

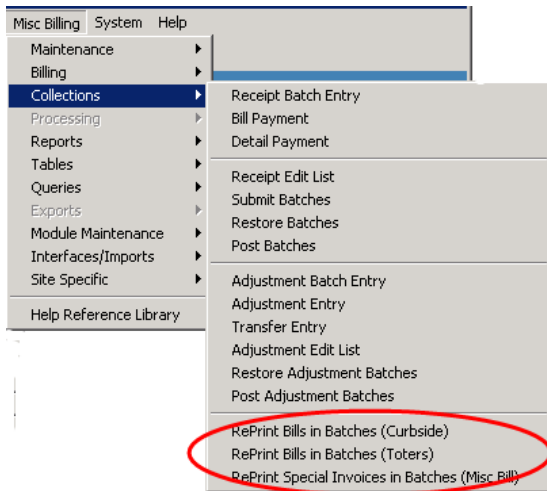


# REVENUE – MISCELLANEOUS BILLING

---

## RE-PRINT BILLS BY BATCH

Oftentimes the need arises to re-print a group of bills. In order to accomplish this task, click on any of the following options from the pull-down menu:



Using the menu security controls, you may limit a user’s access to re-printing bills by a specific Bill type.

This function is “username based”. This means that as you build a list for yourself, other users may build their own list. You will only receive the bills you have selected; while the other user will receive the bills they have selected.

### Table of Contents

<b>1. ABOUT THE SCREEN</b> .....	<b>2</b>
1.1. LIMIT OF 99 BILLS PER BATCH .....	2
1.2. CLEARING THE SCREEN .....	2
<b>2. USING THE SCREEN</b> .....	<b>2</b>
<b>3. FINDING A BILL#</b> .....	<b>3</b>
<b>4. LEAVING THE SCREEN BEFORE PRINTING</b> .....	<b>7</b>
<b>5. PRINT THE BILLS</b> .....	<b>8</b>
<b>6. TROUBLESHOOTING</b> .....	<b>11</b>
6.1. WHY IS MY SEARCH WINDOW BLANK?.....	11
6.2. CAN I LEAVE THE SCREEN WITHOUT LOSING MY DATA?.....	11
6.3. CAN SOMEONE START ENTERING BILLS AND THEN I TAKE OVER AND FINISH IT?.....	12
6.4. CAN CURBSIDE + TOTERS BE IN THE SAME BATCH? .....	12
6.5. WILL AN OLD BILL USE THE OLD OR NEW FORMAT? .....	12
6.6. CAN I EMAIL THE BILLS?.....	12
6.6.1. Email a group of Bills.....	12
6.6.2. Email a Single Bill .....	13



## 1. ABOUT THE SCREEN

Misc. Billing ▶ Collections ▶ Reprint Bills in Batches (Curbside)

### 1.1. LIMIT OF 99 BILLS PER BATCH


You may print up to 99 bills in one batch printing operation. If you need to issue more than 99 bills, you will need to process one group through to completion before starting the next batch.

### 1.2. CLEARING THE SCREEN

You may manually clear the screen before printing if you desire. Or, once the bills have rendered a print job, the screen will be automatically cleared for you.

## 2. USING THE SCREEN

### LN

This is the “Line #” of the record in the batch. You may not add or delete line numbers. By default, you will be presented with up to 99 lines per batch. You may press **PgDn** or  to advance to the next page. You will not lose what you have entered on a previous page.

### YEAR

You must enter the receivable year for the bill# you desire. If you wish to issue bill re-prints for “2012” bills then you would enter “**2012**” here. You may cross years if you desire. In other words, you may print 2011 and 2012 bills within the same batch printing operation.

### BILL#

You must select valid bill number to print. If the system cannot locate the bill# you entered, you will be alerted via a message prompt.

### OWNER / SERVICE ADDRESS

As you select a Year and Bill# to print, the corresponding Owner Name and Service Address will display. You may use this information to confirm that you have selected the desired bill for printing.

### RESTRICTED TO ONE (1) BILL TYPE

The bill type (Curbside, Toters, Special Invoices) selected from the menu will display in the upper left corner. You are limited to only that bill type within this screen. In this example, only “Curbside” bills will be included.



**Curbside** Print Current Balance Bills/Invoices By Batch

Ln	Year	Type	Bill#
1	0000		000000-00
2	0000		000000-00
3	0000		000000-00
4	0000		000000-00
5	0000		000000-00
6	0000		000000-00
7	0000		000000-00
8	0000		000000-00
9	0000		000000-00
10	0000		000000-00
11	0000		000000-00
12	0000		000000-00
13	0000		000000-00

Once the screen has been populated with the desired set of bills, click the **Print Bills** button to render the print operation.

The bill prints will be generated and will display on your screen.

See section **5 PRINT THE BILLS** on how to print your bills.

### 3. FINDING A BILL#

After supplying the 4 digit year of the bill, you may locate a bill number by either typing the number directly or looking it up via Bill#, Owner Name, Service Address or Parcel#.

**Curbside** Print Current Balance Bills/Invoices By Batch

Ln	Year	Type	Bill#	Owner	Service Address
1	2016		000001-01	CURBSIDE SUBSCRIBER	1079 MAIN ST
2	2015				
3	0000				
4	0000				
5	0000				
6	0000				
7	0000				

- 1: By Bill#
- 2: By Owner Name
- 3: By Service Address
- 4: By Parcel#

#### Enter the "YEAR"

If you forget to enter a year and you click the **Find Bill** button, you will receive the following error message. Click **OK** to return the screen and begin again. You must enter a year before you may select a bill.

