

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

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• 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	lcon	Description				
General	<b>f</b>	Offers additional information such as policy.				
Cautionary		Indicates that an action MUST BE completed.				
Critical	$\sim$	Indicates that an action MUST NOT BE completed.				
Shortcut	4	Indicates a shortcut to a process.				



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### Procedure

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

### Travel - SAP NetWeaver Portal

2 -	Welcome Test RT104	
	Process Transactions	
	Travel	History BackForward
	Detailed Navigation	LRP OA Systems
	Process Travel Expense Report	
	Portal Favorites	

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



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### **Travel - SAP NetWeaver Portal**

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	Welcome Test RT104	Help   Log off
	Home Travel	
3 -	Process Transactions	
	Travel	History, BackForward
	(())	
	Detailed Navigation	LPD OA Systems
	Process Travel Expense Report	
	Portal Favorites	
-		

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



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#### Travel - SAP NetWeaver Portal

Detailed Navigation	LRP OA Systems
4 - • Process Travel Expense Report	
Portal Favorites	

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



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#### **Travel Expense Manager**

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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.



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### Personnel Number (1)

	🖻 Personnel Number (1)				
	Last name - First name	Person ID	Personnel ID Number	IC number	
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	Last hane				
	First name				
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6. Click on Less button 🛅 to display selection options



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#### Personnel Number (1)

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Travel Ex	pense Manager						
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Choose and select from options list screen. For example Last na



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### Personnel Number (1)

	Personnel Number (1)		
•	Last name - First name Person ID	Personnel ID Number IC number	
8 -	Last name 📕 Tra*		
	First name		
8 -			
8.	Perform one of the following:		
	lf	Then	Go To
		Click on enter button 🚺 to accept and continue	<u>Step 9</u>



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Last Name or First Name of the Employee Traveler

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



### Search for Personnel Number to create Travel Expense Report

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### Personnel Number (1) 413 Entries found

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	Trask	Jenny	02/19/1981	00747685	02/19/1981	12/31/9999		Ŧ
	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		
9-	Traveler	School	10/07/1955	00908813	09/08/2009	12/31/9999		
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	Traveler	School	10/07/1955	00982934	09/08/2009	12/31/9999	1	
	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		



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

lf	Then	Go To
	Click on Enter button 🛃 to accept the selected Personnel Number and continue	<u>Step 10</u>
Personnel Number	Select appropriate Personnel Number. For example: 00675467	<u>Step 10</u>

#### **Travel Expense Manager**

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Selected Personnel Number displayed here.

#### End of simulation.

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list of already created Trips for that Personnel Number appears.



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### Result

You have found Employee Traveler's Personnel Number Successfully.