Daily								
Enter Payments								_
Enter Payment Adjustments	 							
Enter Billing Adjustments	 							
Print Transaction Register								_
Print for payments and adjustments								
Enter Final Bills								1
Disconnect Services								+
Reconnect Services								+
Enter Meter Changes								1
Setup New Customers								+
Make address changes, etc.	 							+
Monthly - at appropriate time								
Print Meter Reading List								
Enter Meter Readings								
Print Meter Reading Proof Report								
Print Delinquent List/Notices								
Print Shutoff List/Notices								
Period end								
Verify all payments have been updated from CR Using the Transaction Summary								
Calculate Automatic Billings								
Calculate Penalty Billings								+
Print Billing Register								+
Review register and make corrections								
Run Checkout								+
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f needed, Recalculate			 				+
Print Utility Bills			 				_
							\perp
Correct and reprint incorrect bills							
Print Accounts Receivable by Service Report							
Print Aging Report							
Print Billing and Usage Summary							
/erify that reports balance							
Verify that reports balance							
Accounts Receivable by Service Report Aging Report							
Billing and Usage Summary							
Print Customer History					 		+
Print Rate Summary							
Print Transaction Register							
Backup Utility Management Database							
Close Period/Cycle							
Print Transaction Summary							
							+
After end of calendar month							+
Jpdate General Ledger							
Give copy of A/R by Service Report to GL person							
							+
			 			+	+
						_	+
							\perp
							+
					+	+	+