Business Process Procedure

Approver Reject the Travel Request and
Site Travel Specialist Delete the Travel   Transaction Code: PR05
Request

Purpose

Use this procedure if the Approver Rejects a Trip and no further action is required, the Site Travel Specialist or Central Travel Support Specialist must delete the rejected Travel Request in order to Liquidate the Business Trip Commitment (Pre- Encumbrance)

Trigger

Perform this procedure when Travel Expense Report to is Rejected from Approver's Universal Work List, and the Rejected Travel Expense Report is Deleted to liquidate the Business Trip Commitments(Pre-Encumbrance).

Prerequisites

- Personnel Number/PERNR
- Trip Number

Menu Path

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

- Travel ➡ Process Transactions ➡ Process Travel Expense Report
- Universal Worklist ➡ Universal Worklist

Transaction Code

PR05

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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Procedure

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

Upcoming Dates - SAP NetWeaver Portal
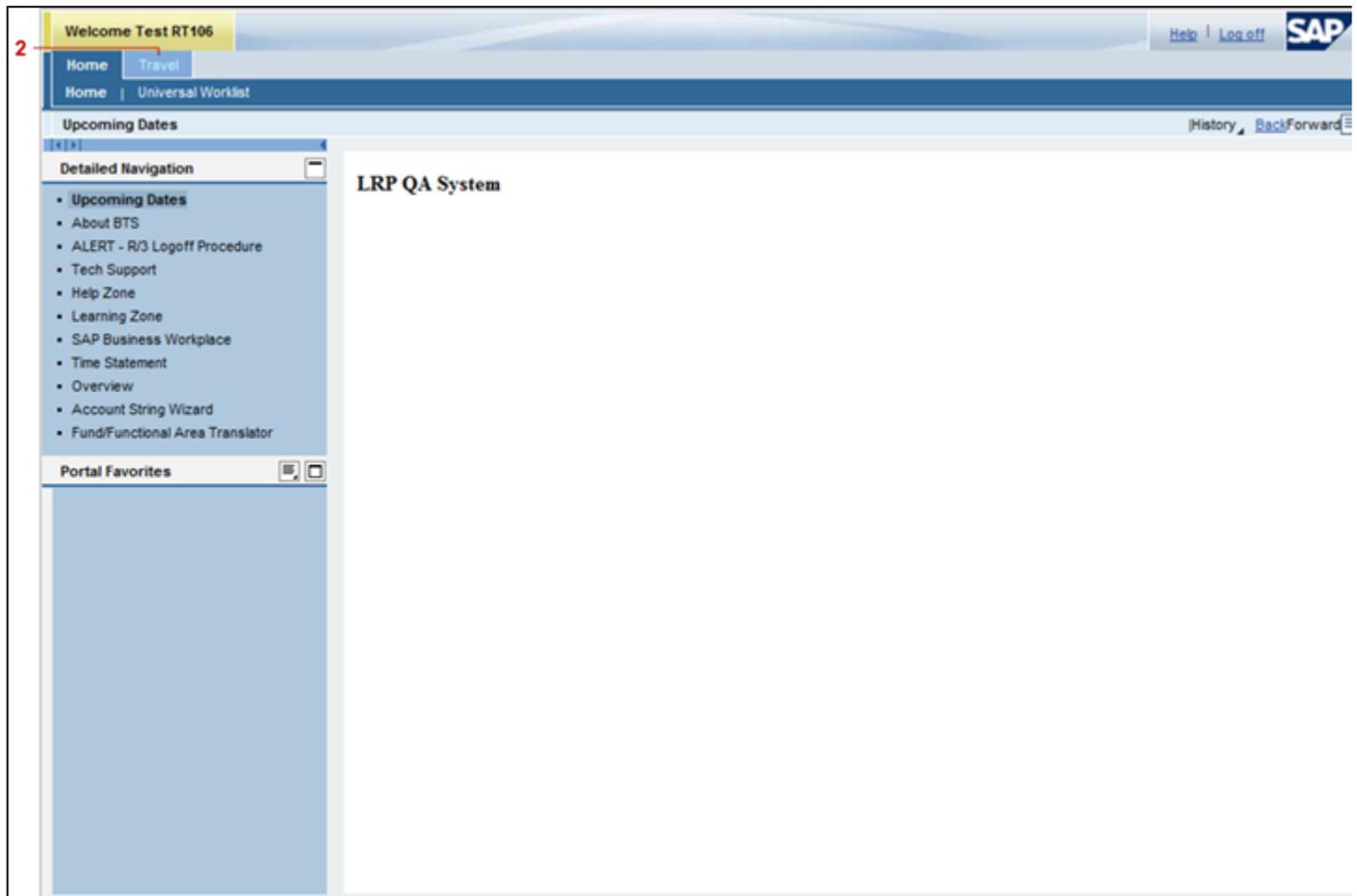
2.   Click on **Travel** tab to Create a Travel Expense Report

