

# Version 12.02.00:

## What's New:

- Enhanced Billing Module to prepare for account based bill process. (see below)
  - *Reporting*
  - *Bill Printing Enhancements*
  - *New MCB look and feel*
- Enhanced Shut Off Notice

## Enhanced Billing Module to prepare for account based bill process:

### Look and Feel

1. Open Billing module in the usual way by click Billing → Run Bill process or by clicking the toolbar item:
2. The billing module has taken on the new MCB look and feel with implementing the Action Links rather than toolbar items.

**Billing Setup**

Bill Date: 01/16/2012 Service Start Date: 12/01/2011 Pollock Run - 1  
 Due Date: 02/09/2012 Service End Date: 12/31/2011 Rehoboth - 2

**Workflow Items**

- Import Consumption File 01/06/2012 10:25:55
- Meters to Read Report 01/17/2012 10:47:24
- Import Deduct Meter File 01/13/2012 14:28:45
- Water Company Adjustments 01/06/2012 15:32:34
- Customer Billed Flow 01/13/2012 14:44:52
- Run Billing Process 01/16/2012 08:39:35
- Print/Email Bills 02/13/2012 19:54:31

**Billing Items**

- Process Consumption Overages 01/16/2012 08:37:16
- Apply Credits to Billing 01/16/2012 08:37:19
- Apply Debits to Billing 01/16/2012 08:37:20
- Create Monthly Charges 01/16/2012 08:37:54
- Create Penalty Charges 01/16/2012 08:38:12
- Apply Penalties to Billing 01/16/2012 08:38:26
- Apply Consumption to Billing 01/16/2012 08:39:14

**Billing Report** 2/13/2012

**Billing Information Report**

Pollock Run

Residential

Account	Name	Verified	Status	ACH	Deduct	Cnt Adrrs	Cnt Paper	Cnt Email	Bill Amount
2	SICKLES, LANE & LYNN	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
5	KRISTOFF, KENNETH	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
10	BLACKWELL, DANIEL	<input checked="" type="checkbox"/>	Active	N	Y	1	1	0	
11	TURTZER, JOHN G	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	
12	NELSON/BARTUS VMD, PETER/MICI	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$75.25
15	ALMASI, GEORGE	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	
16	ZANOT, IDA	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
17	YANTKO, VINCENT, JANE	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$115.50
18	PLAVCHAK, DAVID	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	
21	CRATTY, MAXINE	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
22	PASTOR, GEORGE R	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	
23	SOLAN, ANDREW H	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
24	SOKOL, JACQUELINE	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	\$35.00
26	QUINTO, RONALD	<input checked="" type="checkbox"/>	Active	N	N	1	1	0	
27	SOKOL, BRIAN	<input checked="" type="checkbox"/>	Active	N	Y	1	1	0	\$93.75

**Action Links:**

- View Customer Changes
- View Invoice Del...
- Rest Billing Process
- Reset ACH Process
- Show Summary Only

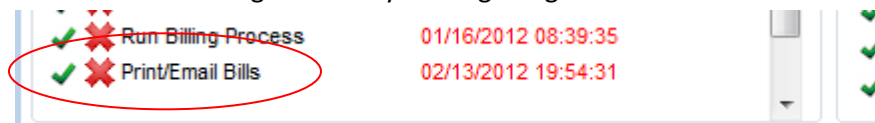
3. The window has been rearranged to take the new look. Action Links on the right side and the usual Save/Print remains on the toolbar.

### Reporting

4. Two new reports are available; the Billing Information Report can be printed by clicking the Print item from the toolbar. The other new report is a Delivery report showing who and when the invoices were delivered.

## Bill Printing Enhancements

5. Enter the Bill Printing module by clicking the green arrow next to its workflow task.



6. This will open the Bill Printing Module as follows:

**Bill Output Processing**

Filter

Billing District: [dropdown]  
Customer Classification: [dropdown]  
Billing Delivery: [dropdown]  
Billing Type: [dropdown]

Sort

Primary Sort Column: bill\_zip\_code [dropdown]  
Secondary Sort Column: Account Number [dropdown]

Print Listing Settings

Only show unprinted accounts   
Select/Unselect ALL Accounts to Print

Print Status

Print Listing

**Print Status** 2/13/2012

Acct	Name	Addr Type	Route	Zip	Status
39	FIORAVANTI, VIC	Billing Address		15012	109341
41	SCARAMUCCI, EUGENE	Billing Address		15012	109343
2539	JANCO, CATHY	Billing Address		15012	109100
2578	ROSTRAVER PUBLIC LIBRARY	Billing Address		15012	109102
2591	MARGARONIS, JASON	Billing Address		15012	109104
2598	BUSH, JAMES & CAMILLE	Billing Address		15012	109105
2607	WHITEHEAD, ALISA	Billing Address		15012	109106
2620	SLOBODA, ALAN	Billing Address		15012	109107
2626	BF ENERGIES	Billing Address		15089	109108
2662	COMFORT INN	Billing Address		22903	109109
2692	MOOERS, RALPH D	Billing Address		406-61	109110
2752	FREDERICK, WILLIAM & TERR	Billing Address		15012	109111
2772	MIKULA, PATRICIA	Billing Address		15012	109112
2814	MCGEE, FLOYD G	Billing Address		15012	109113

Deliver  
Close

7. There are a couple major enhancements to this window.
- Interactive Sort and Filter: When selecting items on the left of the window to sort or filter by, the report on the right will automatically reflect your choices.
  - More useful data in the report on the right: This report will show items that have been delivered by displaying the delivery ID in the status column.