



## **LOCAL GOVERNMENT DATA PROCESSING CORPORATION**

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Please pay close attention to the following list of utility billing software changes. A complete list of the changes is included in this document, but we wanted to point out the ones that will impact your daily processes. See the complete list of changes for more information on each of these.

1. New search and select and select options have been added to inquiry: drivers license number and phone number.
2. The billing process was updated prevent utilities from accidentally updating a billing before printing bills or the billing register. The correction for this requires that you run the "Bill Print Exception Report" before updating accounts.
3. The billing process was also updated to not allow a new bill calculation to be done unless the previous calculation has been updated unless you select a separate menu option to delete the billing control file. This is to prevent utilities from calculating another billing before updating the previous billing.
4. Adjustments are no longer allowed to write off accounts.
5. If you are using the Datamatic handheld software, we are including a new record so that the second service address line can display in the handhelds. According to Datamatic, this record is automatically recognized by their software, so it should display in the handhelds.
6. If you manually distribute partial payments, the penalty adjustment screens will not display the penalty distribution by service so that you can manually distribute the penalty adjustments.
7. Night Process has been updated to correct a problem where an error "Print File Cannot Be Opened" would display. This correction may cause your night process spooler file that is normally called UBN210LS to be named UBN211LS, UBN212LS, etc.
8. If you use Presto Print Services for your bill printing, please let support know so that we can contact Presto and let him know that you will be using the new file layout for future billings. This new file layout includes billing history so that the history can be included on the bill either as data or as a graph.

Please see the complete list of software changes for additional information on these and other changes.

## **New & Changed**

Listed here are the changes and enhancements that have been made to the Utility Billing software.

### INQUIRY

1. Inquiry mode on Screen 16-GIS Information no longer allows updates to the info on this screen.
2. A problem with screen redraw has been corrected in Inquiry on a service record on screen 5 when you press F1 to scroll to next service.
3. If an account had two meters for one service and the status on the first meter was terminated and the status on the second meter was active, manual bill calculation will now include the active meter in the calculation.
4. The User Code field on flat service records was expanded to 15 bytes. This can be used to record a sanitation cart number, etc.
5. Searching by User Code from flat service records was added to the Search & Select screen. Put an "F" in the meter type field then the user code value to find.
6. Screen 13 Manual Bill Calculation has been modified to accept the Rate Table ID to use in the calculation. This allows you to calculate the bill using rates that are saved in a different rate table ID. The rate table ID defaults to the rate table currently being used during bill calculation.
7. New options have been added to the search and select screen when looking up an account. New options include: Drivers License Number, Phone Number, and Users Code field on flat service records. To search on User Code field on flat services, put an F in the meter type field (where you would normally put an E, W, or G to search for metered services).
8. The Name and Mailing Address field on screen 1 now displays all 30 bytes of the name and mailing address field.
9. A field, "Fee Serv", for a third tax has been added to the service screens. This field is called "Fee Serv". Using this additional tax requires having a service available. The Rate Table table rate code is what is used as the Fee Serv code on the service record. Put the tax amount on line 1 of the rate table steps to compute the tax on the service amount only. Use line 2 of the rate table steps to compute the tax on the service and sales tax amounts. Use line 3 to compute the tax on the service and other tax amounts. Use line 4 to compute the tax on the service, sales tax, and other tax amounts. Note: Enter .03 for a tax of 3%. Penalty can be charged on this tax by using the Delinquent Account parameters Penalty Codes. The billing history for the fee/tax is held on the service record used to bill the tax.
10. Screen 13 Last Bill History has been updated to include F2 to scroll to the previous bill.
11. A problem where the cursor would not stop on the rate code field if the rate code was invalid has been corrected. The cursor now stops on the rate code field until a valid rate code is entered.
12. A problem where the screen 5 electric service screen would not redraw correctly has been corrected.
13. When using screen 12 to look at service order details on an account that has messages on screen 11, the messages would not display correctly. This has been corrected. The messages do not display when looking at details on a service order through screen 12.
14. The F7 Option to print service details from screen 5 has been modified to print the Meter Read Field and to print 28 months of history. Printing 30 months of history caused the report to print on two pages.

### FILE MAINTENANCE

1. When updating the account numbers to include in Custom Bill Maintenance, the "I" beside the accounts would disappear if you used F5-Other Options to delete an account. This has been fixed.
2. The "Move Single Service" option now moves the reading history along with the service record and history.
3. There was a problem where the Move Single Service option would not display all occurrences of a metered service until after Cleanup Database was ran on the account. This has been corrected.

### DEPOSITS

1. When using Change Deposits, Delete mode, and you escape out of a deposit record, it would put the deposit record into a deposit packet but leave the deposit on the account. This now leaves the deposit on the account and doesn't put an entry in the deposit packet. The deposit was not deleted or changed so no entry was needed.