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Travel - SAP NetWeaver Portal
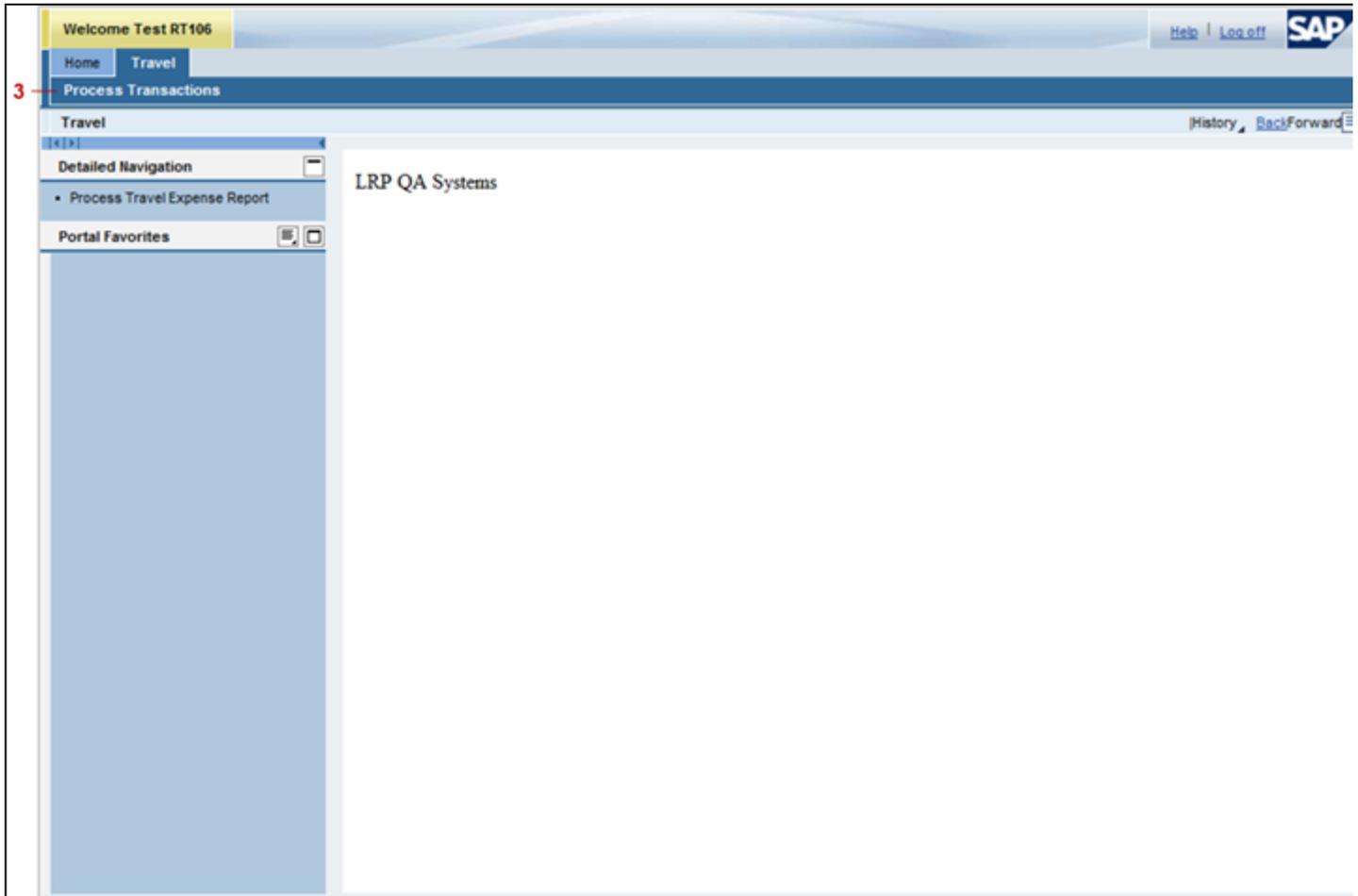
3.   Click on Process Transactions tab to Create Travel Expense Report

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Travel - SAP NetWeaver Portal
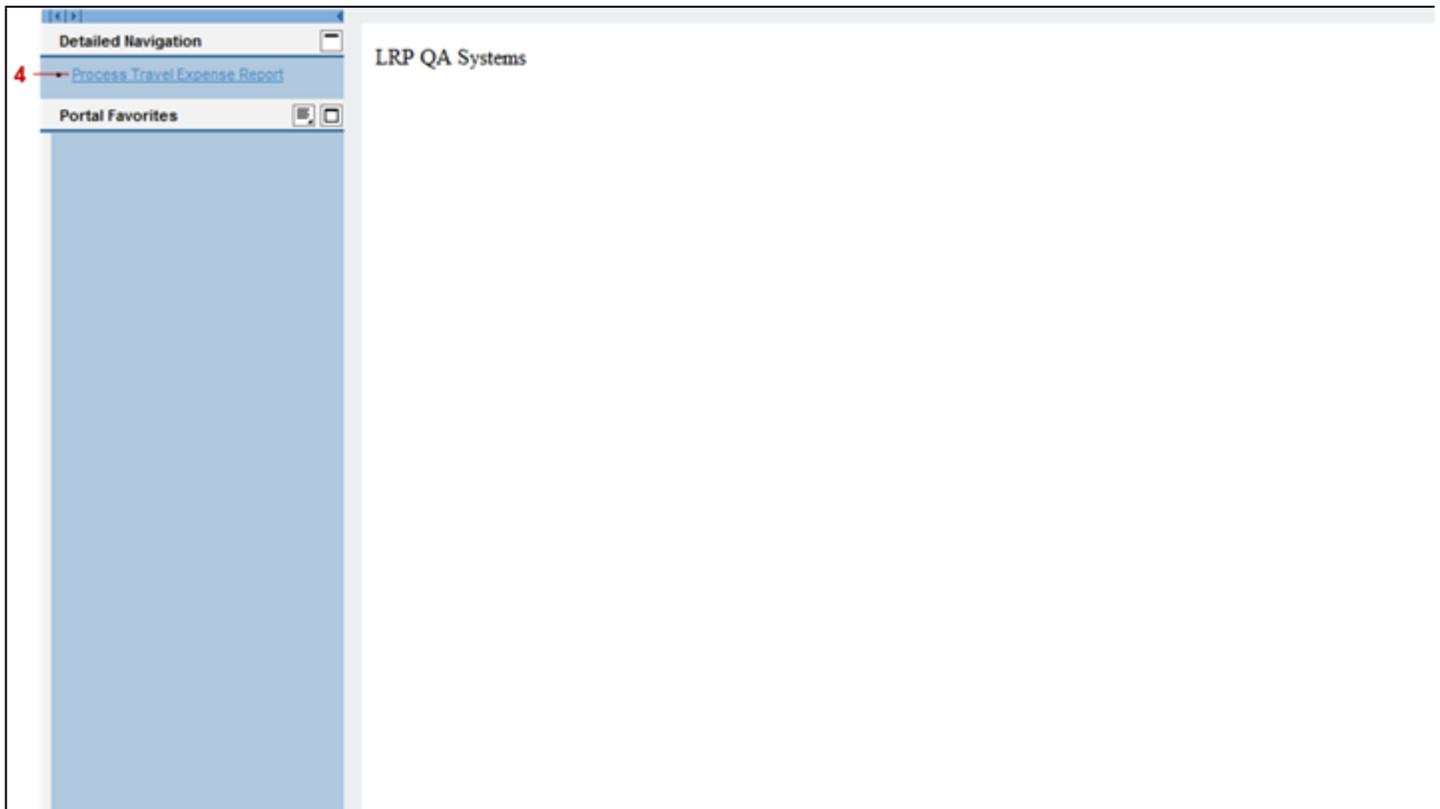
4.   Click on Process Travel Expense Report tab to create Travel Expense Report

