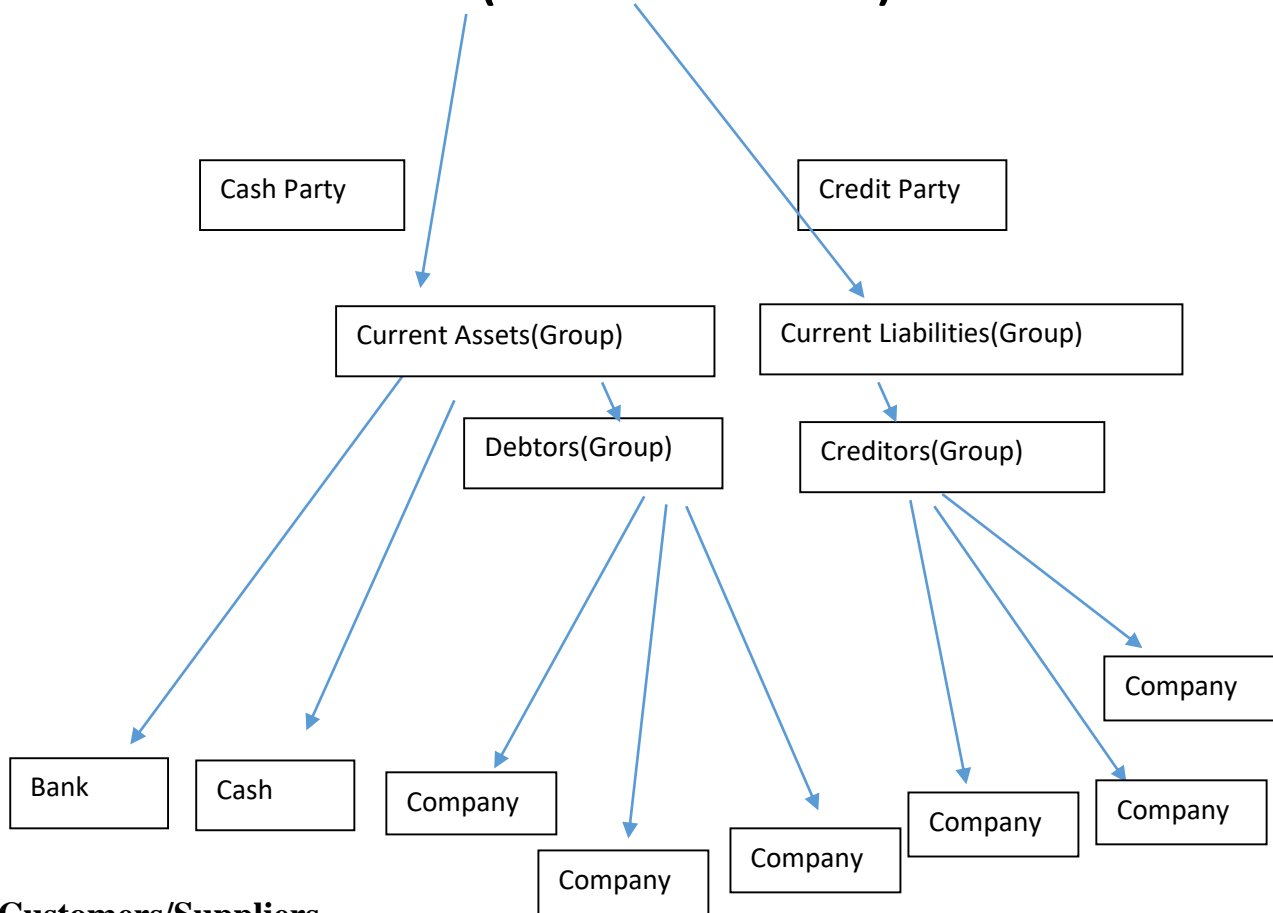


Address Book (National Address)



Cash Customers/Suppliers

- Transactions are settled immediately through cash payments
- No credit terms or future statements needed
- All transactions are recorded at the time of payment

Credit Customers/Suppliers

- Transactions are tracked in individual company ledgers
- Detailed transaction history is maintained
- Account statements can be generated for any specified time period
- Useful for monitoring outstanding balances and payment history

Even when a credit customer/supplier pays in cash, always record it under their credit account

- Never split their transactions between cash and credit ledgers
- This ensures all their transactions stay in one place
- Doing this gives you a complete transaction history in their ledger

Benefits:

1. You get a comprehensive report showing all dealings with that party
2. Easier to track payment patterns and history

3. Avoids confusion from having records split across different ledgers
4. Makes auditing and reconciliation simpler