

Documentation supporting the
Utility Management System

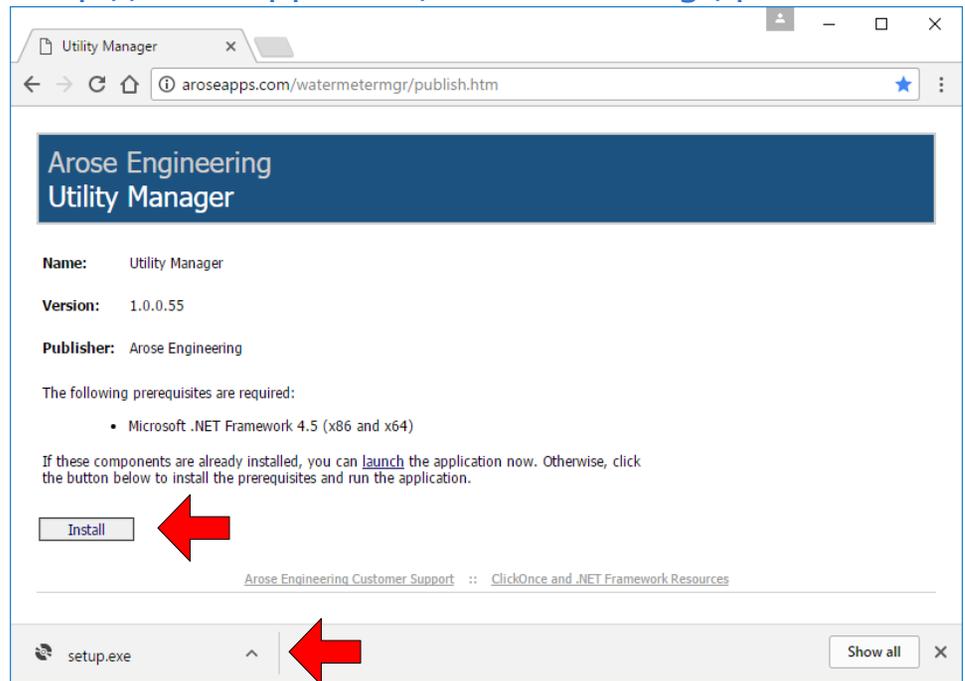


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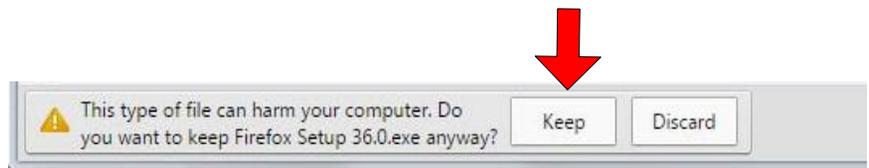
Open a web browser and go to the installation URL. Click on the **Install** button to download the setup file.

The setup file will be placed in your Downloads folder or possibly another location depending on your browser's settings.

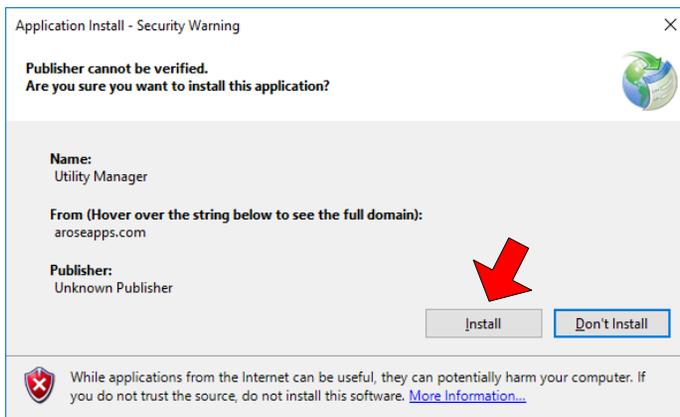
<http://aroseapps.com/watermetermgr/publish.htm>



If you are prompted that the file may be potentially harmful, choose to **Keep** the file.

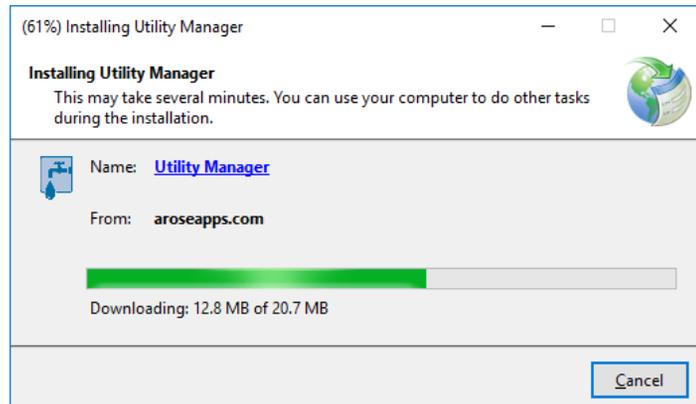


Run the Setup.exe file either by selecting the downloaded file from your web browser window and clicking **Run** or **Open**, or navigate to your Downloads directory and run the file from there.



Once the setup file starts you will be prompted with a window similar to the image to the left. Click the **Install** button to begin installation.

The Utility Manager will begin its installation and the progress will be displayed.



Windows protected your PC

Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.
More info



Don't run

You may be prompted by Windows protection the first time the application runs. To proceed click the **More info** button.

Then click the **Run anyway** button. This will start the Utility Management System.

Windows protected your PC

Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

App: TenantTracker.exe
Publisher: ASUS-WORKPC\Stephen



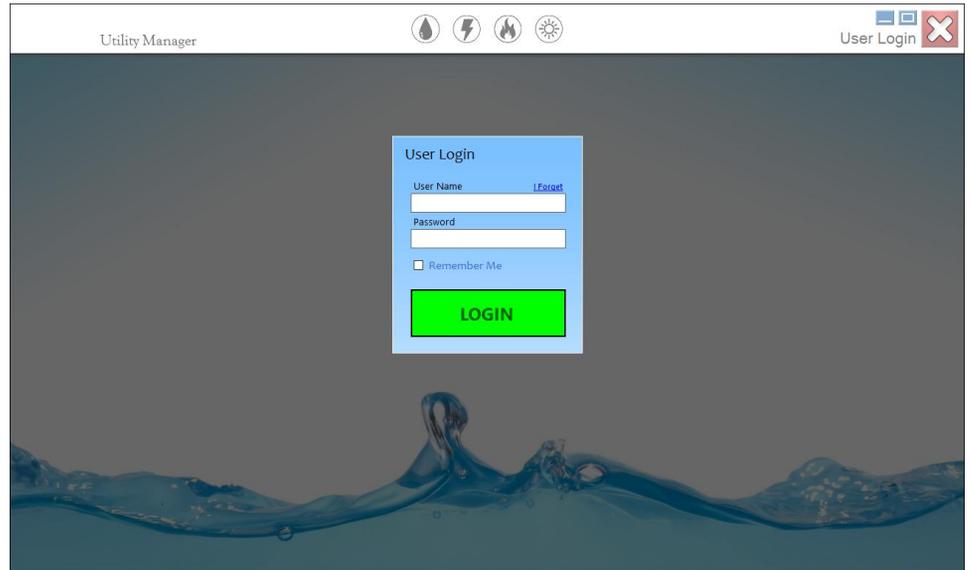
Run anyway

Don't run



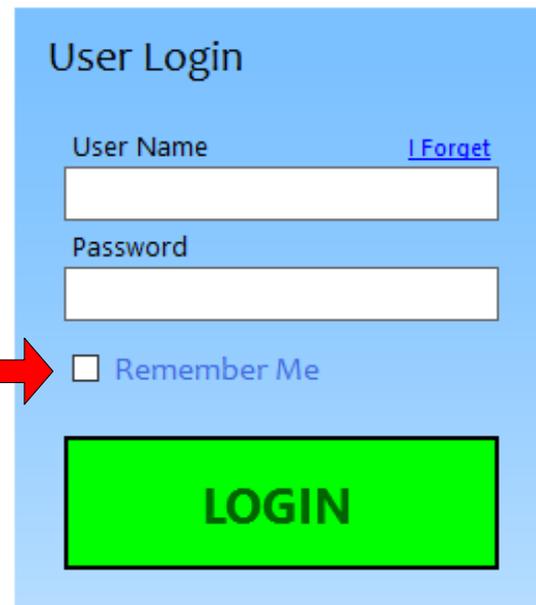
An icon will be placed on your desktop. To start the application going forward, double click this icon.

The first window you will see when starting the Utility Manager is the Log In form:

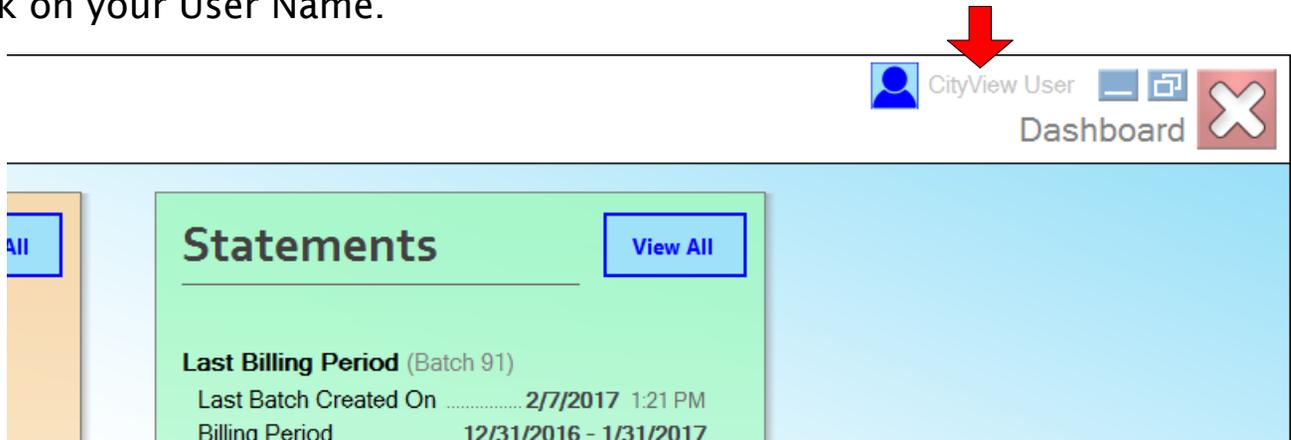


Enter your User Name & Password in the boxes provided.

Selecting the Remember Me option will sign you in automatically in the future, bypassing the User Login screen. Otherwise you will need to log in each time you start the application. You can change this option later if you decide to.



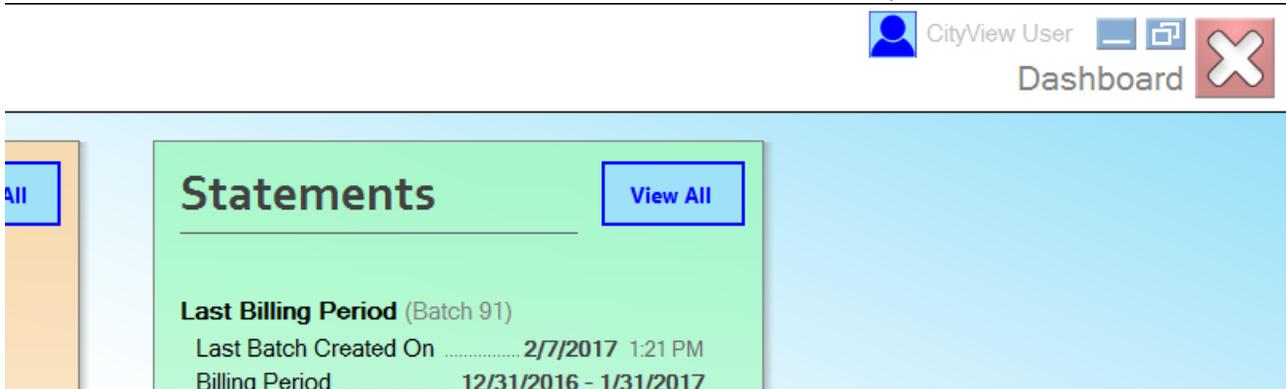
From the Utility Manager Dashboard, click on your User Name.



Enter your User Name & Password in the boxes provided.

Keep the Remember Me option deselected and click the LOG IN button. This will cancel the automatic sign in and you will be prompted for your credentials at each launch of the application.

From the Utility Manager Dashboard, click on the Account Manager icon.



The My Account control will open. From here you can update your Display Name, Email Address and change your login password.

My Account
✕

User Name: CityView

Display Name:

Email:

Default Property: City View Farm

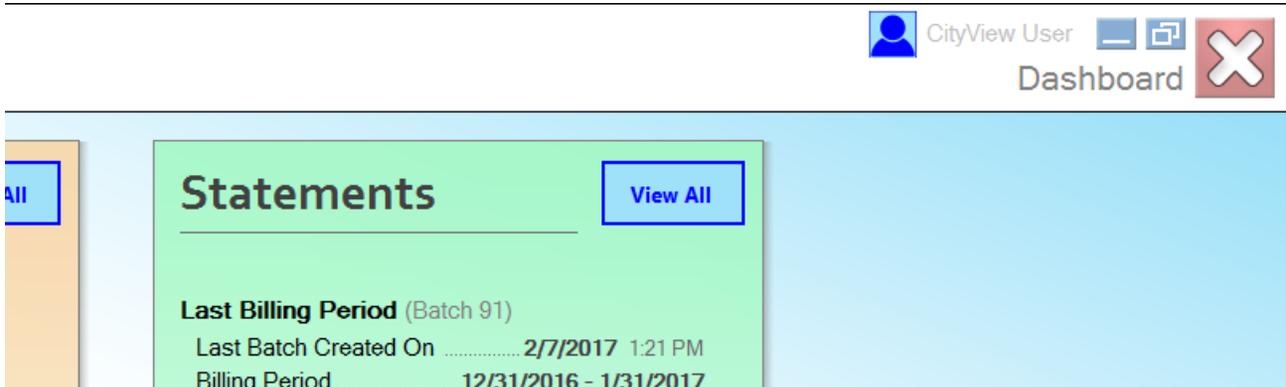
Change Password

Update Password:

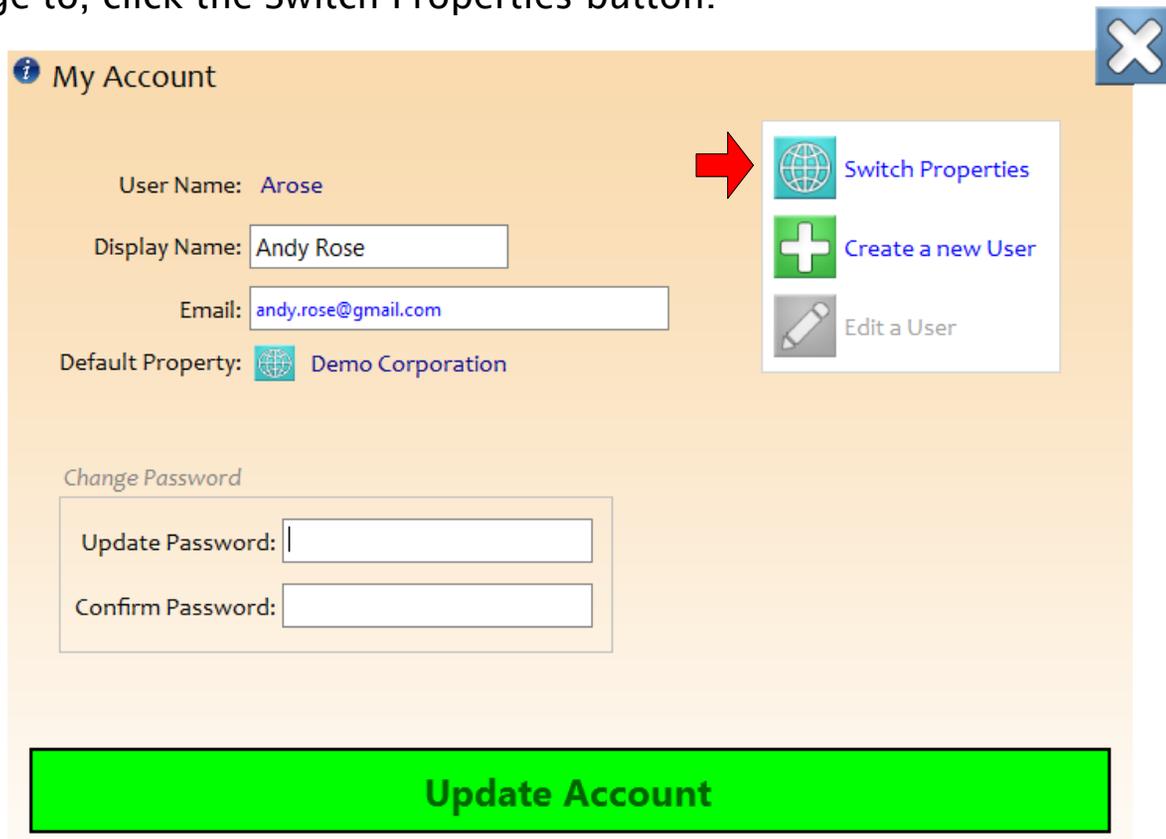
Confirm Password:

Update Account

From the Utility Manager Dashboard, click on the Account Manager icon.



The My Account control will open. To bring up a list of properties to change to, click the Switch Properties button.



The Community Selection control displays a list of properties you have access to.

Community Selection
Select a Community to view it's information

Use as Default Community Check this box if you want the application to default to the community selected.

Filter by:
Community Name

		City Demo Apts Speed Tech	Last Activity On: 7/8/2017 7:47 PM Last Invoiced On: 5/1/2017 9:33 PM Last Read Performed On: 7/8/2017 7:46 PM
		City View Farm City View Farm	Last Activity On: 7/10/2017 10:53 AM Last Invoiced On: 7/5/2017 10:08 AM Last Read Performed On: 7/10/2017 11:15 AM
		Demo Corporation Arose Engineering	Last Activity On: 7/11/2017 3:23 PM Last Invoiced On: 6/25/2017 12:52 PM Last Read Performed On: 6/25/2017 11:51 AM

Use as Default Community - Check this box if you want the property that you select to become the default property for you. The default property will be the property that loads when you start the system.

