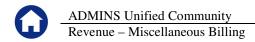


This document will explore the various ways to find an individual bill in the Miscellaneous Billing module.

TABLE OF CONTENTS

1.	BILL	PAYMENT SCREEN	2
		Search by Bill#	
		Search by Owner Name	
		Search by Service Address	
	1.4.	Search by Customer Number	7
		Search by Parcel#	
		Search by Using the Bill Locator Screen	
	2.1.	Search by Service Address	.10
		Search by Parcel	
		Search by Customer#	



1. BILL PAYMENT SCREEN

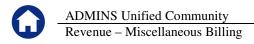
To locate the Bill Payment Screen select **Misc Billing** > **Collections** > **Bill Payment** from the menu across the top of the screen.

			_	
Misc Billing	System	Help		
Maintena	ance		F	
Billing			۲	
Collection	ns		۲	Receipt Batch Entry
Processin	ng		⊧	Bill Payment
Reports			١	Detail Payment

The following screen will display where you may locate a bill by:

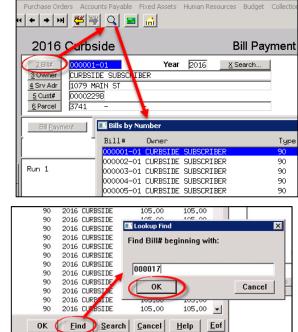
- Bill#,
- Name,
- Service Address,
- Customer#
- and more!

LAUCJ 10205-Bill Payment [mary]											
<u>File Edit L</u> edgers	Purchase Orders Accou	ints Payable 🛛 Fig	<u>k</u> ed Assets Huma	n <u>R</u> esources	Budget	⊆ollections	<u>T</u> ax <u>M</u> otor B	Excise M			
🖻 🛍 🎒 H4	в∎ 🛃 н + → н 🥙 💥 Q 🖬 🔒										
	2016 Curbs	ide		В	ill Pay	ment					
<u>G</u> oto	2 Bill# 000001	-01	Year 20;	6 XS	earch			Tender			
0		DE SUBSCRIBE				(Cash-Coin				
Actions	4 Srv Adr 1079 M					C	ash-Paper				
	<u>5</u> Cust# 000022					. –	Check				
	<u>6</u> Parcel 3741		•				Other				
	Bill <u>P</u> ayment	Detail Payment	t Transactio	ns <u>Q</u> 1	frx Summa	ry <u>0</u> Atta	achment (1)				
			Charg	je Net	Bill	Paid	Refund	A			
Bill Type	Curbside A May-O	et	110.0	0 110	0.00	110,00					
Reprint Bill											
Ere all Dill											
Email Bill											
	Bill Totals		110.0	0 110	00.00	110,00					
	Service Address			Current Ma	ailing Add	ress					
	1079 REALTY TRUS	Г		CURBSIDE	SUBSCRI	BER					



1.1. Search by Bill#

Click the **BILL#** button and then click on the magnifying glass of to search.



Click **FIND** and enter the desired bill number. The leading zeroes must be entered. Highlight the desired bill and click **OK**.

The bill will display.

Current Mailing Address
CURBSIDE SUBSCRIBER
390 WESTFORD RD
CONCORD, MA 01742-5236

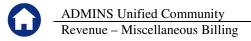
1.2. Search by Owner Name

This will search by the Owner Name associated with the Mailing Address of the bill.



Click on the **OWNER** button and then click on the magnifying glass to search.

Purchase Order:	s – Accounts Payab	le Fixed Assets	Human Re
H + + ₩	🕊 🞬 🔍	🔤 🔒	
2016 0	Curbside		
	000001-01	Year	2016
	CURBSIDE SUBS	RIBER	
4 3rv Aur 5 Cust#)	ner for This Year ner for All Years	



Click **FIND** and enter the beginning characters of the Name (exactly as it is printed on a bill). Highlight the desired record and click **OK**.

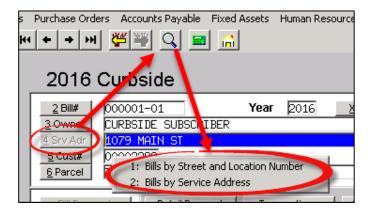
The bill will display.

