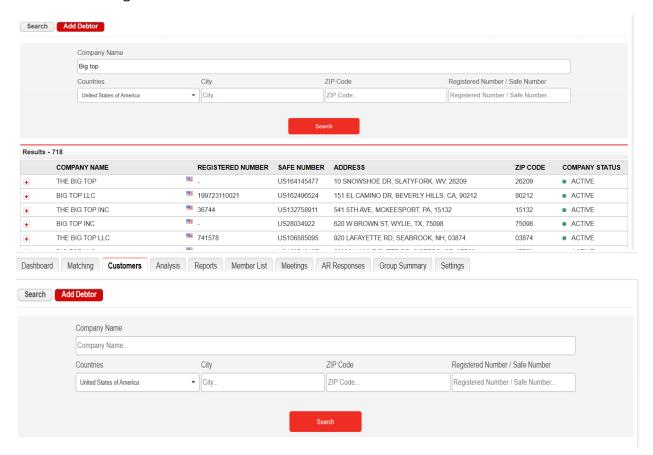
## Adding a Debtor

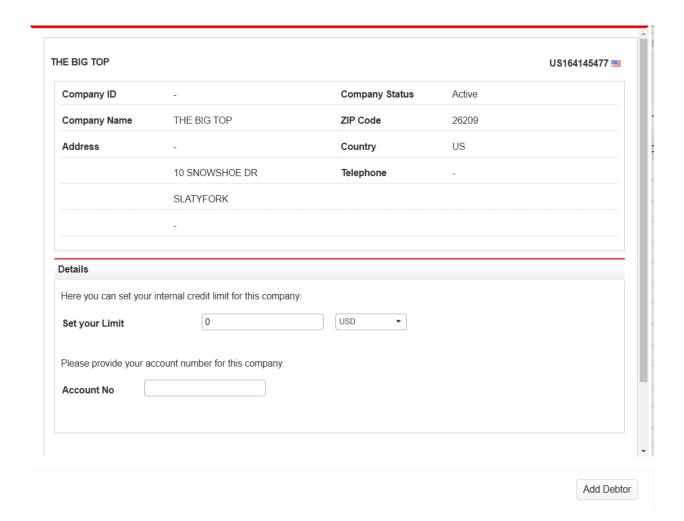
If a Company is not in your ledger, you will need to add it to your ledger in order to pull a Credit Report, Add to a Meeting Packet etc..



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



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.