Community Name filter - Type in the property name to search for a specific property.

The list of properties displays all properties you can load, along with some information about that property. The highlighted property is the property that is currently loaded. Select the property by clicking on the blue glass icon on the left hand side of the property.

From the Utility Manager Dashboard, click on the Account Manager icon.



The My Account control will open. To bring up a list of properties to change to, click the Default Property button.

The Community Selection control displays a list of properties you have access to.

The screenshot shows a 'Community Selection' window with a close button (X) in the top right corner. Below the title, it says 'Select a Community to view it's information'. There is a 'Filter by:' section with a 'Community Name' search box. Below the search box is a list of three property entries. Each entry has a magnifying glass icon on the left, a logo, the property name, a status icon, and activity/invoicing details on the right. The third entry, 'Demo Corporation', is highlighted in yellow and has a red arrow pointing to its magnifying glass icon. The first entry, 'City Demo Apts', also has a red arrow pointing to its magnifying glass icon.

Property Name	Status Icon	Last Activity On	Last Invoiced On	Last Read Performed On
City Demo Apts Speed Tech	Water	7/8/2017 7:47 PM	5/1/2017 9:33 PM	7/8/2017 7:46 PM
City View Farm City View Farm	Water	7/10/2017 10:53 AM	7/5/2017 10:08 AM	7/10/2017 11:15 AM
Demo Corporation Arose Engineering	Water, Gas, Fire, Sewer	7/11/2017 3:23 PM	6/25/2017 12:52 PM	6/25/2017 11:51 AM

Community Name filter – Type in the property name to search for a specific property.

The list of properties displays all properties you can load, along with some information about that property. The highlighted property is the property that is currently loaded. Select the default property you'd like by clicking on the blue glass icon on the left hand side of the property.

Setting up your property is essential for effectively taking advantage of all the system has to offer, as well as reducing data entry time and errors.

Before you begin using the system, please take the time to go through the System Settings and enter all the information pertaining to the property you're working in.

Clicking on the Settings icon at the bottom left corner of the dashboard will open the settings control.

The screenshot displays the 'Water (sub-metered)' dashboard for 'Demo Corporation Utility Manager'. The dashboard is divided into three main sections: Meter Reads, Units, and Statements. At the bottom left, there is a settings icon (wrench and screwdriver) with a red arrow pointing to it.

Section	Item	Value	Link
Meter Reads	Last Import On	6/21/2017 9:30 PM	
	Last Meter Read	6/18/2017	
	Last File Name	CityView_2017-21-06.csv	
Usage	MTD Total Consumption	115,210	
	YTD Total Consumption	1,096,370	
	AVG Consumption Last Month	2,383	
	AVG Consumption This Month	1,371	
Units	Total Units	41	
	Pending Units	43	View All
	Occupancy		
	Total Tenants	17	
	Total Vacant Units	24	
	Consumption		
	Highest Consumption Unit (MTD)	1041-17 (4,670)	
	MTD Units Consumed over 100	81	View All
	Daily Consumption over 800 (last 30 days)	1	View All
	Last Read > 36hrs	84	View All
Statements	Last Billing Period (Batch 55)		
	Last Batch Created On	6/19/2017 6:21 PM	
	Billing Period	5/1/2017 - 5/30/2017	
	Total Tenant Consumption	37,220	
	Total Amount Due	\$1,161.88	
	Total Unbilled Consumption	157,130	
	AVG Invoiced Amount (last 365 days)		
1 Bedroom	\$163.94		
2 Bedroom	\$143.74		
3 Bedroom	\$89.01		

From the System Settings control, click the Choose Settings button to navigate through the various areas of management.

System Settings [About UMS](#)

Property Name Property ID

Choose Setting

Property Name - This is the name to use for the property throughout the system.

Property ID - This is the ID to use for the property throughout the system and on the tenant statements.

Choose Setting - Select the settings area for more controls.

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

The **Available Transaction Items** allow you to add or delete statement transactions. The list displays all currently possible transactions that are able to be added to any statement.

There are a variety of transactions you can create. Transactions can be set to automatically be added to every statement, such as a consumption charge. Others can be set to only be added on a case by case manner, such as a Move In fee.

Some transaction items are complex and require custom coding. These transactions are created by Arose Engineering and designated as 'Custom' transactions.

System Settings
[About UMS](#)

Property Name Property ID

Choose Setting Invoicing
Available Transaction Items

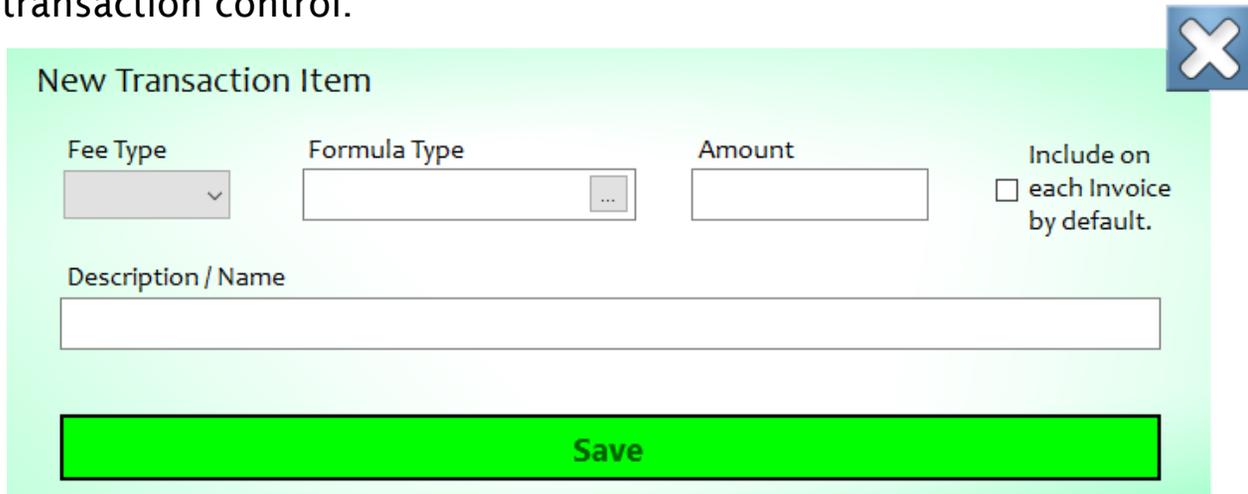
Available Transaction Items (added to each invoice by default) Add a Transaction item

Type	Formula	Transaction Description	Amount	Default	Delete
Service	5	example of a custom charge (Water)	0.0000	<input checked="" type="checkbox"/>	
Service	5	example of a custom charge (Sewage)	0.0000	<input checked="" type="checkbox"/>	
Service	1	example of a flat charge	1.2500	<input checked="" type="checkbox"/>	
Service	2	example of a charge distributed evenly amongst all units	100.0000	<input checked="" type="checkbox"/>	
Service	3	example of a charge distributed evenly amongst occupied units	100.0000	<input checked="" type="checkbox"/>	
Service	4	example of a charge by usage (Water)	0.0100	<input checked="" type="checkbox"/>	
Service	4	example of a charge by usage (Electric)	0.0100	<input type="checkbox"/>	
Service	4	example of a charge by usage (Gas)	0.0100	<input type="checkbox"/>	
Fee	1	Move in Fee	10.0000	<input type="checkbox"/>	
Credit	1	Credit Account	5.0000	<input type="checkbox"/>	

Save Settings

 **Move Item** - Clicking the up/down arrows change the order the selected item will appear on the statement.

 **Add a Transaction Item** - Clicking this icon will bring up the new transaction control.



Fee Type - A transaction item can be a **Service** (charge), a **Fee** (charge) or a **Credit** (reduction)

Formula Type - There are a number of ways a transaction can be calculated:

- **Flat Charge**: A specific amount is charged to each unit.
- **All Units Evenly**: A specific amount is divided amongst every unit evenly.
- **Occupied Units Evenly**: A specific amount is divided amongst only occupied units evenly.
- **By Consumption**: A rate per gallon is multiplied by each units consumption.
- **Custom Charge**: Some charges require a more complex formula to be used. In these cases Arose Engineering will design a custom formula for this transaction item.

Amount - The amount to use in conjunction with the Formula Type.

Include on each Invoice by default - Selecting this option will include this transaction on every invoice created in a batch. Otherwise the transaction item will only be included manually on a case by case situation, such as a 'Move In Fee'.

Name - The name of the transaction item on the statement.

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

The **Bill To Information** is displayed on each statement created.

System Settings
[About UMS](#)
X

Property Name

Property ID

Choose Setting
Invoicing
 Bill To Information

Bill To Information (prints on invoice)

Name

Address 1

Unit

City

State

Zip

Phone

Fax

Save Settings

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

The **Invoice Default Comments** appear at the bottom of every statement created. Use the textbox to modify the comments and format.

[About UMS](#) 

System Settings

Property Name Property ID

Choose Setting

Default Invoice Comments (prints on invoice)

F | **B** | *I* | U |  |  |  |  | 

Per your lease agreement, you are responsible for submitting your utility payment by the due date above.

You can submit payment at any time by creating a resident portal from the email sent to you earlier this month from Arose Management. (Should you need a link for this portal, please contact the Arose Leasing Office.) Additionally, you can go to the Arose Engineering website at AroseEngineering.com and click on the Pay Rent and Utilities button. You will need your account number from this statement to pay online. You can also drop off a check, money order or cashier's check to the Arose management office.

If you believe you are being charged in violation of IC 8-1-2-1.2, you have a right to file a complaint with the Indiana Utility Regulatory Commission at (800) 851-4268 or www.in.gov/urc. Test 1,2,3.

Arose Engineering:
Arose Apartments (317) 373-8319
info@aroseengineering.com

Save Settings

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

Show Logo on Invoice - Choose whether to show the property logo on each invoice.

Show Additional Comments on Invoice - During the creation of each statement batch you have the option to include additional comments. This can be used for internal records, or used to communication with the tenant. This option chooses whether or not to included these additional comments on the statements.

System Settings [About UMS](#) 

Property Name Property ID

Choose Setting [Invoice Options](#)

Invoice Options

Show Logo on Invoice: Yes No

Show Additional Comments on Invoice: Yes No

Save Settings

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

The dashboard displays various notifications on values that surpass a particular threshold. Use the **Values and Settings** section to set those thresholds.

Daily Consumption for a Unit is over – Count the number of units whose daily consumption is over this value.

MTD Consumption for a Unit is over – Count the number of units whose month to date consumption is over this value.

Last Meter Read for a Unit is over – Show how many meters have not been read and uploaded for the indicated number of hours. (this can help identify meters that have stopped responding)

[About UMS](#)


System Settings

Property Name Property ID

Choose Setting Notifications
Values and Settings

Dashboard Warnings

				
Daily Consumption for a Unit is over:	<input type="text" value="800"/>	<input type="text" value="700"/>	<input type="text" value="600"/>	<input type="text" value="500"/>
MTD Consumption for a Unit is over:	<input type="text" value="100"/>	<input type="text" value="900"/>	<input type="text" value="800"/>	<input type="text" value="700"/>
Last Meter Read for a Unit is over:	<input type="text" value="36"/> hours old	<input type="text" value="36"/> hours old	<input type="text" value="36"/> hours old	<input type="text" value="36"/> hours old

Save Settings

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

The **System File Folders** holds all the directory information the UMS uses. It is recommended you do not modify anything in this section unless indicated by Arose Engineering.

Meter Read Sources - For each active utility, this area indicates where the read files should be retrieved from.

Application Error Log Folder - Any errors the system encounters will be logged in this folder.

Import Error Log Folder - Any errors encountered during the read file import process will be logged in this folder.

Local Folder - This is the folder the UMS uses to store local data.

Application Folder - This is the folder the UMS application was installed to.

System Settings [About UMS](#) 

Property Name Property ID

Choose Setting

System File Folders

Meter Read Sources

 Water Reads Directory FTP

 Electric Reads Directory FTP [choose folder](#)

 Gas Reads Directory FTP [choose folder](#)

 Solar Reads Directory FTP [choose folder](#)

 Application Error Log Folder [change folder](#)

 Import Error Log Folder [change folder](#)

 Local Folder

 Application Folder

Save Settings

Invoicing

Available Transaction Items

Bill To Information

Invoice Default Comments

Invoice Options

Warnings

Values and Settings

System

Folders and Options

Units

Available Unit Types

Default Unit Details

Use the [Available Unit Types](#) section to add the all the various types of units for this property.



Add a Unit Type - Clicking this icon will allow you to add a new unit type.

System Settings [About UMS](#) 

Property Name Property ID

Choose Setting

Available Unit Types [Add a Unit Type](#) 

Type	Billing Ratio	Delete
1 Bedroom	(sub-metered)	
2 Bedroom	(sub-metered)	
3 Bedroom	(sub-metered)	

Save Settings

Invoicing
Available Transaction Items
Bill To Information
Invoice Default Comments
Invoice Options
Warnings
Values and Settings
System
Folders and Options
Units
Available Unit Types
Default Unit Details

When creating a new unit, the information in the [Default Unit Details](#) will be used to auto populate the new unit. Filling out this information is important early on to reduce the time required to add the units to the system.

Variable Unit ID Label - This field is tied to each unit and can be used as an internal identifier. This is the label to use as that unit identifier. Some examples are Unit ID, Property ID, Building ID or any other identifier you'd like for each unit.

Variable ID - The default ID to use for each unit created.

Address - The street address to use for each unit.

Unit - The street address (2) to use for each unit.

Use Unit Nbr as default Unit - Selecting this option will automatically append the unit number of each unit to the end of the value in the Unit field.

City, State, Zip - The street address to use for each unit.

System Settings
[About UMS](#)

Property Name Property ID

Choose Setting Units
Default Unit Details

Variable Unit ID Label

Default Unit Details (when creating a new unit)

Unit ID

Address 1

Unit Use Unit Nbr as default Unit (Address 2)

City State Zip

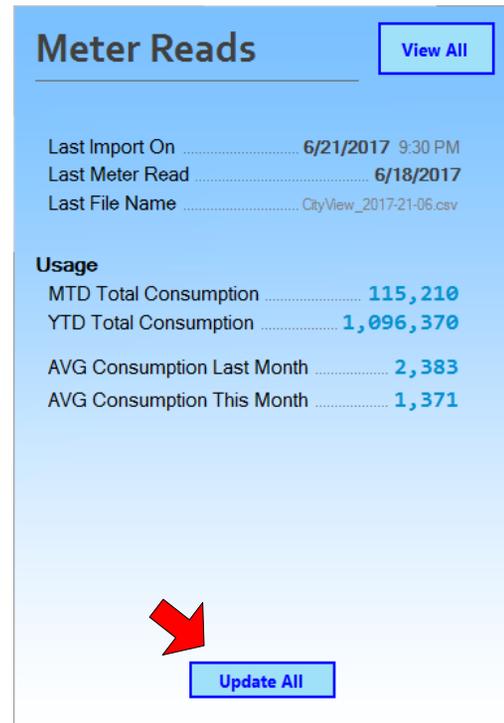
Save Settings

After setting up the system values. The next step will be do perform your first import. Before any meter read files have been imported, your Dashboard may display empty values.

The screenshot shows the Arose Engineering Utility Manager dashboard for a 'Water (sub-metered)' system. The dashboard is divided into three main panels: Meter Reads, Units, and Statements. Each panel has a 'View All' button. The Meter Reads panel shows 'Last Import On', 'Last Meter Read', and 'Last File Name' all as 'NA'. Under 'Usage', 'MTD Total Consumption', 'YTD Total Consumption', 'AVG Consumption Last Month', and 'AVG Consumption This Month' are also 'NA'. The Units panel shows 'Total Units' and 'Pending Units' as 'NA'. Under 'Occupancy', 'Total Tenants' and 'Total Vacant Units' are 'NA'. Under 'Consumption', 'Highest Consumption Unit (MTD)' is 'NA', 'MTD Units Over Consumption' is '0', 'Daily Over Consumption' is 'NA', and 'Last Read Past Due' is '0'. The Statements panel shows 'Last Billing Period' with 'Last Batch Created On' and 'Billing Period' as 'NA'. 'Total Tenant Consumption' is 'NA', 'Total Amount Due' is 'NA', and 'Total Unbilled Consumption' is 'NA'. The 'AVG Invoiced Amount (last 365 days)' is also 'NA'. There are 'Update All' and 'New Statement Batch' buttons at the bottom of the panels. The top navigation bar includes the Arose Engineering logo, 'Demo Corporation Utility Manager', utility icons for Water, Electricity, Gas, and Sun, a user profile for 'Andy Rose', and a 'Dashboard' button with a close icon.

Arose Engineering may have imported your historic files already. If this is the case you will see the values in the Meter Reads panel. Whether there has or has not been an import performed already, it is best to check for any new files from the meters. The following page will guide you through how to update the meter reads.

From the Dashboard, the Meter Reads panel displays the last time an update was performed and the latest file that was processed. To check for any new files, click the **Update All** button in the Meter Reads panel.



The system will search for any new files and import all files that have not yet been processed. Any files that are present and have already been uploaded will be skipped. Any files that do not process completely due to formatting or bad data will display as errored. If any errors are encountered they will be logged in the Import Log file which can be opened to view the details

Once the meter read update has been completed, close the window. The dashboard will be displayed with the latest meter read information.

After the meter read files have been imported, you will notice the data in the Units panel change. Initially, the **Total Units** will read 0 and the **Pending Units** should display the total number of Units for the property. Pending Units are units present in the meter read data, but have not yet been added to the system. You must add the required information to each unit before creating statements. You only need to add each unit once. As the Pending Units are saved, they will fall off the Pending Units and be added to the Total Unit count. Once all Pending Units have been created, the Pending Units will read 0 and the Total Units will be the total units for the property.

Units [View All](#)

Total Units	41
▲ Pending Units	43 View All
Occupancy	
Total Tenants	17
Total Vacant Units	24
Consumption	
Highest Consumption Unit (MTD)	1041-17 (4,670)
▲ MTD Units Consumed over 100	81 View All
▲ Daily Consumption over 800 (last 30 days)	1 View All
▲ Last Read > 36hrs	84 View All

To add the details to a Pending Unit, click the **View All** link next to the Pending Units value.

Pending Units ✕

Listed below are Units which were read in an imported Meter Read file, but were not found in the system. You can click on each Unit below to add it into the system.

- [1041-3](#)
- [1041-4](#)
- [1041-5](#)
- [1041-6](#)
- [1041-7](#)
- [1041-8](#)
- [1041-9](#)
- [1043-1](#)
- [1043-10](#)
- [1043-11](#)
- [1043-12](#)
- [1043-13](#)
- [1043-14](#)
- [1043-15](#)
- [1043-16](#)
- [1043-17](#)
- [1043-18](#)
- [1043-19](#)
- [1043-2](#)
- [1043-20](#)
- [1043-21](#)

After clicking the **View All** link next to Pending Units a list of units found in the meter read files will be displayed. This is the list of units that have not been yet added to the system and need completed before generating statements. Click on the Unit Number to open the details control for that unit.

The Unit Details control allows you to modify information tied to a unit. When first opening a Pending Unit, the data from the Default Unit details in the settings will be auto-populated as in the example to the right.

Complete the required fields and add a Tenant to the Unit (page 21), if applicable, by clicking the [New Tenant](#) button.

Unit Details
✕

Unit Number	<input type="text" value="1041-3"/>	Last Read NA Last Invoiced NA MTD Usage NA YTD Usage NA YTD Avg. NA
Unit ID	<input type="text" value="aroseUnit"/>	
Unit Type	<input type="text" value=""/>	
Description	<input type="text" value=""/>	
Address 1 <input type="text" value="424 W. Main Street"/>		
Apartment <input type="text" value="Apt.1041-3"/>		
City	<input type="text" value="Indianapolis"/>	
State	<input type="text" value="IN"/>	Zip <input type="text" value="46268"/>

Tenant New Tenant

Vacant

Save Unit

After entering the needed information, click [Save Unit](#). Once the information has been saved, click the close button in the top right corner. This will take you to the previous control which has been updated.

The Unit Details control allows you to track the tenants occupying each unit. To add a tenant, click the Add Tenant button.

Complete the required fields and save the unit.

Name – The name of the Tenant to be printed on the statement.

Account Nbr – The account number assigned to the Tenant. Account numbers must be unique. UMS will not allow you to duplicate a previously used account number. You can use your own account number, or UMS will generate a new unique account number by clicking the [Auto-generate new Account Number](#) link.

Start Date – The date the tenant takes responsibility of the utilities. UMS will notify you if the start date overlaps with a previous tenant.

The screenshot displays the AROSE Utility Manager interface for a 'Water (sub-metered)' system. The interface is divided into three main sections: Meter Reads, Units, and Statements.

Meter Reads Section:

- Last Import On: 6/22/2017 9:14 PM
- Last Meter Read: 6/18/2017
- Last File Name: C:\view_2017-22-06.csv
- Usage:**
 - MTD Total Consumption: 115,210
 - YTD Total Consumption: 1,096,370
 - AVG Consumption Last Month: 2,383
 - AVG Consumption This Month: 1,371

Units Section:

- Total Units: 84
- Pending Units: 0
- Occupancy:**
 - Total Tenants: 82
 - Total Vacant Units: 2
- Consumption:**
 - Highest Consumption Unit (MTD): 1041-17 (4,670)
 - MTD Units Consumed over 2500: 6
 - Daily Consumption over 500 (last 30 days): 1
 - Last Read > 24hrs: 84

Statements Section:

- Last Billing Period (Batch 92):**
 - Last Batch Created On: 2/7/2017 1:21 PM
 - Billing Period: 12/31/2016 - 1/31/2017
 - Total Tenant Consumption: 218,800
 - Total Amount Due: \$2,813.23
 - Total Unbilled Consumption: 90
- AVG Invoiced Amount (last 365 days):**
 - 1 x 1: \$26.09
 - 2 x 2: \$30.66
 - 3 x 2: \$36.80

Buttons for 'View All', 'Update All', and 'New Statement Batch' are visible at the bottom of their respective sections.

Once the meter reads have been updated and all the Pending Units have been eliminated, you are ready to begin using the Utility Manager.

The screenshot displays the Utility Management System Dashboard for Demo Corporation. The header includes the AROSE ENGINEERING logo, the company name, and the utility type 'Water (sub-metered)' with icons for water, electricity, gas, and sun. The user 'Andy Rose' is logged in, and the window title is 'Dashboard'.

The dashboard is divided into three main sections:

- Meter Reads:** Shows the last import on 6/22/2017 at 9:14 PM, the last meter read on 6/18/2017, and the last file name 'CityView_2017-22-06.csv'. Usage statistics include MTD Total Consumption of 115,210, YTD Total Consumption of 1,096,370, AVG Consumption Last Month of 2,383, and AVG Consumption This Month of 1,371. An 'Update All' button is at the bottom.
- Units:** Shows 84 Total Units and 0 Pending Units. Occupancy includes 82 Total Tenants and 2 Total Vacant Units. Consumption highlights include the Highest Consumption Unit (MTD) 1041-17 (4,670), 6 MTD Units Consumed over 2500, 1 Daily Consumption over 500 (last 30 days), and 84 Last Read > 24hrs. A 'View All' button is at the top right.
- Statements:** Shows the Last Billing Period (Batch 92) from 12/31/2016 to 1/31/2017, created on 2/7/2017 at 1:21 PM. Billing statistics include Total Tenant Consumption of 218,800, Total Amount Due of \$2,813.23, and Total Unbilled Consumption of 90. AVG Invoiced Amount (last 365 days) is shown for 1x1 (\$26.09), 2x2 (\$30.66), and 3x2 (\$36.80). A 'New Statement Batch' button is at the bottom.

A 'System Settings' button (wrench and screwdriver icon) is located in the bottom left corner.

The Dashboard is the first window that opens when starting UMS. In the top header bar the property logo & name are displayed in the upper left. The middle of the header bar lists all your current active utilities and highlights the current utility being viewed. In the upper right of the header bar is the User controls as well as the window sizing and exit buttons.

The Dashboard displays a summary of the data found in your system separated into 3 areas: **Meter Reads**, **Units** and **Statements**. Each panel provides summary information to help effectively manage your utilities.

On the lower left of the screen you'll see the System Settings button. Clicking this icon will open the Settings control.

Meter Reads [View All](#)

Last Import On 6/21/2017 9:30 PM
 Last Meter Read 6/18/2017
 Last File Name CityView_2017-21-06.csv

Usage

MTD Total Consumption 115,210
 YTD Total Consumption 1,096,370
 AVG Consumption Last Month 2,383
 AVG Consumption This Month 1,371

[Update All](#)

The Meter Reads panel contains information about your sub-meters, read files and total consumption.

At the top of the panel is the [View All](#) button. Clicking this will open the Meter Read List control (page 25).

The [Update All](#) button at the bottom of the panel will launch the update control (page 26) and process any new meter read files.

[Last Import On](#) - The date the last time an update was last performed on.

[Last Meter Read](#) - The last time the sub-meters provided information.

[Last File Name](#) - The name of the most recent file uploaded.

[MTD Total Consumption](#) - The number of gallons consumed for the current month.

[YTD Total Consumption](#) - The number of gallons consumed in the current year.

[AVG Consumption Last Month](#) - The average unit consumption in the previous month.

[AVG Consumption This Month](#) - The average unit consumption so far in the current month.

Unit	Meter ID	Read	Daily Consumption	Read Date	File Date	Imported On
1041-1	33793	420050	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-2	33659	1626650	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-10	33521	359350	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-11	33964	440550	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-12	33658	633920	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-13	33517	633260	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-14	33719	606680	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-15	33919	659100	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-16	33927	372350	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-17	33968	460530	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-18	33605	472000	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-19	33489	388530	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-20	33736	608770	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-21	47677	417910	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-22	33773	453500	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-23	33774	530170	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1041-24	33960	377090	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1039-1	32231	367160	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1039-2	33795	604850	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1039-3	31962	622010	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM
1039-4	21099	363650	0	6/23/2017	6/24/2017	6/24/2017 6:10 AM

The Meter Read List contains all the records provided by your sub-meters.

You can filter the records using the controls above the records list.

The grid view displays the following columns:

Unit – The ID of the unit the sub-meter reported. Clicking this value will open the unit (if the unit has been created in the system).

Meter ID – The ID of the meter the sub-meter reported.

Read – The read the sub-meter reported on the file.

Daily Consumption – The calculated consumption based on the recorded read and the previous read from that same meter.

Read Date – The date the meter provided the data.

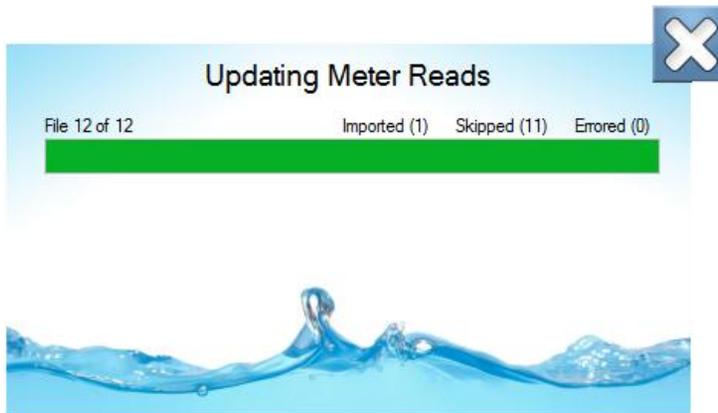
File Date – The date of the file that record was contained in.