**Curbside** Print Current Balance Bills/Invoices By B

Ln	Year	Type	Bill#	Owner
1	2016		000001-01	CURBSIDE SUBSCRIBER
2	0000		000000-00	
3	0000			
4	0000			
5	0000			
6	0000			
7	0000			
8	0000			
9	0000			
10	0000			
11	0000			

[AUC] 10785-Print Current Balance Bills/Invoices By Batch

Enter Bill Year First

OK



### Find by OWNER NAME

If you wish to locate a bill by Owner Name then you are searching for an Owner Name that “begins with” the characters you supply in the search window.

Typically **Owner Names** are stored by *Last Name then First name*. However, your site may be different. You will need to know how your owner names are stored in order to easily use this search function.

Owner	Bill#	Program	Service Address	Parcel	Ty	Year	Tof
ABBOTT FRED H & ZIFFRIN LINDA	000009-01	CURBSIDE	97 MILDRED CIRCLE	260 14-	-	90	2015
ABBOTT FRED H & ZIFFRIN LINDA	000009-02	CURBSIDE	97 MILDRED CIRCLE	260 14-	-	90	2015
ABBOTT KENNETH H & ASTRID V TRS	000010-01	CURBSIDE	178 SILVER HILL RD	1384 42-	-	90	2015
ABBOTT KENNETH H & ASTRID V TRS	000010-02	CURBSIDE	178 SILVER HILL RD	1384 42-	-	90	2015
ABBOTT MARK A	000011-01	CURBSIDE	42 STACEY CIRCLE	2845 3 -	-	90	2015
ABBOTT MARK A	000011-02	CURBSIDE	42 STACEY CIRCLE	2845 3 -	-	90	2015
ABE SHINICHIRO & MAHO	000012-01	CURBSIDE	5 TEMPLE RD	1985 11-	-	90	2015
ABE SHINICHIRO & MAHO	000012-02	CURBSIDE	5 TEMPLE RD	1985 11-	-	90	2015
ABEND DAVID K & SARA L	000013-01	CURBSIDE	36 BROOKS ST	597 -	-	90	2015
ABEND DAVID K & SARA L	000013-02	CURBSIDE	36 BROOKS ST	597 -	-	90	2015
ABODE BUILDERS OF NEW ENGLAND INC	000014-01	CURBSIDE	604 OLD MARLBORO RD	2758 -	-	90	2015
ABODE BUILDERS OF NEW ENGLAND INC	000014-02	CURBSIDE	604 OLD MARLBORO RD	2758 -	-	90	2015
ABRAHAM ROBERT W & KRISTIN J	000015-01	CURBSIDE	81 PLAINFIELD RD	3470 -	-	90	2015
ABRAHAM ROBERT W & KRISTIN J	000015-02	CURBSIDE	81 PLAINFIELD RD	3470 -	-	90	2015
ABRAHAM SUSAN	000016-01	CURBSIDE	115 WILLIAMS RD	3096 2 -	-	90	2015
ABRAHAM SUSAN	000016-02	CURBSIDE	115 WILLIAMS RD	3096 2 -	-	90	2015

In the following example, a search is being performed to locate all bills with an owner name beginning with “SMITH”. The **FIND** button was clicked. A search box appeared. “SMITH” was supplied and then the **OK** button was clicked to execute the search.

Owner	Bill#	Program	Service Address	Parcel	Ty	Year	Tof
ABBOTT FRED H & ZIFFRIN LINDA	000009-01	CURBSIDE	97 MILDRED CIRCLE	260 14-	-	90	2015
ABBOTT FRED H & ZIFFRIN LINDA	000009-02	CURBSIDE	97 MILDRED CIRCLE	260 14-	-	90	2015
ABBOTT KENNETH H & ASTRID V TRS	000010-01	CURBSIDE	178 SILVER HILL RD	1384 42-	-	90	2015
ABBOTT KENNETH H & ASTRID V TRS	000010-02	CURBSIDE	178 SILVER HILL RD	1384 42-	-	90	2015
ABBOTT MARK A	000011-01	CURBSIDE	42 STACEY CIRCLE	2845 3 -	-	90	2015
ABBOTT MARK A	000011-02	CURBSIDE	42 STACEY CIRCLE	2845 3 -	-	90	2015
ABE SHINICHIRO & MAHO	000012-01	CURBSIDE	5 TEMPLE RD	1985 11-	-	90	2015
ABE SHINICHIRO & MAHO	000012-02	CURBSIDE	5 TEMPLE RD	1985 11-	-	90	2015
ABEND DAVID K & SARA L	000013-01	CURBSIDE	36 BROOKS ST	597 -	-	90	2015
ABEND DAVID K & SARA L	000013-02	CURBSIDE	36 BROOKS ST	597 -	-	90	2015
ABODE BUILDERS OF NEW ENGLAND I	000014-01	CURBSIDE	604 OLD MARLBORO RD	2758 -	-	90	2015
ABODE BUILDERS OF NEW ENGLAND I	000014-02	CURBSIDE	604 OLD MARLBORO RD	2758 -	-	90	2015
ABRAHAM ROBERT W & KRISTIN J	000015-01	CURBSIDE	81 PLAINFIELD RD	3470 -	-	90	2015
ABRAHAM ROBERT W & KRISTIN J	000015-02	CURBSIDE	81 PLAINFIELD RD	3470 -	-	90	2015
ABRAHAM SUSAN	000016-01	CURBSIDE	115 WILLIAMS RD	3096 2 -	-	90	2015
ABRAHAM SUSAN	000016-02	CURBSIDE	115 WILLIAMS RD	3096 2 -	-	90	2015

**Lookup Find**

Find Original Name 1 beginning with:

OK Cancel

The results are displayed as follows. Scroll through the records to locate the desired bill#. Highlight it and click **OK**.



