

**Subject:** Year-End Processing Preparation Task: Review HR Travel Requests to Ensure They are Closed by June 29, 2016  
**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 2018 Travel Expenses to identify those that have been submitted, but not yet approved or rejected. **Any Travel Expenses/Commitments not closed by Friday, June 29, 2018, at 1:00 p.m., will be zeroed out by SCEIS to avoid finance year-end processing errors.**

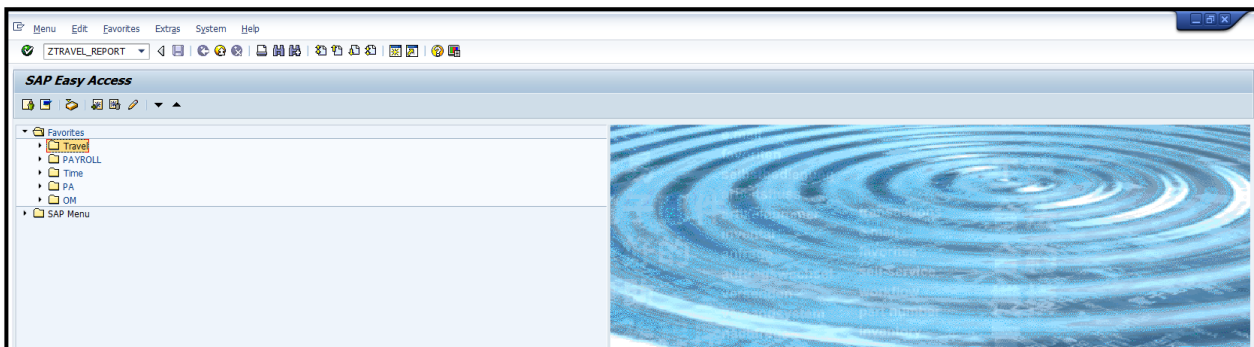
There are two options for viewing pending travel trips as of June 30, 2018: use the “Year-End” report layout or manually select your filter criteria. Please follow either of the options detailed below to ensure your agency closes all Travel Expenses before June 30, 2018.

**Contents:**

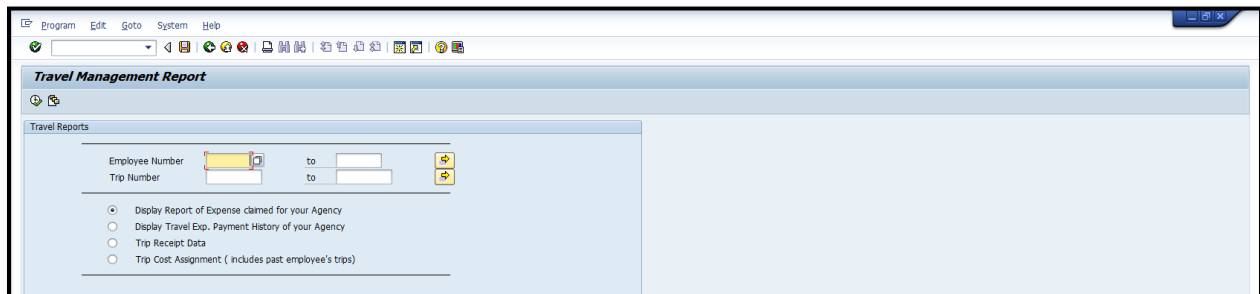
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**Step One for Both Options:**

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.

