TEMPLATES MERGE FIELD

Reference list

Reference the Merge Fields available to each template folder to allow Merging from PowerPro

Contents

POWERPRO FIELD NAME	MERGE FIELD
CLIENT FULL NAME	CLI_NAME
CLIENT GIVEN NAME	GIVEN
CLIENT SURNAME	SURNAME
CLIENT PP ID	CLI_ID
CLIENT SECONDARY ID	SECOND_ID
DATE OF BIRTH	DOB
NATIONAL CODE	COURSE_ID
PROGRAM NAME	COURSE_NAME
TAILORED VERSION OF THE QUAL	STREAM
COURSE NUMBER(ID C000152)	COURSEID
COURSE NOTES	COURSE_NOTES
CLIENT FREE FIELDS 1-6	MY_FIELD1-6
QUALIFICATION LEVEL	QUAL_LEVEL
DATE FORMAT 27/07/2016	DTCOMPLETED
DATE FORMAT 27th JUL 2016	_dtCompleted
CERTIFICATE NUMBER	CERT_NO
IN' OR 'OF'	SEPARATOR_WORD
SKILL SET	SKILL_SET
LANGUAGE COURSE DELIVERED IN	LANGUAGE
CLIENT EMAIL ADDRESS	EMAIL
TRAINER NAMES 1-5	TRA1-5
TRAINER 1-5 FREE & FIELDS 1-5	T1F1 TO T5F5
QR CODE	QR_CODE

TRANSCRIPT/ RECORD OF RESULTS

POWERPRO FIELD NAME	MERGE FIELD
CLIENT FULL NAME	CLI_NAME
CLIENT GIVEN NAME	GIVEN
CLIENT SURNAME	SURNAME
CLIENT DATE OF BIRTH	DOB
CLIENT ID	CLI_ID
CLIENT SECONDARY ID	SEC_ID
NATIONAL CODE	COURSE_ID
PROGRAM NAME	COURSE_NAME
TAYLORED VERSION OF QUAL NAME	STREAM
COURSE NUMBER (ID C000001)	COURSEID
QUALIFICATION LEVEL	QUAL_LEVEL
COURSE NOTES	CRS_NOTES
CLIENT ENROLMENT DATE	ENROL_DATE
PP DEFAULT SET PRINT DATE	MAX_DATE
CERTIFICATE NUMBER	CERT_NO
SKILL SET	SKILL_SET
LANGUAGE DELIVERED IN	LANGUAGE
CLIENT MY FIELDS 1-6	MY_FIELD1-6
COURSE FREE FIELDS 1-3	CRS_F1-3
DELIVERY LOCATION NAME	dloc_name
DELIVERY LOCATION SUBURB	dloc_town
UNIT CODE 1-90	U1-90
UNIT COUNT TOTAL	UN_COUNT
UNIT NAME 1-90	UNAME1-90
UNIT RESULT DATE 1-90	UDATE1-90
UNIT EXPIRY DATE 1-90	UEXP1-90
FIRST COURSE UNIT EXPIRY DATE	FIRST_EXP
UNIT RESULT 1-90	URES1-90
UNIT START DATE 1-90	USTART1-90
UNIT HOURS 1-90	UHRS1-90
ATTENDANCE % TO DATE	ATT2DATE
COURSE NAME SEPERATOR "IN OR OF"	SEPARATOR_NAME
TRAINERS 1-5	TRA1-5
TRAINER 1-5 & FREE FIELD 1-5	T1F1 TO TR5F5
QR CODE	QR_CODE

STATEMENT OF ATTAINTMENT

POWERPRO FIELD NAME	MERGE FIELD
CLIENT FULL NAME	CLI_NAME
CLIENT GIVEN NAME	GIVEN
CLIENT SURNAME	SURNAME
CLIENT DATE OF BIRTH	DOB
CLIENT ID	CLI_ID
CLIENT SECONDARY ID	SEC_ID
NATIONAL CODE	COURSE_ID
PROGRAM NAME	COURSE_NAME
TAYLORED VERSION OF QUAL NAME	STREAM
COURSE NUMBER (ID C000001)	COURSEID
QUALIFICATION LEVEL	QUAL_LEVEL
COURSE NOTES	CRS_NOTES
CLIENT ENROLMENT DATE	ENROL_DATE
PP DEFAULT SET PRINT DATE	MAX_DATE
CERTIFICATE NUMBER	CERT_NO
SKILL SET	SKILL_SET
LANGUAGE DELIVERED IN	LANGUAGE
CLIENT MY FIELDS 1-6	MY_FIELD1-6
COURSE FREE FIELDS 1-3	CRS_F1-3
DELIVERY LOCATION NAME	dloc_name
DELIVERY LOCATION SUBURB	dloc_town
UNIT CODE 1-90	U1-90
UNIT COUNT TOTAL	UN_COUNT
UNIT NAME 1-90	UNAME1-90
UNIT RESULT DATE 1-90	UDATE1-90
UNIT EXPIRY DATE 1-90	UEXP1-90
FIRST COURSE UNIT EXPIRY DATE	FIRST_EXP
UNIT RESULT 1-90	URES1-90
UNIT START DATE 1-90	USTART1-90
UNIT HOURS 1-90	UHRS1-90
ATTENDANCE % TO DATE	ATT2DATE
COURSE NAME SEPERATOR "IN OR OF"	SEPARATOR_NAME
TRAINERS 1-5	TRA1-5
TRAINER 1-5 & FREE FIELD 1-5	T1F1 TO TR5F5
QR CODE	QR_CODE