2. A problem with entering deposits through the Turn On/Turn Off option in File Maintenance has been corrected. Previously, the deposit amount would not display on the deposit record. This has been corrected.
3. The Deposit Report used with the Deposit Certificate system has been modified. When printing subtotals by account number, the report now prints the route number with the totals and includes a total for each deposit service maintained.
4. The Deposit Report used with the Deposit Certificate system has been modified to recognize the deposit certificate number range entered at run time.
5. In Service Order parameters, a new option "Transfer Owner Deposits On Connect" has been added. If this is answered Y, the system will work like it always has and transfer owner account deposits to the tenant account when the account is put into the owner's name. If this is set to N, the owner account deposits will not transfer to the tenant accounts. They will stay on the owner account.
6. A problem where the Mass Refund Deposit option was ran to refund the deposits, report only Y and the AR refund parameter was set to Y has been corrected. The program would previously go into a debug. This has been corrected.

## CASH RECEIPTS

1. The Account Consolidation Receipting program through UB packet handler was updated to ask a question "Include Accounts With Credit Balances?" If you answer Y, it will include accounts with debit or credit balances on them. If an account has a credit balance, a negative payment transaction will be posted to it to bring the balance due to zero. Answering Y will make the receipt amount match the Net Bill Amount on the custom bill. Answer N will make the program work like always—accounts with credit balances are not included in the receipting process.
2. When the Auto Net function was used to automatically adjust off penalty in Point of Sale Receipting, the screen would not redraw correctly. This problem has been corrected.
3. The AR Refund Process has been updated to include the check number issued for the refund as the reference on the refund transaction on screen 4. This is only applicable if vouchers are not being used.
4. The AR Refund Process programs were leaving large in process amounts on screen 1 after a recent change. This has been corrected.
5. A problem has been corrected where an account is in the process of being written off (WO packet has not been processed) and a payment is posted to the account causing the AR to be out of balance. A new flag, "Write Off In Process", has been added to the Clear In Process Amounts utility. This flag is set when an account is written off using either the mass or individual write off options. When this flag is set to "W", none of the cash receipt options will accept payments. An error "Cannot post: Customer is being written off" displays. You must delete the write off packet entries for that customer. Then the payment can be posted. Deleting a write off packet or packet entry will clear this flag. Cleanup database will clear this flag. The Build Lockbox option will display an error but it will put the entry into the packet. Delete the account from the write off packet and the lockbox packet will be okay.
6. New partial payment distribution options have been added to the UB system. All of the added options work through Point of Sale Receipt and UB Packet Handler. See separate document for details.
7. The payment distribution has been updated to clear out any credit amounts that are in the aging fields on screen 1. When a payment is posted, it is applied so the aging amounts on screen 1 do not have any credit balances left.
8. The Penalty Adjustment option has been updated to include the penalty distribution by service field based on the payment distribution method defined in Office Manager. If partial payments are manually distributed, the penalty adjustment service distribution fields will display when posting a penalty adjustment. If an amount other than the defaulted penalty amount needs to be adjusted, the service distribution fields must be updated to reflect the amounts for each service. See separate document for details.

## METER READING

1. Exception Edit isn't clearing skip bill flag of C based on rate tables, screen 3 to no bill until minimum usage reached. This has been corrected.
2. The Exception Edit Report can now print accounts with extremely high usage.
3. Manual meter reading entry now looks at the skip bill flag to determine whether to keep or drop the previous reading. If the skip bill flag on screen 2 or 5 is Y, the previous reading is kept so the new account will be billed for usage from the time the account was turned on until the most recent reading.
4. The Itron MVRS format readings from handheld program was updated to recognize the comment codes entered by the meter readers so the codes will print on the Comment Code Report and on the Exception Edit.

