



## **Document Request Enhancement**

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**Overview:**

The new Document Request feature is an enhancement to the existing DNA document request functionality and allows the Financial Institution to combine multiple document types, as a request for outstanding items, into a single notice.

If the requested items have not been received by the Financial Institution, follow-up notices can be produced and with this new enhancement, the notice only lists the outstanding items that have not been received. This new feature works in conjunction with the Document Request (MS\_DOCRQ) application and assists the Financial Institution in reducing paper and mailing costs.

The feature also has the capability to provide additional information, such as loan and collateral details, for Financial Institutions who prefer to maintain the single document request notice functionality but want to provide more detailed information for their notices.

**Key Benefits:**

The Document Request Notice Generation provides the following:

- One notice generated for multiple document request records.
- Notice only requests the outstanding items.
- Ability to configure single and certain multiple document requests to utilize additional notice markers to provide additional information for the recipient.

**Processing:**

The current functionality requires the user to create multiple separate document request records and produce multiple separate notices to be sent to the Borrower or have one notice with multiple items included and the User would have to manually check which items were still required.

For example, the Financial Institution would like to request these three items from the Borrower:

1. Corporate Financial Statement
2. Federal Tax Returns
3. Evidence of Business Insurance

The new functionality still requires the user to setup the multiple document request records; however it combines the three above items into one notice if the three items are in the same print group defined in the new Document Request Print Groups form.

Only active document request records will be included. Thus, from the example above, if the Borrower has only given their Evidence of Business Insurance to the Financial Institution and has not provided the other two items by the defined date, a follow-up notice would be produced and only displays the Corporate Financial Statement and the Federal Tax Returns. See the [Notices](#) section of this document for sample notices.

The following steps detail what is required to generate the notice using the new functionality and how the system determines whether a notice is generated.

**1. Verify and/or Create Document Types**

The User must verify and/or create document types in the DocTyp System Table. If the Financial Institution is already using the standard DNA Document Request Process, the document types would be set in the DocTyp table. If this is a new process for the Financial Institution, they would need to create the document types in the DocTyp System Table.

**2. Create Document Request Print Groups**

The User must create the new Document Request Print Groups that will be utilized with this new feature. The purpose of the Document Request Print Groups is to group together the applicable Document Types that will be combined into a single notice. If the Document Types are not associated to one of the Document Request Print Groups, the outstanding items for those document types will not be incorporated into the single notice. The code for each of the new Document Request Print Groups must be entered in the Document Printing Group Code (DPGC) application parameter for the new Document Request Notice Generation (Gen\_Docrq) application. See the [Parameters](#) section of the document for details.

**Note:** A default notice has been added to the text file in the event a document type is selected on the document request record and is not associated to one of the Document Request Print Groups on the Document Type Print Groups screen. This is the new screen where the User creates new Document Request Print Groups. See the [Document Request Print Groups](#) section of the document for details.

**3. Associate Document Types to Document Request Print Groups**

The User must then associate the existing document types (from DocTyp System Table) to the new Document Request Print Groups. The Document Type description will be displayed in the notice for the outstanding items. If a value is entered for the Alternate Description, that value is displayed in the notice for the outstanding items instead of the document type description.

If there is no alternate description for that document type, the exact description of the document type in the existing DocTyp System Table is used in the notice. As per the standard DNA document request functionality, document types are created and maintained in the existing DocTyp System Table.

**4. Set Up the Gen\_Docrq.TXT Text File**

The User must ensure a text file is created and saved for the notice template with the naming convention of Gen\_Docrq.TXT. Please see the [Notices](#) section of the document for details.

**5. Verify and/or Setup MS\_DOCRQ.txt Text File**

The User must ensure the MS\_DOCRQ.txt text file has been created and is saved in the TEXT folder on the Financial Institution's file share with the current text files. The folder location is designated in the Text File Directory (TEXT) Institution Option.

## 6. Setup Document Request Record

The User would then setup the document request records based on the standard DNA Document Request functionality.

If the document request is being created for the purpose of generating and sending a notice, enter the following information:

- The User must select the document type that the Financial Institution has designated for this entity (e.g. Person, Organization or Account level). **Note:** This will display in the notice as the outstanding item. If an Alternate Description was entered in the Document Type Print Groups table for the document type, that value is used to display in the notice as the outstanding item.
- Verify/Maintain the **Frequency Calendar Period**, which will determine how often the request should be generated.
- Enter **Next Due Date**. This **MUST** be entered for all document request setups. The system uses this date to process the request. (Future scheduled **Next Due Dates** are created based on the Frequency Calendar Period).
- Enter an **Inactive Date**, if applicable. This is the date when the system should permanently stop generating and tracking the document request, otherwise leave blank.
- The system displays the current Posting Date as the **Effective Date**. Revise if applicable.
- Review the **Grace Days**, **Followup Days** and **Followup Days2** fields. These fields will pre-fill to 0 or the value set in the DocTyp system table. If creating a request for a document (notice) to be generated, revise the **Grace Days**, **Followup Days** and **Followup Days2** if appropriate (the system displays default values for these fields based upon the Document Type).
  - Grace Days are used by the system to determine when to generate a letter. The letter is generated on the Next Due Date minus the number of Grace Days. (If the letter is to be generated on the Next Due Date, use 0 Grace Days.)
  - Followup Days are used by the system to determine when to generate a follow-up letter. The follow-up letter is generated on the Next Due Date plus the number of Followup Days.
  - Followup Days2 are used by the system to determine when to generate the second follow-up letter. The second follow-up is generated on the Next Due Date plus the number of Followup Days2.

