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:



Favorites 👻 Main Menu 🔹 🔰 Campus Community 🔹 🤉 Organization 🔹 🖒 Create/Maintain Organizations 🔹 🖒 Organization Table

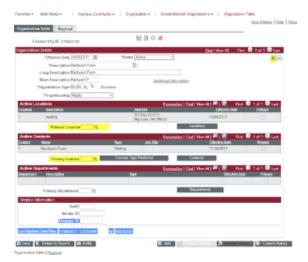
Organization Table

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

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Search Clear Basic Search 🖉 Save Search Criteria

Review data and determine updates:



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):

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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







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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.



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