



Sub-metering & Billing Solutions

Reporting Schedule for MeterNet Clients

Report	Description
Resident Audit report Emailed 14 days prior to the upcoming billing cycle	Current list of resident names and billing addresses 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.
Accounts Receivable Report Emailed 4 days after the bill due date	Report showing all residents who have balances on their accounts. 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.
Long Term Usage Report Billing Report Meter Audit report Emailed 2 days after current billing is done	Reports show Billing and Consumption amounts for the most recent billing. The Meter Audit Report shows all meters and current consumption. Meters that 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.
Reimbursement & Resident Deposits Report Emailed on the 22 nd of the month following the collection 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.
