

Setup Requirements

There are a few setup required for Budget Billing. The setups listed below control the defaults on the Payment Plan Calculator.

Control Table

Set the High and Low refund amounts.

In addition to the historical calculation, NorthStar will calculate a balance average based on the values found in the Balance Refund High/Low fields on the batch header.

Refund Low

Any account with a credit balance within the set value, the system will roll in. If the credit balance is greater, this will not be included. The assumption is the customer will pay the full balance owing.

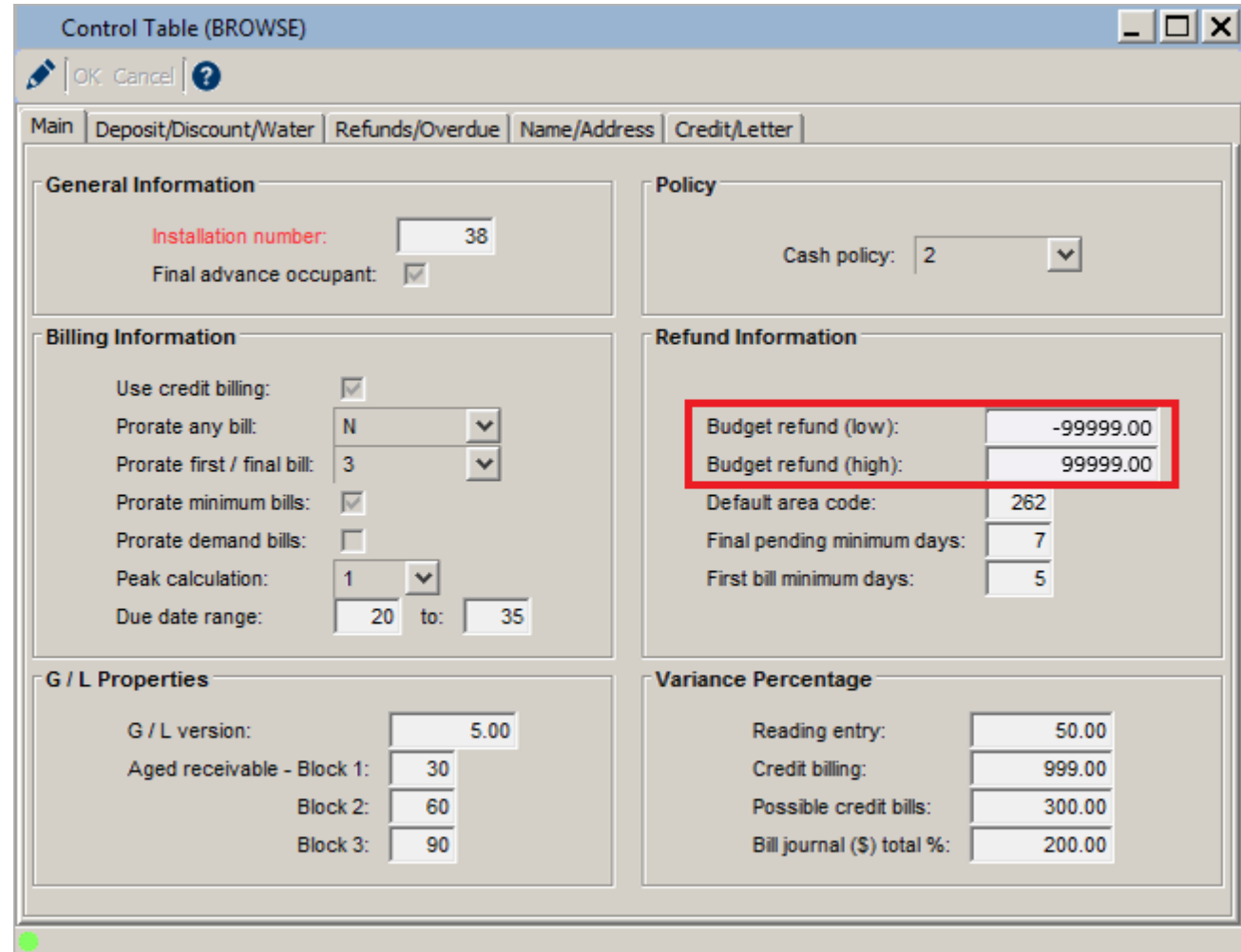
Refund High

Any account with a balance within the set value will roll in to the next year. If the balance is over the set value, the system will not include it, as it will be expecting to refund.

Note: To roll everything in with no refund or balance collection, set the values to 99999 and -99999.

For a customer to do a 'True Up' and pay off their current bill and remaining balance, set the table to \$0.01 and -\$0.01.