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Travel Expense Manager
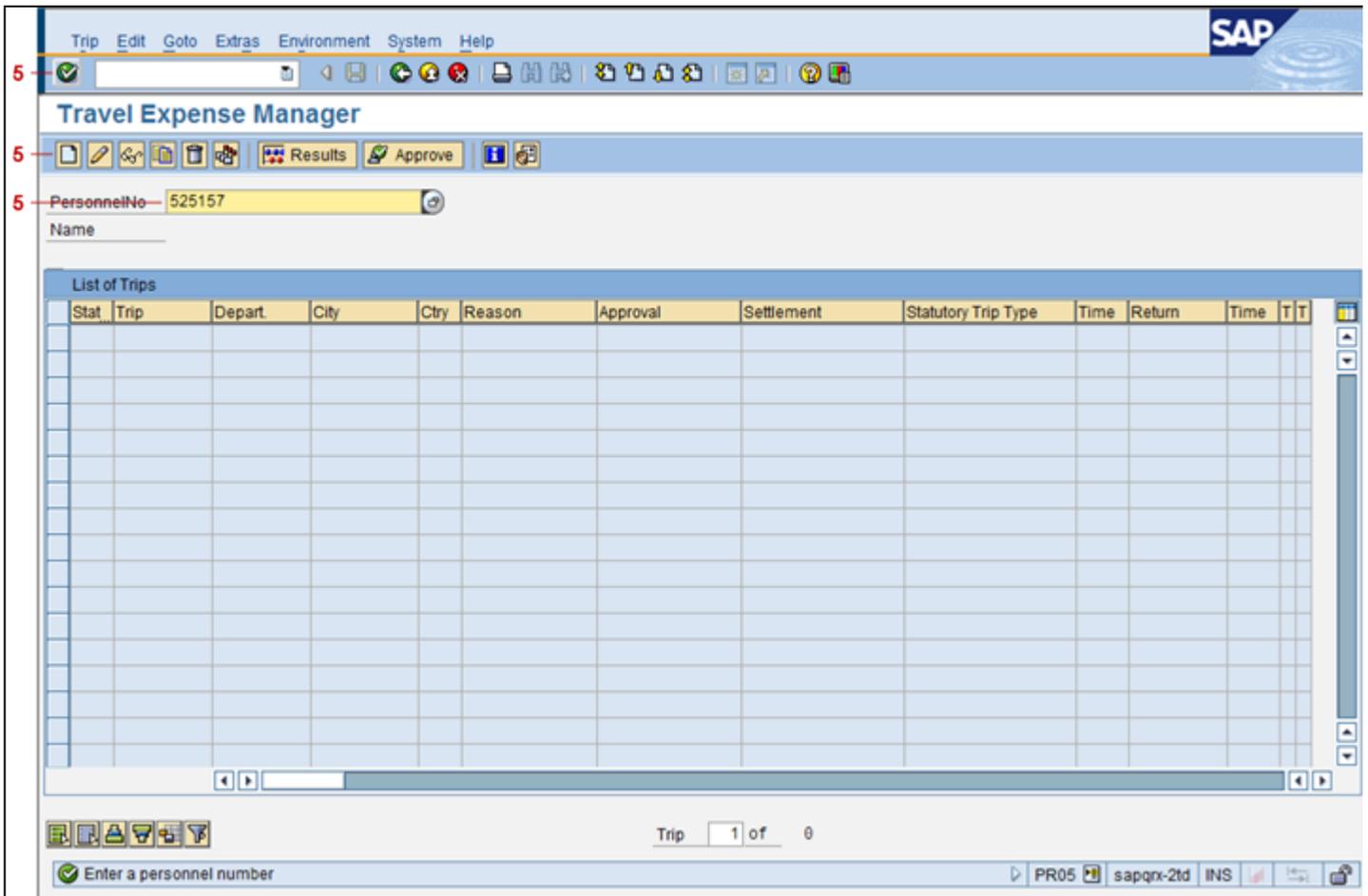
5.   Perform one of the following:

If	Then	Go To
	Click on Enter ✅ button to accept Personnel Number and continue	Step 6
	Click and type the Employee Traveler's PersonnelNo in the text box. For example 525157	Step 6

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Click on Create [icon] button to create a
Travel Request

Step 6

Central Office Traveler, PersNo. 525157

6. Click on Save button [icon] to Save the Travel Request and Display the list of Approvers

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Central Office Traveler, PersNo. 525157

7. Click on ⊞ Save Approvers/Reviewers button. In this Example "TravelWF_1" is the Approver

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8.

Trip 0090000098 was saved ✅ Trip 0090000098 was saved .

Make sure the Trip was saved in Request Recorded status

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9. Select and Double Click on Trip Number to Attach the appropriate Documents. In this Example select Trip Number. 🔒 90000098.

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Central Office Traveler, PersNo. 525157, Trip No. 90000098

10.   Click on control [icon] button to Attach appropriate Document

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Central Office Traveler, PersNo. 525157, Trip No. 90000098

