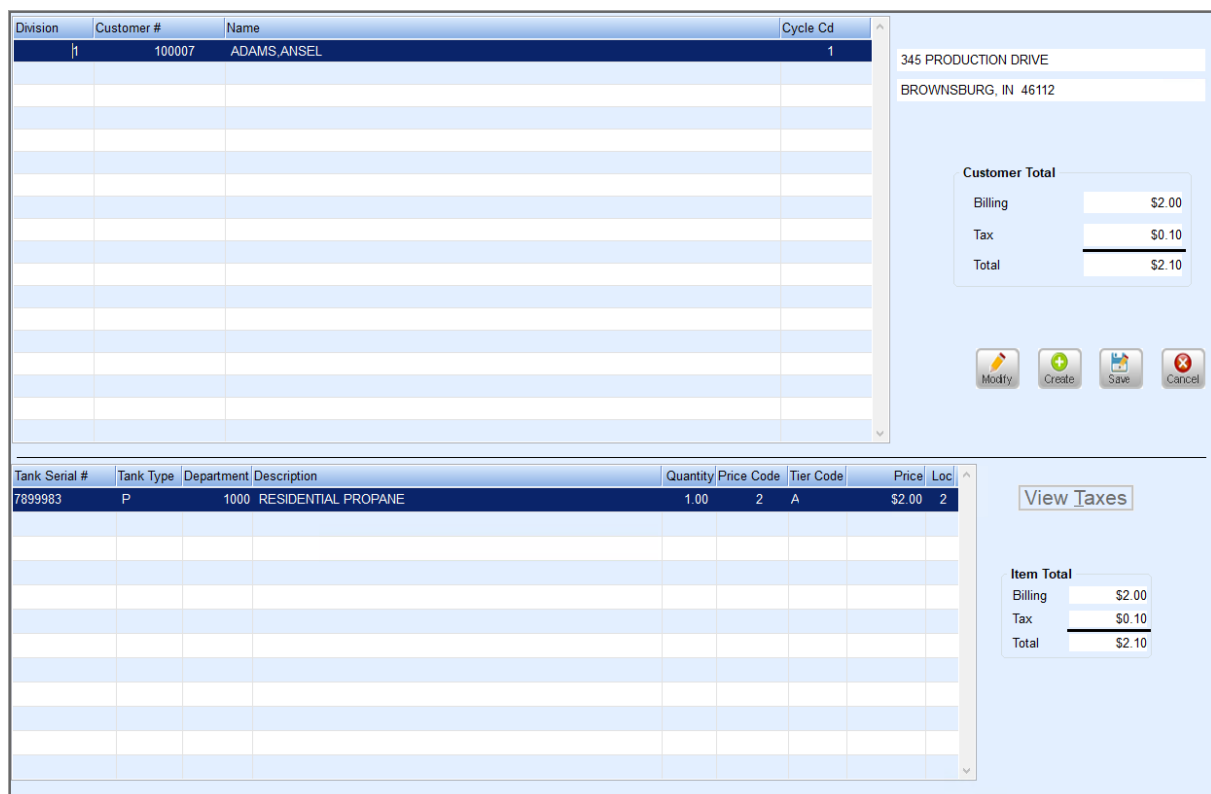


Billing Entry

Last Modified on 01/07/2026 12:10 pm EST

Billing Entry

1. Go to *Main Menu / Posting Menu / Recurring Billing Menu / Billing Entry*.
2. Select **Create** or **Ctrl+C** on the keyboard.
3. Select the **Search** icon or press **F5** to select the *Division*, *Customer #/Name*, and *Cycle Code*.



Division	Customer #	Name	Cycle Cd
1	100007	ADAMS, ANSEL	1

345 PRODUCTION DRIVE
BROWNSBURG, IN 46112

Billing	\$2.00
Tax	\$0.10
Total	\$2.10

Modify Create Save Cancel

Tank Serial #	Tank Type	Department	Description	Quantity	Price Code	Tier Code	Price	Loc
7899983	P	1000	RESIDENTIAL PROPANE	1.00	2	A	\$2.00	2

View Taxes

Billing	\$2.00
Tax	\$0.10
Total	\$2.10

4. The *Tank Serial #* will default if the customer only has one tank. If the customer has multiple tanks, select the appropriate tank from the list that displays.
5. Choose the **Search** icon or press **F5** to select the *Department*. Enter the *Quantity* and choose on the **Search** icon to select the *Price Code* and *Tier Code*.
6. Review the *Billing* and *Tax* information to verify the information is correct.
7. Select **Save**.
8. Choose **Create** to add each customer that will be assessed a Recurring Billing Fee.
9. Once saved, a list of customers entered will display. If a customer was set up in error, highlight the customer and press the **Delete** button or **F3** on the keyboard.

Billing Customer List

It is best practice to print the Billing Customer List before processing recurring billing files. This gives the ability to review the customers per Division and Cycle Codes to ensure the Billing Entry file is accurate.

1. Go to *Main Menu / Posting Menu / Recurring Billing Menu / Billing Customer List*.

2. Enter the *Division* and *Cycle Code* and then select **Process**.
3. Select the **Printer** to print.
4. Review for accuracy. If changes need to be made, return to the *Billing Entry* screen and edit as necessary.

Process Recurring Billing

1. Navigate to *Main Menu / Posting Menu / Recurring Billing Menu / Process Recurring Billing*.
2. Select **Create** or press **Ctrl+C** on the keyboard.
3. Enter a *Description* for what will be processed.

Complete form and Change to Query Mode to Process

Create Date	Create Time	Created By	Description	File Name	Process As Of Date
12/05/16	15:54:38	sreazons	sdktaskdfdf	DKGFK	12/05/16
12/05/16	15:55:29	sreazons	sdktaskdf	ALDF	12/05/16
12/05/16	15:56:47	sreazons	adfasdf	DD	12/05/16
05/08/14	14:03:12	SHANNON	APRIL READING FEE	APR14	04/30/14

Division (0 for All)
 Cycle Code (0 for All)
 Location Code (0 for All)

4. Enter a unique *File Name*.
5. In the *Process as of Date* field, enter the date on which the recurring charges should be applied.
6. Enter the *Division* to process. Enter 0 to process all Divisions.
7. In the *Cycle Code* area, enter the Cycle Code to process. Enter 0 to process all Cycle Codes.
8. Press **Ctrl+Q** to save the setup. Once saved, **Populate Recurring Billing** will highlight. **Delete Recurring File** will be highlighted as well. (If the wrong parameters were entered in the file setup, highlight the file name and select **Delete Recurring File**.)
9. Choose **Populate Recurring Billing**. This will populate the Billing File with all customers that were entered into the Billing Entry program with the same Cycle Code and Division. The **View/Edit** and **Print Recurring Billing** buttons will highlight when the program is finished running.
10. Select **View/Edit Billing File** to review billing information or to print the billing report for review. (It is not required to print the report but may be beneficial to keep for with records.) Delete customers from the View/Edit billing file by pressing **Ctrl+M** on the keyboard and then pressing **F3**. The amount of the billing cannot be edited. Press **ESC** on the keyboard when finished editing.
11. Once editing is completed, select **Post Recurring Billing**. Enter the Division to post to and select **Process**. This will update the customer account file, sales history, and create a posting journal in the *Sales Entry* menu.