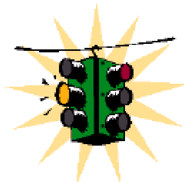
Generating an Automated Restructuring Commitment

I. Contents of Zip File

File Name	Description
RCTransmittal 10-05-04.xls	Excel spreadsheet that will pull data from any model (version 4.33 and higher) and where the PAE will input additional information not provided in the model to populate the restructuring commitment.
MergeDoc 10-05-04.doc	Word document to be used to generate Restructuring Commitment, which will pull information from the RC Transmittal file.
Restructuring Commitment.doc	Most recent version of the Restructuring Commitment, indicating which fields are to be populated by the PAE (will pull from the RC Transmittal) and guidance to PAEs on which paragraphs should be included (will be determined by the RC Transmittal).
RC Special Conditions	Library of optional clauses for use by PAEs in completing Paragraph 48 of the Restructuring Commitment.
AutoRC_Instructions 10-05-04.doc AutoRC_Instructions 10-05-04.pdf	Instructions for generating the Automated Restructuring Commitment (provided in MS Word and Adobe Acrobat format). These instructions cover four different versions of Microsoft Office: Office 2000 (See page 2), Office 2002 (see Page 11), Office XP (see Page 18) and Office 2003 (see Page 28).

II. The Automated Restructuring Commitment



This tool is designed to facilitate the compilation of the OAHP Restructuring Commitment. As with any automated tool, especially documents with legal implications, it is imperative that a thorough review of the completed product take place before the document is sent out for signature. The Restructuring Commitment.doc file is a reference tool for verifying the content of the auto-generated Restructuring Commitment (RC). The yellow and green highlighted fields indicate sections that are unique to each RC and should be reviewed against the final product to ensure the correct information is included in each RC. If a section in the RC Transmittal displays "Not Applicable" but it is actually pertinent to the transaction, the data in the underwriting model need to be modified.

Additionally, it is essential for legal counsel to review the completed document after it is generated to be sure it meets OAHP and legal requirements before it is sent out for signature.

There are four unique sets of instructions included below. Section III below includes instructions for users working with Office 2000. Section IV provides instructions for Office 2002 beginning on page 11, Section V guides a user through Office XP beginning on page 18, and Section VI relates to Office 2003, which begins on page 28.

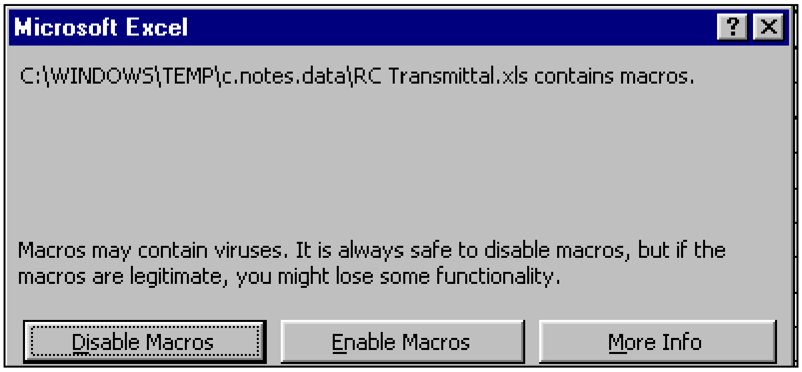
III. Generating an Automated Restructuring Commitment in Office 2000

A. To generate an automated Restructuring Commitment, follow these steps:

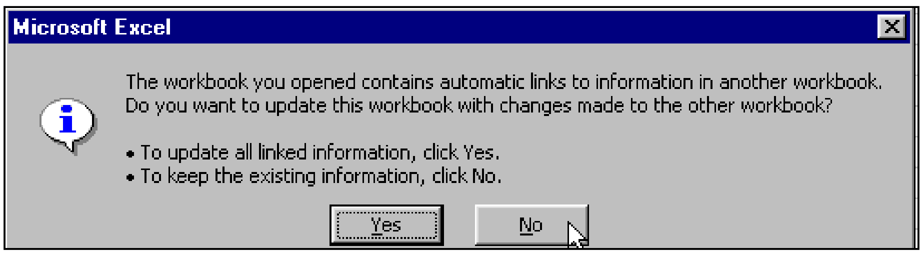
1. Open the **Underwriting Model** for the transaction for which you are creating the Restructuring Commitment (RC). The underwriting model must be at least version 4.33 to work with this automation and must remain open on your computer throughout the entire process.

2. Open the **RC Transmittal 10-05-04** MS Excel file to be used to collect the data for populating the RC.

3. Click **Enable Macros**.



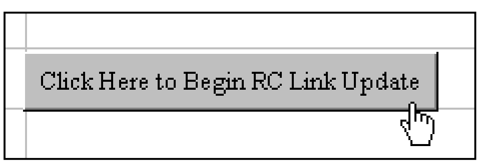
4. Click **Don't Update** or **No** (depending on which version of MS Excel you have installed) to link information.



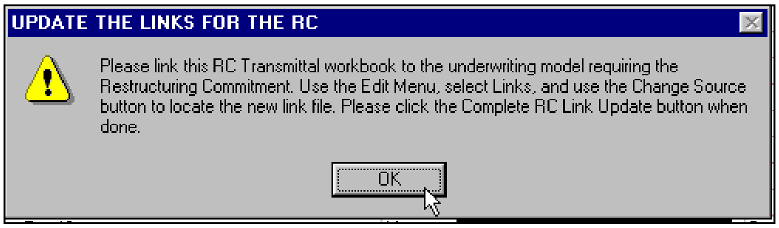
B. To link the RC Transmittal spreadsheet to the underwriting model, follow these steps:

1. Click on the **Model Import** tab.

2. Click **Click here to begin RC link update** button that is located in Row 3 of the worksheet.

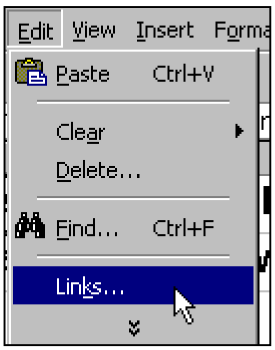


3. Click **OK** when the Update the Links for the RC dialog box displays.

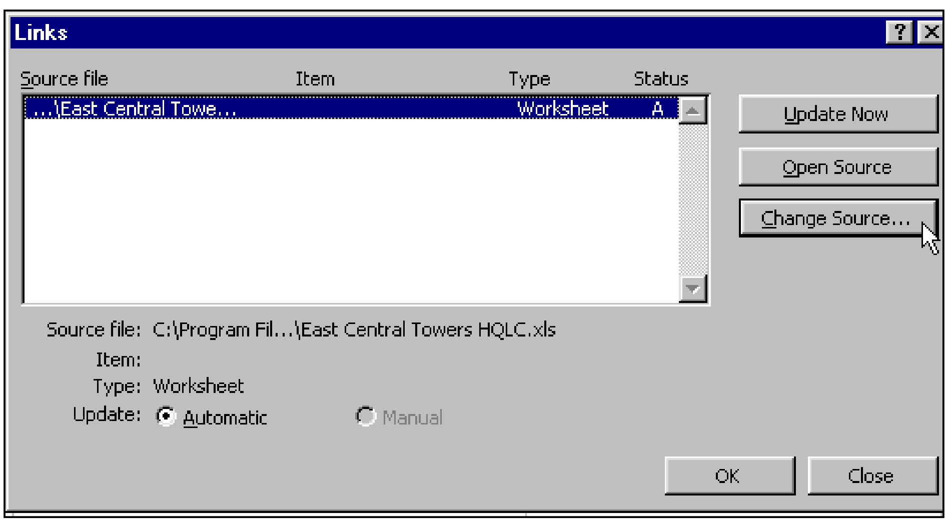


4. Pull down **Edit** menu.

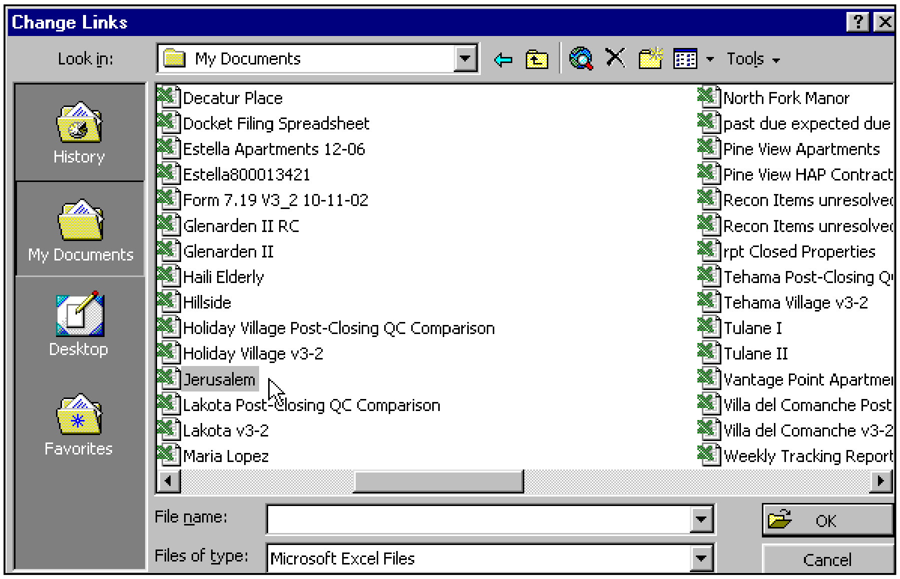
5. Click **Links**.



