

**ERP - PROJECT**

**SUGAMYA**

**END USER DOCUMENT**

**FOR**

**HUMAN CAPITAL MANAGEMENT**

**Travel and Expenses**

## **TABLE OF CONTENTS**

1.1 DOCUMENT HISTORY .....	4
1.2 DISTRIBUTION .....	4
<b>2 SAVE TRAVEL PRIVILEGES .....</b>	<b>5</b>
2.1 PURPOSE.....	5
2.2 HELPFUL HINTS.....	5
2.3 PROCEDURAL STEPS .....	5
2.4 RESULTS.....	8
2.5 COMMENTS .....	8
<b>3 APPLY TRAVEL REQUEST .....</b>	<b>9</b>
3.1 PURPOSE.....	9
3.2 HELPFUL HINTS.....	9
3.3 PROCEDURAL STEPS .....	9
ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL.....	9
<b>LOGON TO PORTAL: .....</b>	<b>9</b>
3.4 RESULTS.....	16
3.5 COMMENTS .....	16
<b>4 APPLY TRAVEL REQUEST .....</b>	<b>17</b>
4.1 PURPOSE.....	17
4.2 HELPFUL HINTS.....	17
4.3 PROCEDURAL STEPS .....	17
ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL.....	17
<b>LOGON TO PORTAL: .....</b>	<b>17</b>
4.4 RESULTS.....	21
4.5 COMMENTS .....	21
<b>5 APPLY EXPENSE REQUEST .....</b>	<b>22</b>
5.1 PURPOSE.....	22
5.2 HELPFUL HINTS.....	22
5.3 PROCEDURAL STEPS .....	22
ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL.....	22
<b>LOGON TO PORTAL: .....</b>	<b>22</b>
5.4 RESULTS.....	27
5.5 COMMENTS .....	28
<b>6 APPROVE EXPENSE REQUEST .....</b>	<b>29</b>
6.1 PURPOSE.....	29
6.2 HELPFUL HINTS.....	29
6.3 PROCEDURAL STEPS .....	29
ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL.....	29
<b>LOGON TO PORTAL: .....</b>	<b>29</b>
6.4 RESULTS.....	32
6.5 COMMENTS .....	32
<b>7 TRAVEL EXPENSES SETTLEMENT .....</b>	<b>33</b>
7.1 PURPOSE.....	33

7.2	HELPFUL HINTS .....	33
7.3	PROCEDURAL STEPS .....	33
7.4	RESULTS .....	34
7.5	COMMENTS .....	34
<b>8</b>	<b>CREATE POSTING .....</b>	<b>35</b>
8.1	PURPOSE.....	35
8.2	HELPFUL HINTS.....	35
8.3	PROCEDURAL STEPS .....	35
8.4	RESULTS.....	36
8.5	COMMENTS .....	36
<b>9</b>	<b>MANAGE POSTING .....</b>	<b>37</b>
9.1	PURPOSE.....	37
9.2	HELPFUL HINTS.....	37
9.3	PROCEDURAL STEPS .....	37
9.4	RESULTS.....	39
9.5	COMMENTS .....	39

## **Document Control**

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### **1.1 DOCUMENT HISTORY**

Version	Date	Author	VERSION DETAILS
V01	16-02-2018	Vinay Kumar	First ISSUE

### **1.2 DISTRIBUTION**

Date	Name	Purpose
	MS. Anupama	For Information
	Mr. Ankit	For Information

## 2 SAVE TRAVEL PRIVILEGES

### 2.1 PURPOSE

Employee will always raise Travel request on Employee self-service to take prior approval of the business trip/travel/

Employee will raise a travel request from ESS by updating the below mentioned details as per the SAP standard travel application,

- Trip date & Time
- Start and End date of Travel
- Trip destination (with in the state or Out of State)
- Number of travel services required (Flights, Rail, Hotel/Guest house)
- Trip reason & Trip Activity etc.
- Travel Advance if required
- Estimated total cost of trip
- Additional details / comments for the trip.

Employee will be updating all the mandatory fields and send the form for approval.

Employee will be raising the travel request based on their travel privileges decided by the organization for every post/payband/grade pay. This process is to save travel privileges for the employee.

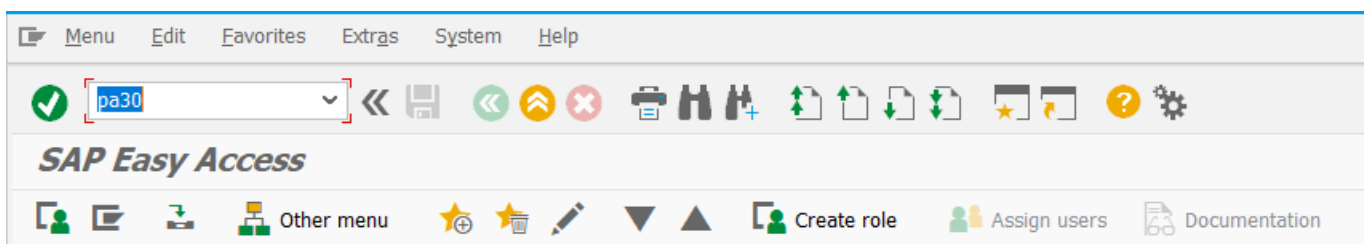
### 2.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 2.3 PROCEDURAL STEPS

<b>Menu Path</b>	PA30
<b>Transaction Code</b>	PA30

Go to PA30 –



Enter Employee ID and Go to Travel Privileges Infotype –

Personnel no.	<input type="text" value="11"/>			
Name	<input type="text" value="User 5"/>	Active	<input type="text" value="3"/>	
Pers.area	<input type="text" value="UBGV Bhagirathi Valley"/>	EE group	<input type="text" value="A"/>	
Subarea	<input type="text" value="UCSR"/>	EE subgrp	<input type="text" value="A1"/>	

Basic personal data	Contract data	Gross/net payroll	Net payroll	Add'l payroll d...
---------------------	---------------	-------------------	-------------	--------------------

Infotype text	S..	Period
Personal Data	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Period
Organizational Assignment	<input checked="" type="checkbox"/>	From <input type="text"/> To <input type="text"/>
Addresses	<input type="checkbox"/>	<input type="radio"/> Today <input type="radio"/> Curr.week
Planned Working Time	<input checked="" type="checkbox"/>	<input type="radio"/> All <input type="radio"/> Current month
Basic Pay	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date <input type="radio"/> Last week
Bank Details	<input checked="" type="checkbox"/>	<input type="radio"/> To Current Date <input type="radio"/> Last month
Provident Fund Contribution		<input type="radio"/> Current Period <input type="radio"/> Current Year
Car & Conveyance		Choose
Section 80 Deductions		

Direct selection
Infotype <input type="text" value="Travel Privileges"/> STy <input type="text"/>

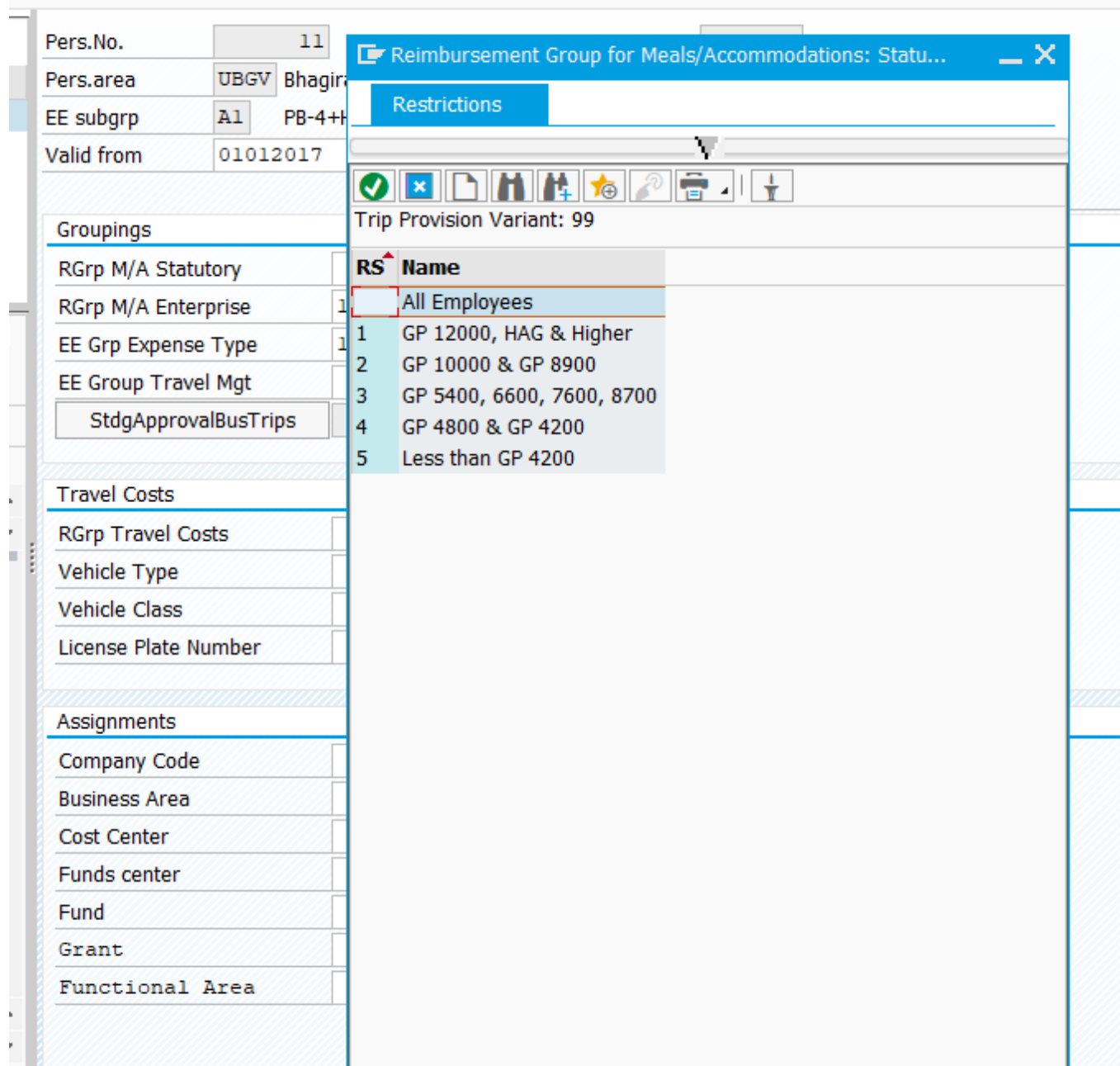
Enter the Validity Period –

Pers.No.	<input type="text" value="11"/>	Name	<input type="text" value="User 5"/>
Pers.area	<input type="text" value="UBGV Bhagirathi Valley"/>	Cost Ctr	<input type="text" value="11010701"/> DGM CSPPO
EE subgrp	<input type="text" value="A1"/> PB-4+HAG+69010-79000	WS rule	<input type="text" value="GNR-OFF"/> General Officer
Valid from	<input type="text" value="01012017"/> to <input type="text" value="31.12.9999"/>		

