



Final / Direct Billing

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Final / Direct Billing



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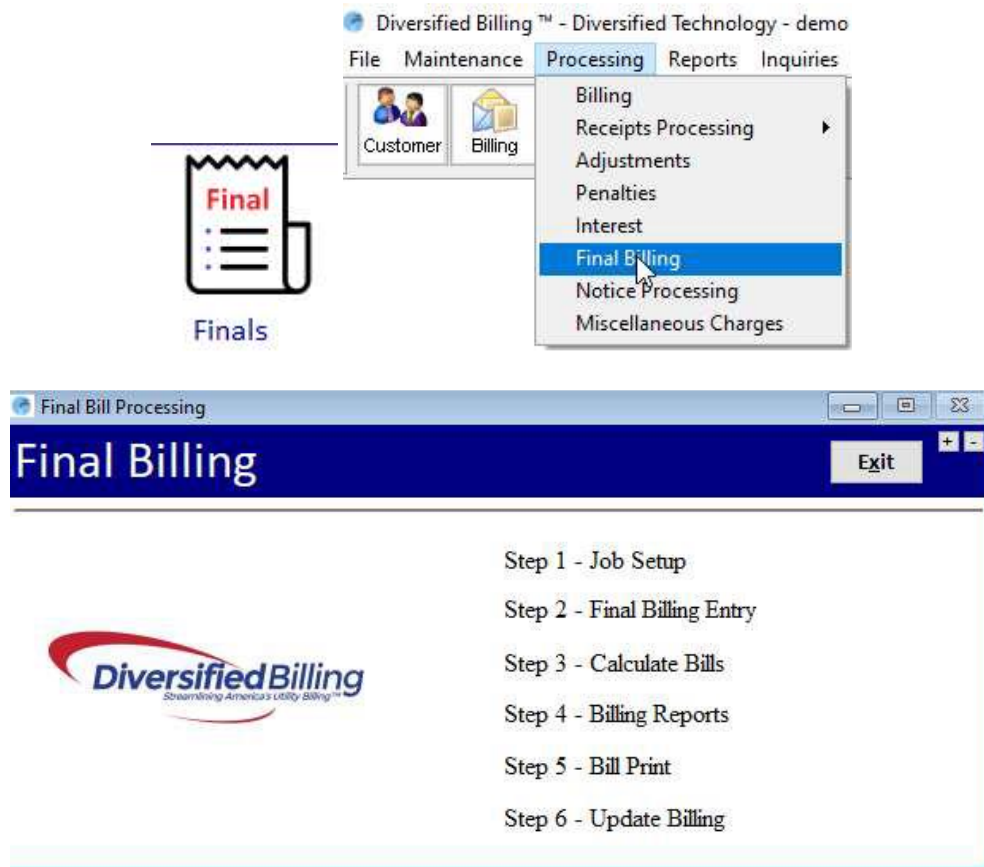
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Final Billing / Direct Billing

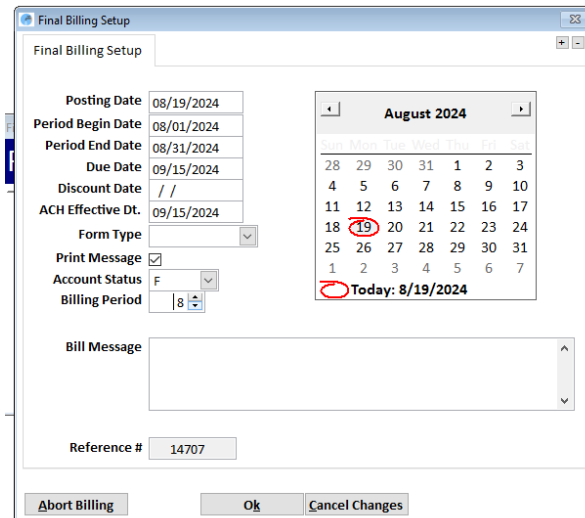
To access the final billing process, you will click the Processing Menu then Final Billing, or use the Final option from the landing page.

