Edifice Pro-rating Customer Bills Process

Below are instructions for generating pro-rated customer bills when your utility has a rate change that occurs in the middle of a billing cycle.

Edifice Pro-rate Billing Overview

Each of the steps outlined below are explained in greater detail on the following pages.

Before Starting the Pro-rated Billing

Important: Pro-rating an individual customer's service that was *started or stopped* in the middle of the billing period is a different type of pro-rating and the system handles this in a different method. For directions to enter this type of bill, see *Bill Entry – Entering Special Bills in the WebHelp*.

All customers who should be billed entirely at the old rates must be billed before starting the pro-rating process.

- 1. Run the Pro-Ration Utility.
- 2. Go to Rate Table Maintenance and enter the new rates in the Rate Tables. Or, use the Rate Modeling utility to create the new values in the Rate Tables.
- Go to Transaction Code Maintenance and enter the new Minimum Charge and Minimum Usage values for the appropriate Transaction Codes.
 Note: When editing, verify that the Old Minimum Charge and the Old Minimum Usage fields contain the prior rates.
- 4. Enter bills.
 - a. If you enter bills manually through Bill Entry, enter the following at the Billing Run Code prompts:
 - i. Prorate Bills select Yes. This lets the system know that bills are pro-rated.
 - **ii. Cut Off Date** Enter the date the new rate begins. The Cut Off Date is included in the new rate.
 - b. If you import readings, you will need to indicate that the readings are for pro-rated bills. You will do this during the Convert step, by clicking * at the Meter Dates field to open Meter Import Dates screen. Then, enter the **Prorate Date** as the date the new rate begins.
- Perform the rest of your billing cycle as you normally would.
 Note: Be sure to proof the Edit Journal to verify that the bills are calculated correctly.

Step 1. Run Pro-ration Utility

Use the Pro-Ration Utility to create the records necessary for utility rate changes that involve prorating. The Pro-ration Utility will copy each rate table and Transaction code to a corresponding prorate table and prorate Transaction code. In addition, the Transaction codes will be updated by copying the Minimum Charge and the Minimum Usage values to the Old Minimum Charge and the Old Minimum Usage fields.

Go to **Utilities** \rightarrow **Pro-ration Utility**. The following screen displays.

Pro-Rate Utility	×
This utility must be run before any rate changes which involve Pro-Rating are entered.	
The readings for all customers who are to be billed entirely at the old rates should be entered before this utility is run.	
NOTE: The cut-off date is included in the new rate.	
In the transaction master records, current minimums will be copied to old minimums.	
In the rate file, Rate tables will be copied to Pro-Rate tables.	
New minimums and rates must NOT be entered prior to running this utility.	
Proceed <u>Cancel</u>	

Click **Proceed** to begin.

Step 2. Edit Rate Tables

After you have run the Pro-Ration Utility the new billing rates need to be entered. This can be done in Rate Tables Maintenance or you can run the Model-Ration Utility if you have set up model-ration tables.

Go to **Daily Work** \rightarrow **File Maintenance** \rightarrow **Code Maintenance** \rightarrow **Rate Table**. The following screen displays.

⊻iew					
	Ra	te ID:	<u>S</u> ave Sea <u>r</u> c Retrie	:h ve	
Title:	RATE TABLE				
Description:					
	Usage Level	Rate	1	Usage Level	Rate
Row 1:	0	0.0423900	Row 13:	0	0.0000000
Row 2:	0	0.0000000	Row 14:	0	0.0000000
Row 3:	0	0.0000000	Row 15:	0	0.0000000
Row 4:	0	0.0000000	Row 16:	0	0.0000000
Row 5:	0	0.0000000	Row 17:	0	0.0000000
Row 6:	0	0.0000000	Row 18:	0	0.000000
Row 7:	0	0.0000000	Row 19:	0	0.000000
Row 8:	0	0.0000000	Row 20:	0	0.000000
Row 9:	0	0.0000000	Row 21:	0	0.0000000
Row 10:	0	0.0000000	Row 22:	0	0.0000000
Row 11:	0	0.0000000	Row 23:	0	0.000000
Dec. 10.	0	0.000000	Row 24	0	0 000000

- 1. Call up each rate table to be edited by entering the Rate ID and then clicking **Retrieve**
- 2. Enter the new usage rate or rates.
- 3. Click **Save** to save your work.
- 4. Repeat for each rate table that needs to be edited.

