15.2 Form File Codes

15.2.1 Ad Invoice & OTC Ad Invoice Form (CIFORM.FIL):

Code:	**Translation:**	**Field Width**:
\A	Today's Date	8
\B	Name	45
\C	Address Line 1	25
\D	Address Line 2	25
\E	Address Line 3	25
\F	Start Date	8
\G	Editions	15
\H	Specials	7
\I	Text Count	4
\J	Inserts Ordered	3
\K	Item Charge	7
\L	Text Counting Method *(Words, Chars or Lines)*	5
\M	Due on Account *(Includes Unposted)*	7
\N	Classification Title	30
\O	Classification Number	4
\P	Text First Line	35
\Q	Phone Number	12
\R	Rate Table Name	10
\S	Account Memo	25
\T	Ad-Taker Number	2
\U	Date Entered	8
\V##	Ad Text *(Optionally Follow with # of Lines Available)*	
\W##	Invoice Form Length *(Specify at Top of Form)*	
\X	Detail Item Number	5
\Y	Account Code	12
\Z	Invoice Page Number	2
\0	Detail Type	16

Code	Translation:	Field Width:
\1	Original Ad Charge	7
\2	Invoice Debits	7 *(Open Item)*
\3	Invoice Credits	7 *(Open Item)*
\4	Invoice Balance	7 *(Open Item)*
\4	Account Balance	7 *(Balance Forward)*
\5	Charge Per Insert	7
\6	End Date	8
\7	Ad Order Note	25
\8	Box Type	7
\9	Box Number	8
\!	User-Defined 1	1
\#	User-Defined 2	1
\$##	Max Number of Text Lines to print	
*	Sort	10
\+	First Name	14
\-	Last Name	30

Codes \V## and \W## may be used in combination to create a "window" in the invoice for the ad text. If an ad's text is longer than the number of lines specified in the \V## code, the program will fill the window, feed empty lines to the end of the form, print the information for the top part of the form again (on the new page), then resume printing the ad text. The program will use as many forms as necessary to complete printing the ad's text. When the ad text is completed, the program will feed empty lines to the end of the text window then print the bottom of the form, as defined by the portion of the form specification below the \V## code. For this to work, the program has to know the length of the form. That's what the \W## code does. For example, "\W66" placed at the top of a form file would tell the program the form is 66 lines long.$## is similar to \V## but limits the number of text lines to the value of ##, thus printing long ads on a single invoice.

Codes "\0" and "\1" are useful for batch invoicing where you may be invoicing for insert order changes or for TFN or incremental charges. For these kind of items, "\K" will print the item charge: the increment this item adds or subtracts from the customer's balance. However, "\1" will always print the full charge for the ad order. Using the "\0" code allows you to print a name for the type of item being invoiced: "Insertion Change", "TFN Ad Charge" or such.

15.2.2 Payment & Adjustment OTC Invoice Form (CDFORM.FIL):

Code	Translation:	Field Width:
\A	Today	8
\B	Name	45
\C	Address Line 1	25
\D	Address Line 2	25

Code	Translation:	Field Width:
\E	Address Line 3	25
\F	Detail Type	20
\G	Note	20 *(0 for Card)*
\H	Card Number	20 if card, 0 if not
\I	Card Expires	5 if card, 0 if not
\J	Card Authorized Code	10, if card, O if not
\K	Card Type	15, if card, O if not
\L	Check Number	15 if check, 0 if not
\M	Other Charge or Credit Type	15 if Other Credit or Charge, 0 if not
\N	Amount	7
\O	Due on Account	7
\Q	Phone Number	12
\S	Account Memo	25
\U	Date Entered	8
\X	Item Number	5
\Y	Account Code	12

The payment and adjustment form file must contain the same number of lines as your OTC invoice form (the physical sheet or card of paper). You can determine how many lines this is by measuring the form and multiplying the number of inches by six (for a printer that prints six lines per inch). You may need to use empty lines to "pad out" the number of lines to match your paper or card stock.

15.2.3 Charge Card Form (CHGFORM.FIL):

Code	Translation:	Field Width:
\A	Date Entered M/D/Y	8
\B	Name	45
\C	Address Line 1	25
\D	Address Line 2	25
\E	Address Line 3	25
\F	Detail Item Number	5
\G	Account Code	12
\H	Today's M/D/Y	8
\I	Today M/D/YYYY	10
\J	Expire as M/Y	4
\L	Charge Amount	7
\K	System Time *(e.g.13:03:00)*	8
\L	Charge Amount	7

Code	Translation:	Field Width:
\M	Amount, No Decimal Point, 0-fill	7
\N		
\O		
\P		
\Q	Phone Number	12
\R		
\S	Account Memo	25
\T	Form Sequence Number 0-fill	5
\U	Card Number, No Spaces, punctuation., fill	20
\V	Card Number, No Fill	20
\W	Card Number	20
\X	Expires Date M/Y	5
\Y	Auth. Code	10
\Z	Card Type	15

The charge card form file must contain the same number of lines as your card form (the physical sheet or card of paper). You can determine how many lines this is by measuring the form and multiplying the number of inches by six (for a printer that prints six lines per inch). You may need to use empty lines to "pad out" the number of lines to match your paper or card stock.

15.2.4 Billing & Account Listing Form (CBFORM.FIL):

Current variables available in the charge card processing module.

Code	Translation	Field Width
\A	Today's Date	8
\B	Name	45
\C	Address Line 1	25
\D	Address Line 2	25
\E	Address Line 3	25
\F	Credit Status	7
\H	Aged Balance 4X	7
\I	Aged Balance 3X	7
\J	Aged Balance 2X	7
\K	Aged Balance 1X	7
\L	Unaged Balance	7
\M	Balance Due	7
\N	Balance Overdue	7
\Q	Phone Number	12

Code	Translation:	Field Width:
\S	Account Memo	25
\W##	Statement Form Length *(specify at top of form)*	
\X##	Statement Detail *(optional detail area length in lines)*	
\Y	Account Code	12
\Z	Statement Page Number	2
\0	Account Salesperson number	2
\1	Account Salesperson number	1
\2	User-defined field two	2
\3	Date account last billed	8
\4	Date of last payment	8
\5	Amount of last payment	7
\6	Name of account salesperson	8
\7	Account balance	7 (useful for open-item statements)

The \W## and \X## codes work in a fashion similar to the “window” and “form-length” described above for the invoice form. Together, they allow you to handle statements that may have more detail lines than will fit on a single form page.