

# Customer Accounts Billing



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**STATEMENT OF ACCOUNTS BM1862**  
**(Invoice number)**

**This is the same process as BM1861 Statement of Accounts (customer reference)**

BM1024_003	<u>BILLING TYPE TABLE</u>
BILLING TYPE [ST]	TITLE [STATEMENT OF ACCOUNT TEST ]
PROCESS ID [BM1862 ]	REVISION DATE [01/01/11]
OD REPORT LETTER [F]	
STANDARD MESSAGE [ ]	
	1 2 3 4 5 6 7 8 9 10
PROCESS OPTIONS [C ] [Z ] [N ] [N ] [A ] [A ] [D ] [ ] [ ] [ ]	
<u>INCLUDE CHARGES:</u>	
BY CHARGE STATUS [IN] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	
BY FEE CLASS [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	
BY REFERENCE DATE [INV ]	PERIOD [D] FREQUENCY [ 0]

1. Create a Billing Type (BM1024) for the statements.
  - a. Enter a 2-character code to identify the billing document (statement) that is to be produced.
  - b. Enter a title to be used on the billing document (statement).
  - c. Enter BM1862 for the process ID. This defines the program that actually prints the billing document (statement). Valid Process ID's are:

BM1861	Statement of Accounts (Customer reference)
BM1862	Statement of Accounts (Invoice number)
BM1863	Invoice
BM1864	Second Notice
BM1865	Student Statement
BM1866	Student Mailer
  - d. Enter the OD report letter. This identifies any special printing requirements. Up to six types of printing requirements (A-F) can be defined for each billing document. A seventh OD report letter "G" is available; it is used exclusively for student mailers. The OD report letter relates to the report ID ("A" refers to the BM1722A). These special printing requirements are defined on the Report Defaults Screen (JM1003) contained in the Job Scheduling module of the CEI Plus Production Management System (PMS). See screens shown below.

This example will produce statements of accounts for all customers with a non-zero balance for a year/ session less than or equal to current quarter.

JM1001-001

MAIN MENU SCREEN

SCHEDULING PROCESSES

- 
- 1 SCHEDULE JOB GROUPS
  - 2 SCHEDULE JOBS
  - 3 INQUIRE ABOUT SCHEDULED JOBS
  - 4 PRIORITIZE TODAY'S SCHEDULE

MAINTENANCE PROCESSES

- 
- 6 MAINTAIN 'SEND TO' PRINTER DEFAULTS
  - 7 MAINTAIN REPORT FORMATTING DEFAULTS
  - 8 MAINTAIN PARAMETER DEFAULTS
  - 9 MAINTAIN JOB GROUPS DEFINITIONS

PROCESS :7

JM1003-002

REPORT DEFAULTS SCREEN

REPORT : BM1722F

COLLEGE : SPDEV

TITLE : CA STATEMENT TEST

LOCAL LINE PRINTER (LP)

NUMBER OF COPIES : 01

DEVICE : LP

FORM : STMTA2

ENV FILE :

MICROFICHE (MF)

NUMBER OF COPIES :

CENTRAL PAGE PRINTER (PP)

NUMBER OF COPIES : 00

FORMAT NUMBER : 000001

MISCELLANEOUS

DEFERRED PRINT (Y/N) : Y

TRIM : N

DECOLLATE : N

BURST : N

TAPE : N

REPORT SIZE : 000000

BLOCKING : 000000

RECORD SIZE : 0

- e. Enter a standard message code if desired. This code is used to retrieve the user-defined text to be displayed on the billing document. If entered, it must be valid on the Standard Message Table (MM2004). Messages can only be 40 characters per line (including spaces) and 9 lines in length.
- f. Enter the process options. (When you enter the process option in the Process Id field and press Enter the “default” process options will be added.) These options are similar to job scheduling parameters. The options for invoices (BM1862) are:

**Statement of Account (BM1862)**

1. Campus Selection	<u>Charge Source</u> , Home Campus, District Wide	C,H,D
2. Distribution Sort	<u>Zip Code</u> , None	Z,N
3. Customer Sort	<u>Customer Name</u> , Customer ID	N,I
4. Customer Reference Sort	<u>Reference Name</u> , Reference ID	N,I
5. Charge Sort	<u>Ascending Due Date</u> , Descending Due Date	A,D
6. Charge Selection	<u>All Charges</u> , Open charges	A,O
7. Date Option	Charge Date, <u>Due Date</u>	C,D

- g. Enter charge status included. These are 12 2-character fields identifying which charge status should be included when printing the billing document. They must be valid on the Charge Status Table (BM1025). If left blank, all charge status will be included.
- h. Enter fee class included. This is 10 2-character fields identifying which fee classes should be included when the billing document is printed. The fee classes must be valid on the Fee Class Table (BM1011). To include all fee classes, leave all fields blank. To exclude fee classes, enter "^^" in the first field, followed by the fee classes to be excluded.
- i. Enter reference date. This is a 6-character field identifying the reference date to be used in generating billing documents. This could be an actual date, one of several pre-defined codes, or a user-defined code from the Customer Accounts Date Table (BM1026). Valid pre-defined codes for generating billing documents are CHG (charge date) and INV (invoice date). INV should not be used when creating invoices.
- j. Enter FREQ (Period Frequency). This is a 5-digit field identifying the number of period past the reference date a charge needs to be in order to be included on the billing document. This is required if period type is to be specified.
- k. Enter the PER (Period Type). This is a 1-character field identifying the type of period to be used in determining whether a charge should be included on the billing document. This is required if frequency is to be specified.

2. Create a Billing Schedule (BM1023) for the invoices.

BILLING DATE		FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[010111]	[ ]	[ ]	[ ]	[ST]	[B012]	[B]	[0]	[120110]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- Enter a billing schedule (or use an existing schedule and skip to step d.) This is a 2-character code identifying a billing schedule that can then be attached to a Customer ID on the Account Maintenance Screen (BM1626).
- Enter a title for the billing schedule.
- Enter an edit stat. This is a 1-character code identifying the status of the billing schedule. Valid entries are A (Active), I (Inactive), and D (Delete).
- Enter the billing date. This is a 6-digit field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- Enter the frequency (freq). This is a field that identifies the number of periods between billing documents.
- If frequency is selected, enter the period. This is a 1-character code identifying the type of period to be used in determining the next billing date. Valid entries are D (days), M (months), and Y (years).
- Enter billing type that was created on the Billing Type Table (BM1024) (step 1).
- Enter the year/session (YRS). This identifies the year/session to be used in creating the billing document. If left blank, all charges qualify regardless of the year/session. This must be valid on the District Information Table (GA1101).
- Enter the balance indicator (Bal Ind). This is a 1-character code identifying whether or not all customers should be included on the billing document. Valid entries are:

Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session. (not recommended).



**Customer Accounts Billing**

- A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.
- B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.
- C Include only customers with an activity since the last billing was generated for the specified year/session.
- D Include all customer activity for the specified year/session.
- E Include all customers with a non-zero balance for the specified year/session.

Note: See last section for more detail on Customer Accounts Balance Indicator/ Year Session functionality between YRS and BAL IND.

