ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

Travel and Expenses

TABLE OF CONTENTS

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.
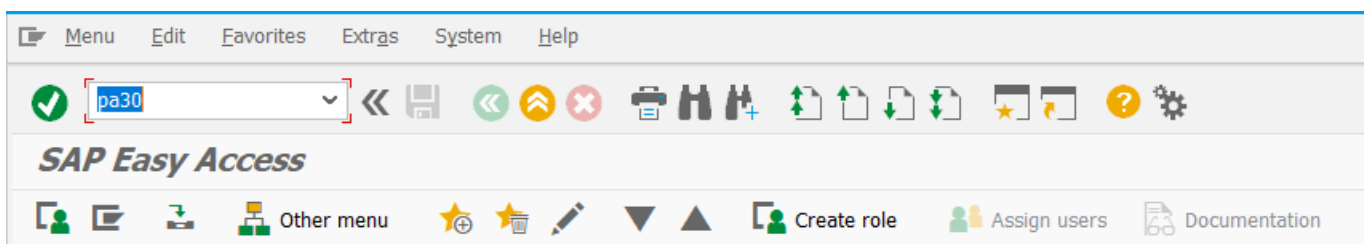
2.2 HELPFUL HINTS

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

2.3 PROCEDURAL STEPS

Menu Path	PA30
Transaction Code	PA30

Go to PA30 –

Enter Employe ID and Go to Travel Privileges Infotype –

Enter the Validity Period –

Click on create button –

Select the grouping from Help –

Click on save button -

2.4 <u>RESULTS</u>

Record has been created –

2.5 <u>COMMENTS</u>

Now employee can apply for Travel and expense request from their ESS Portal.
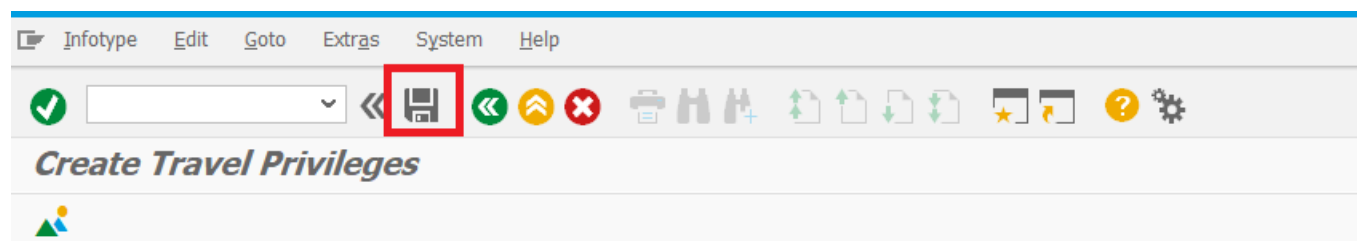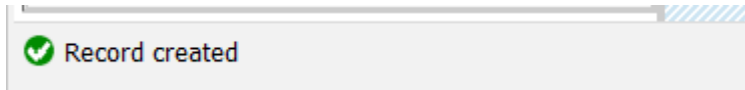
3 APPLY TRAVEL REQUEST

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
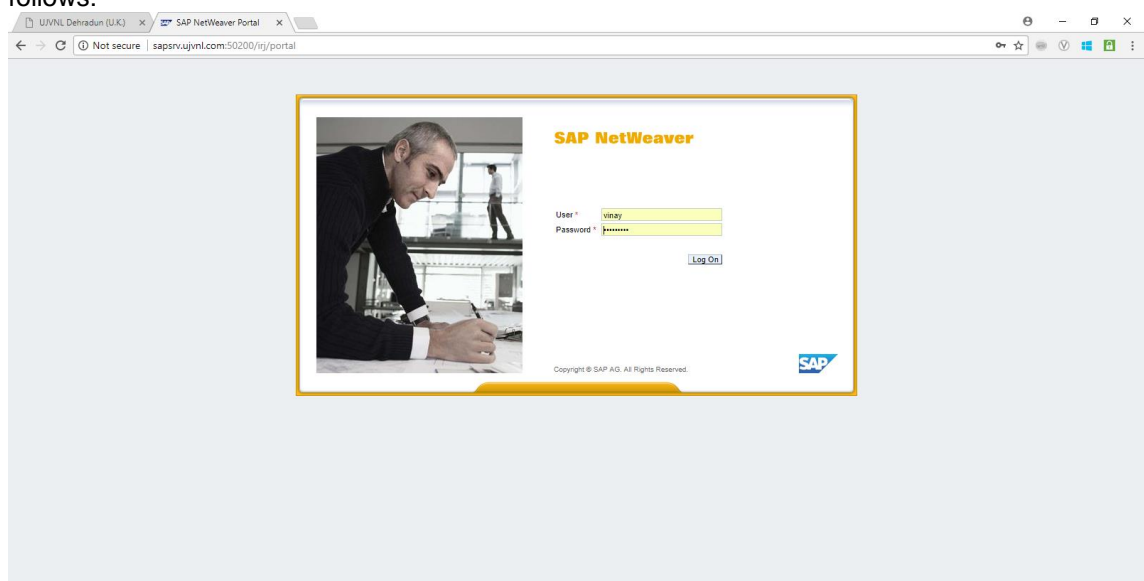- C – Conditional

3.3 PROCEDURAL STEPS

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

ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL

LOGON TO PORTAL:
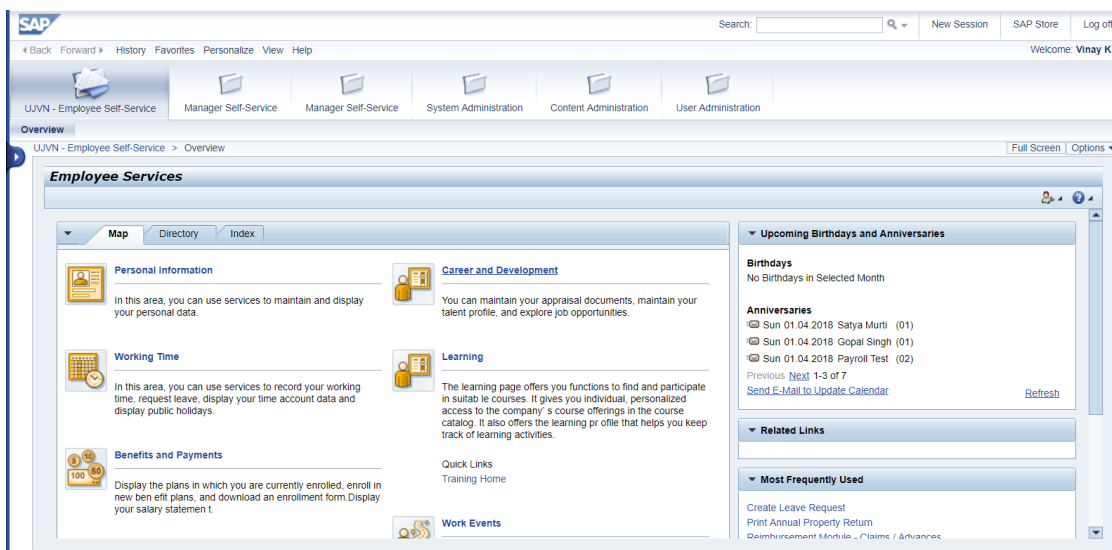
The Employee should follow the steps below to enter portal

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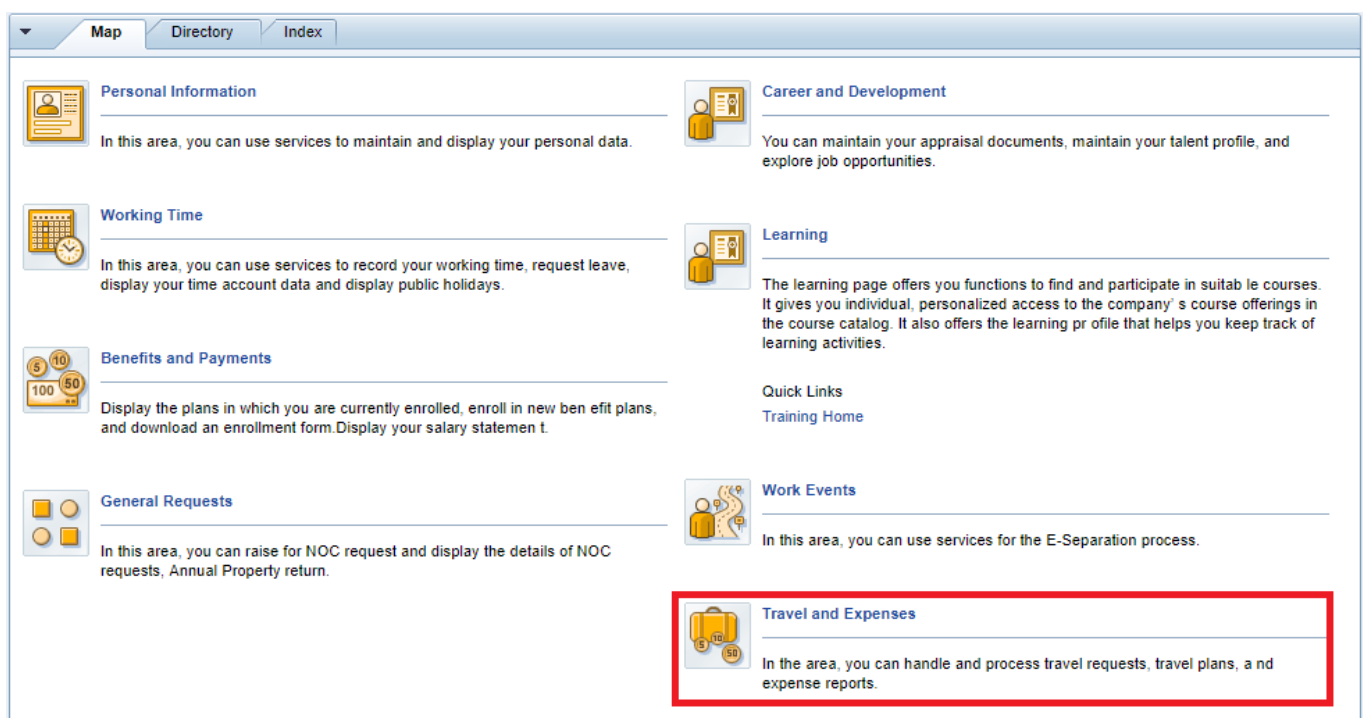

- o Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- o Now system will take you to the home page of your Portal as shown below.

HCM – Travel and expenses

Go to Trave and Expenses –

Below screen be shown –

Below screen will be shown –

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

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

Additional Destination –

Click on accept.

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]

3.4 RESULTS

Travel request sent for approval.

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

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

ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL

LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

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

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

HCM – Travel and expenses

Click on Manager Self-Service –

Click on Work Overview –

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)
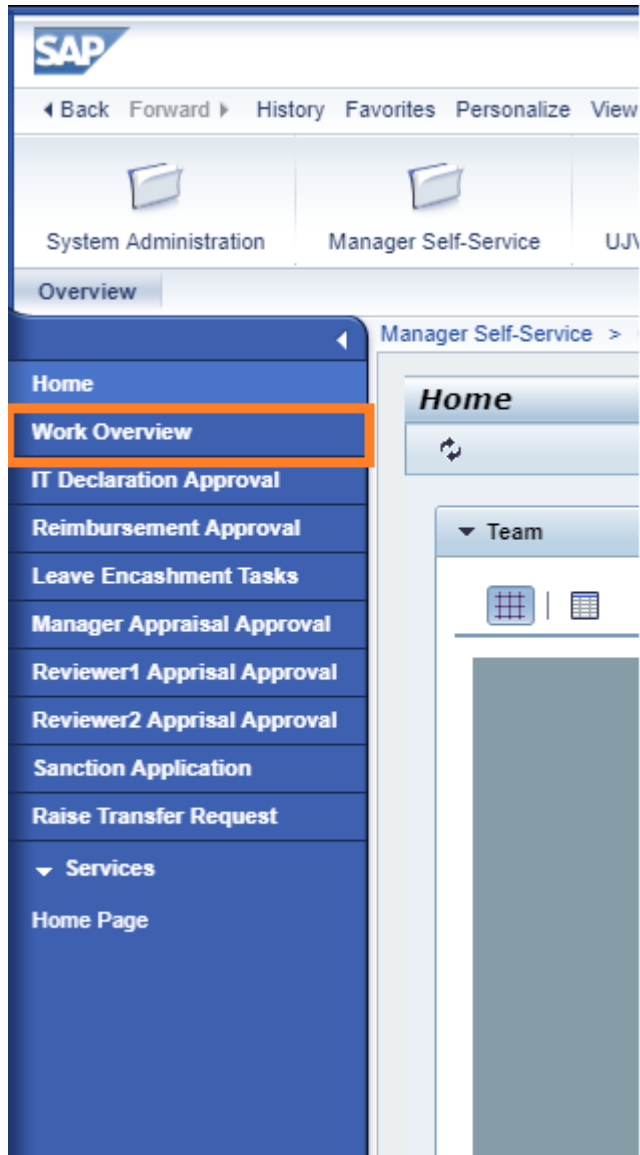**Birthdays and Anniversaries** Current Month (0)   Next Month (0)   Previous Month (0)
Task Monitoring Current Month (0)   Next Month (0)   Previous Month (0)

