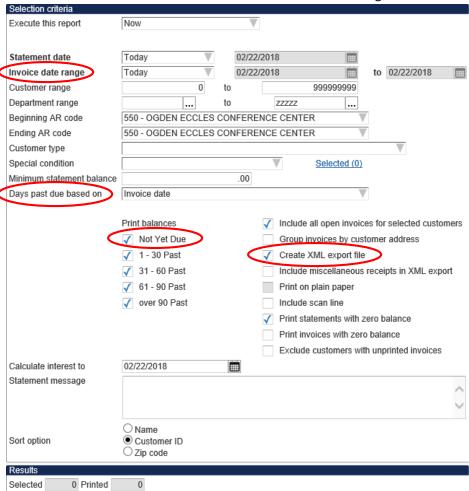# MUNIS – Print General Billing Statement

Cheat Sheet

1. Open the Tyler Menu, then…
   a. **General Revenues**
   b. **General Billing**
   c. **Collection Processing**
   d. **Print Statements**

2. Click Define, then enter the options as desired. Key options are indicated below:
   a. Invoice Date Range – only invoices with an invoice date within this range will print.
   b. Customer Range -
   c. Days past due based on -
   d. Create XML export file – this option must be checked
   e. Print balances – Check "Not Yet Due" to include all outstanding invoice

3. Click Accept, then Select, and then Print.

4. Choose the print options below, selecting your printer from the "print to" box.
   a. Printer Name – Tyler Forms DO
   b. Job – Print General Billing Statements
   c. Print to – select your desired printer, or select do not print if you just want a PDF copy attached to the customer record.

Output type

○ Munis printer   Printer name: TYLER FORMS DO   [...]   [Properties]
○ Save

     Status: Available
     ID: !TF
     Type: Tyler Forms

     Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Forms options

● Submit To Tyler Forms   Job   [Print General Billing Statements ▼]
○ Email Sample Data To Current User   ☑ Archive Tyler Forms output to content manager
○ Transfer Sample Data To Workstation   ☐ Email Tyler Forms output to me

     ☑ Print to   [Do Not Print ▼]

Report title

[XML STATEMENTS]

| A Guzmans printer health dept |
| AP and PR Check Printer |
| Dispatch 4600 invoice printer |
| Dispatch Kyocera printer |
| **Do Not Print** |
| Fairgrounds Invoice Printer |
| Health work room |
| ITLAZER |
| ITLZR2 |
| Operations |
| Payroll Printer |
| PO Printer |
| Roads Invoice Printer |

Output options

☐ Enable hyperlinks if present   Copies   [1 ▲ ▼]

[OK]   [C...]