

# Utility Billing | Reports

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This article covers the key reports available for utility billing and reporting. These reports are used in both the *Main Building* and *Utility Sub-Group* and can assist with reviewing reading information, checking balances, reporting on arrears, and confirming utility billing data.

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## Reading Record List

**Record Reading List** provides a way to search Utility Meter readings by account code, meter, reading date, and other available fields. When opened from **Utility Subgroups**, the search loads with preset fields and columns and can be further refined by updating the search fields, conditions, or values. Searches can also be saved, exported to Excel, or printed.

1. From the *Utility Sub-Groups*, search for and select **Record Reading List**.
2. Update the column display, fields of restriction, including the conditions, or values as required to refine the results.
3. If required, limit the search using available fields such as account code, reading date, meter number, or specific buildings.
4. *Save Search As* will allow the search to be saved for regular use.
5. Export the results to Excel or Print the results, if required.

Reference No	Account Code	Account Name	Meter No	Previous Reading Date	Previous Reading	Reading Date	Reading	Days	Months	Usage	Charge	Process	Tariff
E0000001	02100002		00002	30/09/2025	350	28/02/2026	450	151	0	100	2.65	<input checked="" type="checkbox"/>	JCT
E0000002	02100003		00003	30/09/2025	5,000	28/02/2026	15,000	151	0	10,000	265.00	<input type="checkbox"/>	JCT
E0000003	02100004		00004	30/09/2025	450	28/02/2026	500	151	0	50	1.32	<input checked="" type="checkbox"/>	JCT

The legacy *Reading Record List* will continue to be available under **Utility Billing, GoTo Menu**.

## Aged Balance List

The aged balance list shows the ageing balances of debtors within the Utility Sub-Group. This can be used to assist in determining which debtors are in arrears. The indicator that confirms the Utility Sub-Group is the Report Setup Title, which will have an E in front of the building number.

1. From the **Utility Sub-Group**, search for or select **Aged Balance List**.
2. Click **OK**.

## Aged Balance List (Second Debtor)

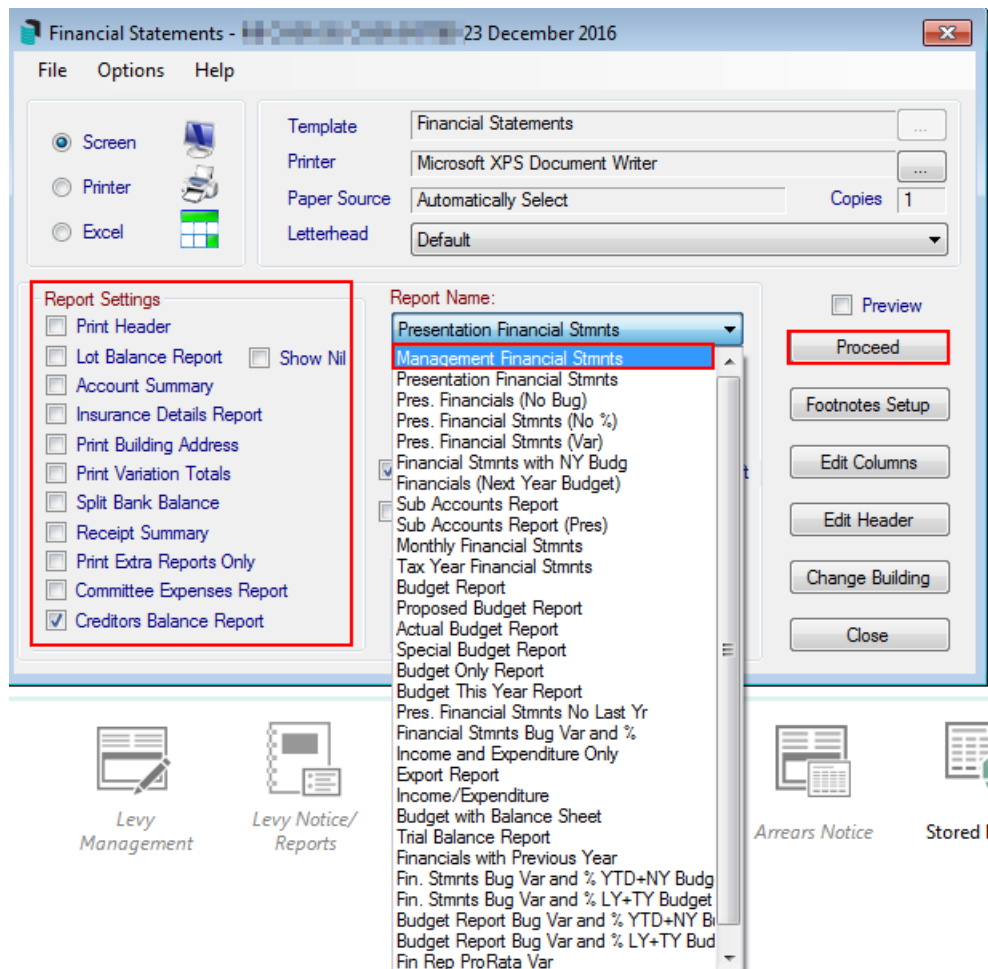
The aged balance list (Second Debtor) shows the ageing balances of second debtors (finalised accounts) within the Utility Sub-Group. This can be used to assist in determining which debtors are in arrears. The indicator that confirms the Utility Sub-Group is the Report Setup Title, which will have an E in front of the building number.

1. From the **Utility Sub-Group**, search for or select **Aged Balance List (Second Debtor)**.
2. Click **OK**.

# Financial Statements

The Financial Statement is a report of the Balance Sheet, Income and Expenditure reports, and is 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 details 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.
3. Tick any additional *Report Settings* required.
4. 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.*

## Record Reading Query

The Record Reading Query is a report used to see readings entered for a particular debtor, or all debtors, for a specific period. This can be helpful when reviewing or troubleshooting a specific debtor.

1. From the *Utility Sub-Group*, open the **Utility Billing** menu.
2. Click *GoTo > Reading Record Query*.
3. Tag the account or accounts to include in the report.
4. Enter the *Start Date* and *Finish Date* for the required 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 for 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.

BCMax Buildings | GLMax Companies | Recent Buildings | Recent Companies | Name / Number:

**Filters** Utilities Buildings 1

Sub-Group: Utilities

Inactive/Lost:  Active  Inactive/Lost

State:

Financial End Month:

Account Manager:

Management Office:

GST Registered:  Yes  No

Invoice Hub:  Yes  No

Account Groups:  Yes  No

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	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
E5456	Craig Power Keep	01/01/2024	31/12/2024	
E2643	FLINDERS RESIDENCES	01/01/2024	31/01/2024	
E2070	RIVER PLACE APARTMENTS	01/05/2024	30/04/2025	

Select Base Building | Select Master Chart Building | Count: 21

3. Search for or select **Building Information**.
4. Ensure the 'Billing Cycle' field is visible.
5. Click the *Export to Excel* button.

Building Information - CRAIG KEEP E56656

View: Favourites

**Utility Billing**

Billing Cycle 4

Residential Billing Period

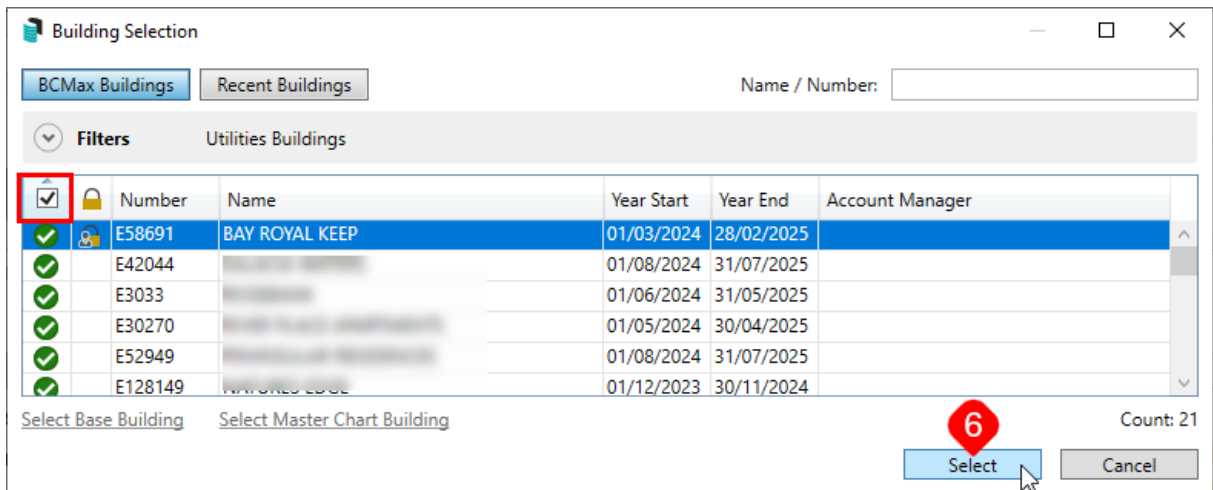
Commercial Billing Period

Date Initial Bills Sent

Bulk Bill Paid By

5

6. In the 'Building Selection' window, select any or all of the required buildings and click *Select*.



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

