



REVENUE – MISCELLANEOUS BILLING

SUBSCRIPTION BILLING PROCESS

This document will cover running the billing for subscription services. To access the billing process, select:

Misc. Billing ▶ Billing ▶ Subscription Billing Process.

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1. SETUP

There are several steps to take before the actual billing can be run.

1.1. Misc. Billing Module Control

Several Module Control settings should be reviewed prior to running a billing. The illustration below shows all the settings, but the highlighted ones are specific to the billing.

To setup this table, select **Misc. Billing** ► **Module Maintenance** ► **Misc. Billing Module Control** from the menu.

Misc Billing Module Control		
Seq#	Description	Answer
4006	Allow Duplicate Batch codes for Different Users [Y/N]	N
4007	Add a Seq# to Duplicate Batches to make them unique [Y/N]	Y
4009	Billing Year (RE/PP/MV)	2016
4011	Assign Batch# by Computer or Both Manual and Computer [C/B]	B
4031	Date Used for Posting to Ledger – Transaction Date or Deposit	D
4032	Set Flag for Users Batches on Posting Selection Screen.	Y
4040	Transfer Batch to Supervisor during Submit Batch process	N
4041	Batch Supervisor to receive batch	LUANN
4070	[Refunds] Generate [V]ouchers in AP or [E]xternal Download Fi	V
4105	RE/PP/MB Escrow/Print/Online Service File Location	d:\auc_development\admhome\transfer
8001	Municipal Code (MV/RE/PP/MB) [e.g., 123]	123
11001	MB Bill Year	2015
11002	Default Bank Code	BOA
11003	Default directory for CASS Import Files	d:\auc_development\admhome\cass
11005	Prorate by Month/Days (M/D)	M
11006	Attach Original Bills (Y/N)	Y
11007	Attach Bill Reprints	N
11008	# of days from Bill Date to Due Date	10
11009	On-demand bill date days prior to today (eg: 0-10)	1
11010	CASS processing for MB billing (Y/N)	Y
11011	# Days passed due before DROPPING subscription	30
11020	Reset Billing Print Sequence Number [Y/N]	Y
11025	MB Billing Intermediate File	doc_mgmt;mbmod\mbbil_odbc_<l_usrnam>.pdf
11026	MB Special Invoice Intermediate File	doc_mgmt;mbmod\mbspc_odbc_<l_usrnam>.pdf
11030	Bill Reprint Intermediate File Location	doc_mgmt;mbmod\B_<l_bt>_<l_bn>_<l_dt>.pdf
11031	Batch Reprint Intermediate File Location	doc_mgmt;mbmod\batreprint_<l_usrnam>.pdf

Seq #	Description
11001	Bill Year. This is the default Billing Year used to display bills in Query screens.
11003	Default directory for CASS Import Files where the CASS process looks for the import file received from AccuZip. Place the email attachment from AccuZip in this folder and unzip it.
11006	Attach Original Bills (Y/N) – Indicate whether bills should automatically be attached when the billing is run.
11008	# of days from Bill Date to Due Date –sets the default Due Date in the Billing Cycle table when the Bill date is entered.
11010	CASS processing for MB Billing (Y/N) – Indicate whether the site participates in CASS processing.If N is selected, those options will not be required on the billing menu.



1.2. Copy Tables To New Year

Sites that use the **Miscellaneous Billing** module sometimes opt to bill in advance. Billing in advance requires that the **Copy Tables to New Year** step be run sooner than it might be for the Tax Billing modules. While there are three categories specific to Miscellaneous Billing, there are three additional tables required for the billing process.

If any or all the **Miscellaneous Billing Tables (710 Service Type, 720 Bill Cycle, and 730 Bill Print Sequence Table)** are selected to be copied to the new year, the system will check the boxes and automatically select and copy **10 Bill Type, 20 Bill Category, and 50 Forms Text and Parameters** as well. This ensures that the **Miscellaneous Billing** process has the required information.

Collections ▶ Tables ▶ Copy Tables to New Year

Select	LVL	Copy Inactive	Table Name	From	To
<input checked="" type="checkbox"/>	10	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Type	2021	2022
<input checked="" type="checkbox"/>	20	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Category	2021	2022
<input type="checkbox"/>	40	<input type="radio"/> Yes <input checked="" type="radio"/> No	Demand Setup Table	2021	2022
<input checked="" type="checkbox"/>	50	<input type="radio"/> Yes <input checked="" type="radio"/> No	Forms Text and Parameters	2021	2022
<input type="checkbox"/>	110	<input type="radio"/> Yes <input checked="" type="radio"/> No	Billing Setup Table	2021	2022
<input type="checkbox"/>	120	<input type="radio"/> Yes <input checked="" type="radio"/> No	AOS Billing Setup	2013	2014
<input type="checkbox"/>	130	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Print Sequence Table	2021	2022
<input type="checkbox"/>	140	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Run	2021	2022
<input type="checkbox"/>	150	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Generation Table Setup	2021	2022
<input type="checkbox"/>	210	<input type="radio"/> Yes <input checked="" type="radio"/> No	Deduction Codes	2021	2022
<input type="checkbox"/>	310	<input type="radio"/> Yes <input checked="" type="radio"/> No	Betterment Accounting Rules	2021	2022
<input type="checkbox"/>	410	<input type="radio"/> Yes <input checked="" type="radio"/> No	Treasury Receipt Codes	2021	2022
<input type="checkbox"/>	530	<input type="radio"/> Yes <input checked="" type="radio"/> No	MW - Form Texts and Parameters	2021	2022
<input type="checkbox"/>	605	<input type="radio"/> Yes <input checked="" type="radio"/> No	Tax Title Categories	2012	2013
<input checked="" type="checkbox"/>	710	<input type="radio"/> Yes <input checked="" type="radio"/> No	Service Type	2015	2016
<input checked="" type="checkbox"/>	720	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Cycle	2015	2016
<input checked="" type="checkbox"/>	730	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Print Sequence Table	2015	2016



De-selecting 710, 720, or 730 will not automatically deselect 10, 20, and 50, as these tables are needed for many purposes. For example, at the beginning of the fiscal year, the “Select All” button can be used to select all the tables for copy, and then a few tables that are not needed may be de-selected one at a time.



2. Service Type Table

The Service Type Table is where all the different fee categories called service types for a program are specified. For example, “RT1” has been set up for Trash and Recycling on Monday. To setup this table, select

Tables ▶ Service Type Table

from the menu, or, access this table via the billing process via:

Billing ▶ Subscription Billing Process ▶ Select Batch ▶ Service Type.

2.1. [1 Service Type] Tab

Service Type

Year: 2022, Type: 90, Program: CURBSIDE, Curbside

1 Service | 2 Bill Rates | 3 Accounting | 4 Notes | 5 Groups

Service Type	Description	Short Desc	Day#	Include In Refunds	Include In Spec Inv	Allow Multi Services	Enroll	Include In Daily Bal	Recurring Bill?	Use Bill Form
NSF	NSF Fee	T & R		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CURBTR
R0	Recycle	R Only		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R1	Recycle Monday	R Only	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R10	Recycle Friday	R Only	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R2	Recycle Monday	R Only	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R3	Recycle Tuesday	R Only	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R4	Recycle Tuesday	R Only	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R5	Recycle Wednesday	R Only	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R6	Recycle Wednesday	R Only	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R7	Recycle Thursday	R Only	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R8	Recycle Thursday	R Only	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
R9	Recycle Friday	R Only	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBR
RT0	Trash & Recycle	T & R		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT1	Trash & Recycle Monday	T & R	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT10	Trash & Recycle Friday	T & R	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT2	Trash & Recycle Monday	T & R	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT3	Trash & Recycle Tuesday	T & R	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT4	Trash & Recycle Tuesday	T & R	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT5	Trash & Recycle Wednesday	T & R	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT6	Trash & Recycle Wednesday	T & R	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT7	Trash & Recycle Thursday	T & R	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT8	Trash & Recycle Thursday	T & R	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR
RT9	Trash & Recycle Friday	T & R	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURBTR

Status: Record | Lkup | UP

Table 1 Service Table Fields

Field	Description
Service Type	This is a Unique code; up to 12 characters can be used and must be uppercase.
Description	Description of the Service Type displayed on the invoice when created.
Short Desc	Short Description of the Service Type used on the Subscription reports.



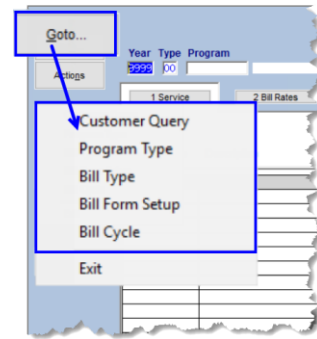
Field	Description
Day#	The Day# of the Week. Used for reporting purposes.
	<div style="border: 1px solid black; padding: 5px;"> <p>1</p> <p>0 - No Day</p> <p>1 - Monday</p> <p>2 - Tuesday</p> <p>3 - Wednesday</p> <p>4 - Thursday</p> <p>5 - Friday</p> <p>6 - Saturday</p> <p>7 - Sunday</p> </div>
<input checked="" type="checkbox"/> Include in Refunds	<p>Include this Service Type when calculating the balance of an Invoice.</p> <p>If an overpayment was made on a Service type that has been included in Refunds, when the refund process is run it will allow a refund to be processed for that overpayment.</p> <p>If an overpayment was made against a Service type that has <i>not</i> been included in Refunds, then this Invoice might not be included in the refund process because the calculated balance of the Invoice might not show an overpayment.</p>
<input checked="" type="checkbox"/> Include in Special Invoice	Only used for Special Invoices. Not used in Subscription Billing.
<input checked="" type="checkbox"/> Allow Multiple Services	Allow a single customer to have an active subscription to more than one service type. For Example: Customer subscribes to R1 and R8 – so they would get recycle pickup on both Tuesday and Friday
<input checked="" type="checkbox"/> Enrollment Required	If checked, requires that a customer enroll in this service type prior to the billing. It will not allow applying this service type to a customer if not checked.
<input checked="" type="checkbox"/> Include in Daily Balance	Include this service type in the calculation of the balance of the Invoice in the export file created daily to be sent to the on-line provider.
<input checked="" type="checkbox"/> Recurring Bill	Is this service type a recurring bill.
<input checked="" type="checkbox"/> Use Bill Form	<p>Each Service Type must have a Bill Form specified. There are two forms currently set up for CURBSIDE:</p> <p style="padding-left: 40px;">CURBR (for Recycling only)</p> <p style="padding-left: 40px;">CURBTR (for Trash and Recycling)</p>




2.1.1. [Goto...] Button – Access to Other Tables



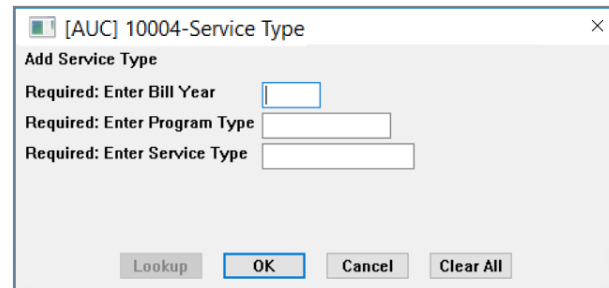
On each of the Table screens, there are shortcuts to the other tables under the **[Goto...]** button. As shown, from the Service Type Table, the **[Goto...]** button provides a shortcut to the **Customer Query, Program Type, Bill Type, Bill Form Setup, and Bill Cycle** Tables. The **[Goto...]** button allows easily moving from one table to another.



