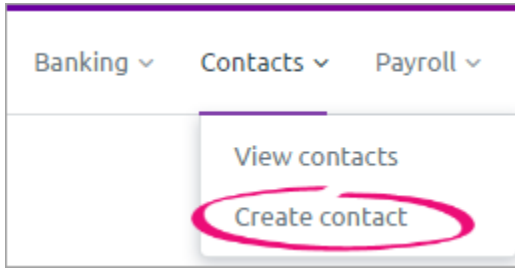


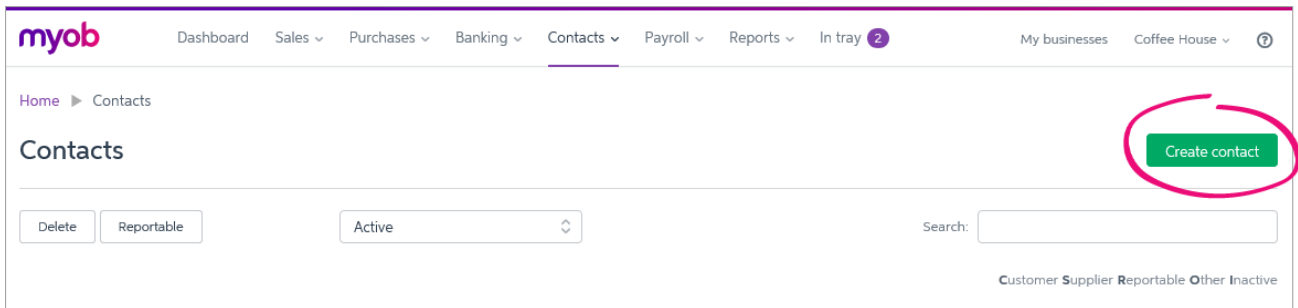
# Adding customers

You can add a customer from 3 places in MYOB Essentials:

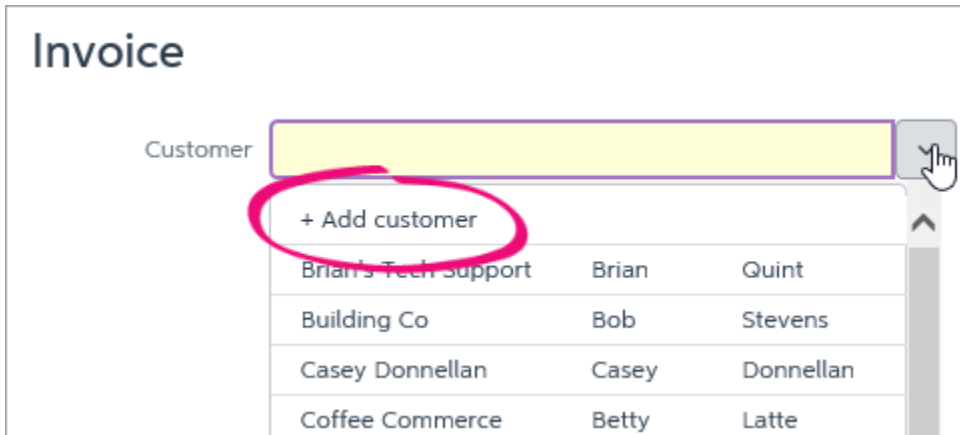
- Click **Create contact** from the **Contacts** menu.



- Click **Create contact** on the **Contacts** page.



- Click **Add customer** from the **Customer** dropdown list when entering an invoice.



However you access the **Contact** page, you'll be able to record the customer's details using as much or as little details as you like. The only required information is the type of contact (a business or an individual), and their name. For more information about the information you can store for a contact, see [Viewing and entering contact information](#).

## Importing customers

If you've previously used MYOB BusinessBasics or MYOB AccountRight, you can export customers from your company file and import them into MYOB Essentials.

For more information, see [Import/Export](#).

## Customers with an opening credit balance

If you're adding a customer who has a credit balance, create the customer as described above then create a [customer return](#) to record their credit

balance. When creating the return you'll need to enter the **Allocate to** account.

This account will be specific to your business, so check with your accounting advisor if unsure.

#### Related topics

Customers and suppliers

Viewing and entering contact information

Finding a customer or supplier

Using contacts in transactions

Analysing your contacts

#### From the community

**Superannuation Payment to under 18**

**Report exports create 'VerificationProxy' file**

**Bulk deactivation of customers**

**Merging contacts or assigning an invoice to a different customer**

**Email addresses have disappeared**

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