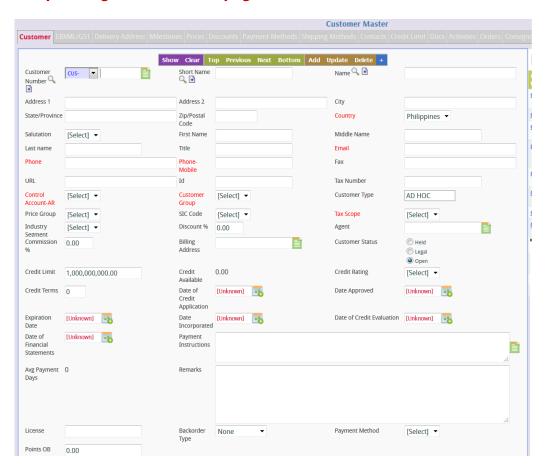
Costumer Master

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

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- 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 |
| Customer Group | Classification of Costumer defined by the company |
| Costumer Type | |
| Price Group | |
| SIC Code | |
| Tax Scope | |
| Industry Segment | |
| Discount % | |
| Agent | |
| Commission | |
| Billing Address | |
| Costumer Status | |
| Credit Limit | |
| Credit Available | |

| Terms | Definition |
|------------------------------|------------|
| Credit Rating | |
| Credit Terms | |
| Date of Credit Application | |
| Date of Credit Evaluation | |
| Date of Financial Statements | |
| Payment Instructions | |
| Avg Payment | |
| Remarks | |

1. Click Add -

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