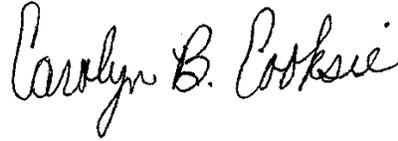


**For:** State and County Offices

**Completing Dollar Transactions in WebTA for COC Travel**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

With the transition of completing time and attendance in WebTA, COC routine travel will also transition to WebTA. COC timekeepers in County Offices must set up the “Dollar Transaction” option correctly to pay COC travel to avoid accounting problems in the future.

**B Purpose**

This notice provides:

- guidelines for when “Dollar Transactions” options will be used
- instructions in setting up dollar transactions in WebTA.

**C Contact Information**

If there are any questions about this notice, contact either of the following:

- Susan Brown, HRD at 202-401-0066
- Perry Thompson, OBF at 202-720-1625.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2010 2-25-10	State Offices; State Offices relay to County Offices

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## 2 WebTA Dollar Transactions

### A COC Routine Travel Setup

The “Dollar Transactions” option is designed to be used for repetitive, payroll related expenses. To add an entry line for dollar transaction payments through the employee’s T&A Edit Screen, CLICK “New” under “Dollar Transactions”.

The screenshot shows a time and attendance (T&A) edit screen. At the top, there is a calendar grid for January and February. Below the calendar are sections for 'Work Time' and 'Leave and Other Time', each with a 'New' button. The 'Dollar Transactions' section is highlighted with a red box and contains a table with columns for Transaction, Account, Description, and Dollar Amt. A 'New' button is located at the bottom left of this section. Below the table is a 'Remarks' field. At the bottom of the screen are buttons for 'Update', 'Save/Return', 'Validate', and 'Cancel'. An arrow points from the 'New' button in the Dollar Transactions section to the text below.

The New Dollar Transaction Activity Screen will be displayed.

The screenshot shows the 'New Dollar Transaction Activity' screen. At the top left is the word 'PRODUCTION' and at the top right are links for 'Help' and 'Logout'. The title 'New Dollar Transaction Activity' is displayed in large blue font. Below the title are four dropdown menus: 'Transaction Code' (selected: 17 - 17 - Magazine Subscriptions), 'Account' (selected: Select An Account), 'Program' (selected: Select Value), and 'Activity' (selected: Select Value). At the bottom are 'Save' and 'Cancel' buttons.

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### 2 WebTA Dollar Transactions (Continued)

#### A COC Routine Travel Setup (Continued)

To create the entry line for COC members and advisors for dollar transactions, the following options will be selected from the New Dollar Transaction Activity Screen:

- Transaction Code - “17 – Travel Reimbursement”

**Important:** The default for “Dollar Transactions” is “17 - 17 – Magazine Subscriptions”. County Offices **must** change this to “Travel Reimbursement” by clicking on the “Transaction Code” drop-down list before the initial payment of travel so the correct coding will carry forward to the succeeding pay periods.

- Account - the correct account code for the office

**Note:** All accounting currently should be set to manual.

- Program - “NONE” by selecting “NONE” from the drop-down list

**Note:** When FSA changes to employee entry of WebTA, the “Program” selection will be “COMON”.

- Activity - “NONE” by selecting “NONE” from the drop-down list.

**Note:** When FSA changes to employee entry of WebTA, the “Activity” selection will be “TRAVEL”.

CLICK “Save” to return to the employee’s T&A Edit Screen.

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### 2 WebTA Dollar Transactions (Continued)

#### B Entering Dollar Transaction Payment Amounts for a COC Member or Advisor

After successfully creating the routine travel entry field, that entry field will carry forward into the succeeding pay periods. **Entry of the dollar amount will have to be completed each pay period the COC member or advisor works.**

				Jan	Feb						Feb												
Transaction	Pfx	Sfx	Account	Program	Activity	31	1	2	3	4	5	6	7	8	9	10	11	12	13	Wk 2	Total		
						S	M	T	W	T	F	S	S	M	T	W	T	F	S				
<b>Work Time</b>																							
												Time In											
												Time Out											
<input type="button" value="Edit"/>	01 - Regular Base Pay			08706083CC0000	NONE	NONE																	
<input type="button" value="Del"/>																							
<input type="button" value="New"/>	<b>Work Time Total</b>																						
<b>Leave and Other Time</b>																							
												Absence Start											
												Absence End											
<input type="button" value="New"/>	(No Leave and Other Time transactions)																						
<b>Daily Total</b>																							
				<b>Dollar Transactions</b>																		<b>Remarks:</b>	
				Transaction	Account Description														Dollar Amt				
<input type="button" value="Edit"/>	17 - Travel Reimbursement Comm			08706083CC0000QQQT	(No Description)																		
<input type="button" value="Del"/>																							
<input type="button" value="New"/>	<b>Total</b>																						
<input type="button" value="Update"/> <input type="button" value="Save/Return"/> <input type="button" value="Validate"/> <input type="button" value="Cancel"/>																							