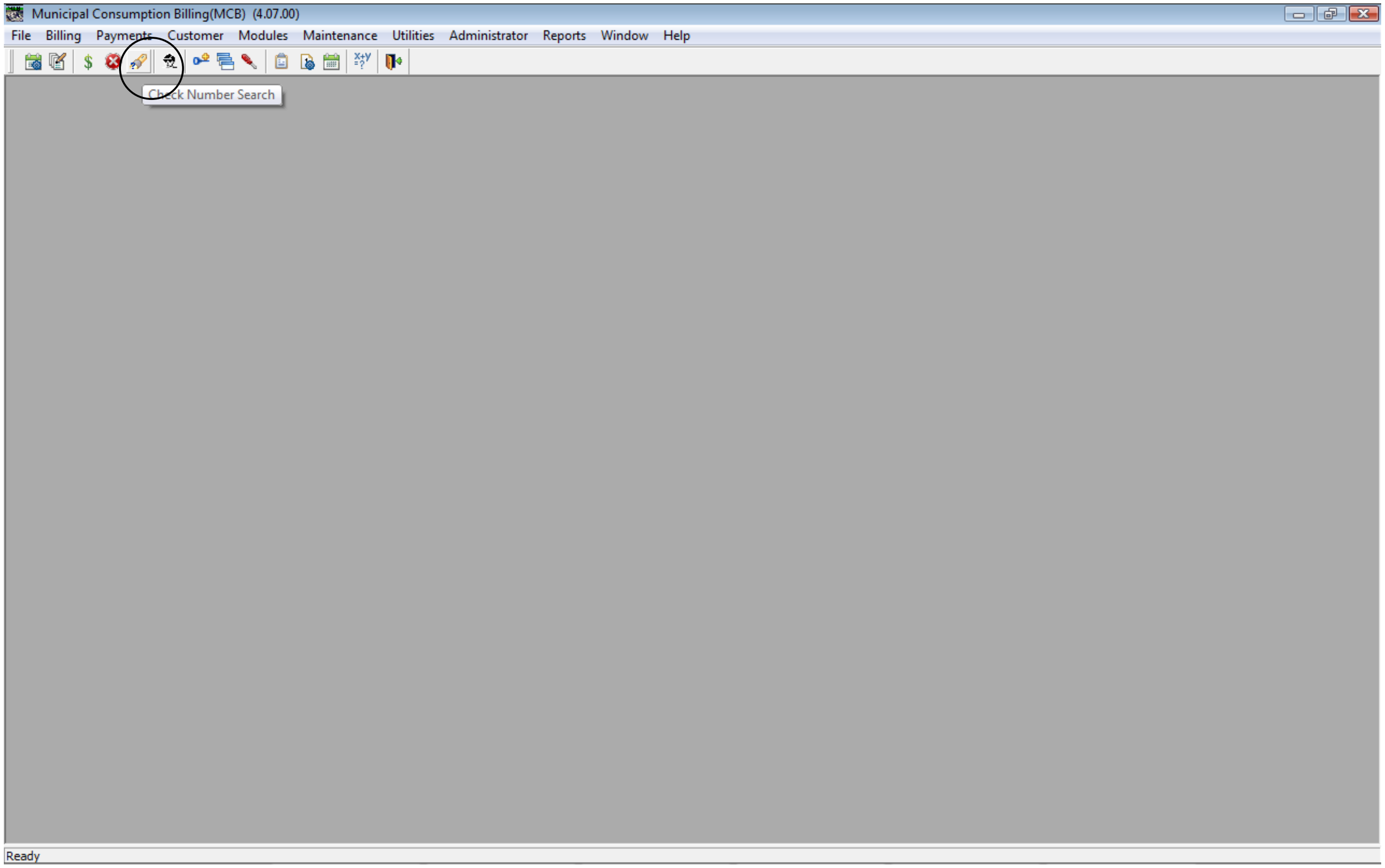
Version 4.08.00:

What's New:

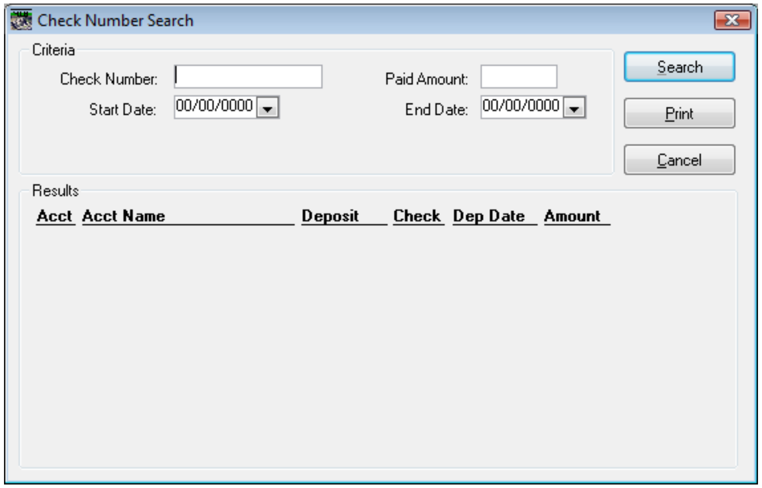
- Created Check Search Utility (see below)
- Added Check Number to Payment Window (see below)
- Created Customer Flow Billing Module (see below)

Create Check Search Utility:

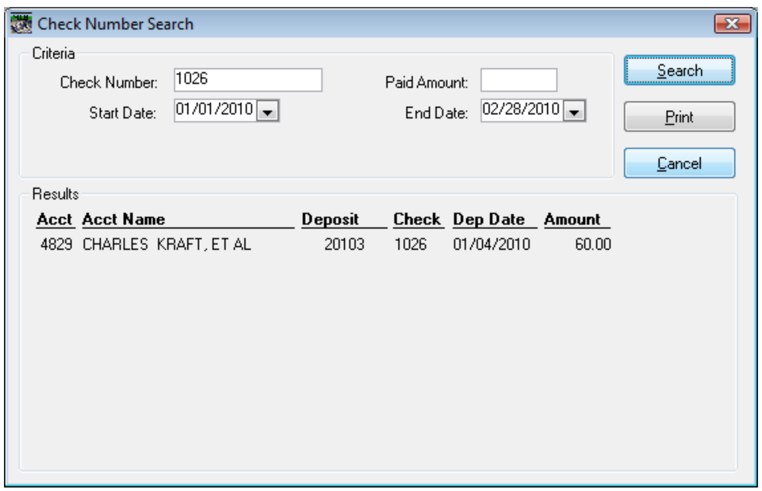
1. Go to Payments →Check Number Search… Or click on icon shown below.



