

# UTILITY BILLING™

*Tomorrow's Integrated Information Systems*

The Utility Billing component of Keystone Complete is fully integrated with the Accounts Receivable, Cash Receipts and General Ledger modules. It enables municipalities to track utility usage, bill customers for that usage and track collection of amounts outstanding.

- Attach meters to customers (one meter or many)
- Specify charges to be applied to a selected meter
- Create flat or metered charges with up to 10 levels of consumption
- Enter readings manually or import them from a file created by your handheld device software
- Import touch pad readings or radio readings
- Produce reports that highlight potential problem readings prior to billing
- When an error slips past you and gets invoiced, simply void it and the related invoice is voided too and you can begin again
- Generate estimated reads when actual reads aren't possible using average consumption for a date range specified by you
- Record final reads when a property changes hands, generate a bill with charges pro-rated for the number of days billed and move the meter to the new customer
- Produce bills that clearly show how the consumption and the associated charges were calculated
- Print paper bills for delivery by mail or PDF bills for electronic delivery
- Track payments through the customer's account
- Add finance charges to past due accounts
- Produce account statements for distribution to customers in arrears and delivers them electronically or by mail
- Produce a large variety of reports to assist you with your water consumption reporting requirements