Customers

Accounts receivable > Common > Customers > All customers

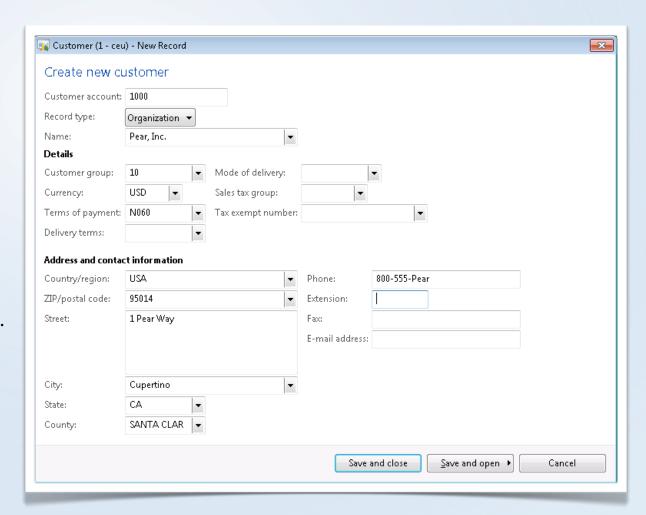
Summary Accounts receivable balances are maintained in Customer accounts.

 $\underline{Steps} \ \ \textbf{1.} \ Create \ a \ new \ Customer$

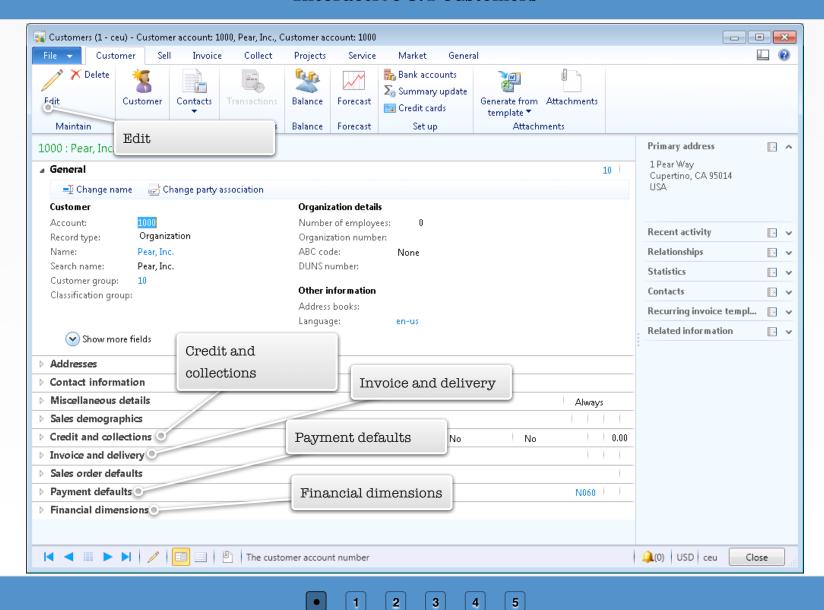
 $\ensuremath{\text{Tips}}$ - $\ensuremath{\text{Add}}$ important fields to the Create new customer form

Create a new Customer

- Click the new **Customer button**.
- Fill in Customer account or default from a <u>Number sequence</u>.
- Add the Name.
- Select the **Customer group**.
- Add the **Address and contact** information.
- Click **Save and open > Customer**.



Interactive 3.1 Customers



Movie 3.1 Customers

