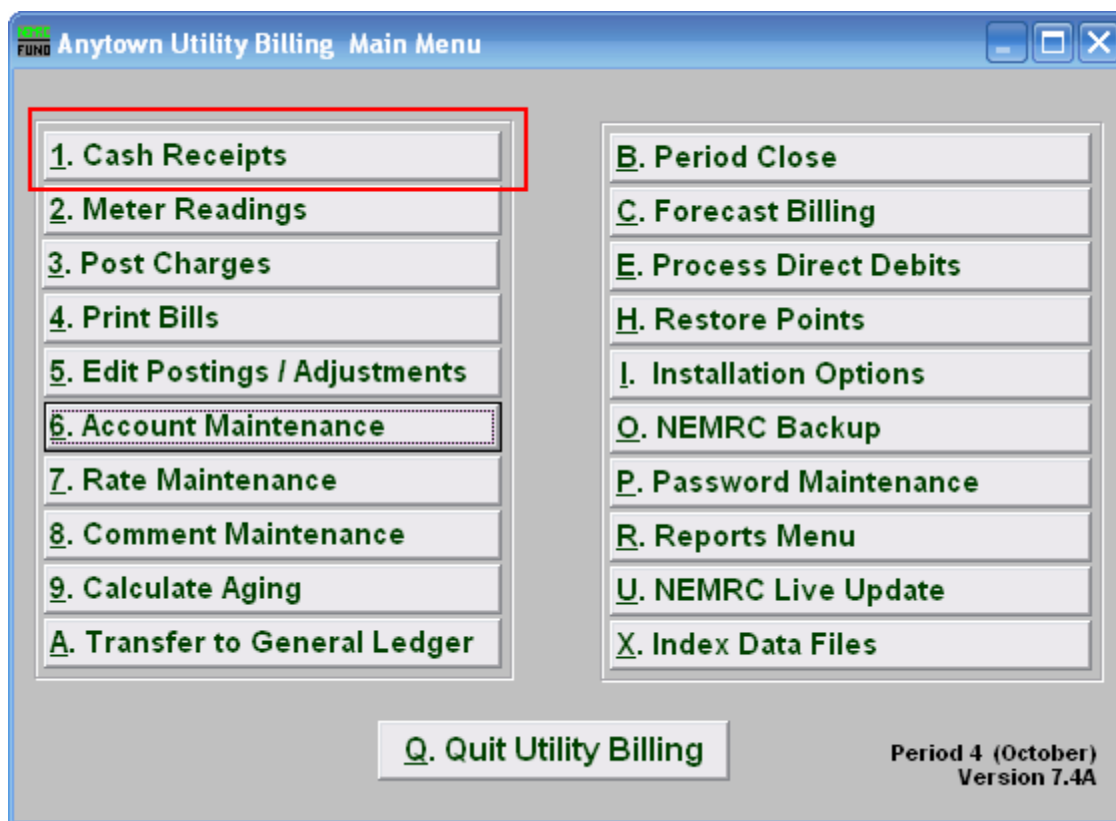


# Utility Billing

## 1. Cash Receipts

### Table of Contents

Cash Receipts .....	2
Payment/Receipt.....	3
Cash Distribution.....	5
Apply Credit.....	7



Click on “1. Cash Receipts” on the Main Menu. The following window will appear:

# Utility Billing

## Cash Receipts

**1**

Account  -  Find

Name  Find

Book/Seq  0  0 Find

Address  Find

Location  Find

**Account Information**

Check Number or (CASH)

Amount Received  0.00

Remittance Number  436.

Payment Date  09/25/2007

**2** Cancel

1. Select the account you are seeking. For additional information on finding accounts, refer to UB GENERAL ACCOUNT LOOKUPS.
2. **Cancel:** Click “Cancel” to return to the Main Menu.

After selecting the account (you may need to hit enter to bring it up) the following options will appear (if applicable):

# Utility Billing

## Payment/Receipt

**Cash Receipts - Apply Credits**

Account: 110460004 -

Name: SAMFORD,FRED

Book/Seq: 1 1060

Address: DARBY HILL RD

Location: DARBY HILL

**Account Information**  
Balance: 0.01  
Credit: 1.75  
Last Bill: 1.68 on 09/27/07  
Last Payment: 0.01 on 05/15/07

Bring fully paid bills back from history

Check Number or (CASH):  4

Amount Received:  5 0.00

Remittance Number: 646.1  6

Payment Date: 11/06/2007  7

- 1. Account Information:** Information regarding this account.
- 2. Bring fully paid bills back from history:** Use to reverse a payment that was moved to history during a previous period close.
- 3. Apply Credit:** To apply a credit, click “Apply Credit” and the window will change slightly (see “Apply Credit” below).
- 4. Check Number or (CASH):** If the word cash is entered, the system will report cash totals separate from check totals. If the field is left blank, or a check number is written, it will be reported with Checks.
- 5. Amount received:** Enter payment received.
- 6. Remittance Number:** The remittance number is user defined and is transferred to General Ledger, if a link is established. Remittance Number and Payment Date should be uniform for all aspects of a deposit.
- 7. Payment Date:** Enter date that payment was made. Remittance Number and Payment Date should be uniform for all aspects of a deposit..
- 8. Save Receipt:** Click to post the payment to the account.

## Utility Billing

- 9. Cancel:** Click “Cancel” to cancel and return to the previous screen without posting.

# Utility Billing

## Cash Distribution

When you enter an amount received, and click on “Save Receipt” the following window will appear:

The screenshot shows a window titled "Cash Distribution" with a table of services and amounts. The table has columns for Seqn, Due Date, Service, Balance, and Paid. The data is as follows:

Seqn	Due Date	Service	Balance	Paid
126381	04/26/07	Water	0.21	0.21
		Sewer	0.00	0.00
		Test	0.00	0.00
126743	05/30/07	Water	0.43	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
127123	06/26/07	Water	0.64	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
251861	04/25/07	Water	21.35	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00
251862	05/25/07	Water	21.35	0.00
		Sewer	0.00	0.00
		Test	0.00	0.00

Below the table, there are three input fields with labels and values:

Amount Received	50.00
Amount Distributed	0.21
Amount Remaining	49.79

At the bottom right, there are three buttons: "Expand", "Save", and "Cancel".

Numbered callouts in the image:

- 1. Seqn
- 2. Balance
- 3. Amount Received
- 4. Amount Distributed
- 5. Amount Remaining
- 6. Expand
- 7. Save
- 8. Cancel

- 1. Seqn:** Sequence number for the due date (assigned by the system).  
**Due Date:** Date that payment is due.
- 2. Balance:** Amount customer owes.  
**Paid:** You may enter the Amount Received as it is to be applied to each service. You may also populate these fields automatically by hitting “enter” on your keyboard.
- 3. Amount Received:** Amount entered in previous screen for “Amount Received”.
- 4. Amount Distributed:** Portion of Amount Received that has been distributed as payment of charges.
- 5. Amount Remaining:** Amounts left to distribute from Amount Received.
- 6. Expand:** Click on “Expand” to view a brief history of the selected charge.

## Utility Billing

- 7. Save:** Click “Save” to save, and return to the first Cash Receipts screen.

# Utility Billing

## Apply Credit

Click on the “Apply Credit” button and the following window will appear:

- 1. Amount of Credit to Apply:** Enter the amount of credit to apply (in dollars).
- 2. Payment Date:** Enter the date the credit is being applied.
- 3. Save Credit Change:** Click “Save Credit Change” to save the credit to this account.
- 4. Cancel:** Click “Cancel” to cancel and return to the first Cash Receipts screen without saving the credit.