

RECORD LAYOUT - Statements via PC Disk / Standard Version

Formats supported in this layout include: Excel, .xls; comma separated values, .csv; Lotus .wk1 format

Col. Description

- A Client Code:** A four digit client number assigned by Bank-A-Count followed by a hyphen (-) then by a 3 digit suffix # that is used to distinguish between different types of coupon printing (such as "001", etc). The three digit suffix number is the same number you provided on the paper copy "IMPRINT SPECIFICATIONS FORM for Statements".
Required. Formatted as ####-### i.e. 8756-001
- B Account#:** Up to 20 characters for any applicable account or unit number to appear at the top of the coupon. Leave blank if this does not apply. 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.

Name and address lines have up to 30 characters per line for the person making the payments. Leave those fields blank that are not needed.

- C Name & Address 1**
D Name & Address 2
E Name & Address 3
F Name & Address 4
G Name & Address 5

Format these fields like you would address an envelope. A sample is provided here: Homeowner Name
123 Civic Circle
City USA 12345-9999

Filler Lines are to be left blank. These are not used for statement printing.

- H Filler**
I Filler
J Filler

- K Payment Amount: Required.** Up to 11 digits.
Dollar amount to be shown on the statement. 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 date the payment is due.
MUST BE IN THE FORMAT OF mm/dd/yy!
Enter July 1, 1999 as "7/1/99", "07/01/99" or "7/1/1999". This is critical. No other alternatives accepted.

Filler Lines are to be left blank. These are not used for statement printing.

- M Filler**

- N Product Type.** Letter S is required for statements.

Filler Lines are to be left blank. These are not used for statement printing.

- O Filler**
P Filler
Q Filler
R Filler
S Filler

Columns T – AL provide the detail lines that print in the body of the statement. Total of 24 lines available.

- T Detail Line 1.** 90 Character Field. Fixed Font Used for printing.
U Detail Line 2
.....
AQ Detail Line 24