

Setup Requirements

Statistic Codes Setup

In the Statistic Codes Setup table, select the Stat Code to use for Utility Assistance.

The Stat Code should be preceded by an 'E' for electric utility assistance, or a 'W' for water utility assistance.

The Stat Code connects Utility Assistance to the appropriate G/L account for the initial receipt of cash and for entering on the individual Utility Assistance entries.

If a Stat Code does not exist for Utility Assistance submit a [WSC ticket](#) for help in setting one up.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes

Statistic code: E-UA Description: E UTILITY ASSISTANCE
Short description: E ASSIST

Service type: E ELECTRIC
Group code: E-UA E UTILITY ASSISTANCE
Tax code: 1 ELECTRIC - NO TAX

Category Information (BROWSE)

Category Code	G/L Account	Pseudo No.	Description
01	4630.232.00.0.0500	135	UTILITY ASSISTANCE HELD
02	9999.000.00.0.0000	999	SUSPENSE
03	9999.000.00.0.0000	999	SUSPENSE
04	9999.000.00.0.0000	999	SUSPENSE
05	9999.000.00.0.0000	999	SUSPENSE
06	9999.000.00.0.0000	999	SUSPENSE
07	9999.000.00.0.0000	999	SUSPENSE
08	9999.000.00.0.0000	999	SUSPENSE
09	9999.000.00.0.0000	999	SUSPENSE
10	9999.000.00.0.0000	999	SUSPENSE
11	9999.000.00.0.0000	999	SUSPENSE

Ready

Bill Print Setup

In the Billing Print Setup table, verify the Utility Assistance stat code is included on the current bill print used.

Select **Bill Number** 38 or the current Bill Number used by the Utility.

Locate the **Electric Charge Detail** section.

Move to the **Details** window.

Click **Add**.

Enter the fields as shown below:

Order = auto-populates as the next available sequential number
Statistic Code = UA Stat Code created
Description = update verbiage to match the bill print line-item verbiage.
Zero Suppress = Y (checked box)
Flags = leave blank

Click **OK** to save.

The Stat Code automatically saves to the bottom of the section. Use the **Move Up/Move Down** option at bottom of table place the Stat Code in the desired location of the section.

Note: Locate and select the Water Charges Details section if the utility assistance is for the water service.

Journals > Billing and Adjustments > Billing Print Setup > Electric Charge Details

The screenshot shows the 'Bill Print Setup (BROWSE)' window. The 'Bill Print Group' section contains the following fields:

- Bill number: 38
- Section: 100 Electric Charge Detail
- Summarize: N
- Subtotal:
- Zero suppress:

The 'Detail (BROWSE)' section shows a table with the following data:

Or...	Statistic code	Description	Zero suppress	Fla...	Fla...	Fla...	Fla...
10	E-YRKW	Distribution Dmeand Charge ...	Y		R	D	
11	E-PCAC	Power Cost Adjustment	Y		R	U	
12	E-ECA	Energy Cost Adjustment	Y				
13	E-NPCA	No Power Cost Adjustment ...	Y				
14	E-RECN	Reconnect Charge	Y				
15	E-NSF	NSF Check Charge	Y				
16	E-FLAT	Flat Charge	Y				
17	E-DREO	Deposit Required	Y				
18	E-UA	E Utility Assistance	Y				
19	E-EWRR	Energy Waste Reduction	Y				
20	E-EWRC	Energy Waste Reduction	Y				

The row for 'E-UA' is highlighted with a red box. Below the table are 'Move Up' and 'Move Down' buttons.

Locate the **Total Electric Charges** section.

Move to the **Details** window.

Click **Add**.

Enter the fields as shown below:

- Order** = auto-populates as the next available sequential number
- Statistic Code** = UA Stat Code created
- Description** = auto-populates
- Zero Suppress** = Y (checked box)
- Flags** = leave blank

Click **OK** to save.

The Stat Code automatically saves to the bottom of the section. Use the **Move Up/Move Down** option at bottom of table place the Stat Code in the desired location of the section.

Note: Locate and select the Total Water Charges section if the utility assistance funds will be applied to the water service.

Journals > Billing and Adjustments > Billing Print Setup > Total Electric Charges

The screenshot shows the 'Bill Print Setup (BROWSE)' window. The 'Bill Print Group' section contains the following fields:

- Bill number: 38
- Section: 130 Total Electric Charges
- Summarize: Y
- Subtotal:
- Zero suppress:

The 'Detail (BROWSE)' section shows a table with the following data:

Or...	Statistic code	Description	Zero suppress	Fla...	Fla...	Fla...	Fla...
14	E-PCAC	E POWER COST ADJUSTMENT ...	Y				
15	E-NPCA	E NO PCAC	Y				
16	E-RECN	E RECONNECT CHARGE ...	Y				
17	E-NSF	E NSF CHECK	Y				
18	E-ALFT	E AREA LIGHT FLAT	Y				
19	SL1	48 WATT LED SECURITY LIGHT ...	Y				
20	E-STAX	E STATE TAX	Y				
21	E-STXX	E STATE TAX EXEMPT	Y				
22	E-UA	E UTILITY ASSISTANCE	Y				
23	P-LINC	P LOW INCOME EMERGENCY FUN...	Y				
24	P-MISC	P MISCELLANEOUS	Y				

The row for 'E-UA' is highlighted with a red box. Below the table are 'Move Up' and 'Move Down' buttons. The status bar at the bottom shows 'Ready'.

A/R Description

In the A/R Descriptions table, verify an A/R Code exists identifying Energy Assistance payments.

If no A/R Code exists, create an A/R Code '12' to identify Energy Assistance.

