

# Dictionary Elements

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In the descriptions that follow:

- A “\*” preceding the element name indicates that the element can be **EXPANDED** to provide FULL NAME capability or to give access to a related file.
- **Type:**
  - Flag** is an element that is either “True” (yes) or “False” (no)
  - Inumber** is a numeric element that cannot be used in computations (e.g. an Order Number or a List Number)
  - Number** is a numeric element that can be used in computations (e.g. a quantity or a dollar amount)
  - Character** is non-numeric, non-computational
  - Alpha** is a like character except all letters are converted to uppercase
  - Date** is a BOOMS internal date

**Accounts File****FILEID(AC)**

Name	Length	Type	Mask	Description
<b>Acctype</b>	1	Alpha		Account Type R = Accounts Receivable P = Accounts Payable T = Sales Tax Payable
<b>*Acctcode</b>	5	Alpha		Account Code (from Promotion file)
<b>*Brokercode</b>	5	Alpha		Broker Code (from Promotion file)
<b>*Mailercode</b>	5	Alpha		Mailer Code (from Promotion file)
<b>*Ownercode</b>	5	Alpha		Owner Code (from Promotion file)
<b>ManagerCode</b>	2	Character		Manager Salesid for a Management Order
<b>Iambroker</b>		Flag		You are the Broker
<b>Iammanager</b>		Flag		You are the Manager
<b>Iammailer</b>		Flag		You are the Mailer
<b>Brokeracct</b>		Flag		Entry is for a Broker
<b>Owneract</b>		Flag		Entry is for a List Owner
<b>Servburacct</b>		Flag		Entry is for a Service Bureau
<b>Mservicefee</b>		Flag		Entry is for a Management Service Fee
<b>Acctpif</b>		Flag		Entry is Paid-in-Full
<b>Acctvoid</b>		Flag		Entry is Void (uncollectible)
<b>Acctfreed</b>		Flag		Entry is Freed to Order Entry or Invoicing
<b>Splitmdates</b>		Flag		Order has split Mail Dates
<b>Guaranteed</b>		Flag		Order has a "guarantee-of-payment"
<b>Creditrisk</b>		Flag		Order is flagged as a "Credit Risk"
<b>*Ordernumber</b>	4	Inumber	999999	Order Number (from Order File)
<b>Payduedate</b>	2	Date	mm-dd-yy	Payment Due Date
<b>Actpaydate</b>	2	Date	mm-dd-yy	Actual Payment Date
<b>Amountdue</b>	4	Number	99,999,999.9X	Original Amount Due
<b>Amountpaid</b>	4	Number	99,999,999.9X	Amount Paid so far
<b>Paymentamt</b>	4	Number	9999,999.9X	Payment amount (A/R only). Posted from CR transaction
<b>*Listnumber</b>	2	Inumber	99999	List Number (from List File)
<b>Postdate</b>	2	Date	mm-dd-yy	Last Transaction Post Date
<b>Comment</b>	24	Character		Descriptive Comment
<b>Maildate</b>	2	Date	mm-dd-yy	Mail Date for related Order
<b>Invoicedate</b>	2	Date	mm-dd-yy	Invoice Date for related Order
<b>Bcommactual</b>	4	Number	99,999,999.9X	Brokerage Commission posted from Cash Receipt(s)
<b>Mcommactual</b>	4	Number	99,999,999.9X	Management Commission posted from Cash Receipt(s)
<b>Bcommexpectd</b>	4	Number	99,999,999.9X	Brokerage Commission expected from related Order
<b>Mcommexpectd</b>	4	Number	99,999,999.9X	Management Commission expected from related Order
<b>Bcommpercent</b>	2	Number	99.9X	Brokerage Commission Percent applied to Cash Receipt
<b>Mcommpercent</b>	2	Number	99.9X	Management Commission Percent applied to Cash Receipt
<b>Clientpo#</b>	10	Alpha		Client/Broker Purchase Order Number
<b>Mailerxfee</b>	4	Number	99,999,999.9X	Mailer/Broker Exchange Fee
<b>Mailerdisc</b>	4	Number	99,999,999.9X	Mailer/Broker Discount Amount (A/R only)
<b>Lastref#</b>	6	Character		Last Reference (check) Number posted to Account
<b>Note1 thru Note15</b>	74	Character		15 lines of Accounting Notes from the NOTEPAD. These can only be referenced when the Accounts file is the primary file (effective with Release 7.10).
<b>Rawrecord</b>	150	Character		Entire Unformatted Record (for Btrieve Offload)

