

# Company Locations List

Last Modified on 08/13/2025 7:11 pm EDT

This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this [link](https://aace5.knowledgeowl.com/help) (<https://aace5.knowledgeowl.com/help>) for the General aACE Software aACE 5 Knowledge Base.

## Company Locations (Addresses)

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### About Company Locations

If a Company has multiple addresses that are regularly shipped to, those addresses can be stored in that Company's record in the Companies Module.

The Locations tab, in the Company record, contains a list of Child Companies and a list of Addresses (without link to specific Company records).

Record: 26 of 30 New + Edit Delete X Print Actions

## Company: Testing Company Inc (TESTING) ACTIVE

Company Details **Sales & Marketing** Customer Details Vendor Details Notices Emails Docs

**Company Info**
Type: CUSTOMER  
Address: 43 W 24TH ST  
City: New York State / Prov: NY Postal Code: 10010-320  
Country: US Postal Format: American

**Contact Info**
Phone: 5555555555 Alt Phone:  
Fax: Phone / Fax Format:  
Email: johnqpublic@testing.com  
Web Address:  
Email Format (using "John Q Public"):

**Other Info**
Group: Subgroup:  
Parent Company >  
Referral Company >  
Referral Contact >  
Referral Team Member > Other Referral:

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**Child Companies**

Company Name	Abbr	Status

**Addresses**

Title	Default Contact	Billing	Shipping	Res	X

The Address list can be populated manually. By populating the Title field, an envelope icon appears.

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**Child Companies**

Company Name	Abbr	Status

**Addresses**

Title	Default Contact	Billing	Shipping	Res	X
DisneyLand	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Animal Kingdom	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Polynesian Village		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Villas at Disney's Grand		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Aulani		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Clicking on the envelope icon opens the Address fields window. Each address can be assigned as a Billing, Shipping, and/or residential address. Checking the Shipping checkbox will add the address to the drop-down lists in the Ship-To area of Orders and related Shipment Records.

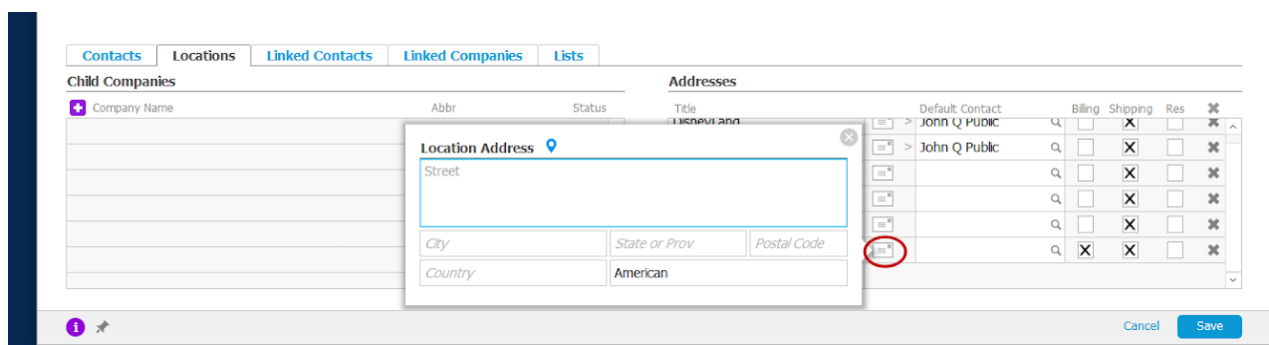
[Contacts](#) [Locations](#) [Linked Contacts](#) [Linked Companies](#) [Lists](#)

