



Postal addresses

Basic data => Accounts data => Postal addresses

In the **top area** you are able to enter new postal addresses or search for existing ones with a click on the magnifying glass to change them.

In the **bottom area** you are able to assign debtors/creditors to the above displayed postal address. You can use the known search functionality (2, and 3,) within the field "account".

account	type	name
20000	standard	Max Mustermann A-1210, Wien
20001	standard	Testkunde A-1220, Wien
30002	standard	Kreditschutzverband von 1870 A-1010, Wien



Search for an existing postal address

matchcode	first name	surname	cou.	pcode	place	street	name 2
SCHMIDHUBER		Schmidhuber	AT	1210	Wien	Schöpfleuthnergasse 22	



Add a new line to assign a debtor/creditor



Delete line (assignment of debtor/creditor to a postal address)



Basic data => Accounts data => Debtor/Creditor

Here you see the button „Postal addresses“ incl. number of already assigned postal addresses.

With a click on the button „postal addresses“ you will get the mask to enter/assign postal addresses for this debtor/creditor.

matchcode	type	creation	change
SCHMIDHUBER	standard	SUP / 21.02.2012	SUP / 28.02.2012
POST1	standard	SUP / 21.02.2012	SUP / 28.02.2012



Search for an existing postal address

Add a new line to create a new postal address (incl. assignment)

Delete line (assignment of postal address to debtor/creditor)



Reports => Debtors/Creditors data

Here you are able to print a list of all entered postal addresses incl. assignments to debtors/creditors.

There are 2 different types/directions for this report:

- Postal address with assigned debtors/creditors
- Debtors/creditors with assigned addresses

All other fields are optional and can be used for restriction reasons.

Additional informations:

Special programs => File management => Copy from/to client

With this program you are able to copy the postal addresses (incl. assignments) from one client to another one.

Usage of postal addresses:

You can embed and print your entered and assigned postal addresses to your individual Crystal Reports layouts (reminder, interest invoice, etc.) later.