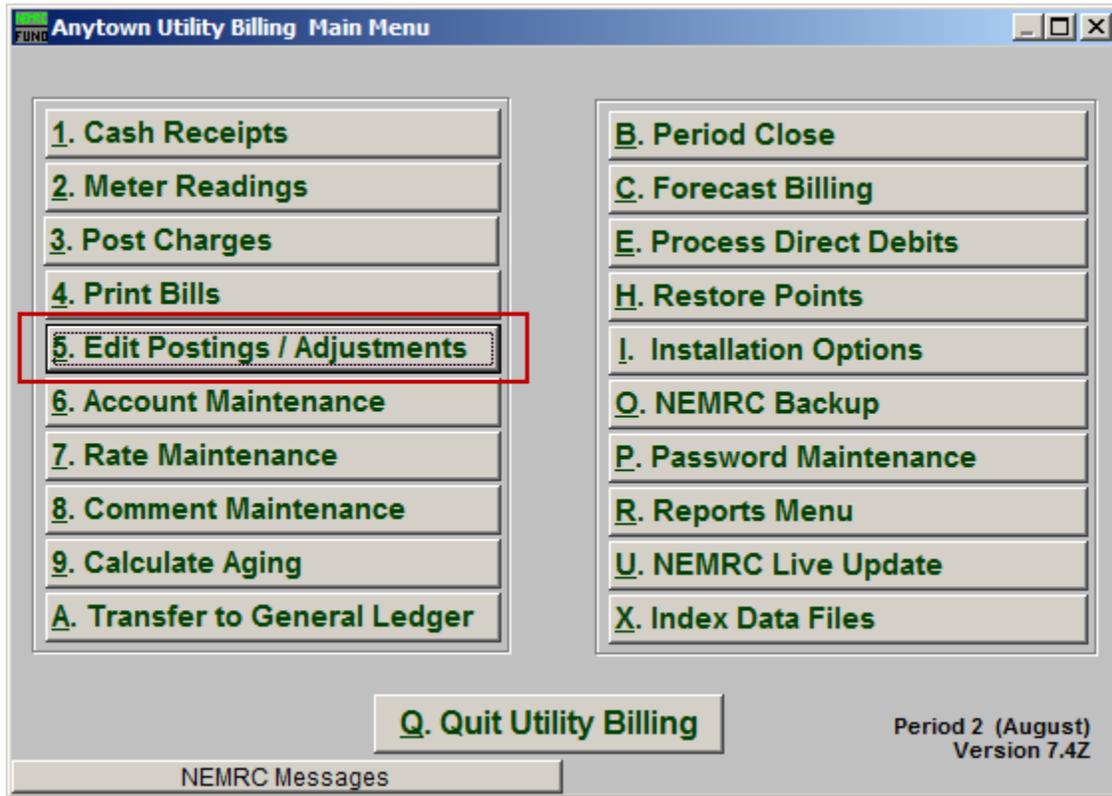


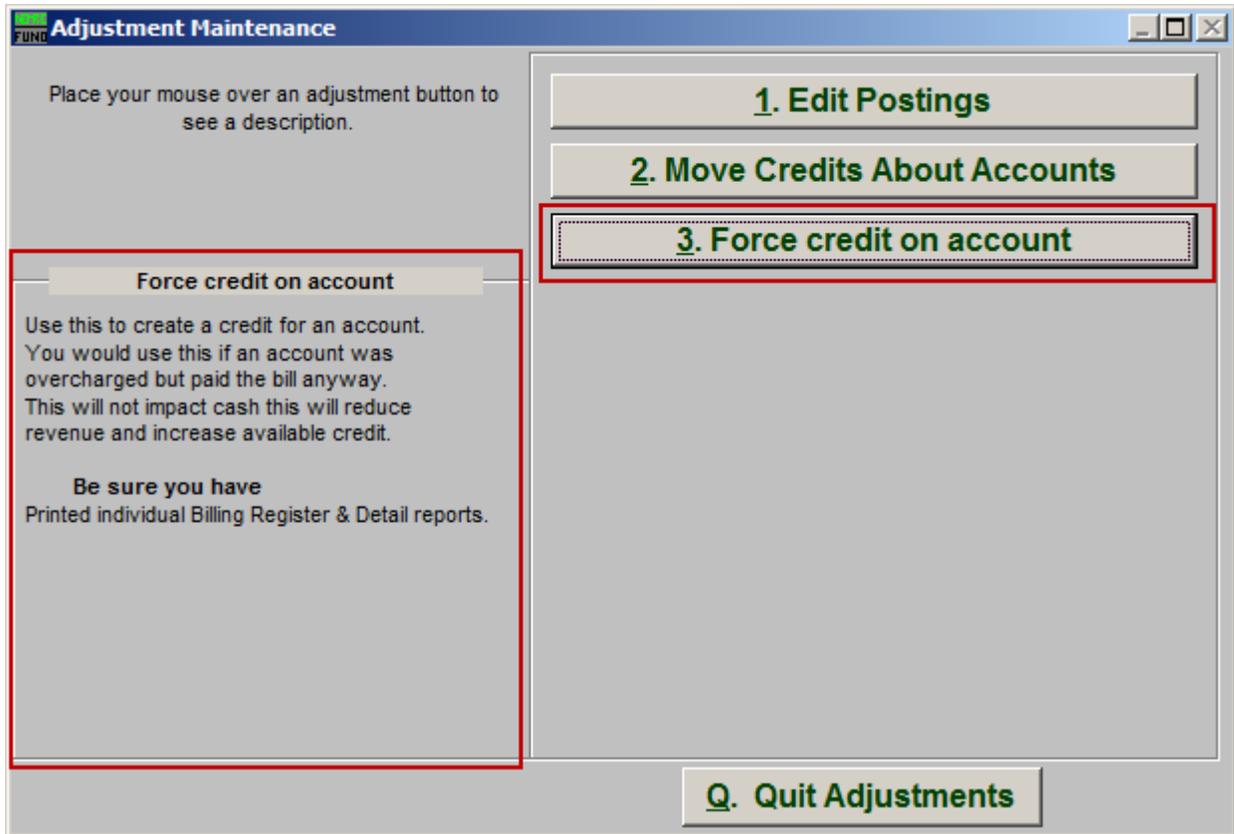
Utility Billing

5. Edit Postings / Adjustments: 3. Force Credit on Account



Click on “5. Edit Postings / Adjustments” from the Main Menu and the following window will appear:

Utility Billing



Consider the description that appears when you place the mouse over "3. Force credit on account." Click "3. Force credit on account" and the following window will appear:

Utility Billing

Force credit on account

Create a credit

Account -

Name

Reason

Water credit

Sewer credit

Total credit

- 1. Account:** Select the Account to create a credit on by typing the Account number and clicking “Find.”
- 2. Name:** Select an Account to create a credit on by typing the Name of the Account and clicking “Find.”
- 3. Reason:** Enter a brief reason why this credit is being created.

The name of each service will appear as defined in “I. Installation Options.” This represents two services for documentation purposes.

- 4. Water credit:** How much Water credit is to be added to the Account.
- 5. Sewer credit:** How much Sewer credit is to be added to the Account.
- 6. Total credit:** This is the total credit that will be added to the Account.
- 7. Save:** Click this button to save the credit to the Account and return to the Edit Postings screen.
- 8. Cancel:** Click this button to return to the Edit Postings without saving.