

Version 4.11.00:

What's New:

- Added single bill print functionality and micro line switch (see below)
- Parent account setup (see below)

Added Single Bill Print and Micro Line Switch:

1. Single Bill Print will print a single bill at a time, mark it printed and move on. This will ensure printing was successful before moving to a new bill to print. The micro line switch will turn the micro line on and off for Lock Box scanner read
2. Go to Maintenance→Configuration Maintenance.
3. Find the circled checkboxes shown below. Then click save.

Municipal Consumption Billing(MCB) (4.11.00)

File Action Window Help

Configuration Maintenance

Application Settings

Idle Timeout (Seconds): 500

Logo: [Text Field]

Round Up Indicator Separate by district

Generate Permit Numbers:

Notify to Back Up

Backup: [Text Field]

Certified Letter Charge: \$5.54 Automatically Charge Cert Ltr Fee:

User Authorization Check Auth Request at Login

Password Authorization

Send Email for Authorizations:

Approval Subject: MCB Approval Request

Enable Online Billing

Online File Location: [Text Field]

Orl Bill Local File: c:\3d_development\

Orl Bill Remote File: /html/w/EB-INF/xml/

Force Notes on Changes

Label Printer: DYMO LabelWriter 400 Turbo

Enter Consumption Only

Consumption Load Prefix: RS

Deduct Meter Limit: 10,000,000

Meters to Read: Use Read Date

Letter Settings

Print Labels w/ Delinquents:

Print Delinquent Quantity: 1

Print Shut Off Quantity: 2

Print Label Quantity: 1

Delinquent Letter:

You will have ten (10) days from the date of this letter to contact this office and make arrangements for payment. After 10 days you will be posted for shut off. If payment in full is not made within 10 days from being posted, we will notify the Water Company that services your area to turn off your water. After water is turned off, the account MUST be paid in full for the water to be turned back on.

Shut Off Letter:

You are hereby notified that according to our records, the monthly sewer service charges payable to the Rostraver Township Sewage Authority under Resolution adopted December 1, 1974 and as provided by the Municipal Authority Act of May 2, 1945 as amended, have not been paid for the following described property:

Billing Settings

Make inactive if <: 0

Apply late fees after: 30

Apply interest after: 50

Default bill day: 15

Default due day: 8

Unique Property Number:

Prorate monthly charges:

Don't Bill zero and credit bal.:

Charge Distribution Mandatory:

Default Bill Sort: billcsz

Print Single Bill

Print Micro Line on Bill

Bank - ACH Information

Use Billing Dates for Zero Record Creation

ACH Payments Open New Deposit Only

Immediate Destination: 043000096

Immediate Destination Name: PNC BANK

Immediate Origin: 1251260596

Service Class Code: 225

Tax Id: 1251260596

DFI Id: 04300009

Company Entry Description: RTSA PYMNT

Entry Class Code: PPD

Company Discretion: ROSTRAVERTWPSA

ACH File Path: K:\ACH Debits\

Ready

Parent Account Setup:

1. Parent accounts are accounts that are defined to be a single account of payment for many other accounts. To setup a parent account, navigate to the customer account window and choose an account to be a parent account. Once in that account, Click on menu Action → Make Parent Account or click on the toolbar button shown below.

Municipal Consumption Billing(MCB) (4.11.00)

File Action Window Help

Cust Make Parent Account DIPIAZZA, DOUGLAS - 3274

Information Current Billing Balance Billing Detail Consumption History Payment History ACH Deduct Meter Letter History Grinder Pump Notes Online Approval Customer Complaints Deduct Usage History Attachments

Customer Parameters

Parent Account: No parent relationship exists...

Account Number: 3274

Water Co. Number: S27436200

Property Number: 1052196

Status: Active

Consumption Period: Quarterly

Number of Units: 1

Water Company: MAWC

Grinder Pump:

Tax ID:

Phone Number:

Email Address: doug.dipiazza@3ddevelopmentsolutions.com

Start Date: 08/24/2009

End Date: 00/00/0000

Initial Entry Date:

Mail Route: Verified

Area Identifier: New from Water Company

Current Balance: \$0.00

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:

Billing Address

Same as Service Address:

First Name/MI: DOUGLAS

Last/(CO) Name: DIPIAZZA

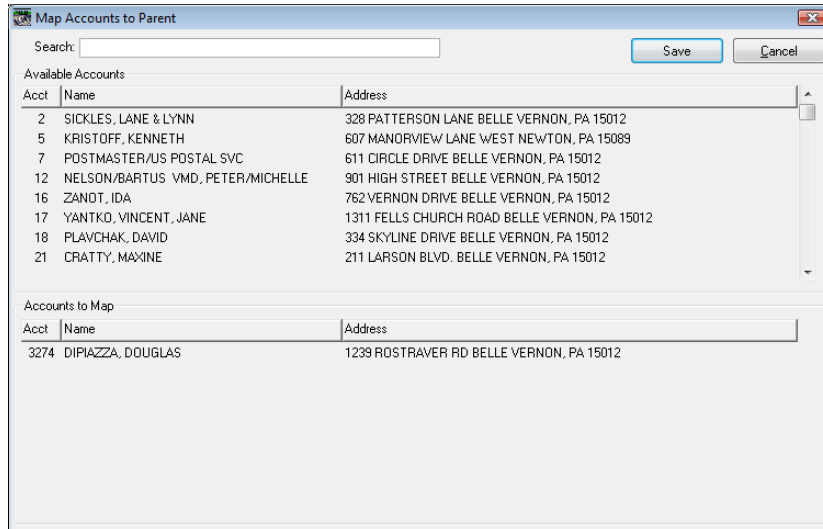
Address: 1239 ROSTRAVER RD

City/State/Zip: BELLE VERNON PA 15012

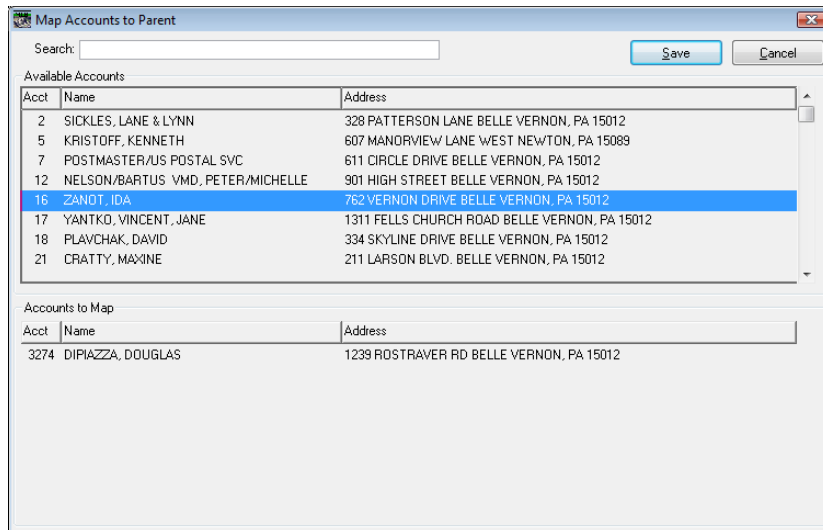
Notes

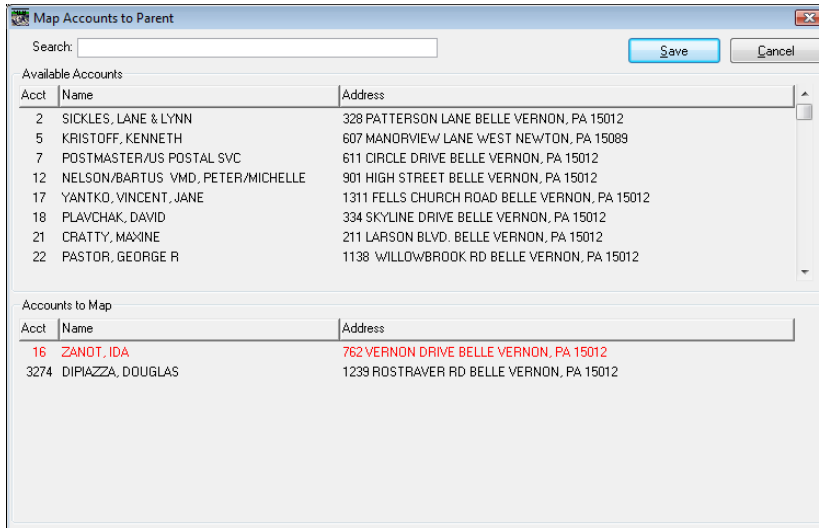
Ready

- Once you choose to Make Parent Account the following window will open. You will notice that the account you selected to be the parent is already in the Accounts to Map section.



- To add other accounts to the parent, click on the account you want to add from the Available Accounts section so it is selected, then drag that record to the Accounts to Map Section as shown here:





- Accounts that have been newly added will be in **RED**. To search for an account easily start typing the account number, account name, or account address into the search bar and the window will automatically filter as you type.
- Follow step 3 on all the accounts you want to map. Once all the desired accounts are mapped, click on the Save button to save the changes. You will receive a message that the accounts were mapped successfully and the window will close. Notice how the account window looks now:

Municipal Consumption Billing(MCB) (4.11.00)

File Action Window Help

Customer Maintenance - DIPIAZZA, DOUGLAS - 3274

Information | Current Billing Balance | Billing Detail | Consumption History | Payment History | ACH | Deduct Meter | Letter History | Grinder Pump Notes | Online Approval | Customer Complaints | Deduct Usage History | Attachments

Customer Parameters

Parent Account: P3274 (7, 16, 17, 3274, 4617, 4619)

Account Number: 3274

Water Co. Number: 327436200

Property Number: 1052196

Status: Active

Number of Units: 1

Grinder Pump:

Bill District: Pollock Run

Bill Class: Proclle/Lynn Resident

Consumption Period: Quarterly

Water Company: MAW/C

Tax ID:

Phone Number:

Email Address: doug.dipiazza@3ddevelopmentsolutions.com

Start Date: 08/24/2009

End Date: 00/00/0000

Initial Entry Date:

Mail Route:

Area Identifier:

Current Balance: \$0.00

Verified

New from Water Company

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:

Billing Address

Same as Service Address

First Name/MI: DOUGLAS

Last/(CO) Name: DIPIAZZA

Address: 1239 ROSTRAVER RD

City/State/Zip: BELLE VERNON PA 15012

Notes

Ready

6. The parent account field will be populated as well as a list of child accounts belonging to the parent account.
7. To remove child accounts the reverse process is performed, instead of dragging accounts from Available Accounts section to add, you will drag from Accounts to Map section to the Available Accounts section. The accounts will still be in **RED**.
8. To remove the parent account all together, Click on the Action → Remove as Parent menu item or toolbar. You will need to remove all the child accounts before removing the account as the parent.