

MODULES

BATCH ENTRY

REPORTS

FEATURES

CUSTOMER

SERIES 4

## Jayhawk Utility Billing Series 4



*Quality Products and Friendly Support for more than 25 years*

We would like to **THANK YOU** for taking the time to look at the features the Series 4 has to offer.

If you would like more information, please contact us:

**(866) 800-5156**

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## Series 4 Features and Reports

### System Requirements

	<u>Minimum Required</u>	<u>Recommended</u>
Processor.....	Pentium II.....	Pentium III or newer
Memory (RAM) .....	64 MB .....	128 MB or higher
Disk Space .....	100 MB .....	1 GB or more
Operating System .....	Win 2000 .....	XP Home, XP Pro or Vista
Other Software ...	Jayhawk Live Support .....	Jayhawk Live Support with High-speed Internet
		Microsoft Word 2000 or newer (for Merge documents)

### Features

- ♦ 99 Charge Codes and 99 Routes
- ♦ Search by Name, Address, Premise Number and Meter Number
- ♦ User-defined Sort to print or view accounts
- ♦ Alternate Funds Distribution and User Defined Breakdown Batch Calculation
- ♦ Service Orders
- ♦ Deposit Tracking
- ♦ Automated Meter Change out
- ♦ EZ Meter Batch
- ♦ Final Billing Option to transfer history
- ♦ Full Payment Receipt Auto-Entry
- ♦ Individual Bill Estimation
- ♦ Miscellaneous Charge (one-time or repeat)
- ♦ Landlord Tenant Billing
- ♦ Paper or Post Card Billing Statement
- ♦ Sewer Averaging
- ♦ ZIP Backup Module

### Reports

- ♦ Aged A/R Report for Past Due Notices
- ♦ Audit Trail (Unlimited)
- ♦ Billing Register Report
- ♦ Category Register Report
- ♦ Customer History Ledger (Unlimited)
- ♦ Deposits Received/Refunded
- ♦ Director's Report
- ♦ Inactive Customer List
- ♦ Inactive Monthly Report
- ♦ Labels (merge with Word Processor)
- ♦ Landlord Tenant Report
- ♦ Meter-Reading Worksheet
- ♦ Monthly Report
- ♦ Past Due Report
- ♦ Rate Analysis
- ♦ Receipts Reports (Daily & Monthly)
- ♦ Service Order Report
- ♦ Totals Based Monthly History
- ♦ Trial Balance/Report Generator

## Customer Screen Features

**Separate Customer Account # and Premise #** Allows the user to keep information for billing and history purposes reflecting billing, payments, adjustments, and late charges for each account and premise. Account & premise numbering may be the same or can be organized in a structure, utilizing the **Move** to store account and premise history for your utility billing district. A **Read Sequence** field is available to allow the user to define and sort premises in the order meters are read, **Usage History** to store the usage from billing, and **Comments** to note any changes for the account and/or premise.

Detailed Charge information shown here

Move a person in or out of a Premise with the click of a button

Important Changes, Payments, and Dates at a glance

**Miscellaneous Charge** Enter a one-time or recurring charge/credit and description to print on bill by customer (for example, a deposit refund).

**Service Orders** allow you to create a record of service requested from initial call to completion. A report generator allows you to print and track service orders and their status.

**Categories** are used in the system to classify groups of billing for specific reporting purposes each month. Each premise may be defined to describe the type of premise being billed such as residential, outside city limits, government, business, industrial, etc.

Quickly View Metered Services' Details and History

Up to 99 Charge Codes Available for each Rate

The **Landlord/Tenant Billing** option allows you to assign a landlord (owner) to certain customers. When you print out past due notices, a duplicate past due notice will be sent to the landlord's address.

**Search by Account or Premise Number.** Or click on the Advanced button to search by Customer Name, Customer Address, Service Address, City or Meter Number.

