







# Printing a List of Customers in Accounts Receivable

To keep a hard copy for your records, you can print a list of customers or print an individual customer or family's record from the Add/Edit Customers window.

You can also customize the Add/Edit Customers grid to display and print selected information from a customer or family's record. To learn more about customizing the Add/Edit Customers grid, see [Customizing the Customer List](#).

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. To print a list of all records, including those that are set to inactive, select **Show Inactive**.
4. Right-click on any record and clear **Print Only Selected**. If you select this option, only that particular customer or family's record prints.
5. Click **Print**.
6. When the Customer Listing displays, click **Print** .

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. If **Group on Family** is selected, clear the option.
4. Right-click on the customer whose record you want to print.
5. Click **Print Only Selected**.
6. Click **Print**.
7. A Customer Listing displays. Click **Print**  to print this listing.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Customers**. Click **Go** .
3. Select **Group on Family**.
4. Right-click on any member of the family whose record you want to print.
5. Click **Print Only Selected**, then click **Print**.
6. A Customer Listing displays. Click **Print**  to print this listing.