

# Check Mailing Labels

Check Mailing Labels integrates Sage 300 with Microsoft Word's Mail Merge function. The integration presents a Sage 300 style interface from within the Sage 300 desktop.

Check Mailing Labels lets you print addresses for checks on envelopes or mailing labels. This lets you print addresses on envelopes with A/P checks rather than use a window envelope. In other words, the program is designed for added check security.

The program is integrated with the A/P vendor check batch table, eliminating the need to export data from Sage 300, manually manipulate A/P data, and define the resulting file as a Microsoft Word "data source".

All A/P check merge data fields are displayed in the program with field definitions to make it easy to prepare a Check Mailing Labels template file in Microsoft Word.

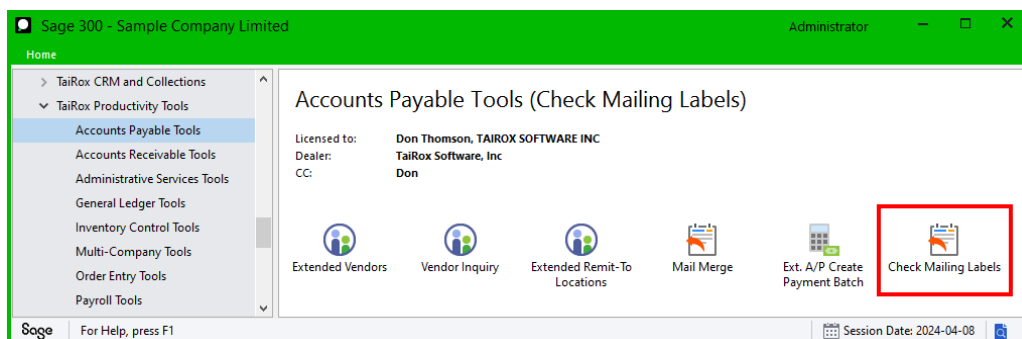
Once you have created the Check Mailing Labels merge document, you can select checks by ranges of batch numbers, vendor numbers, payment codes, vendor currency codes, bank currency codes, account sets or payment dates, then "cherry-pick" the results for printing Check Mailing Labels.

## Check Mailing Labels lets you:

- Print check mailing labels or envelopes for selected checks directly from the Sage 300 desktop.
- Specify a number of print options for the merge documents, such as data formatting and blank line suppression.
- Select checks by specifying ranges of batch numbers, vendor numbers, payment codes, vendor currency codes, bank currency codes, account sets or payment dates.
- Specify the list of checks by importing an Excel spreadsheet list.
- Specify additional criteria for check selection.
- "Cherry-pick" records for printing labels/envelopes from the selected set of checks.
- Click the Mail Merge button to complete the document merge operation for all included records in one step.
- View a log of all document merges after processing.

## Running Check Mailing Labels

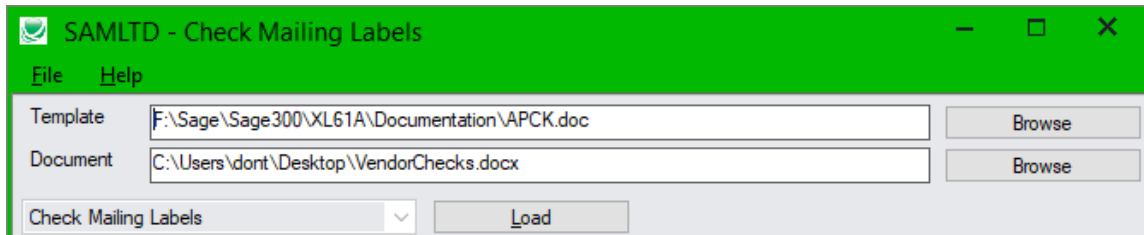
The Check Mailing Labels icon appears in the Accounts Payable folder for TaiRox Productivity Tools on the Sage 300 desktop.



