SedonaSetup - OP - Geographic Tables

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The Geographic Tables are used to add or edit City, State and Zip Code information.

The SedonaOffice database delivered to your company is pre-populated with all the city/state/zip code combinations that were in effect with the United States Postal Service as of 2009. Any additions that have been made since that time will have to be maintained manually by your company.

Data Conversion

For new SedonaOffice customers going through the data conversion process, if we find a city and/or zip or postal code that does not exist in the Geographic tables, these will be added electronically. We do not verify the city and/or zip or postal code is correct.

Part of the data conversion process is to validate your data. We recommend you create reports using the Customer Query Builder to assist in spotting invalid information. For example, in your source data being converted you may have the same city name spelled in different ways. If you find this to be true, you would need to correct your source data prior to the next data conversion.

□ **Before adding any new records into the City or Zip/Postal Codes setup tables:**

- **For companies doing business in the United States, you should visit the United States Postal Service website to verify the zip code/ and or the city is correct.**
- **For companies doing business in Canada, you should visit the Canada Post website to verify the postal code and/or city is correct.**

To enter a new City/State/Zip/Postal Code combination, from the Country options select the appropriate Country.

Next select the Zip Code / Postal Code option. Click the New button located at the bottom right of the form. Enter the new zip/postal code, select the state/province from the drop-down list and type in the city name in the city field. Click the Apply button to save the new record. If the City name does not exist, this must be added to the City table prior to entering a record in the Zip Code table.

For companies doing business in the United States, the County and Township Geographic tables are NOT pre-populated. These would need to be manually entered by your company.

□ **Note: The Zip Code setup links a zip code to one city and one state. If more than one city uses the same zip code, when a User is entering address information, they are able to override the City name.**

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