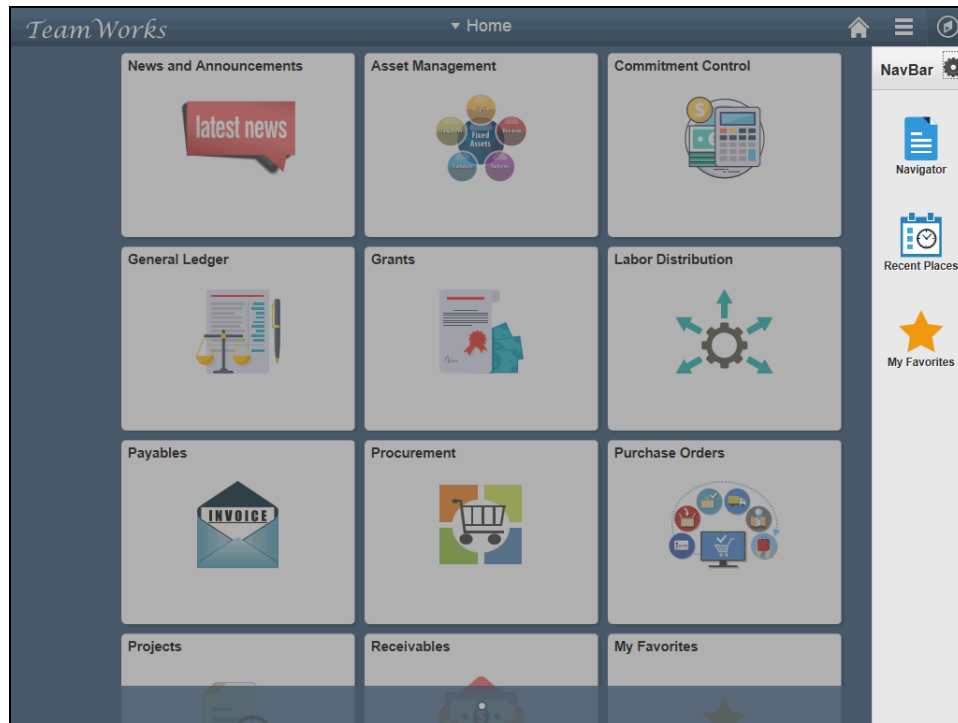# Reviewing and Updating Related Business Unit/Attached Agency

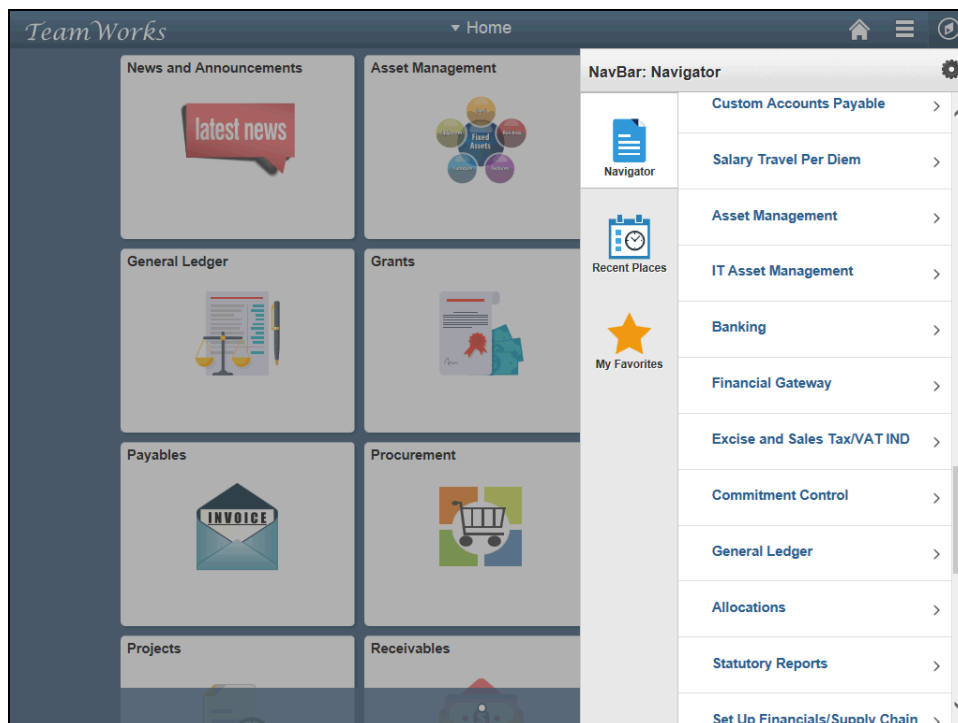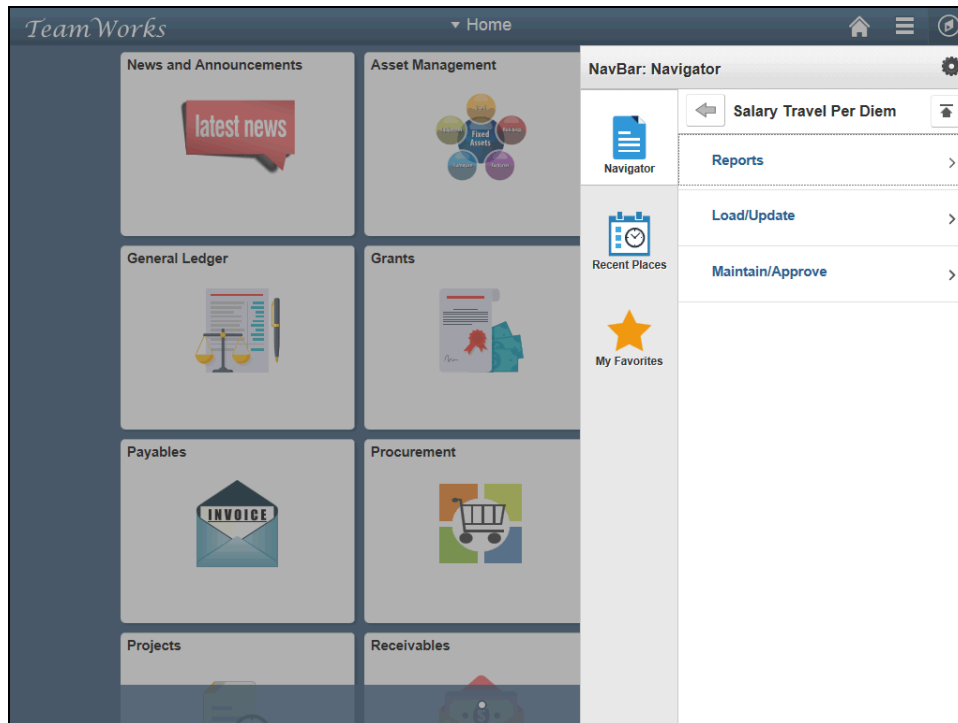| Step	Action
1.	Navigate to the **Salary