

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Table of Contents

Travel and Expense Reimbursement Workshop (WebGui)

| | | |
|---|----|----|
| • Overview | 4 | |
| • Objectives | 5 | |
| • Agenda | 6 | |
| | | |
| • Lesson 1: Travel Roles and Basic SAP Navigation | | |
| • Travel Roles | 8 | |
| • When to use the Travel Manager | | 9 |
| • WebGUI versus WinGUI Interface | | 10 |
| • Welcome Screen | 11 | |
| • WebGUI Interface | 12 | |
| • Establish Settings | 14 | |
| | | |
| • Lesson 2: Calculate Per Diem | | |
| • Infocenter | 15 | |
| • Search for Country | | 16 |
| • Create Personal List | | 20 |
| • Calculate Per Diem | | 22 |
| | | |
| • Lesson 3: Change Personnel Number | | |
| • Via Travel Manager Search | | 23 |
| • Via ZMTRR_Travel_Work_Li Transaction | | 27 |

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Table of Contents

Travel and Expense Reimbursement Workshop (WebGui)

| | | |
|--------------------------------------|----|----|
| • Lesson 4: Create a Travel Request | 31 | |
| • General Trip Data | 32 | |
| • Additional Destinations | 34 | |
| • Advance | 35 | |
| • Cost Distribution | 36 | |
| • Comments (Estimated Trip Expenses) | | 37 |
| • Travel Arrangements | 39 | |
| • Overview | 42 | |
| • Save versus Submit | 43 | |
| • Follow-up Documentation | | 44 |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Table of Contents

Travel and Expense Reimbursement Workshop (WebGui)

| | | |
|--|--|--|
| • Lesson 5: Create an Expense Report | 45 | |
| <ul style="list-style-type: none"> • Trip Schema (Domestic, International, or Non-Travel Related) • General Trip Data • Cost Distribution • Mileage • Per Diem Meals • Expense Receipts <ul style="list-style-type: none"> • Airfare • Lodging • Lodging – Excess of Max • Receipt Wizard (breakout expenses on Lodging) • Import Corp. American Express Bill • Foreign Currency Receipt • Attaching Scanned Receipts • Save versus Submit Expense Report | 46 50 51 52 53 54 55 58 60 62 67 68 70 74 | |
| • Lesson 6: Check Document Status | 75 | |
| <ul style="list-style-type: none"> • Document Status – Definitions • Determine if Faxed Receipts have been Attached • Check Workflow for Required Approvals • View/Change Travel Request/Expense Report • Delete Travel Request/Expense Report | 76 77 78 82 83 | |

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Overview

Overview:

- Understand the different travel roles
- Learn how to create travel documents
- Learn how to check the status of your travel documents
- Navigate the following websites for information:
 - Controller's Office
 - <http://www.controller.jhu.edu>
 - Accounts Payable
 - <http://ssc.jhu.edu>
 - HopkinsOne
 - <http://www.jhu.edu/hopkinsone>
- Identify all useful travel job aids

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Objectives

Objectives:

- Understand navigation in R/3(WinGUI) versus WebGUI
- Check system settings
- Determine per diem for request of advance
- Create a travel request and understand when this is needed
- Create a travel expense report and understand when to use:
 - Domestic Trip
 - International Trip
 - Non-Travel Related Expense

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Agenda

Lesson 1: Travel Roles and Basic SAP navigation

1. Understand the different travel roles and responsibilities
2. Understand when to use Travel Manager transaction
3. Access the travel transaction
 - a. R/3 (WinGUI) versus WebGUI
4. Settings
5. Options

Lesson 2: Calculate Per Diem for an Advance request

1. Search for Trip Country/Region
2. Create a Personal List
3. Calculate Per Diem

Lesson 3: Change Personnel Number (Assistant Role Only)

1. Via Travel Manager Search
2. Via ZMTRR_TRAVEL_WORK_LI Transaction

Lesson 4: Create a Travel Request

1. Enter Cost Assignment
2. Comments

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

Agenda

Lesson 5: Create an Expense Report

1. Trip Dates and Times
2. Enter Cost Assignment (for entire trip)
3. Enter Additional Destinations
4. Mileage & Per Diem Meals (deductions)
 - a. Enhanced Cost Assignment
5. Expense Receipts
 - a. Alternative Expense Receipt Cost Assignment
 - b. PD versus not PD
 - c. Airfare & Lodging – searching for Provider code
 - i. Comments
 - d. Lodging – Taxes – Excess
 - i. Further breakout of Lodging – Personnel expense, Fax... Wizard
 - e. Pull in from AMEX card transactions
 - f. Receipt in foreign currency
 - g. Fuel & Mileage
6. Attached Scanned Receipts

Lesson 6: Check the Document Status

1. Understand the process in Accounts Payable
2. Changing/Deleting documents

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation (Travel Roles)

Travel Reimbursement Requestor

- Can submit reimbursement for yourself

Travel Request Assistant

- Can submit reimbursement for other staff
 - If you do not have the Travel Reimbursement Requestor role – you will always be prompted to enter a personnel number
 - If you have both roles – this will default to you. Make sure you change the personnel number when entering a reimbursement for another staff member
 - If you have ISR access – you will be limited to the search only names within your organization access – use transaction ZMTRR_Travel_Work_Li

Travel Finance Approver

- This person approves the cost object charged and the amount

Travel Administrative Approver

- This person approves the trip

The Finance and the Administrative approver can be the same person or different people.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation

When to Use Travel Manager

Travel Reimbursement

- To reimburse an individual's out of pocket expenses
 - Travel related
 - Non-travel related purchases
 - All non-tax reportable payments to individuals

Exceptions for Employees

- Tuition reimbursement
 - Submit to Center for Training and Education, Educational Assistance Program
<http://training.jhu.edu/html/EducationalAssistance/TuitionRemission.asp>
- Relocation/Moving Expenses
 - See Tax Office Website
<http://www.controller.jhu.edu/depts/tax/index.html>
 - Accounts Payable Information
 - Moving Expenses Relocation

When Not to Use Travel Manager

- Consultants
 - All payments (fees & expenses) should be paid against a purchase order
- Guest Lecturers/Speakers and Study Participants
 - Fees - paid via an Online Payment Request
 - Travel expenses - paid via a Travel Reimbursement
 - See Accounts Payable Shared Services Website to obtain personnel number:
<http://ssc.jhu.edu/accountspayable/forms.html>
 - JH Travel Mini Master Creation Request

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 1: Travel Roles and Basic SAP Navigation

WebGUI versus WinGUI Interface

Everyone with the Travel security role can access the TRIP – Travel Manager transaction via the WebGUI interface. This method does not require the SAP client software to be loaded on the employee's workstation.

Some employees will have access to the R/3 Enterprise tab, that allows them to access the TRIP – Travel Manager transaction via the R/3 WinGUI interface.

The functionality of the Travel Manager transaction is the same in both the Web and Win GUI interfaces. Some of the icons to access a function may vary. This guide documents the WebGUI interface.

If you do have the R/3 Enterprise tab, use the R/3 WinGUI interface. The response time is slightly better.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation (Welcome Screen)

After logging into SAP, you will see the Welcome screen. Important information will be posted here, please review. Most current information is posted at the top.

You may have one or many tabs depending upon the security roles you have. The tabs access the SAP transactions via the WebGUI interface.

If you have the R/3 Enterprise tab you can access Travel via the **WinGUI**.

Welcome

Welcome | **R/3 Enterprise** | BW Report Center | Go Shopping | Settings | Internal Service Provider Ordering | Online Payment Request

Getting Started

**** January Month End Close** (2/28)**
The financial period of January 2008 (period 7 FY08) has been closed as of February 15.

****Payroll Reports Outage in Business Warehouse (BW)** (2/27)**
Certain payroll reports in Business Warehouse will not be available for eight hours beginning Friday, Feb. 29 at 6 p.m. and ending at 2 a.m. on Saturday, March 1.

The reports impacted are:
Payroll Expenditure by Month; Summary of Gross Salary (Sponsored); Summary of Gross Salary (Non-Sponsored); Labor Distribution - Total Dollars by Occupation; Salary Expenditures by Account by Month (Sponsored); Salary Detail (Link); Labor Distribution - Total Hours by Occupation; Salary Error Account Postings; Payroll Posting Recon; Complete Labor Distribution and Special OT/Work Bonus Detail Cost Assignment.

****ATTENTION HR MANAGERS: Deadline for Hiring Actions** (2/18)**

Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation (WebGUI Interface)

WebGUI

If you do not have the R/3 Enterprise tab, use:

- Travel Request Assistant tab
- or
- Travel Reimbursement Requestor tab



Welcome

JOHNS HOPKINS

Welcome R/3 Enterprise BW Report Center **Travel Reimbursement Requestor** **Travel Request Assistant** Online Payment Request

Getting Started

**** January Month End Close** (2/28)**
The financial period of January 2008 (period 7 FY08) has been closed as of February 15.

****Payroll Reports Outage in Business Warehouse (BW)** (2/27)**
Certain payroll reports in Business Warehouse will not be available for eight hours beginning Friday, Feb. 29 at 6 p.m. and ending at 2 a.m. on Saturday, March 1.

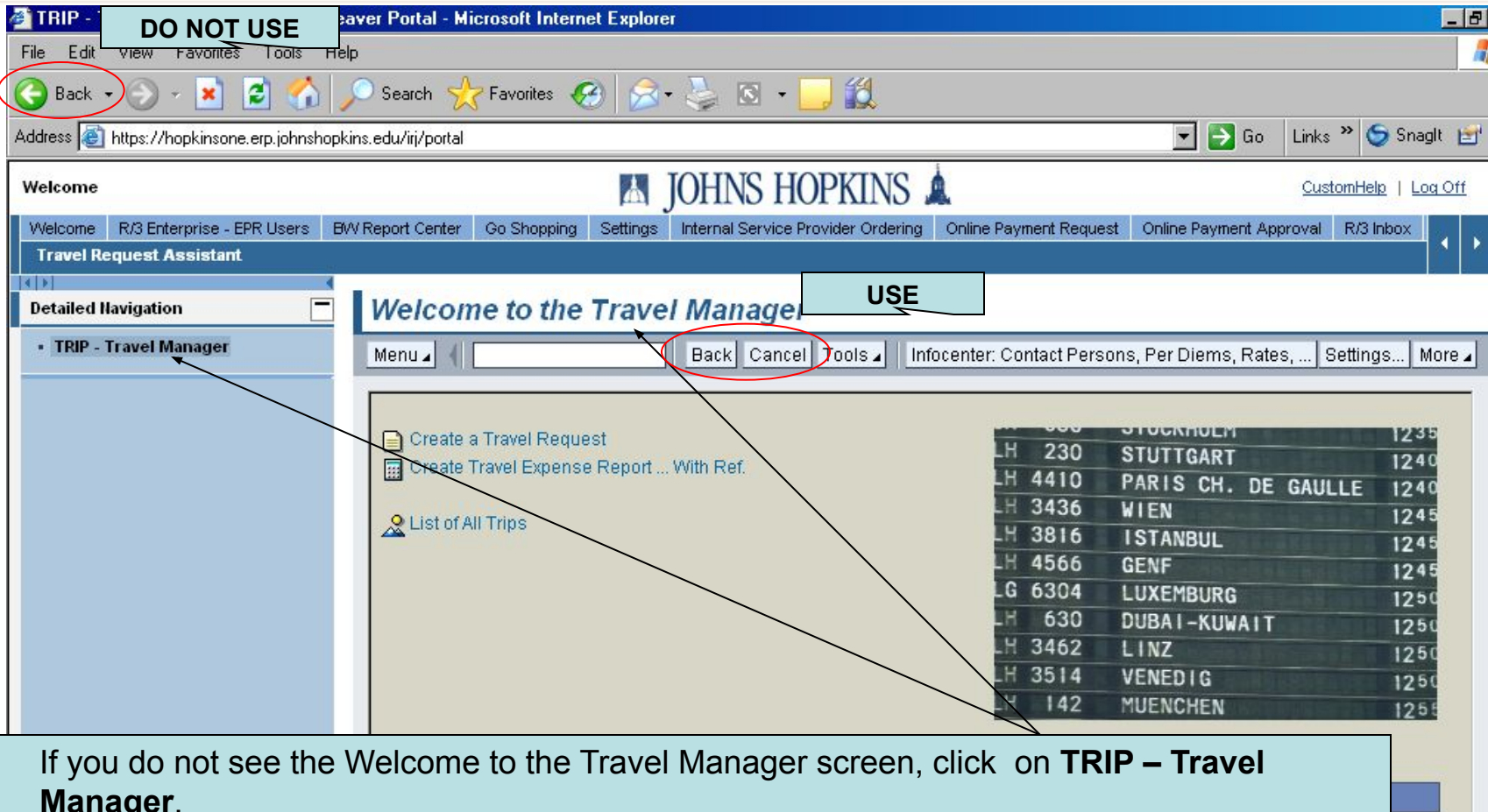
The reports impacted are:
Payroll Expenditure by Month; Summary of Gross Salary (Sponsored); Summary of Gross Salary (Non-Sponsored); Labor Distribution - Total Dollars by Occupation; Salary Expenditures by Account by Month (Sponsored); Salary Detail (Link); Labor Distribution - Total Hours by Occupation; Salary Error Account Postings; Payroll Posting Recon; Complete Labor Distribution and Special OT/Work Bonus Detail Cost Assignment.

