

TRIP- Initial Settings for Travel (Document)

TRIP

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
2/9/2005	Sally Townsend	Create initial document.
2/15/2005	Sally Townsend	Add additional information about TRIP settings. Remove the LND parameter section, since this was done with a CATT script for everyone.
3/18/2005	Jenifer Huey	First edit
3/21/2005	Jonathan Ruth & Sheila McNeil	Reveiw
3/21/2005	Jenifer Huey	Second edit

Purpose

Use this procedure to make initial changes to your default **TRIP** transaction settings.

Trigger

Perform this procedure when you first use the **TRIP** transaction, and subsequently when you have a specific question about your **TRIP** settings.

Prerequisites

None

Menu Path

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

- Select **Accounting** → **Financial Accounting** → **Travel Management** → **TRIP – Travel Manager** to go to the *Travel Manager* screen.

Transaction Code

TRIP

Helpful Hints

None

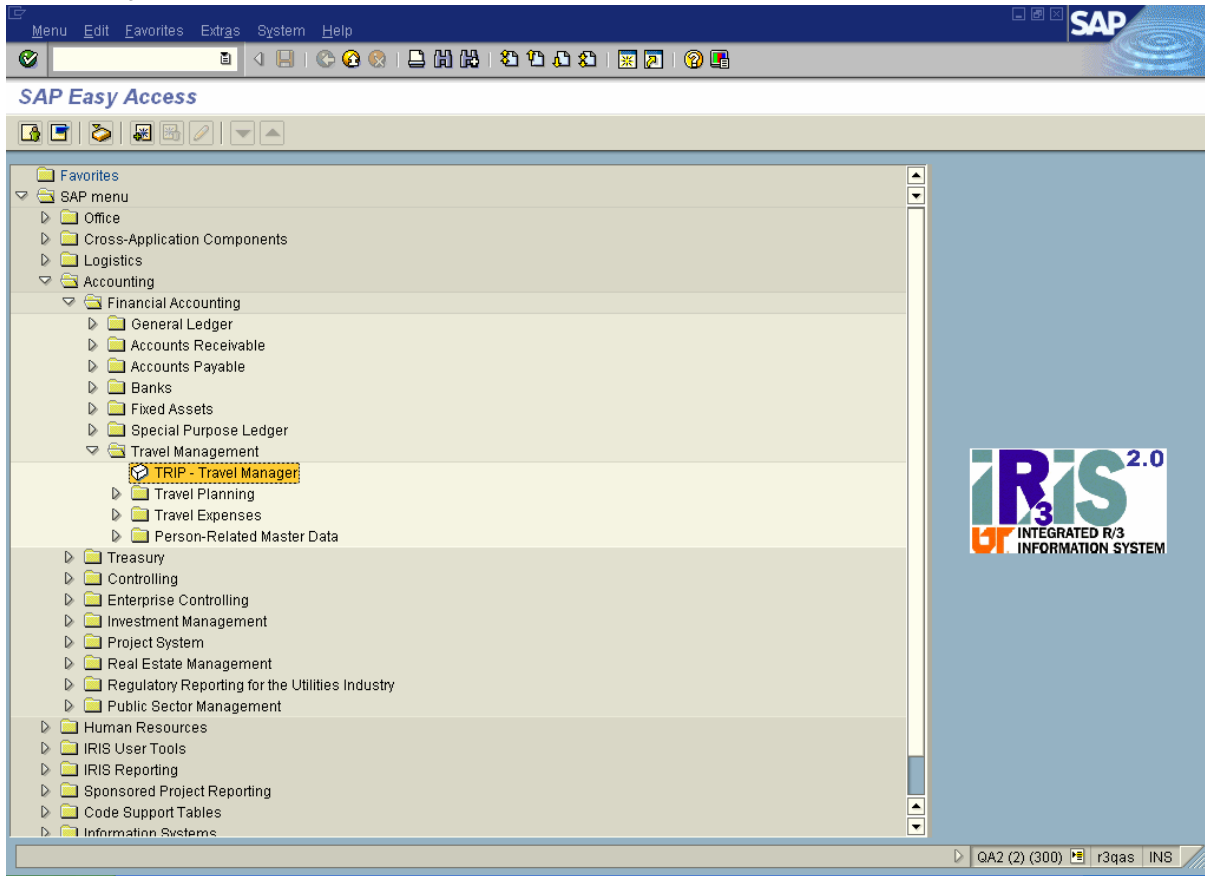
Procedure


1. All of these procedures should be completed when you use the **TRIP** transaction for the first time:

To	Go To
Set defaults for travel settings in the TRIP transaction	Step 4
Display the <i>Trip Number</i> in the <i>Overview</i> section of the screen	Step 5
Set personal settings for the display of popup windows	Step 6
Set up personal lists for Matchcode selections, particularly for <i>Region</i> , <i>Airlines</i> , <i>Auto Rentals</i> , and <i>Lodging</i> fields	Step 7
Enter time in AM/PM format and have the IRIS system convert it to military time for you	Step 8

2. Start the **TRIP** transaction using the menu path or transaction code.

SAP Easy Access



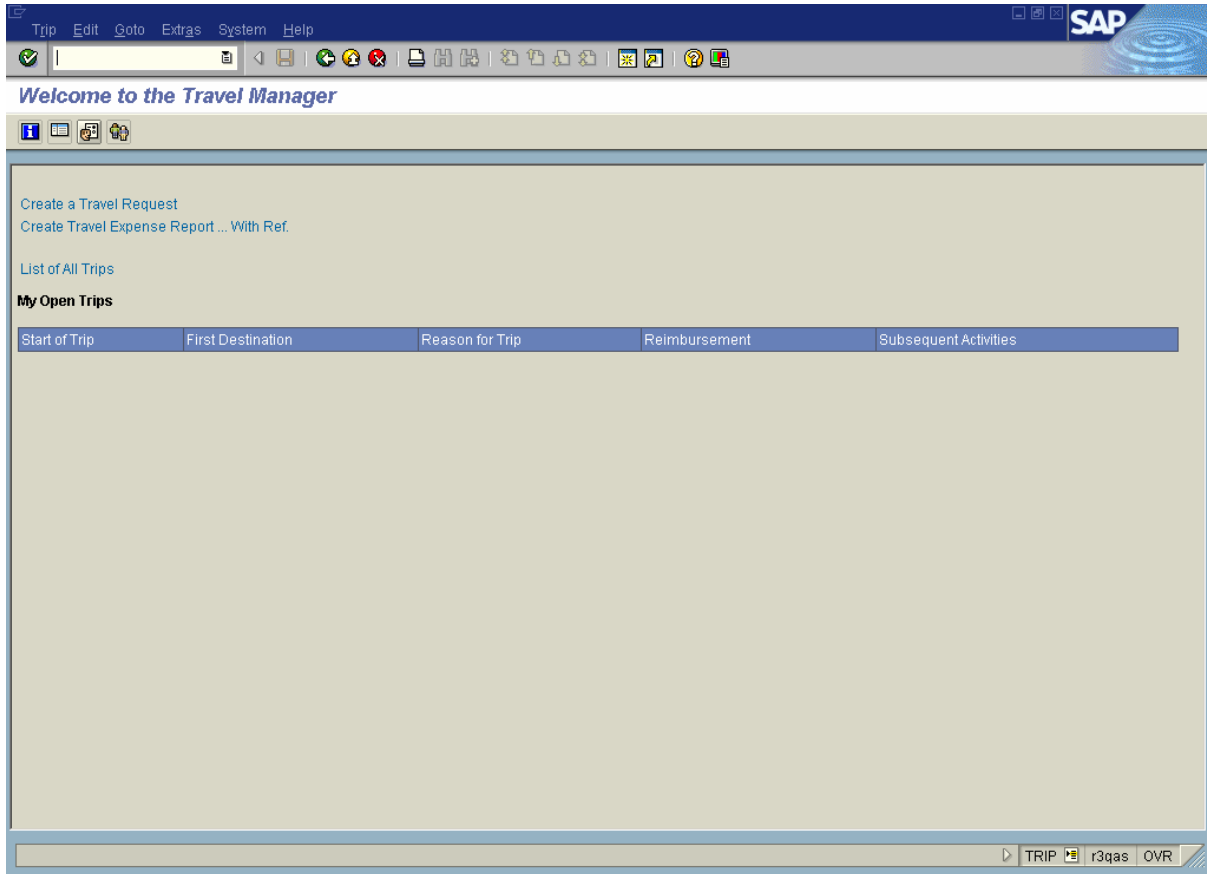
3. Double-click  **TRIP - Travel Manager**. The *Travel Manager* screen is displayed.


