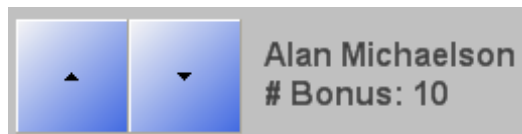


Selecting a Customer for an Invoice in RPE

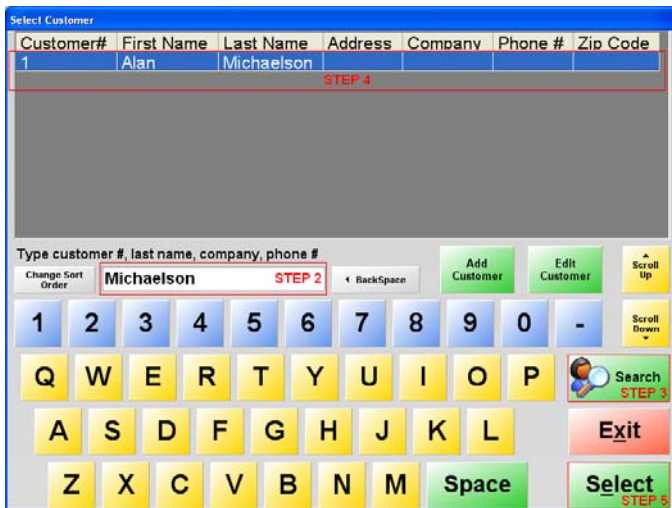


Associating customers with invoices can be helpful in determining customer sales history.

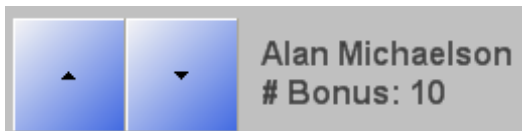
Selecting a Customer for an Invoice

Lookup Customer

1. At the invoice screen, select **Lookup Customer**.



2. Enter search terms.
3. Select **Search**.
4. Highlight a customer on the list.
5. Select, **Select**.



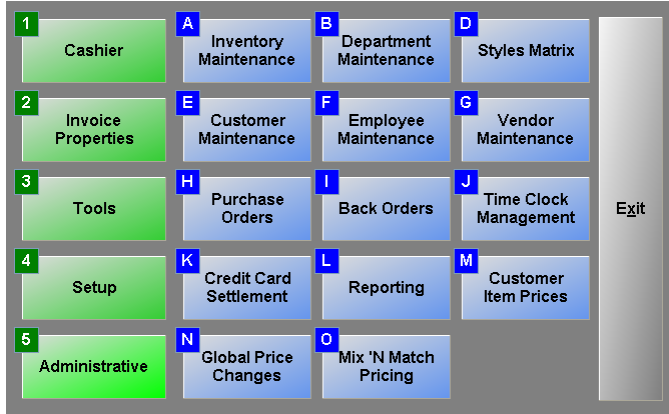
6. The customer's information will be located below the items on the touch screen.

For more information on creating customers please see below:

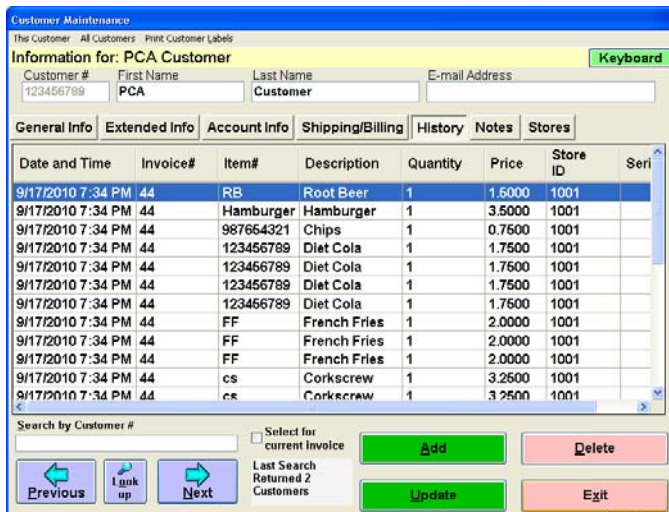
- <http://faq.pcamerica.com/software/customers/creating-a-new-customer-account>

Viewing a Customer's Sales History

From the login screen select **Manager/Options** and enter your credentials.



1. Select **Administrative** then **Customer Maintenance**.



2. Select the **History** tab.

You will see a list of every item the customer has purchased when they were associated with an invoice.