



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

Purpose

Use this procedure to display complete travel expense information related to a specific employee or range of employees using different selection criteria.

Trigger

Perform this procedure when a travel expense report has already been created in the system.

Prerequisites

- Trip number
- Personnel number

Menu Path

Use the following menu path(s) to begin this transaction:

- Reports -> Travel -> Display Complete General Trip Information

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Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.



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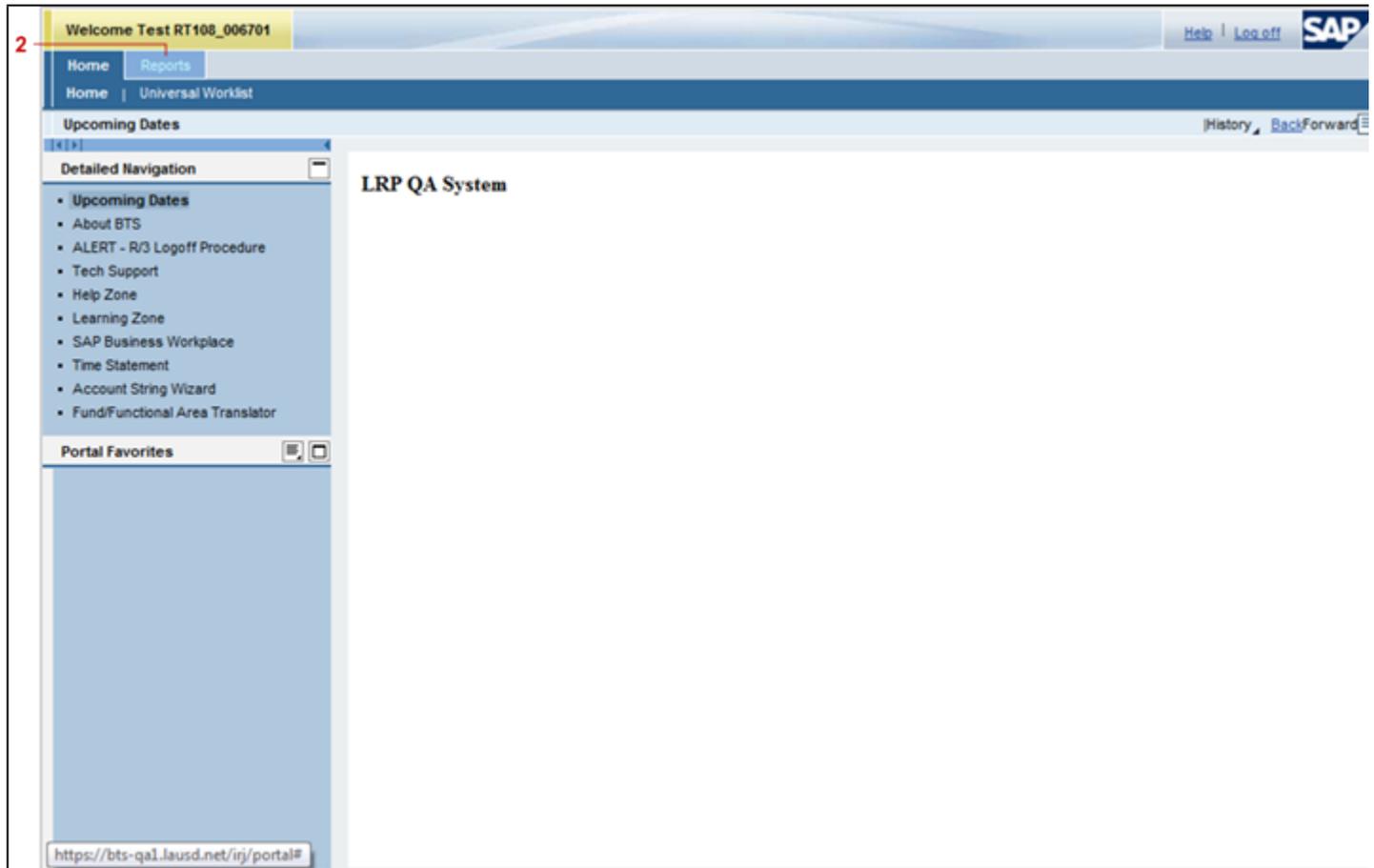
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Procedure

1. Start the transaction using the menu path or transaction code.

Upcoming Dates - SAP NetWeaver Portal - Windows Internet Explorer



2. Click the **Reports** tab to navigate to the report section.



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Reports - SAP NetWeaver Portal - Windows Internet Explorer

Detailed Navigation

- Display Travel Expense Payment History
- Display General Trip Information and Totals
- Display Trip Receipts
- Display Trip Receipts (no general trip info)
- Display Cost Assignment for Trip
- 3 • **Display Complete General Trip Information**
- List Trips
- List Trips (using maximum rate)
- List Travel Expenses by Period
- Display Income-Related Expenses Statement
- List Employees Exceeding Trip Days
- Display Cost Assignment for Trip (no general trip info)

Portal Favorites

LRP QA Systems

https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/...

3. Click the **Display Complete General Trip Information** menu tree item to open the Display Complete General Trip Information report selection screen.



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General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP interface for displaying complete general trip information. The main window title is "General Trip Data/Totals/Receipts/Cost Assignment". Below the title bar, there is a toolbar with various icons. The main content area has a sub-header with the same title and a set of tabs: "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "HR Data" tab is selected and highlighted. A red arrow labeled "4" points to this tab. The "HR Data" tab contains several input fields and radio buttons:

- Trip Number: []
- Trip Country/Group: []
- Trip Destination: []
- Reason for Trip: []
- Trip Begins On: [] to []
- Trip Ends On: [] to []
- Radio buttons: Separation Allowances Only, Trips Only, Trips and Sep. Allowances

At the bottom right of the window, the transaction code "S_AHR_61016405" is displayed along with other system information.

4. Click the **HR Data** tab to view HR Data selection options.



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General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP S_AHR_61016405 transaction interface. The title bar reads "General Trip Data/Totals/Receipts/Cost Assignment". The main area has several tabs: "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "General Trip Data" tab is active. It contains the following fields and controls:

- Personnel number: A text field with a yellow search button to its right.
- Company Code: A text field.
- Cost Center: A text field.
- Employee group: A dropdown menu.
- Employee subgroup: A dropdown menu.
- A checked checkbox labeled "Only Select Personnel Numbers Valid Today".

A red box highlights the "Personnel number" field and its search button. A red line with the number "5" points to the search button.

5. Click the  button to search for a personnel number by employee name.



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Personnel number (1)

6. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------



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Field	R/O/C	Description
Last name	R	Last name. Example: *Traveler*  Use the * before and/or after the name if the exact last name is unknown.



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Personnel number (1)

A screenshot of a web application window titled "Personnel number (1)". The window has a blue header bar with the title and standard window controls. Below the header, there are four tabs: "Last name - First name", "Person ID", "Personnel ID Number", and "IC number". The "Person ID" tab is currently selected. The main content area contains three input fields: "Person ID" (empty), "Last name" (containing "*Traveler*" with a green search icon to its left), and "First name" (empty). At the bottom right of the window, there are three buttons: a green checkmark button, a multi-colored search icon button, and a blue 'X' button. A red line with the number "7" is drawn across the bottom of the window, pointing to the green checkmark button.

7. Click the  button to start the search.



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Personnel number (1) 2 Entries found

The screenshot shows a web application window titled "Personnel number (1) 2 Entries found". The window has a search bar with tabs for "Last name - First name", "Person ID", "Personnel ID Number", and "IC nu...". Below the search bar is a toolbar with icons for checkmark, close, home, refresh, search, print, and help. The main content area displays "Person ID: 525157" and a table with two columns: "PersNo" and "Name of Employee or Appli...". The table contains two rows: "00525157 Central Office Traveler" and "01045091 Central Office Traveler". A red "8" is visible on the left side of the table.

PersNo	Name of Employee or Appli...
00525157	Central Office Traveler
01045091	Central Office Traveler



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8. Click the 00525157 personnel number label to highlight the correct personnel number.



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Personnel number (1) 2 Entries found

A screenshot of a web application window titled "Personnel number (1) 2 Entries found". The window has a blue header bar with the title and standard window controls. Below the header is a navigation bar with tabs for "Last name - First name", "Person ID", "Personnel ID Number", and "IC nu...". A toolbar with various icons is visible below the navigation bar. The main content area displays a table with two columns: "PersNo" and "Name of Employee or Appli...". The table contains two rows of data, both of which are highlighted in yellow. The first row shows "00525157" and "Central Office Traveler". The second row shows "01045091" and "Central Office Traveler".

PersNo	Name of Employee or Appli...
00525157	Central Office Traveler
01045091	Central Office Traveler



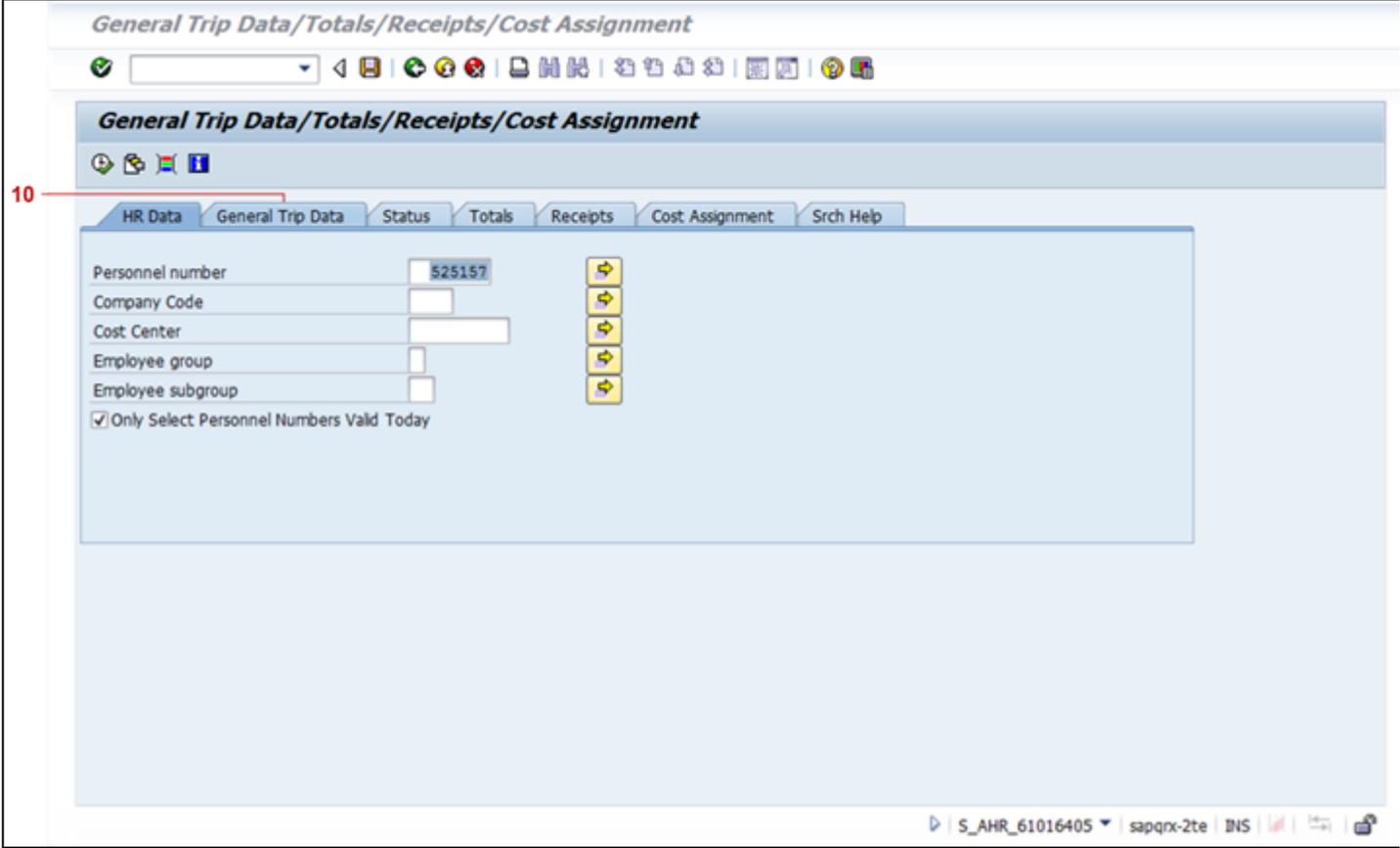
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9. Click the  button to select the personnel number highlighted and return to the previous screen.