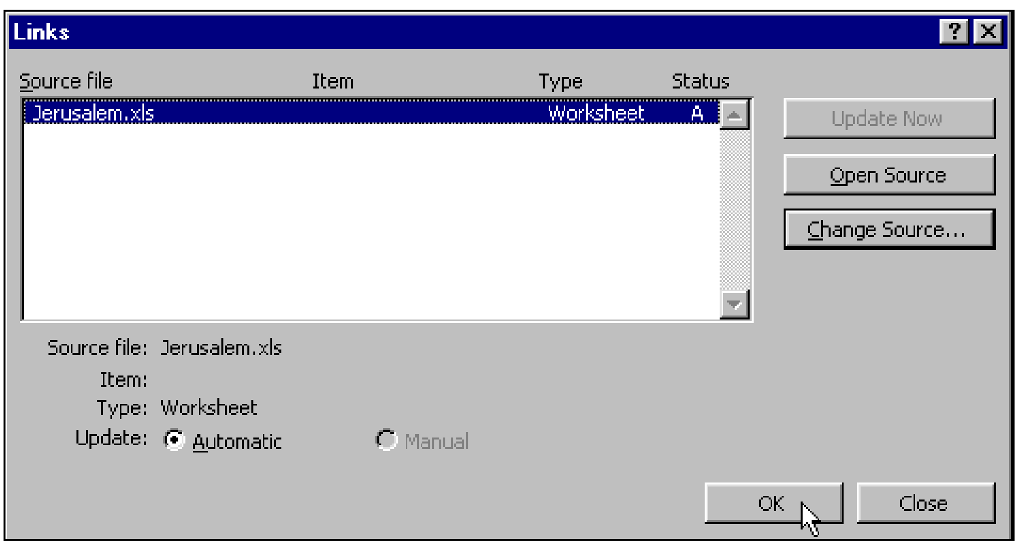
6. Click **Change Source**.



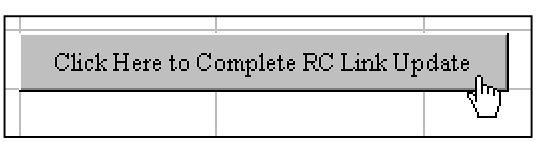
7. Locate the model file using the Windows Explorer dialog box. Click **OK**.



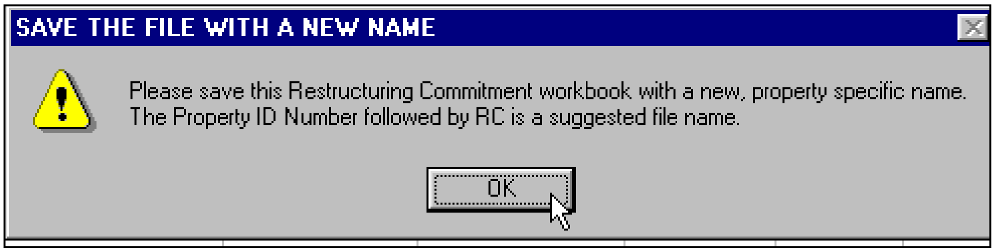
8. Click **OK**. The Model Import page will populate.



9. Click **Click here to Complete RC link update** button.



10. Click **OK** when the Save the File with a New Name dialog box displays.

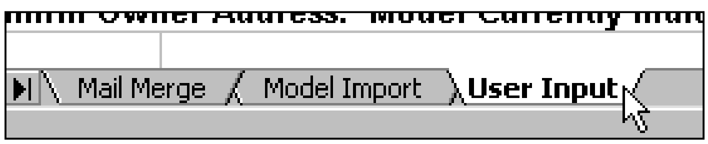


11. Pull down the **File** menu.

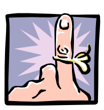
12. Click **Save As**. Save the file with a new name (for example, "RC Transmittal Jerusalem 10-10-04.xls").

C. To populate data needed to generate Restructuring Commitment which is not contained in the Underwriting Model, follow these steps:

1. Click on the **User Input** tab.



2. Input data in all fields with red type.



If the model indicates certain sections are not relevant for the particular transaction, they will display as "Not Applicable" on the Model Import and User Input page of the RC Transmittal. Skip to the next section.

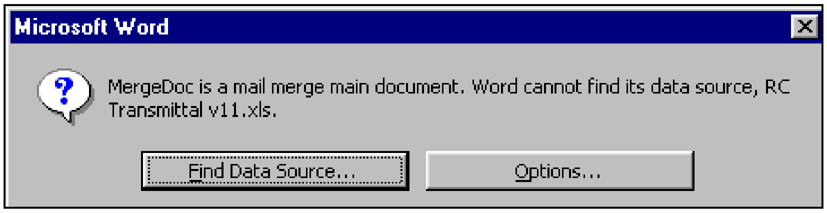
If a section displays "Not Applicable" but it is actually pertinent to the transaction, the data in the underwriting model need to be modified.

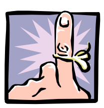
3. Click **Save**.

D. To merge the data from the RC Transmittal spreadsheet (for example, RC Transmittal Jerusalem 08-10-04.xls) into MS Word, follow these steps:

1. Open **Mergedoc 10-05-04.doc**.

2. If MS Word cannot locate your data source, and the Data Source dialog box displays, click **Find Data Source**.

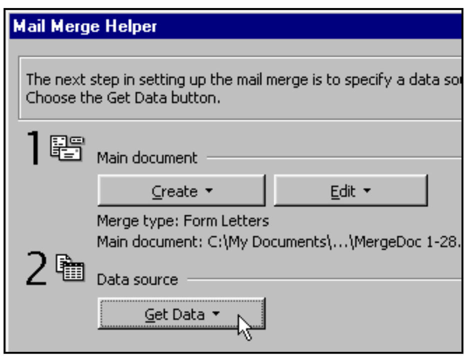




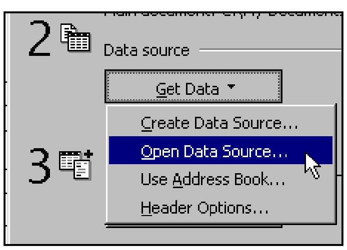
If the Data Source dialog box does not automatically display, you need to identify the source manually. Follow steps a, b, and c to manually select the source document. Otherwise, skip to #3 below.

a. Pull down the **Tools** menu and click **Mail Merge** to locate your data source.

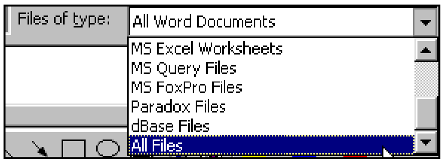
b. Click **Get Data**.



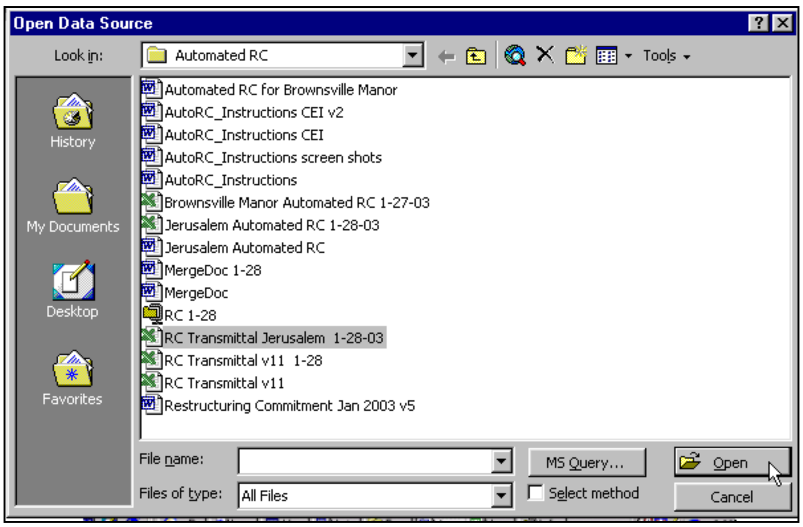
c. Click **Open Data Source**.



3. Use the Windows Explorer dialog box to locate the RC Transmittal spreadsheet. At the bottom of the Windows Explorer dialog box, you will need to use the pull down menu to select All Files so that MS Excel files display on the list.



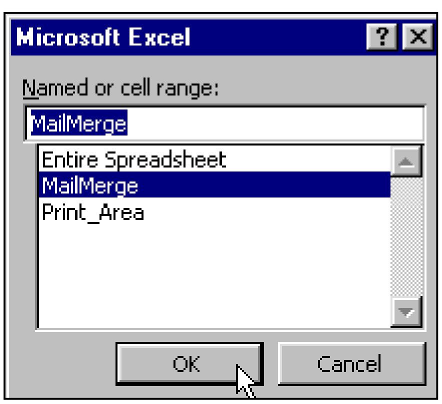
4. Click on the file name.



5. Click **Open**.

6. If the macros dialog box displays, click **Yes** that this document is from a trusted source.

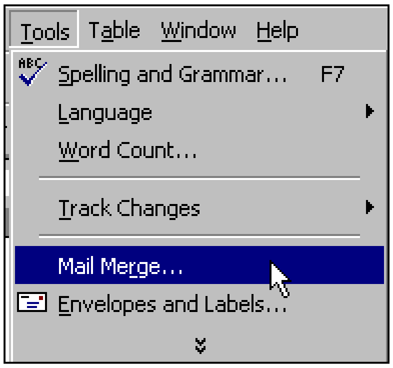
7. The Named or Cell Range dialog box will display. Click on **MailMerge**.



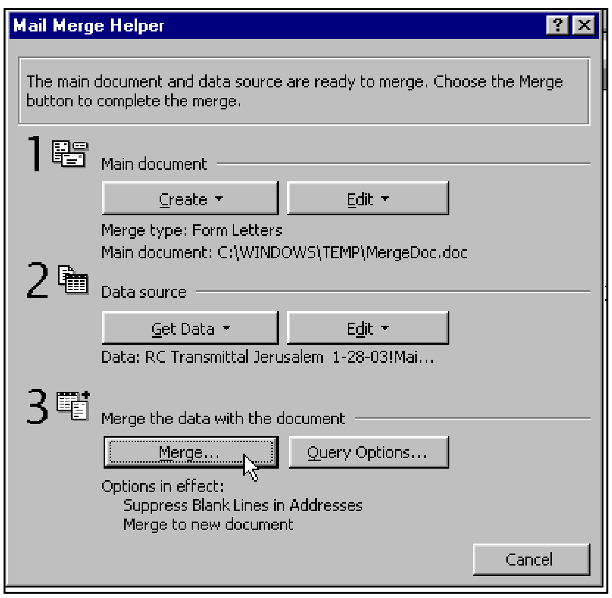
8. Click **OK**.