## Archive File

### FILEID(AR)

Name	Length	Type	Mask	Description
<b>Ordernumber</b>	4	Inumber	999999	Order Number
<b>Ordernumrel</b>	4	Inumber	999999	Related Order Number
<b>*Brokercode</b>	5	Alpha		Broker Code
<b>*Mailercode</b>	5	Alpha		Mailer Code
<b>*Shiptocode</b>	5	Alpha		Shipto Code
<b>*ListNumber</b>	2	Inumber	99999	List Number
<b>Ordcancel</b>		Flag		Order is canceled
<b>Ordtest</b>		Flag		Order is a test
<b>Ordmanaged</b>		Flag		This is a Management Order
<b>Ordinhouse</b>		Flag		This is an Inhouse Order
<b>Ar1pif</b>		Flag		A/R 1 has been "PIF'd"
<b>Ar2pif</b>		Flag		A/R 2 has been "PIF'd"
<b>Ap1pif</b>		Flag		A/P 1 has been "PIF'd"
<b>Ap2pif</b>		Flag		A/P 2 has been "PIF'd"
<b>Ap3pif</b>		Flag		A/P 3 has been "PIF'd"
<b>Ar1void</b>		Flag		A/R 1 has been "VOIDed"
<b>Ar2void</b>		Flag		A/R 2 has been "VOIDed"
<b>Ap1void</b>		Flag		A/P 1 has been "VOIDed"
<b>Ap2void</b>		Flag		A/P 2 has been "VOIDed"
<b>Ap3void</b>		Flag		A/P 3 has been "VOIDed"
<b>Salesid</b>	2	Character		Sales-ID for Order
<b>Orderdate</b>	2	Date	mm-dd-yy	Order Date
<b>Beginmaildat</b>	2	Date	mm-dd-yy	Begin Mail Date
<b>Endmaildat</b>	2	Date	mm-dd-yy	End (thru) Mail Date
<b>Shipdate-act</b>	2	Date	mm-dd-yy	Actual Ship Date
<b>Invoicedate</b>	2	Date	mm-dd-yy	Invoice Date
<b>Rentalprice</b>	4	Number	9,999,999.9X	Rental Price
<b>Rentqty-req</b>	4	Number	99,999,99X	Requested Rental Quantity
<b>Exchqty-req</b>	4	Number	99,999,99X	Requested Exchange Quantity
<b>Rentqty-ship</b>	4	Number	99,999,99X	Shipped Rental Quantity
<b>Exchqty-ship</b>	4	Number	99,999,99X	Shipped Exchange Quantity
<b>Netname%</b>	2	Number	9X	Netname Percent
<b>Ar1-acctcode</b>	6	Character		Accounts Receivable (Mailer/Broker)
<b>Ar1-payduedt</b>	2	Date	mm-dd-yy	Payment Due Date for above
<b>Ar1-actpaydt</b>	2	Date	mm-dd-yy	Actual Payment Date for above
<b>Ar1-amountdu</b>	4	Number	99,999,999.9X	Amount Due for above
<b>Ar1-amountpd</b>	4	Number	99,999,999.9X	Amount Paid for above
<b>Ar2-acctcode</b>	6	Character		Accounts Receivable (Owner)
<b>Ar2-payduedt</b>	2	Date	mm-dd-yy	Payment Due Date for above
<b>Ar2-actpaydt</b>	2	Date	mm-dd-yy	Actual Payment Date for above
<b>Ar2-amountdu</b>	4	Number	99,999,999.9X	Amount Due for above
<b>Ar2-amountpd</b>	4	Number	99,999,999.9X	Amount Paid for above

<u>Name</u>	<u>Length</u>	<u>Type</u>	<u>Mask</u>	<u>Description</u>
<b>Ap1-acctcode</b>	6	Character		Accounts Payable (Owner/Broker)
<b>Ap1-payduedt</b>	2	Date	mm-dd-yy	Payment Due Date for above
<b>Ap1-actpaydt</b>	2	Date	mm-dd-yy	Actual Payment Date for above
<b>Ap1-amountdu</b>	4	Number	99,999,999.9X	Amount Due for above
<b>Ap1-amountpd</b>	4	Number	99,999,999.9X	Amount Paid for above
<b>Ap1-clientpo</b>	10	Character		Owner/Broker PO# for above
<b>Ap2-acctcode</b>	6	Character		Accounts Payable (Service Bureau)
<b>Ap2-payduedt</b>	2	Date	mm-dd-yy	Payment Due Date for above
<b>Ap2-actpaydt</b>	2	Date	mm-dd-yy	Actual Payment Date for above
<b>Ap2-amountdu</b>	4	Number	99,999,999.9X	Amount Due for above
<b>Ar2-amountpd</b>	4	Number	99,999,999.9X	Amount Paid for above
<b>Ap3-acctcode</b>	6	Character		Accounts Payable (Sales Tax)
<b>Ap3-payduedt</b>	2	Date	mm-dd-yy	Payment Due Date for above
<b>Ap3-actpaydt</b>	2	Date	mm-dd-yy	Actual Payment Date for above
<b>Ap3-amountdu</b>	4	Number	99,999,999.9X	Amount Due for above
<b>Ap3-amountpd</b>	4	Number	99,999,999.9X	Amount Paid for above

## Clearances File

### FILEID(CL)

Name	Length	Type	Mask	Description
<b>Clearancenum</b>	4	Inumber	999999	Internal Clearance sequence Number
<b>*Ordernumber</b>	4	Inumber	999999	Order Number
<b>Mailercode</b>	5	Character		Mailer Code
<b>Mailername</b>	32	Character		Mailer Name
<b>*Brokercode</b>	5	Character		Broker Code
<b>Clercont</b>		Flag		This is a Clearance for a "Continuation"
<b>Ckertest</b>		Flag		This is a Clearance for a "Test"
<b>Clerrent</b>		Flag		This is a Clearance for a "Rental"
<b>Clerexch</b>		Flag		This is a Clearance for an "Exchange"
<b>Clerallavail</b>		Flag		This is a Clearance for "All Available" names
<b>Clermaximum</b>		Flag		This is a Clearance for "Maximum" names
<b>Clernonprof</b>		Flag		This is a Clearance for a non-profit use of the List
<b>Cleronly</b>		Flag		This is a Clearance Only (No Order is to follow)
<b>Clerinhouse</b>		Flag		This is a Clearance for an Internal Order
<b>Clerguarante</b>		Flag		This is a Clearance for a guaranteed Order
<b>Contactid</b>	2	Character		Clearance Contact-id
<b>*Listnumber</b>	2	Inumber		List Number
<b>Selection1</b>	24	Character		Selection#1 Text
<b>Selection2</b>	24	Character		Selection#2 Text
<b>Selection3</b>	24	Character		Selection#3 Text
<b>Wantedby</b>	2	Date	mm-dd-yy	Wanted by Date
<b>Clearancedat</b>	2	Date	mm-dd-yy	Clearance Date
<b>Offer</b>	20	Character		Mailer Offer
<b>Quantity</b>	4	Number	9,999,99X	Quantity
<b>Beginmaildat</b>	2	Date	mm-dd-yy	Begin Mail Date
<b>Endmaildat</b>	2	Date	mm-dd-yy	End (thru) Mail Date
<b>Approvalcode</b>	3	Character		Approval Code
<b>Remark1</b>	50	Character		Remark#1
<b>Remark2</b>	50	Character		Remark#2
<b>Remark3</b>	50	Character		Remark#3

