

# 1. Accounts Receivable

## 1.1 Customer Setup

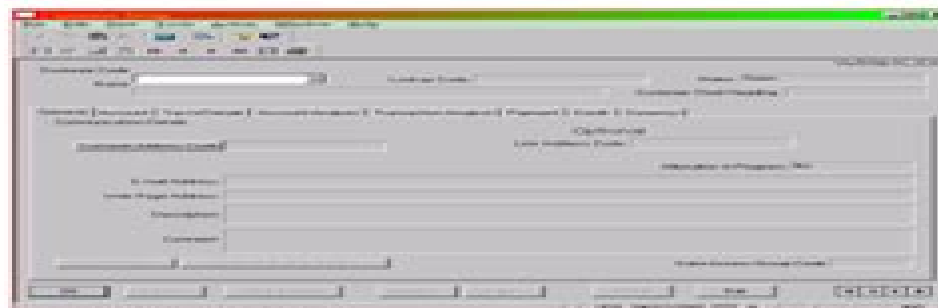
Use to enter and maintain all information relating to an organization to which you sell goods or services. A Customer record established in Customer Setup is linked to a Customer Account in the General Ledger Chart of Accounts containing all information relating to the Customer. The General Ledger Account holds all financial postings for the Customer. Upon adding a new Customer using Customer Setup, the associated General Ledger Customer Account can be created at the same time by entering all Chart of Accounts details.



Use **Customers Setup (CUS)** rather than **Chart of Accounts Setup (CA)** (Error: Reference source not found) to create all new Customer records.

### 1.1.1. Customers Setup

#### Navigation

-  Dropdown Menu
  -  Navigation Manager
- use Shortcut CUS or scroll down select **Customers Setup**



1. Enter a Customer Code.  
 Up to 15 alphanumeric characters.
2. Click **OK**.
3. Enter the Customer's Name.
4. Enter a Lookup Code.
5. Enter a Short Heading.  
 Defaults to 1<sup>st</sup> 15 characters of Customer Name if left blank.

# Hotel Account Receivable Manual

**M Mosston**



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