

SIMPLECITY PROCESS BOOKS

A collection of best practices to help
streamline your SimpleCity processes



SIMPLECITY

PROCESS BOOK

INTRODUCTION

The Process Book is designed to provide cities with the periodic tasks required for each module, and the step-by-step instructions to complete the tasks in SimpleCity. The Process Book includes gWorks' recommended best practices for the following modules:

- [Accounts Payable](#)
- [Bank Reconciliation](#)
- [General Ledger](#)
- [Payroll](#)
- [Utility Billing](#)
- [Receipt Management](#)

Following these best practices will simplify your work, while creating a good audit trail.

The Process Book divides tasks by the frequency in which they need to be completed. Keep in mind that each city is different, with different policies and schedules. Your processes may vary.

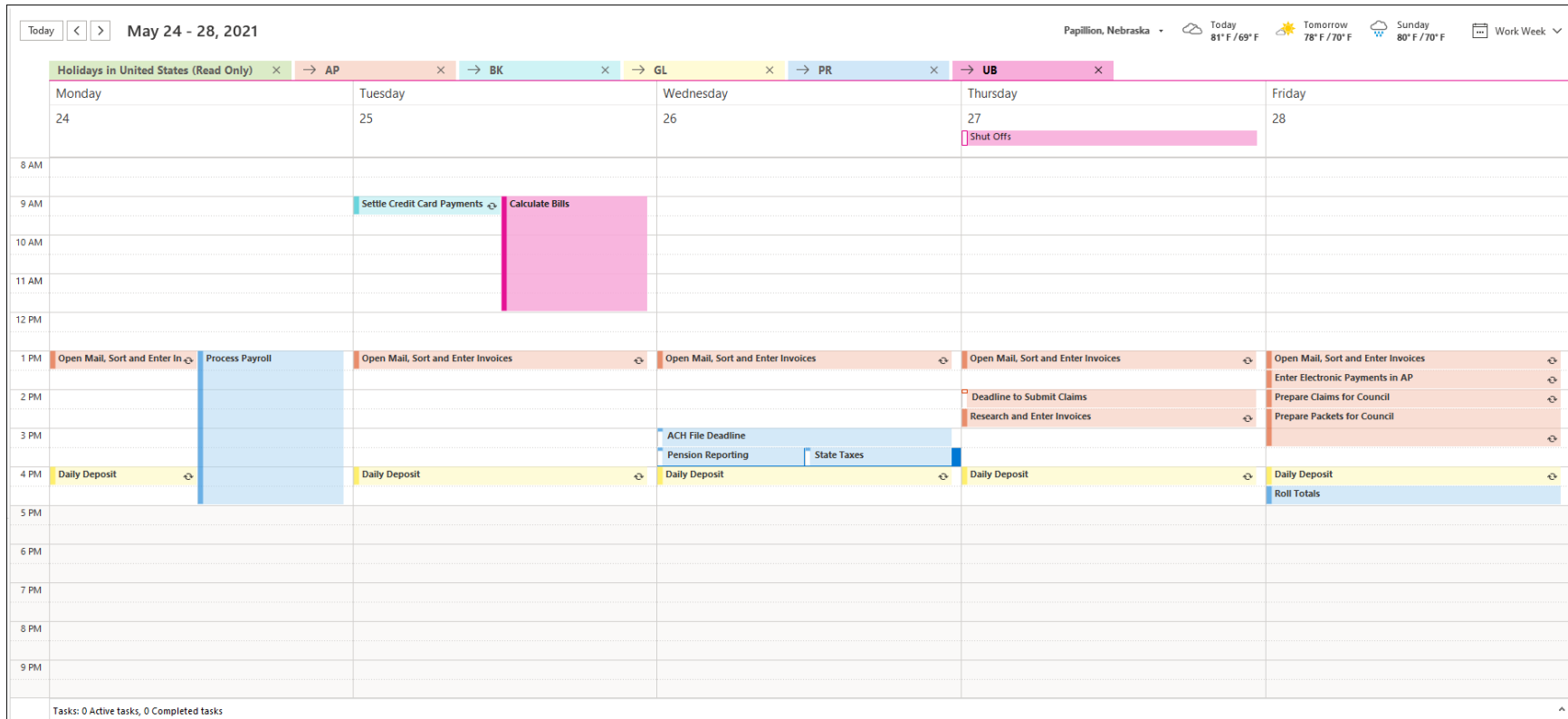
- Daily – These tasks should be performed on a daily basis, as needed.
- Weekly – These tasks should be performed at least once a week.
- Semi-Monthly – These tasks need to be performed 2-3 times a month, depending upon your policies.
- Monthly – These tasks need to be performed once a month.
- Quarterly – These tasks need to be performed once a quarter.
- Annually – These tasks must be performed once a year.

At the end of each module's section, we have included a printable checklist for major processes. In addition, all the printable checklists can be found in the [Appendix](#).

Creating a Calendar

In each section, you will find Creating a Calendar. This segment lists the various tasks gWorks recommends you add to your calendar to help plan your work. gWorks recommends creating a master calendar that allows you to view the tasks for each module at the same time. This can help you recognize when busy weeks occur, so that you can plan your other work according.

In the sample weekly calendar below, we can see that this week includes a payroll run, calculating the billing, preparing claims, and preparing council packets. A master calendar can help you identify busy weeks like these so that you can schedule tasks that aren't pressing another week.





ACCOUNTS PAYABLE PROCESS BOOK

ACCOUNTS PAYABLE

PROCESS BOOK

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CREATING A CALENDAR

gWorks recommends taking time to plan your work. Creating a calendar with your periodic tasks on it will not only help you complete those tasks on time, it will help you plan your other work with your periodic tasks that need to be completed in mind.

Each year mark the following on your calendar:

- Council Meetings
- The deadline to submit claims before the council meeting – this should be a few days before the meeting, to allow you time to enter the invoices and prepare the council packets.
- Preparation for Council Meetings – set aside time before each council meeting to make sure all of your invoices have been entered and prepare the Claims Report. Depending upon your city and state policy, you may also print checks at this time.
- Completing the Accounts Payable Year End Roll – this process is short and allows you to post invoices into the next calendar year. This should be scheduled any time in December.
- Printing and Mailing 1099s – Each year, you may need to print 1099s for individuals who performed services for the city, but who were not employed by the city. 1099s must be sent to recipients by February 1st. This should be scheduled in January.

Daily and Weekly Work

gWorks recommends setting aside time each day and each week to do daily and weekly tasks at the same time each day or week. This will make it easier to make time for those tasks and ensure they are done regularly, so that they don't pile up. For example, maybe set aside the first 30 minutes after lunch to open mail and enter invoices. Best Practice is to add this time to your calendar, as well. This will help ensure that those tasks don't get set aside and pile up, creating bottle necks.

Sample Calendar

Below is a sample monthly calendar.

Today < > May 2021 Month ▼				
Holidays in United States (Read Only) × → AP ×				
Monday	Tuesday	Wednesday	Thursday	Friday
3 1:00pm Open Mail, Sort and Enter Invoices	4 1:00pm Open Mail, Sort and Enter Invoices 7:00pm Council Meeting	5 Cinco de Mayo 1:00pm Open Mail, Sort and Enter Invoices	6 1:00pm Open Mail, Sort and Enter Invoices 2:30pm Research and Enter Invoices	7 1:00pm Open Mail, Sort and Enter Invoices 1:30pm Enter Electronic Payments in AP
10 1:00pm Open Mail, Sort and Enter Invoices	11 1:00pm Open Mail, Sort and Enter Invoices	12 1:00pm Open Mail, Sort and Enter Invoices	13 1:00pm Open Mail, Sort and Enter Invoices 2:00pm Deadline to Submit Claims 2:30pm Research and Enter Invoices	14 1:00pm Open Mail, Sort and Enter Invoices 1:30pm Enter Electronic Payments in AP 2:00pm Prepare Claims for Council 2:30pm Prepare Packets for Council
17 Tax Day 1:00pm Open Mail, Sort and Enter Invoices	18 1:00pm Open Mail, Sort and Enter Invoices 7:00pm Council Meeting	19 1:00pm Open Mail, Sort and Enter Invoices	20 1:00pm Open Mail, Sort and Enter Invoices 2:30pm Research and Enter Invoices	21 1:00pm Open Mail, Sort and Enter Invoices 1:30pm Enter Electronic Payments in AP
24 1:00pm Open Mail, Sort and Enter Invoices	25 1:00pm Open Mail, Sort and Enter Invoices	26 1:00pm Open Mail, Sort and Enter Invoices	27 1:00pm Open Mail, Sort and Enter Invoices 2:00pm Deadline to Submit Claims 2:30pm Research and Enter Invoices	28 1:00pm Open Mail, Sort and Enter Invoices 1:30pm Enter Electronic Payments in AP 2:00pm Prepare Claims for Council 2:30pm Prepare Packets for Council
31 Memorial Day 1:00pm Open Mail, Sort and Enter Invoices	Jun 1 1:00pm Open Mail, Sort and Enter Invoices 7:00pm Council Meeting	2 1:00pm Open Mail, Sort and Enter Invoices	3 1:00pm Open Mail, Sort and Enter Invoices 2:30pm Research and Enter Invoices	4 1:00pm Open Mail, Sort and Enter Invoices 1:30pm Enter Electronic Payments in AP

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DAILY

Daily tasks should be done daily, as needed. gWorks recommends taking time each day to do the following tasks. Spending 15-30 minutes daily will prevent you from having to spend hours at a later time.

- Open Mail – Each day, open and sort the mail; invoices should be set aside.
- Sort Invoices – Invoices should be sorted daily into two piles: invoices that can be entered immediately and invoices that you will need to research. You may need to research how the invoice needs to be coded or contact the department head to find out what the invoice is for.

Best Practice: When contacting someone regarding an invoice, provide the day and time you need the information by.

- Enter Invoices – Once you have sorted your invoices, enter any invoices you can immediately. Entering invoices daily will make running the Accounts Payable run and preparing for your council meeting less stressful.

0.1 Entering Invoices

Entering invoices into SimpleCity is the first step to paying your vendors. The following steps guide you through invoice entry.

Note: The following process describes the steps to enter invoices that will be paid once approved at Council Meeting. Some cities may be authorized to pay invoices before Council Meeting. See the [Checks on Demand](#) Knowledge Base article on our Support Portal for more information.

Approximate Time: When entered daily, it will take approximately 15 to 45 minutes

1. Backup your data using the **AP-1 Backup ID**.
2. Select **Entry | Invoice Entry**. Enter the date of the next council meeting in the **Posting Date** field.

- Enter the vendor's name into the **Alpha ID** field. Enter the **Invoice #**, **Invoice Amount**, and **Invoice Description**. If there is no invoice number, use the invoice date in YYYYMM format.

Invoice Entry

Invoice # 111 Invoice Amount 350.00

Invoice Description: OFFICE SUPPLIES & EQUIPMENT

Vendor #: 58

- Vendors can be set up to default the appropriate General Ledger accounts. If no General Ledger accounts default, enter the appropriate expense account(s).
- Enter the amount of the invoice you would like to expense to each account in the **Amount** field. You can press ENTER to expense the remaining amount of the invoice to a General Ledger account.
- Enter a description of what is being expensed to this General Ledger account in the **Reference** field. Press ENTER in the **Reference** field to copy the **Invoice Description**. The **Reference** will show on your check stub, in inquiry and on history reports.

General Ledger	Title	Amount	Reference	Delete?
001-650-6506	OFFICE SUPPLIES	47.50	OFFICE SUPPLIES & EQUIPMENT	
001-110-6506	OFFICE SUPPLIES	13.98	OFFICE SUPPLIES	
001-110-6504	MINOR EQUIPMENT	105.96	FIRE EXTINGUISHERS	
001-410-6506	OFFICE SUPPLIES	52.00	OFFICE SUPPLIES & EQUIPMENT	
110-210-6527	STREET SUPPLIES/MAINT	75.52	ICE MELT	
001-650-6599	MISCELLANEOUS SUPPLIES	55.04	EXTENSION CORD	

Proof: .00+

Note: Click the *Delete* button, with your cursor in the **General Ledger** field to delete a GL account.

Best Practice: Attach the scanned invoice by clicking on the [Attach Files](#) button.

7. When you have distributed the total amount of the invoice to the General Ledger accounts, verify your **Proof** is \$0, then click the [Save](#) (F12) button.

Best Practice: Compare the Invoice Entry journal, which prints when you exit Invoice Entry, to the invoices to verify the invoices were entered correctly.

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WEEKLY

Weekly tasks should be completed once a week. gWorks recommends setting a time and day to work on these tasks each week. For example, you might set time to research invoices Thursdays from 3:00 to 3:30.

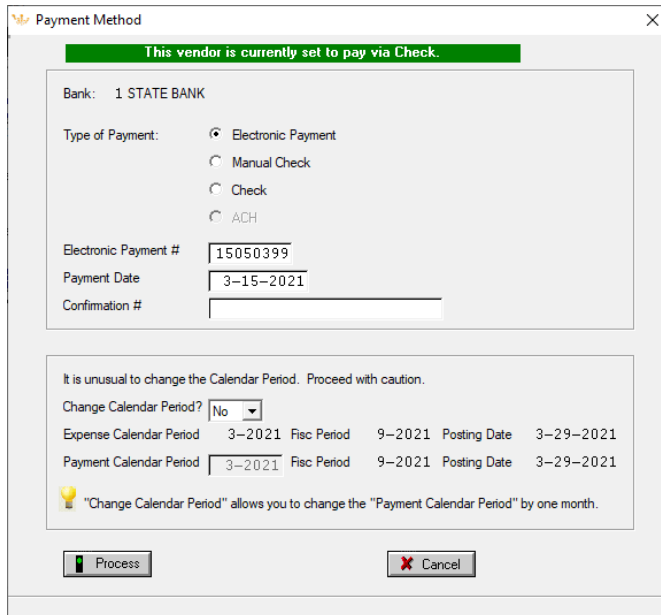
- Research Invoices – set time aside each week to research any invoices that could not be entered immediately. You can code invoices that you didn't know how to expense and follow up with other departments regarding their purchases during this time.
- Enter Invoices – After you have researched invoices, take time to enter those invoices into SimpleCity. Entering invoices as they come in will reduce the amount of time you need to prepare for your Council Meeting and reduce stress.
- Enter Electronic Payments – record any electronic payments you have made during the previous week.

0.1 Enter Electronic Payments

You can record electronic payment in Accounts Payable. SimpleCity does not make electronic payments; you will need to still pay any electronic payments online. gWorks recommends entering the electronic payments into SimpleCity after you have already made them. SimpleCity will update General Ledger and Bank Reconciliation immediately.

Approximate Time: When entered weekly, it will take approximately 15 to 45 minutes

1. Select **Entry | Invoice Entry**. It is important to keep the date consistent with when you made the electronic payment. Enter the date that the online payment was made in the **Posting Date** field.
2. Enter the invoice information per your usual procedures. Once the invoice is entered and the proof is zero, click on the Payment Method (SHIFT + F4) button.
3. Select **Electronic Payment**. Enter the **Payment Date**. You can enter a **Confirmation #** if you have one.
4. Click the Process (F12) button to save your selection.



Payment Method

This vendor is currently set to pay via Check.

Bank: 1 STATE BANK

Type of Payment: Electronic Payment
 Manual Check
 Check
 ACH

Electronic Payment # 15050399
 Payment Date 3-15-2021
 Confirmation #

It is unusual to change the Calendar Period. Proceed with caution.

Change Calendar Period? No

Expense Calendar Period	3-2021	Fisc Period	9-2021	Posting Date	3-29-2021
Payment Calendar Period	3-2021	Fisc Period	9-2021	Posting Date	3-29-2021

"Change Calendar Period" allows you to change the "Payment Calendar Period" by one month.

Process Cancel

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SEMI-MONTHLY/MONTHLY

Semi-Monthly or Monthly tasks need to be done once or twice a month, depending upon how often your council meets and how often you do an Accounts Payable run.

- Prepare Claims for Council Meeting – set aside time before each council meeting to prepare the claims and print the Claims Report for the council packets. This should be a day or two before you need to have the council packets to your council members.
- Print Checks and Mail Payments – depending upon your city and state policies, you may print checks when preparing claims for council meeting or you may print them after the council has approved the claims.

0.1 Prepare Claims for Council

To prepare claims for your council meeting, you will need to enter any remaining invoices, and verify they are correct.

Approximate Time: 15 to 45 minutes

1. Enter any invoices that have not yet been entered.
2. Schedule Payments. Some cities schedule their payments. For further instruction see the “Scheduling Payments” section below. If you do not schedule your payments, skip to the next step.
3. Print your Scheduled Claims List. Select **Entry | Scheduled Claims List**. This report prints a listing of the invoices that will be paid. Review this list carefully to make sure that vendor checks will be accurate (is it the correct vendor, payment amount, account numbers, check sequence etc.) Retain this report for your records as part of the audit trail.
4. Print vouchers. Some cities in Kansas and South Dakota must print vouchers for their payments. For further instruction see the “Voucher Print” section below.
5. Print the Claims Report. Select **Reports | Council Reports | Claims Report**. SimpleCity will default the Claims Report settings, based on your city’s preferences.
6. You can run the report by check date or invoice due date. Enter the Beginning and Ending Dates in the appropriate fields. Click Print (F12).

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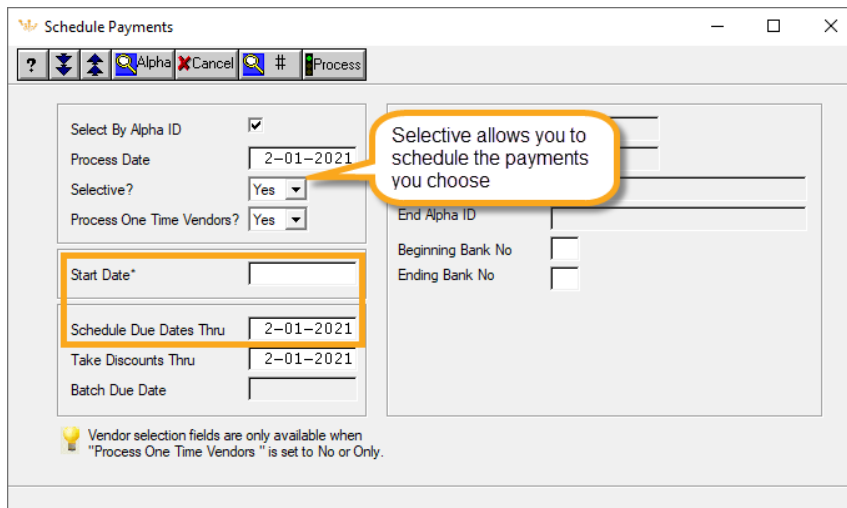
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0.1.1 Scheduling Payments

Some cities schedule payments to control which invoices are paid. If your city does not require payments to be scheduled, you can skip this step.

1. Select **Entry | Schedule** Payments.
2. You can schedule payments by date range or by selecting specific invoices. To schedule invoices by date range, enter the date range in the **Start Date** and **Schedule Due Date Thru** fields. Click *Process* (F12) to schedule the payments.

- To select specific invoices, select **Yes** in the **Selective?** field. Click *Process* (F12) and a box to choose invoices will appear. Select the invoices, then click *Process* (F12).



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0.1.2 Voucher Print

Some cities, in South Dakota and Kansas, are required to print vouchers for each invoice. If your city does not require vouchers, you can skip this step.

Vouchers must be printed before printing checks (they cannot be printed afterward).

- Select Entry | Voucher Print.
- Click the *Print* (F12) button.

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0.2 Print Checks and Mail Payments

Some cities print checks before their council meeting and other wait to print checks once the claims have been approved. Once you are ready to print checks, complete the following steps.

Approximate Time: 15 to 45 minutes

- Print your checks. Select **Entry | Check Print**. Verify the **Bank Number** is correct, that the **Beginning Check Number** matches the check number on the pre-printed

check, and that the **Check Date** is correct. SimpleCity will tell you how many checks to put in the printer. Click the *Print* (F12) button when you are ready to print.

Note: It is very important to verify the Beginning Check Number matches the pre-printed check. If the two do not match, the check number in SimpleCity will not match the physical check number. This will make reconciling your bank statement more difficult and does not provide a good audit trail.

2. Backup your data using the **AP-2 Backup ID**.
3. Update General Ledger and Bank Reconciliation. Select **Entry | Payment Update**. Click the *Print* (F12) button. Keep the update journals for an audit trail.
4. Print the Check Register. Select **Entry | Check Register**. Enter the check date in the **Beginning** and **Ending Check Date** fields. Click *Print* (F12). Use this as a cover sheet when you file reports for this check run; it provides a summary of the checks that were paid.

Best Practice: For each Accounts Payable run, gWorks recommends filing a copy the Scheduled Claims List, the Payment Update Journal, and the Check Register with the invoices and check stubs for a good audit trail.

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ANNUALLY

Once a year, you must run the following processes.

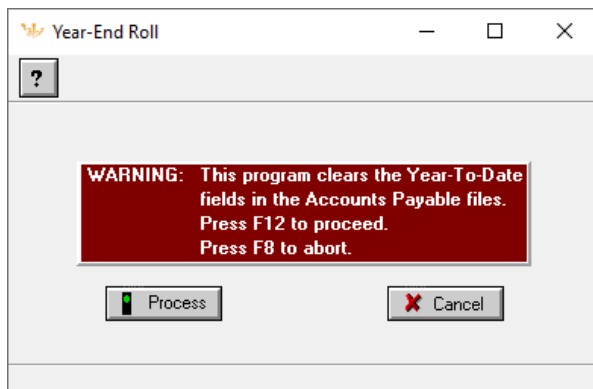
- Year End Roll – The Year End Roll allows you to enter invoices for the next calendar year. This can be run any time in December. You will still be able to enter invoices for the current calendar year.
- Print and Mail 1099s – The city must provide 1099s for individuals who performed services but are not employed by the city. 1099s must be given to the receiver by February 1st.

0.1 Year End Roll

gWorks recommends completing the Accounts Payable year-end roll in December. You cannot post invoices into the new year until you have completed this roll. You can continue to post invoices or print checks into the previous year after completing the year end roll. SimpleCity will update the calendar year 1099 vendor totals when posting to the previous year.

Approximate Time: 5 minutes

In Accounts Payable, select **Processing | Year-End Roll**. Click on *Process* or press F12. SimpleCity will roll this year's 1099 purchases to last year's 1099 purchases.



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0.2 Print and Mail 1099s

The city must provide 1099s for vendors who received more than \$600 during the calendar year, are individuals who performed services for the city, but who were not employed by the city. These vendors use 1099s to report income to the IRS. 1099s must be sent out by February 1st.

Approximate Time: 30 minutes to an hour

You must complete the Accounts Payable Year End Roll before printing 1099s.

IMPORTANT NOTE: We recommend waiting until January to print your 1099s. You will be able to enter invoices and print checks in the new year before printing 1099s without affecting the prior year's 1099 balances. If your fiscal year ends in December, you will need to complete your fiscal year end procedures outlined in the [Fiscal Year End Procedures Knowledge Base article](#).

1. Verify the information. Select **Reports | Vendor Activity**.
2. Select **Only** in the **Print 1099 Vendors?** field. Enter the reporting year in the **Beginning** and **Ending Check Date** fields.
3. Any vendor who prints on this report and has more than \$600 in 1099 purchases will receive a 1099.

Note: If you need to set up a vendor as a 1099 vendor, see the Accounts Payable Year End Procedures Knowledge Base article on our Support Portal for instructions.

4. Verify that your Federal and State Tax IDs are correct. Select **Options | Parameter File**. Click Save or press F12 to navigate to **Parameters (7 of 8)**. Verify your **Federal ID** and **State ID**. If you make any changes, press F12 until the Parameter File is updated.
5. Now you are ready to print 1099s.

The screenshot shows a software dialog box titled "Parameters (7 of 8)". It has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with icons for help, save, print, and cancel. The main area of the dialog is divided into two sections. On the left, there are two input fields: "Federal ID" and "State ID", both of which are highlighted with a thick orange border. On the right, there is a section titled "Federal Tax ID" with a text area containing the instruction: "Enter the Federal Tax ID for the City. It will be used when creating 1099 forms and electronic files."

Note: Most 1099 vendors will receive a 1099-NEC form, for non-employee compensation. For more information on the types of 1099s, see the Knowledge Base article on the Support Portal.

6. First, print the 1099-NEC forms. Select **Processing | Print 1099 Forms**. Enter an **N** in the **1099 Form Type** field. Select **No** in the **Print 1096 Forms?** field. Load the 1099-NEC forms into the printer and then press F12 or click *Print*.
7. Next, print the 1099-MISC forms, if you have any. Skip this step if you do not have any 1099-MISC forms to print. Select **Processing | Print 1099 Forms**. Enter an **M** in the **1099 Form Type** field. Select **No** in the **Print 1096 Forms?** field. Load the 1099-MISC forms into the printer and then press F12 or click *Print*.
8. Lastly, print the 1096 form. Select **Processing | Print 1099 Forms**. Select **Only** in the **Print 1096 Forms?** field. Load the 1096 form into the printer and then press F12 or click *Print*.

Note: We recommend that you print your 1099-NEC, 1099-MISC and 1096 forms to paper to verify the information and align your forms properly prior to printing on the forms.

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0.2.1 1099 Electronic Filing

If you file your 1099s by paper, you can skip this section.

The IRS requires electronic filing if you have 250 or more 1099s to report. State taxing authorities may have different requirements.

Note: For current gWorks clients, only the states of Kansas, Missouri, Colorado, Minnesota and Nebraska are participating in this program, meaning the file uploaded to the IRS can be reciprocally shared with these states. However, the state of Kansas *requires* a separate file to be sent to them. Your city must obtain permission from the IRS to participate in the CF/SF program by submitting IRS form 6847 (Consent for Internal Revenue Service to Release Tax Information). 1099-S information is not part of the CF/SF program. See IRS Publication 1220 for more information (<http://www.irs.gov/pub/irs-pdf/p1220.pdf>).

1. Select **Processing | 1099 Electronic Filing**. The information entered in this window will be included in and determine the format of the electronic file created.

2. When you click the *Process* (F12) button, a journal report is created and the transmittal file is saved to your computer. If errors are encountered, another journal will print. *It is highly recommended* that you review the journals for correct information and error messages before you transmit your file. A popup box will appear notifying you of the name and location of the file.
3. Once you verify that the information in the file created is correct, you can transmit the file. The file can be submitted via email, uploaded to a website, or sent by other means approved by the taxing authorities.

Note: If you are running AP in multiple companies, you must submit the electronic file for each company after you create it, and before you process the next company.

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ACCOUNTS PAYABLE CHECKLIST

gWorks recommends storing all invoices that will be included in an Accounts Payable run in a file folder. gWorks recommends entering your invoices as you receive them, using the date of the council meeting when they will be approved. Paper clip together invoices that have already been entered.

Print and complete this checklist for each Accounts Payable run. Keep this checklist as a coversheet in your Accounts Payable folder until the process has been completed.

Date of Council Meeting _____

Deadline to prepare claims _____

Enter Invoices

Verify you have entered all invoices and electronic payments.

Schedule Payments*

Schedule the invoices you would like to be paid. This step is not required for all cities. If your city does not schedule payments, skip this step.

Print the Scheduled Claims List

Print and review the scheduled claims list. For each invoice, verify the vendor and amount is correct.

Voucher Print*

Kansas and South Dakota only – some cities require vouchers be printed and approved for each invoice.

Print Checks

Payment Update

Check Register

Print a check register for the checks printed. File the check register, Payment Update journal, Scheduled Claims List, invoices, and check stubs for an audit trail.

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BANK RECONCILIATION

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BANK RECONCILIATION

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CREATING A CALENDAR

gWorks recommends taking time to plan your work. Creating a calendar with your periodic tasks on it will not only help you complete those tasks on time, it will help you plan your other work with the other tasks that need to be completed in mind.

Each year mark the following on your calendar:

- Council Meetings
- The deadline to reconcile your bank statements to include them in Council Packets

Daily and Weekly Work

gWorks recommends setting aside time each day and each week to do daily and weekly tasks at the same time each day or week. This will make it easier to make time for those tasks and ensure they are done regularly, so that they don't pile up. For example, set aside the 30 minutes on Tuesdays to settle credit card payments. Best Practice is to add this time to your calendar, as well. This will help ensure that those tasks don't get set aside and pile up, creating bottle necks.

Sample Calendar

Below is a sample monthly calendar.

Today < > May 2021 Month ▼				
Holidays in United States (Read Only) × → BK ×				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 9:00am Settle Credit Card Payments 7:00pm Council Meeting	5 Cinco de Mayo	6	7
10 2:00pm Reconcile Bank Statement	11 9:00am Settle Credit Card Payments	12	13	14 2:00pm Deadline to Have Bank Rec Done for Council
17 Tax Day	18 9:00am Settle Credit Card Payments 7:00pm Council Meeting	19	20	21
24	25 9:00am Settle Credit Card Payments	26	27	28
31 Memorial Day	Jun 1 7:00pm Council Meeting	2	3	4

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DAILY

gWorks recommends setting a time each day to complete your daily tasks, to ensure they are completed.

- Run and Review the Cash Report – At the end of each business day, gWorks recommends running the Cash Report to ensure it is in balance. Running it each day will allow you to pinpoint when the transaction(s) that threw the Cash Report out of balance occurred, making it easier to resolve.
 - Resolve Cash Report Issues – When the Cash Report is thrown out of balance, you should resolve the issues within a day. Often you will recognize the amount the Cash Report is out of balance. However, if you do not, it will be much easier to find the issue when the transactions are fresh in your mind.

0.1 Cash Report

The Cash Report compares your most recent bank statement with the General Ledger cash accounts that are tied to each bank account. This ensures that your General Ledger balances to your bank accounts.

Approximate Time: 5 minutes

Note: If your Cash Report is not in balance currently, balancing is a billable project that will need to be scheduled based on the availability of gWorks staff.

SimpleCity can be set to run the **Cash Report** each day and auto-archive a PDF of the **Cash Report**. If your city automatically runs the Cash Report, gWorks recommends you review the archive record daily on the **Cash Report** tab in **Inquiry** to verify it is in balance.

1. To print the **Cash Report**, select **Reports | Cash Report**. SimpleCity defaults the current month.
2. The report prints the ending balance for each cash account at the end of the previous month, money received and spent that month, and the cash balance at the end of the month.

