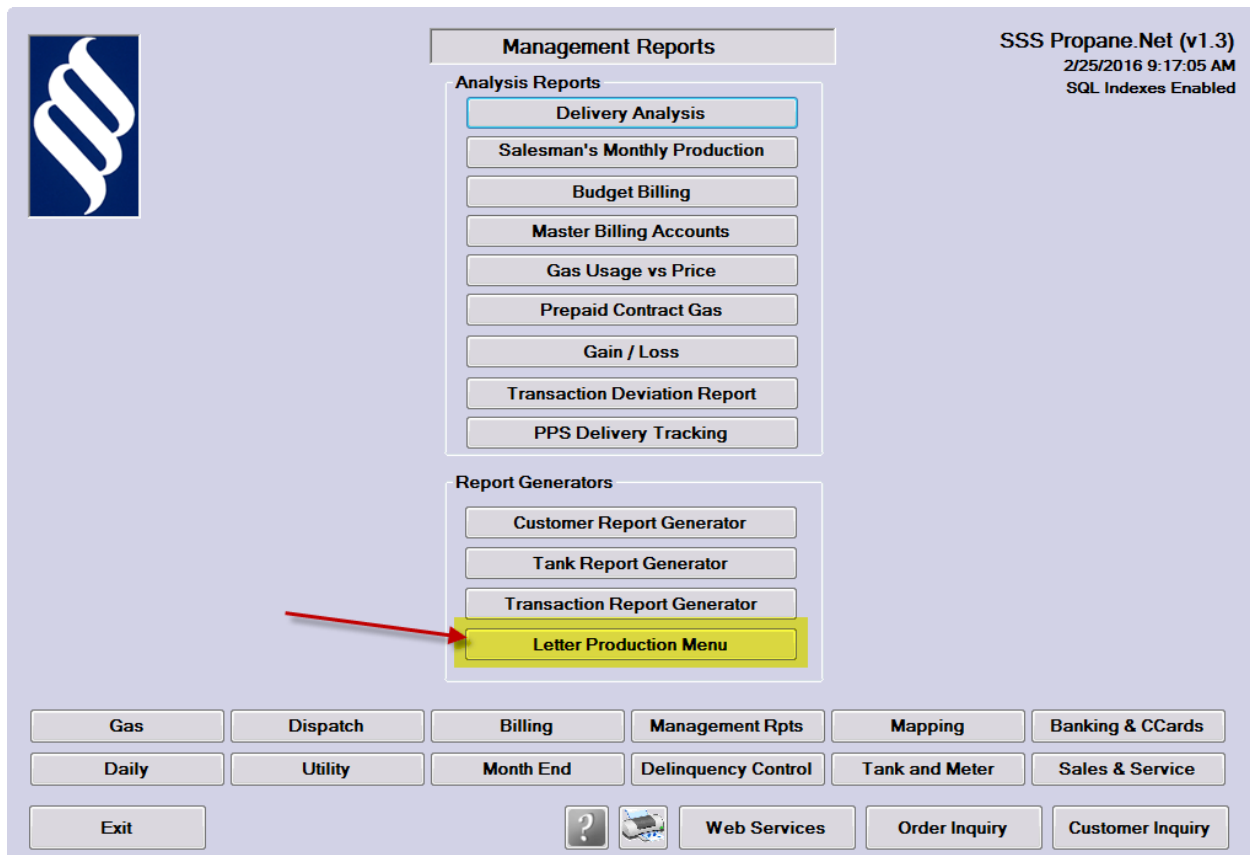


Letter Production:



This allows the user to create and send letters through Suburban.

Note: To produce delinquent letters use the Create Delinquent Letter Option on the Delinquency Control Menu.

