

## RECORD LAYOUT

### Payment Book Orders **SPECIAL BREAKOUT COUPON:**

Formats supported in this layout include: Excel, **.xls**, Comma separated values, **.csv**

#### Col.    Description

- A**    **CLIENT NUMBER:** Required. The first 4 positions should contain the 4 digit mgmt/client code assigned to your company. Positions 5 through 8 should contain the 4 digit association/print code. If the association code is not 4 digit's please zero fill the area. The 4 digit management code is a unique number that you may assign.
- B**    **ACCOUNT#:** Up to 15 characters for any applicable account or unit number to appear at the top of the coupon. Also note: If formatting this field with leading zeros, verify that the lead zeroes appear on the final output. Programs such as Excel may drop leading zeros unless you set the field formatting correctly. Refer to program HELP if needed.
- C**    **NAME:** Up to 30 characters for the name of the person making the payments.
- D**    **ADDRESS 1:** }  
**E**    **ADDRESS 2:** }    Maximum of 30 characters for each of these 4 lines. This prints on the mailing pages  
**F**    **ADDRESS 3:** }    only, does not appear on the coupons UNLESS: Field #4/Column D starts with "RE:",  
**G**    **ADDRESS 4:** }    then anything in this field will print directly under the name on the coupons.  
Optional. 4 lines for input of mailing address to which the finished coupon books should be mailed to. Leave blank if not applicable. If used, be sure to format to Postal Service Specifications.
- H**    **FREQUENCY OF PAYMENT:** Required. Enter M for Monthly pmts, A for Annual, S for Semi-Annual, Q for Quarterly, B for bi-weekly, W for weekly.
- I**    **BEGINNING PAYMENT NUMBER:** Required. Enter the desired payment number of the first coupon in the book.
- J**    **# OF PAYMENTS:** Required. Up to 3 digits, to control # of pages in book.
- K**    **PAYMENT AMOUNT:** Required. Up to 11 digits.  
Dollar amount for the regular payment to be shown on the payment coupon. Enter with the decimal point, but without the dollar sign. Examples: Enter \$125.00 as "125" Enter \$200.51 as "200.51" If you would like the AMOUNT DUE box left blank, enter "0" here.
- L**    **DUE DATE:** Required. The due date for the first coupon in book.  
MUST BE IN THE FORMAT OF mm/dd/yy!  
Enter July 1, 2012 as "7/1/12", "07/01/12", "7/1/2012" This is critical. No other alternatives accepted.
- M**    **FILLER:** Leave Blank.
- N**    **Input Type:** If this field is used the following defines what should be in the following fields

#### INPUT TYPE = B

- O**    **BREAKOUT 1.**    These fields provide the dollar amount to use with in the  
**P**    **BREAKOUT 2.**    breakout area of the breakout coupon. The field descriptions  
**Q**    **BREAKOUT 3.**    are completed on the "Imprint Specifications for Breakout  
**R**    **BREAKOUT 4.**    Coupons" form in item number 6. We allow up to 5 different  
**S**    **BREAKOUT 5.**    amounts. Field K (Payment Amount) must have the exact  
amount of the full payment. We do not do any calculations with  
these fields. If you wish to show a total amount, you must  
provide the description on the form and the amount in the  
breakout field here. Enter with the decimal point, but without  
the dollar sign. Examples: Enter \$125.00 as "125" Enter  
\$200.51 as "200.51" .

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**INPUT TYPE = Q**

**O BREAKOUT 1.**  
**P BREAKOUT 2.**  
**Q BREAKOUT 3.**  
**R BREAKOUT 4.**

These fields provide the dollar amount to use with in the breakout area of the breakout coupon. The field descriptions are completed on the "Imprint Specifications for Breakout Coupons" form in item number 6. We allow up to 4 different amounts. Field K (Payment Amount) must have the exact amount of the full payment. We do not do any calculations with these fields. If you wish to show a total amount, you must provide the description on the form and the amount in the breakout field here. Enter with the decimal point, but without the dollar sign. Examples: Enter \$125.00 as "125" Enter \$200.51 as "200.51" .

**S OPTIONAL  
DESCRIPTION  
LINE #2**

Maximum 30 characters per line