11.　　Click on Create... ➡ Create Attachment menu item `Create Attachment` .

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Import file
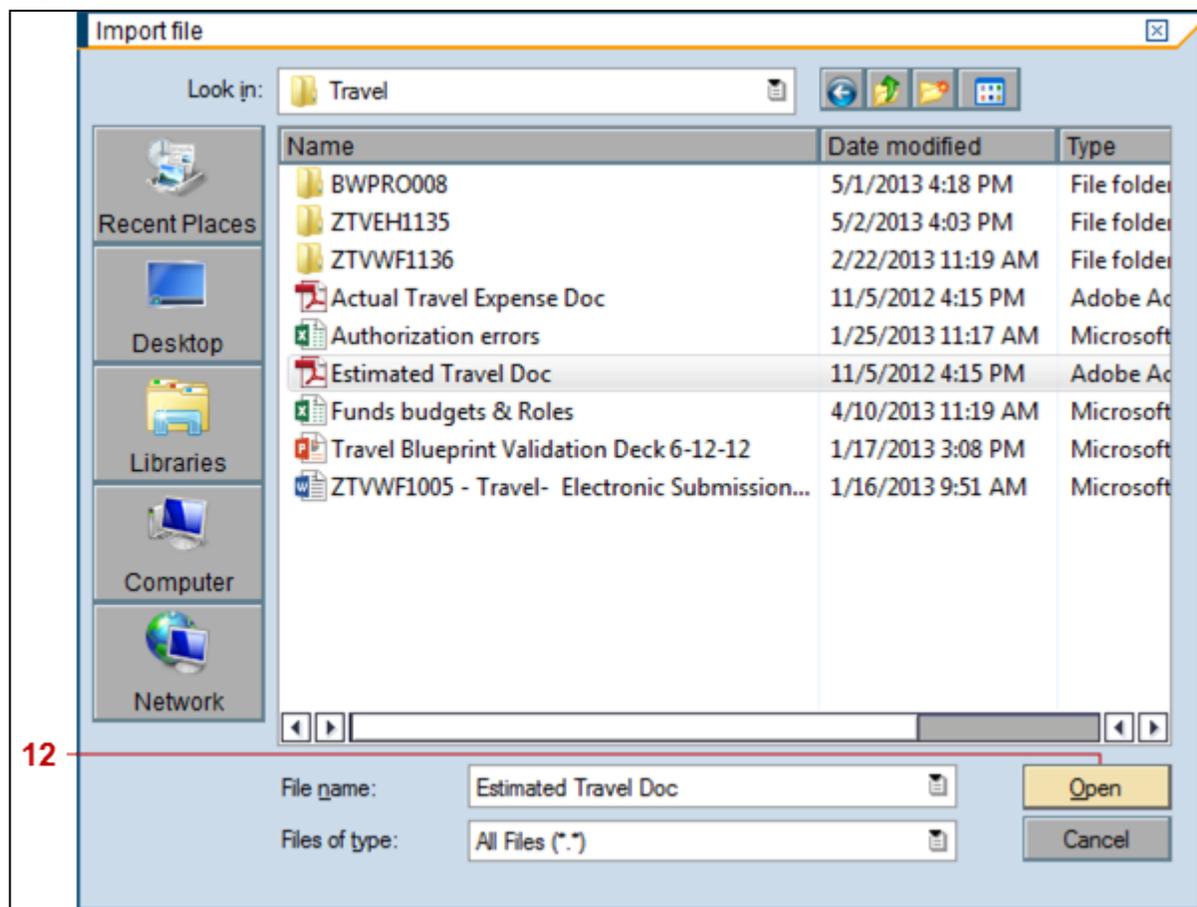
12. Select the Document from local Computer and Click on [Open] button to attach the document to Travel Request.
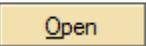
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13. The attachment was successfully created ☑ The attachment was successfully created .

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Upcoming Dates - SAP NetWeaver Portal
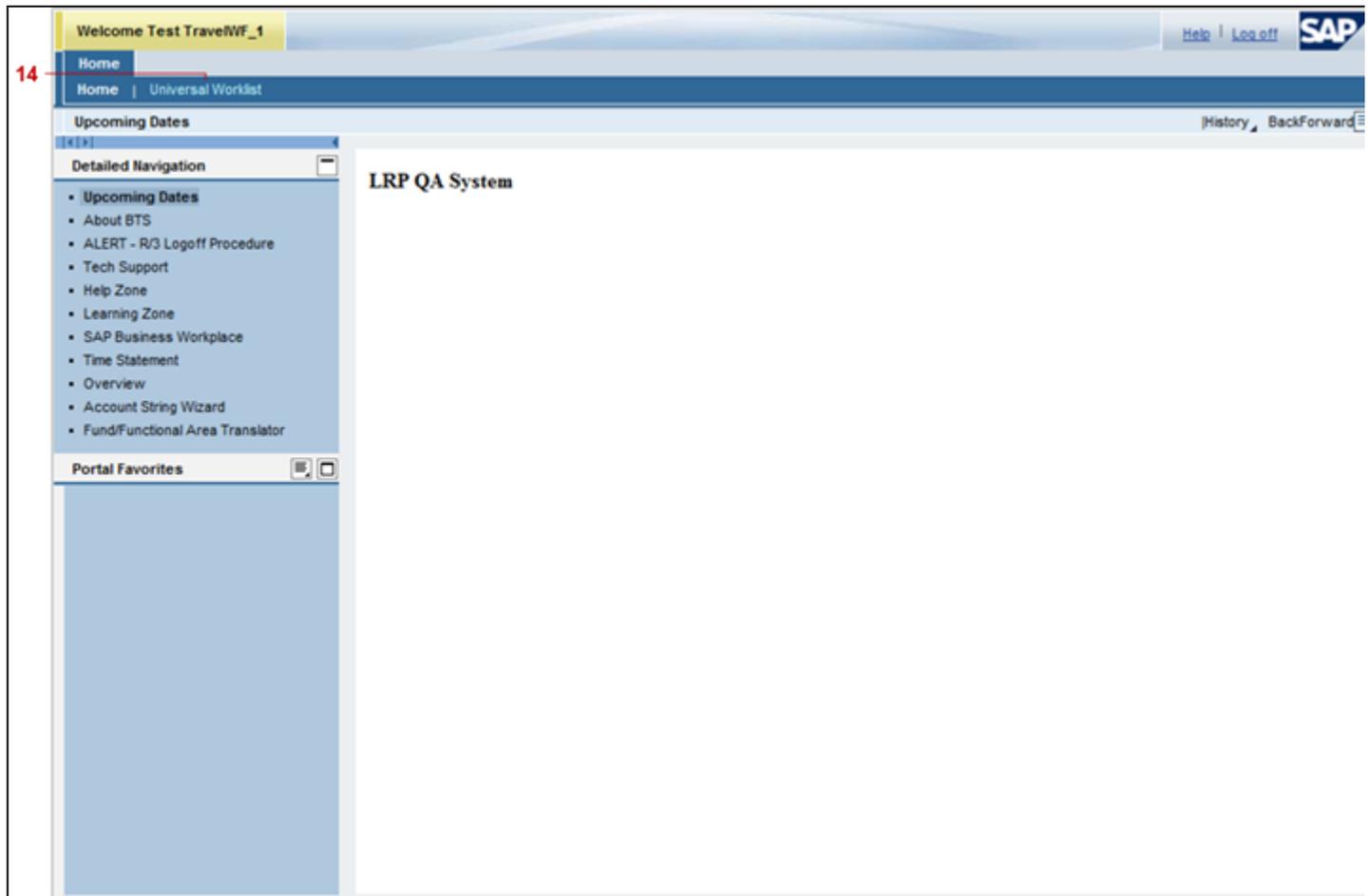
14. Login with Approver's Credentials (In this example Approver: TravelWF_1) and Click on Universal Worklist to display the list of Tasks awaiting Approval

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Universal Worklist - SAP NetWeaver Portal

15.

List of Tasks awaiting Approval is displayed under [Tasks] tab

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Universal Worklist - SAP NetWeaver Portal

16.   Select the Trip Number and Click on Approve Travel Request Number. In this example Trip Number 0090000098 from 00525157 link Approve Travel Request 0090000098 from 00525157 .

