

CCS—Lincoln Data Annual Statement Procedures: 1098/1099/AHLs

Adapted from Ccsannl_2004.doc in \\Admin1\\WPFILS\ERICJ\ and
\\AnnlStmntNotes.doc in \\Ccs1\c\CCSDocs\Year-End CCS Processing

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Control Documents

- \\Ccs1\c\CCSDocs\Year-End CCS Processing\CCS Year End 1-2009.xls
- \\Admin1\\Escrow\ANNLSTMT\CTL200901.xls

Directories

- See the list of tables.
- **TIN Matching** Working Directory for tax ID number processing before statement printing:
Admin1\\Escrow\ TIN_VERIFICATION No setup required here.
- **Statement** files in Admin1\\Escrow\ANNLSTMT will be named xxx, like AFT and AMT, where xxx is the AFTS-assigned three-letter client abbreviation ID from CTL200901.xls. But ATE for Alliance Title and Escrow is changed to 301, see previous year.
 - Rename ANNLSTMT to ANNLSTMT2008 and created a new ANNLSTMT.
 - Move CTL200801.xls into it and rename it CTL200901.xls. We left the contents in order to compare this year's numbers with last, knowing that this might create some uncertainty recognizing our new figures distinct from the old, but no problem.
- **Coupons** \\Admin1\\STMT
XxxxC directory—Coupon Config files
\\xxxC\xxx data for coupons
- **Word Processing Documents Directory**
including items to send customers are in Ccs1\c\CCSDocs\Year-End CCS Processing\2008 and child folders.
- **Clients' folders** like amerititle_files are in Web\h\www\htdocs\contracts\webahl. The Lincoln Data .dat files and .vix files for the client are here, but use the new .spl files sent in the new year, which you are putting in Admin1\\escrow\annlstmt\xxx directory.

Map Directories needed to run VFP6 **annlstmt.prg**, which opens with title bar CCS Year-End Statements. Use FoxPro 6 not 8 or 9.

Map \\admin1\ to T:

Map \\opserv\d to G: (any mapping will do here, it gets solved during load)

Map \\opserv\l to I: (any mapping will do here, it gets solved during load)

Map \\opserv\c to H: (any mapping will do here, it gets solved during load)

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Prepare the Proposal and the Special Instructions Form

In Ccs1\c\CCSDocs\Year-End CCS Processing\2008 they are Statement_Proposal_2008.doc and Special_Instruction_Form_2008.doc. Send to Eric for review. He sends them to clients. The mailing list is in emailProposal.txt. Eric called customers listed in CCS Year End 1-2009.xls.

Review the client's instructions. After an acceptance from a customer, if you're doing TIN matching, create a folder like \\Admin1\\Escrow\TIN_VERIFICATION\TAC for Trust Accounting Center. See the instructions for TIN matching in a later section.

Resolve any questions and email or fax a reply via Zultys Web fax.

Receive and handle accepted proposals

Xxx is the AFTS assigned three letter client abbreviation ID and working directory.

Load zip files from customers to the \escrow\annlstmt\xxx directory.

Get customers' zip files from email, fax in Zultys sent by Eric B., or \\Web\H\Pub\upload. Our instructions are to customers to http secure send there.

Unzip them as needed. Leave the coupons files zipped.

Rename any .doc files to .spl. Combine b and s files (buyer and seller) into one.

If TAC sends files with 'r' whose names otherwise match another set, delete the 'r' files.

You will have 1098, 1099, and AHL files (One of each or a combination thereof).

Make sure they are named xxx1099.SPL , xxx1098.SPL and xxxAHL.SPL.

These ID's must be used since image file names are based on them.

Create a log as described above from Control.xls and name it CTLyyyy##.xls (yyyy being the tax year and ## being either Run 1 or Run 2). Example: CTL200101.xls is tax year 2001, Run 1. Type in the xxx for each client. Or re-use the previous year's log, e.g., CTL200901.xls, and overwrite the old entries as you go.

