

USERS

(Details of user's practice)

Letter Field	Description
{UserCoyName}	User's Company Name
{UserTradingName}	Name under which user trades
{UserTrustName}	If trustee for a Trust, this is the name of the Trust
{UserPrincipal}	Principal's name
{UserStrAddr1}	Practice street address line 1
{UserStrAddr2}	Practice address line 2
{UserSuburb}	Suburb
{UserState}	State
{UserPostcode}	Postcode
{UserPhone}	Office phone number
{UserMobile}	Mobile number
{UserFax}	Facsimile
{UserEmail}	Practice email address
{UserInternetAddress}	Practice Internet Address
{UserLTODX}	Number of DX box at Land Titles Office
{UserLTOLodgeCode}	LTO Code for lodging party & corrections
{UserSAWaterIdNo}	Client Id number for SA Water & Land Tax
{UserRevNetIdNo}	RevNet Client Id No.
{UserABN}	Company ABN
{UserTrustAccBankName}	Bank where Trust Account is maintained
{UserTrustAccTitle}	Title of Trust Account held at Bank
{UserTrustAccBankBranch}	Bank branch where Trust Account is held
{UserTrustAccBankBSB}	BSB No of Bank where Trust Account is kept
{UserTrustAccBankAccNo}	Account number for Trust Account

IN-HOUSE PRACTITIONER

(Details of practitioners employed in the user's practice)

Letter Fields	Description
{PracPrefix}	Prefix identifying file owner (who brought in the business)
{PracFirstName}	First name of practitioner
{PracLastName}	Surname of practitioner
{PracEmail}	Practitioner's email address
{PracDirPhone}	Phone no. (direct line)
{PracMobile}	Practitioner's mobile number
{PracFax}	Practitioner's fax number

OFFICE ASSISTANTS FIELDS (INCLUDE PRACTITIONERS)

Letter Fields	Description
{AsstID}	Assistant ID Code
{AsstFirstName}	First Name
{AsstLastName}	Last Name
{AsstDirPhone}	Direct Phone
{AsstEmail}	Email Address
{AsstMobile}	Mobile Phone
{AsstBranch}	Branch office where the operator is located.

FILE BASICS

Letter Fields	Description
{FileRef}	File Ref (less prefix)
{FilePrefix}	Prefix for file number
{ActingFor}	P for Purchaser - V for Vendor - B Both
{FileTransType}	e.g. Conveyance, Lease etc
{FileStatus}	O for Open, C Closed etc
{FileWhoHas}	Assistant who currently has file

CONTRACT AND PROPERTY DETAILS

Letter Fields	Description
{ContStrNo}	Property street number
{ContAddress1}	1 st line of property address
{ContAddress2}	2 nd line of property address
{ContSuburb}	Property Suburb
{ContState}	State
{ContPostcode}	Postcode
{ContBusinessName}	If a business conveyance, inserts business name
{ContDateRecd}	Date contract received
{ContSettDate}	Settlement date on contract
{ContPossessionDate}	If a business conveyance, inserts date of stock-take
{ContDate}	Contract Date
{ContSalePrice}	Property sale price
{ContDeposit}	Amount of deposit
{ContStock}	If a business conveyance, inserts amount of stock in trade
{ContDepPaid}	Whether deposit has been paid
{ContAmtInWords}	Will display the contract price, annual rent etc in words
{ContDepAmtInWords}	Will display the deposit, monthly rent etc in words

CONTRACT AND PROPERTY DETAILS (continued)

Field	Description
{ContAgentCom}	Agent's Commission
{ContAgentMarketing}	Agent's marketing Expenses
{ContAgentOther}	Other Agent expenses
{ContPropAssessNo}	Valuer General's assessment number
{ContBuildingName}	Name of Building e.g. Santos House
{ContFloorNo}	Floor or level number
{ContAllotNo}	Allotment number
{ContLotUnitNo}	Community Lot or Strata Unit number
{ContStrType}	Street type e.g. Lane, Close, Avenue

CERTIFICATE OF TITLE

Letter Field	Description
{TitlesVolume}	Title Volume
{TitlesFolio}	Title Folio number
{TitlesType}	Whether Certificate of Title or CL
{TitlesLot}	Allotment or Lot No.
{TitlesPlanRef}	Plan Reference
{TitlesHundred}	Hundred
{TitlesAll}	Volume and Folio numbers of all titles in a file