🔣 Lookup Find		×						
Find Name beginning with:								
CURB								
ОК	Cance	:						
2016 00 014-01	105,00	105						
2016 000015-01	105.00	105						
2016 🗘 0016-01	105.00	105						
OK Find Search	Cancel	Help						

1.3. Search by Service Address

Click the **SRV ADR** button and then click on the magnifying glass to search.

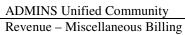
Q



1: Bills by Street and Location Number

2 Bill#	005047-01 Year 2016	
<u>3</u> Owner	CURBSIDE SUBSCRIBER	
4 Srv Adr	390 WESTFORD RD	
5 Cust#	0000004	
6 Parcel	1: Bills by Street and Location Number	
	2: Bills by Service Address	

Street	Nu	wher Billing Type	Year	Bill*	
WESTFORD RD		390 Curbside	2016	005047-01	
WESTFORD RD		390 Curbside	2016	005047-01	
WESTFORD RD		390 Curbside	2016	005047-02	
WESTFORD RD		390 Curbside	2015	001682-01	
WESTFORD RD		390 Curbside	2015	001682-02	
WESTFORD RD		200.0.1.1.1	2014	001681-02	
WESTFORD RD	🔜 Lookup Find		× 2014	001683-01	
WESTFORD RD	Find Street beginning with:		2013	001680-01	
WESTFORD RD	This ouccer beginning with.		2013	001683-02	
WESTFORD RD			2012	001683-01	
WESTFORD RD	ANNUR		2012	001692-02	
WESTFORD RD	ANNOR		2011	001677-01	
WESTFORD RD		Cancel	2011	001680-02	
WESTFORD RD	ОК	Cancer	2010	001690-02	
WESTFORD RD		390 constae	2010	001691-01	
WESTFORD RD		390 Curbside	2009	001698-02	



	Number Billing Type	Year Bill#	
WESTFORD RD	390 Curbside	2016 005047-01	
WESTFORD RD	390 Curbside	2016 005047-01	
WESTFORD RD	390 Cumbside	2016 005047-02	
WESTFORD RD	390 Curbside	2015 001682-01	
WESTFORD RD	390 Curbside	2015 001682-02	
WESTFORD RD	390 Cumbside	2014 001681-02	
WESTFORD RD	390 Curbside	2014 001683-01	
WESTFORD RD	390 Curbside	2013 001680-01	
WESTFORD RD	700 C	<u></u> 13 001683-02	
JESTFORD RD	up Find	12 001683-01	
WESTFORD RD	umber with value:	12 001692-02	
WESTFORD RD	umber with value.	11 001677-01	
WESTFORD RD		11 001680-02	
WESTFORD RD		10 001690-02	
WESTFORD RD 100		10 001691-01	
WESTFORD RD	к	Cancel 99 001698-02	

Street	Nunber	Billing Ty	ipe Year	Bill#	
WESTFORD RD	390	Curbside	2016	005047-01	
WESTFORD RD	390	Curbside	2016	005047-01	
WESTFORD RD	390	Curbside	2016	005047-02	
WESTFORD RD	390	Curbside	2015	001682-01	
WESTFORD RD	390	Curbside	2015	001682-02	
WESTFORD RD	390	Curbside	2014	001681-02	
WESTFORD RD	390	Curbside	2014	001683-01	
WESTFORD RD	390	Curbside	2013	001680-01	
WESTFORD RD		Condense also	2013	001683-02	
WESTFORD RD	Lookup Find		× 12	001683-01	
WESTFORD RD	ind Unit beginning with:		12	001692-02	
WESTFORD RD	ing one beginning with.		11	001677-01	
WESTFORD RD			11	001680-02	
WESTFORD RD			10	001690-02	
WESTFORD RD	J		10	001691-01	
WESTFORD RD			Cancel 99	001698-02	
	ОК		Cancer		ок

In this case, because only a partial street name was supplied, the system returned the first set of records matching the beginning of the string. In this case, the House# that was supplied was ignored because the street name search was a partial not exact search operation.