- Print out xls file to use as a working chart as well as use it online.
- Log the number of 1098's created under "1098 ct orig." Later after processing client's special instructions log the revised count under 1099 ct rev.
- Alliance Title (ATE) has several offices with separate files. Rename each file as such: 2051099.spl becomes 25a1099.spl—see how it was done last year.
- America Equities has 2 accounts, one is AEI and the other AAE, then many folders. See how it was done last year.
- AmeriTitle is AMT
- Lincoln Data **Windows** is used by Inland Title (ITC) so check the box "Loading Windows LD Data" and if you forget, recreate files starting with ITC1098.spl. Select "Yes" to overwrite itch.dbf. You can use Notepad to check that results resemble last year's.

Prepare for Annlstmt.prg. Admin1\\Escrow\annlstmt\ annlstmt.prg

- Move tables into the current folder as follows:
- In VFP command line, use the current ccsc.dbf. This is the statement printing detail.
- If you put bad data into ccsc.dbf, go to the first bad record and Delete Rest. All of the clients statements data are retained for printing from ccsc.dbf. Zap it if you have to start over due to errors.
- In the command line Copy Structure To \\Admin1\\Escrow\Annlstmt with cdx.
- Likewise copy clinfo.dbf and ccshstru.dbf. with cdx into annlstmt. Ccshstru is the document template, h for header.
- When running Annlstmt.prg note: just close and restart the program if it fails.

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- Escrow\annlstmt\Loadmaster.prg will load the master spool file into the masterimport and mastermemo tables.
 - Open and zap CBITCALL.dbf in the stmt\itcc directory.
 - Escrow\annlstmt\load_coupon_all_file.prg will load the masterimport.dbf into CBITCALL.dbf to prepare coupons for ITC.
 - Annlstmt.prg will set needed defaults and start the annlstmt2005 form.
- Prepare to Ace files** Before statements are mailed, they must be Aced.
- Move Ace.dbf from the previous year to: \\Admin1\\Escrow\ANNLSTMT\ace.dbf.
 - In order to run presorts, you need postalware's software installed in c:\pw5
 - For Ace to work if Postal Ware has changed the template, you may have to revise our table to match template.ace in \\Opserv\C\pw5\Ace For example add fields to ccsstru.dbf LOT and LOT_ORDER, both data type character and sizes 4 and 1.
 - You need one or more of the following UNC's mapped to drive letters:
 \\oper3\y \\admin\y \\admin\w \\opersv\y \\opersv\i \\opersv\d
 - Annlstmt.prg uses Drive T for Admin1\\Escrow; Drive I for Opserv I; any mapping for Opserv D
 - This is an easy way to check the Ace Que when the annlstmt form lies. (It will automatically close the file when you close the browse window.)

USE \\opersv\d\cheshire\acejob3.dbf IN 0 SHARED; SELECT ACEJOB3
 GO BOTTOM; SKIP -1; BROWSE NORMAL; USE

Annlstmt Program user interface

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Do **annlstmt.prg**, after the preparation already described, for each client as follows:

Load Data

NOTES

- Tables get cleared during load of 1098.spl so load it first. Running the 1098 reloads the xxxh.dbf which is used for printing the client's 1098's, 1099's and AHL's. Statement header information for the top half of the forms is in \Escrow\Annlstmt\xxx\xxxH.dbf
- Key and Sun have to be run separate from other feeds.
- Use Client Detail File will use a feed specific detail file instead of using ccsd.dbf
- Select "Loading Windows LD Data" if the client is running Windows LD.
- Any special deletes should be done here, i.e., client's special instructions. Or, go back and use a copy of the data file sent by the client.

Select the feed in the option box in the center of the form. Click in that area to make things visible.

Click 'Load Data' with the xxx1098.SPL file first, then again with the xxx1099.SPL file, and then again with the xxxAHL.SPL file.

NOTES in the unzipped files under Recipient's Name:

- 1098's (Mortgage Interest Statements) are sent to Payers;
- 1099's (Interest Income) flip Buyers' information right-to-left into Recipient's for printing;
- Where no tax ID exists, a seller may receive an AHL.