CLIENT DETAILS

Letter Fields (V)	Letter Fields (P)	Description
{FrClientFirstName}	{ToClientFirstName}	First name
{FrClientName}	{ToClientName}	Surname
{FrClientTitle}	{ToClientTitle}	Mr, Ms etc
{FrClientCoyName}	{ToClientCoyName}	Company Name
{FrClientCoyABN}	{ToClientCoyABN}	Aust Business Number (ABN)
{FrClientStrNo}	{ToClientStrNo}	Street number
{FrClientStrAddr1}	{ToClientStrAddr1}	Street address line 1
{FrClientStrAddr2}	{ToClientStrAddr2}	Address line 2
{FrClientSuburb}	{ToClientSuburb}	Suburb
{FrClientState}	{ToClientState}	State
{FrClientPostcode}	{ToClientPostcode}	Postcode
{FrClientPhoneWk}	{ToClientPhoneWk}	Work phone no.
{FrClientPhoneHm}	{ToClientPhoneHm}	Home phone no.
{FrClientMobile}	{ToClientMobile}	Mobile Phone No
{FrClientFax}	{ToClientFax}	Facsimile
{FrClientEmail}	{ToClientEmail}	Email address
{FrClientAddressee}	{ToClientAddressee}	e.g. Mr & Mrs J Black
{FrClientSalutation}	{ToClientSalutation}	Word(s) to follow word 'Dear' in a letter
{FrClientCoyContact}	{ToClientCoyContact}	Company Contact
{VendNamesFull}	{PurchNamesFull}	Full names of all vendors or all purchasers as in a transfer description.
{VendAddressFull}	{PurchAddressFull}	Full address of a vendor or purchaser
EXTENDED ADDRESS FIELDS		
{FrClientBuildingName}	{ToClientBuildingName}	Name of Building e.g. Santos House
{FrClientFloorNo}	{ToClientFloorNo}	Floor or level number
{FrClientAllotNo}	{ToClientAllotNo}	Allotment No.
{FrClientLotUnitNo}	{ToClientLotUnitNo}	Community Lot or Strata Unit Number
{FrClientStrName}	{ToClientStrName}	Name of street. Same as {FrClientStrAddr1} or {ToClientStrAddr1}
{FrClientStrType}	{ToClientStrType}	Street type e.g. Lane, Close, Avenue etc

VENDOR FORWARDING ADDRESS

Letter Field	Description
{FrClientFwdStrNo}	Street Number
{FrClientFwdStrAddr1}	Street address 1
{FrClientFwdStrAddr2}	Street address 2
{FrClientFwdSuburb}	Town/Suburb
{FrClientFwdState}	State
{FrClientFwdPostcode}	Postcode

PURCHASER FORWARDING ADDRESS

Letter Field	Description
{ToClientFwdStrNo}	Street Number
{ToClientFwdStrAddr1}	Street address 1
{ToClientFwdStrAddr2}	Street address 2
{ToClientFwdSuburb}	Town/Suburb
{ToClientFwdState}	State
{ToClientFwdPostcode}	Postcode

CONVEYANCER / SOLICITORS FIELDS

Letter Field	Description
{ConvCoyName}	Conveyancer's Company Name
{ConvSalutation}	In a letter the word(s) to appear after the word <i>Dear</i>
{ConvPrincFirstName}	Conveyancer's first name
{ConvPrincLastName}	Conveyancer's last name
{ConvPrincTitle}	Conveyancer's title e.g. Mr / Mrs etc
{ConvStrAddr1}	Street address of practice line 1
{ConvStrAddr2}	Address of practice line 2
{ConvSuburb}	Suburb
{ConvState}	State
{ConvPostcode}	Postcode
{ConvPhone}	Conveyancer's office phone
{ConvMobile}	Mobile phone
{ConvFax}	Facsimile
{ConvEmail}	Email address
{ConvLTODX}	Conveyancer's LTO DX Number

REAL ESTATE AGENT

Letter Field	Description
{AgentID}	Agent ID code
{AgentCoyName}	Agent's Company Name
{AgentBranch}	Branch / Sales Office
{AgentSalutation}	In a letter the word(s) to appear after the word <i>Dear</i>
{AgentPrincFirstName}	First name of agent principal
{AgentPrincSurname}	Principal's surname
{AgentPrincTitle}	Principal's title (Mr, Mrs etc)
{AgentStrAddr1}	Agent street address line 1
{AgentStrAddr2}	Agent address line 2
{AgentSuburb}	Suburb
{AgentState}	State
{AgentPostcode}	Postcode
{AgentPhone}	Agent Phone No.
{AgentMobile}	Agent mobile phone no.
{AgentFax}	Agent facsimile
{AgentEmail}	Agent email address
{AgentWebAddress}	Agent Internet Address

LENDERS (Banks Etc)

