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

2 SAVE TRAVEL PRIVILEGES 5
2.1 PURPOSE 5
2.2 HELPFUL HINTS 5
2.3 PROCEDURAL STEPS 5
2.4 RESULTS 8
2.5 COMMENTS 8

3 APPLY TRAVEL REQUEST 9
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

LOGON TO PORTAL: 9
3.4 RESULTS 16
3.5 COMMENTS 16

4 APPLY TRAVEL REQUEST 17
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

LOGON TO PORTAL: 17
4.4 RESULTS 21
4.5 COMMENTS 21

5 APPLY EXPENSE REQUEST 22
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

LOGON TO PORTAL: 22
5.4 RESULTS 27
5.5 COMMENTS 28

6 APPROVE EXPENSE REQUEST 29
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

LOGON TO PORTAL: 29
6.4 RESULTS 32
6.5 COMMENTS 32

7 TRAVEL EXPENSES SETTLEMENT 33
7.1 PURPOSE 33

7.2 HELPFUL HINTS 33
7.3 PROCEDURAL STEPS 33
7.4 RESULTS 34
7.5 COMMENTS 34
8 CREATE POSTING 35
8.1 PURPOSE 35
8.2 HELPFUL HINTS 35
8.3 PROCEDURAL STEPS 35
8.4 RESULTS 36
8.5 COMMENTS 36
9 MANAGE POSTING 37
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.

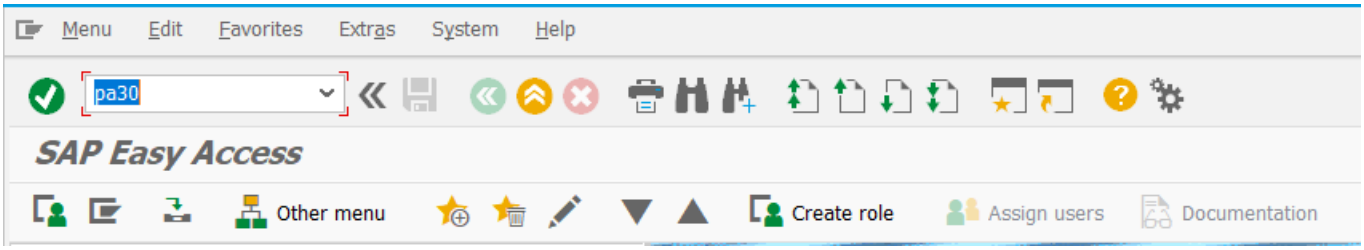
2.2 HELPFUL HINTS

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

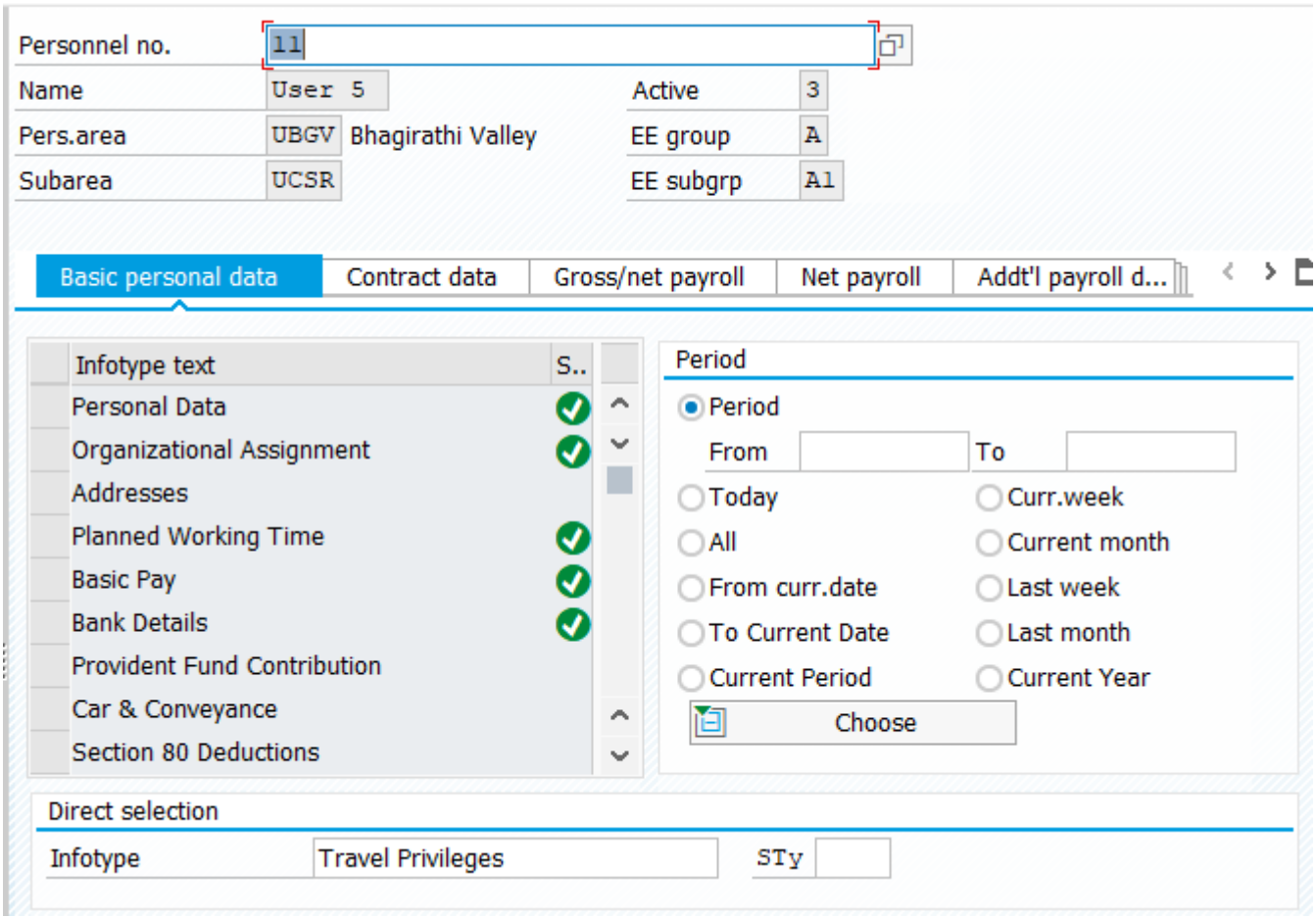
2.3 PROCEDURAL STEPS

Menu Path	PA30
Transaction Code	PA30

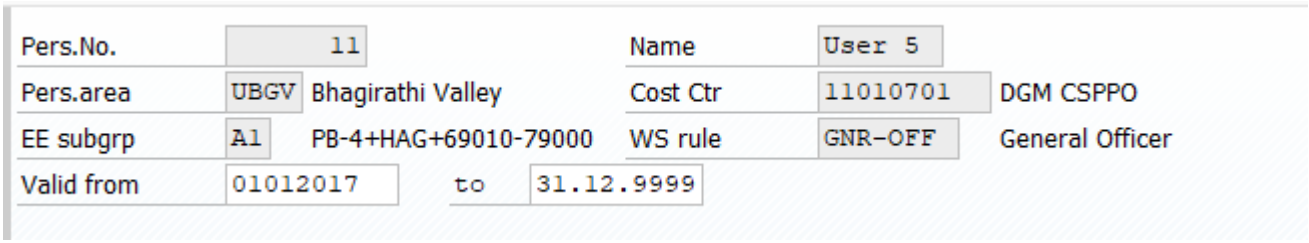
Go to PA30 –



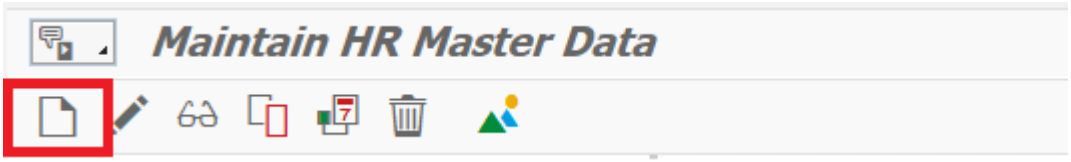
Enter Employe ID and Go to Travel Privileges Infotype –



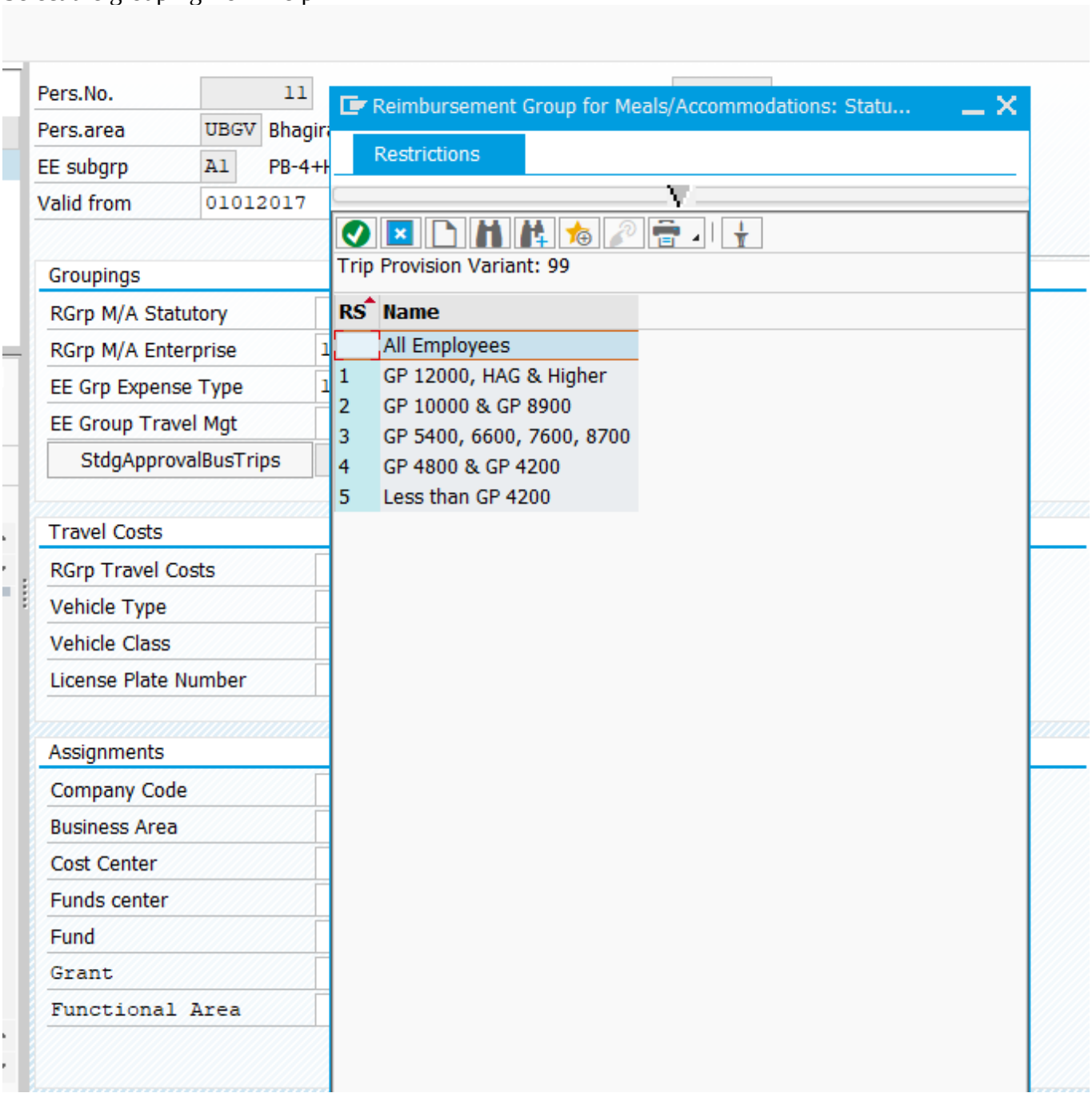
Enter the Validity Period –



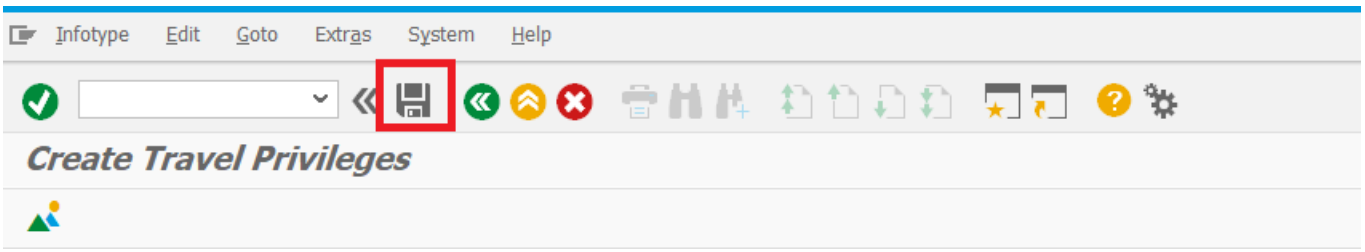
Click on create button –



Select the grouping from Help –



Click on save button -



2.4 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

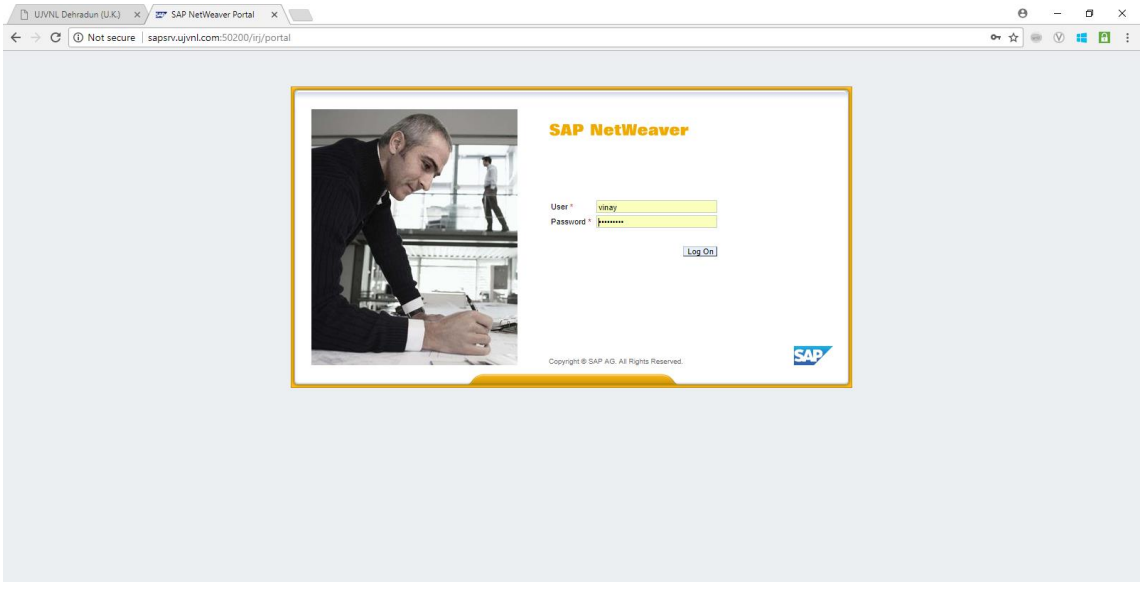
Menu Path	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
Transaction Code	NA

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

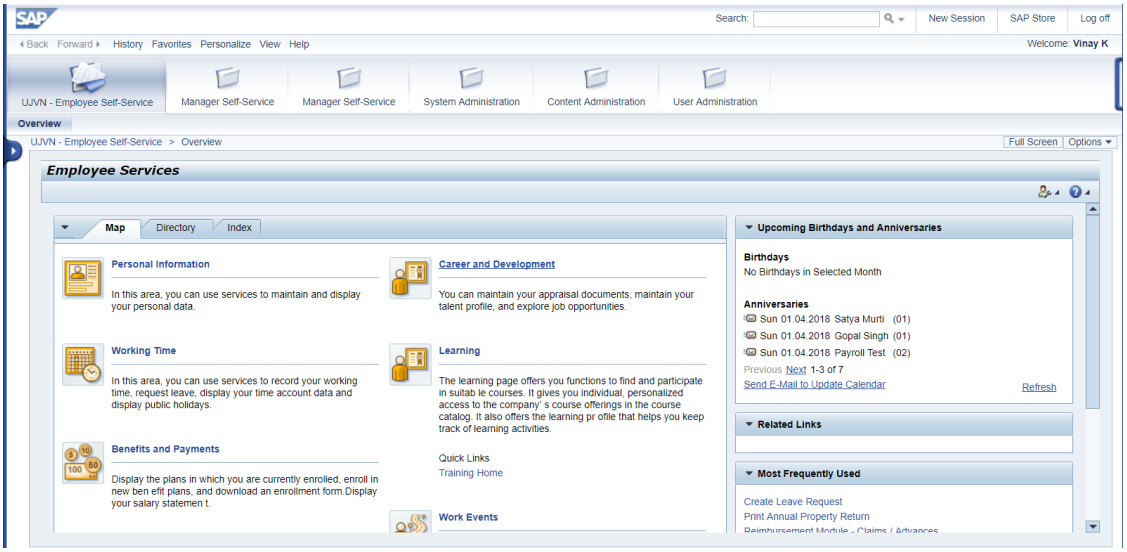
LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