Travel** page. **Note**: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the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

Job Aid

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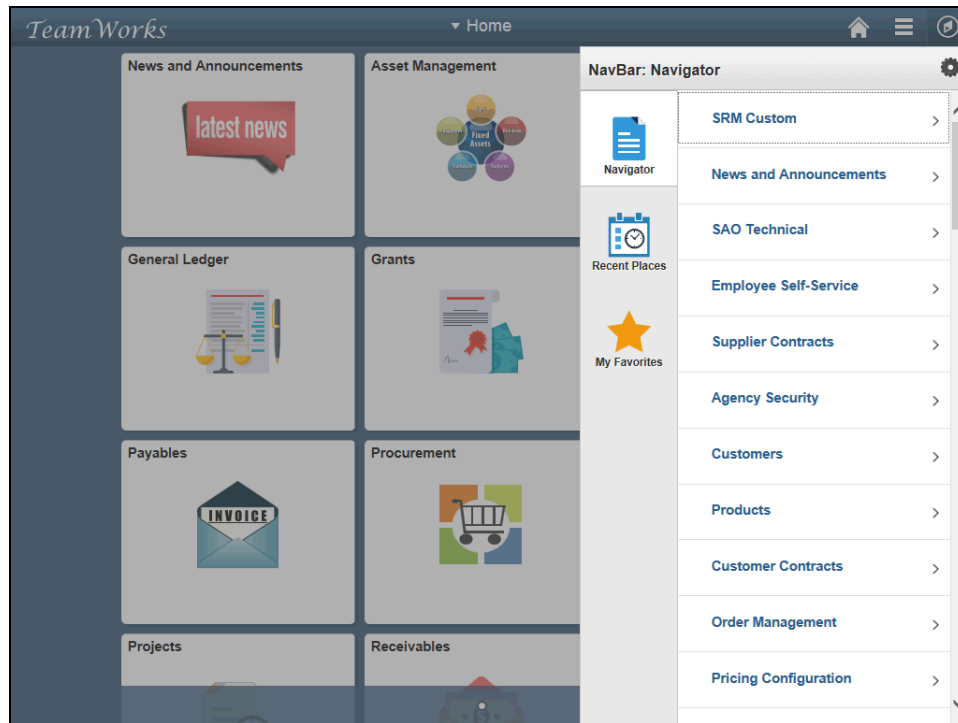
Step	Action
3.	Click the **Vertical** scrollbar.

