

Rentpro - FORMS AND LETTERS

The Agreement sub-menu has an option to print forms and letters. This option will display a menu of up to 22 forms or letters to print. The menu is constructed based upon information in a file called FORMS.DEF in the work station directory. The first seven lines in this file are comment lines and are ignored by the program. However, every six lines that follow, starting at line 8, define the menu and form to print. Each six lines give the following definitions to the rental program:

1. Menu Name. This is the name used to display in the menu, and before the form is ready to print.
2. FRM File Name. If the file name extension, .FRM, is left off, then the program will add Contract Type + .FRM to the file name. For example, if the file name specified is NSF_, the program will use the file name NSF_O.FRM if the agreement to print is a rent to own agreement, or if the agreement is a rent to rent agreement, the program will use the file name NSF_R.FRM to print the form.
3. Form Destination (e.g., LPT1, LPT2, REP=Report Destination)
4. Prompt For Printing (P=Prompt User, Y=Print w/o Prompt but Show Prt Msg)
5. Keep Asking (Y=Keep Asking User If He Wants To Print It Again)
6. Print Envelope (P=Prompt To Print ENVELOPE.FRM, N=No Envelope Needed)

For example, a termination letter might be defined as follows:

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Termination Letter
TERMINAT.FRM
LPT1 FormDest
P PromptChar
Y KeepAsking
Y PrintEnvelope
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The FRM file name is an ASCII configuration file described in the manual on pages 99-104. Note, however, that the file name extension is FRM instead of DEF because the field numbers may differ from those used in the DEF file. It is recommended that you maintain the FRM file name extension for these files.

There are two different kinds of delimiters that can be used to distinguish field numbers from text to print. The first one is the ASCII 1 character () and will be used if the first line of the file has four numbers separated by spaces. If the first line of the file does not have four numbers, then the tilde character (~) will be expected.

First we will consider the ASCII 1 character as the delimiter. The program scans each character in the ASCII configuration file for an ASCII decimal 1 character (which appears as a happy face). When an ASCII decimal 1 character is found, the decimal value of the next character is interpreted as a tab character. For example, the letter A has a decimal value of 65, so if A was the character immediately following the ASCII 1 character, the program would insert enough spaces into the line to make the current position 65 characters from the beginning. The next characters up to the next ASCII 1 character are expected to be numbers. The numbers are read in and interpreted to be a field number for which a specified value is to be inserted into the line. For example, field number 15 is the customer's phone number. Therefore, the characters A15 would be translated by the program so that the customer's phone number is printed starting at column 65.

Alternatively, you can use a word processor like Wordperfect to create the letters by using a different delimiter than ASCII 1. Before each code, have three tilde's (~~~) instead. Follow the code with one tilde (~). For example, to print field number 15, the customer's phone number, insert ~~~15~ in your document. Note that the program can only read ASCII text files. If you use a wordprocessor, you will need to save the file as an ASCII text file, or if you want to preserve embedded printer codes, you may be able to print the file to disk by changing the port to a file name. The program expects each line in the file to end with a carriage return and

line feed character.

Please note that any form or letter may be printed in mass mailings by using the report generator. The form file simply needs to be copied to the appropriate file name. For example, to have report 1 for the profile of agreements to print a letter instead of the report configured, save the form file as PROFREP1.FRM and the form will print for that configuration. Consult the manual or contact us for more information.

Font codes may be embedded instead of field numbers. Following are the font codes:

B=Bold On, b=Bold Off
 U=Underline On, u=Underline Off
 I=Italics On, I=Italics Off
 L=Large Font, H=Huge Font, N=Normal Font, S=Small Font
 V=6 Lines Per Vertical Inch, v=8 Lines Per Vertical Inch, h=Half Vertical Line
 Q=Quality Font, q=Rough Font
 @=Reset
 X=Cpi Code 1, x=Cpi Code 2, Y=Cpi Code 3, y=Cpi Code 4, Z=Cpi Code 5
 R=Good Report Quality, r=Rough Report Quality,
 l=Ledger Card Quality, c=Contract Quality Font, t=Receipt Quality Font
 F=Form Length Full, f=Form Length Half
 C=Center Line

These codes are imbedded instead of the field number, and they may be padded together for multiple effects. If the tilde delimiter is used, a field code of 0 (Zero) must precede the font codes. For example, the following code specifies printing what follows using a bold and underlined font: ~~~0BU~.