5. The Datamatic handheld interface programs for the R2 and R3 systems have been updated to include the “D2” record which includes the second service address line. This information can now be loaded into the handhelds. Datamatic must make a change to your handheld software to recognize this record before it will display in the handhelds.
6. The Datamatic R3 programs have been updated to recognize the “Use Sequence Instead of Time” option when updating the readings. When this option is answered Y, the sequence field on screen 5 is updated using the NEW-SEQUENCE field from the reading file rather than the time.
7. The “Format Output from PC” programs have been updated to move the reading sequence field from the handheld file into the sequence field in the format readings output file. With this change, the “Use Sequence Instead of Time” option when updating readings should now move the sequence instead of the time into the sequence field on screen 5. There are several handheld-specific programs involved, so if this still does not work for your system, contact support.
8. An account that has two meters and is read on two different dates will now process correctly. This previously caused the hidden reading dates to be wrong and the bills would not print the correct dates. On the Exception Edit for the account, the message “Fixed Hidden Dates” prints to let you know that there was a problem and the system attempted to fix it. The Exception Edit will pick up the earliest previous reading date from the metered services and the earliest current reading date from the metered services and use these for the hidden reading dates. For example, electric current reading date is 4/5/04, water current reading date is 4/6/04. The hidden reading date for the current reading date will be 4/5/04.
9. UB3344R2 has been updated to use the actual reading date as the sequence date when updating readings. It was previously using the reading date from the header record and this caused a problem when meters were read on different dates.
10. (Lawrenceburg Power) The Estimate Meter Reading option has been updated to ask for the # of days in the cycle and # of required history days when estimating the readings. The estimation routine takes the usage of last month plus the usage for the same month last year, the month before, and the month after. If any of the previous year’s data is not present, the next-oldest month available is used. The routine averages the usage for those four months to get the daily consumption and multiplies that by the number of cycle days entered.
11. The R3 Datamatic programs have been updated to recognize a meter message code of 99. If the service record has a meter message code of 99, the service is not loaded in the handheld file.
12. (Johnson City) A change was made to the handheld programs to load the first byte of the Meter Read field into the file to recognize radio read meters.

## BILLING

1. The correct cycle when including custom bill accounts has been corrected on the Top 100 Report by Service.
2. When printing bills by carrier route, the bills that did not have a carrier route were printing at the end of the zip code summary report correctly but the actual bills were sorting by zip code so they were mixed throughout the print file. This has been fixed so that the non-postnet bills print at the end of the print file.
3. The Bill Printing parameters were updated to add the option of Z for Sort bills by carrier code to have the bills sort by zip code then by carrier code within each zip code.
4. A new bill printing field (113) was added to print the budget balance as the actual total due on form driven bills. This makes the budget balance amount match what was printing on the standard bill stock (DQ, Q1).
5. A problem where a finalled account that was part of a custom bill would be billed with other regular finals but a bill was never printed has been corrected. Final accounts that are part of custom bills will be billed along with the custom bill account.
6. The Bill Print Exception Report was not working correctly when bills were printed using the Print Bills (Forms) option. It was showing all bills as not being printed. This was fixed.
7. Print Bills (Forms) was updated to include a question “Sort Finals with Active Bills”. If this is answered Y, the final bills will print in zip code order along with regular bills for POSTNET sorting rather than printing at the end of the print job. If this is answered N, final bills will print at the end of the print job.
8. The Build Mailing Service File program was updated to include service history. This includes the reading date, number of days of service, current usage and billing amount plus the usage and bill amount for the last 12 months of service. Metered and linked services are included. The electric meter number was also added to this file.
9. A problem where printing bills to the spooler using a starting account number would add to an existing spooler file has been corrected.

10. The Q1 bill print programs have been updated to recognize the "Print Zero Bill" parameter. Previously, a bill printed even if this parameter was set to N.
11. Field 118 has been added to print the budget bill amount excluding previous balance so the customer knows how much their actual budget amount is. This now works correctly.
12. The UB\*Q\* bill print programs have been updated to look at a new parameter in Bill Printing parameters "Bill Date on Finals". If this parameter is set to F, the final bills will print the turn off date for the bill date. If this parameter is set to B, the final bills will print the actual bill date for the bill date. Previously, these programs always printed the turn off date for the bill date on final bills.
13. (Dayton) They bill two separate water services and want to print the water consumption history on their bills. Accounts that had the 2nd water service were not printing the history. In Office Manager, General Parameters, a field "Second Water Service" has been added. Put the second water service number in this field and the consumption history will print on the bills.
14. The Print Bank Draft forms option now prints 4 alignment forms instead of 2. This will give more time to get the forms lined up in the printer.
15. The bill printing programs were modified to recognize bills that were flagged for pulling on screen 2 so the zip code summary will print them separately instead of including them with the zip code that is on the accounts.
16. The Custom Bill Print programs now print the message entered on the screen when the bills are printed.
17. Changes have been made to the billing process to prevent problems where a billing is accidentally updated before bills are printed or another billing is calculated before the previous billing is updated. See separate document for details.
18. Field 119 has been added to the form table so you can print the total current charges plus penalty (current gross amount). Field 183 has been added to print the demand multiplier.
19. The Q1 bill print programs have been updated to print the current and previous reading dates from the first active metered record rather than printing the hidden reading dates on the bills. If the account does not have an active metered service, the hidden reading dates are printed on the bill.
20. The LP, DQ, QD, Q1, and Q2 bill print programs have been updated to default to the last message entered to print on the bills each time bills are printed. This will save time re-entering the message each time bills are printed.
21. When printing the billing register and a bill calculation did not equal the sum of the services being billed, the register would go into debug. This has been changed so that an error displays on the screen showing the account number and amounts. If printing the register through night process, the error is included in the UBN210LS file.