Step	Action
4.	Click the **Salary Travel Per Diem** link.
	Salary Travel Per Diem
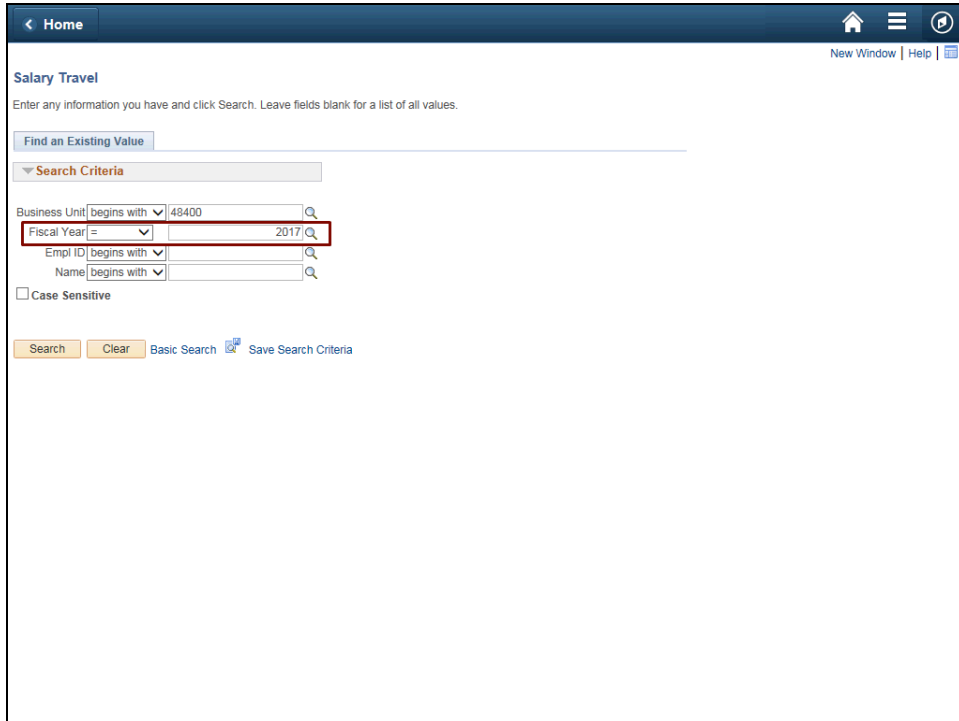
Step	Action
5.	Click the **Maintain/Approve** link.
	Maintain/Approve
