

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.



TeamW	orks	▼ Home		♠ ☰ ∅
	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



eamWorks	▼ Home		m =	= (
News and Announcements	Asset Management	NavBar: Navig	ator	
latest news			SRM Custom	>
		Navigator	News and Announcements	>
General Ledger	Grants	O	SAO Technical	>
		Recent Places	Employee Self-Service	>
	Arr 🗮 💼	My Favorites	Supplier Contracts	>
			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
News and Announcements	Asset Management	NavBar: Navig	ator	
latest news			Custom Accounts Payable	>,
	Asets Groot Larry	Navigator	Salary Travel Per Diem	>
		\odot	Asset Management	>
General Ledger	Grants	Recent Places	IT Asset Management	>
		*	Banking	>
↓ ↓	Aren in post	My Favorites	Financial Gateway	>
Payables	Procurement		Excise and Sales Tax/VAT IND	>
INVOICE			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
		Aset Locar tarm	Navigator	Salary Travel
			\odot	Approve Salary/PerDiem
	General Ledger	Grants	Recent Places	
			My Favorites	
	Payables	Procurement		
	Projects	Receivables		
		-8-3		

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

< 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 v 48400	
Fiscal Year = 2017 Q	
Empl ID begins with 🗸	
Name begins with 🗸	
Case Sensitive	



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.

< Home	New Window Help
Salary Travel	
- Inter 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 ♥ 48400 Q Fiscal Year = ♥ 2017 Q	
Empl ID begins with Q Name begins with Q Q	
Search Clear Basic Search 🖾 Save Search Criteria	

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.



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 ♥ 48400 Q Fiscal Year = ♥ 2017 Q Empl ID begins with ♥ Q Name begins with ♥ Q Case Sensitive	
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	∧ ≡ Ø
	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 V 48400	
Fiscal Year = 2017 Q	
Empl ID begins with 🗸	
Name begins with V	
Case Sensitive	
Search Clear Basic Search 🗭 Save Search Criteria	

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

< Home	∧ ≡ Ø
	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 V 48400 Q	
Fiscal Year = 2017 Q	
Empl ID begins with V 00230023	
Name begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	
Base Search and Save Search Sitteria	



Step	Action
11.	Click the Search button.
	Search

alary Tra	vel					
E	usiness Unit: 48400 Transp	portation, Dept of	Fiscal Year:	2017 Related BU: 4	8400 🔍	
FEI/SSN/	Employee ID: 00230023					
	Jerry Position Title: Heavy Equipmen	Tom t Operator 2	J	ob Code: TRT011		
	I Services: 29737.20			0.00		
	el Verified: 🗹		Negative Am		\sim	
			Confirmed: Add Upda	tod Bow		
Employ	ree Status: Current Employee	~	Add Opda			
					Find View All 💷 🔜	First 🕚 1-2 of 2 🕑 Last
Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20	0	00 Employee	\checkmark	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0	00 Employee	\checkmark	LOAD	01/23/2018 5:12:55PM
Save	Return to Search					

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



Persona	Employee ID: 00230023 Jerry Position Title: Heavy Equipmer Il Services: 29737.20 el Verified: 🗹	Travel:	Negative Am Confirmed:		V	
Employ	yee Status: Current Employee	~	Add Upda	ted Row		
				Personaliz	e Find View All 💷 🔣	First 🕚 1-2 of 2 🕑 Last
Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20	0.00	Employee	\checkmark	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	\checkmark	LOAD	01/23/2018 5:12:55PM
Save	Return to Search					

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.



Personal Se	In the second se	Travel:	Jot Negative Amo	017 Related BU: 4840 0 Code: TRT011 0.00 punt N/A	~	
Employee	Status: Current Employee	~	Confirmed: Add Updat	ed Row		
Linployee	ourun Contra Employee			Personalize	Find View All 💷 🔢	First (1-2 of 2) Last
Source Pe	ersonal Services	Travel	Employee Status	Travel Verified		Last Change Date
HR	29737.20		Employee	1		01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	\checkmark	LOAD	01/23/2018 5:12:55PM
Save	Netum to Search					

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



ary Tra	ivel				
B	Business Unit: 48400 Transp	portation, Dept of	Fiscal Year: 2017 Related BU: 48400 Q		
I/SSN/I	Employee ID: 00230023				
	Jerry Position Title: Heavy Equipment	Tom	Job Code: TRT011		
	Il Services: 29737.20		Look Up Related BU:		
	el Verified: 🗹		Help		
			Business Unit 48400		
Employ	yee Status: Current Employee	~	Business Unit = V		
				/ All 🖾 🔜	First 🕚 1-2 of 2 🕑 Last
		Travel	Look Up Clear Cancel Basic	tained By Operator	
R	29737.20				01/23/2018 4:43:16PM
DJ	29737.20		Search Results		01/23/2018 5:12:55PM
			View 100 First (1-3 of 3) Last Business Unit		
			48400		
Save	Return to Search		92400 96000		
			30000		

Step	Action
15.	Click the 96000 link.
	Search Results
	View 100 First ④ 1-3 of 3 🕑 Last
	Business Unit
	48400
	92400
	96000



Persona	Employee ID: 00230023 Jerry Position Title: Heavy Equipme al Services: 29737.2 rel Verified: 🗹	0 Travel:		Code: TRT011 0.00 nt N/A	V	
Employ	yee Status: Current Employee	~	Add Updated	Row		
					ind View All 💷 🔣	First 🚳 1-2 of 2 🛞 Last
Source	Personal Services	Travel	Employee - Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.2	0.00	Employee	~	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	×	LOAD	01/23/2018 5:12:55PM
Save	Return to Search					

Step	Action
16.	Click the Save button.
	R Save

ary Tra B		portation, Dept of F	Fiscal Year: 2017	Related BU: 96000	٩	
	Employee ID: 00230023 Jerry	Tom				
ersona	Position Title: Heavy Equipmen I Services: 29737.20 al Verified: 🗹	Travel:	0.00 Negative Amount	le: TRT011	~	
Employ	ee Status: Current Employee	~	Confirmed: Add Updated Ro	W		
					View All 🗖 🔣	First 🚯 1-2 of 2 🕑 Last
ource	Personal Services	Travel	Employee Trav Status	vel Verified La	st Maintained By Operator	Last Change Date
R	29737.20	0.00	Employee	LC	DAD	01/23/2018 4:43:16PM
DJ	29737.20	0.00	Employee	LC	DAD	01/23/2018 5:12:55PM
Save	Return to Search					



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

lary Tra	IVel						
		portation, Dept of	Fiscal Year:	2017 Related BU:	06000		
EI/SSN/	Employee ID: 00230023 Jerry	Tom					
	Position Title: Heavy Equipment	t Operator 2	J	ob Code: TRT011			
	Il Services: 29737.20	Travel:		0.00			
Trav	el Verified: 🗹		Negative Am Confirmed:	N/A	~		
Employ	yee Status: Current Employee	~	Add Upda	ated Row			
				Personalize	e Find View All 💷 🔣	First 🕚 1-2 of 2 🕑 Last	
Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date	
Source	Personal Services						
	29737.20	0.00	Employee	~	LOAD	01/23/2018 4:43:16PM	
HR ADJ			Employee Employee	V	LOAD	01/23/2018 4:43:16PM 01/23/2018 5:12:55PM	
HR	29737.20						
HR ADJ	29737.20 29737.20						
HR ADJ	29737.20 29737.20						
HR ADJ	29737.20 29737.20						
HR ADJ	29737.20 29737.20						
HR ADJ	29737.20 29737.20						
HR ADJ	29737.20 29737.20						

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