



### Reporting Schedule for MeterNet HOA Clients

<b>Report</b>	<b>Description</b>
Resident Audit (DEM120) Meter Audit Report.  26 <sup>th</sup> of the month prior to upcoming billing month.	Check current list of residents for a given community, building or series of buildings. Used for communicating between community manager and account manager to ensure that resident lists are accurate and that all move ins and move outs have been completed. Meter Audit shows all meters and current status, meters that require maintenance or show abnormally high or low (zero) usage should be closely monitored and or scheduled for repair immediately in order to avoid lost and unbillable usage.
Past Due Report ( <b>does not apply to 'Bill-Only' clients</b> ). (FIN102) 4 <sup>th</sup> of the billing month.	Report showing all residents who are past due on payments for utilities and services. Only residents who <u>do not</u> have a zero balance on their account will show. This report should be used by managers to follow up with residents who are delinquent on their bills.
Consump. Report (CON116) Billing Report (BILL111)  10 <sup>th</sup> of the billing month.	Reports show Billing and Consumption amounts for the most recent billing; these reports come out a few days after the billing period.
Reimbursement & Resident Deposits Report ( <b>does not apply to 'Bill-Only' clients</b> ). (FIN148) 22 <sup>th</sup> -24 <sup>th</sup> of the month following the collections period.	Report showing all payments made for a certain property or group of properties along with the total collected amount, fees due to billing company, NSF checks and all amounts due to the Community.