Starting with line 21, the following codes apply to each line in PRINTER.DEF: Bold On, Bold Off, Underline On, Underline Off, Italics On, Italics Off, Huge Font, Form Length Full, Form Length Half. The Large, Normal, and Small codes are on lines 3, 4, and 5 respectively.

The following numbers are the field numbers used to configure forms or letters:

1. Company Name
2. Company Manager
3. Company Address
4. Company City
5. Company State
6. Company Zip
7. Company Phone
8. Customer First Name
9. Customer Last Name
10. Customer Address
11. Customer Apt
12. Customer City
13. Customer State
14. Customer Zip
15. Customer Phone
16. Customer Store Number
17. Customer Agreement Number
18. Customer Agreement Date
19. Customer Delivery Date
20. Customer Payment Next Due Date
21. Customer Maintenance Limit Date
22. Customer Deposit Charge (pad 4)
23. Customer Rent Charge + Customer Rate + Customer Delivery Charge + Customer Misc. Charge - Customer Amount Forward (Pad 4)
24. Customer Rate (pad 4)
25. Customer Pay Period as Yearly, Monthly, ... Hourly, One Time.
26. Customer Agreement Type as Rental, Cash Option, Layaway, Sale.
27. Late Charge/Reinstatement Base Fee (pad 4) (PROFILE.DEF line 9)
28. Processing/Application Base Fee (pad 4) (PROFILE.DEF line 11)
29. Trip Fee Base Fee (pad 4) (PROFILE.DEF line 12)
30. Customer Term As Whole Number, Dropping Decimal
31. Full Disclosure, Customer Rate * Term (pad 4)

32. Customer Pay Period as Year, Month, ... Hour, One Time.
33. Prints " NOT" if agreement does not have insurance/damage waiver.
34. Name For Insurance/Damage Waiver (PROFILE.DEF line 35)
35. Damage Waiver/Insurance Percent as 4, 5, 6, 7, 8, etc.
36. Damage Waiver/Insurance Rate even if not taken (see #50) (pad 4)
37. Customer Regular Payment (pad 4)
38. Time Agreement Printed
39. Last Transaction Number For Customer
40. Name of Employee doing transaction.
41. Name of Current Business Day (Monday, Tuesday, etc.)
42. Actual Date of Last Transaction
43. Time of Last Transaction
44. Customer Status as Active, Charged Off, etc.
45. Customer Misc. Charge (Actual Processing Fee for Agrmt) (pad 4)
46. Customer Delivery Charge (Actual Delivery Charge Debited)(pad 4)
47. Customer Rate + Rent Charge - Amount Forward (pad 4)
48. Customer Taxes Due (pad 4)
49. First Pmt Due (pad 4) = Rate + Rent Charge + Miscellaneous Charge + Delivery Charge + Taxes Due + Insurance Rate + Club Rate - Amount Forward.
50. Actual Customer Insurance Rate (pad 4)
51. Customer Monthly Rate (pad 4)
52. Customer Monthly Insurance/Damage Waiver Rate (pad 4)
53. Customer Weekly Rate (pad 4)
54. Customer Weekly Insurance/Damage Waiver Rate (pad 4)
55. Customer Monthly Term as whole number rounded up.
56. Customer Weekly Term as whole number rounded up.
57. Day of Month Due if Monthly Pay Period
58. White Goods Collection Amt (pad 4) (PROFILE.DEF line 97)
59. Non White Goods Collection Amt (pad 4) (PROFILE.DEF line 98)
60. Customer Term minus 1, rounded to 1 decimal place.
61. Full Disclosure Tax Amt (Rate*TaxRate*Term) (pad 4)
62. Full Disclosure Including Tax (Rate*(1+TaxRate)*Term) (pad 4)
63. Customer Daily Rate (pad 4)
64. Customer Monthly Term rounded up to nearest whole number, minus 1.
65. Customer Weekly Term Rounded up to nearest whole number, minus 1.
66. Customer's Next Payment Due Date After Next Payment Is Posted.
67. Customer's Cash Price (pad 4)
68. Cash Option Minimum
(Rate or Cash Price) * (MiniumFactor (PROFILE.DEF line 46))
69. Tax on Normal Payment (pad 4)
70. Full Disclosure Including Tax & Insurance
71. Monthly Term Rounded Up * Monthly Rate (pad 4)
72. Weekly Term Rounded Up * Weekly Rate (pad 4)