## Choose the merge document template and output document for the merge

Users must first select a Check Mailing Labels template (MS Word document) and an MS Word output document.

In the following example, I've chosen the default template document in the Sage 300 program folder: Sage300\XL61A\Documentation\APCK.doc, and my merge output document is on the Windows desktop – for convenience.

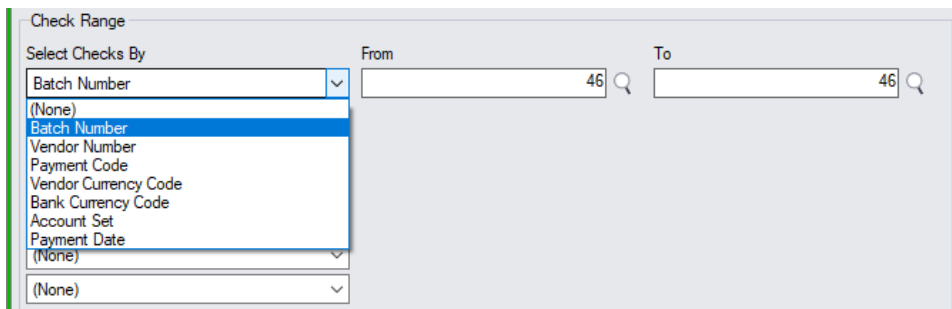


**Note:** If you click the “Load” button without specifying any check ranges under “Select Checks By”, the program will load all printed checks from posted check batches – even ones for which you have already printed labels or envelopes.

**You must select the range of checks for printing labels before you click the Load button.**

## Selecting checks

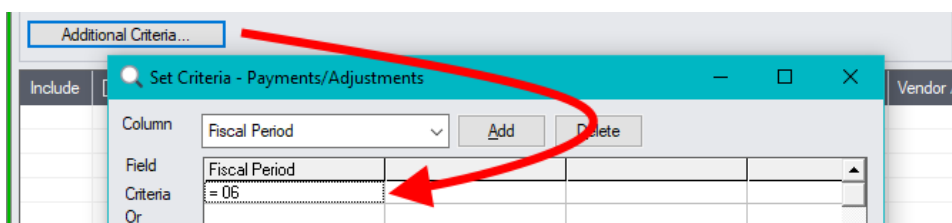
**Choose data ranges for creating merge documents:**



- You can use up to seven fields to select checks -- check batch numbers, vendor numbers, payment codes, vendor currency codes, bank currency codes, account sets or payment dates.
- The program selects checks that have been printed and that have an assigned check number.

For instructions on importing a list of Checks using the **File > Import** menu choice, see [Importing a List of Check Recipients](#) and [File Format for an Import Check List](#).

