

Setup Requirements

Payment Arrangement Letters

Best setup as a Mail Merge letter using NorthStar and MS Word. Contact WPPI Business Solutions staff for assistance.

Note: Invoiced Payment Arrangements are only available to utilities using InfoSend flat files for billing.

(Required Group Code for Invoiced Payment Arrangements)

Group Code **INVARR**

Click **Add**.

Enter all fields as shown below.

Service Type = E (Electric)

Group Code = INVARR

Sequence = (leave blank)

Description = INVOICED
ARRANGEMENTS

Short Description = INVARR

Setups > Setups > Standard > Service > Group Codes Setup

Group Codes Setup (BROWSE)

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OK Cancel Report

Group Codes

Service type: E ELECTRIC

Group code: INVARR

Sequence:

Description: INVOICED ARRANGEMENTS

Short description: INVARR

Ready

Click **OK** to save.

(Required Stat Code for Invoiced Payment Arrangements)

Stat Code **INVARR**

Select any current Stat Code (i.e., E-DREQ) that contains Category Codes.

Click 'Just Like'.

Enter all the fields as indicated below.

Statistic Code = INVARR

Description = INVOICED

ARRANGEMENTS

Short Description = INVARR

Service Type = E (ELECTRIC)

Group Code = INVARR (INVOICED ARRANGEMENT)

Tax Code = 1 (ELECTRIC – NO TAX)

Click **OK** to save.

The **Category Information** section will populate with the copied category codes.

Note: The Category Codes may go to suspense as the INVARR Stat Code allows the INVARR Group Code to show on the billing journal.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes Setup (BROWSE)

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OK Cancel Just-like

Statistic Codes

Statistic code: INVARR Description: INVOICED ARRANGEMENTS
Short description: INVARR

Service type: E ELECTRIC
Group code: INVARR INVOICED ARRANGEMENTS
Tax code: 1 ELECTRIC - NO TAX

Category Information (BROWSE)

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OK Cancel

Category Code	G/L Account	Pseudo No.	Description
10	99.999.00.0000	99	SUSPENSE
11	99.999.00.0000	99	SUSPENSE
12	99.999.00.0000	99	SUSPENSE
13	99.999.00.0000	99	SUSPENSE
15	99.999.00.0000	99	SUSPENSE
16	99.999.00.0000	99	SUSPENSE
17	99.999.00.0000	99	SUSPENSE
18	99.999.00.0000	99	SUSPENSE
19	99.999.00.0000	99	SUSPENSE
20	99.999.00.0000	99	SUSPENSE
21	99.999.00.0000	99	SUSPENSE

Ready

(Required Program Key Value for Invoiced Payment Arrangements)

Program Key Value

INVOICEARRANGEMENTS

Click the **Add** icon.

In the **Name** field, enter INVOICEARRANGEMENTS.

Value is set to 1. This tells the bill calculation program to process invoice type arrangements in billing.

The **User** field remains blank.

Click **OK** to save.

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

Program Key Values Setup (BROWSE)

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Environment Values

Name: INVOICEARRANGEMENTS

Value: 1

User:

Description: If this keyvalue is present, the billing calc routine will process any Invoice Payment Arrangements

Please enter the name of the keyvalue

(Required Program Key Value for Invoiced Payment Arrangements)

Program Key Value

ARRANGE_STAT_SERVICE

Click the **Add** icon.

In the **Name** field, enter **ARRANGE_STAT_SERVICE**.