2.1.2. Add a Service Type

To add new service types, click the  button.

The following screen will be displayed.

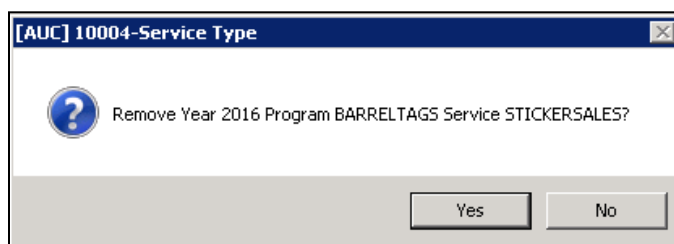


Prompt (all are required)	Description
Enter the Bill Year	This is typically the same bill year as Calendar Year
Enter the Program Type	Use the Lookup button to display the list of available programs
Enter the Service Type code	Enter a unique code up to 12 characters in length

Click **[OK]** to create the new service type.

2.1.3. Delete a Service Type

A Service Type code can be deleted if it was created accidentally. If there have been invoices generated for this service type or subscriptions have been applied to this Service Type, it cannot be deleted. To delete the Service Type click **[Delete]** and the following prompt will be displayed:

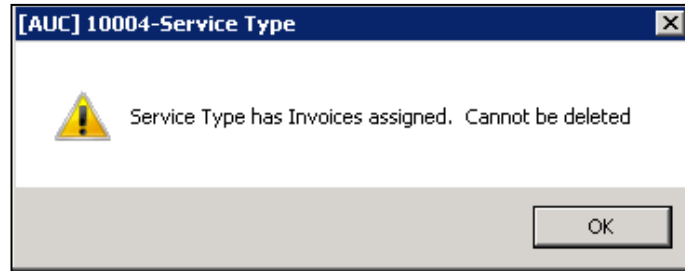


Click **[Yes]** – to delete the Service Type

Click **[No]** –the service type will not be deleted



A service type that has invoices generated under that program code or has been assigned to a customer as a subscription type will not be deleted. Attempting to delete a Service Type that has invoices assigned will yield this message:



2.1.4. Edit List

Prompt (all are required)	Description
Enter the Bill Year	This is typically the same bill year as Calendar Year
Enter the Program Type	Use the Lookup button to display the list of available programs
Layout	Choose <input type="radio"/> with Accounting, <input checked="" type="radio"/> Suppress Accounting, or <input type="radio"/> Accounts Only

Clicking on **[8 Edit List]** will generate a report of the settings for the Service Type table. The list may be produced with Accounting, without Accounting, or with only Accounting information. A sample of each is shown.

Town of ADMINS
Service Type List

```

*****
Bill Year 2017
*****
Type      Service  Description      Program  Bill Rate Charge Typ Prorate Enroll DailyBal Bill Form  Incl In Refunds
*****
90 Curbside  NSF           NSF Fee          CURBSIDE  25.0000 Flat Rate  No  No  Yes  No BUILDINSP  No
90 Curbside  R1           Recycle Tuesday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R2           Recycle Tuesday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R3           Recycle Wednesday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R4           Recycle Wednesday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R5           Recycle Thursday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R6           Recycle Thursday CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R7           Recycle Friday   CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R8           Recycle Friday   CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  R9           Recycle Monday   CURBSIDE  9.5333 Monthly  Yes Yes  Yes  Yes CURBR  Yes
90 Curbside  RT1          Trash & Recycle Tuesday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT2          Trash & Recycle Tuesday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT3          Trash & Recycle Wednesday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT4          Trash & Recycle Wednesday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT5          Trash & Recycle Thursday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT6          Trash & Recycle Thursday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT7          Trash & Recycle Friday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes
90 Curbside  RT8          Trash & Recycle Friday CURBSIDE  18.3333 Monthly  Yes Yes  Yes  Yes CURBTR  Yes

Bill Year 2017      18 Records
*** Grand Total ***      18 Records
    
```

Figure 1 Suppress Accounting option



Town of ADMINS Service Type List										
Bill Year 2017										
Type	Service	Description	Program	Bill Rate	Charge Typ	Prorate	Allow Enroll	Incl In DailyBal	Recurring Bill Form	Incl In Refunds
90	Curbside	NSF	NSF Fee	CURBSIDE	25.0000	Flat Rate	No	No	Yes	No BUILDINGSP No
		Account Number			Description					
		1. Cash	0400-000-0000-000-00-00-10400	CASH, CURBSIDE COLLECTION						
		2. Revenue or Liability	0400-000-0000-000-00-00-42015	CURBSIDE REVENUE						
		3. Deferred Revenue	0400-000-0000-000-00-00-26600	DEFERRED REVENUE-CURBSIDE CHARGES						
		4. A/R	0400-000-0000-000-00-00-12400	CURBSIDE RECEIVABLE						
		5. Abatement	0000-000-0000-000-00-00-00000							
		6. Refund	0000-000-0000-000-00-00-00000							
		7. Revenue Write-off	0000-000-0000-000-00-00-00000							
		8. Fees	0000-000-0000-000-00-00-00000							
90	Curbside	R1	Recycle Tuesday	CURBSIDE	9.5333	Monthly	Yes	Yes	Yes	Yes CURBR Yes
		Account Number			Description					
		1. Cash	0400-000-0000-000-00-00-10400	CASH, CURBSIDE COLLECTION						
		2. Revenue or Liability	0400-000-0000-000-00-00-42015	CURBSIDE REVENUE						
		3. Deferred Revenue	0400-000-0000-000-00-00-26600	DEFERRED REVENUE-CURBSIDE CHARGES						
		4. A/R	0400-000-0000-000-00-00-12400	CURBSIDE RECEIVABLE						
		5. Abatement	0000-000-0000-000-00-00-00000							
		6. Refund	0000-000-0000-000-00-00-00000							
		7. Revenue Write-off	0000-000-0000-000-00-00-00000							
		8. Fees	0000-000-0000-000-00-00-00000							

Figure 2 With Accounting & Bill Rate, Charge Type, Prorate, etc.

Town of ADMINS Service Type List										
Bill Year 2017										
Type	Service	Description	Program	Bill Rate	Charge Typ	Prorate	Allow Enroll	Incl In DailyBal	Recurring Bill Form	Incl In Refunds
Type	Description	Account Number			Description					
NSF	NSF Fee	1. Cash	0400-000-0000-000-00-00-10400	CASH, CURBSIDE COLLECTION						
		2. Revenue or Liability	0400-000-0000-000-00-00-42015	CURBSIDE REVENUE						
		3. Deferred Revenue	0400-000-0000-000-00-00-26600	DEFERRED REVENUE-CURBSIDE CHARGES						
		4. A/R	0400-000-0000-000-00-00-12400	CURBSIDE RECEIVABLE						
		5. Abatements	0000-000-0000-000-00-00-00000							
		6. Refund	0000-000-0000-000-00-00-00000							
		7. Revenue Write-off	0000-000-0000-000-00-00-00000							
		8. Fees	0000-000-0000-000-00-00-00000							
Type	Description	Account Number			Description					
R1	Recycle Tuesday	1. Cash	0400-000-0000-000-00-00-10400	CASH, CURBSIDE COLLECTION						
		2. Revenue or Liability	0400-000-0000-000-00-00-42015	CURBSIDE REVENUE						
		3. Deferred Revenue	0400-000-0000-000-00-00-26600	DEFERRED REVENUE-CURBSIDE CHARGES						
		4. A/R	0400-000-0000-000-00-00-12400	CURBSIDE RECEIVABLE						
		5. Abatements	0000-000-0000-000-00-00-00000							
		6. Refund	0000-000-0000-000-00-00-00000							
		7. Revenue Write-off	0000-000-0000-000-00-00-00000							
		8. Fees	0000-000-0000-000-00-00-00000							

Figure 3 Accounting Only

2.1.5. Copy Service Type Table

The [9 Copy Table] button on the Service Type table includes a radio button to allow data in the “New Bill Year” to be retained if any exists. Clicking the Yes radio button will over write existing data; selecting No will leave the data as is.