Log control counts for each type and the detail totals in your year's CTL200909.xls.

NOTE

Detail information for the bottom half of the forms for all accounts is in
\\escrow\annlstmt\ccsd.dbf

Check clinfo.dbf: verify that our client's address info matches spool file; part was missing in LTI.

Build ccs will load multiple feeds into one file.

Run 'Ace Files'

If the Ace files returns in a very short time, like a second, don't believe it. Check the queue.

When you click Ace Files, select xxxH.dbf in the xxx folder.

The count and percent will appear after the file has finished ACE-ing.

Insure that each file returns at least 95%.

Ace-ing creates the files xxxH.RCS and xxxH.RPT where you can read the Ace results in Notepad.

Adds fields to xxxHt.DBF where you can check that Ace-ing has been done: Zip4, Delivpt, and

Carrt

Do Client's Special Instructions, which will eliminate some mailings and determine householding.

Here is what's on the Special Instructions form, and how to do each.

Do not mail 1098 statements in these ranges: (A range of numbers could be records of renters.)

browse xxxh.dbf for them. Copy records to xxxh_deleted.dbf and delete them from xxxh.dbf

VFP note: deleted records disappear when you Set Delete On. Set Delete Off if you wish to copy deleted records before packing or do anything with them.

Do not mail 1098 statements if the YTD INTEREST is less than _____

Do not mail 1099 statements if the YTD INTEREST is less than _____

If there is a number in one or both of these, browse xxxh.dbf for INTEREST <amount;

Copy deleted records to xxxh_deleted.dbf and delete them from xxxh.dbf

Mail statements to all except where the account shows no activity _____

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Mail AHL statements to the buyers on accounts not getting a 1098 statement and to the seller on accounts not getting a 1099 statement. YES ____ NO ____.

Mail accounts flagged as “Not Reportable” in the TXM YES ____ NO ____

If No is selected, checked, or okayed, then use xxxh.dbf.

Browse for “Y \$ image_code” (Looks like IT8Y) and copy records to xxxh_deleted.dbf then delete those records.

Run ‘Dupe Match’ on each of xxxh.dbf. Select “overwrite?” –Yes.

- Ctrl M are the keys to use after selecting test records. Other keys will not have the test file created.
- Format with the check box off. Select the test table.
- Duplicate Matching will cause any accounts with matching addresses to be inserted into the same envelope. This is called House-holding.
- In the event of a multi page document that needs to be presorted that is not listed (for example a 5 page group) you may need to create a .pst file to handle it. The pst files being used are on your local pw5\pst directory.
- Record the duplicate count and the envelope count in the control .xls. Records will be indexed on institution, zip code and the delivery address.
- Duplicates Recipient Addresses will be counted and the MULT_ID field will be filled with the multiplicity, institution, and the account number of the first of the duplicates and a random number. The random number insures (almost) that multiple statements for each of the two addresses on the same account will not be co-mingled.
- Five or more forms in an envelope will be hand-stuffed.

Run ‘Select Test Records’ using xxxh.dbf.

- Statements print 2-up and coupons print 5 / page
- Set the field “SAMPFLAG” to T for each record to print.
- Select 1098 reportable (Y) and non-reportable (N), 1099 reportable (Y) and non-reportable (Y), and buyer and seller AHL’s.
- Include one of each listed in the image_code field.
- You can pull up the command window and filter various records as needed to get a good sampling. You can replace T with F to refine your selection if you change your mind about including a sample.
- Use one with 84 records to print both sides. More than 90 records print on two pages.
- USE t:\escrow\annlstmt\ccsd.dbf IN 0 SHARED; brow for val(line) > 90
- It says that it appends, but **it overwrites** each time.
- The resulting file will be named *.dbf like ccsht.dbf. After setting sampflag T, use ctrl-m to put your selection into this database and resume using the annlstmt program.

