

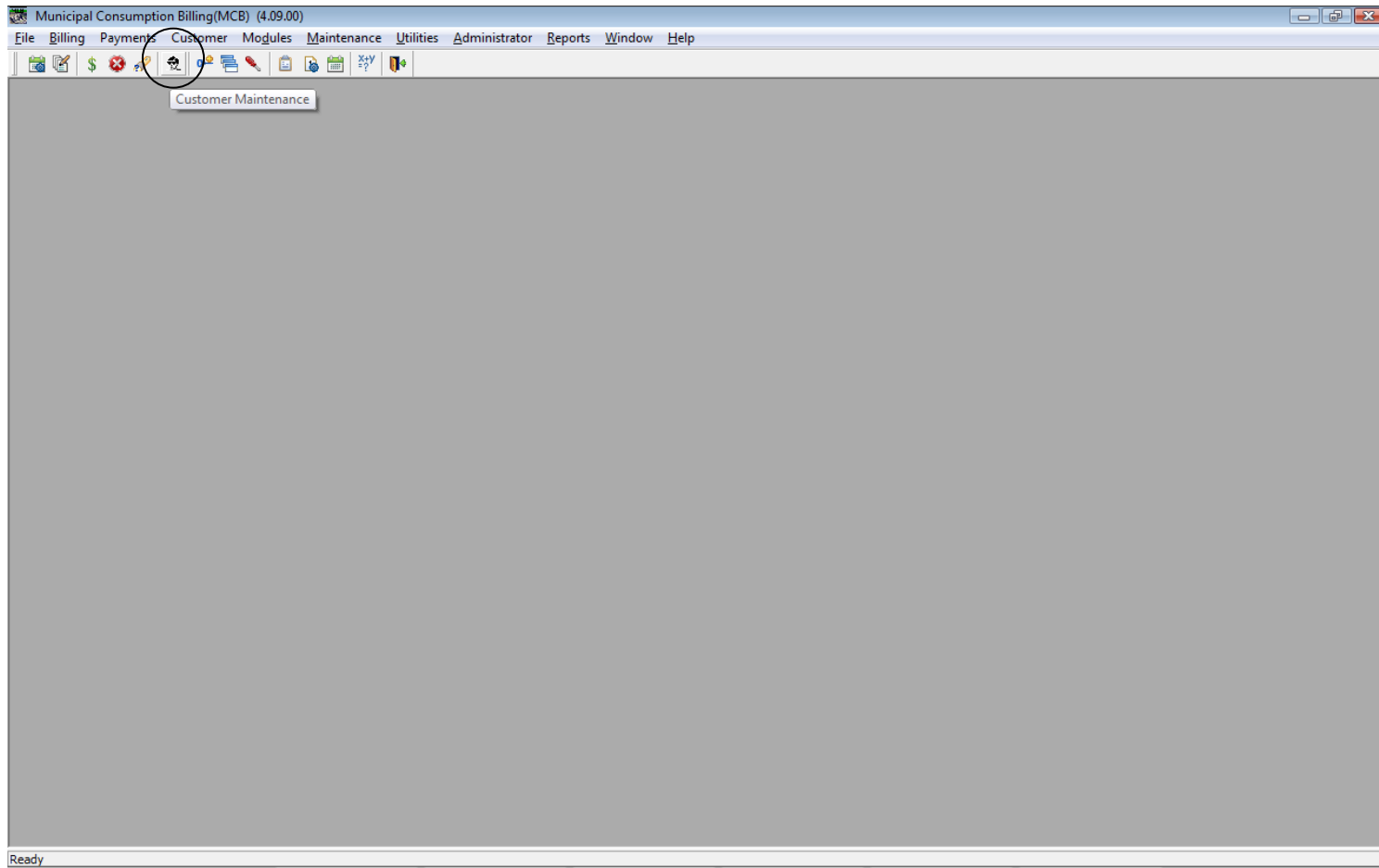
**Version 4.09.00:**

What's New:

- Added ability to attach files to accounts (see below)
- Corrected Flow based billing to only include active records that have not been billed
- Changed BV Water Company Import configuration
- Allow ACH accounts to be picked up by bill date or service date (see below)

## Attach Files to Accounts:

1. Go to Customer Maintenance and search on account as usual



2. Click the ICON for Attach File to Customer, you can be on any tab to perform this function

The screenshot shows the 'Municipal Consumption Billing (MCB) (4.09.00)' application window. The 'Customer Maintenance' tab is active, and the 'Attach File to Customer' sub-tab is selected. The interface includes a menu bar (File, Action, Window, Help) and a toolbar with various icons. A red circle highlights the 'Attach File to Customer' icon in the toolbar. The main window displays customer information for account 3274, including contact details, billing parameters, and a current balance of \$60.00. The 'Service Address' and 'Billing Address' sections are also visible, both showing the address 1239 ROSTRAVER RD, BELLE VERNON, PA 15012.

Customer Parameters

Account Number:	3274	Bill District:	Pollock Run	Phone Number:	( ) -
Water Co. Number:	527438200	Bill Class:	Prdcle/Lynn Resident	Email Address:	doug.dipiazza@3ddevelopmentsolutions.com
Property Number:	1052196	Consumption Period:	Quarterly	Start Date:	08/24/2009
Status:	Active	Water Company:	MAWC	End Date:	00/00/0000
Grinder Pump:		Number of Units:	1	Initial Entry Date:	
Verified:	<input checked="" type="checkbox"/>	Area Identifier:		Mail Route:	
New from Water Company:	<input type="checkbox"/>	Tax ID:			

Current Balance: \$60.00

Service Address

First Name/MI:	DOUGLAS
Last/(CO) Name:	DIPIAZZA
Address:	1239 ROSTRAVER RD
City/State/Zip:	BELLE VERNON PA 15012
Map Tap Permit:	3424
Tenant:	<input type="checkbox"/>

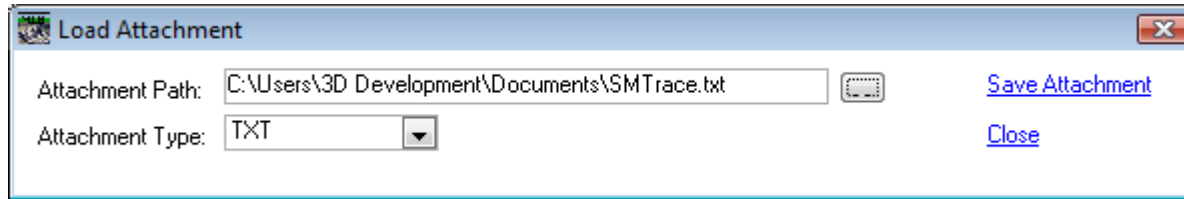
Billing Address

Same as Service Address:	<input checked="" type="checkbox"/>
First Name/MI:	DOUGLAS
Last/(CO) Name:	DIPIAZZA
Address:	1239 ROSTRAVER RD
City/State/Zip:	BELLE VERNON PA 15012