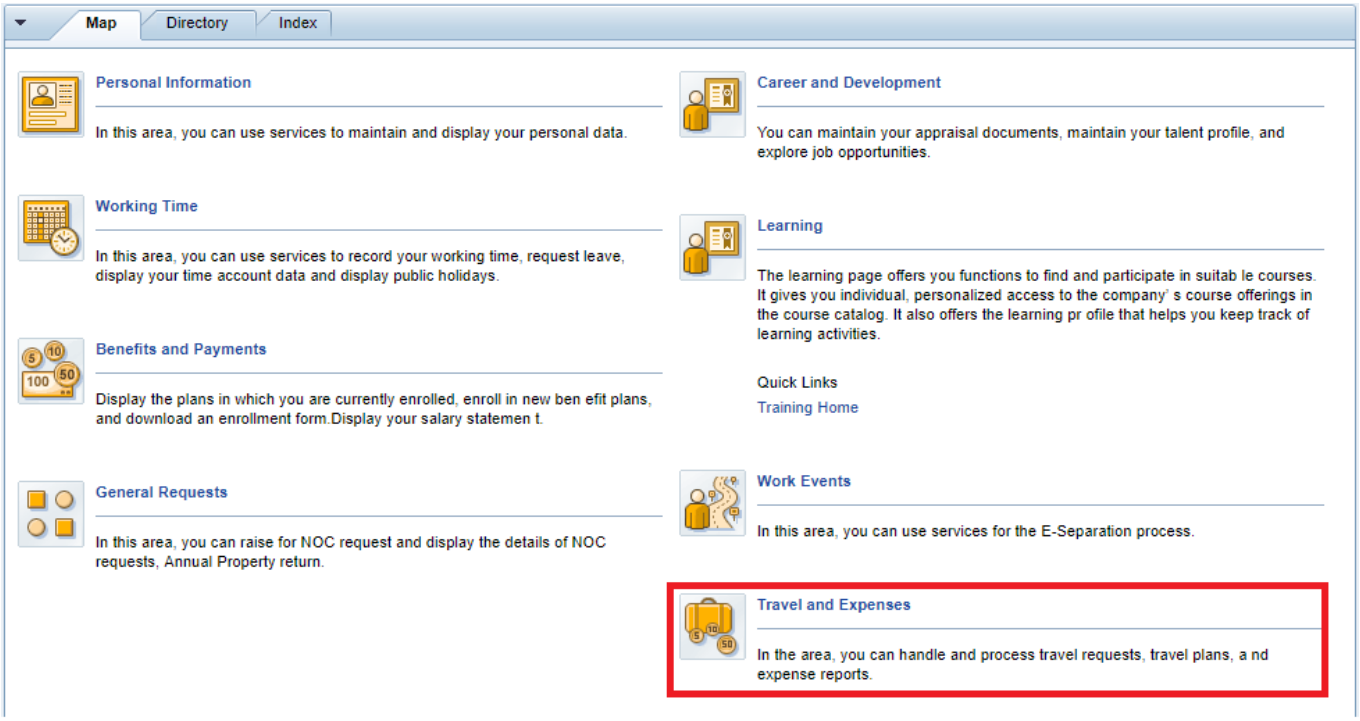
- Select internet explorer icon and double click on it.
- Enter the site address http://sapsrv.ujvnl.com:50200/irj/portal, the system will display the screen as follows:



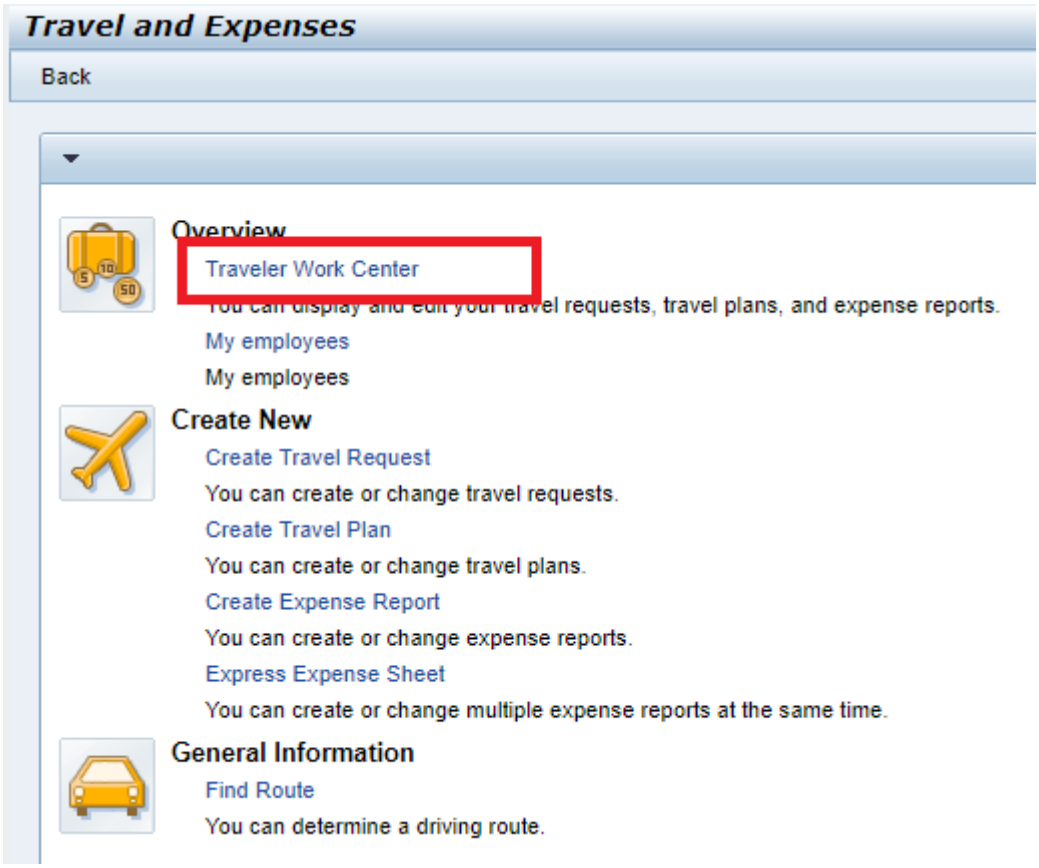
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



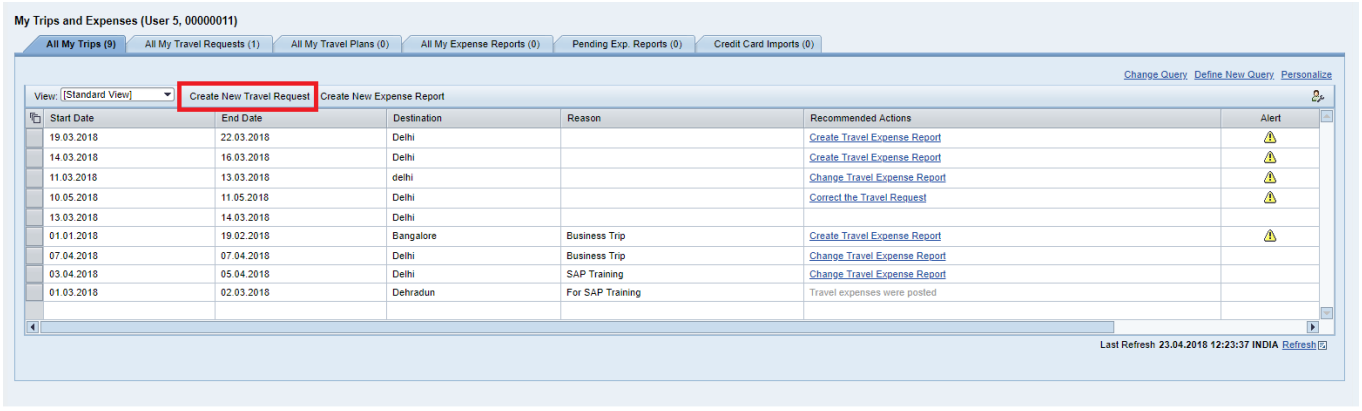
Go to Trave and Expenses –



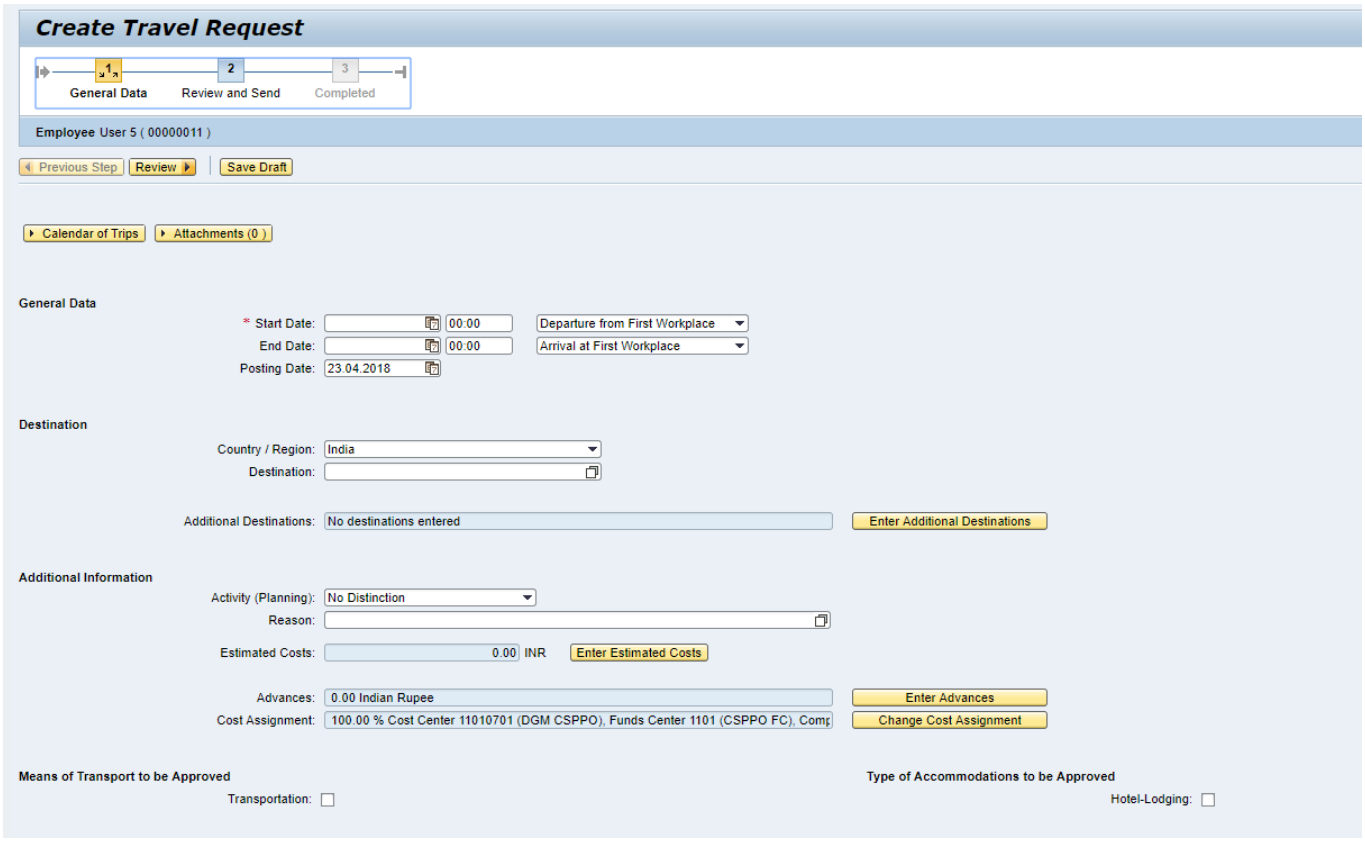
Below screen be shown –



Below screen will be shown –

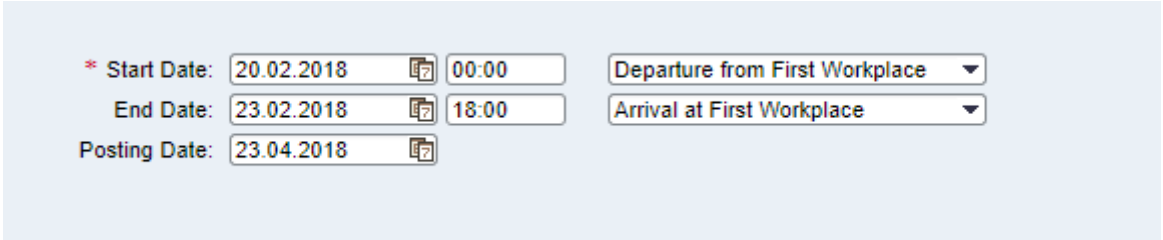


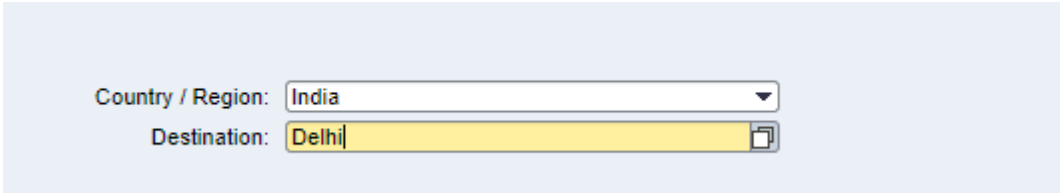
Click on Create Travel Request, below screen will be shown –



