SLB448

SL-PRINT SALES VERIFICATION AND COVER LETTERS (STAND ALONE)

PROGRAM FUNCTION:

This program will print sales verification cover letters and sales verification forms based on the selections made below.

REQUIRED RESPONSES 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)
- 04 Enter the beginning and ending date limits.
 (A sales verification form and cover letter will print for all sales if the date when the first letter was mailed falls between the dates furnished. A letter will not be mailed for sales which have already been verified.)
 Enter dates: from _____ to ____ (MMDDYYYY)
- 05 Do you want to print cover letter 1, 2, or 3?
- 06 Which letterhead do you want? 1, 2, or blank? (1, 2, or 3)
- 07 Do you want to send letters to the seller or the buyer? (S or B)
- 08 Do you want to exclude the fee holders name when there is a contract buyer? (Y o N)
- 09 Do you want the property address to print on the sales verification letters? (Y or N)
- 10 Do you want to update the next letter sent date? (Y or N)

COMMENTS:

For prompt #04, the 'To' date must be greater than or equal to the 'From' date, or an error message will appear.

For prompt #05 and #06, you must enter a 1, 2, or 3, or an error message will appear.

For prompt #07, you must enter S or B or an error message will appear.

OUTPUT SUMMARY (or N/A):

Based on the operator's selection:

The cover letter (1, 2, or 3) will print with the type of letterhead chosen (1, 2, or 3). Buyer/seller name and address, legal description, instrument #, parcel type, location, and property address (if option was chosen) will print on the verification forms.

SPECIAL CONSIDERATIONS:

The selected cover letter and heading must have been previously entered using programs 'MSO405' and 'MSO408'.

If you choose **NOT** to print on a PC printer, the following reports will be created:

All letters to the sellers will be printed on Sales Verification forms without a Homeowners Exemption section at the bottom. The spool file will list the file name as VERRPT.

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Letters to the buyers will spool in two separate groups. The buyers selected to receive Sales Verification forms **with** the Homeowners Exemption section at the bottom will be spooled to HOVRPT. The buyers selected to receive Sales Verification forms **without** a Homeowners Exemption section at the bottom will be spooled to VERRPT.

The determination whether a buyer should receive a Sales Verification form with or without the Homeowners Exemption section at the bottom, is made in Parcel Master (PMO080, using the F13 option).

If you choose to print on a PC printer, the following reports will be created:

All letters to the sellers will be printed without a Homeowners Exemption section at the bottom. The spool file will list the file name as SLB448P.

Letters to the buyers will print based on whether a buyer should receive a Sales Verification form with or without the Homeowners Exemption section at the bottom. This choice is made in Parcel Master (PMO080, using the F13 option). The spool file will list the file name as SLB448P.

Configuring a PC printer to print the Verifications:

**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 this form. 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:

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

(See example on next page.) 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.

ystem name: 10.30.341	Properties
Workstation ID	
C Use Computer name	Add prefix to indicate printer or display
C Use Windows user name	Avoid duplicate names on this workstation
Specify workstation ID	Avoid duplicate names with other workstations
GLENNPR	
Truncate	
C Beginning characters	Ending characters
Type of emulation	
C Display	Size. 27x132 -
Printer	Setur
	Joseph
F Bypass signon	
T Auto-reconnect	
	027 Habed Chates
Host code-page:	1037 United States

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 Model.) Then check the "printer supports ASCII code" box and enter <u>QWPDEFAULT</u> and <u>*LIBL</u> (see example below) then click OK and OK

PC5250 Printer Emulation	Setup ? X					
AS/400 Printer messages						
Message Queue:	QSYSOPR					
Library:	*LIBL					
Font for AS/400 print file:	Pica 💌					
Transform print data						
Transform print data to ASI	CII on AS/400					
Printer model:	*HP8000					
Drawer 1:	Letter (8.5 x 11 inches)					
Drawer 2:	None					
Envelope hopper:	None					
Printer supports ASCII code-page 899						
Customizing Object:	QWPDEFAULT					
Library:	×LIBL					
	OK Cancel Help					

~5	Session C - [24 x 80]	_ 🗆 ×
	File Edit View Communication Actions Window Help	
	TSBTEST / SANDY2	
	Status	
	Ready	
	Job in Process	
	0n-Line	
	START STOP Cancel	
		01/001
	Connected to remote server/host TSB400T using port 23 \\BOI-PRINT.tax.state.id.us\P8 on \\BOI-	PRINT.ta

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.



📲 Session C - [24 x 80]					
File Edit View Communicatio	n Actions Window Help				
e ee <u>e</u> <u>e</u>	🗴 🛃 🚵 🛍	🛃 道 🌒 🔗			
TSBTEST / TESTDOC					
Ready	Save WorkStation Profile as	5	×		
Job in Process On-Line START STOP	File Name: testpr.ws TESTPR.WS Description: PRTSESS	Directories: c:\\client access\emulator Program Files BM Client Access Emulator PdfPdt Private	OK Cancel Help		
	List Files of Type: WS Profiles (*.WS)	Drives:	Network		

Name the file in "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 just to highlight it, then right click and select Create Shortcut. It will ask you if you want to create a shortcut to your desktop. Answer yes. Then when you want to use it, you can start it from the icon on your desktop.

	Microsoft Office Microsoft Office New Office Document Open Office Document Set Program Access and Defaults WhiZp	•	TECHNICF	iL.	SUPPORT ASSES	SOR'S MENU	
	Accessories CDVIEWER Computer Associates Crystal Reports 9 Tools Games Games Games Games		ata Entry aster Reports 's Forms Menu heous				
	10M AG400 Client: Access Express	•	Constant Con	•	Convert Macro to VEScript		
	Microsoft Office	1	Service	•	DOS EHLLAPT		
	Microsoft Scil Secure		AS400 Operations Navigator		Monu-Bar Customization Utaty		
Gary Kenley	Microsoft SOL Server - Switch	1	AR Data Transfer From 45400		Multinle Sessions		
	PrintMe Internet Printing		R3 Data Transfer To AS400		Start or Configure Session		
Dinternet Explorer	ProVal Plus		P Directory Update		A Trace Facility		
Microsoft Office 0	C Snaglt		(2) Express User's Guide		91 15040005ess1	-	
PT Test Box Session 1	😁 Sartup 😁 WinZip 📴 Acrobat Distiller 6.0	3	 Internet Information Migration Wizard COBC Administration 		8월 TSB40005ess2 9월 tsb400tsess1 8월 TSB400TSess2	Run as Scan For viruses WinZip Pin to Start menu	
Microsoft Office Wor	Adobe Acrobat 6.0 Professional		Read Me			Send To	
Crystal Reports 9	Crystal Reports 9 Internet Explorer		Selective Setup			Cut Copy	
Query Analyzer	Outlook Express Outlook Assistance		Scart Directory Upake Welcome Wizard	_		Create Shortout Delete Rename	
Frances	Windows Journal Viewer Windows Media Player		F9 DO F1		F12 Cance	Sort by Name Properties	
All Programs	Windows Messenger						

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 3.)

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.)