Normal AGRMT_?.DEF Field Numbers 73-80 Moved to 133-140

73. Total Paid for Last Transaction (pad 4)
74. Rent Paid for Last Transaction (pad 4)
75. Ins/DW Paid for Last Transaction (pad 4)
76. Late/RIF Fee Paid for Last Transaction (pad 4)
77. Tax Paid for Last Transaction (pad 4)
78. Other Charges Due/Balance Due for Last Transaction (pad 4)
79. Customer Total Deposit Amt Paid (pad 4)
80. Customer Deposit On Hand (pad 4)
81. Customer Regular Monthly Payment
82. Customer Regular Weekly Payment
83. Monthly Ins/DW Rate for Customer even if not taken.
84. Weekly Ins/DW Rate for Customer even if not taken.
85. Monthly Taxes Due (pad 4)
86. Weekly Taxes Due (pad 4)
87. Customer Nsf Charge (pad 4)
88. Customer Damage Charge (pad 4)
89. Posting Date on Last Transaction
90. Next Payment Due after a weekly payment is made.
91. Customer Monthly Rate + Rent Charge - Amount Forward (pad 4)

92. Customer Weekly Rate + Rent Charge - Amount Forward (pad 4)
93. Monthly Rate with tax included (pad 4).
94. Weekly Rate with tax included (pad 4).
95. Full Disclosure for Monthly Payments (Reg. Mthly Pmt*Term)(pad 4)
96. Full Disclosure for Weekly Payments (Reg. Weekly Pmt*Term)(pad 4)
97. Customer Misc. Chg + Deposit Charge + Ins/DW Rate (pad 5)
98. Customer's Second SSN
99. Inv. Spacing for two inv per line.
100. Print Inventory Assigned for Active Agreements (A,K,I,S,H)
101. Print Inventory Returned (If None Are Assigned To Another Agrmt Yet)
102. Customer's Second SSN
103. Customer's Second Phone
104. Customer's Balance Remaining, less late fees (pad 4)
105. Bad Check Charge (pad 4) (PROFILE.DEF line 177)
106. Customer Comment
107. Customer's First SSN
108. Customer Term
109. Customer Payments Remaining, rounded to nearest whole number
110. Customer Payments Made, rounded to nearest whole number
111. Customer Rent Paid + Sale Amt Paid (pad 4)
112. Customer Tax Paid (pad 4)
113. Customer Ins/DW Paid (pad 4)
114. Customer Nsf Paid (pad 4)
115. Customer Late/RIF Fees Paid (pad 4)
116. Customer Misc. Fees Paid (pad 4)
117. Customer Damage Fees Paid (pad 4)
118. Customer Delivery Fees Paid (pad 4)
119. Customer Delivery Fees Paid + Damage Fees Paid + Misc. Fees Paid + NSF Charges Paid (pad 4)
120. Customer Non-Cash Credit Paid (pad 4)
121. Customer Rent Paid + Sale Amt Paid + Tax Paid + Ins/DW Paid + Nsf Fees Paid + Late/RIF Fees Paid + Misc. Fees Paid + Damage Fees Paid + Delivery Fees Paid (pad 4)
122. Amount Due or Refund Due if returned immediately (pad 4). This will be negative if refund is due. Use 132 if 0.00 is desired when a refund is due. Also see 185, 186.
123. Total Amount Now Due for customer's current pay period (pad 4)
124. Next Due Date after Total Amount Now Due is Paid
125. Current System Date of Business
126. Current System Time
127. Rent Charge if equipment returned immediately (pad 4)
128. Ins/DW Charge if equipment returned immediately (pad 4)
129. Late/RIF Fees Assessed if equipment returned immediately (pad 4)
130. Other Fees Assessed when equipment returned immediately (pad 4)
131. Tax Fees Assessed when equipment returned immediately (pad 4)
132. Amount Due if returned immediately (pad 4) Also see 122, 185, 186
133. Time Due {73 for AGRMT_?.DEF}
134. Customer's First SSN {74 for AGRMT_?.DEF}
135. Cash Option Discount Percent 1 {75 for AGRMT_?.DEF}
136. Cash Option Discount Percent 2 {76 for AGRMT_?.DEF}
137. Cash Option Discount Percent 3 {77 for AGRMT_?.DEF}
138. 1 minus Cash Option Discount Percent 1 {78 for AGRMT_?.DEF}
139. 1 minus Cash Option Discount Percent 2 {79 for AGRMT_?.DEF}
140. 1 minus Cash Option Discount Percent 3 {80 for AGRMT_?.DEF}
141. Rent paid over term of contract.
(Rate*Term) minus Cash Price (sum of inventory retail prices)
145. Customer Amount Forward (pad 2)
146. Total Paid for Last Transaction (pad 6)
147. Payment Type for Last Transaction
148. Rent Paid for Last Transaction (pad 6)
149. Tax Paid for Last Transaction (pad 6)
150. Late/RIF Fees Paid for Last Transaction (pad 6)
151. Ins/DW Fees Paid for Last Transaction (pad 6)
152. Deposit Paid for Last Transaction (pad 6)
153. Delivery Paid for Last Transaction (pad 6)
154. NSF Paid for Last Transaction (pad 6)
155. Damage Paid for Last Transaction (pad 6)
156. Misc. Paid for Last Transaction (pad 6)