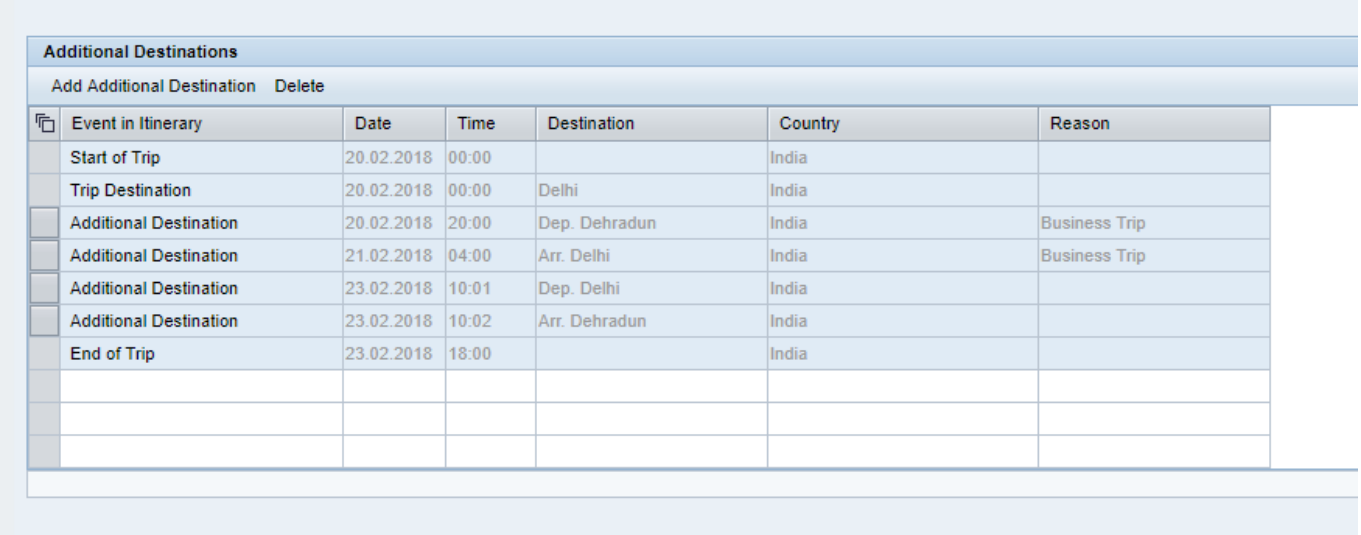
Enter mandatory details –

- 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

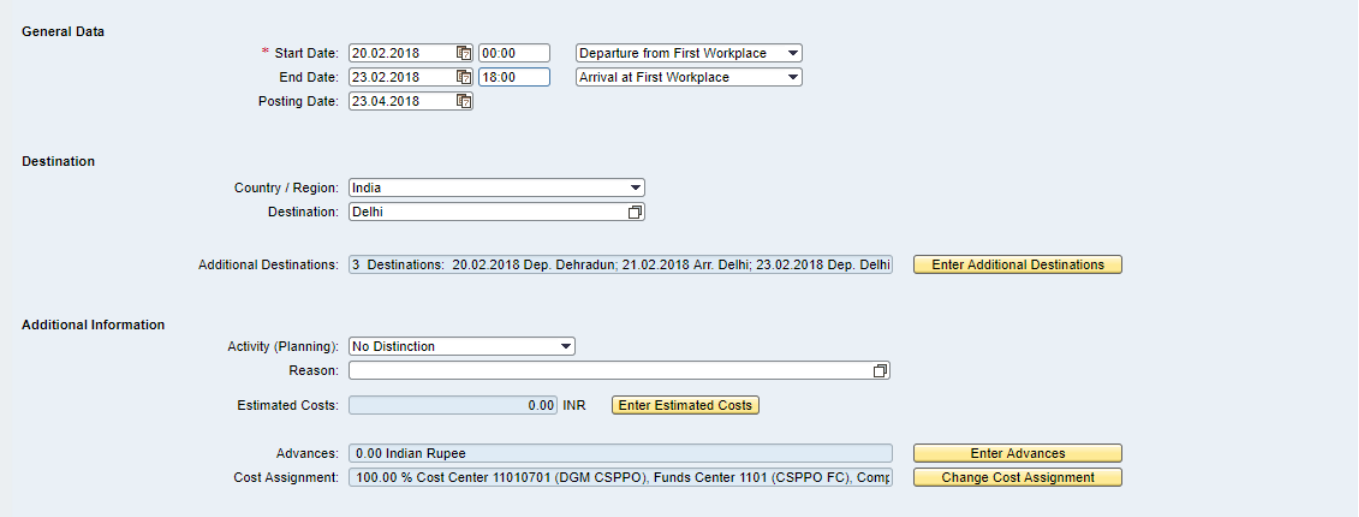


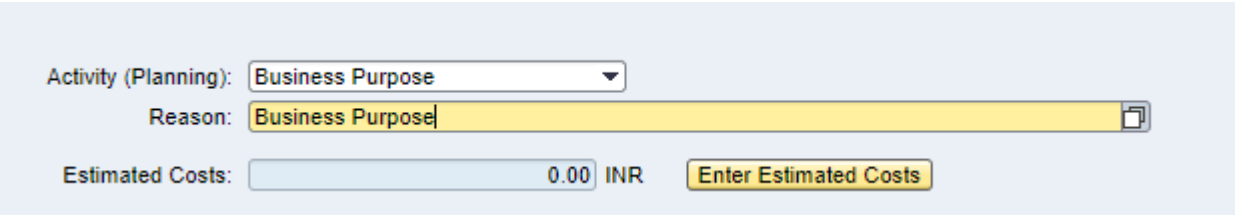


Additional Destination –

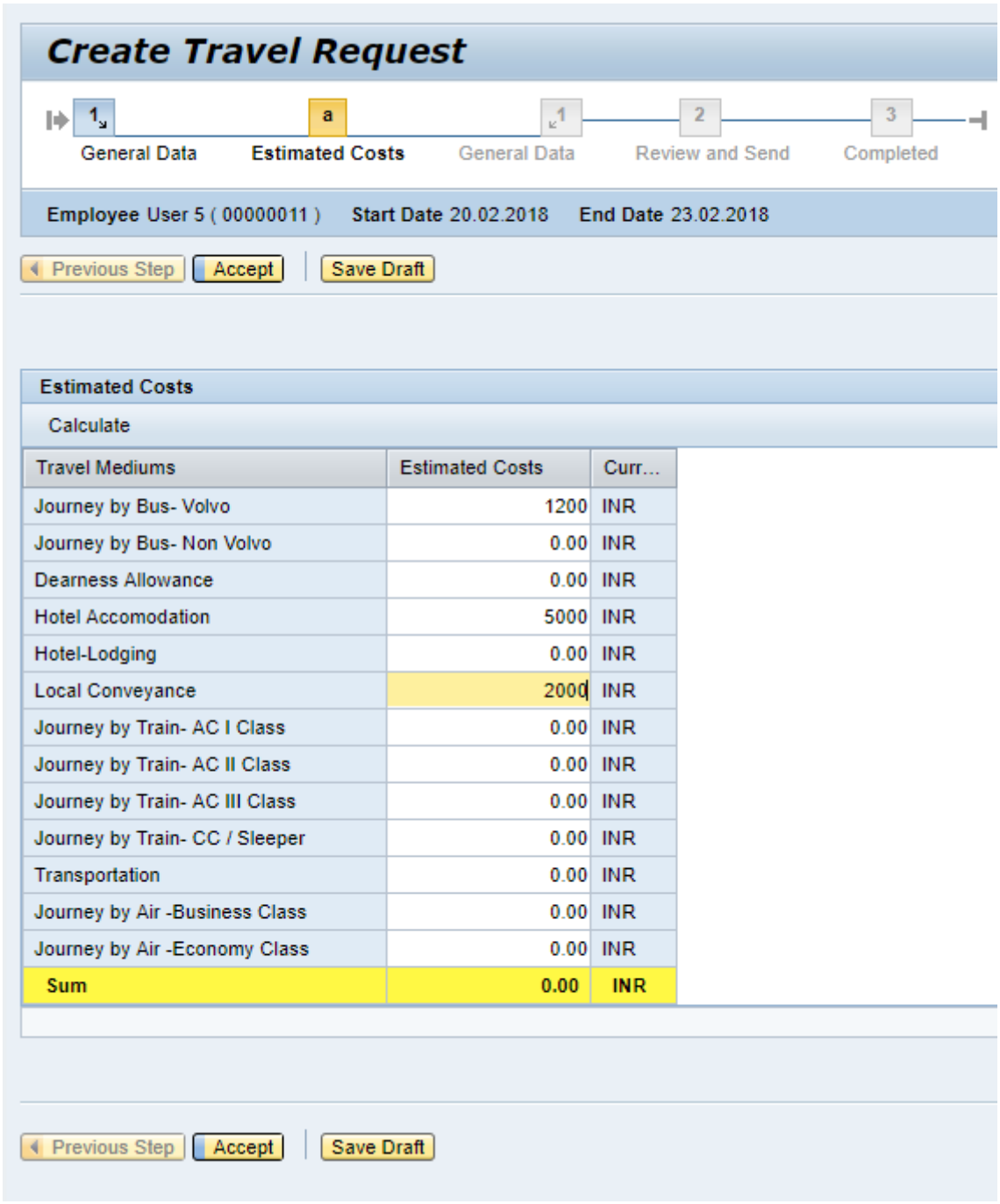


Click on accept.

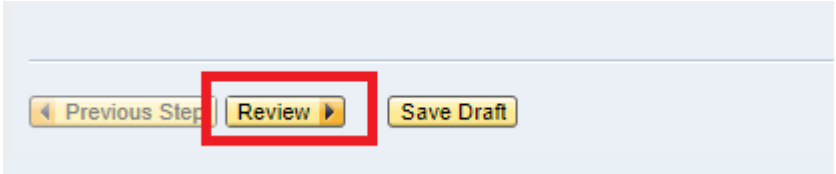


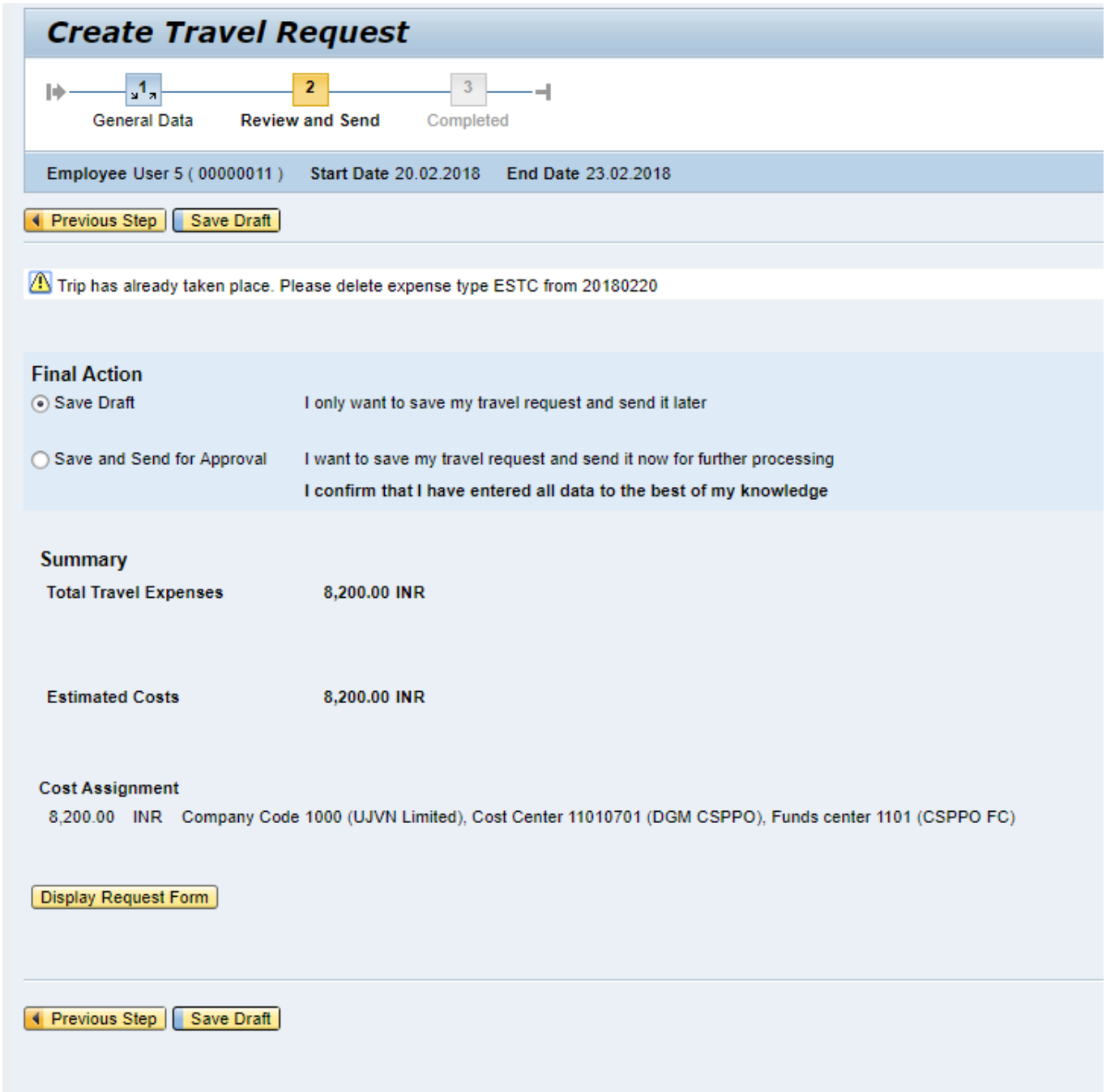


Click on Enter Estimated Costs, below screen will appear –

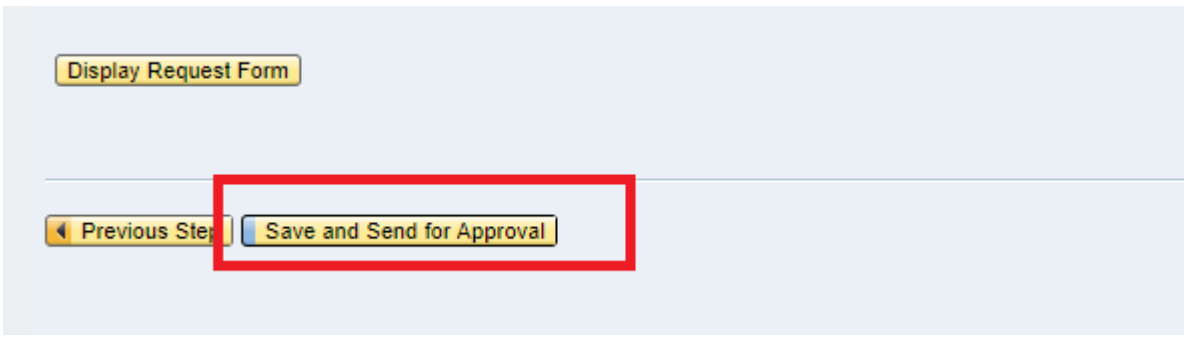


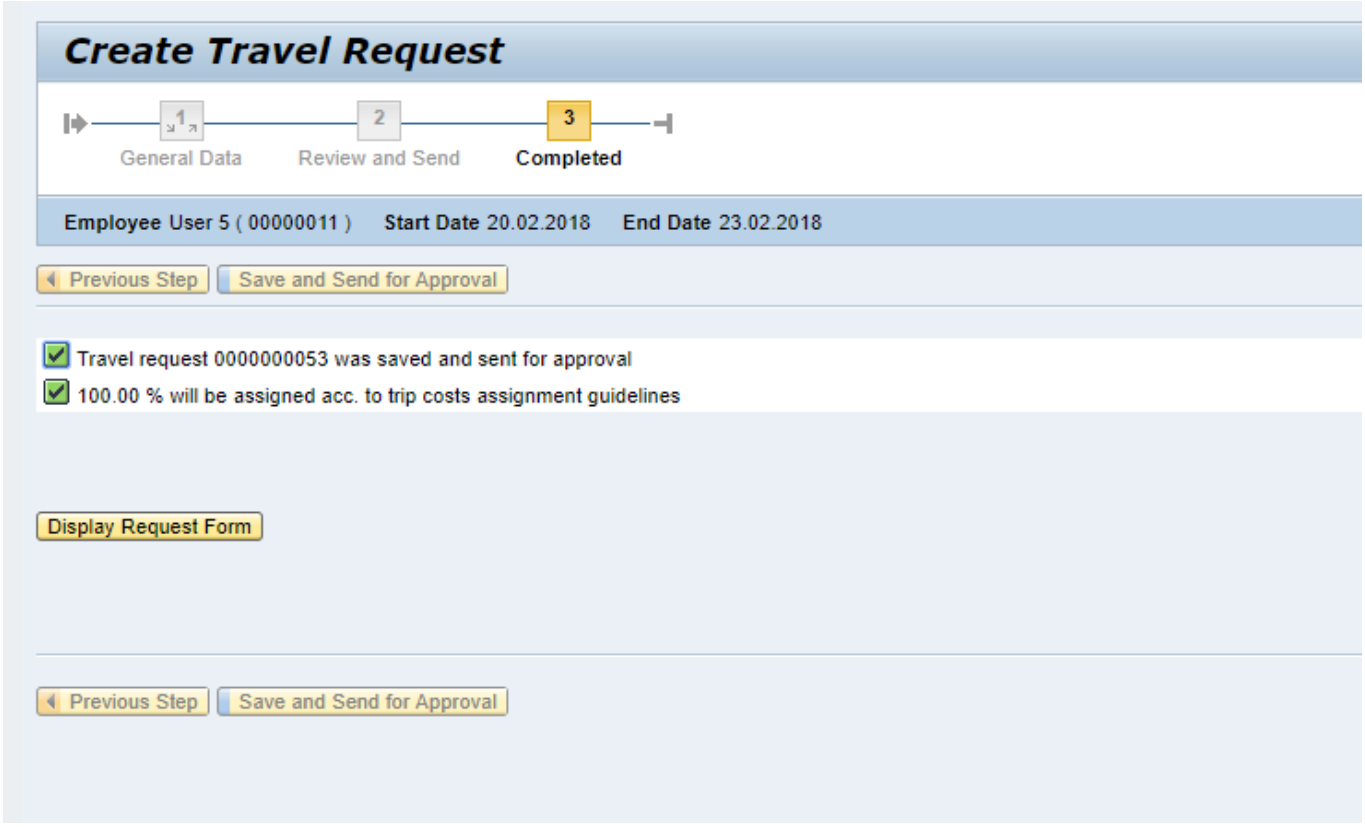
Click on accept –





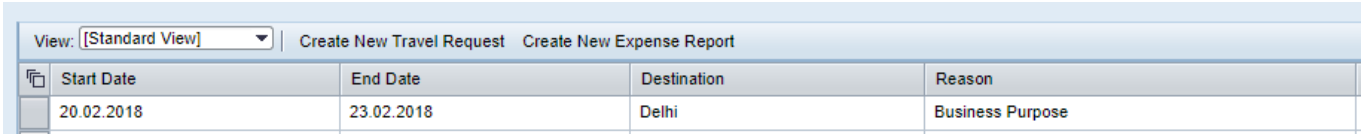
Select Save and Send for Approval.





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

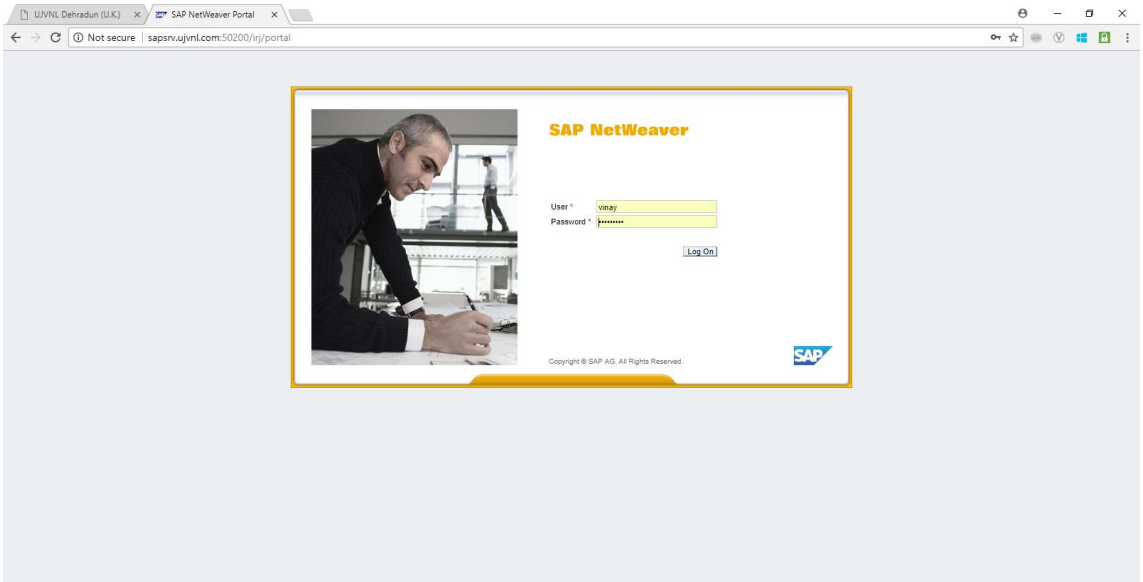
Menu Path	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
Transaction Code	NA

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

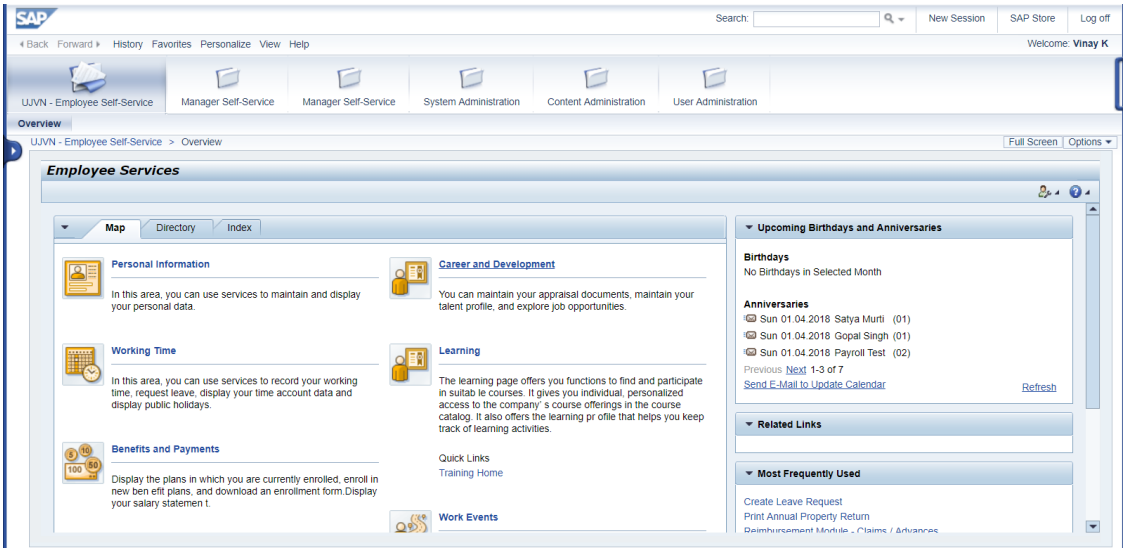
LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

