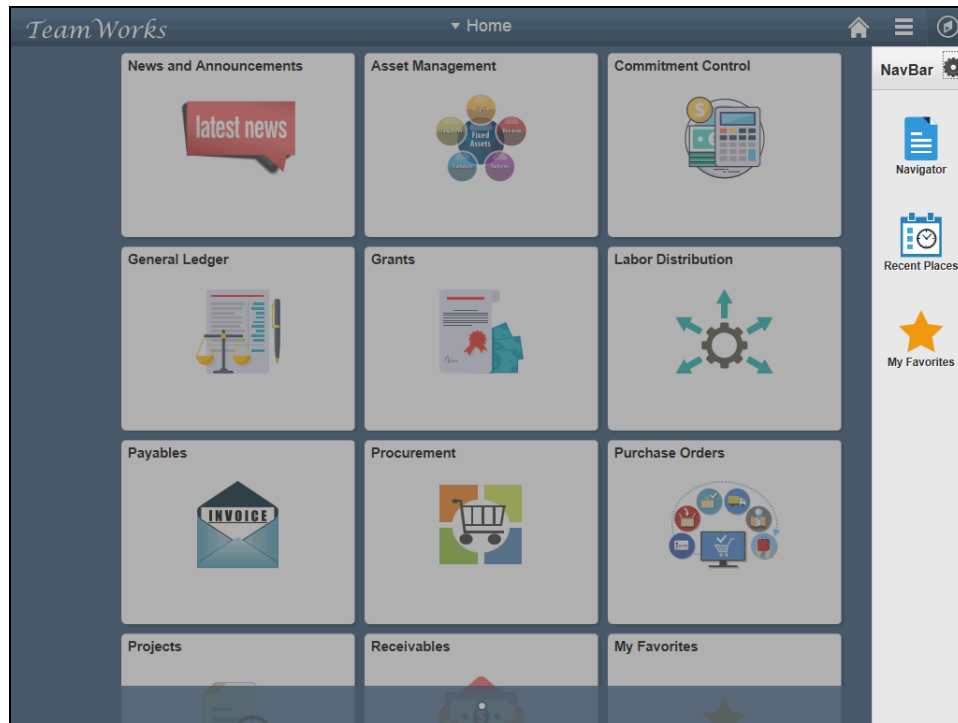# Reviewing and Adjusting Salary Travel Amount
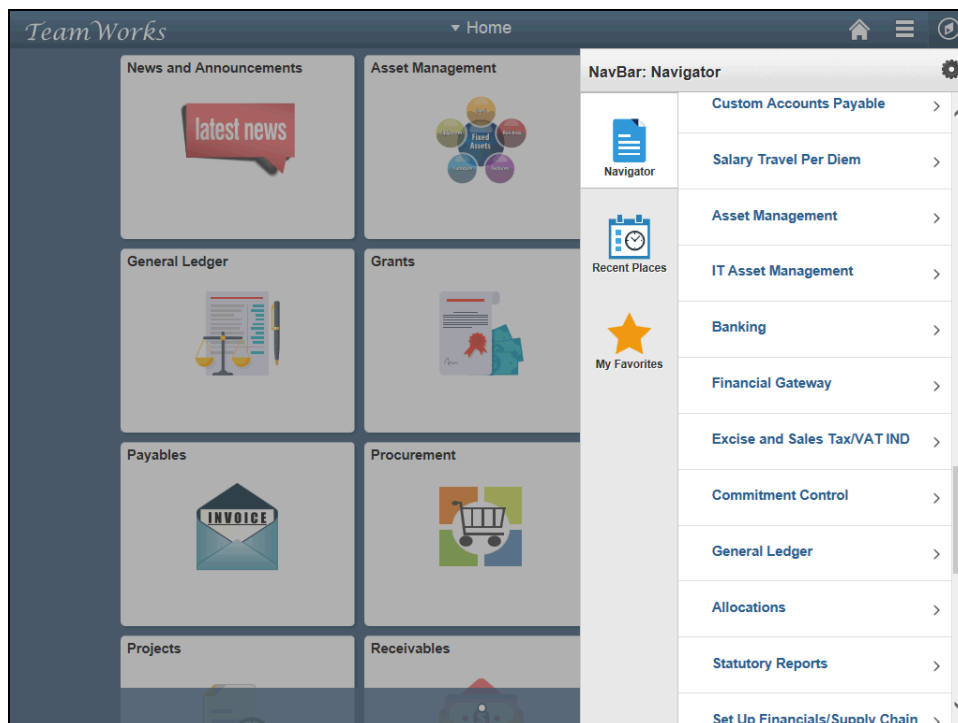

