



Locations - FIN2855


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Locations


Finance > Tables > Travel > Locations

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. |



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