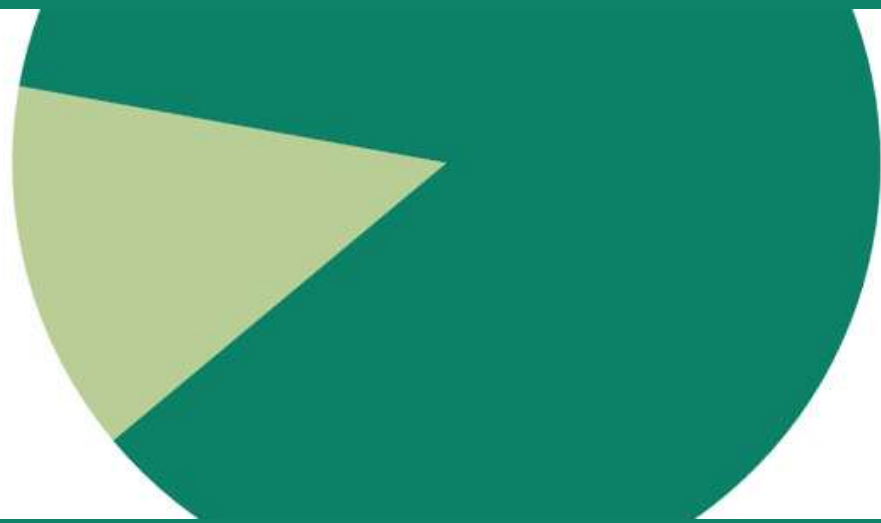


Creating a New Customer Account



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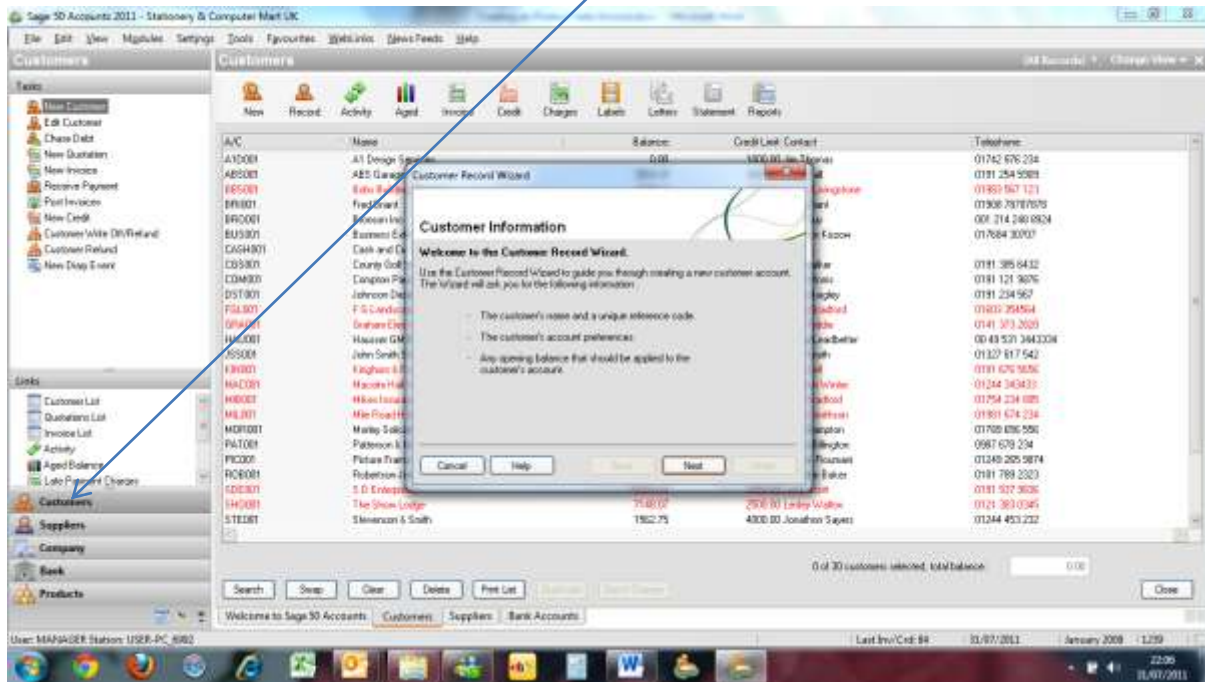
info@realworldbusiness.co.uk

Call 01909 512182

Sage Line 50

Creating a NEW CUSTOMER ACCOUNT using the Wizard

Open up Sage and on the main screen; press on CUSTOMERS on the bottom left hand menu.

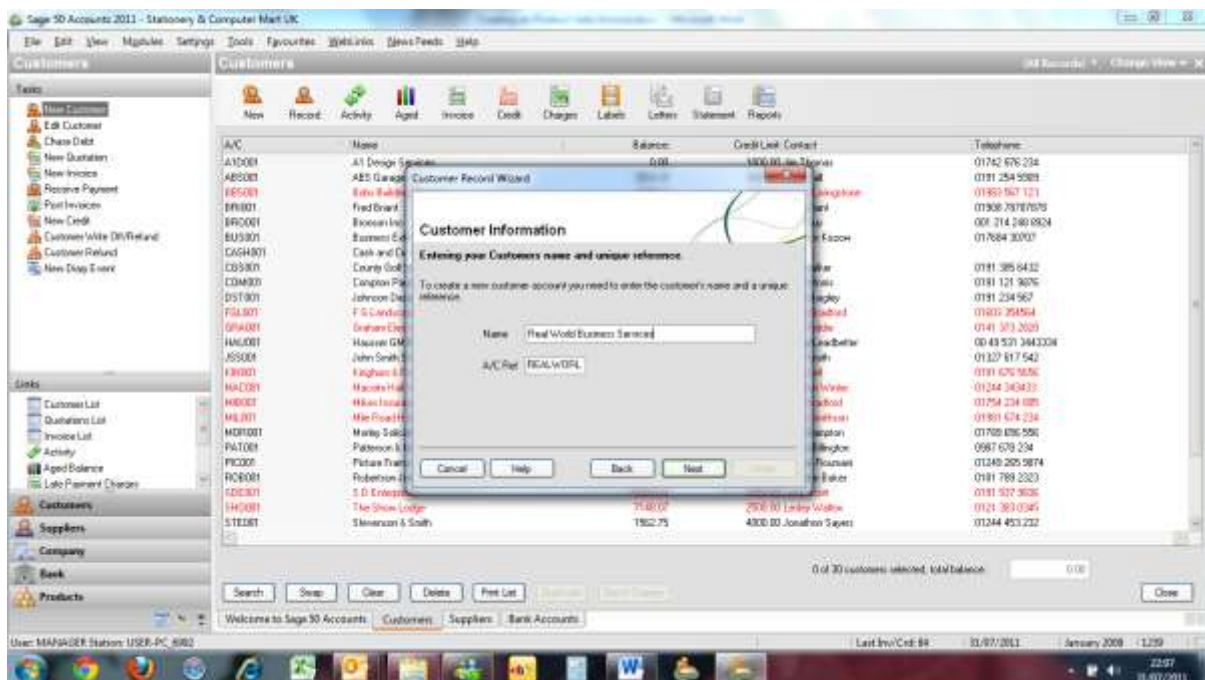


Then press on NEW and the above Wizard will appear

Press Next

In the next screen, enter the customer's name. Press Next

Enter the customer's address in the next box, and press Next



Enter the customer's address in the next box, and press Next

On the next screen enter the Nominal Code for what the customer is most likely to purchase (this can be changed at invoice stage) and the VAT number.

Enter the credit limit (if appropriate)

Press Next.

Keep pressing Next until the end then FINISH.

You have now created a new customer.

