

Zortec

Utility Billing

Billing Control

Changes

As of April 2004



In order to better secure the Billing Process and to insure that all billing options are completed before the billing is updated; new controls have been added to the billing process.

Bill Calculation

- Step 1. After a billing is calculated, another billing cannot be calculated until the billing process is completed on the first calculation. When the Bill Calculation option is selected an error, “[Previous Calculation CANNOT Be Deleted!! - Aborting:] <>” displays and the calculation cannot be continued. This is to prevent users from calculating a billing on another cycle before updating the billing on the current calculation.
- Step 2. There are times when a calculation needs to be redone so option 25-Bill Calculation Control was added to the Billing menu. This program allows the bill calculation to be deleted so another calculation can be done. This is useful if a cycle is calculated then changes are made to accounts and the entire cycle needs to be recalculated. Use this option with caution to make sure you do not delete the billing control for a billing that needs to be updated.
- Step 3. Press F6 key to delete the calculation file. A message “**WARNING: [ARE YOU SURE YOU WANT TO DELETE THIS CALCULATION! (Y/N):] <>**” is displayed. Answer Y to delete the calculation. A message displays: “**Message: [Bill Calculation Setup Delete. You May Now Recalculate:] <>**”

City of Newbern (Line: 9) (04/14/2004) (11:56) (CINDY) (Rev: 5.00) (UB4360)
 Utility Billing Bill Calculation Control Process: 01

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Billing Period: ( 4/2004)          Print Edit Flag: (Y)  [Y-Yes, N-No ]
Fuel Adjustmt: (      )          Billing Date: ( 4/14/2004)
Cycle No:      ( 3)             Due Date: ( 5/30/2004)
                                New Due Date: < 5/30/2004>

                                [F6..Delete Calculation File And Setup
                                ----- Routes Billed -----
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Update Accounts

- Step 1 The Update Accounts option cannot be ran until the billing register has been printed and all bills have been printed, including any custom bills.
- Step 2 The Bill Printed Exception Report must also be printed before the Update Accounts option can be ran. This option is used to check the flags on the accounts to make sure that the register and bills have been printed. Each account is flagged according to the options ran for it.
- Step 3 To run the report to be sure that the register has printed and all bills have been printed, use the Bill Printed Code NP. This is the default so just press F9 to print the report. Any accounts not properly coded will print on the report. If all accounts have been printed, a message “All bills have been printed: Edit has been passed.” prints on the report and the billing can be updated.
- Step 4 To run the report to see how each account is coded, use the Bill Printed Code AA for all bills. Each account in the billing will print on the report with the appropriate code (see explanation of codes below).

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City of Newbern          (Line:  2) (04/08/2004) (10:14) (CINDY  ) (Rev:  5.00) (UB4602)
Utility Billing          Bill Printed Exception Rpt          Report:  01
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Bill Printed Codes:  <NP- - - - >
[AA-All Bills, NP-Not Printed,
Else Specific Code]
    
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- Step 5 When the billing register is printed, the first byte of the code on the Bill Printed Exception Report prints an R which means Printed on Register. If the billing register has not been printed, the first byte of the code prints an *.
- Step 6 If bills have not been printed, the second byte of the code on the report prints an *.
- Step 7 When the bills are printed using the regular bill print options, the second byte of the code on the report prints a 1.
- Step 8 When the bills are printed using the Print Single Bill options, the second byte of the code on the report prints a 2.
- Step 9 When the bills are printed using the Print Custom Bills option, the second byte of the code on the report prints a 3.
- Step 10 When the bills are printed using the Print Single Custom Bill option, the second byte of the code on the report prints a 4.
- Step 11 To run the report to see accounts with specific codes, enter the appropriate code in the Bill Printed Codes.
 - a. **R***-Printed on register and bill not printed.

- b. **R1**-Printed on register and bill printed using Print Bills or Print Bills-Forms option.
 - c. **R2**-Printed on register and bill printed using Print Single Bill options.
 - d. **R3**-Printed on register and bill printed using the Print Custom Bills option.
 - e. **R4**-Printed on register and bill printed using the Print Single Custom Bill option.
 - f. **RZ**-Printed on register and bill not printed because zero bill amount and zero bills are not printed.
 - g. ***1**-Not printed on register and bill printed using Print Bills or Print Bills-Forms option.
 - h. ***2**-Not printed on register and bill printed using Print Single Bill options.
 - i. ***3**-Not printed on register and bill printed using the Print Custom Bills option.
 - j. ***4**-Not printed on register and bill printed using the Print Single Custom Bill option.
- Step 12 If the Update Accounts option is selected before the Bill Printed Exception Report has been ran, the message “Error: [BILL PRINTED EXCEPTION Hasn't Been Run - Aborting:] <>” is displayed and bills cannot be updated. Print the report then try updating bills again.
- Step 13 If the Update Accounts option is selected before the billing register has been printed or the bills have been printed, the message “Error: [All Bills have NOT been PRINTED - Aborting:] <>” is displayed and the bills cannot be updated.
- Step 14 If the Update Accounts option is ran and stops before the update is complete, when the Update Accounts option is selected again, an error “Update Program Began But Didn't Finish-Aborting” displays and the user cannot run the update option again. Support must be contacted to correct the problem and finish the update.

Using UB4360-Bill Calculation Control

This option displays the billing calculation control file for the current billing or if there is no billing in process, for the last billing calculated. This option is used to delete a bill calculation or to change the due date for the billing in process.

- Step 1. Choose Billing, 25-Bill Calculation Control.
- a. The information entered when the bills were calculated is displayed.
 - b. The Print Edit Flag of **Y** shows that the bills have been printed. A flag of **N** shows that the bills have not been printed. A flag of **U** shows that Update Accounts option was started but not completed.
 - c. The original Due Date is displayed for information purposes.
 - d. If the original Due Date entered when the billing was calculated was incorrect, enter the corrected date in the **New Due Date** field. A question: “[Do You Wish To Apply This Due Date To Bills?] <>” is displayed.
 - i. Answer **Y** to change the due date on the billing records to make the new due date print on the bills. If the billing has not been updated, it will also change the due date that displays on screens 1 and 13 of the accounts.
 - ii. Answer **N** to change the due date on the control record only and make the new due date print on the register but not on the bills.

Step 2. Press the F6 key to delete the calculation file. A message “WARNING: [ARE YOU SURE YOU WANT TO DELETE THIS CALCULATION! (Y/N):]<>” is displayed. Answer Y to delete the calculation. A message displays: “Message: [Bill Calculation Setup Delete. You May Now Recalculate:]<>”

City of Newbern (Line: 9) (04/14/2004) (12:25) (CINDY) (Rev: 5.00) (UB4360)
Utility Billing Bill Calculation Control Process: 01

Billing Period: (4/2004)	Print Edit Flag: () [Y-Yes, N-No]
Fuel Adjustmt: ()	Billing Date: (4/14/2004)
Cycle No: (3)	Due Date: (4/30/2004)
	New Due Date: < 4/30/2004>

[F6..Delete Calculation File And Setup

----- Routes Billed -----

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WARNING: [ARE YOU SURE YOU WANT TO DELETE THIS CALCULATION! (Y/N):]<Y>