# **Customer Reports**

# **Customer List**



IN MANAGER MODE: Go to Reports

1. Select Reports Button

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Manager Mode

2	₽OSitive Retail Manager - The	Custo Bluetigue - Station: 1	omer	List	
	File Edit Window Help	Transactions Purch	asing Accounting E-Commerce Manag	gement Maintenance	
1_	Report Center	Report Type         Sales Reports         Inventory Reports         Management Reports         Purchasing Reports         RMA Reports         Customer Reports         AB Reports         GL Reports         Vendor Reports	Report Print Customer Labels Print Customer List Deposits On File	Print Customer List Prints a list of Customers. A Query can be use to create reports based on Total Sales, specific items purchased, etc.  External Reports  External Reports  Crystal Reports  Edit Properties Delete	

- Under Report Type, Select Customer Reports
   Under Report, Select Print Customer List
   Select Run Report (F7)

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1-	View 🛞 Reports Actions 🔊 Receipt Layouts Inventory Labels Customer Labels User-Definable Reports	Report Type         Sales Reports         Inventory Reports         Purchasing Reports         Purchasing Reports         AR Reports         AR Reports         AP Reports         B-Beports         Vendor Reports	Report Print Customer Labels Print Customer List Deposits On File car d ould you like to apply a query to this report?	Print Customer List         Prints a list of Customers. A Query can be use to create reports based on Total Sales, specifitiems purchased, etc.         External Reports         O POSitive Report Writer         O Crystal Reports         Edit	Close ed ic

- To apply a query select Yes
   To print all Customers, select No



- 1. Select Query to apply (Dec. B-days)
- 2. Click Select



1. Customer Report for December Birthdays will print, if you select a query





1. A Customer list will print, if you do not select a query.