1 Purpose

Every month all post paying customers receive their electricity bills which reflect monthly consumption and amount to be paid. Bills generated by the month end run are accounts for company customers and these bills are billed though out the month but only generated at billing month end which is supposed to be on the 10th of every month. Either than just generating bills, this run also generates the revenue and consumption report for SEC for that particular month.

2 Scope

This procedure produces the status of Revenue and Consumption for SEC for that month.

It also produces post-paid customer bills from various companies.

Then manually other reports are generated as well.

3 References

SEC I.T Policies

4 Definitions

N/A

5 Responsibility

Business Systems Operator – the business system is responsible for executing the month end control run.

Systems Administrator(s)–the systems administrator is to ensure that the month end control run was carried out successfully, and assist should there be any challenges.

6 Procedures

6.1 Checking and closing of batches

- Log into the billing system as seb524
- Batch queries : adjusting of customer accounts and these should not be open for Month End Run to run
- To check the batches, type **PBT** and close all open batches by typing Y then enter. Batches are supposed to close then.

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- Repeat this until all batches have been closed.
- If they cannot be closed type **F** to force closing of batches.

6.2 Checking for demand and first readings not captured

- Log into the billing system
- Type **RQ1**

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- Go to **DEMAND READS REQUIRED**
- Type X
- Report **SPSABRG1_??_1 and 2** are generated. Check for those reports in /sps/spsprint. These reports show readings not captured.

- When the report shows that there is no reading then the month end run can be submitted.

Before the Month-end Run can be submitted there should nothing running in the billing system and this can be checked by using **EAJ.**

6.3 Submitting the Month-end Run

- After all batches have closed type **RQ1**
- Type **X** on **Control Run** and press enter twice
- On the screen following there shall be 2 questions, one being if you want to run this control run you type **YES** and next question will be: is this a month-end control run and you type **YES** again.
- Press **F4** to check if Control is **EXECUTING.**
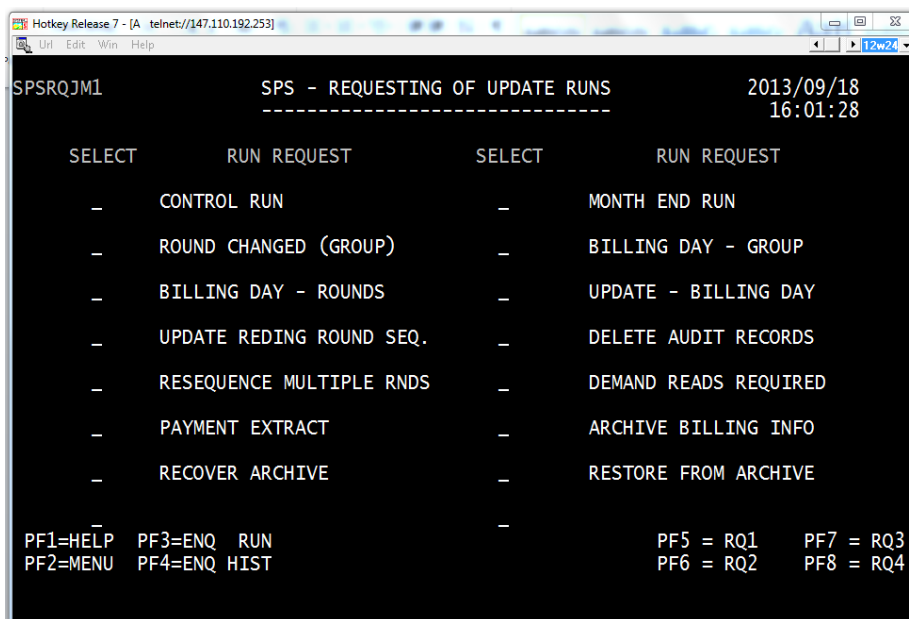
Menu screen for all the runs to be executed **(RQ1)**

6.4 Submitting the Month-end Run

- After the month-end control run has executed then the month-end run is submitted.
- Type **RQ1** again.
- Type **X** against Month-end and press enter.
- Press **F4** to check if the run is executing.
- Take note of run number and job number.

NB. Do not disturb the Month-end run as it executes. Press enter to view progress.

6.5 Procedure checklist

At the end, you need to ensure each of the following items in the checklist.

- If the Month-end Run executed well without a glitch, time should end up being 0:00:00
- A report SPSABMEZ_<job number>should be available and can be printed

6.6 Month-end Reports

For following reports; login as sebrep.


```
20130919  MAHREPM        SWAZILAND ELECTRICITY COMPANY        11:23:20.9
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                    BILLING SYSTEM ONLINE REPORTS MENU

                    CODE   REPORT NAME
                    R00 - Reports in Print Queue
                    R01 - Reprint Bill
                    R02 - How Many Readings Have Been Captured ??
                    R03 - Saved Error Readings
                    R04 - No Readings (All or Selected Area/Distr./depot)
                    R05 - No Readings for All Depots *** DO NOT USE ***
                    R07 - Abnormal Consumption For Month
                    R08 - Grouped Account Balances - Selected Group
                    R09 - Grouped Account Balances - All Groups
                    R10 - Meter Factors For S3 and Demand Accounts
                    R11 - Demand History For Last 12 Months
                    R12 - Debtors Accounts List - All Accounts
                    R13 - Debtors accounts List - Selected Tariff
                    RXE - Extract Receipt Batches for Interface
                    RXT - Transfer Extracted Batches To MIMS
                    RXX - Additional Reports Menu
        Enter Selection Code: ___  OR Press Pf10 to EXIT
```

- a) R07 Abnormal Consumption
- b) R09 Group listing
- c) R11 Demand History
- d) R21 Debtors with these amounts: 100 000, 30 000, 10 000
- e) R23 Interest
- f) R27 Terminated Accounts for that month
- g) Batch Totals
- h) Debtors per Depot
- i) R46 Debtors Summery
- j) R48 Age Analysis Tariff
- k) R49 Age Analysis Depot (K5, K6, T1, T2, T3, T4)

6.7 For the following reports login to the billing system

    a) RQ2 menu

    b) X against months since last actual bill – report produced being SPSABRAB_

    c) X against Zero Consumption/meter   - report produced being SPSABRZC_

7   Records

   N/A