Welcome to the Travel Manager

The screenshot displays the SAP Travel Manager interface. At the top, there is a menu bar with options: Trip, Edit, Goto, Extras, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main content area is titled "Welcome to the Travel Manager" and contains several links: "Create a Travel Request", "Create Travel Expense Report ... With Ref.", and "List of All Trips". Below these links is a section titled "My Open Trips" which contains a table header with the following columns: "Start of Trip", "First Destination", "Reason for Trip", "Reimbursement", and "Subsequent Activities". The table body is currently empty. At the bottom right of the interface, there is a status bar showing "TRIP", "r3gas", and "OVR".

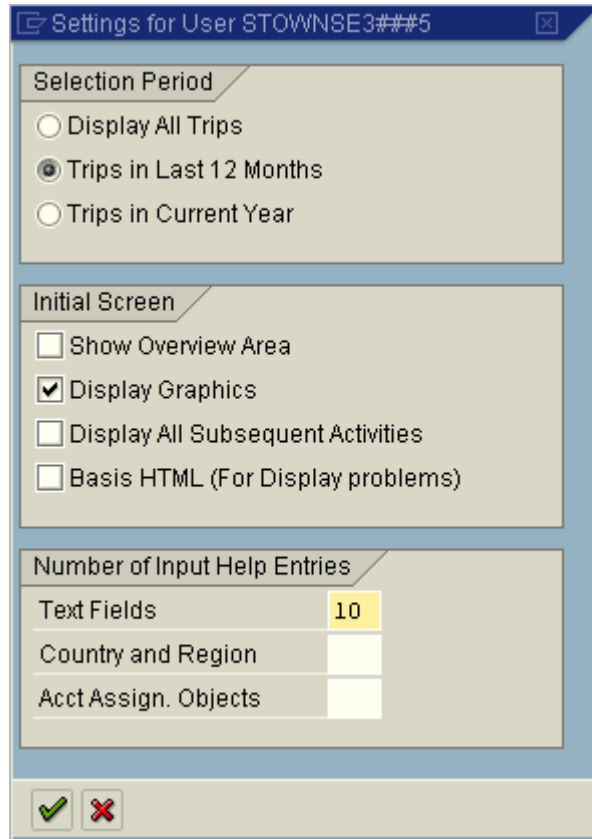
4. Use the following procedure to set defaults for travel settings in the **TRIP** transaction.

Welcome to the Travel Manager



- 4.1** Click  (**Settings**) to change your default travel settings. The *Settings for User XXXX* window will appear.

Settings for User STOWNSE3###5



Number of Input Help Entries	
Text Fields	10
Country and Region	
Acct Assign. Objects	

- 4.2** Choose one of the options in the *Selection Period* section to determine the trips that are displayed on the **TRIP** screen. You can choose to display all the traveler's trips, the trips for the last 12 months, or the trips for the current year.

- 4.3** In the *Initial Screen* section, you may select any combination of the following:

- Click Show Overview Area to display an overview of all trips down the left side of the **TRIP** screen. This is a quick way to see the trip number, status, and summary information for all trips. Also, paid trips will show up here under a tab marked "Paid Trips" – these are not displayed on the right side of the **TRIP** transaction.
- Click Display Graphics only if you wish to display pictures of the various UT campuses on the right side of the **TRIP** screen. You will be able to see more of the open trips and reduce network load if this feature is not selected.

- Click **Display All Subsequent Activities** to display all possible subsequent activities for a travel request or expense report. If this feature is not selected, only the usual subsequent activities will be displayed. For example, since a travel expense report cannot be entered until after the end of the trip duration, you will not be able to view that choice until after that date has passed if this feature is not selected.
- Do not click **Basis HTML (For Display problems)**. This feature is not needed.

4.4 The **TRIP** transaction allows you to use information from previous trips to copy into similar trips on a new Travel Request quickly and conveniently. In order to use this feature, you must specify the maximum number of entries you want to have available in the *Number of Input Help Entries* section. Enter a zero in these fields if you do not want previous information available. Completing the following fields is optional:

Field Name	Description
Text Fields	The information you recorded in text fields in previous trips. Example: 10
Country and Region	The trip areas you last used for previous trips. Example: 10
Acct Assign. Objects	The account assignment objects you last used in previous trips. Example: 10

4.5 Click **(Continue)** to save your entries.

- Use the following procedure to display the *Trip Number* in the *Overview* section of the *Travel Manager* screen.

The *Overview* section is located on the left side of the *Travel Manager* screen.

Welcome to the Travel Manager Duck, Donald E

Travel

- 138983 Duck, Donald E
 - Open Trips
 - 04/06/2005 Orlando, FL 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 04/01/2005 Memphis, TN 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 03/04/2005 Orlando, FL 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 03/01/2005 Orlando, FL 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 02/15/2005 anywhere 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 02/10/2005 Chattanooga, tn 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 02/08/2005 Memphis, TN 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 11/12/2004 anywhere 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - 11/01/2004 anywhere, tn 170000
 - Travel Request 170000
 - Travel Expenses 170000
 - Paid Trips

My Open Trips

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
04/06/2005	Orlando, FL	Visit Disney World	394.70 USD	Change Approved Travel Request Edit Travel Expense Report
04/01/2005	Memphis, TN	Travel Training	2,146.60 USD	Edit Travel Request Change Approved Travel Expense Report
03/04/2005	Orlando, FL	Visit Disney World	301.00 USD	Change Approved Travel Request Edit Travel Expense Report
03/01/2005	Orlando, FL	Visit Disney World	1,756.20 USD	Change Approved Travel Request Change Approved Travel Expense Report
02/15/2005	anywhere	testing expense grid	150.00 USD	Create Travel Request Edit Travel Expense Report
02/10/2005	Chattanooga, tn	Meeting		Edit Travel Request Create Travel Expense Report
02/08/2005	Memphis, TN	Meeting		Change Approved Travel Request Create Travel Expense Report
11/12/2004	anywhere	testing expense grid	150.00 USD	Edit Travel Request

- 5.1 Expand the *Overview* section by clicking on the right edge of the section and dragging it to the right.

