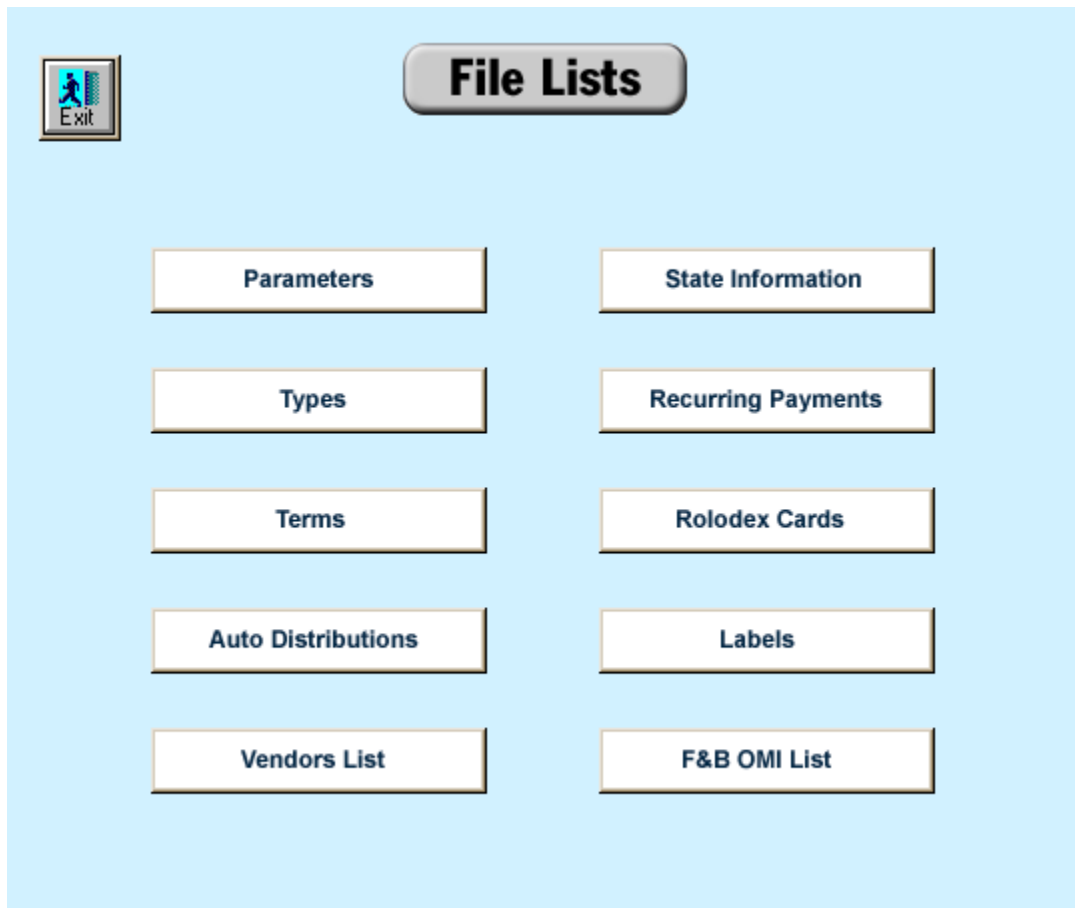


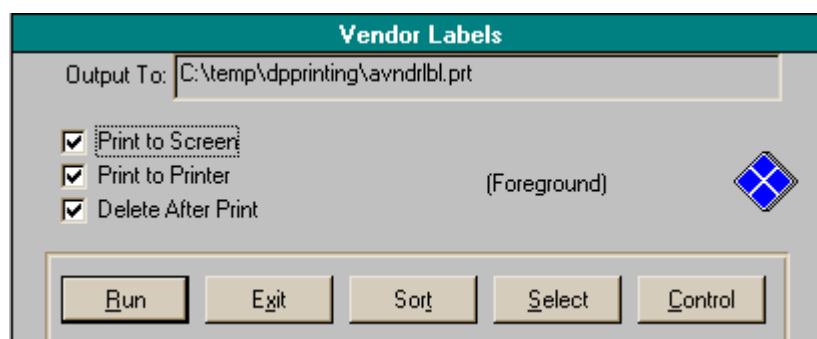
Printing Vendor Labels Using Avery 5160 Labels

This task is used to print Mailing Labels (3 across) from the vendor file using Avery Labels Product #5160.

Under Accounts Payable > File Lists, select Labels.



A run options screen will appear. Choose RUN and labels will print for all vendors.



If you wish to SELECT a range of vendors by vendor alpha or vendor number, click on select and enter the start and end range of the vendors. Click OK and RUN to print the labels.

Selection Options					
A/D	(Field		Compare To)
And		w 9	EQ		
And		Vendor Status	EQ		
And		Vendor Alpha	GE	ACME	
And		Vendor Alpha	LE	BIGG	
And		Vendor	GE		
And		Vendor	LE		
And		Zip Code	GE		
And		Zip Code	LE		
And		Miscellaneous Vendor?	EQ	No	
And		Vendor Type	GE		
And		Vendor Type	LE		
And		IATA Number	GE		

Search

OK Help

If you wish to SORT the order that the vendor labels are printed, click on sort from the vendor label run option screen. Then enter "1" under the level for the field name to sort and press OK.

Sort Options						
Field-Name	Level	A/D	SH	ST	Page	
Vendor Alpha	1	A	No	No	No	
Vendor	2	A	No	No	No	
Zip Code	3	A	No	No	No	
Vendor Type	4	A	No	No	No	

OK Totals Help

Then select print to printer and RUN. The vendors names and address's will be printed. Place the sheet of 5160 labels in the printer tray and print.