**Note:** If the Grace Days, Followup Days and/or the Followup Days2 field are blank, null value, the letter will not be produced. This setup is required and the MS\_DOCRQ application is required to run to produce the document record for the document request. The Gen\_Docrq application then runs and produces the notices.

## 7. Run MS\_DOCRQ Application

The User would then ensure the existing MS\_DOCRQ application has been set to run based on the Financial Institutions procedures. The following two application parameters are

required to be set as follows in order for the notice to be printed when the Gen\_Docrq application is run:

- Print Letters YN = Y
- RptOnly\_YN = N

The User will then run this MS\_DOCRQ application:

The MS\_DOCRQ will produce a notice if the values within the document request record fall within the parameters of the MS\_DOCRQ application. If the notice is to be generated, the MS\_DOCRQ will create a “document record” to monitor the original request and will produce the notice. This notice **should not** be printed. Instead this is the trigger for the Gen\_Docrq application to in turn produce the final combined notice to be sent to the borrower.

### **8. Run the Document Request Notice Generation (Gen\_Docrq) Application**

After MS\_DOCRQ has completed running, the new Gen\_Docrq application should be set with its parameters. See the [Parameters](#) section of the document for details.

The Gen\_Docrq application produces single notices for a borrower to request outstanding items based on multiple active document request records. This application works in conjunction with the MS\_DOCRQ application and has its own text file for producing the notice. This application must be run after the MS\_DOCRQ application has been run.

The User would run the MS\_DOCRQ application which in turn would produce a notice and create the Document record for each document request record that have been created and falls within the parameters of the MS\_DOCRQ application when it is run.

The Gen\_Docrq application would run after the MS\_DOCRQ and based on the Document Type Print Groups and the active document records on each document request record would produce the single notice for each Printing Group.

The Gen\_Docrq application will continue to produce the single notice and display only the outstanding items based on the active document records based on specific criteria. Please see “[How the System Determines a Notice is Generated](#)” section of the document for details.

If the original document request record was setup as a recurring tracking record with a frequency, once the Next Due Date falls within the Start and Thru Date parameters of the MS\_DOCRQ application and a document record is created, the Gen\_Docrq will then produce a notice.

The Gen\_Docrq application uses the following information:

- The application will look at the ‘PRINT YN’ field of the Document Type Print Groups table to determine whether to retrieve the document request information and to print the notice.
- Use the Alternate Description, if entered in the Document Type Print Groups table, as the display for the description of the outstanding item in the notice instead of the description of the actual document type.

- Able to retrieve all outstanding document requests at the person, organization, and account levels specified with the report parameters.

**Note:** The new application Gen\_Docrq should be executed after the existing DNA MS\_DOCRQ application. If the Financial Institution is already running MS\_DOCRQ, the Gen\_Docrq may be included in the same queue as long as it is running after MS\_DOCRQ. Or, it can be set up after in a separate queue to run after MS\_DOCRQ.

## 9. How the System Determines a Notice is Generated

The system first determines whether a notice should be printed when the MS\_DOCRQ application is run and is based on the document request record if any of the following conditions are met:

- Document Request's Next Due Date minus Grace Days is within the Start and Thru Dates
- Document Request's Next Due Date plus Followup Days is within the Start and Thru Dates
- Document Request's Next Due Date plus Followup Days2 is within the Start and Thru Dates

A maximum of three notices can be produced with the MS\_DOCRQ application, based on the document request record and the above values. The original notice, follow-up notice, and second follow up notice means there is one document request record with up to three notices produced.

For example, if a document request record is set up for Personal Returns and the Personal Returns have not been received by the Financial Institution after the first notice is sent, the system will generate a second notice and a third if the Financial Institution has still not received the Returns. Personal Returns will be listed in the notice as an outstanding item each time the notice is generated.

The Gen\_Docrq application works in conjunction with the MS\_DOCRQ application and functionality. Once the document record has been created for the document request record by the MS\_DOCRQ application, the Gen\_Docrq application will then run after it has completed and produce the actual notice to be sent to the borrower.