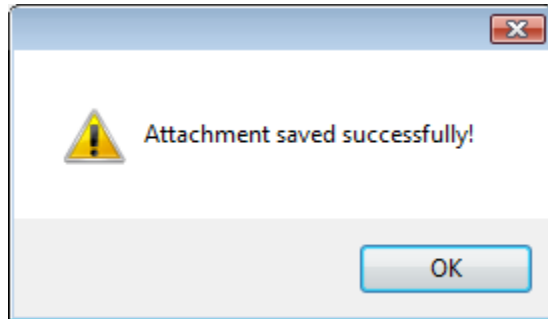
Notes

Ready

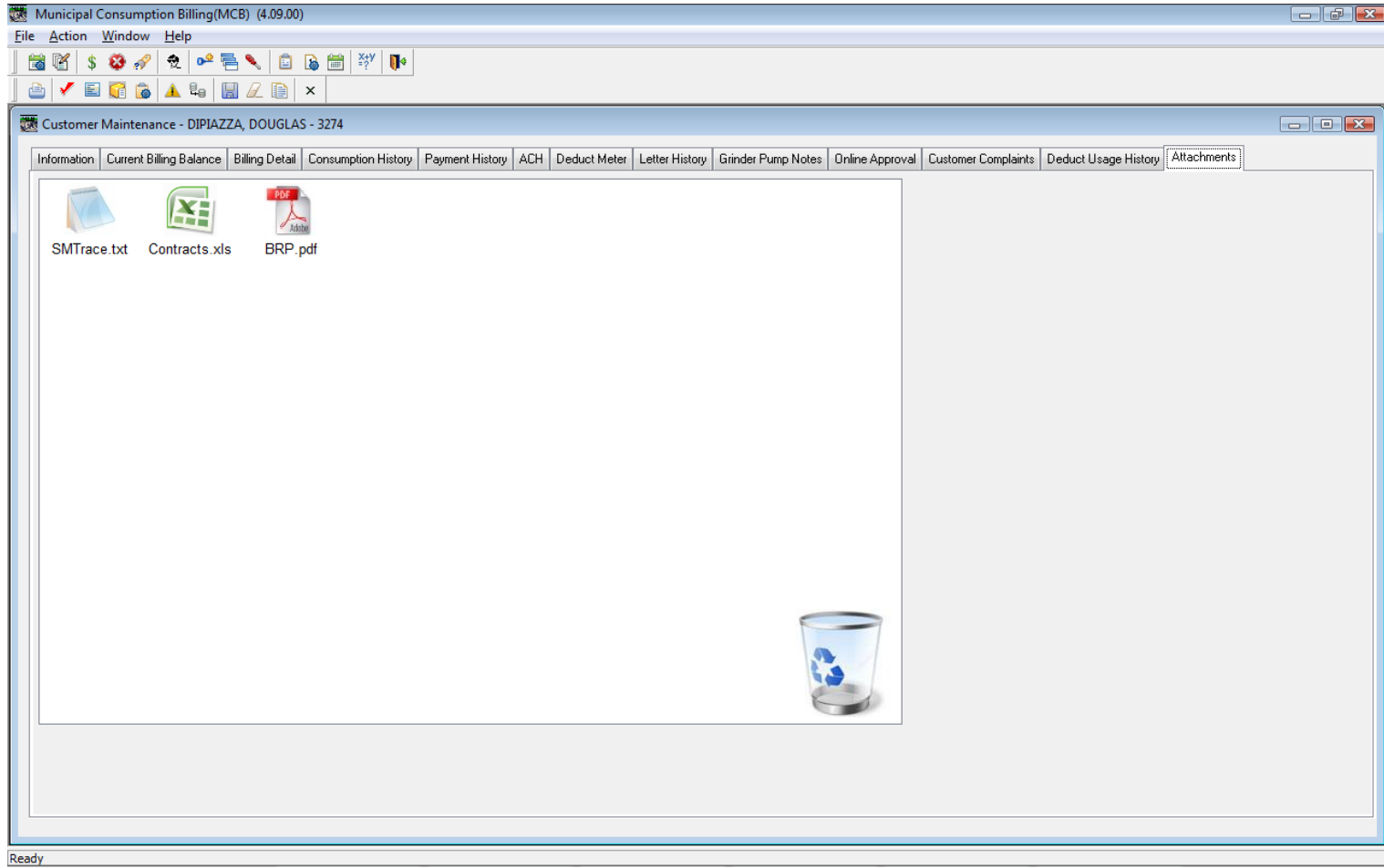
3. Window will show for file selection. Type in path of file or click ... button to choose path. Depending on file selected, the Attachment Type will automatically populate. Click on Save Attachment Link to Save.



