

Subject: Year-End Processing Preparation Task: Review HR Travel Requests to Ensure They are Closed by June 30, 2015

Audience: Finance Directors, HR Directors

To help ensure your agency is prepared for a smooth year-end closeout process, the SCEIS Team recommends all agencies begin reviewing all Fiscal Year 2015 Travel Expenses to identify those that have been submitted, but not yet approved or rejected. **Any Travel Expenses/Commitments not closed by Tuesday, June 30, 2015, at 1:00 p.m., will be zeroed out by SCEIS to avoid finance year-end processing errors.**

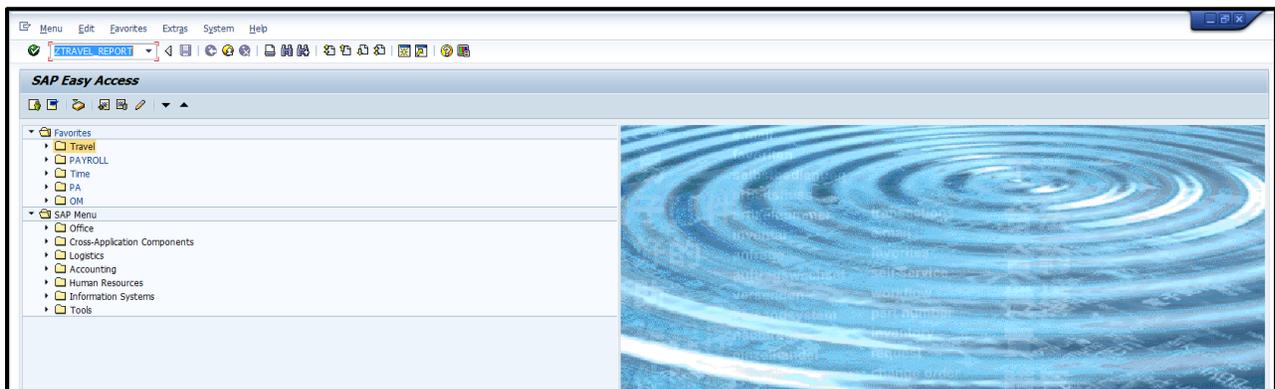
There are two options for viewing pending travel trips as of June 30, 2015: use the “Year-End” report layout or manually select your filter criteria. Please follow either of the options detailed below to ensure your agency closes all Travel Expenses before June 30, 2015.

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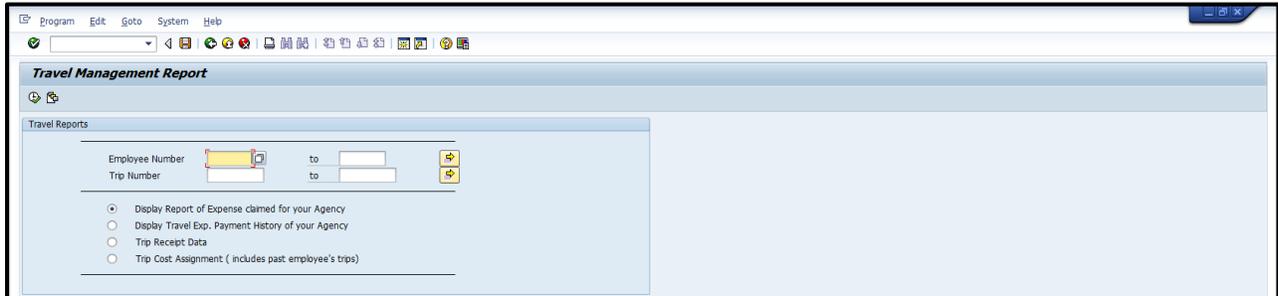
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Step One for Both Options

Enter Transaction Code **ZTRAVEL_REPORT**, and click the green check mark to begin the report.



Select “Display Report of Expense claimed for your agency,” as shown in the screen shot below.

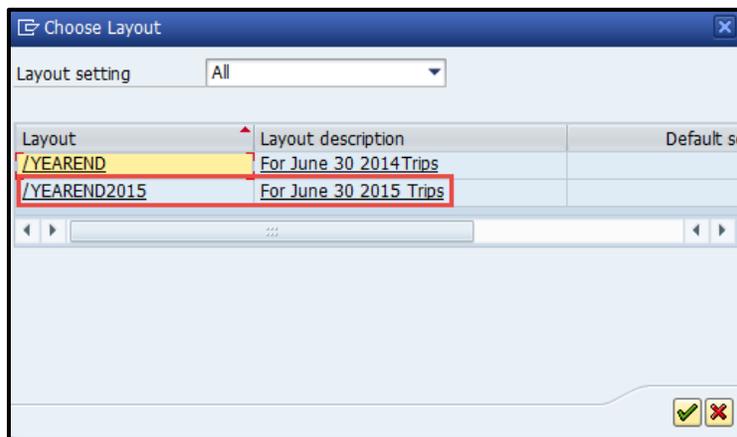


Option 1 – Use the “Year End” Report Layout

Initially, the report will show data of all Travel Requests. To view only pending trips, begin by opening the **Settings** menu, and selecting **Layout > Choose**.



