



## **BAR1000 - Customer Listing**



# Table of Contents


**BAR1000 - Customer Listing** ..... 1



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## Accounts Receivable Reports > Accounts Receivable Reports > Customer Listing

This report displays a list of customers and their contact information. The default sort is by alpha, but the sort function can be used to re-sort the data.

Parameter	Description
<b>Sort by Alpha (A), Customer Number (N)</b>	A - Sort the report alphabetically. N - Sort the report by customer number. This is a required field.
<b>Select Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active customers only. I - Print inactive customers only. Blank - Print both active and inactive customers.
<b>PO required Y or N, blank for ALL</b>	Y - Include customers that require a purchase order before an invoice is created. N - Include customers that do not require a purchase order before an invoice is created. Blank - Print all customers.
<b>Select Customer(s), or blank for ALL</b>	Type the customer number separating multiple customer numbers with a comma. Or, click  to <a href="#">search for customers</a> . Otherwise, leave blank to use all customer numbers.

[Generate the report.](#)



## Back Cover