

Active Customer List

When opened this form will allow you to view all active Customers Names, Addresses and Phone Numbers. To open the Active Customers List, click the Global Reports Button and Select Active Customer List, report will then generate.

The screenshot displays a software application window with a menu bar and a task bar. The menu bar includes 'File', 'Bank Transaction', 'Global Reports', 'Settings', 'Window', 'Layout', and 'Help'. The task bar contains icons for 'New Job', 'Open Job', 'Create Transaction', 'Find Transaction', 'Check Reconciliation', 'Check Register', 'Global Report', 'Fee Category', and 'Exit'. The 'Global Report' icon is circled in red, with a callout box pointing to it that reads 'Click on Global Report on the task bar'. Below the task bar, the 'Global Reports' section is visible, containing icons for 'Active Customer List', 'Sub-Contractors List', 'Job Cost Per S.F.', and 'Expense Ledger By Date'. The 'Active Customer List' icon is also circled in red, with a callout box pointing to it that reads 'Double Click on Active Customer list and your report will be generated'.

Click on Global Report on the task bar

Global Reports

Active Customer List

Sub-Contractors List

Job Cost Per S.F.

Expense Ledger By Date

Double Click on Active Customer list and your report will be generated