Owner	Bill#	Program	Service Address	Parcel	Ty	Year	Tot
SMITH ALAN G & KUSHID	004216-01	CURBSIDE	111 DEER GRASS LN	2991 18-	-	90	2015
SMITH ALAN G & KUSHID	004217-02	CURBSIDE	111 DEER GRASS LN	2991 18-	-	90	2015
SMITH BELINDA P	004217-01	CURBSIDE	1295 MAIN ST	2609 -	-	90	2015
SMITH BELINDA P	004218-02	CURBSIDE	1295 MAIN ST	2609 -	-	90	2015
SMITH BERNARD A & PATRICIA K	004218-01	CURBSIDE	8 CRABTREE RD	2077 -	-	90	2015
SMITH BERNARD A & PATRICIA K	004219-02	CURBSIDE	8 CRABTREE RD	2077 -	-	90	2015
SMITH CAROL A	004219-01	CURBSIDE	328 BORDER RD	2891 83-18	-	90	2015
SMITH CAROL A	004220-02	CURBSIDE	328 BORDER RD	2891 83-18	-	90	2015
SMITH CAROLYN J	004220-01	CURBSIDE	65 WILLIAMS RD	3097 -	-	90	2015
SMITH CAROLYN J	004221-02	CURBSIDE	65 WILLIAMS RD	3097 -	-	90	2015
SMITH CURRIER	004221-01	CURBSIDE	73 MUSKETAQUID RD	1729 -	-	90	2015
SMITH CURRIER	004222-02	CURBSIDE	73 MUSKETAQUID RD	1729 -	-	90	2015
SMITH DANIEL L & PATRICIA S	004222-01	CURBSIDE	593 STRAWBERRY HILL RD	1972 1-	-	90	2015
SMITH DANIEL L & PATRICIA S	004223-02	CURBSIDE	593 STRAWBERRY HILL RD	1972 1-	-	90	2015
SMITH DONALD	004224-01	CURBSIDE	39 BARNES HILL RD	1464 -	-	90	2015
SMITH DONALD	004225-02	CURBSIDE	39 BARNES HILL RD	1464 -	-	90	2015

### Find by SERVICE ADDRESS

If you wish to locate a bill by Service Address then you are searching for a Service Address that “begins with” the characters you supply in the search window.

Typically **Service Address** data is stored by *House# then Street Name*. However, your site may be different. You will need to know how your data is stored in order to easily use this search function.

**Curbside**      **Print Current Balance Bills/Invoices By Batch**

Ln	Year	Type	Bill#	Owner	Service Address
1	2016		000001-01	CURBSIDE SUBSCRIBER	1079 MAIN ST
2	2015				
3	0000				
4	0000				
5	0000				
6	0000				
7	0000				

3 Find Bill

- 1: By Bill#
- 2: By Owner Name
- 3: By Service Address
- 4: By Parcel#

In the following example, a search is being performed to locate all bills with a location beginning with “**154 SOUTH**”. The **FIND** button was clicked. A search box appeared. “**154 SOUTH**” was supplied and then the **OK** button was clicked to execute the search.



Service Address	Bill#	Program	Owner	Parcel	Ty	Year	Tof
1 BLUE JAY DR	003542-01	CURBSIDE	PEREIRA-DURAES CANDIDO &	2294 -	-	90	2015
1 BLUE JAY DR	003543-02	CURBSIDE	PEREIRA-DURAES CANDIDO &	2294 -	-	90	2015
1 CHESTNUT ST	001660-01	CURBSIDE	GILBERT BRIAN D & MARY P	40 -	-	90	2015
1 CHESTNUT ST	001660-02	CURBSIDE	GILBERT BRIAN D & MARY P	40 -	-	90	2015
1 EDMONDS RD	003650-01	CURBSIDE	ARMSTRONG SUSAN R	4182 1 -	-	90	2015
1 EDMONDS RD				4182 1 -	-	90	2015
1 LEXINGTON RD				11 -	-	90	2015
1 LEXINGTON RD				11 -	-	90	2015
1 NORTH BRANCH RD				2326 20-	-	90	2015
1 NORTH BRANCH RD				2326 20-	-	90	2015
1 REVOLUTIONARY RD				69 6 -	-	90	2015
1 REVOLUTIONARY RD				69 6 -	-	90	2015
1 RIDGEWAY RD				937 -	-	90	2015
1 RIDGEWAY RD				937 -	-	90	2015
1 SUDBURY RD	001516-01	CURBSIDE	FRENCH L BARRY TR	819 -	-	90	2015
1 SUDBURY RD	001516-02	CURBSIDE	FRENCH L BARRY TR	819 -	-	90	2015

**Lookup Find**

Find Service Address beginning with:

154 SOUTH

OK Cancel

The results are displayed as follows. Scroll through the records to locate the desired bill#. Highlight it and click OK.