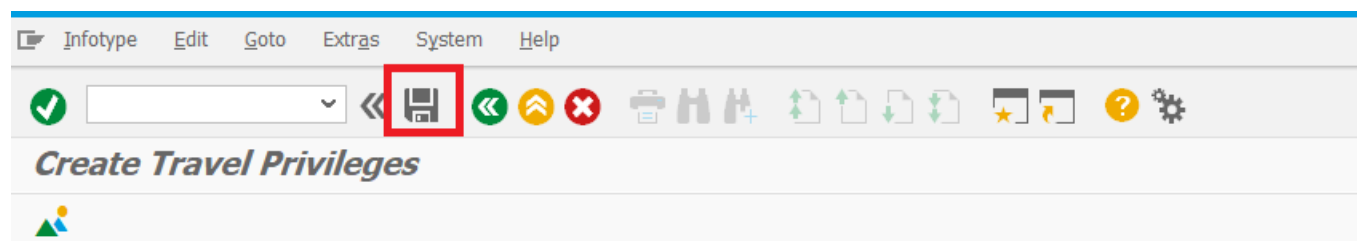
Click on create button –

	<b>Maintain HR Master Data</b>

Select the grouping from Help –

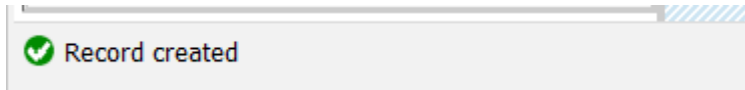


Click on save button -



## 2.4 RESULTS

Record has been created –



## 2.5 COMMENTS

Now employee can apply for Travel and expense request from their ESS Portal.



### 3 APPLY TRAVEL REQUEST

#### 3.1 PURPOSE

Employee can access to the portal and apply for the travel request.

#### 3.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

#### 3.3 PROCEDURAL STEPS

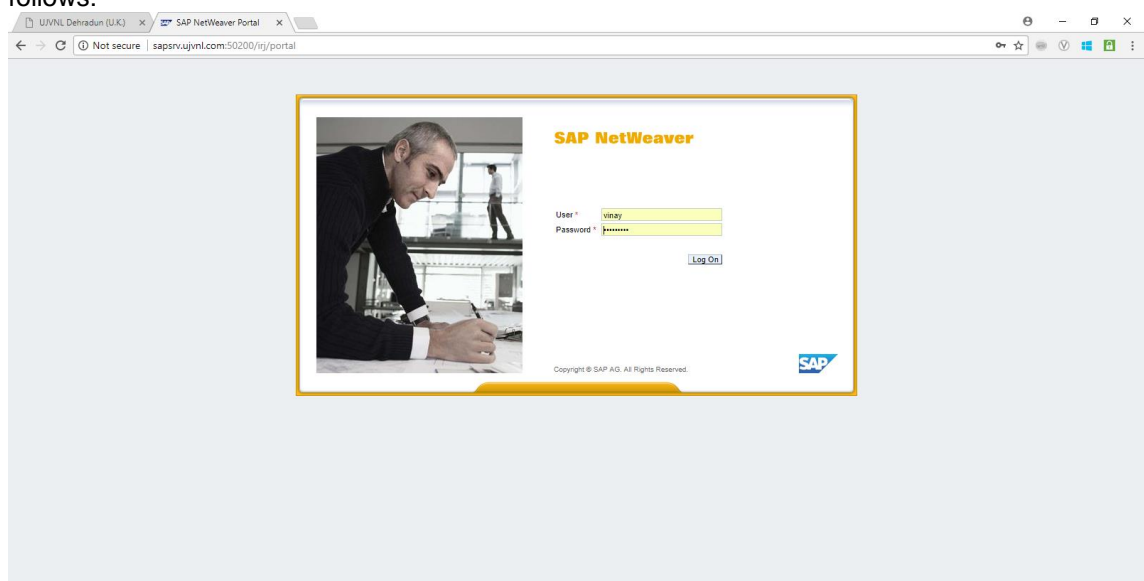
<b>Menu Path</b>	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
<b>Transaction Code</b>	NA

ESS LINK: [HTTP://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL](http://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL)

#### LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

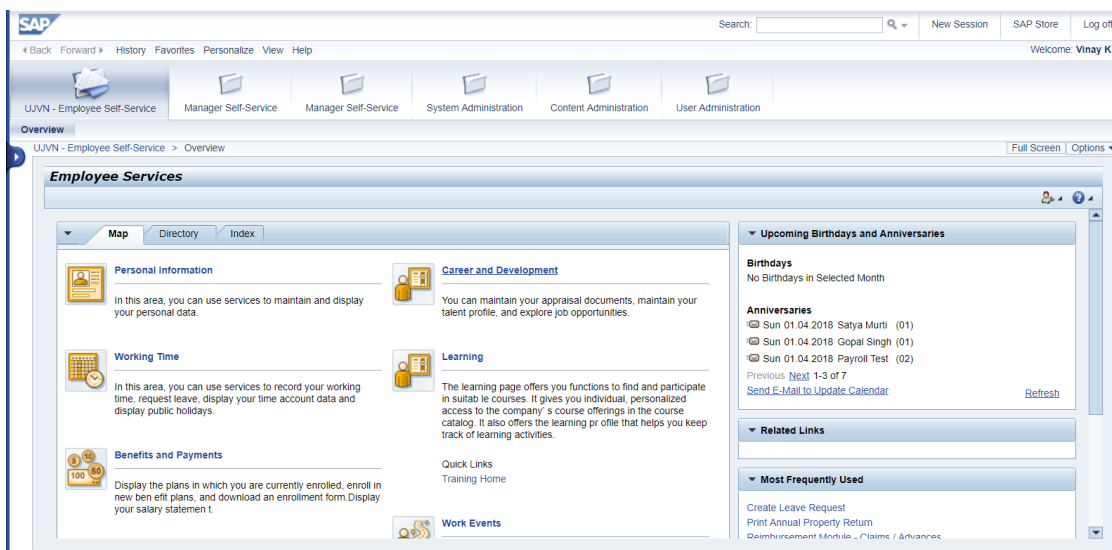
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



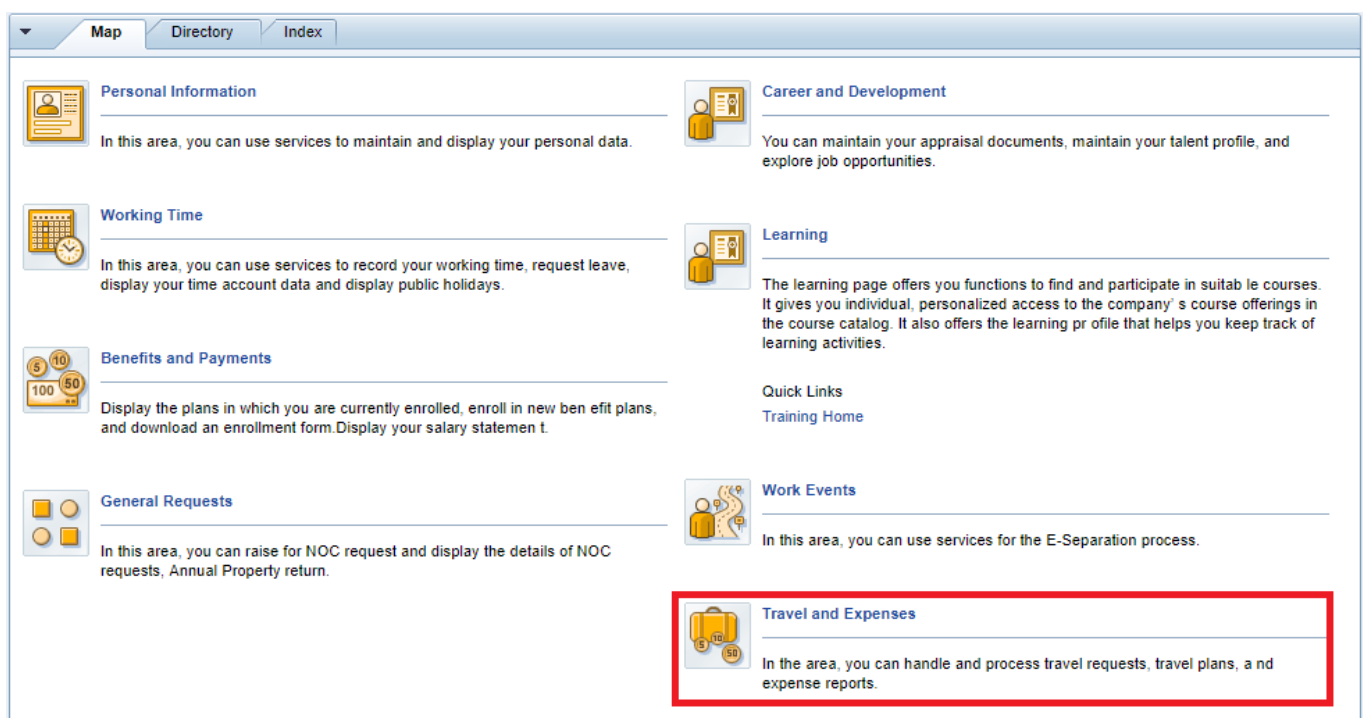
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

HCM – Travel and expenses

For Internal Circulation Only



Go to Trave and Expenses –




Below screen be shown –

## Travel and Expenses

Back



### Overview



**Traveler Work Center**

You can display and edit your travel requests, travel plans, and expense reports.