Imported On – The date the file was processed.

After starting the update process, UMS will cycle through each file found in the meter read folder. If the file has already been processed, it will be skipped otherwise the file contents will be imported. The number of files imported, skipped and errored are counted and displayed.



If there are any errors encountered, an import log will be created. You can review this log by clicking the [Import Log](#) button. Errors with the files rarely occur and if they do it's most likely an error with the sub-meter reporting or a connection error to the server. In any case, it's best to contact your sub-meter management company to resolve the issue.



After the update process is complete, clicking the close button will refresh and display the Dashboard information.

Units		View All
Total Units	41	
⚠ Pending Units	43	View All
Occupancy		
Total Tenants	17	
Total Vacant Units	24	
Consumption		
Highest Consumption Unit (MTD)	1043-14	(2,640)
⚠ MTD Units Consumed over 100	78	View All
⚠ Daily Consumption over 800 (last 30 days)	9	View All
Vacant Unit Consumption (MTD)	54230	View All
⚠ Last Read > 36hrs	84	View All

The Units panel contains information about regarding your created Units. Pending Units (page 19), occupancy and consumption data are summarized here.

At the top of the panel is the [View All](#) button. Clicking this will open the Units List control (page 28).

Total Units - The total number of units which have been created in UMS.

Pending Units - The total number of units found in the meter read files, but have not yet been created in UMS (page 19).

Total Tenants - The number of units that have an active tenant.

Total Vacant Units - The number of units that have no active tenant.

Highest Consumption Unit (MTD) - The unit with the highest consumption in the current month.

MTD Units Consumed over X - The number of units that have a consumption over a set value (see page 13 to set this value) in the current month. Clicking on the View All button will list those units.

Daily Consumption over X - This is the number of units who have had a total consumption over a set value (see page 13 to set this value) in a single day.

Vacant Unit Consumption (MTD) - The Month to Date total consumption of all vacant units.

Last Read > Xhrs - This lists how many units have to provided a sub-meter read in a set number of hours (see page 13 to set this value). This is often used to identify any sub-meters that have stopped responding and reporting data.

Unit	Variable ID	Type	Account Nbr.	Tenant	Last Read	MTD Reads	MTD Cons.	YTD Cons.	YTD Avg. ...	Status
1039-12	Property 2	1 Bedroom	ad9e	Lary Movedin	6/23/2017	25	730	5450	32	Occupied
1039-9	PROP	1 Bedroom	1039-9-115	Eddie Vedder	6/23/2017	25	1520	10500	62	Occupied
1041-1	PROP	3 Bedroom	1041-1-119	Jay Ford	6/23/2017	25	1280	10450	62	Occupied
1041-10	PROP	2 Bedroom	1041-10-121	Karen Ansin	6/23/2017	25	3590	18320	109	Occupied
1041-14	Prop1	1 Bedroom	1041-14-151	Liz Rose	6/23/2017	25	2700	10470	62	Occupied
1041-15	PROP	1 Bedroom			6/23/2017	25	3470	30270	180	Vacant
1041-2	aroseUnit	2 Bedroom			6/23/2017	25	300	18660	111	Vacant
1039-1	Property 1	1 Bedroom	ac42354	Andy Rose	6/23/2017	25	2580	21210	135	Occupied
1039-11	Property 1	3 Bedroom			6/23/2017	25	2990	22130	131	Vacant
1039-15	p999	2 Bedroom	ac85	Jon Smith	6/23/2017	25	2680	13970	83	Occupied
1039-23	PROP	1 Bedroom			6/23/2017	25	1460	13630	81	Vacant
1039-8	PROP	2 Bedroom	1039-8-114	Justin Acer	6/23/2017	25	1910	15290	91	Occupied
1041-11	Prop1	1 Bedroom			6/23/2017	25	3180	22640	134	Vacant
1041-12	Prop1	3 Bedroom	1041-12-144	Bob Simms	6/23/2017	25	3270	12650	75	Occupied
1041-22	aroseUnit	2 Bedroom			6/23/2017	25	1980	19220	114	Vacant
1039-10	Property 1	2 Bedroom	ac9392	Liz Rose	6/23/2017	25	2650	20680	123	Occupied
1039-14	p893	1 Bedroom			6/23/2017	25	1830	15930	94	Vacant
1039-16	pid	2 Bedroom	a949	Debbie Smith	6/23/2017	25	40	11200	66	Occupied
1039-17	PROP	1 Bedroom			6/23/2017	25	2320	12790	76	Vacant
1039-2	PROP	2 Bedroom			6/23/2017	25	2330	17210	102	Vacant
1039-20	p006	3 Bedroom			6/23/2017	25	2450	12100	72	Vacant

The Units List contains all the unit records.

You can filter the records using the controls above the records list.

The grid view displays the following columns:

Unit – The ID of the unit the sub-meter reported. Clicking this value will open the unit. If the unit has been created in the system, it will be opened for edit (page 29). If the unit is Pending, it will be opened for creation (page 20).

ID – The variable ID assigned to the unit.

Type – The unit type.

Account Nbr. – The account number of the tenant assigned to the unit.

Last Read – The date of the last file the meter of this unit reported data.

MTD Reads – The number of reads reported by this unit in the current month.

MTD Cons. – The consumption of this unit in the current month.

YTD Cons. – The consumption of this unit in the current year.

YTD Avg. – The average monthly consumption of this unit in the current year.

Status – The current record status of the unit.

The Unit Details displays the detailed information for a unit. From here you can modify the unit data.

You also manage the tenant from this control.

The [View Tenant History](#) will display the historical list of tenants who were assigned to this unit.

The [Vacate Unit](#) allows you to vacate the current tenant.

The Tenant [edit](#) button will allow you to edit the Tenant information if one exists. NOTE: Do not use the edit button to change tenants. Use the Vacate Unit button for that. Editing a tenant should only be done to modify the current tenants information.

To vacate the current Tenant, click the [Vacate Unit](#) button which will show the vacate unit control. Type in the date at which the tenants responsibility for the utility has ended, in the **End Date** box. Then click the [Vacate Unit](#) button.

Use the [Delete Tenant](#) button if you'd like to delete this tenant from the system completely (including the historic records).

Statements View All

Last Billing Period (Batch 55)

Last Batch Created On 6/19/2017 6:21 PM
 Billing Period 5/1/2017 - 5/30/2017

Total Tenant Consumption 37,220
 Total Amount Due \$1,161.88
 Total Unbilled Consumption 157,130

AVG Invoiced Amount (last 365 days)

1 Bedroom \$163.94
 2 Bedroom \$143.74
 3 Bedroom \$89.01

New Statement Batch

The Statements panel contains information about regarding your created Statement Batches.

At the top of the panel is the [View All](#) button. Clicking this will open the Statement List control (page 34).

Last Batch Created On - The date the last batch of invoices was created.

Billing Period - The billing period of the last batch of statements.

Total Tenant Consumption - The total number of gallons consumed in the last batch of statements.

Total Amount Due - The sum of all statements created in the latest batch.

Total Unbilled Consumption - The consumption of all units not included in the last batch of statements.

AVG Invoiced Amount - The average statement amount for each type of unit in UMS over the last 365 days.

Clicking on the [New Statement Batch](#) button will bring the process of creating your new statements (page 33).

The New Statement Batch window allows you to set up your statement parameters before creating them.

Statement Date – The date of the statement that will appear on the tenant statements.

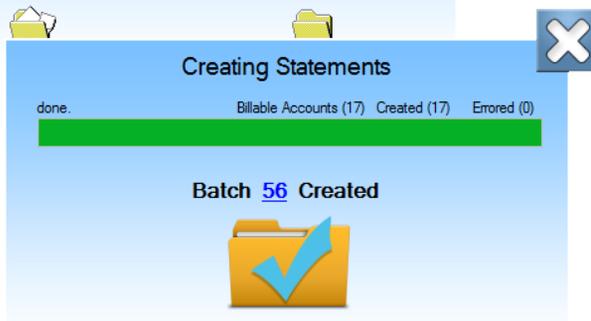
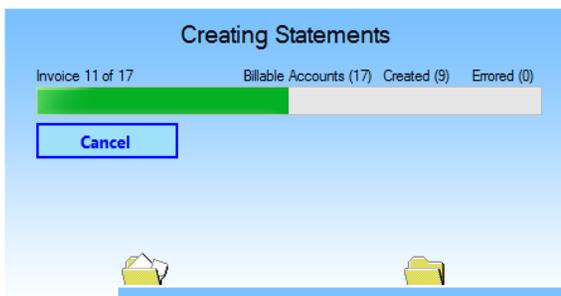
Due Date – The due date that will be shown on the statements.

Billing Period range – The date range UMS will use to calculate amounts due.

You can create statements for All (active tenant) Accounts, or you can manually select which units you would like to include in this batch by clicking the **Create Statements for** options.