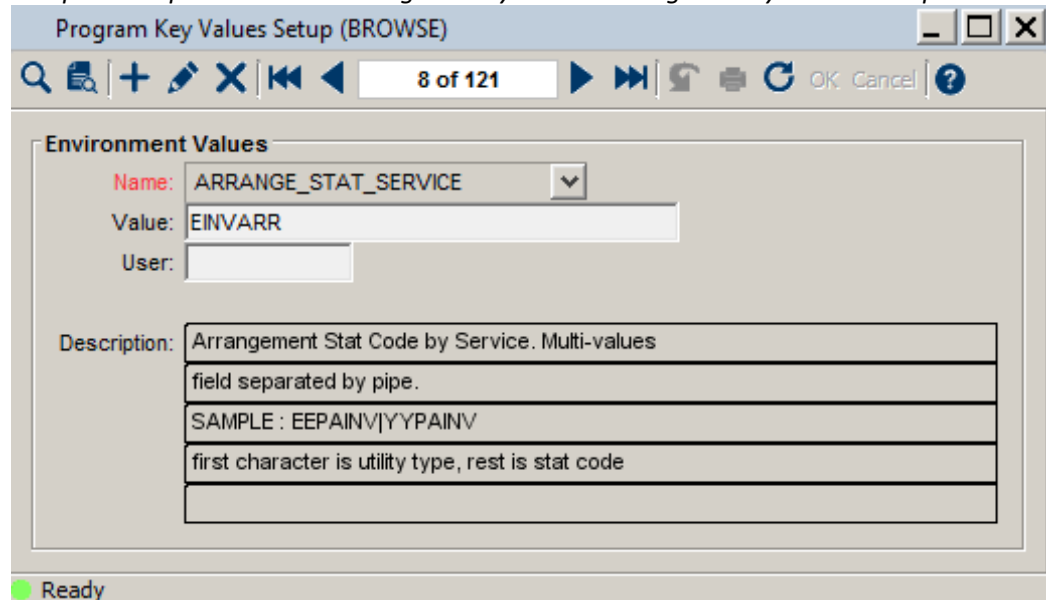
Value is set to **EINVARR**. The first character identifies the utility type. The remainder of the Value identifies the Stat Code.

The **User** field remains blank.

Click **OK** to save.

*Note: Multiple service types may be added using the format noted in the description. For example, if including Electric and Water service, set the value as **EINVARR|WINVARR**.*

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



(Required Program Key Value for Invoiced Payment Arrangements)

Program Key Value (PKV)
ARRANGEMENT STATCODE

Click the **Add** icon.

In the **Name** field, enter
ARRANGEMENTS STATCODE.

Value is set to INVARR.

The **User** field remains blank.

Click **OK** to save.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: ARRANGEMENT STATCODE

Value: INVARR

User:

Description: Default Statcode used by the Billing Calc when processing Invoice Payment Arrangements. If not set, the process will use Statcode BPAINV

Ready

(Required Bill Print Value for Invoiced Payment Arrangement Bill Prints)

Bill Print Value
InvAmountBalDesc

Click the **Add** icon.

In the **Bill Print Value Name** field, enter InvAmountBalDesc.

At **Bill Print Value**, enter TOTAL BALANCE. This will prompt NorthStar to include the Total Balance due on the Invoiced Bill Print.

All other fields remain blank.

Click **OK** to save.

Setups > Setups > Standard > Billing > Bill Print Values Setup

The image shows two overlapping software windows. The top window is titled "Bill Print Values Setup (BROWSE)" and contains the following fields:

- Bill Print Value Name:
- Bill Print Value:
- User Name:
- Description 1:
- Description 2:
- Description 3:
- Description 4:
- Description 5:

The bottom window is titled "Bill Print Value Dictionary (BROWSE)" and features a table with two columns: "Language" and "Bill Print Value". The table is currently empty.

(Required Bill Print Value for Invoiced Payment Arrangement Bill Prints)

Setups > Setups > Standard > Billing > Bill Print Values Setup

Bill Print Value
InvAmountInvDesc

Click the **Add** icon.

In the **Bill Print Value Name**, enter
InvAmountInvDesc.

At the **Bill Print Value** field, enter
PLEASE PAY THIS AMOUNT.

All other fields remain blank.

Click **OK** to save.

Bill Print Values Setup (BROWSE)

Ready 1 of 1 OK Cancel ?