- j. Enter the customer type (Cust Type). This identifies the type of customer to be included on the billing. For these invoices select O. Valid entries are:
  - Blank Include all customer types
  - S Student
  - E Employee
  - O Other
- k. Add the Billing Schedule to the desired customers
- l. Add the billing schedule to BM1626 for the customers that statements should be generated for. If nothing is entered into the billing schedule field the default is used. The default billing schedule is set using ZX0070 for the parameter CA1029. This is set to the billing schedule for student statements.

ZX0070-003	<u>CONFIGURATION PARAMETER TABLE</u>
PARAMETER NUMBER [CA1029]	
PARAMETER ID [DFLT-BILL-SCHD ]	
DATA ELEMENT NAME [DEFAULT BILLING SCHEDULE ]	
PARAMETER TYPE [G]	
NUMERIC VALUE	
CHARACTER VALUE (Maximum Length = 2 )	
<u>SS</u>	
.....5.....1.....5.....2.....5.....3.....5.....4.....5.....5.....5.....6.....5.....7.....5.....	

3. Run the jobs.

Run Customer Accounts Trial Billing (BM1721J).

Schedule BM1721J (Customer Accounts Trial Billing). This job prints a pending billing report. This report provides a list of customers and their charges that could appear on a billing for the date provided. (Note: If there are any billing schedules with the next billing dates prior to the billing date you enter in this job, those billings will be produced as well. This job can be run anytime (Online, Batch, Production, or Immediate). The time the job will take to run depends on the parameters you have entered in the BM1023 and the size of the customer activity in Customer Accounts at that time.

The parameters are:

BM1720-BILL DATE	The date from BM1023 (step 2d)
BM1720-COL	The three-digit college code

Review the pending billing report to confirm the invoices that will be produced are for the desired customers. If the pending billing report does not look as expected, then review steps 1-3 to verify that all information is correct.

Run the Customer Accounts Billing (FG088D).

Schedule FG088D. This job group extracts customer account charges and produces billing documents. It also provides a list of the extracted charges. If appropriate, accounting transactions will be forwarded to FMS. The registration updates should be completed before this job group runs) e.g. registration, cashiering, customer accounts). If the optional job GA1205J is scheduled, GA1200J must also be scheduled. The parameters are:

BM1720-COL	The three-digit college code.
GA1200-BEG-DATE	Defaults to the scheduled run date.
GA1200-END-DATE	Defaults to the scheduled run date.

If you have defined special forms for the OD letter chosen in step 6, the operator will need to load the special forms for this job. The special forms normally used are STMTAn. "n" is the number of parts of NCR paper. For example shown in step 1 STMTA2 is used.

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Colleges that do not archive/purge can expect a billing (trial or actual) to take several hours.

## CUSTOMER INVOICES BM1863

BM1024_003	<u>BILLING TYPE TABLE</u>									
BILLING TYPE [CI]	TITLE [CUSTOMER INVOICE ]									
PROCESS ID [BM1863 ]	REVISION DATE [01/01/11]									
OD REPORT LETTER [A]										
STANDARD MESSAGE [ ]										
	1	2	3	4	5	6	7	8	9	10
PROCESS OPTIONS [C ]	[Z ]	[N ]	[N ]	[A ]	[N ]	[N ]	[ ]	[ ]	[ ]	[ ]
<u>INCLUDE CHARGES:</u>										
BY CHARGE STATUS [UB]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY FEE CLASS [ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY REFERENCE DATE [CHRG ]	PERIOD [D]	FREQUENCY [ 0]								

1. Create a Billing Type (BM1024) for the statements.
  - a. Enter a 2-character code to identify the billing document (invoice) that is to be produced.
  - b. Enter a title to be used on the billing document (invoice)
  - c. Enter BM1863 for the process ID. This defines the program that actually prints the billing document (invoice). Valid Process ID's are:

BM1861	Statement of Accounts (Customer reference)
BM1862	Statement of Accounts (Invoice number)
BM1863	Invoice
BM1864	Second Notice
BM1865	Student Statement
BM1866	Student Mailer
  - d. Enter the OD report letter. This identifies any special printing requirements. Up to six types of printing requirements (A-F) can be defined for each billing document. A seventh OD report letter "G" is available; it is used exclusively for student mailers. The OD report letter relates to the report ID ("A" refers to the BM1722A). These special printing requirements are defined on the Report Defaults Screen (JM1003) contained in the Job Scheduling module of the CEI Plus Production Management System (PMS). See screens shown below.

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This example will produce customer invoices showing only unbilled charges for selected customers with non-zero balances for the period less than or equal to current YRQ.

JM1001-001

MAIN MENU SCREEN

SCHEDULING PROCESSES

- 
- 1 SCHEDULE JOB GROUPS
  - 2 SCHEDULE JOBS
  - 3 INQUIRE ABOUT SCHEDULED JOBS
  - 4 PRIORITIZE TODAY'S SCHEDULE

MAINTENANCE PROCESSES

- 
- 6 MAINTAIN 'SEND TO' PRINTER DEFAULTS
  - 7 MAINTAIN REPORT FORMATTING DEFAULTS
  - 8 MAINTAIN PARAMETER DEFAULTS
  - 9 MAINTAIN JOB GROUPS DEFINITIONS

PROCESS :7

JM1003-002

REPORT DEFAULTS SCREEN

REPORT : BM1722A

COLLEGE : SPDEV

TITLE : CUSTOMER ACCOUNTS BILLING DOC

LOCAL LINE PRINTER (LP)

NUMBER OF COPIES : 01

DEVICE : LP

FORM : STMTA1

ENV FILE :

MICROFICHE (MF)

NUMBER OF COPIES :

CENTRAL PAGE PRINTER (PP)

NUMBER OF COPIES : 00

FORMAT NUMBER : 000001

MISCELLANEOUS

DEFERRED PRINT (Y/N) : N

TRIM : N

DECOLLATE : N

BURST : N

TAPE : N

REPORT SIZE : 000000

BLOCKING : 000000

RECORD SIZE : 0

- e. Enter a standard message code if desired. This code is used to retrieve the user-defined text to be displayed on the billing document. If entered, it must be valid on the Standard Message Table (MM2004). Messages can only be 40 characters per line (including spaces) and 9 lines in length.