**Child Companies**

Company Name	Abbr	Status

**Addresses**

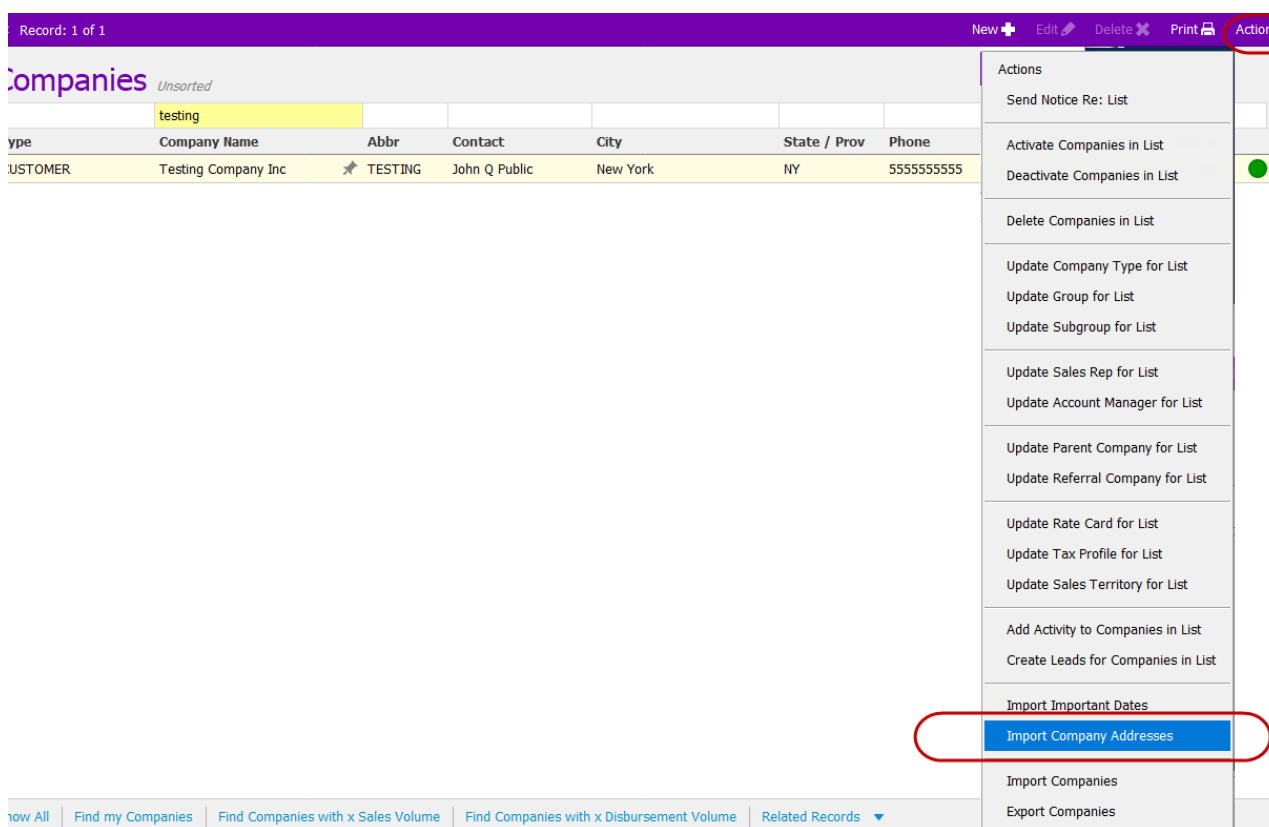
Title	Default Contact	Billing	Shipping	Res	X
DisneyLand	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Animal Kingdom	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Polynesian Village		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Villas at Disney's Grand		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Aulani		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
xxx		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



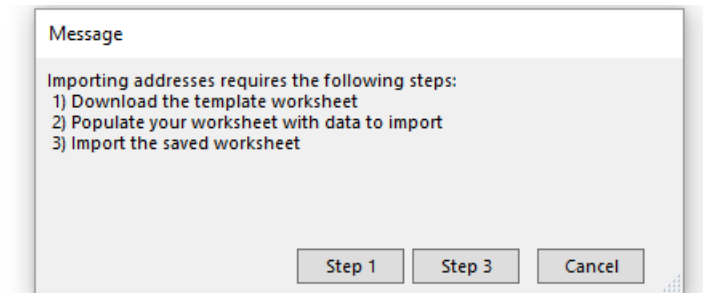
## Importing Company Locations (Addresses)

Rather than manually entering the Location address, a list can be imported.

