Debtor Enquiry

Module Guide: Debtor Enquiry

Module Location

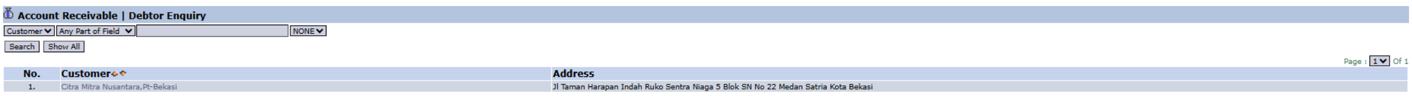
Accounts Receivable > Debtor Enquiry

Module Objective

The **Debtor Enquiry** module serves as a search and information display tool (inquiry tool) for viewing the list of all customers (debtors) registered in the system. This module is **read-only** and is used by the Accounts Receivable team to quickly look up basic customer data, such as their address.

1. Main View (Debtor List)

The main page of this module is a list that displays all of the company's customers.



View Explanation

This page is the center for basic information about customers.

- **Filter**: You can search for a specific customer using the **Customer** search bar at the top. You can search by name or a part of the name.
- **Customer List**: The table below displays the search results. There is one example of a customer named "Citra Mitra

Nusantara Perkasa".

Column Explanation

- **Customer**: Displays the official name of the customer (debtor).
- **Address**: Displays the address of the customer.

2. Workflow & Integrated Business Process

It is important to understand that this module is **not the place to create or modify customer data**.

- **Data Source**: Debtor (Customer) data is not created in this module. The customer master data is created and managed centrally in the **4. Sales > Customer** module.
- **Function**: This Debtor Enquiry module functions as an 'address book' or reference list for the Accounts Receivable and Finance teams to view customer data that is relevant to the billing process without having to go into the Sales module.

Tips & Important Notes

- Use this module to quickly find a customer's address or basic details when sending billing documents or for confirmation purposes.
- If you find that any customer data is incorrect or you need to add a new customer, you must do so through the **Sales**

Module.

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