

Deferred Billing - Energy Force

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Deferred Billing bills customers for their usage based on Remote Tank Monitor readings. Deliveries are made to an inventory department at \$0 and once a month they are billed for their usage at the average price for the month.

Rules

- Monitor readings have to be imported through the Remote Tank Monitor import program.
- The Deferred Billing program can automatically charge an upcharge for premium product on contracts. Product-level contracts will need to be set up for the upcharges to work.
- The Deferred Billing program does not process splits.
- This program does require a user role.

Deferred Billing is located at *Meter Menu / Deferred Billing*.

Maintenance Table Setup

Maintenance Tables

Navigate to *Supervisor Menu / Maintenance Menu / Maintenance Tables*.

1. Departments for each inventory need to be set up for the deliveries. The departments will need to have the tank Type filled in and Gas Dept set as Y. The Interface Billing Code is 81, the Posting Transaction Code is 14, and Global Department needs to be checked.
2. Departments for the usage need to be set up for each fuel. The departments will need to have the tank Type filled in with Gas Dept set as Y. The Interface Billing Code should be 82 and the Posting Transaction Code is 13.
3. Price Codes need to be created for each inventory product at \$0. This is for the deliveries.
4. Price Codes need to be created for each usage department. These Price Codes need to be set up with Price Type set to 0 and Avgd Price set as Y. Prices need to be kept updated. The best way to do so is using a Rack Code.
5. Two Meter Cycles should be created - one for Deferred Billing and one for Deferred Billing final processing.

Deferred Billing Product XRef

Navigate to *Meter Menu / Deferred Billing / Deferred Billing Product XRef*.

This table is used to identify which product number to bill based off of the delivered product. It also identifies which upcharge department to use if an upcharge applies.

Deferred Billing Product XRef								
Div	Delivered	Description	Billed	Description	Price Cd	Tier	Description	UpCharge De Description
221	RUBY INVENTORY	4221	RUBY USAGE	521	A	RUBY USAGE	904	#1 RUBY PRICE DIFFERENCE
222	#1 RUBY INVENTORY	4222	#1 RUBY USAGE	522	A	#1 RUBY USAGE	904	#1 RUBY PRICE DIFFERENCE

Setup on the Customer Accounts

1. Set up tanks on the customer account using the Inventory Delivery Department and Price Code with \$0.
2. Monitors need to be set up in the tank and meter inventory and placed on the customers' accounts marked as *RTM with Deferred Billing*. For the *Cycle Code*, select the Meter Cycle for Deferred Billing. The default product on the monitor should be the usage department and Deferred Billing Price Code.

Remote Tank Monitoring

No RTM
 Gallons/Percent Update Only
 RTM with Deferred Billing
 Automatic Meter Read

3. The monitor needs to have an opening line in the Deferred Billing history for each product with gallons that are in the tank at the time of setup. The opening line will have the *Delivery Date*, *Billing Date*, *Delivered Product*, *Billed Product*, *Transaction Type* of billed, *Delivery Invoice#*, *Gallons Delivered* (which will be 0), *Gallons Billed* (which will be 0), and the *Gallons Not Billed* (which will need to be filled in with the number of gallons of the product in the tank).

Delivery Date	Billing Date	Delivered Product	Description	Billed Product	Description	TransactionType	Delivery Invoice#	Billing Invoice#	Gallons Delivered	Gallons Billed	Gallons Not Billed
07/08/21	08/21/21	240	ZUHL 87 OCTANE INVENTORY	4240	ZUHL 87 OCTANE USAGE	Billed	110843	0	0.0	0.0	291.2

4. Monitor readings need to be imported for Deferred Billing to work, as Deferred Billing reads the Remote Tank Read Audit for the tank levels.

Deferred Billing Processing

Navigate to *Meter Menu / Deferred Billing*.

