Plan Customer and Supplier Setup

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Overview

This guide will help you prepare the groups, contacts, addresses, credit, accounts, taxes, and opening balances needed to create customers and suppliers correctly.

Correct master setup supports selection, ageing, payments, ledgers, tax reporting, messaging, and history.

Who can do this

You need access to No write permission for planning; respective master/add rights are required for creation.

Before you start

Confirm party identity, customer/supplier/dual role, contact types, customer group, addresses, registration/tax identifiers, payment terms, credit policy, opening balance date/source, and GL mappings.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers or Purchases & Suppliers → Setup & Maintenance.

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Step 1: Configure contact types and customer groups

Step 2: Configure payment terms, payment account heads/accounts/types, taxes, fiscal year, and

Configure payment terms, payment account heads/accounts/types, taxes, fiscal year, and accounting defaults.

Step 3: Decide whether dual customer/supplier role and unique contacts are allowed

Step 4: Prepare one primary and any secondary contacts/addresses

Step 5: Define customer credit/loyalty or supplier terms

Step 6: Reconcile approved opening receivable/payable balances

Step 7: Create the party before entering live transactions

Check your work

Complete a party setup worksheet with all prerequisite IDs and source documents.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not create duplicate parties to bypass a contact or access error.
- Do not enter an opening balance as an ordinary payment.

Related guides

- Create a Customer
- Create a Supplier
- Create Payment Terms
- Create a Payment Account

What to do next

> **Create a Customer**.

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