



# JOURNALS

## Late Payment Journal

*Harris Computer Systems*

*Version 1.0 11/06/18*

Some Utilities will choose to charge a Late Payment Penalty, rather than Overdue Interest. There are several PKV's associated with Late Payments, which will cause it to behave differently. However, two of the most important ones are: MINLPAMOUNT and MAXLPAMOUNT. Ensure that these are setup with the minimum and maximum penalty amounts. Also, set the PKV LPJ\_useprevduedate to ensure that the LPJ load will default to the due date of the previous bill.

Next, the Penalty amounts need to be setup on Category Codes for each service. If you would like NorthStar to charge the penalty by a percentage of the balance, enter it in the "Penalty / discount %" field. If it is a flat dollar amount, enter it in the "Flat amount" field. Repeat this setup for as many Category Codes as are required.

Category Codes Setup (BROWSE)

Category Codes Setup

Category code: ER

Description: ELECTRIC RESIDENTIAL

Service Type: E ELECTRIC

High consumption check: April to: September

In range: 2000 Other months: 2500

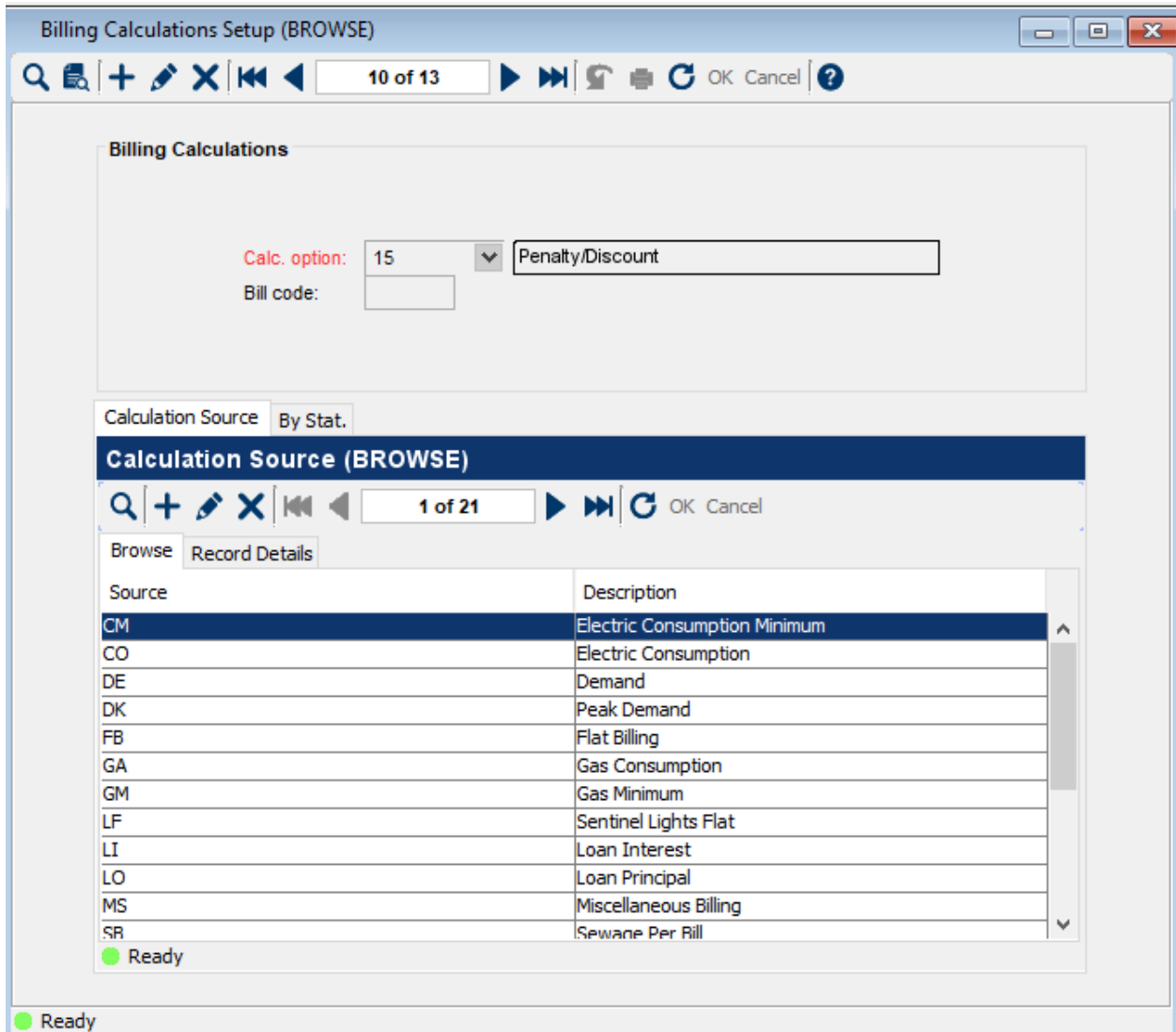
Penalty / discount %: 2.00 Flat amount:

Estimating Factors Percentage Flat dollar amount

In this example, the following parameters are set:

1. MINLPAMOUNT = \$1.00
2. MAXLPAMOUNT = \$10.00
3. Penalty type = Percentage
4. Penalty amount = 2%

Billing Calculations Setup must include all source codes that should be considered when running the Late Payment journal.



Northstar calculates the Late Payment amount in the billing journal and stores it in the database until the Late Payment journal is run. This allows for accounts to populate during the Auto-Load. If the customer has made a partial payment since the billing, the LPJ will recalculate the penalty amount when loading the account into the journal.

NorthStar Utilities      CYCLE: 13    ROUTE: 1    BILLING JOURNAL    VERIFICATION    jf88671      11/07/2018 19:57    Page: 1  
 BATCH: 4921    CONSUMPTION YEAR-MONTH: 2018-10

SERVICE	BILL TYPE	BILL CODE CAT	LAST READ	READ DATE	BILL DATE	DUE DATE	BILL ELAP DAYS	BILL ELAP DAYS	BALANCE FORWARD	CURRENT	LATE CHARGE	NET
----- READ -----												
METER	POS.		PREV READ	CURR READ	TYPE	UNITS	DAYS	MULT	USAGE	USAGE BILLED	DEMAND BILLED	POWER FACTOR
-----												
56752-00	JANIS TOMNIUK		13	1	6	9886		ANTARES			Cust : 19212024	
ELECTRIC	1 REGLR	100JT	ER	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	398.59	7.97	398.59
WATER	1 REGLR	200	WR	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	68.34	1.37	68.34
SEWER	1 REGLR	15	SR	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	25.38	0.51	25.38
JT33333333	2	100JT		03914		04910	CE 1 kWh	31	1.0	996.00		
JT00000001	1	200		0000231		0000258	CE H High M	31	1.0	27.00		0.00
ECUST CHR:	7.00	ENERGY	:	383.59	TAX	:	8.00	WATER CONS:	41.04	NET	:	492.31
WATER MISC:	25.75	WATER TAX	:	1.55	SEWER CONS:	:	0.00	SVRCH	25.38	LATE CHRG:	:	9.85
										GROSS	:	502.16
-----												
56756-00	JANIS TOMNIUK		13	1	10	9894		ANTARES			Cust : 19212024	
ELECTRIC	1 REGLR	100JT	ER	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	579.56	8.66	579.56
WATER	1 REGLR	200	WR	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	63.78	0.96	63.78
SEWER	1 REGLR	15	SR	09/30/2018	10/31/2018	11/07/2018	11/28/2018	30 31	0.00	25.38	0.38	25.38
JT77777777	2	100JT		05173		06348	CE 1 kWh	31	1.0	1175.00		
JT00000005	1	200		0000228		0000252	CE H High M	31	1.0	24.00		0.00
ECUST CHR:	7.00	ENERGY	:	564.56	TAX	:	8.00	WATER CONS:	36.48	NET	:	668.72
WATER MISC:	25.75	WATER TAX	:	1.55	SEWER CONS:	:	0.00	SVRCH	25.38	LATE CHRG:	:	10.00
										GROSS	:	678.72

Account 56752-00 is showing a calculated Late Charge of \$9.85. This is the Net amount of \$492.31 x 2%

Account 56756-00 is showing the maximum penalty amount of \$10.00, as a 2% penalty would exceed the maximum we set in PKV MAXLPAMOUNT

The next screenshots illustrate what happens when a partial payment has been made and the account is loaded into the LPJ

Account 56752-00 – original Late charge amount stored in Database = \$9.85. Payment of \$350.00 posted to account on 11/12/18, still \$142.31 outstanding.

**Account Info**      **Service Address**

Account: 56752    0    Active:       House #: 9886    Mod:    Street: ANTARES    Apt:   

Name: JANIS TOMNIUK      Region:    City: OTTAWA    State: ONT

Customer: 19212024      Home: 555-555-1234    Bus:    Zip:   

Ready

Service Summary (BROWSE)    Payment Plan (BROWSE)    Web Access Information (BROWSE)    Sewer Surcharge Rate Codes (BROWSE)    Account Balance History (BROWSE)

1 of 13

Trans Date	Jour Code	Jour No	Amount	Description	Balance
11-12-2018	CR	14219	-350.00	CHECK PAYMENT APPLIED	142.31
11-05-2018	B3	2437	492.31	REGULAR BILLING	492.31
10-30-2018	CR	14209	569.80	REVERSE PAYMENT	0.00

Balance on account 56752-00 is now \$142.31, Northstar recalculated the Late Charge amount upon loading to the LPJ.  $\$142.31 \times 2\% = \$2.85$ . Note that there was no payment on account 56756-00, so the Late Charge amount did not change from what was calculated in the Billing Journal.

NorthStar Utilities		LATE PAYMENT JOURNAL		VERIFICATION	jf88671	11/14/2018 17:27	Page:1
Entry	Cycle	Account Name	Amount	Balance	BillCd	Eff.Date	
Service	Statistic Code						
Batch: 138							
95432	13	56752-00 JANIS TOMNIUK	2.85	142.31	1	LATE PENALTY	11/30/2018
E	ELECTRIC	ELTPAY Electric Late Payment Charge	0.97	48.59	100JT	10/30/2017	
S	SEWER	SLTPAY Sewer Late Payment Charge	0.51	25.38	15	01/01/2018	
W	WATER	WLTPAY Water Late Payment Charge	1.37	68.34	200	09/01/2000	
95433	13	56756-00 JANIS TOMNIUK	10.00	668.72	1	LATE PENALTY	11/30/2018
E	ELECTRIC	ELTPAY Electric Late Payment Charge	8.66	579.56	100JT	10/30/2017	
S	SEWER	SLTPAY Sewer Late Payment Charge	0.38	25.38	15	01/01/2018	
W	WATER	WLTPAY Water Late Payment Charge	0.96	63.78	200	09/01/2000	
Batch Total :			12.85	811.03			

The Auto-Load tab of the Late Payments Journal has various criteria that can be used to load accounts.

Late Payments Journal (BROWSE)

Batch More

Batch I.D.: Batch Number: 141 Created By: jf88671

Auto-Load Entry Verification Listing Journal Print Post

**Late Payments Load (BROWSE)**

Service:

Due Date: < 11-30-2018

Cycle:

Route:

Account:

Category:

Credit Rating:

Date Finalled:

Minimum Balance: 0.00

Include Budget:

Reconcile Budget:

Include PAP:

Include Pending Pmts:

Posting Date: 11-30-2018

A/R Description: 172 LATE PENALTY

Please enter service

OK Cancel

Users can opt to load by:

1. Service Type
2. Due date – the < sign can be set to > or = as well
3. Cycle
4. Route
5. Individual account(s)
6. Category
7. Credit Rating
8. Date Finalled

Additionally, the user can specify:

1. A minimum balance amount
2. Whether to include Budget accounts
3. Whether to reconcile Budget accounts
4. Whether to include accounts that are on PAP
5. Whether to include accounts that have pending payments in Northstar

The posting date will be the date that displays in Balance History for the processing date of the journal.

The A/R Description defaults to 172, which is Late Penalty, but this can be changed by selecting a different description from the dropdown.

Once Journal has been loaded, review the accounts on the “Entry” tab. You can make adjustments here, if required. Then, run Verification, Journal Print and Post.

**Late Payments Journal (BROWSE)**

Batch I.D.:      Batch Number: 140      Created By: jf88671

Auto-Load   Entry   Verification Listing   Journal Print   Post

**Late Payments Journal Entries (BROWSE)**

**Late Payment**

Entry: 95465      Date: 11-29-2018

Account: 56752      0      JANIS TOMNIUK

9886      ANTARES

A/R Desc: 172      LATE PENALTY

**Detail (BROWSE)**

Total: 2.85

Service	Description	Statistic Code	Description	Amount
E	ELECTRIC	ELTPAY	Electric Late Payment Charge	0.97
S	SEWER	SLTPAY	Sewer Late Payment Charge	0.51
W	WATER	WLTPAY	Water Late Payment Charge	1.37