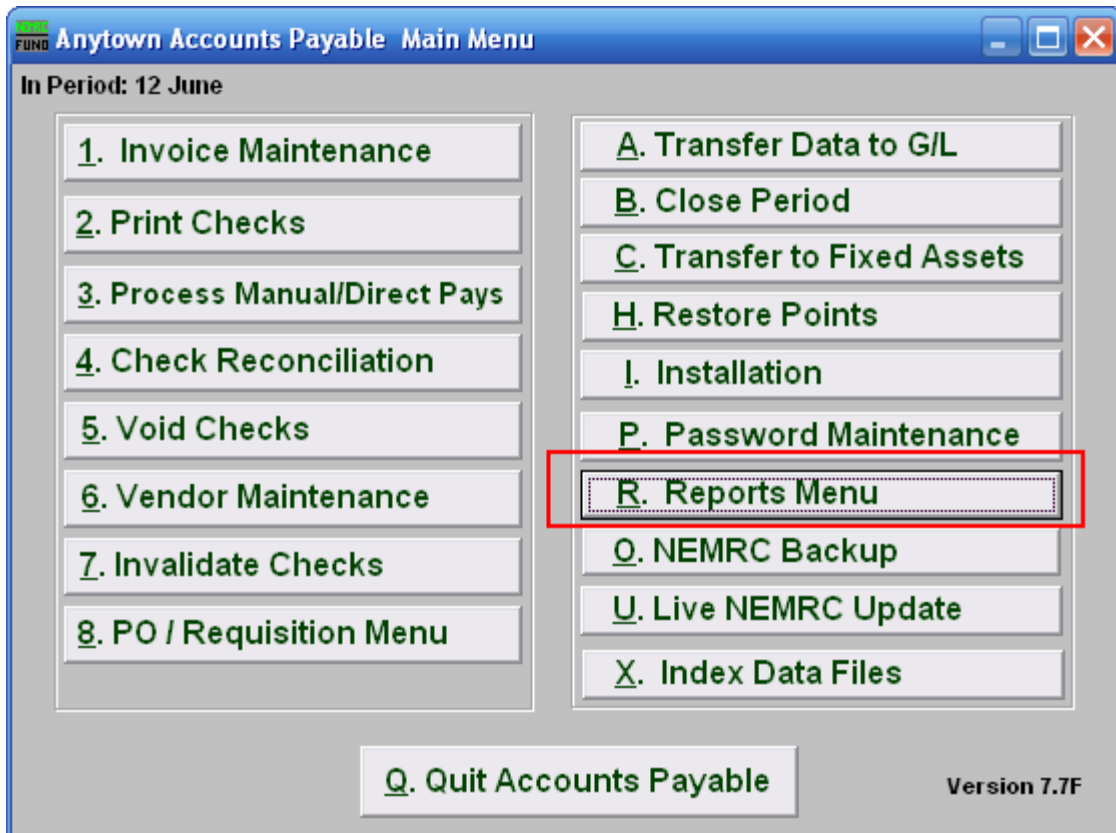


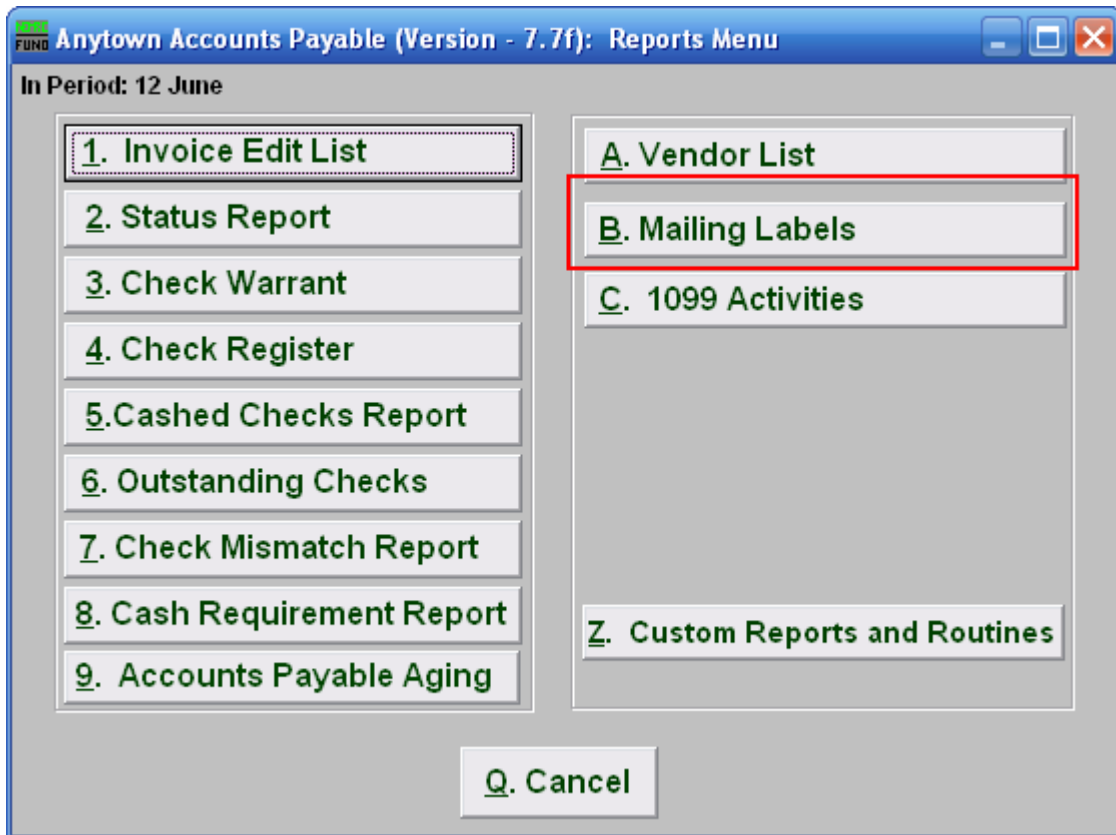
Accounts Payable

R. Reports Menu: B. Mailing Labels



Click on “R. Reports Menu” from the Main Menu and the following menu will appear.

Accounts Payable



Click on “B. Mailing Labels” and the following window will appear.

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Mailing Labels

The screenshot shows the 'Mailing Labels' dialog box with the following elements and annotations:

- Vendor (Blank for All):** A text box containing '1' and a 'Find' button.
- FoxPro Filter Expression:** A text box containing '2' and buttons for 'New', 'Edit', and 'Delete'.
- Ordering Options:** Two radio buttons: 'Order by Vendor Number' (annotated with '3') and 'Order by Company Name'.
- Style:** A dropdown menu showing '4'.
- Type:** Three radio buttons: 'Alignment' (annotated with '5'), 'Standard', and 'Custom'.
- Copies:** A numeric spinner box showing '6' and '1' (annotated with '6').
- Custom Label Definition:** A table with two columns: 'Custom Label Definition' (annotated with '7') and 'Fox Expr ?'. The table contains five rows of labels and their corresponding FoxPro expressions.
- Buttons:** 'Preview 8', '9 Print', and '10 Cancel'.

Custom Label Definition	Fox Expr ?
IIF(EMPTY(Contact),Title,Contact)	<input checked="" type="checkbox"/>
Company	<input checked="" type="checkbox"/>
Address1	<input checked="" type="checkbox"/>
Address2	<input checked="" type="checkbox"/>
TRIM(City)+' ' +TRIM(State)+' ' +Zip	<input checked="" type="checkbox"/>
' '	<input checked="" type="checkbox"/>

- 1. Vendor (Blank for All):** Choose the Vendor to use. Leave blank to use all Vendors.
- 2. FoxPro Filter Expression:** This option is only used when using All Vendors. 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.
- 3. Vendor Name OR Company Name:** This option only matters when you are using All Vendors. Click to choose which order the Mailing Labels print in.
- 4. Style:** Click on the drop down arrow and choose the style of label that you want.
- 5. Type: Alignment:** This option outputs sample placement of data based on the Style form selected above. **Standard:** Labels using the same method as bill printing. **Custom:** User defined content on the label.
- 6. 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.

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- 7. Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
- 8. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. Cancel:** Click “Cancel” to cancel and return to the previous screen.