Utility Billing

R. Reports Menu: C. Meter Route Book



Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Utility Billing

Anytown Utility Billing (Version - 7.3a)	: Reports Menu 📃 🗖 🔀	
Period 4 October		
<u>1</u> . Billing Register Report	B. Meter Reading Register	
2. Billing Proof Sheet	<u>C</u> . Meter Route Book	
3. Cash Receipts	<u>D</u> . Rate Code Report	
4. Account Listing	<u>E. Mailing Labels</u>	
5. Aged Receivables	<u>F. Detail Rate Report</u>	
6. Detail Transactions	G. Rate file report	
7. Usage Summary	I Tax Report	
8. Available Credit	J. Agreements report	
9. Deposit Report	K. Adjustments report	
<u>A</u> . GL Posting Register	Z. Custom Reports and Routines	
<u>Q</u> . Cancel		

Click on "C. Meter Route Book" from the Reports Menu and the following window will appear: Meter Route Book

Funn Meter H	loute Book	_ 🗆 🔀	
For	• Individual C Book C All books		
Beginning With			
l Account	- Find		
Name		Find	
Book/Se	4 0 0	Find	
Address		Find	
Location		Find	
2 Show Show Name Conception			
30rder Account Name Sequence			
4 Add a blank line between meters			
or include Account Location			
8	9 10	11	
<u>P</u> rint	Preview File Q	<u>ancel</u>	

NEMRC Page 2 of 3

Utility Billing

- 1. Beginning With: If you choose "Individual," choose the account you want to begin with. For additional help on finding accounts, refer to UB GENERAL ACCOUNT LOOKUPS. If you choose "Book," choose the Book you wish to forecast billing for. If you choose "All Books," this section will not be available.
- 2. Show: This will display either the owners name or location of service on the report.
- **3.** Order: The order of appearance can be by account number, owners name or sequence order in the book.
- 4. Add a blank line between meters: Click this box to have an empty line between meters for marking up or visual appearance.
- **5. Include Account Location:** Allows an additional line to show the location of service if the owners name has been selected above.
- **6. Status:** This option allows restricting the report to accounts with a specific status with a meter to be reported.
- 7. Show turned off meters?: If a meter has a filled in turn off date it will not report unless this option is checked.
- **8. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- **9. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- **10.** File: Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- **11. Cancel:** Click "Cancel" to cancel and return to the Reports Menu.