Step 3. Edit Transaction Codes

Update the appropriate transaction codes with the new minimum charge and minimum usage, if applicable.

Note: Please verify that the previous charge and usage is now in the Old Minimum Charge field and Old Minimum Usage field for the appropriate transaction codes.

Go to Daily Work \rightarrow File Maintenance \rightarrow Code Maintenance \rightarrow Transaction Code Maintenance.

Ele Additional File Additional Image: Table No: 000 Rate Code: Moli Rate Table No: 000 Demand Table No: Finance Table ID: Finance Table ID: Power Factor ID: Description: SERVICE BASE CHA: Transaction Type: Billing Entry Debit/Credit: Debit/Tripe: None This Year Usage: This Year Usage: Category: Category: Category: Analysis Flag: Category: Category: <th>Transaction Code Mainten</th> <th>ance</th> <th></th> <th></th> <th>X</th>	Transaction Code Mainten	ance			X
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Rate Code: NM01 Rate Table No.: 000 Demand Table No.: 000 Finance Table ID: P Finance Table ID: P Description: SERVICE BASE CHA. Model Min Charge: 0.00 Model Min Charge: 148.96 Minimum Charge: 116.95 Old Minimum Usage: 0 Old Minimum Usage: 0 Calculation Types: 2. Flat Tax Code: No No Last Year Usage: 0 Category: P Analysis Flag: 0 Charge: 0 Charge: 0 Malysis Flag: 0 Charge: 0 Charge: 0 Charge: 0 Category: P No Category: P Panaltysis Flag:			Transaction Code ID: Save 032 Search Retrieve		
Billing Code: Default Collection Multiplier: Dococode Cash Code: Not Active Image Calculation Multiplier: Dococode Age Category: Charge Image Image Collection Allow: Default	Rate Code: Rate Table No.: Demand Table No.: Finance Table ID: Power Factor ID: Description: Transaction Type: Debit/Credit: Budget Type: Special Handling: Calculation Types: Tax Code: Category: Billing Code: Cash Code: Age Category:	RM01 000 000 SERVICE BASE CHA. Billing Entry Debit Non-Budget 1 - Water None 2 - Flat No Default Not Active Charge	G/L Debit Account: 2070000 G/L Credit Account: 5020000 After Hour Charge: 0.0 Model Min Charge: 0.0 Model Min Charge: 0.0 Model Min Usage: 0 Old Minimum Charge: 148.9 Minimum Charge: 0 Old Minimum Usage: 0 This Year Usage: 0 This Year Usage: 0 Last Year Usage: 0 Last Year Amount: 2234.4 Last Year Amount: 2681.2 Analysis Flag: 0 Charge Multiplier: 0.0000000 Calculation Multiplier: 0.0000000 # Decimal Places: 0 Fflective Date: 0	Discount Multiplier: Discount Type: Discount Step 1 Cap: Prorate Calculations: Prorate Over Min: Reason Type: Message Type: Customer Status: Credit Message Type: Discontinued: Prevent Zero \$ Import: 8 Lien Allow: Finance Allow: Past Due Allow:	0.00000 Default Default Default Default Default Default Default Default None No No Default

- 1. Enter the Transaction code and click **Retrieve**
- 2. Enter the Minimum Charge and the Minimum Usage, if applicable.
- 3. Verify that the
 - a. Minimum Charge was copied to Old Minimum Charge
 - b. Minimum Usage was copied to Old Minimum Usage
- 4. Click **Save** to save your changes.
- 5. Repeat these steps for all transactions codes that should be updated.

Step 4. Enter Bills

You are now ready to enter bills and import meter readings.