****ATTENTION HR MANAGERS: Deadline for Hiring Actions** (2/18)**

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation (WebGUI Interface)



DO NOT USE

USE

Menu Back Cancel Tools Infocenter: Contact Persons, Per Diems, Rates, ... Settings... More

Create a Travel Request
Create Travel Expense Report ... With Ref.
List of All Trips

| | | |
|------|---------------------|------|
| 230 | STOCKHOLM | 1235 |
| 4410 | STUTTGART | 1240 |
| 3436 | PARIS CH. DE GAULLE | 1240 |
| 3816 | WIEN | 1245 |
| 4566 | ISTANBUL | 1245 |
| 6304 | GENF | 1245 |
| 630 | LUXEMBURG | 1250 |
| 3462 | DUBAI-KUWAIT | 1250 |
| 3514 | LINZ | 1250 |
| 142 | VENEDIG | 1250 |
| | MUENCHEN | 1255 |

If you do not see the Welcome to the Travel Manager screen, click on **TRIP – Travel Manager**.

Important – in the WebGUI, **never** use the back button of your web browser, only use the navigation buttons within the SAP Travel Manager application window.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 1: Travel Roles and Basic SAP Navigation (Establish Settings)

Welcome to the Travel Manager

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ... **Settings...** | More ▾

Settings for User

Selection Period

☐ Display All Trips

☒ Trips in Last 12 Months

☐ Trips in Current Year

Initial Screen

☐ Show Overview Area

☒ Display Graphics

☒ Display All Subsequent Activities



☐ Basis HTML (For Display problems)

Number of Input Help Entries

Text Fields


Country and Region

Acct Assign. Objects

Establish Settings:

Use this to display Subsequent Activities, where you can create/change request or expense report for open trips, directly from the Travel Manager Screen

- Click the Settings **Settings...** icon
- Click on **Display Graphics**
- Click on **Display All Subsequent Activities**
- Click the Continue  icon

| | Reimbursement | Subsequent Activities |
|------------|---------------|--|
| Conference | 289.34 USD | Change Approved Travel Request Change Travel Expense Report |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem (Infocenter)

Welcome to the Travel Manager

Menu ▾ Back Cancel Tools ▾ **Infocenter: Contact Persons, Per Diems, Rates, ...** Sett

Infocenter

Exch Rates **PDs/FRs** **Traveler**

Person

Name


Org. assignment



CO Area **JHEN**

Cost Center **98** PAYROLL ERROR

Communications data

Country **US**

Internet mail **@JOHNSHOPKINS.EDU**  Send

- Click the **infocenter** icon
Infocenter: Contact Persons, Per Diems, Rates, ...
- The **Traveler** Tab will default. This will display:
 - the default cost center
 - the originator email address for notifications
- The **Exch Rates** tab should not be used. This data is not current.
- Click on **PDs/FRs** tab, to calculate per diem. Per diem is:
 - Recommended for all international trip advances
 - Required for any trips, where the funding source requires per diem

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem (Search for Country)


Welcome to the Travel Manager

Menu ▾ Back Cancel Tools ▾ Infocenter: Contact Persons, Per Diems, Rates, ... Settings... Mo


Infocenter

Exch Rates PDs/FRs Traveler

Choose

Trip Country/Region 

Date 03/05/2008

Trip Activity Type 

Per Diem for Meals (Full Day/Multiple-Day Trip)


| | |
|----------------------|------|
| Tax-Free Amount | 0.00 |
| Reimbursement Amount | 0.00 |

Accommodations Per Diem (1 Night)

| | |
|----------------------|------|
| Tax-Free Amount | 0.00 |
| Reimbursement Amount | 0.00 |

Miles/Km Flat Rate

| | |
|----------------------|------|
| Tax-Free Amount | 0.00 |
| Reimbursement Amount | 0.00 |

To obtain the correct Per Diem, enter the Trip Country and Region. Click inside the Trip Country field and click the browse icon  to search.

The next pages will show how to:

- search for the country/region
- create a personal list of most used values

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 2: Calculate Per Diem (Search for Country)

Trip Country/Trip Country Group (1)

► Search Criteria

Search results 1 - 100 / 500

| Cty | Region | Trip Country |
|-----|--------|-----------------------|
| AF | | Afghanistan |
| AF | KABUL | Afghanistan, Kabul |
| AL | | Albania |
| AL | TIRAN | Albania, Tirana |
| DZ | | Algeria |
| DZ | ALGIE | Algeria, Algiers |
| ALL | | All Places Not Listed |
| AS | | American Samoa |
| AD | | Andorra |
| AO | | Angola |
| AO | LOBIT | Angola, Lobito |
| AO | LUAND | Angola, Luanda |
| AQ | | Antarctica |

Search for Country

The list displayed includes only the first 500 entries.

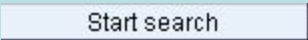
Click ► Search Criteria icon to open the search screen.

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 2: Calculate Per Diem (Search for Country)

Search for Country

The search is case sensitive and the value needs to be exactly as in the database. Enter a portion of the country and use a wildcard '*' to expand the search.

You can remove 500 so the results will not be limited to only 500 entries.

Click  icon.



Trip Country/Trip Country Group (1)

▼ Search Criteria


Trip Ctry/Ctry Group

Country/Group/Region

Name of Trip Country

Maximum No. of Hits

Start search

Search results  1 - 100 / 500

| Region | Trip Country |
|--------|--------------|
| | Afghanistan |



Trip Country/Trip Country Group (1)

▼ Search Criteria


Trip Ctry/Ctry Group

Country/Group/Region

Name of Trip Country

Maximum No. of Hits

Start search

Search results  1 - 100 / 500

| Region | Trip Country |
|--------|--------------|
| BUL | Afghanistan |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem (Search for Country)

Trip Country/Trip Country Group (1)

Search Criteria

Search results 1 - 10 / 10

| Cty | Region | Trip Country |
|-----|--------|-----------------------|
| ID | | Indonesia |
| ID | BALI | Indonesia, Bali |
| ID | BANDA | Indonesia, Banda Aceh |
| ID | BANDU | Indonesia, Bandung |
| ID | BATAM | Indonesia, Batam |
| ID | JAKAR | Indonesia, Jakarta |
| ID | JAYAP | Indonesia, Jayapura |
| ID | MEDAN | Indonesia, Medan |
| ID | SURAB | Indonesia, Surabaya |
| ID | YOGYA | Indonesia, Yogyakarta |

You can sort any column by clicking on the column heading.

The small arrows indicates the column that is sorted.

Search results

| Cty | Region | Trip Country |
|-----|--------|-----------------------|
| ID | | Indonesia |
| ID | BALI | Indonesia, Bali |
| ID | BANDA | Indonesia, Banda Aceh |
| ID | BANDU | Indonesia, Bandung |


Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem (Create Personal List)

Create a Personal List

You can create a personal list of locations where you frequently travel.

A personal list can be created for any search list field.

- Click to highlight the country/region.
- Click the Insert in Personal List  icon.
- Repeat the search and insert in personal list for all countries needed. This list can be modified at any time.

Trip Country/Trip Country Group (1)

Search Criteria

Search results 1 - 10 / 10




| Cty | Region | Trip Country |
|-----|--------|-----------------------|
| ID | | Indonesia |
| ID | BALI | Indonesia, Bali |
| ID | BANDA | Indonesia, Banda Aceh |
| ID | BANDU | Indonesia, Bandung |
| ID | BATAM | Indonesia, Batam |
| ID | JAKAR | Indonesia, Jakarta |
| ID | JAYAP | Indonesia, Jayapura |
| ID | MEDAN | Indonesia, Medan |
| ID | SURAB | Indonesia, Surabaya |
| ID | YOGYA | Indonesia, Yogyakarta |

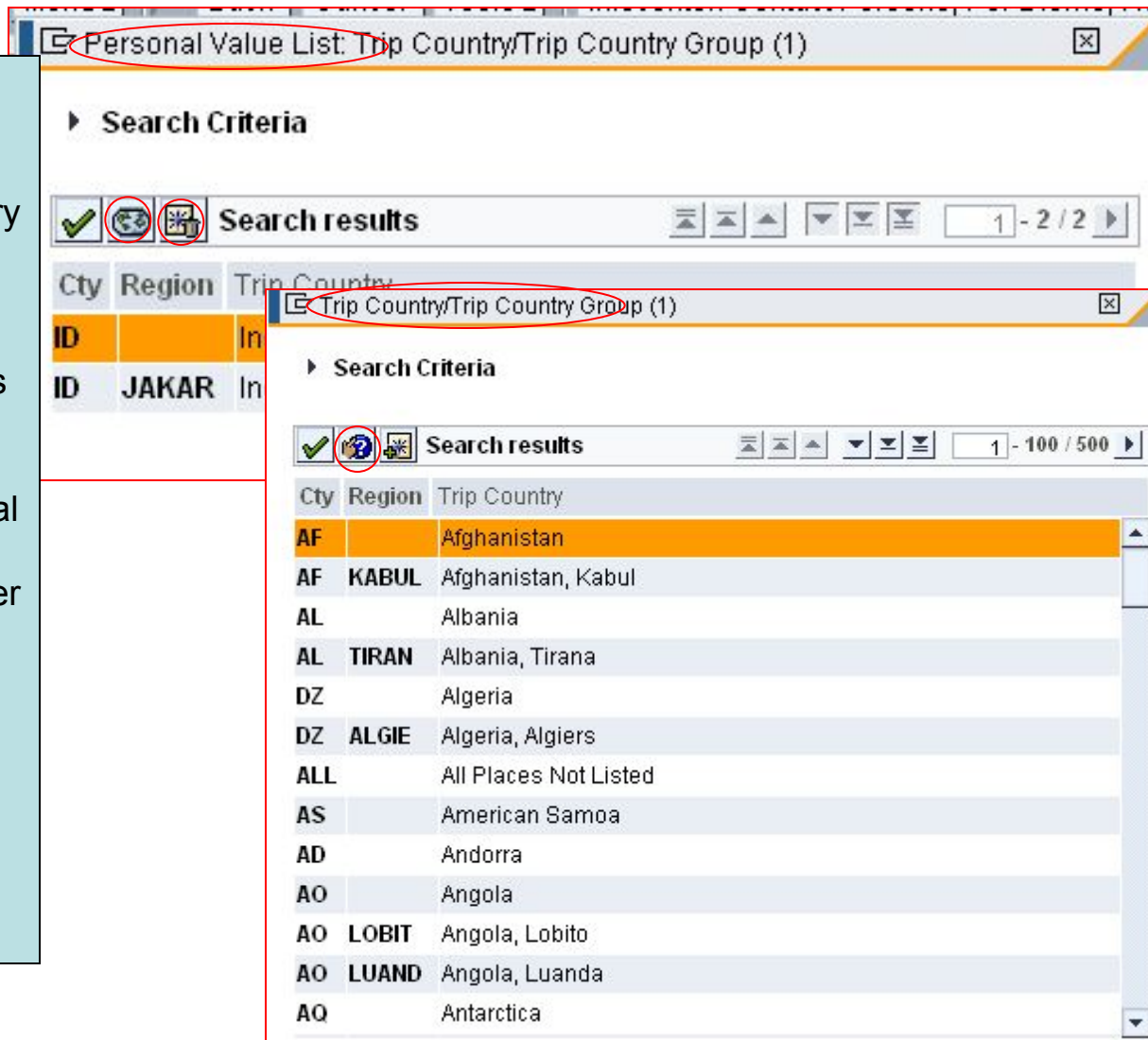
Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem (Create Personal List)

Create a Personal List

Once the personal list is created, it will default every time the field is browsed.

-  - Display All Values
to return to all values and access the search screen.
-  - Delete From Personal List
icon, used to delete item from personal list after highlighting the country.
-  - Personal Value List
icon, toggle back to personal list, from all values list.



Personal Value List: Trip Country/Trip Country Group (1)

Search Criteria

Search results 1 - 2 / 2

| Cty | Region | Trip Country |
|-----|--------|--------------|
| ID | | In |
| ID | JAKAR | In |

Trip Country/Trip Country Group (1)

Search Criteria

Search results 1 - 100 / 500

| Cty | Region | Trip Country |
|-----|--------|-----------------------|
| AF | | Afghanistan |
| AF | KABUL | Afghanistan, Kabul |
| AL | | Albania |
| AL | TIRAN | Albania, Tirana |
| DZ | | Algeria |
| DZ | ALGIE | Algeria, Algiers |
| ALL | | All Places Not Listed |
| AS | | American Samoa |
| AD | | Andorra |
| AO | | Angola |
| AO | LOBIT | Angola, Lobito |
| AO | LUAND | Angola, Luanda |
| AQ | | Antarctica |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 2: Calculate Per Diem

Infocenter

Exch Rates
PDs/FRs
Traveler

Choose

Trip Country/Region
ID
AKAR
Indonesia, Jakarta

Date
03/05/2008

Trip Activity Type

Per Diem for Meals (Full Day/Multiple-Day Trip)

Tax-Free Amount
112.00
USD

Reimbursement Amount
112.00
USD

Accommodations Per Diem (1 Night)

Tax-Free Amount
121.00
USD

Reimbursement Amount
121.00
USD

Miles/Km Flat Rate

Tax-Free Amount
0.51
USD

Reimbursement Amount
0.51
USD

After selecting the Trip Country/Region:

Click **Enter** on the keyboard to generate Per Diem.