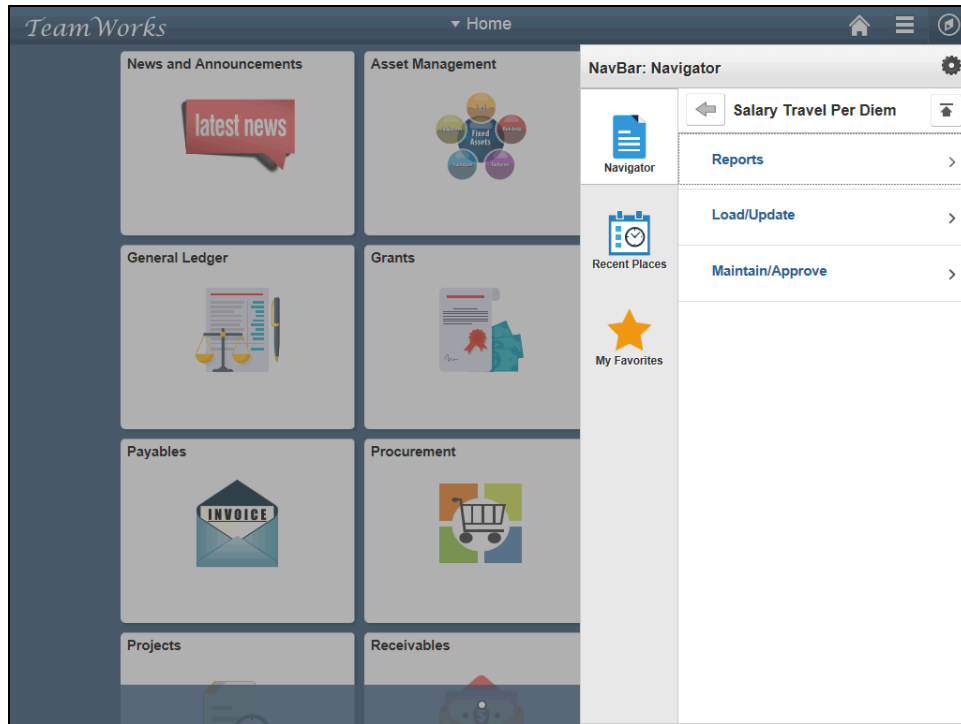| Step	Action
1.	Navigate to the **Salary Travel** page. **Note**: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the **NavBar** icon.