Multi Sort will group multiple page envelopes together.

Getmulticount.prg will get the counts of multiples that Barbara wants before each 1098,1099 and AHL run. This gets done right after MultiSort. Open the result file, paste it into the run worksheet and sum right and bottom. **Getmulticount.prg** creates an excel file with multiple counts that Barbara will want.

DO t:\escrow\annlstmt\getmulticount.prg

Above program includes / replaces this code below.

```
select mult_id, count(*) as numberofpages from ccsmh group by mult_id into cursor round1
select numberofpages, count(*) as the_count from round1 group by numberofpages into
cursor round2
select numberofpages,the_count,numberofpages*the_count as sheetcount from round2 into
cursor round3
```

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COPY TO t:\escrow\annlstmt\run1multiples.xls TYPE XL5

Select round1

BROWSE LAST for val(left(mult_id,2))<> numberofpages

Presort each page grouping, one-pager's, 2-pager's, etc.

Post Presort and multiple page groupings.

Run 'Format' and 'Convert' on xxxht.dbf to send it to \\opserv\spool for printing.

- After clicking Convert, click on the bat file displayed in Windows Explorer. Its name will match the Db whose data you're formatting. This sends it to Opserv\Spool.

Request the printer Kelly or Barbara to print.

- Supply a sample from last year to the printer if this is the first one this year.

Compare the print on the back of our statements with this year's 1098 and the 1099-m or miscellaneous at IRS on the Internet (<http://www.irs.gov/formspubs/index.html>).

Edit the DBF files and delete any unwanted records per the customer's special instructions.

Record the counts for 1098's and 9's. Look at the bottom line of items and find the line that should be 1098 and in the other file 1099.

Cut the samples in half and scan them.

Use an email form that already exists identifying the counts. Send the two counts and the scans to the client. Follow-up with a phone call if the schedule would benefit.

After the 2nd proof is approved, you can run annlstmt.prg for any client and select Format. It will ask you to select a dbf. So you don't have to worry about starting with Load Data, overwriting or anything. Proceed to Convert.

Select out statements to mail with coupons. See [CCS Coup 2008 howTo.doc](#) below. It is in \\Ccs1\c\CCSDocs\Year-End CCS Processing\2008\. Then return and follow the instructions below.

Go to the 'Build CASH' box and select the clients to include in the CASH file (use 'CTRL' + left-click to make multiple selections). Selecting 'ATE' will bring up a second dialog box for selecting each 'ATE' client (25A, 31A, 34A, etc.). At this point you can abort if the clients you selected are not correct.

Run 'Mult Sort' and wait for the result window to finish the multi's.

This separates the 1-page, 2-page, 3-page etc. into separate files called CCS1H, CCS2H, CCS3H,... ,CCSMH.

It also tallies the multi-page counts needed to a file named countfile.txt.

Open it in notepad or wordpad and add CASH and presort file names and locations and submit it to operations.

Operations would like anything over 200 sets to be presorted, ie:

200 sets of 1-pages (200 pages)

200 sets of 2-pages (400 pages)

200 sets of 3-pages (600 pages)

etc... for example: 819 pages grouped by 3-pages = 273 sets.

Select the PST file to presort using the drop down box next to the 'Presort' button.

Run 'Presort' for each CCS#H file. Your presort files will be named CCS1Hsr, CCS2Hsr, etc. and will have each presorted record and their matching records in sequence.

The multi-page presorted files only contain the first record of the matching records.

Choose the xxxHsr file from the drop down box and press 'Post Presort Sequence' to rematch these records.

\\Ccs1\c\CCSDocs\Year-End CCS Processing\2008\

LDAnnualStmntProcedures.doc

January 2, 2011



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The resulting files will be named CCS2Hst, CCS3Hst, CCS3Hsr, etc..., and will have each presorted record and their matching records in sequence.

In the 'Format' section, choose the file (CCS1Hsr.dbf, CCS2Hst.dbf, CCS3Hst.dbf, etc...or CCSMH.dbf) you wish to format and click 'Format' to process. This produces a .BAT file by the same name.