9. Pull down the **Tools** menu.

10. Click **Mail Merge**.

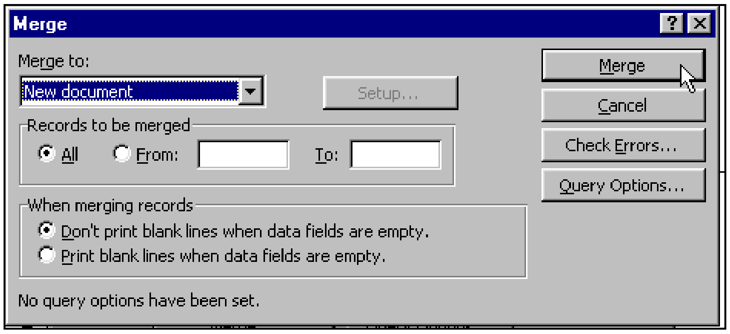


11. Click **Merge**.



12. Verify that the Merge to: dialog box displays **New Document**.

13. Click **Merge**.



14. Pull down the **File** menu.

15. Click **Save As**. Save the file with a new name (for example, "RC Jerusalem 10-10-04.doc").

Congratulations! At the end of the process, the completed RC will display with all of the blanks filled in, all relevant paragraphs included, and all inapplicable material intentionally omitted. Please remember to have legal counsel review the completed document before it is sent out for signature.

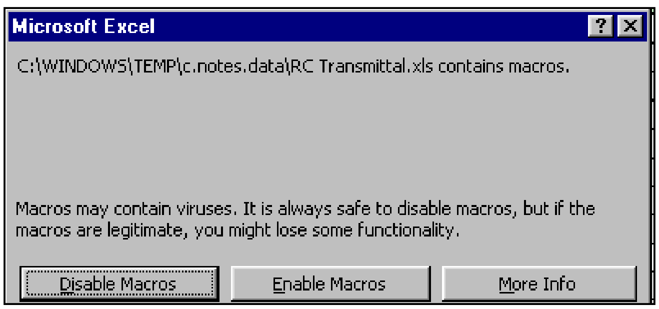
IV. Generating an Automated Restructuring Commitment in Office 2002

A. To generate an automated Restructuring Commitment, follow these steps:

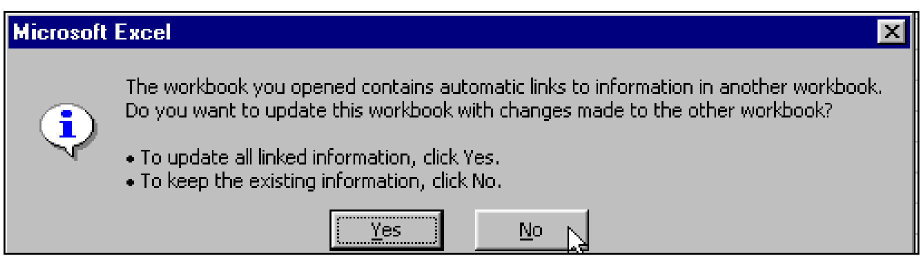
1. Open the **Underwriting Model** for the transaction for which you are creating the Restructuring Commitment (RC). The underwriting model must be at least version 4.33 to work with this automation and must remain open on your computer throughout the entire process.

2. Open the **RC Transmittal 10-05-04** MS Excel file to be used to collect the data for populating the RC.

3. Click **Enable Macros**.



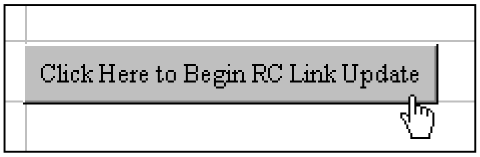
4. Click **Don't Update** or **No** (depending on which version of MS Excel you have installed) to link information.



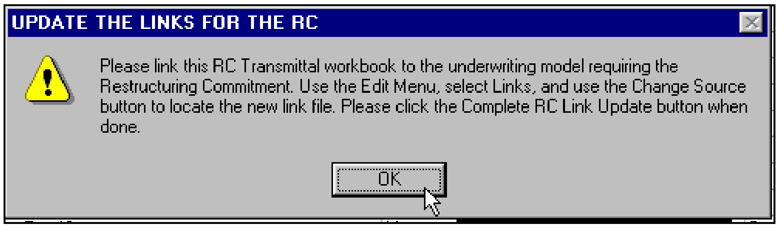
B. To link the RC Transmittal spreadsheet to the underwriting model, follow these steps:

1. Click on the **Model Import** tab.

2. Click **Click here to begin RC link update** button.

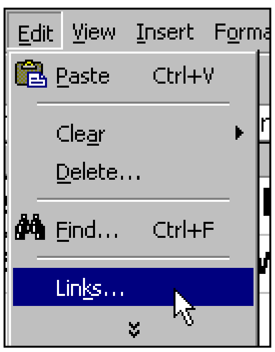


3. Click **OK** when the Update the Links for the RC dialog box displays.

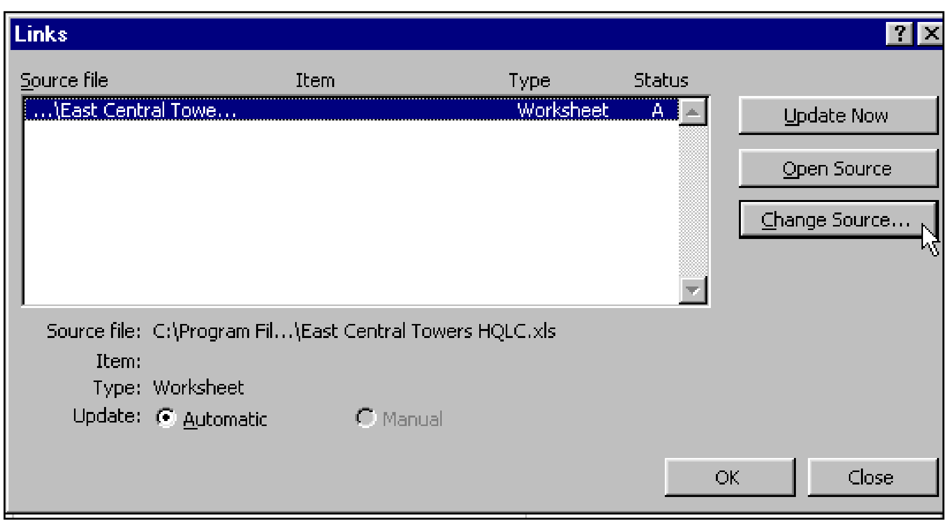


4. Pull down **Edit** menu.

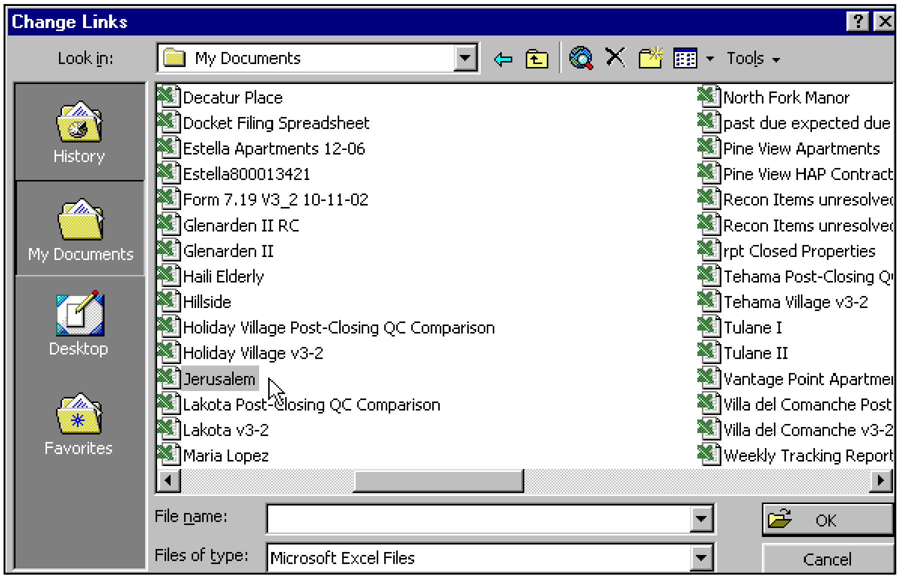
5. Click **Links**.



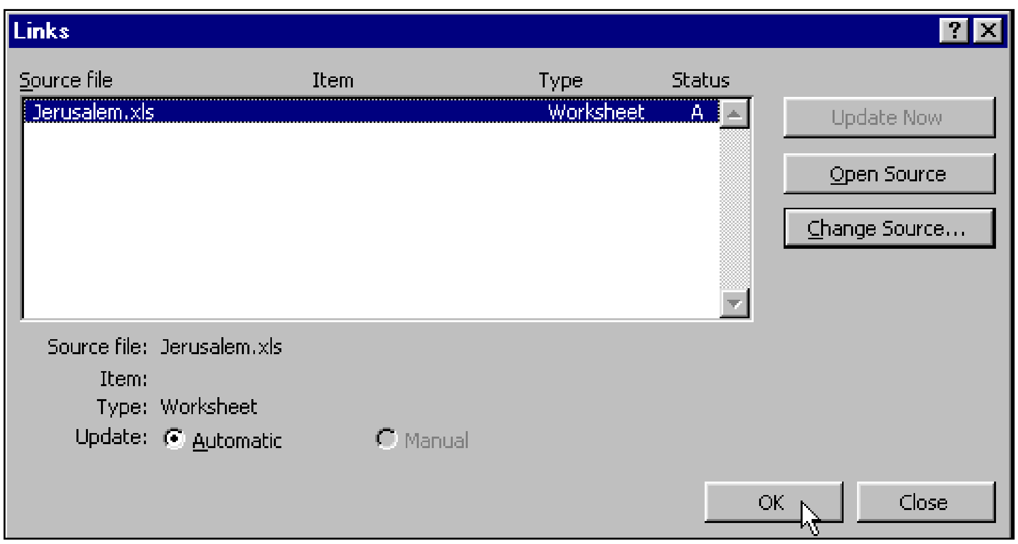
6. Click **Change Source**.



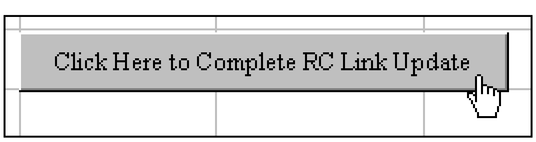
7. Locate the model file using the Windows Explorer dialog box. Click **OK**.



