

Accounts Receivable - Customer Numbering

Suggested numbering scheme when entering customer numbers

NOTE: During operation of the system the customers are usually accessed by the short name or the customer number. Preference usually being the customer short name. Automatic customer reports use the customer number as a sort parameter, which is why entering the customers in alphabetic order within numeric sequence is recommended.

Suggested numbering sequences of the eight (8) digit customer number

<i>Alpha Characters</i>	<i>Letter of Alphabet ##</i>	<i>Organize Existing Accounts ###</i>	<i>Ø's to leave room to add new accounts ###</i>
A	1	Ø1Ø	ØØØ
B	2	Ø1Ø	ØØØ
C	3	Ø1Ø	ØØØ
D	4	Ø1Ø	ØØØ
E	5	Ø1Ø	ØØØ
F	6	Ø1Ø	ØØØ
G	7	Ø1Ø	ØØØ
H	8	Ø1Ø	ØØØ
I	9	Ø1Ø	ØØØ
J	1Ø	Ø1Ø	ØØØ
K	11	Ø1Ø	ØØØ
L	12	Ø1Ø	ØØØ
M	13	Ø1Ø	ØØØ
N	14	Ø1Ø	ØØØ

<i>Alpha Characters</i>	<i>Letter of Alphabet ##</i>	<i>Organize Existing Accounts ###</i>	<i>Ø's to leave room to add new accounts ###</i>
O	15	Ø1Ø	ØØØ
P	16	Ø1Ø	ØØØ
Q	17	Ø1Ø	ØØØ
R	18	Ø1Ø	ØØØ
S	19	Ø1Ø	ØØØ
T	2Ø	Ø1Ø	ØØØ
U	21	Ø1Ø	ØØØ
V	22	Ø1Ø	ØØØ
W	23	Ø1Ø	ØØØ
X	24	Ø1Ø	ØØØ
Y	25	Ø1Ø	ØØØ
Z	26	Ø1Ø	ØØØ

i