General Trip Data/Totals/Receipts/Cost Assignment



The screenshot shows the SAP interface for 'General Trip Data/Totals/Receipts/Cost Assignment'. The main title bar contains the text 'General Trip Data/Totals/Receipts/Cost Assignment' and a search dropdown menu. Below the title bar is a toolbar with various icons. The main content area has a sub-header 'General Trip Data/Totals/Receipts/Cost Assignment' and a navigation bar with tabs: 'HR Data', 'General Trip Data', 'Status', 'Totals', 'Receipts', 'Cost Assignment', and 'Srch Help'. The 'General Trip Data' tab is selected. The form contains several input fields: 'Personnel number' (with value '525157'), 'Company Code', 'Cost Center', 'Employee group', and 'Employee subgroup'. Each field has a yellow arrow icon to its right. A checkbox labeled 'Only Select Personnel Numbers Valid Today' is checked. A red line with the number '10' points to the 'General Trip Data' tab.

10. Click the  tab to view the General Trip selection fields .



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General Trip Data/Totals/Receipts/Cost Assignment

11. As required, complete/review the following fields:

Field	R/O/C	Description
Trip Number	R	<p>This is a system generated number that represents the successful creation of a Travel Expense Report.</p> <p>Example: 90000096</p> <p> This report can also be filtered by these additional selection fields.</p>



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General Trip Data/Totals/Receipts/Cost Assignment

12. Click the  button to execute the report.



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General Trip Data/Totals/Receipts/Cost Assignment

General Trip Data/Totals/Receipts/Cost Assignment

This report is separated in 3 sections:

- Top section: General Trip Information
- Middle section: Expense Types along with details
- Bottom section: Cost Assignment

Pers.No.	Employee/Apl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destin.	Ctr	Reason for Trip	Total
525157	Central Office Traveler	90000096	4	04/15/2013	09:00:00	04/18/2013	11:30:00	Dallas	US	SAPPHIRE ANNUAL CONFERENCE	1,465.58

Pers.No.	Employee/Apl.Name	Trip	ExpTy	Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From
525157	Central Office Traveler	90000096	AIRP	District PrePaid Airfare	350.00	USD	350.00	USD	04/15/2013	X	T-Card	04/15
525157	Central Office Traveler	90000096	COMP	District PrePaidConference Fee	450.00	USD	450.00	USD	04/15/2013	X	P-Card	04/15
525157	Central Office Traveler	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	147.00	USD	04/15/2013			04/15
525157	Central Office Traveler	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	24.50	USD	04/15/2013			04/18
525157	Central Office Traveler	90000096	HTL	Hotel	450.00	USD	450.00	USD	04/15/2013		T-Card	04/15
** Total					1,421.50	USD						

Pers.No.	Employee/Apl.Name	Trip	Amount	Crcy	Cost Ctr	Order	Sales Ord.	SO Item	CoCd	BusA	COAr	CostObject	BusProcess	WBS E1
525157	Central Office Traveler	90000096	732.79	USD	1004401				1000		1000			
525157	Central Office Traveler	90000096	439.67	USD	1006701				1000		1000			
525157	Central Office Traveler	90000096	293.12	USD					1000		1000			F-3001
** Total			1,465.58	USD										

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13. Scroll to the right to view additional columns.



This report is separated in 3 sections:

- Top section: General Trip Information
- Middle section: Expense Types along with details
- Bottom section: Cost Assignment



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General Trip Data/Totals/Receipts/Cost Assignment

General Trip Data/Totals/Receipts/Cost Assignment

General Trip additional columns:

- Reimbursmt: Amount paid to the employee
- Pd by Comp: Amount paid by LAUSD
- TravFlatRt: Amount paid for mileage (included in the Reimbursmt amount)
- M/Km: Total miles recorded

Total	Reimbursmt	Pd by Comp	Addnl Amt	Advance	Payment	Meals PDs	Accom.PDs	TravFlatRt	Curr.	M/Km	Sett	FI	Re/Tr	HRPay	DME
65.58	665.58	800.00	0.00	0.00	665.58	0.00	0.00	44.08	USD	78	0		1		

From Date	To Date	No.	Description	Location	BusPurpose	BusPartnrs	LE
04/15/2013	04/18/2013	0	Airfare District Prepaid				
04/15/2013	04/18/2013	0	Conference fee District Prepaid				
04/15/2013	04/17/2013	3	Full day PerDiem for 3 days				
04/18/2013	04/18/2013	1	Half Day perDiem for 1 day				
04/15/2013	04/18/2013	3	3 days at Hotel				

BS Element	Project ID	Task ID	Network	OpAc	Funds Ctr	Cmnt Item	Fund
					1004401		010-5610
					1006701		010-0000
-300108-02-321-99					1201401		210-9010

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14. Scroll back to the left to view the previous columns.



General Trip additional columns:

- Reimbursmt: Amount paid to the employee
- Pd by Comp: Amount paid by LAUSD
- TravFlatRt: Amount paid for mileage (included in the Reimbursmt amount)
- M/Km: Total miles recorded



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General Trip Data/Totals/Receipts/Cost Assignment

Pers.No.	Employee/Apppl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destin.	Ctr	Reason for Trip	Total
525157	Central Office Traveler	90000096	4	04/15/2013	09:00:00	04/18/2013	11:30:00	Dallas	US	SAPPHIRE ANNUAL CONFERENCE	1,465.58

Pers.No.	Employee/Apppl.Name	Trip	ExpTy	Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From
525157	Central Office Traveler	90000096	AIRP	District PrePaid Airfare	350.00	USD	350.00	USD	04/15/2013	X	T-Card	04/15
525157	Central Office Traveler	90000096	COMP	District PrePaid Conference Fee	450.00	USD	450.00	USD	04/15/2013	X	P-Card	04/15
525157	Central Office Traveler	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	147.00	USD	04/15/2013			04/15
525157	Central Office Traveler	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	24.50	USD	04/15/2013			04/18
525157	Central Office Traveler	90000096	HTL	Hotel	450.00	USD	450.00	USD	04/15/2013		T-Card	04/15
** Total					1,421.50	USD						

Pers.No.	Employee/Apppl.Name	Trip	Amount	Crcy	Cost Ctr	Order	Sales Ord.	SO Item	CoCd	BusA	COAr	CostObject	BusProcess	WBS El
525157	Central Office Traveler	90000096	732.79	USD	1004401				1000		1000			
525157	Central Office Traveler	90000096	439.67	USD	1006701				1000		1000			
525157	Central Office Traveler	90000096	293.12	USD					1000		1000			F-3001
** Total			1,465.58	USD										