When you receive the “Choose layout” screen, select the layout “/YEAREND,” then click the green check mark to execute the filter. When you return to the report results, you will see only those Travel Requests that are pending.



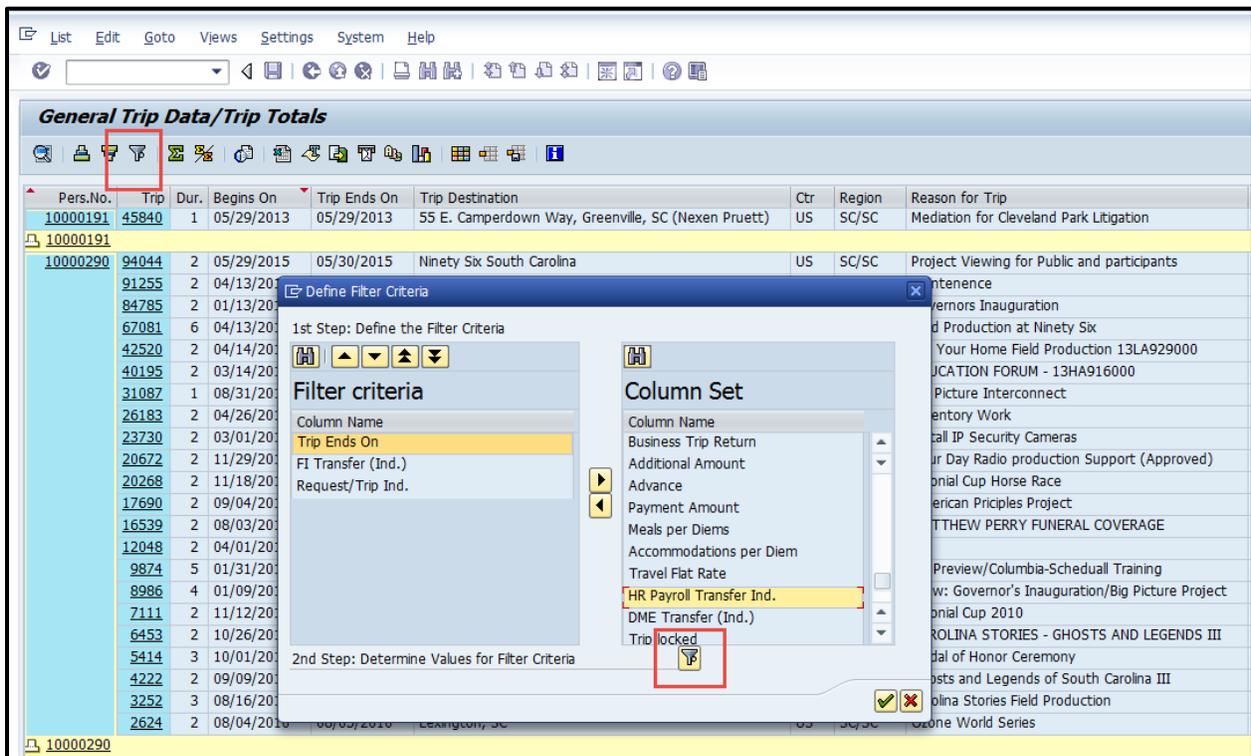
Option 2 – Manually Select the Report Filter Criteria

Click the **Filter** icon, circled in red in the screen shot below. When the “Define Filter Criteria” pop-up window appears, select the following fields from the “Column Set” selection box on the right, and use the left-pointing arrow in the center of the window to move them into the “Filter Criteria” box on the left.

Filter Fields:

- Trip Ends On
- FI Transfer (ind)
- Request/Trip Ind.