****Remember that the final billing process can be different for each client. Please speak with a Support Specialist before running the final billing process.****

This process can also be used to create a direct bill. It is not a final bill. You will use this if you need to create a bill outside of the normal billing process. In the case of a direct bill, you will not mark it to print message in the billing setup and you will not create a new customer number.



Step 1 – Job Setup



The screenshot shows the 'Final Billing Setup' window. It contains the following fields and controls:

- Posting Date:** 08/19/2024
- Period Begin Date:** 08/01/2024
- Period End Date:** 08/31/2024
- Due Date:** 09/15/2024
- Discount Date:** / /
- ACH Effective Dt.:** 09/15/2024
- Form Type:** (dropdown menu)
- Print Message:** ☒
- Account Status:** F (dropdown menu)
- Billing Period:** 8 (dropdown menu)
- Bill Message:** (text area)
- Reference #:** 14707
- Buttons:** Abort Billing, Ok, Cancel Changes

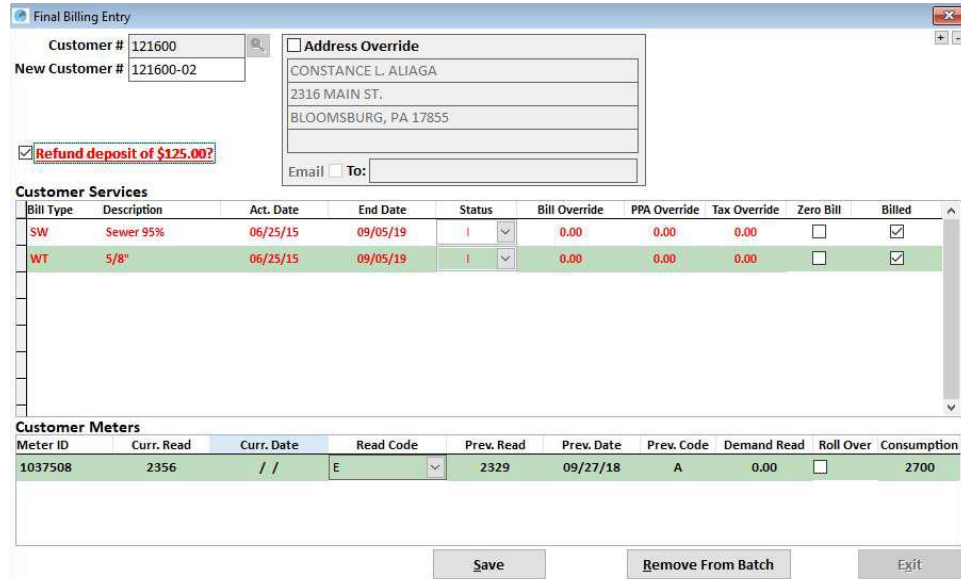
On the right side of the window, there is a calendar for August 2024. The date 8/19/2024 is circled in red, and a label 'Today: 8/19/2024' is placed next to it.

The available fields on this screen are:

- Posting Date – the date the bill is posted to the accounts. This date must be within the year/period month
- Period Begin Date – the date for the beginning of the billing period
- Period End Date – the ending date of the billing period, i.e. if you are billing quarterly, then the Period Begin Date will be the first day of the quarter and the Period End date will be the last day of the quarter.
- Due Date – the date the billed amount is due.
- Discount Date – if you offer discounts fill in this date.
- ACH Effective Date – the date the amount will be deducted from the customer's bank account.
- Form Type – a drop down selection that will determine the type of bill format the customer will receive
- Print Message – a checkbox to indicate if the final billing message will appear on the final bill. This check box should be unchecked if you are using the Final Billing process for a new customer or a customer who was missed during the normal billing period.
- Account Status – a drop down selection that will determine the status of the account after the final bill
- Billing Period – the billing period within the year or fiscal year to which this final bill will be applied for tracking and general ledger purposes
- Bill Message – a freeform text area to enter in a billing message for the final bill.