- 157. Customer Term Remaining (No Term = N/A)
- 158. Customer Deposit on Hand (pad 6)
- 159. Posting Date for Last Transaction
- 160. Total Amount Now Due (pad 6)
- 161. Cash Option Amount (pad 6)
- 162. For Last Transaction, NSF Paid + Ins/DW Paid + Delivery Paid + Misc. Paid + Damage Paid + Deposit Paid + Late/RIF Fees Paid (pad 6)
- 163. For Last Transaction, NSF Paid + Ins/DW Paid + Delivery Paid + Misc. Paid + Damage Paid + Deposit Paid + Late/RIF Fees Paid (pad 1)
- 165. Customer Amount Forward (pad 1)
- 166. Total Paid for Last Transaction (pad 1)
- 168. Rent Paid for Last Transaction (pad 1)
- 169. Tax Paid for Last Transaction (pad 1)
- 170. Late/RIF Fees Paid for Last Transaction (pad 1)
- 171. Ins/DW Fees Paid for Last Transaction (pad 1)
- 172. Deposit Paid for Last Transaction (pad 1)
- 173. Delivery Paid for Last Transaction (pad 1)
- 174. NSF Paid for Last Transaction (pad 1)
- 175. Damage Paid for Last Transaction (pad 1)
- 176. Misc. Paid for Last Transaction (pad 1)
- 177. Sold Amt for Last Transaction (pad 6)
- 178. Sold Amt for Last Transaction (pad 1)
- 179. Other for Last Transaction
Late/RIF Fees Paid + Deposit Paid + NSF Paid + Damage Paid
- 180. Prints "PAID IN FULL" if Next Payment Due = 0
- 181. Closed Date (Date the Agreement was Closed)
- 184. Number of Days Agreement is Late (Number of Days Past Payment Next Due Date)
- 185. Absolute Value of Amount Due or Refund Due if all equipment is returned immediately (pad 4)
- 186. Prints "Refund" if a refund is due or prints "Amount" if a balance is due if equipment was returned immediately.
- 187. Monthly First Payment Due (pad 4). Also see 49.
- 188. Weekly First Payment Due (pad 4). Also see 49.
- 189. Next Due Date after a Monthly Payment is Received
- 190. Rent Charges Currently Due (see 123 & 160 for Total Amount Due)
- 191. Insurance Charges Currently Due
- 192. Club Charges Currently Due
- 193. Late Charges Currently Due
- 194. Tax Charges Currently Due
- 195. Monthly Term Remaining
- 196. Weekly Term Remaining
- 197. Full Disclosure Remaining for Monthly Term (MthlyRegPmt*MthlyTermRemaining)
- 198. Full Disclosure Remaining for Weekly Term (WklyRegPmt*WklyTermRemaining)
- 199. Agreement Last Transaction Date
- 200. Write Transactions for Agreement. Follow Code With Number Between 0 and 9 To Specify The Number Of Transactions To Write. For Example, Follow With 3 To List The Last Three Transactions.
- 201. Number of Payments Made For Current Pay Period Setting Rounded To 1 Decimal.
- 202. Number of Days Past Payment Due Date ADJUSTED For Partial Payment Rule.
- 203. Number of Payments Due (Would Include Payment If Due Today)
- 204. Number of Payments Past Due (Would Not Include Payment If Due Today)
- 205. Other Charges Due (non-automatic charges: nsf+misc.+deposit+trip)
- 206. Other Charges plus Club Charges Due
- 207. Other Charges plus Club and Insurance
- 208. Other Charges plus Club and Insurance and Late Fees
- 209. Number of Times Agreement has been late.
- 210. Number of Times Late Fee Waived.
- 211. Pay Period Name (Years, Months, Semi-Months, Weeks, Days, Hours, Times)
- 212. Pay Period Name 3 chars (Yrs, Mts, SMs, Wks, Dys, Tms)
- 213. Pay Period Name 7 chars (Yearly, Monthly, S-Mthly, Weekly, Daily, Hourly, Once)
- 214. Total Amt Paid In Including Tax
- 215. Print Inventory Returned List From Last Return Done On Workstation
- 216. Last Transaction Reference Number of Drawer Transaction
- 217. Last Transaction Reference Number of Inventory
- 218. Days Added For Term Extension Transaction
- 219. Previous Ending Date On A Term Extension
- 220. Tax for Total Cash Price for Agrmt