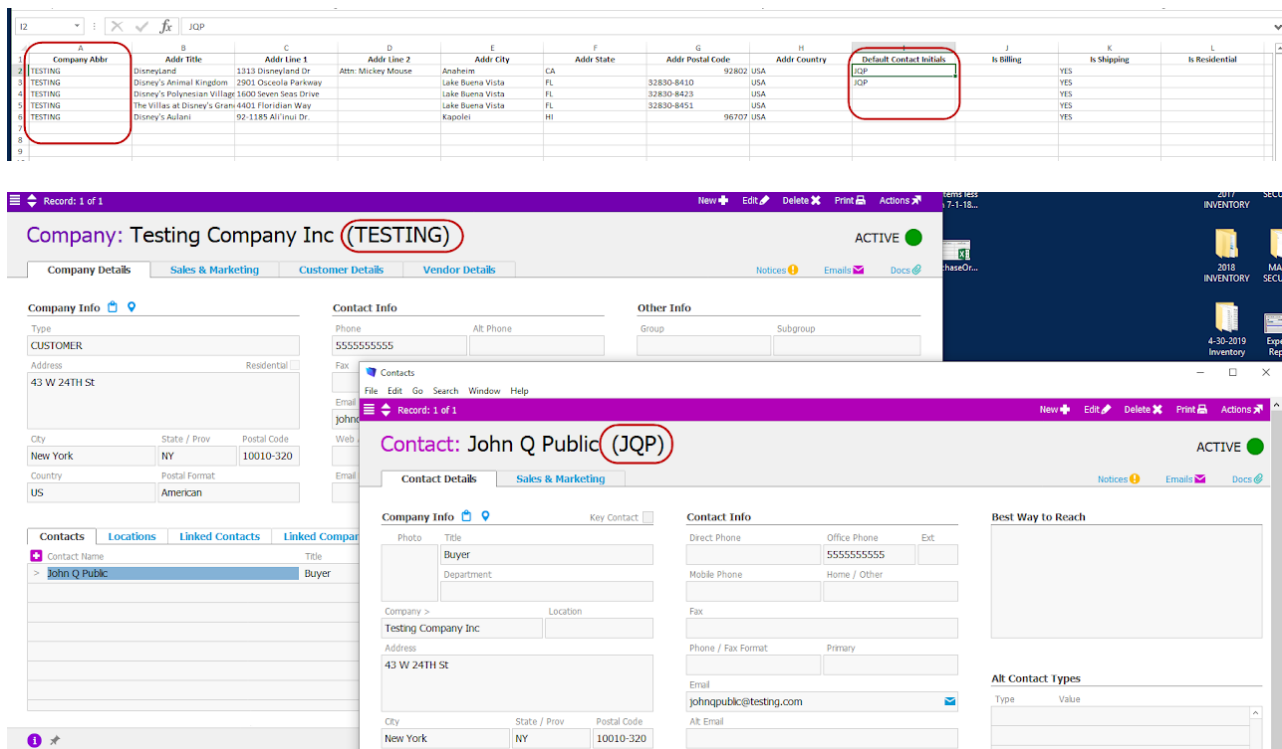
In the Actions menu of the Companies List View, click Import Company Address. This will generate a pop-up window with a 3-step process available.



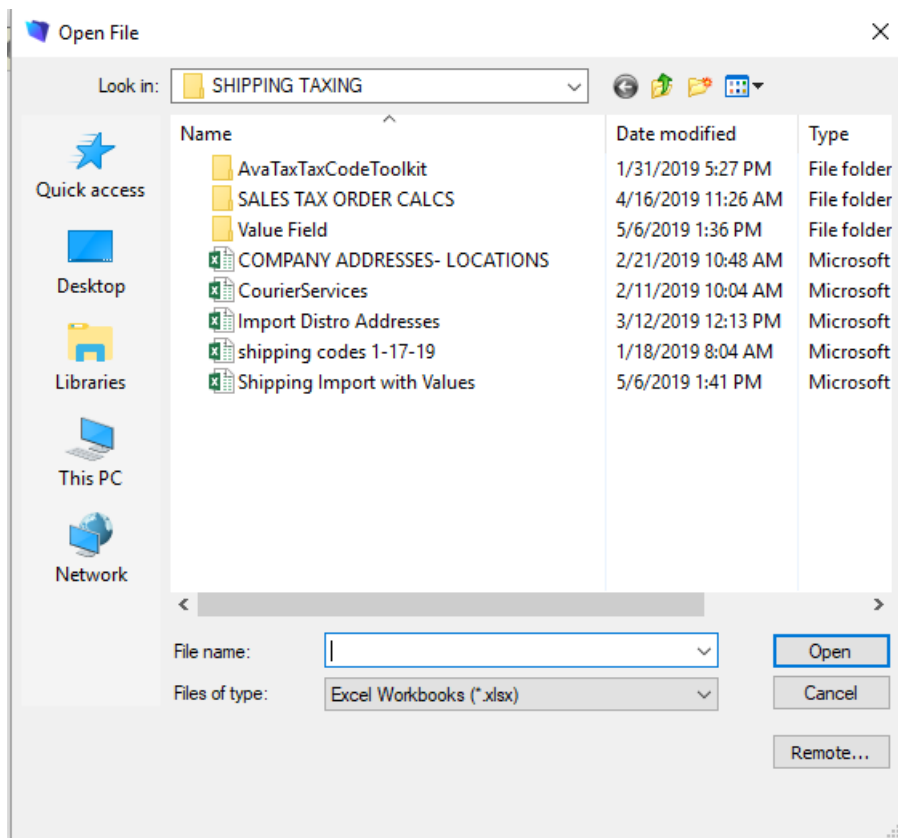
Clicking the Step 1 button will download an excel template for the import.



