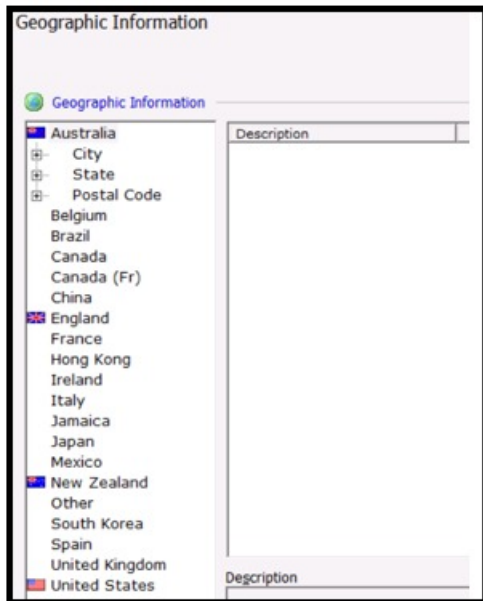


Other Country Addresses in SedonaOffice

01/04/2024 12:08 pm EST

Sedona Office comes standard with twenty countries listed in the Geographic table. You can add cities, and postal codes withing those countries.

If the country is not listed in the table below the user will have to free form the foreign country address. An example is below.



Step 1) When creating an account, you will need to include a billing/service address. Go to Bill to tab.

Customer Setup 49706

Customer # 49706 Miguel Gutierrez
 Customer Name Miguel Gutierrez 8904 Kiowa Dr
 Additional Name Greenville, TX 75402 - 2813

Setup Information | New field | Bill To | Master Account Setup | Items

Customer Status ANR Blanket P.O.
 Customer Type Residential P.O. Expire Date
 Old Customer ID Customer Since 10/11/2022
 Terms Due On Receipt Chain Account
 Tax Exempt # Customer Group
 EIN Customer Group 2
 OK to Increase Branch MI
 Salesperson TestUser Invoice Group None
 Commission Pctg 0.00 No Collections
 Registration Code 80F470 Part Pricing Level None

Master Account Information Invoice Printing
 Is Master Account
 Account Index 0 (For Auto Numbering)
 Default New Sub-Accounts to Bill to Master Account
 Print Statements
 Print Site Info on Invoices
 Separate Cycle Invoice for Each Site
 Charge Late Fees

Critical Message Expires On

Step 2) You will need to edit or add the foreign address, click on Edit then click on Address.

Customer Billing 49706

Customer Information
 Customer # 49706
 Customer Name Miguel Gutierrez

Billing Information | Email Addresses

Residential Commercial
 Inactive
 Primary Mail

Name
 Additional Name
 Address...
 Phone 1
 Phone 2
 Fax
 Primary Email
 Primary RMR
 Primary Service
 Primary Job
 Primary Other
 + (0 on file)

Invoices: Cycle Job Service Misc
 Print
 Email
 Copy Billing Address to Site

New Edit Save Close

Step 3) Instead of picking a Country, you will pick 'Other'. This will populate a free form to add whatever country you want to add

Customer Billing 49706

Customer Information

Customer # 49706

Customer Name Miguel Gutierrez

Edit Address

Country Other

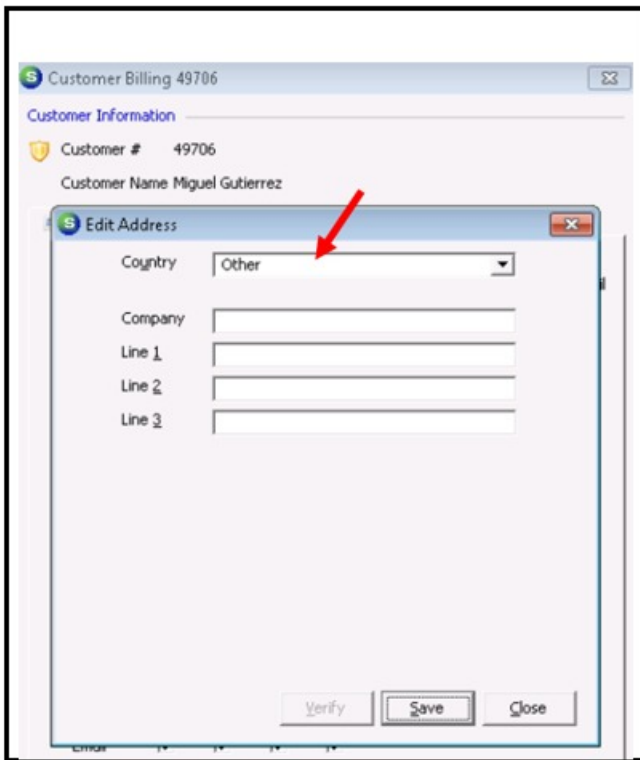
Company

Line 1

Line 2

Line 3

Verify Save Close

The image shows a software interface with two overlapping windows. The background window is titled "Customer Billing 49706" and displays "Customer Information" for "Customer # 49706" and "Customer Name Miguel Gutierrez". Overlaid on top is a smaller dialog box titled "Edit Address". This dialog box contains a "Country" dropdown menu currently set to "Other", which is highlighted by a red arrow. Below the dropdown are input fields for "Company", "Line 1", "Line 2", and "Line 3". At the bottom of the dialog box are three buttons: "Verify", "Save", and "Close".