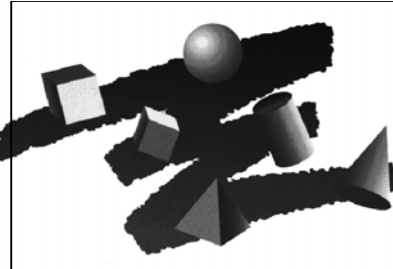


# Solution-IV™ Reprographics Customers



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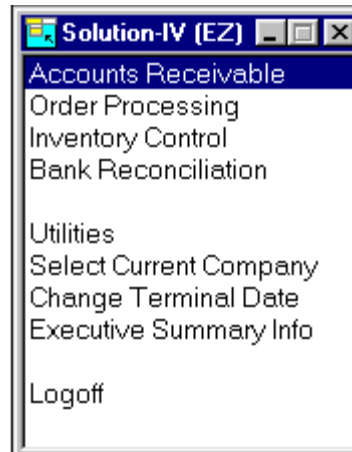
## Add Customers

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

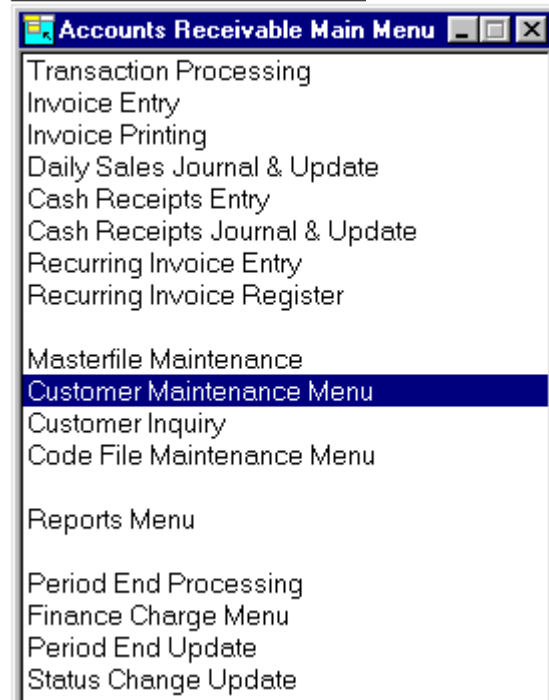
Once you have created a company, you can now add customers to that company.

**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.

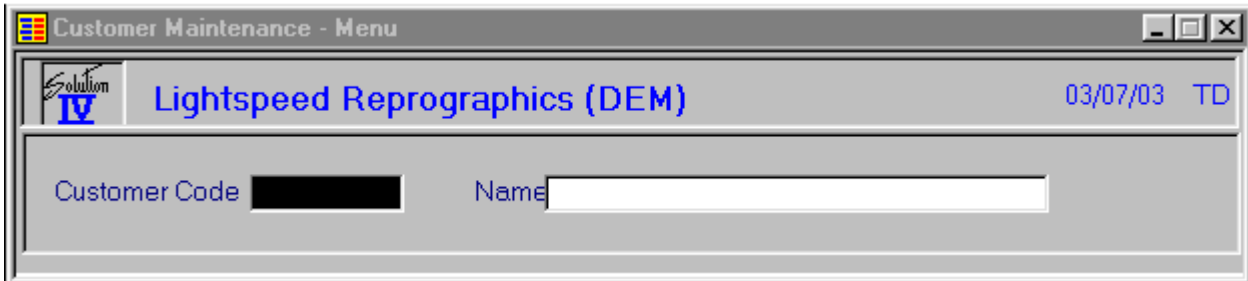
From the Solution-IV Main Menu,  
select **Accounts Receivable**.



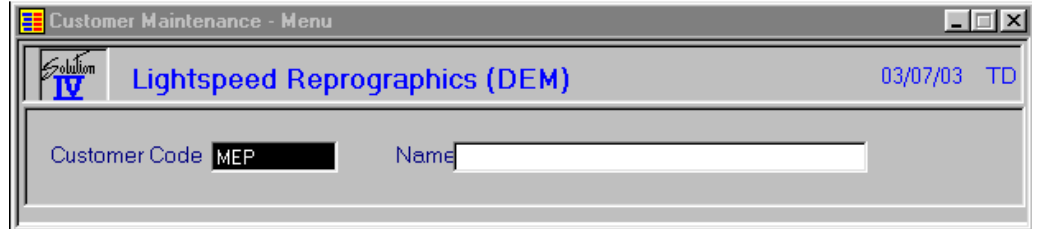
From the Accounts Receivable Main Menu select  
**Customer Maintenance Menu**.