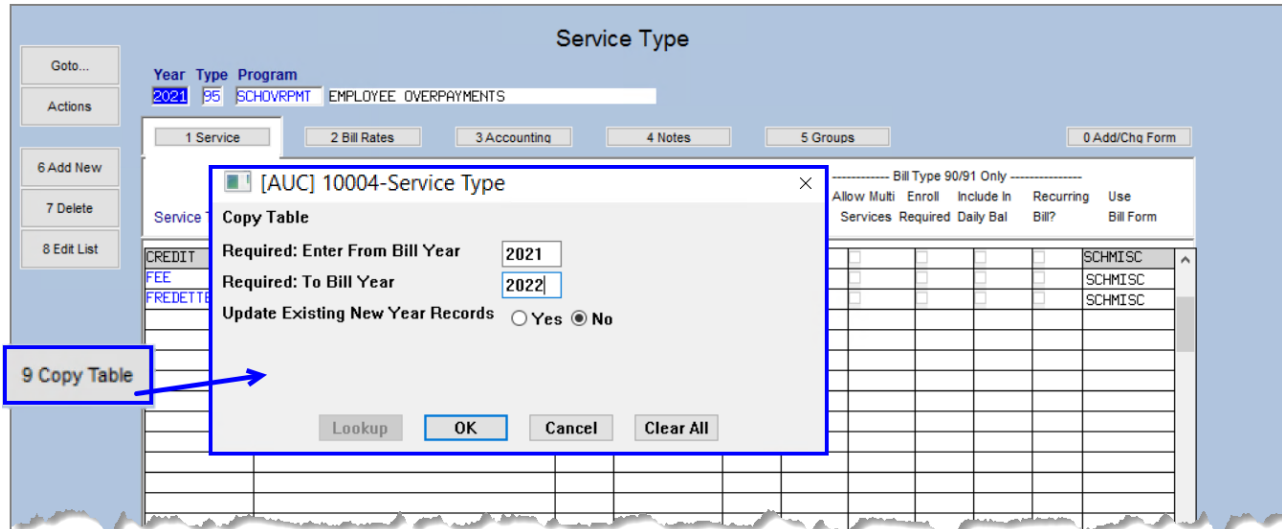


Figure 4 Copy Tables button allows retention of existing data in new year table

2.2. Set Default Rates on the [2 Bill Rates] Tab

Set any default rates for service types. If the service type has a set fee that does not change per invoice or if there is a base rate for a charge, set the dollar value here. The value will be brought into the **Special Invoice** as the default rate.

Service Type

Year Type Program
2016 90 CURBSIDE Curbside

1 Service **2 Bill Rates** 3 Accounting 4 Notes 5 Groups

Service Type	Description	Bill Rate	Charge Type	#Pickups (per month)	Prorate?
NSF	NSF Fee	25,0000	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input type="checkbox"/>
R0	Recycle	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R1	Recycle Monday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R10	Recycle Friday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R2	Recycle Monday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R3	Recycle Tuesday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R4	Recycle Tuesday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R5	Recycle Wednesday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R6	Recycle Wednesday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R7	Recycle Thursday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R8	Recycle Thursday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
R9	Recycle Friday	9,5333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT0	Trash & Recycle	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT1	Trash & Recycle Monday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT10	Trash & Recycle Friday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT2	Trash & Recycle Monday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT3	Trash & Recycle Tuesday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT4	Trash & Recycle Tuesday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT5	Trash & Recycle Wednesday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT6	Trash & Recycle Wednesday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT7	Trash & Recycle Thursday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT8	Trash & Recycle Thursday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>
RT9	Trash & Recycle Friday	18,3333	<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit		<input checked="" type="checkbox"/>



Field	Description
Bill Rate	Rate for this Service Type
Charge Type	<p>How is this Change Amount Calculated. Three types to choose from:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Charge Type</p> <hr/> <p> <input type="radio"/> Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit </p> <hr/> <p> <input type="radio"/> Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit </p> <hr/> <p> <input type="radio"/> Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit </p> </div> <p>Ⓐ Monthly: Amount charged per month. Used during the billing to calculate total amount to bill based on the number of months in the subscription period.</p> <p style="text-align: center;">Rate * # Months in Subscription Period = Bill Amount 18.3333 * 6 = \$110.00</p> <p>Ⓑ Flat Rate: Total amount to charge for this service type.</p> <p>Ⓒ Per Unit: Amount to charge per Unit to be collected as specified in qty field on the Customer Subscription.</p> <p style="text-align: center;">Rate * Qty * # pickups per month * # Months in Subscription Period = Bill Amount</p> <p>For Example : Per Cart collection Fee \$5.00 with two carts to pick up four times a month. \$5 * 2 carts * 4 picku[s per month = \$40 per month \$40 * 6 months = \$240.00</p>
#Pickups	Number of times per month a pickup is done (used for Toters)
Prorate <input checked="" type="checkbox"/>	<p>When a bill is generated for a customer out of cycle, does this Service type calculate a prorated bill amount?</p> <p>For Example: if the subscription period starts in September for 6 months, but the customer does not sign up to start the service until December – should the full amount of the subscription be used or should the system prorate the bill to just the remaining three months of the subscription period.</p>

2.3. Accounting Rules on the [3 Accounting] Tab

Accounting Rules are required for the Service Type table, even if the site does **not** post the Invoices to Accounts Receivable the accounting rules **must** be established for each service type prior to running the billing.

Once the setup of the Service Types is complete, contact the Finance Department to setup the accounting rules.



Service Type

Year Type Program
2016 90 CURBSIDE Curbside

1 Service 2 Bill Rates 3 Accounting 4 Notes 5 Groups

Service	Description	Post to A/R	Adjustment Allowed this Category
R1	Recycle Monday	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Payment <input checked="" type="radio"/> Both

	Account Number	G/L Account Description
1 Cash	0063-000-000-0000-1040-0000	CASH - UNRESTRICTED CHECKING
2 Revenue or Liability	0063-433-433-0000-4379-0000	COLLECTION RESIDENT FEES
3 Deferred Revenue	0000-000-000-0000-0000-0000	---3 Deferred Revenue
4 A/R	0000-000-000-0000-0000-0000	---4 A/R
5 Abatement	0000-000-000-0000-0000-0000	---6 Abatements
6 Refund	0000-000-000-0000-0000-0000	---8 Refund
7 Revenue Write-Off	0000-000-000-0000-0000-0000	--10 Revenue Write-Off
8 Fees	0000-000-000-0000-0000-0000	---7 Fees

2.4. [4 Notes] Tab

Service Type

Year Type Program
2021 95 SCHOVRPMT EMPLOYEE OVERPAYMENTS

1 Service 2 Bill Rates 3 Accounting 4 Notes 5 Groups

6 Add New 7 Delete 8 Edit List 9 Copy Table

0 Edit Note

No text available

Notes for Program SCHOVRPMT Service CREDIT

The category is a credit category for overpayments. Refunds are discouraged; overpayments can be applied to future charges.

To edit or enter a note, click on the [0 Edit Note] button. Make changes and click on save. A note may be included for any Service Type. Click the Edit Note button to add a new note or edit an existing note.

Figure 5 Entering a Note on a service Type

Service Type

Year Type Program
2021 95 SCHOVRPMT EMPLOYEE OVERPAYMENTS

1 Service 2 Bill Rates 3 Accounting 4 Notes 5 Groups

6 Add New 7 Delete 8 Edit List 9 Copy Table

0 Edit Note

The category is a credit category for overpayments. Refunds are discouraged; overpayments can be applied to future charges.

Status: Record Active

These notes are for internal use only and will not appear on the printed invoice.



2.5. Groups

This applies only to Special Invoices and does not apply to Subscription Billing.

3. Bill Print Sequence Table

The Bill Print Sequence Table indicates in which order the bills will be printed. This will also be applied to the Generate Export file process.

To setup this table, select

Tables ▶ Bill Print Sequence Table f

from the menu or access this table via the billing process by selecting

Billing ▶ Subscription Billing Process ▶ Select Batch ▶ Bill Print Sequence Table.

Bill Print Sequence Table

Bill Type: 30 Curbside
 Program Type: CURBSIDE Curbside
 Bill Year: 2016

Bill Number: 2 Always Defaults to Next in order
 Name:
 Service Address:
 Parcel Number:
 Parcel Class:
 Zip Code:
 Bank Code:
 CASS Barcode: 1

Create and Send to ON-LINE Service: No Unibank
 Create and Send to THIRD-PARTY Service: No Yes

Enter the Bill Type, Program Type, and Bill Year to access the record.

In the middle portion of the screen, place numbers next to the information to indicate how it will be sorted. For example, in the picture above, a 1 was placed next to CASS Barcode and a 2 was placed next to Bill Number. This indicates that it will first be sorted in CASS Barcode order and then Bill Number.

The bottom portion of the screen indicates if any export files will be generated. At the same time an email distribution list can be applied to this export type to have the export file emailed out to members of the distribution list.

4. Billing Cycle Table

The Billing Cycle table is used to setup billing dates to be applied to invoices during the billing

To setup this table, select:

Misc. Billing ▶ Tables ▶ Billing Cycle Table

from the menu or access this table via the billing process by selecting:



Misc. Billing ▶ Billing ▶ Subscription Billing Process ▶ Select Batch ▶ Billing Cycle Table.

Bill Cycle						
Year	Type	Program				
2016	90	CURBSIDE				
Run	Description					
1	Curbside A May-Oct					
	Bill Date	01-May-2015	Subscription Start	01-May-2015	Override Name	CURBSIDE SUBSCRIBER
	Due Date	01-May-2015	End	31-Oct-2015	Status	Posted
2	Curbside B Nov-Apr					
	Bill Date	01-Nov-2015	Subscription Start	01-Nov-2015	Override Name	CURBSIDE SUBSCRIBER
	Due Date	01-Nov-2015	End	30-Apr-2016	Status	Not Started

Field	Description
Run	Indicates Billing Run Cycle.
Description	Billing Cycle description displayed on the Query screens and reports.
Bill Date	Date of the Bill that will be printed on the invoice.
Due Date	Due date of the Bill that will be printed on the invoice.
Subscription Start	Start date of the subscription period and will be printed on the invoice.
Subscription End	End date of the subscription period – will be printed on the invoice.
Override Name	When invoices are generated it will replace the mailing address name from the customer with the value supplied here. It doesn't update the customer record, it is only applied to the bill.
Status	Status of the Billing
In-Progress	Billing has been started and is in-progress but Invoices have not yet been printed.
Not-Started	Billing has not been started. Subscriptions have not been collected for the billing.
Posted	Billing has been completed and posted.
Printed	Billing Invoices have been printed but not yet posted'
Notes	Notes about this billing cycle. These are internal notes and are not displayed on any invoices.

5. Bill Form Setup Table

The **Bill Form Setup table** is used to create the text that is printed on the various forms. The illustrations in [Appendix A](#) show the relationship between the table and the form.

To setup this table, from the menu select:

Misc. Billing ▶ Tables ▶ Bill Form Setup

or access this table via the billing process by selecting:



Misc. Billing ▶ Billing ▶ Subscription Billing Process ▶ Bill Form Setup.

