Utility Billing | Reports

This article covers the various key reports that are available in the **Utility Billing** menu, of which there are a number of. These are used in both the *Main Building* and *Utility Sub-Group*.

Financial Statements

The Financial Statements is a report of the Balance Sheet, Income and Expenditure reports and are used to check the integrity of balances. The financials should always balance and this can be checked by ensuring that the total of the Owners Funds matches the Net Assets.

1. From the *Utility Sub-Group* open the **Financial Statements** menu.
2. Select the *Report Name* from the drop-down menu.
   - Management Fee is a recommended report as it will detail the account codes that the balances are posted to.
   - Financial Statements can be printed for previous periods. The end date under the *Report Period* section can be changed to any month end date in the current financial year, or the statements can be accessed via **Stored Report** from each month end rollover
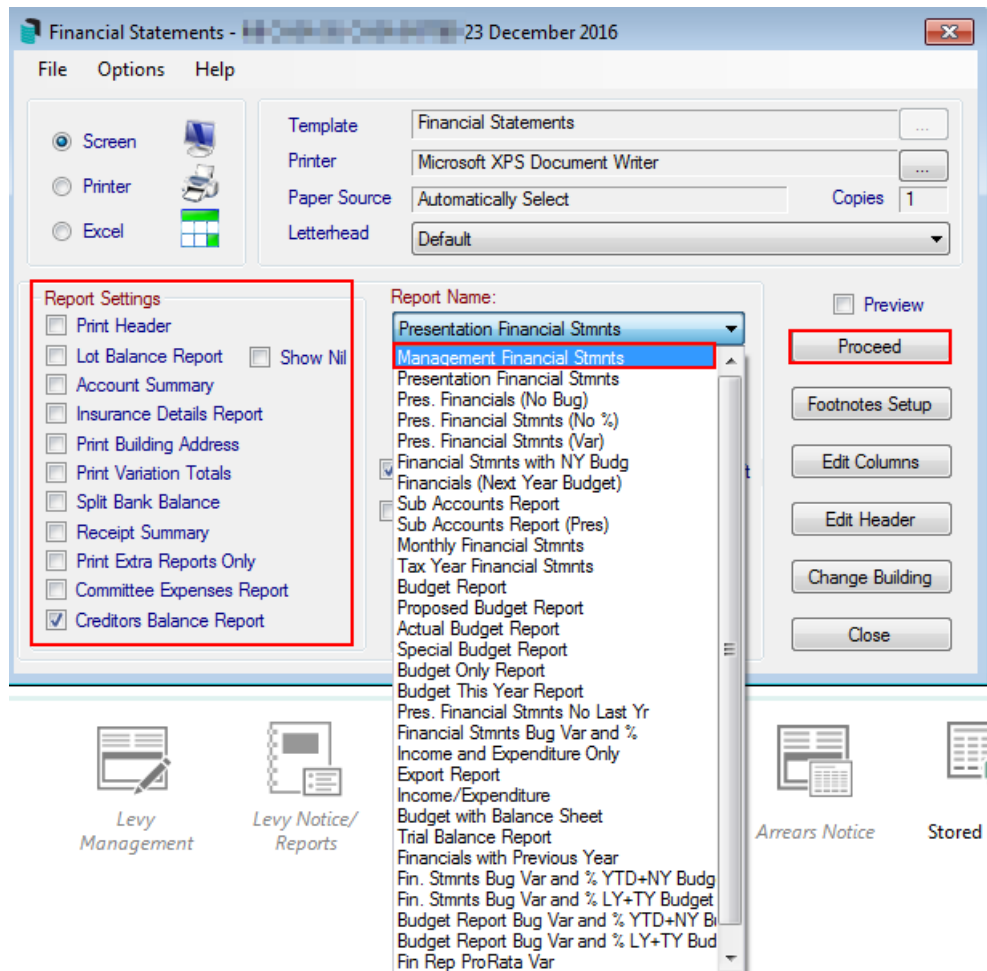
4. Tick any additional *Report Settings* required.
5. Click *Proceed.*

Any Utility Income will be posted to the Main Update codes that have been set up and should be reflected within the Financial Statements.

Stored Report Financial Statements

1. Open the ***Stored Report*** menu.
2. From the *Report Name* column select *Financial Statements* and click *Filter* to filter only by *Financial Statements*.
3. Tag the required month end *Financial Statements*.
4. Click the *Preview* button to preview.

Aged Balance List

This aged balance list will show an aging balance of the Debtors within the Utility Group. The purpose of this is to assist in determining which Debtors are in arrears. The indicator that confirms the Utility Group is the Report Setup Title will have an E in front of the building number

1. From the **Utility Group.**
2. Search or select **Aged Balance List.**
3. Click *OK.*

Sub Group Update Report

This report shows all Utility account codes with a balance and the code they are updated to in the Main Group. Each account code should have a corresponding update account code and the report should total 0.00 at the bottom of the report. This report can be useful to identify any account codes that have not had an update code applied correctly and provides for a troubleshooting start point.

