Global 3000
Service Pack Note

DL Letter Production - Update

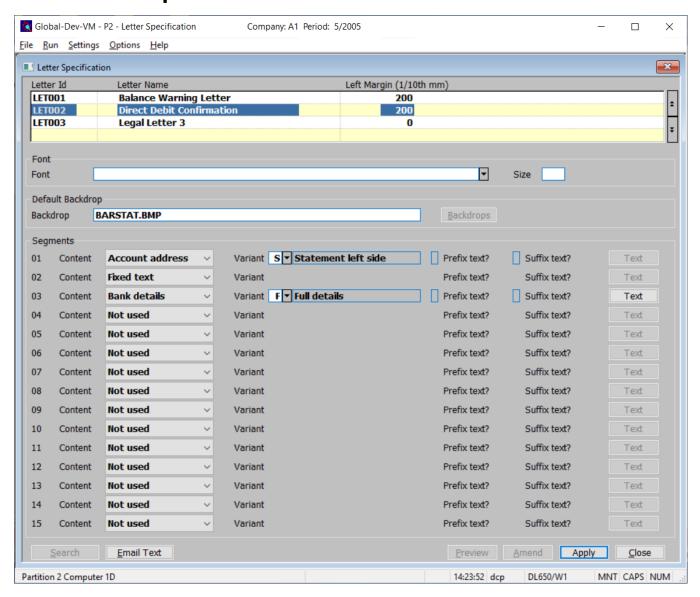| Author	DCP	
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INTRODUCTION

This service pack updates the letter production feature within Debtors Ledger.

The changes introduce two new options to the letter production feature within Debtors Ledger.
1. A new left margin option has been added to allow letters to be aligned with the window of an envelope.
2. The segment contents have been updated to allow letters to include bank details.

DL – Letter Specification Window

The prompts are:

Left Margin (1/10th mm)	Use this to shift the entire letter to the right, this is useful when aligning customer addresses with the window of an envelope. Leave this set to zero to use the default margin.

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Segment content 1…15 Each letter is made up from up to 15 segments, each segment contains information to be included in the letter. For each segment you can select one of the following content types which in some cases can be preceded and suffixed by user defined text:

Not used.

Account address.

Company address.

Current date.

Salutation.

Fixed text (specified using the 'Text' button).

Blank line.

Account balance details.

Last payment information.

Trading terms.

Contact name.

Account details.

Specified date (the date is specified when the letter is produced).

Bank details.

Note Only operators that are authorised to maintain/update customer bank details can produce letters that include them.

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