Welcome to the Travel Manager Duck, Donald E

The screenshot shows the SAP Travel Manager interface for user Donald E. The main window displays a table of travel requests with columns for Travel, Reason, Travel Expenses, Status, Amount, Return, and Trip Number. The table is expanded to show details for various trips, including those to Orlando, FL and Memphis, TN. On the right side, a sidebar titled 'My Open Trips' is visible, showing a table with columns for 'Start of Trip' and 'First Destination'. The sidebar table contains two entries: one for a trip starting on 04/06/2005 to Orlando, FL, and another for a trip starting on 04/01/2005 to Memphis, TN.

Travel	Reason	Travel Expen...	Status	Amount	Return	Trip Number
138983 Duck, Donald E						
Open Trips						
04/06/2005 Orlando, FL	Visit Disney World				04/08/2005	170000096
Travel Request	Visit Disney World		Request approved	2,000.00 USD	04/08/2005	170000096
Travel Expenses	Visit Disney World	In process	Trip Approved/O...	394.70 USD	04/08/2005	170000096
04/01/2005 Memphis, TN	Travel Training				04/05/2005	170000074
Travel Request	Travel Training		Request entered...	600.00 USD	04/05/2005	170000074
Travel Expenses	Travel Training	Approved	Trip Approved/To...	2,146.60 USD	04/05/2005	170000074
03/04/2005 Orlando, FL	Visit Disney World				03/06/2005	170000083
Travel Request	Visit Disney World		Request approved	2,000.00 USD	03/06/2005	170000083
Travel Expenses	Visit Disney World	In process	Trip Approved/O...	301.00 USD	03/06/2005	170000083
03/01/2005 Orlando, FL	Visit Disney World				03/03/2005	170000073
Travel Request	Visit Disney World		Request approv...	2,000.00 USD	03/03/2005	170000073
Travel Expenses	Visit Disney World	Approved	Trip Approved/To...	1,756.20 USD	03/03/2005	170000073
02/15/2005 anywhere	testing expense ...				02/17/2005	170000115
Travel Expenses	testing expense ...	In process	Trip Complet/O...	150.00 USD	02/17/2005	170000115
02/10/2005 Chattanooga, tn	Meeting				02/10/2005	170000114
Travel Request	Meeting		Request entered...		02/11/2005	170000114
Travel Expenses	Meeting	Released ...	Req. Recorded/T...		02/10/2005	170000114
02/08/2005 Memphis, TN	Meeting				02/08/2005	170000113
Travel Request	Meeting		Request approv...		02/09/2005	170000113
Travel Expenses	Meeting	Approved	Request Approv...		02/08/2005	170000113
11/12/2004 anywhere	test new provide...				11/13/2004	170000035
Travel Request	test new provide...		Request entered...	2,000.00 USD	11/13/2004	170000035
Travel Expenses	test new provide...	Approved	Trip Approved/To...	100.00 USD	11/13/2004	170000035
11/01/2004 anywhere, tn	test other countri...				11/02/2004	170000011
Travel Request	test other countri...		Request approv...		11/03/2004	170000011
Travel Expenses	test other countri...	Approved	Trip Approved/To...	270.00 USD	11/02/2004	170000011
Paid Trips						

- 5.2 Click and hold on the heading of the *Trip Number* column and drag it over the *Travel* column. Release the column. It will now appear just to the right of the *Travel* column. You now have easy access to a list of all trips and the trip numbers associated with them, as shown below.

Welcome to the Travel Manager Duck, Donald E

The screenshot shows the SAP Travel Manager interface for user Donald E. The main window displays a list of travel requests with columns for Travel, Trip Number, Reason, Travel Expenses, Status, Amount, and Return. The list is organized into 'Open Trips' and 'Paid Trips' sections. The 'Open Trips' section includes various requests for 'Visit Disney World', 'Travel Training', and 'Meeting' across different dates and locations like Orlando, FL and Memphis, TN. The status of these requests varies, including 'Request approved', 'Request entered...', 'Trip Approved/To...', 'In process', and 'Released ...'. The 'Paid Trips' section is currently empty.

On the right side of the interface, there is a sidebar titled 'My Open Trips'. It contains a table with two columns: 'Start of Trip' and 'First Destination'. The table lists two open trips:

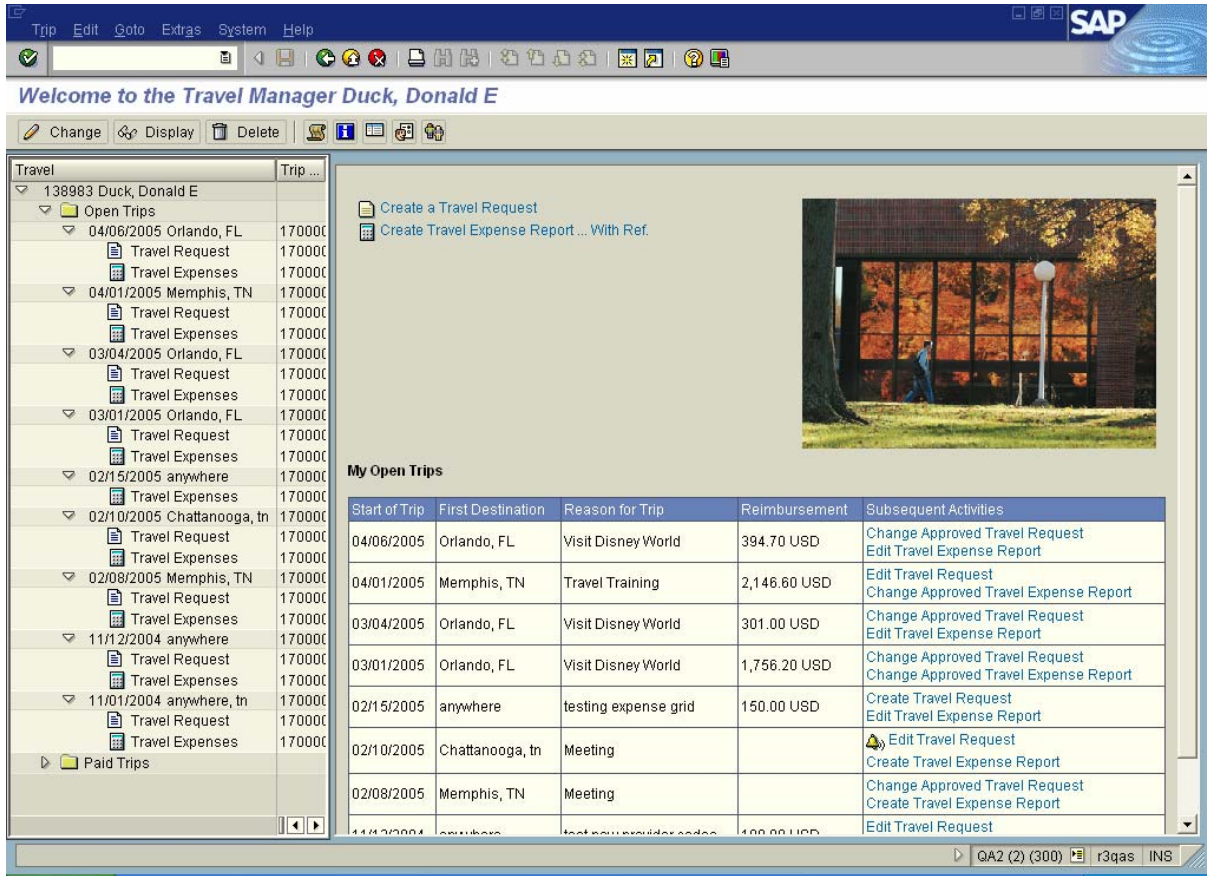
Start of Trip	First Destination
04/06/2005	Orlando, FL
04/01/2005	Memphis, TN

