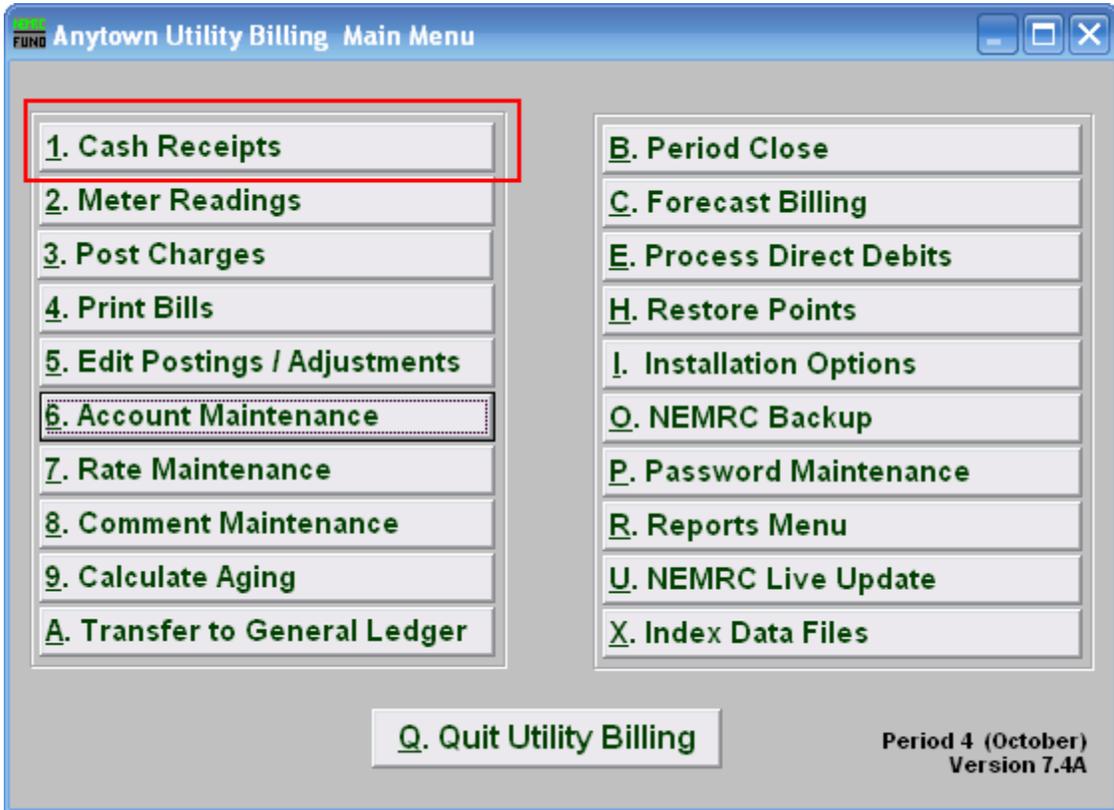


Utility Billing

1. Cash Receipts

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Click on “1. Cash Receipts” on the Main Menu. The following window will appear:

Utility Billing

Cash Receipts

1

Account - **Find**

Name **Find**

Book/Seq 0 0 **Find**

Address **Find**

Location **Find**

Account Information

Check Number or (CASH)

Amount Received 0.00

Remittance Number 436.

Payment Date 09/25/2007

2 **Cancel**

1. Select the account you are seeking. For additional information on finding accounts, refer to UB GENERAL ACCOUNT LOOKUPS.
2. **Cancel:** Click “Cancel” to return to the Main Menu.

