

The**Financial**EdgeTM

Mail Guide

080714

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Mail Basics



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Note: Visit our Web site at www.blackbaud.com for the latest documentation and information.

Mail is the central location for all mail tasks in **The Financial Edge**. With *Mail* you can use the information stored in your **Financial Edge** database to create items for mailing or electronic transmission. The types of mail you can create depend on the program in which you are working. For example, in **Accounts Payable** you can create mailings like purchase orders, while in **Accounts Receivable** you can create credit and debits memos, statements, and receipts. Output from *Mail* is distinguished from *Reports* in that it is intended to be sent to parties outside of the organization.

This chapter explains the basic tools used in *Mail* and tab functions for each mail task in **The Financial Edge**. This guide also contains procedures for accessing *Mail* and finding, opening, previewing, sending as email, and exporting a mailing.

Mail Basics is intended to provide only an overview of each mailing and mail task. For detailed information, see that mail category in its respective chapter.

Note: A parameter is any field, option, or filter that narrows information included in an import, mailing, report, or global change. By specifying parameters, you define the output of the process. You can save parameter files to use again.

As in other areas of **The Financial Edge**, you can access *Mail* on the navigation bar. Each form has a parameter file in which you set up information on tabs and save for repeated use.

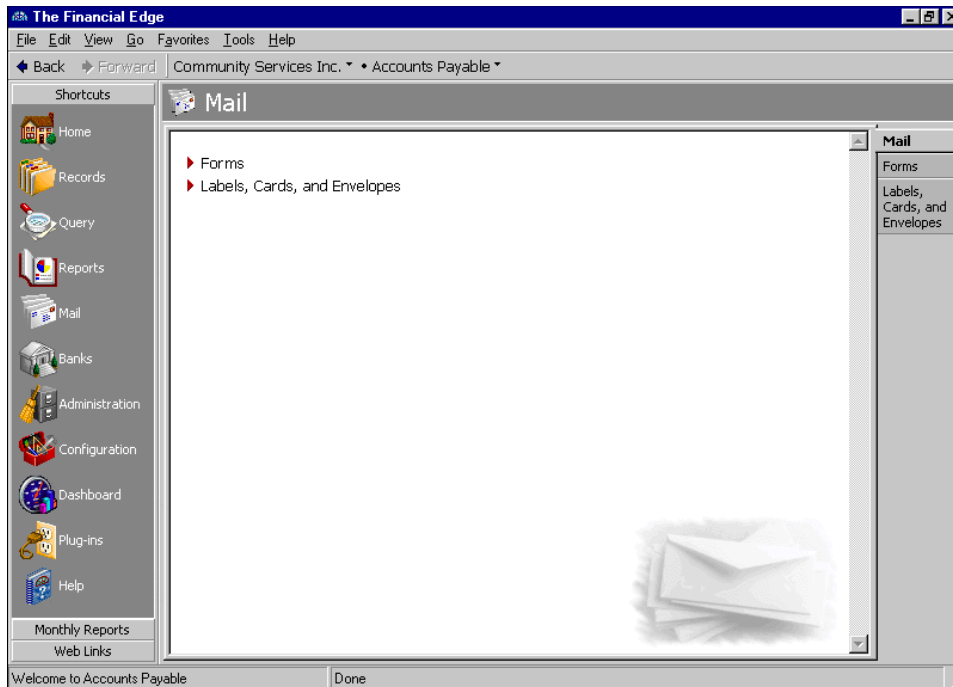
Accessing Mail Tasks

You access the Mail page by clicking **Mail** on the navigation bar. The Mail page appears, displaying links to mail categories:

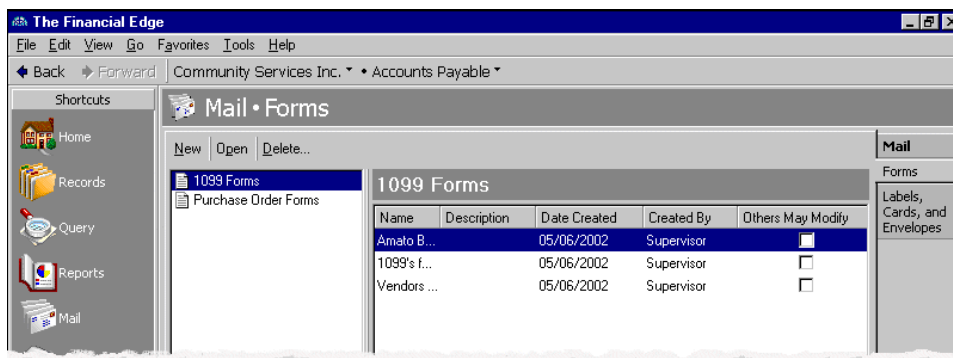
Note: A mail task is a specific mailing process, such as envelopes. Fields and options for a mail task are arranged on tabs so you can access all the information quickly and easily.

- **Accounts Payable** — Forms and Labels, Cards, and Envelopes
- **Fixed Assets** — Labels
- **Accounts Receivable** — Forms and Labels, Cards, and Envelopes
- **Cash Receipts** — Forms
- **Student Billing** — Forms and Labels and Envelopes

To select a mailing, click the link for the category of mail tasks you need from the Mail page, for example, **Forms**.



On the Forms page, select **1099 Forms** in the list on the left. If any 1099 forms have been saved, they appear on the right of the screen. You can either open one of the saved 1099 forms or create new 1099 forms. For more information about creating or opening 1099 forms, see the Forms chapter.



Mail Tabs

Whether you create a new mailing or open a saved mailing, a screen appears with tabs to specify how the mailing should look and the information included in the mailing. Each tab helps you enter information in an easy and logical manner. You move among the tabs by clicking **Back** or **Next** at the bottom of the screen or by selecting the tab itself. The General, Filters, and Format tabs appear in every mail task in *The Financial Edge*. Once you learn to run one mailing, it is easy to run other mailings because the tabs have similar features.

Note: A mail task is a specific mailing process, such as printing envelopes. Fields and options for a mail task are arranged on tabs so you can access all the information quickly and easily.

General tab. On the General tab, you set parameters specific to the mailing you have open. You can make selections for the format and information in the mailing. The General tab appears on all mail tasks.

The screenshot shows the 'New Purchase Order Forms' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. The 'General' tab contains the following settings:

- Include:** A dropdown menu set to 'Regular and blanket purchase orders'.
- Include purchase orders with these order dates:** A section with a label 'Order date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders created on these dates:** A section with a label 'Creation date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders last changed on these dates:** A section with a label 'Change date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders with these statuses:** A list box containing four checked items: 'Unprinted purchase order', 'Unprinted change order', 'Reprint order', and 'Unprinted cancellation notice'.
- Report Orientation:** A label 'Portrait'.

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Filters tab. On the Filters tab, you can include records based on selected criteria such as purchase orders, vendors, invoices, purchase order attributes, and vendor attributes. The Filters tab appears on all mail tasks. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

The screenshot shows the 'New 1099 Forms' dialog box with the 'Filters' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. The 'Filters' tab contains the following settings:

- Open:** A button.
- Clear All Filters:** A button.
- Filters Table:** A table with three columns: 'Filters', 'Include', and 'Selected Filters'.

Filters	Include	Selected Filters
Vendors	All	<All Vendors>
Vendor Attributes	All	<All Vendor Attributes>

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Relationship Filters tab. For *Student Billing* labels, label truncation reports, and envelopes, if you select a relationship record type in the **Create <mailing> for** field on the General tab, the Relationship Filters tab appears. On this tab, you select filters to determine which relationship types to include in the mail run.

The screenshot shows the 'New Envelopes' dialog box with the 'Relationship Filters' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and help. Below the toolbar is a tabbed interface with seven tabs: 1: General, 2: Fields to Include, 3: Filters, 4: Relationship Filters (selected), 5: Attributes, 6: Address, and 7: Format. The main area contains a table with three columns: Filters, Include, and Selected Filters. The table has three rows: Relationship Types, Related Records, and Related Record Types. All 'Include' values are set to 'All'. Below the table, there are three dropdown menus labeled 'Limit results to:' for Payers, Statement recipients, and Statement copy recipients, all set to 'Ignore'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Filters	Include	Selected Filters
Relationship Types	All	<All Relationship Types>
Related Records	All	<All Related Records>
Related Record Types	All	<All Related Record Types>

Limit results to:

Payers:

Statement recipients:

Statement copy recipients:

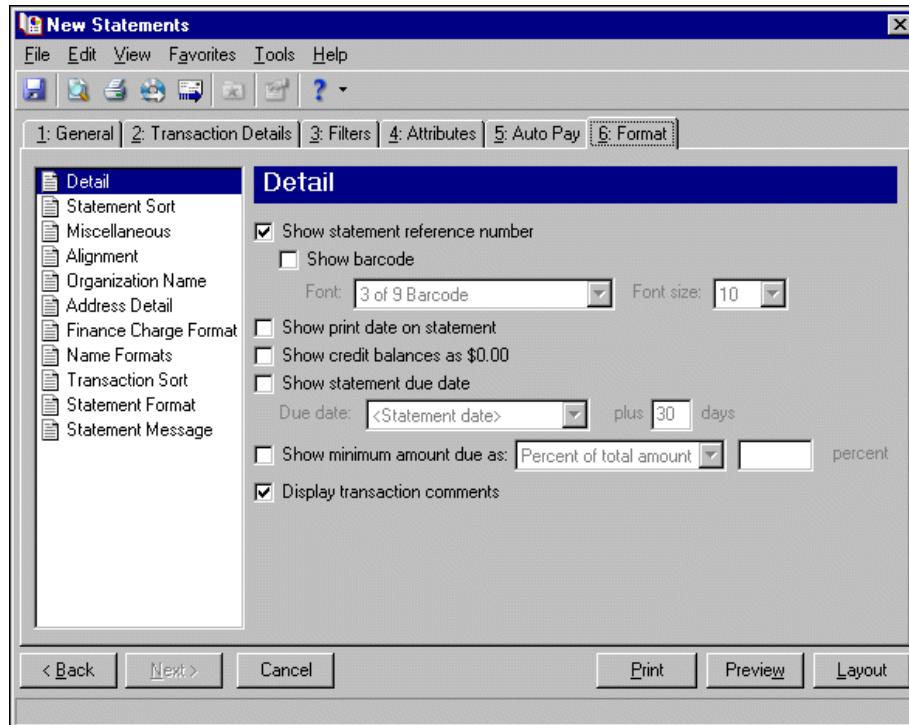
Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications. Records in *The Financial Edge* that can have attributes include accounts, projects, transactions, actions, vendors, purchase orders, invoices, credit memos, and assets.

Attributes tab. The Attributes tab appears for all mail tasks except the label truncation report. On this tab, you can add, update, or delete attributes for records included in the mailing. You define attribute types in *Configuration*. For example, possible purchase order attributes include voucher number, authorized by, or expense type.

The screenshot shows the 'New Invoices' dialog box with the 'Attributes' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and help. Below the toolbar is a tabbed interface with four tabs: 1: General, 2: Filters, 3: Attributes (selected), and 4: Format. The main area contains a table with seven columns: Action, Attribute Type, Description, Short Descripti..., Date, Required, and Comments. The 'Required' column has a checkbox. The table is currently empty.

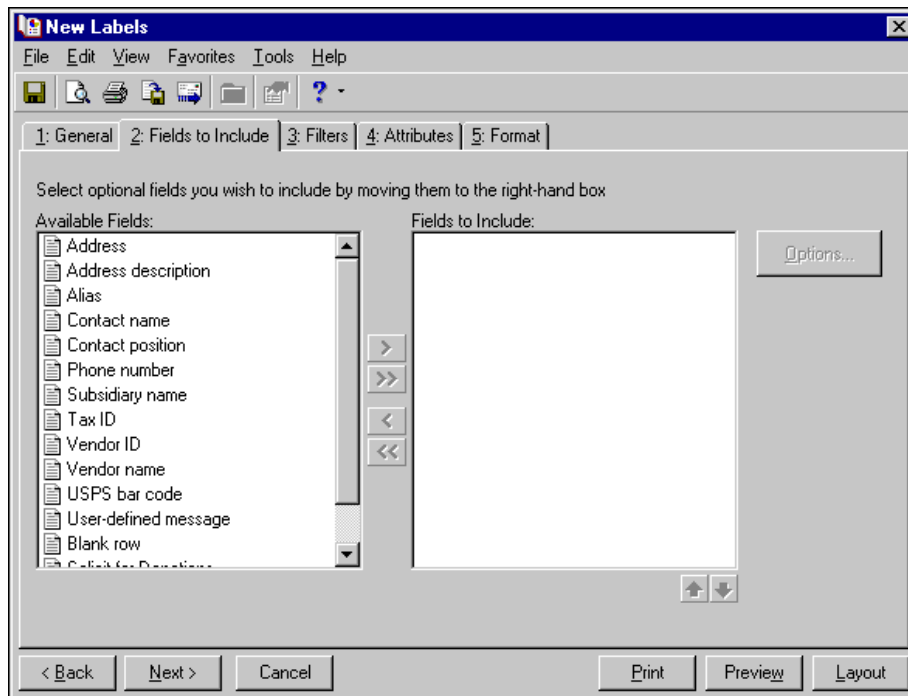
Action	Attribute Type	Description	Short Descripti...	Date	Required	Comments
					<input type="checkbox"/>	

Format tab. On the Format tab, you designate the format of the mailing. The settings on this tab determine the appearance of the mailing. The list on the left of the screen displays formatting options for the mailing. When you select an item in the list, the right side of the screen changes to present selections for that section of the mailing. The Format tab appears for all mail types.



Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

Fields to Include tab. On the Fields to Include tab, you can select the fields to print on a label, card, or envelope and format how the information will appear. Certain fields have options associated with them. Options generally exist for attributes, user-defined messages, and many-to-one relationships to the main record such as phone numbers. The Fields to Include tab is available for labels, label truncation reports, envelopes, and cards.



Details tab (Accounts Receivable). On the Details tab for **Accounts Receivable** statements and single statements, you can show summarized or detailed activity and group the information by client. You can also select whether to summarize and display finance charges.

The screenshot shows the 'New Statements' dialog box with the 'Details' tab selected. The 'General' tab is also visible. The 'Details' tab contains the following options:

- ☐ Summarize transactions before: The same day of previous month based on transaction cutoff date
- Summary text: Summary balance as of
- ☒ Include summary date
- Show transaction detail for:
- ☒ Fully paid charges
- ☒ Invoices and returns
- ☒ Sales tax transactions
- Show transaction summary for:
- ☐ Transactions on this statement
- ☐ Show combined summary across multiple clients on each statement
- Summarize by: Transaction type
- ☐ Transactions across this date range: This fiscal year 01/01/2003 to 12/31/2003
- ☐ Show combined summary across multiple clients on each statement
- Summarize by: Transaction type

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Details tab (Student Billing). On the Details tab for **Student Billing** statements, you can format information that appears in the details section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Detail only” in the **Format** field of the General tab.

The screenshot shows the 'New Statements' dialog box with the 'Details' tab selected. The 'General' tab is also visible. The 'Details' tab contains the following options:

- ☐ Combine previous balances into one summary line
- Summarize before: Same day of previous month based on cutoff date
- Summary text: Summary balance as of
- ☒ Include summary date
- ☐ Combine fully paid transactions into one summary line
- ☐ Include ungenerated financial aid
- ☐ Show line item information for invoices and returns
- ☐ Include ungenerated advance deposits
- ☐ Show credit/payment applications as a single transaction
- ☐ Show credits/payments with their related charges
- Show sales tax as: part of its associated transaction

Sort by	Order by	Subtotal?
Record Name	Ascending	<input checked="" type="checkbox"/>
Transaction Date	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

☐ Summarize products and billing items

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Summary tab. On the Summary tab for statements, you can format information that appears in the summary section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Summary only” in the **Format** field of the General tab.

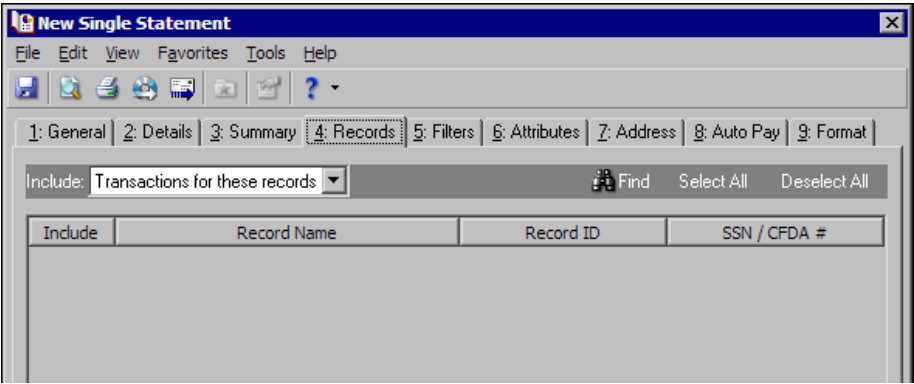
The screenshot shows the 'New Statements' dialog box with the 'Summary' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the tabs (1: General, 2: Details, 3: Summary, 4: Filters, 5: Attributes, 6: Address, 7: Auto Pay, 8: Format), the text 'Specify how the Summary section of the statement should display information.' is present. The 'Summary sections to include:' dropdown is set to 'Statement Summary and Date Range Summary'. Under 'Statement Summary', 'Summarize included transactions by:' is set to 'Transaction type', and the checkbox 'Show combined summary across multiple records on each statement' is unchecked. Under 'Date Range Summary', 'This fiscal year' is set to '01/01/2006 to 12/31/2006', and the checkbox 'Show combined summary across multiple records on each statement' is unchecked. 'Summarize by:' is set to 'Transaction type'. There are two unchecked checkboxes: 'Ungenerated advance deposits in date range using description:' with a text field containing 'Ungenerated advance deposits', and 'Ungenerated financial aid in date range using description:' with a text field containing 'Ungenerated financial aid'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Clients tab. For *Accounts Receivable* single statements, you can use the Clients tab to add additional information for clients related to the client you are creating the statement for. You can also select the clients and payers who should receive statements or copies of statements.

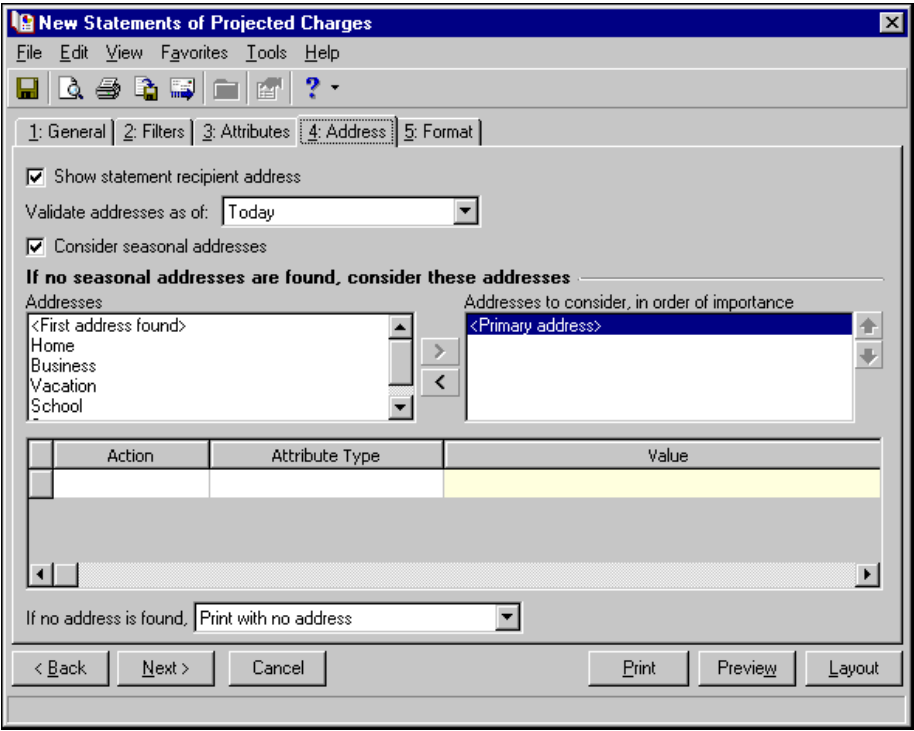
The screenshot shows the 'New Single Statement' dialog box with the 'Clients' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the tabs (1: General, 2: Transaction Details, 3: Clients, 4: Filters, 5: Attributes, 6: Format), the 'Include:' dropdown is set to 'Transactions for these clients'. The checkbox 'Include statement copies' is unchecked. To the right are buttons for 'Find', 'Select All', and 'Deselect All'. Below this is a table with the following structure:

Include	Client Name	Client ID	SSN / CFDA #

Records tab. For Student Billing single statements, you can use the Records tab to add additional information for records related to the record you are creating the statement for. You can also select the records and payers who should receive statements or copies of statements.



Address tab. In *Student Billing*, you can use the Address tab to specify which addresses to use for mailings. The program compares parameters you define on this tab with address information entered on the Addresses tab of the student, individual, or organization record to identify the appropriate address to use.



Auto Pay tab. For *Student Billing* statements, if you have the optional module *Electronic Funds Transfer*, you can use the Auto Pay tab to create automatic EFT payments for records with variable amount automatic payments set up on the Automatic Payments tab of their record.

Mail Categories

The mail tasks in each mail category serve very different purposes. The following is a brief description of each *Mail* category and its corresponding mail tasks. For detailed descriptions, see that mail category in its respective chapter.

Forms

Forms are documents similar to reports, but intended for an audience outside of your organization. You can create forms in **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, and **Student Billing**.

Note: Before you can print 1099 forms, you must enter your organization's Federal and State Identification Numbers in *Configuration*.

1099 Forms. In **Accounts Payable**, you can create 1099 forms to report miscellaneous income you paid to vendors in a calendar year. Once you enter your 1099 information, you select **Display Report** to connect with Aatrix. Your actual 1099s are processed within Aatrix, not *The Financial Edge*.

Purchase Order Forms. In **Accounts Payable**, you can prepare multiple purchase orders or multiple copies of a single form from *Mail*. You can print forms for regular or blanket purchase orders. For more information about creating purchase orders, see the Purchase Orders chapter of the *Records Guide for Accounts Payable*.

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with **The Financial Edge** and fully supported by our support team. These quality forms are pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

Debit Memos. In **Accounts Receivable**, you can print multiple debit memos or multiple copies of a single form from *Mail*.

Credit Memos. In **Accounts Receivable**, you can print multiple credit memos or multiple copies of a single form from *Mail*.

AR Receipts. In **Accounts Receivable**, you can print receipts for clients for payments received.

Invoices. In **Accounts Receivable**, you can print copies of invoice and return information to mail to clients.

Single Statements. In **Accounts Receivable**, you can print a statement for a single client or third party statement recipient.

Statements. In **Accounts Receivable**, you can print all or selected statements for clients or third party statement recipients.

CR Receipts. In **Cash Receipts**, you can print receipts for clients for miscellaneous payments received.

Debit Memos. In **Student Billing**, you can print debit memos for standalone charges such as finance charges, memberships dues, and non-sufficient funds.

Credit Memos. In **Student Billing**, you can print credit memos to reflect standalone credits such as those for overpayments.

AR Receipts. In **Student Billing**, you can generate receipts for payments received and include details about the charges to which payments were applied or the records to which payments were distributed.

Single Statements. In **Student Billing**, you can print statements of charge and payment activity for one specified record or third party statement recipient.

Statements. In **Student Billing**, you can print statements of charge and payment activity for multiple students, individuals, and organizations at one time.

Statements of Projected Charges. In **Student Billing**, you can print statements of projected charges to report charges and credits that will be assessed to students, individuals, and organizations for a given period of time. These statements include generated and ungenerated transactions that are scheduled (or will be scheduled based on bill codes) for a specified time period.

Labels, Cards, and Envelopes

You can use mail tasks in the Labels, Cards, and Envelopes category to print labels, cards, or envelopes for **Accounts Payable**, **Accounts Receivable**, and **Student Billing**. In **Fixed Assets**, the mail category is Labels because you can create only labels and label truncation reports.

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with **The Financial Edge** and fully supported by our support team. These quality forms are pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

Envelopes. In **Accounts Payable**, **Accounts Receivable**, and **Student Billing**, you can print envelopes for vendors, clients, students, employees, individuals, or organizations. You can also filter to select certain addresses for records with multiple addresses in the database.

Label Truncation Reports. In **Accounts Payable**, **Accounts Receivable**, and **Student Billing** you can create label truncation reports to identify which labels have information that does not fit on the label. It tests both the vertical and horizontal formatting.

Labels. You can use the Labels mail task to print labels with vendor information in **Accounts Payable**; client information in **Account Receivable**; and student, individual, or organization information in **Student Billing**.

In **Fixed Assets**, you can print labels with barcodes for maintaining inventory. You set parameters for the information included and format the layout of the labels.

Cards. You can use the Cards mail task in **Accounts Payable** or **Accounts Receivable** to print vendor or client information on index or Rolodex cards. For example, you can print Rolodex cards for all banks and contacts in your database or index cards for vendors including information such as tax ID numbers or 1099 status.

Mail Tasks

You can use a variety of parameters to define the output for mailings in **The Financial Edge**. Saving these parameters also makes creating future mailings more efficient. Once you create and save mailings, you can open and edit them at any time. You can also preview a mailing prior to printing to make sure the information is accurate and that the mailing is formatted as you want it. For information about creating specific mailings, see the chapter for that mail category.

Note: A mail task is a specific mailing process, such as printing envelopes. Fields and options for a mail task are arranged on tabs so you can access all the information quickly and easily.

The following procedures include finding and opening, previewing, sending as email, and exporting mailings. While these procedures are written specifically for 1099 forms, you can use these same basic steps as a model for all mailings in **The Financial Edge**. For information about creating specific mailings, see the chapter for that mail category.

Finding and Opening a Saved Mailing

You can edit the parameters of a mailing saved in **The Financial Edge**. For this procedure we focus on opening and editing 1099 forms.

► Finding and opening a mailing

1. From the Mail page, click **Forms**. The Forms page appears.

Note: While these procedures are written specifically for 1099 forms, you can use these same basic steps as a model for all mailings in *The Financial Edge*. For procedures for another mailing, see the chapter for that mail category.

2. In the list on the left, select **1099 Forms**. A list of saved 1099 forms appears in a grid on the right.



3. Select the 1099 forms you want to open.
4. On the action bar, click **Open**. The <Selected> 1099 screen opens on the General tab.

Previewing a Mailing

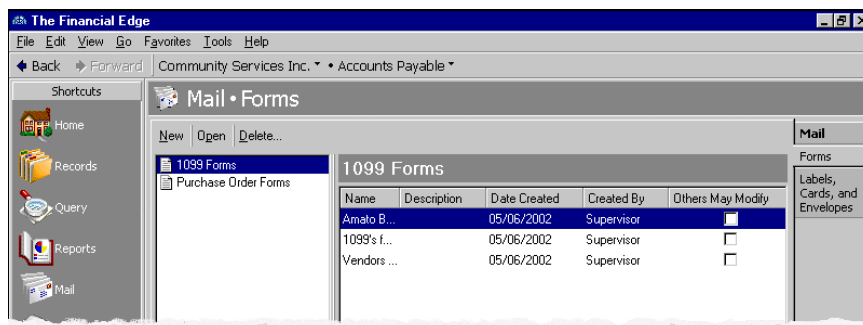
You can preview the format and information in a mailing without opening the mailing. We recommend previewing a mailing before printing or sending it to another person. By previewing, you can make sure the information is accurate and that the mailing is formatted as you want it.

► Previewing a mailing

1. From the Mail page, click **Forms**. The Forms page appears.

Note: While these procedures are written specifically for 1099 forms, you can use these same basic steps as a model for all mailings in *The Financial Edge*. For procedures for another mailing, see the chapter for that mail category.

2. In the list on the left, select **1099 Forms**. A list of saved 1099 forms appears in a grid on the right.



3. In the grid, highlight the 1099 forms you want to preview.
4. From the menu bar, select **File, Print Preview**.

Tip: You can also print the 1099 forms from the preview screen by clicking the **Print** button on the toolbar.

5. A processing screen appears. Once processing is complete, the <1099 Forms> Preview screen appears.
6. When you finish previewing the forms, click the red **X** to close the screen. You return to the 1099 Forms page.

Exporting a Mailing

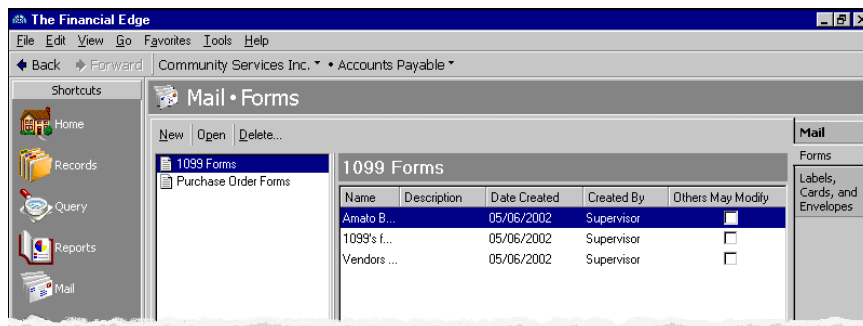
To use mail information in another software application, for example, Microsoft *Excel* or *Crystal Reports*, you can export the mailing. You can create an electronic file to send 1099 data to the IRS electronically. When you export a mailing, you send mail information from the database to another software application using a data file. You can export a mailing without opening the mailing.

► Exporting a mailing

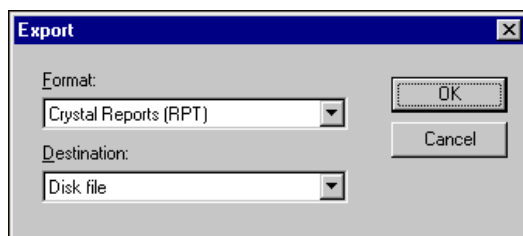
1. From the Mail page, click **Forms**. The Forms page appears.

Note: While these procedures are written specifically for 1099 forms, you can use these same basic steps as a model for all mailings in *The Financial Edge*. For procedures for another mailing, see the chapter for that mail category.

2. In the list on the left, select **1099 Forms**. A list of saved 1099 Forms appears in a grid on the right.



3. In the grid, highlight the 1099 forms you want to export.
4. From the menu bar, select **File, Export**.
5. A processing screen appears. Once processing is complete, the Export screen appears.



6. In the **Format** field, select a format (such as *dBase*, *Crystal Reports*, or Microsoft *Excel*) for the data file.
7. In the **Destination** field, select where you want the information exported.
8. Click **OK**. The Choose Export File screen appears.
9. In the **File name** field, enter a name for the export file.
10. Click **Save**. A message appears indicating the program is exporting the data. Once the data has been exported to your file, you return to the 1099 Forms page.

Sending a Mailing as Email

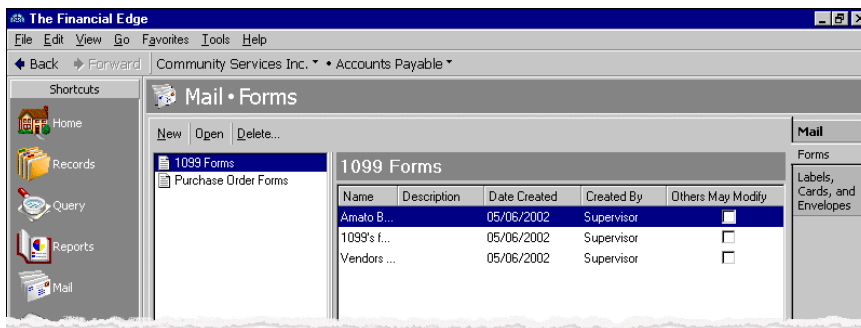
In *The Financial Edge*, you can share mail information with other users through email. You can send the information on a form to another user for further analysis or to use in other applications. When you send form information through email, you perform two functions: changing the format of the information to a data file and sending this data file to another person. Before you can send a form to another user, you must first select a format (*dBase*, *Lotus 1-2-3*, *Microsoft Excel*) for the data file. The format determines the appearance of the form and the software applications in which you can open the data file. Sending a form by email can be particularly useful when an individual needs to quickly reference form information but does not need to access or edit the form. You can send form information by email without opening the form.

► Sending a mailing as email

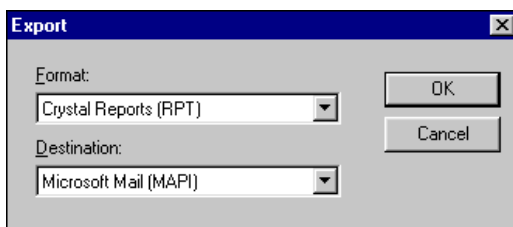
1. From the Mail page, click **Forms**. The Forms page appears.

Note: While these procedures are written specifically for 1099 forms, you can use these same basic steps as a model for all mailings in *The Financial Edge*. For procedures for another mailing, see the chapter for that mail category.

2. In the list on the left, select **1099 Forms**. A list of saved 1099 forms appears in a grid on the right.

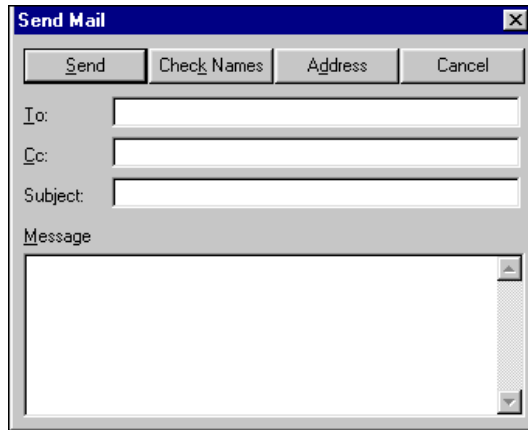


3. In the grid, highlight the 1099 form you want to send as email.
4. From the menu bar, select **File, Send as Mail**.
5. A processing screen appears. Once processing is complete, the Export screen appears.



6. In the **Format** field, select a format for the data file.
7. In the **Destination** field, select "Microsoft Mail (MAPI)".

8. Click **OK**. The Send Mail screen appears.

A screenshot of a 'Send Mail' dialog box. The title bar is blue with the text 'Send Mail' and a close button. Below the title bar are four buttons: 'Send', 'Check Names', 'Address', and 'Cancel'. The main area contains three input fields: 'To:', 'Cc:', and 'Subject:'. Below these is a large text area labeled 'Message' with a vertical scrollbar on the right.

9. In the **To** field, enter an email address.
10. In the **Subject** field, enter a subject for the email.
11. In the **Message** box, enter a message to the recipient.
12. Click **Send**. The form is sent as an attachment to your message. You return to the 1099 Forms page.

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The Mail page in *The Financial Edge* is the central location for generating forms for **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, and **Student Billing**. On the navigation bar, click **Mail** to access the Mail page. This page contains a link to the Forms page. From here, you can create new forms, open saved forms, and delete forms. Select mailing in the list, for example, **Invoices**, and a grid appears on the right listing saved invoice forms. You can use a variety of parameters to define the output for forms in *The Financial Edge*. Saving these parameters also makes future form preparation easier.

Note: We recommend you read the documentation for *The Financial Edge* thoroughly. Descriptions presented here provides you with basic information about forms in *Mail*. Hands-on experience is the best way to learn, so we encourage you to try various options with the sample database.

When creating forms, you use tabs to specify parameters such as the records to include and formatting options for the forms. Each tab helps you enter information in an easy and logical manner. Keep in mind that options, fields, and other selections vary from form to form. In some cases, selections on tabs are similar — for example, filters on the Filters tab and sorting selections on the Format tab. When you learn how to prepare one form, it is easy to learn to prepare other forms because of the similarities. To move among the tabs in a form, use **Next** and **Back** at the bottom of the screen or select the tab itself.

This chapter describes each type of form you can create in **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, and **Student Billing**. It provides details about the tabs, options, and fields you use to create forms. There are also procedures that walk you through creating each type of form. For information about general mail tasks such as previewing or exporting a mailing, see the Mail Basics chapter.

Accounts Payable Forms

In **Accounts Payable**, you can create 1099 forms to report miscellaneous income you paid to vendors in a calendar year. If you have the optional module *Purchase Orders*, you can prepare multiple purchase orders or multiple copies of a single form from *Mail*. You can print forms for regular or blanket purchase orders. For more information about creating purchase order forms, see “Purchase Order Forms” on page 23.

1099 Forms

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with *The Financial Edge* and fully supported by our support team. These quality forms are pre-printed in color with your organization’s logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

You can create 1099s to report miscellaneous income you paid to vendors in a calendar year. Amounts reported on 1099 forms are taken from the check date for checks printed during that calendar year. The address marked as the primary address on the vendor record prints on the 1099.

Need end of year help? Check out these resources:

- [The Financial End of Year Guide](#) (PDF) to help you with the end of year process.
- [The Ledger blog](#) for insight about the end of year process from Blackbaud employees.

1099 Form Tabs

A 1099 has tabs on which you select parameters: General, Filters, and Attributes. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for 1099 forms, you select parameter settings specific to 1099s.

Generate 1099s for. In the **Generate 1099s for** field, you can select the year for which you want to print 1099 forms.

Corrected return. If you mark the **Corrected return** checkbox, forms print as corrected returns and are marked accordingly on the 1099s.

Include activity below minimum. If you mark the **Include activity below minimum** checkbox, 1099s include vendors who do not meet the minimum amount required by the IRS for 1099 reporting. Marking this checkbox activates the **Include vendor with no activity** checkbox.

Include vendors with no activity. If you mark the **Include vendors with no activity** checkbox, vendors with no 1099 activity for the year are included.

Filters Tab

You can use the Filters tab to include records based on selected criteria such as vendors or vendor attributes. For example, you may not be preparing 1099s for all vendors at one time. You can include only those vendors whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Vendors filter, only transactions for the selected vendors appear in the form.

Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.

Attributes Tab. You can use the Attributes tab to add, delete, or update attributes for the vendors whose 1099 forms you want to include.

Action. In the Action column, you can select to add, delete, or update attributes on the vendor record when you generate 1099s.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Payable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Purchase Order Forms

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with **The Financial Edge** and fully supported by our support team. These quality forms are pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

In *Mail*, you can print regular or blanket purchase orders. A regular purchase order is an order placed with a vendor for goods or services. A blanket purchase order is an order for a larger quantity of an item than is currently needed. For more information about purchase orders, see the Purchase Orders chapter of the *Records Guide for Accounts Payable*.

Purchase Order Tabs

A purchase order form has tabs on which you select parameters: General, Filters, and Format. To move among the tabs in a form, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the forms and how the forms should look.

General Tab

On the General tab for purchase order forms, you select parameter settings specific to purchase orders.

The screenshot shows the 'New Purchase Order Forms' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and other functions. Below the toolbar are four tabs: '1: General', '2: Filters', '3: Attributes', and '4: Format'. The 'General' tab contains several settings:

- Include:** A dropdown menu set to 'Regular and blanket purchase orders'.
- Include purchase orders with these order dates:** A section with a label 'Order date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders created on these dates:** A section with a label 'Creation date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders last changed on these dates:** A section with a label 'Change date:' and a dropdown menu set to 'Include all dates'.
- Include purchase orders with these statuses:** A list of four checkboxes, all of which are checked:
 - ☒ Unprinted purchase order
 - ☒ Unprinted change order
 - ☒ Reprint order
 - ☒ Unprinted cancellation notice
- Report Orientation:** A label set to 'Portrait'.

At the bottom of the dialog are five buttons: '< Back', 'Next >', 'Cancel', 'Print', and 'Preview'. There is also a 'Layout' button on the far right.

Note: Purchase orders with an Open status cannot print. When you print, export, or mail a purchase order, the status of the purchase order automatically updates to Open in the record.

Include. In the **Include** field, you can select Regular and blanket purchase orders, Regular purchase orders, or Blanket purchase orders.

Include purchase orders with these order dates. In the **Order date** field, you can include all dates, specify a range of dates, or select from dates such as This fiscal year or Calendar year-to-date.

Include purchase orders created on these dates. In the **Creation date** field, you can include all dates, specify a range of dates, or select from dates such as This fiscal year or Calendar year-to-date.

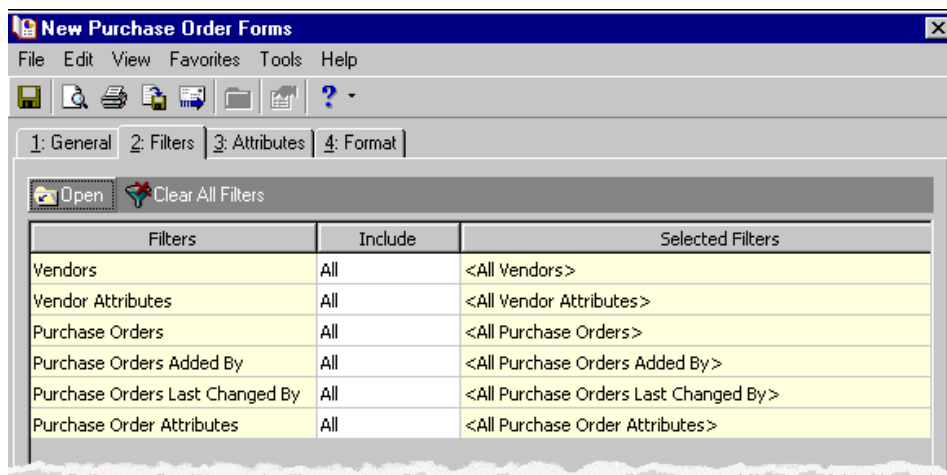
Include purchase orders last changed on these dates. In the **Change date** field, you can include all dates, specify a range of dates, or select from dates such as This fiscal year or Calendar year-to-date.

Include purchase orders with these statuses. In the **Include purchase orders with these statuses** frame, you can include purchase orders by marking **Unprinted purchase order**, **Unprinted change order**, **Reprint order**, and **Unprinted cancellation notice**. You can mark one or any combination of these checkboxes. These statuses are recorded in the purchase order record.

Report Orientation. Purchase order forms automatically print in portrait orientation (vertically).

Filters Tab

You can use the Filters tab to include records based on criteria such as vendors, vendor attributes, purchase orders, purchase orders added by, purchase orders last changed by, and purchase order attributes. For example, you may not be preparing purchase orders for all vendors at one time. You can include only those vendors whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Vendors filter, only transactions for the selected vendors appear in the form.

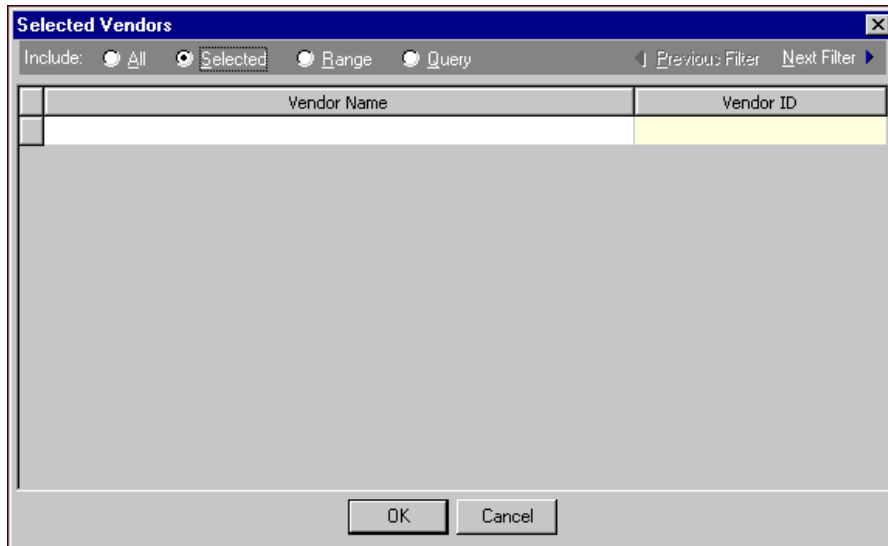
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

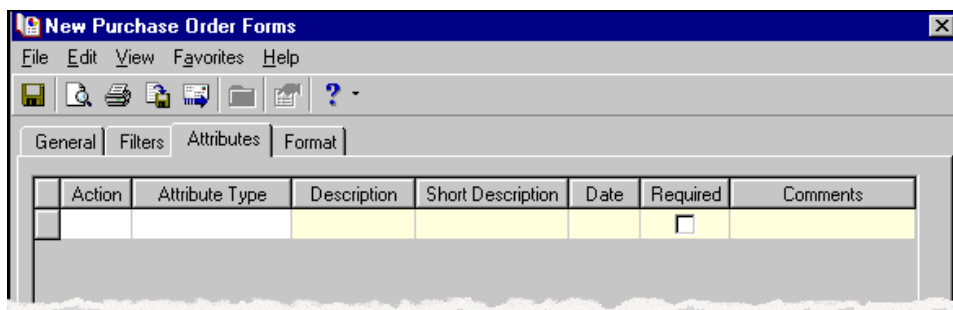
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for the vendors whose purchase orders you generate. For example, when printing purchase orders for vendors with an attribute type of PO Printed and a description of Yes, you can update the date to record the date for printing the next month.



Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Action. In the Action column, you can select to add, delete, or update attributes on the vendor record when you generate purchase orders.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, you can select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. You can select details, headings, and logos to print on the purchase orders, sort the mailing, and select the format for displaying monetary amounts.

Detail. You can use **Detail** to select information to print on the purchase orders.

The screenshot shows the 'New Purchase Order Forms' dialog box with the 'Format' tab selected. The 'Detail' section is active, showing options for what to print on the purchase order forms. The left sidebar lists various options: Detail, Sort, Miscellaneous, PO Format, PO Header, PO Messages, and Form Alignment. The main area contains the following settings:

- Print the following addresses:**
 - ☐ 'Bill to' address (with a dropdown menu showing '<Primary address>')
 - ☒ 'Ship to' address
 - ☐ USPS barcode for vendor address
- Print the following vendor information:**
 - ☒ Phone number
 - ☒ Fax number
 - ☒ E-mail address
- Number of copies to print for each purchase order:** 1 (with a dropdown arrow)
- ☐ Collate

At the bottom of the dialog box are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Note: If you make no sorting selections, forms automatically sort by purchase order number in ascending order.

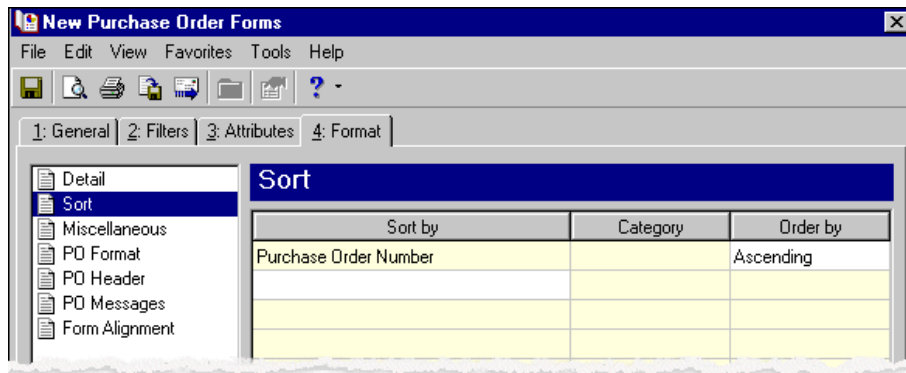
In the **Print the following addresses** frame, mark **'Bill to' address** to print the billing address for the vendor. In the accompanying field, select Shipping Address, <Primary address>, or <Add a new address>. If you leave **'Ship to' address** marked, the delivery addresses for the vendors print on the forms. Mark **USPS bar code for vendor address** to print the postal service barcode for the vendor.

In the **Print the following vendor information** frame, you can mark **Phone number**, **Fax number**, or **Email address** to print these details for the vendor.

In the **Number of copies to print for each purchase order** field, you can select from one to nine copies.

Mark **Collate** if you want to collate multiple copies.

Sort. You can use **Sort** to select the order to print forms. When you select **Sort**, a grid appears displaying the categories you can sort for the mailing. When preparing purchase orders, if you make no sorting selections, forms automatically sort by purchase order number in ascending order.



Tip: Make selections for displaying amounts and view them in the Sample amount display before printing the forms.

In the first row in the **Sort by** column, select the item to sort the mailing by. With purchase orders, you can sort by purchase order number, vendor name, order date, purchase order attributes, and vendor attributes.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending order to sort in reverse alphabetical order.

Miscellaneous. You can use **Miscellaneous** to specify how to display numerical amounts and to make font selections for the forms. For example, you can use a comma to separate thousands and select whether to print a currency character. The Sample amount display gives you a view of formatting selections.

New Purchase Order Forms

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Miscellaneous

Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

< Back Next > Cancel Print Preview Layout

In the **Show currency character on** row, you can select to see the dollar sign before monetary values on the first amount and totals, on all amounts, or not at all.

In the **Show percent sign on** row, you can select to see the percent sign for the first amount and totals, for all amounts, or not at all.

In the **Negative amount format** row, you can select to display negative amounts in parentheses or with a minus sign.

In the **Number of digits after decimal for amounts** row, you can specify to show from zero to four decimal places on amounts.

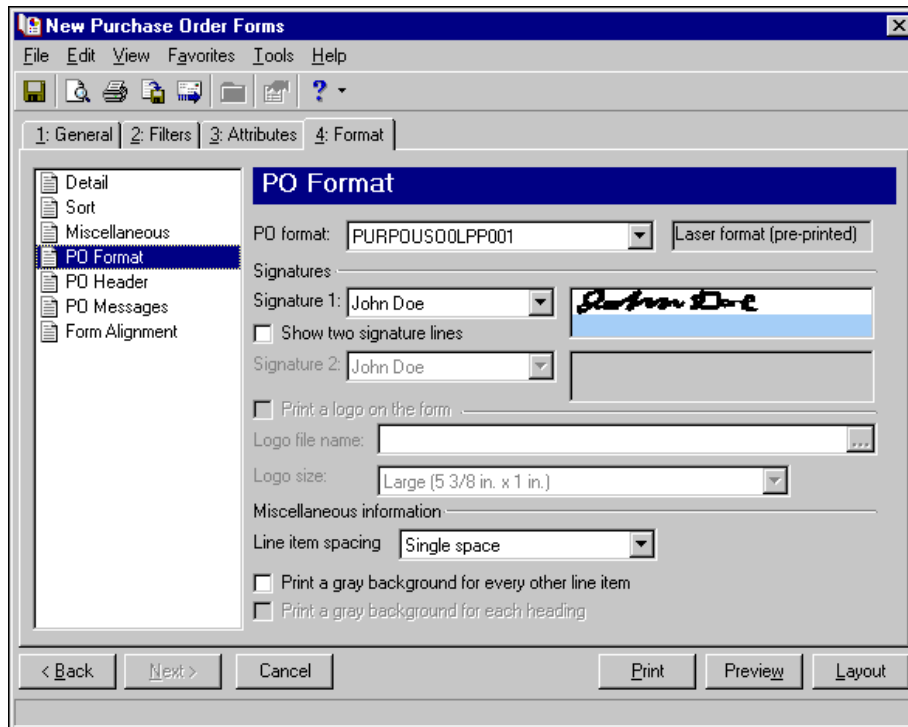
In the **Number of digits after decimal for percentages** row, you can specify to show from zero to four decimal places on percentages.

In the **Show 1000's separator** row, you can select whether to include commas in numeric values.

In the **Show blanks instead of zeros** row, you can select whether to leave a blank in place of amount fields that are zero.

In the **Font size** row, you can select the font size to use in printing the forms.

PO Format. You can use **PO Format** to select formatting features for the purchase orders.



In the **PO Format** field, select the laser form you use for printing purchase orders. If you select a blank paper format, you can print an electronic signature and a logo on the forms.

To print an electronic signature, mark **Use an electronic signature**. In the **Authorized signature** field, select the signature to use on the forms. For more information about creating electronic signatures, see the *Administration Guide*.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp or *.jpg format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Line item spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other line item** or **Print a gray background for each heading**.

PO Header. You can use **PO Header** to enter information to appear as a heading for the forms. You can use free-form text in this box, up to 254 characters, and the text prints on the purchase orders between the information and line item sections of the forms.

The screenshot shows the 'New Purchase Order Forms' window with the 'PO Header' tab selected. The window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are tabs for '1: General', '2: Filters', '3: Attributes', and '4: Format'. On the left is a tree view with items: Detail, Sort, Miscellaneous, PO Format, PO Header (selected), PO Messages, and Form Alignment. The main area is titled 'PO Header' and contains the text: 'This text will print between the purchase order information and the line item sections.' Below this text is a large empty text box for input.

PO Messages. You can use **PO Messages** to create a message, up to 60 characters, to print on purchase order forms. You can print only one message on each run of purchase order forms.

The screenshot shows the 'New Purchase Order Forms' window with the 'PO Messages' tab selected. The window has the same menu bar and toolbar as the previous screenshot. Below the toolbar are tabs for '1: General', '2: Filters', '3: Attributes', and '4: Format'. On the left is a tree view with items: Detail, Sort, Miscellaneous, PO Format, PO Header, PO Messages (selected), and Form Alignment. The main area is titled 'PO Messages' and contains several labeled text input fields: 'Regular PO:', 'Blanket PO:', 'Regular from blanket:', 'Reprint order:', 'Cancellation notice:', 'Change notice:', and 'Drop ship:'. At the bottom of the window are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

In the **Regular PO** field, the text you enter prints on the forms for all regular purchase orders.

In the **Blanket PO** field, the text you enter prints on the forms for all blanket purchase orders.

In the **Regular from blanket** field, the text you enter prints on the forms for all regular purchase orders created from a blanket purchase order.

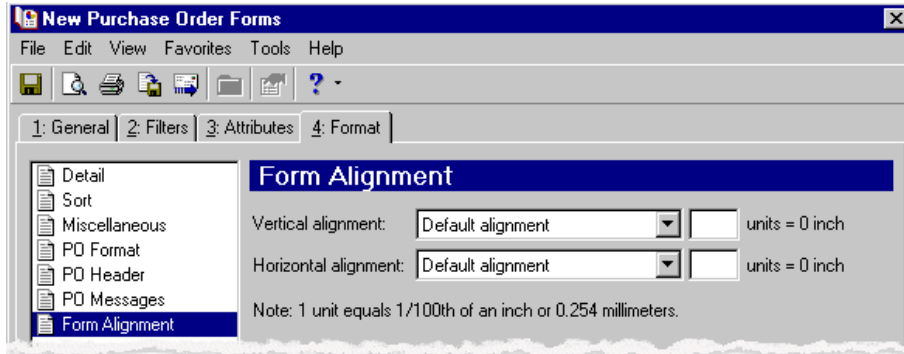
In the **Reprint order** field, the text you enter prints on the forms for all purchase orders with a status of Reprint order.

In the **Cancellation notice** field, the text you enter prints on the forms for all purchase orders with a status of Cancellation notice.

In the **Change notice** field, the text you enter prints on the forms for all purchase orders with a status of Unprinted change notice.

In the **Drop ship** field, the text you enter prints on the forms for all purchase orders with the drop ship address selected in the **Ship to** field on the purchase order record.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms when you print.



Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Creating Purchase Order Forms

You can prepare multiple purchase orders or multiple copies of a single form from *Mail*. Purchase orders with an Open status cannot print. When you print, export, or mail a purchase order, the status of the purchase order automatically updates to Open in the record.

► Creating purchase order forms

In this example, we print purchase orders entered the previous week for a particular buyer.

1. From the **Accounts Payable** Mail page, click **Forms** or select the Forms navigation tab. The Forms page appears.

- In the list on the left, select **Purchase Order Forms** and click **New** on the action bar. The New Purchase Order Forms screen opens on the General tab.

- In the **Include** field, select “Regular purchase orders”.
- In the **Include purchase orders with these order dates** frame, leave the default “Include all dates” in the **Order Date** field.
- In the **Include purchase orders created on these dates** frame, select “Last week” in the **Creation Date** field.
- In the **Include purchase orders last changed on these dates** frame, select “Today” in the **Change date** field.
- In the **Include purchase orders with these statuses** frame, leave all statuses marked so that all purchase orders for these vendors print:

Unprinted purchase order – When purchase orders print, the status automatically updates to Open order on the purchase order record.

Unprinted change order – When purchase orders print, the status automatically updates to Open order on the purchase order record.

Reprint order – When purchase orders print, the status automatically updates to Open order on the purchase order record.

Unprinted cancellation notice – When cancellation notices print, the status automatically updates to Cancelled on the purchase order record.

The screenshot shows the 'New Purchase Order Forms' dialog box with the 'General' tab selected. The 'Include' dropdown is set to 'Regular purchase orders'. The 'Order date' dropdown is set to 'Include all dates'. The 'Creation date' dropdown is set to 'Last week' with a date range of '05/26/2005 to 06/01/2005'. The 'Change date' dropdown is set to 'Today' with a date of '06/07/2005'. The 'Include purchase orders with these statuses' section has four checked options: 'Unprinted purchase order', 'Unprinted change order', 'Reprint order', and 'Unprinted cancellation notice'. The 'Report Orientation' is set to 'Portrait'.

8. Click **Next** or select the Filters tab. Filter for purchase orders last changed by Barton. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New Purchase Order Forms' dialog box with the 'Filters' tab selected. The 'Open' button is highlighted. Below the 'Open' button is a table with three columns: 'Filters', 'Include', and 'Selected Filters'.

Filters	Include	Selected Filters
Vendors	All	<All Vendors>
Vendor Attributes	All	<All Vendor Attributes>
Purchase Orders	All	<All Purchase Orders>
Purchase Orders Added By	All	<All Purchase Orders Added By>
Purchase Orders Last Changed By	Selected	barton
Purchase Order Attributes	All	<All Purchase Order Attributes>

9. Select the Format tab.
10. In the list on the left, select **Sort**.

11. In the **Sort by** and **Order by** columns on the second row, select “Vendor Name” and “Ascending” to sort the purchase orders alphabetically by vendor names.

Sort by	Category	Order by
Purchase Order Number		Ascending
Vendor Name		Ascending

12. In the list on the left, select **Miscellaneous**. Miscellaneous formatting selections for purchase orders appear on the right.
13. In the **Show currency character on** and **Show percent sign on** rows, select “First amount and totals”. The dollar sign and percent sign print only for the first amount and totals on the forms.
14. In the **Negative amount format** row, select -1234.56. Negative amounts print with the minus sign preceding the amount.

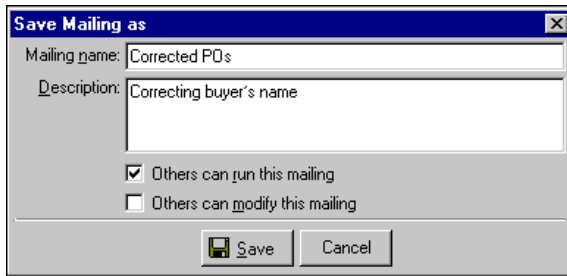
Miscellaneous	
Show currency character on	First amount and totals
Show percent sign on	First amount and totals
Negative amount format	-1234.56
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	-\$1,234.56
Percent	100.00%

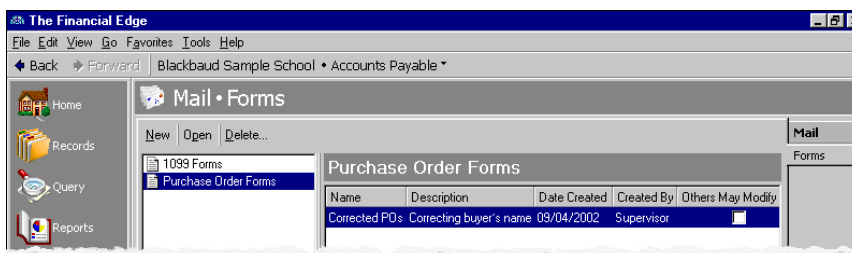
15. Click **Preview**. A message appears telling you the program is processing the forms.
16. The preview screen for the purchase orders appears. Close the view and return to the Format tab.
17. Click the **Save** button on the action bar to save the forms. The Save Mailing as screen appears.
18. In the **Mailing name** field, enter “Corrected POs”.

19. In the **Description** field, enter “Correcting buyer’s name”.



A dialog box titled "Save Mailing as" with a close button (X). It contains two text input fields: "Mailing name:" with the value "Corrected POs" and "Description:" with the value "Correcting buyer's name". Below these fields are two checkboxes: "Others can run this mailing" (checked) and "Others can modify this mailing" (unchecked). At the bottom are "Save" and "Cancel" buttons.

20. Click **Save** to save the forms. You return to the Format tab.
21. Close the New Purchase Order Forms screen. You return to the Forms page, and the purchase order forms named “Corrected POs” appears in the grid.



A screenshot of "The Financial Edge" application window. The title bar says "The Financial Edge". The menu bar includes File, Edit, View, Go, Favorites, Tools, and Help. The address bar shows "Blackbaud Sample School • Accounts Payable". The left sidebar has icons for Home, Records, Query, and Reports. The main area is titled "Mail • Forms" and contains a "New Open Delete..." toolbar. Below this is a list of forms: "1039 Forms" and "Purchase Order Forms" (selected). To the right of the list is a table titled "Purchase Order Forms" with columns: Name, Description, Date Created, Created By, and Others May Modify. The table contains one row: "Corrected POs", "Correcting buyer's name", "09/04/2002", "Supervisor", and a checkbox.

Accounts Receivable Forms

In **Accounts Receivable**, you can create several types of forms to help manage client billing and tracking outstanding accounts receivable.

- **Debit Memos** — You can create debit memos for standalone charges such as finance charges, memberships dues, and non-sufficient funds.
- **Credit Memos** — You can send credit memos to reflect standalone credits such as those for overpayments.
- **AR Receipts** — You can generate AR receipts for payments received and include details about the charges to which payments were applied or the clients to which payments were distributed.
- **Invoices** — Invoices are payment requests you send for goods or services rendered.
- **Single Statements** — Single statements are records of charge and payment activity you send to one specified client or third party statement recipient. These are helpful in instances such as when a client requests an additional copy of their statement.
- **Statements** — Statements are records of charge and payment activity you create for multiple clients at one time. You can send statements to the client who received the goods or services and his payers. A client can also receive a copy of another client’s statement.

Debit Memo Forms

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with **The Financial Edge** and fully supported by our support team. These quality forms are pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

You can create debit memos for standalone charges such as finance charges, memberships dues, and non-sufficient funds. For example, a client makes a payment by check but it is returned by the bank for non-sufficient funds. You can send the client a debit memo notifying him that the check was returned and he now owes for the non-sufficient fund fee plus the original payment amount.

Debit Memo Tabs

A debit memo has tabs on which you select parameters: General, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for debit memos, you select parameter settings specific to debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are four tabs: '1: General', '2: Filters', '3: Attributes', and '4: Format'. The 'General' tab contains the following fields and controls:

- 'Include charges with these dates:' section with 'Transaction date' and 'Post date' dropdown menus, both set to 'Include all dates'.
- 'Include charge transaction numbers from' and 'to' text boxes with calendar icons.
- 'Include charges whose status is:' dropdown menu set to 'Unprinted', followed by the text 'then change the status to printed.'
- A checkbox 'Create an output query of' with a dropdown menu set to 'Charges'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the form.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates of transactions to include in the form.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

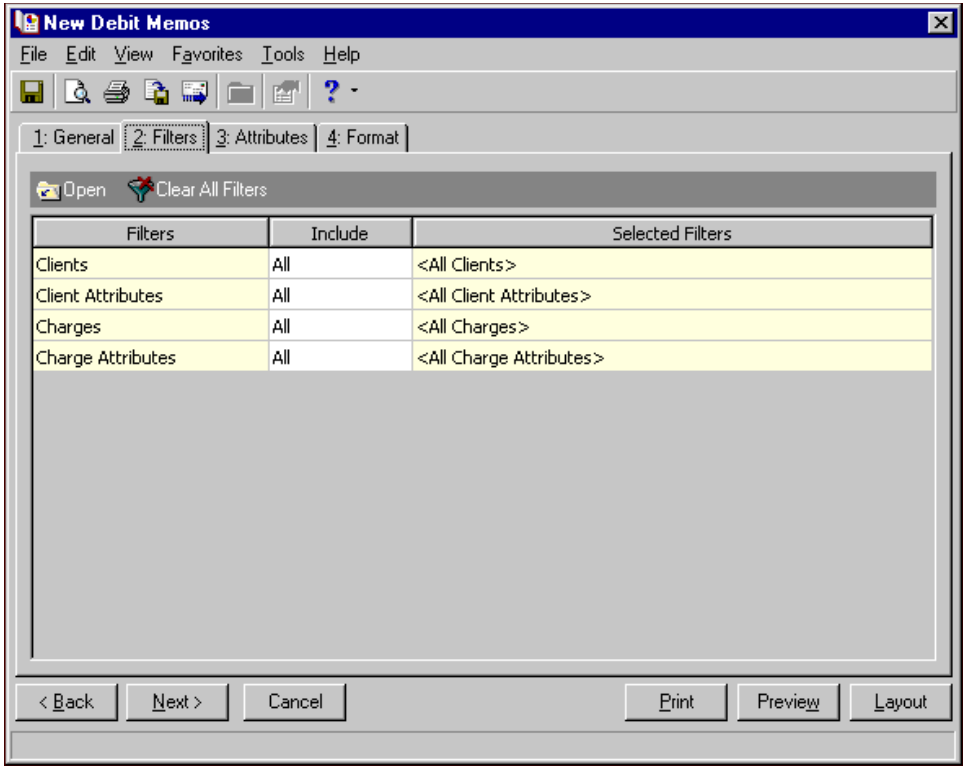
Include charge transaction numbers from [] to []. In the **Include charge transaction numbers from [] to []** field, enter or select a range of charge transaction numbers to include in the form. If you leave both fields blank, the form includes all charge transaction numbers.

Include charges whose status is [] then change the status to printed. In the **Include charges whose status is []** field, select Not yet printed, Reprint, or Both. After printing the debit memo, the print status is changed to printed on the charge record.