Street	Number Billing Type	Year Bill≢
ALLEN FARM LN	96 Curbside	1994 003195-01
ANNURSNAC HILL RD	15 Curbside	2016 001249-01
ANNURSNAC HILL RD	15 Curbside	2015 001249-01
ANNURSNAC HILL RD	15 Curbside	2015 001249-02
ANNURSNAC HILL RD	15 Curbside	2014 001249-02
ANNURSNAC HILL RD	15 Curbside	2014 001253-01
ANNURSNAC HILL RD	15 Curbside	2013 001248-01
ANNURSNAC HILL RD	15 Curbside	2013 001254-02
ANNURSNAC HILL RD	15 Curbside	2012 001253-01
ANNURSNAC HILL RD	15 Curbside	2012 001256-02
ANNURSNAC HILL RD	15 Curbside	2011 001243-02
ANNURSNAC HILL RD	15 Curbside	2011 001246-01
ANNURSNAC HILL RD	15 Curbside	2010 001260-02

If the search string were entered like this:

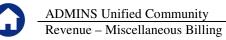
Street	Number Billing Type	Year Bill#	B
WESTFORD RD	390 Curbside	2016 005047-01	
WESTFORD RD	390 Curbside	2016 005047-01	1
WESTFORD RD	390 Curbside	2016 005047-02	1
KESTFORD RD	390 Curbside	2015 001682-01	
WESTFORD RD	390 Curbside	2015 001682-02	
WESTFORD RD	390 Curbside	2014 001681-02	
WESTFORD RD	390 Curbside	2014 001683-01	
KESTFORD RD	390 Curbside	2013 001680-01	
WESTFORD RD	700 C	2013 0016B3-02	
WESTFORD RD	🔜 Lookup Find	× 12 001683-01	
WESTFORD RD	Find Street beginning with:	12 001692-02	
WESTFORD RD	This oucci beginning with.	11 001677-01	
WESTFORD RD		11 001680-02	
WESTFORD RD	ANNURSNAC HILL RD	10 001690-02	
WESTFORD RD	PANNORSNAG HILL RD	10 001691-01	
WESTFORD RD	OK Cano	9 001698-02	
	Canc		1
		ОК	Find

Then the system would find an exact match and would proceed to use the House# in its search operation. In this case, "100" was entered for the House# and the Unit# was left null:

1

SUIREL	LANNDRI, DITITUR I Abe	1 Ba
WESTFORD RD	390 Curbside	2016
WESTFORD RD	390 Curbside	2016
WESTFORD RD	390 Curbside	2016
WESTFORD RD	390 Curbside	201!
WESTFORD RD	390 Curbside	201!
WESTFORD RD	390 Curbside	2014
WESTFORD RD	390 Curbside	2014
WESTFORD RD	390 Curbside	201
WESTFORD RD	700 Contracted	204:
WESTFORD RD	🔜 Lookup Find	×
WESTFORD RD	Find Number with value:	11
WESTFORD RD		1:
WESTFORD RD		1:
WESTFORD RD	100	10
WESTFORD RD	100	10
WESTFORD RD	OK	cel P

Since "100 ANNURSNAC HILL RD" is not a valid address,



the system returned the closet match. In this case, the closest match was 94 ANNURSNAC HILL RD and 110 ANNURSNAC HILL RD

