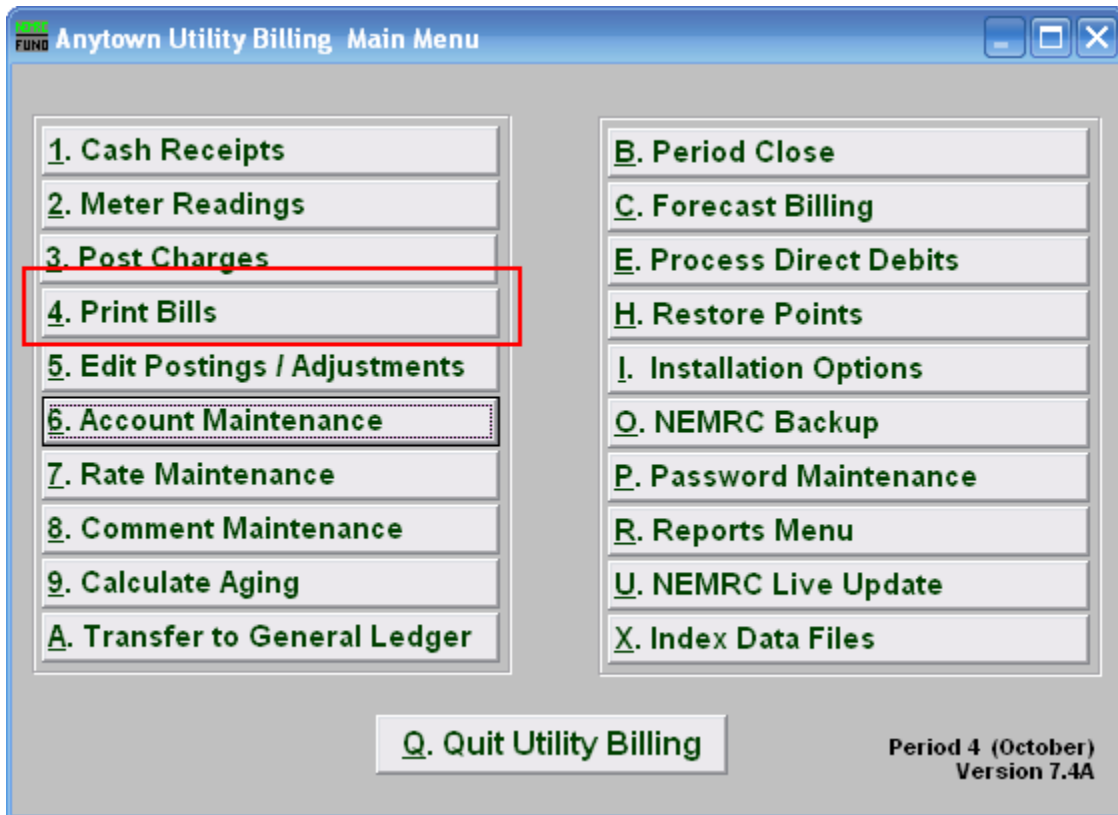


Utility Billing

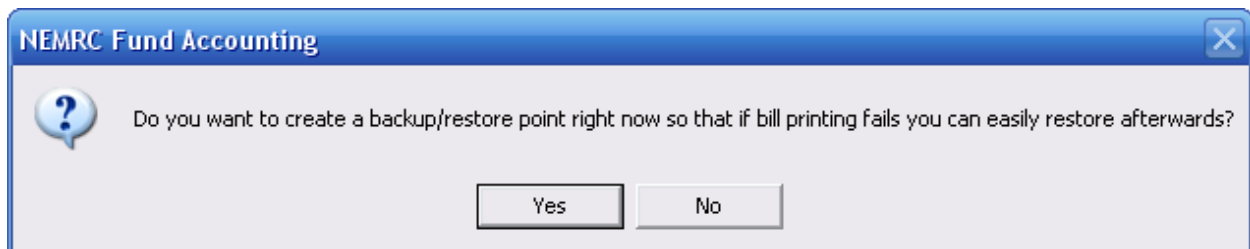
4. Print Bills

Table of Contents

Print Bills.....	2
Individual	3
Book	4
All Books.....	6
Range.....	8
After Bills Print	10



Click on “4. Print Bills” from the Main Menu. The following window will appear:



NEMRC recommends that you choose “Yes” to create a Restore Point if you are printing a Book, All Books, or a Range of Books. Creating a Restore Point may take a few minutes. When created successfully, the following window will appear:

Utility Billing

Print Bills

Print Bills

Print for 1 ☒ Individual 2 ☐ Book 3 ☐ All Books 4 ☐ Range

Account [] - [] Find

Name [] Find

Book/Seq [0] [0] Find

Address [] Find

Location [] Find

Service (Blank for All) ☐

☐ Include Accounts that Only Have a Previous Balance

Due On 04/25/2007

Print Cancel

Select one of the following:

- 1. Individual:** Click the circle to the left of “Individual” to print an Individual bill.
- 2. Book:** Click the circle to the left of “Book” to print bills from a single Meter Route Book.
- 3. All Books:** Click the circle to the left of “All Books” to print bills for all Meter Route Books.
- 4. Range:** Click the circle to the left of “Range” to print bills from a specific range. This range is determined by choosing an account to start with, and another account to end with. This range may be defined by Account Number, Account Name, Sequence Number, or Zip Code.