Form Code	<input type="text" value="CURBTR"/> Curbside Trash & Recycling
Associated Form	<input type="text" value="MBCURBTR"/> Curbside Trash & Recycling
Seal Location	<input type="text" value="FORMSRPT:TOC_SEAL.PNG"/>
Invoice Title	<input type="text" value="Curbside Trash and Recycling Collection"/>

Field	Description
Form Code	This is a unique code identifying a specific form to associate with a program
Associated Form	For Subscription Billing the physical form used to print the invoices is called MBCURBTR and should be used for all Curbside Bill Forms
Seal Location	This is the location of the file with the municipal seal to be used on the Invoice. For example, FORMSRPT:TOC_SEAL.PNG
Invoice Title	Title to be printed on the Invoice

g Invoice Text
g Invoice Locations

<p>Invoice Body</p> <p>Residents must purchase weekly disposal tags or five month barrel stickers for use on each container of trash. Disposal tags are available at the following locations year round. Five month barrel stickers are available only during the months of April and September.</p> <p>* Barrel Stickers and tags are not available through the mail.</p> <p>Concord Lumber Concord Town House Crosby's Supermarket Cumberland Farms (tags only) CVS West Concord Pharmacy West Concord 5 & 10</p>	<p>Box 1 Header Text</p> <p>To Re-Subscribe:</p> <p>Box 2 Header Text</p> <p>Barrel Stickers & Disposal Tag Information</p> <p>Any Line with a * is Bolded and Centered and has a line of space before and after this text on the Bill</p>
<p>Invoice Footer</p> <p>Please note this invoice covers 5 months (May 1-Sept.30, 2015) to put the curb-side & tax billing cycles on different schedules. Effective Oct. 1, 2015 the curbside billing will revert to six month terms.</p>	

Field	Description
Invoice Body (two sections)	There are 15 lines of text that can be entered here to be displayed on all Invoices that use this form. This information is displayed under the Box 2 Header on the invoice. See Appendix A for reference.
Invoice Footer	This text is displayed in the MESSAGES box in the middle of the Invoice.



8 Invoice Text | 9 Invoice Locations

Collector
For Collector Name and Office Details go to Collector -> Tables -> Form Text and Parameters
Online Payments Web Address

Make Payable To
Name
Address

City, State ZipCode

Department
Name
Address

Phone#
Email Address
Office Hours 1
Office Hours 2

Field	Description
Collector	Name and Address information for the Collector, maintained by the Collectors office.
Make Payable To	Name and Address where payments should be sent. If the department accepts and processes checks, specify the Department address. If all checks for the department are processed by the Collectors office, then specify the Collectors office address.
Department	Information on the department issuing the Invoice. This provides the payer with contact information for questions best answered by the department issuing the invoice.

5.1. Navigation Buttons

1 Add Form

2 Edit List

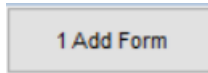
3 Copy Form

4 Delete Form

- Add a Bill Form
- Edit List of Bill Form Table
- Copy the details from one form to another form
- Delete the current form



5.1.1. Add Form



To add forms to the Bill Form Table, click the button.

New Form Code

This is a unique identifier for this Bill Form that can be up to ten characters in length. Should contain no spaces and will be all uppercase.

To see what other forms have already been setup, click the **[Lookup]** button.

Description

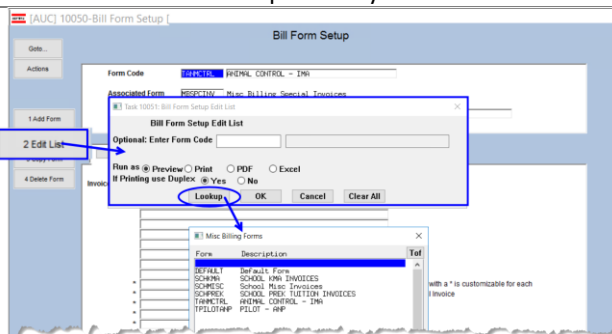
This is a description of the bill form being setup. Should be descriptive enough to identify what the bill form is

Invoice Form

This is the physical form used to print subscription invoices: **MBCURBTR**

5.1.2. Edit List

Produces a report of the details setup on a Bill Form. Select to display just one bill form or use the [Lookup] to see all forms that have been setup in the system.



	A	B
1	Form_Code	DEFAULT
2	Description	Default Form
3		
4	Associated_Form	MBSPCINV
5	Description	Misc Billing Special Invoices
6		
7	Seal	
8	Invoice_Title	
9		
10	Collector_of_Taxes	Sandra Matar
11	Title	Treasurer/Collector
12	Email	collector@bellingham.org
13	Web Site	www.bellinghamma.org
14	Phone	508-657-2848
15	Fax	508-966-5804
16	Office_Hours	MON - TH 8:30-4:30 PM
17		FRI 8:30AM - 1:00PM
18		
19	Make_Payable_to	
20		00000-0000
21		
22	Department	
23	Address	
24	Email	
25	Phone	
26	Office_Hours	
27		
28		
29	Header_Line_1	
42	Header_Line_14	
43	Header_Line_15	
44		
45	Footer_Line_1	
49	Footer_Line_5	
50		



5.1.3. Copy Form

Copy Form allows copying the details of one bill form setup to another. If the details of a form are already setup for a department, create the new bill form and then copy the details from the bill form setup to the new bill form.

Edit the details to make it specific to the form just created.

FROM Form Code

This is the code of the form to copy the details *from*.

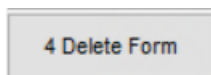
If the code of the **FROM** form is unknown, Click the **[Lookup]** button for a list of available choices.

TO Form Code *(the code must exist before any values can be copied from another form)*

This is the code of the form to copy the details *to*. This will overwrite any values already set on this form, so make sure the correct form is selected prior to clicking on **[OK]**.

If the code of the **TO** form is unknown, click the button **[Lookup]** for a list of available choices.

5.1.4. [4 Delete Form]



Use the **[4 Delete Form]** button; if the Bill Form has been assigned to a Service Type, the system will not allow it to be deleted.



6. CREATE SUBSCRIPTION INVOICES

The Create Subscription Invoices process guides the gathering and printing of invoices for a subscription service. To access this process, select **Misc. Billing** ▶ **Billing** ▶ **Subscription Billing Process**.

The first step in the process is to create a batch. All the steps following this will be identified by that batch number. This allows multiple batches to be processed at the same time. Only numerals are allowed and the batch number may be up to ten digits long.

Subscription Billing Process										
Goto...										
Actions		1 Create New Batch								
Batch#	Program	Description	Year	Run	Start Date	End Date	Due Date	Created By	Status	
000000009			0000					ANTHEA	Not Started	2 Select Batch
000000008			0000					ANTHEA	Not Started	
000000007			0000					ANTHEA	Not Started	
000000006			0000					ANTHEA	Not Started	
000000005			0000					PAUL	Not Started	
000000004			0000					THERESA	Not Started	
000000003			0000					THERESA	Not Started	
000000001			0000					THERESA	Not Started	

Click the **Create New Batch** button and to be prompted to optionally enter a batch number. Leaving the prompt blank will create the next sequential batch number. Click the **Select Batch** button corresponding to the batch created.

Subscription Billing Process										
Goto...										
Actions		1 Create New Batch								
Batch#	Program	Description	Year	Run	Start Date	End Date	Due Date	Created By	Status	
000000012	CURBSIDE							EA	In Progress	2 Select Batch
000000009								EA	Not Started	
000000008								EA	Not Started	
000000007								EA	Not Started	
000000006								EA	Not Started	
000000005								EA	Not Started	
000000004								ESA	Not Started	
000000003								ESA	Not Started	
000000001								ESA	Not Started	

Batch#	Program	Description	Year	Run	Start Date	End Date	Due Date	Created By	Status	
000000013			0000					KATHY	Not Started	2 Select Batch

The following Steps Menu will be displayed that has all the steps necessary to produce subscription service invoices.



Create Subscription Invoices

Batch: 0000000005

Description	Date	Start	End	Success
Restart Billing	20-May-2021	11:22:54,10	11:22:54,10	<input checked="" type="checkbox"/>
Tables				
Misc Billing Module Control	20-May-2021	11:22:59,55	11:22:59,55	<input checked="" type="checkbox"/>
Service Type	20-May-2021	11:23:30,72	11:23:30,72	<input checked="" type="checkbox"/>
Bill Cycle	20-May-2021	11:24:30,42	11:24:30,42	<input checked="" type="checkbox"/>
Bill Print Sequence Table	20-May-2021	11:25:25,24	11:25:25,24	<input checked="" type="checkbox"/>
Bill Form Setup	20-May-2021	11:26:06,77	11:26:06,77	<input checked="" type="checkbox"/>
Generate Bills				
Collect Subscribers for Billing				<input type="checkbox"/>
Modify Billing File				<input type="checkbox"/>
Print Billing Register				<input type="checkbox"/>
Create CASS Files				<input type="checkbox"/>
Upload CASS Files				<input type="checkbox"/>
Generate Bills				<input type="checkbox"/>
Print Bills				<input type="checkbox"/>
Print Billing Register				<input type="checkbox"/>
Generate Export Files				<input type="checkbox"/>
Post Bills				<input type="checkbox"/>

6.1. Restart Billing

The Restart Billing process will reset the steps menu and clear all work files created up to this point.

6.2. Tables Section

The tables section is covered in **Section 1 Setup** of this document.

6.3. Collect Subscribers for Billing

Identifies current subscribers that will be collected for this Billing Cycle.

Field	Description
Bill Year	Billing Year
Bill Type	Billing Type 90–Curbside 91–Toters
Program Type	For which program within the Billing type are subscribers to be collected?
Bill Cycle Run	Which billing cycle?

Several error checks are performed prior to subscriptions being collected.



Billing Cycle Table

Error checks are performed to make sure the:

- Billing Cycle has not already been posted
- Billing Dates and Subscription Dates have been set on the Table.

Customer Subscriptions

Validates the mailing address for customers to be included in the billing.

Service Type Table

Checks that Bill Rates, Accounting Rules and Bill Forms have been set on the Service Types.

