

We are currently updating our site; thank you for your patience.

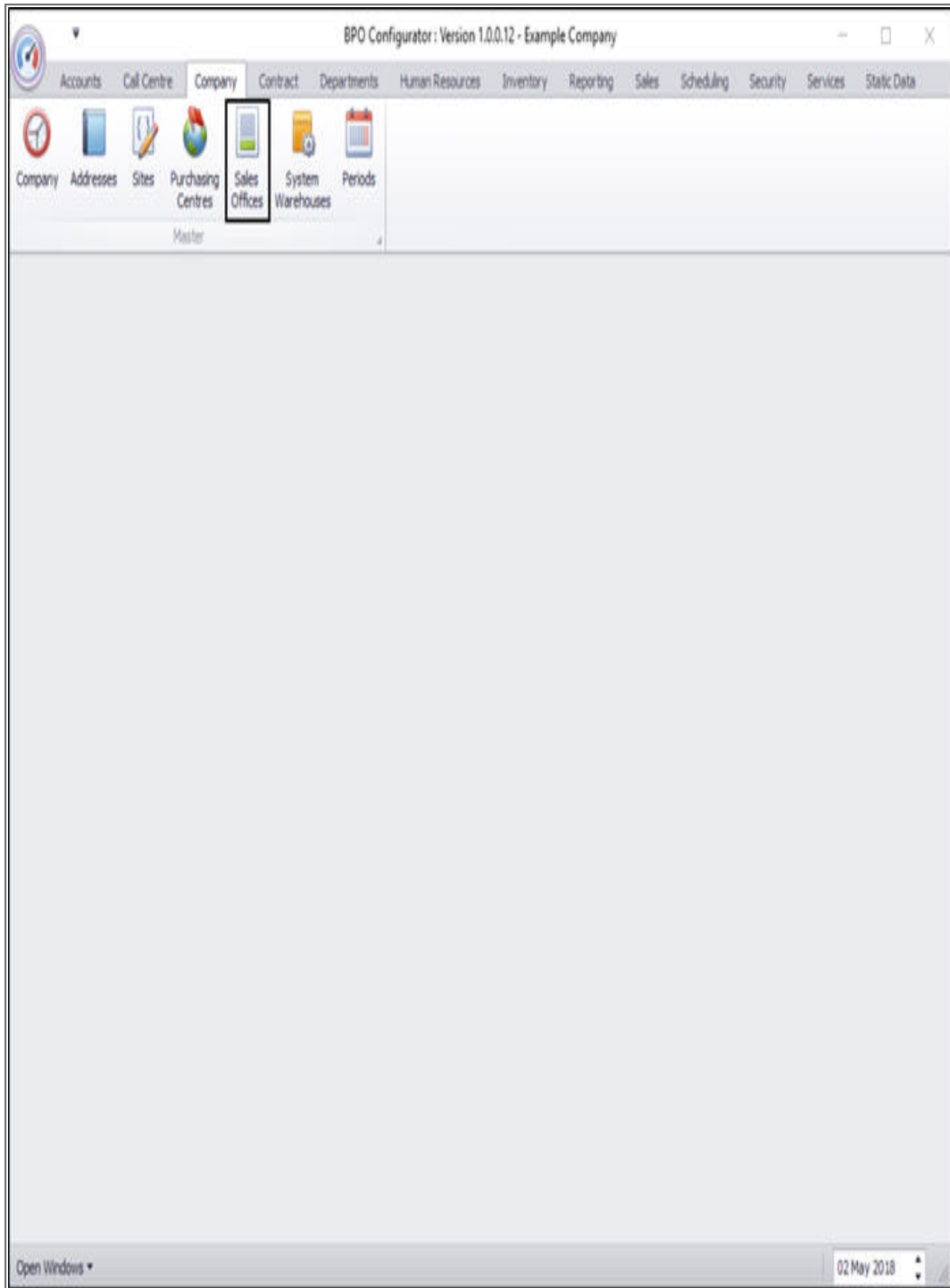
COMPANY

SALES OFFICES – ADDRESS

When configuring Sales Office addresses, it is important to note that a **Billing** address type must be set up, as this address will pull through on the Sales Invoice.