Service Address	Bill#	Program	Owner	Parcel	Ty	Year	Tof
154 SOUTHFIELD RD	002493-01	CURBSIDE	LABADINI KEVIN D & CHRISTINE P	568 -	-	90	2015
154 SOUTHFIELD RD	002497-02	CURBSIDE	LABADINI KEVIN D & CHRISTINE P	568 -	-	90	2015
1540 MONUMENT ST	000147-01	CURBSIDE	ATKINS CORINNE C	1379 2 -	-	90	2015
1540 MONUMENT ST	000149-02	CURBSIDE	ATKINS CORINNE C	1379 2 -	-	90	2015
1544 MAIN ST	004618-02	CURBSIDE	VAHEY JAMES A IV & EAGAN JOAN	2396 -	-	90	2015
1544 MAIN ST	004619-01	CURBSIDE	VAHEY JAMES A IV & EAGAN JOAN	2396 -	-	90	2015
1547 MAIN ST	003669-01	CURBSIDE	PRIFTI DAVID & ANDERSSON MONIKA	2673 -	-	90	2015
1547 MAIN ST	003670-02	CURBSIDE	PRIFTI DAVID & ANDERSSON MONIKA	2673 -	-	90	2015
1549 MONUMENT ST	003688-01	CURBSIDE	PYLE WARREN H & URBAN FRANCES S TR	1400 -	-	90	2015
1549 MONUMENT ST	003689-02	CURBSIDE	PYLE WARREN H & URBAN FRANCES S TR	1400 -	-	90	2015
155 BELKNAP ST	003860-01	CURBSIDE	ROGERS WILLIAM R D	608 -	-	90	2015
155 BELKNAP ST	003862-02	CURBSIDE	ROGERS WILLIAM R D	608 -	-	90	2015
155 CAMBRIDGE TK	003516-01	CURBSIDE	PAULSEN KEVIN J & CHRISTINE A	98 -	-	90	2015
155 CAMBRIDGE TK	003517-02	CURBSIDE	PAULSEN KEVIN J & CHRISTINE A	98 -	-	90	2015
155 HAWTHORNE LN	001125-01	CURBSIDE	DHINGRA SATISH C	4105 -	-	90	2015
155 HAWTHORNE LN	001125-02	CURBSIDE	DHINGRA SATISH C	4105 -	-	90	2015

**Find by PARCEL#**

If you wish to locate a bill by Parcel# then you are searching for a Parcel# that “begins with” the characters you supply in the search window.

Typically **Parcel#** data is stored by *Map, Block, Lot* with either a *-* or */* separator between each segment. You will need to know how your data is stored in order to easily use this search function.

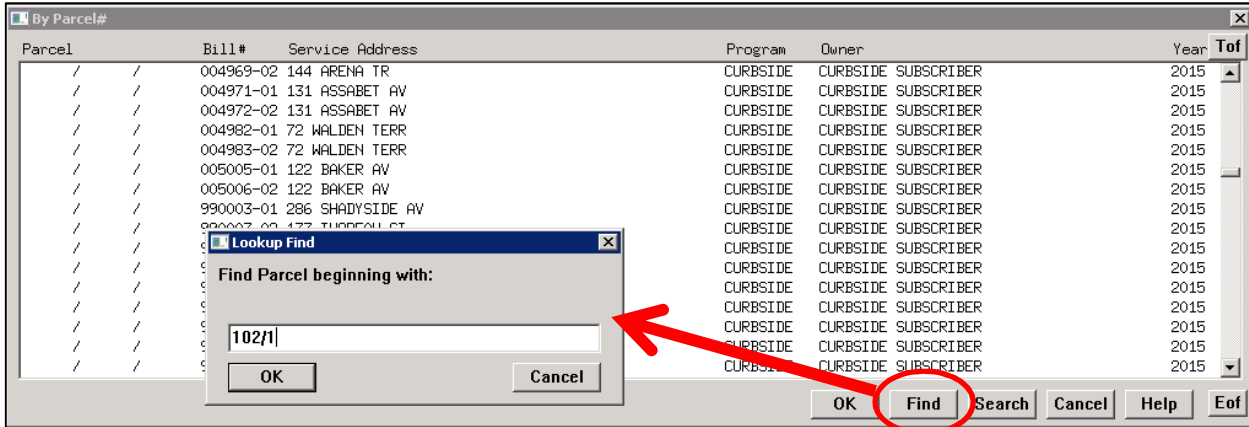
Ln	Year	Type	Bill#	Owner	Service Address
1	2016		000001-01	CURBSIDE SUBSCRIBER	1079 MAIN ST
2	2015		002493-01	LABADINI KEVIN D & CHRISTINE P	154 SOUTHFIELD RD
3	2015				
4	0000				
5	0000				
6	0000				