Once the Subscribers have been collected the process will display the following reports.

```

10025-MBBILEDTSUM.REP      Printed 15-Apr-2015 at 11:21:39 by DIMOND      Page 1
                          Town of ADMINS
                          Billing Summary Edit

Bill Year   : 2016                      Bill Date: 01-Nov-2015
Bill Type   : 90  Curbside B Nov-Apr     Due Date: 01-Nov-2015
Program Type: CURBSIDE  Curbside         Subscription From: 01-Nov-2015
Bill Run    : 2                          To: 30-Apr-2016
Bill Batch  : 0000000012

===== Print ===== E-Mail ===== Total =====
Service          Count Bill Amount
-----
R1 Recycle Tuesday      19  1,086.80      1    57.20      20  1,144.00
R2 Recycle Tuesday       8   457.60
R3 Recycle Wednesday     5   286.00
R4 Recycle Wednesday    16   915.20
R5 Recycle Thursday     27  1,544.40
R6 Recycle Thursday     13   743.60
R7 Recycle Friday       22  1,258.40
R8 Recycle Friday       16   915.20
RT1 Trash & Recycle Tuesday 487 53,570.00
RT2 Trash & Recycle Tuesday 346 38,060.00
RT3 Trash & Recycle Wednesday 367 40,370.00
RT4 Trash & Recycle Wednesday 540 59,400.00
RT5 Trash & Recycle Thursday 482 53,020.00      1   110.00      483 53,130.00
RT6 Trash & Recycle Thursday 369 40,590.00
RT7 Trash & Recycle Friday  451 49,610.00
RT8 Trash & Recycle Friday   376 41,360.00

=====
3,544 383,187.20      2    167.20      3,546 383,354.40
  
```

Figure 6 – Summary of Collected Subscriptions

```

10024-MBBILEDTDDET.REP    Printed 15-Apr-2015 at 11:21:35 by DIMOND    Page 1
                          Town of ADMINS
                          Billing Detail Edit

Bill Year   : 2016                      Bill Date: 01-Nov-2015
Bill Type   : 90  Curbside B Nov-Apr     Due Date: 01-Nov-2015
Program Type: CURBSIDE  Curbside         Subscription From: 01-Nov-2015
Bill Run    : 2                          To: 30-Apr-2016
Bill Batch  : 0000000012

Customer  Service Address      Service          Bill Amount Bill E-mail
-----
00000001  383 POPE RD                  RT5 Trash & Recycle Thursday  110.00  kathyc@admins.com
00000003  344 WESTFORD RD              RT5 Trash & Recycle Thursday  110.00
00000005  450 WESTFORD RD              RT5 Trash & Recycle Thursday  110.00
00000007  236 FARM ST                   RT5 Trash & Recycle Thursday  110.00
00000008  158 SPENCER BROOK RD         RT5 Trash & Recycle Thursday  110.00
00000011  457 WESTFORD RD              RT5 Trash & Recycle Thursday  110.00
00000015  107 SPENCER BROOK RD         RT5 Trash & Recycle Thursday  110.00
  
```

Figure 7 – Detail Listing of all Subscribers collected for billing

The last report will display any active subscribers that were not included in this billing cycle because they already have a bill issued for this billing cycle.

They could have been issued a bill prior to the billing if a customer signed up for the service just prior to the billing and the Collections department issued a bill for both the current and the upcoming billing cycle.



```

10038-MBBILPREBIL.REP          Printed 15-Apr-2015 at 11:21:42 by DIMOND          Page 1
                                Town of ADMINS
                                Pre - Billing Bills

Bill Year   : 2016                      Bill Run    : 2
Bill Type   : 90 Curbside B Nov-Apr     Bill Batch  : 0000000012
Program Type: CURBSIDE Curbside

The following Bills were generated prior to this Billing and therefore will not be collected in this billing

*****
Customer Bill#  Service Address          Service              Bill Amount Bill Date  Due Date
*****
00000004 005047-02 390 WESTFORD RD      RT5 Trash & Recycle Thursday  110.00 09-Mar-2015 01-Jul-2015

*****
Total Count      1      110.00
    
```

Figure 8 – List any subscribers with an active bill for this billing cycle.

6.4. Modify Billing File

Modify the Billing File allows removing any subscription collected for billing from this billing process.

Modify Billing File						
<input type="button" value="Select All"/>		<input type="button" value="Deselect All"/>				
Sel	3 Location	2 Cust#	5 Name	4 Service	Amount	
<input checked="" type="checkbox"/>	1 BLUE JAY DR	00002091	PEREIRA-DURAES CANDIDO &	RT2	Trash & Recycle	110.00
<input checked="" type="checkbox"/>	1 FARM ST	00011208	DINAPOLI MICHAEL J & MICHELLE	R1	Recycle Tuesday	57.20
<input checked="" type="checkbox"/>	1 LEXINGTON RD	00007012	KEIZER BARBARA L	RT8	Trash & Recycle	110.00
<input checked="" type="checkbox"/>	1 NORTH BRANCH RD	00004457	WEBBER CHRISTOPHER C & DENISE	RT3	Trash & Recycle	110.00
<input checked="" type="checkbox"/>	1 REVOLUTIONARY RD	00001800	GOORNO ANDREW E	RT8	Trash & Recycle	110.00
<input checked="" type="checkbox"/>	1 RIDGEWAY RD	00001839	FERSTENBERG ROBERT	RT6	Trash & Recycle	110.00
<input checked="" type="checkbox"/>	1 SUDBURY RD	00000730	FRENCH L BARRY TR	RT7	Trash & Recycle	110.00

Uncheck/Check the Sel checkbox to remove/include this subscription from the billing.

6.5. Print Billing Register

```

10029-MBBILREG.REP          Printed 15-Apr-2015 at 11:49:57 by DIMOND          Page 1
                                Town of ADMINS
                                MB Billing Register

Bill Year   : 2016                      Bill Date: 01-Nov-2015
Bill Type   : 90 Curbside B Nov-Apr     Due Date: 01-Nov-2015
Program Type: CURBSIDE Curbside         Subscription From: 01-Nov-2015
Bill Run    : 2                          To: 30-Apr-2016
Bill Batch  : 0000000012                 Override Name: CURBSIDE SUBSCRIBER

Customer Bill#/Seq Service / Service Location      Mailing Name & Address          Bill Amount  Bill E-mail
-----
00000001 004881-02 RT5 Trash & Recycle Thursday          383 POPE RD                      110.00  kathy@admins.com
              383 POPE RD
              CONCORD, MA 01742-5228
-----
00000003 001605-02 RT5 Trash & Recycle Thursday          344 WESTFORD RD                   110.00
              344 WESTFORD RD
              CONCORD, MA 01742-5209
-----
00000005 005048-02 RT5 Trash & Recycle Thursday          450 WESTFORD RD                   110.00
              450 WESTFORD RD
              CONCORD, MA 01742-5207
-----
00000007 001367-02 RT5 Trash & Recycle Thursday          149 SPENCER BROOK RD              110.00
              236 FARM ST
              CONCORD, MA 01742-5226
    
```

Figure 9 – Detailed list of Bills to be issued



PRINT BILLS VIA 3RD PARTY SERVICE?

If printing bills via a 3rd party service, SKIP the CASS-related steps. If printing in-house and issuing CASS certified mail, follow these steps.



6.6. Create CASS Files

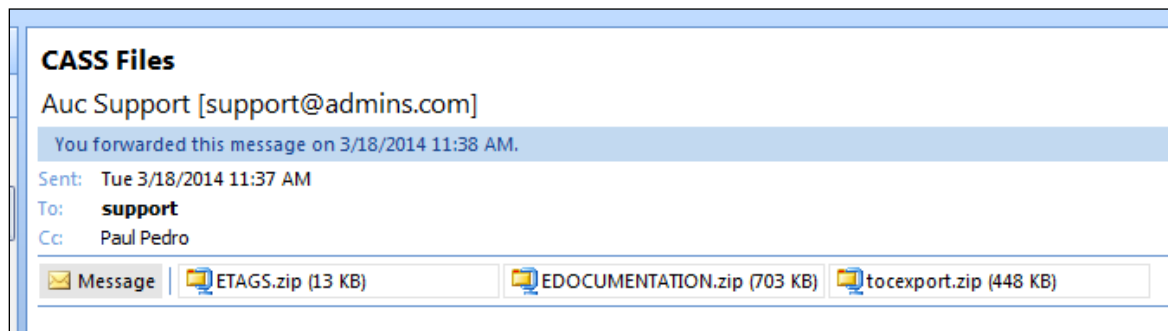
If participating in the United States Postal Service’s Coding Accuracy Support System (CASS), this step generates the CASS files for transmittal. ***If printing via an outside service, then ignore this step.*** This will create a file that will be emailed to ADMINS, Inc. for processing. Two emails with CASS file attached will be sent from **ADMINS**; do not continue to the next step until both emails are received.

Bill Type	<input type="text" value="90"/>	Curbside
Program Type	<input type="text" value="CURBSIDE"/>	Curbside
Bill Year	<input type="text" value="2016"/>	
Bill Number	<input type="text" value="2"/>	Always Defaults to Next in order
Name	<input type="text"/>	
Service Address	<input type="text"/>	
Parcel Number	<input type="text"/>	
Parcel Class	<input type="text"/>	
Zip Code	<input type="text"/>	
Bank Code	<input type="text"/>	
CASS Barcode	<input type="text" value="1"/>	

Before going any further, verify that the Bill Print Sequence table has a “1” in the CASS barcode field and a “2” in the Bill Number field if using CASS. If not using AUC CASS certification, put the 1 in the Bill Number field.

6.7. Upload CASS Files

Once the second email is received, save the ***export.zip file and extract the file.



Please contact support for additional information regarding the saving of the file.

