

Title searchers now have access to four screens in basis2.

- Debt Collection Query
- Reading History
- Account Inquiry (with Account Transaction History)
- Bill Inquiry

These four screens should provide you with all the information you need about water, Agency and Help Loan accounts.

To view the debt collection records for Philadelphia water customers:

1. Select the Debt Collection Query screen from the Navigator menu.

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Functio	tions Documents	
Debt (Collection Query	
	Debt Collection Query Top Ten List	
	Reading History	
*	Account Inquiry	
	Bill Inquiry	

2. The Debt Collection screen displays. Click the flashlight (📚) icon.

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Folder Tools Wi	ndow Help			
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Dakt Call				
Debt Collection Ref No		Receipting Ref I	No	
Customer				
Installation				
Supply		1		
General				
Ceneral Traga				
Debt Collection Path				
Debt Collection Store			Nevt	
Debt Collection Stage			INEX	
Debt Period - From	Up To	Total Debt	Outstanding	
Claim: Ref No	***			
Code				
Date Produced	Served	Letter Sent		

The Find Debt Collection Record screen displays.

How to Search for a Customer

You can search for a customer in three ways: address, customer name, or Water1 number. Once selected, the customer will remain on each screen until you search again. When you search on the Debt Collection Query screen, the results will include debt collection records for current and discontinued accounts.

Address

- 1. Enter the house number.
- 2. Tab twice and enter the street name. You can enter the street designation (St, Ave, Rd, etc.), but you don't have to. Instead, you can use the % (percent) sign. This tells basis2 to look for any street with that name. If there is, for example, a Carter St and a Carter Rd, it's not likely that they will have matching house numbers. If they do, basis2 will return both customers.

If the street has a very long name, like *Susquehanna*, you can type Susq% and basis2 will return a Susquehanna St address.

- 3. Check the Include Discontinued Accounts check box.
- 4. Click **Find**. Basis2 will either display the requested account on the Debt Collection screen or will display a list of customers for you to choose from. Select the customer you want from the list.

Customer Name

1. Click the arrow next to Installation Address and select Customer Address. The Customer field opens up for editing.

2. In the Customer field, type the customer's surname (last name) and given name (first name) with no punctuation. Add a % sign to ensure that basis2 looks for all the records.

Find Debt Collection Record 00000000			000000000000000000	
Debt Collection Path				
Debt Collection Stage				
Debt Collection Ref No				
Receipting Ref No				
Claim Ref No				
Selection Details For	Customer Address	•		
Customer No.				
Customer Name	CARTER TERRY%			
Contact Phone No. / email / etc				
Installation No.				
Address Continued	\sim		\sim	

3. Click **Find**. Basis2 will either display the requested account on the Debt Collection screen or will display a list of customers for you to choose from. Select the customer you want from the list.

If you don't have the customer's full name, you can try a first initial. You also can use the % sign if you are uncertain of the spelling. If the surname is *Petrocelli*, and you don't know if it needs an *o* or an *a*, substitute a %. For example: Petr%celli%.

Water 1 Account Number

- 1. The Water1 number is a 16-digit number. If you have a copy of the customer's water bill, you can find the number on it. The Water1 account number is the most precise way to search.
- 2. Skip the first three digits of the number, and type the remaining 13 digits (without hyphens) in the Water1 Account field.
- 3. Click **Find**. Basis2 will either display the requested account on the Debt Collection screen or will display a list of customers for you to choose from. Select the customer you want from the list.
- 4. If the customer has accounts in more than one supply type (WATER, AGENCY, HELP LOAN), you will select the desired account.

NOTE: If basis2 cannot find the requested customer, double-check your spelling. Also, make sure that you have no extra spaces in the items you entered.

Debt Collection Select Screen

- 1. Basis2 displays the Debt Collection Select screen with all open debt collection records for the customer. Scroll to find the record(s) that you need. The Path column identifies the type of debt, for example, lien, bankruptcy, or municipal court.
- 2. Click on the left side of a record. Additional information from the record, including the Debt Period From date, the installation and customer numbers, and the Debt Collection Reference number, displays at the bottom of the screen.

3. Click Select.

	Debt Collection Selection Debt Coll Ref No.	at 0000000000	Path	Stane	Installation Address	**********************	Deht Bal Amnt	222 <u>- 1</u> X [
	9101746330		MUNICORT	AVAILBLE	2969 N BONSALL S	T 19132 [058182600296900 ⁷	989.14	A
	LN00418073		LIEN	CURED	2969 N BONSALL S	T 19132 [058182600296900 [,]	0.00	
	9101436148		SH-MRTGE	STAYED	2969 N BONSALL S	T 19132 [058182600296900 ⁴	0.00	
	LN00672366		LIEN	CURED	2969 N BONSALL S	T 19132 [058182600296900 ⁴	0.00	4
	LN00804441		LIEN	CURED	2969 N BONSALL S	T 19132 [058182600296900 ⁴	0.00	
	LN01172152		LIEN	CREATED	2969 N BONSALL S	T 19132 [058182600296900 ⁴	298.69	
	10-118260		LIEN	CREATED	2969 N BONSALL S	T 19132 [058182600296900 [,]	1590.00	
Activo	09-116417		LIEN	CREATED	2969 N BONSALL S	T 19132 [058182600296900 ⁻	2959.00	
Active /	9101833012		ALL1	ACCEPT	2969 N BONSALL S	T 19132 [058182600296900 [,]	1590.00	
record	9101821544		RCB	ACCEPT	2969 N BONSALL S	T 19132 [058182600296900 ⁴	2959.00	
	Customer No.	CU0047237		TERRY CA	RTER			
	Installation No.	IN000429050			Supply Type	HELPLOAN		
	Claim Ref No			Debt	Coll Receipting Key	09-116417		
	Debt Period From	12/02/2009						
	<u>C</u> ancel	Select						

The selected Debt Collection Record (DCR) displays the account information, the period covered by the DCR, the total amount and the amount outstanding.

Debt Collection DOCODODOD							>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Debt Collection Ref No	09-116417	_		Receipting Ref	No 09-116417		
	CU0047237		TERRY CA	RTER			
	IN000429050		2969 N BOI	NSALL ST 19132	2 [0581826002969001]	111392100	
	HELPLOAN						
General Flags							
Debt Collection Path		n on outstand	ing charges		2		
Debt Collection Stage	CREATED Cr	reated		1	12/02/2009 00:00:00	Next	
Debt Period - From	12/02/2009	Up To 1	2/02/2009	Total Debt	4103.00	Outstanding	2959.00
Claim: Ref No							
Code	LN-SPT So	ozi P. Tulante	(Acting City S	olicitor)			
Date Produced		Served		Letter Sent			
Court							
Judgement: Date Issued		Produced		Letter Sent		Amount	
Reason							
Warrant: Date Produced							
Court							
Warrant Status							
Warrant Type Code							
Execution Reference					Pay	Advice Amnt	
					,		
	Link/Unlin	nk Trans	Related Calls	Eath / St	age History		

To select a different record for this customer, you must close the Debt Collection screen and search again.

To exit the screen, close it. You will return to the menu.

Reading History Screen

Use the Reading History screen to identify reading patterns such as long strings of estimated readings or zero usage readings.

When you select Reading History from the menu, basis2 will keep the most recently selected customer displayed. To select a different customer on the Reading History screen, click the ellipsis (...) in the Customer field to display the Find Customers search screen.



Search as you did for the Debt Collection screen.

When the customer's information displays, you can select a date range of readings to view.



To view all readings, leave the date range blank. Basis2 displays all the readings in the database for this customer. You can use the check boxes to include or exclude information. Click **Query** to display the readings.

Read	ing Histor	ry Inquiry		NOOD		00000000000000000000000000000000000000	**********									⊻ π ×
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		_														
Rea	iding 🚺	Action	Actual Prior		_	_	_	_	_		_		_	_		
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	0485141	1M25	0068700180	0	04/18/2016 00	:5 44	6	WAT-USG	CYCLE	Ē	l	-			- Chig	
	0485141	1M25	0068700180	0	03/17/2016 23	:3 38	5	WAT-USG	CYCLE			-			+-	
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	<u>P</u> rev M	eter Sequ	ence Next Me	ter Se	quence											

The Advance/Notnl Cons column shows the usage in hundred cubic feet. The Reading Type column indicates how or why the reading was obtained:

CYCLE	A regular monthly reading
REBILL	Reading was recorded in the process of rebilling one or more cycles.
SPECIAL	Reading was obtained to verify meter accuracy or because a change of ownership is occurring.
ERT-REPL	Indicates that the equipment that transmits the reading has been replaced.

Close the Reading History screen to return to the menu.