UNIT BASE STATEMENT OF ATTAINMENT

POWERPRO FIELD NAME	MERGE FIELD
CLIENT FULL NAME	CLI_NAME
CLIENT GIVEN NAME	GIVEN
CLIENT SURNAME	SURNAME
CLIENT DATE OF BIRTH	DOB
CLIENT ID	CLI_ID
CLIENT SECONDARY ID	SEC_ID
NATIONAL CODE	COURSE_ID
PROGRAM NAME	COURSE_NAME
TAYLORED VERSION OF QUAL NAME	STREAM
COURSE NUMBER (ID C000001)	COURSEID
QUALIFICATION LEVEL	QUAL_LEVEL
COURSE NOTES	CRS_NOTES
CLIENT ENROLMENT DATE	ENROL_DATE
PP DEFAULT SET PRINT DATE	MAX_DATE
CERTIFICATE NUMBER	CERT_NO
SKILL SET	SKILL_SET
LANGUAGE DELIVERED IN	LANGUAGE
CLIENT MY FIELDS 1-6	MY_FIELD1-6
COURSE FREE FIELDS 1-3	CRS_F1-3
DELIVERY LOCATION NAME	dloc_name
DELIVERY LOCATION SUBURB	dloc_town
UNIT CODE 1-90	U1-90
UNIT COUNT TOTAL	UN_COUNT
UNIT NAME 1-90	UNAME1-90
UNIT RESULT DATE 1-90	UDATE1-90
UNIT EXPIRY DATE 1-90	UEXP1-90
FIRST COURSE UNIT EXPIRY DATE	FIRST_EXP
UNIT RESULT 1-90	URES1-90
UNIT START DATE 1-90	USTART1-90
UNIT HOURS 1-90	UHRS1-90
ATTENDANCE % TO DATE	ATT2DATE
COURSE NAME SEPERATOR "IN OR OF"	SEPARATOR_NAME
TRAINERS 1-5	TRA1-5
TRAINER 1-5 & FREE FIELD 1-5	T1F1 TO TR5F5
QR CODE	QR_CODE

CERTIFICATE OF ATTENDANCE

POWERPRO FIELD NAME	MERGE FIELD
CLIENT NAME	CLI_NAME
CLIENT ID NO	CLI_ID
CLIENT SECONDARY ID	SECOND_ID
DATE OF BIRTH	DOB
NATIONAL CODE	COURSE_ID
PROGRAM NAME	COURSE_NAME
COURSE DETAIL NOTES	CRS_NOTES
TAYLORED VERSION OF THE QUAL NAME	STREAM
COURSE NUMBER	COURSEID
QUAL LEVEL	QUAL_LEVEL
DATE FORMAT 27/07/2016	DTCOMPLETED
DATE FORMAT 27th Jul 2016	_dtCompleted
CERTIFICATE NO	CERT_NO
DELIVERY LOCATION	LOCATION
UNIT CODE 1-20	U1-20
UNIT NAMES 1-20	UNAME1-20
UNIT START DATE 1-20	USTART1-20
UNIT OUTCOME DATE 1-20	UDATE1-20
UNIT EXPIRY DATE 1-20	UEXP1-20
UNIT RESULT 1-20	URES1-20
UNIT NOTE 1-20	UNOTE1-20
SESSION DATES 0-29	SES0-SES29
MY FIELD 1-6	MY_FIELD1-6
IN' OR 'OF'	SEPERATOR_WORD
SKILL SET	SKILL_SET
LANGUAGE DELIVERED IN	LANGUAGE
COURSE START DATE	DTSTART
HOURS ATTENDED	HRS_ATTENDED
TRAINER/S ATTACHED TO COURSE	TRA1-5
TRAINER 1-5 & FREE FIELD1-5	T1F1 TO T5F5

TRAINING PLANS MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
COURSE NUMBER (ID C000001)	CRS_NO
QUALIFICATION NAME	QUAL_NAME
QUALIFICATION NATIONAL CODE	QUAL_CODE
QUALIFICATION LEVEL	QUAL_LEVEL
COURSE GROUP/VERSION	CRS_VERS
COURSE FEE/PRICE	CRS_FEE
NAME OF TRAINERS LINKED TO COURSE	TRAINERS
DELIVERY LOCATION NAME	DLOC_NAME
DELIVERY LOCATION ADDRESS	DLOC_ADDR1
DELIVERY LOCATION SUBURB	DLOC_TOWN
DELIVERY LOCATION POST CODE	DLOC_PCODE
DELIVERY LOCATION STATE	DLOC_ST
COURSE START DATE	crs_st
COURSE END DATE	crs_end
COURSE NOTES	CRS_NOTES
COURSE PROGRAM NAME	CRS_TITLE
CLIENT ID NUMBER	CL_NO
CLIENT SECONDARY ID NUMBER	CL_SEC
CLIENT FULL NAME	CL_NAME
CLIENT TITLE	CL_TITL
CLIENT BUILDING NAME	CL_P_BUILDING
CLIENT FLAT/UNIT NUMBER	CL_P_FLAT
CLIENT STREET NUMBER	CL_P_STREET_NO
CLIENT STREET ADDRESS NAME	CL_P_STREET_NAME
CLIENT PO BOX ADDRESS	CL_P_BOX
CLIENT STREET ADDRESS	CL_P_ADDR
CLIENT SUBURB	CL_P_TOWN
CLIENT POST CODE	CL_P_PCODE
CLIENT STATE	CL_P_ST
CLIENT MOBILE NUMBER	CL_PH_M
CLIENT WORK PHONE NUMBER	CL_PH_W
CLIENT HOME PHONE NUMBER	CL_PH_H
CLIENT EMAIL ADDRESS	CL_EMAIL
CLIENT SURNAME	CL_SURNAME
CLIENT GIVEN NAME	CL_GIVEN
CLIENT DATE OF BIRTH	CL_DOB
CLIENT GENDER	CL_GENDER