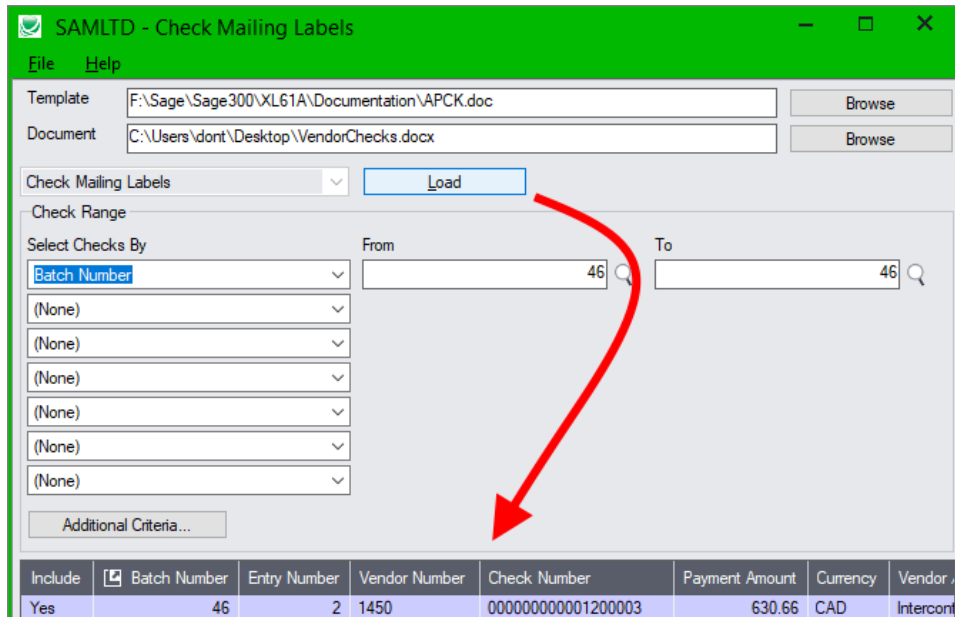
**Choose additional criteria:**



- Click the Additional Criteria button to further restrict the records retrieved for printing Check Mailing Labels. In the above example, we'll print checks for period 6.
- Click the Save button to save the additional criteria.

### **Load the list of selected records and choose which ones to use:**

- Click the Load button to display the selected list of checks.



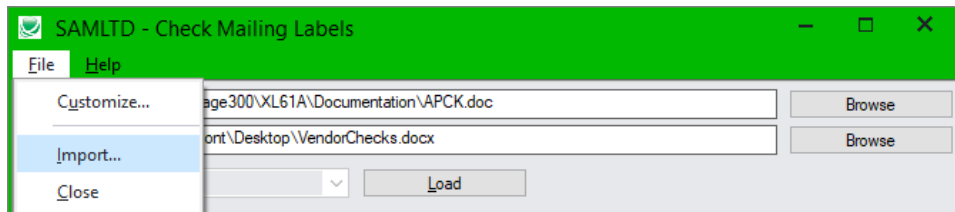
- Go back and adjust the ranges or additional criteria if necessary.

Remember that the program loads records for all printed checks that match the criteria you specify.

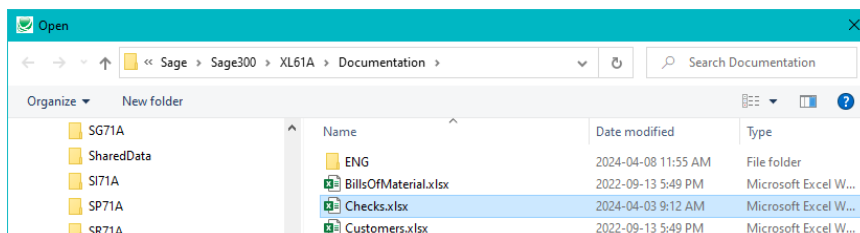
## Importing a List of Checks

**Important:** If you are importing a list of checks, you must first select a Check Mailing Labels template (MS Word document) and an output document. See [Choose a merge template and output document.](#)

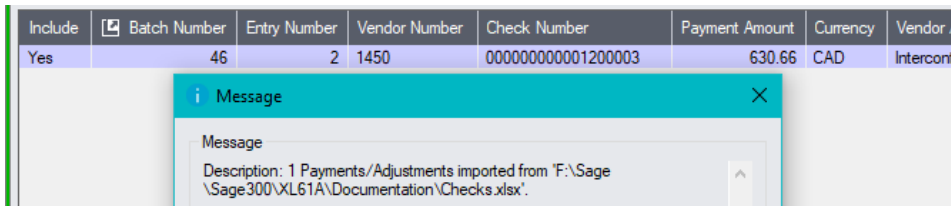
- Choose **File > Import** from the Check Mailing Labels menu.



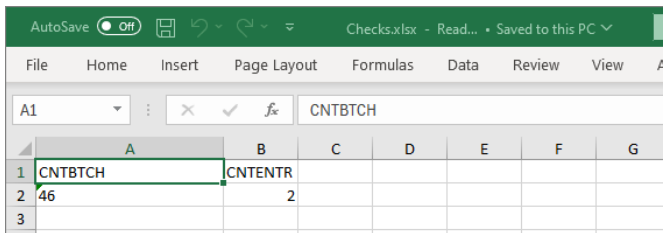
- Select the list of checks that you want to process.



