

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	Â	
	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



TeamWorks		▼ Home		⋒ ≡	۲
	News and Announcements	Asset Management	NavBar: Nav	igator	0
	latest news	Fixed (Last)	E	SRM Custom	> ^
			Navigator	News and Announcements	>
	General Ledger	Grante	Ø	SAO Technical	>
			Recent Places Employee Self-Service My Favorites Supplier Contracts	Employee Self-Service	>
				Supplier Contracts	>
				Agency Security	>
	Payables	Procurement		Customers	>
	INVOICE			Products	>
				Customer Contracts	>
	Projects	Receivables		Order Management	>
				Pricing Configuration	>
		K-3-)			~

Step	Action
3.	Click the Vertical scrollbar.

TeamW	orks	▼ Home		⋒ ≡	۲
	News and Announcements	Asset Management	NavBar: Navig	ator	•
	latest news			Custom Accounts Payable	> ^
		Asset	Navigator	Salary Travel Per Diem	>
				Asset Management	>
	General Ledger	Grants	Recent Places	IT Asset Management	>
			*	Banking	>
	<u> </u>		My Favorites	Financial Gateway	>
	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: Navi	gator Ö
	latest news			Maintain/Approve
		Aset Locar tarm	Navigator	Salary Travel
			Ø	Approve Salary/PerDiem
	General Ledger	Grants	Recent Places	
			My Favorites	
	Payables	Procurement		
	Projects	Receivables		
	E			

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 = V 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	
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 V	

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.



< 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	
Fiscal Year = 2017 Q	
Empl ID begins with V Q	
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



< 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	
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	
Fiscal Year = 2017 Q	
Empl ID begins with V 00230023	
Search Clear Basic Search 🖙 Save Search Criteria	



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		
Persona	I Services: 29737.20	Trave	el:	0.00		
Trav	el Verified: 🗹		Negative Am	ount N/A	\sim	
			Confirmed:	tod Bow		
Employ	ree Status: Current Employee	~	Add Opda	led Row		
				Personalize	Find View All 💷 🔜	First 🕚 1-2 of 2 🕑 Last
Source	Personal Services	Travel	Status	Travel Verified	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.



EI/SSN/ Persona Trav	Employee ID: 00230023 Jerry Position Title: Heavy Equipmer al Services: 29737.20 rel Verified: 🗹	Tom t Operator 2 Travel:	J Negative Am Confirmed:	ob Code: TRT011 0.00 nount N/A	v	
Employ	yee Status: Current Employee	~	Add Upda	ated 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
łR	29737.20	0.00	Employee	\checkmark	LOAD	01/23/2018 4:43:16PM
DJ	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.



Po Personal S Travel	Jerry osition Title: Heavy Equipment Services: 29737.20 Verified: 🗹	Tom Operator 2 Travel:	Joi Negative Am	b Code: TRT011 0.00 ount N/A	V	
Employe	e Status: Current Employee	~	Add Upda	ted Row		
				Personalize	Find View All 💷 🔜	First 🕚 1-2 of 2 🕑 Last
Source F	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
HR	29737.20	0.00	Employee	×	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	~	LOAD	01/23/2018 5:12:55PM
Save	g+ Return 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 t Operator 2	Job Code: TRT011		
ersona	I Services: 29737.20		Look Lin Polated RU:		
Trav	el Verified: 🗹				
			Business Unit 48400		
Employ	yee Status: Current Employee	~	Business Unit = 🗸		
				/ All 🖾 🔣	First 🕙 1-2 of 2 🕑 Last
ource	Personal Services	Travel	Look Up Clear Cancel Basic	named by operator	Last Change Date
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 2 Last		
			48400		
Save	Return to Search		92400		
			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 Trav	Jerry Position Title: Heavy Equipme al Services: 29737.2 rel Verified: 🗹	Tom nt Operator 2 0 Travel:	Job (C Negative Amour Confirmed:	Code: TRT011 0.00 nt N/A	V	
Employ	yee Status: Current Employee	~	Add Updated	Row		
				Personalize F	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.
	Save

ary Tra E	vel Business Unit: 48400 Trans	portation, Dept of	Fiscal Year: 2017	Related BU: 96000 Q		
1/SSN/	Employee ID: 00230023 Jerry	Tom				
ersona Trav Employ	Position Title: Heavy Equipmen I Services: 29737.20 el Verified: vee Status: Current Employee	Travel:	Job Cod 0.00 Negative Amount Confirmed: Add Updated Rov	N/A		
Improj	our our chipio) co			Personalize Find V	iew All 🗷 🔢 🛛 F	irst 🕚 1-2 of 2 🕑 Last
ource	Personal Services	Travel	Employee Trav	el Verified Last M	laintained By Operator	ast Change Date
R	29737.20	0.00	Employee	LOAD	0	1/23/2018 4:43:16PM
DJ	29737.20	0.00	Employee	LOAD	0	1/23/2018 5:12:55PM
lave	Return to Search					



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

			2017 Related BU:	Fiscal Year:	portation, Dept of F	Business Unit: 48400 Trans	В
						Employee ID: 00230023	I/SSN/F
			ab Caday TRT011		Tom	Jerry	
			0.00		Travel:	Services: 29737.20	ersona
		\sim	nount N/A	Negative An		el Verified: 🗹	Trave
			ated Row	Confirmed:			
			ated Now	Add Opda		/ee Status: Current Employee	mploy
2 🖤 Last	First 1-2 of 2 1	Last Maintained By Ope	Personaliz	Employee		2	
10511	Last Change Date	ID	Travel Verified	Status	Iravel	Personal Services	ource
.16PM	01/23/2018 4:43:16PM	LOAD	×	D Employee	0.00	29737.20	R
	0112012010 0.12.001 M	20/10		5 Employee	0.00	20101.20	
						Return to Search	ave

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