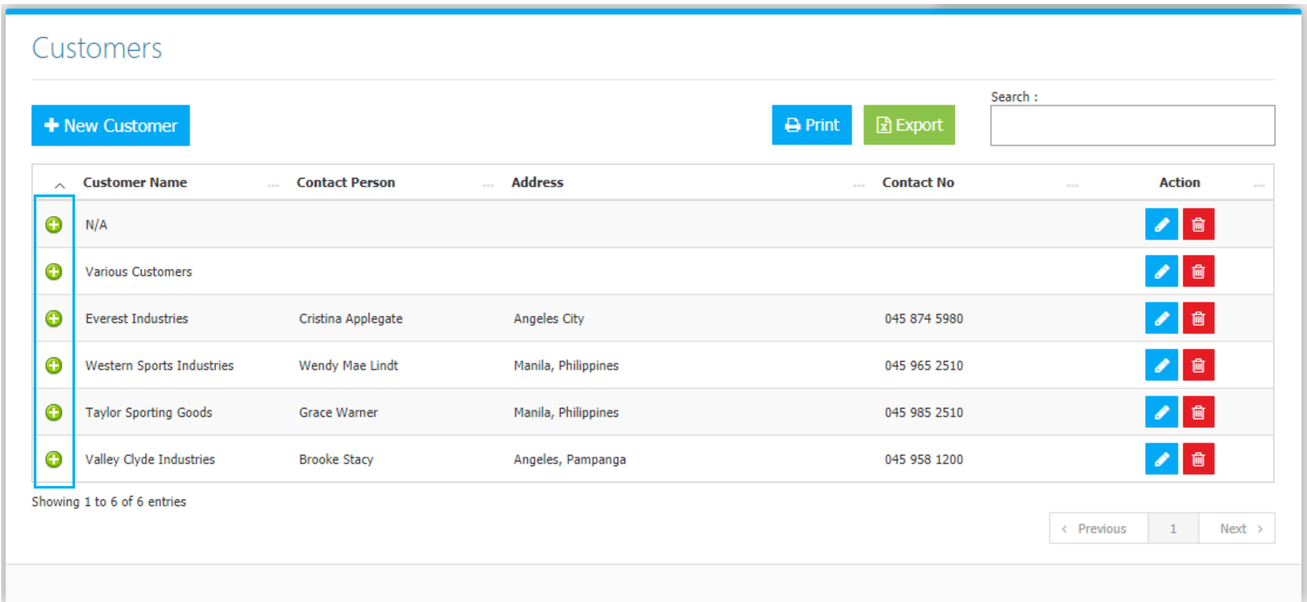
CUSTOMER MANAGEMENT

Listed on the Figure 1 are Suppliers created in the Accounting System. These customers are used in Sales Modules, Accounting Entry Modules, and as Filter to reports.

Figure 1



Use **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Click the **Print Button** to print the supplier Master File *(Figure 2)*, and Export Button to save the Master File to an Excel File (Figure 3).

Figure 2

JDEV OFFICE SOLUTIONS INC.
4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City
(045) 900-3988 / 0955-283-3018
jdevtechsolution@gmail.com

Customer Masterfile

Customer Name	Contact Person	Contact No	Address	Email Address	TIN
N/A					
Various Customers					
Everest Industries	Cristina Applegate	045 874 5980	Angeles City	account@everest.com.ph	
Western Sports Industries	Wendy Mae Lindt	045 965 2510	Manila, Philippines	accounting@westernsports.net	
Taylor Sporting Goods	Grace Warner	045 985 2510	Manila, Philippines	marketing@taylorsports.com	
Valley Clyde Industries	Brooke Stacy	045 958 1200	Angeles, Pampanga	accounting@valleyclyde.net	

Figure 3

	A	B	C	D	E	F
1	JDEV OFFICE SOLUTIONS INC.					
2	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City					
3	(045) 900-3988 / 0955-283-3018					
4	jdevtechsolution@gmail.com					
5						
6	Customer Masterfile					
7						
8						
9	Customer Name	Contact Name	Contact No	Address	Email Address	TIN
10	N/A					
11	Various Customers					
12	Everest Industries	Cristina Applegate	045 874 5980	Angeles City	account@everest.com.ph	
13	Western Sports Industries	Wendy Mae Lindt	045 965 2510	Manila, Philippines	accounting@westernsports.net	
14	Taylor Sporting Goods	Grace Warner	045 985 2510	Manila, Philippines	marketing@taylorsports.com	
15	Valley Clyde Industries	Brooke Stacy	045 958 1200	Angeles, Pampanga	accounting@valleyclyde.net	
16						

Clicking the + Button will open the Information, Invoices, and Payments from the Customer. **Information Tab** *(Figure 4)* shows the Information of the Customer with the photo if uploaded, the latest transaction made, and the *open*, and *partially received* Sales Orders. The **Customer Invoice Tab** *(Figure 5)* are Sales Invoices made, together with their amounts and payment statuses. The **Payment Details Tab** *(Figure 6)* lists all the payments made by the customers.

