

# Training Document

## How to Set up a New Customer in AR



In this lesson you will learn about using the Accredo system.

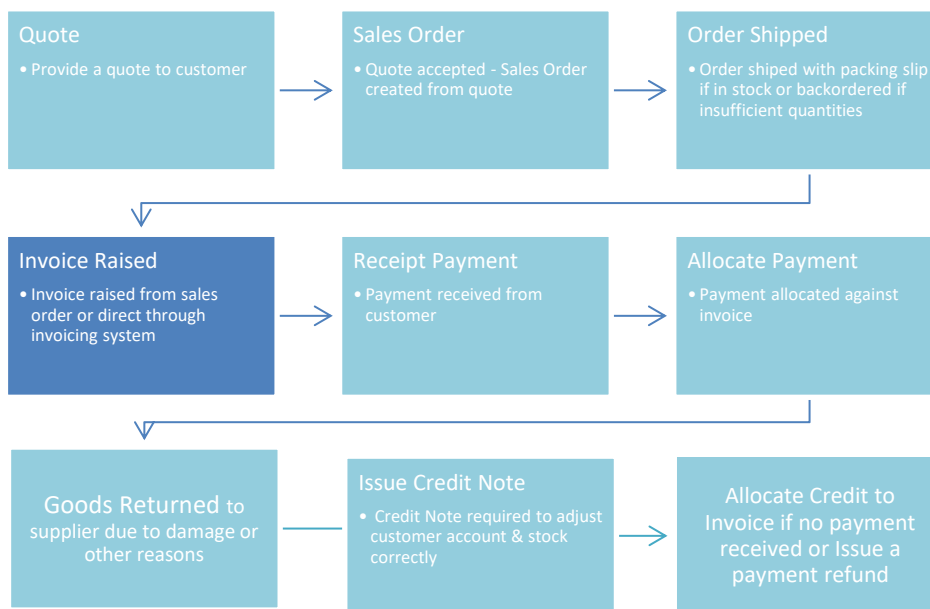
After completing this lesson you will be able to:

- Set up a new customer


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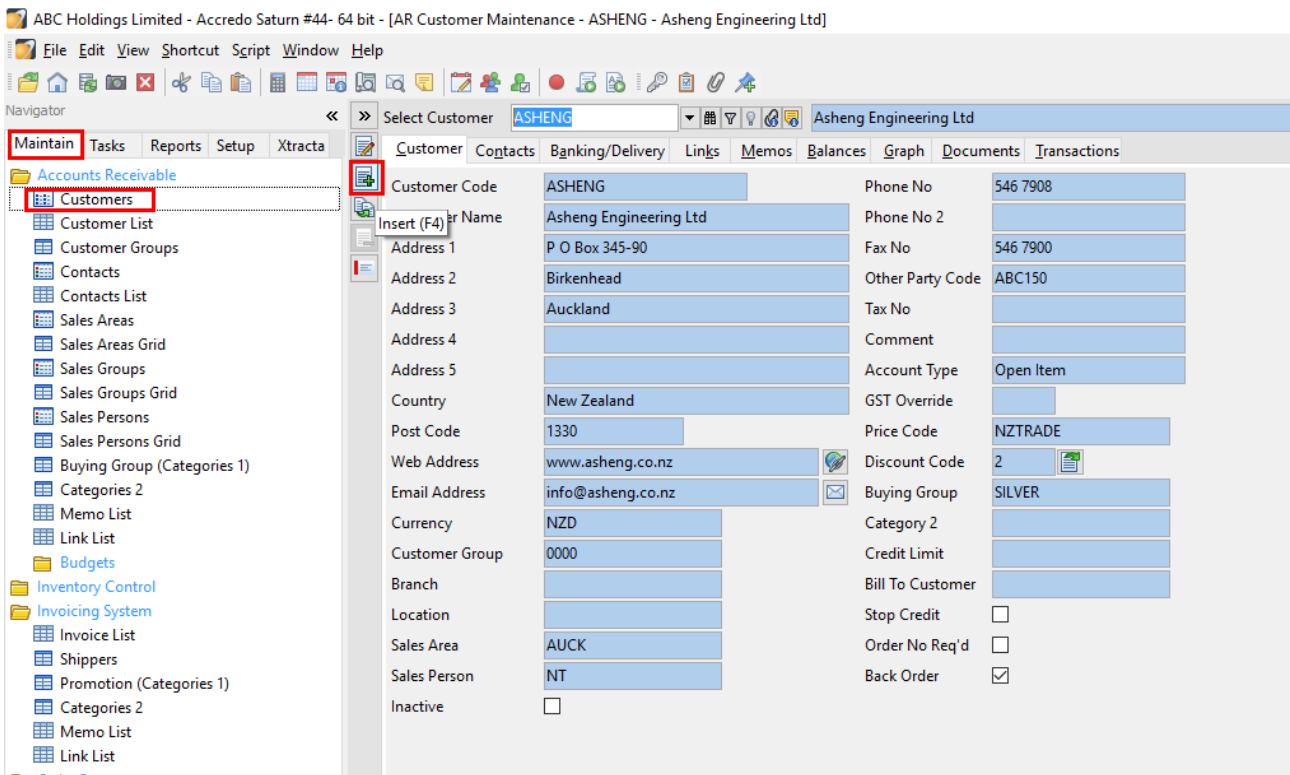
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## Process flow

