JOHNS HOPKINS

MEDICINE

JOHNS HOPKINS HEALTH SYSTEM CORPORATION
THE JOHNS HOPKINS HOSPITAL

TRAVEL
&
EXPENSE REIMBURSEMENT

FUNDAMENTALS

STUDENT NOTES
(USER INSTRUCTIONS)

JHHS ODT SAP Training Team
www.hopkinsmedicine.org/sap
November 21, 2011

CONTENTS

INTRODUCTION

PURPOSE: REIMBURSEMENT

The Hopkins SAP Travel Manager is the SAP transaction used by Hopkins employees to request reimbursement (being paid back) for out-of-pocket expenses (expense reporting). This transaction is used to request reimbursement for expenses incurred by employees[1]. Expenses may be for travel, or for other business expenditures. An SAP Hopkins Travel transaction is known as a 'TRIP,' whether or not expenses reimbursed include ones for travel purchases. Hopkins SAP Travel is not used to make travel arrangements.

REQUESTING REIMBURSEMENT FOR OTHERS: TRAVEL ASSISTANT ROLE

Travel Request Assistant is the Hopkins SAP role which allows you to request reimbursement for another person. Alternatively, the Travel Reimbursement Requester role allows a person to request reimbursement for themselves only. You might have both roles, or they may be combined into the Assistant role to allow you to request for yourself and others.

WHAT EXPENSES: FOLLOWING HOPKINS AND DEPARTMENTAL GUIDELINES

The Hopkins SAP Travel Manager is designed to streamline the reimbursement of Hopkins employees and agents. All expenses must fall within institutional, departmental, and other applicable guidelines and approval, and should be verified before expenses are incurred. Travel Assistants entering expenses on behalf of employees must receive appropriate receipts and verifications, which can be scanned and stored as business documents against the expenses entered. Any supporting information can be entered within the TRIP or individual receipts comments section/s.

HOPKINS SAP TRAVEL: PART OF HOPKINS SUPPLY CHAIN

The Johns Hopkins SAP Supply Chain system controls the flow of goods and services. Hopkins SAP Travel is the transaction which allows Hopkins to reimburse employees for goods and services purchased on behalf of Hopkins, which makes this process part of the Supply Chain system.

Purchase Order (PO)	Shopping Cart	The vendor requires a purchase order to before providing supplies.
Vendor Invoice *(for designated non-PO purchases)*	Online Payment Request	Hopkins does not require that a purchase order be created to provide these specific supplies *(See the PO Exception list in the Appendix)*
Employee Expense Receipt	Travel and Expense Reimbursement	Items are initially purchased using an individual's personal funds

[1] Expenses to be reimbursed non-employees are submitted via the "Non-Employee Travel Reimbursement Form" found under "Forms" on the Accounts Payable website, http://ssc.jhmi.edu .

OPENING AND STARTING

LOGGING IN TO TRAVEL MANAGER

Log into Hopkins SAP

Log into SAP either with the SAP icon on your computer's desktop, or by browsing to http://sap.johnshopkins.edu. Log in with your JHED ID and password.

Opening the Travel Manager

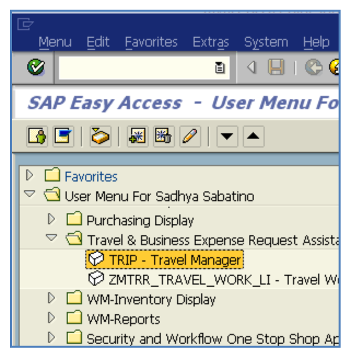
There are two ways to open the SAP Travel and Reimbursement screen.

1. WebGUI *(Web-based Graphical User Interface)* The **Travel Reimbursement** or **Travel Assistant** tab opens a web site that allows you to enter reimbursements from any computer connected to the Hopkins network. Once you click this tab, the Travel Manager screen should

2. WinGUI *(Windows-based Graphical User Interface)* The **ECC** tab opens the SAP software on your computer *(the SAP Easy Access screen)*. The software must be installed[1] and the role assigned to your position for this to be available[2].

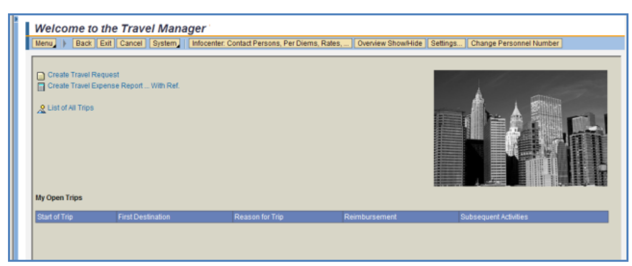
   You may need to click a download line or box on your browser, or a button on a pop-up screen, and then the **ECC** tab again, for the software to open.

   Once open, you will see the "SAP Easy Access Menu" title at the top. On the left will be folders. Click the triangle to the left of "Travel & Business Expense…", and then double-click the Travel Manager transaction.



SAP Easy Access Menu (Win GUI)

Whether you enter through the Travel tab (Web GUI), or SAP Easy Access Menu (Win GUI), the initial Travel Manager screen will appear,



The Initial Travel Manager Screen

[1] LAN Administrators will find installation information at http://h1support.jhu.edu/ .
[2] Look for ZSR articles in the Hopkins SAP Update http://www.sapathopkins.org/ .

CHANGING PERSONNEL NUMBER (ENTERING EXPENSES FOR ANOTHER PERSON)

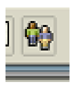
The Travel Manager will default to your Personnel Number. If you are entering for someone other than yourself, you will need to change the Personnel Number to the other person's before entering the expense report.

There are three methods to achieve this: 1. Entering the number directly, 2. Searching within the Travel transaction for an employee within your departmental area, 3. Using the Travel Work List transaction to search for the Personnel Number of someone in a different departmental area.

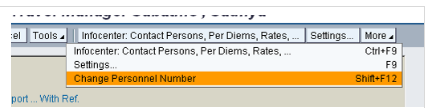
1. Enter the Personnel Number Directly

The best option is to obtain the Personnel Number at the time of the receipts so that it can be entered directly. Click the Change Personnel Number button:

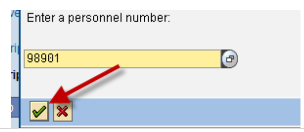
WinGUI: an icon with two little people.



WebGUI: click **More**, then **Change Personnel Number** in the buttons at the top of the page.



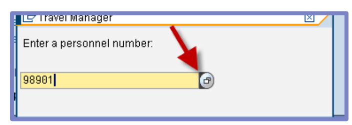
In the **Change Personnel Number** box, delete your Personnel Number which displays by default, enter theirs, and click the **Green Check**.



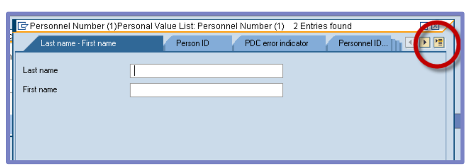
2. Search for the Personnel Number of someone in your departmental area

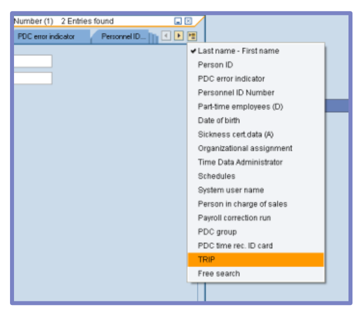
You can use the SAP Travel search to find the Personnel Number of people who are employed in your Organizational Unit department.

- Open the **Change Personnel Number** box as just described.
- Click the search icon to the right of the Personnel Number display.

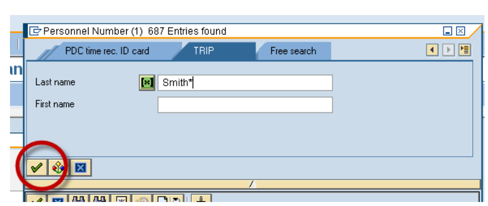


- Click the little menu selection box to the far right of the search box. From the list of search categories, select **TRIP**.

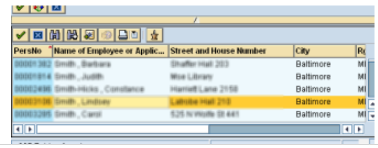




- Enter the employee's full last name. Or, enter just part of the last name with asterisks/s (*) to show that there are more letters.
- Click the **Green Check** mark at the lower left to start the search.



- Double-click the correct person from the list that is provided. If the person does not display, or if it is unclear which option to select, use the SAP transaction **Work List**.*



3. Search for the Personnel Number of any Johns Hopkins employee.
   This process requires opening an additional Sap Step by step instructions for the transaction Work List can be found in "Changing the Personnel Number" in the Addendum.

SELECTING EXPENSE REPORT AND TYPE OF TRIP

Selecting **Expense Report**

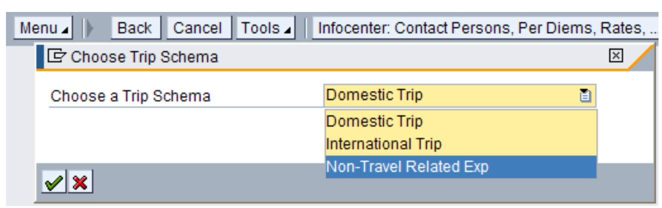
Within the travel transaction itself there are two choices:

- Expense Report - **Create an Expense Report** – To request reimbursement for expenses and mileage.
- Travel Request – Used for requesting Advances. – JHHS employees are NOT eligible for Advances. Advances are not covered in these notes.