- f. Enter the process options. (When you enter the process option in the Process Id field and press Enter the “default” process options will be added.) These options are similar to job scheduling parameters. The options for invoices (BM1863) are:

**Invoice (BM1863)**

1. Campus Selection	<u>Charge Source</u> , Home Campus, District Wide	C,H,D
2. Distribution Sort	<u>Zip Code</u> , None	Z,N
3. Customer Sort	<u>Customer Name</u> , Customer ID	N,I
4. Customer Reference Sort	<u>Reference Name</u> , Reference ID	N,I
5. Charge Sort	<u>Ascending Due Date</u> , <u>Descending Due Date</u>	A,D
6. Print Student Schedule	Print Schd for Students and Sponsorship with Invoice type 4 or 5, Print Schd for Sponsorship with Invoice type 4 or 5, Print Schd for Students, <u>Do Not Print Schedules</u>	Y,SP,ST,N
7. Date Option	Charge Date, <u>Due Date</u>	C,D

Sort Sequence: Distribution, Customer, Customer Reference, Charge

- g. Enter charge status included. These are 12 2-character fields identifying which charge status should be included when the billing document is printed. They must be valid on the Charge Status Table (BM1025). If left blank all charge status will be included.
- h. Enter fee class included. This is 10 2-character fields identifying which fee classes should be included when the billing document is printed. The fee classes must be valid on the Fee Class Table (BM1011). To include all fee classes, leave all fields blank. To exclude fee classes, enter "^^" in the first field, followed by the fee classes to be excluded.
- i. Enter reference date. This is a 6-character field identifying the reference date to be used in generating billing documents. This could be an actual date, one of several pre-defined codes, or a user-defined code from the Customer Accounts Date Table (BM1026). Valid pre-defined codes for generating billing documents are CHG (charge date) and INV (invoice date). INV should not be used when creating invoices.
- j. Enter FREQ (Period Frequency). This is a 5-digit field identifying the number of period past the reference date a charge needs to be in order to be included on the billing document. This is required if period type is to be specified.
- k. Enter the PER (Period Type). This is a 1-character field identifying the type of period to be used in determining whether a charge should be included on the billing document. This is required if frequency is to be specified.

HINT: A suggested entry of the customer invoices is a Reference Date of CHRG, a Period of D (days) and a Frequency of 0.

- 2. Create a Billing Schedule (BM1023) for the invoices.

BILLING SCHEDULE							
BILLING SCHEDULE [CB]	TITLE [CUSTOMER BILLING ]					EDIT STAT [A]	
NEXT BILLING DATE [010111]						RVSN DATE [010111]	
BILLING DATE	FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[010111]	[ 1]	[M]	[CI]	[B012]	[B]	[0]	[120110]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- a. Enter a billing schedule. This is a 2-character code identifying a billing schedule that can then be attached to a Customer ID on the Account Maintenance Screen (BM1626).
- b. Enter a title for the billing schedule.
- c. Enter an edit stat. This is a 1-character code identifying the status of the billing schedule. Valid entries are A (Active), I (Inactive), and D (Delete).
- d. Enter the billing date. This is a 6-digit field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- e. Enter the frequency (freq). This is a field that identifies the number of periods between billing documents.
- f. If frequency is selected enter the period. This is a 1-character code identifying the type of period to be used in determining the next billing date. Valid entries are D (days), M (months), and Y (years).
- g. Enter billing type that was created on the Billing Type Table (BM1024) (step 1).
- h. Enter the year/session (YRS). This identifies the year/session to be used in creating the billing document. If left blank, all charges qualify regardless of the year/session. This must be valid on the District Information Table (GA1101).
- i. Enter the balance indicator (Bal Ind). This is a 1-character code identifying whether or not all customers should be included on the billing document. Valid entries are:

## Customer Accounts Billing

- Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session.
- A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.
- B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.
- C Include only customers with an activity since the last billing was generated for the specified year/session.
- D Include all customer activity for the specified year/session.
- E Include all customers with a non-zero balance for the specified year/session.

Note: See last section for more detail on Customer Accounts Balance Indicator/ Year Session functionality between YRS and BAL IND.

- j. Enter the customer type (Cust Type). This identifies the type of customer to be included on the billing. For these invoices select O. Valid entries are:

Blank	Include all customer types
S	Student
E	Employee
O	Other

- k. Add the Billing Schedule to the desired customers.
- l. Add the billing schedule to BM1626 for the customers that invoices should be generated for. If nothing is entered into the billing schedule field the default is used. The default billing schedule is set using ZX0070 for the parameter CA1029.

BM1626-007	<u>ACCOUNT MAINTENANCE</u>		12/23/10
CUSTOMER ID	[BOEING ]	[0]	
CUSTOMER NAME	[BOEING TEST	]	
ADDRESS LINE #1	[	]	
ADDRESS LINE #2	[306 TURNIP ST	]	
CITY	[YAKIMA	] ST [WA] ZIP [98902][ ]	
COUNTRY	[	]	
CONTACT NAME	[BOB JONES	]	
LOCAL PHONE	[509][555][5555]		
OTHER PHONE	[ ][ ][ ]		
DISADVANTAGED IND	[D]	BAD CREDIT IND [N]	AWARD INDICATOR [R]
DEBT TYPE	[54]	DUE TO/FROM [540]	HOME CAMPUS [160]
BILLING SCHEDULE	[CB]	PYMT SCHEDULE [ ]	INVOICE METHOD [02]
REVIEW DATE	[ ]	LAST INVOICE DATE [951020]	INCL SSN ON BILLING [ ]

ZX0070-003	<u>CONFIGURATION PARAMETER TABLE</u>	
PARAMETER NUMBER	[CA1029]	
PARAMETER ID	[DFLT-BILL-SCHD ]	
DATA ELEMENT NAME	[DEFAULT BILLING SCHEDULE	]
PARAMETER TYPE	[G]	
NUMERIC VALUE		
CHARACTER VALUE	(Maximum Length = 2 )	
<u>SS</u>	.....5.....1.....5.....2.....5.....3.....5.....4.....5.....5.....5.....6.....5.....7.....5.....	
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	



3. Run the jobs

Run Customer Accounts Trial Billing (BM1721J).

Schedule BM1721J (Customer Accounts Trial Billing). This job prints a pending billing report. This report provides a list of customers and their charges that could appear on a billing for the date provided. (Note: If there are any billing schedules with the next billing dates prior to the billing date you enter in this job, those billings will be produced as well. This job can be run anytime (Online, Batch, Production, or Immediate). The time the job will take to run depends on the parameters you have entered in the BM1023 and the size of the customer activity in Customer Accounts at that time.

The parameters are:

BM1720-BILL DATE	The date from BM1023 (step 2d)
BM1720-COL	The three-digit college code

Review the pending billing report to confirm the invoices that will be produced are for the desired customers. If the pending billing report does not look as expected, then review steps 1-3 to verify that all information is correct.

Run the Customer Accounts Billing (FG088D).

Schedule FG088D. This job group extracts customer account charges and produces billing documents. It also provides a list of the extracted charges. If appropriate, accounting transactions will be forwarded to FMS. The registration updates should be completed before this job group runs) e.g. registration, cashiering, customer accounts). If the optional job GA1205J is scheduled, GA1200J must also be scheduled. The parameters are:

BM1720-COL	The three-digit college code.
GA1200-BEG-DATE	Defaults to the scheduled run date.
GA1200-END-DATE	Defaults to the scheduled run date.

If you have defined special forms for the OD letter chosen is step 6, the operator will need to load the special forms for this job. The special forms normally used are STMTAn. "n" is the number of parts of NCR paper. For example shown is step 1 STMTA1 is used.

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Colleges that do not archive/purge can expect a billing (trial or actual) to take several hours.