The Gen\_Docrq application will then do the following:

- a. Verify that a document record has been created for the document request record.
- b. Verify that the document request record is still active. If the User has entered a date in the Inactive Date on the document request record, the record will no longer be active.
- c. Produce a single notice for each document print group based on the following criteria:
  - If the Request Due Date on the document record is within the report date range.
  - If the Request Due Date on the document record plus the number of days in the Followup Days field on the document request record is within the report date range.

- If the Request Due Date on the document record plus the number of days in the Followup Days2 field on the document request record is within the report date range.
- If the Received Date on the document record is null

d. Produce a maximum of three notices per document request record based on the criteria above.

**Reminder:** If the Grace Days, Followup Days and/or the Followup Days2 field are blank, null value, the letter will not be produced.

**Note:** If the User has the Gen\_Docrq application run more than once for the same exact date range, then a notice would still be produced if any of the conditions above were met. The new enhancement still requires the user to setup the multiple document request records; however it combines the document requests into one notice if the all of the document requests are in the same print group defined in the new Document Request Print Groups form. Thus, if the Borrower has set up three document request records and all three are in the same Document Print Group, only the document types that are still active will display in the notice.

When a requested document is received by the Financial Institution, the User should enter the Received Date on the Document Record so that the item does not display in the notice.

#### 10. View Document Record Associated to the Document Request Record

After the MS\_DOCRQ application is run, a document record is automatically created for the requested notice as per existing DNA functionality and is used to monitor the document request to send out additional letters based on the values in the Followup Days and Followup Days2 fields.

When the MS\_DOCRQ application has run and this document record is created, the system also moves the original Next Due Date from the document request record and inserts it into the Request Due Date field. The Gen\_Docrq then utilizes the Request Due Date field from this record along with the Followup Days and Followup Days2 fields to determine if additional notices are generated.

**Note:** If the Received Date is not entered on this screen when the outstanding items have been received, a notice will be produced by the Gen\_Docrq application even if there is no notice produced when the MS\_DOCRQ application is run.

#### Tables:

##### Document Request Print Groups (PFSDOCREQPRTGRP)

A new table was created in the OSIEXTN schema to record Document Request Print Groups created by the User.

Field Name	Field Description	Primary Key YN	Nullable YN	Data Type	Length	Remark
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DOCPRTGRPCD	This is the 4 digit, alpha-numeric User assigned code that identifies a Document Request Print Groups. The purpose of the Document Request Print Groups is to group together the document types that can be printed on a notice. This Code is a parameter on the Gen_Docrq application.	Y	N	VARCHAR2	4	
DOCPRTGRPDESC	The description of the Document Request Print Groups.	N	N	VARCHAR2	30	

### Document Type Print Groups (PFSDOCREQTYPGRP)

A new table was created in the OSIEXTN schema to record the relationship between printing groups and document types, and record the print indicator, and alternate description.

Field Name	Field Description	Primary Key YN	Nullable YN	Data Type	Length	Remark
DOCPRTGRPCD	This is the 4 digit alpha-numeric user assigned code that identifies the different document printing groups	Y	N	VARCHAR2	4	Foreign key of OSIEXTENSION. PFSDOCPRTGRP. DOCPRTGRPCD
DOCTYPECD	This is the 4 digit alpha-numeric user assigned code that identifies the different types of documents.	Y	N	VARCHAR2	4	Foreign key of OSIBANK.DOCTYP.DOCTYPECD

Field Name	Field Description	Primary Key YN	Nullable YN	Data Type	Length	Remark
PRINTFLAG	<p>This checkbox identifies whether the Document Type Code is included under the Document Group for printing in the notice.</p> <p>The Y or N field values identify if the document type code is included (if checkbox is checked = Y; checkbox not checked = N)</p>	N	Y	CHAR	1	
DOCTYPALIAS	<p>This is a user-defined description that will be used in the notice to display the outstanding item, only if an Alternate Description is entered by the User.</p>	N	Y	VARCHAR2	255	

**Application Message:**

For the Document Request Print Groups screen:

- “The key data you have entered is not unique, please try again.” This message will display when attempting to create a record on the Document Request Print Groups screen when that particular group already exists in the database.
- “This entry is being used and cannot be deleted.” This message will display when attempting to delete a selected record on the Document Request Print Groups screen. The record cannot be deleted due to it being used by one or more other records.
- “Deleting this record will permanently remove it from the database. Do you still wish to continue?” This message will display when attempting to delete a record on the Document Request Print Groups Screen.

- “DocPrtGrpCd <delcd> has been deleted.” This message will display when a record on the Document Request Print Groups screen has been successfully deleted.

