

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 or 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.

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.

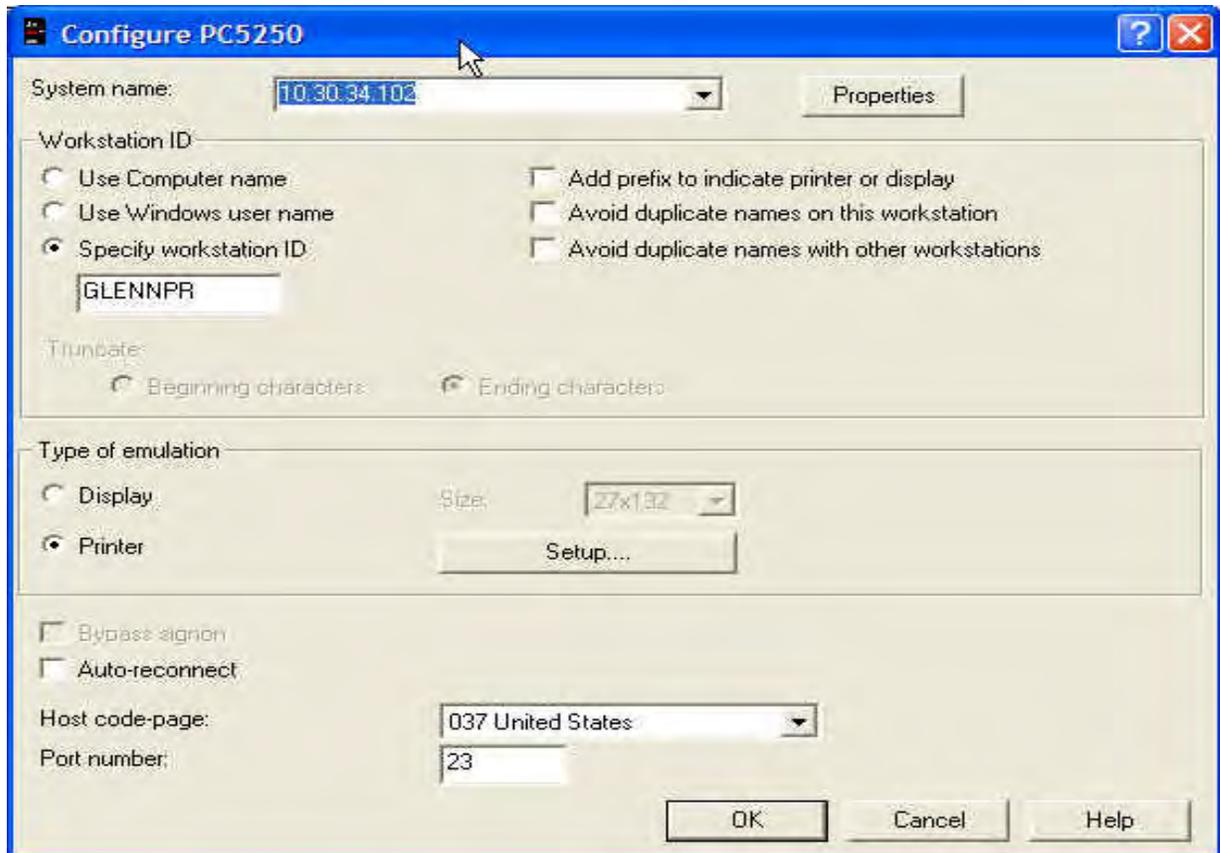
Configuring a PC printer to print the Verifications:

****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.)

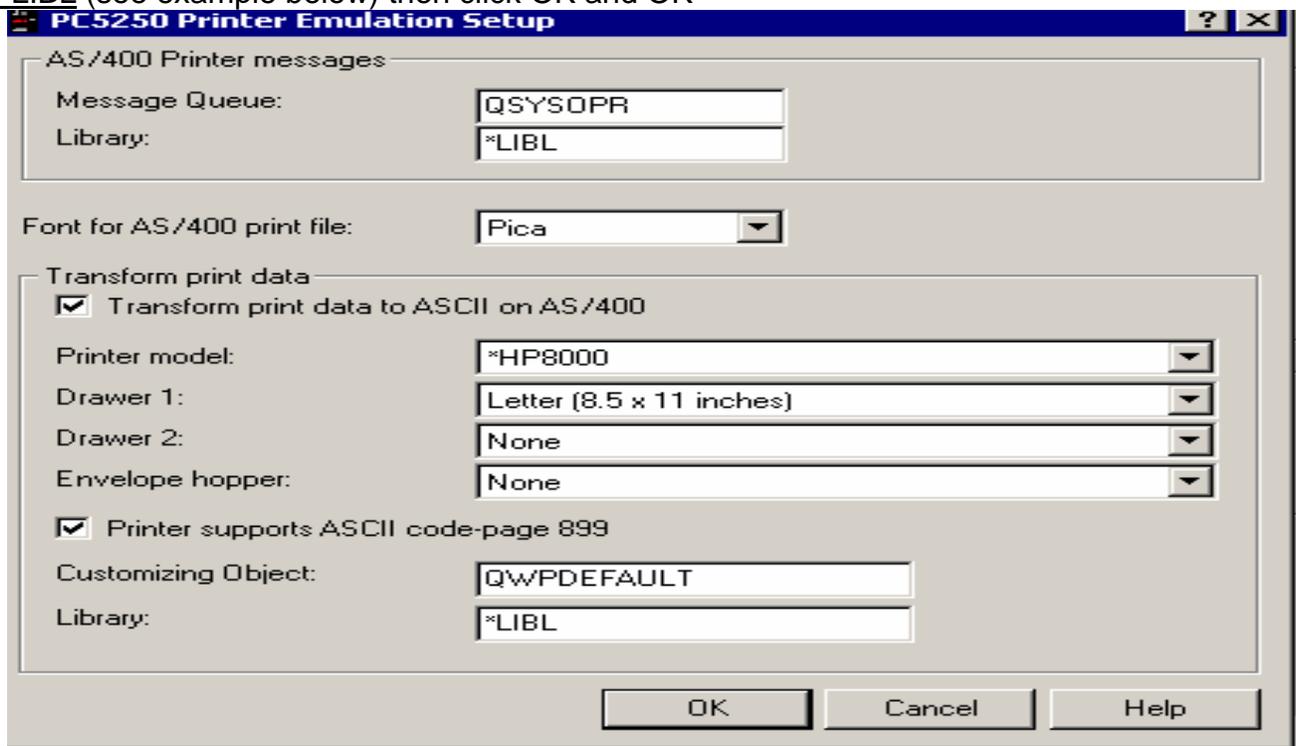
If you have an up-to-date version, follow the steps below to configure your printer:

Create a new session. 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.

