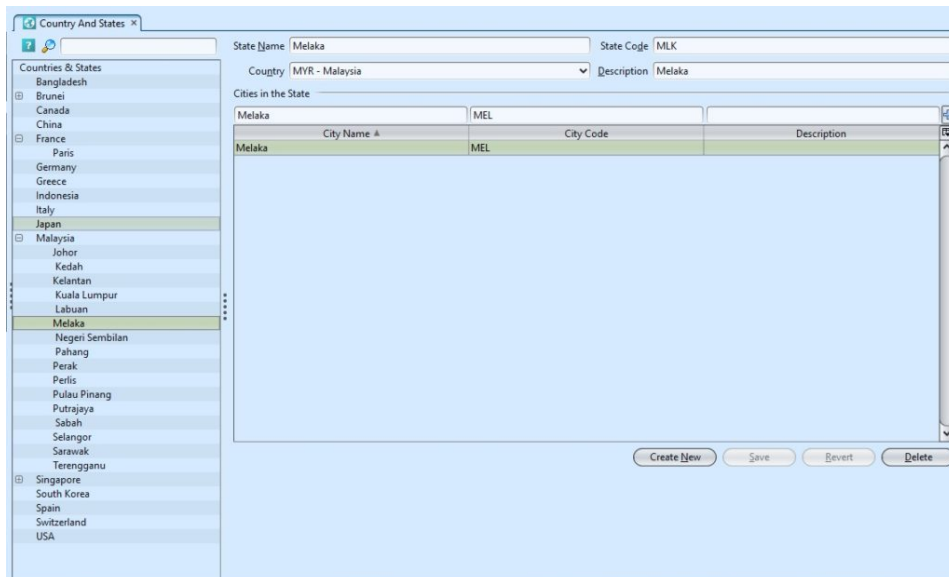
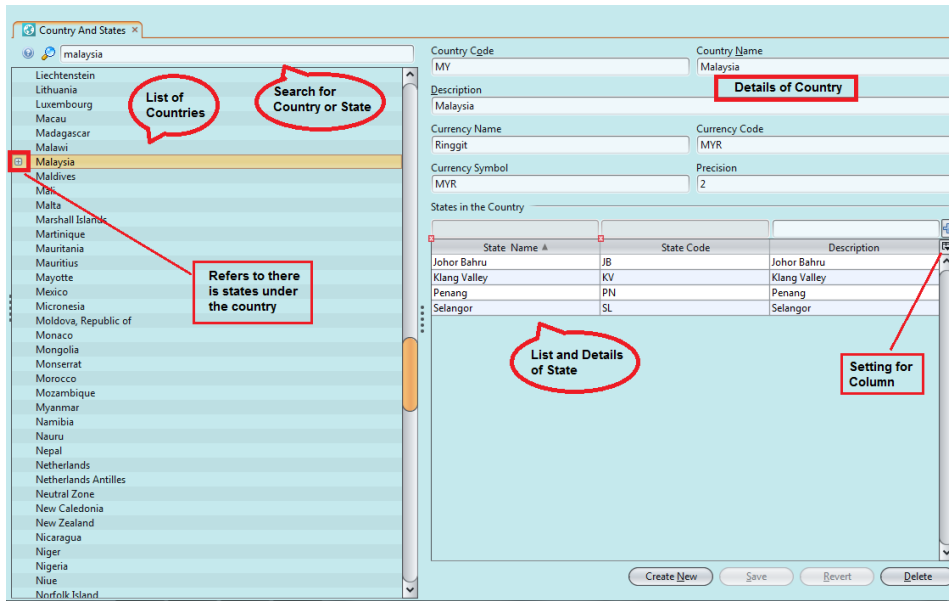


Country and State

Company may have offices and clients in different country and states. This module allows the user manage the countries and states, and define the currency used. Below actions are available under **“Country and States”**:

 Create, modify, search and delete

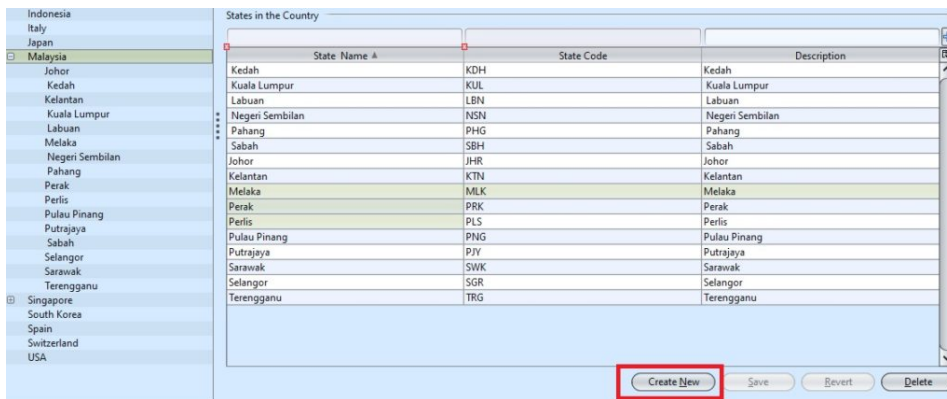


Field Name	Description	Mandatory	Information
Country Code	Code of the country	Y	
Country Name	Name of the country	Y	
Description	Description of the country	N	
Currency Name	Name of the currency	N	

