Customer Groups

Contact Management · https://spos.pk/docs/customer-groups/

Group customers by type — retail, wholesale, office or staff — and give each group its own prices and credit terms.

How to use customer groups

1. Open Contacts, then Customer Groups, and add a group for each type of customer you serve.
2. Set the group's price list and any discount, so wholesale and retail customers pay correctly.
3. Set credit terms and a credit limit for the group — for example, offices pay within 30 days.
4. Assign each customer to their group when you add them.
5. Report sales by group to see which type of customer your shop earns the most from.

Tip: Keep a separate group for staff purchases — it keeps staff discounts out of your real sales.