B. Adding /Updating Clients

a. Select Microsoft **Dynamics SL** on desktop
b. Select Accounts Receivable
c. Select Customer Maintenance
d. Type in new/existing client ID number (if new select defaults, select space by Tax ID 1, F3, sales
e. Tax, ok.
f. Select Customer Information and type in new/change company name
g. If client is a member, type Member in Class ID
h. Select Address
i. Next to Attention Line 1, type Accounts Payable
j. Fill in all information on left side of screen
k. Select Copt to Bill to
l. Select Control and S buttons
m. Initial 2nd page of Client Information and give to EDMS