

**WINDOWS UTILITY BILLING (WINUB)
AR TRANSFER**

Receivable Method

This is a two step process. First you bill customers and then the billing amounts are transferred to the Fund Accounting. Revenue is credited and accounts receivable is debited.

The second step is to transfer receipt information to the Fund Accounting where cash is debited and accounts receivable is credited.

Fund Accounting Set Up

The first step to set up is you need to create an accounts receivable account as a cash account in the fund accounting side.

1. What you need to do is open fund accounting and go to tools, set up options, and then click on the default accounts tab.
2. On a blank line select from the type column cash, then in the accounts column select your accounts receivable account, then in the name column put accounts receivable.
3. Close the screen and then from the top tool bar go to view and then select chart of accounts. Now you need to add the accounts receivable account to every fund that is used on the utility billing side. So, click on GL Accounts and then choose your fund and click on the show accounts icon. Next, click on the add account icon (or press f5) and add your accounts receivable account. Repeat this step for all funds used on UB side.

Utility Billing Set Up

1. The utility billing needs to be switched from Cash to AR. To do this right click in the upper corner of the screen and select set up, then setup options. Next, click on the FAXfer Tab and select the accounts receivable basis option.
2. Close the set up options screen and right click in the corner and select set up and then services. Next, click on the FA Codes button on the top of the screen.
3. You will need to do this for each service and surcharge that you bill for. Below is a sample example of how your screen might be filled in.

REV	GL	EXP	Service	1	WATER MTR 1	Setup Account Codes
Receipt	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Acct Code	601-11500	Accounts Receivable
Cash Acct				Acct Code	601-10100	Cash
Receipt Pen	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Acct Code	601-11500	Accounts Receivable
Cash Acct				Acct Code	601-10100	Cash
Accounts Receivable						
Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acct Code	601-37100	Water Sales
AR				Acct Code	601-11500	Accounts Receivable
Rev Pen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acct Code	601-37160	Water Penalty
AR Penalty				Acct Code	601-11500	Accounts Receivable

The top of the screen is for when the money is actually paid by the customer. Cash will be debited and accounts receivable is credited.

The bottom of the screen is for when you run the billing calc and then transfer to the fund accounting. Revenue is credited and accounts receivable is debited..

If your codes are not listed when you click on the drop down arrows you need to go in through the setup account code button in the top right corner and load that in.

***Remember each service and surcharge needs to be setup. To set up for surcharges right click in the corner and select setup and surcharges. Follow the same steps as the services set up.**

Transferring Billing Information

After you have calculated bills you will transfer the billed amounts to the Fund Accounting System.

1. From the main account screen right click in the corner, then select transfers, then FA Transfer.
2. Click on the Receivables tab and make sure the billing radio button is selected. Highlight what you want to transfer and then click on the transfer button.
3. This will show up in the Fund Accounting side in the external batches area where it will be loaded and then it will go to the receipts area to be printed and posted.

***When the batch is brought into the receipts area of the fund accounting the check box for cash batch should be checked and the cash account should be your accounts receivable.**

Transferring Penalty Information

After you run the penalty calculation those billed amounts can be transferred to the Fund Accounting System.

1. Follow the same steps for transferring the billing and when on the receivables tab make sure the penalties radio button is selected.

Transferring Adjustment Information

If you choose to transfer adjustments separately rather than with the billed amounts, then that option needs to be turned on.

*** This is an optional feature. Most entities do not use this feature and the adjustments are transferred with the billed amounts after you run your billing calculation.**

1. To turn on the option to transfer adjustments separately right click on the account screen and select setup and then set up options. Next, click on the features tab and then click the box that says allow adj transfer.
2. Follow the same steps to transfer the billing info except on the receivables tab make sure the adjustment button is selected.

Transferring The Actual Receipt Batch

1. Once your receipt batch(s) or ACH (Direct Pay Customers) are posted and you want to transfer them to the Fund Accounting right click in the corner of the main account screen and select transfers and then FA Transfers.
2. Make sure the receipts tab is selected and highlight the batch or batches you would like to transfer over and click the transfer button. They can then be found under the external batches in the Fund Accounting and loaded into the receipts area

***When the batch is brought into the receipts area of the fund accounting the check box for cash batch should be checked and the cash account should be your accounts receivable.**