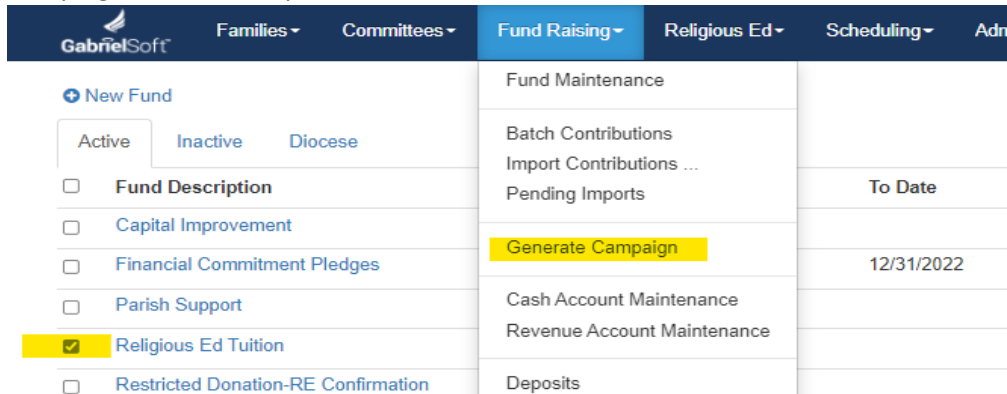# How to Create Tuition Statements in GabrielSoft

1. From the purple menu bar, click on Fund Raising, then Fund Maintenance. Check the box next Religious Ed Tuition, as shown below. Then, click Fund Raising again, and select Generate Campaign from the dropdown menu.

2. Select "Today" for the "Next Payment Date" field, keep the file as a .csv document, then click Print. (note, this is not actually printing anywhere, it is just generating a new .csv document to use later).
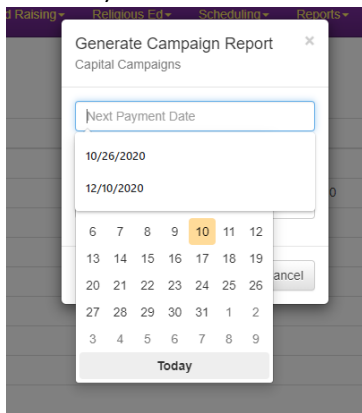
3. The .csv file should automatically go to your Downloads file on your computer. You can also open the file and save it somewhere else if you'd prefer. You will need easy access to this document for the Mail Merge.
4. Open the Faith Formation Statement Template document from wherever you saved it.
5. When the Word document is open, select the Mailings menu. From the Start Mail Merge button, select "Step-by-step Mail Merge Wizard"
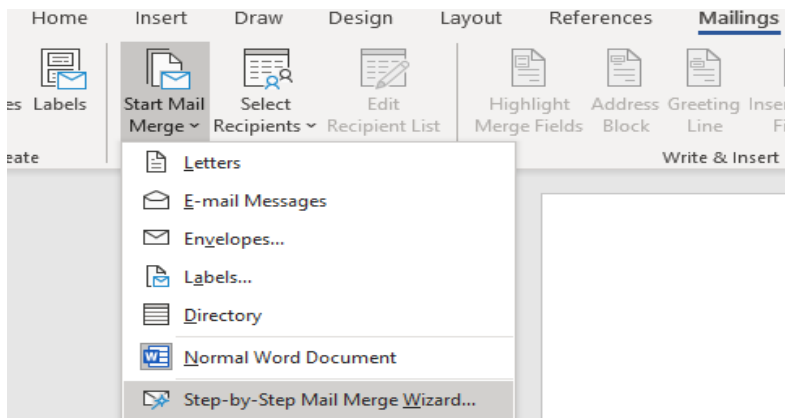
6. The Mail Merge Wizard will appear on the right side of the screen. Follow the prompts
   a. Select document type: "Letters" (probably already marked)
   b. Click Next
   c. Select starting document: "Use Current Document" (probably already marked)
   d. Click Next
   e. Select recipients: "Use an existing list" (already marked)
   f. Under "Use an Existing List", click Browse – this is where you select the .csv file you made earlier. It's either on the top of the list in your "downloads" folder or wherever you saved it.
   g. The .csv list is already formatted for this letter – you can select or deselect names, depending on what bills you want to run. If you want to run all bills, leave the checkboxes selected. Click OK
   h. Click Next
   i. This step is to make and changes to the actual letter that goes on the bill. These changes will apply to all bills being printed. Add your logo or letterhead, add your signature, add or delete any merge fields you like.
   j. Click Next
   k. The letter will autofill so you can be sure the format looks correct.
   l. Click Next
   m. The last step is to print. If you choose Edit Individual Documents at the Print & Merge step – you can review each statement before printing