

CASS Routines - Seq of Operation (effective July 1 2014 - notes revised 09/2016)

Some versions of Windows by default do not display common file extensions (.doc, .exe, .csv, etc). It would be better for running the below routines that your PC always display file extensions. To confirm that it will, go to Control Panel and open 'Folder Options'. Click on "View" and uncheck the box "Hide extensions for known file types". Click on OK.

IMPORTANT: beginning July 1 2014 the Smarty Street LiveAddress List Processing app must be downloaded to your local PC which means the address list (CASS.csv) is no longer uploaded to their website but instead moved into their app on your desktop. **If you do not have a Smarty Streets account or if the app has not yet been installed go to page 3 for details.** After the app has been installed go to the next step.

Create CASS File

1. In Utility Billing, under "Other Functions", click on "Misc Routines".
2. Open "CASS Routines".
3. Confirm the option "Create Address File (for CASS upload)" is marked.
4. Uncheck/check any status boxes if needed. Normally they will left as displayed.
5. To include all customers leave beg/end acct#s as is - otherwise change the range as needed.
6. If you want to print the created file check the "Print" checkbox.
7. The name of the file is normally "CASS.csv" but it can be changed. If changed do not put any spaces or special characters (ex: slashes) in the name and end it with ".csv". **It is recommended that the name not be changed.**
8. Click on "Create".
9. A file will be built that will be used with SmartyStreets LiveAddress app. Go to the next step to process the CASS file.

Process File

NOTE: To upload a file you must be a Smarty Streets customer with prepaid credits. If not you must first create an account and purchase credits at www.SmartStreets.com.

Open the **SmartyStreets List Processing** app on your desktop and perform the following steps:

- 1- Click on "File" and "Process List".
- 2- You must select the name of the file created in utility billing in the above section (normally **CASS.csv**).
A "Browse" screen will open for you to search to the **UTIL** folder (the UTIL folder may be on the local C drive or if using a network a drive such as F or M or T or Z (for more info on "Browsing" see bottom of this page).
- 3- When you have searched to and opened the UTIL folder you should see a file called "CASS.csv". Click once to select it and select "Open" and the file should be processed within a few seconds (if you get an "Incomplete Header Record" error confirm you are using Utility Billing version "2.62" or higher).
- 4- If the process is successful a message will display and you can choose to navigate to the location of the processed file or you can navigate to the file later by clicking on "File" and "Explore Completed Lists".

Move Processed File and Print Certificate

1. Once you navigate to the location of the processed file (in the CASS folder) you should see a file named "**Everything.csv**" and **CASS3553Report.pdf**. Double click on "CASS3553Report. pdf" and print the certificate. Click on "Everything.csv" **once** to highlight it and then right-click and click on "Copy".
2. Navigate to the **UTIL** folder that is either on your local C drive or server. Right-click and click on "Paste". If 'Everything.csv' already exists then you'll need to replace the existing file. Go to page 2 to update utility customer addresses.
IMPORTANT: if there is any doubt that the new Everything.csv file copied over the old one, open the UTIL folder and check the date on the file. It should be a current date. If it is an old date then do the Copy and Paste again.

Notes on browsing.....

The location of the CASS address file depends upon whether your Utility Billing files are on a standalone PC or on a network. For example if on a standalone PC you would browse and open "OS: C" or "Local Disk C" and then open the "UTIL" folder. If on a network where the server is drive "F" you might browse and open "Server..... on F" and then open the "UTIL" folder.

If not known, you can find out the location of your Utility Billing files by right-clicking on the Utility Billing program shortcut icon, clicking on "**Properties**" and "**Shortcut**" and viewing the "**Start in**" line. For example if the line reads "M:\UTIL\Utilwin.exe" it means the files are on the "M" drive and "UTIL" folder. If the line reads: "\\Server1\UTIL" it means the Utility files are on a network drive called "Server1" and UTIL" folder. If the line reads "C:\UTIL" it means the Utility files are on your local disk C and in the "UTIL" folder.

Update Utility Addresses

MAKE SURE A CURRENT BACKUP IS ON-HAND (Make sure you are running Utility version "2.62" or higher)

1. Open Utility Billing and click on "**Other Functions**" and "**Misc Routines**".
2. Open the "**CASS Routines**" program.
3. Mark the option "**Update Corrected Addresses**".
4. To print/update just some customers enter beg/end acct#s - otherwise leave range as is.
5. The name of the file should display as "**Everything.csv**".

