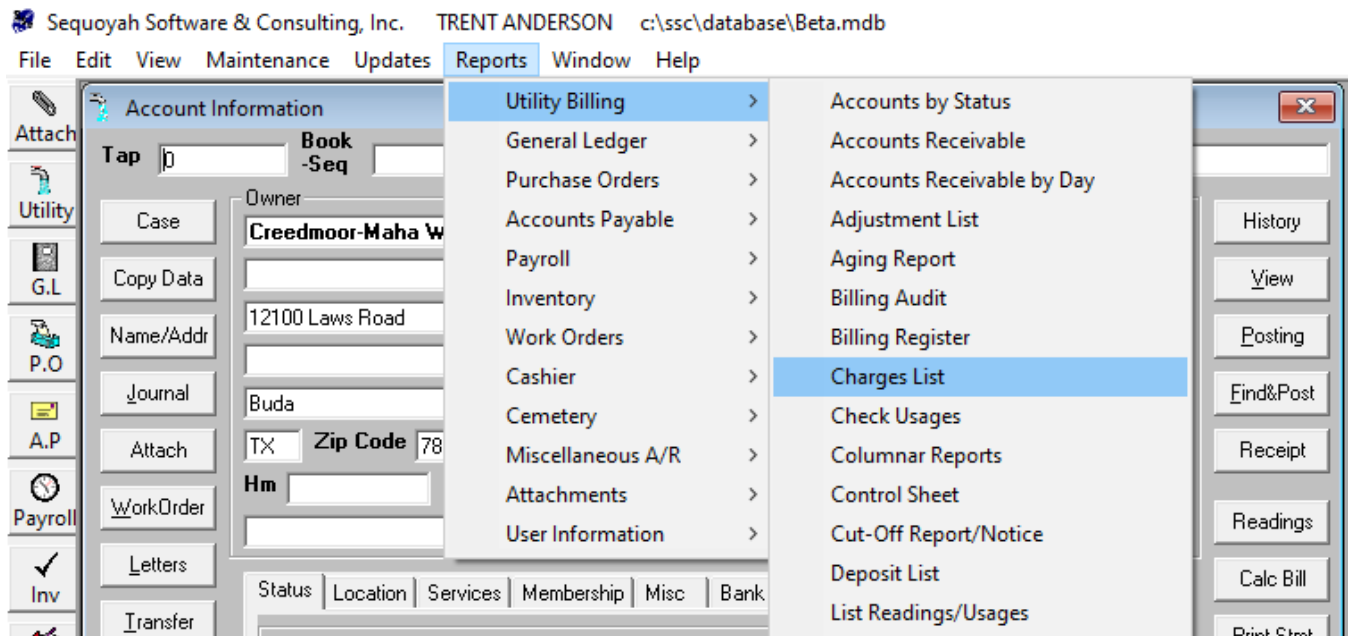


## SSCI – Utility Billing upload files to your Accounting System

This is information on how to upload data into (Accounting Systems - Quickbooks ) from The SSCI Utility Billing Software. You can upload any data from our billing reports. We have found that there are 3 reports that are mostly used to update the General Ledger accounting systems.

- 1) **(Billing per month) -----Charges List - Recap Report** - Total charges you billed for a month and there totals by Charge code ( Billed)
- 2) **(Accounts Receivables per month) ----- Deposit List - Recap Report** – All the monies you collected per month by the charge code
- 3) **(Uncollected Monies) -----Ageing Report - Recap Report** - All the monies not collected via charge code ( Balance)

**Step #1 - To get this data you will need to download each report - And save it as an excel file - See example of Charges List report – Recap Report**



Step #2 - On the top Click the export button - Then save the charges report as an excel file -

12/02/2019 CHARGE LIST - RECAP 1

CODE	USAGE	CHARGES	DESCRIPTION	GL ACCOUNT
\$Rent		\$2.40		
\$Sewer		\$3.83		
\$Water		\$3,391.46	Sales Tax on Water	
ADJ	7,010	\$0.00		
Admin		\$25.00	Admin. Fee	
Assoc		\$1,200.00	Association dues	
Base		\$62.20		
HydWtr		\$30.00	Hydrant Water	
LeakAdj		(\$10.00)	Leak Adjustment	
MtrRelo		\$30.00	Meter Relocate	
NSF		\$401.00	Returned Check Fee	
OTHER		\$445.00	Other Adjustment	
Recon		\$100.00	Reconnect	
Rent		\$87.62	Rent	11211
SaleTax		(\$0.53)	Sales Tax	
Sewer		\$308.85	Sewer	
Trash		\$80.00	Trash	
Water	5,629,500	\$56,237.61	Water	132123
<b>TOTAL</b>		<b>\$62,394.44</b>		

