



## How to Create, Edit and Delete an Area

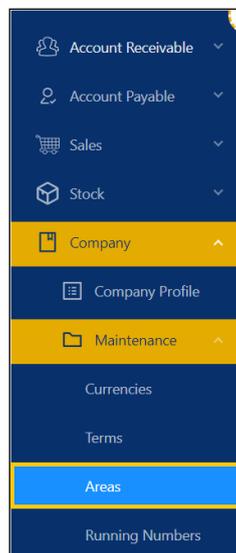
### Overview:

*Area* is a system function that allows the user to group its Suppliers and Customers by Area. This function can be used to generate various reports by filtering them by Area.

### Procedure:

#### How to Create Area

1. In Navigation pane, go to Company > Maintenance > Areas

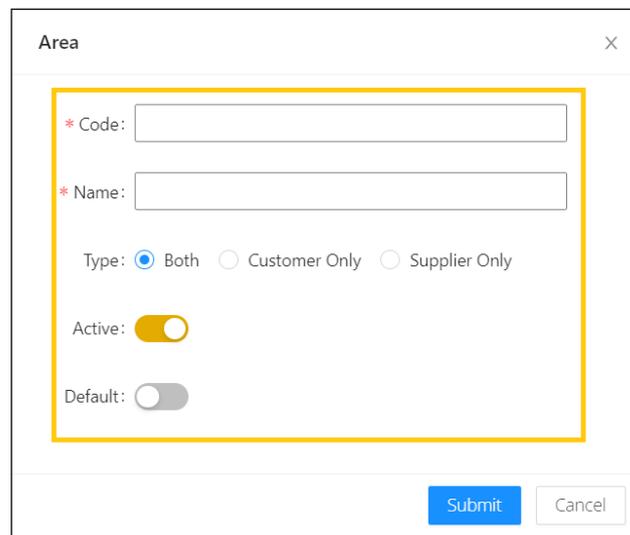


2. In the **Area List View**, click **Add**

Areas						
Code	Name	Type	Tags			Action
CITY	CITY	Customer Only				Delete
LAG	LAGUNA	Customer Only				Delete
LOCAL	LOCAL	Supplier Only				Delete
MAL	MALAYSIA	Customer Only				Delete
MAND	MANDALUYONG CITY	Supplier Only				Delete

3. Supply the fields with data;

- **Code:** This is a compulsory field with maximum of 20 alphanumeric length
- **Name:** This is a compulsory field which you need to indicate the name of the Area
- **Type:** This is to determine where the area can be used,
  - Both
  - Customer Only
  - Supplier Only
- **Active:** This is a function to set if an Area is still used. If an Area will not be used anymore, disable the toggle to make as Inactive.
- **Default:** This is a function that allows you to set the Area as Default in Suppliers and Customers Maintenance based on the Type.

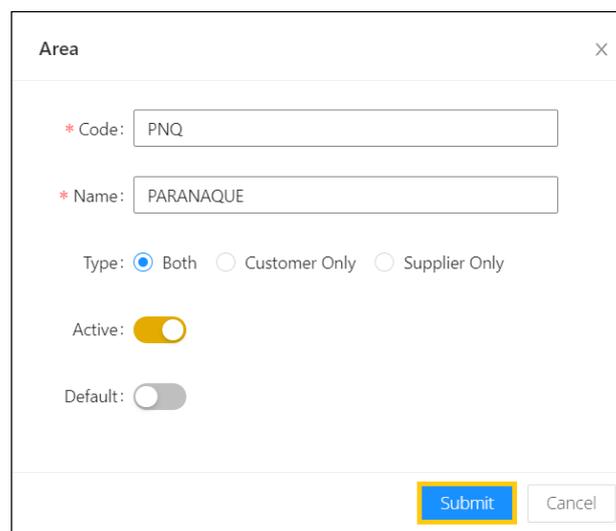


The screenshot shows a dialog box titled "Area" with a close button (X) in the top right corner. The form contains the following fields and controls:

- \* Code:
- \* Name:
- Type:  Both  Customer Only  Supplier Only
- Active:
- Default:

At the bottom right, there are two buttons: "Submit" (highlighted in blue) and "Cancel".

4. Once done, click **Submit**



The screenshot shows the same "Area" dialog box, but now the input fields are filled with data:

- \* Code:
- \* Name:
- Type:  Both  Customer Only  Supplier Only
- Active:
- Default:

The "Submit" button at the bottom right is now highlighted with a yellow border.

## How to Edit Area

1. In Area List View, click **Code** to open.

Code	Name	Type	Tags	Action
PNQ	PARANAQUE	Both		Delete
PSG	PASIG	Supplier Only		Delete
QC	QUEZON CITY	Customer Only		Delete

2. Then Supply the Fields that needs to be edited. Once done, click **Submit**

**Area** ✕

\* Code:

\* Name:

Type:  Both  Customer Only  Supplier Only

Active:

Default:

## How to Delete Area

1. In Area List View, click **Delete** on the Area

Code	Name	Type	Tags	Action
PQ	PARANAQUE	Both		Delete
PSG	PASIG	Supplier Only		Delete
QC	QUEZON CITY	Customer Only		Delete

2. When the confirmation message prompted, click **Yes**

Code	Name	Type	
PQ	PARANAQUE	Both	Delete
PSG	PASIG	Supplier Only	Delete
QC	QUEZON CITY	Customer Only	Delete

Are you sure you want to delete this record?

**Note:** Area can only be *deleted* if the Area has not been tagged in a Customer and Supplier with Transactions.

### Application:

Area can now be used in Customer and Supplier Maintenance.

### Customer Details

* Customer Name ADVANCE TRADING CORPORATION		* Terms 30 DAYS	Category CORPORATE
* Control Acc. 103-0000	<input checked="" type="checkbox"/> Auto Code	* Customer Code 101-A001	* Currency PHP
TIN No. 780-090-909	Business Nature TRADING	Agent CINDY	Area PQ
BIR Info ADVANCE TRADING CORP.	<input checked="" type="checkbox"/> Deferred VAT	Website www.advance.com	Status ACTIVE



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>