

Utility Billing EOY



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Creating New Year Cycles

MCSJ requires new year cycles to be created when one of two things happen:

1. The Finance system is rolled to a new fiscal year.
2. The user wants to post billing or other transactions against a bill year that does not exist yet.

Users should utilize the Utility Billing End of Year Routine to create the new cycles. In the event that some new year cycles were added manually, the routine cannot be used. However, users can manually add any additionally required cycles through *Billing/Collections>Cycle Maintenance*.

Utility Billing End of Year Routine

Select *System Utilities > Utility Billing End of Year Routine*.



This routine will only restart the MCSJ application service if the Finance Module is NOT installed. If Finance is installed, users only need to close their Billing/Collections screens.

Utility Billing End of Year Routine

Next Close Help

Year to Create: 2021 Current Year: 2020

This procedure will create cycle records for the new Utility Billing year.

If the **Year to Create** is greater than the new year, the cycles have already been created and the routine does not need to be run.

Otherwise, click **Next** to run the routine.

Reports

All reports are date driven and can be run at anytime. Before saving any reports, confirm all year-end activity has been updated.

Running an *Account Status Report* is recommended in order to provide an accounts receivable balance at year end and a summary of all activity that occurred during the current year. The report may be run for individual billing years or the user may blank out the Bill Year/Period range to include all bill years.

Payment Revenue Interface

If payments are automatically updated to revenue, the revenue accounts on payment codes will be updated at the time of the Finance system rollover. Therefore, it is important that all payment batches for the current fiscal year are updated prior to the Finance rollover (including WIPP downloads) in order for the payments to update to revenue.

Payment batches for the new fiscal year should not be updated until the Finance Preliminary EOY Routine is completed.









If payments are not automatically updated to revenue, the verification listing will still print the warning "Payment date is not in current year" until Finance rolls over. These payments will still post to the appropriate accounts.


WIPP Users (Utility per diem interest) - End of Calendar Year

This section applies ONLY to WIPP Utility users that calculate per diem (daily) interest on delinquent Utility balances. These users must update the Holidays Maintenance to identify the municipal holidays throughout the new calendar year. Doing this will allow the WIPP module to correctly calculate interest to the next business day.

Select *System Utilities>Holidays Maintenance*.

E Holidays Maintenance

 Add  Edit  Close  Delete  Previous  Next

Year: 

Holiday 1 Date:	<input type="text"/>	Holiday 9 Date:	<input type="text"/>
Holiday 2 Date:	<input type="text"/>	Holiday 10 Date:	<input type="text"/>
Holiday 3 Date:	<input type="text"/>	Holiday 11 Date:	<input type="text"/>
Holiday 4 Date:	<input type="text"/>	Holiday 12 Date:	<input type="text"/>
Holiday 5 Date:	<input type="text"/>	Holiday 13 Date:	<input type="text"/>
Holiday 6 Date:	<input type="text"/>	Holiday 14 Date:	<input type="text"/>
Holiday 7 Date:	<input type="text"/>	Holiday 15 Date:	<input type="text"/>
Holiday 8 Date:	<input type="text"/>		

Click **Add**, enter the new year and complete the holiday dates. Click **Save**.