Bill Print Value Name: InvAmountInvDesc
Bill Print Value: PLEASE PAY THIS AMOUNT
User Name:
Description 1:
Description 2:
Description 3:
Description 4:
Description 5:

Bill Print Value Dictionary (BROWSE)

0 of 0 OK Cancel ?

Language	Bill Print Value
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(Required Bill Print Value for Invoiced Payment Arrangement Bill Prints)

Bill Print Value
InvoiceArrange

Click the **Add** icon.

In the **Bill Print Value Name** field, enter InvoiceArrange.

At the **Bill Print Value**, enter '1'. This will prompt NorthStar to include this item on the Invoiced Bill Print.

All other fields remain blank.

Click **OK** to save.

Setups > Setups > Standard > Billing > Bill Print Values Setup

Bill Print Values Setup (BROWSE)

1 of 2

Ready

Bill Print Value Name: InvoiceArrange

Bill Print Value: 1

User Name:

Description 1:

Description 2:

Description 3:

Description 4:

Description 5:

Bill Print Value Dictionary (BROWSE)

0 of 0

Language	Bill Print Value
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(Required Bill Print Value for Invoiced Payment Arrangement Bill Prints)

Bill Print Value
InvoiceArrangeDesc

Click the **Add** icon.

In the **Bill Print Value Name** field, enter InvoiceArrangeDesc.

At the **Bill Print Value**, enter PAYMENT ARRANGEMENT.

All other fields remain blank.

Click **OK** to save.

Setups > Setups > Standard > Billing > Bill Print Values Setup

Bill Print Values Setup (BROWSE)

Ready 1 of 1

Bill Print Value Name: InvoiceArrangeDesc
Bill Print Value: PAYMENT ARRANGEMENT
User Name:
Description 1:
Description 2:
Description 3:
Description 4:
Description 5:

Bill Print Value Dictionary (BROWSE)

Browse Details

Language	Bill Print Value
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(Required Bill Print Value for Invoiced Payment Arrangement Bill Prints)

Bill Print Value
CURRENTlessDEPOSIT

Click the **Add** icon.

In the **Bill Print Value Name** field, enter CURRENTlessDEPOSIT.

At the **Bill Print Value**, enter '1'. This prompts the system to calculate the Current Balance less the Deposit amount owed.

All other fields remain blank.

Click **OK** to save.

NOTE: If only using Balance Arrangements, DO NOT set this Bill Print Value.

Setups > Setups > Standard > Billing > Bill Print Values Setup

Bill Print Values Setup (BROWSE)

Ready

Bill Print Value Name: CURRENTlessDEPOSIT

Bill Print Value: 1

User Name:

Description 1:

Description 2:

Description 3:

Description 4:

Description 5:

Bill Print Value Dictionary (BROWSE)

0 of 0

Language	Bill Print Value
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Review the Bill Print Values for the value: BP_notusingarrangements