The **Additional Comments** are tied to each statement in this batch. You can choose whether or not to include these additional comments on the statements in the System Settings (page 12).

Once all the statement data is set, click the **Create Statements** button to begin building your statements.



The progress will be displayed including how many billable accounts were found in the given billing period, how many statements were created, and a count of any errors encountered.

Once complete you can close the control or click on the newly created **Batch number** to open that batch of statements.

Demo Corporation
Utility Manager

Water
(sub-metered)

Andy Rose

Statement List

Statements
 [BACK TO DASHBOARD](#)

Filters: type value then press enter

Batch Nbr	Unit Nbr	Account Nbr.	Tenant Name	Filter Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL ▼

New Statement Batch

Return 200 rows ▼

Statement Nbr.	Account Nbr.	Batch Nbr	Unit	Tenant Name	Total Due	Billing Period	Statement Date	Created On	Status
SV90QR50	1041-17-153	56	1041-17	Andy Rose	210.38	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
FSK696D3	1041-14-151	56	1041-14	Liz Rose	77.02	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
XIVLE9PT	1041-13-146	56	1041-13	Bob Johnson	73.07	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
N9WL2YYO	1041-12-144	56	1041-12	Bob Simms	86.83	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
R2LNT0K5	1041-10-121	56	1041-10	Karen Ansin	92.34	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
R6A30AUC	1041-1-119	56	1041-1	Jay Ford	52.59	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
163SAVRM	1041-18-117	56	1041-18	Jim Morris	64.80	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
EN802CFY	1041-24-116	56	1041-24	Billy Corgan	57.23	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
P6ECDJ92	1039-9-115	56	1039-9	Eddie Vedder	56.71	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
0DHWRH20	1039-8-114	56	1039-8	Justin Acer	63.42	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
PXC8A7I	1039-7-113	56	1039-7	Mary Mathews	70.82	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
UT2BU8DY	1039-6-112	56	1039-6	Bruce Bacher	55.16	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
XQ7BG67M	a949	56	1039-16	Debbie Smith	31.25	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
ZE4SQM60	ac85	56	1039-15	Jon Smith	76.67	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
8L92U5N9	ad9e	56	1039-12	Lary Movedin	43.12	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
MW6B2LVQ	ac9392	56	1039-10	Liz Rose	76.16	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
60NOBW9S	ac42354	56	1039-1	Andy Rose	74.96	6/1/2017 - 6/30/2017	06/25/2017	6/25/2017 12:52 PM	Active
PCJQ03DQ	1041-17-153	55	1041-17	Andy Rose	35.39	5/1/2017 - 5/30/2017	06/19/2017	6/19/2017 6:21 PM	Active
U4RKWW8K	1041-14-151	55	1041-14	Liz Rose	40.57	5/1/2017 - 5/30/2017	06/19/2017	6/19/2017 6:21 PM	Active
TF1WN2AD	1041-13-146	55	1041-13	Bob Johnson	84.76	5/1/2017 - 5/30/2017	06/19/2017	6/19/2017 6:21 PM	Active

200 records listed

The Statement List contains all the statement records in the system. You can filter the records using the controls above the records list. The grid view displays the following columns:

- Statement Nbr** – The unique ID of the statement. Clicking on this value will open the Statement Details control (page 34).
- Account Nbr** – The account number of the Tenant.
- Batch Nbr** – The batch number the statement was included in.
- Unit** – The unit number tied to the statement.
- Tenant Name** – The name of the tenant occupying the unit at the time.
- File Date** – The date of the file that record was contained in.
- Total Due** – The total amount owed for the statement.
- Billing Period** – The billing period the statement was a part of.
- Statement Date** – The date displayed on the statement.
- Created On** – The date the statement was created.

The statement details shows all the information tied to a generated statement. Information from the unit, tenant, batch and meter reads are all available here.

The Transaction list details each charge included. The sum of all charges and any added Credits and Fees are displayed below the list.

Statement Details

Batch Number	56
Billing Period	6/1/2017 - 6/30/2017
Statement Date	6/25/2017
Due Date	6/30/2017
Statement Nbr.	SV90QR50

Unit	1041-17
Property ID	DEMO
Unit Type	2 Bedroom
Tenant	Andy Rose
Account Nbr.	1041-17-153

[Edit](#)
[View Report](#)
[Delete](#)

	Beginning Read	End Read	Consumption
	460,530	450,080	10,450
	0	0	0
	0	0	0
	0	0	0

Transactions

Date	Transaction Description	Amount
6/25/2017	example of a custom charge (Water)	\$58.01
6/25/2017	example of a custom charge (Sewage)	\$38.30
6/25/2017	example of a flat charge	\$1.25
6/25/2017	example of a charge distributed evenly amongst all units	\$2.44
6/25/2017	example of a charge distributed evenly amongst occupied units	\$5.88
6/25/2017	example of a charge by usage (Water)	\$104.50

SubTotal	\$210.38
Credits/Fees	\$0.00
Amount Owed	\$210.38

Additional Comments

To make changes to this statement click the [Edit](#) button. This will open the statement up for modification (page 34). The [View Report](#) button will open the report viewer where you can print the statement (page 35). If you need to completely delete this statement from UMS, use the [Delete](#) button.

You can modify the details to a statement after clicking on the **Edit** button in the Statement Details control.

The Transactions list allows you to remove any listed Transaction Items by clicking the button in the **Remove** column.

To add a new transaction, click on the **Add a Transaction Item** button.

Statement Details
✕

Batch Number	56
Billing Period	6/1/2017 - 6/30/2017
Statement Date	6/25/2017
Due Date	6/30/2017
Statement Nbr.	SV90QR50

Unit	1041-17
Property ID	DEMO
Unit Type	2 Bedroom
Tenant	Andy Rose
Account Nbr.	1041-17-153

✎ Cancel Edit

📄 View Report

✖ Delete

	Beginning Read	End Read	Consumption
	460,530	450,080	10,450
	0	0	0
	0	0	0
	0	0	0

Transactions

Remove	Date	Transaction Description	Amount
✖	6/25/2017	example of a custom charge (Water)	\$58.01
✖	6/25/2017	example of a custom charge (Sewage)	\$38.30
✖	6/25/2017	example of a flat charge	\$1.25
✖	6/25/2017	example of a charge distributed evenly amongst all units	\$2.44
✖	6/25/2017	example of a charge distributed evenly amongst occupied units	\$5.88
✖	6/25/2017	example of a charge by usage (Water)	\$104.50

+ Add a Transaction line item

Additional Comments

SubTotal	\$210.38
Credits/Fees	\$0.00
Amount Owed	\$210.38

Save Statement

Select a Transaction Item to add
(if the item you need is not in this list, you need to add it to the Available Transaction Items in the System Settings under the Invoicing Tab)

Type	Formula	Transaction Description	Amount	Default
<input checked="" type="checkbox"/>	Service 5	example of a custom charge (Water)	\$0.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Service 5	example of a custom charge (Sewage)	\$0.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Service 1	example of a flat charge	\$1.25	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Service 2	example of a charge distributed evenly amongst all units	\$100.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Service 3	example of a charge distributed evenly amongst occupied units	\$100.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Service 4	example of a charge by usage (Water)	\$0.01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Service 4	example of a charge by usage (Electric)	\$0.01	<input type="checkbox"/>
<input type="checkbox"/>	Service 4	example of a charge by usage (Gas)	\$0.01	<input type="checkbox"/>
<input type="checkbox"/>	Fee 1	Move in Fee	\$10.00	<input type="checkbox"/>
<input type="checkbox"/>	Credit 1	Credit Account	\$5.00	<input type="checkbox"/>

Select Transaction Item

When adding a new Transaction, you can add any available transactions (page 8,9) which are not already present on the statement. Check the box next to the item you wish to add and then click **Select Transaction Item**.

Once you've completed modifying the statement, click the **Save Statement** button to update the statement. Or click the **Cancel Edit** button to cancel you changes.

The statement report view allows you to view, print and export the tenant statement.

AROSE ENGINEERING Utility Manager Statement Details

1 of 1 | Whole Page | Find | Next

AROSE ENGINEERING Utility Statement

Demco Corp.
424 W. Main Street, Suite 104
Indianapolis, IN 46208
PHONE: (317) 555-5559
FAX: (317) 555-5544

TO:

Andy Ross
424 W. Main Street
Apt. 104-117
Indianapolis, IN 46208

Billing Period	Statement Date	Invoice Nbr
6/1/2017 - 6/30/2017	06/29/2017	81902430

Property	Unit	Type	Account Nbr
0300	104-117	2-Brooklyn	104-117-05

Utility	Read Start	Read End	Consumption
Water	48000	48000	10400

Amount Owed: **\$210.38** | Amount Enclosed: \$

Due On: 6/30/2017

DATE	TRANSACTION DESCRIPTION	AMOUNT
6/25/2017	example of a custom charge (Water)	\$58.01
6/25/2017	example of a custom charge (Sewage)	\$58.30
6/25/2017	example of a flat charge	\$1.25
6/25/2017	example of a charge distributed evenly amongst all units	\$2.44
6/25/2017	example of a charge distributed evenly amongst occupied units	\$5.88
6/25/2017	example of a charge by usage (Water)	\$104.50
Sub Total		\$210.38
Credits		\$0.00
Balance Due		\$210.38

Due On: 6/30/2017

COMMENTS

Per your lease agreement, you are responsible for submitting your utility statements by the due date above.