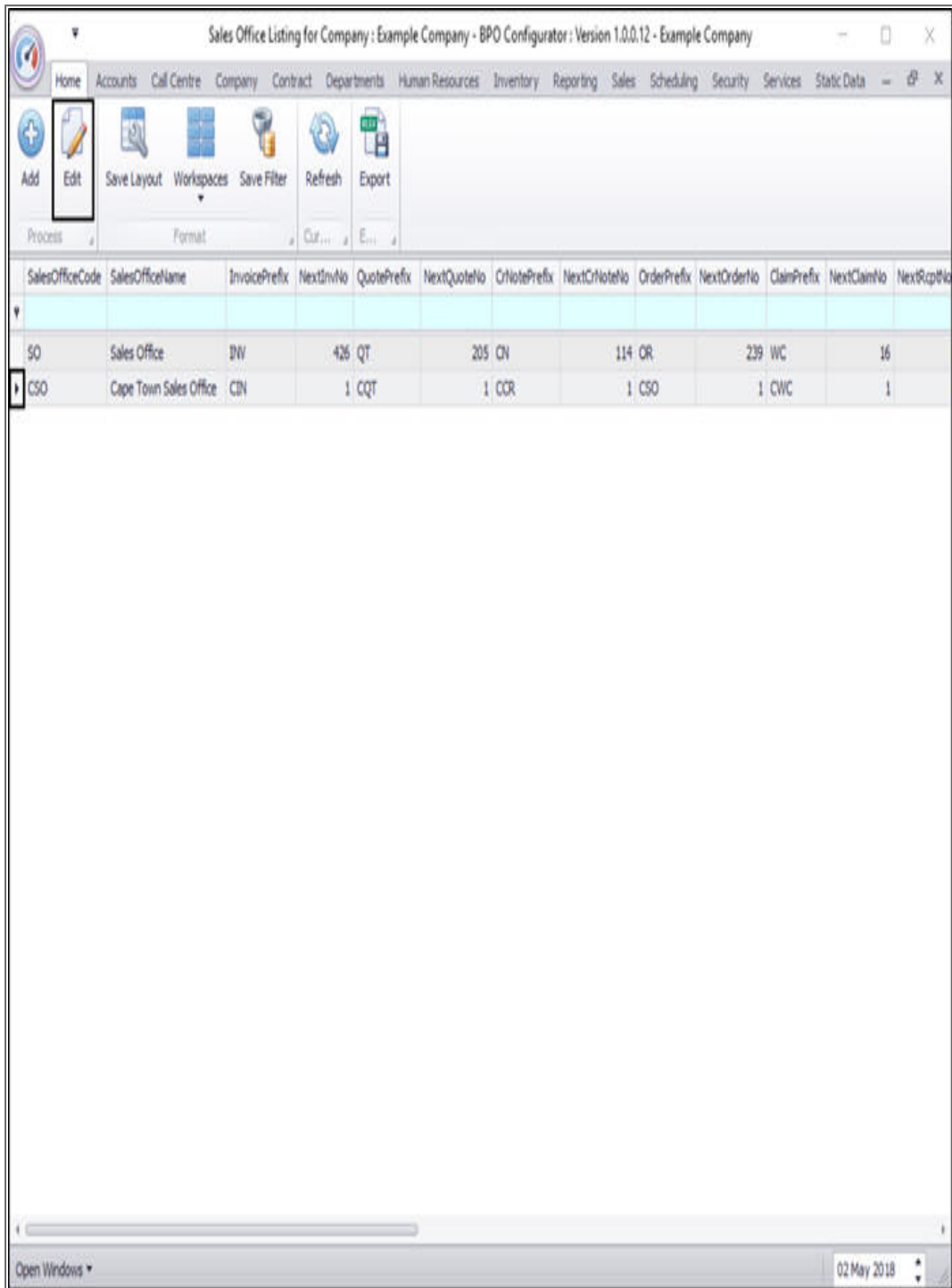
You can also set up **Physical**, **Postal** and **Shipping** addresses.

