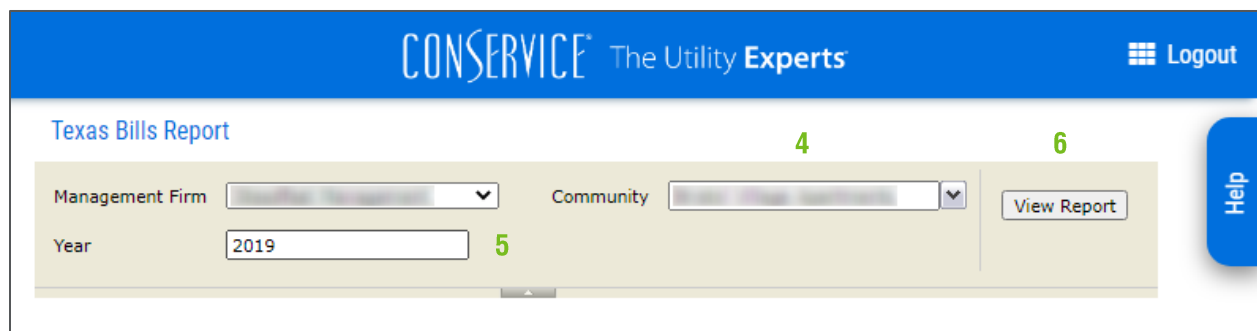
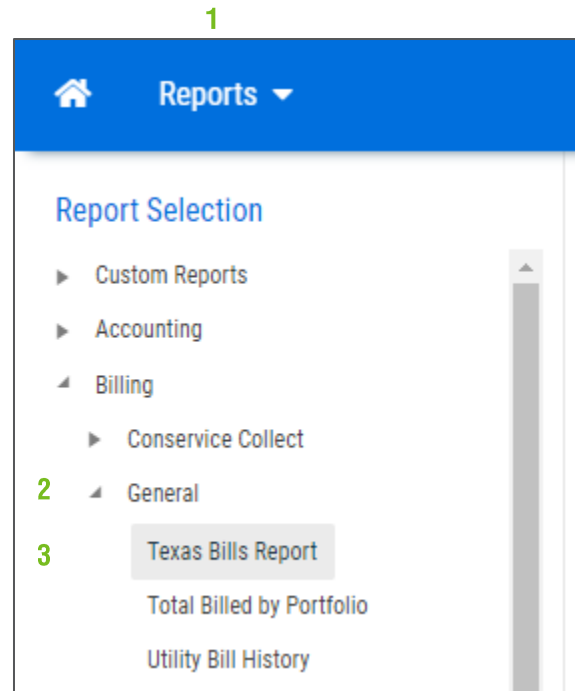


## Texas Bills Report

If your community is in Texas, regulations require that your utility lease addendum is updated each year with the high, low, and average bill amounts for the prior year. The Texas Bills Report gives you the data necessary to do this. Access the Texas Bills Report through our portal at [www.conservice.com](http://www.conservice.com) by following these instructions:

### Generating the Report

1. Select Reports from the home drop-down menu.
2. From the Report Selection panel, select the Billing category, then the General sub-category.
3. Scroll down until you find the Texas Bills Report, and click on it.
4. In the Texas Bills Report fields, select your community.
5. Type in the previous year. For example, if you are pulling this report in 2020, type in 2019.
6. Click View Report to generate the report.



## Exporting the Report

To export the Texas Bills report, click the export icon and select Excel.

The screenshot shows the CONSERVICE web interface for the Texas Bills Report. The page includes a header with the logo and 'Logout' link. Below the header, there are filters for 'Management Firm', 'Community', and 'Year' (set to 2020). A 'View Report' button is visible. The main content area shows a table with columns for 'Community', 'Billing Month', '# of Bills', 'High Bill', 'Low Bill', and 'Average Bill'. An export icon in the toolbar is highlighted with a green arrow, and a dropdown menu is open, showing options: XML file with report data, CSV (comma delimited), CSV (no header), SQL, PDF, MHTML (web archive), Excel (selected), TIFF file, and Word.

## Reading the Report

	A	B	C	D	E	F
1	TEXAS BILLS REPORT   2019					
2				Water / Sewer *		
3	Community	Billing Month	# of Bills	High Bill	Low Bill	Average Bill
4		01/01/19	211	\$76.47	\$25.95	\$39.37
5		02/01/19	205	\$79.24	\$26.89	\$40.99
6		03/01/19	204	\$74.25	\$25.19	\$38.66
7		04/01/19	210	\$74.17	\$25.17	\$39.07
8		05/01/19	207	\$75.29	\$25.55	\$39.41
9		06/01/19	209	\$75.28	\$25.54	\$39.45
10		07/01/19	212	\$76.00	\$25.79	\$40.79
11		08/01/19	215	\$96.19	\$32.64	\$51.94
12		09/01/19	213	\$92.61	\$31.41	\$49.54
13		10/01/19	213	\$110.07	\$37.35	\$59.42
14		11/01/19	213	\$89.18	\$30.26	\$48.77
15		12/01/19	222	\$70.78	\$24.02	\$38.39
16		<b>Actual - YTD</b>	-	<b>\$110.07</b>	<b>\$24.02</b>	<b>\$43.82</b>
17	*Amounts include water base and sewer base.					

This report provides the billing months, number of bills mailed, high bill, low bill, average bill, and year-to-date totals. The year-to-date totals are the numbers to use to update your water and wastewater lease addendum.