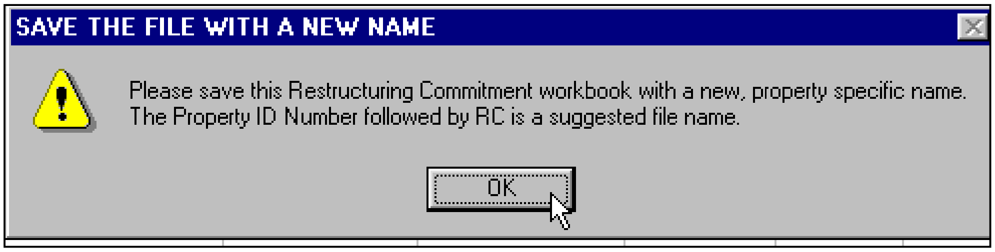
8. Click **OK**. The Model Import page will populate.



9. Click **Click here to Complete RC link update** button.



10. Click **OK** when the Save the File with a New Name dialog box displays.

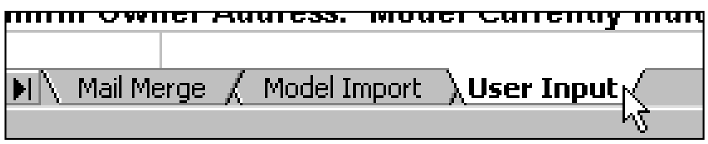


11. Pull down the **File** menu.

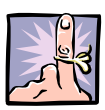
12. Click **Save** As. Save the file with a new name (for example, "RC Transmittal Jerusalem 10-10-04.xls").

C. To populate data needed to generate Restructuring Commitment which is not contained in the Underwriting Model, follow these steps:

1. Click on the **User Input** tab.



2. Input data in all fields with red type.



If the model indicates certain sections are not relevant for the particular transaction, they will display as "Not Applicable" on the Model Import and User Input page of the RC Transmittal. Skip to the next section.

If a section displays "Not Applicable" but it is actually pertinent to the transaction, the data in the underwriting model need to be modified.

3. Click **Save**.

D. To merge the data from the RC Transmittal spreadsheet (for example, RC Transmittal Jerusalem 10-10-04.xls) into MS Word, follow these steps[1]:

1. Open **Mergedoc 10-05-04.doc**. The RC Transmittal you most recently linked to will launch automatically. It can remain open in the background.

2. Make sure the "Show Mail Merge toolbar" is enabled in your Letters and Mailings menu (under Tools).

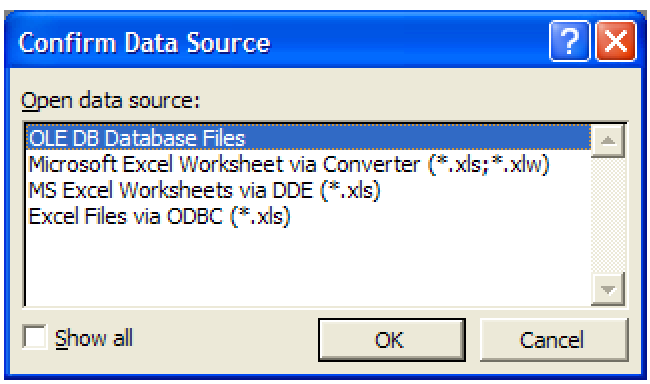
3. In the Mail Merge tool bar, click the icon that says **Open Data Source**. Hang your cursor over the icon to display its name.

4. Click **Browse**.

5. Select **All Files** from "Files of Type" drop down menu at the bottom of the Open Data Source dialog box.

6. Locate the RC Transmittal that you saved for this property. Click **Open** (or OK).

7. Click on **MS Excel Worksheets via DDE (*.xls)** when the Confirm Data Source dialog box displays. Click **OK**.

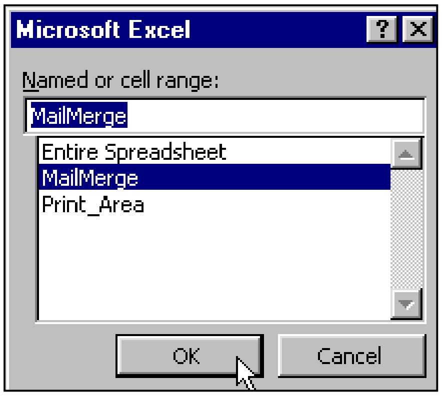


8. If you are prompted to save changes to the RC Transmittal which opened when you launched the Mergedoc, click **No**. Do not close the RC Transmittal that you created for the property you are currently working with.

9. If the macros dialog box displays, click **Yes** that this document is from a trusted source.

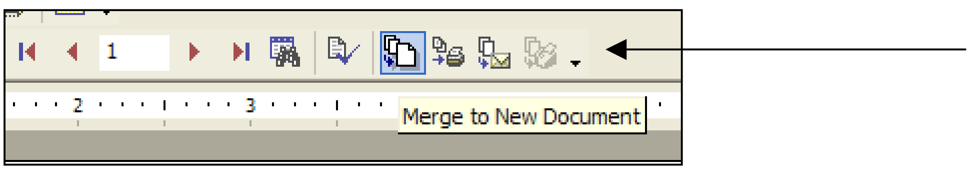
10. If the Links dialog box displays, click **No**, you do not want to update the links.

11. The Named or Cell Range dialog box will display. Click on **MailMerge**.

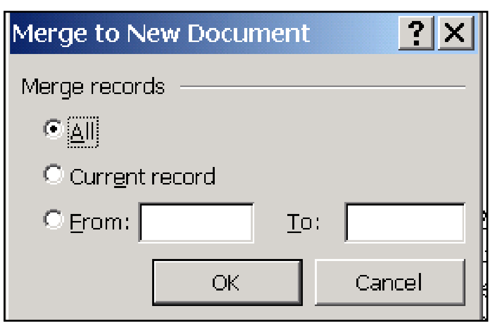


12. Click **OK**.

13. Select **Merge to New Document** from the Mail Merge Tool bar, as shown below.



14. When the Merge to New Document dialog box displays, select **All**, then click **OK**.



15. Pull down the **File** menu.

16. Click Save **As**. Save the file with a new name (for example, “RC Jerusalem 10-10-04.doc”).

Congratulations! At the end of the process, the completed RC will display with all of the blanks filled in, all relevant paragraphs included, and all inapplicable material intentionally omitted. Please remember to have legal counsel review the completed document before it is sent out for signature.

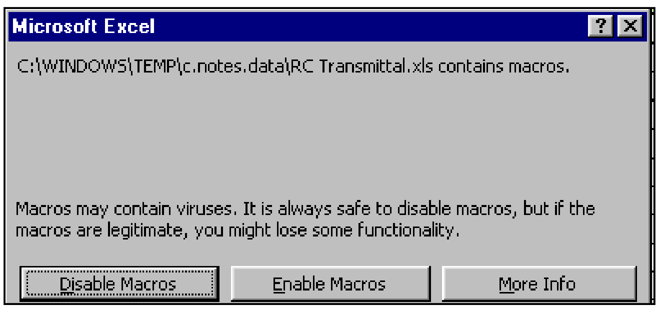
V. Generating an Automated Restructuring Commitment in Office XP

A. To generate an automated Restructuring Commitment, follow these steps:

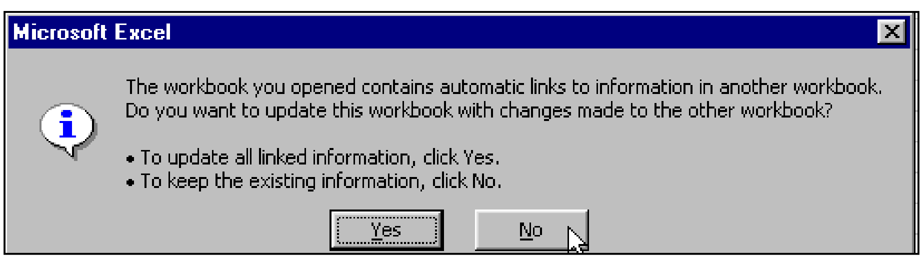
5. Open the **Underwriting Model** for the transaction for which you are creating the Restructuring Commitment (RC). The underwriting model must be at least version 4.33 to work with this automation and must remain open on your computer throughout the entire process.

6. Open the **RC Transmittal 10-05-04** MS Excel file to be used to collect the data for populating the RC.

7. Click **Enable Macros.**



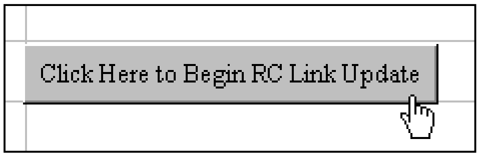
8. Click **Don't Update** or **No** (depending on which version of MS Excel you have installed) to link information.



