

Adding a Debtor

If a Company is not in your ledger, you will need to add it to your ledger in order to pull a Credit Report, Add to a Meeting Packet etc..

SearchAdd Debtor

Company Name

Big top

CountriesCityZIP CodeRegistered Number / Safe Number

United States of AmericaCity...ZIP Code...Registered Number / Safe Number...

Search

Results - 718

	COMPANY NAME	REGISTERED NUMBER	SAFE NUMBER	ADDRESS	ZIP CODE	COMPANY STATUS
+	THE BIG TOP	-	US164145477	10 SNOWSHOE DR, SLATYFORK, WV, 26209	26209	● ACTIVE
+	BIG TOP LLC	199723110021	US162496524	151 EL CAMINO DR, BEVERLY HILLS, CA, 90212	90212	● ACTIVE
+	THE BIG TOP INC	36744	US132758911	541 5TH AVE, MCKEESPORT, PA, 15132	15132	● ACTIVE
+	BIG TOP INC	-	US28034922	620 W BROWN ST, WYLIE, TX, 75098	75098	● ACTIVE
+	THE BIG TOP LLC	741578	US106585095	920 LAFAYETTE RD, SEABROOK, NH, 03874	03874	● ACTIVE

DashboardMatchingCustomersAnalysisReportsMember ListMeetingsAR ResponsesGroup SummarySettings

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Search

From the [Customer Tab](#) select [Add Debtor](#) and search the company (less is better).

Choose the account that fits your search criteria and click the + button to the left of the account name.

It will open the screen below

THE BIG TOP

US164145477 

Company ID	-	Company Status	Active
Company Name	THE BIG TOP	ZIP Code	26209
Address	-	Country	US
	10 SNOWSHOE DR	Telephone	-
	SLATYFORK		
	-		

Details

Here you can set your internal credit limit for this company:

Set your Limit

USD ▼

Please provide your account number for this company:

Account No

Add Debtor

You will need to enter an [Account #](#) and click the [Add Debtor](#) button (If you have an Account # enter the number in the field. If not, you can assign a temporary number if it is a new account.)

For members who send a monthly AR file –Once the account is on the file you submit, the system will update the Account # from your file.

When the Debtor has been added to your Ledger – this will allow you to order a Credit Report, add to a Meeting Packet and/or send an AR Request.