Selecting the Type of "Trip"

Three types of Expense Reports (TRIP's) are:

- Non-Travel Expense Report (for local expenses, including local mileage and parking of day trips only)
- Domestic Trip
- International Trip



The most basic 'TRIP' is a non-travel expense report. This can be used to request reimbursement for supplies, meals, mileage, parking, any local or day trip expenses incurred on behalf of Hopkins approved business. Because Hopkins SAP Travel only allows any one day to be used in one 'TRIP,' one practice is to combine out-of-pocket expenses from multiple days into a single day non-travel expenses report.

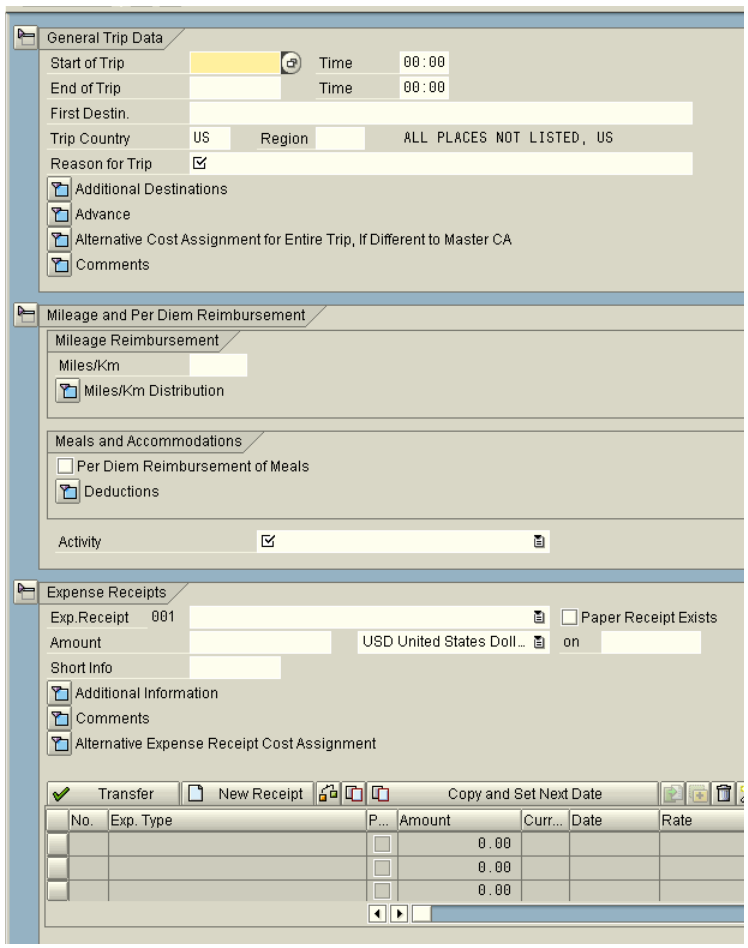
OVERVIEW: THREE SECTIONS OF THE EXPENSE REPORT (TRAVEL MANAGER)

Once you select the Type of "Trip," the Travel Manager screen will open to allow you to give the information your Approver and Accounts Payable will need to approve the reimbursement.

- **General "Trip" Data**
  This section takes just that: the general information about the TRIP, or expense report you are entering.

- **Mileage and Per Diem** *(will be collapsed in a Non-Travel expense)*
  - Mileage is just for miles driven in your personal vehicle on Hopkins approved activity (patient or site visits, meetings, driving to the airport…)
  - "**Per Diem**," "Per Day" allotments for meals and incidentals – mostly used just for International Trips.

- **Expense Receipts**
  This is the section in which you enter the specifics of each receipt requiring reimbursement.

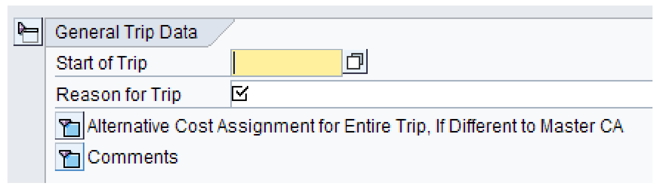


TOP SECTION: GENERAL TRIP DATA

GENERAL TRIP DATA: NON TRAVEL EXPENSE

There are fewer fields and less complexity entering the General Trip Data for a Non Travel Expense Report. The section following this NonTravel section covers the additional entry required for a Domestic or International Trip.

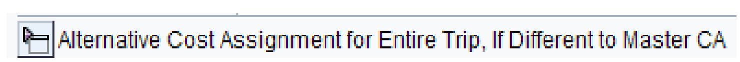
1. **Start of Trip**
   Enter the date of the **Start of Trip**, or for a Non-Travel expense, the date of the receipt/s or a single date for the reimbursement regardless of the dates of the receipts.



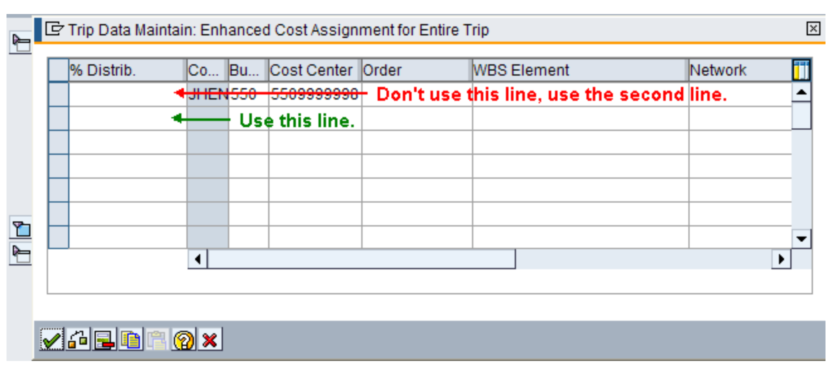
2. **Reason for Trip**
   This is a free text field in which you may briefly explain the purpose of the expense. Be as descriptive as possible to easily enable your Approver and any future accounting or auditing personnel to answer any questions from the information that you entered.

3. **Cost Assignment (Budget Number)**

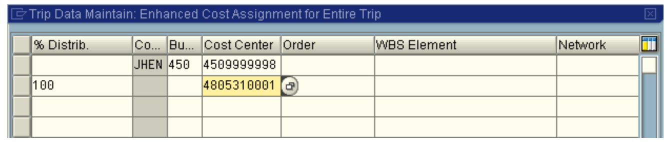
   - Click the blue expand button to the left of **Alternative Cost Assignment for Entire Trip, If Different to Master CA**. Note that "CA" stands for Cost Assignment here.



   - On the <u>SECOND</u> line of the window, click into the **% Distrib.** field and enter the percentage distribution, without a percent sign. For example, 100 or 50 (if less than 100, must be multiple line entries to equal 100).



- You may now enter the number of your Cost Assignment, or "Cost Object." Depending on what your department uses, this will be a **Cost Center**, **Order** (Internal Order), or **WBS Element**. It can be only one of them. As a general rule, Health System (Hospital) employees use the Cost Center column while University (including School of Medicine) employees use Order (Internal Order).

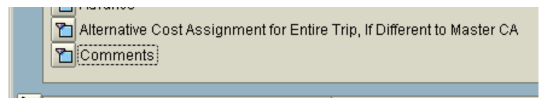


On the same line as the percentage number, enter your number in the appropriate column.

Click the **Green Check** at the lower left.

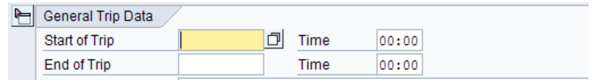
4. Comments

If additional information is needed to identify or explain the TRIP, or any of its elements, click open the **Comments** box to type comments to Approver, Accounts Payable, or for questions which might arise when the specifics of the expenses have been forgotten.



GENERAL TRIP DATA: **DOMESTIC OR INTERNATIONAL TRIP**

1. Start of Trip

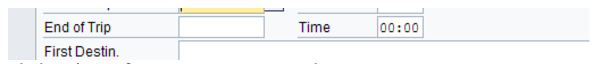


Enter the first day of the trip in the **Start of Trip** field.
You can select the date from the calendar tool on the right of the field or you can enter the date in the format mm/dd/yyyy

2. End of Trip

In the same way, enter the last day of the trip in the **End of Trip** field.

3. Destination (Where Travel Went)



Enter the **First Destin** by typing in the name of the City and State, and if applicable, Country. This is a text field and displays for Approvers and on reports.

4. Trip Country:

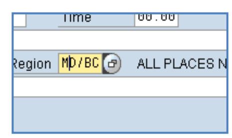
- **For Domestic, Trip Country** defaults to 'US.'
- **For International, leave blank unless you know the formal two-letter abbreviation.** The abbreviation (code) will automatically fill in when you search for the International **Region** (below).

5. Region

For Domestic Trip:

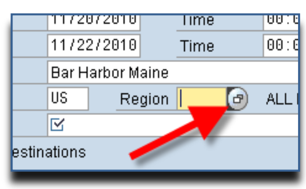
State/City (two letters each). For example, Baltimore, MD is MD/BC.

To Enter Region Directly:



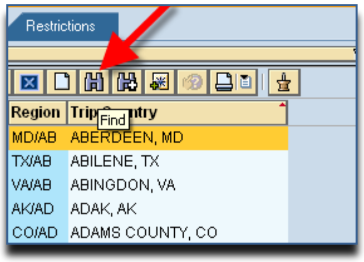
- Type in the State and City abbreviations in the Region box (For example, **MD/BC** for Baltimore, MD).

To Search for Region:

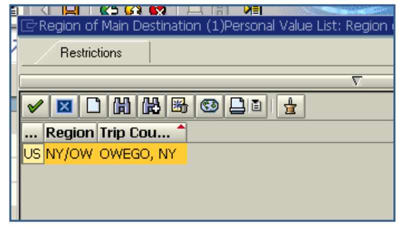


- To search for the Region code (State code / City code) Click inside the **Region** entry field to bring up the search icon to the right of that field. Click it to bring up the search window.

