**Guidelines for Statement setup**

* Omr code should be on every page of a statement.
  + All bars should start 0.02 inch from the left edge of paper
  + All bars should be 0.375 inch wide and bold/6 pels thick
  + Use 8 lines per inch spacing
  + Regular white paper:
    - Bench Mark should be at 4 inches from the top edge of paper
  + 3-hole paper
    - Bench Mark should be at 4 inches from the top edge of paper
* If using house #10 envelope
  + Logo and return address block:
    - Left margin > 0.9 inch from left edge of paper
    - Top margin > 0.2 inch from top edge of paper
    - Right margin < 3.2 inches from left edge of paper
    - Bottom margin < 1.2 inches from top edge of paper
    - Do tap test for both out going and remittance address
    - No confidential information should expose to envelop window.

h-.63 v-.3 would be ok for top left logo and return address

* + Address block:
    - Set 1st address line start at horz. Pos 1.5” and vert.pos 2” using Arial 8 pt font
    - Consecutive address lines vertical position must use lastmax – 0.015 inch
    - Print dfa hor pos – 1.5 ver pos – 2.7
    - Ancillary Endorsement (find out from AS) if needed:

RETURN SERVICE REQUESTED

FORWARDING SERVICE REQUESTED

ADDRESS SERVICE REQUESTED OR BLANK (default)

Must use Arial 9 pt bold font all upper case

Set x=2.75” and y=1.83”

* Bottom address(added by rony) – x - 1.5 y - 9.4 (reference cobzdl004) but ask client to be sure
* Print dfa for bottom address (z fold ) hor pos – 1.5 ver pos – 10.14(reference sana mortgage)
* If using 6x9 envelope
  + Address block:
    - Set 1st address line start at horz. Pos 1.5” and vert.pos 2.25” using Arial 8 pt font
    - Consecutive address lines vertical position must use lastmax – 0.015 inch
* Backer should not be in Archival
* Tracking numbers should be on every image. On every odd page of each account, the images’ count number prints at the lower left-hand corner, on top of stock 2D barcode.

On page 2 only the image\_seq will be printed once at the lower right\_hand corner

* IMB postnet should be printed below the outgoing address on the first page of each zip+4 account. The positioning of the IMB postnet should be set relative to Address 2D barcode. (see Vision camera Specification).
* Check fields justification: acct num, date, amount, etc to ensure that the program does not miss print any columns for any fields
* Check acct num on multi-page accounts to make sure that it is printed consistently
* Check Statement page number to ensure that it is complete and in sequence
* Check beginning of detail section, single & multiple-page accounts to ensure that no information is dropped
* Check ending of detail section, single & multiple-page accounts to ensure that no information is dropped
* Check page-break for data integrity, columns are sorted in the right order between pages, and widows and orphans are handled properly
* Check the ending of the statements for accuracy
* Check beginning and ending of customer file
* Check summary amounts for possible calculation and transposing problems
* Compare output against input, single & multiple page accounts
* Compare number of pages and number of accounts against customer files and/or counts
* Compare acct num printed against .txt Check start command
* Check selection of print format
* Check paper tray selection – isisdisk.sh, control file & print dfa
* Check special file set up
* Check against requirement on JEF for completeness
* Check insert file setup for insert pulled by the program, ESUP\_BY\_ACCT, MC\_BY\_ACCT, INS\_BY\_ACCT
* Update Processing procedure, if necessary
* Update SF specification sheet, if necessary
* Check dpvs for correctness of image, page and acct counts
* Verify esup, insert, and suppression.
* Check and compare combine statement
* Check envelop and stock code
* Check heavy cover page
* Check full imb
* Check auxiliary Endorsement line
* Check infotrac
* Create Q.A files

‘RETURN SERVICE REQUESTED’ or endorsement line H-2.8 v-1.85 font arb90 left align