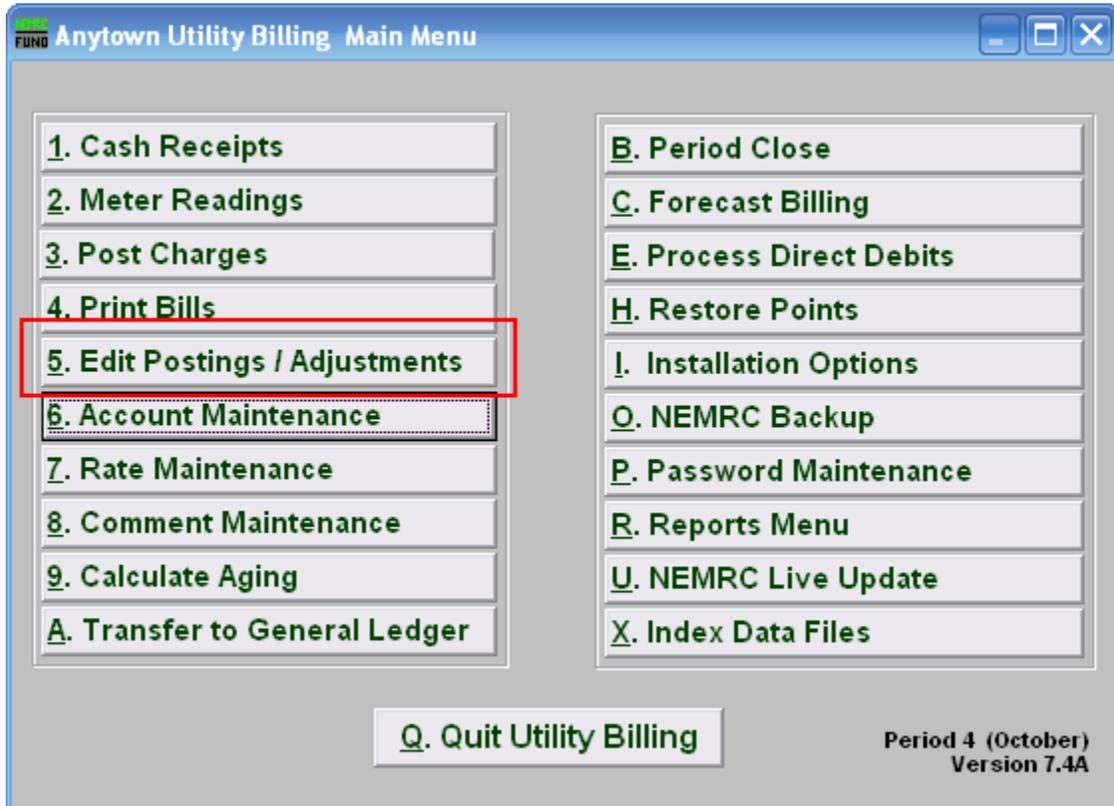


# Utility Billing

## 5. Edit Postings / Adjustments: 1. Edit Postings

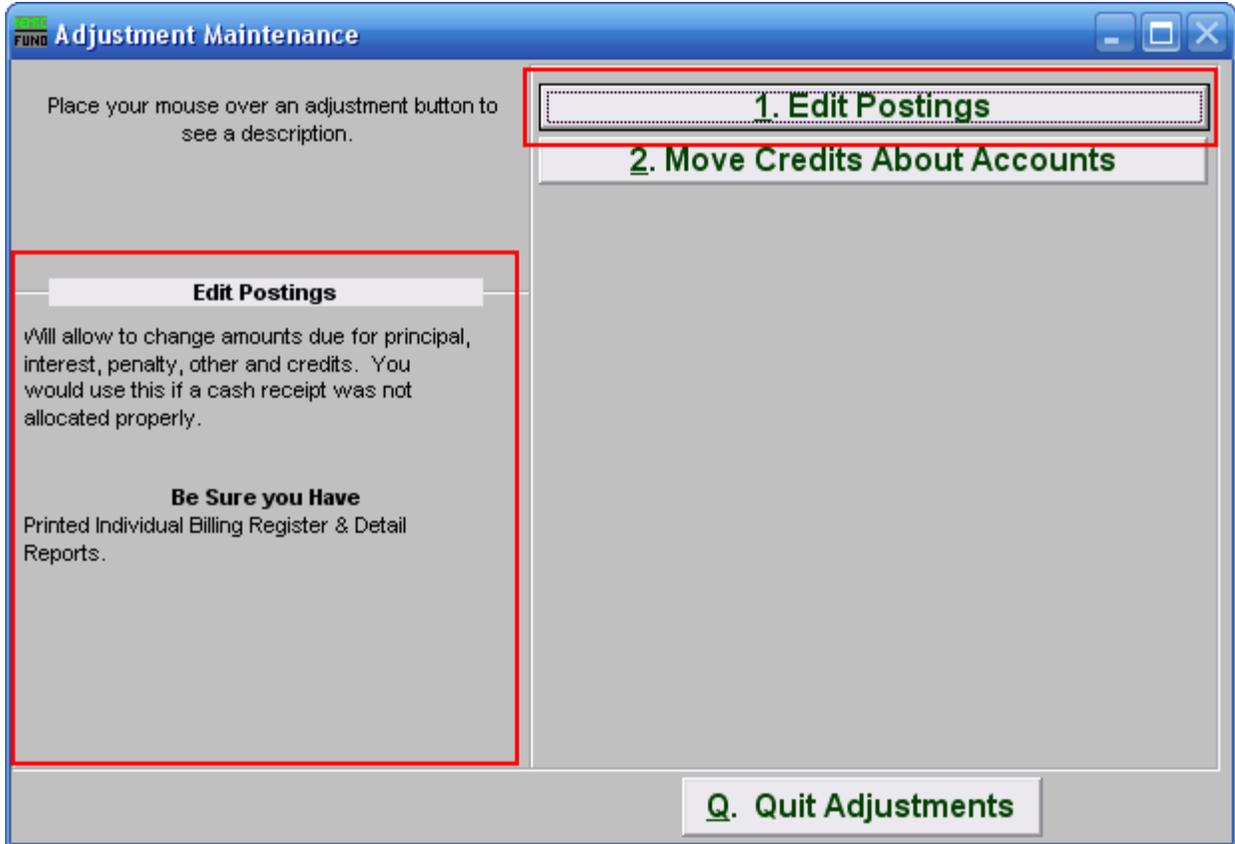
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Click on “5. Edit Postings / Adjustments” from the