- The program will import the list and load all valid checks that match the criteria (printed checks with check numbers) into the grid – setting all checks to “Include” – and display a message stating the number of checks that were successfully loaded. It also lists any checks that could not be imported.



- The import check list that you specify must provide the batch numbers and entry numbers for each check that you want to load (as below).

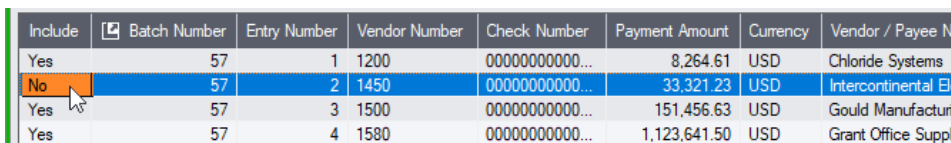


### Choosing Checks from the Grid

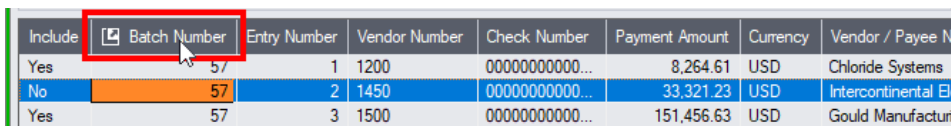
- Use the Select All and Select None buttons below the grid to set all records to Yes for Include or No to exclude.



- Double-click in the Include column to “cherry-pick” checks:

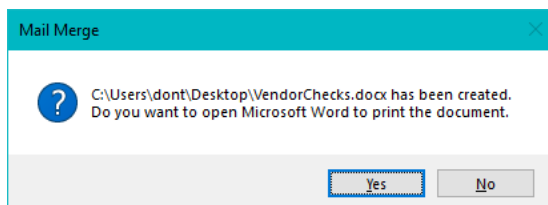


- Click the Batch Number column to drill down on the selected payment entry to confirm the details:



### Click the Mail Merge button to run the Check Mailing Labels:

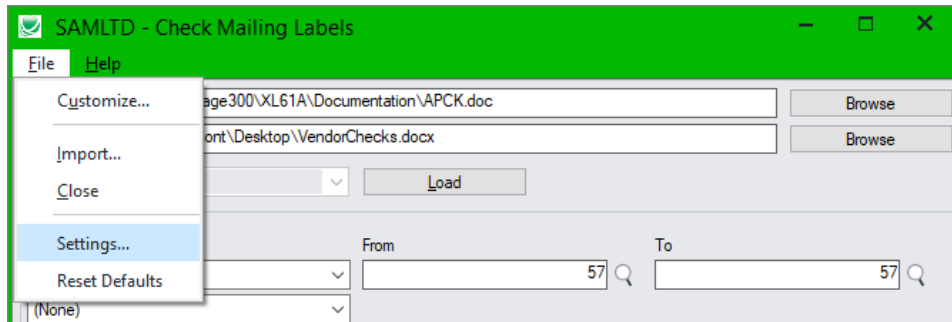
The program generates the merge file and then asks if you want to open Microsoft word to print the merge document (i.e. the labels/envelopes).



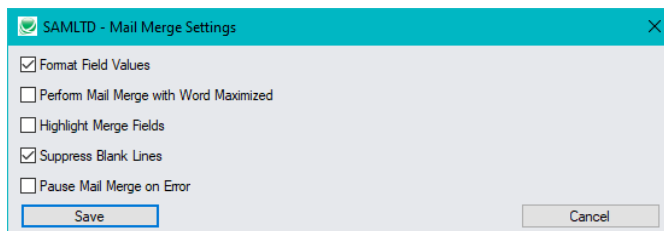
If the target document does not exist, the message will include that information and create it for you when you proceed.

