

## Water Bill Split - Hirvensarvi 16 B

When a new HSY bill arrives

- 1) Note the billing period start/end dates.
- 2) Note the totals:
  - Basic fees total (perusmaksu)
  - Consumption total (kayttomaksut)
- 3) Read sub-meters at the start and end of the same period:
  - AS-1 (Ameen)
  - AS-2 (Jussi)
  - Go to the maintenance room and take a photo of both readings.
  - Take the start reading on the first day of the period.
  - Take the end reading on the last day (evening) or the next morning.
  - Note: Jussi will go to the maintenance room on these days to take the readings, and Ameen will do the same.
- 4) In the app: Split current bill
  - Enter period, totals, and sub-meter readings (or usage only).
  - Optional: add main meter readings to see mismatch status.
  - Click Calculate split.
- 5) Use the Settlement line and WhatsApp copy/paste.
- 6) Keep "Save this period to history" checked.

Mismatch policy

- Default is display-only (ignore mismatch).
- Manual override is available:
  - Split mismatch 50/50
  - Split mismatch proportional
- Use override only if both parties agree.

Why this option exists

- If main meter and sub-meters do not match, you can decide how to handle the difference.
- Default is to ignore it. Use 50/50 or proportional only when you agree.

True-up / Reconciliation (corrections)

- A true-up is an HSY correction of earlier estimated bills.
- Use this page only when HSY sends a correction.
- Enter a positive amount for an extra charge or a negative amount for a credit.
- Select usage from saved periods or enter it manually.
- The amount is split proportionally by sub-meter usage.
- If the amount is positive, Ameen reimburses Jussi, since Jussi pays HSY.

History

- History page shows past periods and computed shares.
- Data is saved in a shared Google Sheet. Ameen will share the link with Jussi.

HSY billing periods (4x per year in 2026)

01/01/2026 - 31/03/2026  
01/04/2026 - 30/06/2026  
01/07/2026 - 30/09/2026  
01/10/2026 - 31/12/2026

When to take sub-meter readings (2026)

- 01/01/2026 (start) and 31/03/2026 (end)  
01/04/2026 (start) and 30/06/2026 (end)  
01/07/2026 (start) and 30/09/2026 (end)  
01/10/2026 (start) and 31/12/2026 (end)
- If needed, end readings can be taken the next morning.
  - Ameen also will go on these dates to the maintenance room to take the readings.