

MMS2 Utility Procedures Checklist

For more instruction refer to the manual.

- ____ 1. Maintenance all accounts by changing addresses, status codes, etc. Add or transfer all accounts.
File Maintenance – Account Maintenance

- ____ 2. Enter readings for the month. Always print a Readings Report to check for errors. Make any necessary corrections before calculating.

For Handheld: Billing – Meter Reader – Build Route File

Billing – Meter Reader – Print Readings Report

*****The Meter Reader Readings Report should only be ran once.*****

For Manual Entry: Billing – Manual Reading – Readings Entry

Billing – Manual Readings – Print Readings Report

After all corrections/rereads have been made, a Final Readings Report can be printed.

Billing – Final Readings Report (Optional)

Billing Cycle

- ____ 3. Print an Exception Report. This should print nothing if all accounts are balanced.
Inquiry/Reports – Exception Report

- ____ 4. Calculate readings. Go into this only if you are ready to bill.
Billing – Bill Calculation

- ____ 5. Print a Billing Register. Any mistakes can be caught here before printing bills. Changes can be made and the account can be re-calculated.
Billing – Billing Reports – Billing Register

- ____ 6. Make changes to the bill message as needed.
File Maintenance – Control Maintenance – Billing Tab

- ____ 7. Print utility bills.
Billing – Print Bills.

- ____ 8. Print a Bank Draft Listing. Then print Bank Drafts. (This step may be done at later date.)
Inquiry/Reports – Bank Draft Listing

Billing – Print Bank Drafts

- ____ 9. Close Billing Cycle. After the Billing Cycle has been closed, any calculation mistakes found will need to be adjusted. You cannot recalculate after this point.
Billing – Close Billing Cycle
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- ____ 10. Print an Alpha Listing to keep on your counter for easy access when a customer is paying his/her bill. (This is optional.)
Billing – Billing Reports – Alpha Billing Report

- ____ 11. Apply meter deposits. This will only apply to accounts whose deposits show on the maintenance screen and have a status of “Final”. Only after printing and updating the Check Register will accounts show as deposit applied.
Deposit Refunds: Finals Listing
Apply Deposits
Refund Listing
Balance Due Notices (Optional)
Refund Checks
Check Register/Update
- ____ 12. Receipt payments. Only after printing a Receipts Journal and updating will accounts show payment.
Collections – Manual/Scan Receipts
Collections – Receipts Journal/Update
- ____ 13. Make Adjustments.
Adjustments
- ____ 14. Post Bank Draft Receipts. Only after printing a Receipts Journal and updating will accounts show payment.
Collections – Bank Draft Receipts
Collections – Receipts Journal/Update
- ____ 15. Post Late Charges. Print Late Notices.
Past Due Processing – Apply Late Charges
Past Due Processing – Print Late Notices (Optional)
- ____ 16. Print Cut Off List.
Past Due Processing – Print Cut Off List

Monthly

- ____ 1. Print an Exception Report. This should print nothing if all accounts are balanced.
Inquiry/Reports – Exception Report
- ____ 2. Print Monthly reports. The Ageing and Account Activity Reports must balance!
Monthly: Ageing Report
Account Activity Report
MTD Receipts Report
MTD Adjustments Report
Sales Tax Report
A/R EOM Update (This does not print.)
No other BBI programs should be open when processing the A/R EOM Update.

All monthly report should be archived. The Account Activity Report does not have to be printed, archive the report and just print the last page to attach to the Ageing Report.