Click on convert and to choose the correct batch file to process and copy it over to \\opserv\ispool for printing. This program is creating the bat file, so you can recognize it according to what you're running.

Final Check:

Match the person's name in the data, that is in cbxxx.dbf

\\admin1\stmt\itcc\itc\cbitc.dbf

with the printer's file CBxxx001.SPL at the bottom of the sequence in \\Spool,

\\Opserv\ISPOOL\CBITC001.SPL

In the coupon book house holding file xxxchsr.dbf

\\Admin1\VEscrow\ANNLSTMT\ITC\ITCCHSR.DBF

If not already, log the count of coupons from CBxxx.RCS int

Check with operations to ensure proper printing and follow-up.

Previous document update 2004; this update 2009.

Tables

ccsd.dbf all of the data (not headers) for statement printing

.tcs = CASS file

Tables Noted by Eric on 1-12-09

Statement

xxxH Statement files

xxxH_prematch copy of xxxH before selecting coupon matching statement

xxxCH Statements matching coupons

Coupons

XxxxC directory—Coupon Config files

\xxxC\xxx data for coupons

CBxxxALL conversion file prior to de-selection of coupons

CBxxx Coupon book file

CBxx_prematch File prior to splitting out coupons matching statements

CBxxx8 Coupons matching statements

Postal Ware

____SR.dbf Presorted

____ST.dbf Presorted & house-held items added

____TT.Dbf Tray tag file

____.R36 3600 Mailing Report —to USPS

____.RJS Presort Job Summary

____.RML Mail Listing

____.RQR Qualification Report —to USPS

____.RCS Cost Certificate —to USPS

____.RPT This will tell the coupon count

____.RPT Report from CASI

End of Tables list

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Annual Statement Notes for Key Title

AnnlStmntKeyNotes.doc from \\Ccs1\c\CCSDocs\Year-End CCS Processing
Extends \\admin1\vescrow\annlstmt\AnnlStmntKeyNotes.doc

Unzip Key Title zip file into \\admin1\vescrow\ANNLSTMT\KEY\

Files expected are:

- 1098Detail1.dbf
- 1098Detail2.dbf
- 1098Detail1-2.dbf
- 1098Header1.dbf
 - 1098Header2.dbf
 - 1098Header1-2.dbf
- 1099Detail1.dbf
- 1099Detail2.dbf
- 1099Detail1-2.dbf
- 1099Header1.dbf
 - 1099Header2.dbf
 - 1099Header1-2.dbf

\\admin1\vescrow\ANNLSTMT\KEY\ will need to have all of the base dbfs from the previous year. Make a copy of the KeyLoadccyy.prg to the year of the data and run it one time.

After the first time, look for empty fields in the header1098, header1099, detail1098 and detail1099 files that will still be open. Empty fields are a sign of file inconsistency from the previous year. Check rows at the top and bottom of each file so you make sure you did not just modify one file and not the other. Indentation of account number means it's a 1099.

This program does a basic append from the detail files and header files into key1098Header.dbf, key1098Detail.dbf, key1099Header.dbf, key1099Detail.dbf. Most likely, the field name is not the same as it was last year. Remember that if you change the name of a field in 1098Header1 from begin_bal to beginningb to match key1098Header.dbf, you have to change that field in 1098Header2 also. I have also found sometime that a character field like zipcode will come in as numeric and not get appended into the new file. Change the code the character and do a space cleanup replace command. Remember to do this on both files.

```
replace zipcode with iif(alltrim(zipcode)="0"," ",alltrim(zipcode)) all
```

After the import runs clean, the standard Annual Statement program and form can be used. Make absolutely sure that the "Key" option is checked. The keyh.dbf and keyd.dbf are generated by this program so skip the "Load Data" function on the form. Keyh.dbf is the file that you will be sending to ACE.

