

Reconcile Budget Accounts

[PSC Regulation 185.33\(16\)\(c\)](#) requires utilities to reconcile Budget Billing accounts at a minimum of every twelve (12) months. Most utilities follow the practice of reconciling Budget Billing accounts every six (6) months.

On the reconcile month, the change for Budget Billing reconciliation happens when the batch is calculated.

From the **Calculation** tab, check the **Reconcile Month** box.

Note: If recalculating the batch, re-check the Reconcile Month box. By default, the Reconcile Month box is unchecked.

Click **OK** to calculate the batch.

Journals > Standard > Billing and Adjustments > Billing Journal

The screenshot shows the 'Billing Journal (BROWSE) NEW' window. The 'Calculation' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'Batch number: 2056', 'Created by: cschaub', 'Cycle:', 'Route:', and 'Consumption month:'. The 'Billing Calculation (BROWSE)' section is visible, containing a 'Selection Criteria' box. Inside this box, the following options are listed: 'Bill date: 2019-01-29', 'Due date: 2019-02-18', 'Recalculate all entries: ', 'Reconcile month: ', and 'Consumption month: 2019-01'. The 'Reconcile month' checkbox and its label are highlighted with a red box.

On the reconcile month, the PAP File Creation process for reconciliations takes place during the PAP Load.

Open the **P.A.P. File Creation** table.

Click the **Add** icon.

The **Creation Number** will auto-populate when saving the batch.

The **Last Payment Dates** and **Creation Date** fields auto-populate.

At **Payment Dates Ranging**, as the Utility's normal process indicates.

Move to the **Reconcile/Exclude Items** tab.

Check the **Reconcile Flat P.A.P** box.

Enter the **Cycle(s)** that are to be reconciled.

Click **OK** to continue processing the PAP file per the usual process.

Note: If you need to rerun the PAP Load, recheck the Reconcile Flat P.A.P. box. By default, the Reconcile Flat P.A.P. box is unchecked.

Journals > P.A.P. File Creation

Pap File Creation (EDIT)

Creation Number: 131

Last Payment Dates from: 2019-01-21 to: 2019-02-01

Creation Date : 2019-01-31

Payment Dates Ranging from: 2019-01-21 to: 2019-02-01

Reconcile / Exclude Items | P.A.P. Load | P.A.P File Create | Error Log

Reconcile

Flat

Reconcile Flat P.A.P:

Cycles

1									

Exclude

Cycles

In **Payment Plan Calculator**, create a new batch.

At the **Auto-Load** tab, set the filters.

Use an **Advanced Find**.

Set **Plan Type** as 'B' (budget). This will search all active budget customers.

Click **OK** to initiate the search process.

Journals > Standard > Payment Plan Calculator

Payment Plan Calculator (BROWSE)

Batch | More

Batch I.D: Reconcile Batch Batch Number: 12 Created By: cschaub

Entry Defaults | Auto-Load | Entry | Variance Report | Verification Listing | Letter Print | Post

Auto Load (FIND)

Selection Criteria

Cycle: Plan type: B ▼

Route: Frequency: ▼

Account: On Pap: ▼

Payment Day:

Service: ▼ Date Opened: ▼

Start Date: ▼ Date Removed: ▼

Category: Date Closed: ▼

Bill Code:

Class:

Auto Load Details (BROWSE) Initial Payment Factor:

History Criteria

Billing Date: - OR (if date not provided) → (Billing Dates AFTER 2018-01-29 OR Billing Dates = 2018-01-29)

Ready OK Cancel

Move to the **Entry** tab.

Review the **Entry Details** screen for the budget amounts calculated. The budget amounts are broken-down by service.

With the accounts loaded into the Payment Plan Calculator, return to the billing journal batch.

The screenshot shows the 'Payment Plan Calculator (BROWSE)' application window. The 'Entry' tab is active, displaying fields for Batch ID (Reconcile Batch), Batch Number (12), and Created By (cschaub). Below this, the 'Entry (BROWSE)' screen shows search criteria for Account (2) and Service. Further down, there are checkboxes for 'Pre-authorized' and 'Initial Payment Factor' (1.00), and fields for 'Bank / branch' (325070760) and 'Bank account' (*****243). The 'Entry Details (BROWSE)' screen is highlighted with a red border and shows a table of services with their respective amounts.

