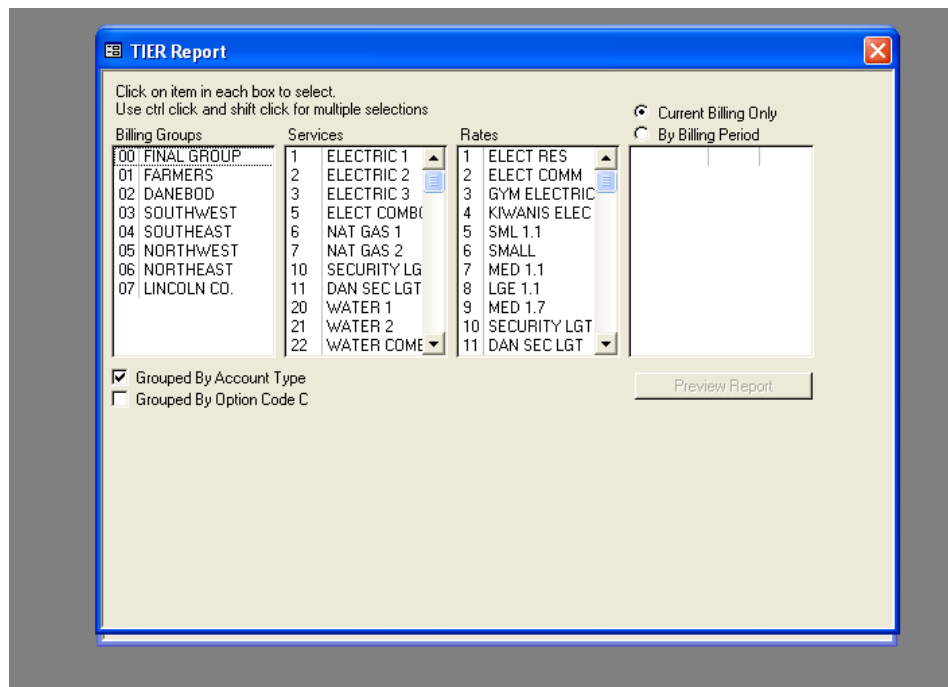


# TIER REPORT

The Tier Report module to the Windows Utility Billing software is a separately purchased module that allows you to print out a report that shows total usage and charges for each level or tier setup on the rate screen. It also can sort by billing group, account type, service and/or rate. The sorting can also show only current period of you can select past history periods or a range of periods.

First, make a back up of your current data. Next right click on the main utility billing account screen and choose set up and rates. Next, choose the rate that you want to use in the tier report. If you want to change the rate, change it here and then run the tier report and it will show you what you would generate if you changed the rate. After you run the report either change the rate back or restore your backup to get back to your existing rate.

To run the tier report, right click on the account screen and highlight with your cursor the Tools menu option. Then, click on the Tier Report menu item.



This is the main Tier Report selection screen where you select your billing group(s), Service(s) and Rate(s). A click will highlight the items in the columns. A Shift-Click or Ctrl-Click will select multiple items.

Remember to click on the Current Billing Only or By Billing Period and select the desired periods to be reported.

Remember to use the slide bar when choosing groups and periods that are not directly shown on the screen.

Also, you must select items that actually exist together. Another words, billing group 1 must have your chosen service rate and a bill for that period in order to work.

## Sample TIER Report

Rate#	1 ELECT RES	Account	R		
	<u>From</u>	<u>To</u>	<u>Usage</u>	<u>Rate</u>	<u>Amount</u>
	1	99,999,999	1,377,509	0.0520000	\$71,630.47

Rate#	20 WATER	Account	C		
	<u>From</u>	<u>To</u>	<u>Usage</u>	<u>Rate</u>	<u>Amount</u>
	1	1,000	2,000	0.0135200	\$27.04
			22,200		\$111.88

Rate#	20 WATER	Account	R		
	<u>From</u>	<u>To</u>	<u>Usage</u>	<u>Rate</u>	<u>Amount</u>
	1	1,000	400	0.0135200	\$5.41

TIER	USAGE	AMOUNT
1	1,379,909	\$71,662.92
2	20,200	\$84.84
3	0	\$0.00
4	0	\$0.00
5	0	\$0.00
6	0	\$0.00
7	0	\$0.00
8	0	\$0.00
9	0	\$0.00
10	0	\$0.00
	1,400,109	\$71,747.76