For the Document Type Print Groups screen:

- “Deleting this record will permanently remove it from the database. Do you still wish to continue?” This message will display when attempting to delete a record from the Document Type Print Groups screen.
- “DocPrtGrpCd: <delDocPrtGrpCd> DocTypPrtGrpCd: <delDocTypPrtGrpCd> has been deleted.” This message will display when a record from the Document Type Print Groups screen has been successfully deleted.
- “The key data you have entered is not unique, please try again.” This message will display when attempting to create a record on the Document Type Print Groups screen when that particular group already exists in the database.
- “This screen requires Document Request Print Groups data. Please input data on Document Request Print Groups screen.” This message will display when attempting to create a record on the Document Type Print Groups Screen but there is no record saved on the Document Request Print Groups screen. Clicking OK will close the screen.

#### Parameters:

Parameter	Code	Description (how used)	Required	Default
Document Printing Group Code	DPGC	<p>Enter the code for each of the Document Request Print Groups. The print groups determine which document request records will be included when producing notices. If the DocTyp in the document request record is not included in a Document Request Print Groups, the notice will not be produced.</p> <p>Enter a comma delimited list of the codes of the Document Request Print Groups. Example: G001,G002,G003.</p> <p>If no values are entered, all Document Request Print Groups will be included.</p>	No	
Level Code	LVLC	The level code determines which level of document request records should be included when printing notices with the Gen_Docrq application.	Yes	ALL

Parameter	Code	Description (how used)	Required	Default
		<p>ALL – All Levels (Default) – The outstanding document request records at the PERS, ORG and ACCT levels will be retrieved.</p> <p>PERS – PERS Only - The outstanding document request records at PERS level will be retrieved only.</p> <p>ORG – ORG Only - The outstanding document request records at the ORG level will be retrieved only.</p> <p>ACCT – ACCT Only - The outstanding document request records at the ACCT level will be retrieved only.</p>		
StartDate	SD	Enter the start date of the period to retrieve the outstanding document request records.	Yes	TODAY
ThruDate	TD	Enter the thru date of the period to retrieve the outstanding document request records	Yes	TODAY

**Variables:**

New system calculation variables have been added for the “Doc Req Enhancement Notice” (DRQE) calculation type. These calculation variables are used to control the format of the notice produced with the Gen\_Docrq application.

Variable	Code	Description (how used)	Data Type	Default
Address Column	ADCL	The column to begin printing the address.	INTG	1
Address Line	ADLN	The line to begin printing the address.	INTG	22
Date Column	DTCL	The column to begin printing the date.	INTG	1
Date Indicator	DTIN	Indicates whether the date is printed. Y = Yes, print the date. N = No, do not print the date.	YN	Y
Date Line	DTLN	The line to begin printing the date.	INTG	11
Date Text	DTTX	The Financial Institution defined text placed in front of the date.	CHAR	
Date Type	DTPP	The format used for printing the date.	CHAR	2
Input file column	IFCL	The column to begin printing the input file.	NUM	1
Input file line length	IFLE	The length (number of characters) per line in the input file.	NUM	72
Input file print line	IFLN	The line to begin printing the input file.	NUM	35
Inst name/address column	BNCL	The column to begin printing the Financial Institution's name and address.	NUM	1
Inst name/address Indicator	BNIN	Indicates if the Financial Institution's name and address will be printed in the file. Y = Yes, print the Financial Institution's name and address. N= No, do not print the Financial Institution's name and address.	YN	N

Variable	Code	Description (how used)	Data Type	Default
Inst name/address line	BNLN	The line to begin printing the Financial Institution's name and address.	NUM	1
Max inst name/address lines	BNMX	Maximum number of address lines to print for the Financial Institution's name and address.	NUM	5
Page Number Column	PNCL	The column to begin printing the page number.	INTG	65
Page Number Indicator	PNIN	Indicates if the page number should be printed. Y = Yes, print the page number. N = No, do not print the page number.	YN	N
Page Number Line	PNLN	The line to begin printing the page number.	NUM	4
Page Number Text	PNTX	The Financial Institution defined text printed prior to the page number.	CHAR	Page Number:

### Scheduling and re-run information:

The scheduling of the Gen\_Docrq application should be based on the schedule of the MS\_DOCRQ application as this application is required to be run prior to the Gen\_Docrq in order to produce the notices.

### Notices:

The Document Request Notice Generation (Gen\_Docrq) application produces single notices for a borrower to request outstanding items based on multiple active document request records. The output file name for the notices is GEN\_DOCRQ.STM.

The User can define the text to be included in the notice; however the "<...>" in the template is required to display the outstanding items (i.e. the document type descriptions or alternate description for the document types) and must be included in the body of the notice.

The text file must be saved in the TEXT folder on the Financial Institution's file share with the current text files. The folder location is designated in the Text File Directory (TEXT) Institution Option. For example, the option value for the Text File Directory (TEXT) Institution Option is G:\OSI\TEXT\ so then the "Gen\_Docrq.TXT" is then stored in the Text folder which is located in G:\OSI\TEXT\ on the Financial Institutions file share.