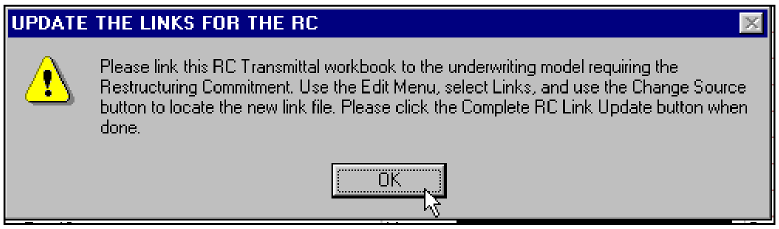
B. To link the RC Transmittal spreadsheet to the underwriting model, follow these steps:

1. Click on the **Model Import** tab.

2. Click **Click here to begin RC link update** button.

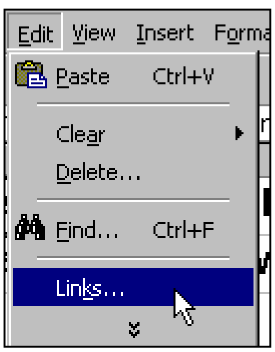


3. Click **OK** when the Update the Links for the RC dialog box displays.

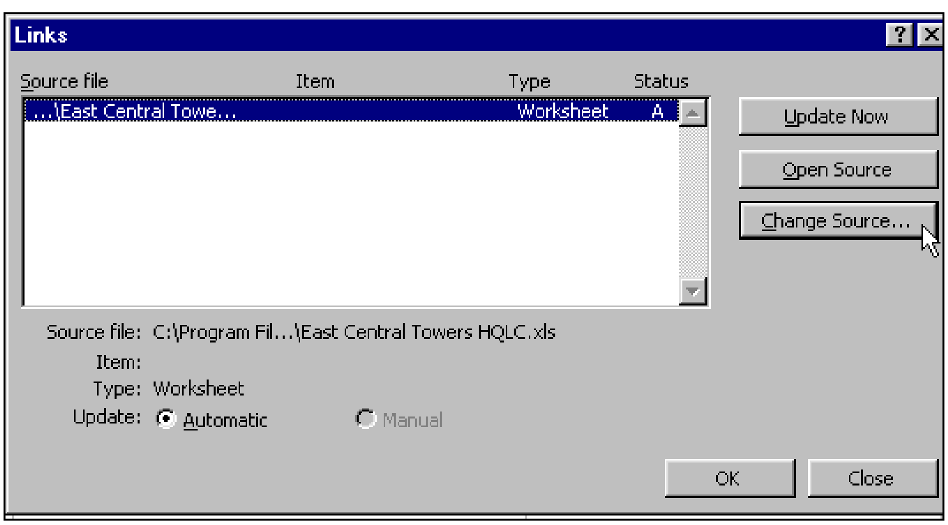


4. Pull down **Edit** menu.

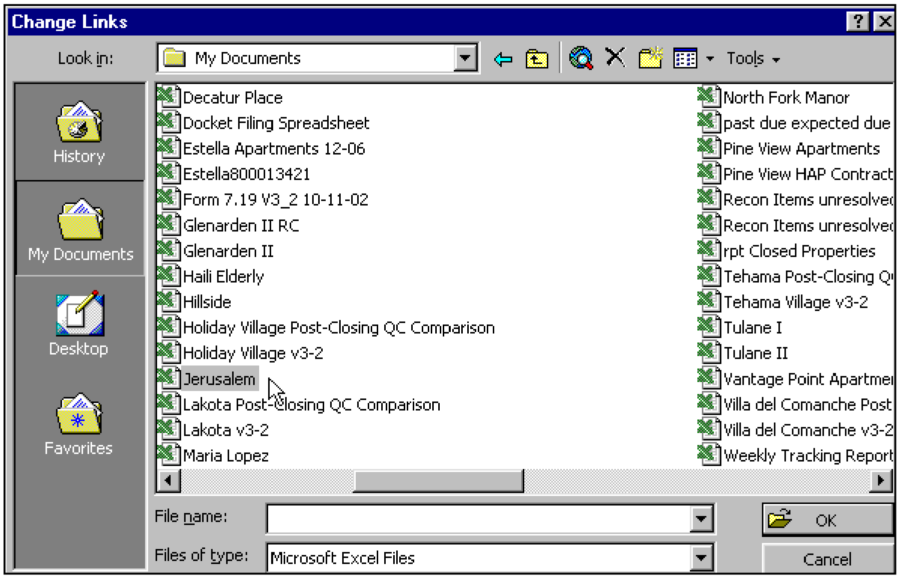
5. Click **Links**.



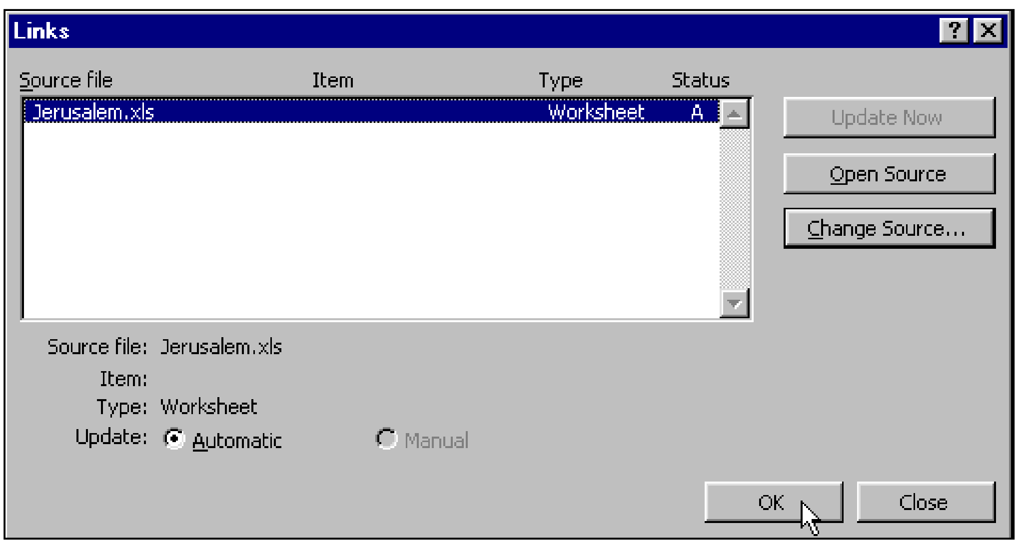
6. Click **Change Source**.



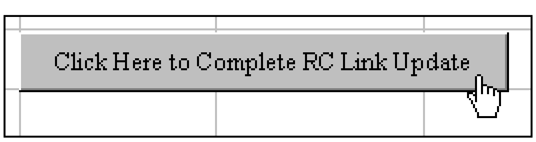
7. Locate the model file using the Windows Explorer dialog box. Click **OK**.



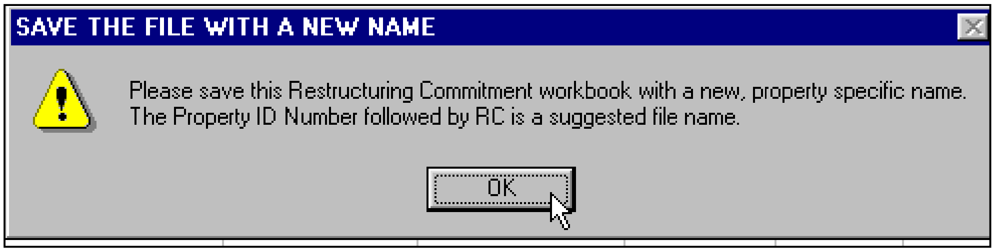
8. Click **OK**. The Model Import page will populate.



9. Click **Click here to Complete RC link update** button.



10. Click **OK** when the Save the File with a New Name dialog box displays.

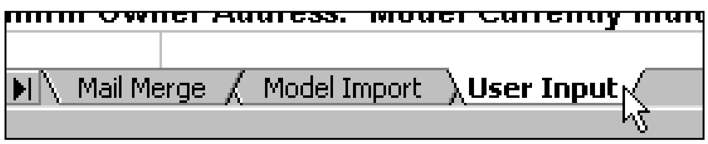


11. Pull down the **File** menu.

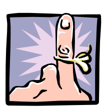
12. Click **Save** As. Save the file with a new name (for example, "RC Transmittal Jerusalem 10-10-04.xls").

C. To populate data needed to generate Restructuring Commitment which is not contained in the Underwriting Model, follow these steps:

1. Click on the **User Input** tab.



2. Input data in all fields with red type.



If the model indicates certain sections are not relevant for the particular transaction, they will display as "Not Applicable" on the Model Import and User Input page of the RC Transmittal. Skip to the next section.

If a section displays "Not Applicable" but it is actually pertinent to the transaction, the data in the underwriting model need to be modified.

3. Click **Save**.

D. To merge the data from the RC Transmittal spreadsheet (for example, RC Transmittal Jerusalem 10-10-04.xls) into MS Word, follow these steps[2]:

1. Open a new blank document in MS Word.

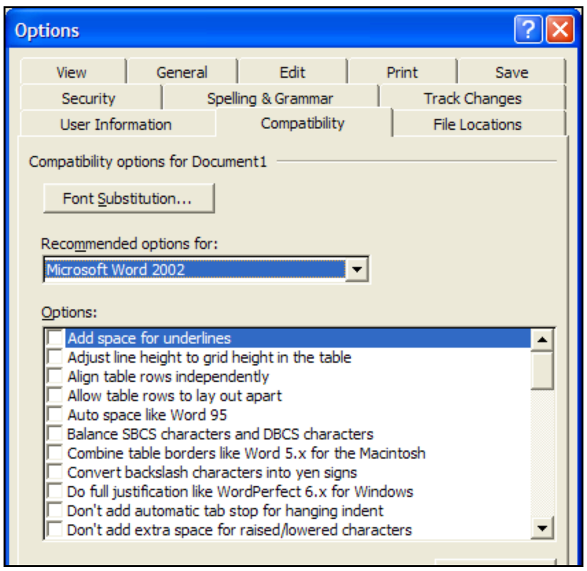
2. Pull down the **Tools** menu.

3. Click on **Letters and Mailings**.

4. Click on **Show Mail Merge Tool Bar**.

5. Pull down the **Tools** menu and click **Options**.

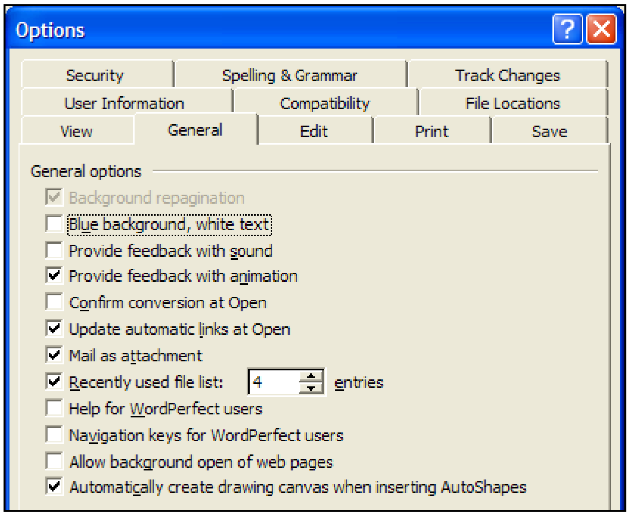
6. Click on the Compatibility tab, as shown below.