Below the table, there are navigation arrows and a status bar at the bottom right showing 'QA2 (2) (300)', 'r3qas', and 'INS'.

5.3 Collapse the *Overview* section by clicking on the right edge of the section and dragging it back to the left leaving both the *Travel* and *Trip Number* columns visible.

6. Use the following procedure to set your personal settings for the display of popup windows.

Welcome to the Travel Manager Duck, Donald E



6.1 Select **Help** → **Settings...** from the main menu bar. The *Personal Settings for User XXXX* window will appear.

Personal Settings for User STOWNSE3###5

Personal Settings for User STOWNSE3###5

F1 Help Application help F4 Help

Display

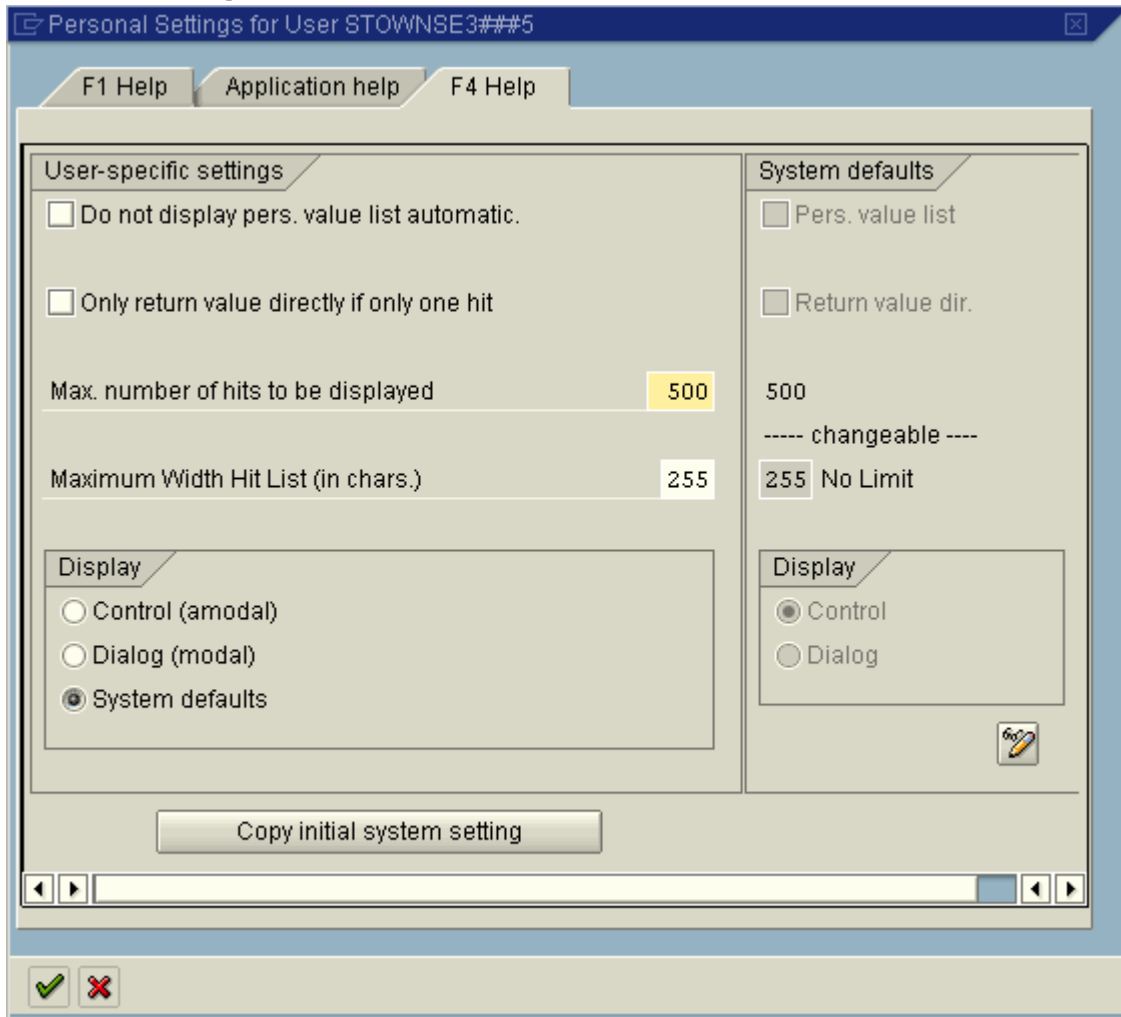
in Performance Assistant

in modal dialog box (R/3)


✓ ✗

6.2 Click the **F4 Help** tab as shown below.

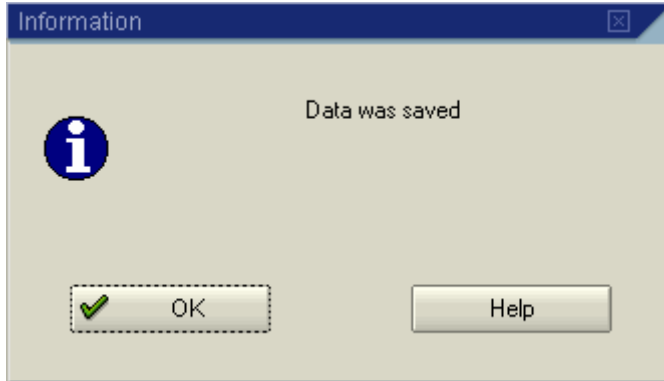
Personal Settings for User STOWNSE3###5



6.3 In the *Display* section of the tab, make sure that **System defaults** is selected, as shown here.

- 6.4 Click  (**Copy**) to save the settings. The following informational message will appear at the bottom of the screen.

