Reports and Report Writer

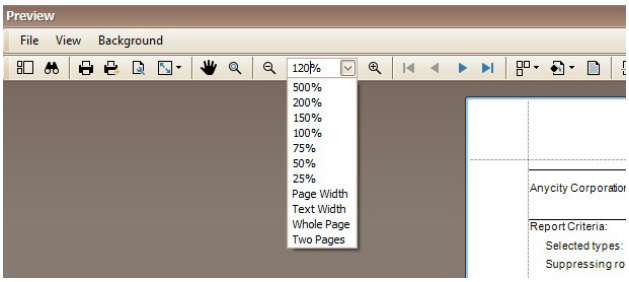
We will be going over:

- Caselle Masters
- New Reports Style Features
  - Preview and Formats
  - Drill Down Options
- Setting Up Reports
  - Report Options
  - Additional Options (New Reports)
  - Columns
  - Sections (Old Reports)
  - Prints Settings
  - Saving
  - Setting Default Reports
- Review Individual Reports
- Report Writer

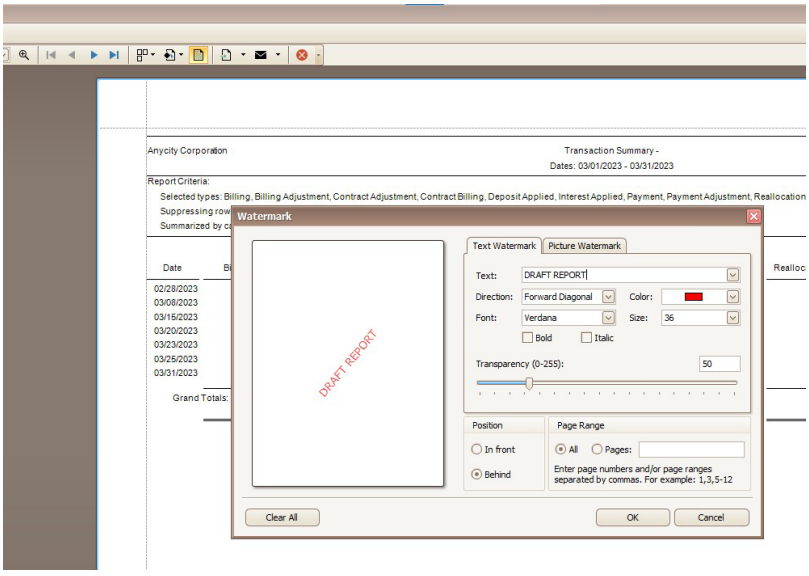
New Report Preview Window

There are several new features in the ‘new” report preview window including:

- Continuous scrolling/Navigation
- Changes to zoom and scaling

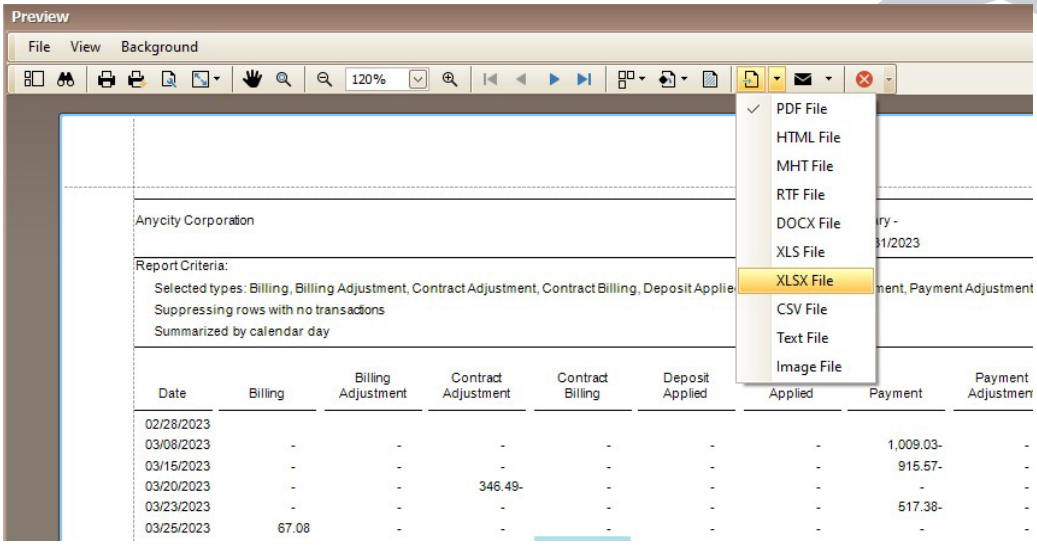


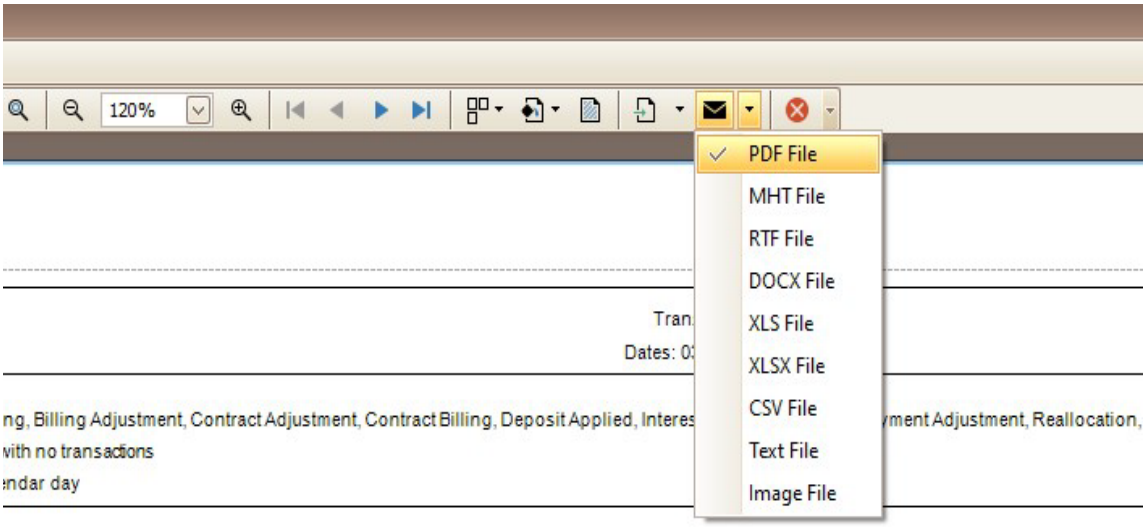
- Watermarks



New Report Export Formats

Reports can be exported directly from the preview window and either saved to a file or sent directly to your email client:





New Report Drill Down Capability

The new style reports have drill down capability if the reports are previewed. If the report lists customers, click on the customer number or name to go to Customer Inquiry. If the report is made up of different totals, clicking on a total will bring up a second report to show what customers made up that total.

Anycity Corporation — Transaction Summary - Dates: 04/01/2020 - 04/30/2020 — Page: 1 — Sep 14, 2020 11:30AM

Report Criteria:
Selected types: Billing, Billing Adjustment, Contract Adjustment, Contract Billing, Deposit Applied, Interest Applied, Payment, Payment Adjustment, Reallocation, Transfer, Write Off
Suppressing rows with no transactions
Summarized by calendar day

Date	Billing	Billing Adjustment	Contract Adjustment	Contract Billing	Deposit Applied	Interest Applied	Payment	Payment Adjustment	Reallocation	Transfer	Write Off	Balance
03/31/2020												3,068.29
04/02/2020	42.55	-	-	-	100.00-	8.33-	-	-	-	-	-	3,002.51
04/03/2020	-	-	-	-	-	-	191.61-	-	-	-	-	2,810.90
04/15/2020	40.00	-	-	-	-	-	-	-	-	-	-	2,850.90
04/20/2020	-	-	-	-	-	-	-	100.46	-	-	-	2,951.36
04/29/2020	-	30.00-	-	-	-	-	-	-	-	-	-	2,921.36
04/30/2020	59.30	-	-	-	-	-	34.46-	-	-	-	-	2,946.20
Grand Totals:	141.85	30.00-	-	-	100.00-	8.33-	226.07-	100.46	-	-	-	2,946.20

Anycity Corporation — Transaction Register - SYSTEM STATUS REPORT DAILY — Dates: 04/15/2020 - 04/15/2020 — Page: 1 — Sep 14, 2020 11:39AM

Report Criteria:
Selected types: Billing

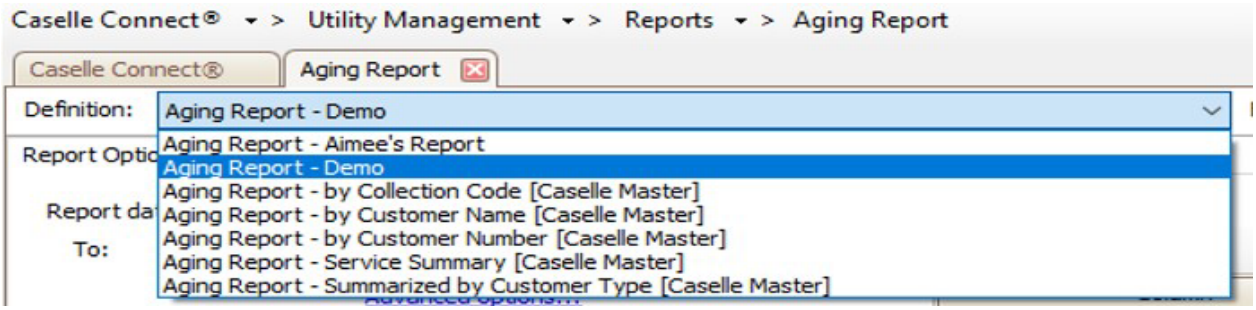
Billing

04/15/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Allan, Cynthia	2.153.01	Billing	2	Manual Billing			15.00	M	NSF - 14
Bates, William S.	2.149.01	Billing	1				25.00	M	Misc - 13
Total 04/15/2020:	430202						40.00		
Total Billing:	430202						40.00		
Grand Totals:	430202						40.00		

Caselle Master Reports

All of the standard reports in Caselle come with at least one Master report definition. These report definitions are used as a template. Customize them to get the needed report. The Caselle Masters cannot be overwritten. if changes are made, it will require it to be saved as a new report.



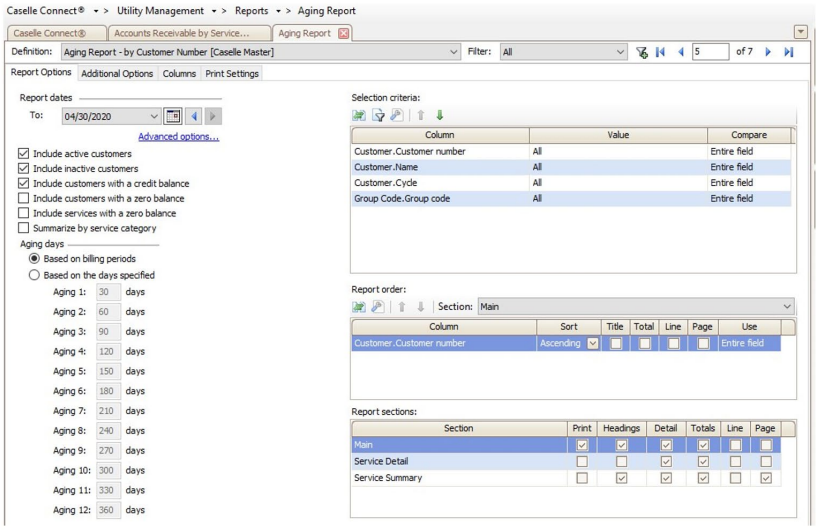
In this example, the aging report has (5) Caselle Master report definitions. Select the one that matches the closest to what is needed on the report, for example, with the report that is being created should be in customer number order select Aging Report - by customer number {Caselle Master} and make the modifications needed.

Report Setup

Having selected a report to use as a template, it can be customized. The first tab to customize is the report options. This will have different options depending on which report is being used.

The Report Date(s) to use for the report is at the top left.

Options specific to the report will be below the date.



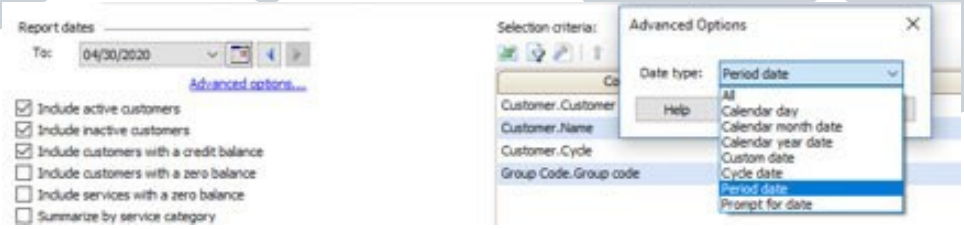
Data on the report will meet the criteria entered on the top right.

Data will print on the report in the order specified in Report Order.

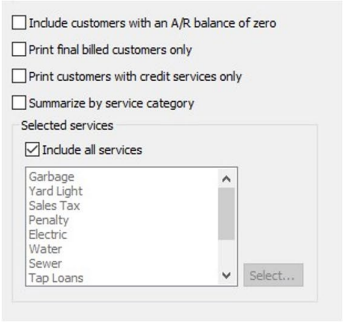
Sections to print on the report are controlled in Report Sections

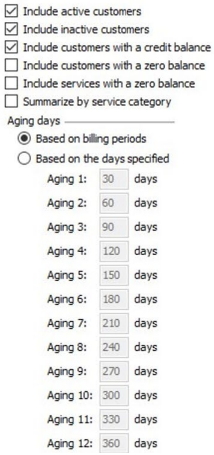
Cassell is in the process of rewriting all of the reports. The new reports will have a white background as shown above. The old style reports have a gray background. For this tab, both are the same except the report section is on a separate tab in the old style reports.

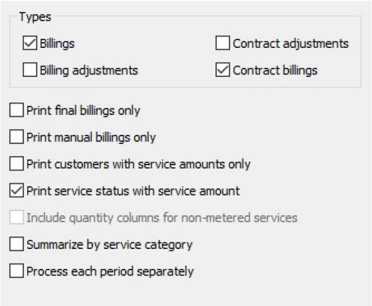
Dates: under the dates field is advanced options this will allow the default date type to be selected. The options are all, calendar day, calendar month, calendar year, custom, cycle, period or a prompt.



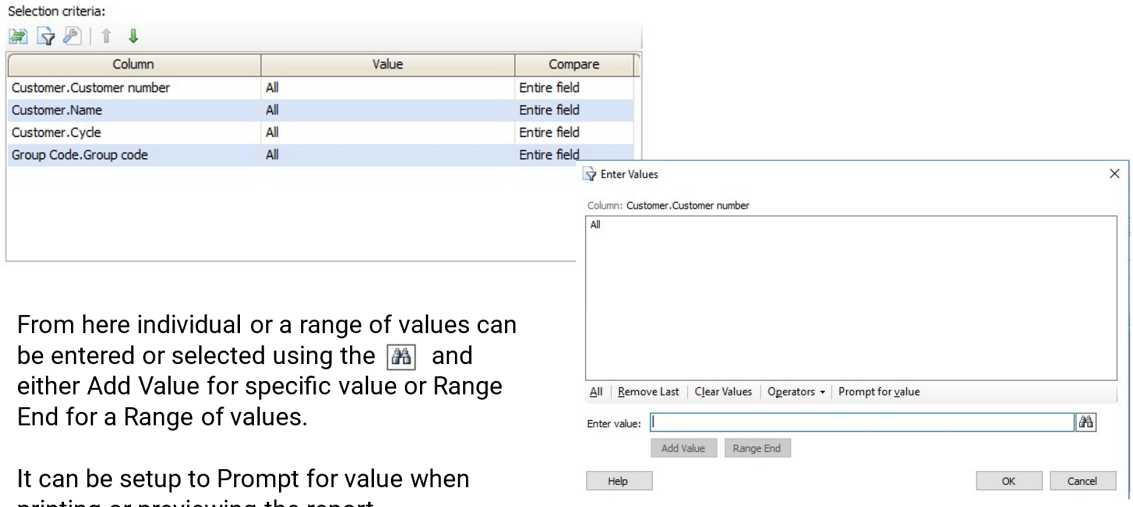
Options: Check the box or radio dial of the options to include on the report. These are unique to each report. A few examples are:







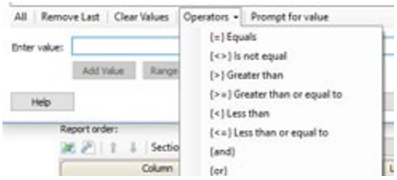
Section Criteria: Each report will have some standard selection criteria field set up. If you will be using one or more of these to narrow the criteria, double click on the word “All” or highlight the field and click if it's a new style report. The enter values pop up will open.



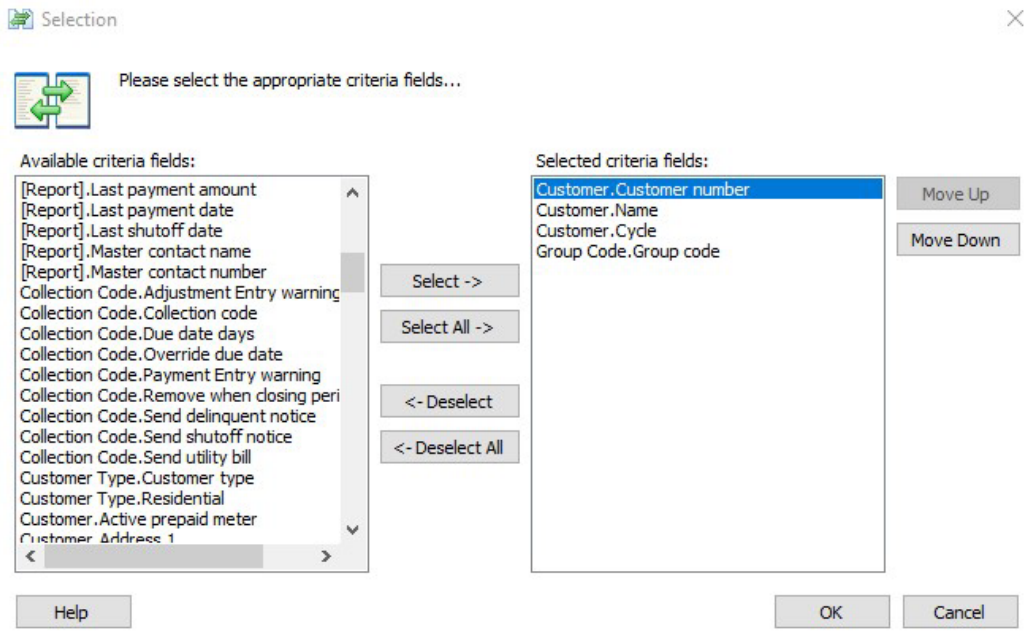
From here individual or a range of values can be entered or selected using the and either Add Value for specific value or Range End for a Range of values.

It can be setup to Prompt for value when printing or previewing the report

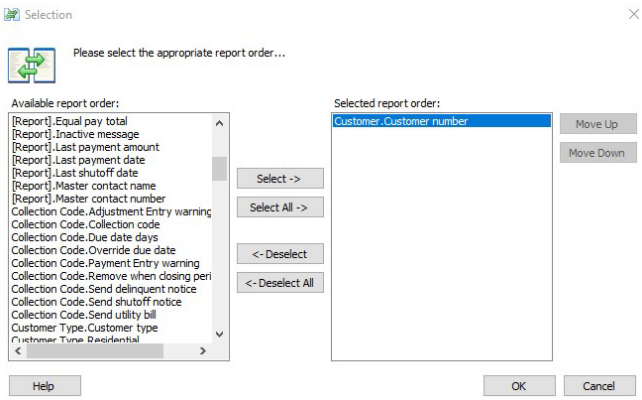
Operators can also be used to select the criteria. The Operators available will depend on the field.



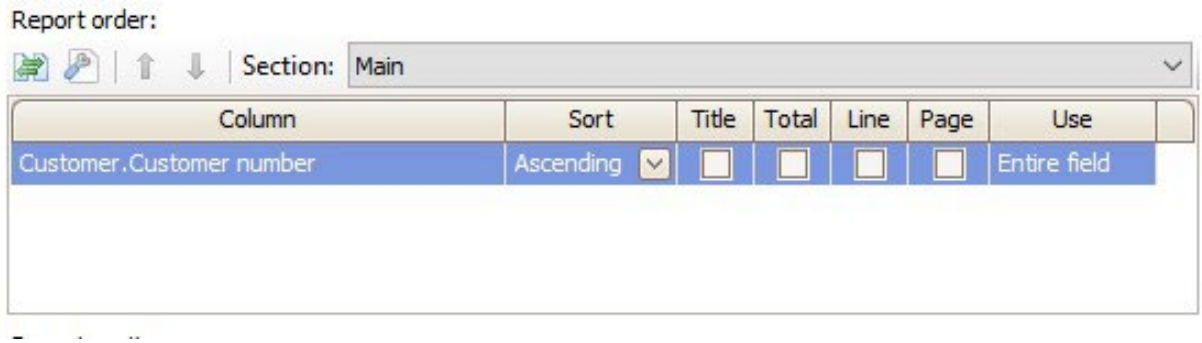
To add additional criteria, click on the or double click in the white/grey area of the selection criteria box. This will bring up a list of any available fields that can be used as selection criteria for this report. Find the field needed and select it to move it to the right side. Then click OK.



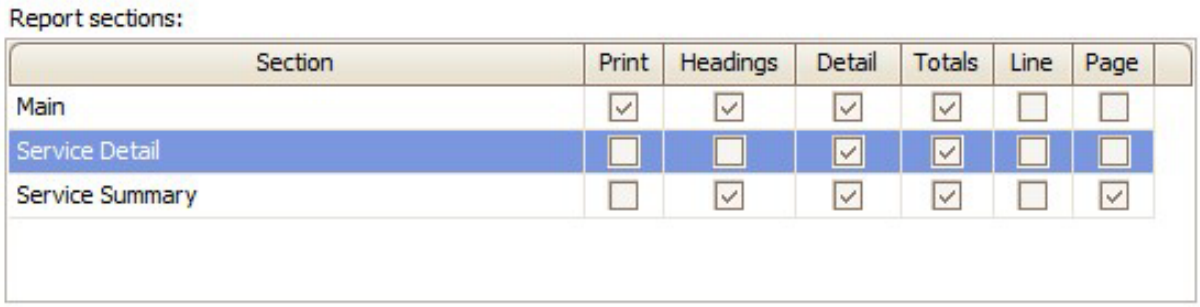
Report Order: Each Report will have fields set up to sort by. To add or change the sort fields, click on the or double click on the White / Gray area of the report order box. This will bring up a list of any available fields that can be used as sort criteria for this report. Find the field needed and select it to move it to the right side. Sort order is important; the field can be moved into the correct order by using move up and move down buttons. Once the fields are in correct order, click OK.



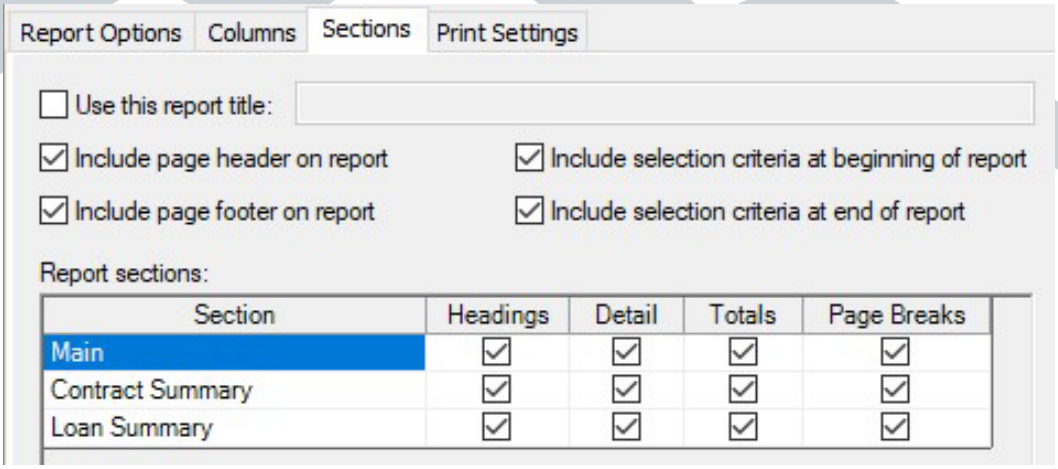
The report order is used to determine ascending or descending order, if the report will print a title, total, line or page break based on that field. Report order can be used on different sections of the report as well.



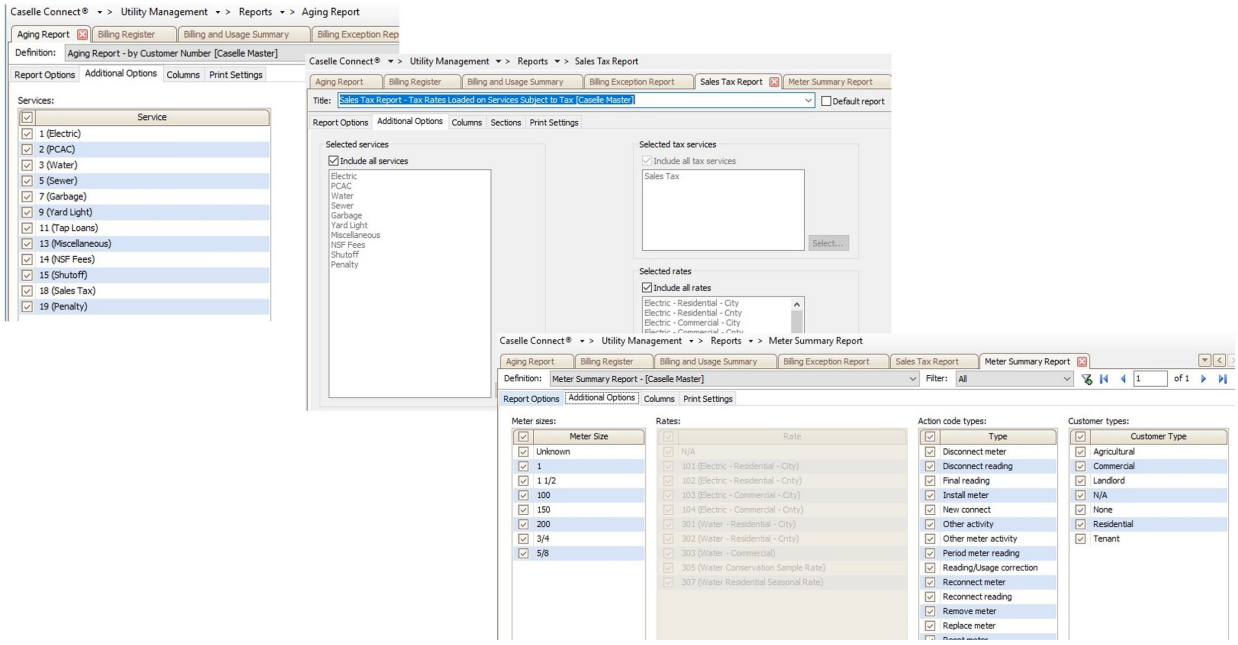
Report Section: Reports can have one or more separate sections, which can be controlled using report section. This determines if the section will print, have headings, print detail, print totals, lines or page break between sections.



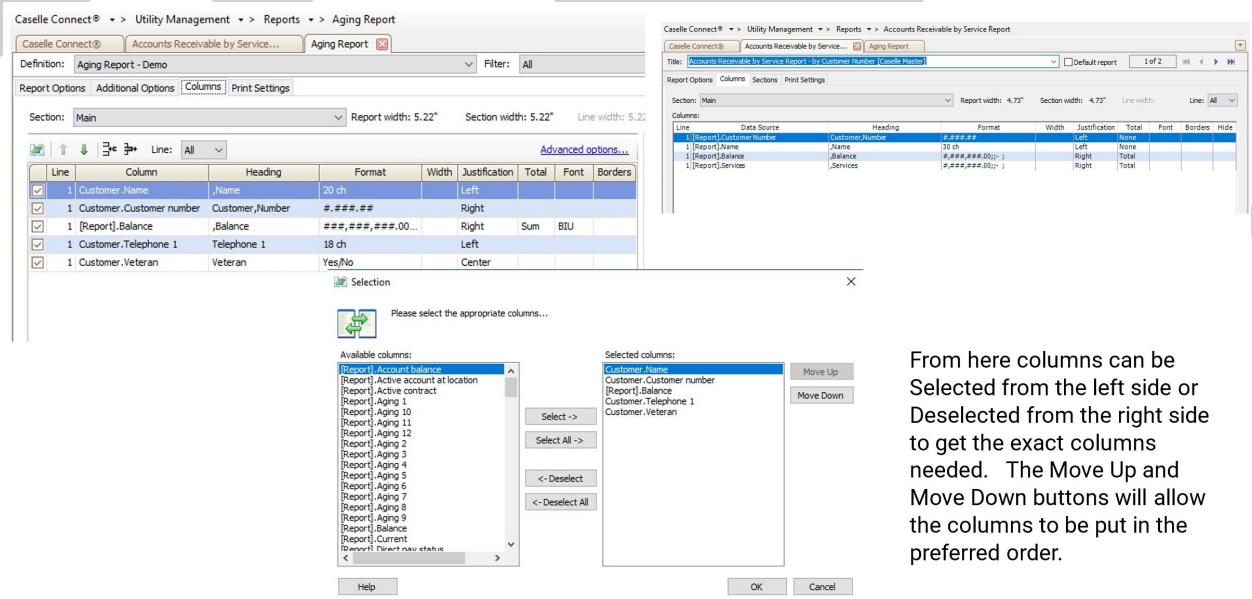
The old dash style reports have a separate sections tab for the report section. It also includes some options for printing page headers/ Footers or selection criteria.



Additional Options: Some report definition will have a tab for additional options (Services on some reports). These will usually give the option to select specific services, rates or meter information.

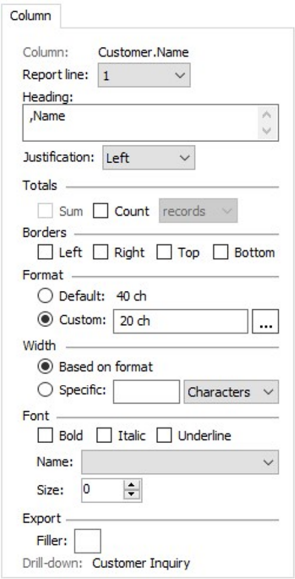


Columns: Each report will have some columns setup, Columns can be added or deleted by clicking on the or double clicking in the white area to open the selection box.

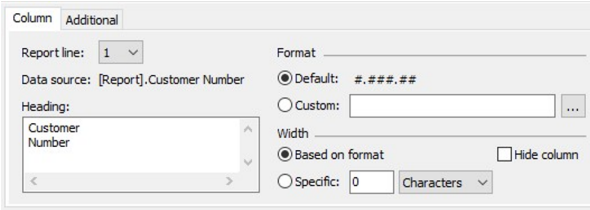


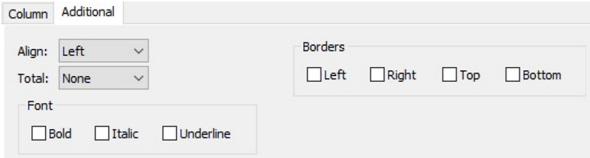
From here columns can be Selected from the left side or Deselected from the right side to get the exact columns needed. The Move Up and Move Down buttons will allow the columns to be put in the preferred order.

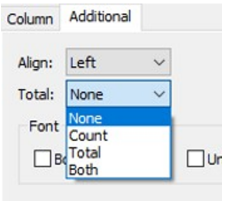
Columns: Each column has setup options on the right side or on the bottom on the old-style reports.



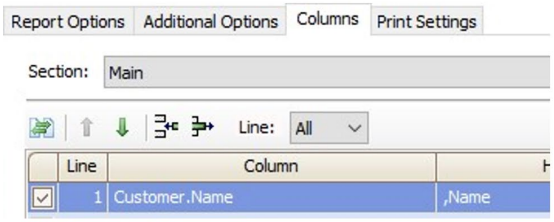
Heading is the Column Header this can be changed. A comma will add a line feed.
Justification or Align will determine if the column is aligned to the left, right or centered.
Total(s) either counts, sums, both or nothing for column totals.
Borders can be set for the column
Format is used for the number of characters, number format, date format or specific items like Account No for GL accounts.
Width can be based on characters or inches.
Font gives the option to bold, italicize or underline. The new style reports allow choice in type of fonts as well.
Export Filler allows a filler character like 0 to be added to if exporting a fixed length file.
Drill-down: List the fields that can be clicked on to drill down to more information.

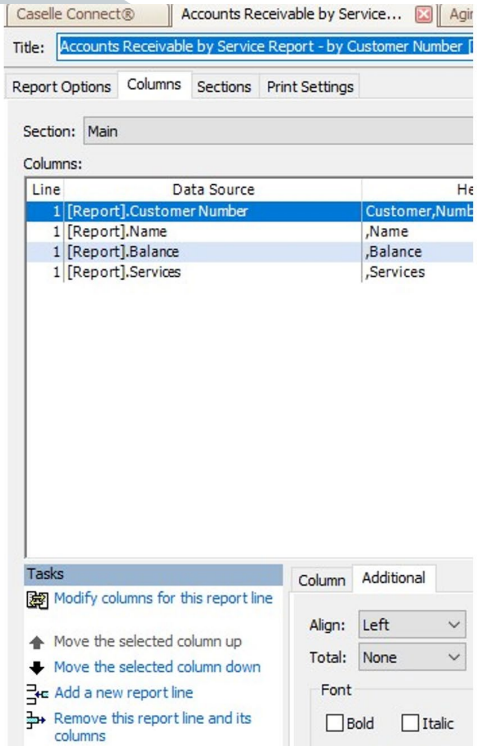






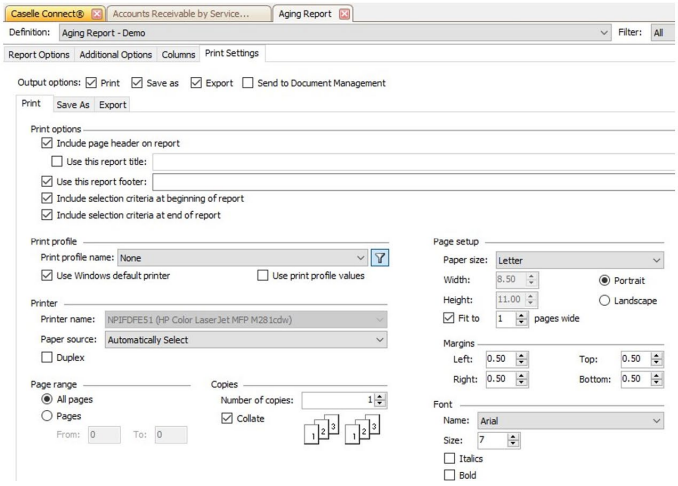
Columns: Some Reports will have more than one line of information for each record. These lines can be added or removed in the column tab.

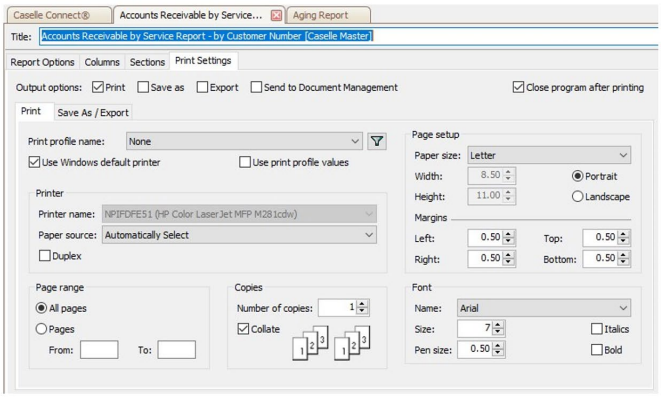




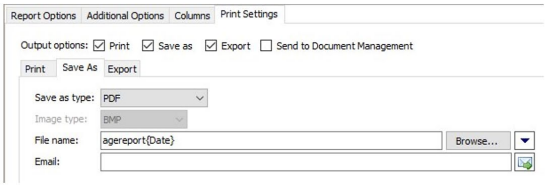
The icon bar on the new style reports has icons for each of the tasks that can be done to add, move or remove either columns or lines. The old has the tasks listed in the bottom left-hand corner.

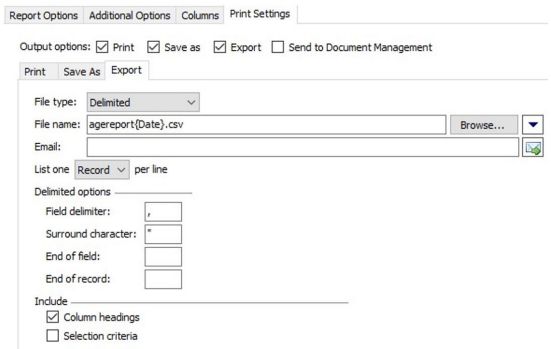
Print Settings: Reports can be printed, saved, exported or sent to a document management system. Print will give options for paper size, orientation, margins, font and size along with standard print functions.

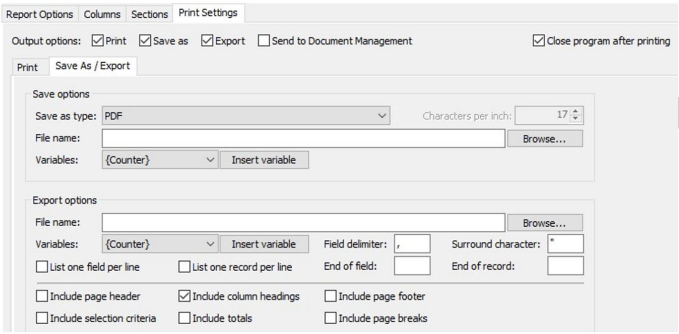




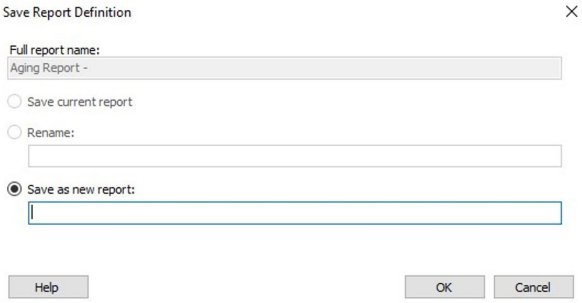
Print Settings: Save as gives options for type of file, file name and emailing. Reports are normally saved as a PDF. Export gives options for file type, file name, e-mail options and how the file is exported. This is usually used to create a CSV file to open in excel.

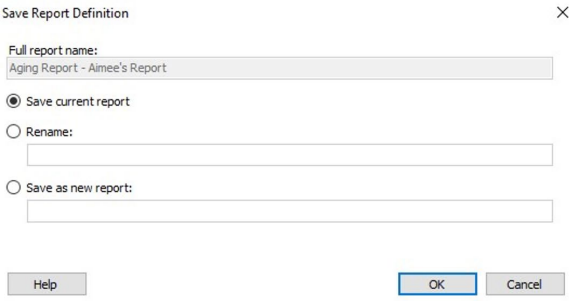




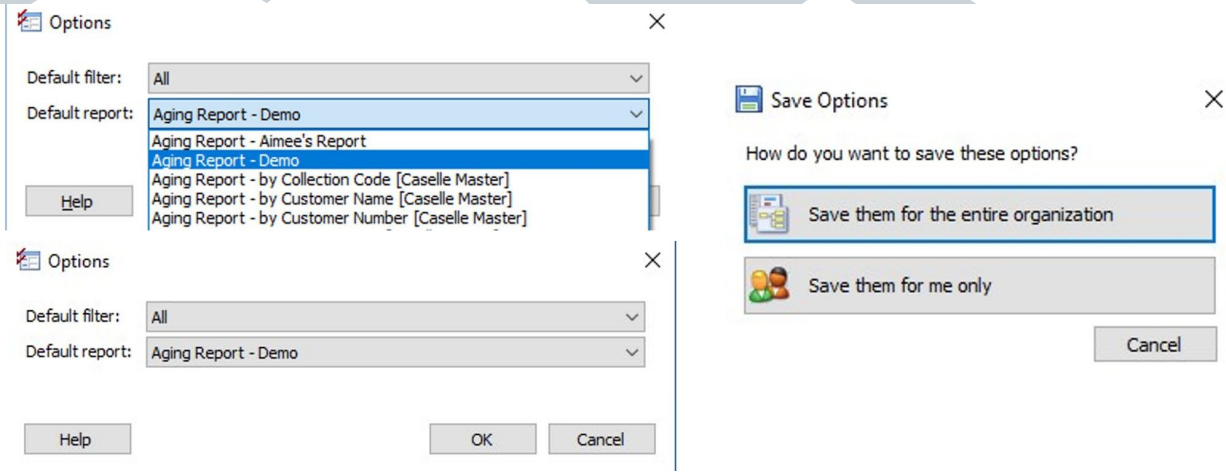


Once all the settings for the report have been completed, click save to save the report. If the original report was a Cassel master, the only option when saving is save as a new report. If the original report that's not a cell master, the options are save current report, rename or save as a new report.

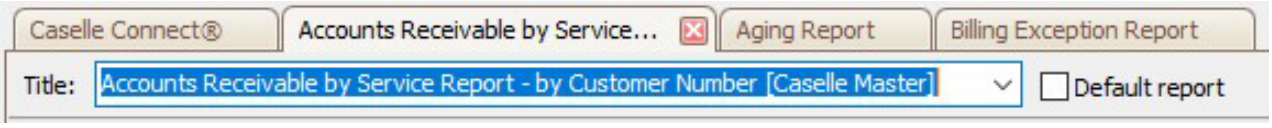




The report that is used most often can be set as a default report. In the new style reports click the options icon and select the report from the default report drop down list click OK and click save for the entire organization.



For the old style reports, have the report displayed in the title box and check the boxed default report:



Accounts Receivable by Service Report

The accounts receivable by service report will list the balance of each service for each account. It can give detail by service or be summarized by service category. It will also give a contract Murray and lone summary if needed.

Anycity Corporation — Accounts Receivable by Service Report - by Customer Number — Page: 1
Report Date: 04/30/2020 — Sep 13, 2020 06:49PM

Customer Number	Name	Balance	Elec	PCAC	Water	Sewer	Garb	Yd Lt
			Tap Loans	Misc	NSF	Shutoff	S Tax	Pnlty
1.101.01	Acme Manufacturing	395.95	306.21	-	11.60	28.80	15.00	15.50
			-	-	-	-	18.84	-
1.102.01	Norma's Hair Salon	206.31	117.65	-	32.40	43.20	6.00	-
			-	-	-	-	7.06	-
1.103.01	Joe's Drive-In	49.49	24.84	-	1.78	17.33	4.02	-
			-	-	-	-	1.52	-
1.104.01	Smith, Dr. Ronald T.	146.27	87.42	-	20.40	27.20	6.00	-
			-	-	-	-	5.25	-
1.105.01	Jones, Dr. Harvey D.	188.05	130.05	-	16.80	22.40	11.00	-
			-	-	-	-	7.80	-
1.106.01	Simpson Reception Center	216.66	98.95	-	28.20	37.60	30.00	15.50
			-	-	-	-	6.41	-
1.108.01	Brown's Garage	180.70	100.31	-	18.60	24.80	15.00	15.50
			-	-	-	-	6.49	-
1.112.01	Betty's Fabric Shop	365.77	207.88	-	52.20	69.60	18.00	-
			-	-	-	-	12.47	5.62
2.145.00	Spencer Properties	55.08	34.64	-	13.40	6.00	-	-
			-	-	-	-	1.04	-
2.145.01	Richardson, David T.	38.44	9.75	-	10.40	6.00	-	-
			-	12.00	-	-	.29	-
2.146.01	Clemens, Gordon F.	66.23	45.27	-	8.60	6.00	5.00	-
			-	-	-	-	1.36	-
2.147.01	Carter, Clayton	134.94	63.31	-	32.21	20.60	12.49	-
			-	-	-	-	3.27	3.06
2.147.02	Welling, Martin E.	25.00	-	-	-	-	-	-
			-	25.00	-	-	-	-
2.148.01	Donaldson, Kira	67.97	39.97	-	20.80	6.00	-	-
			-	-	-	-	1.20	-
2.149.01	Bates, William S.	237.51	89.72	-	34.60	18.00	15.00	-
			-	25.00	-	50.00	2.69	2.50
2.153.01	Allan, Cynthia	108.79	60.65	-	23.59	7.73	-	-
			-	-	15.00	-	1.62	-
2.154.01	Brown, Jack	145.36	103.35	-	18.31	9.76	11.14	-
			-	-	-	-	2.60	-
2.155.01	Smith, Judy	32.56	12.58	-	8.00	6.00	5.00	-
			-	-	-	-	.98	-
2.171.01	Sessions, Ronald	108.53	51.97	-	-	-	5.00	-
			50.00	-	-	-	1.56	-
2.172.01	Barber, Devin A.	34.46	28.60	-	-	-	5.00	-
			-	-	-	-	.86	-
2.173.01	Hamilton, Bryan	71.89	61.25	-	-	-	10.19	-
			-	-	-	-	1.84	1.39-
2.174.01	Jones, Ronald J	70.24	57.19	-	-	-	11.32	-
			-	-	-	-	1.73	-
Grand Totals:		2,946.20	1,731.56	-	351.89	357.02	185.16	46.50
			50.00	62.00	15.00	50.00	87.28	9.79

Anycity Corporation — Accounts Receivable by Service Report - by Customer Number — Page: 1
Report Date: 04/30/2020 — Sep 13, 2020 06:45PM

Report Criteria:
Summarized by Service Category

Customer Number	Name	Balance	ELECTRIC	WATER	SEWER	OTHER
1.101.01	Acme Manufacturing	395.95	306.21	11.60	28.80	49.34
1.102.01	Norma's Hair Salon	206.31	117.65	32.40	43.20	13.06
1.103.01	Joe's Drive-In	49.49	24.84	1.78	17.33	5.54
1.104.01	Smith, Dr. Ronald T.	146.27	87.42	20.40	27.20	11.25
1.105.01	Jones, Dr. Harvey D.	188.05	130.05	16.80	22.40	18.80
1.106.01	Simpson Reception Center	216.66	98.95	28.20	37.60	51.91
1.108.01	Brown's Garage	180.70	100.31	18.60	24.80	36.99
1.112.01	Betty's Fabric Shop	365.77	207.88	52.20	69.60	36.09
2.145.00	Spencer Properties	55.08	34.64	13.40	6.00	1.04
2.145.01	Richardson, David T.	38.44	9.75	10.40	6.00	12.29
2.146.01	Clemens, Gordon F.	66.23	45.27	8.60	6.00	6.36
2.147.01	Carter, Clayton	134.94	63.31	32.21	20.60	18.82
2.147.02	Welling, Martin E.	25.00	-	-	-	25.00
2.148.01	Donaldson, Kira	67.97	39.97	20.80	6.00	1.20
2.149.01	Bates, William S.	237.51	89.72	84.60	18.00	45.19
2.153.01	Allan, Cynthia	108.79	60.65	23.59	7.73	16.82
2.154.01	Brown, Jack	145.36	103.35	18.31	9.76	13.94
2.155.01	Smith, Judy	32.56	12.58	8.00	6.00	5.98
2.171.01	Sessions, Ronald	108.53	51.97	50.00	-	6.56
2.172.01	Barber, Devin A.	34.46	28.60	-	-	5.86
2.173.01	Hamilton, Bryan	71.89	61.25	-	-	10.64
2.174.01	Jones, Ronald J	70.24	57.19	-	-	13.05
Grand Totals:		2,946.20	1,731.56	451.89	357.02	405.73

Anycity Corporation — Accounts Receivable by Service Report - Summary Only — Page: 1
Report Date: 04/30/2020 — Sep 13, 2020 06:50PM

Customer Number	Name	Balance	Elec	PCAC	Water	Sewer	Garb	Yd Lt
			Tap Loans	Misc	NSF	Shutoff	S Tax	Pnlty
Grand Totals:		2,946.20	1,731.56	-	351.89	357.02	185.16	46.50
			50.00	62.00	15.00	50.00	87.28	9.79

Aging Report

The aging report will list the balances for each account aged either by the number of days or by billing period. It can give totals only, detail by service, be summarized by service category or summarized by customer like.

Anycity Corporation — Aging Report - by Customer Number — Report Date: 04/30/2020 — Page: 1 — Sep 13, 2020 6:57PM

Report Criteria:
- Include inactive customers
- Include active customers
- Include customers with a credit balance
- Aged using billing periods

Customer Number	Name	Balance	04/30/2020	03/31/2020	02/29/2020	01/31/2020	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1.101.01	Acme Manufacturing	395.95	.00	395.95	.00	.00	03/08/20	379.08-		
1.102.01	Norma's Hair Salon	206.31	.00	206.31	.00	.00	03/15/20	196.47-		
1.103.01	Joe's Drive-In	49.49	.00	49.49	.00	.00	03/15/20	180.70-		
1.104.01	Smith, Dr. Ronald T.	146.27	.00	146.27	.00	.00	03/08/20	139.39-		
1.105.01	Jones, Dr. Harvey D.	188.06	.00	188.06	.00	.00	03/08/20	188.86-		
1.106.01	Simpson Reception Cen	216.66	.00	216.66	.00	.00	03/15/20	207.91-		
1.108.01	Brown's Garage	180.70	.00	180.70	.00	.00	03/08/20	173.91-		
1.112.01	Betty's Fabric Shop	365.77	.00	122.70	117.14	125.93	03/15/20	121.71-		
2.145.00	Spencer Properties	55.08	.00	55.08	.00	.00	03/23/20	62.02-	LL Disc	
2.145.01	Richardson, David T.	38.44	.00	38.44	.00	.00		.00		
2.146.01	Clemens, Gordon F.	66.23	.00	66.23	.00	.00	03/08/20	63.16-		
2.147.01	Carter, Clayton	134.94	17.55	21.17	65.77	30.45	03/23/20	71.52-	Final	04/02/15
2.147.02	Welling, Martin E.	25.00	25.00	.00	.00	.00		.00		
2.148.01	Donaldson, Kira	67.97	.00	67.97	.00	.00	03/08/20	64.63-		
2.149.01	Bates, William S.	237.51	75.00	54.57	52.34	55.60	03/23/20	53.93-		
2.163.01	Allan, Cynthia	108.79	15.00	73.58	20.21	.00	03/15/20	66.00-		
2.164.01	Brown, Jack	145.36	.00	70.05	59.59	15.72	03/15/20	66.00-		
2.165.01	Smith, Judy	32.66	.00	32.66	.00	.00	03/23/20	60.57-		
2.171.01	Sessions, Ronald	108.53	.00	108.53	.00	.00	03/23/20	56.11-		
2.172.01	Barber, Devin A.	34.46	.00	34.46	.00	.00	04/30/20	34.46-		
2.173.01	Hamilton, Bryan	71.89	1.39-	36.88	36.01	1.39	03/23/20	37.69-		
2.174.01	Jones, Ronald J	70.24	9.30	48.83	12.11	.00	03/15/20	44.00-		
Grand Totals:		2,946.20	140.46	2,214.48	362.17	229.09				

Anycity Corporation — Aging Report - Service Summary — Report Date: 04/30/2020 — Page: 1 — Sep 13, 2020 6:57PM

Service Summary

Service	Balance	04/30/2020	03/31/2020	02/29/2020	01/31/2020
Electric	1,731.56	4.45	1,355.57	232.95	138.59
Water	351.89	10.93	258.98	48.30	33.68
Sewer	357.02	6.00	278.53	39.89	32.60
Garbage	185.16	5.33	138.02	27.32	14.49
Yard Light	46.50	.00	46.50	.00	.00
Tap Loans	50.00	.00	50.00	.00	.00
Miscellaneous	62.00	50.00	12.00	.00	.00
NSF Fees	15.00	15.00	.00	.00	.00
Shutoff	50.00	50.00	.00	.00	.00
Sales Tax	87.28	.14	72.16	8.97	6.01
Penalty	9.79	1.39-	2.72	4.74	3.72
Grand Totals:	2,946.20	140.46	2,214.48	362.17	229.09

Anycity Corporation — Aging Report - Summarized by Customer Type — Report Date: 04/30/2020 — Page: 1 — Sep 13, 2020 6:58PM

Report Criteria:
- Include inactive customers
- Include active customers
- Include customers with a credit balance
- Aged using billing periods

Service Summary

Service	Balance	04/30/2020	03/31/2020	02/29/2020	01/31/2020
Agricultural					
Electric	87.42	.00	87.42	.00	.00
Water	20.40	.00	20.40	.00	.00
Sewer	27.20	.00	27.20	.00	.00
Garbage	6.00	.00	6.00	.00	.00
Sales Tax	5.25	.00	5.25	.00	.00
Total: Agricultural	146.27	.00	146.27	.00	.00
Commercial					
Electric	985.89	.00	848.02	66.14	71.73
Water	161.58	.00	126.78	16.80	18.00
Sewer	243.73	.00	197.33	22.40	24.00
Garbage	99.02	.00	87.02	6.00	6.00
Yard Light	46.50	.00	46.50	.00	.00
Sales Tax	60.69	.00	52.32	3.97	4.30

Billing and Usage Summary

The billing and usage summary lists the usage build and the amount billed for all services by customer type. It will print monthly totals and year-to-date totals on the report. It can be summarized by service category.

Anycity Corporation

Billing and Usage Summary - Multiple Pages
Report Dates: 04/01/2020 - 04/30/2020

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Elec Usage	0	0	0	0	0	0	0
Water Usage	0	0	0	0	22	0	22

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Garb Amount	-	-	-	-	5.33	-	5.33
Yd Lt Amount	-	-	-	-	-	-	-
S Tax Amount	-	-	-	-	.14	-	.14
Pnlty Amount	-	-	-	-	-	-	-
Elec Amount	-	-	-	-	15.55-	-	15.55-
Water Amount	-	10.00-	-	-	10.93	-	.93
Sewer Amount	-	-	-	-	6.00	-	6.00
Tap Loans Amount	-	-	-	-	-	-	-
Misc Amount	-	-	-	-	50.00	-	50.00
Shutoff Amount	-	-	-	-	50.00	-	50.00
NSF Amount	-	-	-	-	15.00	-	15.00
PCAC Amount	-	-	-	-	-	-	-
Total Charges:	-	10.00-	-	-	121.85	-	111.85

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Previous Balance	146.27	1,804.54	55.08	-	1,023.96	38.44	3,068.29
Payments	-	191.61-	-	-	66.00	-	125.61-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	100.00-	-	100.00-
Interest Applied	-	-	-	-	8.33-	-	8.33-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	-	10.00-	-	-	121.85	-	111.85
Current Balance:	146.27	1,602.93	55.08	-	1,103.48	38.44	2,946.20

Year To Date: 07/01/2019 - 04/30/2020

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Elec Usage	8,885	116,794	5,732	0	62,125	98	193,634
Water Usage	198	2,012	580	0	1,357	22	4,169

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Garb Amount	54.00	1,120.57	-	-	410.33	-	1,584.90
Yd Lt Amount	-	418.50	-	-	-	-	418.50
S Tax Amount	51.61	612.84	12.04	-	133.13	.29	809.91
Pnlty Amount	-	7.65	-	-	13.01	-	20.66
Elec Amount	859.72	9,870.63	401.36	-	4,371.10	9.75	15,512.56
Water Amount	199.80	1,852.57	170.00	-	843.33	10.40	3,076.10
Sewer Amount	266.40	2,483.43	54.00	-	384.00	6.00	3,193.83
Tap Loans Amount	-	-	-	-	50.00	-	50.00
Misc Amount	-	-	-	-	50.00	12.00	62.00
Shutoff Amount	-	-	-	-	50.00	-	50.00
NSF Amount	-	-	-	-	15.00	-	15.00
PCAC Amount	-	-	-	-	-	-	-
Total Charges:	1,431.53	16,366.19	637.40	-	6,319.90	38.44	24,793.46

Description	Agricultural	Commercial	Landlord	None	Residential	Tenant	Totals
Previous Balance	169.01	1,896.47	76.77	-	728.68	-	2,870.93
Payments	1,454.27-	16,313.24-	659.09-	-	5,836.77-	-	24,263.37-
Contract Adjustments	-	346.49-	-	-	-	-	346.49-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	100.00-	-	100.00-
Interest Applied	-	-	-	-	8.33-	-	8.33-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	1,431.53	16,366.19	637.40	-	6,319.90	38.44	24,793.46
Current Balance:	146.27	1,602.93	55.08	-	1,103.48	38.44	2,946.20

Billing Exception Report

The billing exception report has 2 masters: one is for unbilled active services and the other is for billed inactive services. The unbilled active services is more popular. It will list each account that has services that have not been billed. For this report, miscellaneous and penalty services are normally deselected on the additional options tab so it doesn't list every account.

Anycity Corporation

Billing Exception Report - Unbilled Active Services
Report Dates: 03/01/2020 - 03/31/2020

Page: 1
Sep 13, 2020 7:13PM

Report Criteria:
Checking for active services that have not been billed
Selected services: Electric, PCAC, Water, Sewer, Garbage, Yard Light, Tap Loans, Sales Tax
Customer.Cycle = current cycle

Customer Number	Name	Service	Exception	Billing Status
1.101.01	Acme Manufacturing	PCAC	Active service not billed	Active

Anycity Corporation

Billing Exception Report - Billed Inactive Services
Report Dates: 04/01/2020 - 04/30/2020

Page: 1
Sep 13, 2020 7:15PM

Report Criteria:
Checking for inactive services that have been billed
Customer.Cycle = current cycle

Customer Number	Name	Service	Exception	Billing Status
2.147.01	Carter, Clayton	Electric	Inactive service billed	Disconnected
		Water - Meter 2	Inactive service billed	Disconnected
		Water	Inactive service billed	Disconnected
		Sewer	Inactive service billed	Disconnected
		Garbage	Inactive service billed	Disconnected
		Sales Tax	Inactive service billed	Disconnected

Billing Rate List

The billing rate list is relatively new report that list each account and the services that were billed for that service or each rate that the customers billed that rate. It will note if the amount billed matches the billing rate, if it has been prorated, if it's consolidated billing or if the multi month option was used in calculating the amount.

Anycity Corporation — Billing Rate List - by Customer Number — Page: 1

Report Dates: 03/01/2020 - 03/31/2020 — Sep 13, 2020 7:20PM

Date	Customer Number	Name	Service	Amount	Matches Billing Rate	Prorated	Consolidated Billing	MMO Billed
1.101.01								
03/31/2020	1.101.01	Acme Manufacturing	1 (Electric)	306.21	Yes	No	False	No
03/31/2020	1.101.01	Acme Manufacturing	3 (Water)	21.60	Yes	No	False	No
03/31/2020	1.101.01	Acme Manufacturing	5 (Sewer)	28.80	Yes	No	False	No
03/31/2020	1.101.01	Acme Manufacturing	7 (Garbage)	15.00	Yes	No	False	No
03/31/2020	1.101.01	Acme Manufacturing	9 (Yard Light)	15.50	Yes	No	False	No
03/31/2020	1.101.01	Acme Manufacturing	18 (Sales Tax)	18.84	Yes	No	False	No
Total 110101:				406.95				
			6					
1.102.01								
03/31/2020	1.102.01	Norma's Hair Salon	1 (Electric)	117.65	Yes	No	False	No
03/31/2020	1.102.01	Norma's Hair Salon	3 (Water)	32.40	Yes	No	False	No
03/31/2020	1.102.01	Norma's Hair Salon	5 (Sewer)	43.20	Yes	No	False	No
03/31/2020	1.102.01	Norma's Hair Salon	7 (Garbage)	6.00	Yes	No	False	No
03/31/2020	1.102.01	Norma's Hair Salon	18 (Sales Tax)	7.06	Yes	No	False	No
Total 110201:				206.31				
			5					
1.103.01								
03/31/2020	1.103.01	Joe's Drive-In	1 (Electric)	80.69	Yes	No	False	No
03/31/2020	1.103.01	Joe's Drive-In	3 (Water)	26.40	Yes	No	False	No
03/31/2020	1.103.01	Joe's Drive-In	5 (Sewer)	36.20	Yes	No	False	No
03/31/2020	1.103.01	Joe's Drive-In	7 (Garbage)	30.00	Yes	No	False	No
03/31/2020	1.103.01	Joe's Drive-In	18 (Sales Tax)	4.84	Yes	No	False	No
Total 110301:				177.13				
			5					
1.104.01								
03/31/2020	1.104.01	Smith, Dr. Ronald T.	1 (Electric)	87.42	Yes	No	False	No
03/31/2020	1.104.01	Smith, Dr. Ronald T.	3 (Water)	20.40	Yes	No	False	No
03/31/2020	1.104.01	Smith, Dr. Ronald T.	5 (Sewer)	27.20	Yes	No	False	No
03/31/2020	1.104.01	Smith, Dr. Ronald T.	7 (Garbage)	6.00	Yes	No	False	No
03/31/2020	1.104.01	Smith, Dr. Ronald T.	18 (Sales Tax)	5.25	Yes	No	False	No
Total 110401:				146.27				
			5					

Anycity Corporation — Billing Rate List - by Rate — Page: 1

Report Dates: 04/01/2020 - 04/30/2020 — Sep 13, 2020 7:23PM

Date	Customer Number	Name	Service	Amount	Matches Billing Rate	Prorated	Consolidated Billing	MMO Billed
101 (Electric - Residential - City)								
04/02/2020	2.147.01	Carter, Clayton	1 (Electric)	.28	Yes	Yes	False	No
04/29/2020	2.155.01	Smith, Judy	1 (Electric)	20.00-	No	No	False	No
04/30/2020	2.174.01	Jones, Ronald J	1 (Electric)	4.17	Yes	No	False	No
Total 101 (Electric - Residential - City):				15.55-				
			3					
1301 (Miscellaneous)								
04/02/2020	2.147.02	Welling, Martin E.	13 (Miscellaneous)	25.00	Yes	No	False	No
04/16/2020	2.149.01	Bates, William S.	13 (Miscellaneous)	25.00	Yes	No	False	No
Total 1301 (Miscellaneous):				50.00				
			2					
1401 (NSF Fee)								
04/15/2020	2.153.01	Allan, Cynthia	14 (NSF Fees)	15.00	Yes	No	False	No
Total 1401 (NSF Fee):				15.00				
			1					
1501 (Shutoff Fee)								
04/30/2020	2.149.01	Bates, William S.	15 (Shutoff)	50.00	Yes	No	False	No
Total 1501 (Shutoff Fee):				50.00				
			1					
1801 (Sales Tax)								
04/02/2020	2.147.01	Carter, Clayton	18 (Sales Tax)	.01	Yes	No	False	No
04/30/2020	2.174.01	Jones, Ronald J	18 (Sales Tax)	.13	Yes	No	False	No
Total 1801 (Sales Tax):				.14				
			2					
301 (Water - Residential - City)								
04/02/2020	2.147.01	Carter, Clayton	3 (Water)	10.40	Yes	No	False	No
04/02/2020	2.147.01	Carter, Clayton	3 (Water)	.53	Yes	Yes	False	No
Total 301 (Water - Residential - City):				10.93				

Billing Register

The billing register is used to make sure billing is correct. This is one of the reports that normally is exported to excel so it can be sorted by the total bill and the billing clerk can quickly find accounts that are billing high and may need to be reviewed. It can list service detail or summarize by service category. Specific services can be selected to print on the report, for example just penalties are selected for the penalty register.

Anycity Corporation

Billing Register
Report Dates: 03/01/2020 - 03/31/2020

Report Criteria:
Types selected: Billings,Contract billings
All Services
Customer Cycle = 1

Name	Customer Number	Previous Balance	Elec	PCAC	Water	Sewer	Garb	Yd Lt	Tap Loans	Misc	NSF	Shutoff	S Tax	Pnlty	Account Balance
Acme Manufacturing	1.101.01	-	306.21	-	21.60	28.80	15.00	15.50	N	-	N	-	18.84	-	405.95
Allan, Cynthia	2.153.01	20.21	47.75	N	18.40	6.00	N	N	N	-	-	-	1.43	-	93.79
Baker, Brent	3.103.01	-	D	N	D	D	D	D	N	D	N	D	D	D	-
Barber, Devin A.	2.172.01	-	28.60	N	N	N	5.00	N	N	-	N	-	0.86	-	34.46
Bates, William S.	2.149.01	107.94	30.23	N	11.60	6.00	5.00	N	N	-	N	-	0.91	0.83	162.51
Betty's Fabric Shop	1.112.01	243.07	70.01	N	17.40	23.20	6.00	N	N	-	N	-	4.20	1.89	365.77
Brown, Jack	2.154.01	9.31	45.87	N	11.80	6.00	5.00	N	N	-	N	-	1.38	-	79.36
Brown's Garage	1.108.01	-	100.31	N	18.60	24.80	15.00	15.50	N	-	N	-	6.49	-	180.70
Carter, Clayton	2.147.01	204.55	Final	N	8.80	6.00	5.00	N	N	Final	N	Final	1.37	Final	225.72
Carter, Clayton	3.104.01	-	D	N	D	D	D	D	N	D	N	D	D	D	-
Clemens, Gordon F.	2.146.01	-	45.27	N	8.60	6.00	5.00	N	N	-	N	-	1.36	-	66.23
Crystal's Restaurant	1.107.01	-	109.82	N	25.80	34.40	15.00	N	N	-	N	-	6.59	-	191.61
Donaldson, Kira	2.148.01	-	39.97	N	20.80	6.00	N	N	N	-	N	-	1.20	-	67.97
Hamilton, Bryan	2.173.01	35.01	30.95	N	N	N	5.00	N	N	-	N	-	0.93	-	71.89
Joe's Drive-In	1.103.01	169.38	103.07	N	33.77	45.03	38.57	N	N	-	N	-	6.18	-	49.49
Jones, Dr. Harvey D.	1.105.01	-	130.05	N	16.80	22.40	11.00	N	N	-	N	-	7.80	-	188.05
Jones, Ronald J	2.174.01	12.11	42.55	N	N	N	5.00	N	N	-	N	-	1.28	-	60.94
Norma's Hair Salon	1.102.01	-	117.65	N	32.40	43.20	6.00	N	N	-	N	-	7.06	-	206.31
Pratt, Paul	3.102.01	-	D	N	D	D	D	D	N	D	N	D	D	D	-
Richardson, David T.	2.145.01	-	9.75	N	10.40	6.00	N	N	D	12.00	N	-	0.29	C	38.44
Sessions, Ronald	2.171.01	-	51.97	N	N	N	5.00	N	50.00	-	N	-	1.56	-	108.53
Simpson Reception Center	1.106.01	-	98.95	N	28.20	37.60	30.00	15.50	N	-	N	-	6.41	-	216.66
Smith, Dr. Ronald T.	1.104.01	-	87.42	N	20.40	27.20	6.00	N	N	-	N	-	5.25	-	146.27
Smith, Judy	2.155.01	-	32.58	N	8.00	6.00	5.00	N	N	-	N	-	0.98	-	52.56
Spencer Properties	2.145.00	-	34.64	N	13.40	6.00	N	N	N	D	N	D	1.04	D	55.08
Village Apartments	3.101.01	-	D	N	D	D	D	D	N	D	N	D	D	D	-
Welling, Martin E.	2.147.02	-	D	N	D	D	D	N	N	D	N	D	D	D	-
Grand Totals:		801.56	1,563.62	-	326.77	340.63	187.57	46.50	50.00	12.00	-	-	83.41	2.72	3,068.29
			27	27	27	27	27	27	27	27	27	27	27	27	
			21	0	18	18	18	3	1	1	0	0	22	2	

Consumption Analysis Report

The consumption analysis report gives consumption history based on existing rate levels. It allows for forecasting based on historical consumption with hypothetical rates.

Anycity Corporation

Consumption Analysis Report - Water Report
Report Dates: 03/01/2020 - 03/31/2020

Page: 1
Sep 13, 2020 7:35PM

Report Criteria:
- Selected services: Water
- Usage from Billing Quantity
- Rates without levels suppressed
- Specified rate levels used

Rate: 301 (Water - Residential - City)

Level	From	To	Quantity	Consumption per Level	Rate	Calculated Amount	Customers within this Level	Customers Ending within this Level	Total Customers with Usage	Active Customers using Rate
1	1	10	10	68	1.20000000	81.60	7	1	7	6
2	11	99,999	99,989	83	0.50000000	41.50	6	6		
Total Rate: 301 (Water - Residential - City):				151		123.10				

Rate: 302 (Water - Residential - Cnty)

Level	From	To	Quantity	Consumption per Level	Rate	Calculated Amount	Customers within this Level	Customers Ending within this Level	Total Customers with Usage	Active Customers using Rate
1	1	10	10	20	1.20000000	24.00	2	0	2	2
2	11	99,999	99,989	18	0.50000000	9.00	2	2		
Total Rate: 302 (Water - Residential - Cnty):				38		33.00				

Rate: 303 (Water - Commercial)

Level	From	To	Quantity	Consumption per Level	Rate	Calculated Amount	Customers within this Level	Customers Ending within this Level	Total Customers with Usage	Active Customers using Rate
1	1	10	10	90	1.20000000	108.00	9	0	9	9
2	11	99,999	99,989	121	0.50000000	60.50	9	9		
Total Rate: 303 (Water - Commercial):				211		168.50				

Rate: 307 (Water Residential Seasonal Rate)

Level	From	To	Quantity	Consumption per Level	Rate	Calculated Amount	Customers within this Level	Customers Ending within this Level	Total Customers with Usage	Active Customers using Rate
1	1	10	10	0	1.20000000	.00	0	0	0	0
2	11	99,999	99,989	0	0.50000000	.00	0	0		
Total Rate: 307 (Water Residential Seasonal Rate):				0		.00				

Contract List

The contract list gives a list of contracts based on the status of the contract with or without detail.

Anycity Corporation

Contract List - by Customer Number
Report Dates: All

Page: 1
Sep 13, 2020 7:38PM

Customer Number	Name	Contract Date	Description	Contract Amount	Amount Billed	Amount to be Billed	Unpaid Amount	Payoff Amount
1.103.01	Joe's Drive-In	04/15/2020	Delinquent Payment	248.29	.00	248.29	.00	248.29
Grand Totals:				248.29	.00	248.29	.00	248.29

Anycity Corporation

Contract List - with Detail
Report Dates: All

Page: 1
Sep 13, 2020 7:37PM

Customer Number: 1.103.01
Name: Joe's Drive-In
Service Address: 4601 American Parkway

Contract Date: 04/15/2020
Description: Delinquent Payment
Amount: 248.29

Payment Schedule

Count	Period	Amount
1	04/2019	124.15
2	05/2019	124.14
Grand Totals:		248.29

Service Detail

Service	Amount
Electric	94.52
Water	34.49
Sewer	49.31
Garbage	64.29
Sales Tax	5.68
Grand Totals:	248.29

Customer History

The customer history report will give all the financial transactions for the selected customer for the time period requested. The section needed on the report can be selected by checking the box for that section. If all sections are selected the report can be long. The most popular version of the report is 1 year of history.

Sections

- [x] Account summary
- [x] Metered service detail
- [ ] Non-metered service detail
- [ ] Transaction detail
- [ ] Certification history
- [x] Customer notes
- [ ] Grand totals

Anycity Corporati

Customer History - Annual
Report Dates: 01/01/2019 - 12/31/2019

Page: 1
Sep 14, 2020 08:39AM

Report Criteria:
Customer.Name = "Acme Manufacturing"

1.101.01 Acme Manufacturing 4661 Monaco Street

Account Summary:

Period	Elec	S Tax	PCAC	Pnlty	Water	Sewer	Garb	Yd Lt	Misc	Shutoff	Billings	Billing Adjustments	Payments	Other	Balance
12/31/2018															333.90
01/30/2019	283.61	17.48	-	-	19.80	6.00	15.00	15.50	-	-	357.39	-	333.90 -	-	357.39
02/28/2019	202.59	12.62	-	-	25.20	6.00	15.00	15.50	-	-	276.91	-	357.39 -	-	276.91
03/31/2019	278.18	17.16	-	-	22.20	29.60	15.00	15.50	-	-	377.64	-	276.91 -	-	377.64
04/30/2019	327.85	20.14	-	-	22.80	30.40	15.00	15.50	-	-	431.69	-	377.64 -	-	431.69
05/31/2019	345.21	21.18	-	-	23.40	31.20	15.00	15.50	-	-	451.49	-	431.69 -	-	451.49
06/30/2019	369.94	22.67	-	-	24.60	32.80	15.00	15.50	-	-	480.51	-	451.49 -	-	480.51
07/31/2019	427.84	26.14	-	-	27.00	36.00	15.00	15.50	-	-	547.48	-	480.51 -	-	547.48
08/31/2019	400.07	24.47	-	-	25.80	34.40	15.00	15.50	-	-	515.24	-	547.48 -	-	515.24
09/30/2019	366.34	22.45	-	-	24.60	32.80	15.00	15.50	-	-	476.69	-	515.24 -	-	476.69
10/31/2019	352.58	21.62	-	-	24.00	32.00	15.00	15.50	-	-	460.70	-	476.69 -	-	460.70
11/30/2019	331.90	20.38	-	-	22.80	30.40	15.00	15.50	-	-	435.98	-	460.70 -	-	435.98
12/31/2019	303.11	18.66	-	-	21.00	28.00	15.00	15.50	-	-	401.27	-	435.98 -	-	401.27
Totals:	3,989.22		-		283.20	329.60	180.00	186.00	-	-	5,212.99	-	5,145.82 -	-	

Anycity Corporation

Customer History - Annual
Report Dates: 01/01/2019 - 12/31/2019

1.101.01 Acme Manufacturing 4661 Monaco Street

Metered Services:

Elec Current Rate: 103 Electric - Commercial - City

Period Date	Read Date	Meter ID	Begin Read	End Read	Usage	Multiplier	Amount	Status
01/30/2019	01/25/2019	364718KW	15,718	16,159	4,410	10.0000	283.61	
02/28/2019	02/24/2019	364718KW	16,159	16,451	2,920	10.0000	202.59	
03/31/2019	03/26/2019	364718KW	16,451	16,882	4,310	10.0000	278.18	
04/30/2019	04/24/2019	364718KW	16,882	17,334	4,520	10.0000	327.85	
05/31/2019	05/25/2019	364718KW	17,334	17,808	4,740	10.0000	345.21	
06/30/2019	06/23/2019	364718KW	17,808	18,325	5,170	10.0000	369.94	
07/31/2019	07/26/2019	364718KW	18,325	18,928	6,030	10.0000	427.84	
08/31/2019	08/26/2019	364718KW	18,928	19,488	5,600	10.0000	400.07	
09/30/2019	09/26/2019	364718KW	19,488	20,005	5,170	10.0000	366.34	
10/31/2019	10/27/2019	364718KW	20,005	20,500	4,950	10.0000	352.58	
11/30/2019	11/24/2019	364718KW	20,500	20,952	4,520	10.0000	331.90	
12/31/2019	12/27/2019	364718KW	20,952	21,361	4,090	10.0000	303.11	
Totals:					56,430		3,989.22	

Water Current Rate: 303 Water - Commercial

Period Date	Read Date	Meter ID	Begin Read	End Read	Usage	Multiplier	Amount	Status
01/30/2019	01/22/2019	01563258	1,391	1,409	18	1.0000	19.80	
02/28/2019	02/26/2019	01563258	1,409	1,436	27	1.0000	25.20	
03/31/2019	03/26/2019	01563258	1,436	1,458	22	1.0000	22.20	
04/30/2019	04/24/2019	01563258	1,458	1,481	23	1.0000	22.80	
05/31/2019	05/25/2019	01563258	1,481	1,505	24	1.0000	23.40	
06/30/2019	06/23/2019	01563258	1,505	1,531	26	1.0000	24.60	
07/31/2019	07/26/2019	01563258	1,531	1,561	30	1.0000	27.00	
08/31/2019	08/26/2019	01563258	1,561	1,589	28	1.0000	25.80	
09/30/2019	09/26/2019	01563258	1,589	1,615	26	1.0000	24.60	
10/31/2019	10/27/2019	01563258	1,615	1,640	25	1.0000	24.00	
11/30/2019	11/24/2019	01563258	1,640	1,663	23	1.0000	22.80	
12/31/2019	12/27/2019	01563258	1,663	1,683	20	1.0000	21.00	

Customer List

The customer list has four master reports, the customer list dash active customers and customer account summaries for collection codes, customer type and group codes. The default columns are customer number, name, service address and account balance, but any columns from the customer, location, customer type and collection codes are available.

Anycity Corporation — Customer List - Active Customers — Sep 14, 2

Report Criteria:
Includes active customers

Customer Number	Name	Service Address	Account Balance
1.101.01	Acme Manufacturing	4661 Monaco Street	395.95
1.102.01	Norma's Hair Salon	10 Terrace Court	206.31
1.103.01	Joe's Drive-In	4601 American Parkway	49.49
1.104.01	Smith, Dr. Ronald T.	665 E Parkway	146.27
1.105.01	Jones, Dr. Harvey D.	667 E Parkway	188.05
1.106.01	Simpson Reception Center	710 E Parkway	216.66
1.107.01	Crystal's Restaurant	760 E Parkway	.00
1.108.01	Brown's Garage	1228 Woodbridge Trl	180.70
1.112.01	Betty's Fabric Shop	40 N Commerce Ave	366.77
2.145.01	Richardson, David T.	865 Palisades Dr	38.44
2.146.01	Clemens, Gordon F.	840 Palisades Dr	66.23
2.147.02	Welling, Martin E.	791 Palisades Dr	25.00
2.148.01	Donaldson, Kira	772 Palisades Dr	67.97
2.149.01	Bates, William S.	733 Palisades Dr	237.51
2.153.01	Allan, Cynthia	530 Oak Hills Dr	108.79
2.154.01	Brown, Jack	540 Oak Hills Dr	145.36
2.155.01	Smith, Judy	555 Oak Hills Dr	32.56
2.171.01	Sessions, Ronald	1617 S Lake Rd	108.53
2.172.01	Barber, Devin A.	1837 S Lake Rd	34.46
2.173.01	Hamilton, Bryan	1875 S Lake Rd	71.89
2.174.01	Jones, Ronald J	1944 S Lake Rd	70.24
3.101.01	Village Apartments	1550 Village Road	.00
3.102.01	Pratt, Paul	1501 Village Road	.00
3.103.01	Baker, Brent	1502 Village Road	.00
3.104.01	Carter, Clayton	1503 Village Road	.00
Grand Totals:			2,756.18
	25		

Anycity Corporation — Customer List - Active Customers — Sep 1

Report Criteria:
Includes inactive customers

Customer Number	Name	Service Address	Account Balance
2.145.00	Spencer Properties	865 Palisades Dr	55.08
2.147.01	Carter, Clayton	791 Palisades Dr	134.94
2.155.02	Smith, Jason	555 Oak Hills Dr	.00
Grand Totals:			190.02

Anycity Corporation — Customer List - Collection Code Summary

Report Criteria:
Includes active customers

Collection Code Summary

Collection Code	Count
Bankruptcy	1
None	24
Grand Totals:	25

Anycity Corporation — Customer List - Customer Type Summary

Report Criteria:
Includes active customers

Customer Type Summary

Customer Type	Count
Agricultural	1
Commercial	8
Residential	15
Tenant	1
Grand Totals:	25

Anycity Corporation — Customer List - Group Code Summary

Report Criteria:
Includes active customers

Group Code Summary

Group Code	Count
Compound Meters	2
Direct Pay	5
Equal Pay	2
None	16
Grand Totals:	25

Customer Services Report

The customer services report will list each customer in the services they have.

Anycity Corporation | Customer Services Report - by Customer Number | Page: 1
Sep 14, 2020 08:54AM

Customer Number	Name	Service Address	EL	PCA	WT	SW	GB	YL	LN	MS	NSF	SO	ST	PE
1.101.01	Acme Manufacturing	4661 Monaco Street	EL	PCA	WT	SW	GB	YL		MS		SO	ST	PE
1.102.01	Norma's Hair Salon	10 Terrace Court	EL		WT	SW	GB			MS		SO	ST	PE
1.103.01	Joe's Drive-In	4601 American Parkway	EL		WT	SW	GB			MS		SO	ST	PE
1.104.01	Smith, Dr. Ronald T.	665 E Parkway	EL		WT	SW	GB			MS		SO	ST	PE
1.105.01	Jones, Dr. Harvey D.	667 E Parkway	EL		WT	SW	GB			MS		SO	ST	PE
1.106.01	Simpson Reception Center	710 E Parkway	EL		WT	SW	GB	YL		MS		SO	ST	PE
1.107.01	Crystal's Restaurant	760 E Parkway	EL		WT	SW	GB			MS		SO	ST	PE
1.108.01	Brown's Garage	1228 Woodbridge Trl	EL		WT	SW	GB	YL		MS		SO	ST	PE
1.112.01	Betty's Fabric Shop	40 N Commerce Ave	EL		WT	SW	GB			MS		SO	ST	PE
2.145.01	Richardson, David T.	865 Palisades Dr	EL		WT	SW			LN	MS		SO	ST	PE
2.146.01	Clemens, Gordon F.	840 Palisades Dr	EL		WT	SW	GB			MS		SO	ST	PE
2.147.02	Welling, Martin E.	791 Palisades Dr	EL		WT	SW	GB			MS		SO	ST	PE
2.148.01	Donaldson, Kira	772 Palisades Dr	EL		WT	SW				MS		SO	ST	PE
2.149.01	Bates, William S.	733 Palisades Dr	EL		WT	SW	GB			MS		SO	ST	PE
2.153.01	Allan, Cynthia	530 Oak Hills Dr	EL		WT	SW				MS	NSF	SO	ST	PE
2.154.01	Brown, Jack	540 Oak Hills Dr	EL		WT	SW	GB			MS		SO	ST	PE
2.155.01	Smith, Judy	555 Oak Hills Dr	EL		WT	SW	GB			MS		SO	ST	PE
2.171.01	Sessions, Ronald	1617 S Lake Rd	EL				GB		LN	MS		SO	ST	PE
2.172.01	Barber, Devin A.	1837 S Lake Rd	EL				GB			MS		SO	ST	PE
2.173.01	Hamilton, Bryan	1875 S Lake Rd	EL				GB			MS		SO	ST	PE
2.174.01	Jones, Ronald J	1944 S Lake Rd	EL				GB			MS		SO	ST	PE
3.101.01	Village Apartments	1550 Village Road	EL		WT	SW	GB	YL		MS		SO	ST	PE
3.102.01	Pratt, Paul	1501 Village Road	EL		WT	SW	GB	YL		MS		SO	ST	PE
3.103.01	Baker, Brent	1502 Village Road	EL		WT	SW	GB	YL		MS		SO	ST	PE
3.104.01	Carter, Clayton	1503 Village Road	EL		WT	SW	GB	YL		MS		SO	ST	PE
Grand Totals:		25												

Deposit Exception Report

The deposit exceptions report will list customers that do not have deposits for the deposit services. It can also be run for only customers that have had a delinquency in the last 12 months.

Anycity Corporation | Deposit Exception Report - by Customer Number | Page: 1

Sep 14, 2020 8:59AM

Report Criteria:

Customer.Final bill date is null

Customer Number	Name	Service Address	Service
2.147.02	Welling, Martin E.	791 Palisades Dr	Electric
3.101.01	Village Apartments	1550 Village Road	Electric
3.102.01	Pratt, Paul	1501 Village Road	Electric
3.103.01	Baker, Brent	1502 Village Road	Electric
3.104.01	Carter, Clayton	1503 Village Road	Electric

Deposit Register

The deposit register will list any or all deposits or interest transactions for the time frame selected.

Anycity Corporation

Deposit Register - by Customer Number

Report Dates: 03/01/2020 - 03/31/2020

Page: 1

Sep 14, 2020 9:02AM

Customer Number	Name	Service Address	Srv	Date	Type	Description	Amount	Deposit Balance
2.145.01	Richardson, David T.	865 Palisades Dr	EL	03/23/2020	Deposit	Deposit	100.00	100.00
2.147.01	Carter, Clayton	791 Palisades Dr	EL	03/31/2020	Interest Accrued	Deposit Interest	8.33	
2.147.01	Carter, Clayton	791 Palisades Dr	EL	03/31/2020	Interest Applied	Final Bill Interest	8.33-	
2.147.01	Carter, Clayton	791 Palisades Dr	EL	03/31/2020	Deposit Applied	Final Bill Deposit	100.00-	.00
Grand Totals:							.00	100.00
4								

GL Reconciliation Report

The GL reconciliation report will show all of the GL entries by date based on financial transactions and utility billing period a detailed report can also be run listing each individual transaction.

Anycity Corporation

GL Reconciliation Report - Date Summary
Report Dates: 03/01/2020 - 03/31/2020

Date Summary

Date	GL Account	Debit Amount	Credit Amount	Total Amount
03/08/2020	01-10750 (Cash Clearing - Utilities)	1,009.03	.00	1,009.03
03/08/2020	10-11520 (Accts Receivable - Garbage)	.00	47.00-	47.00-
03/08/2020	51-11520 (Accts Receivable - Water)	.00	102.80-	102.80-
03/08/2020	52-11520 (Accts Receivable - Sewer)	.00	111.20-	111.20-
03/08/2020	53-11520 (Accts Receivable - Electric)	.00	748.03-	748.03-
03/15/2020	01-10750 (Cash Clearing - Utilities)	915.57	.00	915.57
03/15/2020	10-11520 (Accts Receivable - Garbage)	.00	91.99-	91.99-
03/15/2020	51-11520 (Accts Receivable - Water)	.00	130.58-	130.58-
03/15/2020	52-11520 (Accts Receivable - Sewer)	.00	137.69-	137.69-
03/15/2020	53-11520 (Accts Receivable - Electric)	.00	555.31-	555.31-
03/20/2020	10-11520 (Accts Receivable - Garbage)	.00	60.00-	60.00-
03/20/2020	10-11530 (Taxes Receivable)	60.00	.00	60.00
03/20/2020	51-11520 (Accts Receivable - Water)	.00	51.60-	51.60-
03/20/2020	51-11530 (Accts Receivable - Other)	51.60	.00	51.60
03/20/2020	52-11520 (Accts Receivable - Sewer)	.00	68.80-	68.80-
03/20/2020	52-11530 (Accts Receivable - Other)	68.80	.00	68.80
03/20/2020	53-11520 (Accts Receivable - Electric)	.00	166.09-	166.09-
03/20/2020	53-11530 (Accts Receivable - Other)	166.09	.00	166.09
03/23/2020	01-10750 (Cash Clearing - Utilities)	517.38	.00	517.38
03/23/2020	10-11520 (Accts Receivable - Garbage)	.00	40.05-	40.05-
03/23/2020	51-11520 (Accts Receivable - Water)	.00	71.08-	71.08-
03/23/2020	52-11520 (Accts Receivable - Sewer)	.00	58.45-	58.45-
03/23/2020	53-11520 (Accts Receivable - Electric)	.00	347.80-	347.80-
03/25/2020	51-11520 (Accts Receivable - Water)	13.40	.00	13.40
03/25/2020	51-37-100 (Water Sales)	.00	13.40-	13.40-
03/25/2020	52-11520 (Accts Receivable - Sewer)	6.00	.00	6.00
03/25/2020	52-37-100 (Sewer Services)	.00	6.00-	6.00-
03/25/2020	53-11520 (Accts Receivable - Electric)	35.68	.00	35.68
03/25/2020	53-23700 (Sales Tax Payable)	.00	1.04-	1.04-
03/25/2020	53-37-100 (Electric Sales)	.00	34.64-	34.64-
03/25/2020	None	12.00	12.00-	.00
03/31/2020	10-11520 (Accts Receivable - Garbage)	187.57	.00	187.57
03/31/2020	10-11530 (Taxes Receivable)	.00	8.57-	8.57-
03/31/2020	10-34-600 (Garbage Collection)	.00	179.00-	179.00-
03/31/2020	51-11520 (Accts Receivable - Water)	313.37	.00	313.37
03/31/2020	51-11530 (Accts Receivable - Other)	.00	7.37-	7.37-
03/31/2020	51-37-100 (Water Sales)	.00	306.00-	306.00-
03/31/2020	52-11520 (Accts Receivable - Sewer)	334.63	.00	334.63
03/31/2020	52-11530 (Accts Receivable - Other)	.00	9.83-	9.83-
03/31/2020	52-37-100 (Sewer Services)	.00	324.80-	324.80-
03/31/2020	53-11520 (Accts Receivable - Electric)	1,660.57	.00	1,660.57
03/31/2020	53-11530 (Accts Receivable - Other)	.00	23.72-	23.72-
03/31/2020	53-23700 (Sales Tax Payable)	.00	81.03-	81.03-
03/31/2020	53-37-100 (Electric Sales)	.00	1,553.10-	1,553.10-
03/31/2020	53-37-300 (Penalties & Forfeitures)	.00	2.72-	2.72-
03/31/2020	None	58.33	58.33-	.00

Anycity Corporation

GL Reconciliation Report - Date Summary
Report Dates: 03/01/2020 - 03/31/2020

Account Summary

GL Account	Debit Amount	Credit Amount	Total Amount
01-10750 (Cash Clearing - Utilities)	2,441.98	.00	2,441.98
10-11520 (Accts Receivable - Garbage)	187.57	239.04-	51.47-
10-11530 (Taxes Receivable)	60.00	8.57-	51.43
10-34-600 (Garbage Collection)	.00	179.00-	179.00-
51-11520 (Accts Receivable - Water)	326.77	356.06-	29.29-
51-11530 (Accts Receivable - Other)	51.60	7.37-	44.23
51-37-100 (Water Sales)	.00	319.40-	319.40-
52-11520 (Accts Receivable - Sewer)	340.63	376.14-	35.51-
52-11530 (Accts Receivable - Other)	68.80	9.83-	58.97
52-37-100 (Sewer Services)	.00	330.80-	330.80-
53-11520 (Accts Receivable - Electric)	1,696.25	1,817.23-	120.98-
53-11530 (Accts Receivable - Other)	166.09	23.72-	142.37
53-23700 (Sales Tax Payable)	.00	82.07-	82.07-
53-37-100 (Electric Sales)	.00	1,587.74-	1,587.74-
53-37-300 (Penalties & Forfeitures)	.00	2.72-	2.72-
None	70.33	70.33-	.00
Grand Totals:	5,410.02	5,410.02-	.00

Anycity Corporation

GL Reconciliation Report - Date Summary
Report Dates: 03/01/2020 - 03/31/2020

Balances

GL Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
01-10750 (Cash Clearing - Utilities)	2,575.82	2,441.98	.00	5,017.80
10-11520 (Accts Receivable - Garbage)	1.19	187.57	239.04-	50.28-
10-11530 (Taxes Receivable)	.00	60.00	8.57-	51.43
10-34-600 (Garbage Collection)	174.00-	.00	179.00-	353.00-
51-11520 (Accts Receivable - Water)	22.14-	326.77	356.06-	51.43-
51-11530 (Accts Receivable - Other)	.00	51.60	7.37-	44.23
51-37-100 (Water Sales)	302.20-	.00	319.40-	621.60-
52-11520 (Accts Receivable - Sewer)	24.30-	340.63	376.14-	59.81-
52-11530 (Accts Receivable - Other)	.00	68.80	9.83-	58.97
52-37-100 (Sewer Services)	314.40-	.00	330.80-	645.20-
53-11520 (Accts Receivable - Electric)	107.59-	1,696.25	1,817.23-	228.57-
53-11530 (Accts Receivable - Other)	.00	166.09	23.72-	142.37
53-23700 (Sales Tax Payable)	78.01-	.00	82.07-	160.08-
53-37-100 (Electric Sales)	1,549.63-	.00	1,587.74-	3,137.37-
53-37-300 (Penalties & Forfeitures)	4.74-	.00	2.72-	7.46-
None	.00	70.33	70.33-	.00

High Consumption Report

The high consumption report will give a list of customers that match the criteria entered for total usage. The second master report is the top user report. This will give the top customers by usage for the service in time period selected.

Anycity Corporation

High Consumption Report - High Consumption
Report Dates: 03/01/2020 - 03/31/2020

Report Criteria:
[Report].Total Usage = {>} 1000

Customer Number	Name	Service Address	Total Usage
1.101.01	Acme Manufacturing	4661 Monaco Street	4,180
1.105.01	Jones, Dr. Harvey D.	667 E Parkway	1,586
1.102.01	Norma's Hair Salon	10 Terrace Court	1,358
1.107.01	Crystal's Restaurant	760 E Parkway	1,214
1.108.01	Brown's Garage	1228 Woodbridge Trl	1,039
1.106.01	Simpson Reception Center	710 E Parkway	1,014

Anycity Corporation

High Consumption Report - Top Users
Report Dates: 03/01/2020 - 03/31/2020

Customer Number	Name	Service Address	Total Usage
1.101.01	Acme Manufacturing	4661 Monaco Street	4,180
1.105.01	Jones, Dr. Harvey D.	667 E Parkway	1,586
1.102.01	Norma's Hair Salon	10 Terrace Court	1,358
1.107.01	Crystal's Restaurant	760 E Parkway	1,214
1.108.01	Brown's Garage	1228 Woodbridge Trl	1,039
1.106.01	Simpson Reception Center	710 E Parkway	1,014
1.104.01	Smith, Dr. Ronald T.	665 E Parkway	869
1.103.01	Joe's Drive-In	4601 American Parkway	787
2.171.01	Sessions, Ronald	1617 S Lake Rd	759
2.153.01	Allan, Cynthia	530 Oak Hills Dr	659

Loan List

The loan list gives a list of loans based on the status of the loan with or without detail.

Anycity Corporation — Loan List - by Customer Number — Page: 1

Report Dates: All — Sep 14, 2020 9:23AM

Customer Number	Name	Loan Date	Description	Loan Amount	Amount Billed	Amount to be Billed	Unpaid Amount	Payoff Amount
2.145.01	Richardson, David T.	04/01/2020	Tap Fee Payments	500.00	500.00	.00	500.00	500.00
2.171.01	Sessions, Ronald	03/15/2020	Tap Fee Loan	600.00	600.00	.00	600.00	600.00
Grand Totals:				1,100.00	1,100.00	.00	1,100.00	1,100.00

Anycity Corporation — Loan List - with Detail

Report Dates: All

Customer Number:	2.145.01	Loan Date:	04/01/2020
Name:	Richardson, David T.	Description:	Tap Fee Payments
Service Address:	865 Palisades Dr	Amount:	500.00

Payment Schedule

Count	Period	Amount
1	04/2019	50.00
2	05/2019	50.00
3	06/2019	50.00
4	07/2019	50.00
5	08/2019	50.00
6	09/2019	50.00
7	10/2019	50.00
8	11/2019	50.00
9	12/2019	50.00
10	01/2020	50.00
Grand Totals:		500.00

Location Report

The location report will print a list of all locations. The second Caselle master is a list of locations without an active customer. This report is good to use to make sure all locations are being billed.

Anycity Corporation — Location Report - by Location Number — Page: 1

Sep 14, 2020 09:34AM

Location Number	Service Address	Customer Number	Name	Connect Date	Final Bill Date
1101	4661 Monaco Street	1.101.01	Acme Manufacturing	09/16/2010	
1102	10 Terrace Court	1.102.01	Norma's Hair Salon	12/12/2009	
1103	4601 American Parkway	1.103.01	Joe's Drive-In	05/12/2009	
1104	665 E Parkway	1.104.01	Smith, Dr. Ronald T.	06/25/2010	
1105	667 E Parkway	1.105.01	Jones, Dr. Harvey D.	03/05/2010	
1106	710 E Parkway	1.106.01	Simpson Reception Center	02/03/2011	
1107	760 E Parkway	1.107.01	Crystal's Restaurant	07/30/2010	
1108	1228 Woodbridge Trl	1.108.01	Brown's Garage	10/19/2009	
1112	40 N Commerce Ave	1.112.01	Betty's Fabric Shop	03/10/2011	
2145	865 Palisades Dr	2.145.01	Richardson, David T.	03/25/2015	
2146	840 Palisades Dr	2.146.01	Clemens, Gordon F.	02/23/2009	
2147	791 Palisades Dr	2.147.02	Welling, Martin E.	04/02/2015	
2148	772 Palisades Dr	2.148.01	Donaldson, Kira	04/08/2011	
2149	733 Palisades Dr	2.149.01	Bates, William S.	04/18/2009	
2153	530 Oak Hills Dr	2.153.01	Allan, Cynthia	02/09/2009	
2154	540 Oak Hills Dr	2.154.01	Brown, Jack	11/14/2010	
2155	555 Oak Hills Dr	2.155.01	Smith, Judy	12/20/2010	
2171	1617 S Lake Rd	2.171.01	Sessions, Ronald	07/23/2010	
2172	1837 S Lake Rd	2.172.01	Barber, Devin A.	07/02/2010	
2173	1875 S Lake Rd	2.173.01	Hamilton, Bryan	06/10/2010	
2174	1944 S Lake Rd	2.174.01	Jones, Ronald J	09/24/2010	
3101	1550 Village Road	3.101.01	Village Apartments	04/01/2015	
3102	1501 Village Road	3.102.01	Pratt, Paul	04/01/2015	
3103	1502 Village Road	3.103.01	Baker, Brent	04/01/2015	
3104	1503 Village Road	3.104.01	Carter, Clayton	04/01/2015	

Meter Activity Report

The meter activity report lists the meter activity selected for the services selected. The report can also be determined by action codes, meter size or information codes.

Anycity Corporation

Meter Activity Report - Current Period
Dates: 04/01/2020 - 04/30/2020

Page: 1
Sep 14, 2020 9:36AM

Report Criteria:
All metered services included

Activity Date	Meter No	Meter ID	Service Address	Register Title	Reading	Description
Electric						
04/01/2020	1	3010101	1550 Village Road	Reading	0	Electric Meter New Connect Reading
04/02/2020	1	511148KW	791 Palisades Dr	Reading	42378	Electric Meter Final Reading
04/02/2020	1	511148KW	791 Palisades Dr	Reading	42378	Electric Meter New Connect Reading
04/05/2020	1	384791KW	555 Oak Hills Dr	Reading	18723	Electric Meter New Connect Reading
04/15/2020	1	247897KL	733 Palisades Dr	Reading	32171	Electric Meter Non-Pay Turn On
Total Electric:			5			
Water						
04/01/2020	1	35620041	10 Terrace Court	Reading	540	Water Meter Check for Leaks
04/01/2020	1	42163251	1228 Woodbridge Trl	Reading	0	Water Meter Testing
04/01/2020	1	310102	1550 Village Road	Reading	0	Water Meter Install Reading
04/02/2020	1	22034628	4601 American Parkway	Reading	8745	Water Meter Removal Reading
04/02/2020	1	6002	4601 American Parkway	Reading	100	Water Meter Install Reading
04/02/2020	2	30261478	667 E Parkway	Reading	0	Water Meter Install Reading
04/02/2020	1	34125660	791 Palisades Dr	Reading	13848	Water Meter Final Reading
04/02/2020	1	34125660	791 Palisades Dr	Reading	13848	Water Meter New Connect Reading
04/02/2020	2	34125667	791 Palisades Dr	Reading	22	Water Meter Final Reading
04/02/2020	2	34125667	791 Palisades Dr	Reading	22	Water Meter New Connect Reading
04/05/2020	1	36849254	555 Oak Hills Dr	Reading	898	Water Meter New Connect Reading
04/15/2020	1	30015688	540 Oak Hills Dr	Reading	1854	Water Reset Meter
04/15/2020	1	30015688	540 Oak Hills Dr	Reading	0	Water Reset Meter
04/15/2020	1	36849254	555 Oak Hills Dr	Reading	910	Water Meter Final Reading
04/15/2020	1	36849254	555 Oak Hills Dr	Reading	910	Water Meter Final Reading
04/20/2020	1	01563258	4661 Monaco Street	High Compound	1750	Water Meter Period Reading
04/20/2020	1	01563258	4661 Monaco Street	Low Compound	10	Water Meter Period Reading
04/29/2020	1	01249836	530 Oak Hills Dr	High Compound	0	Water Meter Period Reading
04/29/2020	1	01249836	530 Oak Hills Dr	Low Compound	0	Water Meter Period Reading
Total Water:			19			
Grand Totals:			24			

Meter Consumption Report

The Meter Consumption report lists consumption for each account for the time period selected.

Anycity Corporation — Meter Consumption Report - by Customer Name — Page: 1

Report Dates: 01/01/2020 to 04/30/2020 — Sep 14, 2020 09:48AM

Report Criteria:
Include all locations
Customer.Final bill date = {IS NULL}

Meter ID	Service	Action	Date	Register Title	Reading	Usage	Multiplier	Ext Usage	Reader Info
Acme Manufacturing - 4661 Monaco Street									
01563258	Water	Beginning	12/27/2019	High Compound	1,683.0000		1.0000		
01563258	Water			Low Compound			1.0000		
01563258	Water	Water Meter Period R	01/26/2020	High Compound	1,705.0000	22.0000	1.0000	22.0000	
01563258	Water	Water Meter Period R	03/27/2020	High Compound	1,745.0000	21.0000	1.0000	21.0000	Estimated Reading
01563258	Water	Water Meter Reading/	03/31/2020	High Compound	1,740.0000	5.0000-	1.0000	5.0000-	
01563258	Water	Water Meter Period R	04/20/2020	High Compound	1,750.0000	5.0000	1.0000	5.0000	
01563258	Water			Low Compound	10.0000	8,265.0	1.0000	8,265.000	
364718KW	Elec	Beginning	12/27/2019	Reading	21,361		10.0000		
364718KW	Elec			Demand Used	1.3200		10.0000		
364718KW	Elec			kVAR Reading			10.0000		
364718KW	Elec			Net Reading			10.0000		
364718KW	Elec			Power Factor			10.0000		
364718KW	Elec	Electric Meter Period	01/26/2020	Reading	21,792	431	10.0000	4,310	
364718KW	Elec			Demand Used	1.2400	1.2400	10.0000	12.4000	
364718KW	Elec	Electric Meter Period	03/27/2020	Reading	22,597	418	10.0000	4,180	
364718KW	Elec			Demand Used	1.2800	1.2800	10.0000	12.8000	
Total Acme Manufacturing:								16,823.20	
Allan, Cynthia - 530 Oak Hills Dr									
01249836	Water	Beginning	12/27/2019	High Compound	1,430.0000		1.0000		
01249836	Water			Low Compound			1.0000		
01249836	Water	Water Meter Period R	03/27/2020	High Compound	1,478.0000	16.0000	1.0000	16.0000	Estimated Reading
01249836	Water	Water Meter Period R	01/26/2020	High Compound	1,447.0000	17.0000	1.0000	17.0000	
01249836	Water	Water Meter Period R	04/29/2020	High Compound			1.0000		
476256KL	Elec	Beginning	12/27/2019	Reading	38,820		1.0000		
476256KL	Elec	Electric Meter Period	01/26/2020	Reading	39,500	680	1.0000	680	
476256KL	Elec	Electric Meter Period	03/27/2020	Reading	40,771	659	1.0000	659	
Total Allan, Cynthia:								1,372	
Barber, Devin A. - 1837 S Lake Rd									
267331KJ	Elec	Beginning	12/27/2019	Reading	16,979		1.0000		
267331KJ	Elec	Electric Meter Period	01/26/2020	Reading	17,363	384	1.0000	384	
267331KJ	Elec	Electric Meter Period	03/27/2020	Reading	18,080	372	1.0000	372	
Total Barber, Devin A.:								756	
Bates, William S. - 733 Palisades Dr									
23468972	Water	Beginning	12/27/2019	Reading	1,366		1.0000		
23468972	Water	Water Meter Period R	01/26/2020	Reading	1,395	29	1.0000	29	
23468972	Water	Water Meter Period R	03/27/2020	Reading	1,449	28	1.0000	28	
247897KL	Elec	Beginning	12/27/2019	Reading	30,990		1.0000		
247897KL	Elec	Electric Meter Period	01/26/2020	Reading	31,402	412	1.0000	412	
247897KL	Elec	Electric Meter Period	03/27/2020	Reading	32,171	399	1.0000	399	
Total Bates, William S.:								868	

Meter Evaluation Report

The meter evaluation report can be printed by meter ID, age or straight order. It will list the meter status, current install date, original install date and the number of years since the original install date.

Anycity Corporation — Meter Evaluation Report - by Meter Id — Page: 1

Active Meters Installed Prior to 04/30/2020 Based on Original Install Date — Sep 14, 2020 09:50AM

Report Criteria:
No Exclusions for Meters

Meter ID	Status	Service	Location Number	Service Address	Current Install Date	Original Install Date	Number of Years
Electric							
215003KJ	Active	Elec	1103	4601 American Parkway	01/22/2017	01/22/2017	3.6
247897KL	Active	Elec	2149	733 Palisades Dr	01/22/2017	01/22/2017	3.6
267331KJ	Active	Elec	2172	1837 S Lake Rd	01/22/2017	01/22/2017	3.6
289456KL	Active	Elec	2171	1817 S Lake Rd	01/22/2017	01/22/2017	3.6
3010101	Active	Elec	3101	1550 Village Road	04/01/2020	04/01/2020	.5
346952KW	Active	Elec	1105	667 E Parkway	12/14/2019	12/14/2019	.8
364718KW	Active	Elec	1101	4661 Monaco Street	01/22/2017	01/22/2017	3.6
376485KW	Active	Elec	2148	772 Palisades Dr	01/22/2017	01/22/2017	3.6
378154KJ	Active	Elec	2145	865 Palisades Dr	03/25/2020	03/25/2020	.5
384791KW	Active	Elec	2155	555 Oak Hills Dr	01/22/2017	04/05/2020	.4
387152KW	Active	Elec	2173	1875 S Lake Rd	01/22/2017	01/22/2017	3.6
389526KW	Active	Elec	1102	10 Terrace Court	01/22/2017	01/22/2017	3.6
394521KW	Active	Elec	1106	710 E Parkway	01/22/2017	01/22/2017	3.6
394783KS	Active	Elec	1108	1228 Woodbridge Trl	01/22/2017	01/22/2017	3.6
410052KL	Active	Elec	1112	40 N Commerce Ave	01/22/2017	01/22/2017	3.6
476256KL	Active	Elec	2153	530 Oak Hills Dr	01/22/2017	01/22/2017	3.6
479311KW	Active	Elec	2146	840 Palisades Dr	01/22/2017	01/22/2017	3.6
511148KW	Active	Elec	2147	791 Palisades Dr	01/22/2017	04/02/2020	.5
555710KS	Active	Elec	2174	1944 S Lake Rd	01/22/2017	01/22/2017	3.6
556178KL	Active	Elec	1104	665 E Parkway	01/22/2017	01/22/2017	3.6
579843KS	Active	Elec	2154	540 Oak Hills Dr	01/22/2017	01/22/2017	3.6
Water							
01563258	Active	Water	1101	4661 Monaco Street	01/22/2017	01/22/2017	3.6
18547262	Active	Water	1106	710 E Parkway	01/22/2017	01/22/2017	3.6
20468956	Active	Water	1107	760 E Parkway	01/22/2017	01/22/2017	3.6
20835411	Active	Water	1104	665 E Parkway	01/22/2017	01/22/2017	3.6
23468972	Active	Water	2149	733 Palisades Dr	01/22/2017	01/22/2017	3.6
26512478	Active	Water	1112	40 N Commerce Ave	01/22/2017	01/22/2017	3.6
30015688	Active	Water	2154	540 Oak Hills Dr	01/22/2017	01/22/2017	3.6
30261477	Active	Water	1105	667 E Parkway	01/22/2017	01/22/2017	3.6
30261478	Active	Water	1105	667 E Parkway	04/02/2020	04/02/2020	.5
310102	Active	Water	3101	1550 Village Road	04/01/2020	04/01/2020	.5
31524873	Active	Water	2148	772 Palisades Dr	01/22/2017	01/22/2017	3.6
31842168	Active	Water	2145	865 Palisades Dr	01/22/2017	03/25/2020	.5
34125660	Active	Water	2147	791 Palisades Dr	04/02/2020	04/02/2020	.5
34125667	Active	Water	2147	791 Palisades Dr	06/07/2018	04/02/2020	.5
36849254	Active	Water	2155	555 Oak Hills Dr	01/22/2017	04/05/2020	.4
40101224	Active	Water	2146	840 Palisades Dr	01/22/2017	01/22/2017	3.6
42163251	Active	Water	1108	1228 Woodbridge Trl	01/22/2017	01/22/2017	3.6
6002	Active	Water	1103	4601 American Parkway	04/02/2020	04/02/2020	.5

Meter History Report

The meter history report can print a summary or detailed history for the meter. The services slash action codes tab can be used to customize what is displayed on this report. Summary shows meter status, current install date, original install date, age of the meter, number of years at the current location and the install and or removal information. The detail will show all meter activity.

Anycity Corporation — Meter History Report - Summary Summary — Page: 1 — Sep 14, 2020 09:57AM

Meter ID	Current Status	Location Number	Service Address	Original Install	Age Years	Loc Years	Install Date	Install Reading	Remove Date	Remove Reading
Electric										
215003KJ	Active	1103	4601 American Parkway	01/22/2017	3.6	3.6	01/22/2017	1,925		0
247897KL	Active	2149	733 Palisades Dr	01/22/2017	3.6	3.6	01/22/2017	8,512		0
267331KJ	Active	2172	1837 S Lake Rd	01/22/2017	3.6	3.6	01/22/2017	5,421		0
274195KL	Retired	1105	667 E Parkway	01/22/2017	3.6	2.9	01/22/2017	8,941	12/14/2019	52,675
289456KL	Active	2171	1617 S Lake Rd	01/22/2017	3.6	3.6	01/22/2017	7,258		0
289458KW	Active	1107	760 E Parkway		3.6	3.6		0		0
3010101	Active	3101	1550 Village Road	04/01/2020	.5	.5		0		0
346952KW	Active	1105	667 E Parkway	12/14/2019	.8	.8	12/14/2019	325		0
364718KW	Active	1101	4661 Monaco Street	01/22/2017	3.6	3.6	01/22/2017	7,434		0
376485KW	Active	2148	772 Palisades Dr	01/22/2017	3.6	3.6	01/22/2017	999		0
378154KJ	Active	2145	865 Palisades Dr	03/25/2020	.5	.5		0		0
384791KW	Active	2155	555 Oak Hills Dr	04/05/2020	.4	3.6	01/22/2017	200		0
387152KW	Active	2173	1875 S Lake Rd	01/22/2017	3.6	3.6	01/22/2017	46,852		0
389526KW	Active	1102	10 Terrace Court	01/22/2017	3.6	3.6	01/22/2017	254		0
394521KW	Active	1106	710 E Parkway	01/22/2017	3.6	3.6	01/22/2017	6,779		0
394783KS	Active	1108	1228 Woodbridge Trl	01/22/2017	3.6	3.6	01/22/2017	410		0
410052KL	Active	1112	40 N Commerce Ave	01/22/2017	3.6	3.6	01/22/2017	69,547		0
476256KL	Active	2153	530 Oak Hills Dr	01/22/2017	3.6	3.6	01/22/2017	9,548		0
479311KW	Active	2146	840 Palisades Dr	01/22/20						
511148KW	Active	2147	791 Palisades Dr	04/02/20						
555710KS	Active	2174	1944 S Lake Rd	01/22/20						
556178KL	Active	1104	665 E Parkway	01/22/20						
579843KS	Active	2154	540 Oak Hills Dr	01/22/20						

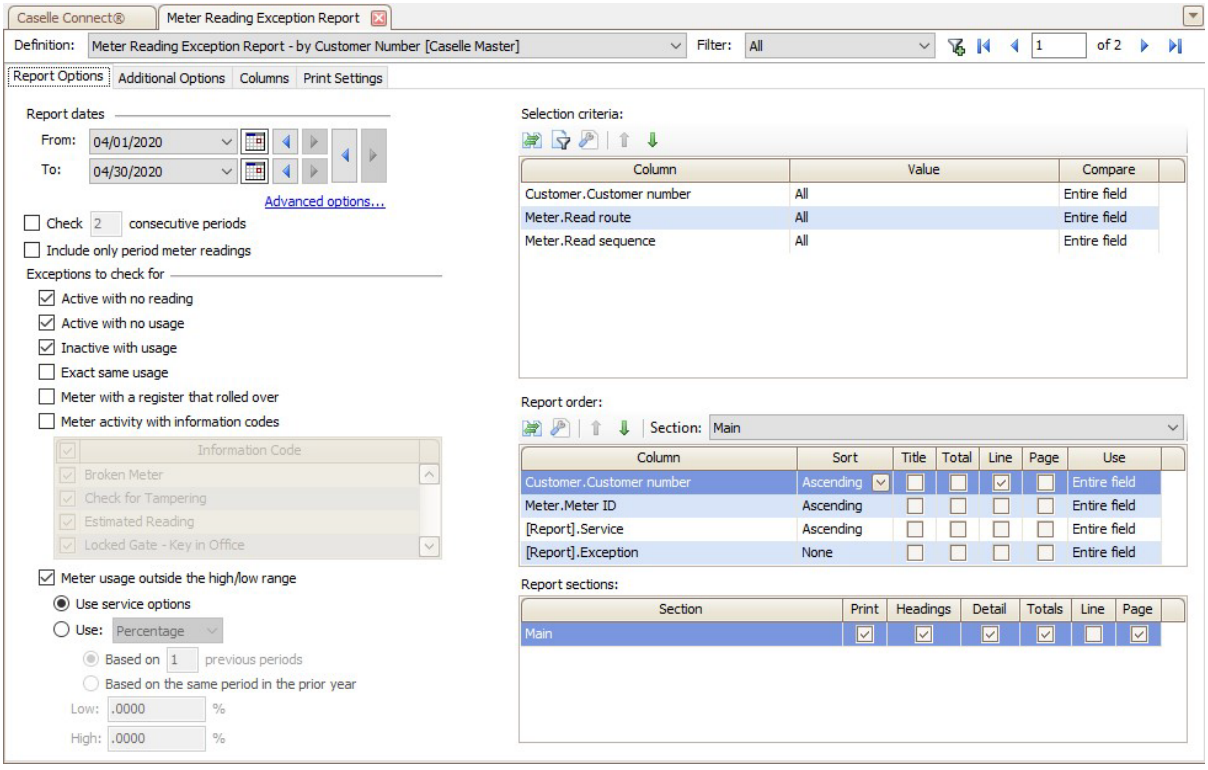
Anycity Corporation — Meter History Report - Detail Detail — Page: 1 — Sep 14, 2020 09:56AM

Meter ID	Current Status	Location Number	Service Address	Age Years	Loc Years	Date	Reading	Description
Electric								
215003KJ	Active	1103	4601 American Parkway	3.6	3.6	01/22/2017	1,925	Electric Meter Install Reading
						04/23/2018	10,184	Electric Meter Period Reading
						05/22/2018	10,500	Electric Meter Period Reading
						06/22/2018	10,821	Electric Meter Period Reading
						07/23/2018	11,145	Electric Meter Period Reading
						08/24/2018	11,422	Electric Meter Period Reading
						09/22/2018	11,784	Electric Meter Period Reading
						10/23/2018	12,001	Electric Meter Period Reading
						11/26/2018	12,475	Electric Meter Period Reading
						12/22/2018	12,683	Electric Meter Period Reading
						01/25/2019	13,128	Electric Meter Period Reading
						02/24/2019	14,328	Electric Meter Period Reading
						03/26/2019	14,638	Electric Meter Period Reading
						04/24/2019	15,490	Electric Meter Period Reading
						05/25/2019	16,383	Electric Meter Period Reading
						06/23/2019	17,357	Electric Meter Period Reading
						07/26/2019	18,493	Electric Meter Period Reading
						08/26/2019	19,548	Electric Meter Period Reading
						09/26/2019	20,522	Electric Meter Period Reading
						10/27/2019	21,455	Electric Meter Period Reading
						11/24/2019	22,307	Electric Meter Period Reading
						12/27/2019	23,078	Electric Meter Period Reading
						01/26/2020	23,890	Electric Meter Period Reading
						02/25/2020	24,620	Electric Meter Period Reading
						03/27/2020	25,407	Electric Meter Period Reading
247897KL	Active	2149	733 Palisades Dr	3.6	3.6	01/22/2017	8,512	Electric Meter Install Reading
						04/23/2018	19,508	Electric Meter Period Reading
						05/22/2018	19,993	Electric Meter Period Reading
						06/22/2018	20,415	Electric Meter Period Reading
						07/23/2018	20,918	Electric Meter Period Reading
						08/24/2018	21,487	Electric Meter Period Reading
						09/22/2018	22,841	Electric Meter Period Reading
						10/23/2018	23,402	Electric Meter Period Reading
						11/26/2018	24,386	Electric Meter Period Reading
						12/22/2018	24,942	Electric Meter Period Reading
						01/25/2019	25,387	Electric Meter Period Reading
						02/24/2019	26,298	Electric Meter Period Reading
						03/26/2019	26,710	Electric Meter Period Reading
						04/24/2019	27,142	Electric Meter Period Reading
						05/25/2019	27,595	Electric Meter Period Reading
						06/23/2019	28,089	Electric Meter Period Reading
						07/26/2019	28,665	Electric Meter Period Reading
						08/26/2019	29,200	Electric Meter Period Reading
						09/26/2019	29,694	Electric Meter Period Reading
						10/27/2019	30,167	Electric Meter Period Reading
						11/24/2019	30,599	Electric Meter Period Reading
						12/27/2019	30,990	Electric Meter Period Reading
						01/26/2020	31,402	Electric Meter Period Reading
						02/25/2020	31,772	Electric Meter Period Reading
						03/27/2020	32,171	Electric Meter Period Reading
						04/15/2020	32,171	Electric Meter Non-Pay Turn On R

Meter Reading Exception Report

The meter reading exception report is the main report used for verifying meter readings. It can be run as one report or separated into reports for each exception. This report has recently been rewritten and has new exceptions available.

There is now an option to check for multiple consecutive periods on any of the exceptions. For example, this paired with active with no usage can give a list of possible stopped meters. Note the date range must include the number of periods selected. Active with no reading will give skipped reads. Active with no usage will give meters with 0 consumption. Inactive with usage are meters that are not active in Caselle but have usage. Exact same usage are meters that have the same usage from period to period. This used in conjunction with check consecutive periods can check meters that have exactly the same usage for many billing periods. Meter with a register that rolled over will list all rollovers. Meteor activity with information codes is usually used to check estimates. Meter usage outside the high low range will now give the option to change the high low check on the report.



Anycity Corporation

Meter Reading Exception Report - by Customer Number

Report Dates: 04/01/2020 - 04/30/2020

Sep 14, 2020 10:16AM

Report Criteria:

- Checking for active meters with an active billing service and no reading
- Checking for active meters with an active billing service and no usage
- Checking for inactive meters and/or billing services with usage
- Checking for meters with the exact same usage
- Checking for registers that have rolled over
- Checking for high/low usage

Customer Number Route-Sequence	Name Service Address	Meter ID Meter Location	Service	Register Title High/Low	Prior Read Prior Usage	Pr Com	Current Read Current Usage	Current Comment Exception
1.101.01	Acme Manufacturing	01563258	Water	High Compound	1750.0000		.0000	
1-120	4661 Monaco Street	Pit SW corner of parking lot			5.0000		.0000	No reading
1.101.01	Acme Manufacturing	364718KW	Elec	Reading	22597.0000		.0000	
1-100	4661 Monaco Street	NW Corner of building			4180.0000		.0000	No reading
1.102.01	Norma's Hair Salon	35620041	Water	Reading	540.0000		.0000	
1-160	10 Terrace Court	3 ft North of front entrance			39.0000		.0000	No reading
1.102.01	Norma's Hair Salon	389526KW	Elec	Reading	55712.0000		.0000	
1-140	10 Terrace Court	SE corner of building			1358.0000		.0000	No reading
1.103.01	Joe's Drive-In	215003KJ	Elec	Reading	25407.0000		.0000	
1-180	4601 American Parkw	Pole NW corner			787.0000		.0000	No reading
1.103.01	Joe's Drive-In	6002	Water	Reading	100.0000		.0000	
0-0	4601 American Parkw				.0000		.0000	No reading
1.104.01	Smith, Dr. Ronald T.	20835411	Water	Reading	1347.0000		.0000	
1-240	665 E Parkway	Pit - NE corner of parking lot			19.0000		.0000	No reading
1.104.01	Smith, Dr. Ronald T.	556178KL	Elec	Reading	47827.0000		.0000	
1-220	665 E Parkway	Pole - west of parking lot, bottom			869.0000		.0000	No reading
1.105.01	Jones, Dr. Harvey D.	30261477	Water	Reading	1361.0000		.0000	
1-280	667 E Parkway	3 ft West of front walk			13.0000		.0000	No reading
1.105.01	Jones, Dr. Harvey D.	30261478	Water	Reading	.0000		.0000	
1-290	667 E Parkway				.0000		.0000	No reading
1.105.01	Jones, Dr. Harvey D.	346952KW	Elec	Reading	5694.0000		.0000	
1-260	667 E Parkway	Pole - west of parking lot, top mete			1586.0000		.0000	No reading
1.106.01	Simpson Reception C	18547262	Water	Reading	2207.0000		.0000	
1-320	710 E Parkway	In bushes, 10 ft South of Gazebo			32.0000		.0000	No reading
1.106.01	Simpson Reception C	394521KW	Elec	Reading	54479.0000		.0000	
1-300	710 E Parkway	Middle of wall westside behind pin			1014.0000		.0000	No reading

CASELLE®
CHARTING NEW TERRITORIES
CONQUERING NEW FRONTIERS

Meter Reading List

The meter reading list is used to read meters manually.

Anycity Corporation

Meter Reading List
Report Date: 04/30/2020
Customer Number Order

Page
Sep 14, 2020 10:

Report Criteria:
Disconnected Services Included

Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.101.01	Acme Manufacturing		4661 Monaco Street						
Elec	364718KW	Reading	03/27/20	22,597	4,180	10.0000			
		Demand Used				10.0000			
		kVAR Reading	03/27/20	0	0	10.0000			
		Net Reading	03/27/20	0	0	10.0000			
		Power Factor				10.0000			
	NW Corner of building								
Water	01563258	High Compound				1.0000		1,750 / 5	
		Low Compound				1.0000		10 / 8,265	
	Pit SW corner of parking lot								
1.102.01	Norma's Hair Salon		10 Terrace Court						
Elec	389526KW	Reading	03/27/20	55,712	1,358	1.0000			
		Demand Used				1.0000			
		Demand On-Pe				1.0000			
		Demand Off-Pe				1.0000			
		Power Factor				1.0000			
	SE corner of building								
Water	35620041	Reading	03/27/20	540	39	1.0000			
	3 ft North of front entrance								
1.103.01	Joe's Drive-In		4601 American Parkway						
Elec	215003KJ	Reading	03/27/20	25,407	787	1.0000			
	Pole NW corner								
Water	6002	Reading	03/27/20	8,744	29	1.0000		100 / 0	
1.104.01	Smith, Dr. Ronald T.		665 E Parkway						
Elec	556178KL	Reading	03/27/20	47,827	869	1.0000			
	Pole - west of parking lot, bottom meter								
Water	20835411	Reading	03/27/20	1,347	19	1.0000			
	Pit - NE corner of parking lot								
1.105.01	Jones, Dr. Harvey D.		667 E Parkway						
Elec	346952KW	Reading	03/27/20	5,694	1,586	1.0000			
	Pole - west of parking lot, top meter								
Water	30261477	Reading	03/27/20	1,361	13	1.0000			
	3 ft West of front walk								
Water	30261478	Reading				1.0000		0 / 0	
1.106.01	Simpson Reception Center		710 E Parkway						
Elec	394521KW	Reading	03/27/20	54,479	1,014	1.0000			
	Middle of wall westside behind pine tree								
Water	18547262	Reading	03/27/20	2,207	32	1.0000			
	In bushes,10 ft South of Gazebo								

Meter Reading Proof Report

The meter reading proof report is used to check meter readings. This is one of the reports that normally is exported to excel so it can be sorted by the usage or amount and the billing clerk can quickly find accounts that have high usage and may need to be reread.

Anycity Corporation

Meter Reading Proof Report
Period Date: 03/31/2020

Sep 14, 2020

Customer Number Order

Customer Number	Name	Service	Register Title	Read Code	Read Desc	Prior Read	Current Read	Current Usage	Multiplier	Amount	Msg
1.101.01	Acme Manufacturing	Elec	Reading			21,792	22,597	4,180	10.0000	306.21	
			Demand Use			.0000	1.2800	12.8000	10.0000		
			kVAR Readin			.0000	.0000	.0000	10.0000		
			Net Reading			0	0	0	10.0000		
			Power Factor			.0000	.0000	.0000	10.0000		
1.101.01	Acme Manufacturing	Water	High Compo			1,745.000	1,740.000	5.0000-	1.0000	21.60	
			Low Compou			.0000	.0000	.0000	1.0000		
1.102.01	Norma's Hair Salon	Elec	Reading			53,094	55,712	1,358	1.0000	117.65	
			Demand Use			.0000	.0000	.0000	1.0000		
			Demand On-			.0000	.0000	.0000	1.0000		
			Demand Off-			.0000	.0000	.0000	1.0000		
			Power Factor			.0000	.0000	.0000	1.0000		
1.102.01	Norma's Hair Salon	Water	Reading			465	540	39	1.0000	32.40	
1.103.01	Joe's Drive-In	Elec	Reading			23,890	25,407	787	1.0000	80.69	
1.103.01	Joe's Drive-In	Water	Reading			8,688	8,744	29	1.0000	26.40	
1.104.01	Smith, Dr. Ronald T.	Elec	Reading			46,152	47,827	869	1.0000	87.42	
1.104.01	Smith, Dr. Ronald T.	Water	Reading			1,310	1,347	19	1.0000	20.40	
1.105.01	Jones, Dr. Harvey D.	Elec	Reading			2,397	5,694	1,586	1.0000	130.05	
1.105.01	Jones, Dr. Harvey D.	Water	Reading			1,336	1,361	13	1.0000	16.80	
1.105.01	Jones, Dr. Harvey D.	Water								.00	
1.106.01	Simpson Reception Center	Elec	Reading			52,524	54,479	1,014	1.0000	98.95	
1.106.01	Simpson Reception Center	Water	Reading			2,145	2,207	32	1.0000	28.20	
1.107.01	Crystal's Restaurant	Elec	Reading			14,268	16,608	1,214	1.0000	109.82	
1.107.01	Crystal's Restaurant	Water	Reading			8,157	8,213	28	1.0000	25.80	
1.108.01	Brown's Garage	Elec	Reading			41,666	43,669	1,039	1.0000	100.31	
1.108.01	Brown's Garage	Water	Reading			9,001	9,032	16	1.0000	18.60	
1.112.01	Betty's Fabric Shop	Elec	Reading			97,538	98,805	657	1.0000	70.01	
1.112.01	Betty's Fabric Shop	Water	Reading			7,694	7,721	14	1.0000	17.40	
2.145.01	Richardson, David T.	Elec	Reading			7,700	7,798	98	1.0000	9.75	
2.145.01	Richardson, David T.	Water	Reading			3,465	3,487	22	1.0000	10.40	
2.146.01	Clemens, Gordon F.	Elec	Reading			26,132	27,382	648	1.0000	45.27	
2.146.01	Clemens, Gordon F.	Water	Reading			1,769	1,794	13	1.0000	8.60	
2.147.02	Welling, Martin E.	Elec								.00	
2.147.02	Welling, Martin E.	Water								.00	
2.147.02	Welling, Martin E.	Water								.00	
2.148.01	Donaldson, Kira	Elec	Reading			24,920	25,953	536	1.0000	39.97	
2.148.01	Donaldson, Kira	Water	Reading			1,482	1,524	22	1.0000	20.80	
2.149.01	Bates, William S.	Elec	Reading			31,402	32,171	399	1.0000	30.23	
2.149.01	Bates, William S.	Water	Reading			1,395	1,449	28	1.0000	11.60	
2.153.01	Allan, Cynthia	Elec	Reading			39,500	40,771	659	1.0000	47.75	
2.153.01	Allan, Cynthia	Water	High Compo	13	ER	1,447.000	1,478.000	16.0000	1.0000	18.40	
			Low Compou	13	ER	.0000	.0000	.0000	1.0000		
2.154.01	Brown, Jack	Elec	Reading			35,425	36,694	658	1.0000	45.87	
2.154.01	Brown, Jack	Water	Reading			1,796	1,852	29	1.0000	11.80	
2.155.01	Smith, Judy	Elec	Reading			17,795	18,639	438	1.0000	32.58	
2.155.01	Smith, Judy	Water	Reading			868	884	8	1.0000	8.00	*
2.171.01	Sessions, Ronald	Elec	Reading			36,756	38,219	759	1.0000	51.97	
2.172.01	Barber, Devin A.	Elec	Reading			17,363	18,080	372	1.0000	28.60	
2.173.01	Hamilton, Bryan	Elec	Reading			68,672	69,464	411	1.0000	30.95	
2.174.01	Jones, Ronald J	Elec	Reading			29,960	31,122	603	1.0000	42.55	
*** Page Totals *** Count: 40											
Customer Hash: 6,623,243				13		741,709	770,464	18,608	45.0000	1,803.80	

Meter Summary Report

The meter summary report gives a count of meter activity by meter size and count of meters by customer type and size.

Anycity Corporation

Meter Summary Report -
Dates: 03/01/2020 - 03/31/2020

Report Criteria:
Grouped by meter size

Meter Activity

Action Code Type	Unknown	1	1 1/2	100	150	200	3/4	5/8	Total
Disconnect meter	-	-	-	-	-	-	-	-	-
Disconnect reading	-	-	1	1	-	-	-	-	2
Final reading	-	-	-	-	-	-	-	-	-
Install meter	-	-	-	-	-	-	-	-	-
New connect	-	-	1	1	-	-	-	-	2
Other activity	-	-	-	-	-	-	-	-	-
Other meter activity	-	-	-	-	-	-	-	-	-
Period meter reading	-	11	3	11	7	3	3	-	38
Reading/Usage correction	-	-	1	-	-	-	-	-	1
Reconnect meter	-	-	-	-	-	-	-	-	-
Reconnect reading	-	-	-	-	-	-	-	-	-
Remove meter	-	-	-	-	-	-	-	-	-
Replace meter	-	-	-	-	-	-	-	-	-
Reset meter	-	-	-	-	-	-	-	-	-
Grand Totals:	-	11	6	13	7	3	3	-	43

Current Meter Count

Customer Type	Unknown	1	1 1/2	100	150	200	3/4	5/8	Total
Agricultural	1	1	-	-	1	-	-	-	3
Commercial	10	5	2	1	3	3	1	-	25
Landlord	-	-	-	-	-	-	-	-	-
N/A	-	-	-	-	-	-	-	-	-
None	-	-	-	-	-	-	-	-	-
Residential	11	4	-	9	4	-	2	-	30
Tenant	-	-	1	1	-	-	-	-	2
Grand Totals:	22	10	3	11	8	3	3	-	60

Open Deposit Report

The open deposit report lists any customers that currently have a deposit that has not been refunded.

Anycity Corporation

Open Deposit Report - by Customer Number

Report Date: 04/30/2020

Customer Number	Name	Service Address	Service	Original Deposit Date	Deposit Balance
1.101.01	Acme Manufacturing	4661 Monaco Street	Electric	09/15/2018	100.00
1.102.01	Norma's Hair Salon	10 Terrace Court	Electric	12/11/2017	100.00
1.103.01	Joe's Drive-In	4601 American Parkway	Electric	05/11/2017	100.00
1.104.01	Smith, Dr. Ronald T.	665 E Parkway	Electric	06/24/2018	100.00
1.105.01	Jones, Dr. Harvey D.	667 E Parkway	Electric	03/04/2018	100.00
1.106.01	Simpson Reception Center	710 E Parkway	Electric	02/02/2019	100.00
1.107.01	Crystal's Restaurant	760 E Parkway	Electric	07/29/2018	100.00
1.108.01	Brown's Garage	1228 Woodbridge Trl	Electric	10/18/2017	100.00
1.112.01	Betty's Fabric Shop	40 N Commerce Ave	Electric	03/09/2019	100.00
2.145.00	Spencer Properties	865 Palisades Dr	Electric	12/04/2018	100.00
2.145.01	Richardson, David T.	865 Palisades Dr	Electric	03/23/2020	100.00
2.146.01	Clemens, Gordon F.	840 Palisades Dr	Electric	02/21/2017	100.00
2.148.01	Donaldson, Kira	772 Palisades Dr	Electric	04/07/2019	100.00
2.149.01	Bates, William S.	733 Palisades Dr	Electric	04/17/2017	100.00
2.153.01	Allan, Cynthia	530 Oak Hills Dr	Electric	02/07/2017	100.00
2.154.01	Brown, Jack	540 Oak Hills Dr	Electric	11/13/2018	100.00
2.155.01	Smith, Judy	555 Oak Hills Dr	Electric	12/19/2018	100.00
2.171.01	Sessions, Ronald	1617 S Lake Rd	Electric	07/22/2018	100.00
2.172.01	Barber, Devin A.	1837 S Lake Rd	Electric	07/01/2018	100.00
2.173.01	Hamilton, Bryan	1875 S Lake Rd	Electric	06/09/2018	100.00
2.174.01	Jones, Ronald J	1944 S Lake Rd	Electric	09/23/2018	100.00
Grand Totals:					2,100.00
21					

Rate Summary Report

The rate summary report will give metrics for billing by rate it will display the number of customer billed, each rate, the base amount, the usage amount (excess amount), adjustments, total amount and quantity billed. This is usually set up to total by service to make it easier to use.

Anycity Corporation

Rate Summary - by Rate Number
Report Dates: 03/01/2020 - 03/31/2020

Page: 1
Sep 14, 2020 10:52AM

Electric

Rate Number	Rate Description	Service	Number of Customers	Number of Units	Base/Minimum	Excess Amount	Adjustments	Total Amount	Quantity Billed
101	Electric - Residential - City	EL	10	10.0000	41.70	310.71	.00	352.41	4,858.0000
102	Electric - Residential - Cnty	EL	2	2.0000	8.76	78.96	.00	87.72	1,195.0000
103	Electric - Commercial - City	EL	9	9.0000	44.73	1,056.38	.00	1,101.11	12,704.0000
Total 1:			21	21.0000	95.19	1,446.05	.00	1,541.24	18,757.0000

Water

Rate Number	Rate Description	Service	Number of Customers	Number of Units	Base/Minimum	Excess Amount	Adjustments	Total Amount	Quantity Billed
301	Water - Residential - City	WT	7	7.0000	56.00	16.60	.00	72.60	151.0000
302	Water - Residential - Cnty	WT	2	2.0000	32.00	7.20	.00	39.20	38.0000
303	Water - Commercial	WT	9	9.0000	135.00	72.60	.00	207.60	211.0000
Total 3:			18	18.0000	223.00	96.40	.00	319.40	400.0000

Sewer

Rate Number	Rate Description	Service	Number of Customers	Number of Units	Base/Minimum	Excess Amount	Adjustments	Total Amount	Quantity Billed
501	Sewer - Residential	SW	9	9.0000	54.00	.00	.00	54.00	.0000
502	Sewer - Commercial	SW	9	9.0000	90.00	186.80	.00	276.80	211.0000
Total 5:			18	18.0000	144.00	186.80	.00	330.80	211.0000

Garbage

Rate Number	Rate Description	Service	Number of Customers	Number of Units	Base/Minimum	Excess Amount	Adjustments	Total Amount	Quantity Billed
701	Garbage- Residential	GB	10	10.0000	50.00	.00	.00	50.00	.0000
702	Garbage - Commercial - Size 1	GB	4	4.0000	24.00	.00	.00	24.00	.0000
703	Garbage - Commercial - Size 2	GB	3	3.0000	45.00	.00	.00	45.00	.0000
704	Garbage - Commercial - Size 3	GB	2	2.0000	60.00	.00	.00	60.00	.0000
Total 7:			19	19.0000	179.00	.00	.00	179.00	.0000

Yard Light

Rate Number	Rate Description	Service	Number of Customers	Number of Units	Base/Minimum	Excess Amount	Adjustments	Total Amount	Quantity Billed
901	Yard Light	YL	3	3.0000	46.50	.00	.00	46.50	.0000

Rates List

The rates list will list rates by rate number with one line per rate. Rate level in base amounts or GL accounts can be added to this list to take the place of the rate lists in table lists or report writer. It can also be printed to include all details per rate.

Anycity Corporation — Rates List - by Rate Number

Rate Number	Description	Service
101	Electric - Residential - City	1 (Electric)
102	Electric - Residential - Cnty	1 (Electric)
103	Electric - Commercial - City	1 (Electric)
104	Electric - Commercial - Cnty	1 (Electric)
201	PCAC - Residential	2 (PCAC)
202	PCAC - Commercial	2 (PCAC)
301	Water - Residential - City	3 (Water)
302	Water - Residential - Cnty	3 (Water)
303	Water - Commercial	3 (Water)
305	Water Conservation Sample Rate	3 (Water)
307	Water Residential Seasonal Rate	3 (Water)
501	Sewer - Residential	5 (Sewer)
502	Sewer - Commercial	5 (Sewer)
701	Garbage- Residential	7 (Garbage)
702	Garbage - Commercial - Size 1	7 (Garbage)
703	Garbage - Commercial - Size 2	7 (Garbage)
704	Garbage - Commercial - Size 3	7 (Garbage)
705	Garbage - Commercial - Size 4	7 (Garbage)

/city Corporation — Rates List - With amounts — Sep

Rate Number	Description	Service	Base Amount	Quantity 1	Rate 1	Quantity 2	Rate 2	Quantity 3	Rate 3
101	Electric - Residential - City	1 (Electric)	.00	60	.11	140	.082907	999999999	.060401
102	Electric - Residential - Cnty	1 (Electric)	.00	60	.109267	140	.086855	999999999	.063257
103	Electric - Commercial - City	1 (Electric)	.00	500	.114211	500	.082165	5000	.054377
104	Electric - Commercial - Cnty	1 (Electric)	.00	500	.125632	500	.090382	5000	.059815
201	PCAC - Residential	2 (PCAC)	.00	99999999	.05				
202	PCAC - Commercial	2 (PCAC)	.00	99999999	.05				
301	Water - Residential - City	3 (Water)	.00	10	.8	999999999	.2		
302	Water - Residential - Cnty	3 (Water)	.00	10	1.6	999999999	.4		
303	Water - Commercial	3 (Water)	.00	10	1.5	999999999	.6		
305	Water Conservation Sample Rate	3 (Water)	.00		.8		.6		.4
307	Water Residential Seasonal Rate	3 (Water)	.00	10	.8	25	.9	100	1
501	Sewer - Residential	5 (Sewer)	6.00	10	.6	999999999	.4		
502	Sewer - Commercial	5 (Sewer)	10.00	10	1	999999999	.8		
701	Garbage- Residential	7 (Garbage)	.00						
702	Garbage - Commercial - Size 1	7 (Garbage)	.00						
703	Garbage - Commercial - Size 2	7 (Garbage)	.00	100	15				
704	Garbage - Commercial - Size 3	7 (Garbage)	.00	100	30				
705	Garbage - Commercial - Size 4	7 (Garbage)	.00	100	40				
901	Yard Light	9 (Yard Light)	.00						
1101	Tap Loans	11 (Tap Loans)	.00						
1301	Miscellaneous	13 (Miscellaneous)	.00						
1401	NSF Fee	14 (NSF Fees)	15.00						
1501	Shutoff Fee	15 (Shutoff)	50.00						
1801	Sales Tax	18 (Sales Tax)	.00						
1901	Penalty	19 (Penalty)	.00		.015				

Anycity Corporation — Rates List - with Detail

Rate Number: **101** Description: **Electric - Residential - City** Service: **1 (Electric)**

Rate Levels

Level	Quantity	Rate	Type	Level	Quantity	Rate	Type
1	60	.11	Rate	11			Rate
2	140	.082907	Rate	12			Rate
3	999999999	.060401	Rate	13			Rate
4			Rate	14			Rate
5			Rate	15			Rate
6			Rate	16			Rate
7			Rate	17			Rate
8			Rate	18			Rate
9			Rate	19			Rate
10			Rate	20			Rate

Rate Options

Low Usage Limit:	0
High Usage Limit:	1500
Sales Tax:	.030000
Base Amount:	.00
Bill Minimum:	Yes
Minimum Amount:	4.17
Bill Maximum:	No
Maximum Amount:	.00
Activate Units Base:	No
Activate Units Usage:	No
Use Ascending Block Rate:	No
Allow New Billings:	Yes
Demand Amount:	.0000
Demand Allowed:	.00
Demand Quantity:	0
Demand Factor:	0
Custom Options:	

General Ledger Account Override

Cash:	
Accounts Receivable:	
Deposits:	
Deposit Interest:	
Write-offs:	
Revenue Taxable:	
Revenue Non-Taxable:	
Contract A/R:	
Assistance:	

Rate Number: **102** Description: **Electric - Residential - Cnty** Service: **1 (Electric)**

Rate Levels

Level	Quantity	Rate	Type	Level	Quantity	Rate	Type
1	60	.109267	Rate	11			Rate
2	140	.086855	Rate	12			Rate
3	999999999	.063257	Rate	13			Rate
4			Rate	14			Rate
5			Rate	15			Rate
6			Rate	16			Rate
7			Rate	17			Rate
8			Rate	18			Rate

Sales Tax Report

The sales tax report has two master reports. The reports differ based on the way the sales tax is set up in Caselle for your utility.

Anycity Corporation — Sales Tax Report - Tax Rates Loaded on Services Subject to Tax
Report Dates: 03/01/2020 to 03/31/2020 — Sep 14,

Service	Rate Number	Tax Rate	Taxable	Non-Taxable	Partially Taxable	Exempt	Partially Exempt	Total
Electric	101	3.0000%	352.41	-	-	-	-	352.41
	102	3.0000%	87.72	-	-	-	-	87.72
	103	6.0000%	1,101.11	-	-	-	-	1,101.11
Water	301	.0000%	-	72.60	-	-	-	72.60
	302	.0000%	-	39.20	-	-	-	39.20
	303	.0000%	-	207.60	-	-	-	207.60
Sewer	501	.0000%	-	54.00	-	-	-	54.00
	502	.0000%	-	276.80	-	-	-	276.80
Garbage	701	.0000%	-	50.00	-	-	-	50.00
	702	.0000%	-	24.00	-	-	-	24.00
	703	.0000%	-	45.00	-	-	-	45.00
	704	.0000%	-	60.00	-	-	-	60.00
Yard Light	901	3.0000%	46.50	-	-	-	-	46.50
Tap Loans	1101	.0000%	-	50.00	-	-	-	50.00
Miscellaneous	1301	.0000%	-	12.00	-	-	-	12.00
Sales Tax	1801	.0000%	-	82.07	-	-	-	82.07
Penalty	1901	.0000%	-	2.72	-	-	-	2.72
Total Sales Tax:			1,587.74	975.99	-	-	-	2,563.73

Anycity Corporation — Sales Tax Report - Tax Rates Loaded on Services Subject to Tax
Report Dates: 03/01/2020 to 03/31/2020

Tax Rate	Taxable	Non-Taxable	Partially Taxable	Exempt	Partially Exempt	Total
.0000%	-	975.99	-	-	-	975.99
3.0000%	486.63	-	-	-	-	486.63
6.0000%	1,101.11	-	-	-	-	1,101.11
Grand Totals:	1,587.74	975.99	-	-	-	2,563.73

Service Exception Report

The service exception report is used to find accounts that may be missing services. For example, it can find accounts that have water but not sewer or electric but not PCAC.

Anycity Corporation

Service Exception Report - by Customer Number
Service: PCAC

Report Criteria:
Only includes customers with Electric
Customer.Final bill date is null

Customer Number	Name	Service Address
1.102.01	Norma's Hair Salon	10 Terrace Court
1.103.01	Joe's Drive-In	4601 American Parkway
1.104.01	Smith, Dr. Ronald T.	665 E Parkway
1.105.01	Jones, Dr. Harvey D.	667 E Parkway
1.106.01	Simpson Reception Center	710 E Parkway
1.107.01	Crystal's Restaurant	760 E Parkway
1.108.01	Brown's Garage	1228 Woodbridge Trl
1.112.01	Betty's Fabric Shop	40 N Commerce Ave
2.145.01	Richardson, David T.	865 Palisades Dr
2.146.01	Clemens, Gordon F.	840 Palisades Dr
2.147.02	Welling, Martin E.	791 Palisades Dr
2.148.01	Donaldson, Kira	772 Palisades Dr
2.149.01	Bates, William S.	733 Palisades Dr
2.153.01	Allan, Cynthia	530 Oak Hills Dr
2.154.01	Brown, Jack	540 Oak Hills Dr
2.155.01	Smith, Judy	555 Oak Hills Dr
2.171.01	Sessions, Ronald	1617 S Lake Rd
2.172.01	Barber, Devin A.	1837 S Lake Rd
2.173.01	Hamilton, Bryan	1875 S Lake Rd
2.174.01	Jones, Ronald J	1944 S Lake Rd
3.101.01	Village Apartments	1550 Village Road
3.102.01	Pratt, Paul	1501 Village Road
3.103.01	Baker, Brent	1502 Village Road
3.104.01	Carter, Clayton	1503 Village Road

Services List

The services list will list services by service number with one line per service. Additional service fields or GL accounts can be added to this list to take the place of the services lists in the table list or report writer. It can also be printed to include all of the details per service.

Anycity Corporation — Services List - by Service Number

Service Number	Description	Type
1	Electric	Standard
2	PCAC	Standard
3	Water	Standard
5	Sewer	Standard
7	Garbage	Standard
9	Yard Light	Standard
11	Tap Loans	Loan
13	Miscellaneous	Standard
14	NSF Fees	Standard
15	Shutoff	Penalty
18	Sales Tax	Tax
19	Penalty	Penalty

ycity Corporation — Services List - by Service Number

ervice umber	Description	Type	Abbreviation 1	Abbreviation 2	Add To New Customers	Advance Bill
1	Electric	Standard	Elec	EL	Yes	No
2	PCAC	Standard	PCAC	PCA	Yes	No
3	Water	Standard	Water	WT	Yes	No
5	Sewer	Standard	Sewer	SW	Yes	No
7	Garbage	Standard	Garb	GB	Yes	No
9	Yard Light	Standard	Yd Lt	YL	Yes	No
11	Tap Loans	Loan	Tap Loans	LN	No	No
13	Miscellaneous	Standard	Misc	MS	Yes	No
14	NSF Fees	Standard	NSF	NSF	Yes	No
15	Shutoff	Penalty	Shutoff	SO	Yes	No
18	Sales Tax	Tax	S Tax	ST	Yes	No
19	Penalty	Penalty	Pnlty	PE	Yes	No

Anycity Corporation — Services List - with Detail — Page: 1 — Sep 14, 2020 11:16AM

Service Number: **1** Description: **Electric** Type: **Standard**

Service Options		Meter Options		General Ledger Accounts	
Abbreviation 1:	Elec	Metered Service:	Yes	Cash:	0110750
Abbreviation 2:	EL	Metered Group:	Yes	Accounts Receivable:	5311520
Service Category:	ELECTRIC SERVICES	Check for Active Meter:	Yes	Deposits:	5323000
Advance Bill:	No	Meter Type:	E	Deposit Interest:	5323400
Bill Prior on New Connects:	No	Usage Adjustment Factor:	.0000	Write-offs:	5380550
Include Current Charges:	No	Round Usage:	0	Revenue Taxable:	5337100
Allow Equal Pay:	Yes	Billing Cost Adjustment Type:	None	Revenue Non-Taxable:	5337100
Allow Assistance:	Yes	Billing Cost Adjustment Factor:	0	Certification A/R:	5111530
Residential Shutoff:	Yes	Multiple Month Option:	0	Certification Fees:	5338900
Commercial Shutoff:	Yes			Contract A/R:	5311530
Subject to Penalty:	Yes	**Estimation Options**		Energy Assistance:	
Penalty Periods:	2	Estimate Unread Accounts:	No		
Subject to Tax Certification:	Yes	Number of Periods to Average:	No	**Deposit Options**	
Certification Periods:	2	Same Period Prior Year:	Yes	Allow Deposits:	Yes
Quantity Type:	None	Information Code:		Interest Rate:	.05
Custom Options:				Periods Before Refund:	12
		Demand Options		Delinquencies Allowed:	3
Prorate Options		Demand Type:	2	Default Amount:	.00
New Connects:	Prorate minimum	Percentage:	100		
Temporary Disconnects:	Prorate minimum	Number of Periods:	0	**Conservation Options**	
Final Disconnects:	Prorate minimum			Plant Water Need:	.0000
		Penalty Options		Irrigation Efficiency:	.0000
New Customer Options		Penalty Type:	0	Interior Daily Average:	.0000
Add to New Customers:	Yes	Bill Final Disconnects:	No	Conversion Factor:	.0000
Average Usage:	0			Single ET per Period:	No

Service Number: **2** Description: **PCAC** Type: **Standard**

Service Options		Meter Options		General Ledger Accounts	
Abbreviation 1:	PCAC	Metered Service:	No	Cash:	0110750
Abbreviation 2:	PCA	Metered Group:	No	Accounts Receivable:	5211520
Service Category:	ELECTRIC SERVICES	Check for Active Meter:	No	Deposits:	5223000
Advance Bill:	No	Meter Type:		Deposit Interest:	5223400
Bill Prior on New Connects:	No	Usage Adjustment Factor:	.0000	Write-offs:	5280550
Include Current Charges:	No	Round Usage:	0	Revenue Taxable:	5237100
Allow Equal Pay:	Yes	Billing Cost Adjustment Type:	None	Revenue Non-Taxable:	5237100
Allow Assistance:	No	Billing Cost Adjustment Factor:	0	Certification A/R:	5211530
Residential Shutoff:	Yes	Multiple Month Option:	0	Certification Fees:	5238900
Commercial Shutoff:	Yes			Contract A/R:	5211530
Subject to Penalty:	Yes	**Estimation Options**		Energy Assistance:	
Penalty Periods:	2	Estimate Unread Accounts:	No		
Subject to Tax Certification:	Yes	Number of Periods to Average:	No	**Deposit Options**	
Certification Periods:	2	Same Period Prior Year:	Yes	Allow Deposits:	No
Quantity Type:	Usage	Information Code:		Interest Rate:	.00
Custom Options:				Periods Before Refund:	0

Transaction Allocation by Service Report

The transaction allocation by service report will display any transactions with the detail by service or service category. This is a very versatile report that can be for payments, adjustments, billing, ect. Basically, any type of financial transactions can be chosen to print on this report.

Anycity Corporation — Transaction Allocation by Service Report - by Type — Page: 1
Report Dates: 04/01/2020 - 04/30/2020 — Sep 14, 2020 11:23AM

Report Criteria:
Types Selected: Payments, Payment Adjustments, Balance Transfers, Balance Write-Offs, Deposits Applied, Interest Applied, Contract Adjustments, Contract Billings, Reallocations

Customer Number	Name	Date	Reference Number	Amount	Elec / NSF	PCAC / Shutoff	Water / S Tax	Sewer / Pnlty	Garb	Yd Lt	Tap Loans	Misc
Deposit Applied												
04/02/2020												
2.147.01	Carter, Clayton	04/02/2020	1	66.01-	66.01-	-	-	-	-	-	-	-
2.147.01	Carter, Clayton	04/02/2020	2	12.85-	-	-	12.85-	-	-	-	-	-
2.147.01	Carter, Clayton	04/02/2020	3	8.67-	-	-	-	-				
2.147.01	Carter, Clayton	04/02/2020	4	7.23-	-	-	-	-				
2.147.01	Carter, Clayton	04/02/2020	5	1.99-	-	-	-	1.99-				
2.147.01	Carter, Clayton	04/02/2020	6	3.25-	-	-	-	-				
Total 04/02/2020:				100.00-	66.01-	-	12.85-	1.99-				
Total Deposit Applied:				100.00-	66.01-	-	12.85-	1.99-				
Interest Applied												
04/02/2020												
2.147.01	Carter, Clayton	04/02/2020	1	8.33-	5.49-	-	1.07-	.16-				
Total 04/02/2020:				8.33-	5.49-	-	1.07-	.16-				
Total Interest Applied:				8.33-	5.49-	-	1.07-	.16-				
Payment												
04/03/2020												
1.107.01	Crystal's Restaurant	04/03/2020	6	191.61-	109.82-	-	25.80-	6.59-				

Anycity Corporation — Transaction Allocation by Service Report - by Type — Page: 2
Report Dates: 04/01/2020 - 04/30/2020 — Sep 14, 2020 11:23AM

Customer Number	Name	Date	Reference Number	Amount	Elec / NSF	PCAC / Shutoff	Water / S Tax	Sewer / Pnlty	Garb	Yd Lt	Tap Loans	Misc
Total 04/03/2020:				191.61-	109.82-	-	25.80-	34.40-	15.00-	-	-	-
04/30/2020												
2.172.01	Barber, Devin A.	04/30/2020	1	34.46-	28.60-	-	-	-	5.00-	-	-	-
Total 04/30/2020:				34.46-	28.60-	-	-	-	5.00-	-	-	-
Total Payment:				226.07-	138.42-	-	25.80-	34.40-	20.00-	-	-	-
Payment Adjustment												
04/20/2020												
2.154.01	Brown, Jack	04/20/2020	1	66.00	50.78	-	5.49	3.17	5.35	-	-	-
2.172.01	Barber, Devin A.	04/20/2020	2	34.46	28.60	-	-	-	5.00	-	-	-
Total 04/20/2020:				100.46	79.38	-	5.49	3.17	10.35	-	-	-
Total Payment Adjustment:				100.46	79.38	-	5.49	3.17	10.35	-	-	-
Grand Totals:				233.94-	130.54-	-	34.23-	40.63-	17.49-	-	-	-

Transaction Register

The transaction register is similar to transaction allocation by service report and that it will display any transactions however it does not break them down by service allocation. This is also a very versatile report that can be payments, adjustments, billing etcetera. Basically, any type of financial transactions can be chosen to print on this report.

Anycity Corporation — Transaction Register - by Customer Name — Page: 1

Dates: 04/01/2020 - 04/30/2020 — Sep 14, 2020 11:27AM

Report Criteria:
Selected types: Assistance Applied, Billing Adjustment, Contract Adjustment, Contract Billing, Deposit Applied, Interest Applied, Payment, Payment Adjustment, Reallocation, Transfer, Write Off

Billing Adjustment

04/29/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Acme Manufacturing	1.101.01	Billing	1	Read/Usg Adj			10.00-	M	Water - 3
Smith, Judy	2.155.01	Billing	2	Billed wrong amount			20.00-	M	Elec - 1
Total 04/29/2020:							30.00-		
Total Billing Adjustment:							30.00-		

Deposit Applied

04/02/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Carter, Clayton	2.147.01	Deposit	1	Final Bill Deposit Applied			66.01-	F	Elec - 1
Carter, Clayton	2.147.01	Deposit	2	Final Bill Deposit Applied			12.85-	F	Water - 3
Carter, Clayton	2.147.01	Deposit	3	Final Bill Deposit Applied			8.67-	F	Sewer - 5
Carter, Clayton	2.147.01	Deposit	4	Final Bill Deposit Applied			7.23-	F	Garb - 7
Carter, Clayton	2.147.01	Deposit	5	Final Bill Deposit Applied			1.99-	F	S Tax - 18
Carter, Clayton	2.147.01	Deposit	6	Final Bill Deposit Applied			3.25-	F	Pnlty - 19
Total 04/02/2020:							100.00-		
Total Deposit Applied:							100.00-		

Interest Applied

04/02/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Carter, Clayton	2.147.01	Interest	1	Final Bill Interest Applied			8.33-	F	Multiple
Total 04/02/2020:							8.33-		
Total Interest Applied:							8.33-		

Payment

04/03/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Crystal's Restaurant	1.107.01	Payme	6	Utility PaymentUser ID: Shar	1.019695	4848488	191.61-		Multiple
Total 04/03/2020:							191.61-		

04/30/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service

Anycity Corporation — Transaction Register - by Customer Name — Page: 2

Dates: 04/01/2020 - 04/30/2020 — Sep 14, 2020 11:27AM

Barber, Devin A	2.172.01	Payme	1	Utility Payment	5.000001		34.46-	Multiple
Total 04/30/2020:							34.46-	
Total Payment:							226.07-	

Payment Adjustment

04/20/2020

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Barber, Devin A	2.172.01	Payme	2	NSF			34.46		Multiple
Brown, Jack	2.154.01	Payme	1	NSF			66.00		Multiple
Total 04/20/2020:							100.46		
Total Payment Adjustment:							100.46		
Grand Totals:							263.94-		

Transaction Summary

And the transaction summary is all of the financial transactions in utility management for the month or period at a glance. It gives a starting balance and then a daily running balance of the utility system.

Anycity Corporation

Transaction Summary -
Dates: 04/01/2020 - 04/30/2020

Page: 1
Sep 14, 2020 11:30AM

Report Criteria:

Selected types: Billing, Billing Adjustment, Contract Adjustment, Contract Billing, Deposit Applied, Interest Applied, Payment, Payment Adjustment, Reallocation, Transfer, Write Off
Suppressing rows with no transactions
Summarized by calendar day

Date	Billing	Billing Adjustment	Contract Adjustment	Contract Billing	Deposit Applied	Interest Applied	Payment	Payment Adjustment	Reallocation	Transfer	Write Off	Balance
03/31/2020												3,068.29
04/02/2020	42.55	-	-	-	100.00-	8.33-	-	-	-	-	-	3,002.51
04/03/2020	-	-	-	-	-	-	191.61-	-	-	-	-	2,810.90
04/15/2020	40.00	-	-	-	-	-	-	-	-	-	-	2,850.90
04/20/2020	-	-	-	-	-	-	-	100.46	-	-	-	2,951.36
04/29/2020	-	30.00-	-	-	-	-	-	-	-	-	-	2,921.36
04/30/2020	59.30	-	-	-	-	-	34.46-	-	-	-	-	2,946.20
Grand Totals:	141.85	30.00-	-	-	100.00-	8.33-	226.07-	100.46	-	-	-	2,946.20

Report Writer

What are the options for reporting in Caselle?

Pro Tip- if a predefined report exists, use it as a starting point

Option #1: Pre-defined (canned) reports

- These are the most common reports that almost any utility would need for its operations
- Advantages
  - Configurable –add fields, change formats, etc.
  - Provide summarized data that is otherwise hard to get it
  - It already exists – you don't have to recreate the wheel
- Disadvantages
  - Might not provide the exact data you want

Pro Tip- You must use table lists for forms and mailing label reports

Option #2: Table Lists

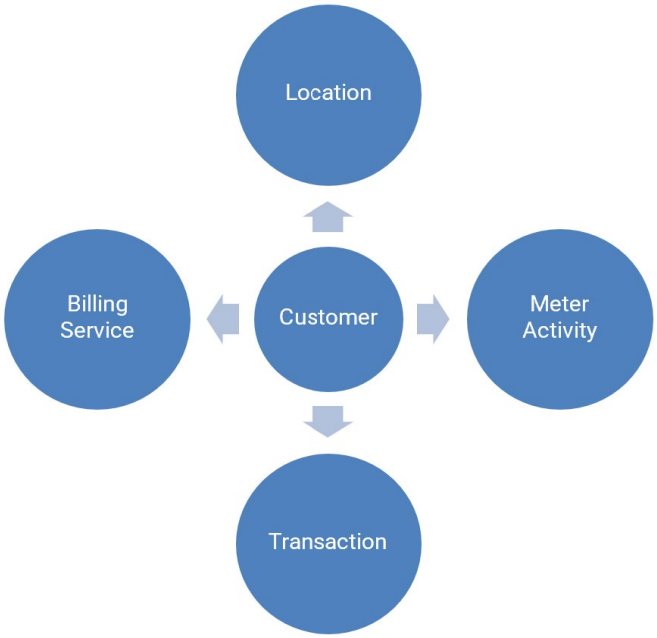
- Caselle's legacy custom report writer
- Advantages
  - Provides direct reporting access to (almost) all tables and fields in the system
  - Multiple report format options (list, labels, forms, export)
- Disadvantages
  - It can be complicated to use
  - It is based on table records, sometimes hard to provide summary information.

Pro Tip- If you use table lists, start migrating to report writer.

Option #3: Custom Report Writer

- Caselle's replacement for table lists
- Advantages
  - Provides direct reporting access to almost all tables and fields in the system.
  - Wizard Makes it easier to use
- Disadvantages
  - No forms or mailing labels – at least, not yet.
  - Summary information is sometimes still complicated

How is Caselle Structured?



Caselle stores all of its data in…

Tables that contain

Rows for each record and

Columns for each field.

Tables are related to each other so that data is not duplicated in multiple records.

Pro Tip- See Appendix A for screenshots with the source tables for common fields.

Database joins are the power of reporting in Caselle

When we build a report, we often need to pull data from more than one of the tables or objects in Caselle.

- Tables are related based on predefined relationships and common key values,
- In both clarity and connect, these keys are hidden ID fields that you never see in the program, they are only in the database
- This is the part that made table lists hard
- Report writer simplifies pulling the tables together

How do joins work?

A common field in 2 tables is matched and the results are presented as a single data set.

Customer Table

ID	Customer #	Name	LocationID
1	1.101.01	Acme Manufacturing	15
2	1.104.01	Smith, Dr. Ronald T.	23
3	1.112.01	Betty's Fabric Shop	7

Location Table

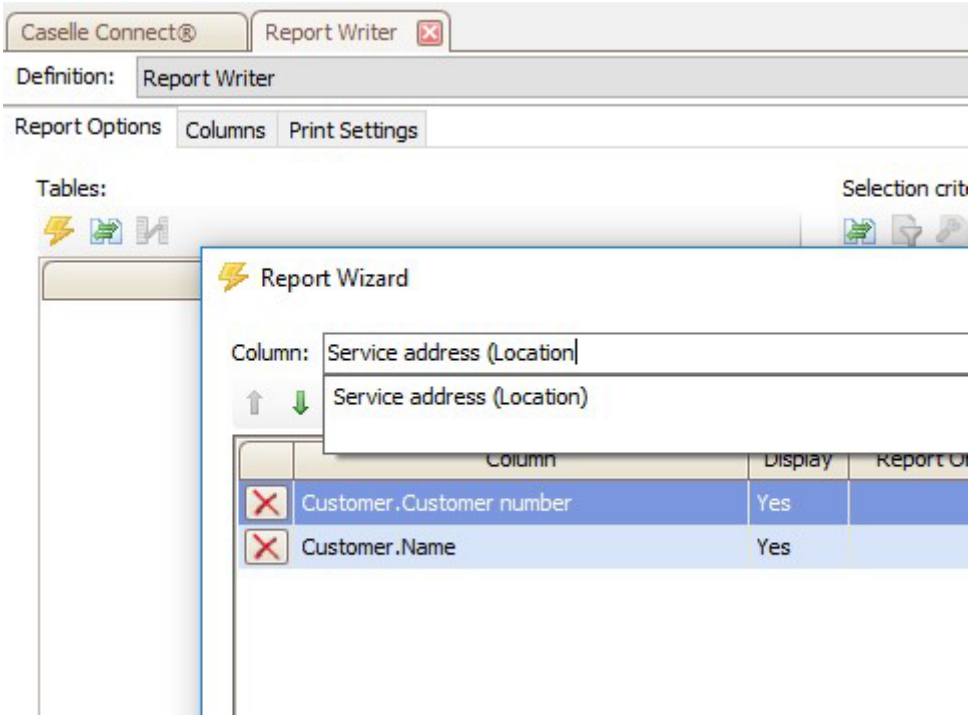
ID	Location #	Service Address
7	1112	40 N Commerce Ave
15	1101	4661 Monaco Street
23	1104	665 E Parkway

Customer Joined to Location

Customer #	Name	Service Address
1.101.01	Acme Manufacturing	4661 Monaco Street
1.104.01	Smith, Dr. Ronald T.	665 E Parkway
1.112.01	Betty's Fabric Shop	40 N Commerce Ave

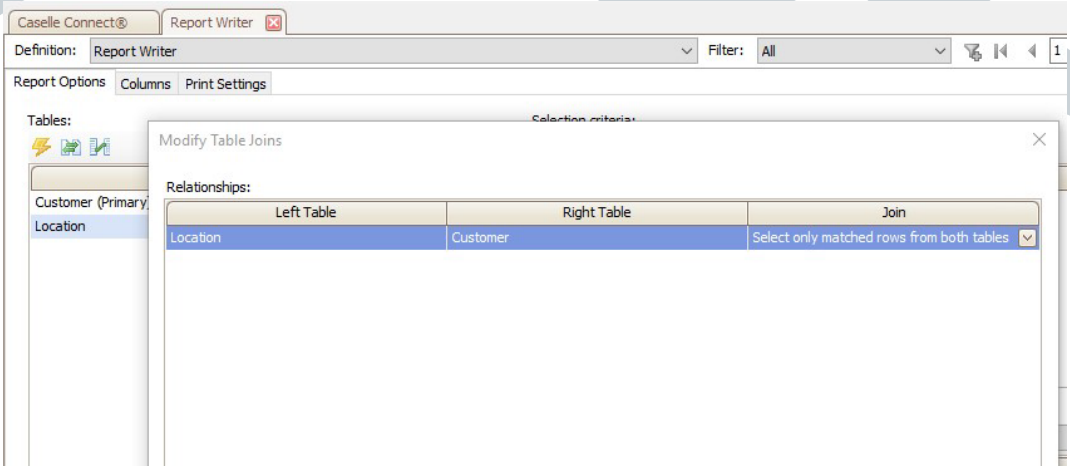
The Report Wizard

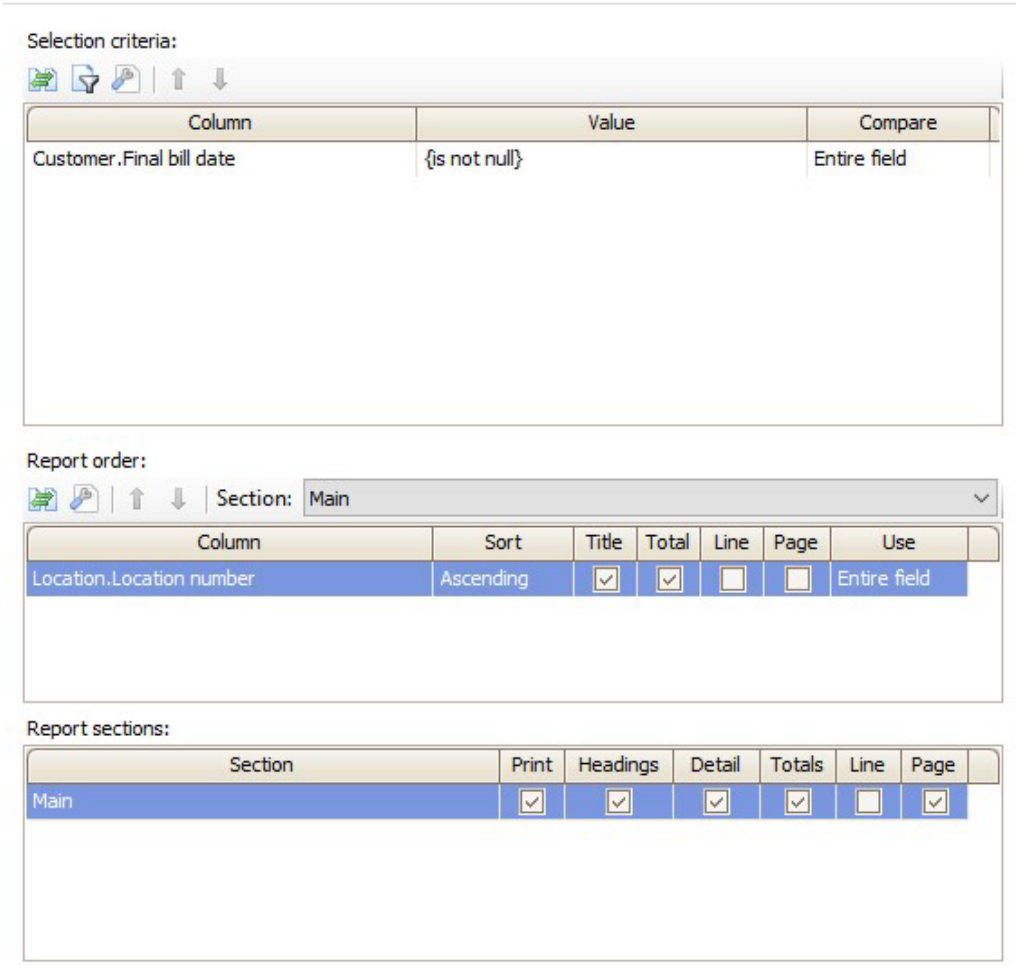
Allows you to just type in a field name, and Caselle will pull the related tables into the report for you.



Modify Joins

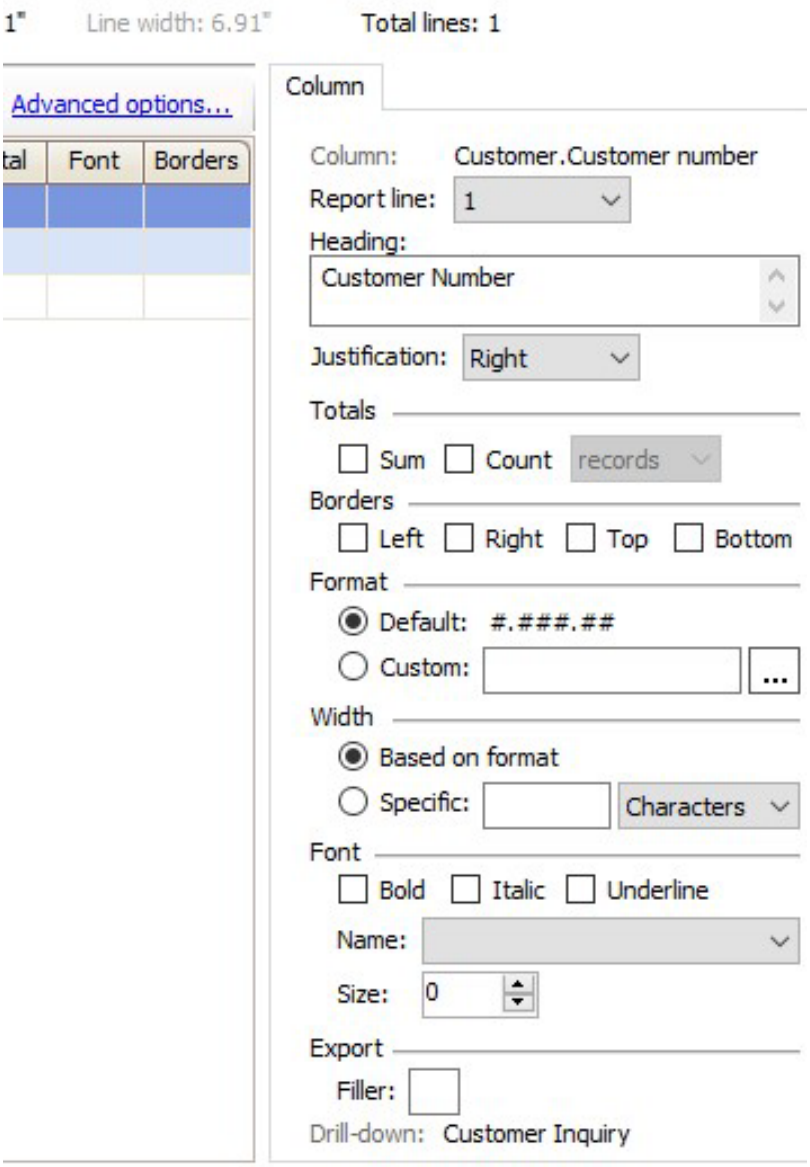
Caselle now gives you specific control over how tables are joined together in reports.





Report Options

All of the standard report options for selection criteria comma report order and sections are still available in report options.



Columns

For each column, we have detailed options for formatting, placement, lines and export options.

Real World Examples

Example #1

Is there a way for me to pull a report together that lists all of the new customer setups I did for a month?

Example #2

I'm wondering if there is a way to create a report with all the active accounts in the system showing the address, meter size, meter location, user defined field lateral size and cross connect?

Example #3

I'm trying to make a report that will give me the customer name, name address, and credit calculation average on sewer.

I'm trying to find any customer that has a zero credit calculation average on sewer before I process my next bills so that I can get them fixed prior to the calculation of the bill.

Example #4

Report with latitude and longitude, there are a bunch of meters with no service address can they be deleted?

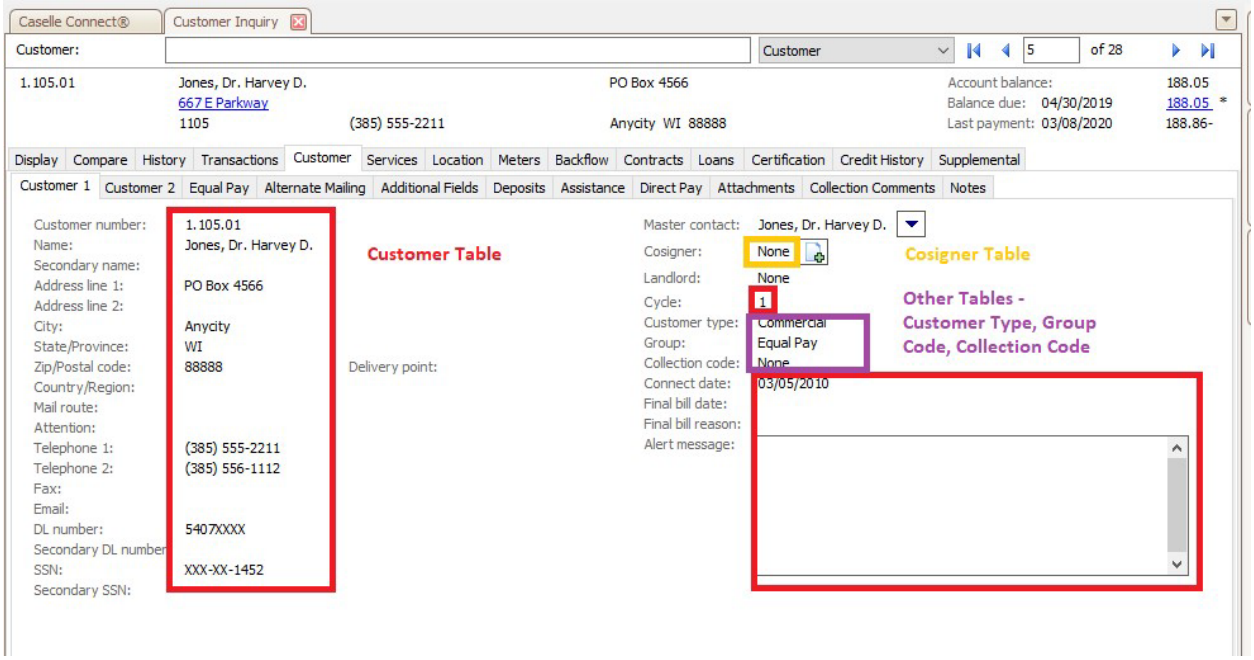
Example #5

I need a report I can download into excel and manipulate the data as well as add columns and data the information I need out of the customer account is account number, name, service address, mailing address, Social Security number and active date.

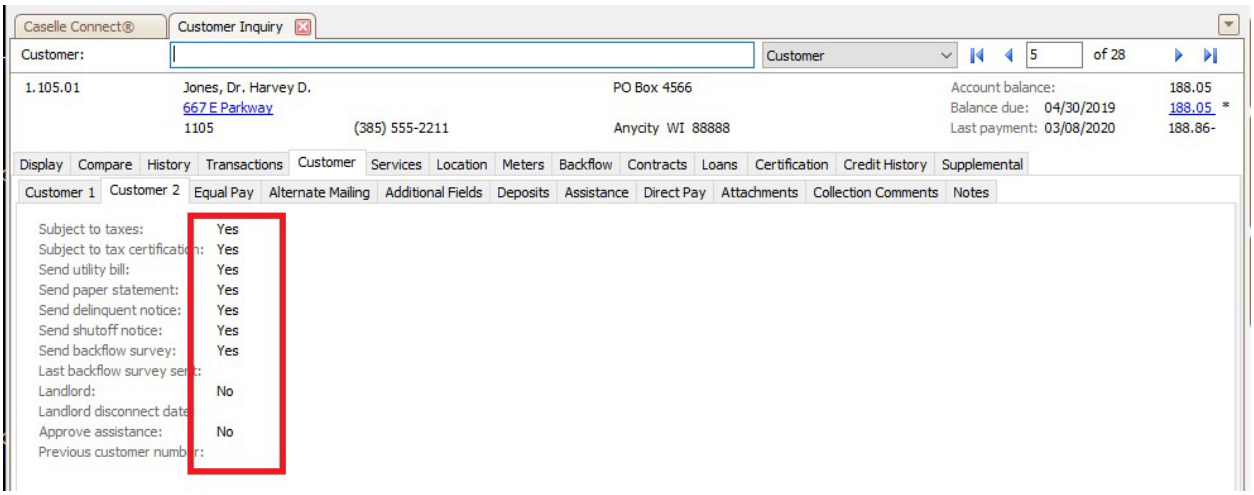
Database Table Structure

The following slides from customer inquiry show where the data is stored in Caselle. Fields are circled in different colors to indicate their source table and labeled in the screenshots to give you a start on understanding where the data is coming from.

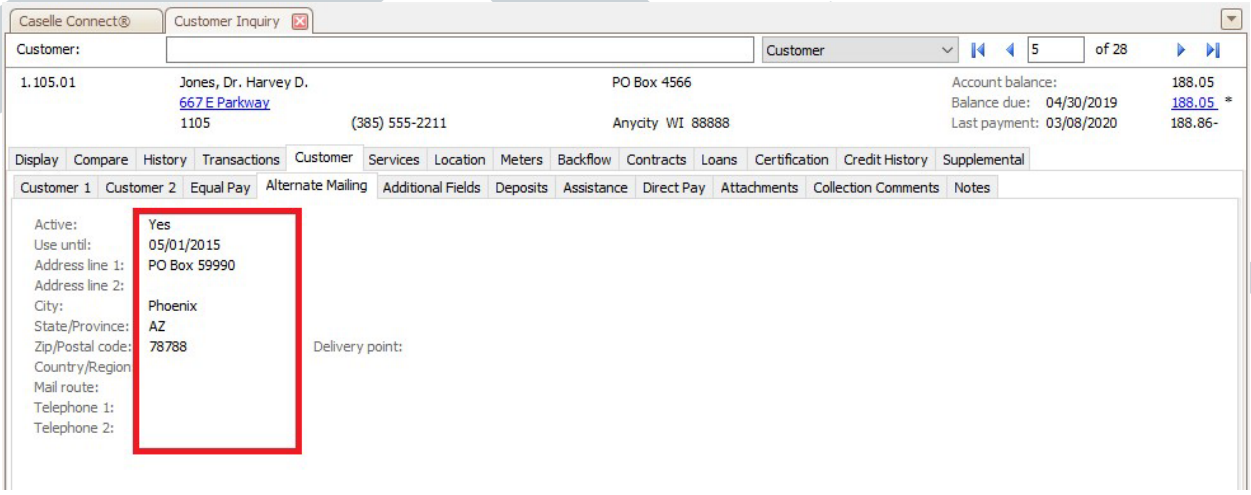
Inquiry Customer- 1



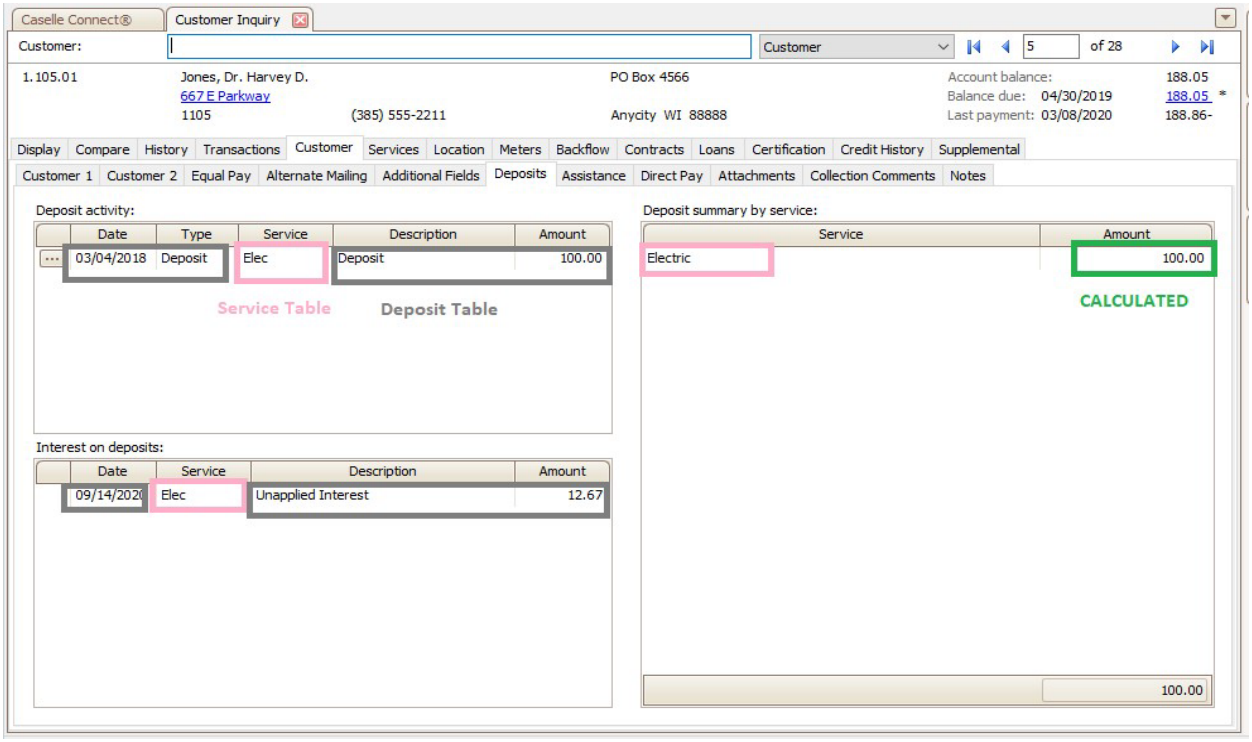
Inquiry Customer – 2



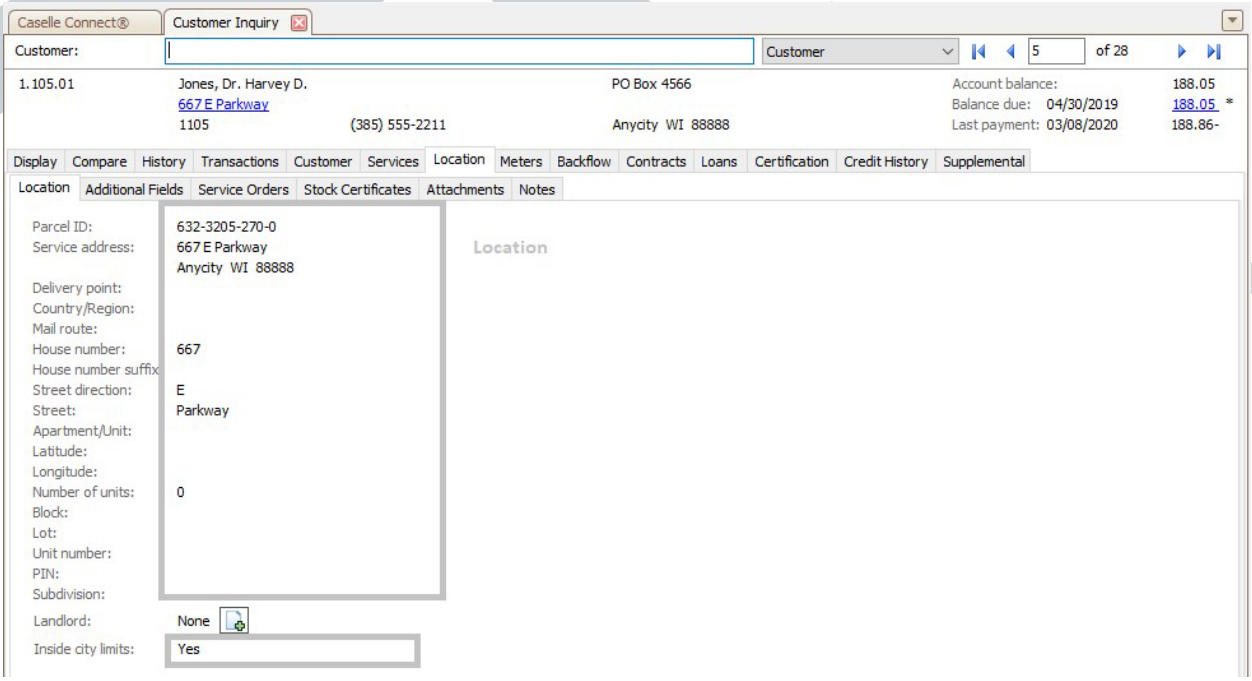
Inquiry Alternate Mailing



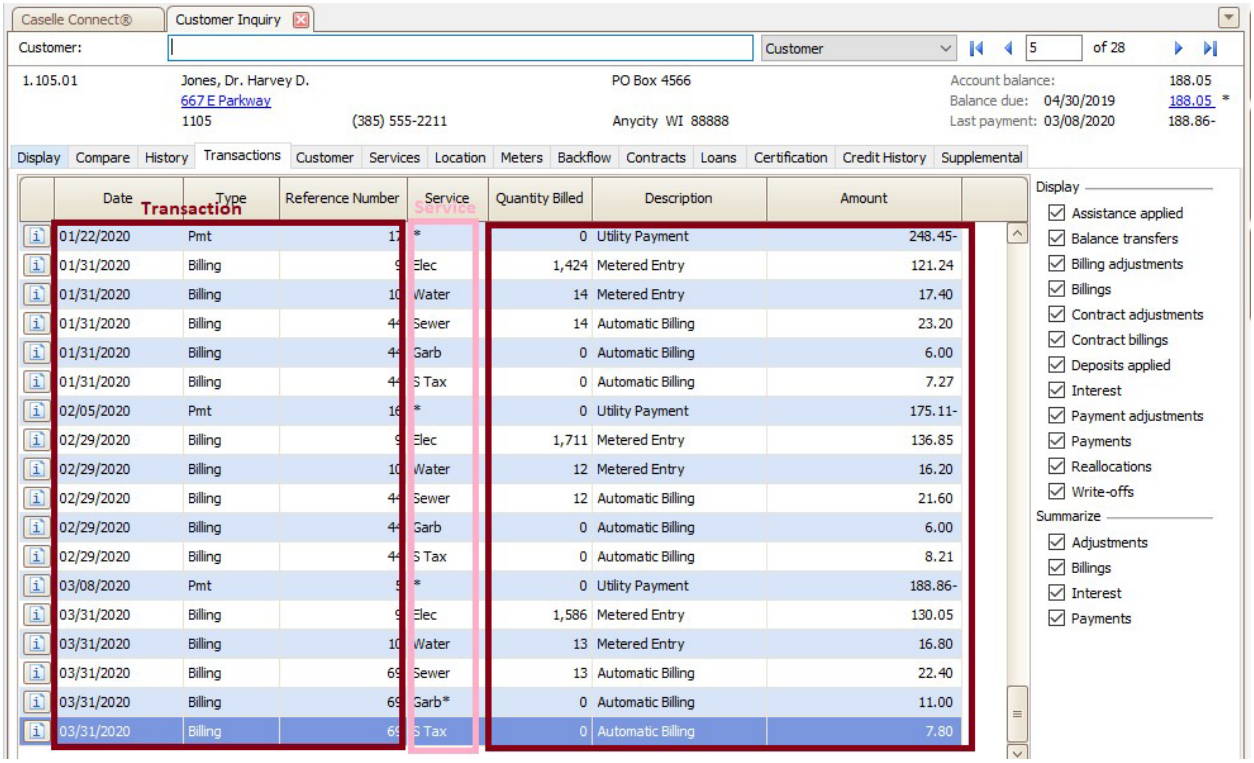
Inquiry – Deposits



Inquiry – Location



Inquiry – Transactions



Inquiry – Services

Caselle Connect® | Customer Inquiry

Customer: | Customer | 5 of 28

1.105.01 | Jones, Dr. Harvey D. | 667 E Parkway | 1105 | (385) 555-2211 | PO Box 4566 | Anycity WI 88888

Account balance: 188.05
Balance due: 04/30/2019 188.05 *
Last payment: 03/08/2020 188.86-

Display | Compare | History | Transactions | Customer | Services | Location | Meters | Backflow | Contracts | Loans | Certification | Credit History | Supplemental

Service | Consolidated Billing | Meter | Conservation | Additional Fields | Notes

Electric
Water
Water - Meter 2
Sewer
Garbage
Garbage - Can 2
Miscellaneous
Shutoff
Sales Tax
Penalty

Service Table
Billing Table

Rate: 103 (Electric - Commercial - City)
Frequency: Monthly
Units/Shares: 0
Quantity: 0
Use other service: No
Quantity based on:
Credit calculation average: 0
Use credit calculation: No
Minimum amount: .00
Connect date: 03/04/2016
Temporary disconnect date
Final disconnect date:
Abbreviation 1: Elec
Abbreviation 2: EL
Discount: .00%
Tax exempt: .00%
Deposit interest rate: 0
Equal pay
Amount: .00
Calculation date:

Rate Table
Other: Frequency Code
Billing

Inquiry – Meter Activity

Caselle Connect® | Customer Inquiry

Customer: | Customer | 5 of 28

1.105.01 | Jones, Dr. Harvey D. | 667 E Parkway | 1105 | (385) 555-2211 | PO Box 4566 | Anycity WI 88888

Account balance: 188.05
Balance due: 04/30/2019 188.05 *
Last payment: 03/08/2020 188.86-

Display | Compare | History | Transactions | Customer | Services | Location | Meters | Backflow | Contracts | Loans | Certification | Credit History | Supplemental

Meter ID	Service
346952KW	Electric
30261477	Water
30261478	Water

Service

Meter: 346952KW
Route-Sequence: 1-260
Multiplier: 1.0000
Sequence number 1
Size: 1

Meter

EMR code:
EMR ID:
MXU ID:
MXU type:

Activity | Meter | Credit Usage | Additional Fields | Attachments | Notes

Meter Activity

Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage	Information Code
274195KL	Electric Meter Period Reading	03/31/2019	03/26/2019	1.0000	42288	1,124	
274195KL	Electric Meter Period Reading	04/30/2019	04/24/2019	1.0000	43468	1,180	
274195KL	Electric Meter Period Reading	05/31/2019	05/25/2019	1.0000	44704	1,236	
274195KL	Electric Meter Period Reading	06/30/2019	06/23/2019	1.0000	46052	1,348	
274195KL	Electric Meter Period Reading	07/31/2019	07/26/2019	1.0000	47625	1,573	
274195KL	Electric Meter Period Reading	08/31/2019	08/26/2019	1.0000	49086	1,461	
274195KL	Electric Meter Period Reading	09/30/2019	09/26/2019	1.0000	50434	1,348	
274195KL	Electric Meter Period Reading	10/31/2019	10/27/2019	1.0000	51206	772	
274195KL	Electric Meter Period Reading	11/30/2019	11/24/2019	1.0000	52077	871	
274195KL	Electric Meter Removal Reading	12/31/2019	12/14/2019	1.0000	52675	598	Broken Meter
346952KW	Electric Meter Install Reading	12/31/2019	12/14/2019	1.0000	325	0	
346952KW	Electric Meter Period Reading	12/31/2019	12/27/2019	1.0000	973	648	

Other:
Information Code

Inquiry – Meter Master

Caselle Connect® | Customer Inquiry

Customer: | Customer | 5 of 28

1.105.01 | Jones, Dr. Harvey D. | 667 E Parkway | 1105 | (385) 555-2211 | PO Box 4566 | Anycity WI 88888

Account balance: 188.05
Balance due: 04/30/2019 188.05 *
Last payment: 03/08/2020 188.86-

Display | Compare | History | Transactions | Customer | Services | Location | Meters | Backflow | Contracts | Loans | Certification | Credit History | Supplemental

Meter ID	Service
346952KW	Electric
30261477	Water
30261478	Water

Meter: 346952KW

Route-Sequence: 1-260
Multiplier: 1.0000
Sequence number: 1
Size: 1

EMR code:
EMR ID:
MXU ID:
MXU type:

Meter

Activity | Meter | Credit Usage | Additional Fields | Attachments | Notes

Meter location: Pole - west of parking lot, top meter

Status: Active
Manufacturer: Ampking
Other ID: 66245AK
Original installation date: 12/13/2019
Retired date:
MXU port ID:
MXU port position:
Latitude:
Longitude:
MIU callback time:
Callback system ID:

	Type	Title	Dials	Code
Register 1:	Reading	Reading	5	
Register 2:	None		0	
Register 3:	None		0	
Register 4:	None		0	
Register 5:	None		0	
Register 6:	None		0	

Inquiry – Display Tab

Caselle Connect® | Customer Inquiry

Customer: | Customer | 5 of 28

1.105.01 | Jones, Dr. Harvey D. | 667 E Parkway | 1105 | (385) 555-2211 | PO Box 4566 | Anycity WI 88888

Customer

Location

Account balance: 188.05
Balance due: 04/30/2019 188.05
Last payment: 03/08/2020 188.86-

CALCULATED

Display | Compare | History | Transactions | Customer | Services | Location | Meters | Backflow | Contracts | Loans | Certification | Credit History | Supplemental

Detail | Balances Chart

Meter ID	Register	Previous Date	Previous Read	Current Date	Current Read	Days	Multiplier	Usage	Amount	Service
346952KW	Reading	01/26/2020	2397	03/27/2020	5694	61	1.0000	1,586	130.05	Electric
30261477	Reading	01/26/2020	1336	03/27/2020	1361	61	1.0000	13	16.80	Water
30261478	Reading		0					13	.00	Water - Meter 2
								13	22.40	Sewer
									6.00	Garbage
									5.00	Garbage - Can 2
									.00	Miscellaneous
									.00	Shutoff
									7.80	Sales Tax
									.00	Penalty
									188.05	Total charges
									188.86	Previous balance
									188.86-	Payments
									.00	Adjustments
									188.05	

Meter

Meter Activity

Transaction

Billing