## Additional Check Mailing Labels settings

To display additional settings for Check Mailing Labels, select **File > Settings** from the Check Mailing Labels menu.



The settings form appears as follows:



**Format Field Values:** This setting determines whether or not to use the field presentation information defined for the Sage 300 field, or whether to use the raw data value.

For example, field APTCR\_SWRATETC (vendor rate overridden) has 2 presentation values, No and Yes, which represent the raw integer values of 0 and 1.

If you select this setting, the program will insert a merge value of “No” or “Yes”; if you do not select it, the program will insert a “0” or “1” into your document.

**Perform Mail Merge with Word Maximized:** This setting determines whether Microsoft Word is run in the background or it is launched in the foreground (letting you view the Check Mailing Labels operation).

**Highlight Merge Fields:** You can use this setting to help proof your merged documents.

**Suppress Blank Lines:** By default, Microsoft Word suppresses blank lines in address labels when the result of a MERGEFIELD is blank. You can use this setting to determine whether to suppress blank lines or not.

**Pause Mail Merge on Error:** You can use this setting to pause the create labels process and display a troubleshooting error if you encounter problems while running the program.

## Creating Merge Templates for Check Mailing Labels

### Sample Address Labels templates in \Sage300\XLxxx\Documentation

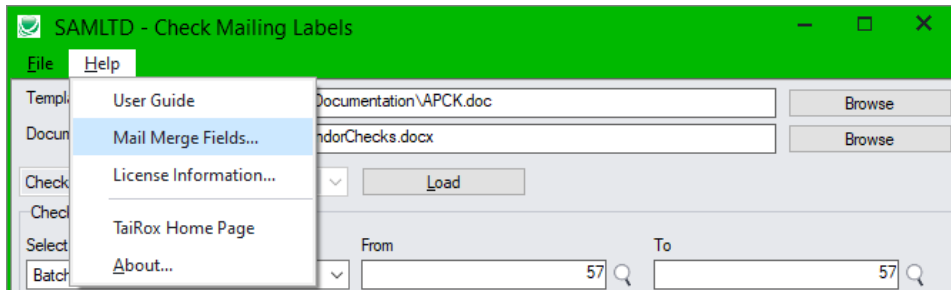
TaiRox Productivity Tools includes sample labels documents which contain commonly used merge fields. You can use these documents as a starting point for creating your own templates.

**APCK.Doc:** Includes the following fields -- «APTCR\_IDVEND», «APTCR\_NAMERMIT», «APTCR\_TEXTSTRE1», «APTCR\_TEXTSTRE2», «APTCR\_TEXTSTRE3», «APTCR\_TEXTSTRE3», «APTCR\_TEXTSTRE4», «APTCR\_NAMECITY», «APTCR\_CODESTTE» and «APTCR\_CODEPSTL».

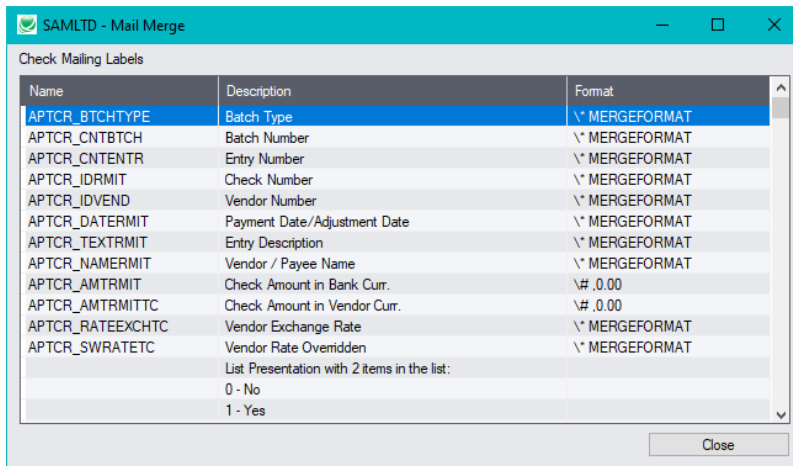
## Displaying available merge fields

To access a complete list of Check Mailing Labels fields, select Help from the Check Mailing Labels application menu in Sage 300, and then select “Mail Merge Fields”.