2. Check Number search utility will open for search criteria to be entered.

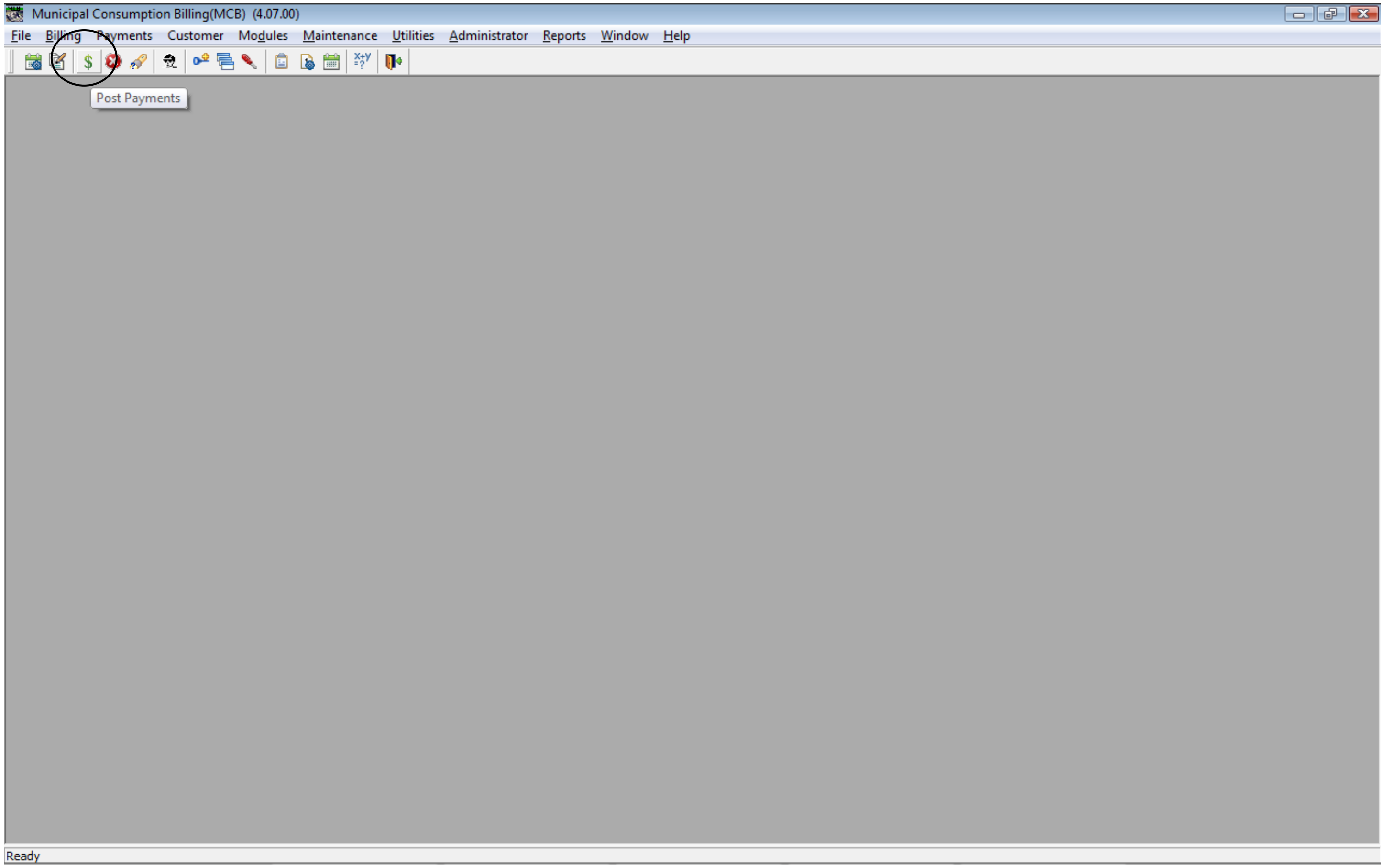


3. Enter criteria and click on search to populate report. You can search on any variation of the criteria, just leave blank the fields that are not required in the search. The following example will search for check number '1026' between January 1st and Feb 28th of 2010. When done, click "Print" to print out the results.