New custom markers are used in the Gen\_Docrq.TXT file to display specific data from the DNA database within the notice. Please see the [Markers](#) section of this document for the complete list of markers.

Refer to the "Batch Letters" documentation on the Extranet for more information on using markers in text files.

Below is an example of the Gen\_Docrq.TXT file.

```

\\WHEN OPT3=ACCT;Major=SAV,CK,TD,CNS;
..FB
..FS 12

DOCUMENT REQUEST NOTICE

..FB
..FS 10

Dear <REQR>

The following document(s) have been requested from you.

..FS 8
<....>
..FS 10

Please submit the above document(s) as soon as possible.

Do not hesitate to call the Loan Department at 800-555-2824 should you have any questions.

Sincerely,

ABC Financial Corporation
\\Done

\\WHEN OPT3=ACCT;Major=SAV,CK,TD,CNS;
..FB
..FS 12

DOCUMENT REQUEST NOTICE

..FB
..FS 10

Dear <REQR>

We recently sent a letter to you dated <nndt> to request outstanding documentation that is required
as part of your annual review.

As of this date, the following items are still required to be submitted:

..FS 8
<....>
..FS 10

Please submit the above document(s) as soon as possible.

Do not hesitate to call the Loan Department at 800-555-2824 should you have any questions.

Sincerely,

ABC Financial Corporation
\\Done

```

Below is an example of the “default” letter which is the last letter in the file.

```

..FB
..FS 12

DOCUMENT REQUEST NOTICE

..FB
..FS 10

ear <REQR>

he following document(s) have been requested from you.

..FS 8
....>
..FS 10
lease submit the above document(s) as soon as possible.

o not hesitate to call the Loan Department at 800-555-2824 should you have any questions.

incerely,

BC Financial Corporation
\\Done

```

Below is an example of a notice with three active document request records:

November 4, 2013

PEPSI CORPORATION  
53 CHARLES RD  
GLASTONBURY CT 06033

Dear Pepsi Corporation:

The following document(s) have been requested from you.

Outstanding Items:

2013 YTD Corporate Financials  
2013 YTD Profit & Loss  
2012 Corporate Tax Returns

Please submit the above document(s) as soon as possible.

Do not hesitate to call the Loan Department at 800-555-2824 should you have any questions.

Sincerely,

ABC Financial Corporation

Below is an example of a notice with two active document request records:

November 4, 2013

SMITH FOLEY AND KOLOSKI  
54 23RD AVE  
HARTFORD CT 06103

Dear Smith, Foley and Kolinsky:

The following document(s) have been requested from you.

Outstanding Items:

2013 YTD Profit & Loss  
2012 Corporate Tax Returns

Please submit the above document(s) as soon as possible.

Do not hesitate to call the Loan Department at 800-555-2824 should you have any questions.

Sincerely,

ABC Financial Corporation

### Markers:

The following are the new custom markers that are available for use in the notice. Note: when combining multiple document requests to a single notice, not all of the new custom markers may be utilized.

Marker	Description
<accd>	Account Description
<acct>	Account Number
<adue>	Amount Due

Marker	Description
<pbad>	Borrower Address (Tax Reported For)
<pbor>	Borrower Name (Tax Reported For)
<brch>	Branch Name for Loan Account
<cbor>	Co-borrower (Non Tax Owner)
<cbad>	Co-borrower Address (Non Tax Owner)
<dlpm>	Date of Last Payment
<cdte>	Call Date
<eytd>	Extension Payments YTD
<inst>	Institution Name
<insp>	Institution Phone Number
<intr>	Interest Rate
<lpmt>	Last Payment Amount
<loff>	Loan Officer
<cdat>	Contract Date
<crim>	Credit Limit
<cdue>	Current Due Date
<curt>	Current Term of Loan
<moff>	Managing Officer
<oemp>	Originating Employee
<salu>	Person Salutation
<sytd>	Skipped Payments YTD
<sysd>	System Date
<fhac>	FHA Case Number
<fdue>	First Due Date
<aamt>	Appraisal Amount
<adte>	Appraisal Effective Date
<atyp>	Appraisal Type
<appr>	Appraiser
<cola>	Collateral Address
<cold>	Collateral Description
<colt>	Collateral Type Description
<colv>	Collateral Value
<cusip>	CUSIP Number
<intb>	Interest Base
<csym>	CUSIP Symbol
<idnm>	Identification Number
<mjrd>	Major Description
<marf>	Margin Fixed for Interest Parameters
<marp>	Margin Percent for Interest Parameters
<mdat>	Maturity Date or Anticipated Payoff Date