Ribbon Access: Configurator > Company > Sales Offices



The **Sales Office Listing for Company: []** screen will be displayed.

- Click on the **row selector** in front of the **sales office** that you wish to **add** an address to.
- Click on **Edit**.



SalesOfficeCode	SalesOfficeName	InvoicePrefix	NextInvNo	QuotePrefix	NextQuoteNo	CrNotePrefix	NextCrNoteNo	OrderPrefix	NextOrderNo	ClaimPrefix	NextClaimNo	NextReceiptNo
SO	Sales Office	INV	426	QT	205	CN	114	OR	239	WC	16	
CSO	Cape Town Sales Office	CN	1	CQT	1	CCR	1	CSO	1	CWC	1	

The **Edit Sales Office: []** screen will be displayed.

Either

- **Right click** anywhere in a **new row** of the **Addresses** frame.

Edit Sales Office : Cape Town Sales Office - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Sales Office Configuration Details

Code: CSO

Sales Office Name: Cape Town Sales Office

Manager: Bianca Du Toit

Default Commercial Markups

Assets: 10

Inventory: 10

Labour: 10

Sub Contracts: 10

Sites

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAcc
<input checked="" type="checkbox"/>	Cape Town	1100	1000
<input type="checkbox"/>	Durban		
<input type="checkbox"/>	Johannesburg		

References

	Prefix	
Next Invoice No.	CIN	1
Next Quote No.	CQT	1
Next Credit Note No.	CCR	1
Next Order No.	CSO	1
Next Claim No.	CWC	1

Banking

Bank Name: FNB

Account Name: Company Name

Account Number: 123456789

Branch Name: FNB

Sort Code: 12345

Sales

Invoice Header: Cape Town Sales

Quote Validity: 14

Include Quote Cover Page:

Default Cash Sales Account: CUS001 - Cash Sales Account

Addresses

AddressType	AddressContactName	Address1	Address2	Address3
BILL	Mark Sanders	PO Box 1233	New Town	Forest Hills

- A **Maintain** menu will pop up.
- Click on **Add** - Add New Address

Edit Sales Office : Cape Town Sales Office - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

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Sales Office Name: Cape Town Sales Office

Manager: Bianca Du Toit

Default Commercial Markups

Assets: 10

Inventory: 10

Labour: 10

Sub Contracts: 10

Sites

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode
<input checked="" type="checkbox"/>	Cape Town	1100	1000
<input type="checkbox"/>	Durban		
<input type="checkbox"/>	Johannesburg		

References

Next Invoice No.	Prefix	
Next Invoice No.	CIN	1
Next Quote No.	CQT	1
Next Credit Note No.	CCR	1
Next Order No.	CSO	1
Next Claim No.	CWC	1

Banking

Bank Name: FNB

Account Name: Company Name

Account Number: 123456789

Branch Name: FNB

Sort Code: 12345

Sales

Invoice Header: Cape Town Sales

Quote Validity: 14

Default Cash Sales Account: CLS001 - Cash Sales Account

Include Quote Cover Page:

Addresses

AddressType	AddressContactName	Address1	Address2	Address3
BLL	Mark Sanders	PO Box 1233	New Town	Forest Hills

Add New Address

Or

- Click in the **Address Type** text box in the **Addresses** frame.
- An **ellipsis** button will be revealed.
- Click on this button.

