

AR.010.035 – MAINTAINING CUSTOMER ADDRESS INFORMATION

Purpose	<ul style="list-style-type: none"> To maintain customer address information. To navigate the Customer Address Information pages. To update customer address information with revised billing options.
Description	Users can update customer maintenance data after the general information for a Sold To customer is stored in PeopleSoft. In addition, users can modify the default Bill To options.
Security Role	BOR_AR_CUSTOMER
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to maintain customer address information.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Customers link.
4.	Click the Customer Information link.
5.	Click the Create Customer Information link.
6.	Enter the customer id or name you are searching for in the Customer ID field.
7.	Click the Search button.
8.	Click the vertical scrollbar to the Address Details section.
9.	Click the plus button to add a new row.
10.	Enter the date in the Effective Date field.
11.	Click the Save button.