

Part 3: Billing Accounts Receiving Energy Assistance Funds

During the **Regular Billing Cycle**, bill accounts receiving Energy Assistance funds following the Utilities' normal billing procedures.

Review multiple accounts receiving Energy Assistance funds to ensure they appear on the bills as a line item.

Reports to review include:

- Bill Print
- Journal Print
- Journal Print > G/L Accounts

Journals > Billing Journal > Bill Print

Account	Start Date	End Date	Amount	Rate	Usage	Amount	Rate	Usage	Amount	Customer Name
ACCT 008 005	00031108	09/03/2019 08/05/2019	57.93		58.50					123 HARD TIMES DR LEONARDO DICAPRIO
HIST	08/01/2019	31	659	21	4300	139	07/01/2019	30	543	18 4100 137 06/01/2019
MTR	E	0100000123 RES	08/01/2019 07/01/2019	31 MR	6148	5911	1	237.0000 kWh	659.0000 N	398 13 33
MTR	E	0100000123 RESOFF	08/01/2019 07/01/2019	31 MR	13510	13088	1	422.0000 kWh		
MTR	W	01W0001111 W-.750	08/01/2019 07/01/2019	31 MR	0102581	0098315	1	42.66.0000 GAL		
CHRH	PREVIOUS BALANCE		117.20							
CHRH	PAYMENT 07/29/2019		-117.20							
CHRH	BALANCE FORWARD		0.00							
CHRG	ELECTRIC SERVC:									
CHRG	Customer Charge RES		7.00							
CHRG	On Peak Energy Charge		0.106000		237	25.12				
CHRG	Off Peak Energy Charge		0.106000		422	44.73				
CHRG	Power Cost Adjustment Clause		-0.012800		659	-8.43				
CHRG	Energy Assistance Applied		-72.18							
CHRG	State and County Tax at 5.5%		3.76							
CHRG	Commitment to Community Charges		1.44							
CHRG	Subtotal		1.44							
CHRG	WATER SERVC:									
CHRG	Customer Charge W-.750		8.00							
CHRG	First 10,000 Gallons Used		0.330000		4300	14.19				
CHRG	Fire Protection		6.22							
CHRG	Subtotal		28.41							
CHRG	SANITARY SWR SERVC:									
CHRG	Customer Charge S-.750		9.76							
CHRG	Usage/Consumption		0.426000		4300	18.32				
CHRG	Subtotal		28.08							
CHRG	CURRENT CHARGES		57.93							
CHRG	TOTAL AMOUNT DUE		57.93							

Journals > Billing Journal > Journal Print

Billing Journal (BROWSE) JOURNAL PRINTED														
STURGEON BAY UTILITIES CYCLE: 8 ROUTE: 5 BILLING JOURNAL 00000011102 aenfelt 07/29/2019 16:01 Page: 1														
BATCH: 12440 CONSUMPTION YEAR-MONTH: 2019-07														
SERVICE	BILL TYPE	BILL CODE	CAT	LAST READ	READ DATE	BILL DATE	DUE DATE	BILL ELAP DAYS	BALANCE FORWARD	CURRENT	LATE CHARGE	NET		
METER	POS.	PREV READ	CURR READ	TYPE	UNITS	DAYS	MULT	USAGE	USAGE BILLED	DEMAND BILLED	POWER FACTOR			
LEONARDO DICAPRIO														
----- READ -----														
123 HARD TIMES DR														
ELECTRIC	1	REGLR	RES	40	07/01/2019	08/01/2019	08/05/2019	09/03/2019	30	31	0.00	0.00	0.00	31108
WATER	1	REGLR	W-.750	40	07/01/2019	08/01/2019	08/05/2019	09/03/2019	30	31	0.00	22.19	0.22	22.19
SEWER	1	REGLR	S-.750	40	07/01/2019	08/01/2019	08/05/2019	09/03/2019	30	31	0.00	28.08	0.28	28.08
FUBL BENE	1	REGLR	FBRES1	40	07/01/2019	08/01/2019	08/05/2019	09/03/2019	30	31	0.00	1.44	0.01	1.44
FIRE PROT	1	REGLR	F-.750	40	07/01/2019	08/01/2019	08/05/2019	09/03/2019	30	31	0.00	6.22	0.06	6.22
0100000123	1	RES			5911		6148 MR 1 kWh	31	1.0		237.00	659.00		
0100000123	2	RESOFF			13088		13510 MR 1 kWh	31	1.0		422.00			
01W0001111	1	W-.750			0098315		0102581 MR H High G	31	1.0		4266.00	4300.00G	4300.00	
E CUST CHG:		7.00	EA HELD	:	-72.18		OFF PK KWH:	44.73	ON PK KWH :	25.12	NET	:	57.93	
PCAC :		-8.43	E SALES TX:		3.76		CUST CHG :	8.00	W USAGE :	14.19	LATE CHRG:		0.57	
CUST CHG :		9.76	S USAGE :		18.32		P-LOWINCOM:	1.44	F CC :	6.22	GROSS	:	58.50	

