

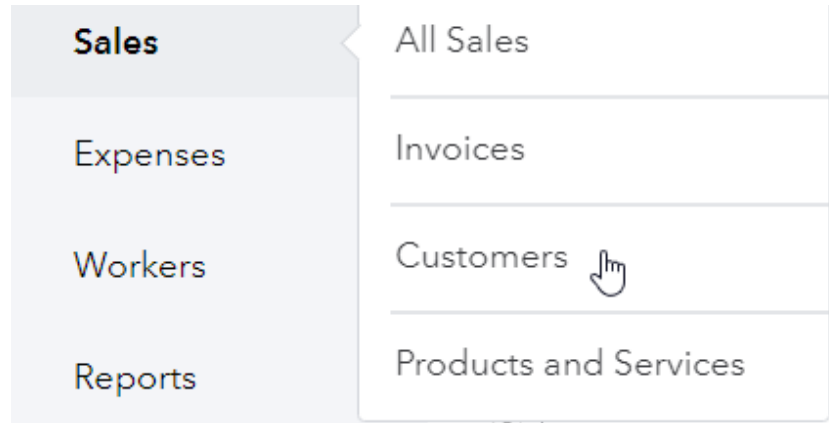
Instructions to Add a New Customer

PROCESS/PROCEDURE

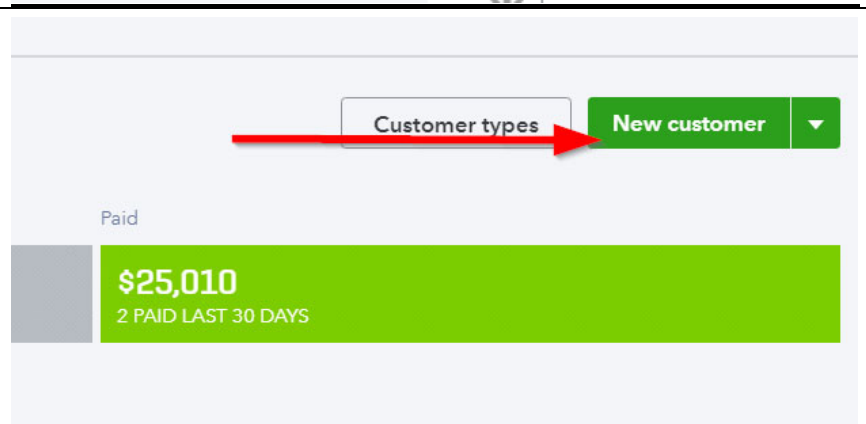
Instructions for adding New Customers into your County Quickbooks Account.

INSTRUCTIONS

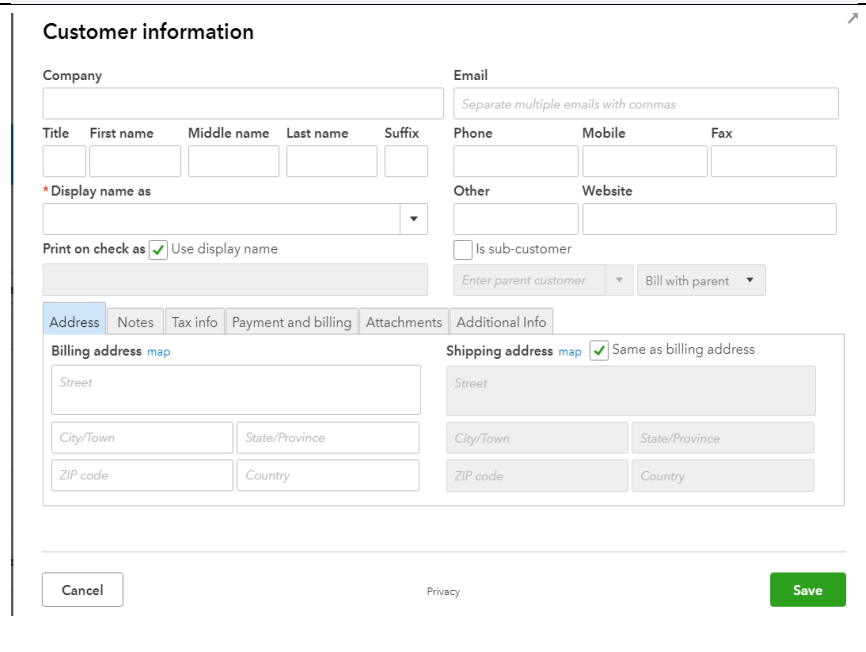
1. From the **Dashboard**, hover your mouse over the "Sales" tab. A submenu will pop-up as shown. Select "Customers".



2. Select "New Customer" in the upper right corner of your screen.



3. Complete the customer information and click **Save**.

A screenshot of the 'Customer information' form in QuickBooks. The form includes fields for Company, Email, Title, First name, Middle name, Last name, Suffix, Phone, Mobile, Fax, Other, Website, Print on check as, Is sub-customer, Enter parent customer, and Bill with parent. There are also tabs for Address, Notes, Tax info, Payment and billing, Attachments, and Additional Info. The Billing address and Shipping address sections are visible, with a checkbox for 'Same as billing address' checked. At the bottom, there are 'Cancel', 'Privacy', and 'Save' buttons.

Instructions to Add a New Customer

TIPS & TRICKS

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CONTACT INFO

Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.