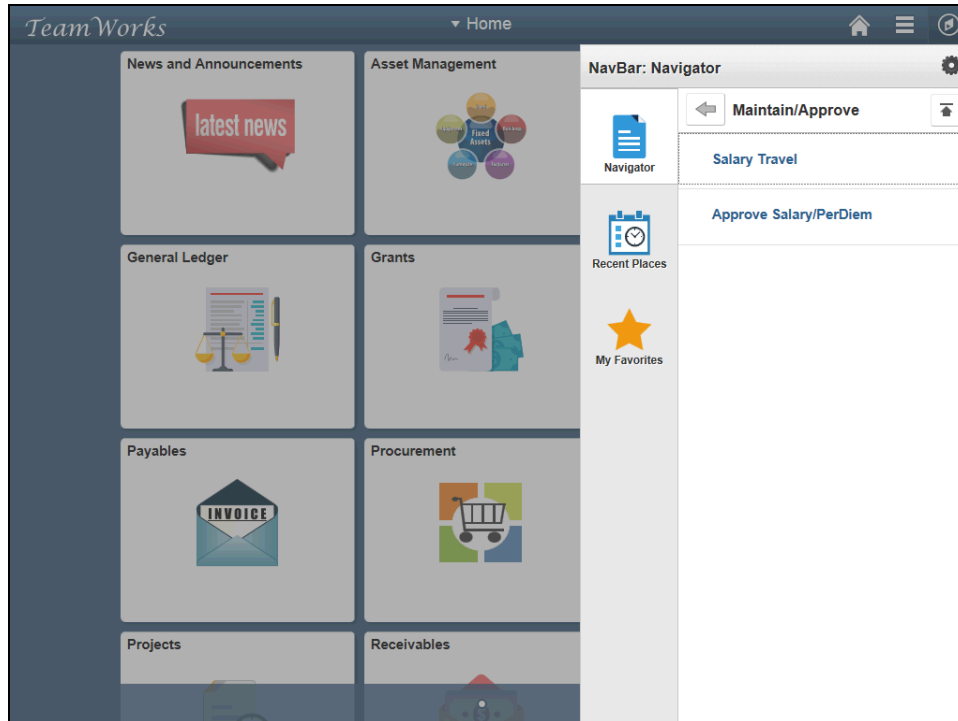
Step	Action
6.	Click the **Salary Travel** link. **Salary Travel**
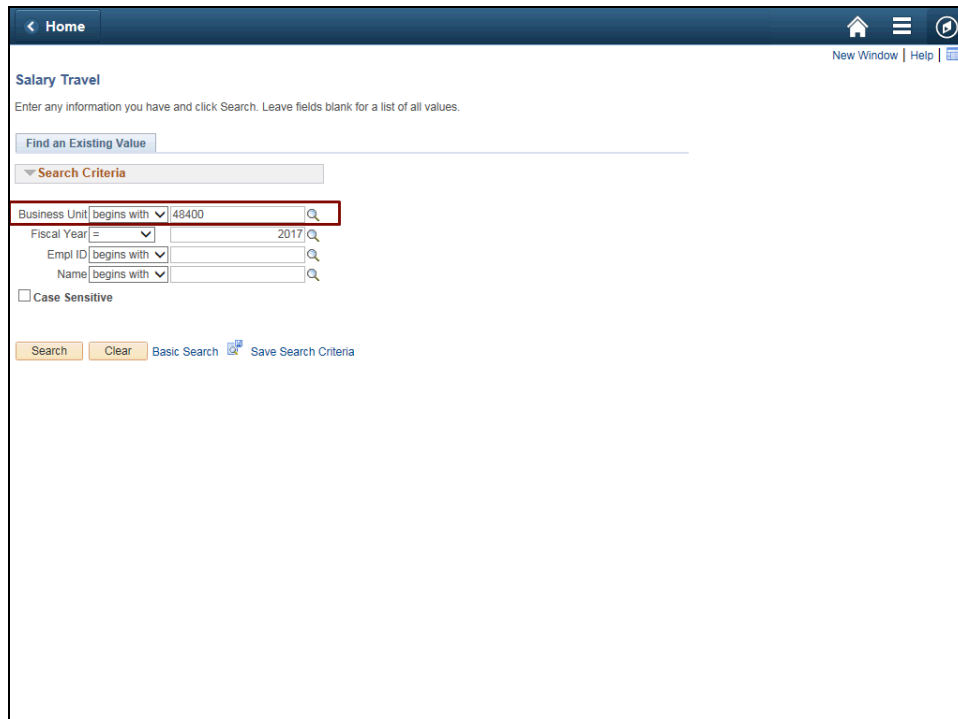
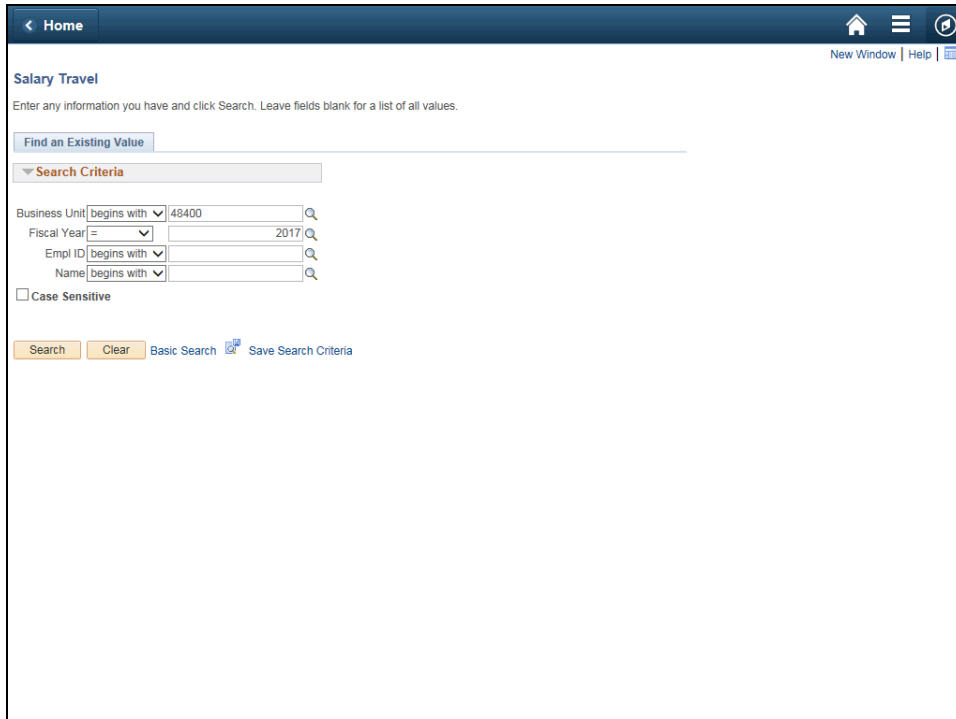| Step	Action
7.	Verify the **Business Unit**. If the correct business unit does not default enter or use the search functionality to select a new value.

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.
