

10/03/2024 3:55 pm EDT

From the Master Account, right-click on Customer Information and select Edit Customer Setup.

Customer Setup 10024

Customer # Hoffman Auto Group Inc Billing
 Customer Name 650 Connecticut Street
 Additional Name Canton, MI 48188

Setup Information | Custom Fields (Customer) | Bill To | Master Account Setup | Items

Customer Status Blanket P.O.
 Customer Type P.O. Expire Date
 Old Customer ID Customer Since
 Terms Chain Account
 Tax Exempt # Customer Group
 EIN Customer Group 2
 OK to Increase Branch
 Salesperson Invoice Group
 Commission Pctg No Collections ☐
 Registration Code Part Pricing Level

Master Account Information **Invoice Printing**

☒ Is Master Account ☒ Print Statements
 Account Index (For Auto Numbering) ☒ Print Site Info on Invoices
☐ Default New Sub-Accounts to Bill to Master Account ☐ Separate Cycle Invoice for Each Site
☒ Charge Late Fees