Fields - Incoming	Fields - Outgoing	Description
{InLenderID}	{OutLenderID}	Lender ID code
{InLenderName}	{OutLenderName}	Lender's Name
{InLenderBranch}	{OutLenderBranch}	Branch / Sales Office
{InLenderStrAddr1}	{OutLenderStrAddr1}	Lender street address line 1
{InLenderStrAddr2}	{OutLenderStrAddr2}	Lender address line 2
{InLenderSuburb}	{OutLenderSuburb}	Suburb
{InLenderState}	{OutLenderState}	State
{InLenderPostcode}	{OutLenderPostcode}	Postcode
{InLenderPhNewLoans}	{OutLenderPhNewLoans}	Phone No to book new loans
{InLenderFaxNewLoans}	{OutLenderFaxNewLoans}	Fax for transfer descriptions etc
{InLenderPhDischarges}	{OutLenderPhDischarges}	Phone No. to book a discharge
{InLenderFaxDischarges}	{OutLenderFaxDischarges}	Fax to for request discharge of mtge
{InLenderPhChqDetails}	{OutLenderPhChqDetails}	To phone through cheque details
{InLenderFaxChqDetails}	{OutLenderFaxChqDetails}	Fax for cheque details
{InLenderEmail}	{OutLenderEmail}	Lender email Address

LENDERS (Banks etc) continued

Fields - Incoming	Fields - Outgoing	Description
{InLenderRepNewLoans}	{OutLenderRepNewLoans}	Lenders rep for settling new loans
{InLenderRepDischarges}	{OutLenderRepDischarges}	Lenders rep for settling discharges

COUNCILS / LOCAL GOVERNMENT FIELDS

Letter Fields	Description
{CouncilName}	Name of Council
{CouncilAddr1}	1 st line of property address
{CouncilAddr2}	2 nd line of property address
{CouncilSuburb}	Council Suburb
{CouncilState}	State
{CouncilPostcode}	Postcode
{CouncilFax}	Council fax number
{CouncilPhone}	Council phone number

STRATA / COMMUNITY MANAGERS

Letter Field	Description
{SmgrCoyName}	Company Name
{SmgrStrAddr1}	Street address 1
{SmgrStrAddr2}	Street Address 2
{SmgrSuburb}	Suburb
{SmgrState}	State
{SmgrPostcode}	Postcode
{SmgrPhone}	Office phone
{SmgrMobile}	Mobile phone
{SmgrFax}	Facsimile
{SmgrEmail}	Email address
{SmgrInternet}	Internet Address

FINANCIAL DATA

Letter Fields	Description
{TotAgentCosts}	Total cost of all agent fees including commission
{AmtDueToAgent}	Amount due to agent after settlement
{AmtDueFromAgent}	Amount due from agent (balance of deposit)
{PayoutFig1}	Payout figure to discharge 1 st mortgage
{MtgeFundsIn1}	Amount due at settlement from 1st mortgagee
{BalDueToVend}	Amount due to vendor after settlement from sale proceeds
{BalDueByPurch}	Balance due by purchaser to make up required settlement funds

MORTGAGES & OTHER ENCUMBRANCES

Letter Field	Description
{EncPrefix}	<i>E</i> if Encumbrance, <i>A</i> for Agreement etc
{EncRegNo}	Registration No. of Encumbrance/Charge
{DischMtgeRMNo1}	Registration no of 1 st mortgage to be discharged
{DischMtgeRMNo2}	Registration no of 2 nd mortgage to be discharged

COMBINATION FIELDS

{EncsAll}	Details of all encumbrances & charges applicable to the current file
-----------	----------------------------------------------------------------------

LENDER DEALINGS FIELDS

Use to insert a lender's new loan reference no. or the registration number of mortgages to be discharged

Letter Field	Description
{LDLenderNewLoanRef}	Lenders ref no. e.g. Win No or Alladin No
{LDRegNoDM1}	Registration No. of 1 st mortgage to be discharged
{LDRegNoDM2}	Registration No. of 2nd mortgage to be discharged
{LDPayoutFig}	Payout figure for 1 st Mortgage
{LDTotMtgeFundsIn}	Total mortgage funds in

PRIVATE MORTGAGE DETAILS

Use if you prepare private mortgage Documents

Letter Field	Description
{MtgMonthlyRepmt}	Monthly repayment
{MtgPrincSum}	Principal sum
{MtgAmtInWords}	Amount in words of principal sum
{MtgRepmtAmtInWords}	Amount in words of monthly repayment
{MtgCommenceDate}	Commencement Date
{MtgFinalRepmtDate}	Due date of repayment of mortgage
{MtgIntRateHigh}	High interest rate
{MtgIntRateLow}	Low interest rate