- You may see a long listing from which you can search with the binoculars. You can search, but this listing is incomplete…

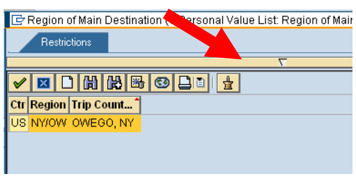


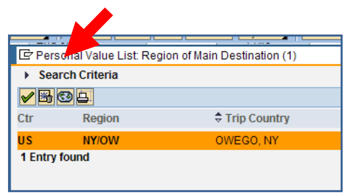
- Or, you may see just one or several Region codes that you have previously searched for and used recently.



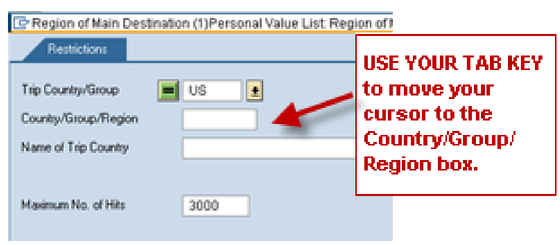
- **However, the most reliable method to search for Region** is to open the **Search Criteria Box**, enter part of the code that you are seeking, and ask SAP to then give you a specific list from which to choose.

- From the initial search window, click the bar at the top of the listing (WinGUI), or the sideways triangle (WebGUI) to open the Search Criteria box.



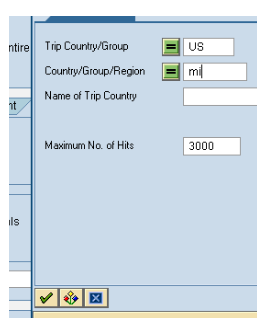


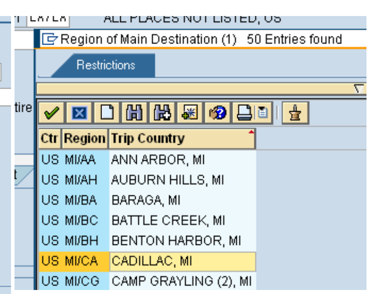
- **USING THE TAB KEY** on your keyboard, tab to the **Country/Group/Region** box



- Type in the two-letter State abbreviation (to narrow the list to just the selections).
- Click the **Green Check** (Start Search)
- From the list that displays, double click your selection.

NOTE: Many cities and towns do not have their own listing. Select the closest one.

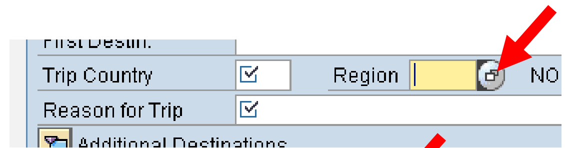


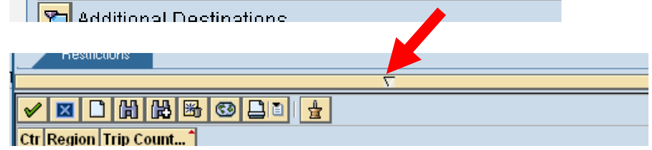


For an International Trip:

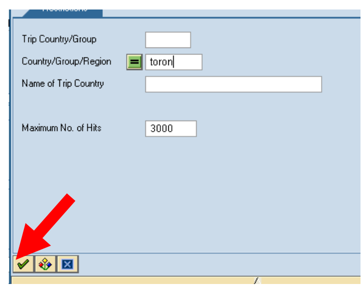
A five-letter code for the city or province (this field may be empty for some countries). For example, BERLI = Berlin; KATHM = Kathmandu...

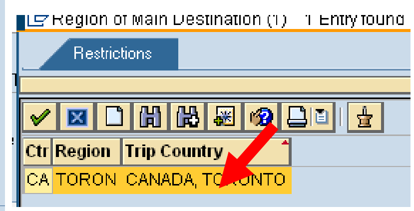
- Click the search icon to the right of the Region box
- Click the bar to open the search criteria box.





- USING THE TAB KEY ON YOUR KEYBOARD, tab to the Country/Group/Region box, and enter up to five letters of the city, town, province….
- Click the **Green Check** to start search…
- Double click the selection to fill in the field. This will automatically fill the Country box as well.





6. **Reason for Trip**

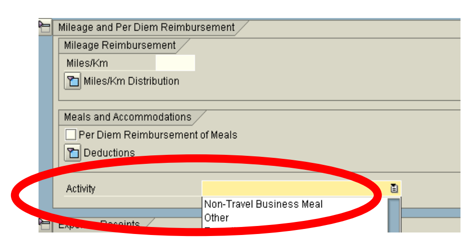
   This is a free text field in which you may briefly explain the purpose of the expense. This text will display to the Approver and will appear on reports.

7. **Cost Assignment (Budget Number)**

You can't enter this until you scroll **down to the Mileage and Per Diem Reimbursement section, and select an "Activity." (see next)**

8. **Activity**

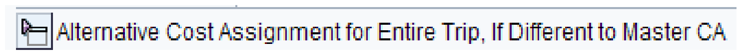
   Scroll to the Mileage and Per Diem Reimbursement section and select an Activity from the pull down. Once selected, the SAP system will then allow you to enter your Cost Assignment (Budget Number).



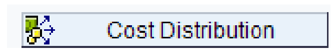
9. Cost Assignment (Budget Number)

Now, scroll back up to the General Trip Data section, and enter the Cost Assignment:

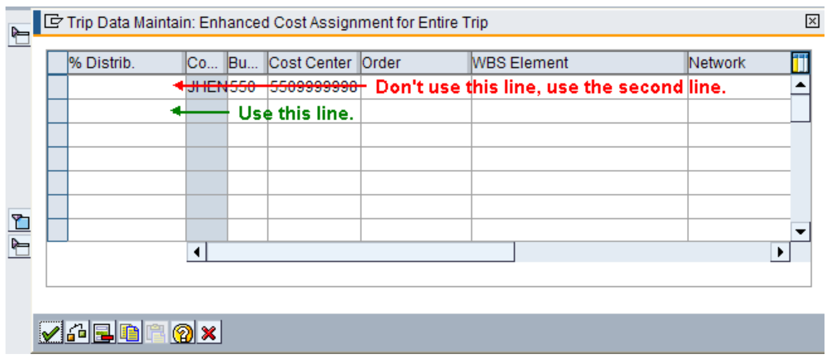
- First, open the Cost Assignment box by clicking the blue expand button to the left of **Alternative Cost Assignment for Entire Trip, If Different to Master CA**. (CA stands for Cost Assignment.)



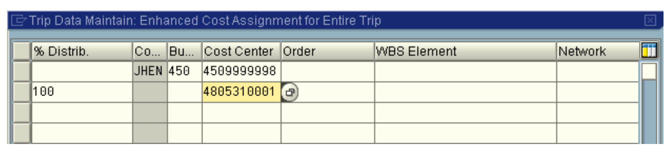
- Click the **Cost Distribution** button.



- On the SECOND row of the table which displays (first blank row), click into the **% Distrib.** field and enter the percentage distribution, without a percent sign. For example, “100”, or “50” if being split between multiple cost assignments. The numbers must add up to 100.

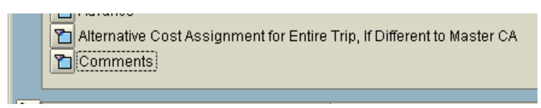


- You may now enter the number of your Cost Assignment, or “Cost Object.” Depending on what your department uses, this will be a **Cost Center**, **Order** (Internal Order), or **WBS Element**. It can be only one of them. As a general rule, Health System (Hospital) employees use the Cost Center column while School of Medicine employees use Order (Internal Order). On the same line as the percentage number, enter your number in the appropriate column, then click the **Green Check** at the lower left. This entry will set the Cost Assignment for the entire TRIP.



10. Comments

If additional information is needed to identify or explain the TRIP, or any of its elements, click open the Comments box to type comments to Approver, Accounts Payable, or for questions which might arise when the specifics of the expenses have been forgotten.

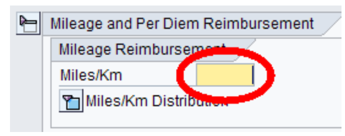


MIDDLE SECTION: MILEAGE AND PER DIEM REIMBURSEMENT

Use this section if you are to be reimbursed for non-commuting mileage in your personal vehicle, (or if you are entering a reimbursement for an international trip for which Per Diem meal and incidentals are being requested, rather than individual receipts being entered.)

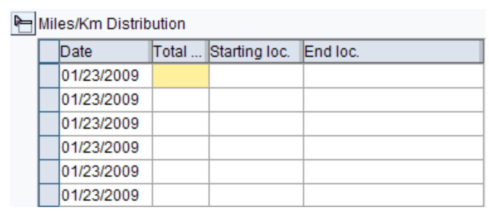
1. **Mileage and Per Diem Reimbursement** section
   If the section is not already open, click the Click the blue expand Button to the left of Mileage and Per Diem Reimbursement.

2. **Miles to be reimbursed**
   If you are simply listing your miles as a total, without breaking out individual drives, then enter the total miles in the Miles/Km field. (If so, note specifics of drives as text in the Comments section in General Trip Data.)



3. **Miles Distribution**
   If it is necessary to detail miles as a distribution, click the blue expand button to the left of **Miles/Km Distribution**.

   Enter the **Date**, **Total Miles**, **Starting**, and **Ending** locations for each segment. NOTE: SAP will not accept mileage detail outside the timeframe of the expense. For a Non-Travel expense, this is only the single day of the "Trip."