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**SECOND NOTICES FOR CUSTOMER INVOICES BM1864**  
(Duplicate invoices)

BM1024_003	<u>BILLING TYPE TABLE</u>									
BILLING TYPE [SN]	TITLE [SECOND NOTICE TEST									]
PROCESS ID [BM1864 ]	REVISION DATE [01/01/11]									
OD REPORT LETTER [A]										
STANDARD MESSAGE [ ]										
	1	2	3	4	5	6	7	8	9	10
PROCESS OPTIONS [C ]	[Z ]	[N ]	[N ]	[A ]	[D ]	[ ]	[D ]	[ ]	[ ]	[ ]
<u>INCLUDE CHARGES:</u>										
BY CHARGE STATUS [IN]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY FEE CLASS [ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY REFERENCE DATE [CHRG ]	PERIOD [D]	FREQUENCY [ 0]								

1. Create a billing type (BM1024) for the second notice.
  - a. Enter a 2-character code to identify the billing document (second notice) that is to be produced.
  - b. Enter a title to be used on the billing document (second notice).
  - c. Enter BM1864 for the process ID. This defines the program that actually prints the billing document (second notice). Valid process ID's are:
 

BM1861	Statement of Accounts (Customer reference)
BM1862	Statement of Accounts (Invoice number)
BM1863	Invoice
BM1864	Second Notice
BM1865	Student Statement
BM1866	Student Mailer
  - d. Enter the OD report letter. This identifies any special printing requirements. Up to six types of printing requirements (A-F) can be defined for each billing document. A seventh OD report letter "G" is available; it is used exclusively for student mailers. The OD report letter relates to the report ID ("A" refers to the BM1722A). These special printing requirements are defined on the Report Defaults Screen (JM1003) contained in the Job Scheduling module of the CEI Plus Production Management System (PMS). See screens shown below.

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This example will produce second notices for the customers that invoices have been previously produced for.  
Note: Original invoices can only be produced once.

JM1001-001

MAIN MENU SCREEN

SCHEDULING PROCESSES

- 
- 1 SCHEDULE JOB GROUPS
  - 2 SCHEDULE JOBS
  - 3 INQUIRE ABOUT SCHEDULED JOBS
  - 4 PRIORITIZE TODAY'S SCHEDULE

MAINTENANCE PROCESSES

- 
- 6 MAINTAIN 'SEND TO' PRINTER DEFAULTS
  - 7 MAINTAIN REPORT FORMATTING DEFAULTS
  - 8 MAINTAIN PARAMETER DEFAULTS
  - 9 MAINTAIN JOB GROUPS DEFINITIONS

PROCESS :7

JM1003-002

REPORT DEFAULTS SCREEN

REPORT : BM1722A

COLLEGE : SPDEV

TITLE : CUSTOMER ACCOUNTS BILLING DOC

LOCAL LINE PRINTER (LP)

NUMBER OF COPIES : 01

DEVICE : LP

FORM : STMTA1

ENV FILE :

MICROFICHE (MF)

NUMBER OF COPIES :

CENTRAL PAGE PRINTER (PP)

NUMBER OF COPIES : 00

FORMAT NUMBER : 000001

MISCELLANEOUS

DEFERRED PRINT (Y/N) : N

TRIM : N

DECOLLATE : N

BURST : N

TAPE : N

REPORT SIZE : 000000

BLOCKING : 000000

RECORD SIZE : 0

e. Enter a standard message code if desired. This code is used to retrieve the user-defined text to be displayed on the billing document. If entered, it must be valid on the Standard Message Table (MM2004). Messages can only be 40 characters per line (including spaces) and 9 lines in length.

f. Enter the process options. These options are similar to job scheduling parameters. The options for (BM1864) are:

**Second Notice (BM1864)**

1. Campus Selection	<u>Charge Source</u> , Home Campus, District Wide	C,H,D
2. Distribution Sort	<u>Zip Code</u> , None	Z,N
3. Customer Sort	<u>Customer Name</u> , Customer ID	N,I
4. Customer Reference Sort	<u>Reference Name</u> , Reference ID	N,I
5. Charge Sort	<u>Ascending Due Date</u> , Descending Due Date	A,D
6. Detail Invoices Options	<u>Print Invoice Information in Detail</u> , In Summary, Print Invoice in Detail	D,S, I
7. Charge Status Change Option	<u>Blank</u> , Change Charge Status	Blank, valid chg from chg stat table
8. Date Option	Charge Date, <u>Due Date</u>	C,D

Sort Sequence: Distribution, Customer, Invoice, Customer Reference, Charge

- g. Enter charge statuses included. There are 12 2-character fields identifying which charge status should be included when printing the billing document (student statement). They must be valid on the Charge Status Table (BM1025). If left blank all charge status will be included.
- h. Enter fee class included. This is 10 2-character fields identifying which fee classes should be included when the billing document is printed. The fee classes must be valid on the Fee Class Table (BM1011). To include all fee classes, leave all fields blank. To exclude fee classes, enter "^^" in the first field, followed by the fee classes to be excluded.
- i. Enter reference date. This is a 6-character field identifying the reference date to be used in generating billing documents. This could be an actual date, one of several pre-defined codes, or a user-defined code from the Customer Accounts Date Table (BM1026). Valid pre-defined codes for generating billing documents are: CHRG (Charge date) and INV (Invoice date).
- j. Enter the PER (Period Type). This is a 1-character field identifying the type of period to be used in determining whether a charge should be included on the billing document. This is required if frequency is to be specified.
- k. Enter FREQ (Period Frequency). This is a 5-digit field identifying the number of period past the reference date a charge needs to be in order to be included on the billing document.

2. Use Customer Invoice Billing Schedule (BM1023) for the Second Notices.

BILLING SCHEDULE [CB]		TITLE [CUSTOMER BILLING ]			EDIT STAT [A]		
NEXT BILLING DATE [010111]					RVSN DATE [010111]		
BILLING DATE	FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[010111]	[ 30]	[D]	[CI]	[B012]	[B]	[0]	[120110]
[010511]	[ 30]	[D]	[SN]	[B012]	[B]	[0]	[120510]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- a. Enter a billing schedule. This is a 2-character code identifying a billing schedule that can then be attached to a Customer ID on the Account Maintenance Screen (BM1626).
- b. Enter a title for the billing schedule.
- c. Enter an edit stat. This is a 1-character code identifying the status of the billing schedule. Valid entries are A (Active), I (Inactive), and D (Delete).
- d. Enter the billing date on the Customer Invoice Billing Schedule. This is a 6-digit field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- e. Enter the frequency (Freq). This is a field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- f. If frequency is selected enter the period. This is a 1-character code identifying the type of period to be used in determining the next billing date. Valid entries are D (days), M (months), and Y (years).
- g. Enter billing type that was created on the BM1024 (step 1).
- h. Enter the year/session (YRS). This identifies the YRS to be used in creating the billing document. If left blank, all charges qualify regardless of the YRS. This must be valid on the District Information Table (GA1101).

## Customer Accounts Billing

- i. Enter the balance indicator (Bal Ind). This is a 1-character code identifying whether or not all customers should be included on the billing document. Valid entries are:

Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session. Specified in step "I" above.

A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.

B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.

C Include only customers with an activity since the last billing was generated for the specified year/session.

D Include all customer activity for the specified year/session.

E Include all customers with a non-zero balance for the specified year/session.