POWERPRO FIELD NAME	MERGE FIELD
DISABILITY	DIS
CLIENT OCCUPATION	CL_OCCUP
EMPLOYER NAME	EMP_NAME
EMPLOYER CONTACT	EMP_CONTACT
EMPLOYER STREET ADDRESS	EMP_ADDR
EMPLOYER SUBURB	EMP_TOWN
EMPLOYER POST CODE	EMP_PCODE
EMPLOYER STATE	EMP_ST
EMPLOYER PHONE NUMBER	EMP_PHONE
EMPLOYER FAX NUMBER	EMP_FAX
EMPLOYER EMAIL ADDRESS	EMP_EMAIL
EMPLOYER ABN NUMBER	EMP_LEGAL
EMPLOYER MOBILE NUMBER	EMP_MOBILE
EMPLOYER LEGAL NAME	EMP_ABN
CLIENT TRAINEESHIP NUMBER-RAPT	TRS_NO
TRAINEESHIP CONTRACT NUMBER	TRS_CONTRACT
CLIENT TRAINEESHIP ID	TRS_CLI_ID
TRAINEESHIP START DATE	TSHP_START
TRAINEESHIP END DATE	TSHP_END
CLIENT DATE ENROLLED	DT_ENR
FUNDING STATE CODE	FND_ST_CODE
FUNDING NATIONAL CODE	FND_NAT_CODE
FUNDING FEE CODE	FND_FEE_CODE
CLIENT ENROLMENT NOTES	ENR_NOTES
RTO NTIS NUMBER	RTO_CODE
RTO NAME	RTO_NAME
RTO STREET ADDRESS	RTO_ADDR
RTO SUBURB/TOWN	RTO_TOWN
RTO POSTCODE	RTO_PCODE
RTO STATE	RTO_ST
RTO CONTACT	RTO_CONTACT
RTO PHONE NUMBER	RTO_PHONE
RTO FAX NUMBER	RTO_FAX
RTO EMAIL ADDRESS	RTO_EMAIL
CLIENT SYSTEM ENROLMENT NO	ENROL_ID
USI	USI
CLIENT MY FIELD 1-6	MY_FIELD1 -6

POWERPRO FIELD NAME	MERGE FIELD
COMPANY ADDRESS	COLOC_ADDR
COMPANY SUBURB	COLOC_SUBURB
COMPANY STATE	COLOC_ST
COMPANY POST CODE	COLOC_NAME
COMPANY PHONE NUMBER	COLOC_PCODE
COMPANY FAX NUMBER	COLOC_PHONE
COMPANY EMAIL ADDRESS	COLOC_FAX
COMPANY CONTACT NAME	COLOC_EMAIL
COMPANY NAME	COLOC_PERSON
UNIT CODE 1-50	U1-50
UNIT NAME 1-50	UNAME1-50
UNIT START DATE 1-50	UST1-50
Custom Unit dates 1 (App. Options)	UTHS1-50
Custom Unit date 2 (App. Options)	UTHE1-50
Tr. Plan Sched. START date	UPRST1-50
Tr. Plan Sched. END date	UPRE1-50
UNIT RESULT 1-50	RES1-50
DATE RESULT UNIT 1-50	DTRES1-50
UNIT NOMINAL HOURS 1-50	UHRS1-50
CORE/ELECTIVE 1-50	UCE1-50
UNIT DELIVERY MODE 1-50 ????	UDEL1-50
UNIT DELIVERY Mode 1-50	UDMODE1-50
UNIT DELIVERY PREDOMINANT 1-50	UDPRED1-50
UNIT FEE 1-50	UFEE1-50
TRAINER UNIT 1-50	UTRAINR1-50
ASSESSMENT MODES UNIT 1-50	UASSMODE1-50
TR.PLAN FIRST UNIT START	trn_st
TR PLAN LAST UNIT END	trn_end
UNIT COUNT	U_COUNT
UNIT HOURS TOTAL	U_HOURS
CORE UNITS	U-CORE
ELECTIVE UNITS	U-ELEC

LETTER MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
CLIENT PHOTO	PHOTO_FILE
COURSE NUMBER (ID C000001)	crs_no
QUAL LVL & PROGRAM NAME	crs_name
COURSE GROUP VERSION	crs_ver
COURSE FEE	crs_price
TRAINERS NAMES	trainers
COURSE LOCATION NAME	loc_name
COURSE LOCATION NAME	loc_addr
COURSE LOCATION SUBURB	loc_town
COURSE LOCATION POST CODE	loc_pcode
COURSE LOCATION STATE	loc_state
COURSE START DATE	crs_st
COURSE END DATE	crs_end
CLIENT ID	cl_id
CLIENT SECONDARY ID	cl_secid
CLINT NAME	cl_name
CLIENT TITLE	cl_ttl
CLIENT ADDRESS	cl_addr
CLIENT BUILDING NAME	cl_building
CLIENT UNIT/FLAT NUMBER	cl_flat
CLIENT STREET NUMBER	cl_streetno
CLIENT STREET NAME	cl_streetname
CLIENT POST OFFICE BOX NO	cl_pobox
CLIENT SUBURB NAME	cl_town
CLIENT POST CODE	cl_pcode
CLIENT STATE	cl_state
CLIENT MOBILE NUMBER	cl_tmob
CLIENT WORK NUMBER	cl_twork
CLIENT HOME NUMBER	cl_thome
COMPANY NAME	co_name
ENROLMENT BOOKING STATUS	enr_st
ENROLMENT DATE	enr_dt
ENROLMENT NOTES	enr_notes
CLIENT INVOICE NUMBER	inv_no
CLIENT INV PURCHASE ORDER NO	inv_po
INVOICE STATUS	inv_status
COURSE NOTES	crs_notes

