

Accounts Receivable (AR)

Create a new Customer Debtor

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| Document Summary | |
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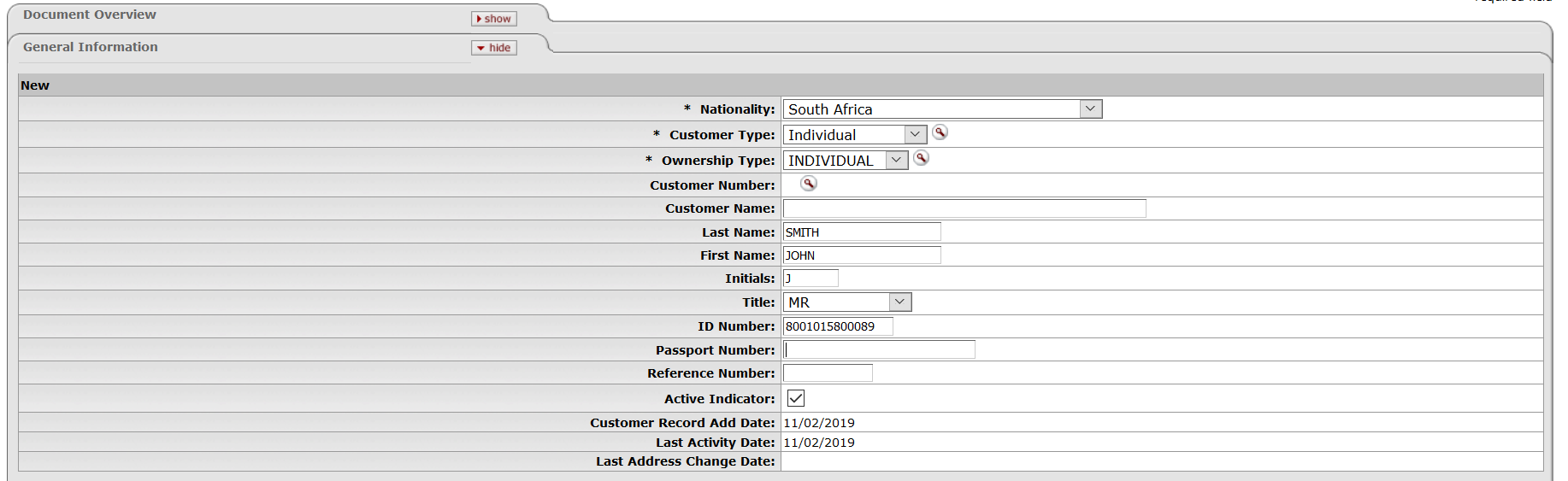
**CREATION OF A NEW CUSTOMER (DEBTOR)**

Main menu – Transactions - Accounts Receivable – Customer – Create New

**To create an individual as customer**

**General Information**

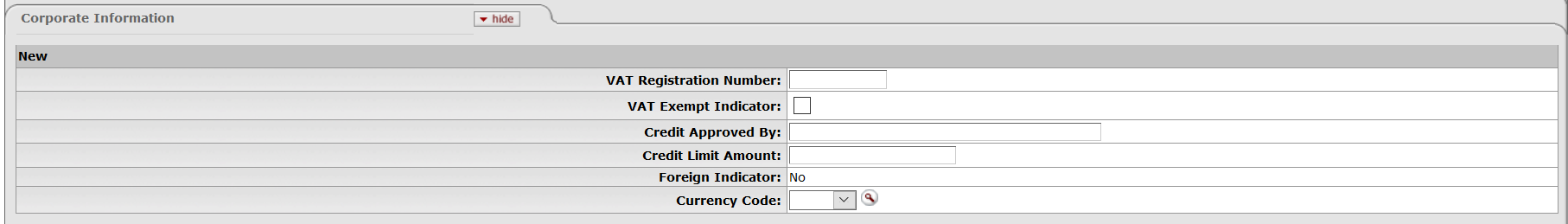
* Choose correct nationality
* Customer type – must be individual
* Ownership type – must be individual
* Customer number will be generated by the sub-system after submission
* Customer Name will concatenate automatically from the personal information entered
* Enter valid ID number