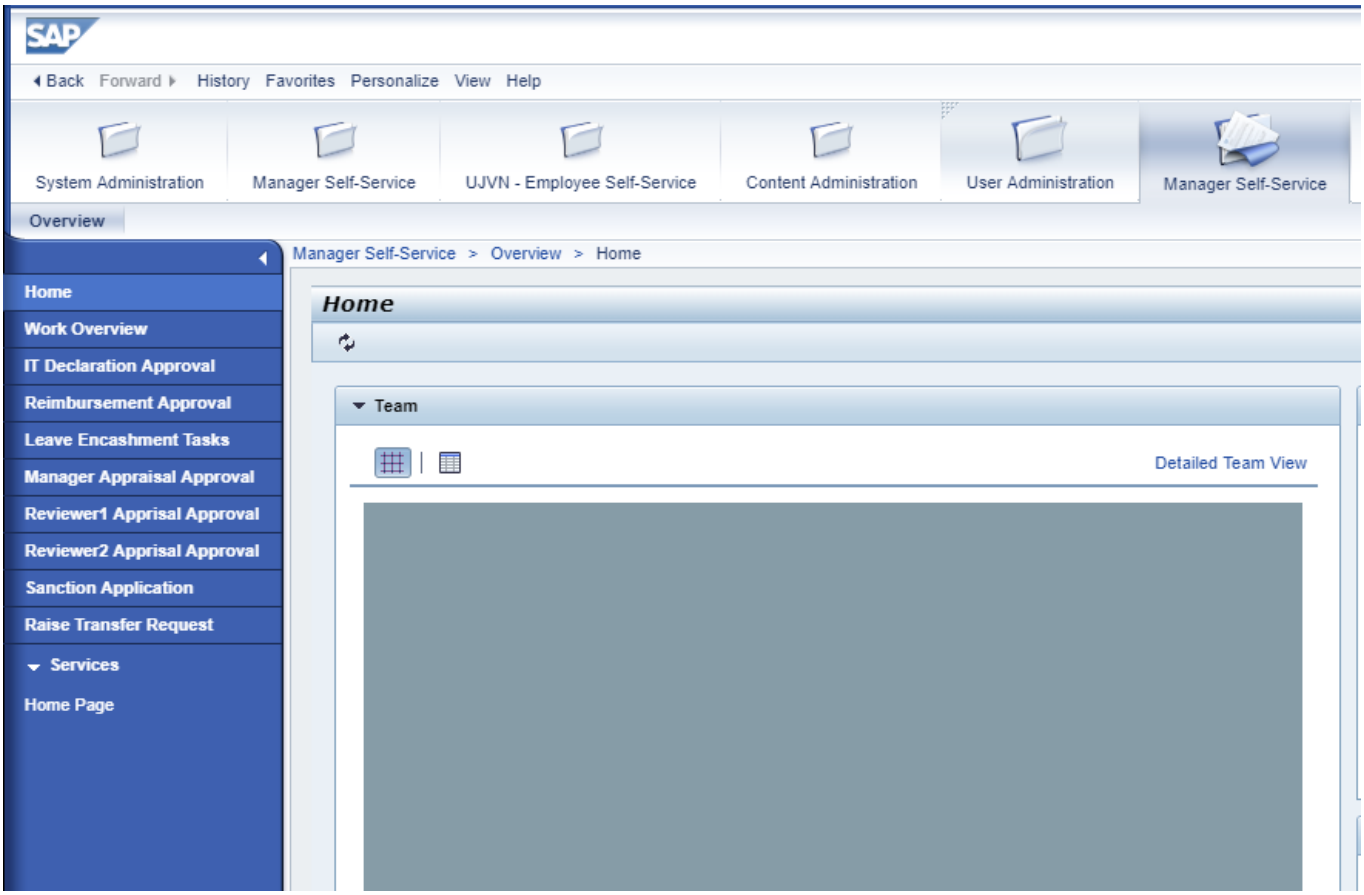
- Select internet explorer icon and double click on it.
- Enter the site address http://sapsrv.ujvnl.com:50200/irj/portal, the system will display the screen as follows:



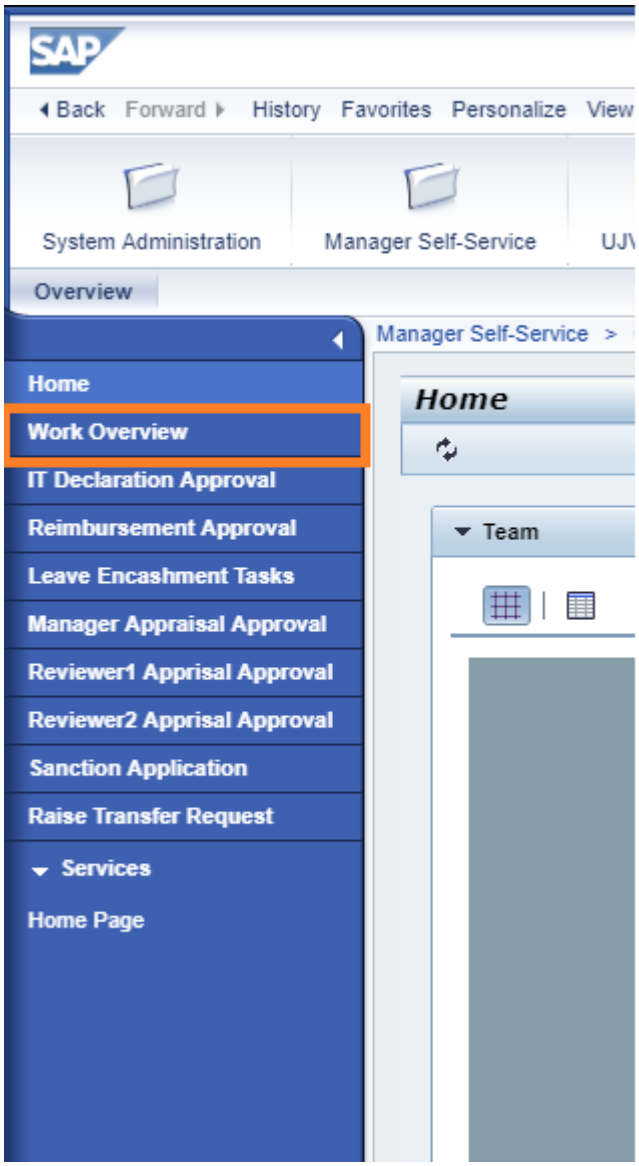
- Enter the EP user ID given (Ex: dgm_test), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



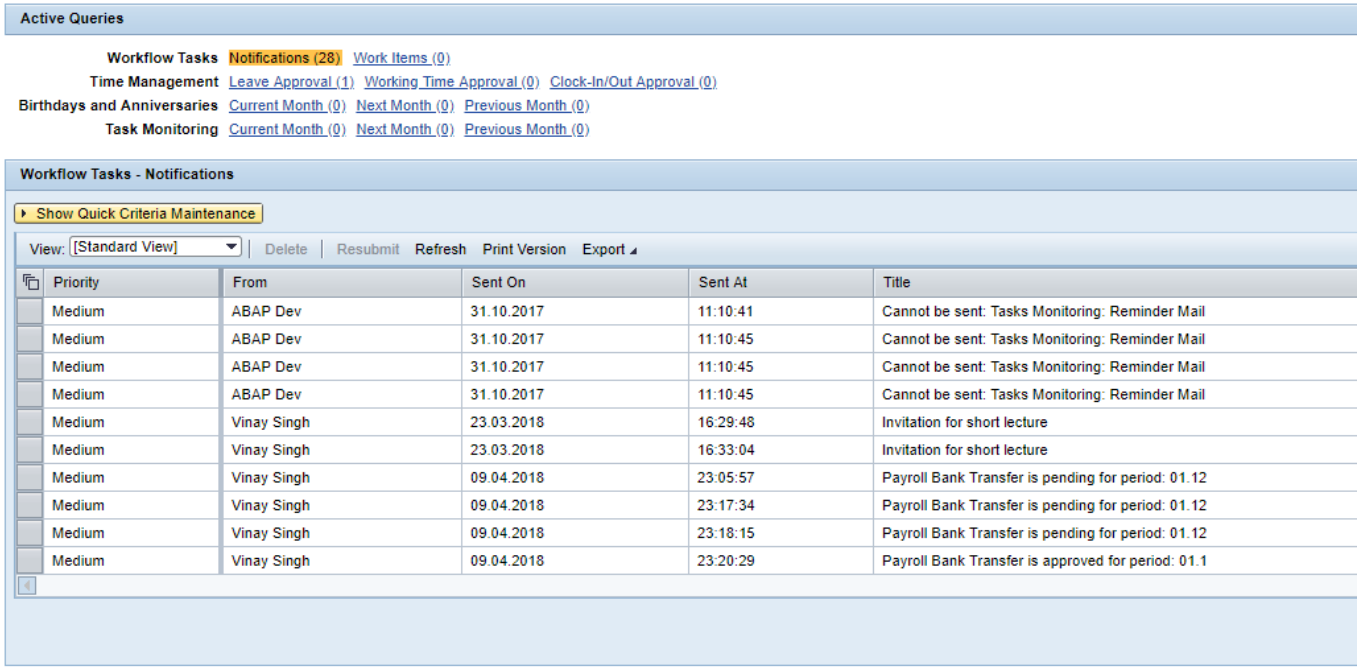
Click on Manager Self-Service –



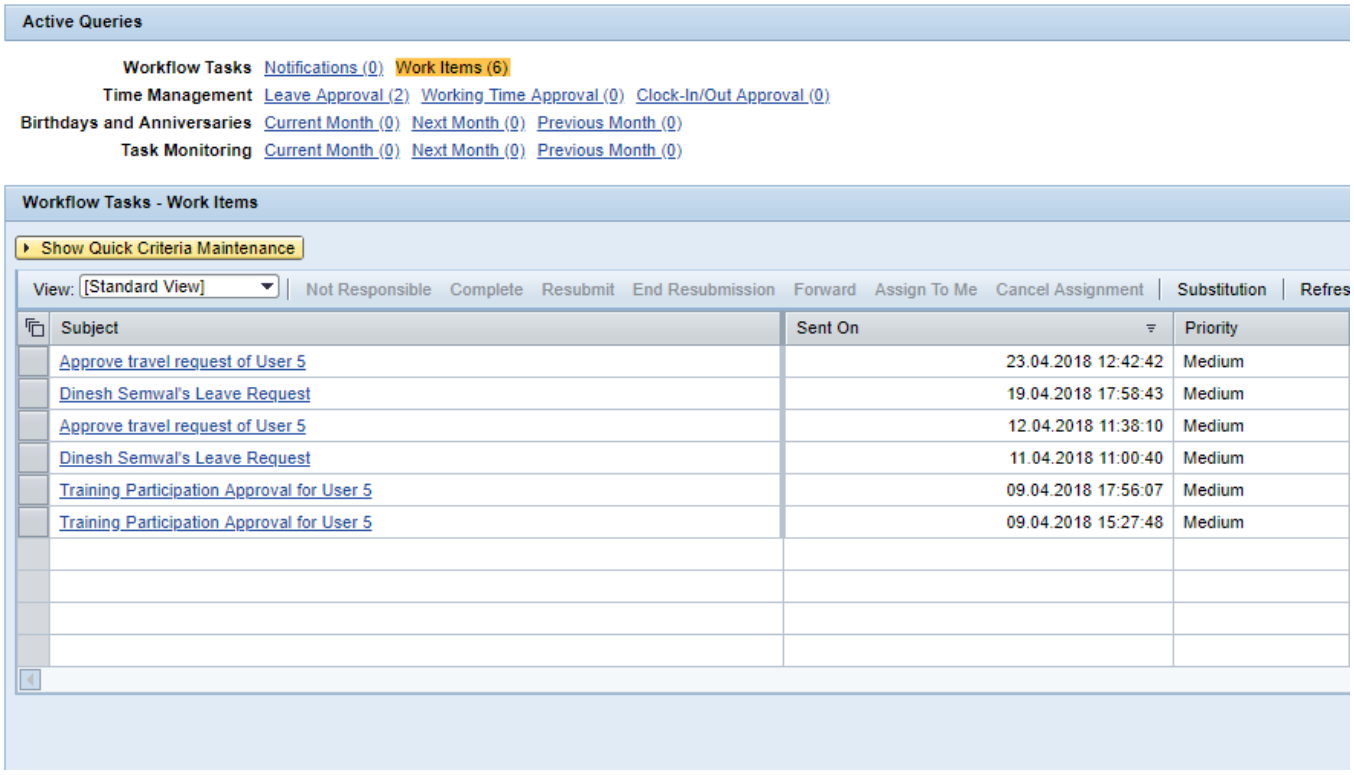
Click on Work Overview –



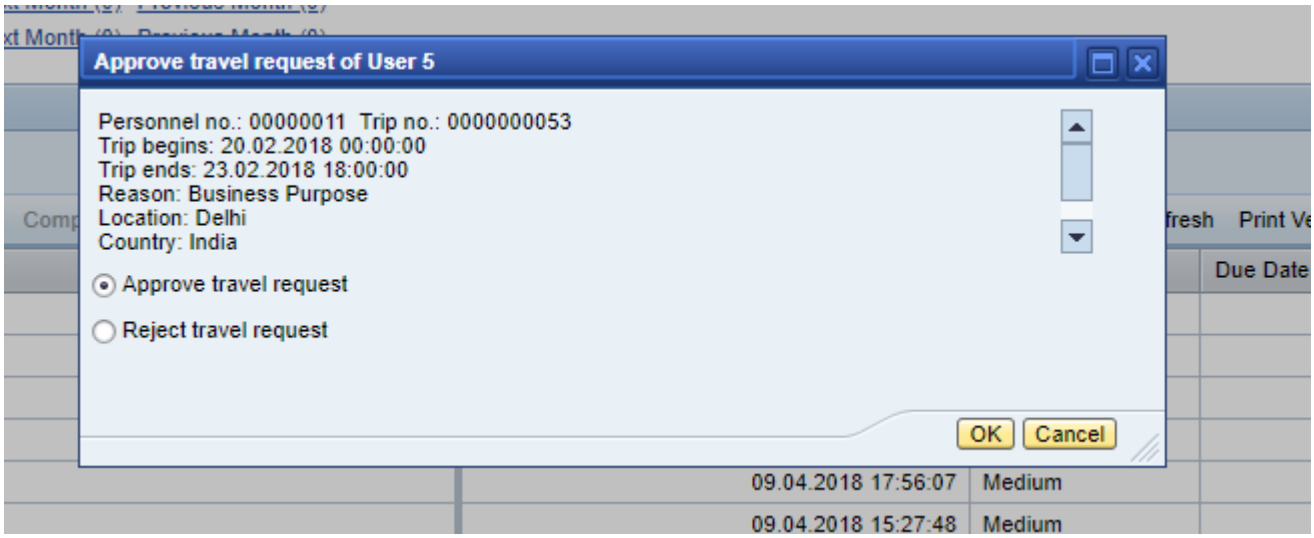
Below screen will appear –



Click on work item, below screen will appear –



Click on Approve travel request of User 5 –



Select Approve travel request to approve, Click ok.

