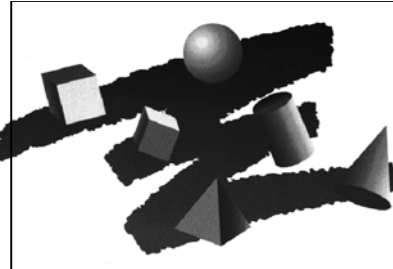


# Solution-IV™ Reprographics Customers



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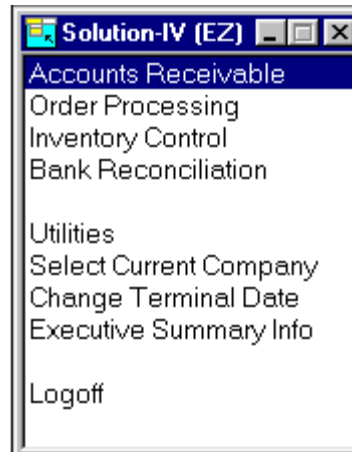
## Add Customers

For help with any option or field please refer to the Accounts Receivable Manual (Customer Maintenance Menu) or press **F6** on your keyboard.

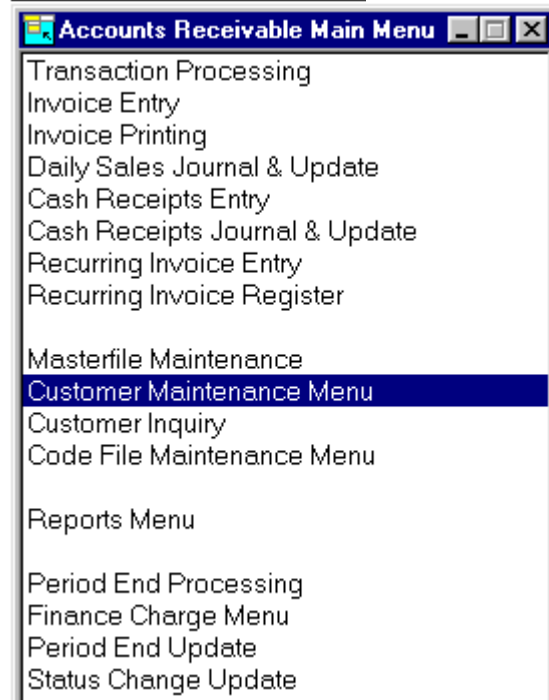
Once you have created a company, you can now add customers to that company.

**Note:** For your convenience, default GL Parameters and AR Parameters have been set however, you may change them. Please refer to the General Ledger and Accounts Receivable manuals for more information.

From the Solution-IV Main Menu,  
select **Accounts Receivable**.



From the Accounts Receivable Main Menu select  
**Customer Maintenance Menu**.



The following screen displays.

Customer Maintenance - Menu

Solution IV Lightspeed Reprographics (DEM) 03/07/03 TD

Customer Code  Name

Type the Customer Code. (For example, **MEP**) and press **Enter**.

Customer Maintenance - Menu

Solution IV Lightspeed Reprographics (DEM) 03/07/03 TD

Customer Code MEP Name

The system prompts:

**Record not found in masterfile. Add this record? Yes No**

Select **Yes**, the following screen displays:

Customer Maintenance - Name & Address

Solution IV Lightspeed Reprographics (DEM) 03/07/03 TD

Customer Code MEP Name Matthew E. Perry

Address

City

State  ZIP Code  Country

Contact

Phone  Ext

FAX  Email

Telex

DUNS  Print Statements?

SIC Code  Print Dunning Messages?

Alt Sort  Statement Cycle

Vendor Ref  Calculate Finance Charges?

PO Required?  Override Fin Chrg Rate

Bill Cycle  Retail Inv?  Open Item or Balance Fwd

Type the Name (for example, **Matthew E. Perry**) and press **Enter**.

At this point you can begin typing the address information and define the customer account or you can add it at a later time.

**Note:** If you want to be able to Print Statements and Messages and Calculate Finance Charges, you must set these options to **Y** on this screen.

Type in some information, and press **Enter** until the screen prompts:

**Add this record? Yes-Add record No-Do not add record F4-Make corrections**

Select **Yes-Add record**.

Add another Customer of your own.

Press **F4** until you return to the Solution-IV Main Menu.