

Equal Billing Program

Last Modified on 01/26/2024 11:46 am CST

Found at *Equal Bills / Posting*, this area is used to create a Budget Invoice for the tanks with the *Equal Billing Info* completed at *File / Open / Tank Information* on the *Profile* tab.

Setup

There are a few items needing a one-time setup prior to using the Budget Billing feature.

1. Set up a Budget Billing Receivable G/L Account. It is recommended to add this account immediately below the Accounts Receivable account for regular Invoices.

2. Set up a *Budget Billing Pay Method* at *Accounting / Setup / A/R / Pay Methods*. This method should post to the Budget Billing Receivable G/L Account.

Note: The *Budget Billing Pay Method* should never be used when manually entering payments. It is only used for the automatic payments taken when invoicing a delivery.

3. Set up a Budget Billing Product in a non-inventoried department, such as a Miscellaneous department. On the Product's *Sales Activity* tab, set the *Sales Account* General Ledger Account to the Budget Billing Receivable Account.

4. Set the Budget Billing Receivable Account for each Location in the *Budget G/L Receivable Setup* grid found at *Energy / Setup / Preferences*.

5. Set the *Budget Billing Pay Method* in the *Budget Inv Pay Method* area of *Energy / Setup / Preferences*.

Process

Each Energy Customer who has an *Equal Billing Cycle* set on a Tank is considered a Budget Customer. Each month, a Budget Invoice is posted (*Energy / Equal Bills / Posting*). The *Invoice Date* and *Due Date* are set in the *Posting Information* area of the screen. The Location selection in the *Posting Information* area is the Location for posting the Budget Invoice.

The *Cycle* is set in the *Equal Billing* area of the Tank information. From the *Filter* area, optionally filter to include *All* Locations or one Location in the grid. Budget Billing Invoices do not affect the Budget balance, the Accounts Receivable balance, or any other General Ledger Account. It is simply a request for payment.

Post Equal Billing Program Bills

	Post	Customer	Size	Serial #	Description	Bill Amount
1	<input type="checkbox"/>	Ade James	500	250156	Home Heat	500
2	<input type="checkbox"/>	Daily Tine	700	354161	Home Heat	50
3	<input type="checkbox"/>	Watt Karly	750	691987	Budget Tank	133
4	<input type="checkbox"/>	Anderson Barry	500	1234567	Home Heat	500

Posting Information

Invoice Date: 01/23/2024

Due Date: 01/23/2024

Location: 00MAIN

Filter

Cycle: Monthly

Location: 00MAIN

Create Payment

Date: 01/23/2024

Method:

Print Invoices

This process will create one Memo invoice for each tank that has the Post column checked. Each invoice will have one line item with a quantity of one and a rate and extension equal to that customers split percentage of the equal bill amount setup on that tank.

A Budget Invoice is created for each Customer with a checkmark in the *Post* column. Budget Invoices may be printed from this *Post Equal Billing Program Bills* screen if the *Print Invoices* option is selected or can be viewed and printed from *Energy / Equal Bills / Budget Invoices*. These Budget Invoices can be used to replace ticket books.

Payments against Budget Invoices are recorded in Accounting at the *Payment on Account* screen. To view Budget Invoices, change the drop-down from *Regular* to *Budget Billing*.

When the customer makes a payment, the customer's Budget account is increased. If the amount of the payment is greater than the amount of the Budget Invoice, the additional amount is applied to the Budget account. Payments on the Budget account post a debit to cash and a credit to the Budget Billing Receivable General Ledger Account.

Payment on Accounts

Date: 01/26/2024 Payment Number: 120330

<Customer ID>: AdeJa James Ade

Payment Amount: 50.00 Budget Billing

	Regular	Prepay	U/A Cash	Budget
Before	0.00	0.00	0.00	0.00
After	0.00	0.00	0.00	50.00

Discount Amount: <Disc Acct> 4100000-00

Total Credit: 50.00 Control #:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Check	2237	50.00	0.00	<input type="checkbox"/>	50.00
2				0.00	<input type="checkbox"/>	
3				0.00	<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment
1	<input checked="" type="checkbox"/>	01/05/2024	21	02/15/2024	50.00	50.00	0.00	50.00

Use U/A Cash
Only enough to cover selected Bills

Apply Untag All Print Form

Totals 0.00 50.00

Print on Save Issue Check Save Cancel

When deliveries are invoiced, an automatic payment is taken, and the budget dollars pull from the Customer's Budget account to pay the Invoice, which debits the Budget Billing Receivable Account.

For more information on the *Posting Equal Bills* screen, see [Posting Equal Bills](#).

Reports to Help Manage Budget Billing

These reports are found at *Energy / Reports / Customer Status*.

- **Budget Billing Statement** – This shows all payments and deliveries for the Budget Billing Customer.
- **Aged Budget Balances** – This shows each open Budget Invoice aged into the appropriate Accounts Receivable aging categories. This assists with the utility that will assess finance charges or late fees on aged Budget Invoices.
- **Current Budget Balances** – This shows the total of all open Budget Invoices for each Customer. The total for all Customers should equal the amount in the Budget Billing Receivable G/L Account.
- **Budget Billing Reconciliation** – This assists in reconciling Customers' Budget Billing accounts. This report should be run on a date range covering all Budget activity for the season or since last reconciled to zero.

End of Month Considerations

As part of a company's month end processes, it should be verified that the Budget Billing Receivable General Ledger Account balance matches the current Budget Billing balance as indicated on the Customer Current Budget Balances report, found at *Energy / Reports / Customer Status / Current Customer Balances*. Energy Customers with accounts out of balance display on the Budget Billing Checkup report found in Accounting Reports.

