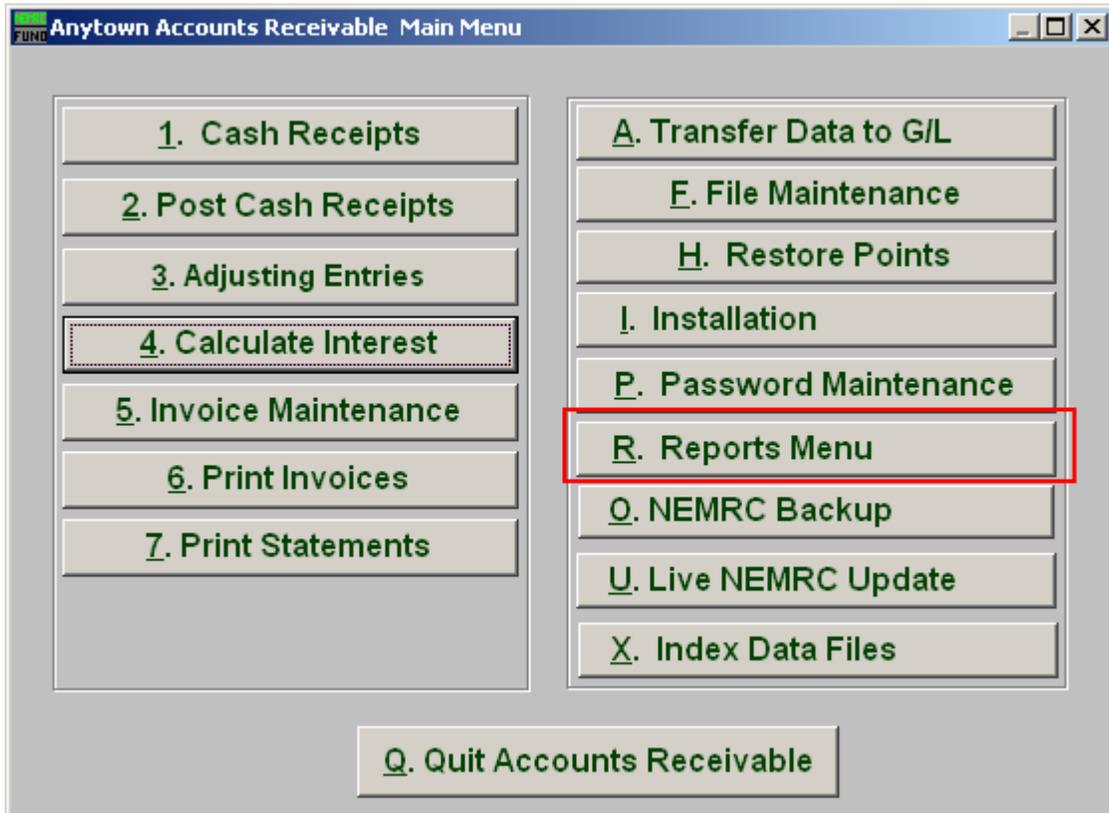


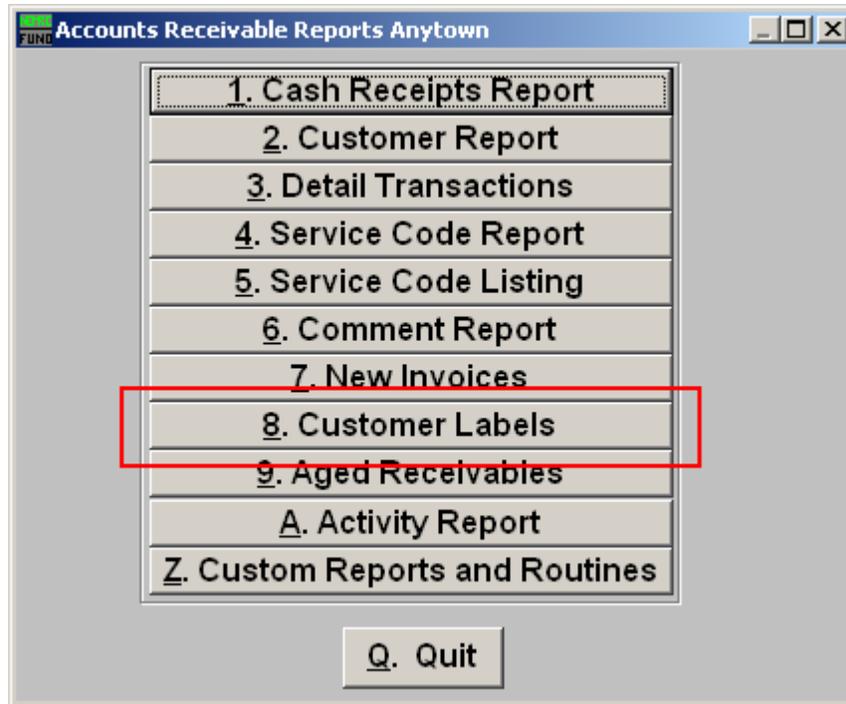
# Accounts Receivable

## R. Reports Menu: 8. Customer Labels



Click on "R. Reports Menu" from the Main Menu and the following window will appear:

# Accounts Receivable



Click on "8. Customer Labels" from the Reports Menu and the following window will appear:

# Accounts Receivable

## Customer Labels

- 1. Range OR All Parcels OR Bal. Due:** Click “Range” to choose what Customer Labels to print OR “All Parcels” to print out Customer Labels for all customers Or “Bal. Due” to print out Customer Labels for those who have a balance due.
- 2. Start:** If you chose “Range”, select the Customer you want the report to start with by typing in the Customer Code or Name OR click “Find” and select from the menu.
- 3. End:** If you chose “Range”, select the Customer you want the report to end with by typing in the Customer code or Name OR click “Find” and select from the menu.
- 4. Order by:** Select “Order by Customer” if you want the labels to print by Customer Code OR select “Order by Name 1” if you want the labels to print by Customer Name, OR select “Zipcode” to have the labels print by Zipcode order.
- 5. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.

## Accounts Receivable

- 6. Style:** Click on the drop down arrow and choose the style of label that you want.
- 7. Type: Alignment:** This option outputs sample placement of data based on the Style form selected above.
- 8. Type: Standard:** Labels using the same method as bill printing.
- 9. Type: Standard with Customer ID:** Standard layout with the Customer ID printed on the first line.
- 10. Type: Custom:** User defined content on the label.
- 11. Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.
- 12. Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
- 13. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 14. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.