

## Eviction Prevention: Invoicing

The “Return to NYC Program Page” takes you back to the NYC page on the TBF-Workplace site.

The “Return Westchester Program Page” takes you back to the Westchester page on the TBF-Workplace site.

[Invoice Data for NYC](#)     [Invoice Data for Westchester](#)

The purpose of this task is to generate a file of loan information to include in an invoice to be mailed to a client.

The process is quite different from ACCESS where a file of letters was generated to print and mail to clients.

With Caspio, a data file is generated of all loans that are still active. When you enter a new loan, Caspio automatically marks it as ACTIVE. Just as in ACCESS, a process is silently run to update the status of loans so that if the loan is paid in full, the loan is marked PAID. If the date of the most recent payment is 18 months ago (or more), the loan is marked as DEFAULTED. However, unlike ACCESS, if a new payment comes in after a loan has been marked in default, the loan is re-activated and marked as ACTIVE.

Caspio also keeps track of the loan balance, sum of payments, most recent payment amount, and most recent payment date for *each* loan. Again, unlike ACCESS, each loan has its own **LoanID**, and when a payment is made, you select which loan is being paid for that client.

When you run the task to create the invoice data, you don’t have to search for or do anything to specify what you want. All ACTIVE loans are in the data file. Some clients have provided email addresses. As an option, you can click on the client email address to see an email version of the invoice to send. Here is a small sample of the invoice data file for Westchester.

 Download Data Sort by

Last Name, Person 1	First Name, Person 1	Street & Apt # or PO Box	City	State	ZIP	Loan Date	Loan Amount	Monthly Repayment	Loan Balance	Sum of Payments	Most Recent Payment	Email	Loan ID	Most Recent Payment Amount	Worker Full Name
Dalmasi	Jose	1 Father Finian Sullivan Drive, Apt. 1L	Yonkers	NY	10703	9/4/2018	\$1,000.00	\$16.66	\$883.04	\$116.96	12/15/2020		W6257L1	\$17.00	Grace Perry
Ramirez	Ariel	10 Orchard Street Apt. A	Yonkers	NY	10703	6/28/2018	\$1,200.00	\$10.00	\$1,190.00	\$10.00	2/24/2021	<a href="mailto:Arielramirez@gamil.com">Arielramirez@gamil.com</a>	W6213L1	\$10.00	Grace Perry
Edwards	Lincoln	229 South 7th Avenue Apt. 5C	Mount Vernon	NY	10550	2/27/2020	\$800.00	\$16.66	\$580.00	\$220.00	11/3/2020		W6163L1	\$60.00	Grace Perry

There is one email address in this sample. When you click on it, the following is the email created for that client (except that the client’s name and address would appear):

Client Name  
Client Address

INVOICE: |  
Loan ID: W6213L1

Loan Date: 6/28/2018  
Loan Amount: \$1,200.00  
Payments to Date: \$10.00  
Most Recent Payment: 2/24/2021 in the amount of \$10.00

Loan Balance: \$1,190.00


Please remit your payment in the amount of  
Monthly Payment: \$10.00  
Your repayments are used to help other families and individuals facing loss of their affordable housing.

Thank you,  
Grace Perry

Please remember to include your Loan ID on your check: W6213L1  
Payments not received by the 30th of the month will not be shown on this invoice. Please retain invoice for your records.

 [Download Data](#)

**For everyone else, or for anyone who prefers a mailed invoice, the next step is to DOWNLOAD Data to an EXCEL spreadsheet (in CSV format).**

 NYCW\_Invoices\_5\_....csv ^

**At the bottom of your browser screen, a link to the EXCEL sheet appears**

Click on it and SAVE it to your computer where you can find it. The contents are partially shown here. You can delete rows of clients you do not want to send an invoice, or those who are receiving an email invoice. Or you can