Note: See last section for more detail on Customer Accounts Balance Indicator/ Year Session functionality between YRS and BAL IND

- j. Enter the customer type (Cust Type). This identifies the type of customer to be included on the billing. Valid entries are:

Blank	Include all customer types
S	Student
E	Employee
O	Other (for these invoices select O)

- k. Add the Billing Schedule to the desired customers.

- l. Add the billing schedule to BM1626 for the customers that invoices should be generated for. If nothing is entered into the billing schedule field the default is used. The default billing schedule is set using ZX0070 for the parameter CA1029. This is often set to the billing schedule for student statements.

3. Run the jobs.

Run Customer Accounts Trial Billing (BM1721J).

Schedule BM1721J (Customer Accounts Trial Billing). This job prints a pending billing report. This report provides a list of customers and their charges that could appear on a billing for the date provided. (Note: If there are any billing schedules with the next billing dates prior to the billing date you enter in this job, those billings will be produced as well. This job can be run anytime (Online, Batch, Production, or Immediate). The time the job will take to run depends on the parameters you have entered in the BM1023 and the size of the customer activity in Customer Accounts at that time.

The parameters are:

BM1720-BILL DATE	The date from BM1023 (step 2d)
BM1720-COL	The three-digit college code

Review the pending billing report to confirm the invoices that will be produced are for the desired customers. If the pending billing report does not look as expected, then review steps 1-3 to verify that all information is correct.

Run the Customer Accounts Billing (FG088D).

Schedule FG088D. This job group extracts customer account charges and produces billing documents. It also provides a list of the extracted charges. If appropriate, accounting transactions will be forwarded to FMS. The registration updates should be completed before this job group runs) e.g. registration, cashiering, customer accounts). If the optional job GA1205J is scheduled, GA1200J must also be scheduled. The parameters are:

BM1720-COL	The three-digit college code.
GA1200-BEG-DATE	Defaults to the scheduled run date.
GA1200-END-DATE	Defaults to the scheduled run date.

If you have defined special forms for the OD letter chosen in step 6, the operator will need to load the special forms for this job. The special forms normally used are STMTAn. "n" is the number of parts of NCR paper. For example shown in step 1 STMTA1 is used.



## STUDENT STATEMENTS BM1865

BM1024_003	<u>BILLING TYPE TABLE</u>
BILLING TYPE [SS]	TITLE [STUDENT STATEMENT TEST ]
PROCESS ID [BM1865 ]	REVISION DATE [01/01/11]
OD REPORT LETTER [F]	
STANDARD MESSAGE [ ]	
PROCESS OPTIONS [C ] [Z ] [N ] [A ] [I ] [W ] [D ] [ ] [ ] [ ]	
<u>INCLUDE CHARGES:</u>	
BY CHARGE STATUS [U0] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	
BY FEE CLASS [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	
BY REFERENCE DATE [CHRG ]	PERIOD [D] FREQUENCY [ 0]

1. Create a Billing Type (BM1024) for the statements.
  - a. Enter a 2-character code to identify the billing document (student statement) that is to be produced.
  - b. Enter a title to be used on the billing document (student statement)
  - c. Enter BM1865 for the process ID. This defines the program that actually prints the billing document (student statement). Valid process ID's are:
 

BM1861	Statement of Accounts (Customer reference)
BM1862	Statement of Accounts (Invoice number)
BM1863	Invoice
BM1864	Second Notice
BM1865	Student Statement
BM1866	Student Mailer
  - d. Enter the OD report letter. This identifies any special printing requirements. Up to six types of printing requirements (A-F) can be defined for each billing document. A seventh OD report letter "G" is available; it is used exclusively for student mailers. These special printing requirements are defined on the Reports Defaults Screen (JM1003) contained in the Job Scheduling module of the CEI Plus Production Management System (PMS).

---

This example will produce student statements for any student with a non-zero balance for the period less than or equal to current quarter. It will not show deposits, paid charges or charges that have gone to collections.

```

JM1001-001                MAIN MENU SCREEN

                                SCHEDULING PROCESSES
                                -----
1  SCHEDULE JOB GROUPS
2  SCHEDULE JOBS
3  INQUIRE ABOUT SCHEDULED JOBS
4  PRIORITIZE TODAY'S SCHEDULE

                                MAINTENANCE PROCESSES
                                -----
6  MAINTAIN 'SEND TO' PRINTER DEFAULTS
7  MAINTAIN REPORT FORMATTING DEFAULTS
8  MAINTAIN PARAMETER DEFAULTS
9  MAINTAIN JOB GROUPS DEFINITIONS

PROCESS :7
    
```

```

JM1003-002                REPORT DEFAULTS SCREEN

REPORT : BM1722F          COLLEGE : SPDEV
                                TITLE : CA STATEMENT TEST

LOCAL LINE PRINTER (LP)
    NUMBER OF COPIES : 01          DEVICE : LP
    FORM : STMTA2                ENV FILE :

MICROFICHE (MF)
    NUMBER OF COPIES :

CENTRAL PAGE PRINTER (PP)
    NUMBER OF COPIES : 00          FORMAT NUMBER : 000001

MISCELLANEOUS
    DEFERRED PRINT (Y/N) : Y          TRIM : N          DECOLLATE : N
    BURST : N                      TAPE : N
    REPORT SIZE : 000000          BLOCKING : 000000          RECORD SIZE : 0
    
```

- e. Enter a standard message code if desired. This code is used to retrieve the user-defined text to be displayed on the billing document. If entered, it must be valid on the Standard Message Table (MM2004). Messages can only be 40 characters per line (including spaces) and 9 lines in length.
- f. Enter the process options. These options are similar to job scheduling parameters. The options for (BM1865) are:

**Student Statement (BM1865)**

1. Campus Selection	<u>Charge Source</u> , Home Campus, District Wide	C,H,D
2. Distribution Sort	<u>Zip Code</u> , Advisor ID, None	Z,A,N
3. Customer Sort	<u>Customer Name</u> , Customer ID	N,I
4. Charge Sort	<u>Ascending Due Date</u> , <u>Descending Due Date</u>	A,D
5. Financial Aid Options	Bypass FAID Recipients, Issue a message for FAID Recipients, <u>Ignore FAID</u>	B,M,I
6. Waiver/Transfer Option	No, do not include waivers or transfers, Yes, include both waivers or transfers, <u>Only include waivers</u> , Only include transfers	N,Y,W,T
7. Date Option	Charge Date, <u>Due Date</u>	C,D

Sort Sequence: Distribution, Customer, Charge

- g. Enter charge statuses included. There are 12 2-character fields identifying which charge status should be included from printing on the billing document (student statement). They must be valid on the Charge Status Table (BM1025). If left blank all charge status will be included.
- h. Enter the fee class. This is 10 2-character fields identifying which fee classes should be included when the billing document is printed. The fee classes must be valid on the Fee Class Table (BM1011). To include all fee classes, leave all fields blank. To exclude fee classes, enter "^^" in the first field, followed by the fee classes to be excluded.
- i. Enter reference date. This is a 6-character field identifying the reference date to be used in generating billing documents. This could be an actual date, one of several pre-defined codes, or a user-defined code from the Customer Accounts Date Table (BM1026). Valid pre-defined codes for generating billing documents are: CHRG (Charge date) and INV (Invoice date).
- j. Enter the PER (Period Type). This is a 1-character field identifying the type of period to be used in determining whether a charge should be included on the billing document. This is required if frequency is to be specified.
- k. Enter FREQ (Period Frequency). This is a 5-digit field identifying the number of period past the reference date a charge needs to be in order to be included on the billing document.

