

**MISC. ACCOUNTS RECEIVABLE PROCEDURES – BASIC OUTLINE**  
**(not yet complete):**

**1) INVOICE TYPES**

a) Electric

- i) Pole Contact Rent
- ii) Electric Services
  - (1) Temporary electric services
  - (2) Permanent electric services
    - (a) Over-length services
    - (b) Winter tubed services
  - (3) Joint trenching
    - (a) URD primary
    - (b) URD services
  - (4) Developer contributions
    - (a) URD primary
    - (b) Lighting
      - (i) Street Lighting
      - (ii) Area Lighting (Security Lighting)
  - (5) Job Orders
  - (6) Damaged Electric Meter
  - (7) Corn Fest temporary/Seasonal use

b) Water

- i) Loads of Water
- ii) Hydrant Meters
- iii) Water main recapture
- iv) Water tower rent
- v) Damaged - Water Meter/Hydrant
- vi) Temporary/seasonal use - Corn Fest, Sewer Jetter, & Sprinklers in meridian strip

c) Vehicle Accidents

- i) Electric
- ii) Water

d) Sale of Items to Third Party

- i) Inventory
- ii) Non-inventory

e) Pass through charges-Invoices we are billed then invoice to appropriate entity

f) WPPI Chargebacks

- i) Community Relations Funds
  - (1) Community Contributions Fund
  - (2) High School Scholarship Fund
  - (3) School Education & Outreach (*new in 2018*)
  - (4) Value of Public Power
  - (5) Economic Development Partnership

- ii) LEEF Fund (Local Energy Efficiency Funds) – *previously name WCTC Fund*
- iii) EV (Electric Vehicle) Technologies Initiative Fund
- iv) Electric Service Territory & Customer “Right to Serve” Program

g) ATC (American Transmission Company) Chargebacks

- i) Joint Facilities
- ii) Operation & Maintenance Expenses

**2) GENERAL BILLING INSTRUCTIONS**

- a) Gather Source Document
- b) Set up New Customer if no customer exists
- c) Enter Invoice in Microsoft Dynamics
- d) Distribute Invoice to Customer
- e) Apply Payments
- f) Apply Finance Charges
- g) Create Monthly Statements

**3) COLLECTION PROCEDURES**

- a) Collection Methods
  - i) Telephone
  - ii) Letter
  - iii) TRIP/SDC (WI Dept of Revenue)
  - iv) Small Claims
  - v) WI Dept of Transportation Safety Responsibility compliance
  - vi) City Attorney’s office