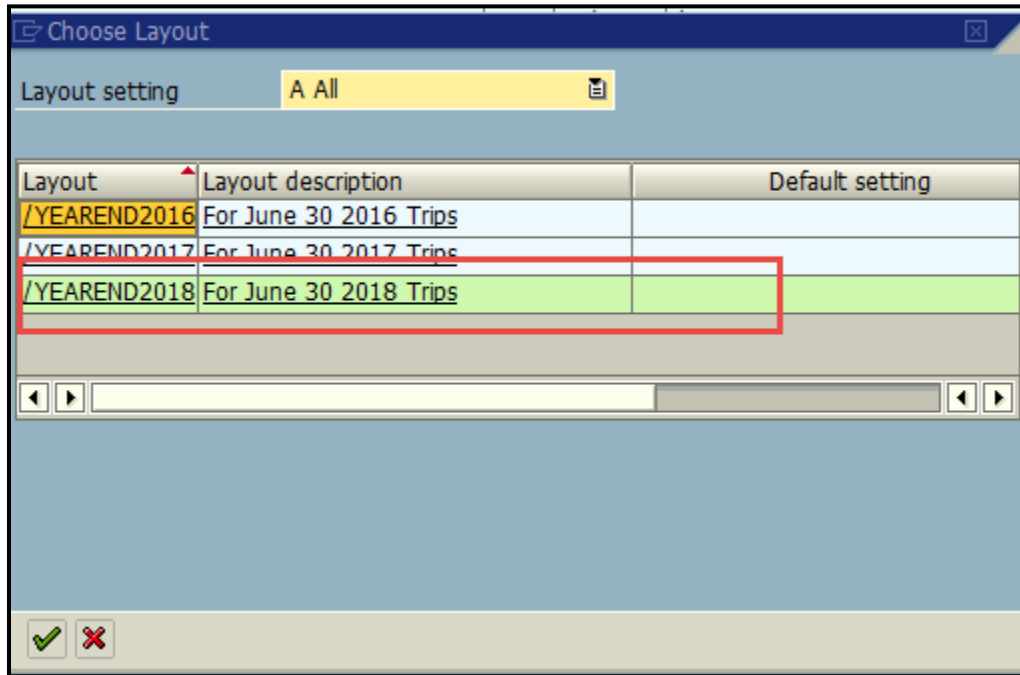


### Option 1 – Use the “Year End” Report Layout

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**.

Trip ID	Date	Region	Reason for Trip	Reimburse	Total Cost	Sett	Account
136120	06/15/2017	US SC/SC	Attend Firefighter Conference	139.10	139.10	2	260
45840	05/29/2013	US SC/SC	Mediation for Cleveland Park Litigation	123.74	123.74	2	219
<b>Personnel Number</b>				<b>262.84</b>	<b>0.00</b>	<b>262.84</b>	<b>USD</b>
141188	09/13/2017	US SC/SC	Hurricane Aftermath Inspection/Content Creation	375.38	375.38	2	0
124311	05/19/2017	US SC/SC	Southern Campaign Field Production	171.90	171.90	2	0
128644	02/17/2017	US SC/SC	Open House and Endowment Screening set-up	299.00	299.00	2	0
125669	12/11/2016	US SC/SC	Tri-Center Training	292.00	292.00	2	0
123994	11/13/2016	US SC/SC	MLK And then I Rise Viewing	100.22	100.22	2	0
121892	10/10/2016	US SC/SC	Palmetto Scene Story	347.30	347.30	2	0
120063	09/09/2016	US SC/SC	Southern Campaign Field Production	126.01	126.01	2	0

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.