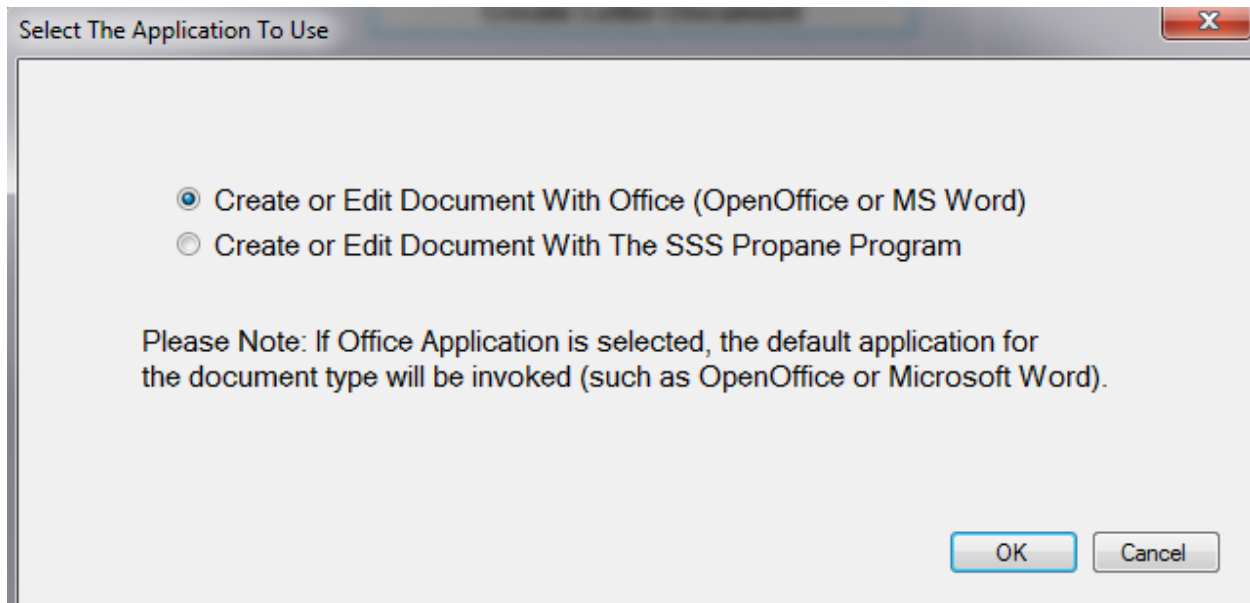
Letter Production Menu:



Use this menu to:

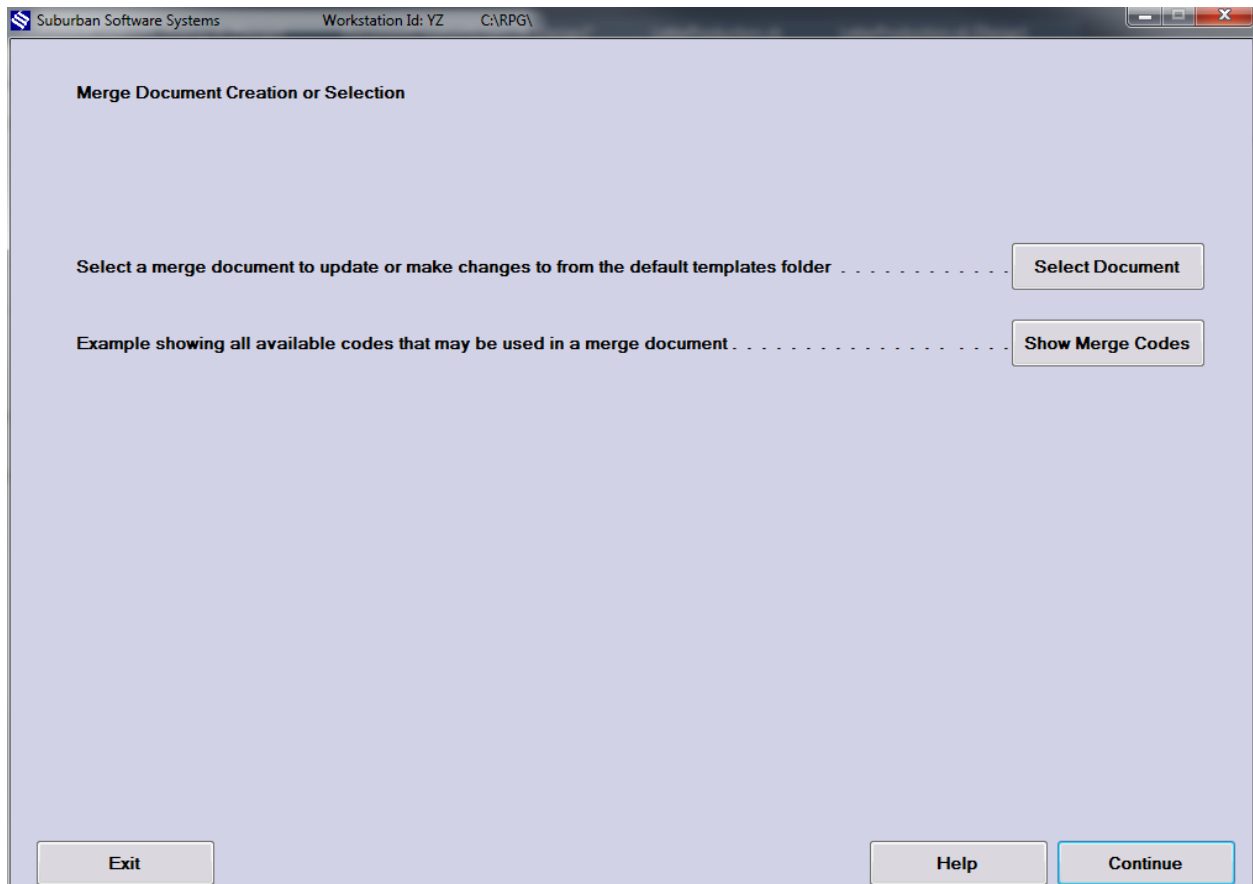
- Create or modify either Suburban Legacy Letters or External Application Documents such as Microsoft Word.
- Select who is to receive Sales Letters either Individually by Account or Globally.
- Deselect Accounts not to receive letters.
- Print and/or Email Sales Letters.

