

## Job Aid - Review and Edit Salary and Travel Data: Conducting Review

Date Created: 07/31/2009

Reviewed: June 2014

1.	Click the <b>Salary Travel Per Diem</b> link.
2.	Click the <b>Maintain/Approve</b> link.
3.	Click the <b>Salary Travel</b> link.
4.	Verify that your Business Unit number defaults in the <b>Business Unit</b> field.
5.	The current fiscal year defaults in the <b>Fiscal Year</b> field. You can view prior year information by changing this value.
6.	Enter Vendor FEI number/EmplID or search by Vendor/Employee name to access information.
7.	Enter the appropriate information into the <b>Name or EMPID</b> field. The name field is not case-sensitive.
8.	Click the <b>Search</b> button.
9.	Make note of the travel amount to be moved to the employee record.  Click in the <b>Travel</b> field
10.	Enter the appropriate information into the <b>Travel</b> field.
11.	Press [ <b>Tab</b> ] to validate the corrected amount..

12.	In PeopleSoft 8.8, negative amounts cannot be utilized to delete an existing amount. The process does not perform a netting affect. The amount must be reduced to zero to delete a record. Click the <b>OK</b> button.
13.	Enter the appropriate information into the <b>Travel</b> field.
14.	Press [ <b>Tab</b> ] to validate the corrected amount..
15.	Click the <b>Add Updated Row</b> button.
16.	Ensure the <b>Travel Verified</b> check box is selected.
17.	Click the <b>Save</b> button.
18.	Click the <b>Return to Search</b> button.
19.	Enter the appropriate information into the <b>EmplID</b> field.
20.	Click the <b>Search</b> button.
21.	Click in the <b>Travel:</b> field.
22.	Enter the appropriate information into the <b>Travel</b> field.
23.	Click the <b>Add Updated Row</b> button.
24.	Ensure that the <b>Travel Verified</b> check box is selected.
25.	Click the <b>Save</b> button.
26.	You have successfully corrected the Salary Travel data by moving expenses that would have been incorrectly reported. This exercise would also work if expenses had to be moved from one employee to another.

27.	You have successfully completed the <b>Review and Edit Salary and Travel Data</b> topic. <b>End of Procedure.</b>
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