Step	Action
2.	Click the **Navigator** icon.
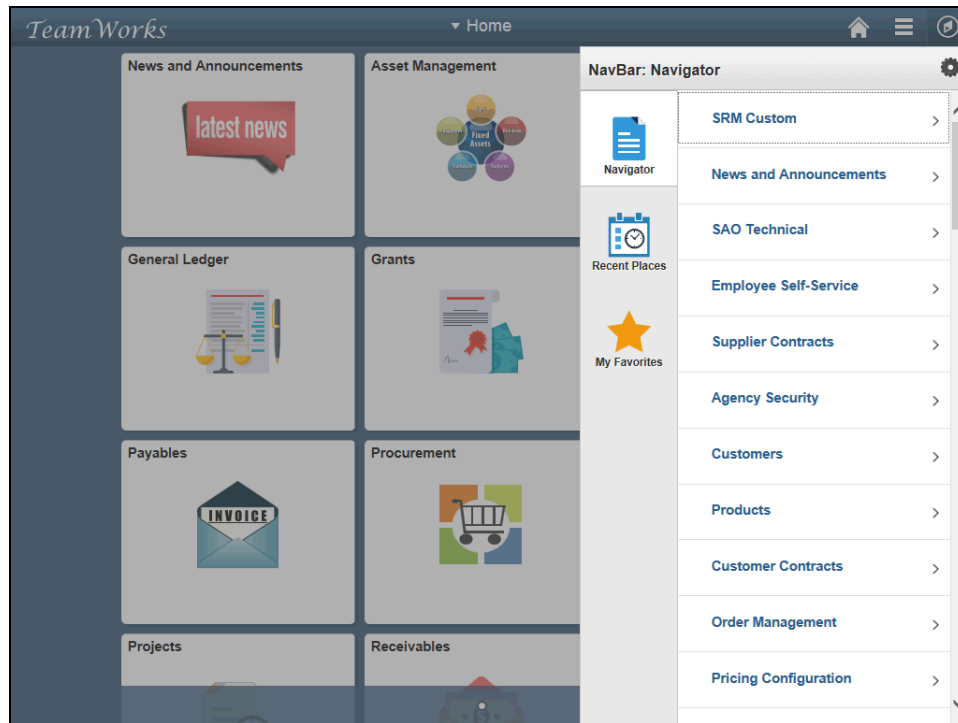
Step	Action
3.	Click the **Vertical** scrollbar.

Job Aid

Step	Action
4.	Click the **Salary Travel Per Diem** link. Salary Travel Per Diem
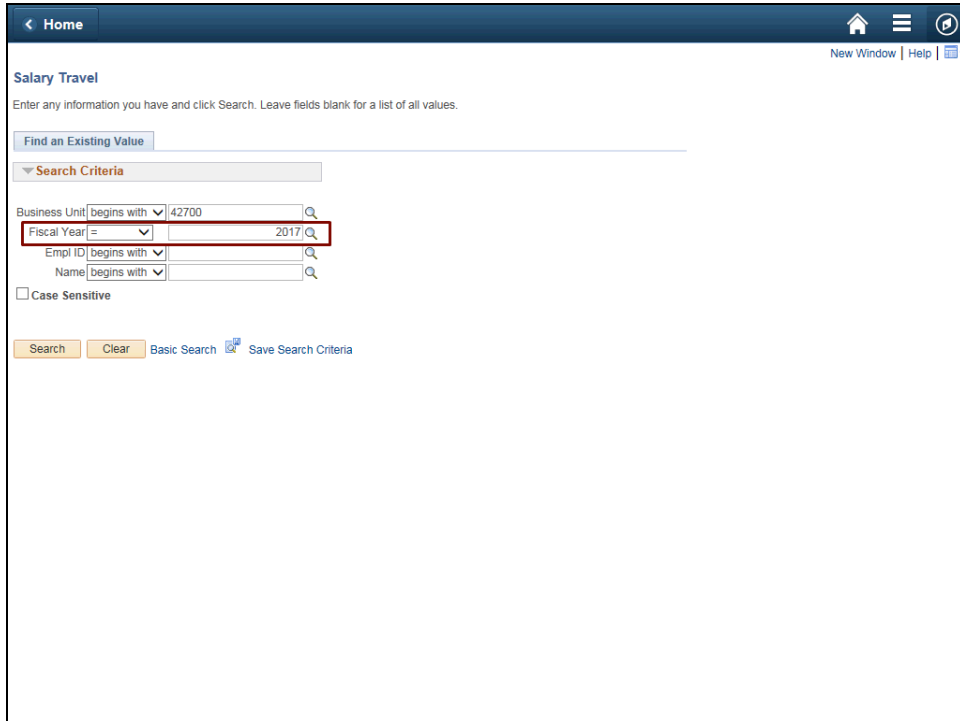
Step	Action
5.	Click the **Maintain/Approve** link. Maintain/Approve