For assistance in creating an A/R Code, submit a [WSC ticket](#).

Note: Use the corresponding A/R Codes shown below to set up Water or Crisis Assistance Payments.

*Water Assistance Payment
A/R Code = 39*

*Crisis Assistance Payment
A/R Code = 41*

Setups > Setups > Standard > A/R Description

A / R Descriptions Setup (BROWSE)

10 of 98

A/R Descriptions

A/R code: 12

Description: ENERGY ASSISTANCE PAYMENT

A/R Description Dictionary (BROWSE)

0 of 0

Browse Details

Language	AR Description
----------	----------------

Ready

Payment Methods Setup

In the Payment Methods Setup table, the code used is determined by the A/R Code the payment will be attached.

Verify a payment code exists. If no code exists, create one.

Click the **Add** icon.

Enter the fields as shown below:

Code = 12; if this code already exists, enter a code number that is not currently in use.

Description = Energy Assistance Payment

A/R description = use the dropdown menu to link to the corresponding A/R description

Drawn by = 'Y'

Click **OK** to save.

Note:
For Water Assistance Payments use Code 13.

For Crisis Assistance Payments use Code 14.

Cashiering > Setups > Payment Methods Setup

Payment Method Setup (BROWSE)

11 of 22

OK Cancel ?

Payment Method Setup

Code: 12

Description: ENERGY ASSISTANCE PAYMENT

A/R description: 12 ENERGY ASSISTANCE PAYMENT

Drawn by: Y

G/L pseudo code:

Ready

Transaction Code Setup

Review the Transaction Codes currently set for the Utility. A Transaction Code is required for Energy Assistance funds.

The code allows the tracking of the State/Federal funds to the Revenue G/L Account. Enter the code when applying the State/Federal Energy Assistance funds check in the miscellaneous transactions table.

If no code exists for Energy Assistance, create a new code.

In the **Code** field, enter a new code number. This is any number not currently in use.

Enter a **Description** for the new code.

Select the **Revenue G/L Account** from the dropdown menu. This code is associated to the Energy Assistance Stat Code.

Set **Bank G/L Account** to '1' (Cash)

Override G/L Account and **Skip G/L Trans** should remain unchecked.

Cashiering > Setups > Transaction Code Setup

Transaction Code Setup (BROWSE)

18 of 26

OK Cancel

Transaction Code Setup

Code: 25

Description: ENERGY ASSISTANCE HELD

Revenue G/L Account: 135 4630.232.00.0.0500

ENERGY ASSISTANCE HELD

Bank G/L Account: 1 4630.131.00.0.0000

Cash

Override G/L Account:

Skip G/L Trans:

Ready

Program Key Values

Program Key Value

EAP_EXCLUDESOURCES

EAP_EXCLUDESOURCES indicates charges that should not be included in the allocation of Energy Assistance funds on a bill.

Functionality: This will allow the balance forward amount of a bill to be included in the amount when applying Energy Assistance funds.

Click the **Add** icon.

In the **Name** field, enter EAP_EXCLUDESOURCES

Set **Value** to 'BI' to exclude payment arrangements from current charges. Include 'BF' (balance forward) if the payment is *not* be applied to the existing service balance forward.

If Energy Assistance recipients are responsible for all Sales Tax, include 'TX' in the Value field.

The **User** field remains blank.

Click **OK** to save.

Each Utility determines which Program Key Value(s) to set based on their Utility Policy.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: EAP_EXCLUDESOURCES

Value: 'BI', 'BF', 'TX'

User:

Description: Indicates charges that should not be included in the allocation of EAP funds. Enter a comma separated list of 2 character billing calc source codes wrapped by single quotes (ie- 'BF', 'BI') 2 char source codes found in BJ stat tab tables

Ready

Program Key Value
EAP_ALLOCATEONFINAL

EAP_ALLOCATEONFINAL controls the allocation of all remaining Energy Assistance funds on a final bill regardless of the amount.

Click the **Add** icon.

In the **Name** field, enter
EAP_ALLOCATEONFINAL

Value field remains blank.

The **User** field remains blank.

Click **OK** to save.

Note: If the Program Key Value EAP_FOLLOWME is set, this will override the EAP_ALLOCATEONFINAL if the account moves to a new location and the service associated to the Energy Assistance fund is at the new location.

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, add, edit, delete, and navigation, along with "OK", "Cancel", and a help icon. The main area is titled "Environment Values" and contains the following fields:

- Name:** A dropdown menu with "EAP_ALLOCATEONFINAL" selected.
- Value:** An empty text input field.
- User:** An empty text input field.
- Description:** A multi-line text area containing the text: "Controls the allocation of all remaining EA funds on a final bill regardless of the amount."

At the bottom of the window, a green status indicator is labeled "Ready".

EAP_FOLLOWME

EAP_FOLLOWME allows any leftover Energy Assistance funding to forward to a new account when using the Move-To feature on a Move Out Service Order.

Functionality: The leftover Energy Assistance funds will move to the customer's new location on a final billing if the new location exists, OR when creating the new service location if the original location is final.

Click the **Add** icon.

In the **Name** field, enter EAP_FOLLOWME

Value field remains blank.

The **User** field remains blank.

Click **OK** to save.

Note: Energy Assistance funds will not forward to the new location if the service associated to the funding does not exist at the new location.

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

Program Key Values Setup (BROWSE)

Environment Values

Name: EAP_FOLLOWME

Value:

User:

Description: Allows any leftover EA funding to forward to a new account when using the MoveTo feature on a MoveOut service order. This only happens if the new location on a final bill exists OR when creating a new service location if the org. location is finalized

Ready