❑ 6 : SETTING UP CUSTOMER FILE

1. MAIN MENU #3
2. PRESS 1 - CUSTOMER INPUT
3. PRESS F1 TO ADD - USE NUMBER OR NAME AND PRESS ENTER.
4. WILL ASK IF YOU WANT TO USE ANOTHER CUSTOMER AS A DEFAULT Y/N. PRESS "N"
5. NEXT IT WILL ASK IF YOU WANT OPEN ITEM BILLING FOR THIS CUSTOMER Y/N. YOUR CHOICES ARE EXPLAINED BELOW :

   a. OPEN ITEM BILLING IS WHEN THE CUSTOMERS PAY BY INDIVIDUAL INVOICES
   b. BALANCE FORWARD IS WHEN CUSTOMERS PAY BY TIME PEROIDS (i.e. 30 day, 60 day, 90 day).

6. THIS WILL TAKE YOU INTO THE CUSTOMER FILE. INPUT CUSTOMER NAME AND PRESS ENTER.
7. INPUT STREET ADDRESS AND PRESS ENTER.
8. INPUT CITY, STATE, AND ZIP CODE AND PRESS ENTER 2 TIMES.
9. INPUT PHONE NUMBER AND PRESS ENTER.
10. INPUT FAX NUMBER (IF ANY) AND PRESS ENTER.
11. PRESS RIGHT ARROW TO PR-SCH. INPUT PRICE SCHEDULE CODE FOR THIS CUSTOMER AND PRESS ENTER.
12. TO CONTINUE ADDING PRESS F1.
13. REPEAT STEPS 3 THRU 11 UNTIL ALL CUSTOMERS ARE SET.
14. WHEN DONE, PRESS F2 BACK TO CUSTOMER & BILLING MENU.

NOTES