   NOTE: Any specific dates listed in the mileage distribution box must be in the date range of a TRIP.

4. **Close the section**
   Click the button to the left of **Miles/Km Distribution** to save and close.

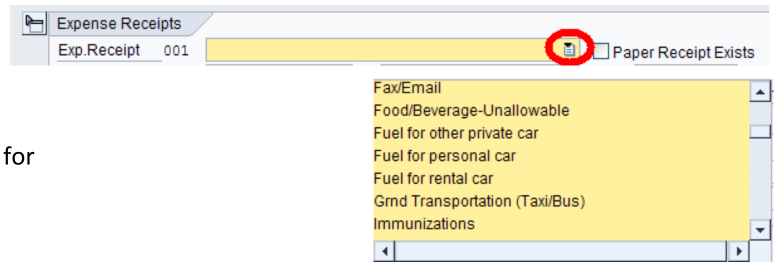
BOTTOM SECTION: ENTERING INFORMATION FOR EACH RECEIPT

BOTTOM SECTION: ENTERING RECEIPTS, INTRODUCTION

Follow these steps to enter information from your receipts.

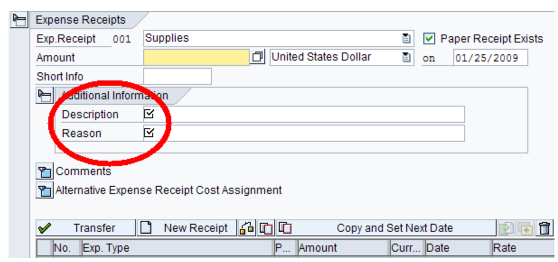
1. Click the list button on the right side of the **Exp. Receipt** field. This displays the list of expense categories.

2. Scroll up or down to locate the category for your receipt and click on it to select.



Note: in this list, some of the categories are marked as Pd. By JH. This allows you to track and report on travel purchases made by Johns Hopkins on behalf of the traveler, such as lodging, airfare, and conference fees. This is for IRS compliance. Only select one of these categories if the expense was not incurred by the traveler. The person for whom the expense is being entered will <u>not</u> be reimbursed for items noted as PD.

3. Complete any additional required information based on the Expense Type selected. In this example, we have selected Supplies and so the screen changes to add two fields specific to the Supply expense. Note that the Description and Reason have checkmarks which means they are required fields.



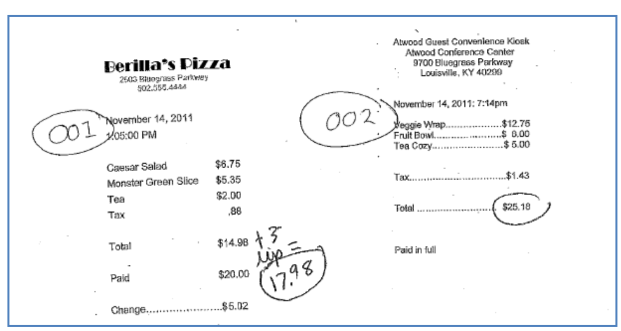
4. If additional explanation or notes are required for a specific expense, click to expand the Comments section and enter.

5. If different Cost Assignment, or Cost Assignment percentages, is required for an individual receipt, open and enter in **Alternative Expense Receipt Cost Assignment**.

6. When finished, click **Transfer** to place the information in the table below the header section.

7. You will note that the receipts are numbered 001, 002, 003…

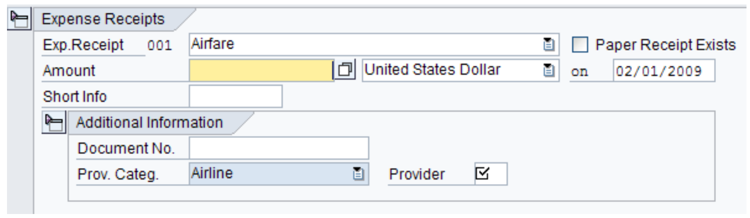
   To enable your Approver and Accounts Payable representative to match the receipts here, with the PDF copies you provide for documentation, organize and enter receipts in date order, and note the corresponding SAP receipt number on your PDF copies to match.



BOTTOM SECTION: RECEIPTS FOR AIRFARE

Important note: Because the Expense Report must cover the ACTUAL Trip Dates, Airfare must be processed under the first date of the Trip even though the ticket was purchased prior to the trip. Once paid, the Expense Report can be opened to accept later expenses for additional payment.

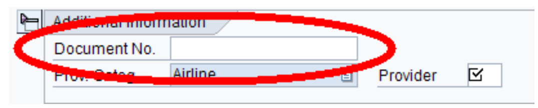
1. Click the menu icon on the right of the Exp. Receipt field to view the Expense Receipt Categories, and select Airfare (NOT Airfare Pd. by JH).



2. Enter the Amount of the ticket.

3. Enter the date as the actual date of the receipt.

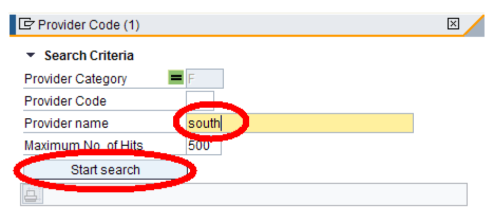
4. Enter the Ticket or Confirmation Number in the Document No. field.



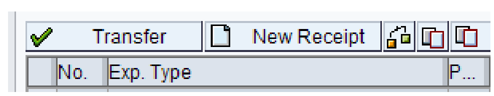
5. Enter the Airline Provider Code. Click the Provider field and then click the search icon.

6. If the Search Criteria box is not immediately visible, click the triangle (Web GUI) or grey bar(Win GUI) to open it.

7. In the Provider Name field enter part of the name of the airline. For example, type in “South” to search for Southwest Airlines. Then click **Start Search.** Double-click the Airline Name or click the **Green Check** to select it.



8. Click **Transfer**. At the message that date of receipt is ‘not within trip duration,’ hit Enter to acknowledge and complete transfer.

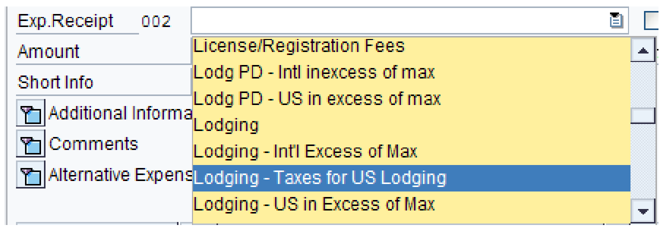


BOTTOM SECTION: ENTERING RECEIPTS FOR HOTEL (LODGING)

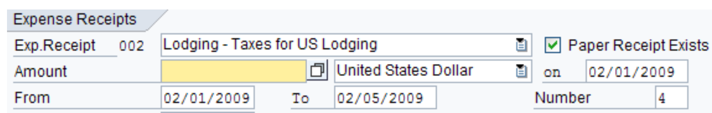
1. For a Domestic Trip, Lodging must be split out into at least TWO line items, and Possibly THREE:

   - Lodging – Taxes for US Lodging
   - Lodging
   - Lodging US in Excess of Max
   - Additionally, any non lodging charges, such as parking, meals, shuttles must be entered separately.

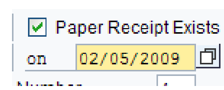
2. On a paper copy of the lodging receipt, add all taxes items into a total (if not already provided). Enter that total into the Exp. Receipt field, using the category **Lodging – Taxes for US Lodging** category. (Do NOT use the category: Lodging PD – Taxes for US Lodging).



3. View the **From** and **To** date and **Number of days** as carried down from General Trip Data. Make any changes needed.



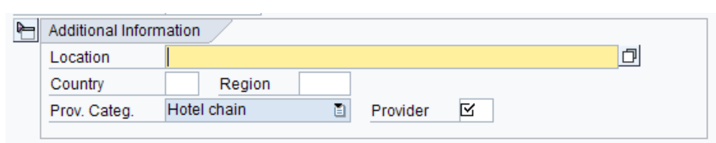
4. The receipt date of Lodging entries should be the last date of the Trip.



5. Note that any non-lodging items (such as meals) that appear on the hotel bill should be entered as separate items. Enter each non-lodging as a separate expense in the appropriate Expense Category.

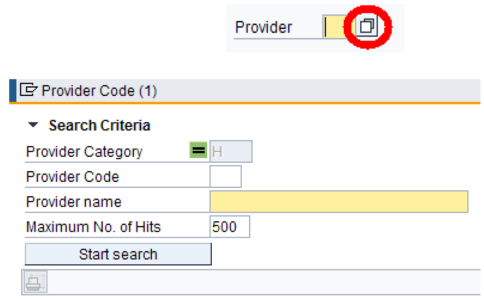
6. After all taxes and non-lodging expenses are accounted for, enter the Lodging charge using the Lodging category.

7. Fill in the **Location**, **Country** and **Region** fields from the General Trip Data box.

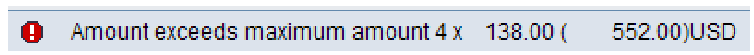


8. Enter the Hotel Chain Provider Code. Click in **Provider** box. Click the search icon. Enter part of Hotel Chain name in **Provider name** field. Click **Start Search**. Double-click on the name of the Hotel Chain to enter the code into the box.

   If the appropriate Hotel Chain is not on the list, or lodging was provided by a non-chain, enter **ZZZ** as the **Provider Code**.