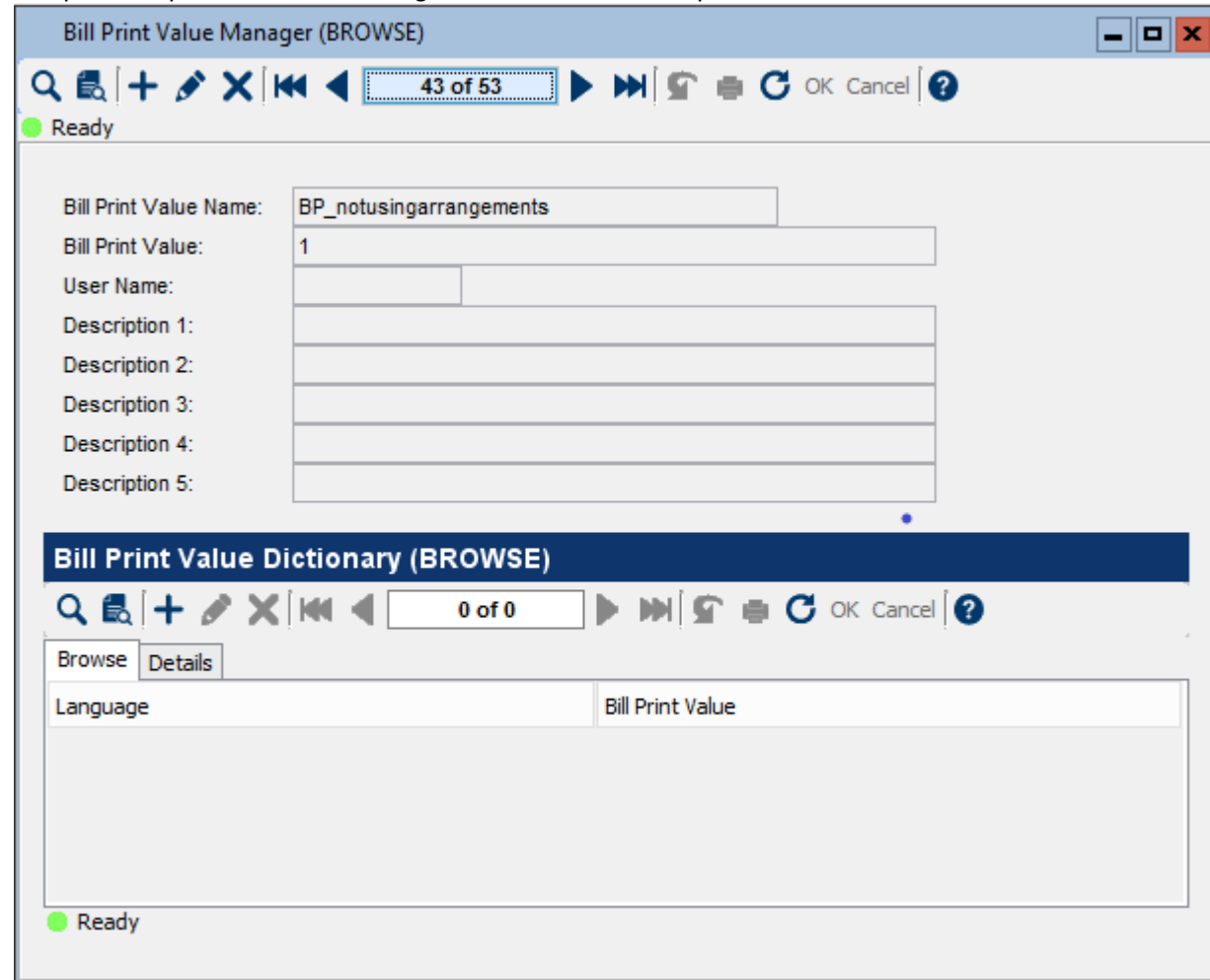
The value is set during initial InfoSend bill print setup for utilities not currently using invoiced arrangements. This ensures accounts with deposits will populate the correct amount in the account record rather than the amount due *plus two (2)* months of deposit amounts.

When using Invoiced Payment Arrangements, the value must be deleted.



To delete the Bill Print Value, select the value as shown in the image.

Click the **delete** icon (X) to remove the value.

Setups > Setups > Standard > Billing > Bill Print Values Setup



Note: Stat code INVARR and PKV ARRANGEMENT STATCODE identifies the payment arrangement on the billing journal.

Billing Journal (BROWSE) CALCULATED													
Print Save Cancel Close  													
Results Status Errlog													
CYCLE: 1 ROUTE: 103 BILLING JOURNAL VERIFICATION cschaub													
BATCH: 2038 CONSUMPTION YEAR-MONTH: 2019-01													
BILL BILL													
SERVICE	TYPE	CODE	CAT	LAST READ	READ DATE	BILL DATE	DUE DATE	BILL DAYS	ELAP DAYS	BALANCE FORWARD	CL		
----- READ -----													
METER	POS.	PREV READ			CURR READ			TYPE	UNITS	DAYS	MULT	USAGE	
=====													
				10	11/21/2018	01/31/2019	01/31/2019	02/20/2019	60	71	306.42	2	
ELECTRIC	1	REGLR	RG1	10	11/21/2018	01/31/2019	01/31/2019	02/20/2019	60	71	306.42		
PUBLIC	BE	1	REGLR	CTREC	10	11/21/2018	01/31/2019	01/31/2019	02/20/2019	60	71	2.26	
1800002109	2	RG1		002420		002978	CE	1 kWh	71	1.0	558.00		
1800002109	3	RG1		004523		005713	CE	1 kWh	71	1.0	1190.00		
E KWH	:	177.60	E MIN	:	20.00	E PCAC	:	-12.06	E TAX	:	10.39		
E TAX EX	:	-10.39	INVARR	*	102.89	P ENG CONS:	:	0.74	P LOW INC	:	0.74		