Step 2 – Final Billing Entry

Using the magnifying glass, search and select the customer you are final billing from the search screen.



The screenshot shows the 'Final Billing Entry' window. It includes fields for 'Customer #' (121600) and 'New Customer #' (121600-02). There is a checkbox for 'Address Override' and a text area for the address: 'CONSTANCE L. ALIAGA', '2316 MAIN ST.', 'BLOOMSBURG, PA 17855'. Below this is a checkbox for 'Refund deposit of \$125.00?' which is checked. The 'Customer Services' section contains a table with columns: Bill Type, Description, Act. Date, End Date, Status, Bill Override, PPA Override, Tax Override, Zero Bill, and Billed. The 'Customer Meters' section contains a table with columns: Meter ID, Curr. Read, Curr. Date, Read Code, Prev. Read, Prev. Date, Prev. Code, Demand Read, Roll Over, and Consumption. At the bottom are buttons for 'Save', 'Remove From Batch', and 'Exit'.

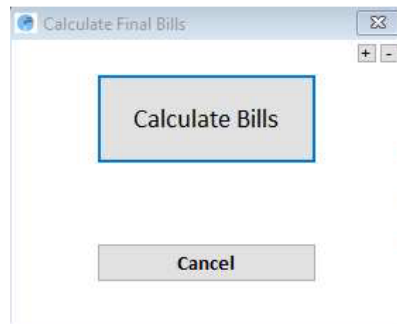
| Bill Type | Description | Act. Date | End Date | Status | Bill Override | PPA Override | Tax Override | Zero Bill | Billed |
|-----------|-------------|-----------|----------|--------|---------------|--------------|--------------|--------------------------|-------------------------------------|
| SW | Sewer 95% | 06/25/15 | 09/05/19 | I | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| WT | 5/8" | 06/25/15 | 09/05/19 | I | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Meter ID | Curr. Read | Curr. Date | Read Code | Prev. Read | Prev. Date | Prev. Code | Demand Read | Roll Over | Consumption |
|----------|------------|------------|-----------|------------|------------|------------|-------------|--------------------------|-------------|
| 1037508 | 2356 | / / | E | 2329 | 09/27/18 | A | 0.00 | <input type="checkbox"/> | 2700 |

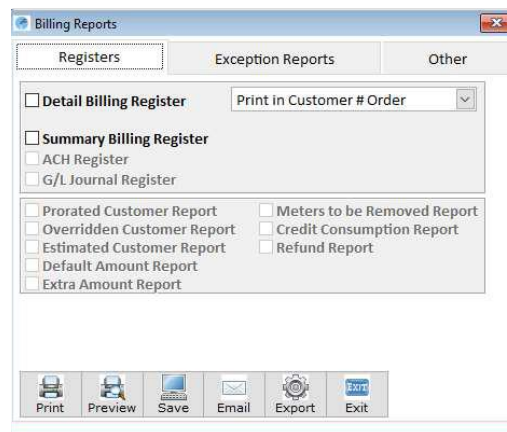
- You may click the box to override the address if the customer has moved to a new mailing address.
- Depending on your setup – the system can automatically refund a deposit that may be on the account.
- The window displays the services on the customer's account. Enter the service end date and click the services you would like to bill by using the 'Billed' checkboxes.
- **Ensure the customer has the correct end date, this is the field that prorates the final bill.** You may also override the bill to a specific amount using the billing override feature.
- The bottom of the screen contains the field for entering the final meter read. Enter the read and the date. Click Save when finished.

Step 3 – Calculate Bills

Clicking “Calculate Bills” will calculate the bills based on the setup in Step 1 and the Service Period End Date entered in Step 2.



Step 4 – Billing Reports



Be sure to run and print any reports that are important for you. Especially important are the top 4. Always look at the reports that are bolded.

