## General

The Finance system handily records payment method within account within financial year. So identifying Recent PayPal renewers is relatively simple in the FINACE system but not in the MEMBERSHIP system.

1. The top item on the finance menu is the one you want - *Ledger (by account)*
2. Click it.
3. Change Selection criterion Account to PayPal but leave Year as is.
4. You will see a list of members all of whom have Membership Renewal as detail
5. Every one of these needs a card/Yearbook/acknowledgement envelope
6. Note that you can sort this list by member name or date.
7. Date (the default) may be better if you do this several times and want to follow on from where you got to last time
8. Or sort be name and subsequent trawls will get envelopes missing ‘cos you’ve already posted them.