

**Subject:** Year-End Processing Preparation Task: Review HR Travel Requests to Ensure They are Closed by June 28, 2013  
**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 FY2013 Travel Expenses to identify those that have been submitted, but not yet approved or rejected. **Any Travel Expenses/Commitments not closed by Friday, June 28, 2013, at 3:00 p.m., will be zeroed out by SCEIS to avoid finance year-end processing errors.**

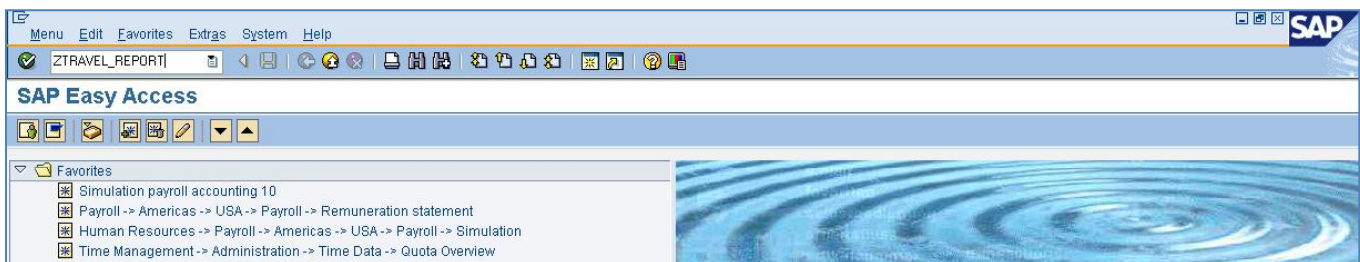
There are two options for viewing pending Travel trips as of June 30, 2013: use the “Year-End” report layout or manually select your filter criteria. Please follow either of the options detailed below to ensure your agency closes all Travel Expenses before June 28, 2013.

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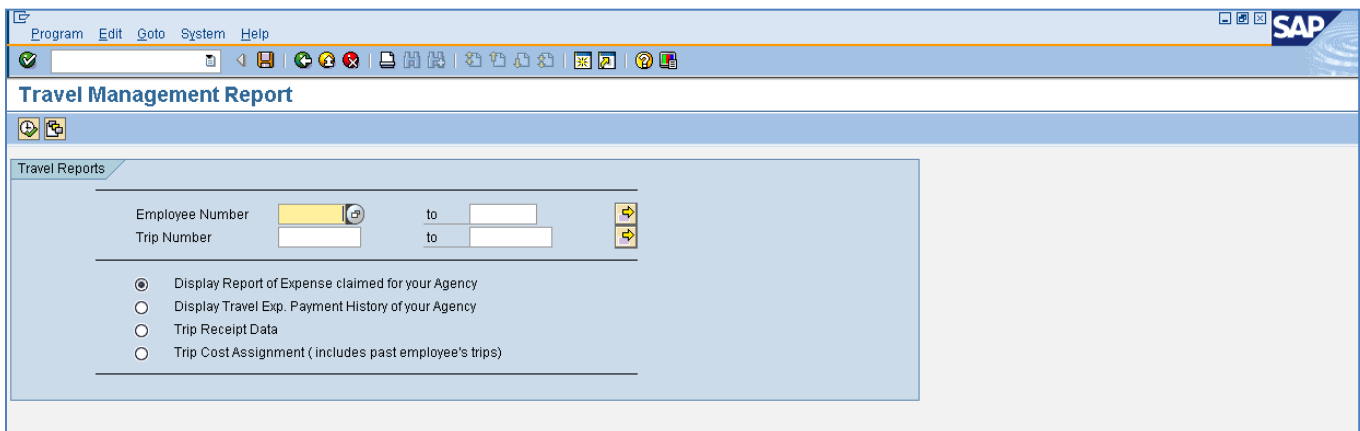
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**Step One for Both Options:**

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.

