# Monthly Bill Payable Process:

This process will allow all users involved in the process of paying regular monthly billing to enter, route and monitor monthly bills that are paid on invoice (no PO). This would include bills for electricity, gas, water, garbage, etc...

**Estimated** Volume: 125 per month with an average of two scanned pages per bill.

Estimated Users: 80; Approvers: 80; Workflow Mangers: 10.

This process moves in stepwise fashion:

- 1. Monthly Bill (MB) entered with scans by remote office. Information entered would be date, invoice number, invoice amount, payable name and description.
- 2. MB workflow to Headquarters Accounts Payable Dept.
- 3. Coding applied by Headquarters Accounts Payable on MB record. MAGIC Vendor #, Cost Center, G/L Acct #, Fund Line.
- 4. MB workflow to supervisor for approval.
- 5. MB workflow to Accounts Payable for entry into MAGIC then recording date and document number on MB record.

Each step records date, time and user.

All the above are happy-path, non-happy path flows back to prior step in workflow. "Approved" for each step in the above would be in the form of an internal eSignature.

**Customer Name** A Mississippi Power mississippi department of **Account Number** 24730-27022

Oct 19, 2018 **Delinquent After Total Due** \$859.84

Service Period Service Address Sept 3, 2018 - Oct 5, 2018 910 HIGHWAY 11 AND 80

PUBLIC SAFETY BLDG1

## **Payments Since Last Billing**

Payment Received On 09/13/18 Thank You! -4,018.64 Thank You! Payment Received On 09/10/18 -4,018.64

## **Billing Summary**

Current Electric Service +4,878.48 Credit -4.018.64

> Doc # Vendor # Cost Center # G/L Acc. Fund Line **Date Entered**

- Save time, money and paper. Sign up for Paperless Billing! With Paperless Billing, you will receive your bill via email but still have access to a printable bill - as well as previous bills - online. Learn more and enroll at mississippipower.com/paperlessbilling.
- You can generate a lot of power with one check. By giving to Project SHARE, you can help meet the energy needs of those less fortunate. Check \$1, \$2, \$5 or \$10 on your electric bill and you will be automatically enrolled in Project SHARE beginning next month. For more details please visit mississippipower.com

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT, MAKING SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW

2401 11th St.

#### Contact Us

mississippipower.com **Account Number** 

24730-27022

Web Access Code

**Customer Service** 

708998

1-877-656-1836

**Power Outage Reporting:** 1-800-487-3275

Mon - Fri: 7am - 9pm 24 hrs/7 days Emergencies: 24hrs/7 days

**Payment Options** 

Online Just visit mississippipower.com/mypayment Login-to your account using the following: Account number: 24730-27022 Web access code: 708998

By Mail

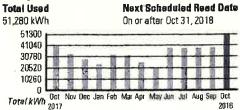
Mississippi Power Payments PO Box 245 Birmingham, AL 35201-0245

Local Office The Mississippi Power local office for your

service address is: 2401 11th St. Meridian, MS 39301

#### For current billing details, turn page over

## **Usage Information**



	1 Year Ago	Last Month	This Month
Total kWh Used	41,360	39,120	51,280
Average Daily kWh	1,426	1,397	1,602
Days In Billing Period	29	28	32
Billed Demand	100	90	99

**Account Number 24730-27022** 

Oct 19, 2018 **Delinquent After** 

**Total Due** 

Yes, I want to save a stamp on my next payment! Enroll me in paperless billing today. Please verify your email address on the back of this statement.

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MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY

Mississippi Power Meridian, MS 39301

Mail To: PO BOX 245 BIRMINGHAM AL 35201-0245

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ATTN: ACCOUNTING PO BOX 958 JACKSON MS 39205