Create an output query of []. Mark **Create an output query of []** to create a query of the clients or charges included in the debit memo. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in a debit memo. For more information about filtering, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

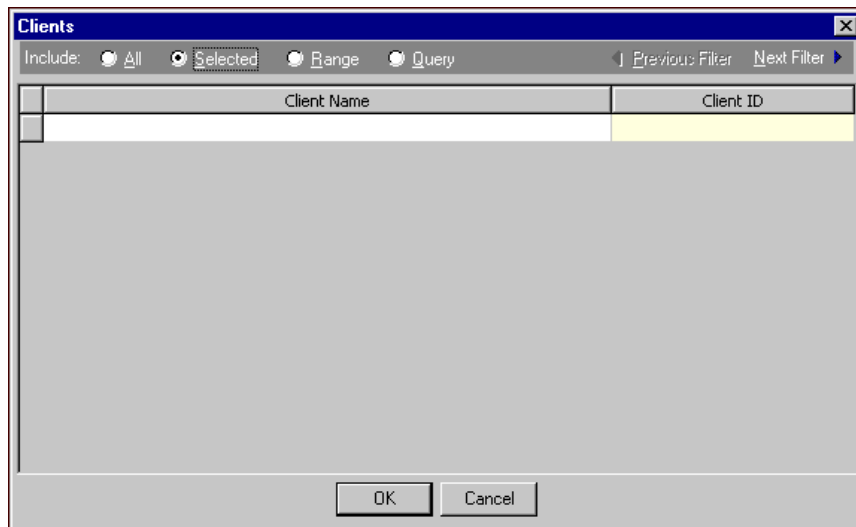
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

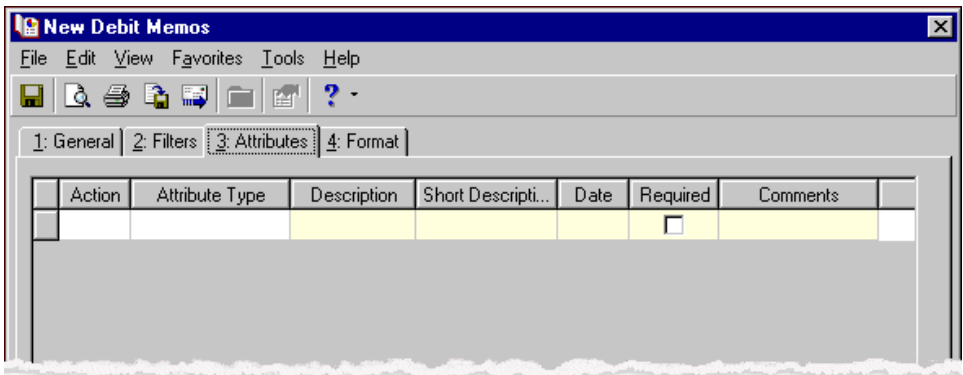
Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

You can use the Attributes tab to add, delete, or update transaction attributes for the charges included in the debit memo.



Action. In the **Action** column, you can select to add, delete, or update attributes on the charge record when you generate debit memos.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. You can sort the mailing and select formats for displaying monetary amounts.

Detail. Mark **Show contact information in address** to include contact information on the debit memo. You can select which contact numbers to use. Mark **USPS bar code** and **Ship to address** to include these items on the form. The **Address quick view** box displays the contact information as it will appear on the form.

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Detail

Include this information on the memo:

☒ Client address: <Primary>

☐ Client contact:

Contact number: <None>

Contact number: <None>

☐ USPS bar code

☐ Ship to address

Address quick view:

Client name

Address lines

< Back Next > Cancel Print Preview Layout

Name Formats. Use **Name Formats** to select the client name, formal or informal address, or a salutation, as it appears on the client record.

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Name Formats

Format names in debit memo address using: Client name if present

Otherwise use:

For organizations, use name followed by: ☐ Organization ID ☐ CFDA #

Format names in debit memo body using: Client name if present

Otherwise use:

For organizations, use name followed by: ☐ Organization ID ☐ Contact name ☐ CFDA #

< Back Next > Cancel Print Preview Layout

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run debit memos.

The selection you make in the **Format names in debit memo address using: [] if present** field appears in the address area of the debit memo.

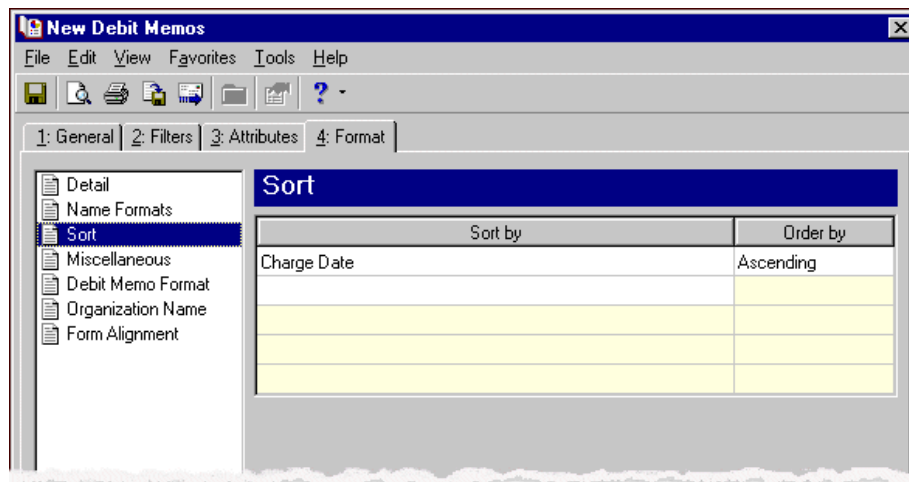
The selection you make in the **Format names in debit memo body using: [] if present** appears in the body of the debit memo in the section for client activity.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact name**, and **CFDA #** for these items to appear after the organization name in the different areas of the debit memo.

Sort. You can use **Sort** to select the order for items to appear in the debit memo.



In the first row in the **Sort by** column, select the item to sort the debit memo by. You can sort by charge date, charge number, client name, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the debit memos and the font size for debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists options: Detail, Name Formats, Sort, Miscellaneous (selected), Debit Memo Format, Organization Name, and Form Alignment. The main area contains a table of settings:

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table is a 'Sample amount' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

Debit Memo Format. You can use **Debit Memo Format** to select formatting features for debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'Debit Memo Format' tab selected. The left sidebar lists options: Detail, Name Formats, Sort, Miscellaneous, Debit Memo Format (selected), Organization Name, and Form Alignment. The main area contains the following settings:

Format: INVBBUSOLPP001 (dropdown) Laser format (pre-printed) (text field)

☐ Print a logo on the form

Logo file name: (text field with browse button)

Logo size: Large (5 3/8 in. x 1 in.) (dropdown)

Miscellaneous information

Transaction spacing: Single space (dropdown)

☒ Print a gray background for every other transaction

☐ Print a gray background for each heading

At the bottom are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

In the **Format** field, select the laser form you use for printing debit memos. If you select a blank paper format, you can print an electronic signature and a logo on the forms.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

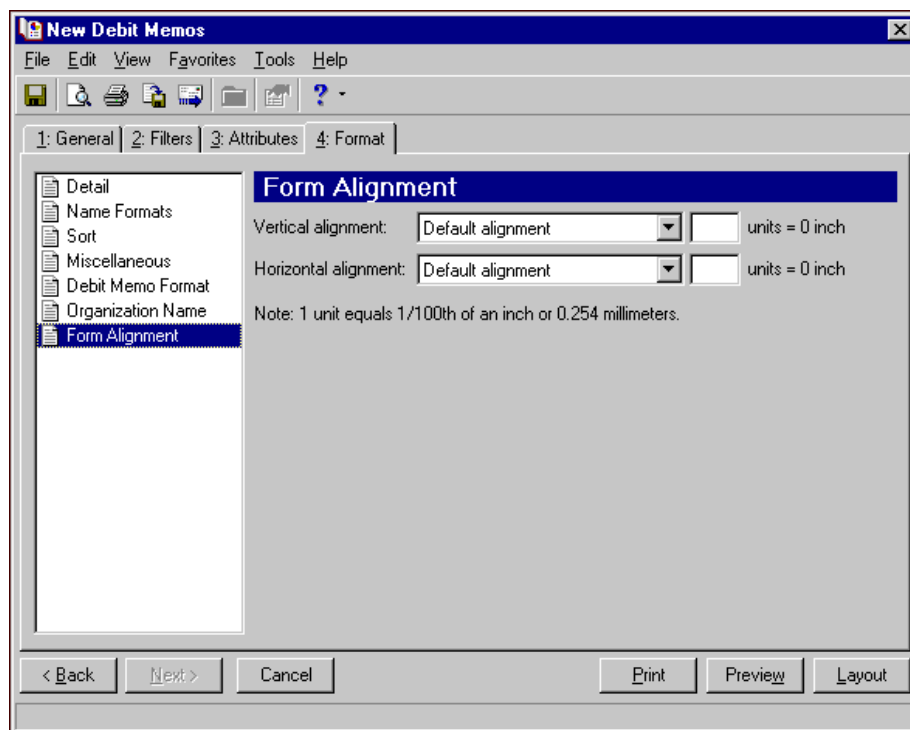
Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'Organization Name' tab selected. The left sidebar lists options: Detail, Name Formats, Sort, Miscellaneous, Debit Memo Format, **Organization Name**, and Form Alignment. The main area is titled 'Organization Name' and contains the following elements:

- A checked checkbox labeled 'Show organization address'.
- An 'Organization name:' text box containing 'Community Services Inc.'
- An 'Address:' text box containing '1234 Main Street' and 'Charleston, SC 29123'.
- An 'Address quick view:' section displaying the organization's name and address in a formatted, bold font: 'Community Services Inc.', '1234 Main Street', and 'Charleston, SC 29123'.

At the bottom of the dialog box are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms when you print.



Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Creating Debit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can print debit memos on blank or pre-printed forms. For blank forms, you can add your organization's logo. You can also select the format to use for client names in the address and body of the memo.

► Creating debit memo forms

In this example, we print debit memos for clients whose names begin with A through H who had standalone charges between February 19th and March 19th, 2003.

1. From the **Accounts Receivable** Mail page, click **Forms**. The Forms page appears.

2. In the list on the left, select **Debit Memos** and click **New** on the action bar. The New Debit Memos screen opens on the General tab.
3. In the **Transaction date** field, select “Specific range”.
4. In **Start date** field, select “February 19th” using the calendar. In the **End date** field, select “March 19th”.
5. In the **Post date** field, select “Include all dates”.
6. In the **Include charges whose status is [] then change the status to printed** field, select “Not yet printed”.

The screenshot shows the 'New Debit Memos' window with the 'General' tab selected. The 'Transaction date' is set to '<Specific range>', 'Start date' is '02/19/2005', and 'End date' is '03/19/2005'. The 'Post date' is set to 'Include all dates'. The 'Include charges whose status is' dropdown is set to 'Not yet printed'. There is a checkbox for 'Create an output query of' with a dropdown set to 'Charges'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

7. Click **Next** or select the Filters tab.
8. Select clients whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New Debit Memos' window with the 'Filters' tab selected. The 'Filters' table has columns 'Filters', 'Include', and 'Selected Filters'. The 'Clients' filter is selected, and the 'Selected Filters' column shows 'David Adams to Mr. John Edward Harrison'. The other filters are 'Client Attributes', 'Charges', and 'Charge Attributes', all with 'All' in the 'Include' column and '<All Client Attributes>', '<All Charges>', and '<All Charge Attributes>' in the 'Selected Filters' column respectively.

Filters	Include	Selected Filters
Clients	Selected	David Adams to Mr. John Edward Harrison
Client Attributes	All	<All Client Attributes>
Charges	All	<All Charges>
Charge Attributes	All	<All Charge Attributes>

9. Select the Format tab.
10. In the list on the left, select **Detail**.
11. Mark **Client address** and select “Primary”.

12. Mark **USPS bar code**.

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Detail

Include this information on the memo:

☒ Client address: <Primary>

☐ Client contact:

Contact number: <None>

Contact number: <None>

☒ **USPS bar code**

☐ Ship to address

Address quick view:

Client name

Address lines

< Back Next > Cancel Print Preview Layout

13. In the list on the left, select **Sort**.14. In the **Sort by** and **Order by** columns on the first row, select “Client Name” and “Ascending” to sort the debit memos alphabetically by client names.

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

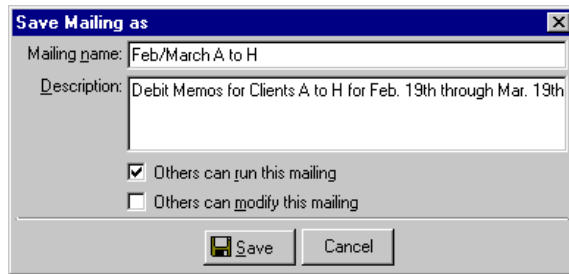
Sort

Sort by	Order by
Client Name	Ascending

Note: If you mark **Create an output query of []** on the General tab, the Save Static Query screen appears so you can name and save the query.

15. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the debit memos appears.
16. Close the preview and return to the Format tab.
17. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
18. In the **Mailing name** field, enter “February/March A to H”.

19. In the **Description** field, enter “Debit Memos for Clients A to H for Feb. 19th through Mar. 19th”.



20. Click **Save** to save the new forms. You return to the Format tab.
21. Close the screen. You return to the Forms page, and the debit memo form named “February/March A to H” appears in the grid.

Credit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can send credit memos to reflect standalone credits such as those for overcharges. For example, a client calls to notify your organization that he was overcharged on his last bill. You verify the mistake, credit the client’s account for the amount he was overcharged, and mail him a credit memo as a record that the credit was made.

Credit Memo Tabs

A credit memo has tabs on which you select parameters: General, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for credit memos, you select parameter settings specific to credit memos.

The screenshot shows the 'New Credit Memos' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and other functions. Below the toolbar are four tabs: '1: General', '2: Filters', '3: Attributes', and '4: Format'. The 'General' tab contains the following fields and controls:

- 'Include credits with these dates:' section with 'Transaction date:' and 'Post date:' dropdown menus, both set to 'Include all dates'.
- 'Include credit transaction numbers from' and 'to' text boxes with calendar icons, both currently blank.
- 'Include credits whose status is:' dropdown menu set to 'Unprinted', followed by the text 'then change the status to printed.'
- A checkbox labeled 'Create an output query of' followed by a dropdown menu set to 'Credits'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Transaction date. In the **Transaction date** field, select a date or date range for the credit transactions to include in the credit memo.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates to include in the credit memo.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

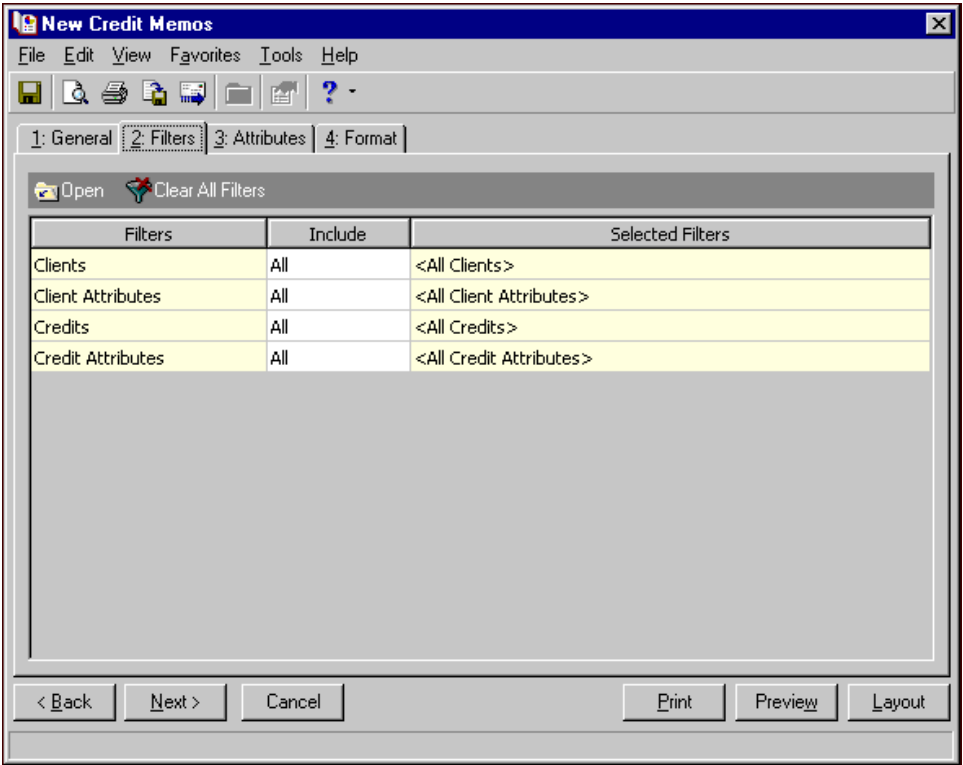
Include credit transaction numbers from [] to []. In the **Include credit transaction numbers from [] to []** field, enter or select a range of credit transaction numbers to include in the credit memo. If you leave both fields blank, the credit memo includes all credit transaction numbers.

Include credits whose status is [] then change the status to printed. In the **Include credits whose status is []** field, select Not yet printed, Reprint, or Both. After printing the credit memo, the print status is changed to printed on the credit record.

Create an output query of []. Mark **Create an output query of []** to create a query of the clients or credits included in the credit memos. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in a credit memo. For more information about filtering, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

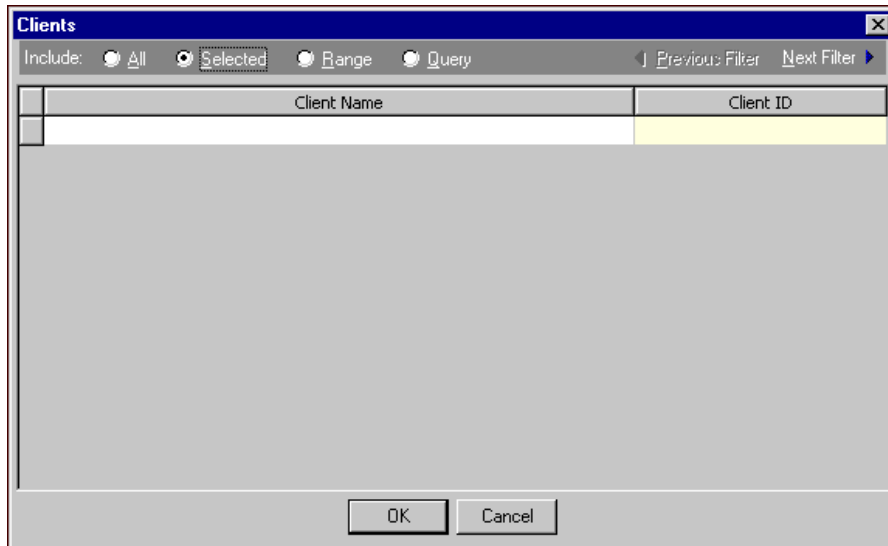
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

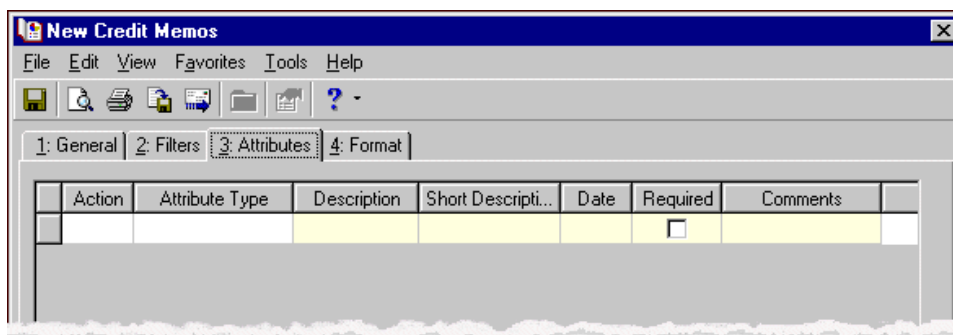
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update transaction attributes for the credits included in the credit memo.



Action. In the **Action** column, you can select to add, delete, or update attributes on credit records when you generate credit memos.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. You can sort the mailing and select formats for displaying monetary amounts.

Detail. You can use **Detail** to select the contact information to include on the credit memo.

The screenshot shows the 'New Credit Memos' dialog box with the 'Format' tab selected. The 'Detail' section is active, showing options to include information on the memo. The 'Client address' checkbox is checked, and the dropdown menu shows '<Primary>'. The 'Client contact' checkbox is unchecked, and the 'Contact number' dropdown menu shows '<None>'. The 'USPS bar code' and 'Ship to address' checkboxes are also unchecked. The 'Address quick view' section displays 'Client name' and 'Address lines'.

You can select which client address and contact phone numbers to use. Mark **USPS bar code** and **Ship to address** to include these items on the form. The **Address quick view** box displays the contact information as it will appear on the form.

Name Formats. Use **Name Formats** to select the client name, formal or informal address, or a salutation, as it appears on the client record.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run credit memos.

The selection you make in the **Format names in credit memo address using: [] if present** field appears in the address area of the credit memo.

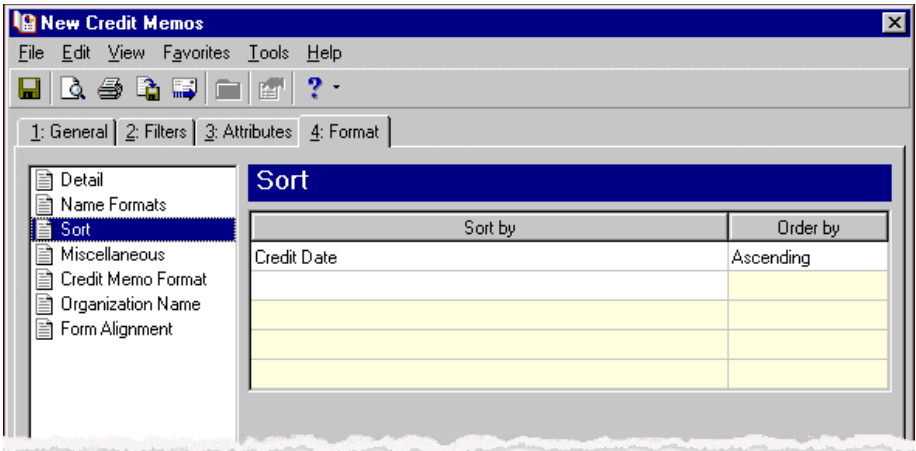
The selection you make in the **Format names in credit memo body using: [] if present** appears in the body of the credit memo in the section for client activity.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact name**, and **CFDA #** for these items to appear after the organization name in the different areas of the credit memo.

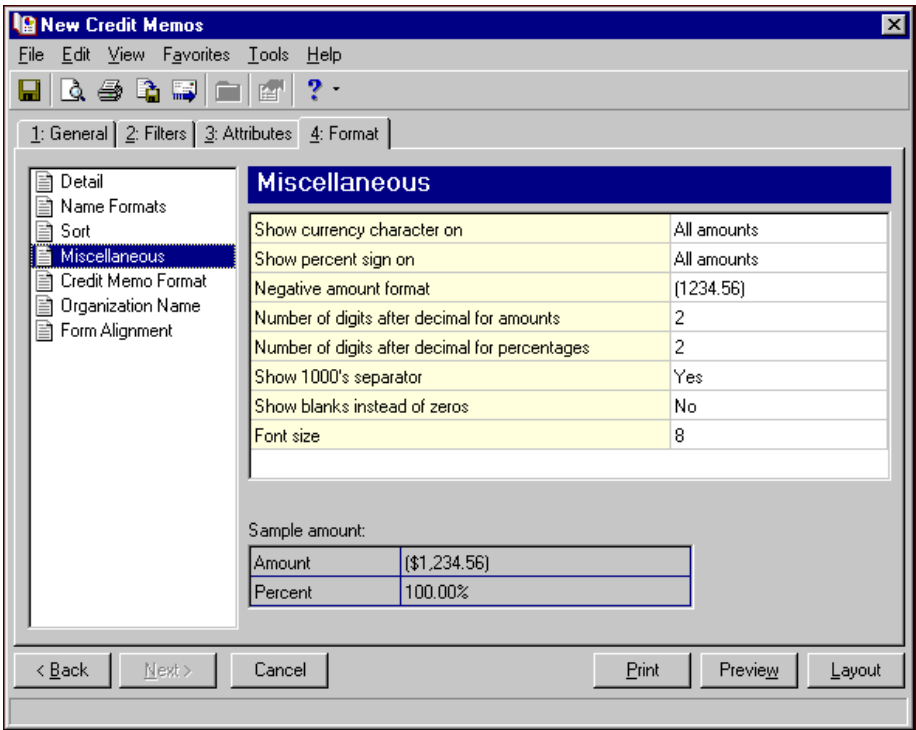
Sort. You can use **Sort** to select the order for items to appear in the credit memo.



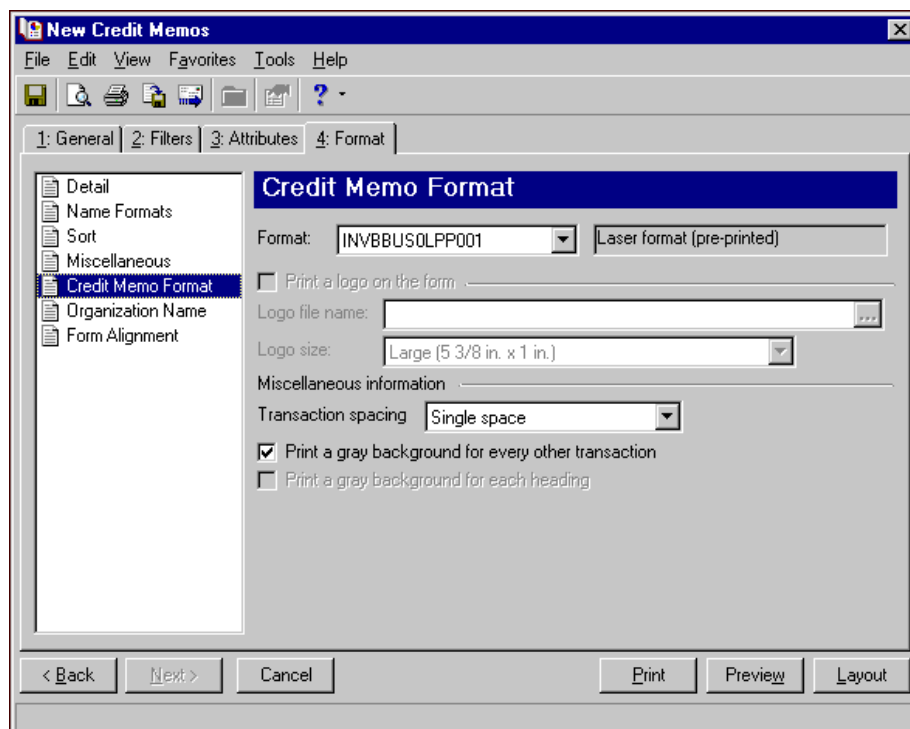
In the first row in the **Sort by** column, select the item to sort the credit memo by. You can sort by credit date, credit number, client name, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the credit memos and the font size for credit memos.



Credit Memo Format. You can use **Credit Memo Format** to select formatting features for credit memos.



In the **Format** field, select the laser form you use for printing credit memos. If you select a blank paper format, you can print an electronic signature and a logo on the forms.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in.; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on credit memos.

The screenshot shows the 'New Credit Memos' dialog box with the 'Organization Name' tab selected. The left sidebar lists options: Detail, Name Formats, Sort, Miscellaneous, Credit Memo Format, **Organization Name**, and Form Alignment. The main area has a title bar 'Organization Name' and a checkbox 'Show organization address' which is checked. Below it, the 'Organization name' field contains 'Community Services Inc.' and the 'Address' field contains '1234 Main Street' and 'Charleston, SC 29123'. An 'Address quick view' box displays the formatted address: 'Community Services Inc.', '1234 Main Street', and 'Charleston, SC 29123'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms when you print.

The screenshot shows the 'New Credit Memos' dialog box with the 'Form Alignment' tab selected. The left sidebar lists options: Detail, Name Formats, Sort, Miscellaneous, Credit Memo Format, Organization Name, and **Form Alignment**. The main area has a title bar 'Form Alignment' and two alignment fields. The 'Vertical alignment' field has a dropdown menu set to 'Default alignment' and a text box with '0' units = 0 inch. The 'Horizontal alignment' field has a dropdown menu set to 'Default alignment' and a text box with '0' units = 0 inch. Below these fields is a note: 'Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.' At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Creating Credit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can print credit memos on blank or pre-printed forms. For blank forms, you can add your organization's logo. You can also select the format to use for client names in the address and body of the memo.

► Creating credit memo forms

In this example, we print credit memos for clients whose names begin with A through H who had standalone credits between February 19th and March 19th, 2003.

1. From the **Accounts Receivable** Mail page, click **Forms**. The Forms page appears.
2. In the list on the left, select **Credit Memos** and click **New** on the action bar. The New Credit Memos screen opens on the General tab.
3. In the **Transaction date** field, select "Specific range".
4. In **Start date** field, select "February 19th" using the calendar. In the **End date** field, select "March 19th".

New Credit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Include credits with these dates:

Transaction date: <Specific range> Start date: 02/19/2003 End date: 03/19/2003

Post date: Include all dates

Include credit transaction numbers from [] to []

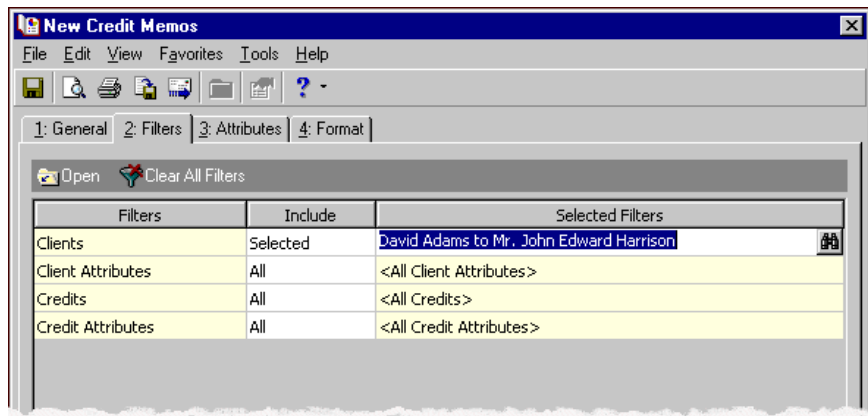
Include credits whose status is: Unprinted then change the status to printed.

☐ Create an output query of Credits

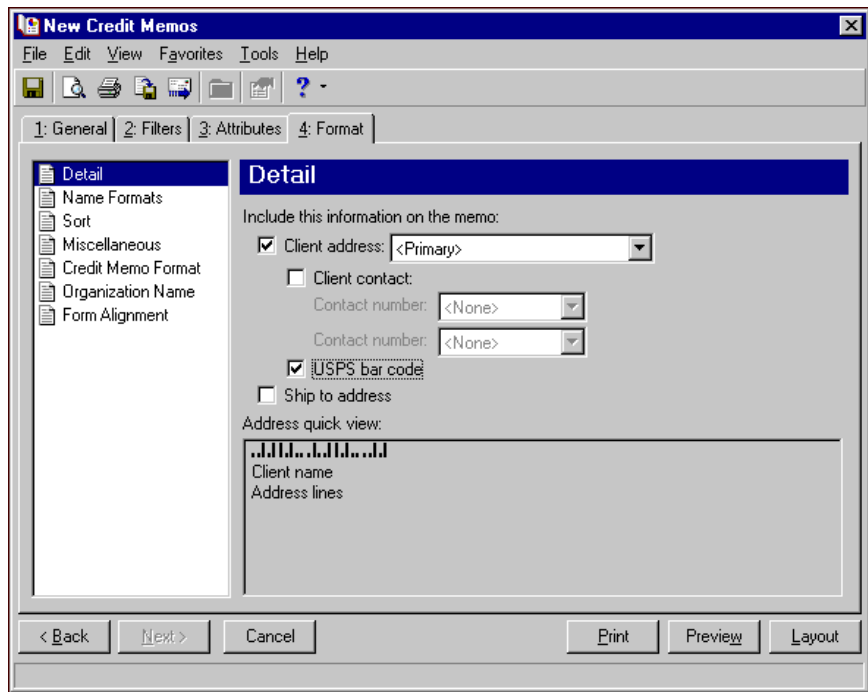
< Back Next > Cancel Print Preview Layout

5. In the **Post date** field, select "Include all dates".
6. In the **Include credits whose status is [] then change the status to printed** field, select "Not yet printed".
7. Click **Next** or select the Filters tab.

8. Select clients whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.

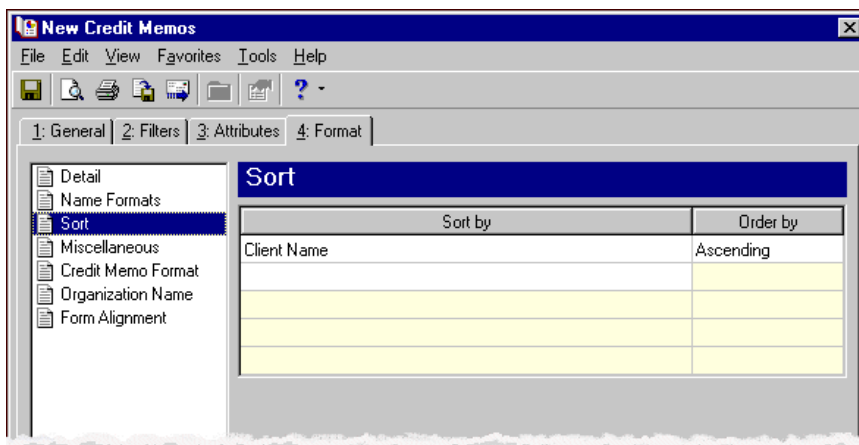


9. Select the Format tab.
10. In the list on the left, select **Detail**.
11. Mark **Client address** and select "Primary".
12. Mark **USPS bar code**.



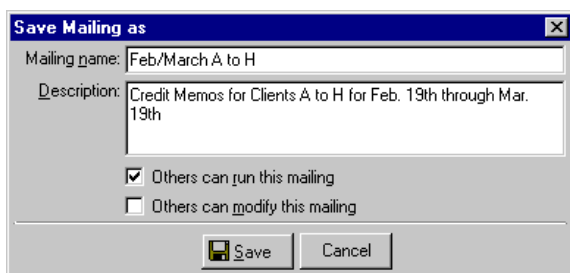
13. In the list on the left, select **Sort**.

14. In the **Sort by** and **Order by** columns on the first row, select “Client Name” and “Ascending” to sort the credit memos alphabetically by client names.



Note: If you mark **Create an output query of []** on the General tab, the Save Static Query screen appears so you can name and save the query.

15. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the credit memos appears.
16. Close the preview and return to the Format tab.
17. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
18. In the **Mailing name** field, enter “February/March A to H”.
19. In the **Description** field, enter “Credit Memos for Clients A to H for Feb. 19th through Mar. 19th”.



20. Click **Save** to save the new forms. You return to the Format tab.
21. Close the screen. You return to the Forms page, and the credit memo form named “February/March A to H” appears in the grid.

AR Receipt Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can generate AR receipts for payments received and include details about the charges to which payments were applied or the clients to which payments were distributed.

AR Receipt Tabs

An AR receipt has tabs on which you select parameters: General, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for AR receipts, you select parameter settings specific to AR receipts.

Note: You must have the appropriate security rights to output credit card numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for *The Financial Edge*.

Payment date. In the **Payment date** field, select a date or date range for payment dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Deposit date. In the **Deposit Date** field, select a date or date range for deposit dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Include payment numbers from [] to []. In the **Include payment numbers from [] to []** field, enter or select a range of payment numbers to include in the receipt. If you leave both fields blank, the form includes all payment numbers.

Include deposit numbers from [] to []. In the **Include deposit numbers from [] to []** field, enter or select a range of deposit numbers to include in the receipt. If you leave both fields blank, the form includes all deposit numbers.

Include payments whose status is [] then change the status to printed. In the **Include payments whose status is []** field, select Not yet printed, Reprint, or Both. After printing the receipt, the print status is changed to printed on the payment record.

Create an output query of []. Mark this option to create a query of payments, deposits, or clients that appear in the receipts. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in an AR receipt. For more information about filtering, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Clients	All	<All Clients>
Client Attributes	All	<All Client Attributes>
Banks	All	<All Banks>
Deposits	All	<All Deposits>
Payments	All	<All Payments>
Payment Attributes	All	<All Payment Attributes>
Payment Sources	All	<All Payment Sources>

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

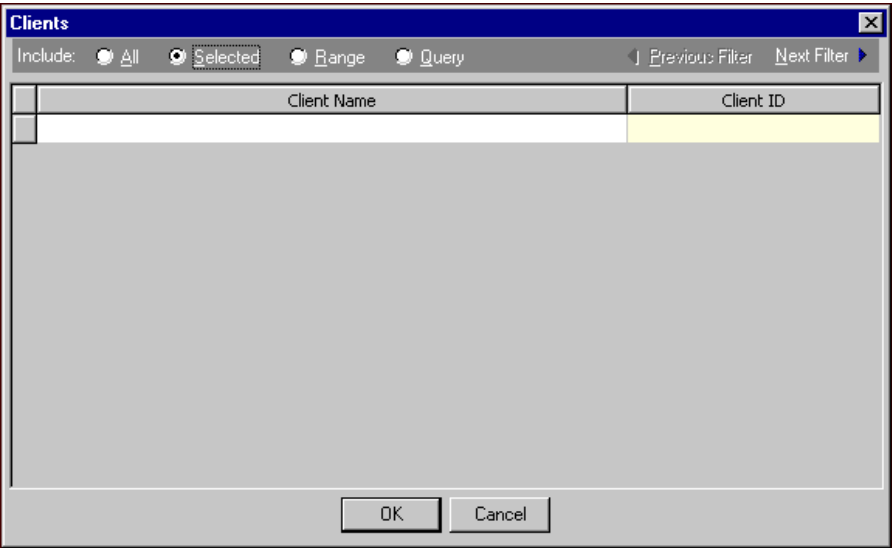
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

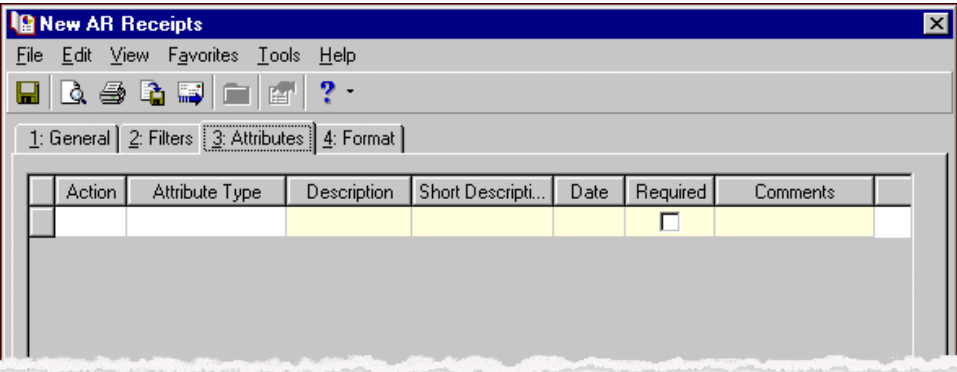
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update transaction attributes for payments.



Action. In the Action column, you can select to add, delete, or update attributes on the payment record when you generate receipts.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the receipts. You can sort the mailing and select formats for displaying monetary amounts.

Detail. Use **Detail** to select what items of detail to print on AR receipts.

The screenshot shows the 'New AR Receipts' dialog box with the 'Format' tab selected. The 'Detail' section is expanded, showing the following options:

- ☒ Show: Charges this payment was applied to
- Show: Invoice information
- Include this information on the receipt:
 - ☒ Client address: <Primary>
 - ☐ Client contact:
 - Contact number: <None>
 - Contact number: <None>
 - ☐ USPS bar code
- Address quick view:
 - Client name
 - Address lines

The dialog box includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with icons for file operations, and a tabbed interface with tabs for 1: General, 2: Filters, 3: Attributes, and 4: Format. The 'Detail' section is currently selected. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

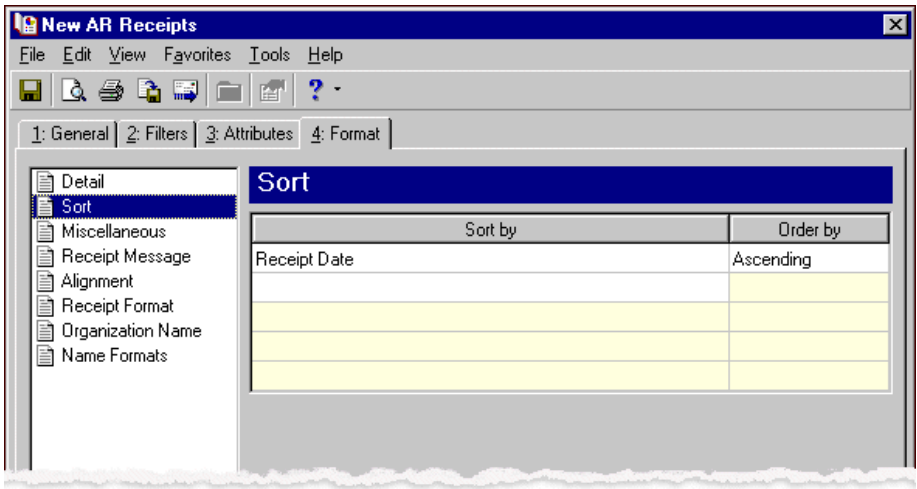
To show payment applications or distributions, mark **Show** and select Charges this payment was applied to or Client this payment was distributed to. To display the reference number as a barcode, mark **Show barcode**.

You can select for the line item description to be invoice information (invoice and line item number) or the billing item description.

You can also select which client address and contact phone numbers to use. Mark **USPS bar code** and **Ship to address** to include these items on the form. The **Address quick view** box displays the contact information as it will appear on the form.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run AR receipts.

Sort. You can use **Sort** to select the order for items to appear in the AR receipt.



In the first row in the **Sort by** column, select the item to sort the AR receipt by. You can sort by receipt date, deposit number, receipt number, client name, payment type, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the receipts and the font size for receipts.

The screenshot shows the 'New AR Receipts' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists options: Detail, Sort, Miscellaneous (selected), Receipt Message, Alignment, Receipt Format, Organization Name, and Name Formats. The main area displays a table of settings for the 'Miscellaneous' tab.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table, there is a 'Sample amount:' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom of the dialog box are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

Receipt Message. Use **Receipt Message** to enter text you want to appear at the end of each receipt.

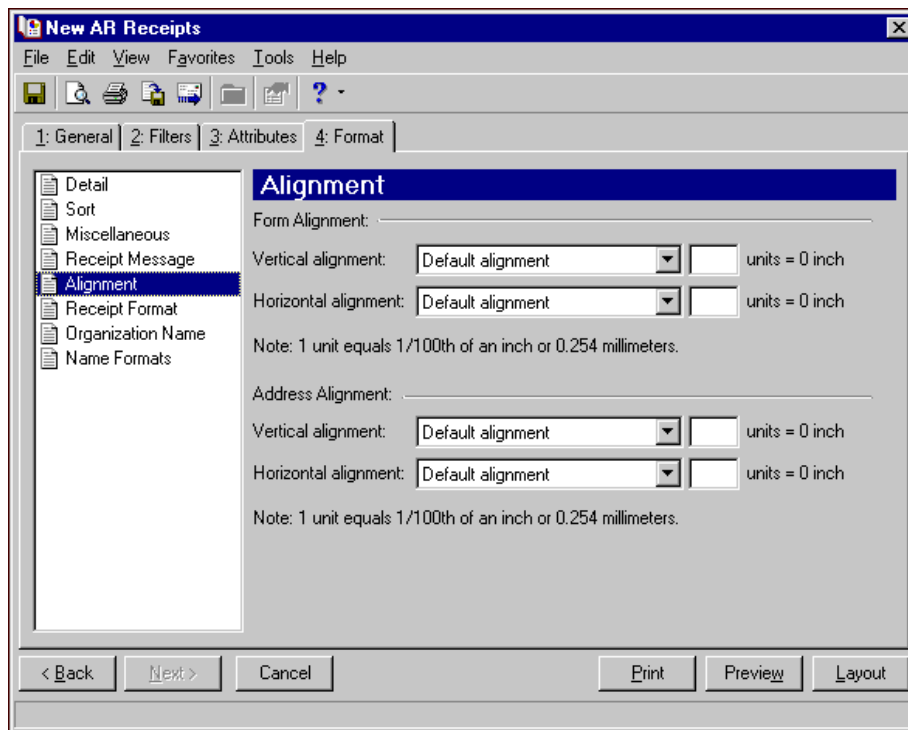
The screenshot shows the 'New AR Receipts' dialog box with the 'Receipt Message' tab selected. The left sidebar lists options: Detail, Sort, Miscellaneous, Receipt Message (selected), Alignment, Receipt Format, Organization Name, and Name Formats. The main area displays a text input field for the receipt message.

This text will print at the end of each receipt:

[Empty text input field]

At the bottom of the dialog box are buttons: < Back, Next >, Cancel, Print, Preview, and Layout.

Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

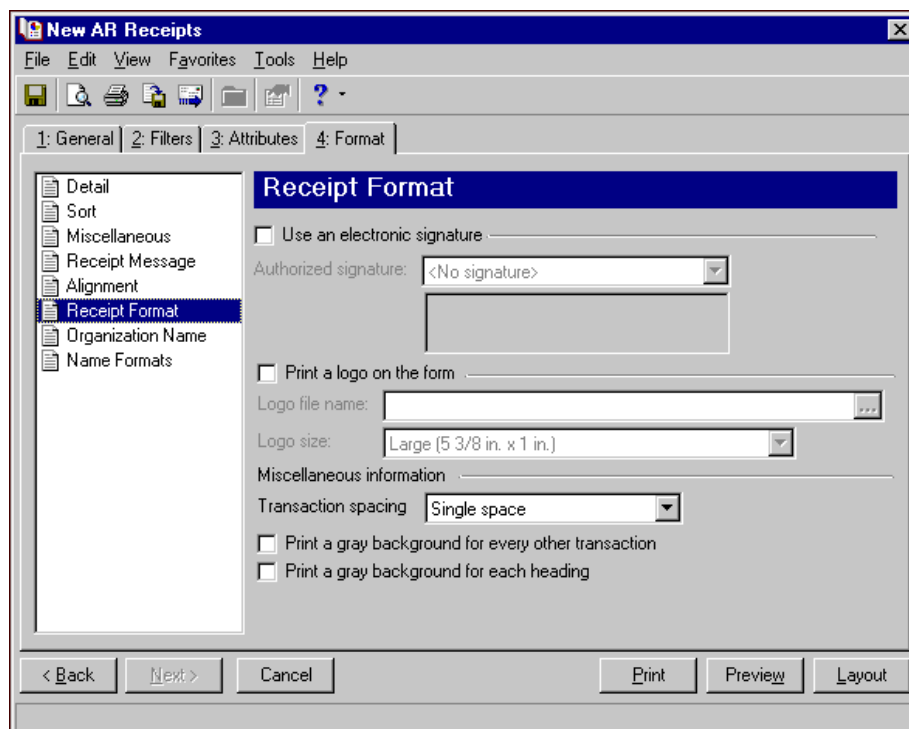


Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the receipt recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Receipt Format. You can use **Receipt Format** to select formatting features for receipts.



To print an electronic signature, mark **Use an electronic signature**. In the **Authorized signature** field, select the signature to use on the forms. For more information about creating electronic signatures, see the *Administration Guide*.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization’s information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on receipts.

The screenshot shows the 'New AR Receipts' window with the 'Organization Name' tab selected. The left sidebar lists various configuration options, with 'Organization Name' highlighted. The main area is titled 'Organization Name' and contains a checkbox for 'Show organization address' which is checked. Below this, there are text input fields for 'Organization name' (containing 'Community Services Inc.') and 'Address' (containing '1234 Main Street' and 'Charleston, SC 29123'). At the bottom of the main area is an 'Address quick view' box that displays the organization's name and address as they will appear on the receipt. The window has a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Name Formats. Use **Name Formats** to select the client name, formal or informal address, or a salutation, as it appears on the client record.

The screenshot shows the 'New AR Receipts' window with the 'Name Formats' tab selected. The left sidebar lists various configuration options, with 'Name Formats' highlighted. The main area is titled 'Name Formats' and contains two sections for configuring name formats. The first section, 'Format names in receipt address using:', has a dropdown menu set to 'Client name' with the text 'if present' next to it. Below this is an 'Otherwise use:' dropdown menu. The second section, 'For organizations, use name followed by:', has two checkboxes: 'Organization ID' and 'CFDA #'. The second section, 'Format names in receipt body using:', also has a dropdown menu set to 'Client name' with the text 'if present' next to it. Below this is an 'Otherwise use:' dropdown menu. The third section, 'For organizations, use name followed by:', has three checkboxes: 'Organization ID', 'Contact name', and 'CFDA #'. The window has a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run receipts.

The selection you make in the **Format names in receipt address using: [] if present** field appears in the address area of the receipt.

The selection you make in the **Format names in receipt body using: [] if present** appears in the body of the receipt in the section for client activity.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact name**, and **CFDA #** for these items to appear after the organization name in the different areas of the receipt.

Creating AR Receipt Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can add a message to the receipt, use an electronic signature, and print your organization's logo. You can also select the format to use for client names in the address and body of the memo.

► Creating AR receipt forms

In this example, we print AR receipts for clients whose names begin with A through H who made payments between February 19th and March 19th, 2003.

1. From the **Accounts Receivable** Mail page, click **Forms**. The Forms page appears.
2. In the list on the left, select **AR Receipts** and click **New** on the action bar. The New AR Receipts screen opens on the General tab.
3. In the **Payment date** field, select "Specific range".
4. In **Start date** field, select "February 19th" using the calendar. In the **End date** field, select "March 19th".
5. In the **Deposit date** field, select "Include all dates".

6. In the **Include payments whose status is []** then change the status to **printed** field, select “Not yet printed”.

The screenshot shows the 'New AR Receipts' dialog box with the 'General' tab selected. The 'Include payments with these dates:' section has 'Payment date' set to '<Specific range>', 'Start date' to '02/19/2003', and 'End date' to '03/19/2003'. 'Deposit date' is set to 'Include all dates'. The 'Include payment numbers from:' and 'Include deposit numbers from:' fields are empty. The 'Include payments whose status is:' dropdown is set to 'Unprinted', with the instruction 'then change the status to printed.' below it. The 'Create an output query of' checkbox is unchecked, and the dropdown is set to 'Payments'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

7. Click **Next** or select the **Filters** tab.
8. Select clients whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New AR Receipts' dialog box with the 'Filters' tab selected. At the top are 'Open' and 'Clear All Filters' buttons. Below is a table with three columns: 'Filters', 'Include', and 'Selected Filters'.

Filters	Include	Selected Filters
Clients	Selected	David Adams to Mr. John Edward Harrison
Client Attributes	All	<All Client Attributes>
Banks	All	<All Banks>
Deposits	All	<All Deposits>
Payments	All	<All Payments>
Payment Attributes	All	<All Payment Attributes>
Payment Sources	All	<All Payment Sources>

9. Select the **Format** tab.
10. In the list on the left, select **Detail**.
11. Mark **Show** and select “Charges this payment was applied to”.
12. Mark **Client address** and select “Primary”.

13. Mark **USPS bar code**.

New AR Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Detail

☒ Show Charges this payment was applied to

Include this information on the receipt:

☒ Client address: <Primary>

☐ Client contact:

Contact number: <None>

Contact number: <None>

☒ **USPS bar code**

Address quick view:

Client name

Address lines

< Back Next > Cancel Print Preview Layout

14. In the list on the left, select **Sort**.15. In the **Sort by** and **Order by** columns on the first row, select “Client Name” and “Ascending” to sort the AR receipts alphabetically by client names.

New AR Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

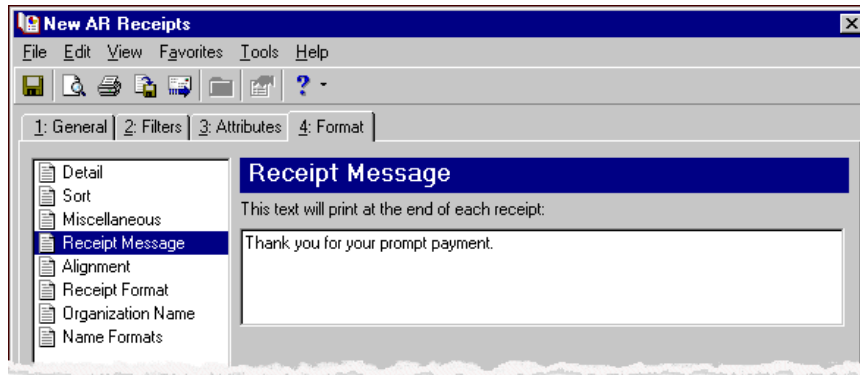
Sort

Sort by	Order by
Client Name	Ascending

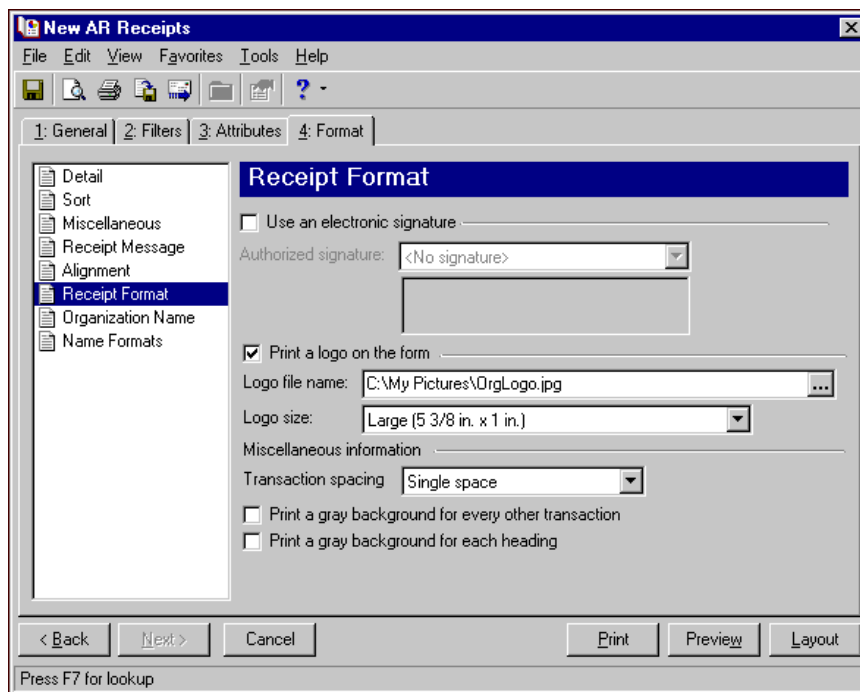
Note: If you mark **Create an output query of []** on the General tab, the Save Static Query screen appears so you can name and save the query.

16. In the list on the left, select **Receipt Message**.

17. Enter “Thank you for your prompt payment.” in the text box.

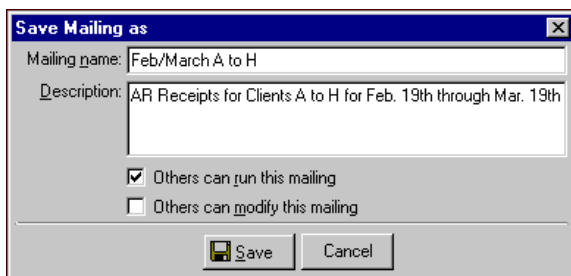


18. In the list on the left, select **Receipt Format**.
 19. Mark **Print a logo on the form**.
 20. In the **Logo file name** field, browse to the graphic file containing your organization’s logo.
 21. In the **Logo size** field, select “Large (5 3/8 in. X 1 in.)”.



22. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the AR receipts appears.
 23. Close the preview and return to the Format tab.
 24. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
 25. In the **Mailing name** field, enter “February/March A to H”.

26. In the **Description** field, enter “AR Receipts for Clients A to H for Feb. 19th through Mar. 19th”.



The screenshot shows a 'Save Mailing as' dialog box. It has a title bar with a close button. Inside, there are two text input fields: 'Mailing name' with the text 'Feb/March A to H' and 'Description' with the text 'AR Receipts for Clients A to H for Feb. 19th through Mar. 19th'. Below these fields are two checkboxes: the first is checked and labeled 'Others can run this mailing', the second is unchecked and labeled 'Others can modify this mailing'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

27. Click **Save** to save the new forms. You return to the Format tab.
28. Close the screen. You return to the Forms page, and the AR receipt form named “February/March A to H” appears in the grid.

Invoice Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Invoices are payment requests you send for goods or services rendered. Using the **Invoices** link in *Mail*, you can generate invoices or returns, or invoices and returns in one run. You can print invoices or returns for only the client who received the goods or services, or for all clients who are assigned charges on the invoice.

Invoice Tabs

A Invoice has tabs on which you select parameters: General, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for Invoices, you select parameter settings specific to invoice forms.

Note: If you include only returns, the field names become specific to returns.

Include. In the **Include** field, select to include Invoices, Returns, or Invoices and Returns in the run of forms.

Invoice date/Returns date. In the **Invoice date** field, select a date or date range for invoices or returns to include in the run of forms.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Ordered on date. In the **Ordered on date** field, select a date or date range for when orders were placed.

Include invoice/return IDs from [] to []. In the **Include invoice/return IDs from [] to []** field, enter or select a range of invoice/return numbers to include in the invoice. If you leave both fields blank, the invoice includes all invoice/return numbers.

Include invoices/returns whose status is [] then change the status to printed. In the **Include invoices/returns whose status is []** field, select Not yet printed, Reprint, or Both. After printing the invoice, the print status is changed to printed on the invoice record.

Print an invoice. In the **Print an invoice []** field, select who you want to receive the invoice. To print invoices for only invoice owners, select Only for the client who the invoice is for. To print invoices for any client who is named a payer on a charge distribution for that invoice, select For all clients who are assigned charges on the invoice.

When an invoice prints for a client who is a payer but not the owner of the invoice, the information on the invoice is only that associated with the owner of the invoice. Any charge information for the payer is not included on this invoice.

Create an output query of []. Mark **Create an output query of []** to create a query of the invoices, returns, or clients included in the invoice. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in an invoice. For more information about filtering, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Clients	All	<All Clients>
Client Attributes	All	<All Client Attributes>
Invoices	All	<All Invoices>
Invoice Attributes	All	<All Invoice Attributes>
Print Statuses	All	<All Print Statuses>
Returns	All	<All Returns>
Return Attributes	All	<All Return Attributes>
Return Item Statuses	All	<All Return Item Statuses>

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

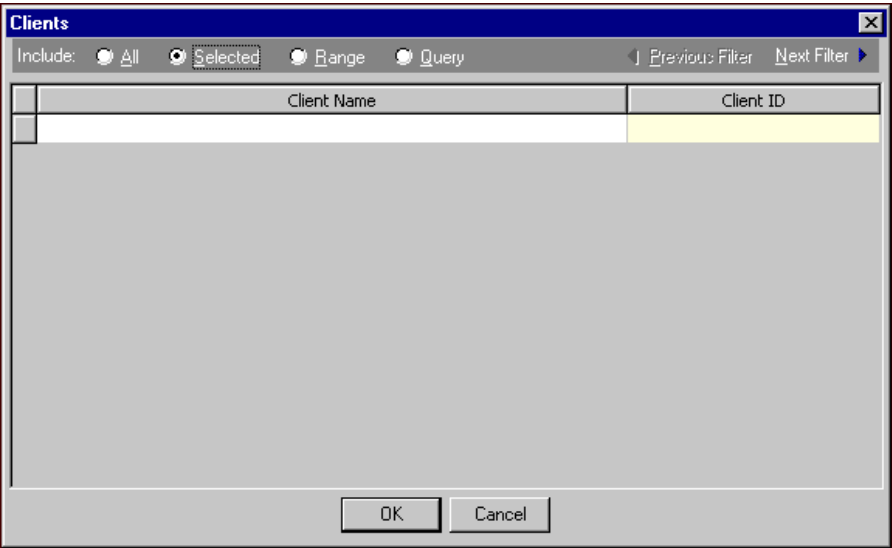
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

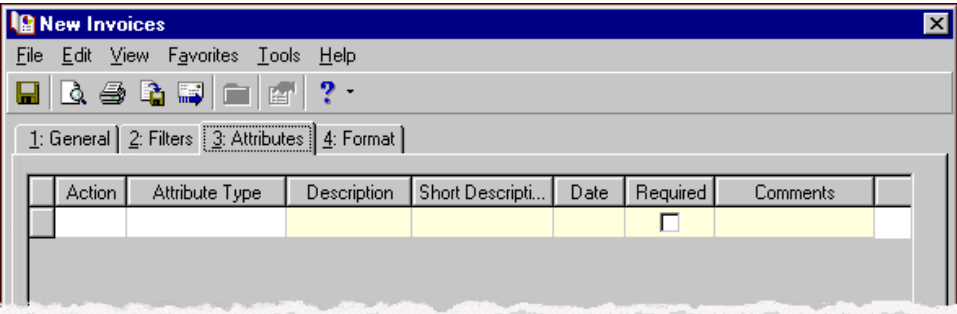
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update transaction attributes for invoices and returns.



Action. In the Action column, you can select to add, delete, or update attributes on invoice or return records when you generate invoice and return forms.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. You can sort the mailing and select formats for displaying monetary amounts.

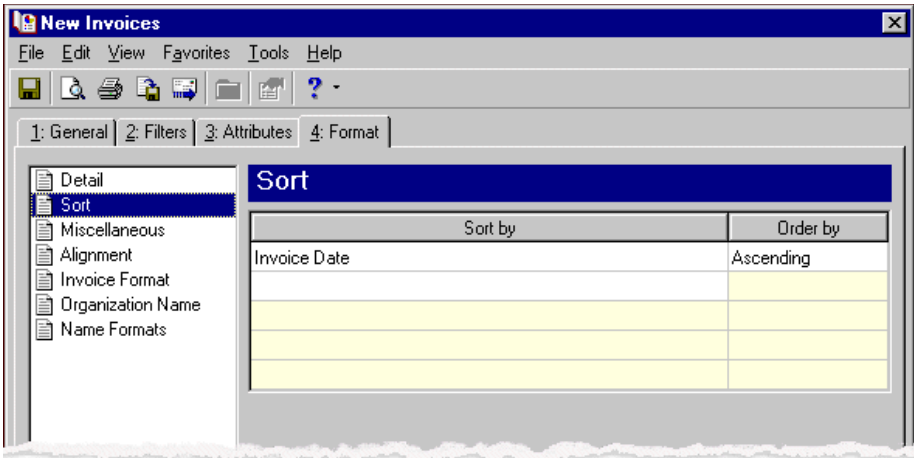
Detail. Use **Detail** to select what items of detail to print on invoices.

The screenshot shows the 'New Invoices' dialog box with the 'Format' tab selected. The 'Detail' section is active, showing options for what information to include on the invoice. The 'Show payment and credit detail' checkbox is checked. Under 'Include this information on the invoice:', the 'Client address' dropdown is set to '<Primary>'. The 'Client contact' checkbox is unchecked, and its associated 'Contact number' dropdowns are set to '<None>'. The 'USPS bar code' and 'Ship to address' checkboxes are also unchecked. The 'Address quick view' section shows a preview of the client name and address lines.

You can mark **Show payment and credit detail** to show payments or credits applied to invoices.

You can also select which client address and contact phone numbers to use. Mark **USPS bar code** and **Ship to address** to include these items on the form. The **Address quick view** box displays the contact information as it will appear on the form.

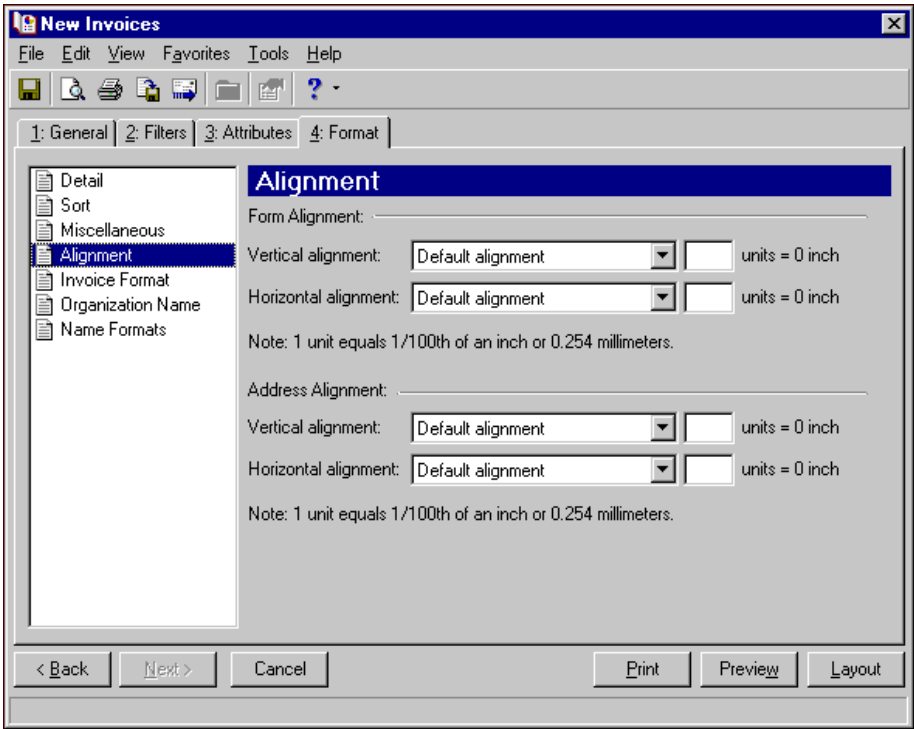
Sort. You can use **Sort** to select the order for items to appear in the invoices.