Hint: A suggested entry for the student statements is a Reference Date of CHG, a Period of D (days) and a Frequency of 30.

2. Create a Billing Schedule (BM1023) for the Student Statements.

BILLING SCHEDULE [SS]		TITLE [STUDENT STATEMENTS]			EDIT STAT [A]		
NEXT BILLING DATE [013011]					RVSN DATE [010111]		
BILLING DATE	FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[013011]	[ 1]	[M]	[SS]	[B013]	[B]	[S]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- Enter a billing schedule. This is a 2 character code identifying a billing schedule which can then be attached to a Customer ID.
- Enter a title for the billing schedule
- Enter an edit status. This is a 1-character code identifying the status of the billing schedule. Valid entries are A (active), I (inactive), and D (delete).
- Enter the billing date. This is a 6-digit field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- Enter the frequency (Freq). This is a field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- If frequency is selected enter the period. This is a 1-character code identifying the type of period to be used in determining the next billing date. Valid entries are D (days), M (months), and Y (years).
- Enter billing type that was created on the BM1024 (step 1).
- Enter the year/session (YRS). This identifies the YRS to be used in creating the billing document. If left blank, all charges qualify regardless of the YRS. This must be valid on the District Information Table (GA1101).

## Customer Accounts Billing

- i. Enter the balance indicator (Bal Ind). This is a 1-character code identifying whether or not all customers should be included on the billing document. Valid entries are:

Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session.

- A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.
- B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.
- C Include only customers with an activity since the last billing was generated for the specified year/session.
- D Include all customer activity for the specified year/session.
- E Include all customers with a non-zero balance for the specified year/session.

Note: See last section for more detail on Customer Accounts Balance Indicator/ Year Session functionality between YRS and BAL IND.

- j. Enter the customer type (Cust Type). This identifies the type of customer to be included on the billing. For these student statements select S. Valid entries are:

Blank	Include all customer types
S	Student
E	Employee
O	Other

- k. Attach the Billing Schedule to the Configuration Parameter Table.

When creating customer invoices you add the billing schedule to the BM1626 for the customer that invoices should be generated for. When creating student mailers set the default billing schedule to the billing schedule you are using for student mailers on the ZX0070 parameter CA1029. Then by leaving the billing schedule field blank on the BM1626, the default will be used. That way a billing schedule does not have to be added for all students. After you have run student mailers, change the parameter on the ZX0070 back to what it was.

BM1626-006	<u>ACCOUNT MAINTENANCE</u>	01/02/11
CUSTOMER ID	[ ][ ]	
CUSTOMER NAME	[ ]	
ADDRESS LINE #1	[ ]	
ADDRESS LINE #2	[ ]	
CITY	[ ] ST [ ]	ZIP [ ][ ]
COUNTRY	[ ]	
CONTACT NAME	[ ]	
LOCAL PHONE	[ ][ ][ ]	
OTHER PHONE	[ ][ ][ ]	
DISADVANTAGED IND	[ ]	BAD CREDIT IND [ ] AWARD INDICATOR [ ]
DEBT TYPE	[ ]	DUE TO/FROM [ ] HOME CAMPUS [ ]
BILLING SCHEDULE	[ ]	PYMT SCHEDULE [ ] INVOICE METHOD [ ]
REVIEW DATE	[ ]	LAST INVOICE DATE [ ]

ZX0070-003	<u>CONFIGURATION PARAMETER TABLE</u>
PARAMETER NUMBER	[CA1029]
PARAMETER ID	[DFLT-BILL-SCHD ]
DATA ELEMENT NAME	[DEFAULT BILLING SCHEDULE ]
PARAMETER TYPE	[G]
NUMERIC VALUE	
CHARACTER VALUE (Maximum Length = 2 )	
<u>01</u>	
.....5.....1.....5.....2.....5.....3.....5.....4.....5.....5.....5.....6.....5.....7.....5.....	
0          0          0          0          0          0          0          0          0          0	

3. Run the jobs.

Run the Customer Accounts Trial Billing (BM1721J)

Schedule BM1721J. This job prints a pending billing report. This report provides a list of customers and their charges that could appear on a billing for the date provided. (Note: If there are any billing schedules with the next billing dates prior to the billing date you enter in this job, those billings will be produced as well. This job can be run anytime (Online, Batch, Production, or Immediate). The time the job will take to run depends on the parameters you have entered in the BM1023 and the size of the customer activity in customer Accounts at that time.

The parameters are:

BM1720-BILL DATE	the date from step 2d.
BM1720-COL	the three-digit college code

Review the pending billing report to confirm that the invoices that will be produced are for the desired customers. If the pending billing report does not look as expected, then review steps 1-3 to verify that all information is correct.

Run the Customer Accounts Billing FG088D

Schedule FG088D. This job group extracts customer account charges and produces billing documents. It also provides a list of the extracted charges. If appropriate, accounting transactions will be forwarded to FMS. The registration updates should be completed before this job group runs (e.g. registration, cashiering, customer accounts). If the optional job GA1205J is scheduled, GA1200J must also be scheduled. The parameters are:

BM1720-COL	The three-digit college code.
GA1200-BEG-DATE	Defaults to the scheduled run date.
GA1200-END-DATE	Defaults to the scheduled run date

If you have defined special forms for the OD letter chosen in step 6, the operator will need to load the special forms for this job. The special forms normally used are STMTAn. "n" is the number of parts of NCR paper. For example shown in step 1 STMTA2 is used.

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Colleges that do not archive/purge can expect a billing (trial or actual) to take several hours.

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## STUDENT MAILERS BM1866

BM1024_003	<u>BILLING TYPE TABLE</u>									
BILLING TYPE [SM]	TITLE [STUDENT MAILIER ]									
PROCESS ID [BM1866 ]	REVISION DATE [01/01/11]									
OD REPORT LETTER [G]										
STANDARD MESSAGE [ ]										
	1	2	3	4	5	6	7	8	9	10
PROCESS OPTIONS [C ]	[Z ]	[N ]	[A ]	[M ]	[W ]	[ ]	[ ]	[ ]	[ ]	[ ]
<u>INCLUDE CHARGES:</u>										
BY CHARGE STATUS [UO]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY FEE CLASS [ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
BY REFERENCE DATE [CHRG ]	PERIOD [D]	FREQUENCY [ 0]								

1. Create a billing type (BM1024) for student mailers.
  - a. Enter a 2-character code to identify the billing document (student mailer) that is to be produced.
  - b. Enter a title to be used on the billing document (student mailer).
  - c. Enter BM1866 for the process ID. This defines the program that actually prints the billing document (student mailers). Valid process id's are:

BM1861	Statement of Accounts (Customer reference)
BM1862	Statement of Accounts (Invoice number)
BM1863	Invoice
BM1864	Second Notice
BM1865	Student Statement
BM1866	Student Mailer

d. Enter the OD report letter. This identifies any special printing requirements. Up to six types of printing requirements (A-F) can be defined for each billing document. A seventh OD report letter "G" is available; it is used exclusively for student mailers. These special printing requirements are defined on the Reports Defaults Screen (JM1003) contained in the Job Scheduling module of the CEI Plus Production Management System (PMS).