Entering Manual Bills

If you enter bills manually using Bill Entry, you will need to set the Prorate Bills option and enter a pro-rate Date (also known as the Cut-off Date) to indicate this billing cycle is pro-rated.

Go to **Daily Work** \rightarrow **Bill Entry**. The following screen displays.

Juk: Company Group:	Cycle #	CONNECTIONS No Cr			Customer Loaded		
Sequence #: Location: Customer: Ref. Account:	Search Retrieve Reset Run			WTR	SWR	Total	
Quimori		Billing Run Table		×			
Tenant:				i l			
Address:		Billing Run: 42	Retrieve				
ervice Location:		Book Number: 42					
		Cycle Number: 1					
ling Information		Days in Cycle: 90					
Billing ID Multiplier Prior Rea	ad Prior Read Date	Billing Frequency: 4					
		Verify the Following Date	\$				
), I. Tran. Prior Reading	Present Reading Usage	Service From	06/30/2015	ent T	otal	BILLIN	
Adj		Discount Date:	07/07/2012			Add to L	
		Prorate Bills? Yes	*			Comm	
Transaction Code Prior I	Reading Present Reading U	Cut Off Date:	08/15/2015	Age		<u>D</u> elete	
			Proceed	-40		Cance	

- 1. Enter the Billing Run code and click **Retrieve**
- 2. At the prompt, Prorate Bills? Select Yes. This lets the system know that the bills are pro-rated.
- 3. Enter the **Cut Off Date.** This is the date the new billing rates begin and the Cut-off Date is included in the billing rate period.
- 4. Click Proceed Proceed
- 5. Enter the customer bills as you normally would.

Importing Readings

If you Import meter readings, you will need indicate that the readings are for pro-rated bills. Do the following so that the system can generate the correctly pro-rated charges. During the Convert step, edit the Meter Import Dates and enter the date the new rate begins as the Prorate Date.

Note: If you are importing multiple files during this billing cycle you will need to verify that there is a Prorate date until the Service From date is after the Prorate date. For example, if the Cut-off Date is 9/15/15, you will need to enter a cut off date for each billing until the Service From Date for the billing period is after 09/15/15.

Go to **Daily Work** \rightarrow **Billing** \rightarrow **Meter Communications** \rightarrow **Import Readings/Create Transactions.** The following screen displays.

Control Records Source: SEWER Meter Import: SEWER Import Source File: CONSUMPTION Meter Import: Other	Browse	
Import Source File: CONSUMPTION Meter Import: Other	Browse	
Last imported. Indeep 2711.05.55 Lb T hors	Import 1 - Print	
Convert Book Number Meter Dates ID: DATES Service From Date: 0002 Discount Date: 0004 Prorate Date: 0006 Collect Report ✓	During the Conclick + and enter Date. Save your chan	vert phase, er a Prorate ges.

- 1. Select the **Source** for the import. The Source information displays.
- 2. Verify the Source file name.
- 3. Click Import Import
- 4. After the import phase completes, you are ready to do the convert step.
- 5. Click * Fast Access Maintenance at the Meter Dates ID to open the Meter Dates screen.

Last Imported: T	"hu Sep 24 09:17:54 EDT ₆	0015 	Discount Date:
	÷	Meter Import Dates	×
Convert		Eile	
Meter Dates ID:	ww P	Meter Dates ID:	Save
Service From Date:	08/15/2014		Carach
Service To Date:	10/15/2014	- ww	searcn
Discount Date:			Retrieve
Prorate Date:		Verify the Following Dates	
Collect Report	✓	Service From	08/15/2015
		Service To Date:	10/15/2015
Status		Discount Date:	
	Continue with Conv	Prorate Date:	09/15/2015

- Enter the Prorate Date for generating these billing transactions.
 Note: Remember the Prorate Date is included in the new billing rate.
- 7. Click **Save** to save the prorate date.
- 8. Click **Convert** to finish the Import routine.
- 9. Continue the Import to complete the process.

Step 5. Finish the Billing Cycle

Finish your billing cycle as you normally would.

Note: Be sure to proof the Edit journal to verify the bills are correct.