15. Click the 90000096 trip label to view the details menu.

Display Object Selection

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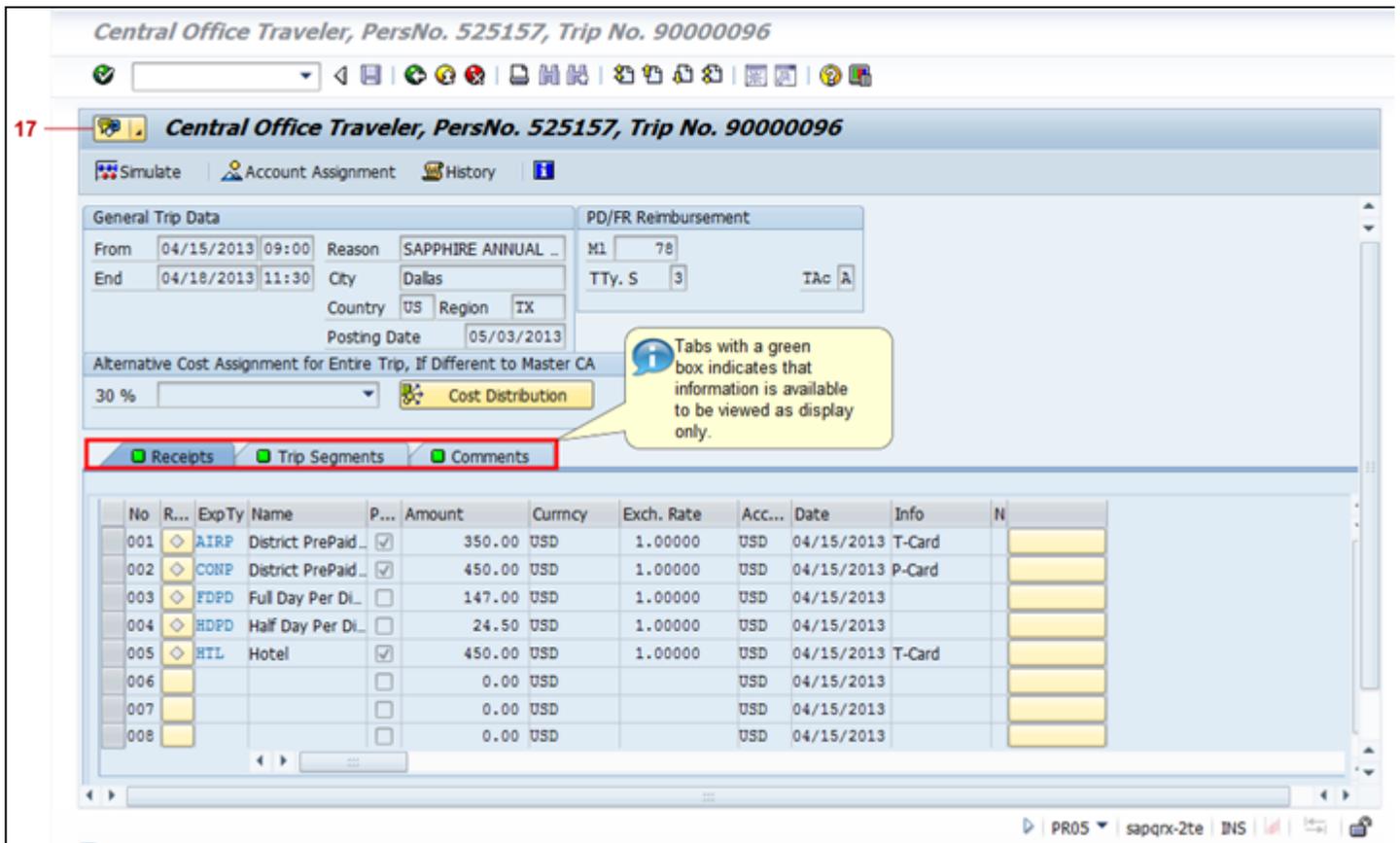
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16. Click the  **Trip** button to view the Trip details.

Central Office Traveler, PersNo. 525157, Trip No. 90000096



17. Click the  button to view the object sub-menu.

General Trip Data

From	04/15/2013 09:00	Reason	SAPPHIRE ANNUAL ...	PD/FR Reimbursement	M1	78
End	04/18/2013 11:30	City	Dallas	TTY. S	3	TAc A
		Country	US	Region	TX	
		Posting Date	05/03/2013			

Alternative Cost Assignment for Entire Trip, If Different to Master CA
30 %  Cost Distribution

Receipts Trip Segments Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid...	<input checked="" type="checkbox"/>	350.00	USD	1.00000	USD	04/15/2013	T-Card	
002	◇	COMP	District PrePaid...	<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	<input type="checkbox"/>	147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...	<input type="checkbox"/>	24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	<input checked="" type="checkbox"/>	450.00	USD	1.00000	USD	04/15/2013	T-Card	
006				<input type="checkbox"/>	0.00	USD		USD	04/15/2013		
007				<input type="checkbox"/>	0.00	USD		USD	04/15/2013		
008				<input type="checkbox"/>	0.00	USD		USD	04/15/2013		

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17. Click the  button to view the object sub-menu.



Tabs with a green box indicates that information is available to be viewed as display only.



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Central Office Traveler, PersNo. 525157, Trip No. 90000096

The screenshot shows the SAP Travel Management interface. A menu is open, and the 'Attachment list' option is highlighted. The interface displays the following trip details:

- Central Office Traveler, PersNo. 525157, Trip No. 90000096
- PD/FR Reimbursement: M1 78
- Dallas, TTy. S 3, TAc A
- US Region IX
- Date: 05/03/2013
- Cost Distribution button

The table below shows the trip segments:

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid...	✓	350.00	USD	1.00000	USD	04/15/2013	T-Card	
002	◇	COMP	District PrePaid...	✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	□	147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...	□	24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	✓	450.00	USD	1.00000	USD	04/15/2013	T-Card	
006				□	0.00	USD		USD	04/15/2013		
007				□	0.00	USD		USD	04/15/2013		
008				□	0.00	USD		USD	04/15/2013		

18. Click the **Attachment list** menu item to view attached documents.



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Service: Attachment list

Icon	Title	Creator Name	Created On
	Estimated Travel Doc	RT106 Test User	05/03/2013

19. Click the button to close the attachment list and return to the previous screen.



Double-click the selection to view the document.



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Central Office Traveler, PersNo. 525157, Trip No. 90000096

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No.	R...	ExpTy	Name	P...	Amount	Currecy	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid...	✓	350.00	USD	1.00000	USD	04/15/2013	T-Card	
002	◇	COMP	District PrePaid...	✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	□	147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...	□	24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	✓	450.00	USD	1.00000	USD	04/15/2013	T-Card	
006				□	0.00	USD		USD	04/15/2013		
007				□	0.00	USD		USD	04/15/2013		
008				□	0.00	USD		USD	04/15/2013		

20. Click the  button to view the objects sub-menu.



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Central Office Traveler, PersNo. 525157, Trip No. 90000096

The screenshot shows the SAP AHR system interface for displaying trip information. The title bar reads "Central Office Traveler, PersNo. 525157, Trip No. 90000096". A context menu is open over the "Workflow" button, with the "PWF: Workflow Overview" option highlighted. A red line points from the number "21" to the "Workflow" button. Below the menu is a table of trip segments.

