New Customer/Vendor

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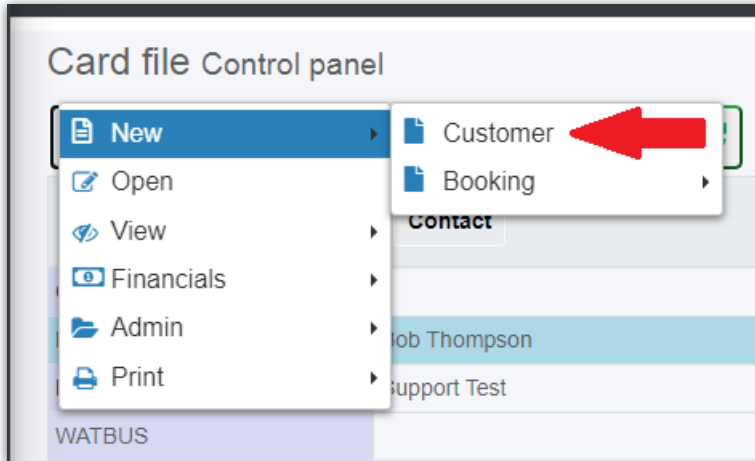
From the Customer Grid, set up a new customer using the ⬜ New customer menu option (see fig 1.1 below)

Fig 1.1

Once you've entered the customer name and address, click through the additional tabs at the bottom of the form to complete customer setup (see Fig 1.2 below).

Fig 1.2