



# Account Gateway Miscellaneous Billing

*Harris Computer Systems*

*Version 1.0 02/19/2017*

## Miscellaneous Billing

Miscellaneous Billing is used to bill miscellaneous charges to an account. The charge can be added as a onetime only charge, or can be spread evenly over a number of billing periods. The charges from miscellaneous billing will show on the customers next Utility Bill.

Steps to add miscellaneous charges.

1. Find on Account in Account Gateway
2. Launch Miscellaneous Billing from Account Gateway > Other Billing Items > Miscellaneous Billing
3. Add (+) and insert appropriate Statistic Code and Amount

Service Summary (BROWSE) Miscellaneous Billing (ADD)

None Selected OK Cancel

Browse Record Details

DEMO VERSION

**Flat Rate**

Statistic Code: EMETR2 E Electric Misc Meter

Amount: 250.00

Qty: 1

**Payment**

No. 1

Pay Amount: 250.00 Left: 1 Balance: 250.00

**Creator/Last Access History**

Added By: probbins On: 02-14-2018

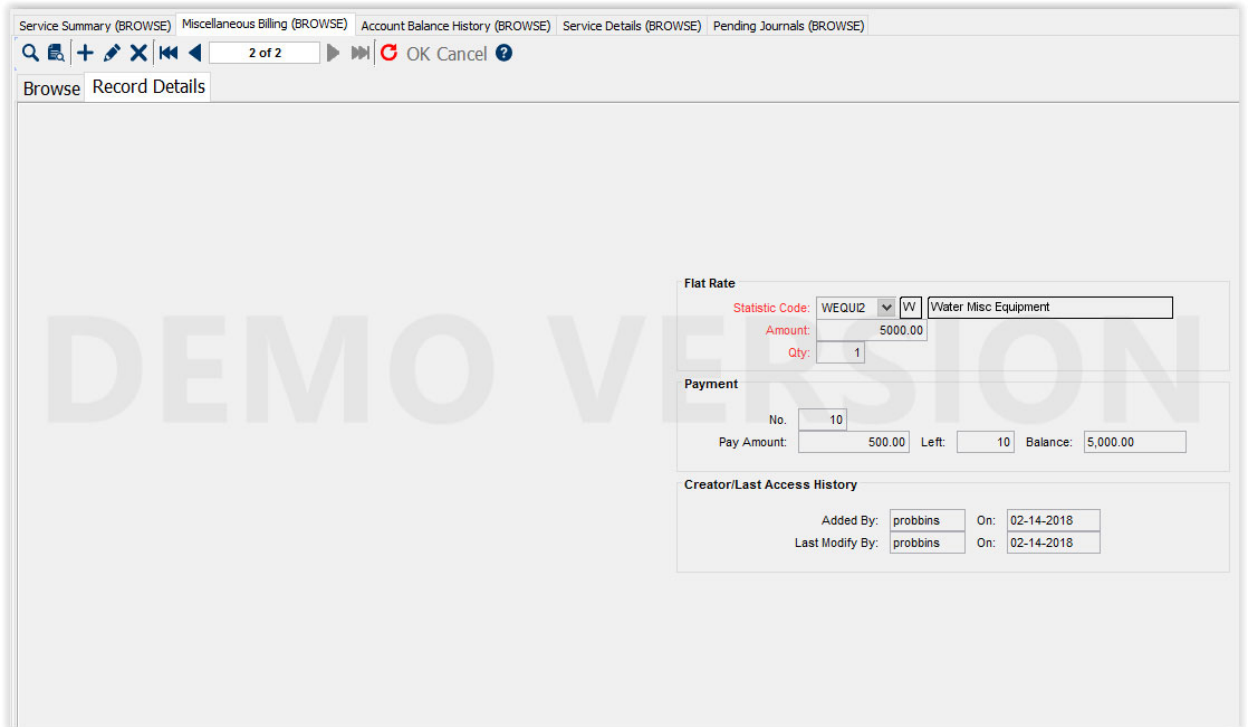
Last Modify By: On:

4. To add a miscellaneous charge that will be split over a number of bills:

Insert the amount (total charge) in the 'Amount' field in the *Flat Rate* section of the Miscellaneous Billing Record Details screen.

Insert the number of billing periods you would like to allocate the charge in the 'No' field in the *Payment* section of the Miscellaneous Billing Record Details screen.

In this example when user indicated the number of months to process the full amount of \$5000, NorthStar automatically calculate what that amount is over the number of months indicated in the 'No' field, and will apply that amount over the next 10 billing periods:



At the end of the 10 Billing Periods the full amount will have been billed without users requiring a reminder along the way to do so.

5. Journals > Billing and Adjustment > Billing Journal

Add (+) to Create Billing Journal Header

Billing Entry

Add (+) to add Account to Journal, OK

Calculate Billing Journal

Run Verification Listing

Charges from Miscellaneous Billing pull into to Billing Journal:

METER	POS.	PREV READ	CURR READ	TYPE	UNITS	DAYS
=====						
1831-01 PAULA ROBBINS			1 7	410		205
ELECTRIC	4 FIRST	100	ER 02/14/2018	03/14/2018	03/14/2018	03/26/2018
WATER	4 FIRST	200A	WR 02/14/2018	03/14/2018	03/14/2018	03/26/2018
GAS	3 NO BL	300	GR 06/03/2005	03/14/2018	03/14/2018	03/26/2018
SEWER	4 FIRST	700	SR 02/14/2018	03/14/2018	03/14/2018	03/26/2018
GARBAGE	3 NO BL	800	RR 06/03/2005	03/14/2018	03/14/2018	03/26/2018
0000024785	1	100	09053	09287	CE 1 kWh	28
0030111747	1	200A	0007	0010	CE H High F	28
0731653243	1	300	1339	29854	CE G F	4667
=====						
E MEMO ONL:	30.00	ECUST CHRG:	271.00	Z KWH	:	12.40
E MIN BILL:	7.00	MISC CHARG:	250.00	ENERGY	:	106.20
Trans Flat:	30.00	Trans KWH :	31.59	WAP	:	0.00
WATER MISC:	500.00	SEWER CONS:	3.00			