- SimpleCity prints any outstanding transactions that have not cleared in Bank Reconciliation. The Cash Report ties the ending bank balance from the last time the account was reconciled and compares it to the ending GL balance + outstanding transactions. If the two amounts do not match, the report is out of balance and your financial records in General Ledger do not accurately reflect your bank balance.

SimpleCity calculates this month's cash balance:
Last Month's Balance + This Month's Receipts - This Month's Disbursements = This Month's Balance

SimpleCity lists any transactions that have not been cleared in Bank Reconciliation

The Bank Balance is the statement balance of the last reconciled bank statement

SimpleCity lists each of the Cash Accounts tied to this bank account

If the Bank Balance in Bank Reconciliation doesn't match the Bank Balance in General Ledger, the Cash Report will be out of balance.

SimpleCity calculates the General Ledger bank balance:
Ending General Ledger Cash Balance + Outstanding Transactions = General Ledger Bank Balance

BANK CASH REPORT 2020								
FUND	GL	BANK NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
		U S BANK						
BANK	001	U S BANK CHECKING - GENERAL	100,408.06	65,521.72	93,898.54	72,031.24		4,251,345.28
676		CHECKING - GENERAL DEPOSITS	4,606.00	0.00	0.00	4,606.00	16,303.67	
740		CHECKING - STORM WATER	12,812.48	3,362.21	10,397.09	5,777.60	397.09	
		OTHER FUNDS DEPOSITS					17,777.15-	
		TRANSFER-OUT					377,960.28	
							0.19-	
		U S BANK TOTALS	4,222,624.85	683,532.40	1,238,061.13	3,668,096.12	583,249.16	4,251,345.28

- For assistance troubleshooting a Cash Report that is out of balance, see the [Troubleshooting an Out of Balance Cash Report](#) knowledge base article on our Support Portal.

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WEEKLY

Weekly tasks should be completed once a week. gWorks recommends setting a time and day to work on these tasks each week. For example, you might set time to settle credit card payments on Wednesdays from 9:00 to 9:30.

- Settle Credit Card Payments (RM Only) – Each week you will need to settle the pending credit card payments. Settling credit card payments will create the deposit in Bank Reconciliation.

0.1 Settling Credit Card Payments

Once your payment processor has deposited your credit card payments, you can create the deposit in Bank Reconciliation. We recommend that you settle your credit card payments at least weekly. If you wait until the end of the month, it may take a lot longer to reconcile your bank statement.

Approximate Time: 15 to 45 minutes

Payment processors handle credit card deposits differently. Some deposit all payments from a single day as a single deposit. Some deposit payments as they receive the money. You should familiarize yourself with how your payment processor records credit card deposits as the procedures in SimpleCity will vary.

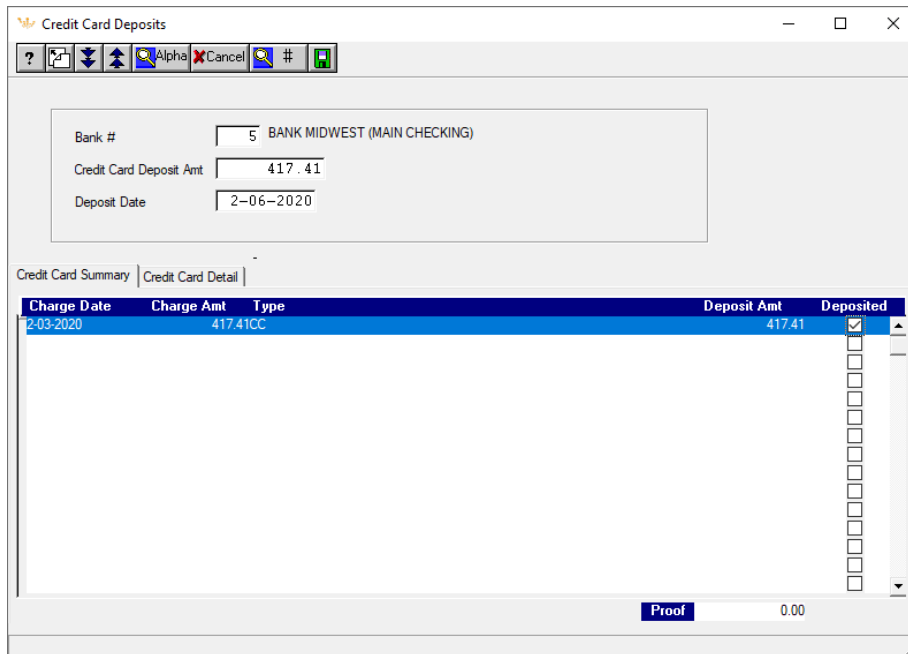
Your payment processor should provide you with a report or file that lists the credit card payment settlement information, including the date and amount of each deposit, and the payments included in the deposit.

0.1.1 Credit Card Payments as a Single Deposit

For customers whose payment processor deposits their credit card payments as a single batch, follow these procedures.

1. In Bank Reconciliation, select **Entry | Credit Card Deposits**. Press F12 or click Next.
2. Enter the **Bank #** of the bank in which the payments were deposited. Enter the **Credit Card Deposit Amt** and the **Deposit Date**.
3. On the **Credit Card Summary** tab, credit card payments will be totaled by the payment type and date. Select the **Deposited** checkbox of the payments included in this deposit. The **Proof** must be zero before you can save the deposit.

Note: If you accept online payments, they should have their own payment type to make creating those deposits easier.



Charge Date	Charge Amt	Type	Deposit Amt	Deposited
2-03-2020	417.41	CC	417.41	<input checked="" type="checkbox"/>

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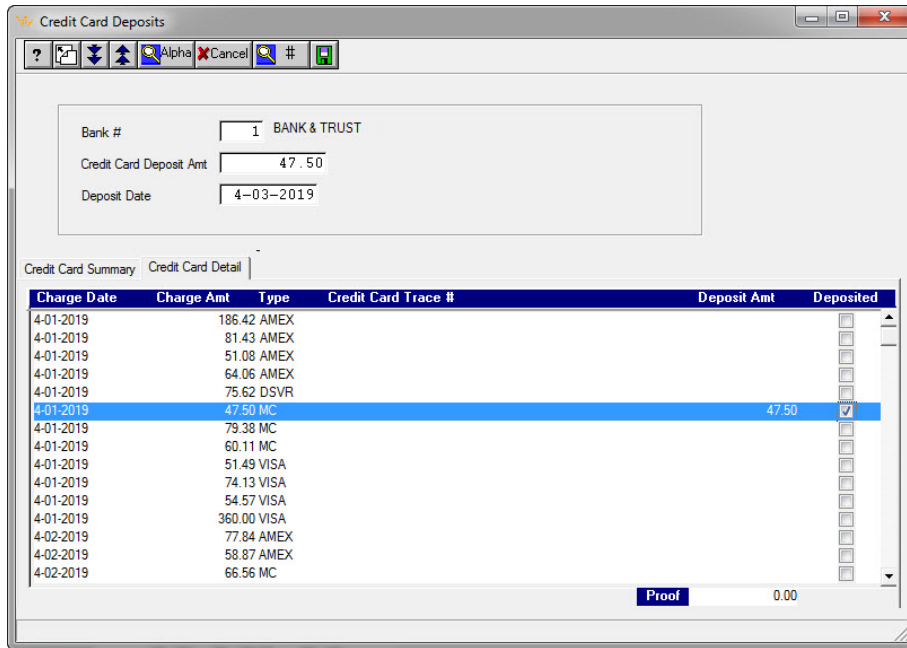
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0.1.2 Credit Card Payments as Multiple Deposits

For customers whose payment processor deposits their credit card payments in multiple deposits, follow these procedures.

1. In Bank Reconciliation, select **Entry | Credit Card Deposits**. Press F12 or click *Next*.
2. Enter the **Bank #** of the bank in which the payments were deposited. Enter the **Credit Card Deposit Amt** and the **Deposit Date**.

- On the **Credit Card Detail** tab, each credit card payment will be listed. Select the **Deposited** checkbox of the payments included in this deposit. The **Proof** must be zero before you can save the deposit.



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MONTHLY

gWorks recommends scheduling monthly tasks on your calendar. This allows you to better plan your workday and ensures tasks are completed in a timely manner.

- Reconcile Your Bank Statements – Each month you must reconcile your bank statement with the transactions in Bank Reconciliation. You should reconcile a bank statement for each bank account the city has.
- Print a Listing of Outstanding Transactions – After you have reconciled your bank statement(s), print a listing of outstanding transactions. gWorks recommends presenting the outstanding transactions to your council, along with the Reconcile Transactions journal.

0.1 Reconciling Your Bank Statement

Reconciling your bank statement allows you to verify the transactions that SimpleCity recorded in Bank Reconciliation match the transactions that occurred at the bank. This ensures that the bank balance for each account in Bank Reconciliation reflects the actual account balance. gWorks recommends you reconcile your bank statement within two weeks of receiving the statement. Best practice is to reconcile each statement for each bank account the city has before printing financial reports for the month to present to council. This ensures the reports presented to council accurately reflect the city's financial transactions.

gWorks recommends the following best practices:

- Make or print a copy of your bank statement
- Focus on clearing one section of your bank statement at a time
- Check off items on your statement as you mark them cleared in SimpleCity
- Highlight and skip any transactions that do not match
- Troubleshoot any problematic transactions after you have cleared all other transactions

Approximate Time: 1 to 4 hours

0.1.1 Reconcile Transactions

Each bank's statement will look different and will organize the transactions differently. Typically, deposits will be separated from checks and withdrawals. gWorks recommends that you use your bank statement as your guide and reconcile each section separately. This guide is organized based on how the example bank statement is organized. Your procedures may vary depending upon your bank statement.

1. Before you can reconcile your bank statement, verify in Bank Reconciliation **Inquiry** that all transactions for the month have been entered into SimpleCity:
 - Service Charges – Fees charged by the bank should be entered in General Ledger Bank Transaction Entry.
 - Interest – Interest payments accrued should be entered in General Ledger Bank Transaction Entry.
 - Settle Credit Card Payments – Pending credit card payments should be settled in Bank Reconciliation Credit Card Deposits.
 - EFTs – Electronic Funds Transfers (EFTs) should be entered as electronic payments in Accounts Payable Invoice Entry.
 - Electronic Deposits – Electronic deposits should be entered in General Ledger Bank Transaction Entry.

Note: If you need to enter any missing transactions, it is imperative you back date the transaction to match when it occurred on your bank statement.

2. Select **Entry | Reconcile Transactions**. Enter the **Bank Number** of the account you are reconciling. Use your statement to fill out the **Reconcile Transactions Pre-Entry** window. Depending upon how your bank organizes transactions, you may need to add two categories together, such as the example below.

Note: If your statement date is not the last day of the month, gWorks recommends you contact your bank and request it be changed. Best Practice is to use the last day of the month if that is the case.

3. The **Statement Balance** should match the **Ending Balance** on your bank statement. Verify the **Total Deposits/Int Pmt** and **Total Checks/Serv Chrg** are correct.

The screenshot shows the 'Reconcile Transactions Pre Entry' window with the following fields filled in:

- Bank Number: 1
- U S BANK
- Journal Number: 3216
- Statement Date: 5-31-2020
- Posting Period: 5-2020
- Fis: 11-2020
- Last Statement Balance: 4,251,345.28
- Total Deposits/Int Pmt: 44 (377,642.17)
- Total Checks/Serv Chrg: 129 (859,413.49)
- Statement Balance: 3,769,573.96

A callout box points to the 'Fis' field with the text: "The number of items are optional fields".

The bank statement for 'MUNICIPAL INVESTOR CHECKING' shows the following summary:

	# Items		
Beginning Balance on May 1		\$	4,251,345.28
Customer Deposits	11		214,775.53
Other Deposits	21		162,866.64
Other Withdrawals	12		320,497.19
Checks Paid	118		538,916.30
Ending Balance on May 31, 2020		\$	3,769,573.96

4. SimpleCity will default the **End Date** with the Statement Date entered on the previous window. This prevents you from clearing the wrong item, such as a recurring transaction that is the same amount every month.

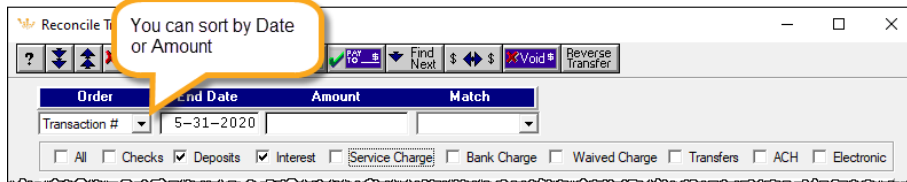
The screenshot shows the 'Reconcile Transactions' window with the following table:

Order	End Date	Amount	Match	
Transaction #	5-31-2020			
<input checked="" type="checkbox"/> All <input type="checkbox"/> Checks <input type="checkbox"/> Deposits <input type="checkbox"/> Interest <input type="checkbox"/> Service Charge <input type="checkbox"/> Bank Charge <input type="checkbox"/> Waived Charge <input type="checkbox"/> Transfers <input type="checkbox"/> ACH <input type="checkbox"/> Electronic				
	Beginning	Deposit Amount/Number	Check Amount/Number	Ending
Statement	4,251,345.28	377,642.17 / 44	859,413.49 / 129	3,769,573.96
Reconciled		377,168.62	43	4,628,513.90
Difference		473.55	859,413.49	858,939.94-

Callout 1 (left): SimpleCity displays the number and amount of deposits and withdrawals that have been cleared.

Callout 2 (right): SimpleCity displays the number and amount of both deposits and withdrawals entered from the statement.

- Start with the first type of transaction on your statement, in this example, we will start with Customer Deposits, Other Deposits, and Interest. This bank separates physical deposits made at the bank from electronic deposits. SimpleCity combines all deposits together, so we will work on both transaction types at the same time. This bank includes interest paid in the electronic deposits. Filter to display only **Deposits** and **Interest**.



- Press ENTER to clear a selected transaction. Check off the transactions on the bank statement as you clear them in SimpleCity. Highlight and skip any transactions that do not match.

Check #	Date	X	Payee Name	Payee #	Mod	Amount
125211	5/01/2020		DEPOSIT		BK	108.23
125212	5/01/2020		DEPOSIT		BK	690.07
125213	5/01/2020		DEPOSIT		BK	131.83
125214	5/01/2020		DEPOSIT		BK	91.36
125215	5/01/2020	*	DEPOSIT		BK	10,241.51
125216	5/01/2020		DEPOSIT		BK	192.54
125217	5/04/2020		DEPOSIT		BK	111.60
125219	5/04/2020	*	DEPOSIT		BK	22,943.15
125221	5/06/2020		DEPOSIT		BK	91.36
125222	5/06/2020		DEPOSIT		BK	257.52

Hide Reconciled Transactions

Customer Deposits			
Number	Date	Ref Number	Amount
	May 1	9254264438	✓ 10,241.51
	May 5	8356457599	✓ 22,943.15
	May 7	8954044866	6,432.80
	May 7	8954044773	18,097.43
	May 13	8654175068	4,659.66
	May 13	8654174983	13,760.38
			✓ 10,241.51
			✓ 22,943.15
			6,432.80
			18,097.43
			4,659.66
			13,760.38
			1,273.73
			13,205.00
			5,430.46
			15,414.19
			103,317.22
			214,775.53
Total Customer Deposits			\$ 214,775.53

7. In this example, once the Customer Deposits have been cleared, you can hide the reconciled transactions and clear the Other Deposits. Highlight and skip any transactions that do not match.

Check #	Date	Payee Name	Payee #	Mod	Amount
125211	5/01/2020	DEPOSIT		BK	108.23
125212	5/01/2020	* DEPOSIT		BK	690.07
125213	5/01/2020	* DEPOSIT		BK	131.83
125215	5/01/2020	DEPOSIT		BK	91.36
125217	5/04/2020	* DEPOSIT		BK	192.54
125218	5/04/2020	DEPOSIT		BK	111.60
125221	5/06/2020	DEPOSIT		BK	91.36
125222	5/06/2020	DEPOSIT		BK	257.52
125223	5/06/2020	DEPOSIT		BK	225.20
125224	5/06/2020	DEPOSIT		BK	156.62

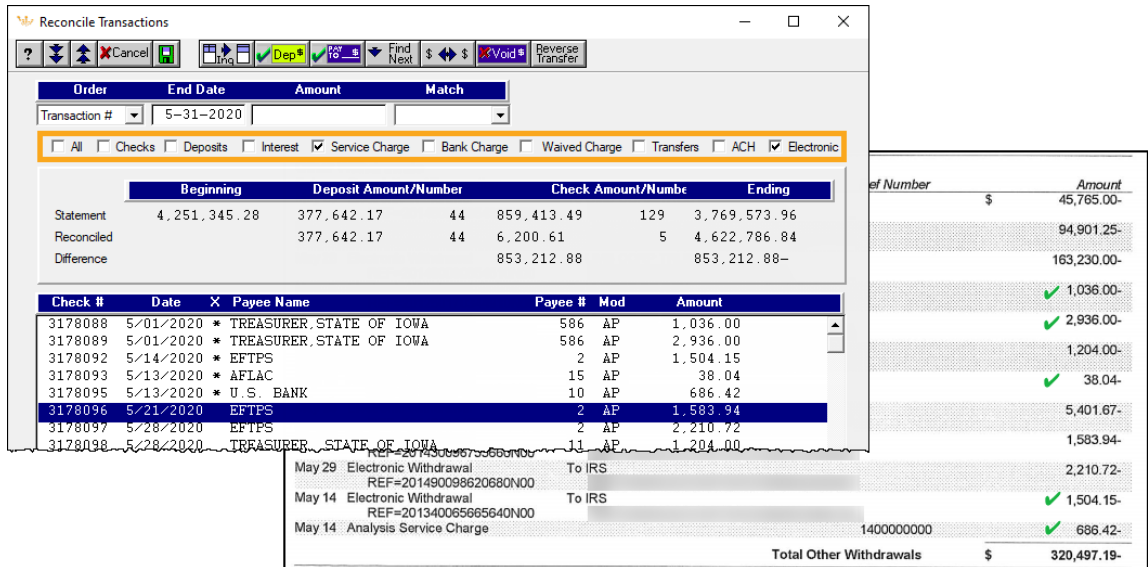
Hide Reconciled Transactions **Refresh**

Customer Deposits							
Number	Date	Ref Number	Amount	Number	Date	Ref Number	Amount
	May 1	9254264438	✓ 10,241.51	May 15	9254279687		✓ 1,273.73
	May 5	8356457599	✓ 22,943.15	May 20	8654066879		✓ 13,205.00
	May 7	8954044866	✓ 6,432.80	May 22	9253924984		✓ 5,430.46
	May 7	8954044773	✓ 18,097.43	May 27	8656191155		✓ 15,414.19
	May 13	8654175068	✓ 4,659.66	May 28	8954298991		✓ 103,317.22
	May 13	8654174983	✓ 13,760.38				
Total Customer Deposits							\$ 214,775.53

Other Deposits			
Date	Description of Transaction	Ref Number	Amount
May 7	Electronic Settlement	From CITY	\$ 32,168.17
	REF=201280084697760Y00	SETTLEMENTUTILITY	
May 8	Electronic Deposit	From CO	66,194.85
	REF=201260129933190Y00		
May 1	Electronic Deposit	From FDMS-SETTLEMENT	✓ 131.83
	REF=201210096678430N00		
May 4	Electronic Deposit	From FDMS-SETTLEMENT	✓ 690.07
	REF=201250050936030N00		
May 5	Electronic Deposit	From FDMS-SETTLEMENT	311.19
	REF=201250153280920N00		
May 6	Electronic Deposit	From FDMS-SETTLEMENT	✓ 192.54
	REF=201260154987100N00		

Note: You may have deposits in SimpleCity that are not on the Bank Statement. Typically, this happens when a deposit is recorded in SimpleCity at the end of the month, but the bank does not process it until the next month. The deposit will be listed as an outstanding transaction and you will be able to clear it next month.

- Once you have finished clearing all the deposits and interest, you can clear the withdrawals and checks. In this example, the bank separates electronic funds transfers, or EFTs, in a separate Other Withdrawals section. You can filter to view only EFTs by selecting the **Electronic** checkbox. Check off each transaction as you clear it. Highlight and skip any transactions that do not match.



Reconcile Transactions

Transaction #: 5-31-2020

All
 Checks
 Deposits
 Interest
 Service Charge
 Bank Charge
 Waived Charge
 Transfers
 ACH
 Electronic

Order	End Date	Amount	Match
Transaction #	5-31-2020		

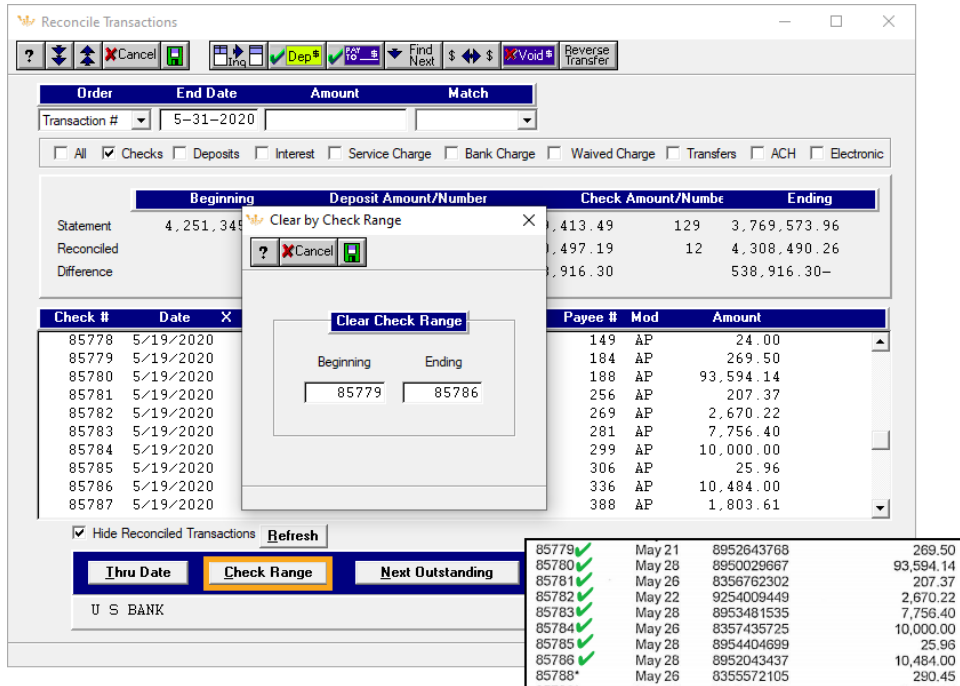
	Beginning	Deposit Amount/Number	Check Amount/Number	Ending
Statement	4,251,345.28	377,642.17	44 859,413.49	129 3,769,573.96
Reconciled		377,642.17	44 6,200.61	5 4,622,786.84
Difference			853,212.88	853,212.88-

Check #	Date	Payee Name	Payee #	Mod	Amount
3178088	5/01/2020	* TREASURER, STATE OF IOWA	586	AP	1,036.00
3178089	5/01/2020	* TREASURER, STATE OF IOWA	586	AP	2,936.00
3178092	5/14/2020	* EFTPS	2	AP	1,504.15
3178093	5/13/2020	* AFLAC	15	AP	38.04
3178095	5/13/2020	* U. S. BANK	10	AP	686.42
3178096	5/21/2020	EFTPS	2	AP	1,583.94
3178097	5/28/2020	EFTPS	2	AP	2,210.72
3178098	5/28/2020	TREASURER, STATE OF IOWA	11	AP	1,204.00

Check Number	Amount
	\$ 45,765.00-
	94,901.25-
	163,230.00-
	1,036.00-
	2,936.00-
	1,204.00-
	38.04-
	5,401.67-
	1,583.94-
	2,210.72-
	1,504.15-
	686.42-
Total Other Withdrawals	\$ 320,497.19-

- Next, clear your checks. When you clear a check, verify both the number and the amount match. It is important that checks not be cleared by just the amount, as you could have more than one check with the same amount.

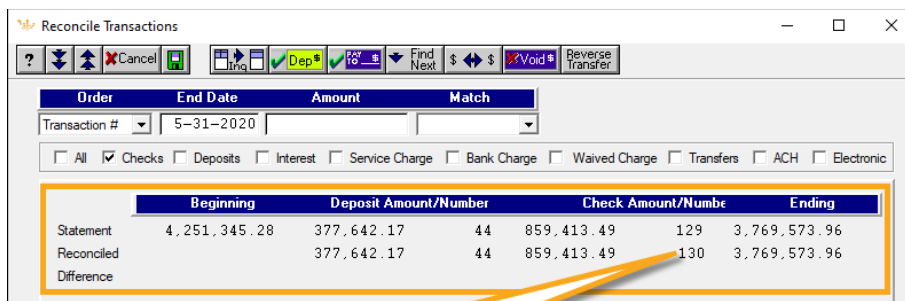
10. If you verify a range of checks on your bank statement match, you can easily clear them in one step in SimpleCity.



11. Clear any remaining transactions. Depending upon how your bank statement is organized, you may still need to clear service charges, fees, or interest.

12. Revisit any uncleared items. See the Further Resources section below for more information.

13. When the total amount of the deposits and checks entered from the bank statement equal the total amount cleared, you have successfully reconciled your bank statement. Click *Save* (F12) to complete the reconciliation.



The total number of transactions may be different if you had any problematic transactions; as long as the amounts match, that is not a problem.

14. File the Reconcile Transaction journal with a clean copy of your bank statement for a good audit trail. SimpleCity also auto-archives a PDF of the Reconcile Transaction journal. You can view the archive and print the journal from Inquiry.

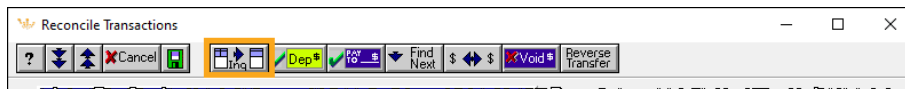
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Clearing ACH Deposits

SimpleCity has the ability to pay employees and vendors via direct deposit or ACH. SimpleCity creates a separate transaction for each individual deposit. However, your bank statement will have one withdrawal, the total amount of all direct deposits included on the ACH file. The follow steps will make reconciling direct deposits easy.

1. Select the **ACH** checkbox to display only direct deposits. The first step is to verify the total direct deposits in SimpleCity match the amount of the withdrawal on your bank statement. The easiest way to do that is in **Inquiry**. Click on the *Inquiry Screen* (SHIFT + F3) button.



- In **Inquiry**, enter the date of the first ACH direct deposit in both the **Beg Date** and **End Date** fields. Select the **ACH** transaction type. SimpleCity will display only the ACH direct deposits for that day. At the bottom of the window, SimpleCity will total the selected transactions. This total should match the withdrawal on your bank statement.

The screenshot shows the 'Inquiry' window with the following details:

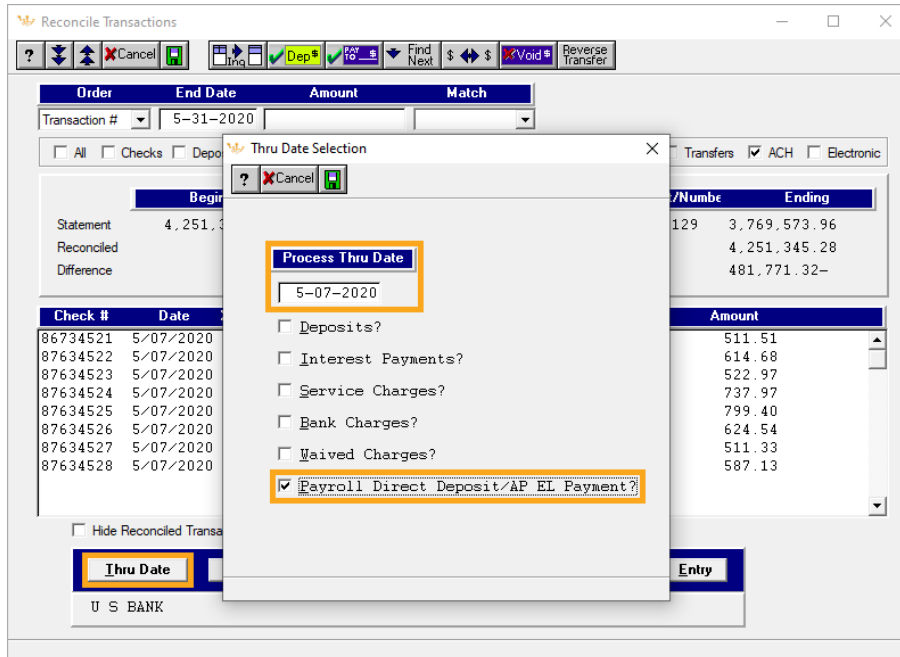
- Expanded History:** Balance/History | Cash Report | Reconciliation Journals
- Filters:**
 - Bank: 1 | Order: Transactn Date
 - Beg Date: 5-07-2020 | End Date: 5-07-2020
 - Trans #: All | Module: All
 - Transaction Type: ACH
 - Other options: All, Service Charge, Exclude Manual, All, Checks, Bank Charge, Electronic, Manual Only, Outstanding, Deposits, Waived Charge, Voided Only, Reconciling, Interest, Transfers, Exclude Voiced, Cleared
- Summary:**
 - U S BANK
 - Bank Balance: 4,251,345.28
 - Outstanding: 643,281.19-
 - Book Balance: 3,608,064.09
- Transaction List:**

Date	Tran No	Type	Vendor/Empl	Other No	Amount	C	V	M	MD	Short Name	Statement Dt
STARTING: 5/07/20											
5/07/20	86734521	PDD	1		511.51					PR	
5/07/20	87634522	PDD	2		614.68					PR	
5/07/20	87634523	PDD	3		522.97					PR	
5/07/20	87634524	PDD	4		737.97					PR	
5/07/20	87634525	PDD	5		799.40					PR	
5/07/20	87634526	PDD	6		624.54					PR	
5/07/20	87634527	PDD	8		511.33					PR	
5/07/20	87634528	PDD	9		587.13					PR	
- Totals:**
 - Total Checks/Deductions: 4,909.53
 - Deposits: .00

Other Withdrawals				
Date	Description of Transaction	Ref Number		Amount
May 7	Electronic Withdrawal	REF=201480080854380N00	\$	4,909.53-
May 28	Electronic Withdrawal	REF=201480080854390N00		94,901.25-

- Click Cancel (F8) to exit out of **Inquiry**.