Street	Number Billing Type	Year Bill#	Balance O
NNURSNAC HILL RD	94 Curbside	1994 001847-01	C
ANNURSNAC HILL RD	110 Curbside	2016 004856-01	110,00 C
ANNURSNAC HILL RD	110 Curbside	2015 004855-01	0
ANNURSNAC HILL RD	110 Curbside	2015 004856-02	0
ANNURSNAC HILL RD	110 Curbside	2014 004848-01	CI
ANNURSNAC HILL RD	110 Curbside	2014 004857-02	C
NNURSNAC HILL RD	110 Eurbside	2013 004848-01	CL
ANNURSNAC HILL RD	110 Curbside	2013 004854-02	CL
ANNURSNAC HILL RD	110 Eurbside	2012 004827-01	CL
NNURSNAC HILL RD	110 Eurbside	2012 004865-02	0.
ANNURSNAC HILL RD	110 Curbside	2011 004803-01	CL
ANNURSNAC HILL RD	110 Eurbside	2011 004828-02	CL
NNURSNAC HILL RD	110 Curbside	2010 004826-02	0.
ANNURSNAC HILL RD	110 Curbside	2010 004838-01	CL
ANNURSNAC HILL RD	110 Curbside	2009 004843-02	CL
NNURSNAC HILL RD	110 Curbside	2009 004844-01	CL

2: Bills by Service Address

<u>3</u> Owner	CURBSIDE SUBSCRIBER
4 Srv Adr	390 WESTFORD RD
<u>5</u> Cust# <u>6</u> Parcel	00000004 1: Bills by Street and Location Number
	2: Bills by Service Address

When searching by "2: Bills by Service Address", you can narrow the search results quicker because this methid assumes that you are supplying the HOUSE# + STREET NAME.

Location	Billing Type	Year Bill#	Balance O
390 WESTFORD RD	Curbside	2016 005047-01	73,33 CL
390 WESTFORD RD	Curbside	2016 005047-01	110.00 CL
390 WESTFORD RD	Curbside	2016 005047-02	110.00 CL
390 WESTFORD RD	Curbside	2015 001682-01	α
390 WESTFORD RD	Curbside	2015 001682-02	α
390 WESTFORD RD	Curbside	2014 001681-02	α
390 WESTFORD RD	Curbside	2014 001683-01	α
390 WESTFORD RD	Curbside	2013 001680-01	α
390 WESTFORD RD	Constant de	2017 001007 00	α.
390 WESTFORD RD	🔜 Lookup Find	×	α
390 WESTFORD RD	Find Srv Addr beginning w	14L 1	α
390 WESTFORD RD	Thid STV_Addr beginning w	iui.	α
390 WESTFORD RD			α
390 WESTFORD RD			α
390 WESTFORD RD	ANNURSNAC HILL RD		α
390 WESTFORD RD		0.11	α
	ОК	Cancel	
			OK Find

🔜 Bills by Service Address			
Location	Billing Type	Year Bill#	Balance Ow
390 WESTFORD RD	Curbside	2016 005047-01	73.33 CU
390 WESTFORD RD	Curbside	2016 005047-01	110,00 CU
390 WESTFORD RD	Curbside	2016 005047-02	110.00 CU
390 WESTFORD RD	Curbside	2015 001682-01	CU
390 WESTFORD RD	Curbside	2015 001682-02	CU
390 WESTFORD RD	Curbside	2014 001681-02	CU
390 WESTFORD RD	Curbside	2014 001683-01	CU
390 WESTFORD RD	Curbside	2013 001680-01	CU
390 WESTFORD RD	Condensitate	0017 001007 00	CU
390 WESTFORD RD	🔜 Lookup Find	×	CU
390 WESTFORD RD	Find Sry Addr beginning w	ith-	CU
390 WESTFORD RD	This ort_Auto beginning w		CU
390 WESTFORD RD			CU
390 WESTFORD RD	110 ANNURSNAC HILL		CU
390 WESTFORD RD	TTO ANNORANCE TILL		CU
390 WESTFORD RD	ОК	Cancel	CU
		Cancer	OK Find

Bills by Service Address			
Location	Billing Type	Year Bill‡	Balance Own
11 WRIGHT FARM	Curbside	2012 990012-01	OUR
110 ANNURSNAC HILL RD	Curbside	2016 004856-01	110,00 CUR
110 ANNURSNAC HILL RD	Curbside	2015 004855-01	CUR
110 ANNURSNAC HILL RD	Curbside	2015 004856-02	CUR
110 ANNURSNAC HILL RD	Curbside	2014 004848-01	CUR
110 ANNURSNAC HILL RD	Curbside	2014 004857-02	CUR
110 ANNURSNAC HILL RD	Curbside	2013 004848-01	CUR
110 ANNURSNAC HILL RD	Curbside	2013 004854-02	CUR
110 ANNURSNAC HILL RD	Curbside	2012 004827-01	CUR
AND AUXILIDATION UTLE ADD	0.1.11	0040 004055 00	0.0

Click **FIND** and enter the beginning characters of the Service Address (exactly as it is printed on a bill). You will need to include the House# first before the Street Name.

