

DAC Customers

The following steps are used to enter multiple customers who have the same billing address, but their shipping addresses are different, such as customers who are owned by one individual, or the customers of a chain account.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #1 (Customer Related Maintenance), and press Enter.
3. Select #1 (Work With Corporates/Customers), and press Enter.
4. Press F10 (Enter new record).
5. Enter the customers' corporate number in one of these ways:
 - Leave the Customer Corporate Number field blank, and press Enter to automatically generate the number.
 - Type a number for the Customer Corporate Number field, and press Enter.
6. Type C for the Corporate Type field.
7. Tab to the Name field.
8. Type the customers' corporate name for the Name field, and press Tab.
9. Enter data as necessary for the remaining fields of the screen, including the customers' billing address.
10. If an individual's name must appear with the customers' billing address on their statements or invoices, enter the name for the Corporate Contacts 1 field.
11. When data entry is complete, press Enter.
12. Press Enter to confirm.
13. Press F3 to return to the Display Corporate By Name screen.
14. Press Page Down, or use the Corporate Name field, to locate the customers' corporate name.
15. Type 5 (Work With) in the field to the left of the customers' corporate name, and press Enter.
16. Press F10 (Enter new record).

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17. Enter a customer's number in one of these ways:
 - Leave the Customer Number field blank, and press Enter to automatically generate the number.
 - Type a number for the Customer Number field, and press Enter.
18. Tab to the Customer Name field, and begin entering data as necessary for the fields of the Edit Customer Page 1 screen, including the shipping address of this customer.
19. When data entry is complete, press Page Down.
20. Enter data as necessary for the fields of the Edit Customer Page 2 screen.
21. When data entry is complete, press Page Down.
22. Enter data as necessary for the fields of the Edit Customer Page 3 screen.
23. When data entry is complete, press Enter.
24. Press Enter to confirm.
25. Repeat steps 17 through 24 to continue entering new customers with the same billing address.
26. Press F3 to exit.

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The following steps are used to enter a customer whose billing address is different from any other customer's.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #1 (Customer Related Maintenance), and press Enter.
3. Select #1 (Work With Corporates/Customers), and press Enter.
4. Press F10 (Enter new record).
5. Enter the customer's number in one of these ways:
 - Leave the Customer Corporate Number field blank, and press Enter to automatically generate the number.
 - Type a number for the Customer Corporate Number field, and press Enter.
6. Type I for the Corporate Type field.
7. Tab to the Name field.
8. Type the customer's name for the Name field, and press Tab.
9. Enter data as necessary for the remaining fields of the screen, including the billing address.
10. If an individual's name must appear with the customer's billing address on the statement or invoices, enter the name for the Corporate Contacts 1 field.
11. When data entry is complete, press Enter.
12. Press Enter to confirm.
13. Enter data as necessary for the fields of the Edit Customer Page 1 screen, including the shipping address of this customer.
14. When data entry is complete, press Page Down, and enter data as necessary for the fields of the Edit Customer Page 2 screen.
15. When data entry is complete, press Page Down, and enter data as necessary for the fields of the Edit Customer Page 3 screen.
16. When data entry is complete, press Enter.
17. Press Enter to confirm, and press F3 to exit.
18. Repeat steps 5 through 17 to continue entering new customers with different billing addresses.
19. Press F3 to exit.

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The following steps are used to edit a customer's billing address.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #1 (Customer Related Maintenance), and press Enter.
3. Select #1 (Work With Corporates/Customers), and press Enter.
4. Press Page Down, or use the Corporate Name field, to locate the customer's corporate name.
5. Type 2 (Edit) in the field to the left of the customer's corporate name, and press Enter.
6. Enter the necessary changes for the customer's billing address, and press Enter.
7. Press Enter to confirm, and press F3 to exit.

The following steps are used to edit a customer's shipping address.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #1 (Customer Related Maintenance), and press Enter.
3. Select #2 (Work With Customers), and press Enter.
4. Press Page Down, or use the Customer Name field, to locate the customer's name.
5. Type 2 (Edit Customer) in the field to the left of the customer's name, and press Enter.
6. Enter the necessary changes for the customer's shipping address, and press Enter.
7. Press Enter to confirm and press F3 to exit.