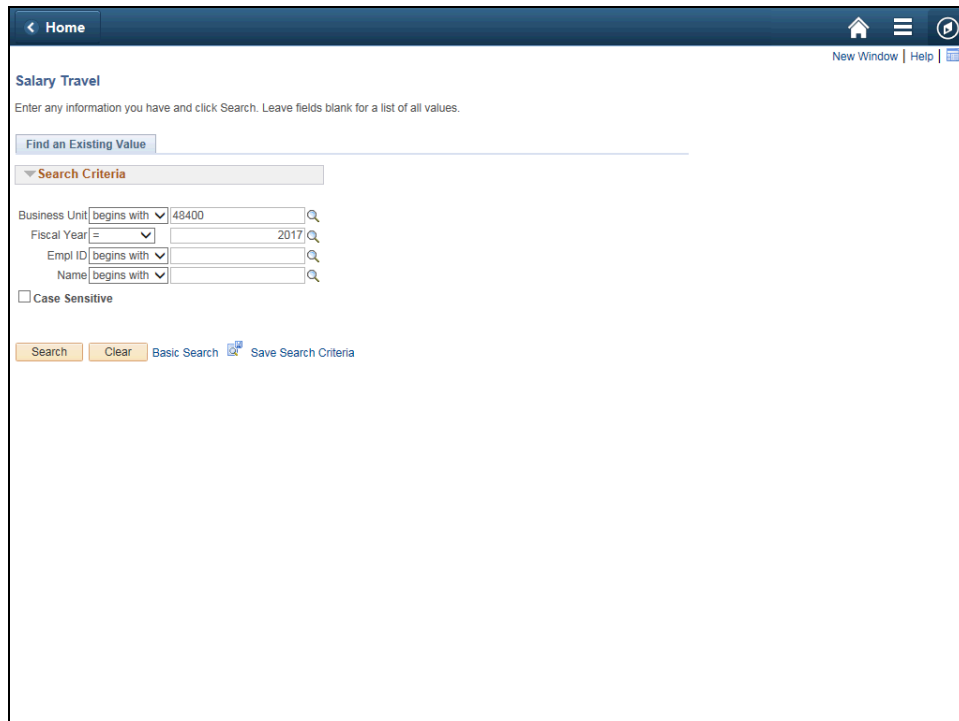
Step	Action
9.	Users can select the desired employee by **Empl ID** or **Name**. In this example, the user searches by Empl ID. **Note**: The Empl ID field can also be used to search by the Vendor EFI number. Click in the **Empl ID** field. ![Empl ID begins with field]

Job Aid
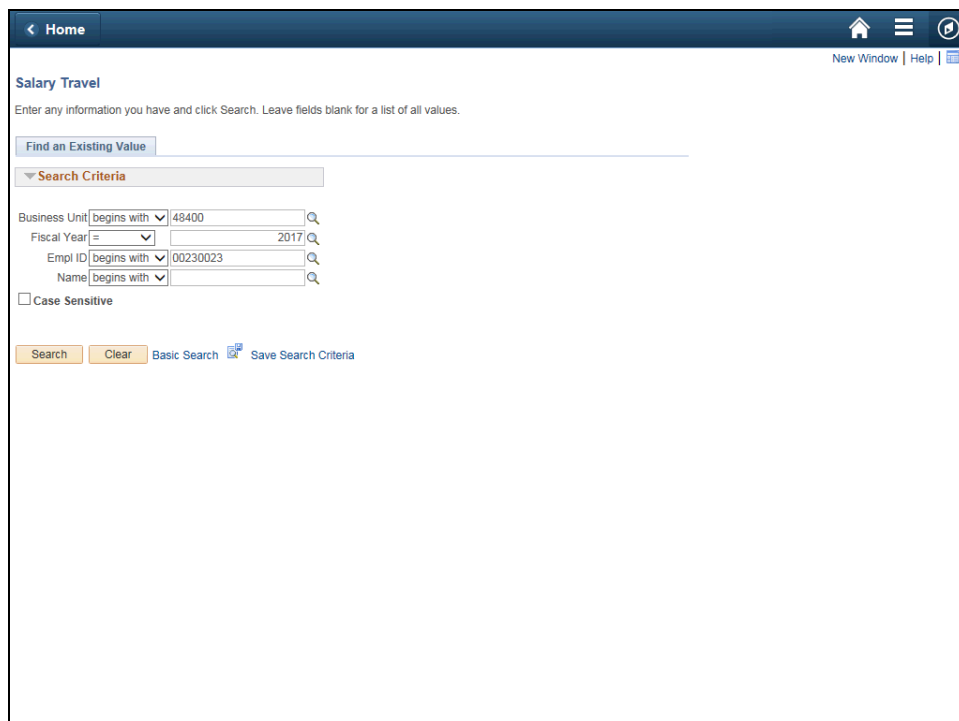
Step	Action
10.	Enter the appropriate information into the **Empl ID** field.
	For this example, type **00230023**.

