AR.010.035 – MAINTAINING CUSTOMER ADDRESS INFORMATION

Purpose	• 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.