

Customer Maintenance

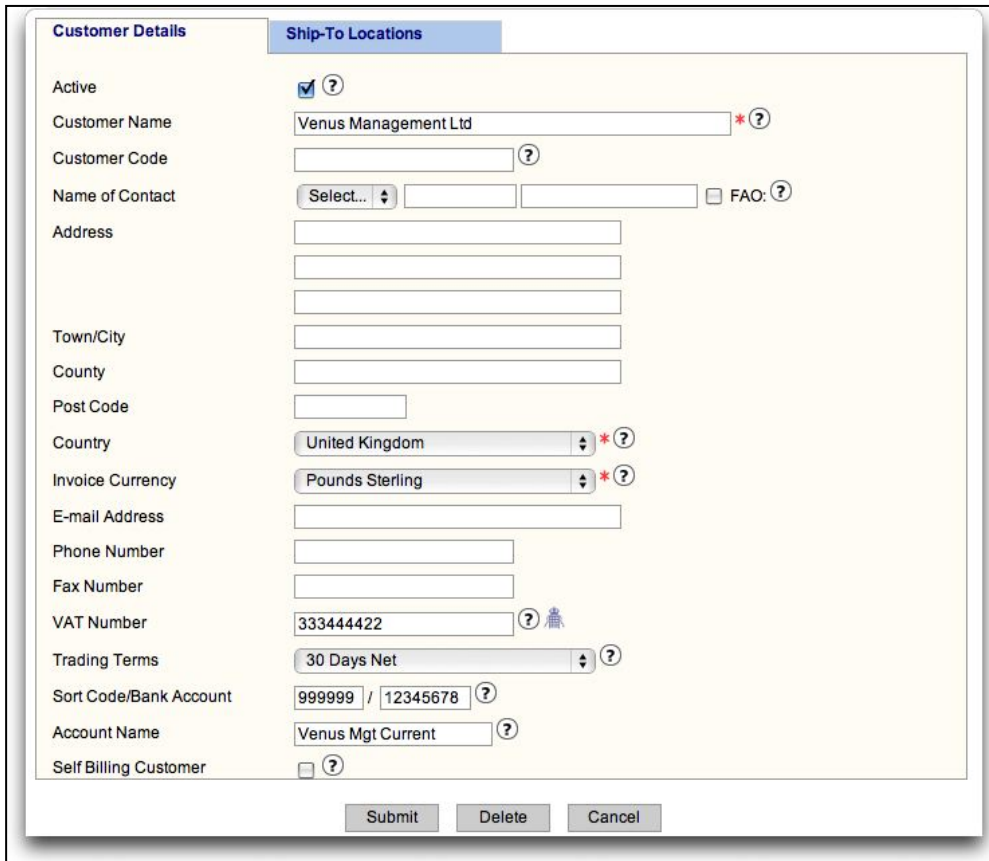
Details of Customers need to be set up before sales order processing and/or sales Invoice transactions are entered in Liberty Accounts.

There are facilities to define a bill-to address (to which the invoice is sent) for a customer and, if required, attach multiple ship-to addresses (where goods or services are delivered to).