POWERPRO FIELD NAME	MERGE FIELD
COURSE PROGRAM NAME	**crs_title**
CLIENT SURNAME	**cl_surname**
CLIENT GIVEN NAME	**cl_given**
COURSE NATIONAL CODE	**crs_natcode**
ATTENDANCE TO DATE %	**att2date**
ENROLMENT NO (INTERNAL REFERENCE)	**enr_id**
PERSONAL DEVELOPMENT UNITS FOR COURSE	**pd_units**
DELIVERY LOCATION AVETMISS CODE	**loc_id**
TRAINING ORGANISATION RTO NUMBER	**torg_id**
CLIENT DATE OF BIRTH	**cl_dob**
CLIENT EMAIL	**cl_email**
CLIENT TRAINEESHIP NUMBER	**cl_trs_no**
COMPANY CONTACT NAME	**co_contact**
COMPANY ADDRESS	**co_addr**
COMPANY SUBURB	**co_town**
COMPANY STATE	**co_state**
COMPANY POSTCODE	**co_pcode**
COMPANY POSTAL ADDRESS	**co_paddr**
COMPANY POSTAL SUBURB	**co_ptown**
COMPANY POSTAL STATE	**co_pstate**
COMPANY POSTAL POST CODE	**co_ppcode**
COMPANY TELEPHONE NUMBER	**co_tel**
COMPANY EMAIL ADDRESS	**co_email**
CLIENT COMPLETED DATE	**comp_dt**
CLIENT WITHDRAWN DATE	**wit_dt**
REFERRAL TYPE	**ref_channel**
CLIENT MY FIELDS 1-6	**my_field1-6**
CLIENT CARE OF	**cl_care_of**
VICTORIAN STUDENT NUMBER	**vsn**
CLIENT EXPECTED START DATE	**exp_start**
CLIENT EXPECTED END DATE	**exp_end**
CLIENT GENDER	**cl_gender**
CLIENT NATIONALITY	**cl_nat**
COMPANY DIVISION NAME	**div_name**
COMPANY DIVISION CONTACT NAME	**div_contact**
COMPANY DIVISION ID (INTERNAL USE ONLY)	**div_id**
COMPANY ID	**comp_id**

POWERPRO FIELD NAME	MERGE FIELD
COMPANY DEPARTMENT NAME	**dep_name**
COMPANY LOCATION NAME	**coloc_name**
COMPANY LOCATION ADDRESS	**coloc_addr**
COMPANY LOCATION SUBURB	**coloc_town**
COMPANY LOCATION POST CODE	**coloc_pcode**
COMPANY LOCATION STATE	**coloc_state**
USI NUMBER	**usi**
CLIENT PREFERRED NAME	**pref_name**
DIVISION CONTACT SURNAME	**div_contact_sur**
DIVISION CONTACT GIVEN NAME	**div_contact_giv**
CLIENT ENROLMENT FLAG 1 FIELD	**flag1**
CLIENT ENROLMENT FLAG 2 FIELD	**flag2**
DELIVERY LOCATION PHONE NUMBER	**loc_phone**
DELIVERY LOCATION FAX NUMBER	**loc_fax**
ENROLMENT- DATE 1 FREE FIELD LABEL	**date_1**
ENROLMENT- DATE 2 FREE FIELD LABEL	**date_2**
COURSE FREE FIELD 1-3	**crs_f1-3**
CLIENT FREE FIELD 1-6	**cli_f1-6**
CLIENT FIELD LABEL	**cli_custom**
USI STATUS	**usi_status**
CLIENT PASSPORT NO	**passpt_no**
CLIENT PASSPORT COUNTRYOF ISSUE	**passpt_ctry**
COMPANY ABN	**co_abn**
CLIENT TRAINING CONTRACT ID	**cl_tcontract_id**
Education Agent	**educ_agent**
COMPANY LEGAL NAME	**co_legal_name**
PASSPORT EXPIRY DATE	**passpt_exp**
VISA EXPIRT DATE	**visa_exp**
CONFIRMATION OF ENROLMENT CODE (CRICOS)	**coe_code**
CONFIRMATION OF ENROLMENT START (CRICOS)	**coe_start**
CONFIRMATION OF ENROLMENT END (CRICOS)	**coe_end**
WORK PLACEMENT HOST	**wp_host**
WORK PLACEMENT POSITTION	**wp_position**
WORK PLACEMENT START DATE	**wp_start**
WORK PLACEMENT END DATE	**wp_end**
WORK PLACEMENT TARGET HOURS	**wp_target_hrs**