## ADJUSTMENTS

1. When billing adjustments are done to write off accounts, this causes the AR to get out of balance. Adjustments are no longer allowed to write off accounts. An error "Customer has been written off as a bad debt" displays. The "Reverse WriteOff" option must be used to set the status back to terminated before an adjustment can be done.
2. The "Terminate for Transfer" option was removed from the Advance Loan Bill screen. This option did not do anything so it was removed.
3. The Advance Loan Bill program now has a parameter that controls whether entries can be posted to prior months. In Office Manager, Bill Calculation parameters, a parameter "Allow Advance Loan to Prior Month" has been added. If this is set to N, only the current billing period can be entered. If this is set to Y, other billing periods can be entered. This should typically be set to N. When set to Y, advance loan bill entries will affect prior month statistical reports so the reports must be reprinted to be accurate.
4. The Adjustment program has been corrected. The program previously allowed you to enter the "Current Period", then answer N to adjust current period, and enter the current period in the "Affected Period" field. This caused a problem where the stats were not updated correctly. This has been modified so you cannot enter the "Affected Period" to be the same as the "Current Period".
5. The Adjustment program has been modified to display the rate code for the service in the top right area of the screen. This is for reference only.
6. The Adjustment program has been modified to edit the current billing period and compare it to the last month billed on the account being adjusted. If the current billing period is greater than the last month billed, the system will display an error and will not let you continue with the adjustment.

7. When an adjustment is done on an account that was not billed but should have been billed, the adjustment was displaying on the wrong history occurrence on screen 5, F5 history. The Change Hidden Reading Dates utility has been updated to include an F6 option to roll history and credit ratings. This is used when an account was not billed for the current month and should have been or the account was not billed for several months and needs to be billed again. Press F6 to increment the billing history month by 1 and to plug a 2 into the first credit rating field-since the credit rating would have been updated if the account been billed. If the account missed the billing for one month, press F6 one time to open the first history occurrence so that an adjustment posted will display in the correct history field. If the account missed the billing for several months, press F6 as many times as needed until screen 5 displays the correct history month.

## BUDGET BILLING

1. (Clarksville Gas) A site had a budget billing customer that showed up on the cutoff list. The customer owed 347.32 in the budget column but had an actual balance of -52.68. They did not want this account to show up on cutoff since their actual balance is a credit. This has been corrected.
2. The Budget Billing Setup program has been updated to calculate the sewer budget amount based on the average water usage rather than the average sewer amount billed.
3. The Budget Reconciliation has been modified to use the Settle Up Month entered at run time to determine which accounts to include in the reconciliation. This allows you to offer more than one settle up month.
4. The Budget Reconciliation program has been updated to allow the report to be processed by cycle or a range of due dates. This is important if you are using flexible due dates. Running this option by due dates rather than cycle will prevent customers with different due dates from receiving delinquent notices if their actual amount due is rolled to their budget amount due.
5. A problem has been corrected where accounts that were on budget billing at one time but were no longer on budget billing would only get a 2 credit rating at bill update time even though they were delinquent at billing time. If an account is on budget billing and the billing month is the settle up month and perpetual billing is not used, the account will receive a credit rating of 2 regardless of the aging on screen 1. This is because the aging amounts were not due until the settle up billing. When an account is no longer on budget billing, the appropriate credit rating will be applied at bill update time.

## ACH DRAFTS

1. When creating the ACH transmission file, the Effective Date does not default to the current date now. The Effective Date is rarely the current date so it should not default.
2. ACH Bank Drafts, Apply Requests to Customers, Scroll All Pre-Notes was changed to default N to the “Apply Above Info to Customer’s Record.” This previously defaulted to Y and prenotes were applied in error.
3. When an account is on bank drafts and there is a prenote record to change the customer’s bank account, the billing process will now create an amount record and packet entry for the existing bank account information. The prenoted bank account information will not be used by the billing process until the prenote is applied. A note about the prenote record is created in the edit report that prints when bills are updated.
4. (Columbia Power) The ACH options were updated to allow processing of electronic checks. When creating a prenote or amount record, a new option of E for electronic check is now available. This option does not require a previous prenote entry. Enter the UB account number, bank account information, bill date, due date and amount to draft. The bill date and due date default to the current date and typically would not be changed unless the file will not be sent to the bank until the following day. The amount defaults to the total amount due but can be changed. The option to Create the Transmission File was modified to include the option of including or excluding the electronic check records.

