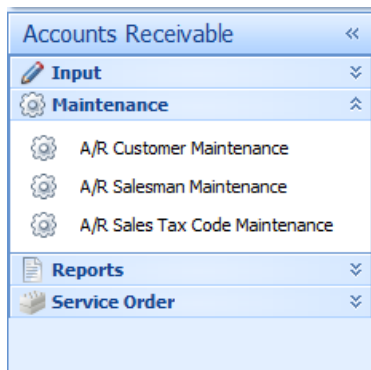




# A/R Salesman Maintenance

**To reach the A/R Salesman Maintenance:**

From the Main Menu select Accounts Receivable > Maintenance > A/R Salesman Maintenance



**Employee:** To add a salesman right click, select "New" then you will be able to select a current employee. Once you select the salesman, the remaining fields will be populated from his/ her employee file.

**Salesman:** Enter a salesman account number.

**Activate Salesman:** This box will be automatically checked. Uncheck this box if the salesman is no longer an active salesman.

**First Name:** First name of the salesman will be displayed.

**Middle Initial:** Middle initial of the salesman I will be displayed (this is an optional field).

**Last Name:** Last name of the salesman will be displayed.

**Home Phone:** Salesman's primary phone number will be displayed.

**Cell Phone:** Salesman's cell phone number will be displayed (If applicable).

**Email:** Salesman's email address will be displayed.

**Status = Active:** If you would like to view inactive employees, uncheck this box.

Salesman Maintenance

Save Exit Help

Contact Information

First Name: Travis Middle Name: Last Name: Smith  
 Home Phone: (901) 555-1111 Cell Phone: ( ) - - Email: tsmith@hdi.com

All Salesmen

Employee	Salesman	Active	First Name	Middle Initial	Last Name	Home Phone	Cell Phone	Email
74	TM	<input checked="" type="checkbox"/>	Travis		Smith	(901) 555-1111		tsmith@hd...

Record 1 of 1

[Status] = Active