Create Letter Document



Choose between creating and editing letter, or document through an external application such as Microsoft Word or through Suburban legacy letter documents.

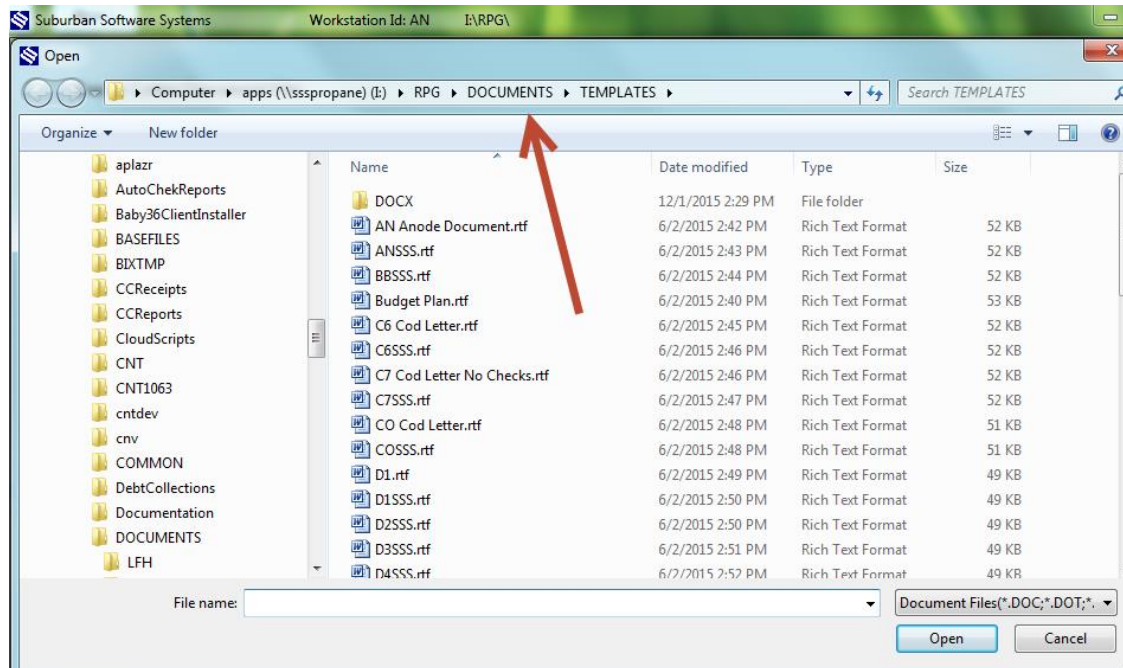
Creating/ Editing Document Using External Application:



Purpose:

1. Allows the user to select which letter is to be written or modified from existing examples.
2. Also, shows the available "SSS Merge Codes" that can be integrated into any document.

File Picker Option:



Use the “File Picker Option” to either select from existing letter document templates or add a new document template.

Merge Code Document:

Click on Merge Code Document to get a list of all merge codes that can be placed in the External Sourced Letter.

The merge codes below must be placed into the external source document (Word, Excel, etc.) **Exactly** as shown below including the brackets in order to merge Data.

SSS Merge Codes

The following codes may be used in a Word Document when merging with SSS Letter Writing Features.