The screenshot displays the 'Edit Sales Office: Cape Town Sales Office - BPO Configurator: Version 1.0.0.12 - Example Company' window. The interface is divided into several sections:

- Sales Office Configuration Details:** Includes fields for Code (CSO), Sales Office Name (Cape Town Sales Office), and Manager (Banca Du Toit).
- Default Commercial Markups:** Includes sliders for Assets (10), Inventory (10), Labour (10), and Sub Contracts (10).
- References:** Includes a table for Prefixes:

Next Invoice No.	Prefix	Value
Next Invoice No.	CIN	1
Next Quote No.	CQT	1
Next Credit Note No.	CCR	1
Next Order No.	CSO	1
Next Claim No.	CWC	1
- Banking:** Includes fields for Bank Name (FNB), Account Name (Company Name), Account Number (123456789), Branch Name (FNB), and Sort Code (12345).
- Sales:** Includes Invoice Header (Cape Town Sales), Quote Validity (14), and Default Cash Sales Account (CUS001 - Cash Sales Account).
- Sites Table:**

Select...	SiteDescription	ContractSalesAccCode	ParSalesAcc
<input checked="" type="checkbox"/>	Cape Town	1100	1000
<input type="checkbox"/>	Durban		
<input type="checkbox"/>	Johannesburg		
- Addresses Table:**

AddressType	AddressContactName	Address1	Address2	Address3
BILL	Mark Sanders	PO Box 1233	New Town	Forest Hills
I	...			

Both methods will bring up the **Select an Address Type** screen.

- Click on the **row selector** in front of the **address type** that you wish to **add** to this sales office.

Note: As a billing address has already been set up on this sales office, a **Physical** address has been selected in this example.

- Click on **Ok**.

The screenshot shows the 'Edit Sales Office: Cape Town Sales Office - BPO Configurator: Version 1.0.0.12 - Example Company' window. The interface includes a menu bar (Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, Static Data) and a toolbar with 'Save', 'Back', 'Save Layout', and 'Workspaces' buttons. The main area is divided into several sections:

- Sales Office Configuration Details:**
 - Code: CSO
 - Sales Office Name: Cape Town Sales Office
 - Manager: Bianca Du Toit
- Default Commercial Markups:**
 - Assets: 10
 - Inventory: 10
 - Labour: 10
 - Sub Contracts: 10
- Sites Table:**

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode
<input checked="" type="checkbox"/>	Cape Town	1100	1000
<input type="checkbox"/>	Durban		
<input type="checkbox"/>	Johannesburg		
- References:**
 - Next Invoice No.
 - Next Quote No.
 - Next Credit Note No.
 - Next Order No.
 - Next Claim No.
- Banking:**
 - Prefix
- Addresses Table:**

AddressType	AddressContactName	Address1	Address2	Address3
BILL	Mark Sanders	PO Box 1233	New Town	Forest Hills
I	...			

A 'Select an Address Type' dialog box is open, showing a list of address types under the 'Default Cash Sales Account' section:

Address Type	Description
BILL	Billing
PHYS	Physical
POST	Postal
SHIP	Shipping

The 'PHYS' option is selected. The dialog box also includes 'Ok', 'Back', and 'Save Layout' buttons.

- **Address Type:** This will now be populated with the address type selected in the previous step.

- **Address Contact Name:** Type in the address contact name.
- **Address 1:** Type in the first line of the address.
- **Address 2:** Type in the second line of the address.
- **Address 3:** Type in the third line of the address.

The screenshot displays the 'Edit Sales Office' configuration window for 'Cape Town Sales Office'. The interface includes several sections:

- Sales Office Configuration Details:** Fields for Code (CSO), Sales Office Name (Cape Town Sales Office), and Manager (Bianca Du Toit).
- Default Commercial Markups:** Sliders for Assets (10), Inventory (10), Labour (10), and Sub Contracts (10).
- Banking:** Fields for Bank Name (FNB), Account Name (Company Name), Account Number (123456789), Branch Name (FNB), and Sort Code (12345).
- References:** Fields for Next Invoice No., Next Quote No., Next Credit Note No., Next Order No., and Next Claim No., each with a prefix and a value of 1.
- Sales:** Fields for Invoice Header (Cape Town Sales), Quote Validity (14), and Default Cash Sales Account (CUS001 - Cash Sales Account).
- Sites Table:** A table with columns: Select..., SiteDescription, ContractSalesAccCode, PartsSalesAccCode, and Am. One row is visible for 'Cape Town' with ContractSalesAccCode 1100 and PartsSalesAccCode 1000.
- Addresses Table:** A table with columns: AddressType, AddressContactName, Address1, Address2, and Address3. One row is visible for 'PHYS' with AddressContactName 'Mark Sanders' and Address1 'PO Box 1233'.