Coupon Notes for Key Title

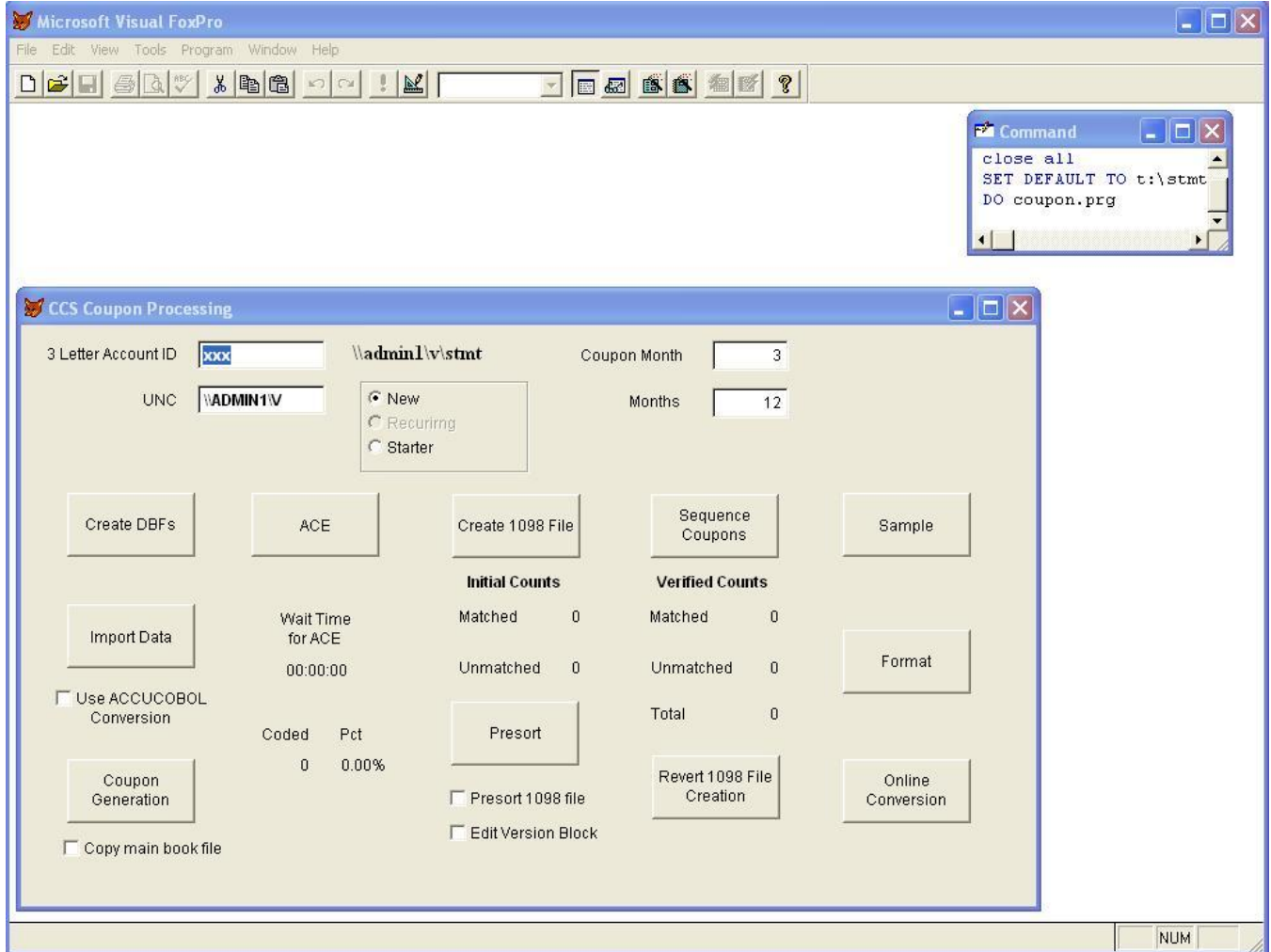
Run t:\stmt\keyc\key_coupon_gen.prg This program will load the cbkey.dbf and cckey.dbf from the coupon.dbf that Key Title sends.