In the first row in the **Sort by** column, select the item to sort the invoice by. You can sort by invoice date, invoice number, client name, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

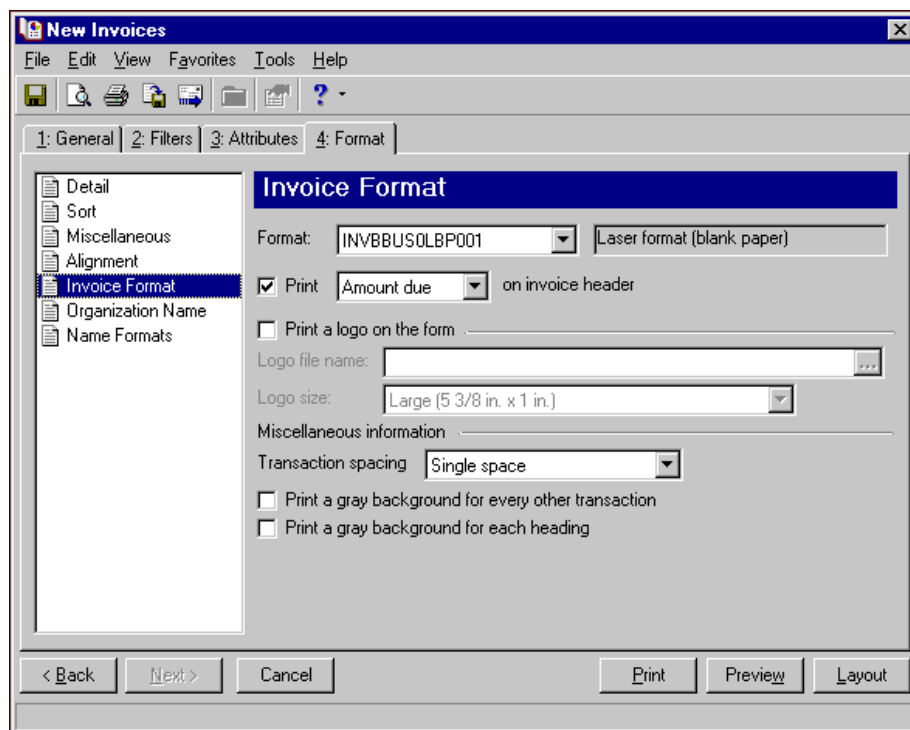


Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the invoice recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Invoice Format. You can use **Invoice Format** to select formatting features for invoices.



In the **Format** field, select the laser form you use for printing invoices. If you select a blank paper format, you can print an electronic signature and a logo on the forms.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

You can print in the header the invoice amount due or the date the invoice was printed.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Line item spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other line item** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on invoices.

The screenshot shows the 'New Invoices' window with the 'Organization Name' tab selected. The left sidebar contains a tree view with 'Organization Name' highlighted. The main area has a blue header 'Organization Name'. Below it is a checkbox 'Show organization address' which is checked. Underneath are two text input fields: 'Organization name:' containing 'Community Services Inc.' and 'Address:' containing '1234 Main Street', 'Charleston, SC 29123', and 'Phone: (843) 524-6789'. Below these is an 'Address quick view' section displaying the same information in a formatted, bold layout. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Name Formats. Use **Name Formats** to select the client name, formal or informal address, or a salutation, as it appears on the client record.

The screenshot shows the 'New Invoices' window with the 'Name Formats' tab selected. The left sidebar has 'Name Formats' highlighted. The main area has a blue header 'Name Formats'. It contains two sections for configuring name formats. The first section, 'Format names in invoice address using:', has a dropdown set to 'Client name' with 'if present' next to it, an 'Otherwise use:' dropdown, and checkboxes for 'Organization ID' and 'CFDA #' under 'For organizations, use name followed by:'. The second section, 'Format names in invoice body using:', has a similar dropdown set to 'Client name' with 'if present', an 'Otherwise use:' dropdown, and checkboxes for 'Organization ID', 'Contact name', and 'CFDA #' under 'For organizations, use name followed by:'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run invoices.

The selection you make in the **Format names in invoice address using: [] if present** field appears in the address area of the invoice.

The selection you make in the **Format names in invoice body using: [] if present** appears in the body of the invoice in the section for client activity.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact name**, and **CFDA #** for these items to appear after the organization name in the different areas of the invoice.

Creating Invoice Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can print invoices on blank or pre-printed forms. For blank forms, you can add your organization's logo. You can also select the format to use for client names in the address and body of the invoice.

► Creating invoice forms

In this example, we print invoices for clients whose names begin with A through H who received goods or services between February 19th and March 19th, 2003.

1. From the **Accounts Receivable** Mail page, click **Forms**. The Forms page appears.
2. In the list on the left, select **Invoices** and click **New** on the action bar. The New Invoices screen opens on the General tab.
3. In the **Include** field, select "Invoices".
4. In the **Transaction date** field, select "Specific range".
5. In **Start date** field, select "February 19th" using the calendar. In the **End date** field, select "March 19th".
6. In the **Ordered on date** field, select "Include all dates".
7. In the **Include invoices whose status is [] then change the status to printed** field, select "Not yet printed".

8. In the **Print an invoice** field, select “Only for the client who the invoice is for”.

The screenshot shows the 'New Invoices' dialog box with the 'General' tab selected. The 'Include' dropdown is set to 'Invoices'. The 'Transaction date' is set to '<Specific range>'. The 'Start date' is '02/19/2003' and the 'End date' is '03/19/2003'. The 'Ordered on date' is set to 'Include all dates'. The 'Include invoice IDs from' field is empty. The 'Include invoices whose status is' dropdown is set to 'Unprinted'. The 'Include returns whose status is' dropdown is set to 'Unprinted'. The 'Print an invoice' dropdown is set to 'Only for the client who the invoice is for'. The 'Create an output query of' checkbox is unchecked, and the dropdown is set to 'Invoices'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

9. Click **Next** or select the Filters tab.
10. Select clients whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New Invoices' dialog box with the 'Filters' tab selected. The 'Open' button is highlighted. Below the buttons is a table with three columns: 'Filters', 'Include', and 'Selected Filters'.

Filters	Include	Selected Filters
Clients	Selected	David Adams to Mr. John Edward Harrison
Client Attributes	All	<All Client Attributes>
Invoices	All	<All Invoices>
Invoice Attributes	All	<All Invoice Attributes>
Print Statuses	All	<All Print Statuses>
Returns	All	<All Returns>
Return Attributes	All	<All Return Attributes>
Return Item Statuses	All	<All Return Item Statuses>

11. Click **Next** or select the Format tab.
12. In the list on the left, select **Detail**.
13. Mark **Show payment and credit detail**.
14. Mark **Client address** and select “Primary”.

15. Mark **USPS bar code**.

The screenshot shows the 'New Invoices' dialog box with the 'Detail' tab selected. The 'Detail' section on the left lists various options, and the 'Detail' pane on the right shows the configuration for the invoice. The 'USPS bar code' checkbox is checked, and the 'Ship to address' checkbox is unchecked. The 'Address quick view' section shows a preview of the address lines.

New Invoices

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Detail

☒ Show payment and credit detail

Include this information on the invoice:

☒ Client address: <Primary>

☐ Client contact:

Contact number: <None>

Contact number: <None>

☒ **USPS bar code**

☐ Ship to address

Address quick view:

Client name

Address lines

< Back Next > Cancel Print Preview Layout

16. In the list on the left, select **Sort**.17. In the **Sort by** and **Order by** columns on the first row, select "Client Name" and "Ascending" to sort the invoices alphabetically by client names.

The screenshot shows the 'New Invoices' dialog box with the 'Sort' tab selected. The 'Sort' section on the left lists various options, and the 'Sort' pane on the right shows the configuration for sorting the invoices. The 'Sort by' column is set to 'Client Name' and the 'Order by' column is set to 'Ascending'.

New Invoices

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

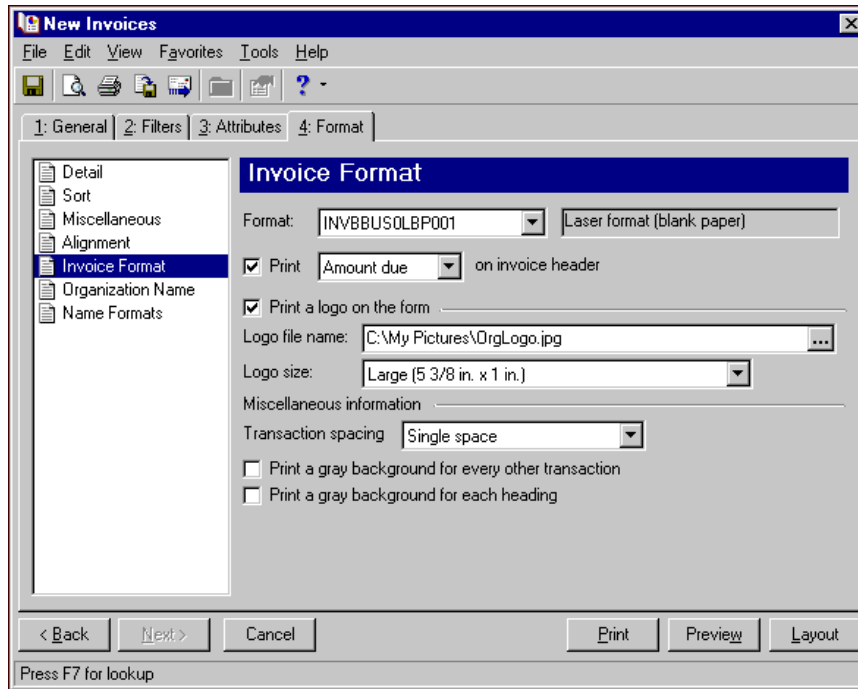
Sort

Sort by	Order by
Client Name	Ascending

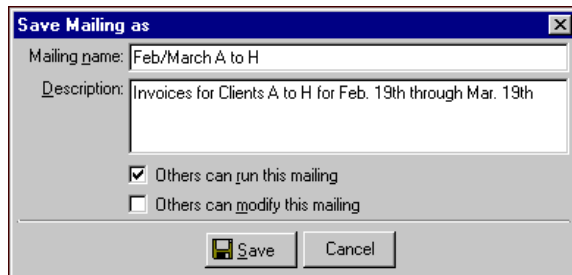
Note: If you mark **Create an output query of []** on the General tab, the Save Static Query screen appears so you can name and save the query.

18. In the list on the left, select **Invoice Format**.19. Mark **Print [] on the invoice header** and select "Amount due".20. Mark **Print a logo on the form**.21. In the **Logo file name** field, browse to the graphic file containing your organization's logo.

22. In the **Logo size** field, select “Large (5 3/8 in. X 1 in.)”.



23. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the invoices appears.
24. Close the preview and return to the Format tab.
25. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
26. In the **Mailing name** field, enter “February/March A to H”.
27. In the **Description** field, enter “Invoices for Clients A to H for Feb. 19th through Mar. 19th”.



28. Click **Save** to save the new forms. You return to the Format tab.
29. Close the screen. You return to the Forms page, and the invoice form named “February/March A to H” appears in the grid.

Single Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Single statements list charge and payment activity you send to one specified client or third party statement recipient. These are helpful in instances such as when a client requests an additional copy of their statement.

Single Statement Tabs

A single statement has tabs on which you can select parameters: General, Details, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the single statements should look.

General Tab

On the General tab for single statements, you select parameter settings specific to single statements. Here you can select to print or export the information or do both. On the General tab, you can also print single statements for third-party statement recipients. You can show aging information on the single statements.

Note: If you mark **Print statements**, you can also preview the mailing and view a layout of the single statements. If you mark **Export statements to Access**, the **Preview** and **Layout** buttons become disabled. You can export single statements only to Microsoft Access.

Statement for. In the **Statement for** field, you can enter the client's name or click the binoculars to find the client for which you want to print the statement.

What do you want to do? In the **What do you want to do?** frame, you can select to print or export statements, or both. To print statements on your selected printer, mark **Print statements**. For more information about setting up printers, see the *Program Basics Guide*. If you mark **Export statements to Access**, the program creates a *.mdb file containing a database of statement recipients, transactions, and other statement information that you can use in Microsoft Access.

Transaction cutoff date. In the **Transaction cutoff date** field, select a date to define the last day for the period of open transactions to include in the statement. You can select Today, Yesterday, Tomorrow, or a specific date. The dates used in this period are the transaction dates from payment, charge, and credit records and the invoice date from invoice records.

Statement date. In the **Statement date** field, you can select the date the statement is created — Today, Yesterday, Tomorrow, a specific date, or the transaction cutoff date.

When a statement recipient pays for multiple clients. In the **When a statement recipient pays for multiple clients** field, you can select:

- Use the statement settings for the statement recipient — The program compiles client activity according to your selections on the Statements tab of the client record.
- Create one statement per client — The program prints a separate statement for each client.
- Combine clients onto one statement — The program prints a single statement for each statement recipient with payees combined onto the statement.

Include aging information on statement. If you mark **Include aging information on statement**, you can select a date in the **Age as of** field. In **Reduce balances by unused payments/credits beginning with**, you can select to reduce balances with unapplied payments and credits by the oldest period or the most recent period. The reduced balance total appears in the aging periods section at the bottom of the statement. For more information about defining aging periods, see the *Configuration Guide for Accounts Receivable*.

Create an output query of clients on statements. Mark **Create an output query of clients on statements** to create a query of all clients with activity appearing on any statement in the statement run. You can save and use an output query later for reports or other mailings.

Details Tab

On the Details tab for statements, you can show summarized or detailed activity and group the information by client. You can also select whether to summarize and display finance charges.

The screenshot shows the 'New Single Statement' dialog box with the 'Details' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are seven tabs: 1: General, 2: Details (selected), 3: Clients, 4: Filters, 5: Attributes, 6: Auto Pay, and 7: Format. The 'Details' tab contains several options:

- ☐ Summarize transactions before: The same day of previous month based on transaction cutoff date (dropdown menu)
- Summary text: Summary balance as of (text field) ☒ Include summary date
- Show transaction detail for: (text field)
- ☐ Fully paid charges
- ☐ Invoices and returns
- ☐ Sales tax transactions
- Show transaction summary for: (text field)
- ☐ Transactions on this statement
- ☐ Show combined summary across multiple clients on each statement
- Summarize by: Transaction type (dropdown menu)
- ☐ Transactions across this date range: This fiscal year (dropdown menu) 01/01/2005 to 12/31/2005
- ☐ Show combined summary across multiple clients on each statement
- Summarize by: Transaction type (dropdown menu)

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Summarize transactions before. Mark **Summarize transactions before** to add a summary balance of client activity that occurred before the specified date. This is useful if statements are long. Transactions after the selected date appear in detail on the statement.

When you mark **Summarize transactions before**, you must select one of these dates to determine the summary period:

- The same day of previous month based on transaction cutoff date — If you select this option, the transaction cutoff date from the General tab is used to determine which day of the previous month to use as a summary date.
- Specific date — If you select this option, the **Date** field appears so you can enter or select a date.
- Recurring date — If you select this option, the **The [] day of []** fields appear so you can select the date to use to summarize previous transactions. You must specify both a day and month.

If you include a summary balance, the text “Summary balance as of” prints automatically on statements, but you can enter your own message in the **Summary text** field. To print the date following the text, mark **Include summary date**.

Show transaction detail for. In the **Show transaction detail for** frame, you can mark the transactions you want to show in detail.

If you mark **Fully paid charges**, fully paid charges, invoices, invoice line items, and refunds appear as separate lines on the statement. If you leave **Fully paid charges** unmarked, fully paid charges, invoices, invoice line items, and refunds are summarized in a single line on the statement.

If you mark **Invoices and returns**, invoices and returns appear as separate line items on the statement. Each line item is treated as a charge and appears in a separate line on the statement, just as charges do. If you leave **Invoices and returns** unmarked, invoices and returns appear on the statement as a summary of their line items. An invoice or return transaction may appear on multiple statements if its line items were distributed to or partially paid by multiple clients. The invoice or return will appear in the statement body or sub-section of a third party statement for each paying or distributed client. The amount of the invoice or return is adjusted to reflect each client's portion.

Note: If you mark the business rule not to use sales tax, **Sales tax transactions** does not appear in the **Show transaction detail for** frame. For more information about business rules, see the *Configuration Guide for Accounts Receivable*.

If you mark **Sales tax transactions**, sales tax appears separately from the associated charge or credit. If you unmark the checkbox, the program adds sales tax transaction totals to the charge or credit total.

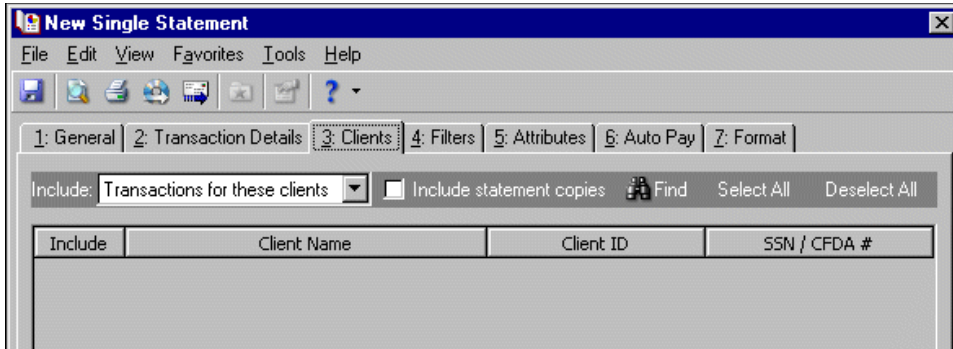
Show transaction summary for. In the **Show transaction summary for** frame, you can mark **Transactions on this statement** to print an additional subsection on the statement containing a statement summary. When this option is marked, you can mark **Show combined summary across multiple clients on each statement** to combine the activity of multiple clients into a summarized total. In the **Summarize by** field, select to summarize the activity by Transaction type or Product/Billing Item. If you leave **Show combined summary across multiple clients on each statement** unmarked, a separate activity summary appears for each client.

Note: If you mark **Transactions across this date range** and mark **Include summary of finance charges in Finance Charge Format** on the Format tab, the date range selected here determines the date range for the summary of finance charges.

You can mark **Transactions across this date range** to print an additional subsection on the statement containing a statement summary for the specified date range. When this option is marked, you can mark **Show combined summary across multiple clients on each statement** to combine the activity of multiple clients into a summarized total. In the **Summarize by** field, select to summarize the activity by Transaction type or Product/Billing Item. If you leave **Show combined summary across multiple clients on each statement** unmarked, a separate activity summary appears for each client in the date range summary subsection.

Clients Tab

You can use the Clients tab to add additional information for clients related to the client you are creating the statement for. You can also select the clients and payers who should receive statements or copies of statements.



Include. In the **Include** field, select Statements for these payers or Transactions for these clients. Select Statements for these payers to display in the grid all related clients who receive statements for this client. Select Transactions for these clients to display in the grid all related clients the client receives statements for.

Include statement copies. Mark **Include statement copies**, to print copies for each payer and related client you mark to include in the **Include** column of the grid. If you leave this checkbox unmarked, statement copies are not printed.

Find. Click **Find** to access the Find screen. On the Find screen, you can quickly find a client by searching by client name, client ID, or SSN/CFDA number rather than spending time scrolling through entries. For more information about using **Find**, see the *Program Basics Guide*.

Select All. Click **Select All** to mark all checkboxes in the **Include** column.

Deselect All. Click **Deselect All** to unmark all checkboxes in the **Include** column.

Include. In the **Include** column of the grid, mark the checkbox for each payer or related client you want to include in the statement run.

Client Name. The **Client Name** column lists all related clients or payers based on your selection in the **Include** field. If you selected Statements for these payers, the column displays all related clients who receive statements for this client. If you selected Transactions for these clients, the column displays all related clients the client receives statements for. You cannot edit information in this column — it is for informational purposes only.

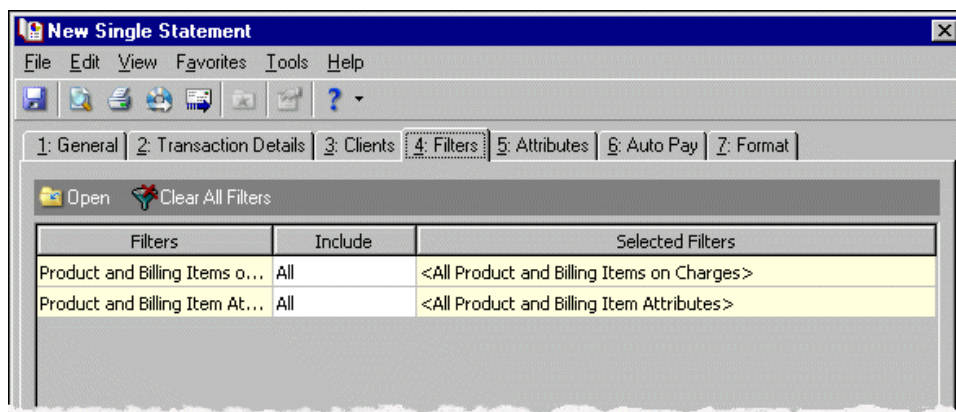
Client ID. The **Client ID** column lists client IDs for clients and payers listed in the **Client Name** column. You cannot edit information in this column — it is for informational purposes only.

SSN/CFDA#. The **SSN/CFDA#** column lists Social Security and Catalog of Federal Domestic Assistance numbers for clients and payers listed in the **Client Name** column. You cannot edit information in this column — it is for informational purposes only.

Filters Tab

Note: It is important to use the Product and Billing Items on Charges or Product and Billing Item Attributes filters carefully so you do not underbill a client. Filtering by these items may result in some charges being omitted unintentionally.

On the Filters tab, you select criteria that determines which items to include in a statement. You can filter by Product and Billing Items on Charges or Product and Billing Item Attributes. It is important to use these filters carefully so you do not underbill a client. When you filter by these items, only charges with the selected products or billing items appear on the statements; therefore, charges for other products or billing items and any applications made to these charges (regardless of the application's billing item) are not included in the statement. For basic information about filtering criteria, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

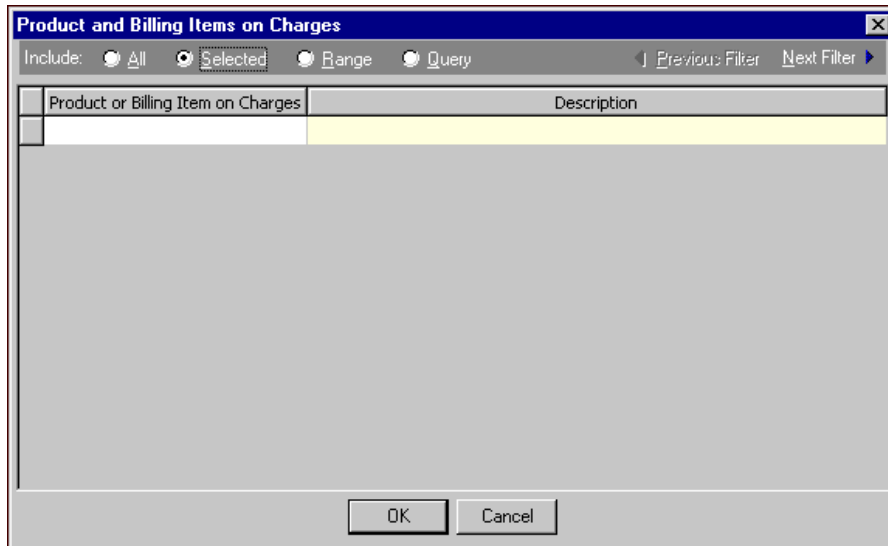
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for statement recipients and clients who receive statement copies.

Action	Attribute Type	Description	Short Description	Date	Required	Comments
					<input type="checkbox"/>	

Action. In the Action column, you can select to add, delete, or update attributes on the client record when you generate statements.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Auto Pay Tab

If you have the optional module *Electronic Funds Transfer*, you can use the Auto Pay tab to create automatic EFT payments for clients with variable amount automatic payments set up on the Automatic Payments tab of their record.

When you print or export statements, the program generates all charges and credits and applies payments for the record based on the statement criteria. Payments apply to associated charges as determined by the **Accounts Receivable** business rule settings. The automatic payment is recorded on the statement and on the payer's Activity and Automatic Payment tabs. The payment also appears on the payee's Activity tab.

The program creates one deposit and payment record for the calculated balance using the information you enter on the Auto Pay tab. When you run **Create an EFT file** in Deposit tasks for *Banks*, the deposit record updates automatically with the date the EFT file was created.

Create automatic variable amount payments based on statement criteria. Mark this option to generate variable amount automatic payments. This enables the other options on this tab. If this option is not marked, no automatic payments are created.

Note: The deposit information entered on the Auto Pay tab is used for all payments in the deposit.

Deposit date. In the **Deposit date** field, enter the date the deposit is made to the bank account.

Entry date. In the **Entry date** field, enter the date the deposit is entered in the program.

Status. In the **Status** field, select Open or Closed. You cannot add new payments to a closed deposit.

Post status. In the **Post status** field, select a post status for the deposit.

Post date. In the **Post date** field, enter the date to post the deposit. The information in the **Post status** and **Post date** fields defaults automatically to the payments added to the deposit. You post deposits, not individual payments.

Description. In the **Description** field, enter a description of the deposit or any other information you want to record about the deposit.

Payment date. In the **Payment date** field, enter the date the payment was received.

Source. For variable payments not paid by EFT, in the **Source** field, select the payment source such as mail or in person.

Post status. The post status defaults from the deposit record. You post deposits, not individual payments.

Post date. The post date defaults from the deposit record. You post deposits, not individual payments.

Comment. In the **Comment** field, you can enter a note about the payment.

Format Tab

On the Format tab, you designate the format and appearance of the statement. You can sort the information, make selections for details and formats, and align the statements on paper or forms. You can combine payments into a single transaction instead of printing them as separate transactions.

Note: If you mark **Show barcode**, select a font and size in the **Font** and **Font size** fields.

Detail. Use **Detail** to select extra details to print on the statements.

The screenshot shows the 'New Single Statement' dialog box with the 'Format' tab selected. The 'Detail' section is expanded, showing the following options:

- ☒ Show statement reference number
- ☐ Show barcode
 - Font: 3 of 9 Barcode
 - Font size: 10
- ☐ Show print date on statement
- ☐ Show credit balances as \$0.00
- ☐ Show statement due date
 - Due date: <Statement date> plus 30 days
- ☐ Show minimum amount due as: Percent of total amount percent
- ☒ Display transaction comments

At the bottom of the dialog box are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

If you mark **Show statement reference number**, the program generates a number to appear on the statement beneath the statement date. To display the reference number as a barcode, mark **Show barcode**.

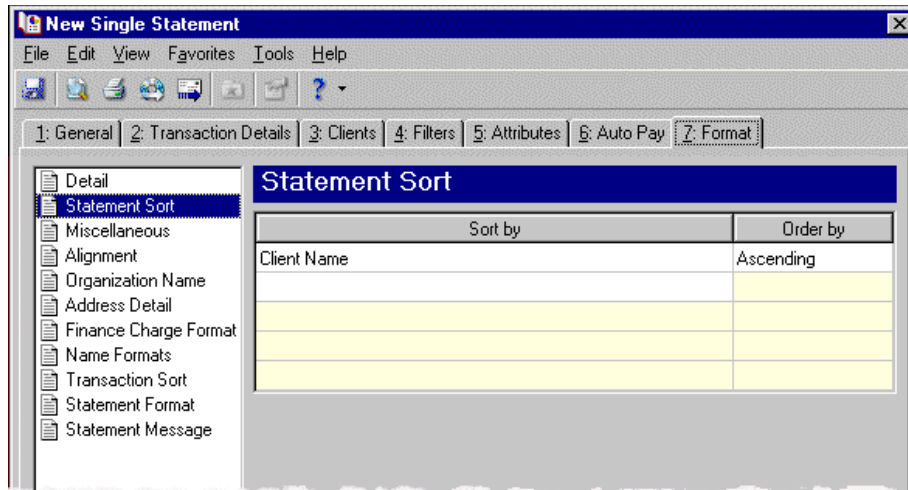
If you mark **Show print date on statement**, the printing date appears on the statements beneath the statement date.

If you mark **Show credit balances as \$0.00**, the amount due balance and aging balances appear as a zero amount if they are credit balances.

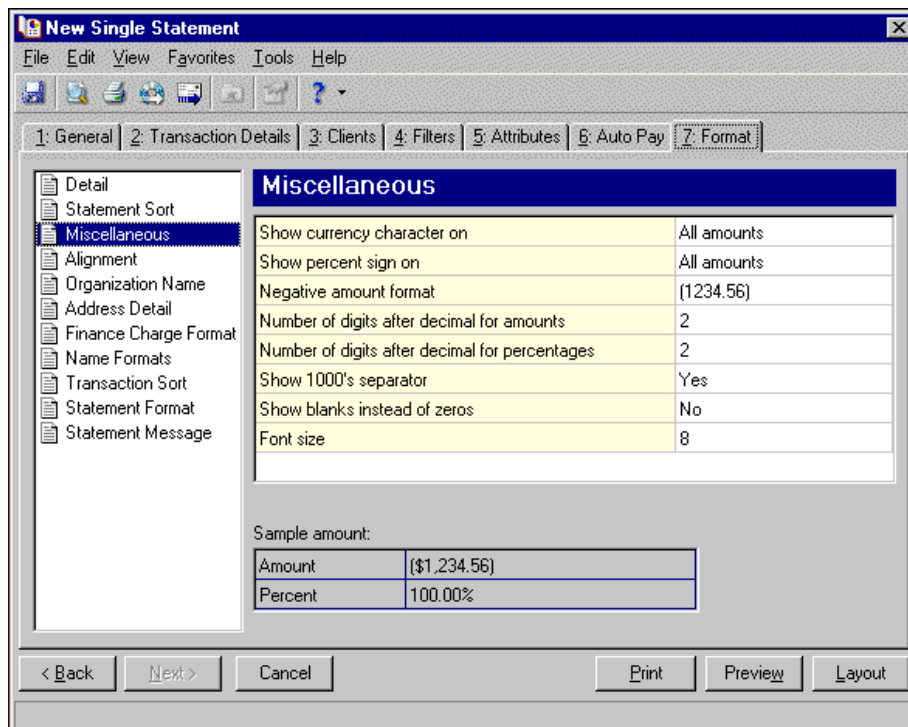
If you mark **Show statement due date**, you can select the date payments are due. In the **Due date** field, select Today and a number of days in the **plus [] days** fields or select <Specific date> and use the calendar to select a date.

If you mark **Show minimum amount due as**, you can select a percentage of the total due or enter a specific amount.

Statement Sort. Use **Statement Sort** to select the order to print statements. When you select **Statement Sort**, a grid appears. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by client name in ascending order.



Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the statements and the font size for statements.



Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the statement recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Organization Name. Use **Organization Name** to print your organization’s information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on statements.

The screenshot shows the 'New Single Statement' dialog box with the 'Organization Name' tab selected. The left sidebar lists various configuration options, with 'Organization Name' highlighted. The main area has a blue header 'Organization Name'. Below it, the checkbox 'Show organization address' is checked. The 'Organization name' field contains 'Community Services Inc.' and the 'Address' field contains '1234 Main Street' and 'Charleston, SC 29123'. An 'Address quick view' section shows a preview of the address as it will appear on the statement: 'Community Services Inc.', '1234 Main Street', and 'Charleston, SC 29123'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Address Detail. Use **Address Detail** to select the address information appearing in the address section of statements.

The screenshot shows the 'New Single Statement' dialog box with the 'Address Detail' tab selected. The left sidebar lists various configuration options, with 'Address Detail' highlighted. The main area has a blue header 'Address Detail'. Below it, the checkbox 'Show statement recipient address:' is checked, and the 'Address' dropdown menu is set to '<Bill To>'. The checkbox 'Show contact information in address' is unchecked, and the 'Contact Number' dropdown menus are set to '<Do not print>'. The checkbox 'Show USPS barcode in address' is unchecked. An 'Address quick view' section shows a preview of the address as it will appear on the statement: 'Client Name Here', 'Address line 1', 'Address line 2', and 'Address line 3'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

If you mark **Show statement recipient address**, you can select to display the billing, primary, or shipping address of the recipients.

Note: You enter telephone numbers for contacts on the Client 1 tab of the client record.

To print telephone numbers or Web or email addresses, mark **Show contact information in address** and select a number or address in the **Contact Number** fields. If the client is an organization, the contact's name appears in the ATTN line.

You can mark **Show USPS barcode in address** to print the barcode on the statements above the address.

The Address quick view displays the address information as it will appear on statements.

Finance Charge Format. Use **Finance Charge Format** to select and define information to appear Finance Charge Information section of the statements.

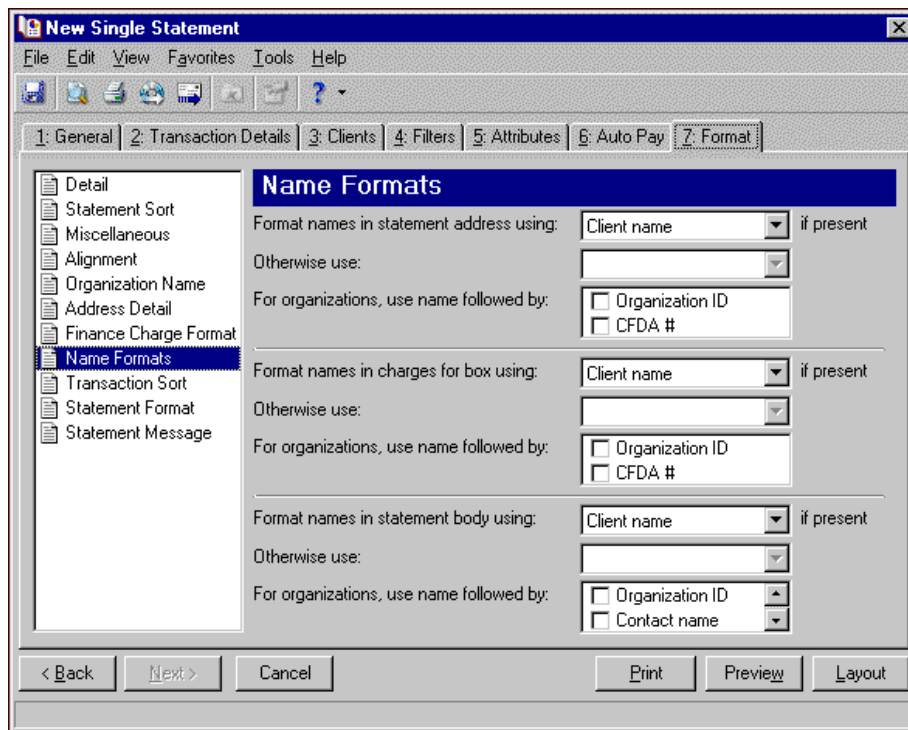
Mark **Include closing date of billing cycle** to include the closing date on the statements. The closing date defaults to the transaction cutoff date from the General tab or you can select a different date. For example, if you select May 31, 2003, as the closing date, "Closing date of billing cycle: 05/31/2003" appears in the Finance Charge Information section of the statements.

If you mark **Include finance charge disclosure statement**, you can create a disclosure statement. Enter the text for the statement in the text box.

If you mark **Include calculation information for finance charges**, the calculation date and percentage rate appear in a message on the statements. For example, "The finance charge dated 05/01/2003 was calculated as of 04/30/2003 using an annual percentage rate of 10%. The balance subject to finance charge was \$100.00."

If you mark **Include summary of finance charges**, a total of finance charges appears in the Finance Charge Information section of the statements. In the **Summary date range** field, you can include all dates or select a specific date or range. In the **Description** field, you can enter text to precede the total finance charge amount appearing on the statements, for example, "Year-to-date finance charges:". If you mark **Transactions across this date range** on the Details tab, the summary of finance charges is for the same date range selected on the Details tab.

Name Formats. Use **Name Formats** to select the client/organization name, formal or informal address, or a salutation, as it appears on the client record.



Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run single statements.

The selection you make in the **Format names in statement address using: [] if present** field appears in the address area of the statement.

The selection you make in the **Format names in charges for box using: [] if present** appears in the body of the statement in the section for client activity.

The selection you make in the **Format names in statement body using: [] if present** appears in the body of the statement in the section for client activity. However, if a statement does not print multiple clients' activity or does not separate activity by client, the **Format names in statement body using: [] if present** field does not appear.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact Name**, and **CFDA #** for these items to appear after the organization name in the different areas of the statement.

Note: If you sort by Transaction Type, the **Show credits/payments with their associated charges** checkbox becomes disabled.

Transaction Sort. Use **Transaction Sort** to select the order for information to appear in the body of the statements.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Transaction Details 3: Clients 4: Filters 5: Attributes 6: Auto Pay 7: Format

Transaction Sort

Sort by	Order by	Subtotal?
Client Name	Ascending	<input checked="" type="checkbox"/>
Transaction Date	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

☐ Show credits/payments with their associated charges

☐ Combine payment distributions into a single payment transaction

< Back Next > Cancel Print Preview Layout

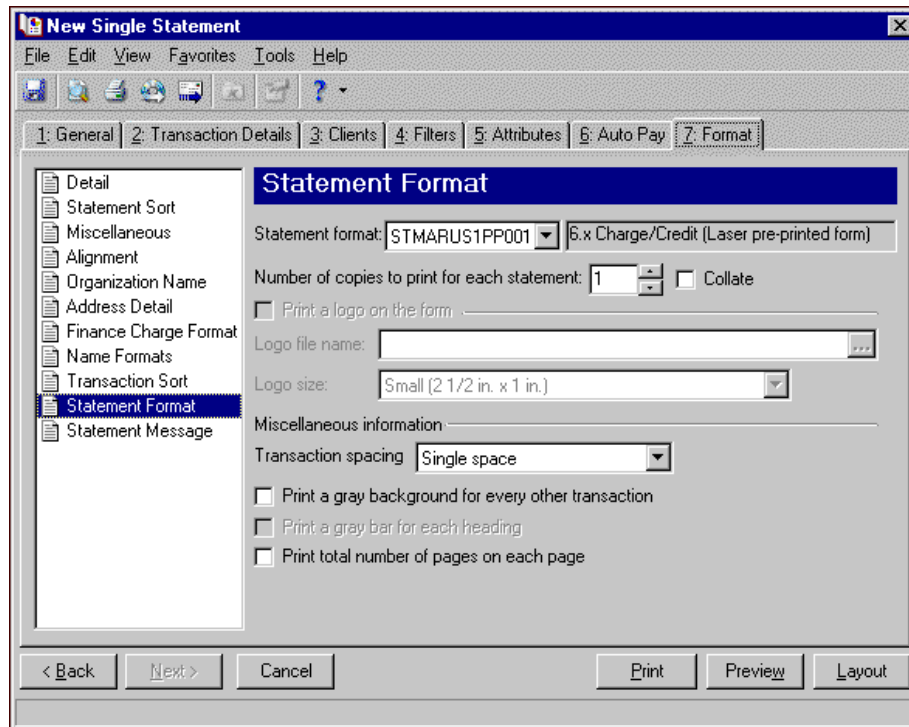
When you select **Sort**, a grid displaying the categories you can sort in the statements. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print a subtotal for each category sorted, mark the checkbox in the **Subtotal?** column.

Note: If you mark **Show credits/payments with their associated charges**, refunds appear immediately after the credit/payment applied to them.

If you mark **Show credits/payments with their associated charges**, applied portions of credits and payments appear immediately after the charges to which each is applied, in the order in which they were applied, sorted as designated in the grid.

If you leave **Show credits/payments with their associated charges** unmarked, credits and payments appear according to the selection in the **Transaction Sort** grid. If you sort by Transaction Type and mark **Combine payment distributions into a single payment transaction**, you can also show payments as a single transaction instead of separate transactions.

Statement Format. Use **Statement Format** to make formatting selections for the statement forms.



In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

Statement Message. Use **Statement Message** to print additional information for recipients.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

Statement Message. If you entered information on the notes tab of a record, you can choose where to **Print statement comments from each record**. You can select At the end or At the beginning. You can enter text in the **Print this message at the end of each statement page** and **If no statement copy message exists, print this message on each copy** fields. If you do not want a recipient to see the amount due, you can select <Blank>, ***, or 0.00 in the **If the copy recipient should not see the amount due, display the amount as []** field. In the aging periods grid, you can enter messages for each period.

Creating Accounts Receivable Single Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can use the Clients tab to include in the statement additional information for clients related to the client you are creating the statement for. You can also select the clients and payers who should receive statements or copies of statements.

► Creating Accounts Receivable single statements

In this example, we print a single statement for Ashley Smith containing all of her transactions as of today's date.

1. From the Mail page in **Accounts Receivable**, click **Forms**. The Forms page appears.

- In the list on the left, select **Single Statements** and click **New** on the action bar. The New Single Statement screen appears.

Note: To export statement information, mark **Export statements to Access**. For more information about exporting in *Mail*, see “Exporting a mailing” on page 15.

- In the **Statement for** grid, select “Ashley Smith” in the **Client Name** column.
- In the **What do you want to do?** frame, mark **Print Statements**.
- In the **Transaction cutoff date** and **Statement date** fields, select “Today”.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Transaction Details 3: Clients 4: Filters 5: Attributes 6: Auto Pay 7: Format

Statement for:	Client Name	Client ID	SSN / CFDA #
	Ashley Smith	14	

What do you want to do?

☒ Print statements ☐ Export statements to Access

Transaction cutoff date: Today 04/01/2003

Statement date: Today 04/01/2003

When a statement recipient pays for multiple clients: Use the statement settings for the statement recipient

☒ Include aging information on statement:

Age as of: <Transaction cutoff date>

Reduce balances by unused payments/credits beginning with: The oldest period

☐ Create an output query of clients on statements

< Back Next > Cancel Print Preview Layout

- Click **Next** or select the Details tab.

7. Mark **Transactions on this statement** to print an additional subsection on the statement containing a statement summary. In the **Summarize by** field, select "Transaction type".

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Details 3: Clients 4: Filters 5: Attributes 6: Auto Pay 7: Format 8: Format

☐ Summarize transactions before: The same day of previous month based on transaction cutoff date

Summary text: Summary balance as of ☒ Include summary date

Show transaction detail for:

☒ Fully paid charges

☒ Invoices and returns

☒ Sales tax transactions

Show transaction summary for:

☒ Transactions on this statement

☐ Show combined summary across multiple clients on each statement

Summarize by: Transaction type

☐ Transactions across this date range: This fiscal year 01/01/2003 to 12/31/2003

☐ Show combined summary across multiple clients on each statement

Summarize by: Transaction type

< Back Next > Cancel Print Preview Layout

8. Select the Format tab.
9. In the list on the left, select **Detail**.
10. Mark **Show barcode**.
11. Mark **Show statement due date**.

12. Mark **Show minimum amount due as []**, select “Percent of total amount”, and enter “50” in the **percent** field.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Transaction Details 3: Clients 4: Filters 5: Attributes 6: Auto Pay 7: Format

Detail

- Statement Sort
- Miscellaneous
- Alignment
- Organization Name
- Address Detail
- Finance Charge Format
- Name Formats
- Transaction Sort
- Statement Format
- Statement Message

Detail

☒ Show statement reference number

☒ Show barcode

Font: 3 of 9 Barcode Font size: 10

☐ Show print date on statement

☐ Show credit balances as \$0.00

☒ Show statement due date

Due date: <Statement date> plus 30 days

☒ Show minimum amount due as: Percent of total amount 50 percent

< Back Next > Cancel Print Preview Layout

13. In the list on the left, select **Address Detail**.
14. Mark **Show statement recipient address** and select “Bill to”.
15. Mark **Show USPS barcode in address**.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Transaction Details 3: Clients 4: Filters 5: Attributes 6: Auto Pay 7: Format

Address Detail

- Detail
- Statement Sort
- Miscellaneous
- Alignment
- Organization Name
- Address Detail
- Finance Charge Format
- Name Formats
- Transaction Sort
- Statement Format
- Statement Message

Address Detail

☒ Show statement recipient address:

Address: <Bill To>

☐ Show contact information in address

Contact Number: <Do not print>

Contact Number: <Do not print>

☒ Show USPS barcode in address

Address quick view:

Client Name Here

Address line 1

Address line 2

Address line 3

< Back Next > Cancel Print Preview Layout

16. In the list on the left, select **Finance Charge Format**.
17. Mark **Include closing date of billing cycle**.

18. Mark **Include finance charge disclosure statement** and enter in the text box “An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.”

The screenshot shows the 'New Single Statement' dialog box with the 'Finance Charge Format' tab selected. The left sidebar lists various options, with 'Finance Charge Format' highlighted. The main area contains the following settings:

- ☒ Include closing date of billing cycle: 04/01/2003
- ☒ Include finance charge disclosure statement:

An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.
- ☐ Include calculation information for finance charges
- ☐ Include summary of finance charges
- Summary date range: This fiscal period (dropdown) 04/01/2003 to 04/30/2003
- Description: (empty text box)

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

19. In the list on the left, select **Statement Message**.
20. Enter “Please remit prompt payment of the balance due.” in the **Print this message at the end of each statement page** text box.

The screenshot shows the 'New Single Statement' dialog box with the 'Statement Message' tab selected. The left sidebar lists various options, with 'Statement Message' highlighted. The main area contains the following settings:

- Print this message at the end of each statement page:

Please remit prompt payment of the balance due.
- If no statement copy message exists, print this message on each copy: (empty text box)
- If the copy recipient should not see the amount due, display the amount as: <Blank> (dropdown)
- Print these messages for each aging period:

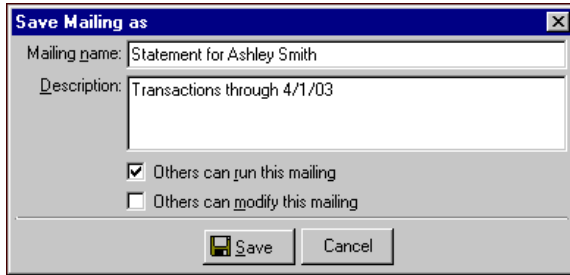
Aging messages will print based on the past due status of each balance.

Aging Period	Message
current	
31-60	
61-90	
over 90	
- ☐ Show age of oldest transaction

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

21. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the single statement appears.
22. Close the preview and return to the Format tab.

23. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
24. In the **Mailing name** field, enter “Statement for Ashley Smith”.
25. In the **Description** field, enter “Transactions through 4/1/03”.



The screenshot shows a 'Save Mailing as' dialog box. It has two text input fields: 'Mailing name' with the value 'Statement for Ashley Smith' and 'Description' with the value 'Transactions through 4/1/03'. Below these fields are two checkboxes: 'Others can run this mailing' which is checked, and 'Others can modify this mailing' which is unchecked. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

26. Click **Save** to save the new forms. You return to the Format tab.
27. Close the screen. You return to the Forms page, and the single statement named “Statement for Ashley Smith” appears in the grid.

Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Statements are records of charge and payment activity you create for multiple clients at one time. You can send statements to the client who received the goods or services and his payers. A client can also receive a copy of another client’s statement.

Statement Tabs

A statement has tabs on which you can select parameters: General, Details, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the statements should look.

General Tab

On the General tab for statements, you select parameter settings specific to statements. Here you can select to print or export the information or do both. On the General tab, you can also print statements for third-party statement recipients. You can show aging information on the statements.

Note: If you mark **Print statements**, you can also preview the mailing and view a layout of the statements. If you mark **Export statements to Access**, the **Preview** and **Layout** buttons become disabled. You can export statements only to Microsoft Access.

What do you want to do? In the **What do you want to do?** frame, you can select to print or export statements, or both. To print statements on your selected printer, mark **Print statements**. For more information about setting up printers, see the *Program Basics Guide*. If you mark **Export statements to Access**, the program creates a *.mdb file containing a database of statement recipients, transactions, and other statement information that you can use in Microsoft Access.

Transaction cutoff date. In the **Transaction cutoff date** field, select a date to define the last day for the period of open transactions to include in the statement. You can select Today, Yesterday, Tomorrow, or a specific date. The dates used in this period are the transaction dates from payment, charge, and credit records and the invoice date from invoice records.

Statement date. In the **Statement date** field, you can select the date the statement is created — Today, Yesterday, Tomorrow, a specific date, or the transaction cutoff date.

Include statements with. In the **Include statements with** frame, you can narrow the records to include in the statement run. To print statements with a credit or zero balance, mark **A credit balance** and **A zero balance**. You can print only statements with a minimum balance due by marking **A balance over []** and entering an amount. To print statements with a past-due balance, mark **A balance past due [] days** and enter a number of days. To print statements that have no activity during the selected period, mark **No activity**.

If you select to run statements with a past-due balance, **A credit balance**, **No activity**, and **A zero balance** are disabled because clients without activity or a zero balance are excluded automatically.

In the **When a statement recipient pays for multiple clients** field, you can select:

- Use the statement settings for the statement recipient — The program compiles client activity according to your selections on the Statements tab of the client record.
- Create one statement per client — The program prints a separate statement for each client.
- Combine clients onto one statement — The program prints a single statement for each statement recipient with payees combined onto the statement.

If you mark **Include clients with a zero balance**, clients with zero balances appear on the statement recipient's statements.

Include aging information on statement. If you mark **Include aging information on statement**, you can select a date in the **Age as of** field. In **Reduce balances by unused payments/credits beginning with**, you can select to reduce balances with unapplied payments and credits by the oldest period or the most recent period. The reduced balance total appears in the aging periods section at the bottom of the statement. For more information about defining aging periods, see the *Configuration Guide for Accounts Receivable*.

Create an output query of statement recipients. To create a query of recipients you run statements for, mark **Create an output query of statement recipients**. You can save and use an output query later for reports or other mailings.

Create an output query of clients on statements. To create a query of clients appearing on each statement, mark **Create an output query of clients on statements**. You can save and use an output query later for reports or other mailings.

Details Tab

On the Details tab for statements, you can show summarized or detailed activity and group the information by client. You can also select whether to summarize and display finance charges.

The screenshot shows the 'New Statements' dialog box with the 'Details' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. The 'Details' tab is active, showing options for summarizing transactions, showing transaction details, and summarizing transactions across a date range. The 'Summary text' field is set to 'Summary balance as of'. The 'Show transaction detail for' section has checkboxes for 'Fully paid charges', 'Invoices and returns', and 'Sales tax transactions'. The 'Show transaction summary for' section has a checkbox for 'Transactions on this statement'. The 'Summarize by' dropdown is set to 'Transaction type'. The 'Transactions across this date range' section shows 'This fiscal year' selected, with the date range '01/01/2005 to 12/31/2005'. The 'Show combined summary across multiple clients on each statement' checkbox is unchecked. The 'Print', 'Preview', and 'Layout' buttons are at the bottom right.

Summarize transactions before. Mark **Summarize transactions before**, to add a summary balance of client activity that occurred before the specified date. This is useful if statements are long. Transactions after the selected date appear in detail on the statement.

When you mark **Summarize transactions before**, you must select one of these dates to determine the summary period:

- The same day of previous month based on transaction cutoff date — If you select this option, the transaction cutoff date from the General tab is used to determine which day of the previous month to use as a summary date.
- Specific date — If you select this option, the **Date** field appears so you can enter or select a date.
- Recurring date — If you select this option, the **The [] day of []** fields appear so you can select the date to use to summarize previous transactions. You must specify both a day and month.

If you select to include a summary balance, the text “Summary balance as of” prints automatically on statements, but you can enter your own message in the **Summary text** field. To print the date following the text, mark **Include summary date**.

Show transaction detail for. In the **Show transaction detail for** frame, you can mark the transactions you want to show in detail.

Note: If you mark the business rule not to use sales tax, **Sales tax transactions** does not appear in the **Show transaction detail for** frame. For more information about business rules, see the *Configuration Guide for Accounts Receivable*.

If you mark **Fully paid charges**, fully paid charges, invoices, invoice line items, and refunds appear as separate lines on the statement. If you leave **Fully paid charges** unmarked, fully paid charges, invoices, invoice line items, and refunds are summarized in a single line on the statement.

If you mark **Invoices and returns**, invoices and returns appear as separate line items on the statement. Each line item is treated as a charge and appears in a separate line on the statement, just as charges do. If you leave **Invoices and returns** unmarked, invoices and returns appear on the statement as a summary of their line items. An invoice or return transaction may appear on multiple statements if its line items were distributed to or partially paid by multiple clients. The invoice or return will appear in the statement body or sub-section of a third party statement for each paying or distributed client. The amount of the invoice or return is adjusted to reflect each client's portion.

If you mark **Sales tax transactions**, sales tax appears separately from the associated charge or credit. If you unmark the checkbox, the program adds sales tax transaction totals to the charge or credit total.

Show transaction summary for. In the **Show transaction summary for** frame, you can mark **Transactions on this statement** to print an additional subsection on the statement containing a statement summary. When this option is marked, you can mark **Show combined summary across multiple clients on each statement** to combine the activity of multiple clients into a summarized total. In the **Summarize by** field, select to summarize the activity by Transaction type or Product/Billing Item. If you leave **Show combined summary across multiple clients on each statement** unmarked, a separate activity summary appears for each client.

Note: If you mark **Transactions across this date range** and mark **Include summary of finance charges in Finance Charge Format** on the Format tab, the date range selected here determines the date range for the summary of finance charges.

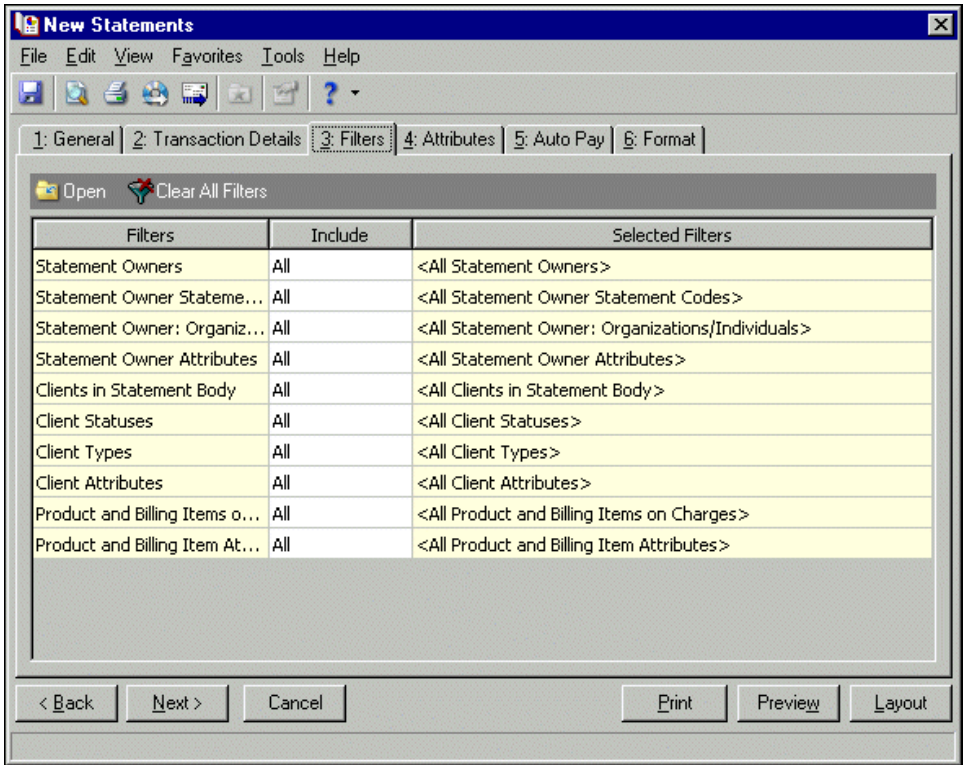
You can mark **Transactions across this date range** to print an additional subsection on the statement containing a statement summary for the specified date range. When this option is marked, you can mark **Show combined summary across multiple clients on each statement** to combine the activity of multiple clients into a summarized total. In the **Summarize by** field, select to summarize the activity by Transaction type or Product/Billing Item. If you leave **Show combined summary across multiple clients on each statement** unmarked, a separate activity summary appears for each client in the date range summary subsection.

Filters Tab

Note: It is important to use filters carefully so you do not underbill a client. Filtering by the client filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some clients or charges being omitted unintentionally.

On the Filters tab, you select criteria that determines which items to include in a statement. It is important to use filters carefully so you do not underbill a client. The Clients in Statement Body, Client Statuses, Client Types, and Client Attributes filters apply to client activity. If you use these filters, only activity for clients that meet these filter requirements appear on the statements.

You can filter by Product and Billing Items on Charges or Product and Billing Item Attributes. When you filter by these items, only charges with the selected products or billing items appear on the statements; therefore, charges for other products or billing items and any applications made to these charges (regardless of the application's billing item) are not included in the statement. For basic information about filtering criteria, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

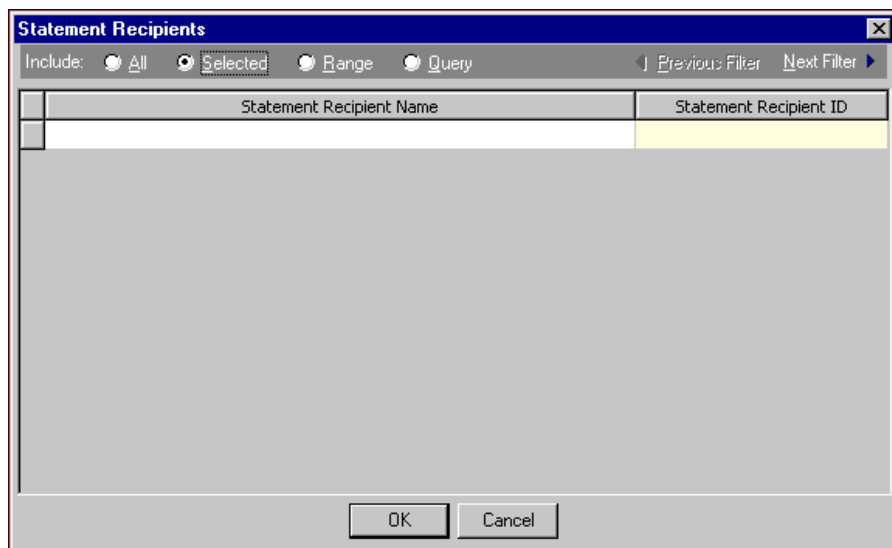
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

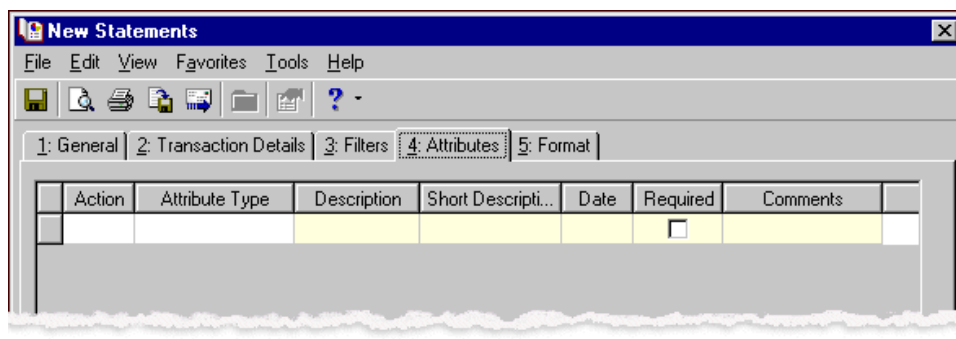
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for statement recipients and clients who receive statement copies.



Action. In the **Action** column, you can select to add, delete, or update attributes on the client record when you generate statements.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Auto Pay Tab

If you have the optional module *Electronic Funds Transfer*, you can use the Auto Pay tab to create automatic EFT payments for clients with variable amount automatic payments set up on the Automatic Payments tab of their record.

When you print or export statements, the program generates all charges and credits and applies payments for the client based on the statement criteria. Payments apply to associated charges as determined by the **Accounts Receivable** business rule settings. The automatic payment is recorded on the statement and on the payer's Activity and Automatic Payment tabs. The payment also appears on the payee's Activity tab.

The program creates one deposit and payment record for the calculated balance using the information you enter on the Auto Pay tab. When you run **Create an EFT file** in Deposit tasks for *Banks*, the deposit record updates automatically with the date the EFT file was created.

Create automatic variable amount payments based on statement criteria. Mark this option to generate variable amount automatic payments. This enables the other options on this tab. If this option is not marked, no automatic payments are created.

Note: The deposit information entered on the Auto Pay tab is used for all payments in the deposit.

Deposit date. In the **Deposit date** field, enter the date the deposit is made to the bank account.

Entry date. In the **Entry date** field, enter the date the deposit is entered in the program.

Status. In the **Status** field, select Open or Closed. You cannot add new payments to a closed deposit.

Post status. In the **Post status** field, select a post status for the deposit.

Post date. In the **Post date** field, enter the date to post the deposit. The information in the **Post status** and **Post date** fields defaults automatically to the payments added to the deposit. You post deposits, not individual payments.

Description. In the **Description** field, enter a description of the deposit or any other information you want to record about the deposit.

Payment date. In the **Payment date** field, enter the date the payment was received.

Source. For variable payments not paid by EFT, in the **Source** field, select the payment source such as mail or in person.

Post status. The post status defaults from the deposit record. You post deposits, not individual payments.

Post date. The post date defaults from the deposit record. You post deposits, not individual payments.

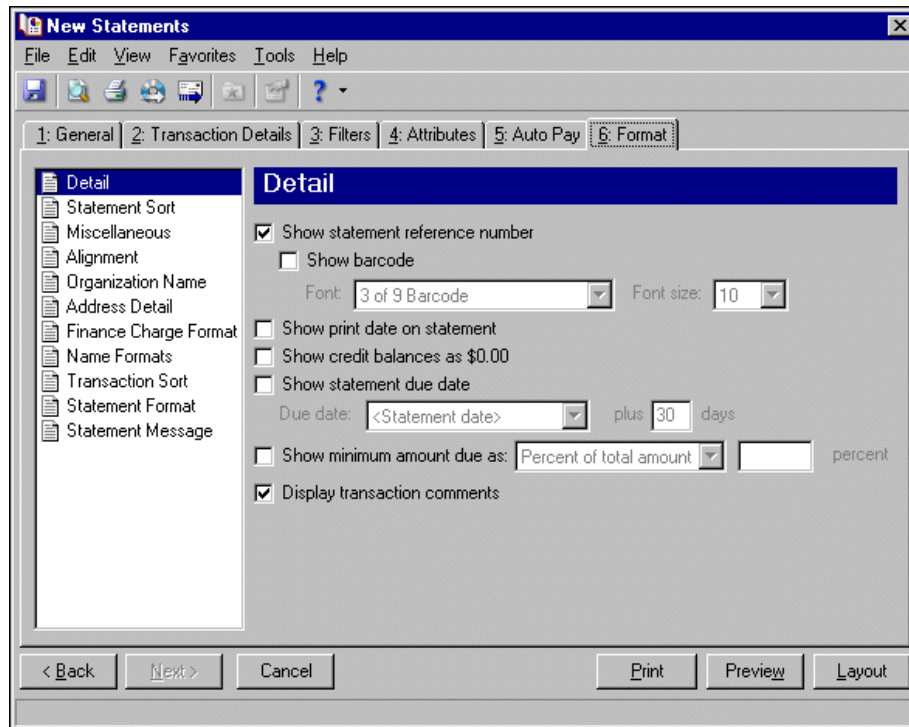
Comment. In the **Comment** field, you can enter a note about the payment.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the statements. You can sort the mailing, make selections for details and formats, and align the statements on paper or forms. You can combine payments into a single transaction instead of printing them as separate transactions.

Note: If you mark **Show barcode**, select a font and size in the **Font** and **Font size** fields.

Detail. Use **Detail** to select extra details to print on the statements.



If you mark **Show statement reference number**, the program generates a number to appear on the statement beneath the statement date. To display the reference number as a barcode, mark **Show barcode**.

If you mark **Show print date on statement**, the printing date appears on the statements beneath the statement date.

If you mark **Show credit balances as \$0.00**, the amount due balance and aging balances appear as a zero amount if they are credit balances.

If you mark **Show statement due date**, you can select the date payments are due. In the **Due date** field, select Today and a number of days in the **plus [] days** fields or select <Specific date> and use the calendar to select a date.

If you mark **Show minimum amount due as**, you can select a percentage of the total due or enter a specific amount.

Statement Sort. Use **Statement Sort** to select the order to print statements.

The screenshot shows the 'New Statements' dialog box with the 'Statement Sort' tab selected. The left sidebar lists various options, with 'Statement Sort' highlighted. The main area contains a table for selecting sorting criteria.

Sort by	Order by
Client Name	Ascending

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

When you select **Statement Sort**, a grid appears. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by client name in ascending order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the statements and the font size for statements.

The screenshot shows the 'New Statements' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various options, with 'Miscellaneous' highlighted. The main area contains a table for specifying number formatting and font size.

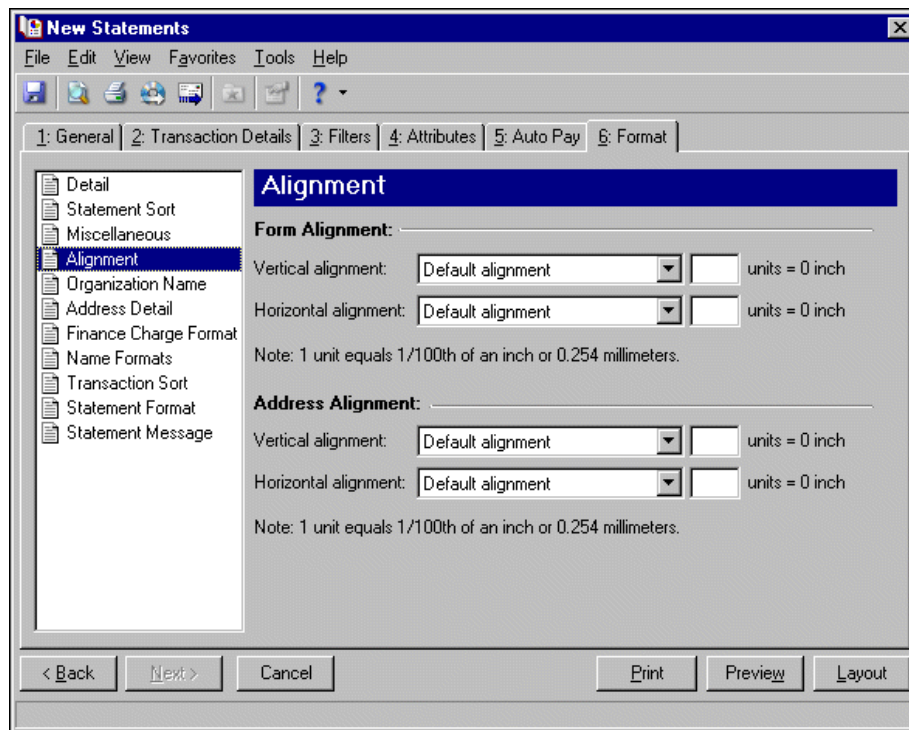
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.



Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the statement recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on statements.

The screenshot shows the 'New Statements' dialog box with the 'Organization Name' tab selected. The left sidebar lists various configuration options, with 'Organization Name' highlighted. The main area has a blue header 'Organization Name'. Below it, the checkbox 'Show organization address' is checked. The 'Organization name' field contains 'Community Services Inc.'. The 'Address' field is empty. Below these is the 'Address quick view' section, which displays 'Community Services Inc.' in a larger font. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Address Detail. Use **Address Detail** to select the address information appearing in the address section of statements.