Currency Code	Code of the currency	N
Currency Symbol	Symbol of the currency	N
Precision	Digit for the decimal places	N
State Code	Code of the state	Y
State Name	Name of the state	Y
City Name	Name of the city	Y
City Code	Code of the city	N
Description	Description of the state	N

Create New Country:

1. Click on **“Create New”** button at the bottom of the screen.



2. Fill up the information on right side of screen

***Note:** The currency's details such as name, code and symbol need to be fill up in order to avoid transaction not able to process.

3. Click on the **“Revert”** button to undo changes.

4. Click on the **“Save”** button to save

Modify the Country:

1. Select the country to modify in the list of countries at left side of screen

2. Update the information required.

3. Click on **“Revert”** button to undo changes

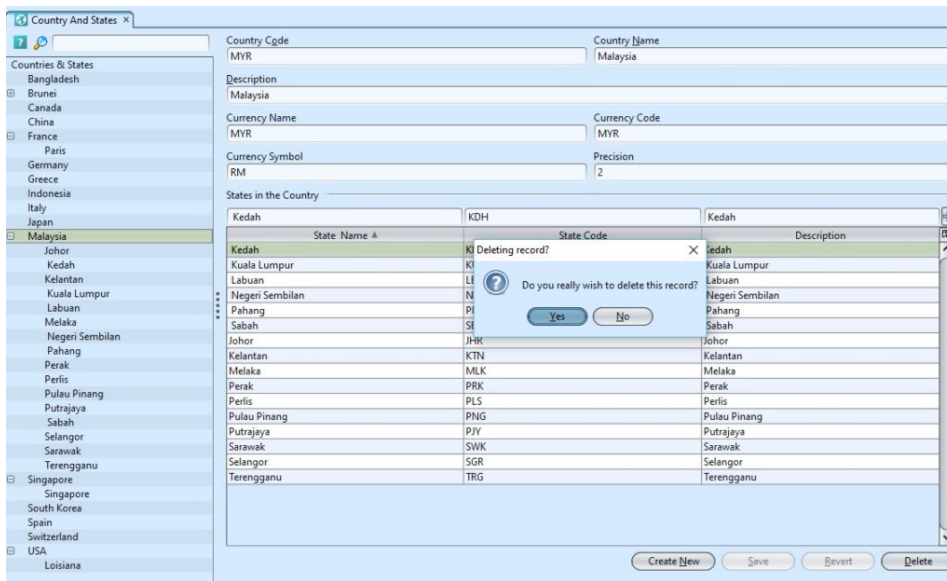
4. Click on the **“Save”** button to save the changes

Delete the Country:

1. Select the country to delete from the list of countries at left side of screen

2. Click on **“Delete”** button at the bottom of screen

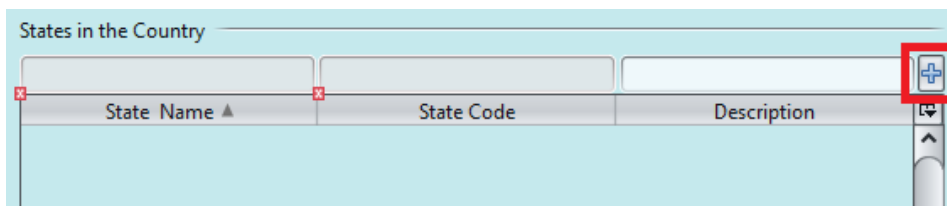
3. Click on **“Yes”** button on the pop-up window to confirm record deletion



***Note:** Deletion of a country is possible only if other transactions are not using the country

Create New State:

1. Select the country to add the state under the country. Click on **“+”** to create new state.



2. Fill up the state's information

3. Click “  ” or “**Enter**” to save it.

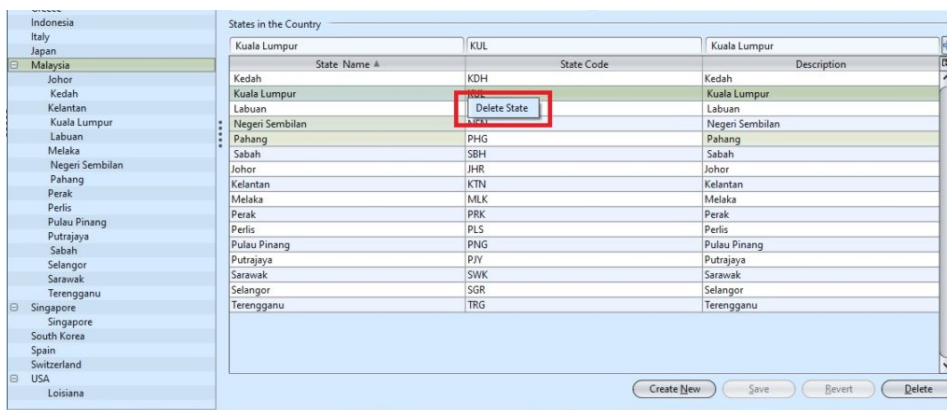
Modify the State / City:

1. Select the state to modify in the list of state.
2. Update the information required

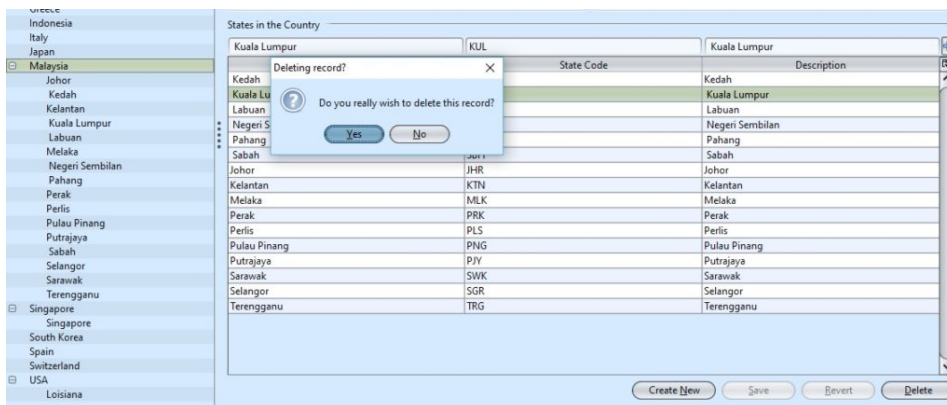
3. Click “  ” or “**Enter**” to save it.

Delete the State / City:

1. Select the state to delete in the list of state.
2. Right click on the mouse and click “**Delete State**”



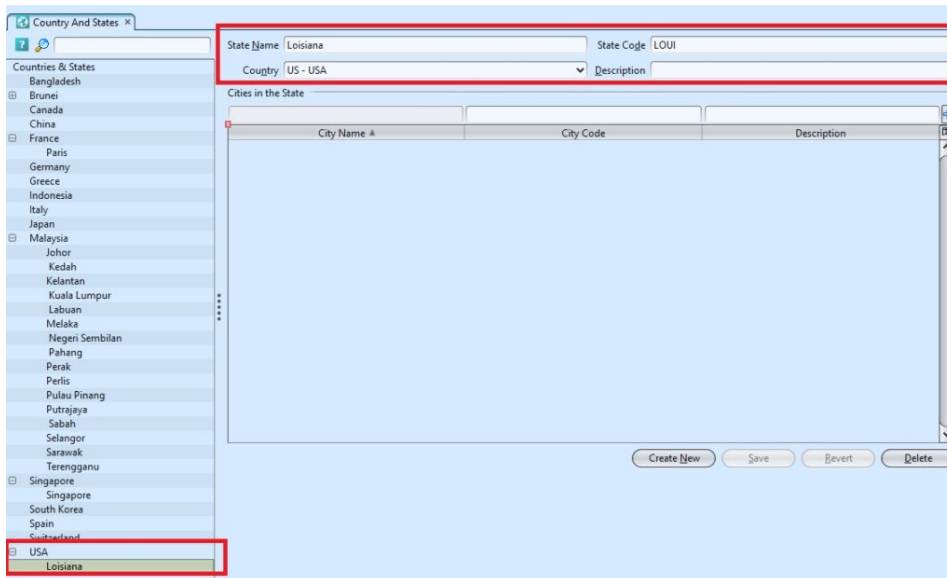
3. Click on “**Yes**” button on the pop-up window to confirm record deletion



***Note:** Deletion of a state is possible only if other transactions are not using the state

Create New City:

1. User need to created state before create the city of the state.



2. Fill up the city's information

3. Click “” or “**Enter**” to save it.