## SERVICE ORDERS

1. UBO601 Service Order Stat Report has been updated to ask for the service order status to include.
2. Meter change “Worked By” field was added to service order inquiry screen 1.
3. In Service Orders, when completing a meter change on a demand meter, the demand reading fields were covering up the Inventory status field. The demand reading fields were moved to a different line on the screen.
4. When completing a meter change service order, the Line/Section field now displays so that you can enter the new radio read code if your handhelds use this field for the radio read code.
5. A bug where the CUID prompt would not show up in Service Order Entry, F7-Other Options, Customer Maintenance was fixed. This was only a problem if you went to complete a service order and used hot keys then escape back and tried to use customer inquiry from the F7-Other Options menu.

6. The Description field from the bottom of screen 2 will not transfer to the next tenant record during service order process any more. It should not have been transferring.
7. When using the "Complete Service Order" option, if the order could not be completed because the account was in the reading process, it would not complete the order but it would put the Date Completed on the service order record. This has been fixed.
8. A problem with deposits in service orders was corrected. When the "transfer from" account had a deposit for water and the new account has water and gas services that require deposits, the water deposit would transfer from the "transfer from" account but instead of asking for a gas deposit, the system would ask for another water deposit.
9. A problem where deposits could be applied then also transferred to another account has been corrected. (This only occurred if the deposit packet had not been processed.)
10. A problem where the F3 Search Deposit Certificates option during service order entry was not working correctly has been corrected. This option would sometimes create a transaction to transfer the deposit from one account and would not create a transaction for the "transfer from" deposit. This has been fixed.
11. The Service Order Stat Report now prints the correct description for the Totals by service order type. The totals now pick up the description of the type from the Service Order Type screen.
12. The Print Memo bill flag on screen 2 is used for ACH bank draft accounts to determine whether a bill prints for the account. When an account is transferred from one location to another, this flag now transfers to the new location.
13. A problem has been corrected where the turn off reading entered on an account with tenant 99 was not getting updated to the tenant 00 inactive account created when the 99 disconnect is done.
14. The Service Order now doesn't allow update access to the narrative screen while in inquiry mode on a service order.
15. The Service Order program has been updated to correctly handle limited access to service order maintenance.
16. A new parameter has been added to the service definition "Termination Status T/I". This should be set to a T to have the system operate as it always has. This should be set to an I if you want the service status to become an I instead of a T when the service is finalled but the account is still active. This is useful for seasonal services such as gas that are turned off for a while but will be turned back on. This allows the inactive meter to be read and also allows the connect order to be done without having to use file maintenance to change the status. This option works on metered, flat, linked, and light services. It does not work on loan or demand services.
17. When an account is connected using the owner account option, the turn on date now displays on screen 1.
18. (Athens, TN) There was a problem where the same service order number was being assigned to two orders. There was also a problem where users would accidentally update the service order number to a large number and this would mess up the service order numbering. This has been corrected by not allowing users to access the service order number field. Users THMS, DATAQUEST or LGDPC can access this field.

## TVA

1. EGCR TVA report prints "Total Credit for New Loads and Restarted Loads". It has been corrected to print "Total Credit for Expanded Loads and Expanded Expansion Loads".
2. UB430H Small Manufacturing Credit has been changed to look at metered demand over 1000 before allowing the credit. It was previously looking at measured demand.
3. TVA Reporting problems where VPI per kW Charge was printing in the wrong place and the kWh charges were printing in the wrong place. This has been corrected.
4. The Enhanced Growth Credit agreement was terminating too early for agreement type 6. This has been corrected.
5. The electronic schedule 1 file was including duplicate entries for GSB-20, GSB-22 and GSB-24 codes. This has been corrected so that there is one entry for each code.
6. The End Use Billing Report was not including the MSC and MSD charges in the totals. This has been fixed.
7. The UBLARG and UBSTAT files were not updating correctly for VPI accounts. This has been fixed.
8. When an Itemized Statement printed based on the Print Itemized Statement flag on screen 2 of an account, it was not printing the correct demand rate. This has been corrected.
9. Enhanced Growth Credit problem where the second agreement was not using the correct dollar amount to calculate the credit has been fixed.

