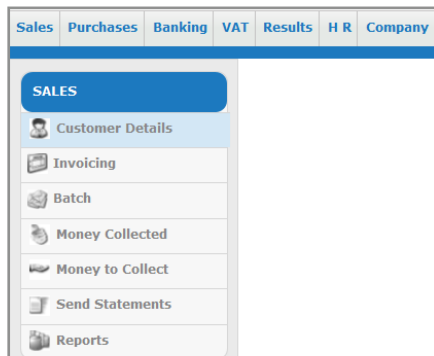
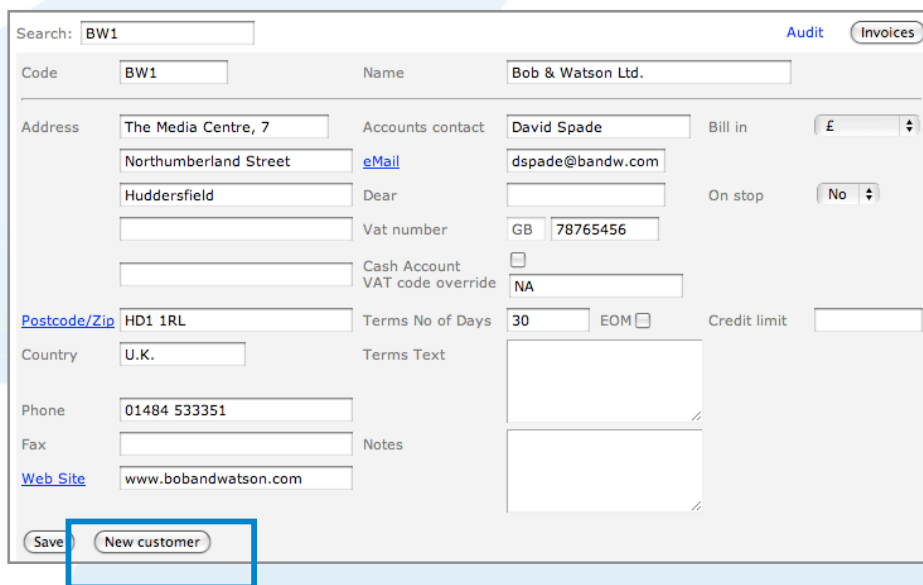


Create a Customer Record

Select the **Sales** tab and then press the **Customer details** button.



The first time you use this screen to enter a customer, the screen will be blank. Click on the **New Customer** button to bring up a new blank record.



Search: Audit

Code: Name:

Address:

Accounts contact: Bill in:

Dear: On stop:

Vat number:
 Cash Account
 VAT code override

Postcode/Zip: Terms No of Days: EOM Credit limit:

Country: Terms Text:

Phone:
Fax: Notes:

Web Site:

If you have several customers already, you may want to see if the customer you are about to enter has already been created. You can do this by searching on the customer code.

NOTE: Only the customer code and name fields are mandatory on this screen, the other fields can all be left blank to be filled in later if needed.

You can put any additional notes about the customer in the **Notes** field.

If you want to put the customer **on stop**, select **yes** from the drop down menu.

If you have multi-currency module enabled, choose the default **currency** for this customer.

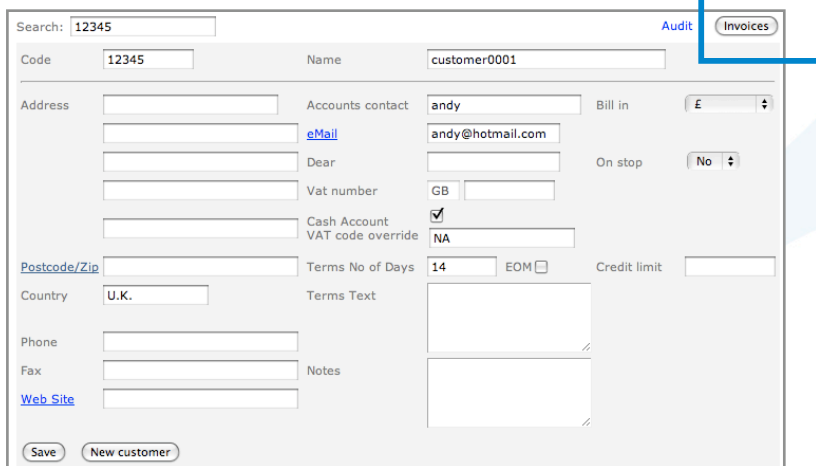
If required, enter a **credit limit** for the customer.

To save the record, press the **save** button.

Code	LR1	Name	Larusso
Address	126 Newsome Road	Accounts contact	Jane Russell
	Newsome	eMail	jrusell@larusso.com
	Huddersfield	Dear	
		Vat number	GB 78765111
		Cash Account	<input type="checkbox"/>
		VAT code override	NA
Postcode/Zip	HD1 2LU	Terms No of Days	30 <input type="checkbox"/> EOM <input type="checkbox"/>
Country	U.K.	Terms Text	PAYMENT WITHIN 30 DAYS TO BE ELIGIBLE DISC.
Phone	01484 779269	Notes	
Fax			
Web Site	www.larusso.com		
<input type="button" value="Save"/>		<input type="button" value="New customer"/>	

Next steps

To create an invoice for the customer you have just entered, click on the **Invoices** button.



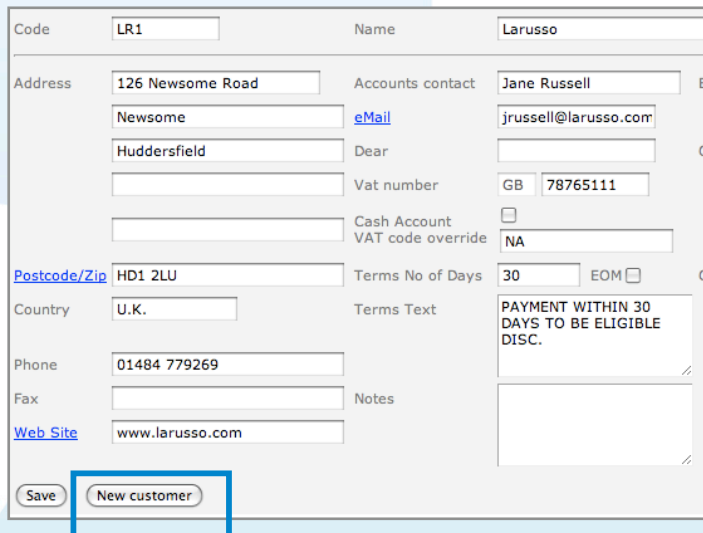
Search: 12345 Audit **Invoices**

Code: 12345 Name: customer001

Address:
 [eMail](#) Accounts contact: andy Bill in: £
 andy@hotmail.com
Dear: On stop: No
Vat number: GB
Cash Account:
VAT code override: NA

Postcode/Zip: Terms No of Days: 14 EOM Credit limit:
Country: U.K. Terms Text:
Phone:
Fax: Notes:
[Web Site](#):

To create a new customer, click on the **New customer** button.



Code: LR1 Name: Larusso

Address: 126 Newsome Road Accounts contact: Jane Russell B
Newsome [eMail](#) jrussell@larusso.com O
Huddersfield Dear:
 Vat number: GB 78765111 C
 Cash Account:
VAT code override: NA

Postcode/Zip: HD1 2LU Terms No of Days: 30 EOM
Country: U.K. Terms Text: PAYMENT WITHIN 30
DAYS TO BE ELIGIBLE
DISC.
Phone: 01484 779269
Fax: Notes:
[Web Site](#): www.larusso.com