# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code: PR05

## Purpose

Use this procedure to find Employee Traveler's Personnel Number to create Travel Expense Report.

### Trigger

Perform this procedure when Employee Traveler's Personnel Number is unknown.

### Prerequisites

- Last Name or First Name of the Employee Traveler

### Menu Path

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

- Travel ➡ Process Transactions ➡ Process Travel Expense Report

### 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:

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

| 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. |

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

## Procedure

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

**Travel - SAP NetWeaver Portal**
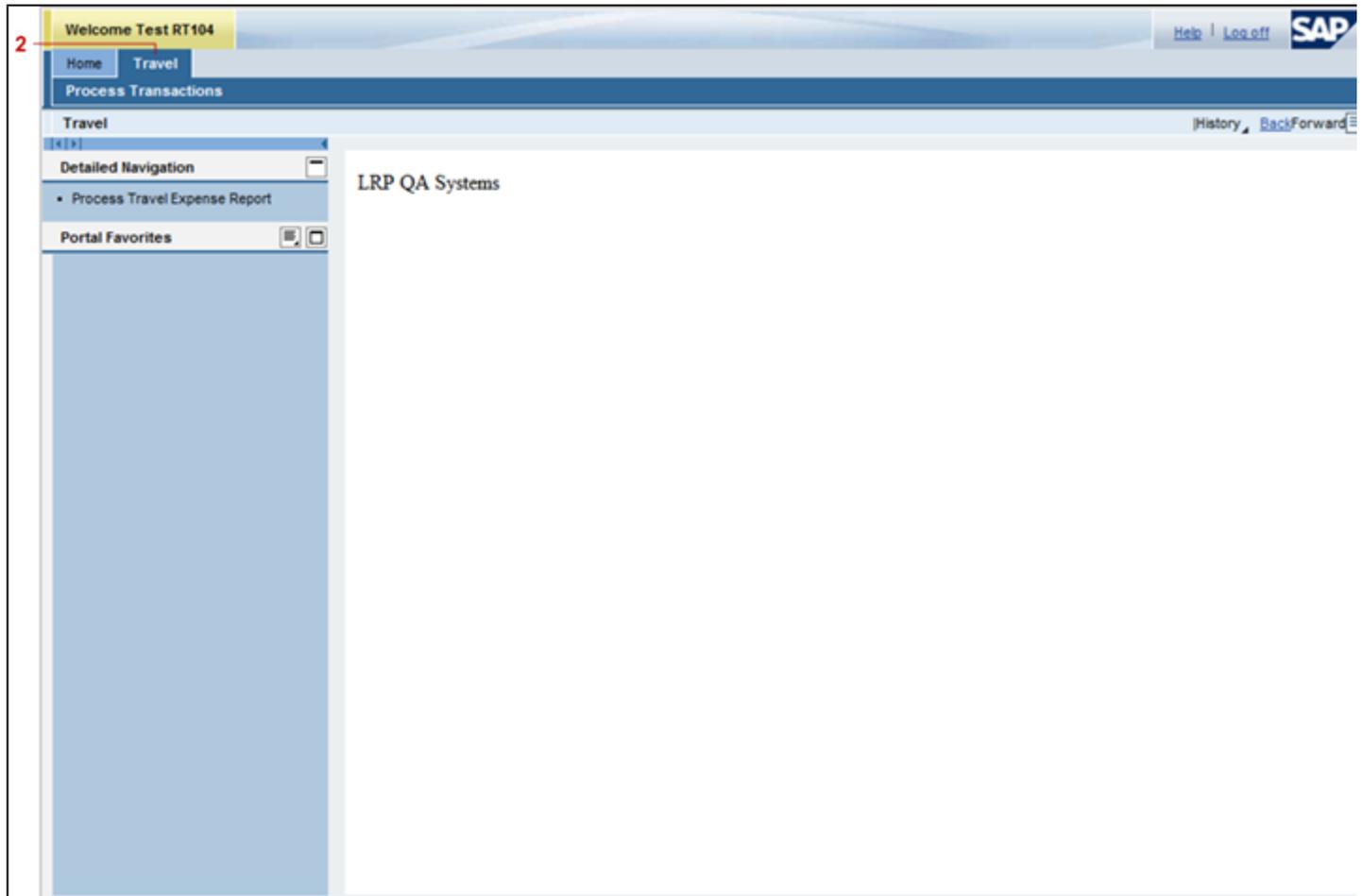


**2.**    Click on Travel tab **Travel** to create a Travel Expense Report

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code: PR05