Marker	Description
<mxrt>	Maximum Interest Rate
<mrcu>	Maximum Rate Change Up
<mnbr>	Member Number
<mnrt>	Minimum Interest Rate
<mnrc>	Minimum Rate Change Up
<mird>	Minor Description
<npbd>	Next Payment to be Billed Date
<notb>	Note Balance
<noti>	Note Interest
<obal>	Original Balance
<otrm>	Original Term
<locd>	Location Description
<mrpp>	Margin Percent for Collateral Record
<nddt>	Next Due Date on Document Request
<stun>	Number of Units - Stock
<parc>	Parcel Number
<uval>	Per Unit Value - Stock
<purp>	Purpose of Loan
<rttp>	Rate Type
<rtrm>	Remaining Term
<pdte>	Purchase Date
<ppri>	Purchase Price
<reqr>	Request Respondent on Document Request
<smdt>	Security Maturity Date - Stock
<uvef>	Unit Value Date - Stock
<vacn>	VA Case Number
<vald>	Value Date - Stock
<vclr>	Vehicle Color
<vmke>	Vehicle Make
<vmod>	Vehicle Model
<vodm>	Vehicle Odometer Reading
<vhyr>	Vehicle Year

**Additional Selection Criteria:**

Marker	Description
OPT1	When OPT1 = DOCPRTGRPCD, Produces a notice for any active document request record that has a document type that is linked to the Document Request Print Groups based on the DOCPRTGRPCD when the Gen_Docrq application is run.
OPT2	When OPT2 = 1, Produces a notice if the document request record's Next Due Date minus the Grace Days is within the Start and Thru Dates of the Gen_Docrq application. If the Grace Days

Marker	Description
	field is blank, null value, a letter will not be produced.  When OPT2 = 2, Produces a notice if the Document Request's Next Due Date plus the Followup Days is within the Start and Thru Dates of the Gen_Docrq application. If the Followup Days field is blank, null value, a letter will not be produced.  When OPT2 = 3, Produces a notice if the Document Request's Next Due Date plus the Followup Days2 is within the Start and Thru Dates of the Gen_Docrq application. If the Followup Days2 field is blank, null value, a letter will not be produced.
OPT3	When OPT3 = ACCT, designates an account level document request record. When OPT3 = PER, designates person level document request record. When OPT3 = ORG, designates organization level document request.
Major	A notice can be produced for a specific Major by including the Major Code in the command line of the text file. A comma delimited list of Major codes can be used. Example: When Major = MTG,CNS
Minor	A notice can be produced for a specific Minor by including the Minor Code in the command line of the text file. A comma delimited list of Minor codes can be used. Example: When Minor = AUTN,ARM,BLOC

**Report(s):**

The Document Request Notice Generation (Gen\_Docrq.sqt) is a new application that produces notices to be sent to the borrower to obtain outstanding items and also produces a report to identify the document request records. The report name is Document Request Notice Generation with an output file name of GEN\_DOCR.LIS which displays the following information:

**Example Report:**

GEN\_DOCR.LIS - Notepad

File Edit Format View Help

Bank: Prometheus DNA Creator System  
Report: Gen\_Docrq

Document Request Notice Generation

Run Date: 03-20-2014  
Post Date: 03-19-2014

Queue Number : 6451  
Application Number: 505360  
Queue Sub Number : 2

Run Time: 00:35:01  
Cash Box:

SCHEMA  
OSIBANK

DATABASE NAME  
ORADEMO.WORLD

RELEASE  
DNA 3.3.0

03-09-2014 07:17:44 PM 721946 G:\OS1\BANK\BAT\_EXE\EXTMS\

REPORT PARAMETERS

Document Printing Group Code:  
StartDate: 02-13-2014

Level Code: ALL  
ThruDate: 03-20-2014

Bank: Prometheus DNA Creator System  
Report: Gen\_Docrq

Document Request Notice Generation

Run Date: 03-20-2014  
Post Date: 03-19-2014  
Page: 1 of 1

Level	Pers/Org/Acct	Name	Address	Document Request Number	Document Type	Document Print Group
PERS	5704	Travis K. Krenos	14 ROXIE CT ASHFORD CT 06278	455	SC	G002
PERS	28032	Thida test K.PFS	123 97 AVE 5555 STAMFORD---A CT 06920	479	SC	G002
				491	SC	G002
ORG	2666	Toys R Us	51 78TH AVE GRANBY CT 06035	481	SC	G002
				482	SC	G002
				483	SC	G002
ORG	2895	ABC Title Company	85 ANDREWS AVE FORT LAUDERDALE FL 33301	484	SC	G002
				485	SC	G002
ORG	2895	ABC Title Company	85 ANDREWS AVE FORT LAUDERDALE FL 33301	493	SC	G002
ORG	3583	Organization No. 3583	57 59TH AVE MIAMI BEACH FL 33139	480	SC	G002
ORG	3583	Organization No. 3583	57 59TH AVE MIAMI BEACH FL 33139	475	FIN	G003
ORG	3947	Thida Bank	19 AVE STAMFORD CT 06920	478	SC	G002
ACCT	121050715	Travis K. Krenos	14 ROXIE CT ASHFORD CT 06278	459	SC	G002