This example will produce student mailers for any student with a non-zero balance for the period less than or equal to current quarter. It will not show deposits, paid charges or charges that have gone to collections.

JM1001-001

MAIN MENU SCREEN

SCHEDULING PROCESSES

- 
- 1 SCHEDULE JOB GROUPS
  - 2 SCHEDULE JOBS
  - 3 INQUIRE ABOUT SCHEDULED JOBS
  - 4 PRIORITIZE TODAY'S SCHEDULE

MAINTENANCE PROCESSES

- 
- 6 MAINTAIN 'SEND TO' PRINTER DEFAULTS
  - 7 MAINTAIN REPORT FORMATTING DEFAULTS
  - 8 MAINTAIN PARAMETER DEFAULTS
  - 9 MAINTAIN JOB GROUPS DEFINITIONS

PROCESS :7

REPORT : BM1722G

COLLEGE : SPDEV

TITLE : CA STUDENT STATEMENT MAILER

LOCAL LINE PRINTER (LP)

NUMBER OF COPIES : 01

DEVICE : LP

FORM : LIBNOTIC

ENV FILE :

MICROFICHE (MF)

NUMBER OF COPIES :

CENTRAL PAGE PRINTER (PP)

NUMBER OF COPIES : 00

FORMAT NUMBER : 000001

MISCELLANEOUS

DEFERRED PRINT (Y/N) : N

TRIM : N

DECOLLATE : N

BURST : N

TAPE : N

REPORT SIZE : 000000

BLOCKING : 000000

RECORD SIZE : 0

**Customer Accounts Billing**

- e. Enter a standard message code if desired. This code is used to retrieve the user-defined text to be displayed on the billing document. If entered, it must be valid on the Standard Message Table (MM2004). Messages can only be 40 characters per line (including spaces) and 9 lines in length.
- f. Enter the process options. These options are similar to job scheduling parameters. The options for (BM1866) are:

**Student Mailer (BM1866)**

1. Campus Selection	<u>Charge Source</u> , Home Campus, District Wide	C,H,D
2. Distribution Sort	<u>Zip Code</u> , Advisor ID, None	Z,A,N
3. Customer Sort	<u>Customer Name</u> , Customer ID	N,I
4. Charge Sort	<u>Ascending Due Date</u> , Descending Due Date	A,D
5. Financial Aid Options	Bypass FAID Recipients, Issue a message for FAID Recipients, <u>Ignore FAID</u>	B,M,I
6. Waiver/Transfer Option	No, do not include waivers or transfers, Yes, include both waivers or transfers, <u>Only include waivers</u> , Only include transfers	N,Y,W,T

Sort Sequence: Distribution, Customer, Charge

Note: Underlined process options are the default values.

- g. Enter charge statuses included. There are 12 2-character fields identifying which charge status should be included from printing on the billing document (student mailer). They must be valid on the Charge Status Table (BM1025). If left blank all charge status will be included.
- h. Enter the fee class. This is 10 2-character fields identifying which fee classes should be included when the billing document is printed. The fee classes must be valid on the Fee Class Table (BM1011). To include all fee classes, leave all fields blank. To exclude fee classes, enter "^^" in the first field, followed by the fee classes to be excluded.
- i. Enter reference date. This is a 6-character field identifying the reference date to be used in generating billing documents. This could be an actual date, one of several pre-defined codes, or a user-defined code from the Customer Accounts Date Table (BM1026). Valid pre-defined codes for generating billing documents are: CHRG (Charge date) and INV (Invoice date)
- j. Enter the PERIOD (Period Type). This is a 1-character field identifying the type of period to be used in determining whether a charge should be included on the billing document. This is required if frequency is to be specified.
- k. Enter FREQUENCY (Period Frequency). This is a 5-digit field identifying the number of period past the reference date a charge needs to be in order to be included on the billing document.

2. Create a billing schedule (BM1023) for the Student Mailers.

BILLING SCHEDULE [AL]		TITLE [STUDENT MAILERS ]			EDIT STAT [A]		
NEXT BILLING DATE [010111]					RVSN DATE [010111]		
BILLING DATE	FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[010111]	[ ]	[ ]	[SM]	[B013]	[A]	[S]	[090110]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

- Enter a billing schedule. This is a 2 character code identifying a billing schedule which can then be attached to a Customer ID.
- Enter a title for the billing schedule.
- Enter an edit status. This is a 1-character code identifying the status of the billing schedule. Valid entries are A (active), I (inactive), and D (delete).
- Enter the billing date. This is a 6-digit field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- Enter the frequency (Freq). This is a field identifying the date a billing document is scheduled to be produced. The format is MMDDYY.
- If frequency is selected enter the period. This is a 1-character code identifying the type of period to be used in determining the next billing date. Valid entries are D (days), M (months), and Y (years).
- Enter billing type that was created on the BM1024 (step 1).
- Enter the year/session (YRS). This identifies the YRS to be used in creating the billing document. If left blank, all charges qualify regardless of the YRS. This must be valid on the District Information Table (GA1101).
- Enter the balance indicator (Bal Ind). This is a 1-character code identifying whether or not all customers should be included on the billing document. Valid entries are:

## Customer Accounts Billing

Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session.

- A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.
- B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.
- C Include only customers with an activity since the last billing was generated for the specified year/session.
- D Include all customer activity for the specified year/session.
- E Include all customers with a non-zero balance for the specified year/session.

Note: See last section for more detail on Customer Accounts Balance Indicator/ Year Session functionality between YRS and BAL IND.

- j. Enter the customer type (Cust Type). This identifies the type of customer to be included on the billing. Valid entries are:

Blank	Include all customer types
S	Student
E	Employee
O	Other (for these invoices select O)

- k. Attach the Billing Schedule to the Configuration Parameter Table.

When creating customer invoices you add the billing schedule to the BM1626 for the customer that invoices should be generated for. When creating student mailers set the default billing schedule to the billing schedule for student mailers on the ZX0070 parameter CA1029. Then by leaving the billing schedule field blank on the BM1626, the default will be used. That way a billing schedule does not have to be added for all students. After you have run student mailers, change the parameter on the ZX0070 back to what it was.