Information



7. When you complete your first Travel Expense Report, use the following procedures to set up personal lists for **Matchcode** selections, particularly for *Region, Airlines, Auto Rentals, and Lodging*. The example shown here is for *Region*.

Travel Expenses: Duck, Donald E, Trip 1700000083

The screenshot displays the SAP Travel Expenses interface. The title bar reads "Travel Expenses: Duck, Donald E, Trip 1700000083". The main window is divided into a left sidebar and a right main pane.

Left Sidebar (Travel):

- 3 Duck, Donald E
- Open Trips
 - 04/06/2005 Orlando, FL
 - Travel Request
 - Travel Expenses
 - 04/01/2005 Memphis, TN
 - Travel Request
 - Travel Expenses
 - 03/04/2005 Orlando, FL
 - Travel Request
 - Travel Expenses
 - 03/01/2005 Orlando, FL
 - Travel Request
 - Travel Expenses
 - 02/15/2005 anywhere
 - Travel Expenses
 - 02/10/2005 Chattanooga, TN
 - Travel Request
 - Travel Expenses
 - 02/08/2005 Memphis, TN
 - Travel Request
 - Travel Expenses
 - 11/12/2004 anywhere
 - Travel Request
 - Travel Expenses
 - 11/01/2004 anywhere, TN
 - Travel Request
 - Travel Expenses
- Paid Trips

Main Pane (General Trip Data):

- Start of Trip: 03/04/2005 Time: 09:00
- End of Trip: 03/06/2005 Time: 17:00
- First Destin.: Orlando, FL
- Trip Country: US Region: All Places Not Listed, US
- Reason for Trip: Visit Disney World
- Additional Destinations
- Advance
- Alternative Cost Assignment for Entire Trip, if Different to Master CA
- Comments

Main Pane (Expense Receipts):

- Exp. Receipt: 004 Paper Receipt Exists
- Amount: on 03/04/2005
- Additional Information
- Comments
- Alternative Expense Receipt Cost Assignment

Table: Expense Receipts

No.	Exp. Type	P...	Amount	Date
003	Lodging Taxes	<input checked="" type="checkbox"/>	35.00	03/04/2005
002	Lodging Traveler Paid	<input checked="" type="checkbox"/>	200.00	03/04/2005
001	Auto Rental	<input checked="" type="checkbox"/>	250.00	03/04/2005
		<input type="checkbox"/>	0.00	
		<input type="checkbox"/>	0.00	

Bottom status bar: QA2 (1) (300) r3qas OVR

7.1 Click in the *Region* field.

Field Name	R/O/C	Description
Region	R	A region within a country; in the U.S. this equates to a state. In the Travel module, the region drives the reimbursement rates for accommodations and meals. Regions are identified by codes.




The *Region* field is extremely important in the **TRIP** transaction. The *Region* will determine the per diem reimbursement rate for meals and the maximum reimbursement rate for hotels.

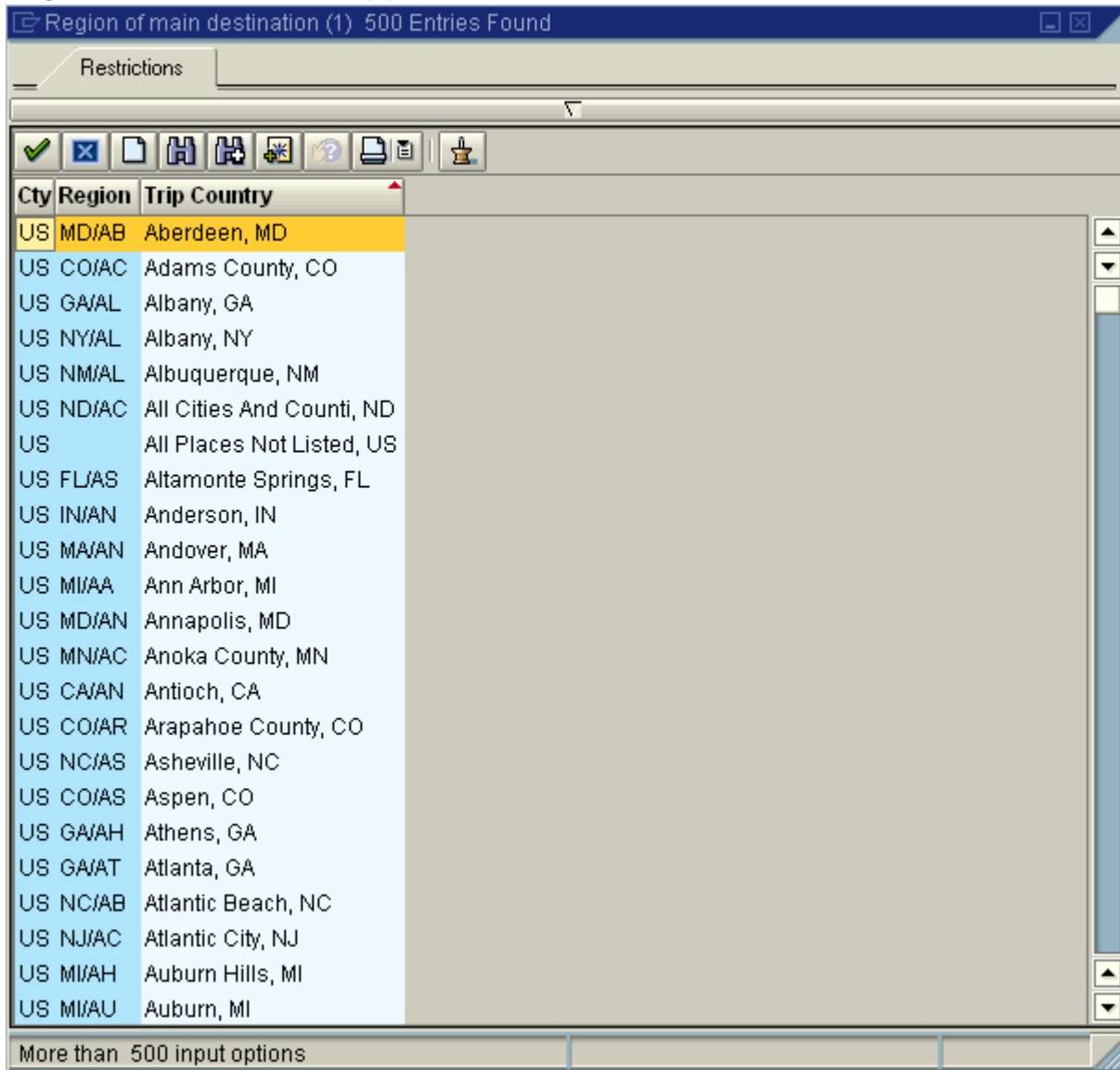
If the traveler is traveling under	Then
University travel rates	University regions must be used
Federal or State rates Example: Traveling for a grant or contract that specifies Federal or State rates.	CONUS regions must be used



The best way to ensure that you have easy access to the University regions and per diem reimbursement rates is to set these regions up in a personal list for the **Matchcode**.

