

MAILING LIST FILE REQUIREMENTS

GOOD FORMATS: SPREADSHEET, TAB or CommaDelimited (CSV)

From CMS DOS: TRY THIS PROCEDURE

GO TO G/L, INIT, INSTALL PRINTER, SETUP DISKFILE, THEN SET DISKFILE PATH, THEN GO INTO THE A/R PROGRAM AND PRINT LISTING TAB TO DISKFILE AND SEND IT TO C: COPY TO DISK OR EMAIL.

GOOD EXAMPLE: ORIGINAL REPORT FORMAT OR SPREADSHEET (ex. EXCEL) FILE

last name	address first line	city	ST	Zip	Phone
Sally Beesley	917 West New Hampton	Murray	UT	48123	601-269-0575
Luana Zwang	PO Box 612	New Harmony	UT	54757	435-665-7082
Roxanne Pruess	2115 Oneida Street	Salt Lake City	UT	81409	801-485-4147
Cindy Yates	10417 North Oak Circle	Highland	UT	84003	801-763-9711
Rebecca Walch	10441 North Aberdine Lane	Highland	UT	84003	801-492-9467

GOOD EXAMPLE ASCII TAB DELIMITED FILE

first name	last name	address first line	city	ST	Zip	Phone
Sally	Beesley	917 West New Hampton	Murray	UT	48123	601-269-0575
Luana	Zwang	PO Box 612	New Harmony	UT	54757	435-665-7082
Roxanne	Pruess	2115 Oneida Street	Salt Lake City	UT	81409	801-485-4147
Cindy	Yates	10417 North Oak Circle	Highland	UT	84003	801-763-9711
Rebecca	Walch	10441 North Aberdine Ln	Highland	UT	84003	801-492-9467

GOOD EXAMPLE: ASCII COMMA SEPARATED VALUE (CSV) DELIMITED FILE

first name,last name,address first line,city,ST,Zip

Sally,Beesley,917 West New Hampton,Murray,UT,48123,601-269-0575
Luana,Zwang,PO Box 612,New Harmony,UT,54757,435-665-7082
Roxanne,Pruess,2115 Oneida Street,Salt Lake City,UT,81409,801-485-4147
Cindy,Yates,10417 North Oak Circle,Highland,UT,84003,801-763-9711
Rebecca,Walch,10441 North Aberdine Ln,Highland,UT,84003,801-492-9467

BAD FORMAT IS ANYTHING THAT PLACES THE ADDRESSES ONE ABOVE THE OTHER

Eula Abbott
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Peoria, IL 51604

Melanie Abbott
1506 W. Columbia Terrace
Peoria, IL 51606

BAD FORMAT IS ANYTHING THAT PRINTS OUT READY TO GO ON MAILING LABELS



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