

CREDIT CONTROL

In the **Credit Control** module, open the **Credit Control Run** table.

Click **OK** to view open batches.

Note: Post any open Final Account batch(es) prior to creating a new Final Accounts batch.

Click the **Add** icon to create a new batch.

At **Batch ID**, select 'Final Reminder' from the dropdown menu.

Process Information auto-populates when selecting the Batch ID. Process date may be manually adjusted.

No 'Final Reminder' Batch ID? Create one by using the Power Link button. Use the settings below:

Process Date (auto-populates)

Minimum Balance = \$0.00

Level 1 = Y (Yes)

Level 2 = Y (Yes)

Level 3 = Y (Yes)

Finals box is checked

For assistance, submit a WSC ticket to helpdesk@wppienergy.org.

Click **OK** to create the batch.

Note: Final Account batch creation generally takes place around the 10-day or 24-hour disconnect notices.

Credit Control > Credit Control Run > Credit Control Run

Credit Control Run (BROWSE)

Batch Information

Batch I.D.: FINAL REMINDER Batch number: 117 Created by: aenfelt

Process Information

Process date: 2019-11-18 Minimum balance: 0.00

Notices

Level 1:	Y	Yes
Level 2:	Y	Yes
Level 3:	Y	Yes

Active: Finals:

Move to the **Auto/Aging Load** tab.

From the **Auto Load** tab, click the **Edit** icon.

Under the **Program Parameters** section, set **Load Remote** flag.

The flag determines the type of meters that will load in relation to the details criteria.

Select

- 'Y' for AMI meters
- 'N' for Non-AMI meters

Note: If the utility uses both AMI and Non-AMI meters, two (2) separate batches will be required.

Click **OK** to load the Final accounts to the batch.

Note: Run Final Reminder batches wide open with no additional filters set under the Filter Parameters section. This will allow all qualifying final accounts to pull into the batch.

Credit Control > Credit Control Run > Credit Control Run > Auto/Aging Load > Auto Load

Credit Control Run (BROWSE)

1 of 2

OK Cancel ? Clear Batch

Main More

Batch Information

Batch I.D.: FINAL REMINDER Batch number: 117 Created by: aenfelt

Details Auto / Aging Load Edit Exceptions Edit Exceptions Report Re-assess Batch Print Disconnects Assign / Post

Auto Load Aging Load

Credit Control Load (FIND)

Filter Parameters

Cycle: Route: Account: Class code: Tenant / Owner: Credit rating: Service: Category: Bill code:

Program Parameters

Force current bill: Promised to pay accts: Include Payment Arrangement: N Include Deposit to Collect: Alert Code: Alert End Period BETWEEN: AND: Schedule Date: Time:

Load Remote:

Type	Description
Y	Yes - Load AMI Meters only
N	No - Load Non-AMI Meters ...
A	All - Load both AMI and Non...

More OK Cancel

Use the navigation buttons to browse re...

Click **Close** when the loading process completes.

The screenshot shows a window titled "Credit Control Run (BROWSE)". The menu bar includes "Print", "Save", "Cancel", and "Close" (which is highlighted with a red box). Below the menu bar are tabs for "Results", "Status", and "Errlog". A blue progress bar is at 100%. Below the progress bar, a green dot indicates "Download complete. Report url = http://WPPIUB181:18001/fglweb/secure/FGL?reportid=123037&tmpext=WAUPUN_TEST&type=report".

Message	Credit Load Completed
Status	OK
URL	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=123037&tmpext=WAUPUN_TEST&type=report

Move to the **Edits** tab.

Review the Final accounts that loaded.

Note: Do Not Delete accounts from the Edit tab.

Credit Control > Credit Control Run > Credit Control Run > Edit

The screenshot displays the 'Credit Control Run (BROWSE)' application window. The 'Batch Information' section shows 'Batch I.D.: FINAL REMINDER', 'Batch number: 117', and 'Created by: aenfelt'. The 'Credit Control Exceptions (BROWSE)' section shows 'Account: 102173', 'Credit: D', and 'BRADLEY COOPER'. The 'Details (BROWSE)' section contains a table with columns: Service, Notice Le..., Date, Due Date, Overdue, Current, and Balance At. The table lists five records (E, R, S, U, W) with their respective values. At the bottom, a summary shows 'Tot overdue: 255.19' and 'Tot current: 255.19'.

Service	Notice Le...	Date	Due Date	Overdue	Current	Balance At
E	6	2019-11-17	2019-11-16	142.72	142.72	142.72
R	6	2019-11-17	2019-11-16	20.95	20.95	20.95
S	6	2019-11-17	2019-11-16	20.91	20.91	20.91
U	6	2019-11-17	2019-11-16	5.69	5.69	5.69
W	6	2019-11-17	2019-11-16	64.92	64.92	64.92

Before transferring any Finals batch to a Debt Collector, update the 'Letter Print' flag.

Unless the utility procedure is to send a letter to each final account, it is necessary to update the Letters flag manually.