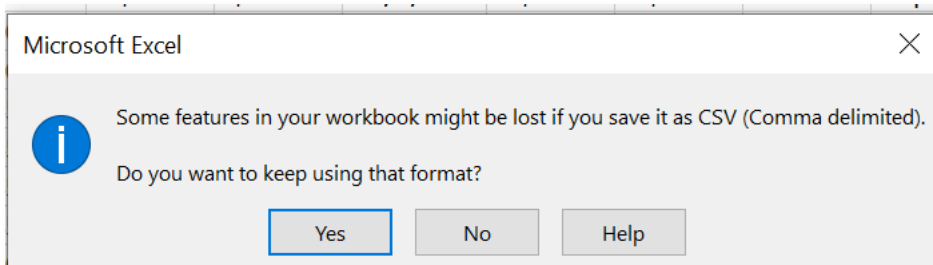
keep them in the EXCEL sheet and not mail the letters produced.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Client_Ma	Client_Ma	Client_Ma	Client_Ma	Client_Ma	Client_Ma	tblLoan_Lo	tblLoan_Lo	tblLoan_M	tblLoan_Lo	tblLoan_Si	tblLoan_Mo	Client_Ma	tblLoan_Lr	tblLoan_IV	tblLoan_tbf	Work
2	Dalmasi	Jose	1 Father F	Yonkers	NY	10703	9/4/2018	\$1,000.00	\$16.66	\$883.04	\$116.96	12/15/2020		W6257L1	\$17.00	Grace Perry	
3	Ramirez	Ariel	10 Orchar	Yonkers	NY	10703	6/28/2018	\$1,200.00	\$10.00	\$1,190.00	\$10.00	2/24/2021	Arielframe	W6213L1	\$10.00	Grace Perry	
4	Edwards	Lincoln	229 South	Mount Ve	NY	10550	2/27/2020	\$800.00	\$16.66	\$580.00	\$220.00	11/3/2020		W6163L1	\$60.00	Grace Perry	
5	Nimmons	Sharon	696 Highla	Peekskill	NY	10566	12/22/2017	\$1,021.03	\$0.00	\$835.03	\$186.00	9/10/2020	bianca	W6104L1	\$100.00	Grace Perry	

When saving the EXCEL sheet to your computer, you will see this message because the file is in CSV format.

Click on YES.

The data file is named  
*InvoiceData\_M\_DD\_YYYY.csv*



The date is appended to the name *InvoiceData* so that you can't overwrite another datafile named *InvoiceData.csv*. You may wish to keep these data files for your records, or delete them once you have sent out the invoices.

## MAIL MERGE using WORD

«AddressBlock»

INVOICE:

Loan ID: «tblLoan\_LoanID»

Loan Date: «tblLoan\_Loan\_Date»

Loan Amount: «tblLoan\_Loan\_Amount»

Payments to Date: «tblLoan\_SumOfPayments»

Most Recent Payment: «tblLoan\_MostRecentPaymentDate» in the amount of «tblLoan\_MostRecentPaymentAmount»

Loan Balance: «tblLoan\_LoanBalance»

Please remit your payment of:  
**Monthly Repayment:** «tblLoan\_Monthly\_Repayment»

Your repayments are used to help other families and individuals facing loss of their affordable housing.

Thank You,  
 «tblLoan\_tbf\_WorkerName»

There are Invoice Templates for each program in WORD. The template will fill all the highlighted fields shown here with data from the Excel sheet you have downloaded.

<<AddressBlock>> Before doing the mail merge, click on **Address Block** to be sure it is set correctly. See below. There should be checkmarks next to Insert Recipient's name and Insert Postal Address and Format Address. Then click on **Match Fields**. If this is not set correctly, addresses won't print.

### Insert Address Block

Specify address elements

Insert recipient's name in this format:

Josh  
 Josh Randall Jr.  
 Josh Q. Randall Jr.  
 Joshua  
Joshua Randall Jr.  
 Joshua Q. Randall Jr.