7.2 Click  (**Matchcode**) at the end of the *Region* field for a list of possible values. The list displays all the country/state/city options available from the Federal and State rates. For the University rates, we want to select only those specific codes and put them into a personal list for regions. A portion of the entire list is shown below.

Region of main destination (1) 500 Entries Found



City	Region	Trip Country
US	MD/AB	Aberdeen, MD
US	CO/AC	Adams County, CO
US	GA/AL	Albany, GA
US	NY/AL	Albany, NY
US	NM/AL	Albuquerque, NM
US	ND/AC	All Cities And Counti, ND
US		All Places Not Listed, US
US	FL/AS	Altamonte Springs, FL
US	IN/AN	Anderson, IN
US	MA/AN	Andover, MA
US	MI/AA	Ann Arbor, MI
US	MD/AN	Annapolis, MD
US	MN/AC	Anoka County, MN
US	CA/AN	Antioch, CA
US	CO/AR	Arapahoe County, CO
US	NC/AS	Asheville, NC
US	CO/AS	Aspen, CO
US	GA/AH	Athens, GA
US	GA/AT	Atlanta, GA
US	NC/AB	Atlantic Beach, NC
US	NJ/AC	Atlantic City, NJ
US	MI/AH	Auburn Hills, MI
US	MI/AU	Auburn, MI

More than 500 input options

7.3 Click the **Region** heading to sort the entries by the *Region* field.

Region of main destination (1) 500 Entries Found

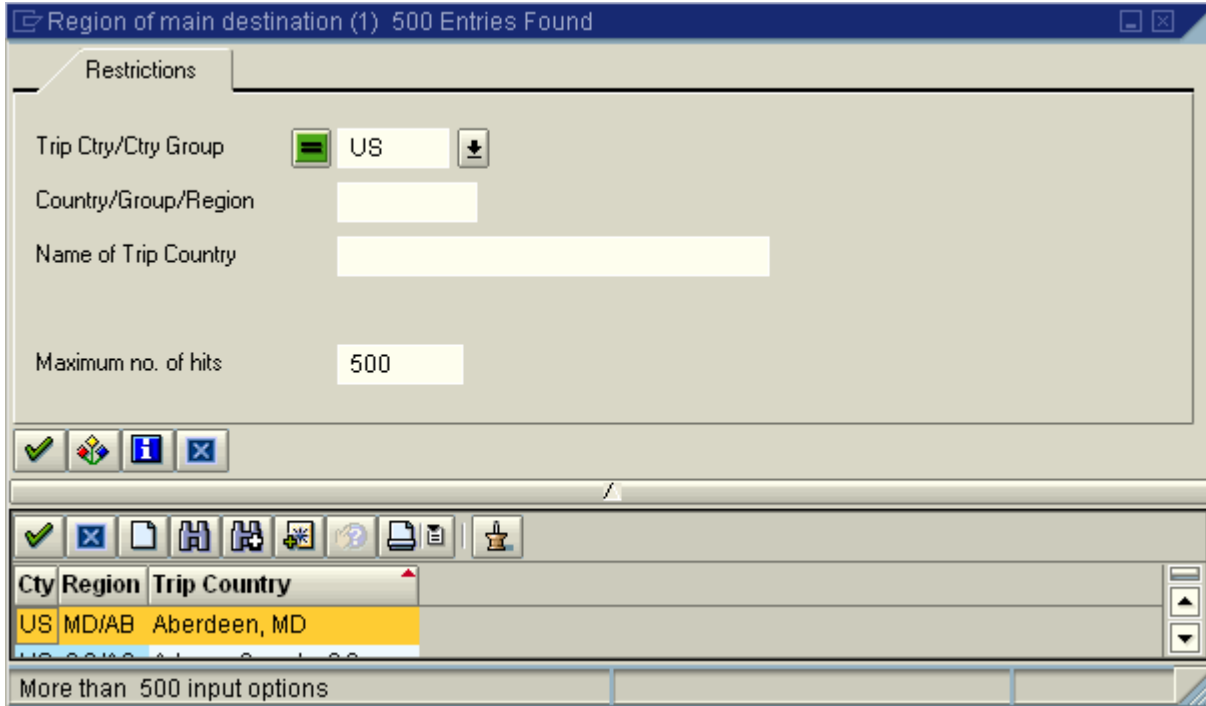
City	Region	Trip Country
US	NJ/PI	Piscataway, NJ
US	NJ/PR	Princeton, NJ
US	NJ/SC	Somerset County, NJ
US	NJ/SP	Springfield, NJ
US	NJ/TN	Trenton, NJ
US	NJ/TR	Toms River, NJ
US	NJ/UC	Union County, NJ
US	NM/	Cities not listed
US	NM/AL	Albuquerque, NM
US	NM/CL	Cloudcroft, NM
US	NM/ES	Espanola, NM
US	NM/LA	Los Alamos, NM
US	NM/LC	Las Cruces, NM
US	NM/SF	Santa Fe, NM
US	NM/TA	Taos, NM
US	NV/	Cities not listed
US	NV/CB	Crystal Bay, NV
US	NV/IV	Incline Village, NV
US	NV/LV	Las Vegas, NV
US	NV/RE	Reno, NV
US	NV/SP	Sparks, NV
US	NV/ST	Stateline, NV
US	NY/	Cities not listed

500 Entries Found


7.4 Click the triangle in the bar under the **Restrictions** tab to expand the selection criteria to search for the University regions for out-of-state travel.




