

Winsen Word Document Templates

Introduction

This document details the fields available for placement on the Winsen Word Document templates. Templates use unique fields that are filled in at the time the letter is created. Some Fields correspond directly to database fields and others are calculated base on the type of letter being generated. This document outlines which fields can be used on each letter and how the values are calculated.

The appropriate template is determined by the first five characters of the file name. I.e. LATE, MBILL, QBILL, SBILL, YBILL, LIEN, CONTR, IFORF, PRELE, PRELI, RATEC, RCHECK, TRANS, NOTES AND anything else.

Conventions Used

SPHONE: All Caps indicate field name used on document.
Unit.UnitNum: Indicates database table and table field.
+, -, * and =: Indicate mathematical operators.

Site Information

The following site information fields are available on all letters.

Field Name	Description
SPHONE	Site Phone Number
SMANAGER	Site Manager Name
SNAME	Site Name
SADDRL1	Site Address Line one
SADDRL2	Site Address Line two
SCITY	Site City
SSTATE	Site State
SZIP	Site Zip Code

Customer Information

The following customer information fields are available on all letters.

Field Name	Description
CNAME	Cust.CName, Using Winsen formatting
CFIRST	Cust.CName, Using Winsen formatting
CLAST	Cust.CName, Using Winsen formatting
CADDRL1	Cust.CAddr1
CADDRL2	Cust.CAddr2
CCITY	Cust.CCity
CSTATE	Cust.CState
CZIP	Cust.CZipCode

Second Contact Information

The following second contact information fields are available on all letters.

Field Name	Description
SCNAME	Cust.SCont Using Winsen Formatting
SCFIRST	Cust.SCont Using Winsen Formatting
SCLAST	Cust.SCont Using Winsen Formatting
SCADDRL1	Cust.SCAddr1
SCADDRL2	Cust.SCAddr2
SCCity	Cust.SCCity
SCSTATE	Cust.SCState
SCZIP	Cust.SCZip

Late Letters

The following fields are available on all late letters.

LATE1.DOT,LATE1REM.DOT,LATE12ND.DOT letters.

LATE2.DOT,LATE2REM.DOT LATE22ND.DOT letters.

LATE3.DOT, LATE3REM.DOT LATE32ND.DOT letters.

LATE4.DOT, LATE4REM.DOT LATE42ND.DOT letters.

LATE5.DOT, LATE5REM.DOT LATE52ND.DOT letters.

Field Name	Description
DATE	Current Date
DAYS LATE	Current date – Unit.Duedate
LATEAMT01	Configuration.LateAmt01
LATEDAY01	Configuration.LateDay01
LIENDAYS	Unit.PaidToDate – LeinDate (Configuration.Autolien +Unit.PaidToDate) – Date

UNIT	Unit.Unit Number
DDUE	Unit.PaidToDate
RENT	Unit.CurrentRent + Unit.Day30 + Unit.Day60 + Unit.Day90
LATE	Latefee
TAX	Unit.UseTax + rsUnit.SalesTax
INSP	Unit.InsPastDue
RCHK	Unit.RetCheckAmt
NSF	Unit.RetCheckFee
LIEN	Unit.Lien
OTHER	Unit.MChar01 + Unit.MChar02 + Unit.MChar03 + Unit.MChar04 + Unit.MChar05
CRBAL	Unit.MCred01 + Unit.MCred02 + Unit.MCred03 + Unit.MCred04 + Unit.mcred05
TOTAL	Unit.CurrentRent + Unit.Day30 + Unit.Day60 + Unit.Day90 + Unit.LateFee + TAX + Unit.InsPastDue + Unit.RetCheckAmt + Unit.RetCheckFee + Unit.Lien + cOChgDue + cCredit

Billing Letters

The following fields are available on all billing letters
MBILL.DOT, MBILL2ND.DOT, QBILL.DOT, QBILL2ND.DOT, SBILL.DOT,
SBILL2ND.DOT, YBILL.DOT, YBILL2ND.DOT

Field Name	Description
UNIT	Unit.UnitNo
RATE	Unit.UnitNo
PDTO	Unit.PaidToDate
PDTO1	Unit.PaidToDate
RENT	(Unit.UnitRate * Months), Months M=1,Q=3,S=6,Y=12
INSP	(Unit.InsPrem * Months) , Months M=1,Q=3,S=6,Y=12
PDUE	Unit.PaidToDate
MNTLY	Unit.Month01 + Unit.Month02 + Unit.Month03 + Unit.Month04 + Unit.Month05 * Months
TAX	Calculates tax based on individual accounts, for rent and monthly Charges. Detailed explanation is out of the scope of this document.
TDUE	PDUE + RATE + MNTLY + INSP + TAX
INVTDUE	