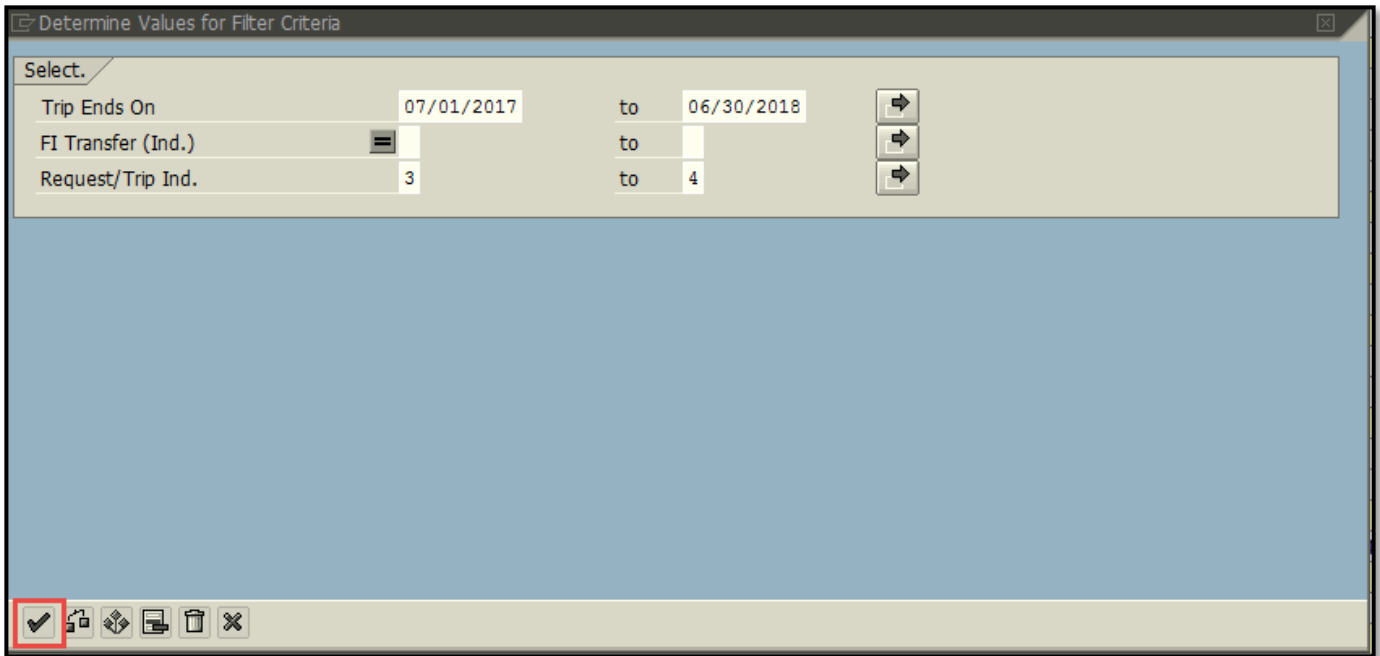
The screenshot shows the 'General Trip Data/Trip Totals' application window. A 'Define Filter Criteria' dialog box is open, displaying two lists: 'Filter criteria' and 'Column Set'. The 'Filter criteria' list contains 'Trip Ends On', 'FI Transfer (Ind.)', and 'Request/Trip Ind.'. The 'Column Set' list contains 'Personnel Number', 'Trip Number', 'Trip Duration', 'Period Number', 'Trip Begins On', 'Trip Begins At', 'Trip Ends At', 'Trip Destination', 'Country Grouping', and 'Trip Country Group'. A red box highlights the 'Filter' icon at the bottom of the dialog box. The background table shows trip data with columns for Trip, Dur., Begins On, Trip Ends On, Trip Destination, Ctr, Region, Reason for Trip, Reimbursmt, Pd by Co., Total Cost, Curr., Sett, Fl, and AccumM/Km.