Refer to the section below that relates to your choice.

Utility Billing

Individual

If you chose “Individual” the following window will appear:

1. Choose the account you want to start printing with. For additional help on finding accounts with this screen, refer to UB GENERAL ACCOUNT LOOKUPS.
2. **Service (Blank for All):** The service to show on this bill. Leave blank to show all services. Services are defined in “I. Installation” from the Main Menu
3. **Include Accounts that Only Have a Previous Balance:** This allows the ability to include accounts that have an open balance but do not have new charges. Click the box to turn on this option. Click the field under “Due On” and type the date that the bills of this kind will be due.
4. **Print:** Click this button to print this bill. Refer to GENERAL PRINTING for more information. Refer to the “After bills print” section below for a description of the window that will appear after you print.
5. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Utility Billing

Book

If you chose “Book” the following window will appear:

The screenshot shows a window titled "Print Bills" with a blue title bar. Inside, there are several sections. At the top, "Print for" has four radio buttons: "Individual", "Book" (selected), "All Books", and "Range". Below this is a "Book" label followed by a red number 1 and a dropdown menu. A red box highlights the "Order" section, which contains five radio buttons: "Account" (selected, with a red number 2), "Name" (with a red number 3), "Sequence" (with a red number 4), and "Zipcode" (with a red number 5). Below the "Order" section is a "Beginning With" label followed by a red number 6 and a text input field containing "99". To the right of the input field is another "99" and a "Find" button. At the bottom, there is a "Service (Blank for All)" checkbox with a red number 7, a checkbox labeled "Include Accounts that Only Have a Previous Balance" with a red number 8, and a "Due On" date field containing "04/25/2007" with a red number 9. At the very bottom are two buttons: "Print" with a red number 9 and "Cancel" with a red number 10.

- 1. Book:** Click the drop down arrow and choose which Meter Route Book you would like to print bills from.
- 2. Account:** Click the circle next to “Account” to have the bills print in order in terms of Account Number.
- 3. Name:** Click the circle next to “Name” to have the bills print in alphabetical order in terms of Account Name.
- 4. Sequence:** Click the circle next to “Sequence” to have the bills print in the sequence order that they are in the Meter Route Book.
- 5. Zipcode:** Click the circle next to “Zipcode” to have the bills print in order according to their Zip Codes.
- 6. Account/Name/Seq:** The field will change depending on what you choose for the “Order”. Fill in the partial information and click find. Click on the account you wish to

Utility Billing

start with then click “OK”. Refer to UB GENERAL ACCOUNT LOOKUPS for additional information on finding accounts.

7. **Service (Blank for All):** The service to show on this bill. Leave blank to show all services. Services are defined in “I. Installation” from the Main Menu.
8. **Include Accounts that Only Have a Previous Balance:** This allows the ability to include accounts that have an open balance but do not have new charges. Click the box to turn on this option. Click the field under “Due On” and type the date that the bills of this kind will be due.
9. **Print:** Click this button to print these bills. Refer to GENERAL PRINTING for more information. Refer to the “After bills print” section below for a description of the window that will appear after you print.
10. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Utility Billing

All Books

If you chose “All Books” the following window will appear:

The screenshot shows a window titled "Print Bills" with a blue header bar. Below the header, there are four radio buttons: "Individual", "Book", "All Books" (which is selected), and "Range". A red box highlights a section containing the following elements: a label "Order" followed by four radio buttons labeled "1", "Account", "2", "Name", "3", "Sequence", "4", and "Zipcode"; a label "Beginning With" followed by a text input field containing the number "5"; a label "Name" followed by a text input field and a "Find" button. Below the red box, there is a checkbox labeled "Service (Blank for All)" followed by a small square icon and the number "6". To the right of this is a label "Due On" followed by a date input field containing "04/25/2007" and the number "7". At the bottom, there is a checkbox labeled "Include Accounts that Only Have a Previous Balance" followed by the number "7". Finally, there are two buttons: "8 Print" and "9 Cancel".

- 1. Account:** Click the circle next to “Account” to have the bills print in order in terms of Account Number.
- 2. Name:** Click the circle next to “Name” to have the bills print in alphabetical order in terms of Account Name.
- 3. Sequence:** Click the circle next to “Sequence” to have the bills print in the sequence order that they are in the Meter Route Book.
- 4. Zipcode:** Click the circle next to “Zipcode” to have the bills print in order according to their Zip Codes.
- 5. Account/Name/Seq:** The field will change depending on what you choose for the “Order”. Fill in the partial information and click find. Click on the account you wish to start with, and click “OK”. Refer to UB GENERAL ACCOUNT LOOKUPS for additional information on finding accounts.