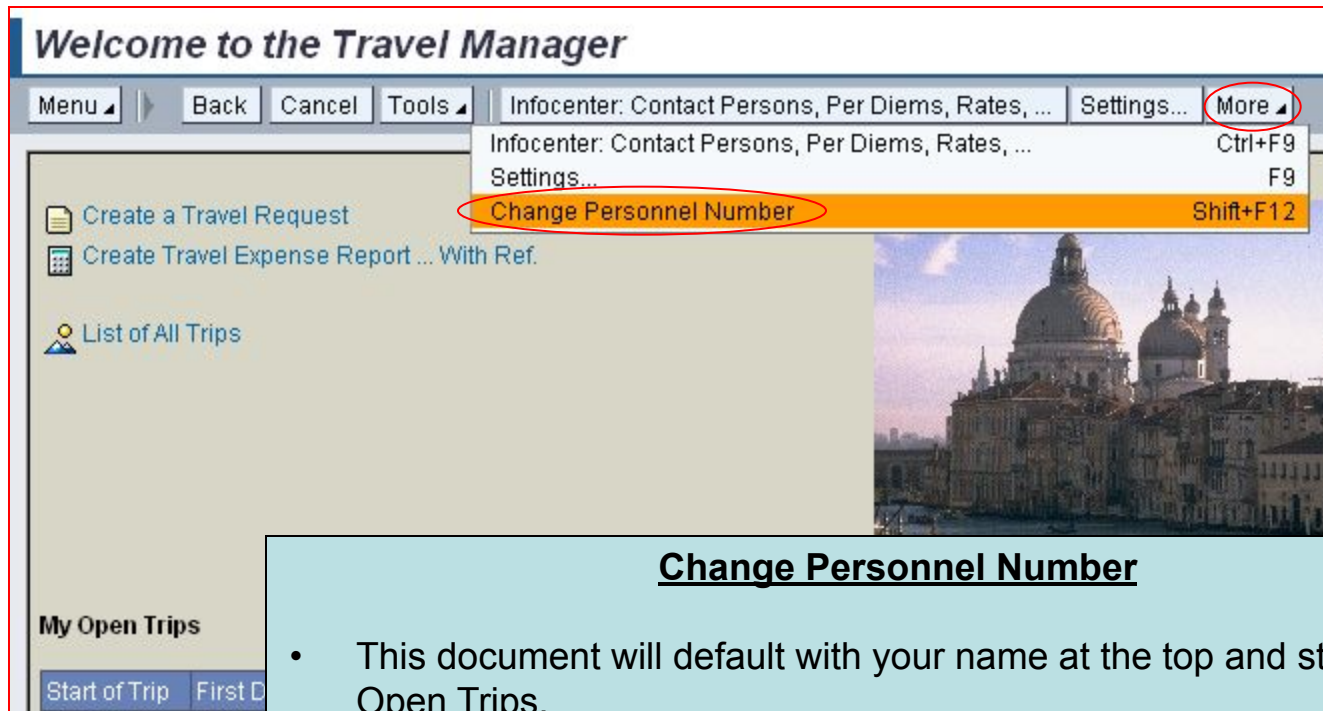
- This is based on a monthly load of information from the State Department

The Travel and Business Expense Policies and Procedures states that advances for foreign travel will be given to the University traveler (faculty, staff and students active on payroll) at 80% of the per diem.


Refer to the Accounts Payable Shared Services Website, for the **JHU Travel and Business Expense Policies and Procedures** guide:

<http://ssc.jhu.edu/accountspayable/policies.html>

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 3: Change Personnel Number (via Travel Manager)



Change Personnel Number

- This document will default with your name at the top and state 'My Open Trips.'
- If entering a request for another traveler, click the change personnel number icon 

Change Personnel Number

Shift+F12

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 3: Change Personnel Number (via Travel Manager)

Welcome to the Travel Manager

Menu ▾ | Back | Cancel | Tools ▾ | Infocenter: Contact Persons, Per Diems, Rates, ...

Travel Manager

Enter a Personnel Number:

8807

Personnel Number (1)

▼ Search Criteria

Category: Last name - First name

Last name: Organizational assignment

First name: Time Data Administrator

Search results: Schedules

Person ID

System user name

Person in charge of sales

Payroll correction run

PDC group

PDC time rec. ID card

TRIP

Free search

Change Personnel Number

- If you know the Personnel Number you can enter
 - if not click the browse icon to search by employee name
- Click the ▾ drop down arrow and select **TRIP**

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 3: Change Personnel Number (via Travel Manager)

Personnel Number (1)

▼ Search Criteria

Category

Last name

First name

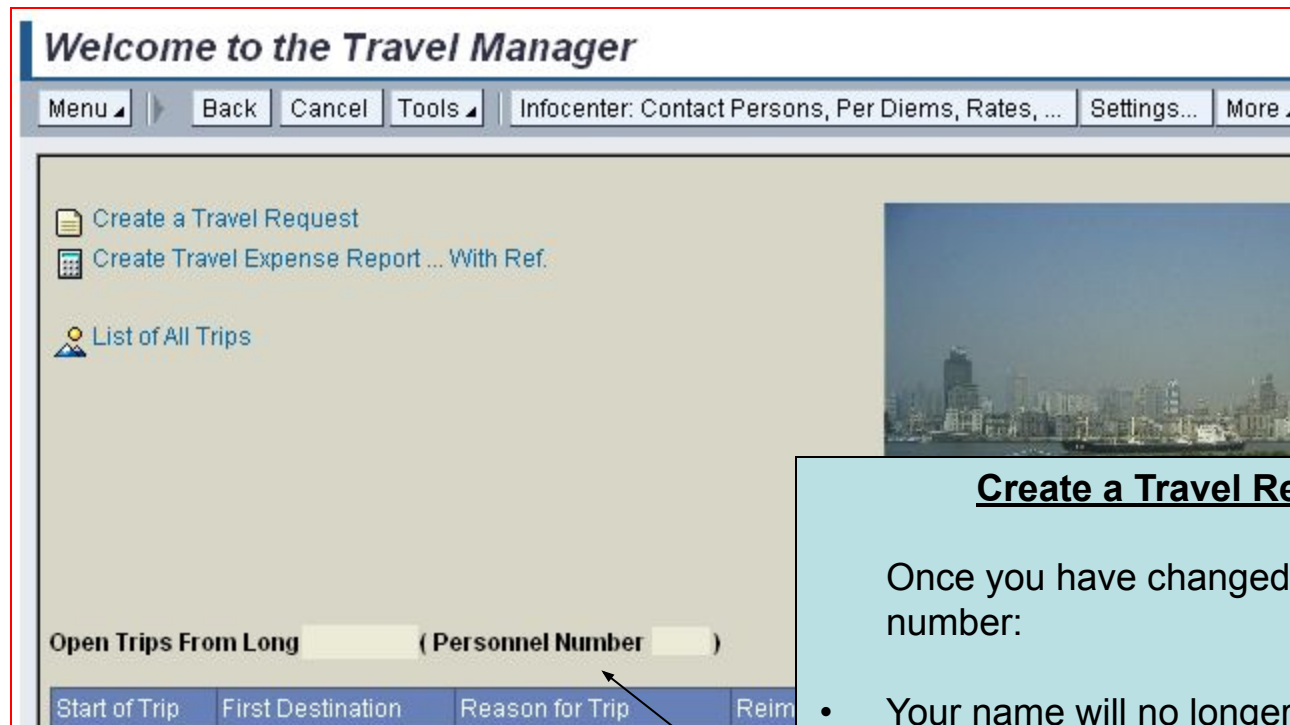
Search results 0/0

- Refer to pages 20-21 to create a personal list of employee numbers.

Change Personnel Number

- Search by employee name, enter the **Last name** and the * (wildcard), enter the **First name** and the * (wildcard)
- Click the enter icon
- Double click the appropriate name from the list to select it.
 - If two people have the same name, review the **Street and House Number** (work address), **Organizational Unit Text** (department name) and **Position Text** to identify the right person.
- Click enter ☒ icon to change to the selected personnel number.

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 3: Change Personnel Number (via Travel Manager)

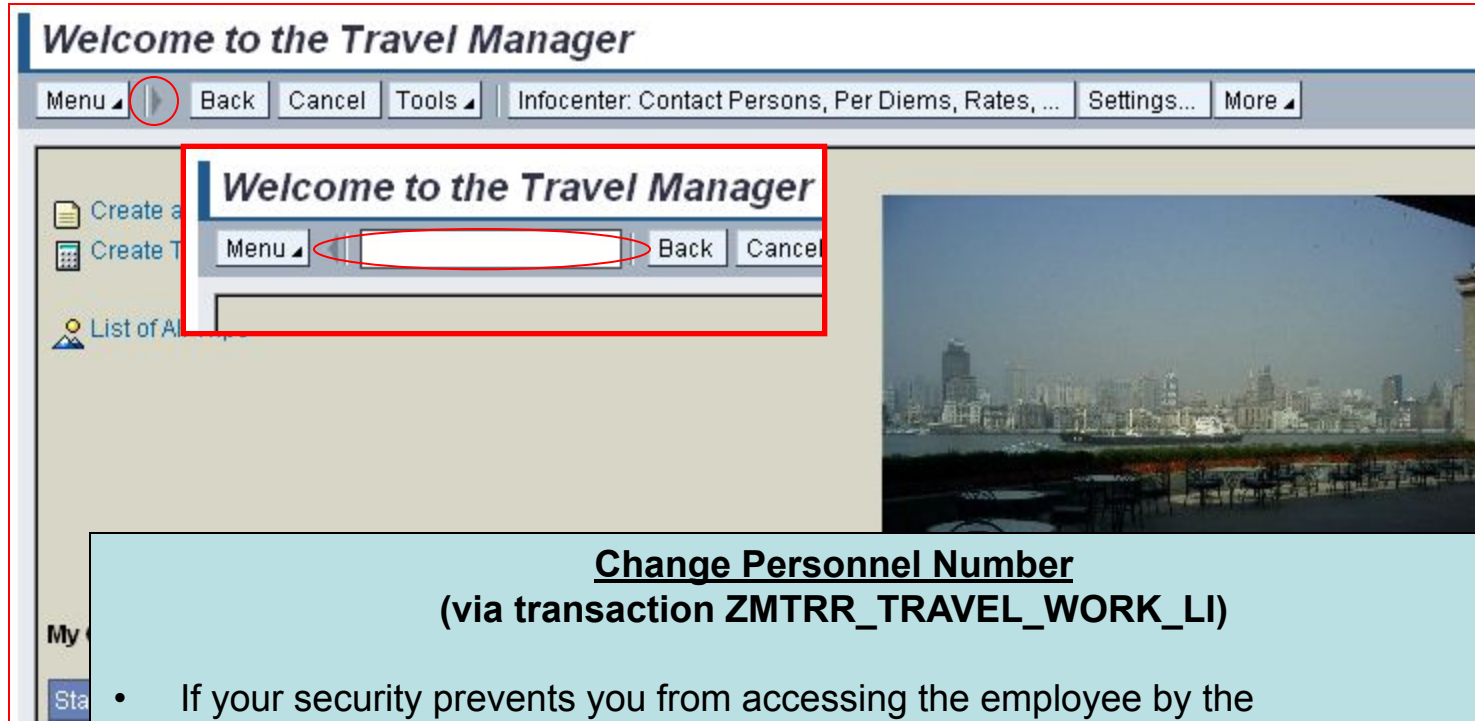


Create a Travel Request


Once you have changed the personnel number:

- Your name will no longer appear at the top.
- It will state 'Open Trips From *employee name* (Personnel Number #####)'
 - Make sure you are in the correct employee before beginning a travel document.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 3: Change Personnel Number (via ZMTRR_Travel_Work_Li)



Change Personnel Number
(via transaction ZMTRR_TRAVEL_WORK_LI)

- If your security prevents you from accessing the employee by the **Change Personnel Number** **Shift+F12** menu option, use this transaction.
- Click the  icon to open the command window
- Enter in the command window
 - **/N ZMTRR_TRAVEL_WORK_LI**
 - Press the **Enter** key

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 3: Change Personnel Number (via ZMTRR_Travel_Work_Li)

Travel Work List

Menu ◿ ◀ ◻ Save as Variant... Back Cancel Tools ◿ **Execute** Get Variant...

Last name long* to ◻ ➡

First name deb* to ◻ ➡

Change Personnel Number
(via transaction ZMTRR_TRAVEL_WORK_LI)

- Search by employee name
 - enter the Last name and the * (wildcard)
 - enter the First name and the * (wildcard)
- Click the execute **Execute** icon

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 3: Change Personnel Number (via ZMTRR_Travel_Work_Li)

Change Personnel Number (via transaction ZMTRR_TRAVEL_WORK_LI)

- Double click the appropriate name from the list to select it.
 - If two people have the same name, review the **Street** (work address) to identify the right person.