The screenshot shows the 'New Statements' dialog box with the 'Address Detail' tab selected. The left sidebar lists various configuration options, with 'Address Detail' highlighted. The main area has a blue header 'Address Detail'. Below it, the checkbox 'Show statement recipient address' is checked, and the 'Address' dropdown menu is set to '<Bill To>'. The checkbox 'Show contact information in address' is unchecked, and the 'Contact Number' dropdown menus are set to '<Do not print>'. The checkbox 'Show USPS barcode in address' is also unchecked. Below these is the 'Address quick view' section, which displays 'Client Name Here' followed by 'Address line 1', 'Address line 2', and 'Address line 3' on separate lines. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

If you mark **Show statement recipient address**, you can select to display the billing, primary, or shipping address of the recipients.

Note: You enter telephone numbers for contacts on the Client 1 tab of the client record.

To print telephone numbers or Web or email addresses, mark **Show contact information in address** and select a number or address in the **Contact Number** fields. If the client is an organization, the contact's name appears in the ATTN line.

You can mark **Show USPS barcode in address** to print the barcode on the statements above the address.

The Address quick view displays the address information as it will appear on statements.

Finance Charge Format. Use **Finance Charge Format** to select and define information to appear Finance Charge Information section of the statements.

The screenshot shows the 'New Statements' dialog box with the 'Finance Charge Format' tab selected. The left pane lists various settings: Detail, Statement Sort, Miscellaneous, Alignment, Organization Name, Address Detail, Finance Charge Format (selected), Name Formats, Transaction Sort, Statement Format, and Statement Message. The main area contains the following options:

- ☐ Include closing date of billing cycle: 08/05/2005
- ☐ Include finance charge disclosure statement: (text box)
- ☐ Include calculation information for finance charges
- ☐ Include summary of finance charges
- Summary date range: This fiscal period (dropdown) 08/01/2005 to 08/31/2005
- Description: (text box)

At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Mark **Include closing date of billing cycle** to include the closing date on the statements. The closing date defaults to the transaction cutoff date from the General tab or you can select a different date. For example, if you select May 31, 2003, as the closing date, "Closing date of billing cycle: 05/31/2003" appears in the Finance Charge Information section of the statements.

If you mark **Include finance charge disclosure statement**, you can create a disclosure statement. Enter the text for the statement in the text box.

If you mark **Include calculation information for finance charges**, the calculation date and percentage rate appear in a message on the statements. For example, "The finance charge dated 05/01/2003 was calculated as of 04/30/2003 using an annual percentage rate of 10%. The balance subject to finance charge was \$100.00."

If you mark **Include summary of finance charges**, a total of finance charges appears in the Finance Charge Information section of the statements. In the **Summary date range** field, you can include all dates or select a specific date or range. In the **Description** field, you can enter text to precede the total finance charge amount appearing on the statements, for example, "Year-to-date finance charges:". If you mark **Transactions across this date range** on the Details tab, the summary of finance charges is for the same date range selected on the Details tab.

Name Formats. Use **Name Formats** to select the client/organization name, formal or informal address, or a salutation, as it appears on the client record.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run statements.

The selection you make in the **Format names in statement address using: [] if present** field appears in the address area of the statement.

The selection you make in the **Format names in charges for box using: [] if present** appears in the body of the statement in the section for client activity.

The selection you make in the **Format names in statement body using: [] if present** appears in the body of the statement in the section for client activity. However, if a statement does not print multiple clients' activity or does not separate activity by client, the **Format names in statement body using: [] if present** field does not appear.

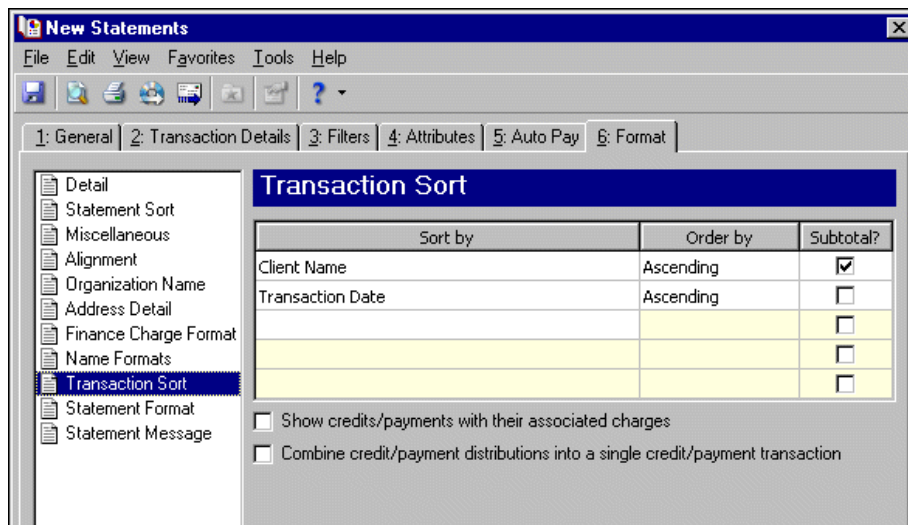
Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

You can select a second name format in the **Otherwise use** field in situations where the first selection is not present on the client record. For example, if you select Formal Salutation, and you have clients without a defined Formal Salutation on the Client 2 tab, the second name format is used. If <Client name> is the first formatting selection, the **Otherwise use** field is disabled.

In the **For organizations, use name followed by** box, mark **Organization ID**, **Contact Name**, and **CFDA #** for these items to appear after the organization name in the different areas of the statement.

Note: If you sort by Transaction Type, the **Show credits/payments with their associated charges** checkbox becomes disabled.

Transaction Sort. Use **Transaction Sort** to select the order for information to appear in the body of the statements.



When you select **Transaction Sort**, a grid appears displaying the categories you can sort by in the statements. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. To print a subtotal for each category sorted, mark the checkbox in the **Subtotal?** column.

Note: If you mark **Show credits/payments with their associated charges**, refunds appear immediately after the credit/payment applied to them.

If you mark **Show credits/payments with their associated charges**, applied portions of credits and payments appear immediately after the charges to which each is applied, in the order in which they were applied, sorted as designated in the grid.

If you leave **Show credits/payments with their associated charges** unmarked, credits and payments appear according to the selection in the **Transaction Sort** grid. If you sort by Transaction Type and mark **Combine payment distributions into a single payment transaction**, you can also show payments as a single transaction instead of separate transactions.

Statement Format. Use **Statement Format** to make formatting selections for the statement forms.

In the **Statement format** field, you can select a laser pre-printed form or blank paper. In the **Number of copies to print for each statement** field, select how many copies of each statement to print and mark **Collate** to collate the statements if you print more than one.

Note: If you mark **Print a logo on the form**, you must select a file name and logo size. Large logos print 5 3/8 in. x 1 in; small logos print 2 1/2 x 1 in.

If you print statements on blank paper, you can print your organization logo on the statements. To print the logo, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small as the logo size to use on the statements.

Note: If you mark **Print total number of pages on each page**, the numbering appears, for example, as Page 1 of 79.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

Statement Message. Use **Statement Message** to print additional information for recipients.

If you entered information on the notes tab of a record, you can choose where to **Print statement comments from each record**. You can select **At the end** or **At the beginning**. You can enter text in the **Print this message at the end of each statement page** and **If no statement copy message exists, print this message on each copy** fields. If you do not want a recipient to see the amount due, you can select **<Blank>**, *******, or **0.00** in the **If the copy recipient should not see the amount due, display the amount as []** field. In the aging periods grid, you can enter messages for each period.

Creating Accounts Receivable Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

When you prepare statements, depending on your selections for statements on the client record, all client activity can appear on the statement. You can summarize activity or show it in detail, and group activity by all or selected clients. You can also summarize and display finance charges. You can show aging information with or without messages you create.

► Creating Accounts Receivable statements

In this example, we print statements for statement recipients whose names begin with A through H containing all transactions as of today's date.

1. From the Mail page in **Accounts Receivable**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Statements** and click **New** on the action bar. The New Statements screen appears.

Note: To export statement information, mark **Export statements to Access**. For more information about exporting in *Mail*, see "Exporting a mailing" on page 15.

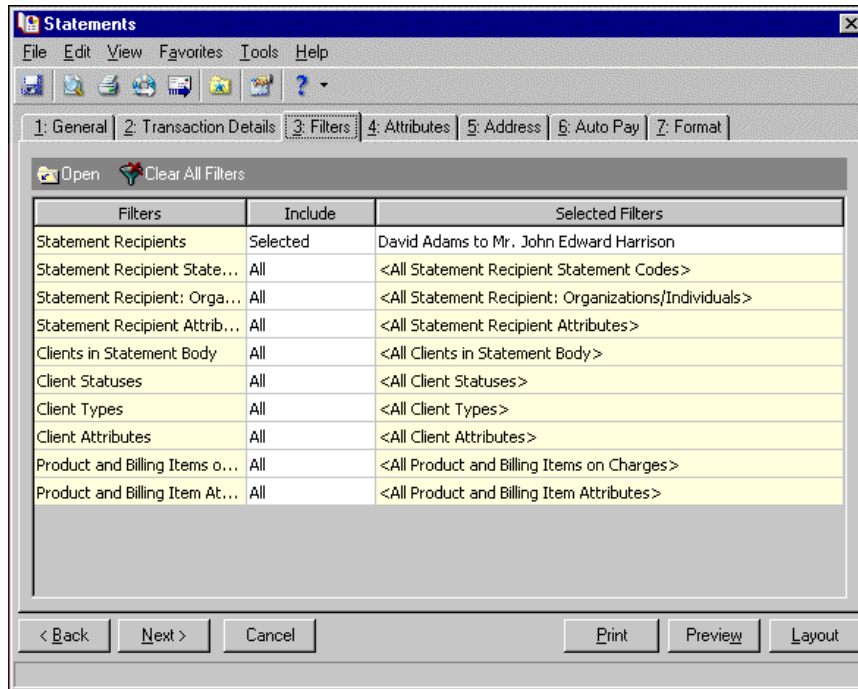
3. In the **What do you want to do?** frame, mark **Print Statements**.
4. In the **Transaction cutoff date** and **Statement date** fields, select "Today".

5. Click **Next** or select the Details tab.
6. Mark **Transactions on this statement** to print an additional subsection on the statement containing a statement summary. In the **Summarize by** field, select "Transaction type".

7. Click **Next** or select the Filters tab.

Note: It is important to use filters carefully so you do not underbill a client. Filtering by the client filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some clients or charges being omitted unintentionally. For more information, see “Filters Tab” on page 109.

8. Select statement recipients whose names begin with A through H. For more information about filtering, see the *Program Basics Guide*.



9. Select the Format tab.
10. In the list on the left, select **Detail**.
11. Mark **Show barcode**.
12. Mark **Show statement due date**.

13. Mark **Show minimum amount due as []**, select “Percent of total amount”, and enter “50” in the **percent** field.

The screenshot shows the 'Statements' window with the 'Detail' tab selected. The left-hand list shows 'Detail' as the active category. The main pane, titled 'Detail', contains several options:

- ☒ Show statement reference number
- ☒ Show barcode (Font: 3 of 9 Barcode, Font size: 10)
- ☐ Show print date on statement
- ☐ Show credit balances as \$0.00
- ☒ Show statement due date (Due date: <Statement date> plus 30 days)
- ☒ Show minimum amount due as: Percent of total amount (50 percent)

 At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

14. In the list on the left, select **Address Detail**.
15. Mark **Show statement recipient address** and select “Bill to”.
16. Mark **Show USPS barcode in address**.

The screenshot shows the 'Statements' window with the 'Address Detail' tab selected. The left-hand list shows 'Address Detail' as the active category. The main pane, titled 'Address Detail', contains:

- ☒ Show statement recipient address: Address: <Bill To>
- ☐ Show contact information in address (Contact Number: <Do not print>)
- ☒ Show USPS barcode in address

 Below these options is an 'Address quick view' section showing a preview of the address label with fields for 'Client Name Here', 'Address line 1', 'Address line 2', and 'Address line 3'.

17. In the list on the left, select **Finance Charge Format**.
18. Mark **Include closing date of billing cycle**.

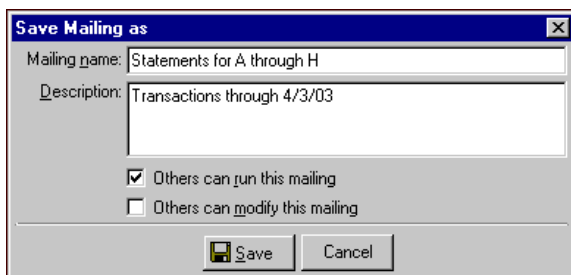
19. Mark **Include finance charge disclosure statement** and enter in the text box “An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.”

20. In the list on the left, select **Statement Message**.
21. Enter “Please remit prompt payment of the balance due.” in the **Print this message at the end of each statement page** text box.

Aging Period	Message
current	
31-60	
61-90	
over 90	

22. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the statements appears. Click the right arrow to view each statement in the run.
23. Close the preview and return to the Format tab.

24. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
25. In the **Mailing name** field, enter “Statements for A through H”.
26. In the **Description** field, enter “Transactions through 4/3/03”.



The screenshot shows a 'Save Mailing as' dialog box. It has a title bar with a close button. Inside, there are two text input fields: 'Mailing name' with the text 'Statements for A through H' and 'Description' with the text 'Transactions through 4/3/03'. Below these fields are two checkboxes: the first is checked and labeled 'Others can run this mailing', and the second is unchecked and labeled 'Others can modify this mailing'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

27. Click **Save** to save the new forms. You return to the Format tab.
28. Close the screen. You return to the Forms page, and “Statements for A through H” appears in the grid.

Cash Receipts Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

In **Forms** for **Cash Receipts**, you can generate CR receipts for miscellaneous payments received.

CR Receipt Forms

You can generate CR receipts for miscellaneous payments received.

CR Receipt Tabs

An CR receipt has tabs on which you select parameters: General, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for CR receipts, you select parameter settings specific to CR receipts.

Payment date. In the **Payment date** field, select a date or date range for payment dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Note: You must have the appropriate security rights to output credit card numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for *The Financial Edge*.

Deposit date. In the **Deposit Date** field, select a date or date range for deposit dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Include payment numbers from [] to []. In the **Include payment numbers from [] to []** field, enter or select a range of payment numbers to include in the receipt. If you leave both fields blank, the form includes all payment numbers.

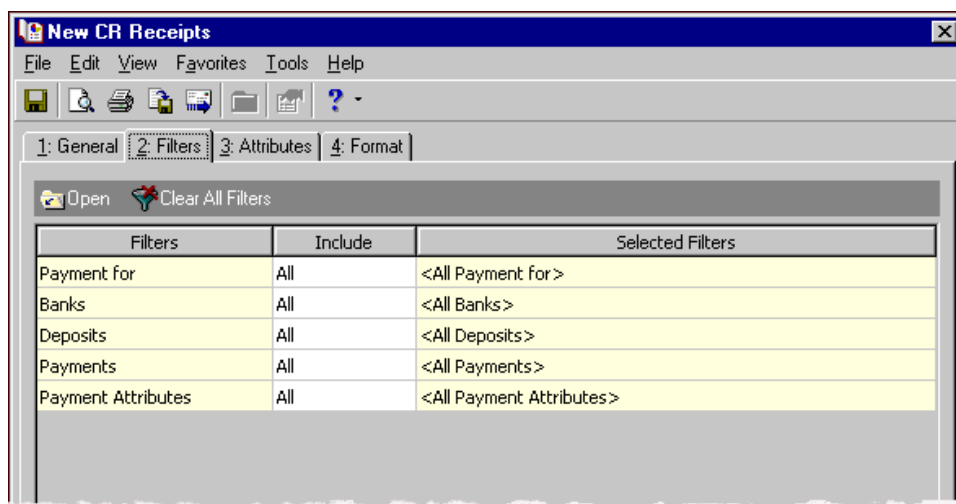
Include deposit numbers from [] to []. In the **Include deposit numbers from [] to []** field, enter or select a range of deposit numbers to include in the receipt. If you leave both fields blank, the form includes all deposit numbers.

Include payments whose status is [] then change the status to printed. In the **Include payments whose status is []** field, select Not yet printed, Reprint, or Both. After printing the receipt, the print status is changed to printed on the payment record.

Create an output query of []. Mark this option to create a query of payments, deposits, or clients that appear in the receipt. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in the receipts. For more information about filtering, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Clients filter, only transactions for the selected clients appear in the form.

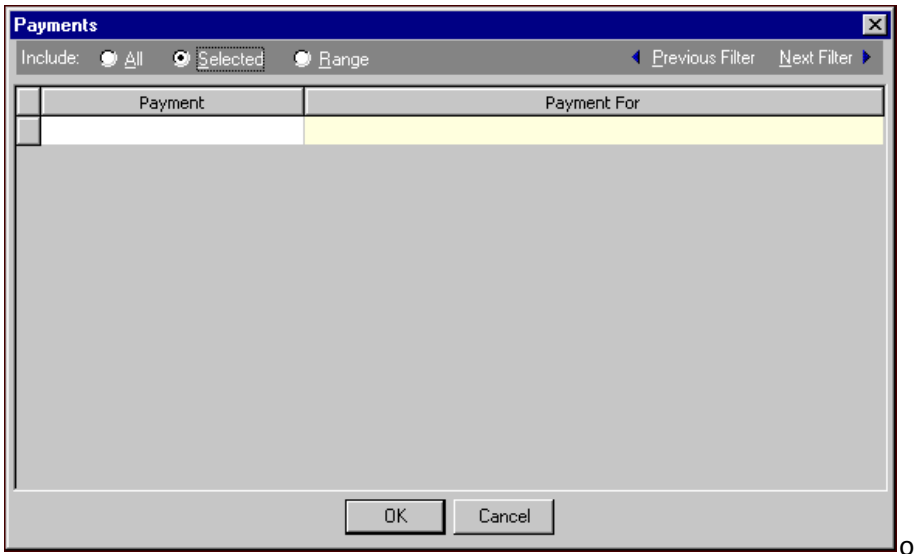
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

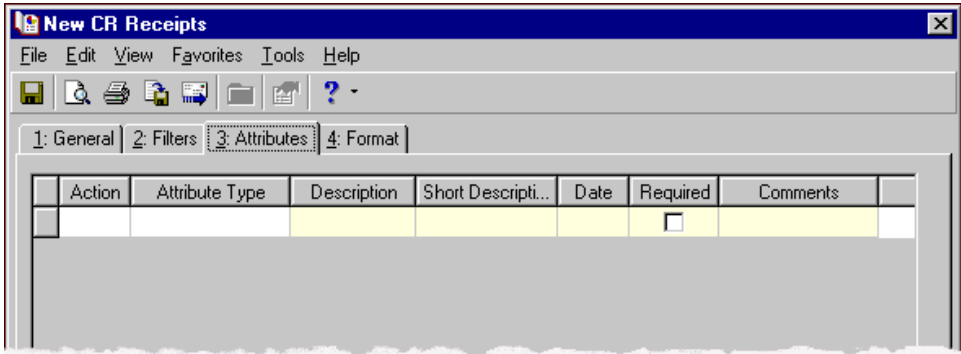
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update transaction attributes for **Cash Receipts** payments.



Action. In the Action column, you can select to add, delete, or update attributes on the payment record when you generate receipts.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Accounts Receivable*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

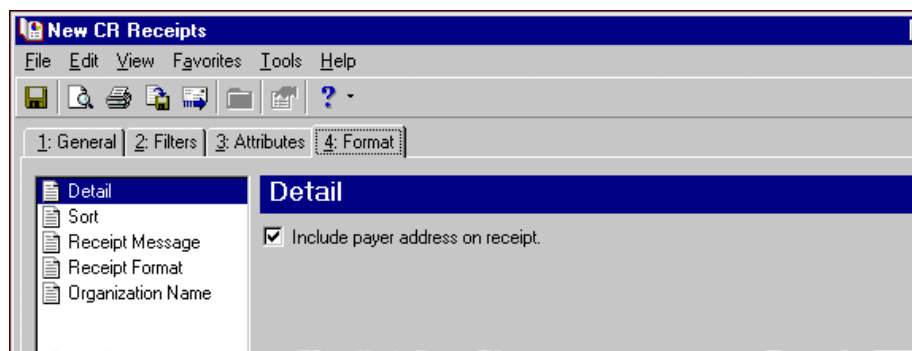
Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the receipts. You can sort the mailing and add messages to appear on the form.

Detail. Use **Detail** to select extra items of detail to print on CR receipts.

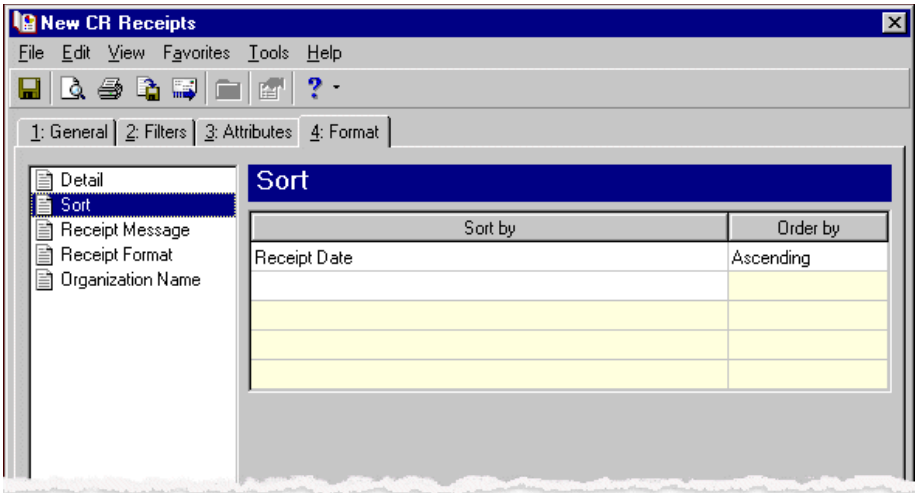


To show payment applications or distributions, mark **Show** and select Charges this payment was applied to or Client this payment was distributed to. To display the reference number as a barcode, mark **Show barcode**.

You can also select which client address and contact phone numbers to use. Mark **USPS bar code** and **Ship to address** to include these items on the form. The **Address quick view** box displays the contact information as it will appear on the form.

Tip: We strongly recommend you use <Client name>. If you select Formal Salutation, Informal Salutation, Salutation 1, Salutation 2, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run CR receipts.

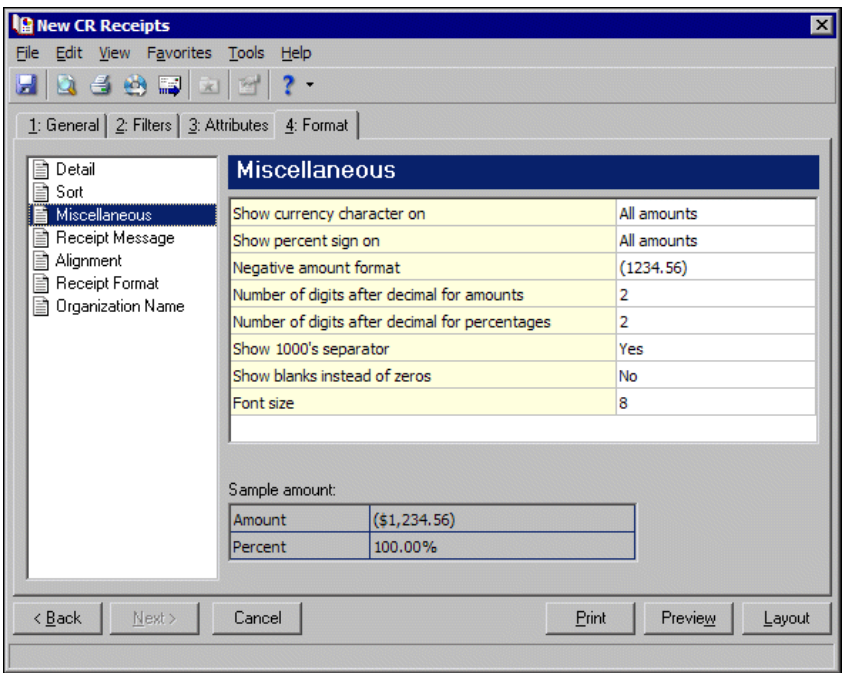
Sort. You can use **Sort** to select the order for items to appear on the CR receipt.



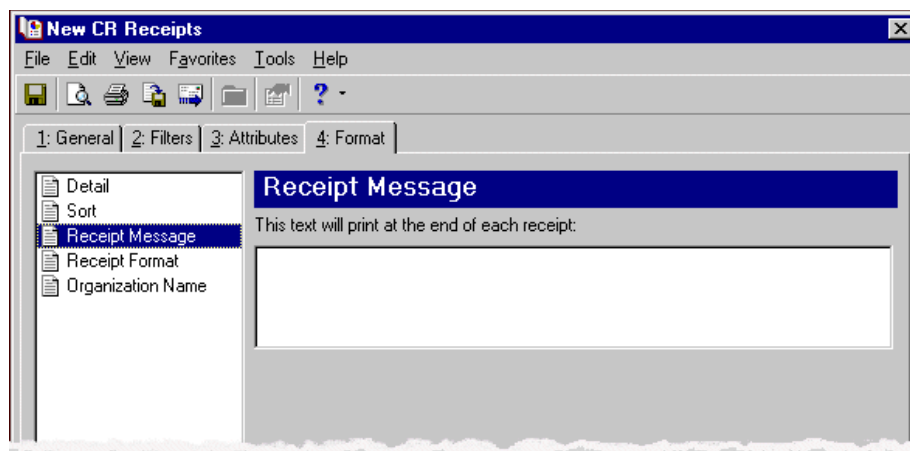
In the first row in the **Sort by** column, select the item to sort the CR receipt by. You can sort by receipt date, deposit number, receipt number, client name, payment type, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

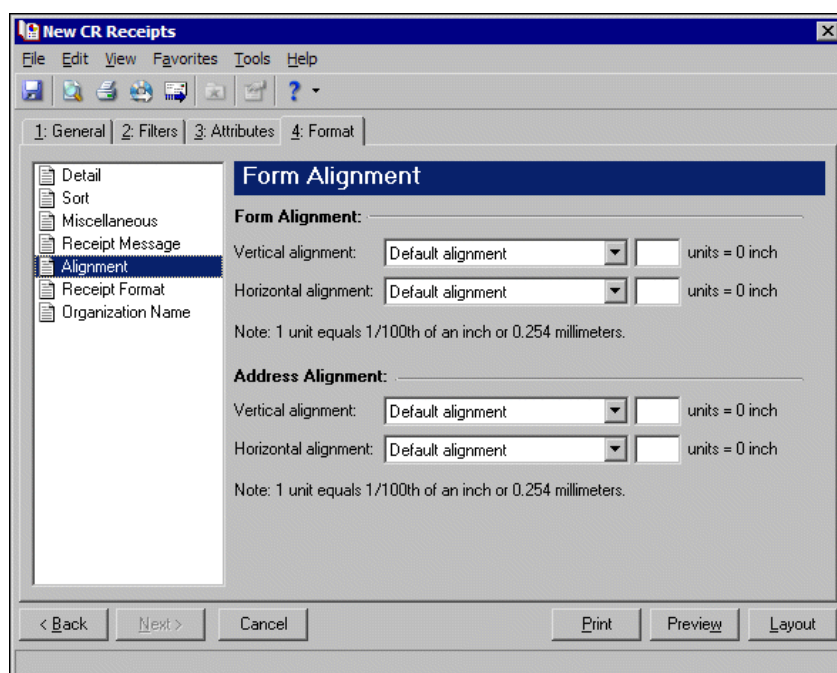
Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the receipts and the font size for receipts.



Receipt Message. Use **Receipt Message** to enter text you want to appear at the end of each receipt.



Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

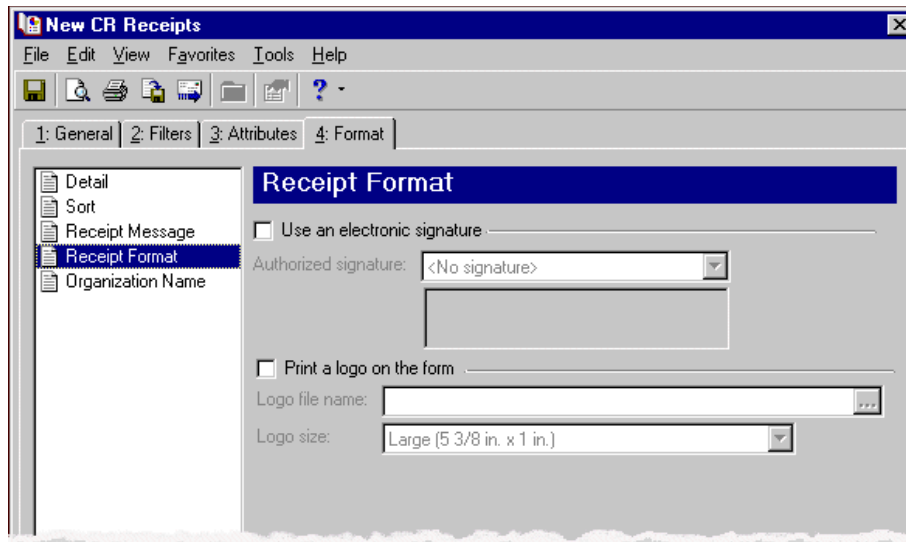


Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the receipt recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Receipt Format. You can use **Receipt Format** to select formatting features for receipts.



To print an electronic signature, mark **Use an electronic signature**. In the **Authorized signature** field, select the signature to use on the forms. For more information about creating electronic signatures, see the *Administration Guide*.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on receipts.

Creating CR Receipt Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can add a message to the receipt, use an electronic signature, and print your organization's logo.

► Creating CR receipt forms

In this example, we print CR receipts for application fee payments received between February 19th and March 19th, 2003.

1. From the **Cash Receipts** Mail page, click **Forms**. The Forms page appears.
2. In the list on the left, select **CR Receipts** and click **New** on the action bar. The New CR Receipts screen opens on the General tab.
3. In the **Payment date** field, select "Specific range".
4. In **Start date** field, select "February 19th" using the calendar. In the **End date** field, select "March 19th".
5. In the **Deposit date** field, select "Include all dates".

6. In the **Include payments whose status is []** then change the status to **printed** field, select “Not yet printed”.

New CR Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Format

Include payments with these dates:

Payment date: <Specific range> Start date: 02/19/2003 End date: 03/19/2003

Deposit date: Include all dates

Include payment numbers from: to

Include deposit numbers from: to

Include payments whose status is: Unprinted then change the status to printed.

☐ Create an output query of: Payments

< Back Next > Cancel Print Preview Layout

Press F3 for today's date, F7 for calendar

7. Click **Next** or select the **Filters** tab. Select payments for application fees. For more information about filtering, see the *Program Basics Guide*.

New CR Receipts

File Edit View Favorites Tools Help

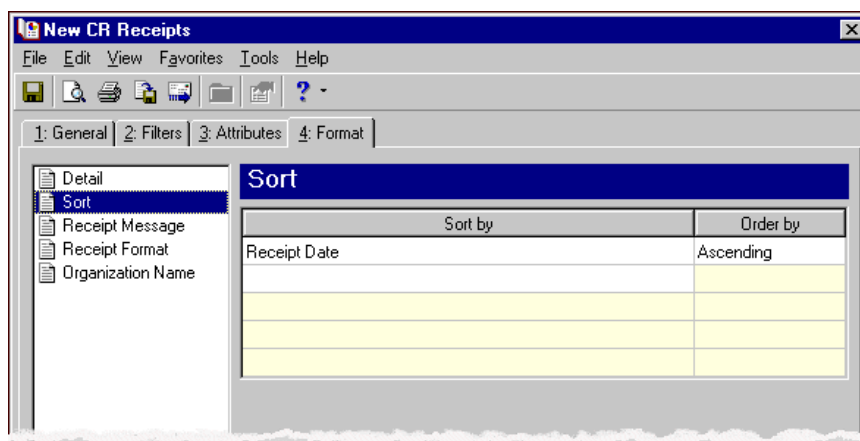
1: General 2: Filters 3: Attributes 4: Format

Open Clear All Filters

Filters	Include	Selected Filters
Payment for	Selected	Application fees
Banks	All	<All Banks>
Deposits	All	<All Deposits>
Payments	All	<All Payments>
Payment Attributes	All	<All Payment Attributes>

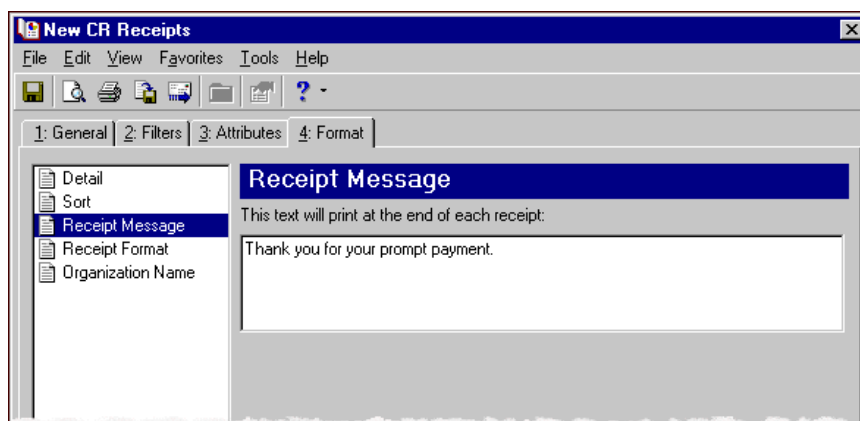
8. Select the **Format** tab.
9. In the list on the left, select **Sort**.

10. In the **Sort by** and **Order by** columns on the first row, select “Receipt Date” and “Ascending” to sort the CR receipts numerically by receipt date.



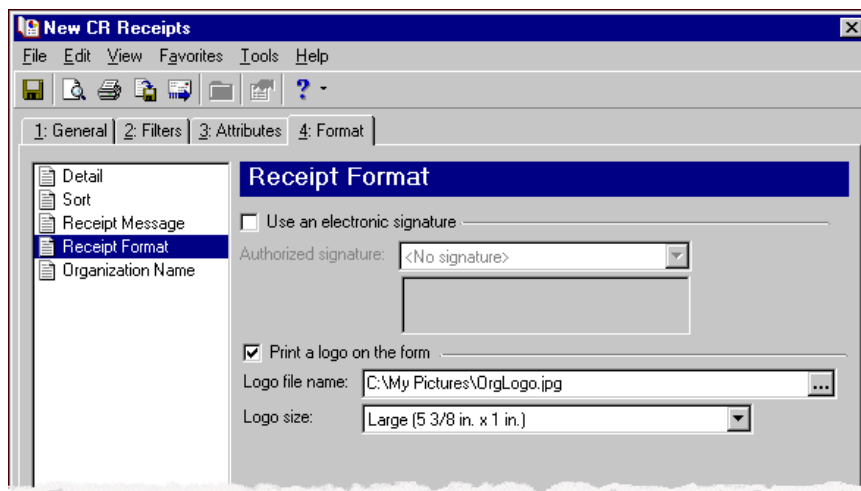
Note: If you mark **Create an output query of []** on the General tab, the Save Static Query screen appears so you can name and save the query.

11. In the list on the left, select **Receipt Message**.
12. Enter “Thank you for your prompt payment.” in the text box.



13. In the list on the left, select **Receipt Format**.
14. Mark **Print a logo on the form**.
15. In the **Logo file name** field, browse to the graphic file containing your organization’s logo.

16. In the **Logo size** field, select “Large (5 3/8 in. X 1 in.)”.



17. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the CR receipts appears.
18. Close the preview and return to the Format tab.
19. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
20. In the **Mailing name** field, enter “CR Receipts for Application fees”.

Student Billing Forms

In **Student Billing**, you can create several types of forms to help manage billing for students and their payers.

- **Debit Memos** — You can create debit memos for charges such as finance charges, tuition, and non-sufficient funds.
- **Credit Memos** — You can send credit memos to reflect credits such as those for overpayments.
- **Receipts** — You can generate receipts for payments received and include details about the charges to which payments were applied or the records to which payments were distributed.
- **Single Statements** — Single statements list charge and payment activity for one student, individual, or organization. These are helpful in instances such as when someone requests an additional copy of their statement.
- **Statements** — Statements list charge and payment activity for multiple students, individuals, and organizations at one time.
- **Statements of Projected Charges** — Statements of projected charges report charges and credits that will be assessed to students, individuals, and organizations for a given period of time. These statements include generated and ungenerated transactions that are scheduled (or will be scheduled based on bill codes) for a specified time period.

“Publishing Statements to NetClassroom” on page 243. If you have the optional module *NetClassroom*, you can publish single statements and statements to *NetClassroom*.

Debit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can create debit memos for individual charges such as tuition, finance charges, and non-sufficient funds fees. For example, a student makes a payment by check but it is returned by the bank for non-sufficient funds. You can send the student a debit memo notifying him that the check was returned and he now owes for the non-sufficient fund fee plus the original payment amount.

Debit Memo Tabs

A debit memo has tabs on which you select parameters: General, Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for debit memos, you select parameter settings specific to debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are five tabs: 1: General, 2: Filters, 3: Attributes, 4: Address, and 5: Format. The 'General' tab contains the following fields and options:

- 'Include charges with these dates:' section with 'Transaction date' and 'Post date' dropdown menus, both set to 'Include all dates'.
- 'Include charge transaction numbers from' and 'to' fields with date pickers.
- 'Include charges whose status is:' dropdown menu set to 'Not yet printed', followed by the text 'then change the status to printed.'
- A checked checkbox for 'Combine sales tax charges into debit memo total'.
- An unchecked checkbox for 'Create an output query of' with a dropdown menu set to 'Charges'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Transaction date. In the **Transaction date** field, select a date or date range for the transactions to include in the form.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates to include in the debit memo.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Include charge transaction numbers from [] to []. In the **Include charge transaction numbers from [] to []** field, enter or select a range of charge transaction numbers to include in the form. If you leave both fields blank, the form includes all charge transaction numbers.

Include charges whose status is [] then change the status to printed. In the **Include charges whose status is []** field, select Not yet printed, Reprint, or Both. After printing the debit memo, the print status is changed to printed on the charge record.

Combine sales tax charges into debit memo total. Mark this checkbox to include sales tax in the total of the debit memo. When marked, no separate debit memos print for sales tax charges.

Create an output query of []. Mark **Create an output query of []** to create a query of the records or charges included in the debit memo. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in a debit memo. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New Debit Memos' window with the 'Filters' tab selected. The window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are tabs for '1: General', '2: Filters', '3: Attributes', '4: Address', and '5: Format'. The 'Filters' tab contains an 'Open' button and a 'Clear All Filters' button. A table lists various filters with their 'Include' status and 'Selected Filters'.

Filters	Include	Selected Filters
Records	All	<All Records>
Record Types	All	<All Record Types>
Student Attributes	All	<All Student Attributes>
Individual Attributes	All	<All Individual Attributes>
Organization Attributes	All	<All Organization Attributes>
Charges	All	<All Charges>
Charge Attributes	All	<All Charge Attributes>

At the bottom of the window are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Records filter, only transactions for the selected records appear in the form.

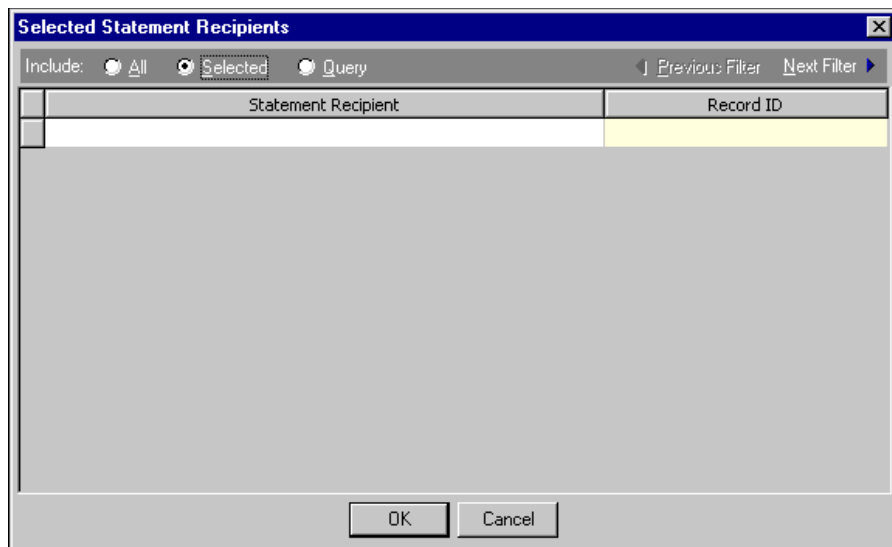
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

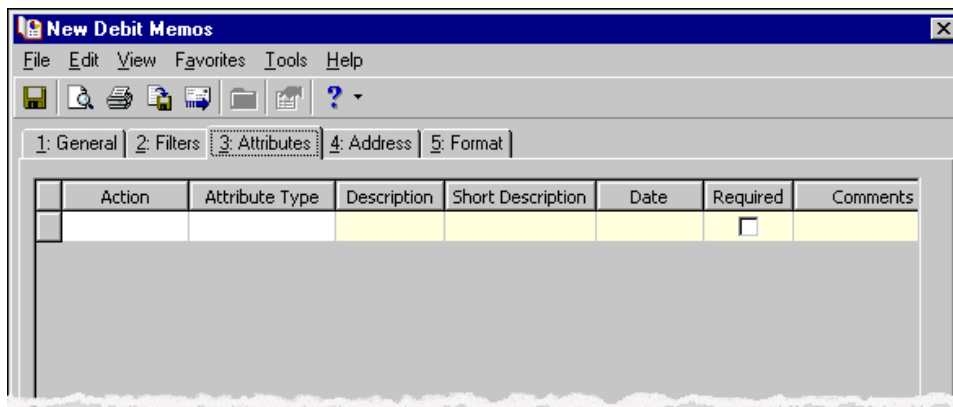
Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

You can use the Attributes tab to add, delete, or update transaction attributes for the charges included in the debit memo.



Action. In the **Action** column, you can select to add, delete, or update attributes on the charge record when you generate debit memos.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on debit memos. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the recipient's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient's record that meets the defined parameters is used on the debit memo. You can also specify what to do if no valid address is found.

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

☒ Show record address

Validate addresses as of: Today

☒ Consider seasonal addresses

If no seasonal addresses are found, consider these addresses

Addresses: <First address found>, Home, Business, Vacation, Summer

Addresses to consider, in order of importance: <Primary address>

Action	Attribute Type	Value

If no address is found, Print with no address

< Back Next > Cancel Print Preview Layout

Step 1. Mark **Show record address** to include the recipient's address on the debit memo. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form.

Step 2. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the debit memo. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 3. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.

Step 4. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the debit memo. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 5.

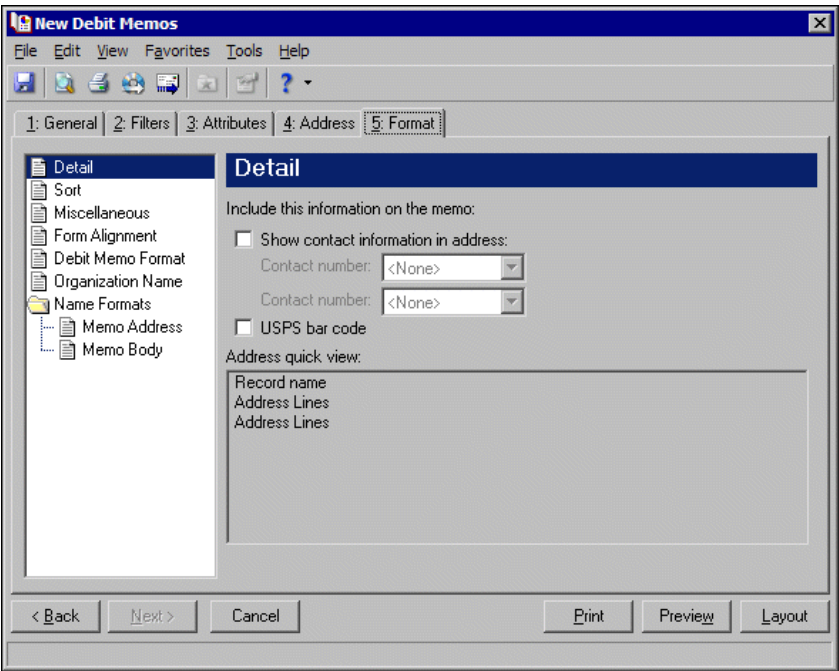
Step 5. In the grid, you can select address attribute types to consider. For example, you have a "Billing address" attribute you use to flag addresses for billing forms. When you select Include in the **Action** column and Billing address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a student/relationship does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

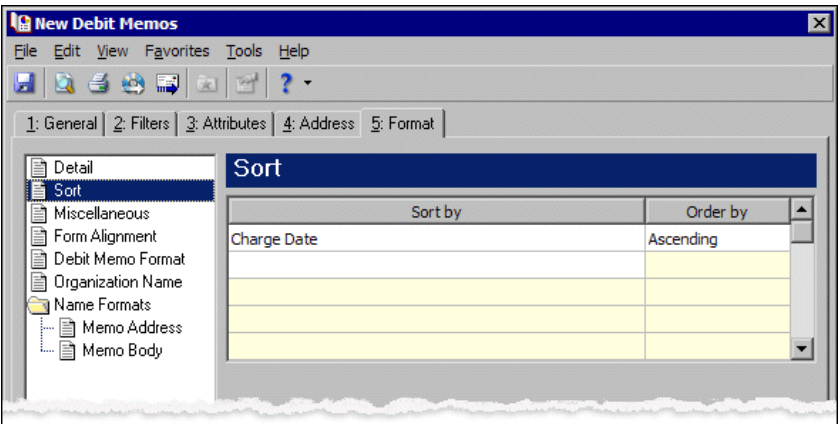
Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. For example, you can sort the mailing and select formats for displaying monetary amounts.

Detail. You can specify whether to include contact information in the address and which phone types to use. Mark **USPS bar code** to print the recipient’s bar code with the address. The **Address quick view** box displays the contact information as it will appear on the form. Options on the Detail screen are disabled if you unmarked **Show record address** on the Address tab.



Sort. You can use **Sort** to select the order for items to appear in the debit memo.



In the first row in the **Sort by** column, select the item to sort the debit memo by. You can sort by charge date, charge number, record name, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the debit memos and the font size for debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'Miscellaneous' tab selected. The left pane shows a tree view with 'Miscellaneous' highlighted. The main area contains a table of settings for numbers and currency.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table is a 'Sample amount' section with two input fields:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms when you print.

The screenshot shows the 'New Debit Memos' dialog box with the 'Form Alignment' tab selected. The left pane shows a tree view with 'Form Alignment' highlighted. The main area contains settings for vertical and horizontal alignment.

Vertical alignment: Default alignment [dropdown] units = 0 inch

Horizontal alignment: Default alignment [dropdown] units = 0 inch

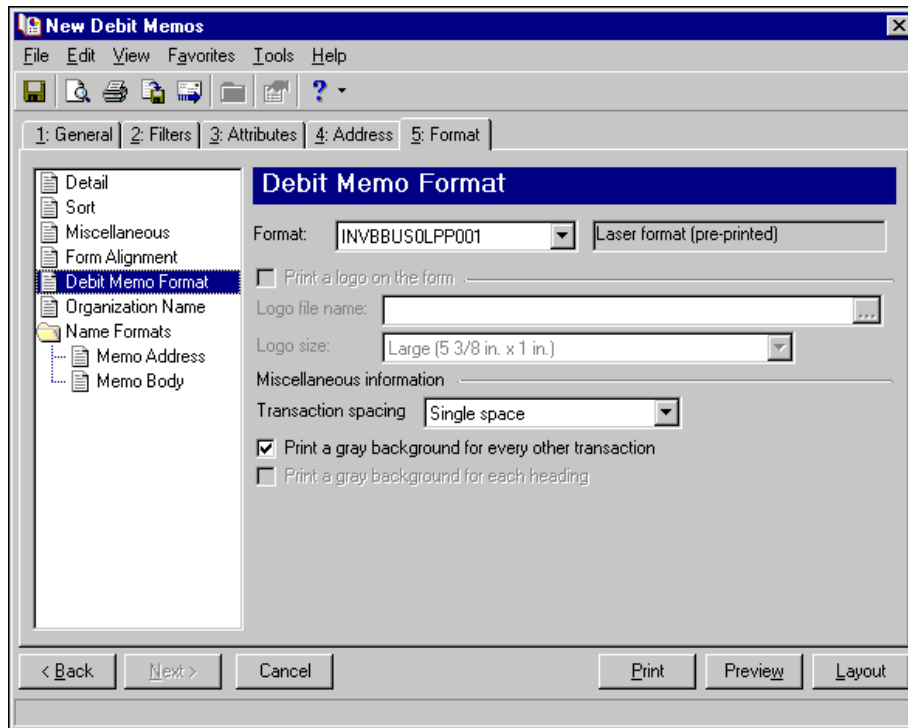
Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Debit Memo Format. You can use **Debit Memo Format** to select formatting features for debit memos.



In the **Format** field, select the laser form you use for printing debit memos. If you select a blank paper format, you can print a logo on the forms.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on debit memos.

The screenshot shows the 'New Debit Memos' dialog box with the 'Organization Name' tab selected. The left sidebar contains a tree view with the following items: Detail, Sort, Miscellaneous, Form Alignment, Debit Memo Format, Organization Name (selected), Name Formats, Memo Address, and Memo Body. The main area has a title bar 'Organization Name' and a checkbox 'Show organization address' which is checked. Below the checkbox are two text input fields: 'Organization name:' containing 'Community Services Inc.' and 'Address:' which is empty. At the bottom of the main area is a text box labeled 'Address quick view:' containing 'Community Services Inc.'. The bottom of the dialog box has five buttons: '< Back', 'Next >', 'Cancel', 'Print', and 'Preview'. There is also a 'Layout' button on the far right.

Tip: We strongly recommend you use <Full name>. If you select Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run debit memos.

Name Formats. Using Name Formats, you can format how names appear for organizations, individuals, and students in the address and body sections of the debit memo. In the tree view on the left, you can select the area of the form you want to format. Click **Memo address** to format how names appear in the header. Click **Memo body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **Contact name**, and **CFDA #** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from** [] field.

If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **If not present...Select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** or **Configuration** in the **Use** field, this field is disabled.

Creating Debit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can print debit memos on blank or pre-printed forms. For blank forms, you can add your organization's logo. You can also select the format to use for record names in the address and body of the memo.

► **Creating debit memo forms**

In this example, we print debit memos for students with charges this month.

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Debit Memos** and click **New** on the action bar. The New Debit Memos screen opens on the General tab.
3. In the **Transaction date** field, select "This month".
4. In the **Post date** field, select "Include all dates".
5. In the **Include charges whose status is [] then change the status to printed** field, select "Not yet printed".

New Debit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

Include charges with these dates:

Transaction date: This month 03/01/2005 to 03/31/2005

Post date: Include all dates

Include charge transaction numbers from to

Include charges whose status is: Not yet printed then change the status to printed.

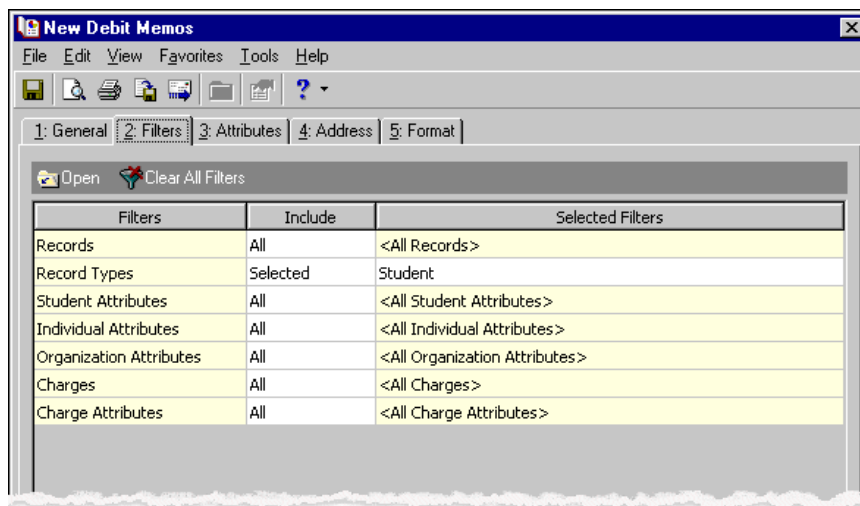
☒ Combine sales tax charges into debit memo total

☐ Create an output query of Charges

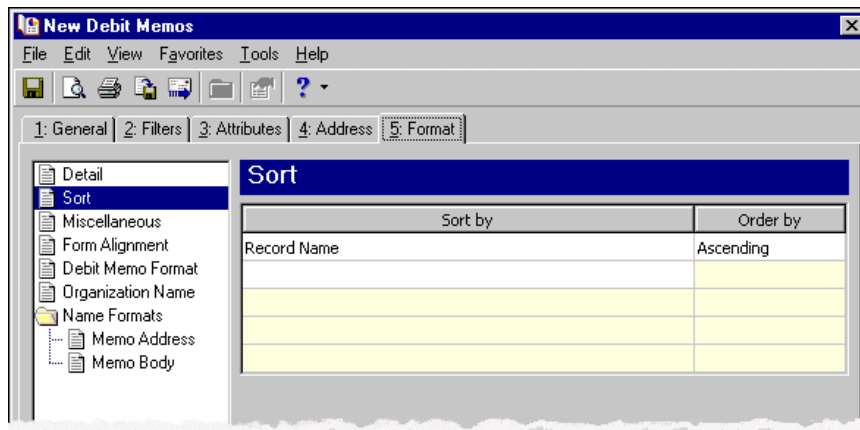
< Back Next > Cancel Print Preview Layout

6. Click **Next** or select the Filters tab.

7. Select “Student” for the Record Types filter. For more information about filtering, see the *Program Basics Guide*.

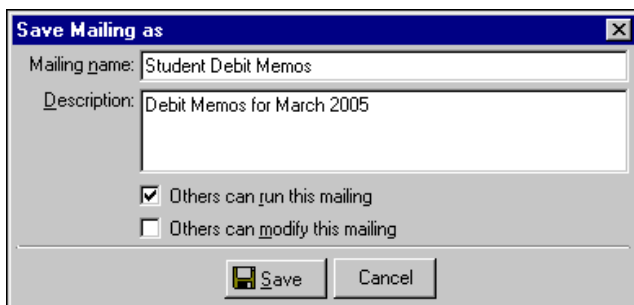


8. Select the Format tab.
9. In the list on the left, select **Sort**.
10. In the **Sort by** and **Order by** columns on the first row, select “Record Name” and “Ascending” to sort the debit memos alphabetically by record names.



11. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the debit memos appears.
12. Close the preview and return to the Format tab.
13. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
14. In the **Mailing name** field, enter “Student Debit Memos”.

15. In the **Description** field, enter “Debit Memos for March 2005”.



The screenshot shows a 'Save Mailing as' dialog box. It has a title bar with a close button. Inside, there are two text input fields: 'Mailing name' with the text 'Student Debit Memos' and 'Description' with the text 'Debit Memos for March 2005'. Below these fields are two checkboxes: the first is checked and labeled 'Others can run this mailing', and the second is unchecked and labeled 'Others can modify this mailing'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

16. Click **Save** to save the new forms. You return to the Format tab.
17. Close the screen. You return to the Forms page, and the debit memo form appears in the grid.

Credit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can send credit memos to reflect standalone credits such as those for overcharges. For example, a student calls to notify your school that he was overcharged on his last bill. You verify the mistake, credit the student’s account for the amount he was overcharged, and mail him a credit memo as a record that the credit was made.

Credit Memo Tabs

A credit memo has tabs on which you select parameters: General, Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab for credit memos, you select parameter settings specific to credit memos.

Transaction date. In the **Transaction date** field, select a date or date range for the credit transactions to include in the credit memo.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Post date. In the **Post date** field, select a date or date range of post dates to include in the credit memo.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

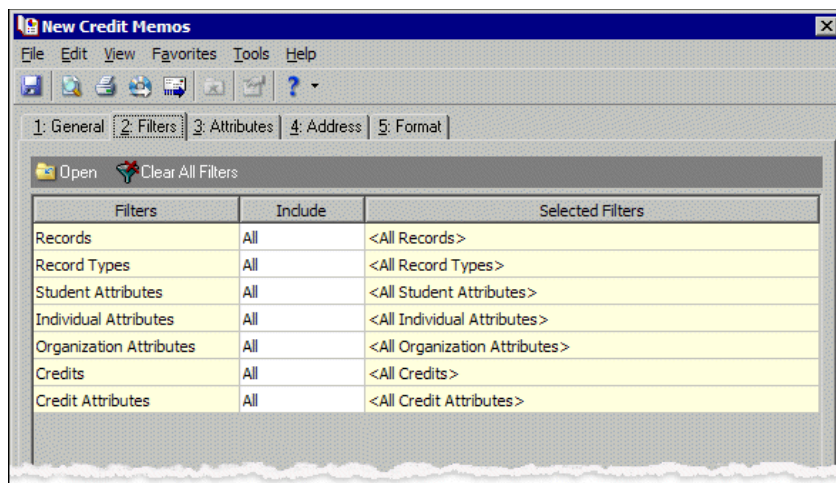
Include credit transaction numbers from [] to []. In the **Include credit transaction numbers from [] to []** field, enter or select a range of credit transaction numbers to include in the credit memo. If you leave both fields blank, the credit memo includes all credit transaction numbers.

Include credits whose status is [] then change the status to printed. In the **Include credits whose status is []** field, select Not yet printed, Reprint, or Both. After printing the credit memo, the print status is changed to printed on the credit record.

Create an output query of []. Mark **Create an output query of []** to create a query of the records or credits included in the credit memos. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in a credit memo. For more information about filtering, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Records filter, only transactions for the selected records appear in the form.

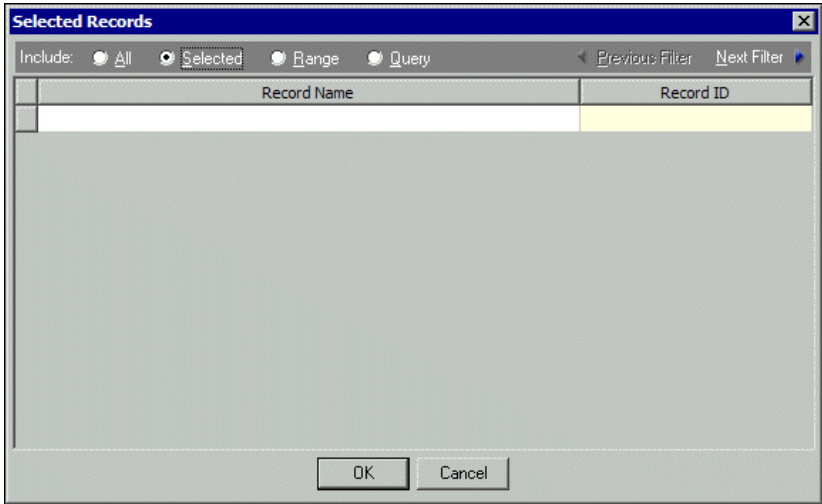
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

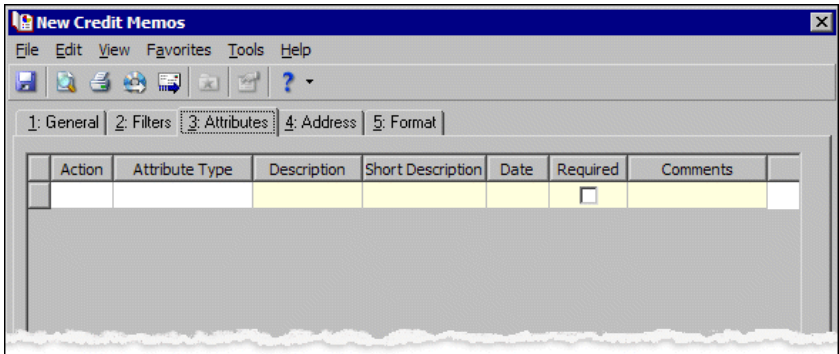
Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

You can use the Attributes tab to add, delete, or update transaction attributes for the credits included in the credit memo.



Action. In the **Action** column, you can select to add, delete, or update attributes on credit records when you generate credit memos.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on credit memos. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the recipient's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient's record that meets the defined parameters is used on the credit memo. You can also specify what to do if no valid address is found.

New Credit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

☒ Show record address

Validate addresses as of: Today

☒ Consider seasonal addresses

If no seasonal addresses are found, consider these addresses

Addresses: <First address found>, Home, Business, Vacation, Summer

Addresses to consider, in order of importance: <Primary address>

Action	Attribute Type	Value

If no address is found, Print with no address

< Back Next > Cancel Print Preview Layout

Step 1. Mark **Show record address** to include the recipient's address on the credit memo. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form.

Step 2. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the credit memo. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 3. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.

Step 4. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the credit memo. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 5.

Step 5. In the grid, you can select address attribute types to consider. For example, you have a “Billing address” attribute you use to flag addresses for billing forms. When you select Include in the **Action** column and Billing address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

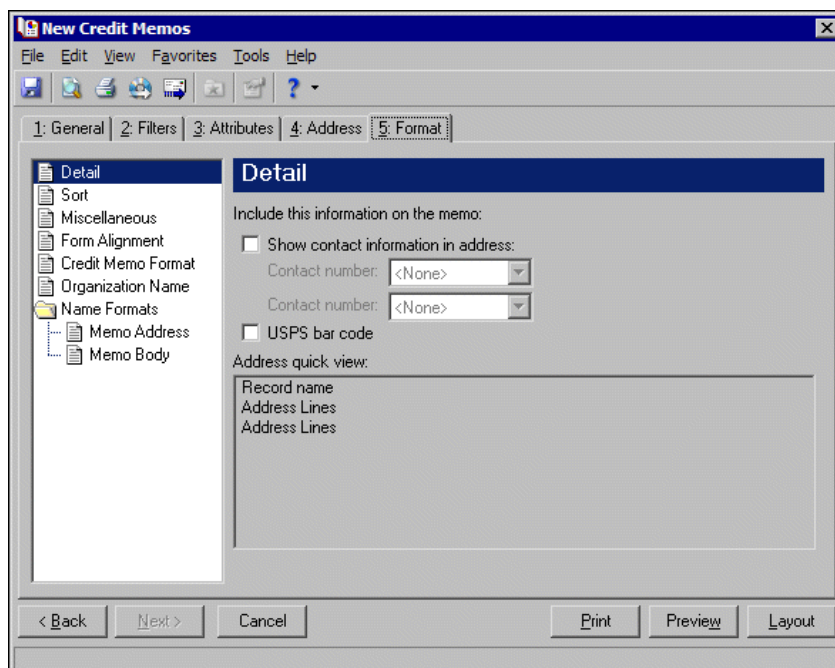
Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a student/relationship does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the forms. For example, you can sort the mailing and select formats for displaying monetary amounts.

Detail. You can specify whether to include contact information in the address and which phone types to use.

Mark **USPS bar code** to print the recipient’s bar code with the address. The **Address quick view** box displays the contact information as it will appear on the form. Options on the Detail screen are disabled if you unmarked **Show record address** on the Address tab.



Sort. You can use **Sort** to select the order for items to appear in the credit memo.

Sort by	Order by
Credit Date	Ascending

In the first row in the **Sort by** column, select the item to sort the credit memo by. You can sort by credit date, credit number, record name, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

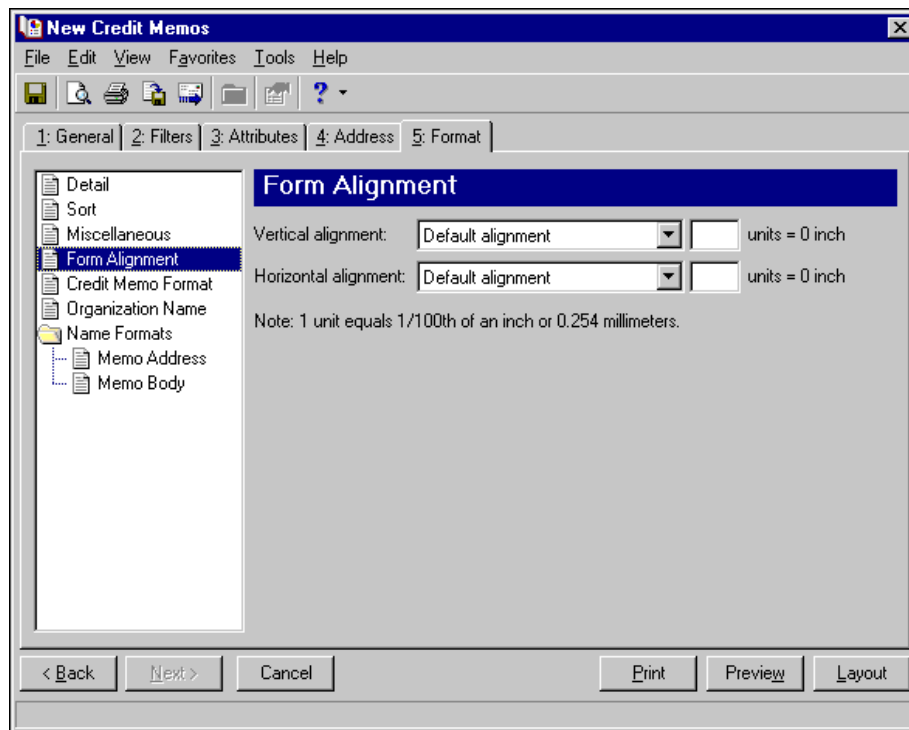
Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the credit memos and the font size for credit memos.

Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms when you print.

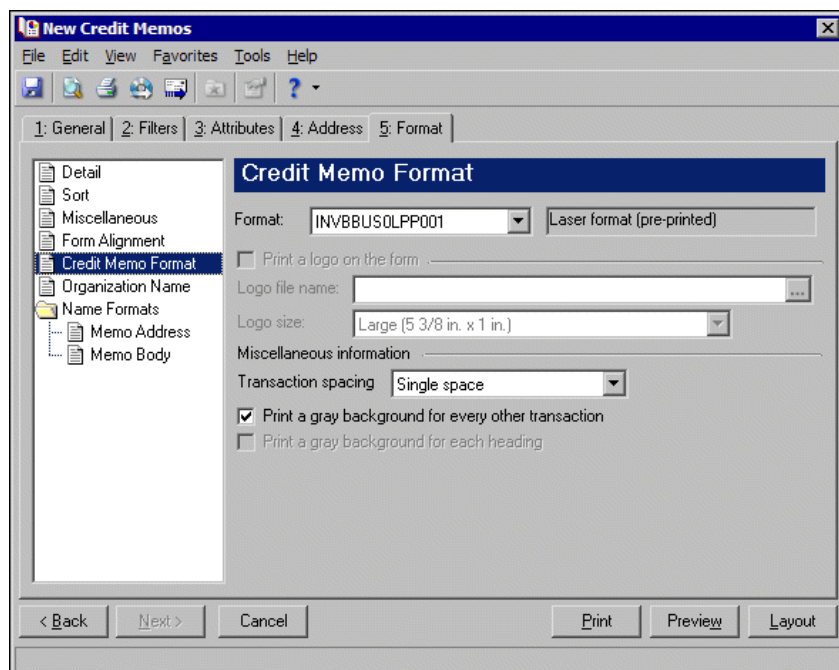


Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Credit Memo Format. You can use **Credit Memo Format** to select formatting features for credit memos.



