Maintain Accounting Centre Address

See previous W5 version guide

PURPOSE

This document shows the detailed steps on how to maintain accounting centre address.

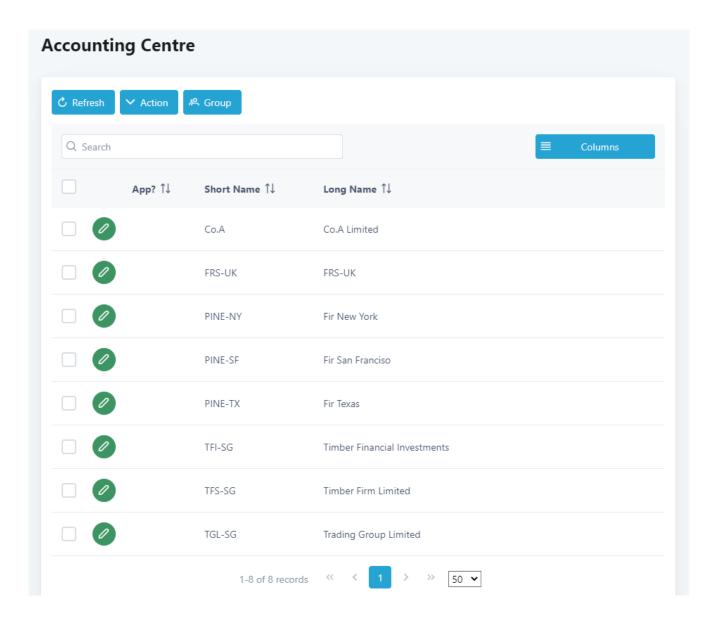
WHY IS THIS IMPORTANT?

This allows maintaining accounting centre address for record purposes and letters printing.

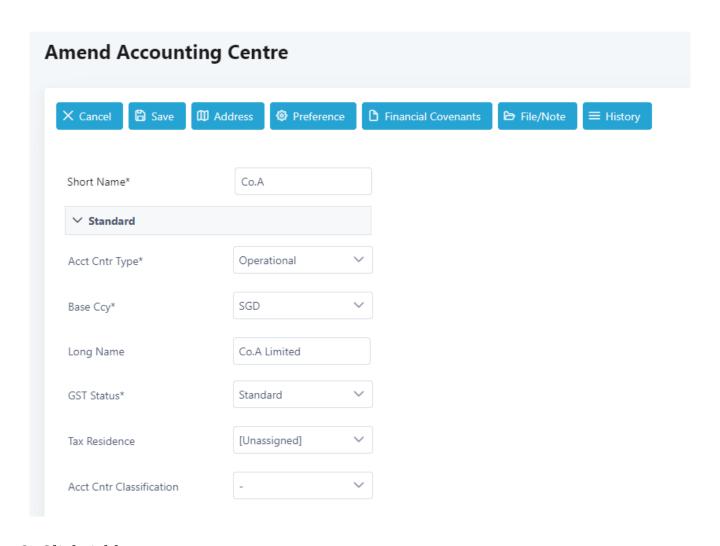
PROCEDURE



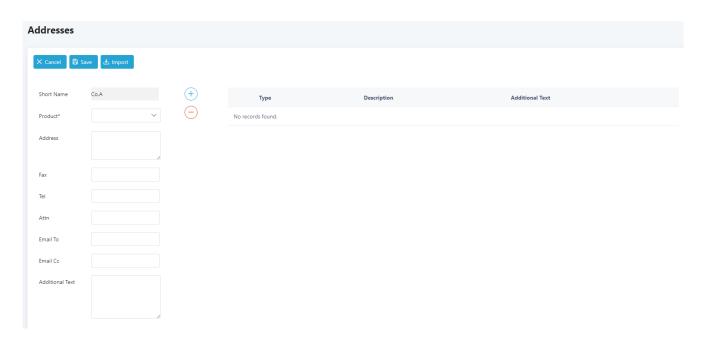
1. From the main menu, select Set Up > Static > Accounting Centre.



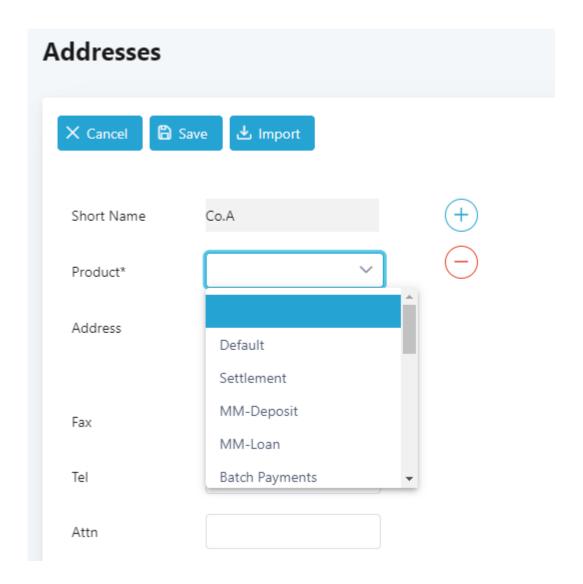
2. Click the Edit button next to the preferred accounting centre short name. In this example, Co.A will be selected.