Highlight the desired record and click **OK**.

The bill will display.

105.00 CURBSIDE SUBSCRIBER	
🔜 Lookup Find	×
Find Srv_Addr beginning with:	
1079 MAIN	
ОК	Cancel
92.00 1079 EALTY TRUST	
87,00 1079 REALTY TRUST	
85.00 1079 REALTY TRUST 1079 REALTY TRUST	
146,00 1079 REALTY TRUST	
70.00 1079 REALTY TRUST	–
OK Find Search Cancel	Help Eof

1.4. Search by Customer Number

The Customer Number option allows for the search of bill by a customer number. Click the **CUST#** button and then click on the magnifying glass Q to search.

511	i rayinene [r	.acii7]								
5	Purchase Ord	ers A	ccounts	Payable	Fixed Ass	ets	Human Res	ources	Budget	Collec
44	(+ → ₩	~	¥	S 🗖	6					
	2016	Cur	bsid	е				В	ill Pay	me
	<u>2</u> Bill#	000	001-01	_\	Y	'ear	2016	<u>X</u> S	earch	
	<u>3</u> Owner	CURE	BSIDE	SUBSC	IBER					
	4 Srv Adr	1079	9 MAIN	ST						
	5 Cust#	0000)2298							
	<u>6</u> Parcel	374:	1 -		4]
	Bill Payn	ont		📘 Bills b	oy Custom	er#				
		IGIIL	' 12	Cust#	Serv.	ice	Address		Billing	Тур
				000022	298 1079	MAI	N ST		Curbside	э
			_	000056	51 117 9	BEYM	OUR ST	I	Curbside	•
1				b00034	199 1586	мот	N ST		Curbeide	_

Click **FIND** and enter the customer number (with leading zeroes). Highlight the desired record and click **OK**.

The bill will display.

105.00		×
Find Bill Type beg	ginning with:	
00002298		
ОК	Cancel	
105.00	CORBSIDE SUBSCRIBER	
	URBSIDE SUBSCRIBER	
105.00	URBSIDE SUBSCRIBER CURBSIDE SUBSCRIBER	
OK Find		⊥ I Eot
	Search Cancel Help	

1.5. Search by Parcel#

Assigning a parcel id# to a customer account in the Miscellaneous Billing module is optional. You may assign it to some, all or none of your customer accounts. If you do assign it, the data will link in from the parcel master records but it is done in a read-only fashion. The parcel data may not be updated in any way from the Miscellaneous Billing module. The name that appears from the parcel file is the "current" owner; not the owner of record. It is also a dynamic link so as the current owner is updated via a sales deed, that data is linked here automatically.

			Customer M	Maintenance
Cust No	00000007			Service Ad Name 1
Parcel#	0003 -0001 -0004			Name 2
Primary	BIGELOW, GERALDINE A			
Secondar	v			Location#
Location	236 FARM ST			Street
City	BELLINGHAM	St MA	Zip 02019-000	00 Line 2 City

Figure 1 Parcel data linked into a Customer record

01

To locate a bill by a parcel #, click the **PARCEL** button and then click on the magnifying glass to search.

e Fixed Assets	Human Resou	rces Budget	Collections Tax Moto
a 🔒			
		Bill Pay	/ment
Year	2016	<u>X</u> Search	1
RILTR			Cash-Coin
			Cash-Paper
			Check
-)			Other
🔳 Bills by Pa	arcel		
Parcel			Billing Type
3741 -	_		Curbside
- 3741 -	-		Curbside
3741 -	-		Curbside
3741 -	-		Curbside
3741 -	_		Curbside
3741 -			Curbside
	RTER - Parcel 3741 - 3741 - 3741 - 3741 - 3741 - 3741 -	Year 2016 RTER - ■ Bills by Parcel Parcel - 3741 - 3741 - 3741 - 3741 - 3741 - 3741 - 3741 - 3741 -	■ m Year 2016 × Search RIBTR Parcel 3741 3741 3741

Click **FIND** and enter the parcel number. Highlight the desired record and click **OK**.