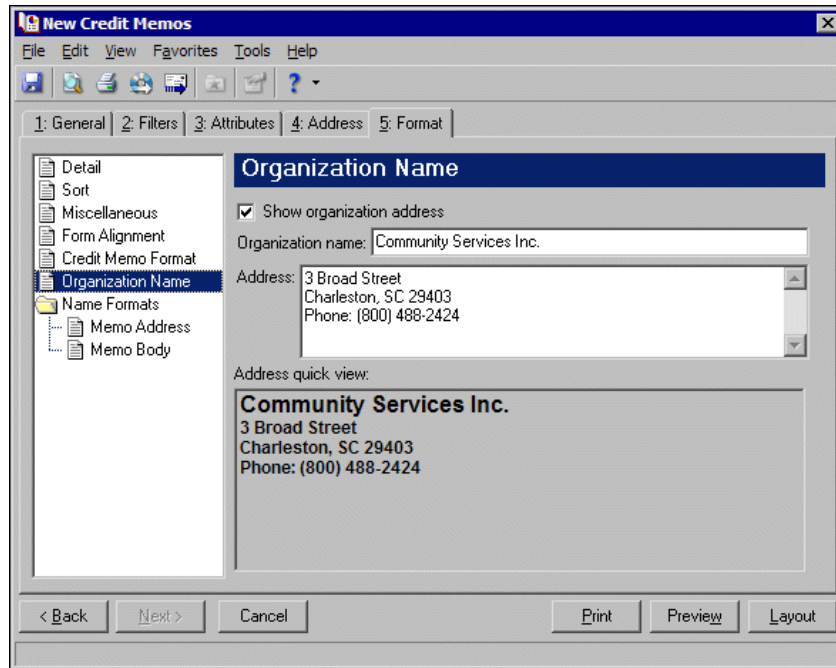
In the **Format** field, select the laser form you use for printing credit memos. If you select a blank paper format, you can print a logo on the forms.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on credit memos.



Tip: We strongly recommend you use <Full name>. If you select Diploma Name, Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run credit memos.

Name Formats. Using **Name Formats**, you can format how names appear for organizations, individuals, and students in the address and body sections of the credit memo. In the tree view on the left, you can select the area of the form you want to format. Click **Memo Address** to format how names appear in the header. Click **Memo Body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from** [] field.

If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **If not present, select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** in the **Use** field or **Configuration** in the **Select addressee/salutation from** field, this field is disabled.

Creating Credit Memo Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can print credit memos on blank or pre-printed forms. For blank forms, you can add your organization's logo. You can also select the format to use for record names in the address and body of the memo.

► **Creating credit memo forms**

In this example, we print credit memos for students with credits this month.

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Credit Memos** and click **New** on the action bar. The New Credit Memos screen opens on the General tab.
3. In the **Transaction date** field, select "This month".
4. In the **Post date** field, select "Include all dates".
5. In the **Include credits whose status is [] then change the status to printed** field, select "Not yet printed".

New Credit Memos

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

Include credits with these dates:

Transaction date: This month 03/01/2005 to 03/31/2005

Post date: Include all dates

Include credit transaction numbers from to

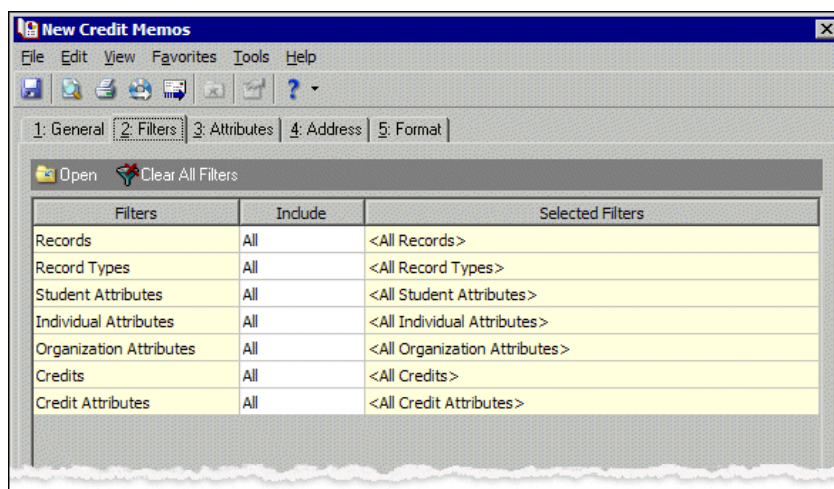
Include credits whose status is: Not yet printed then change the status to printed.

☐ Create an output query of Credits

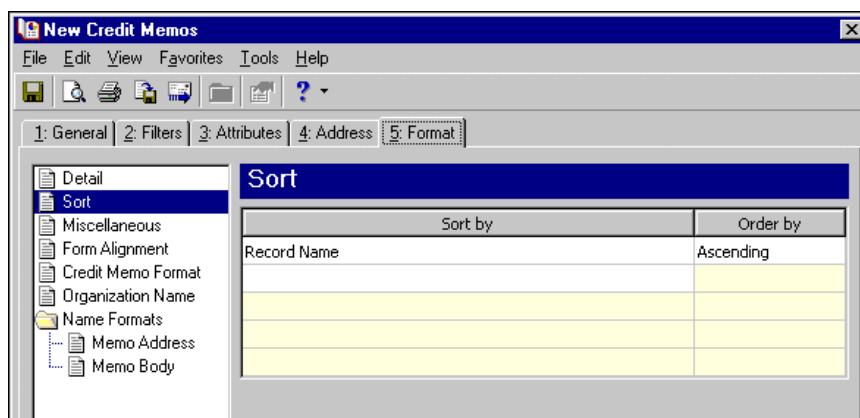
< Back Next > Cancel Print Preview Layout

6. Click **Next** or select the Filters tab.

7. Select “Student” for the Record Types filter. For more information about filtering, see the *Program Basics Guide*.



8. Select the Format tab.
9. In the list on the left, select **Sort**.
10. In the **Sort by** and **Order by** columns on the first row, select “Record Name” and “Ascending” to sort the credit memos alphabetically by record names.



11. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the credit memos appears.
12. Close the preview and return to the Format tab.
13. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
14. In the **Mailing name** field, enter “Student Credit Memos”.
15. In the **Description** field, enter “Credit Memos for March 2005”.
16. Click **Save** to save the new forms. You return to the Format tab.
17. Close the screen. You return to the Forms page, and the credit memo form appears in the grid.

Receipt Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can generate receipts for payments received and include details about the charges to which payments were applied or the records to which payments were distributed.

Receipt Tabs

A receipt has tabs on which you select parameters: General, Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

General Tab

On the General tab, you select parameter settings specific to receipts.

The screenshot shows the 'New SB Receipts' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are five tabs: 1: General, 2: Filters, 3: Attributes, 4: Address, and 5: Format. The 'General' tab is active. It contains the following fields and controls:

- 'Include payments with these dates:' section with 'Payment date:' and 'Deposit date:' dropdown menus, both set to 'Include all dates'.
- 'Include payment numbers from:' and 'Include deposit numbers from:' fields, each with a text input and a calendar icon, followed by a 'to' field and another calendar icon.
- 'Include payments whose status is:' dropdown menu set to 'Not yet printed', followed by the text 'then change the status to printed.'
- A checkbox 'Create an output query of' followed by a dropdown menu set to 'Payments'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Note: You must have the appropriate security rights to output credit card numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

Payment date. In the **Payment date** field, select a date or date range for payment dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Deposit date. In the **Deposit date** field, select a date or date range for deposit dates to include in the receipt.

If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.

Include payment numbers from [] to []. In the **Include payment numbers from [] to []** field, enter or select a range of payment numbers to include in the receipt. If you leave both fields blank, the form includes all payment numbers.

Include deposit numbers from [] to []. In the **Include deposit numbers from [] to []** field, enter or select a range of deposit numbers to include in the receipt. If you leave both fields blank, the form includes all deposit numbers.

Include payments whose status is [] then change the status to printed. In the **Include payments whose status is []** field, select Not yet printed, Reprint, or Both. After printing the receipt, the print status is changed to printed on the payment record.

Create an output query of []. Mark this option to create a query of payments, deposits, or records that appear in the receipts. You can save and use an output query later for other mailings or reports.

Filters Tab

On the Filters tab, you select criteria that determines which items to include in a receipt. For more information about filtering, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Records	All	<All Records>
Record Types	All	<All Record Types>
Student Attributes	All	<All Student Attributes>
Individual Attributes	All	<All Individual Attributes>
Organization Attributes	All	<All Organization Attributes>
Banks	All	<All Banks>
Deposits	All	<All Deposits>
Deposit Statuses	All	<All Deposit Statuses>
Payments	All	<All Payments>
Payment Attributes	All	<All Payment Attributes>
Payment Sources	All	<All Payment Sources>
Payment Methods	All	<All Payment Methods>

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Records filter, only transactions for the selected records appear in the form.

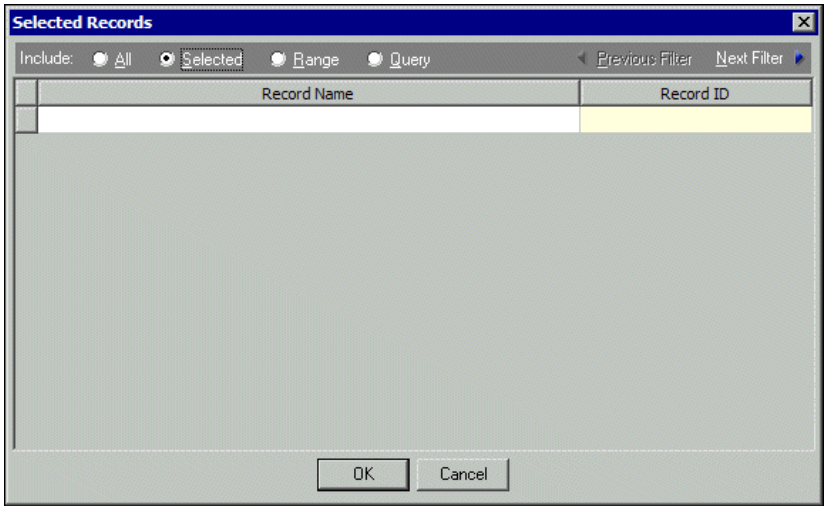
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

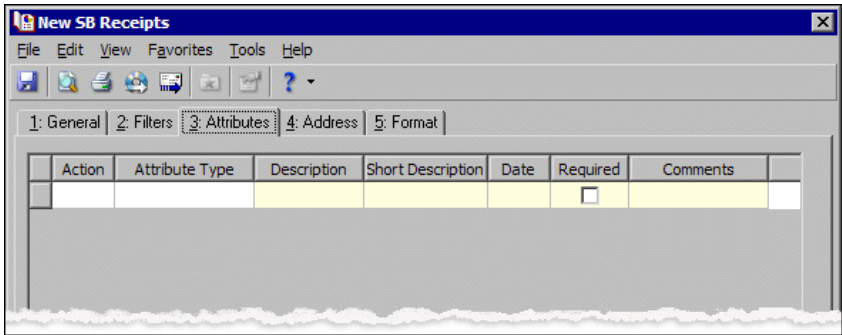
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update transaction attributes for payments.



Action. In the Action column, you can select to add, delete, or update attributes on the payment record when you generate receipts.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Attribute Type. In the Attribute Type column, you can select an attribute type.

Description. In the Description column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the Short Description column, select the attribute description. The Description column completes automatically.

Date. In the Date column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the Required? column.

Comments. In the Comments column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on receipts. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the payer's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient's record that meets the defined parameters is used on the receipt. You can also specify what to do if no valid address is found.

New SB Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

☒ Show payer address ☐ Check for address on payment record first

Validate addresses as of: Today

☒ Consider seasonal addresses

If no seasonal addresses are found, consider these addresses

Addresses: <First address found> Home Business Vacation Summer

Addresses to consider, in order of importance: <Primary address>

Action	Attribute Type	Value

If no address is found, Print with no address

< Back Next > Cancel Print Preview Layout

Step 1. Mark **Show payer address** to include the payer's address on the receipt. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form. Mark **Check for address on payment record first** to use the address selected on the payment record. If no address was selected on the payment, the program uses the other settings on this tab to identify which address to use.

Step 2. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the receipt. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 3. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.

Step 4. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the receipt. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 5.

Step 5. In the grid, you can select address attribute types to consider. For example, you have a "Billing address" attribute you use to flag addresses for billing forms. When you select Include in the **Action** column and Billing address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a student/relationship does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the receipts. For example, you can sort the mailing and select formats for displaying monetary amounts.

Detail. Use **Detail** to select what items of detail to print on receipts.

New Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

Detail

- Detail
- Sort
- Miscellaneous
- Receipt Message
- Alignment
- Receipt Format
- Organization Name
- Name Formats
 - Receipt Address
 - Receipt Body

Detail

☒ Show Charges this payment was applied to

Include this information on the receipt:

☐ Show contact information in address:

Contact number: <None>

Contact number: <None>

☐ USPS bar code

Address quick view:

Record name

Address Lines

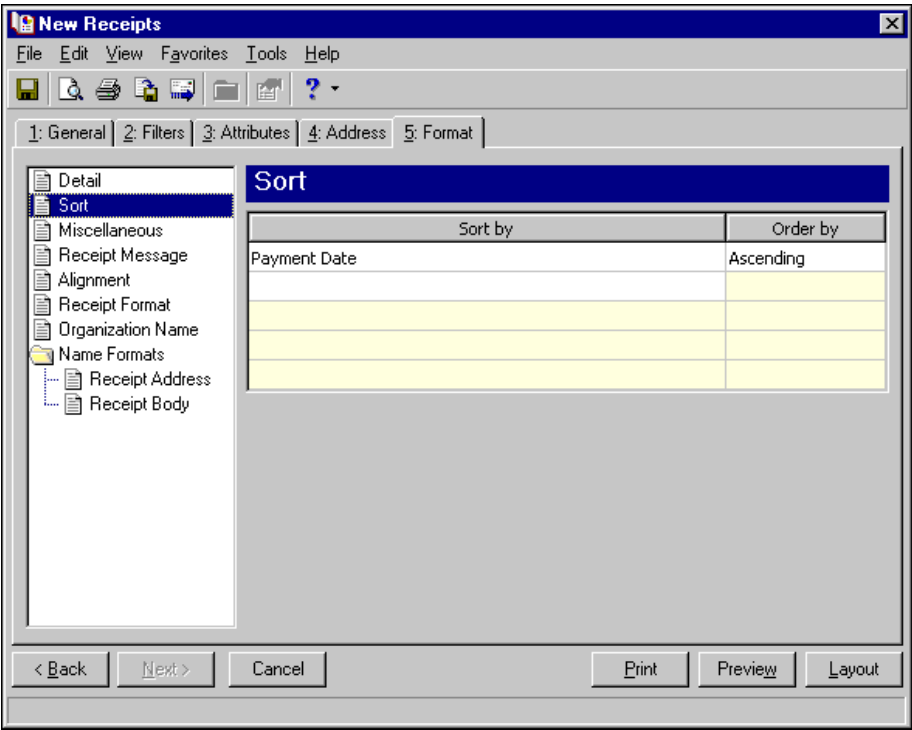
Address Lines

< Back Next > Cancel Print Preview Layout

To show payment applications or distributions, mark **Show** and select Charges this payment was applied to or Records this payment was distributed to.

You can also specify whether to include contact information in the address and which phone types to use. Mark **USPS bar code** to print payer's bar code with the address. The **Address quick view** box displays the contact information as it will appear on the form. Address options on the Detail screen are disabled if you unmarked **Show payer address** on the Address tab.

Sort. You can use **Sort** to select the order for items to appear in the receipt.



In the first row in the **Sort by** column, select the item to sort the receipt by. You can sort by payment date, deposit number, payment number, record name, payment type, or zip code.

In the **Order by** column, select Ascending to sort the forms alphabetically or Descending to sort them in reverse alphabetical order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the receipts and the font size for receipts.

The 'New Receipts' dialog box is shown with the 'Miscellaneous' tab selected. The left sidebar lists various settings: Detail, Sort, Miscellaneous (selected), Receipt Message, Alignment, Receipt Format, Organization Name, Name Formats, Receipt Address, and Receipt Body. The main area displays a table of settings for the 'Miscellaneous' tab.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table, there is a 'Sample amount' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Receipt Message. Use **Receipt Message** to enter text you want to appear at the end of each receipt.

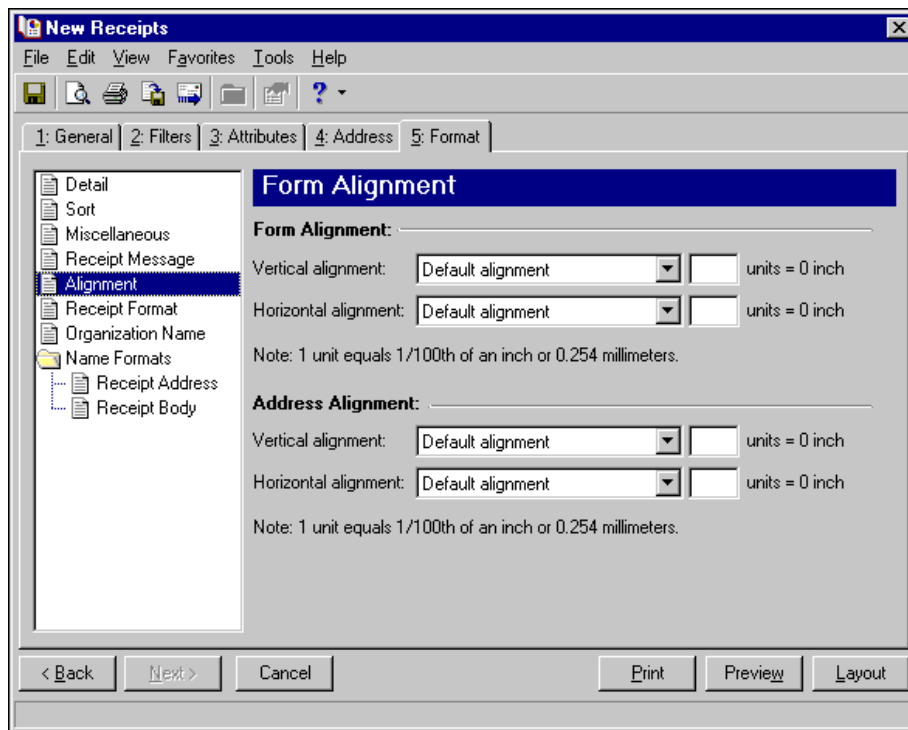
The 'New Receipts' dialog box is shown with the 'Receipt Message' tab selected. The left sidebar lists various settings: Detail, Sort, Miscellaneous, Receipt Message (selected), Alignment, Receipt Format, Organization Name, Name Formats, Receipt Address, and Receipt Body. The main area displays a text input field for the receipt message.

This text will print at the end of each receipt:

[Text input field]

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Alignment. You can use **Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

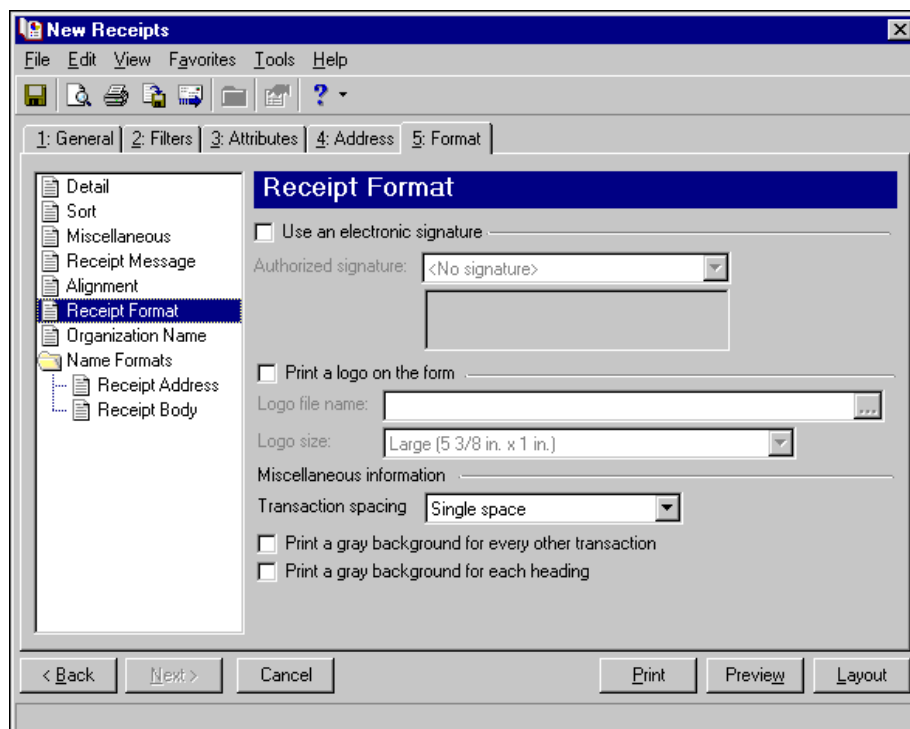


Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the receipt recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Receipt Format. You can use **Receipt Format** to select formatting features for receipts.



To print an electronic signature, mark **Use an electronic signature**. In the **Authorized signature** field, select the signature to use on the forms. For more information about creating electronic signatures, see the *Administration Guide*.

Note: If you mark **Print a logo on the form**, you must select the logo file name and logo size. Large logos are 5 3/8 in. x 1 in; small logos are 2 1/2 in. x 1 in.

To print your organization's logo on the forms, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small for the logo size to use on the forms.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select single space or double space for the amount of space to leave between lines. To make reading the forms easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on receipts.

The screenshot shows the 'New Receipts' dialog box with the 'Organization Name' tab selected. The left sidebar contains a tree view with the following items: Detail, Sort, Miscellaneous, Receipt Message, Alignment, Receipt Format, **Organization Name** (highlighted), Name Formats, Receipt Address, and Receipt Body. The main area has a title bar 'Organization Name' and a checkbox 'Show organization address' which is checked. Below the checkbox are two text input fields: 'Organization name:' containing 'Community Services Inc.' and 'Address:' which is empty. At the bottom of the main area is a text box labeled 'Address quick view:' containing 'Community Services Inc.'. The bottom of the dialog box has five buttons: '< Back', 'Next >', 'Cancel', 'Print', and 'Preview'. A 'Layout' button is also visible on the right side of the bottom bar.

Tip: We strongly recommend you use <Full name>. If you select Diploma Name, Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run receipts.

Name Formats. Using **Name Formats**, you can format how names appear for organizations, individuals, and students in the address and body sections of the receipt. In the tree view on the left, you can select the area of the form you want to format. Click **Memo Address** to format how names appear in the header. Click **Memo Body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from** [] field.

If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

In the **If not present, select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** in the **Use** field or **Configuration** in the **Select addressee/salutation from** field, this field is disabled.

Creating Receipt Forms

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

You can add a message to the receipt, use an electronic signature, and print your organization's logo. You can also select the format to use for record names in the address and body of the receipt.

► **Creating receipt forms**

In this example, we print receipts for students who made payments this month.

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Receipts** and click **New** on the action bar. The New Receipts screen opens on the General tab.
3. In the **Payment date** field, select "This month".
4. In the **Deposit date** field, select "Include all dates".
5. In the **Include payments whose status is [] then change the status to printed** field, select "Not yet printed".

New Receipts

File Edit View Favorites Tools Help

1: General 2: Filters 3: Attributes 4: Address 5: Format

Include payments with these dates:

Payment date: This month 03/01/2005 to 03/31/2005

Deposit date: Include all dates

Include payment numbers from: to

Include deposit numbers from: to

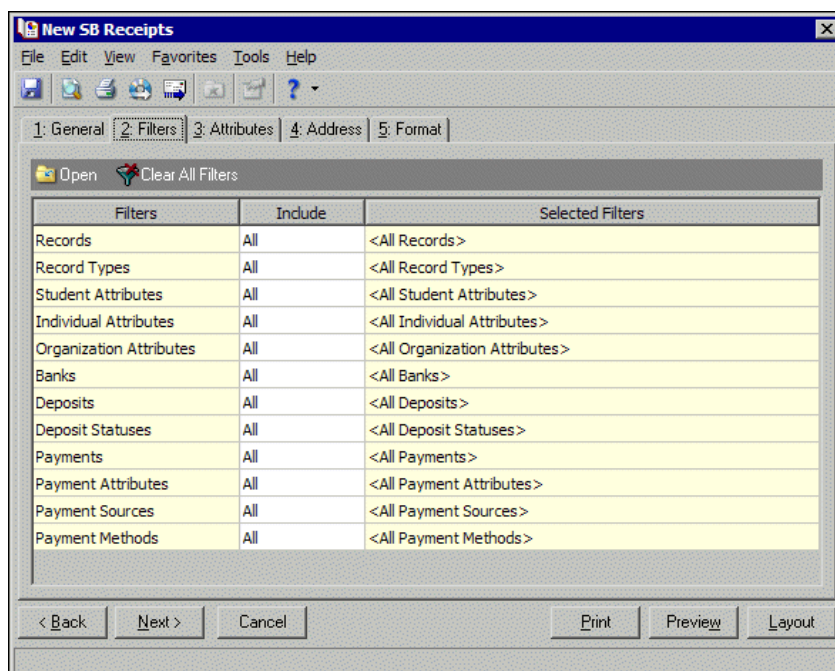
Include payments whose status is: Not yet printed then change the status to printed.

☐ Create an output query of: Payments

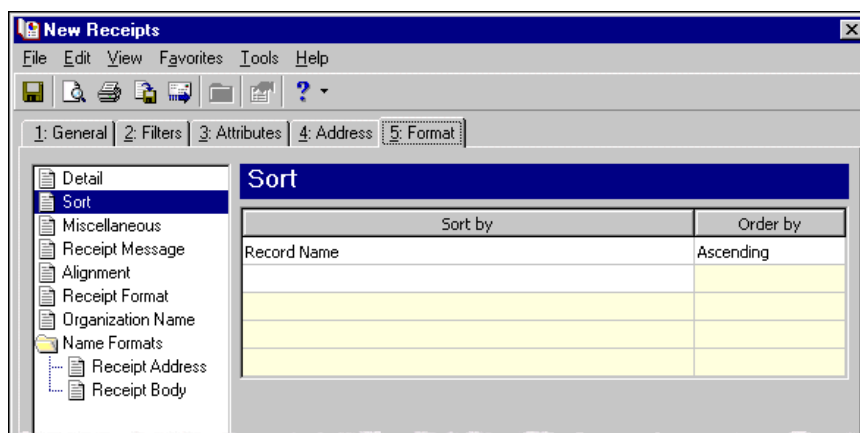
< Back Next > Cancel Print Preview Layout

6. Click **Next** or select the Filters tab.

7. Select “Student” for the Record Types filter. For more information about filtering, see the *Program Basics Guide*.



8. Select the Format tab.
9. In the list on the left, select **Sort**.
10. In the **Sort by** and **Order by** columns on the first row, select “Record Name” and “Ascending” to sort the receipts alphabetically by record names.



11. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the receipts appears.
12. Close the preview and return to the Format tab.
13. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
14. In the **Mailing name** field, enter “Student Receipts”.
15. In the **Description** field, enter “Receipts for March 2005”.
16. Click **Save** to save the new forms. You return to the Format tab.
17. Close the screen. You return to the Forms page, and the receipt form appears in the grid.

Single Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Single statements list transaction activity for one student, individual, or organization. These are helpful in instances such as when someone requests an additional copy of their statement.

If you have the optional module *NetClassroom*, you can publish single statements to *NetClassroom* for students and parents to view. For more information about publishing statements, see "Publishing Statements to NetClassroom" on page 243.

Single Statement Tabs

A single statement has tabs on which you can select parameters: General, Details, Summary, Records, Filters, Attributes, Address, Auto Pay, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the single statements should look.

General Tab

On the General tab for single statements, you select parameter settings.

New Single Statement

File Edit View Favorites Tools Help

1: General | 2: Details | 3: Summary | 4: Records | 5: Filters | 6: Attributes | 7: Address | 8: Auto Pay | 9: Format

Statement for:

Record Name	Record ID	SSN / CFDA #

What do you want to do?

☒ Print statements ☐ Export statements to Access

Transaction cutoff date: Today 12/11/2007

Statement date: Today 12/11/2007

Include recipients receiving: Statements and statement copies Format: Summary and Detail

☒ Include aging information on statement:

Age as of: <Transaction cutoff date>

Reduce balances by unused payments/credits beginning with: The oldest period

☐ Create an output query of records on statements

< Back Next > Cancel Print Preview Layout

Press F7 for Record Search

Note: If you mark **Print statements**, you can also preview the mailing and view a layout of the single statements. If you mark **Export statements to Access**, the **Preview** and **Layout** buttons become disabled. You can export single statements only to Microsoft Access.

Statement for. In the **Statement for** field, you can enter the name of the student, individual, or organization, or click the binoculars to find the record for which you want to print the statement.

What do you want to do? In the **What do you want to do?** frame, you can select to print or export statements, or both. To print statements on your selected printer, mark **Print statements**. For more information about setting up printers, see the *Program Basics Guide*. If you mark **Export statements to Access**, the program creates a *.mdb file containing a database of statement recipients, transactions, and other statement information that you can use in Microsoft Access.

Transaction cutoff date. In the **Transaction cutoff date** field, select a date to define the last day for the period of open transactions to include in the statement. You can select Today, Yesterday, Tomorrow, or a specific date. The dates used in this period are the transaction dates from payment, charge, and credit records and the invoice date from invoice records.

Statement date. In the **Statement date** field, you can select the date the statement is created — Today, Yesterday, Tomorrow, a specific date, or the transaction cutoff date.

Include aging information on statement. If you mark **Include aging information on statement**, you can select the date in the **Age as of** field.

Reduce balances by unused payments/credits beginning with. In this field you can select to reduce the balances of the oldest or most recent period by the unapplied payments and credits balance. The reduced balance total appears in the aging periods section at the bottom of the statement. For more information about defining aging periods, see the *Configuration Guide for Student Billing*.

Create an output query of records on statements. Mark **Create an output query of records on statements** to create a query of all records with activity appearing on any statement in the statement run. You can save and use an output query later for reports or other mailings.

Details Tab

On the Details tab for statements, you can format information that appears in the details section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Detail only” in the **Format** field of the General tab.

The screenshot shows the 'New Single Statement' dialog box with the 'Details' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the tabs, there are several options and a table for formatting the statement details.

Options:

- ☐ Combine previous balances into one summary line
- Summarize before: Same day of previous month based on cutoff date
- Summary text: Summary balance as of ☐ Include summary date
- ☐ Combine fully paid transactions into one summary line
- ☐ Include ungenerated financial aid
- ☐ Show line item information for invoices and returns
- ☐ Include ungenerated advance deposits
- ☐ Show credit/payment applications as a single transaction
- ☐ Show credits/payments with their related charges
- Show sales tax as: part of its associated transaction
- ☐ Summarize products and billing items

Table:

Sort by	Order by	Subtotal?
Record Name	Ascending	<input checked="" type="checkbox"/>
Transaction Date	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Buttons: < Back, Next >, Cancel, Print, Preview, Layout

Combine previous balances into one summary line. Mark **Combine previous balances into one summary line**, to display a summary balance of record activity that occurred before the specified date. This is useful if statements are long. Transactions before the selected date are included in the summary balance line. Transactions after the selected date appear in detail on the statement.

Summarize before []. When you mark **Combine previous balances into one summary line**, you must select one of these dates to determine the summary period:

- Same day of previous month based on cutoff date — If you select this option, the transaction cutoff date from the General tab is used to determine which day of the previous month to use as a summary date.
- Specific date — If you select this option, the **Date** field appears so you can enter or select a date.
- Recurring date — If you select this option, the **The [] day of []** fields appear so you can select the date to use to summarize previous transactions. You must specify both a day and month.

Summary text. If you include a summary balance, the text “Summary balance as of” prints automatically on statements, but you can enter your own message in the **Summary text** field. To print the date following the text, mark **Include summary date**.

Note: Fully paid transactions refers to charges, advanced deposits, or refunds with a balance of \$0.

Combine fully paid transactions into one summary line. If you mark **Combine fully paid transactions into one summary line**, fully paid charges, advanced deposits, and refunds are summarized in a single line on the statement along with the corresponding transactions that made each considered fully paid. If you leave **Combine fully paid transactions into one summary line** unmarked, fully paid transactions appear as separate lines on the statement.

Show line item information for invoices and returns. If you mark **Show line item information for invoices and returns**, invoices, invoice line items, returns, and return line items appear on the statement.

Show credit/payment distributions as a single transaction. If you mark **Show credit/payment distributions as a single transaction**, payments appear as a single transaction instead of separate transactions.

Note: If you mark **Show credits/payments with their related charges**, refunds appear immediately after the credit/payment applied to them.

Show credits/payments with their related charges. If you mark **Show credits/payments with their related charges**, applied portions of credits and payments appear immediately after the charges to which each is applied, in the order in which they were applied.

If you leave **Show credits/payments with their related charges** unmarked, credits and payments appear according to the selection in the grid.

For example, a parent makes a \$500 payment which is applied to three different charges: \$100 for an activity fee, \$100 for charges at the bookstore, and \$300 for tuition. When this checkbox is marked, only one entry for the \$500 payment appears on the statement. When this checkbox is not marked, three entries appear on the statement for the payment.

Include ungenerated financial aid. Mark **Include ungenerated financial aid** to include financial aid that is scheduled but not yet generated.

Note: Only fully paid advance deposits appear on statements.

Include ungenerated advanced deposits. Mark **Include ungenerated advance deposits in the transaction details section** to include advance deposits that are scheduled but not yet generated in the transaction details section.

Note: If you mark the business rule not to use sales tax, the **Show sales tax** option does not appear. For more information about business rules, see the *Configuration Guide for Student Billing*.

Show sales tax as []. In the **Show Sales tax as []** field, you can select “part of its associated transaction”, “a separate line from its associated transaction”, “a single line totaling of all the items”. If you select “part of its associated transaction”, the program adds sales tax transaction totals to the charge or credit total. If you select “a separate line from its associated transaction”, sales tax appears separately from the associated charge or credit. If you select “a single line totaling of all the items”, the program combines all sales tax charges into a single line item for each detail grouping.

Sorting grid. In the grid at the bottom of the screen, you can select the order transactions are sorted in the statement. If you marked **Show credits/payments with their related charges**, the grid is disabled.

Summary Tab

On the Summary tab for statements, you can format information that appears in the summary section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Summary only” in the **Format** field of the General tab.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Details 3: Summary 4: Records 5: Filters 6: Attributes 7: Address 8: Auto Pay 9: Format

Specify how the Summary section of the statement should display information.

Summary sections to include: Statement Summary and Date Range Summary

Statement Summary

Summarize included transactions by: Transaction type

☐ Show combined summary across multiple records on each statement

Date Range Summary

This fiscal year: 01/01/2006 to 12/31/2006

☐ Show combined summary across multiple records on each statement

Summarize by: Transaction type

☐ Ungenerated advance deposits in date range using description: Ungenerated advance deposits

☐ Ungenerated financial aid in date range using description: Ungenerated financial aid

< Back Next > Cancel Print Preview Layout

Summary sections to include. In this field you select which summary sections to include. You can select Statement Summary and Date Range Summary, Statement Summary Only, or Date Range only.

Summarize included transactions by []. In the **Summarize included transactions by []** field, you can select to summarize activity in the statement summary section by Transaction type or Product/Billing Item.

Show combined summary across multiple records on each statement. You can mark **Show combined summary across multiple records on each statement** to combine the activity of multiple records into a summarized total. If you leave **Show combined summary across multiple records on each statement** unmarked, a separate activity summary appears for each record.

Note: If you mark **Include transactions across this date range** and mark **Include summary of finance charges** in **Finance Charge Format** on the Format tab, the date range selected here determines the date range for the summary of finance charges.

Include transactions across this date range []. In the **Include transactions across this date range []** to print an additional subsection on the statement containing a statement summary for the specified date range.

Show combined summary across multiple records on each statement. Mark **Show combined summary across multiple records on each statement** to combine the activity of multiple records into a summarized total. If you leave this option unmarked, a separate activity summary appears for each record in the date range summary subsection.

Summarize by. In the **Summarize by** field, you can select to summarize activity in the date range summary section by Transaction type or Product/Billing Item.

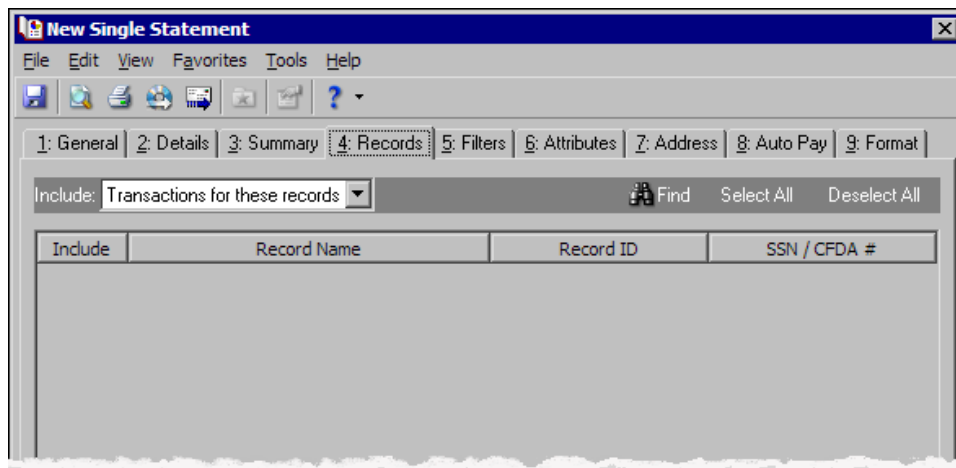
Note: Only fully paid advance deposits appear on statements.

Ungenerated advanced deposits in the date range using description []. Mark **Ungenerated advanced deposits in the date range using description []** to include advance deposits that are scheduled but not yet generated in the summary section. You can use the default heading for the advanced deposit section or enter a different one in the field.

Ungenerated financial aid in the date range using description []. Mark **Ungenerated financial aid in date range using description** to include financial aid that is scheduled but not yet generated in the summary section. You can use the default heading for the financial aid section or enter a different one in the field.

Records Tab

You can use the Records tab to select the records and payers who should receive statements or copies of statements.



Include. In the **Include** field, select Statements for these payers or Transactions for these records. Select Statements for these payers to display in the grid all related records who receive statements for the record selected on the General tab. Select Transactions for these records to display in the grid all related records the record selected on the General tab receives statements for.

Find. Click **Find** to access the Find screen. On the Find screen, you can quickly find a record by searching by record name, record ID, or SSN/CFDA number rather than spending time scrolling through entries. For more information about using **Find**, see the *Program Basics Guide*.

Select All. Click **Select All** to mark all checkboxes in the **Include** column.

Deselect All. Click **Deselect All** to unmark all checkboxes in the **Include** column.

Include. In the **Include** column of the grid, mark the checkbox for each payer or related record you want to include in the statement run.

Record Name. The **Record Name** column lists all related records or payers based on your selection in the **Include** field. If you selected Statements for these payers, the column displays all related records who receive statements for the record selected on the General tab. If you selected Transactions for these records, the column displays all related records the record receives statements for. You cannot edit information in this column — it is for informational purposes only.

Record ID. The **Record ID** column lists record IDs for records and payers listed in the **Record Name** column. You cannot edit information in this column — it is for informational purposes only.

SSN/CFDA#. The **SSN/CFDA#** column lists Social Security and Catalog of Federal Domestic Assistance numbers for records and payers listed in the **Record Name** column. You cannot edit information in this column — it is for informational purposes only.

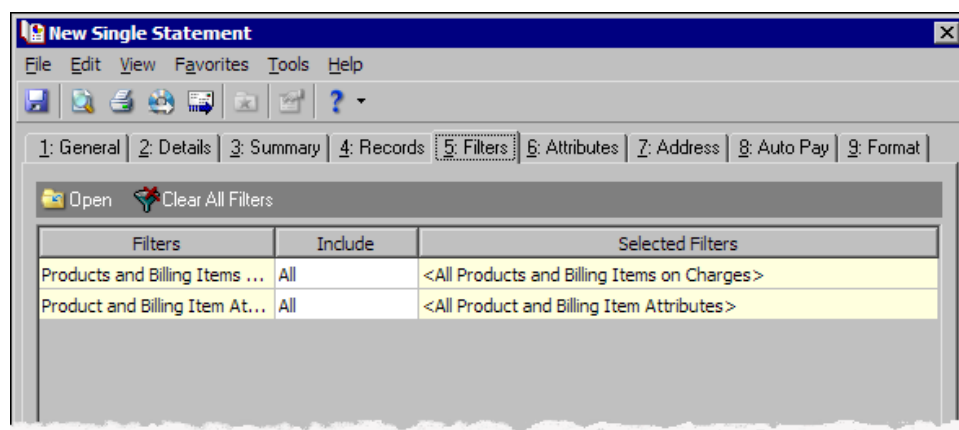
Filters Tab

Note: It is important to use the Product and Billing Items on Charges or Product and Billing Item Attributes filters carefully so you do not underbill a record. Filtering by these items may result in some charges being omitted unintentionally.

On the Filters tab, you select criteria that determines which items to include in a statement. You can filter by Product and Billing Items on Charges or Product and Billing Item Attributes. It is important to use these filters carefully so you do not underbill a record. When you filter by these items, only charges with the selected products or billing items appear on the statements; therefore, charges for other products or billing items and any applications made to these charges (regardless of the application's billing item) are not included in the statement.

Another potential issue is that specified charges and credits can be hidden on statements if you have the **Hide transactions on statements** business rule set to "Allow" in **Student Billing Configuration**. This business rule enables the **Hide this transaction on printed statements** option on charge and credit records. By marking the checkbox on charges and credits, you can hide erroneous transactions. If this business rule is enabled, out-of-balance statements are possible because each user is responsible for consistently hiding the same amount of charges and credits.

For basic information about filtering criteria, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Records filter, only transactions for the selected records appear in the form.

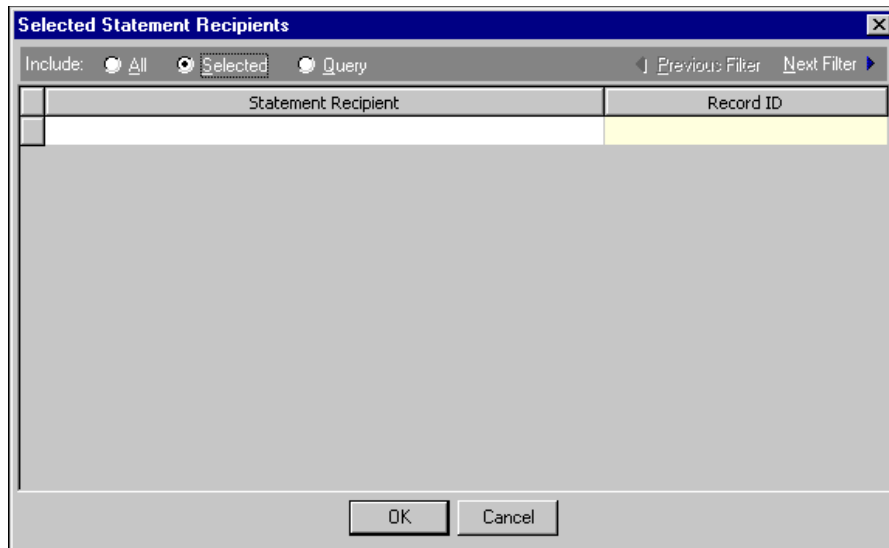
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

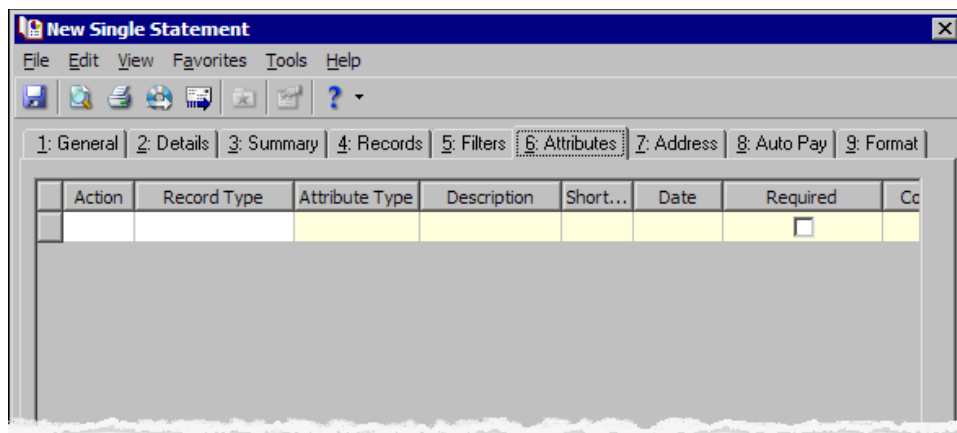
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for statement recipients and records who receive statement copies.



Action. In the Action column, you can select to add, delete, or update attributes on the record when you generate statements.

Record Type. In the **Record Type** column, select the record type to add the attribute to. The record type you select determines the attribute types available in the **Attribute Type** column for that row.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

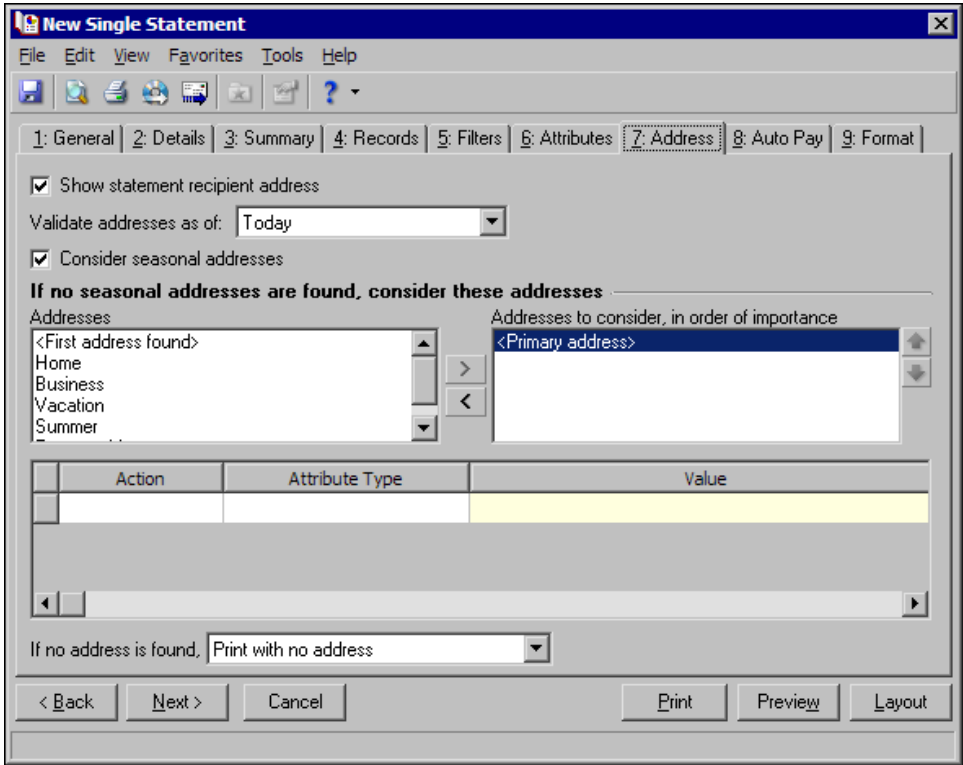
Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on single statements. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the payer's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient’s record that meets the defined parameters is used on the single statement. You can also specify what to do if no valid address is found.



- Step 1.** Mark **Show statement recipient address** to include the recipient’s address on the single statement. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form.
- Step 2.** In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the single statement. Any addresses that are not valid on this date are automatically excluded from consideration.
- Step 3.** Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the recipient record and does not consider any other addresses.
- If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.
- Step 4.** In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.
- In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the statement. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.
- If a valid address is not found from these address types, the program considers the attributes selected in Step 5.
- Step 5.** In the grid, you can select address attribute types to consider. For example, you have a “Billing statement address” attribute you use to flag addresses for statements. When you select Include in the **Action** column and Billing statement address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a recipient does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Auto Pay Tab

If you have the optional module *Electronic Funds Transfer*, you can use the Auto Pay tab to create automatic EFT payments for records with variable amount automatic payments set up on the Automatic Payments tab of their record.

When you print or export statements, the program generates all charges and credits and applies payments for the record based on the statement criteria. Payments apply to associated charges as determined by the **Student Billing** business rule settings. The automatic payment is recorded on the statement and on the payer's Activity and Automatic Payment tabs. The payment also appears on the payee's Activity tab.

The program creates one deposit and payment record for the calculated balance using the information you enter on the Auto Pay tab. When you run **Create an EFT file** in Deposit tasks for *Banks*, the deposit record updates automatically with the date the EFT file was created.

Create automatic variable amount payments based on statement criteria. Mark this option to generate variable amount automatic payments. This enables the other options on this tab. If this option is not marked, no automatic payments are created.

Note: The deposit information entered on the Auto Pay tab is used for all payments in the deposit.

Deposit date. In the **Deposit date** field, enter the date the deposit is made to the bank account.

Entry date. In the **Entry date** field, enter the date the deposit is entered in the program.

Status. In the **Status** field, select Open or Closed. You cannot add new payments to a closed deposit.

Post status. In the **Post status** field, select a post status for the deposit.

Post date. In the **Post date** field, enter the date to post the deposit. The information in the **Post status** and **Post date** fields defaults automatically to the payments added to the deposit. You post deposits, not individual payments.

Description. In the **Description** field, enter a description of the deposit or any other information you want to record about the deposit.

Payment date. In the **Payment date** field, enter the date the payment was received.

Source. For variable payments not paid by EFT, in the **Source** field, select the payment source such as mail or in person.

Post status. The post status defaults from the deposit record. You post deposits, not individual payments.

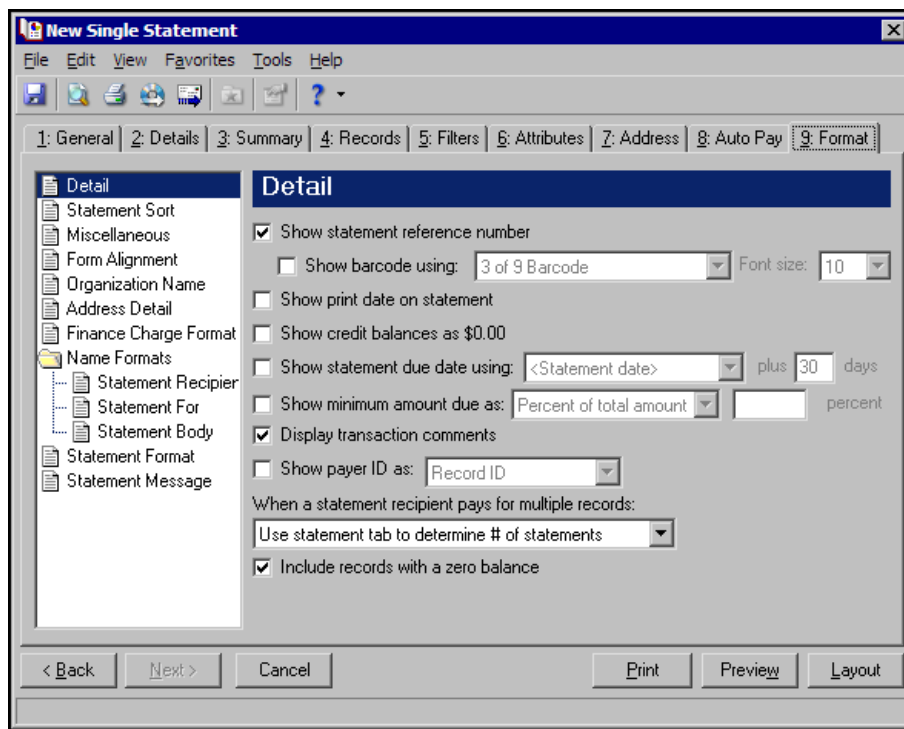
Post date. The post date defaults from the deposit record. You post deposits, not individual payments.

Comment. In the **Comment** field, you can enter a note about the payment.

Format Tab

On the Format tab, you designate the format and appearance of the statement. You can sort the statements and recipient order, make selections for details and formats, and align the statements on paper or forms.

Detail. Use **Detail** to select extra details to print on the statements.



If you mark **Show statement reference number**, the program generates a number to appear on the statement beneath the statement date. To display the reference number as a barcode, mark **Show barcode using []** and select a font and font size.

If you mark **Show print date on statement**, the printing date appears on the statements beneath the statement date.

If you mark **Show credit balances as \$0.00**, the amount due balance and aging balances appear as a zero amount if they are credit balances.

If you mark **Show statement due date using [] plus [] days**, you can select the date payments are due and plus the number of days.

If you mark **Show minimum amount due as []**, you can select a percentage of the total due or enter a specific amount.

If you mark **Display transaction comments**, transaction comments print below the transaction.

If you mark **Show payer ID as []**, you can select whether to print the payer's record ID or Social Security Number.

In the **When a statement recipient pays for multiple records**, you can select:

- Use the statement settings for the statement recipient — The program includes record activity according to your selections on the Statements tab of the record.
- Create one statement per record — The program prints a separate statement for each record.
- Combine records onto one statement — The program prints a single statement with payees combined on the statement.

If you mark **Include records with a zero balance**, the statement includes records with zero balances.

Statement Sort. Use **Statement Sort** to select the order to print statements. When you select **Statement Sort**, a grid appears. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by recipient name in ascending order.

New Single Statement

File Edit View Favorites Tools Help

1: General 2: Details 3: Summary 4: Records 5: Filters 6: Attributes 7: Address 8: Auto Pay 9: Format

Detail
Statement Sort
 Miscellaneous
 Form Alignment
 Organization Name
 Address Detail
 Finance Charge Format
 Name Formats
 Statement Recipient
 Statement For
 Statement Body
 Statement Format
 Statement Message

Statement Sort

Sort by	Order by
Recipient Name	Ascending

< Back Next > Cancel Print Preview Layout

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the statements and the font size for statements.

The screenshot shows the 'New Single Statement' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various settings, and the main area displays a table of miscellaneous settings. Below the table is a 'Sample amount' section with two rows: 'Amount' and 'Percent'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

The screenshot shows the 'New Single Statement' dialog box with the 'Form Alignment' tab selected. The left sidebar lists various settings, and the main area displays settings for 'Form Alignment' and 'Address Alignment'. Each section has 'Vertical alignment' and 'Horizontal alignment' dropdown menus and a text input field for units. A note at the bottom of each section states: 'Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.' At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Form Alignment:

Vertical alignment: Default alignment units = 0 inch

Horizontal alignment: Default alignment units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Address Alignment:

Vertical alignment: Default alignment units = 0 inch

Horizontal alignment: Default alignment units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the statement recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on statements.

The screenshot shows a software window titled "New Single Statement" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar is a tabbed interface with tabs numbered 1 through 9: 1: General, 2: Details, 3: Summary, 4: Records, 5: Filters, 6: Attributes, 7: Address, 8: Auto Pay, 9: Format. The "Organization Name" tab is selected. On the left is a tree view with items: Detail, Statement Sort, Miscellaneous, Form Alignment, Organization Name (selected), Address Detail, Finance Charge Format, Name Formats, Statement Recipient, Statement For, Statement Body, Statement Format, and Statement Message. The main area of the "Organization Name" tab has a title bar "Organization Name" and contains a checked checkbox "Show organization address". Below this are two text input fields: "Organization name:" with the value "Community Services Inc." and "Address:" with the value "3 Broad Street", "Charleston, SC 29403", and "Phone: (800) 488-2424". At the bottom of this section is an "Address quick view:" label above a larger text area that displays the organization's name and address in a formatted, bold font: "Community Services Inc.", "3 Broad Street", "Charleston, SC 29403", and "Phone: (800) 488-2424". At the bottom of the window are buttons for "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".

Address Detail. Use **Address Detail** to select additional information to appear in the address section of statements. The options on this screen are disabled if the **Show statement recipient address** is unmarked on the Address tab.

The screenshot shows the 'New Single Statement' window with the 'Address Detail' tab selected. The window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar is a tabbed interface with tabs numbered 1 to 9: 1: General, 2: Details, 3: Summary, 4: Records, 5: Filters, 6: Attributes, 7: Address, 8: Auto Pay, 9: Format. On the left is a tree view with the following items: Detail, Statement Sort, Miscellaneous, Form Alignment, Organization Name, Address Detail (selected), Finance Charge Format, Name Formats, Statement Recipient, Statement For, Statement Body, Statement Format, and Statement Message. The main area is titled 'Address Detail' and contains the following options:

- ☐ Show contact information in address
 - Contact Number: <Do not print>
 - Contact Number: <Do not print>
- ☐ Show USPS barcode in address

Below these options is a section labeled 'Address quick view:' containing a text box with the following placeholder text:

```
Record Name Here
Address line 1
Address line 2
Address line 3
```

At the bottom of the window are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Note: You enter contact information on the Bio 1 tab of records.

To print telephone numbers or Web or email addresses, mark **Show contact information in address** and select a number or address in the **Contact Number** fields. If the record is an organization, the contact's name appears in the ATTN line.

You can mark **Show USPS barcode in address** to print the barcode on the statements above the address.

The **Address quick view** box displays the address information as it will appear on statements.

Finance Charge Format. Use **Finance Charge Format** to select and define information to appear Finance Charge Information section of the statements.

Mark **Include closing date of billing cycle** to include the closing date on the statements. The closing date defaults to the transaction cutoff date from the General tab or you can select a different date. For example, if you select May 31, 2005, as the closing date, "Closing date of billing cycle: 05/31/2005" appears in the Finance Charge Information section of the statements.

If you mark **Include finance charge disclosure statement**, you can create a disclosure statement. Enter the text for the statement in the text box.

If you mark **Include calculation information for finance charges**, the calculation date and percentage rate appear in a message on the statements. For example, "The finance charge dated 05/01/2005 was calculated as of 04/30/2005 using an annual percentage rate of 10%. The balance subject to finance charge was \$100.00."

If you mark **Include summary of finance charges**, a total of finance charges appears in the Finance Charge Information section of the statements. In the **Summary date range** field, you can include all dates or select a specific date or range. In the **Description** field, you can enter text to precede the total finance charge amount appearing on the statements, for example, "Year-to-date finance charges:". If you mark **Transactions across this date range** on the Summary tab, the summary of finance charges is for the same date range selected on the Summary tab.

Tip: We strongly recommend you use <Full name>. If you select Diploma Name, Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run single statements.

Name Formats. Using **Name Formats**, you can format how names appear for organizations, individuals, and students in the address and body sections of the single statement. In the tree view on the left, select **Statement Recipient**, **Statement For**, or **Statement Body** to format names for that area of the statement. Click **Statement Recipient** or **Statement For** to format how names appear in the header. Click **Statement Body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from** [] field.

If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present, select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** in the **Use** field or **Configuration** in the **Select addressee/salutation from** field, this field is disabled.

Statement Format. Use **Statement Format** to make formatting selections for the statement forms.

In the **Statement format** field, you can select a laser pre-printed form or blank paper. In the **Number of copies to print for each statement** field, select how many copies of each statement to print and mark **Collate** to collate the statements if you print more than one.

Note: If you mark **Print a logo on the form**, you must select a file name and logo size. Large logos print 5 3/8 in. x 1 in; small logos print 2 1/2 x 1 in.

If you print statements on blank paper, you can print your organization logo on the statements. To print the logo, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small as the logo size to use on the statements.

Note: If you mark **Print total number of pages on each page**, the numbering appears, for example, as Page 1 of 79.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

If you have *The Registrar's Office*, in the **Display grade level from** field, you can select the grade level to display on the statements. The program refers to the student's progression entry as of that date to determine the student's grade level. For example, if you print statements for the next billing cycle, a student may need to be billed for the next grade level based on the progression entry.

Statement Message. Use **Statement Message** to print additional information for recipients.

Aging Period	Message
current	
31-60	
61-90	
over 90	

If you entered information on the notes tab of a record, you can choose where to **Print statement comments from each record**. You can select **At the end** or **At the beginning**. You can enter text in the **Print this message at the end of each statement page** and **If no statement copy message exists, print this message on each copy** fields. If you do not want a recipient to see the amount due, you can select **<Blank>**, *******, or **0.00** in the **If the copy recipient should not see the amount due, display the amount as []** field. In the aging periods grid, you can enter messages for each period.

Creating Student Billing Single Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

On the Statements tab of student, individual, and organization records, you can select which records and payers receive statements or copies of statements. You can also add additional information and notes for recipients. For more information, see the *Records Guide for Student Billing*.

► Creating Student Billing single statements

In this example, we print a single statement for Jennifer Andrews containing a summary of her transactions as of today's date. We add a due date and minimum amount due, include a billing cycle closing date and finance charge disclosure statement, and add a statement message that says, "Please remit prompt payment of the balance due".

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Single Statements** and click **New** on the action bar. The New Single Statement screen appears.

Note: To export statement information, mark **Export statements to Access**. For more information about exporting in *Mail*, see “Exporting a mailing” on page 15.

3. In the **Statement for** grid, select “Jennifer Andrews” in the **Record Name** column.
4. In the **What do you want to do?** frame, mark **Print Statements**.
5. In the **Transaction cutoff date** and **Statement date** fields, select “Today”.

The screenshot shows the 'New Single Statement' dialog box with the 'General' tab selected. The 'Statement for' section contains a table with the following data:

Record Name	Record ID	SSN / CFDA #
Jennifer Lynn Andrews	0634	222-33-4444

Below the table, the 'What do you want to do?' section has the following options:

- ☒ Print statements
- ☐ Export statements to Access

The 'Transaction cutoff date' and 'Statement date' are both set to 'Today' (01/05/2007). The 'Include aging information on statement' checkbox is checked, and the 'Age as of' dropdown is set to '<Transaction cutoff date>'. The 'Reduce balances by unused payments/credits beginning with' dropdown is set to 'The oldest period'. The 'Create an output query of records on statements' checkbox is unchecked.

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

6. Click **Next** or select the Summary tab.
7. In the **Summarize included transactions by** field, select “Transaction type”.

The screenshot shows the 'New Single Statement' dialog box with the 'Summary' tab selected. The 'Specify how the Summary section of the statement should display information.' section has the following options:

- Summary sections to include: Statement Summary and Date Range Summary

The 'Statement Summary' section has the following options:

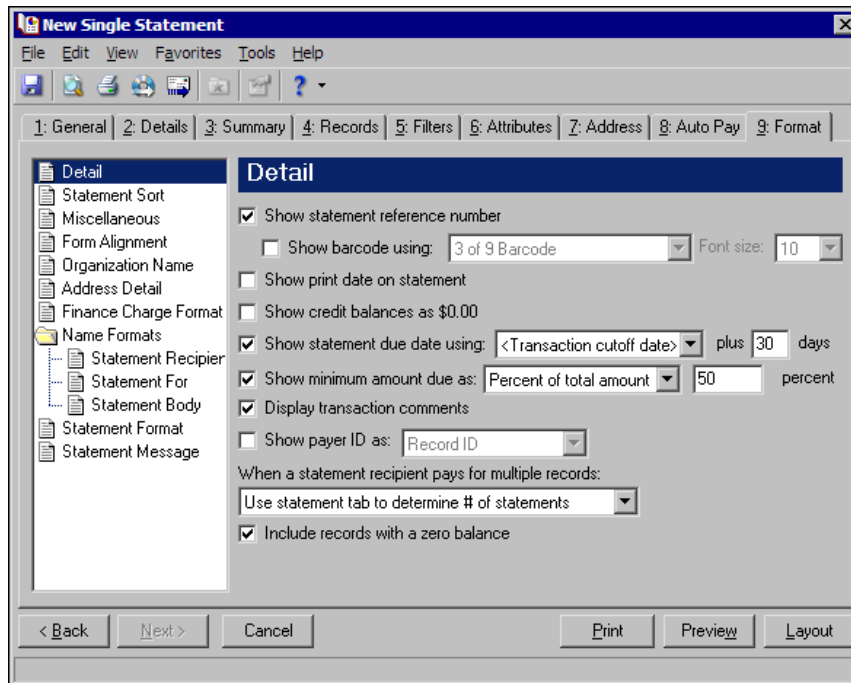
- Summarize included transactions by: Transaction type
- ☐ Show combined summary across multiple records on each statement

The 'Date Range Summary' section has the following options:

- This fiscal year: 01/01/2007 to 12/31/2007
- ☐ Show combined summary across multiple records on each statement
- Summarize by: Transaction type
- ☐ Ungenerated advance deposits in date range using description: Ungenerated advance deposits
- ☐ Ungenerated financial aid in date range using description: Ungenerated financial aid

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

8. Select the Format tab.
9. In the list on the left, select **Detail**.
10. Mark **Show statement due date using []** and select “Transaction cutoff date”, and enter “30” in the **plus [] days** field.
11. Mark **Show minimum amount due as []**, select “Percent of total amount”, and enter “50” in the **percent** field.



12. In the list on the left, select **Finance Charge Format**.
13. Mark **Include closing date of billing cycle** and select a date.

14. Mark **Include finance charge disclosure statement** and enter in the text box “An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.”

The screenshot shows the 'New Single Statement' dialog box with the 'Finance Charge Format' tab selected. The left sidebar lists various options, with 'Finance Charge Format' highlighted. The main area contains the following settings:

- ☒ Include closing date of billing cycle: 01/05/2007
- ☒ Include finance charge disclosure statement:
 - An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.
- ☐ Include calculation information for finance charges
- ☐ Include summary of finance charges
- Summary date range: This fiscal period 01/01/2007 to 01/31/2007
- Description: (empty text box)

Buttons at the bottom include < Back, Next >, Cancel, Print, Preview, and Layout. A status bar at the bottom says 'Press F7 for zoom.'

