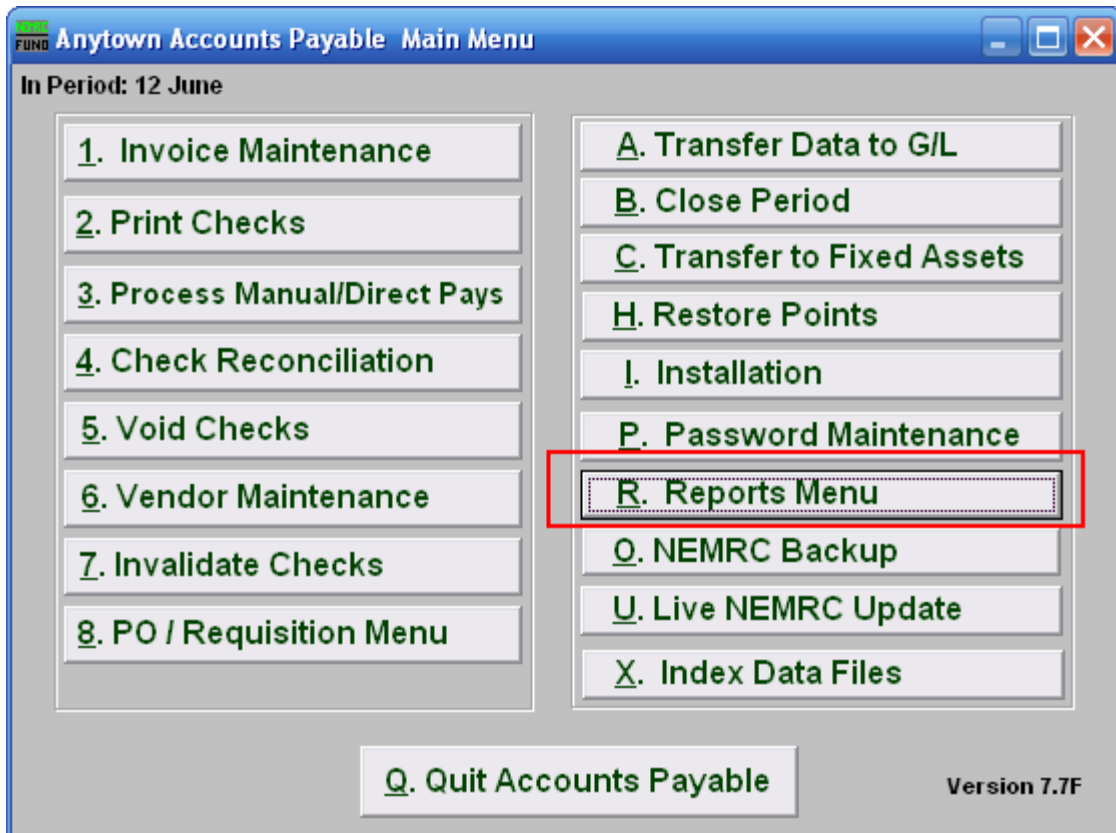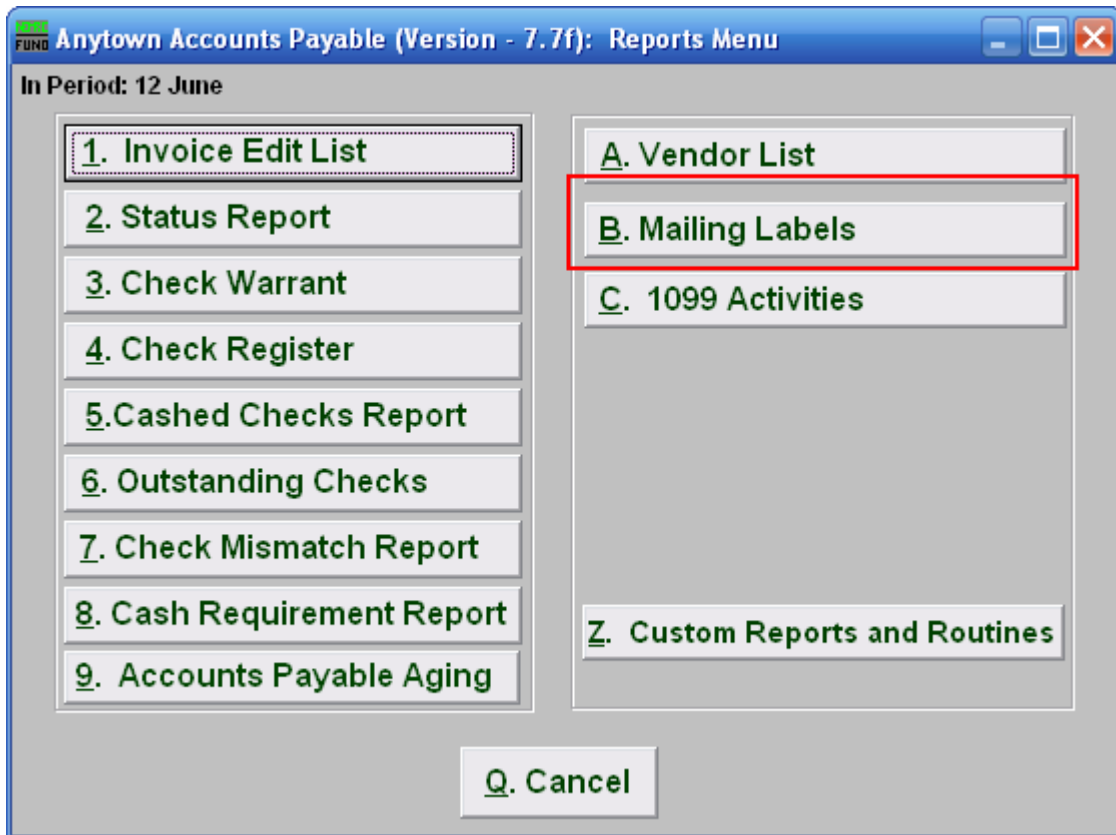# R. Reports Menu: B. Mailing Labels

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.

Accounts Payable

Mailing Labels

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.

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.