



## Locations - FIN2855



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## **Finance > Tables > Travel > Locations**

This tab is used to maintain a list of predefined travel locations to be used for employee travel reimbursement requests. These locations can be used on the [Finance > Tables > Travel > Distances](#) tab to define distance records for potential to/from travel locations.

If the Location Locking feature is enabled on the [Finance > Tables > District Finance Options 2](#) page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations/distance records. The Location Locking feature is not available for extended mileage travel requests.

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

### **Retrieve a record:**

Field	Description
<b>Start Location ID</b>	Type the starting location ID from which you want to retrieve.
<b>Location Name</b>	Type the starting location name from which you want to retrieve.

☐ Click **Retrieve**. A list of location IDs or names equal to and greater than the entered data is displayed.

### **Add a record:**


☐ Click **+Add** to add a row.

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

☐ Click **Save**.

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**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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.
<b>Print</b>	Click to print the list of travel locations. <a href="#">Review the report.</a>



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