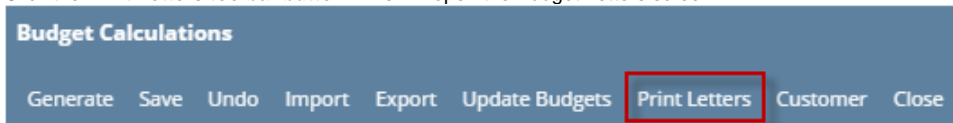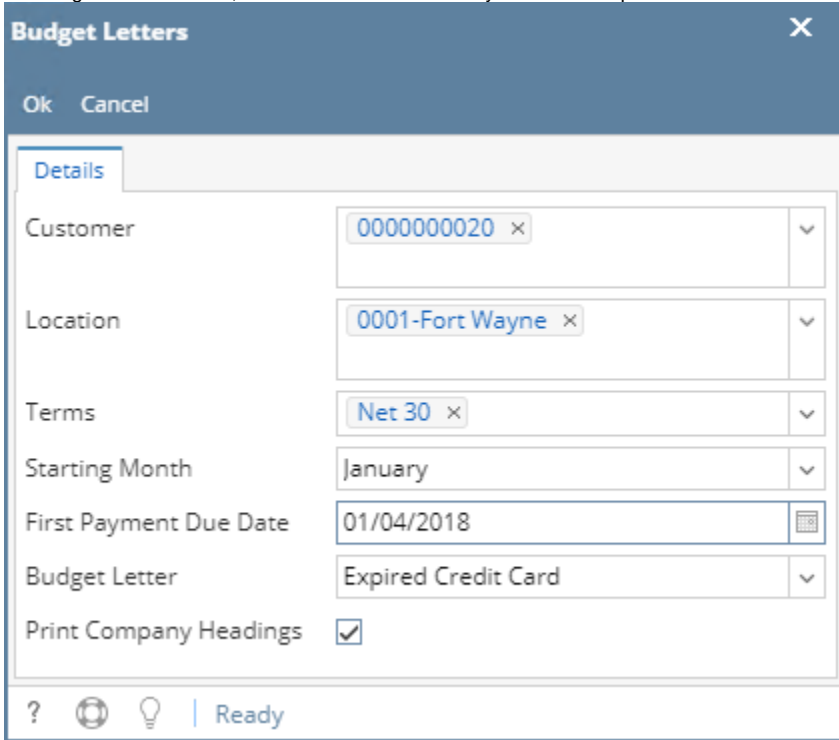# How to Print Budget Letters

1. On the Menu panel, click **Budget Calculation menu**. This will open the Budget Calculation screen.

2. Click the **Print Letters toolbar button**. This will open the Budget Letters screen.

Budget Calculations

Generate   Save   Undo   Import   Export   Update Budgets   **Print Letters**   Customer   Close

3. On Budget Letters screen, fill out the customer details you want to be printed.

Budget Letters   ✕

Ok   Cancel

Details

Customer	0000000020 ✕ ⌄
Location	0001-Fort Wayne ✕ ⌄
Terms	Net 30 ✕ ⌄
Starting Month	January ⌄
First Payment Due Date	01/04/2018 🔲
Budget Letter	Expired Credit Card ⌄
Print Company Headings	✔

?   ⊙   ♀ | Ready

4. Click the **Ok toolbar button**. The Report Viewer will display containing the details of the customer. Below are the details of the report:

   - **First Row:** Shows the Company details which includes the Company Name, Address, City, State and Zipcode. This will display based on the option **Print Company Headings.**
   - **Second Row:** Shows the Customer details which includes the Customer Name, Address, City, State and Zipcode.
   - **Third Row:** Shows the customer's Budget Payment amount and the payment's due date.
   - **Fourth Row:** Shows the description of the selected letter from Budget Letter field.

Budget Letter

iRely LLC
4242 Flagstaff Cove
Fort Wayne IN 46815

Customer:	Customer C 1234 Main Street Fort Wayne IN 46815

Budget Payment:	358.00
First Payment Due:	04/29/2017

Dear Customer,

This is a sample Budget Letter.

