

SLB444
SL-VERIFICATION FORMS / LETTERS
PRINT VIA THE AUDIT TRAIL

PROGRAM FUNCTION:

This program prints (via the Audit Trail) sales verification cover letters and sales verification forms for requested parcels and newly added parcels to the sales files.

REQUIRED RESPONSE SUPPLIED BY OPERATOR:

- 01 Printer prompts.
- 02 Print letters/forms on a PC printer? (Y/N)
- 03 If using a PC printer, enter the paper tray to use (1-255)

COMMENTS:

BEFORE you can print Sales Verification forms on a laser printer from Audit Trail, you MUST first run SLB448 and set the printer ID and answer 'Y' to print to a laser printer. Anytime you want to turn on or off the use of a laser printer, SLB448 must first be run. **You may not be able to print using HP DeskJet 700 series printers. The 820C, 1000C and 2200 series printers may also have problems supporting the print drivers used for this form.

Verification forms and cover letters will automatically be placed on HOLD in your spool file after the audit trail has been run.

The reports are displayed in the spool file using the following report names:

If you choose NOT to use a PC printer:

Cover Letter = 'CVRRPT' Verification Letter = 'VERRPT' & 'HOVRPT'

If you choose to use a PC printer:

Cover Letter = 'CVRRPT' Verification Letter = 'SLB444P' (this includes both types of verification letters, with and without the homeowners' section.)

OUTPUT SUMMARY (or N/A):

1. Each cover letter includes user designed headings #1 and cover letter #1. (MSO408 & MSO405.)
2. Each verification form includes: The buyer's name and address, property address, and property's legal description. Also included on the form are the date, parcel number, instrument #, parcel type, location code, and CAMA number.

SPECIAL CONSIDERATIONS:

1. You must choose between a regular sales verification form and a sales verification form

with a homeowner’s exemption section at the bottom. To make your selections, hit F13 in the Parcel Master entry/update screen to access the Report Code Window.

2. When the operator runs audit trail (PMB011), ‘SLB444’ is automatically executed.
3. % Buyer’s name will replace fee holder's name on the cover letter.
4. Another program exists for the printing of sales verification forms and cover letters that allows more flexibility. That program is 'SLB448', stand alone 'Print Verification Letters'.

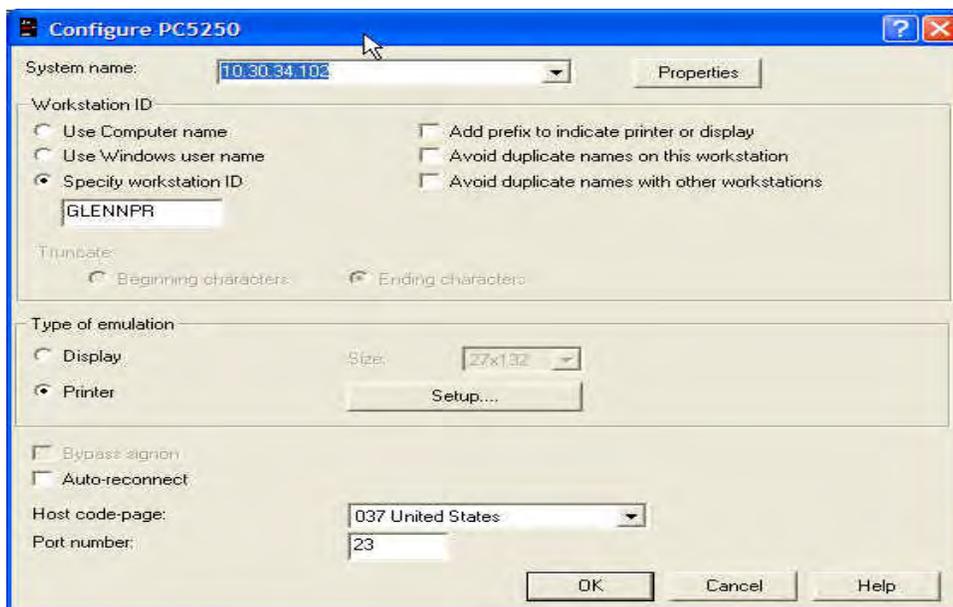
Configuring a PC printer to print the Verifications:

Your pc printer must be attached via Client Access, and the Client Access version must be version V5R0 or higher. If you wonder which version you have, start an AS/400 session and click on the “Help” menu, then the “About...” option. Then look on the window for the version number. Since all AS/400’s must now be on a Software subscription, you can upgrade your software for no additional charge. (Note: discuss this with your hardware/software maintenance company, as they may charge an installation fee.)

