

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.



TeamWo	orks	▼ Home		⋒ ≡ Ø
	News and Announcements	Asset Management	Commitment Control	NavBar
	General Ledger	Grants	Labor Distribution	Recent Places
	Payables	Procurement	Purchase Orders	
	Projects	Receivables	My Favorites	

Step	Action
2.	Click the Navigator icon.
	Navigator



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News and Announcements	Asset Management	NavBar: Navig	ator	
latest news			SRM Custom	>
		Navigator	News and Announcements	>
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			Agency Security	>
Payables	Procurement		Customers	>
INVOIDE	<u> </u>		Products	>
			Customer Contracts	>
Projects	Receivables		Order Management	>
			Pricing Configuration	>

Step	Action
3.	Click the Vertical scrollbar.

TeamWorks	▼ Home	_	A ≡	۲
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	Asets Groot Larry	Navigator	Salary Travel Per Diem	>
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Payables	Procurement		Excise and Sales Tax/VAT IND	>
INVOICE	7		Commitment Control	>
			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	



TeamW	orks	▼ Home		⋒ ≡ Ø
	News and Announcements	Asset Management	NavBar: Nav	igator Ö
	latest news			Maintain/Approve
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	General Ledger	Grants	Recent Places	
			My Favorites	
	Payables	Procurement		
	Projects	Receivables		
		-8-3		

Step	Action	
6.	Click the Salary Travel link.	
	Salary Travel	

K Home	∧ ≡ ⊘
	New Window Help
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit begins with 💙 42700	
Fiscal Year = 2017 Q	
Empl ID begins with 🗸	
Name begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	



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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alary Travel	New Window Help
nter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
usiness Unit begins with ✔ 42700 Q	
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Empl ID begins with V	
Name begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖉 Save Search Criteria	
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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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	New Window Help 📰
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit begins with ♥ 42700 Q	
Fiscal Year = 2017 Q	
Empl ID begins with	
Search Clear Basic Search 🕅 Save Search Criteria	

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



K Home	
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Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Business Unit begins with 🗸 42700 Q	
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Step	Action			
10.	Enter the appropriate information into the Empl ID field.			
	For this example, type 00110011.			

< Home	^ ≡ @
	New Window Help
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit begins with ♥ 42700 Q Fiscal Year = ♥ 2017 Q Empl ID begins with ♥ 00110011 Q Name begins with ♥ 00110011 Q Case Sensitive Search Clear Basic Search 🛱 Save Search Criteria	



Step	Action
11.	Click the Search button.
	Search

Home	•					^ ≡
alary Tra	vel				Ne	w Window Help Personalize Pag
		tment of Human Services	Fiscal Year:	2017		
EI/SSN/	Employee ID: 00110011 Cake	Coffee	N			
	Position Title: Board Member	Conce		ob Code: A0048		
Persona	I Services: 840.00) Travel:		706.87		
Trav	el Verified: 🗹		Negative An	N	IA V	
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Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	
HR	840.00		Status Board		LOAD	01/23/2018 4:40:02PM
FIN	0.00		Board	✓	LOAD	01/23/2018 4:52:17PM
ADJ	840.00		Board	~	LOAD	01/23/2018 5:12:26PM
Save	Return to Search					
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Step)	Action
12.		Use the Salary Travel page to Review and update an employee's travel expenses.



Persona Trav	Cake Position Title: Board Member al Services: 840.00 rel Verified: yee Status: Board Member		Negative An Confirmed:	ated Row		
			Employee		e Find View All 🔄 📑 Last Maintained By Operator	First 🕚 1-3 of 3 🕑 Last
Source	Personal Services	Travel	Employee Status	Travel Verified	ID	Last Change Date
HR	840.00		Board	\checkmark	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87			LOAD	01/23/2018 4:52:17PM
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				



	Business Unit: 42700 Depar Employee ID: 00110011 Cake	tment of Human Services	Fiscal Year: N			
	Position Title: Board Member	Collee		lob Code: A0048		
Trav	I Services: 840.00 el Verified: 🗹 yee Status: Board Member		Negative Ar Confirmed: Add Upd	706.87 nount N/A	V	
mpro	bourd member			Personalize	e Find View All 💷 🔜	First 🕚 1-3 of 3 🕑 Last
ource	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
R	840.00	0.00	Board	×	LOAD	01/23/2018 4:40:02PM
N	0.00	706.87	Board		LOAD	01/23/2018 4:52:17PM
DJ	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM
ave	Return to Search					

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 Cake	tment of Human Services	N			
	Position Title: Board Member	Conce		b Code: A0048		
	I Services: 840.00			06.87		
Trav	el Verified: 🗹		Negative Amo Confirmed:	unt N/A	~	
Employ	vee Status: Board Member	~	Add Update	ed Row		
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Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
IR	840.00	0.00	Board	~	LOAD	01/23/2018 4:40:02PM
IN	0.00	706.87	Board		LOAD	01/23/2018 4:52:17PM
	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM
ADJ						
	Return to Search					
	Return to Search					
Save	Return to Search					
	Return to Search					
	Return to Search					
	Return to Search					
	Return to Search					

