

CREDITOR - QUICK REFERENCE GUIDE

Utilities

Creditor Mailing Matrix

Step	Action
1	Click on the Utilities hyperlink at the top of the screen.
2	Select under Miscellaneous, Mailings
3	Select Creditor Mailing Matrix . Enter the case number in the yy-nnnnn format.
4	Click the Run Report button.
5	The Creditor Mailing Matrix will generate. The 1-column file can be saved as a text file on your computer with the browser's File/Save As feature. The saved file can then be edited and printed on labels or you can use the cut and paste option.