Program Key Value
PAYARRANGELIMIT

Click the **Add** icon.

In the **Name** field, enter
PAYARRANGELIMIT.

Set **Value** to the number of days
before or after a bill is due to apply
payments to the arrangements.

If no value is set, the default value is 6
days before or after a bill is due.

The **User** field remains blank.

Click **OK** to save.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: PAYARRANGELIMIT

Value: 20

User:

Description: number of days past the payment date to apply
payments to the arrangements.
default is 6 days if this keyvalue is not set.

Ready

Program Key Value
arrduedays

Click the **Add** icon.

In the **Name** field, enter arrduedays.

Set **Value** to be equal to the value set in the PAYARRANGELIMIT key value.

The example shows the value set to 20. This is the same number of days used in the PAYARRANGELIMIT program key value.

This program key value allows the payment arrangement to show in the Cashiering Receipt entry.

The **User** field remains blank.

Click **OK** to save.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: arrduedays

Value: 20

User:

Description: add arrduedays to payday when opening payment arrangement cursor to bring in the payment arrangement into cash prior to the due date Number of days applies on either side of due date

Ready

Set Program Key Value

Program Key Value

CCRGRACEPERIOD is used if the utility chooses to allow a grace period on the payment arrangement.

Set the value to the number of 'grace' days allowed.

This is used in the payment arrange report, Credit Control load, and Credit Control aging load to give grace period days for accounts with payment arrangements.

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

The screenshot shows a software window titled "Program Key Values Setup (BROWSE)". The window has a standard toolbar with icons for search, print, add, delete, and navigation. The main area is titled "Environment Values" and contains the following fields:

- Name:** CCRGRACEPERIOD (dropdown menu)
- Value:** 1 (text input)
- User:** (empty text input)
- Description:** This is used in payment arrange report and CCR load and CCR aging load to give grace period of days for accounts with payment arrangements (text area)

The status bar at the bottom left shows a green light and the word "Ready".

Program Key Value
ARRANGEMENTS_ON_PAP

Click the **Add** icon.

In the **Name** field, enter
ARRANGEMENTS_ON_PAP.

Setting the **Value** to 'null' (blank), '0',
or '1', PAP loads the account balance
plus the Payment Arrangement.

Setting the **Value** to '2', PAP loads the
account balance *less* the arrangement
amount.

The value is determined by how the
utility wants the PAP amount to load.

The **User** field remains blank.

Click **OK** to save.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: ARRANGEMENTS_ON_PAP

Value: 2

User:

Description: When its value null OR 0 OR 1 PAP will load AccBal
plus PayArrangement. if it's value set to 2:
PAP_amount = (AccountBalance - ArrangementAmount)

Ready

Program Key Value (optional)

LPDNIARRANGE

Click the **Add** icon.

In the **Name** field, enter

LPDNIARRANGE.

Set **Value** to 1.

This excludes accounts with an active payment arrangement from loading into the Late Payments journal. These accounts are not excluded unless the PKV is set.

Click **OK** to save.

NOTE: The PKV only eliminates the amount of the active payment arrangement on an account from loading into the Late Payments journal.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: LPDNIARRANGE

Value: 1

User:

Description: Set this keyvalue to stop active pay arrangements from being included in late payment journal calculations

Ready