Utility Billing

I. Installation

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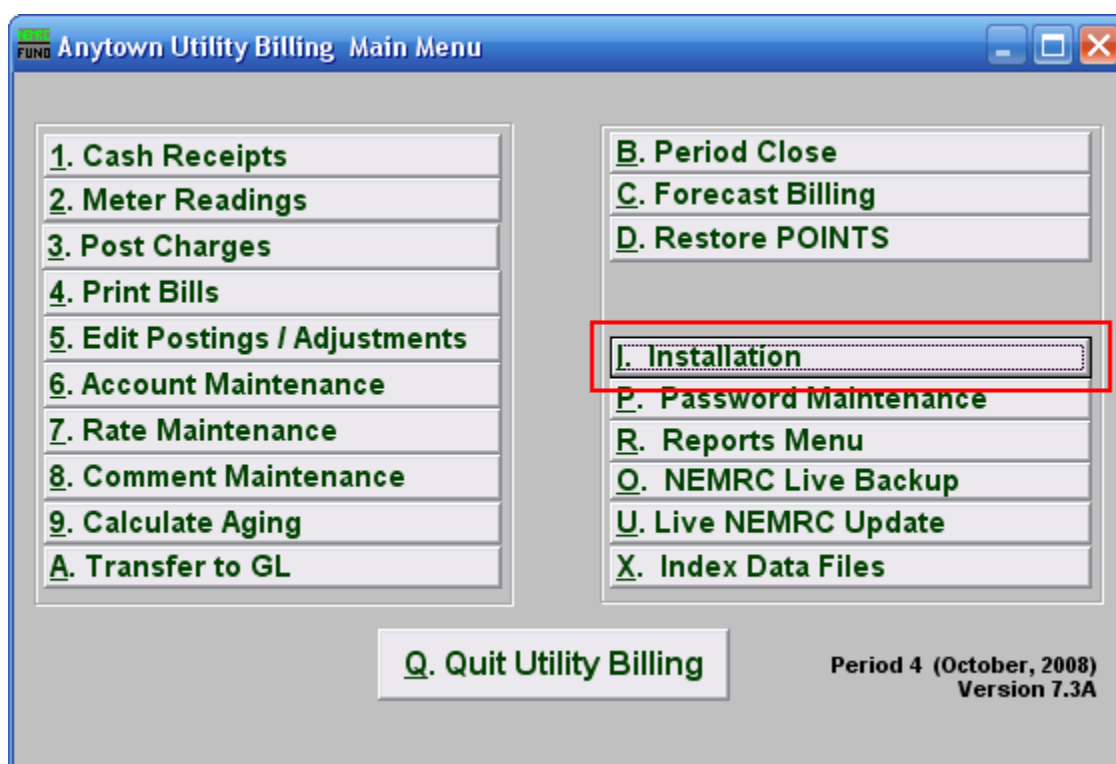
Click "I. Installation" on the Main Menu, and the following window will appear:

1. **"General":** Click to modify basic Utility Billing options.

2. **"Accounts":** The "Accounts" tab will become available only if you have chosen to link Utility Billing to General Ledger (see "General Tab" below). Click to modify information linked to the General Ledger.

3. **"F-Keys":** Click to create or edit key phrases linked to the function keys on your keyboard.

4. **"Books":** Click to edit Meter Route Book options.

The content of each of these tabs is described in more detail, below.

"General" tab

Click on the "General" tab and the following window will appear:

1. **Account length:** Maximum number of characters you choose to be available for your customer account number. Maximum ten (10) characters.

2. **Sub Account length:** Maximum number of characters you choose to be available for your customer sub account numbers. Maximum ten (10) characters.

3. **Link to General Ledger:** Click the circle next to Y (yes) to link this module to the NEMRC General Ledger module. If Y (yes) is selected, then the Accounts tab becomes viewable and options **4, 5,** and **6** become available.

   Click the circle next to N (no) if a link to the General Ledger is not desired.

4. **Entity:** Enter the number of the General Ledger entity to which Utility Billing will be linked.

5. **Cash:** Click the circle to the left of the word "Cash" to indicate that accounting in General Ledger is on a cash basis.

6. **Accrual:** Click the circle to the left of the word "Accrual" to indicate that accounting in General Ledger is on an accrual basis.

7. **Bill Form:** Bill form Code created by NEMRC specifically for your use. Click drop down arrow to select a Bill Form Code.

8. **Comment Code:** Click the drop down arrow and then Click on the Comment Code that you want appear on all bills printed. Comment codes may be created through "8. Comment Maintenance" on the Main Menu. If a comment code is attached to an individual bill through "6. Account Maintenance" in the "Other" tab, then the comment related to that code will appear on the bill, and not the comment related to the code used here.