ORG 3760	Organization No. 3760	59 92ND AVE BALA CYNWYD PA 19004	284	FIN	G003
ORG 3770	Organization No. 3770	59 G ST SOMERSET PA 15501	288	FIN	G003
ORG 3947	Thida Bank	19 AVE STAMFORD CT 06920	478	SC	G002
ACCT 111014372	Inderpal Rosario	35 36TH AVE GRANBY CT 06035	231	FIN	G003
ACCT 1210041227	Carl R. Miller	501 MAIN ST WINTER GARDEN FL 34787	434	FIN	G003
ACCT 121050715	Travis K. Krenos	14 ROXIE CT ASHFORD CT 06278	459	SC	G002
ACCT 121050715	Travis K. Krenos	14 ROXIE CT ASHFORD CT 06278	472	FIN	G003
			474	FIN	G003
ACCT 121050715	Travis K. Krenos	14 ROXIE CT ASHFORD CT 06278	94	FIN	G003
ACCT 121052232	Ardis G. Lushis	5 23RD AVE WINDSOR CT 06006	476	FIN	G003
			477	FIN	G003
ACCT 570703579	GERALDINE D. Gavin	11 B ST SOMERS CT 06071	251	FIN	G003
ACCT 700002421	Desidero C. Suarez	54 45TH AVE W HARTFORD CT 06110	245	FIN	G003
ACCT 700005144	Organization No. 3544	56 L ST EAST HARTFORD CT 06424	149	FIN	G003
ACCT 700010812	Agnes M. Lagana	56 55TH AVE CLINTON CT 06413	90	FIN	G003
ACCT 700011000	Judith R. Mogensen	3 45TH AVE SOMERS CT 06071	92	FIN	G003
ACCT 700011381	Organization No. 3542	56 N ST 56 0 ST GROTON CT 06340	100	FIN	G003
ACCT 700026413	Scott Repetto	59 N ST NARBERTH PA 19072	295	FIN	G003
ACCT 700034961	First National Bank in Organization				
ACCT 700040132	Gwendolyn E. D'Adamo	27 WALNUT AVE WINTER GARDEN FL 34787	399	SC	G002
ACCT 700043011	Dennis Okin	28 ALPHA ST GRANBY CT 06035	419	SC	G002
ACCT 700046586	Thida Konchom	1344 MICHIGAN STREET CINCINNATI OH 45208	429	FIN	G003
		55 AVE STAMFORD CT 06920	457	SC	G002

  

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PERS Notices: 37	
ORG Notices: 18	
ACCT Notices: 17	
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Bank: Prometheus DNA Creator System	Document Request Notice Generation	Run Date: 03-19-2014
Report: Gen_Docrq		Post Date: 02-14-2014
		Page: 3 of 3
Level Pers/Org/Acct	Name	Address
Code Number		
		Document Request Number
		Document Type
		Document Print Group
Total Notices: 72		
=====		

## Field Listing:

Field	Description
<b>First Section – Listing of the Notices</b>	
Level Code	The type of document request that is created based on the level. PERS is the Person level, ORG is the Organization level and ACCT is the Account level.
Pers/Org/Acct Number	This number is the internal DNA assigned number that identifies the Person, Organization or Account. If the document request was created at the Person level, the number represents the Person number. If the document request was created at the Organization level, the number represents the Organization number. If the document request was created at the Account level, the number represents the Account number.
Name	Name of the borrower. If the document request is created on the Person level this would be the name of the Person. If the document request is created at the Organization level, this would be the name of the Organization. If the document request was created at the Account level then 'Customer Name' column of report should display the name of the 'Tax Reported For Person' or 'Tax Reported For Organization' on the accounts.
Address	The address of the borrower based on the Customer Name above.
Document Request Number	The internal DNA assigned number of the document request record that was created.
Document Type	This is the code of the Document Type that was selected on the document request record.
Document Print Group	This is the code of the Document Request Print Groups that the document type

Field	Description
	corresponds to that was selected on the document request record.
<b>Summary Total for Notices Generated</b>	
PERS Notices:	Displays the total number of notices produced from the person level document request records.
ORG Notices:	Displays the total number of notices produced from the organization level document request records.
ACCT Notices:	Displays the total number of notices produced from the account level document request records.
Total Notices:	The sum of all notices produced from the person, organization and account level document request records.

**Screens:****Document Request Print Groups**

The Document Request Print Groups is used to control the generation of the notices which allows the user to group together multiple document types to be printed in a single notice. The User can setup separate notices for each Document Request Print Groups.

