Utility EOY

Last updated on Thursday December 16, 2021

# Utility Billing EOY

Creating New Year Cycles

A cycle year must exist for any transactions to be posted against a bill year. Cycles are automatically created for a bill year upon rolling the Finance system. If the Finance system is not installed or you need to bill or post transactions against the new bill year before the Finance system is rolled, you may utilize the Utility Billing EOY Routine.

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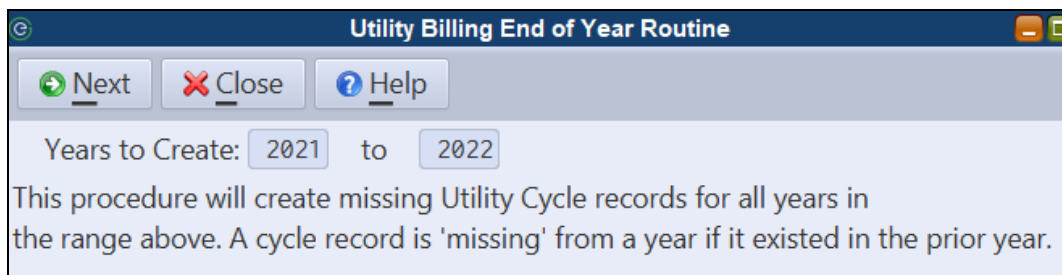
If the **Year to Create** is greater than the new year, the cycles have already been created and the routine does not need to be run.

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*.

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