

Customer Master

Customer

- a person or company that customarily or habitually engages in transactions.
- sometimes known as a client, buyer, or purchaser.

Sample image for customer page

Mandatory Field

- **Country** - This is the country where the certain customer operate his/her business.
- **Phone Number** - contact Number
- **E-mail**
- **Control Account-AR** - This is mainly use for GL interface
- **Customer Group** - Your own company grouping of customers.
 - Example:
 - Regular Sales
 - Consignment
 - Outright Sales
 - Ex-Deal
 - Trade Creditor
- **Tax Scope**

- In here you categorize your costumer according to what tax obligation they belong.
- Tax Scope provides vision in tax.
- Example:
 - Foreign Costumer
 - local Costumer

Steps in Creating Costumer File

1. Fill in self-explanatory fields.

Note: You need not to write for Costumer Number as this is automatically numbered by the system after you click Add button.

1. Click **Add** -

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