Thank you,

iRely

> ⚠ **Note**
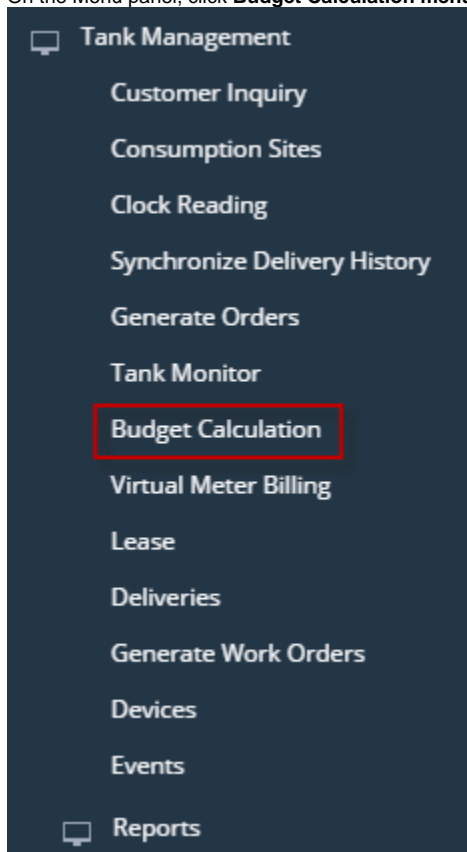>
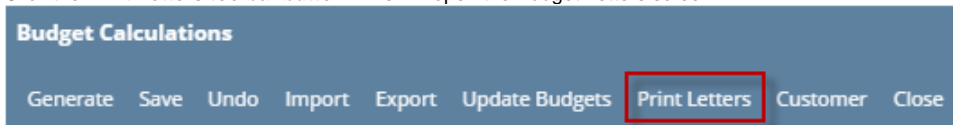> To print a specific budget letter, letter should be setup first from **System Manager > Letters**.

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Budget Calculations

Generate   Save   Undo   Import   Export   Update Budgets   Print Letters   Customer   Close

3. On Budget Letters screen, fill out the customer details you want to be printed.

Budget Letters   ∧   ✕

Ok   Cancel

Details

Customer		∨
Location	0001 - Fort Wayne ✕	∨
Terms	Net 30 ✕	∨
Starting Month		∨
First Payment Due Date	4/29/2017	📅
Budget Letter	Letter1	∨
Print Company Headings	✓	

?   ⊕   ♀   Ready

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Budget Letter

iRely LLC
4242 Flagstaff Cove
Fort Wayne IN 46815

Customer:	Customer C 1234 Main Street Fort Wayne IN 46815

Budget Payment:	358.00
First Payment Due:	04/29/2017

Dear Customer,

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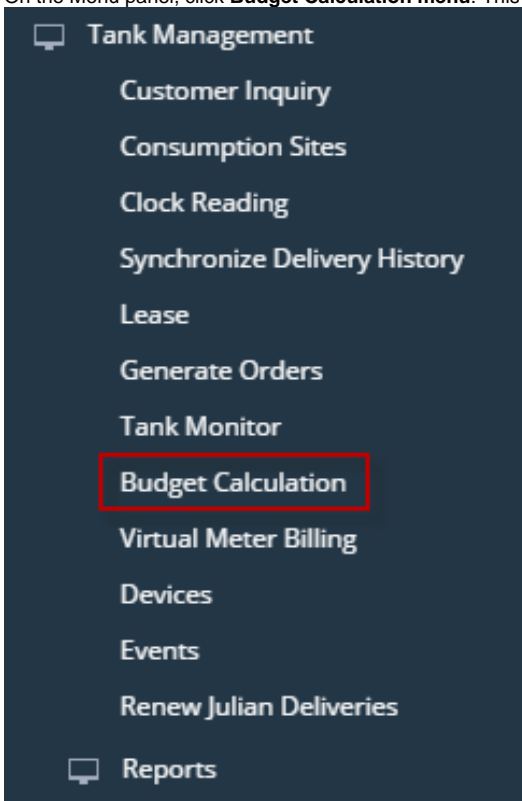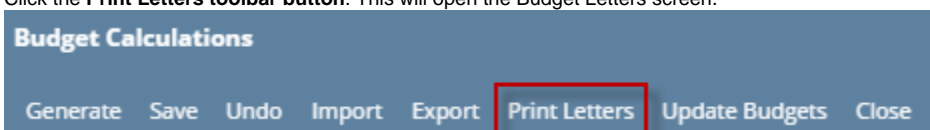
Thank you,

iRely

⚠ **Note**

To print a specific budget letter, letter should be setup first from **System Manager > Letters**.

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1. On the Menu panel, click **Budget Calculation menu**. This will open the Budget Calculation screen.