Insert company name

Insert postal address:

Never include the country/region in the address

Always include the country/region in the address

Only include the country/region if different than:

United States

Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

<< 1 >>

Maria Castillo  
 1541 Williamsbridge Rd, Apt. 6H  
 Bronx, NY 10461

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

[Match Fields...](#)

OK
Cancel

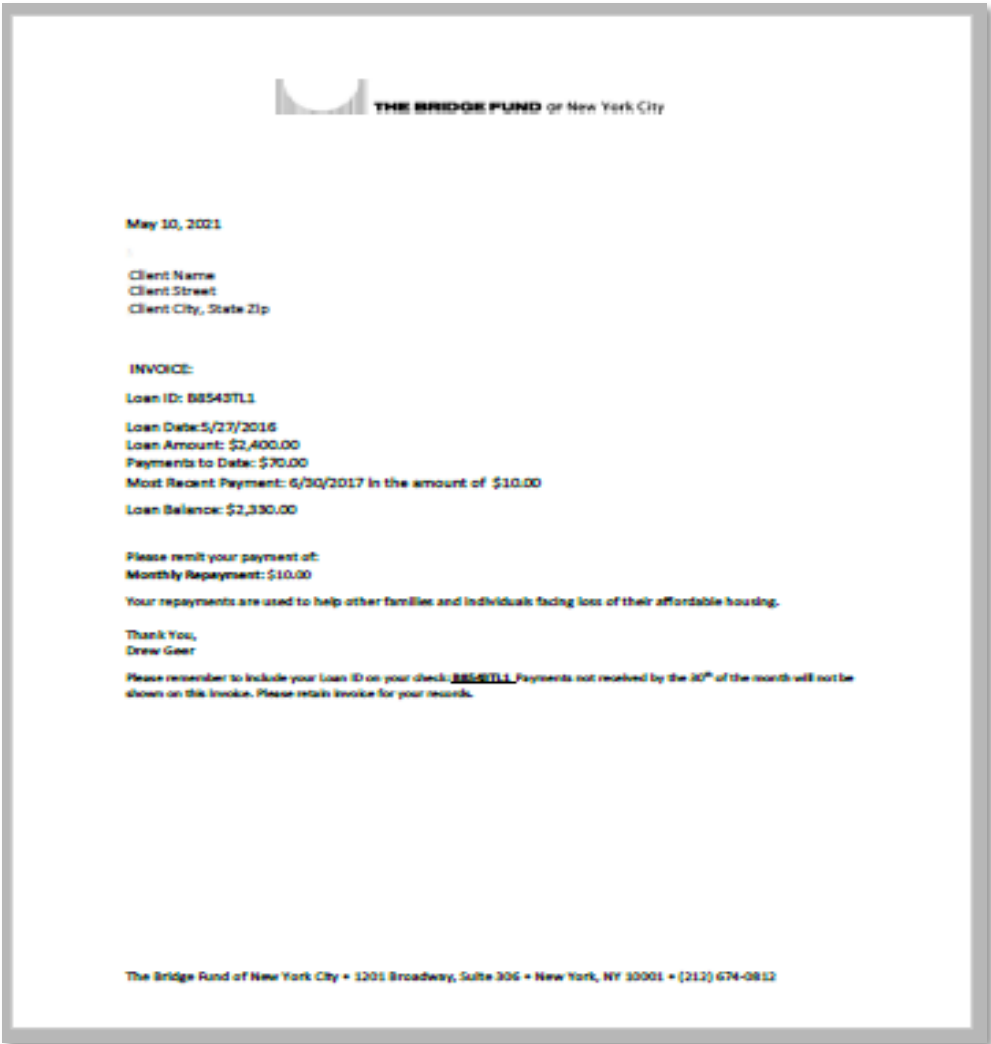
Required for Address Block	
First Name	Client_MainTable_FirstName1
Last Name	Client_MainTable_LastName1
Suffix	(not matched)
Company	(not matched)
Address 1	Client_MainTable_Street
Address 2	(not matched)
City	Client_MainTable_City
State	Client_MainTable_State
Postal Code	Client_MainTable_ZipCode

Remember this matching for this set of data sources on this computer

The Fields to Match are shown at left:

First Name = Client\_MainTable\_FirstName1  
 LastName = Client\_MainTable\_LastName1  
 Address 1= Client\_MainTable\_Street  
 City = Client\_MainTable\_City  
 State= Client\_MainTable\_State  
 Postal Code = Client\_MainTable\_ZipCode

Check box to REMEMBER this matching. And press OK.



