

Distances - FIN2855

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Finance > Tables > Travel > Distances

This tab is used to maintain a list of distance records between predefined to/from travel locations. These locations are set up on the Finance > Tables > Travel > Locations tab.

If the Location Locking feature is enabled on the Finance > Tables > District Finance Options 2 page, the **Origin** (starting location) and **Destination** (ending location) fields on EmployeePortal mileage requests will be locked and employees will need to use the Locations link to select from the predefined list of locations.

This is an optional method for maintaining a list of locations.

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Retrieve a record:

Field	Description
Start At Origination	Type the starting location from which you want to retrieve. Or, in the **Destination** field, type the starting destination location from which you want to retrieve.

❑ Click **Retrieve**. A list of origination/destination locations equal to and greater than the entered data is displayed.

Add a record:

❑ Click **+Add** to add row.

Origination	Click ⋮ to open the Location lookup and select a starting location.
Destination	Click ⋮ to open the Location lookup and select an ending location.
Distance	Type the number of miles from the **Origination** (starting) location to the **Destination** (ending) location.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Print	Click to print the list of travel locations. Review the report.