Account Inquiry Screen

The Account Inquiry screen shows the Debt Collection balance owed and the age of that debt for each supply type associated with the customer. The possible supply types are WATER, AGENCY and HELP LOAN. Each of these supply types has its own account number. To search for a different customer on the Account Inquiry screen, click the flashlight icon as you did to search on the Debt Collection Query screen. Before you click Find, **be sure to check the Include Discontinued Accounts check box.**

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Customer N	lame
Contact Phone No. / email.	
Installation	No.
Supply Point	Key
External Organiz	ation
Customer	
	t No.
Transaction Refere	ence
Installation Address	Continued
Address Fo Unit Nur House Nur	rmat STREET Street Address Format
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<u>Clear</u> Find	

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	In		IN0004290	50	2	969 N BO	ONSALL ST 1	9132 (0	5818260029690		USD		5749.80			
		Accounts											Dabt (
		Account N		S	Supply Type	Crncv	Balance	Owina	Unpaid Invoic	es	Unallo	cated Cr	Balan	ce Owina		Debt Collection
Record —		00120359)]	ſ	AGENCY	USD	15	90.00	1590.0)0		0.00		1590.00 📤		
selector	Ĩ	00120358)	Ī	HELPLOAN	USD	31	06.95	3106.9	95		0.00		2959.00		Dalalice
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count Inquiry 🔅											
Selection											
Account. 001	1203589										
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stallation INO	00429050	29	2969 N BONSALL ST 19132 [05818260029690 Bal USD 5749.80								
Accounts										Debt C	ollection
Account No.		Supply Type	Crncy	Balance	Owing U	npaid Invoic	es	Unallo	cated Cr	Balanc	e Owing
001203590		AGENCY	USD	15	i90.00	1590.0	0		0.00		1590.00 📤
001203589		HELPLOAN	USD	31	06.95	3106.9	15		0.00		2959.00
000043261		WATER	USD	10	152.85	1052.8	15		0.00		989.14
		120 Days	91-12	20 Days	61-90 Da	ys 3	1-60 [Days		Current	
		2959.00		0.00	147.9	95	I	0.00		0.00	
Unpaid Invo	oices Acct	Trans History	Inst T	rans History	Acct ES	B History	Acco	ount <u>H</u> is	tory		
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	Account.	001203589													
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1							_								
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	⊆usto	mer Info	Installa	ation Info	Ac	count Info	Ac	ct Pay Plans							

To see more detail about the account, click on **Acct Trans History**. It is the only button on the screen that is active for your responsibility.

Account Transaction History Screen

The Account Transaction History screen displays extra information, especially for Agency and Help Loan accounts. When you click on the transaction, basis2 displays the date of the repair and a description.

Customar					_ 51 19132 [058	182600296900		······	vooroone ≥ x ×	
Customer	CU0047237		Instal	Illation INOOO	429050					
Account	001203590		Supply	7 Type AGEN			_	_		
Balance	USD	1590.00	Unpaid Inv	voices	1590.00	Unallocated C		0.00		
Created	Task	Reference		ran Date	Amount	Disc/Rebt/Adj	Inter Account	Running Bal	Unallocated	
10/08/201	6 AGENC	(ARM-1182	260 0	05/05/2010	1590.00	0.00	0.00	1590.00	1590.00 📤	
		_								
i	Î									
	Bill No			Outsort Code			Operator AR	-TAKEON		
Desc	cription Exca	vated & shu	t off ferrule	e - Service D	ate:10/01/2009)				
										Service dat
										description
Transa	rtion Detaile									
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Customer	CU004	47237			tallation INOO	1429050					
Account	00120	3589		Supp	oly Type HELF	PLOAN					
Balance	USD		3106.95	Unpaid	Invoices	3106.95	Unallocated Cr		0.00		
Created	т	ask	Reference		Tran Date	Amount	Disc/Rebt/Adj	Inter Account	Running Bal	Unallocated	
10/08/201	16 F	REMITPR	ARM-4981	67	10/19/2010	-90.00	0.00	0.00	3632.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4949	79	09/15/2010	-76.00	0.00	0.00	3722.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4882	15	07/13/2010	-75.00	0.00	0.00	3798.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4859	50	07/02/2010	-55.00	0.00	0.00	3873.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4783	50	04/23/2010	-75.00	0.00	0.00	3928.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4751	16	03/24/2010	-50.00	0.00	0.00	4003.00	0.00	
10/08/201	16 F	REMITPRO	ARM-4719	66	02/25/2010	-50.00	0.00	0.00	4053.00	0.00	
10/08/201	16 H	IELPLOA	ARM-1164	17	12/02/2009	4103.00	0.00	0.00	4103.00	2959.00 👻	
	Bill No			_	Outsort Code			Operator AR	-TAKEON		
Des	criptior	Install	new water	service	from main to	meter —					Work that is had
											for Help Loan
Ţransa	ction D	Details									