Step	Action
11.	Click the **Search** button. ![Search] Search

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

Job Aid

Step	Action
13.	The **Related BU** field defaults to the main business unit. If an employee's travel expenses are applicable to a related or attached agency, the field must be updated to reflect the attached agency. **Note**: Agencies must take responsibility to identify all expenses applicable to the attached entity in accordance with Audit requirement.
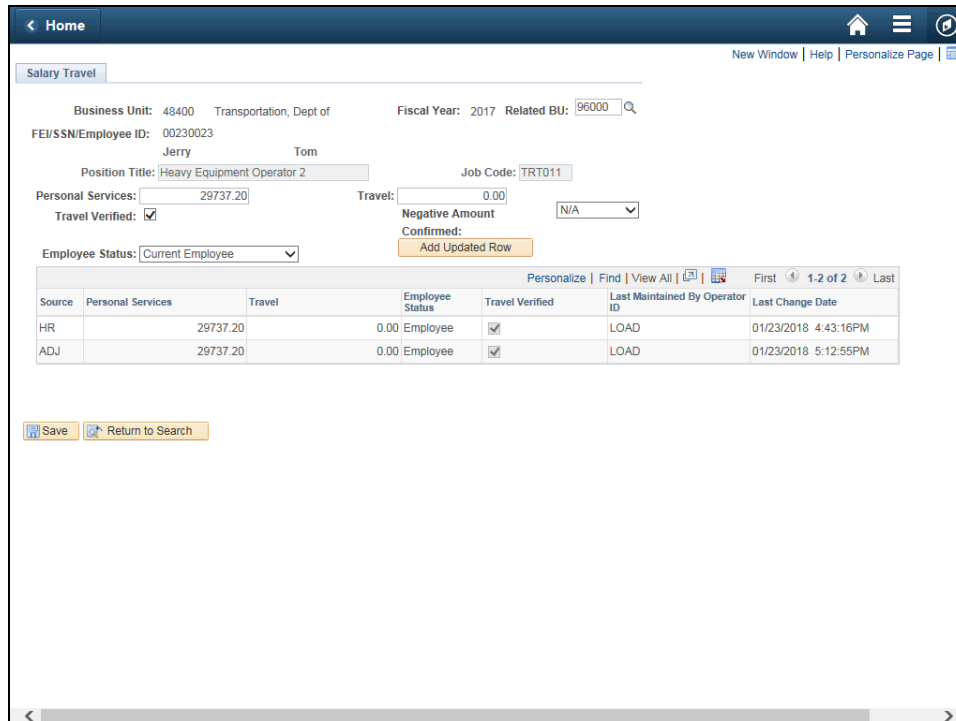
Step	Action
14.	Users can either enter the correct related/attached business unit/agency or use the look-up functionality to select the correct value.
	Note This data is needed and required for reporting attached agency data separately for DOAA purposes. It is the agencies responsibility to ensure the Related BU update is appropriately made before the final approval of Salary and Travel data.
	Click the **Related BU:** button.
	Related BU: 48400