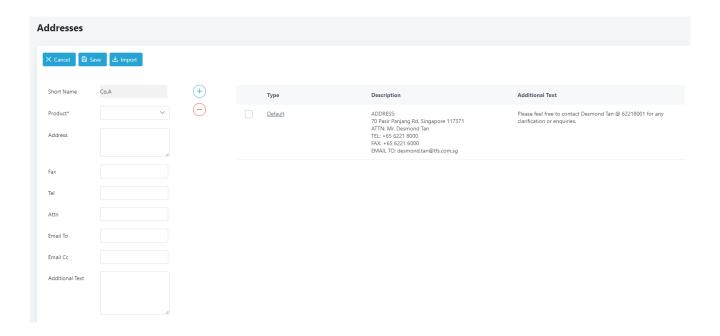
3. Click Address.



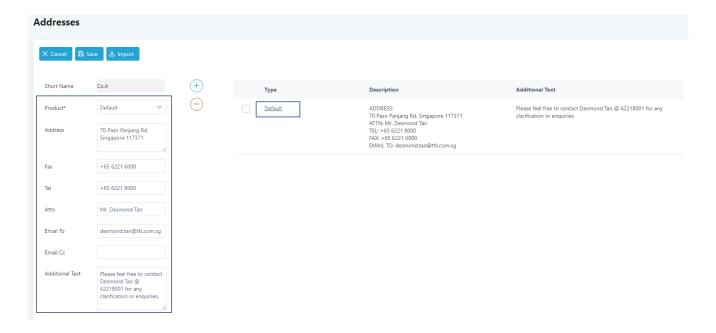
4. Choose the Product from the dropdown. In this example, Default will be chosen. When the address is saved as Default, the address will be applied for all products.



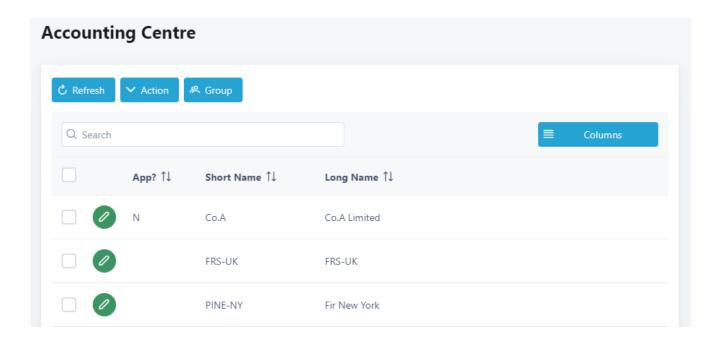
- 5. Enter the address on the address field. This information will be reflected in the letters.
- 6. Input Fax and Telephone numbers if needed. This is for information only.
- 7. In the Attn field, input the name of the person whom you will send the letter to.
- 8. Input Email To and Email CC to. This is used for sending letters via email.
- 9. Type in texts/ instructions in Additional Text if needed. This additional text will appear in the letter.
- 10. Once done, click Add. The information that was typed will be shown on the right side of the screen.



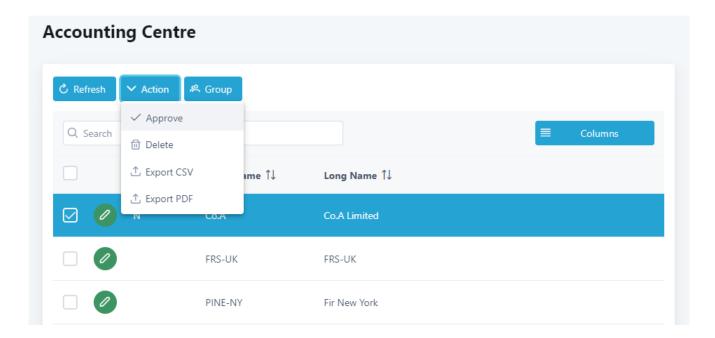
11. To edit the address added, click on the product type. E.g. Default. The details will be populated at the fields on the left side of the screen for you to edit.



- 12. Make the necessary changes and click Add.
- 13. Click Save to save changes.
- 14. You will be returned to Amend Accounting Centre screen, click on Cancel button to return to the Accounting Centre screen.
- 15. The amended accounting centre will need to be approved. To do this, tick on the checkbox beside the accounting centre's name.



16. Click on Action and Approve. When a popup appears, click Yes.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Set Up Accounting Centre

Amend Accounting Centre

CHANGE HISTORY

Date	Ву	Changes
15-Feb-2008	-	Created.
29-Aug-2017	Clarissa	Reformatted. Rewritten.
13-Арг-2018	Anuja	Updated instructions to edit address.
17-Aug-2018	Silpa	Updated step 1, screenshot of step 1 and 15.
8-Nov-2019	Lуга	Updated screenshots.
30-Jan-2023	TS	Updated to W6 instructions and screenshots.