POWERPRO FIELD NAME	MERGE FIELD
WORK PLACEMENT CONTACT NAME	**wp_contact**
WORK PLACEMENT CONTACT EMAIL ADDRESS	**wp_email**
WORK PLACEMENT LOCATION	**wp_location**
WORK PLACEMENT HOURS COMPLETED	**wp_done_hrs**
COURSE WEEKDAY START	**crs_st_wday**
COURSE WEEKDAY END	**crs_end_wday**
INVOICE VALUE	**inv_val**
INVOICE BALANCE	**balance**
INVOICE PAID VALUE	**inv_paid**
ATTENDANCE % BEST TO DATE	**att_best**
Trainers 1-5/ Free Fields1-5	**T1F1 TO T5F5**
CERTIFICATE ISSUE DATE (i.e date printed, or last unit resulted)	**CERT_DATE**
FIRST SCHEDULED TRAINING SESSION	**FIRST_SESS**
LAST SCHEDULE TRAINING SESSION	**LAST_SESS**
TOTAL UNIT HOURS	**UNIT_HRS**
SESSION 0-29 DATE START	**ses0-29**
SESSION 0-29 DATE END	**ses0-29_end**
SESSION 0-29 TIME START	**ses0-29_tst**
SESSION 0-29 TIME END	**ses0-29_tend**
SESSION 0-29 WEEKDAY	**ses0-29_wday**
CLIENT OCCUPATION	**cl_occup**
CLIENT USI	**cl_usi**
CLIENT COUNTRY OF BIRTH	**cl_cob**
CLIENT LANUAGE- OTHER THAN ENGLISH	**cl_lang**
CLIENT ENGLISH PROFICIENCY	**cl_eprofi**
CLIENT INDIGENOUS STATUS	**cl_indig**
CLIENT DISABILITY STATUS	**cl_disab**
CLIENT HIGHEST YEAR LVL COMPLETED	**cl_maxschool**
CLIENT HIGHEST YEAR COMPLETED	**cl_maxschoolyear**
CLIENT PRIOR QUALIFICATION/S	**cl_prior_quals**
CLIENT EMPLOYMENT STATUS	**cl_emp_status**
CLIENT STUDY REASON	**cl_study_reason**
CLIENT LEARNER UNIQUE ID	**cl_luid**
CLIENT VICTORIAN STUDENT ID	**cl_vsn**
CLIENT AT SCHOOL STATUS	**cl_atschool**
CLIENT LICENCE TYPE 1-10	**LIC_TYPE_1-10**

POWERPRO FIELD NAME	MERGE FIELD
CLIENT LICENCE NUMBER 1-10	**LIC_NUM_1-10**
CLIENT LICENCE DATE 1-10	**LIC_DATE_1-10**
CLIENT PAYMENT PLAN DATE 1-24 PAYMENT	**PP_DT_1-24**
CLIENT PAYMENT PLAN $VALUE 1-24 PAYMENT	**PP_VAL_1-24**
CLIENT PAYMENT PLAN 1-24 PAYMENT STATUS IE OVERDUE, OPEN	**PP_STATUS_1-24**
CLIENT PAYMENT PLAN1-24 PAYMENT NOTES	**PP_NOTES_1-24**
PAYMENT PLAN TOTAL	**PP_TOTAL**
PAYMENT PLAN TOTAL AMOUNT OAID	**PP_PAID**
PAYMENT PLAN BALANCE OWED	**PP_BAL**
UNIT/MODULE CODE	**U1-90**
UNIT/MODULE NAME	**UNAME1-90**
TOTAL UNIT HOURS	**UHRS1-90**
UNIT 1-90 HOURS ATTENDED	**UHRS_ATT1-90**
UNIT 1-90 CORE "Y" ELECTIVE "N"	**UCE1-90**
UNIT 1-90 "CORE" OR "ELECTIVE"	**UTP1-90**
UNIT 1-90 TRAINING PLAN START DATE	**UPRST1-90**
UNIT 1-90 TRAINING PLAN END DATE	**UPREN1-90**
UNIT START DATE 1-90	**UST1-90**
UNIT RESULT 1-90	**RES1-90**
UNIT RESULT DATE1-90	**DTRES1-90**
UNIT DATE EXPIRY1-90	**DTEXP1-90**
FEEDBACK 1-90	**FEEDBK1-90**
UNIT FEE 1-90	**UFEE1-90**
UNIT RESOURCE FEE 1-90	**URES_FEE1-90**
UNIT GST 1-90	**UGST1-90**
UNIT CENSUS 1-90	**UCENSUS1-90**
UNIT1 -90 UNIT ASSESSMENT CRITERIA 1-20	**U1_UAC1-20 TO U90_UAC1-20**

POWERPRO FIELD NAME	MERGE FIELD
INVOICE NO	inv_no
INVOICE DATE	inv_date
INVOICE DUE DATE	due_date
PURCHASE ORDER	p_order
COURSE NO (I.E C000146)	crs_id
COURSE START DATE	crs_start
CLIENT GIVEN & SURNAME	name
NAME OF INVOICED PERSON	name_to
STREET ADDRESS	address
SUBURB	town
POST CODE	postcode
STATE	state
COMPANY CONTACT NAME	contact_person
COMPANY RTO SALESPERSON	rto_sales_person
COURSE START DATE	c_start
COURSE END DATE	c_end
PROGAM NAME	c_name
QUAL LEVEL	c_qual_level
IN' OR 'OF'	c_separator
QUAL NATIONAL CODE	c_natcode
COURSE DELIVERY ADDRESS	c_address
COURSE SUBURB NAME	c_town
COURSE POST CODE	c_postcode
COURSE STATE	c_state
CLIENT ID NO	cli_id
CLIENT'S COMPANY CONTACT NAME	contact
CLIENT POSTAL ADDRESS	p_addr
CLIENT POSTAL SUBURB	p_town
CLIENT POSTAL POST CODE	p_postcode
CLIENT POSTAL STATE	p_state
CLIENT PHONE NUMBER	tel
CLIENT EMAIL ADDRESS	email
COMPANY DIVISION EMAIL	div_email
COMPANY DIVISION CONTACT GIVEN NAME	div_contact_given
COMPANY DIVISION CONTACT SURNAME NAME	div_contact_surname
CLIENT FULL NAME	names
CLIENT ENROLMENT DATE	enr_dt