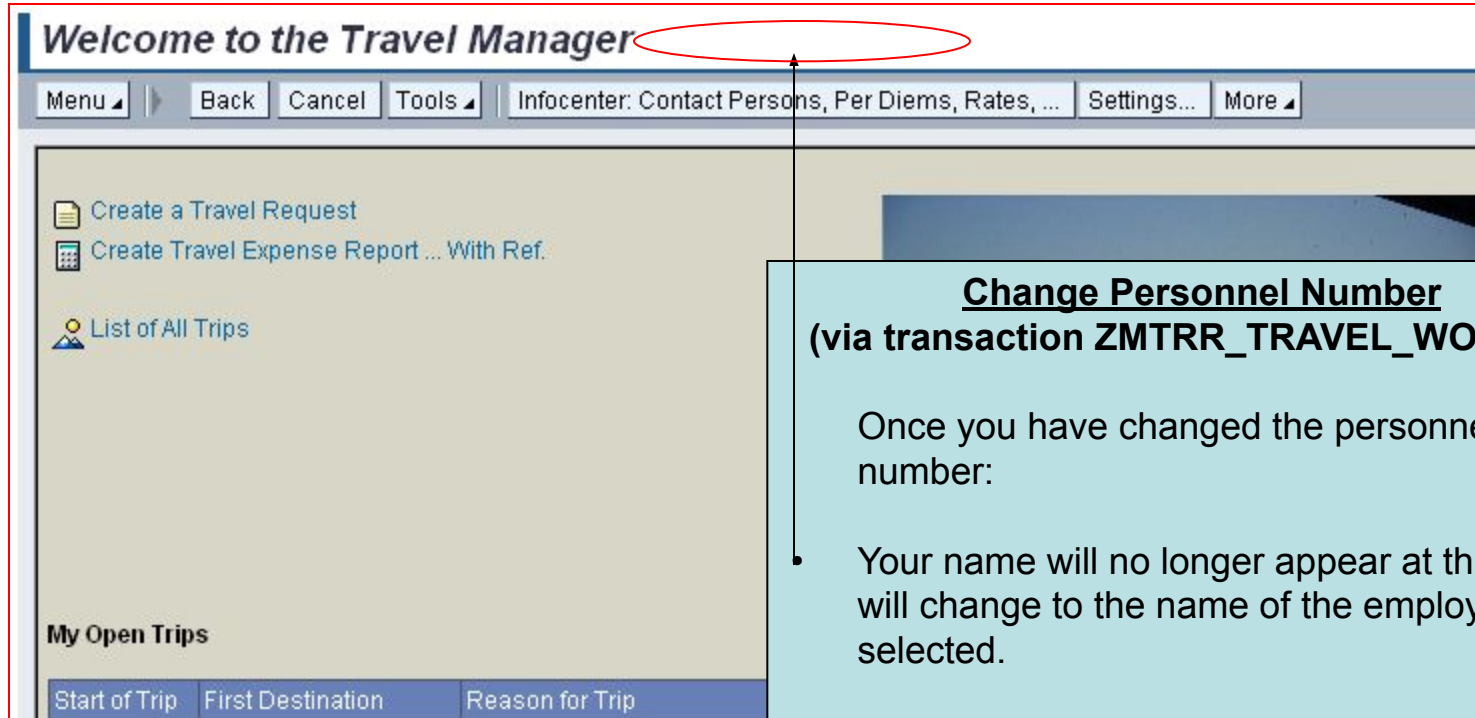
Travel Work List

Menu ▾
Back
Cancel
Tools ▾
Choose

User: Johns Hopkins
Date: 03/05/2008 Travel Work List
Time: 18:57:12

| Travel Work List | | | | |
|------------------|------------|-----------|---------|-----------|
| Pers Mbr | First name | Last name | Street | City |
| 0000 | | Long | Eastern | Baltimore |

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 3: Change Personnel Number (via ZMTRR_Travel_Work_Li)



Change Personnel Number
(via transaction ZMTRR_TRAVEL_WORK_LI)

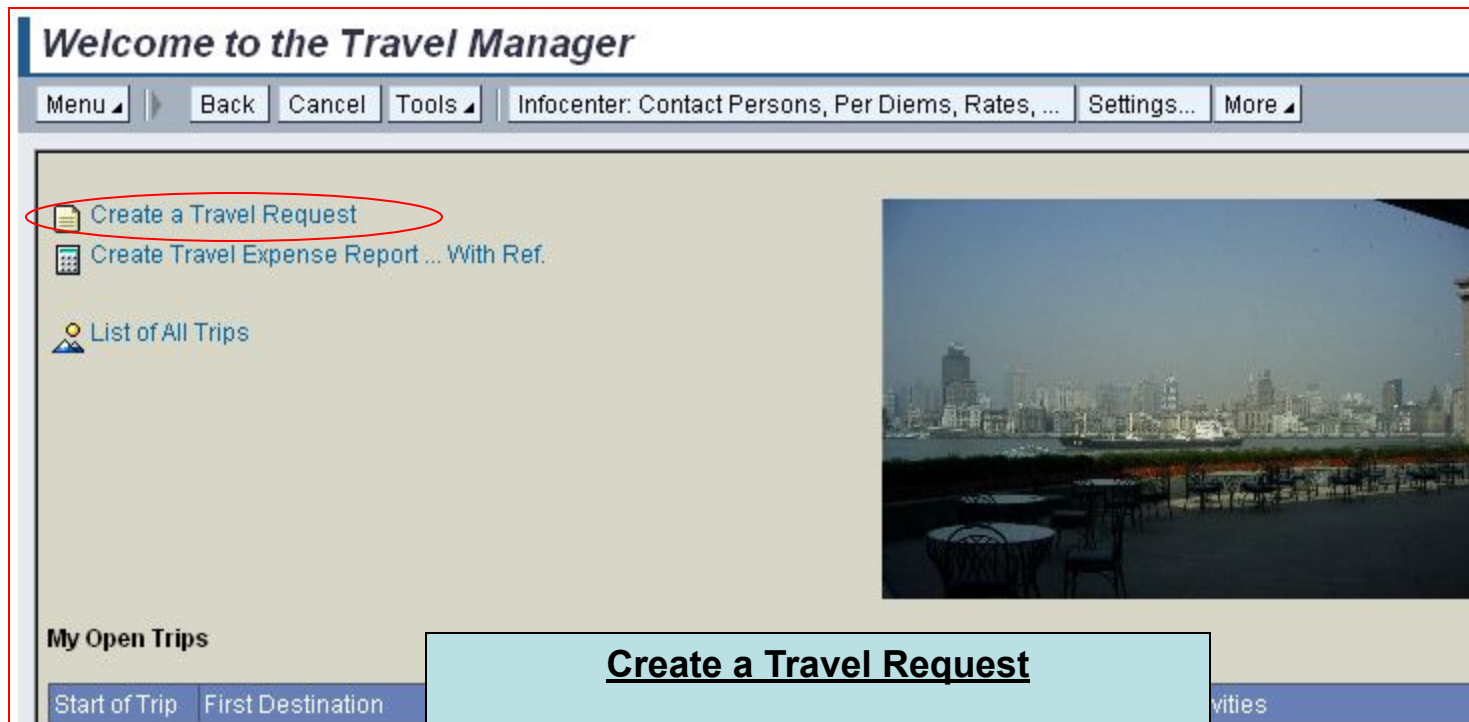
Once you have changed the personnel number:

- Your name will no longer appear at the top. It will change to the name of the employee selected.
- It will still state 'My Open Trips' (indicating the open trips of the employee name listed on the title bar).
 - Make sure you are in the correct employee before beginning a travel document.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request



Create a Travel Request

This document is used to:

Request a travel advance

- Click on **Create a Travel Request**

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (General Trip Data)



Travel Request

Menu ◿ ◀ ◻ Save Back Cancel Tools ◿ Overview More ◿

General Trip Data

| | | | |
|-----------------|-------------------------------------|----------|-------|
| Start of Trip | <input checked="" type="checkbox"/> | Time | 00:00 |
| End of Trip | | Time | 00:00 |
| 1st Destination | | | |
| Country | | Activity | |
| Reason | | | |

Estimated Costs ◻ United States

- Enter the **Start of Trip**
- The start **Time** is important to enter when per diem is being used, time is displayed in military format
- Enter the **End of Trip**, date the traveler returns, and **Time** if per diem is being used
- Enter the **1st Destination** – this is a free text field
- Select the **Country** from the list, click the list icon 
- Select the **Activity** – the reason for the trip from the list, click the list icon 
- Enter a detailed **Reason** for the trip – this is a free text field

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (General Trip Data)

Travel Request

Menu Save Back Cancel To

General Trip Data

Start of Trip 120108 Time 00:00

End of Trip 120508 Time 00:00

1st Destination 109 Choose Time

Country 10

Reason 11

Addnl Destinations 12


Advance 13

Alternative Cost Assign 14

Comments 15

Selecting the Time

Select the hours as military, where 00 = midnight, 12 = noon, 13 = 1:00 pm...

Or click the clock  icon to enter the hours as am or pm – this will automatically convert to military time once returned to the travel request

Travel Request

Menu Save Back Cancel To

General Trip Data

Start of Trip 120108 Time 19:30

End of Trip 120508 Time 00:00

1st Destination Jakarta Indonesia

Country In

Reason M

Addnl Destinations

Advance


Alternative Cost Assign

Comments

Choose Time

HH MM SS ☐ am ☒ pm





07 : 31 : 31


☒  ☒

Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request



 Addnl Destinations
 Advance
 Alternative Cost Assignment for Entire Trip, If Different to Master CA
 Comments
 Estimated Costs

 Addnl Destinations

| Destin. | Ctry | Start Date | Time | Reason | Activity Type |
|-------------------|------|------------|-------|---------|-----------------|
| Jakarta Indonesia | ID | 12/01/2008 | 19:30 | Meeting | Business Meetin |
| | | | 00:00 | | |
| | | | 00:00 | | |
| | | | 00:00 | | |
| | | | 00:00 | | |

 Delete Dest.





Additional Destinations


- Click the expand  icon, to complete the additional information for each section.
- First the **Addnl Destinations** section. This needs to be only completed if an overnight stay is involved. If it is just a flight layover – do not include here.
- Click the compress  icon, to collapse the section


Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Advance)


 Addnl Destinations
 **Advance**
 Alternative Cost Assignment for Entire Trip, If Different to Master CA
 Comments
 Estimated Co

 **Advance**

| Amount | Currncy | Exch. Rate | Settlement Amo... | Acco... | Cash | Date |
|--------|---|------------|-------------------|---------|--------------------------|------------|
| 448.00 | USD | 1.00000 | 448.00 | USD | <input type="checkbox"/> | 03/05/2008 |
| |  D | | | USD | <input type="checkbox"/> | |
| | USD | | | USD | <input type="checkbox"/> | |
| | USD | | | USD | <input type="checkbox"/> | |

 Delete Advance

Advance

- Click the expand  icon, to complete the **Advance** information
- Enter the **amount** to be advanced to the traveler for the trip.
 - Refer to the [Travel and Business Expense Policies and Procedures](#) guide – Domestic travel is limited to \$50 per day and foreign travel is 80% of the meals & incidental expenses (M&IE) per diem rate.
- Never check the Cash box. (The traveler will not receive the advance.) Travel advances will either be direct deposited (if the traveler has payroll direct deposit) or the traveler will receive a check.
- Never change the Currency or Exch. Rate fields. Advances are only issued in US dollars.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Cost Distribution)

Alternative Cost Assignment



- Click the expand icon, to complete the **Alternative Cost Assignment**
- Click Cost Distribution to enter the cost distribution for the trip
- Very important** – always start on the second line – the first line defaults to the department's Payroll Default account (even though not displayed). If you enter your distribution on line one, the Payroll Default may override your entry.

- The distribution can be split, by percentage, over multiple cost objects.
- Click the check icon. This will check for errors and populate the first line with your cost object.
- Click the enter icon to process.

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Comments)

The screenshot shows the 'Comments' section of the Travel and Expense Reimbursement Workshop (WebGui). The left sidebar contains a list of options: 'Addnl Destinations', 'Advance', 'Alternative Cost Assignment for Entire Trip, If Different to Master CA', 'Comments', and 'Estimated Costs'. The 'Comments' option is highlighted with a red circle. The 'Comments' window is open, showing a list of expenses and a text area for comments. The 'Estimated Costs' field is visible at the bottom of the window.

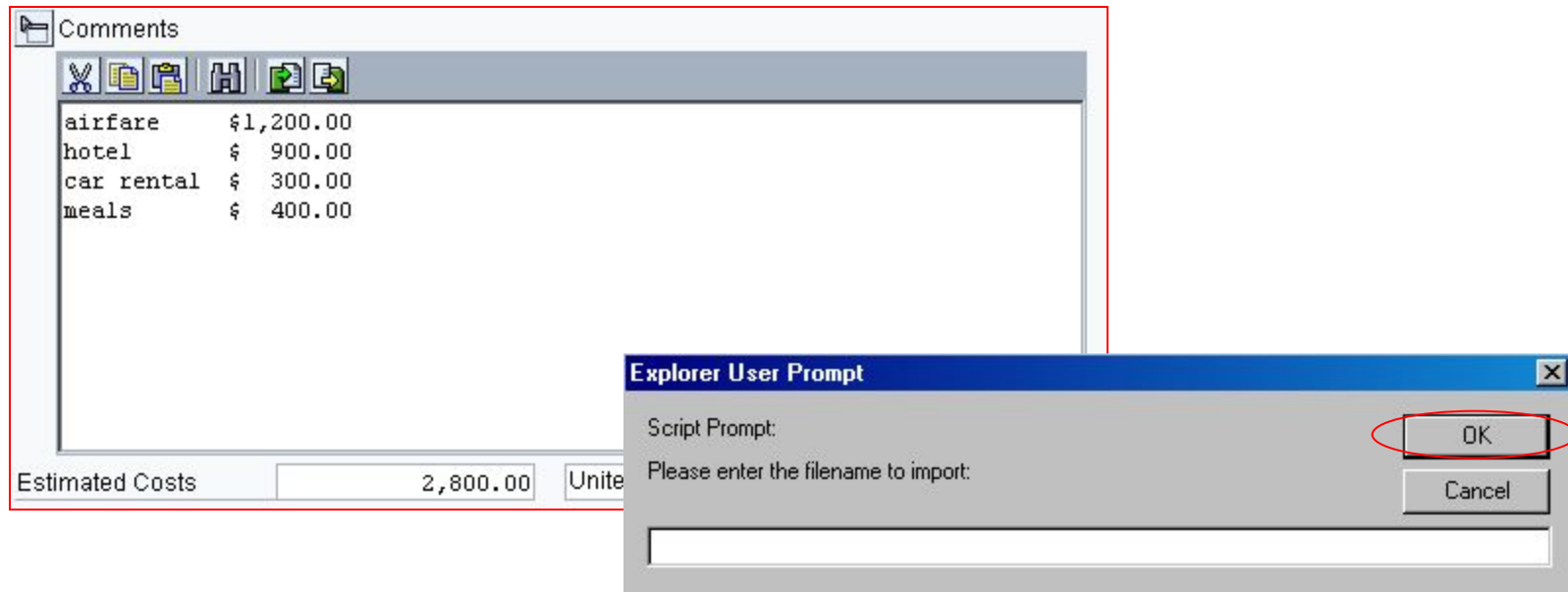
Comments

- Click the expand  icon, to complete the **Comments**
 - This is where all the possible expenses and the estimated amount for each expense is listed. Then enter the total estimated expenses in **Estimated Costs**.
- Either type in the list of expenses and estimates or load an existing Excel file, click the load file  icon. The file must be saved as a text (.txt) file format.

Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Comments)



Comments

Loading an Excel File or Copy Paste

- Click the load file  icon
- Enter the path and filename (text file format)
- Click OK

OR

- Highlight the cells in Excel and copy (CTRL C)
- Click in the Comments box on the travel request and paste (CTRL V)

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request (Travel Arrangements)

Request Transportation/Accommodation

- This section is not required, but may be useful if you have an administrator that makes all of the travel arrangements.
- Enter all information for the flight, hotel, car rental... This information will be displayed on the overview, which can be printed and handed to the administrator to make all the arrangements.

The screenshot shows a web form titled "Request Transportation/Accommodation". It features a table with columns for "Destination", "Outbound ...", "Return Flight", "Hotel", "CarRental", "Outbound ...", and "Return Train". The first row is populated with "Jakarta, Indone: I...". Below the table, there is a section titled "Jakarta, Indonesia" containing a list of travel options with corresponding icons: "Outbound Flight", "Return Flight", "Hotel", "Car Rental", "Outbound Train", and "Return Train".

| ... | Destination | Outbound ... | Return Flight | Hotel | CarRental | Outbound ... | Return Train |
|-----|-----------------------|--------------|---------------|-------|-----------|--------------|--------------|
| ▶ | Jakarta, Indone: I... | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Jakarta, Indonesia


- Outbound Flight
- Return Flight
- Hotel
- Car Rental
- Outbound Train
- Return Train


Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Travel Arrangements)

Outbound Flight


Departure  Date Time

From City 


Country

Destination

Country

☒ Copy 

Return Flight


Departure  Date Time

From City


Country

Destination

Country

☒ Copy 


Hotel

Arrival Date 


Departure Date

City


Country

☒ Copy 

Car Rental


Pickup Date  Time


City

Country 


Dropoff Date Time

City

Country 

☒ Copy  Delete

Request Transportation/Accommodation





- Fill in information for each section you need an administrator to make the arrangements for. Include all pertinent information: location, date, and time information. Then click the  Copy icon.

Financial and Information Technology Training











Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Travel Arrangements)

Request Transportation/Accommodation

| ... | Destination | Outbound ... | Return Flight | Hotel | CarRental | Outbound ... | Return Train |
|-----|----------------------|---|---|---|---|--------------|--------------|
| ▶ | Jakarta, Indone: I I |  |  |  |  | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Jakarta, Indonesia

-  Outbound Flight 
-  Return Flight 
-  Hotel 
-  Car Rental 
-  Outbound Train
-  Return Train






Request Transportation/Accommodation

- The checks indicate that information is stored for that item. The information will be displayed on the overview document.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 4: Create a Travel Request (Overview)

| | |
|---|---|
| Travel Request <input type="text"/> , Pers.No. <input type="text"/> | |
| Cost Center / Company Code | 1010240198 / JOHNS HOPKINS ENTERPRISE |
| Personnel Area/Subarea | University Administration / Sr Staff-Non Ad |
| Telephone Number | 4108768203 |
| 1st Destination | Jakarta, Indonesia, Indonesia |
| Reason for Trip | Meeting |
| Trip Activity | Business Meeting |
| Approval Status | Request entered |
| Requested Start of Trip | Wednesday 10/01/08, 08:00 |
| Requested End of Trip | Sunday 10/05/08, 14:00 |
| Advances | 250.00 USD (03/06/2008) |
| Cost Assignment | 100.00 % To <input type="text"/> ; Funds Center <input type="text"/> ; Fund 1010100000; Grant NOT-RELEVANT GRANT CoCode JHEN , Bus. Area 101 , Controlling Area JHEN |
| Comments | airfare \$1,200.00 hotel \$ 900.00 car rental \$ 300.00 meals \$ 400.00 |
| Estimated Costs | 2,800.00 USD |
|  Trip Segment To Jakarta, Indonesia Beginning of Trip Segment: Wednesday 10/01/08, 08:00 End of Trip Segment: Sunday 10/05/08, 14:00 | |
|  Outbound Flight From Baltimore, MD To Jakarta, Indonesia Departure: Baltimore, MD, USA Wednesday 10/01/08, 08:00 Arrival: Jakarta, Indonesia, Indonesia | |
|  Car Rental In Jakarta, Indonesia Pickup: Wednesday 10/01/08, 08:00, Jakarta, Indonesia Dropoff: Sunday 10/05/08, 14:00, Jakarta, Indonesia | |
|  Hotel In Jakarta, Indonesia Arrival: Wednesday 10/01/08 Departure: Sunday 10/05/08 | |
|  Return Flight From Jakarta, Indonesia To Baltimore, MD Departure: Jakarta, Indonesia, Indonesia Sunday 10/05/08, 14:00 Arrival: Baltimore, MD, USA | |

Overview of the Travel Request


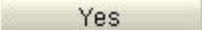
- Click the overview icon.
- This is what the financial/administrative approver will see to determine the approval of the trip/advance request.
- You can give a copy of this to the administrator who makes the travel arrangements. This will outline the detail of the accommodations required.
- When finished click the icon

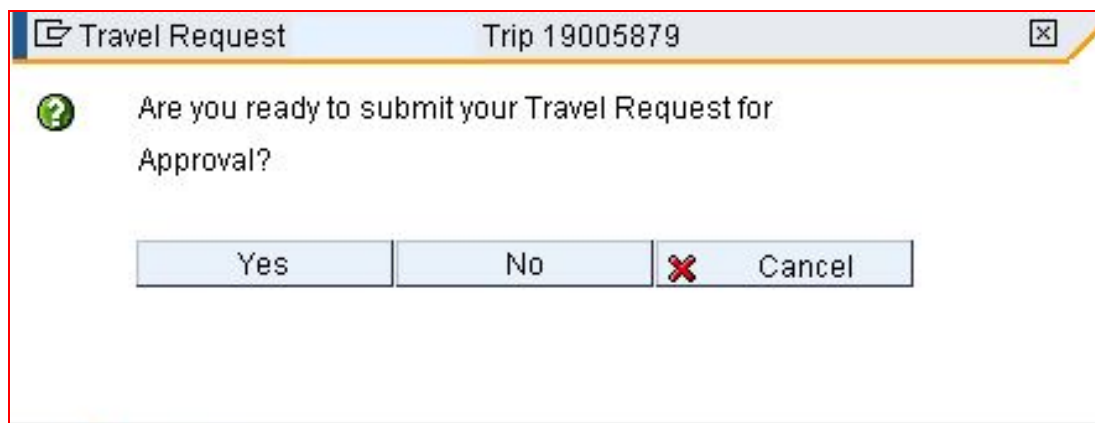
Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 4: Create a Travel Request (Save versus Submit)

Save the Travel Request

- Click the  icon one time. This will save the document and assign a trip number.

Submit Document for Approval

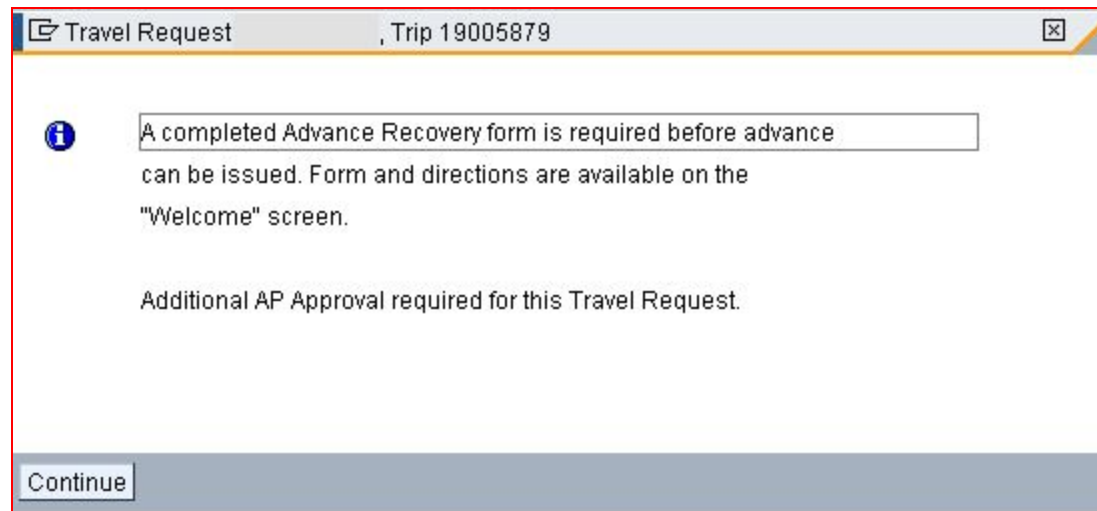
- Click the  icon a second time.
 - This will produce a message asking if you are ready to submit your document for approval. Click  icon.
 - If you do not receive this message, you have only saved the document and have not submitted it to workflow for approval.



Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 4: Create a Travel Request

Follow-up Documentation

- Once the travel request has been submitted to workflow, a message will appear indicating an [Travel Advance Recovery Form](http://ssc.jhu.edu/accountspayable/forms.html) is required before an advance can be issued. This form is available on the Accounts Payable Shared Services website at:
<http://ssc.jhu.edu/accountspayable/forms.html>
- Click icon to complete the travel request.
- Click icon to return to the travel manager screen.



Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report

Welcome to the Travel Manager

Menu ▾
Back
Cancel
Tools ▾
Infocenter: Contact Persons, Per Diems, Rates, ...
Settings...
More ▾

Create a Travel Request

Create Travel Expense Report ... With Ref.

List of All Trips



My Open Trips

| Start of Trip | First Destination | Reason for Trip | Reimbursement | Subsequent Activities |
|---------------|--------------------|-----------------------------------|---------------|--|
| 10/01/2008 | Jakarta, Indonesia | Meeting - This is a test document | | <div>Change Travel Request</div> <div>Create Travel Expense Report</div> |

- To create a Travel Expense Report when a Travel Request exists – use the ‘**Create Travel Expense Report**’ under My Open Trips.
 - This will pre-populate the Expense Report with information entered in the Request.
- To create a Travel Expense or Business Expense Reimbursement Report that does not have an existing Travel Request – use the ‘**Create Travel Expense Report... With Ref.**’ at top left corner.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

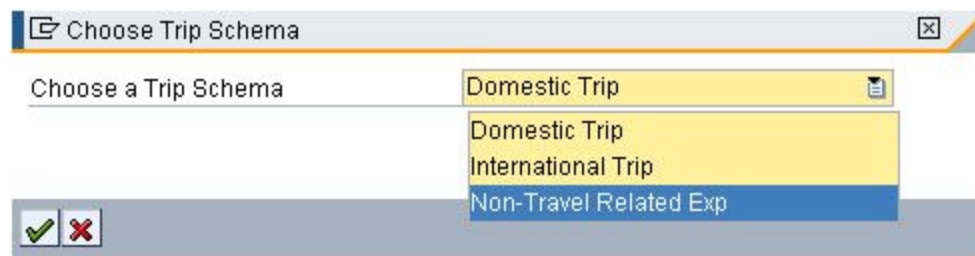
Lesson 5: Create an Expense Report (Trip Schema)

Choose Trip Schema

A trip schema has to be selected for each expense report created.

- Use **Domestic Trip** for travel within the United States
- Use **International Trip** for travel outside of the United States
- Use **Non-Travel Related Exp** to reimburse an employee for out of pocket business expenses

Samples of each option are shown over the next 3 pages.



Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Trip Schema)

Travel Expenses

Menu
Save
Back
Cancel
Tools
Results
Infocenter: Contact Persons, Per Diems, Rates, ...
More

General Trip Data

Start of Trip

☒

Time

00:00

End of Trip

Time

00:00

First Destin.

Trip Country

US

Region

All Places Not Listed, US

Reason for Trip

☒

Additional Destinations

Advance

Alternative Cost Assignment for Entire Trip, If Different to Master CA

Comments

Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km

Miles/Km Distribution

Meals

☐ Per

☐ De

Activity

Domestic Trip

- Allows for a date range
- Cannot have more than one travel document with the same date
- Defaults with Trip Country as US
- This is a reimbursement to an individual and not tax reportable

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Trip Schema)

Travel Expenses

Menu ▾ Save Back Cancel Tools ▾ Results Infocenter: Contact Persons, Per Diems, Rates, ... More ▾

General Trip Data

Start of Trip Time 00:00

End of Trip Time 00:00

First Destin.