- Click the *Thru Date* button. On the **Thru Date Selection** window, enter the date of the direct deposit in the **Process Thru Date** field and select the **Payroll Direct Deposit/AP EL Payment?** checkbox. Click *Save* (F12). SimpleCity will clear all of the direct deposits through the date entered.



- If there are direct deposits on more than one date, hide the reconciled transactions and repeat the steps for each date, in order.

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Further Resources

Because bank transactions are created when you update to Bank Reconciliation from other modules, following the best practices in each module will help ensure the transactions in Bank Reconciliation will match the transactions on your bank statement, thus making reconciling your bank statement easier.

However, in the event you run into issues during the reconciliation process, the following is a list of common problems and the resources available to help you resolve those issues. All articles mentioned below are in our Knowledge Base on the Support Portal.

Issue	Reason	Knowledge Base Article
The deposits on the bank statement don't match the deposits in SimpleCity.	Best Practices were not followed in either General Ledger or Utility Billing and multiple days' deposits were combined into one deposit in SimpleCity. The city's credit card payment processor deposits credit card payments when it receives the money.	<i>My Deposits Do Not Match</i>
An EFT on the bank statement doesn't match the EFT in SimpleCity.	SimpleCity calculated what a Payroll vendor was owed and created the payment in Accounts Payable, General Ledger, and Bank Reconciliation, however when the city paid the vendor, they paid a different amount.	<i>Correcting Payroll Vendor Payments</i> <i>Correcting IPERS Payments</i>
Transactions on the bank statement that are missing in SimpleCity.	There are multiple reasons why transactions that are on the bank statement are missing in SimpleCity. Use the Knowledge Base Article to help you troubleshoot.	<i>Troubleshooting Missing Transactions</i>
A check on the statement that doesn't have a check number.	Sometimes when the bank processes a check, the machine does not read the check number correctly. The check will print on your statement as either a blank check number or all zeros.	<i>How to Clear a Check that is Missing the Check Number</i>
The bank charged a fee that should not have been charged; it will waive the fee next month.	Bank Error	<i>The City Was Charged a Bank Fee in Error</i>
The bank cashed a check the city wrote for the wrong amount; the bank statement does not match SimpleCity, but SimpleCity is correct.	Bank Error	<i>A Check Was Cashed for the Wrong Amount</i>

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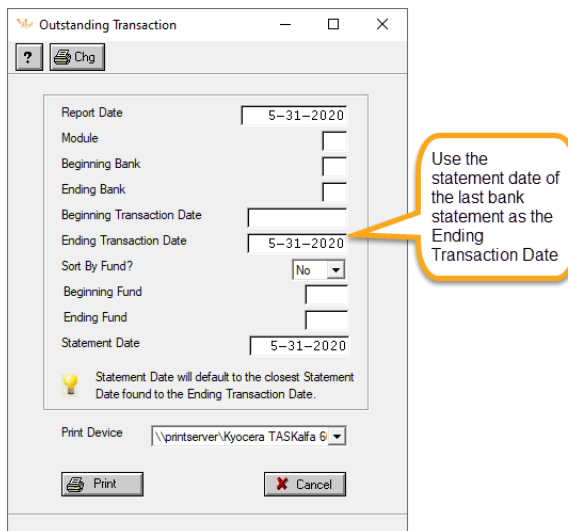
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0.2 Outstanding Transactions

After you have finished reconciling each of your bank statements, print an Outstanding Transactions report. This report will list any transactions that have not been cleared. Review this report to ensure you do not have any deposits that have been entered in error. Keep in mind that deposits entered at the end of the month may not appear until the next bank statement. However, you should not have outstanding deposits that are more than two months old.

Note: You may have outstanding checks that are more than two months old, due to the fact that you cannot control when someone deposits their check. If you have outstanding checks that are more than a year old, you may want discuss with your auditor the possibility of sending that money into your state's unclaimed property program.

1. Select **Reports | Outstanding Transactions**.
2. Enter the statement date of the last bank statement in the **Ending Transaction Date** field. Click *Print* (F12).



The screenshot shows the 'Outstanding Transaction' dialog box with the following fields and values:

- Report Date: 5-31-2020
- Module:
- Beginning Bank:
- Ending Bank:
- Beginning Transaction Date:
- Ending Transaction Date: 5-31-2020
- Sort By Fund?: No
- Beginning Fund:
- Ending Fund:
- Statement Date: 5-31-2020

A callout box points to the 'Ending Transaction Date' field with the text: "Use the statement date of the last bank statement as the Ending Transaction Date".

At the bottom, there is a 'Print Device' dropdown set to '\\printserver\Kyocera TASKalfa 6', and 'Print' and 'Cancel' buttons.

Best Practice: For the best audit trail, file a copy of your Reconciliation journal, a clean copy of your bank statement, and a copy of the Outstanding Transactions report each month after you finish reconciling each of your bank statements.

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RECONCILIATION CHECKLIST

gWorks recommends reconciling your bank statement within 10 days of receiving it. It will be easier to troubleshoot difficult reconciliations when the transactions are fresh in your mind. Store each of your bank statements in a file folder until the account has been reconciled.

Best Practice: Reconcile your bank statements before printing your financial reports for your council to ensure the reports accurately reflect your financial transactions.

Print and complete this checklist for each bank account. Paperclip this checklist to the clean copy of your bank statement, as well as any marked-up bank statements and store it in the Bank Reconciliation folder until you have reconciled the account.

Bank Account _____

Statement Date _____

Review Your Bank Statement

Verify you have entered all transactions into SimpleCity:

- | | |
|--|--|
| <input type="checkbox"/> Service Fees | <input type="checkbox"/> Electronic Deposits |
| <input type="checkbox"/> Interest Payments | <input type="checkbox"/> Electronic Funds Transfers (EFTs) |

Note: Backdate any transactions, deposits, or EFTs that have not been entered to match your bank statement.

Reconcile Transactions

Use your bank statement as your guide to reconcile transactions.

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Deposits | <input type="checkbox"/> Checks |
| <input type="checkbox"/> Interest | <input type="checkbox"/> Service Charges |
| <input type="checkbox"/> EFTs | |

Print the Outstanding Transactions Report

Print the Outstanding Transactions Report using the statement date as the ending transaction date. File a clean copy of your bank statement, the Reconciliation journal, and the Outstanding Transaction report for an audit trail.

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GENERAL LEDGER

PROCESS BOOK

GENERAL LEDGER

PROCESS BOOK

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CREATING A CALENDAR

gWorks recommends taking time to plan your work. Creating a calendar with your periodic tasks on it will not only help you complete those tasks on time, it will help you plan your other work with the other tasks that need to be completed in mind.

Each year mark the following on your calendar:

- The deadline to submit/complete the Budget* - Each year you will need to budget your projected revenue and expenses for the upcoming year. This process often is completed over a few months with input provided from department heads and city council.
- The deadline to submit/complete Budget Amendments* - In many states, cities must amend their budget if they will exceed budgeted expenses. The specifics of budget amendments vary by state.
- Fiscal Year End Quick Start Steps – gWorks recommends performing quick start steps about a month and a half before your fiscal year end. This allows you time to correct any issues and removes friction during the fiscal year end process.
- Fiscal Year End – Cities run on an annual basis, budgeting one year at a time. Once a year, you must close out the financial records for the current year and begin the next year with the new budget. There are steps you must complete in SimpleCity to close out the previous year and begin the new year. Mark on your calendar when your Fiscal year ends, and schedule time to complete the fiscal year end steps.

* State requirements for budget and budget amendments vary significantly by state. See the Annual section for state specific information.

Daily and Weekly Work

gWorks recommends setting aside time each day and each week to do daily and weekly tasks at the same time each day or week. This will make it easier to make time for those tasks and ensure they are done regularly, so that they don't pile up. For example, maybe set aside the last 30 minutes of the day to enter the daily deposit. Best Practice is to add this time to your calendar, as well. This will help ensure that those tasks don't get set aside and pile up, creating bottle necks.

Sample Calendar

Below is a sample monthly calendar.

Today < > May 2021 Month ▼				
Holidays in United States (Read Only) × → GL ×				
Monday	Tuesday	Wednesday	Thursday	Friday
3 4:00pm Daily Deposit	4 4:00pm Daily Deposit	5 Cinco de Mayo 4:00pm Daily Deposit	6 4:00pm Daily Deposit	7 4:00pm Daily Deposit
10 4:00pm Daily Deposit	11 4:00pm Daily Deposit	12 4:00pm Daily Deposit	13 4:00pm Daily Deposit	14 4:00pm Daily Deposit
17 Tax Day 4:00pm Daily Deposit	18 4:00pm Daily Deposit	19 Fiscal Year End Quick Start Steps 4:00pm Daily Deposit	20 4:00pm Daily Deposit	21 4:00pm Daily Deposit
24 4:00pm Daily Deposit	25 4:00pm Daily Deposit	26 4:00pm Daily Deposit	27 4:00pm Daily Deposit	28 4:00pm Daily Deposit
31 Memorial Day Amendments Due 4:00pm Daily Deposit	Jun 1 4:00pm Daily Deposit	2 4:00pm Daily Deposit	3 4:00pm Daily Deposit	4 4:00pm Daily Deposit

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SEMI-MONTHLY/MONTHLY

Semi-Monthly or Monthly tasks need to be done once or twice a month.

- Enter Bank Transactions – Once or twice a month, you should enter bank transactions. Bank transactions are any electronic payments for general revenue (ACH or EFT payments), transfers, service charges, interest, or other transactions that occur at the bank. Bank Transactions should be entered separately from the payments received at the counter or in the mail that the city will deposit.
- Printing Reports for your Council Meeting – Once a month, the city should print financial reports for their council to report on the city's financial transactions and health. Best practice is to print these reports once you have reconciled the bank statement for the previous month.
- Printing Reports for your Department Head – Some cities print reports for their department heads once a month, so that the department heads can track their expenses and, if applicable, revenue. Best practice is to print these reports once you have reconciled your bank statement for the previous month.

0.1 Entering Bank Transactions

Once or twice a month, you will need to enter bank transactions. Best practice is to enter bank transactions separate from your daily deposit. The following are the most commonly entered transactions:

- **Electronic Deposits** – Electronic deposits are any revenue deposited automatically into the city's bank account that are not imported or processed through another module, such as Receipt Management or Utility Billing. Common electronic deposits are the city's portion of property taxes, the city's portion of sales tax, or loan proceeds.
- **Interest** – Interest is any interest payment earned by the city's interest-bearing accounts, such as money market, savings, or CDs.
- **Service Charge/Bank Charge** – Both Service Charges and Bank Charges are used to record fees the bank charged the city.
- **Return Check** – Returned check allows you to record when a check is returned for insufficient funds. This is used only for checks received for general revenue. Checks received for other modules, such as Utility Billing, Permits, or Court Management, should be processed in their respective module. This will not update the customer's balance.

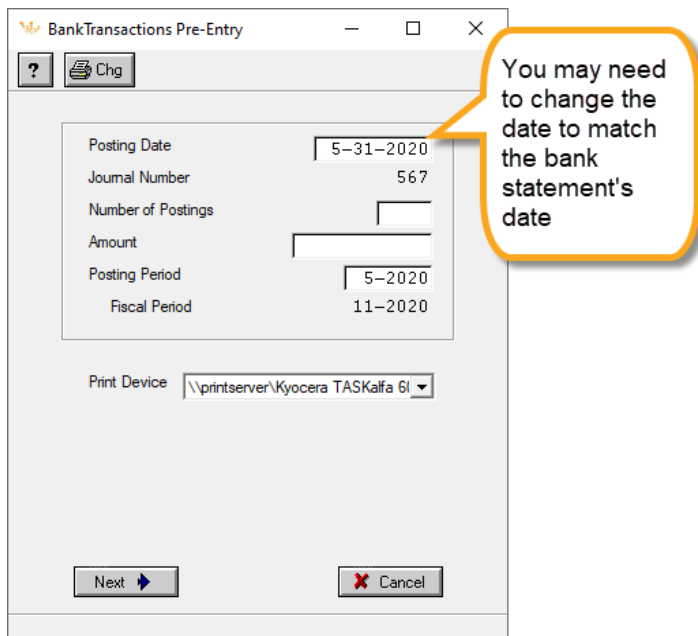
- **Return Check Charge** – Returned Check Charge is used to record the fee the bank charges the city when a check is returned for insufficient funds. This is used to record the bank’s fee for any check returned, even from other modules. This does not charge the customer a fee for the returned check. That must be assessed in the original module the check’s payment was for.
- **Bank Transfers** – Bank Transfers are used to record when money is transferred between bank accounts.

0.1.1 Entering Transactions

Use the following steps to enter transactions other than transfers. gWorks recommends that you enter other transactions separate from your daily deposit.

Approximate Time: 15 to 30 minutes

1. Back up your data using the **GL-1 Backup ID**.
2. Select **Entry | Bank Transaction Entry**. SimpleCity will default the current date in the **Posting Date** field. This is the date that the other transactions will update to General Ledger and Bank Reconciliation. If you are entering interest, service charges, or other transactions before reconciling your bank statement, change the date to match the statement date on your bank statement. Click Next (F12).



3. Select the transaction from the **Transaction Description** drop down menu. You can filter by bank and type. Enter who the revenue was received from or the fee charged by in the **Received From** field.

- Enter the **Amount** and payment details. SimpleCity will default the appropriate General Ledger accounts. You may have revenue that gets split into multiple accounts, such as property taxes. If that is the case **Enter GL Distributions?** will be set to **Yes**. See the Bank Transactions (GL Distributions) section below for more information. Press F12 or click *Save*. Once you have posted all the bank transactions, press F8 or click *Cancel* to exit.

Verify this is correct; transactions with a Deposit type will not update to Bank Reconciliation as an individual transaction

You can filter by bank account

Transaction Description: PROPERTY TAXES Electronic Deposit

Use Revenue Entity:

Received From: COUNTY

Amount: 1,672.40

Amount Received: 1,672.40 Change

Payment Type: ELECTRONIC

Check Number:

Driver's License:

Memo: PROPERTY TAXES

Enter GL Distributions? Yes Posting Date: 5-21-2020

Total Receipts

Bank: All

All
 Deposit
 Electronic Deposit
 Electronic Withdrawal
 Interest
 Service Charge

Bank Charge
 Waived Charge
 Return Check
 Return Check Charge
 Int on CD/Saving w/o Bank

You can filter by transaction type

From	Amount	Acct No	Acct Desc
------	--------	---------	-----------

If the revenue needs to be manually distributed to multiple accounts, this will be set to Yes

Note: You can stay in the posting window and post all of your electronic transactions for the same month. Change the **Posting Date** for each transaction. Each transaction will update individually to the Bank Reconciliation Module. You do not need to do the Update Deposits step for electronic deposits.

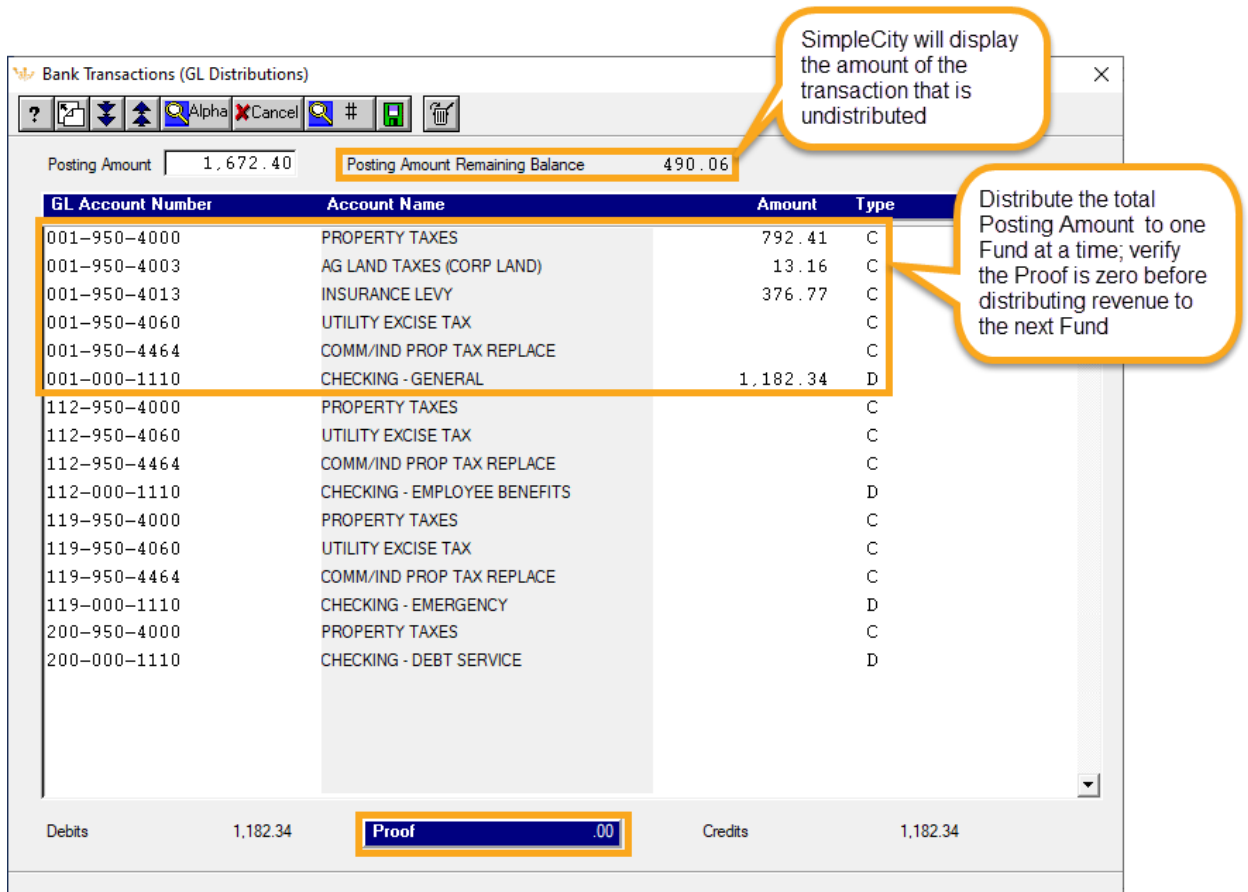
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Bank Transactions (GL Distributions)

Some transactions will need to be manually distributed to multiple General Ledger accounts. The most common example is property taxes. Property taxes are typically deposited electronically into the city's bank account by the county. The city will receive a statement that specifies how the amount should be split. In SimpleCity, the bank transaction code for revenue like this will be set up so that city has to manually enter how the revenue should be split. When you press F12 or click Save for those bank transaction codes in **Bank Transaction Entry**, the **Bank Transactions (GL Distributions)** window will open. Use the steps below to distribute revenue to multiple General Ledger accounts.

1. When Enter GL Distributions? is set to Yes on the Bank Transaction Entry window, the Bank Transactions (GL Distributions) window will open.
2. Distribute the revenue to the appropriate revenue and cash accounts one fund at a time. Start with the first Fund and enter the amount you want to distribute to each revenue account in that fund. Then enter the amount you want to distribute to cash account in that Fund. Your total debits and credits for that fund should be the same and your **Proof** should be zero. This will prevent you from cross fund posting. Do not post revenue to other Funds until your proof is zero.



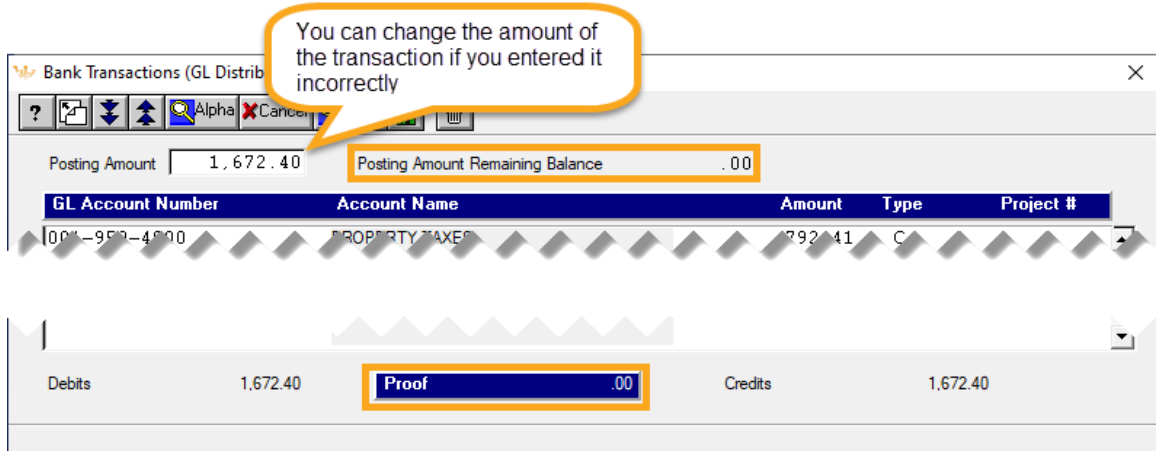
Bank Transactions (GL Distributions)

Posting Amount: 1,672.40 Posting Amount Remaining Balance: 490.06

GL Account Number	Account Name	Amount	Type
001-950-4000	PROPERTY TAXES	792.41	C
001-950-4003	AG LAND TAXES (CORP LAND)	13.16	C
001-950-4013	INSURANCE LEVY	376.77	C
001-950-4060	UTILITY EXCISE TAX		C
001-950-4464	COMM/IND PROP TAX REPLACE		C
001-000-1110	CHECKING - GENERAL	1,182.34	D
112-950-4000	PROPERTY TAXES		C
112-950-4060	UTILITY EXCISE TAX		C
112-950-4464	COMM/IND PROP TAX REPLACE		C
112-000-1110	CHECKING - EMPLOYEE BENEFITS		D
119-950-4000	PROPERTY TAXES		C
119-950-4060	UTILITY EXCISE TAX		C
119-950-4464	COMM/IND PROP TAX REPLACE		C
119-000-1110	CHECKING - EMERGENCY		D
200-950-4000	PROPERTY TAXES		C
200-000-1110	CHECKING - DEBT SERVICE		D

Debits: 1,182.34 **Proof**: .00 Credits: 1,182.34

- Repeat step 2 for each Fund until you have distributed the entire amount of the transaction.
- The **Posting Amount Remaining Balance** should be zero and the **Proof** should be zero. If you entered the transaction amount incorrectly on the previous window, you can change it. Press F12 or click *Save*.



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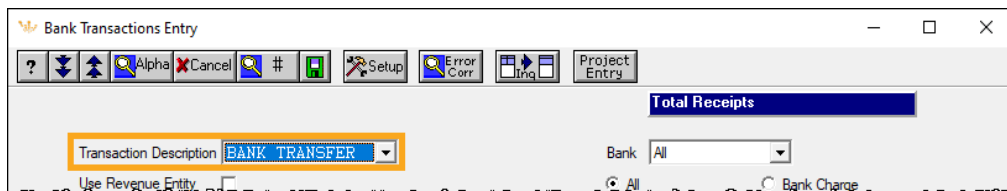
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0.1.2 Bank Transfers

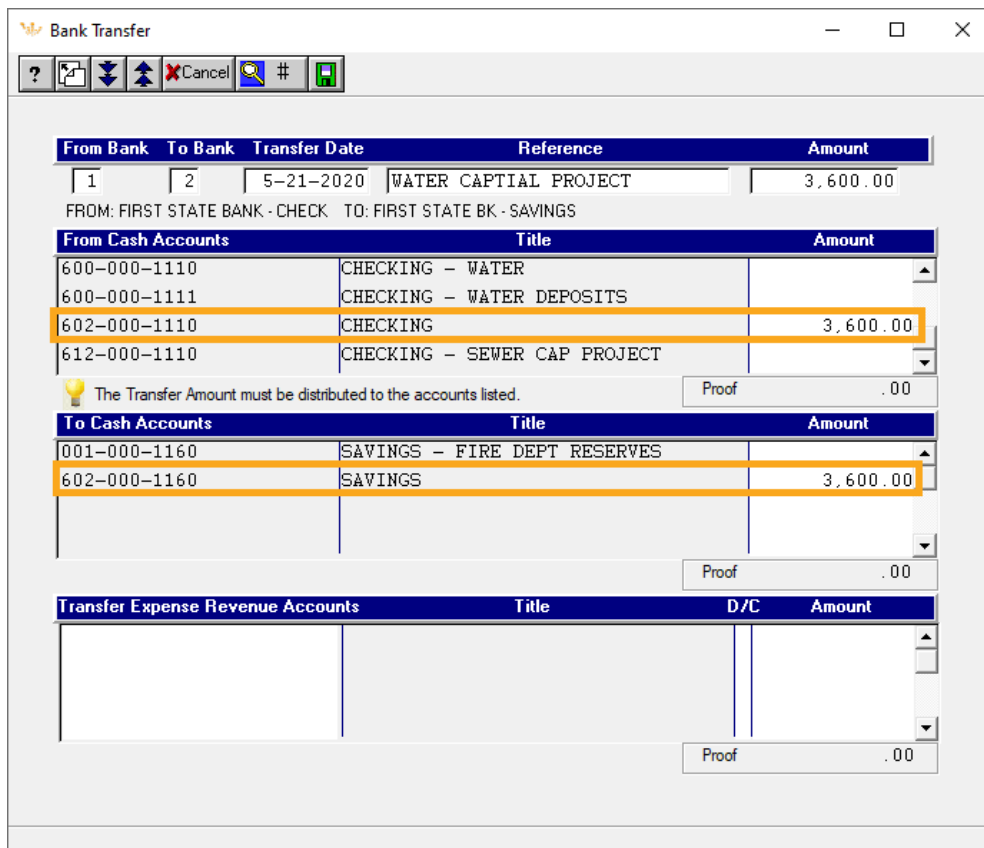
Bank Transfers allow you to record when money is transferred between bank accounts. Bank Transfers will update General Ledger and update to Bank Reconciliation as a single transaction immediately.

Approximate Time: 5 minutes

- Back up your data using the **GL-1** Backup ID.
- Select **Entry | Bank Transaction Entry**. SimpleCity will default the current date in the **Posting Date** field. This date should match the date the transfer was made at the bank; it is the date that the transfer will update to General Ledger and Bank Reconciliation. You can change the date, if needed. Click *Next* (F12).
- Select the **Bank Transfer** from the **Transaction Description** drop down menu.



4. The **Bank Transfer** window will open. In the **From Bank** field, enter the bank number of the account the money is transferring from. Then in the **To Bank** field, enter the bank number of the account the money is being transferred to. In the **Reference** field, enter the reason for the transfers. This provides a good audit trail. Next, enter the **Amount** of the transfer.
5. In the **From Cash Accounts** section, SimpleCity will default all cash accounts for the From Bank. Enter the amount being transferred in the Cash Account for the fund the money is in.
6. In the **To Cash Accounts** section, SimpleCity will default all cash accounts for the To Bank. Enter the amount being transferred in the Cash Account for the fund the money is transferring to. Often this will be the same fund the money was transferred from. In the event you are transferring money between bank accounts and between funds, SimpleCity will default the correct transfer in and transfer out accounts in the Transfer Expense Revenue Accounts section. You can change those accounts, if needed.



From Bank	To Bank	Transfer Date	Reference	Amount
1	2	5-21-2020	WATER CAPTIAL PROJECT	3,600.00

FROM: FIRST STATE BANK - CHECK TO: FIRST STATE BK - SAVINGS

From Cash Accounts	Title	Amount
600-000-1110	CHECKING - WATER	
600-000-1111	CHECKING - WATER DEPOSITS	
602-000-1110	CHECKING	3,600.00
612-000-1110	CHECKING - SEWER CAP PROJECT	

The Transfer Amount must be distributed to the accounts listed. Proof .00

To Cash Accounts	Title	Amount
001-000-1160	SAVINGS - FIRE DEPT RESERVES	
602-000-1160	SAVINGS	3,600.00

Proof .00

Transfer Expense Revenue Accounts	Title	D/C	Amount

Proof .00

7. Press F12 or click Save.

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0.2 Monthly Reports

Many cities run reports monthly to provide to their city council. This can help the council and the clerk monitor the financial health of the city. Best practice is to run your monthly reports after finishing reconciling your bank statement for the previous month. Keep in mind that if you have to back date any transaction, such as interest or electronic deposits, your reports will change.

- **Treasurer Report** – The Treasurer Report prints the ending balance from the previous month for each fund, the revenue received this month, the expenses spent this month, and the ending fund balance. A fund balance is made up of all cash account balances in a particular fund.
- **Budget Report** using the **EFUND** Report Format – The Budget Report printed with the EFUND report format prints the expenses budgeted for each fund, the month to date balance of the expenses, the year to date balance of the expenses, percent of the budget that has been expensed, and the remaining amount of the budget unexpended. This report will help you monitor your budgeted expenses by fund and to assess the need to amend your budget.
 - IA Only: **Budget Report** using the **FUNCTION** Report Format – In Iowa, cities can go over budget by each fund without amending but cannot go over budget by function. This report will provide the same information as the previous Budget Report, totaled by Function instead of Fund. Iowa cities typically run both.
- **Revenue Report** using the **RFUND** Report Format – The Revenue Report printed with the RFUND report format prints the revenue budgeted for each fund, the month to date balances, the year to date balances, the percent of the budget that has been received, and the remaining revenue uncollected.

0.2.1 Treasurer Report

The Treasurer Report helps you monitor the financial health of your Funds.

Approximate Time: 5 minutes

The Treasurer Report prints how much money each Fund has at the end of the previous month, the revenue it received this month, the expenses it received this month, any changes to expenses owed but not yet paid, and the ending balance of each Fund for this month.

Tue Jun 2, 2020 9:15 AM

TREASURER'S REPORT
CALENDAR PERIOD: 2020, FISCAL PERIOD: 2020

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	5,934.28	7,345.09	2,141.48	36.93	11,174.82
002 RESERVES-VEHICLES/EQUIP	.00	.00	.00	.00	.00
110 ROAD USE TAX	10,032.74	1,180.25	515.59	.00	10,697.40
112 EMPLOYEE BENEFITS	650.92	266.82	17.44	.00	900.30
119 EMERGENCY FUND	293.71	135.42	.00	.00	429.13
121 LOCAL OPTION SALES TAX	23,670.78	1,113.38	.00	.00	24,784.16
125 TAX INCREMENT FINANCING	.00	.00	.00	.00	.00
200 DEBT SERVICE	3,128.25	2,114.57	.00	.00	5,242.82
600 WATER	30,896.16	2,724.11	3,962.91	182.74	29,840.10
602 CAPITAL PROJECT	.00	.00	.00	.00	.00
612 SEWER CAPITAL PROJECT	55,031.64	4,434.50	704.00	.00	58,762.14
Report Total	129,638.48	19,314.14	7,341.42	219.67	141,830.87

Callouts in the image explain the columns: 'The cash balance at the end of the previous month' (Last Month End Balance), 'All revenue receive this month' (Received), 'All expenses spent this month' (Disbursed), 'Change in expenses owed that have not been paid' (Change in Liability), and 'The cash balance at the end of this month' (Ending Balance).

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0.2.2 Budget Report

The **Budget Report** helps you monitor your expenses to ensure you stay within the budgeted amount. When you run the Budget Report with the **EFUND** report format, expenses will be summarized by Fund.

Approximate Time: 5 minutes

The screenshot shows a 'Budget Report' dialog box with the following fields and options:

- Report Date: 5-10-2020
- Year End Financials: No
- Calendar Period: 4-2020
- Fiscal Period: 10-2020
- Statement Writer Format: (empty)
- Report Format/Sequence File Name: **EFUND** (highlighted)
- Print Totals Only?: No
- Number Of Copies To Print: 1
- Print Zero Balances?: Yes
- Begin Account: (empty)
- Ending Account: (empty)
- Note Categories: (empty)
- Print Device: \\printserver\Kyocera TASKalfa 60
- Beginning FUND: (empty)
- Ending FUND: (empty)
- Beginning DEPARTMENT: (empty)
- Ending DEPARTMENT: (empty)
- Beginning LINE ACCT: (empty)
- Ending LINE ACCT: (empty)
- Beginning FUNCTION: (empty)
- Ending FUNCTION: (empty)
- Beginning COLUMN: (empty)
- Ending COLUMN: (empty)
- Beginning ROW: (empty)
- Ending ROW: (empty)
- Beginning ANNUAL ROW: (empty)
- Ending ANNUAL ROW: (empty)
- Beginning ANNUAL COL: (empty)
- Ending ANNUAL COL: (empty)
- Beginning REV SOURCE: (empty)
- Ending REV SOURCE: (empty)

Click to make this Statement Writer & Report Format, Management Total or Sequence File Name the default for this report

The Budget Report prints the expenses budgeted for the year, the expenses spent this month, the expenses spent so far this year, the percent of the budget that has been spent, and the amount of the budget not yet spent. SimpleCity prints the percent of the fiscal year completed in the top left corner of the report.

Tue Jun 2, 2020 9:59 AM

BUDGET REPORT
CALENDAR FISCAL

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	43,605.00	2,141.48	39,496.92	90.58	4,108.08
	ROAD USE TAX TOTAL	14,525.00	515.59	10,661.98	73.40	3,863.02
	EMPLOYEE BENEFITS TOTAL	1,016.00	17.44	444.06	43.71	571.94
	EMERGENCY FUND TOTAL	514.00	.00	.00	.00	514.00
	LOCAL OPTION SALES TAX TOTAL	8,500.00	.00	.00	.00	8,500.00
	TAX INCREMENT FINANCING TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	7,925.00	.00	1,461.80	18.45	6,463.20
	WATER TOTAL	28,083.00	3,962.91	42,061.77	149.78	13,978.77-
	CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	SEWER CAPITAL PROJECT TOTAL	264,000.00	704.00	48,528.27	18.38	215,471.73
	TOTAL EXPENSES BY FUND	368,168.00	7,341.42	142,654.80	38.75	225,513.20

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FUNCTION Report Format

In the state of Iowa, cities may go over budget by Fund, but not by Function. gWorks recommends that Iowa cities run the Budget Report with both the EFUND report format and FUNCTION report format each month. This will help you monitor your budget to assess if you need to amend it.

Note: The Iowa state code does not allow cities to go over budget by function. You should amend the budget before the **Unexpended** total for any given function is negative.

Approximate Time: 5 minutes

Budget Report

Report Date: 5-10-2020
 Year End Financials: No
 Calendar Period: 4-2020
 Fiscal Period: 10-2020
 Statement Writer Format:
 Report Format/Sequence File Name: **FUNCTION**

Beginning FUND:
 Ending FUND:
 Beginning DEPARTMENT:
 Ending DEPARTMENT:
 Beginning LINE ACCT:
 Ending LINE ACCT:

Tue Jun 2, 2020 9:59 AM

BUDGET REPORT
 CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	7,000.00	579.16	5,791.60	82.74	1,208.40
	EMERGENCY MANAGEMENT TOTAL	1,240.00	127.26	1,272.60	102.63	32.60-
	FIRE TOTAL	8,000.00	367.54	11,365.44	142.07	3,365.44-
	PUBLIC SAFETY TOTAL	16,240.00	1,073.96	18,429.64	113.48	2,189.64-

The budget for the Public Safety function is over-budget; it will need to be amended.

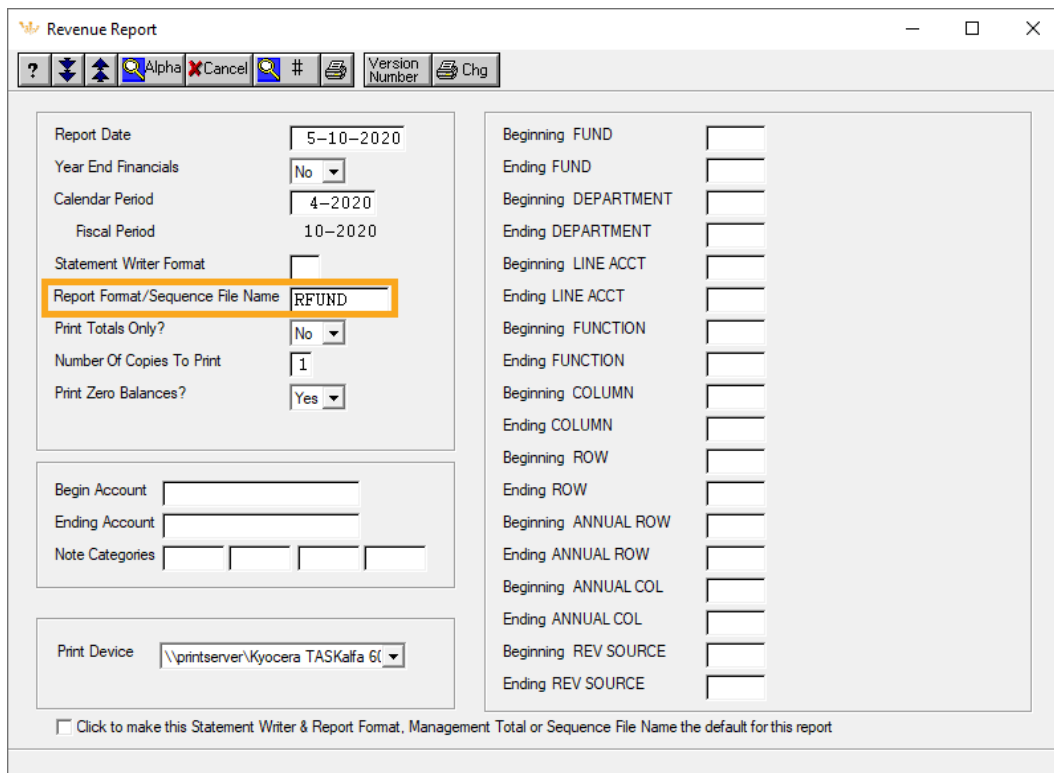
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0.2.3 Revenue Report

The **Revenue Report** helps you monitor your revenue to ensure you don't have a budget shortfall. When you run the Revenue Report with the **RFUND** report format, revenue received will be summarized by Fund.

Approximate Time: 5 minutes



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The Revenue Report prints the revenue budgeted for the year, the revenue received this month, the revenue received so far this year, the percent of the budget that has been received, and the amount of the budget not yet received. SimpleCity prints the percent of the fiscal year completed in the top right corner of the report.

Tue Jun 2, 2020 10:00 AM

REVENUE REPORT

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	43,748.00	7,345.09	48,579.48	111.04	4,831.48-
	ROAD USE TAX TOTAL	14,000.00	1,180.25	11,463.28	81.88	2,536.72
	EMPLOYEE BENEFITS TOTAL	1,016.00	266.82	840.98	82.77	175.02
	EMERGENCY FUND TOTAL	514.00	135.42	429.13	83.49	84.87
	LOCAL OPTION SALES TAX TOTAL	12,000.00	1,113.38	14,582.55	121.52	2,582.55-
	TAX INCREMENT FINANCING TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	8,038.00	2,114.57	6,704.62	83.41	1,333.38
	WATER TOTAL	33,450.00	2,724.11	40,603.00	121.38	7,153.00-
	CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	SEWER CAPITAL PROJECT TOTAL	264,000.00	4,434.50	101,165.50	38.32	162,834.50
	TOTAL REVENUE BY FUND	376,766.00	19,314.14	224,368.54	59.55	152,397.46

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ANNUALLY

The tasks that need to be done annually and the timeline in which they need to be done vary by state. The following tasks are required in every state.

- Enter Budget – Each year, the city will need to create the budget for the upcoming fiscal year. The timeframe when this needs to be completed varies by state.
- Fiscal Year End Quick Step Procedures – The Fiscal Year End Quick Start Procedures should be performed about 6 weeks before your fiscal year end. These steps allow you to check for issues before your fiscal year end, so that you have time to correct them.
- Fiscal Year End Roll – Once a year, you will need to perform the Fiscal Year End Roll to close out the financial records for the previous year and start the budget for the new fiscal year. When this needs to be completed varies by city and state.

Annual Tasks by State

The following provides a quick overview of which steps need to be completed in each state. This list is not exhaustive. Your city may need to complete additional steps depending upon your policies and procedures. This is offered as a general overview.

Illinois

Any – Fiscal Year Begins: Illinois cities' fiscal year is set by ordinance and varies

1st Quarter – The budget must be adopted by ordinance within the first quarter of the fiscal year

3rd Quarter – Begin working on next year's budget at the beginning of the 3rd quarter of the fiscal year

4th Quarter – Complete the Fiscal Year End Quick Start Procedures 6 weeks prior to the fiscal year end

4th Quarter – Complete the Fiscal Year End Roll by the end of the fiscal year

Iowa

Jul – Fiscal Year Begins

Jul – Begin preparing the Annual Financial Report and Street Financial Report

Nov – Begin working on next year's budget

Dec – Submit AFR and SFR by the 1st

Mar – File next year's budget by the 31st

May – File amendments to the current budget by the 31st

May – Complete the Fiscal Year End Quick Start Procedures

Jun – Complete the Fiscal Year End Roll

* Iowa cities can amend their budget throughout the year. However, they are required to amend their budget before exceeding the budgeted expenses.

Kansas

Jan – Fiscal Year Begins

June – Begin working on next year's budget

Aug – Submit next year's budget by the 25th

Nov – Complete the Fiscal Year End Quick Start Procedures

Dec – Any budget amendments must be certified by Dec 31^{st*}

Dec – Complete the Fiscal Year End Roll

* Kansas cities can amend their budget throughout the year. However, they must amend their budget before exceeding the budgeted expenses.

Minnesota

Jan – Fiscal Year Begins

Mar – For cities over 2500, submit Annual Financial Report by 90 days after end of fiscal year

May – Begin working on next year's budget

Jun – For cities under 2500, submit Annual Financial Report by the 30th

Sept – Adopt proposed budget by the 30th

Nov – Complete the Fiscal Year End Quick Start Procedures

Dec – Adopt and certify final tax levy within 5 working days after the 20th

Dec – Complete the Fiscal Year End Roll

* Minnesota cities can amend their budget throughout the year. However, they must amend their budget before exceeding the budgeted expenses.

Missouri

Any – Fiscal Year Begins: Missouri cities' fiscal year is set by ordinance and varies

1st Quarter – Council approves previous year's budget with explanations of any expenses that exceeded the budget at the first council meeting of the new year; budget published

2nd Quarter – Submit Annual Financial Report by the end of the 2nd quarter

3rd Quarter – Begin working on next year's budget at the beginning of the 3rd quarter of the fiscal year

4th Quarter – Complete the Fiscal Year End Quick Start Procedures 6 weeks prior to the fiscal year end

4th Quarter – Proposed budget published the last month of the fiscal year

4th Quarter – Complete the Fiscal Year End Roll by the end of the fiscal year

Nebraska

Oct – Fiscal Year Begins

Apr – Begin working on next year's budget

Aug – Complete the Fiscal year End Quick Start Procedures

Sept – Adopt and publish final budget by the 20th

Sept - Complete the Fiscal Year End Roll

* Nebraska cities can amend their budget throughout the year. However, they must amend their budget before exceeding the budgeted expenses.

Oklahoma

Jun – Fiscal Year Begins

Aug – Final Adoption of budget by 22nd for towns and 27th for cities

Mar – Begin working on next year's budget

May – Complete the Fiscal Year End Quick Start Procedures

Jun – Complete the Fiscal Year End Roll

South Dakota

Jan – Fiscal Year Begins

Jun – Begin working on next year’s budget

Sept – Report proposed budget to governing body by the 1st

Sept – Final adoption of budget at first regular meeting

Nov – Complete the Fiscal Year End Quick Start Procedures

Dec – Complete the Fiscal Year End Roll

Texas

Any – Fiscal Year Begins: Texas cities’ fiscal year is set by ordinance and varies

3rd Quarter – Begin working on next year’s budget at the beginning of the 3rd quarter of the fiscal year

4th Quarter – Complete the Fiscal Year End Quick Start Procedures 6 weeks prior to the fiscal year end

4th Quarter – Proposed budget must be filed no later than 31 days before the new fiscal year begins

4th Quarter – Complete the Fiscal Year End Roll by the end of the fiscal year

* Texas cities can amend their budget throughout the year.

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REPORTS CHECKLIST

Each month, cities should present reports to the council informing them of the city's financial wellbeing. These reports should not be printed until you have reconciled your bank statement for the previous month.

Print and complete this checklist each month.

Date of Council Meeting _____

Reconcile your bank statement

Reconcile your bank statement within a week of receiving it.

- Print a copy of the Bank Reconciliation journal.
- Include a copy of the Bank Statement

Print the Cash Report for the previous month

Print the Outstanding Transactions Report

Print the Outstanding Transaction report using the bank statement date as the ending date; this will help you monitor transactions entered by mistake

Print the Treasurer Report for the previous month

Print the Budget Report for the previous month

Print the Budget Report for the previous month using the EFUND report format to monitor expenses by fund

- IA ONLY: Print the Budget Report for the previous month using the FUNCTION report format

Print the Revenue Report for the previous month

Print the Revenue Report for the previous month using the RFUND report format to monitor revenue by fund

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PAYROLL PROCESS BOOK

PAYROLL

PROCESS BOOK

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CREATING A CALENDAR

gWorks recommends taking time to plan your work. Creating a calendar with your periodic tasks on it will not only help you complete those tasks on time, it will help you plan your other work with the periodic tasks in mind.

Note: It is the city's responsibility to report employment information and make the appropriate tax, pension, and unemployment payments, as necessary. Failure to do so can result in penalties and fines.

Each year mark the following on your calendar:

- Each Payroll Run – when and how frequently you process your payroll will vary based on your city's policies. See the *Planning Your Payroll* section below for more information.
- Pension Reporting – If your city participates in your state's pension program, you will need to report employees' pensionable wages, as well as make payments. How frequently this is done depends upon your state.
- Roll Totals – Before you process your first payroll dated in the month, you will need to roll your totals for reporting and other purposes. Add roll totals on your calendar on the first payroll of each month.
- Pay State Taxes – Most cities pay their state taxes monthly, however some pay their state taxes quarterly. Mark on your calendar when your city's state tax payment is due.
- 941 Reporting – Each quarter, you must report your employees' taxable wages and make tax payments.
- Unemployment Reporting – Each quarter you must report your unemployment wages.
- Completing the Payroll Calendar Year End Roll – At the end of the calendar year, you must complete the procedures to close out the previous year. The Calendar Year End Roll creates the file with which you will print W2s. This process must be done after the last payroll of the ending year is completed and before the first payroll of the new year is started.
- Printing and Filing W2s and 1095s (if applicable) – You must distribute W2s, and if applicable, 1095s, to each of your employees by January 31st. You should schedule time in January to prepare and print W2s and 1095s.

Planning Your Payroll

Processing the city's payroll is an important task. Being meticulous can prevent mistakes that are time-consuming and stressful to fix. gWorks recommends planning out your City's Pay Days each year at the beginning of the year. Remember to include regular employees and employees paid less frequently, such as your mayor, council members, or volunteer fire fighters.

- Make a list of types of employees and when they are paid
- Add all Pay Days to your Calendar; include the following:
 - Include the Pay Period, i.e. First Payroll of the Month, Third Payroll of a Three Pay Month, etc.
 - Schedule time to input hours in Time/Pay Entry
 - Schedule time to review the Calculation and Verification report
 - Add when the ACH file has to be at the bank

Understanding Pay Periods

In SimpleCity, the Pay Period controls many aspects of your payroll run:

- Who Gets Paid – The Pay Period controls which employees are included in the payroll by default. For example, you may have a special Pay Period to pay council members twice a year.
- What They Get Paid – The Pay Period controls what type of pay employees are paid. For example, a monthly stipend may only be included on the Last Pay of the Month.
- Which Deductions Are Withheld – The Pay Period controls which deductions are withheld. For example, you may not withhold health insurance on the middle pay of a month with three pay days.
- When Vendor Are Paid – The Pay Period controls which vendors are paid. Some vendors may be paid every pay period, whereas others are only paid once a month. The Pay Period will control whether or not vendor checks print or EFTs are recorded.

Best Practice Tip: It is very important to select the correct Pay Period. gWorks recommends including the Pay Period when you add your Pay Days to your calendar to help reduce mistakes.

Sample Calendar

Below is a sample monthly calendar.

Today < > May 2021 Month				
Holidays in United States (Read Only) → PR				
Monday	Tuesday	Wednesday	Thursday	Friday
3 1:00pm Roll Totals 1:00pm Process Payroll	4	5 Cinco de Mayo 3:00pm ACH File Deadline	6	7 Pay Day - 1st Pay of the Month
10	11	12	13	14
17 Tax Day 1:00pm Process Payroll	18	19 3:00pm ACH File Deadline 3:30pm Pension Reporting 3:30pm State Taxes	20	21 Pay Day - Last Pay of the Month
24	25	26	27	28
31 Memorial Day	Jun 1 8:00am Roll Totals 8:00am Process Payroll	2 3:00pm ACH File Deadline	3	4 Pay Day - 1st Pay of the Month

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PROCESSING PAYROLL

How often you process your payroll will depend upon your city and its policies. gWorks recommends giving yourself as much time as possible, so that you have time to carefully review the payroll, make corrections, and review the corrections.

Best Practice Tip: gWorks recommends processing your payroll three to five days before you need to have the ACH file sent to the bank or checks printed. Keep in mind this may be a day or two before the Pay Day itself. Giving yourself three to five days allows you plenty of time to check your work and make corrections.

You will need to complete the following steps each payroll run:

- Backup Your Data
- Roll Totals – first payroll dated in the month
- Time/Pay Entry
- Calculation & Verification
- Comp Time Accrual
- Check Print
- Deposit Notice Print*
- ACH Transaction File Creation*
- Backup Your Data
- Update and Reports

*If applicable

0.1 Processing Your Payroll

Follow these steps to complete your payroll.

Approximate Time: 4 to 8 hours

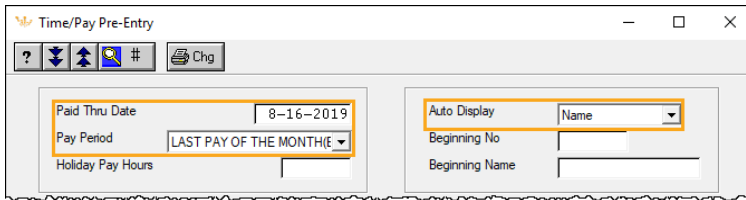
1. Backup your data using the **PR-1 Backup ID**.
2. If this is the first payroll dated in the month, [roll your totals](#).
3. Select **Entry | Time/Pay Entry**. Enter the **Paid Thru Date**.

Note: The **Paid Thru Date** is the last work day included in this payroll run. If employees are being paid for work completed 8/3/19 thru 8/16/19, the Paid Thru Date would be 8/16/19, as in the example below.

4. Select the **Pay Period**. The Pay Period controls who gets paid, what they get paid, which deductions are withheld, and when vendors are paid.

Note: The Pay Period is based on the Pay Date, or the day the employees are paid. The Pay Date is often a 5-7 days after the Paid Thru Date to allow the city time to process the payroll.

5. The **Auto Display** field controls what order the employees will be displayed in. When using this feature, SimpleCity will bring up each employee in that order.



Click on the *Next* button or press F12.

6. Enter the employee's time and or pay. SimpleCity will default their regular pay. For salaried employees, simply press F12 or click on *Save*. For hourly employees, enter their Hours and press ENTER until you are in the **Class** field. Verify the hours are correct before pressing F12 or clicking on *Save*.

You can add additional pay lines to pay paid leave, overtime, or any additional types of pay. Enter the **Hours** and then press ENTER until you are in the **Type** field. Commonly used **Types** are:

- **A** – Amount, this is used for salaried pay and other types of pay that are a set amount, such as allowances and stipends
- **R** – Regular/Hourly, this is used for hourly pay and other types of pay that is multiplied by the number of occurrences, such as a flat amount per council meeting or per fire or ambulance run.
- **I** – Ill, this is used for sick pay
- **V** – Vacation
- **X** – Holiday
- **P** – Personal
- **1** – Comp Time, this is used to pay out previously banked comp time
- **O** – Overtime
- **D** – Delete, enter this to delete a line

Employee No: 42
PAUL GREEN

Manual Tax? N
Manual Check? N

Reg Hours: 80.00
OT Hours: 0.00
Tot Hours: 80.00

Auto Pay: 1541.20
Excep Pay: 166.80
Gross Pay: 1708.00

Hours	CC	Type	RT/Amt	Class	Comp	Abrv
8.00	99999	P	20.8500	1	PERS	
72.00	99999	R	20.8500	1	HRLY	
	99999	A	40.0000	9	CELL	

Auto Ded: 156.16
Excep: 161.22
Fed: 65.00
State: 102.72
SS Employee: 24.02
Med Employee: 102.72
SS Employer: 24.02
Med Employer: 1198.88
Net

- SimpleCity can calculate overtime at different rates, such as paying double time if the overtime is worked on a holiday. You can also bank overtime as comp time to be paid out later. To select a different overtime rate or to bank it, enter the **Hours** of overtime, then enter an **O** in the **Type** field and press F9. SimpleCity will display the available types of overtime and/or comp time. Select the appropriate option.

Employee No: 37
ANNE CALDWELL

Manual Tax? N
Manual Check? N
Bank Number
Check Number

Code	Description	OT Rate	Meth
1	OVERTIME	1.5000	0
2	COMP TIME	1.5000	1

Hours	CC	Type
80.00	41010R	
5.00	41010O	

You can skip an employee if they should not be paid this pay period by pressing SHIFT + F3 or clicking on the Next Employee button.

Once you have saved the last employee, press F8 to exit Time/Pay Entry.

8. Next, select **Entry | Calculation & Verification**. The Calculation & Verification journal calculates all of your employees' pay, taxes, deductions, and net pay, as well as your vendors' payments. Best practice is to compare the Calculation & Verification journal with your time sheets. Review the Calculation & Verification journal for the following:

- Verify each employee's hours
- Check paid leave, overtime, etc.
- Verify the correct employees were paid – make sure you didn't skip any employees
- Verify the total gross pay is in the appropriate range of what you typically pay
- Verify there are no errors
- Verify that the vendor payments that are scheduled are correct

It is very important that you take time to check your Calculation & Verification journal. It is much easier to correct errors now.

Note: If an employee is using paid leave they will be earning this pay period, you will see an error on the Calculation & Verification journal. This is okay. You can continue to the next step.

Return to **Time/Pay Entry** to correct any errors you catch on the Calculation & Verification journal.

You can delete an employee from a payroll, by pressing the UP arrow until the cursor is in the **Manual Tax?** field and then pressing SHIFT + F12 or click on the *Delete* button.

You can delete an auto pay line by changing the **Type** to **D**, for delete.

Once you have corrected the errors, run Calculation & Verification again. Once you have verified that the Calculation & Verification journal is correct, you can move on to the next step.

9. Select **Processing | Comp Time Accrual**. Enter your paid thru date in the **Accrued Date** field. In the **Beginning Date** field, enter the first day of this pay period.. In the **Ending Date** field, enter the paid thru date for this payroll. The types of paid leave selected in the right column will default based on how Comp Time Accrual was last run. Typically you do not need to change these fields. Run Comp Time Accrual in non-update mode first. Verify the journal is correct and then run Comp Time Accrual in update mode, by selecting **Yes** in the **Update** field.

Note: Comp Time Accrual allocates paid leave, such as vacation, PTO, and sick pay, based on your city's policies. This does not include overtime banked as comp time (time banked to be paid out at a later date.) Overtime banked as comp time is entered in **Time/Pay Entry**.

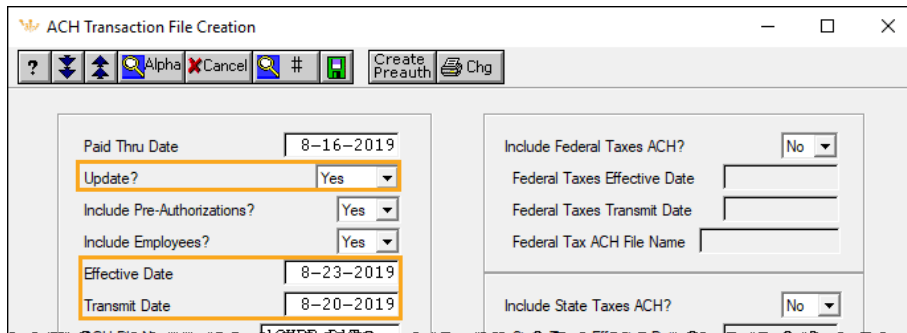
10. Next, select **Entry | Check Print**. Verify the **Check Number** matches your check forms. Change the **Check Date** to your pay day. Once your forms are in the printer press F12 or click on the *Print* button.

Steps 10 and 11 are for customers who have the Payroll ACH module. If you do not have this module, skip to step 12.

11. Now select **Entry | Deposit Notice Print**. The **Check Date** defaults to today's date. Change it to the pay date. Press F12 or click *Save*.

12. Select **Entry | ACH Transaction File Creation**. Select **Yes** in the **Update** field. The **Effective Date** is the date the bank will deposit the money into your employees' accounts. Change the **Effective Date** to the Check Date for this payroll. The **Transmit Date** should be the date you are sending the file to the bank. This is usually today's date. Press F12 or click on Save.

Note: Most banks require you to submit the ACH file a few days before its effective date. We recommend you contact your bank to find out what that deadline is.



13. Backup your data using the **PR-2 Backup ID**.

14. Select **Entry | Update and Reports**. Select **Yes** in the **Update?** field. Press F12 or click on the Save button.

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0.1.1 Federal Taxes

Federal taxes are typically paid every payroll. When you run **Update and Reports**, a journal will print that shows you how much Federal Taxes you need to pay. SimpleCity will also record an electronic payment in Accounts Payable, the transaction in Bank Reconciliation, and the associated journal in General Ledger. You will need to go online and make the EFT payment.

Note: Federal taxes are paid based on the deposit scheduled determined by the IRS. The majority of city's will pay their taxes with every pay roll, however, there are cities who pay their taxes once a month. Please keep in mind that if you are supposed to pay your taxes with every pay period and do not, you may incur penalties. For more information on paying federal taxes, see the [IRS – Depositing and Reporting Employment Taxes](#).

Approximate Time: 15 minutes

The **Update Journal-Totals Only** will print the total IRS tax payment amount, broken down by income, Social Security, and Medicare taxes.

05.03.19	PAID THROUGH CALENDAR 8/2019,	8/16/2019 FISCAL 2/2020	UPDATE JOURNAL- TOTALS ONLY DATES 8/16/2019 -- 8/23/2019				JRNL 276 LAST PAY OF THE MONTH(BI)			
	GROSS PAY	DEDUCTIONS	FED TAX	SS TAX	MED TAX	STATE TAX	EIC PAY	NET	TOT HRS	OT HRS
TOTALS	16810.57	1166.02	1155.09	1032.16	241.38	639.00	.00	12576.92	616.00	15.00
				1032.16	241.38	EMPLOYER SS/MED TAX				
				2064.32	482.76	TOTAL SS/MED TAX				
	LESS TAXES ON VOIDED CHECKS		.00	.00	.00					
	PLUS TAX WITHHELD NOT PAID		.00	.00	.00					
	TOTAL IRS TAX PAYMENT		1155.09	2064.32	482.76	=	3702.17			
	FED TAXABLE EARNINGS			15,644.55						
	SS TAXABLE EARNINGS			16,647.82						
	MED TAXABLE EARNINGS			16,647.82						
	STATE TAXABLE EARNINGS			15,644.55						
	TOT EMPLOYEES PROCESSED		12							

Note: Most cities report pensions and make pension payments monthly, however in Kansas, pensions are reported and paid each pay period. See the *Pension Reporting* section below.

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MONTHLY

gWorks recommends scheduling monthly tasks on your calendar. This allows you to better plan your work days and ensures tasks are completed in a timely manner.

- **State Taxes** – Most cities report employment wages and pay state taxes once a month. SimpleCity will calculate the amount owed and record the electronic payment in Accounts Payable, General Ledger, and Bank Reconciliation each month. You will need to pay the taxes via an EFT on your state’s website.
- **Payroll Vendors** – Most payroll vendors, such as health insurance, life insurance, garnishments, etc. are paid monthly. SimpleCity will calculate the amount due and either print a check or record electronic payment in Accounts Payable, General Ledger, and Bank Reconciliation. For any electronic payments, you will still need to pay the vendor via EFT.
- **Pension Reporting** – Most cities report and pay their pensions contributions once a month. SimpleCity will calculate the amount owed and record the electronic payment in Accounts Payable, General Ledger, and Bank Reconciliation each month. You will need to pay the taxes via an EFT on your state’s website.