The program will display a list of Check Mailing Labels fields along with the corresponding Check Mailing Labels format that you can copy and paste into your Check Mailing Labels template.



The list of field names with extended descriptions make it easier to create Check Mailing Labels templates.

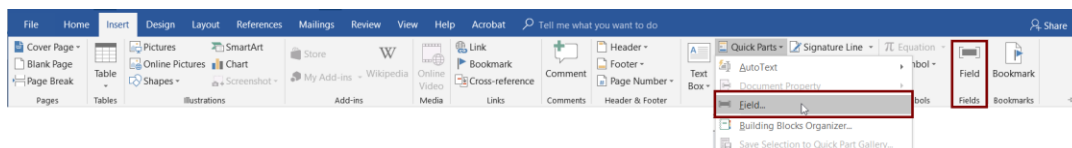


## Using Microsoft Word to create a merge template

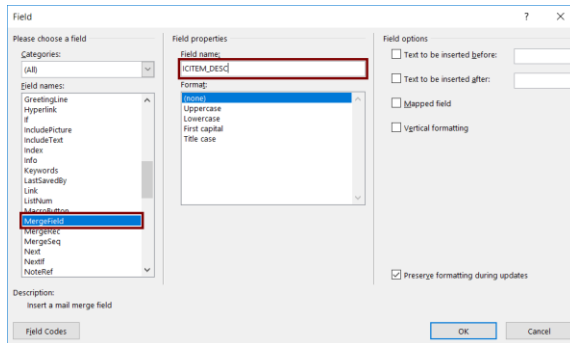
You use Microsoft Word to create merge template documents.

To add merge fields to a document in MS Word:

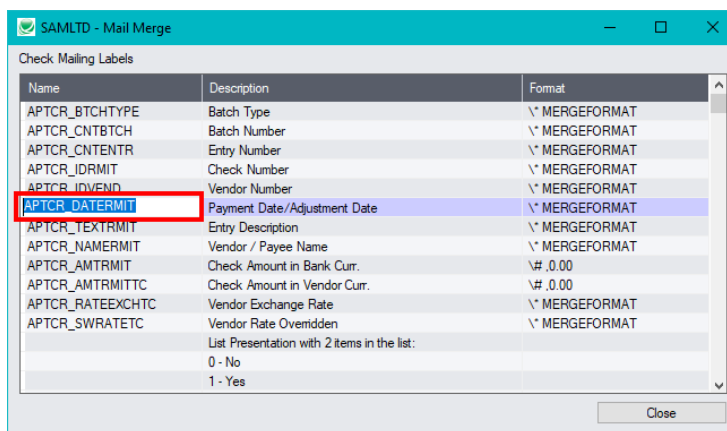
- Open the merge document.
- Position the cursor where you want to insert a merge field and **choose Insert > Field** or **choose Insert > Quick Parts > Field** or **Insert > Field** (either choice may be available). Note that your version of Office may be slightly different than shown below.



- Choose "MergeField" as the type of field that you are inserting, and then specify the merge field name that you are inserting.



You can copy the name directly from the list in the Check Mailing Labels help by double-clicking the field name, and pressing CTRL+C.



## File Format for an Import Check List

Check Mailing Labels lets you import lists of checks for printing labels instead of using the range fields to select checks.

The Excel Spreadsheet for specifying checks has two columns for listing the check batch number and entry number for each check for which you want to print labels or envelopes. The first row must have the column headings CNTBTCH and CNTENTR.

	A	B	C
1	CNTBTCH	CNTENTR	
2	46	2	
3			

**Note:** All other columns are ignored. This means that you can add descriptions and notes to your spreadsheet without affecting the file import.