


# 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:

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Location ID** | Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field. |
| **Location Name** | Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field. |
| **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:

| | |
|---|---|
| **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. |