[My employees](#)

[My employees](#)



### Create New

[Create Travel Request](#)

You can create or change travel requests.

[Create Travel Plan](#)


You can create or change travel plans.

[Create Expense Report](#)

You can create or change expense reports.

[Express Expense Sheet](#)

You can create or change multiple expense reports at the same time.



### General Information

[Find Route](#)

You can determine a driving route.






Below screen will be shown –

My Trips and Expenses (User 5, 00000011)

[All My Trips \(9\)](#)
[All My Travel Requests \(1\)](#)
[All My Travel Plans \(0\)](#)
[All My Expense Reports \(0\)](#)
[Pending Exp. Reports \(0\)](#)
[Credit Card Imports \(0\)](#)

[Change Query](#)
[Define New Query](#)
[Personalize](#)

View: [Standard View] **Create New Travel Request** Create New Expense Report

Start Date	End Date	Destination	Reason	Recommended Actions	Alert
19.03.2018	22.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>	
14.03.2018	16.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>	
11.03.2018	13.03.2018	delhi		<a href="#">Change Travel Expense Report</a>	
10.05.2018	11.05.2018	Delhi		<a href="#">Correct the Travel Request</a>	
13.03.2018	14.03.2018	Delhi			
01.01.2018	19.02.2018	Bangalore	Business Trip	<a href="#">Create Travel Expense Report</a>	
07.04.2018	07.04.2018	Delhi	Business Trip	<a href="#">Change Travel Expense Report</a>	
03.04.2018	05.04.2018	Delhi	SAP Training	<a href="#">Change Travel Expense Report</a>	
01.03.2018	02.03.2018	Dehradun	For SAP Training	Travel expenses were posted	

Last Refresh: 23.04.2018 12:23:37 INDIA [Refresh](#)

Click on Create Travel Request, below screen will be shown –

### Create Travel Request

1

2

3

General Data   Review and Send   Completed

Employee User 5 ( 00000011 )

Previous Step

Review

Save Draft

Calendar of Trips

Attachments ( 0 )

General Data

\* Start Date:

00:00

Departure from First Workplace

End Date:

00:00

Arrival at First Workplace

Posting Date:

23.04.2018

Destination

Country / Region:

India

Destination:

Additional Destinations:

No destinations entered

Enter Additional Destinations

Additional Information

Activity (Planning):

No Distinction

Reason:

Estimated Costs:

0.00

INR

Enter Estimated Costs

Advances:

0.00 Indian Rupee

Enter Advances

Cost Assignment:

100.00 % Cost Center 11010701 (DGM CSPPO), Funds Center 1101 (CSPPO FC), Comp

Change Cost Assignment

Means of Transport to be Approved

Transportation:

☐

Type of Accommodations to be Approved

Hotel-Lodging:

☐

Enter mandatory details –

- Trip date & Time
- Start and End date of Travel
- Trip destination (with in the state or Out of State)
- Trip reason & Trip Activity etc.
- Travel Advance if required
- Estimated total cost of trip
- Additional details / comments for the trip.
- Enter Additional destinations

\* Start Date:

20.02.2018

00:00

Departure from First Workplace

End Date:

23.02.2018

18:00

Arrival at First Workplace

Posting Date:

23.04.2018

Country / Region:

India

Destination:

Delhi

## Additional Destination –

Additional Destinations						
Add Additional Destination Delete						
<input type="checkbox"/>	Event in Itinerary	Date	Time	Destination	Country	Reason
	Start of Trip	20.02.2018	00:00		India	
	Trip Destination	20.02.2018	00:00	Delhi	India	
<input type="checkbox"/>	Additional Destination	20.02.2018	20:00	Dep. Dehradun	India	Business Trip
<input type="checkbox"/>	Additional Destination	21.02.2018	04:00	Arr. Delhi	India	Business Trip
<input type="checkbox"/>	Additional Destination	23.02.2018	10:01	Dep. Delhi	India	
<input type="checkbox"/>	Additional Destination	23.02.2018	10:02	Arr. Dehradun	India	
	End of Trip	23.02.2018	18:00		India	

Click on accept.

**General Data**

\* Start Date: 20.02.2018 00:00 Departure from First Workplace  
 End Date: 23.02.2018 18:00 Arrival at First Workplace  
 Posting Date: 23.04.2018

**Destination**

Country / Region: India  
 Destination: Delhi

Additional Destinations: 3 Destinations: 20.02.2018 Dep. Dehradun; 21.02.2018 Arr. Delhi; 23.02.2018 Dep. Delhi [Enter Additional Destinations](#)

**Additional Information**

Activity (Planning): No Distinction  
 Reason:

Estimated Costs: 0.00 INR [Enter Estimated Costs](#)

Advances: 0.00 Indian Rupee [Enter Advances](#)  
 Cost Assignment: 100.00 % Cost Center 11010701 (DGM CSPPO), Funds Center 1101 (CSPPO FC), Com; [Change Cost Assignment](#)

Activity (Planning): Business Purpose  
 Reason: Business Purpose

Estimated Costs: 0.00 INR [Enter Estimated Costs](#)

Click on Enter Estimated Costs, below screen will appear –

## Create Travel Request

1

a

1

2

3

General Data
Estimated Costs
General Data
Review and Send
Completed

Employee User 5 ( 00000011 )
Start Date 20.02.2018
End Date 23.02.2018

Previous Step
Accept
Save Draft

### Estimated Costs

Calculate

Travel Mediums	Estimated Costs	Curr...
Journey by Bus- Volvo	1200	INR
Journey by Bus- Non Volvo	0.00	INR
Dearness Allowance	0.00	INR
Hotel Accomodation	5000	INR
Hotel-Lodging	0.00	INR
Local Conveyance	2000	INR
Journey by Train- AC I Class	0.00	INR
Journey by Train- AC II Class	0.00	INR
Journey by Train- AC III Class	0.00	INR
Journey by Train- CC / Sleeper	0.00	INR
Transportation	0.00	INR
Journey by Air -Business Class	0.00	INR
Journey by Air -Economy Class	0.00	INR
Sum	0.00	INR

Previous Step
Accept
Save Draft

Click on accept –

Previous Step
Review
Save Draft

### Create Travel Request

1 2 3

General Data      Review and Send      Completed

Employee User 5 ( 00000011 )      Start Date 20.02.2018      End Date 23.02.2018

Previous Step      Save Draft

⚠ Trip has already taken place. Please delete expense type ESTC from 20180220

**Final Action**

☒ Save Draft      I only want to save my travel request and send it later

☐ Save and Send for Approval      I want to save my travel request and send it now for further processing  
I confirm that I have entered all data to the best of my knowledge

**Summary**

Total Travel Expenses      8,200.00 INR

Estimated Costs      8,200.00 INR

**Cost Assignment**

8,200.00 INR      Company Code 1000 (UJVN Limited), Cost Center 11010701 (DGM CSPPO), Funds center 1101 (CSPPO FC)

Display Request Form

Previous Step      Save Draft

Select Save and Send for Approval.

Display Request Form

Previous Step      **Save and Send for Approval**

### Create Travel Request

1

2

3

General Data
Review and Send
Completed

Employee User 5 ( 00000011 )
Start Date 20.02.2018
End Date 23.02.2018

Previous Step
Save and Send for Approval

☒ Travel request 0000000053 was saved and sent for approval  
☒ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Request Form

Previous Step
Save and Send for Approval

### 3.4 RESULTS

Travel request sent for approval.

View: [Standard View]   Create New Travel Request Create New Expense Report			
Start Date	End Date	Destination	Reason
20.02.2018	23.02.2018	Delhi	Business Purpose

### 3.5 COMMENTS



## 4 APPLY TRAVEL REQUEST

### 4.1 PURPOSE

Approver can access to the portal and approve the travel requests raised by Sub ordinates.

### 4.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 4.3 PROCEDURAL STEPS

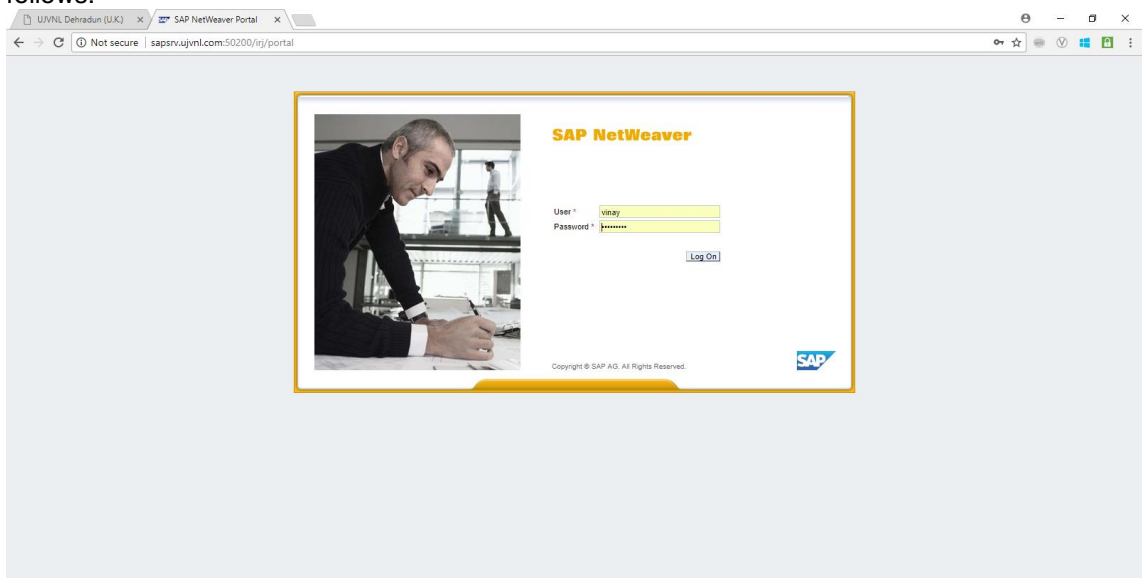
<b>Menu Path</b>	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
<b>Transaction Code</b>	NA

ESS LINK: [HTTP://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL](http://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL)

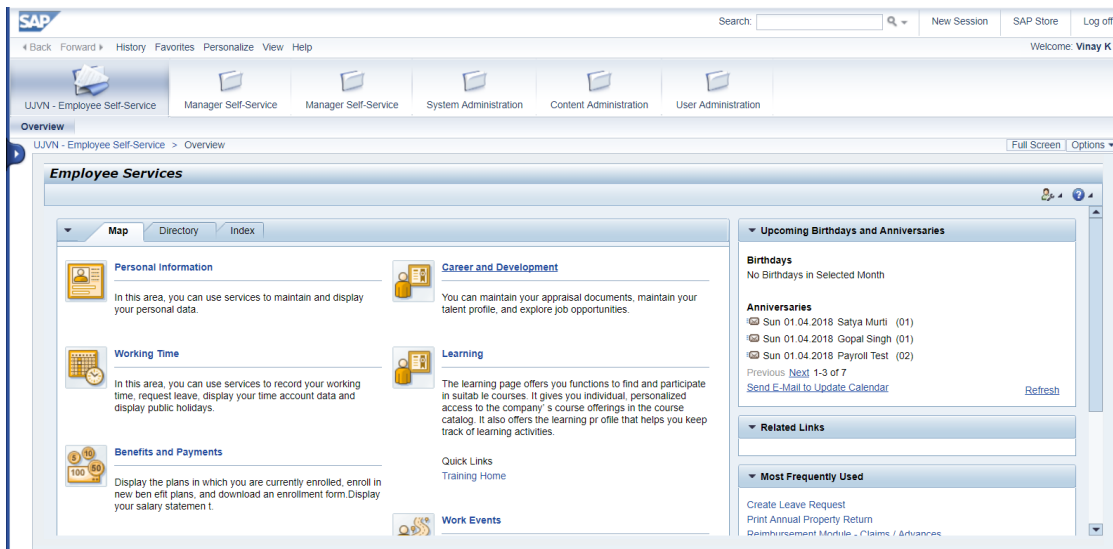
### LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

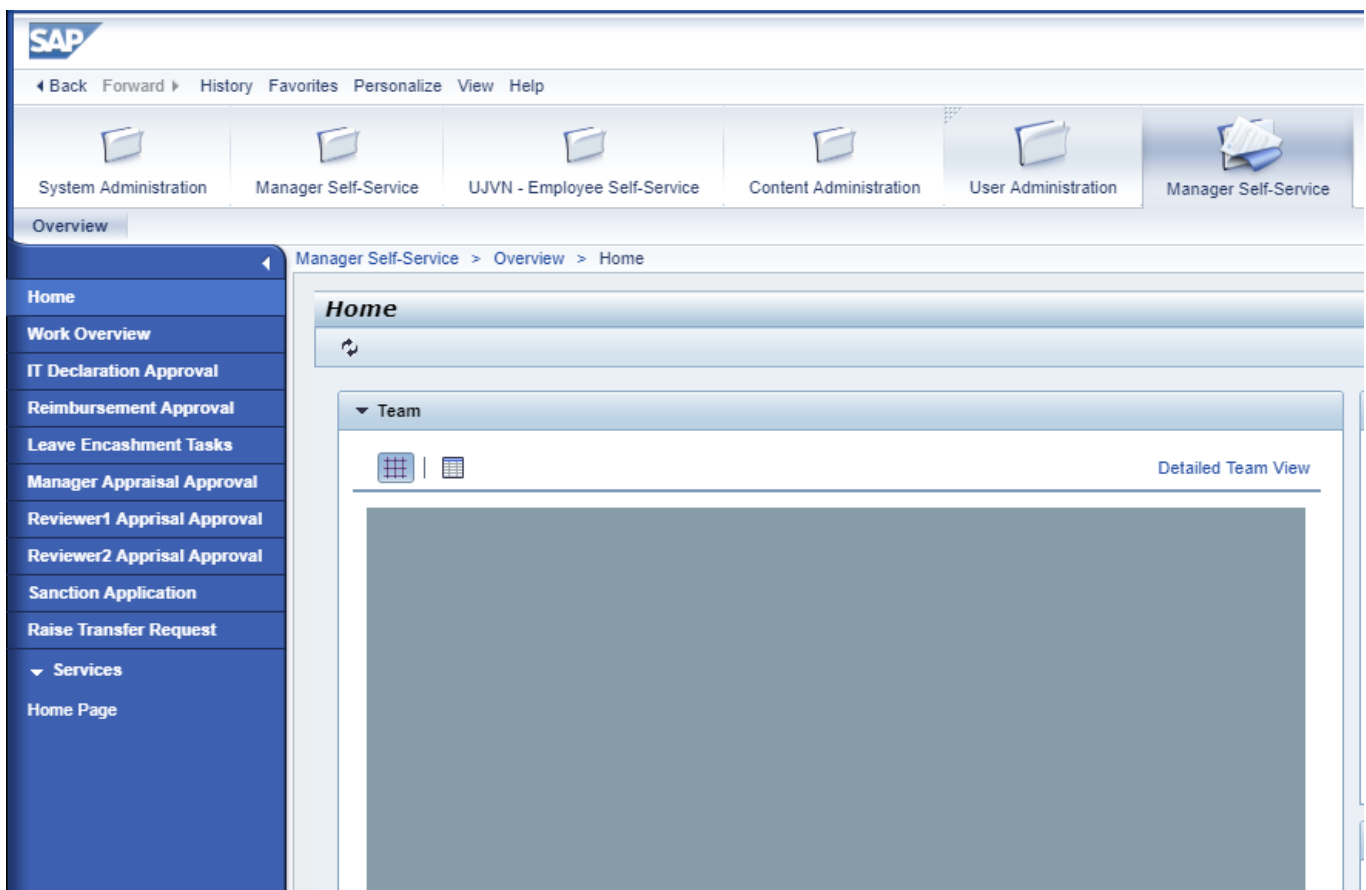
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: dgm\_test), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



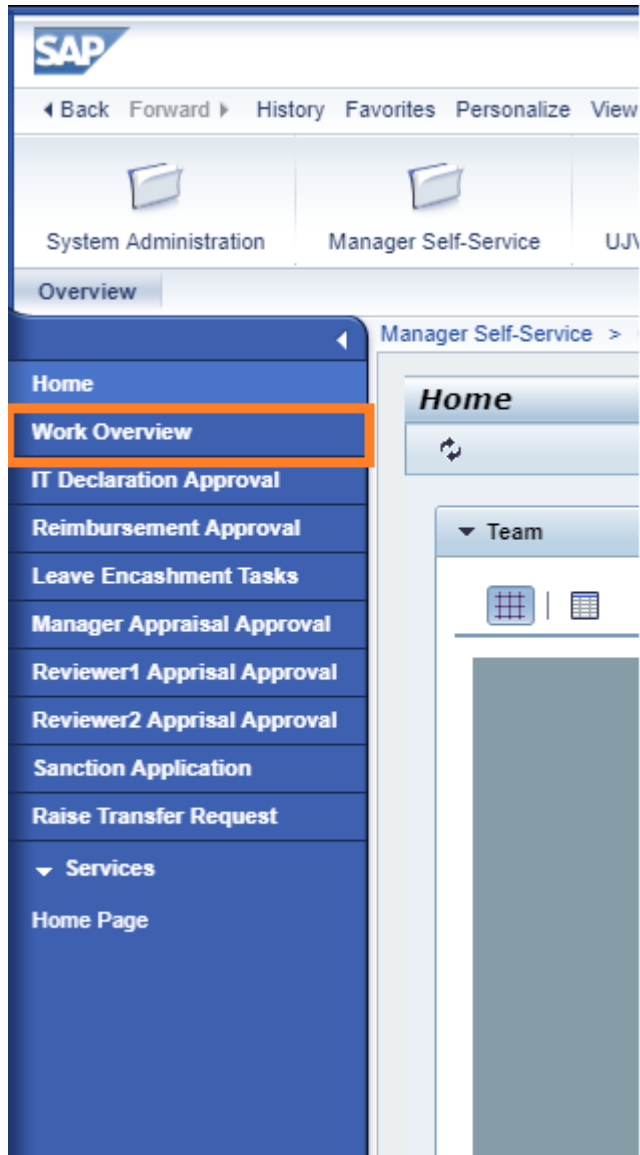
Click on Manager Self-Service –



Click on Work Overview –

HCM – Travel and expenses

For Internal Circulation Only



Below screen will appear –

**Active Queries**

[Workflow Tasks](#)
[Notifications \(28\)](#)
[Work Items \(0\)](#)

[Time Management](#)
[Leave Approval \(1\)](#)
[Working Time Approval \(0\)](#)
[Clock-In/Out Approval \(0\)](#)

[Birthdays and Anniversaries](#)
[Current Month \(0\)](#)
[Next Month \(0\)](#)
[Previous Month \(0\)](#)

[Task Monitoring](#)
[Current Month \(0\)](#)
[Next Month \(0\)](#)
[Previous Month \(0\)](#)

---

**Workflow Tasks - Notifications**

[Show Quick Criteria Maintenance](#)

View: [Standard View] | [Delete](#) | [Resubmit](#) | [Refresh](#) | [Print Version](#) | [Export](#)

Priority	From	Sent On	Sent At	Title
Medium	ABAP Dev	31.10.2017	11:10:41	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	Vinay Singh	23.03.2018	16:29:48	Invitation for short lecture
Medium	Vinay Singh	23.03.2018	16:33:04	Invitation for short lecture
Medium	Vinay Singh	09.04.2018	23:05:57	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:17:34	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:18:15	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:20:29	Payroll Bank Transfer is approved for period: 01.1

Click on work item, below screen will appear –

**Active Queries**

[Workflow Tasks](#)
[Notifications \(0\)](#)
[Work Items \(6\)](#)

[Time Management](#)
[Leave Approval \(2\)](#)
[Working Time Approval \(0\)](#)
[Clock-In/Out Approval \(0\)](#)

[Birthdays and Anniversaries](#)
[Current Month \(0\)](#)
[Next Month \(0\)](#)
[Previous Month \(0\)](#)

[Task Monitoring](#)
[Current Month \(0\)](#)
[Next Month \(0\)](#)
[Previous Month \(0\)](#)

---

**Workflow Tasks - Work Items**

[Show Quick Criteria Maintenance](#)

View: [Standard View] | [Not Responsible](#) | [Complete](#) | [Resubmit](#) | [End Resubmission](#) | [Forward](#) | [Assign To Me](#) | [Cancel Assignment](#) | [Substitution](#) | [Refresh](#)

Subject	Sent On	Priority
<a href="#">Approve travel request of User 5</a>	23.04.2018 12:42:42	Medium
<a href="#">Dinesh Semwal's Leave Request</a>	19.04.2018 17:58:43	Medium
<a href="#">Approve travel request of User 5</a>	12.04.2018 11:38:10	Medium
<a href="#">Dinesh Semwal's Leave Request</a>	11.04.2018 11:00:40	Medium
<a href="#">Training Participation Approval for User 5</a>	09.04.2018 17:56:07	Medium
<a href="#">Training Participation Approval for User 5</a>	09.04.2018 15:27:48	Medium

Click on Approve travel request of User 5 –



Next Month (0)	Previous Month (0)
09.04.2018 17:56:07	Medium
09.04.2018 15:27:48	Medium

Select Approve travel request to approve, Click ok.

#### 4.4 RESULTS

Request approved.

#### 4.5 COMMENTS

## 5 APPLY EXPENSE REQUEST

### 5.1 PURPOSE

Employee can access to the portal and apply for the expense request.

### 5.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 5.3 PROCEDURAL STEPS

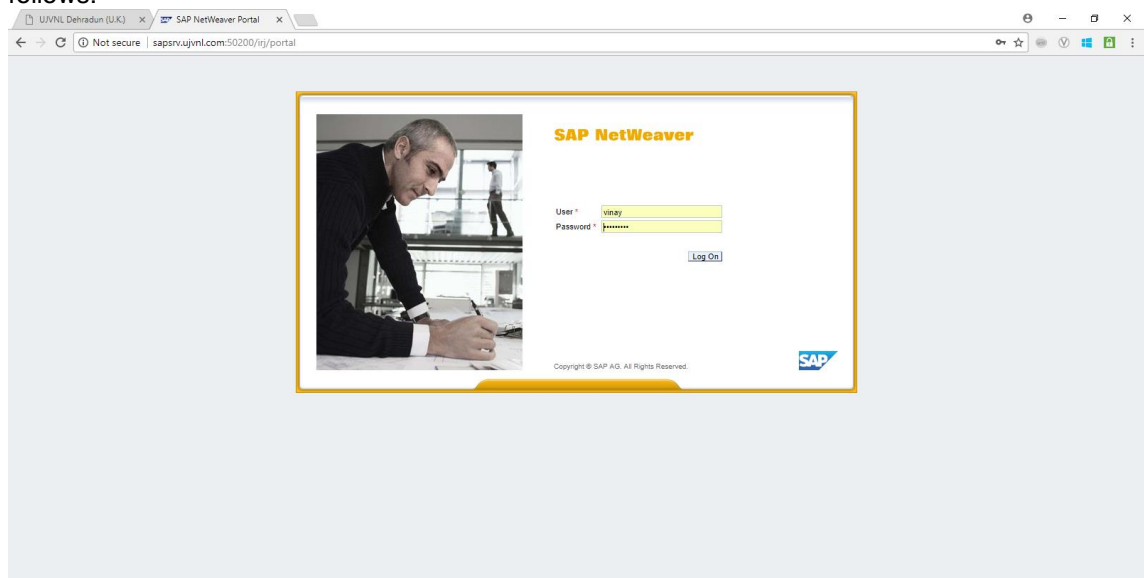
<b>Menu Path</b>	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
<b>Transaction Code</b>	NA

ESS LINK: [HTTP://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL](http://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL)

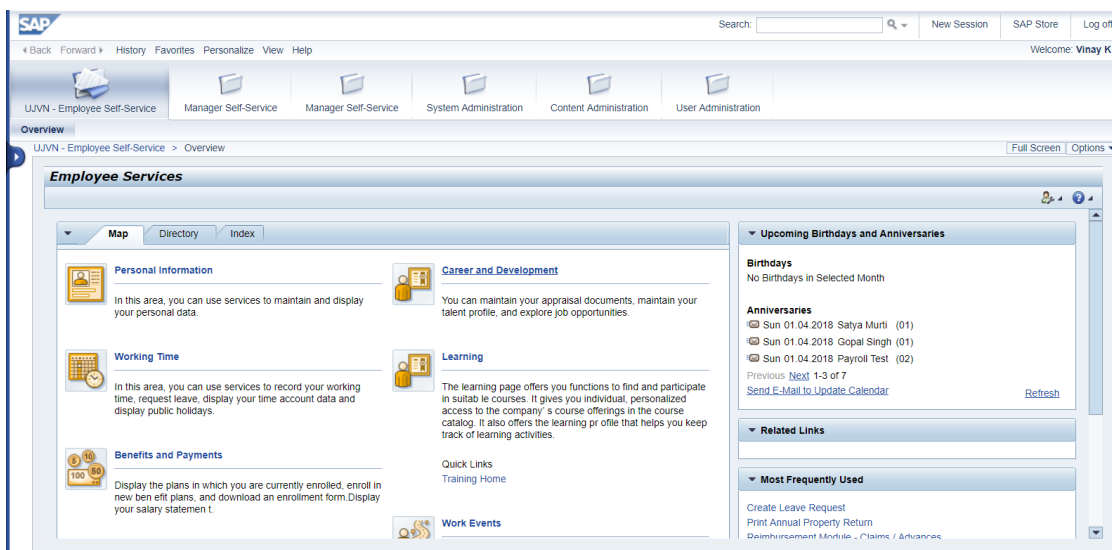
### LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

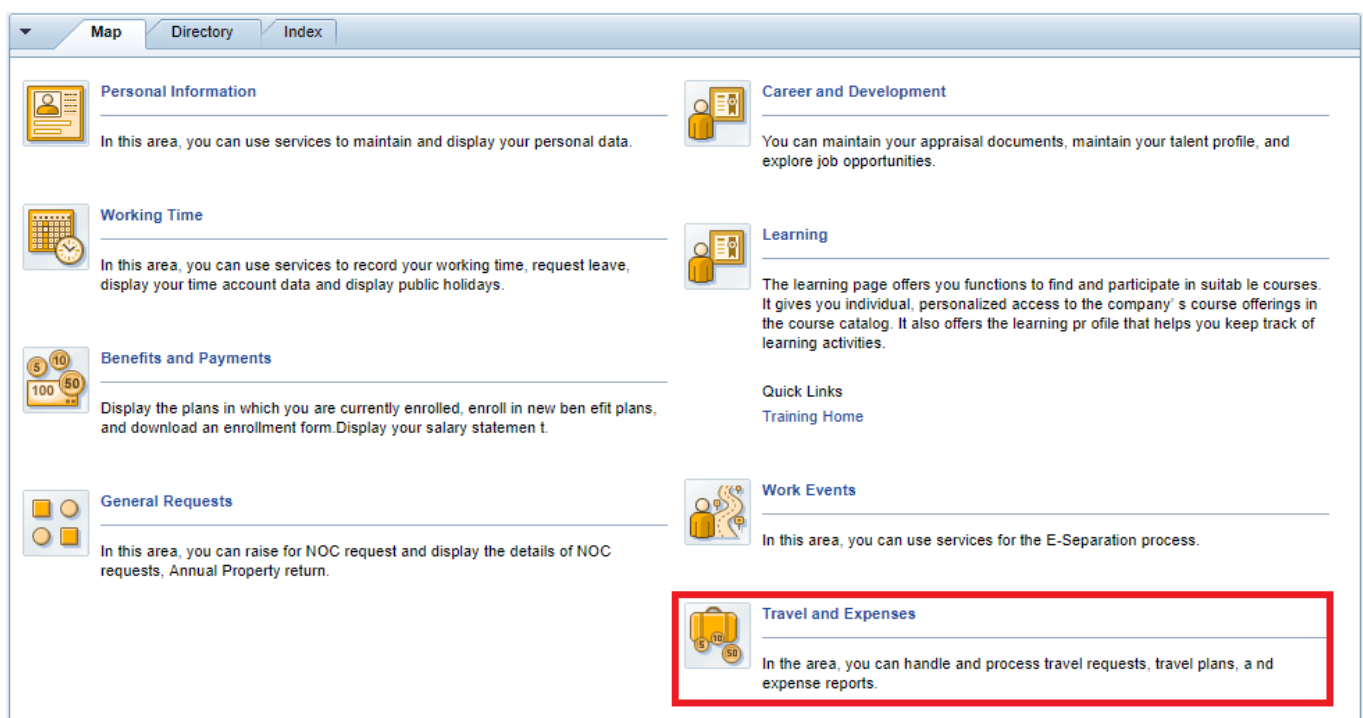
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.