**Datacard File****FILEID(DA)**

Name	Length	Type	Mask	Description
<b>*Cardnumber</b>	2	Inumber	99999	DataCard Number. Expands to related List
<b>Cardnumber-E</b>	1	Inumber	99999	DataCard Segment Number
<b>Cardcddek</b>		Flag		This is a CardDeck DataCard
<b>Cardpip</b>		Flag		This is a Package-Insert-Program DataCard
<b>Cardstatect</b>		Flag		This Datacard has State Counts
<b>Cardusage</b>		Flag		This DataCard has Usage
<b>CardHeld</b>		Flag		DataCard is Held
<b>Cardadddate</b>	2	Date	mm-dd-yy	Date This Datacard was Added
<b>Cardupdtdate</b>	2	Date	mm-dd-yy	Date This Datacard was Updated
<b>Cardtitle</b>	15	Alpha		DataCard Title
<b>Cardname</b>	50	Alpha		DataCard Name
<b>Rawrecord</b>	508	Character		Entire Unformatted Record (for Btrieve Offload)

## Discount File

### FILEID(DI)

Name	Length	Type	Mask	Description
<b>Discind</b>	1	Character		Nonspecific Discount Indicator (0FAh)
<b>Disctype</b>	1	Character		Discount Type (non-specific)  0FAh - Mailer Discount Schedule 0FBh - Mailer S.O. Discount 0FCh - List S.O. Discount
<b>Sdiscind</b>	1	Character		Discount type (specific)  0FBh - Mailer/List S.O. Discount 0FCh - List/Mailer S.O. Discount
<b>*Mailercode</b>	5	Character		Mailer (Nonspecific Mailer Discount type)
<b>*Listnumber</b>	5	Character		List (Non-specific List discount type)
<b>*Mailercode2</b>	5	Character		Mailer (Specific Mailer Discount type)
<b>*Listnumber2</b>	5	Character		List (Specific Mailer Discount type)
<b>*Listnumber3</b>	5	Character		List (Specific List Discount type)
<b>*Mailercode3</b>	5	Character		Mailer (Specific List Discount type)
<b>Schedtotvol</b>	4	Number	99,999,999	Current total volume for Mailer Discount Schedule
<b>Schedstartdt</b>	8	Date	mm-dd-yy	Start Date for Mailer Discount Schedule
<b>Schedvollv1</b>	2	Number	99,99X	Required volume for level 1 Discount (Mailer Schedule) (in 1000's)
<b>Schedvollv2</b>	2	Number	99,99X	Required volume for level 2 Discount (Mailer Schedule) (in 1000's)
<b>Schedvollv3</b>	2	Number	99,99X	Required volume for level 3 Discount (Mailer Schedule) (in 1000's)
<b>Schedvollv4</b>	2	Number	99,99X	Required volume for level 4 Discount (Mailer Schedule) (in 1000's)
<b>Schedvollv5</b>	2	Number	99,99X	Required volume for level 5 Discount (Mailer Schedule) (in 1000's)
<b>Schedpctlv1</b>	2	Number	99.9X	Discount % for level 1 Discount (Mailer Schedule)
<b>Schedpctlv2</b>	2	Number	99.9X	Discount % for level 2 Discount (Mailer Schedule)
<b>Schedpctlv3</b>	2	Number	99.9X	Discount % for level 3 Discount (Mailer Schedule)
<b>Schedpctlv4</b>	2	Number	99.9X	Discount % for level 4 Discount (Mailer Schedule)
<b>Schedpctlv5</b>	2	Number	99.9X	Discount % for level 5 Discount (Mailer Schedule)
<b>Rentvolume1</b>	4	Number	99,999,99X	Rental Volume required for Level 1 Discount (Single Order Discounting)
<b>Rentvolume2</b>	4	Number	99,999,99X	Rental Volume required for Level 2 Discount (Single Order Discounting)
<b>Rentvolume3</b>	4	Number	99,999,99X	Rental Volume required for Level 3 Discount (Single Order Discounting)
<b>Rentpercent1</b>	2	Number	99.9X	Discount percent for Level 1 Discount (S.O. Discounting)
<b>Rentpercent2</b>	2	Number	99.9X	Discount percent for Level 2 Discount (S.O. Discounting)
<b>Rentpercent3</b>	2	Number	99.9X	Discount percent for Level 3 Discount (S.O. Discounting)
<b>Exchvolume</b>	4	Number	99,999,99X	Exchange Volume required for discount (S.O. Mailer)
<b>Exchfee</b>	2	Number	99,999.99	Exchange fee for discounted Exchange volume
<b>Netname%</b>	2	Number	99	NetName percent for specific Mailer/List or List/Mailer
<b>Runcharges</b>	2	Number	99.99	Running Charges for above Netname% for Mailer/List or List/Mailer
<b>Xfeeperthou</b>		Flag		Discounted Exchange Fee is per thousand (/M)
<b>Testok</b>		Flag		Tests (as well as continuations) will receive discount
<b>Selectsok</b>		Flag		Discounted applies to selections
<b>Non20ok</b>		Flag		Non-20% Commission lists qualify for discount
<b>Schedincexch</b>		Flag		Discount Schedule includes Exchange Volume
<b>I20bcommreq</b>		Flag		Mailer S.O. Rental Discount requires 20% Broker Commission on "Internal" Orders
<b>Discallbcomm</b>		Flag		S.O. Mailer Discount = ALL Broker Commission