POWERPRO FIELD NAME	MERGE FIELD
FUTURE SKILLS W.A CATEGORY	fswacat
FUTURE SKILLS FEE EXEMPTION CATEGORY	concession
COURSE FREE FIELDS 1-3	crs_f1-f3
STUDENTS FULL NAME	fswa_student
OCCUPATION	job
MY FIELDS 1 TO 6	my_f1-f6
SECONDARY ID	second_id
INVOICE LINE 1-90	line1-150
DESC BASED ON "INVOICED BY" COURSE OR UNITS	text1-150
UNIT NAME 1-90	name1-150
COURSE START DATE UNIT 1-90	c_start1-150
DESCRIPTION OF FEE (COURSE- "DEPRECATED")	c_desc1-150
UNIT PRICE 1-90	uprice1-150
QTY 1-90	qty1-150
UNIT TAX 1-90	tax1-150
UNIT AMOUNT 1-90	amt1-150
CENSUS DATE UNIT 1-90	census1-150
UNIT HOURS 1-90	hrs1-150
RESOURCE FEE UNIT 1-90	res_fee1-150
RPL FEE UNIT 1-90	rpl_fee1-150
INVOICE MESSAGE	message
AMOUNTS SUBTOTAL VALUE	total_val
TOTAL GST	total_gst
TOTAL	amount
TOTAL HOURS	toal_hrs
TOTAL UNIT FEES FOR COURSE	total_crs
TOTAL RESOURCE FEES	total_res
TOTAL RPL FEES	total_rpl
TOTAL OTHER FEES	total_oth
PAID AMOUNT	paid_val
OUTSTANDING VALUE	outst_val
DIVISION CONTACT	div_contact
DIVISION CONTACT PERSON	div_name
COMPANY NAME	co_name
COMPANY POSTAL ADDRESS	co_paddr
COMPANY POSTAL SUBURB	co_ptown
COMPANY POSTAL STATE	co_pstate

POWERPRO FIELD NAME	MERGE FIELD
COMPANY POSTAL POST CODE	co_pcode
SESSIONS 0-29	ses0-29
CLIENT GIVEN	cl_given
CLIENT SURNAME	cl_surname
ONLINE PAYMENT DETAILS **	pay_url
INVOICE LINE QYT	items
** Please note- requires a payment gateway through the PowerPro Web Plug-in	

RECEIPTS MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
PAYMENT DATE	**paym_date**
PAYMENT NUMBER	**paym_no**
INVOICE NUMBER	**inv_no**
INVOICE DUE DATE	**inv_due**
INVOICE PURCHASE ORDER	**inv_po**
CLIENT NAME	**name**
CLIENT ADDRESS	**address**
CLIENT SUBURB	**town**
CLIENT POSTCODE	**postcode**
CLIENT STATE	**state**
INVOICE VALUE	**inv_val**
INVOICE GST VALUE	**inv_gst**
INVOICE NET VALUE	**inv_net**
INVOICE PAID VALUE	**inv_paid**
INVOICE AMOUNT OUTSTANDING	**inv_outs**
CURRENT RECEIPT AMOUNT	**paid_now**
PAYMENT METHOD	**paid_as**
PAYMENT REFERENCE	**pay_ref**
CLIENT PP ID	**cli_id**
COURSE ADDRESS	**crs_addr**
COURSE SUBURB	**crs_town**
COURSE POST CODE	**crs_pcode**
COURSE STATE	**crs_state**
COURSE START DATE	**crs_start**
COURSE END DATE	**crs_end**
PAYMENT NOTES	**paym_notes**
PROGRAM NAME	**c_name**
COURSE QUALIFICATION LEVEL	**c_qual_level**
IN' OR 'OF'	**c_separator**
NATIONAL CODE	**c_natcode**
ENROLMENT DATE	**enr_dt**
FUTURE SKILLS WA CATEGORY	**fswacat**
CONCESSION TYPE	**concession**
COURSE FREE FIELDS 1-3	**crs_f1-f3**
STUDENTS FULL NAME	**fswa_student**
SECONDARY ID	**second_id**
TOTAL HOURS AMOUNT	**total_hrs**

POWERPRO FIELD NAME	MERGE FIELD
TOTAL COURSE AMOUNT	**total_crs**
TOTAL RESOURCE AMOUNT	**total_res**
TOTAL RPL AMOUNT	**total_rpl**
TOTAL OTHER AMOUNT	**total_oth**
INVOICE LINE NUMBER	**l1-20**
INVOICE ITEM DESCRIPTION	**txt1-20**
UNIT PRICE U1-U20	**uprice1-20**
QUANTITY U1-U20	**qty1-20**
TAX AMOUNT U1-U20	**tax1-20**
UNIT AMOUNT U1-U20	**amt1-20**
CENSUS DATE U1-U20	**census1-20**
NOMINAL HOURS U1-U20	**hrs1-20**
RESOURCE FEE U1-U20	**res_fee1-20**
RPL FEE U1-U20	**rpl_fee1-20**

POWERPRO FIELD NAME	MERGE FIELD
COURSE ID (C000001)	course_no
QUAL LVL & PROGRAM NAME	course_name
PROGRAM NAME	course_title
GROUP VERSION	course_version
COURSE NATIONAL CODE	course_natcode
COURSE QUAL LEVEL	course_level
COURSE FREE FIELDS 1-3	crs_f1-f3
TRAINER NAME/S	trainer
DELIVERY LOCATION	room
COURSE START DATE	start
COURSE END DATE	end
ENROLMENTS COUNT	cnt
CLIENT ID	id
CLIENT SECONDARY ID	sec
CLIENT FULL NAME	name
SURNAME, GIVEN	cli_name
PREFERRED NAME	cli_pref
CLIENT SURNAME	cli_sur
CLIENT GIVEN NAME	cli_giv
CLIENT START DATE	cli_start
CLIENT END DATE	cli_end
USI NUMBER	usi
CLIENT DATE OF BIRTH	dob
COMPANY NAME	comp
BOOKING STATUS	status
UNITS CLIENT IS ENROLLED IN	cli_units
BUILDING NAME	building
CLIENT FLAT NO	flat
CLIENT STREET NO	street_no
CLIENT STREET NAME	street_name
CLIENT FULL ADDRESS	address
CLIENT SUBURB	town
CLIENT POSTCODE	postcode
CLIENT STATE	state
CLIENT MOBILE NUMBER	tel_m
CLIENT HOME PHONE NUMBER	tel_h
CLIENT WORK PHONE NUMBER	Telw