🖵 **Tank Management**

    Customer Inquiry

    Consumption Sites

    Clock Reading

    Synchronize Delivery History

    Lease

    Generate Orders

    Tank Monitor

    Budget Calculation

    Virtual Meter Billing

    Devices

    Events

    Renew Julian Deliveries

🖵 **Reports**

2. Click the **Print Letters toolbar button**. This will open the Budget Letters screen.

Budget Calculations

Generate   Save   Undo   Import   Export   **Print Letters**   Update Budgets   Close

3. On Budget Letters screen, fill out the customer details you want to be printed.

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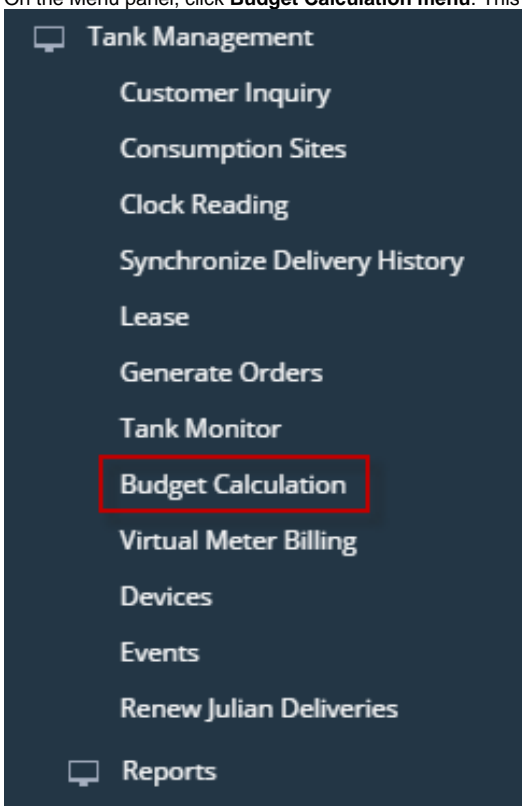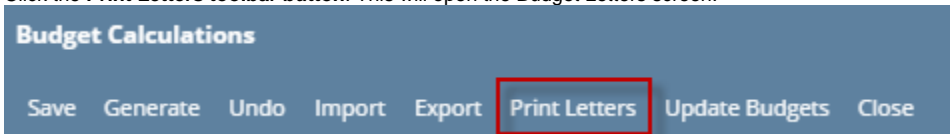- **Fourth Row:** Shows the description of the selected letter from Budget Letter field.

⚠ **Note**

To print a specific budget letter, letter should be setup first from **System Manager > Letters**.

1. On the Menu panel, click **Budget Calculation menu**. This will open the Budget Calculation screen.

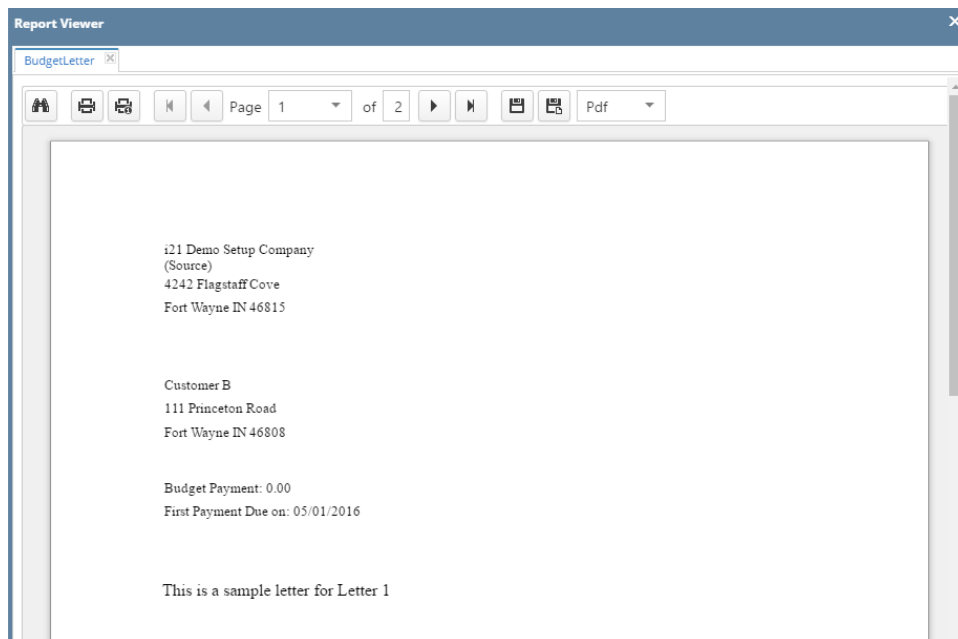2. Click the **Print Letters toolbar button**. This will open the Budget Letters screen.

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> ⚠️ **Note**
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