

How to Add New Zip Code Into the Geographical Table

09/30/2024 1:06 pm EDT

This document will go over how to add a new zip code for address information into the SedonaSetup Geographic Tables. The steps are created in SedonaOffice version 6.2.0.17.

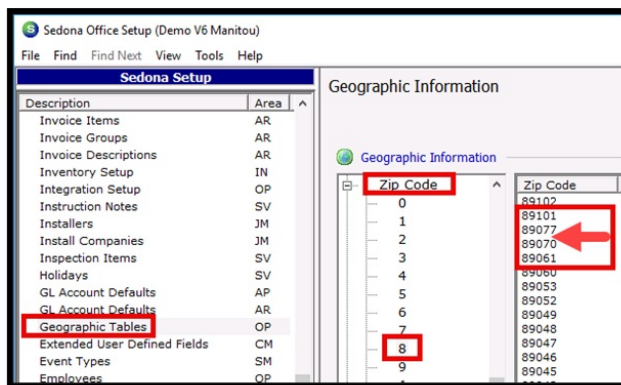
Overview

The contents of this document assumes the user has the correct permissions to add the data into the SedonaSetup Geographic Tables.

Example below will be adding Zip Code 89074 Henderson NV.

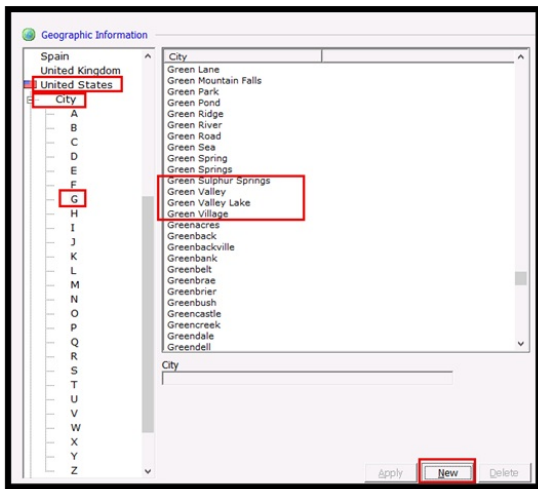
Steps:

1. In SedonaOffice Tree – Select Sedona Setup
2. Click on Geographic Tables
3. Click on Zip Code – Then click on the letter or number the Zip Code starts with – Verify if the zip code already exists. If it does you cannot enter it a second time. If the zip code does not exist go to step 4.



4. The new zip code 89074 could apply to the city of Henderson, Green Valley South, a suburb of Henderson, but we can only enter it once, so pick the most common city name to use.

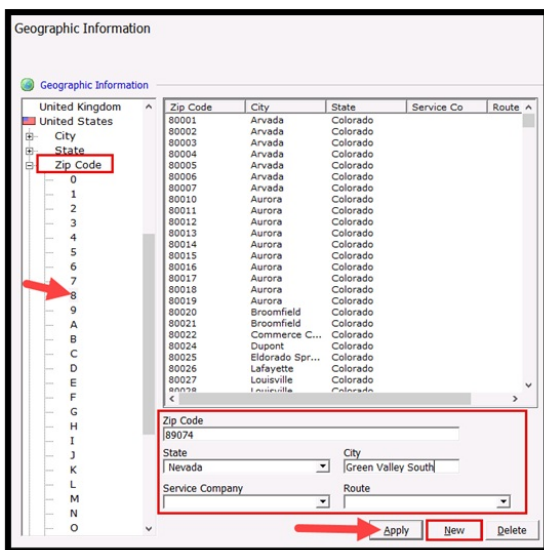
5. To see if the city you need has already been added to the database, click back in the Geographic Information – United States – City – Then click on the letter the City starts with, in this example G – Look for Green Valley South – Click on New if not listed



6. Add the name of the city – Click on Apply to save data entered



7. Click back on Zip Code – Then click on the letter or number the Zip Code starts with, our example is 8 – Click on New – Add the Zip Code, State, City (Service Company and Route are not needed) – Click on Apply to save data entered



89101	Las Vegas	Nevada
89077	Henderson	Nevada
89074	Green Valley South	Nevada

8. Once all areas of the address have been either verified entered or added as new, the data can be used in SedonaOffice in the address either for the BillTo, Customer, or Contacts

Customer Billing 562

Customer Information

Customer # 562

Customer Name Smokey Treats BBQ

Edit Address

Country United States

Line 1 1000 Aspen Brook Dr

Line 2

Line 3

City Green Valley South

State Nevada

Zip Code 89074

Plus 4

County

Township

Verify Save Close