

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.



TeamW	orks	▼ Home	A	
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	Payables	Procurement	Purchase Orders	
	Projects	Receivables	My Favorites	

Step	Action
2.	Click the Navigator icon.
	Navigator



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Step	Action
3.	Click the Vertical scrollbar.

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				General Ledger	>
				Allocations	>
	Projects	Receivables		Statutory Reports	>
				Set Up Financials/Supply Chain	> `



Step	Action
4.	Click the Salary Travel Per Diem link.
	Salary Travel Per Diem



Step	Action
5.	Click the Maintain/Approve link.
	Maintain/Approve



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	General Ledger	Grants	Recent Places	
			My Favorites	
	Payables	Procurement		
	Projects	Receivables		
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Step	Action
6.	Click the Salary Travel link.
	Salary Travel

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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.

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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.



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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.
	Empl ID begins with V



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Step	Action			
10.	Enter the appropriate information into the Empl ID field.			
	For this example, type 00110011 .			

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Step	Action
11.	Click the Search button.
	Search

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EI/SSN/	Cake	Coffee	N			
	Position Title: Board Member	Conce		Job Code: A0048		
Persona	I Services: 840.00	Travel:		706.87		
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Step	Action
12.	Use the Salary Travel page to Review and update an employee's travel expenses.



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ADJ	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM
Save	Return to Search					

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				



Position Title: Board Member job Code: A0048 rsonal Services: 340.00 Travel: 706.87 Travel Verified: Add Updated Row	//SSN/	Employee ID: 00110011	Coffee	N			
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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



EI/SSN	/Employee ID: 00110011	Coffee	N			
	Position Title: Board Member	Conce	Jol	b Code: A0048		
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Step	Action
15.	The user must confirm the negative amount.
	Click the Negative Amount Confirmed drop-down list. Negative Amount N/A Confirmed:



Personal Trave	Cake Position Title: Board Member I Services: 840.00 el Verified: 🗹	Coffee Travel:	N Job -70 Negative Amou	0Code: A0048 06.87 Int N/A		
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Save	Return to Search					

Step	Action
16.	Click the Yes list item.
	N/A No Yes



	usiness Unit: 42700 Depart	tment of Human Services	Fiscal Year:	2017		
EI/SSN	Employee ID: 00110011					
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Save	Return to Search					

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





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.

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Step	Action
19.	Click the Save button.
	Save



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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



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42700 2017 00110011 Cake, Coffee	

Step	Action		
21.	Click in the Empl ID field.		
	Empl ID begins with V 00110011		

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

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



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Step	Action		
24.	Click the Search button.		
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Save	Return to 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].	



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Step	Action
27.	Enter the appropriate information into the Travel field
	For this example, type 50.00 .

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Step	Action
28.	Click the Add Updated Row button.
	Add Updated Row

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	Position Title: Personnel Servi	ces Worker	J	ob Code: T16	01			
Persona	Il Services: 19912.8	Travel:		50.00				
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Step	Action
29.	Click the Save button.
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Step	Action
30.	Click here (<u>https://www.surveymonkey.com/r/25KG2HH</u>) to take a quick survey.

EI/SSN/ Persona Trave Employ	Business Unit: 42700 Depar Employee ID: 00100010 Doe Doe Position Title: Personnel Servic I Services: 19912.89 el Verified: et Status: Current Employee	tment of Human Services Susie es Worker Travet:	Fiscal Year: 20 J Job Negative Amour Confirmed: Add Updated	17 Code: T1601 .00 tt N/A Row	×		
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Step	Action
31.	Congratulations! You have completed reviewing and update/adjust travel amount.
	End of Procedure.