



Seasonal Sewer

SSA

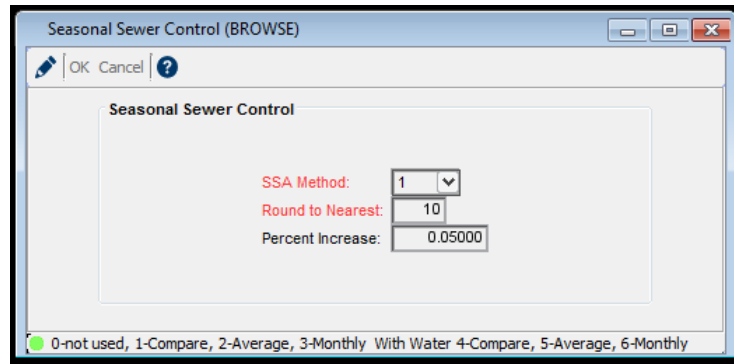
Harris Computer Systems

V1.0 03/13/2017

Seasonal Sewer (SSA)

Seasonal Sewer Control

Select Setups > Setups > Water/Sewer > Seasonal Sewer > Seasonal Sewer Control



Select your SSA method:

The options are listed at the bottom of the screen once. Options 1-3 apply only to Sewer, and options 4-5 apply to both Sewer and Water. (Note: While possible to bill only sewer on average, in order to bill water on average you must bill both sewage and water).

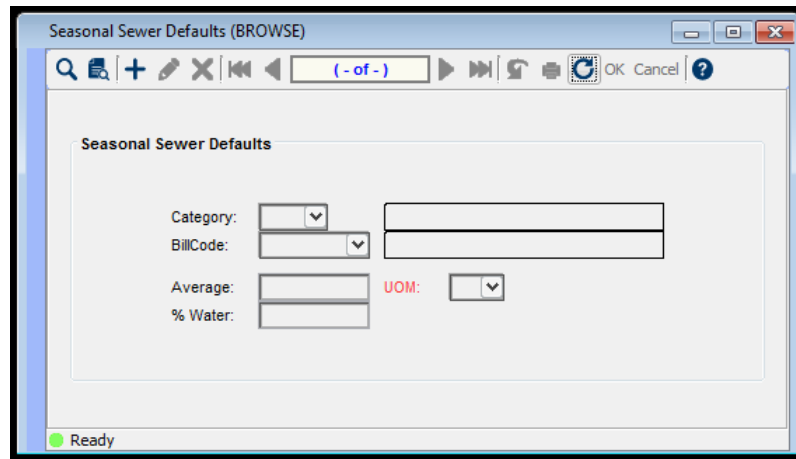
1. **Compare** will bill the lower of the Calculated Average and Actual Consumption. If a customer's actual consumption is 5500 m³ and their average consumption is 5750 m³, the system will bill at 5500 m³, the lower of the two.
2. **Average** will bill the Calculated Average regardless of Actual Consumption. If a customer has actual consumption of 5500 m³, and their average consumption is 5750 m³, the system will bill at 5750 m³.
3. **Monthly** will search for and calculate an average of the lowest three billing periods in the previous 12 billing periods.
4. **With Water Compare** will calculate the average consumption (over a period of months you specify) and compare it to the actual consumption of the current month for which you are billing. NorthStar will bill for the lowest of the two.
5. **With Water Average** will bill the customer for the average consumption during an entered off season period.
6. **With Water Monthly** will search for and calculate an average of the lowest three billing periods in the previous 12 billing periods.

Round to Nearest indicates to what level you wish to round the calculated average. For example, if set to 10 the average would be rounded to the nearest ten. That is 5506 m³ would be rounded to 5510 m³.

Seasonal Sewer Defaults

From the Seasonal Sewage menu select **Seasonal Sewer Defaults**.

Entry into this section is not required. The Defaults menu allows the user to specify a minimum (“default”) usage to bill certain customers.



The screenshot shows a software dialog box titled "Seasonal Sewer Defaults (BROWSE)". The dialog contains several input fields for configuring sewer defaults. The fields are arranged as follows:

- Category:** A dropdown menu followed by a text input field.
- BillCode:** A dropdown menu followed by a text input field.
- Average:** A text input field.
- % Water:** A text input field.
- UOM:** A dropdown menu.

The status bar at the bottom left of the dialog indicates "Ready".

Enter either the Category and/or Billcode of customers for whom you wish to establish this minimum usage. To specify the minimum usage, enter a value in the Average field followed by the corresponding Unit of Measure. The % Water field allows the user to specify a minimum percentage of the water usage for sewer.

If it were decided that customers, who belong to Category CW, for Commercial Water, are to be billed at least 1000 m³, you would enter this information into this screen. If a customer’s average calculation yields 750 m³, they will not be billed at that consumption but rather at 1000 m³.

Once the Control Table and Defaults Table (optional) have been entered, the next step involves setting up those accounts you wish to bill on the average.

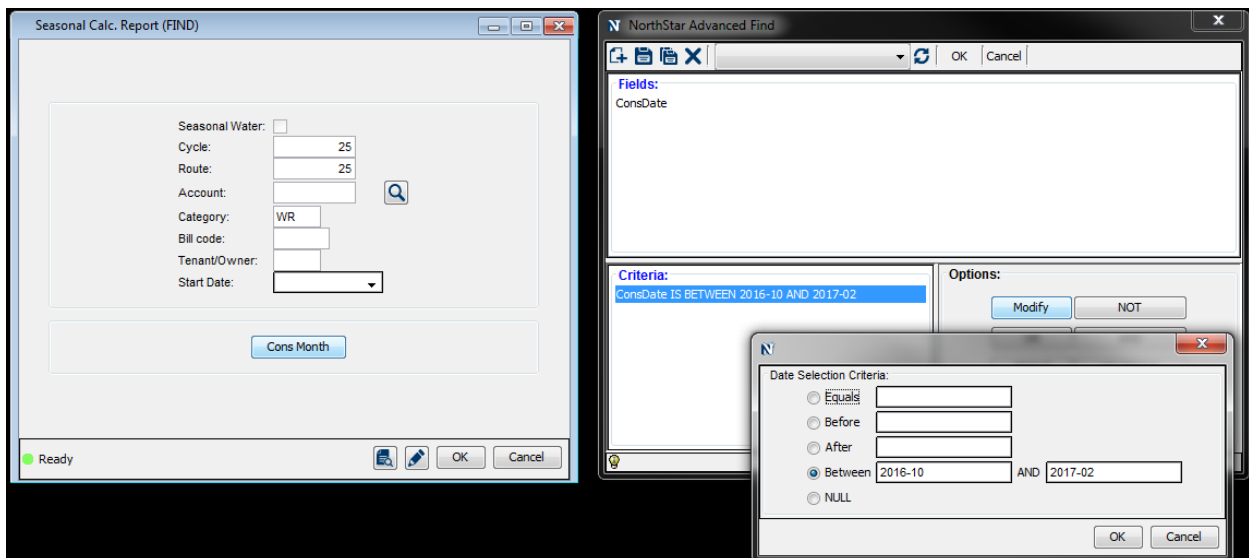
The Seasonal Calc Report

This option allows you to specify the Categories, BillCodes, Accounts, etc. you wish to bill based on the average usage.

You can enter the criteria to establish which accounts will be set-up to bill based on their average consumption. Typically, to make the system easier to manage you will want to group those accounts to which these calculation would apply into a specific Category or Bill Code.

Once you have completed entry on the upper section press ESC and the system will prompt for the consumption months. Here you enter the range of consumption months to be included in calculating the average consumption. The format to enter the months is outlined at the bottom of the screen.

Enter any applicable criteria and use the advanced find to select either a range of consecutive months or a single month.



Review the resulting report carefully to ensure that all the accounts you wish to set-up with the Seasonal Average are included. Adjust your selection criteria accordingly if necessary.

gormans		SEASONAL SEWER CALCULATION		02/28/2012 09:38		Page:1	
Account Name	Service Address	DOM	SSA	Last SSA	Override		
Cycle: 25							
Route: 25							
9876524-00 SUE GORMAN	145 SAI CRESCENT	M	112	98			
248 2012-01	102 2012-02	48 2011-11		50 2011-12			
9876525-00 SUE GORMAN	146 SAI CRESCENT	M	100	66			
165 2012-01	72 2012-02	236 2012-03		32 2011-09			
64 2011-11	33 2011-12						
9876526-00 SUE GORMAN	147 SAI CRESCENT	M	54	61			52
179 2012-01	2 2012-02	3 2012-03		35 2011-09			
70 2011-11	36 2011-12						

Seasonal Calc Update

This final option is where you post the calculated average to the accounts. Running this option is identical to running the Seasonal Calc Report. **Ensure your selection criteria are entered correctly. If you do not enter the criteria exactly as you had entered in the previous step, you may affect accounts for which you did not intend to apply the average.** This option will generate a printed report outlining the accounts that have been affected. **Once this option has been processed all of the affected accounts will now bill based on the calculated average consumption.**

End of Seasonal Period

Once the seasonal period has ended, Select the Control Table option from the Seasonal Sewage menu. Set the SSA Method to "0". All customers who were previously being billed based on the Seasonal Average will now be billed based on their Actual Consumption.