- Roll Totals – After the last payroll of the month, you will need to roll totals for reporting purposes.

An important aspect of Payroll is complying with mandatory reporting requirements. It is your responsibility to know when your deadlines are.

0.1 State Taxes*

Most cities report and pay state taxes once a month. gWorks recommends paying your state taxes after you have completed the last payroll of each month. For cities who pay their state taxes online, SimpleCity will calculate the amount and record an electronic payment in Accounts Payable, the transaction in Bank Reconciliation, and the General Ledger journal. When you run **Update and Reports**, the state withholding payment will print on your Deduction Check Register. This is the amount you need to pay the state when you log on to their website.

Approximate Time: 15 minutes

05.03.19							
DEDUCTION CHECK REGISTER							
CHECK DATE 6/26/2019 - 6/26/2019							
CHECK NO	DATE	VENDOR#	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL

ELECTRONIC VENDOR PAYMENTS							

19197001	6/26/2019	100	IPERS	3043.62			
19197002	6/26/2019	102	STATE WITHHOLDING	599.00			
19197003	6/26/2019	103	EFTPS	3769.66			

ELECTRONIC PAYMENT TOTAL				7412.28			
REPORT TOTAL				9405.34			

Note: If you pay your state taxes by check, SimpleCity will print the check with your other vendor checks at the end of the month.

* South Dakota and Texas do not have State income tax; you may skip this step.

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0.2 Payroll Vendors

Payroll vendors are any entities to which the city remits money for either deductions or benefits. Common payroll vendors are health, vision, and dental insurance, additional insurance, such as AFLAC, as well as garnishments, such as Child Support. SimpleCity calculates the amount owed for each vendor, and based on the Pay Period, when the vendor is paid. Vendors may be paid electronically or by check.

For electronic vendors, SimpleCity will list the payments that need to be made on the **Deduction Check Register**, which prints when you run **Update and Reports**. SimpleCity will record the payment in Accounts Payable, create the transaction in Bank Reconciliation, and create the journal in General Ledger. You will need to pay the vendor via EFT. The procedure to do so will vary by vendor.

For vendors paid by check, SimpleCity will print the check for the vendor during the Payroll process when you print employee checks.

Note: For most payroll vendors, the payment amount will be calculated in Payroll and the vendor will be automatically paid out of Payroll via check or the payment will be recorded via Payroll for the EFT made by the city. However, in some instances, health insurance may not be paid out of payroll. In this case, the deduction will be held in a liability account and the clerk would need to pay the vendor via Accounts Payable.

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0.3 Pension Reporting

If your city participates in your state's pension program, you will have to report pensionable wages and remit withholding and benefit amounts. How often you pay depends upon each city. In the States of Iowa, Kansas, Missouri, and Illinois, you can report electronically via a file created by SimpleCity that is then uploaded to the state's website. If you do not report your pensions electronically, you can print the **Pension Report** with the same information.

If you pay your pension electronically, SimpleCity will record the electronic payment in Accounts Payable, the EFT transaction in Bank Reconciliation, and the General Ledger journal when you run **Update and Reports**.

Note: If the state’s calculation varies from SimpleCity’s calculation by a small amount (less than \$1), you should change the state’s amount and pay the SimpleCity amount. This is a rounding issue. If you do not pay the amount according to SimpleCity, you will not be able to reconcile your bank statement next month.

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0.3.1 Pension Electronic Reporting

SimpleCity can create a file for the States of Iowa, Kansas, Missouri, and Illinois to report pensions electronically. Once you have created the file, you will need to go to your state’s website to submit the file and make the payment.

Approximate Time: 15 to 30 minutes

1. Run **Processing | Pension Electronic Reporting**.
2. Change the **Beginning and Ending Check Dates** to match the period you are reporting for. Click *Process*(F12).

At the bottom of the report, the location of the electronic file will print.

SOCIAL SEC NUMBER		NAME	JOB CLASS	IPERS TYPE	GROSS WAGES	EARNING SUBJECT PEN	EMPLOYEE CONTR	MATCHING CONTR	TOTAL PENSION	TERM CD	TERM DATE
05.03.19 7/01/2019 THRU 7/31/2019 PENSION ELECTRONIC REPORTING IPERS EMPR # 22303											
111-11-1111		CALDWELL, ANNE	01	REG	3913.46	3238.46	203.70	305.72	509.42		
111-22-1111		FEDERMAN, LILITH	01	REG	4610.78	3895.78	245.04	367.76	612.80		
888-88-8888		ANDERSON, MARYBETH J.	06	PRO	3885.30	3210.30	212.20	318.14	530.34		
999-99-9999		HOLT, JENNIFER	01	REG	3515.29	2800.29	176.14	264.35	440.49		
REPORT TOTAL					37922.85	29575.02	1899.65	2849.77	4749.42		
FILE LOCATION: C:\U\PRTRAINING\IPERS.DAT											

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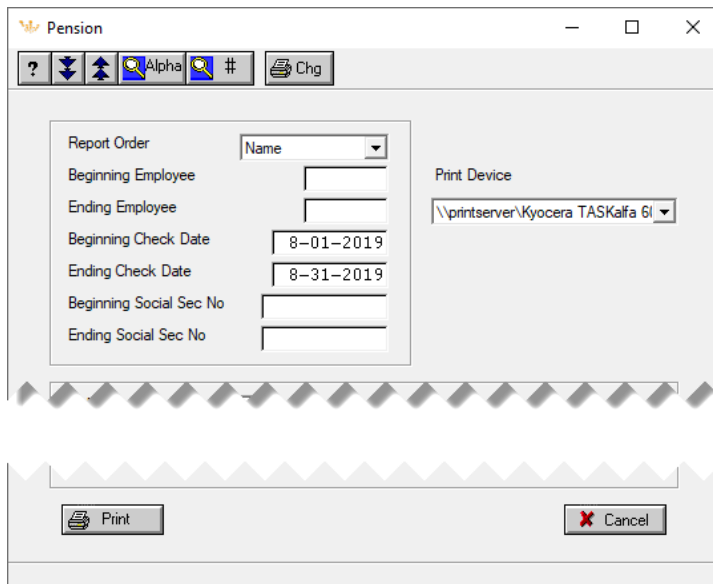
0.3.2 Pension Report

If you do not file your pension electronically, you will need to run the Pension Report. This will list the gross wages, pensionable wages, employee’s contribution, employer’s contribution, and total pension amount for each employee. It will also print the total amount that needs to be remitted to the state.

Approximate Time: 15 to 30 minutes

Note: The Pension Report is provided for cities who do not report their pensions via an electronic file. If you report your pension electronically, as described in the above section, you do not need to complete these steps.

1. Select **Reports | Pension**.
2. Enter the **Beginning** and **Ending Check Date** of the paychecks you want included in the report. If you report your pensions monthly, this should be the first and last day of the month, respectively. Click *Print* (F12).



Note: SimpleCity will either print the check for your pension payment or record the EFT when you process your last payroll of the month. The Pension Report provides you with the employee details needed to report pensions.

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0.4 Roll Totals

In SimpleCity you will need to roll your totals before completing the first payroll dated in the month. This will update your Period to Date and Quarter to Date totals in Inquiry. It is also used for some reports and in calculating deduction maximums.

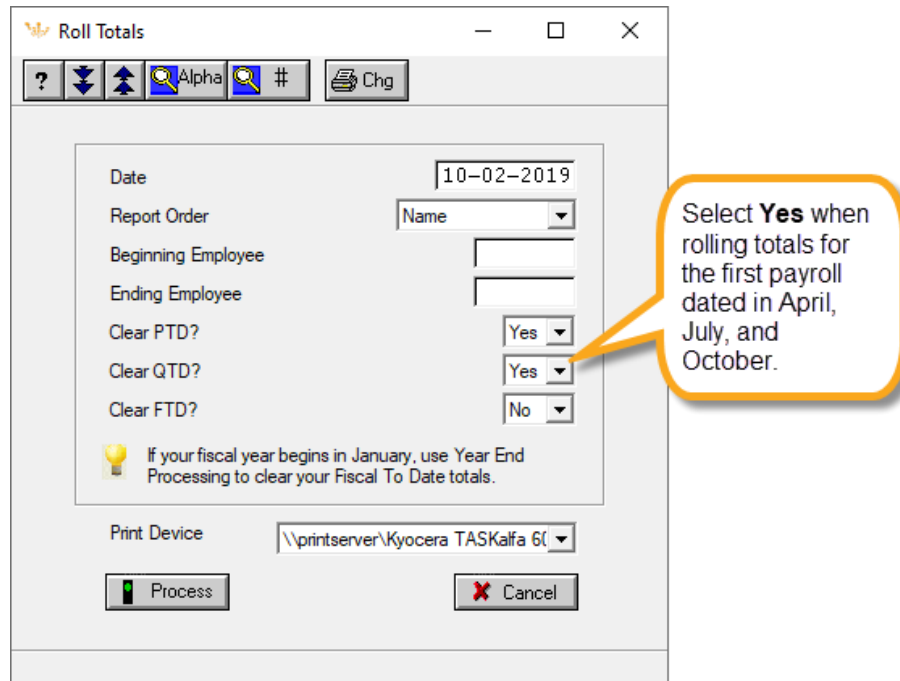
Approximate Time: 5 minutes

1. Select **Processing | Roll Totals**.

2. Select **Yes** in the **Clear PTD?** field.

Before the first payroll of April, July, and October, select **Yes** in the **Clear QTD?** field, as well.

Click *Process*(F12).



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QUARTERLY

Some mandatory reporting is done quarterly. gWorks recommends adding the due dates for the following to your calendar:

- 941 Reporting – After the end of each quarter, you must report employees' taxable wages and make tax payments.
- Unemployment Reporting – After the end of each quarter, you must report unemployment wages to your state, and possibly make unemployment payments.

An important aspect of Payroll is complying with mandatory reporting requirements. It is your responsibility to know when your deadlines are.

0.1 941 Reporting

You are required to file the 941 form every quarter.

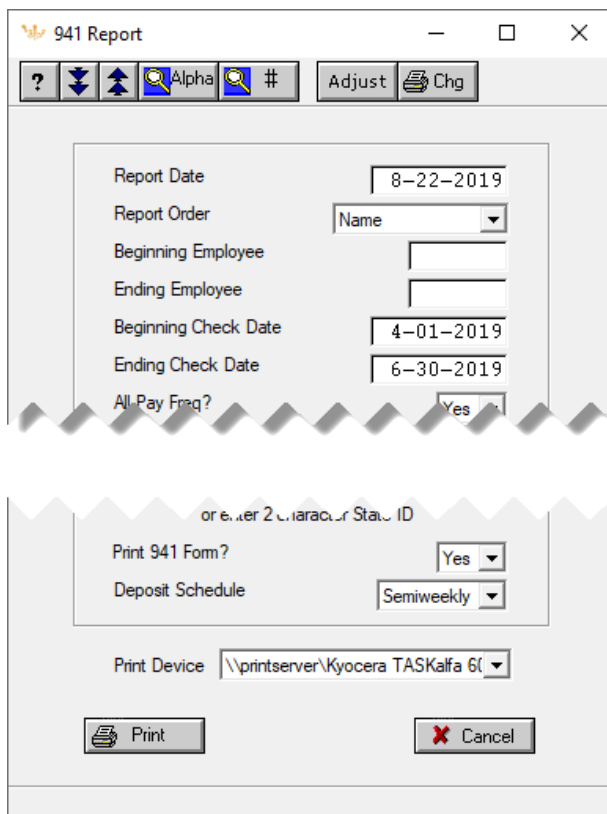
Approximate Time: 30 minutes

Best Practice is to print the 941 form after the last payroll of the quarter and use it to pay your taxes. Subtract what you have already paid that quarter (check your payment history on the EFTPS website before paying your last payment) from the amount owed according to your 941 form. This will ensure you pay the amount you are reporting.

1. Select **Reports | 941 Report**.

SimpleCity will default to the previous quarter in the **Beginning** and **Ending Check Date** fields. You may need to change the dates.

2. Select **Yes** in the **Print 941 Form?** field. SimpleCity will print the 941 form. After you pay your final payment for the quarter, mail the forms to the IRS.



The screenshot shows a software window titled "941 Report". At the top, there are navigation icons (help, back, forward, search) and buttons for "Adjust" and "Chg". The main form contains the following fields:

- Report Date: 8-22-2019
- Report Order: Name (dropdown)
- Beginning Employee: (empty text box)
- Ending Employee: (empty text box)
- Beginning Check Date: 4-01-2019
- Ending Check Date: 6-30-2019
- All-Pay Freq?: Yes (dropdown)

Below this section, there is a section for "Print 941 Form?" with a "Yes" dropdown, "Deposit Schedule" set to "Semiweekly", and "Print Device" set to "\\printserver\Kyocera TASKalfa 60". At the bottom are "Print" and "Cancel" buttons.

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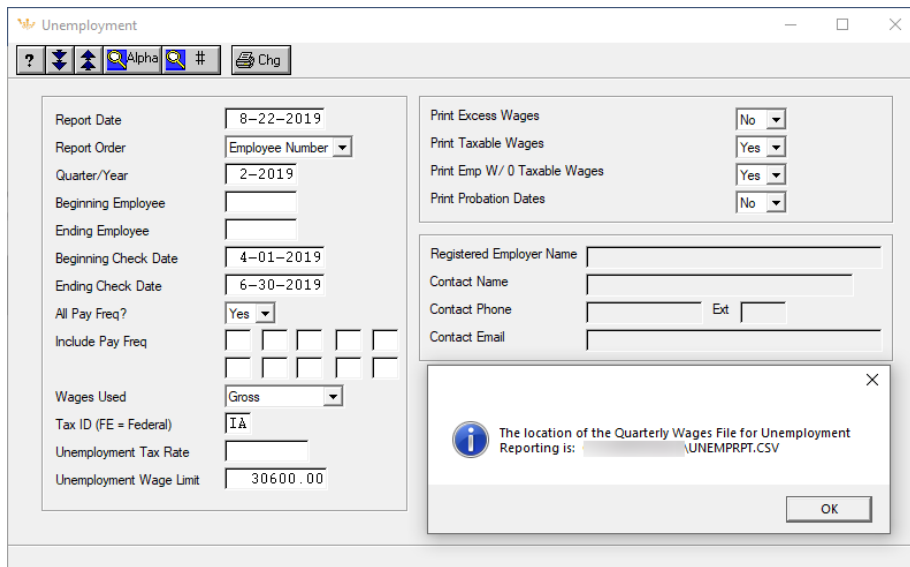
0.2 Unemployment Report

You are required to file your **Unemployment Report** quarterly. The report will include your unemployment tax payment if you pay it. SimpleCity creates a CSV of the Unemployment Report as well. After the report prints, a popup will show the location of the csv file that you will upload to the Unemployment Reporting website.

Approximate Time: 15 minutes

Note: Typically, the **UNEMPRPT.CSV** file will be saved to your **\\UDATAFILE** folder.

1. Select **Reports | Unemployment**.
2. In the **Beginning Check Date** and **Ending Check Date** fields, enter the beginning and ending of the quarter for which you are reporting. Click *Print* (F12).



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ANNUALLY

In Payroll, there are two sets of procedures that need to be completed annually:

- Fiscal Year End procedures – the procedures must be completed after you have processed the last payroll of your fiscal year and before beginning to process the first payroll of the new fiscal year.

- Calendar Year End procedures – these procedures include the necessary tax and wage reporting to the IRS and planning your Payroll work for the next calendar year.

Note: Kansas, Minnesota, and South Dakota cities have a December fiscal year end. Missouri and Texas cities set their own Fiscal Year and can have a December fiscal year end. Cities with a December fiscal year end will complete both fiscal year end and calendar year end procedures in December and January.

0.1 Fiscal Year End

For cities whose fiscal year end is not in December, you will need to complete the Fiscal Year End procedures after you have processed the last payroll of the fiscal year and before processing the first payroll of the new fiscal year. These steps are included in your General Ledger Fiscal Year End procedures. See the [General Ledger Process Book](#) for more information.

Approximate Time: 5 minutes

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0.2 Calendar Year End

At the end of each calendar year, cities must report federal and state* employee wage and tax information. Cities that are Applicable Large Employers, or ALEs, must also complete and file 1094s and 1095s.

Approximate Time: 2 to 4 hours

* South Dakota and Texas do not have a state income tax and only need to meet federal reporting requirements.

Note: ALEs are cities who are required to report health insurance information per the Affordable Care Act. Contact your auditor or the IRS if you are unsure if your city is an ALE.

Calendar Year End Checklist

Completed	Timeline	Task
<input type="checkbox"/>	Dec 15 th	Quick Start Procedures – The Payroll Quick Start Procedures allow you to prepare wage and tax information to check for errors before the busy end of year season. gWorks recommends you complete these procedures by December 15 th , however, if you do not complete them by that time, complete them as soon as possible before the year end.
<input type="checkbox"/>	Dec/Jan	ALEs ONLY: ACA Reporting Requirements – Cities who are Applicable Large Employers must complete the ACA required reporting. gWorks recommends reviewing Health Coverage information in December. You must distribute 1095s with W2s to employees by January 31 st .
<input type="checkbox"/>	Dec 31 st	Payroll Tax Table Update – gWorks will provide a download as once Federal and State governments have updated their tax tables. This download should be completed after the last payroll of the ending year and before the first payroll of the next year.
<input type="checkbox"/>	Jan 1 st	KS ONLY: KPERs Rate Change – Kansas cities must update their KPERs rates after processing the last payroll in December and before beginning the first payroll in January.
<input type="checkbox"/>	Jan 1 st	Plan Your Next Year – gWorks recommends cities plan out their next calendar year before it begins. See the Annual Planning Checklist below.
<input type="checkbox"/>	Jan 31 st	<p>Payroll Year End Procedures – These procedures guide you through completing the required W2 wage and tax reporting for cities whose fiscal year end is not in December.</p> <p style="text-align: center;">OR</p> <p>December FYE: Payroll Year End Procedures – These procedures guide you through completing the required W2 wage and tax reporting for cities whose fiscal year end is in December.</p>

You are required to distribute W2s, and if applicable, 1095s to your employees no later than January 31st.

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PAYROLL CHECKLIST

gWorks creating a folder to use when processing your payroll. Store timesheets and your Calculation and Verification journal, as well as any other pertinent documents while processing your payroll.

Print and complete this checklist for each Payroll run. Keep this checklist as a coversheet in your Payroll folder until the process has been completed.

Pay Date/Check Date _____ Pay Period _____

For Hours Worked from _____ thru _____

ACH Deadline _____

Enter Hours and Paid Leave

Enter hours work and paid leave in Time/Pay Entry

Calculation and Verification

Run Calculation and Verification. Review the journal and compare it to your time sheets. Verify the following:

- | | |
|---|--|
| <input type="checkbox"/> Verify each employee's hours | <input type="checkbox"/> Verify there are no errors |
| <input type="checkbox"/> Check paid leave, overtime, etc. | <input type="checkbox"/> Verify the schedule vendor payments are correct |
| <input type="checkbox"/> Verify the correct employees were paid | |
| <input type="checkbox"/> Verify the gross total pay is typical | |

Run Comp Time Accrual

Print Checks

Run Deposit Notice Print*

Create the ACH File*

Run Update and Reports

*If applicable

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ANNUAL PLANNING CHECKLIST

At the end of the calendar year, gWorks recommends planning out the next year and scheduling time to process your payroll.

Print and complete this checklist in December.

Fiscal Year End _____

Pension Reporting (circle one) Every Payroll/Monthly/None

State Tax Reporting (circle one) Monthly/Quarterly/None

Add the following to your calendar:

Pay Dates

- Add each pay date to your calendar, include time period of work being paid and the pay period (e.g. 1st Pay of the Month or Middle Pay of a 3 Pay Month.)
- Add the ACH Deadline*
- Schedule time to input hours in Time/Pay Entry and time to review the Calculation and Verification journal

Note: Be sure to include Pay days for regular employees, as well as those who are paid less frequently, such as your mayor, council members, or volunteer fire fighters.

Roll Totals

Roll totals after you have completed the last payroll of the month

Pension Reporting Deadlines*

If you participate in a State pension program, you will need to report wage information and remit payments either after each pay period or once a month.

State Tax Reporting Deadlines*

You will need to report wage information and remit state tax payments either monthly or quarterly.

941 Reporting Deadlines

You must file your 941 Form quarterly.

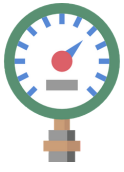
Unemployment Reporting Deadlines

You must report unemployment wages quarterly.

*If applicable

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UTILITY BILLING PROCESS BOOK

UTILITY BILLING

PROCESS BOOK

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CREATING A CALENDAR

gWorks recommends taking time to plan your work. Creating a calendar with your periodic tasks on it will not only help you complete those tasks on time, it will help you plan your other work with the other tasks that need to be completed in mind.

Each year mark the following on your calendar:

- Billings – Mark on your calendar each Bill Date, as well as when meters will be read, and when you will process your billing. Schedule time to review meter readings and process your billing.
- Bill Due Date
- Penalty Calculation – schedule when you will run Penalty Calculation and prepare Delinquent or Final notices
- Shut Offs – schedule when you will process your shut offs
- Deadline to Remit Sales Tax

Sample Calendar

Below is a sample monthly calendar.

Today < > May 2021 Month ▾					
Holidays in United States (Read Only) ×		→ UB ×			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 Cinco de Mayo	6	7	8
10	11	12	13	14	15 Bills Due Deadline to Remit Sales Tax
17 Tax Day 9:30am Penalty Calc - Delinquent Notices	18	19	20	21 10:00am Import Meter Readings	22
24	25 9:00am Calculate Bills	26	27 Shut Offs	28	29
31 Memorial Day	Jun 1 Bill Day - Bills in Mail	2	3	4	5

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DAILY

Daily tasks should be done daily, as needed. gWorks recommends taking time each day to do the following tasks.

- Enter Service Orders – gWorks recommends entering service orders as they come in.

0.1 Service Orders

Service Orders allow you to process all move in and move outs for your city, as well as manage rental properties. There are six tabs in Service Orders:

- **Move Out** – Used to move residents out of a property
- **Move In** – Used to move residents into a property
- **Transfer** – Used to move residents from one property to another property
- **Rental Transfer** – Used to transfer rental properties from one landlord to another landlord when the rental property is sold.
- **Create Rental** – Used to turn a property into a rental property
- **Remove Rental** – Used to turn a rental property into a non-rental property

This guide will include instructions on how to process customers moving in, moving out, and transferring. For information on managing rental properties, see the [How to Manage Rentals](#) Knowledge Base article on the Support Portal.

Approximate Time: 15 to 45 minutes

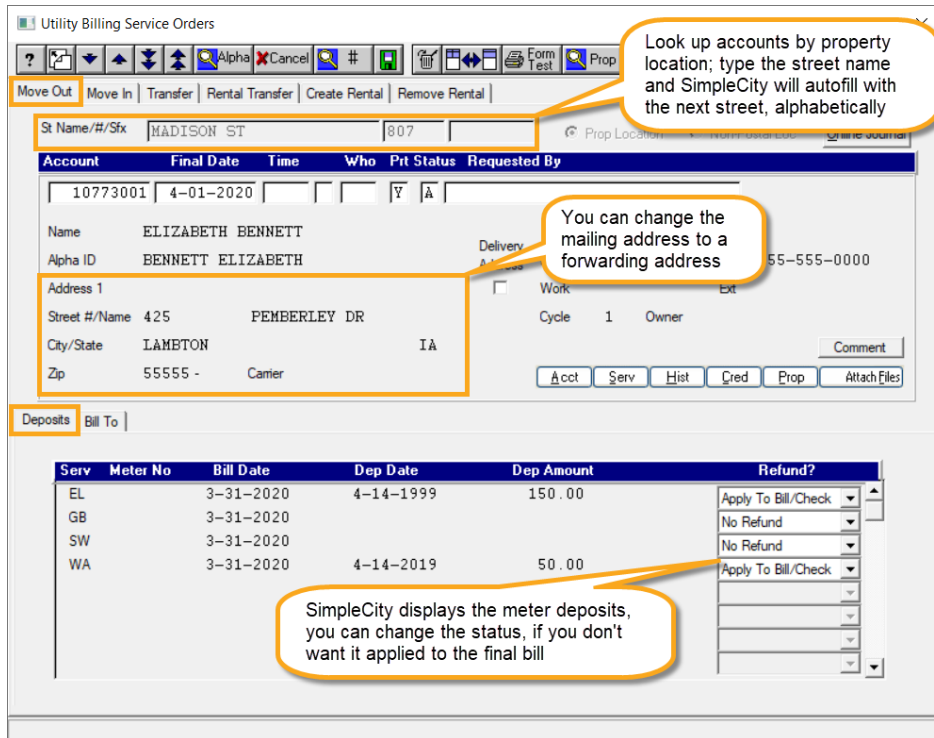
0.1.1 Move Out

When you process a service order to move a customer out, SimpleCity changes that account status to **To Be Final Billed**. SimpleCity transfers final reads from To Be Final Billed accounts to the next account for the property. When you run the next cycle billing, To Be Final Billed accounts will receive a final bill and their account will be inactivated. If you have meter deposits, the deposit will be applied to the final bill.

Note: If a resident is moving from one place in town to another place in town, use the [Transfer](#) tab to process their move out of their old property and move in to their new property in one step.

To process a move out:

1. Select **Entry | Service Orders | Service Order Entry**. On the **Move Out** tab, enter the account number in the **Account** field. If you do not know the account number, you can look up the account by the property location using the **Street Name/#/Sfx** field or by the resident's name by clicking on the *Alpha Lookup* (F7) button.
2. Enter the date the resident is moving out in the **Final Date** field. Press F12 or click *Save*.



The screenshot shows the 'Utility Billing Service Orders' application window. The 'Move Out' tab is active. The 'St Name/#/Sfx' field contains 'MADISON ST' and '807'. The 'Account' field contains '10773001' and the 'Final Date' is '4-01-2020'. The resident's name is 'ELIZABETH BENNETT' and the Alpha ID is 'BENNETT ELIZABETH'. The address is '425 PEMBERLEY DR, LAMETON, IA 55555'. A table of deposits is shown below.

Callout 1: Look up accounts by property location; type the street name and SimpleCity will autofill with the next street, alphabetically

Callout 2: You can change the mailing address to a forwarding address

Callout 3: SimpleCity displays the meter deposits, you can change the status, if you don't want it applied to the final bill

Serv	Meter No	Bill Date	Dep Date	Dep Amount	Refund?
EL		3-31-2020	4-14-1999	150.00	Apply To Bill/Check
GB		3-31-2020			No Refund
SW		3-31-2020			No Refund
WA		3-31-2020	4-14-2019	50.00	Apply To Bill/Check

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Bill To Tab

Depending upon your city's procedures, you can use the **Bill To** tab to set a forwarding address. This is the same tab as **Account Setup**. Some cities prefer this method as they do not want to change the mailing address on the account.

Deposits **Bill To**

Name: ELIZABETH BENNETT
Address 1: _____
Street #/Name: 425 PEMBERLEY DR
City/State: LAMBTON IA
Zip: 55555 - _____
Carrier: _____
Country: _____
E-Mail: _____

Alpha ID: BENNETT ELIZABETH
Tax ID: _____
Home Phone: _____
Work Phone: _____
Cell: _____
Fax: _____
Beg/End Dt: 4-01-2020

Enter the date you want the forwarding address to take effect

Moving Out Tenants

When you move a tenant out of a rental property, you have two choices:

- **Bill Landlord** – this will reactivate the Landlord's Vacant Billing Account for the property. The landlord will be billed for usage until the next tenant is moved in. You will not be able to bill the landlord if the Landlord Account is not set up properly. For more information, see the Landlords guide.
- **Create Vacant** – this will create the next vacant account for the rental property, allowing you to move the next tenant in without billing the landlord.

SimpleCity will default the **Rental** option based on how the account is set up in **Landlord Setup**.

Utility Billing Service Orders

Move Out | Move In | Transfer | Rental Transfer | Create Rental | Remove Rental

St Name/#/Stx: MAIN ST 409 #1

Account	Final Date	Time	Who	Prt Status	Requested
10812006	4-01-2020			Y	A

Name: TOM JONES
Alpha ID: JONES TOM
Address 1: 409 MAIN ST #1
City/State: CITYVILLE IA
Zip: 55555 - _____

Delivery Address: Home 555-555-7777 Cell _____
Work _____ Ext _____
Cycle 1 Owner KATZ RICHARD

Tenant accounts have a yellow label

Rental
Bill Landlord
Bill Landlord
Create Vacant

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0.1.2 Move In

When you process a service order to move a customer in, SimpleCity sets that account as **New Customer**. New customer accounts use the final read from the previous account as the beginning read. When you run the next cycle billing, new customer accounts will receive a bill if they meet the minimum number of billing days, and their account will be activated.

Note: If a resident is moving from one place in town to another place in town, use the [Transfer](#) tab to process the move out of their old property and move in to their new property in one step.

To process a move in:

1. Select **Entry | Service Orders | Service Order Entry**. On the **Move In** tab, enter the account number of the vacant account or the previous resident's account in the **Account** field. If you do not know the account number, you can look up the account by the property location using the **Street Name/#/Sfx** field or by the previous resident's name by clicking on the *Alpha Lookup* (F7) button.

- Enter the date the resident wants the services to start in the **Service Date** field. Enter the new resident's name. You can change the mailing address if necessary. On the right side of the window, enter any required information, such as phone numbers, driver's license, social security number, and birthdate. You can attach digital documents to the account, by clicking on the *Attach Files* button.

The **Services** tab lists all the services at that property. You can make changes, if needed, such as activate or inactivate services or change a rate table.

The screenshot shows the 'Utility Billing Service Orders' window. It includes a search bar for 'St Name/#/Stx' with '1ST ST' and '503' entered. A table displays account details for 'SARAH CREWE' with a service date of '4-15-2020'. A 'Services' table at the bottom lists various services like 'RESID' with their respective rate tables and multipliers. Callout boxes provide instructions: 'Look up accounts by property location; type the street name and SimpleCity will autofill with the next street, alphabetically', 'You can change the mailing address if it is different than the service address', 'You can make services inactive or active or change the rate table', and 'Click here to attach digital documents required for service'.