***Figure 1***

**Corporate Information**

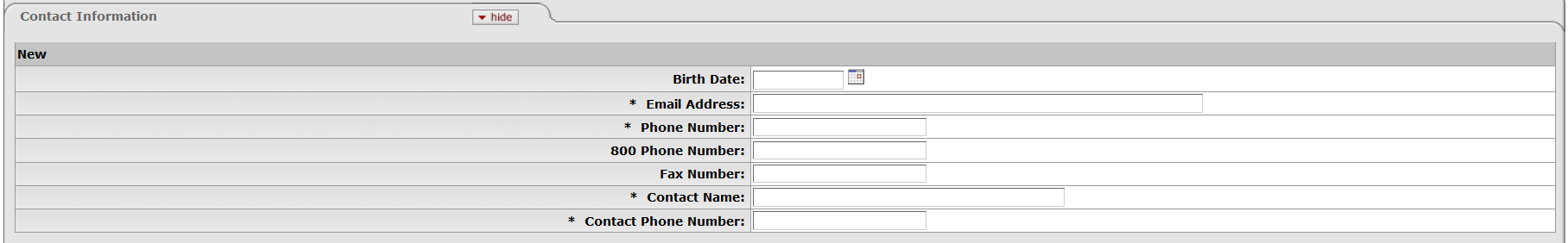
* Enter valid VAT registration number if individual is registered, otherwise tick the VAT exempt indicator
* Currency must be entered in correspondence with the nationality specified at the General information – this currency will determine the currency used in the invoice



***Figure 2***

**Contact Information**

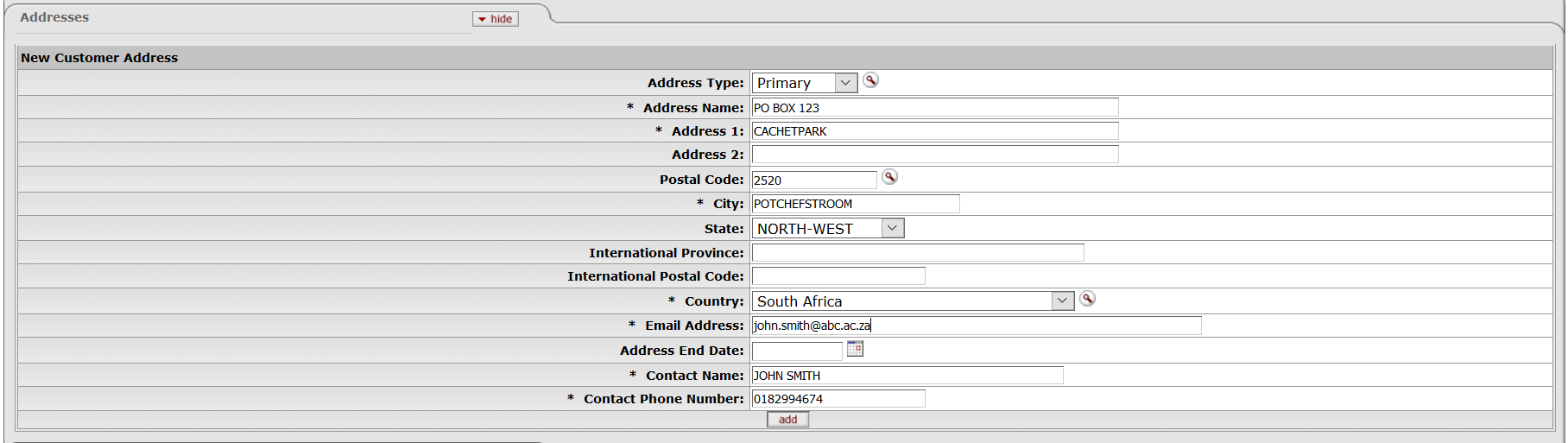
* Enter Birth date that are checked against ID number
* All compulsory contact information must be completed as indicated



***Figure 3***

**Addresses**

* A primary address must be added as that is the address where the statement is emailed to
* All compulsory contact information must be completed as indicated
* An alternate address can be added (might be more relevant to businesses than individuals)



