



Locations - FIN2855

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Locations

Finance > Tables > Travel > Locations

This tab is used to maintain a list of travel location details to be used for employee travel reimbursement requests.

Retrieve a record:

| Field | Description |
|--------------------------|---|
| Start Location ID | Type the beginning location ID from which you want to retrieve. |
| Location Name | Type the beginning location name from which you want to retrieve. |

Click **Retrieve**. A list of location IDs or names starting with the data entered is displayed.

Add a record:

| | |
|----------------------|---|
| Location ID | Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. |
| Location Name | Type user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. |
| Address | Type the street number and name for the location. This field can be a maximum of 35 characters. |
| City | Type the city name for the location. This field can be a maximum of 30 characters. |
| St | Click  to select the state for the location. |
| Zip | Type the five-digit zip code for the location. |
| Zip 4 | Type the additional four digits of the zip code. |

Click **Save**.

Other functions and features:

| | |
|---|--|
|  | 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 . |