

Utility Billing Relevy Process

March 2019

Purpose:

- To provide a report and/or files for the County/Town of unpaid utilities to bill on the property taxes. If Municipality processes and prints their own tax bills then may need to manually input into their assessment files if no import. (Ie: Menands/Irvington/Voorheesville – enter into KVS Compass)
- To adjust and reduce the unpaid utility balance by the amount relevied.
- Create a GL journal to import/update to financials.

Process:

1. Determine the following criteria: (Discovery)
 - Are any accounts excluded? (i.e. outside village, accounts under review, government owned, Board approval, etc)
 - Are any due dates excluded?
 - Are all statuses included? (i.e. Final Bills, IA Pending file)
 - What cycles are included?
 - Are all services and fees included?
 - Is penalty included? If yes, what date should the penalty be calculated to? Is an additional month added in?
 - Are any additional surcharges added? (Newfane)
 - Is there a minimum balance requirement?
 - What are the GL journal entries? (Typically have found db – due from other accounts, cr – receivable)
 - What is the report and/or file format?
 - If the parcel ID exists on multiple UB accounts should the relevy report and/or file combine the accounts?
 - Does the process need to be processed prior to relevy date with report for Board approval?
2. Update all Collection Batches.
3. Process Open Item Listing
 - Process for all Accounts, all service/adjustments, open date range.
 - Review and check for accounts where the balance is > 0.00 but there are debit and credit balance services/adjustments. If the GL accounts are different, or print/ update to the file as separate items it will be necessary to process a 'Credit Redistribution' if those utility accounts will be included in the relevy based on item 1 rules. A negative balance service/adjustment balance can not be relevied.
 - Verify is any unpaid 'Return Check' adjustment codes exist with a balance. If so, review account to determine what the check originally paid. The items that were originally paid

need to be reopened. Reverse the 'Return Check' code and add on payment adjustment codes that will open up the original services/adjustments.

4. Review Final Billing Batches .
 - Do any batches have due dates after your relevy date? If so, client usually wants to exclude that FB billing from relevy. But is delinquent balances exist on the FB then those delinquent balances should be included. Determine biling dates of those batches – this date is hardcoded in currently .
5. Process/Create Custom.
 - Use this to verify accounts are set up accurately. Check muni code, parcel ids, Inside city check box, custom field (Exclude from relevy)
 - Make necessary corrections to accounts. Accounts tagged last year to be excluded may not necessarily need to be excluded this year.
6. Process Credit Redistribution (if applicable) – for necessary accounts from item 2.
 - Be sure Credit redistribution setup has been done. (See Credit Redistribution doc)
 - Create and set a billing cycle for this. Modify account to this billing cycle and process credit redistribution on this cycle.
 - Verify all correct. Update. Set billing cycle on these accounts back to original billing cycle.
7. Set up and/or review existing setup of Relevy Codes.
 - Process open item summary report. Any open service/adjustment code going to relevy must have a relevy adjustment code set in the 'write off' field . (With new process it will need to be in the relevy field)
 - Process adjustment type report and verify relevy adjustment codes exist.
 - From same report – verify 'write off code' has the correct relevy adjustment code . This report should be modified to print the relevy code with the new relevy processing.
 - Access the service codes and verify a write off code is set for them.
 - Process from Special reports , for adjustments and collections and verify all the GL accounts are assigned and correct.
 - Clients typically want to debit the Due from general account and credit the receivable account. Because the relevy adjustment is always a negative, these GL accounts need to be set up opposite. So the Due from general will actually be entered in the credit and the receivable will be entered in the debit.
He collections GL set up will still be set up as the normal debit cash and credit receivable.
8. Penalty Process – Verify that all penalty has been updated to date. Sometimes they will process penalty for an extra month also. (Menands processes for June also)
9. Surcharge Process – (if applicable) – Newfane
 - Set up adjustment codes and delinquent processing code(first year only). If subsequent year, review and verify set up.
 - Create/Update a surcharge batch using delinquent processing code for the surcharge fee.

10. Create Relevy Batch

- Select type: Write-off
Beginning/Ending Cutoff date is the hard coded dates for including billings.
Enter min. Balance .01 – unless differed as specified by client
- Review edit list
- Ignore Write off List -The Write-off list most likely will not balance to batch so don't use.
It reflects the amounts as if the entire account is written off which may not be the case with the hardcoded relevy.
- Print GL and verify accounts are correct .
- Do not reconcile or update yet. It is best to create the additional report/files first and balance the batch

11. Process and review stored procedure(s) for relevy list and or file. This is hardcoded per client. Each client has their own format.

- Runsp_aspx
Process: Relevyreport
Parameter Value:Batch number
- Open the .csv in excel.
 - Review accounts and verify amounts correct
 - Add totals to amounts and make sure balances.
 - Amounts will show as a positive . (If there are any negative amounts – these accounts need to be reviewed and corrected)

12. Make any necessary modifications.

- Void Batch
- Rerun

13. Update batch

- Only proceed with update when,
 - The GL work file is approved.
 - The report and file are approved.

14. Process a credit redistribution batch – For the relevy batch ONLY. This must be done.

Use script - ChangeBillingCycleForCreditRedistributionAfterRelevy.sql

With appropriate changes for batch and date and cycle

- Set up a cycle for Credit Redistribution. Modify script to change the accounts in that batch to that cycle.
- Create a credit redistribution adjustment batch using that CR cycle.
- Verify correct and update.
- Modify script again
- Rerun to set cycle back
- Verify all correct

15. The account status get set to FB writeoff - Process the script – ResetAccountStatuses.sql – with appropriate modifications to set status back to correct status.

16. Process an open item list and verify any open remaining accounts/balances are correct and valid.
17. With the new relevy process some of the above steps will need modification.

