

Run ZCCWBS to get the details

SAP t-code ZCCWBS

1. Enter the Company Code **UK00**
2. Enter the selection period
3. Enter the **GL 530019** and **530039**
4. Enter the **Org Unit** or the **Cost Center**

Cost Center Report - Administrator

Selection Options

Company Code	UK00		
Selection Period	07/01/2018	to	08/12/2019
Cost Center		to	
Internal Order		to	
WBS element		to	
GL Account	530019	to	
Employee		to	
Organizational unit	31005500	to	31005506
Payroll area		to	
Fund		to	

Wage Type Selections

Wage type application

Wage type to

Other Selections

Display Year-to-Date values

Exclude Accruals

Output Options

Display variant

Snapshot of results from ZCCWBS

Cost Center Report - Administrator

Cost Center Report from 07/01/2019 to 08/12/2019

	WBS	Wage ...	Wage Type Text	Fund	Hours	Amount	MTD Amount	MTD Hours	Head Count	Order
Cost Center Report - Administrator						395.86	395.86		2.00	
Cc 1013250054 - BOYLE - CES IN				0011600400		395.86	395.86		2.00	
Ee 000 - Kimberly Kay R				0011600400		345.40	345.40		1.00	
Ee 1100 - Cynara Renee f				0011600400		50.46	50.46		1.00	
Ce 0000530019 - Domestic				0011600400		50.46	50.46		1.00	
Travel Domestic		2530	Travel Domestic	0011600400		50.46	50.46		1.00	
07/20/2019		2530	Travel Domestic	0011600400		23.20	23.20		1.00	
08/03/2019		2530	Travel Domestic	0011600400		27.26	27.26			

PA20 infotype 0015

If you have access to PA20 infotype 0015 mountain top overview, then drill into the correct entry to get the TRIP #.

Overview Additional Payments (0015)

Person ID: I [redacted] Pers.Assgn: 11 [redacted] 0685 11005178...

Name: Cyn [redacted] Empl. %: 100.00

EE group: A Staff Pers.area: 1000 Main Campus

EE subgroup: 06 Non-Exempt 3... Pers. subarea: 0001 Reg FT

Choose: 01/01/1800 to 12/31/9999 STy. [redacted]

W...	Wage type long text	Date	C	Amount	Crcy	I	Number	Unit
2530	Travel Domestic	07/25/2019		27.26	USD		0.00	
2530	Travel Domestic	07/04/2019		23.20	USD		0.00	
2530	Travel Domestic	03/13/2019		28.89	USD		0.00	
2805	LiveWell Check In Reba...	01/18/2019		100.00	USD		0.00	
2000	Benefits Advance	07/21/2019		250.00	USD		0.00	

*The Assignment Number is the TRIP #.

Display Additional Payments (0015)

Person ID: 10 [redacted] Pers.Assgn: 11005 [redacted] 385 11005178...

Name: C [redacted] Empl. %: 100.00

EE group: A Staff Pers.area: 1000 Main Campus

EE subgroup: 06 Non-Exempt 3... Pers. subarea: 0001 Reg FT

Chng: 07/11/2019 EMGO223

Additional Payments (0015)

Wage Type	2530	Travel Domestic
Amount	23.20	USD Ind.val.
Number/unit	0.00	
Date of origin	07/04/2019	
Default Date	00	
Assignment Number	85197	Pe [redacted] er#
Reason for Change	02	Batch Loads

SPIN/ER - Payroll Preliminary Posting Report

You can sort on GL and/or Wage type

Pre Payroll Final - Fund Posting Information

Report run dates: 07/21/2019 - 08/03/2019

P.	Run Date	Run ID	Simul	Organizational Unit	Organiz.	Cost Center	C	Grant	V. Fu.	GL / Vendor No	GL Account & Description	ID	% Amount P.	Pay Area/Period	Posting Date	Run Type	WageType	Wagetype Description	Internal Order
10	08/06/2019	17695	Final	31005503	81314	1013250054	8	GMRN	0.	0000520405	0000520405-FICA-Clerical	1.		B1/16/2019	08/03/2019	PP	9404	Tax: ER Social Security	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520405	0000520405-FICA-Clerical	1.		B1/16/2019	08/03/2019	PP	9406	Tax: ER Medicare	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000530019	0000530019-Domestic Travel	1.	27.26	B1/16/2019	08/03/2019	PP	2530	Travel Domestic	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000512031	0000512031-Clerical - Regular	1.		B1/16/2019	08/03/2019	PP	3000	Hours Worked	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000512032	0000512032-Clerical - Nprod.	1.		B1/16/2019	08/03/2019	PP	3230	TDL Non-Exempt	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520505	0000520505-Retmt-Clerical	1.		B1/16/2019	08/03/2019	PP	9510	403b: TIAA/CREF ER	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520720	0000520720-MFB - Staff	1.		B1/16/2019	08/03/2019	PP	9672	Staff Misc Fringe	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520105	0000520105-EHC-Clerical	1.		B1/16/2019	08/03/2019	PP	6035	UK Regional Employer	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520205	0000520205-ELI-Clerical	1.		B1/16/2019	08/03/2019	PP	6200	Basic Life Ins Employer	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520767	0000520767-ADD-Clerical	1.		B1/16/2019	08/03/2019	PP	6220	AD&D Basic Coverage ER	
													= 1,755.07						
													= 1,755.0						

PR05

Look for TRIPS that say "Canceled"

Travel Expense Manager

PersonnelNo: [Redacted] Staff University of Kentucky
 Name: Cyn: [Redacted] Non-Exempt 37.5 hour Main Campus

List of Trips

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statu
	87162	06/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	31.90	USD	In-Sta
	85239	05/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	31.90	USD	In-Sta
	85238	04/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	27.26	USD	In-Sta
	85235	03/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	85197	02/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	73894	01/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	18.64	USD	In-Sta
	69376	12/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	12.54	USD	In-Sta
	69375	11/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	13.08	USD	In-Sta
	69381	10/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	63231	09/01/2018	Office	US	September 2018	Trip Approved	Transferred to FI	29.98	USD	In-Sta
	63044	09/01/2018	Office	US	September 2018	Trip Approved	Canceled	0.00	USD	Out-o

ZTR WF RPT - Travel Workflow Report

Comment section will state trip is rejected.

Comments for 11005178 trip 0000085197

COMMENT

This TRIP travel expense report is rejected because it was not approved by the traveler within 60 days from the last day of travel, and either the traveler acknowledged reimbursement taxation on the Over 60 Day Taxation Form or the requested taxation exemption has been denied. Reimbursement will appear on a future paycheck as taxable wages. Leslie Duty 323-4404