Region of main destination (1) 500 Entries Found

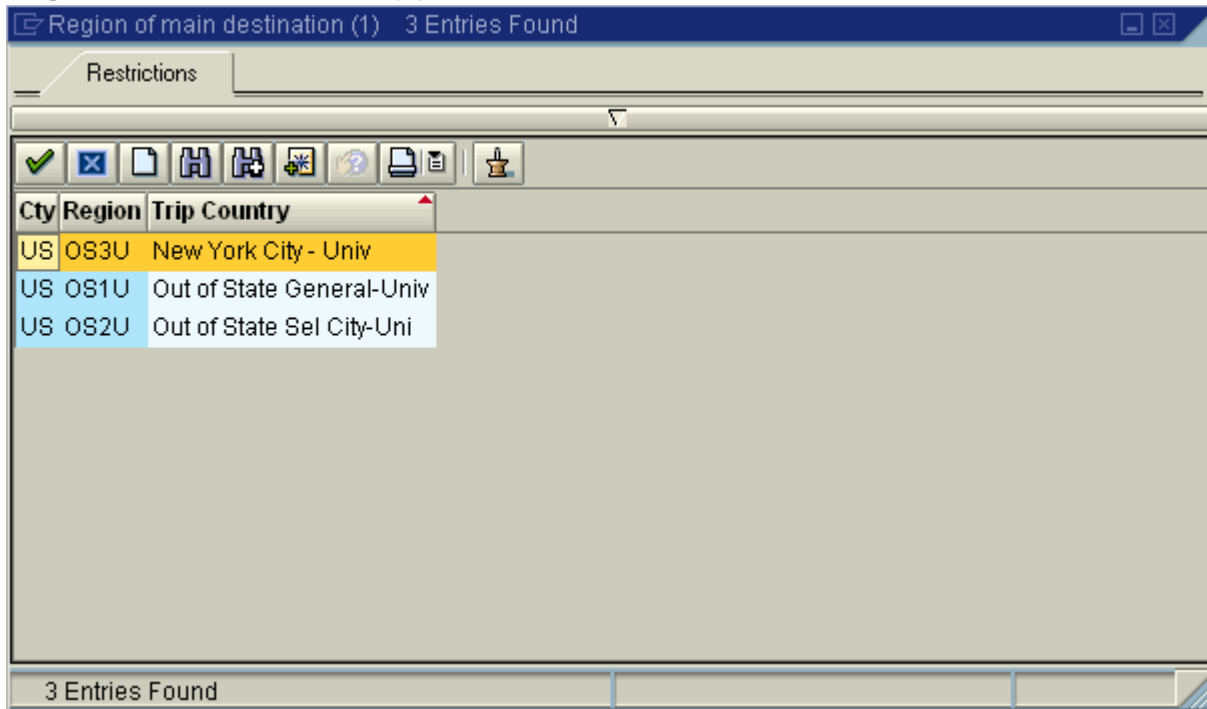




- Enter selection criteria in the following fields:

Field Name	R/O/C	Description
Trip Ctry/Ctry Group	O	A country or group of countries; for example, US for United States, or ALL for all foreign countries when traveling under University rates. Example: US
Country/Group/Region	O	Geographical area within a trip country or trip country group. When traveling under University rates, use, for example, OS1U for Out-of-State General, TN2U for In-State General, or FGNU for foreign travel. Example: os*  To get a listing of the University regions for out-of-state travel, search for all <i>Country/Group/Region</i> codes starting with OS* (for Out-of-State).

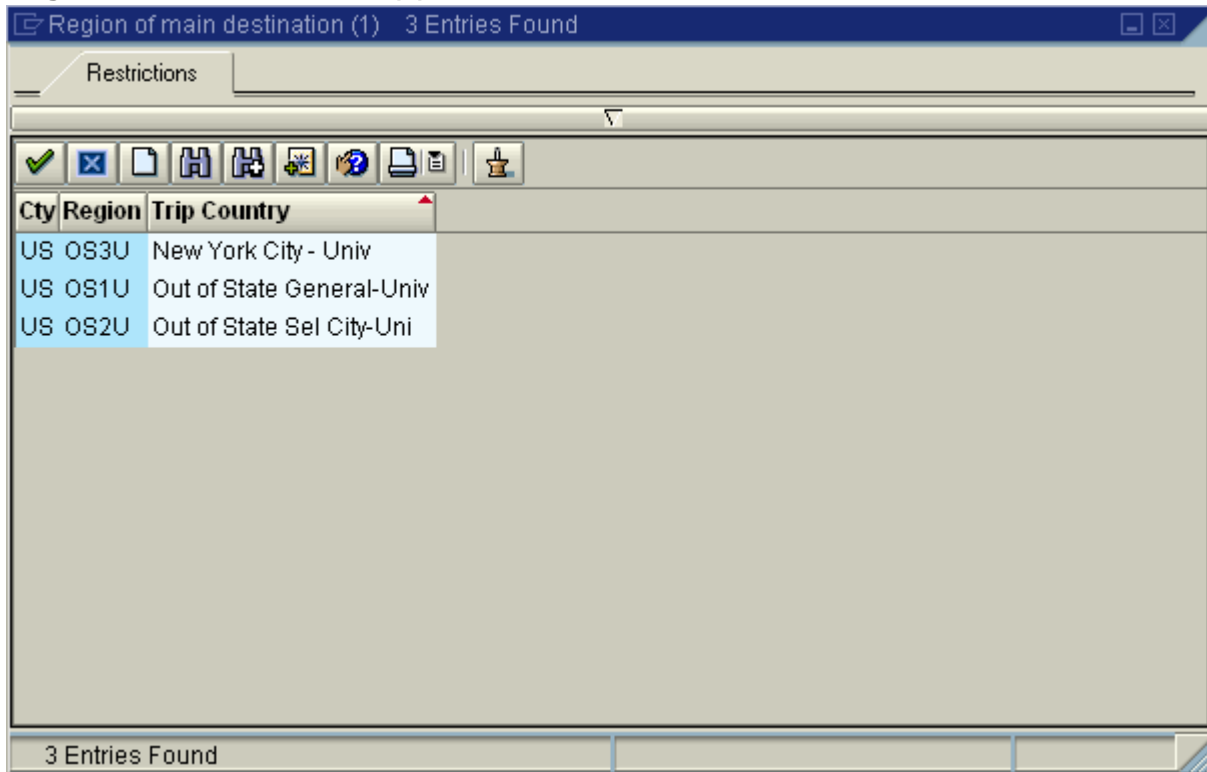
- Click  (**Start search**). The three University regions for use with out-of-state travel under University rates will be displayed, as shown below.

Region of main destination (1) 3 Entries Found



- Highlight each entry and click  (**Insert in personal list**) to put them into your personal list. You must select each entry and add it individually.
- Click  (**Personal Value List**) to check the values in your personal list so far.

Region of main destination (1) 3 Entries Found



- 7.5** Click the triangle in the bar under the **Restrictions** tab to expand the selection criteria to search for the University for in-state travel.

Region of main destination (1) 3 Entries Found

Region of main destination (1) 500 Entries Found

Restrictions

Trip Ctry/Ctry Group:

Country/Group/Region:


Name of Trip Country:


Maximum no. of hits:

Cty	Region	Trip Country
US	MD/AB	Aberdeen, MD

More than 500 input options

- Enter selection criteria in the following fields:




Field Name	R/O/C	Description
Trip Ctry/Ctry Group	○	A country or group of countries; for example, US for United States, or ALL for all foreign countries when traveling under University rates. Example: US
Country/Group/Region	○	Geographical area within a trip country or trip country group. When traveling under University rates, use, for example, OS1U for Out-of-State General, TN2U for In-State General, or FGNU for foreign travel. Example: tn*  To find the University regions for in-state travel, search for all <i>Country/Group/Region</i> codes starting with TN* (for in-state travel).

- Click  (**Start search**). The regions starting with 'tn*' will be displayed, as shown below. Only two of these entries should be placed in your personal list.