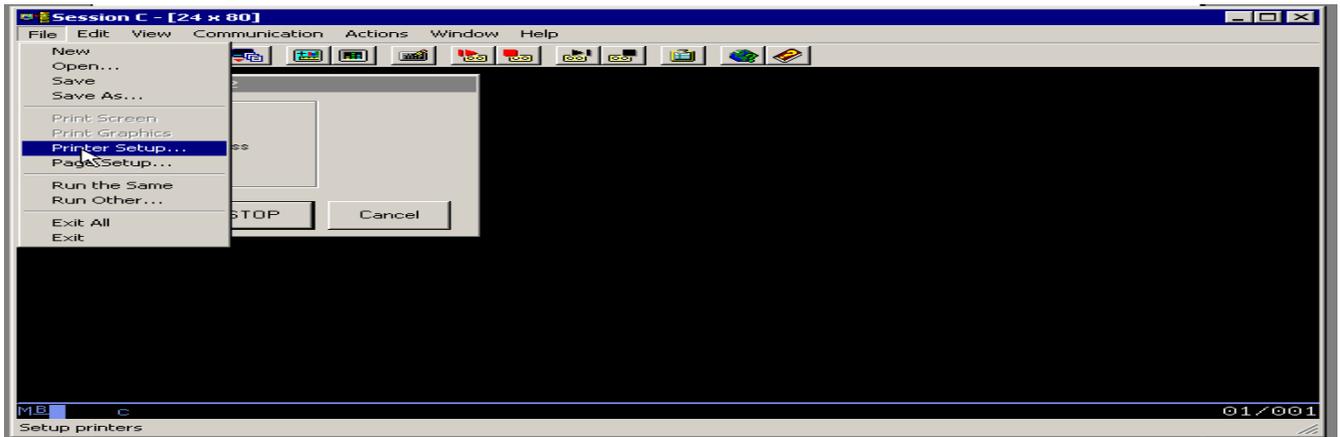


You must select “**transform print data to ASCII on AS/400**”. Then select the actual printer model. If you do not see your printer model (the list is NOT alphabetical, be sure to scroll through ALL of the choices), choose one that may be the previous model. (Most printers do emulate some sort of HP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

