

# How to Find Terminated Customers

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Customers that are inactive in Managely do not appear on the main search at the top, making it only prospects or active customers to show there.

**Inactive customers in Managely are called terminated customers. Follow the steps below to find the terminated customers:**

Access Accounts Receivable -> Customers.

Enable the option for terminated customers as shown below and the results will display:

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This list can be exported to Excel, by clicking the Export to Excel button:

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