POWERPRO FIELD NAME	MERGE FIELD
CLIENT EMAIL ADDRESS	email
CLIENT COMPANY DEPARTMENT	dept
CLIENT COMPANY DIVISION	div
CLIENT COMPANY LOCATION	loc
COURSE DELIVERY FLAT/UNIT NO	dl_flat
COURSE DELIVERY STREET NO	dl_streetno
COURSE STREET NAME	dl_street
COURSE DELIVERY SUBURB	dl_town
COURSE DELIVERY POST CODE	dl_pcode
COURSE DELIVERY STATE	dl_state
CLIENT BALANCE OWING	balance
INVOICE STATUS	inv_status
USI STATUS (i.e. VERIFIED, EXEMPT)	usi_status
LLN REQUIRED	lln_reqd
CLIENT CUSTOM FIELD	cli_custom
RTO CONTACT NAME	rto_contact_name
SESSIONS 0-29	ses0-29
Shows "No" if CLIENT IS NOT IN THE SESSION	ses0-29_attached
SESSIONS 0-29 START DATE	ses0-29_st
SESSIONS 0-29 END DATE	ses0-29_end
ses0_u1 -u6 to ses29-u1-u6	ses0-29_u1 tpses0-29_u6
SESSIONS 0-29 NOTES	ses0-29_notes
Yes/No (Existing Client)	prev_client
CLIENT FREE FIELDS1-6	cli_f1-f6
EMERGENCY LOCAL CONTACT NAME	emg_local_name
EMERGENCY LOCAL CONTACT PHONE	emg_local_ph
EMERGENCY LOCAL CONTACT EMAIL	emg_local_email
EMERGENCY LOCAL CONTACT RELATIONSHIP	emg_local_rel
EMERGENCY OVERSEAS CONTACT NAME	emg_ovs_name
EMERGENCY OVERSEAS CONTACT PHONE	emg_ovs_ph
EMERGENCY OVERSEAS CONTACT EMAIL	emg_ovs_email
EMERGENCY OVERSEAS CONTACT RELATIONSHIP	emg_ovs_rel
CLIENT DISABILITY	disab
CLIENT INVOICE NUMBER	invoice_no
ENROLMENT MY FIELD 1-6	My_field1-6
CLIENT ENROLMENT FLAG1-2 LABEL	flag1-2
UNITS 1-8 CODE	u1-8

UNITS 1-8 NAME	**uname1-8**
UNIT ASSESSMENT MODE	**UAM1-8**
WORKFLOW STAGE	**stage**
CLIENT OCCUPATION	**cl_occupation**
Course Unit 1-8 Start Date	**custart1-8**
Course Unit 1-8 End Date	**cuend1-8**
CLIENT ENROLMENT NOTES	**enr_notes**
COURSE NOTES	**crs_notes**

CAN LETTER MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
CLIENT ID	ID
SECONDARY ID NO	SEC_ID
CLIENT SURNAME	SURNAME
CLIENT GIVEN NAMES	GIVEN_NAMES
CLIENT TITLE	TITLE
CLIENT ID	STUDENT_ID
CLIENT ADDRESS	ADDR
CLIENT SUBURB	SUBURB
CLIENT POST CODE	PCODE
CLIENT STATE	STATE
COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER	CHESSN
NATIONAL CODE & QUAL NAME	AWARD
UNITS OF STUDY 1-13 CODE	UOS1
UNITS OF STUDY 1-13 NAME	UOS_NAME1-13
UNITS OF STUDY CENSUS DATE 1-13	UOS_CENSUS1-13
UNITS OF STUDY UNIT FEE 1-13	UOS_FEE1-13
UNITS OF STUDY PAID 1-13	UOS_PAID1-13
UNITS OF STUDY LOAN 1-13	UOS_LOAN1-13
UNITS OF STUDY LOAN FEE 1-13	UOS_LOANFEE1-13
UNITS OF STUDY TOTAL (LOAN + LOAN FEE) 1-13	UOS_TOTAL1-13
UNITS OF STUDY EFTSL 1-13	UOS_EFTSL1-13
UOS ' $' SIGN U1-13	UOS_DLR1-13
TOTAL FEE VALUE	TOTAL_FEE
TOTAL PAID VALUE	TOTAL_PAID
TOTAL LOAN VALUE	TOTAL_LOAN
TOTAL LOAN FEE	TOTAL_LOANFEE
TOTAL EFTSL	TOTAL_EFTSL
TOTAL LOAN + LOAN FEE FOR ALL UNTS OF STUDY	TOTAL_TOTAL
CLIENT EMAIL ADDRESS	EMAIL
CLIENT USI	USI
CLIENT HOME PHONE	PHONE

