

MyWSU - Statements not printing mailing addresses for organizations

Problem

How to update Org Addresses so they will print on a billing statement.

How to update an existing Organization to specify Contact and Location:

Navigate to Organization Table:

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Search for the Organization by WSUID or Name and click Search:

[Favorites](#) ▾ [Main Menu](#) ▾ > [Campus Community](#) ▾ > [Organization](#) ▾ > [Create/Maintain Organizations](#) ▾ > [Organization Table](#)

Organization Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

External Org ID

begins with ▾

Search Name

begins with ▾

Organization Type

begins with ▾

ATP Code

begins with ▾

FICE Code

begins with ▾

City

begins with ▾

State

begins with ▾

Country

begins with ▾

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Review data and determine updates:

[Favorites](#) ▾ [Main Menu](#) ▾ > [Campus Community](#) ▾ > [Organization](#) ▾ > [Create/Maintain Organizations](#) ▾ > [Organization Table](#)

[Organization Table](#) [Regional](#)

External Org ID: 011620193

Organization Details

*Effective Date: 11/01/2017

*Status: Active

*Description Backyard Farm

Long Description Backyard Farm

Short Description Backyard Farm

*Organization Type: B/C/SH/OL Business

*Proprietorship: Partners

Active Locations

Location	Description	Address	Effective Date	Priority
1	mailing	PO Box 521175 Bldg Lbtr. AK 99612	11/01/2017	1

[Release Location](#)

[Add Location](#)

Active Contacts

Contact	Name	Job Title	Effective Date	Priority
1	mailing		11/01/2017	1

[Primary Contact](#)

[Contact From Personnel](#) [Contacts](#)

Active Departments

Department	Description	Effective Date	Priority
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[Primary Department](#)

[Departments](#)

Website Information

Website

Website ID

Accession ID

[Add Website Data Entry](#) [Add Website](#)

[Cancel](#) [Return to Search](#) [Notify](#)

Organization Table | Regional

[Add](#) [Edit Organization](#) [Contact Details](#)

In this organization, the Primary Location and Primary Contact were not completed. Click the plus to add a new effective dated row.

Verify today's effective date (or back date if necessary):

Organization Table | Regional

Internal Org ID: 011620193

*Effective Date: 12/19/17 *Status: Active

*Description: Backyard Farm

Long Description: Backyard Farm

Short Description: Backyard F

*Organization Type: BULK / Q Business

*Registration Info: (Click)

Active Locations | Organization | Detail | (New) | First | 1 of 1 | Last

Location	Description	Address	Effective Date	Primary
1	Mailing	PO Box 19317 Ogden, UT 84202	12/19/17	1

Primary Location: (Click)

Active Contacts | Organization | Detail | (New) | First | 1 of 1 | Last

Contact	Name	Type	Job Title	Effective Date	Primary
1	Backyard Farm	Mailing		12/19/17	1

Primary Contact: (Click) Contact Type: Preferred

Active Departments | Organization | Detail | (New) | First | 1 of 1 | Last

Department	Description	Type	Effective Date	Primary

Primary Department: (Click)

Vendor Information

Vendor ID: (Click)

Vendor Name: (Click)

Employee ID: (Click)

Last Update Date/Time: 11/03/2017 1:27:07PM By: 08030867

Organization Table | Regional

Then click the lookup icons to specify the Primary Location and Primary Contact.

Specify Primary Location 1 for Mailing Address

Specify Primary Contact 1

Click Contact Type Preferred button

Favorites

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Organization Table

New Window

Contact Type Preferred

Org ID 011620193 Backyard Farm

Contact Type Preferred

Find | View All First 1 of 1 Last

Contact Type MAL Mailing

Details | Personalize | Find | View All | First 1 of 1 Last

*Effective Date	*Contact	Contact Name
12/19/2017		

OK Cancel Apply

Select Preferred Contact and then click OK

Favorites

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Contact Type Preferred

Org ID 011620193 Backyard Farm

Contact Type Preferred

Find | View All First 1 of 1 Last

Contact Type MAL Mailing

Details | Personalize | Find | View All | First 1 of 1 Last

*Effective Date	*Contact	Contact Name
12/19/2017		Backyard Farm

OK Cancel Apply

That will return you to the main maintenance screen. Verify there's a gray check for Primary Location and a gray check for Primary Contact specified.

Facilities > Main Menu > > Campus Community > > Organization > > Create/Update Organizations > > Organization Table

Organization Table | Edit | Add | Delete | Refresh | Search | Filter | Sort | Page 1 of 1 | Last

Organization ID: 41102000

Organization Details

Effective Date: 10/10/17 | Status: Active | Edit | New | Cancel | 1 of 1 | Last

Short Description (Required): Farm | Additional Information

Long Description (Required): | Business

Organization Type (Required): | Public

Active Locations

Location: | Address: | City: | State: | Zip: | Phone: | Email: | Active Date: | Primary Location: | Edit | New | Cancel | 1 of 1 | Last

Active Contacts

Contact: | Name: | Title: | Email: | Phone: | Active Date: | Primary Contact: | Edit | New | Cancel | 1 of 1 | Last

Active Departments

Department: | Description: | Type: | Active Date: | Primary Department: | Edit | New | Cancel | 1 of 1 | Last

Vendor Information

Vendor: | Vendor ID: | Employee ID: | Last Update Date/Time: 10/10/17 1:37:49PM | By: 00000000

Save | Cancel | Back | Forward | Print | Refresh | Search | Filter | Sort | Page 1 of 1 | Last

Click Save.

You have updated the Org Address and it should now print.

Related articles

Content by label

There is no content with the specified labels