Date Created: 4/19/2019 10:48:00 AM
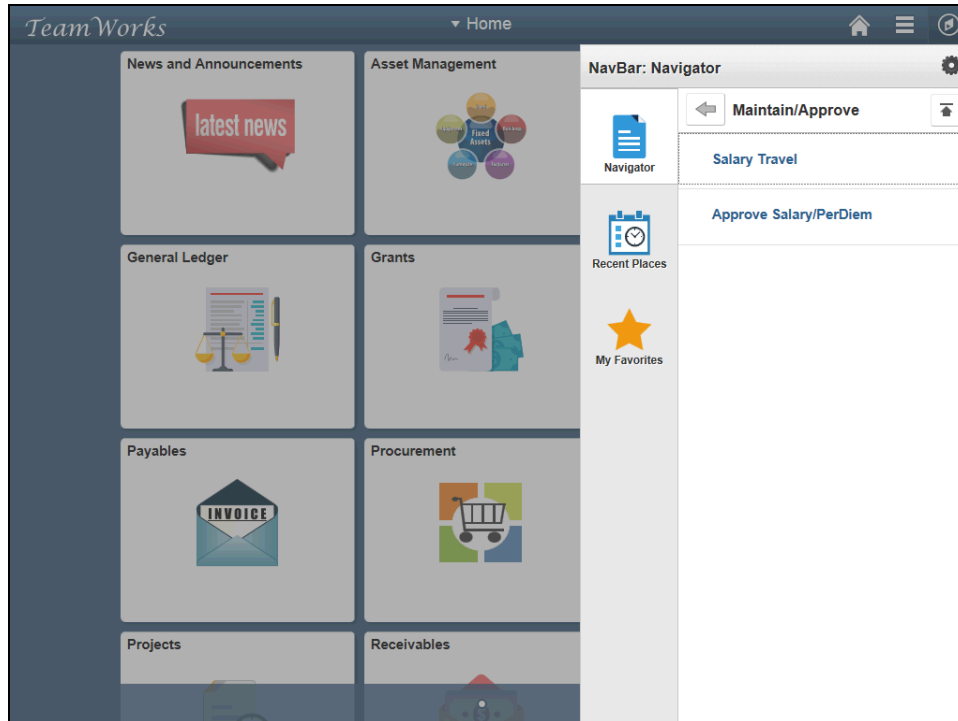
Step	Action
6.	Click the **Salary Travel** link. **Salary Travel**

Job Aid
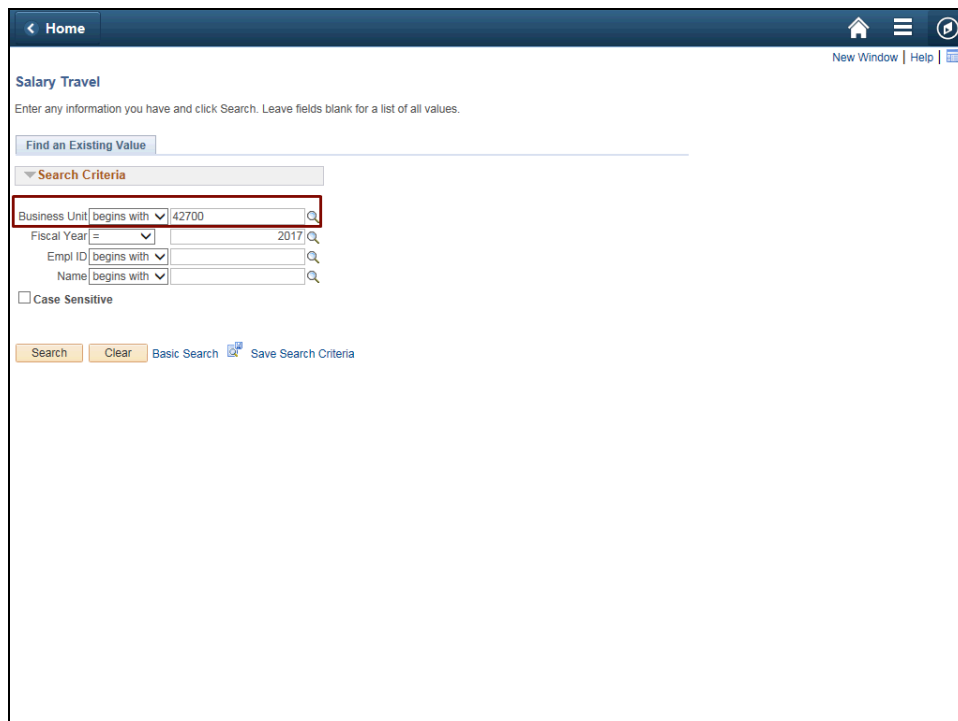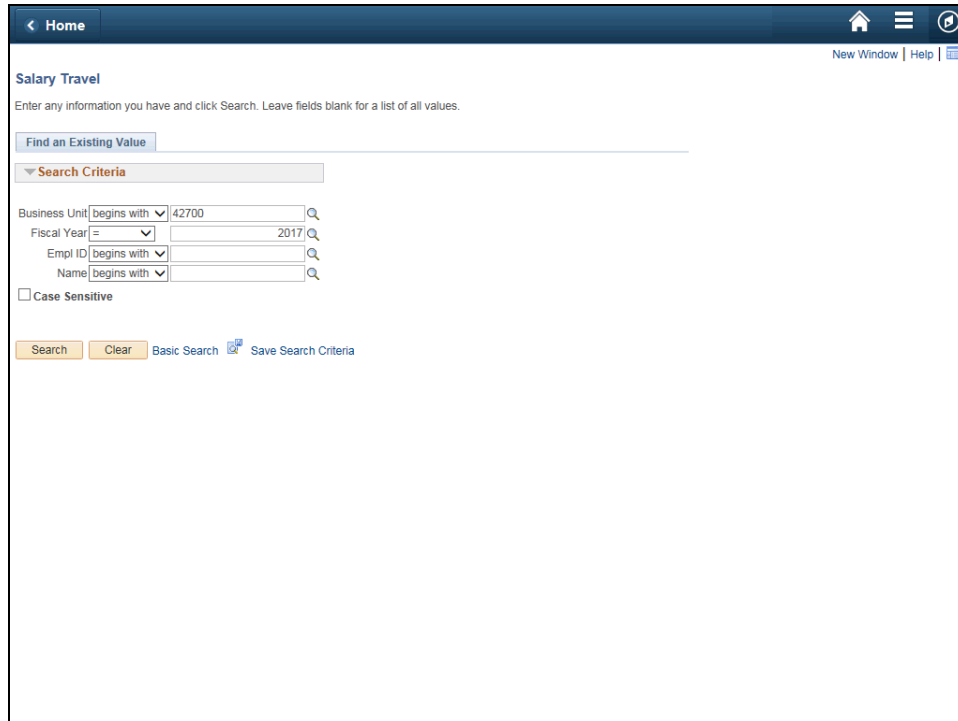
Step	Action
7.	Verify the **Business Unit**. If the correct business unit does not default enter or use the search functionality to select a new value.

Step	Action
8.	The current fiscal year defaults in the **Fiscal Year** field. Users can Review information from a prior year by changing the year.

Step	Action
9.	Users can select the desired employee by **Empl ID** or **Name**. In this example, the user searches by Empl ID.

Note: The Empl ID field can also be used to search by the Vendor EFI number.

Click in the **Empl ID** field.

 |

Step	Action
10.	Enter the appropriate information into the **Empl ID** field. For this example, type **00110011**.
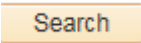
Step	Action
11.	Click the **Search** button. Search

Step	Action
12.	Use the **Salary Travel** page to Review and update an employee's travel expenses.

Job Aid

Step	Action
13.	Make note of the travel amount to be moved to the correct employee record. Click in the **Travel** field. Travel: 706.87

Step	Action
14.	To update the travel amount the user must first bring the balance to zero '0'.
	Make the current value, a negative value.
	Enter the appropriate information into the **Travel** field.
	For this example, type **-**.