***Figure 4***

**Notes and Attachments**

* ID document
* VAT registration, if registered for VAT

**The document route to the Central Debtors department for approval**

**The customer number is generated with submission**

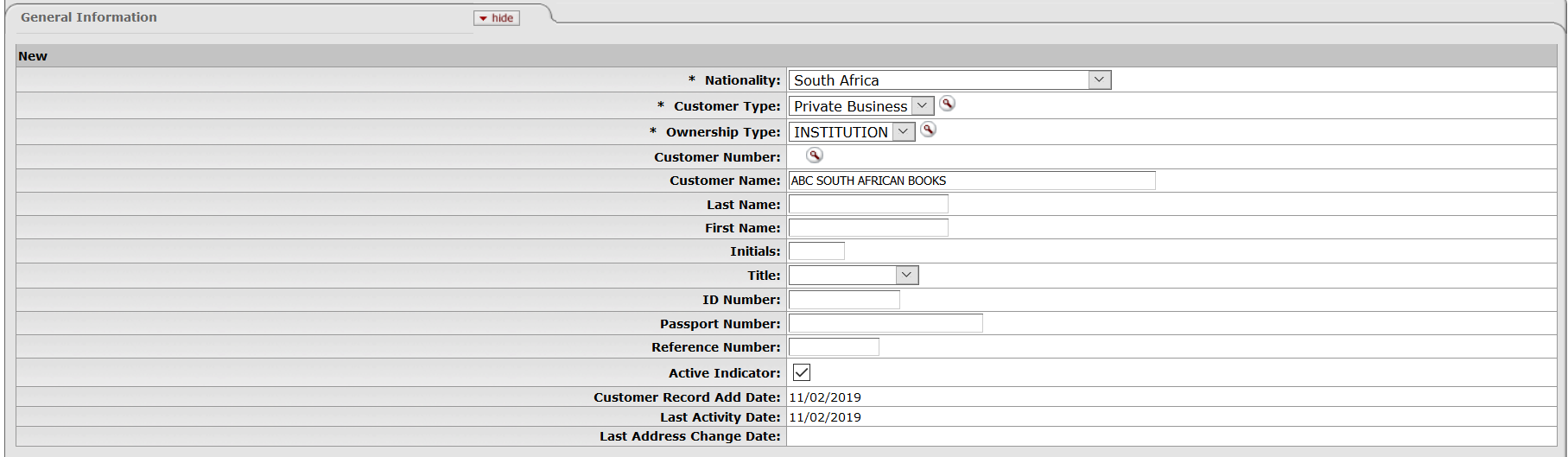


***Figure 5***

**To create a business as customer**

**General Information**

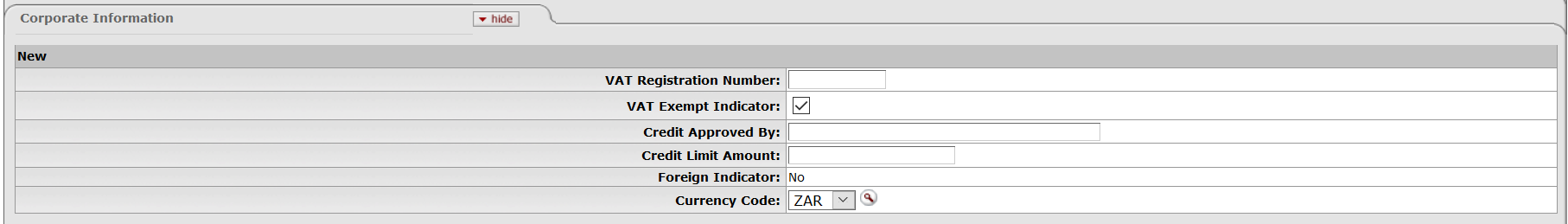
* Choose correct nationality
* Customer type – must be Private Business
* Ownership type – must be Institution
* Customer number will be generated by the sub-system after submission
* The company’s name must be entered at Customer Name



***Figure 6***

**Corporate Information**

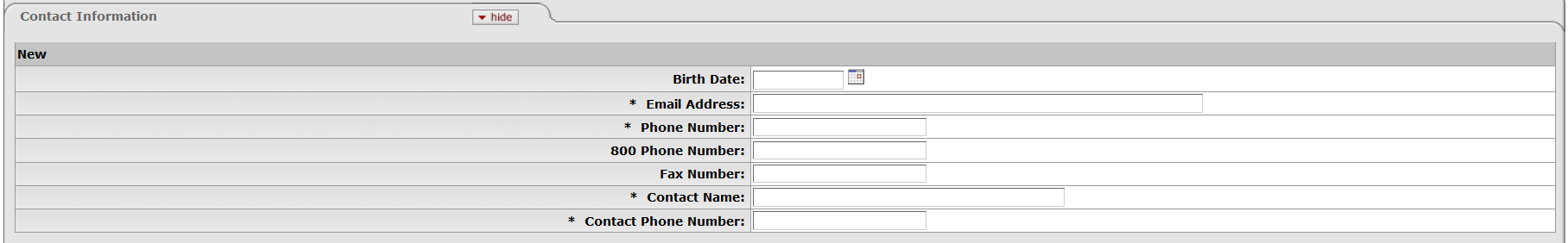
* Enter valid VAT registration number if registered, otherwise tick the VAT exempt indicator
* Currency must be entered in correspondence with the nationality specified at the General information – this currency will determine the currency used in the invoice