**Travel - SAP NetWeaver Portal**
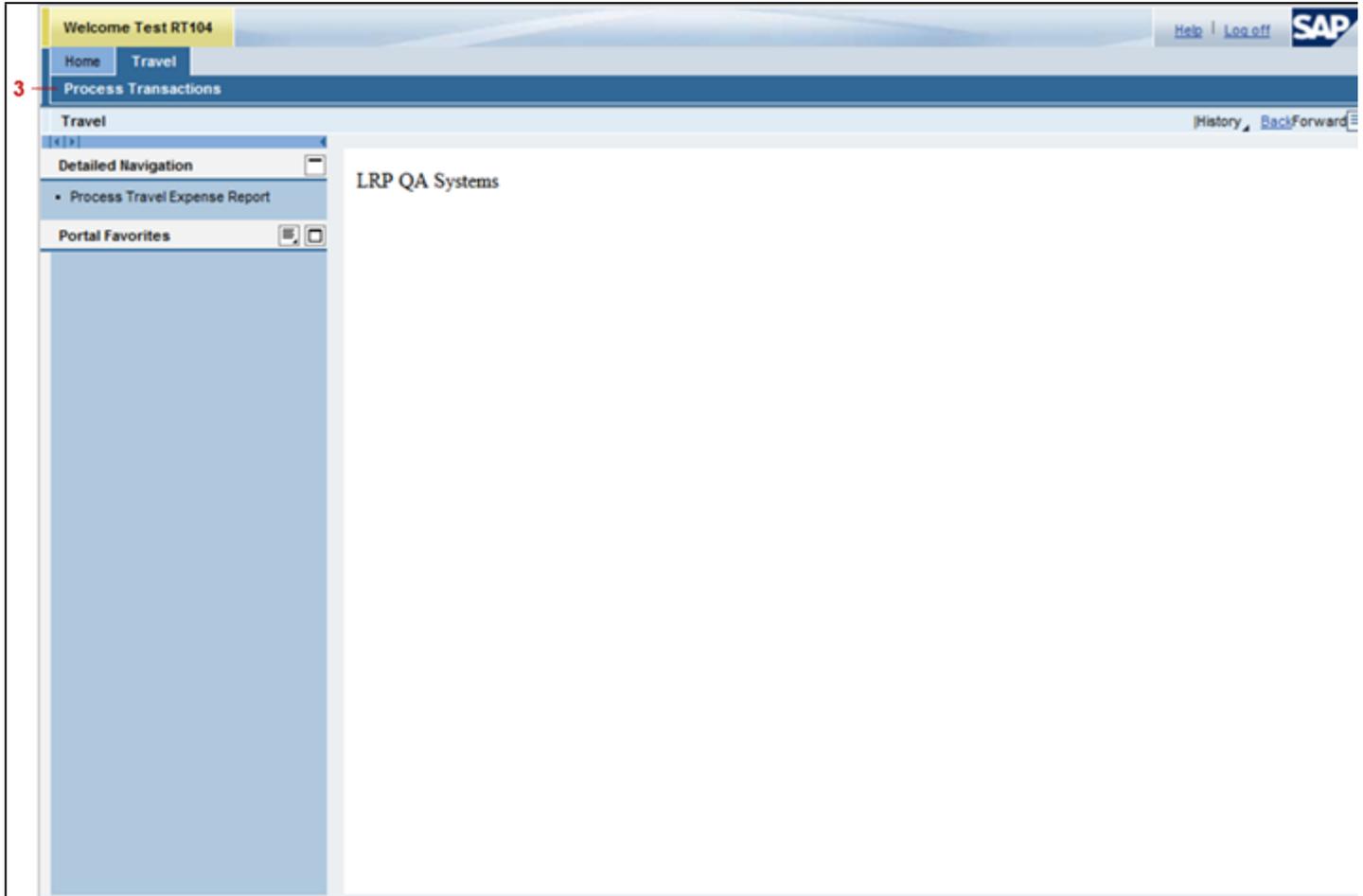


**3.**   Click on Process Transactions sub-tab [Process Transactions] to create a Travel Expense Report

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

**Travel - SAP NetWeaver Portal**
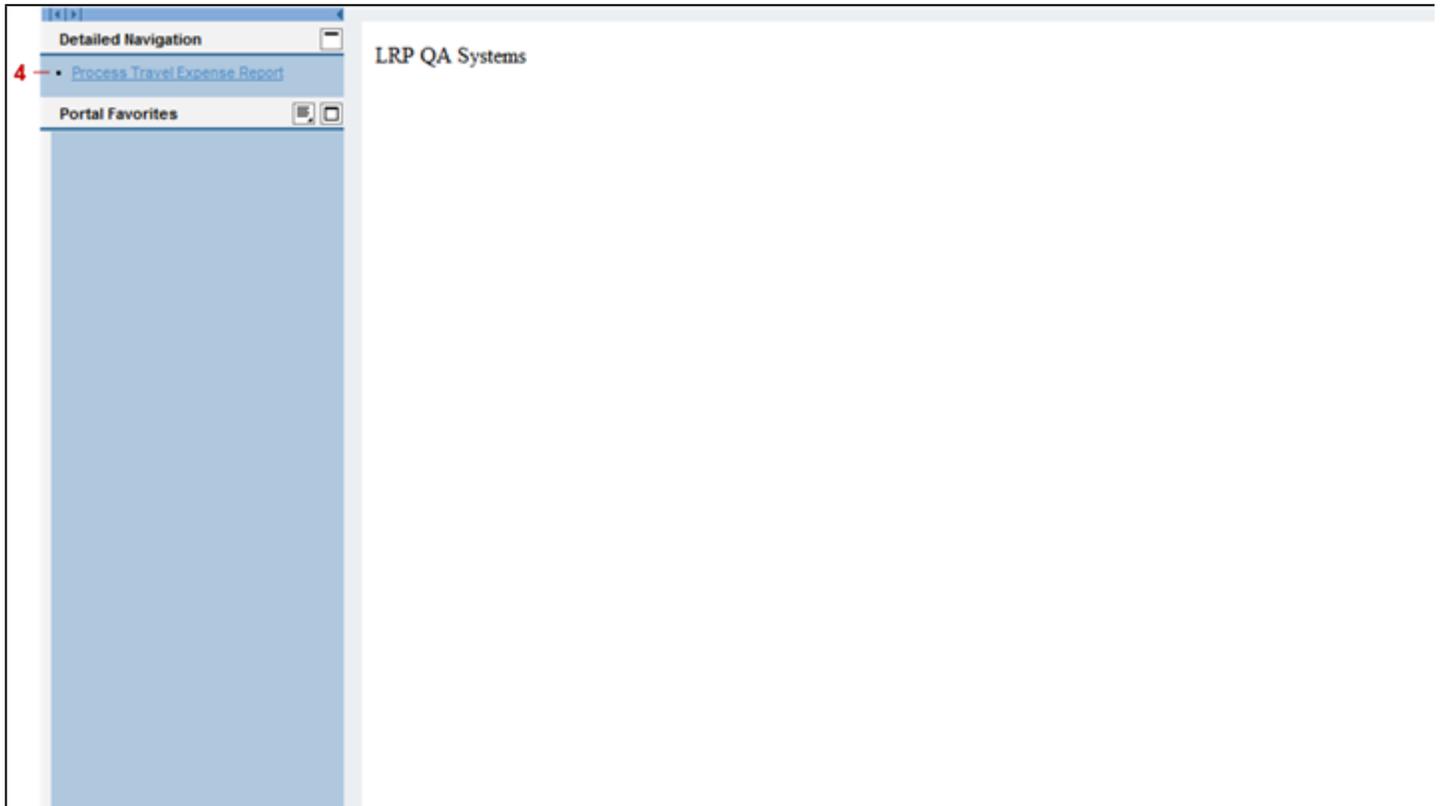


**4.**     Click on ▪ Process Travel Expense Report tree item to create a Travel Expense Report from the Travel Expense Manager screen.

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

**Travel Expense Manager**



**5.**    If Employee Traveler's Personnel Number is unknown, Click on options list button ⬚ to find Personnel Number.

Default Personnel Number of the logged in Employee will display.

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code: PR05

**Personnel Number (1)**



**6.**     Click on Less button 🗒 to display selection options

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code: PR05

**Personnel Number (1)**



**7.**      Choose and select from options list screen. For example ✔ Last name - First name.

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

**Personnel Number (1)**

| Personnel Number (1) | | | | |
|---|---|---|---|---|
| Last name - First name | Person ID | Personnel ID Number | IC number | |

Last name        [⊠]  Tra*

First name

8.      Perform one of the following:

| If | Then | Go To |
|---|---|---|
| | Click on enter button ✓ to accept and continue | Step 9 |

# Business Process Procedure

Search for Personnel Number to create
Travel Expense Report

Transaction Code:  PR05

| Last Name or First Name of the Employee Traveler | Enter either First name or Last name of the Employee Traveler in the text box. For example Last name: Tra*. | Step 9 |

# Business Process Procedure

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Transaction Code: PR05

**Personnel Number (1)  413 Entries found**

| Last name | First name | Title | Birth date | Pers.No. | Start Date | End Date |
|-----------|-----------|-------|-----------|----------|-----------|----------|
| Trapp | Tyrone | | 09/28/1988 | 00428536 | 09/28/1988 | 12/31/9999 |
| Trask | Jenny | | 02/19/1981 | 00747685 | 02/19/1981 | 12/31/9999 |
| Trasovan | Alla | | 07/13/1972 | 00782842 | 07/13/1972 | 12/31/9999 |
| Trass | Aubrey | | 05/16/1942 | 00296653 | 05/16/1942 | 12/31/9999 |
| Trass | Aubrey | | 05/16/1942 | 00978204 | 05/16/1942 | 12/31/9999 |
| Trass | Damon | | 02/18/1972 | 00920609 | 02/18/1972 | 12/31/9999 |
| Trass | Erroll | | 06/19/1959 | 00783653 | 06/19/1959 | 12/31/9999 |
| Trass | Richard | | 10/11/1957 | 00592857 | 10/11/1957 | 12/31/9999 |
| Trass | Sandra | | 05/02/1960 | 00559277 | 05/02/1960 | 12/31/9999 |
| Trass | Sandra | | 05/02/1960 | 01010820 | 05/02/1960 | 12/31/9999 |
| Tratar | Brig | | 03/30/1968 | 00725027 | 03/30/1968 | 12/31/9999 |
| Tratar | Brig | | 03/30/1968 | 01031012 | 03/30/1968 | 12/31/9999 |
| Trattner | Irene | | 12/01/1920 | 00185886 | 12/01/1920 | 12/31/9999 |
| Traub | Ronald | | 10/22/1946 | 00113987 | 10/22/1946 | 12/31/9999 |
| Traucht | Ivan | | 01/26/1938 | 00082917 | 01/26/1938 | 12/31/9999 |
| Trauger | Beverly | | 03/22/1938 | 00166847 | 03/22/1938 | 12/31/9999 |
| Traughber | Belinda | | 12/22/1970 | 00994125 | 12/22/1970 | 12/31/9999 |
| Traughber | James | | 04/16/1923 | 00043838 | 04/16/1923 | 12/31/9999 |
| Traughber | Marta | | 01/26/1957 | 00675566 | 01/26/1957 | 12/31/9999 |
| Traughber | William | | 06/12/1950 | 00806558 | 06/12/1950 | 12/31/9999 |
| Trautvetter | Clare | | 09/10/1976 | 00801987 | 09/10/1976 | 12/31/9999 |
| Traveler | Central Office | | 05/17/1956 | 00525157 | 05/17/1956 | 12/31/9999 |
| Traveler | Central Office | | 05/17/1956 | 01045091 | 05/17/1956 | 12/31/9999 |
| Traveler | School | | 10/07/1955 | 00675467 | 09/08/2009 | 12/31/9999 |
| Traveler | School | | 10/07/1955 | 00908813 | 09/08/2009 | 12/31/9999 |
| Traveler | School | | 10/07/1955 | 00935316 | 09/08/2009 | 12/31/9999 |
| Traveler | School | | 10/07/1955 | 00982934 | 09/08/2009 | 12/31/9999 |
| Traver | Allen | | 09/01/1991 | 00966398 | 09/01/1991 | 12/31/9999 |
| Travers | Barbara | | 01/18/1948 | 00171308 | 01/18/1948 | 12/31/9999 |
| Travers | Barbara | | 01/18/1948 | 00916476 | 01/18/1948 | 12/31/9999 |

