



A User changed the address on a Contact/Client, but it is not reflected on the Invoice which was just printed. How to correct this?

Each Client has a minimum of two address records - Primary and Billing. When editing an address through the Contact View, the Primary address is the default address which is used. The Users must also change the Billing address. Changing one address does not automatically change the other addresses.

Instructions

Assuming the User has the rights to change the Billing address, they need to open the Contact record for the Client, click on the red arrow to the right of the word "Primary" and choose "Billing".

Client: 004230 AAA Retail Products, Inc

Save and Close Save New Action View Private

General Matters Events Related Journals Documents Emails Mailings Client Accounting

Type ☐ Person ☒ Company Type of Contact Client

Client Code 004230

Company Name AAA Retail Products, Inc

Title

File as AAA RETAIL PRODUCTS, INC

Address... Atlanta Store Support Center
2455 Paces Ferry Road
Atlanta, GA 30339

Primary

Primary (404) 333-5678

Fax (404) 333-5679

Home

Mobile

Work Group DEFAULT GROUP

Email

Web URL...

Change the address and Save. You may then reprint the Invoice and it will reflect the new Billing address.