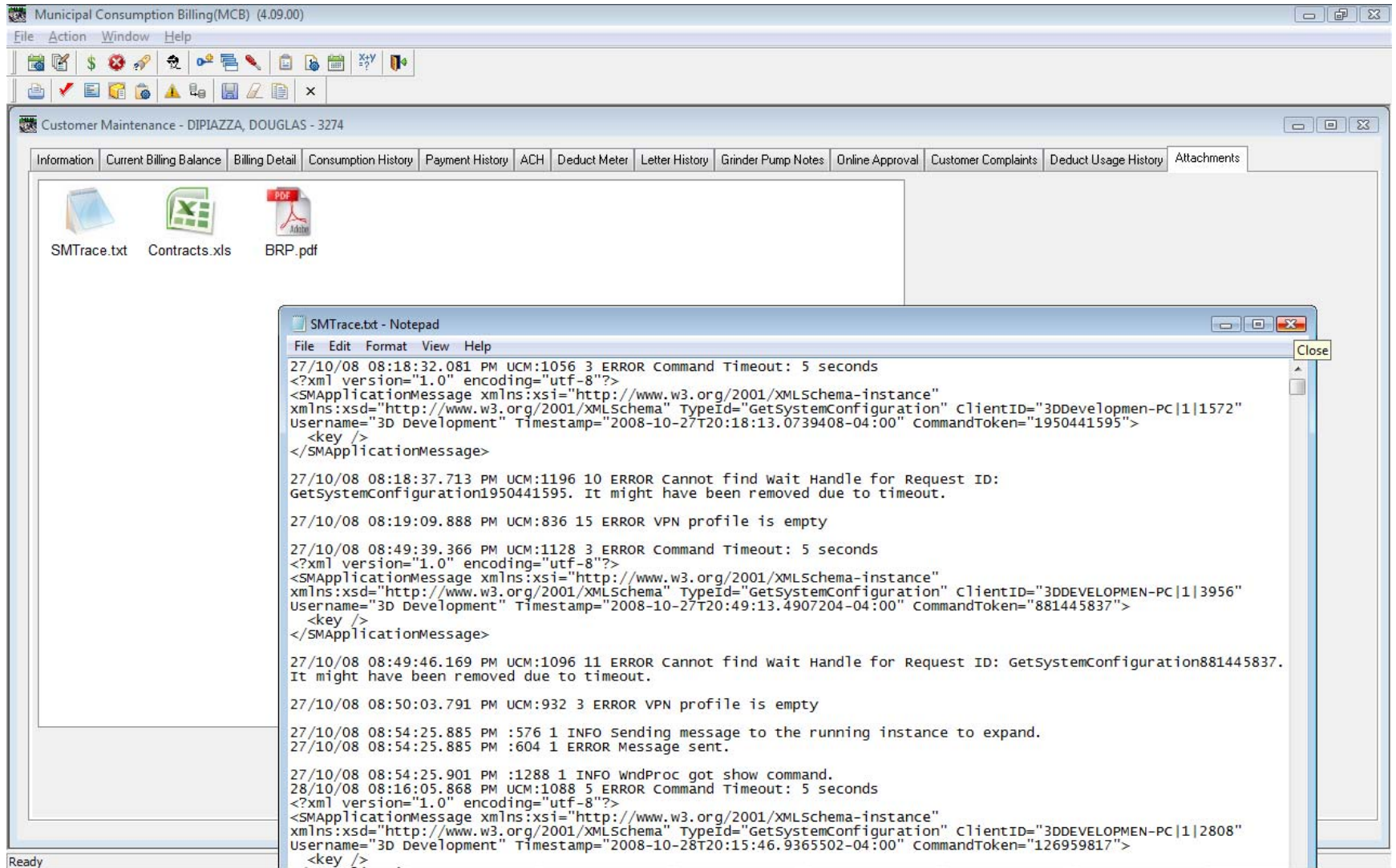
4. File loaded successful message will appear when file is loaded.



