

## Labels

*From AR main menu, Select Labels*

This option prints customer address labels. The program can print three different sizes of labels. Before labels can be printed, you must run the Create Mailing List menu option.

### Labels

- [Create Mailing List](#)
- Print Mailing List
- Customer Labels
- Add Customer Letters
- Print Customer Letters

## Create Mailing List

*AR, Labels, Create Mailing List*

This option creates a file which is used by the menu option “Print Mailing List, Option 3 Mailing List”. There are other print choices in the “Print Mailing List” menu that do not require the Create Mailing List program to be run.

Aging Date. Enter the Date to use for aging the accounts. Today's date displays as a default. Press enter to accept the date or enter a date for aging.

```
Petro-Data Inc. *** Create Customer Mailing/Delinquent List *** 07/07/2019
1=Delinquent Customers  2=Selection Criteria  3=All  Q=Quit  
```

### Select from the following options:

- 1 Delinquent Customers  
Select only customers with a delinquent balance
- 2 Selection Criteria  
Use the Selection Criteria function to select your customers
- 3 All  
Create labels for All customers

### Enter the date to use for aging

You can use any date here. It could be the period end date from your last close or today's date.

### **Select one Aging Period**

- 1 - Over Period 1 (30)
- 2 - Period 2 (60)
- 3 - Period 3 (90)

### **Aging periods**

Define the aging periods to use for each of the 3 periods. You could use the standard periods of 30, 60 & 90 or you could choose 7, 14, 28. You may also enter periods that are specific to your company policy.

### **Age on which date?**

- 1 - Due date
- 2 - Invoice date

### **Sort**

- 1 - by Name
- 2 - Alpha customer number
- 3 - Numeric customer number

A file is created to be used with menu option 'Print Mailing List' No report will print from this option. You will return to the AR menu.

## Print Mailing List

*AR, Mailing Lists, Print Mailing List*

This option prints a list of customers with aging balances according to the criteria you entered in Option 1 - Create Mailing List.

### Output:

```
1 Print on Screen      2 Print on Printer    Q Quit to menu  █
```

Choose to display the list or send it to a printer.

```
Enter the report date 03/31/2019
Sort: 1=by Name      2=Alpha cust no.    3=Numeric cust no.  1
Is everything ok? (Y/N/Q=Quit)  Y
```

### Enter the report date

The date is informational date only. It does not affect the report.

### Sort

- 1 = by Name
- 2 = Alpha customer number
- 3 = Numeric customer number

Verify that the data on the report is what you intended to include on your labels.

Cust No	Name	Cur Bal	Per1 Bal	Per2 Bal	Per3 Bal	Credit	Balance
		0.00	0.00	0.00	0.00	0.00	0.00
ACME	Acme Constructi	0.00	0.00	0.00	0.00	0.00	127.48
BULK	BULK PLANT	0.00	0.00	0.00	0.00	0.00	0.00
BLUE	Blue Farm	0.00	0.00	0.00	0.00	0.00	106900.28
CARPEA	CARTERS PEANUT	0.00	0.00	0.00	0.00	0.00	0.00
COATRA	COASTAL TRANSP	0.00	0.00	0.00	0.00	0.00	0.00
COUPEA	COUNTY PEACH FA	0.00	0.00	0.00	0.00	0.00	0.00
PROSUM	Co-op	0.00	0.00	0.00	0.00	0.00	0.00
CUST01	Customer Stop #	0.00	0.00	0.00	0.00	0.00	216.94

## Print Customer Labels

*AR, Labels, Customer Labels*

Print labels for customers according to the criteria you entered in Option 1 - Create Mailing List.

```
NOTE:  If you choose 3=Mailing list, then that means you ran the
        the mailing list program and created a mailing list.
        If you choose 4=Tax list, then that means you ran the tax
        exemption program and created a tax list.
        Press enter to continue. |
```

A message displays to remind you that printer label options 3 & 4 require that you run the 'Create Mailing List' first.

```
Output to:  P=Printer      F=Text File      Q=Quit |P
```

Labels can only be printed to a Printer (P) or to a Text File (F). If you select Text File, enter the directory where the file should be written (e.g. C:\TEMP\).

### Select

- 1 - Customer only
- 2 - Customer and taxes
- 3 - Mailing list (from Option 1)
- 4 - Tax list (from Option 1)
- 5 - Exempt customers only

### **Telephone and Credit Limit**

This option is skipped on Opt 3 the calculated mailing list.

Y - Print both the telephone number and customer credit limit

N - Do not print phone numbers and credit limits

### **Print customer number**

Y - print Customer Numbers on the labels

N - do not print customer numbers

### **Enter a customer number**

Enter the one customer to print

Blank - Print labels for all customers

S - Start at a certain customer in the list. Enter the customer number to begin with in the window.

### **Input selection criteria**

Y - input selection criteria (such as zip code or territory)

N - do not input selection criteria

### **Select label size**

1 = 1 by 1 Matrix

2 = 1 by 3 Laser (Avery 5660 or any 1" X 2 5/8" - 3 across)

3 = 1 by 2 Folders

### **Enter the number of labels per customer**

Enter 1 or the number to print for each customer.

## Sort by

- 1 - Print alphabetically using the NAME field in customer file
- 2 - Print by alphabetic Customer number if all your customer codes are all alphabetic
- 3 - Print by numeric Customer number if all your customer codes are all numeric
- 4 - Print by the Alpha Sort field in the customer file

```
*** LABEL ALIGNMENT TEST ***
Enter or verify the left margin      0
Do you want to do an alignment test? (Y/N/Q) Y
```

If this is the first time you print labels, load labels in printer and print an Alignment test. One page of labels will print. The alignment data is all Xs and not your customer data.

After the alignment prints, you may need to adjust the left margin by a couple of characters. Enter that number and repeat the alignment test until you are sure the labels will print correctly.

Enter 'N' to the alignment to print your labels.

## Preview Labels?

The system will allow you to preview the data on screen before printing.

**Y** - a list of the selected labels displays on the screen for preview.

**N** - do not display a preview.



**Ready to print labels?**

**Y** - print labels

**N** - quit without printing

As the labels print, the screen displays the progress.