**Exchange Balance File****FILEID(EX)**

Name	Length	Type	Mask	Description
<b>*Mailercode1</b>	5	Alpha		“Tracked” Mailer Code.
<b>*Mailercode2</b>	5	Alpha		“Other” Mailer Code.
<b>*Groupcode1</b>	5	Alpha		“group” to which “Tracked” Mailer belongs.
<b>*Groupcode2</b>	5	Alpha		“group” to which “Other” Mailer belongs.
<b>*Ordernumber</b>	4	Inumber	999999	Order Number for a Detail Exchange Record or “zero” for a “Control Record”
<b>Inactive</b>		Flag		Indicates (for a Control Record) that an Exchange Relationship is inactive (i.e. not to be reported)
<b>Shippedqty</b>	4	Number	99,999,99X	Quantity of names shipped on exchange
<b>Orderedqty</b>	4	Number	99,999,99X	Quantity of name ordered on exchange. For a “control” record this quantity is kept in “sync” with the shipped quantity. That is, whenever an order is shipped the ordered quantity is updated to match the shipped quantity.
<b>Maildate</b>	2	Date	mm-dd-yy	Mail Date for the Order
<b>Begintrakdat</b>	2	Date	mm-dd-yy	The “begin tracking date” in a “control record”. It indicates the date for which tracking is to begin for this mailer.
<b>Orderdate</b>	2	Date	mm-dd-yy	Order date for the Order
<b>Comment1</b>	12	Character		The Comment #1 field in a “Control Record”
<b>Comment2</b>	12	Character		The Comment #2 field in a “Control Record”
<b>Rawrecord</b>	62	Character		Entire Unformatted Record (for Btrieve Offload)



## General Ledger File

### FILEID(GL)

Name	Length	Type	Mask	Description
<b>Account#</b>	2	Number	99999	G/L Account Number
<b>Subaccount#</b>	2	Number	99999	G/L SubAccount Number
<b>Orderrelated</b>		Flag		indicates that a transaction is Order-related (this flag is valid for Orders posted after 1/1/92)
<b>TransEJCR</b>		Flag		Exchange Journal Cash transaction is for Cash Receipts
<b>TransEJCP</b>		Flag		Exchange Journal Cash transaction is for Cash Payments
<b>Ledgerdate</b>	2	Date	mm-dd-yy	Period-end date that transaction was posted
<b>Transsource</b>	2	Alpha		Source Journal
<b>Transdate</b>	2	Date	mm-dd-yy	Transaction date (from Journal)
<b>Trans#</b>	2	Number	99999	Transaction Number (from Journal)
<b>Transamount</b>	4	Number	9999,999.9X	Transaction Amount (from Journal)
<b>Transref</b>	6	Alpha		Reference (Check) Number (from Journal)
<b>*Description</b>	24	Character		Transaction Description (from Journal). If this field is coded as "#nnnnn" (where "#" is a constant and "nnnnn" is either a List Number or a Mailer Code), then this field can be expanded to either a List Name or a Mailer Name.
<b>Payduedate</b>	2	Date	mm-dd-yy	Payment Due Date (Order-related transaction)
<b>*Listnumber</b>	2	Number	99999	List Number (Order-related transaction)
<b>*Ordernumber</b>	4	Number	999999	Order Number (Order-related transaction)
<b>*Brokercode</b>	5	Character		Broker Code (Order-related transaction)
<b>*Ownercode</b>	5	Character		Owner Code (Order-related transaction)
<b>*Mailercode</b>	5	Character		Mailer Code (Order-related transaction)
<b>*Accountcode</b>	5	Character		A/R-A/P Account Code for Order-related transactions (for transactions posted after release 5.81)
<b>*Transaccount</b>	5	Character		(same as Accountcode)
<b>Transsalid1</b>	2	Character		Sales-id 1 from the related "CR" Journal Entry
<b>Transsalid2</b>	2	Character		Sales-id 2 from the related "CR" Journal Entry
<b>Trsnssamt1</b>	4	Number	9,999,999.9X	Sales-id 1 Commission amount from related "CR" Journal Entry
<b>Trsnssamt2</b>	4	Number	9,999,999.9X	Sales-id2 Commission amount from related "CR" Journal Entry
<b>Rawrecord</b>	100	Character		Entire Unformatted Record (for Btrieve Offload)

**Journal File****FILEID(JO) - Current Period Journal****FILEID(JP) - Period-End Journal****FILEID(JH) - History Journal**

Name	Length	Type	Mask	Description
<b>Transsource</b>	2	Alpha		Source Journal  CR - Cash Receipts CP - Cash Payments GJ - General Journal SP - Sales/Purchases EJ - Exchanges Journal TP - Sales Tax Payments Journal
<b>*Transaccount</b>	5	Alpha		Transaction Account to post (can expand for "CR" or "CP")
<b>Transsacct</b>	5	Inumber		Sub-Account for SalesID Expense Account
<b>Transbatchdr</b>		Flag		Transaction is a Batch Header
<b>Transdeleted</b>		Flag		Transaction is Deleted
<b>Transndel</b>		Flag		Transaction is not deletable
<b>Transnacct</b>		Flag		Transaction does not have a related Account (A/R or A/P)
<b>Transposted</b>		Flag		Transaction is posted to A/R-A/P
<b>Transar</b>		Flag		Transaction is related to A/R-A/P
<b>Transejcp</b>		Flag		Transaction is A/P related (for the "EJ" Journal only)
<b>Transejcr</b>		Flag		Transaction is A/R related (for the "EJ" Journal only)
<b>Listownd</b>		Flag		Transaction for an Order for an Owned List ("SP" Journal)
<b>Mservicefee</b>		Flag		Transaction for Management Service Fee ("SP" Journal)
<b>Transnumber</b>	2	Inumber	99999	Transaction Number
<b>Transbnumber</b>	2	Inumber	99999	Transaction Batch Number
<b>Transamount</b>	4	Number	9,999,999.9X	Transaction Amount
<b>Paymentamt</b>	4	Number	9,999,999.9X	Payment amount (related to CR)
<b>Transdate</b>	2	Number	mm-dd-yy	Transaction Date
<b>Transref</b>	6	Character		Transaction Reference (check) number
<b>*Ordernumber</b>	4	Inumber	999999	Related Order Number (on Orders File)
<b>*Ordernumbera</b>	4	Inumber	999999	Related Order Number (on Accounts File)
<b>Transdescrip</b>	24	Character		Transaction Description
<b>Trasoacct</b>	5	Alpha		Transaction "other" Account to post (negated)
<b>Transsalid1</b>	2	Character		Transaction Sales-id #1
<b>Transsalid2</b>	2	Character		Transaction Sales-id #2
<b>Transsam1</b>	4	Number	9,999,999.9X	Earnings to be posted for Sales-ID #1
<b>Transsam2</b>	4	Number	9,999,999.9X	Earnings to be posted for Sales-ID #2
<b>*Listnumber</b>	2	Inumber	99999	List Number for related Order
<b>*Mailercode</b>	5	Alpha		Mailer Code for related Order
<b>*Brokercode</b>	5	Alpha		Broker Code for related Order
<b>*Vendorcode</b>	5	Alpha		Vendor Code for a non Order-related "CP" transaction
<b>Pinvoice#</b>	10	Alpha		Invoice Number from a creditor (vendor) for a Cash Payment
<b>Pinvoicedat</b>	2	Number	mm-dd-yy	Invoice Date for "PINVOIC#"
<b>SB-prepayment</b>	4	Number	9,999,999.9X	This is the prepayment for a Service Bureau. ("SP" Transactions only)
<b>Ownersfeeamt</b>	4	Number	9,999,999.9X	This is the Management Service (Exchange) Fee for an Order. ("SP" transactions only)
<b>Salestaxamount</b>	4	Number	9,999,999.9X	This is the Sales Tax amount for an Order. ("SP" Transactions only)
<b>Rawrecord</b>	127	Character		Entire Unformatted Record (for Btrieve Offload)