Step	Action
15.	Click the **96000** link.
	Search Results
	View 100 First ◄ 1-3 of 3 ► Last
	Business Unit
	48400
	92400
	96000
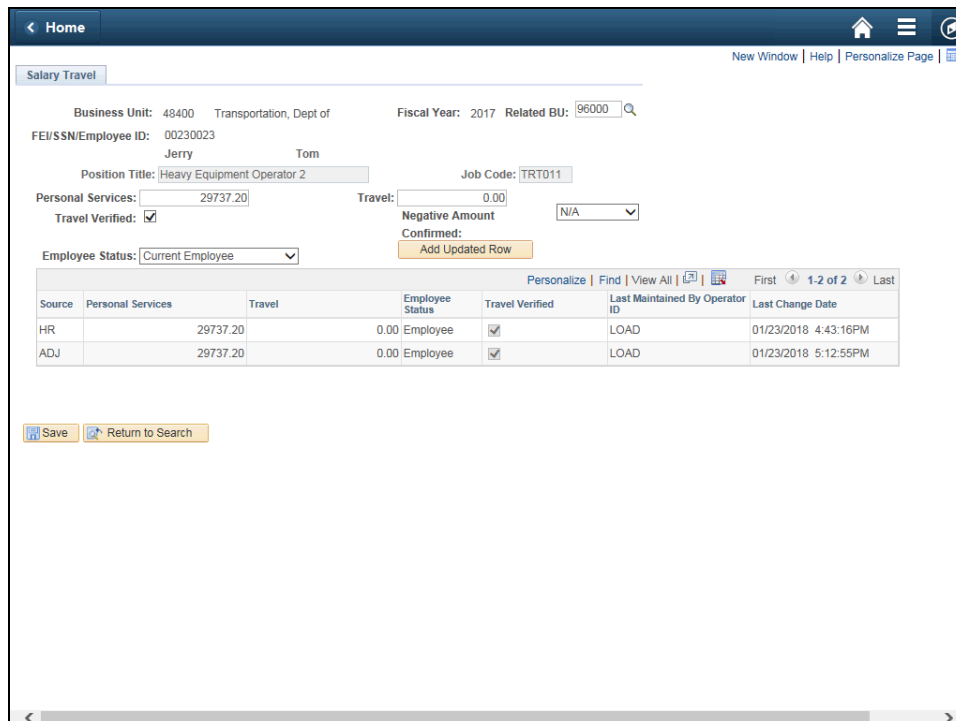
Step	Action
16.	Click the **Save** button. ![Save]

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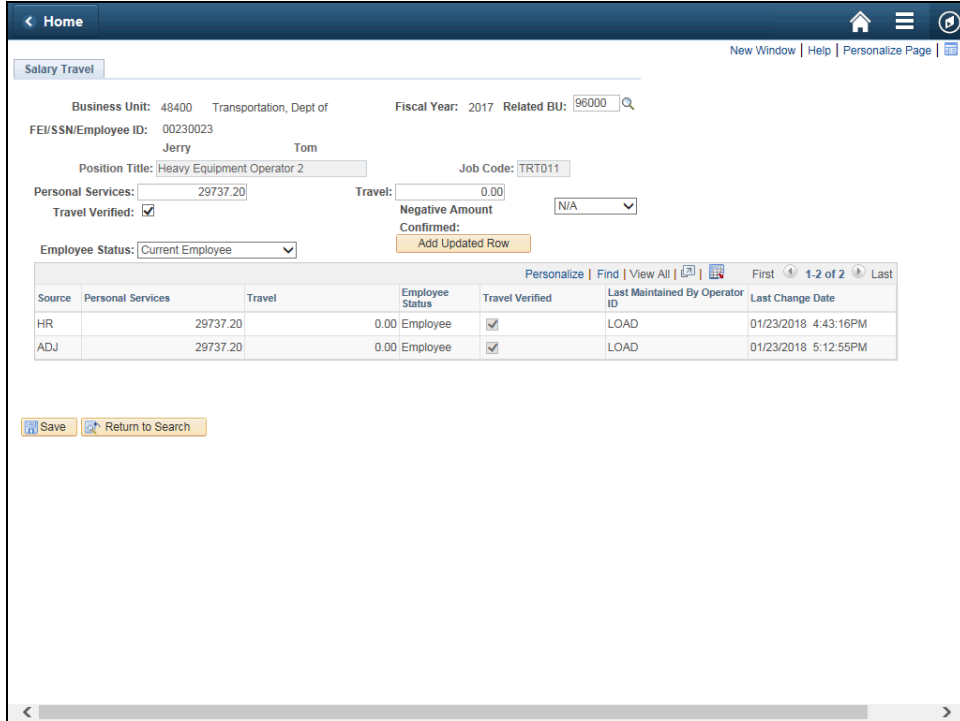
Step	Action
17.	Click **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Step	Action
18.	**Congratulations!** You have completed the Review and update of Related BU or Attached agency information **End of Procedure.**

Date Created: 4/19/2019 10:49:00 AM