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SAP

17.   Double-click on Trip Number. In this example 90000098 to display Trip Details.

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18. Click on control tab [icon] to display attached documents

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19. Click on Attachment list menu item Attachment list .

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Service: Attachment list

20.   Double-click on Attached document title. In this example double-click on Estimated Travel Doc to display the
Attached document

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Estimated Travel Doc [Compatibility Mode] - Word

21.   The attached Document displayed .

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Service: Attachment list

Icon	Title	Creator Name	Created On
📄	Estimated Travel Doc	RT106 Test User	05/06/2013

AttachmentFor0090000098

22.   Click on Enter ✔ button to Continue

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23.   Click on Back button ⟵ to display the Approver's Workflow window

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

Field	R/O/C	Description
User Comments	O	**Example:** Rejected this Trip Number 90000098 due to Month End closing

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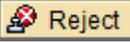
25. Click on Reject button to Reject the Travel Request

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Workflow: Execute Operation on Work Item
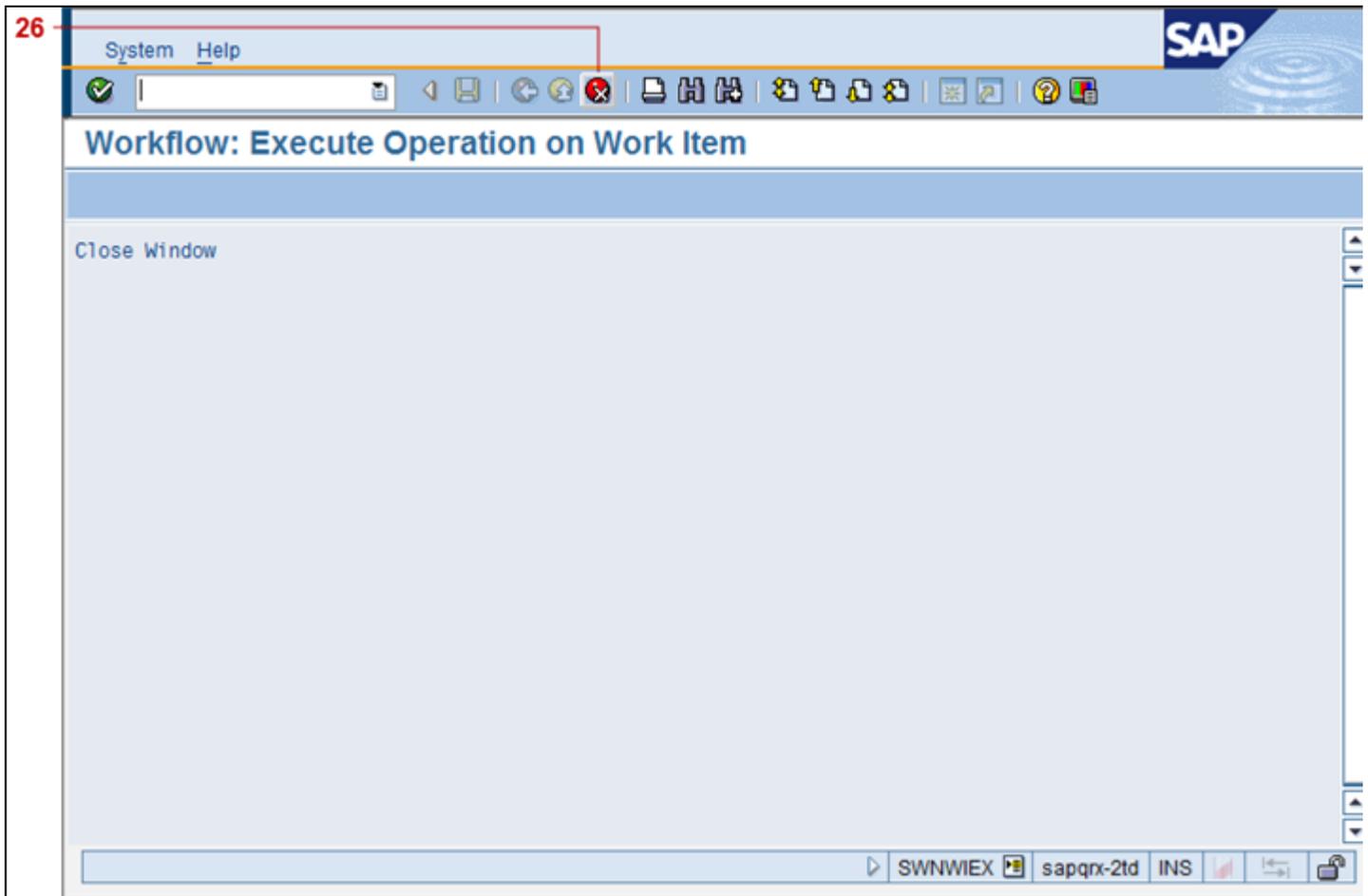
26. Click on Close [X] button to close Workflow window

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Universal Worklist - SAP NetWeaver Portal

	Subject	!	From	Sent Date	Priority		Due Date	Status
	Approve Travel Request 0090000098 from 00525157		RT106, Test	Today	Medium	📎		New
	Approve Travel Request 0270000092 from 00585089		KAPOOR, Raj	Today	Medium	📎		New
	Approve Travel Request 0090000089 from 00525157		RT106, Test	Today	Medium	📎		New
	Approve Travel Request 0090000096 from 00525157		RT106, Test	May 3, 2013	Medium	📎		New
	Approve Travel Request 0090000088 from 00525157		RT106, Test	May 3, 2013	Medium	📎		New
	Approve Travel Request 0050000020 from 00675467		RT104, Test	Apr 29, 2013	Medium	📎		In Progress
	Approve Travel Request 0050000009 from 00675467		RT104, Test	Apr 26, 2013	Medium	📎		In Progress
	Approve Travel Request 0090000100 from 00670996		Wing, Mathew	Apr 23, 2013	Medium	📎		New
	Approve Travel Request 0270000090 from 00585089		KAPOOR, Raj	Apr 6, 2013	Medium	📎		New
	Approve Travel Request 0090000095 from 00803165		RT106, Test	Apr 6, 2013	Medium	📎		In Progress

Approve Travel Request 0090000098 from 00525157

Sent Date: Today By RT106, Test   Priority: Medium

Status: New

Description: Approve Travel Request 0090000098 from 00525157 Central Office Traveler