The bill will display.

Lookup Find Find Parcel beg	inning with:	X
3741		
ОК	Ca	ancel
	1079 REALTY TRUST 1079 REALTY TRUST	
OK Find	Search Cancel	Help Ec

1.1. Search by Using the Bill Locator Screen

The system also offers a Bill Locator" screen whereby you may quickly search by a variety of options, see a list of bills and drill-down to your desired selection. To activate this screen, you may click the "SEARCH" button displayed on the screen:

[AUC] 10205-Bi	ill Payment [mary]
File Edit Ledgers	Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Ta:
B B H	ч + → ж <mark>ж ≈ q = </mark> 🔒
	2016 Curbside
Goto	2 Bill# 000001-01 Year 2016 X Search
Actions	3 Owner CURBSIDE SUBSCRIBER Cas
Actions	4 Srv Adr 1079 MAIN ST Cash
	5 Cust# 00002298
	<u>6</u> Parcel 3741
	Bill Payment

Or you may use the menu and click Misc Billing > Queries > Bill Locator

For instructions on using this screen, please refer to the next section shown below.

2. BILL LOCATOR SCREEN

The Bill Locator screen contains a series of columns that allow for easy search filtering. You may type partial strings of text and the system will display the closest match that it can find.

	s Purchase <u>O</u> rders ∦ ₩ ← → >>			Human <u>R</u> esources	<u>B</u> udget <u>C</u>	ollections	<u>T</u> ax	Motor Excise	<u>M</u> isc Billing	<u>S</u> ystem	Help		
Goto				B	Sill Loca	ator							
Actions	8RY 9RT Year Type		_	2 Bill# 3 Ser	vice Adr	<u>4</u> Parcel		<u>5</u> Cust#	1		Billed	Paid	Balance
	2016 90 Curbsi	.de		000001-01 CURBS							110.0	00 110.00	
<u>1</u> Select	_ 2015 90 Curbsi			000001-01 CURBS							110.0		110,00
	2014 90 Curbsi	.de		000001-01 CURBS							105.0	105,00	
	2013 90 Curbsi	de		000001-01 CURBS	SIDE SUBS	CRIBER					100.0	100,00	
	2012 90 Curbsi	.de		000001-01 CURBS	SIDE SUBS	CRIBER					95.0	95,00	
	2011 90 Curbsi	.de		000001-01 CURBS	SIDE SUBS	CRIBER					92.0	15,33	
				00001-01 CURBS							85.0		

Be sure to use capital letters when searching Service Adr.

	Bill Locator			
<u>8</u> RY <u>9</u> RT Year Type	2 ⊟Ⅲ# <u>3</u> Service Adr <u>4</u> Parcel <u>5</u> Cust#	Billed	Paid B	alance
Button	Description			

RY	Restricts the year to a particular year, This option can not be used in conjunction with RT
RT	Restricts to a particular bill type, this option can not be used in conjunction with RY
Bill#	Type in part or all of the bill number
Service	Type in the full House # and the beginning string of the street name.
Adr	
Parcel	Type in part or all of the parcel id number (as assigned by the Assessors office)
Cust#	Type in all or the beginning part of the customer number

2.1. Search by Service Address

Click on the BUTTON to indicate your search method. In the example shown below, the search method is "by Service Address" thus the button labeled **3 Service Adr** must be clicked first.

		· · · ·	
<u>2</u> Bill#	3 Service Adr	<u>4</u> Parcel	<u>5</u> Cust#
		/	

Next, type in the HOUSE# and the beginning characters of the street name. And then press <enter>.