Setups > Setups > Standard > Control Table > Main



Section	Field	Value
General Information	Installation number:	38
	Final advance occupant:	<input checked="" type="checkbox"/>
Policy	Cash policy:	2
Billing Information	Use credit billing:	<input checked="" type="checkbox"/>
	Prorate any bill:	N
	Prorate first / final bill:	3
	Prorate minimum bills:	<input checked="" type="checkbox"/>
	Prorate demand bills:	<input type="checkbox"/>
	Peak calculation:	1
Due date range:	20 to 35	
Refund Information	Budget refund (low):	-99999.00
	Budget refund (high):	99999.00
	Default area code:	262
	Final pending minimum days:	7
	First bill minimum days:	5
G / L Properties	G / L version:	5.00
	Aged receivable - Block 1:	30
	Block 2:	60
	Block 3:	90
Variance Percentage	Reading entry:	50.00
	Credit billing:	999.00
	Possible credit bills:	300.00
	Bill journal (\$) total %:	200.00

Service Type Setup

In the **Service Types Setup** table, set the budget increase/decrease percentage.

This determines the amount the budget increases/decreases during the budget review process.

Setups > Setups > Standard > Service > Service Types

The screenshot shows the 'Service Type Setup (BROWSE)' window. The 'Service' section shows 'Service type: E' and 'Description: ELECTRIC'. The 'Billing' section includes 'Short description: ELECTRIC', 'Priority to apply cash: 6', and 'Method to apply cash: 4' with a dropdown menu showing 'Balance, Penalty, Interest'. The 'Charges' section includes 'Occupancy charge: 0.00', 'Collection charge: 0.00', 'NSF check charge: 25.00', and 'Budget increase %: 2.00' (highlighted with a red box). The 'Deposits' section includes 'Deposit required: ' and 'Deposit interest rate: 0.00'. The 'Overdue' section includes 'Overdue interest %: 1.000000'. The 'Processing' section includes 'Process in billing: ' and 'Voluntary Service: N'. The 'Calculation Ordering' section includes 'Calculation order: 1' and 'Alternate order: 1'. A green dot at the bottom left indicates 'Use the navigation buttons to browse records'.

Program Key Value

PapCalcNumPayment indicates the number of months used in the formula for calculating the budget amount.

The Value set is determined by the number of months stated in the utilities' tariff under Schedule OC-1, Budget Payment Plan.

Note: If no value is set, the default is 11 months.

If the Budget Refund High/Low is set to 99999 and -99999, the program key value must be set to 12 months. This will allow the utility to recover the customer's remaining balance (debit or credit) in the next year's budget calculation.

If the Budget Refund High/Low is set to 0.01 and -0.01, the program key value must be set to 11 months. This will allow the utility to do a 'True Up' with the customer and pay off their current bill and remaining balance.

Setups > Setups > Standard > Program Key Values > Program Key Values Setup

Program Key Values Setup (BROWSE)

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OK Cancel

Environment Values

Name: PapCalcNumPayment

Value: 12

User:

Description: If set, indicates the number of months used for PAP calc payment. If not set, default is 11 months.

What is Payment Plan Calculator?

The **Payment Plan Calculator** generates budget payment schedules for account services. Historical data for each account determines the budget payment. Typically, utilities calculate budget plans using at least one year of consumption data.

Utilities calculate payment plans in batches, although it is possible to generate a payment plans for a single account or an entire cycle/route if necessary.

Re-calculate payment plans for accounts on a yearly, semi-yearly, or quarterly basis to verify the customer is on track.

Payment Plan Calculator (BROWSE)

Batch More

Batch I.D.: Batch Number: Created By:

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

On PAP:

of Payments: Balance Refund High:

Initial Payment Factor: Balance Refund Low:

Payment Plan Calculator Details (BROWSE)

Service Service Description Plan Type Plan Type Description... Frequency Frequency Description... Day Payment Payment Description

Ready

Payment Plan Calculator Logic

NorthStar calculates a budget plan payment based on the number of payments set on the batch header and historical billing amounts.

The Formula:

NorthStar looks back one year from the current date and adds the total dollars billed and totals the number of days billed. The total dollars are divided by the number of days billed providing a daily average. This average is multiplied by 365, then divided by the number of payments specified on the batch header.

Additionally, NorthStar calculates a balance average based on the values found in the Balance Refund High/Low fields on the batch header.

The balance average calculation only comes into play if an account has a current A/R balance and it is within the range specified (debit or credit). If the balance exceeds the range on either side, it will be ignored.

Example:

NorthStar calculates the Total amount billed and the Total Bill Days.

	Bill Date	\$ Amount	Bill Days
	8/1/2017	220.26	30
	7/2/2017	225.53	31
	6/1/2017	220.26	30
	5/2/2017	225.53	31
	4/1/2017	225.53	31
	3/1/2017	220.26	30
	1/30/2017	297.87	31
	12/30/2016	222.23	30
	11/30/2016	181.34	31
	10/30/2016	168.74	28
	10/2/2016	181.34	31
Total		2388.89	334

Note: *If an account does not have 365 days of billing in the system, it will go back to the first bill date.*

NorthStar divides the Total \$Amount by the Total Bill Days to provide a Daily Average

	\$Amount	Bill Days	Daily Average
Total	2388.89	334	7.15

Multiply the Daily Average by 365 days and divide by the Number of Payments

Daily Average	#Days	#Payments	Budget Amount
7.15	365	11	\$ 237.25

NorthStar will round the Budget Amount up or down to the nearest whole number.

Budget Amount
\$ 237.00