Utility Billing

6. **Service (Blank for All):** The service to show on this report. Leave blank to show all services. Services are defined in “I. Installation” from the Main Menu
7. **Include Accounts that Only Have a Previous Balance:** This allows the ability to include accounts that have an open balance but do not have new charges. Click the box to turn on this option. Click the field under “Due On” and type the date that the bills of this kind will be due.
8. **Print:** Click this button to print these bills. Refer to GENERAL PRINTING for more information. Refer to the “After bills print” section below for a description of the window that will appear after you print.
9. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Utility Billing

Range

If you chose “Range” the following window will appear:

Print Bills

Print for ☐ Individual ☐ Book ☐ All Books ☒ Range

Order ☒ 1 Account ☐ 2 Name ☐ 3 Sequence ☐ 4 Zipcode

Beginning With

5

Account Find

TO

6

Account Find

Service (Blank for All) ☐ 7

☐ Include Accounts that Only Have a Previous Balance 8

Due On 04/25/2007 8

9 Print 10 Cancel

- 1. Account:** Click the circle next to “Account” to have the bills print in order in terms of Account Number.
- 2. Name:** Click the circle next to “Name” to have the bills print in alphabetical order in terms of Account Name.
- 3. Sequence:** Click the circle next to “Sequence” to have the bills print in the sequence order that they are in the Meter Route Book.
- 4. Zipcode:** Click the circle next to “Zipcode” to have the bills print in order according to their Zip Codes.
- 5. Account/Name/Seq:** The field will change depending on what you choose for the “Order”. Fill in the partial information and click find. Click on the account you wish to start with, and click “OK”. Refer to UB GENERAL ACCOUNT LOOKUPS for additional information on finding accounts.

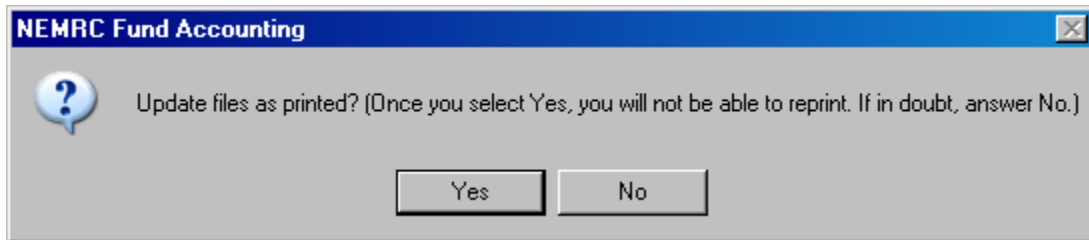
Utility Billing

- 6. Account/Name/Seq:** The field will change depending on what you choose for the “Order”. Fill in the partial information and click find. Click on the account you wish to end with, and click “OK”. Refer to UB GENERAL ACCOUNT LOOKUPS for additional information on finding accounts
- 7. Service (Blank for All):** The service to show on this report. Leave blank to show all services. Services are defined in “I. Installation” from the Main Menu
- 8. Include Accounts that Only Have a Previous Balance:** This allows the ability to include accounts that have an open balance but do not have new charges. Click the box to turn on this option. Click the field under “Due On” and type the date that the bills of this kind will be due.
- 9. Print:** Click this button to print these bills. Refer to GENERAL PRINTING for more information. Refer to the “After bills print” section below for a description of the window that will appear after you print.
- 10. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Utility Billing

After Bills Print

The following window will appear after the bills have finished printing.

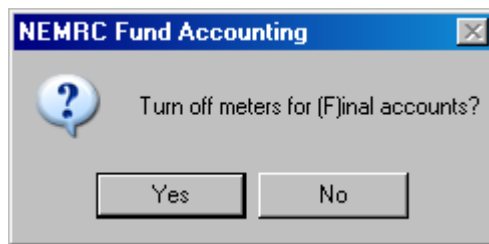


This is a critical step during printing of bills.

If you plan to print a second set of bills from within this module that break out all the new calculations then answer "No." **When the option of "No" has been selected, the billing calculation transactions remain off the customer balance and are not available to process payments against.** They do appear on the detail transaction report when unprinted transactions are included. That is the default option on the report. Also, the billing proof sheet will keep these values in the new charges column of the report. New charges reflect unprinted calculations.

If you have completed the printing process then answer "Yes." This will mark all the transactions as printed and update the customer balances. Only after that process can payments or credits be applied to new charges.

Then the following window will appear:



This option only pertains to bills printed for accounts that have a status of "F"inal Bill in "6. Account Maintenance." If you do not use that status on accounts then your choice does not matter. **The system will automatically enter the turn off date as the bill printing date on all meters with that status when you use this controlled set up during bill processing.** This is typically only used when a new customer account must be set up for every new owner/tenant at a given billing location.