

EXTRA CHARGE JOURNAL

Why use an Extra Charge Journal?

Extra charge journals are used for billing adjustments and to add charges or credits to an account that do not originate from the regular billing process.

Step-by-Step Procedure

Batch Creation

From the **Journals** module, open Extra Charge Journal table.

Click **Add**.

At **Batch ID** enter a name for the batch. This may be left empty.

The **Batch Number** and **Created by** fields auto-populate.

Click **OK** to create the new batch.

The example used is for a reconnection fee.

Journals > Extra Charge Journal

Extra Charge Journal (BROWSE)

Batch More

Batch I.D.: RECONN FEE Batch Number: 1550 Created By: agiessen Batch Type: EC

Entry Verification Listing Assign Alerts Letter Print Journal Print Post

Extra Charge Entries (BROWSE)

Extra Charge

Entry: [] Date: []

Account: [] [] [] []

A/R code: []

Debt Collector: []

Record Details

Detail (BROWSE)

Total: []

Service	Description	Statistic C...	Description	Tax	Amount
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Ready

Extra Charge Entries

Click **Add** to enter the first charge.

The **Entry** field will auto-populate.

The **Date** defaults to the current date.
Adjust the date if needed.

Enter the **Account Number** to receive the extra charge. The occupant_code, account name, and service address auto-populate after tabbing or clicking in another field.

Select the **A/R Code** the extra charge aligns.

Debt Collector may remain empty unless assigning the account to a debt collector batch.

Click **OK** to save.

In the example, the A/R Code selected is for the Reconnection Charge.

Extra Charge Journal (BROWSE)

Batch More

Batch ID.: RECONN FEE Batch Number: 1550 Created By: agiessen Batch Type: EC

Entry Verification Listing Assign Alerts Letter Print Journal Print Post

Extra Charge Entries (BROWSE)

Extra Charge

Entry: 33458 Date: 2023-04-05

Account: 1231608 1 DANIEL RADCLIFFE

2022 ACCORDIAN AVE

A/R code: 22 RECONNECTION CHARGE

Debt Collector:

Record Details

Detail (BROWSE)

Total: 0.00

Service	Description	Statistic C...	Description	Tax	Amount
E	ELECTRIC	E-RECN	E RECONNECT CHARGE		0.00

Ready

Ready

Ready

Detail

The stat codes associated to the selected A/R Code appear.

Click **Edit**.

The table opens to the Record Details of the selected Stat Code.

The following fields auto-populate:

- Service
- Statistic Code
- Bill Code
- Date

Set the following fields as needed:

- Tax Code
- Usage
- Amount (extra charge)

Click **OK** to save.

Following the example, the reconnection fee of \$45.00 was entered.

The **Total** of all charges/credits for each account in the batch displays in the Details section.

Once all extra charges are entered, proceed with the Verification Listing, Journal Print, and Post.

The additional charges/credits will appear on the customer's next utility bill.

Extra Charge Journal (BROWSE)

Batch More

Batch ID: RECONN FEE Batch Number: 1550 Created By: agiessen Batch Type: EC

Entry Verification Listing Assign Alerts Letter Print Journal Print Post

Extra Charge Entries (BROWSE)

Extra Charge

Entry: 33458 Date: 2023-04-05

Account: 1231608 1 DANIEL RADCLIFFE

2022 ACCORDIAN AVE

RECONNECTION CHARGE

A/R code: 22

Debt Collector:

Record Details

Detail (BROWSE)

Total: 45.00

Browse Record Details

Detail	Service	Statistic Code	Tax Code	Bill Code	Usage	Amount
	E	E-RECN		RG1	0.00	45.00

Ready

Ready

Ready