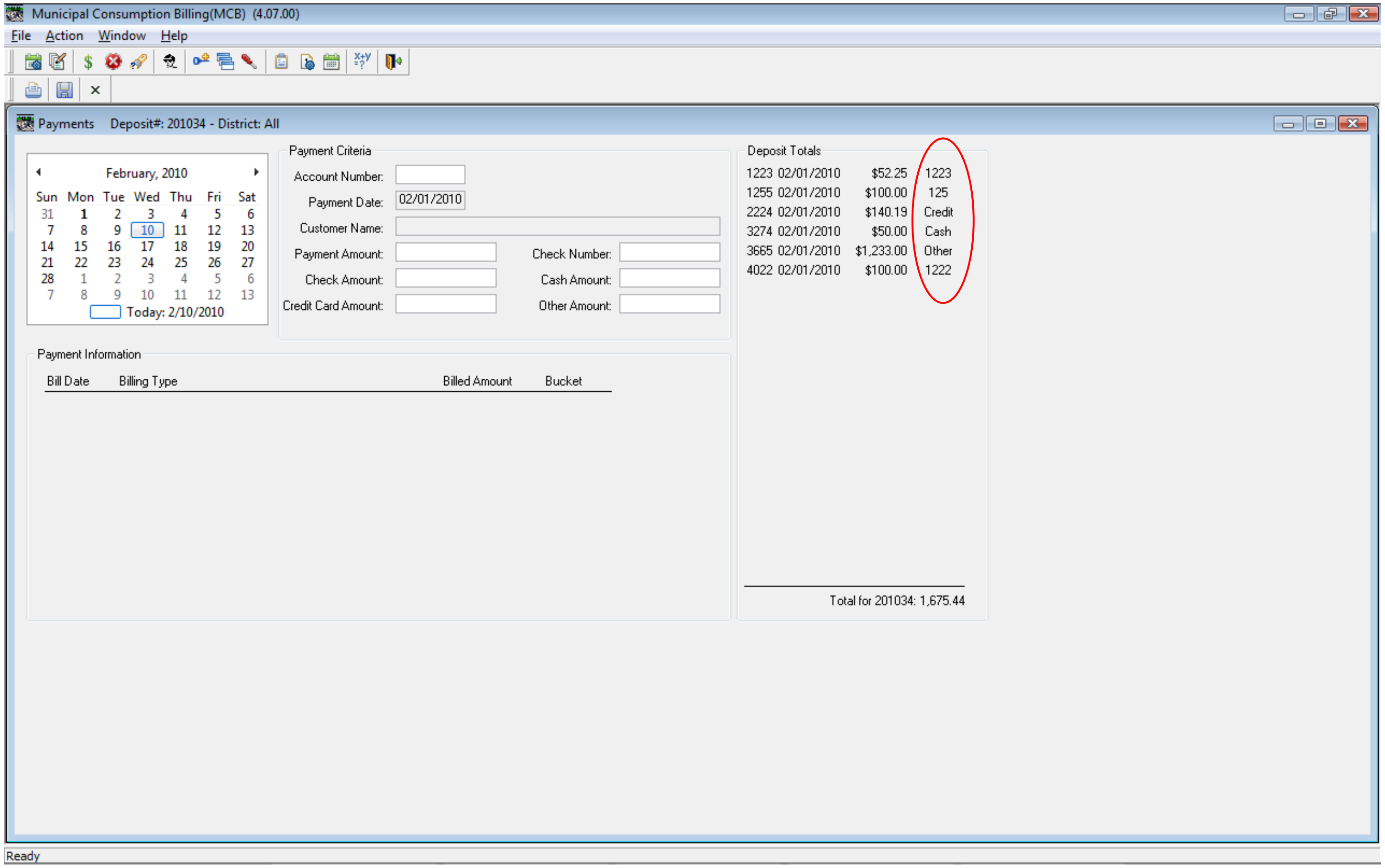


Added Check number to payment window:

1. Go to Payments → Post Payments… Or click on icon shown below.



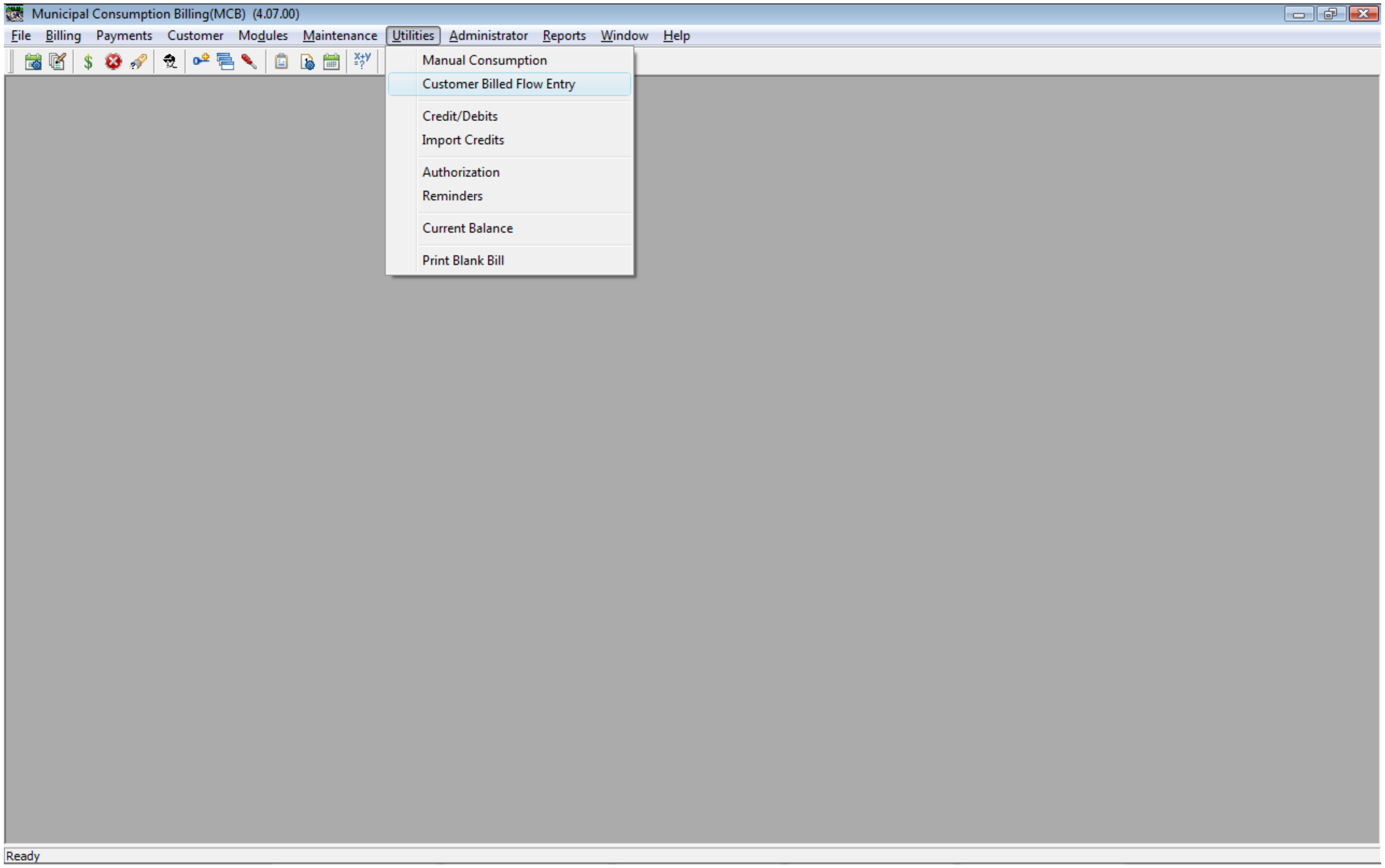
2. As payments are posted, the check number will show on the right pane with the running totals as circled in red below. Notice, when payment made by cash, charge, or other, these words will display.