Step	Action
15.	The user must confirm the negative amount.
	Click the Negative Amount Confirmed drop-down list. Negative Amount N/A Confirmed:



Persona	Employee ID: 00110011 Cake Position Title: Board Member Il Services: 840.00 el Verified: 🖌		-70 Negative Amou	0 Code: A0048 16.87 Int N/A No		
Emplo	yee Status: Board Member	~	Confirmed: Add Update	Yes		
				Personalize F	ind View All 💷 🔣	First 🕢 1-3 of 3 🕑 Last
Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
IR	840.00	0.00	Board	v	LOAD	01/23/2018 4:40:02PM
IN	0.00	706.87	Board		LOAD	01/23/2018 4:52:17PM
DJ	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM
Save	Return to Search					

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



Persona Trav	/Employee ID: 00110011 Cake Position Title: Board Member al Services: 840.00 Pel Verified: 2 yee Status: Eboard Member		Negative An Confirmed:	ated Row			
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Source		Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date	
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FIN	0.00	706.87			LOAD	01/23/2018 4:52:17PM	
ADJ	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM	
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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ry Tra	vel				Net	w Window Help Personalize P
в		tment of Human Services	Fiscal Year:	2017		
	Cake Position Title: Board Member	Coffee	N	Job Code: A0048		
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nploy	ee Status: Board Member	~	Add Upd	ated Row		
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J	840.00	-706.87	Board	\checkmark	FFLINTSTONES	02/12/2018 2:49:59PM
ave	Return to Search					

Step	Action
19.	Click the Save button.
	R Save



E	Business Unit: 42700 Depart	tment of Human Services	Fiscal Year: 20	17		
FEI/SSN	Employee ID: 00110011					
	Cake	Coffee	Ν			
	Position Title: Board Member		Job	Code: A0048		
Persona	al Services: 840.00			6.87		
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Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	\checkmark	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board		LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	\checkmark	LOAD	01/23/2018 5:12:26PM
ADJ	840.00	-706.87	Board	v	FFLINTSTONES	02/12/2018 2:49:59PM
Save	Return to Search					

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.



< Salary Travel	■
	New Window Help 📰
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit ↓42700 Q. Filscal Year	
Search Clear Basic Search 🛱 Save Search Criteria Search Results View All First 🚯 1 of 1 🛞 Last	
View All First 🚯 1 of 1 🛞 Last Business Unit Fiscal Year Empl ID Name	
42700 2017 00110011 Cake, Coffee	

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

C Salary Travel	New Window Help 🗐
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
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Name begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖉 Save Search Criteria	
View All First 🚯 1 of 1 🚯 Last	
Business Unit Fiscal Year Empl ID Name 42700 2017 00110011 Cake, Coffee	



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

< Salary Travel	♠ ≡ ⊘
	New Window Help 🧰
Salary Travel	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Business Unit begins with ♥ 42700 Q Fiscal Year = ♥ 2017 Q	
Empl ID begins with V	
Name begins with 🗸	
Case Sensitive	
Search Results First Image 1 of 1 Image Last Business Unit/Fiscal Year Empl ID Name 42700 2017 00110011 Cake, Coffee	

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



Travel Information you have and click Search. Leave fields blank for a list of all values. Existing Value ch Criteria Unit begins with ♥ 42700 01 ID begins with ♥ 00100010 02017 <t< th=""><th></th></t<>	
Information you have and click Search. Leave fields blank for a list of all values. Existing Value Ch Criteria Unit begins with ♥ 42700 Q Year[= ♥ 2017 Q DI begins with ♥ 00100010 Q Mare begins with ♥ 00100010 Q Sensitive	New Window Help
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Sensitive	
Clear Basic Search 🖾 Save Search Criteria	
Results First @ ior1 @ Last Juit Fiscal Year Emp1 ID Name 2017 00110011 Cake, Coffee	

Step	Action
24.	Click the Search button.
	Search

EI/SSN/ Persona Trav	Ausiness Unit: 42700 Depar Employee ID: 00100010 Doe Position Title: Personnel Servic I Services: 19912.86 el Verified: 20 yee Status: Current Employee	Susie es Worker J Travel:	Fiscal Year: 2 J Jol Negative Amo Confirmed: Add Update	0.00 0.00 N/A	v	
Employ	vee status. Current Employee			Personalize F	ind View All 💷 🔣	First 4 1-2 of 2 Last
Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
HR	19912.89		Employee	~	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	×	LOAD	01/23/2018 5:12:26PM
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].	