**3 Find Bill**

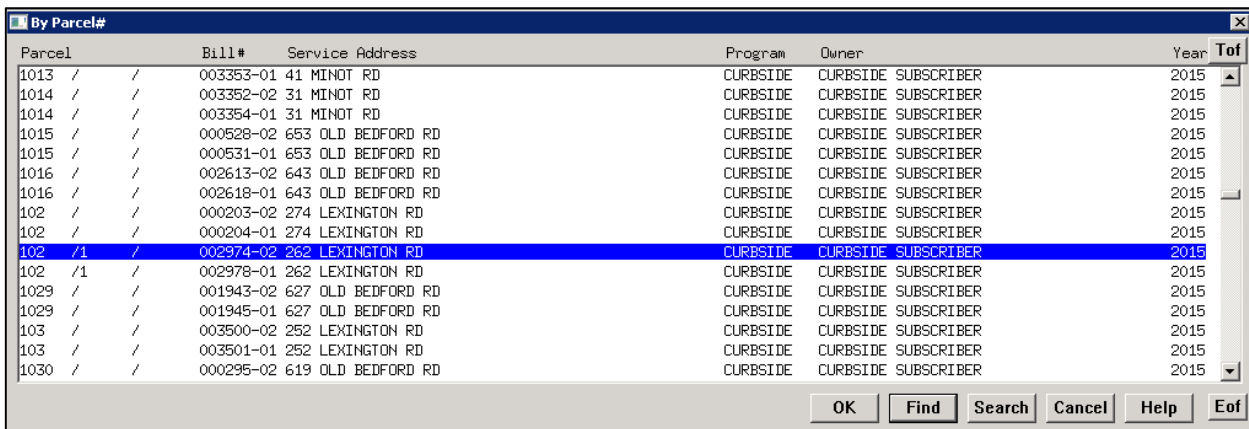
- 1: By Bill#
- 2: By Owner Name
- 3: By Service Address
- 4: By Parcel#



In the following example, a search is being performed to locate all bills with a Parcel# beginning with “3989-4”. The **FIND** button was clicked. A search box appeared. “102/1” was supplied and then the **OK** button was clicked to execute the search.



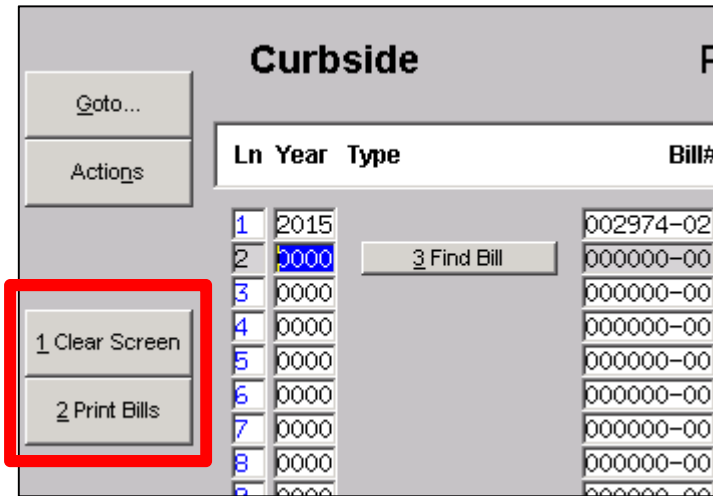
The results are displayed as follows. Scroll through the records to locate the desired bill#. Highlight it and click **OK**.



Continue populating the screen until all desired bill numbers are selected for this batch operation.

#### 4. LEAVING THE SCREEN BEFORE PRINTING

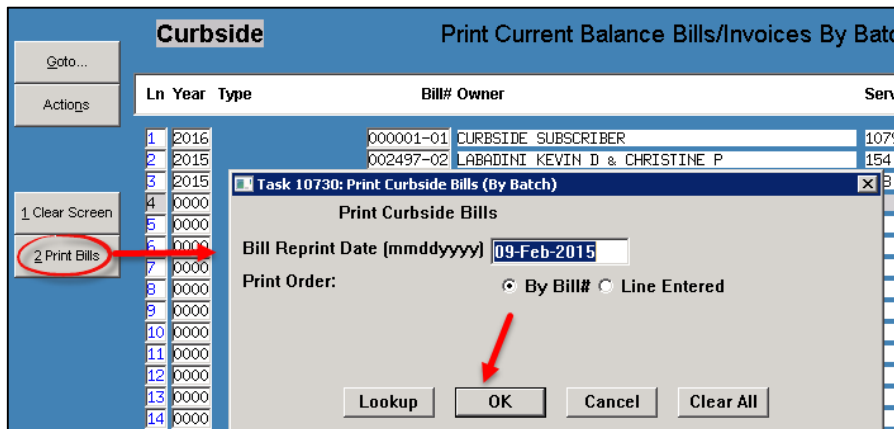
If you leave the screen before printing the bills, you will **NOT** lose the data you have entered. The information you entered remains in the screen until you click either **Print Bills** or **Clear Screen**.



This means that you may start to populate this screen and if you get interrupted, you will not lose your previous work if you need to go to a different screen in the system and then come back here.

## 5. PRINT THE BILLS

Once you have selected all of the desired bills you need for the print operation, click the **PRINT BILLS** button located on the left side of the screen.