6.8. Generate Bills

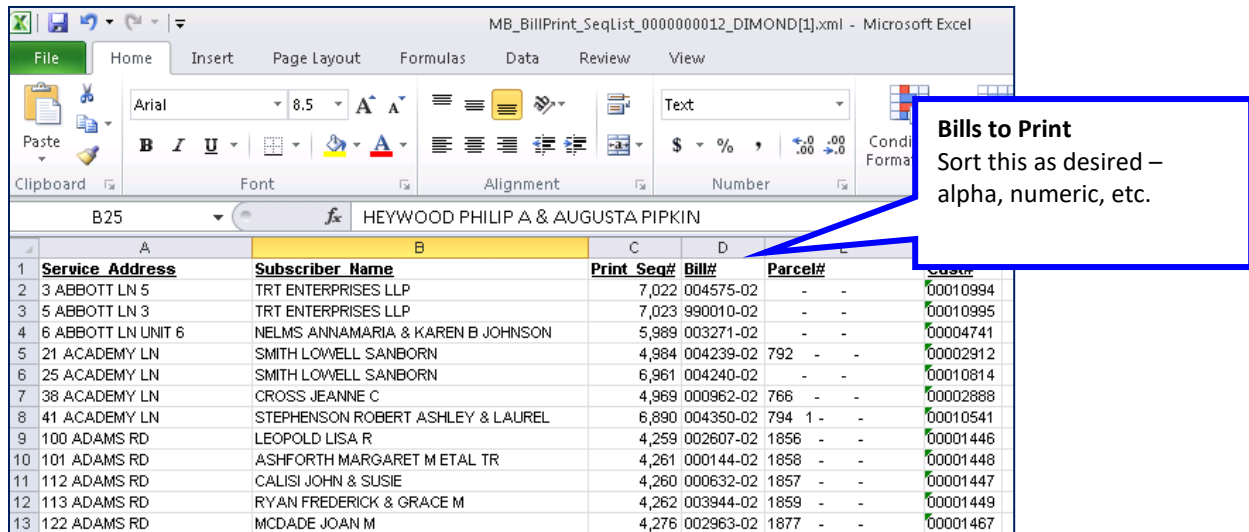
This portion of the process flow gathers the computed subscription bills (i.e., the “commitment”) and prepares the file for printing or sending to a third-party printing agent.



ALL SITES MUST RUN THIS STEP

Regardless of whether printing bills in-house or sending them out to a service for printing, run this step to generate the billing files. This process may take anywhere from 10 to 15 minutes to run depending upon the size of the data files. Please do not terminate the session at any time.

An excel report will be issued that will list all bills to be issued along with their bill print sequence # that can be used to locate bills by their Bill#.



	A	B	C	D	E	F	
	Service Address	Subscriber Name	Print Seq#	Bill#	Parcel#	Cost#	
3	ABBOTT LN 5	TRT ENTERPRISES LLP	7,022	004575-02	-	-	00010994
5	ABBOTT LN 3	TRT ENTERPRISES LLP	7,023	990010-02	-	-	00010995
6	ABBOTT LN UNIT 6	NELMS ANNAMARIA & KAREN B JOHNSON	5,989	003271-02	-	-	00004741
21	ACADEMY LN	SMITH LOWELL SANBORN	4,984	004239-02	792	-	00002912
25	ACADEMY LN	SMITH LOWELL SANBORN	6,961	004240-02	-	-	00010814
38	ACADEMY LN	CROSS JEANNE C	4,969	000962-02	766	-	00002888
41	ACADEMY LN	STEPHENSON ROBERT ASHLEY & LAUREL	6,890	004350-02	794	1	00010541
100	ADAMS RD	LEOPOLD LISA R	4,259	002607-02	1856	-	00001446
101	ADAMS RD	ASHFORTH MARGARET M ETAL TR	4,261	000144-02	1858	-	00001448
112	ADAMS RD	CALISI JOHN & SUSIE	4,260	000632-02	1857	-	00001447
113	ADAMS RD	RYAN FREDERICK & GRACE M	4,262	003944-02	1859	-	00001449
122	ADAMS RD	MCDADE JOAN M	4,276	002963-02	1877	-	00001467

6.9. Print Bills

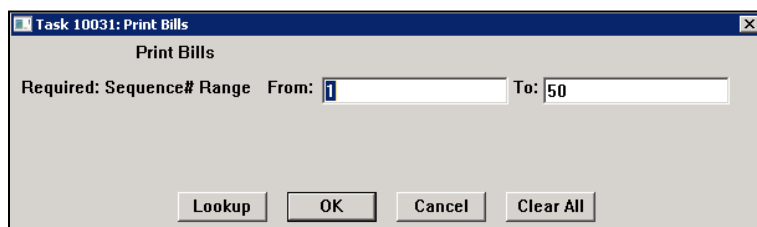
If printing bills in-house, this step prints the physical bills. If sending bills to a service for printing, skip this step.



Prior to printing bills, ensure that the correct default printer is selected.

Enter a range of print sequence numbers; this allows printing the entire range of bills or breaking the print job up into small segments.

Print all the bills or a specific quantity. To print the entire range, enter 1 through 999999.



Task 10031: Print Bills

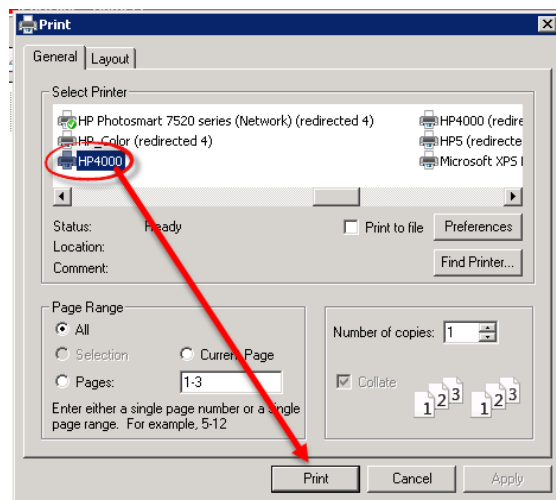
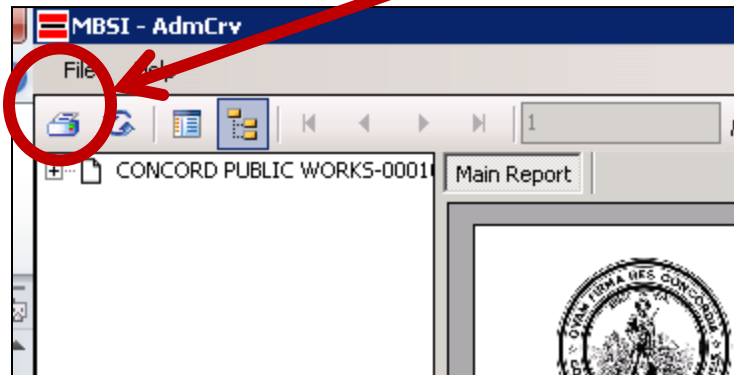
Print Bills

Required: Sequence# Range From: 1 To: 50

Buttons: Lookup, OK, Cancel, Clear All

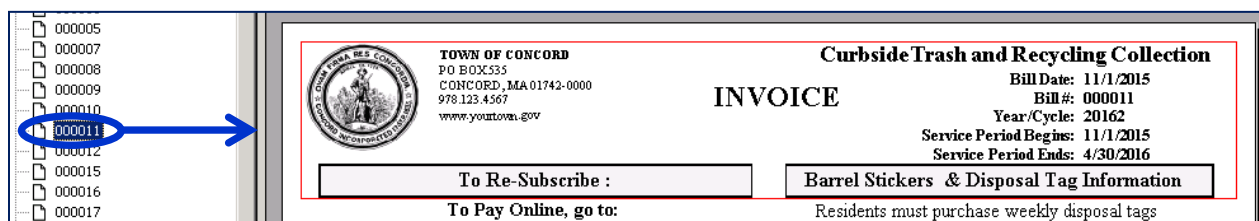


The bills will display on the screen using the AdmCrv Viewer. Click on the printer icon located in the toolbar to launch the printer dialog box.



Confirm that the correct printer is selected and click the PRINT button to render the print job.

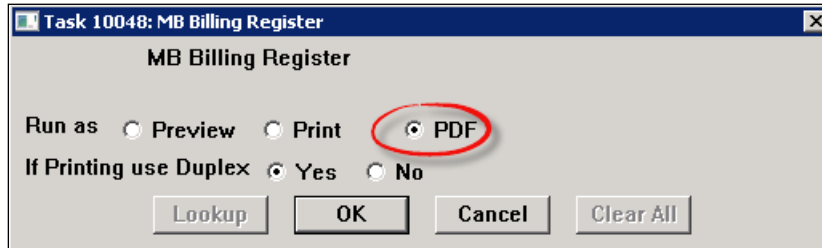
View individual bills by clicking on the bill number.



Once all bills are printed and in hand, close the AdmCrv window by clicking File ► Exit.

6.10. Print Billing Register

The report is a detailed listing, by Customer number. Because of the size of these files, printing these reports is *not* recommended. Rather, choose PDF as the output type and save these reports electronically.



6.11. Generate Export Files

This process creates export files for 3rd Party and on-line services, according to the choices made in the **Bill Print Sequence** table.

Create and Send to ON-LINE Service	<input checked="" type="radio"/> No	<input type="radio"/> Unibank
Create and Send to THIRD-PARTY Service	<input checked="" type="radio"/> No	<input type="radio"/> Yes

6.11.1. On-line Service

If electing to create and send a file to an **ON-LINE SERVICE**, a compressed file will be emailed to recipients listed in the **TAX_ONLINE** email distribution list. This list is maintained by the system administrator for each site or may be edited by contacting support@admins.com.

Create Subscription Invoices		
Batch:	0000000006	
Description	Date	Start
Restart Billing		
Tables		
Misc Billing Module Control		
Service Type	28-Feb-2019	11:00:34.50
Bill Cycle	28-Feb-2019	11:00:42.97
Bill Print Sequence Table	28-Feb-2019	11:01:58.41
Bill Form Setup	28-Feb-2019	11:02:34.40
Generate Bills		
Collect Subscribers for Billing	28-Feb-2019	11:03:31.70
Modify Billing File		
Print Billing Register		
Create CASS Files		
Upload CASS Files		
Generate Bills		
Print Bills		
Print Billing Register		
Generate Export Files		
Post Bills		



6.12. Bill Print Sequence Table

Bill Print Sequence Table

Bill Type:
 Program Type: Curbside
 Bill Year:

Bill Number	<input type="text" value="1"/>	Always Defaults to Next in order
Name	<input type="text"/>	
Service Address	<input type="text"/>	
Parcel Number	<input type="text"/>	
Parcel Class	<input type="text"/>	
Zip Code	<input type="text"/>	
Bank Code	<input type="text"/>	
CASS Barcode	<input type="text"/>	

Create and Send to ON-LINE Service: No Unibank

Create and Send to THIRD-PARTY Service: No Yes 3 Distribution List

Select **Misc Billing** ▶ **Tables** ▶ **Bill Print Sequence Table** or select the step on the menu and set the radio button to “Yes” on the “Create and sent to THIRD PARTY Service field”.