EI/SSN/I	usiness Unit: 42700 Depar Employee ID: 00100010 Doe Position Title: Personnel Servic I Services: 19912.85	Susie es Worker		de: T1601		w Window Help Personalize Page
Trave	el Verified: 🗹		Negative Amount Confirmed:	N/A	\sim	
Employ	ee Status: Current Employee	\sim	Add Updated Ro	W		
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Source	Personal Services	Travel	Status	Ver Vermeu	D	Last Change Date
HR	19912.89	0.00	Employee		LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	l	LOAD	01/23/2018 5:12:26PM
Save	Return to Search					

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

Travel Verified: Negative Amount NA Confirmed: Confirmed: Confirmed: Source Personal Services Travel Employee Kandard 1.20 f2 Last Maintained By Operator Last Change Date HR 19912.89 0.00 Employee OLOD 01/23/2018 4:40:02PM ADJ 19912.89 0.00 Employee OLOD 01/23/2018 5:12:26PM	i/SSN/E	imployee ID: 00100010 Doe Position Title: Personnel Service I Services: 19912.85	Susie as Worker	J J	b Code: T1601		
Employee status: Current Employee First (1) 1.2 of 2 (2) Last Source Personal Services Travel Employee Travel Verified Last Maintained By Operator Last Change Date HR 19912.89 0.00 Employee Image: Control of	Trave	el Verified: 🗹			ount N/A	\sim	
Source Personal Services Travel Employee Travel Verified Last Maintained By Openote Last Change Date HR 19912.89 0.000 Employee Imployee LOAD 01/23/2018 4.40.02PM ADJ 19912.89 0.000 Employee Imployee LOAD 01/23/2018 5.12.26PM	Employ	ee Status: Current Employee			ted Row		
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ADJ 19912.89 0.00 Employee 🗹 LOAD 01/23/2018 5:12:26PM	Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
	HR	19912.89	0.00	Employee	\checkmark	LOAD	01/23/2018 4:40:02PM
Save Cranto Search	ADJ	19912.89	0.00	Employee	\checkmark	LOAD	01/23/2018 5:12:26PM



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

						Ne	w Window Help Personalize	Par
alary Tra	ivel					i i c	w window [help] help and	i ay
		rtment of Human Services	Fiscal Year:	2017				
EI/SSN	/Employee ID: 00100010 Doe	Susie	J					
	Position Title: Personnel Servi			ob Code: T16	01			
Persona	Il Services: 19912.8	Travel:		50.00				
Trav	el Verified: 🗹		Negative Am	ount	N/A	\checkmark		
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Source	Personal Services	Travel	Employee Status	Travel Verifie	ed	Last Maintained By Operator ID	Last Change Date	
HR	19912.89	0.00	Employee	\checkmark		LOAD	01/23/2018 4:40:02PM	
ADJ	19912.89	0.00	Employee	\checkmark		LOAD	01/23/2018 5:12:26PM	
ADJ	19912.89	50.00	Employee	\checkmark		FFLINTSTONES	02/12/2018 2:55:04PM	
Save	Return to Search							

Step	Action
29.	Click the Save button.
	R Save



FE//SSN/Employee U: 00100010 Dos Susie J Position Title: Personal Services: 19912.89 Travel Verified: Megative Amount N/A Employee Status: Current Employee Add Updated Row Source Personal Services: Travel First 1.3 of 3 @ Last Source Personal Services: Travel Status Current Employee ADJ 19912.89 0.00 Employee LoAD 01/23/2018 4.40.02PM ADJ 19912.89 0.00 Employee LOAD 01/23/2018 4.20.02PM ADJ 19912.89 0.00 Employee CAD 01/23/2018 5.2.26PM ADJ 19912.89 0.00 Employee CAD 01/23/2018 5.0.04PM	Doe Susie J Position Title: Personal Services: 19912.89 Travel: 50.00 Travel Verified: I Magative Amount M/A Employee Status: Continmed: Add Updated Row Source Personal Services Travel Personal Services: First • 1.3 of 3 • Last Source Personal Services Travel Status Travel Verified Last Maintained By Operator Last Change Date HR 19912.89 0.00 Employee LoAD 01/23/2018 4.40.02PM ADJ 19912.89 0.00 Employee LoAD 01/23/2018 51/2.26PM ADJ 19912.89 0.00 Employee CAD 01/23/2018 51/2.26PM ADJ 19912.89 0.00 Employee CAD 01/23/2018 51/2.26PM ADJ 19912.89 0.00 Employee FLINTSTONES 02/12/2018 2/50.04PM	ilary Trav E		rtment of Human Services	Fiscal Year:	2017		
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		ADJ	19912.89	0.00	Employee	×	LOAD	01/23/2018 5:12:26PM
Save Return to Search	Save Return to Search	ADJ	19912.89	50.00	Employee	~	FFLINTSTONES	02/12/2018 2:55:04PM
		Save	Return to Search					

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

EI/SSN/ Persona Trave	Ausiness Unit: 42700 Depar Employee ID: 00100010 Doe Position Title: Personnel Servic I Services: 19912.89 el Verified: Ø ree Status: Current Employee	Susie es Worker Travel:		Code: T1601 .00 .t	×		
Linploy	Gunenic Employee			Personalize F	ind View All 💷 🔢	First 🕚 1-3 of 3 🕑 Last	
Source	Personal Services	Travel	Employee T Status	Travel Verified	Last Maintained By Operator	Last Change Date	
HR	19912.89	0.00		~	LOAD	01/23/2018 4:40:02PM	
ADJ	19912.89	0.00	Employee	\checkmark	LOAD	01/23/2018 5:12:26PM	
ADJ	19912.89	50.00	Employee	~	FFLINTSTONES	02/12/2018 2:55:04PM	
Save	Return to Search						



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