221. Difference Between Full Contract Amt & Fair Market Value, including tax
222. Difference Between Full Contract Amt & Fair Market Value, without tax
223. Total Due plus One Additional Regular Payment
224. Total Due plus One Additional Payment IF Within Days To Next Due Range
225. Sale Charge Amt
226. Tax Amt On Sale Charge Amt
227. Miscellaneous Receipt Reason Description
228. Petty Cash Reason Description
229. Non-Cash Adjustment Reason Description
230. Print List of Miscellaneous Receipt Items From Last Misc. Rec. Done On Workstation
231. Pay Period Name 5 chars (Years, Mths, SMths, Weeks, Days, Hrs, Times)
234. Rent Due plus Additional Sale Amt Due
235. Additional Sale Amt Due

344. First Payment Due Plus Deposit Charge.
345. First Rent Amt Due
346. First Ins Amt Due
347. First Club Amt Due
348. First Club Amt Due Minus Partial Credit For Rent (Discount Amt)
349. Name of Day of Agrmt Next Due
350. Club Rate Monthly If Agrmt Elected Club Plan
351. Club Rate Weekly If Agrmt Elected Club Plan
352. Club Rate Monthly Regardless Of Whether Agreement Has Elected It
353. Club Rate Weekly Regardless Of Whether Agreement Has Elected It
354. Tax Amt Of Total Cash Price
355. Difference Between Full Contract Amt & Fair Market Value, Including Tax
356. Difference Between Full Contract Amt & Fair Market Value, Not Including Tax
357. Area Manager Code
358. Last Payment Date
359. Non-Cash Revenue Total (Non-Cash Rent + Non-Cash Sale)
360. Rent Charge (Additional, not automatically calculated)
361. CashPrice - (CashPrice*percent1)
420. Tax Amt Of Total Cash Price
421. Difference Between Full Disclosure & Fair Market Value, Including Tax
422. Difference Between Full Disclosure & Fair Market Value, Not Including Tax
423. Total Due Plus Regular Payment
424. Total Due Plus Regular Payment IF within Days To Next Due Range In Profile
425. Sale Charge Amount
426. Tax On Sale Charge Amount
427. Monthly Term Rounded To Nearest Whole Number
428. Weekly Term Rounded To Nearest Whole Number
429. Time Due Using 12 hr clock (am/pm) {See 133 Also}
430. Delivery Time with AM/PM format
431. Transaction Time with AM/PM format
432. Agreement PO Number
433. Agreement Job Reference Number
434. Agreement Company Field
437. Monthly Term Rounded as Integer
438. Weekly Term Rounded as Integer
497. Transaction Reference Number of a Customer Transaction (For Agrmt Transactions Use Agrmt.LTrans #39) (This number is formatted to 7 places)
498. Transaction Reference Number (same as 497, but formatted to 9 places)
499. Transaction Reference Number (same as 497, but not right justified or formatted)
500. Write agreement descriptions that match the Customer Report Statuses set when a customer report is run.
501. Grand Total Due for Invoices (Billing Reports) using Customer Report