**List File**

**FILEID(LI)**

Name	Length	Type	Mask	Description
*Listnumber	2	Inumber	99999	List Number (Expands to DataCard record)
Listname	36	Alpha		List Name
Sortseq	12	Alpha		Alphabetical Sort Sequence for List
*Ownercode	5	Alpha		Owner Code
*Mailercode	5	Alpha		Owner's Mailer Code (for exchanges)
*Sbureaucode	5	Alpha		Service bureau where List is maintained
*Oldownercode	5	Alpha		Prior Owner/Manager of the List
Listmanager	2	Character		The Sales-id for a Managed List
Categorycods	20	Alpha		List Category Codes
Brokercomm%	2	Number	999.9X	Broker Commission Percent
Managecomm%	2	Number	999.9X	Management Commission Percent
Listmxfee	2	Number	999.9X	Management Exchange Fee
Listmaxmxfee	4	Number	9999,999.9X	Maximum Management Exchange Fee
Listminmxfee	4	Number	9999,999.9X	Minimum Management Exchange Fee
Listbasepric	4	Number	9999,999.9X	List Base Price
Listmcs%	2	Number	99.9X	Management Commission on Selections %
Brokercomm2%	2	Number	999.9X	Broker Commission Percent (internal Order)
Managecomm2%	2	Number	999.9X	Management Commission Percent (internal Order)
Listmcs2%	2	Number	99.9X	Management Commission on Selections % (internal Orders)
Listmxfee2	2	Number	999.9X	Management Exchange Fee (internal Order)
Listmcs\$	2	Number	99.9X	Management Commission on Selections Dollar
Listmcs\$2	2	Number	99.9X	Management Commission on Selections Dollar (internal Orders)
NonTapeCRG	2	Number	99.9X	default Non-MagTape Material Charge
JNNonTapeCRG	2	Number	99.9X	default Non-MagTape Material Charge fro Job Notify.
MagTapeCRG	2	Number	99.9X	default MagTape Material Charge
JNMagTapeCRG	2	Number	99.9X	default MagTape Material Charge for Job Notification
JNRunCRG	2	Number	99.9X	default Running Charges for Job Notification
Listcdck		Flag		List entry is for a Card Deck
ListBlowIn		Flag		CardDeck subtype is "Blow-in"
ListBindIn		Flag		CardDeck subtype is "Bind-in"
Listpip		Flag		List entry is for a Package-Insert-Program
Listdbas		Flag		List entry is for a Database
Listdiscount		Flag		This List is Discounted
Listheld		Flag		This List is Held
Listflatxfee		Flag		The Management Exchange Fee is a Flat Fee
Listpctbxfee		Flag		Management Exchange Fee is based on a percent of List's Base Price
ManageCommPT		Flag		Management Commission is based on "per thousand"
Listbcommssel		Flag		Brokerage Commission is given on selections
Listmcommssel		Flag		Management Commission is given on selections
Listmanaged		Flag		This List is Managed
Listowned		Flag		This is an Owner ( In-house) List
Listdeferdel		Flag		This List is marked for "deferred delete"
Listbaseflat		Flag		List Base Price is "flat"
Sbureaucharg		Flag		There are Service Bureau charges for a managed list
JNRunCRGVal		Flag		The JNRunCRG field is valid (even if it is zero)
Listochangdt	2	Date	mm-dd-yy	Effective Date of Owner Change
NamesThrough	2	Date	mm-dd-yy	List Date of Activity reported on List Usage
Listadddate	2	Date	mm-dd-yy	Date this List was Added
Listupdtdate	2	Date	mm-dd-yy	Date this List was last Updated
Listlusedate	2	Date	mm-dd-yy	Date this List was last used by an Order
Rawrecord	127	Character		Entire Unformatted Record (for Btrieve Offload)

**List Selections File****FILEID(LS)**

<u>Name</u>	<u>Length</u>	<u>Type</u>	<u>Mask</u>	<u>Description</u>
<b>*Listnumber</b>	5	Character		List Number
<b>Selectabbrev</b>	5	Character		Selection Abbreviation
<b>Selecttext</b>	25	Character		Selection Full Text
<b>Selectprice</b>	2	Number	99.9X	Selection Price (per thousand)
<b>Baseprice</b>	2	Number	99.9X	Base Price (per thousand)
<b>Sbcharge</b>	2	Number	99.99	Service Bureau Charge
<b>Sbmincharge</b>	2	Number	99.99	Minimum Service Bureau Charge
<b>Selectind</b>	1	Character		Selection Record Indicator (0Fh)
<b>Sbchargeflat</b>		Flag		Service Bureau Charge is a flat charge