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

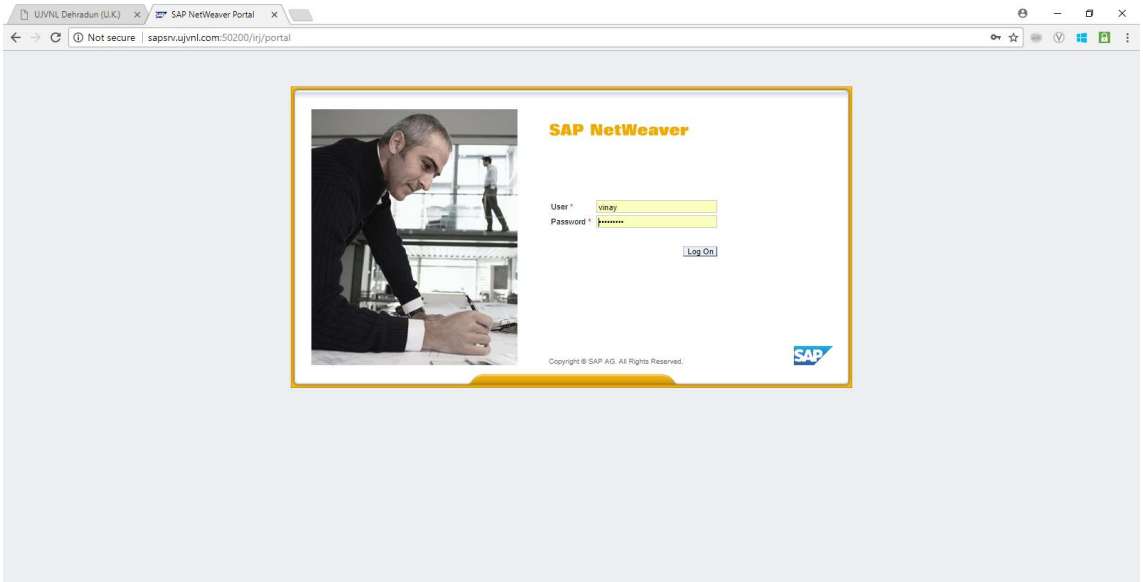
Menu Path	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
Transaction Code	NA

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

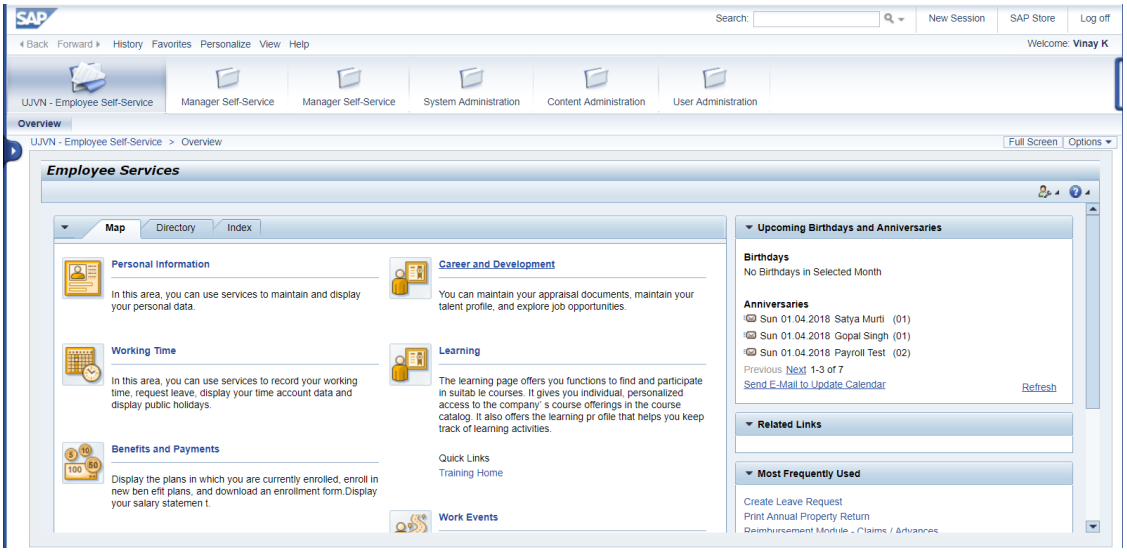
LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

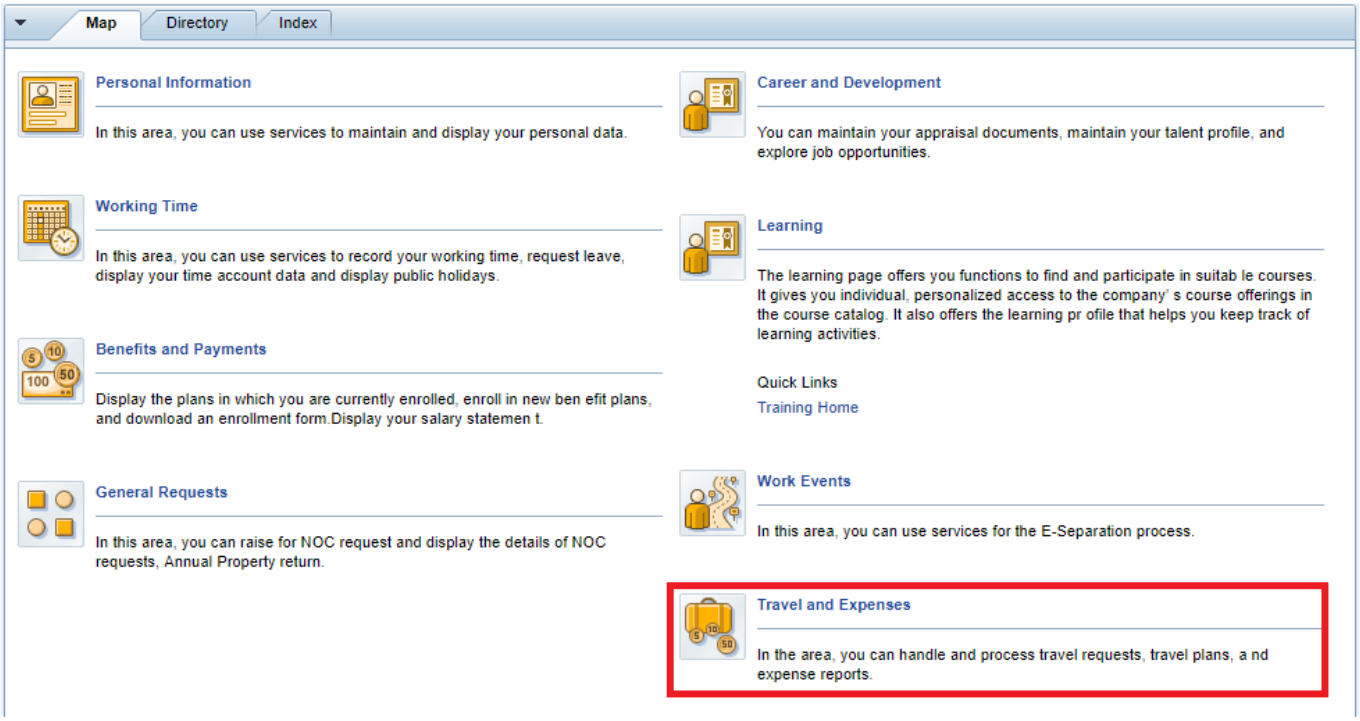
- Select internet explorer icon and double click on it.
- Enter the site address http://sapsrv.ujvnl.com:50200/irj/portal, the system will display the screen as follows:



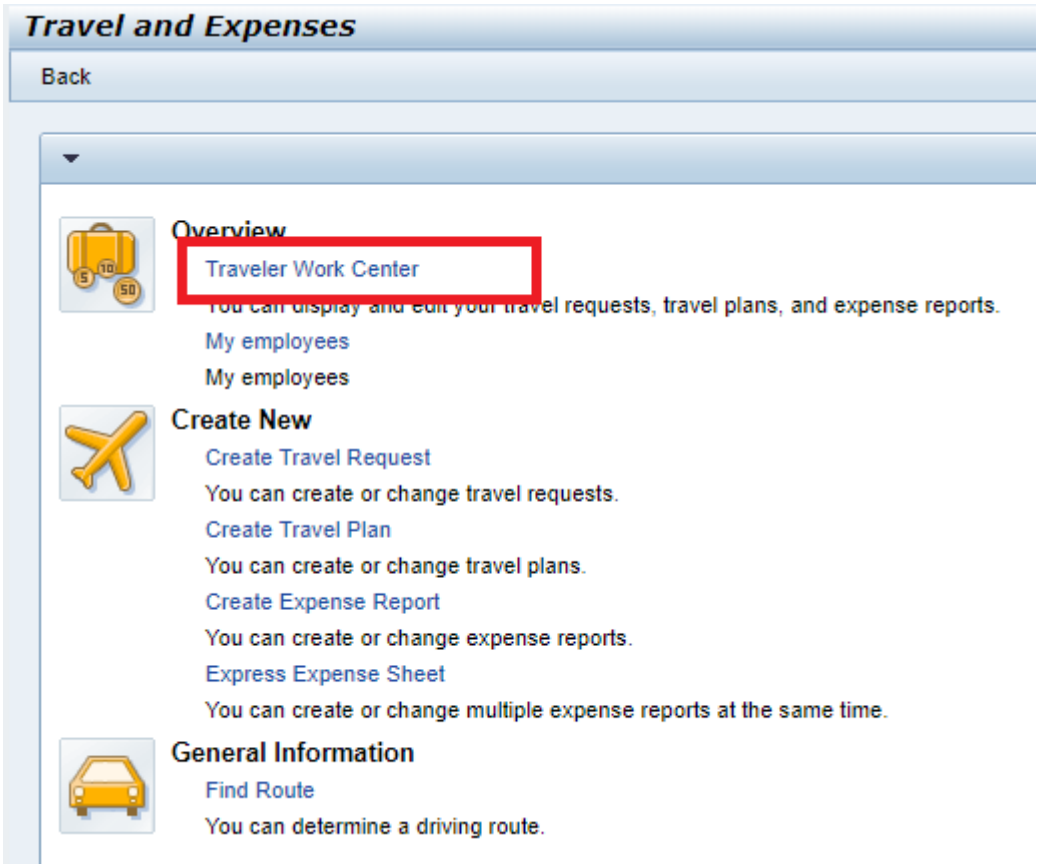
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



Go to Trave and Expenses –



Below screen be shown –



Below screen will be shown –

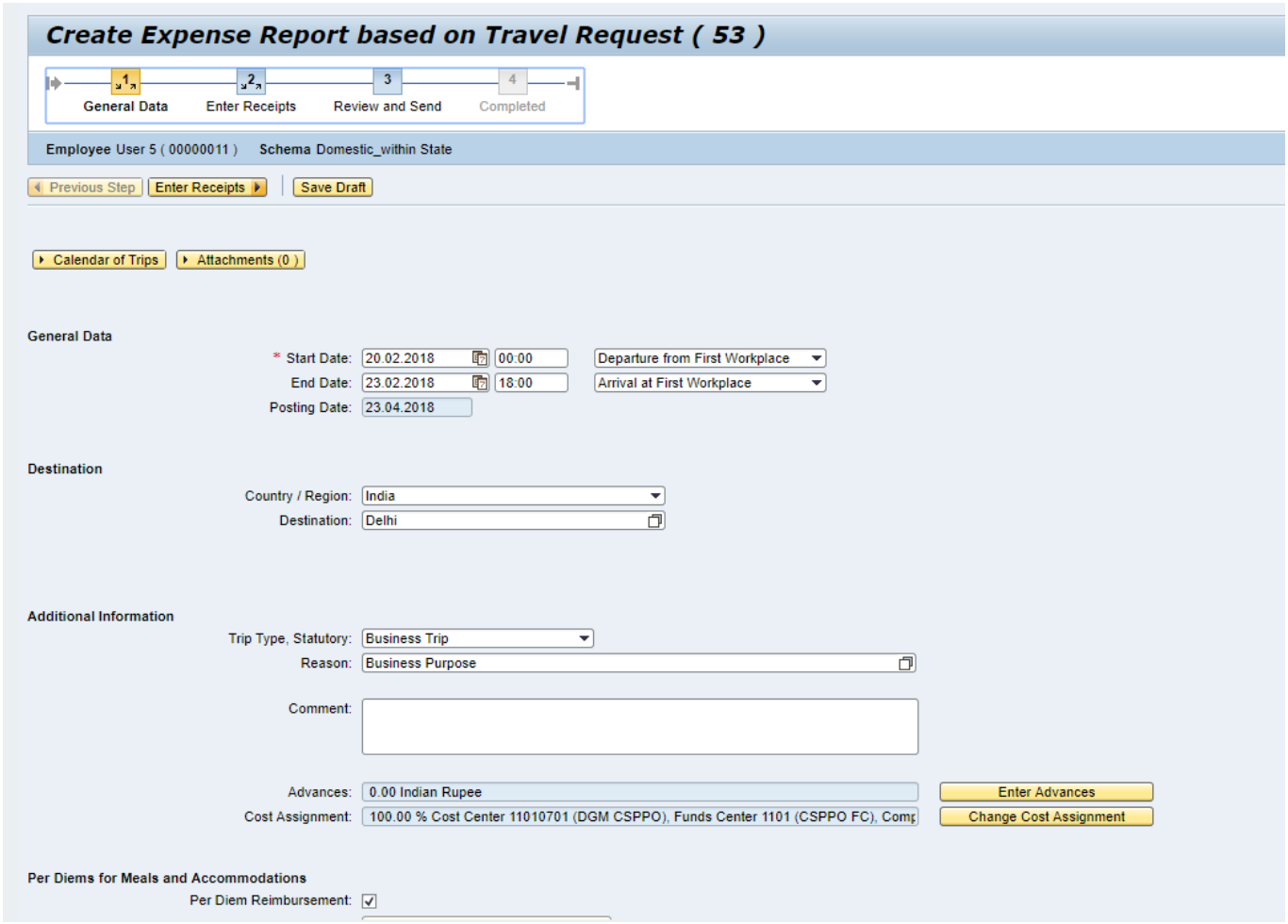
Start Date	End Date	Destination	Reason	Recommended Actions
20.02.2018	23.02.2018	Delhi	Business Purpose	Create Travel Expense Report
19.03.2018	22.03.2018	Delhi		Create Travel Expense Report
14.03.2018	16.03.2018	Delhi		Create Travel Expense Report
11.03.2018	13.03.2018	delhi		Change Travel Expense Report
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 -

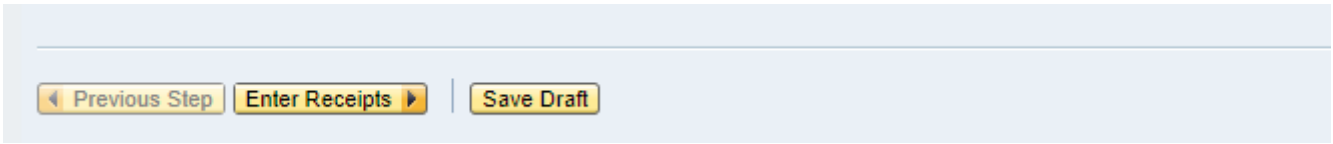
Start Date	End Date	Destination	Reason	Recommended Actions
20.02.2018	23.02.2018	Delhi	Business Purpose	Create Travel Expense Report
19.03.2018	22.03.2018	Delhi		Create Travel Expense Report
14.03.2018	16.03.2018	Delhi		Create Travel Expense Report
11.03.2018	13.03.2018	delhi		Change Travel Expense Report
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 –

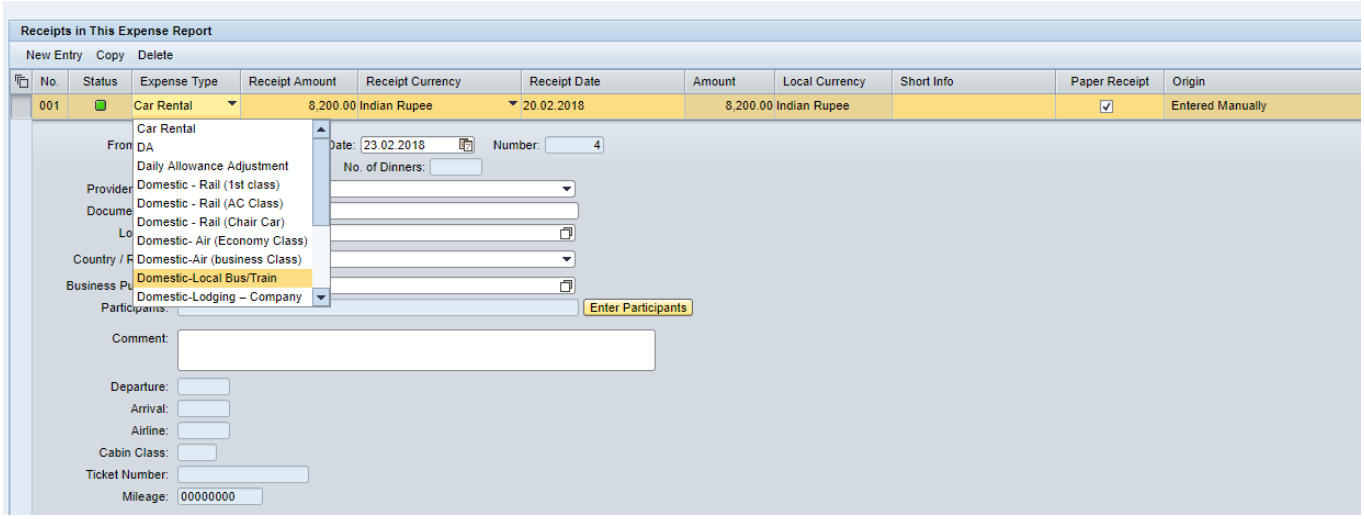
Select the Schema –



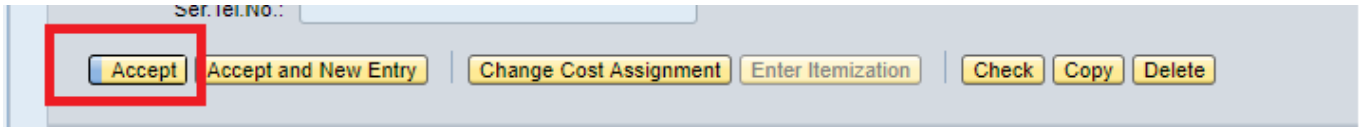
Above screen will appear.