Journals > Billing Journal > Journal Print (G/L Accounts)

Billing Journal (BROWSE)		JOURNAL PRINTED						
Print	Save	Cancel	Close					
Results	Status	Errorlog						
STURGEON BAY UTILITIES		BILLING JOURNAL	00000011102 aenfelt 07/29/2019 16:04 Page: 2					
BATCH: 12440	CONSUMPTION YEAR-MONTH: 2019-07							
CYCLE: ALL	PSEUDO	G/L ACCOUNT	DEBIT	CREDIT				
2	4630.142.00.0.0000	E-Customer Receivables	1.44					
7	4630.440.60.0.0000	Urban Residential Service		68.42				
13	4630.253.00.0.9800	Def Credit-Low Income Rev		1.44				
36	4630.241.00.0.0042	Sales Tax		3.76				
41	4650.142.00.0.0000	Cust Accts Recvble-Water	28.41					
44	4650.461.60.0.0000	Wtr-Urban Res Service		22.19				
48	4650.463.00.0.0000	Public Fire Protection		6.22				
55	4660.142.00.0.0000	Swr-Cust Accts Recvble	28.08					
59	4660.722.60.0.0000	Swr-Urban Res Service		28.08				
135	4630.232.00.0.0500	ENERGY ASSISTANCE HELD	72.18					
			130.11	130.11				
Utility	Balance Forward	No Bill	First	Final	Regular	Budget	Delay	Equal Payments
ELECTRIC	0.00				1			0.00
WATER	0.00				1			0.00
SEWER	0.00				1			0.00
PUBL BENE	0.00				1			0.00
FIRE PROT	0.00				1			0.00
Total Bills:		1						0.00

After posting the Billing Journal, the Energy Assistance table updates the **Amount Used** and **Amount Remaining**.

The record details table updates the following information:

- Bill Date
- Read Date
- Stat Code
- Amount Applied

Review multiple accounts for accuracy.

If any account does not process as expected, submit a WSC ticket for assistance.

Account Gateway > Additional Information > Energy Assistance

The screenshot displays the 'Energy Assistance Program (BROWSE)' interface. The top section, titled 'Energy Assistance', contains the following fields:

Service type:	E	State Id:	
Stat code:	E-UA	Name for file:	DICAPRIO, LEONARDO
Start date:	2019-07-26	End date:	
Amount available:	200.00	Amount used:	72.18
Amount remaining:	127.82		

The bottom section, titled 'Energy Assistance Detail (BROWSE)', shows the 'Record Details' view with the following fields:

Bill date:	2019-08-05	
Read Date:	2019-08-01	
Stat Code:	E-UA	E UTILITY ASSISTANCE
Submitted:		
Amount Applied:	72.18	

The interface includes navigation controls at the top (1 of 1) and a 'Ready' status indicator at the bottom left.