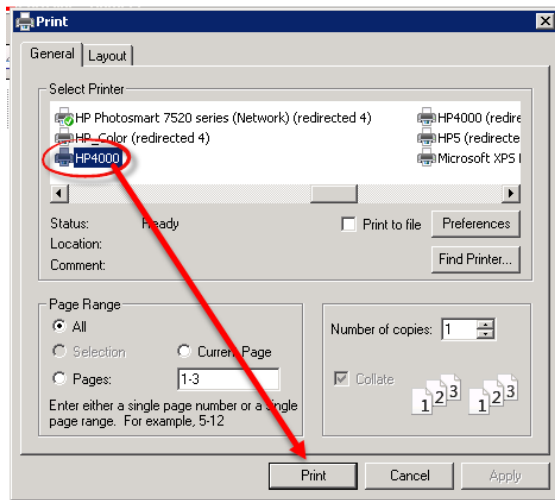
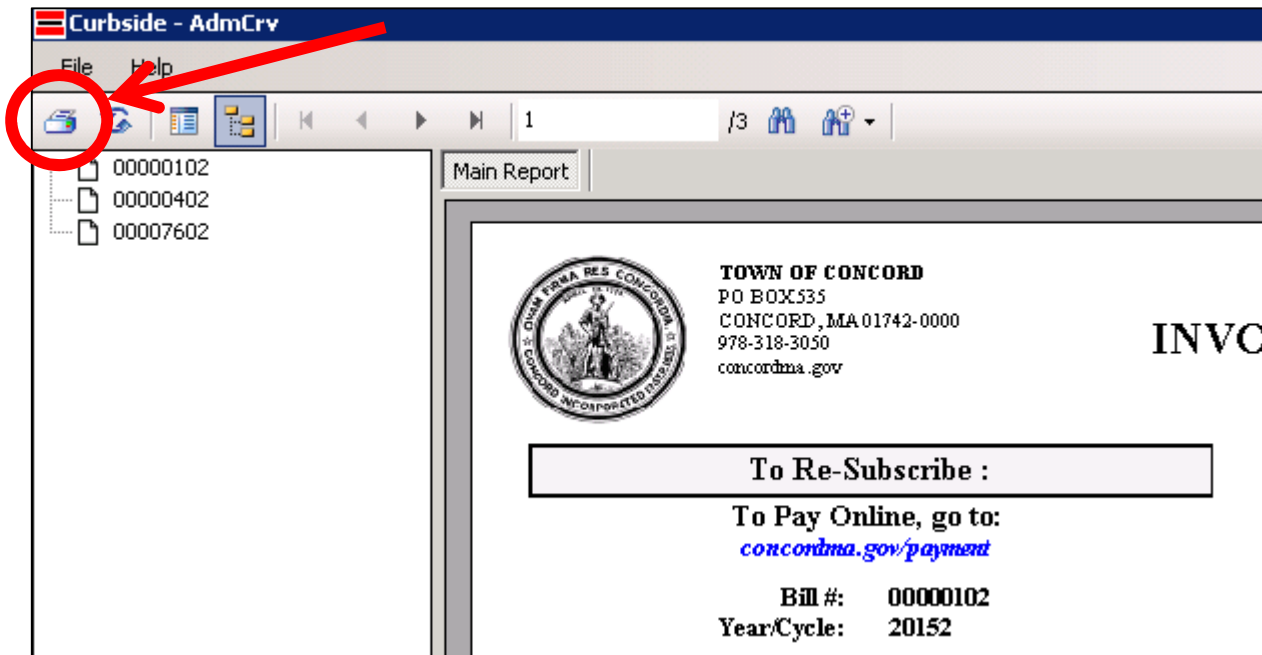


You will need to supply a “**Printing Date**” for these bills. The system will default to “today’s date”. You may leave this unchanged if desired. You may also select to print the bills in Bill# order or Line# order. Line# order will print them as you have entered them. Bill# order will print them in Bill# sequence. Typically bills are printed in Line# order to match the stack of checks awaiting processing.

Click the **OK** button to continue the operation.

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





Select your desired printer and click the **PRINT** button to render the print job.

Once done, you may close the AdmCrv Viewer window by clicking **File ▶ Exit**.

You will be returned to the Batch Entry screen. You will note that the data is erased upon completion of the print function. You may now begin your next batch of bills for printing.



Goto...		<b>Curbside</b>		Print Current Balance Bills/Invoices By Batch			
Actions		Ln	Year	Type	Bill#	Owner	Service Address
		1	0000	3 Find Bill	000000-00		
		2	0000		000000-00		
		3	0000		000000-00		
		4	0000		000000-00		
		5	0000		000000-00		
		6	0000		000000-00		
		7	0000		000000-00		
		8	0000		000000-00		
		9	0000		000000-00		