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid...	✓	350.00	USD	1.00000	USD	04/15/2013	T-Card	
002	◇	COMP	District PrePaid...	✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003	◇	FDPD	Full Day Per Di...	□	147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...	□	24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	✓	450.00	USD	1.00000	USD	04/15/2013	T-Card	
006				□	0.00	USD		USD	04/15/2013		
007				□	0.00	USD		USD	04/15/2013		
008				□	0.00	USD		USD	04/15/2013		

21. Click Workflow → then the **PWF: Workflow Overview** menu item to view the approval workflow.



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Service: PWF: Workflow Overview

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Personnel No.	Trip Number	Start Date	End Date
525157	90000096	04/15/2013	04/18/2013

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
▼ First Approver				○●○			00:00:00
• [Icon]	TRAVEL...	TRAVELWF_5	1004401				00:00:00
• [Icon]	TRAVEL...	TRAVELWF_1	1006701				00:00:00
• [Icon]	TRAVEL...	TRAVELWF_9	1062501				00:00:00
▼ Second Approver				○●○			00:00:00
• [Icon]	TRAVEL...	TRAVELWF_2	1056001				00:00:00
▼ Third Approver				○●○			00:00:00
• [Icon]	TRAVEL...	TRAVELWF_11	1002501				00:00:00

Reviewers Preview	UserID	Name	Position	Location of Position

Comments History

[Icons]

22. Click the  button to close this window and return to the previous screen.



This expense report is for out of state travel, therefore 3 levels of approval are needed.

- First Approver: Traveler's Site Administrator and Central Office Site Administrators partially funding this travel expense report.
- Second Approver: Traveler's Division Administrator



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- Third Approver: Senior Deputy Superintendent, School Operations.

Central Office Traveler, PersNo. 525157, Trip No. 90000096

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No	R...	ExpTy	Name	P...	Amount	Curncy	Exch. Rate	Acc...	Date	Info	N
001	◇	AIRP	District PrePaid	✓	350.00	USD	1.00000	USD	04/15/2013	T-Card	
002	◇	COMP	District PrePaid	✓	450.00	USD	1.00000	USD	04/15/2013	P-Card	
003		FDPD	Full Day Per Di...		147.00	USD	1.00000	USD	04/15/2013		
004	◇	HDPD	Half Day Per Di...		24.50	USD	1.00000	USD	04/15/2013		
005	◇	HTL	Hotel	✓	450.00	USD	1.00000	USD	04/15/2013	T-Card	
006					0.00	USD		USD	04/15/2013		
007					0.00	USD		USD	04/15/2013		
008					0.00	USD		USD	04/15/2013		

23. Click the button to return to the previous screen.



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General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP interface for displaying trip information. The main table lists trip details for employee 525157, including trip ID 90000096, duration of 4 days, and a total cost of 1,465.58 USD. Below this, a detailed expense breakdown is provided, showing items like Airfare (350.00 USD), Conference Fee (450.00 USD), and Hotel (450.00 USD). A final summary table shows the total cost of 1,465.58 USD.

Pers.No.	Employee/Apl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destin.	Ctr	Reason for Trip	Tota
525157	Central Office Traveler	90000096	4	04/15/2013	09:00:00	04/18/2013	11:30:00	Dallas	US	SAPPHIRE ANNUAL CONFERENCE	1,465.58

Pers.No.	Employee/Apl.Name	Trip	ExpTy	Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From
525157	Central Office Traveler	90000096	AIRP	District PrePaid Airfare	350.00	USD	350.00	USD	04/15/2013	X	T-Card	04/15
525157	Central Office Traveler	90000096	COMP	District PrePaidConference Fee	450.00	USD	450.00	USD	04/15/2013	X	P-Card	04/15
525157	Central Office Traveler	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	147.00	USD	04/15/2013			04/15
525157	Central Office Traveler	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	24.50	USD	04/15/2013			04/18
525157	Central Office Traveler	90000096	HTL	Hotel	450.00	USD	450.00	USD	04/15/2013		T-Card	04/15
** Total					1,421.50	USD						

Pers.No.	Employee/Apl.Name	Trip	Amount	Crcy	Cost Ctr	Order	Sales Ord.	SO Item	CoCd	BusA	COAr	CostObject	BusProcess	WBS E1
525157	Central Office Traveler	90000096	732.79	USD	1004401				1000		1000			
525157	Central Office Traveler	90000096	439.67	USD	1006701				1000		1000			
525157	Central Office Traveler	90000096	293.12	USD					1000		1000			F-3001
** Total			1,465.58	USD										

24. Click the 90000096 trip label to view the details menu.

Display Object Selection

The screenshot shows a dialog box titled 'Display Object Selection' with three main options: 'Trip', 'Trip Receipts', and 'Cost Assignment'. A red arrow labeled '25' points to the 'Trip Receipts' option. There is also a 'Cancel' button at the bottom.