1. Run the **Deferred Billing Pre-Bill Report**.

Deferred Billing

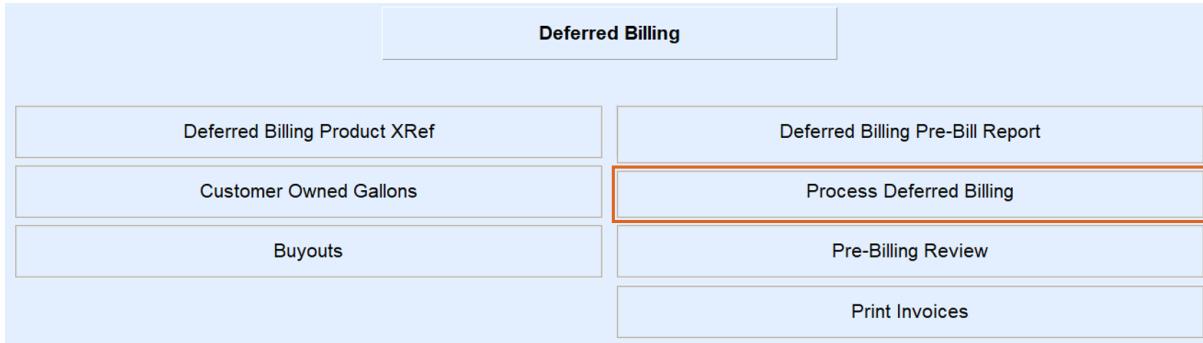
Deferred Billing Product XRef	Deferred Billing Pre-Bill Report
Customer Owned Gallons	Process Deferred Billing
Buyouts	Pre-Billing Review
	Print Invoices

- a. Enter the *Division Number* of the customers. For databases that validate on tank location, the *Division* would be 1.
- b. Enter the Deferred Billing *Meter Cycle Code*.
- c. Enter the *Process* date and the *Delivery End* date (the date through which to include deliveries).
- d. Select **Process**. The report will open in Excel and will be saved in the CSV folder. This report will show

how many gallons have been consumed and how many are going to be billed. Consumed gallons under 25 will not process and will wait until next month when the usage should be higher. Check for lines with an **E** in the **Status** column. These are Remote Tank Monitor errors and will not bill. Run the report several times during the month to check for Remote Tank Reading errors to ensure there is time to get them corrected prior to billing. Readings more than five days old will not be used.

Report Date: 05/23/2022 09:21:35													
Division: 1													
Cycle Code: 1													
Processing Date: 05/21/2022													
Status	Status Description	Customer Number	Customer Name	Meter ID	Last Billing Date	Last Read Date	Gallons Delivered	Current Read Date	Current Read	Est Gallons Consumed	Owned Gallons	Contract Gallons	Customer
		269600	SMITH, JEFF	13928-1.1	4/21/2022	4/21/2022	2881	0	5/21/2022	2080.5	800.5	2881.1	5000
		269600	SMITH, JEFF	13928-2.1	4/21/2022	4/21/2022	831	0	5/21/2022	730.7	100.3	830.7	2000
		330000	ABC FARM	14852-1.2	4/21/2022	4/20/2022	320	500.2	5/20/2022	450.5	369.7	0	809.8
		367575	LONGHORN RANCH	15622-1.1	4/21/2022	4/21/2022	154	0	5/21/2022	117.4	36.6	238.5	0
		1671000	VOSHEL, THERESA	40990-1.2	4/21/2022	4/21/2022	224	397.8	5/21/2022	392.7	228.9	0	871
E	Reading Date 05 / 17 / 2022 was previously processed	1683900	KILMER, VAL	41050-1.3	4/21/2022	4/21/2022	331	0	5/17/2022	314.2	16.8	129.8	2000
E	Reading Date 11 / 18 / 2021 is prior to 5 days ago.	107674	PIT, BRAD	41178-2.1	4/21/2022	4/21/2022	376	0	5/21/2022	331	45	376.1	1300
		8000182	BIG TIME CONSTRUCTION LL	8000182-1.4	12/21/2021	12/20/2021	801	0	11/18/2021	880.9	-79.9	0	0
Calculation example													
Last read													
320													
Plus Gallons Delivered													
500.2													
Less Current Read													
-450.5													
Gallons Consumed													
369.7													

2. Select Process Deferred Billing.



- Enter the **Division Number** of the customers.
- Enter the **Deferred Billing Meter Cycle Code**.
- Enter the **Process** date.
- Enter the date range for the price to average.
- Select **Process**. A report run to **Video** will display.
- Once the report is closed, the **Pre-Post Review** screen will display. This screen is defaulted to **View All** transactions. Select **View Contracts Only** to see contract transactions only. Upcharge transactions will also be displayed here.

