

Reconciling an Equal Billing Account at End of Season

Last Modified on 01/26/2024 12:59 pm CST

At the end of the season, optionally reconcile Budget Billing accounts.

		Cust ID	Cust Name	Budget	Adjustment
1	<input checked="" type="checkbox"/>	AdeJa	Ade, James	725.50	725.50
2	<input checked="" type="checkbox"/>	AndBa	Anderson, Bary	258.00	258.00
3	<input checked="" type="checkbox"/>	CarAd	Carmex, Adam	717.53	717.53
4	<input checked="" type="checkbox"/>	DAILYT	Daily, Tine	732.40	732.40
5	<input checked="" type="checkbox"/>	236663	Watt, Karly	738.31	738.31

WARNING! In the event that an Equal Bills Reconcile transaction would need to be reversed, please refer to the instructions in the Equal Bills Reconcile section of the Energy Manual or call SSI.

This utility, found at *Energy / Equal Bills / Reconcile*, assists in transferring the balance out of Budget Billing and placing it on the Customer's Accounts Receivable account when using the *Invoice* option. An Invoice is created on the Customer's Regular account if more fuel was delivered than is covered by the budget payment amounts.

When using the *Memo Invoice* option and fuel deliveries exceeded the amount of the budget payments, the overage amount is placed on a Memo Invoice, which affects the amount due for future budget payments.

If payments exceeded fuel delivery charges, this utility creates a Credit Invoice on the Customer's Regular account or issues a refund check for the overpayment. The amount that will be invoiced, credited, or refunded is the amount shown in the *Adjustment* column. This amount may be edited if necessary.

For more information on the Reconciling Equal Billing screen, see [Reconcile Budget Billing](#).

Voiding Reconciling Equal Billing Transactions

In the event an Equal Billing Reconciliation transaction needs to be reversed, keep in mind two steps must be followed. If these two steps are not followed, the Cash and Budget Billing Receivable General Ledger Accounts could become out of balance.

When Equal Bills are reconciled, either an Invoice is created or a check is written. In addition to this, a Budget Billing payment is taken behind the scenes for both Invoices and checks. To void an Invoice created by the reconcile function, the payment must first be voided by highlighting the Payment at *Accounting / A/R / Payments* and selecting **Void**.

Once the payment is voided, the Invoice can then be voided at by highlighting the Invoice at *Accounting / A/R / Invoice* and selecting **Void**. This puts the money back into the customer's Budget Billing balance.

In the event a refund check was written, the payment must first be voided as described above, and then the disbursement of the check may be reversed by editing a Vendor at *File / Open / Vendors* on the *Activity* tab. This also puts the money back into the customer's Budget Billing balance.

Note: If the Reconcile Equal Billing transaction was done in a prior fiscal month, the payment and Invoice cannot be voided. The Reverse function could be used for each transaction. Call SSI support for assistance.