Business Process Procedure

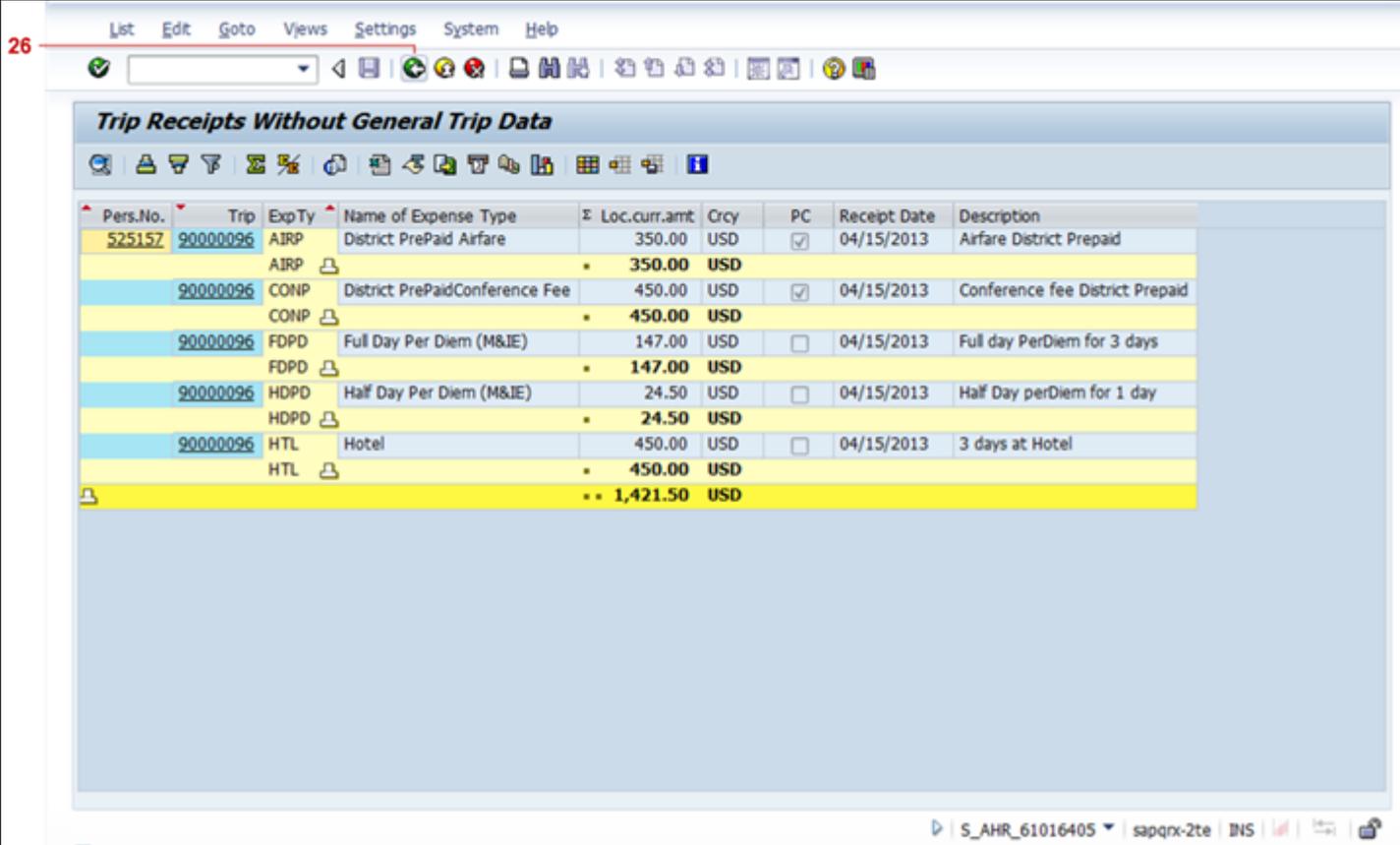
Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

25. Click the  button to view the Trip Receipt details.

Trip Receipts Without General Trip Data

26



The screenshot shows the SAP interface for 'Trip Receipts Without General Trip Data'. The menu bar includes List, Edit, Goto, Views, Settings, System, and Help. The toolbar contains various icons for navigation and actions. The main table displays the following data:

Pers.No.	Trip	ExpTy	Name of Expense Type	Σ Loc.curr.amt	Crcy	PC	Receipt Date	Description
525157	90000096	AIRP	District PrePaid Airfare	350.00	USD	<input checked="" type="checkbox"/>	04/15/2013	Airfare District Prepaid
		AIRP		• 350.00	USD			
	90000096	COMP	District PrePaidConference Fee	450.00	USD	<input checked="" type="checkbox"/>	04/15/2013	Conference fee District Prepaid
		COMP		• 450.00	USD			
	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	<input type="checkbox"/>	04/15/2013	Full day PerDiem for 3 days
		FDPD		• 147.00	USD			
	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	<input type="checkbox"/>	04/15/2013	Half Day perDiem for 1 day
		HDPD		• 24.50	USD			
	90000096	HTL	Hotel	450.00	USD	<input type="checkbox"/>	04/15/2013	3 days at Hotel
		HTL		• 450.00	USD			
				•• 1,421.50	USD			

The status bar at the bottom shows the transaction code S_AHR_61016405, the user sapqrx-2te, and the system INS.

26. Click the  button to return to the previous screen.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot displays the SAP S_AHR_61016405 transaction interface. The main window title is "General Trip Data/Totals/Receipts/Cost Assignment". It contains three data tables. A red arrow labeled "27" points to the trip number "90000096" in the first table.

Pers.No.	Employee/Apl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destin.	Ctr	Reason for Trip	Total
525157	Central Office Traveler	90000096	4	04/15/2013	09:00:00	04/18/2013	11:30:00	Dallas	US	SAPPHIRE ANNUAL CONFERENCE	1,465.58

Pers.No.	Employee/Apl.Name	Trip	ExpTy	Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From
525157	Central Office Traveler	90000096	AIRP	District PrePaid Airfare	350.00	USD	350.00	USD	04/15/2013	X	T-Card	04/15
525157	Central Office Traveler	90000096	COMP	District PrePaid Conference Fee	450.00	USD	450.00	USD	04/15/2013	X	P-Card	04/15
525157	Central Office Traveler	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	147.00	USD	04/15/2013			04/15
525157	Central Office Traveler	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	24.50	USD	04/15/2013			04/18
525157	Central Office Traveler	90000096	HTL	Hotel	450.00	USD	450.00	USD	04/15/2013		T-Card	04/15
** Total					1,421.50	USD						

Pers.No.	Employee/Apl.Name	Trip	Amount	Crcy	Cost Ctr	Order	Sales Ord.	SO Item	CoCd	BusA	COAr	CostObject	BusProcess	WBS El
525157	Central Office Traveler	90000096	732.79	USD	1004401				1000		1000			
525157	Central Office Traveler	90000096	439.67	USD	1006701				1000		1000			
525157	Central Office Traveler	90000096	293.12	USD					1000		1000			F-3001
** Total			1,465.58	USD										

27. Click the 90000096 trip number label to view the details menu.

Display Object Selection

The screenshot shows the "Display Object Selection" dialog box. It contains four buttons: "Trip", "Trip Receipts", "Cost Assignment", and "Cancel". A red arrow labeled "28" points to the "Cost Assignment" button.