Trip Country ☒ Region No Distinction

Reason for Trip ☒

Additional Destinations

Domestic Arrival Time 00:00

Advance

Alternative Cost Assignment for Entire Trip, If Different to Master CA

Comments

Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km

Miles/Km Distribution

Meals and

☐ Per Diem

☒ Deductible

International Trip

- Allows for a date range
- Cannot have more than one travel document with the same date
- Have to specify the Trip Country/Region
- This is a reimbursement to an individual and not tax reportable

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Trip Schema)

Travel Expenses

Menu Save Back Cancel Tools Results Infocenter: Contact Persons, Per Diems, Rates, ... More

General Trip Data

Start of Trip
Reason for Trip
Alternative Cost Assignment for Entire Trip, If Different to Master CA
Comments

Mileage And Per Diem Reimbursement

Expense Receipts

Exp.Receipt 001
Amount
Short Info
Additional Information
Comments
Alternative Expense Receipt Cost Assignment

Transfer New Receipt and Set Next Date Wizard

| No. | Exp. Type | P... | Amount | Curr... | Date | Rate | Payment Amount |
|-----|-----------|------|--------|---------|------|------|----------------|
| | | | 0.00 | | | | 0 |

Non-Travel Related Expense

- Only allows for one date (not a date range)
- Cannot have more than one travel document with the same date
- If doing local mileage for a month – can use Domestic Trip and enter a date range
- This is a reimbursement to an individual and not tax reportable

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (General Trip Data)

- When creating an Expense Report that has an existing Travel Request document – information in the General Trip Data is pre-populated. Otherwise, the **General Trip Data** would need to be entered.
- You can change any information defaulted from the travel request, except for the **advance** amount.
- You can change the **Alternative Cost Assignment for Entire Trip**, if needed.
 - The cost object(s) listed here will be charged with all the expenses, unless otherwise disbursed on the expense item.

Travel Expenses: , Trip 19005879

Menu Save Back Cancel Tools Results Account Assignment History More

General Trip Data

Start of Trip 10/01/2008 Time 08:00

End of Trip 10/05/2008 Time 14:00

First Destin. Jakarta, Indonesia

Trip Country ID Region Indonesia

Reason for Trip Meeting - This is a test document

Additional Destinations

Domestic Arrival Time 00:00

Advance

Alternative Cost Assignment for Entire Trip If Different to Master CA

Comments

Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km

Miles/Km Distribution



Meals and Accommodations



☐ Per Diem Reimbursement of Meals

Deductions

Menu ▾ ▶ Save Back Cancel Tools ▾ ▶ Results Account Assignment More ▾ ▶

When creating an Expense Report that does not have an existing Travel Request document:

- Click the expand  icon, to complete the **Alternative Cost Assignment**
- Click  **Cost Distribution** to enter the cost distribution for the trip
- Very important** – always start on the second line – the first line defaults to the department's Payroll Default account. If you enter your distribution on line one, the Payroll Default may override your entry.
- The cost object(s) listed here will be charged with all the expenses, unless otherwise disbursed on the expense item(s).

- The distribution can be split, by percentage, over multiple cost objects.
- Click the  check icon. This will check for errors and populate the first line with your cost object.
- Click the  enter icon to process.

Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)


Lesson 5: Create an Expense Report (Mileage)


Mileage

- Either enter the total mileage in Miles/Km

Or

- Expand the Miles/Km Distribution with the expand  icon and enter detail of mileage. It will populate the Miles/Km automatically


You have the option of changing the cost distribution per line item, highlight the line and click the distribution  icon.

When finished with the section you can collapse it with the icon 




Mileage and Per Diem Reimbursement

Mileage Reimbursement

Miles/Km 0

 Miles/Km Distribution

| Date | Total ... | Starting loc. | End loc. |
|------------|-----------|---------------|----------|
| 10/01/2008 | 35 | home | BWI |
| 10/05/2008 | 35 | BWI | home |
| 10/01/2008 | | | |
| 10/01/2008 | | | |
| 10/01/2008 | | | |
| 10/01/2008 | | | |

 Delete Miles/Km
 Addnl Info
 Copy Leg of Trip

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Per Diem Meals)

Meals and Accommodations


☒ Per Diem Reimbursement of Meals

☐ Deductions


| Weekday | Date | Breakfast | Lunch | Dinner |
|-----------|------------|--------------------------|-------------------------------------|--------------------------|
| Wednesday | 10/01/2008 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Thursday | 10/02/2008 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Friday | 10/03/2008 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Saturday | 10/04/2008 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Meals

This is used for Per Diem only. If the traveler is being reimbursed using actual receipts, do not use this section.

- Click the Per Diem Reimbursement of Meals
- Expand the Deductions section with the expand  icon.
 - If some of the meals should not be reimbursed to the traveler, check them here. For example, the conference supplied lunch.

Expense Receipt

- Select the Exp. Receipt from the dropdown list – click  icon
 - You need to select the correct Expense Receipt category – this determines the GL account to be charged.
 - When you see **Pd or PD by JH** – this is an expense that was pre-paid and will not be included in the reimbursement to the traveler. It still needs to be included so the expense report can be a complete picture of the total cost of the trip.
 - If you used Per Diem for Meals you cannot use Breakfast – Lunch – Dinner here (actual receipts). It has to be one or the other, but not both.

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Airfare)

Expense Receipts

Exp.Receipt 001 Airfare ☒ Paper Receipt Exists

Amount 1,200.00 United States Dollar on 10/01/2008

Short Info

Additional Information

Document No. enter ticket number

Prov. Categ. Airline Provider WN SOUTHWEST AIRLINES 1

☒ Comments

☐ Alternative Expense Receipt Cost Assignment

Transfer New Receipt and Set Next Date Wizard

Airfare Receipt

- If the traveler should be reimbursed the airfare, make sure you do not select the Exp Receipt that includes Pd.
- Check that a **Paper Receipt Exists**
- Enter the expense **Amount**
 - Receipt dates must match the date range of the trip, except for
 - Airfare
 - Conference Fees
 - Leave the date as the first day of the trip. If purchased ahead of time, enter the date purchased in **Comments**
- Enter the airline ticket number in the **Document No.** field
- You will need to search for the Airline Provider code – discussed next page

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Airfare)

Provider Code (1)

Search Criteria

Provider Category

Provider Code

Provider name

Maximum No. of Hits

Start search

Search results


Provider Code (1)

Search Criteria

Search results

| Provider Category | Code | Provider name |
|-------------------|------|--------------------------|
| F | SZ | CHINA SOUTHWEST AIRLINES |
| F | WN | SOUTHWEST AIRLINES TEXAS |

Search for Airline Provider

- Click the search  icon in the Provider field
- Enter part of the airline name enclosed in asterisks (example: *southwest*)
 - If you do not receive the proper value or any value, retry your search with a broader value. To reopen the search box, click the arrow on **Search Criteria**
- Double click the airline from the results to select.
- This is a good area to create a Personal List of frequently used airlines (refer to page 20).

If domestic and international airlines were used – select the domestic carrier for the longest leg of the trip. This data will be used by Purchasing to negotiate future pricing contracts with the companies.

If you cannot find the airline carrier in the list, use **ZZZ Other Airline** and enter airline name in **Comments**.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Airfare)

Exp.Receipt 001
Airfare
☒ Paper Receipt Exists

Amount 1,200.00
United States Dollar
on 10/01/2008

Short Info

Additional Information

Document No. ticket number here

Prov. Categ. Airline
Provider WN
SOUTHWEST AIRLINE


Remarks

airfare purchased on 8/5/2008

Alternative Expense Receipt Cost Assignment

☒ Transfer
New Receipt

For each receipt you have the option of changing the cost distribution.

Once all the information is entered click  Transfer icon. This will post the receipt and bring up an open receipt with the next receipt number.

Expense Receipts

Exp.Receipt 002
☐ Paper Receipt Exists

Amount
United States Dollar
on 10/01/2008

Short Info

Additional Information

Comments

Alternative Expense Receipt Cost Assignment

☒ Transfer
New Receipt
and Set Next Date
Wizard

| No. | Exp. Type | P... | Amount | Curr... | Date | Rate | Payment Amount |
|-----|-----------|-------------------------------------|----------|---------|------------|---------|----------------|
| 001 | Airfare | <input checked="" type="checkbox"/> | 1,200.00 | USD | 10/01/2008 | 1.00000 | 1,200.00 |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Lodging)

Expense Receipts

| | | | |
|-------------|------------|----------------------|--|
| Exp.Receipt | 002 | Lodging | <input checked="" type="checkbox"/> Paper Receipt Exists |
| Amount | 800.00 | United States Dollar | on 10/01/2008 |
| From | 10/01/2008 | To | 10/05/2008 |
| | | Number | 4 |

Short Info

Additional Information

| | | | |
|--------------|-------------|----------|-------|
| Location | Hyatt | | |
| Country | ID | Region | JAKAR |
| Prov. Categ. | Hotel chain | Provider | HY |

Comments

Alternative Expense Receipt Cost Assignment

Lodging Receipt

- If the traveler should be reimbursed the lodging make sure you do not select the Exp Receipt that include Pd.
- Check that a **Paper Receipt Exists**.
- Enter the expense **Amount**.
- The **Number** field will contain the number of nights stayed.
 - When a trip involves multiple destinations, verify the date range and number of nights are correct for the receipt being entered. Each hotel receipt needs to be a separate expense item.
- Enter the Hotel location in the **Location** field – this is a free text field.
- Make sure the **Country** and **Region** are correct. If a Region is not entered the lowest per diem for the country will be applied.
- You will need to search for the Hotel **Provider** code – discussed next page

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Lodging)

Provider Code (1)

Search Criteria

Provider Category

Provider Code

Provider name

Maximum No. of Hits

Start search


Provider Code (1)

Search Criteria

Search results

| Provider Category | Code | Provider name |
|-------------------|------|---------------------|
| H | HU | HYATT VACATION CLUB |
| H | HY | HYATT |

Search for Hotel Provider

- Click the search  icon in the Provider field
- Enter part of the Hotel chain name enclosed in asterisks (example: *hyatt*)
 - If you do not receive the proper value or any value, retry your search with a broader value. To reopen the search box, click the arrow on **Search Criteria**
- Double click the hotel from the results to select
- This is a good area to create a Personal List of frequently used hotels (refer to page 20)

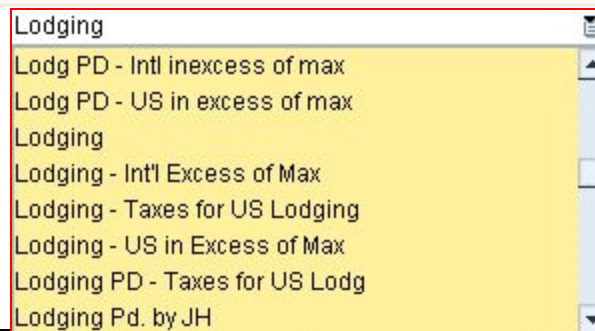
This data will be used by Purchasing to negotiate future pricing contracts with the companies.

If you cannot find the hotel chain in the list, use ZZZ Other Hotel and enter the hotel name in Comments.


Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Lodging Excess of Max)



Lodging in Excess of Max – For International Travel

If you receive the message  Amount exceeds maximum amount 4 x 121.00 (484.00)USD the expense may need to be itemized:

If the funding source requires per diem and any amount in excess of the per diem may not be charged to the funding agency:

- enter the maximum allowed on the **Lodging** category
- enter the remaining amount on – **Lodging – Int’l Excess of Max**, if the department allows this to be reimbursed
 - make sure the excess amount is not charged to a sponsored cost object

If the funding source does not require per diem:

- Enter the entire amount on – **Lodging – Int’l Excess of Max**

Make sure **PD** is selected if the lodging was prepaid.


Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Lodging Excess of Max)

A screenshot of a web application dropdown menu. The menu is titled 'Lodging' and contains the following items: 'Lodg PD - Intl in excess of max', 'Lodg PD - US in excess of max', 'Lodging', 'Lodging - Intl Excess of Max', 'Lodging - Taxes for US Lodging', 'Lodging - US in Excess of Max', 'Lodging PD - Taxes for US Lodg', and 'Lodging Pd. by JH'. The 'Lodging' item is currently selected and highlighted in yellow.

Lodging in Excess of Max – For Domestic Travel

If you receive the message  Amount exceeds maximum amount 4 x 121.00 (484.00)USD the expense may need to be itemized:

If the funding source requires per diem and any amount in excess of the per diem may not be charged to the funding agency:

- enter the taxes on – **Lodging – Taxes for US Lodging** (the per diem does not take into account taxes)
- enter the maximum allowed on **Lodging** category
- enter the remaining amount on – **Lodging – US in Excess of Max**, if the department allows this to be reimbursed
 - make sure the excess amount is not charge to a sponsored cost object

If the funding source does not require per diem:

- Enter the entire amount on – **Lodging – US in Excess of Max**

Make sure **PD** is selected if the lodging was prepaid.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Receipt Wizard)


Wizard 1 of 5 - Welcome to the Receipt Wizard


The Receipt Wizard supports you

- o Private Expenses
You have paid the complete amount on a corporate credit card, although the costs for video and minibar must either be deducted or created.
- o Split Receipt
You have a hotel bill that includes the Internet. Your enterprise should be posted together with the Internet. Your enterprise should be posted to their own expense.
- o Divide Receipt
You have a hotel receipt for several days. You want to create a receipt for each individual day, showing the price per day.

Receipt Wizard

This will allow you to deduct personal expenses from the hotel bill and split the receipt if items such as faxes are included on the bill.

Click the  Wizard icon

Click the  Continue icon

☐ Exp.Receipt 002 Lodging

☐ Amount 484.00 United States Dollar

From 10/01/2008 To 10/05/2008 Number 4

Short Info

☒ Paper Receipt Exists on 10/01/2008

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)


Lesson 5: Create an Expense Report (Receipt Wizard)

Deduct Private Expenses

- Click **Deduct Private Expenses from Total Amount**
- Enter the **Private Expense Amount**
- Click icon
- Click icon

Wizard 2 of 5 - Private Expenses

The following accommodation receipt
The total amount should contain all
Enter a private expense and choose
The private expenses will be deduct



| | |
|--------------|-------------|
| Receipt | 002 Lodging |
| Total Amount | 484.00 USD |
| Date | 10/01/2008 |
| Exch. Rate | 1.00000 |

☐ Receipt does not contain any private items
☒ Deduct Private Expenses from Total Amount

Priv. Expenses USD

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Receipt Wizard)

Split Receipt

Use this to post the expenses to the proper GL account. The hotel bill may have included fax charges that need to be broken out.

