Customer Search

1. ACCOUNTS RECEIVABLE > 1. INQUIRY FUNCTIONS > 2. CUSTOMER SEARCH

Enter in the customer name or portion of the customer name followed by the [] to pinpoint the starting place for the search. Enter in only [] in the customer number to start the search at the beginning of the customer file.

If there are multiple customers that are displayed, you can press [**enter**] or [**N**] [**enter**] to advance to the next page.

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