

## Running S\_AHR\_61016405 for Outstanding TRIP Expenses

## STANDARD OPERATING PROCEDURE

## • General Information

S\_AHR\_61016405 should be used to find outstanding TRIP expense reports as well as TRIP requests processed through the TRIP system. This report can be ran by org unit or by individual.

## • Process

1. Using t-code **S\_AHR\_61016405**, click on the dynamic selection tool for more options.

General Trip Data/Tota	als/Receipts/Co	Cost Assignment
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HR Data General Trip Data	Status Totals	Receipts Cost Assignment Srch Help
Demons of Number		
Company Code		
Cost Center		
Employee Group		
Employee Subgroup		
✓ Only Select Personnel Numbers V	'alid Today	

 Once the dynamic selection tool is open, click the arrow to the left of "Employee Org. Assignment" to view possible selections. Double click on the "Organizational Unit" selection to enter in org unit.



General Trip Data/Totals/Receipts/	Cost Assignment
▶ <b>@</b>	Dynamic selections
Employee Org. Assignment Employee Org. Assignment	Organizational unit 30000067
Business Area	
E Personnel subarea	
• Pers.administrator	
Employee/Appl.Name	

3. Once the Org Unit is selected, click on the status tab below.

4. Enter the number 4 (Approved Trip) in the "Request/Trip Indicator" box. Enter the number 3 (Canceled Trip) in the "Settlement Status" box. Right click in each of those boxes and select

"Options" to bring up the screen below. Once in this screen, click the Exclude from Selection button and then double-click on the Single Value button. By doing this it will exclude from the results any approved trips as well as canceled trips since the results that are wanted are only outstanding TRIPs.

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Requ	uest/Trip Indicator										
Sel	Description										
	Single Value										
2	Greater than or Equal to										
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		4	-								
	elect 🛛 🔍 Exclude from Selec	ctio	n								
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HR Data General Trip Data St	tus Totals	Receipts	Cost Assignment	Srch Help	
	_		_		
Request/Trip Indicator	4	to		<b></b>	
Settlement Status	3	to		<b>(</b>	
FI Transfer (Ind.)		to		<b>(</b>	
HR Payroll Transfer Ind.		to		<b>B</b>	
DME Transfer (Ind.)		to		<b></b>	

5. Click the execute button for results.

Pers.No	. Name	Tri	p Dur	. Begins	On At	Ends On	Ends	At Destin	ation	Ctr 5	Reasc	n for	Trip		Tot	al Reimbur	ant Pd by	Comp	Addnl Ant	Advance	Fayment	Meals PDs	Accon. FDs	TrevfletRt	PocMon P
		169		07/29/	2017 08:00:	08/02/20	7 14:00	:00 Minnea	polis.	MN US 2	Atter	d NAC	UBO Annual	Meeting 2,	667.0	1 1,209.	08 1,45	1.93	0.00	0.00	1,209.08	103.00	0.00	0.00	0.0
zs.No.	Name	Trip	ExpTy	Name of	Expense Ty	e LocCurri	at Crej	Amount	Crey	Date	8	Info	From Date	To Date	No.	Descript.	Location			Busines	a Purpose	-			BusPart
- 24	<u>.</u>	16948	AIRP	Airfare	Faid	427.	S USD	427.93	USD	07/29/201	17 X				0	-				Airfare	from LEX	to MSP for	NACUSO An	nual Meetin	1
		16948	GRMD	Ground	Transportat	lon 10.0	0 USD	10.00	USD	07/29/201	17				0										
		16948	GRMD	Ground	Transportat	ion 45.1	4 USD	45.24	050	07/29/201	17		Conservation.		0										
		16948	HIL	Lodging		1,038.	2 USD	1,038.72	USD	07/29/201	17		07/29/2017	08/02/201	7 4										
_		16948	PARK	Parking	. Tolls	14.1	0 USD	14.00	USD	07/29/201	7	-	08/01/2011	08/02/201	7 2		LEX - 810	regrai	ss Allboit						
		16948	PECP	Degiary	y - Reducci	1.030.0	0 1150	1.030.00	DSD	02/02/201	17 8														
	7		Pacar	negaata		,	0 000		0.00		-	-			-	-				-					-
Total						2,564.	1 090	1.000					1	1											

- 6. Once you are in the results screen you can view the details of the outstanding TRIPs.
- 7. Another option to view more detail is to double-click on the TRIP number.