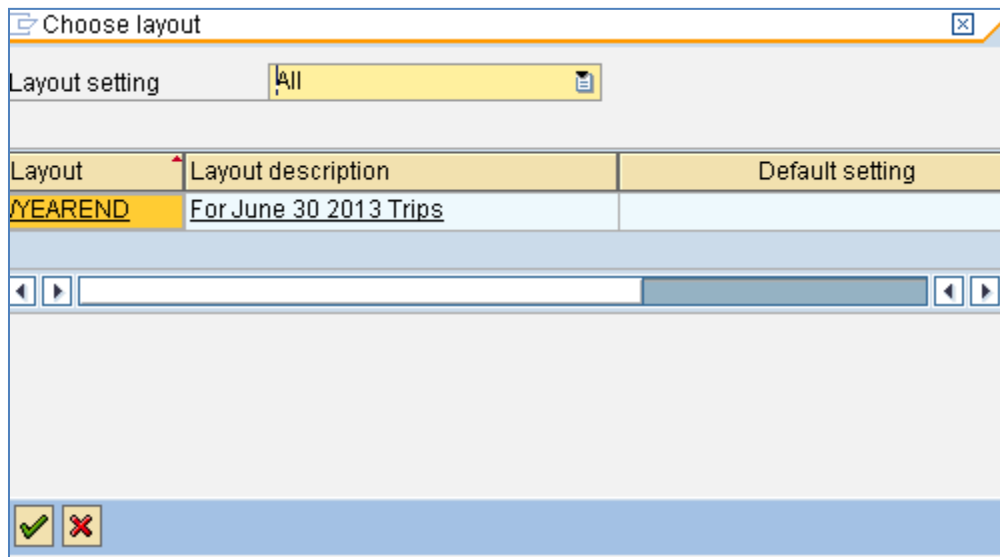


### Option 1 – Use the “Year End” Report Layout

Initially, the report will show data on all 2013 Travel Requests. To view only pending trips, begin by opening the Settings menu, and selecting Layout > Choose.

Pers. No.	Trip	Dur.	Begins On	Trip Ends On	Trip Destination	Ctr	Region	Reason for Trip	Reimbursmt	Pd by Comp	Total	Curr.
10000146	41776	2	03/24/2013	03/25/2013	Columbia to Charleston	US	SC/SC	Best Practice	274.62	0.00	274.62	USD
	34928	1	12/05/2012	12/05/2012	Cola to Charleston	US	SC/SC	PCR Hearing testify	125.97	0.00	125.97	USD
	31813	4	09/23/2012	09/26/2012	Cola to Myrtle Beach	US	SC/SC	Public Defender Conference	521.30	0.00	521.30	USD
	25303	1	03/07/2012	03/07/2012	Cola to Bennettsville	US	SC/SC	Case: Juan Ramos	103.26	0.00	103.26	USD
	19109	4	09/25/2011	09/28/2011	Cola to N Myrtle beach	US	SC/SC	PD Conference	514.38	0.00	514.38	USD
									<b>1,539.53</b>	<b>0.00</b>	<b>1,539.53</b>	<b>USD</b>
10000223	29519	3	10/30/2012	11/01/2012	St. Louis, MO	US	NONSC	NETA Conference	0.00	0.00	0.00	USD
	29518	4	10/23/2012	10/26/2012	Greenville, SC	US	SC/SC	EdTech	0.00	0.00	0.00	USD
									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>USD</b>
10000290	42520	2	04/14/2013	04/15/2013	Asheville, NC	US	NONSC	For Your Home Field Production 13LA929000	53.00	0.00	53.00	USD
	40195	2	03/14/2013	03/15/2013	Charleston, SC	US	SC/SC	EDUCATION FORUM - 13HA916000	42.00	0.00	42.00	USD

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 on 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 (circled in red in the screen shot below) to enter details on your filter criteria.

The screenshot shows the SAP 'General Trip Data/Trip Totals' window. A 'Define Filter Criteria' dialog box is open, showing two panes: 'Filter criteria' and 'Column Set'. The 'Filter criteria' pane contains the following items:

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

The 'Column Set' pane contains the following items:

- Personnel Number
- Trip Number
- Period Number
- Trip Duration
- Trip Begins At
- Trip Begins On
- Trip Ends At
- Country Grouping
- Trip Destination

At the bottom of the dialog, there are two buttons: a checkmark and an 'X'. A red circle highlights the 'X' button, which is the filter icon mentioned in the text.

