

Beyond - Address Standardization

Last Modified on 12/07/2022 1:08 pm CST

What is Address Standardization?

Address standardization compares an address entered or changed on a record by your staff with the U.S. Postal Service standard addresses. This can be helpful to ensure the addresses in your system are accurate for tax and reporting purposes.

Address Standardization can be set up for:

1. [Employee Permanent Address](#)
2. [Employee Temporary Address](#)
3. [Customer Address](#)
4. [Customer Billing Address](#)
5. [Worksite Address](#)
6. [Contact Address](#)

For each address listed above, you can choose to enable address standardization as an option or make it a requirement to use the U.S. Postal Service standardized address when adding or updating addresses.

Ready to turn these configurations on? Talk to our [support team](#) today.

Address Standardization Basics

If the configuration is set to **optional**, the staff member will be able to choose which address they want to use. If they choose the standardized address, it will update the address when they close the window.

If the configuration is set to **required**, the staff member will need to choose the standardized address in order to save.

If the address can not be found in the U.S. Postal Service database, a message will appear letting you know the address has not been found:

The address you entered:

**31400 NEIL ARMSTRONG BLVD
EAGAN, MN 55121-2272**

had the following issue or issues:

Address Not Found.

You may use the 'Previous' button and amend it or you may proceed with the unstandardized address using 'Next' or 'Submit'.

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Employee Address Standardization

Address standardization can be turned on for permanent and/or temporary addresses set up on the details page of the employee record.

When Adding a New Employee:

When adding an employee record manually into Beyond, you have the option to add an employee's address:

Add new employee - Enter Employee Information

1 Enter Employee Information 2 Address Standardization

First Name Donald 	Last Name Glover 
Branch Eagan 	
Home Address	
Street 3140 Neil Armstrong Blvd	Street 2
City Eagan	State Minnesota 
Zip Code 55121	Country United States of America 

With Address Standardization turned on, when you select next it will offer you the standardized version of the address entered:

Add new employee - Address Standardization

Enter Employee Information Address Standardization




<input type="radio"/> Submitted Address: 3140 NEIL ARMSTRONG BLVD EAGAN, MN 55121	<input checked="" type="radio"/> Standardized Address: 3140 NEIL ARMSTRONG BLVD EAGAN, MN 55121-2272
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When Updating or Adding an Address on an Existing Employee's Record:

When looking at the details page of the employee record, you can edit or add permanent or temporary addresses. With the address standardization option is turned on, click on the pencil icon next to the address that is going to be changed:

Addresses

 3140 NEIL ARMSTRONG BLVD, EAGAN, MN 55121 United States of America
Home  

 No temporary address  

Once the address is finished being edited, when you select next it will offer you the standardized version of the address entered:

Permanent Address - Address Standardization

Enter Address Address Standardization

Submitted Address: 3140 NEIL ARMSTRONG BLVD
EAGAN, MN 55121

Standardized Address: 3140 NEIL ARMSTRONG BLVD
EAGAN, MN 55121-2272

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Note Address standardization can now be set up on the work history address and the education address under the story tab of the employee's record.

Customer Address Standardization

Address Standardization can be turned on for:

1. Customer Address
2. Customer Billing Address
3. Worksite Address(es)

When Adding a Customer Record:

When adding a customer record in Beyond, you have the option to add a customer's main address:

Add new customer - Enter Customer Information

1 Enter Customer Information ————— 2 Address Standardization

Customer Name
TempWorks Software

Main Address

Street Street 2
3140 Neil Armstrong Blvd

City State
Eagan Minnesota

Zip Code Country
55121 United States of America

Contact Information

Phone Format Office Phone Number
U.S. +1

SAVE AS DRAFT CANCEL **NEXT >**

With Address Standardization turned on, when you select next it will offer you the standardized version of the address entered:

Add new customer - Address Standardization

Enter Customer Information ————— Address Standardization

Submitted Address:
3140 NEIL ARMSTRONG BLVD
EAGAN, MN 55121

Standardized Address:
3140 NEIL ARMSTRONG BLVD
EAGAN, MN 55121-2272

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When Adding or Editing the Addresses on the Customer Details Page:

The main address, billing address, and worksite address can all be located on the customer details page. With the address standardization option is turned on, click on the pencil icon next to the address that is going to be changed:

Addresses		
Primary Address	123 Independence Lane Excelsior, MN 55331 United States of America	<ul style="list-style-type: none"> Edit Primary Address Edit Billing Address Edit Default Worksite
Billing Address	123 Independence Lane Excelsior, MN 55331 United States of America	
Default Worksite: Primary	123 Independence Lane Excelsior, MN 55331 United States of America	

Contact Address Standardization

When Adding a New Contact:

When adding a contact record manually in Beyond, you have the option to add the contact's address:

Add new contact - Enter Contact Information

1 Enter Contact Information ————— 2 Address Standardization

First Name Donald	Last Name Glover
Associated Customer Tempworks Software - Primary	Title
Address 📄	
Street 3140 Neil Armstrong Blvd	Street 2
City Eagan	State Minnesota
Zip Code 55121	Country United States of America

With Address Standardization turned on, when you select next it will offer you the standardized version of the address entered:

Add new contact - Address Standardization

Enter Contact Information
 2 Address Standardization

Submitted Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121


Standardized Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121-2272

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When Updating or Adding an Address on an Existing Contact's Record:

When looking at the details page of the contact record, you can edit or add the address. With the address standardization option turned on, click on the pencil icon next to the address that is going to be changed:

VISIFILE DETAILS DOCUMENTS MESSAGES CUSTOM DATA

^ Personal 

Id	11926
Full Name	Dewey Denouement
Title	Owner/Library Supervisor
Nickname	--
Date of Birth	--
Employee	--
Status	Active >

^ Address 

123 Main St.
 Eagan, MN 55123
 United States of America

Once the address is finished being edited, when you select next it will offer you the standardized version of the address entered:

Address - Address Standardization

Enter Address
 2 Address Standardization

Submitted Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121-2272

Standardized Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121-2272

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