Go to Trave and Expenses –



Below screen be shown –

## Travel and Expenses

Back




### Overview

**Traveler Work Center**

You can display and edit your travel requests, travel plans, and expense reports.

[My employees](#)

[My employees](#)



### Create New

[Create Travel Request](#)

You can create or change travel requests.

[Create Travel Plan](#)


You can create or change travel plans.

[Create Expense Report](#)

You can create or change expense reports.

[Express Expense Sheet](#)

You can create or change multiple expense reports at the same time.



### General Information

[Find Route](#)

You can determine a driving route.

Below screen will be shown –

Start Date	End Date	Destination	Reason	Recommended Actions
20.02.2018	23.02.2018	Delhi	Business Purpose	<a href="#">Create Travel Expense Report</a>
19.03.2018	22.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>
14.03.2018	16.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>
11.03.2018	13.03.2018	delhi		<a href="#">Change Travel Expense Report</a>
10.05.2018	11.05.2018	Delhi		<a href="#">Correct the Travel Request</a>
13.03.2018	14.03.2018	Delhi		
01.01.2018	19.02.2018	Bangalore	Business Trip	<a href="#">Create Travel Expense Report</a>
07.04.2018	07.04.2018	Delhi	Business Trip	<a href="#">Change Travel Expense Report</a>
03.04.2018	05.04.2018	Delhi	SAP Training	<a href="#">Change Travel Expense Report</a>
01.03.2018	02.03.2018	Dehradun	For SAP Training	Travel expenses were posted

When the travel request is approved, link will appear to submit the Travel expenses -

Start Date	End Date	Destination	Reason	Recommended Actions
20.02.2018	23.02.2018	Delhi	Business Purpose	<a href="#">Create Travel Expense Report</a>
19.03.2018	22.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>
14.03.2018	16.03.2018	Delhi		<a href="#">Create Travel Expense Report</a>
11.03.2018	13.03.2018	delhi		<a href="#">Change Travel Expense Report</a>
10.05.2018	11.05.2018	Delhi		<a href="#">Correct the Travel Request</a>
13.03.2018	14.03.2018	Delhi		
01.01.2018	19.02.2018	Bangalore	Business Trip	<a href="#">Create Travel Expense Report</a>
07.04.2018	07.04.2018	Delhi	Business Trip	<a href="#">Change Travel Expense Report</a>
03.04.2018	05.04.2018	Delhi	SAP Training	<a href="#">Change Travel Expense Report</a>
01.03.2018	02.03.2018	Dehradun	For SAP Training	Travel expenses were posted



Click on Create travel Expense Report –

## Create Expense Report based on Travel Request ( 53 )

Employee User 5 ( 00000011 )

Start

**Schema Selection**

\* Schema: 

▼

Domestic Trip\_Out of Stat  
 Domestic\_within State  
 Transfer Out of District  
 Transfer with in District

Select the Schema –

## Create Expense Report based on Travel Request ( 53 )

1 General Data

2 Enter Receipts

3 Review and Send

4 Completed

Employee User 5 ( 00000011 )    Schema Domestic\_within State

Previous Step

Enter Receipts

Save Draft

Calendar of Trips

Attachments ( 0 )

**General Data**

\* Start Date:

End Date:

Posting Date:

Departure from First Workplace ▼

Arrival at First Workplace ▼

**Destination**

Country / Region:

Destination:

**Additional Information**

Trip Type, Statutory:

Reason:

Comment:

Advances:

Cost Assignment:

Enter Advances

Change Cost Assignment

**Per Diems for Meals and Accommodations**

Per Diem Reimbursement: ☒

Above screen will appear.

Navigation buttons: **Previous Step** | **Enter Receipts** | **Save Draft**

Click on Enter Receipts, below screen will appear –

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Car Rental	8,200.00	Indian Rupee	20.02.2018	8,200.00	Indian Rupee		<input checked="" type="checkbox"/>	Entered Manually

**Car Rental Details:**

From: DA Date: 23.02.2018 Number: 4

Daily Allowance Adjustment: No. of Dinners:

Provider: Domestic - Rail (1st class)

Document: Domestic - Rail (AC Class)

Location: Domestic - Rail (Chair Car)

Country / From: Domestic - Air (Economy Class)

Country / From: Domestic - Air (business Class)

Business Purpose: Domestic-Local Bus/Train

Participants: Domestic-Lodging – Company **Enter Participants**

Comment:

Departure:

Arrival:

Airline:

Cabin Class:

Ticket Number:

Mileage: 00000000

Click on Accept –

Navigation buttons: **Accept** | **Accept and New Entry** | **Change Cost Assignment** | **Enter Itemization** | **Check** | **Copy** | **Delete**

Review the Expense type details -

**Create Expense Report based on Travel Request ( 53 )**

Progress: 1. General Data | 2. Enter Receipts | 3. Review and Send | 4. Completed

Employee User 5 ( 00000011 ) Schema Domestic\_within State Start Date 20.02.2018 End Date 23.02.2018

Navigation buttons: **Previous Step** | **Review** | **Save Draft**

Available Credit Card Receipts ( 0 ) | Scanned Receipts ( 0 )

**Receipts in This Expense Report**

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Car Rental	8,200.00	Indian Rupee	20.02.2018	8,200.00	Indian Rupee		<input checked="" type="checkbox"/>	Entered Manually

Navigation buttons: **Previous Step** | **Review** | **Save Draft**

### Create Expense Report based on Travel Request ( 53 )

1

2

3

4

General Data

Enter Receipts

Review and Send

Completed

Employee User 5 ( 00000011 )

Schema Domestic Trip\_Out of Stat

Start Date 20.02.2018

End Date 23.02.2018

Previous Step

Save Draft

Annual budget exceeded by 143,071.00 INR (FM CB Availability Control) for document item 00010 - Display Help

#### Final Action

Save Draft

I only want to save my expense report and send it later

Save and Send for Approval

I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

#### Summary

Total Meals per Diem	1,750.00 INR
Total Individual Receipts	8,200.00 INR
<b>Total Travel Expenses</b>	<b>9,950.00 INR</b>
<b>Amount Reimbursed</b>	<b>9,950.00 INR</b>
<b>Amount Paid Out</b>	<b>9,950.00 INR</b>

#### Cost Assignment

9,950.00 INR

Company Code 1000 (UJVNL Limited), Cost Center 11010701 (DGM CSPPO), Funds center 1101 (CSPPO FC)

Display Expense Form

Previous Step

Save Draft

System will calculate the meals and per diem and will show the total expense amount to be reimbursed. Select Save and Send for Approval.

## 5.4 RESULTS

Expense request sent for approval.

### Create Expense Report based on Travel Request ( 53 )

1

2

3

4

General Data

Enter Receipts

Review and Send

Completed

Employee User 5 ( 00000011 )

Schema Domestic Trip\_Out of Stat

Start Date 20.02.2018

End Date 23.02.2018

Previous Step

Save and Send for Approval

✓

Expense report 0000000053 was saved and sent for approval

✓

100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

Previous Step

Save and Send for Approval

## 5.5 COMMENTS

NA

## 6 APPROVE EXPENSE REQUEST

### 6.1 PURPOSE

Approver can access to the portal and approve the expense requests raised by Sub ordinates.

### 6.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 6.3 PROCEDURAL STEPS

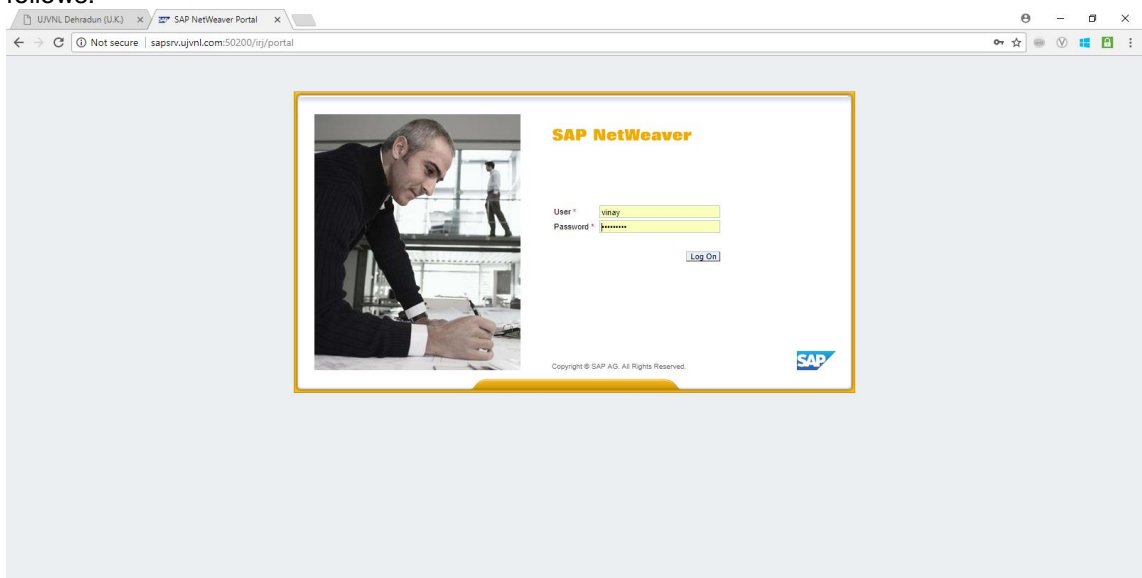
<b>Menu Path</b>	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
<b>Transaction Code</b>	NA

ESS LINK: [HTTP://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL](http://ERPSRV.UJVNL.CO.IN:50200/IRJ/PORTAL)

### LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

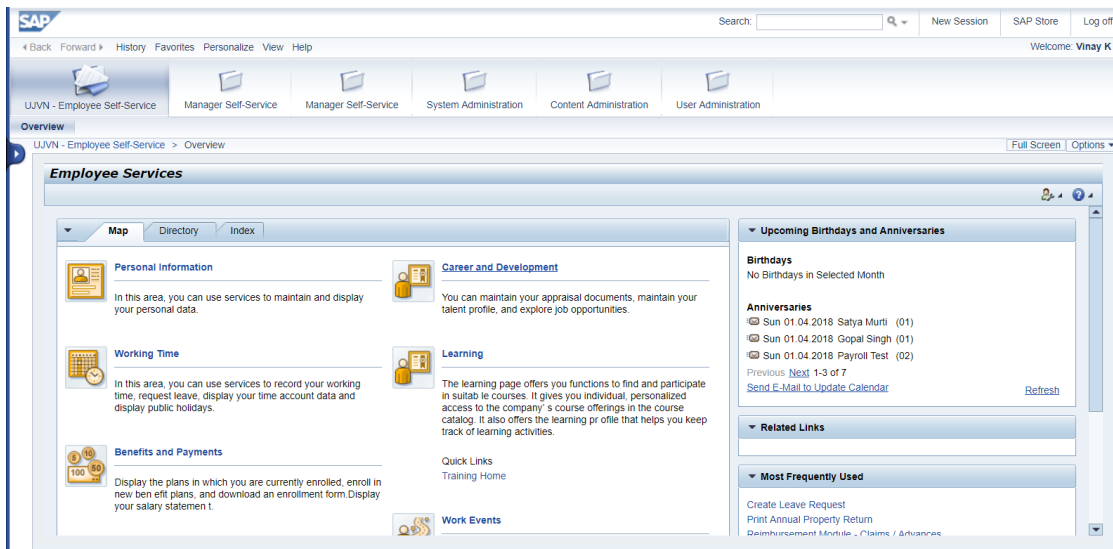
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



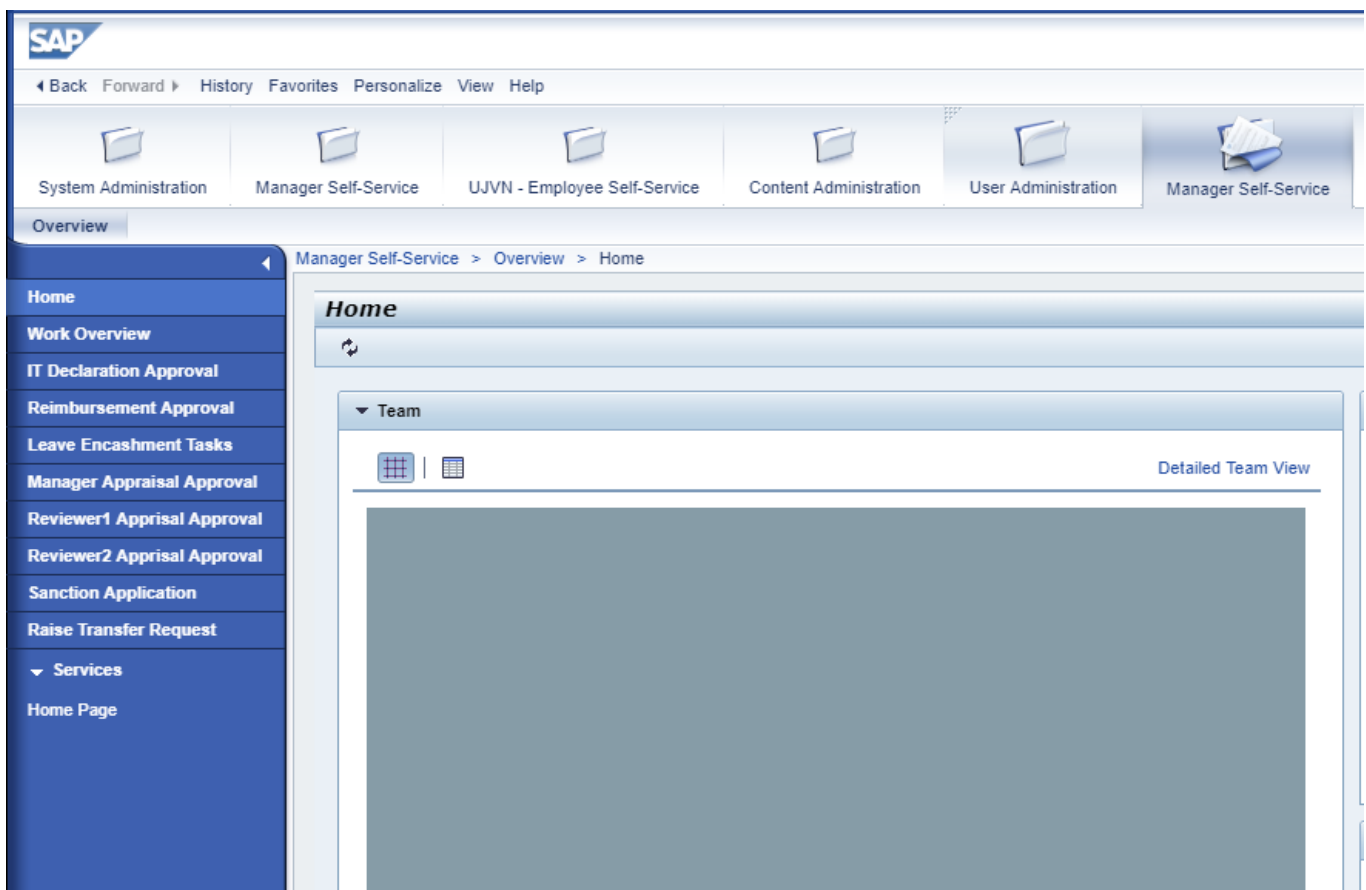
- Enter the EP user ID given (Ex: dgm\_test), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

HCM – Travel and expenses

For Internal Circulation Only



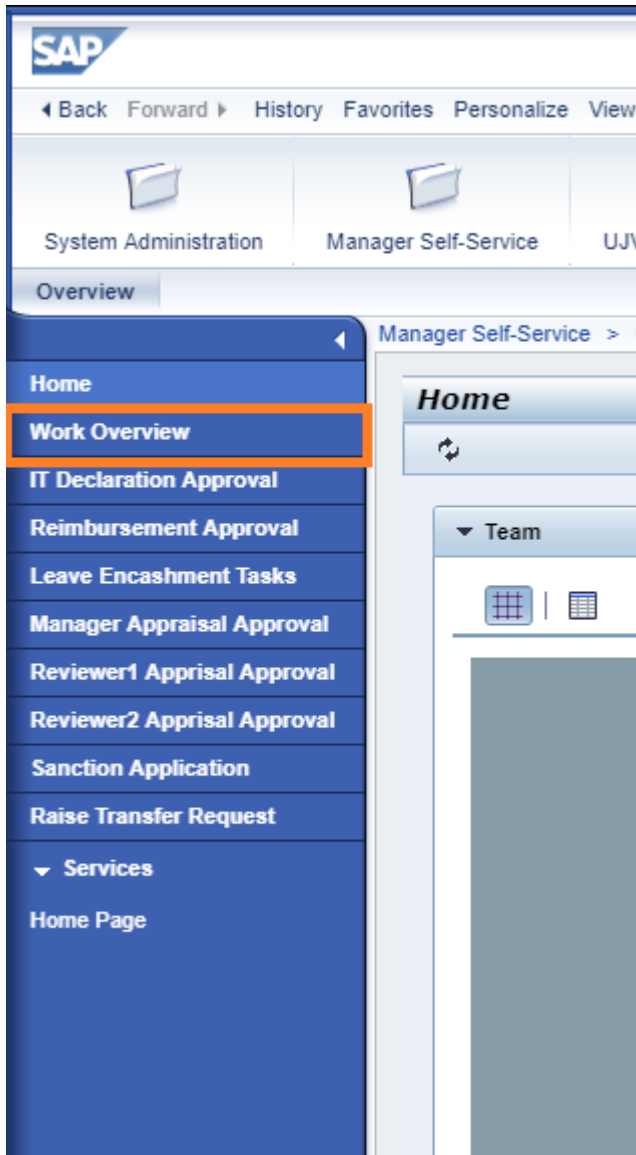
Click on Manager Self-Service –



Click on Work Overview –

HCM – Travel and expenses

For Internal Circulation Only



Below screen will appear –

Active Queries				
Workflow Tasks	<a href="#">Notifications (28)</a>	<a href="#">Work Items (0)</a>		
Time Management	<a href="#">Leave Approval (1)</a>	<a href="#">Working Time Approval (0)</a>	<a href="#">Clock-In/Out Approval (0)</a>	
Birthdays and Anniversaries	<a href="#">Current Month (0)</a>	<a href="#">Next Month (0)</a>	<a href="#">Previous Month (0)</a>	
Task Monitoring	<a href="#">Current Month (0)</a>	<a href="#">Next Month (0)</a>	<a href="#">Previous Month (0)</a>	

Workflow Tasks - Notifications				
<a href="#">Show Quick Criteria Maintenance</a>				
View:	[Standard View]	<a href="#">Delete</a>	<a href="#">Resubmit</a>	<a href="#">Refresh</a> <a href="#">Print Version</a> <a href="#">Export</a>
Priority	From	Sent On	Sent At	Title
Medium	ABAP Dev	31.10.2017	11:10:41	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	ABAP Dev	31.10.2017	11:10:45	Cannot be sent: Tasks Monitoring: Reminder Mail
Medium	Vinay Singh	23.03.2018	16:29:48	Invitation for short lecture
Medium	Vinay Singh	23.03.2018	16:33:04	Invitation for short lecture
Medium	Vinay Singh	09.04.2018	23:05:57	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:17:34	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:18:15	Payroll Bank Transfer is pending for period: 01.12
Medium	Vinay Singh	09.04.2018	23:20:29	Payroll Bank Transfer is approved for period: 01.1

