

# Customer Group

**Uses:**

The customer group is used in the Petroleum application for:

Special pricing- special pricing can be assigned to a group rather than an individual customer - this will save you time as you only have to update one group rather than every customer.

The **Customer Group** screen can be used to group together two or more customers. Open the screen from **Sales | Customer Groups** menu.

Customer Group -

NewSaveSearchRefreshDeleteUndoClose

Details

Group Name:Description:

RemoveLayoutFilter Records (F3)

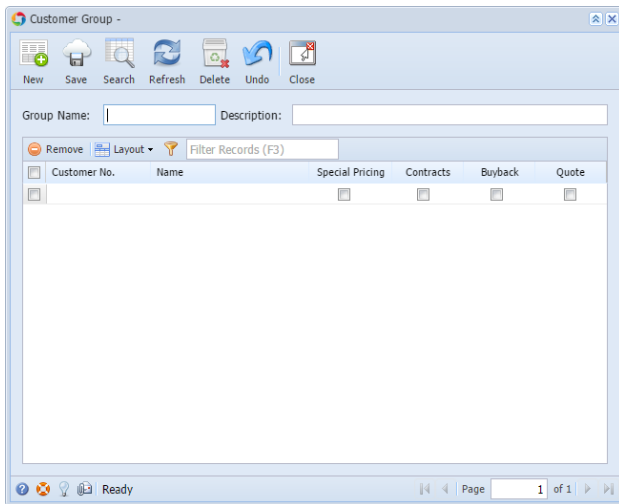
<input type="checkbox"/>	Customer No.	Name	Special Pricing	Contracts	Buyback	Quote
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

?

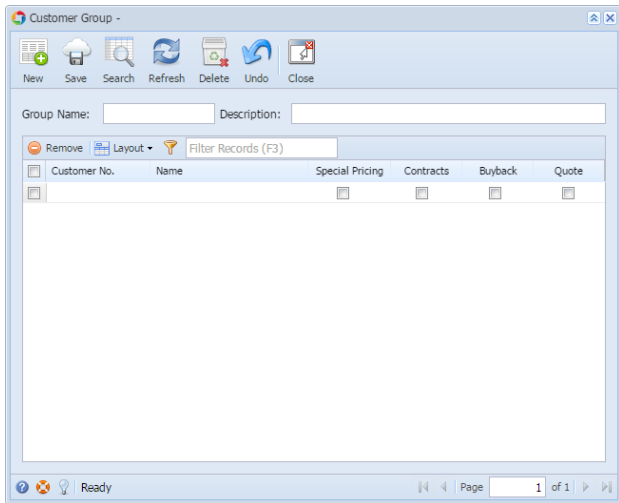
Ready

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The Customer Group screen can be used to group together two or more customers.



Open the screen from **Sales | Customer Groups** menu.  
The Customer Groups screen can be used to group together two or more customers.



Open the screen from **Sales > Customer Group** menu.

## Field Description

**Group Name** - Enter the unique identifier for the customer group you wish to create.

**Description** - Enter a brief description of the Group Name.

**Customer Groups grid area** - The grid area will list down all the customers included in the group and its subgroup.

**Customer No** - Click the combo box button then select the customer that belongs to this group. The combo box list will show all the active customers only.

**Name** - This is a read-only field which will display the Customer Name of the selected Customer No.

**Special Pricing** - Check this if the customer belongs to this subgroup.

**Contracts** - Check this if the customer belongs to this subgroup.

**Buyback** - Check this if the customer belongs to this subgroup.

**Quote** - Check this if the customer belongs to this subgroup.

## Pages

- [How to Add a Customer Group](#)