Billing Contacts

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Billing Contacts are individuals that your company could call for billing-related questions. Each Bill To record may have an unlimited number of Billing Contact names.

When right-clicking on Contacts, the only option available is New Bill Contact. When selecting this option, a blank New Contact form is displayed.

The New Contact form consists of three separate data entry forms which are accessed by clicking on the tabs near the top of the form.

Contact Information form - This form is used to enter the name, address, phone number(s), and email address of the contact. Begin by clicking on the Contact Name button; the Contact Name form will be displayed. Fill in this form then click on the Save button, which will return you to the Contact Information form to finish filling in information.

Web Login - This form is for displaying your customer User information for SedonaOffice customers who have purchased the add-on module SedonaWeb.

Continue to the Bills and Sites tab.

Bills and Sites form - This form is used to link this contact to Bill To's and/or Sites. Check the box to the left of each Bill To and/or Site to which this Contact will be linked. You must make at least one selection to be able to save the contact record.

Click on the Save button when finished.