Trip	Dur.	Begins On	Trip Ends On	Trip Destination	Ctr	Region	Reason for Trip	Reimbursmt	Pd by Co.	Total Cost	Curr.	Sett	Fl	AccumM/Km
157710	3	06/17/2018	06/19/2018	Myrtle Beach SC	US	SC/SC	SCASA Exhibit	577.35	0.00	577.35	USD	1		334
<b>Personnel Number</b>								<b>577.35</b>	<b>0.00</b>	<b>577.35</b>	<b>USD</b>			
154870	1	05/10/					deposit	2.02	0.00	2.02	USD	1		4
154921	1	05/09/					Meeting Materials	4.04	0.00	4.04	USD	1		8
154923	1	04/25/					it	2.02	0.00	2.02	USD	1		4
154922	1	04/13/					it	2.02	0.00	2.02	USD	1		4
<b>Personnel Number</b>								<b>10.10</b>	<b>0.00</b>	<b>10.10</b>	<b>USD</b>			
157793	38	05/16/					ct Hearings	332.46	0.00	332.46	USD	1		610
<b>Personnel Number</b>								<b>332.46</b>	<b>0.00</b>	<b>332.46</b>	<b>USD</b>			
157660	2	06/20/					Board 2018-323	122.49	0.00	122.49	USD	1		0
<b>Personnel Number</b>								<b>122.49</b>	<b>0.00</b>	<b>122.49</b>	<b>USD</b>			
157680	1	06/22/						7.00	0.00	7.00	USD	1		0
157627	1	06/21/						7.00	0.00	7.00	USD	1		0
<b>Personnel Number</b>								<b>14.00</b>	<b>0.00</b>	<b>14.00</b>	<b>USD</b>			
157041	2	06/14/					TA	217.04	0.00	217.04	USD	0		174
150943	2	03/01/					edicaid and programming	224.58	0.00	224.58	USD	0		215
<b>Personnel Number</b>								<b>441.62</b>	<b>0.00</b>	<b>441.62</b>	<b>USD</b>			
157443	1	06/14/					South Domestic Showcase planning meeting	107.28	0.00	107.28	USD	1		184
<b>Personnel Number</b>								<b>107.28</b>	<b>0.00</b>	<b>107.28</b>	<b>USD</b>			
157325	5	06/07/						14.00	0.00	14.00	USD	1		0
<b>Personnel Number</b>								<b>14.00</b>	<b>0.00</b>	<b>14.00</b>	<b>USD</b>			
157762	1	06/22/2018	06/22/2018	Columbia, SC	US	SC/SC	Finish up Manager's Manual	201.57	0.00	201.57	USD	1		357

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

- **Trip Ends On:** Enter date range 07/01/2017 to 06/30/2018.
- **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.

Trip	Dur.	Begin On	Trip Ends On	Trip Destination	ctr	Region	Reason for Trip	Reimbursemt	SPd by Co.	Total Cost	Curr.	Settl	FL	AccumM/km
157210	3	06/17/2018	06/19/2018	Myrtle Beach SC		US	SC/SC	SCASA Exhibit	577.35	0.00	577.35	USD	1	334
<b>Personnel Number:</b>								<b>577.35</b>	<b>0.00</b>	<b>577.35</b>	<b>USD</b>			
154870	1	05/10/2018	05/10/2018	BB&T		US	SC/SC	bank deposit	2.02	0.00	2.02	USD	1	4
154921	1	05/09/2018	05/09/2018	Bi-Lo		US	SC/SC	Board Meeting Materials	4.04	0.00	4.04	USD	1	8
154922	1	04/25/2018	04/25/2018	BB&T		US	SC/SC	deposit	2.02	0.00	2.02	USD	1	4
154922	1	04/13/2018	04/13/2018	BB&T		US	SC/SC	deposit	2.02	0.00	2.02	USD	1	4
<b>Personnel Number:</b>								<b>10.10</b>	<b>0.00</b>	<b>10.10</b>	<b>USD</b>			
157293	38	05/16/2018	06/22/2018	Sumter		US	SC/SC	Conduct Hearings	332.46	0.00	332.46	USD	1	610
<b>Personnel Number:</b>								<b>332.46</b>	<b>0.00</b>	<b>332.46</b>	<b>USD</b>			
157260	2	06/20/2018	06/21/2018	Murrells Inlet, SC		US	SC/SC	Nurse Board 2018-323	122.49	0.00	122.49	USD	1	0
<b>Personnel Number:</b>								<b>122.49</b>	<b>0.00</b>	<b>122.49</b>	<b>USD</b>			
157280	1	06/22/2018	06/22/2018	Sumter		US	SC/SC		7.00	0.00	7.00	USD	1	0
157222	1	06/21/2018	06/21/2018	St. Matthews		US	SC/SC		7.00	0.00	7.00	USD	1	0
<b>Personnel Number:</b>								<b>14.00</b>	<b>0.00</b>	<b>14.00</b>	<b>USD</b>			
157041	2	06/14/2018	06/15/2018	Florence/Circle Park		US	SC/SC	MTCM TA	217.04	0.00	217.04	USD	0	174
150943	2	03/01/2018	03/02/2018	Walterboro		US	SC/SC	TA/Medicaid and programming	224.58	0.00	224.58	USD	0	215

## **Resources**

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

<https://uperform.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>.