Account	Service Date	Time	Who Pnt	Status	Requested By
10422003	4-15-2020				

Serv Seq Code #	User Type	Meter Type	Rate Table	Multiplier	Digits	Tax Table	Status	Rel Serv	Penalty Table	Pen Exmp	Del
EL	RESID	Meter Service	RESID		4	TAX	A		EPLTY	<input type="checkbox"/>	<input type="checkbox"/>
GB	RESID	Flat-Rate Meter	FLATGB			TAX	A		PNLTY	<input type="checkbox"/>	<input type="checkbox"/>
SW	RESID	Related Service	11		7	TAX	A	WA	PNLTY	<input type="checkbox"/>	<input type="checkbox"/>
WA	RESID	Meter Service	11		7	WET	A		WPLTY	<input type="checkbox"/>	<input type="checkbox"/>
		Meter Service								<input type="checkbox"/>	<input type="checkbox"/>
		Meter Service								<input type="checkbox"/>	<input type="checkbox"/>
		Meter Service								<input type="checkbox"/>	<input type="checkbox"/>
		Meter Service								<input type="checkbox"/>	<input type="checkbox"/>
		Meter Service								<input type="checkbox"/>	<input type="checkbox"/>

- If you have Utility Billing ACH and offer Autopay, you can set up the bank pay details on the **Bank Pay Info** tab. See the Setting Up an ACH Customer guide for details on what information to enter here.



Services | **Bank Pay Info** | Bill/Notice | Co-Occupants | Bill To | 3rd Party | Employer


Bank Number: 7 WELLS FARGO BANK 073000228

Account Type:

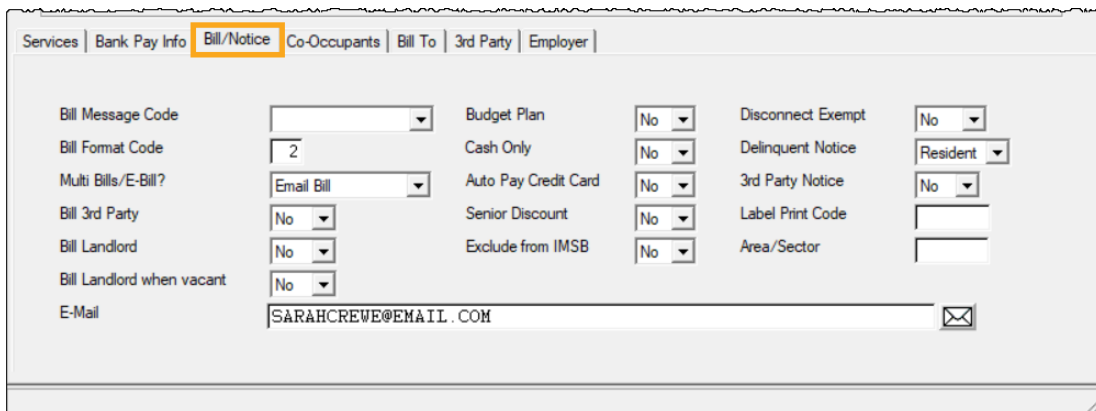
Bank Account #: 123456789

Bank Routing #: 73000228

ACH Record Type:

 Use ACH Record Type of Consumer/Individual for an account held by a person for personal, family, or household purposes. Organization should be used for an account established for commercial purposes.

- If you have Utility Billing E-Billing, you can set up the customer to receive their bills via email on the **Bill/Notice** tab. See the Setting Up a Customer on EBills guide for details on what information to enter here.



Services | Bank Pay Info | **Bill/Notice** | Co-Occupants | Bill To | 3rd Party | Employer

Bill Message Code:


Bill Format Code:

Multi Bills/E-Bill?:

Bill 3rd Party:

Bill Landlord:

Bill Landlord when vacant:

E-Mail: 

Budget Plan:

Cash Only:

Auto Pay Credit Card:

Senior Discount:

Exclude from IMSB:

Disconnect Exempt:

Delinquent Notice:

3rd Party Notice:

Label Print Code:

Area/Sector:

- Press F12 or click Save.

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0.1.3 Transfers

Transfers are used to move one resident from one location in town, to another location in town. When you transfer a resident, SimpleCity will also transfer the resident's personal information, the deposits, account notes, bank pay information, and e-billing settings. To process a transfer:

1. Select **Entry | Service Orders | Service Order Entry**. On the **Transfer** tab, enter the account number of the property the customer is moving out of in the **From Account** field and the **Final Date**. Enter the account number of the property the customer is moving into in the **To Account** field and the **Service Date**. If you do not know the account numbers, you can look up either account by the property location using the **Street Name/#/ Sfx** field or by the resident's name who is moving out or the previous resident's name at the new location by clicking on the *Alpha Lookup* (F7) button.

The **Final Date** and the **Service Date** do not need to be the same date if the resident will have overlap between the two properties.

2. On the **Addresses** tab, SimpleCity will display the mailing address for the resident's old account and default the property location as the mailing address for the new account. You can click the *Copy* (F2) button in the address fields on the right to copy the mailing address from the old account.

Utility Billing Service Orders

Move Out | Move In | **Transfer** | Rental Transfer | Create Rental | Remove Rental

From St Name/#/Sfx ADAMS ST 303 Prop Location Non-Postal Loc Online Journal

From Account	Final Date	Time	Who	Prt Status	Requested By
10112001	4-30-2020			Y A	

Name ELINOR DASHWOOD

Owner [Acct] [Serv] [Hist] [Cred] [Prop] [Attach Files] [Comment]

To St Name/#/Sfx VINE ST 112 Prop Location Non-Postal Loc

To Account	Service Date	Time	Who	Prt Status	Requested By
11340007	4-15-2020			Y A	

Name ELINOR DASHWOOD [Acct] [Serv] [Hist] [Cred] [Prop] [Attach Files] [Comment] **Update Vacant Acct**

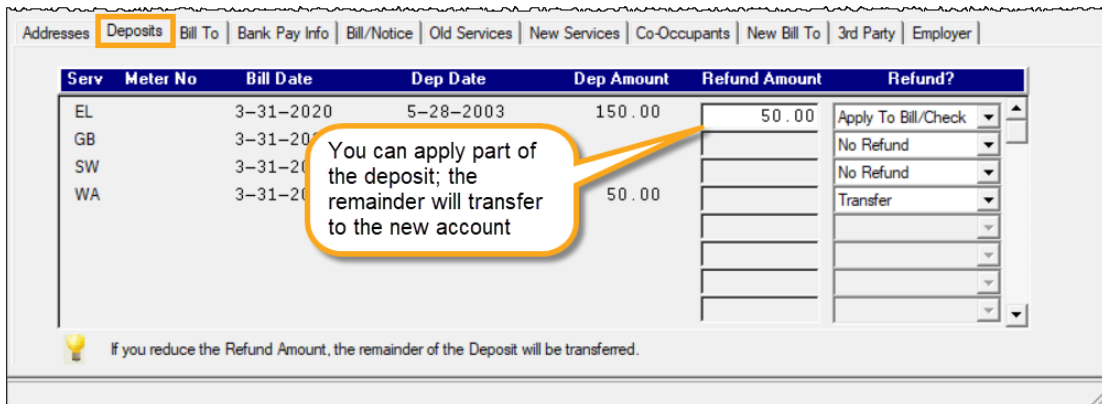
Addresses | Deposits | Bill To | Bank Pay Info | Bill/Notice | Old Services | New Services | Co-Occupants | New Bill To | 3rd Party | Employer

From Alpha ID	Delivery Address	To Alpha ID	Delivery Address
DASHWOOD ELINOR	<input checked="" type="checkbox"/>	DASHWOOD ELINOR	<input type="checkbox"/>
Address 1 PO BOX 216		Address 1	
Street # 303		Street # 112	
Street Name ADAMS ST		Street Name VINE ST	
City/State CITYVILLE IA		City/State CITYVILLE	
Zip 55555-0216		Zip 55555	
Carrier		Carrier	

Transfer History

Press F2 or click the Copy button to copy the mailing address from the previous account to the new account

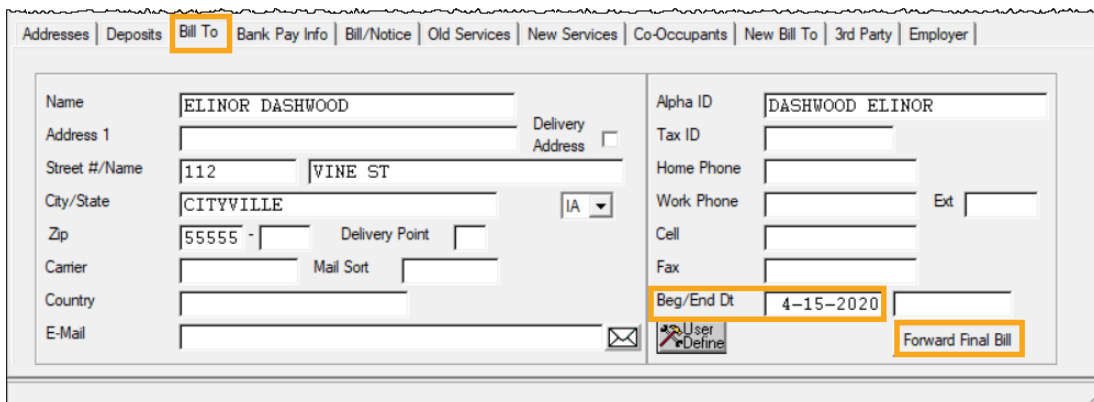
- On the **Deposits** tab, SimpleCity displays any deposits on the old account. SimpleCity can transfer the deposit to the new account. Or you can set the deposit to apply.



Serv	Meter No	Bill Date	Dep Date	Dep Amount	Refund Amount	Refund?
EL		3-31-2020	5-28-2003	150.00	50.00	Apply To Bill/Check
GB		3-31-20				No Refund
SW		3-31-20				No Refund
WA		3-31-20		50.00		Transfer

If you reduce the Refund Amount, the remainder of the Deposit will be transferred.

- On the **Bill To** tab, click the *Forward Final Bill* tab to forward the final bill for the old account to the new address. Enter the customer's move in date for the new account in the **Beg date** field.



Name: ELINOR DASHWOOD
 Address 1: [Empty]
 Street #/Name: 112 VINE ST
 City/State: CITYVILLE IA
 Zip: 55555
 Alpha ID: DASHWOOD ELINOR
 Beg/End Dt: 4-15-2020
 Forward Final Bill

- Press F12 or click *Save*.

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MONTHLY

The following tasks should be done monthly:

- Process Your Billing* - In order to process your billing, you will need to enter or import readings and run cycle billing each month.
- Print Deposit Refund Checks* - After you have completed your billing, print deposit refund checks, if applicable.
- Create ACH file and submit to bank* - For cities who offer ACH auto payments, you will need to create an ACH file and submit to the bank before the bill's due date.
- Run Penalty Calculation and send out Delinquent/Final Notice* - On the first business day after the due date, penalize delinquent customers and send out notices.
- Shut Offs* - Typically customers who have not paid their balance 10-15 days after delinquent notices have been sent will be shut off due to non-payment.
- Remit Sales Tax – Once a month, you will need to remit sales tax to the state.
- Run the Accounts Receivable Audit Report and Trial Balance – On the last business day of the month, run the Accounts Receivable Audit Report and Trial Balance.

* Some cities bill every other month or every quarter, however the steps will be the same. Adjust your frequency as needed.

0.1 Process Your Billing

Processing the billing is a multistep process. Most cities bill monthly, however some cities bill every other month, quarterly, or even twice a year. The steps to complete your billing are the same, for the most part. However, each city has its own policies and procedures based on their ordinances, so your steps may vary.

gWorks recommends marking on your calendar when meters are read each month, including the bill date and the due date. Schedule time to enter or import meter readings and review reports, as well as time to process your non-updated cycle billing and reviewing reports. The earlier you can do these steps, the more time you will have to catch and fix errors or get re-reads.

The following outlines the steps of the utility billing process:

- Enter meter readings
- Print and review consumption reports
- Enter rereads and manual reads
- Backup data
- Run Cycle Billing in non-update mode
- Print and review reports
- Correct any errors and rerun non-update Cycle Billing
- Backup data
- Run Cycle Billing in update mode
- Run Bill Print
- Print the Billing Register and reports
- Run General Ledger Billing Update

0.1.1 Meter Readings and Consumption Reports

The first step in processing your billing is to import or manually enter your meter readings. Which steps you complete varies by city, as some manually enter meter reading and some import readings. For cities who import readings, the interface is different depending upon your meter reader. gWorks recommends you refer to your city's procedures for instructions on entering/importing readings. If you are unsure that they are, see the [Meter Readings – Best Practices](#) Knowledge Base article on our Support Portal.

Once you have brought in your meter reader file or manually entered your reads, run your Consumption Reports. The Consumption Reports help you find errors and missed readings so that you can correct them.

- **Zero Consumption Report** – This report will list any meters that do not have any consumption. This could be because the meter did not get read or because the previous and the present readings are the same.
- **Unusual Consumption Report** – This report lists meters that have consumption, but will not be billed because they are either temporarily inactive, vacant, or shut off due to non-payment.

Zero Consumption Report

The **Zero Consumption Report** will print all meters that do not have consumption. This could be because the meter wasn't read, the meter is broken, or because the previous and the present readings were the same. Sometimes there may be legitimate reasons that a meter has zero consumption. The report will indicate if there is no consumption because there was no reading. Additionally, if the previous and the present read have been the same for more than one month, SimpleCity will indicate how long the two reads have been the same.

Keep in mind that just because a meter is on the **Zero Consumption Report** doesn't mean there is necessarily a problem. For example, perhaps an account was not read because the customer moved in after readings. Or perhaps a gas meter has the same reading for months during the summer because the customer only uses gas for heat. Review the report. If there are meters that you are concerned aren't working or should have been read and weren't, send your meter person out to reread the meter.

Approximate Time: 15 minutes

1. Select **Entry | Customer Billing | Zero Consumption Report**. Click Print (F12).
2. Review the report. Have your meter person read or reread any meters that look incorrect. You can manually post those readings in **Meter Readings**.

UTILITY BILLING ZERO CONSUMPTION										
ACCOUNT #	CYCLE NAME NO	USER TYPE	SERV CODE	--METER-- NO TYPE	PREV READ DATE	LAST BILL DATE	PREV READ	PRES READ	EST CONS	
10057503	1 WADE WILSON 603 BIRCH AVE	RES	GA	1	9/25/19	10/05/19	836	836	1	6+ MONTHS
10059002	1 SHARON CARTER 205 ELM ST	RES	WA	1	9/25/19	10/05/19	3674	3674	19	
10059503	1 DANIEL & WILLOW OSBORNE 207 ELM ST	RES	EL	1	9/25/19	10/05/19	93464	93464	713	
10062005	1 JEAN GREY 210 MAPLE ST	RES	GA	1	9/25/19	10/05/19	710	710	1	5 MONTHS
30067501	1 RICHARD & LORI GRIMES 112 W LINCOLN ST	RES	EL	1	10/01/19	10/05/19	43934		3250	NO READ
		RES	GA	1	9/27/19	10/05/19	602		3	NO READ
		RES	WA	1	9/27/19	10/05/19	6		9	NO READ
50010002	1 FIRST BAPTIST CHURCH 111 W COLE ST	CHU	GA	1	9/25/19	10/05/19	350	350	1	2 MONTHS

The present and previous readings have been the same for more than 6 months

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Unusual Consumption Report

The Unusual Consumption Report prints a listing of any meters that have consumption, but will not be billed because they are temporarily inactive, vacant, or shut off due to non-payment.

Keep in mind that just because a meter is on the **Unusual Consumption Report** doesn't mean there is necessarily a problem. A temporarily inactive customer will be billed the consumption when they return. If their usage is small, you may choose to wait to bill them. If you do want to bill customers listed on the **Unusual Consumption Report** you can do the following before running **Cycle Billing**:

- Temporarily Inactive Customers – reactivate the customer in **Service Orders**.
- Vacant Accounts – move a new customer into the account in **Service Orders**.
- Shut Off Customers – change the account status to active in **Account Setup**.

Approximate Time: 30 minutes

1. Select **Entry | Customer Billing | Unusual Consumption Report**. Click Print (F12).
2. Review the report. If there are any accounts that you want to bill, make changes in **Service Orders** to move in a new customer or reactivate a temporarily inactive customer, or in **Account Setup** to reactivate a shut off customer.

Sat Oct 19, 2019 12:54 PM

UNUSUAL CONSUMPTION REPORT

ACCOUNT #	CYCLE NAME NO	USER TYPE	SERV CODE	--METER-- NO TYPE	LAST BILL DATE	PRES READ DATE	PRES READ	CONSUMPT	STATUS
10050003	1 SARAH CONNORS 107 MAPLE ST	RES	EL	1	10/05/19	10/25/19	81662	702	TEMP
20011501	1 **VACANT** 212 TAYLOR CT	RES RES RES	EL GA WA	1 1 1		10/25/19 10/25/19 10/25/19	17642 8965 4272	1256 3 7	VACANT

This might be okay if the Electric is not temporarily inactivated

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0.1.2 Calculating Bills

Once you entered your reads and reviewed your consumption reports, you can start the billing process.

Approximate Time: 2 to 8 hours

1. Back up your data using the **UBBILL-1** backup ID. For more information, see the [Backing Up Your Data](#) Knowledge Base article on our Support Portal.

2. Select **Entry | Customer Billing | Cycle Billing**. On the **Cycle Billing** window, change the dates to match the current bill period. Select **No** in the **Continue Billing File?** and **Update?** fields. Click *Process* (F12).

The screenshot shows the 'Cycle Billing' window with the following fields and values:

- Period: 10-2019
- From Date: 9-26-2019
- To Date: 10-25-2019
- Bill Date: 11-05-2019
- Due Date: 11-25-2019
- Continue Billing File?: No
- Update?: No
- Process To Be Finalized Bills: Yes

Callouts include: 'Change your dates to match your current bill period' pointing to the date fields, and 'Select No in the Continue Billing File? and Update? fields' pointing to the respective dropdowns.

Service Rate	Prev Step	Exempt	BTU Factor
	N	N	N
	N	N	N
	N	N	N
	N	N	N
	N	N	N
	N	N	N
	N	N	N
	N	N	N

3. Select **Entry | Customer Billing | Billing Exception Report**. Enter the appropriate information.

The screenshot shows the 'Billing Exception Report' window with the following fields and values:

- Report Date: 10-20-2019
- Report Order: Account Number
- Cycle Code: []
- Beginning Account: []
- Ending Account: []
- Beginning History Date: 9-01-2019
- Ending History Date: 9-30-2019
- Print Final Billed?: No
- Print Vacant Accounts?: No
- Print New Customer Accounts?: Yes
- Print To Be Final Billed Accounts?: Yes
- Comparison Percent: 200

Callouts include: 'Enter the beginning and ending dates of the month you last billed' pointing to the history dates, and 'Enter the service codes of your metered services' pointing to the Services grid.

Services	EL	GA	WA		

This report will list any accounts with consumption that is more or less than the previous billing. In the example above, it will list consumption or charges that are 200% more or less. Not all accounts listed on this report are incorrect. This report can help you find major errors, like a reading entered wrong or a broken meter.

UTILITY BILLING BILLING EXCEPTION												
ACCOUNT #	CYCLE	NAME	LOCATION		METER #	TYPE	CONSUMPT	LAST CONS	CHARGE	LMO CHARGE	AB CONS	AB CHG
			USER	SERV								
10049503	1	ANTHONY STARK	109 MAPLE ST		0	1	1792	0	179.11	0.00	NEW	NEW
			RES	EL								
			RES	GA								
10057503	1	WADE WILSON	603 BIRCH AVE		0	1	82986	1285	7730.15	131.96	TBF	TBF
			RES	EL								
			RES	WA								
10059002	1	SHARON CARTER	205 ELM ST		0	1	1	0	6.64	6.64	HIGH	NEW
			RES	GA								
			RES	WA								
10066503	1	JESSICA JONES	210 ELM ST		0	1	674	0	75.13	0.00	NEW	NEW
			RES	EL								
			RES	GA								
50010002	1	FIRST BAPTIST CHURCH	111 W COLE ST		0	1	89600	4440	7903.53	409.45	HIGH	HIGH
			CHU	EL								
			CHU	EL								
60007004	1	KEVIN CONNOR	100 S WASHINGTON AVE		0	1	742	0	81.46	0.00	NEW	NEW
			RES	EL								
			RES	GA								
60010001	1	ST PAUL METHODIST CHURCH	101 S WASHINGTON AVE		0	1	221280	5680	19491.37	518.57	HIGH	HIGH
			CHU	EL								
			CHU	EL								

Send your meter person out to do rereads and correct any incorrect readings in **Meter Readings**.

4. Select **Entry | Customer Billing | Billing Register**. Run the Bill Register for only the new customers and final billed customers.

The screenshot shows the 'Billing Register' application window. It features a toolbar with icons for help, navigation, search (Alpha), search (number), and change. The main area contains several fields and dropdown menus:

- Report Order: Account Number (dropdown)
- Cycle Code: (text field)
- Print Cycle Totals?: No (dropdown)
- Beginning Customer: (text field)
- Ending Customer: (text field)
- Beginning Zip Code: (text field)
- Ending Zip Code: (text field)
- Beginning Alpha ID: (text field)
- Ending Alpha ID: (text field)
- Service Code: (dropdown)
- Print Totals Only?: No (dropdown)
- Print Applied Deposit Register?: Yes (dropdown)
- Print New Customers?: Only (dropdown)**
- Print Final Billed Customers?: Only (dropdown)**

A tooltip below the highlighted options states: "To print only New and Final Billed Customers, select Only for both." At the bottom, there is a 'Print Device' dropdown set to 'SHARP MX-6050N PCL6', and 'Print' and 'Cancel' buttons.

5. Select **Entry | Service Orders | Customer Move-ins/Outs**. Print the report using your Bill From and Bill To dates. Compare the new and final accounts to the service orders entered for the month.

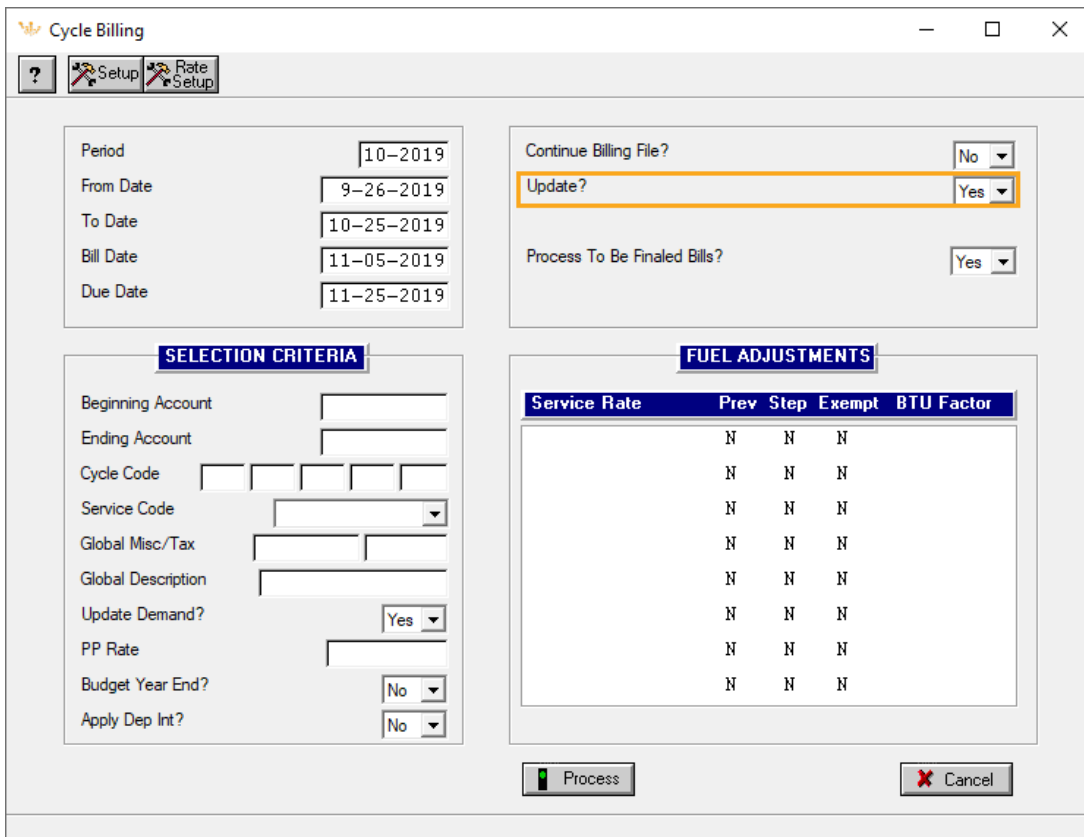
At the end of the Billing Register, SimpleCity will print a listing of new customers who are not being billed and to be final customers who were not final billed. New customers not being billed typically haven't met the minimum number of days. To be final customers usually are moving out after the Bill Date. Any customers listed on the Customer Move-ins/Outs report should be listed on the Billing Register as new or final billed customers or on the listings at the end of the Billing Register.

6. Run the **Billing Register** again for all accounts.

7. Check the current charges on the last page and verify it is in a reasonable range. Review the **Deposits Applied Register** and the **Accounts to Reactivate** journal.

UTILITY BILLING BILLING REGISTER									
ACCOUNT NO/CUSTOMER NAME			UPDATE						
SV	USR	DESCRIPTION	ESTIMATED	USERS	CONSUMPTION	CURRENT	ARREARS	TOTAL	DUE
GRAND TOTALS		SERVICE CHARGE	2	2448	4969133	151774.36	18785.01	170559.37	
		ENERGY ASSIST.				254.31-		254.31-	
		TAX				4528.68	439.21	4967.89	
		PENALTY				439.12	522.78	961.90	
		MISCELLANEOUS				58.69	35.00-	23.69	
		DEPOSIT APPLIED				204.56-		204.56-	
						156341.98	19712.00	176053.98	175402.59

8. After reviewing the reports, make any changes necessary to fix errors, such as entering readings, doing service orders, etc.
9. Once you have made changes, rerun **Cycle Billing** in non-update mode and review the reports listed above to ensure the errors have been corrected.
10. After you have corrected all errors, backup your data using the **UBBILL-2** backup ID.
11. Select **Entry | Customer Billing | Cycle Billing**. Change the **Update?** field to **Yes**. Click *Process* (F12).



Cycle Billing

Period: 10-2019
 From Date: 9-26-2019
 To Date: 10-25-2019
 Bill Date: 11-05-2019
 Due Date: 11-25-2019

Continue Billing File? No
Update? Yes
 Process To Be Finaled Bills? Yes

SELECTION CRITERIA

Beginning Account:
 Ending Account:
 Cycle Code:
 Service Code:
 Global Misc/Tax:
 Global Description:
 Update Demand? Yes
 PP Rate:
 Budget Year End? No
 Apply Dep Int? No

FUEL ADJUSTMENTS

Service Rate	Prev	Step	Exempt	BTU Factor
	N	N	N	
	N	N	N	
	N	N	N	
	N	N	N	
	N	N	N	
	N	N	N	

12. Print your updated **Billing Register**. File this for your audit purposes. You will not be able to reprint it once you begin your next billing.
13. Run **Entry | Customer Billing | Bill Print**.
14. Backup your data using the **UBB4GL** backup ID.
15. Run **Entry | Customer Billing | General Ledger Billing Update**.

Note: For customers who do their accounting on a cash basis, the **General Ledger Billing Update** will move money in the General Ledger for deposits applied. It may be zero if you didn't have any deposits applied.

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0.2 Create and Submit the ACH File

If you offer ACH as a payment options for your customers, you will need to create and submit the ACH file. gWorks recommends putting a reminder on your calendar on the day the ACH file needs to be at the bank (typically 1-2 days before the funds are withdrawn.)

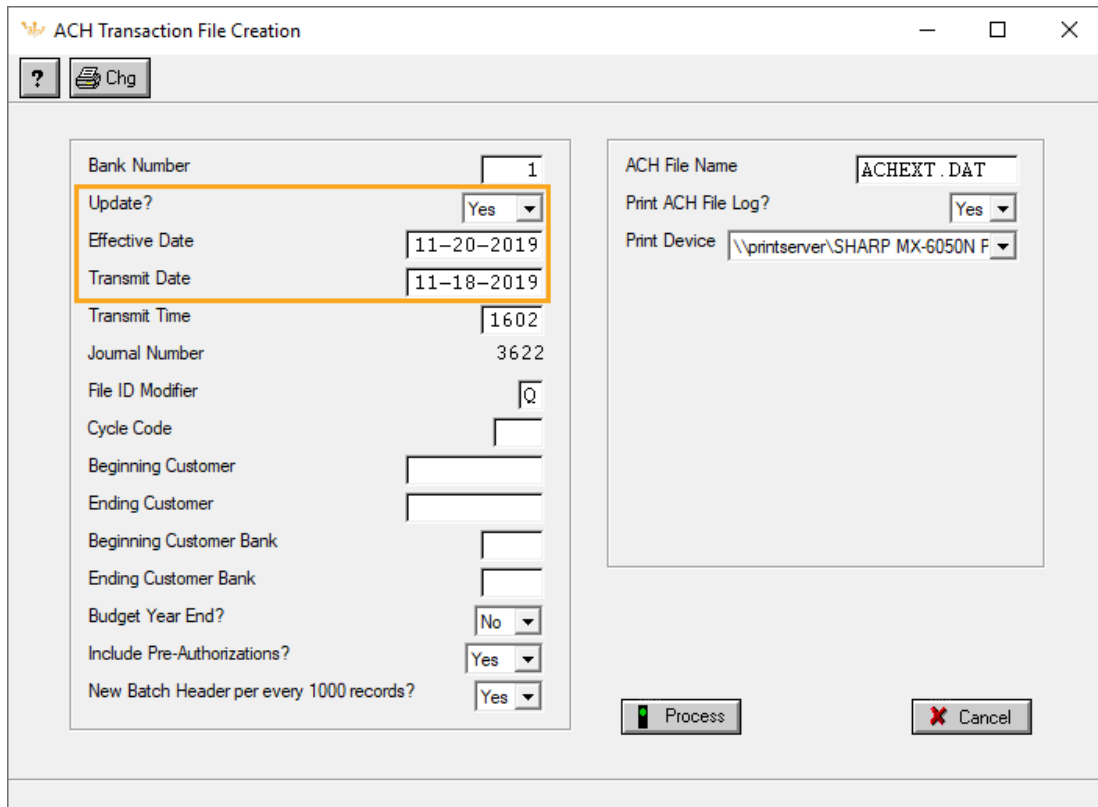
The following steps guide you through creating your ACH file. Best practice is to update the ACH Payments as one batch, so that the deposit in Bank Reconciliation matches your bank statement.