Detail Billing Register – shows you what customers were billed; meter reads and how much they were billed.

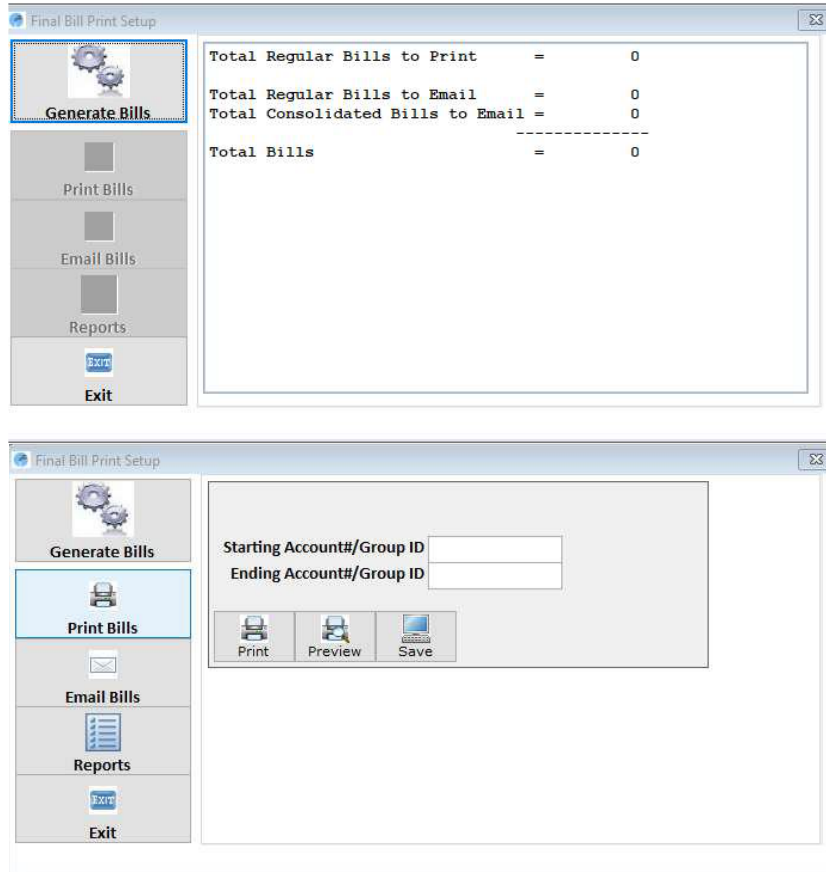
Summary Billing Register – This shows the breakdown per service in billing amounts.

ACH Register – Customers in batch that are active automatic withdrawal customers and how much will be withdrawn through ACH.

GL Journal Register – Total Amounts debited and credited from each GL account. Other reports are available below, such as the prorated customer report and estimated customer report.

Step 5 – Bill Print

First Generate your bill. Then you will have the option to print the bill.



Final Bill Print Setup

| | |
|-----------------------|--|
| Generate Bills | |
| Print Bills | |
| Email Bills | |
| Reports | |
| Exit | |

| | | |
|-----------------------------------|---|---|
| Total Regular Bills to Print | = | 0 |
| Total Regular Bills to Email | = | 0 |
| Total Consolidated Bills to Email | = | 0 |
| <hr/> | | |
| Total Bills | = | 0 |

Final Bill Print Setup

| | |
|-----------------------|--|
| Generate Bills | |
| Print Bills | |
| Email Bills | |
| Reports | |
| Exit | |

Starting Account#/Group ID

Ending Account#/Group ID

- You can preview, print, and save your bills to pdf from this view.
- Use the Email Bills option to email any customer's bills that may have signed up for e-bill.
- **Reports area will give you**
- When you are finished and are sure everything is accurate, move on to step 6.

Step 6 – Update bills

Be sure that everything is correct on reports and customer bills before finalizing the billing in step 6.