Business Process Procedure

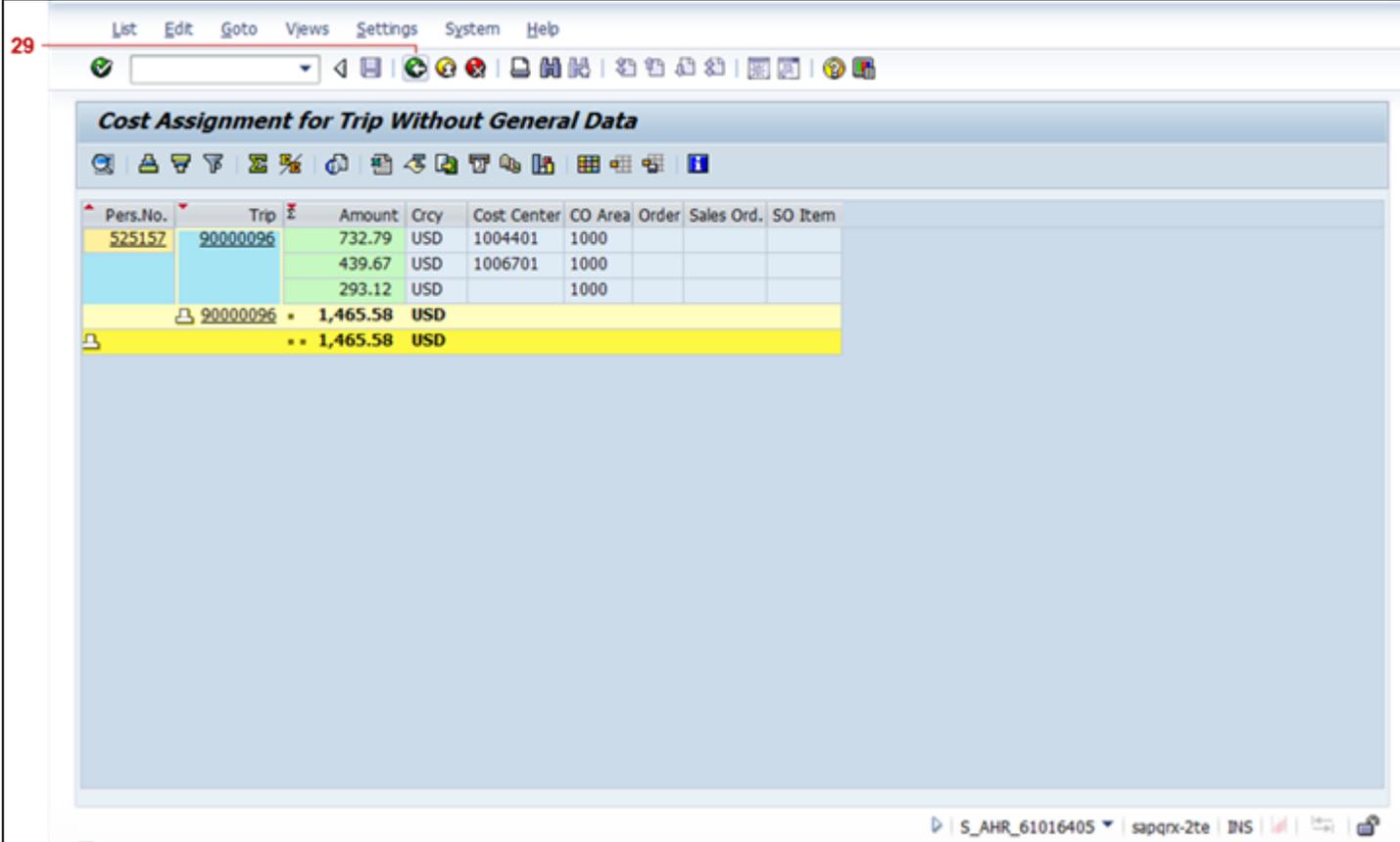
Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

28. Click the  **Cost Assignment** button to view the Cost Assignment details.

Cost Assignment for Trip Without General Data

29



The screenshot shows the SAP interface for 'Cost Assignment for Trip Without General Data'. The window title is 'Cost Assignment for Trip Without General Data'. The menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays a table with the following data:

Pers.No.	Trip	Amount	Crcy	Cost Center	CO Area	Order	Sales Ord.	SO Item
525157	90000096	732.79	USD	1004401	1000			
		439.67	USD	1006701	1000			
		293.12	USD		1000			
	90000096	1,465.58	USD					
		1,465.58	USD					

The status bar at the bottom shows 'S_AHR_61016405 | sapqx-2te | INS | ...'.

29. Click the  button to return to the previous screen.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

30

General Trip Data/Totals/Receipts/Cost Assignment

Pers.No.	Employee/Apl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destin.	Ctr	Reason for Trip	Total
525157	Central Office Traveler	90000096	4	04/15/2013	09:00:00	04/18/2013	11:30:00	Dallas	US	SAPPHIRE ANNUAL CONFERENCE	1,465.58

Pers.No.	Employee/Apl.Name	Trip	ExpTy	Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From
525157	Central Office Traveler	90000096	AIRP	District PrePaid Airfare	350.00	USD	350.00	USD	04/15/2013	X	T-Card	04/15
525157	Central Office Traveler	90000096	COMP	District PrePaidConference Fee	450.00	USD	450.00	USD	04/15/2013	X	P-Card	04/15
525157	Central Office Traveler	90000096	FDPD	Full Day Per Diem (M&IE)	147.00	USD	147.00	USD	04/15/2013			04/15
525157	Central Office Traveler	90000096	HDPD	Half Day Per Diem (M&IE)	24.50	USD	24.50	USD	04/15/2013			04/18
525157	Central Office Traveler	90000096	HTL	Hotel	450.00	USD	450.00	USD	04/15/2013		T-Card	04/15
** Total					1,421.50	USD						

Pers.No.	Employee/Apl.Name	Trip	Amount	Crcy	Cost Ctr	Order	Sales Ord.	SO Item	CoCd	BusA	COAr	CostObject	BusProcess	WBS E1
525157	Central Office Traveler	90000096	732.79	USD	1004401				1000		1000			
525157	Central Office Traveler	90000096	439.67	USD	1006701				1000		1000			
525157	Central Office Traveler	90000096	293.12	USD					1000		1000			F-3001
** Total			1,465.58	USD										

S_AHR_61016405 | sapqx-2te | INS

30. Click the button to go back to the selection screen.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP HR Travel Management interface. The main window title is "General Trip Data/Totals/Receipts/Cost Assignment". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are tabs for "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "Status" tab is currently selected. The main area contains several input fields and radio buttons:

- Trip Number: 90000096
- Trip Country/Group: [Empty]
- Trip Destination: [Empty]
- Reason for Trip: [Empty]
- Trip Begins On: [Empty] to [Empty]
- Trip Ends On: [Empty] to [Empty]
- Radio buttons: Separation Allowances Only, Trips Only, Trips and Sep. Allowances

A red line and the number "31" point to the "Status" tab.