General	General Trip Data/Totals/Receipts/Cost Assignment													
9 1 4 7	역 🛯 🚊 😇 🔽 🗄 🐨 🛛 🎟 🖢 🗶													
	•													
Pers.No.	Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Destination	Ctr	Reason for Trip				
		16948	5	07/29/2017	08:00:00	08/02/2017	14:00:00	Minneapolis, MN	US	Attend NACUBO Annual Meeting				

8. The selection screen will pop up. Click on the TRIP to view the PR05 report for this expense.



100						, Τ	rip No	16948					
<b>***</b> 5	Simula	ate	1 🕱	History	C								
Gene	eral T	rip C	Data				PD/F	R Reimbursemen	t				
From	ח [	07/3	29/201	7 08:00 Reaso	on	Attend NACUBO A	Nn Ml	0					
End	[	08/	02/201	7 14:00 Loc		Minneapolis, MN	<b>√</b> M	eals					
				Coun	try	US Region MN	-MQ TTy.	S 0 TTy. I	F	TAc C			
Alter	nativ	e Co	ost Assig	nment for Entire	e Trip	), If Different to M	aster CA						
		\$	Cos	t Distribution									
	R	ecei	pts	Additional Destir	natio	ns Trip Segme	nts 🔳	Deductions	Comme	ents			
	R	ecei	pts	Additional Destir	natio	ns Trip Segme	nts 🔲	Deductions	Comme	ents			
	R R	eceij R	pts ExpTy	Additional Destin	P	ns Trip Segme Amount	nts	Deductions Exch. Rate	Comme	ents Date	Info	Service Provider	N
	<b>No</b> 001	ecei R	expTy AIRP	Additional Destir Name Airfare Paid	P	ns Trip Segme Amount 427.93	Currncy USD	Deductions Exch. Rate 1.00000	Comme Acc USD	Date 07/29/2017	Info	Service Provider PC	N
	<b>No</b> 001 002	ecei R	ExpTy AIRP HTL	Additional Destir Name Airfare Paid Lodging	P	Amount 427.93 1,038.72	Currncy USD USD	Deductions Exch. Rate 1.00000 1.00000	Comme Acc USD USD	Date 07/29/2017 07/29/2017	Info	Service Provider PC	N
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	No 001 002 003 004	ecei R	ExpTy AIRP HTL REGP GRND	Additional Destir Name Airfare Paid Lodging Registration Ground Transp	P V V	Amount 427.93 1,038.72 1,030.00 10.00	Currncy USD USD USD USD USD	Deductions Exch. Rate 1.00000 1.00000 1.00000 1.00000	Acc USD USD USD USD	Date 07/29/2017 07/29/2017 07/29/2017 07/29/2017	Info	Service Provider PC PC	N
	No 001 002 003 004 005	ecei	ExpTy AIRP HTL REGP GRND GRND	Additional Destir Name Airfare Paid Lodging Registration Ground Transp Ground Transp	P V V V V	Amount 427.93 1,038.72 1,030.00 10.00 45.24	Currncy USD USD USD USD USD USD USD	Deductions       Exch. Rate       1.00000       1.00000       1.00000       1.00000       1.00000       1.00000       1.00000	Acc USD USD USD USD USD	Date 07/29/2017 07/29/2017 07/29/2017 07/29/2017 07/29/2017	Info	Service Provider PC PC	N