Main Menu and the following window will appear:

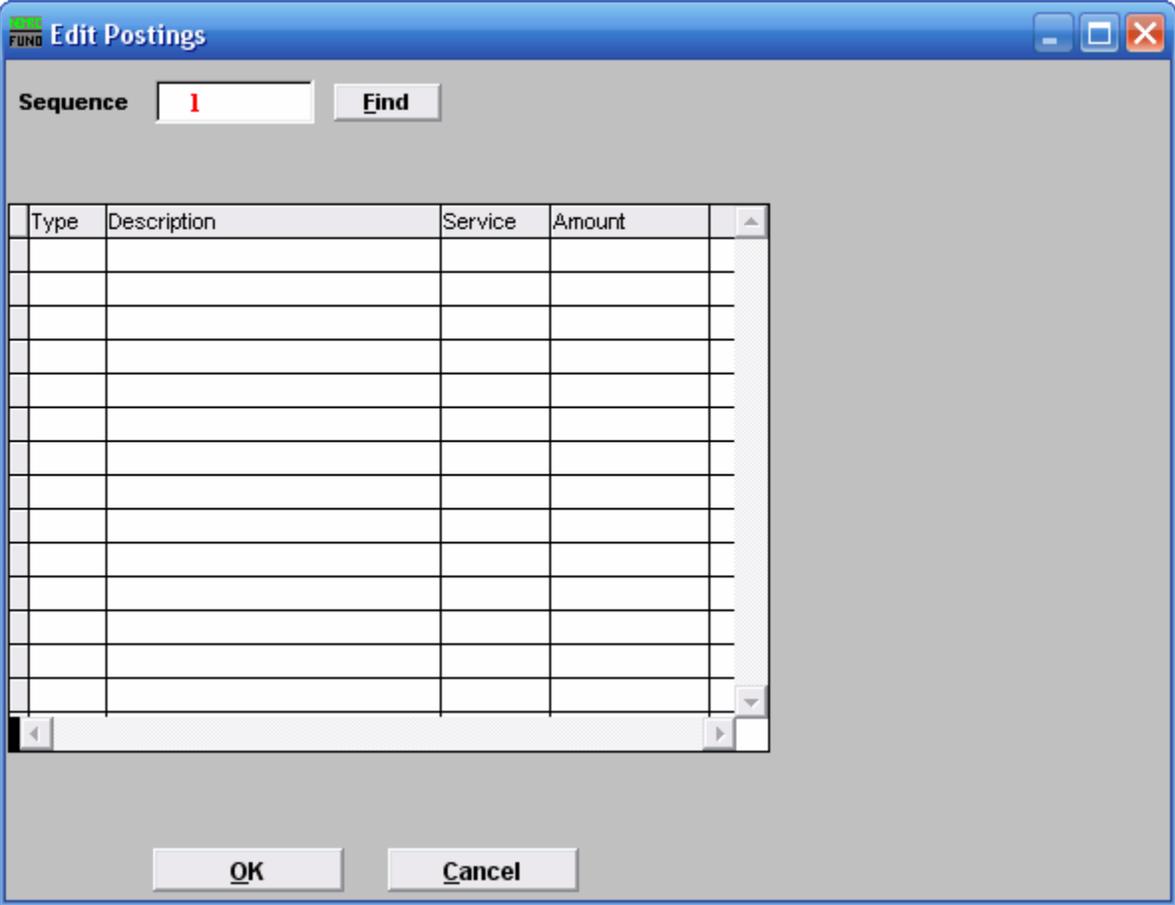
# Utility Billing



Consider the description that appears when you place the mouse over "1. Edit Postings." Click "1. Edit Postings" and the following window will appear:

# Utility Billing

## Edit Postings



1. **Sequence:** Type in a sequence number, and click “Find”. The following window will appear:

# Utility Billing

**Sequence Lookup**

Account	Name	Due Date	Sequence	Billed	Paid	Due
203080056	SOTHERBY	10/25/04	001351	2.25	0.00	2.25
203080056	SOTHERBY	11/25/04	001352	2.25	0.00	2.25
203080056	SOTHERBY	12/25/04	001353	2.25	0.00	2.25
203080056	SOTHERBY	01/25/05	001354	2.25	0.00	2.25
203080056	SOTHERBY	02/25/05	001355	2.25	0.00	2.25
203080056	SOTHERBY	03/25/05	001356	2.27	0.00	2.27
203080056	SOTHERBY	04/25/05	050571	2.25	0.00	2.25
203080056	SOTHERBY	05/25/05	050572	2.25	0.00	2.25
203080056	SOTHERBY	06/25/05	050573	2.25	0.00	2.25
203080056	SOTHERBY	07/25/05	050574	2.25	0.00	2.25
203080056	SOTHERBY	08/25/05	050575	2.25	0.00	2.25
203080056	SOTHERBY	09/25/05	050576	2.27	0.00	2.27
203080056	SOTHERBY	10/25/05	089611	12.44	0.00	12.44
203080056	SOTHERBY	11/25/05	089612	12.44	0.00	12.44
203080056	SOTHERBY	12/25/05	089613	12.44	0.00	12.44
203080056	SOTHERBY	01/25/06	089614	12.44	0.00	12.44
203080056	SOTHERBY	02/25/06	089615	12.44	0.00	12.44
203080056	SOTHERBY	03/25/06	089616	12.45	0.00	12.45

Seek

3 **Lookup By:**  Sequence  Account  Name

4 **OK** 5 **Cancel**

1. The arrow and blue outline represent the highlighter. This will appear if you click on a posting.
2. **Seek:** Begin to type an Account Number/Sequence/Name into the field and the list will adjust so that the closest match to what you are typing will appear at the top of the window. Once you see the posting you wish to edit, click on it to highlight it.
3. **Lookup By:** Click the circle to the left of Sequence/Account/Name to have the list sort by that method.
4. **OK:** Once you have chosen the posting, and it is highlighted, click on “OK” to continue to edit that posting.
5. **Cancel:** Click “Cancel” to return to the previous menu.

The following window will appear:



# Utility Billing

## Add/Change Posting

If you chose to Add a posting, the following window will appear. If you chose to Change a charge, only the “Amount” option will appear.

The screenshot shows a dialog box titled "FUND Add/Change Transactions". It has a blue title bar with standard window controls. The main area is grey and contains two radio buttons. The first radio button is selected and is labeled "Mi (Misc Charge)" with a red "1" next to it. The second radio button is unselected and labeled "Ad (Adjustment - enter as a negative)" with a red "2" next to it. Below the radio buttons are three text input fields. The first is labeled "Reason" and contains the number "3" with a red "3" next to it. The second is labeled "Service" and contains the number "4" with a red "4" next to it. The third is labeled "Amount" and contains the number "5" and "0.00" with a red "5" next to it. At the bottom of the dialog are two buttons: "6 OK" and "7 Cancel", with red numbers "6" and "7" next to them respectively.

- 1. Mi (Misc Charge):** Click the circle to the left of Misc Charge if this is a charge.
- 2. Ad (Adjustment – enter as a negative):** Click the circle to the left of Adjustment if this is an adjustment. If it is an adjustment, be sure that you enter the “Amount” as a negative (use the – key on your keyboard).
- 3. Reason:** Give a very brief reason for the Adjustment or Charge.
- 4. Service:** Choose what service this Charge or Adjustment is for. Services are defined in “I. Installation” off the Main Menu.
- 5. Amount:** Enter the amount to be charged, or the amount to be adjusted. If its an Adjustment, be sure to enter as a negative.
- 6. OK:** Click “OK” to save this posting.
- 7. Cancel:** Click “Cancel” to cancel creating/changing this posting.