15. In the list on the left, select **Statement Message**.
16. Enter “Please remit prompt payment of the balance due.” in the **Print this message at the end of each statement page** text box.

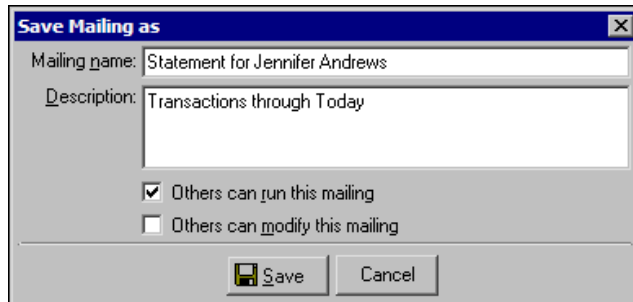
The screenshot shows the 'New Single Statement' dialog box with the 'Statement Message' tab selected. The left sidebar lists various options, with 'Statement Message' highlighted. The main area contains the following settings:

- Print this message at the end of each statement page:
 - Please remit prompt payment of the balance due.
- If no statement copy message exists, print this message on each copy: (empty text box)
- If the copy recipient should not see the amount due, display the amount as: <Blank>

Buttons at the bottom include < Back, Next >, Cancel, Print, Preview, and Layout. A status bar at the bottom says 'Press F7 for zoom.'

17. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the single statement appears.
18. Close the preview and return to the Format tab.

19. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
20. In the **Mailing name** field, enter “Statement for Jennifer Andrews”.
21. In the **Description** field, enter “Transactions through Today”.



22. Click **Save** to save the new forms. You return to the Format tab.
23. Close the screen. You return to the Forms page, and the single statement named “Statement for Jennifer Andrews” appears in the grid.

Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization’s logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Statements list transaction activity for multiple statement recipients at one time.

If you have the optional module *NetClassroom*, you can publish single statements to *NetClassroom* for students and parents to view. For more information about publishing statements, see “Publishing Statements to NetClassroom” on page 243.

Statement Tabs

A statement has tabs on which you can select parameters: General, Details, Summary, Filters, Attributes, Address, Auto Pay, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the statements should look.

General Tab

On the General tab for statements, you select parameter settings specific to statements. Here you can select to print or export the information or do both. You can show aging information on the statements.

Note: If you mark **Print statements**, you can also preview the mailing and view a layout of the statements. If you mark **Export statements to Access**, the **Preview** and **Layout** buttons become disabled. You can export statements only to Microsoft Access.

What do you want to do? In the **What do you want to do?** frame, you can select to print or export statements, or both. To print statements on your selected printer, mark **Print statements**. For more information about setting up printers, see the *Program Basics Guide*. If you mark **Export statements to Access**, the program creates a *.mdb file containing a database of statement recipients, transactions, and other statement information that you can use in Microsoft Access.

Transaction cutoff date. In the **Transaction cutoff date** field, select a date to define the last day for the period of open transactions to include in the statement. You can select Today, Yesterday, Tomorrow, or a specific date. The dates used in this period are the transaction dates from payment, charge, and credit records.

Statement date. In the **Statement date** field, you can select the date the statement is created — Today, Yesterday, Tomorrow, a specific date, or the transaction cutoff date.

Include recipients receiving []. In the **Include recipients receiving** field, select the type of recipients you are printing statements for. You can select “Statements and statement copies”, “Statements only”, and “Statement copies only”. If you select “Statements only”, only records designated as a statement recipient on the Statements tab of a record are included. If you select “Statement copies only”, only records designated as statement copy recipients on the Statements tab of a record are included.

Format. In the **Format** field, select which sections of the statement to include — Summary and Detail, Summary only, or Detail only. This selection determines whether the Summary and Detail tabs are enabled.

Include statements with. In the **Include statements with** frame, you can narrow the records to include in the statement run.

To print statements for records with no activity and records with no activity and a zero balance, mark **A zero balance and no activity**.

To print statements for records with no activity *or* a zero balance, mark both the **No activity** and **Zero balance** checkboxes.

To print statements for records that have no activity during the selected period, mark **No activity**. This option does not include records that have no activity and a zero balance.

To print statements with a zero balance during the selected period, mark **A Zero balance**. This option does not include records that have a zero balance and no activity.

To print statements for records with a credit balance, mark A credit balance.

To print statements with a minimum balance due, mark **A balance over []** and entering an amount.

To print statements with a past-due balance, mark **A balance past due [] days** and enter a number of days. If you run statements with a past-due balance, **A credit balance**, **No activity**, and **A zero balance** are disabled because records without activity or a zero balance are excluded automatically.

Include aging information on statement aged as of []. If you mark **Include aging information on statement aged as of []**, you can select a date in the field.

The total unapplied payments and credits balance should reduce the balance of the oldest or most recent period

Reduce balances by unused payments/credits beginning with []. In this field you can select to reduce the balances of the oldest or most recent period by the unapplied payments and credits balance. The reduced balance total appears in the aging periods section at the bottom of the statement. For more information about defining aging periods, see the *Configuration Guide for Student Billing*.

Create an output query of statement recipients. To create a query of recipients you run statements for, mark **Create an output query of statement recipients**. You can save and use an output query later for reports or other mailings.

Create an output query of records on statements. To create a query of records appearing on each statement, mark **Create an output query of records on statements**. You can save and use an output query later for reports or other mailings.

Details Tab

On the Details tab for statements, you can format information that appears in the details section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Detail only” in the **Format** field of the General tab.

New Statements

File Edit View Favorites Tools Help

1: General 2: Details 3: Summary 4: Filters 5: Attributes 6: Address 7: Auto Pay 8: Format

☐ Combine previous balances into one summary line

Summarize before: Same day of previous month based on cutoff date

Summary text: Summary balance as of ☐ Include summary date

☐ Combine fully paid transactions into one summary line ☐ Include ungenerated financial aid

☐ Show line item information for invoices and returns ☐ Include ungenerated advance deposits

☐ Show credit/payment applications as a single transaction ☐ Show credits/payments with their related charges

Show sales tax as: part of its associated transaction

Sort by	Order by	Subtotal?
Record Name	Ascending	<input checked="" type="checkbox"/>
Transaction Date	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

☐ Summarize products and billing items

< Back Next > Cancel Print Preview Layout

Combine previous balances into one summary line. Mark **Combine previous balances into one summary line**, to display a summary balance of record activity that occurred before the specified date. This is useful if statements are long. Transactions before the selected date are included in the summary balance line. Transactions after the selected date appear in detail on the statement.

Summarize before []. When you mark **Combine previous balances into one summary line**, you must select one of these dates to determine the summary period:

- Same day of previous month based on cutoff date — If you select this option, the transaction cutoff date from the General tab is used to determine which day of the previous month to use as a summary date.
- Specific date — If you select this option, the **Date** field appears so you can enter or select a date.
- Recurring date — If you select this option, the **The [] day of []** fields appear so you can select the date to use to summarize previous transactions. You must specify both a day and month.

Summary text. If you include a summary balance, the text “Summary balance as of” prints automatically on statements, but you can enter your own message in the **Summary text** field. To print the date following the text, mark **Include summary date**.

Note: Fully paid transactions refers to charges, advanced deposits, or refunds with a balance of \$0.

Combine fully paid transactions into one summary line. If you mark **Combine fully paid transactions into one summary line**, fully paid charges, advanced deposits, and refunds are summarized in a single line on the statement along with the corresponding transactions that made each considered fully paid. If you leave **Combine fully paid transactions into one summary line** unmarked, fully paid transactions appear as separate lines on the statement.

Show line item information for invoices and returns. If you mark **Show line item information for invoices and returns**, invoices, invoice line items, returns, and return line items appear on the statement.

Show credit/payment distributions as a single transaction. If you mark **Show credit/payment distributions as a single transaction**, payments appear as a single transaction instead of separate transactions.

Note: If you mark **Show credits/payments with their related charges**, refunds appear immediately after the credit/payment applied to them.

Show credits/payments with their related charges. If you mark **Show credits/payments with their related charges**, applied portions of credits and payments appear immediately after the charges to which each is applied, in the order in which they were applied.

If you leave **Show credits/payments with their related charges** unmarked, credits and payments appear according to the selection in the grid.

For example, a parent makes a \$500 payment which is applied to three different charges: \$100 for an activity fee, \$100 for charges at the bookstore, and \$300 for tuition. When this checkbox is marked, only one entry for the \$500 payment appears on the statement. When this checkbox is not marked, three entries appear on the statement for the payment.

Include ungenerated financial aid. Mark **Include ungenerated financial aid** to include financial aid that is scheduled but not yet generated.

Note: Only fully paid advance deposits appear on statements.

Include ungenerated advanced deposits. Mark **Include ungenerated advance deposits in the transaction details section** to include advance deposits that are scheduled but not yet generated in the transaction details section.

Note: If you mark the business rule not to use sales tax, the **Show sales tax** option does not appear. For more information about business rules, see the *Configuration Guide for Student Billing*.

Show sales tax as []. In the **Show Sales tax as []** field, you can select “part of its associated transaction”, “a separate line from its associated transaction”, “a single line totaling of all the items”. If you select “part of its associated transaction”, the program adds sales tax transaction totals to the charge or credit total. If you select “a separate line from its associated transaction”, sales tax appears separately from the associated charge or credit. If you select “a single line totaling of all the items”, the program combines all sales tax charges into a single line item for each detail grouping.

Sorting grid. In the grid at the bottom of the screen, you can select the order transactions are sorted in the statement. If you marked **Show credits/payments with their related charges**, the grid is disabled.

Summary Tab

On the Summary tab for statements, you can format information that appears in the summary section of the statement. This tab is enabled only if you selected “Summary and Detail” or “Summary only” in the **Format** field of the General tab.

Summary sections to include. In this field you select which summary sections to include. You can select Statement Summary and Date Range Summary, Statement Summary Only, or Date Range only.

Summarize included transactions by []. In the **Summarize included transactions by []** field, you can select to summarize activity in the statement summary section by Transaction type or Product/Billing Item.

Show combined summary across multiple records on each statement. You can mark **Show combined summary across multiple records on each statement** to combine the activity of multiple records into a summarized total. If you leave **Show combined summary across multiple records on each statement** unmarked, a separate activity summary appears for each record.

Note: If you mark **Include transactions across this date range** and mark **Include summary of finance charges** in **Finance Charge Format** on the Format tab, the date range or billing cycle selected here determines the date range for the summary of finance charges.

Include transactions across this date range []. Using the **Include transactions across this date range []** field, you can include an additional subsection on the statement containing a statement summary for the specified date range or billing cycle.

Show combined summary across multiple records on each statement. Mark **Show combined summary across multiple records on each statement** to combine the activity of multiple records into a summarized total. If you leave this option unmarked, a separate activity summary appears for each record in the date range summary subsection.

Summarize by. In the **Summarize by** field, you can select to summarize activity in the date range summary section by Transaction type or Product/Billing Item.

Note: Only fully paid advance deposits appear on statements.

Ungenerated advanced deposits in the date range using description []. Mark **Ungenerated advanced deposits in the date range using description []** to include advance deposits that are scheduled but not yet generated in the summary section. You can use the default heading for the advanced deposit section or enter a different one in the field.

Ungenerated financial aid in the date range using description []. Mark **Ungenerated financial aid in date range using description** to include financial aid that is scheduled but not yet generated in the summary section. You can use the default heading for the financial aid section or enter a different one in the field.

Filters Tab

Note: It is important to use filters carefully so you do not underbill a record. Filtering by the record filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some records or charges being omitted unintentionally.

On the Filters tab, you select criteria that determines which items to include in a statement. It is important to use filters carefully so you do not underbill a record. The Records in Statement Body, Record Billing Statuses, Record Types, and Student/Individual/Organization Attributes filters apply to record activity. If you use these filters, only activity for records that meet these filter requirements appear on the statements.

Another potential issue is that specified charges and credits can be hidden on statements if you have the **Hide transactions on statements** business rule set to “Allow” in *Student Billing Configuration*. This business rule enables the **Hide this transaction on printed statements** option on charge and credit records. By marking the checkbox on charges and credits, you can hide erroneous transactions. If this business rule is enabled, out-of-balance statements are possible because each user is responsible for consistently hiding the same amount of charges and credits.

If you filter by Statement Recipient Statement Codes, the statement codes determine which records are included in the run, not what statements those records receive.

You can filter by Product and Billing Items on Charges or Product and Billing Item Attributes. When you filter by these items, only charges with the selected products or billing items appear on the statements; therefore, charges for other products or billing items and any applications made to these charges (regardless of the application's billing item) are not included in the statement. For basic information about filtering criteria, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Statement Recipients	All	<All Statement Recipients>
Statement Recipient Stat...	All	<All Statement Recipient Statement Codes>
Statement Recipient Reco...	All	<All Statement Recipient Record Types>
Student Statement Reci...	All	<All Student Statement Recipient Attributes>
Individual Statement Reci...	All	<All Individual Statement Recipient Attributes>
Organization Statement R...	All	<All Organization Statement Recipient Attributes>
Owner Current Years	All	<All Owner Current Years>
Records in Statement Body	All	<All Records in Statement Body>
Record Types	All	<All Record Types>
Current Years	All	<All Current Years>
Record Billing Statuses	All	<All Record Billing Statuses>
Student Attributes	All	<All Student Attributes>
Individual Attributes	All	<All Individual Attributes>

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Note: A filter is a requirement items must meet to be included in a form. For example, if you apply the Records filter, only transactions for the selected records appear in the form.

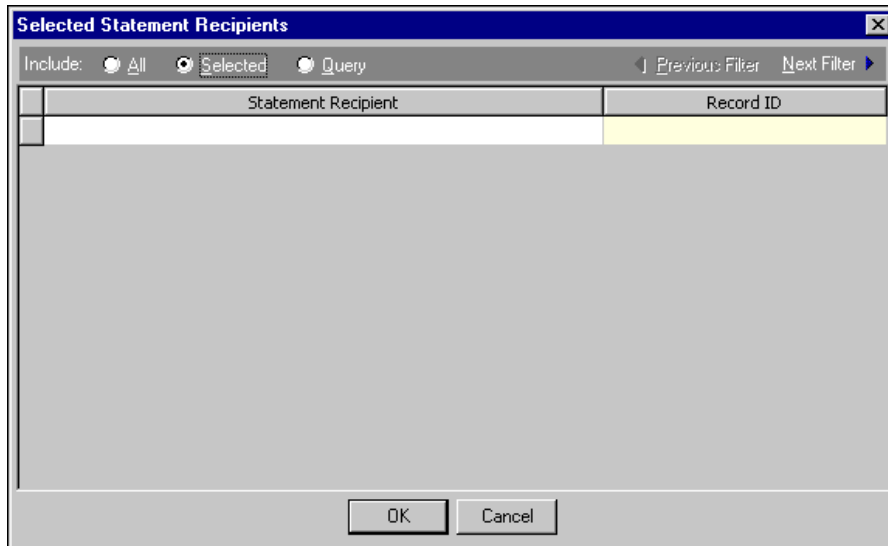
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for statement recipients and records who receive statement copies.

Action	Record Type	Attribute Type	Description	Short...	Date	Required	Comments
						<input type="checkbox"/>	

Action. In the Action column, you can select to add, delete, or update attributes on the recipient's record when you generate statements.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Record Type. In the Record Type column, select the record type to add the attribute to. The record type you select determines the attribute types available in the Attribute Type column for that row.

Attribute Type. In the Attribute Type column, you can select an attribute type.

Description. In the Description column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the Short Description column, select the attribute description. The Description column completes automatically.

Date. In the Date column, select the date you add, delete, or update the attribute.

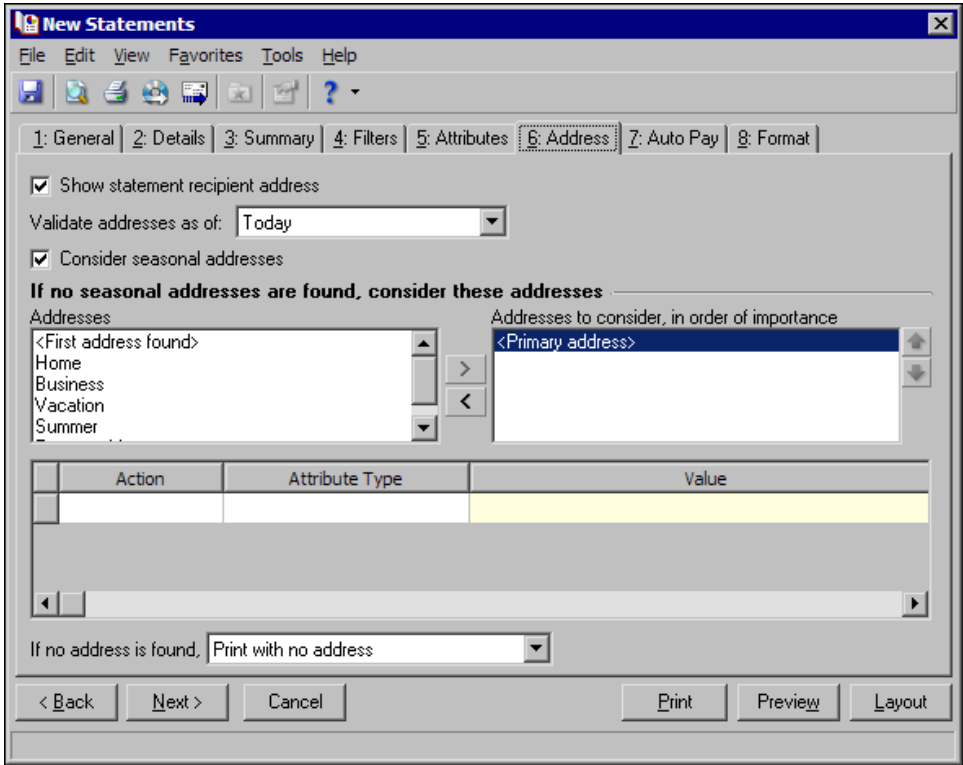
Required. If the attribute type you select is required, the program automatically marks the checkbox in the Required column.

Comments. In the Comments column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on statements. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the recipient's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient’s record that meets the defined parameters is used on the statement. You can also specify what to do if no valid address is found.



- Step 1.** Mark **Show statement recipient address** to include the recipient’s address on the single statement. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form.
- Step 2.** In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the single statement. Any addresses that are not valid on this date are automatically excluded from consideration.
- Step 3.** Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the recipient record and does not consider any other addresses.
- If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.
- Step 4.** In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.
- In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the statement. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.
- If a valid address is not found from these address types, the program considers the attributes selected in Step 5.
- Step 5.** In the grid, you can select address attribute types to consider. For example, you have a “Billing statement address” attribute you use to flag addresses for statements. When you select Include in the **Action** column and Billing statement address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a recipient does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Auto Pay Tab

If you have the optional module *Electronic Funds Transfer*, you can use the Auto Pay tab to create automatic EFT payments for records with variable amount automatic payments set up on the Automatic Payments tab of their record.

When you print or export statements, the program generates all charges and credits and applies payments for the record based on the statement criteria. Payments apply to associated charges as determined by the **Student Billing** business rule settings. The automatic payment is recorded on the statement and on the payer's Activity and Automatic Payment tabs. The payment also appears on the payee's Activity tab.

The program creates one deposit and payment record for the calculated balance using the information you enter on the Auto Pay tab. When you run **Create an EFT file** in Deposit tasks for *Banks*, the deposit record updates automatically with the date the EFT file was created.

Create automatic variable amount payments based on statement criteria. Mark this option to generate variable amount automatic payments. This enables the other options on this tab. If this option is not marked, no automatic payments are created.

Deposit date. In the **Deposit date** field, enter the date the deposit is made to the bank account.

Note: The deposit information entered on the Auto Pay tab is used for all payments in the deposit.

Entry date. In the **Entry date** field, enter the date the deposit is entered in the program.

Status. In the **Status** field, select Open or Closed. You cannot add new payments to a closed deposit.

Post status. In the **Post status** field, select a post status for the deposit.

Post date. In the **Post date** field, enter the date to post the deposit. The information in the **Post status** and **Post date** fields defaults automatically to the payments added to the deposit. You post deposits, not individual payments.

Description. In the **Description** field, enter a description of the deposit or any other information you want to record about the deposit.

Payment date. In the **Payment date** field, enter the date the payment was received.

Source. For variable payments not paid by EFT, in the **Source** field, select the payment source such as mail or in person.

Post status. The post status defaults from the deposit record. You post deposits, not individual payments.

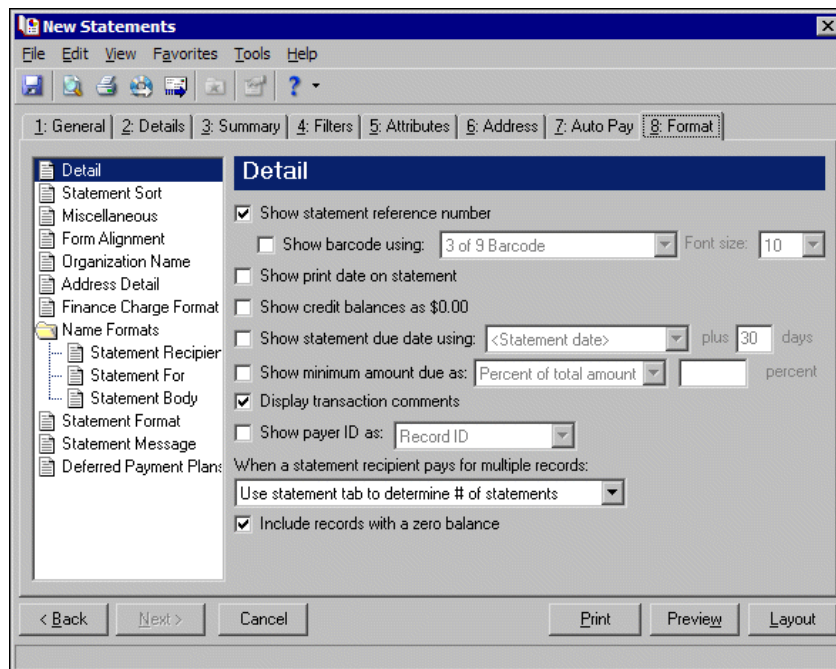
Post date. The post date defaults from the deposit record. You post deposits, not individual payments.

Comment. In the **Comment** field, you can enter a note about the payment.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the statements. You can sort the mailing, make selections for details and formats, and align the statements on paper or forms. You can combine payments into a single transaction instead of printing them as separate transactions.

Detail. Use **Detail** to select extra details to print on the statements.



If you mark **Show statement reference number**, the program generates a number to appear on the statement beneath the statement date. To display the reference number as a barcode, mark **Show barcode using []** and select a font type and font size.

If you mark **Show print date on statement**, the printing date appears on the statements beneath the statement date.

If you mark **Show credit balances as \$0.00**, the amount due balance and aging balances appear as a zero amount if they are credit balances.

If you mark **Show statement due date using [] plus [] days**, you can select the date payments are due and plus the number of days.

If you mark **Show minimum amount due as**, you can select a percentage of the total due or enter a specific amount.

If you mark **Display transaction comments**, transaction comments print below the transaction.

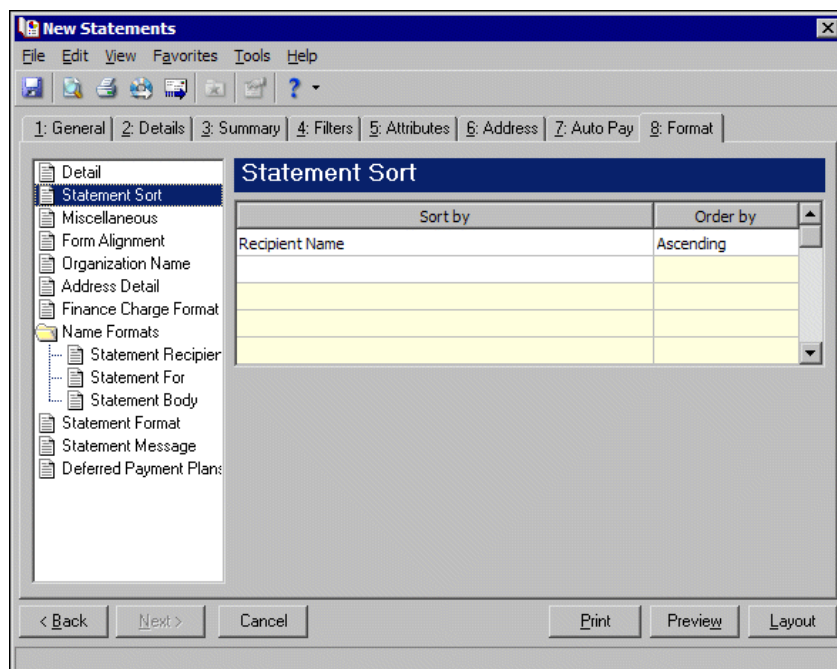
If you mark **Show payer ID as []**, you can select whether to print the payer's record ID or Social Security Number.

In the **When receiving multiple statements []** field, you can select:

- Use statement tab to determine the # of statements — The program includes record activity according to your selections on the Statements tab of the record.
- Create one statement per record — The program prints a separate statement for each record.
- Combine records onto one statement — The program prints a single statement with payees combined on the statement.

If you mark **Include records with a zero balance**, the statement includes records with zero balances.

Statement Sort. Use **Statement Sort** to select the order to print statements.



When you select **Statement Sort**, a grid appears. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by record name in ascending order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the statements and the font size for statements.

The screenshot shows the 'New Statements' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various settings, and the main area displays a table of miscellaneous settings.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table, there is a 'Sample amount' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

The screenshot shows the 'New Statements' dialog box with the 'Form Alignment' tab selected. The left sidebar lists various settings, and the main area displays alignment settings for forms and addresses.

Form Alignment:

Vertical alignment: Default alignment [dropdown] [input] units = 0 inch

Horizontal alignment: Default alignment [dropdown] [input] units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Address Alignment:

Vertical alignment: Default alignment [dropdown] [input] units = 0 inch

Horizontal alignment: Default alignment [dropdown] [input] units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the statement recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on statements.

The screenshot shows the 'New Statements' application window. The 'Organization Name' tab is selected in the left-hand menu. The main area displays the 'Organization Name' configuration. A checkbox labeled 'Show organization address' is checked. Below it, the 'Organization name' field contains 'Community Services Inc.'. The 'Address' field is empty. Below the address field is an 'Address quick view' section showing 'Community Services Inc.' in a larger font. At the bottom of the window are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Address Detail. Use **Address Detail** to select the address information appearing in the address section of statements. The options on this screen are disabled if the **Show statement recipient address** is unmarked on the Address tab.

Note: You enter contact information on the Bio 1 tab of records.

To print telephone numbers or Web or email addresses, mark **Show contact information in address** and select a number or address in the **Contact Number** fields. If the record is an organization, the contact's name appears in the ATTN line.

You can mark **Show USPS barcode in address** to print the barcode on the statements above the address.

The Address quick view displays the address information as it will appear on statements.

Finance Charge Format. Use **Finance Charge Format** to select and define information to appear Finance Charge Information section of the statements.

The screenshot shows the 'New Statements' dialog box with the 'Finance Charge Format' tab selected. The left pane shows a tree view with 'Finance Charge Format' highlighted. The right pane contains the following options:

- ☐ Include closing date of billing cycle: 12/11/2007
- ☐ Include finance charge disclosure statement: (text box)
- ☐ Include calculation information for finance charges
- ☐ Include summary of finance charges
- Summary date range: This fiscal period 12/01/2007 to 12/31/2007
- Description: (text box)

At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Mark **Include closing date of billing cycle** to include the closing date on the statements. The closing date defaults to the transaction cutoff date from the General tab or you can select a different date. For example, if you select May 31, 2005, as the closing date, "Closing date of billing cycle: 05/31/2005" appears in the Finance Charge Information section of the statements.

If you mark **Include finance charge disclosure statement**, you can create a disclosure statement. Enter the text for the statement in the text box.

If you mark **Include calculation information for finance charges**, the calculation date and percentage rate appear in a message on the statements. For example, "The finance charge dated 05/01/2005 was calculated as of 04/30/2005 using an annual percentage rate of 10%. The balance subject to finance charge was \$100.00."

If you mark **Include summary of finance charges**, a total of finance charges appears in the Finance Charge Information section of the statements. In the **Summary date range** field, you can include all dates or select a specific date or range. In the **Description** field, you can enter text to precede the total finance charge amount appearing on the statements, for example, "Year-to-date finance charges:". If you mark **Transactions across this date range** on the Summary tab, the summary of finance charges is for the same date range selected on the Summary tab.

Tip: We strongly recommend you use <Full name>. If you select Diploma Name, Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run statements.

Name Formats. Using **Name Formats**, you can format how names appear for organizations, individuals, and students in the address and body sections of the single statement. In the tree view on the left, select **Statement Recipient**, **Statement For**, or **Statement Body** to format names for that area of the statement. Click **Statement Recipient** or **Statement For** to format how names appear in the header. Click **Statement Body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from []** field.

If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present, select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** in the **Use** field or **Configuration** in the **Select addressee/salutation from** field, this field is disabled.

Statement Format. Use **Statement Format** to make formatting selections for the statement forms.

Note: If you mark **Print a logo on the form**, you must select a file name and logo size. Large logos print 5 3/8 in. x 1 in; small logos print 2 1/2 x 1 in.

In the **Statement format** field, you can select a laser pre-printed form or blank paper. In the **Number of copies to print for each statement** field, select how many copies of each statement to print and mark **Collate** to collate the statements if you print more than one.

If you print statements on blank paper, you can print your organization logo on the statements. To print the logo, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small as the logo size to use on the statements.

Note: If you mark **Print total number of pages on each page**, the numbering appears, for example, as Page 1 of 79.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

If you have *The Registrar's Office*, in the **Display grade level from** field, you can select the grade level to display on the statements. The program refers to the student's progression entry as of that date to determine the student's grade level. For example, if you print statements for the next billing cycle, a student may need to be billed for the next grade level based on the progression entry.

Statement Message. Use **Statement Message** to print additional information for recipients.

If you entered information on the notes tab of a record, you can choose where to **Print statement comments from each record**. You can select **At the end** or **At the beginning**. You can enter text in the **Print this message at the end of each statement page** and **If no statement copy message exists, print this message on each copy** fields. If you do not want a recipient to see the amount due, you can select **<Blank>**, *******, or **0.00** in the **If the copy recipient should not see the amount due, display the amount as []** field. In the aging periods grid, you can enter messages for each period.

Creating Student Billing Statements

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

On the Statements tab of student, individual, and organization records, you can select which records and payers receive statements or copies of statements. You can also add additional information and notes for recipients. For more information, see the *Records Guide for Student Billing*.

If the statement recipient is a payer for more than one student, individual, or organization, you can format the statement using the settings defined on the recipient's Statements tab, create separate statements for each record, or combine the information for all his payees on one statement.

► Creating Student Billing statements

In this example, we print statements for organizations who are statement recipients containing a summary of transactions as of today's date. We add a due date and minimum amount due, include a billing cycle closing date and finance charge disclosure statement, and add a statement message that says, "Please remit prompt payment of the balance due". We also use the Auto Pay tab to create automatic EFT payments for organizations with automatic payments set up on their record.

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Statements** and click **New** on the action bar. The New Statements screen appears on the General tab.

Note: To export statement information, mark **Export statements to Access**. For more information about exporting in *Mail*, see “Exporting a mailing” on page 15.

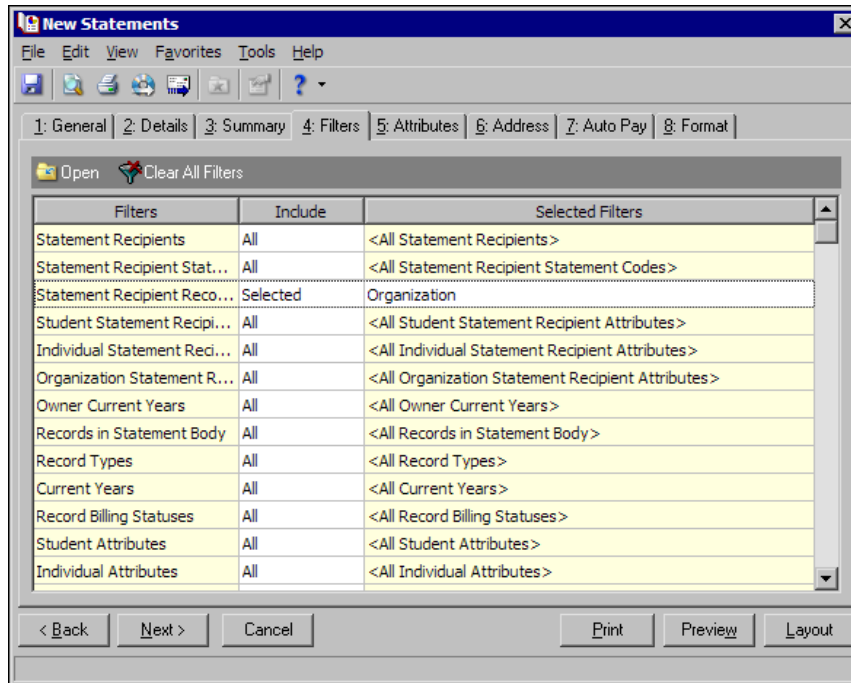
3. In the **What do you want to do?** frame, mark **Print Statements**.
4. In the **Transaction cutoff date** and **Statement date** fields, select “Today”.

5. Click **Next** or select the Summary tab.
6. In the **Summarize included transactions by** field, select “Transaction type”.

7. Click **Next** or select the Filters tab.

Note: It is important to use filters carefully so you do not underbill a record. Filtering by the record filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some records or charges being omitted unintentionally. For more information, see “Statements Filters Tab” on page 192.

8. Select “Organization” for the Statement Recipient Record types filter. For more information about filtering, see the *Program Basics Guide*.



9. Select the Auto Pay tab.

10. Mark **Create automatic variable amount payments based on statement criteria**. Use the default deposit and payment information.

New Statements

File Edit View Favorites Tools Help

1: General 2: Details 3: Summary 4: Filters 5: Attributes 6: Address 7: Auto Pay 8: Format

☒ Create automatic variable amount payments based on statement criteria

Deposit Information

Deposit date: 01/05/2007 Post status: Not yet posted

Entry date: 01/05/2007 Post date: 01/05/2007

Status: Open

Description:

Bank account: SB & AR GL cash account: 01-1040-00

Payment Information

Payment date: 01/05/2007 Post status: Not yet posted

Source: Post date: 01/05/2007

Comment:

< Back Next > Cancel Print Preview Layout

11. Select the Format tab.
12. In the list on the left, select **Detail**.
13. Mark **Show statement due date using []** and select “Transaction cutoff date”, and enter “30” in the **plus [] days** field.
14. Mark **Show minimum amount due as []**, select “Percent of total amount”, and enter “50” in the **percent** field.

New Statements

File Edit View Favorites Tools Help

1: General 2: Details 3: Summary 4: Filters 5: Attributes 6: Address 7: Auto Pay 8: Format

Detail

Statement Sort
Miscellaneous
Form Alignment
Organization Name
Address Detail
Finance Charge Format
Name Formats
Statement Recipient
Statement For
Statement Body
Statement Format
Statement Message

☒ Show statement reference number

☐ Show barcode using: 3 of 9 Barcode Font size: 10

☐ Show print date on statement

☐ Show credit balances as \$0.00

☒ Show statement due date using: <Transaction cutoff date> plus 30 days

☒ Show minimum amount due as: Percent of total amount 50 percent

☒ Display transaction comments

☐ Show payer ID as: Record ID

When a statement recipient pays for multiple records:
Use statement tab to determine # of statements

☒ Include records with a zero balance

< Back Next > Cancel Print Preview Layout

15. In the list on the left, select **Finance Charge Format**.
16. Mark **Include closing date of billing cycle** and select a date.
17. Mark **Include finance charge disclosure statement** and enter in the text box “An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.”

The screenshot shows the 'New Statements' dialog box with the 'Finance Charge Format' tab selected. The left sidebar lists various options, with 'Finance Charge Format' highlighted. The main area contains the following settings:

- ☒ Include closing date of billing cycle: 01/05/2007
- ☒ Include finance charge disclosure statement: An additional charge at a daily percentage rate of 1.5% may apply to an unpaid balance.
- ☐ Include calculation information for finance charges
- ☐ Include summary of finance charges
- Summary date range: This fiscal period 01/01/2007 to 01/31/2007
- Description: (empty text box)

Buttons at the bottom include < Back, Next >, Cancel, Print, Preview, and Layout. A note at the bottom says 'Press F7 for zoom.'

18. In the list on the left, select **Statement Message**.
19. Enter “Please remit prompt payment of the balance due.” in the **Print this message at the end of each statement page** text box.

The screenshot shows the 'New Statements' dialog box with the 'Statement Message' tab selected. The left sidebar lists various options, with 'Statement Message' highlighted. The main area contains the following settings:

- Print this message at the end of each statement page: Please remit prompt payment of the balance due.
- If no statement copy message exists, print this message on each copy: (empty text box)
- If the copy recipient should not see the amount due, display the amount as: <Blank>
- Print these messages for each aging period: (checked)
- Aging messages will print based on the past due status of each balance.

Aging Period	Message
current	
31-60	
61-90	
over 90	

☐ Show age of oldest transaction

Buttons at the bottom include < Back, Next >, Cancel, Print, Preview, and Layout. A note at the bottom says 'Press F7 for zoom.'

20. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the statements appears.
21. Close the preview and return to the Format tab.
22. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
23. In the **Mailing name** field, enter "Statements for Organizations".
24. In the **Description** field, enter "Transactions through Today".

The screenshot shows a 'Save Mailing as' dialog box with a blue title bar. It contains two text input fields: 'Mailing name' with the text 'Statements for Organizations' and 'Description' with the text 'Transactions through Today'. Below these fields are two checkboxes: the first is checked and labeled 'Others can run this mailing', and the second is unchecked and labeled 'Others can modify this mailing'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

25. Click **Save** to save the new forms. You return to the Format tab.
26. Close the screen. You return to the Forms page, and the statement appears in the grid.

Statements of Projected Charges

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

Statements of projected charges report charges and credits that will be assessed to students, individuals, and organizations for a given period of time. These statements include generated and ungenerated transactions that are scheduled (or will be scheduled based on bill codes) for a specified time period.

Statements of Projected Charges Tabs

A statement of projected charges has tabs on which you can select parameters: General, Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the statements of projected charges should look.

General Tab

On the General tab for statements of projected charges, you select parameter settings specific to statements. Here you can print or export the information or do both.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and help. Below the toolbar are five tabs: 1: General, 2: Filters, 3: Attributes, 4: Address, and 5: Format. The 'General' tab contains the following options:

- What do you want to do?**: Two checkboxes, ☒ Print statements and ☐ Export statements to Access.
- Statement date:** A dropdown menu set to 'Today' with the date 03/14/2005 displayed.
- Include projected activity within this range:** A dropdown menu set to 'This calendar year' with the date range 01/01/2005 to 12/31/2005 displayed.
- For grade based billing, use student's grade as of:** A dropdown menu set to 'Today' with the date 03/14/2005 displayed.
- When a statement recipient pays for multiple records:** A dropdown menu set to 'Use the statement settings for the statement recipient'.
- ☒ Include records with a zero balance.
- ☐ Create an output query of statement recipients.
- ☐ Create an output query of records on statements.

At the bottom of the dialog are four buttons: < Back, Next >, Cancel, and Print. The Preview and Layout buttons are disabled.

Note: If you mark **Print statements**, you can also preview the mailing and view a layout of the statements. If you mark **Export statements to Access**, the **Preview** and **Layout** buttons become disabled. You can export statements only to Microsoft Access.

What do you want to do? In the **What do you want to do?** frame, you can print or export statements, or both. To print statements on your selected printer, mark **Print statements**. For more information about setting up printers, see the *Program Basics Guide*. If you mark **Export statements to Access**, the program creates a *.mdb file containing a database of statement recipients, transactions, and other statement information that you can use in Microsoft Access.

Statement date. In the **Statement date** field, you can select the date the statement is created — Today, Yesterday, Tomorrow, a specific date, or the transaction cutoff date.

Include projected activity within this range []. In this field, select the time period of activity to include. If you select <Specific range>, enter dates in the **To** and **From** fields. When including grade based billing items in the statement, only one grade is considered. For this reason, we recommend you run this report for a single academic year at a time.

For grade based billing, use the students' grade as of []. This option appears only if you have *Registrar's Office*. You can mark this option to include grade-based fees based on the student's grade as of the date selected in the field. The program determines the student's grade based on the date and the student progression table.

For grade based billing, bill for next grade. This option appears if you do not have *Registrar's Office*. You can mark this option to calculate grade-based fees based on the student's next grade.

When a statement recipient pays for multiple records []. In the **When a statement recipient pays for multiple records** field, you can select:

- Use the statement settings for the statement recipient — The program includes record activity according to your selections on the Statements tab of the record.
- Create one statement per record — The program prints a separate statement for each record.
- Combine records onto one statement — The program prints a single statement with payees combined on the statement.

Include records with a zero balance. If you mark **Include records with a zero balance**, records with zero balances appear on the statement recipient's statements.

Create an output query of statement recipients. To create a query of recipients you run statements for, mark **Create an output query of statement recipients**. You can save and use an output query later for reports or other mailings.

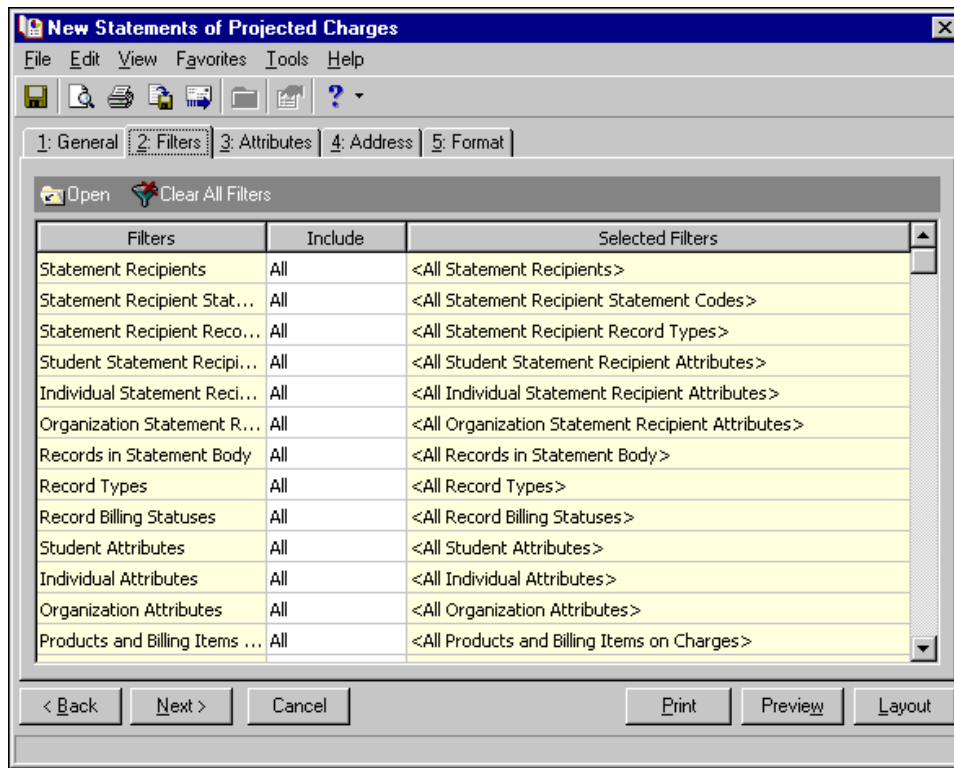
Create an output query of records on statements. To create a query of records appearing on each statement, mark **Create an output query of records on statements**. You can save and use an output query later for reports or other mailings.

Filters Tab

Note: It is important to use filters carefully so you do not underbill a record. Filtering by the record filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some records or charges being omitted unintentionally.

On the Filters tab, you select criteria that determines which items to include in a statement. It is important to use filters carefully so you do not underbill a record. The Records in Statement Body, Record Billing Statuses, Record Types, and Student/Individual/Organization Attributes filters apply to record activity. If you use these filters, only activity for records that meet these filter requirements appear on the statements.

You can filter by Product and Billing Items on Charges or Product and Billing Item Attributes. When you filter by these items, only charges with the selected products or billing items appear on the statements; therefore, charges for other products or billing items and any applications made to these charges (regardless of the application's billing item) are not included in the statement. For basic information about filtering criteria, see the *Program Basics Guide*.



Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

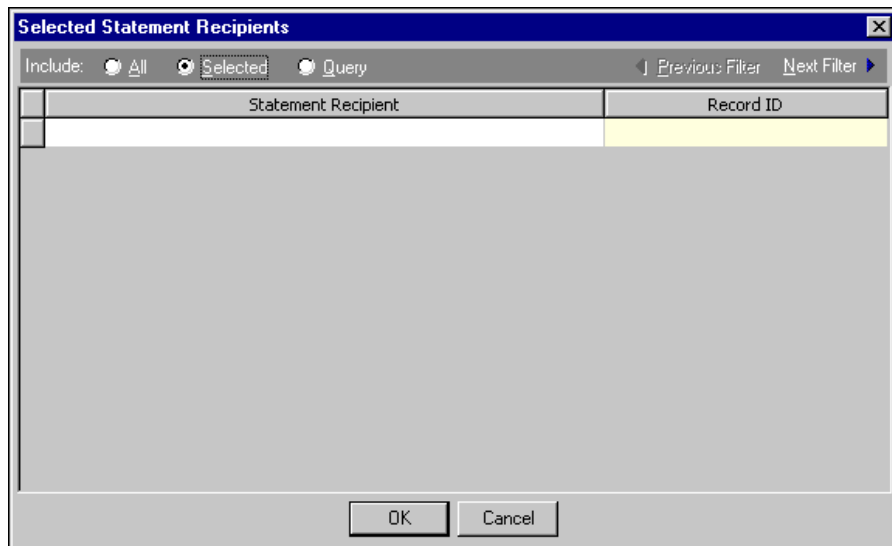
Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing **Selected** in the **Include** column for the filter.



Include. For each filter, you can include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the form. In the field, you can click the binoculars to search for the query name.

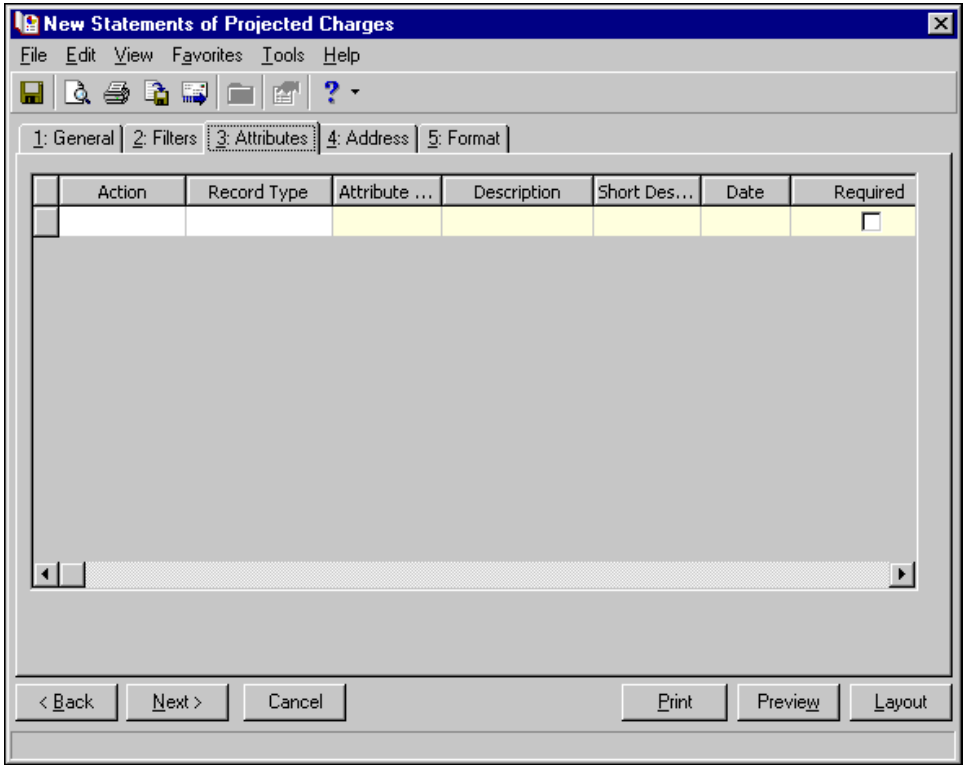
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for statement recipients and records who receive statement copies.



Action. In the Action column, you can select to add, delete, or update attributes on the recipient’s record when you generate statements.

Note: Attribute types are established in *Configuration*. For more information about creating attribute types, see the *Configuration Guide for Student Billing*.

Record Type. In the Record Type column, select the record type to add the attribute to. The record type you select determines the attribute types available in the **Attribute Type** column for that row.

Attribute Type. In the Attribute Type column, you can select an attribute type.

Description. In the Description column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the Date column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

Comments. In the Comments column, you can enter free-form text for additional information about the attribute type.

Address Tab

Use the Address tab to specify whether addresses appear on statements of projected charges. The program compares the parameters you define on this tab with address information entered on the Addresses tab of the recipient's record to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the recipient's record that meets the defined parameters is used on the statement. You can also specify what to do if no valid address is found.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Address' tab selected. The 'Show statement recipient address' checkbox is checked. The 'Validate addresses as of' dropdown is set to 'Today'. The 'Consider seasonal addresses' checkbox is checked. Below this, the 'If no seasonal addresses are found, consider these addresses' section contains two lists: 'Addresses' (with options: <First address found>, Home, Business, Vacation, School) and 'Addresses to consider, in order of importance' (with option: <Primary address>). Arrows between the lists allow moving items. At the bottom, there is a table with columns 'Action', 'Attribute Type', and 'Value'. Below the table is a dropdown for 'If no address is found,' set to 'Print with no address'. Navigation buttons '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout' are at the bottom.

Step 1. Mark **Show statement recipient address** to include the recipient's address on the statement. If you unmark this checkbox, all options on this tab are disabled and no address appears on the form.

Step 2. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the statement. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 3. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the recipient record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 4.

Step 4. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the statement. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 5.

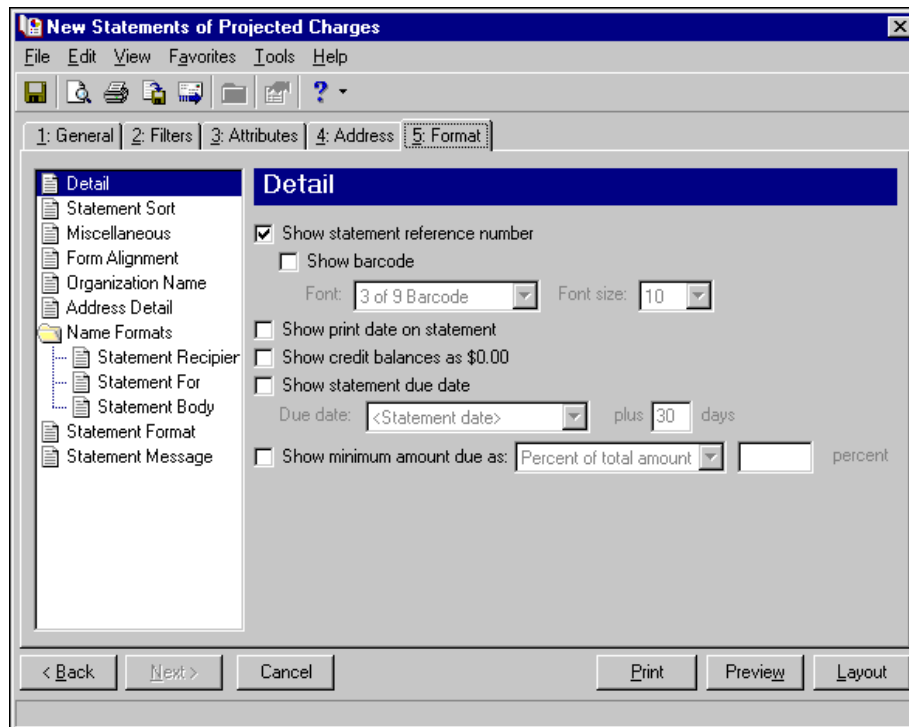
Step 5. In the grid, you can select address attribute types to consider. For example, you have a “Billing statement address” attribute you use to flag addresses for statements. When you select Include in the **Action** column and Billing statement address in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 6. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a recipient does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Format Tab

On the Format tab, you designate the format for the mailing. Settings on this tab determine the appearance of the statements. You can sort the mailing, make selections for details and formats, and align the statements on paper or forms. You can combine payments into a single transaction instead of printing them as separate transactions.

Detail. Use **Detail** to select extra details to print on the statements.



Note: You can enter the statement reference number on the payment record in the **Reference #** column.

If you mark **Show statement reference number**, the program generates a number to appear on the statement beneath the statement date. To display the reference number as a barcode, mark **Show barcode**.

If you mark **Show print date on statement**, the printing date appears on the statements beneath the statement date.

If you mark **Show credit balances as \$0.00**, the amount due balance and aging balances appear as a zero amount if they are credit balances.

If you mark **Show statement due date**, you can select the date payments are due. In the **Due date** field, select Today and a number of days in the **plus [] days** fields or select <Specific date> and use the calendar to select a date.

If you mark **Show minimum amount due as**, you can select a percentage of the total due or enter a specific amount.

Statement Sort. Use **Statement Sort** to select the order to print statements.

Sort by	Order by
Recipient Name	Ascending

When you select **Statement Sort**, a grid appears. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column. If you make no selections in the **Sort by** column, the program sorts by record name in ascending order.

Miscellaneous. Use **Miscellaneous** to specify how you want numbers to appear on the statements and the font size for statements.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various settings, and the main area contains a table for miscellaneous settings and a sample amount section.

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the forms and addresses when you print.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Form Alignment' tab selected. The left sidebar lists various settings, and the main area contains sections for Form Alignment and Address Alignment.

Form Alignment:

Vertical alignment: Default alignment [dropdown] [input] units = 0 inch

Horizontal alignment: Default alignment [dropdown] [input] units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Address Alignment:

Vertical alignment: Default alignment [dropdown] [input] units = 0 inch

Horizontal alignment: Default alignment [dropdown] [input] units = 0 inch

Note: 1 unit equals 1/100th of an inch or 0.254 millimeters.

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

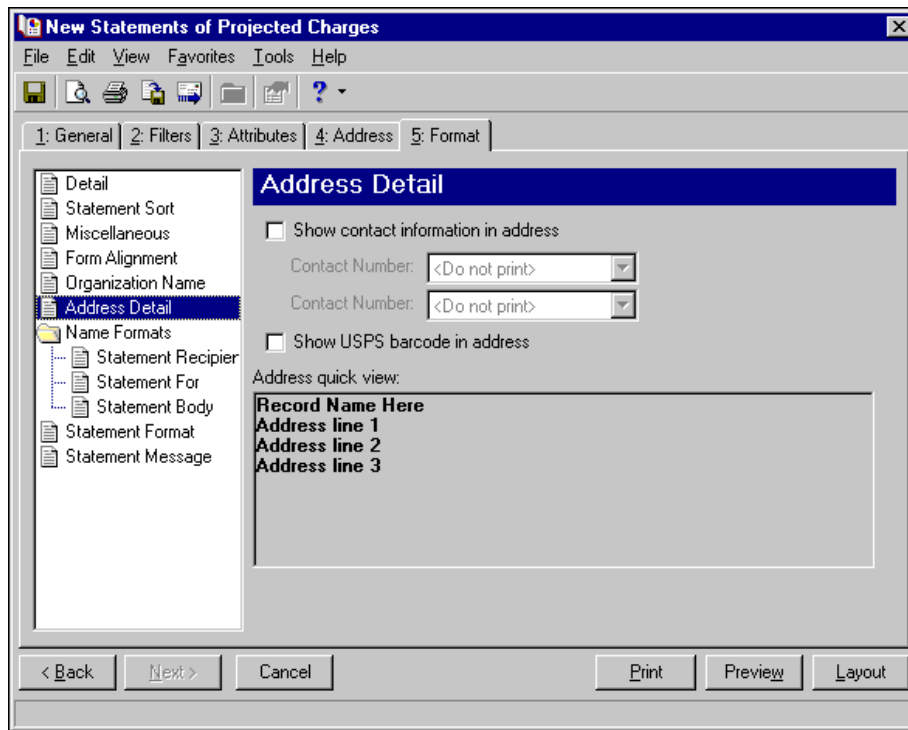
In the **Form Alignment** frame, you can adjust the form's top and left margins for printing using the **Vertical alignment** and **Horizontal alignment** fields. You can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

Addresses for the statement recipient are aligned by default to fit the first five lines in a standard envelope address window. If you need to make adjustments, in the **Address Alignment** frame, you can move printed information up or down or left or right and enter how much to move the information. For example, if you select Move printed information up and enter 2, the address prints .02 inch higher on the page.

Organization Name. Use **Organization Name** to print your organization's information at the top left of the form. The information that appears in the **Organization name** and **Address** fields defaults from the General tab of *Configuration*. If you mark **Show organization address**, you can enter or edit the name and address. The **Address quick view** box displays the information as it will appear on statements.

The screenshot shows a software window titled "New Statements of Projected Charges". It has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for saving, opening, printing, and other functions. Below the toolbar are five tabs: 1: General, 2: Filters, 3: Attributes, 4: Address, and 5: Format. The "4: Address" tab is selected. On the left is a tree view with the following items: Detail, Statement Sort, Miscellaneous, Form Alignment, **Organization Name** (highlighted), Address Detail, Name Formats (a folder), Statement Recipient, Statement For, Statement Body, Statement Format, and Statement Message. The main area of the window is titled "Form Alignment". It contains a checkbox labeled "Show organization address" which is currently unchecked. Below this checkbox are two text input fields: "Organization name:" and "Address:". The "Address:" field has a small vertical scrollbar on its right side. Below these fields is a larger text area labeled "Address quick view:". At the bottom of the window are several buttons: "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".

Address Detail. Use **Address Detail** to select the address information appearing in the address section of statements. The options on this screen are disabled if the **Show statement recipient address** is unmarked on the Address tab.



Note: You enter contact information on the Bio 1 tab of records.

To print telephone numbers or Web or email addresses, mark **Show contact information in address** and select a number or address in the **Contact Number** fields. If the record is an organization, the contact's name appears in the ATTN line.

You can mark **Show USPS barcode in address** to print the barcode on the statements above the address.

The Address quick view displays the address information as it will appear on statements.

Tip: We strongly recommend you use <Full name>. If you select Diploma Name, Informal Addressee, Informal Salutation, or any user-defined salutations from *Configuration*, the program reformats each name, therefore taking much longer to run statements of projected charges.

Name Formats. Using **Name Formats**, you can format how names appear for organizations, individuals, and students in the address and body sections of the single statement. In the tree view on the left, select **Statement Recipient**, **Statement For**, or **Statement Body** to format names for that area of the statement. Click **Statement Recipient** or **Statement For** to format how names appear in the header. Click **Statement Body** to format how names appear in the body area of the form.

In the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

In the **Individual** and **Student** frames, select **Record** or **Configuration** in the **Select addressee/salutation from** [] field.

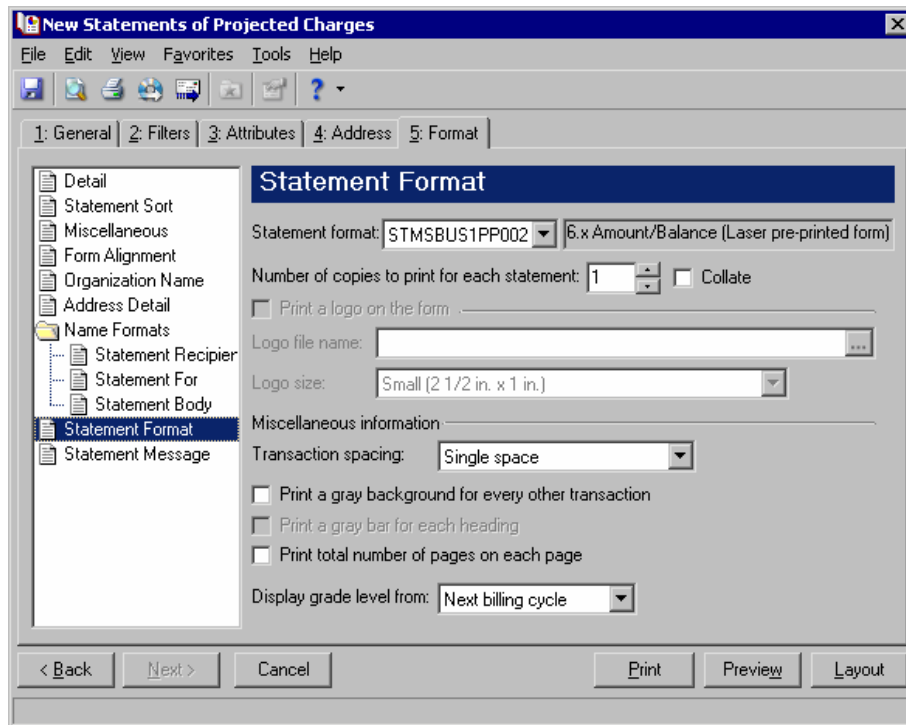
If you select **Record**, in the **Use** field, select the full name, primary addressee, primary salutation, directory name, diploma name, informal addressee, or informal salutation as defined on the individual or student record.

Note: You must have the appropriate security rights to output an addressee/salutation with Social Security numbers. If you do not have security rights, the numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

If you select **Configuration**, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present, select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on individual or student records. For example, if you select **Primary salutation**, and you have students without a **Primary salutation** defined on the **Addressees/Salutations** tab, the second name format is used. If you select **<Full name>** in the **Use** field or **Configuration** in the **Select addressee/salutation from** field, this field is disabled.

Statement Format. Use **Statement Format** to make formatting selections for the statement forms.



In the **Statement format** field, you can select a laser pre-printed form or blank paper. In the **Number of copies to print for each statement** field, select how many copies of each statement to print and mark **Collate** to collate the statements if you print more than one.

Note: If you mark **Print a logo on the form**, you must select a file name and logo size. Large logos print 5 3/8 in. x 1 in; small logos print 2 1/2 x 1 in.

If you print statements on blank paper, you can print your organization logo on the statements. To print the logo, mark **Print a logo on the form**. In the **Logo file name** field, browse to the file where your logo is saved in *.bmp format. In the **Logo size** field, select Large or Small as the logo size to use on the statements.

Note: If you mark **Print total number of pages on each page**, the numbering appears, for example, as Page 1 of 79.

In the **Miscellaneous information** frame, you can make additional formatting selections. In the **Transaction spacing** field, select Single space or Double space as the amount of space to leave between lines. To make reading statements easier, you can mark **Print a gray background for every other transaction** or **Print a gray background for each heading**. You can record page numbers on the statements by marking **Print total number of pages on each page**.

If you have *The Registrar's Office*, in the **Display grade level from** field, you can select the grade level to display on the statements. The program refers to the student's progression entry as of that date to determine the student's grade level. For example, if you print statements for the next billing cycle, a student may need to be billed for the next grade level based on the progression entry.

Statement Message. Use **Statement Message** to print additional information for recipients.

If you entered information on the notes tab of a record, you can choose where to **Print statement comments from each record**. You can select **At the end** or **At the beginning**. You can enter text in the **Print this message at the end of each statement page** and **If no statement copy message exists, print this message on each copy** fields. If you do not want a recipient to see the amount due, you can select **<Blank>**, *******, or **0.00** in the **If the copy recipient should not see the amount due, display the amount as []** field.

Creating Student Billing Statements of Projected Charges

Note: We offer high-quality, customized forms that are specifically designed for use with our software. These forms, including checks, student bills, statements, invoices, purchase orders, tax forms, and envelopes, are pre-printed in color with your organization's logo and information. For more information, visit our Web site at <http://forms.blackbaud.com> or call us toll-free at 866-4-BB-FORMS (866-422-3676).

On the Statements tab of student, individual, and organization records, you can select which records and payers receive statements or copies of statements. You can also add additional information and notes for recipients. For more information, see the *Records Guide for Student Billing*. If the statement recipient is a payer for more than one record, you can format the statement using the settings defined on the recipient's record, create separate statements for each record, or combine the information for all the records onto one statement.

► Creating Student Billing statements

In this example, we print statements of projected charges during this month for organizations.

1. From the Mail page in **Student Billing**, click **Forms**. The Forms page appears.
2. In the list on the left, select **Statements** and click **New** on the action bar. The New Statements screen appears.

Note: To export statement information, mark **Export statements to Access**. For more information about exporting in *Mail*, see "Exporting a mailing" on page 15.

3. In the **What do you want to do?** frame, mark **Print Statements**.
4. In the **Statement date** field, select “Today”.
5. In the **Include projected activity within this range []** field, select “This month”.

New Statements of Projected Charges

File Edit View Favorites Tools Help

1: General | 2: Filters | 3: Attributes | 4: Address | 5: Format

What do you want to do?

☒ Print statements ☐ Export statements to Access

Statement date: Today 12/11/2007

Include projected activity within this range: This calendar year 01/01/2007 to 12/31/2007

For grade-based billing, use the students' grade as of: Today 12/11/2007

☐ Create an output query of statement recipients
☐ Create an output query of records on statements

< Back Next > Cancel Print Preview Layout

6. Click **Next** or select the Filters tab.

Note: It is important to use filters carefully so you do not underbill a record. Filtering by the record filters, Product and Billing Items on Charges, or Product and Billing Item Attributes may result in some records or charges being omitted unintentionally. For more information, see “Statements of Projected Charges Filters Tab” on page 203.

7. Select “Organization” for the Statement Recipient Record Types filter. For more information about filtering, see the *Program Basics Guide*.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Filters' tab selected. The 'Include' column is set to 'Selected' for 'Statement Recipient Record Types', and the 'Selected Filters' column shows 'Organization'.