10. A problem where the TVA rate code would not roll to 54 if demand usage was greater than 1,000 kW. This has been corrected.
11. (Alcoa) If the distributor number is 007 in Office Manager, the demand service will calculate using 3 decimal places, otherwise it will calculate using 2 decimal places.
12. A problem in the RTP calculation has been corrected. The IBU is now calculating correctly.
13. The Enhanced Growth Credit History program was updated to ask if you wanted to update the customer's record when a history record was deleted.
14. The Large Consumer Report was updated to correct the misspelling of "Residential".
15. The End Use Billing Report was updated to include the drainage pumping station data. This program uses the outdoor lighting wholesale rate to calculate the end use amount. The Summary by Coding Classification and electronic files were also updated to print the drainage pumping station data.
16. The Summary by Coding Classification report pulls the enhanced growth credit information from the UBSTAT record rather than from the EGCR history records. A change was made to automatically update the UBSTAT record if the EGCR history record is updated to give the customer a different credit amount. If the original UBSTAT record cannot be located (due to rate or sales tax code change), a UBSTAT record is created to record the difference in the credit amount.
17. The Enhanced Growth Credit programs were updated to correct a credit calculation problem when a customer had two EGCR agreements.
18. The electronic data files for TVA was reporting the billed kW and total kWh incorrectly for VPI customers. This has been corrected.
19. The UB General Ledger Packet now includes the TVA small manufacturing credits and enhanced growth credits. The SMCR uses field 17 in the GL Link Definition and the EGCR uses field 16 in the GL Link Definition.
20. The End Use Billing Report now puts the VPI information in the correct fields for "Special" TVA customers.
21. The date format in the TVA electronic schedule 1 file has been corrected to use ccyyymmdd instead of mm/dd/yy.
22. The VPI import program is fixed where the billed kW was incorrect if the VPI usage was zero.
23. The DDF was updated to include the power factor fields for the special demand history screen used at Muscle Shoals. UBR500 will add the fields to the DDF when the new programs are installed.
24. The VPI Itemized Statement has been modified to print "VPI kWh" rather than "ESP kWh" in the area that prints the Total, VPI, and Firm kWh.
25. When a meter change is done on a demand service and the old meter was a KVAR meter and the new meter is a KW meter, the KVAR usage on screen 5 was staying on the account causing KVAR to continue to be billed. This has been corrected. When the meter change is complete, all fields except the billed demand are cleared out.
26. The Exception Edit Report has been updated to give an error "KVA < KW;Please check" if the KVA usage is less than the kW usage during a month.
27. TVA prefers that adjustments for prior months should affect the rate code under which the adjusted amount was originally billed. The Adjustment program has been modified so the rate code for the service will display in the top right area of the screen. The Adjustment program will check the UBLARG record to see what the rate code was for the "Affected Period" entered. If it was different from the current rate code on the account, a question "Prev Period Rate Code Was \_\_. Use This Rate Code?" displays after answering Y to adjust the service. Answer Y to this question to have the program update the current UBSTAT record for the original rate code. Answer N to this question to have the program update the current UBSTAT record for the rate code that is currently on the service.
28. The Exception Edit Report now gives an error "Invalid MS Rate Code/SIC" if the SIC code on screen 2 is not in the 20-39 range for manufacturing classes but the rate code on electric is a manufacturing class rate code.
29. A problem has been corrected where an adjustment to an Enhanced Growth Credit History record would cause a large invalid amount to update to the UBITEM record Growth Credit field.
30. A new field "Suppress Surcharge" has been added to the demand service record. If this is set to Y, the VPI kW charge will not calculate for the account. The program previously required that "NOESPCHG" be in the Special TVA Code field. Since the Special TVA Code field is used to hold the VPI product code, we are no longer using this field so it can now contain the actual VPI product code. The "Suppress Surcharge" field is only required if you have customers that receive the VPI per kW charge and others who should not.

31. The Billing Register has been updated to print "TVA Mfg Credit" for the small manufacturing credit.
32. Green Power Monthly and Quarterly reports have been added to the system. To print these reports, go into TVA Special Programs, Green Power, History File Maintenance, and P for Print (at the C, U, I, D, P prompt). To print the monthly report, enter the month needed in the Bill Period fields, and choose S for Summary. This report prints the green power # of customers and # of blocks billed. To print the quarterly report that shows a list of green power customers who signed up during the last quarter, use the Bill Period fields to enter the month/year range for the quarter. Choose D for detailed. The program uses the contract month and year to determine which accounts to print on this report. This report prints the customer name, mailing address, phone #, account #, # of blocks, contract date, and rate class.
33. A change was made so that the UBLARG records get renumbered when an account is renumbered.
34. The Manufacturing Credit field on the Wholesale Rate Tables now allows a negative amount.
35. If the base kW was greater than the measured kW, the kW increase was showing a large credit kW usage and the base factor was incorrect. The credit amount was zero-this was okay. This problem has been fixed. The base factor will be blank on skipped records. The kW increase is blank if the base kW is greater than the measured kW.
36. The TVA Expanded Manufacturing Credit report option was updated to print the heading "Small Manufacturing Credit" report if printed for a period after 10/2003.
37. The Manufacturing Credit, History File Maintenance, program type field would not accept the new program types of 4 and 8 as valid options. This has been fixed.
38. The references to Expanded Manufacturing Credit on the TVA Special Programs menu and the TVA Reporting menu have been changed to TVA Manufacturing Credit.
39. When the green power changes were implemented, the programming that automatically recognizes rate code 01 as being a TVA rate code was removed. This code has been added back to the software. When printing TVA Reports, you can now leave the "Combine totals using rate table links" set to N and the reports will pick up rate code 01 along with rate code 22.

