



# Utility Billing

The Utility Billing module allows you to track meter readings and calculate charges for usage of water, electric, gas, and other utilities. If you're still using spreadsheets to track and calculate utility usage from meter readings, and entering the charges into TOPS to bill back to your homeowners, then it's time you take a look at the Utility Billing module with these great features:

- Fully integrated with the unit owner's account and the general ledger in TOPS.
- Enter meter readings manually or import a meter reading file (eliminating the need for spreadsheets and dual data entry), apply sales tax and other service fees, and print invoices from one easy to use module.
- Handle all types of billing with four methods with which to calculate utility charges to your property owners: Single Rate, Tiered Rate (Tiered Net), Highest Rate per Usage (leveled charges), and Fixed Amount.
- Track owners' history by usage and utility charge amounts, and generate invoices for utility usage.
- Apply miscellaneous fees for service charges, taxes, interest, and other utility related fees.
- Print reports for utility usage by utility or a combination of utilities.
- Utilize the special Import and Export feature to interface with 3rd-party utility software.

The screenshot displays the 'Meter Entry for XX - Sample Condominium' window. It includes a toolbar with 'Locate Owner', 'View Histories', 'Print', 'Post Batch', 'Import', and 'EXIT'. Below the toolbar, it shows 'Selected Batch Statistics' with 26 Owners and 25 Previous Meters. The main area is for 'Gas - BLDG 2 August 2012 #28', featuring a calendar for December 2013 and a 'Posting Date' of 12/05/2013. A table lists account descriptions like 'Misc. Owner Receivables' and 'Misc. Owner Income'. A second window, 'Utility Reports for XX - Sample Condominium', is overlaid, showing a list of street addresses and names, and options for 'Pending Usage' reports, including 'Include: <ALL UTILITIES>' and 'Print Reports Options'.