Figure 4

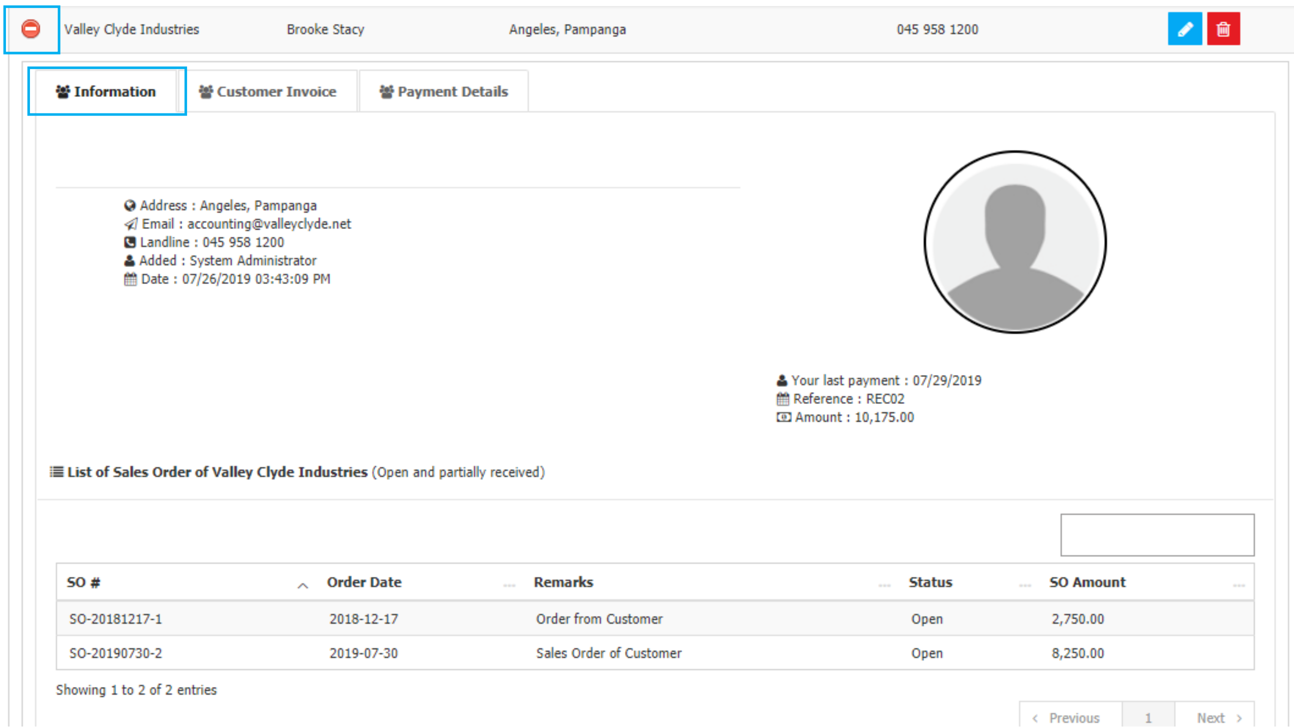


Figure 5

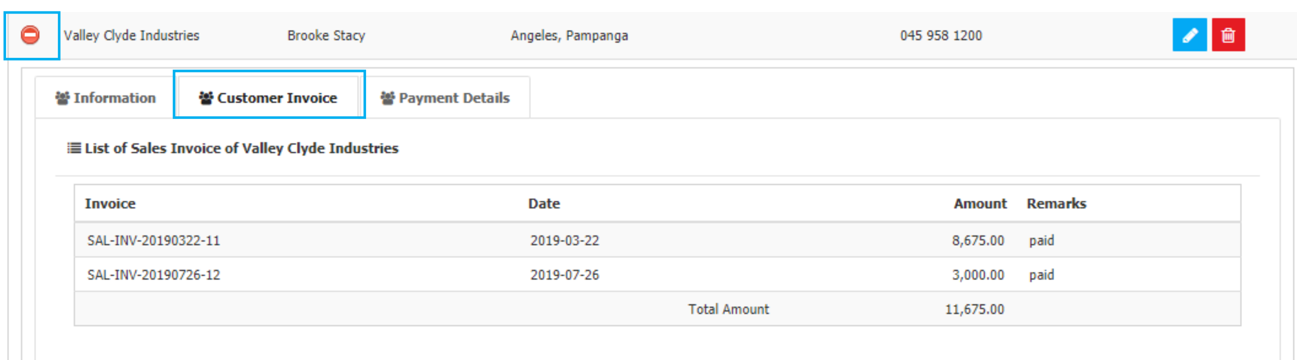
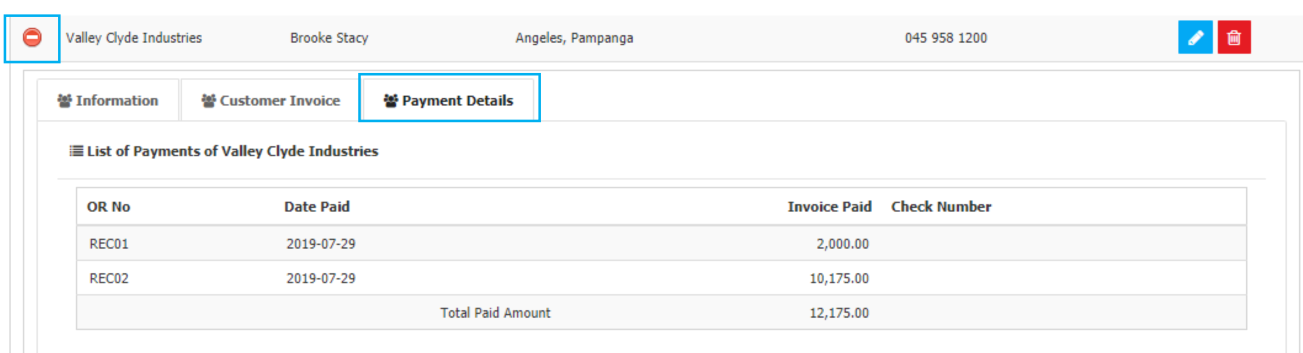


Figure 6



Click the **New Customer Button** to create. Fill the form *(Figure 7)* and select the Customer Type, then click the **Save Button** to save. The *Customer Type* is used in creating Invoices from the *Sales Modules,* the unit price will depend on what type the customer is.

Figure 7