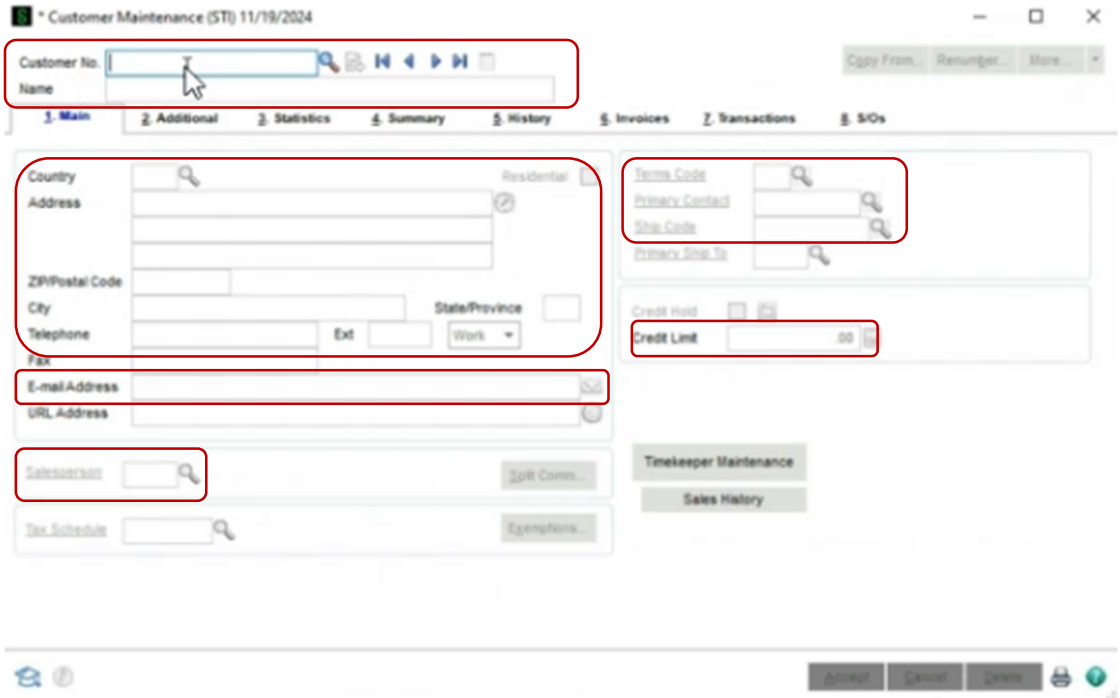
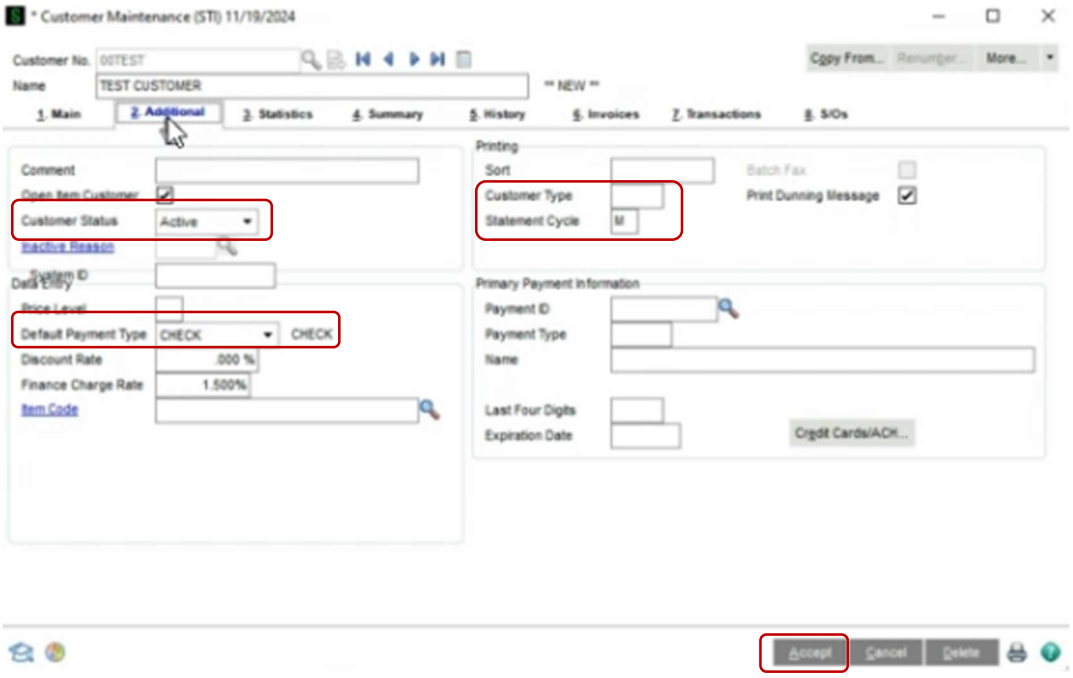
How to create a new customer in Sage 100

1. Go to Accounts Receivable > Main > Customer Maintenance
2. Enter new customer number > Division code first (if on), then the customer number
3. On Tab 1. Main
    a. Enter customer name
    b. Enter the Full Mailing Address
    c. Enter Phone Number (optional)
    d. Enter Email (optional)
    e. Update Term Code
    f. Enter Primary Contact (optional)
    g. Enter Ship Code (optional)
    h. Enter credit limits (optional)
    i. Enter Salesperson (optional)



4. Go to Tab 2. Additional
    a. Enter customer type (optional)
    b. Customer is set to Active
    c. Statement Cycle (optional)
    d. Update Default Payment type (optional)



5. Select Accept once all information has been entered.