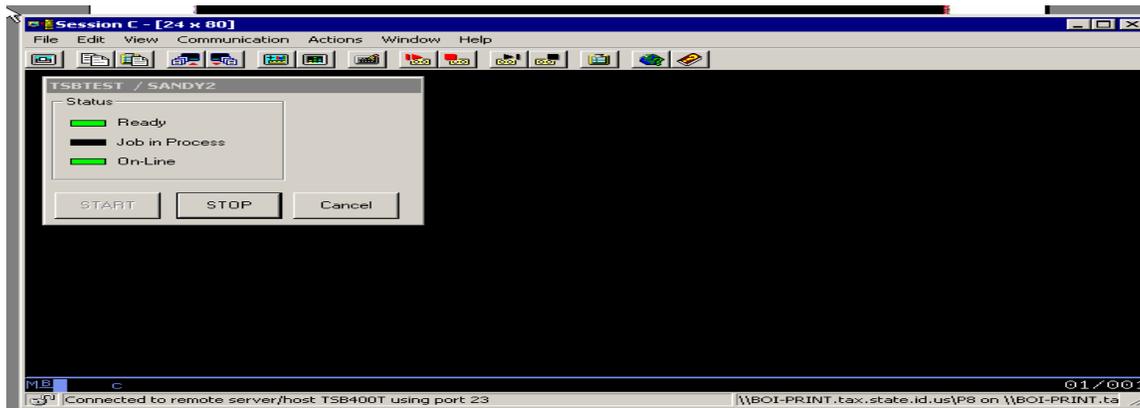
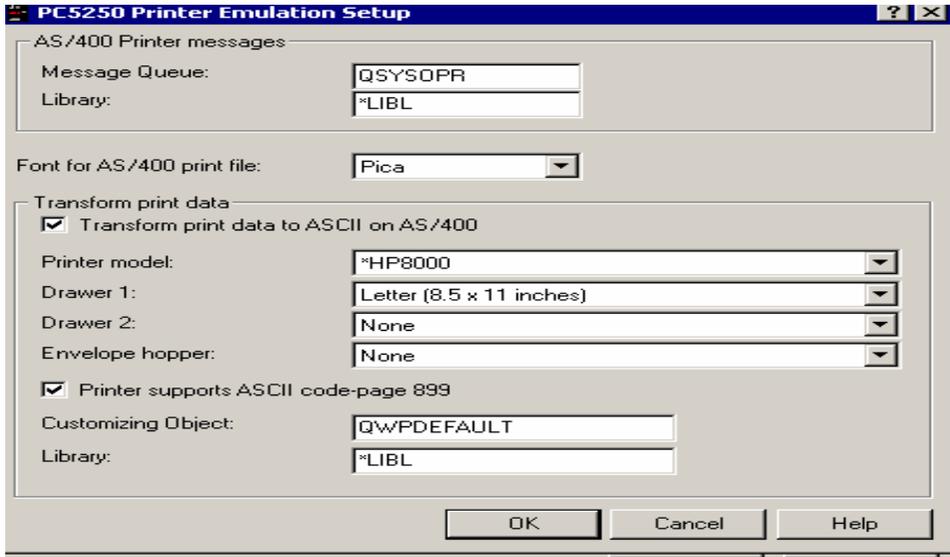
If you have an up-to-date version, follow the steps below to configure your printer:

Create a new session. Go to the Start menu, find the **IBM AS400 Client Access Express**, and then select **Emulator**, and then select **Configure a session**.

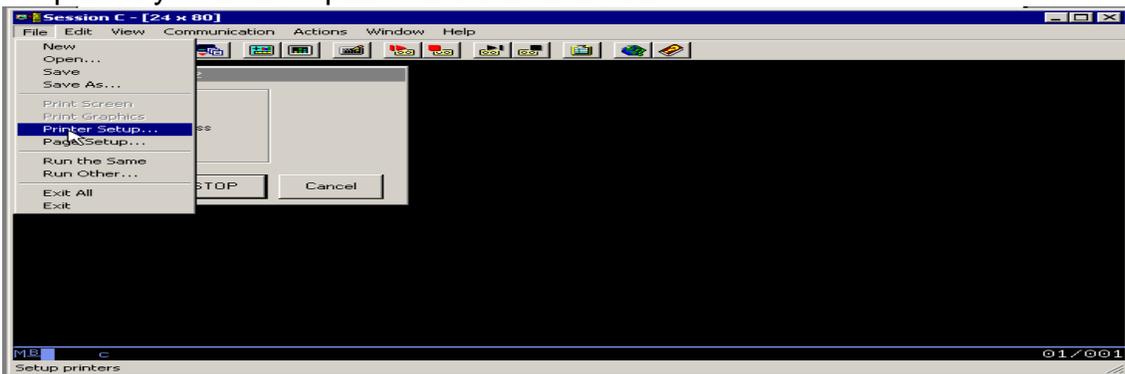
The system name should default to your correct AS400 name. Check the “Specify workstation ID” and then enter a name up to 7 characters long. (The UAD system limits the printer ID to 7 characters, but you can enter anything you want up to 7 characters.) This will be the AS/400 printer ID. In emulation, select printer, then click setup. This screen is where you actually tell the AS/400 what type of PC printer you are using. It is VERY important to select the correct one.