The following screen displays.



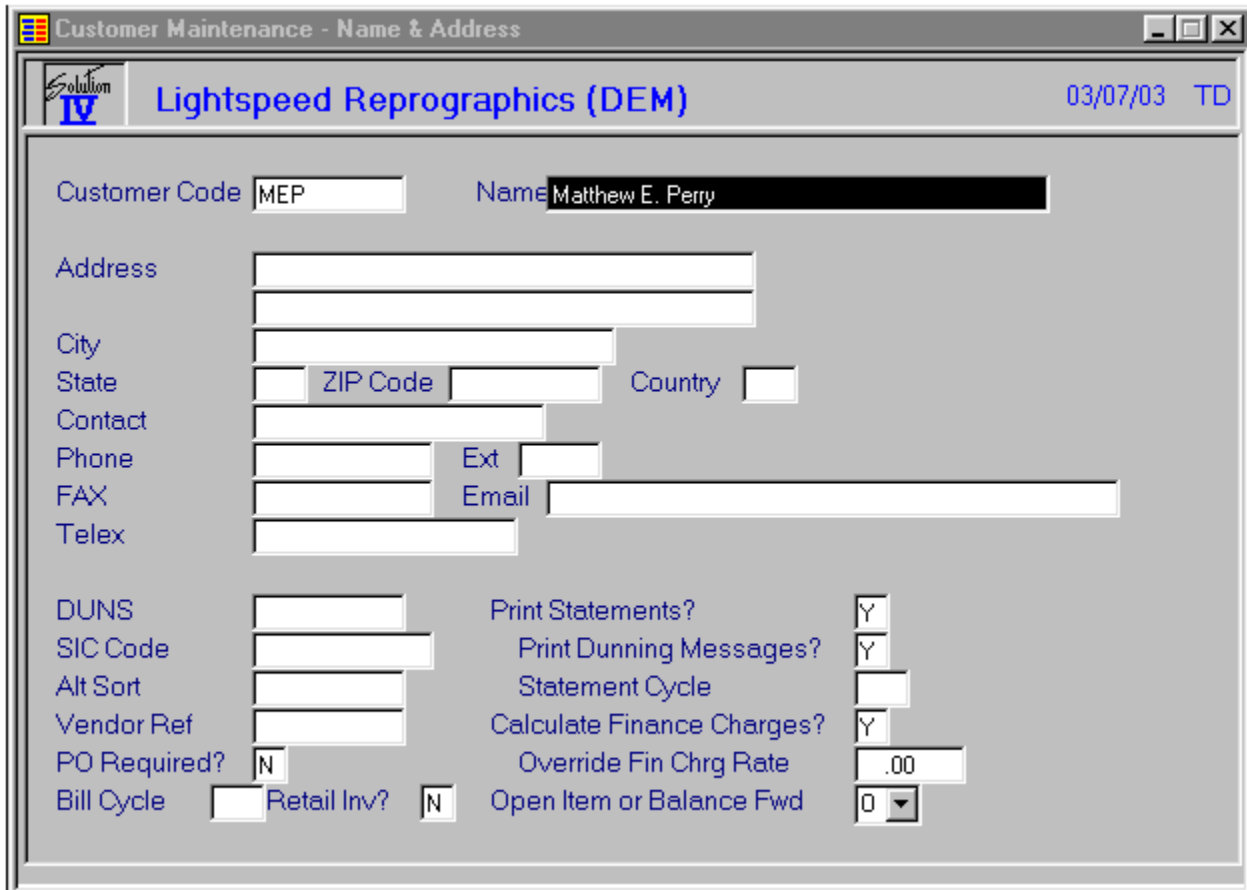
Type the Customer Code. (For example, **MEP**) and press **Enter**.



The system prompts:

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

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



Customer Code	MEP	Name	Matthew E. Perry
Address			
City			
State	ZIP Code	Country	
Contact			
Phone	Ext		
FAX	Email		
Telex			
DUNS		Print Statements?	<input type="checkbox"/> Y
SIC Code		Print Dunning Messages?	<input type="checkbox"/> Y
Alt Sort		Statement Cycle	
Vendor Ref		Calculate Finance Charges?	<input type="checkbox"/> Y
PO Required?	<input type="checkbox"/> N	Override Fin Chrg Rate	.00
Bill Cycle	<input type="checkbox"/>	Retail Inv?	<input type="checkbox"/> N
		Open Item or Balance Fwd	0

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.