27.   Click on Refresh button 🔄 to make sure the Rejected Trip Number is removed from Approver's UWL(Universal work List)

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Universal Worklist - SAP NetWeaver Portal

28. Click on Back tab to go to previous screen

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Upcoming Dates - SAP NetWeaver Portal
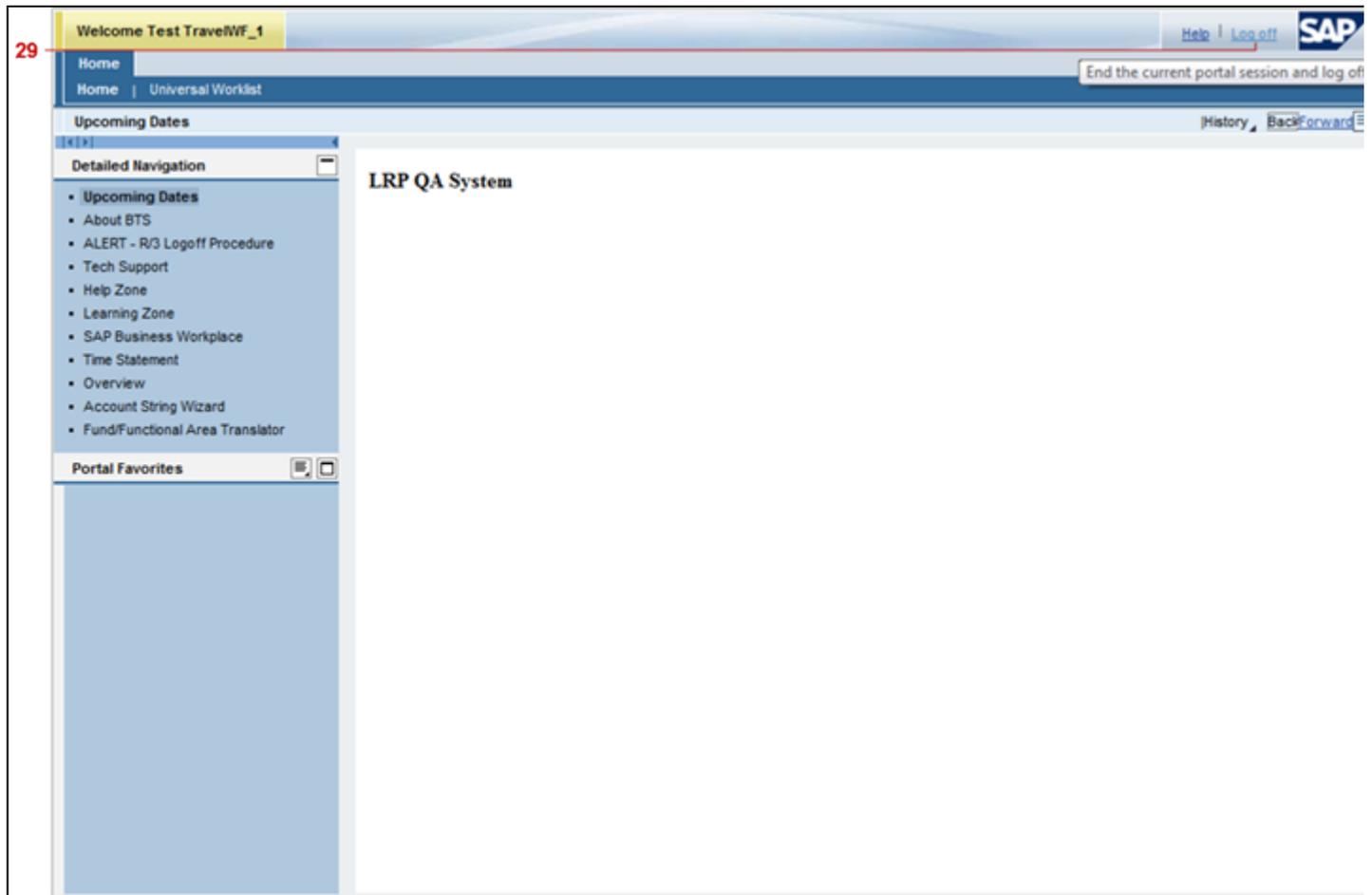
29.   Click on Log off link to Logoff

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SAP NetWeaver Portal -- Webpage Dialog

⚠ Are you sure you want to log off?

30 — [Yes] [No]
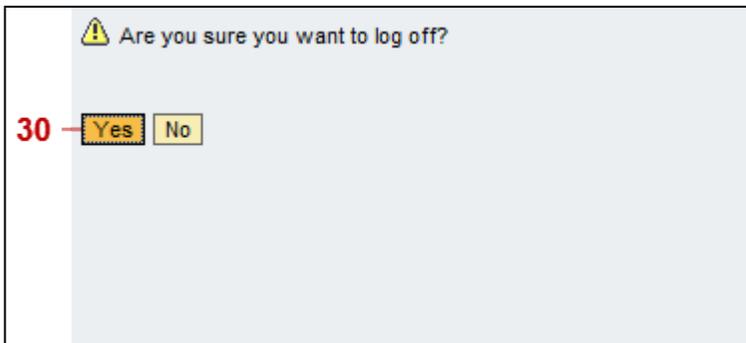
30.   Click on Yes button [Yes] to Log off

