How do I add contacts to the Customer or Vendor List?

When you add contacts to the Address Book, you can specify whether they will display in the Customer or Vendor Lists (Quicken Home & Business only). Then, the next time you create a form such as an invoice or a bill, you can select the payee name directly from the form.

1. Choose **Tools** menu > **Address Book**.
2. Click **New**.
3. Enter the **Payee name** and enter as much or as little detail as you want.
4. Click the **Customer List** or **Vendor List** check box to add the name to the customer or vendor list.
5. Click **OK**.