Lien Letters

LIEN.DOT, LIEN2ND.DOT, PRELIEN.DOT

Field Name	Description
ADATE	Lien.ADate

ATIME	Lien.ADate
ASITENAME	Lien.ASiteName
AADDRL1	Lien.AAddr1
AADDRL2	Lien.AAddr2
ACITY	Lien.ACity
ASTATE	Lien.Astate
AZIP	Lien.Azip
AINVENTORY	Lien.Inventory
UNIT	Unit.UnitNo
DDUE	Unit.PaidToDate
RENT	Unit.CurrentRent + Unit.Day30 + Unit.Day60 + Unit.Day90
LATE	Unit.LateFee
TAX	Calculates tax based on individual accounts, for rent and monthly Charges. Detailed explanation is out of the scope of this document.
INSP	Unit.InsPastDue
RCHK	Unit.RetCheckAmt
NSF	Unit.RetCheckFee
LIEN	Unit.Lien
OTHER	Unit.MChar01 + Unit.MChar02 + Unit.MChar03 + Unit.MChar04 + Unit.MChar05
CRBAL	Unit.MCred01 + Unit.MCred02 + Unit.MCred03 + Unit.MCred04 + Unit.mcred05
TOTAL	RENT + Unit.LateFee + TAX + Unit.InsPastDue + Unit.RetCheckAmt + Unit.RetCheckFee + Unit.Lien + OTHER + CRBAL
DESCRIPTION	Size.Description
AREVENUE	Lien.Arevn
TOTALDUE	Unit.CurrentRent + Unit.Day30 + Unit.Day60 + Unit.Day90 + Unit.LateFee + Unit.UseTax + Unit.SalesTax + Unit.InsPastDue + Unit.RetCheckAmt + Unit.RetCheckFee + Unit.Lien + Unit.MonthCharge + Unit.AdminFee + Unit.PastDueDep + Unit.MChar01 + Unit.MChar02 + Unit.MChar03 + Unit.MChar04 + Unit.MChar05 - CRBAL
PRIORBALANCE	Lien.Arevn + CRBAL

Contract

CONTRACT.DOT, TRANSFER.DOT

Field Name	Description
DATE	Current Date
CONTRACTNUMBER	Transaction.TransNum
UNIT	Unit.UnitNo
RATE	Unit.UnitRate

PDTO	Unit.PaidToDate
MIDATE	Unit.MIDate
NEXTPAYMENT	Unit.UnitRate + cTax + Unit.InsPrem + Unit.Month01 + Unit.Month02 + Unit.Month03 + Unit.Month04 + Unit.Month05 - Unit.MCred01 -Unit.MCred02 - Unit.MCred03 - Unit.MCred04 - Unit.mcred05
LIENDAYS	Site.AutoLien + Unit.PaidtoDate - Date
TRENT	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1001
TMON	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1019, or 2001 – 2999
TDEP	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1003
TFEE	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1013
TINSP	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1012
TMISC	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1015 or 1017 or 3001 To 3999 or 7001 To 7999
TTAX	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? = 1010
TCRED	Sum of Transaction.ValueAmt?? when Transaction.ValueType?? =
TOTAL	Transaction.CashAmt + Transaction.CheckAmt + Transaction.CardAmt
TRRATE	Unit.RateChargeMethod Convered to text
TRNEXTPAYMENT	Unit.UnitRate + cTax + Unit.InsPrem + Unit.Month01 + Unit.Month02 + Unit.Month03 + Unit.Month04 + Unit.Month05 - Unit.MCred01 - Unit.MCred02 - Unit.MCred03 - Unit.MCred04 - Unit.mcred05

Insurance Forfeit

IFORFEIT.dot

Field Name	Description
DATE	Current Date
UNIT	Unit.UnitNo
CANCELDATE	Site.CancelDays + Unit.InsPaidtoDate
INSCOMPANY	Site.InsCarrier
INSADDR1	Site.InsAddr1
INSADDR2	Site.InsAddr2
INSCITY	Site.InsCity
INSSTATE	Site.InsState

INSZIP	Site.InsZip
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Release

RELEASE.DOT, RELEASEFOR.DOT, RELEASEFOR2ND.DOT

Field Name	Description
DATE	Current Date
PLDEP	Unit.pldep
UNIT	Unit.UnitNo
PRELASETILL	Unit.PreleaseTill
DESCRIPTION	Size.Description

RateChange

RATECHG.DOT, RATECHG2ND.DOT

Field Name	Description
DATE	Current Date
UNIT	Unit.UnitNo
DESCRIPTION	Size.Description
DUE DATE	Unit.PaidToDate
CURBAL	$sUnit!CurrentRent + Unit.LateFee + cTaxes + Unit.InsPastDue + Unit.RetCheckAmt + Unit.RetCheckFee + Unit.Lien + cOcharges - cCredBal$
CURRATE	Unit.UnitRate
EFFDATE	rsRateChg!EffDate
NEWRATE	rsRateChg!NewRate or Unit.UnitRate + rsRateChg!NewRate or $Unit.UnitRate * (1 + (rsRateChg!Percent / 100))$ depending on rsRateChg!Method
TOTALDUE	$Unit.CurrentRent + Unit.LateFee + cTaxes + Unit.InsPastDue + Unit.RetCheckAmt + Unit.RetCheckFee + Unit.Lien + cOcharges - cCredBal$

Returned Check

RCHECK.DOT, RCHECK2ND.DOT

Same as Late Letters

Transfer

RCHECK2ND.DOT

Same as Contract

Notes

NOTES.DOT

Field Name	Description
DATE	Current Date
TIME	Current Time
UNIT	Unit.UnitNo
DESCRIPTION	Size.Description
CUSTID	Unit.CustID
STATUS	Unit.Status
NOTES	Note.notepad, 250, Characters

Generic

GENERIC.DOT or any other unused name can be used.

DATE	Current Date
DESCRIPTION	Size.Description
PDTO	Unit.PaidToDate