Step	Action
15.	The user must confirm the negative amount.
	Click the **Negative Amount Confirmed** drop-down list.

Step	Action
16.	Click the **Yes** list item.

Step	Action
17.	Click the **Add Updated Row** button.

Step	Action
18.	With the negative amount added the user can either enter the correct amount on the current employee's Salary Travel record or enter the amount on another employee's record. In this example, the amount was entered on this employee's record in error. Now, the correct amount must be entered on another employee's Salary Travel record.

Step	Action
19.	Click the **Save** button. ![Save] Save

Step	Action
20.	Now, use the **Return to Search** button to navigate back to the search page to enter the information for the correct employee's record on which to apply the $50.00 travel amount. Click the **Return to Search** button. Return to Search
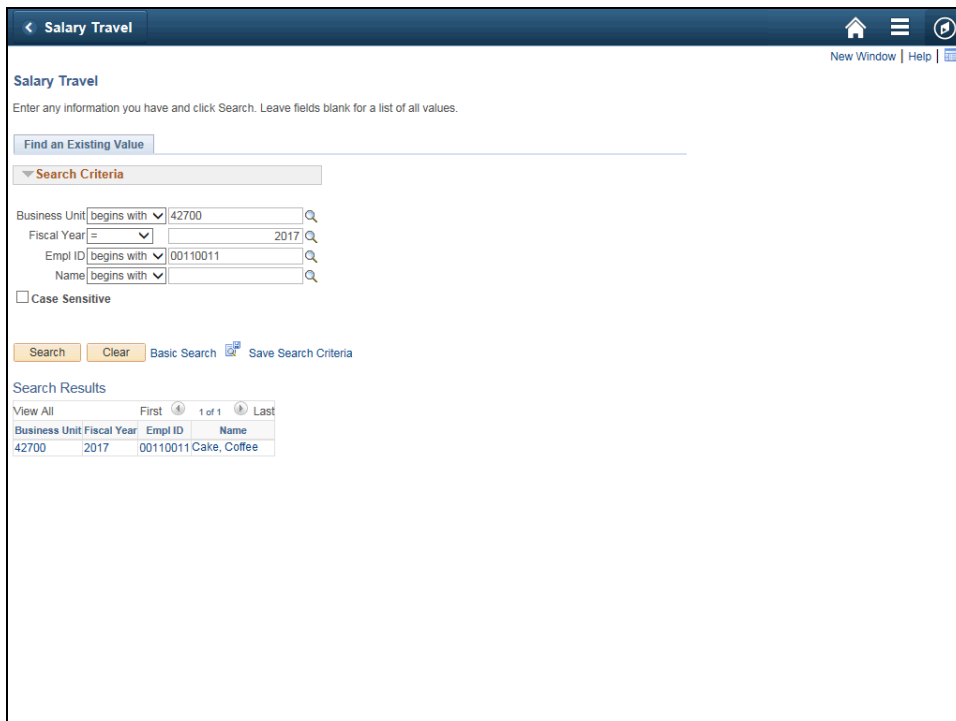
Step	Action
21.	Click in the **Empl ID** field.

Step	Action
22.	Clear the current **Empl ID** from the field. Press **[Delete]**.

Step	Action
23.	Enter the appropriate information into the **Empl ID** field. For this example, type **00100010**.

Step	Action
24.	Click the **Search** button. Search

Step	Action
25.	Now, enter the correct travel amount of $50.00 on the new employee record. Click in the **Travel** field. Travel: [0.00]

Step	Action
26.	Clear the value from the field. Press **[Delete]**.

Step	Action
27.	Enter the appropriate information into the **Travel** field. .
	For this example, type **50.00**.
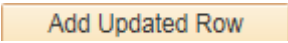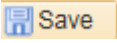
Step	Action
28.	Click the **Add Updated Row** button. Add Updated Row

Step	Action
29.	Click the **Save** button. Save

Step	Action
30.	Click **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Step	Action
31.	**Congratulations!** You have completed reviewing and update/adjust travel amount. **End of Procedure.**