9. Click **Transfer**. Look at the bottom left of the screen. If the amount for lodging exceeds the allowed amount for that region, there will be an error message stating that the amount exceeds the Maximum Allowed for that number of days. If necessary, maximize the window to view the full screen. Make a note of the amount displayed.



   As an example, let's say that the maximum allowed for is $552, but the bill, minus taxes and other charges, was for $652. That leaves exactly $100.00 which should be entered as a separate line.

10. Enter remaining lodging amount as **Lodging – US In-Excess of Max** (NOT Lodging PD US in Excess of Max).

Sample Domestic Trip Lodging Receipt Lines

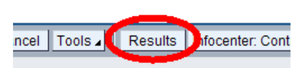
Line	Totals from Receipt	$120.00
001	Lodging – Taxes for US Lodging	$20.00
002	Lodging	$90.00
003	Lodging – US in Excess of Max	$10.00
	Totals	$120.00

11. For International lodging, only split the lodging expenses between lodging and lodging in excess of, but do so using the Lodging International selections.

VIEWING FULL TRIP INFORMATION (USING THE "RESULTS" BUTTON)

At any point, click the **Results** button to view all of the information you have entered thus far.

1. Click the **Results** button at the top of the window to view the information entered, along with updated calculations.



2. Scroll down through the screen to view cost assignment/s, mileage, comments, and specifics for any expense.

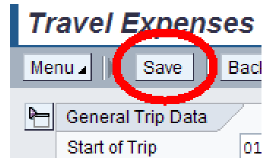
3. To print the document, select **Tools**, **Print** (WebGUI); **Printer icon** (WinGUI).

4. Click the **SAP Back Button** (little green circle with white check in WinGUI, a button with the word "back" in the WebGUI) to return to the Expense Reimbursement entry screen.

SAVING AND SUBMITTING THE EXPENSE REPORT

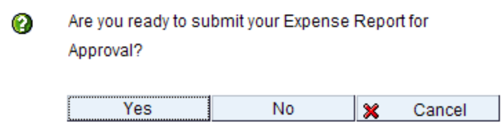
Save your work early and often to prevent losing your work unexpectedly. Note that the first time you save, the expense report will be given a Trip Number. The second time and any time after, you will be asked if you want to submit for approval.

5. Click the **Save** button as many times as needed to retain your work. Saving early and often is a good rule.



The first time you save, your expense report will be given a **Trip Number**. The second time saved, and every time after that, a box will display to ask, “Are you ready to submit your Expense Report for Approval?” Click **No** each time until the expense report is ready for review by the Approver.

6. To submit for approval, click **Save**. If this is the first time you’ve saved then you must click **Save** a second time. At the prompt “Are you ready to submit your Expense Report for Approval?” click **Yes** to submit for approval.



7. Once you click **Yes**, your expense report is saved and submitted.

Do not save again unless you need to change the Expense Report, or to pull it back from the Approval flow.

8. Click the **Back** button to return to the initial Travel Manager screen before logging off.

OPENING AND RE-SUBMITTING A PAID EXPENSE REPORT

If you pay for portions of a trip or other expense over a period of time, submit each expense as you spend the money. You can then re-open the expense (TRIP) once paid, to enter additional receipts. This contains all of the associated expenditures in one central document, and enables you to be reimbursed in the most timely manner.

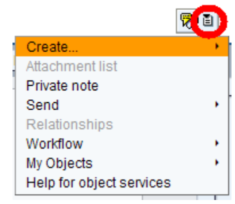
SAP will calculate payment by subtracting any previous paid total from the new total. If all previously entered receipts remain the same, then the payment will be the new receipts only. If any previously paid receipt amounts are changed (such as a changed airfare amount), that will be calculated into the amount paid, either reducing or increasing the amount paid accordingly.

1. Once a TRIP is paid, re-open from List of All Trips. See "USING LIST OF ALL TRIPS" within "CHECKING STATUSES AND PAYMENTS"
2. In Comments, alert the approver that this is a new submission of a previous paid TRIP, and that only the amount not yet paid will be paid.
3. Enter any new receipts.
4. Make any changes to previously paid receipts that might be needed (a change in airfare or hotel, for example)
5. Create a PDF file of additional receipts, numbered according to the new receipt line numbers, and upload. See "SUBMITTING A RECEIPT (STORING A BUSINESS DOCUMENT)."
6. Once complete, Save, and when prompted, click "Yes" to submit the updated TRIP to the Approver.
7. View the Approver in Workflow (see "VIEWING WORKFLOW"), and if needed, alert the Approver that the expense is a re-submission, and that only the unpaid amount will be paid.

SUBMITTING A RECEIPT (STORING A BUSINESS DOCUMENT)

Before you begin this procedure, you should have your receipts ready as **PDF files.** Use a copier with scan capabilities or a desktop scanner to create the PDF files.

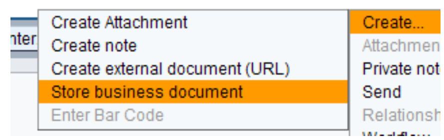
1. Save the expense report at least one time to receive a **Trip Number** (on top menu bar)



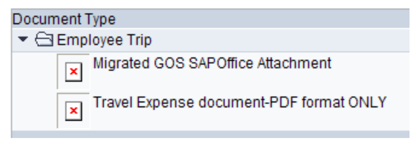
2. Locate the **Services for Objects Icon** (WebGUI – Upper Right, WinGUI – Upper Left).

3. Click the list image on the right of the icon.

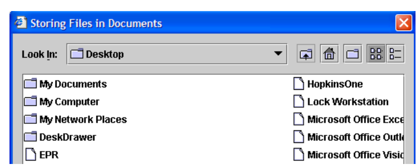
4. Click **Create** – **Store Business Document**.



5. Double-click – **Travel Expense Document–PDF Format Only**



6. Browse to the Scanned Document on your computer and Double-click to select it.



7. Click the **Green Check** to save the Scanned Document to the Accounts Payable server, associated with your TRIP (expense report).

8. IMPORTANT: If the expense report is already saved and submitted, do not save again. Instead, back out using the **Back** or **Cancel** Button.

9. If TRIP has not yet been submitted, save and submit when completed. Do not save again after submitting, unless to accommodate actual changes in TRIP itself. If save again, submit again to keep in workflow.

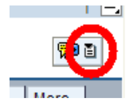
NOTE: for users not able to scan as PDF: http://ssc.jhmi.edu > Forms > Travel and Business Expense Reimbursement Cover Sheet.

VIEWING ATTACHED RECEIPTS

Follow these steps to view receipts that have been scanned and attached to the expense report.

1. Open the expense report. Locate the **Services for Objects Icon** (WebGUI – Upper Right, WinGUI – Upper Left).

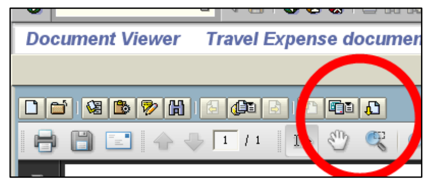
2. Click the list icon on the right to bring up your options as text.



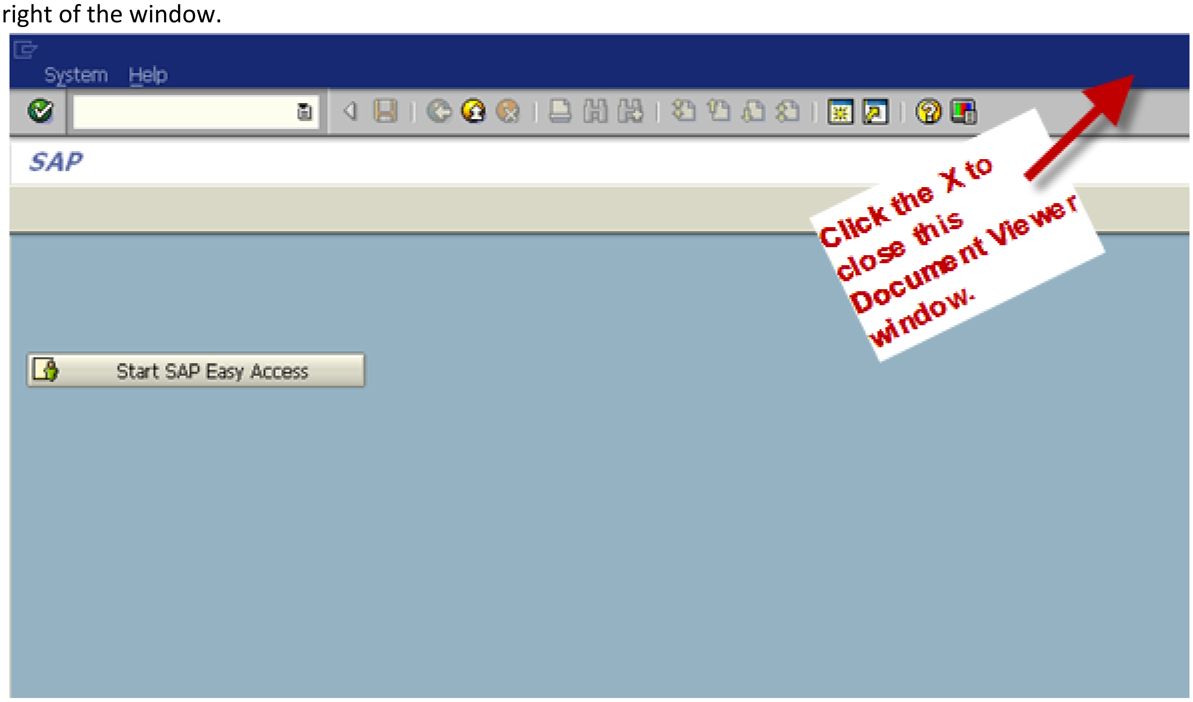
3. Select **Attachment List**.

