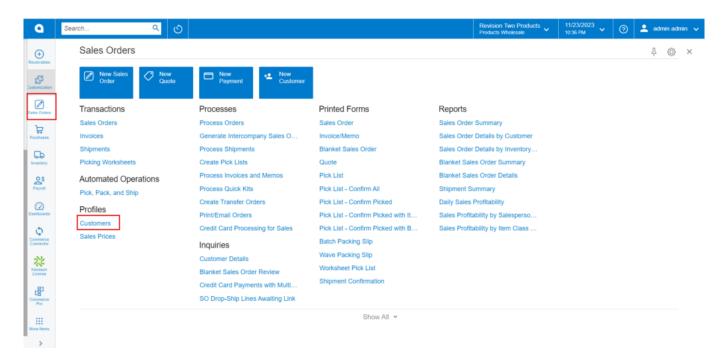


# **Customer**



• You need to create a [Customer ID] in [Customers] under [Profiles] in [Sales Orders].

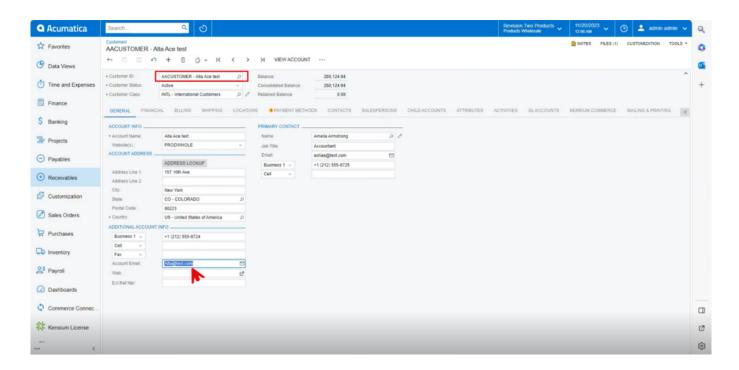


# Customers

- You need to create a [Customer ID].
- Select the [Customer Status] from the drop-down.
- Search for [Customer Class].
- Enter the [Account Email].





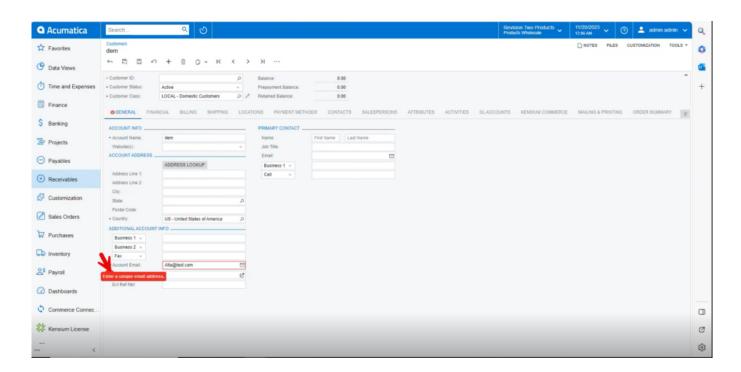


# Customers (1)

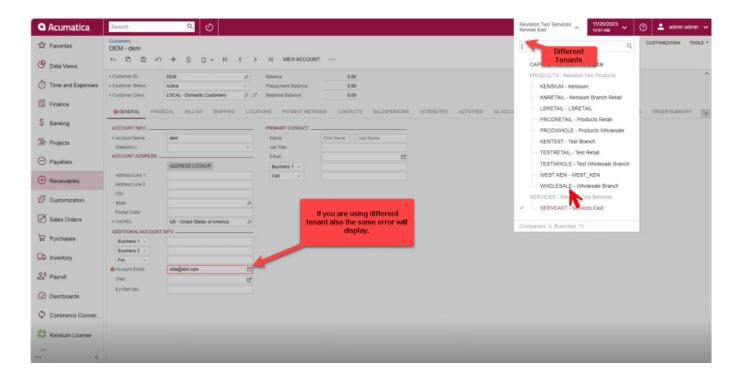
• When you create a new customer and use their existing email address, an error notice appears under Account Email as **{Enter a Unique email Address}.** 







#### **New Customer**



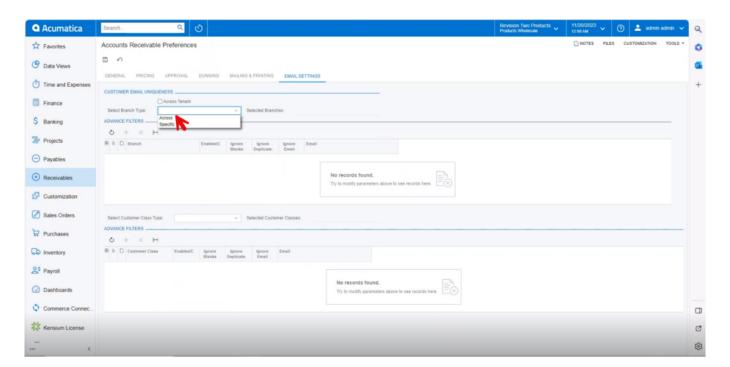




# Different Tenant

If you display the radio button for [ACTIVE TENANT] a line with [Select Branch Type] and [Selected Branches] will display.

• Select the [Branch Type] from the drop-down menu as [Across].

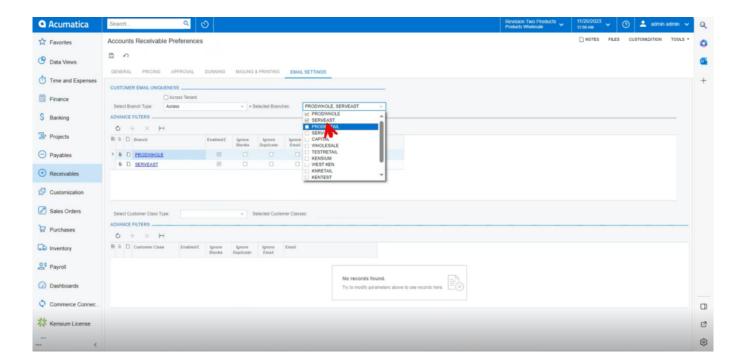


Branch Type

• Select the [Branches] from the Selected Branches menu.





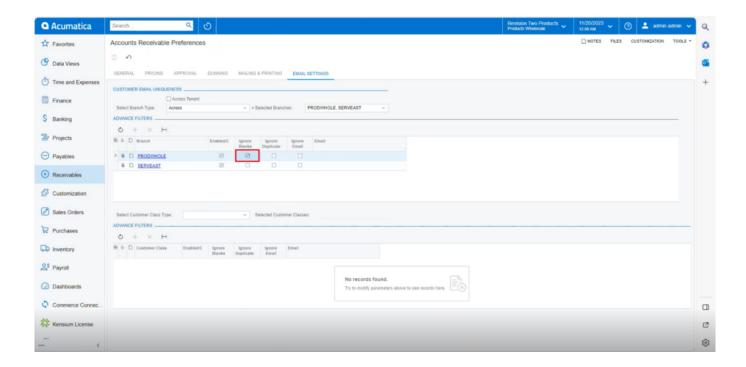


# **Selected Branches**

- The selected branches will be displayed under Advance Features.
- Enable the radio button for [Ignore Blanks] for [PRODWHOLE].







**Accounts Receivable Preferences** 

