



# **Global 3000 Service Pack Note**

## **DL Letter Production - Update**

<b>Author</b>	DCP		
<b>Project</b>	ZD60_000473.docx		
<b>Version</b>	1.0		1 of 3

## 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

Letter Id	Letter Name	Left Margin (1/10th mm)
LET001	Balance Warning Letter	200
LET002	Direct Debit Confirmation	200
LET003	Legal Letter 3	0

Font: [ ] Size: [ ]

Default Backdrop: BARSTAT.BMP [Backdrops]

Segment	Content	Variant	Prefix text?	Suffix text?	Text
01	Account address	S Statement left side	<input type="checkbox"/>	<input type="checkbox"/>	Text
02	Fixed text	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
03	Bank details	F Full details	<input type="checkbox"/>	<input type="checkbox"/>	Text
04	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
05	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
06	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
07	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
08	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
09	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
10	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
11	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
12	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
13	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
14	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text
15	Not used	Variant	<input type="checkbox"/>	<input type="checkbox"/>	Text

Buttons: Search, Email Text, Preview, Amend, Apply, Close

The prompts are:

**Left Margin (1/10<sup>th</sup> 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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