After selecting the account (you may need to hit enter to bring it up) the following options will appear (if applicable):

Utility Billing

Payment/Receipt

Cash Receipts - Apply Credits

Account: 110460004 - Find

Name: SAMFORD,FRED Find

Book/Seq: 1 1060 Find

Address: DARBY HILL RD Find

Location: DARBY HILL Find

Account Information

Balance: 0.01
Credit: 1.75
Last Bill: 1.68 on 09/27/07
Last Payment: 0.01 on 05/15/07

Bring fully paid bills back from history

Check Number or (CASH): 4

Amount Received: 5 0.00

Remittance Number: 646.1 6

Payment Date: 11/06/2007 7

Apply Credit Save Receipt Cancel

- 1. Account Information:** Information regarding this account.
- 2. Bring fully paid bills back from history:** Use to reverse a payment that was moved to history during a previous period close.
- 3. Apply Credit:** To apply a credit, click “Apply Credit” and the window will change slightly (see “Apply Credit” below).
- 4. Check Number or (CASH):** If the word cash is entered, the system will report cash totals separate from check totals. If the field is left blank, or a check number is written, it will be reported with Checks.
- 5. Amount received:** Enter payment received.
- 6. Remittance Number:** The remittance number is user defined and is transferred to General Ledger, if a link is established. Remittance Number and Payment Date should be uniform for all aspects of a deposit.
- 7. Payment Date:** Enter date that payment was made. Remittance Number and Payment Date should be uniform for all aspects of a deposit..
- 8. Save Receipt:** Click to post the payment to the account.

Utility Billing

- 9. Cancel:** Click “Cancel” to cancel and return to the previous screen without posting.

Utility Billing

Cash Distribution

When you enter an amount received, and click on “Save Receipt” the following window will appear:

The screenshot shows a window titled "Cash Distribution" with a table of utility charges and summary fields. The table has columns for Seqn, Due Date, Service, Balance, and Paid. The summary fields include Amount Received, Amount Distributed, and Amount Remaining, each with a corresponding value and a red number indicating a step.

Seqn	Due Date	Service	Balance	Paid
126381	04/26/07	Water	0.21	0.21
		Sewer	0.00	0.00
		Test	0.00	0.00
126743	05/30/07	Water	0.43	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
127123	06/26/07	Water	0.64	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
251861	04/25/07	Water	21.35	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
251862	05/25/07	Water	21.35	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00

Amount Received	50.00	3
Amount Distributed	0.21	4
Amount Remaining	49.79	5

6 Expand
7 Save
8 Cancel

- 1. Seqn:** Sequence number for the due date (assigned by the system).
Due Date: Date that payment is due.
- 2. Balance:** Amount customer owes.
Paid: You may enter the Amount Received as it is to be applied to each service. You may also populate these fields automatically by hitting “enter” on your keyboard.
- 3. Amount Received:** Amount entered in previous screen for “Amount Received”.
- 4. Amount Distributed:** Portion of Amount Received that has been distributed as payment of charges.
- 5. Amount Remaining:** Amounts left to distribute from Amount Received.
- 6. Expand:** Click on “Expand” to view a brief history of the selected charge.

Utility Billing

- 7. Save:** Click “Save” to save, and return to the first Cash Receipts screen.

Utility Billing

Apply Credit

Click on the “Apply Credit” button and the following window will appear:

Cash Receipts - Apply Credits

Account 110460004 - **Find**

Name SAMFORD,FRED **Find**

Book/Seq 1 1060 **Find**

Address DARBY HILL RD **Find**

Location DARBY HILL **Find**

Account Information
Balance: 0.01
Credit: 1.75
Last Bill: 1.68 on 09/27/07
Last Payment: 0.01 on 05/15/07

Bring fully paid bills back from history

Check Number or (CASH)

Amount of Credit to Apply 0.01 **1**

Payment Date 11/06/2007 **2**

3 **4**
Save Credit Change **Cancel**

- 1. Amount of Credit to Apply:** Enter the amount of credit to apply (in dollars).
- 2. Payment Date:** Enter the date the credit is being applied.
- 3. Save Credit Change:** Click “Save Credit Change” to save the credit to this account.
- 4. Cancel:** Click “Cancel” to cancel and return to the first Cash Receipts screen without saving the credit.