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 | Refres

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

Click on Approve travel request of User 5 –

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
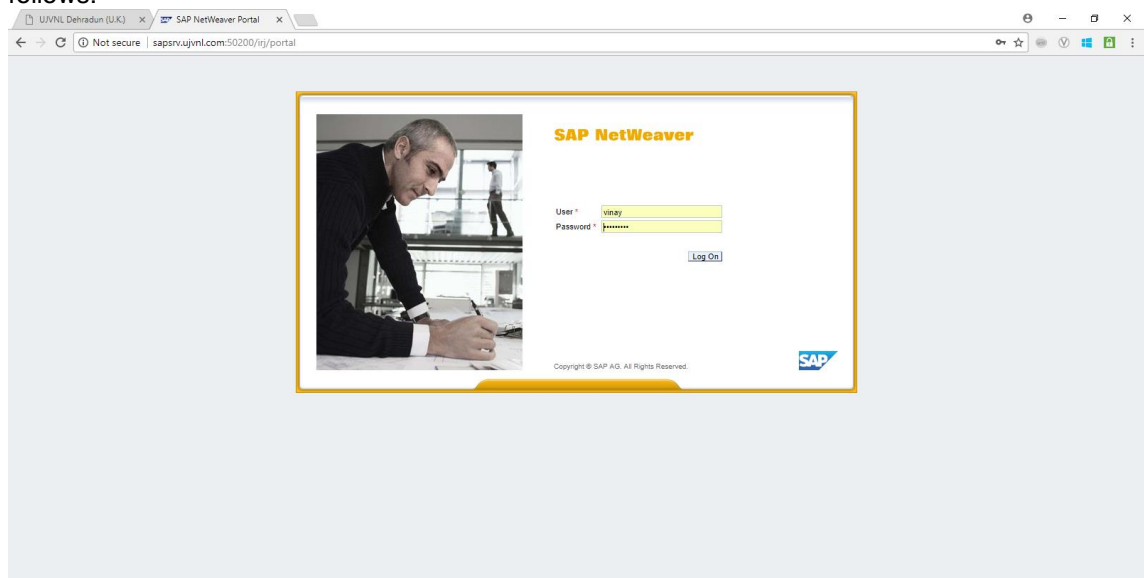- C – Conditional

5.3 PROCEDURAL STEPS

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

ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL

LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

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

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

HCM – Travel and expenses

Go to Trave and Expenses –

Below screen be shown –

Below screen will be shown –

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

Click on Create travel Expense Report –

Select the Schema –

Above screen will appear.

Click on Enter Receipts, below screen will appear –

Click on Accept –

Review the Expense type details -

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 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
Total Travel Expenses	9,950.00 INR
Amount Reimbursed	9,950.00 INR
Amount Paid Out	9,950.00 INR

Cost Assignment

9,950.00   INR   Company Code 1000 (UJVN 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 dim 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

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

ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL

LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

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

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

Click on Manager Self-Service –

Click on Work Overview –

Below screen will appear –

Click on work item, below screen will appear –

Click on Approve travel request of User 5 –

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

Menu Path	PR05
Transaction Code	PR05

Go to Tcode – PR05

Select the Trip to be settled, Click on Settle.

Requst Settled.

7.4 RESULTS

Expense Request 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

Menu Path	PRFI
Transaction Code	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.

Press ⊕ button. You will get the following message.

Create Posting Run

| Expand All | Collapse All | Set Focus |

📊 **Posting Run 65**

📁 OO■ Trips with Postable Amounts
📁 Summary

  📁 Personnel Numbers

settled, canceled	1
Blocked	0
Rejected	0

  📁 Trips

settled, canceled	1
With postable amounts	1
With no amount	0
Non-postable	0
Rejected Due To Errors	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

Menu Path	PRRW
Transaction Code	PRRW

T-code for Manage Posting Run – PRRW

Execute.

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   🔍 📊 📊 ≛ ≡ 🔽 Σ 📈 🔟 🔽 ▦ 🔲 Choose 🔳

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
0100000006	Accounting document
2000002117	Controlling Document
0005000527	Funds Management doc

🔍 🔍 Separate   Original document   🖨 ❌

HCM – Travel and expenses

Document Display in FI

Display the Document in FI through transaction FB03.

9.4 RESULTS

Positng entries created in the Finance.

9.5 COMMENTS

NA.