



# Letter Codes – Controls various, and important aspects needed to define and control each individual letter

- This screen controls:
- How a letter can be requested
- What accounts a letter can be requested on
- How often a letter can be requested
- When a letter can be requested
- What type of data appears on the letter
- Whether or not the letter goes to a letter vendor or is printed internally

Letter Codes

Company name	IOU OWE-IT COLLECT SERVICES, INC. RMEx		
Letter code	01	Description	INITIAL LETTER
		Email (Y)	<input type="checkbox"/>
		Email code	<input type="checkbox"/>
Allow in contact series (Y,A)	<input type="checkbox"/>	Allow as selected letter (Y,A)	<input checked="" type="checkbox"/> A
Allow selected letter on account with a close code (Y)			<input checked="" type="checkbox"/> Y
Do not allow selection WITHIN	<input type="checkbox"/>	days of placement date	
Do not allow selection AFTER	<input type="checkbox"/>	days of placement date	
Allow only ONCE per account-Y,S	<input type="checkbox"/>	Allow on legal account only (Y)	<input type="checkbox"/>
Page length (Max.of 112 lines)	<input type="text" value="66"/>	Number of pages	<input type="text" value="1"/>
Number of copies	<input type="text" value="1"/>	Form type code	<input type="text" value="REG1"/>
Print link balances (Y,1-9)	<input type="checkbox"/>	Print post-dated check info. (Y)	<input type="checkbox"/>
Print additional info. (F16) (Y)	<input type="checkbox"/>	Print pay.arrangement info. (Y,P)	<input type="checkbox"/>
Print legal info. (Y,L)	<input type="checkbox"/>	Print medical info. (Y)	<input type="checkbox"/>
Print legal tracking info (Y,P)	<input type="checkbox"/>	Send additional letters	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Special printing selection (YZS)	<input type="checkbox"/>	Print in upper case (Y)	<input type="checkbox"/>
Add description code	<input type="checkbox"/>	Send with bad address (Y)	<input type="checkbox"/>
Letters sent MTD:	21	YTD:	33
		Delete 'D'	<input type="checkbox"/>

F1-New Selection
F3-Search
F7-Exit
ENTER-More Information



# Letter Codes – Allows you to control all aspects of processing a letter

- This screen controls:
- Whether or not specific screens at the account level are populated
- How the letters are sorted on the spool file
- Whether certain system edits are ignored
- What Smart Codes need to be applied
- Whether or not the letter is intended for a Co-signer only

Letter Codes

Company name	IOU OWE-IT COLLECT SERVICES, INC. RMEEx		
Letter code	01	Description	INITIAL LETTER
Send with attorney (Y)	<input type="checkbox"/>	Send with zero balance (Y)	<input type="checkbox"/>
Requires insurance 1 (Y)	<input type="checkbox"/>	Sort by insurance 1 zip (Y)	<input type="checkbox"/>
Requires insurance 2 (Y)	<input type="checkbox"/>	Sort by insurance 2 zip (Y)	<input type="checkbox"/>
Requires POE from F17 (Y)	<input type="checkbox"/>	Requires pay.arrangement (Y)	<input type="checkbox"/>
Requires promise date (Y)	<input type="checkbox"/>	Bypass address checking (Y)	<input type="checkbox"/>
Omit from file to letter service (Y)	<input type="checkbox"/>	Language code (F/S)	<input type="checkbox"/>
Do not allow if any letter mailed within	<input type="text" value="30"/>	days	Only for S/C window (Y) <input checked="" type="checkbox"/>
Bypass "mailed within check" with D/C	<input type="text" value="L7"/>		Bypass state letter
Letter to? (C=Client, P/S=Pri/Sec.Insurance)	<input type="checkbox"/>		translation (Y) <input type="checkbox"/>
Cosigner options (1,2,3,G)	<input type="text" value="1"/>		
Sort by owner/worker (O,W)	<input type="checkbox"/>		* Bypass option for
Sort by link number (Y)	<input type="checkbox"/>		linked balance based
Apply Smart Code	<input type="checkbox"/>		on placed date (Y) <input type="checkbox"/>
Apply Smart Code if letter fail	<input type="checkbox"/>		

\* Review help text

F1-New Selection
F3-Search
F7-Exit
F11-Print sample format



# Letter Codes – Allows you to control all aspects of processing a letter

- This screen allows you to:
- Automatically send a letter or apply a Smart Code based on whether an attempt, contact or other action has occurred on the account

Letter request options

Company name      IOU OWE-IT COLLECT SERVICES, INC. RMEEx

Do on an attempt (Y)     

Do on a contact (Y)     

Do on any other action (Y)     

Letters to check     

If none sent----->    Send       Apply Smart Code            Override

No letter or Smart Code for duplicated cases (N)     

This option will be checked when any smart code is applied, provided the smart code gets processed.

ENTER-Update Information      **F7-Exit**



# Letter Codes – Allows you to control all aspects of processing a letter

Letter Control Specifications

Company name      IOU OWE-IT COLLECT SERVICES, INC. RMEx

Omit from linked balance if within  days from placement

Do not include in linked balance with description codes          
Active close codes   

This option applies to ALL letters within the system, and not to an individual letter code.

ENTER-Update Information    F7-Exit

- This screen allows you to omit accounts from a linked letter if they have specific Description Codes, Active Close Codes or if they have been placed within a certain number of days