You can submit payment directly online by creating a reservation from the tenant's site. To verify this report from Arose Engineering, should you need a link for this portal, please contact the Arose Leasing Office. Additionally, you can go to the Arose Engineering website at AroseEngineering.com and click on the Payment and Billing section. You will need your account number from this statement to pay online. You can also pay at a check, money order or cashier's check to the Arose management office.

If you believe you are being charged in violation of IC 36-1-12, you have a right to file a complaint with the Indiana Utility Regulatory Commission at 800-329-4262 or www.iurc.gov. Title 12.3.

Arose Engineering
Arose Leasing Office (317) 373-6119
www.AroseEngineering.com

AROSE ENGINEERING Utility Manager

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Use the controls at the top of the form to change the viewing layout, print or export the report. Holding the cursor over each icon brings displays a tooltip explaining the function of the button.

The Batch Details control displays the details to a statement batch.

Clicking on [View Report\(s\)](#) will open the printable report containing all statements to the batch.

The [Delete Batch](#) will delete this batch record and all associated statements.

NOTE: In order to maintain record integrity, you cannot modify a batch. In order to change data to a batch, you must delete and recreate it.

Batch Details

Batch Number 56

Statement Date 06-25-2017 Due Date 06-30-2017

Billing Period 06-01-2017 through 06-30-2017

Additional Comments

[View Batch Details Report](#)

The [View Batch Details Report](#) will open a spreadsheet report detailing all statements included within the batch. This sheet could be exported as an excel, modified and imported into your billing or property management system.

AROSE ENGINEERING Utility Manager Batch Details Report

Batch Number	56	Statement Date	6/25/2017	Total Batch Amount	\$5,222.60
Billing Period	6/1/2017 - 6/30/2017	Due Date	6/30/2017		

Invoice Number	Unit Number	Unit Description	Tenant	Account Number	Address	Read Start	Read End	Sub Total	Credits & Fees	Total Due
60NOBW9S	1039-1	this is a description of Andy Rose the unit		ac42354	234 W Main Franklin, IN 46454	364580	367160	\$74.96	\$0.00	\$74.96
60NOBW9S	1039-1	this is a description of Andy Rose the unit		ac42354	234 W Main Franklin, IN 46454	0	0	\$74.96	\$0.00	\$74.96
60NOBW9S	1039-1	this is a description of Andy Rose the unit		ac42354	234 W Main Franklin, IN 46454	0	0	\$74.96	\$0.00	\$74.96

The statement batch report view allows you to view, print and export ALL tenant statements in the batch.

AROSE ENGINEERING Utility Manager Statement Details

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AROSE ENGINEERING Utility Statement

Demo Corp.
424 W. Main Street, Suite 104
Indianapolis, IN 46208
PHONE: (317) 555-5559
FAX: (317) 555-5544

Amount Owed: **\$210.38** Amount Enclosed: \$

Due On: 6/30/2017

DATE	TRANSACTION DESCRIPTION	AMOUNT
6/25/2017	example of a custom charge (Water)	\$58.01
6/25/2017	example of a custom charge (Sewage)	\$38.30
6/25/2017	example of a flat charge	\$1.25
6/25/2017	example of a charge distributed evenly amongst all units	\$2.44
6/25/2017	example of a charge distributed evenly amongst occupied units	\$5.88
6/25/2017	example of a charge by usage (Water)	\$104.50
Sub Total		\$210.38
Credits		\$0.00
Balance Due		\$210.38

Due On: 6/30/2017

COMMENTS

Per your lease agreement, you are responsible for submitting your utility statements by the due date above.

You can submit payment directly to the leasing representative from the internet by clicking this report from Arose Engineering. Should you need a link for this purpose, please contact the Arose Leasing Office. Additionally, you can go to the Arose Engineering website at AroseEngineering.com and click on the Payment and Billing section. You will need your account number from this statement to pay online. You can also pay by check, money order or cashier's check to the Arose Engineering office.

If you believe you are being charged in violation of IC 36-1-12, you have a right to file a complaint with the Indiana Utility Regulatory Commission at 303 S.W. 42nd St. www.iurc.gov Title 12.3.

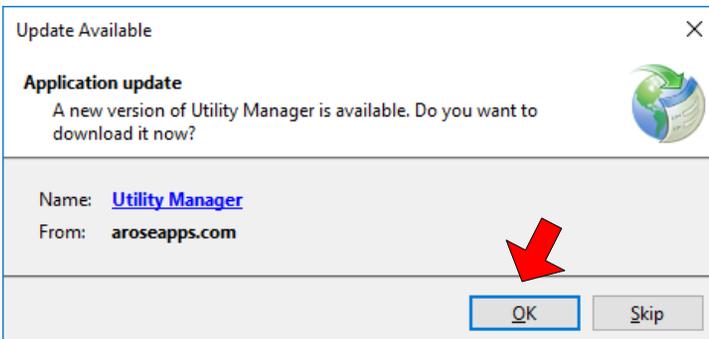
Arose Engineering
Arose Leasing Office: 317-555-5549
www.roseengineering.com

AROSE ENGINEERING Utility Manager

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Use the controls at the top of the form to change the viewing layout, print or export the report, as well as navigate through the batch of statements. Holding the cursor over each icon brings displays a tooltip explaining the function of the button.

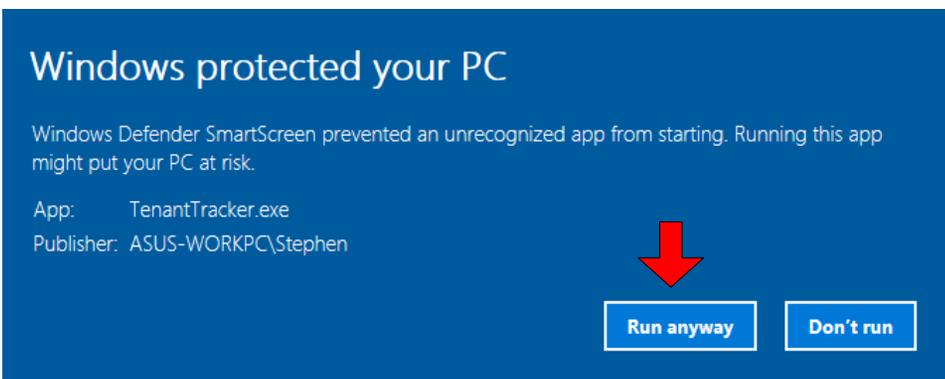
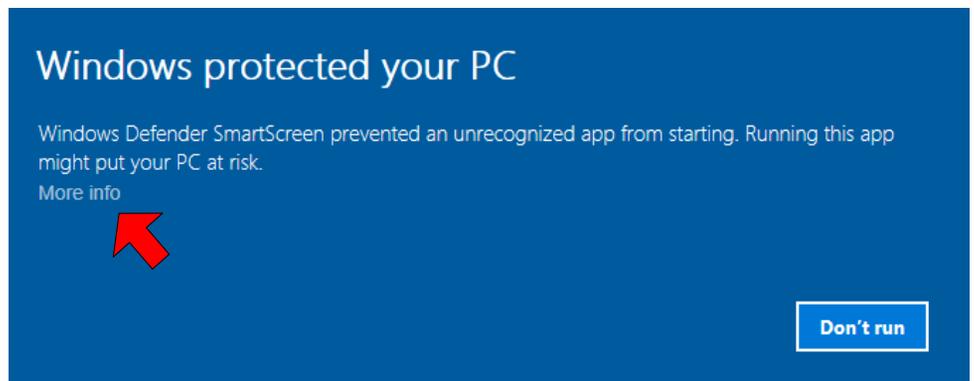
Double click the Utility Manager icon on your desktop.



If a new version of UMS is available, you will be prompted. To install the updates, click the **OK** button in the pop-up window.

It is highly recommended you do not Skip updates.

You may be prompted by Windows protection the first time the application runs. To proceed click the **More info** button.



Then click the **Run anyway** button. This will start the latest version of the Utility Management System.

The screenshot displays the 'Water (sub-metered)' dashboard for 'Demo Corporation Utility Manager'. The interface is divided into three main sections: Meter Reads, Units, and Statements. The top navigation bar includes the user name 'Andy Rose' and a 'Dashboard' link. The 'Meter Reads' section shows the last import on 6/21/2017, last meter read on 6/18/2017, and usage statistics including MTD and YTD total consumption. The 'Units' section provides a summary of total units (41), pending units (43), occupancy (17 total tenants, 24 total vacant), and consumption alerts such as units consumed over 100 and last read over 36 hours. The 'Statements' section details the last billing period (Batch 55) from 5/1/2017 to 5/30/2017, showing total tenant consumption, amount due (\$1,161.88), and unbilled consumption, along with an average invoiced amount breakdown by bedroom type.

The Utility Management System was designed, developed and is maintained by Arose Engineering, LLC.



AroseEngineering@gmail.com

(317) 373-8319

Arose Engineering, LLC
886 W. Cutsinger Road
Greenwood, IN 46143

