



Utility Billing Reports for Audits or Board

1. Meter Readings By Customer per month or by year

* Run the "List Reading / Usage Report" by Account # by year

2. Monthly Billing Report - What was billed by Month / Year

* Run the "Billing Register Report" report by Billing Date - run it by month or year

* Run the "Tap Ledger Report" shows Acct #, Customers, Charges & Payments (History)

3. Monthly Payments - Accounts Receivable by Month / Year-

* Run the "Deposit List Report" by Month or Year - includes recap totals