502. Total Due 0 to 30 days after return, for Invoices using Customer Report
503. Total Due 31 to 60 days after return, for Invoices using Customer Report
504. Total Due 61 to 90 days after return, for Invoices using Customer Report
505. Total Due 91 days or more after return, for Invoices using Customer Report
508. Customer First Name
509. Customer Last Name
510. Customer Address
511. Customer Apartment
512. Customer City

- 513. Customer State
- 514. Customer Zip Code
- 515. Customer Phone 1
- 516. Customer Store Number
- 517. Customer Social Security Number 1, No Hyphens
- 518. Customer Social Security Number formatted with Hyphens
- 519. Customer Social Security Number 2
- 520. Customer Status
- 522. Customer Deposit Total (Total Deposits Made)
- 523. Customer Deposit On Hand
- 524. Customer Credit Limit
- 525. Customer Credit Available
- 526. Customer Credit Used
- 527. Customer Company Name
- 528. Customer Phone 2
- 529. Customer Mobile Number
- 530. Customer Fax Number
- 531. Customer Date of Birth
- 532. Customer Driver's License Number
- 533. Customer Note
- 534. Customer Employer
- 535. Customer Landlord
- 536. Custer Reference 1
- 537. Customer Reference 2
- 538. Customer Reference 3
- 539. Customer Reference 1 Relationship Single Letter Code
- 540. Customer Reference 2 Relationship Single Letter Code
- 541. Customer Reference 3 Relationship Single Letter Code
- 542. Customer Reference 1 Relationship Description Line
- 543. Customer Reference 2 Relationship Description Line
- 544. Customer Reference 3 Relationship Description Line
- 545. Customer Area Manager Code
- 546. Customer Delivery Note 1
- 547. Customer Delivery Note 2
- 548. Customer Delivery Note 3
- 551. Customer Total Rent Due
- 552. Customer Total Rent PAST Due
- 553. Customer Total Insurance Due
- 554. Customer Total Insurance PAST Due
- 555. Customer Total Late Fees Due
- 556. Customer Total Tax Due
- 557. Customer Total Tax PAST Due
- 558. Customer Total Club Fees Due
- 559. Customer Total Club Fees PAST Due
- 560. Customer Other Charges Due (NSF Chg + Misc Chg + Deposit Chg + Delivery Chg)
- 561. Customer Reinstatement Fee (For User Who Have A RIF in addition to Late Fee)
- 562. Customer Total Additional Sale Charges Due
- 563. Transaction Payment Type Description (Cash, Check, Money Order, Credit Card, Credit Memo (Description for Non-Cash Adjustment or Misapplied Payment))
- 600. Reservation Descriptions
- 610. Reservation Number (no formatting)
- 611. Reservation Number Right Adjusted to 9 spaces
- 612. Reservation Number Right Adjusted to 7 spaces
- 613. Reservation Made Date
- 614. Reservation - Pick Up Date
- 615. Reservation - Expected Return Date

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