***Figure 7***

**Contact Information**

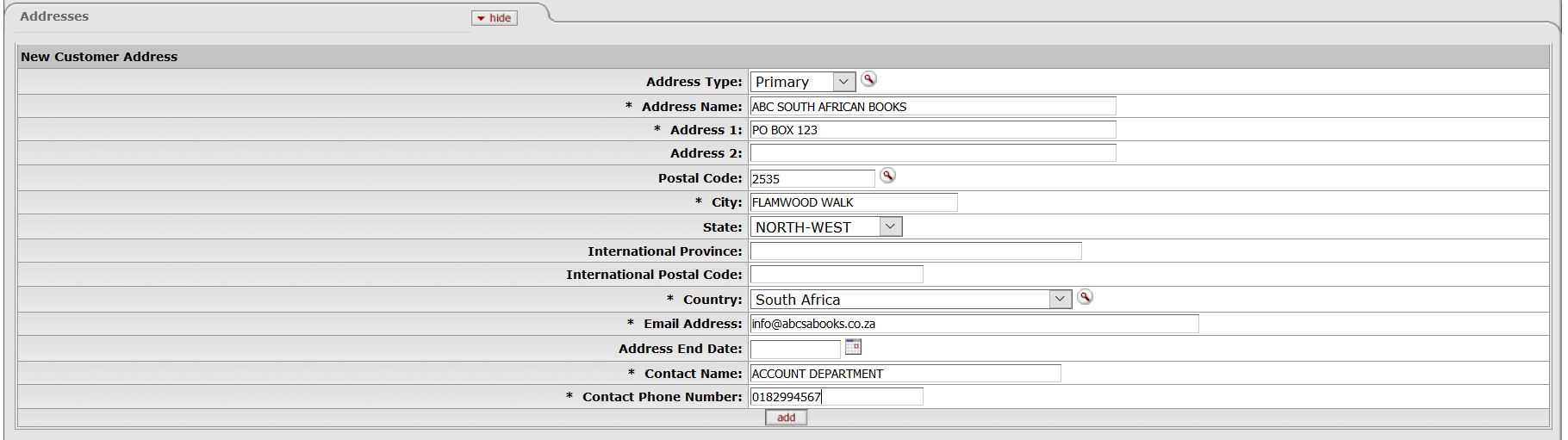
* Birth date will not be applicable for an Institution
* All compulsory contact information must be completed as indicated



***Figure 8***

**Addresses**

* A primary address must be added as that is the address where the statement is emailed to
* All compulsory contact information must be completed as indicated
* An alternate address can be added if company have more than one branch or different departments

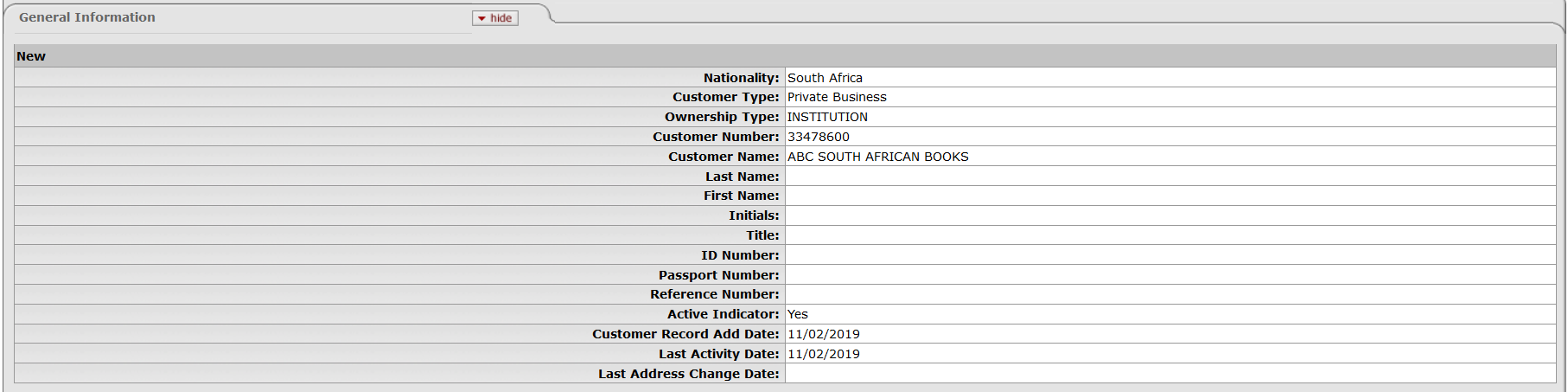


***Figure 9***

**Notes and Attachments**

* Company registration
* VAT registration, if registered for VAT

1. **The document route to the Central Debtors department for approval**
2. **The customer number is generated with submission**



***Figure 10***