Service	Service De...	Plan Type	Plan Type ...	Frequency	Frequency...	Day	Payment	Payment D...	Amount
E	ELECTRIC	B	Budget	D	Due Date		F	Flat	123.00
F	FIRE PROT	B	Budget	D	Due Date		F	Flat	12.00
P	PUBLIC BEN	B	Budget	D	Due Date		F	Flat	1.00
R	RECYCLING	B	Budget	D	Due Date		F	Flat	7.00
S	SEWER	B	Budget	D	Due Date		F	Flat	31.00
W	WATER	B	Budget	D	Due Date		F	Flat	32.00

In the Billing Journal batch, move to the **Verification Listing** tab.

Proceed to **Print** the verification listing.

The listing will show the account billing the actual usage rather than the budget amount.

This will 'True Up' the account if it has a credit or debit balance.

Complete the billing process as usual and **Post** the billing journal.

CYCLE: 1 ROUTE: 27 BILLING JOURNAL VERIFICATION cschaub 01/29/2019 17:47 Page: 1

BATCH: 2056 CONSUMPTION YEAR-MONTH: 2019-01

SERVICE	BILL TYPE	BILL CODE	CAT	LAST READ	READ DATE	BILL DATE	DUE DATE	BILL ELAP DAYS	ELAP DAYS	BALANCE FORWARD	CURRENT	LATE CHARGE	NET
				----- READ -----									
METER	POS.	PREV READ	CURR READ	TYPE	UNITS	DAYS	MULT	USAGE	USAGE BILLED	DEMAND BILLED	POWER FACTOR		
											Cust : 6302		
ELECTRIC	1 REGLR	RG1	10	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	-2.12	40.12	0.38	38.00
WATER	1 REGLR	W.625	11	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	0.00	28.35	0.28	28.35
SEWER	1 REGLR	S.625	11	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	0.00	28.08	0.28	28.08
PUBLIC BE	1 REGLR	CTREC	10	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	0.00	0.74	0.01	0.74
FIRE PROT	1 REGLR	PF.75	11	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	0.00	11.50	0.12	11.50
RECYCLING	1 REGLR	RECL	11	11/21/2018	12/20/2018	01/29/2019	02/18/2019	30	29	0.00	6.12	0.06	6.12
0039077563	1	RG1		54513		54831	CE 1 kWh	29	1.0	318.00	318.00		
0021392367	1	W.625		0325		0328	CE H High G	29	1.0	3.00	3.00G	3.00	
E KWH :	32.31	E MIN :	10.00	E PCAC :	-2.19	E TAX :	2.25	NET :	112.79				
E TAX EX :	-2.25	W BLOCK 1 :	14.85	W MIN :	13.50	S MIN :	14.82	LATE CHRGE:	1.13				
S USAGE :	13.26	P ENG CONS:	0.37	P LOW INC :	0.37	F PUB FP :	11.50	GROSS :	113.92				
R CHARGES :	6.12												

Return to the **Payment Plan Calculator** to complete the setup for the new budget amounts.

Run the **Verification Listing**.

Create and Print the **Budget Letters**.

Post the batch.

After the batch posts, the new budget amount will update the Payment Plan table in Account Gateway.

Old Budget Amount:

Account Management View (BROWSE - JOINED FIND) ACTIVE/BUDGET/PAP

Quick Info Account Details

Account Info: Account: 9 Active: Name: Customer: Service Address: House #: Mod: Street: Apt: Region: City: State: WI Home: Bus: Zip: 53027

Ready

Service Summary (FIND) Payment Plan (BROWSE) Service Details (BROWSE) Account Balance History (BROWSE)

1 of 1 Total: 179.00

Pay Plan Details (BROWSE)

1 of 6

Payment Plan Options: Service: E ELECTRIC

Payment Plan Charges:

Amount:	99.00	Bills:	3
Charged:	239.86	Paid:	304.85
Billed:	297.00	Payments:	4

New Budget Amount after Payment Plan Calculator batch posts:

Account Management View (BROWSE - JOINED FIND) ACTIVE/BUDGET/PAP

Quick Info Account Details

Account Info: Account: 9 Active: Name: Customer: Service Address: House #: Mod: Street: Apt: Region: City: State: WI Home: Bus: Zip: 53027

Ready

Service Summary (FIND) Payment Plan (BROWSE) Service Details (BROWSE) Account Balance History (BROWSE)

1 of 1 Total: 173.00

Pay Plan Details (BROWSE)

1 of 6

Payment Plan Options: Service: E ELECTRIC

Payment Plan Charges:

Amount:	94.00	Bills:	
Charged:	0.00	Paid:	
Billed:		Payments:	

Note: The Payment Plan table in Account Gateway resets after the batch posts.