7. Select Microsoft Word 2002 from **Recommended options for** pull down menu.

8. Click on the **General** tab.

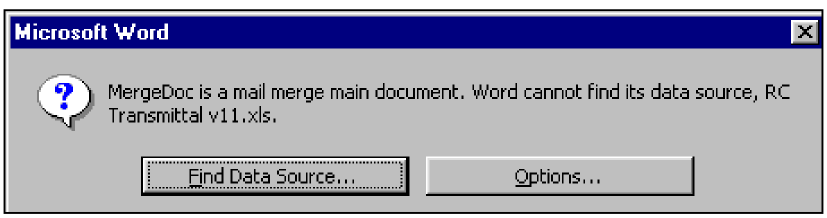
9. Select **Confirm Conversion at Open**.

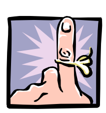


10. Click **OK**.

11. Open **Mergedoc 10-05-04.doc**.

12. If MS Word cannot locate your data source, and the Data Source dialog box displays, click **Find Data Source**.

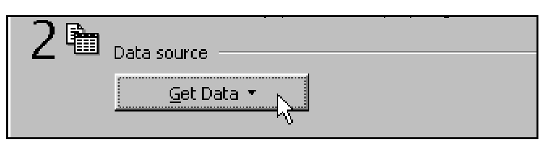




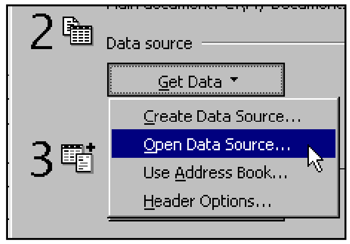
If the Data Source dialog box does not automatically display, you need to identify the source manually. Follow steps a, b, and c to manually select the source document. Otherwise, skip to #3 below.

a. Pull down the **Tools** menu and click **Mail Merge** to locate your data source.

b. Click **Get Data**.

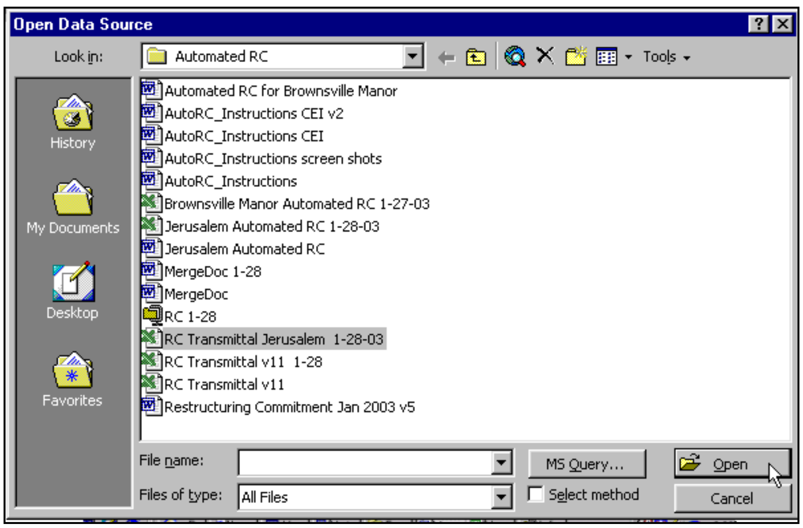


c. Click **Open Data Source**.



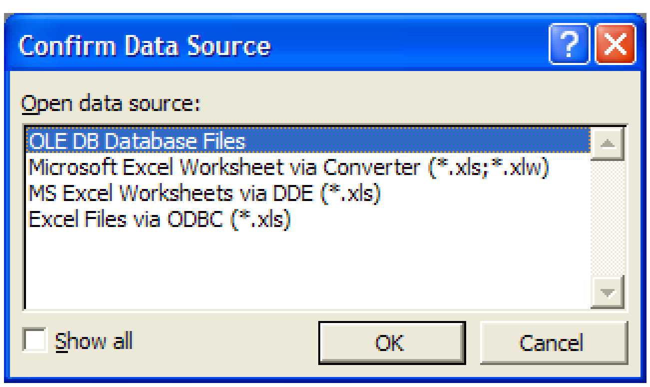
13. Use the Windows Explorer dialog box to locate the RC Transmittal spreadsheet. At the bottom of the Windows Explorer dialog box, you will need to use the pull down menu to select **All data sources**.

14. Click on the file name.



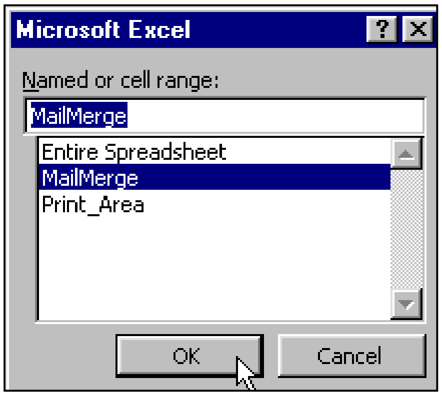
15. Click **Open**.

16. Click on **MS Excel Worksheets via DDE (*.xls)** when the Confirm Data Source dialog box displays. Click **OK**.



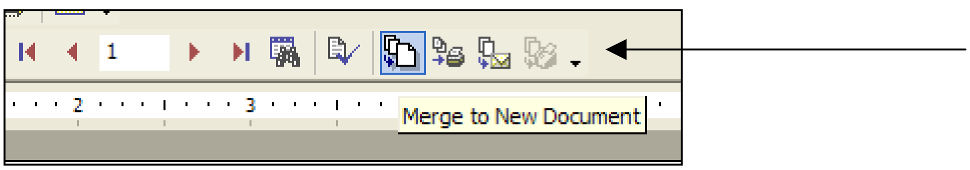
17. If the macros dialog box displays, click **Yes** that this document is from a trusted source.

18. The Named or Cell Range dialog box will display. Click on **MailMerge**.

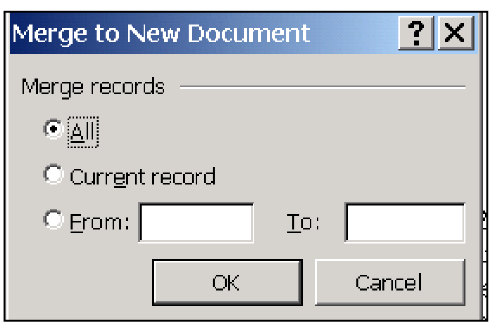


19. Click **OK**.

20. Select **Merge to New Document** from the Mail Merge Tool bar, as shown below.

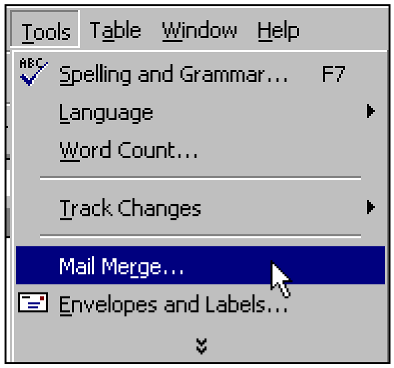


21. When the Merge to New Document dialog box displays, select **All**, then click **OK**.

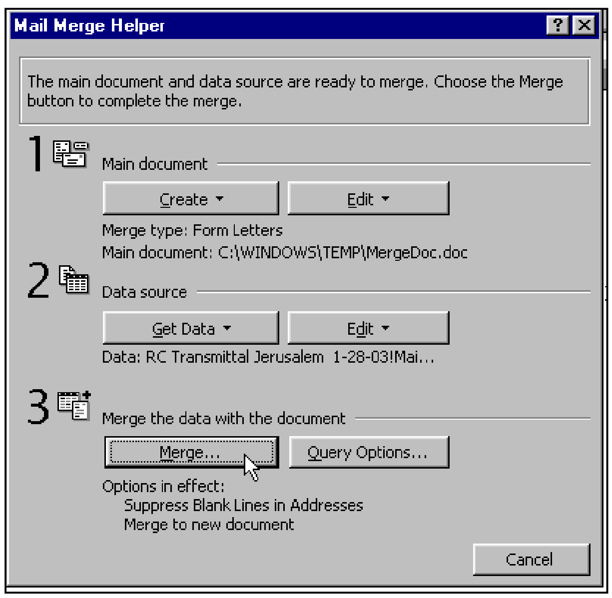


22. Pull down the **Tools** menu.

23. Click **Mail Merge**.

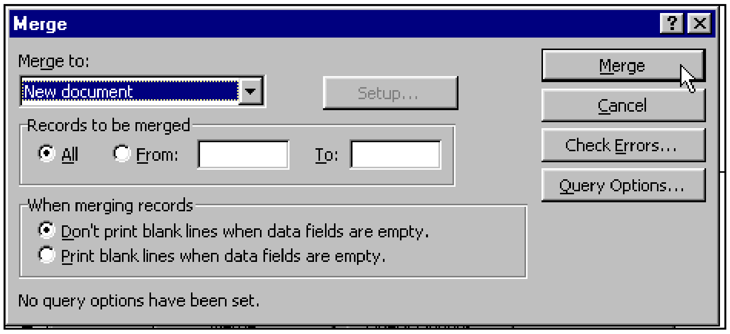


24. Click **Merge**.



25. Verify that the Merge to: dialog box displays **New Document**.

26. Click **Merge**.



27. Pull down the **File** menu.

28. Click Save **As**. Save the file with a new name (for example, “RC Jerusalem 10-10-04.doc”).

Congratulations! At the end of the process, the completed RC will display with all of the blanks filled in, all relevant paragraphs included, and all inapplicable material intentionally omitted. Please remember to have legal counsel review the completed document before it is sent out for signature.