Click on work item, below screen will appear –

**Active Queries**

Workflow Tasks [Notifications \(0\)](#) [Work Items \(6\)](#)

Time Management [Leave Approval \(2\)](#) [Working Time Approval \(0\)](#) [Clock-In/Out Approval \(0\)](#)

Birthdays and Anniversaries [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

---

**Workflow Tasks - Work Items**

Show Quick Criteria Maintenance

View: [Standard View] | Not Responsible Complete Resubmit End Resubmission Forward Assign To Me Cancel Assignment Substitution Refresh

Subject	Sent On	Priority
<a href="#">Approve travel request of User 5</a>	23.04.2018 12:42:42	Medium
<a href="#">Dinesh Semwal's Leave Request</a>	19.04.2018 17:58:43	Medium
<a href="#">Approve travel request of User 5</a>	12.04.2018 11:38:10	Medium
<a href="#">Dinesh Semwal's Leave Request</a>	11.04.2018 11:00:40	Medium
<a href="#">Training Participation Approval for User 5</a>	09.04.2018 17:56:07	Medium
<a href="#">Training Participation Approval for User 5</a>	09.04.2018 15:27:48	Medium

Click on Approve travel request of User 5 –

**Approve travel request of User 5**

Personnel no.: 00000011 Trip no.: 0000000053

Trip begins: 20.02.2018 00:00:00

Trip ends: 23.02.2018 18:00:00

Reason: Business Purpose

Location: Delhi

Country: India

☒ Approve travel request

☐ Reject travel request

OK Cancel

Select Approve travel request to approve, Click ok.

## 6.4 RESULTS

Request approved.

## 6.5 COMMENTS



## 7 TRAVEL EXPENSES SETTLEMENT

### 7.1 PURPOSE

Travel administrator can settle all the approved travel expenses.

### 7.2 HELPFUL HINTS


- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 7.3 PROCEDURAL STEPS

<b>Menu Path</b>	PR05
<b>Transaction Code</b>	PR05

Go to Tcode – PR05

**Travel Expense Manager**

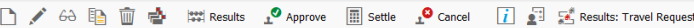


PersonnelNo: 11 Management: UJVN Limited  
 Name: User 5 PB-4+HAG+69010-79000 Bhagirathi Valley

List of Trips

Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type	T
		4810.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR		0
		3507.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip	0
		2603.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip	1
		5219.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
		5014.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
		4713.03.2018	Delhi	IN		Request Approved	Open		0.00	INR		2
		4911.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip	0
		2501.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip	0
		5320.02.2018	Delhi	IN	Business Purpose	Trip Completed	To Be Settled		9,950.00	INR	Business Trip	0
		3601.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR		0

Select the Trip to be settled, Click on Settle.



PersonnelNo: 11 Management: UJVN Limited  
 Name: User 5 PB-4+HAG+69010-79000 Bhagirathi Valley

List of Trips

Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type	T
		4810.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR		0
		3507.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip	0
		2603.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip	1
		5219.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
		5014.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
		4713.03.2018	Delhi	IN		Request Approved	Open		0.00	INR		2
		4911.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip	0
		2501.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip	0
		5320.02.2018	Delhi	IN	Business Purpose	Trip Completed	To Be Settled		9,950.00	INR	Business Trip	0
		3601.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR		0

List of Trips											
Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type
		48 10.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR	
		35 07.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip
		26 03.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip
		52 19.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR	
		50 14.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR	
		47 13.03.2018	Delhi	IN		Request Approved	Open		0.00	INR	
		49 11.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip
		25 01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip
		53 20.02.2018	Delhi	IN	Business Purpose	Trip Approved	To Be Settled		9,950.00	INR	Business Trip
		36 01.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR	

List of Trips											
Sta...	Trip	Depart.	Enter Settlement Period				Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type
		48 10.05.2018					Approved	Canceled	0.00	INR	
		35 07.04.2018	Settlement period 01 1 2018				Completed	To Be Settled	5,250.00	INR	Business Trip
		26 03.04.2018					Completed	To Be Settled	8,000.00	INR	Business Trip
		52 19.03.2018					Approved	To Be Settled	0.00	INR	
		50 14.03.2018					Approved	To Be Settled	0.00	INR	
		47 13.03.2018	Delhi	IN		Request Approved	Open		0.00	INR	
		49 11.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip
		25 01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip
		53 20.02.2018	Delhi	IN	Business Purpose	Trip Approved	To Be Settled		9,950.00	INR	Business Trip
		36 01.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR	

Request Settled.

## 7.4 RESULTS

Expense Request Settled.

List of Trips											
Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...			
		48 10.05.2018	Delhi	IN		Request Approved	Canceled				
		35 07.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled				
		26 03.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled				
		52 19.03.2018	Delhi	IN		Request Approved	To Be Settled				
		50 14.03.2018	Delhi	IN		Request Approved	To Be Settled				
		47 13.03.2018	Delhi	IN		Request Approved	Open				
		49 11.03.2018	delhi	IN		Trip Completed	To Be Settled				
		25 01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI				
		53 20.02.2018	Delhi	IN	Business Purpose	Trip Approved	Settled				
		36 01.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled				

## 7.5 COMMENTS

NA.

## 8 CREATE POSTING

### 8.1 PURPOSE

Posting the results to Finance

### 8.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional





### 8.3 PROCEDURAL STEPS

<b>Menu Path</b>	PRFI
<b>Transaction Code</b>	PRFI

T-code for Create Posting Run – PRFI

Enter all the required parameters as shown below. It can also be done a test run (Posting run as Simulation) before production to avoid the errors.

### Create Posting Run

Further selections

Search helps

**Payroll period**

Payroll area

UJ

from

01.02.2019

To

28.02.2019


☐ Current period
☒ Other period

11 2018


**Selection**


Personnel Number


11



**Posting Selected Trips**

Trip Number
to


Trip Start Date
to


Trip End Date
to


☒ Trips
☒ Separation Allowances

**Posting Run**

Name


Trip posting

☐ Posting Run as Simulation
☒ Replace Incorrect CO Objects

**Posting Doc.**

General Trip Data

Size/Summarization

Press  button. You will get the following message.

### Create Posting Run

Expand All
Collapse All
Set Focus

Posting Run 65

Trips with Postable Amounts

Summary

Personnel Numbers

settled, canceled

Blocked

Rejected

1

0

0

Trips

settled, canceled

With postable amounts

With no amount

Non-postable

Rejected Due To Errors

1

1

0

0

0

## 8.4 RESULTS

Posting Created.

## 8.5 COMMENTS

## 9 MANAGE POSTING

### 9.1 PURPOSE

Posting the results to Finance

### 9.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

### 9.3 PROCEDURAL STEPS

<b>Menu Path</b>	PRRW
<b>Transaction Code</b>	PRRW

T-code for Manage Posting Run – PRRW

**Posting Run Management**

Posting Run Data

User Name	VINAY	to		
Created On	25.10.2017	to		
Number of Posting Run		to		

Execute.

**Posting Run Management**

Create Check Post

Sl	Run	P.Run Name	Posting Run Status	User	Date Chngd	Time
	65	Trip posting	Docs created	VINAY	23.04.2018	14:37:09
	64	Trip posting	Docs posted	VINAY	12.04.2018	10:54:50
▶	63	Trip posting	Docs created	VINAY	12.04.2018	10:54:25
	62	Trip posting	Docs posted	VINAY	09.04.2018	17:40:25
▶	61	Trip posting	Docs created	VINAY	09.04.2018	17:33:58
	60	Trip posting	Docs posted	VINAY	09.04.2018	15:27:11
▶	59	Trip posting	Docs created	VINAY	09.04.2018	15:23:52
▶	58	Trip posting	No documents created	VINAY	09.04.2018	15:22:41
	57	Trip posting	All documents checked	VINAY	09.04.2018	13:34:17
▶	56	Trip posting	Docs created	VINAY	09.04.2018	13:33:51

Select the Posting Document 65 and click on Post

Select Post Immediately and come back to the original screen and press on Run 65 to view the FICO documents. You will get the following message.


Run TR 0000000065 Post

The trip transfer documents are being transferred to FI/CO

Posting can be started immediately or in the background as a job

Post Immed.

Create Job



Cancel

SAP

Post from posting run 0000000065

S RW605 Document posted successfully: TRAVL 0000000081 ECDCLNT120

S BUAVC001 Active availability control (Funds Management):

W FMAVC005 Annual budget exceeded by 24,150.00 INR (FM PB Availability Control) for document item 00002

W FMAVC005 Annual budget exceeded by 143,071.00 INR (FM CB Availability Control) for document item 00002

OO Posting run 0000000065 Posted to accounting successfully

Select Back and select posted document (Document number 81)

Trip Transfer Documents

Commitments per Trip

FI/CO Documents

Status	Run	Doc. no.	Acct no.	Tr.prt	Account name	Gross deb	Gross cre	Tx	Crcy	Cost Center	Funds ctr	Profit Ctr
OO	65	81	300017		Trvel Exp.		9,950.00-		INR			1101
OO	65		76132000		REP TraExpOff 76.132	9,950.00			INR	11010701	1101	1101



List of Documents in Accounting

Documents in Accounting

Doc. Numb...	Object type text
01000000006	Accounting document
2000002117	Controlling Document
0005000527	Funds Management doc


Separate



Original document

## Document Display in FI

Display the Document in FI through transaction FB03.



Data Entry View

Document Number	1000000006	Company Code	1000	Fiscal Year	2018
Document Date	23.04.2018	Posting Date	23.04.2018	Period	1
Reference	0000000053	Cross-Comp.No.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key	S	Account	Description	Amount	Currency	Tx	Profit Center	Cost Center
1000	1	31		300017	Trvel Exp.	9,950.00-	INR		1101	
	2	40		76132000	REP TraExpOff 76.132	9,950.00	INR		1101	11010701

## 9.4 RESULTS

Positng entries created in the Finance.

## 9.5 COMMENTS

NA.