

Distances - FIN2855

Table of Contents

Distances 1

Distances

Finance > Tables > Travel > Distances

Include the short page introduction here.

Retrieve 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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover