Selecting a Customer for an Invoice in CRE

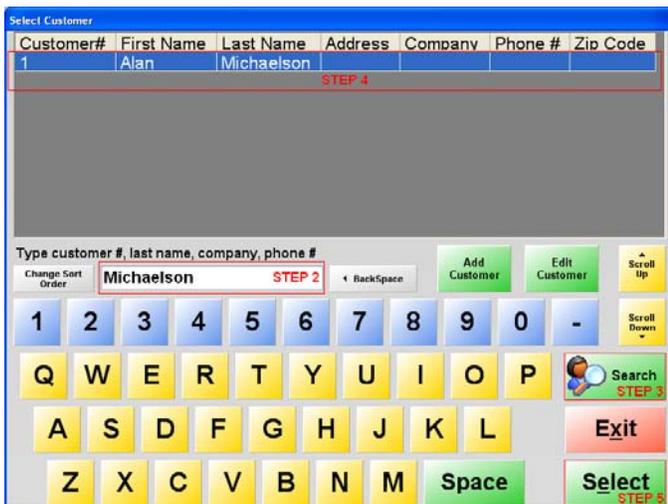Associating customers with invoices can be helpful in determining customer sales history.

Selecting a Customer for an Invoice

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	1. At the invoice screen, select **FIND**.
	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 near the **FIND** button.

For more information on creating customers please see below:

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

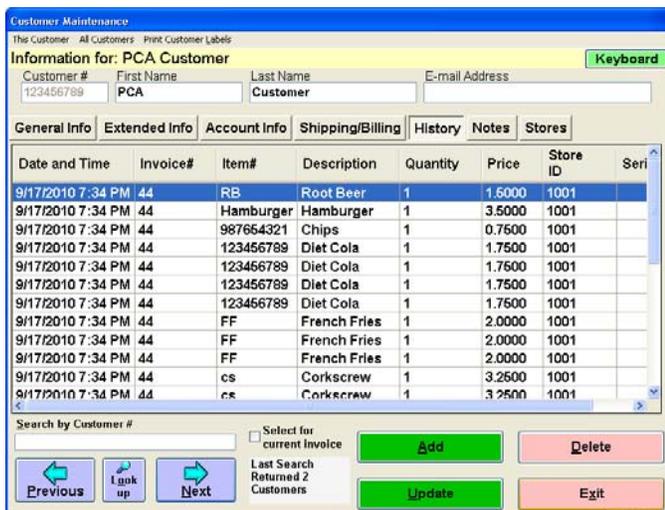**Viewing a Customer's Sales History**

From the login screen select **Manager/Options** and enter your credentials.
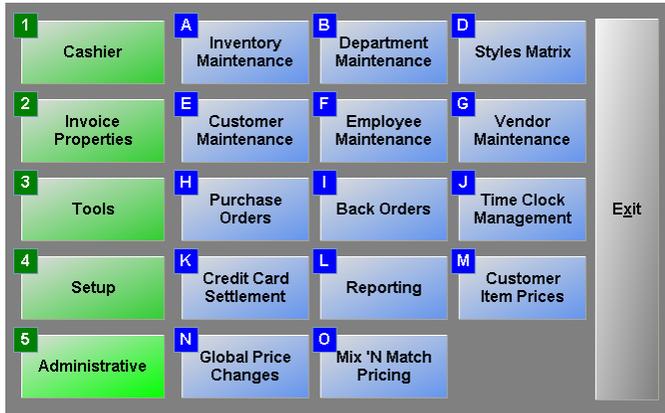
1. Select **Administrative** then **Customer Maintenance**.

2. Select the **History** tab.

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