- 🖸	Account Tr Customer	ansac CUOC	tion History 1 47237	-, TRACY C	l Ins	N BC	DNSALL S	T 19132 [058 19 050	182600296900	1]111392100 ;	************	-9-0-9-0-9-0-9-0-0- <u>-</u>	(ज×
	Account Balance	000043261 USD		Sup 1052.85 Unpaid		pply Type WAT		ER 1052.85 Unallocated Cr		r en se	0.00		
	Created	-	Task	Reference		Tran Dat	e	Amount	Disc/Rebt/Adj	Inter Account	Running Bal	Unallocated	
	02/28/20	17	BILL	BL063860	346	02/28/20)17	63.71	0.00	0.00	1052.85	63.71	Â
	01/27/201	17	BILL	BL063265	343	01/27/20)17	56.53	0.00	0.00	989.14	56.53	
	01/27/201	17	PNLTYINT	DI2280475	4	01/27/20)17	7.45	0.00	0.00	932.61	7.45	
	12/29/201	16	PNLTYINT	DI2257976	7	12/29/20)16	6.77	0.00	0.00	925.16	6.77	
	12/27/201	16	BILL	BL062667	119	12/27/20)16	63.71	0.00	0.00	918.39	63.71	
	11/28/201	16	BILL	BL062078	410	11/28/20)16	56.53	0.00	0.00	854.68	56.53	
	11/28/201	16	PNLTYINT	DI2234624	4	11/28/20)16	6.78	0.00	0.00	798.15	6.78	
	10/28/201	16	PNLTYINT	DI2213628	2	10/28/20)16	6.74	0.00	0.00	791.37	6.74	
	Dee	Bill N	• B05782	76912		Outsor	t Code			Operator <mark>JO</mark>	BISH.JOHN		
(Ţransa	ction	Details										

Bill Inquiry Screen

On the Bill Inquiry screen, you can select a bill by date and view a pdf copy of the bill. Select a bill and click **View Bill**.

Selection							~~~~~ ~ /			
Bill No										
Customer CU0047237			Y CARTER	<u>C</u> ustomer Info						
Installation	IN000429050	2969 1	N BONSALL ST 191	32 [0581826002969	001] 11139.	Installation Info				
Bills Printed	Bill No	Crncy	Bill Amount	Closing Balance	Outsort	Cnt	Format			
02/28/2017	B0578276912	USD	63.71	1052.85		1	STANDARD			
01/27/2017	B0572757968	USD	56.53	989.14		1	STANDARD			
12/27/2016	B0567198787	USD	63.71	918.39		1	STANDARD			
11/28/2016	B0561672419	USD	56.53	854.68		1	STANDARD 🖉			
Bill Transa Bill Date 02/28/2017	ctions Supply Type Re WATER BL	ference .063860346		Amount Outsor	t PSB Ref	vers	ed A			

If the customer is delinquent, then a lien notification will appear on the bill twice a year.



The graph on the bill provides a quick view of usage. The bill will indicate if readings are actual or estimated.



If the customer has a HELP Loan, The bill for the HELP Loan payment plan is included with the monthly bill.

CITY OF PH DEPARTMEN WATER REV	ILADELPHIA IT OF REVENUE ENUE BUREAU	City of Philadelphia LIFE - LIBERTY - AND YOU"
HELP Loan B Please pay \$3,106.	ill 95	Questions ? www.phila.gov/revenue (215)686-6880 Morday-Friday,8am-5pm
Customer Name: Terry Carl Service Address: 2969 N Bo Bill Dale: February 28, 2017	er nsall St, Philadelphia PA 19132 (Bill Period: Jan 22, 2017 - Feb 22, 2017)	Acco unt Number: 058-18260-02969-001 HELP Loan Access Code: 001203589 Bill Number: B0576276912 Includes Payments Through: February 28, 2017
Your Account HELP Loan balance at last bill No payment received HELP Loan Unpaid Balance	\$3,108.95 \$0.00 \$3,106.95	HELP Loan Plan Breached Total HELP loan balance due immediately. Service Description Instal new water service; Service Date 12/02/2009; LienW 09-116417
This Bill HELP Loan Amount Total HELP Loan Balance Please Pay, Now	\$3,108.95 \$3,108.95 \$3,106.95	
HELP Loan Payme	nt History	
TILLE LUAT Agreater Allou	16	See back for more information and contact details 🗲
Total HELP Loan Balance		PLEASE MAIL THE PORTION BELOW WITH YOUR PAYMENT FOR YOUR HELP LOAN
	Paying by mail? Send this coupon with your payment	Account Number