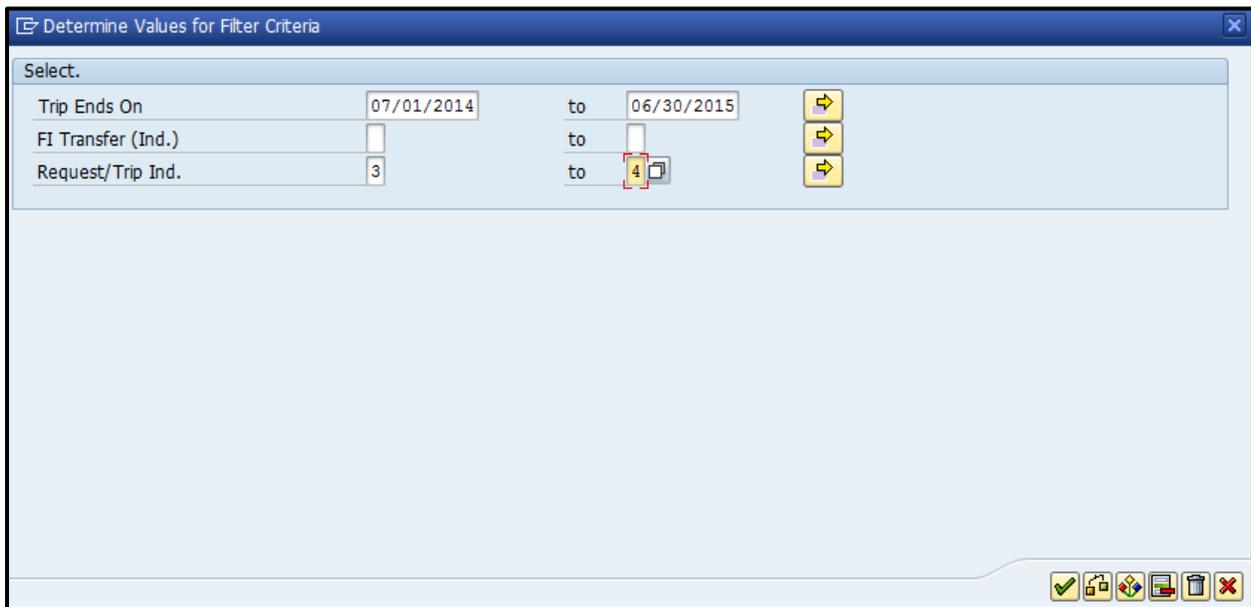
After moving the three fields listed above into the “Filter Criteria” box, click the bottom **Filter** icon at the bottom of the window (circled in red in the screen shot below) to enter details on your filter criteria.



Use the screen shot below as a guide to enter your filter criteria details:

- **Trip Ends On:** Enter date range 07/01/2014 to 06/30/2015.
- **FI Transfer(ind):** Double-click to get the green equals sign (=), then select it. (This is a very important criterion.)
- **Request/Trip ind.:** Enter 3 and 4 in these fields.

Once you have set up your criteria details, click the green check mark in the lower left-hand corner of the screen to generate the filtered report.



Final Display Using Either Option

After filtering using option 1 or 2, you will see only the trips that have not yet been rejected or approved and posted in Finance. These trips have commitments posted to them which may have to be reversed or carried forward depending on the situation.



Pers.No.	Trip	Dur.	Begins On	Trip Ends On	Trip Destination	Ctr	Region	Reason for Trip	Reimbursmt	Pd by Comp	Total Cost	Curr.	S...	FI	AccumM/Km
10000290	94044	2	05/29/2015	05/30/2015	Ninety Six South Carolina	US	SC/SC	Project Viewing for Public and participants	32.00	0.00	32.00	USD	2	1	0
	91255	2	04/13/2015	04/14/2015	Beaufort, SC	US	SC/SC	Maintenance	32.00	0.00	32.00	USD	2	1	0
	84785	2	01/13/2015	01/14/2015	Columbia, SC	US	SC/SC	Governors Inauguration	32.00	0.00	32.00	USD	2	1	0
									96.00	0.00	96.00	USD			
10000298	88784	4	03/06/2015	03/09/2015	Myrtle Beach	US	SC/SC	Streamline	78.00	0.00	78.00	USD	2	1	0
	82898	2	02/25/2015	02/26/2015	Georgetown	US	SC/SC	Streamline	25.00	0.00	25.00	USD	2	1	0
	87498	2	02/23/2015	02/24/2015	Anderson	US	SC/SC	Streamline	25.00	0.00	25.00	USD	2	1	0
	87492	2	02/20/2015	02/21/2015	Myrtle Beach	US	SC/SC	Streamline - SCIRA	38.00	0.00	38.00	USD	2	1	0
	87024	2	02/16/2015	02/17/2015	Anderson	US	SC/SC	Streamline	25.00	0.00	25.00	USD	2	1	0
	86725	2	02/04/2015	02/05/2015	Greenville	US	SC/SC	Streamline	25.00	0.00	25.00	USD	2	1	0
	86201	2	02/02/2015	02/03/2015	Georgetown	US	SC/SC	Streamline	32.00	0.00	32.00	USD	2	1	0

Weekly Update

June 29, 2015

Resources

The Business Process Procedure providing steps to Review, Approve, and Reject Travel Reimbursement Requests is available at the following link:

<https://upperform.sc.gov/gm/folder-1.11.5810?mode=EU>

Travel Guidelines (including Travel Advances) are available on the CG's Office Website:

[CG's Office Travel Policy](#)

If you have questions about this travel report, please contact the SCEIS Help Desk at 803-896-0001 (Option #1 for SCEIS issues) or electronically at <http://sceis.sc.gov/requests>.