Fields coming in with different types (Character and Numeric) each year is a problem. Run the key_coupon_gen.prg and where it has an invalid type error, either change the field type in coupon or

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change to val(field) or drop the val in the program to get around it. Also make sure that Use Client Detail is selected as that is where key data in processed. End Coupon Notes for Key Title



Coupon Generation Program

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CCS - Lincoln Data Coupon Generation Procedures

extends \\admin1\w\wpfiles\ericj\ccscoup_new.doc 03/06/2003

- 1) Directories are located in \\admin1\w\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\w\stmt\AWBC\AWB to \\admin1\w\stmt\AWBC\AWB_2002 and create \\admin1\w\stmt\AWBC\AWB.

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

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

- 3) DO \\admin1\w\stmt\coupon.prg.

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

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

- 4) 'Import Data' imports the data from the .DAT files into the empty dbfs

For LTI convert these from .DAT/VIX: use checkbox AccuCobol Conversion. (To get names Set Exact Off, though not sure where we did this.)

- 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.)

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- 9) continued,
Presort the CBxxx file to sort out Canadian and facilitate mailing.
Copy CBxxx to CBxxx_prior with Cdx. Zap CBxxx. Append from CBxxxSR.dbf.
- 10) Run 'Sequence Coupons' to sequence the matching coupons in the same order as the 1098 xxxCH file. This program creates the CBxxxxs8s 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.
- 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..
- 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\i\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\i\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.

_____ Peter's notes to be integrated, 1-22

Lawyers Title (LTI) Coupons

The old LD .dat files like ESM include their indexes. V_util serves to export to text then inport to a dbf with a separate cdx.

Running coupon.prg in \\admin1\i\stmt in all of the following.

Check Accucobol

The table structures need to be there

DOS window doesn't find *c.dat eg, memfilec.dat, tx2filec.dat, nam filec.dat and esm filec.dat

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\\AnnlStmntNotes.doc in \\Ccs1\c\CCSDocs\Year-End CCS Processing

We deleted all of the O. files, which were latered re-created by a program and deleted by us again.
We went to last year and got the c. files aka config files.

When Coupon.prg asks whether to overwrite CB file, select Yes

Some names were not recognized in Namfile; some had garbage characters

2nd solution was to copy the TAC c. files which had no separate .dat and .vix's.

Copy this year's files and empty them for use by LTI; they'll have the right structures. In particular, Esmfilec.dat, namfilec.dat, memfilec.dat, tx2filec.dat.

Nonmatching

if < 200 remove Canadians. Use Cblti.dbf (Cblti8.dbf has the matching 1098's.)

"Browse last for empty(lot)" would select Canadians.

"SR" in the filename marks the sorted file.

SEQUENCE COUPONS browse book_file shows field "optend" with matching and nonmatching listed some having empty(optend)

SAMPLE LTI set flag. Get 5 samples: one with late balance; due in full; S message; no buyer fee; reserve; semi-annual.

ONLINE CONVERSION, before clicking...

?When it can't run the batch file create a folder named SPOOL in admin1\w\stmt\xxx\c\xxx\

CHECK for SAxxx2100.spl (Sample) in \\Opserv\spool

Inform Barbara that they are to be printed End of Lawyers Title (LTI)

Creating Samples For Multi-Clients

- Ccshi.dbf had ITC already copied to Run1 folder, so okay to overwrite all annlstmt stuff.
- In lower left selection of **annlstmt.prg** we used AEI, 301 (which is the renamed Alliance), CCE, ESP, GAC, LTI, and STC
- Overwrite ccsh, yes
- My note says to check "Use Client Detail File not ccsh," but I'm **not sure when** this applied
- We created folder ATE and copied 301h into it because the program could not find it
- We created an index for img_code named img_cdu (unique)
- We created an index for inst + img_code
- Since img_code looks the same in many AEI Dbs
- If sample has do detail, as often in AEI, send one and replace the rest with something better
- Unique includes 1098's, 9's, Y's, N's, B's, S's and folder
- To see the multi-pager's "Browse last for val(LINE)=84"
- One way to mark your selected records is to mark them "Delete" then later undelete them
- Copy to ccshS for samples
- Format using annlstmt.prg
- Provide Barbara with info for a Job Log End of Creating Samples For Multi-Clients

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Sunwest Coupon Books

Some coupon books were cancelled, so we re-visited this process to send those statements which would have been included in the coupon books. For a description, see part three of these SW notes.

