

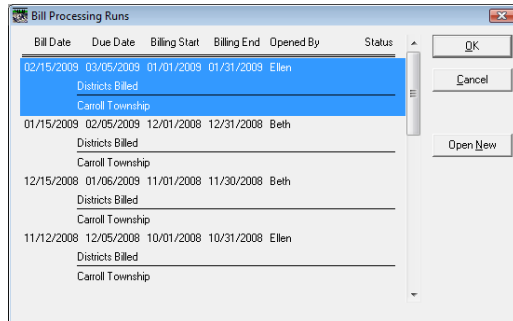
Version 3.20.00:

What's New:

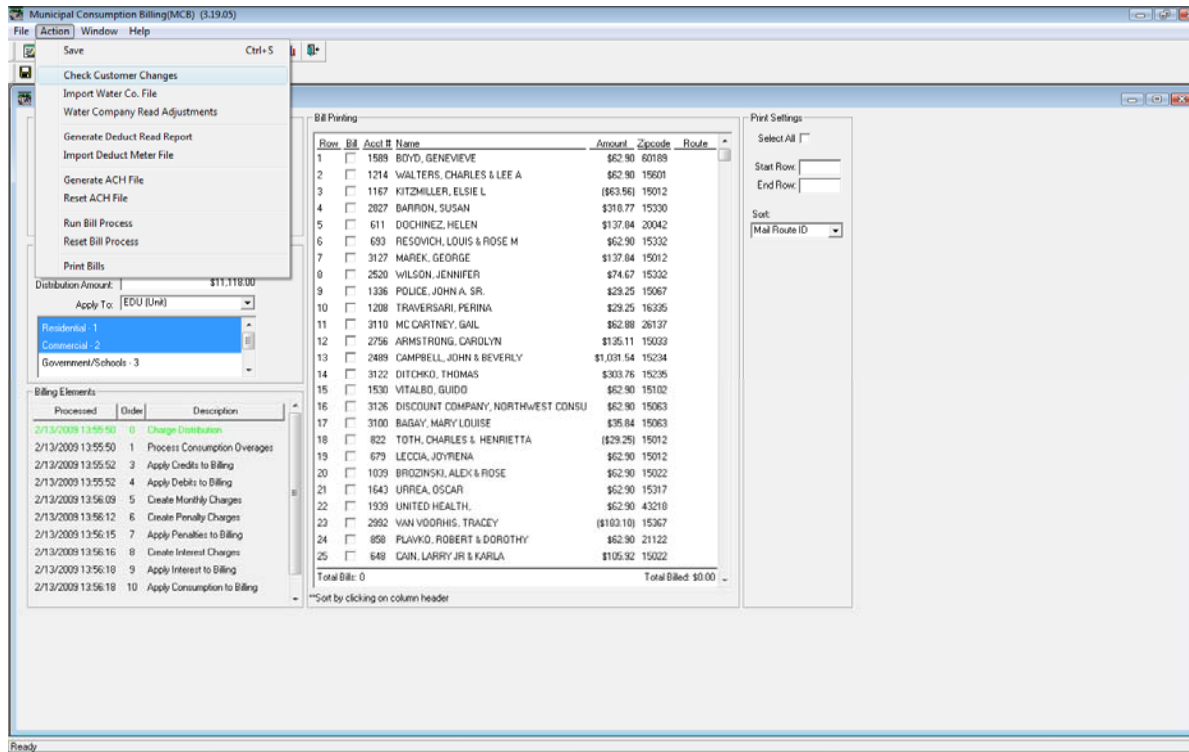
- Removed delete functionality on billing cleanup for Letter History.
- Created Customer Billing Change Report for Admin users.
- Created delete process for manual consumption window.
- Allow Water Company credits to be applied over multiple billing periods.
- Corrected Customer Counts on Billing Summary Report
- Added Plant flow information to flow meter module

Customer Billing Change Report:

1. Click on Icon to Run Bill Process and Choose the desired billing period to view changes to customers and click 'OK':



2. Go to the 'Actions' menu and click on 'Check Customer Changes'.



- Report will open with the data already retrieved with customer changes made within the current billing period. Report can be printed or viewed on screen.

Municipal Consumption Billing(MCB) (3.19.05)

File Action Window Help

Change History By Date

CUSTOMER CHANGE REPORT FOR BILLING: 02/15/2009
Report Run Date: 02/22/2009

ACCT: 87
Column 'WATER_ACCT' was changed to value: '' from value: '1' on 01/09/2009 by ELLEN

ACCT: 367
Column 'CLASS_ID' was changed to value: 'Residential' from value: 'Vacant' on 01/19/2009 by ELLEN

ACCT: 372
Column 'CLASS_ID' was changed to value: 'Residential' from value: 'Vacant' on 01/19/2009 by ELLEN

ACCT: 747
Column 'STATUS_IND' was changed to value: 'Active' from value: 'Balance Only' on 01/29/2009 by ELLEN
Column 'STATUS_IND' was changed to value: 'Balance Only' from value: 'Active' on 01/29/2009 by ELLEN

ACCT: 1206
Column 'CLASS_ID' was changed to value: 'Residential' from value: 'Vacant' on 01/19/2009 by ELLEN

ACCT: 1307
Column 'CLASS_ID' was changed to value: 'Residential' from value: 'Vacant' on 01/19/2009 by ELLEN