BM1626-006	<u>ACCOUNT MAINTENANCE</u>	01/01/11
CUSTOMER ID [	][ ]	
CUSTOMER NAME [		]
ADDRESS LINE #1 [		]
ADDRESS LINE #2 [		]
CITY [	] ST [ ]	ZIP [ ][ ]
COUNTRY [	]	
CONTACT NAME [		]
LOCAL PHONE [ ][ ]	[ ]	
OTHER PHONE [ ][ ]	[ ]	
DISADVANTAGED IND [ ]	BAD CREDIT IND [ ]	AWARD INDICATOR [ ]
DEBT TYPE [ ]	DUE TO/FROM [ ]	HOME CAMPUS [ ]
BILLING SCHEDULE [ ]	PYMT SCHEDULE [ ]	INVOICE METHOD [ ]
REVIEW DATE [ ]		LAST INVOICE DATE [ ]

ZX0070-003	<u>CONFIGURATION PARAMETER TABLE</u>
PARAMETER NUMBER [CA1029]	
PARAMETER ID [DFLT-BILL-SCHD ]	
DATA ELEMENT NAME [DEFAULT BILLING SCHEDULE ]	
PARAMETER TYPE [G]	
NUMERIC VALUE	
CHARACTER VALUE (Maximum Length = 2 )	
<u>01</u>	
.....5.....1.....5.....2.....5.....3.....5.....4.....5.....5.....5.....6.....5.....7.....5.....	
0          0          0          0          0          0          0          0          0          0          0          0          0          0	

### 3. Run the Jobs

#### Run the Customer Accounts Trial Billing (BM1721J)

Schedule BM1721J. This job prints a pending billing report. This report provides a list of customers and their charges that could appear on a billing for the date provided. (Note: If there are any billing schedules with the next billing dates prior to the billing date you enter in this job, those billings will be produced as well. This job can be run anytime (Online, Batch, Production, or Immediate). The time the job will take to run depends on the parameters you have entered in the BM1023 and the size of the customer activity in customer Accounts at that time.

The parameters are:

BM1720-BILL DATE	The date from step 2e.
BM1720-COL	The three-digit college code

Review the pending billing report to confirm that the invoices that will be produced are for the desired customers. If the pending billing report does not look as expected, then review steps 1-3 to verify that all information is correct.

#### Run the Customer Accounts Billing (FG088D)

Schedule FG088D. This job group extracts customer account charges and produces billing documents. It also provides a list of the extracted charges. If appropriate, accounting transactions will be forwarded to FMS. The registration updates should be completed before this job group runs (e.g. registration, cashiering, customer accounts). If the optional job GA1205J is scheduled, GA1200J must also be scheduled. The parameters are:

BM1720-COL	The three-digit college code.
GA1200-BEG-DATE	Defaults to the scheduled run date.
GA1200-END-DATE	Defaults to the scheduled run date.

If you have defined special forms for the OD letter chosen in step 6, the operator will need to load the special forms for this job. The special forms normally used are STMTAn. "n" is the number of parts of NCR paper. For example shown in step 1 LIBNOTIC is used.

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INFORMATION ON BILLING SCHEDULES

A standard billing schedule can be created that will work for most college's billings. The example below shows a billing schedule that will create student statements once every 30 days, customer invoices once a month, and second notices for customers once a month. In this example you should change the YRS to the next year quarter when you are ready to produce billing for that quarters' activity.

Separate billing schedules can be created for special situations and then attached to those customers. As an example you might have a few type "O" customers that you bill on a weekly basis.

You should not run two billing schedules on the same night that have the same YRS, BAL IND, and CUST TYPE. This will create duplicate invoices. If this occurs you need to contact support@sbctc.edu.

BILLING SCHEDULE							
BILLING SCHEDULE [DB]				TITLE [DEFAULT BILLING ]		EDIT STAT [A]	
NEXT BILLING DATE [02/01/11]				RVSN DATE [01/01/11]			
BILLING DATE	FREQ	PERIOD	BILLING TYPE	YRS	BAL IND	CUST TYPE	LAST BILLING
[020111]	[ 30]	[D]	[SS]	[B012]	[B]	[S]	[010111]
[020311]	[ 1]	[M]	[CI]	[B012]	[B]	[O]	[010311]
[020511]	[ 1]	[M]	[SN]	[B012]	[B]	[O]	[010511]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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CUSTOMER ACCOUNTS BILLING FORMS SETUP

When printing the customer Accounts Billing (BM1722J) on impact printers, special forms may be specified by using the FORM filed on the Report Defaults Screen in Job Scheduling. Below are the special forms normally used by the SBCTC-IT and the printer configuration needed for each type. This information should be provided to computer operations, if they do not already have it, if you plan to use the SBCTC-IT forms.

Note: The documents produced from this job do not provide printer alignment pages.

Form	Description	Pitch	LPI	Page Length
STMTA1	Paper type 9510 1 part	10	6	11"
STMTA2	Paper type 9510 2 part NCR	10	6	11"
STMTA2	Paper type 9510 3 part NCR	10	6	11"
LIBNOTIC*	Library Notice Form	16.7	8	5.5"

\*Used only for student mailers

When printing the Customer Accounts Billing (BM1722J) on HP LPQ printers, an environment file may be specified using ENV FILE field on the Report Defaults Screen in Job Scheduling.

CUSTOMER ACCOUNTS BALANCE INDICATOR/YEAR SESSION FUNCTIONALITY

The year session (YRS) and balance indicator (BAL IND) on the BM1023 creates the edits that charges go through to determine if they should be included in a billing. The YRS of the charge is looked at to see it is less than, greater than or equal to the specified year/ session. If the specified YRS is left blank then all charges qualify regardless of the year/ session charge. If the YRS of a charge is greater than the YRS the charge is bypassed. If the YRS of a charge is less than or equal to the specified YRS then it goes on to be edited by the balance indicator.

**Blank** Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session.

YRS < specified YRS                      If a charge has been created or paid since the last billing date for that billing schedule, include the charge.

YRS = specified YRS                      If a charge has been created or paid since the last billing  
(Or specified YRS = blank)              date for that billing schedule, include the charge.

YRS > specified YRS                      Already bypassed in YRS edit above.

**A** Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session.

YRS < specified YRS                      If paid, bypass the charge. If unpaid, include the charge.

YRS = specified YRS                      Include the charge  
(Or specified YRS = blank)

YRS > specified YRS                      Already bypassed in YRS edit above.

**B** Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session.

YRS < specified YRS                      If the customer has a zero balance, bypass the charge.  
If paid, bypass the charge. In unpaid, include the charge.

YRS = specified YRS                      If the customer has a zero balance, bypass the charge.  
(Or specified YRS = blank)

YRS > specified YRS                      Already bypassed in YRS edit above.

**C** Include only customers with an activity since the last billing was generated for the specified year/session.

YRS < specified YRS                  Bypass

YRS= specified YRS                  If the YRS is not an exact match, bypass the charge.  
 (Or specified YRS= blank)        If a charge has been created or paid since the last billing date for that  
 billing schedule, include the charge

YRS> specified YRS                  Already bypassed in YRS edit above.

**D** Include all customer activity for the specified year/session.

YRS < specified YRS                  Bypass

YRS= specified YRS                  If YRS is not an exact match, bypass the charge.  
 (Or specified YRS= blank)

YRS> specified YRS                  Already bypass in YRS edit above.

**E** Include all customers with a non-zero balance for the specified year/session.

YRS < specified YRS                  Bypass

YRS= specified YRS                  If the YRS is not an exact match, bypass the charge.  
 (Or specified YRS= blank)        If the customer has a zero balance, bypass the charge.

YRS> specified YRS                  Already bypassed in YRS edit above.