



Job Aid Review and Edit Salary and Travel Data: Related BU

Date Created: 07/31/2009

Reviewed: July 2013

1.	Click the Salary Travel Per Diem link.
2.	Click the Maintain/Approve link.
3.	Click the Salary Travel link.
4.	Verify that your Business Unit number defaults in the Business Unit field.
5.	The current fiscal year defaults in the Fiscal Year field. Note: You can view prior year information by changing this value.
6.	To access a data record use the EmpID or Name field or click Search to get a list.
7.	Enter the appropriate information into the Name (last name first) or EMPID field. Note: The name field is not case-sensitive.
8.	Click the Search button.
9.	The record is retrieved. The expenses have been researched and it is determined that the charges pertain to one of your agencies attached entities.
10.	Click in the Related BU field and Enter the appropriate value; or use the look-up icon to access a list, Select appropriate value. (Note: This data is needed and required for reporting attached agency data separately for DOAA purposes. It is the agencies responsibility to ensure the Related BU update is appropriately made before the final approval of Salary and Travel data.)

Business Unit: 43000 Judicial Branch Fiscal Year: 2009 Related BU: 43000

FEI/SSN/Employee ID: 00128632 Sorrells Marvin W. Job Code:

Position Title: Title Description not Provided Travel: 110.80

Personal Services: 0.00 Travel Verified: Negative Amount Confirmed: N/A

Employee Status: Employed by other Agency

Source	Personal Services	Travel	Employee Status	Travel Verified
FIN	0.00	110.80	Other	<input type="checkbox"/>
ADJ	0.00	110.80	Other	<input type="checkbox"/>

Agencies must take responsibility to identify all expenses applicable to the attached entity in accordance with Audit requirement.

11. The record is reviewed; there are no other items to be addressed.
12. Save the record.
13. You have successfully completed the **Review and Edit Salary and Travel Data** topic. **End of Procedure.**