4. Double-click the document line (“Travel Expense document-PDF format ONLY”) to open your stored receipt/s.

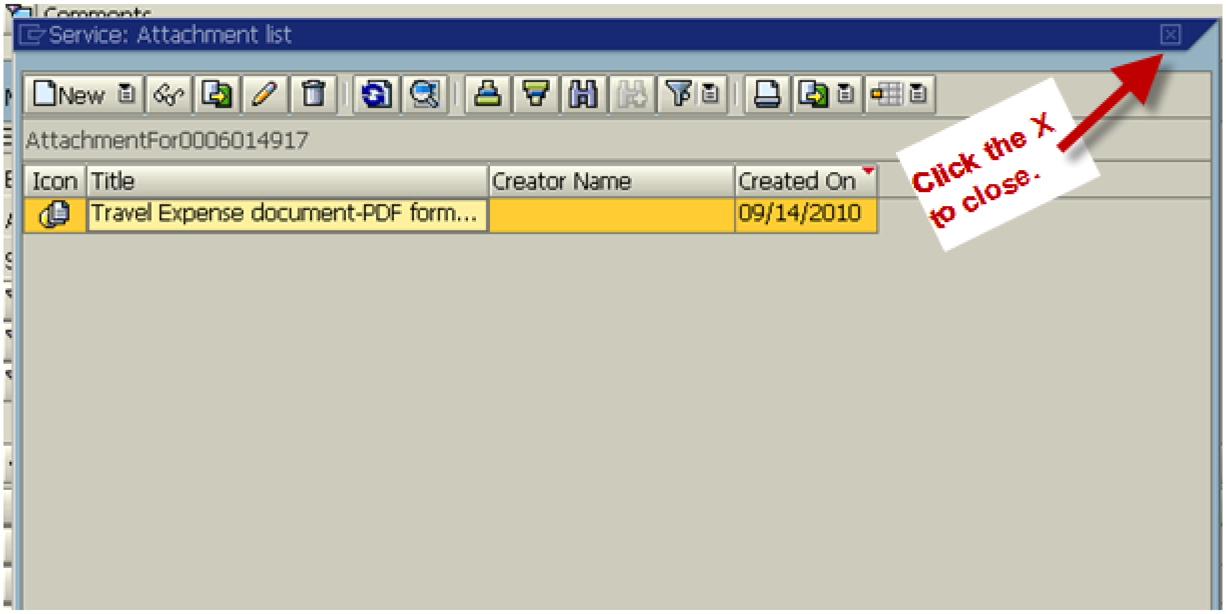
5. Use the Document Viewer Navigation Buttons to view PDF files with more than one page (PDF display will only say 1 of 1 even if multiple pages). Click through the pages using these navigation buttons.



6. When finished viewing, Click the X to close this window
7. If you are in the WinGUI view (ECC, SAP Easy Access), you will also need to close this next screen which appears. It is still just a display within the document viewer, and can be closed by clicking the x at the upper right of the window.



8. Then, close the next Document Viewer window.

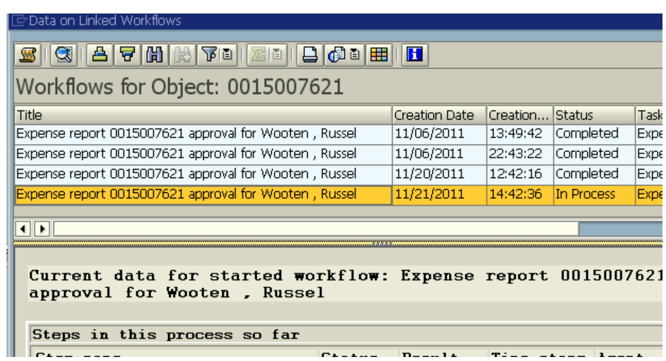


VIEWING WORKFLOW

Workflow is how a transaction routes through appropriate processes and approvals to be finished (in this case, paid). Each time a TRIP is saved, and then submitted, a new Workflow is initiated. If a previous Workflow was initiated but not complete, it will be stopped, "logically deleted," and replaced with the newly Workflow.

Additionally, anytime a TRIP is in active Workflow, and re-saved, it will then be pulled back out of Workflow (removed from the approver's inbox), and will need to be re-submitted, when will begin the Workflow process anew.

However, once a TRIP has been paid, that Workflow is complete and cannot be changed. Instead, if you are opening a previously paid TRIP to add new receipts, and submit that trip for approval, a new Workflow will be initiated that will not affect the previously completed one. You can see all Workflows for a specific TRIP from the Workflow view.

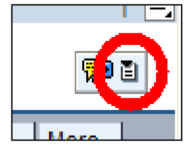


View Workflow either from inside the TRIP, or from your ECC Outbox.

OPENING WORKFLOW FROM INSIDE THE TRIP

When you first submit a TRIP, you can do a quick check from the Services for Object Workflow.

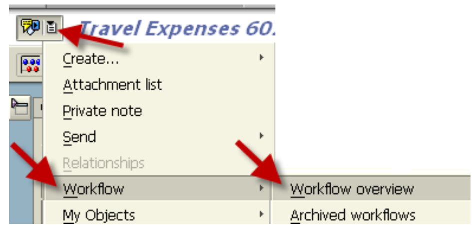
Opening the Workflow window from inside the TRIP.

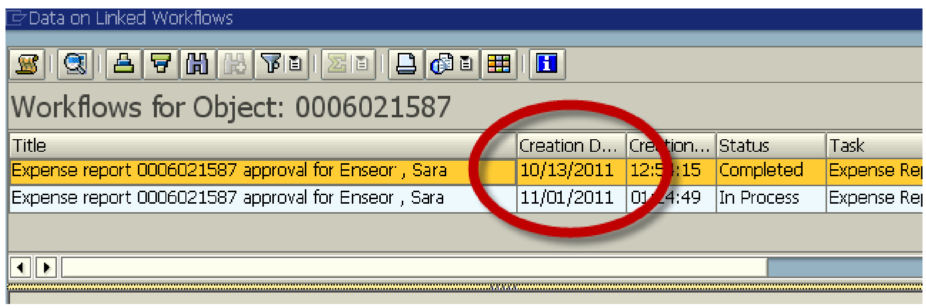


1. Once the TRIP in question is opened (and saved and submitted at least once), locate the **Services for Objects** Icon (WinGUI – Upper Left; WebGUI – Upper Right).

2. Click the list image on the right of the icon.

3. Select **Workflow** – **Workflow Overview**



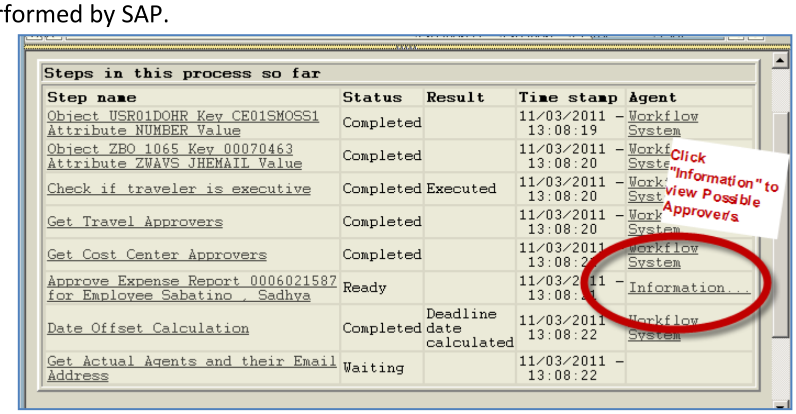


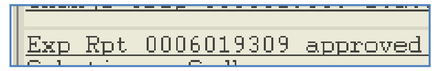
4. **Top Section** – The top section displays all workflows initiated for this TRIP. Be sure to select the most recent workflow to view its current status. Double-click the latest submission date to view the current Workflow. (If TRIP has only been submitted one time, will already be selected.)

5. Each time a TRIP is re-saved, SAP will create a new Workflow. Any previous Workflow processes which are still active will be "logically deleted," or stopped. In this top section, any Workflow which is no longer active – whether approved, rejected, or logically deleted, will display as "Completed." You will need to view that line in the section below to know the result of any line of Workflow.

6. **Bottom Section** – View **Steps**, **Statuses**, **Agents**. Scroll down to view the Workflow. There are many lines which are simply statements of the steps performed by SAP.

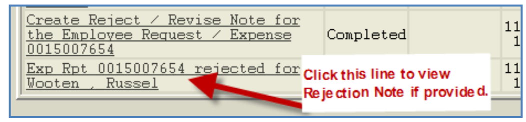
7. Look for the line, **Approve Expense Report**… under Step name. "Information" will display in the **Agent** field until an Approver has opened the TRIP. Click **Information** to see who has the document to approve.





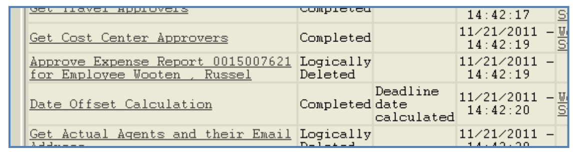
If only one Approver is required based on the Cost Assignment entered, once the Approver approves, this step of Workflow is completed, and it routes to Accounts Payable Shared Services. You will see "Trip... Approved" in the bottom left line of Workflow log to designate that TRIP was approved by Approver.

8. If the TRIP was rejected, click the step line that states "Expense Report Rejected" for the explanation and any instructions from the Approver on how to proceed.



9. Note: if more than one Cost Assignment is charged, there may be two Approvers required.

10. Note: if an "Optional" Travel Approver is assigned as well as a Primary Travel Approver, that Approver must approve as well for the TRIP to be completed.



11. If the TRIP was re-saved, the "Approve Expense Report" step will now display as "Logically Deleted." Look for a later submission, or re-submit to send through Workflow again.

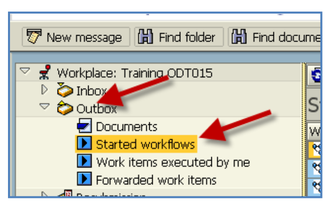
12. Click the X in the upper right of the Workflow window to Close.

See the next section on how to access this same information from your Outbox.

VIEWING WORKFLOW FROM YOUR ECC OUTBOX

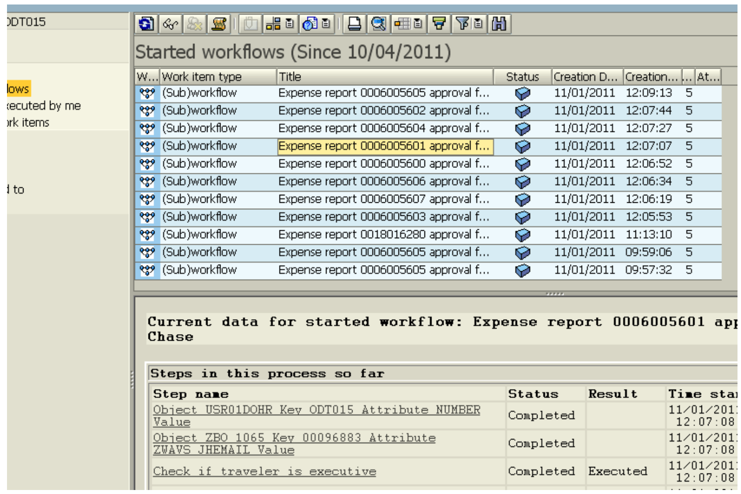
Once your TRIP is submitted for approval, you will want to check Workflow from your Outbox, so as not to open the TRIP when your Approver or Accounts Payable is seeking to open the same TRIP.

1. To view Workflow from the SAP Easy Access Menu (the WinGUI launched by clicking the ECC tab), begin by clicking the **SAP Business Workplace** "Inbox" icon near the upper left of the SAP Easy Access Menu screen.



2. From the next window, open your "Outbox" by clicking the triangle to the left of **Outbox**. Then select **Started workflows**.

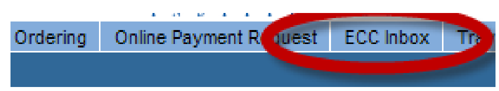
3. To the right, you will see all ECC transactions submitted by you within the past thirty days[1].



4. In that upper right quadrant of your screen, single click the TRIP in question. The same Workflow steps that you see in the TRIP Workflow will display in the lower quadrant below.

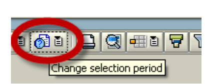
5. Follow the the steps beginning with #4 in the previous section, "OPENING WORKFLOW FROM INSIDE THE TRIP."

   NOTE: If you re-save a TRIP, you will still see the initial Workflow line item here, but it will be a stopped Workflow (logically deleted). Once that TRIP is re-submitted, there will be a new Workflow line for that submission with active information.



NOTE: You can also view Workflow from your ECC Inbox tab. However, options are limited, and Workflow steps are not displayed on the initial screen. If you have the ECC tab, and are able to open the SAP Easy Access Menu, the Outbox available there provides better options and information.

[1] You can change the time range by "Changing the Selection Period" within your Outbox options.



CHECKING STATUSES AND PAYMENTS

USING LIST OF ALL TRIPS

ACCESSING AND OPENING TRIPS FROM LIST OF TRIPS

1. Open **Travel Manager** and change **Personnel Number** if searching on behalf of another person
2. Click **List of All Trips**
3. **Open Trips** will begin fully opened. The **Paid Trips** folders will begin collapsed.

VIEWING TRIP INFORMATION FROM LIST OF TRIPS

1. Review TRIPS within the **Open Trips** folder. These **TRIPS** may be:

- Saved and not submitted
- Saved, submitted, not yet paid
- Previously paid, and re-opened, with additional expenses added, re-saved, and re-submitted, and additional expenses not yet paid from re-submission.
- Saved, submitted, and accidentally saved again without submitting again (not in Workflow)

2. View Designated Statuses of **Open Trips**:

- Pull column edges as needed to view status lines
- If in the WebGUI, close **Detailed Navigation** panel – if taking up space on the left – by clicking Little Blue Triangle in upper left of **Detailed Navigation** panel on left.
- **Statuses:**
  - **Released for Approval, Trip Completed/ To Be Settled:**
    Saved in the system. May or may NOT have been sent to Approvers (You must **Check Workflow**), Approval Not Completed
  - **Trip on Hold**: TRIP has been approved by Approver. Is awaiting AP (Accounts Payable) review and approval (They check for receipt and complete the audit process)
- **Trip Approved/Transferred to FI** – Department and AP Approval has been received. **TRIP** will move to the Paid Trip Folder, and person will be paid the amount of that submission.

3. To review TRIPS within the **Paid Trips** folder, expand the folder, and each TRIP within by clicking the Right-Facing Triangle to the left of the folder and each TRIP line.

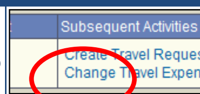
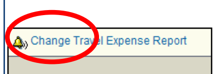
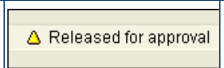
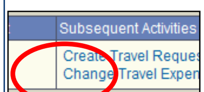
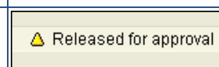
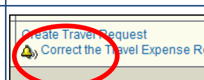
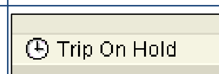
- If in the WebGUI, close the **Detailed Navigation** panel on the left by clicking the Little Blue Triangle in upper left of **Detailed Navigation** panel.
- Pull column edges as needed to view **Amount** column. View the total **Amount** paid on this **TRIP** regardless if one or multiple submissions. (In WinGUI, view date of payment, or last payment, under the **Travel Expense Statement Is...** column.

- To view multiple payments on one TRIP (such as Airfare paid, then Lodging added and paid, then Meals Receipts added and paid...), click **Display Payment History**. If the role, AP (Accounts Payable) Display has been assigned to your position, you can view individual payments made.
- Reimbursements are paid in the manner the person receives Payroll, but NOT in Payroll checks.

Note, if a TRIP was submitted and paid more than one time (for example airfare purchased in advance of a trip, and then hotel accommodations, followed by individual receipts), all payments will be combined displaying only as of the last payment date. Call Accounts Payable, or request the AP Display role, if this additional information is required.

4. To open a Paid Trip, you simply double-click the Expense line (with the image of the calculator). You will receive a warning.
   - If you are opening a Paid Trip to update and re-submit, this warning is letting you know that any new data entered into the TRIP will be posted at the time paid as opposed to the original date of or posting date of the TRIP. This is how the system is designed. Open it, enter new receipts and make any needed changes, including new receipts, and any comments required for your Approver, Accounts Payable, or to answer potential future questions. Save, Submit, and it will route through Workflow with the new information.
   - If you are opening a Paid Trip to simply view it or its history or Workflow, you can open without changing the TRIP or its Posting Period AS LONG AS YOU DO NOT RE-SAVE. Do not re-save the TRIP at any point to keep it in its current status in the Paid Trips folder. This is a great tool to simply return and view Workflow or history. Use the Results, Account Assignment, History, Infocenter tools as desired to view additional information. Use Back or Cancel button to exit. DO NOT SAVE

STATUS MESSAGES AND ICONS IN THE INITIAL SCREEN AND LIST OF ALL TRIPS

TRIP Status Stages	TRIP Status Display Terms	TRIP Status Display in Initial Screen	TRIP Status Display in "List of All Trips"	Description
Saved	**Trip Completed to be Settled** ***"Change Travel Expense"***	 or, 		Once a TRIP is saved, it will be displayed on the initial screen and in List of All Trips. The "**Change Travel Expense**" link will open TRIP for change **if needed**. The TRIP has not been sent to Approver (into workflow) *The bell icon does not indicate this status.*
Submitted to Approver	**Trip Completed to be Settled** ***"Change Travel Expense"***	 or,  No change in status term or display	 No change in status term or display	The TRIP terms and display do not change at the status of the TRIP being submitted to an Approver. *To see status and designated approver/s, open TRIP. Click **Services for Object** button. Select **Workflow**, **Workflow overview**. Double-click the latest submission line in Workflow window (if more than one). Steps and "Agents" display in table below.* *If TRIP submitted, but saved again without being submitted again, Workflow window will display "logically deleted" as final "Status" line.* *If TRIP never submitted, Workflow window will not display. Instead, "There are no workflows that have already worked with this object" will display.*
Approved by Approver	**Trip on Hold to be Settled** ***"Correct the Travel Expense"***			Once a TRIP has been approved by the designated Travel Approver/s, the display changes, and the TRIP is routed to Accounts Payable (AP) for audit. "**Correct the Travel Expense**" link allows access to the TRIP to correct **only if necessary** (as the TRIP has already been approved and sent to AP).
Approved by Accounts Payable	**"Trip Approved/ Transferred to FI**	Only Open Trips display on initial screen. TRIP is in Paid status.		The audit is complete. AP initiates a payment document.
Paid	**Paid on DATE**	No display in initial screen		Payment has been posted. Date displays as estimated receipt date, which is initially a date in the future. If TRIP had been paid in previous submission, all payments will display as a single combined amount as of the most recent payment date.

DISPLAYING THE ITEMS WITHIN A TRIP WITHOUT OPENING (OPEN OR PAID TRIPS)

1. In List of All Trips, expand the Open Trips or Paid Trips folder if not yet expanded (click Right-Facing Triangle to the left of folder)
2. Expand the TRIP line if not yet expanded.
3. Right-Click on the Expense Line (Line with Calculator)
4. Select Display
5. View the information that was entered and any automatic calculations associated. Similar to Results display from inside TRIP. This reflects only what has been entered, NOT actual payment.
6. This allows you to view a TRIP, without disrupting any processing that might be occurring in that TRIP (such as approval, updating or payment)
7. Click Back to return to List of All Trips

ADDENDUM

CHANGING THE PERSONNEL NUMBER: SEARCHING STAFF WITHIN ALL OF HOPKINS USING THE WORKLIST TRANSACTION

If you are unable to find the person you are searching for within the Personnel Number search, or if you need more information to be sure that a selection is the right one, use the Trip List function.

1. From the WebGUI:
   - Open the transaction code box at the top left, just to the right of the 'Menu' button (if it is not yet opened).
   - Type in the following into that box: /nZMTRR_TRAVEL_WORK_LI (/n allows you to bring up a new transaction; the rest is the transaction code for the work list function)
   - Enter part or all of the person's name as you would in the Personnel Number search
   - Double-click to select the person you are seeking to reimburse
   - Double-click the resulting Personnel Number to enter that directly into the Travel screen!
2. From the WinGUI:
   - Exit the Travel screen, and return to the SAP Easy Access Menu (or just start from here to begin entering the expense)
   - Expand Travel & Business Expense Request Assistant folder
   - Double-click Travel Work List
   - Enter part or all of the person's name as you would in the Personnel Number search
   - Double-click to select the person you are seeking to reimburse
   - Double-click their Personnel Number to enter that directly into the Travel screen!

APPROVAL "RULES," AND VIEWING AND CHANGING ASSIGNED APPROVERS

WORKFLOW "RULES"

The assignment of the **Approver** is based on:

- **Cost Center**
- **Responsible Cost Center** of the **IO** (**Internal Order)**, or
- Can be assigned for specific **IO** (JHU) if done so via **ZSR**.
- **WBS Element/s** charged.
- If **Approver** assigned specifically to **IO**, no longer routes to the Approvers of the responsible **Cost Center**.
- If multiple **Primary Travel Approvers** assigned to one **Cost Assignment** (**Cost Center**, **Internal Order**…), only one must approve to complete approval.
- Departments may choose to appoint additional **Optional Travel Approver/s**, all of whom must then approve following Primary approval to complete transaction. Most departments choosing to not use Optional Travel Approval to keep reimbursement process expedient.

VIEWING ASSIGNED APPROVERS

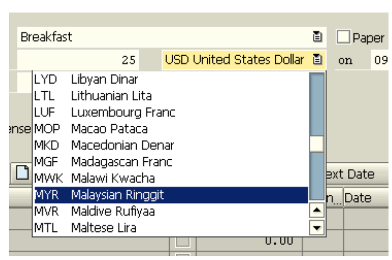
1. ECC Enterprise tab, WinGUI, “Easy Access Menu.”
2. End User Role (last folder)
3. Select last transaction, Get Workflow Agents from Responsibilities (transaction code: zzwf_useragents)
4. If cost assignment is a Cost Center, enter into the Cost Center field.
5. If cost assignment is an Internal Order (IO):
   - Enter the IO directly into the Internal Order field to see if Approvers assigned at the level of the IO.
   - If no Approver assigned directly to IO, re-try by entering responsible Cost Center in Cost Center field.
   - To find responsible Cost Center for Internal Order, CO Display, Display Internal Order. Responsible Cost Center will display. Use that cost center to view cost center Approvers for IO.
6. Scroll to rule number/name of transaction to view assigned Approver/s. Rule 90000013 is CC Primary Travel Approver/s, Rule 90000015 is CC Optional Travel Approver.

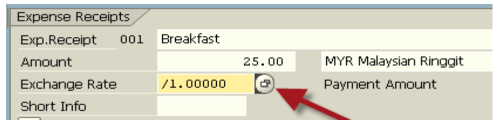
ASSIGNING WORKFLOW: ZSR TRANSACTION

1. ECC Enterprise tab, WinGUI, Easy Access Menu
2. Security and Workflow One Stop Shop Requester Role, Security and Workflow Request.
3. Use to assign workflow, including Internal Order for Travel and Reimbursement Approver (new functionality as of 3/08)
4. Use to view current workflow assignments
5. Will suggest Approver Role if requested Approver does not yet have assigned.
6. www.hopkinsfastfacts.org , Recorded Sessions, “A New Approach to Assigning Business Warehouse (BW) Security and Workflow Approvers.” Also, search by “ZSR” in the Hopkins SAP blog, http://sapathopkins.org .

MANAGING EXCHANGE RATES FOR INTERNATIONAL TRIPS

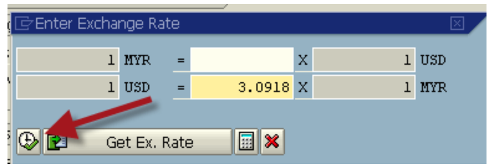
1. In **Expense Receipts**, select receipt type to initiate a receipt record. In the currency field, click the little menu icon to display available currencies (will default to USD United States Dollars, or to the last currency selected). Scroll to and select appropriate currency.





2. The system will default to a 1 / 1 rate, which must be updated. Click into the Exchange Rate line, and then click the little menu icon to the right to bring up the Exchange Rate box.

3. Enter the exchange rate in this box, and click the execute icon at the lower left to update your receipt.



NOTE: If you need to find the exchange rate, many Internet sites provide this information, including the US Treasury, at www.fms.treas.gov/intn.html.

4. Click through (hit Enter) any "Exchange Rate Variance" messages.

5. Once entered for one item, it should default for additional items. You will have to re-select USD if needed for additional receipts.

6. You can use the Results button to view the conversion made to double-check your entry.

DELETING AN OPEN, UNPAID TRIP

1. ONLY delete **TRIPS** in the **Open Trips** folder
2. Access the **Travel Manager**
3. Click **List of All Trips**
4. Expand **Open Trips** folder if not yet expanded (click Right-Facing Triangle to the left of folder)
5. Locate the **TRIP** (**Expense Report**), and Expand if not yet expanded
6. Right-click the **Calculator** Line (**Expense Line**) within the **TRIP**
7. Select **Delete**
8. Click **Yes**

NOTES ON SEARCHING

1. If a field in Travel has a Piece of Paper at the end of the field to the right, you must Click in the field and select the value from the list
2. If a field is searchable, when you click in the field, an icon will appear at the end of the field on the right, Click this and it will take you to a Search Criteria Screen
3. In the Search Criteria screen, locate the filed with the word "Name" and use this field

Use an "*" before and after each search term, unless you would like SAP to only return items that begin with a certain number or letter, or end with a certain number or letter. In those cases, leave the asteroid off of the end which you want an exact match.

RESOURCES, NOTES AND ADDITIONAL INFORMATION

JHU SOM REQUESTS AND ADVANCES

If requested Advance, do not enter Trip for Request until Advance received. Expense Report created will pull workflow from Request / Advance, and advance will not be received.

1. Advance will only be issued 10 days prior to trip
2. Advance only for meals and incidentals.
3. Advance will only be issued if Accounts Payable 'Travel Advance Recovery Form' completed, faxed, received, and noted: http://ssc.jhmi.edu/accountspayable/forms.html
4. For airfare and accommodations when traveler does not wish to pay out of pocket for reimbursement: http://ssc.jhmi.edu > Supply Chain > Travel for Hopkins travel agencies to purchase through Online Payment or Shopping Cart.
5. **University employees should take the University online course for Travel and Business Expense Reimbursement, and the full complement of prerequisite online courses for full understanding of University policies for expenses.**

IMPORTING EXPENSES FROM AMERICAN EXPRESS BILL

1. Click insert credit card document icon.
2. If connected to that card, and data available, SAP will receive list.
3. Highlight each line item corresponding with the expense report. Click 'copy' to import into the expense report.
4. Highlight and delete all old or personal expenses from the buffer.

ADDITIONAL RESOURCES

1. Knowledge Network: created by the JHU Training department, a central web page to obtain instructions, guidelines, job aids, contacts, online courses, in class courses…. Click the Knowledge Network tab when you log into SAP. Use the search box, or click through options on the left or top navigation bars.

   University employees should take the University online course for Travel and Business Expense Reimbursement, and the full complement of prerequisite online courses for full understanding of University policies for expenses.

2. Hopkins SAP newsletters: March 2009 issue: www.jhu.edu/hopkinsone/Support/documents/march2009.pdf

3. SAP@Hopkins Blog www.sapathopkins.org/ (enter search terms)

4. FastFacts
   http://www.hopkinsfastfacts.org/ click “recorded sessions,” and scroll to find useful subjects.

5. Hopkins SAP Welcome Page!

6. Supply Chain Shared Services: http://ssc.jhmi.edu
   - Accounts Payable, Forms, Staff Contacts
   - Supply Chain, Travel Center

7. ZSR
   - www.jhu.edu/hopkinsone/Support/documents/ZSRTRIP.ppt
   - www.jhu.edu/hopkinsone/Support/documents/zsr.ppt

8. Training
   - JHHS Training, Workshops, Coaching, Support: Anna Scheinberg 410-735-7065 (Including SOM, DOM)
   - JHU Training, Classroom Courses, use the Knowledge Network, or Contact Kathy Ruth, 443-997-6453 (Including SOM, DOM)

9. Support
   - apSSC@jhmi.edu
   - 443-997-6688