## DELINQUENT ACCOUNTS

1. (Franklin, TN) Collection Agency file needs to pick up mailing address line 2 if line 1 is blank. This has been corrected.
2. (Lexington Water) The Written Off Accounts Report title was changed to "Delinquent Accounts".
3. When printing Delinquent Notices in zip code order with the postnet barcode, the delinquent notice zip code summary report now gives totals by zip code for postnet and non-postnet pieces.
4. When printing Delinquent Notices, a Sort Sequence option of B was added to sort the notices by zip code and carrier route. The zip code summary report was updated to report the notices by carrier route and postnet/non-postnet.
5. The program that does the mass add late notice fee service has been modified to leave the previous billing history on the service record instead of removing it when the program is ran.
6. A problem has been corrected with printing delinquent notice forms with UB7830. If this option ran using a due date range for flexible due dates, the alignment forms would not print.
7. When an account had multiple occurrences of a flat service, penalty was only being applied to the first flat occurrence of the service. This has been corrected so penalty is now applied to all occurrences of the flat service.
8. The Collection Agency option has been updated to include extra options when the Update Records option is answered Y. 'Suppress Future AR Transactions', when answered Y, will update the "Allow AR Transactions" parameter on screen 2 of the accounts to N so payments and other transactions cannot be posted to the account. When answered N, the "Allow AR Transactions" parameter is not changed. 'Set Screen Message', when answered N, will not put a message on screen 11 of the accounts. When answered Y, it will put a message on screen 11 but only if there is an open message line to use. When answered F, it will force a message to appear on screen 11. 'Screen Message Box/Test' lets you specify which message box to use on screen 11—options 1-4 or 0 will put the message in the first available message box. If no boxes are available and the "Set Screen Message" option is set to F, it will put the message in box 4. Enter in the message to display on screen 11. The default message is "TURNED OVER TO COLLECTION".

9. The Collection Agency and Write Off Bad Debts-Mass options have been updated to also check the Last Bill Date when looking for the date of last activity. These programs were already checking the last payment and turn off dates. This change was needed because the Delinquent Letters option was looking at the last bill date and there were accounts that would not get a delinquent letter but were getting turned over to collection and written off because these programs were not checking the last bill date.
10. The transactions created when accounts are written off have been updated to not post separate transactions for penalty, sales tax, and other tax. The penalty, sales tax, and other tax amounts are now included with the service amount transaction. The breakdown of these amounts will be in the UBPERI file so that they can be picked up for reporting and GL interface purposes. This corrects a problem of not getting the penalty and tax distributions for each service written off and this causes a problem when booking GL entries and balancing the AR by service.
11. Changes have been made to correct some problems with how penalty was applied to accounts.
12. The software was modified to allow penalty to be charged in “half-percents” (½%, 1 ½%, 2 ½%, etc).
13. The Penalty Adjustment menu option was updated to default the penalty adjustment amount to the penalty from the last bill rather than the penalty amount from screen 3.

### CUTOFF LIST

1. The Cutoff List Subsystem, Print Cutoff List, Add Service Charge parameter has been modified. Answer Y to add the fee to the account and print it on the report. Answer N to print the fee on the report but not add it to the account. Answer S to keep the fee from printing on the report or being added to the account.
2. The Cutoff List Subsystem has been modified to print the correct current amount due if the service charge is being printed on the report and the current billing is included on the report.
3. The Cutoff List Subsystem, Build Cutoff File has been updated to include the parameter “Include Current Billing in Selection”. This parameter is also located in Office Manager, Delinquent Account parameters so the answer to this parameter will default to the new parameter on the cutoff list. This parameter has been added to the Build Cutoff List screen so you can change how this option works without having to go into Office Manager. If “Include Current Billing in Selection” is set to Y, accounts that only owe the current amount due will be included on the list. If this is set to N, accounts that only owe the current amount due are not included on the list.
4. A problem where the cutoff list has been fixed. It was printing the wrong total due if the current amount due was excluded and the service charge was included.
5. (Lawrenceburg Power) The site-specific cutoff subsystem program has been updated to print the second name line and second address line.

