

MM2010 – Location Table

Required table if Customer Accounts billing documents and/or Accounts Payable 1099 forms are to be printed. College-defined codes.

Use the Location Table to identify the various mailing addresses of an agency.

User Function Keys

| | | |
|----|---------|---|
| F1 | REFRESH | Redisplays the screen. Any changes or additions are not retained if Enter has not been pressed. |
| F2 | ADD | Adds a new location code. |
| F3 | CHANGE | Changes an existing location code. |
| F4 | INQUIRY | Displays an existing location code. |
| F5 | DELETE | Deletes an existing location code. |

Data Fields

| | |
|-------------------------------------|-----------------------------------|
| LOCATION CODE (key) | ST (display only) |
| NAME | ZIP CODE |
| ADDRESS1 | CONTACT NAME |
| ADDRESS2 | LOCAL PHONE |
| ADDRESS3 | SCAN PHONE |
| CITY (display only) | OTHER PHONE |

Location Code (LOC-CD)

| | |
|--------------------|---|
| Description | Entry required. A code identifying the location. |
| Length | 3 characters |

Name (NAME)

| | |
|--------------------|--|
| Description | A field identifying the name associated with the location. |
| Length | 30 characters |

Address1 (ADDR-LN-1)

| | |
|--------------------|---|
| Description | A field identifying the first line of the address for the location. |
| Length | 30 characters |

Address2 (ADDR-LN-2)

| | |
|--------------------|--|
| Description | A field identifying the second line of the address for the location. |
| Length | 30 characters |

Address3 (ADDR-LN-3)

| | |
|--------------------|---|
| Description | A field identifying the third line of the address for the location. |
| Length | 30 characters |

City (CITY)

| | |
|--------------------|---|
| Description | A field containing the city name for the location. Assigned from the Zip Code Table (ZX0020). |
| Length | 20 characters |

State (ST)

| | |
|--------------------|--|
| Description | A field containing the state abbreviation for the location. Assigned from the Zip Code Table (ZX0020). |
| Length | 2 characters |

Zip Code (ZIP)

| | |
|--------------------|---|
| Description | A code identifying the zip code for the location. |
| Length | 9 digits |
| Edits | Must be valid on the Zip Code Table (ZX0020). |

Contact Name (CONTACT-NAME)

| | |
|--------------------|---|
| Description | A field identifying the contact person's name for the location. |
| Length | 30 characters |

Local Telephone Number (LOCAL-PHONE)

| | |
|--------------------|--|
| Description | A field identifying the local telephone number, including area code, for the location. |
| Length | 10 digits |

SCAN Telephone Number (SCAN-PHONE)

| | |
|--------------------|---|
| Description | A field identifying the Washington State SCAN System telephone number for the location. |
| Length | 7 digits |

Other Telephone Number (OTHR-PHONE)

| | |
|--------------------|--|
| Description | A field identifying another telephone number, including area code, for the location. |
| Length | 10 digits |

Data Sets

Additions and changes made on this screen may update the following data sets:

- Location Code Table (LOC-CD-TBL-M)