

## Consumption Range Report

Nov. 2021

This report shows a count of customers and consumption and dollars billed for consumption ranges as a grand total and also as a monthly or daily average (grand total divided by the number of months or days). The information is commonly used by parties doing rate studies. Before starting you should have an idea of what time period the report is for, what consumption ranges are needed, and what customers (all or a certain catgy) the report is for.

**Note: if using the C-Isam version of Utility Billing, if possible, you should run this program at your server (or master PC) to save time. If using the Postgres version of Utility Billing you can run at any PC.**

- 1- In Utility Billing open "**History**" and then click on "Print" -- "Report".
- 2- In the upper left corner select "**Consumption Rng**".
- 3- On the left side of screen (in the middle) enter the **Begin and End** dates the report should include (ex: 07/01/20 to 06/30/21).  
Below the dates, enter the "Period" (# **months or days**) for average calculation. For example if running the report for a year enter '12' if you want the totals to be divided by 12 to get a monthly avg or enter 365 for a daily avg.
- 4- In the middle of the screen enter up to twelve **Consumption Ranges** with the last 'High' range being all 9s. Some even include a "negative" range on line-1 should anyone have been billed negative consumption (ex: the first range could be -99999999 and -1). **IMPORTANT:** enter the ranges in the same manner as you bill - for example if the report is for water and it is billed in even hundreds with zeroes removed (ex: 6800 is billed as 68), enter the ranges in the same way (ex: 0-10 and 11-20 would be entered instead of 0 to 1000 and 1100 to 2000). **Do not overlap the ranges.** If you are unsure how consumption is billed, check a customer's history. If you need more than 12 ranges run the report for the first 12 and then run again for the final ranges but put 99999999 as the last "High" range on the second pass.
- 5- To the right of the ranges under "**Meter Bill Codes**", use the drop-down arrows and select up to 10 metered bill codes the report should include (ex: codes 1000, 1001, and 1002). If the report should only include a certain catgy of customers (ex: only Commercial) and you have bill codes specific to that catgy, then select only those bill codes. If you have bill codes that include all customers but the report is for a specific customer catgy see step 7 below.
- 6- If you want to include only customers who also are billed another service (ex: sewer), then under "**Other Bill Codes**" select up to 10 bill codes that represent that service. If you want customers included even if they don't have any 'other' service, then do not select any "Other Bill Codes".
- 7- Leave the "**Cust Type**" blank unless you want only a specific catgy of customer (ex: Commercial) to be included in which case you would enter the 'Type' that is on the Customer Acct screen (ex: C). Note: if the metered bill codes entered above are for a specific catgy of customers, then the Cust Type is not needed.
- 8- Type a meaningful report name in the "**Heading**" field (ex: Water Usage: Comm'l Accts).
- 9- If you want to look at the numbers on the screen first then leave "Print to Screen" checked.

Click on the "**Print Cons Rng**" command to begin. If running this at the server (or if you use the Postgres version of Utility Billing) the report might take a minute or less but if running at a remote PC (and using the C-Isam version) it could take 5-15 minutes. If the report displays to the screen and you want to print it to paper, you can either click on the "Print" command at the top of the screen or you can return back to the report screen and uncheck "Print to Screen" and run the report again.