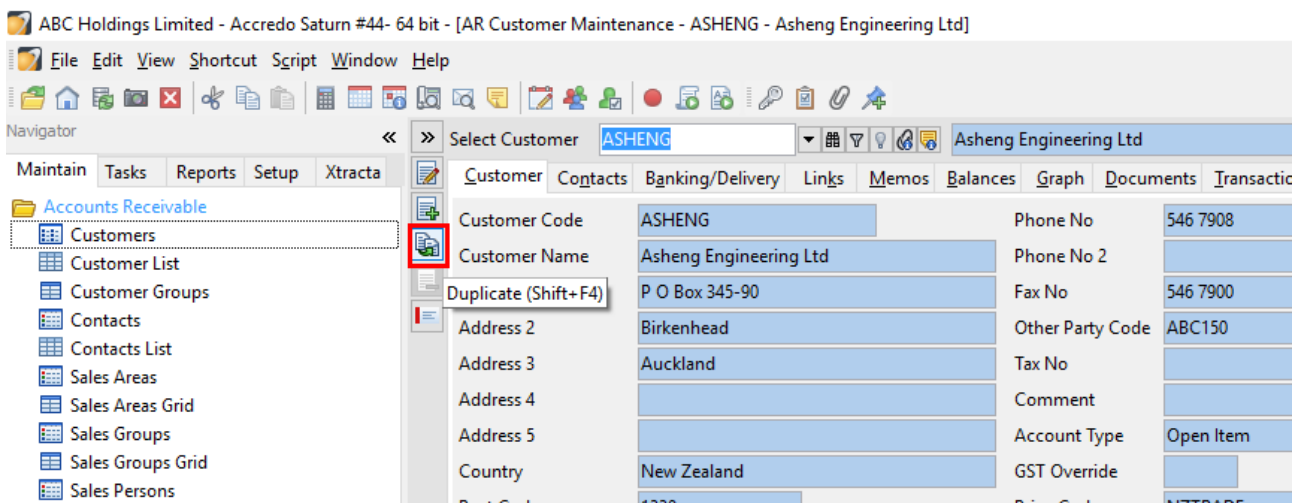


# How to Set up a new Customer

- Maintain / Accounts Receivable / Customers
- Click on the Insert Button  (F4) to create a New Customer from Scratch



- Or you can click on the Duplicate Button  (Shift+F4) which will copy some of the data in set up fields from the existing one.



You will need to change the Customer Code for the new customer and the customer name along with any other data in all the fields and other tabs as required e.g. Contacts and Banking/Delivery Tabs

# Contact

For further information or for assistance with Accredo please do get in touch with us.

## *Offices*

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