

Utility Billing | Billing Procedures

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The instructions in this article relate to **Utility Billing**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

This article covers entering meter readings, processing bills, and printing and emailing bills. It also outlines how to enter the meter readings manually, and how to export and import readings.

Utility Billing Video

Enter Meter Readings Manually

Cents Adjustment is enabled in *File > Configure*.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select the *Reading Entry* tab, and enter the *Reading Date*.
3. Click the *Supply Type* drop-down menu to select the required *Supply Type*.
4. Click the *Change A/c* button and select a lot, then click *OK*.
5. The *Meter No*, *Tariff*, *Last Reading Date*, and *Last Reading* will be displayed for this lot.
6. Click in the *New Reading* cell and enter the new meter reading.
7. Press the *Enter* key on the keyboard, and the system will automatically calculate of *Units*, *Days*, *Months* and *Amount*.
8. If there is more than one meter for the lot, enter the reading for each meter in the *New Reading* cell.
9. If the reading is an *estimation*, click in the *Estimated* cell and enter 'Y', this will reflect on the bill when issued to advise the lot that the reading has been estimated.
 - o The calculation field shows the breakdown of the total charges based on the tariff settings.
 - o GST will be calculated on the total amount of the meter readings. Cents adjustment will be automatically deducted based on the total amount of the meter readings and the GST amount due.
 - o Sundry Charges should automatically be applied to the account – see Add Sundry Tariffs to

automatically bill for further details.

- The Total amount due will be calculated from the total of the bill, plus the GST owing and any cents rounding factored in.

10. Click *Save* (or press Enter).

- This will then automatically select the next Account Code in the list.

11. Follow the steps above to enter the meter readings for other lots.

- Prior to processing bills, click *GoTo > Reading Record List*. Refer to relevant section below in this article, which covers the *Reading Record List*.

Utilities Entry CHERYL UTILITIES E131313 27 May 2020

File Options GoTo Special Help

Reading Entry Meter Maintenance Tariff Maintenance Process Billing Print Bills Deposits A/areas

A/c Code 02100002 2 Change A/c Reference No E0000008
A/c Name Watson Julie Max Deposit 50.00 Mode Edit
Reading Date 18/05/20

Meter No	Tariff/Sundry/Rebate	Last Date	Last Reading	New Reading	Units	Days	Months	Amount	Estimated	Calculation
E00002	E-001	30/04/20	58	102	44	18	0	7.71		Charge of 7.71 for 44 units for 18 days from 30/0
Sundry01	SERVD	30/04/20	0	1	0	0	0	20.00		Fixed Charge of 20.00

Add Sundry Charge Delete Sundry

Auto Calculate Initial Bill Final Reading

Save Cancel

Supply Type Electricity

GST 2.77
Cents Adjustment 0.03
Total Charge 30.48

Close

Export / Import Meter Reading Information

When creating the export file, the information will include all available columns: Building Number, Account Number, Lot Number, Unit Number, Name, Meter Number, Date Last Reading, Last Reading.

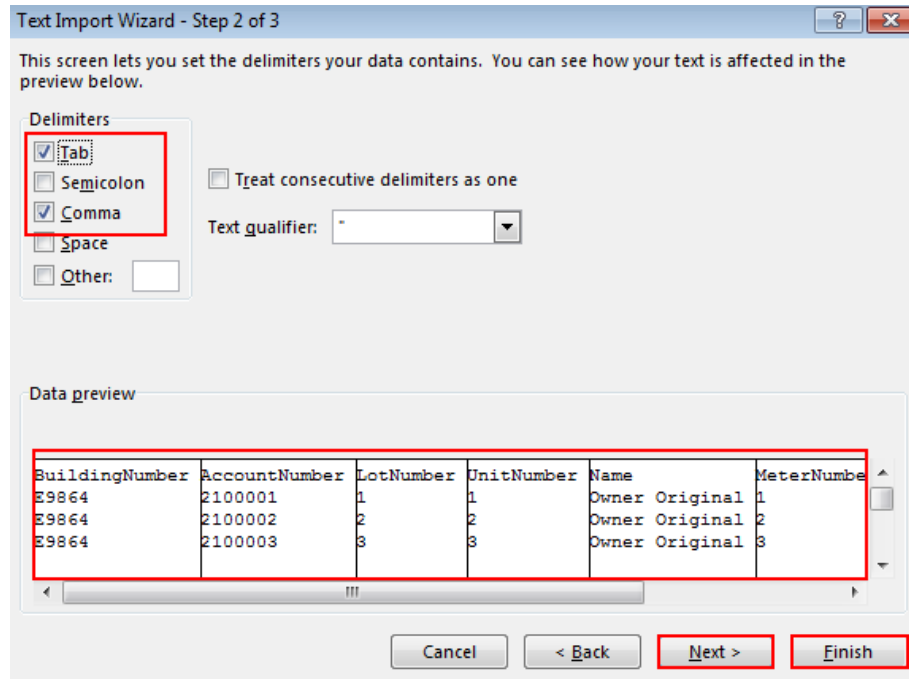
The base column information must include the Building Number, Meter Number, Date Last Read and Last Reading in order to be available for import.

The following section will provide information on exporting the meter info, changing the meter reading date and meter readings, and then importing the file with the new data.

This can be useful in instances where there is a third party recording the new meter reads; in fact, the export file could be provided to these sorts of parties to complete and send back to the strata manager to import into StrataMax.

For any *Utility Sub-Group* that includes more than 50 lots, this method is arguably more efficient than entering each reading manually. It should be noted that there is some formatting requirements to allow this report to export and import correctly, which has been noted below.

4. Select the *MeterLst.txt* file and click *Open*.
5. From the *Import Wizard*, select *Delimited* as the *Original Data Type*, then click *Next*.
6. Tick the *Comma* box as the *Delimiter*.
7. Check to ensure that the fields are separated correctly in the *Data Preview* box, then click *Next*.
8. The *Column Data Format* should be set to *Text* for all columns (*highlight all columns*).
9. Click *Finish*.



10. For each lot, change the Last Reading Date to the date of the new reading.

	A	B	C	D	E	F	G	H
1	BuildingNumber	AccountNumber	LotNumber	UnitNumber	Name	MeterNumber	DateLastReading	LastReading
2	E9864	2100001	1	1	Owner Original	1	1/12/2016	1875
3	E9864	2100002	2	2	Owner Original	2	1/12/2016	7000
4	E9864	2100003	3	3	Owner Original	3	1/12/2016	2500

We recommend using the *Find and Replace function* in Excel, on the *DateLastReading* column to quickly and easily update each line item.

11. Amend the *LastReading* column information to reflect the new meter reading for each lot.
12. Once all readings are entered complete, save the file in the following directory:
 - |BCM|DATA|<EBULDINGNUMBER_CURRENTYEAR>
 - and
 - Name the file *IMPREAD.txt* (File Type: Text (Tab Delimited)).
13. Select *Close*.

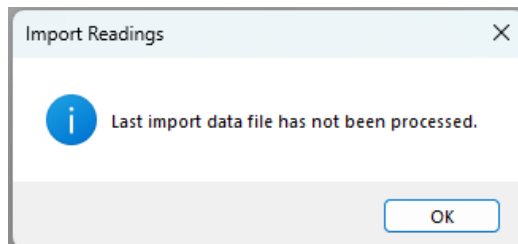
Import Meter Readings

The *Supply Type* that was used to export the meter readings needs to be used when importing them back in after making the changes in Excel. If the file contains meter readings that aren't the same *Supply Type*, the file will not import.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select the *Reading Entry* tab.
3. Click the *Supply Type* drop-down menu to select the required *Supply Type*.
4. Select *Options > Import Readings*.
 - The system will attempt to find the file in the directory `|BCM|DATA|<EBUILDINGNUMBER_CURRENTYEAR>`, and enter meter readings automatically.
 - Prior to processing bills, click *Go To > Reading Record List*. Refer to relevant section below in this article, which covers the *Reading Record List*.

View Imported Readings

If the reading information is being imported, and it has something unusual in the file and does not process as expected. This information can be viewed after the import stage and deleted where required to start the import process again. This step would be applied after trying to import the .txt file and includes the below message:



1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select *Options / View Imported Readings*. There will be a table of imported readings. Review and check that these have been processed from the Meter Maintenance tab.
3. To select all records in the table, Ctrl + A to select all records and click *Delete*.

The screenshot shows a window titled 'Imported Meter Readings' with a sub-header 'View Imported Readings'. It contains a table with the following data:

Reading Date	AccountCode	Meter Number	Tariff	New Reading	Date Processed
22/08/23	02100001	R16W0080		1001	
22/08/23	02100002	R16W0062		581	
22/08/23	02100003	R16W0065		479	
22/08/23	02100004	R16W0075		790	
22/08/23	02100005	R16W0063		1174	
22/08/23	02100006	R16W0073		869	
22/08/23	02100007	R16W0050		1148	
22/08/23	02100008	R16W0052		636	
22/08/23	02100009	R16W0049		840	
22/08/23	02100010	R16W0068		557	
22/08/23	02100011	R16W0070		1210	
22/08/23	02100012	R16W0061		509	
22/08/23	02100013	R16W0094		661	
22/08/23	02100014	R16W0079		651	

At the bottom of the window, there are three buttons: 'OK', 'Delete' (highlighted with a red box), and 'View Log'. A status bar at the bottom right shows '1 of 83'.

4. Click *Yes* to message: Delete selected records. Click *Confirm* to delete these readings.
5. Refer back to the current file for import and retry the [import process](#) again, detailed in the heading above.

Reading Recording List

The [Reading Record List](#) is available as a search, allowing the report fields to be customised and results to be reported across all buildings, if required.

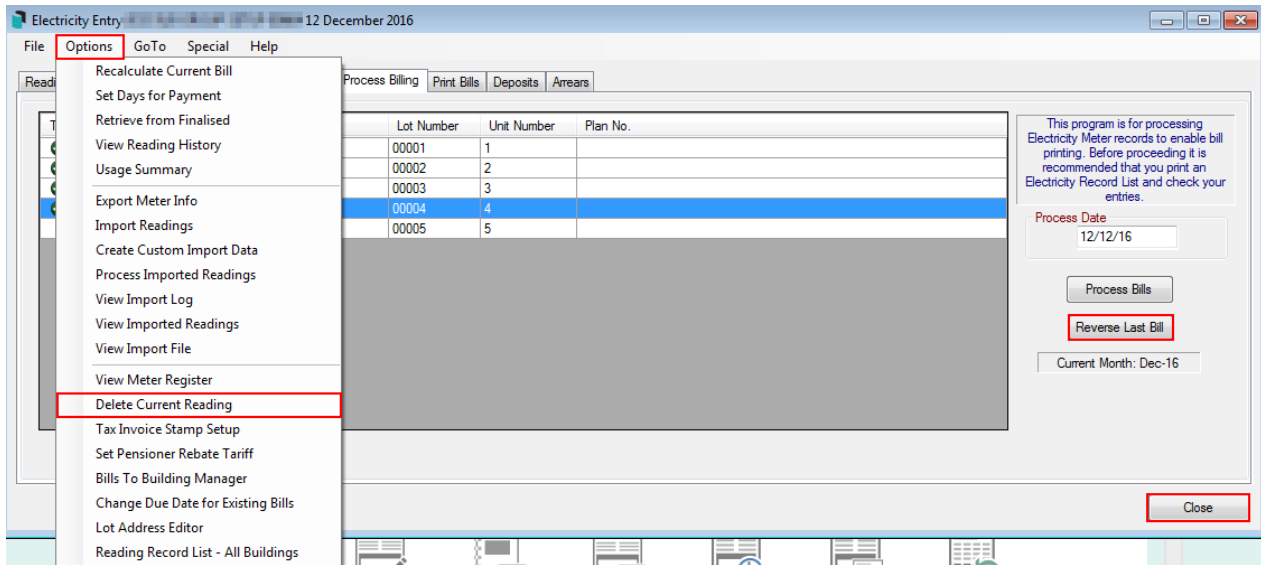
Delete Current Reading

If current readings have been entered incorrectly (e.g. a sundry charge has been omitted from the bills, or the tariff rate was incorrect), this section covers how to delete this reading.

If the current read has been processed, this will need to be reversed first before proceeding with delete.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select the *Process Billing* tab and tag the lot(s) required (to tag all click *Select All* or *Ctrl + A* on the keyboard).
3. Click the *Reverse Last Bill* button.
4. Ensuring the the *Reading Entry* tab is displayed in the Utility Billing window, click *Options > Delete Current Readings*.
5. Select the lot accounts to delete the current reading for.
6. Make any adjustments to tariff rates, or add sundry charges etc., as necessary.
7. Re-enter the correct reads from the *Reading Entry* tab, reprint the *Reading Record List* for checking,

then proceed to *Process Billing*.



Recalculate Current Bill

This section covers how to recalculate the meter readings in the event that the readings were entered, but the charge rate is incorrect. This process can only be done if the bills have not been processed.

If the bills have already been processed, the bills will need to be reversed before proceeding with a recalculation.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. After making the necessary changes to the tariff, sundry charge, or rebate, select the *Reading Entry* tab.
3. Select the *Reading Entry* tab, and enter the *Reading Date* from the drop-down menu in the top right.
4. Click the *Supply Type* drop-down menu to select the required *Supply Type*.
5. Click *Options > Recalculate Current Bill*.
6. Tag the required lots (click the *Select All* button on the right if all lots need to be recalculated).
7. Click the *Recalculate* button.
 - Prior to processing bills, click *GoTo > Reading Record List*. Refer to relevant section below in this article, which covers the *Reading Record List*.

Process Utility Bills

This procedure will process the readings entered and saved for each Debtor account, and produce a Utility Bill for each Debtor.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select Process Billing tab.
3. Tag all required Debtors (to tag all click Select All or Ctrl + A on the keyboard).
4. Select Process Bills.
5. Select Close.

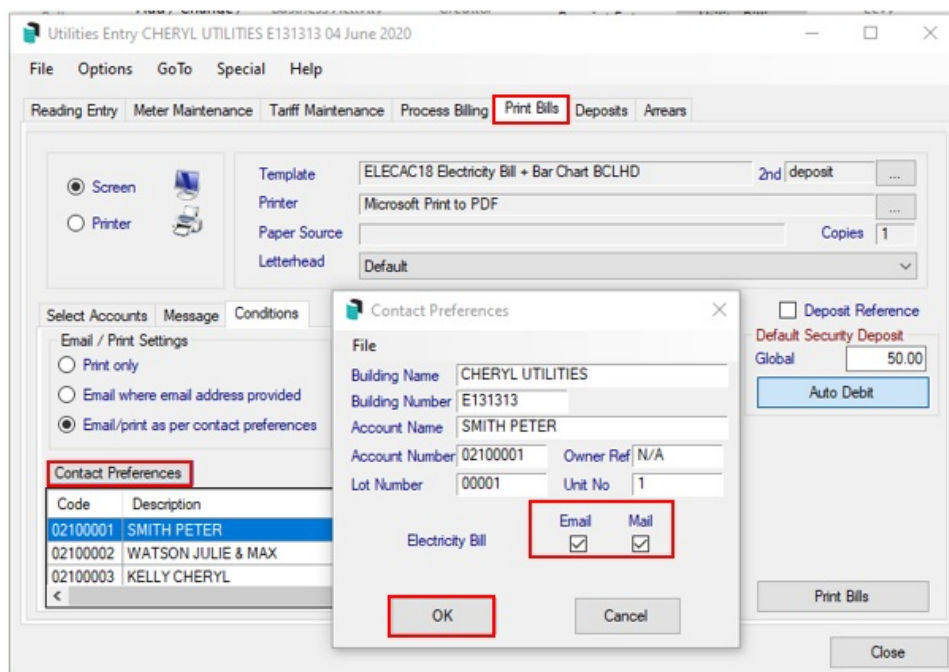
Utility Billing | Contact Preferences

Prior to printing or emailing the bills, the *Contact Preferences* will need to be set for each lot account. These preferences can also be set in Debtor Maintenance, at setup.

If there are multiple contacts for a Debtor account utility bills & arrears will only print to post to the first contacts address however multiple contacts can receive the bills via email if required.

If an Occupier has indicated a preference to receive bills via email, ensure the email address has been entered in Debtor Maintenance

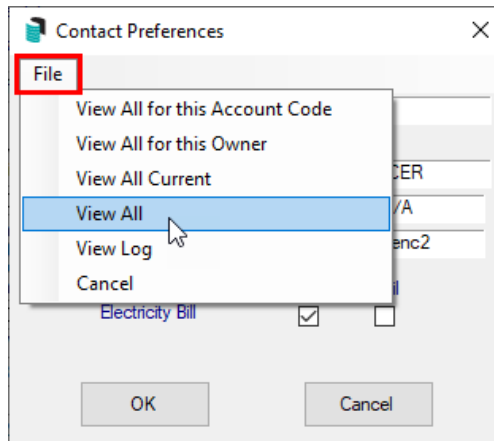
1. From the *Utility Sub-Group*, search or select **Utility Billing**.
2. Select the *Print Bills* tab, then click the *Conditions* tab in the middle section of the window.
3. Ensure you highlight a debtor with an email address, then click the *Contact Preferences* button to open the 'Contact Preferences' window.
4. Set the preferred option for delivery of the bills; Email, Mail, or both, then click **OK**.



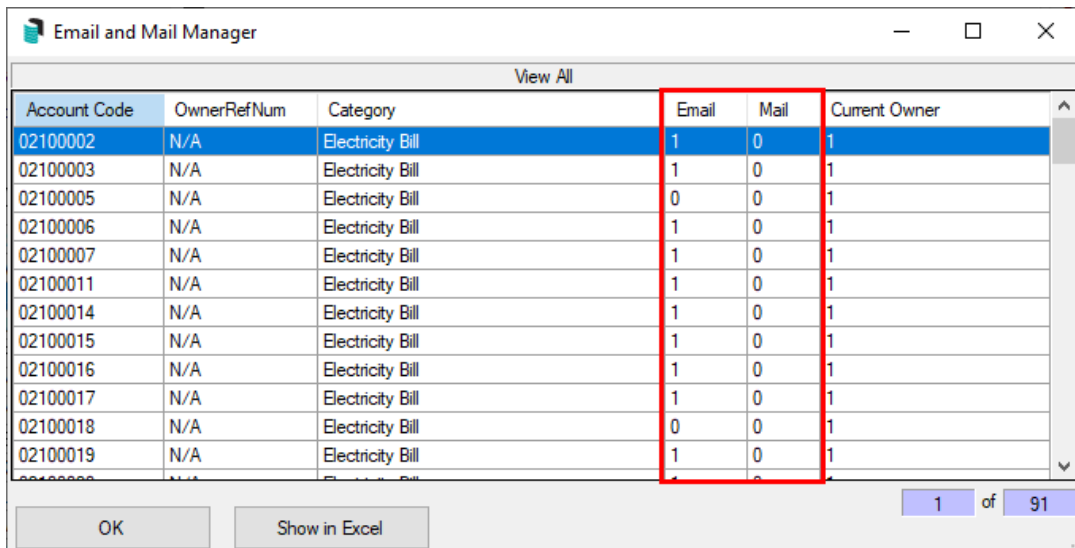
Utility Billing | Contact Preferences Report

The contact preferences for all debtors can be reported in an Excel sheet.

1. From the *Utility Sub-Group*, search or select **Utility Billing**.
2. Select the *Print Bills* tab, then click the *Conditions* tab in the middle section of the window.
3. Ensure you highlight a debtor with an email address, then click the *Contact Preferences* button.
4. In the 'Contact Preferences' window, click *File > View All* to display the 'Email and Mail Manager' screen.



5. In the 'Email and Mail Manager' screen either a '1' or a '0' will be displayed for each debtor in the 'Email' or 'Mail' columns; a '1' meaning 'Yes' and a '0' meaning 'No'.



Account Code	OwnerRefNum	Category	Email	Mail	Current Owner
02100002	N/A	Electricity Bill	1	0	1
02100003	N/A	Electricity Bill	1	0	1
02100005	N/A	Electricity Bill	0	0	1
02100006	N/A	Electricity Bill	1	0	1
02100007	N/A	Electricity Bill	1	0	1
02100011	N/A	Electricity Bill	1	0	1
02100014	N/A	Electricity Bill	1	0	1
02100015	N/A	Electricity Bill	1	0	1
02100016	N/A	Electricity Bill	1	0	1
02100017	N/A	Electricity Bill	1	0	1
02100018	N/A	Electricity Bill	0	0	1
02100019	N/A	Electricity Bill	1	0	1

1 of 91

6. You can also click the *Show in Excel* button to export this table to an Excel sheet.

Print or Email Utility Bills

Once the utility bills have been processed, the final step in the utility billing process is to print or email them.

If this is the first time printing a utility bill and there is a requirement for the security deposit to be shown, ensure that the instructions for [Security Deposits](#) have been completed. Also, for any lot accounts that want to set up a direct debit, a template that includes merge field *field 60* for direct debit instructions, will need to be used. Please see the [Direct Debit](#) article for more details.

If bills are being printed for the first time, it is recommended that the bill for the first lot only be previewed on screen. This provides the opportunity to ensure that it meets requirements. If any changes are required, this can be completed prior to printing all bills.

1. From the *Utility Sub-Group*, search or select the **Utility Billing** menu.
2. Select the *Print Bills* tab.
3. Tag all required lot accounts (to tag all click *Select All* or *Ctrl + A* on the keyboard).
4. Select *Conditions* tab and ensure the *E-Mail / Print as per Contact Preferences* radio button is selected.
 - [Contact Preferences for Utility Bills](#) are set in the Roll menu of the Main Building linked to the Sub-Group.
5. Click the *Print Bills* button.
6. Where a reading has been entered and flagged as an *estimate*, when the bills is printed, the word 'Estimated' field will be displayed on the bill as shown below. The system picks up the estimated field (Y) and inserts it next to the appropriate tariff reading.
7. The bill is not actually charged to the lot accounts account until the **Bill is printed**.

Once the utility bill has been printed there will be a copy available to re-produce at any time via the **Stored Reports** menu.

ELECTRICITY BILL

TAX INVOICE
 ABN 19 888 888 888

Date of Invoice 27 May 2020
 Supply for 28 Days
 Account No 02100001

Supply Address
 Lot 1/Unit 1 CHERYL UTILITIES CTS 131313
 175 Varsity Parade
 Varsity Lakes QLD 4227

Peter Smith
 PO Box 25
 ROBINA QLD 4226

Amount Payable **\$119.05**
 Payment Required by **11/06/20**

Meter Number E00001 Electricity (Estimated) 30/04/20 260 28/05/20 352

Tariff	kWh	Net Amount
E-001	92	17.02
		Service Fee - Daily Charge 20.00

Security Deposit Held Nil

If payment has been made in the last few days please disregard amount overdue from last bill

Usage	Days	Total kWh	Daily Average
This Bill	28	92	3
Last Bill	00	00	1

GST on \$37.02 3.70

Less Cents Adjustment 0.02

Total Current Charges 40.70

Security Deposit to Pay 100.00

Amount from last bill -21.65

Amount Payable \$119.05

Usage History

Utility Templates

Utility Templates can be set from the *Print Bills* tab in the Utility Billing module. The template set should include a deposit slip.

To review any available templates, select them from the list and click 'Preview.' Once the desired template has been selected, click 'Save as Global.'

File Options GoTo Special Help

Reading Entry Meter Maintenance Tariff Maintenance Process Billing Print Bills Deposits Arrears

Screen Template aircon1 Air Water Condenser+Summary 2nd ...

Template Selection

File Options

Electricity Bill Templates & Deposit Slips Building: QLD

Name	Description	State	Deposit Room	Comment
AIRCON1	Air Water Condenser+Summary		No	
AIRCON2	Air Water Condenser		No	
AIRCON3	Air Water Condenser		No	
ELECAC1	Electricity Bill - Summary		No	
ELECAC10	Electricity Bill - No Deposit		No	
ELECAC11	Electricity Bill+plain message box-BCLHD		No	
ELECAC12	Electricity Bill+BCLHD		No	
ELECAC12R	Electricity Bill+BCLHD		No	

Name	Description	State	Comment	Client	Supported
DEPOSIT	Deposit				Yes

Select as Global Select as Local Preview Close

