



Create customer records

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[Accounts Receivable > Tables > Customer Information](#)

Set up customers and add vendor information at this time if the previous step was completed. If not, vendor information can be added at a later time.

- If **Auto Assign Customer** is selected on the District Administration > Options > Accounts Receivable Options page, then the **Customer Nbr** field is automatically populated with the next available customer number.
- If **Auto Assign Customer** is not selected, type a new customer number.