Costumer Master

Costumer

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

Sample image for costumer page

Mandatory Field

- **Country** - This is the country where the certain costumer operate his/her business.
- **Phone Number** - contact Number
- **E-mail**
- **Control Account-AR** - This is mainly use for GL interface
- **Costumer Group** - Your own company grouping of costumers.
    - 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.

Terms	Definition
Costumer Number	Automatically assigned by the system.
Short Name	Abbreviation
Name	Full name of the costumer
Address 1	Name of the Bldg/ Lot Number & Street Name/Number
Address 2	Barangay
City	City of the customer
State/Province	
Zip/Postal	
Country	Country of the costumer
Salutation	
First Name	Name of the Contact Person
Middle Name	
Last Name	
Title	Designation of the Contact Person
E-mail	
Phone	Landline Number
Phone-Mobile	Hand Phone number
Fax	
URL	
Id	
Tax Number	
Control Account-AR	Use for GL interface

1. Click **Add** -

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