

CCS - Lincoln Data Coupon Generation Procedures

extends \\admin1\wpfiles\ericj\ccscoup_new.doc

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- 1) Directories are located in \\admin1\stmt . Each client has a directory named XXXC with sub-directories for previous years. Rename last year's working directory to XXX_<old year> and create a new working folder.

Example: The current year is 2003. Rename \\admin1\stmt\AWBC\AWB to \\admin1\stmt\AWBC\AWB_2002 and create \\admin1\stmt\AWBC\AWB.

- 2) Load the following files from the customer into the directory \\admin1\stmt\XXXc\XXX where the client ID is XXX:

ESMFILE.DAT
NAMFILE.DAT
TX2FILE.DAT
MEMFILE.DAT

For Lawyer's Title (LTI), we need to manually convert these from .DAT/VIX using vutil32.

- 3) Run form \stmt\coupon.scx

- 3) 'Create DBFs' builds empty dbfs as follows:

NAMFILE.DBF
MEMFILE.DBF
TX2FILE.DBF
CBxxx.DBF
CBALLxxx.DBF
CCxxx.DBF

LTI also needs Set exact off to get names.

- 4) 'Import Data' imports the data from the .DAT files into the empty dbfs
Make sure to check the ACCUCOBOL box if appropriate.

- 5) Check the clients' Special Instructions, then run 'Coupon Generation' to populate the CCxxx file with coupon data.

- 6) Run 'ACE' and wait for the 'Coded' and 'Pct' fields to return a value.

- 7) Select out coupons to mail with 1098 notices:

This is not re-startable. CB_prematch and \$__H_prematch must be reloaded to re-run.

Run 'Create 1098 File' to create separate coupon and 1098 files with matching accounts for 1-page 1098's. This creates xxxCH in \escrow\annlstmt\XXX for 1098's that match the coupon books and CBxxx8 for the coupons that match 1098's.

- 9) Run 'Presort'. Make sure to check the 'Presort 1098 file' check box. (Not checking it will pull up the CBxxx file to be presorted by default.)

- 10) Run 'Sequence Coupons' to sequence the matching coupons in the same order as the 1098 xxxCH file. This program creates the CBxxxs8s file, appends the non-matching ones

and copies them back over to the CBxxx file. It also reruns the 'Coupon Generation' program to insure that the book field in the CBxxx matches the book field in the CCxxx file.

11) Non-Matching CBxxx records:

If the count is greater than 200, you may need to:

- Copy them out and delete them
- Presort them
- Append them back in
- Rerun 'Coupon Generation'

12) 'Revert 1098 File Creation' can be run to restore the 1098 xxxH file and CBxxx file to what they were before the 1098 matches were taken out..

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13) Sampling:

The 'Sample' button allows you to generate a sample file to print. When the browse windows come up, go through and select 5 records by setting the field "SAMPFLAG" to .T. Use the "MESS_CODE" field as a reference to select your samples.

Good samples are:

- "L" for late balance
- "B" for balloon payments
- "F" for buyers fees
- "R" for reserve payments
- "D" for due in full

Press 'CTRL'+m to after you have selected them to complete the process. A file called \\opserv\spool\saXXX001.spl will be generated for printing.

14) Run 'Format' to produce the spool files in the 'SPOOL' sub-directory along with one or more batch file(s) called 48500*.bat

15) Run 'Offline Conversion' for each .BAT file to copy them over to \\opserv\spool
They will be named CBxxx###.SPL ### being 001 for 1, 002 for 2, 054 for 54, etc.

16) Check with operations to ensure proper printing and follow up.