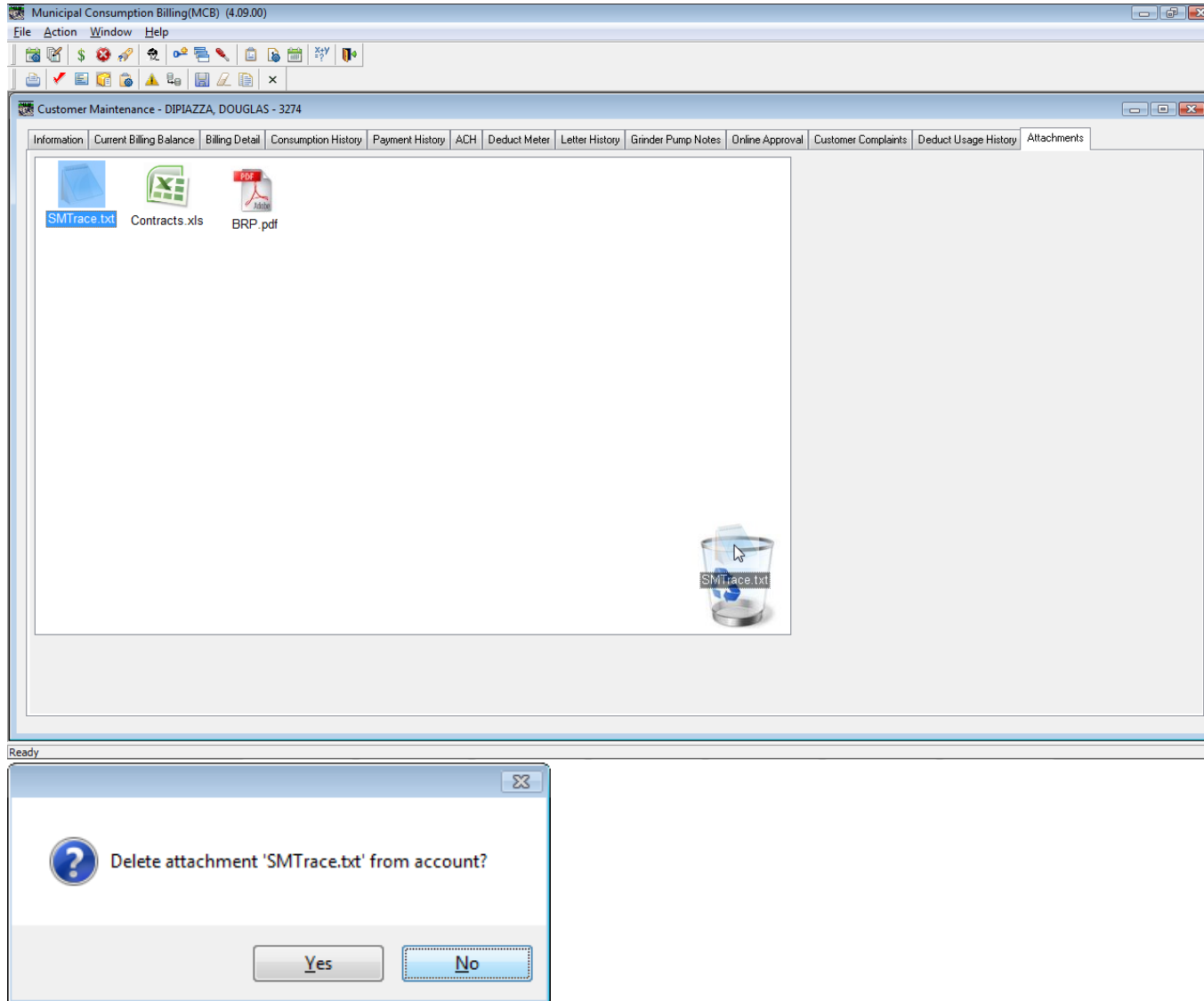
5. To view the files loaded to the account navigate to the "Attachments" tab on the customer screen.



6. This view will show what files are attached to the account. To view the account, double-click on the icon to open the file.