Filters	Include	Selected Filters
Statement Recipients	All	<All Statement Recipients>
Statement Recipient Statement Codes	All	<All Statement Recipient Statement Codes>
Statement Recipient Record Types	Selected	Organization
Student Statement Recipient Attributes	All	<All Student Statement Recipient Attributes>
Individual Statement Recipient Attributes	All	<All Individual Statement Recipient Attributes>
Organization Statement Recipient Attributes	All	<All Organization Statement Recipient Attributes>
Records in Statement Body	All	<All Records in Statement Body>
Record Types	All	<All Record Types>
Record Billing Statuses	All	<All Record Billing Statuses>
Student Attributes	All	<All Student Attributes>
Individual Attributes	All	<All Individual Attributes>
Organization Attributes	All	<All Organization Attributes>

8. Select the Format tab.
9. In the list on the left, select **Detail**.
10. Mark **Show statement due date**.
11. Mark **Show minimum amount due as []**, select “Percent of total amount”, and enter “50” in the **percent** field.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Format' tab selected. The 'Detail' format is chosen in the left pane. The 'Show statement due date' checkbox is checked, and the 'Show minimum amount due as' dropdown is set to 'Percent of total amount' with '50' entered in the percent field.

Detail

- ☒ Show statement reference number
- ☐ Show barcode
 - Font: 3 of 9 Barcode
 - Font size: 10
- ☐ Show print date on statement
- ☐ Show credit balances as \$0.00
- ☒ Show statement due date
 - Due date: <Statement date> plus 30 days
- ☒ Show minimum amount due as: Percent of total amount 50 percent

12. In the list on the left, under Name Formats, select **Statement Recipient Name Formats**.
13. In the **Use name followed by** field of the **Organization** frame, mark **Contact Name**.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Format' tab selected. The left sidebar shows a tree view with 'Statement Recipient Name Formats' selected. The main area is titled 'Statement Recipient Name Formats' and contains three sections: 'Organization', 'Individual', and 'Student'. Each section has a 'Use name followed by' field with a dropdown menu. In the 'Organization' section, the 'Contact Name' option is selected. Below each section are 'Select addressee/salutation from:' and 'Use:' fields, both with dropdown menus. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

14. In the list on the left, select **Statement Message**.
15. Enter "Please remit prompt payment of the balance due." in the **Print this message at the end of each statement page** text box.

The screenshot shows the 'New Statements of Projected Charges' dialog box with the 'Format' tab selected. The left sidebar shows a tree view with 'Statement Message' selected. The main area is titled 'Statement Message' and contains three text boxes: 'Print this message at the end of each statement page:', 'If no statement copy message exists, print this message on each copy:', and 'If the copy recipient should not see the amount due, display the amount as:'. The first text box contains the text 'Please remit prompt payment of the balance due.'. The third text box has a dropdown menu with '<Blank>' selected. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

16. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the statements appears.
17. Close the preview and return to the Format tab.
18. Click the **Save** button on the action bar to save the new forms. The Save Mailing as screen appears.
19. In the **Mailing name** field, enter "Projected Charges for Organizations".
20. In the **Description** field, enter "Transactions Through This Month".
21. Click **Save** to save the new forms. You return to the Format tab.

22. Close the screen. You return to the Forms page, and the statement of projected charges appears in the grid.

Publishing Statements to NetClassroom

If you have the optional module *NetClassroom*, you can publish single statements and statements to *NetClassroom*. By publishing, you export a PDF file that can be viewed in *NetClassroom*. *NetClassroom* users can view these statements if you enable the feature when setting up *NetClassroom* in *Configuration in Registrar's Office*. For more information about granting rights to features in *NetClassroom*, see the *Configuration Guide for Registrar's Office*.

To avoid a processing error, do not publish statements while a user is accessing the information in *NetClassroom*. To prevent this possibility, disable the feature, publish the information, then enable the feature again.

You can also remove published statements.

► Publishing statements to NetClassroom

1. From the Mail page in ***Student Billing***, click **Forms**. The Forms page appears.
2. In the list on the left, select **Single Statement** or **Statements**.
3. In the right pane, select the single statement or statements to publish.
4. From the shell menu bar, select **File, Publish to NetClassroom**.
5. The Publish screen appears, calculating the number of records to process.
6. When processing is complete, a screen appears showing the number of students with statements published. Click **OK**.

► Removing statements from NetClassroom

1. From the Mail page in ***Student Billing***, click **Forms**. The Forms page appears.
2. In the list on the left, select **Single Statement** or **Statements**.
3. In the right pane, select the single statement or statements to remove.
4. From the shell menu bar, select **File, Remove from NetClassroom**.
5. The Publish screen appears, calculating the number of records to process.
6. When processing is complete, a screen appears showing the number of students selected in the statement parameter file, not necessarily the number of students that had published statements. Click **OK**.

Labels



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The Mail page is the central location for generating labels in *The Financial Edge*. On the navigation bar, click **Mail** to access the Mail page. To create labels in:

- **Accounts Payable** or **Accounts Receivable** — click **Labels, Cards, and Envelopes**.
- **Fixed Assets** — click **Labels**.
- **Student Billing** — click **Labels and Envelopes**.

Then you can create new labels, open saved labels, and delete labels.

Note: We recommend you read this chapter thoroughly. Information on these pages provides you with a working knowledge of printing labels. Hands-on experience is the best way to learn, so we encourage you to try these procedures with the sample database before creating labels with your data. Visit our Web site at www.blackbaud.com for the latest documentation and information.

When you select **Labels** in the list on the left of the page, a grid appears on the right displaying saved labels. You can specify parameters for labels on the General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format tabs. Whether you create new labels or open saved labels, the screen opens to the General tab. You can use a variety of parameters to define the output for labels in *The Financial Edge*. Saving these parameters also makes future label preparation easier.

Label Tabs

In Labels, you select parameters on tabs: General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs, you specify records, fields, and formatting options for the labels. Each tab helps you enter information in an easy and logical manner.

General Tab

You can use the General tab to select parameter settings specific to labels.

New Labels

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Attributes 5: Format

Create labels for:

- ☒ Primary address for vendor
- ☐ Default invoice address
- ☐ Default purchase order address

Label type:

Type	Size	Across	Down	Description
Avery® 5161	1 x 4	2	10	Laser Address

Label font: Times New Roman

Font size: 10

Start printing in row: 1 Column: 1

☐ Create an output query of vendors

< Back Next > Cancel Print Preview Layout

Create labels for. In this area of the General tab, you can mark a checkbox to select addresses to print on labels for **Accounts Payable** or **Accounts Receivable**.

In **Accounts Payable** — To print the primary address from the vendor record, mark **Primary address for vendor**. To print addresses used on invoices and purchase orders, mark **Default invoice address** and **Default purchase order address**.

In **Accounts Receivable** — To print the primary address from the client record, mark **Primary address for client**. To print labels using the Bill to and Ship to addresses, mark these options.

In **Student Billing** — In the **Create labels for** field, select the record type to print labels for. You can create labels for students, student relationships, individuals, individual relationships, organizations, organization relationships, records, and record relationships.

Exclude deceased? In **Student Billing**, if you select a relationship in the **Create labels for** field, the **Exclude deceased?** option appears. Mark this option to omit deceased relations from the run of labels.

Note: The **Type** column also displays a graphic representation for the label type. For example, labels that print on a laser printer display a printer graphic next to the label type.

Label type. In the **Label type** grid, you can select the type of label to use. The **Type** and **Size** columns list label types and dimensions compatible with **The Financial Edge**. The **Across** column displays the number of labels across the width of a sheet of labels, and the **Down** column displays the number of labels down the length of a sheet. The **Description** column provides additional details about each label type.

The Financial Edge is compatible with many standard label types. If the label size you use is not available, you can export a data file with the information so you can print labels using another application. Also, keep in mind **The Financial Edge** is compatible only with laser printers. For more information about exporting, see the Mail Basics chapter.

Warning: The font type and size you select may impact the amount of information you can print on the labels.

Label font. In the **Label font** field, select a text type to use on the labels.

Barcode font. If you are printing barcodes in **Fixed Assets**, select the font to use for the barcode in the **Barcode font** field.

Font size. In the **Font size** field, select a size for the text on the labels.

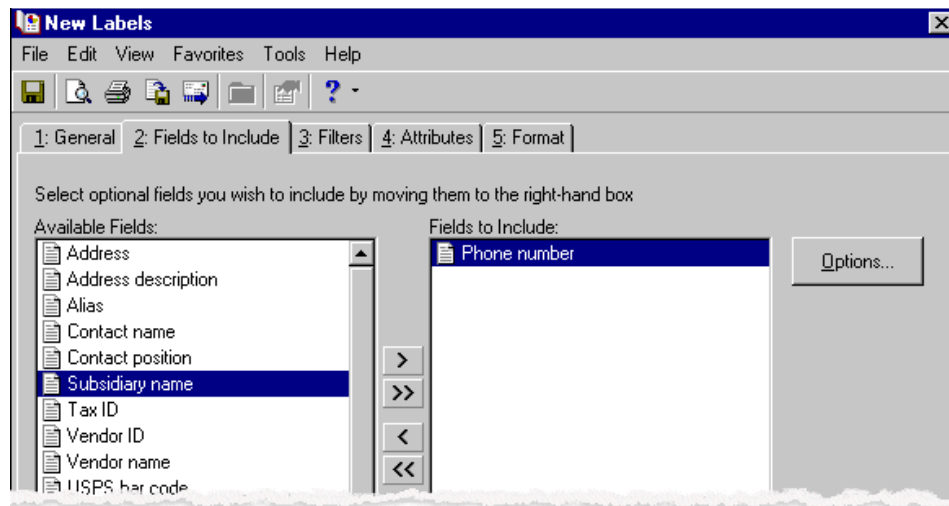
Start printing in row/column. You can start printing labels at any location on a sheet of labels. For example, if you have a sheet that is partially used, you can use the **Start printing in row/column** fields to indicate the location of the first unused label on the sheet.

Create an output query of []. To create a query of the records for which you run labels, mark **Create an output query of []** and select the record type.

Report orientation. Labels created in **Fixed Assets** automatically print in portrait orientation.

Fields to Include Tab

You can use the Fields to Include tab to select fields to appear on the labels processed by the mail task, for example, address, contact name, and phone number. The fields that appear depend on which program you are using. You cannot add to the list of available fields.



Available Fields. The **Available Fields** box contains all the fields you can print on labels. The fields that appear depend on which program you are using. Use the up and down arrows to change the order of the fields.

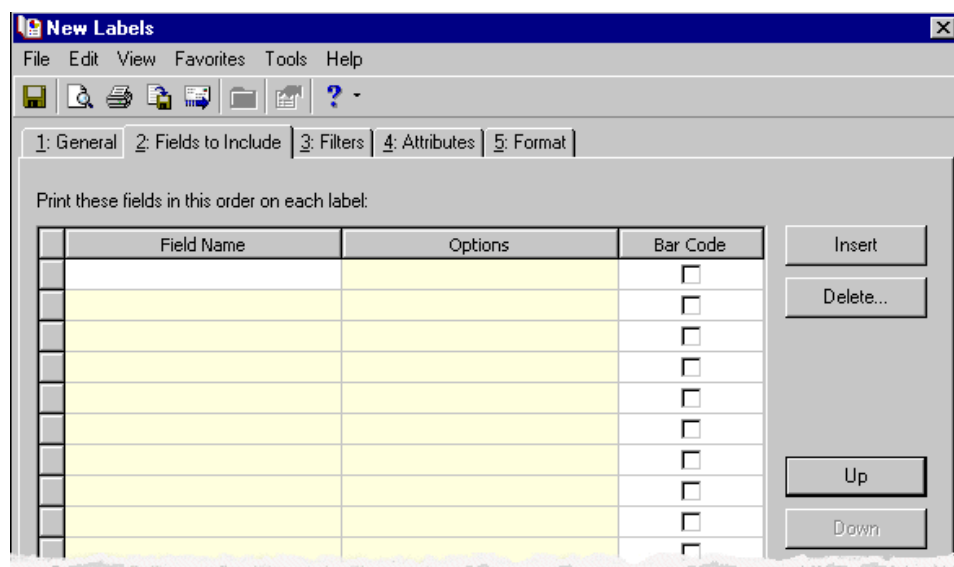
Note: Certain fields have additional selections associated with them. When you move these fields to the **Fields to Include** box, the Field Options screen appears. For example, if you select **Phone number**, you can select Business or Fax as the phone type to use.

Fields to Include. The **Fields to Include** box contains all fields selected to print on the labels. To move a field from the **Available Fields** box to the **Fields to Include** box, select the field and click the single right arrow or double-click the field. To move all the fields from the **Available Fields** box to the **Fields to Include** box, click the double right arrow.

Options. When you include a field with associated options, you can click **Options** to see more information about the field. If a field does not have associated options, the **Options** button is disabled.

Note: A mail task is a specific mailing process, such as printing 1099 forms or envelopes. Fields and options for a mail task are arranged on tabs so you can access all the information quickly and easily.

The Fields to Include tab in **Fixed Assets** displays a grid so you can select the fields to appear on the labels processed by the mail task. You can also select to print the barcode for each field.



Field Name. In the **Field Name** column, select the fields to print on the labels.

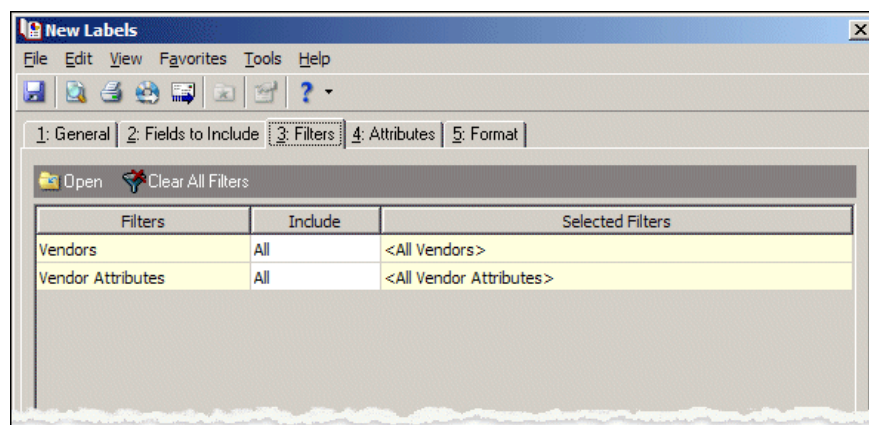
Note: Certain fields have additional selections associated with them. When you select these fields in the **Field Name** column, you must select additional information for that field in the **Options** column. For example, if you select **Disposal Method**, you can select Sale or Stolen to use on the labels.

Options. When you select a field with associated options, you can select additional information for the field. If a field does not have associated options, N/A appears in the Options column.

Bar Code. In the **Bar Code** column for each field, you can select whether to print the bar code for the field.

Filters Tab

You can use the Filters tab to select criteria that determines which records to include in the run of labels. The items by which you can filter depend on the program you are using. For example, in **Fixed Assets**, you can include a selected department, such as Administration, and assets from the administration department appear on the report. For more information about filtering in **The Financial Edge**, see the Program Basics chapter of the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

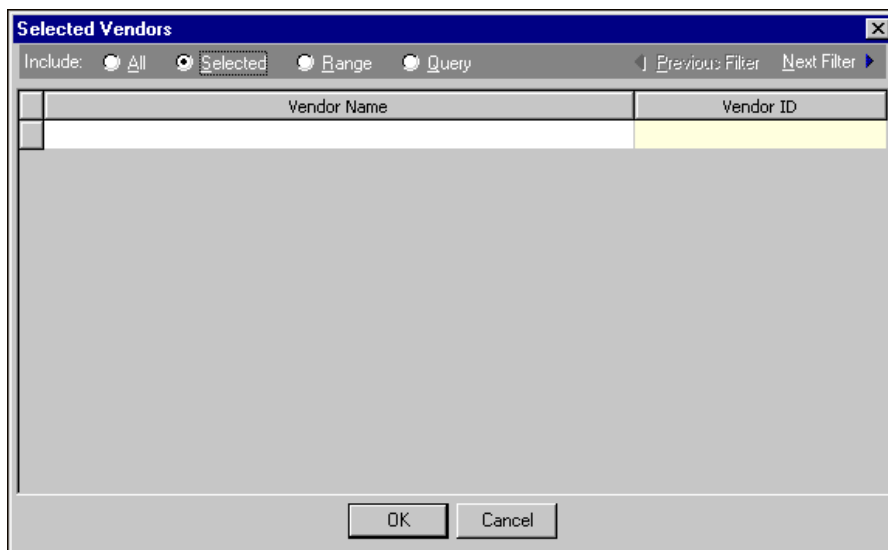
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Relationship Filters Tab

In **Student Billing**, if you select a relationship record type in the **Create label for** field on the General tab, the Relationship Filters tab appears. On this tab you select filters to determine which relationship types to include in the label run. For example, to address labels to the father and mother of students, you select Father and Mother for the Relationship Type filter.

If you use a Related <Record Type> filter, such as Related Individuals, you can select individuals or use a query. If you use more than one of the Related <Record Type> filters, the label run includes a combination of the filters results. For example, if you select a query of related Individuals and a query of Related Students, the records included in the label run include the selected Related Individuals in addition to the selected Related Students.

Filters	Include	Selected Filters
Relationship Types	All	<All Relationship Types>
Related Records	All	<All Related Records>
Related Record Types	All	<All Related Record Types>

Limit results to:

Payers:

Statement recipients:

Statement copy recipients:

< Back Next > Cancel Print Preview Layout

Using the options below the filters grid, you can define additional criteria for including or excluding relations. If you select “Ignore” for a criterion, the program does not consider it when processing.

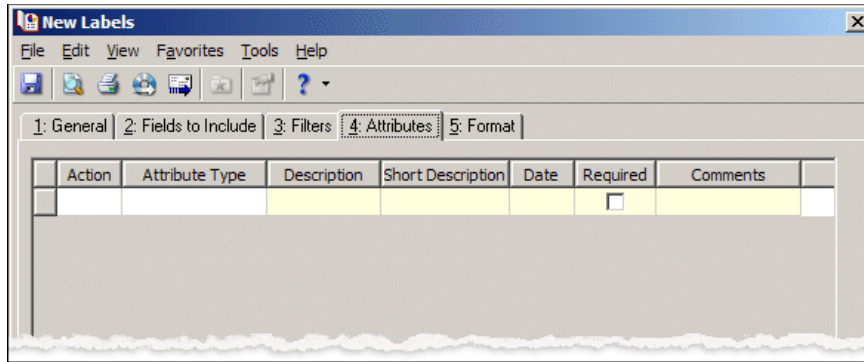
Payers []. You can select to include, exclude, or ignore relations designated as payers.

Statement recipients []. You can select to include, exclude, or ignore relations designated to receive statements.

Statement copy recipients []. You can select to include, exclude, or ignore relations designated to receive statement copies.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for vendors, clients, assets, or students when you print labels. For example, you may want to print labels for vendors who are also volunteers with your organization. You can add the attribute to the vendor record when you print the labels.



Action. In the **Action** column, you can add, delete, or update attributes on the records when you print labels.

Note: Attribute types are established in *Configuration*. For more information about defining attributes, see the *Configuration Guide* that program.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. In the **Short Description** column, a brief description of the attribute type appears when you select a type in the **Attribute Type** column.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications. Records in *The Financial Edge* that can have attributes include accounts, projects, transactions, actions, vendors, purchase orders, invoices, credit memos, and assets.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

Comments. In the **Comments** column, you can enter additional information about the attribute type.

Address Tab

In *Student Billing*, you use the Address tab to specify which addresses to use for labels. The program compares the parameters you define on this tab with address information entered on the Addresses tab of records to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the record that meets the defined parameters is used on the label. You can also specify what to do if no valid address is found.

If you selected Organizations in the **Create labels for** field on the General tab, the **Mail to** field appears. In this field, select the organization address to use.

New Labels

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Attributes 5: Address 6: Format

Validate addresses as of: Today

☒ Consider seasonal addresses

If no seasonal addresses are found, consider these addresses

Addresses

<First address found>
Home
Business
Vacation
School

Addresses to consider, in order of importance

<Primary address>

Action	Attribute Type	Value

If no address is found, Print with no address

< Back Next > Cancel Print Preview Layout

Note: Any address with No mail selected in the **Send [] to this address** field on the Address Attributes tab is automatically excluded as a possible address.

Step 1. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the label. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 2. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 3.

Step 3. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the label. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 4.

Step 4. In the grid, you can select address attribute types to consider. For example, you have a "Holiday greetings" attribute you use to flag addresses to use for holiday cards. When you select Include in the **Action** column and Holiday greetings in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

Step 5. In the **If no address is found** field, select what to do if a valid address is not found. In *Student Billing*, you can select “Print with no address”, “Remove record from run”, or “Print specific address”.

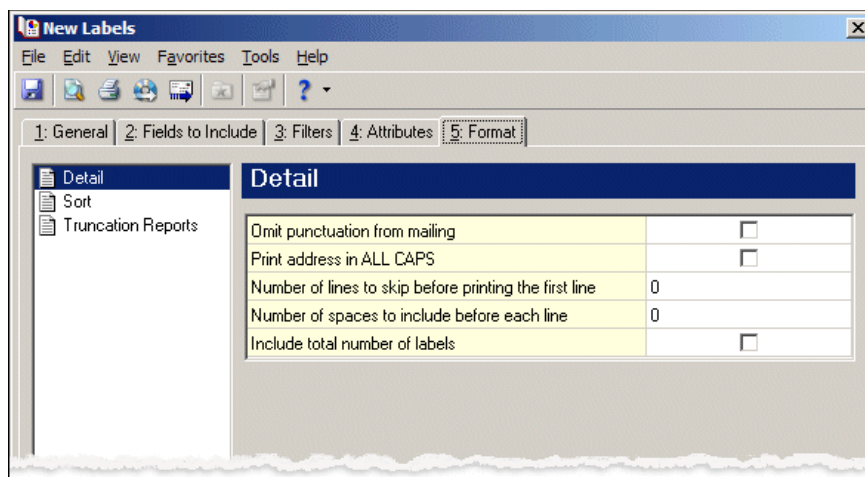
If you select to print a specific address, the **Use** field appears so you can select the address type to use when a record does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

Format Tab

You can use the Format tab to designate the format of the labels. Settings on this tab determine the appearance of the labels. You can sort the labels and make selections for truncation reports. When you select a formatting area from the list on the left, selections appear on the right.

You can print a truncation report to determine the records whose information does not fit on the label as you designed it to print. The report displays truncation information for a variety of font sizes so you can determine the best options for the labels. When you print a truncation report from Labels, the program checks settings entered on the labels tabs to determine records whose information does not fit on the label. For more information about label truncation reports, see the Label Truncation Report chapter.

Detail. You can use **Detail** to make printing selections for the labels.



To print no punctuation on the labels, mark the checkbox in the **Omit punctuation from mailing** row.

To print the address or the name of the asset in all capital letters, mark the checkbox in the **Print address/asset in ALL CAPS** row.

To leave space before the first row of printing on the labels, enter a number in the **Number of lines to skip before printing the first line** row.

To leave space at the beginning of each line on the labels, enter a number in the **Number of spaces to include before each line** row.

To print the total number of labels processed in the run immediately after the last label, mark the checkbox in the **Include total number of labels** row.

Include message on the same line as [] — To print a message before a selected field on the same line, select a field in this row. The available fields are those you selected on the Fields to Include tab. You define the message to print by selecting the **User-defined message** field on the Fields to Include tab and entering the message on the Field Options screen that appears.

Combine labels for each spouse pair — Mark this checkbox to print one label for each married couple. This option appears only if you selected a relationship record type in the **Create labels for** field on the General tab.

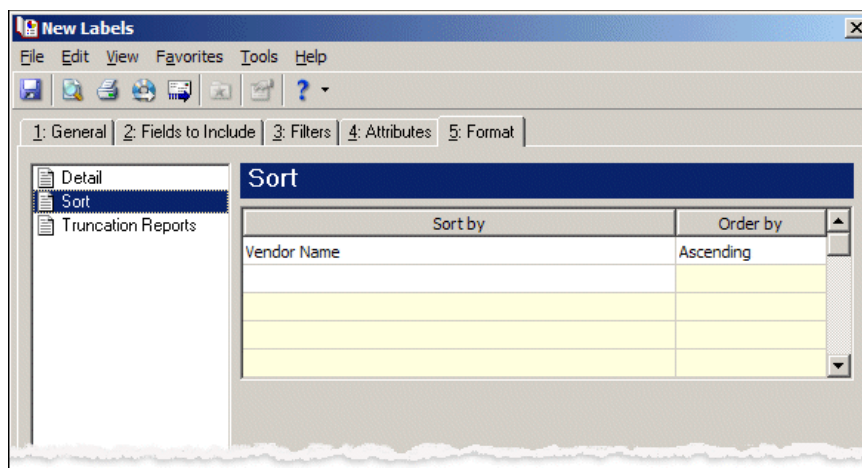
For example, when printing labels for student relationships, if you mark this option, one label prints for both the mother and father of a student. The address and name used for the spousal pair is the first of the spouses listed on the record's Relationship tab. If this option is unmarked, two labels print— one for each parent.

Combine labels for <record type> with the same related record — Mark this checkbox to print one label for each relationship. This option appears only if you selected a relationship record type in the **Create labels for** field on the General tab.

For example, when two students have the same father, if this option is marked, only one label prints for the father. If the option is unmarked, two labels print for the father — one for each student. If you mark this option and also mark **Combine labels for each spouse pair**, one label prints for the mother and father of the two students.

If you mark **Combine labels for <record type> with the same related record** and include the **<Record type> name** field on the Fields to Include tab, the name for each record related to the relation prints as a separate line on the label.

Sort. You can use **Sort** to select the order to print labels. When you select **Sort**, a grid displays the categories, such as Vendor Name, Client Name, Asset Number, Employee Name, or Student Name, you can sort for the labels.

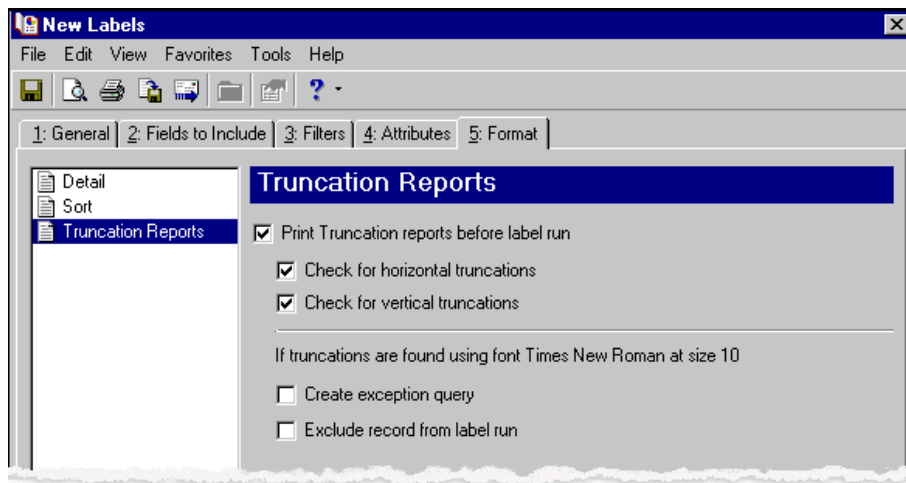


Note: We recommend you preview the run before printing to help minimize errors in printing the labels.

In the first row in the **Sort by** column, select the record type by which to sort the labels.

In the **Order by** column, select Ascending to sort labels alphabetically or Descending to sort them in reverse alphabetical order.

Truncation Reports. You can use **Truncation Reports** to determine the records whose information does not fit on the label as you designed it to print.



To preview or print a truncation report before printing labels, mark **Print Truncation reports before label run**. The truncation report compares information selected on the tabs with the font size and label type selected. If you preview the labels, you can also preview the report. When you print, export, or send the labels as email, the report prints.

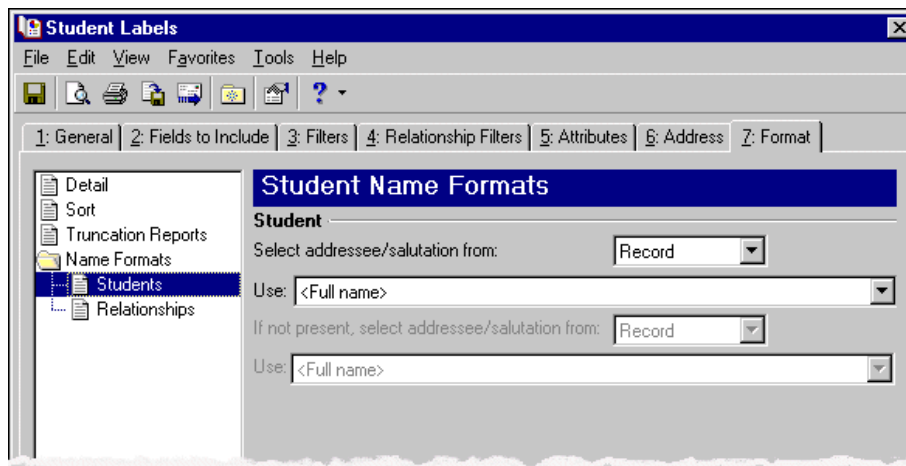
To check for horizontal and vertical truncations, mark **Check for horizontal truncations** and **Check for vertical truncations**.

To create a static query of records for which labels truncate, mark **Create exception query**.

Note: If you mark **Exclude record from label run**, we recommend you also mark **Create exception query** so you have a record of labels that do not print.

After the program prints the truncation report, you get a message asking if you want to print the labels. If you mark **Exclude record from label run**, truncated labels do not print.

Name Formats. In *Student Billing*, you can use **Name Formats** to format how names appear on labels you can format how names appear for employees, organizations, individuals, students, and relationships. In the tree view on the left, you can select the record type to format.



If you selected Organization or Organization Relationships in the **Create labels for** field on the General tab, in the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

For Students or Individuals, in the **Select addressee/salutation from []** field, select Record or Configuration.

If you select Record, in the **Use** field, select the full name, primary addressee, or primary salutation as defined on the record.

If you select Configuration, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present...Select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on records. For example, if you select to use the Primary salutation, and you have students without a defined Primary salutation on the Addressees/Salutations tab, the second name format is used. If you select <Full name> in the **Use** field, this field is disabled.

Creating Labels

Using Labels, you can create labels with vendor, client, and asset information. For example, in **Accounts Payable**, you can print mailing labels for vendors, or, in **Fixed Assets**, you can print labels to affix to office furniture.

The Financial Edge is compatible with many standard label sizes; however, if the label size you use is not compatible, you can export the information gathered by the mail task to another application compatible with the label type you want to use. For more information about exporting in *Mail*, see the Mail Basics chapter.

► Creating labels

For the following example, we create labels for assets. Specific entries and selections may be different, but you can follow the same procedure for creating labels in **Accounts Payable**, **Accounts Receivable**, or **Student Billing**.

Note: If you are creating labels in **Accounts Payable** or **Accounts Receivable**, click **Labels, Cards, and Envelopes** from the Mail page. In **Student Billing**, click **Labels Envelopes**

1. From the Mail page in **Fixed Assets**, click **Labels** or select the Labels navigation tab. The Labels page appears.
2. In the list on the left, select **Labels** and click **New** on the action bar. The New Labels screen opens on the General tab.
3. In the **Label type** grid, select “Avery® 5161”, the label type you are using.
4. In the **Label font** and **Barcode font** fields, select “Arial” and “3 of 9 Barcode”, the fonts to use for the text and bar code on the label.
5. In the **Font size** field, select “8”, the font size for the labels.
6. In the **Start printing in row** and **Column** fields, select “1” because you are using a new sheet of labels.

7. To create a static query of the asset records for which you are printing labels, mark **Create an output query of assets**.

New Labels

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Attributes 5: Format

Label type:

Type	Size	Across	Down	Description
Avery® 5161	1 x 4	2	10	Laser Address

Label font: Arial Barcode font: 3 of 9 Barcode

Font size: 8

Start printing in row: 1 Column: 1

☒ Create an output query of assets

Report Orientation: Portrait

Note: Certain fields have additional selections associated with them. When you select these fields in the **Field Name** column, you must select additional information for that field in the **Options** column. For example, if you select **Disposal Method**, you can select Sale or Stolen to use on the labels.

8. Click **Next** or select the Fields to Include tab.
9. In the **Field Name** column, select “Asset No.”, as a field to print on the labels. In the **Bar Code** column, mark the checkbox so the number prints as a bar code.

Repeat the steps to select “Asset Description”, “Department”, and “Location”. Mark the checkbox to use the bar code for the department and location.

New Labels

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Attributes 5: Format

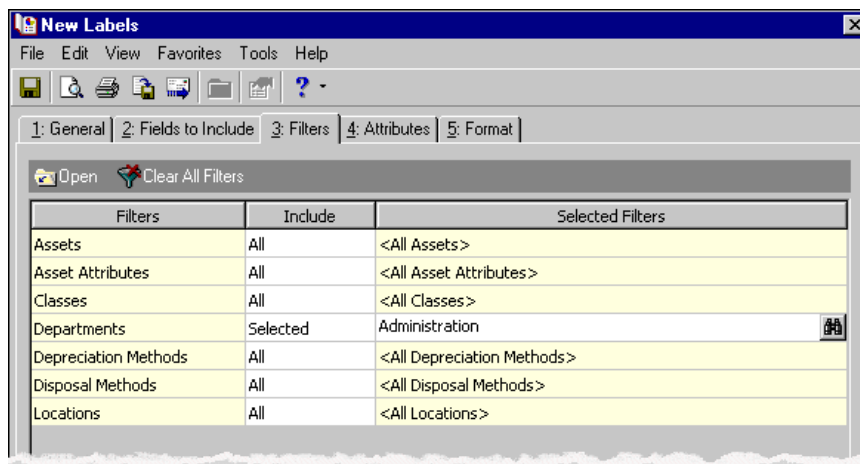
Print these fields in this order on each label:

Field Name	Options	Bar Code
Asset No.	N/A	<input checked="" type="checkbox"/>
Asset Description	N/A	<input type="checkbox"/>
Department	N/A	<input checked="" type="checkbox"/>
Location	N/A	<input checked="" type="checkbox"/>

Insert

Delete...

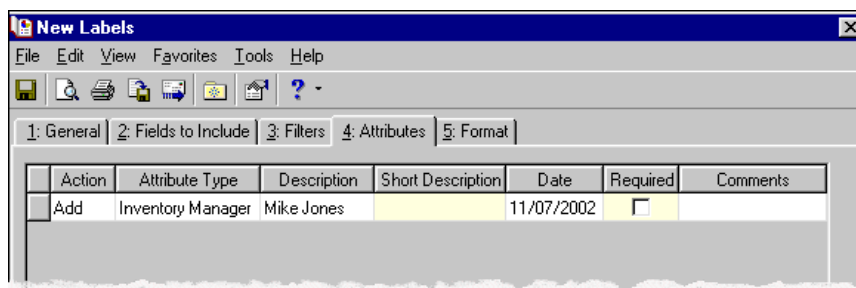
10. Click **Next** or select the Filters tab. Select the filters for records for which to print labels. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



11. Click **Next** or select the Attributes tab.
 12. In the **Action** column, select "Add". This adds the attribute to the asset record.

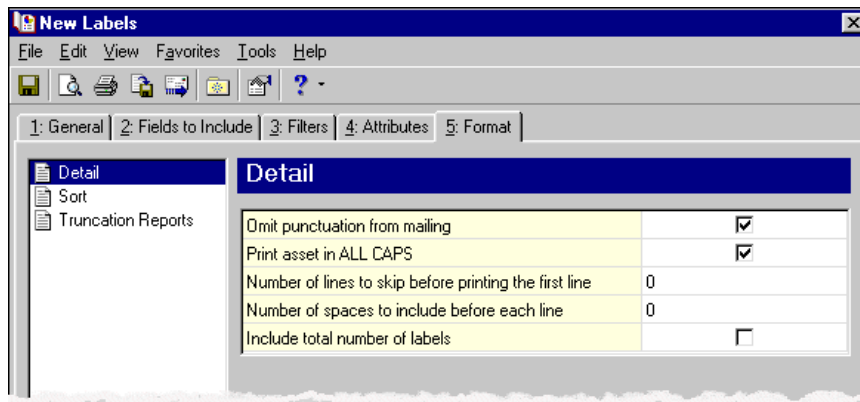
Note: Attributes are established in *Configuration*. For more information about creating attributes, see the *Configuration Guide* for that program.

13. In the **Attribute Type** column, select an attribute, for example, "Inventory Manager".
 14. In the **Description** column, enter "Mike Jones", the inventory manager for your organization.
 15. In the **Date** column, enter 11/07/2002, the date you add the attribute.

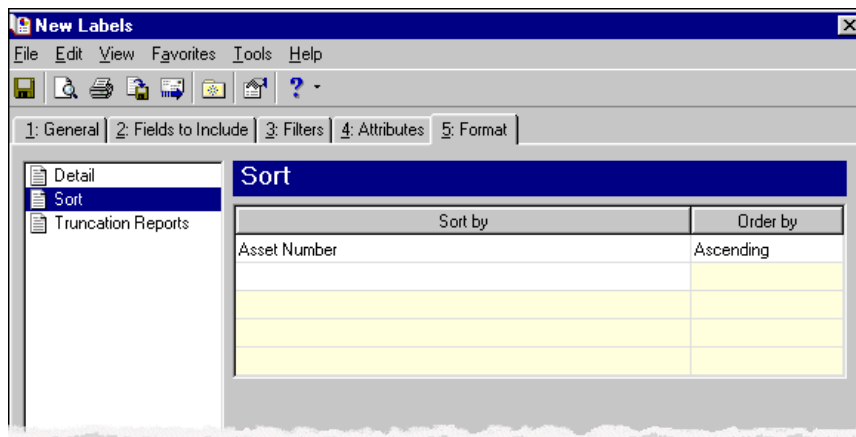


16. Click **Next** or select the Format tab.
 17. In the list on the left, select **Detail**. In the **Omit punctuation from mailing** row, mark the checkbox so the information prints with no punctuation marks.

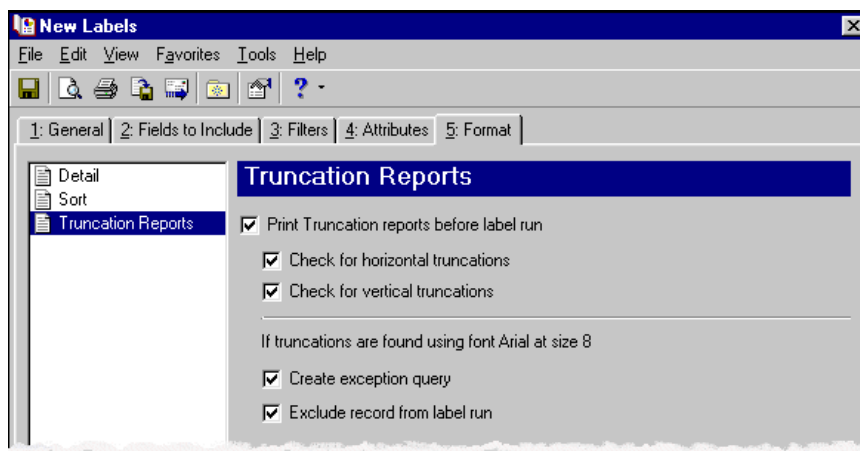
18. To make it easier to read the labels at a glance, mark the checkbox in the **Print asset in ALL CAPS** row.



19. In the list on the left, select **Sort**. In the **Sort by** and **Order by** columns on the first row, select "Asset Number" and "Ascending" to sort the labels numerically by asset number.



20. In the list on the left, select **Truncation Reports** and mark **Print Truncation reports before label run** to print a truncation report using the settings you selected on the tabs. To be sure labels print correctly, mark both **Check for horizontal truncations** and **Check for vertical truncations**.
21. So that you can have a record of labels not printed in the run, mark **Create exception query**.
22. Because you do not want labels in this run to print truncated, mark **Exclude record from label run**.

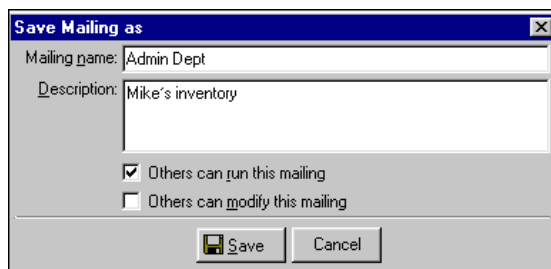


Note: If you mark **Create an output query of vendors** on the General tab, you get a message asking if you want to save the query.

23. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the labels appears. We recommend you preview the run before printing to help minimize errors in printing the labels.
24. Close the preview and return to the Format tab. For more information about previewing, see “Previewing a mailing” on page 14.
25. Click the Save button on the action bar to save the labels. The Save Mailing as screen appears.

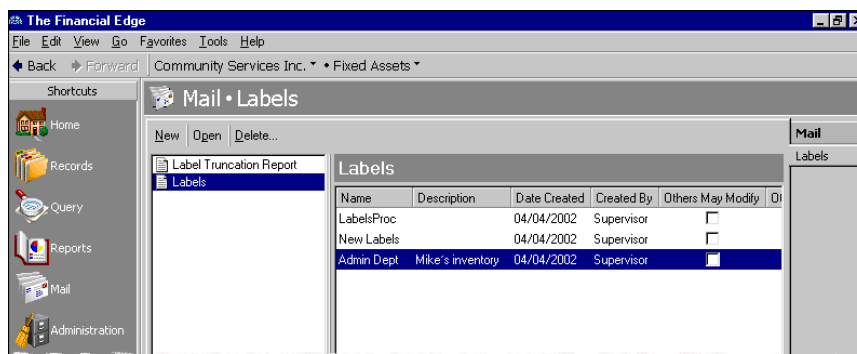
Note: A parameter is any field, option, or filter that narrows information included in an import, mailing, report, or global change. By specifying parameters, you define the output of the process. You can save parameter files to use again.

26. In the **Mailing name** and **Description** fields, enter a name and description for the parameter file.



The 'Save Mailing as' dialog box has a title bar with a close button. It contains two text input fields: 'Mailing name:' with the value 'Admin Dept' and 'Description:' with the value 'Mike's inventory'. Below these fields are two checkboxes: 'Others can run this mailing' (checked) and 'Others can modify this mailing' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

27. Click **Save** to save the labels. You return to the Format tab.
28. Close the screen. You return to the Labels page, and the labels file appears in the grid.



The screenshot shows the 'The Financial Edge' application window. The title bar says 'The Financial Edge'. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Favorites', 'Tools', and 'Help'. The breadcrumb trail shows 'Community Services Inc.' > 'Fixed Assets'. The left sidebar has 'Shortcuts' with icons for Home, Records, Query, Reports, Mail, and Administration. The main area is titled 'Mail • Labels'. It has a 'New | Open | Delete...' menu. Below this is a table with columns: Name, Description, Date Created, Created By, Others May Modify, and a small icon column. The table contains three rows: 'LabelsProc' (04/04/2002, Supervisor, checkbox), 'New Labels' (04/04/2002, Supervisor, checkbox), and 'Admin Dept Mike's inventory' (04/04/2002, Supervisor, checkbox). The 'Admin Dept Mike's inventory' row is selected. On the right side of the main area, there are two tabs: 'Mail' and 'Labels', with 'Labels' being the active tab.

Name	Description	Date Created	Created By	Others May Modify	
LabelsProc		04/04/2002	Supervisor	<input type="checkbox"/>	
New Labels		04/04/2002	Supervisor	<input type="checkbox"/>	
Admin Dept	Mike's inventory	04/04/2002	Supervisor	<input type="checkbox"/>	

Label Truncation Report



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The Mail page is the central location for creating label truncation reports in *The Financial Edge*. On the navigation bar, click **Mail** to access the Mail page. To create a Label Truncation Report in:

- **Accounts Payable** or **Accounts Receivable** — click **Labels, Cards, and Envelopes**.
- **Student Billing** — click **Labels and Envelopes**.

Then you can create new reports, open saved reports, and delete reports. The Label Truncation Report provides the address or asset information that does not fit on a selected label type. When the program checks for horizontal truncation, it determines which labels have too many characters on a single line using the selected font or font size. When creating a Label Truncation Report, we recommend you use the same options, fields, and checkboxes you use in **Labels**.

Warning: We recommend you read this chapter thoroughly. Information on these pages provides you with a working knowledge of running label truncation reports. Hands-on experience is the best way to learn, so we encourage you to try these procedures with the sample database before creating label truncation reports with your data. Visit our website at www.blackbaud.com for the latest documentation and information.

When you select **Label Truncation Report** in the list on the left of the page, a grid appears on the right displaying saved reports. You can specify parameters for a Label Truncation Report on the General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format tabs. Whether you create a new report or open a saved one, the screen opens to the General tab. You can use a variety of parameters to define the output for the Label Truncation Report in *The Financial Edge*. Saving these parameters also makes future report preparation easier.

Label Truncation Report Tabs

With the Label Truncation Report, you select parameters on tabs: General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs, you specify records, fields, and formatting options for the labels. Each tab helps you enter information in an easy and logical manner.

General Tab

You can use the General tab to select parameters specific to the Label Truncation Report. When you create labels, fields you select may not fit on the label type you use.

New Label Truncation Report

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Format

Truncations based on: ☒ Primary address for vendor:
☐ Default invoice address:
☐ Default purchase order address:

Label type:

Type	Size	Across	Down	Description
Avery® 5161	1 x 4	2	10	Laser Address

Label font: Times New Roman

From size: 10 To size: 19

☒ Check for vertical truncations
☒ Check for horizontal truncations

☐ Create an output query of vendors

Report Orientation: Portrait

< Back Next > Cancel Print Preview

Truncations based on. This area appears on the General tab in **Accounts Payable** and **Accounts Receivable** so you can check the truncation for addresses to use on the labels.

In **Accounts Payable** — To check truncation for the primary address from the vendor record, mark **Primary address for vendor**. To check truncation for addresses used on invoices and purchase orders for the vendors, mark **Default invoice address** and **Default purchase order address**.

In **Accounts Receivable** — To check truncation for the client record, mark **Primary address for client**. To check truncation for the Bill to and Ship to addresses, mark these options.

In **Student Billing** — In the **Truncations based on** field, select the record type to check label truncation for. You can create labels for students, student relationships, individuals, individual relationships, organizations, organization relationships, records, and record relationships.

Exclude deceased? In **Student Billing**, if you select a relationship in the **Truncations based on** field, the **Exclude deceased?** option appears. Mark this option to omit deceased relations from the truncation report.

Note: The **Type** column also displays a graphic representation for the label type. For example, labels that print on a laser printer display a printer graphic next to the label type.

Label type. In the **Label type** grid, you can select the type of label for which to check truncation. The **Type** and **Size** columns list label types and dimensions compatible with **The Financial Edge**. The **Across** column displays the number of labels across the width of a sheet of labels, and the **Down** column displays the number of labels down the length of a sheet. The **Description** column provides additional details about each label type.

The Financial Edge is compatible with many standard label types; however, if the label size you use is not available, you can export a data file with the information so you can print labels using another application. For more information about exporting, see the Mail Basics chapter.

Label font. In the **Label font** field, select a text type to use on the labels.

Note: Based on selections in the **From size** and **To size** fields, the report displays the number of characters for each font size that fit vertically on the label type you select. You can check 10 font sizes at a time, ranging from size 6 to 19.

From size. In the **From size** field, select the smallest size text for the program to check.

To size. In the **To size** field, select the largest size text for the program to check.

Check for vertical truncations. To determine whether fields you select fit on the label, mark **Check for vertical truncations**.

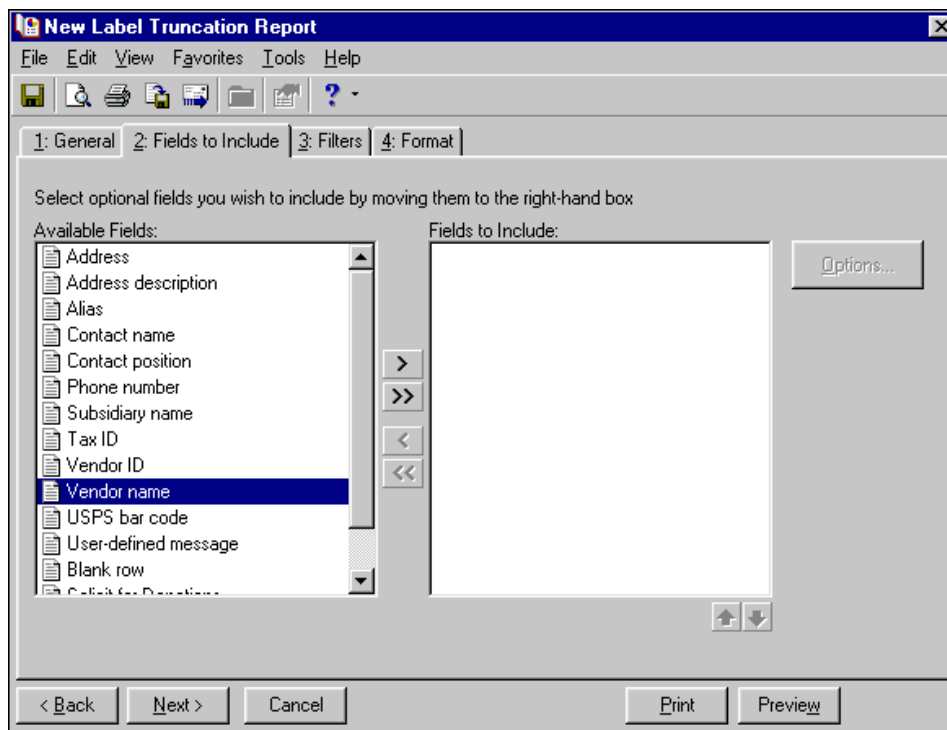
Check for horizontal truncations. To determine whether characters fit on a single line on the label, mark **Check for horizontal truncations**.

Create an output query of []. To create a query of the records for which you check truncation, mark **Create an output query of []** and select the record type.

Report orientation. The Label Truncation Report automatically prints in portrait orientation.

Fields to Include Tab

You can use the Fields to Include tab to select fields to appear on the label truncation report, for example, address, contact name, and phone number. The fields that appear depend on which program you are using. You cannot add to the list of available fields.



Note: The fields you select appear on the label truncation report in the order you select. Use the up and down arrows to change the order of the fields.

Available Fields. The **Available Fields** box contains all the fields you can print on labels. The fields available depend on the program in which you are working.

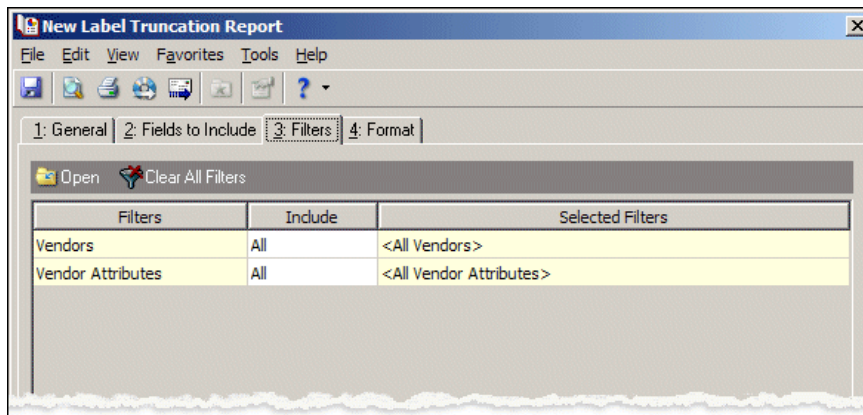
Fields to Include. The **Fields to Include** box contains all fields selected to print on the labels. To move a field from the **Available Fields** box to the **Fields to Include** box, select the field and click the single right arrow. To move all the fields from the **Available Fields** box to the **Fields to Include** box, click the double right arrow.

Note: Certain fields have additional selections associated with them. When you move these fields to the **Fields to Include** box, the Field Options screen appears. For example, if you select **Phone number**, you can select Business or Fax as the phone type to use.

Options. When you include a field with associated options, you can click **Options** to see more information about the field. If a field does not have associated options, the **Options** button is disabled.

Filters Tab

You can use the Filters tab to include records based on selected criteria, such as vendors, clients, asset numbers, or students. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

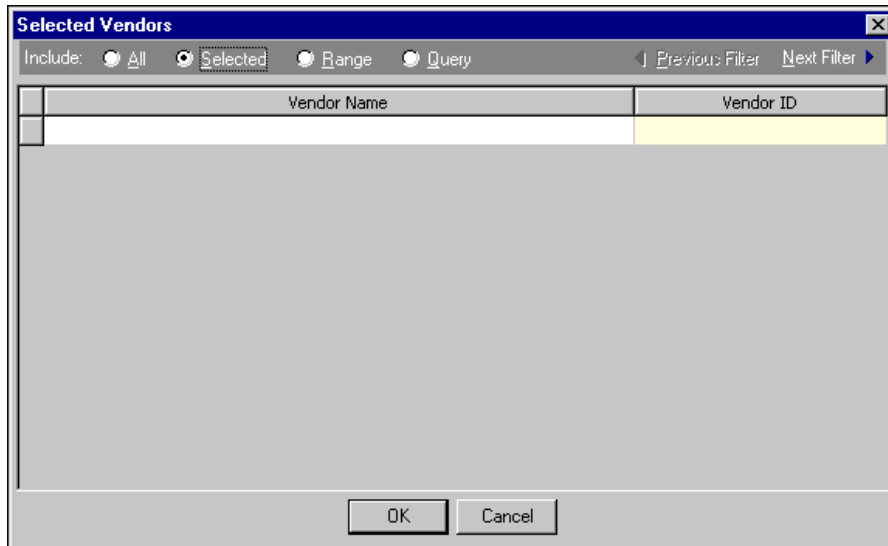
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Relationship Filters Tab

In *Student Billing*, if you select a relationship record type in the **Truncations based on** field on the General tab, the Relationship Filters tab appears. On this tab you select filters to determine which relationship types to include in the label truncation report. For example, to address labels to the father and mother of students, you select Father and Mother for the Relationship Type filter.

If you use a Related <Record Type> filter, such as Related Individuals, you can select individuals or use a query. If you use more than one of the Related <Record Type> filters, the truncation report includes a combination of the filters results. For example, if you select a query of related Individuals and a query of Related Students, the records included in the report include the selected Related Individuals in addition to the selected Related Students.

Filters	Include	Selected Filters
Relationship Types	All	<All Relationship Types>
Related Records	All	<All Related Records>
Related Record Types	All	<All Related Record Types>

Limit results to:

Payers:

Statement recipients:

Statement copy recipients:

Using the options below the filters grid, you can define additional criteria for including or excluding relations. If you select "Ignore" for a criterion, the program does not consider it when processing.

Payers []. You can select to include, exclude, or ignore relations designated as payers.

Statement recipients []. You can select to include, exclude, or ignore relations designated to receive statements.

Statement copy recipients []. You can select to include, exclude, or ignore relations designated to receive statement copies.

Address Tab

In **Student Billing**, use the Address tab to specify which addresses to use for the label truncation report. The program compares the parameters you define on this tab with address information entered on the Addresses tab of records to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the record that meets the defined parameters is used on the report. You can also specify what to do if no valid address is found.

If you selected Organizations in the **Truncations based on** field on the General tab, the **Mail to** field appears. In this field, select the organization address to use.

New Label Truncation Report

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Address 5: Format

Validate addresses as of: Today

☒ Consider seasonal addresses

If no seasonal addresses are found, consider these addresses

Addresses: <First address found> Home Business Vacation School

Addresses to consider, in order of importance: <Primary address>

Action	Attribute Type	Value

If no address is found: Print with no address

< Back Next > Cancel Print Preview

Note: Any address with No mail selected in the **Send [] to this address** field on the Address Attributes tab is automatically excluded as a possible address.

Step 1. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the label truncation report. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 2. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 3.

Step 3. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the truncation report. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 4.

Step 4. In the grid, you can select address attribute types to consider. For example, you have a “Holiday greetings” attribute you use to flag addresses to use for holiday cards. When you select Include in the **Action** column and Holiday greetings in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

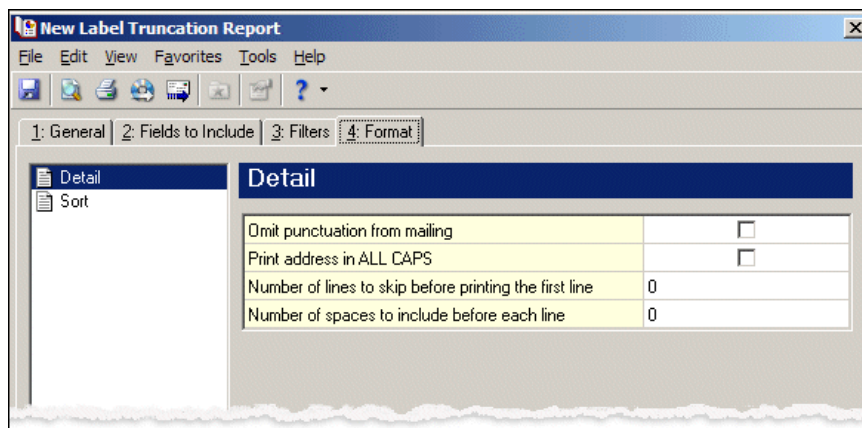
Step 5. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a record does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

If you selected Organizations in the **Truncations based on** field on the General tab, the **If no contact is found** field appears. You can select Print organization name with no address, Remove record from run, or Print specific organization address.

Format Tab

You can use the Format tab to designate the format and sorting order of the labels in the report. When you select a formatting area from the list on the left, selections appear on the right.

Detail. You can use **Detail** to make printing selections for the labels.



To print no punctuation on the labels, mark the checkbox in the **Omit punctuation from mailing** row.

To print the address or the name of the asset in all capital letters, mark the checkbox in the **Print address/asset in ALL CAPS** row.

To leave space before the first row of printing on the labels, enter a number in the **Number of lines to skip before printing the first line** row.

To leave space at the beginning of each line on the labels, enter a number in the **Number of spaces to include before each line** row.

To leave space at the beginning of each line on the labels, enter a number in the **Number of spaces to include before each line** row.

Include message on the same line as [] — To print a message before a selected field on the same line, select a field in this row. The available fields are those you selected on the Fields to Include tab. You define the message to print by selecting the **User-defined message** field on the Fields to Include tab and entering the message on the Field Options screen that appears.

Combine labels for each spouse pair — Mark this checkbox to print one label for each married couple. This option appears only if you selected a relationship record type in the **Create labels for** field on the General tab.

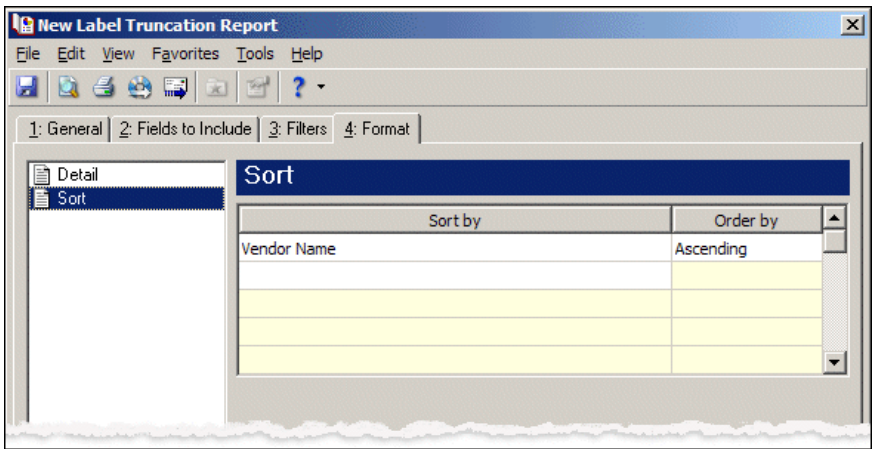
For example, when printing labels for student relationships, if you mark this option, one label prints for both the mother and father of a student. The address and name used for the spousal pair is the first of the spouses listed on the record's Relationship tab. If this option is unmarked, two labels print— one for each parent.

Combine labels for <record type> with the same related record — Mark this checkbox to print one label for each relationship. This option appears only if you selected a relationship record type in the **Create labels for** field on the General tab.

For example, when two students have the same father, if this option is marked, only one label prints for the father. If the option is unmarked, two labels print for the father — one for each student. If you mark this option and also mark **Combine labels for each spouse pair**, one label prints for the mother and father of the two students.

If you mark **Combine labels for <record type> with the same related record** and include the **<Record type> name** field on the Fields to Include tab, the name for each record related to the relation prints as a separate line on the label.

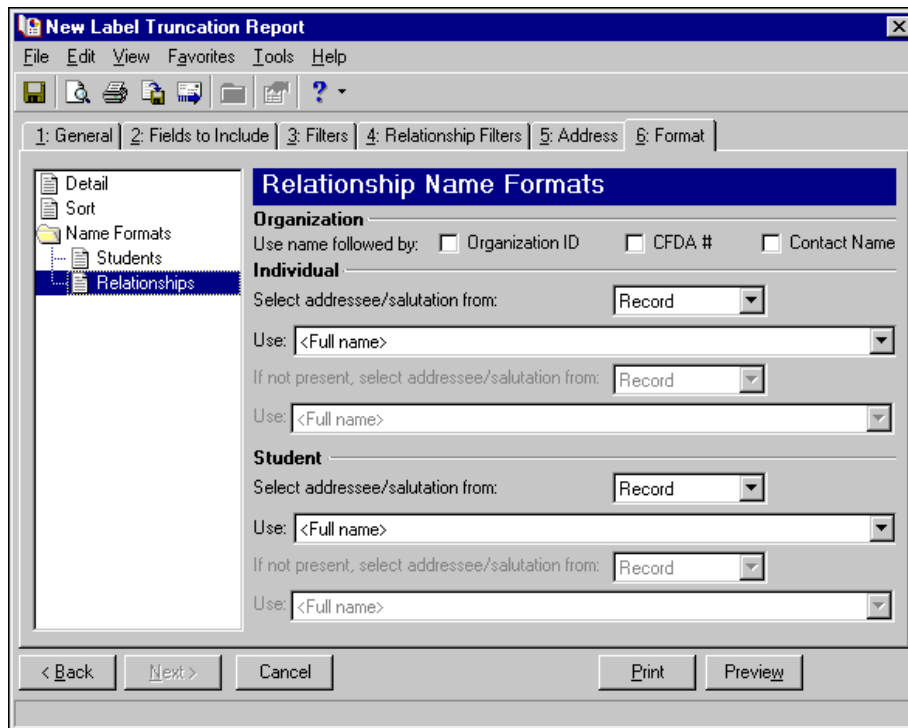
Sort. You can use **Sort** to select the order to print labels. When you select **Sort**, a grid displays the categories, such as ZIP Code or asset number, you can sort.



In the first row in the **Sort by** column, select the record type by which to sort the labels.

In the **Order by** column, select Ascending to sort labels alphabetically or Descending to sort them in reverse alphabetical order.

Name Formats. In *Student Billing*, you can use **Name Formats** to format how names appear on labels you can format how names appear for employees, organizations, individuals, students, and relationships. In the tree view on the left, you can select the record type to format.



If you selected Organization or Organization Relationships in the **Create labels for** field on the General tab, in the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

For Students or Individuals, in the **Select addressee/salutation from []** field, select Record or Configuration.

If you select Record, in the **Use** field, select the full name, primary addressee, or primary salutation as defined on the record.

If you select Configuration, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present...Select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on records. For example, if you select to use the Primary salutation, and you have students without a defined Primary salutation on the Addressees/Salutations tab, the second name format is used. If you select <Full name> in the **Use** field, this field is disabled.

Creating Label Truncation Reports

With the Label Truncation Report, you can run a report and easily determine the information that does not fit on the label you create. This can save you time running labels because you can make sure everything fits on the labels before printing them. *The Financial Edge* is compatible with many standard label sizes; however, if the label size you use is not available, you can export the information gathered by the mail task to another application compatible with the label type you use. For more information about exporting in *Mail*, see the Mail Basics chapter.

► Creating a label truncation report

Specific entries and selections may differ, but you can follow the same procedure for creating the Label Truncation Report in **Accounts Payable**, **Accounts Receivable**, or **Student Billing**.

Note: If you are creating the Label Truncation Report in **Accounts Payable** or **Accounts Receivable**, click **Labels, Cards, and Envelopes** on the Mail page.

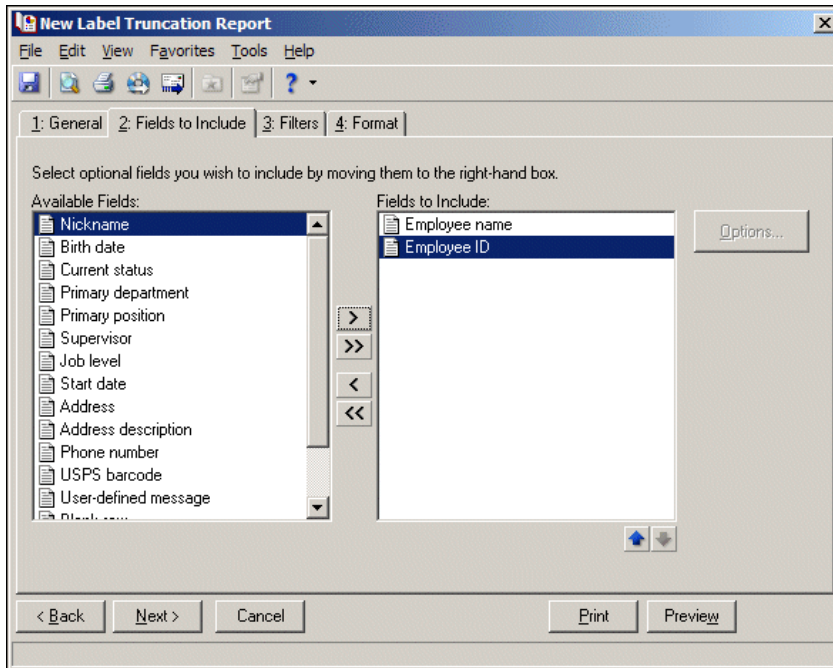
1. From the Mail page, click **Labels and Envelopes**. The Labels and Envelopes page appears.
2. In the list on the left, select **Label Truncation Report** and click **New** on the action bar. The New Label Truncation Report screen opens on the General tab.
3. In the **Label type** grid, select “Avery® 5161”, a label type you use.
4. In the **Label font** and **Barcode font** fields, select “Arial” and “3 of 9 Barcode”, the fonts to use for the text and barcode on the label.
5. In the **From size** field, select “10”, the smallest font size to check. In the **To size** field, select “19”, the largest font size to check.
6. To determine whether selected fields fit on the label, mark **Check for vertical truncations**.
To determine whether characters in the selected font and size fit on a single line on the label, mark **Check for horizontal truncations**.
7. To create a static query of the asset records for which you are printing labels, mark **Create an output query of assets**.