[COLD]	[TANKSERIAL]
[STATUS]	[TANKTYPE]
[ACCOUNT#]	[TANKUI]
[COMPANYTANK]	[LOCKCODE]
[FULLNAME]	[TANKSIZE]
[LASTNAME]	[NROFTANKS]
[MIDDLEINIT]	[GAL/DD]
[FIRSTNAME]	[GAL/DAY]
[CAREOF]	[LASTDELIVERYDATE]
[STREET]	[PREVIOUSFILLPCT]
[CITY]	[FORECASTEDPCTFULL]
[ST]	[GASCHECKDATE]
[ZIPCODE]	[YTDELIVERIES]
[ZIP4]	[YTDGAS]
[AREA]	[LASTYRGAS]
[PHONE]	[LASTDELIVEREDGAS]
[TAXCD]	[DELIVERYSTREET]
[CREDITCD]	[DELIVERYTOWN]
[TYPECUSTOMER]	[DELIVERYSTATE]
[FINCHG]	[DELIVERYZIP]
[STATEMENT/INVOICE]	[TAXID]
[OPENITEM/BALFWD]	[MASTERBILLACCTNR]
[PRICECLASS]	[LATITUDE]
[TERMS]	[NORTH]
[PRODUCTCODE]	[LONGITUDE]
[DESCRIPTION]	[WEST]
[UI]	[STANDINGPO]
[TYPE2]	[PHONETYPE2]
[BALANCE]	[PHONE2]
[CURRENT]	[PHONETYPE3]
[OVER30]	[PHONE3]
[OVER60]	[EMAILADDRESS]
[OVER90]	[ELETTER]
[OVER120]	[EPOSTCARD]
[PASTDUE]	[ESTATEMENT]
[PREVSTAMTBALANCE]	[EINVOICE]
[DEPOSIT]	[GAINCODE]
[RECEIPTDATE]	[GAINDATE]
[RECEIPTAMOUNT]	[LOSTCODE]
[BUDGETRATE]	[LOSTDATE]
[BUDGETBALANCE]	[SALESMAN]
[RECOMMENDEDBUDGETRATE]	[DIRECTIONS]
[STARTDATE]	[DIRECTLINE2]
[CREDITLIMIT]	[DIRECTLINE3]
[DELIVERYCODE]	[DIRECTLINE4]
[USECODE]	[DIRECTLINE5]
[DRIVER]	[CURRENTPRICE]
[ROUTE]	[PAYBYDATE]
[SEQUENCE]	

Select Customers Individually:

SELECT CUSTOMER'S INDIVIDUALLY

Company Identification Code DEM ▾

Branch and Account Number 01 ▾ F5=Search

Account:	<input type="text"/>	Status:	<input type="text"/>	Credit Code	<input type="text"/>	Current	<input type="text"/>
Name	<input type="text"/>			Delivery	<input type="text"/>	Over 30	<input type="text"/>
Address	<input type="text"/>			Tax Code	<input type="text"/>	Over 60	<input type="text"/>
City/State	<input type="text"/>			Fin Chg	<input type="text"/>	Over 90	<input type="text"/>
Zip Code	<input type="text"/>			Cust Type	<input type="text"/>	Over 120	<input type="text"/>
Phone	<input type="text"/>					Total	<input type="text"/>

Letter Number BB - BUDGET BILLING LETT ▾

Exit Previous Screen Continue

Purpose: Allows the user to choose specific accounts that the letter is to be sent.

Note:

1. Choose what type of letter is to be sent by the 2 Character Letter Number.
2. If the Letter Code does not exist for the letter you have created, you can add it by going to the following:

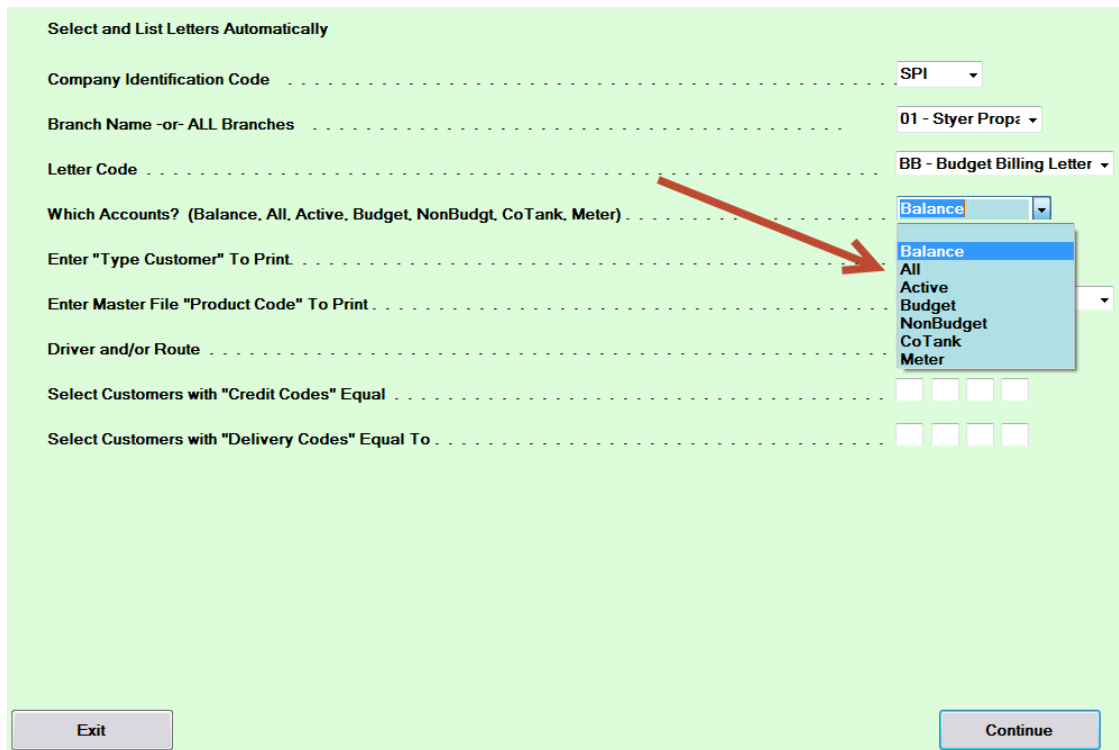
➤ **Utility Menu**

> **User Defined Fields**

> **Sales Letter Codes**

Select and List Letters Automatically:

The letter can be selected by individual account number one account at a time, or they can be selected by group based on the options below.



The screenshot shows a software interface titled "Select and List Letters Automatically". It contains several input fields and dropdown menus. A red arrow points to the "Which Accounts?" dropdown menu, which is currently open, showing a list of options: Balance, All, Active, Budget, NonBudget, CoTank, and Meter. The "Balance" option is highlighted. Below the dropdown menu, there are two rows of checkboxes for "Select Customers with 'Credit Codes' Equal" and "Select Customers with 'Delivery Codes' Equal To". At the bottom of the form, there are two buttons: "Exit" and "Continue".

Select and List Letters Automatically

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Styer Propz ▾

Letter Code BB - Budget Billing Letter ▾

Which Accounts? (Balance, All, Active, Budget, NonBudget, CoTank, Meter) Balance ▾

Enter "Type Customer" To Print Balance ▾

Enter Master File "Product Code" To Print ▾

Driver and/or Route

Select Customers with "Credit Codes" Equal ☐ ☐ ☐ ☐

Select Customers with "Delivery Codes" Equal To ☐ ☐ ☐ ☐

Exit Continue

Once the accounts are chosen enter the Remove Accounts from Selected List option and do a final review all the accounts there that were picked individually or selected as a group and de-select any that you do not want to send a letter to.

Proceed with the Final Step to Print Letters. This will Merge data requested in the External Letter and print out letters to be mailed.

Print Letters:

Purpose: Allows the user to print selected letters.

Note: Choose source of letter format before clicking {Continue}

Print Letters

Company Identification Code	SSS ▾
Branch Name -or- ALL Branches	01 - Suburban S ▾
Letter Code (or ALL for ALL Letters).	ALL ▾
Letter Date	02/26/16
Due By Date	
Print Labels?	N - No ▾
Output in Zip Code Sequence?	Y - Yes ▾
Form Name	0001 ▾
Printer Type	P1 - Dot Matrix Pri ▾
Select source of letter format . . . (SSS or WORD)	<div>SSS ▾ SSS WORD</div>

Choose source of letter format before clicking {Continue}

Exit

Continue

Print Letters

Company Identification Code SSS ▾

Branch Name -or- ALL Branches 01 - Suburban S ▾

Letter Code (or ALL for ALL Letters). SL - Sales Letter ▾

Letter Date BB - Budget Billing Letter
SL - Sales Letter
IN - Seminar Invite
WS - Web Services
BK - Bank Screw Up Response

Due By Date

Print Labels? N - No ▾

Output in Zip Code Sequence? Y - Yes ▾

Form Name 0001 ▾

Printer Type P1 - Dot Matrix Pri ▾

Select source of letter format . . . (SSS or WORD) WORD ▾

The grid below will allow you to modify the user defined settings for any defined letter types if desired

	Code	Description	File	Word Document Path
▶	BB	Budget Billing Letter	Pick	C:\MIDWEST.DOCX
	SL	Sales Letter	Pick	
	IN	Seminar Invite	Pick	I:\rpgsss\DOCUMENTS\TEMPLATES\Seminar 2016 Invitation sss template.docx

Exit

Continue

Click on the grid below the letter source which will allow you to modify the user defined settings for any defined letter types if desired.