- **Scroll right** if necessary, to view the next columns in the row.

Edit Sales Office : Cape Town Sales Office - BPO Configurator : Version 1.1.0.1 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Sales Office Configuration Details

Code: CSO

Sales Office Name: Cape Town Sales Office

Manager: Bianca Du Toit

Default Commercial Markups

Assets: 10

Inventory: 10

Labour: 10

Sub Contracts: 10

Sites

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode	Am
<input checked="" type="checkbox"/>	Cape Town	1100	1000	203

References

Prefix

Next Invoice No.: CIN 1

Next Quote No.: CQT 1

Next Credit Note No.: CCR 1

Next Order No.: CSO 1

Next Claim No.: CWC 1

Banking

Bank Name: FNB

Account Name: Company Name

Account Number: 123456789

Branch Name: FNB

Sort Code: 12345

Sales

Invoice Header: Cape Town Sales

Quote Validity: 14

Default Cash Sales Account: CUS001 - Cash Sales Account

Include Quote Cover Page:

Addresses

AddressType	AddressContactName	Address1	Address2	Address3
BILL	Mark Sanders	PO Box 1233	New Town	Forest Hills
PHYS	James Rowe	1 New Road	New Town	Hillcrest

- **City:** Type in the city name.
- **Postal Code:** Type in the postal code.
- **County:** Type in the county name.
- **Country:** Type in the country name.
- **Tel No:** Type in the telephone number.

The screenshot shows the 'Edit Sales Office' configuration window for 'Cape Town Sales Office'. The interface includes a top menu bar with options like Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. Below the menu is a toolbar with Save, Back, Save Layout, and Workspaces buttons.

The main configuration area is divided into several sections:

- Sales Office Configuration Details:**
 - Code: CSO
 - Sales Office Name: Cape Town Sales Office
 - Manager: Bianca Du Toit
- Default Commercial Markups:**
 - Assets: 10
 - Inventory: 10
 - Labour: 10
 - Sub Contracts: 10
- References:**
 - Prefix: CIN
 - Next Invoice No.: 1
 - Next Quote No.: CQT
 - Next Credit Note No.: CCR
 - Next Order No.: CSO
 - Next Claim No.: CWC
- Banking:**
 - Bank Name: FNB
 - Account Name: Company Name
 - Account Number: 123456789
 - Branch Name: FNB
 - Sort Code: 12345
- Sales:**
 - Invoice Header: Cape Town Sales
 - Quote Validity: 14
 - Default Cash Sales Account: CUS001 - Cash Sales Account
 - Include Quote Cover Page:

On the right side, there are two data tables:

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode	Am
<input checked="" type="checkbox"/>	Cape Town	1100	1000	203

Address3	City	PostalCode	County	Country	TelNo
Forest Hills	Durban	1234	KZN	South Africa	031 123 4567
Hillcrest					

The bottom status bar shows 'Open Windows' and the date '31 Jan 2019'.

- **Scroll right**, if necessary, to view the remaining columns in the row.

The screenshot displays the 'Edit Sales Office: Cape Town Sales Office - BPO Configurator: Version 1.1.0.1 - Example Company' window. The interface is divided into several sections:

- Sales Office Configuration Details:**
 - Code: CSO
 - Sales Office Name: Cape Town Sales Office
 - Manager: Bianca Du Toit
- Default Commercial Markups:**
 - Assets: 10
 - Inventory: 10
 - Labour: 10
 - Sub Contracts: 10
- References:**
 - Prefix: CIN
 - Next Invoice No.: 1
 - Next Quote No.: CQT
 - Next Credit Note No.: CCR
 - Next Order No.: CSO
 - Next Claim No.: CWC
- Banking:**
 - Bank Name: FNB
 - Account Name: Company Name
 - Account Number: 123456789
 - Branch Name: FNB
 - Sort Code: 12345
- Sales:**
 - Invoice Header: Cape Town Sales
 - Quote Validity: 14
 - Default Cash Sales Account: CUS001 - Cash Sales Account
 - Include Quote Cover Page:
- Sites:**