Pers.No.	Trip	Dur.	Begins On	Ends On	Trip Destination	Ctr	Region	Reason for Trip	Reimbursmt	Pd by Comp
10000298	43410	5	04/21/2013	04/25/2013	Beaufort	US	SC/SC	Streamline workshops	100.00	0.00
10000315	43501	2	04/24/2013	04/25/2013	MYRTLE BEACH, SC	US	SC/SC	SC HALL OF FAME	32.00	0.00
10000585	43673	2	04/26/2013					000 - 13HA925000	169.55	0.00
10000585	43672	1	04/23/2013						50.40	0.00
10000585	43672	1	04/23/2013						219.95	0.00
10000670	43390	2	04/15/2013						32.00	0.00
10001415	42849	4	03/03/2013					rovements	400.05	0.00
10001415	42849	4	03/03/2013						400.05	0.00
10002053	43682	30	04/01/2013					ing	369.51	0.00
10002053	43682	30	04/01/2013						369.51	0.00
10003253	41740	1	02/05/2013						110.25	0.00
10003253	41740	1	02/05/2013						110.25	0.00
10004330	35297	1	12/28/2012						68.05	0.00
10004330	35297	1	12/28/2012						68.05	0.00
10004438	40366	2	03/20/2013						68.05	0.00
10004438	40366	2	03/20/2013						68.05	0.00
10006150	43578	1	04/24/2013						144.08	0.00
10006150	43578	1	04/24/2013						144.08	0.00
10006344	32053	4	09/29/2012					State Charity Officials Conference	559.28	0.00
10006344	32053	4	09/29/2012						559.28	0.00
10008804	42669	1	04/19/2013	04/19/2013	711 Alegate Drive, Columbia, SC 29209	US	SC/SC	Investigation SLED Case #13-0300	0.00	0.00
42500	1	04/18/2013	04/18/2013	4026 Moore Duncan Hwy, Moore, SC 29369	US	SC/SC	Investigation SLED Case 3 13-0285	7.00	0.00	
42499	1	04/17/2013	04/17/2013	581 Beckman Drive, Columbia	US	SC/SC	Routine Visit	0.00	0.00	
42473	1	04/16/2013	04/16/2013	714 National Cermetary Rd. Florence, SC	US	SC/SC	Investigation Sled Case # 13-0257	7.00	0.00	
42158	1	04/15/2013	04/15/2013	816 West Montgomery Street, Gaffney, SC	US	SC/SC	Training DSN Staff on OAPA.	7.00	0.00	
41917	1	04/12/2013	04/12/2013	1114 Rabbit Run, Hopkins, Sc	US	SC/SC	Investigation/Facility Visits.	0.00	0.00	

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

- **Trip Ends On:** Enter date range 07/01/2012 to 06/30/2013.
- **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	Ends On	Trip Destination	Ctr	Region	Reason for Trip	Reimbursmt	Pd by Comp	Total	Curr.	Sett	FI	AccumM/Km
10017925	37476	1	02/01/2013	02/01/2013	Union, Richland Cty.	US	SC/SC	7.00	0.00	7.00	USD	0		0
								<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>USD</b>			
10018039	43523	40	03/18/2013	04/26/2013	Florence DHHS	US	SC/SC	102.96	0.00	102.96	USD	1		182
	35697	9	01/02/2013	01/10/2013	Florence County DHHS	US	SC/SC	29.42	0.00	29.42	USD	1		52
	33749	1	08/27/2012	08/27/2012	Pee Dee Center to Florenc...	US	SC/SC	0.00	0.00	0.00	USD	0		0
	33746	1	08/22/2012	08/22/2012	Pee Dee Center to Florenc...	US	SC/SC	3.89	0.00	3.89	USD	0		7
								<b>136.27</b>	<b>0.00</b>	<b>136.27</b>	<b>USD</b>			
10018080	37161	1	02/11/2013	02/11/2013	Pinewood Leachate Site, 8...	US	SC/SC	68.78	0.00	68.78	USD	0		131
								<b>68.78</b>	<b>0.00</b>	<b>68.78</b>	<b>USD</b>			
10018179	41493	30	04/01/2013	04/30/2013	Chesterfield Co LEP McBe...	US	SC/SC	223.74	0.00	223.74	USD	0		396
	39345	57	01/03/2013	02/28/2013	Chesterfield Co LEP McBe...	US	SC/SC	490.99	0.00	490.99	USD	1		869
								<b>714.73</b>	<b>0.00</b>	<b>714.73</b>	<b>USD</b>			
10018618	31521	5	09/10/2012	09/14/2012	Charleston SC	US	SC/SC	331.48	0.00	331.48	USD	0		0
								<b>331.48</b>	<b>0.00</b>	<b>331.48</b>	<b>USD</b>			
10020206	31472	5	09/10/2012	09/14/2012	Charleston S.C.	US	SC/SC	332.00	0.00	332.00	USD	1		0
								<b>332.00</b>	<b>0.00</b>	<b>332.00</b>	<b>USD</b>			
10021477	29334	1	07/12/2012	07/12/2012	Charlotte, NC	US	SC/SC	92.70	0.00	92.70	USD	1		180

## **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-1.11.16026?originalContext=1.11.16004>.

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>.