## Orders File

### FILEID(OR)

Name	Length	Type	Mask	Description
<b>Ordernumber</b>	4	Inumber	999999	Order Number
<b>Ordernumrel</b>	4	Inumber	999999	Related Order Number
<b>*Clearonumber</b>	4	Inumber	999999	Expands to Order Number for Clearances
<b>*Xtendonumber</b>	4	Inumber	999999	Expand to Order Number for Extended Orders
<b>*Aronumber</b>	4	Inumber	999999	Expands to Order Number on Accounts Receivable
<b>*Aponumber</b>	4	Inumber	999999	Expands to Order Number on Accounts Payable
<b>Salesid</b>	2	Character		Salesperson
<b>Altcontact</b>	2	Character		Alternate Contact
<b>Orderdate</b>	2	Date	mm-dd-yy	Order Date
<b>Revisiondate</b>	2	Date	mm-dd-yy	Revision Date
<b>Beginmaildat</b>	2	Date	mm-dd-yy	Begin Mail Date
<b>Endmaildat</b>	2	Date	mm-dd-yy	End (thru) Mail Date
<b>Shipdate-req</b>	2	Date	mm-dd-yy	Ship Date requested
<b>Shipdate-act</b>	2	Date	mm-dd-yy	Ship Date Actual
<b>Shipdat-post</b>	2	Date	mm-dd-yy	Date that Shipping Information was posted for an Order
<b>Invoicedate</b>	2	Date	mm-dd-yy	Invoice Date
<b>Payduedate</b>	2	Date	mm-dd-yy	Payment Due Date
<b>Ordinhouse</b>		Flag		Order is for an in-house (owned) list
<b>Ordcancel</b>		Flag		Order is Canceled
<b>Ordposted</b>		Flag		Order is posted to A/R and/or A/P
<b>Ordrevised</b>		Flag		Order is in Revision Mode
<b>Orddatechang</b>		Flag		Order date has been changed
<b>Ordschedprt</b>		Flag		Order scheduled for Batch print
<b>Ordschedinv</b>		Flag		Order scheduled for Batch Invoice
<b>Ordschedpost</b>		Flag		Order scheduled for post to A/R and/or A/P
<b>Ordshippost</b>		Flag		Order is flagged "Shipping Information posted from Order Entry"
<b>Ordallavail</b>		Flag		Order is for All Available names
<b>Ordbalqty</b>		Flag		Order is for "Balance Available" name
<b>Ordmaxqty</b>		Flag		Order is for "maximum quantity"
<b>Estell</b>		Flag		Order is for "Estimated All Available"
<b>OrdApprox</b>		Flag		Requested Names are Approximate
<b>OrdNthName</b>		Flag		Requested Names are Nth.Name
<b>Ordtest</b>		Flag		Order is a test
<b>Ordre</b>		Flag		Order is a REUSE. If ORDTEST is also set, than Order is a REtest
<b>Ordstanding</b>		Flag		Order is a STANDING Order
<b>Ordbaseflat</b>		Flag		Base price is a flat price
<b>Ordmatperth</b>		Flag		Material price is per thousand
<b>Ordinvcontrl</b>		Flag		Order is under invoicing control
<b>Ordinvheld</b>		Flag		Invoice is Held
<b>Ordinvrev</b>		Flag		Invoice is in Revision Mode
<b>Ordheld</b>		Flag		Order is Held
<b>Ordmanaged</b>		Flag		This is a Management Order
<b>Ordmds10%</b>		Flag		Mailer/Broker 10% discount is in effect
<b>Ordmdxf</b>		Flag		Single Order Mailer Exchange Fee discount is "flat"
<b>MailerSFeeF</b>		Flag		Mailer Service Fee is "flat"
<b>Ordmds</b>		Flag		Mailer discount schedule applies
<b>Ordmdsor</b>		Flag		Single Order Mailer Rental Discount applies
<b>Ordmdsox</b>		Flag		Single Order Mailer Exchange Discount applies
<b>Ordldsor</b>		Flag		Single Order List Discount applies
<b>Orddead</b>		Flag		Order is DEAD (no charges apply)
<b>Ordcommlockd</b>		Flag		Order commission is locked(i.e. not calculated)