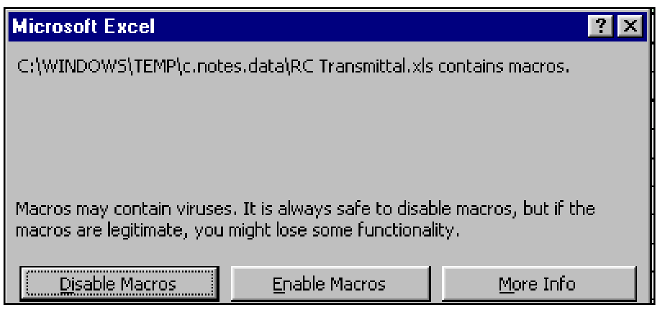
VI. Generating an Automated Restructuring Commitment in Office 2003

A. To generate an automated Restructuring Commitment, follow these steps:

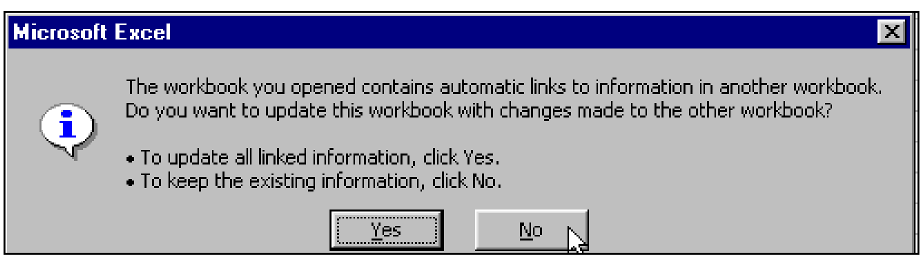
1. Open the **Underwriting Model** for the transaction for which you are creating the Restructuring Commitment (RC). The underwriting model must be at least version 4.33 to work with this automation and must remain open on your computer throughout the entire process.

2. Open the **RC Transmittal 10-05-04** MS Excel file to be used to collect the data for populating the RC.

3. Click Enable **Macros**.



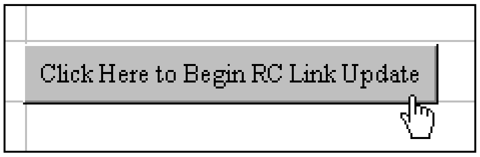
4. Click Don't **Update** or **No** (depending on which version of MS Excel you have installed) to link information.



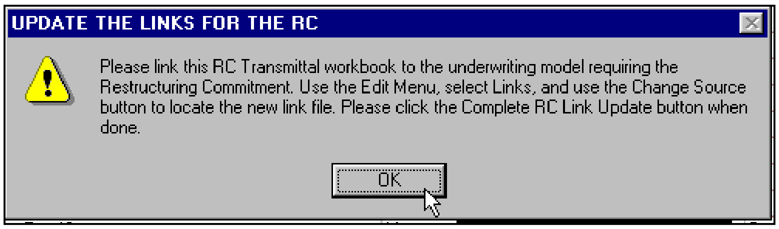
B. To link the RC Transmittal spreadsheet to the underwriting model, follow these steps:

1. Click on the **Model Import** tab.

2. Click **Click here to begin RC link update** button.

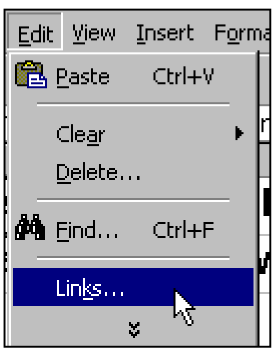


3. Click **OK** when the Update the Links for the RC dialog box displays.

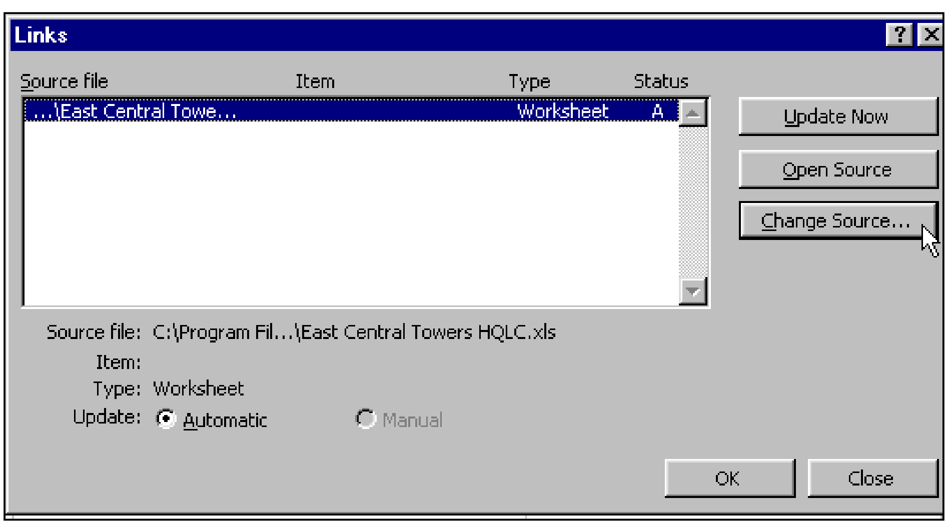


4. Pull down **Edit** menu.

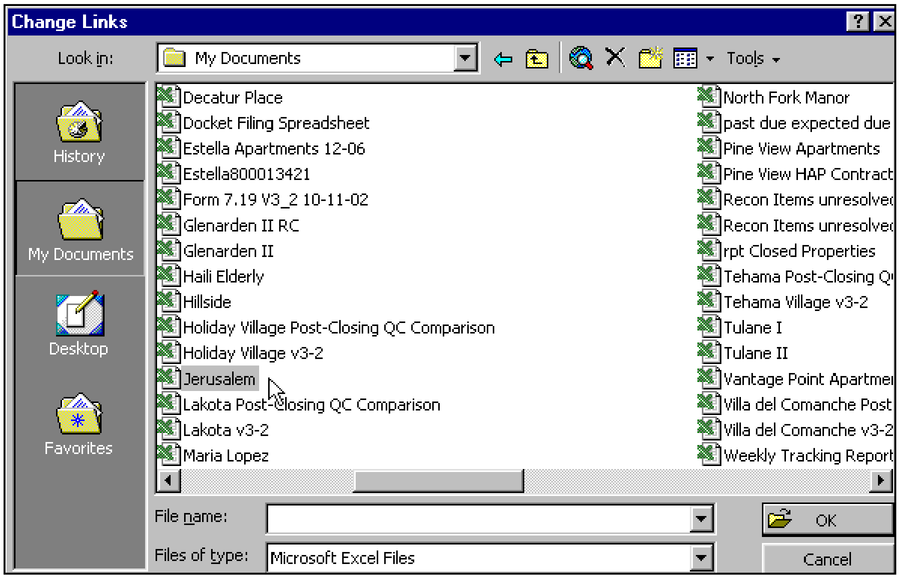
5. Click **Links**.



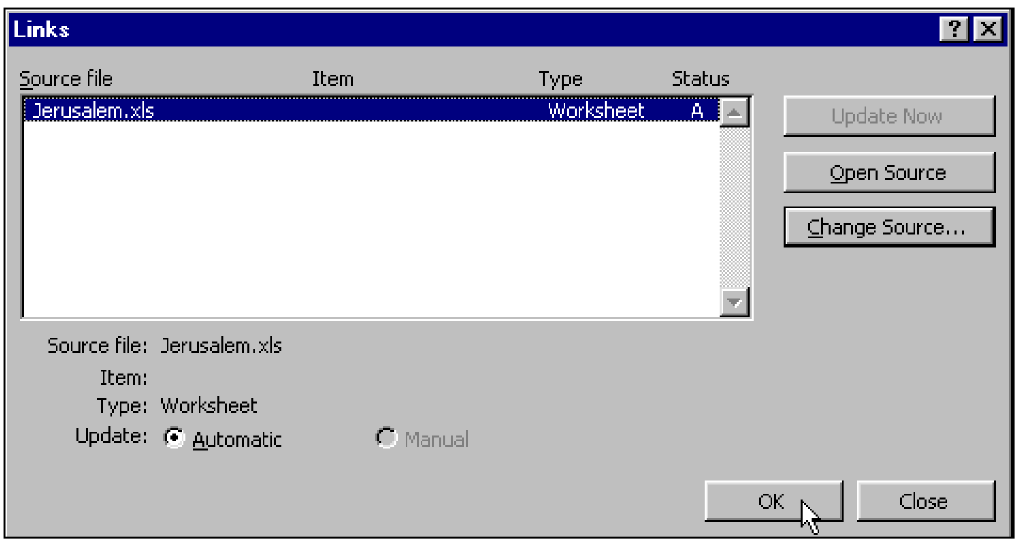
6. Click **Change Source**.



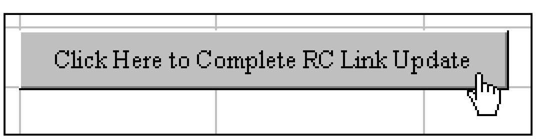
7. Locate the model file using the Windows Explorer dialog box. Click **OK**.



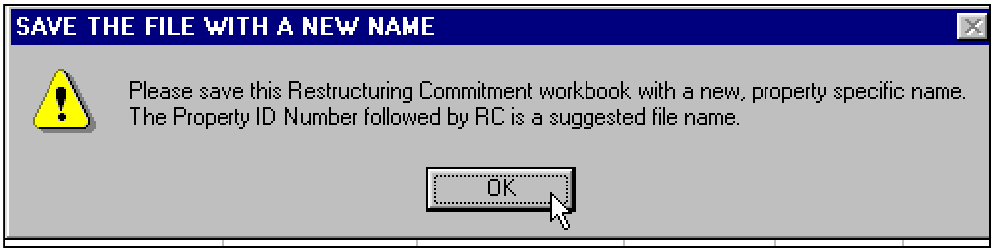
8. Click **OK**. The Model Import page will populate.



9. Click **Click here to Complete RC link update** button.



10. Click **OK** when the Save the File with a New Name dialog box displays.

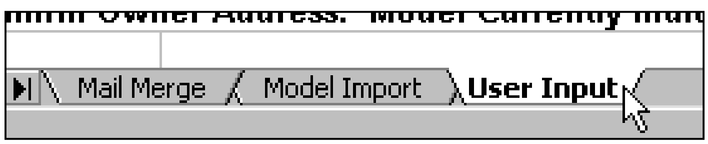


11. Pull down the **File** menu.

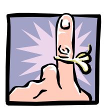
12. Click **Save** As. Save the file with a new name (for example, "RC Transmittal Jerusalem 10-10-04.xls").

C. To populate data needed to generate Restructuring Commitment which is not contained in the Underwriting Model, follow these steps:

1. Click on the **User Input** tab.



2. Input data in all fields with red type.



If the model indicates certain sections are not relevant for the particular transaction, they will display as "Not Applicable" on the Model Import and User Input page of the RC Transmittal. Skip to the next section.

If a section displays "Not Applicable" but it is actually pertinent to the transaction, the data in the underwriting model need to be modified.

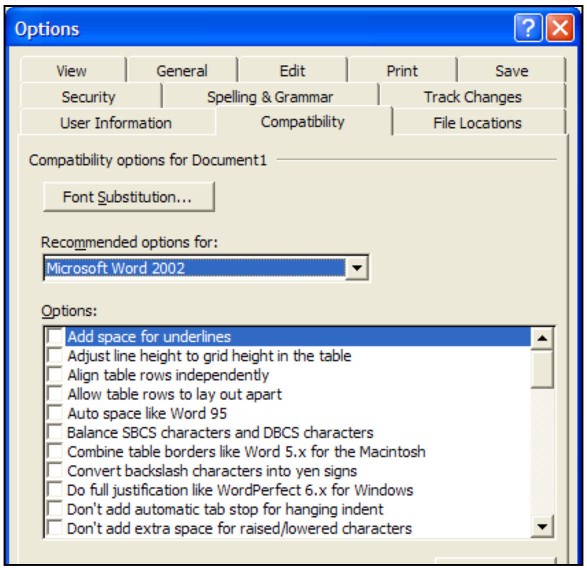
3. Click **Save**.

D. To merge the data from the RC Transmittal spreadsheet (for example, RC Transmittal Jerusalem 10-10-04.xls) into MS Word, follow these steps:

1. Open a new blank document in MS Word.

2. Pull down the **Tools** menu and click **Options**.

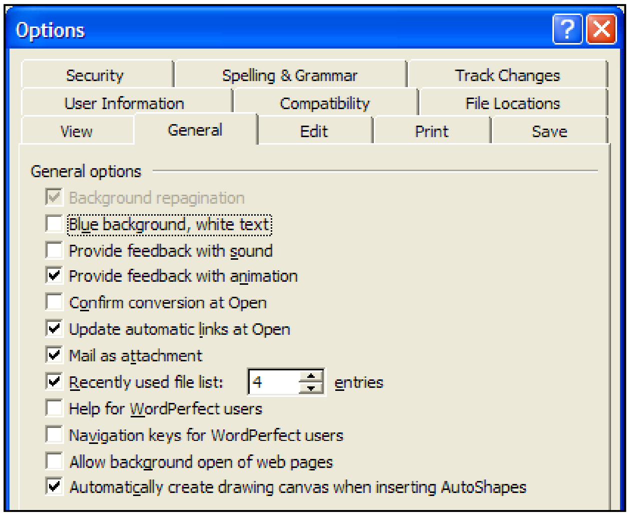
3. Click on the Compatibility tab, as shown below.



4. Select Microsoft Word 2002 from **Recommended options for** pull down menu.

5. Click on the **General** tab.

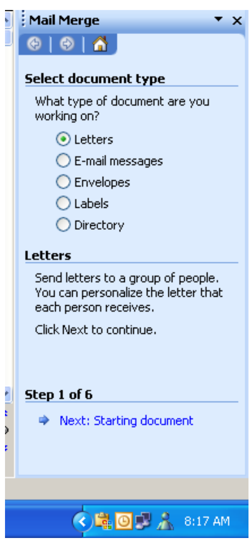
6. Select **Confirm Conversion at Open**.



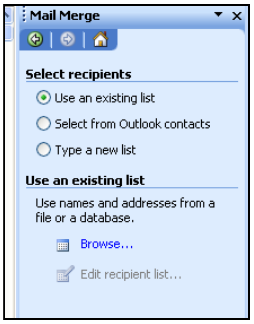
7. Click **OK**.

8. Open **Mergedoc 10-05-04.doc**.

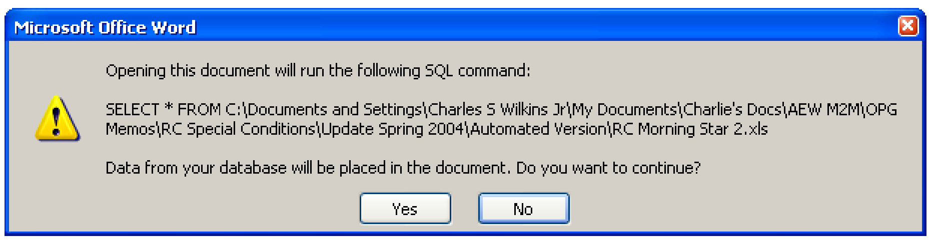
9. Pull down the Tools Menu. Click on **Letters and Mailings**. Then click on **Mail Merge**. The Mail Merge task pane will display as shown below.



10. Click through the steps at the bottom of the page until you reach Step 3, **Select Recipients**. You may need to bypass Select Document Type and Starting Document.



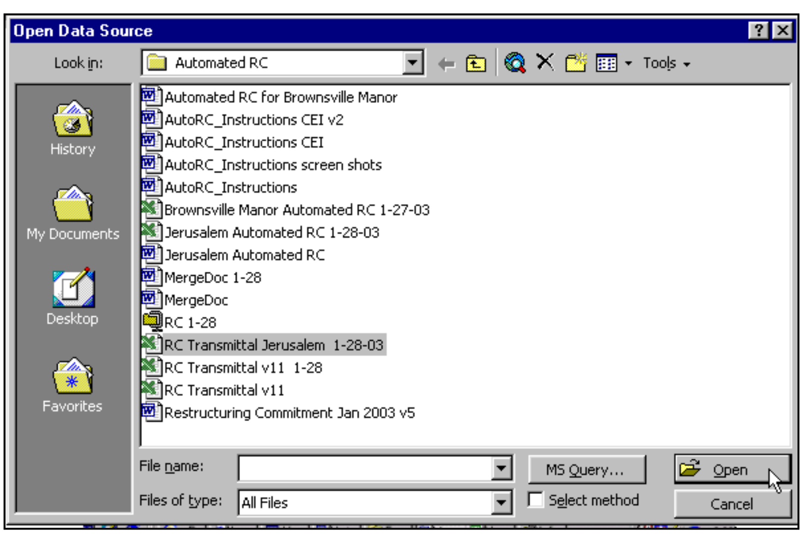
If you're prompted to choose whether you want the information from the data file to be merged again into the main document, click **Yes**.



11. Click **Use an existing list**. Then click **Browse** to locate the file.

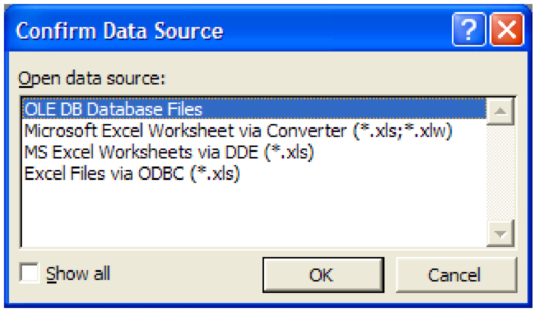
12. Use the Windows Explorer dialog box to locate the RC Transmittal spreadsheet. At the bottom of the Windows Explorer dialog box, you will need to use the pull down menu to select **All data sources**.

13. Click on the file name.



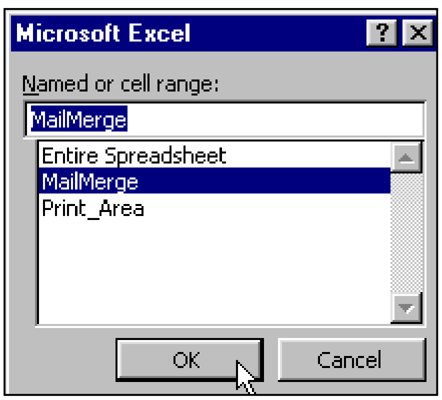
14. Click **Open**.

15. Click on **MS Excel Worksheets via DDE (*.xls)** when the Confirm Data Source dialog box displays. Click **OK**.



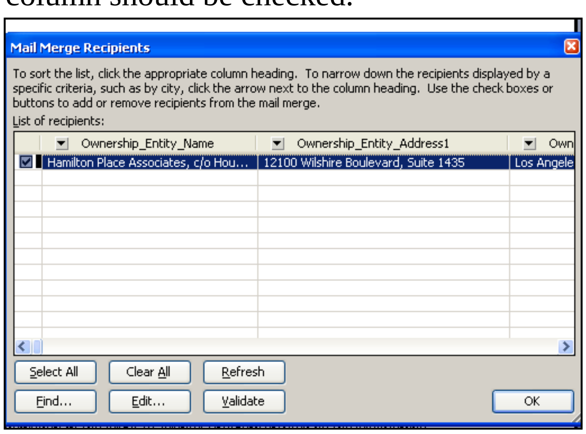
16. If the macros dialog box displays, click **Yes** that this document is from a trusted source.

17. The Named or Cell Range dialog box will display. Click on **MailMerge**.



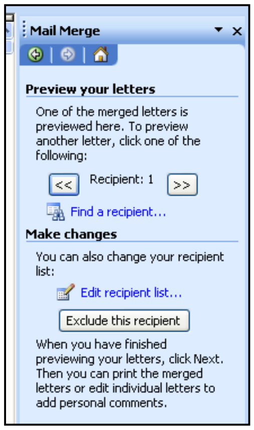
18. Click **OK**.

19. The **Mail Merge Recipients** dialog box will display. It will show one line, with the data for your transaction. The checkbox in the left hand column should be checked.



20. Click **OK**.

21. Bypass Step 4, Write Your Letter, and click through to Step 5, Preview Your Letter. After several seconds, the completed mail merge document will display with information from the transmittal.



22. On the **View** menu, point to **Toolbars**, and then click **Mail Merge**.

23. Click **Main Document Setup** .

24. Click **Normal Word document**.

25. Pull down the **File** menu.

26. Click **Save As**. Save the file with a new name (for example, "RC Jerusalem 10-10-04.doc").

Congratulations! At the end of the process, the completed RC will display with all of the blanks filled in, all relevant paragraphs included, and all inapplicable material intentionally omitted. Please remember to have legal counsel review the completed document before it is sent out for signature.