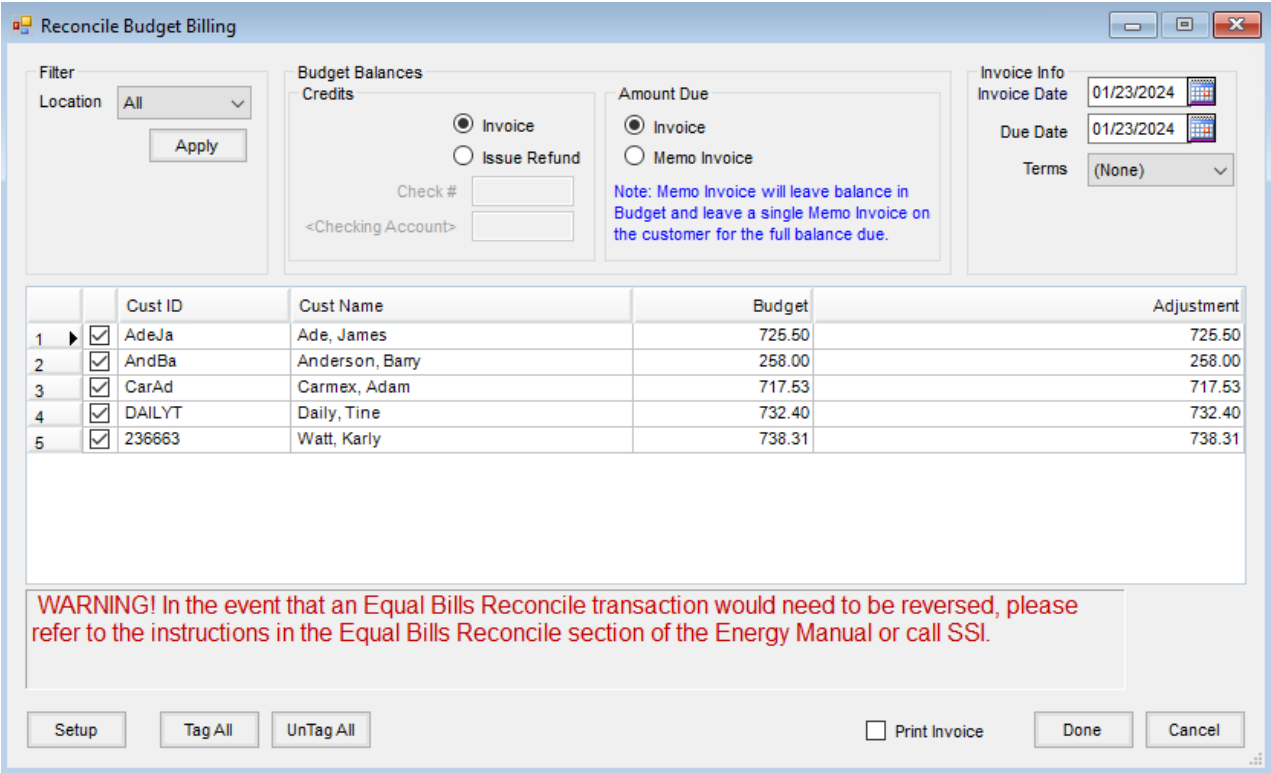


# Reconcile Budget Billing

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## Overview

At the end of the season, this utility at *Energy / Equal Bills / Reconcile* may be used reconcile accounts for Budget Billing customers, or may be used to move budget money to the customer's Accounts Receivable account to cover open Invoices, similar to the *Transfer Customer Prepay* function in the Accounting module.



- **Location** – Filter by a specific location or show all locations to reconcile.
- **Budget Balances – Credits**
  - **Invoice** – This works in a similar fashion as the Transfer Customer Prepay utility in the Accounting module. For each customer selected, an Invoice may be created on the customer's Regular A/R account or a Memo Invoice by be created on the customer's Budget Account.
  - **Issue Refund** – Automatically issue a check for the overpayment in the *Budget Billing* area. The amount may be changed in the *Adjustment* column if necessary.

## Budget Balances – Amount Due

- **Invoice** – The amount is moved out of Budget Billing and into the customer's Regular A/R account. An Invoice is created using the product specified in the *Setup* area. If the Budget Account is a positive amount, it creates a Credit Invoice. If the Budget Account is a negative amount, it creates an Invoice that becomes part of the

customer's Regular A/R balance. The amount may be changed in the *Adjustment* column if necessary.

- **Memo Invoice** – This marks all existing Memo Invoices as void. If the Budget Account is a positive amount, a Credit Invoice is created on the Regular account. If the Budget Account is a negative amount, a Memo Invoice is created. The Memo Invoice is then included in the calculation of the next Budget Billing payment amount.

## Invoice Info

- **Invoice Date** – Enter the date to be used as the *Invoice Date* for the Invoices.
- **Due Date** – Enter the *Due Date* for the Invoices.
- **Terms** – Enter the terms to be used on the invoices. Terms entered at this screen override the company preference and any terms set on the customer file.

**Grid Options** – These control the selection of customers to reconcile.

- **Setup** – The *Budget Billing Product* and *Budget Billing Vendor* (typically the miscellaneous or a refund vendor) must be selected to use this utility.
- **Tag All** – This selects all customers in the grid.
- **UnTag All** – This deselects all customers in the grid.
- **Print Invoice** – Selecting this option prints Invoices when **Done** is selected.
- **Done** – This posts Invoices or refunds as selected in the *Budget Balances* frame.

## Budget Billing Reconciliation Process

This process allows Budget Billing balances to be reconciled at the end of the season.

1. Navigate to *Energy / Equal Bills / Reconcile*.
2. At the *Reconcile Budget Billing* window, filter for the *Location* of the customer/tanks that should be reconciled and choose **Apply**.
3. A list of those customers/tanks display in the *Customer List* grid. Choose the customer/tank to reconcile by selecting the checkbox in the left column. In the *Adjustment* column, enter the amount to reconcile.
4. In the *Credit Balances* area, select either the *Invoice* or *Issue Refund* option. This is dependent on if reconciling with an Invoice on the customer's Regular balance or issuing a refund check.

**Note:** If reconciling for the first time and/or if a new location has been added, it may be necessary to set up the location. Choose **Setup** and enter the *Budget Billing Product* and *Budget Billing Vendor* to be used on the reconciliation. It is recommended to use a miscellaneous vendor and to use the product from the *Equal Billing Info* section on the tank *Profile* tab.

5. To reconcile by Credit Invoice to the regular balance, select the *Invoice Date*, *Due Date*, and *Terms* (as applicable) in the *Invoice Info* area. Choose **Done**. An Invoice for that amount displays on the regular account in Accounting.

6. To issue a refund check, verify the *Check #* and *Checking Account* are correct and select **Done**. A check will be prepared.