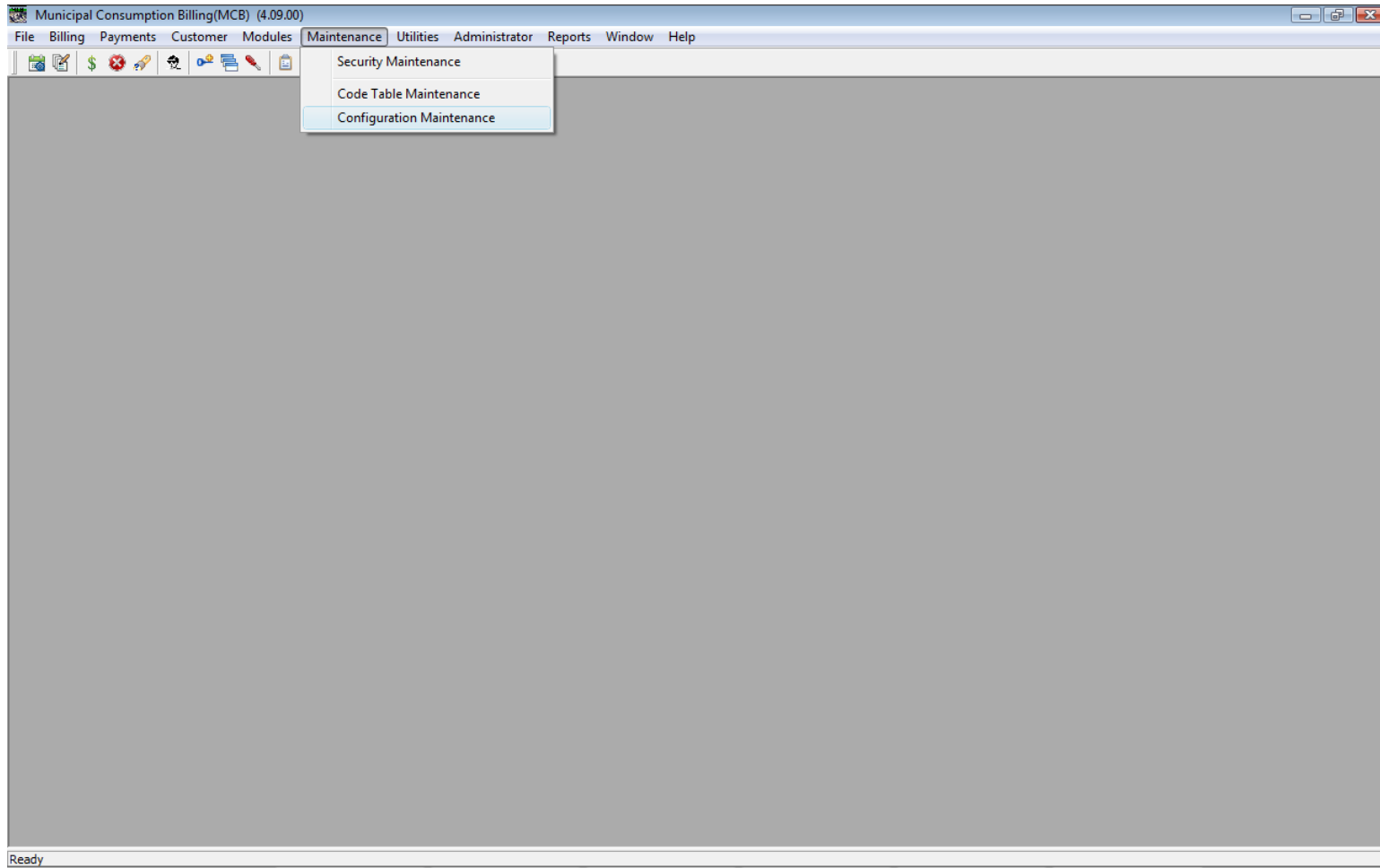
7. To Delete the file, Click on the file and Drag the file to the trash can. A message will appear to confirm the deletion of the file.



8. Clicking yes will delete the file.

## Allow ACH accounts to be picked up by bill date or service date:

1. Go to Maintenance Configuration



2. If billing process is to use the service dates to determine ACH zero records leave the checkbox blank. If billing process is to use the billing dates to determine ACH zero records Check the box: "Use Billing Date for Zero Record Creation"