Setting the radio button to “Yes” will activate the **[3 Distribution List]** button.

6.12.1. MB_3PARTY Email Distribution List

Email Distribution Lists

Distribution Code: Misc Billing Export to 3rd Party System Default Distribution List

User Name	Full Name	Email Address	Status
ANTHEA	Anthea Dimond	ANTHEA@ADMINS.COM	Active
LUANN	LuAnn Moore	luann@admins.com	Active
MUPDEV1	ADMINS, Inc. [Support]	support@admins.com	Active

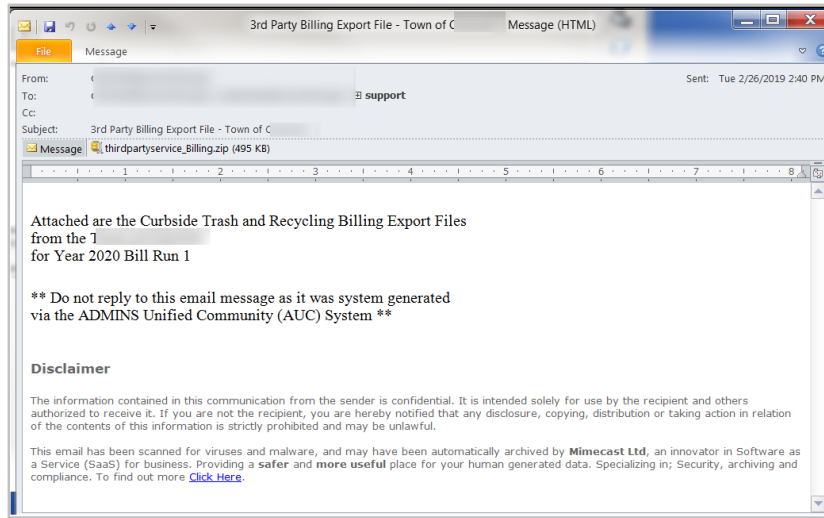
Use the **[1 Add Email]** button to enter the user names for the distribution of the files. Include the user running the process and the **MUPDEV1** account so that the files may be reviewed if any issues are reported by the Third Party printer. Information about Email Distribution lists is found in **MB-550 Email Distribution Lists** in the help reference library.

6.13. Generate Export

The **[Generate Export]** step will create the files for export.



6.13.1. Sample of Email for Third Party Export File

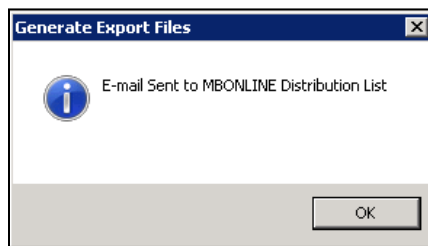


An email will be sent to the addresses in the distribution list. A zip archive containing the files needed by the third party printer will be attached to the email.

The zip file will contain two files:

- The ThirdPartyService.pdf file provides the definition of the file layout
- The thirdpartyservice.txt file contains the data used by the Third Party biller to create the bills

thirdpartyservice_Billing.zip						
Name	Type	Modified	Size	Packed	Path	
<input type="checkbox"/> ThirdPartyService.pdf	Adobe Acrobat Document	2/26/2019 2:0...	33...	310,335		
<input type="checkbox"/> thirdpartyservice.txt	Text Document	2/26/2019 2:4...	2,9...	196,017		



A totals report will also be produced:



Printed 15-Apr-2015 at 13:03:00 by DIMOND Page 1
Town of ADMINS

REPORT TOTAL			
Bill Year	2016	Bill Date	01-Nov-2015
Bill Run	2	Due Date	01-Nov-2015
Count	3,546		
Total			

ASSESSMENT			
Charges	383,354.40		

Commitment			
Print	383,187.20		
E-Bills	167.20		

COLLECTIONS			
Plus: Additional Charges			
Demand/Fee Balance			
Refunds			
Adjustments			
LESS Payments			
Payments			

Total Balances			
Print	383,187.20		
E-Bills	167.20		

Amount Due Now	383,354.40		

The compressed file will contain two documents. The entire .ZIP file should be sent to the 3rd party agent(s):

- a PDF® showing the ASCII file layout, and
- a TEXT file containing the actual data.

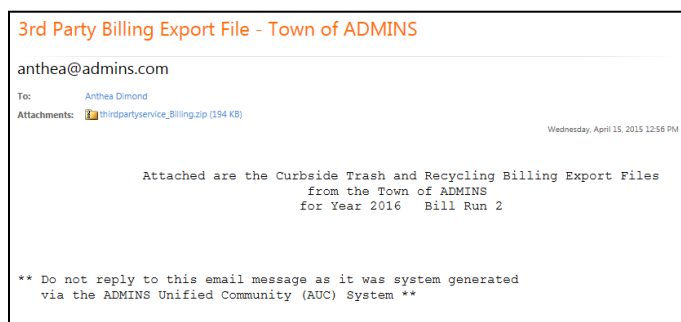


TIME SAVING TIP

Most sites do NOT produce a billing file for their on-line payment processors via this process. Rather, if the Bill Printing Vendor is also the on-line payment processor, then they will use the Bill Printing file. Otherwise, if the on-line payment processor is a separate agent, send them the Daily Balance File.

6.13.2. Third Party Print Service

If using a service to print bills, as specified in the **Bill Print Sequence** table, a compressed file will be emailed to recipients listed in the **MB_3PARTY** email distribution list.



The compressed file will contain two documents. The entire .ZIP file should be sent to the 3rd party agent(s):

- a PDF® file showing the ASCII file layout, and
- a TEXT file containing the actual data.



6.14. Post Billing

Posting is the final step and cannot be reversed.



Do not proceed until the bills have printed properly and/or the 3rd party agent has successfully received their data. Wait a day or two before running this step – just in case.

Posting does the following:

- creates the collection files
- creates general ledger transactions (if the Service Types are set to post to Accounts Receivable),
- attaches electronic copies of the invoices to the bills if the site is setup to do so (**Collections Module Control Sequence #11006** is set to Yes)

Select the output format for the posting reports and click **[OK]** to proceed.

The system will produce General Ledger posting report. The report should be reviewed for accuracy and supplied to the Accounting office for processing if posting to Accounts Receivable. If not posting to Accounts Receivable, then this report will be displayed:

5567-REBILLGLPST.REP		Printed 15-Apr-2015 at 13:40:51 by DIMOND		Page 1	
		Town of ADMINS			
		Billing GL Posting			
GL Posting#:		Billing Batch# : 0000000012			
====	=====	=====	=====	=====	=====
FY	Date	Account#	Description	Debit	Credit
====	=====	=====	=====	=====	=====
No Records Selected					

Payments can now be processed against these bills.

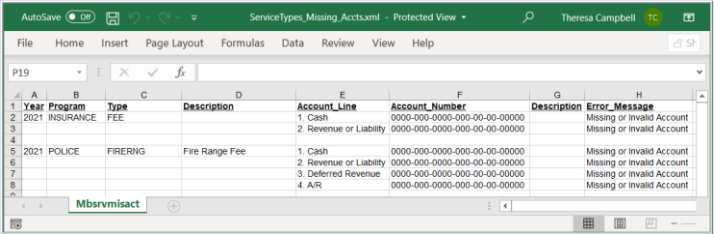


7. EMAIL DISTRIBUTION LISTS

The email distribution lists described below are provided in the Miscellaneous Billing module. To access the lists, go to:

Misc Billing ► Module Maintenance ► Email Distribution Lists

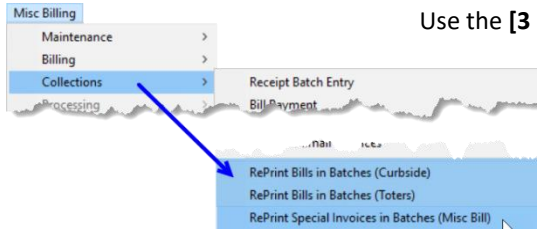
Table 2 Miscellaneous Billing Distribution Lists

List Name	Description	Frequency	Notifies recipients that:
MB_3PARTY	Misc Billing Export to 3rd Party	On Demand – when export step is run	If MB is setup to create export files for 3 rd parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
MBBILPST	Misc Invoice Billing	On Demand – when posting step is run	Lists information about the Subscription Billing run that was just posted. This only applies to Curbside and Toters Subscription Billing.
MBDLYACT	Misc Bill Daily Check of Srv Type Accts	Daily	The Service type accounts table was checked for missing or invalid accounts – an attached report describes the errors: 
MBDLYRPT	Misc Bill Daily Reports	Daily	Current Subscriber List is sent as a PDF® attachment. Added Subscriber List is sent as a PDF® attachment. Dropped Subscriber List is sent as a PDF® attachment.
MBONLINE	Misc Billing Online	On Demand – when export step is run	If MB is setup to create export files for 3 rd parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
MBSTPLST	Misc Billing Stop Service Email	Weekly	Notice of stopped subscriptions.
MBWKLYRPT	Misc. Billing Weekly Reports	Weekly	Any reports set up to run on a weekly basis are sent as attachments.
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS .
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed



8. REPRINT MULTIPLE BILLS

This feature allows sending a subsequent invoice to customers who have not paid, or a notice of a credit for customers who have overpaid.



Use the **[3 Load Bills]** button on Print Current Balance Bills/Invoices by Batch screen to load all invoices with outstanding balances (or credit balances) into the reprint multiple bills screen.

If there are already bills selected for printing in the screen, the first prompt will remind the user that

this step will replace all bills already entered in the screen to reprint. Click **[Yes]** to continue with loading bills; click **[No]** to resume with manual data entry.