Rename \STMT\SUNC\SUN to SUN_yyyy for the prior year

Create new \STMT\SUNC\SUN

Move copies of 1098Header1.dbf and coupons.dbf to Annlstmt\SUN

Move copies of SW1098.dbf and CBSUN to \STMT\SUNC\SUN from last year

Run \escrow\annlstmt\sun\loadsunnew.prg

Run \STMT\SUNC\suncpgen.prg

Use \STMT\coupon.gen for further processing

Sample the coupons

ACE

* * * * *

Sunwest CB's, Part 2

First copy sunh_stru.dbf and sunh_stru.ftp to \escrow\sun, then

Run \escrow\sun\create_sunh_from_SW1098.prg

Run escrow\annlstmt\ annlstmt.prg to ACE, Dup Match and Pre-Sort

Use Print Shop and Mail, i.e., email to Krystal and Barbara with file location, count, etc.

* * * * *

Sunwest CB's, Part 3

The following are notes while observing, not hands-on. In SW1098.dbf:

Remove unwanted records from the original file, coupons.txt in \\Admin1\\Escrow\ANNLSTMT\SUN.

Reprocess as above using loadsunnew.prg

(The following seems to duplicate removing recs from .txt, but anyhow)

“Browse last for ‘xxxx’ \$ contractnu” where xxxx is a contract number to be removed

Use the Sunwest Coupon Procedures above, including suncoupgen.prg

Since they are not in the coup Db, they won't match and will go out as statements.

In case Sw1098.dbf has unusable addresses, Run create_sunh_from_SW1098.prg

Modi stru Sw1098.dbf to add fields 'lot' as C character 4 bytes and 'lot_order' C 1 both with 0 F F

Run annlstmt.prg to ACE. I think we need to re-run Pre-sort, Format and Convert, too.

Send sunh.dbf to Krystal and alert Barbara with whatever is needed

End of Sunwest Coupons

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Tax Identification Number (TIN) matching

Prepare data for IRS:

In \\Admin1\\Escrow\TIN_VERIFICATION\ClientFolder\ locate the .dat files

Run ld2Tin_matching.prg which runs V_UTIL16.EXE on them to create text files. The programs must be on the same machine or using a mapped drive, e.g., Admin1\.

Ld2Tin_matching.prg creates TX2FILE.DBF for 1098's and TXMFILE.DBF for 99's. If there's a problem, check TX2FILE and TXMFILE for empty. Output is in same folder and is named like CCS_tinverif.txt

Send batches of client TIN's to IRS:

Get the AFTS IRS username password. Go to <http://www.irs.gov/taxpros/article/0,,id=109646,00.html> then click Login.

Follow prompts and upload from each client folder on Admin1\\Escrow, CCs_tinverif.txt where CCS is the client initials

Retain the Bulk TIN Session number for each client in the client folder on Admin1\.

Retrieve TIN Bulk batches from IRS:

When Eric forwards the IRS email, use the same steps to log in, then download.

Put each client's file into client folder in Admin1\\Escrow\TIN_VERIFICATION\

Create spreadsheet from IRS-matching

Do admin1\\escrow\tin_verification\report_irs_tin_verfication_results.prg. When prompted, point it to one of the IRS results in a TIN_VERIFICATION\client folder. Program produces files like (Folder Name)_tin_verification.xls and (Folder Name)_Tin_Verification_Results_err_report.txt.

End of TIN matching notes