



# 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.
- ✓ Real time update of all payments and adjustments.
- ✓ Create your own activity and receipt reports.
- ✓ Quickly review the status of any customer and associated loan balances.
- ✓ Automatic interface into your accounting system.

## HOW IT WORKS

From the service location 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. From the meters tab you can also see the consumption history.

Billing	12/ 3/2003	4/ 1/2003	11/ 1/2002	10/29/2002	9/ 1/2002
<b>Beginning Balance</b>	<b>445.75</b>	<b>367.75</b>	<b>227.75</b>	<b>140.00</b>	<b>218.00</b>
GA COM	0.00	140.00	140.00	0.00	140.00
GA RES	0.00	0.00	0.00	0.00	0.00
SW COM	19.50	48.75	0.00	39.00	0.00
Consumption	2500	7500	0	6000	0
SW PEN	0.00	0.00	0.00	0.00	123.00
WA COM	48.75	48.75	0.00	48.75	0.00
Consumption	2500	7500	0	6000	0
Payments	0.00	300.00	0.00	0.00	1,341.00
Activity Date		2/24/2003			4/ 1/2001
<b>Ending Balance</b>	<b>208.25</b>	<b>445.75</b>	<b>367.75</b>	<b>227.75</b>	<b>140.00</b>
New Credits	0.00	72.25	0.00	0.00	1,000.00
<b>2 MAIN STREET</b>					
X101	450	0	375	350	0
Reading Date	3/21/2003		12/ 1/2002	10/29/2002	
Consumption	7500	0	2500	6000	0
Days	110	0	33	621	0

**Service Location will be Changed**

Location: 3 MAIN STREET Type: <none>  Inactive

Address: 3 Main Street  Vacant

Customer: Advantage Laser Products [1]

Parcel: 00001-00002-00003

Description:

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

Locate:

Activity Date	Billing	Customer	Adj	Consumption	Billed	Paid
4/ 1/2003	FixedResWater	Advantage Laser Products			90.00	
4/ 1/2003	GA COM	Advantage Laser Products			100.00	
4/ 1/2003	SW COM	Advantage Laser Products	✓		18.00	
4/ 1/2003	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/ 3/2002	SW COM	Gaynier, Robert			19.50	19.50
12/ 3/2002	WA COM	Gaynier, Robert			78.00	78.00

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 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.

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

## 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  
**Amount now due** 536.80  
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