APPLICATION NAME - TOTAL UTILITY BILLING SYSTEM OF METRO BANGUED WATER DISTRICT

SOFTWARE - MICROSOFT SQL SERVER MANAGEMENT STUDIO

USERS MANUAL

HOW TO OPEN THE PROGRAM

On the desktop double click TUBS

LOG IN

Enter the user name on the first box and password on the second box. Press (Enter)

HOW TO ADD NEW CONNECTION

1. Go to Master Files
2. Click Consumers Information
3. Click the new Icon
4. Enter the Account number, Sequence number
5. Enter Last Name or Company's Name, First Name
6. Enter Home Address, Billing Address. (You may use the Copy Paste command for Billing Address) Tel. No. Fax No. (Optional)
7. Enter date connected, zone, consumer type, route, meter informations
8. Click SAVE icon to save
9. Click X box to close or click close icon on the menu.

HOW TO CHANGE METER

1. Click transaction, billing, change meter
2. Enter Account number, Meter number, brand of meter, installation date, initial reading of new meter, reading of old meter
3. Click OK to save

HOW TO ENTER BEGINNING BALANCES

1. Click Master Files, Consumer information
2. Click edit, enter Account number
3. Click balance in arrears

4. Enter amount of beginning balance
5. Click OK to save

BILLING CYCLE

BILLING SCHEDULE – MS OFFICE EXCELL

PREPARE METER READING SHEET

1. Click print meter reading sheet
2. Enter Zone
3. Enter Book number
4. Click OK to generate
5. Click Print

COMPUTING WATER BILL – (AUTOMATIC COMPUTATION)

1. Go to meter reading transaction entry
2. Enter Zone, Account number, Present Reading
3. Click Save

PRINTING OF WATER BILLS

1. Click print receipts
2. Enter Zone and Book number
3. Click OK to generate
4. Click Print

Note:

How to Reprint in case of Printing error or paper jam (No damage of Water bill Forms)

1. Click print bill receipts.
2. Check reprint bill receipts
3. Enter bill number to print
4. Click OK to generate and print

POSTING OF WATER BILLS PRINTED

1. Go to transaction
2. Select billing
3. Select post billing to ledger
4. Enter Zone, book, month
5. Click OK

PROCESSING OF APPLICATION OF PENALTY

1. Go to transactions
2. Select billing
3. Select post penalty to ledger
4. Enter Zone and book number
5. Enter date of penalty
6. Click OK

HOW TO ADD NEW USER

1. Go to tools
2. Click security
3. Click new user
4. Fill up system users information
5. Click OK

HOW TO CHANGE ACCOUNT NO.

1. Go to transactions
2. Click transfer of property
3. Enter Account number
4. Enter new Account number, address
5. Enter transfer date
6. Click transfer to save

HOW TO PRINT REPORTS

1. Go to reports
2. Select the following reports to print
    1. Customer Ledger Card

2. Ageing of Accounts Receivable
3. Daily Billing Report
4. Monthly Billing Report
5. Change Meter List
6. Daily Collection
7. Commercial Status
8. Disconnection Notice
9. Monthly Collection
10. Monthly Consumption Pattern
11. Top Users
12. Monthly Senior Citizen Discount
13. Monthly Water Usage

HOW TO VIEW THE LEDGERS DURING UPDATE CUSTOMER

1. Go to Consumers Account Inquiry
2. Enter Account number
3. Click Ledger
4. Click scroll down

HOW TO MAKE WATER BILL ADJUSTMENTS

1. Go to transactions
2. Click Billing, select BAM
3. Enter Account number
4. Enter billing month
5. Enter adjusted reading
6. Click OK to save
7. Click Print