Easy eCommerce User Guide
Customer Accounting System

1 INTRODUCTION

Customer Accounting System enables maintenance of the accounts of customers. Customer Accounting System is accessible by Administrator. The Customer Accounting System menu is shown hereunder:-
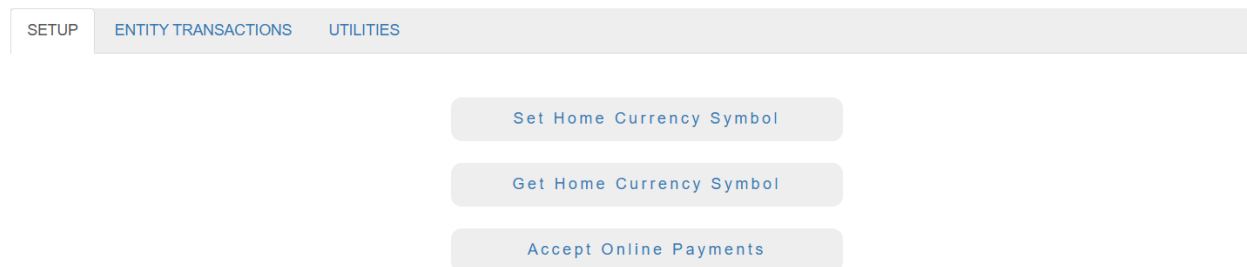
| SETUP | ENTITY TRANSACTIONS | UTILITIES |

Set Home Currency Symbol

Get Home Currency Symbol

Accept Online Payments

Figure 1

Please note that Administrator *must* set Home Currency to Indian Rupee, i.e., INR, by clicking Set Home Currency Symbol. Please also note that Administrator *must* enable accepting online payments by customers by clicking Accept Online Payments, and inputting your organization's Bank Name, Bank Branch Name, Account Name, Account Number and IFSC code.

2 ENTITY TRANSACTIONS TAB

| SETUP | ENTITY TRANSACTIONS | UTILITIES |

Credit / Debit Customer

Bulk Credit / Debit

View Customer Statement
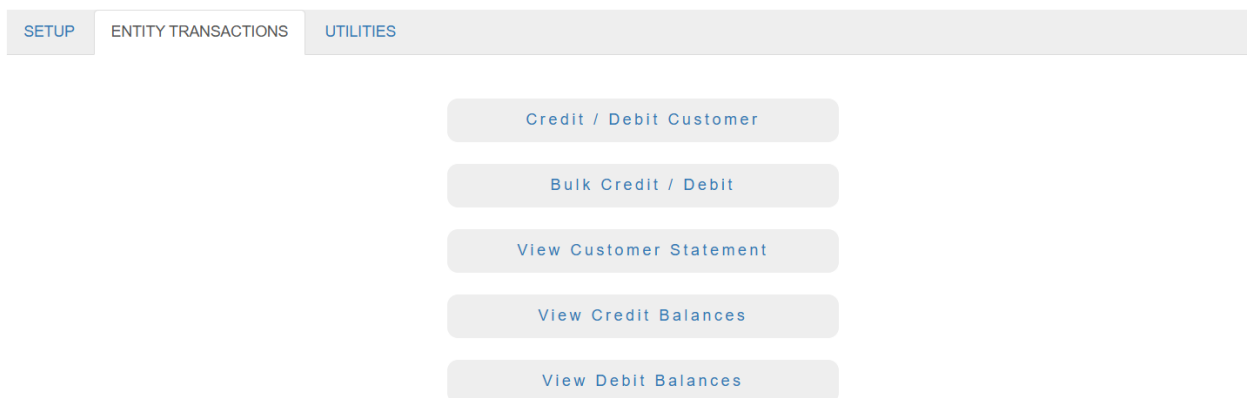
View Credit Balances

View Debit Balances

Figure 2

Under this tab, Administrator can, *if need be*, credit or debit a customer account, by clicking **Credit / Debit Entity** or **Bulk Credit / Debit**. By clicking **View Credit Balances** or **View Debit Balances**, Administrator can know Accounts Payable or Accounts Receivable, respectively.

3   UTILITIES TAB

SETUP	ENTITY TRANSACTIONS	UTILITIES	

<div align="center">

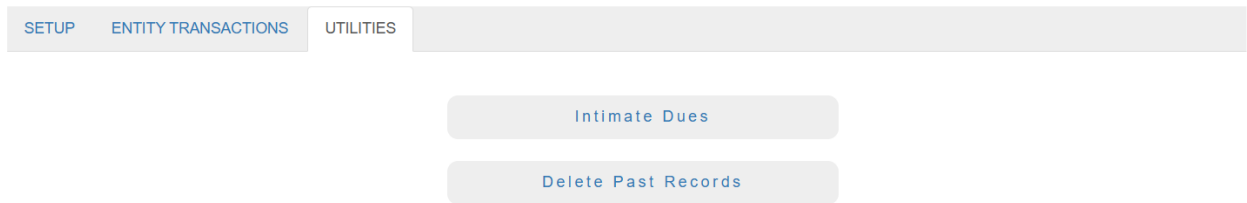Intimate Dues

Delete Past Records

</div>

Figure 3

By clicking **Intimate Dues**, in one click all customers can be intimated their dues by email.