

# Reconcile Budget Billing

Last Modified on 05/27/2025 8:48 am CDT

## 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.

The screenshot shows the 'Reconcile Budget Billing' window. It includes a 'Filter' section with a 'Location' dropdown set to 'All' and an 'Apply' button. The 'Budget Balances Credits' section has radio buttons for 'Invoice' (selected) and 'Issue Refund', with fields for 'Check #' and '<Checking Account>'. The 'Amount Due' section has radio buttons for 'Invoice' (selected) and 'Memo Invoice', with a note: 'Note: Memo Invoice will leave balance in Budget and leave a single Memo Invoice on the customer for the full balance due.' The 'Invoice Info' section has fields for 'Invoice Date' (01/23/2024), 'Due Date' (01/23/2024), and 'Terms' (None). Below these is a table with columns: Cust ID, Cust Name, Budget, and Adjustment. The table contains 5 rows of data. At the bottom, there is a 'WARNING!' message in red text and buttons for 'Setup', 'Tag All', 'UnTag All', 'Print Invoice', 'Done', and 'Cancel'.

	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 SSL.

- **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.