31. Click the **Status** tab to view other selection options.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

Request/Trip Ind.	to	
Settlement Status	to	
FI Transfer (Ind.)	to	
HR Payroll Transfer Ind.	to	
DME Transfer (Ind.)	to	

32. Click the  button to view the available Request/Trip Ind. options.



These Status fields can be used as selection options for this report.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

Travel Request or Trip Approved (Indicator) (1) 6
Entries found

Request/Trip ...	Short Descript.
1	Request Recorded
2	Request Approved
3	Trip Completed
4	Trip Approved
5	Request Awaiting Documents
6	Trip Awaiting Documents

6 Entries found

33. For this example, click the  button to exit this screen and return to the previous selection screen.



Travel Request or Trip Approved indicators that could be selected are:

- 1 - Request Recorded



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

- 2 - Request Approved
- 3 - Trip Completed
- 4 - Trip Approved

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP S_AHR_61016405 transaction. The main window title is "General Trip Data/Totals/Receipts/Cost Assignment". The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are tabs for "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "General Trip Data" tab is active. The main content area contains a table with the following fields:

Request/Trip Ind.	<input type="checkbox"/>	to	<input type="checkbox"/>	
Settlement Status	<input type="checkbox"/>	to	<input type="checkbox"/>	
FI Transfer (Ind.)	<input type="checkbox"/>	to	<input type="checkbox"/>	
HR Payroll Transfer Ind.	<input type="checkbox"/>	to	<input type="checkbox"/>	
DME Transfer (Ind.)	<input type="checkbox"/>	to	<input type="checkbox"/>	

A red box highlights the "Settlement Status" field, and a red arrow points from the number "34" to this field.

34. Click the button to view the available Settlement Status options.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

Open / To be Settled / Settled (Indicator) (1) 4 Entries found

Settlement St...	Short Descr...
0	Open
1	To Be Settled
2	Settled
3	Canceled

35. For this example, click the  button to exit this screen and return to the previous selection screen.



Settlement Status indicators that could be selected are:

- 0 - Open



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

- 1 - To Be Settled
- 2 - Settled

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP interface for 'General Trip Data/Totals/Receipts/Cost Assignment'. The 'FI Transfer (Ind.)' field is highlighted with a red box and a red arrow labeled '36'. The field contains a yellow button with a document icon. The other fields are: Request/Trip Ind., Settlement Status, HR Payroll Transfer Ind., and DME Transfer (Ind.).

Field	Value	Unit	Field	Value	Unit
Request/Trip Ind.	<input type="checkbox"/>		to	<input type="checkbox"/>	
Settlement Status	<input type="checkbox"/>		to	<input type="checkbox"/>	
FI Transfer (Ind.)	<input type="checkbox"/>		to	<input type="checkbox"/>	
HR Payroll Transfer Ind.	<input type="checkbox"/>		to	<input type="checkbox"/>	
DME Transfer (Ind.)	<input type="checkbox"/>		to	<input type="checkbox"/>	

36. Click the button to view the FI Transfer (Ind.) selection options.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

FI Transfer (Indicator) (1) 4 Entries found

FI Transfer (In...	Short Descript.
	Not Posted to Financial Accounting
1	Posted to Financial Accounting
2	Posting to Financial Accounting Canceled
3	Cancellation Posted to Financial Accounting

37. For this example, click the  button to exit this screen and return to the previous selection screen.



All of the FI Transfer indicators are available and can be selected.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP HR Payroll Transfer Ind. selection options screen. The screen has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'General Trip Data/Totals/Receipts/Cost Assignment' and has tabs for 'HR Data', 'General Trip Data', 'Status', 'Totals', 'Receipts', 'Cost Assignment', and 'Srch Help'. The 'General Trip Data' tab is selected. The screen displays a table with the following rows:

Request/Trip Ind.	to	
Settlement Status	to	
FI Transfer (Ind.)	to	
HR Payroll Transfer Ind.	to	<input checked="" type="checkbox"/>
DME Transfer (Ind.)	to	

A red arrow points to the selection button next to the 'HR Payroll Transfer Ind.' row.

38. Click the  button to view the HR Payroll Transfer Ind. selection options.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

HR Payroll Transfer (Indicator) (1) 4 Entries found

HR Payroll Transfer...	Short Descript.
	Not Paid via Payroll Accounting
1	Paid via Payroll Accounting
2	Payment via Payroll Accounting Canceled
3	Cancellation of Payment via Payroll Taken into Account

39. For this example, click the  button to exit this screen and return to the previous selection screen.



All of the HR Payroll Transfer indicators are available and can be selected.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP interface for displaying general trip information. The title bar reads "General Trip Data/Totals/Receipts/Cost Assignment". Below the title bar is a toolbar with various icons. The main content area has a sub-header "General Trip Data/Totals/Receipts/Cost Assignment" and a set of tabs: "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "Cost Assignment" tab is currently selected. Below the tabs is a table with the following rows:

Request/Trip Ind.	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="➡"/>
Settlement Status	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="➡"/>
FI Transfer (Ind.)	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="➡"/>
HR Payroll Transfer Ind.	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="➡"/>
DME Transfer (Ind.)	<input type="checkbox"/>	to	<input type="checkbox"/>	<input type="button" value="➡"/>

At the bottom of the screen, the status bar shows the transaction code "S_AHR_61016405", the user "sapqrx-2te", and the system "INS".

40. Click the **Cost Assignment** tab to view additional selection options.



Business Process Procedure

Display Complete general Trip Information

Transaction Code:
S_AHR_61016405

General Trip Data/Totals/Receipts/Cost Assignment

The screenshot shows the SAP S_AHR_61016405 report interface. The title bar reads "General Trip Data/Totals/Receipts/Cost Assignment". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main content area has tabs for "HR Data", "General Trip Data", "Status", "Totals", "Receipts", "Cost Assignment", and "Srch Help". The "Cost Assignment" tab is active, displaying a list of fields with input boxes and selection arrows:

Field	Input Box	Selection Arrow
Cost Center	<input type="text"/>	↕
Controlling Area	<input type="text"/>	↕
Order	<input type="text"/>	↕
Sales Order	<input type="text"/>	↕
Sales Order Item	<input type="text"/>	↕
WBS Element	<input type="text"/>	↕
Project Number	<input type="text"/>	↕
Task Number	<input type="text"/>	↕
Currency	<input type="text"/>	↕

The status bar at the bottom shows "S_AHR_61016405", "sapqx-2te", "INS", and other system icons.

41. Click the  button to exit and return to the previous screen.



The following Cost Assignment fields can be used as selection options for this report.

- Cost Center
- Order
- WBS Element



Business Process Procedure

Display Complete general Trip
Information

Transaction Code:
S_AHR_61016405

Result

You have successfully executed the Display Complete general Trip Information expense report.