Print billing statements

Report Description:

This report will produce a billing statement for open fee requirements. It will also schedule an event if you choose to do so.

Running the Report:

Print Billing Statements
Enter report criteria and press "Submit"

Agency: -- Select --
Division: -- Select --
Unit: -- Select --
User ID:
NOTE: To limit only to bills for people on a particular caseload, either enter agency or
you may also enter a division and/or unit.
Produce report only: ○ Yes ● No
Event type to schedule: CONF - Conference
Date for event: 11/14/2018
Court for event: JHB - Judge James H. Bradberry's Courtroom

This can be set up as a scheduled job.

Job name: BILLS
Frequency:* MNTH - Monthly
Report name:* BATCHBILLING - Print billing statements
Run date offset:* 0
Run date range:* N - No date range
Run time: 12:30:00 AM

The Report:

The report produces the template that is set up in the report settings:

<div align="center">

NOTICE OF PAST DUE ACCOUNT

</div>

November 2, 2018

Charles Ingalls
468 North Street
Dresden, TN

RE: Cause No: 92JC1-2018-JD-2

Our records indicate that you have entered into a payment agreement that has been approved by the Court and your account is currently past due.

	Amount
Fines	$50.00
Detention Fee	$200.00
Court Costs	$106.00
Court Costs	$77.00
Court Costs	$27.00
Amount Past Due:	$460.00

Please remit payment as soon as possible. If you have already sent payment, please disregard this notice.

Payments may be made in person with cash, money order or cashier's check. **No personal checks will be accepted.** If paying by mail, **do not send cash. Note the cause number(s) (listed above) on your money order or cashier's check, and mail it to the address listed below.** If you pay by mail and would like a receipt, you must enclose a self-addressed, stamped envelope.

A hearing has been scheduled for Conference on 11/14/2018 at 12:00 AM in Judge Bradberry. If payment has not been received by this date, you must appear at this hearing.

If an event was scheduled when you ran the report

It also produces a summary sheet

Bill To	Template	Last Paid	Requirement	Amount
Print billing statements **Weakley County Juvenile Court**				
C████te (12)	BILLING	n/a	Court Costs 92JC1-2018-JD-4 - C████	$106.00
Charles Ingalls (5)	BILLING	n/a	Fines 92JC1-2018-JD-2 - Charles Ingalls	$50.00
			Detention Fee 92JC1-2018-JD-2 - Charles Ingalls	$200.00
			Court Costs 92JC1-2018-JD-2 - Charles Ingalls	$106.00
			Court Costs 92JC1-2018-JD-2 - Charles Ingalls	$77.00
			Court Costs 92JC1-2018-JD-2 - Charles Ingalls	$27.00

Where the data comes from:

It looks at requirement with an open balance. It looks to the report settings to determine which of these requirements found produce a billing statement.

The billing letter will be addressed to the person the requirement is linked to. If you want the letter to go to someone other than the requirement person, you must add them as the default payee.

Charles Ingalls	**8/31/2018**	Court Costs	8/31/2018 64 days	(Balance: $27.00)
Charles Ingalls	**8/31/2018**	Court Costs	8/31/2018 64 days	(Balance: $77.00)
Charles Ingalls	**8/16/2018**	Court Costs	8/16/2018 79 days	(Balance: $106.00)
Charles Ingalls	**8/16/2018**	Fines	8/16/2018 79 days	(Balance: $50.00)
Charles Ingalls	**8/16/2018**	Detention Fee	8/16/2018 79 days	(Balance: $200.00)