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Central Office Traveler Trip No. 0090000098 Reject - Microsoft Word
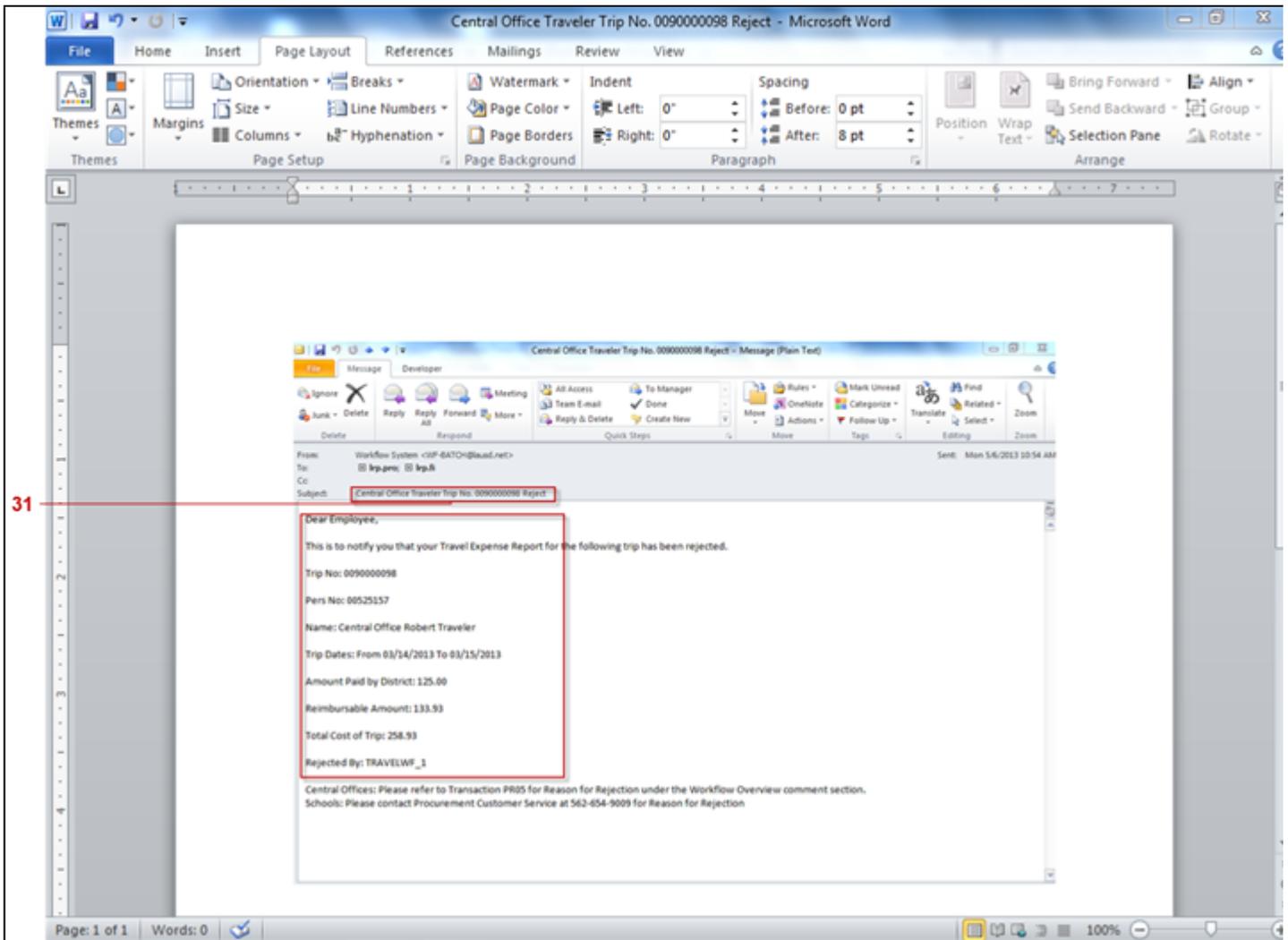
31. Employee Traveler and Site Travel Specialist (or Central Travel Support Specialist) will receive an Email Notification including Trip Details after Approver Rejects the Travel Request. Central Office Traveler Trip No. 0090000098 Reject

⚠️ Once the Approver Rejects a Trip and no further action is required, the rejected Trip must be Deleted in order to Liquidate the Business Trip Commitment (Pre- Encumbrance)

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Upcoming Dates - SAP NetWeaver Portal
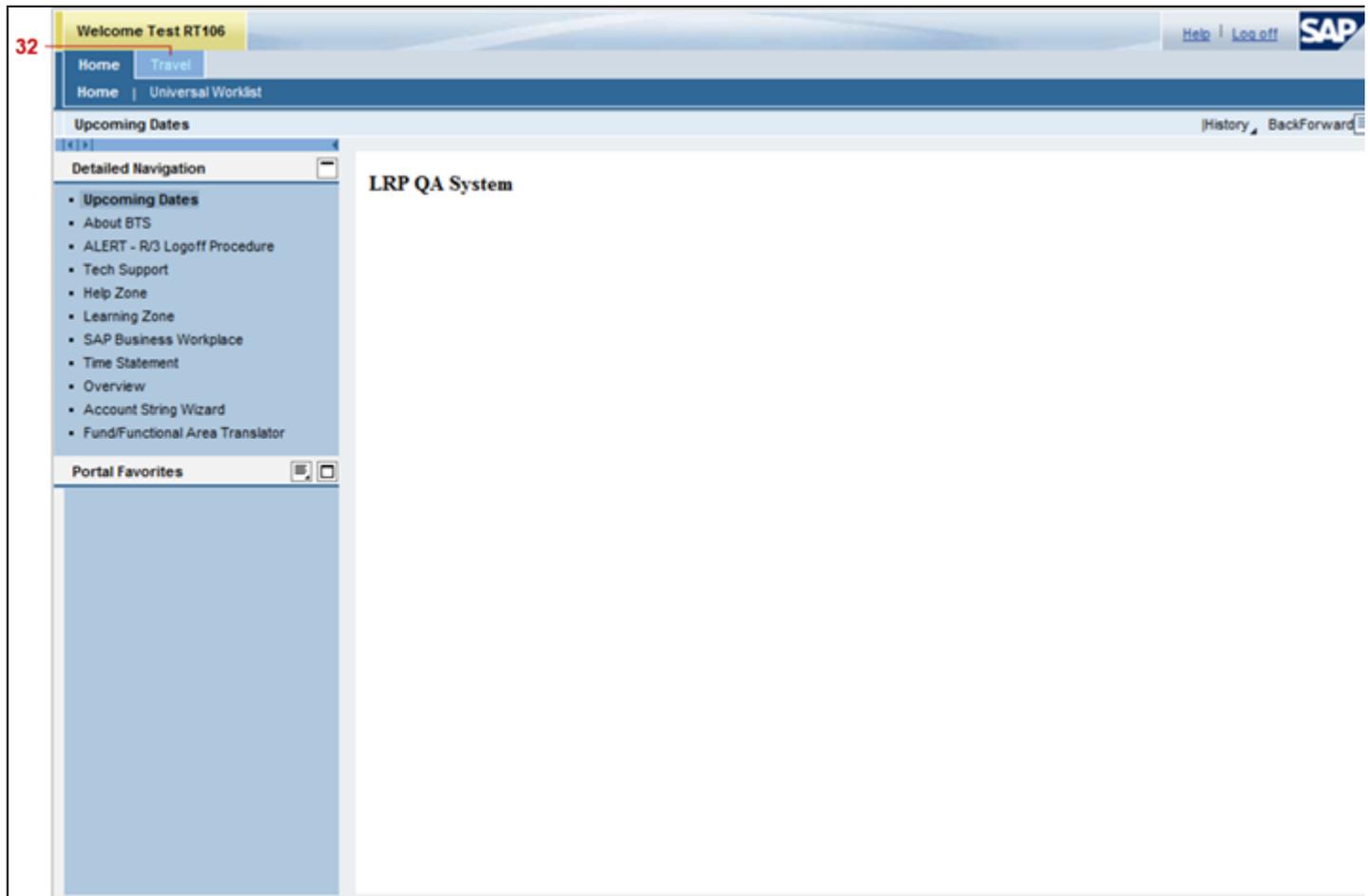
32.   Logged in as Site Travel Specialist and Click on Travel tab