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode	Am
<input checked="" type="checkbox"/>	Cape Town	1100	1000	203
- Addresses:**

Address3	City	PostalCode	County	Country	TelNo
Forest Hills	Durban	1234	KZN	South Africa	031 123 4567
Hillcrest	Durban	1234	KZN	South Africa	010 200 3000

- **Tel Ext:** Type in the extension number.
- **Fax No:** Type in the fax number.
- **Email Address:** Type in the email address.

The screenshot shows the 'Edit Sales Office' configuration window for 'Cape Town Sales Office'. The interface includes a top menu bar with options like Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. Below the menu is a toolbar with Save, Back, Save Layout, and Workspaces buttons.

The main configuration area is divided into several sections:

- Sales Office Configuration Details:**
 - Code: CSO
 - Sales Office Name: Cape Town Sales Office
 - Manager: Bianca Du Toit
- Default Commercial Markups:**
 - Assets: 10
 - Inventory: 10
 - Labour: 10
 - Sub Contracts: 10
- References:**
 - Prefix: CIN
 - Next Invoice No.: 1
 - Next Quote No.: CQT
 - Next Credit Note No.: CCR
 - Next Order No.: CSO
 - Next Claim No.: CWC
- Banking:**
 - Bank Name: FNB
 - Account Name: Company Name
 - Account Number: 123456789
 - Branch Name: FNB
 - Sort Code: 12345
- Sales:**
 - Invoice Header: Cape Town Sales
 - Quote Validity: 14
 - Default Cash Sales Account: CUS001 - Cash Sales Account
 - Include Quote Cover Page:

On the right side, there are two tables:

- Sites Table:**

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAccCode	Am
<input checked="" type="checkbox"/>	Cape Town	1100	1000	203
- Addresses Table:**

Address3	City	PostalCode	County	Country	TelNo
Forest Hills	Durban	1234	KZN	South Africa	031 123 4567
Hillcrest					

The bottom status bar shows 'Open Windows' and the date '31 Jan 2019'.

- The last column is the **Default Address** column.
- As the **Billing** address must be the default address and there can only be one default address, **NO** has been selected for this new Physical address.

Edit Sales Office : Cape Town Sales Office - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces

Process Format

Sales Office Configuration Details

Code: CSO

Sales Office Name: Cape Town Sales Office

Manager: Bianca Du Toit

Default Commercial Markups

Assets: 10

Inventory: 10

Labour: 10

Sub Contracts: 10

Sites

Select...	SiteDescription	ContractSalesAccCode	PartsSalesAcc
<input checked="" type="checkbox"/>	Cape Town	1100	1000
<input type="checkbox"/>	Durban		
<input type="checkbox"/>	Johannesburg		

References

Next Invoice No.	Prefix	
Next Invoice No.	CDN	1
Next Quote No.	CQT	1
Next Credit Note No.	CCR	1
Next Order No.	CSO	1
Next Claim No.	CWC	1

