

Field Name	Definition	Field Code	Selection Options
ID#	ID Number is assigned by the system.	Rmf61	
Person\Name Type	<b>Person</b> - Sorts list by 1 <sup>st</sup> letter of last name <b>Company</b> - Sorts list by 1 <sup>st</sup> letter of the whole name	Af2	1 PERSON 2 COMPANY
Name	Enter the name of the subscriber, as you would like to have it print out on the labels. <ul style="list-style-type: none"> <li>◀ Separates prefix such as Dr. or Rev. so sort will use actual name and not title (Shift + Comma).</li> <li>▶ Separates suffix such as Jr. or Sr. so sort will use actual name (Shift + Period).</li> <li>• Indicates that a last name which includes spaces should be alphabetized by the first letter of the first word (Shift + ?).</li> </ul>	Af3 (Entire Name) Af60 (First Name plus middle initial) Af61 (Last Name)	
Address Type	Allow seasonal residents to receive their paper at an alternate address during a set time period (see page <b>Error! Bookmark not defined.</b> for this detailed setup). NOTE-Do not use this address as a <b>Bill To</b> address Press F9 to set up a <b>Bill To</b> address if the bill should be regularly sent to an address other than the primary one.	Af26	1 PRI 2 ALT
2 <sup>nd</sup> Name	Enter alternate or c\o name here. Use this field in the case of nursing homes, college dorms or any location that has one or more residents receiving your paper. Enter the location name in the main Name field and the recipient's name in this field.	Af4	
Address 1	Enter 1 <sup>st</sup> line of address here. If sub has a PO Box then enter the street address here. Consult Publication 28 for appropriate abbreviations for addresses.	Af5	
Address 2	Enter 2 <sup>nd</sup> line of address here. If sub has a PO Box, enter that here. Consult Publication 28 for appropriate abbreviations for addresses.	Af6	
City	Enter name of the city	Af7	
State	Enter 2-letter state abbreviation here.	Af8	
Zip	Enter zip code and +4 here. Place a hyphen (-) between zip and +4.	Af9	

<b>Field Name</b>	<b>Definition</b>	<b>Field Code</b>	<b>Selection Options</b>
Delivery Point	This field will be set up during CASS	Af56	
In-County	This field will be set automatically if the In-County table has been set up correctly. See page <b>Error! Bookmark not defined..</b>	Af13	yes YES no NO
PO Route	Enter the Postal route in this field.	Af11	
Walk Sequence	If you walk sequence your list, enter that number here.	Af12	
LOT A/D Code	Indicates ascending or descending LOT order.	Af57	CASS provides this info
LOT Line of Travel	Enter your LOT number here. This information can be provided by CASS certification as well.	Af57	CASS provides this info
Country	Enter the name of any country other than the United States here to insure accuracy in delivery for foreign papers.	Af10	
Phone	Enter the main phone number here.	Af14	
Audit\ABC Code	If you use Audit codes to track your mailings, then enter the zone number here.	Af18	This is set up by the user.
NP Status	Enter the subscriber's status.	Af15	1 ACTIVE 2 EXPIRED 3 INACTIVE
NP Delivery	Enter the type of delivery that the subscriber receives the paper. If a subscription is not marked as mail, no mail label will print out for them.	Af17	1 MAIL 2 CARRIER 3 OFFICE
NP Route	Enter the Carrier route here if you use Carriers to deliver some or all of your papers.	Af20	
NP Delivery Sequence	This is also tied to the Carrier route and needs to be set up by you.	Af21	
NP Rate	If you offer different rates for you subscribers, you will want to make sure that the correct one is selected. The rate affects the calculation of expiration date.	Af19	1 RATE #1 2 RATE #2 3 RATE #3

<b>Field Name</b>	<b>Definition</b>	<b>Field Code</b>	<b>Selection Options</b>
NP Pay Type	Pay type refers to how the sub pays for their paper. SAMPLE and COMP refer to free subscriptions that are provided courtesy of the newspaper as a promotional.	Af16	1 OFFICE 2 CARRIER 3 COMP 4 SAMPLE
TMC Status	This is the status of the subscriber for the shopper or advertiser. Since this paper is traditionally free, subs are only ACTIVE or INACTIVE meaning they either do or do not receive the shopper and have no expiration date.	Af22	1 ACTIVE 2 INACTIVE
TMC Delivery	This field refers to the type of delivery.	Af23	1 MAIL 2 CARRIER 3 OFFICE
TMC Route	Enter the Carrier route here if you use Carriers to deliver some or all of your papers.	Af24	
TMC Delivery Sequence	This field also refers to carrier route and not mail route.	Af25	
Stop	The date a subscriber wants to temporarily suspend their subscription.	Af29	
Re-Start	The date a subscriber wants to receive their paper again.	Af28	
Stopped	This field lets the system know that this subscription is temporarily stopped and no label is printed for them. They will also not show as active on the bundle tops.	Af43	yes YES no NO
NP Beginning Date	The date that the subscription was first purchased.	Af59	
NP Expires	The date that the subscription expires on.	Af27	
Firm Count	If more than one paper is going to that specific address enter that number here. For subscribers who pay extra to receive multiple copies, enter a negative (-) number. All copies will be counted as paid/requestor copies on the 3541 report.	Af31	
Notice	This tells whether a subscriber is a new or a renewal subscription.	Af41	1 RENEW 2 NEW

<b>Field Name</b>	<b>Definition</b>	<b>Field Code</b>	<b>Selection Options</b>
Gift From	This field gives the ID# of a gift giver in the recipients' address record.	Af32	
Extra Field 1	A user defined field that you can set up by going to File\Define Fields.	Af45	String
Extra Field 2	You can enter a name as well as choose the type of field you want.	Af46	DATE MM-DD-YYYY
Extra Field 3	The system allows for up to 8 fields.	Af47	DOLLAR \$00.00
Extra Field 4		Af48	PHONE 000-000- 0000
Extra Field 5		Af49	NUMERIC
Extra Field 6		Af50	YES\NO
Extra Field 7		Af51	
Extra Field 8		Af52	