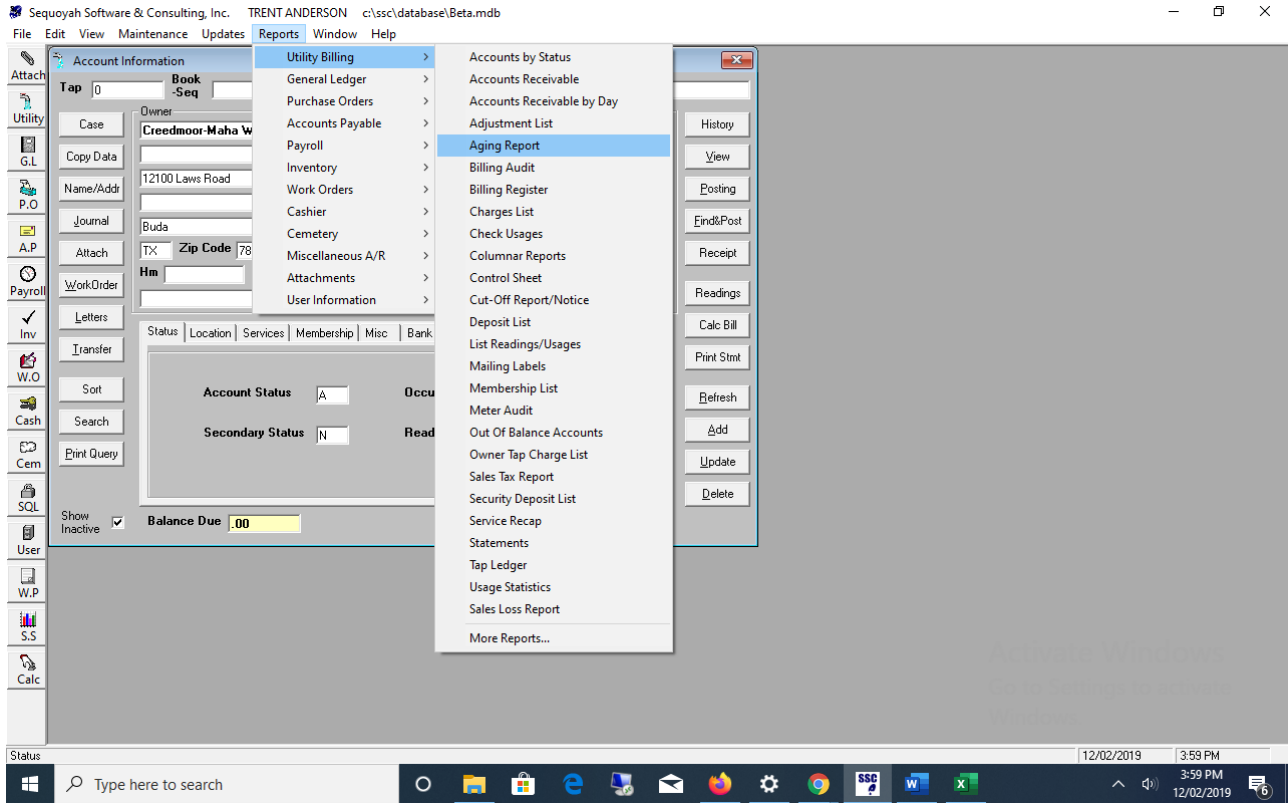
Step #3 - Then make the changes in excel needed to upload into your accounting system-

