Retail customers typically pay cash, so we do not save their customer information. You may occasionally need to save retail customer information. For example, a new customer needs their company name printed on the invoice. You can create a new retail customer account and save the customer's information.
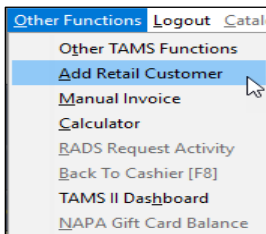
> ⚠️ *Instead of the usual customer 0 pricing, you can set up custom pricing on a retail customer account when there is a valid business reason.*

Create a retail customer account

Use the following steps to add a retail customer.

Steps

1. From **Other Functions**, select **Add Retail Customer**.

2. Enter customer name, address, and phone number and select **OK**.

The retail customer is created and ready for use.

- Assigned a customer number in the 90,000,000 series.
- Defaults to usual pricing same as customer 0.
- Searchable by customer number, name, address, or phone number.