Banking

Bank Name: FNB

Account Name: Company Name

Account Number: 123456789

Branch Name: FNB

Sort Code: 12345

Sales

Invoice Header: Cape Town Sales

Quote Validity: 14

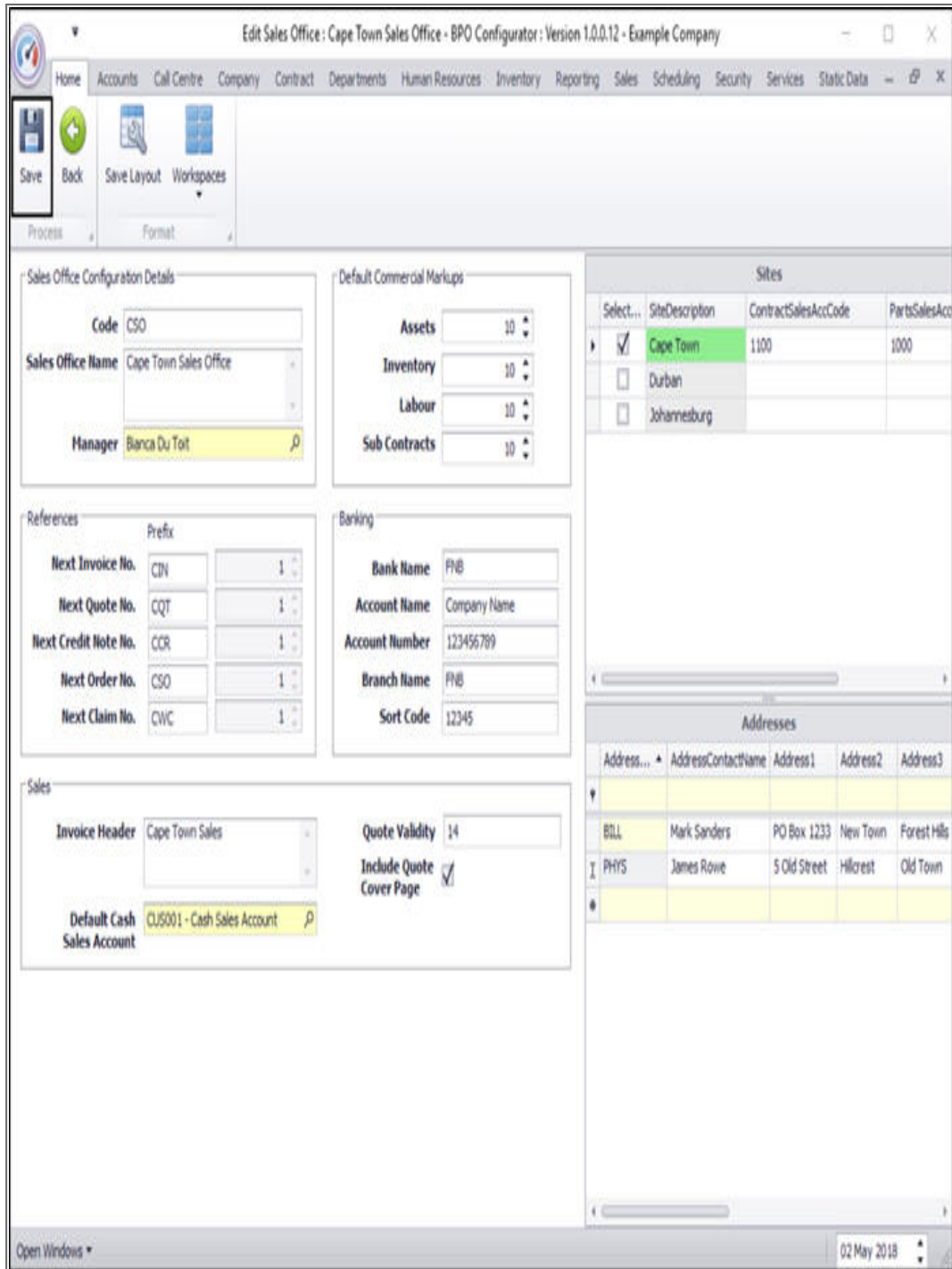
Include Quote Cover Page:

Default Cash Sales Account: CUS001 - Cash Sales Account

Addresses

TelNo	TelExt	FaxNo	EmailAddress	DefaultAddress
031 123 4567	147	031 123 4545	ms@noemail.com	Yes
031 123 9876	101	031 123 3322	y@noemail.com	No

- When you have finished adding the new sales office address details, click on **Save**.



- The new address details will be **saved** and you will return to the **Sales Office Listing for Company: []** screen.

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