	A	B	C	E	F	G	J
1		12/02/2019		<b>CHARGE LIST - RECAP</b>			
2							
3	<b>CODE</b>		<b>USAGE</b>	<b>CHARGES</b>	<b>DESCRIPTION</b>		<b>GL ACCOUNT</b>
4							
5	\$Rent			\$2.40			
6	\$Sewer			\$3.83			
7	\$Water			\$3,391.46	Sales Tax on Water		
8	ADJ	7,010		\$0.00			
9	Admin			\$25.00	Admin. Fee		
10	Assoc			\$1,200.00	Association dues		
11	Base			\$62.20			
12	HydWtr			\$30.00	Hydrant Water		
13	LeakAdj			(\$10.00)	Leak Adjustment		
14	MtrRelo			\$30.00	Meter Relocate		
15	NSF			\$401.00	Returned Check Fee		
16	OTHER			\$445.00	Other Adjustment		
17	Recon			\$100.00	Reconnect		
18	Rent			\$87.62	Rent		11211
19	SaleTax			(\$0.53)	Sales Tax		
20	Sewer			\$308.85	Sewer		
21	Trash			\$80.00	Trash		
22	Water	5,629,500		\$56,237.61	Water		132123
23			<b>TOTAL</b>	<b>\$62,394.44</b>			

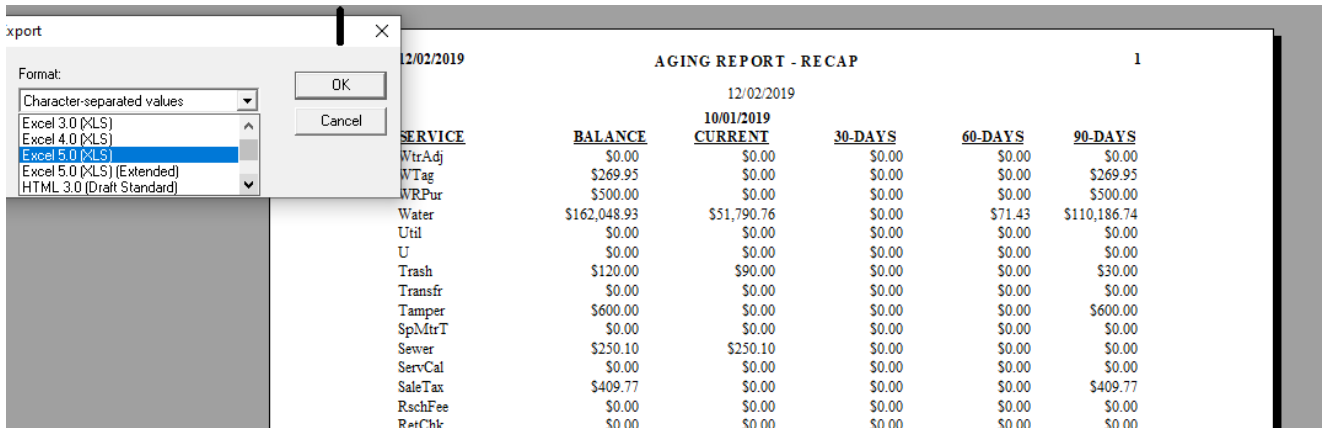
Step #4 – Upload the data to your accounting module - This saved excel file is what you upload into your GL Accounting Module.

Most accounting systems need 3 fields (Charge Code, Total Charges per month, and GL Account #)

See example of Aging report – Recap Report



Once you run the report - On the top click the export button and save as an excel file - See picture



Now Open excel and save the data as you need it to import to your accounting system -

12/02/2019	AGING REPORT - RECAP						1
			12/02/2019				
			10/01/2019				
<u>SERVICE</u>	<u>BALANCE</u>	<u>CURRENT</u>	<u>30-DAYS</u>	<u>60-DAYS</u>	<u>90-DAYS</u>		
WtrAdj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WTag	\$269.95	\$0.00	\$0.00	\$0.00	\$0.00	\$269.95	
WRPur	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	
Water	\$162,048.93	\$51,790.76	\$0.00	\$0.00	\$71.43	\$110,186.74	
Util	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
U	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Trash	\$120.00	\$90.00	\$0.00	\$0.00	\$0.00	\$30.00	
Transfr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tamper	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
SpMtrT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sewer	\$250.10	\$250.10	\$0.00	\$0.00	\$0.00	\$0.00	
ServCal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SaleTax	\$409.77	\$0.00	\$0.00	\$0.00	\$0.00	\$409.77	
RschFee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RetChk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Rent	\$1,312.62	\$18.81	\$0.00	\$0.00	\$0.00	\$1,293.81	

You can contact your accounting software vendor to help you upload the data into your system. Show them the excel file you want to upload and make sure it has all the data you want to upload.