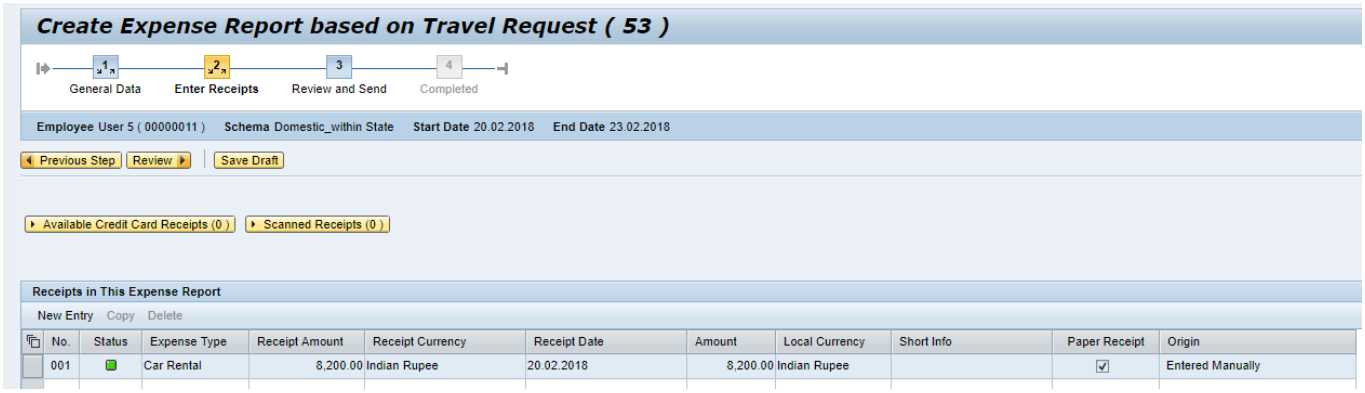
Click on Enter Receipts, below screen will appear –

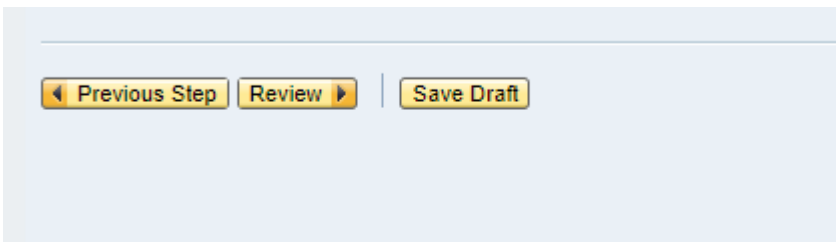


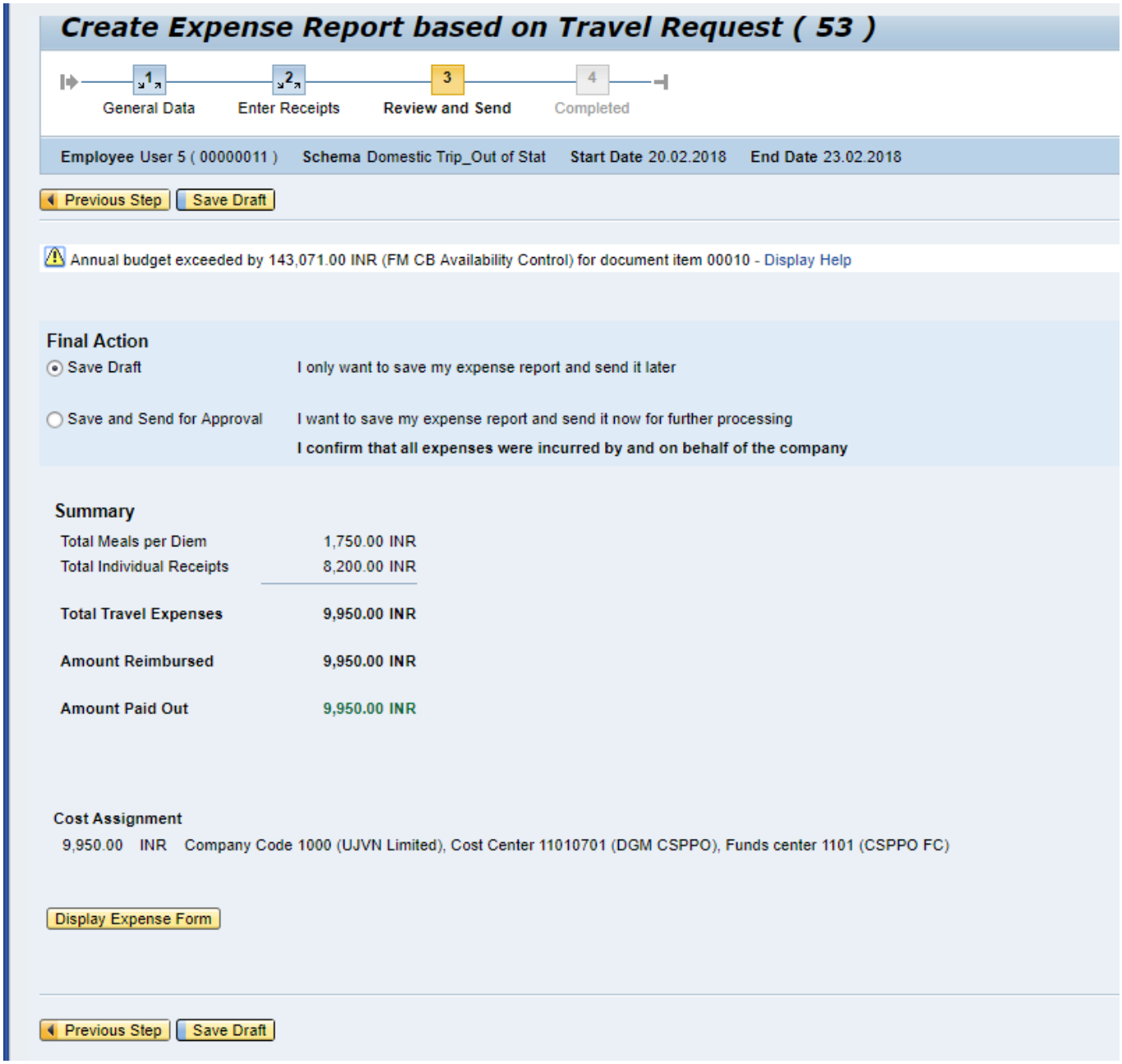
Click on Accept –



Review the Expense type details -



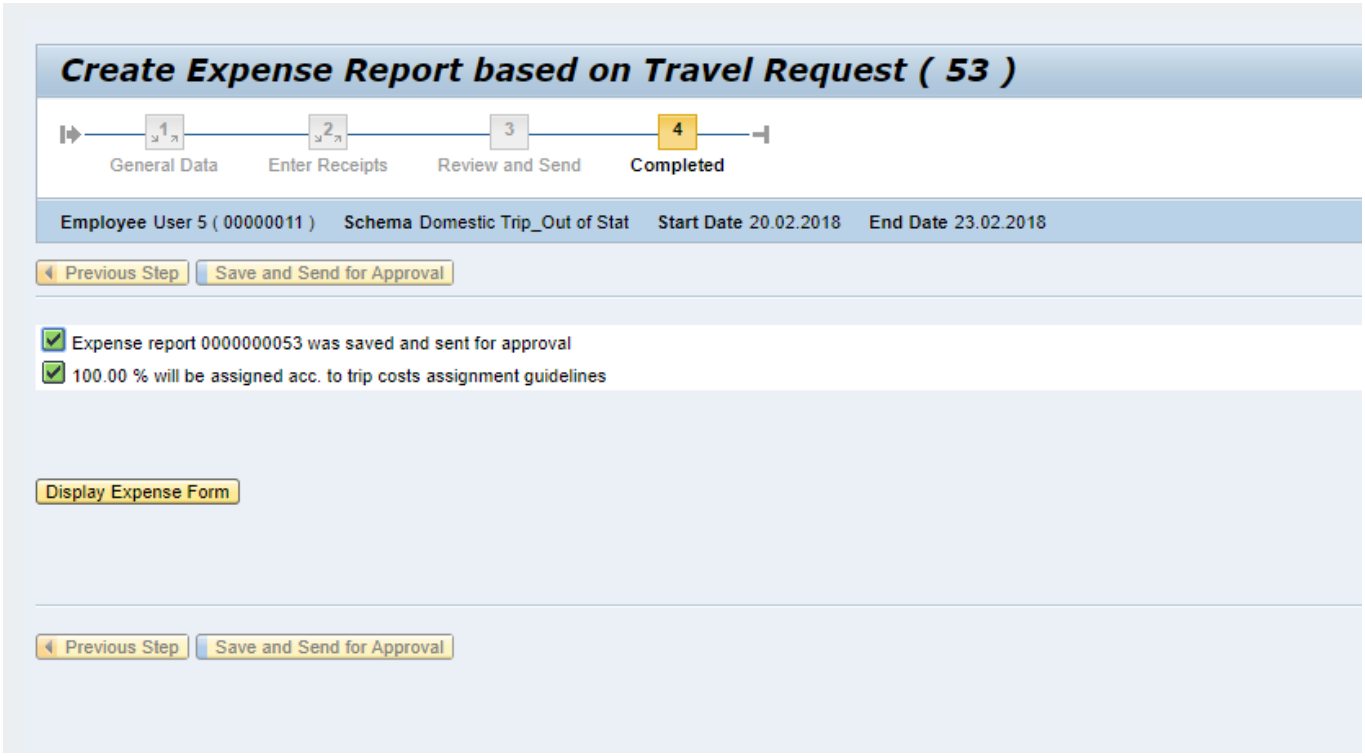




System will calculate the meals and per dim and will show the total expense amount to be reimbursed. Select Save and Send for Approval.

5.4 RESULTS

Expense request sent for approval.



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

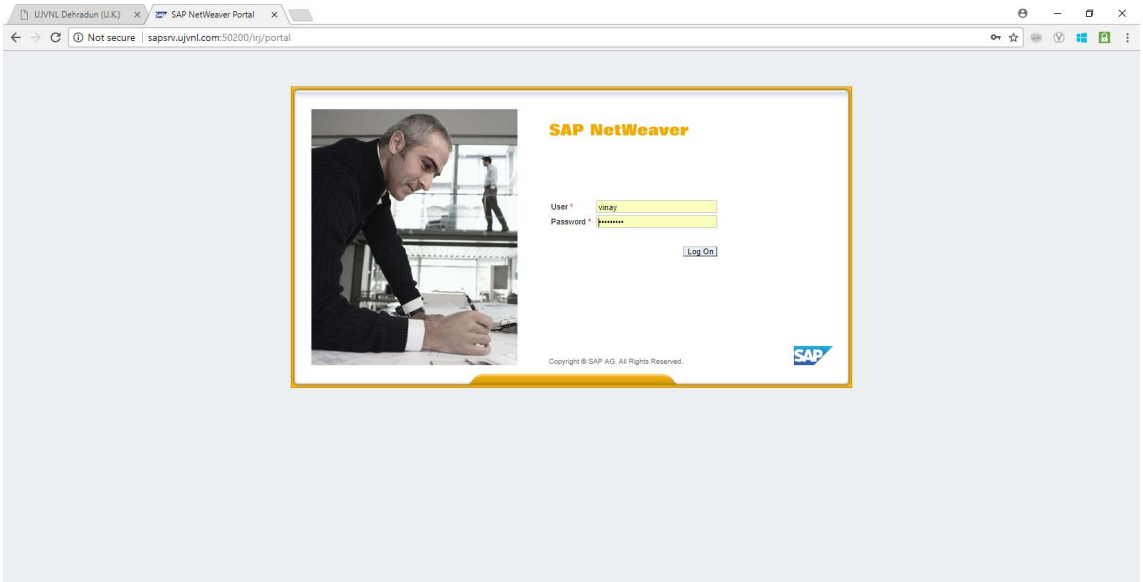
Menu Path	ESS - > UJVNL – ESS - > Travel and Expenses - > Travel Work Center
Transaction Code	NA

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

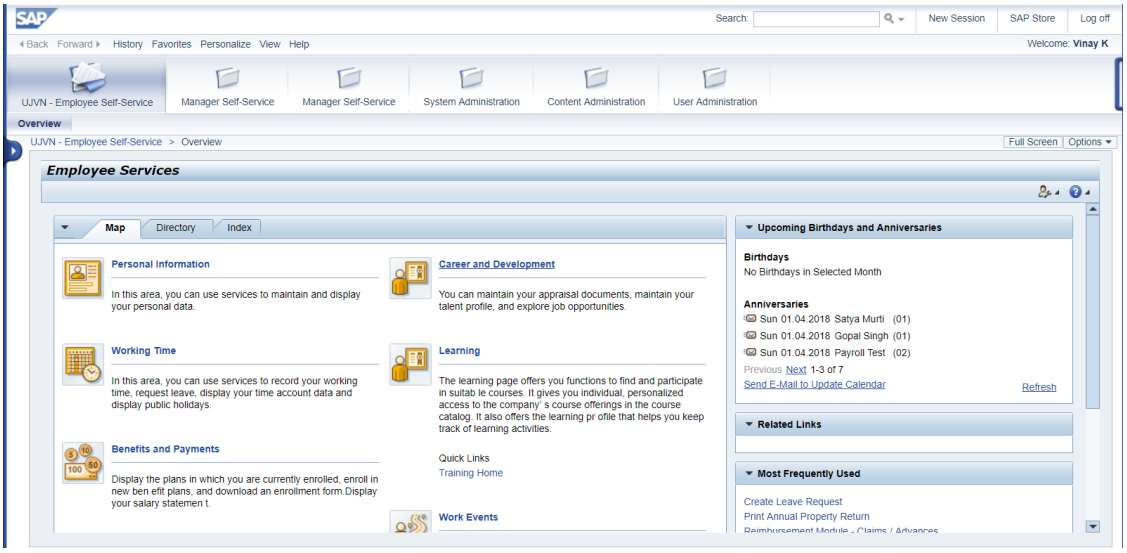
LOGON TO PORTAL:

The Employee should follow the steps below to enter portal

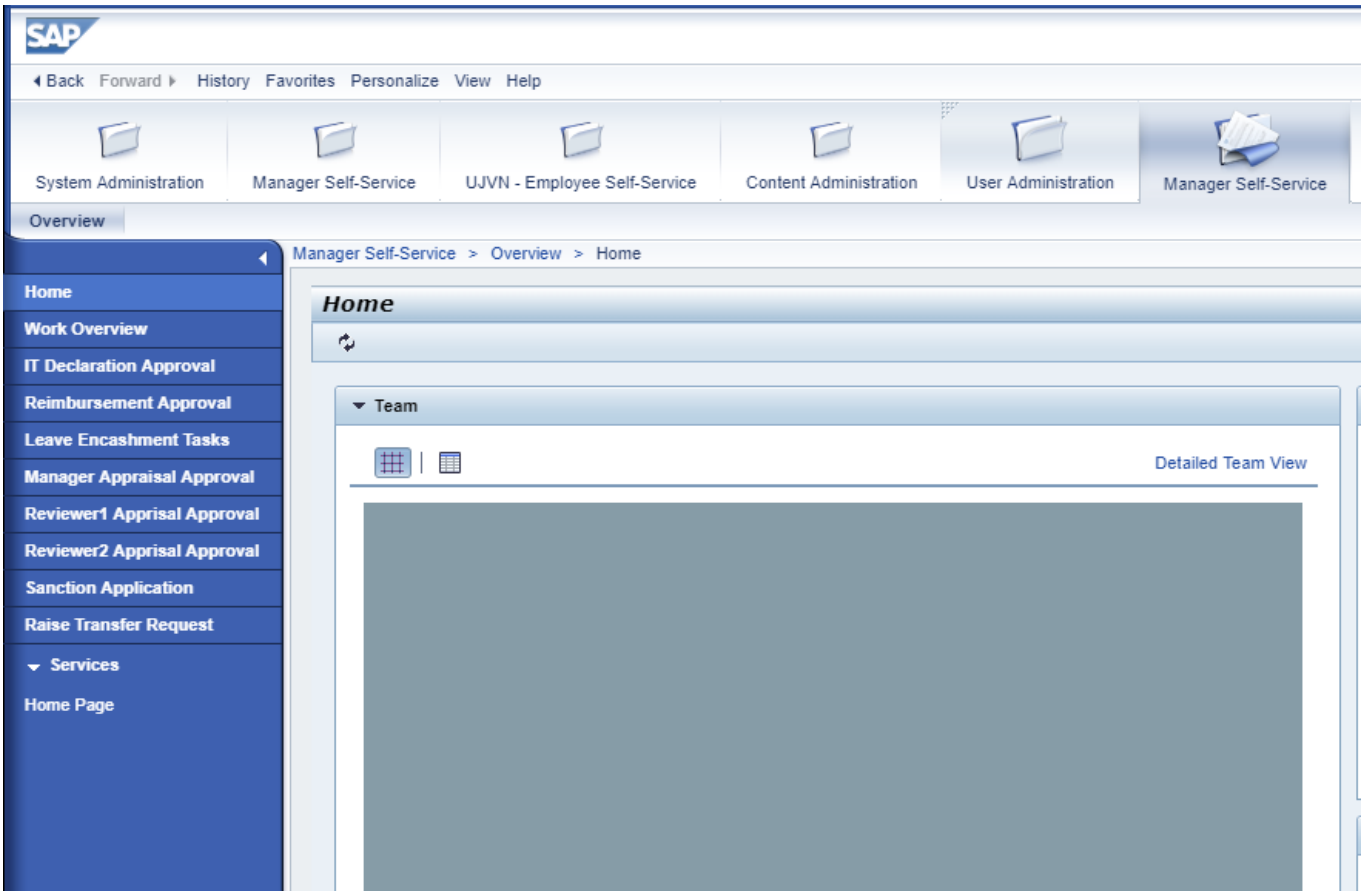
- Select internet explorer icon and double click on it.
- Enter the site address http://sapsrv.ujvnl.com:50200/irj/portal, the system will display the screen as follows:



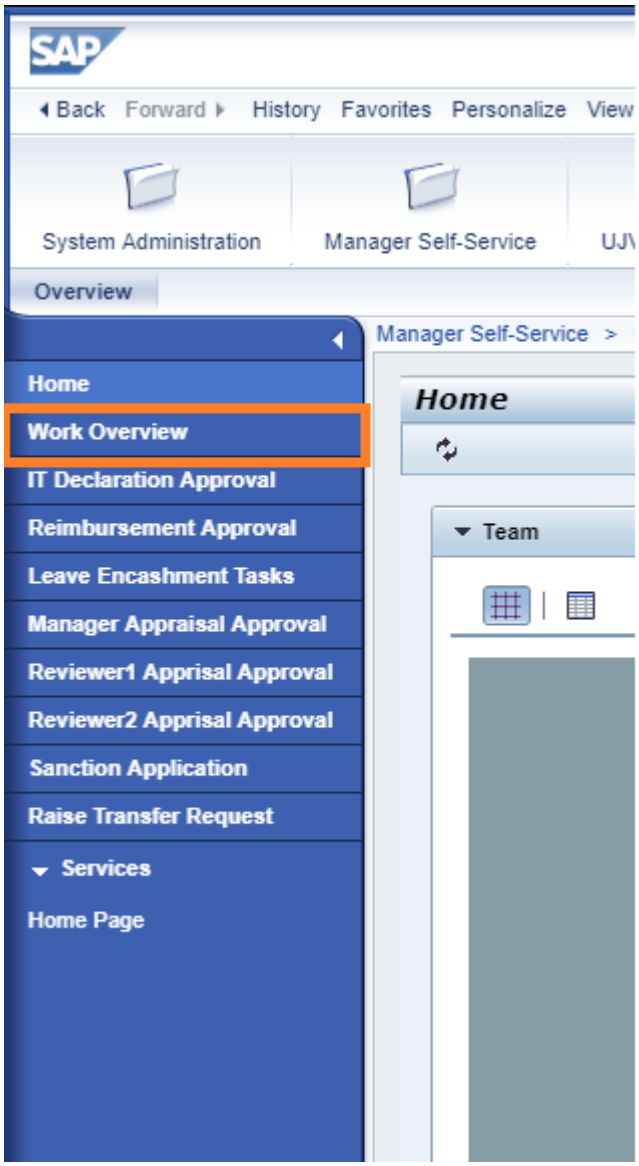
- Enter the EP user ID given (Ex: dgm_test), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



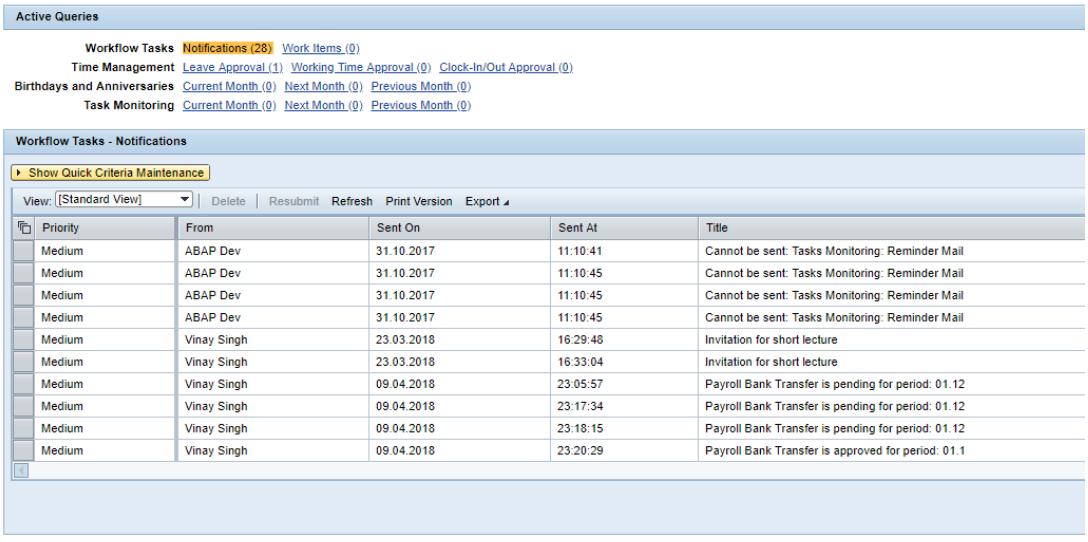
Click on Manager Self-Service –



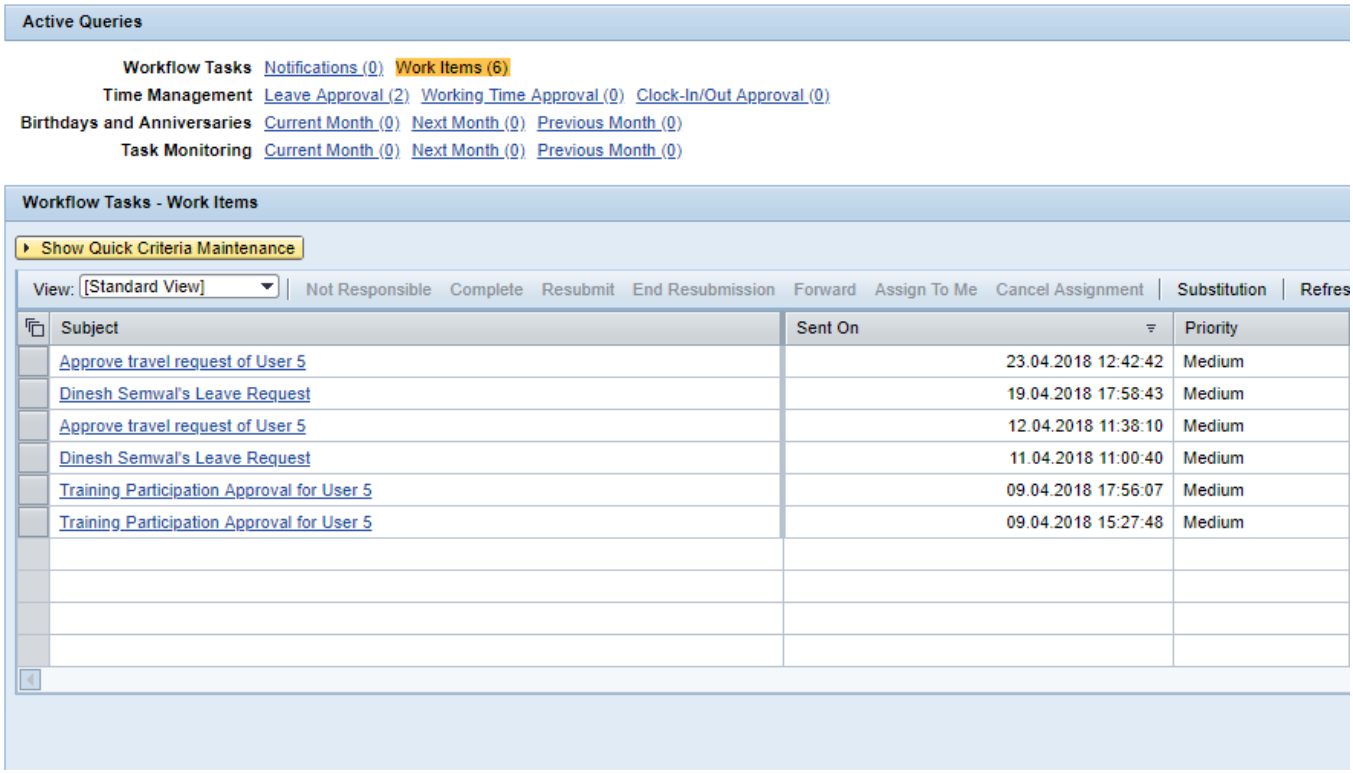
Click on Work Overview –



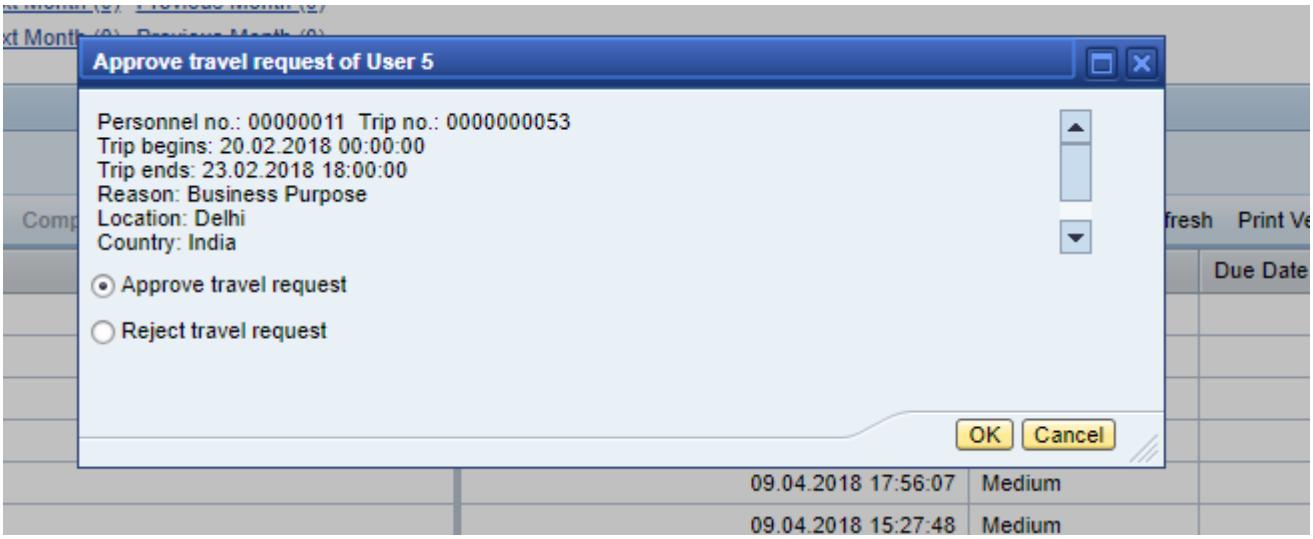
Below screen will appear –



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.

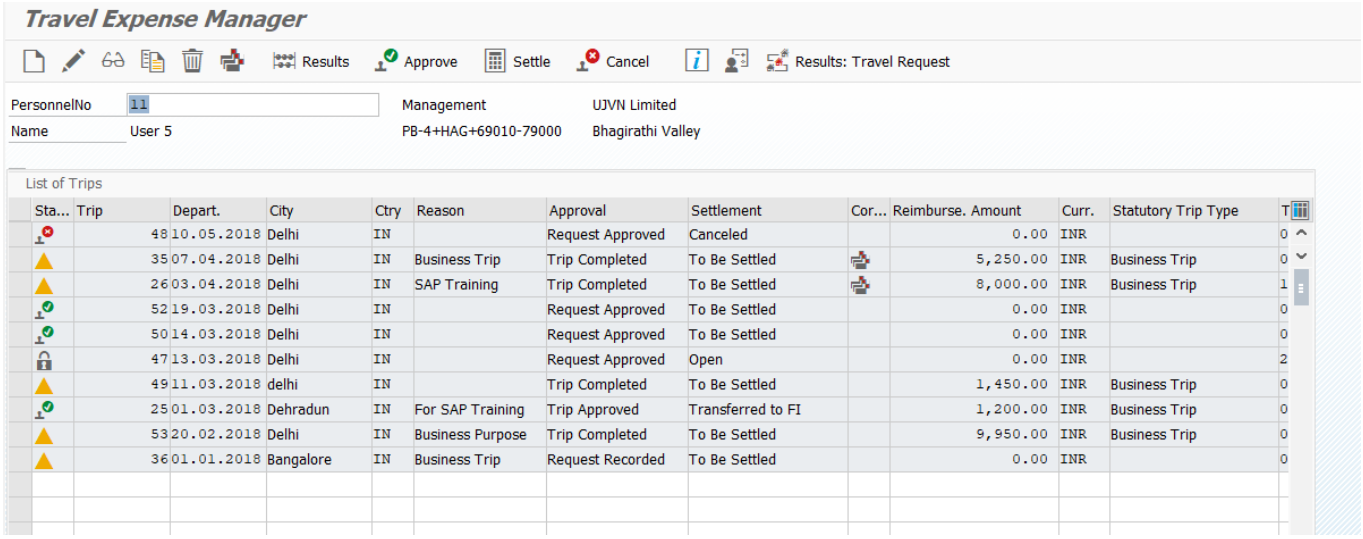
7.2 HELPFUL HINTS

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

7.3 PROCEDURAL STEPS

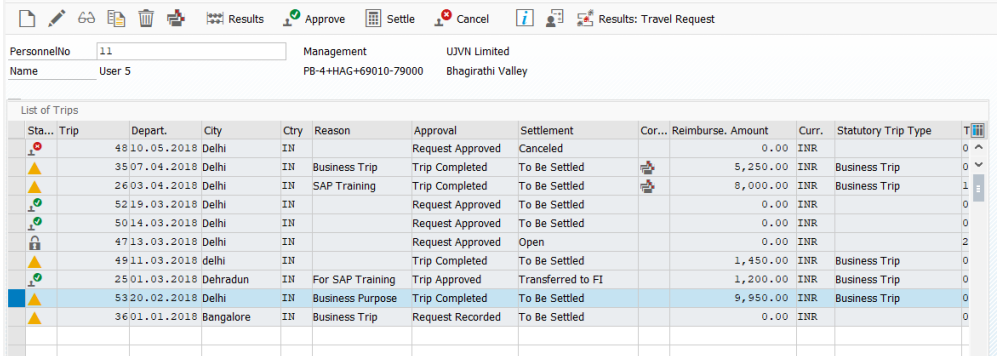
Menu Path	PR05
Transaction Code	PR05

Go to Tcode – PR05



Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type	T
	48	10.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR		0
	35	07.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip	0
	26	03.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip	1
	52	19.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	50	14.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	47	13.03.2018	Delhi	IN		Request Approved	Open		0.00	INR		2
	49	11.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip	0
	25	01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip	0
	53	20.02.2018	Delhi	IN	Business Purpose	Trip Completed	To Be Settled		9,950.00	INR	Business Trip	0
	36	01.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR		0

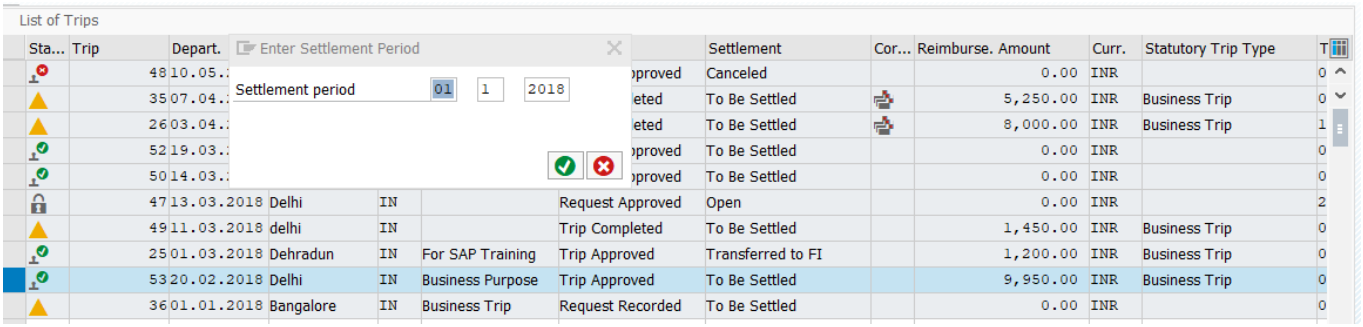
Select the Trip to be settled, Click on Settle.



Sta...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Cor...	Reimburse. Amount	Curr.	Statutory Trip Type	T
	48	10.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR		0
	35	07.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip	0
	26	03.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip	1
	52	19.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	50	14.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	47	13.03.2018	Delhi	IN		Request Approved	Open		0.00	INR		2
	49	11.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip	0
	25	01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip	0
	53	20.02.2018	Delhi	IN	Business Purpose	Trip Completed	To Be Settled		9,950.00	INR	Business Trip	0
	36	01.01.2018	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	T
	48	10.05.2018	Delhi	IN		Request Approved	Canceled		0.00	INR		0
	35	07.04.2018	Delhi	IN	Business Trip	Trip Completed	To Be Settled		5,250.00	INR	Business Trip	0
	26	03.04.2018	Delhi	IN	SAP Training	Trip Completed	To Be Settled		8,000.00	INR	Business Trip	1
	52	19.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	50	14.03.2018	Delhi	IN		Request Approved	To Be Settled		0.00	INR		0
	47	13.03.2018	Delhi	IN		Request Approved	Open		0.00	INR		2
	49	11.03.2018	delhi	IN		Trip Completed	To Be Settled		1,450.00	INR	Business Trip	0
	25	01.03.2018	Dehradun	IN	For SAP Training	Trip Approved	Transferred to FI		1,200.00	INR	Business Trip	0
	53	20.02.2018	Delhi	IN	Business Purpose	Trip Approved	To Be Settled		9,950.00	INR	Business Trip	0
	36	01.01.2018	Bangalore	IN	Business Trip	Request Recorded	To Be Settled		0.00	INR		0