Name	Length	Type	Mask	Description
<b>Ordgrossbill</b>		Flag		Order is flagged "Gross Billing" (i.e. ignore Netname)
<b>Creditrisk</b>		Flag		Order is flagged as a "Credit Risk"
<b>Ordguar30</b>		Flag		Order is flagged for a 30- day Guarantee
<b>Ordguar45</b>		Flag		Order is flagged for a 45- day Guarantee
<b>Ordguar60</b>		Flag		Order is flagged for a 60- day Guarantee
<b>Ordguarantee</b>		Flag		Order is flagged for "guarantee of Payment" for no specific term)
<b>Ord-NNVoid30</b>		Flag		Order flagged for NetName Void(Rescinded) after 30days
<b>Ord-NNVoid45</b>		Flag		Order flagged for NetName Void(Rescinded) after 45days
<b>Ord-NNVoid60</b>		Flag		Order flagged for NetName Void(Rescinded) after 60days
<b>Orduserflag1</b>		Flag		User Flag #1 is ON
<b>Select1flat</b>		Flag		Pricing on selection 1 is "flat"
<b>Select2flat</b>		Flag		Pricing on selection 2 is "flat"
<b>Select3flat</b>		Flag		Pricing on selection 3 is "flat"
<b>Select4flat</b>		Flag		Pricing on selection 4 is "flat"
<b>Select5flat</b>		Flag		Pricing on selection 5 is "flat"
<b>Exfeesvalid</b>		Flag		Indicates whether or not the following 3 flags are valid
<b>Mailerexfeef</b>		Flag		Mailer Exchange Fee is "flat" Fee
<b>Ownerexfeef</b>		Flag		Owner Exchange Fee is "flat" Fee
<b>Ownerexfee%</b>		Flag		Owner Exchange Fee is a "percent" of List's Base Price
<b>MailerSfeeSh</b>		Flag		mailer Service fee is based on "shipped" quantity (not "NetName" quantity)
<b>ManageCommPT</b>		Flag		Management Commission is based on a "per thousand"
<b>Managrcomms1</b>		Flag		Management Comm. on Selection 1
<b>Managrcomms2</b>		Flag		Management Comm. on Selection 2
<b>Managrcomms3</b>		Flag		Management Comm. on Selection 3
<b>Managrcomms4</b>		Flag		Management Comm. on Selection 4
<b>Managrcomms5</b>		Flag		Management Comm. on Selection 5
<b>Brokercomms1</b>		Flag		Brokerage Comm. on Selection 1
<b>Brokercomms2</b>		Flag		Brokerage Comm. on Selection 2
<b>Brokercomms3</b>		Flag		Brokerage Comm. on Selection 3
<b>Brokercomms4</b>		Flag		Brokerage Comm. on Selection 4
<b>Brokercomms5</b>		Flag		Brokerage Comm. on Selection 5
<b>Ordshippost</b>		Flag		Shipping information has been posted by Order Entry
<b>Ordstaxlockd</b>		Flag		Sales Tax has been manually set
<b>Matchgvalid</b>		Flag		Element " <b>Matchargejn</b> " is valid
<b>Shipchgvalid</b>		Flag		Element " <b>Shipchargejn</b> " is valid
<b>Sbchargvalid</b>		Flag		Element " <b>SB-prepaymnt</b> " is valid
<b>RunChJNValid</b>		Flag		Element OX.RunChargeJN contains a valid (perhaps zero) value.
<b>*Brokercode</b>	5	Alpha		Broker Code
<b>*Brokercodet</b>	5	Alpha		Broker Code. Expanded field returns the Broker SORTCODE
<b>Brokerattn</b>	25	Character		Broker "Attention of"
<b>Clientpo#</b>	10	Alpha		Client (or Broker) Purchase Order Number
<b>*Mailercode</b>	5	Alpha		Mailer Code
<b>*Mailercodet</b>	5	Alpha		Mailer Code. Expanded field returns the Mailer SORTCODE
<b>*Mailercatcod</b>	5	Alpha		Mailer Code. Expanded field returns the Mailer's Category Codes
<b>Mailerkey</b>	10	Character		Mailer Key
<b>Maileroffer</b>	20	Character		Mailer Offer
<b>*Shiptocode</b>	5	Alpha		Ship-to Code
<b>*Ownersb</b>	5	Alpha		List Owner Service Bureau
<b>Ownerpo#</b>	10	Alpha		List Owner Purchase Order Number
<b>Ownerattn</b>	25	Alpha		Owner "Attention of"

Name	Length	Type	Mask	Description
*Listnumber	2	Inumber	99999	List Number (expands to list Name)
*Listnumbert	2	Inumber	99999	List Number (expands to list SORTCODE)
Rentalprice	4	Number	999,999.9X	Rental Base Price
Rentqty-req	4	Number	99,999,99X	Rental Quantity requested
Exchqty-req	4	Number	99,999,99X	Exchange Quantity requested
Rentqty-ship	4	Number	99,999,99X	Rental quantity shipped/billed
Exchqty-ship	4	Number	99,999,99X	Exchange Quantity shipped/billed
Adjqty-ship	4	Number	99,999,99X	Adjusted Rental Quantity
Selection1	25	Character		Selection 1
Selection2	25	Character		Selection 2
Selection3	25	Character		Selection 3
Selection4	25	Character		Selection 4
Selection5	25	Character		Selection 5
Selectionpr1	4	Number	9999,999.9X	Selection 1 price
Selectionpr2	4	Number	9999,999.9X	Selection 2 price
Selectionpr3	4	Number	9999,999.9X	Selection 3 price
Selectionpr4	4	Number	9999,999.9X	Selection 4 price
Selectionpr5	4	Number	9999,999.9X	Selection 5 price
Shiptoattn	25	Alpha		Ship-to "attention of"
Shipvia	20	Alpha		Shipping technique
Shipmaterial	20	Alpha		Shipping material
Materialpric	4	Number	999.9X	Material price
Matchargejn	2	Number	99.9X	Material Charge for Job Notification
Netname%	2	Number	999.9X	Netname percent
Runningcharg	2	Number	999.9X	Running charge per thousand
Runchargeqty	4	Number	99,999,999	Running Charges Quantity (if Netname% = 0)
Sb-prepaymnt	4	Number	9999,999.9X	Prepayment to List Owner or Service Bureau
Payment-recd	4	Number	9999,999.9X	Payment (prepayment) received
Flatcharges	4	Number	9999,999.9X	Flat charges (to list owner)
Shipcharges	4	Number	9999,999.9X	Shipping Charges
Shipchargejn	4	Number	9999,999.9X	Shipping Charges (Job Notification)
Misccharges	4	Number	9999,999.9X	Miscellaneous charges (retained)
Rec-amt1	4	Number	9999,999.9X	Receivable amount from Mailer or Broker
Jobnotifyamt	4	Number	9999,999.9X	Payable Amount to List Owner (Management)
Rec-amt2	4	Number	9999,999.9X	Receivable Amount from List Owner
Brokercomm%	2	Number	999.9X	Broker Commission percent
Managercomm%	2	Number	999.9X	Management Commission percent
Brokercomm	2	Number	9,999,999.9X	Expected dollar amount of Broker Commission for an Invoiced Order
Managercomm	2	Number	9,999,999.9X	Expected dollar amount of Manager Commission for an Invoiced Order
Ordms%	2	Number	99.9X	Management Commission on Selection %
Ordms\$	2	Number	99.9X	Management Commission on Selections \$
Mailerxfee	4	Number	9,999,999.9X	Mailer Exchange Fee (Invoiced Order)
Ownerexfee	4	Number	9,999,999.9X	Management Exchange Fee (Invoiced Order)
Mcommselects	4	Number	9,999,999.9X	Management Commission on Selections calculated at invoice time (zero for Orders invoiced prior to Rel 6.1)
Mailerdisc%	2	Number	99.9X	Mailer Discount Percent (Invoiced Order)
Listdisc%	2	Number	99.9X	List Discount Percent (Invoiced Order)
Salestaxstat	2	Alpha		Sales Tax State
Salestaxacct	5	Alpha		Sales Tax Account (Type=T) for which Sales Tax is being collected. <b>Note:</b> this element is valid only if the 1st two characters matches "Salestaxstat"
Salestax%	2	Number	99.9X	Sales Tax Percent
Salestaxtot	4	Number	9,999,999.9X	Total Sales Tax for Invoiced Order
Specinst1 thru	74	Character		30 lines of Special Instructions
Specinst30	72	Character		(obtained from the Orders "notepad" field "Decoys/Comment". It can be referenced in a print element, but NOT in any other section of a report definition. It allows you to attached a fixed comment to an Order for reporting purposes.
Rawrecord	506	Character		Entire Unformatted Record (for Btrieve Offload)