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Travel - SAP NetWeaver Portal
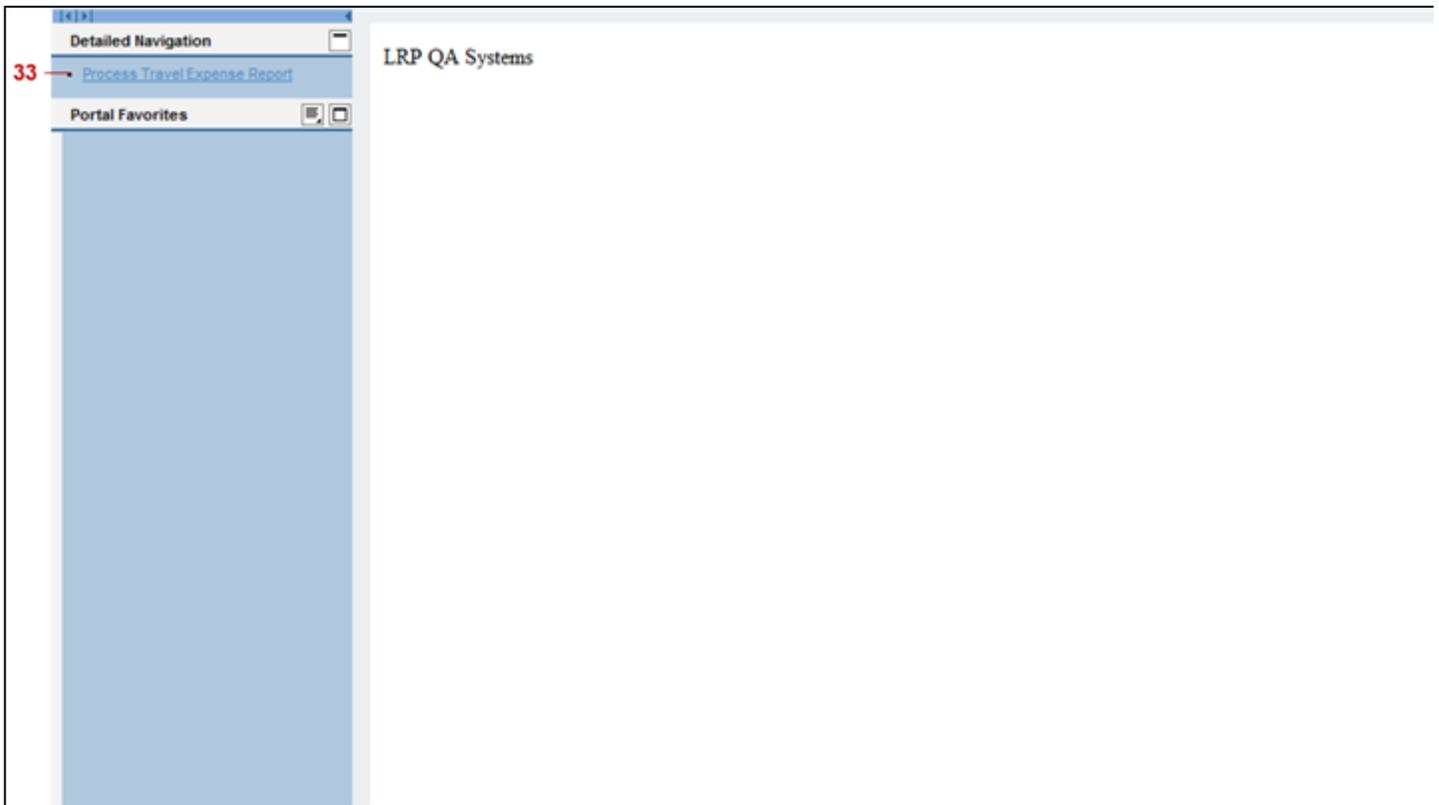
33.   Click on   Process Travel Expense Report   tab

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Travel Expense Manager

34. Perform one of the following:

If	Then	Go To
	Click on Enter button ✅ to Accept PersonnelNo and continue	Step 35
	Click and type the Employee Traveler PersonnelNo. For example: 525157 .	Step 35

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35.   Click on this ☐ button to Select the Rejected Trip Number

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36.   Click on Delete button 🗑 to Delete the Selected Trip Number. In this example Trip Number: 90000098

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Delete Trip
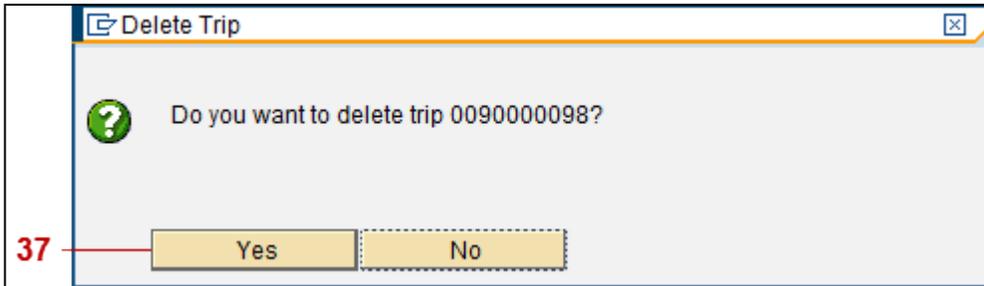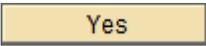
37.   Click on [Yes] button to delete the Trip. In this example delete the Trip number 0090000098

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38.   The system displays message ✅ The current version of trip 0090000098 was deleted.

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39.   Click on Enter button button to display the list of Trips created for this Personnel Number/PERNR

> Make sure the Deleted Trip does not appear in this list. In this example the Trip Number 90000098 does not appear in this list

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Result

You have Successfully Rejected and Deleted the Travel Expense Report.