

# Adding or Editing Family Addresses in Accounts Receivable


To ensure your customers and their families receive billing notices, invoices, statements, and receipts promptly, your family addresses should be up-to-date and complete.


You can add or edit address information, delete an address, and print a family's address report from the **Add/Edit Customers** window.


Note





When you add, update, or delete a family's address, those changes apply to each individual in the family. To add, edit, or delete individual addresses, see [Entering Customer Addresses in Accounts Receivable](#).

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. On the **Family** tab, select the family to which you are adding an address. Click **Edit**.
4. On the **Addresses** tab, click **Add**.
5. In the **Address Type** drop-down list, select the **Address Type**.
6. Enter the address information and click **OK**.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. On the **Family** tab, select the family whose address you are editing. Click **Edit**.
4. On the **Addresses** tab, click **Edit**.
5. In the **Address Type** drop-down list, select the new **Address Type**, if applicable.
6. Make any changes to the address information and click **OK**.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. On the **Family** tab, select the family whose address you are deleting. Click **Edit**.
4. On the **Addresses** tab, select the address to be deleted and click **Delete**.
5. Click **Yes**, then **OK**.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers** and click **Go** .
3. On the **Family** tab, select the family whose address you want to print. Click **Edit**.
4. On the **Address** tab, click **Print**.
5. An Address Report for this family displays. Click **Print**  to print this report.
6. Close the report and click **OK** to return to the Add/Edit Customers window.