- If you do not have Receipt Management, you should create the ACH file before you enter any payments for the day, or after you have updated your payments for the day.
- If you have Receipt Management, you should make sure no one has entered payments, corrections, or processed insufficient funds checks in Utility Billing Payment Entry that have not been updated yet. When you create the ACH file in update mode, SimpleCity will put the payments on all of the ACH customers' accounts.

Approximate Time: 15 minutes

1. Before you begin, back up your data using the **UBB4ACH** Backup ID.
2. Select **Processing | ACH Transaction File Creation**.

3. Select **Yes** in the **Update?** field. Enter your **Effective Date** and **Transmit Date**. The effective date is the date the bank will withdraw the money; this is often the due date. The transmit date is the date you send the file to the bank (typically today's date.) Click *Process* (F12).



ACH Transaction File Creation

Bank Number: 1

Update?: Yes

Effective Date: 11-20-2019

Transmit Date: 11-18-2019

Transmit Time: 1602

Journal Number: 3622

File ID Modifier: Q

Cycle Code:

Beginning Customer:

Ending Customer:

Beginning Customer Bank:

Ending Customer Bank:

Budget Year End?: No

Include Pre-Authorizations?: Yes

New Batch Header per every 1000 records?: Yes

ACH File Name: ACHEXT.DAT

Print ACH File Log?: Yes

Print Device: \\printserver\SHARP MX-6050N F

Process Cancel

4. SimpleCity saves the file, **ACHEXT.DAT**, in the u\datafile\ folder on the drive SimpleCity is installed on. Transmit this file to the bank, per their procedures.
5. Backup your data using the **UBB4GL** Backup id.
6. Go to **Entry | General Ledger Payment Update** and enter the effective date of the ACH file in the **Report Date** field. Click *Process* (F12). Verify the amount of the deposit on the journal matches the amount of the deposit on the ACH journal.

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0.3 Penalty Calculation

SimpleCity calculates penalties based on the account's balance at the time **Penalty Calculation** is run. Enter all payments received by the due date (including processing your ACH file) before running Penalty Calculations.

Approximate Time: 15 to 45 minutes

1. Before calculating penalties, backup your data using the **UBPENAL** Backup ID.
2. Select **Processing | Penalty Calculation**. Run penalty calculation in non-update mode and review the journal. SimpleCity will default your settings based on how you previously ran Penalty Calculations.

PERIODS TO INCLUDE				
	1	2	3	4
Service Charges	Y	N	N	N
Service Taxes	Y	N	N	N
Service Penalties	Y	N	N	N
Misc Charges	Y	N	N	N
Misc Tax	Y	N	N	N
Misc Penalties	Y	N	N	N

3. Rerun **Penalty Calculation**; change the **Update Utility Billing Files?** and **Update General Ledger Files?** fields to **Yes**. SimpleCity will apply the penalties to delinquent accounts. You are now ready to print **Delinquent** or **Final Notices**.
4. SimpleCity can print notices using either the **Delinquent Notices** option or the **Final Notices** option. Which option you use depends upon what information you need to print on your notices. Refer to your city's procedures for information on printing late notices.

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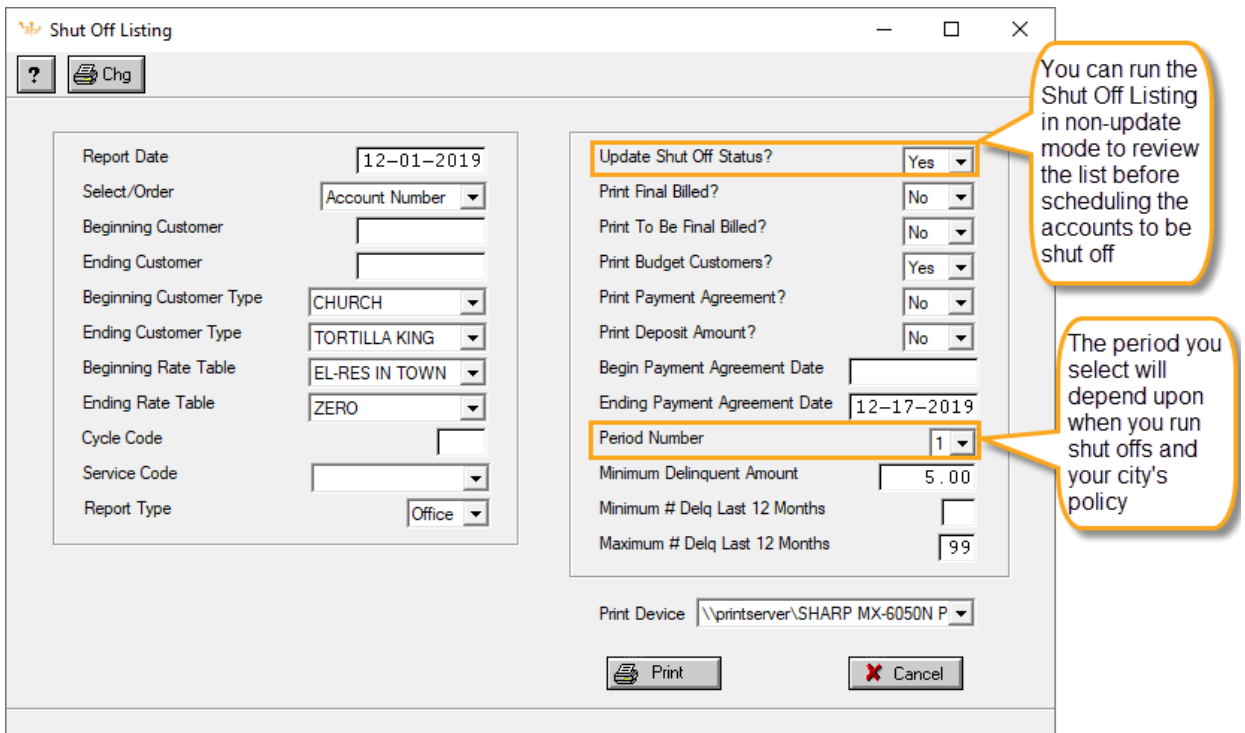
0.4 Shut Offs

In most cities, customers will be shut off if they have not paid their bill within 10-15 days of the city sending late notices. The Shut Off Process in SimpleCity allows you to schedule customers for shut off, so that you can post 24 hour or 48 hour notices. This allows you to waive customers or set them up on a payment agreement, if needed. However, if your city does not use this process, you can complete the steps in the same day.

To process a shut off, follow the instructions below. Each city's shut off procedures may vary depending on your billing cycle and policies. It is your responsibility to follow the correct shut off procedures for your city.

Approximate Time: 30 minutes to an hour

1. Select **Processing | Shut Off Listing**.
2. Enter the appropriate information on the **Shut Off Listing** window.



The screenshot shows the 'Shut Off Listing' window with the following fields and values:

- Report Date: 12-01-2019
- Select/Order: Account Number
- Beginning Customer: [Empty]
- Ending Customer: [Empty]
- Beginning Customer Type: CHURCH
- Ending Customer Type: TORTILLA KING
- Beginning Rate Table: EL-RES IN TOWN
- Ending Rate Table: ZERO
- Cycle Code: [Empty]
- Service Code: [Empty]
- Report Type: Office
- Update Shut Off Status?: Yes
- Print Final Billed?: No
- Print To Be Final Billed?: No
- Print Budget Customers?: Yes
- Print Payment Agreement?: No
- Print Deposit Amount?: No
- Begin Payment Agreement Date: [Empty]
- Ending Payment Agreement Date: 12-17-2019
- Period Number: 1
- Minimum Delinquent Amount: 5.00
- Minimum # Delq Last 12 Months: [Empty]
- Maximum # Delq Last 12 Months: 99
- Print Device: \\printserver\SHARP MX-6050N P

Callout 1: You can run the Shut Off Listing in non-update mode to review the list before scheduling the accounts to be shut off.

Callout 2: The period you select will depend upon when you run shut offs and your city's policy.

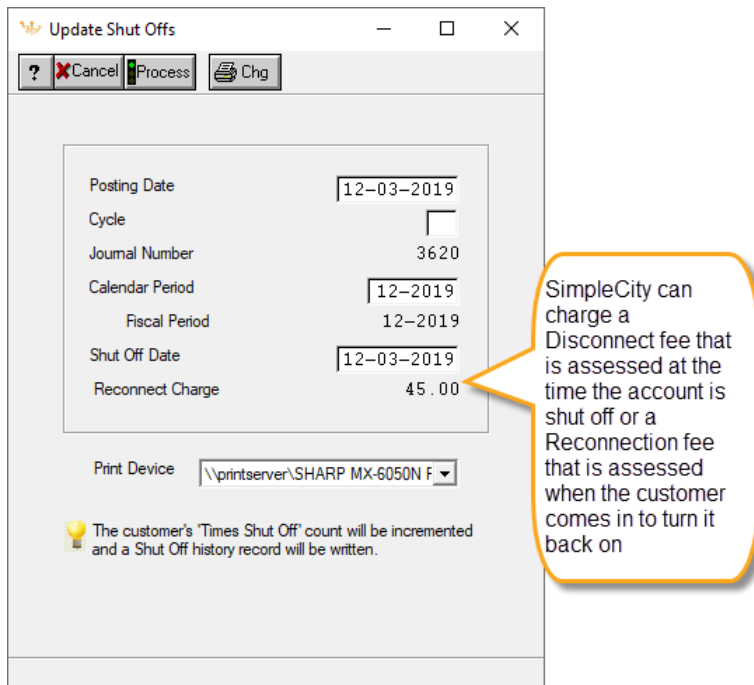
3. When you run the Shut Off Listing, SimpleCity will change the shut off status to scheduled. You can exclude anyone from being shut off by waiving their shut off status.

- To waive their status: Select **Processing | Shut Offs | Shut Off Exceptions**. Enter the **Account #** and Select **Yes** in the **Waive** field.

- To see the list of customers scheduled to be shut off, select **Reports | Shut Off Status Listing**.
- Select **Scheduled** in the **Shut Off Status?** field.

Note: Do NOT run the **Shut Off Listing** (located on the **Processing** menu) again to see a list of customers who will be shut off. It will reschedule the waived customers.

- On the day you are doing your shut offs, run **Processing | Shut Offs | Update Shut Offs**. SimpleCity will shut off anyone who was scheduled to be shut off who was not waived or who has not paid their delinquent amount.



- A journal will print listing customers to be shut off. You can use this in the field to shut off customers and enter final reads.

SHUTOFF ACCOUNT UPDATE									
ADD \$45.00 TO RECONNECT FEE IF AFTER HRS									
ACCOUNT NO	PROPERTY LOCATION	ALPHA ID	BUDGET	DELOQT AMT	OLD BAL	RECONNECT	AMT TO		
BILLING ADDRESS/PHONE #/CELL #	METER INFORMATION	PREV READ	PRES READ			FEE	RECONNECT		
10053007	102 CHESTNUT ST	ALLEN SCOTT	TENANT	209.21	209.21	45.00	254.21		
		EL 71722499 GE	89671	_____					
		GA 2014183 ROCK	450	_____					
		WA 85274295 SENSUS	3	_____					
10072007	106 ELM ST	BARTON CLINTON & LAURA	TENANT	323.06	323.06	45.00	368.06		
		EL 159 GE	67561	_____					
		GA 2339341 EQUI	699	_____					
		WA 5509253 MASTER	1031	_____					
20001501	109 BLAKE AVE	GUNN CHARLES		173.40	173.40	45.00	218.40		
		EL	5589	_____					
		GA	454	_____					
		WA	29809	_____					
** TOTALS **				705.67	705.67	135.00	840.67		

- Once the customer pays their delinquent balance and any required disconnect or reconnect fees, SimpleCity will automatically update their status. Any customer who has not paid the amount due by the next billing will be inactivated.

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0.5 Remitting Sales Tax

Each month, you must report and remit sales tax to the State. Typically, you will remit sales tax for the previous month. Check with your state if you are unsure when you must remit sales tax by. Some cities will remit sales tax based on what has been billed and some cities will remit sales tax based on what has been received. Do not switch the method you remit sales tax without contacting your state’s Department of Revenue.

The **Sales Tax** report prints the gross sales, exempt sales, taxable sales, and sales tax broken down by tax table, service, and tax authority.

Note: In the state of Iowa, you must also remit a Water Excise Tax (WET) for all water sales. You will use this report to determine what to pay for both sales tax and WET.

Approximate Time: 30 minutes

1. Select **Reports | Sales Tax**.
2. The **Report Basis** field controls how the taxes are reported, either by what was billed or what was received. SimpleCity defaults this field with how you last ran it. You should not change this field without talking to your state’s Department of Revenue.

Sales Tax

Report Date: 8-10-2019

Report Basis: Bill

Report Order: Account Number

Do not change this field

Beginning		Ending	
Date	7-01-2019		7-31-2019
Journal #			
Account Number			
Customer Type	CHURCH	State Exempt	
Service Code	ELECTRIC	WATER	
Tax Table	MOUNDRIDGE/MCI	NON-TAX	
User Type	CHURCH	State Exempt	
Tax Exempt Percent			
Tax Exempt Code			
(Fed, Cnty, Utility, City, State)			

Show Customer Detail? No

Include Tax Exempt Services? Yes

Print Tax Totals by Service/User Type? Yes

Print Exempt Sales by Service/User Type? Yes

Print Partial Tax Exempt Account Listing? Yes

Print Device: \\printserver\SHARP MX-6050N f

Print Cancel

- For each tax table, SimpleCity will print the gross sales, exempt sales, and taxable sales for each tax authority, such as county, city, and state. SimpleCity will then print the tax rate for that authority, and the total amount of sales tax that should be remitted.

Note: If you have accounts that are partially exempt from sales tax, the partially exempt sales will print on a separate line for each tax authority. To calculate the gross sales and exempt sales for each tax authority, you would add both lines together.

FROM 7/01/2019 TO 7/31/2019		UTILITY BILLING SALES TAX REPORT				Report Basis: Bill
TAX TABLE		GROSS SALES	EXEMPT SALES	TAXABLE SALES	TAX RATE	TAX TO REMIT
MO						
COUNTY		239,891.70	73,338.14	166,553.56	1.5000	2,498.30
COUNTY		115,879.45	115,879.45			0.00
CITY		239,891.70	73,433.82	166,457.88	1.0000	1,664.58
CITY		115,879.45	115,879.45			0.00
STATE		242,375.22	166,089.69	76,285.53	6.5000	4,958.56
STATE		113,395.93	113,395.93			0.00
GRAND TOTAL						9,121.44

The 2nd line are partially exempt sales; add the two lines together to get the total gross sales and total exempt sales

Note: For Iowa cities, a separate WET tax table will print the WET taxes that need to be remitted.

- SimpleCity will print a break down of sales tax by service. You can use this when paying sales tax in Accounts Payable to split the expense between each of your funds.

FROM 7/01/2019 TO 7/31/2019		UTILITY BILLING SALES TAX REPORT				Report Basis: Bill
		*** TOTALS BY SERVICE ***				
TAX TABLE		GROSS SALES	EXEMPT SALES	TAXABLE SALES	TAX RATE	TAX TO REMIT
ELECTRIC						
MO	CNTY	169,536.40	18,374.28	151,162.12	1.5000	2,267.43
	CITY	98,627.58	98,627.58			0.00
WATER						
MO	CNTY	21,318.26	14,671.32	6,646.94	1.5000	99.70
	CNTY	10,379.30	10,379.30			0.00
	CITY	21,318.26	14,691.12	6,627.14	1.0000	66.27
	CITY	10,379.30	10,379.30			0.00
	ST	21,318.26	14,671.32	6,646.94	6.5000	432.05
	ST	10,379.30	10,379.30			0.00
GRAND TOTAL						598.02
GRAND TOTAL						9,121.44

SimpleCity can print the Kansas ST-36 form completed with the appropriate information.

ST-36		Kansas Retailers' Sales Tax Return		FOR OFFICE USE ONLY		454003	
Business Name CITY OF MIDWEST CITY				<input type="checkbox"/>		Tax Account Number	
Mailing Address				<input type="checkbox"/>		EIN	
City MIDWEST CITY				<input type="checkbox"/>		Due Date 8/25/2019	
State KS				<input type="checkbox"/>		Tax Period	
Zip Code				<input type="checkbox"/>		MM DD YY	
Date Business Closed				<input type="checkbox"/>		Period Beginning Date	
Amended Return				<input type="checkbox"/>		07 01 19	
Additional Return				<input type="checkbox"/>		Period Ending Date	
Name or Address Change				<input type="checkbox"/>		07 31 19	
Part I							
1. Total Tax (Complete Part III before completing this section)						14975.51 1	
2. Total Net Deduction from Part IV (if applicable)						5857.09 2	
3. Tax (Subtract line 2 from line 1)						9118.42 3	
4. Estimated Tax Due for Next Month (See instructions)						.00 4	
5. Estimated Tax Paid from Last Month (See instructions)						.00 5	
6. Tax (Add lines 3 and 4, and subtract line 5)						9118.42 6	
7. Credit Memo (See instructions)						.00 7	
8. Subtotal (Subtract line 7 from line 6)						9118.42 8	
9. Penalty						.00 9	
10. Interest						.00 10	
11. Total Amount Due (Add lines 8, 9 and 10)						9118.42 11	

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0.6 Monthly Reports

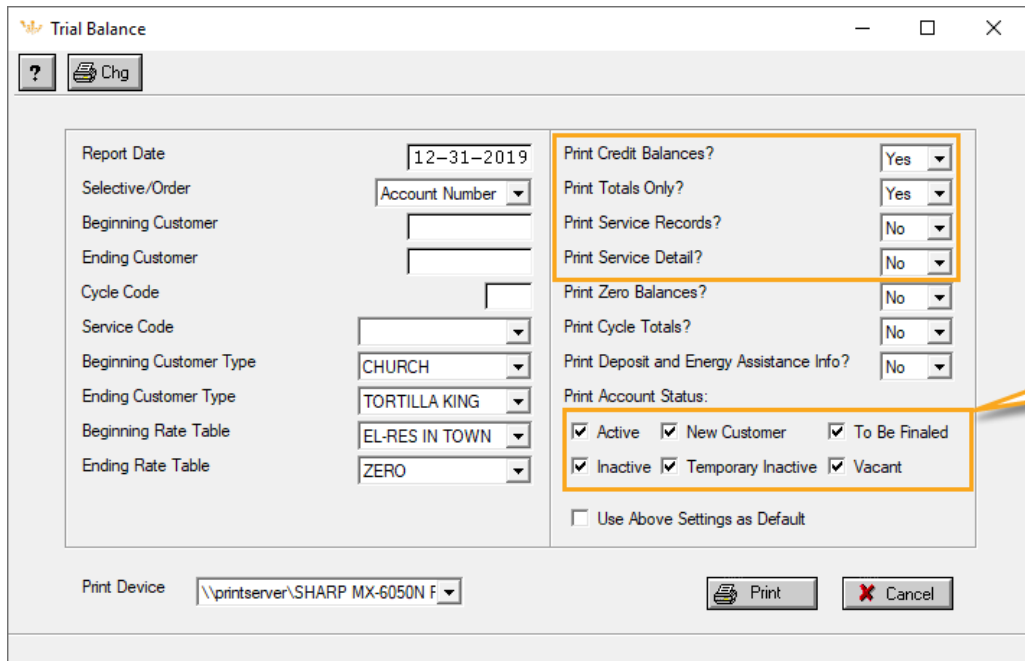
On the last business day of the month, you should run the **Trial Balance** and **Accounts Receivable Audit Report** and tie out the two reports.

0.6.1 Trial Balance

The **Trial Balance** is a real time report. It prints every account's balance at the time you run the report. You cannot run it for a previous date. If anything has been future dated at the time you run the report, such as payments or your billing, it will be included on the report.

Approximate Time: 5 minutes

1. To run the Trial Balance, select **Reports | Trial Balance**.



ACCOUNT NO/CUSTOMER NAME	DEPOSITS	PROPERTY LOCATION	ENERGY ASSIST	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	TOTALS	BUDGET
REPORT TOTALS									
WF SERVICE			1239.76	.00	18.28	.00	.00	1258.04	
YL SERVICE			2401.90	62.47	30.56	.00	.00	2494.93	
TOTALS			894084.50	19886.87	14401.64	237.67	928,652.23		

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0.6.2 Accounts Receivable Audit Report

The **Accounts Receivable Audit Report** looks at each account's history and prints an audit of what happened in the time period for which the report was run. This report prints the total outstanding receivables at the beginning of the time period, what was billed, adjustments made, penalties, payments, and the ending outstanding balance.

Because this report looks at dates, you may have to run this report for a different date range to include any future dated activity, such as bills dated on the first of the month.

If your Bill Date is in the same month you process your billing, run the **Accounts Receivable Audit Report** for the current month. For example, if you are running your monthly reports on December 29th (the last business day of the month), and you haven't calculated bills for January, you would use the dates of December 1 to December 31 when you run the **Accounts Receivable Audit Report**.

If you calculate your bills at the end of the month and use a Bill Date in the following month, run the **Accounts Receivable Audit Report** from the day after the previous billing to the date of the billing you just did. For example, if you are running your monthly reports on December 29th (the last day of the month), and you have calculated bills with a Bill Date on January 1, you would use the dates of December 2 to January 1 when you run the **Accounts Receivable Audit Report**.

Approximate Time: 5 minutes

Note: You can have the Trial Balance and Accounts Receivable Audit Report set up to run automatically and archive a PDF of each report.

- To run the Accounts Receivable Audit Report, select **Entry | Customer Billing | Accounts Receivable Audit**.

ACCOUNTS RECEIVABLE AUDIT REPORT						
12/01/2019 TO 12/31/2019						
	BEGINNING BALANCE	BILLED	BALANCE ADJUSTMENT	PENALTIES	APPLIED/PAYMENTS	ENDING BALANCE
GRAND TOTAL	866,496.11					
BILLED						
SERVICE CHARGES		786,594.71				
DEMAND		12,452.00				

MISC CHARGES						
BAD DEBT ENTRIES			1,398.64-			
PAYMENTS					784,546.54-	
CREDIT REFUNDS						
GRAND TOTAL	866,496.11	846,327.50	2,929.70-	12,186.50	793,428.18-	928,652.23

This total should tie out to the Trial Balance

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ANNUALLY

There are three processes that are run once a year. One is required for all cities. However, the other two are run depending upon your cities' policies and procedures.

- Fiscal Year End Reports – On the last business day of your fiscal year, gWorks recommends running a series of reports for audit trail purposes. See the [Fiscal Year End: Utility Billing Procedures](#) Knowledge Base article on the Support Portal for more information.
- Calculate Budget Billing – Cities who offer Budget Billing will need to recalculate their budget amounts once a year. For information on how to calculate budget amounts, see the [Calculating Budget Amounts](#) Knowledge Base article on the Support Portals.
- Calculate Sewer Average – Cities who bill an average usage of winter months consumption for sewer may need to recalculate the average amounts once a year. For information, see the Recalculating the [Sewer Average Calculation](#) Knowledge Base article on the Support Portal.

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UTILITY BILLING CHECKLIST

Print and complete this checklist for each billing.

Bill Date _____

Meter Read Date _____

Enter Service Orders

Verify you have entered all service orders dated on or before the date you will be reading meters.

Read Meters & Enter/Import Readings

If you manually enter meter readings, schedule time on your calendar to enter readings.

Run and Review the Consumption Reports

Print and review the Zero Consumption Report and Unusual Consumption Report. Send the Public Works department to get re-readings, if necessary. Enter any service orders or other changes needed to bill all consumption.

Calculate Non-Update Cycle Billing

Run Cycle Billing in non-update mode.

Run and Review Billing Reports

Print and review the Billing Exception Report. Send the Public Works department to get re-readings, if necessary and make any other corrections. Run the Billing Register for New and Final Billed customers only and compare it to the Customer Move-ins/Outs report. Verify new and final billed customers are correct.

Calculate Updated Cycle Billing

Run cycle billing in update mode. All charges will be posted to the accounts.

Print Bills

Print an Update Billing Register

Run General Ledger Billing Update

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RECEIPT MANAGEMENT PROCESS BOOK

RECEIPT MANAGEMENT

PROCESS BOOK

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OVERVIEW

The Process Book is designed to provide cities with the periodic tasks required for each module, and the step-by step instructions to complete the tasks in SimpleCity. The Process Book includes gWorks' recommended best practices. Following these best practices will simplify your work, while creating a good audit trail.

Receipt Management is primarily designed to record payments each day. Once those payments have been updated to the various other modules, there are no other procedures that need to be done. As a result, Receipt Management only has daily tasks.

DAILY

Each day you will need to complete the following tasks:

- Post Payments – Each day post the payments received at the counter or sent by mail.
- Update Receipts & Prepare Deposit – Every morning, you will need to update the previous day's payments and prepare the deposit.

Note: Revenue received via electronic payment, such as property taxes should be entered in General Ledger Bank Transaction Entry and not in Receipt Management.

0.1 Posting Payments

You can post payments in Receipt Management for other modules. The **Posting** window will change slightly depending upon the module. This Process Book will include information on posting General Ledger revenue and Utility Billing Revenue. If you need information on posting revenue for any of the other modules, please see the Knowledge Base articles on our Support Portal.

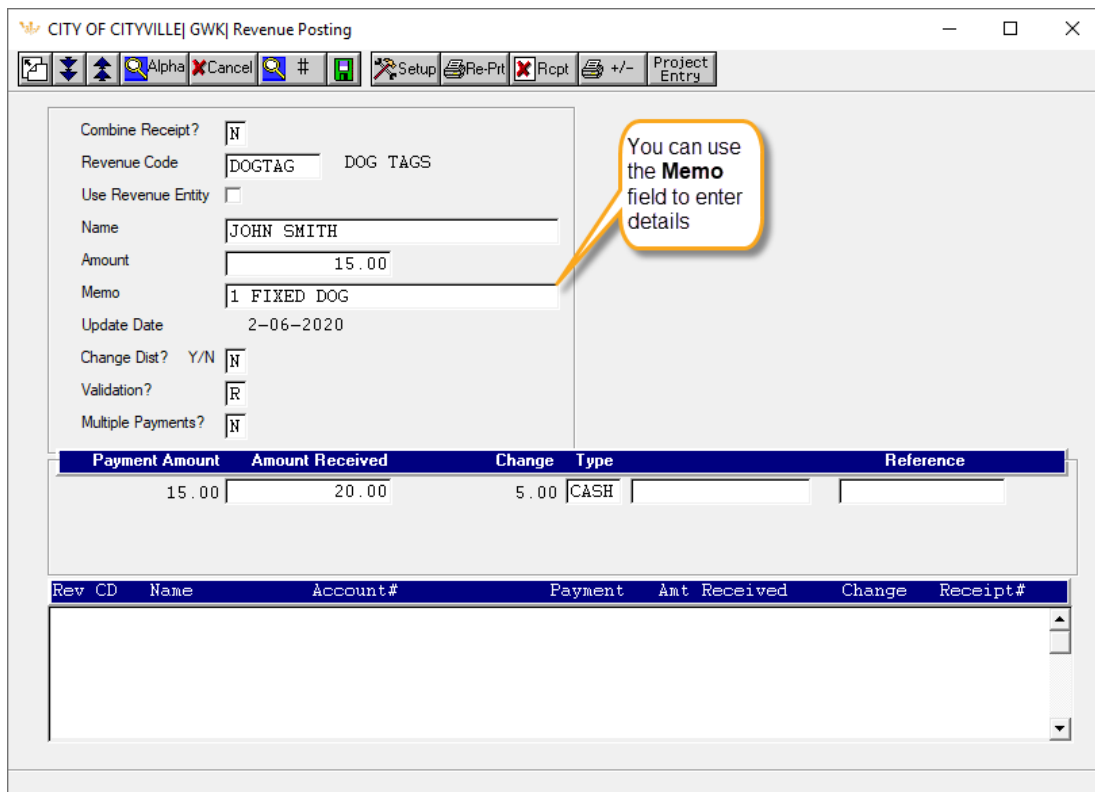
0.1.1 Posting General Ledger Payments

General Ledger Revenue Codes are used to enter payments for general revenue. What is considered general revenue is dependent upon your city. General Ledger revenue codes customized for each city based on their needs. Your revenue codes will vary from the example given below.

1. To change the revenue code, press the up arrow on your keyboard until the cursor is in the **Rev CD** field and enter the appropriate revenue code. You can look up the revenue code by clicking the *Numeric Lookup* (F9) button.
2. Enter the **Name**.
3. You can set the revenue code to default the **Amount**. If an amount does not default or is not correct, you can change it. Press ENTER until the cursor is in the **Amount Received** field.
4. SimpleCity will default the amount of the payment in the **Amount Received** field. You can change this amount if the customer is giving you more than the payment and SimpleCity will calculate the change.

5. Enter the **Type** of payment. **CASH** and **CHCK** are set up by standard. Your city may have additional payment types, such as **CRED** for credit cards. Enter the check number if the customer is paying by check. Press F12 or click on Save.

Note: If you have SimpleCity's Receipt Management Credit Card Interface, you will be prompted to swipe the credit card or manually enter the credit card number when you select the credit card payment type.



CITY OF CITYVILLE| GWK| Revenue Posting

Combine Receipt? N

Revenue Code DOGTAG DOG TAGS

Use Revenue Entity

Name JOHN SMITH

Amount 15.00

Memo 1 FIXED DOG

Update Date 2-06-2020

Change Dist? Y/N N

Validation? R

Multiple Payments? N

Payment Amount	Amount Received	Change	Type	Reference
15.00	20.00	5.00	CASH	

Rev CD	Name	Account#	Payment	Amt Received	Change	Receipt#

You can use the **Memo** field to enter details

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0.1.1 Posting Utility Billing Payments

Often cities will have multiple revenue codes set up for Utility Billing payments. The different revenue codes are used to receive different types or methods of payments.

Note: Your city may not have all of the codes listed below or they may have a different name.