Setting up a new Customer

The First Tab is used to set up the Bill-to details

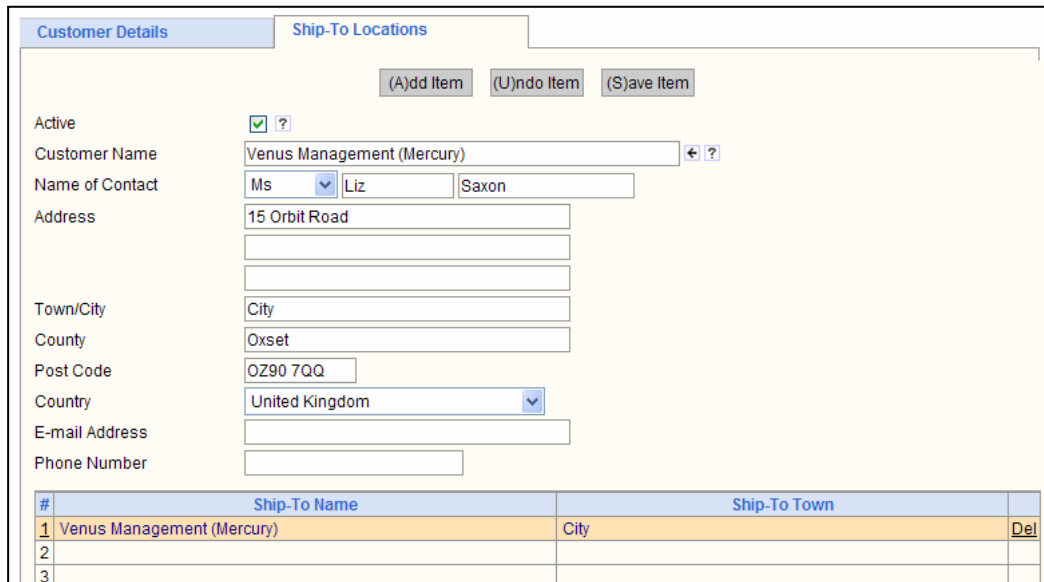
- ◆ Details of new Customers can be set up via two routes.
 - LISTS → CUSTOMERS → ADD CUSTOMER
 - ENTITY NAME → OPENING BALANCES → CUSTOMER → ADD NEW
- ◆ Enter details in the Customer Maintenance Screen.



- ◆ The customer code field may be used to hold a user-defined alpha-numeric code for the customer. If you enter a '+' the system will automatically insert the system record id for the customer. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence. This field is useful for entering codes that cross-reference codes in other systems and is required if the invoices upload process is used (See **Invoice upload** user guide for more information.)
- ◆ If the **FAO** box is ticked then the contact name will be shown on sales invoices addressed **For the Attention** of this person.

- ◆ If the Customer is to be invoiced in a currency other than sterling (GBP) then select the appropriate **Invoice Currency** from the dropdown list. Note that this currency will be used in the production of invoices, credit notes and statements, however at the time of production an exchange rate will be required to be entered as the accounts receivable accounting entry is in sterling (GBP).
- ◆ If the customer is from a country in the European Union, details of country and VAT number is required for some VAT reports.
- ◆ Trading terms will be used for monitoring and reminding that payments from this customer are due.
- ◆ The **Sort Code** and **Bank Account** details, if entered, can form the basis of a general extract file that can be used for online banking or creating a BACS file.
- ◆ If this Customer is one with whom you have a self billing agreement (as per VAT Notice 700/62 Self Billing) then by clicking this button, Payment Application documents with no VAT information rather than VAT invoices are prepared at the Create Invoice process. See the **Self billing supplier** user guide for more information.

The second tab allows for entering multiple ship-to details



The screenshot shows the 'Ship-To Locations' tab. At the top, there are buttons for '(A)dd Item', '(U)ndo Item', and '(S)ave Item'. Below these are several input fields for customer information:

- Active: ?
- Customer Name: Venus Management (Mercury) ← ?
- Name of Contact: Ms [dropdown] Liz [input] Saxon [input]
- Address: 15 Orbit Road [input]
- Town/City: City [input]
- County: Oxset [input]
- Post Code: OZ90 7QQ [input]
- Country: United Kingdom [dropdown]
- E-mail Address: [input]
- Phone Number: [input]

At the bottom, there is a table with columns for '#', 'Ship-To Name', 'Ship-To Town', and 'Del'.

#	Ship-To Name	Ship-To Town	Del
1	Venus Management (Mercury)	City	Del
2			
3			

- ◆ Click **Add Item** to start entering the details for the first ship-to address.
- ◆ Enter the information and click **Save Item**.
- ◆ Click **Add Item** again to enter a second and so on.
- ◆ When all the data has been entered click on **SUBMIT** store.

Editing Customer Information

Customer information can be amended at any time by selecting from the list of Customers and editing the one you wish to update.

LISTS → CUSTOMERS → LIST CUSTOMER →  relevant Customer

SUBMIT will update the information, **DELETE** will delete the supplier from the list (Only if there are no outstanding transactions) and **CANCEL** will return to the previous screen making no changes.