PRINT

6. **It is recommended that the file (or at least part of the file) be printed before updating.** This will help verify that you got the file downloaded correctly. To print without updating check only the "**Print**" box.
Note: not all records may have been cleaned due to insufficient information or some addresses may be too long to merge due to Apt or Suite info being moved from address line-2 to line-1. Both situations will result in a record being flagged as "Failed". Failed records will not have their addresses updated. You should get a list of just these records by checking "**Print Failed Only**".
7. When ready to print the list click on "**Print**" command.
When looking at the report note the first column on the report (ST) is the status where P=Passed and F=Failed.
When the status code is "F" and it is due to insufficient info, a numeric code will print in the "CD" column to explain the problem. A list of error codes can be found in the document "Readme.txt" which is in the Listprocessing.zip folder.
When the address is more than 25 characters an "A" will print in the "CD" column indicating the address is too long.
These records will have their **zip code and delivery point updated** but not the address.
8. Review the list(s).

UPDATE (if you are on a network and your server is setup to run Utility Billing, run the update there since it will run much faster)

9. When ready to update the addresses check the "**Update**" checkbox and uncheck "**Print**".
NOTE: for those who print statements in Zip/Postal Rt order:
If you print statements in Zip/Postal Rt order then you may check the "**Updt Postal Rt**" box. However changing the Postal Rt is not required to be CASS certified so you may prefer not to change your existing Postal Rts since this will change the Postal Rt codes that you have manually keyed in thereby changing the order your statements print in.
10. **The processed file will have addresses stored in mixed-case** (ex: 340 W Main St). If you prefer the addresses to be updated in all upper-case (340 W MAIN ST) make sure the box "**Updt Addresses in Upper-Case**" is checked.
11. Click on the "**Update**" command. Accounts should begin displaying. This process could take several minutes depending upon the number of addresses and whether you are running locally or at a server.
12. Once the update is done check a few customers to verify the updates. Examples of changes to the Customer Accts screen.
The two digit **Delvry Pt** (at top of screen) will have a value.
The **+4 mailing zip code** (to the right of the city name) will have a value.
Punctuation will removed from mailing addresses. Apt or Suite numbers will be moved from line-2 to line-1.
If you have a "c/o" or "Attn" info on address line-1 it will be moved to address line-2.
13. **City names should have no punctuation. However city names are in the zip code file and can't be changed by the CASS program. Therefore you should have already gone into the Zip Code file (under Other Functions) and changed all city names to have no punctuation.**
14. You should already have a question under **Options--General** set to print the Intelligent bar code on your bills. This includes getting a Mailer-ID from USPS. See bottom of page 3 for info on what needs to be entered to print barcodes.

INSTALLING LIVE ADDRESS LIST PROCESSING DESKTOP APP

Beginning July 1 2014 the SmartyStreets address processing app must be run locally on your desktop. Also you must already have an account with Smarty Streets and purchase credits at www.smartystreets.com.

To load app:

Note: the app must be installed on a PC that has an **Internet connection**. If using a server the app is not normally loaded there but instead on a PC's local C drive (one that can open Utility Billing). If Utility Billing is not on a server but on your local C drive then install the app there.

Option 1....

1. Open your browser and open the link: <http://bit.ly/1rPTZCV>
If using Win 7 select "Save As" (or "Save File" if using Win XP).
2. A download screen should display so that you can browse to the location where you want the folder "**ListProcessing.zip**" downloaded to. The location of the download folder is not important but you need to be aware of the location. Note: you should do the download to a PC that can open utility billing and to the local C drive (even if on a network).
3. After the folder is downloaded, locate the folder and open it. Double click on the file "**Readme.pdf**" and print the document.
4. Using the printed document install the LiveAddress application. If you need assistance you can contact Smarty Streets or GFC Data Systems.

or

Option2....

Request the needed "install" files from GFC Data Systems and we'll send them via email attachment or CD with instructions on how to install the app.

To print Intelligent bar codes:

(do not do this until you are CASS certified)

- a) Open "**Options**" - "**General**"
- b) Check the box "**Print Intelligent Bar Codes**"
- c) For "**Barcode ID**" enter "**00**" (two zeroes).
- d) For "**Serv Type ID**" enter 260 (260 = first class mail).
- e) For "**Mailer ID**" enter the 6 or 9 digit number assigned to your city by USPS.
- f) Click on "Save".