Requst 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

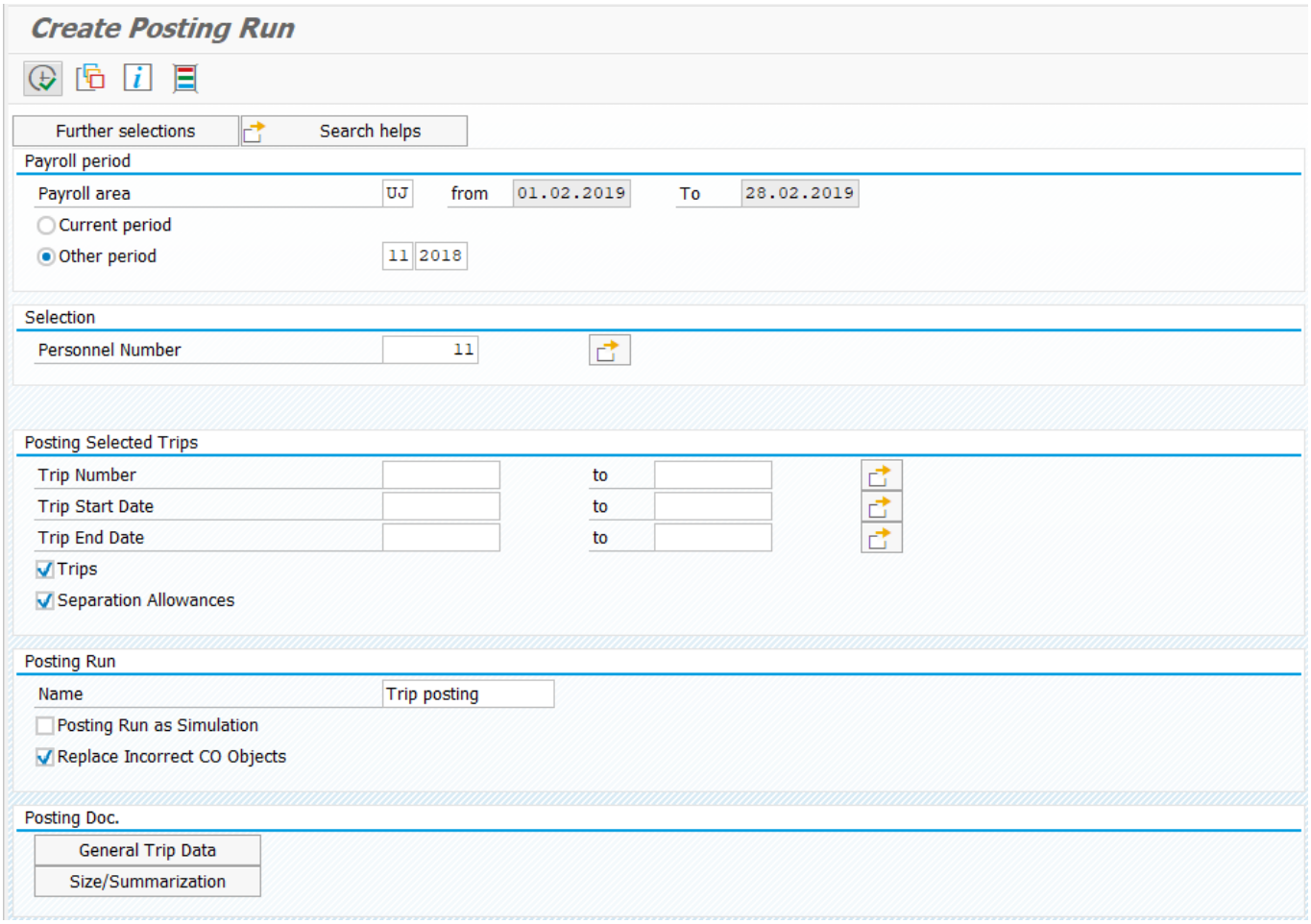
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

8.3 PROCEDURAL STEPS

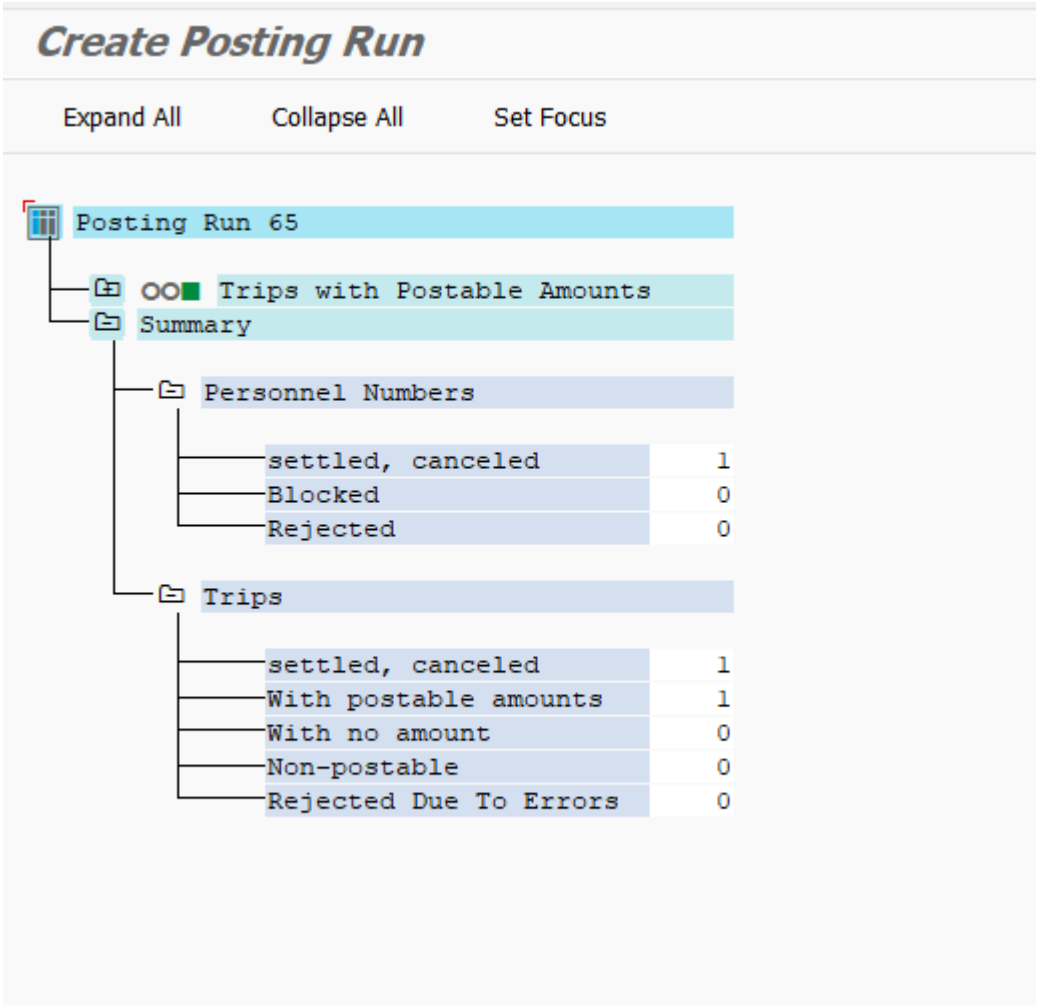
Menu Path	PRFI
Transaction Code	PRFI

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.



8.4 RESULTS

Posting Created.

8.5 COMMENTS

9 MANAGE POSTING

9.1 PURPOSE

Posting the results to Finance

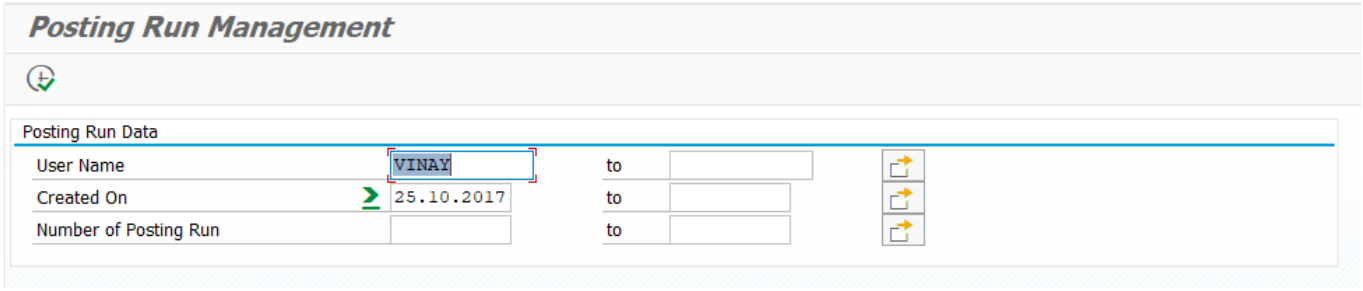
9.2 HELPFUL HINTS

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

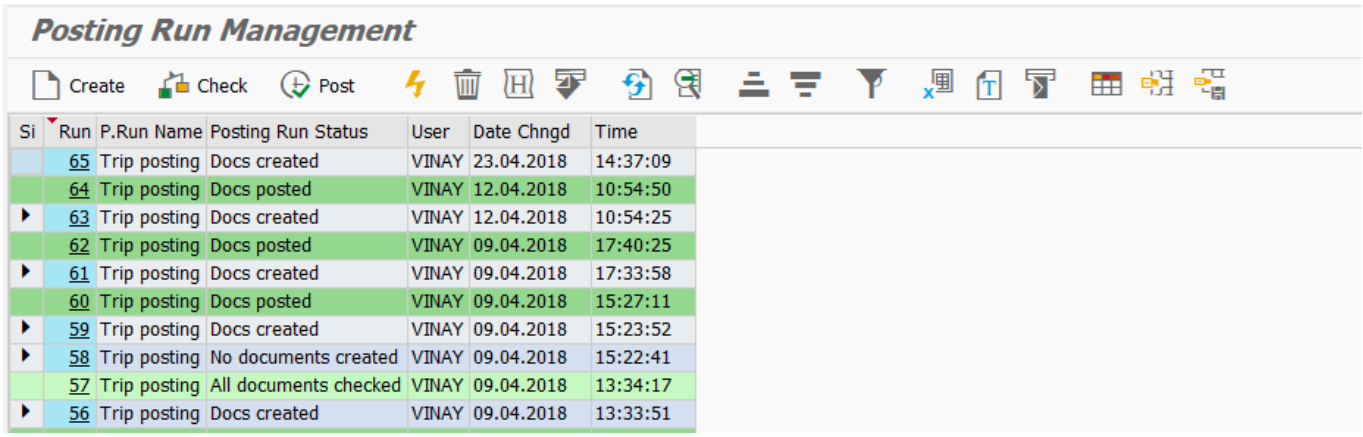
9.3 PROCEDURAL STEPS

Menu Path	PRRW
Transaction Code	PRRW

T-code for Manage Posting Run – PRRW



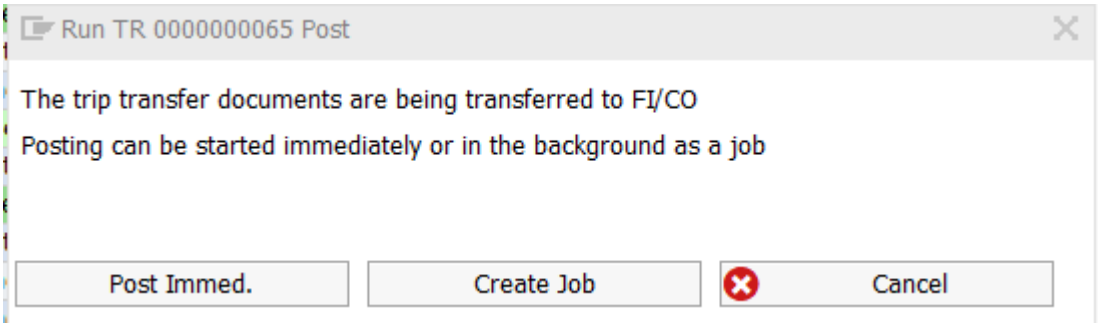
Execute.

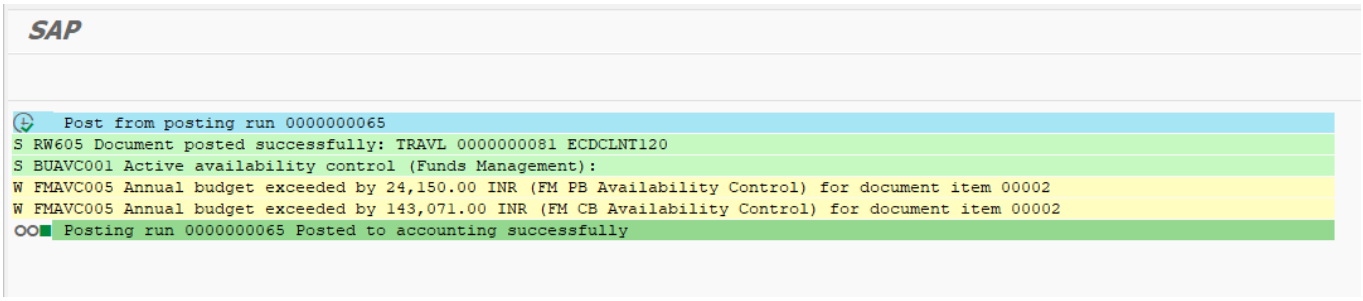


Si	Run	P.Run Name	Posting Run Status	User	Date Chngd	Time
	65	Trip posting	Docs created	VINAY	23.04.2018	14:37:09
	64	Trip posting	Docs posted	VINAY	12.04.2018	10:54:50
▸	63	Trip posting	Docs created	VINAY	12.04.2018	10:54:25
	62	Trip posting	Docs posted	VINAY	09.04.2018	17:40:25
▸	61	Trip posting	Docs 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

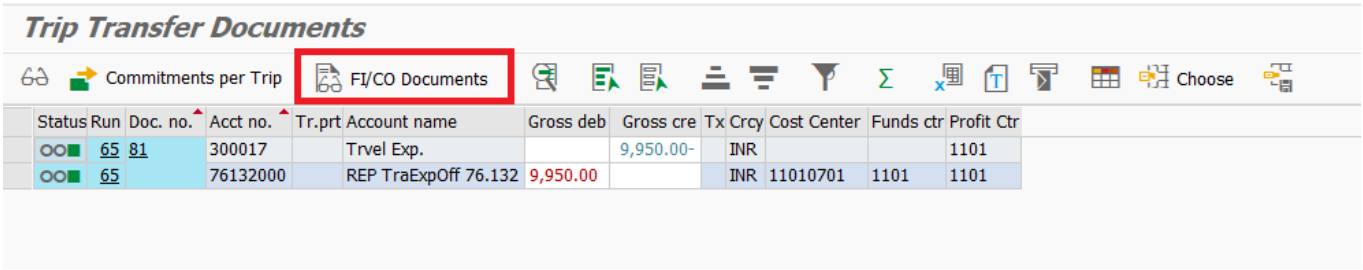
Select the Posting Document 65 and click on

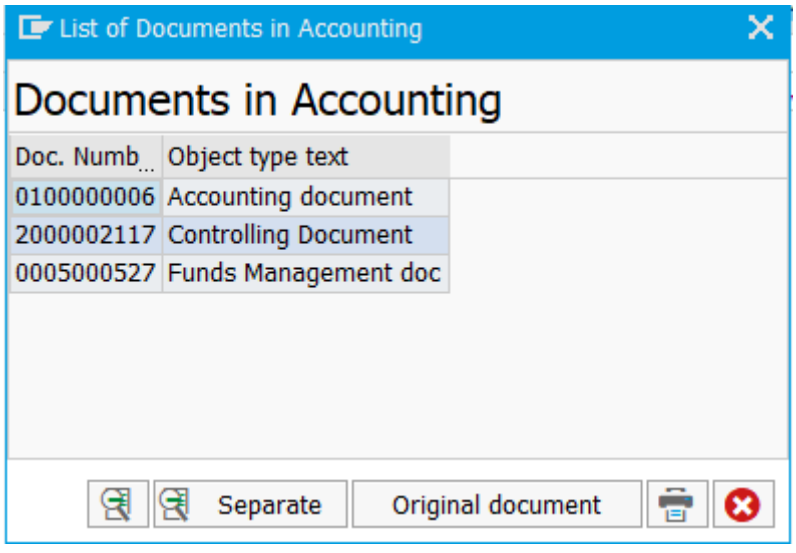
Select Post Immediately and come back to the original screen and press on Run 65 to view the FICO documents. You will get the following message.





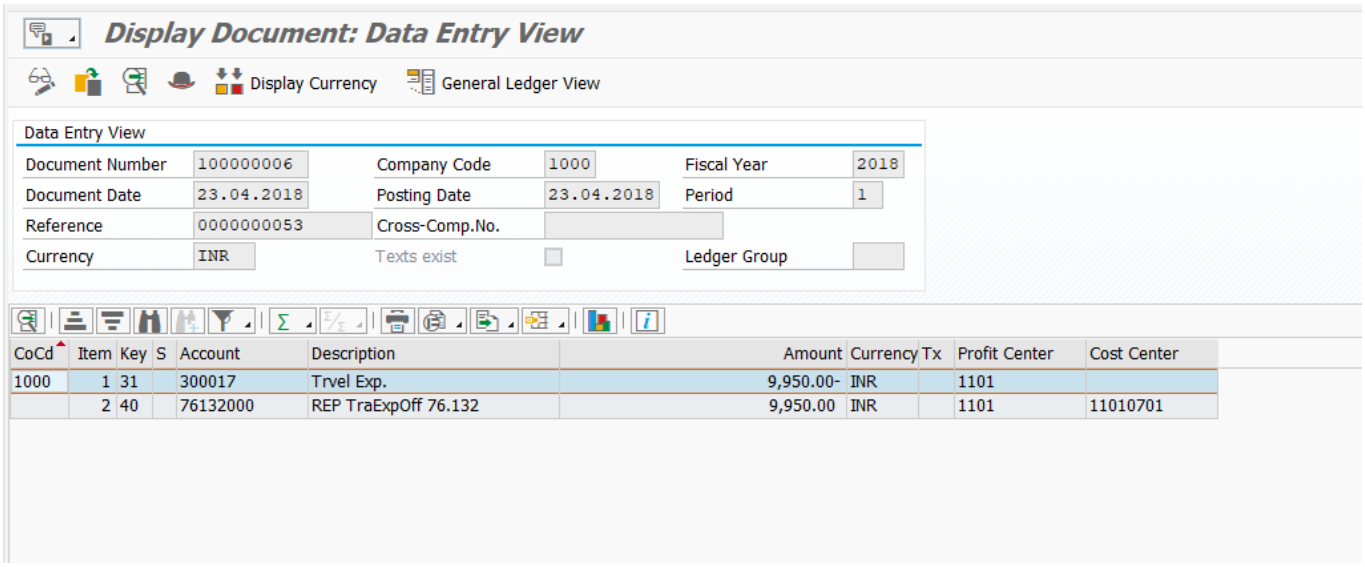
Select Back and select posted document (Document number 81)





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.