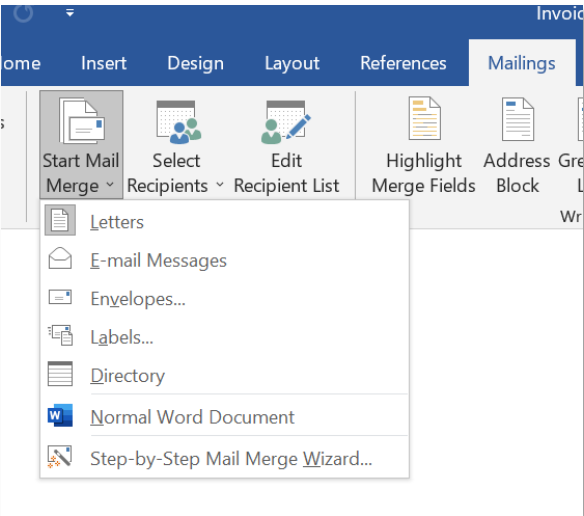
The result of the merge produces a file of letters you can edit (if necessary) and print for mail.

A separate template is provided for putting names and addresses on size 10 envelopes.

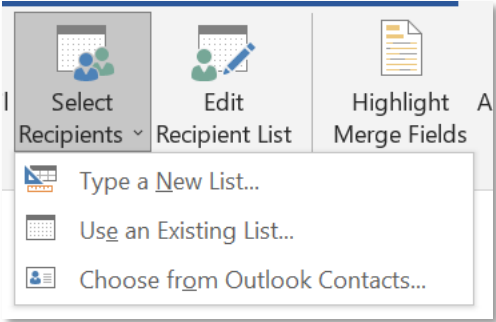
Step-by-Step Instructions begin on the next page.

**FOLLOW THESE STEPS:**

- 1. Open your program's template: [NYC Invoice Template](#) or [Westchester Invoice Template](#)



- 2. Under **Mailings**, select **Start Mail Merge** and choose **Letters**



- 3. Click on **Edit Recipient List** and choose **Use an Existing List**. This is where you select the file you have downloaded with the current Loan data.

*InvoiceData\_(M\_DD\_YYYY).csv* **Change the date** in the template from May 10, 2021 to the current date.

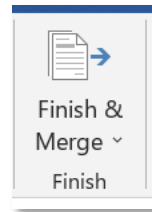


4. Click on **Preview Results**. You should see a letter with the fields filled in with data (partially shown here).

INVOICE:

Loan ID: W6257L1  
Loan Date: 9/4/2018  
Loan Amount: \$1,000.00

Payments to Date: \$116.96  
Most Recent Payment: 12/15/2020 in the amount of \$17.00  
Loan Balance: \$883.04



5. **Finish & Merge** : choose *Edit Individual Documents* and *ALL* for your review.

6. The file will be named **Letters#.docx** where **#** increases with the number of Letters.docx you have in this directory.
7. Envelopes. Repeat the same procedure. Open the [Envelope Template.docx](#) (for either program).
8. Select **Mailings**, then **Start Mail Merge**, this time choose **Envelopes**. (If you choose **Labels**, you will need to format for your label size and use **Insert Merge Field**, *ADDRESS BLOCK* on the label.) You may need to change printing options, direction of feed for your printer.
9. **Edit Recipient List**: choose the same [InvoiceData\\_m\\_dd\\_yyyy.csv](#) data file as above. **Print Preview** and Finish **Finish & Merge**. You will have a file of formatted envelopes to send to the printer.