



Licensee add new number into ACR system
 From time to time a new licensee will have their licensee number but they are not yet in the ACR system on store computer. You can put them in so they can shop that day.

1. Log onto ACR
2. Select 4 - File Maintenance
3. Select 3 - Customer File Maintenance

ON PREMISE LICENSEE:



4. At CUSTOMER # and ALTERNATE CUST #: key in licensee number
5. At LOOKUP and NAME: key in licensee name
6. At CUST GROUP: key in customer group 002 on premise
7. At CUST TYPE: key in customer type <S>
8. At PRICE TYPE: key in 2 for on premise
9. Select F4 to save the record

*4 – ALSO AT THE ACCT/DL #

OFF PREMISE LICENSEE:



10. At CUSTOMER # and ALTERNATE CUST #: key in licensee number
11. At LOOKUP and NAME: key in licensee name
12. At CUST GROUP: key in customer group 003 Off Premise
13. At CUST TYPE: key in customer type <S>
14. At PRICE TYPE: key in 3 for Off Premise
15. Select F4 to save the record

*4 – ALSO AT THE ACCT/DL #