Deferred Billing Pre-Post Review														
Cust#	Contact Name	Tank Id	Monitor Number	Tank Cap	Split Bill%	Record Type	Department	Transaction	Consumed Gallons	Price	Price Code	Tier	Total Tax	Total Amount
109	10321-1.1			561.00		Average Price	4241	13	623.30	4.1372 541	B	\$0.00	\$2,578.72	
280	10595-1.1			5001.00		Average Price	4244	13	1000.00	4.4389 542	A	\$0.00	\$4,438.90	
1534	13928-1.3			1001.00		Customer Owned	4201	13	329.80	0.0000 0		\$0.00	\$0.00	
1534	13928-1.3			1001.00		Customer Owned	4200	13	11.20	0.0000 0		\$0.00	\$0.00	
1680	14852-1.1			1001.00		Average Price	4221	13	672.00	4.5439 521	A	\$0.00	\$2,602.75	
1681	14852-1.2			1001.00		Contracted	4201	15	409.20	4.4745 999	A	\$0.00	\$1,796.49	
1712	15622-1.2			2001.00		Customer Owned	4221	13	1081.00	0.0000 0		\$0.00	\$0.00	
1725	16663-1.1			561.00		Contracted	4221	15	185.00	2.9200 999	A	\$0.00	\$564.20	
1725	16663-1.2			561.00		Average Price	4240	13	127.90	4.5276 540	B	\$0.00	\$579.08	
1840	21106-1.5			1001.00		Average Price	4221	13	670.30	4.5439 521	A	\$0.00	\$3,045.78	
16539	8000346-1.1			12087.00		Customer Owned	4221	13	3889.00	0.0000 0		\$0.00	\$0.00	
16539	8000346-1.2			1001.00		Contracted	4222	15	220.00	2.5500 999	A	\$0.00	\$561.00	
16539	8000346-1.2			1001.00		Upcharge	804	13	226.00	0.1000 999	A	\$0.00	\$22.00	
16550	21120-1.2			10641.00		Average Price	4202	13	2533.00	4.6920 502	A	\$0.00	\$11,684.84	

- If needing to return to this screen after exiting, go to **Deferred Billing Menu / Pre-Billing Review**.



h. Select **Start Final Processing** when ready to post the transactions. Enter the *Posting Division* and select **Continue**. A sales journal will be created and transactions to the customer will be posted.

The journal can be viewed at *Posting Menu / Enter Sales*. The *User ID* will be *DEFB*. The consumption has been billed to the customers' accounts and can be viewed on the *History Inquiry* screen.

Also, the *Monitor* screen includes the following billing information:

1. The *Billing Date*, *Last Reading*, and *Reading Date* will be updated.
2. Deferred Billing history at the bottom of the *Monitor* screen will show the billings and how many gallons remain on the delivery.
3. New deliveries will be added if there are any. Deliveries do not display here until the Deferred Billing is processed.
4. Any customer-owned gallon usage is indicated. Customer-owned gallon usage will not display in the *History Inquiry* as the customer has already been billed for those gallons.

The image shows the 'Monitor' screen with various data entry fields and a main table. A callout box labeled '1' points to the 'Last Reading' field. A callout box labeled '2' points to the 'Deferred Billing' history table. A callout box labeled '3' points to the 'Remote Tank Monitoring' settings. A callout box labeled '4' points to the 'Using Cust Owned' row in the history table. The table has columns for Delivery Date, Billing Date, Delivered Product, Description, Billed Product, Description, TransactionType, Delivery Invoice#, Billing Invoice#, Gallons Delivered, Gallons Billed, and Gallons Not Billed.