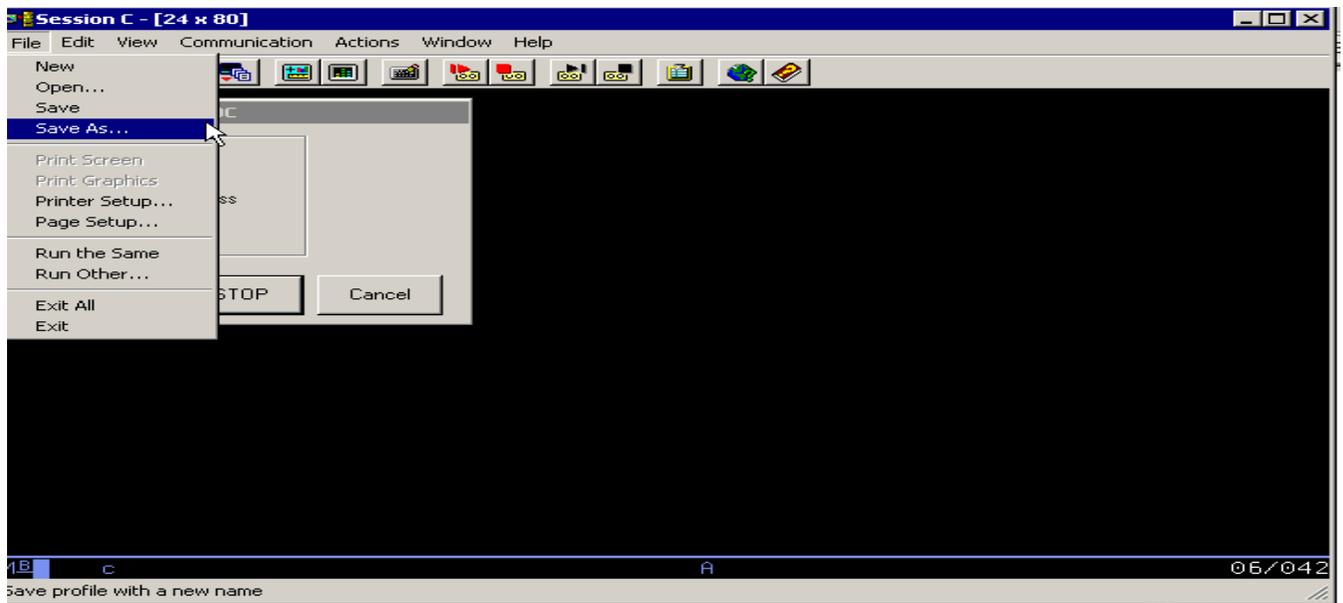


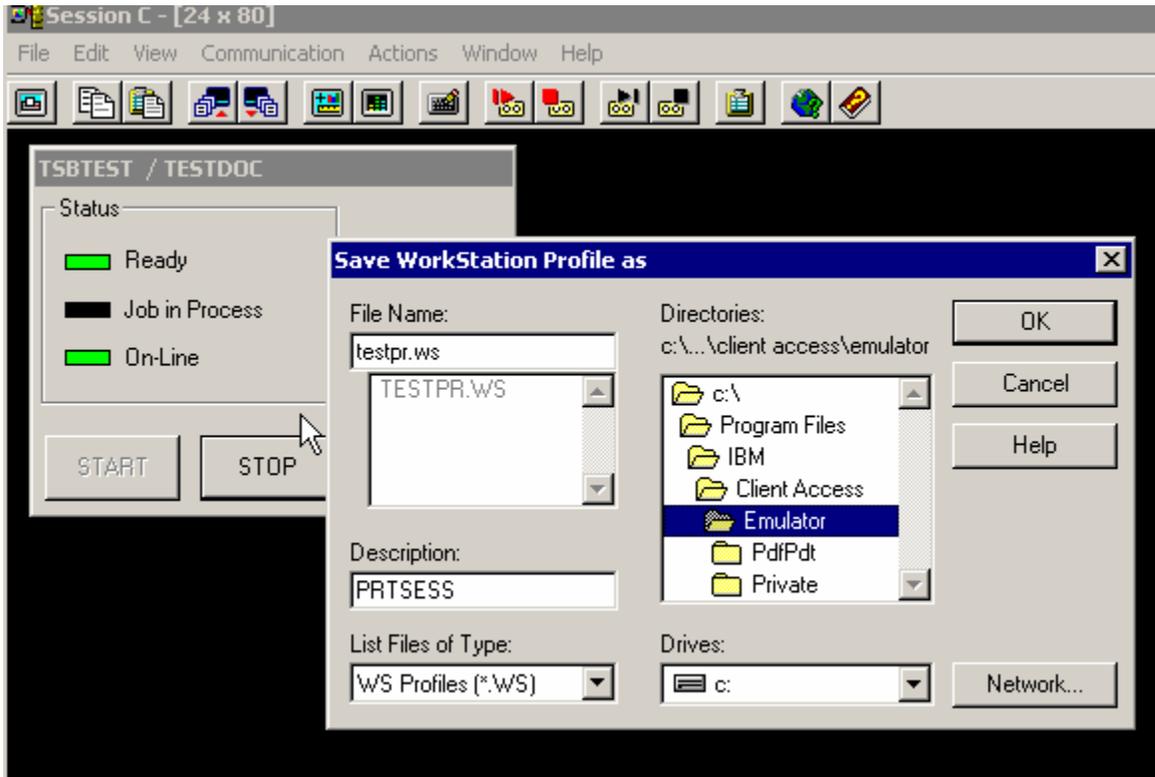


After you click OK, the printer session will start up. Click File then Printer Setup and select the laser printer you want to print on. Then click OK.



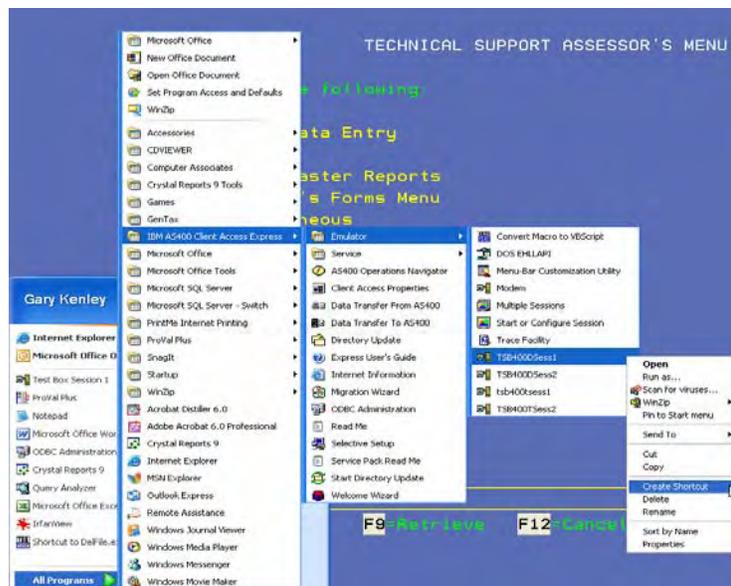
Now you need to save the session. Click File then Save As.





Name the file in "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.



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.)