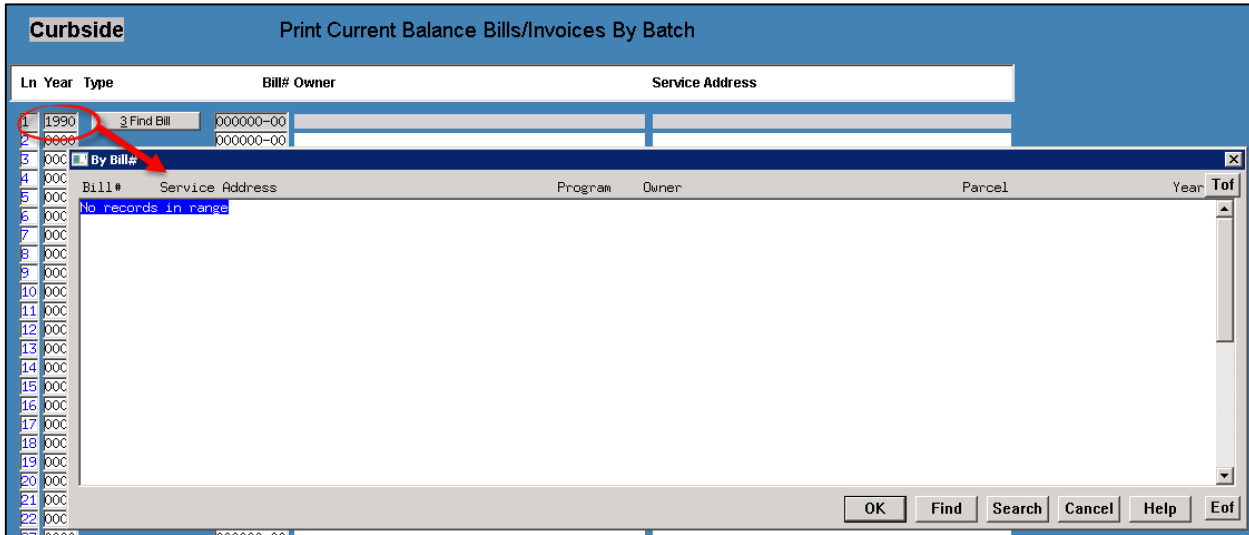
1 Clear Screen  
2 Print Bills



## 6. TROUBLESHOOTING

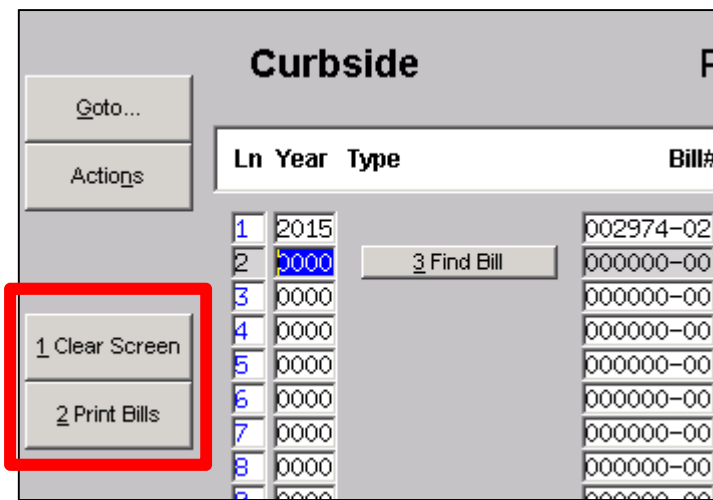
### 6.1. WHY IS MY SEARCH WINDOW BLANK?

If you receive a “blank” search window, the most common cause is that you’ve entered a bill year that is not currently stored in your database. Please return back to the screen and enter a different receivable year before launching your next search operation.



### 6.2. CAN I LEAVE THE SCREEN WITHOUT LOSING MY DATA?

If you leave the screen before printing the bills, you will NOT lose the data you have entered. The information you entered remains in the screen until you click either **Print Bills** or **Clear Screen**.



This means that you may start to populate this screen and if you get interrupted, you will not lose your previous work if you need to go to a different screen in the system and then come back here.

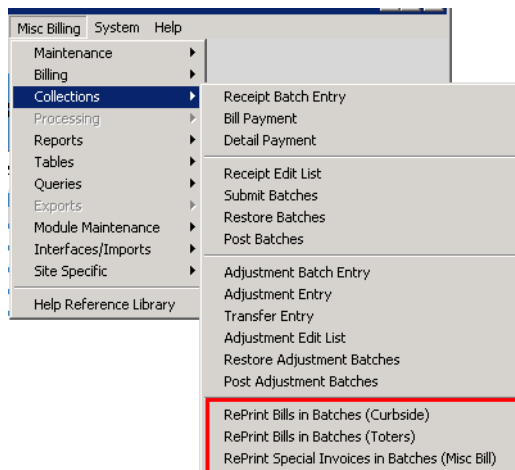


### 6.3. CAN SOMEONE START ENTERING BILLS AND THEN I TAKE OVER AND FINISH IT?

No. These batches are specific to each user. This allows for each user to print their own list of bills.

### 6.4. CAN CURBSIDE + TOTERS BE IN THE SAME BATCH?

No. Each batch is restricted to a single bill type. You may only print “curbside” bills using the “curbside” screen. You may only print “toters” bills using the “toters” screen.



### 6.5. WILL AN OLD BILL USE THE OLD OR NEW FORMAT?

There is only one bill re-print format installed on your system. The format is not stored by “year”. This means that if you print a bill for a prior year, it will be rendered on the current bill re-print format only. The data presented will be the old year data, but the format is whatever is installed as your current bill re-print format.

### 6.6. CAN I EMAIL THE BILLS?

#### 6.6.1. Email a group of Bills

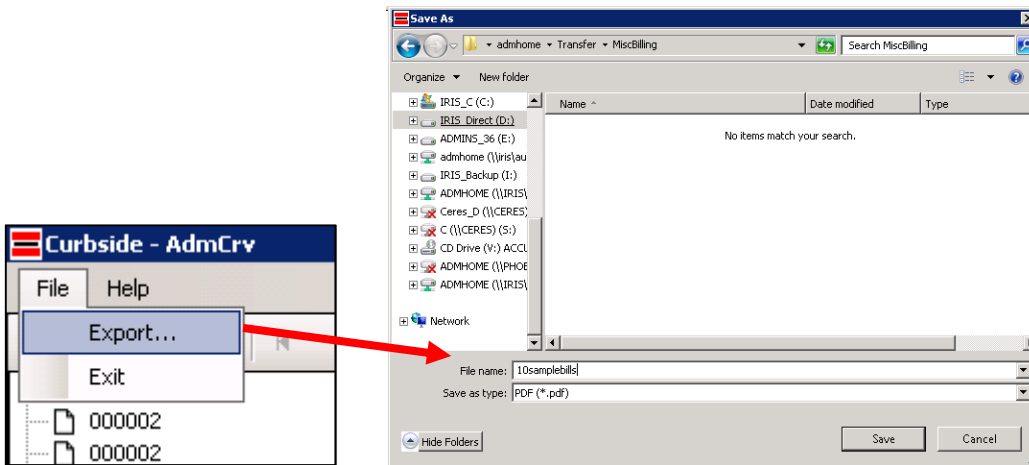
Yes, you may email them but how you do this depends upon what you wish to accomplish. This output will not produce the same precise alignment results as the original printing would so the scanline may not be precise. In this case, you may use this “print by batch” function to generate those 10 bills.

