

Changing Agency Name/Address On Billing Invoices/Memos

Requirements

Operating System: Any
 MACS Version: 5.0 or higher
 MACS Modules: Billing/Accounts Receivable

Situation

User needs to change the agency name/address on billing invoices/memos.

Solution

1. Access A/R COMPANY MAINTENANCE [BA\17.3.5].
2. Select option (2) CHANGE to change the existing record.

BF\17.3.5	Billing/Accts Receivable Company File	HARD COPY ENABLED
	CHANGE	
1-Record ID	A	
2-Company Code	B	
5^Company Name	Any Sales [BA\17.3.5]	20 Service Chg%
6 Addr Line2	5780 Taylor Road	21 Lst CustInv#
7 Addr Line3	Unit #4	22 Lst PO#
8 Addr Line4	Naples, FL	23 Lst A/R Adj#
9 Addr ZipCd	341092303	24 Lst CR Memo#
10 K/C Name	Mr. William Gray	25 Lst DR Memo#
11 K/C Salutn	Bill Gray	26 Deflt CrdLmt
12 K/C Title	President/CPA	27 Statemnt Ind
13 Phone No	8003211788	28 Serv Chg Ind Y
14^Co Abrv Name	ANY SA	29 Sls Tax Code *1
15^Comp Status		30 Inv TearOff N
16 Maint Dt*Fst	012193	31 Inv Form Cd A
17 Maint Dt*Lst	102812	32 Inv Preprint
18 Sys Flgs		33 Non-Inv Tax
19 Sys Delete		34 Reserved
		3 z1
		4 z7

3. Type the company code for the desired agency record and press <ENTER>.
4. The agency information will appear on the screen.
5. Change fields 5 thru 9 as desired. The new agency information will now be effective.



Could you restore from a back-up today if you had to?

File these instructions in the MACS Software User's Manual