



Printing a Vendor Listing

If you want a list of all vendors, you can print the Add/Edit Vendors grid.

You can customize the listing to print only selected vendors. For example, if you only want to print 1099 vendors, you can [customize the grid](#) to display the **1099** field, then sort the grid to display only those vendors with a value of **Yes** in the **1099** field. You can also include [inactive vendors](#).

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Vendors** and click **Go** .
3. **Optional:** When the Add/Edit Vendors window displays, select **Show Inactive** to show inactive vendors.
4. Click **Print**.
5. When the Print Preview displays, click **Print** to print the list.

To display a vendor listing, the Add/Edit Vendors grid must be set to **Locate** selection mode. **Locate** mode displays a listing of vendors, while ***Search** mode displays a search blank.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Vendors** and click **Go** .
3. Right-click inside the Add/Edit Vendors grid, then click **Customize**.
4. On the **Options** tab, under **Selection Mode**, select **Locate**.
5. Click **OK**.