EMAIL MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
Client Surname	SURNAME
Client given name	GIVEN
Client preferred name	PREF_NAME
Client ID	CLID
Client second ID	SECID
Client USI	USI
Client E-mail Address	EMAIL
Client Date of Birth	DOB
Unit/Flat Street Number Street Name PO Box Town/Suburb State/Territory Postcode	PA_FLAT PA_STNO PA_SNAME PA_POBOX PA_TOWN PA_STATE PA_PCODE
Company Name	COMP_NAME
Client Custom Field 1	<CLI_F1>
Client Custom Field 2	<CLI_F2>
Client Custom Field 3	<CLI_F3>
Client Custom Field 4	<CLI_F4>
Client Custom Field 5	<CLI_F5>
Client Custom Field 6	<CLI_F6>
Course ID	CRS_ID
Course Level (Qual Lvl)	LEVEL
Course name separator ("in or of")	CRS_SEP
Program Name	CRS_NAME
Course national code	CRS_NAT
Course Start Date	CRS_ST
Course End Date	CRS_END
Course Start(week day)	CRS_START_WDAY
Course End (week day)	CRS_END_WDAY
Course Delivery Location name	CRS_LOC
Course Delivery Address	CRS_LOC
Course Delivery town/suburb	CRS_TOWN
Course Delivery State & Post code	CRS_PCODE
Course Trainer(s)	TRAINERS
Course Custom Free Field 1-3	CRS_F1-F3

POWERPRO FIELD NAME	MERGE FIELD
e.g. Sess 1-3 Date, Weekday, Start Time, End Time	SES1 SES1_WDAY SES1_TST SES1_TEND
Expected Start Date	EXP_START
Expected End Date	EXP_END
Attendance to Date	ATT2DATE
Attendance - Best Case	ATT_BEST
No. Units Completed	UNITS_COMP
Unit Progress	UNITS_PROG
Unit Progress percent	UNITS_PERC
Value Invoiced	VAL_INVOICED
Balance	BALANCE
Overdue	OVERDUE

POWERPRO FIELD NAME	MERGE FIELD
Client Surname	SURNAME
Client given name	GIVEN
Client preferred name	PREF_NAME
Client ID	CLID
Client second ID	SECID
Client USI	USI
Client E-mail Address	EMAIL
Client Date of Birth	DOB
Unit/Flat Street Number Street Name PO Box Town/Suburb State/Territory Postcode	PA_FLAT PA_STNO PA_SNAME PA_POBOX PA_TOWN PA_STATE PA_PCODE
Company Name	COMP_NAME
Client Custom Field 1	<CLI_F1>
Client Custom Field 2	<CLI_F2>
Client Custom Field 3	<CLI_F3>
Client Custom Field 4	<CLI_F4>
Client Custom Field 5	<CLI_F5>
Client Custom Field 6	<CLI_F6>
Course ID	CRS_ID
Course Level (Qual Lvl)	LEVEL
Course name separator ("in or of")	CRS_SEP
Program Name	CRS_NAME
Course national code	CRS_NAT
Course Start Date	CRS_ST
Course End Date	CRS_END
Course Start(week day)	CRS_START_WDAY
Course End (week day)	CRS_END_WDAY
Course Delivery Location name	CRS_LOC
Course Delivery Address	CRS_LOC
Course Delivery town/suburb	CRS_TOWN
Course Delivery State & Post code	CRS_PCODE
Course Trainer(s)	TRAINERS
Course Custom Free Field 1-3	CRS_F1-F3

POWERPRO FIELD NAME	MERGE FIELD
e.g. Sess 1-3 Date, Week Day, Start Time, End Time	SES1 SES1_WDAY SES1_TST SES1_TEND
Expected Start Date	EXP_START
Expected End Date	EXP_END
Attendance to Date	ATT2DATE
Attendance - Best Case	ATT_BEST
No. Units Completed	UNITS_COMP
Unit Progress	UNITS_PROG
Unit Progress percent	UNITS_PERC
Value Invoiced	VAL_INVOICED
Balance	BALANCE
Overdue	OVERDUE

CLIENT CARD MERGE FIELDS

POWERPRO FIELD NAME	MERGE FIELD
CLIENT ID	CLI_ID
CLIENT PHOTO	PHOTO_FILE
CLIENT NAME	CLI_NAME
SURNAME	SURNAME
GIVEN NAME	GIVEN
DATE OF BIRTH	DOB
OUTCOME DATE (latest)	HIGHEST_DATE
COURSE NUMBER (C000121)	CRS_ID
PROGRAM NAME	CRS_NAME
QUAL LEVEL	CRS_LEVEL
COURSE END DATE	CRS_END_DATE
COURSE COMPLETED DATE	CRS_COMP
OCCUPATION	JOB
SECONDARY ID	SEC_ID
COURSE NO	CRS_NO
COURSE NATIONAL CODE	CRS_NATCODE
RESULT DATE FOR SELECTED UNIT	RES_DATE
EXPIRY DATE FOR SELECTED UNIT	RES_EXP
CLIENT MY FIELD 1-6	MY_FIELD1-6
TODAY'S DATE	DT_NOW
ASSESSOR NAME (USER SELECTED)	ASSESSOR
CLIENT FREE FIELD 1-6	FREE_FLD1-6
COMPANY	COMPANY
USERNAME (USER WHO PRINTS THE CARD)	USERNAME
TODAYS DATE	DT_NOW
UNIT CODE (USER SELECTED)	UNIT_CODE
UNIT NAME (USER SELECTED)	UNIT_DESC
USERNAME (USER WHO PRINTS THE CARD)	USER
UNIT CODE 1-15	CODE1-15
UNIT NAME 1-15	DESC1-15
RESULT DATE UNIT 1-15	DT1-15
EXPIRY DATE UNIT 1-15	EXP1-15
FIRST UNIT EXPIRING DATE	MIN_EXP
NUMBER OF CARDS BEING PRINTED	RECS