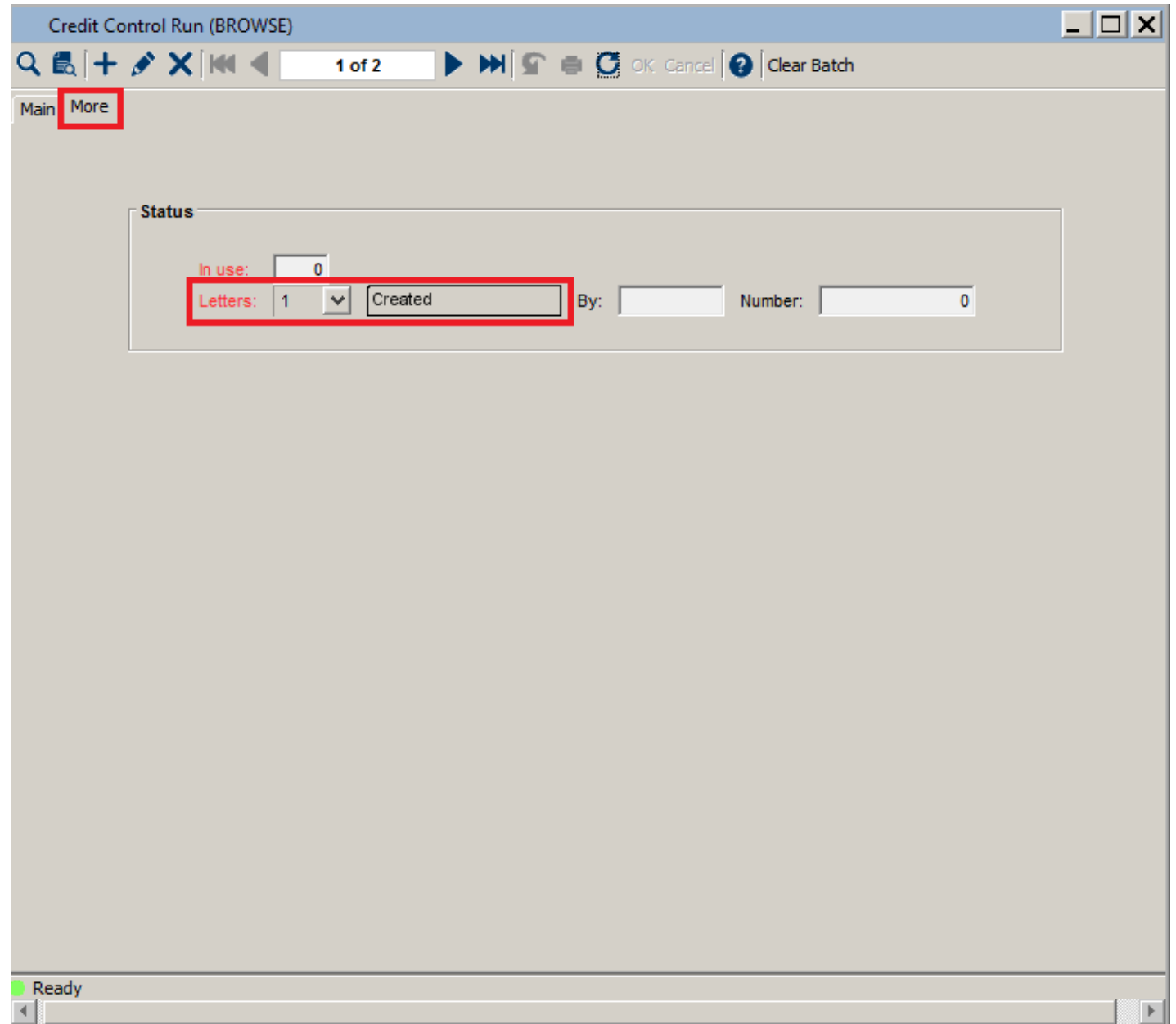
Move to the **More** tab.

Click the **Edit** icon.

At **Letters**, select '1' from the dropdown menu. This will allow the system to transfer the accounts to the Debt Collector.

Click **OK** to save the change.

Return to the **Main** tab for the batch.



Navigate to the **Assign/Post** tab.

Select the **Assign Debt Collector** tab.

Click the **Edit** icon at the bottom of the table.

Select the **Debt Collector** batch from the dropdown menu.

The Tax Lien Debt Collector for the current or upcoming year may be used.

Click **OK** to transfer the accounts to the set Debt Collector.

Credit Control > Credit Control Run > Credit Control Run > Assign/Post > Assign Debt Collector

Credit Control Run (BROWSE)

1 of 2

Batch Information

Batch I.D.: FINAL REMINDER Batch number: 117 Created by: jaenfelt

Details Auto / Aging Load Edit Exceptions Edit Exceptions Report Re-assess Batch Print Disconnects **Assign / Post**

Assign Debt Collector Assign Alerts Post

Assign Debt Collector (FIND)

Program Parameters

Debt Collector: Z 2020 TAX ROLL

Event filter:

Filter Parameters

Cycle:

Notice level:

Service type:

Amount due:

Active: All

Additional Parameters

Credit event:

Event date:

Expiry date:

Minimum events: 0

Please select the debt collector

OK Cancel

Click **Close** when the loading process completes.

The screenshot shows a web browser window titled "Credit Control Run (BROWSE)". The window has a menu bar with "Print", "Save", "Cancel", and "Close" (the "Close" button is highlighted with a red box). Below the menu bar are tabs for "Results", "Status", and "Errlog". A blue progress bar is at 100%. Below the progress bar, a green dot indicates "Download complete. Report url = http://WPPIUB181:18001/fglweb/secure/FGL?reportid=123055&tmpext=WAUPUN_TEST&type=report". Below this is a table with three rows:

<i>Message</i>	Processing Completed
<i>Status</i>	OK
<i>URL</i>	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=123055&tmpext=WAUPUN_TEST&type=report