When populating the template, note that the Company Abbreviation and Default Contact Initials must already exist and be Active in the Company record.



Once the template is populated with addresses, go back to the Actions menu of the Companies List View, click Import Company Address. Select Step 3 this time in the pop-up window. This will begin the process of importing. Select your file.



In the Import Field Mapping window, check **Don't import first record (contains field names)**

Select **Arrange By: Matching Names**

Import Field Mapping

Source: COMPANY ADDRESSES- LOCATIONS.xls

Target: Current Table ("CompanyAddress: ")

Source Fields	Target Fields
Company Abbr	Company Abbr
Addr Title	Addr Title
Addr Line 1	Addr Line 1
Addr Line 2	Addr Line 2
Addr City	Addr City
Addr State	Addr State
Addr Postal Code	Addr Postal Code
Addr Country	Addr Country
Default Contact Initials	Default Contact Initials
Is Billing	Is Billing
Is Shipping	Is Shipping
Is Residential	Is Residential
	_Errors
	Company Rec ID

<< >>

Field Names

Arrange by: matching names

Import Action

☒ Add new records

☐ Update existing records in found set

☐ Update matching records in found set

☐ Add remaining data as new records

☒ Don't import first record (contains field names)

Field Mapping

☒ Import this field

☐ Don't import this field

☐ Match records based on this field

☒ Target cannot receive data

Manage Database...

OK

Cancel

Review that Fields are matched.

Click OK.

Message

5 addresses were successfully imported.

OK

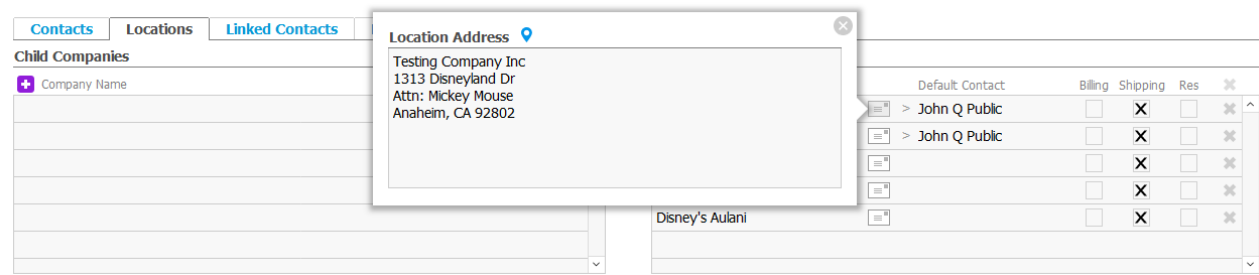
ContactsLocationsLinked ContactsLinked CompaniesLists

Child Companies

Company Name	Abbr	Status

Addresses

Title	Default Contact	Billing	Shipping	Res	%
DisneyLand	> John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Animal Kingdom	> John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Polynesian Village		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Disney's Aulani		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



The addresses now show up in the Shipping Address drop-down lists.