1. From the *Utility Sub-Group* open the **Sub Group Update Report** menu.
2. Click *OK.*

Code	Description	Account Balance	Amount Updated	Update Code
004	Administrative Fund	-447611.50	-447611.50	004
012	Cash At Bank	445140.19	445140.19	012
021	Levies In Arrears	3078.21	3078.21	0350
0305	Ucr	-1.40	-1.40	0350
031	Finalised Electricity Accounts	-347.75	-347.75	0370
0968	Holding A/C (Unnalloc.Debtors)	-257.75	-257.75	0350
101	Electricity	-7334.30	-7334.30	12661
1017	Service Fee	-217.80	-217.80	12662
12113	Arrears Admin	-1169.35	-1169.35	12113
195	Opening Admin. Balance	-438890.05	-438890.05	195
301	Administrative Fund	8721.45	8721.45	301
309	Owners Funds Brought Fwd	438890.05	438890.05	309

Reading Record List

The Reading Record list details for all accounts including the Current Reading Date, Current Read, Charge, Processed Flag and what Tariff was used. This report is useful after entering the meter readings to check them prior to processing and printing bills.

1. From the *Utility Sub-Group* open the **Utility Billing** menu.
2. Click *GoTo > Reading Record List.*
3. Tag the debtors to include or Crtl+A to tag all debtors.
4. Within the *Limits* tab enter a *Reading Date Start* and *Reading Date Finish* to report the last reading period or for a specific date range.
5. If preferred, within the *Conditions* tab, tick *Report Heading Utilities.*

6. Select *Proceed*.

7. To export the data to Excel, select Excel or the print a PDF, select *Print*

8. Select *Close* to close the Utility Record List.

Account Code	Current Reading Date	Current Reading	Charge	Processed Flag	Tariff
02100005	29/09/16	1	99.26	P	11M
02100006	29/09/16	8181	94.96	P	11
02100006	29/09/16	56720	43.87	P	GHW
02100006	29/09/16	1	99.26	P	11M
02100007	29/09/16	12399	131.20	P	11
02100007	29/09/16	109810	126.16	P	GHW
02100007	29/09/16	1	99.26	P	11M
02100010	29/09/16	43120	296.43	P	11
02100010	29/09/16	53370	38.41	P	GHW
02100010	29/09/16	1	99.26	P	11M
02100011	29/09/16	45553	211.48	P	11
02100011	29/09/16	13350	1.06	P	GHW
02100011	29/09/16	1	99.26	P	11M
02100012	29/09/16	16379	116.97	P	11
02100012	29/09/16	8530	7.05	P	GHW
02100012	29/09/16	1	99.26	P	11M
02100013	29/09/16	14470	81.84	P	11
02100013	29/09/16	106300	41.76	P	GHW
02100013	29/09/16	1	99.26	P	11M
			80639.87		

Utilities Record List ▓▓▓▓ E40152 23 December 2016

1 of 928   Print   Export   Change View   Close

Record Reading Query

The Record Reading Query is a report used to see readings entered for a particular Debtor / all Debtors for a particular period and is useful to refer to when troubleshooting a particular Debtor (s)

1. From the *Utility Sub-Group* open the **Utility Billing** menu.

2. Click *GoTo > Reading Record Query.*

3. Tag the Account (s) to include in report.

4. Enter *Start Date* and *Finish Date* to report for a specific date range, then click *OK.*

5. To export to Excel, highlight the entries as required and click *Show in Excel.*

Security Deposit Report

Running a *Security Deposit Report* will confirm what debtors have a Security Deposit held, the amount required to be held for the *Security Deposit* and the balance of this *Security Deposit.* Totals can also be noted from the bottom of the report

1. From the *Utility Sub-Group* open the **Utility Billing** menu.
2. Select *GoTo > Security Deposit Report.*
3. Select *OK.*

Billing Cycle Report

A field in **Building Information** within the Utility Group has been created to enable a record for the billing cycle for the building.

Set Up Report

1. From the *Utility Sub-Group* open the **Building Information** menu.
2. Within the *Billing Cycle* field (89) type in either 'Monthly' or 'Quarterly.'
3. Click *Save* and *Exit.*

Running Billing Cycle Report

1. Open the **Reports/Utilities (Global)** menu.
2. Select *Group > Custom Queries > OK.*
3. Click *Select Buildings* and tag the required buildings.
   - Use *Filter* heading if required and filter by *Subgroups*
4. Click *Proceed.*
5. Select 'Building Info-Electricity' then *OK.*
6. Tag the required fields for reporting then *OK.*
7. The report will then open in Excel, where it can be modified and saved.