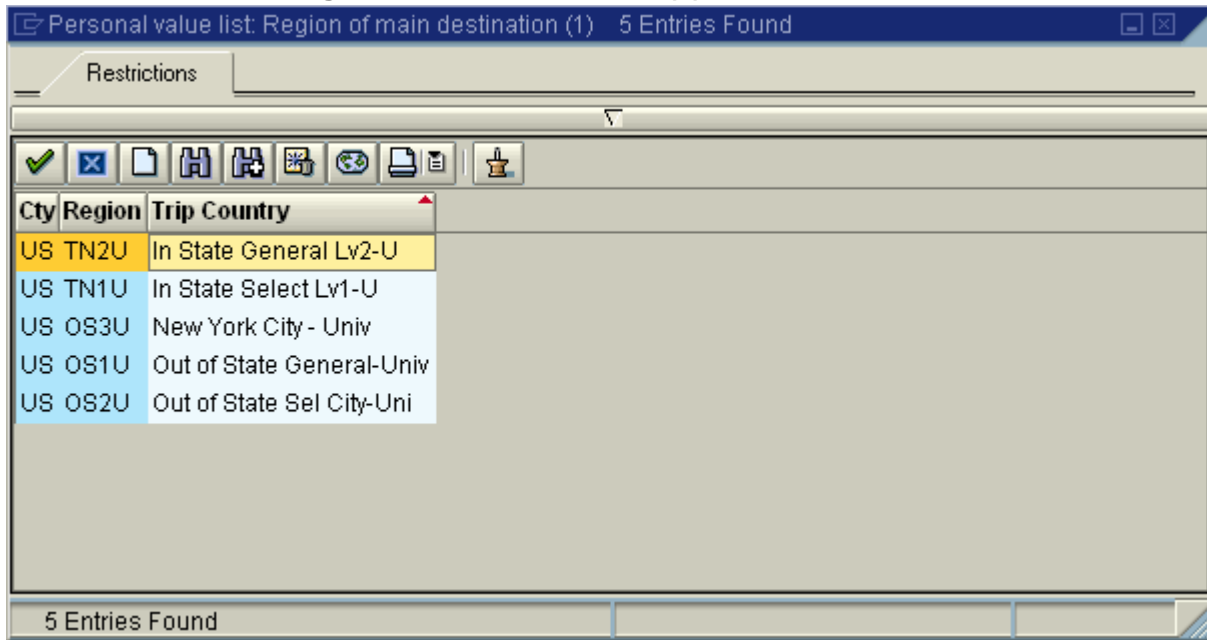
Region of main destination (1) 17 Entries Found

Cty	Region	Trip Country
US	TN/AL	Alcoa, TN
US	TN/BR	Brentwood, TN
US	TN/CH	Chattanooga, TN
US	TN/	Cities not listed
US	TN/FR	Franklin, TN
US	TN/GA	Gatlinburg, TN
US	TN2U	In State General Lv2-U
US	TN3S	In State General Lv3-S
US	TN1S	In State Select Lv1-S
US	TN1U	In State Select Lv1-U
US	TN2S	In State Select Lv2-S
US	TN/KN	Knoxville, TN
US	TN/ME	Memphis, TN

17 Entries Found

- Highlight the entry, “US TN2U In State General LV2-U” and click  (**Insert in personal list**) to put the entry into your personal list.
- Highlight the entry, “US TN1U In State Select LV1-U” and click  (**Insert in personal list**) to put the entry into your personal list.
- Click  (**Personal Value List**) to check the values in your personal list. The regions shown in the personal list below are the regions to be used when the traveler is traveling under University rates.

Personal value list: Region of main destination (1) 5 Entries Found



Cty	Region	Trip Country
US	TN2U	In State General Lv2-U
US	TN1U	In State Select Lv1-U
US	OS3U	New York City - Univ
US	OS1U	Out of State General-Univ
US	OS2U	Out of State Sel City-Uni

- 7.6** Personal lists can also be set up for items in the *Expense Receipts* section such as *Car Rental*, *Airfare*, and *Lodging*.

8. The times in the Travel system are displayed in military time (24-hour clock format). You may enter the times in 24-hour clock format. If you would rather enter the times in AM/PM format and have the IRIS system convert them to military time for you, use the following procedures.

Travel Request Traveler, Sally General E170150

Travel Plan Edit Goto Extras System Help

Travel Request Traveler, Sally General E170150


Overview

General Trip Data

Trip Beginning	01/01/2005	Time	09:05
Trip End	01/03/2005	Time	00:00
1st Destination	Memphis, TN		
Country	US USA		
Reason	Become Familiar with Military Time		
Add. Destinations	-		
Advance	-		
Alternative Cost Assignment for Entire Trip, if Different to Master CA	-		
Comments	-		
Estimated Costs	2,000.00	USD United States Dollar	-

Request Transportation/Accommodation

TP04 r3qas OVR


- 8.1 Click  (**Matchcode**) to enter the trip beginning or ending time. The values will default to the current time in the 24-hour clock format, as shown below.

Choose Time

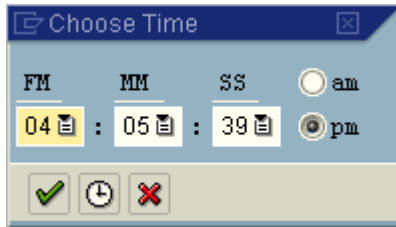
Choose Time

FM	MM	SS
16	05	39

OK Cancel Close

- 8.2** Click  (12h<->24h) to convert from the 24-hour clock format to the 12-hour clock format.

Choose Time



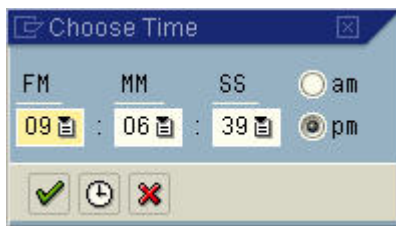
The screenshot shows a 'Choose Time' dialog box with three dropdown menus for hours (FM), minutes (MM), and seconds (SS). The values are 04, 05, and 39 respectively. There are radio buttons for 'am' and 'pm', with 'am' currently selected. At the bottom, there are three icons: a green checkmark, a clock, and a red 'X'.

- 8.3** Enter the correct beginning or ending time by selecting values for the hour, minute, and second fields from the dropdown list in each field.


Click the appropriate button to indicate the time of day: am or pm .

In this example, the traveler returned at 9:06 PM rather than at 4:05 PM.

Choose Time



The screenshot shows the 'Choose Time' dialog box with the time set to 09:06:39. The 'pm' radio button is now selected, and the 'am' radio button is unselected. The '12h<->24h' icon is still visible at the bottom left.

- 8.4** Click  (**Continue**) to save the time. The IRIS system will convert it to the 24-hour clock format, as shown below.

Travel Request Traveler, Sally General E170150

Travel Plan Edit Goto Extras System Help

Travel Request Traveler, Sally General E170150

Overview

General Trip Data

Trip Beginning	01/01/2005	Time	09:05
Trip End	01/03/2005	Time	21:06
1st Destination	Memphis, TN		
Country	US USA		
Reason	Become Familiar with Military Time		
Add. Destinations			
Advance			
Alternative Cost Assignment for Entire Trip, If Different to Master CA			
Comments			
Estimated Costs	2,000.00	USD United States Dollar	

Request Transportation/Accommodation

TP04 r3qas OVR

8.5 Continue with the entry of your travel request.

Result

You have completed your initial settings for the **TRIP** transaction and learned how to work with military time while using the **TRIP** transaction.

Comments



For assistance, please contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.