



ASCENDER GUIDES



Distances - FIN2855



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Distances


Finance > Tables > Travel > Distances

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. |



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