9. **Default Meter Unit:** Click drop down arrow to select unit. When adding a new meter or rate, this will be the default unit for that meter or rate.

10. **Use Discounts:** Click the circle next to Y (yes) to use discounts on bills. Click N (no) if you do not use discounts.

11. **Use Deposits:** Click the circle next to Y (yes) to use deposits on accounts. Click N (no) if you do not require deposits.

12. **Default paid amounts:** The amount paid field can default total customer balance during cash receipts entry. Click the circle next to Y (yes) or N (no). If cash processing is being done through NEMRC Cash Receipts module, then this option does not matter.

13. **Allowable % Reading Deviation:** A test for meter reading register report to check the consumption of the current cycle against the average consumption, with a % deviation. For example, if "10" is entered, and the average usage is 100 cubic feet, and the current usage is less then 90, or greater then 110 (as reported on the meter reading register) then an asterisk appears on the meter reading register report when you print it. Not often used, only useful with consistent flow patterns that do not deviate greatly.

14. **Default number of dials on a meter:** When using a meter reading device interface, enter the most common number of dials. This will become your default when adding new meters.

15. **Default cash receipts check number:** Enter the default value for the check number field. "CASH" is often used as default and only changed when an actual check number is recorded. The cash receipts report totals cash and check values when printed.

16. Automatically move credits about services?: Click the circle next to Y (yes) to allow credits to go anywhere needed for an account. Click the circle next to N (no) to only allow credit to be used within the service it was created.

17. Service Code: Enter letter assigned to type of service. The service code is used to specify what service a rate is used for.

18. Description: Enter description of service corresponding to service code (#17).

19. Click "OK" to save changes and return to the Main Menu.

20. Click "Cancel" to exit and return to the Main Menu without saving changes.

"Accounts" tab

The "Accounts" becomes available only if you choose to link Utility Billing to the NEMRC General Ledger module. The link may be established in the "General" tab (see "General" tab, #**3**., above). If a general ledger link has been created, the following window will appear when you Click on the "Accounts" tab.

1. **Cash:** Enter the general ledger account number for deposits. Enter your clearing account number if cash will be posted through NEMRC Cash Receipts module.

2. **Due From:** Enter the general ledger account used for inter-fund activity.

3. **Due to:** Enter the general ledger account used for inter-fund activity.

4. **Discounts Taken:** Enter the general ledger account used to record discounts. If you do not use discounts, leave this field blank.

5. **"____" Accounts:** For each service established, a general ledger account must be established and entered in fields **6** through **12**. Click on each field to enter the account number.

6. **Accounts Receivable:** Enter the general ledger account number for accounts receivable (asset) for this service.

7. **Credits:** Enter the general ledger account number for overpayments (liability) for this service.

8. **Deposits:** Enter the general ledger account number for customer deposits (liability) for this service.

9. **Revenue:** Enter the general ledger account number for revenue source for billing rates on this service.

10. **Interest:** Enter the general ledger account number for revenue source for interest charges on this service.

11. **Penalty:** Enter the general ledger account number for revenue source for penalty charges on this service.

12. **Tax:** Enter the general ledger account number for revenue source or liability account for taxes calculated on this service.

13. **OK:** Click "OK" to save your changes and return to the Main Menu.

14. **Cancel:** Click "Cancel" to return to the Main Menu without saving.

"F-Keys" tab

F keys may be used to create shortcuts for common phrases. These shortcuts are often used in:

"3. Post Charges" in the "Miscellaneous" tab
"5. Edit Postings/Adjustments" for "Edit Postings"
"6. Account Maintenance"

Click on the "F-Keys" tab and the following window will appear:

Each of the F Key fields (F5-F12) is linked to the associated F-Key on your keyboard. In other words, when you hit the "F_" key on your keyboard, the text entered for that F-Key will appear.

Click "OK" to save changes and return to the Main Menu.
Click "Cancel" to return to the Main Menu without saving changes.

"Books" tab

The Books tab allows you to enter Meter Route Books. Click on the "Books" tab and the following window will appear:

1. **Number:** Enter physical Book number.

2. **Description:** Enter description of associated book. i.e.: "Main Street."

3. **Payments:** Enter number of due dates for a book, or number of payment stubs (typically one (1)).

4. **Flags (NEMRC to clear):** Managed by NEMRC software.

5. **Add Book**: Click "Add Book" to enter information for a new book, as described above.

6. **Delete Book:** Click on a book that already exists, then Click "Delete Book" to delete the selected book. You will be unable to delete a book if accounts exist that use that book. Always double check before deleting.

Click "OK" to save changes and return to the Main Menu.
Click "Cancel" to return to the Main Menu without saving changes.