Report Settings:

```
# -- Required settings --
class=equest.app.reports.CreateBillingStatements


# Produce only a report and generate no bills.  This is overriden by the user prompt if requested online.
# reportOnly=<yes/no>

keepDocuments=yes

caseType.1=JD
docToCreate.1=BILLING
caseType.2=JM
docToCreate.2=BILLING
caseType.3=JS
docToCreate.3=BILLING

report.notify.userid.1=cdunn
report.notify.userid.2=vdavis
report.notify.userid.3=dfeatherston

# Requirement status to include.  Will only process a requirement with this status. Will ignore
# skipStatus and includeClosedStatus parms.
# onlyIncludeStatus.n=<requirement status>
# onlyIncludeStatus=<requirement status>
# onlyIncludeStatus=????

# Requirement statuses to skip.  Requirements with one of these statuses will not receive a bill.
# skipStatus.n=<requirement status>
skipStatus.1=NB
skipStatus.2=TBPG
skipStatus.3=GRNT

# Closed requirement statuses to include in the bills.
# includeClosedStatus.n=<requirement status>
includeClosedStatus.1=COLL
includeClosedStatus.2=SUSP
includeClosedStatus.3=STOP

# Requrement codes that should always be billed to the juvenile.
# billToJuv.n=<type/code>
billToJuv.1=FEE/RS

# THE FOLLOWING PARM MAY BE USED IN THE FUTURE, BUT IS CURRENTLY IGNORED
daysSinceLastPaid=0

# Maximum documents to include in each output file
maxDocs=200

# Requirement codes to process.  If not specified then all requirement codes will be processed.
# requirementCodes.n=<type/code>
```

```
# Limit Requirements by number of days since last payment.  For example to limit Requirements to 60 - 90 days
#  since the last payment you would specify:
# daysLastPaidFrom=60
# daysLastPaidTo=90
# ** NOTE: this limits each Requirement only by it's own payments.
# daysLastPaidFrom=<number of days>
# daysLastPaidTo=<number of days>

# When using daysLastPaidFrom/To this option changes the search for the last payment transaction to search
# for a Debit/Credit.
# useDebitAsPayment=<yes/no>

# Limit Requirements to those with a balance due greater than the periodic amount being assessed.
# checkPeriodicAmount=<yes/no>

# Print requirements with balances <= 0
# printZeroBalances=<yes/no>

# Limits the bills created to the range of last names specified.
# nameStart=<last name>
# nameEnd=<last name>

# Closed case statuses to include.
# includeClosedCaseStatus.n=<case status>


prompt.parm.1=agency
prompt.parm.1.type=tables
prompt.parm.1.length=4
prompt.parm.1.label=Agency
prompt.parm.1.required=false
prompt.parm.1.primaryValue=Agency
prompt.parm.1.secondaryValue=

prompt.parm.2=division
prompt.parm.2.type=tables
prompt.parm.2.length=4
prompt.parm.2.label=Division
prompt.parm.2.required=false
prompt.parm.2.primaryValue=Division

prompt.parm.3=unit
prompt.parm.3.type=tables
prompt.parm.3.length=4
prompt.parm.3.label=Unit
prompt.parm.3.required=false
prompt.parm.3.primaryValue=Unit

prompt.parm.4=userID
prompt.parm.4.type=string
prompt.parm.4.length=18
```

prompt.parm.4.label=User ID
prompt.parm.4.required=false
prompt.parm.4.primaryValue=

prompt.parm.5=message1
prompt.parm.5.type=message
prompt.parm.5.label=NOTE
prompt.parm.5.primaryValue=To limit only to bills for people on a particular caseload, either enter agency or user ID, but not both. Along with agency, you may also enter a division and/or unit.

prompt.parm.6=reportOnly
prompt.parm.6.type=boolean
prompt.parm.6.label=Produce report only
prompt.parm.6.primaryValue=n

prompt.parm.7=eventType
prompt.parm.7.type=tables
prompt.parm.7.length=4
prompt.parm.7.label=Event type to schedule
prompt.parm.7.required=false
prompt.parm.7.primaryValue=EventType

prompt.parm.8=eventDate
prompt.parm.8.type=date
prompt.parm.8.label=Date for event
prompt.parm.8.required=false
prompt.parm.8.default=

prompt.parm.9=court
prompt.parm.9.type=courts
prompt.parm.9.label=Court for event
prompt.parm.9.required=false
prompt.parm.9.primaryValue=Court