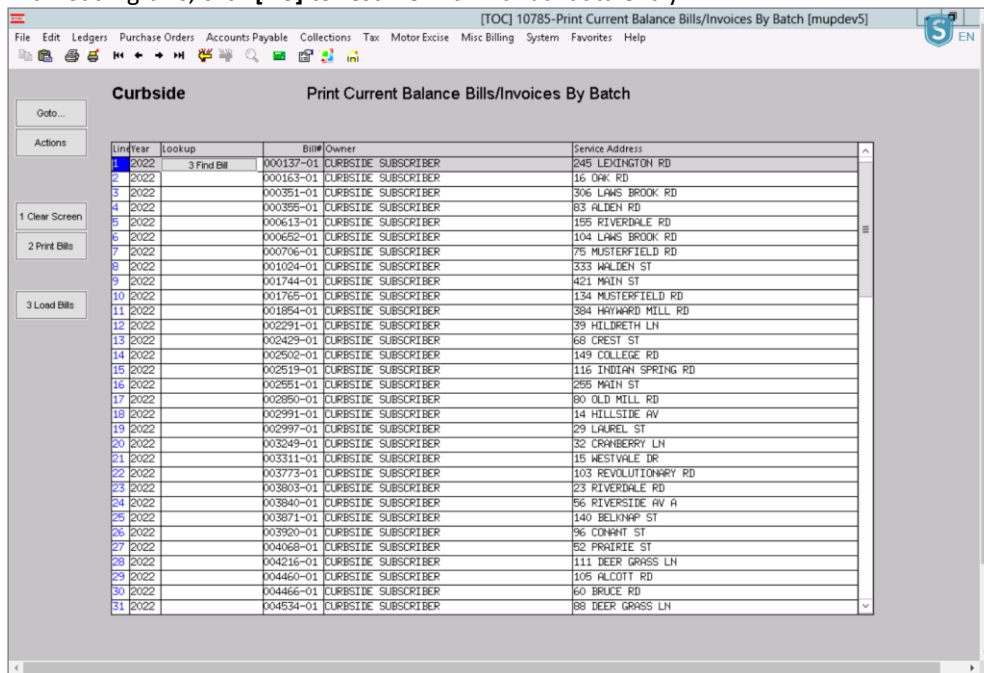
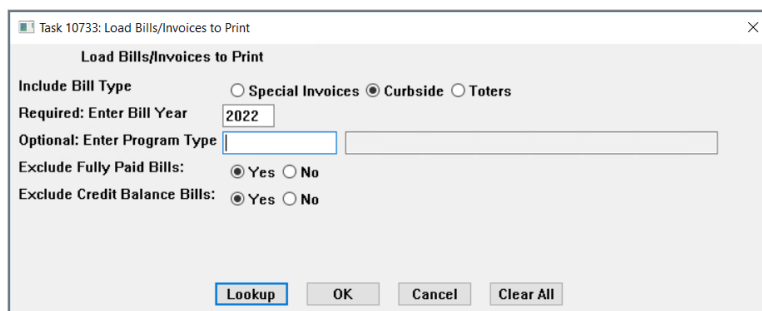


Figure 10 Printing Bills with Outstanding Balances



Next, the system will prompt to **Load Bills/Invoices to Print**.

- Select Curbside or Toters.
- Enter the Required Bill Year Field.
- Optionally enter the Program Type, which may be selected from the **[Lookup]**.
- Select Yes or No to Exclude Fully Paid Bills.
- Select Yes or No Exclude Credit

Balance Bills.

- Click on **[OK]**.

The screen will be populated with all the bills that meet the selection criteria. Additional bills may be added to the screen.



9. APPENDIX A

Bill Form Setup

Form Code Curbside Trash & Recycling

Associated Form Curbside Trash & Recycling

Seal Location

Invoice Title

Invoice Body

Residents must purchase weekly disposal tags or six month barrel stickers for use on each container of trash. Disposal tags are available at the following locations year round. Six month barrel stickers are available only during the months of April and October. Barrel Stickers and tags are not available through the mail.

*
Concord Lumber
Concord Town House
Crosby's Supermarket
Cumberland Farms (tags only)
CVS
West Concord Pharmacy

Invoice Footer

Sample Message Data Line 1
Sample Message Data Line 2
Sample Message Data Line 3
Sample Message Data Line 4
Sample Message Data Line 5

Box 1 Header Text

Box 2 Header Text

Any Line with a * is Bolded and Centered and has a line of space before and after this text on the Bill

Bill Form Setup

Form Code Curbside Trash & Recycling

Associated Form Curbside Trash & Recycling

Seal Location

Invoice Title

Collector

For Collector Name and Office Details go to Collector -> Tables -> Form Text and Parameters

Online Payments Web Address

Make Payable To

Name

Address

City, State ZipCode

Department

Name

Address

Phone#

Email Address

Office Hours 1

Office Hours 2

From the tables

Data

Hardcoded on Form



From the Collections ▶ Forms Text and Parameters Table

1 **TOWN OF CONCORD**
PO BOX 535
CONCORD, MA 01742-0000
978.318.3050
www.concordma.gov

2 **Curbside Trash and Recycling Collection**

INVOICE

Bill #: 003933
Year/Cycle: 20161
Service Period Begins: 5/1/2015
Service Period Ends: 10/31/2015

3 **To Re-Subscribe:**

7 To Pay Online, go to:
<http://concordma.gov>

Bill #: 003933
Year/Cycle: 20161

Pay online or detach the Remit Copy below and return by 5/1/2015 with your payment of \$105.00 made payable to TOWN OF CONCORD and mail to:

8 **TOWN OF CONCORD**
PO BOX 535
CONCORD, MA 01742-0000

4 **Barrel Stickers & Disposal Tag Information**

Residents must purchase weekly disposal tags or six month barrel stickers for use on each container of trash. Disposal tags are available at the following locations year round. Six month barrel stickers are available only during the months of April and October.

Barrel Stickers and tags are not available through the mail.

Concord Lumber
Concord Town House
Crosby's Supermarket
Cumberland Farms (tags only)
CVS
West Concord Pharmacy

The information in line #6 on the table will be Bolded and Centered on the form

6 **MESSAGES**

Your collection day is Thursday
You are subscribed to Trash & Recycle
Thursday
Sample Message Data Line 1
Sample Message Data Line 2
Sample Message Data Line 3
Sample Message Data Line 4
Sample Message Data Line 5

For Payment Questions Contact:

Collectors Office
Monday through Friday
8:30 am to 4:30 pm
☎ 978.318.3050
✉ collector@concordma.gov

For Service Questions Contact:

Concord Public Works
Monday - Friday
8:00AM-4:30PM
☎ (978) 318-3206
✉ dpw@concordma.gov

060 003933 9000 160001 & 0000010500 050115 0

From the Collections ▶ Forms Text and Parameters

7 To Pay Online, go to:
<http://concordma.gov>

8 Mail Payments & Make Payable to:

TOWN OF CONCORD
PO BOX 535
CONCORD, MA 01742-0000

Service Address:		Bill #	003933
162 WESTFORD RD		Year/Cycle	20161
Start Date:	5/1/2015	Fee:	\$105.00
End Date:	10/31/2015	Pay this Amount	\$105.00
Customer #	00000041	Due By:	5/1/2015

CURBSIDE SUBSCRIBER
287 APPLETON CIR.
LOWELL, MA 01852-2568

060 003933 9000 160001 & 0000010500 050115 0

Curbside/3866-23-Jan-15/10:08AM

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10. APPENDIX B – 3rd Party Billing Export Layout

Seq #	Element	Data Type	Start	End	Width	Comments
1	Municipal Code	Text	1	3	3	State 3 digit numeric code to identify municipality
2	Bill Type	Text	4	5	2	CS for Curbside, TT for Toters
3	Fiscal Year	Text	6	9	4	Billing Year for bill. YYYY
4	Current Installment	Text	10	11	2	01=1 st Half; 02=2 nd Half
5	Name1	Text	12	51	40	Mail To - Owner Name Line 1 [may be current owner or OOR]
6	Name2	Text	52	91	40	Mail To - Owner Name Line 2
7	Address1	Text	92	131	40	Mailing Address Line 1
8	Address2	Text	132	171	40	Mailing Address Line 2
9	Address3	Text	172	211	40	Mailing Address Line 3
10	City	Text	212	236	25	Mailing Address - City
11	State	Text	237	238	2	Mailing Address - State
12	Zip	Text	239	248	10	Mailing Address - Zip + 4 (trailing zeroes not suppressed)
13	Country	Text	249	273	25	Mailing Address - Country
14	E-Billing	Text	274	275	2	Indicate with 'EB'
15	Email Address	Text	276	355	80	Email Address
16	DEMOGRAPHIC DATA					
17	RE Parcel ID#	Text	356	395	40	Formatted Parcel ID# (unique per parcel)
18	Map	Text	396	404	9	1st segment of the Parcel ID#
19	Block	Text	405	413	9	2nd segment of the Parcel ID#
20	Lot	Text	414	422	9	3rd segment of the Parcel ID#
21	BillNumber	Text	423	432	10	Bill Number (i.e., Invoice #)
22	Parcel Location	Text	433	472	40	Formatted Location Address
23	Bank (mortgage processor)	Text	473	476	4	Optional. May be set to a 4 character code representing the last payment method on file (CORE, LERA, etc)
24	Payment As Of Date	Text	477	486	10	Date of Last payment made on account MM/DD/YYYY
25	AMOUNTS					
26	Charges	Double	487	496	10	Total Amount of Charges
27	Payments/Other Credits	Double	487	506	10	Payments, Adjustments, Refunds, Transfers, Other
28	Fees Charged	Double	507	515	9	NSF and other fees charged

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29	Fees Paid	Double	516	524	9	Fees paid
30	Fees Due	Double	525	533	9	Balance Due on fees
31	Balance Due	Double	534	543	10	All open charges including fees.
32	Amt Now Due	Double	544	553	10	Total Balance Due. Includes Fees and all other charges representing the amount now due.
33	Paid? Flag	Text	554	555	2	Indicate with "PD"
34	Placeholder	Double	556	564	9	For future use.
35	Placeholder	Double	565	573	9	For future use.
36	SCANLINE					
37	Scan Line	Text	574	653	80	Scanline formula is site specific depending upon bank criteria. Please contact the Municipality for further information.
38	ADDITIONAL INFORMATION					
39	Bill Service Start Date	Text	654	663	10	Bill Service Start Date MM/DD/YYYY
40	Bill Service End Date	Text	664	673	10	Bill Service End Date MM/DD/YYYY
41	Customer Number	Text	674	681	8	Customer Number #####
42	Service Address	Text	682	731	50	Service Address
43	Service Type	Text	732	743	12	Service Type Code
44	Service Description	Text	744	783	40	Description of the Service
45	Service Day	Text	784	793	10	What Day the service is performed on
			TOTAL	793		