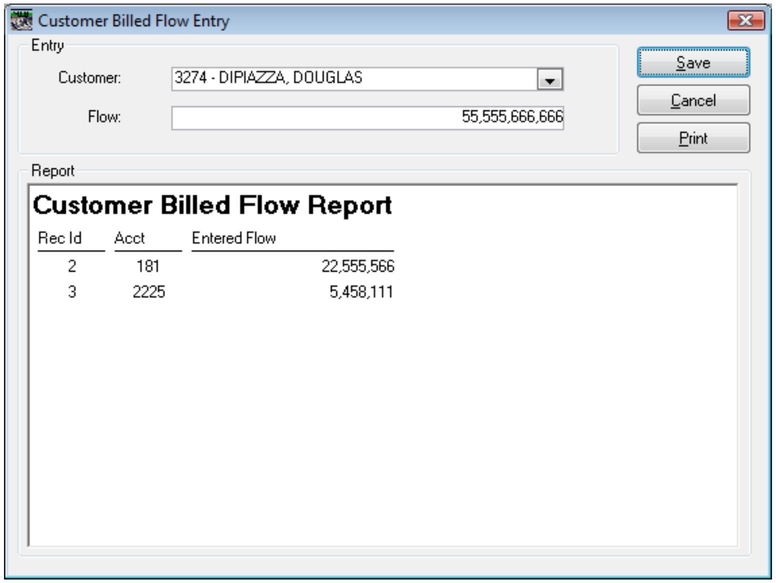
3. When the payment window is closed, the deposit confirmation window will also display the check number.

Created Customer Billed Flow Utility:

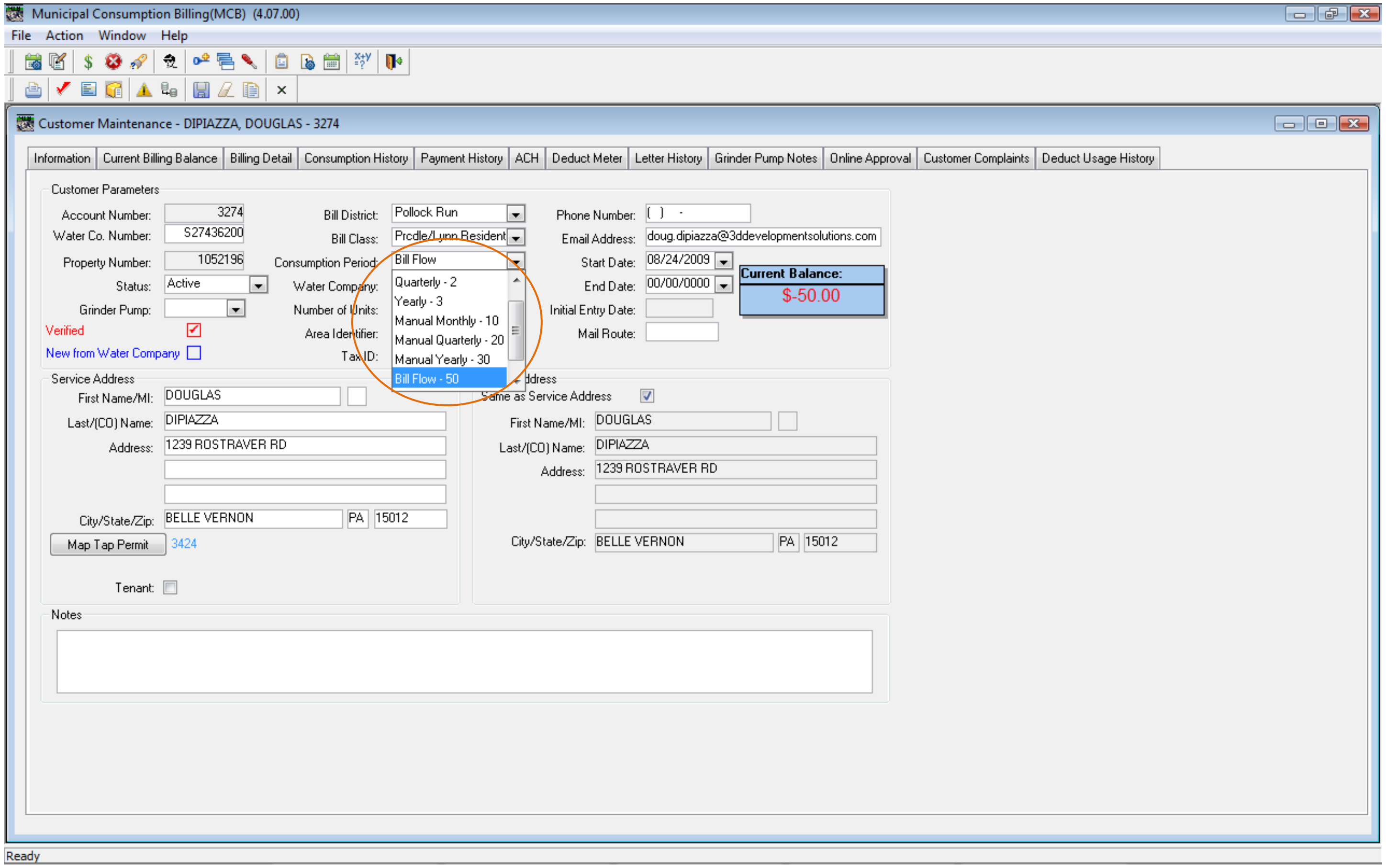
1. Go to Utilities → Customer Billed Flow Entry.



2. In the customer field, start typing the account number to filter the list by that account, Or click the dropdown and select the desired account.
3. In the Flow field enter the flow in gallons to be billed to customer.



4. Once the information is entered, click on the save button or press the enter key. This will save the record in the report area of the window as show above. This will create records for the billing process to read and calculate the consumption charges.
5. Before the records can be billed, the customer must be setup to accept this flow charge. Goto Customer → Customer Maintenance. Search for the desired customer account to setup. Once into the maintenance window for that customer, you will change the Consumption Indicator to “Bill Flow – 50” as follows:



6. Once the customer Consumption Period is setup to “Bill Flow” and the records are created, the automated billing process will handle the calculation and billing. The bill will be shown under Type 6 – Consumption on the customer’s bill.

7. The Consumption History tab will be replaced with the flow data once the Consumption Period indicator is set to “Bill Flow”. The tab will be as follows: