

# SKYLINE ENHANCEMENT MODULE

## UTILITY BILLING SYSTEM

### SKYLINE UTILITY BILL-BACK

This program simplifies Monthly Utility Bill-Backs. It takes into account the various bill-back options. The program captures the monthly meter readings, calculates charges to Tenants as well as applying an Administration fee. It then writes back the charge into Skyline's Charge Schedule for processing

Upon starting the program the user will answer several prompts: First, they select a Property, a Charge Code and a Meter Date. If the meter information has been previously entered then the data will fill in. If it has not, then the user clicks on the new Meter Date button and adds accordingly. Once a Meter Date has been selected then the user will fill in the next section.

The Charge Due Date will be the due date entered into Skyline's Charge Schedule.

If a Tenant is charged a flat rate it can be entered instead of a meter calculation. If the Tenant is billed based on usage then a rate is entered for calculation.

The user can enter an Administrative Fee to be charged to all tenants

Once this information has been entered the user clicks the Populate button which will set up records for all units based on the default parameters set above.

At this point the user will enter the ending meter reading for each unit and click Next to move quickly through the list. If a tenant is not charged an Administrative Fee, for example they have more than one suite, then the user

can uncheck the Administrative fee box and the Tenant will not be charged for that Unit. If a Tenant is supposed

to have a flat fee instead of a meter calculation the user can enter the flat fee when they get to that unit.

Lastly, if a Tenant is not to be billed at all a -1 can be entered into the flat fee field and the system will calculate no charges.

There are Comment Lines that will print globally on all statements. At the point when the user is done entering

they will click Print and Import. The program will produce a list showing each Tenant and their billing charges. If

the user is satisfied with the billing list they will be prompted to print the Utility Bill. The Utility Bill is formatted

to work on the Skyline Statement Form in reverse order with the remittance at the top. Once all statements are printed the user can answer yes to automatically Import the charges into Skyline's Charge Schedule

Unit	Beginning Meter	Ending Meter	Usage	Admin Fee
1	N/A	111.000	N/A	<input checked="" type="checkbox"/>

Qualitech Management Services  
30100 Telegraph Road  
Bingham Farms, MI 48025

Date Billed: 05/13/2002  
Due Date: 06/01/2002  
Unit Ref. #: 0160-101

JUDY SINCLAIR  
202 HIGH MEADOWS  
Apt. A  
ROMEO, MI 48093

Amount Due: \$7.36

Return this Portion with Your Payment

Previous Meter Reading Date: 05/04/2002  
Current Meter Reading Date: 06/01/2002

Previous Meter Reading: .  
Current Meter Reading: 17.  
Units Used: 17.

Per Unit Charge: .0800

For Service At: 202 HIGH MEADOWS  
Apt. A

Basic Utility Charge: \$1.36

Service Charge: \$6.00

Total Due for Current Month: \$7.36

Due Date: 06/01/2002

Qualitech Management Services  
30100 Telegraph Road  
Bingham Farms, MI 48025