330	1000 3000	Decrease > than 30% 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.