

Creating Multiple Bills through Batch Upload

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Quick Start

Prepare. Customers, bill logos, header comments, footer comments, and custom line item fields must be added to eBilling Online before they can be used for batch upload. Make sure attachments are available as PDF files.

1. Download and complete the batch upload template. Copy and insert rows to create multiple bills.
Save the template in a comma separated format (CSV).
Upload your template batch data file (Upload Bills page).
2. Review the uploaded bills.
3. Upload any attachments linked to the bill.
Check "I understand ..." and create the bills (Create Bills button).

(Detailed information is available in the Agency Guide to eBilling Online, available by clicking the Documentation Link on Pay.gov's MyAgency website.)

Template

The batch upload template provides the structure for the data used to create bills.

- The first row in the template must have the template version number. This row can only appear once.
- Row headers and names in the left-hand column identify the type of information needed.
- Only rows whose name ends with "Data" can be filled in.
- Value labels above the data rows identify the information to be entered in the cell below. * indicates required data; all other cells can be blank if desired.
- Do not change the order of the rows in the name. You can copy and insert new data rows as described below as long as the rows remain in the same relative position.
- If data is entered for a Label, the corresponding Value is required, and vice versa.
- Each bill can have only one CustomerData row, one BillData row, zero or up to ten CustomBillingFieldData rows, one to 300 LineItemData rows.
- Each bill can have zero ClassificationData rows, or as many as there are classifications pre-defined for the application. Each bill in the file must end with a blank row named EndOfBill.
- To add bills, copy all rows from Customer Header through EndOfBill and insert them below the last EndOfBill row. Then enter the data.
- The maximum number of bills allowed in a single bill file is 100 bills. If more bills are required, additional bill files will need to be created.
- Any number of ebills can be included in a batch data file as long as the .csv file is not larger than 2 MB.
To designate the end of the batch file, the last row must be named EndOfBill and there can be only one EndOfBill row at the end.
When finished save the batch bill data file in .csv format to a location from where it can be copied by eBilling Online.

Row and Column Headings

(Only ASCII2 characters are allowed.)

Row Name	Column Name	Value Format	Required	Description
TemplateVersion	n/a	n/a	Yes	The version of this template which appears only once at the top of the upload file. This row <u>must not</u> be copied when creating multiple bills.
CustomerData	BAN	Alpha numeric	Yes	An existing Ban for your billed customer that is already in Pay.gov.
BillData	AgencyTrackingId	Alpha numeric	Yes	A unique value created by your agency to represent the bill.
BillData	Issue Date	MM/DD/YYYY	Yes	The date the bill will be issued.
BillData	Due Date	MM/DD/YYYY	Yes	The date the bill is due.
BillData	Logo Name	Alpha numeric	No	The name of a logo already stored in the system for your application.
BillData	Header Name	Alpha numeric	No	The name of a header already stored in the system for your application.
BillData	Footer Name	Alpha numeric	No	The name of a footer already stored in the system for your application.
BillData	Attachment 1 Attachment 2 Attachment 3 Attachment 4 Attachment 5	Alpha numeric	No	The exact name of an attachment PDF file, including the .pdf extension. Up to five attachments are allowed, but the total size of all attachment files combined cannot exceed 10 MB.
CustomBillingFieldData	Label	Alpha numeric	No	The name you are giving to a custom field. Required if a corresponding value is provided.
CustomBillingFieldData	Value	Alpha numeric	No	The value for a custom billing field. Required if a label is provided.
LineItemData	Quantity	Numeric	Yes	The number of units of this line item.
LineItemData	ItemID	Alpha numeric	No	A value representing a unique ID in the agency's system.
LineItemData	Item Name	Alpha numeric	Yes	The name of the line item.
LineItemData	Description	Alpha numeric	No	A statement about the line item.
LineItemData	Price Per Item	Numeric	Yes	The price for one unit of this line item. Pay.gov automatically multiplies the price by the Quantity when calculating a bill total.
LineItemData	Custom Line Item Fields	Alpha numeric	User defined	Up to five custom line item fields can be defined. Rules of use are user defined and must be followed. Download the latest template file to show and use defined custom fields.
ClassificationData	Label	Alpha numeric	No	(TAS/BETC) Predefined label stored in Pay.gov for the accounting classification assigned. Required if a value is provided.
ClassificationData	Value	Numeric	No	(TAS/BETC) The amount to assign to this classification. Required if a label is provided.

Validation

Pay.gov validates a batch bill data .csv file when it is uploaded. Errors are immediately displayed at the top of the screen. Pay.gov checks for the correct template version, for missing required values, and for incorrectly formatted values. Error messages indicate where (row number) an error was found, may include the row label, or the bill referenced by the Agency Tracking ID. Up to ten errors are listed at a time. A final listed message may indicate there are more than ten errors, which if uncorrected will be displayed after the first ten are fixed.