### REPORTING

1. Selective Report by Service was updated to allow up to 5 customer types to be selected at a time.
2. Consumption Range Analysis that prints with the Statistical Reports has been improved to print a “Service Totals” page to summarize the service consumption ranges regardless of rate code. This only works of the “Use Rate Table for Range Reporting” parameter in Office Manager, Client Parameters, Bill Calculation is set to N. If this is set to Y, the steps for the consumption range are derived from the rate tables so the steps for one service may have different ranges.
3. The AR Report by Service now includes all statuses if the status fields were left blank.
4. The Consumption Range Analysis that prints with the Statistical Report was not printing the correct ranges. This has been fixed. Remember that the Bill Calculation parameter, Use Rate Table for Range Reporting, must be set before the billing is calculated or the consumption range analysis will not be correct.
5. The Selective Report by Service has been updated to include multiple meters in the count summary that prints. It will not print the multiple meter records on the report—the consumption for all meters on an account is added together and printed on the report.
6. Several changes were made to make balancing the accounts receivable by service more accurate.
7. The Customer History Report now allows you to include extended history on the report and in the sequential file. You no longer need to change the History Occurrence fields. The system always loads 99 into the second field even though the screen doesn’t display this. In the Billing Months, enter the actual billing months to include in the file.

8. The Sales Statistical Report was changed to allow a C to be entered in the "Print Consumption Range Analysis" field. This will make the zero consumption accounts be included with the first consumption range step.
9. The Adjustment Report has been updated to include printing options to print only a specified service, service/rate code, and to print totals only. Just leave the service and rate code fields blank and totals only set to N to print the report including all services and details.

## OFFICE MANAGER

1. When updating security light charges, you type in the new value in the kWh rate field and press end to clear the rest of the field, doesn't recalculate the Total Charge. You must go back and press enter through the fields to recalculate it then update the accounts. This has been corrected so that it recalculates the Total Charge when the end key is pressed.
2. The Find Transaction Amount utility was modified to not include zero amount transactions unless you specify an amount greater than 1,000,000 in one of the fields. This utility used to find the amount you were looking for and report all zero amount transactions.
3. The Archive Accounts option has been updated to not archive accounts that have a deposit on them.
4. The DDF fields that pick up the history consumption using fields 4880-4950 have been updated to include the correct field format to pick up all digits of the consumption. Existing reports will need to be manually updated by removing these fields and adding them back to the report.
5. In Office Manager, Service Definition, the Automatic Display During Turnons parameter now includes the option of T. If there is a T in this field on a service record, the service record does not display when a connect order is processed even if the service existed on the previous tenant account. If you no longer bill a service, this flag can be used to stop it from displaying during the service order process. An example of this would be if you sell the electric accounts and no longer bill them and do not want to see them during the service order process.
6. The fields on screen 16 have been added to the data definition records for user defined reports.

## METER INVENTORY

1. A program to mass create meter records for old Meter Inventory was created. The program is UB1390 and must be ran as a site specific option.
2. New Meter Inventory, 8-Remove Group of Meters, has been updated to add menu option. This option deletes a range of meter numbers with selected criteria.
3. The Meter Serial # field was expanded from 11 bytes to 20 bytes. This is the serial # field on the meter inventory record, not the meter # on the UB account.
4. When New Meter Inventory is installed and the meter numbers are set to be right-justified, the reading transaction meter numbers were still left justified. UBF632 can be used to right justify the reading history record meter numbers.
5. The Account History Report under New Meter Inventory has been changed to "Meter Test Forms".
6. The Verify/Validate Meter Numbers utility have been modified to include the option to remove the meter inventory record which will remove the alternate key for that meter number from UBMAST alternate key index. It also offers the option to Update Account/Status Mismatch. This will set the UBMINV-STATUS to A if the UBMAST service status for that meter is active. It will also put the correct account on the meter inventory record if it is different.

## NIGHT PROCESS

1. Night Process Maintenance, Cash Receipts Process screen has been updated to give a caution screen if the transaction date entered is not in the current month. It asks if you want to continue. Answer N and the cash receipt process option is not selected. Answer Y and the cash receipt process option is selected.
2. Initiate Night Process has been updated to check the Override date entered. If the Override date is within 5 days of the current date, it will display a warning "Override Date is out of Processing Range; Continue?". Answer Y to continue. If the override date is outside of 5 days of the current date, an error "Override date is out of processing range" is displayed and you cannot continue until the date is changed.
3. The Night Process options have been updated to resolve the problem where initiating night process gave the error "Print File Cannot Be Opened" and corrupted the processing. See separate document for details.

## GENERAL LEDGER

1. The POS GL Interface now recognizes the percentage breakdowns defined in the UB GL links.
2. The deposit interest showing up in the UB GL interface has been corrected. The deposit interest amounts now show up in the Service distribution column in the UBPERI file so they can be picked up by the UB GL interface.
3. A change was made to correct the entries made to the UBPERI and UBMM files for AR Journal Entries. The JE on the account was to increase the amount due, but the UBPERI and UBMM files would reflect a negative amount.