**Extended Orders File****FILEID(OX)**

Name	Length	Type	Mask	Description
<b>Ordernumber</b>	4	Inumber	999999	Order Number
<b>Dbaseowner2</b>	5	Character		The 2nd Owner of a Database
<b>Dbaseowner2p</b>	2	Number	99.9X	The percentage of Ownership allocated to the 2nd Owner of a Database
<b>Dbaseowner3</b>	5	Character		The 3rd Owner of a Database
<b>Dbaseowner3p</b>	2	Number	99.9X	The percentage of Ownership allocated to the 3rd Owner of a Database
<b>MailerSXFee</b>	2	Number	99.9x	Mailer/Broker Service Fee carried forward from Promo.
<b>MailerSFee</b>	2	Number	9,999,999.9X	Actual Mailer Service Fee for an Invoiced Order.
<b>NamesThrough</b>	2	Date	mm-dd-yy	Last Date of Activity reported on List Update
<b>RunchargeJN</b>	2	Number	99.9X	Job Notification Running Charge (/M) for Netname & Canceled Orders
<b>RunchargeJNC</b>	2	Number	9,999,999.9X	Actual dollar difference between the Invoice Running Charge and the Job Notification Running Charge
<b>QtyReceived</b>	4	Number	999,999,999	Received Quantity (from "Post Shipping Information" screen
<b>MiscPAdjust</b>	4	Number	9,999,999.9X	Misc.(P) Adjust (from Invoicing Screen)
<b>Rawrecord</b>	62	Character		Entire Unformatted Record (for Btrieve Offload)



## Promotion (Client) File

FILEID(PR)  
 FILEID(BR)  
 FILEID(OW)  
 FILEID(ML)  
 FILEID(SH)

Name	Length	Type	Mask	Description
<b>Promtype</b>	1	Alpha		Promotional Type
<b>Companycode</b>	5	Alpha		Company Code
<b>Companyname</b>	32	Character		Company Name
<b>Sortseq</b>	12	Alpha		Sort Sequence
<b>Categorycods</b>	20	Alpha		Category Codes
<b>Promheld</b>		Flag		Entry is Held
<b>Prominvy</b>		Flag		Special "Invoice-to" entry exists
<b>PromFlatXFee</b>		Flag		Mailer/Broker Exchange fee is "flat"
<b>PromFlatSFee</b>		Flag		Mailer/Broker Service fee is "flat"
<b>PromShipSFee</b>		Flag		Mailer/Broker Service fee is based on "shipped" quantity (not "NetName" quantity)
<b>PromAcct</b>		Flag		Special (A)cct Entry exists
<b>PromMod</b>		Flag		Entry is in modified state
<b>Promdisc10%</b>		Flag		Mailer is to receive a 10% Discount
<b>Promdiscsch</b>		Flag		Mailer Discounting is in effect
<b>Promdeferdel</b>		Flag		This entry is marked for "deferred delete"
<b>Taxexempt</b>		Flag		This entry is Sales Tax Exempt
<b>Promcrheld</b>		Flag		This entry is on CREDIT HOLD
<b>Noorderentry</b>		Flag		Entry is not valid for Order Entry
<b>Promagency</b>		Flag		This entry is actually an Agency
<b>Prom1099</b>		Flag		This entry is flagged for "1099" processing
<b>Contact</b>	28	Character		Contact name
<b>Street</b>	28	Character		Street Address
<b>Street2</b>	28	Character		Street Address (supplemental)
<b>City</b>	20	Character		City
<b>State</b>	2	Alpha		State
<b>Zipcode</b>	10	Character		Zip Code
<b>Citystatezip</b>	36	Character		Combined City, State and ZipCode that is appropriate for mailing labels
<b>Phonenumber</b>	10	Character		Phone Number
<b>Faxnumber</b>	10	Character		FAX Number
<b>EmailAddress</b>	50	Character		Email Address (of Contact)
<b>Promadddate</b>	2	Date	mm-dd-yy	Date this entry was Added
<b>Promupdatdat</b>	2	Date	mm-dd-yy	Date this entry was last Updated
<b>Promlusedat</b>	2	Date	mm-dd-yy	Date this entry was last used by an Order
<b>ExchangeFee</b>	2	Number	999.9X	Mailer/Broker Exchange Fee rate
<b>ExchFeeMin</b>	4	Number	9,999,999.9X	Minimum Mailer/Broker Exchange Fee
<b>ExchFeeMax</b>	4	Number	9,999,999.9X	Maximum Mailer/Broker Exchange Fee
<b>ServiceFee</b>	2	Number	999.9X	Mailer/Broker Service Fee rate
<b>Promdeletdat</b>	2	Date	mm-dd-yy	Date that a "deferred delete" was requested
<b>Salestax%</b>	2	Number	99.9X	Sales Tax percent
<b>Saletaxacct</b>	5	Alpha		Account Code of the Sales Tax Account (Type=T). This field is only meaningful for a Mailer or a ShipTo.
<b>Rawrecord</b>	254	Character		Entire Unformatted Record (for Btrieve Offload)