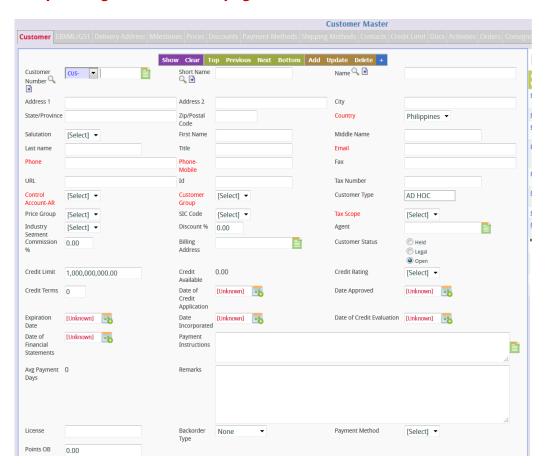# Costumer Master

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 or a substitute for the proper name of a Customer
Name	Full name of the costumer
Address 1	Name of the Bldg/ Lot Number & Street Name/Number
Address 2	Barangay/ Town
City	City of the customer
State/Province	An administrative division or unit of a country.
Zip/Postal	A code of letters and digits used as part of a postal address to aid the sorting of mail.
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	

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

2. Click **Add**

3. Costumer added.

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