- Enter the expense **Amount**
- Select the **Expense Type** from the list
- Enter the **Bus. Purpose** – this is a free text field
 - Click Continue icon
- Click Split Receipt icon
- Click Continue icon

Wizard 3 of 5 - Split Receipts

Enter a receipt, that should be split from the original receipt and choose 'Split Receipt'
Choose 'Continue' if you do not want to split any receipts

| | | | | |
|--------------|-----------|-----|------|------------|
| Remain. Amnt | 476.00 | USD | From | 476.00 USD |
| Amount | 23.00 | USD | Date | 10/01/2008 |
| Expense Type | Fax/Email | | | |

Additional Information for Expense Type Fax/Email

Bus. Purpose: faxed contracts

Document no.:

Provider Code: HY Prov. Categ.:

Continue Cancel

Split Receipt Back

| Expense Type | Amount | Currency | Date | Ext. |
|--------------|--------|----------|------------|------|
| Fax/Email | 23.00 | USD | 10/01/2008 | 1.00 |

Continue Back Cancel

Financial and Information Technology Training Travel and Expense Reimbursement Workshop (WebGui) Lesson 5: Create an Expense Report (Receipt Wizard)

Wizard 4 of 5 - Divide Receipt

If, for example, you want 5 individual accommodation receipts rather than one receipt for 5 nights, Choose 'Divide Receipt'.

Remain. Amnt 453.00 USD


☒ Do Not Divide Receipt
☐ Divide Receipt

Information

An amount of 453.00 USD will remain on the original receipt

Cancel Back Continue

You can leave the remaining amount as a lump sum – select Do Not Divide Receipt

Click  Continue icon



A message will display indicating the amount that will remain on the original Lodging receipt

Click  icon

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Receipt Wizard)

- A summary of the itemized expenses will display
- If incorrect click  Back icon to redo
- If correct click  Execute icon to post the split receipts

Wizard 5 of 5 - Save and Exit

If you choose 'Execute', the following receipts will be added to your trip

| ExpensType | Amount | Curr. Date | Office Cntry |
|------------|--------|----------------|--------------|
| Fax/Email | 23.00 | USD 10/01/2008 | ID |
| Total: | | 23.00 USD | |

The original receipt will be updated with the changed data:

| ExpensType | Amount | Curr. Date | Office Cntry |
|------------|--------|----------------|--------------|
| Lodging | 453.00 | USD 10/01/2008 | ID |

Cancel

Back

Continue

Execute

| No. | Exp. Type | P... | Amount | Curr... | Date |
|-----|-------------------------------|-------------------------------------|----------|---------|------------|
| 004 | Fax/Email | <input checked="" type="checkbox"/> | 23.00 | USD | 10/01/2008 |
| 003 | Lodging - Int'l Excess of Max | <input checked="" type="checkbox"/> | 116.00 | USD | 10/01/2008 |
| 002 | Lodging | <input checked="" type="checkbox"/> | 453.00 | USD | 10/01/2008 |
| 001 | Airfare | <input checked="" type="checkbox"/> | 1,200.00 | USD | 10/01/2008 |

Financial and Information Technology Training


Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Import AMEX)

| | | | | | | | | | |
|-----|-------------------------------|-------------------------------------|-------------|---------|------------|---------|-------------------|--|--------|
| | Transfer | | New Receipt | | | | and Set Next Date | | Wizard |
| No. | Exp. Type | P... | Amount | Curr... | Date | Rate | Payment Amount | | |
| 004 | Fax/Email | <input checked="" type="checkbox"/> | 23.00 | USD | 10/01/2008 | 1.00000 | 23 | | |
| 003 | Lodging - Int'l Excess of Max | <input checked="" type="checkbox"/> | 116.00 | USD | 10/01/2008 | 1.00000 | 116 | | |
| 002 | Lodging | <input checked="" type="checkbox"/> | 453.00 | USD | 10/01/2008 | 1.00000 | 453 | | |
| 001 | Airfare | <input checked="" type="checkbox"/> | 1,200.00 | USD | 10/01/2008 | 1.00000 | 1,200 | | |
| | | <input type="checkbox"/> | 0.00 | | | | 0 | | |

Import Expenses from American Express Bill

If the traveler used the JHU Corporate American Express card for expenses, the expenses can imported:


- Click insert credit card document  icon.
 - If no data exists, this icon will not be active.
- If data exists you will receive a list:
 - Highlight each line item corresponding with the expense report. Click 'copy' to import into the expense report.
 - Highlight and delete all old or personal expenses from the buffer.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Foreign Currency Receipt)

Enter a Receipt in Foreign Currency

- Select the appropriate **Exp Receipt** category
- Enter the foreign currency **amount**
- Select the **currency type** from the drop down list
- In this example, **Number** is the number of Guests for the entertainment activity
- Enter the **Reason** for the event – this is a free text field
- Enter the **Location** for the event – this is a free text field
- Click  Transfer icon

Expense Receipts

| | | | | |
|-------------|---------|--------------------|---|--|
| Exp.Receipt | 005 | Entertainment | 📄 | <input checked="" type="checkbox"/> Paper Receipt Exists |
| Amount | 200,000 | Venezuelan Bolivar | 📄 | on 10/01/2008 |
| | | | | Number 3 |

Short Info

📄 Additional Information

| | | | |
|---------------|--|--|--|
| Reason | took donors to sporting event | | |
| No. Employees | 1 | | |
| No. Partners | | | |
| No. Other G | 2 | | |
| Location | sports center 📄 | | |

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Foreign Currency Receipt)

Expense Receipts

Exp.Receipt 005 Entertainment ☐ ☒ Paper Receipt Exists

Amount 200,000.00 Venezuelan Bolivar on 10/01/2008

Exchange Rate /850.19000 Payment Amount 285.64 USD

Number 3

Short Info

☐ Additional Information

☐ Comments

☐ Alternative Expense Receipt Cost Assignment

☒ Transfer ☐ New Receipt ☐ and Set Next Date ☐ Wizard

| No. | Exp. Type | Amount | Curr... | Date | Rate | Payment Amount |
|-----|---------------|------------|---------|------------|------------|----------------|
| 005 | Entertainment | 200,000.00 | VEB | 10/01/2008 | /700.19000 | 285.64 |

| No. | Exp. Type | Amount | Curr... | Date | Rate | Payment Amount |
|-----|---------------|------------|---------|------------|------------|----------------|
| 005 | Entertainment | 200,000.00 | VEB | 10/01/2008 | /850.19000 | 235.24 |
| 004 | Fax/Email | 23.00 | USD | 10/01/2008 | 1.00000 | 23.00 |

When you transfer the receipt it will default with the outdated exchange rate. This must be corrected.

- Click the receipt line item to edit
- Enter the correct Exchange Rate
- Click ☒ Transfer icon
- A warning message will appear the rate is incorrect Exch.rate variance 21 % too high for comp.code JHEN just click ☒ Transfer again
- The payment amount will be shown in USD.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 5: Create an Expense Report (Attaching Scanned Receipts)


Attaching Scanned Expense Receipts


This is optional, but recommended. Departments can scan and attach their own expense receipts. This can speed up the audit process in Accounts Payable and allow the approvers to see the receipts online.

If the department does not have the scanning equipment the receipts can still be faxed to Accounts Payable Shared Services. Use the [Travel and Business Expense Reimbursement Cover Sheet](#), write the trip number on each page, write the receipt numbers on documentation according to the order entered in the expense report.

- The required scanned document format is PDF with an image resolution of 300 dpi (dots per inch).
- Each scanned page can include multiple receipts.
- One PDF file must include all receipts for the expense report.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 5: Create an Expense Report (Attaching Scanned Receipts)


- The document must be Saved to obtain a trip number and the Services for Object Icon.
- Click the right side of the  icon

Travel Expenses: **Trip 19005879** 

Menu ▾ Save Back Cancel Tools ▾ Results Account Assignment History More ▾

General Trip Data

| | | | |
|-----------------|-----------------------------------|--------|-----------------|
| Start of Trip | 10/01/2008 | Time | 08:00 |
| End of Trip | 10/05/2008 | Time | 14:00 |
| First Destin. | Jakarta, Indonesia | | |
| Trip Country | ID | Region | JAKAR Indonesia |
| Reason for Trip | Meeting - This is a test document | | |

Trip 19005879 

Result

- Create Attachment
- Create note
- Create external document (URL)
- Store business document**
- Enter Bar Code

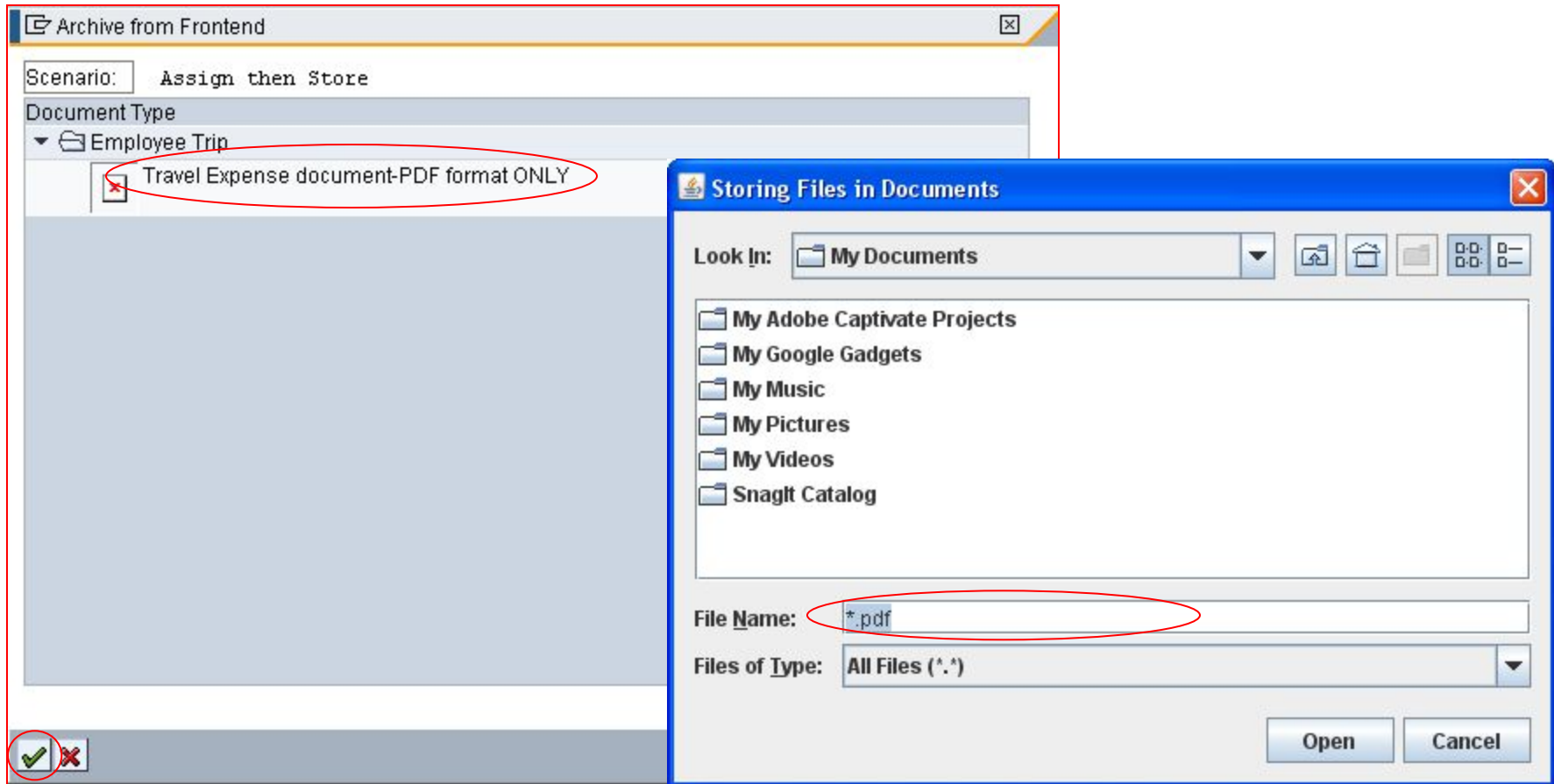
08 14:00

Indonesia, Jakarta

- Create...**
- Attachment list
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

- Click **Create**
- Click **Store business document**

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 5: Create an Expense Report (Attaching Scanned Receipts)





- Double click **Travel Expense document-PDF format**
- Locate your scanned PDF file and double click
- Click the continue  icon

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 5: Create an Expense Report (Attaching Scanned Receipts)

Travel Expenses:
Trip 19005879














Menu ▾ Save Back Cancel Tools ▾ Results Account Assignment History Mo


General Trip Data

| | | | |
|-----------------|--------------------------|--------|-------|
| Start of Trip | 10/01/2008 | Time | 08:00 |
| End of Trip | 10/05/2008 | Time | 14:00 |
| First Destin. | Jakarta, Indonesia | | |
| Trip Country | ID | Region | JAK |
| Reason for Trip | Meeting - This is a test | | |

Create...
Attachment list
Private note
Send
Relationships
Workflow
My Objects

Service: Attachment list

New












| AttachmentFor0019004670 | | |
|--|--------------|------------|
| Title | Creator Name | Created On |
|  Travel Expense document-PDF format | | 03/03/2008 |

To verify the documentation is attached:


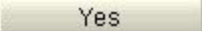
- Click **Services for Object** icon
- Click **Attachment list** (if this option is not active, the document is not attached)
- Double click the PDF file
 - This will open a PDF viewer and display the scanned documentation.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 5: Create an Expense Report (Save versus Submit)

Save the Expense Report

- Click the  icon one time. This will save the document and assign a trip number.

