

# Budget Billing Statements - Energy

Last Modified on 08/19/2024 11:18 am CDT

The Budget Billing Statement can be run in Energy at *Reports / Customer Status*. Selecting **Save Set** saves all options chosen under *Report Criteria*. **Load Set** can then be selected to recall these options to avoid having to select the same options each time.

## Report Criteria

The screenshot shows the 'Customer Status Reports' dialog box. The 'Budget Billing Statement' report is selected in the left-hand menu. The 'Report Criteria' section is active, showing various options for generating the report. The 'Select Customers' section has 'All' selected. The 'Style' section has 'Detailed' selected. The 'Select Range' section has 'Date' selected and 'Include Beg Bal' checked. The 'Memo invoice date' section has 'Start' set to 01/19/2023 and 'End' set to 01/19/2023. The 'Print Which' section has 'Invoice #' selected. The 'Sort By' section has 'Customer ID' selected and '# Copies' set to 1. There are several checkboxes for 'Zero Balance with Activity', 'Include all customers regardless of Print Budget Statement setting', 'Suppress Balance Message', and 'Do Not Print Zero Quantity Line Items'. There are also buttons for 'Load Set', 'Save Set', 'Print', 'Preview', 'Send to Grower360', 'Month', 'Year', 'Export', and 'Missing Only'. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

- **Select Customers** – Choose **Select** to specify certain Customers or **Cust. Cls.** to choose a Customer Classification including Customers for whom the Budget Billing Statement should be run.
- **Style** – Indicate if the statements should be *Detailed* or *Summarized*.
- **Select Range** – The report can be run by *Date* or *Fiscal Month* with an option to *Include Beg Bal* (Beginning Balance).
- **Memo invoice date** – Indicate the Memo invoice date range to indicate what should be included on the report.
- **Print Which** – Indicate if the *Invoice #* or *Control #* should be printed on the statement.
- **Sort By** – Statements can be sorted by *Customer ID*, *Customer Name*, or by *Zip Code*.
- **Zero Balance with Activity** – Check this option if statements with a zero balance but with activity in the date range indicated should be included when the statements are run.
- **Include all customers regardless of Print Budget Statement setting** – All Customers (based on date(s) and Customer selection) will be included when running the statements regardless of the *Print Budget Statement*

setting found on the Customer's *Miscellaneous Info* tab in Accounting.

- **Suppress Balance Message** – Check this option to ensure the balance message does not display on the statement.
- **Do Not Print Zero quantity Line Items** – Checking this option excludes zero quantity line items to keep the statement clean and easy to read.
- **Include Additional Dataset** – If an additional dataset needs included, indicate it from the drop-down.
- **Message** – Check the Message option to enable the text field. A message can be entered here that will print on all statements.
- **Statement Date** – This date will be printed on all statements.
- **Due Date** – This will be the date payment is due from the Customer.
- **# Copies** – Enter how many copies should be printed.
- **Send to Grower360** – If using Grower360, a *Month* and *Year* can be selected from the drop-down to identify the statement then exported to Grower360 for Customers to review statements there. Checking *Missing Only* will send only statements to Customers that have not already been sent so duplicate statements do not appear for some Customers if rerunning.

## Statement



Date: 08/01/2024  
ID: AndBa  
Due Date : 08/26/2024  
Payment(s) Due : \$ 0.00

Barry Anderson  
2220 N 1000 Rd E  
Assumption, IL 62510

Amount Remitted: \_\_\_\_\_

<u>Date</u>	<u>Number</u>	<u>Description</u>		<u>Charges</u>	<u>Payments</u>	<u>Balance</u>
			<b>Beginning Balance</b>			0.00
08/01/2024	1200868	Propane- Home Heating (100.00 Gal @ \$1.29/Gal)				
			<b>Invoice Total</b>	129.00		-129.00
08/08/2024	120265	Payment of \$75.00 (Cash )			75.00	-54.00
08/12/2024	120267	Payment of \$-75.00 (Cash )			-75.00	-129.00
08/18/2024	1200866	Propane- Home Heating (100.00 Gal @ \$1.29/Gal)				
			<b>Invoice Total</b>	129.00		-258.00
08/19/2024	120332	Payment of \$258.00 (Check )			258.00	0.00
<b>Total Quantity Delivered:</b>	<b>200.00</b>				<b>*Balance:</b>	<b>0.00</b>

(\* A positive balance indicates that payments have exceeded deliveries. A negative balance indicates that psyments do not fully cover deliveries.)

Statement Message

Barry Anderson  
Date: 08/19/2024 11:01:38 AM