**Navigation (example):**

Services > System > Manage > Commercial Suite - Document Request Notice Generation > Document Request Print Groups

**Screen Appearance (example):**

**Table Maintenance**

**Document Request Print Groups**

Code	Description
CML1	Commercial Financials
CML2	Commercial Documents
CMLA	Commercial Annual Review

☒ Auto Hide Create Edit Delete

**Update Table Row**

DOCPRTGRPCD » CMLA

DOCPRTGRPDESC » Commercial Annual Review

Close Close Clear Review Process

**Field Listing:**

Field	Description
Create <button>	The Create button will add the new Document Printing Group to the DNA database.
Edit <button>	The Edit button allows the User to change the DOCPRTGRPDESC if needed and update the DNA database.
Delete <button>	The Delete button will delete the Document Printing Group that has been selected and will update the DNA database.
DOCPRTGRPCD	This is a 4 digit, alpha-numeric User assigned code that identifies a document request print groups. The Document Request Print Groups Code is a required field used in the application parameter of the Gen_Docrq application.
DOCPRTGRPDESC	This is the name that identifies the Document Request Print Groups.
Cancel <button>	<p>If the User creates or edits a value on this screen the Cancel button is enabled and if selected, the maintenance will be cancelled and the DNA database will not be updated.</p> <p><b>Note:</b> When the screen is first displayed, the Close &lt;button&gt; will display instead of the Cancel &lt;button&gt; prior to selecting the Create, Edit or Delete buttons. The Close &lt;button&gt; will close the screen.</p>
Process <button>	The Process button will update the data in the DNA database based on the changes on the screen based on the Create, Edit or Delete button being selected.

**Document Type Print Groups**

The Document Type Print Groups allows the User to link the Document Request Print Groups to document types and to assign an Alternate Description for each document type that is used to display in the notices. The document type description or the alternate description is displayed in the notice to identify the outstanding items requested from the borrower.

### Navigation (example):

Services > System > Manage > Commercial Suite - Document Request Notice Generation > Document Type Print Groups

### Screen Appearance (example):

### Field Listing:

Field	Description
Create <button>	The Create button will add the new Document Printing Group to the DNA database.
Edit <button>	The Edit button allows the User to change the DOCPRTGRPDESC if needed and update the DNA database.
Delete <button>	The Delete button will delete the Document Printing Group that has been selected and will update the DNA database.
Document Printing Group	Select the Document Request Print Groups to be associated with the document type(s). The User will create multiple Document Type Print Groups, one for each document type, to group together the document types to be used for the generation of a single notice.

Field	Description
Document Type	The document type selected corresponds to the document type used for the document request record and determines the name for the outstanding items requested from the borrower which display in the notice. To associate more than one document type to a printing group, multiple Document Type Print Groups will be created to link each applicable document type that should be grouped together to be displayed in a single notice.
Alternate Description	The alternate description can be used to identify the outstanding items requested from the borrower instead of displaying the description of the document type. The notice will display the document type description or the alternate description in the notice to represent the outstanding items. If there is no alternate description entered, the notice will display the description of the document type in the notice.
PRINT YN <checkbox>	If the PRINT YN checkbox is checked, the document type is eligible to be printed on the notice. If unchecked, the document type will not be eligible for inclusion in the notice. Default is unchecked which is N (No).
Cancel <button>	If the User creates or edits a value on this screen the Cancel button is enabled and if selected, the maintenance will be cancelled and the DNA database will not be updated.  <b>Note:</b> When the screen is first displayed, the Close <button> will display instead of the Cancel <button> prior to selecting the Create, Edit or Delete buttons. The Close <button> will close the screen.
Process <button>	The Process button will update the data in the DNA database based on the changes on the screen based on the Create, Edit or Delete button being selected.

**Additional Requirements:**

The installation of DNA 3.3 or higher is required.

The Document Request Notice Generation (Gen\_Docrq) application works in conjunction with the Document Request (MS\_DOCRQ) application. The MS\_DOCRQ must be run prior to the Gen\_Docrq in order to produce the notices with the new enhancement.

**Configuration Checklist:**

Item	Test Environment	Production Environment
Create the Gen_Docrq.TXT File		
Save the Gen_Docrq.TXT File in the TEXT folder		
Verify or Create the MS_DOCRQ.txt File		
Verify or Save the MS_DOCRQ.txt File in the TEXT folder		
Setup the "Doc Req Enhancement Notice" (DRQE) variables		
Create Print Groups in the Document Request Print Groups table		

Item	Test Environment	Production Environment
Create the association for the DocTyp and New Document Print Groups in the Document Type Print Groups		
Verify or setup the MS_DOCRQ application with the applicable parameters and schedule to run		
Setup Document Request Notice Generation (Gen_Docrq) application with the applicable parameters and schedule to run in sync and after the MS_DOCRQ application		

**Revisions**

Date	App Version #	Change
03/2014	1.0.0.0	Initial version.