Submit Document for Approval

- Click the  icon a second time.
 - This will produce a message asking if you are ready to submit your document for approval. Click  icon.
 - If you do not receive this message, you have only saved the document and have not submitted it to workflow.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status

Welcome to the Travel Manager

Menu ▾ Back Cancel Tools ▾ Infocenter: Contact Persons, Per Diems, Rates, ... Settings... More ▾

Create a Travel Request
Create Travel Expense Report ... With Ref.
List of All Trips

Welcome to the Travel Manager

Menu ▾ Back Cancel Tools ▾ Change Display Delete Display Payment History More ▾

| Travel | Reason | Status |
|--------|------------|--------|
| ▼ | | |
| ▶ | Open Trips | |
| ▶ | Paid Trips | |

Menu ▾ Back Cancel Tools ▾ Change Display Delete Display Payment History Infocenter: Contact Persons, F

| Travel | Reason | Status |
|--------|---|--------|
| ▼ | | |
| ▼ | Open Trips | |
| ▶ | 10/01/2008 Jakarta, Indonesia Meeting - This is a test document | |
| ▶ | 02/25/2008 San Antonio, Texas ASTD TK2008 Conference | |

- Click '**List of All Trips**'
- Click the expand ▶ icon on Open Trips and/or Paid Trips
- Click the expand ▶ icon for the document to view

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Definitions)

| Travel | Reason | Status |
|---|-----------------------------------|---------------------------------|
| ▼ [Folder Icon] | | |
| ▼ [Folder Icon] Open Trips | | |
| ▶ [Folder Icon] 10/01/2008 Jakarta, Indonesia | Meeting - This is a test document | |
| ▼ [Folder Icon] 02/25/2008 San Antonio, Texas | ASTD TK2008 Conference | |
| [Document Icon] Travel Request | ASTD TK2008 Conference | Request approved/To Be Settd |
| [Calendar Icon] Travel Expenses | ASTD TK2008 Conference | Trip Completd/To Be Settd |
| ▼ [Folder Icon] Paid Trips | | |
| ▼ [Folder Icon] 12/11/2007 East Baltimore | Training or Meeting | |
| [Calendar Icon] Travel Expenses | Training or Meeting | Trip Approved/Transferred to FI |

Document Status – Definitions

- **Request or Trip Completd/To Be Settd**
 - Data has been entered and saved.
 - Document may or may not have been submitted to workflow
 - May have one or more approvals – but not all. Can look at workflow to see who has approved and the pending approvers.
- **Request or Trip on Hold/To be Settd**
 - All departmental approvals have been completed. Accounts Payable has the document for audit - will be attaching all receipts to the document.
- **Request or Trip Approved/Transferred to FI**
 - The audit is complete. Will see a paid date. This is the date the payment is processed not the date the payment will be deposited. Direct deposit goes through the JP Morgan bank, the Automated Clearing House, the employee bank, then posted to the employee account.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Verify Receipts Attached)

Travel Expenses: *Trip 1900*

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | History | More

General Trip Data

Start of Trip: 12/10/2007

Reason for Trip: ASTD TK2008 Conference

Alternative Cost Assignment for Entire Trip, If Different to Master CA

More

- Create
- Attachment list
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

Request or Trip on Hold/To be Settled

- Sometimes the faxed receipts are unreadable when received in Accounts Payable. Accounts Payable has no way to contact the department to request another copy.
 - You can check the expense report to see if documentation has been attached by Accounts Payable.
- From the List of All trips page – double click the expense report to display
- Click the **Services for Object** icon, then **Attachment list** (to view attachment)
 - If the Attachment list option is not active, the documentation is not attached.
 - If there is no documentation, and it has been on hold for more than ten business days contact Accounts Payable. You may need to refax receipts.
- When faxing receipts:**
 - Use the [Travel and Business Expense Reimbursement Cover Sheet](#) on the Accounts Payable Shared Services web site.
 - Write the trip number on each page and receipt number (as entered in the expense report) on each receipt.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Review Workflow)

Travel Expenses: **Trip 1900**

Menu | Save | Back | Cancel | Tools | Results | Account Assignment | History | More

General Trip Data


| | | | |
|-----------------|--|--------|----------------|
| Start of Trip | 01/30/2007 | Time | 00:00 |
| End of Trip | 02/03/2007 | Time | 00:00 |
| First Destin. | Las Vegas, Nevada | | |
| Trip Country | US | Region | All Places Not |
| Reason for Trip | ASTD TK 2007 Conference and Exposition | | |

Workflow overview
Archived workflows
Start Workflow

Create...
Attachment list
Private note
Send
Relationships
Workflow
My Objects
Help for object services

Display the Workflow Status

From the List of All trips page – double click the expense report to display

- Click the **Services for Object**  icon
- Select **Workflow**
- Select **Workflow overview**

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

Workflows for Current Context

| Title | Creation D... | Creation... | Status | Task |
|------------------------------------|---------------|-------------|-----------|-------------------|
| Expense report 001900 approval for | 01/18/2007 | 16:18:45 | Completed | Expense Report Ap |
| Expense report 001900 approval for | 01/18/2007 | 17:16:04 | Completed | Expense Report Ap |
| Expense report 001900 approval for | 01/18/2007 | 17:16:12 | Completed | Expense Report Ap |
| Expense report 001900 approval for | 01/18/2007 | 11:02:41 | Completed | Expense Report Ap |

Current data for started workflow: Expense report 001900 approval for , Lisa

Steps in this process so far

| Step name | Status | Result | Time stamp | Agent |
|--|-----------|--------|-----------------------|---------------------------------|
| Object USR01DOHR Key LFINNEN1 Attribute NUMBER Value | Completed | | 01/18/2007 - 16:18:46 | Workflow System |
| | Completed | | 01/18/2007 - 16:18:46 | Workflow System |
| | Completed | | 01/18/2007 - | Workflow System |

This example shows an expense report that was modified multiple times. You need to look at the workflow for the last Creation date/time stamp.

- Click the scroll down arrow icon, to locate the last entry
- Double click to highlight the last workflow entry
- The data in the bottom window will then reflect that 'Time stamp'

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

Workflows for Current Context

| Title | Creation D... | Creation... | Status | Task |
|--|-------------------|-------------|-----------------------|---------------------------------|
| Expense report 001900 approval for [redacted] | 02/08/2007 | 11:57:50 | Completed | Expense Rep |
| Expense report 001900 approval for [redacted] | 03/08/2007 | 14:13:50 | Completed | Expense Rep |
| Approve Expense Report 001900 [redacted] for Employee [redacted] | Completed | Approved | 03/12/2007 - 10:06:48 | Wilson |
| Date Offset Calculation | Completed | | 03/08/2007 - 14:13:52 | Workflow System |
| Object USR01DOHR Key [redacted] Attribute NUMBER Value | Completed | | 03/08/2007 - 14:13:52 | Workflow System |
| Object ZBO_1065 Key 00013027 Attribute ZWAVS_JHEMAIL Value | Completed | | 03/08/2007 - 14:13:52 | Workflow System |
| Expense Report 001900 [redacted] pending in your Inbox | Logically Deleted | | 03/08/2007 - 14:13:52 | |
| Change Trip 001900 [redacted] status | Completed | | 03/12/2007 - 10:06:49 | Workflow System |
| Exp Rpt 001900 [redacted] approved for [redacted] | Completed | Mail sent | 03/12/2007 - 10:06:49 | Workflow System |

Approved Document

- The Status displays **'Approved'**.
- The Agent displays **'approver name'**.
- After an Approved line item – you will see a **'Logically Deleted'**, because once approved it is deleted out of the approvers inbox.
- The final line, the Status displays **'Mail sent'** indicates all approvals are done and an email was sent to the initiator indicating document approved.

If there are five employees with the Travel Approver role for your cost object – the document will appear in all five inboxes, and all five employees have to approve it.

Financial and Information Technology Training

Travel and Expense Reimbursement Workshop (WebGui)

Lesson 6: Check Document Status (Review Workflow)

Data on Linked Workflows

Workflows for Current Context

| Title | Creation D... | Creation... | Status | Task |
|--|---------------|-------------|------------|-----------|
| Expense report 0019006112 approval for | 03/18/2008 | 17:41:28 | In Process | Expense R |

| Step name | Status | Result | Time stamp | Agent |
|--|-----------|---------------|-----------------------|---------------------------------|
| Object USR01DOHR Key Attribute NUMBER Value | Completed | | 03/18/2008 - 17:41:28 | Workflow System |
| Object ZBO_1065 Key 00008807 Attribute ZWAVS_JHEMAIL Value | Completed | | 03/18/2008 - 17:41:29 | Workflow System |
| Get Finance and Administrative dept approvers | Completed | | 03/18/2008 - 17:41:30 | Workflow System |
| Approve Expense Report 0019006112 for Employee | Ready | | 03/18/2008 - 17:41:31 | Information... |
| Date Offset Calculation | Completed | Deadline date | 03/18/2008 - 17:41:31 | Workflow System |

Recipients: Approve Expense Report 0019006112 for E

A B

Document Waiting for Approvals

- The Status displays '**Ready**'
- The Agent displays '**Information**'
- Click the **Information** link to display the name of the approver

If there are five employees with the Travel Approver role for your cost object – the document will appear in all five inboxes, and all five employees have to approve it.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 6: Check Document Status (View/Change Report)

Welcome to the Travel Manager

Menu ▾ | Back | Cancel | Tools ▾ | **Change** | **Display** | Delete | Display Payment History | More ▾

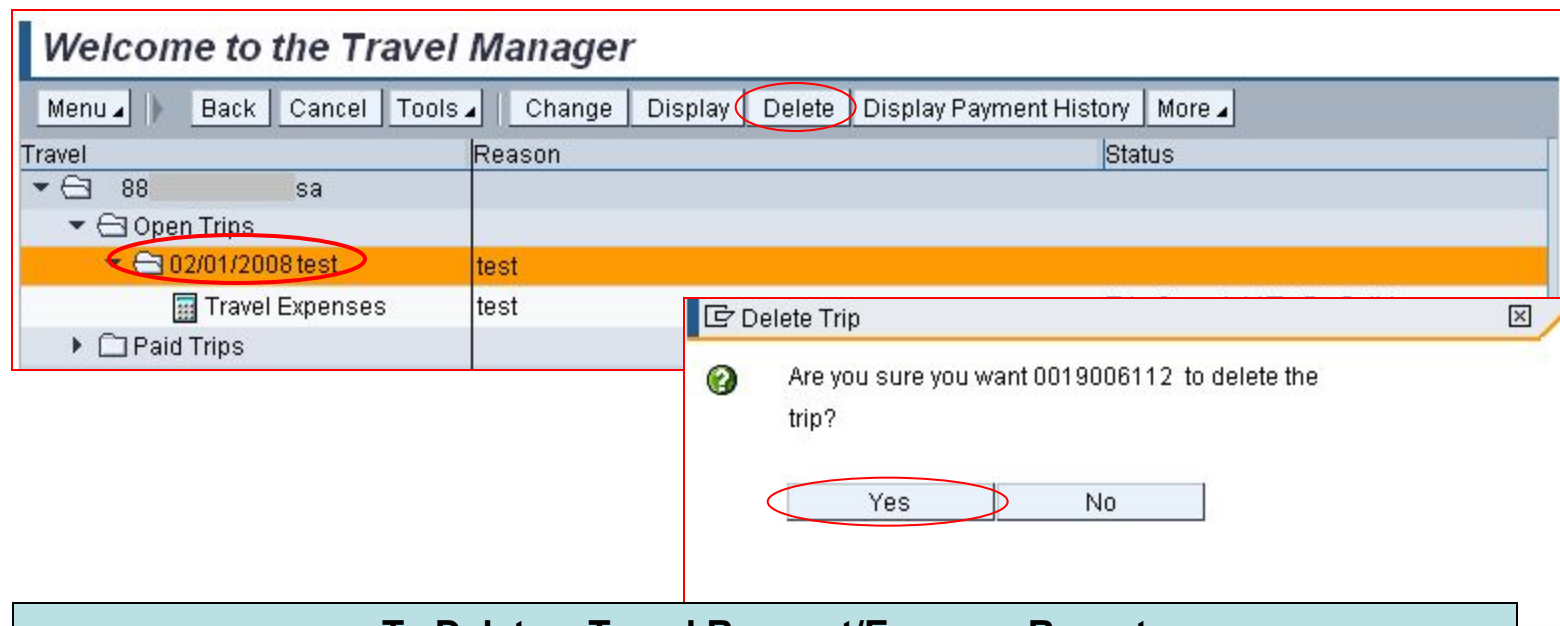
| Travel | Reason | Status |
|-------------------|--------|---------------------------|
| ▼ 8 a | | |
| ▼ Open Trips | | |
| ▼ 02/01/2008 test | test | |
| Travel Expenses | test | Trip Complete/To Be Settd |
| ▶ Paid Trips | | |

To Change or Display an Expense Report

- Click to highlight (select) the expense report
- Click:
 - **Display** to view report
 - **Change** to change the report

You can add receipts to paid expense reports and SAP will only reimburse the new receipts. Do not modify any receipts on the current paid report (or SAP will try to recover the money from the employee) – only add new receipts.

Financial and Information Technology Training
Travel and Expense Reimbursement Workshop (WebGui)
Lesson 6: Check Document Status (Delete Report)



To Delete a Travel Request/Expense Report

This can only be done to items in the Open Trips folder.

- Click to highlight (select) the report (the top level of the Travel Request/Travel Expenses)
- Click to delete both the Travel Request and/or Travel Expenses reports
- Click to confirm the delete
- The trip will disappear from the folder.