Remittance Reprint
and
Remittance Output Options

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Remittance Reprint and Output Options

- How to reprint a remittance report
  - What options are available?
- Output options for remittances

Goal for this Mastermind Session

- ✓ Learn how to reprint single remittance reports
- ✓ Learn how to combine multiple remittance reports into one
- ✓ Learn how to easily change the appearance of Excel-It remittance reports

Reprint Remittances

- Quick review of Easy Remittances

- Reprint a single remittance
  - Excel-It options
    - F:\CLSINC\OUTPUT\REMITS\account\year\month\day

- Reprint Remittances [2-2-9-Z]
  - Combined Reprints
    - Multiple previously finalized reports into a single output

Remittance Output Options

Base Template Folder

- F:\CLSINC\REPORTS

Template Selection Hierarchy

- Forwarder Number
- Sort Code
- EDI Type

Remittance Output Options

Example:

- Forwarder Number is 12
  - Left padded to 4 digits (RMIT0012.xls)
    - Over 9999, e.g. 12012 → (RMIT12012.xls)
  - Sort Code is YGC (RMITYGC.XLS)
  - EDI Type is Vertican (RMITVERTICAN.XLS)

F:\CLSINC\CUSTOM

- Supersedes F:\CLSINC\REPORTS
  - Updates (CM91u.exe) won't overwrite

*.XLS

- Available usable remittance templates

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Q QUESTIONS
& AND
A ANSWERS