

# Utility Billing | Reports

Last Modified on 08/05/2025 2:53 pm AEST

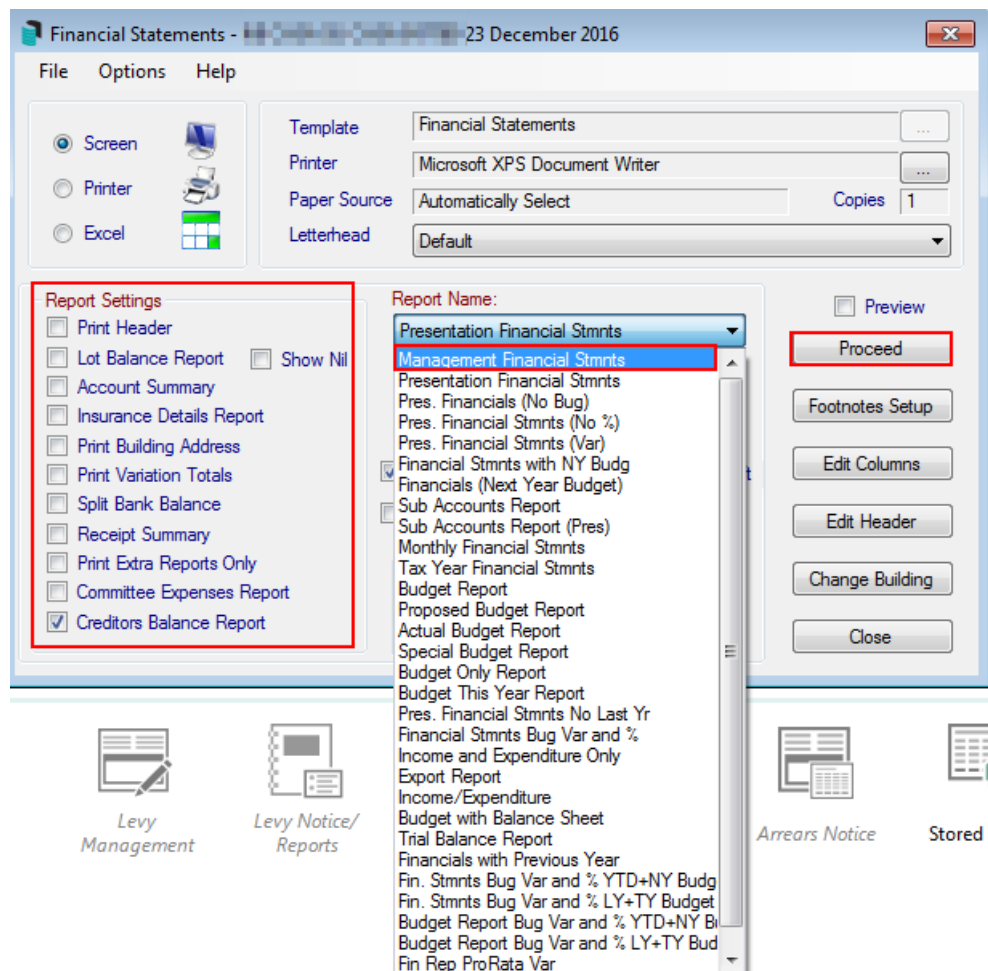
This article covers the various key reports available in the **Utility Billing** menu, of which there are several. These are used in both the *Main Building* and *Utility Sub-Group*. The use of each report can assist in varying scenarios, from a simple check on the financial statement to checking reading entry information entered prior to processing utility billing. Other options include reporting on debtors and second debtors (finalised) accounts which may be useful when using arrears processes.

---

## Financial Statements

The Financial Statement is a report of the Balance Sheet, Income and Expenditure reports and are used to check the integrity of balances. The financials should always balance and this can be checked by ensuring that the total of the Owners Funds matches the Net Assets.

1. From the *Utility Sub-Group* open the **Financial Statements** menu.
2. Select the *Report Name* from the drop-down menu.
  - Management Fee is a recommended report as it will detail the account codes that the balances are posted to.
  - Financial Statements can be printed for previous periods. The end date under the *Report Period* section can be changed to any month end date in the current financial year, or the statements can be accessed via **Stored Report** from each month end rollover



4. Tick any additional *Report Settings* required.
5. Click *Proceed*.

*Any Utility Income will be posted to the Main Update codes that have been set up and should be reflected within the Financial Statements.*

## Aged Balance List

This aged balance list will show the ageing balance of the Debtors within the Utility Group. The purpose of this is to assist in determining which Debtors are in arrears. The indicator that confirms the Utility Group is the Report Setup Title, which will have an E in front of the building number.

1. From the **Utility Group**.
2. Search or select **Aged Balance List**.

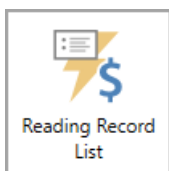
3. Click *OK*.

## Aged Balance List (Second Debtor)

This aged balance list (Second Debtor) will show the ageing balances of any second debtors (finalised accounts) within the Utility Group. The purpose of this is to assist in determining which Debtors are in arrears. The indicator that confirms the Utility Group is the Report Setup Title, which will have an E in front of the building number.

1. From the **Utility Group**.
2. Search or select **Aged Balance List (Second Debtor)**.
3. Click *OK*.

## Reading Record List



The Reading Record list details all accounts, including the Current Reading Date, Current Read, Charge, Processed Flag and what Tariff was used. This report is helpful after entering the meter readings to check them before processing and printing bills.

1. From the *Utility Sub-Group* open the **Utility Billing** menu. You can also search or select the icon.
2. Click *GoTo > Reading Record List*.
3. Tag the debtors to include or *Crtl+A* to tag all debtors.
4. Within the *Limits* tab, enter *Reading Date Start* and *Reading Date Finish* to report the last reading period or a specific date range.
5. If preferred, within the *Conditions* tab, tick *Report Heading Utilities*.
6. Select *Proceed*.
7. To export the data to Excel, select *Excel* or print a PDF, select *Print*.
8. Select *Close* to close the Utility Record List.

Utilities Record List E40152 23 December 2016

Account Code	Current Reading Date	Current Reading	Charge	Processed Flag	Tariff
02100005	29/09/16	1	99.26	P	11M
02100006	29/09/16	8181	94.96	P	11
02100006	29/09/16	56720	43.87	P	GHW
02100006	29/09/16	1	99.26	P	11M
02100007	29/09/16	12399	131.20	P	11
02100007	29/09/16	109810	126.16	P	GHW
02100007	29/09/16	1	99.26	P	11M
02100010	29/09/16	43120	296.43	P	11
02100010	29/09/16	53370	38.41	P	GHW
02100010	29/09/16	1	99.26	P	11M
02100011	29/09/16	45553	211.48	P	11
02100011	29/09/16	13350	1.06	P	GHW
02100011	29/09/16	1	99.26	P	11M
02100012	29/09/16	16379	116.97	P	11
02100012	29/09/16	8530	7.05	P	GHW
02100012	29/09/16	1	99.26	P	11M
02100013	29/09/16	14470	81.84	P	11
02100013	29/09/16	106300	41.76	P	GHW
02100013	29/09/16	1	99.26	P	11M
			80639.87		

1 of 928

Print Export Change View Close

## Reading Record List - All Buildings

The Reading Record list - All Buildings includes a report for each debtor's account for 15 months' worth of activity, including meter numbers, reading dates, charges, usage, processed flag, and tariff used. It can also include second debtors where needed.

1. From the *Utility Sub-Group*, open the **Utility Billing** menu.
2. From Options / select Reading Record List - All Buildings.
3. When prompted, select Yes. This process will retrieve all utility readings for active lots/ all buildings for the last 15 months and output them to a spreadsheet. It can take some time.
4. If second debtors are to be included, select Yes or No to the following message.
5. The report will output to Excel for review as needed.

## Record Reading Query

The Record Reading Query is a report used to see readings entered for a particular Debtor / all Debtors for a specific period and is helpful to refer to when troubleshooting a specific Debtor (s)

1. From the *Utility Sub-Group* open the **Utility Billing** menu.
2. Click GoTo > Reading Record Query.
3. Tag the Account (s) to include in report.
4. Enter the *Start Date* and *Finish Date* to report for a specific date range, then click OK.

5. To export to Excel, highlight the entries as required and click *Show in Excel*.

## Security Deposit Report

Running a *Security Deposit Report* will confirm what debtors have a *Security Deposit* held, the amount required to be held for the *Security Deposit* and the balance of this *Security Deposit*. Totals can also be noted from the bottom of the report.

1. From the *Utility Sub-Group* search or select *Utility Billing*.
2. Select *GoTo > Security Deposit Report*.
3. Select *OK*.

## Billing Cycle Report

A field in *Building Information* called 'Billing Cycle' is available for users to enter the billing cycle for the building. This is located under the 'Utility Billing' header. This field can be reported and exported to Excel for a single, multiple, or all buildings with a 'Utilities' sub-group.

1. In the *Building Selector Filters*, from the *Sub-Group* drop-down, select 'Utilities'.
2. Select the required building.

Number	Name	Year Start	Year End	Account Manager
E58691	BAY ROYAL KEEP	01/03/2024	28/02/2025	
E56656	CRAIG KEEP	01/01/2021	28/02/2022	
E5456	Craig Power Keep	01/01/2024	31/12/2024	
E3693	PENINSULAR RESIDENCES	01/01/2024	31/01/2025	
E30370	RIVER PLACE APARTMENTS	01/05/2024	30/04/2025	

Select Base Building    Select Master Chart Building    Count: 21

3. Search or select *Building Information*.
4. Ensure the 'Billing Cycle' field is visible (in the screenshot below, it is included in the 'Favourites' view).
5. Click the *Export to Excel* button.

Building Information - CRAIG KEEP E56656

View: Favourites Search

### Utility Billing

Billing Cycle Weekly

Residential Billing Period

Commercial Billing Period

Date Initial Bills Sent

Bulk Bill Paid By

Notes History Save Close

6. In the 'Building Selection' window, select any or all (tick the box in the left column) of the buildings required for the export and click *Select*.

Building Selection

BCMax Buildings Recent Buildings Name / Number:

Filters Utilities Buildings

		Number	Name	Year Start	Year End	Account Manager
		E58691	BAY ROYAL KEEP	01/03/2024	28/02/2025	
		E42044		01/08/2024	31/07/2025	
		E3033		01/06/2024	31/05/2025	
		E30270		01/05/2024	30/04/2025	
		E52949		01/08/2024	31/07/2025	
		E128149		01/12/2023	30/11/2024	

Select Base Building Select Master Chart Building

Select Cancel Count: 21

7. The data will be presented in Excel, where filters can be applied, etc.

AutoSave Off imwyx... Tristan Collins

File Home Insert Page Layout Formulas Data Review View Automate Developer Help

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Sensitivity Add-ins Analyze Data

B7

	A	B	C	D	E	
1	<b>Favourites</b>					
2	<b>Building Number</b>	<b>Building Name</b>	<b>Billing Cycle</b>	<b>Residential Billing Period</b>	<b>Commercial Billing Period</b>	<b>Date I</b>
3	E160720	KERI 2020 KEEP				
4	E56656	CRAIG KEEP	Monthly			
5	E58691	JESS TAJ MAHAL KEEP	Weekly			
6						

Favourites

Ready Accessibility: Good to go 80%