	Bill Locator	
<u>8 RY</u> Year Type	<u>2</u> Bill# <u>3 Service Adr</u> <u>4</u> Parcel <u>5</u> Cust#	Billed
2015 90 Curbside 2015 90 Curbside	000001-11 110 ANNUR 000001-02 1079 MAIN 81	110. 161.
2014 90 Curbside	000001-01 1079 MAIN ST	105,

The following search results will be displayed:

	Bill Locator			
BRY GRT Year Type	2 Bill# 3 Service Adr 4 Parcel 5 Cust#	Billed	Paid	Balance
2016 90 Curbside	004856-01 110 ANNURSNAC HILL RD	110.00	_	110,00
2015 90 Curbside	004855-01 110 ANNURSNAC HILL RD	110,00	110,00	
2015 90 Curbside	004856-02 110 ANNURSNAC HILL RD	110,00	110,00	
2014 90 Curbside	004848-01 110 ANNURSNAC HILL RD	105.00	105,00	
2014 90 Curbside	004857-02 110 ANNURSNAC HILL RD	105.00	105,00	
2013 90 Curbside	004848-01 110 ANNURSNAC HILL RD	100,00	100,00	
2013 90 Curbside	004854-02 110 ANNURSNAC HILL RD	100,00	100,00	
2012 90 Curbside	004827-01 110 ANNURSNAC HILL RD	95.00	95,00	

Highlight the desired record and click the **SELECT** button:



ADMINS Unified Community Revenue – Miscellaneous Billing

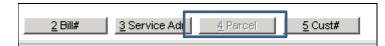
<u>G</u> oto		Bill Locator	
Actions	8RY 9RT Year Type	2 Bill# 3 Service Adr 4 Parcel 5 Cust#	Billed
	2016 90 Curbside	004856-01 110 ANNURSNAC HILL RD	110.00
	2015 90 Curbside	004855-01 110 ANNURSNAC HILL RD	110,00
1 Select	2015 90 Curbside	004856-02 110 ANNURSNAC HILL RD	110.00
	2014 90 Curbside	004848-01 110 ANNURSNAC HILL RD	105.00

And the system will drill-down to the desired bill:

	2015 Curbside		Bill Pa	yment		Inq	uiry
	2 Bill# 204956-02 3 Owner CURBSIDE SUBSCRIBER 4 Svv Adr 110 ANNURSNAC HILL RI 5 Cust# 00000570 6 Parcel -	Year 2015	<u>X</u> Search		ash-Coin ash-Paper Check Other	Tendered	Cash B
	Bill <u>Payment</u>	Transactions	Q Trx Summ	ary <u>0</u> Att	achments		
		Charge	Net Bill	Paid	Refund	Adjust	Bala
1	Curbside B Nov-Apr	110,00	110,00	110,00			
1							
-	Bill Totals	110.00	110,00	110.00			
	Service Address WIELAND PETER A & SARAH E		ent Mailing Ad				
	110 ANNURSNAC HILL RD	110	ANNURSNAC H	ILL RD			
	CONCORD, MA 01742-5429	CONC	ORD, MA 017	42-5429			

2.1. Search by Parcel

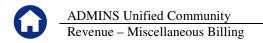
Click on the BUTTON to indicate your search method. In the example shown below, the search method used is by Parcel Id#.



In the space provided, enter the beginning of the string you wish to locate and press <enter>:

Bill Locator	
2 Bill# 3 Service Adr 4 Parcel 5 Cust#	Billed
000001-01 3780 / /	110
000001-02 3741 / /	161
000001-01 3741 / /	105

And the closest match of records will display.



2.1. Search by Customer#

Click on the BUTTON to indicate your search method. In the example shown below, the search method used is by Customer Id#.

<u>2</u> Bill#	3 Service Adr	4 Parcel	<u>5</u> Cust#

In the space provided, enter the beginning of the string you wish to locate and press <enter>:

	Bill Locator
<u>2</u> Bill#	<u>3</u> Service Adr <u>4</u> Parcel <u>5</u> Cust#
004881-02	00000010

And the closest match of records will display.