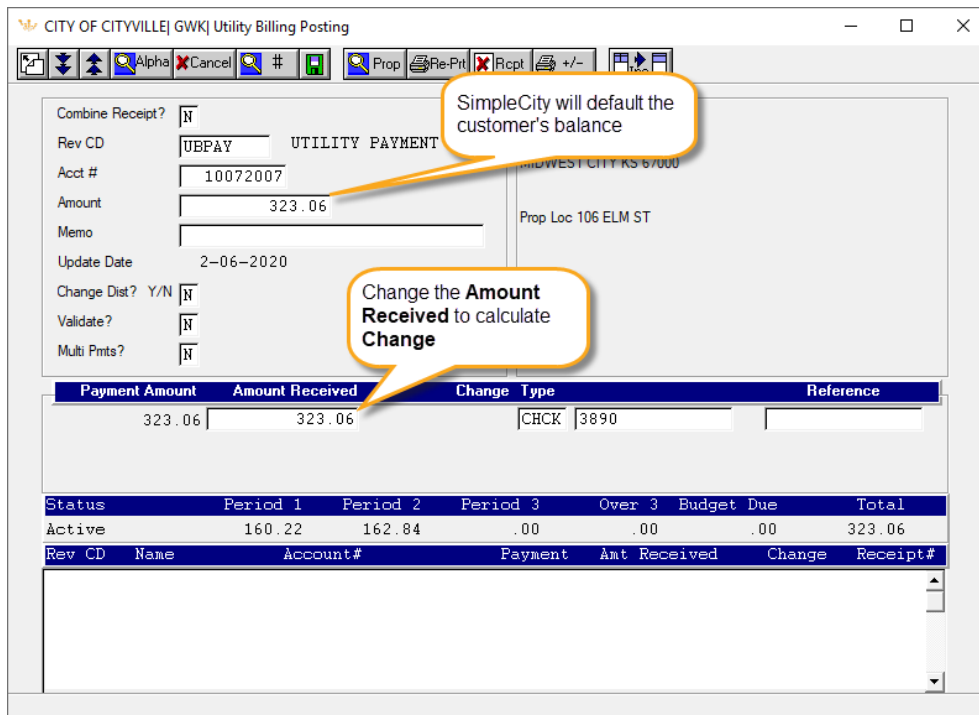
- **UBPAY** – This revenue code is used to record utility payments received at the counter, as well as energy assistance received.
- **UBDEP** – This revenue code is used to record any meter deposits received.
- **UBMAIL** – This revenue code is used to record multiple payments received in the mail in one step.
- **UBSTATE** – This revenue code is used to record payments received for a customer who receives a statement bill for multiple utility accounts.
- **UBBAD** – This revenue code is used to record payments for accounts in Bad Debt.

UBPAY - Over the Counter Utility Payments

Use the **UBPAY** Revenue Code to enter payments and print receipts for customers as they come in throughout the day.

1. Most clerks default the **UBPAY** (or equivalent if your city does not use the standard) revenue code. To change the revenue code, press the up arrow on your keyboard, until the cursor is in the **Rev CD** field and enter the appropriate revenue code.
2. Enter the **Acct #**. If you do not know the account number, use the *Alphabetic Order Lookup* (F7) or the *Property Location Lookup* (Shift + F3) buttons to look the customer up by name or property location.
3. SimpleCity will default their balance in the **Amount** field. This is the amount that will be applied to the account. You can change this if the customer is paying a different amount. Press ENTER until your cursor is in the **Amount Received** field.
4. SimpleCity will default the amount of the payment in the **Amount Received** field. You can change this amount if the customer is giving you more than the payment and SimpleCity will calculate the change.

5. Enter the **Type** of payment. **CASH** and **CHCK** are set up by standard. Your city may have additional payment types, such as **CRED** for credit cards. Enter the check number if the customer is paying by check. Press F12 or click on Save.



SimpleCity will default the customer's balance

Change the **Amount Received** to calculate **Change**

Payment Amount	Amount Received	Change	Type	Reference
323.06	323.06		CHCK	3890

Status	Period 1	Period 2	Period 3	Over 3	Budget Due	Total
Active	160.22	162.84	.00	.00	.00	323.06

Rev CD	Name	Account#	Payment	Amt Received	Change	Receipt#

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Energy Assistance

Energy assistance received by check should be entered through Receipt Management and included in the daily deposit. Energy assistance received as an ACH deposit should be entered through Utility Billing as a separate batch, so that it updates to Bank Reconciliation as its own deposit. See the "Utility Billing Payment Entry" guide for more information.

1. Use the **UBPAY** revenue code.
2. Enter the **Acct #** of the customer receiving energy assistance. Enter the amount of the assistance this customer is receiving in the **Amount** field. If the check is for more than one customer, you can enter them separately, but record the payment with one check.
3. Press ENTER until the cursor is in the **Change Dist? Y/N** field. Enter a **Y** and press ENTER. The **Utility Billing Distribution** window will open.

- Enter the amount of the assistance in the **Payment Amount** field. Enter the service the assistance will be applied to in the **Serv CD** field. Then enter **AS** in the **Detail?** field. Press F12 or click Save.

The screenshot displays the 'CITY OF CITYVILLE | GWK | Utility Billing Posting' application. The main window contains a form with the following fields and values:

- Combine Receipt?: N
- Rev CD: UTILITY PAYMENT
- Acct #:
- Amount:
- Memo:
- Update Date:
- Change Dist? Y/N: Y
- Validate?: N
- Multi Pmts?: N

Customer information on the right includes: ALEXANDER & ANYA HARRIS, PO Box 16, MIDWEST CITY KS 67000-0016, Prop Loc 601 BIRCH AVE, and Phone #. A green 'Bank Pay' button is present.

An 'Utility Billing Distribution' dialog box is open, showing a 'Proof' of 316.00. Below the proof is a table with the following data:

Payment Amount	Serv CD	Period	Misc Charge?	Detail?	Reference
<input type="text" value="316.00"/>	<input type="text" value="GA"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="AS"/>	<input type="text"/>

- If the assistance check received is for more than one customer, repeat steps 2-4 for each customer.
- Once you have entered all the assistance received with the check, verify the **Proof** matches the amount of the check. Press the up arrow until your cursor is in the **Rev CD** field. Then press PAGE DOWN. SimpleCity will default the combined amount of the energy assistance in the **Amount Received** field. Enter the payment details, then press F12 or click Save.

Note: If the **Proof** does not match total amount of the check and you have entered all of the energy assistance, the easiest way to fix the transaction is to complete the transaction by entering the payment and then void the receipt. Once you have voided the receipt, you can re-enter the energy assistance correctly.

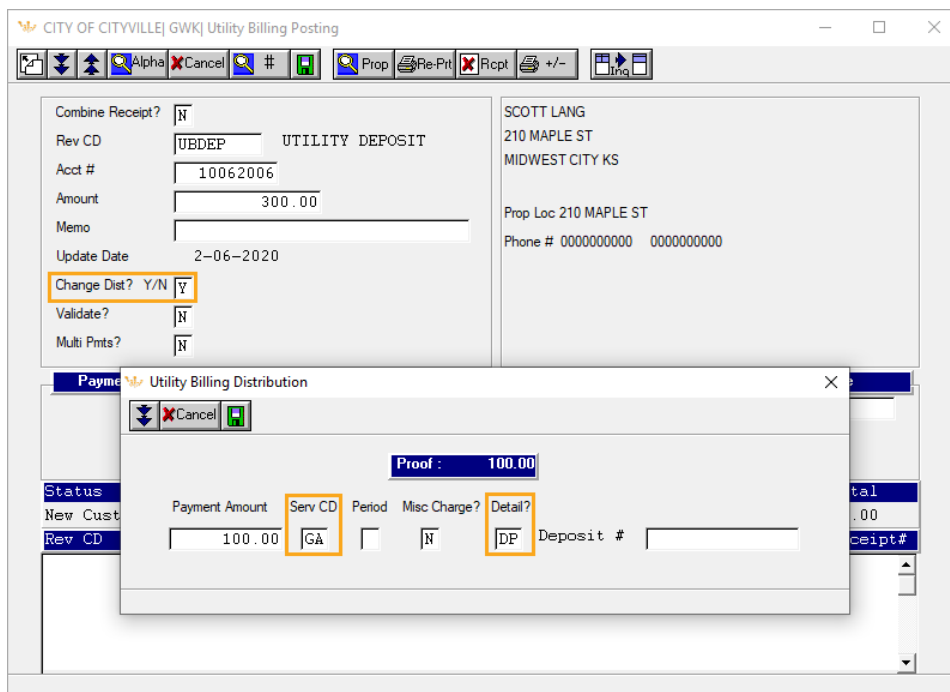
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UBDEP – Meter Deposits

Use the **UBDEP** Revenue Code to enter meter deposits. Meter deposits are kept on the utility account in case the customer leaves without paying their balance. In SimpleCity, meter deposits will not affect the customer’s balance. Before you can enter the deposit, you must first move in the customer in **Service Orders**. See the “Utility Billing Service Order” guide for more information.

1. Press the up arrow until your cursor is in the **Rev CD** field. Enter **UBDEP** and press ENTER.
2. Enter the **Acct #** and **Amount**. If you require meter deposits on more than one service, you can enter the total amount of the meter deposits. You will be able to enter the amount for each service.
3. SimpleCity should default **Y** in the **Change Dist?** field. If not, enter a **Y** and press ENTER. The **Utility Billing Distribution** window will open.
4. Enter the amount of the deposit in the **Payment Amount** field. Then enter the service in the **Serv CD** field and **DP** in the **Detail?** field. Press F12 or click on Save. If you have more than one deposit, SimpleCity will allow you to enter each deposit until the **Proof** is zero.



The screenshot displays the 'CITY OF CITYVILLE| GWKJ Utility Billing Posting' window. The main form contains the following fields:

- Combine Receipt? N
- Rev CD: UBDEP UTILITY DEPOSIT
- Acct #: 10062006
- Amount: 300.00
- Memo: (empty)
- Update Date: 2-06-2020
- Change Dist? Y/N: Y
- Validate? N
- Multi Pmts? N

Customer information on the right includes: SCOTT LANG, 210 MAPLE ST, MIDWEST CITY KS, Prop Loc 210 MAPLE ST, and Phone # 0000000000 0000000000.

The 'Utility Billing Distribution' dialog box is open, showing:

- Proof: 100.00
- Payment Amount: 100.00
- Serv CD: GA
- Period:
- Misc Charge? N
- Detail?: DP
- Deposit #: (empty)

- SimpleCity will return to the **Utility Billing Posting** window. The amount of the **Proof** should match the amount of the payment. Press the up arrow until the cursor is in the **Rev CD** field. Then press PAGE DOWN and enter the payment details. Press F12 or click Save.

Press the UP arrow and then PAGE DOWN to enter the payment details

Payment Amount	Amount Received	Change	Type	CHECK NUMBER	Reference
			CHCK		
Proof 300.00					

Status	Period 1	Period 2	Period 3	Over 3	Budget Due	Total
	.00	.00	.00	.00	.00	.00

Rev CD	Name	Account#	Payment	Amt Received	Change	Receipt#
EL	LANG SCOTT	10062006	200.00			47108
GA	LANG SCOTT	10062006	100.00			47109

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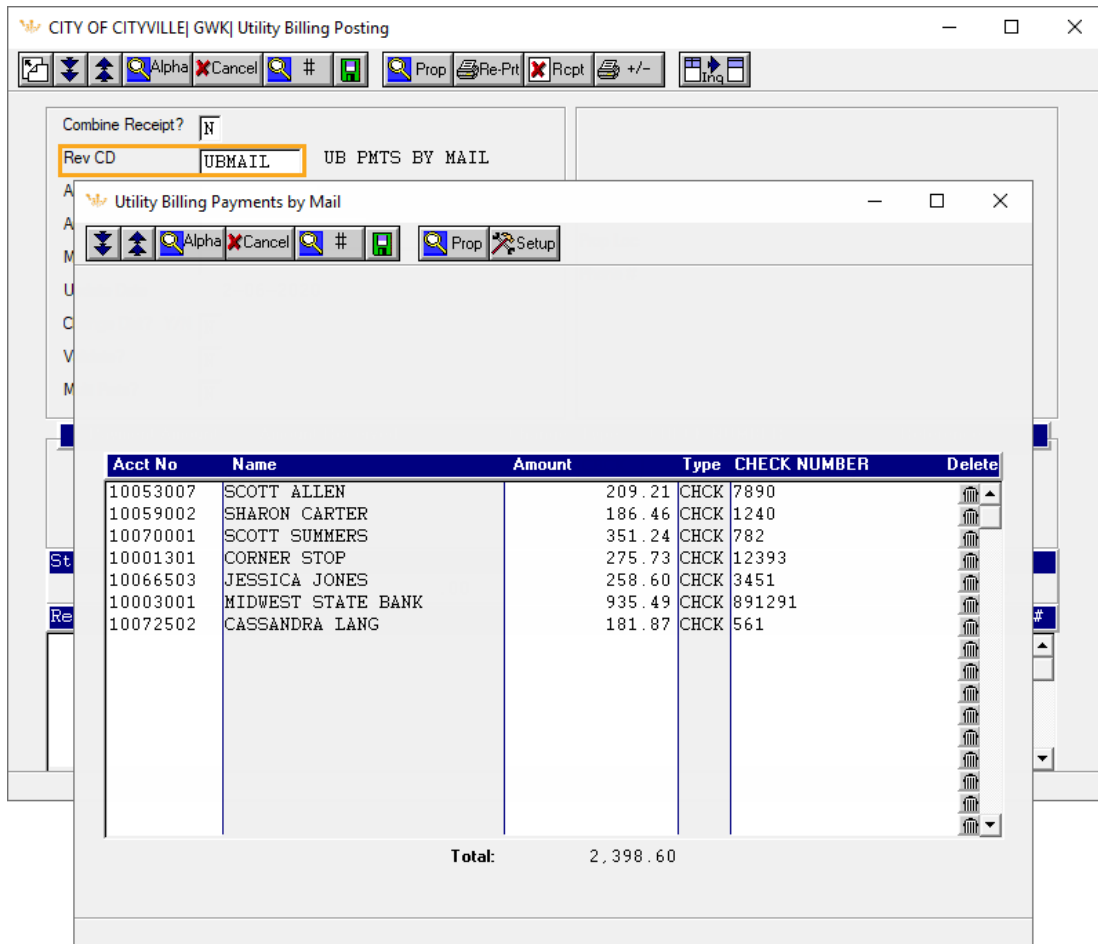
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UBMAIL – Mail and Drop Box

The **UBMAIL** Revenue Code allows you to quickly enter a batch of payments received by mail or collected from the drop box. The **UBMAIL** revenue code does not print a receipt for these checks.

- Press the up arrow until your cursor is in the **Rev CD** field. Enter **UBMAIL** and press ENTER. The **Utility Billing Payments by Mail** window will open.
- Enter the **Acct No**. SimpleCity will default the **Amount**, you can change this if the customer pays a different amount. Enter the **CHECK NUMBER**.

- Once you have entered all of the payments and verified they are correct, press F12 or click on Save.



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UBSTATE – Statement Bills

The **UBSTATE** Revenue Code allows you to enter one payment for all of the accounts on a statement bill.

Note: You must first set up the accounts to receive a statement bill in Utility Billing.

- Press the up arrow until your cursor is in the **Rev CD** field. Enter **UBSTATE** and press ENTER. The **Utility Billing Pay Multiple Bills** window will open.

2. Enter the **Alpha ID**. You can click the *Alpha Lookup* (F7) or *Numeric Lookup* (F9) buttons to look up the entity. SimpleCity will default all the accounts included on the statement bill, including all of the balances for each account and the total balance due. Enter the **Check #** and press ENTER. SimpleCity will enter the check number on all the accounts.

If the customer pays a different amount than the total due, you can change the **Amount** for any account. You will need to decide which account you would like to adjust.

3. Press F12 or click on *Save*.

The screenshot shows the 'Utility Billing Pay Multiple Bills' window. At the top, there are fields for 'Rev CD' (UBSTATE) and 'UB STATEMNT PMT'. Below this is a form with the following fields:

- Account Type: Owner
- Use ID?:
- Alpha ID: CITYVILE USD
- Check #: 67832

A callout bubble points to the 'Check #' field, stating: 'SimpleCity will autofill the Check # for all accounts'. Below the form is a table with the following data:

Acct No	Name	Amount	Type	CHECK NUMBER	Delete
20069001	CITYVILLE SCHOOL GYM	251.88	CHCK	67832	
80003501	CITYVILLE ELEMENTARY	2,399.77	CHCK	67832	
80016501	CITYVILLE HIGH SCHOOL	8,778.13	CHCK	67832	
Total:		11,429.78			

Two callout bubbles provide further context: one points to the table rows, stating 'Displays each account on the statement bill and the amount due', and another points to the 'Total' row, stating 'Displays the total amount due on the statement bill'.

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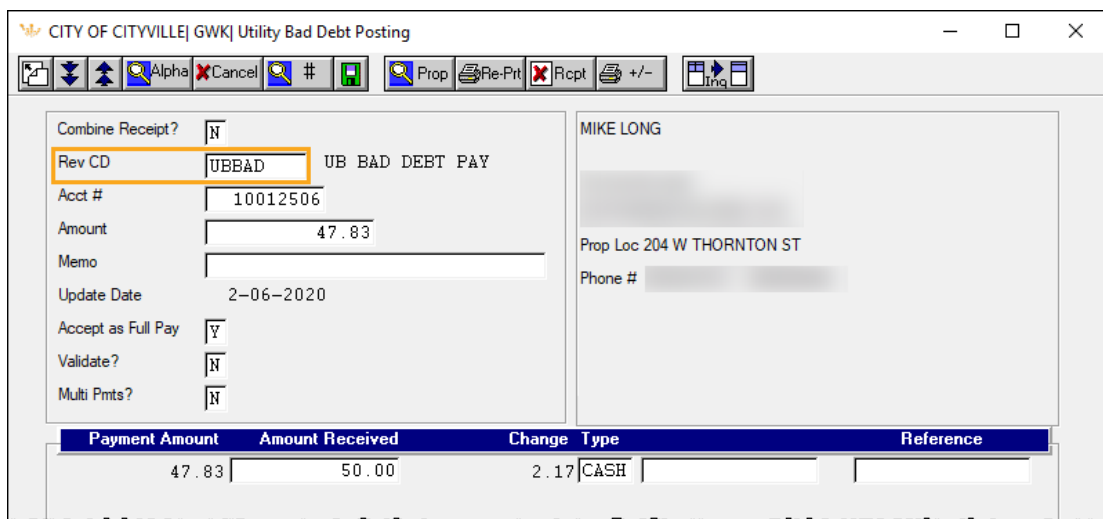
UBBAD – Bad Debt Payments

The **UBBAD** Revenue Code allows you to apply a payment to an account that has been moved into **Bad Debt**.

1. Press the up arrow, until the cursor is in the **Rev CD** field and enter **UBBAD**.
2. Enter the **Acct #**. If you do not know the account number, use the *Alphabetic Order Lookup* (F7) or the *Property Location Lookup* (Shift + F3) buttons to look the customer up by name or property location.

Note: Only Bad Debt Accounts will display when using the lookup buttons.

3. SimpleCity will default their balance in the **Amount** field. You can change this if the customer is paying a different amount. Press ENTER until your cursor is in the **Amount Received** field.
4. Enter the payment details, then press F12 or click *Save*.



Payment Amount	Amount Received	Change	Type	Reference
47.83	50.00	2.17	CASH	

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0.1 Closing Out Your Drawer

Best practice is to count your drawer down to its standard amount at the end of each day. The following morning, prepare your deposit. This procedure allows you to include any payments from the drop box in your deposit from the day before, include any online or phone payments to be imported and included with the previous day's revenue, and ensures that credit card payments received the previous day will be summarized together. This makes it easier to create your credit card deposits. For more information on creating credit card deposits, see the "Credit Card Deposits" guide.

Approximate Time: 30 minutes

To close down your drawer, use the following steps:

1. At the end of the day, count your drawer down to its standard amount. Place the checks and cash in a cash box or safe.
2. At the beginning of the next day, back up your data files using the **RM-1** Backup ID before posting any payments in Receipt Management.
3. If you import payments received via the web or phone, import these payments from the previous day.
4. If you include payments received in the drop box with the previous day's payments, enter those into Receipt Management using the previous day's date.

Note: Your city's policy may allow payments received after hours to be entered before Penalty Calculation or Shut Offs. If that is the case, we recommend entering payments received overnight on the previous day.

5. Print the **Receipt Listing** using the previous day's date. The total amount of cash and checks on the listing should match the total amount of checks and cash you are depositing at the bank. If it does not match, doublecheck that your checks have been entered correctly. However, errors can be made when giving customers change; it is not a concern if your deposit is off a small amount occasionally. If the amount is less than \$5 and you have doublechecked your checks, adjust the amount of the deposit. See the *When Your Drawer Doesn't Tie Out* section below.
6. Back up your data using the **RM-2** Backup ID.

7. Select **Entry | Update Receipts**. Update the receipts for the previous day. The total amount updated to General Ledger and the deposit(s) listed on the Update Receipts Journal should match your Receipt Listing.

PAYMENT TYPE	COUNT	PAYMENT	AMT RCVD	CASH BACK	#	VOIDS
CA CASH	39	3017.90	3017.90			
CC POS CREDIT CARD	5	417.41	417.41			
CK CHECK	152	13279.66	13279.66			
	204	16714.97	16714.97			

BANK NAME	DEPOSIT #	DEPOSIT	CREDIT CARD	TOTAL
05 BANK MIDWEST (MAIN CHECKING)		16,297.56	417.41	16,714.97
TOTAL		16,297.56	417.41	

8. Fill out your deposit slip(s) and take the money to the bank.

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0.1.1 When Your Drawer Doesn't Tie Out

If the amount to be deposited doesn't tie out to your Receipt Listing after counting down your drawer, follow these steps:

1. Review your checks and verify you entered them correctly.
2. If the amount is large, check Bank Reconciliation Inquiry to see if there is already a deposit with the same date. This can happen if **Update Receipt** has already been run with that Update Date. As long as the two amounts add up to the total deposit, it won't matter that there are two deposits for the same day.

- If the amount is small, this is typically due to error when giving change. Use an Over/Under Revenue Code to adjust the amount of the deposit. The standard Over/Under Revenue Code is **OVR/UND**, however yours may be different. If the deposit is less than the receipt listing, post a negative amount. If the deposit is more than the Receipt Listing, post a positive amount.

For example, if the physical deposit was .13 less than the receipt listing, you would post a -.13 to the **OVR/UND** Revenue Code.

The screenshot shows the 'Revenue Posting' window with the following fields:

- Combine Receipt? N
- Revenue Code: OVR/UND OVER/UNDER
- Use Revenue Entity
- Name: MIDWEST CITY
- Amount: .13-
- Memo: DRAWER UNDER
- Update Date: 11-16-2018
- Change Dist? Y/N N
- Validation? N
- Multiple Payments? N

Payment Amount	Amount Received	Change	Type	Reference
.13-	.13-		CASH	

If the physical deposit was .52 more than the Receipt Listing, you would post .52 to the **OVR/UND** Revenue Code.

The screenshot shows the 'Revenue Posting' window with the following fields:

- Combine Receipt? N
- Revenue Code: OVR/UND OVER/UNDER
- Use Revenue Entity
- Name: MIDWEST CITY
- Amount: .52
- Memo: DRAWER OVER
- Update Date: 11-16-2018
- Change Dist? Y/N N
- Validation? N
- Multiple Payments? N

Payment Amount	Amount Received	Change	Type	Reference
.52	.52		CASH	

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APPENDIX

ACCOUNTS PAYABLE CHECKLIST

gWorks recommends storing all invoices that will be included in an Accounts Payable run in a file folder. gWorks recommends entering your invoices as you receive them, using the date of the council meeting when they will be approved. Paper clip together invoices that have already been entered.

Print and complete this checklist for each Accounts Payable run. Keep this checklist as a coversheet in your Accounts Payable folder until the process has been completed.

Date of Council Meeting _____

Deadline to prepare claims _____

Enter Invoices

Verify you have entered all invoices and electronic payments.

Schedule Payments*

Schedule the invoices you would like to be paid. This step is not required for all cities. If your city does not schedule payments, skip this step.

Print the Scheduled Claims List

Print and review the scheduled claims list. For each invoice, verify the vendor and amount is correct.

Voucher Print*

Kansas and South Dakota only – some cities require vouchers be printed and approved for each invoice.

Print Checks

Payment Update

Check Register

Print a check register for the checks printed. File the check register, Payment Update journal, Scheduled Claims List, invoices, and check stubs for an audit trail.

RECONCILIATION CHECKLIST

gWorks recommends reconciling your bank statement within 10 days of receiving it. It will be easier to troubleshoot difficult reconciliations when the transactions are fresh in your mind. Store each of your bank statements in a file folder until the account has been reconciled.

Best Practice: Reconcile your bank statements before printing your financial reports for your council to ensure the reports accurately reflect your financial transactions.

Print and complete this checklist for each bank account. Paperclip this checklist to the clean copy of your bank statement, as well as any marked-up bank statements and store it in the Bank Reconciliation folder until you have reconciled the account.

Bank Account _____

Statement Date _____

Review Your Bank Statement

Verify you have entered all transactions into SimpleCity:

- | | |
|--|--|
| <input type="checkbox"/> Service Fees | <input type="checkbox"/> Electronic Deposits |
| <input type="checkbox"/> Interest Payments | <input type="checkbox"/> Electronic Funds Transfers (EFTs) |

Note: Backdate any transactions, deposits, or EFTs that have not been entered to match your bank statement.

Reconcile Transactions

Use your bank statement as your guide to reconcile transactions.

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Deposits | <input type="checkbox"/> Checks |
| <input type="checkbox"/> Interest | <input type="checkbox"/> Service Charges |
| <input type="checkbox"/> EFTs | |

Print the Outstanding Transactions Report

Print the Outstanding Transactions Report using the statement date as the ending transaction date. File a clean copy of your bank statement, the Reconciliation journal, and the Outstanding Transaction report for an audit trail.

REPORTS CHECKLIST

Each month, cities should present reports to the council informing them of the city's financial wellbeing. These reports should not be printed until you have reconciled your bank statement for the previous month.

Print and complete this checklist each month.

Date of Council Meeting _____

Reconcile your bank statement

Reconcile your bank statement within a week of receiving it.

- Print a copy of the Bank Reconciliation journal.
- Include a copy of the Bank Statement

Print the Cash Report for the previous month

Print the Outstanding Transactions Report

Print the Outstanding Transaction report using the bank statement date as the ending date; this will help you monitor transactions entered by mistake

Print the Treasurer Report for the previous month

Print the Budget Report for the previous month

Print the Budget Report for the previous month using the EFUND report format to monitor expenses by fund

- IA ONLY: Print the Budget Report for the previous month using the FUNCTION report format

Print the Revenue Report for the previous month

Print the Revenue Report for the previous month using the RFUND report format to monitor revenue by fund

PAYROLL CHECKLIST

gWorks creating a folder to use when processing your payroll. Store timesheets and your Calculation and Verification journal, as well as any other pertinent documents while processing your payroll.

Print and complete this checklist for each Payroll run. Keep this checklist as a coversheet in your Payroll folder until the process has been completed.

Pay Date/Check Date _____ Pay Period _____

For Hours Worked from _____ thru _____

ACH Deadline _____

Enter Hours and Paid Leave

Enter hours work and paid leave in Time/Pay Entry

Calculation and Verification

Run Calculation and Verification. Review the journal and compare it to your time sheets. Verify the following:

- | | |
|---|--|
| <input type="checkbox"/> Verify each employee's hours | <input type="checkbox"/> Verify there are no errors |
| <input type="checkbox"/> Check paid leave, overtime, etc. | <input type="checkbox"/> Verify the schedule vendor payments are correct |
| <input type="checkbox"/> Verify the correct employees were paid | |
| <input type="checkbox"/> Verify the gross total pay is typical | |

Run Comp Time Accrual

Print Checks

Run Deposit Notice Print*

Create the ACH File*

Run Update and Reports

*If applicable

ANNUAL PLANNING CHECKLIST

At the end of the calendar year, gWorks recommends planning out the next year and scheduling time to process your payroll.

Print and complete this checklist in December.

Fiscal Year End _____

Pension Reporting (circle one) Every Payroll/Monthly/None

State Tax Reporting (circle one) Monthly/Quarterly/None

Add the following to your calendar:

Pay Dates

- Add each pay date to your calendar, include time period of work being paid and the pay period (e.g. 1st Pay of the Month or Middle Pay of a 3 Pay Month.)
- Add the ACH Deadline*
- Schedule time to input hours in Time/Pay Entry and time to review the Calculation and Verification journal

Note: Be sure to include Pay days for regular employees, as well as those who are paid less frequently, such as your mayor, council members, or volunteer fire fighters.

Roll Totals

Roll totals after you have completed the last payroll of the month

Pension Reporting Deadlines*

If you participate in a State pension program, you will need to report wage information and remit payments either after each pay period or once a month.

State Tax Reporting Deadlines*

You will need to report wage information and remit state tax payments either monthly or quarterly.

941 Reporting Deadlines

You must file your 941 Form quarterly.

Unemployment Reporting Deadlines

You must report unemployment wages quarterly.

*If applicable

UTILITY BILLING CHECKLIST

Print and complete this checklist for each billing.

Bill Date _____

Meter Read Date _____

Enter Service Orders

Verify you have entered all service orders dated on or before the date you will be reading meters.

Read Meters & Enter/Import Readings

If you manually enter meter readings, schedule time on your calendar to enter readings.

Run and Review the Consumption Reports

Print and review the Zero Consumption Report and Unusual Consumption Report. Send the Public Works department to get re-readings, if necessary. Enter any service orders or other changes needed to bill all consumption.

Calculate Non-Update Cycle Billing

Run Cycle Billing in non-update mode.

Run and Review Billing Reports

Print and review the Billing Exception Report. Send the Public Works department to get re-readings, if necessary and make any other corrections. Run the Billing Register for New and Final Billed customers only and compare it to the Customer Move-ins/Outs report. Verify new and final billed customers are correct.

Calculate Updated Cycle Billing

Run cycle billing in update mode. All charges will be posted to the accounts.

Print Bills

Print an Update Billing Register

Run General Ledger Billing Update



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