ACCT: 1539
Column 'WATER_ACCT' was changed to value: '' from value: '240090005' on 01/02/2009 by ELLEN

ACCT: 1796
Column 'WATER_ACCT' was changed to value: '' from value: '1' on 01/06/2009 by ELLEN

ACCT: 1884
Column 'STATUS_IND' was changed to value: 'Balance Only' from value: 'Inactive' on 02/15/2009 by ELLEN
Column 'STATUS_IND' was changed to value: 'Active' from value: 'Balance Only' on 01/29/2009 by ELLEN

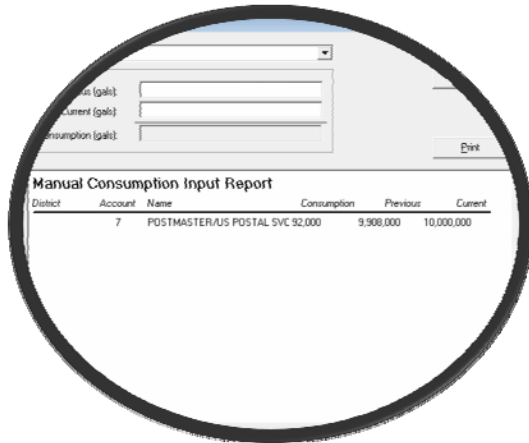
ACCT: 2388
Column 'CLASS_ID' was changed to value: 'Residential' from value: 'Vacant' on 01/20/2009 by ELLEN

ACCT: 2407

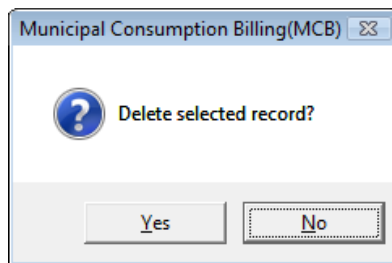
Ready

Manual Consumption Entry Delete Process:

1. Get into the Manual Consumption Window as in the past. The entered consumption customers are in the listed in the report below the entry section of the window:



2. Double-click the record to delete. You will be asked to confirm.



3. Once you confirm the consumption record will be deleted.

Water Company Credits over multiple billing periods:

1. You access the water company credit window as you have in the past. The functionality works the same except for the following enhancement. You will not be able to apply a single credit over multiple billing periods. Select an account and water read as in the past. Click Search.

The screenshot shows the 'Water Consumption Adjustments' window. The 'Update Criteria' section has 'Customer' set to '1273 - MUNDEL'S MATTRESS I', 'New Read' set to '40,000', and 'Import File' set to an empty dropdown. The 'Search Results' table is as follows:

File	Consumption	Previous Read	Current Read	Read Type	Processed For Billing
RS063008	2,000	0	2,000	Estimated	Y
RS093008	13,000	36,000	49,000	Estimated	Y
RS123108	14,000	49,000	63,000	Estimated	Y

The 'Consumption Update' section has a table with columns: 'New Current', 'Previous', 'Orig Total', 'New Total', 'Orig Billed', 'Allowance', and 'Adjustment'. The 'Calculate', 'Update', and 'Cancel' buttons are visible on the right.

2. Click on the first billing period to apply the credit to:

The screenshot shows the 'Water Consumption Adjustments' window with the first row of the 'Search Results' table selected. The 'Consumption Update' table now has data for the selected row:

New Current	Previous	Orig Total	New Total	Orig Billed	Allowance	Adjustment
49,000	36,000	13,000	13,000	8,000	9,000	

The 'Calculate', 'Update', and 'Cancel' buttons are visible on the right.

- Right-Click additional rows to be added to the credit. When you right-click a menu will appear. Click on 'Add Row to Credit'

The screenshot shows the 'Water Consumption Adjustments' window. The 'Update Criteria' section has 'Customer' set to '1273 - MUNDEL'S MATTRESS I', 'New Read' set to '40,000', and 'Import File' set to an empty dropdown. The 'Search Results' table is as follows:

File	Consumption	Previous Read	Current Read	Read Type	Processed For Billing
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RS123108	14,000	49,000	63,000	Estimated	Y

The 'Consumption Update' table is as follows:

New Current	Previous	Orig Total	New Total	Orig Billed	Allowance	Adjustment
49,000	36,000	13,000	13,000	8,000	9,000	
63,000	49,000	14,000	14,000	9,000	9,000	

- Each time you add a record to credit, a new row will appear under the Consumption Update section, but you will only be able to apply the new read to the latest billed water consumption.
- Type in the new read amount. Then click the 'Calculate' button to calculate credit.

The screenshot shows the 'Water Consumption Adjustments' window after clicking the 'Calculate' button. The 'Update Criteria' and 'Search Results' sections remain the same as in the previous screenshot. The 'Consumption Update' table is now updated with the following values:

New Current	Previous	Orig Total	New Total	Orig Billed	Allowance	Adjustment
40,000	36,000	13,000	4,000	8,000	9,000	-4,000
49,000	49,000	14,000	0	9,000	9,000	-5,000

6. Once you do the calculate button, the 'New Current' columns will adjust and you will see what credit will be applied to each of the billing periods.
7. Once the calculation is done, click on the 'Update' button to apply the adjustments to the account.