# Business Process Procedure

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Travel Expense Report

Transaction Code: PR05

**9.** Perform one of the following:

| If | Then | Go To |
|---|---|---|
| | Click on Enter button [✓] to accept the selected Personnel Number and continue | Step 10 |
| Personnel Number | Select appropriate Personnel Number. For example: 00675467 . | Step 10 |

**Travel Expense Manager**

10 —



**10.** Click on Enter [✓] button to continue.

# Business Process Procedure

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Travel Expense Report

Transaction Code:  PR05

> Selected Personnel Number displayed here.

**End of simulation.**

| Trip | Edit | Goto | Extras | Environment | System | Help | | SAP |
|------|------|------|--------|-------------|--------|------|---|-----|

**Travel Expense Manager**

Results    Results: Travel Request

| PersonnelNo | 675467 | | PT Hourly mthly | LAUSD |
|-------------|--------|---|-----------------|-------|
| Name | School Traveler | | Restricted | BB-Instructional Aides |

**List of Trips**

| Stat | Trip | Depart. | City | Ctry | Reason | Approval | Settlement | Reimburse. Amount | Curr. | Statutory Trip Type | Time |
|------|------|---------|------|------|--------|----------|------------|-------------------|-------|---------------------|------|
| 🔒 | 50000008 | 04/03/2013 | Los Angeles | US | Attending for Scie... | Request Approved | Open | 371.80 | USD | Local Travel | 08: |
| 🔒 | 50000012 | 04/01/2013 | Los Angeles | US | School Tra Fund... | Request Approved | Open | 215.45 | USD | Local Travel | 08:0 |
| 🔒 | 50000007 | 03/28/2013 | Los Angeles | US | School Emp own ... | Request Approved | Open | 228.93 | USD | Local Travel | 08:0 |
| 🔒 | 50000013 | 03/18/2013 | Los Angeles | US | ASCD Annual Co... | Request Approved | Open | 142.84 | USD | Local Travel | 08:0 |
| 🔒 | 50000014 | 03/16/2013 | Phoenix | US | Test 2 | Request Approved | Open | 1.07 | USD | Out of State Travel | 00:0 |
| 🔒 | 50000005 | 03/14/2013 | los angeles | US | Test for Auto App | Request Approved | Open | 5.65 | USD | Local Travel | 00:0 |
| 🔒 | 50000004 | 03/12/2013 | los angeles | US | Test for Auto App | Request Approved | Open | 5.65 | USD | Local Travel | 00:0 |
| 🔒 | 50000003 | 03/10/2013 | los angeles | US | Test for Auto App1 | Request Recorded | Open | 0.00 | USD | Local Travel | 00:0 |
| 🔒 | 50000002 | 03/08/2013 | los angeles | US | Test for Auto App | Request Approved | Open | 5.65 | USD | Local Travel | 00:0 |
| 🔒 | 50000001 | 03/06/2013 | Phoenix | US | Test BPP | Request Approved | Open | 1.06 | USD | Out of State Travel | 00:0 |
| 🔒 | 50000010 | 03/04/2013 | los angeles | US | Test 1 | Request Approved | Open | 35.55 | USD | Local Travel | 00:0 |
| 🔒 | 50000000 | 03/02/2013 | Phoenix | US | Test BPP | Request Approved | Open | 0.56 | USD | Out of State Travel | 00:0 |
| 🔒 | 50000011 | 02/28/2013 | Los Angeles | US | Sch Emp OCC-B... | Request Approved | Open | 114.59 | USD | Local Travel | 08: |

Trip  1  of  13

PR05   sapqrx-2td   INS

> list of already created Trips for that Personnel Number appears.

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Search for Personnel Number to create
Travel Expense Report

Transaction Code: PR05

## Result

You have found Employee Traveler's Personnel Number Successfully.