

Purpose

The purpose of the Print Bills by Select Code feature is to allow printing bills in special groups after the presort. An example is to print bills for Sunday Only customers on special paper. This is of special value to distributors with less than 500 Sunday Only customers, since a separate printing of Sunday Only bills would not qualify for the bulk rate.

How to Use the Print Bills by Select Code Feature

The following steps assume you will be using two select codes, A and B. You can use any letters you wish, and you may use more than two.

A. Getting Ready

Perform these steps just before or just after you generate bills for all customers.

1. If you do not already have one, develop a filter for the special customers, e.g. Sunday Only customers (Edition=SO).
2. On the **Subscribers** switchboard, go to **Global Changes**.
3. Select the <Active> filter
4. Under **Field to Update**, select **Select Code**. Make sure the letter is **A**.
5. Click **Perform Update** and respond with a Yes. This will set all customers to Select Code A.
6. Select your special filter, e.g. Sunday Only.
7. Under **Field to Update**, change the letter to a **B**. Then use Perform Update to set all special customers to Select Code B.

It's important to remember that you must perform this each time you want to print by select codes. Over time, upgrades/downgrades, etc. will invalidate the select code settings.

B. Printing Bills

1. Go to Print Customer Bills, select the billing date and perform the presort as if you were going to print all the bills at the same time. You may find the 5-Digit presort to be a better choice for this effort. Then click Next to get to the Print Bills screen. If you are using Bill Message Rules, process that screen as usual.
2. Click the Print by Select Code button and select one of the Select Codes displayed and click Save.
3. Note that the batch status will show a mixture of printed and not printed. The not printed ones are for the Select Code you just selected.
4. Print all batches in the usual way. (Reprinting batch due to out of toner, etc. may require some special work!)
5. Repeat steps 2, 3 and 4 above until all Select Codes have been printed. Be sure you keep each printing in a separate pile.
6. Manually merge the printings according to the presort requirements. If CART was used, you will need to merge by mail carrier. If 5-Digit was used, you will need to merge by the 5-digit Zip Code. Any odd pieces, i.e., 3B, BB, and regular first class need to be merged as well. Use the Presort Summary as a guide. Bills do not have to be in order by the bill sequence number, just grouped by the appropriate presort level.