Type	Size	Across	Down	Description
Avery® 5161	1 x 4	2	10	Laser Address

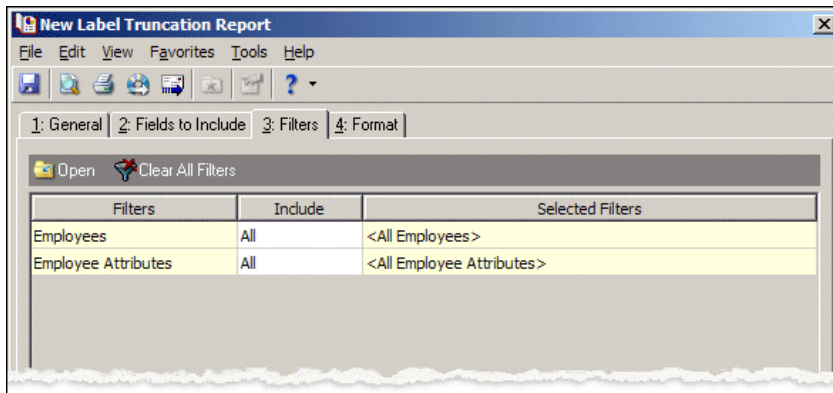
Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

8. Click **Next** or select the Fields to Include tab.
9. Select **Employee name**, and **Employee ID** as fields to appear in the report.

The items that appear in the **Available Fields** box depend on the program you are using.



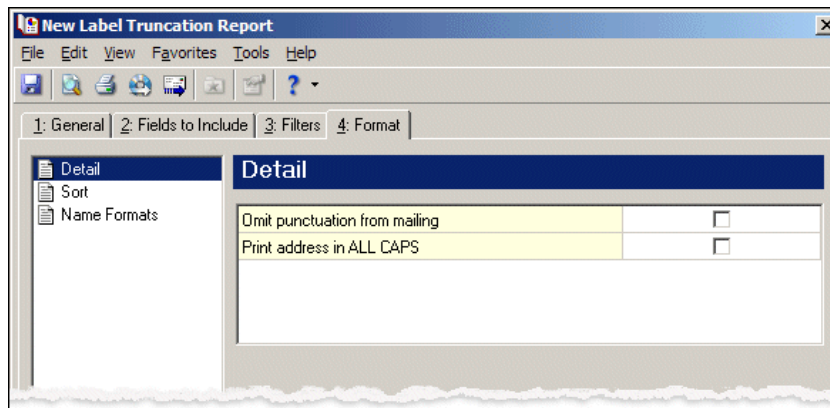
10. Click **Next** or select the Filters tab. Select the filters determining for which records you want to check labels. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



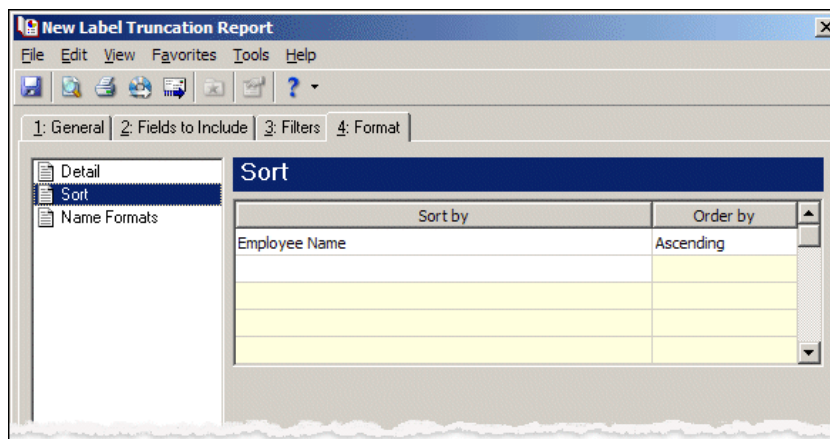
11. Click **Next** or select the Format tab.
12. In the list on the left, select **Detail**. So the information appears with no punctuation marks, in the **Omit punctuation from mailing** row, mark the checkbox.

Note: In *Accounts Payable* and *Accounts Receivable*, the checkbox appears as **Print address in ALL CAPS**.

To see if all capital letters fit on the label, mark the checkbox in the **Print asset in ALL CAPS** row.



13. In the list on the left, select **Sort**. In the **Sort by** and **Order by** columns on the first row, select “Employee Name” and “Ascending” to sort the labels numerically by asset number.



Note: If you mark **Create an output query of** on the General tab, the Save Static Query screen appears so you can name and save the query.

14. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the Label Truncation Report appears.
15. Close the preview and return to the Format tab.
16. Click the Save button on the action bar to save the labels. The Save Mailing as screen appears.
17. In the **Mailing name** and **Description** fields, enter a name and description for the report.
18. Click **Save** to save the Label Truncation Report. You return to the Format tab.

Note: If you are in **Accounts Payable** or **Accounts Receivable**, you return to the Labels, Cards, and Envelopes page.

19. Close the screen. You return to the Labels page, and the report appears in the grid.

Cards



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The Mail page is the central location for generating Rolodex and index cards in **Accounts Payable**. On the navigation bar, click **Mail** to access the Mail page. To create cards, click **Labels, Cards, and Envelopes**. From here, you can create new cards, open saved cards, and delete cards.

Warning: We recommend you read this chapter thoroughly. Information on these pages provides you with a working knowledge of printing cards. Hands-on experience is the best way to learn, so we encourage you to try these procedures with the sample database before creating cards with your data. Visit our website at www.blackbaud.com for the latest documentation and information.

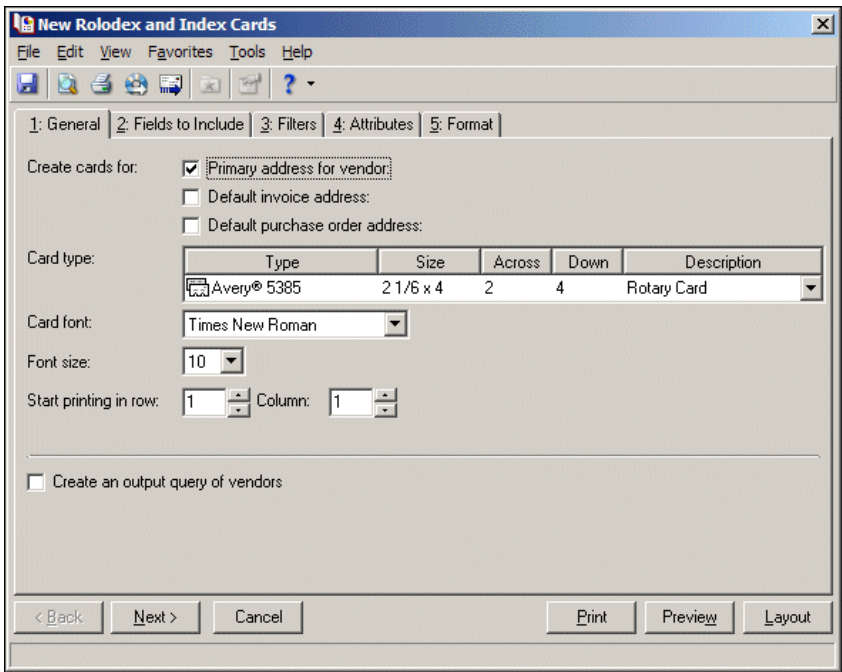
When you select **Rolodex and Index Cards** in the list on the left of the page, a grid appears on the right displaying saved cards. You can specify parameters for cards on the General, Fields to Include, Filters, Attributes, and Format tabs. Whether you create new cards or open saved cards, the screen opens to the General tab. You can use a variety of parameters to define the output for cards in **Accounts Payable**. Saving these parameters also makes future card preparation easier.

Card Tabs

In Rolodex and Index Cards, you select parameters on tabs: General, Fields to Include, Filters, Attributes, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs, you specify records, fields, and formatting options for the cards. Each tab helps you enter information in an easy and logical manner.

General Tab

You can use the General tab to select parameter settings specific to cards.



Create cards for. In this area of the General tab, you can select addresses to print on the cards. To print the primary address from the vendor record, mark **Primary address for vendor**. To print addresses used on vendor invoices and purchase orders, mark **Default invoice address** and **Default purchase order address**.

Note: The **Type** column also displays a graphic representation for the card type. For example, cards that print on a rotary Rolodex card display a rotary card graphic next to the card type.

Card type. In the **Card type** grid, select the type of card to use. The **Type** and **Size** columns list card types and dimensions. The **Across** column displays the number of cards across the width of a sheet of cards, and the **Down** column displays the number of cards down the length of a sheet. The **Description** column provides additional details about each card type.

The Financial Edge is compatible with many standard card types; however, if the card you use is not available, you can export a data file with the information so you can print cards using another application. For more information about exporting, see the Mail Basics chapter.

Card font. In the **Card font** field, select a text type to use on the cards.

Note: The font type and size you select may impact the amount of information you can print on the cards.

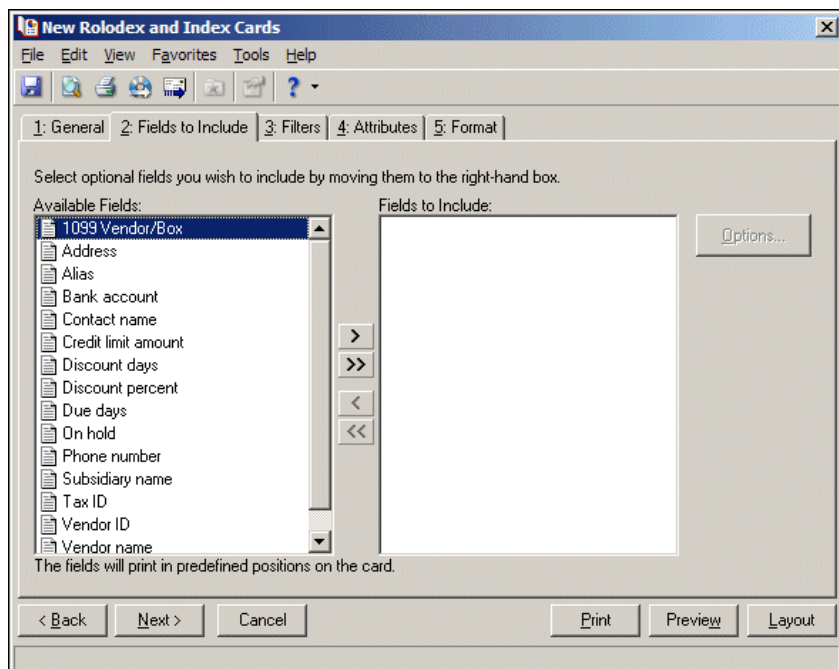
Font size. In the **Font size** field, select a size for the text on the cards.

Start printing in row/Column. You can start printing cards at any location on a sheet of cards. For example, if you have a sheet that is partially used, you can use the **Start printing in row/column** fields to indicate the location of the first unused card on the sheet.

Create an output query of vendors. To create a query of vendors for which you run cards, mark **Create an output query of vendors**.

Fields to Include Tab

You can use the Fields to Include tab to select fields to appear on the cards processed by the mail task, for example, vendor ID, contact name, and phone number. All fields appear automatically in the **Fields to Include** box. To remove fields from the cards, select a field and click the left arrow to move it into the **Available Fields** box.



Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

Available Fields. The **Available Fields** box contains all fields you can include on cards.

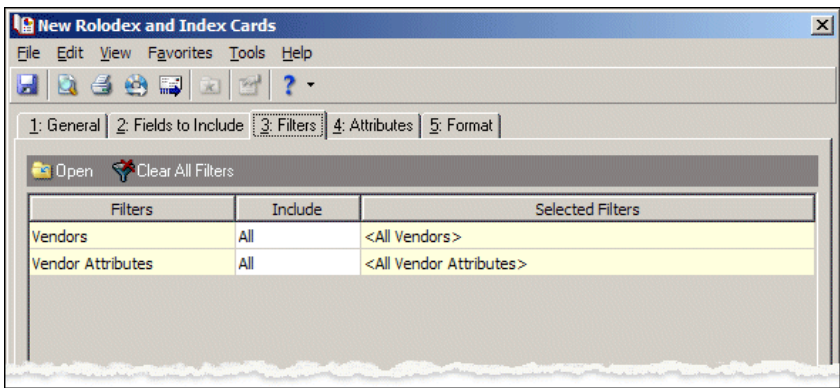
Fields to Include. The **Fields to Include** box contains all fields included on the cards. To move a field from the **Available Fields** box to the **Fields to Include** box, select the field and click the single right arrow or double-click the field. To move all the fields from the **Available Fields** box to the **Fields to Include** box, click the double right arrow.

Note: Certain fields have additional selections associated with them. When you move these fields to the **Fields to Include** box, the Field Options screen appears. For example, if you select **Phone number**, you can select Business or Fax as the phone type to use.

Options. When you include a field with associated options, you can click **Options** to see more information about the field. If a selected field does not have associated options, the **Options** button is disabled.

Filters Tab

You can use the Filters tab to include records based on selected criteria, such as vendors or vendor attributes. For example, you may be printing new Rolodex cards for vendors but not all of them at one time. You can include only those vendors whose names begin with A through H. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Open. To access the Selected <Filter> screen so you can select specific filters, select a filter in the grid and click **Open**.

Clear All Filters. To remove all selected filters from the cards, click **Clear All Filters**.

Note: A filter is a requirement records must meet to be included in a query, report, mailing, template, or other grouping. For example, if you apply the Vendors filter when creating a mailing, only the vendors you select are included in the mailing. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

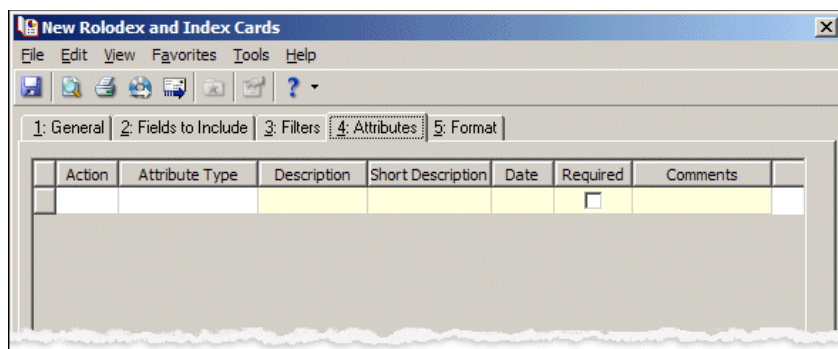
Filters. The **Filters** column lists all filters available for the cards. You cannot edit this column.

Include. In the **Include** column, select All or Selected. If you choose Selected, the Selected <Filter> screen opens so you can designate specific filters.

Selected Filters. The filters you specify appear in the **Selected Filters** column.

Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for vendors when you print cards. For example, you may want to print Rolodex cards for vendors who are also volunteers with your organization. You can add the attribute to the vendor record when you print the cards.



Note: An attribute is a tool used to group information based on a common theme. With attributes defined, you can filter information to your specifications. Records in *The Financial Edge* that can have attributes include accounts, projects, transactions, actions, vendors, purchase orders, invoices, credit memos, and assets.

Action. In the **Action** column, you can add, delete, or update attributes on the records when you print cards.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. In the **Short Description** column, a brief description of the attribute type appears when you select a type in the **Attribute Type** column.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

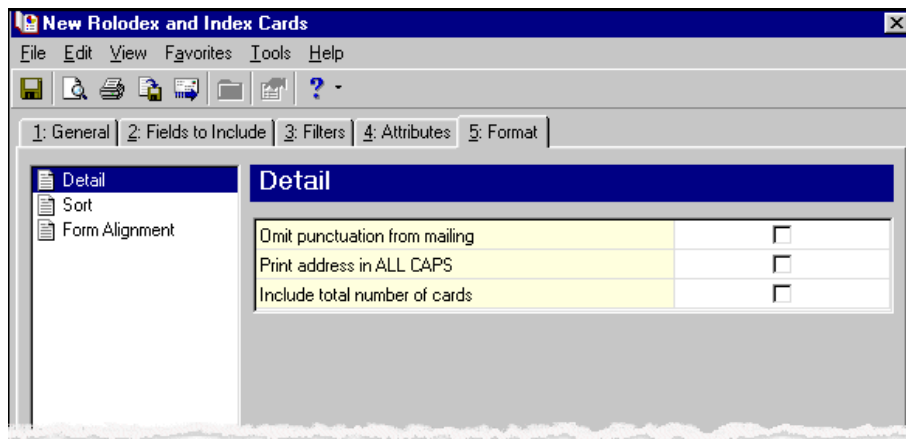
Note: Attribute types are established in *Configuration*. For more information about attributes, see the *Configuration Guide for Accounts Payable*.

Comments. In the **Comments** column, you can enter additional information about the attribute type.

Format Tab

You can use the Format tab to designate the format of the cards. Settings on this tab determine the appearance of the cards. You can sort the cards and adjust alignment of the printing on the cards. When you select a formatting area from the list on the left, selections appear on the right.

Detail. You can use **Detail** to make printing selections for the cards.

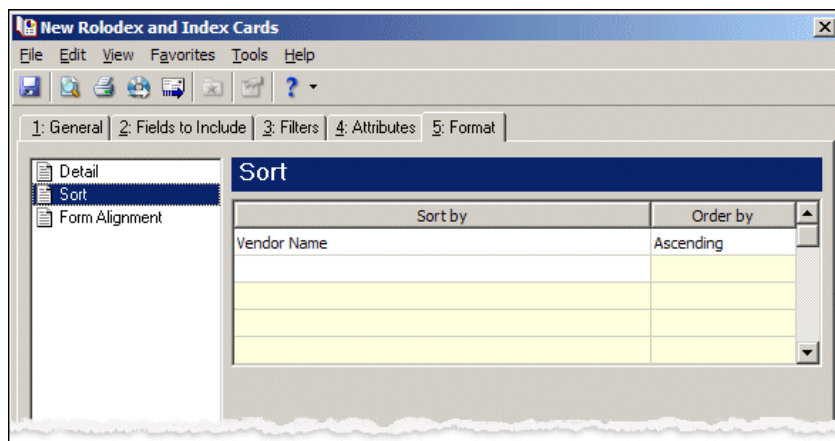


To print no punctuation on the cards, mark the checkbox in the **Omit punctuation from mailing** row.

To print the vendor address in all capital letters, mark the checkbox in the **Print address in ALL CAPS** row.

To print the total number of cards processed in the run immediately after the last card, mark the checkbox in the **Include total number of cards** row.

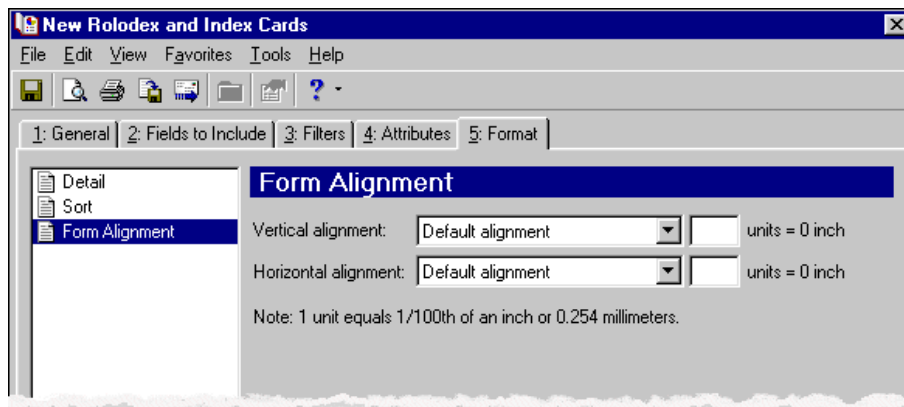
Sort. You can use **Sort** to select the order to print cards. When you select **Sort**, a grid displays the categories you can sort for the cards.



In the first row in the **Sort by** column, select the record type by which to sort the cards, such as vendor name or ZIP Code.

In the **Order by** column, select Ascending to sort cards alphabetically or Descending to sort them in reverse alphabetical order.

Form Alignment. You can use **Form Alignment** to specify vertical and horizontal alignment of the cards when you print.



Note: The maximum alignment adjustment you can enter is 99. This moves the margin .99 inch.

In the **Vertical alignment** field, you can adjust the top margin for printing. You can select Default alignment, Move printed information up, or Move printed information down and enter how much to move the information. For example, if you select Move printed information up and enter 2, the information prints .02 inch higher on the page.

In the **Horizontal alignment** field, you can adjust the left margin for printing. You can select Default alignment, Move printed information left, or Move printed information right and enter how much to move the information. For example, if you select Move printed information left and enter 2, the information prints .02 inch toward the left on the page.

Creating Cards

Using the Labels, Cards, and Envelopes mail task, you can print Rolodex and index cards with vendor information. **The Financial Edge** is compatible with many standard card sizes; however, if the card size you use is not compatible, you can export the information gathered by the mail task to another application compatible with the card type you want to use. For more information about exporting in *Mail*, see the Mail Basics chapter.

► Creating cards

For the following example, we create index cards with vendor contact information.

1. From the Mail page in **Accounts Payable**, click **Labels, Cards, and Envelopes** or select the Labels, Cards, and Envelopes navigation tab. The Labels, Cards, and Envelopes page appears.
2. In the list on the left, select **Rolodex and Index Cards** and click **New** on the action bar. The New Rolodex and Index Cards screen opens on the General tab.
3. To print the vendor's primary address, mark **Primary address for vendor**.
4. To print laser index cards, select "Avery 5388" in the **Card type** grid.
5. In the **Card font** and **Font size** fields, select "Times New Roman" and "10".
6. In the **Start printing in row** and **Column** fields, select "1" because you are using a new sheet of cards.

7. To create a static query of the vendor records for which you are printing cards, mark **Create an output query of vendors**.

New Rolodex and Index Cards

File Edit View Favorites Tools Help

1: General 2: Fields to Include 3: Filters 4: Attributes 5: Format

Create cards for: ☒ Primary address for vendor
☐ Default invoice address:
☐ Default purchase order address:

Card type:

Type	Size	Across	Down	Description
Avery® 5385	2 1/6 x 4	2	4	Rotary Card

Card font: Times New Roman

Font size: 10

Start printing in row: 1 Column: 1

☐ Create an output query of vendors

< Back Next > Cancel Print Preview Layout

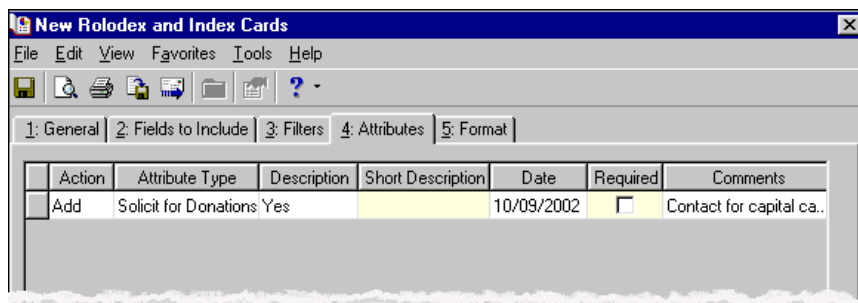
Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

8. Click **Next** or select the Fields to Include tab.
9. Select **Vendor name**, **Vendor ID**, **Address**, **Contact name**, and **Phone number**.
When you select **Phone number**, the Field Options screen appears. Select "Business".
10. Click **OK**. You return to the Fields to Include tab and the fields you selected appear in the **Fields to Include** box.
11. Click **Next** or select the Filters tab. Select the filters for records for which you want to print cards. For example, you may want to print cards only for vendors with names beginning with A through C. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.
12. Click **Next** or select the Attributes tab.
13. To add an attribute to the vendor record when you print the cards, select "Add" in the **Action** column.

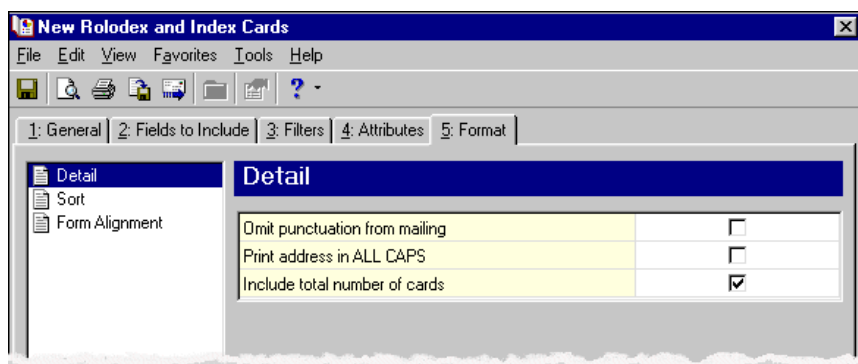
Note: Attributes are established in *Configuration*. For more information about defining attributes, see the *Configuration Guide for Accounts Payable*.

14. In the **Attribute Type** column, select an attribute.
15. In the **Description** column, select a description of the attribute.

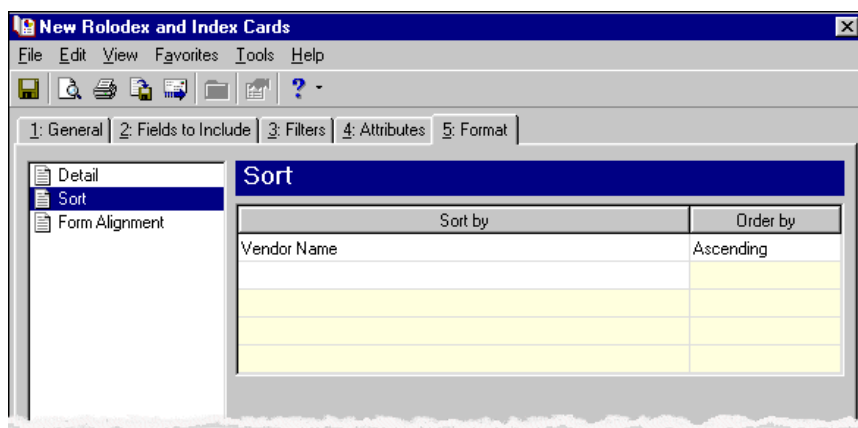
16. In the **Date** column, enter the date you add the attribute.



17. Click **Next** or select the Format tab.
 18. In the list on the left, select **Detail**.
 19. To print the total number of cards processed in the run immediately after the last card, mark **Include total number of cards**.



20. In the list on the left, select **Sort**. In the **Sort by** and **Order by** columns on the first row, select how to sort the cards.

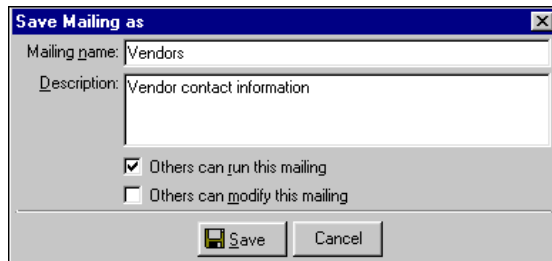


Note: If you mark **Create an output query of** on the General tab, the Save Static Query screen appears so you can name and save the query.

21. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the cards appears.
 22. Close the preview and return to the Format tab.
 23. Click the Save button on the action bar to save the cards. The Save Mailing as screen appears.

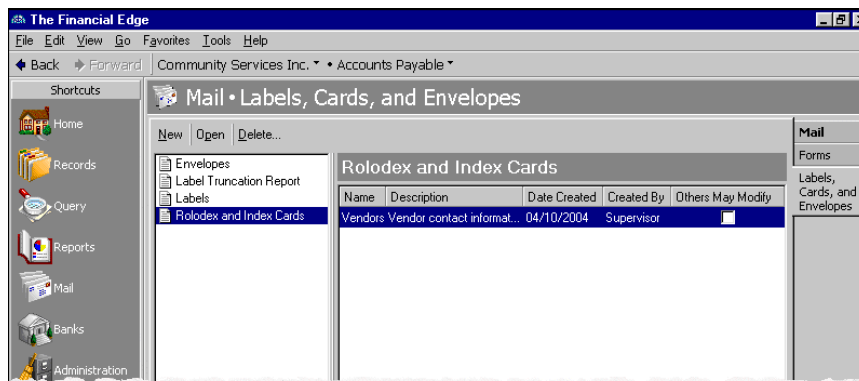
Note: A parameter is any field, option, or filter that narrows information included in an import, mailing, report, or global change. By specifying parameters, you define the output of the process. You can save parameter files to use again.

24. In the **Mailing name** and **Description** fields, enter a name and description for the parameter file.



The 'Save Mailing as' dialog box has a title bar with a close button. It contains two text input fields: 'Mailing name:' with the value 'Vendors' and 'Description:' with the value 'Vendor contact information'. Below these fields are two checkboxes: 'Others can run this mailing' (checked) and 'Others can modify this mailing' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

25. Click **Save** to save the cards. You return to the Format tab.
26. Close the screen. You return to the Labels, Cards, and Envelopes page, and the new cards appear in the grid.



The screenshot shows 'The Financial Edge' application window. The title bar includes 'File', 'Edit', 'View', 'Go', 'Favorites', 'Tools', and 'Help'. Below the title bar is a navigation bar with 'Back' and 'Forward' buttons, and a breadcrumb trail 'Community Services Inc. > Accounts Payable'. The main area is titled 'Mail • Labels, Cards, and Envelopes'. On the left is a 'Shortcuts' sidebar with icons for Home, Records, Query, Reports, Mail, Banks, and Administration. The main content area has a 'New Open Delete...' menu bar. Below it is a tree view with 'Envelopes', 'Label Truncation Report', 'Labels', and 'Rolodex and Index Cards'. The 'Rolodex and Index Cards' item is selected, and its details are shown in a table below. The table has columns: Name, Description, Date Created, Created By, and Others May Modify. It contains one row: 'Vendors Vendor contact informat...' with '04/10/2004' for Date Created and 'Supervisor' for Created By. On the right side of the window is a vertical sidebar with buttons for 'Mail', 'Forms', and 'Labels, Cards, and Envelopes'.

Name	Description	Date Created	Created By	Others May Modify
Vendors	Vendor contact informat...	04/10/2004	Supervisor	

Envelopes



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Note: Visit our website at www.blackbaud.com for the latest documentation and information.

The Mail page is the central location for printing envelopes in *The Financial Edge*. On the navigation bar, click **Mail** to access the Mail page. To create envelopes in:

- **Accounts Payable** or **Accounts Receivable** — click **Labels, Cards, and Envelopes**.
- **Student Billing** — click **Labels and Envelopes**.

Then you can create new envelopes, open saved envelopes, and delete envelopes.

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with *The Financial Edge* and fully supported by our support team. These quality forms are pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email with questions to forms@blackbaud.com.

When you select **Envelopes** in the list on the left of the page, a grid appears on the right displaying saved envelopes. You can specify parameters for envelopes on the General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format.

Envelope Tabs

In Envelopes, you select parameters on tabs: General, Fields to Include, Filters, Relationship Filters, Attributes, Address, and Format. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs, you specify records, fields, and formatting options for the envelopes. Each tab helps you enter information in an easy and logical manner.

General Tab

You can use the General tab to select parameter settings specific to envelopes.

The screenshot shows the 'New Envelopes' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. Below the toolbar are five tabs: 1: General, 2: Fields to Include, 3: Filters, 4: Attributes, and 5: Format. The 'General' tab is active, showing the following options:

- Create envelopes for:**
 - ☒ Primary address for vendor:
 - ☐ Default invoice address:
 - ☐ Default purchase order address:
- Envelope type:** A table with three columns: Type, Size, and Description.

Type	Size	Description
Size 10	4 1/8 x 9 1/2 in	Business
- Envelope font:** Times New Roman
- Font size:** 10
- ☐ Create an output query of vendors

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Create envelopes for. In this area of the General tab, you can mark a checkbox to select addresses to print on envelopes.

In **Accounts Payable** — To print the primary address from the vendor record, mark **Primary address for vendor**. To print default addresses from invoice and purchase order records, mark **Default invoice address** and **Default purchase order address**.

In **Accounts Receivable** — To print the primary address from the client record, mark **Primary address for client**. To print envelopes using the Bill to and Ship to addresses, mark these options.

In **Student Billing** — In the **Create envelopes for** field, select the record type to print envelopes for. You can create envelopes for students, student relationships, individuals, individual relationships, organizations, organization relationships, records, and record relationships.

Exclude deceased? In **Student Billing**, if you select a relationship in the **Create envelopes for** field, the **Exclude deceased?** option appears. Mark this option to omit deceased relations from the run of envelopes.

Envelope type. In the **Envelope type** grid, you can select the type of envelope to use. The **Envelope Type** and **Size** columns list available envelope types and dimensions. The **Description** column provides additional details about each envelope type.

The Financial Edge is compatible with many standard envelope types; however, if the envelope size you use is not available, you can export a data file with the information so you can print envelopes using another application. For more information about exporting, see the Mail Basics chapter.

Envelope font. In the **Envelope font** field, select a text type to use on the envelopes.

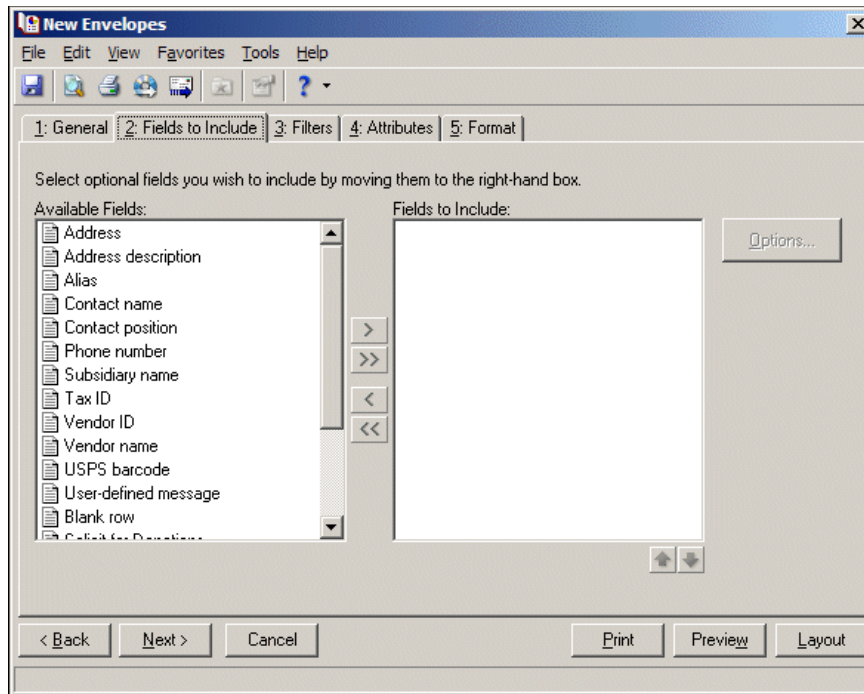
Warning: The font type and size you select may impact the amount of information you can print on the envelopes.

Font size. In the **Font size** field, select a size for the text on the envelopes.

Create an output query of []. To create a query of the records which you print envelopes, mark **Create an output query of** and select the record type.

Fields to Include Tab

You can use the Fields to Include tab to select fields to appear on the envelopes processed by the mail task, for example, address, contact name, and USPS barcode. The fields that appear depend on which program you are using. You cannot add to the list of available fields.



Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

Available Fields. The **Available Fields** box contains all the fields you can include on envelopes. The fields available depend on the program in which you are working.

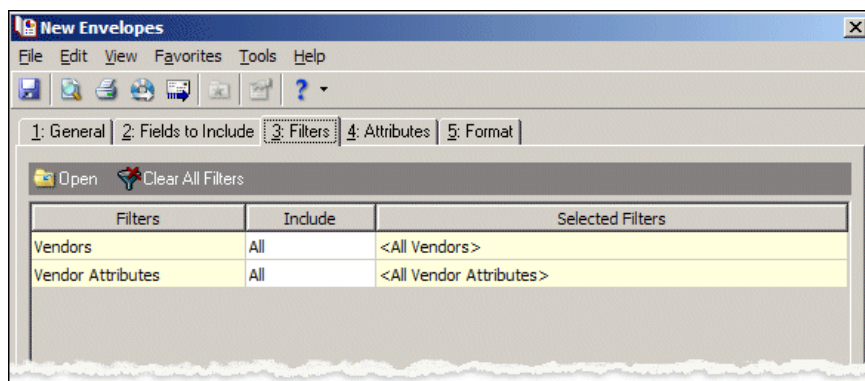
Fields to Include. The **Fields to Include** box contains all fields included on the envelopes. To move a field from the **Available Fields** box to the **Fields to Include** box, select the field and click the single right arrow or double-click the field. To move all the fields from the **Available Fields** box to the **Fields to Include** box, click the double right arrow.

Note: Certain fields have additional selections associated with them. When you move these fields to the **Fields to Include** box, the Field Options screen appears. For example, if you select **Phone number**, you can select Business or Fax as the phone type to use.

Options. When you include a field with associated options, you can click **Options** to see more information about the field. If a field does not have associated options, the **Options** button is disabled.

Filters Tab

You can use the Filters tab to select criteria that determines which records to include in the run of envelopes. The items by which you can filter depend on the program you are using. For example, in **Accounts Payable**, you may be preparing a mailing for vendors who are volunteers for your organization. You can select to include records with the vendor attribute of Member/Volunteer on their records. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



Tip: You can also double-click a filter in the grid to open the selection screen.

Open. To open a selection screen to designate specific filters for the report, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

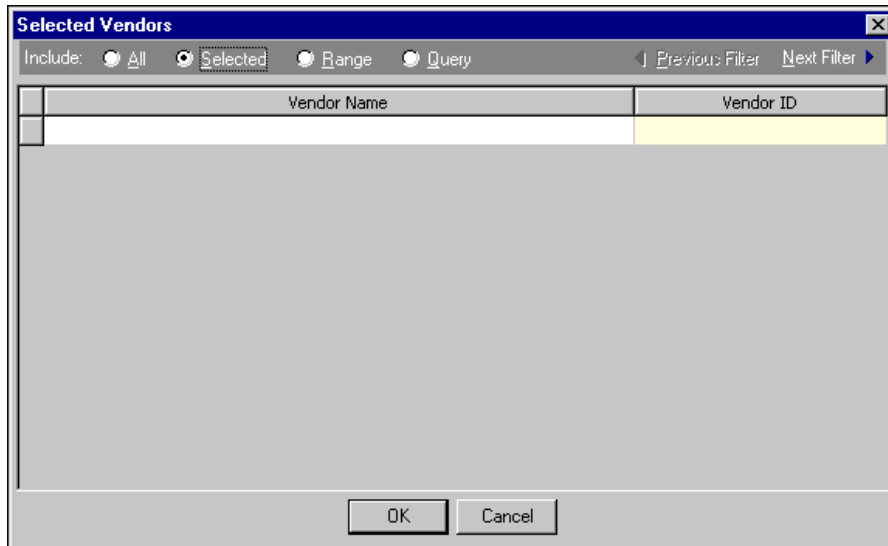
Filters. The **Filters** column lists all the filters for the report. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the report, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

Selected Filters Screen

From the Filters tab, you can open a selection screen for a filter in several ways: by double-clicking the filter in the grid, selecting the filter in the grid and clicking **Open** on the action bar, or choosing Selected in the **Include** column for the filter.



Include. For each filter, you can select to include all or select specific filters. Depending on the filter, you may also be able to filter by a range or query.

All. If you mark **Include: All**, you cannot designate specific filters.

Selected or Range. If you mark **Include: Selected** or **Range**, a grid appears in which you can specify filters. In a field, you can click the binoculars to search for information.

Query. If you mark **Include: Query**, the **Query name** field appears for you to enter the name of the query by which to filter the report. In the field, you can click the binoculars to search for the query name.

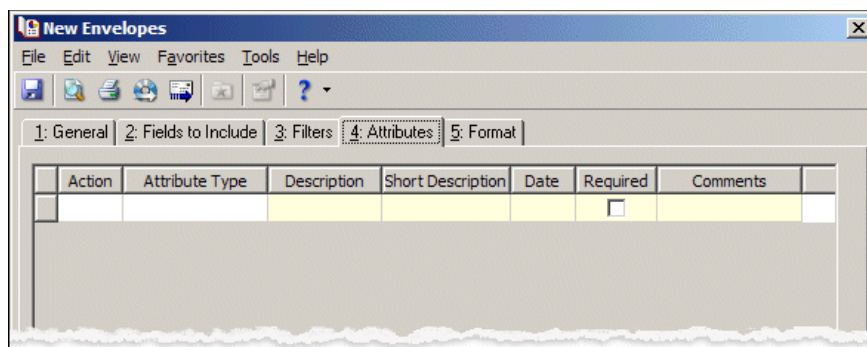
To create a new query, click the binoculars. Then click **Add a New Query** on the Open Query screen. For more information about creating queries, see the *Query Guide*.

Previous Filter. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.

Next Filter. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Attributes Tab

You can use the Attributes tab to add, delete, or update vendor or client attributes on the records for which envelopes print. For example, in **Accounts Payable** you may want to print envelopes for vendors who are also volunteers for your organization. You can add the attribute to the vendor record when you print the envelopes.



Action. In the **Action** column, you can add, delete, or update attributes on the client or vendor records when you print envelopes.

Note: Attribute types are established in *Configuration*. For more information about defining attributes, see the *Configuration Guide* for that program.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. In the **Short Description** column, a brief description of the attribute type appears when you select a type in the **Attribute Type** column.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required** column.

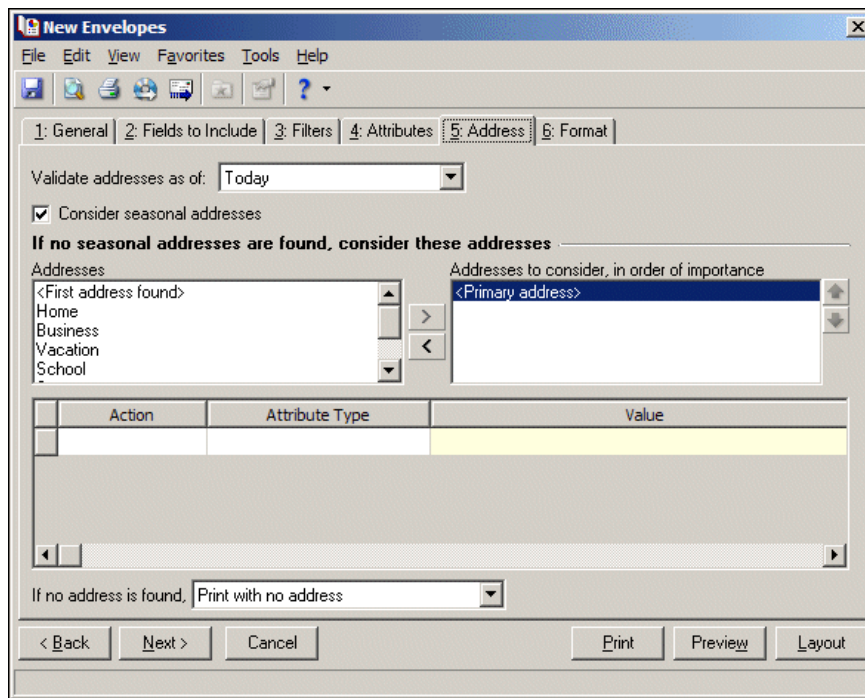
Comments. In the **Comments** column, you can enter additional information about the attribute type.

Address Tab

In **Student Billing**, use the Address tab to specify which addresses to use for envelopes. The program compares the parameters you define on this tab with address information entered on the Addresses tab of records to identify the appropriate address to use.

On the Address tab, you select a validation date and then define the order in which the program evaluates address types. The program first checks the validation date, then seasonal addresses, other address types (in the order you determine), and attributes. The first address found on the record that meets the defined parameters is used on the envelope. You can also specify what to do if no valid address is found.

If you selected Organizations in the **Create envelopes for** field on the General tab, the **Mail to** field appears. In this field, select the organization address to use.



Note: Any address with No mail selected in the **Send [] to this address** field on the Address Attributes tab is automatically excluded as a possible address.

Step 1. In the **Validate addresses as of []** field, select a date to determine which address to use. Any address that is valid on this date is considered for use on the envelope. Any addresses that are not valid on this date are automatically excluded from consideration.

Step 2. Determine whether to include seasonal addresses as possible addresses. If you mark **Consider seasonal addresses**, the program uses the first valid seasonal address found on the student/relationship record and does not consider any other addresses.

If the seasonal address has the Send no mail attribute, the seasonal address is excluded automatically as a possible address. If a valid seasonal address is not found, the program considers the address types selected in Step 3.

Step 3. In the **If no seasonal addresses are found, consider these addresses** frame, select which address types to use if no valid seasonal addresses exist.

In the **Addresses** box, select an address type and click the right arrow to move it into the **Addresses to consider, in order of importance** box. The first address type in the list that matches the validation date is used on the envelope. You can change the order addresses are considered by selecting an address type and clicking the up and down arrows next to the list.

If a valid address is not found from these address types, the program considers the attributes selected in Step 4.

Step 4. In the grid, you can select address attribute types to consider. For example, you have a “Holiday greetings” attribute you use to flag addresses to use for holiday cards. When you select Include in the **Action** column and Holiday greetings in the **Attribute** column of the grid, the program automatically uses any valid addresses assigned this attribute.

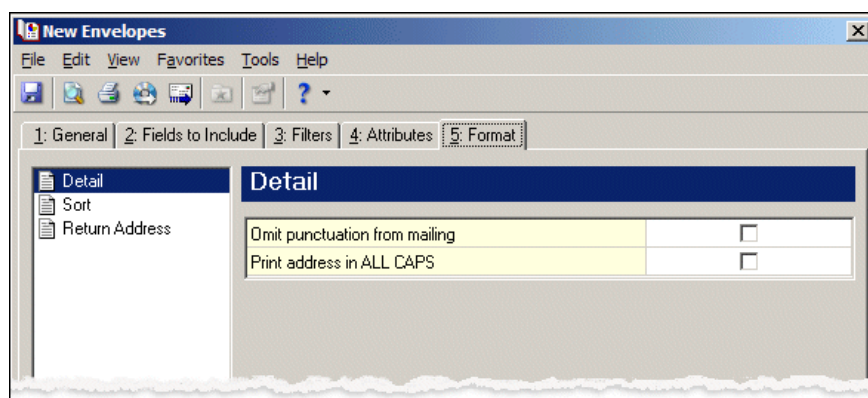
Step 5. In the **If no address is found** field, select what to do if a valid address is not found. You can select Print with no address, Remove record from run, or Print specific address. If you select to print a specific address, the **Use** field appears so you can select the address type to use when a record does not have an address of the types you added to the **Addresses to consider, in order of importance** list.

If you selected Organizations in the **Create envelopes for** field on the General tab, the **If no contact is found** field appears. You can select Print organization name with no address, Remove record from run, or Print specific organization address.

Format Tab

You can use the Format tab to designate the format of the envelopes. Settings on this tab determine the appearance of the envelopes. You can sort the envelopes and make selections for the return address. When you select a formatting area from the list on the left, selections appear on the right.

Detail. You can use **Detail** to make printing selections for the envelopes.



To print no punctuation on the envelopes, mark the checkbox in the **Omit punctuation from mailing** row.

To print the vendor address in all capital letters, mark the checkbox in the **Print address in ALL CAPS** row.

Include message on the same line as [] — To print a message before a selected field on the same line, select a field in this row. The available fields are those you selected on the Fields to Include tab. You define the message to print by selecting the **User-defined message** field on the Fields to Include tab and entering the message on the Field Options screen that appears.

Combine envelopes for each spouse pair — Mark this checkbox to print one envelope for each married couple. This option appears only if you selected a relationship record type in the **Create envelopes for** field on the General tab.

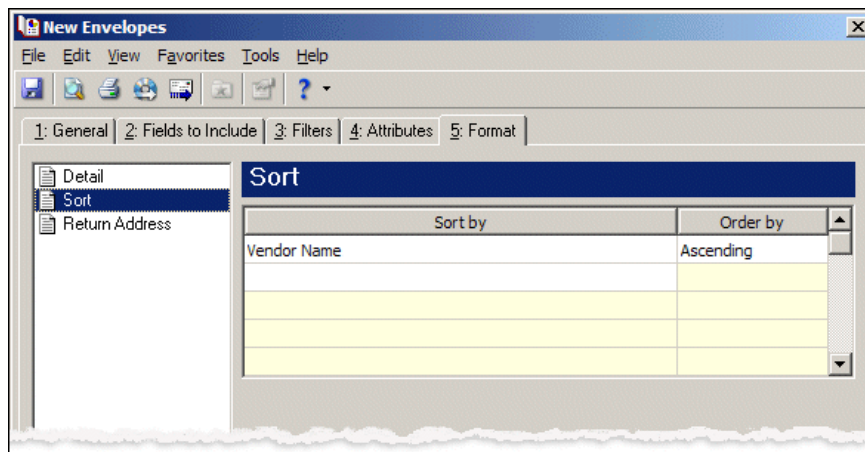
For example, when printing envelopes for student relationships, if you mark this option, one envelope prints for both the mother and father of a student. The address and name used for the spousal pair is the first of the spouses listed on the record's Relationship tab. If this option is unmarked, two envelopes print— one for each parent.

Combine envelopes for <record type> with the same related record — Mark this checkbox to print one envelope for each relationship. This option appears only if you selected a relationship record type in the **Create envelopes for** field on the General tab.

For example, when two students have the same father, if this option is marked, only one envelope prints for the father. If the option is unmarked, two envelopes print for the father — one for each student. If you mark this option and also mark **Combine envelopes for each spouse pair**, one envelope prints for the mother and father of the two students.

If you mark **Combine envelopes for <record type> with the same related record** and include the **<Record type> name** field on the Fields to Include tab, the name for each record related to the relation prints as a separate line on the envelope.

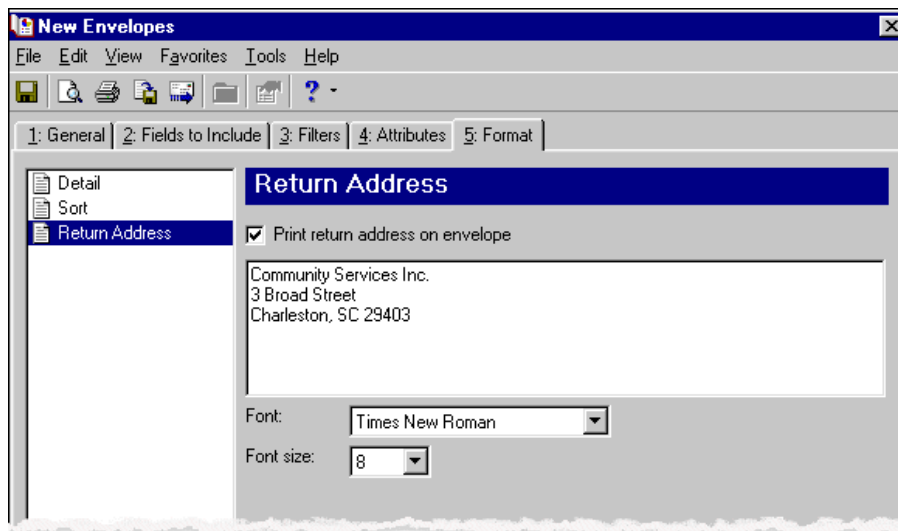
Sort. You can use **Sort** to select the order to print envelopes. When you select **Sort**, a grid displays the categories you can sort for the envelopes.



In the first row in the **Sort by** column, select the item by which to sort the envelopes.

In the **Order by** column, select Ascending to sort envelopes alphabetically or numerically. Select Descending to sort them in reverse alphabetical or numeric order.

Return Address. You can use **Return Address** to make selections for the return address on the envelopes.



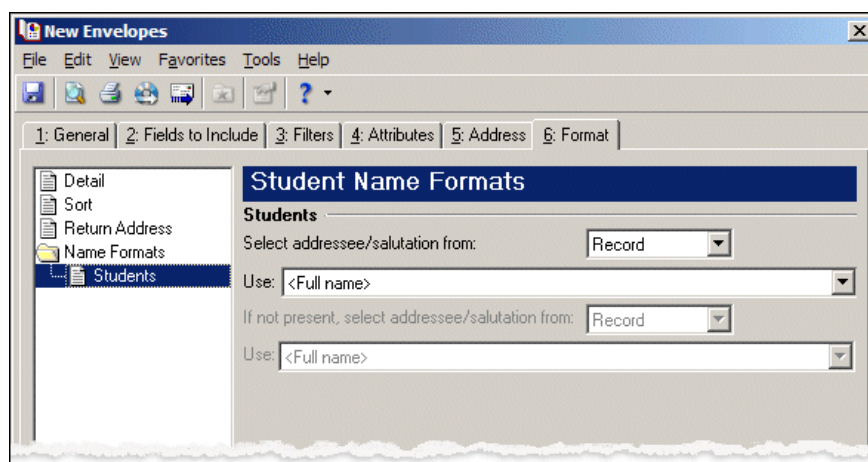
To print a return address on the envelopes, mark **Print return address on envelope**. Your organization's address, as recorded in *Configuration*, appears in the box. You can edit the address for the mailing.

In the **Font** field, select a text type to use on the envelopes.

Warning: The font type and size you select may impact the amount of information you can print on the envelopes.

In the **Font size** field, select a size for the text on the envelopes.

Name Formats. In *Student Billing*, you can use **Name Formats** to format how names appear on envelopes you can format how names appear for organizations, individuals, students, and relationships. In the tree view on the left, you can select the record type to format.



If you selected Organization or Organization Relationships in the **Create envelopes for** field on the General tab, in the **Organization** frame, mark **Organization ID**, **CFDA #**, and **Contact name** for these items to appear after the organization name.

For Students or Individuals, in the **Select addressee/salutation from []** field, select Record or Configuration.

If you select Record, in the **Use** field, select the full name, primary addressee, or primary salutation as defined on the record.

If you select Configuration, in the **Use** field, select from one of the formats defined in *Configuration*.

In the **If not present...Select addressee/salutation from** field, you can select a second name format for situations where the first selection is not present on records. For example, if you select to use the Primary salutation, and you have students without a defined Primary salutation on the Addressees/Salutations tab, the second name format is used. If you select <Full name> in the **Use** field, this field is disabled.

Creating Envelopes

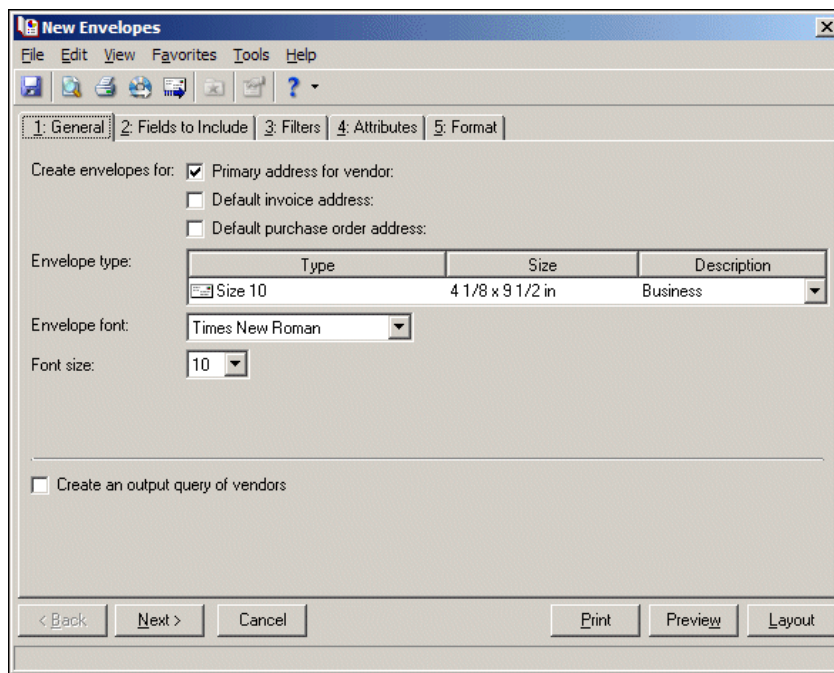
Using the Labels, Cards, and Envelopes mail task, you can create envelopes addressed to vendors or clients, or for recipients to return replies to you. *The Financial Edge* is compatible with many standard envelope sizes; however, if the envelope size you use is not compatible, you can export the information gathered by the mail task to another application compatible with the envelope type you want to use. For more information about exporting in *Mail*, see the Mail Basics chapter.

► Creating envelopes

For the following example, we create envelopes addressed to your organization's local vendors. You will sort the envelopes by ZIP Code. While this procedure demonstrates how to create envelopes in *Accounts Payable*, the process is essentially the same for *Accounts Receivable*, or *Student Billing*.

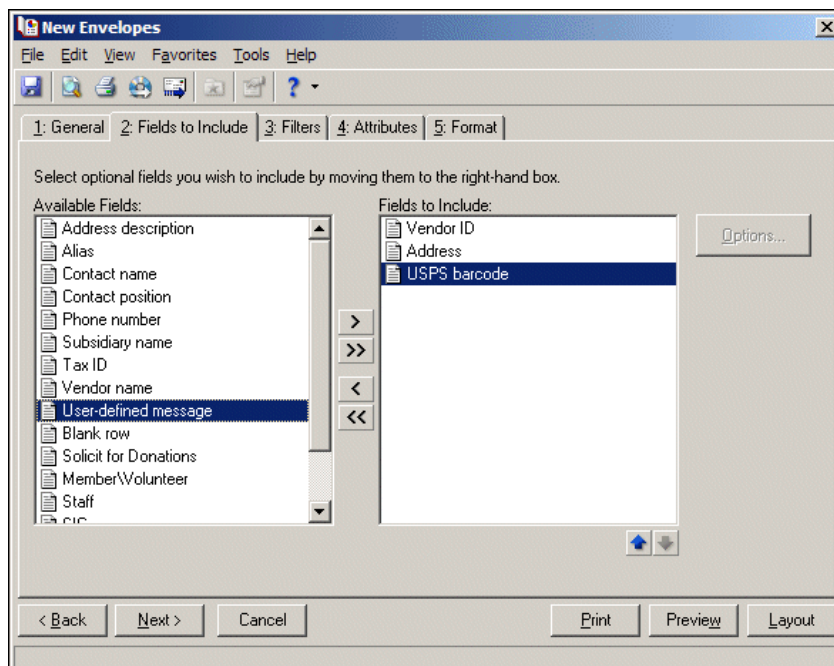
1. From the Mail page in *Accounts Payable*, click **Labels, Cards, and Envelopes** or select the Labels, Cards, and Envelopes navigation tab. The Labels, Cards, and Envelopes page appears.
2. In the list on the left, select **Envelopes** and click **New** on the action bar. The New Envelopes screen opens on the General tab.
3. In the Create envelopes for area, mark **Primary address for vendor**.
4. In the **Envelope type** grid, select "Size 10", a business envelope you are using.
5. In the **Envelope font** and **Font size** fields, select "Times New Roman" and "12", the font and size to use for the text on the envelopes.

6. To create a static query of the vendor records for which you are printing envelopes, mark **Create an output query of vendors**.



Note: The fields you select appear on the labels, cards, or envelopes in the order you select. Use the up and down arrows to change the order of the fields.

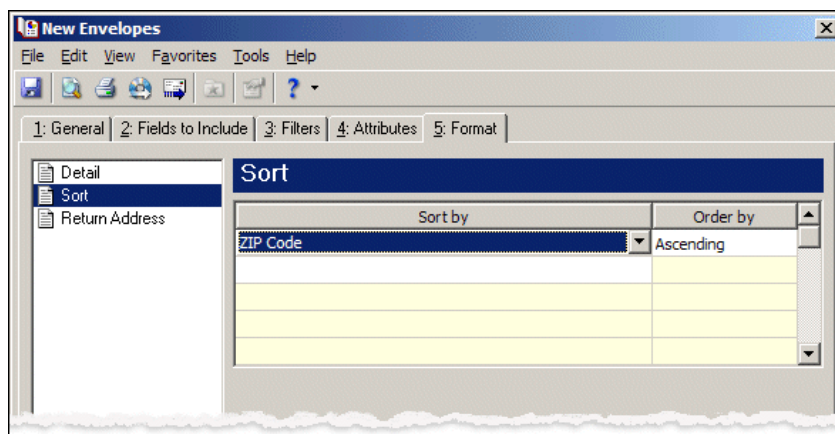
7. Click **Next** or select the Fields to Include tab.
8. Select **Vendor ID**, **Address**, and **USPS bar code** as fields to print on the envelopes.
9. If a field has associated options, you can click **Options** for additional selections related to the field. If a field has no associated options, the **Options** button is disabled.



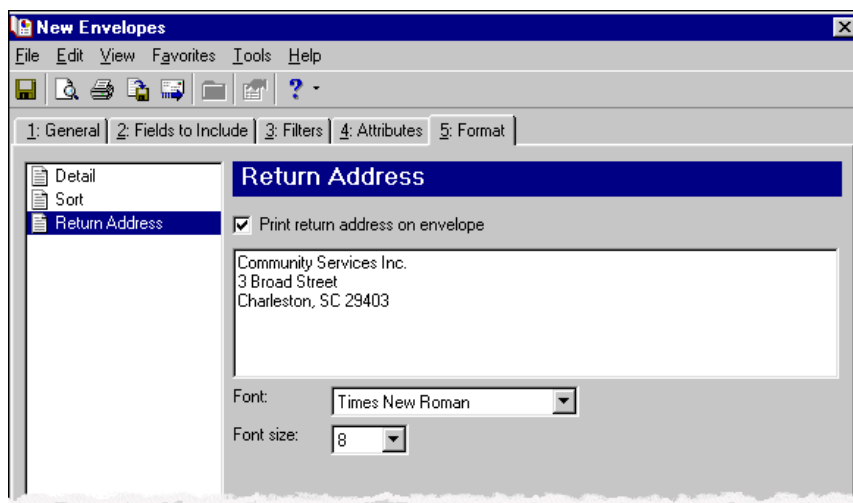
10. Click **Next** or select the Filters tab. Select the filters for records for which you want to print envelopes. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.
11. Click **Next** or select the Attributes tab.
12. In the **Action** column, select “Add”. This adds the attribute to the vendor record.

Note: Attributes are established in *Configuration*. For more information about creating attributes, see the *Configuration Guide* for that program.

13. In the **Attribute Type** column, select an attribute.
14. In the **Description** column, enter a description of the attribute.
15. In the **Date** column, enter the date you add the attribute.
16. Click **Next** or select the Format tab.
17. In the list on the left, select **Detail**. Leave **Omit punctuation from mailing** and **Print address in ALL CAPS** unmarked so the addresses print with punctuation marks and in a standard format.
18. In the list on the left, select **Sort**. In the **Sort by** and **Order by** columns on the first row, select “ZIP Code” and “Ascending” to sort the envelopes numerically.



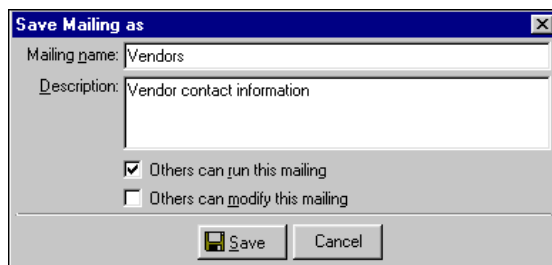
19. On the left, select **Return Address**. Mark **Print return address on envelope** so that your organization’s return address prints on the envelopes.
20. In the **Font** field, select “Times New Roman”
21. In the **Font size** field, select “8”.



22. If you mark **Create an output query of vendors** on the General tab, the Save Static Query screen appears so you can name and save the query.
23. Click **Preview**. A message appears telling you the program is processing the mailing, and the preview screen for the envelopes appears.
24. Close the preview and return to the Format tab.
25. Click the Save button on the action bar to save the envelopes. The Save Mailing as screen appears.

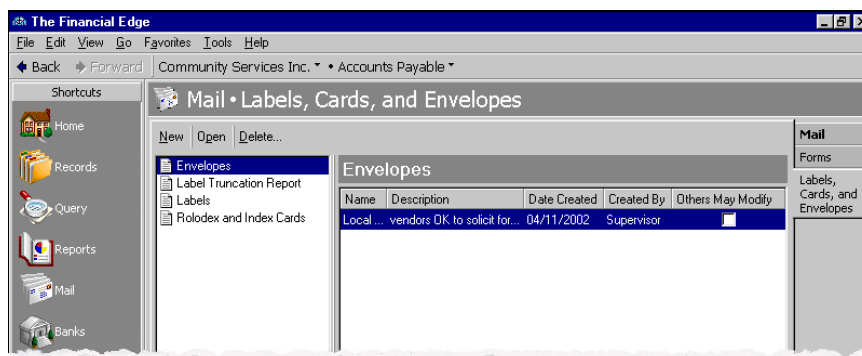
Note: A parameter is any field, option, or filter that narrows information included in an import, mailing, report, or global change. By specifying parameters, you define the output of the process. You can save parameter files to use again.

26. In the **Mailing name** and **Description** fields, enter a name and description for the parameter file.



The 'Save Mailing as' dialog box has a title bar with a close button. It contains two text input fields: 'Mailing name' with the value 'Vendors' and 'Description' with the value 'Vendor contact information'. Below these fields are two checkboxes: 'Others can run this mailing' (checked) and 'Others can modify this mailing' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

27. Click **Save** to save the envelopes. You return to the Format tab.
28. Close the envelopes screen. You return to the Labels, Cards, and Envelopes page, and the parameter file for the envelopes appears in the grid.



The screenshot shows the 'The Financial Edge' application window. The title bar includes 'File Edit View Go Favorites Tools Help'. The breadcrumb trail is 'Community Services Inc. > Accounts Payable >'. The main area is titled 'Mail - Labels, Cards, and Envelopes'. On the left is a 'Shortcuts' pane with icons for Home, Records, Query, Reports, Mail, and Banks. The 'Envelopes' section is active, showing a table with columns: Name, Description, Date Created, Created By, and Others May Modify. The table contains one row: 'Local ... vendors OK to solicit for...' with a date of '04/11/2002' and 'Supervisor' as the creator. On the right side of the table are buttons for 'New', 'Open', and 'Delete...'. To the far right is a vertical pane with buttons for 'Mail', 'Forms', and 'Labels, Cards, and Envelopes'.

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Note: We recommend you read the documentation for *The Financial Edge* thoroughly. Descriptions presented here provides you with basic information about forms in *Mail*. Hands-on experience is the best way to learn, so we encourage you to try various options with the sample database.

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