Uploaded batch bill data files containing errors are not accepted or recorded by Pay.gov. Only files with no errors are actually processed.

Attachments

After the batch bill data file is validated and accepted, the Complete step provides a list of the required attachments. They must be in PDF format. The Upload Bills page shows the number of files that need to be uploaded.

Upload Bills

Progress: Upload Bills (✓) | Review Bills (✓) | Complete (⏸)

Attachments

The files listed below must be uploaded to complete creation of the bills.

Filename	Attachment
attachment_1.pdf	
attachment_2.pdf	
attachment_3.pdf	
attachment_4.pdf	

Select Attachment Files

[Select Files](#)

Acceptable File Types pdf
 Maximum Size Per File 10 MB
 Maximum Total Size 10 MB

[Upload](#)

I understand by creating these bills, payable bills will be created within Pay.gov for the customers specified for each bill. If proper notification and access codes are not completed, the customers may not be notified of the newly created bills.

[Back](#) [Create Bills](#)

- The attachment file name must exactly match the name in the batch upload file and must include the .pdf extension. Otherwise it will not be uploaded and an error message is displayed.
- The size of each attachment file cannot exceed 10 MB, and the total size of all attachments combined cannot exceed 10MB.

1. Click Select Files.
2. On the dialog, go to the location holding the attachment file and highlight it, then click Open.
3. Click upload. A success message is shown at the top to the attachments page.
4. Repeat the process to upload additional attachments. The Minimum Size Per File line shows the space left for additional attachments. The file size decreases with each attachment uploaded.
5. When finished, check the "I understand..." checkbox and then click Create Bill.

To replace an attachment, click the delete icon next to its file name to delete it, and then upload a new file with the same name. When finished uploading, click Close.

Creating Multiple Bills

To create multiple bills:

1. Copy an entire bill from the template (starting with 'CustomerHeader' and ending with 'EndOfBill')
2. Paste the rows below the last 'EndOfBill' row.
3. Fill in the correct values.
4. Repeat to create as many bills as needed.
5. Make sure each bill is separated by an EndOfBill row, that the last row in the file is an EndOfBill row, and that there is only one EndOfBill row at the end.

The example shown below represents a bill template file with two bills. For illustration only, cells have been highlighted to show where values are entered. Additional Custom Billing Data and Classification Data rows have been inserted.

	A	B	C	D	E	F	G	H	I	J	K
2	CustomerHeader	BAN*									
3	CustomerData	BU512345									
4	BillDataHeader	Agency Tracking Id*	Issue Date*	Due Date*	Logo Name	Header Name	Footer Name	Attachment 1	Attachment 2	Attachment 3	Attachment 4
5	BillData	BU191919	1/8/2016	2/8/2016	Sample Logo 7	Sample Header	Sample Footer	TestAttachment1.pdf	TestAttachment2.pdf	TestAttachment3.pdf	TestAttachment4.pdf
6	CustomBillingFieldHeader	Label	Value								
7	CustomBillingFieldData	Customer Name	Test Customer								
8	CustomBillingFieldData	Service Code	565656								
9	CustomBillingFieldData	Account Number	AU777777								
10	CustomBillingFieldData	Permit Number	1374233								
11	LineItemHeader	Quantity*	Item ID	Item Name*	Description	Price Per Item*					
12	LineItemData	2	Z7	License	Disposal	400					
13	ClassificationHeader	Label	Value								
14	ClassificationData	t5j	40								
15	ClassificationData	t6e	340								
16	ClassificationData	t7e	20								
17	EndOfBill										
18	CustomerHeader	BAN*									
19	CustomerData	BU567890									
20	BillDataHeader	Agency Tracking Id*	Issue Date*	Due Date*	Logo Name	Header Name	Footer Name	Attachment 1	Attachment 2	Attachment 3	Attachment 4
21	BillData	BU20	1/8/2016	2/10/2016	Sample Logo 7	Sample Header	Sample Footer	TestAttachment1.pdf	TestAttachment2.pdf	TestAttachment3.pdf	TestAttachment4.pdf
22	CustomBillingFieldHeader	Label	Value								
23	CustomBillingFieldData	Customer Name	Test Customer2								
24	CustomBillingFieldData	Service Code	565656								
25	CustomBillingFieldData	Account Number	AU999999								
26	CustomBillingFieldData	Permit Number	439342								
27	LineItemHeader	Quantity*	Item ID	Item Name*	Description	Price Per Item*					
28	LineItemData	2	F20	License	Other	100					
29	ClassificationHeader	Label	Value								
30	ClassificationData	t5j	10								
31	ClassificationData	t6e	90								
32	EndOfBill										