## Popular Features Available in Jayhawk Utility Billing Series 4

- ▶ Aged A/R Report for Past Due Notices
- ▶ Alternate Funds Distribution
- ▶ Audit Trail
- ▶ Batch Calculation
- ▶ Billing Register
- ▶ Category Register
- ▶ Deposit Tracking
- ▶ Director's Report
- ▶ EZ Meter Manager
- ▶ Inactive Reporting
- ▶ Landlord/Tenant Billing
- ▶ Miscellaneous Field
- ▶ Paper Billing Statement
- ▶ Past Due Letter
- ▶ Separate Customer Account # and Premise #
- ▶ Sewer Averaging
- ▶ Totals Based Monthly History Ledger
- ▶ Trial Balance/Custom Report Generator
- ▶ ZIP Backup

### Alternate Funds Distribution

The user may select **Percentage Distribution**, **Regular Distribution**, or manually enter the payment breakdown in the Total Amount Paid column.

	Beginning Balance:	Current Charges:	Total Amount Paid:	Total Due:
Water:	\$0.00	\$78.60	33.53	\$45.07
Sewer:	\$0.00	\$14.16	6.04	\$8.12
Trash:	\$0.00	\$13.00	5.55	\$7.45
	\$0.00	\$0.00	0.00	\$0.00
MISC.:	\$0.00	\$0.00	0.00	\$0.00
TAX:	\$0.00	\$0.79	0.34	\$0.45
L/C:	\$0.00	\$10.66	4.54	\$6.12
Amount Left to Distribute:		\$0.00		
Total Amt. Received:		\$50.00		
Total Amt. Paid:		\$50.00		
Total Amt. Owed:		\$117.21		
Total Still Due:		\$67.21		

Percentage Distribution  
 Regular Distribution

OK Cancel

**Set Payment Order**

Payment Breakdown Order:

- Beginning Balance Water
- Beginning Balance Sewer
- Beginning Balance Charge 3
- Beginning Balance Charge 4
- Beginning Balance W/PLN Fee
- Beginning Balance MISC.
- Beginning Balance TAX
- Beginning Balance L/C
- Current Charge Water
- Current Charge Sewer
- Current Charge Charge 3
- Current Charge Charge 4
- Current Charge W/PLN Fee
- Current Charge MISC.
- Current Charge TAX
- Current Charge L/C

Apply Credits To:  
Beginning Balance Water

OK Cancel

**Percentage Distribution** - Applies partial amount to charges based on the percentage of the total amount due that is paid. The example shows the total amount owed is \$117.21 and a \$50.00 payment has been entered. A \$78.60 water balance would have \$33.53 paid; a sewer balance of \$14.16 would have \$6.04 paid; etc., following a 50% distribution to each charge.

**Regular Distribution** - Breaks down the payments from top down to pay off charges based on the order selected in Payment Breakdown screen.

**Manually** - User may enter the amount of partial payment in the Total Amount Paid column.

### Using EZ Meter Manager for Changing Out Meters

**EZ Meter Manager**

Name: Smith, Michael

Account#: 4840

Service Address: 211 Iowa

Premise#: 4840

Meter Type: Water

**Change Out Info**

Old Meter: 3465875

Final Reading: 791010

Replace Date: 05/04/2008

New Meter: 9574566

Start Reading: 0

Install Date: 05/04/2008

To change out old to new meters in JUBS, utilize the EZ Meter Manager. If you enter the meter change out information, the system will automatically store the readings in the Customer screen. The next billing will calculate the usage from the old and new meters and bill correctly. The system also keeps a detailed record of the meters changed out in the EZ Meter Log.



## Series 4 Features Defined

### **Aged A/R Report for Past Due Notices**

Selection to send Past Due Notices based on A/R Aging (over 30, 60, or 90 days).

### **Alternate Funds Distribution**

Change payment breakdown of partial payments into different funds.

### **Audit Trail**

Track monetary or all changes made by each user, reason, and date made for the Audit Trail Report.

### **Batch Calculation**

Computes minimum or estimated bills for customers without having to enter meter reading.

### **Batch Entry**

For usage and receipts which allows user to verify and edit readings and payments prior to posting.

### **Billing Register**

Report showing all charges for customers for the current billing cycle.

### **Category Billing Register**

Report showing all charges for customers for the current billing cycle by user-defined category selected individually or all.

### **Deposit Tracking**

Track customer deposit amount, date paid and refund date.

### **Director's Report**

Displays totals from most important data in a single page. Covers water loss, revenue, etc.

### **EZ Meter Batch**

Import meter readings from handheld into batch which allows user to verify and edit readings prior to posting.

### **EZ Meter Manager**

Automatically calculate and combine usage from old meter and new meter for meter change outs; also creates log that can be printed for each of the meter changes.

### **Inactive Reporting**

Provides an Inactive Customer List and an Inactive Monthly Statistical Report for financial reporting.

### **Landlord/Tenant Billing**

Sends a duplicate of tenant's past due bills to landlord.

### **Miscellaneous Field**

Enter a one-time or recurring charge/credit and description to print on customer's bill.

### **Post Card Bill Format**

Post card bill format that complies with current postal regulations.

### **Paper Billing Statement**

Option to print bills on full sheets of paper that fit in standard windowed envelope (instead of post card bill). PC must have MS Word 2000 or newer version installed to merge.

### **Past Due Letter**

Print past due letters on full sheets of paper that fit in standard windowed envelope. PC must have MS Word 2000 or newer version installed to merge.

### **Separate Customer Account # and Premise #**

Track the history and payments of a customer account and track history of a premise and its usage separately. Premise and account number can be changed.

### **Service Orders**

Allows the creation of a record of service requested from initial call to completion. A report generator allows you to print and track service orders and their status.

### **Sewer Averaging**

Sewer charge calculated using average water usage from user-defined months.

### **System Audit Trail**

Track all system changes made to charge codes and charge rates by each user, with date stamp, for the System Audit Trail Report.

### **Totals Based Monthly History Ledger**

Track history of monthly totals billed, paid, and balance by user-selected date range. (Charge code selection and summary option also available.)

### **Trial Balance/Custom Report Generator**

Create custom reports based on any field(s) for any range of values.

### **ZIP Backup**

Avoid loss of valuable data and time spent rebuilding it! Backup JUBS data or program files which can be easily restored.



## Reports to Select and Print or View on Screen

### Three level Sort

- Sort reports by up to three fields including:
- ♦ Account #, Name, Address, City, State, Zip
  - ♦ Base Code
  - ♦ Premise #
  - ♦ Service Address
  - ♦ Route
  - ♦ Water Meter ID
  - ♦ Meter Read Sequence
  - ♦ Active Premise

### Audit Trail

The **Audit Trail** report displays all the audit information that has been logged for the customer that is currently selected whether viewing by account or premise. It can also be printed for all customers for a selected date range.

Entry Date	User Name	Description	Old	New	Reason
02/19/2001	CI	WATER Last Rdg.	43760	42760	Misread last month
02/19/2001	CI	Current MISC.	0.00	-3.00	Misread last month 1000 gallons
06/26/2002	CI	Beginning Balance	0.00	-5.00	meter fluctuation
08/05/2002	CI	Current MISC.	0.00	30.00	install check valve

### History Ledger

DATE	TYPE	Pay Type	REFERENCE	Wat USG	Wat READ	Water	Sewer	Trash	MISC.	TAX	L/C	TOTAL	BALANCE
04/14/2008	PMT	CHCK	1058	0	0	-78.49	0.00	0.00	0.00	0.00	0.00	-78.49	172.68
04/15/2008	PMT	CASH		0	0	-75.00	0.00	0.00	0.00	0.00	0.00	-75.00	97.68
04/15/2008	L/C			0	0	0.00	0.00	0.00	0.00	0.00	9.77	9.77	107.45
04/23/2008	ADJ			0	0	0.00	0.00	0.00	0.00	0.00	0.00	30.00	137.45
04/23/2008	PMT	CHCK	1079	0	0	-6.57	-33.91	-39.90	-15.70	-1.60	0.00	-127.68	9.77
05/01/2008	BIL			4352	4352	34.41	8.68	13.00	0.00	0.34	0.00	56.43	66.20
	TOT					125.65	-25.23	-26.90	-15.70	-1.26	9.77	-184.97	72.82

The History Ledger will track all bills, payments, adjustments, late charges, and budget amounts (if available) that are recorded in the program. The history is a transaction based record showing multiple payments and bills during the month. Check boxes are available to specify the types of history data to show for the current customer. All types are shown by default. You can choose to view the complete history for this account or merely the history between a range of dates. Sort by entry date or by order entered, and either by oldest entry or newest entry. Reading, payment type and reference numbers are new additions to this report.



# Additional Reports Provide Valuable Information

## SERVICE ORDER LIST AS OF 4/1/2008

S.O. #	Premise #	Service Address	Description	Status	Closed Date	Assigned To
1	754	122 Brink St	Read Meter	CLOSE	2/20/2008	Charlie
2	2085	193 Oak Ridge Lot33	New Tap	CLOSE	2/25/2008	Joey
3	405	1510 Nixon Ln Lot6	Meter change out	CLOSE	3/12/2008	Joey
4	404	1506 Nixon Ln Lot4	Meter change out	CLOSE	3/12/2008	Joey
5	402	1502 Katy Ln Lot24	Meter change out	OPEN		Joey
6	1222	111 Marie Dr N	Meter change out	CLOSE	2/29/2008	Joey
7	568	151 Deer Park Ln.	Meter change out	CLOSE	3/12/2008	Joey
8	1430	112 Marilyn Dr N	Need meter reading for Feb	CLOSE	2/26/2008	Charlie
9	27	132 Robertson Rd. S.	Box change	CLOSE	3/8/2008	Joey
10	7	118 Overhead Dr.	Box change out	OPEN		Joey
11	55	158 Robertson Rd. S.	Box change out	OPEN		Joey
12	245	155 Silver Creek	Meter change out	OPEN		Joey
13	240	351 Madrona Dr.	Meter change out	OPEN		Joey
14	422	140 TwinSpr (Lot 140)	Meter change out	OPEN		Joey
15	415	210 Codrington Lot124pt	Meter change out	OPEN		Joey
16	413	1523 Nixon Ln Lot16	Meter change out	OPEN		Joey
17	366	1545 Hidden Acres	Turn off	CLOSE	2/27/2008	David Jones
18	381	127 Sun Haven Dr. S	Water smells	CLOSE	2/27/2008	David Jones
19	2051	151 Oak Ridge Dr N	Disconnect	CLOSE	3/5/2008	Joey
20	5	223 Sparkman Dr.	TURN ON	CLOSE	3/8/2008	David Jones
21	415	210 Codrington Lot124pt	READ (ONLY) METER	OPEN		David Jones
22	224	126 Robin Hill Vw+S.	Turn off	OPEN		David Jones

## Service Order Report

The Service Order List displays a summary list, that the user has defined, from specific criteria such as a worker, open service orders, open dates, closed dates, status, etc. to view and/or print noting the information about service orders.

## Director's Report

07/25/2008 DIRECTOR'S REPORT						
TOTAL Water PUMPED THIS MONTH:	1,052,676	Units				
TOTAL Water SOLD THIS MONTH:	1,051,760	Units				
TOTAL Water LOST THIS MONTH:	916	Units	0.09%			
AMOUNT OF OVERPAYMENTS/PREPAYMENTS:	-695.75		57			
AMOUNT PAST DUE 1-30 DAYS:	3,424.16		42			
AMOUNT PAST DUE 31-60 DAYS:	0.00		0			
AMOUNT PAST DUE OVER 60 DAYS:	0.00		0			
AMOUNT PAST DUE OVER 90 DAYS:	516.69		30			
TOTAL RECEIVABLES:	19,142.93					
AMOUNT RECEIPTS ON ACCOUNT:	15,897.83					
NUMBER OF ACCOUNTS OFF PREMISE:	0					
NUMBER OF INACTIVE ACCOUNTS:	55					
NUMBER OF TURNED OFF METERS:	1					
NUMBER OF ACTIVE METERS:	341					
NUMBER OF UNREAD (TURNED ON) METERS:	70					
NUMBER OF BILLABLE METERS:	334					
NUMBER OF MASTER METERS:	1					
AVERAGE USAGE FOR ACTIVE METERS:	3,084	UNITS				
AVERAGE Water CHARGE FOR ALL METERS:	27.36					
FINANCIAL BREAKDOWN BY CHARGE CODE:						
Cd Accts	Usage	Past	Water	Sewer	Trash	
16	0	0.00	0.00	0.00	0.00	
1 315	720,491	3,057.34	7,248.74	2,115.29	3,458.00	
2 34	64,824	-53.39	635.92	157.19	26.00	
3 24	255,263	21.52	1,195.25	211.55	65.00	
4 7	10,687	2.88	231.13	0.00	13.00	
10 1	495	0.00	18.00	0.00	0.00	
397	1,051,760	3,028.35	9,329.04	2,484.03	3,562.00	
TOTAL BILLINGS		19,838.68				
TOTAL RECEIPTS		15,897.83				
TOTAL OVERPAYMENTS		695.75				
AMOUNT DUE		3,245.10				

The Director's Report is a financial summary of the month's billing and payment activities. The exact contents of the report depend largely on the options that have been included with your system. By utilizing the "master meter" feature, the amount of water loss can also be tracked.

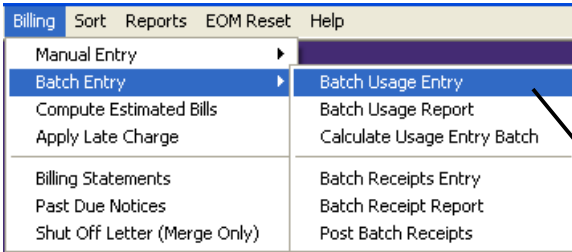
## Category Register

ACCOUNT	CATEGORY	NAME	Wat	USG	PAST DUE	Water	Sewer	Trash	MISC.	TAX	L/C	TOTAL
1	COMMERCIAL	Fairfax Elevator,	2,798	-31.74	29.53	0.00	0.00	0.00	0.00	2.21	0.00	0.00
2	COMMERCIAL	Fertilizer Service/	28,588	-214.32	125.70	79.22	0.00	0.00	0.00	9.40	0.00	0.00
3	COMMERCIAL	Burke&Sons Lumber	1,743	-37.84	23.94	12.11	0.00	0.00	0.00	1.79	0.00	0.00
5	COMMERCIAL	Daybreak Cafe	9,222	-91.42	56.39	30.81	0.00	0.00	0.00	4.22	0.00	0.00
10	COMMERCIAL	Fairfax Market	2,214	-41.70	26.43	13.29	0.00	0.00	0.00	1.98	5.94	5.94
CAT:	COMMERCIAL	5 Accounts	44,565	-417.02	261.99	135.43	0.00	0.00	0.00	19.60	5.94	5.94
4	INSIDE CL	Kent Fischer	51	-31.50	20.00	0.00	0.00	0.00	0.00	1.50	0.00	-10.00
6	INSIDE CL	Dunkle Connie	3,128	-46.78	31.15	15.32	0.00	0.00	0.00	0.31	0.00	0.00
9	INSIDE CL	RG Buds	1,510	-2.84	22.70	11.53	0.00	0.00	0.00	1.70	3.31	36.40
12	INSIDE CL	Fries, Dan Shop	767	-31.50	20.00	10.00	0.00	0.00	0.00	1.50	0.00	0.00
CAT:	INSIDE CL	4 Accounts	5,456	-112.62	93.85	36.85	0.00	0.00	0.00	5.01	3.31	26.40
19	OUTSIDE CL	Simmons MFA	3,751	-58.84	33.83	17.13	0.00	0.00	0.00	2.53	0.00	-5.35
21	OUTSIDE CL	Martin Marcia	2,259	-53.09	26.67	13.15	13.00	0.00	0.00	0.27	0.00	0.00
CAT:	OUTSIDE CL	2 Accounts	6,010	-111.93	60.50	30.28	13.00	0.00	0.00	2.80	0.00	-5.35
CAT:	COMMERCIAL	5 Accounts	44,565	-417.02	261.99	135.43	0.00	0.00	0.00	19.60	5.94	5.94
CAT:	INSIDE CL	4 Accounts	5,456	-112.62	93.85	36.85	0.00	0.00	0.00	5.01	3.31	26.40
CAT:	OUTSIDE CL	2 Accounts	6,010	-111.93	60.50	30.28	13.00	0.00	0.00	2.80	0.00	-5.35
TOTAL:		11 Accounts	56,031	-641.57	416.34	202.56	13.00	0.00	0.00	27.41	9.25	26.99

The Category Register is a report that provides usage and charges based by the category set on the premise. This provides more information to groups for specific reports that may have to be submitted for accounting or state purposes each month. The report separates the customers into the category with a total following each category and a total of all categories at the end of the report.



Data Entry Simplified



Enter usage for multiple customers into a batch by selecting Batch Entry from the Billing Menu then select Batch Usage Entry.

Type the Premise number then enter the readings for your customers.

**Batch Usage Entry Form**

Customer Name: KG Buds      Service Address: 119 Main

Search

Premise Number: 9      New Reading: 2698      Last Reading: 1788      Usage: 910      Accept

Prem #	Meter	Reading	Usage	Est	Read Date
1	WAT	8214	4993	F	06/24/2008
2	WAT	39465	9805	F	06/24/2008
3	WAT	6004	3087	F	06/24/2008
5	WAT	19465	5273	F	06/24/2008
6	WAT	7256	2475	F	06/24/2008
16	WAT	1254	487	F	06/24/2008

Edit Record      Read Date: 06/24/2008      Exit

Click Edit Record to bring the Customer back up to the edit field to edit the Meter Reading. Accept the new reading to move the customer back into the Batch Usage List.

Print the Batch Usage Report to verify readings for editing purposes.

488 - Jayhawk Utility Billing System - Series 4 R3 - City of Olpe - [June 24, 2008] - [BATCH USAGE REPORT - 07/24/2008]

File Utilities Customer DAP Handheld Billing Sort Reports EOM Reset Help

PREMISE	NAME	SERVICE ADDR	CURR-RD	PREV-RD	USED	BILLED
500	Bolen, Mark & Donna	108 Commercial	460520	463410	* 997110	\$4,438.22
520	Smith, Maggie	112 Commercial	6547	-1900	C 8447	\$66.51
820	Hayes, John & Karen	9 Commercial	75265	73500	1765	\$37.63
1120	Miller, Mary	202 Kansas	79172	74500	+ 4672	\$50.19
GRAND TOTAL:						\$4,592.55
Water						4389.45
Sever						170.71
						0.00
						0.00
WPLN Fee						32.39
MISC.						0.00
TAX						0.00
Usages with * are Rollovers						
Usages with 'R' have already been read this month						
Usages with + are Estimated						
Usages with 'C' are Meter Changeouts						

Projected billing amount is also listed on report to aid in verifying readings and billing amounts. This is useful for catching unusually high usage by reflecting a large dollar amount.

Specific meter activity such as a Changeout, Estimation or Rollover are indicated in the report columns.



# Batch Receipt Entry

Batch Receipt Entry allows the user to input numerous payments, and proof balances prior to posting to account. This eliminates countless adjustments. To input payments for a batch: go to Billing, Batch Entry, then Batch Receipts Entry. The following receipt entry window will appear:

Account	Name	Balance	Payment	New Balance	Pay Type	Reference
9	KG Buds	36.40	36.40	0.00	CHCK	2546
45	Gardner Frank	50.71	50.71	0.00	CASH	
10	Fairfax Market	5.94	5.94	0.00	CHCK	23654
55	Nemyer, Keith	126.56	126.56	0.00	CHCK	2365
PAYMENTS:			\$219.61			

Enter the payment amount or press \* for a full payment to be applied.

Select the payment type.

The check number can be entered as a reference number.

For partial payments an Alternate Funds Distribution is available by pressing [Distribute], which allows the user to manually distribute the partial payments into specific funds.

	Total Amount Paid:	Amount Paid To Date:	Beginning Balance:	Current Charges:	Total Due:
Water	26.73	0.00	0.00	26.73	26.73
Sewer		0.00	0.00	13.18	13.18
Trash	13.00	0.00	0.00	13.00	13.00
		0.00	0.00	0.00	0.00
MISC.		0.00	0.00	0.00	0.00
TAX		0.00	0.00	0.27	0.27
L/C		0.00	0.00	5.32	5.32

ACCT	RT	NAME	BILL	AMT. PAID	DUE	PAY TYPE	REFERENCE #
9	1	KG Buds	36.40	36.40	0.00	CASH	
DIST:							
		Water	11.30	26.73	-15.43		
		Sewer	18.67	10.27	8.40		
		Trash	0.00	13.00	-13.00		
		TAX	3.12	0.00	3.12		
		L/C	3.31	0.00	3.31		
55	1	Nemyer, Keith	126.56	126.56	0.00	CHCK	2365
DIST:							
		Water	65.28	65.28	0.00		
		Sewer	36.12	36.12	0.00		
		Trash	13.00	13.00	0.00		
		TAX	0.65	0.65	0.00		
		L/C	11.51	11.51	0.00		
74	1	Lewis Steve	58.50	50.00	8.50	CHCK	9857
DIST:							
		Water	26.73	26.73	0.00		
		Sewer	13.18	10.27	2.91		
		Trash	13.00	13.00	0.00		
		TAX	0.27	0.00	0.27		
		L/C	5.32	0.00	5.32		
CUSTOMERS: 3			\$221.46	\$212.96			
# OF CHECKS: 2				\$176.56			
CASH:				\$36.40			
# OF MONEY ORDERS: 0				\$0.00			
CREDIT CARD:				\$0.00			
OTHER :				\$0.00			

When ready to post the amounts to the accounts, go to Billing, Batch Entry, Post Batch Receipts and print the final Batch Receipt Report.

Print the Batch Receipt Report to verify your payments entered and balances properly according to bank deposit and/or receipts for editing purposes.



# Jayhawk Utility Billing Series 4 Modules & Add-Ons

Budget Billing provides a way for customers to even out their monthly payments, thus avoiding extra high utility bills during months of high usage. The process works by averaging out the customer's usage for the past year and coming up with an average bill. This budget amount will then be charged for each month during the year.

### Batch Usage Estimating

Estimate usage based on previous average usage for customers. Very useful if unable to read meters due to inclement weather or other situations.

### Bill Count by Usage Range

Works with the TBMHL to show the number of bills in each user-defined usage breakdown.

### Budget Billing

Allows customers to even out payments by paying a flat charge based on past usage averages.

Updates automatically!



Click on the Electronic Payments Button on the Customer Screen to setup all customers that will be using the ACH Electronic Payments.

### Customer Receipt

Print receipts with cash/check indication for customers that pay at your office.

### Electronic Payments ACH Interface

Tracks automatic payments and bank information by creating a file to be exported from our Utility Billing Software that can be uploaded to the ACH secure website. See the Electronic Payments tab for more information.

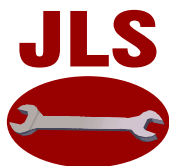


### Electronic Payments/Bank Drafts

Tracks automatic payments and generates a report and file for bank drafts.

### Network Upgrade - Multiple Users

Adds the ability to have multiple workstations utilizing the software and sharing data.



**Jayhawk Live Support** - Software required for remote connection from Jayhawk Tech Support.

We utilize this secure remote connection software so files can be saved for backup purposes, applications can be accessed, updated and tested, and most importantly troubleshooting procedures can be completed in a much shorter amount of time.