You would enter the 10 desired bills:



Curbside		Print Current Balance Bills/Invoices By Batch			
Ln	Year	Type	Bill#	Owner	Service Address
1	2015		000001-01	1079 REALTY TRUST	1079 MAIN ST
2	2015		000001-02	1079 REALTY TRUST	1079 MAIN ST
3	2015		000002-01	117 SEYMOUR STREET REALTY LLC	117 SEYMOUR ST
4	2015		000002-02	117 SEYMOUR STREET REALTY LLC	117 SEYMOUR ST
5	2015		000003-01	1586 MAIN STREET 2004 LLC	1586 MAIN ST
6	2015		000003-02	1586 MAIN STREET 2004 LLC	1586 MAIN ST
7	2015		000004-01	204 VIRGINIA ROAD REALTY TRUST	204 VIRGINIA RD
8	2015		000004-02	204 VIRGINIA ROAD REALTY TRUST	204 VIRGINIA RD
9	2015		000005-01	27 HEMLOCK LLC	27 HEMLOCK ST
10	2015		000005-02	27 HEMLOCK LLC	27 HEMLOCK ST

Then click the **PRINT BILLS** button and when the output is displayed on your screen, you would click **File ▶ Export**



This allows you to save the bills to a consolidated .PDF file. It is recommended that you save this PDF to a location on your network that you may access from your local email client.

If you need assistance, please contact your System Administrator to locate the proper location for saving these PDF files.

You would then open your email client, create a new message and attach the PDF file for delivery.

### 6.6.2. Email a Single Bill

You may use the operation described above, if you wish. Or, you may opt to use the Bill payment screen for a single bill. There is a button in the left margin called “EMAIL BILL” that is designed to issue single email deliveries to a recipient.



2016 Curbside Bill Payment Inquiry

2 Bill# 000001-01 Year 2016 X Search...

3 Owner CURBSIDE SUBSCRIBER

4 Srv Adr 1079 MAIN ST

5 Cust# 00002298

6 Parcel 3741 - -

Cash-Coin  
Cash-Paper  
Check  
Other

Bill Payment Detail Payment Transactions Trx Summary Attachment (1)

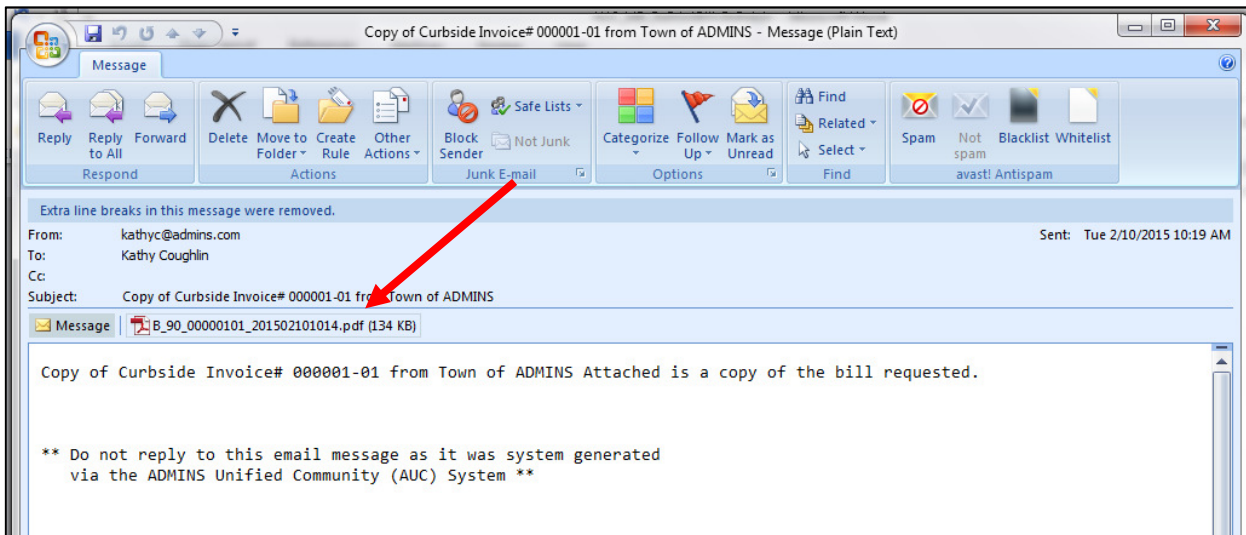
	Charge	Net Bill	Paid	Refund	Adjust	Balan
Bill Type	Cyc 1	105.00	105.00			

Service Address:  
1079 REALTY TRUS,  
1079 MAIN ST  
CONCORD, MA 01742-3207

CONCORD, MA 01742-3207

- o Locate the desired bill#
- o Click the **Email Bill** button
- o Enter the Recipient's Email Address
- o (Optionally) Enter additional text to be included in the email.

The recipient will receive an email with the bill attached as a PDF file.



This document focused on re-printing Curbside Bills. The same basic operation applies when using the screens designed for Toters and Special Invoice re-prints.