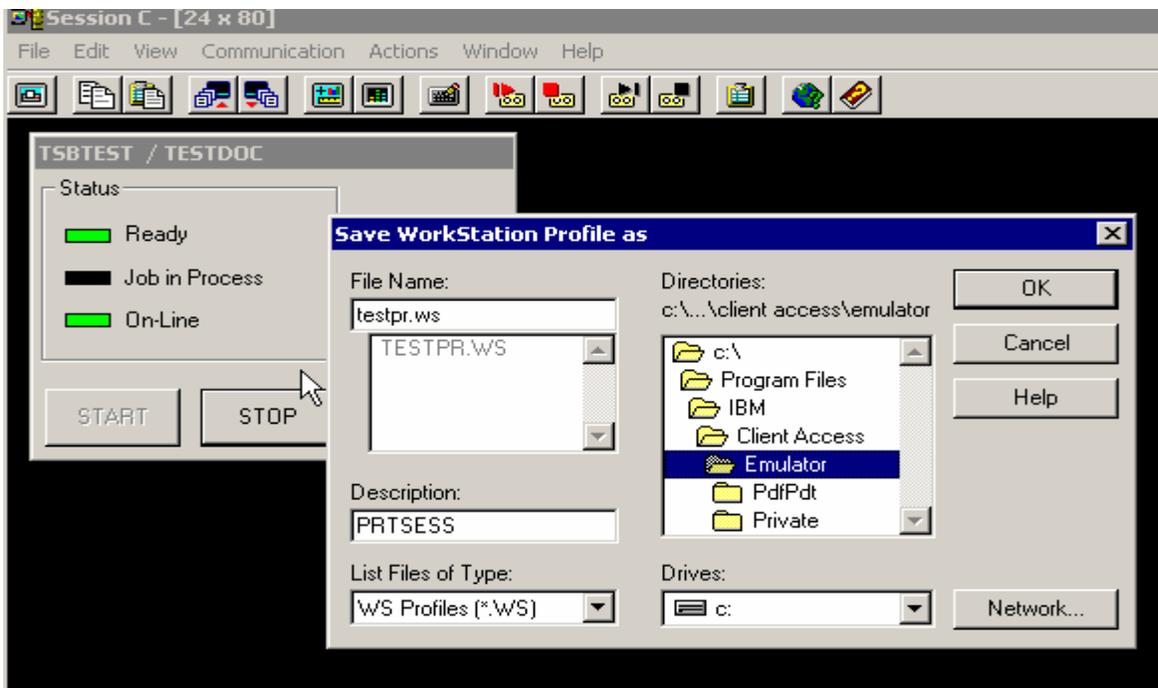
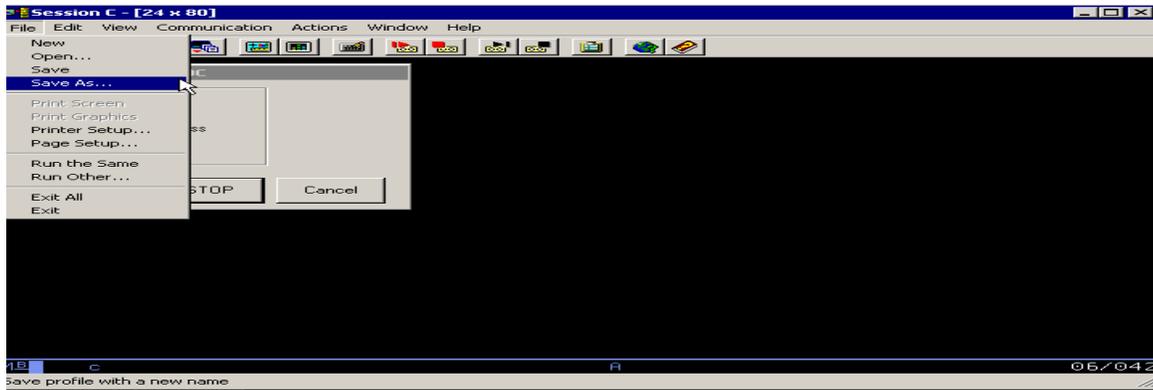
You must select “**transform print data to ASCII on AS/400**”. Then select the actual printer model. If you do not see your printer model (the list is NOT alphabetical, be sure to scroll through ALL of the choices), choose one that may be the previous model. (Most printers do emulate some sort of HP printer, if you need to, you can find out which one and choose that HP Mode.) Then check the “printer supports ASCII code” box and enter QWPDEFAULT and *LIBL (see example) then click OK and OK



After you click OK, the printer session will start up. Click File then Printer Setup and select the laser printer you want to print on. Then click OK.

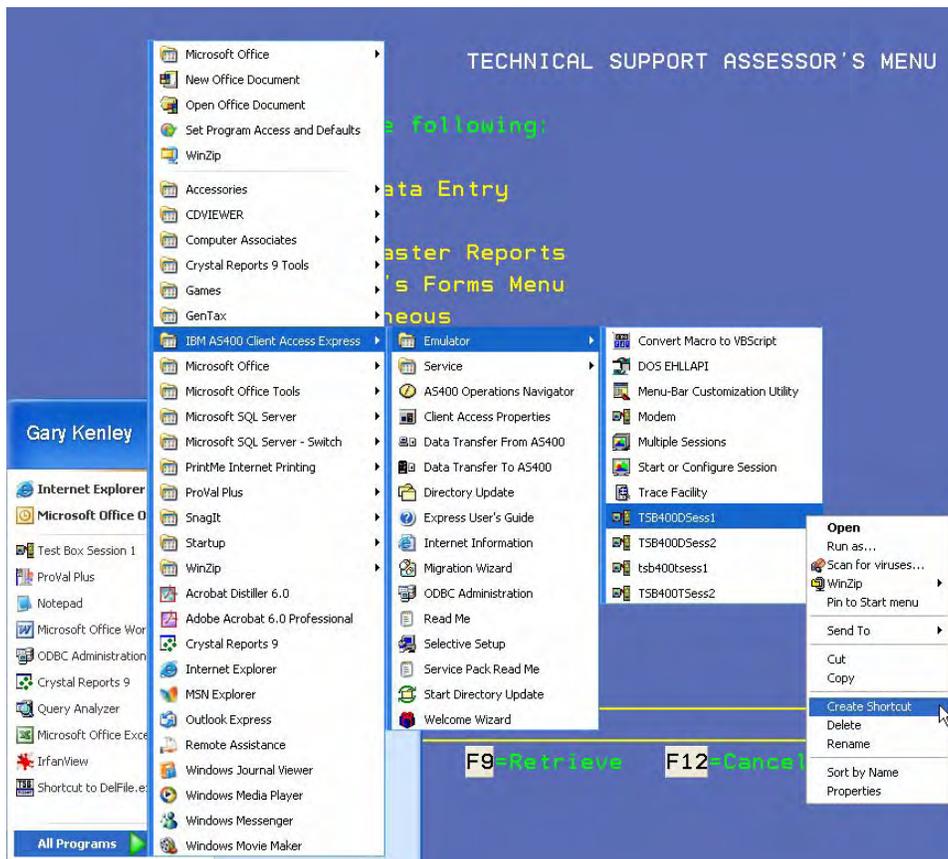


Now you need to save the session. Click File then Save As.



Name the file in the file name section (name.WS – remove the *). You can call it whatever you want, up to 7 characters. Then type in a description. Go to directories and decide where you want to save it. I just saved mine in emulator. Then click OK.

Go to the file (wherever you saved it above), click on it once to highlight it and then right click and select Create Shortcut. It will ask you if you want to create a shortcut to your desktop. Answer “yes”. Then whenever you want to use it, you can start it from the icon on your desktop.



Anyone can use this print session once it has been started. They will need to put their reports/forms on hold, go to their spool file and change the printer name to your new workstation ID. (eg change 'P1' to (for example) 'GlennPR' – see example on page 2.)

Remember, this printer session must be started before the Sales Verification Letters will print. (Double click on your new desktop icon each day before you print the information spooled out by Audit Trail.)