

## Using the Mail Group field

The Mail Group field on the customer screen (box #9) is used to group accounts so that they print together when you print bills. If you routinely go through your cards and pull out certain bills so that they don't get mailed, you can put a mail group on those accounts and those bills will print at the end of your print job. Maybe you have someone with multiple accounts and you would like to mail all of their bills in an envelope. Just put their accounts in a mail group and all of the bills for those accounts will print together. The mailgroup field is a single digit field and can accept a number, letter or special character (!, @, #, etc.). Using the mail group field can save you time hunting through your bills.