

iProConference:
SAP HCM Best Practice
London, 8th November 2012

Travel and Expense Management with SAP®

Anja Marxsen
Jörg Edinger



#HCMBP2012



Agenda



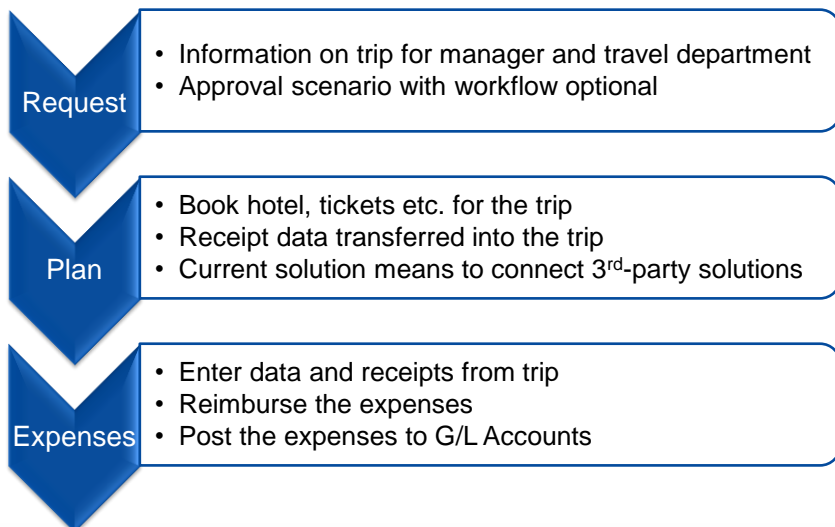
- Overview and Integration of SAP T&E
- The standard process in ESS / MSS
- Proven ways to improve the approval process

Overview and Integration



- Request - Plan - Expenses
- FI/CO vs. HCM
- Payment with payroll, with or without vendors?
- Transfer to FI/CO

Request – Plan – Expenses



Which system to choose? FI/CO vs. HCM



HCM-System

- Use of structural authorisation
- Additional payroll amounts
- Use of Employee Self-Service
- HCM is regularly patched

FICO-System

- Payment of reimbursement
- Availability of cost objects (order, sales order etc.)

Further points depending on context of use

- System on which travel admin staff works
- System on which workflows already run

Payment – which way to choose?



Payroll

- Time-lag
- Only one payment per payroll-period

Without vendors

- Periodicity flexible
- Repayments difficult to monitor

With vendors

- Masterdata to create vendors necessary
- Repayments and clearings easy

Transfer travel expense results to FI



Wage types are the basis

Trip

- approved
- settled

Posting run

- create
- test and check
- post

Posting documents

- post to G/L accounts
- allocated to cost centers

Agenda



■ Overview and Integration of SAP T&E

■ The standard process in ESS / MSS

■ Proven ways to improve the approval process

The standard process in ESS / MSS



- Travel request
- Travel expenses
- Travel express expense sheet
- Approval via UWL
- Approval via POWL

Employee Services



Employee Services

Map | Directory | Index



My Processes
Status Overview



Working Time
Time Recording
Leave Request
Employment Percentage
Time Statement
Clock-in / Out Corrections



Benefits and Payment
Payment



Personal Information
Personal Profile
Personnel File
Birth of a Child
Maternity Leave
Request Termination
EIC Authentication



Career and Development
Job Opportunities
Talent Profile
Appraisal Documents



Purchasing
Shop
My Shopping Carts
My User Settings



Travel and Expenses
Overview
Create New
General Information
Personal Information

ESS Travel and Expenses



Travel and Expenses

Back

Service Map



Overview

[Trip Overview](#)
[My Employees](#)



Create New

[Create Travel Request](#)
You can create or change travel requests.
[Create Travel Plan](#)
You can create or change travel plans.
[Create Expense Report](#)
You can create or change expense reports.
[Express Expense Sheet](#)
You can create or change multiple expense reports at the same time.



General Information

[Find Route](#)
You can determine a driving route.



Personal Information

[Open Travel Profile](#)
You can change your travel profile.
[Unlock Personnel Number](#)
You can unlock your personnel number.

www.iprocon.com

slide : 11

Overview of my trips and expenses



My Trips and Expenses (Anja Müller, 00001000)

All My Travel Requests (3) | All My Travel Plans (0) | All My Expense Reports (0) | Pending Exp. Reports (0)



[Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] | [Display/Print](#) [Change](#) [Copy](#) [Delete](#) [Create New Travel Request](#) [Filter](#) [Settings](#)

Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Travel Plan	Alert
01.10.2012	01.10.2012	Dresden	test	Released for Approval	Request Recorded	Add	Create	Create	
02.06.2012	02.06.2012		test	In Processing	Request Open	Add	Create	Create	
01.06.2012	01.06.2012		test	In Processing	Request Open	Add	Create	Create	

Last Refresh 11.09.2012 12:29:29 CET [Refresh](#)

www.iprocon.com

slide : 12

Create travel request



Create Travel Request

1 General Data | 2 Review and Send | 3 Completed

Employee: Anja Müller (00001000 Chef vom Dienst Active)

Previous Step | Review | Save Draft

Calendar of Trips | Attachments (0)

General Data
Start Date: 01.12.2012 07:00
End Date: 01.12.2012 19:00

Destination
Address: Home: Fontenay-sous-Bois (94132) Avenue des Olympiades, Franc | Add | Change | Find Predetined Address
Additional Destinations: No destinations entered | Enter Additional Destinations

Additional Information
Activity (Planning): Internal Training
Reason: SAP HCM Training
Estimated Costs: 450,00 EUR | Enter Estimated Costs
Comment:

Advances: 0,00 Euro (EMU currency as of 01.01/1999) | Enter Advances
Cost Assignment: 100,00 % Cost Center 2200 (Human Resources), Company Code 1000 (DES AG), Busine | Change Cost Assignment

Means of Transport to be Approved
Private Car:

Travel Services
Services: No travel services requested | Enter Travel Services

slide : 13

Travel request: enter services



Travel Services

Add Flight | Add Hotel | Add Car Rental | Add Rail | Add Other Service | Expand All | Collapse All

Service

Flight

From: * London | Country: * Great Britain
To: * Fontenay-sous-Bois | Country: * France
Departure On: * 01.12.2012 | Arrival/Departure: Departure | Time: 07:00
Comment:

Add Return Flight | Delete

Delivery of Travel Documents
Requested Delivery Date:
Delivery Location/Area:
Recipient: 00000000

Credit Card Information
Credit Card(s): American Express 1234*****6789, valid to 12/9999

www.iprocon.com

slide : 14

Travel request has been saved and sent





Create Travel Request



Employee Anja Müller (00001000 Chef vom Dienst Active) **Start Date** 01.12.2012 **End Date** 01.12.2012

If you have questions, contact one of the following persons:

Contact Persons

Name	Phone Number	Fax Number	E-mail Address	Inhouse Mail	Building	Floor	Room
Ms. Karin Wittek	 06227 712345 						

www.iprocon.com

slide : 15

Create travel plan



Create Travel Plan

Employee Anja Müller (00001000 Chef vom Dienst Active)

Trip Selection

Available Travel Requests

Trip Number	Trip Begins On	Trip Ends On	Reason	Destination	Trip Country
0002600394	01.12.2012	01.12.2012	SAP HCM Training	Fontenay-sous-Bois	FR
0002600391	01.10.2012	01.10.2012	test	Dresden	DE

www.iprocon.com

slide : 16

Travel plan: Bookings



◀ Previous Step Complete Travel Plan ▶

▶ Calendar

General Data

Start Date: 01.12.2012 07:00
End Date: 01.12.2012 19:00
Address: * Home: Fontenay-sous-Bois (94132) Avenue des Olympiades , France Add Change Find Predefined Address
Reason: SAP HCM Training
Activity: * Internal Training

Additional Bookings:
Add Flight Add Hotel Add Car Rental Add Rail Add Other Service

Itinerary

Flight -

From: London, Great Britain Departure: Saturday 01.12.12 07:00 Status: Open
To: Fontenay-sous-Bois, France
Reserve, Change Delete

Flight -

From: Fontenay-sous-Bois, France Departure: Saturday 01.12.12 19:00 Status: Open

slide : 17

Complete travel plan



Create Travel Plan

1 Build itinerary 2 Complete Travel Plan 3 Review and Book 4 Completed

Employee: Anja Müller (00001000 Chef vom Dienst Active)

◀ Previous Step Review ▶

Additional Comment
Comment for Manager:

Costs and Cost Assignment for Entire Trip

Total 0,00 EUR
Estimated Costs of Trip: 0,00 EUR
Cost Assignment: 100,00 % Cost Center 2200 (Human Resources), Company C Change Cost Assignment
Advances: 0,00 Enter Advances

slide : 18

Create expense report



Create Expense Report

Employee Anja Müller (00001000 Chef vom Dienst Active)

[Start](#)

Available Travel Requests / Plans

[Reset Selection](#)

Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
0002600231	20.03.2003	22.03.2003		DE	
0002600144	18.10.2002	24.10.2002	Miami	GB	Eröffnung
0002600143	12.09.2002	14.09.2002	Oslo	GB	Kundenbesuch
0002600142	05.09.2002	10.09.2002	Helsinki	GB	Seminar
0002600141	04.01.2002	04.01.2002	London	GB	Messe
0002600132	19.02.2002	21.02.2002	Paris	FR	Meeting
0002600131	10.02.2002	12.02.2002	Paris	FR	Meeting
0002600124	08.10.2002	17.10.2002	Philadelphia	US	Messe

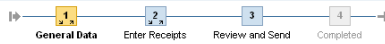
www.iprocon.com

slide : 19

Expense report: Enter general data



Create Expense Report



Employee Anja Müller (00001000 Chef vom Dienst Active) Schema Business Trip

[Previous Step](#) [Enter Receipts](#) [Save Draft](#)

[Calendar of Trips](#) [Attachments \(0\)](#)

General Data

Start Date: * 10.09.2012 06:00
End Date: 10.09.2012 18:00

Destination

Address: New: Cranfield , Great Britain [Add](#) [Change](#) [Find Predefined Address](#)

Additional Destinations: No destinations entered [Enter Additional Destinations](#)

Additional Information

Reason: Consulting

Comment:

Cost Assignment: 100,00 % Cost Center 2200 (Human Resources), Company Code 1000 (DES AG), Busine [Change Cost Assignment](#)

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals: No. of Deductions: 0 [Enter Deductions for Meals](#)

Per Diem Reimbursement for Accommodations:

Mileage

Total Distance: 0 Kilometer [Enter Mileage Details](#)

slide : 20

Expense report: Enter receipts



[Previous Step](#)
[Review](#)
[Save Draft](#)

[Available Credit Card Receipts \(0\)](#)
[Scanned Receipts \(0\)](#)

Receipts in This Expense Report

[New Entry](#)
[Copy](#)
[Delete](#)

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt
001		Parking	10,00	Euro (EMU currency as of 01/01/1999)	10.09.2012	0,00	Euro (EMU currency as of 01/01/1999)		<input type="checkbox"/>

Tax Code: 0% domestic input tax

[Accept](#)
[Accept and New Entry](#)
[Change Cost Assignment](#)
[Enter Itemization](#)
[Check](#)
[Copy](#)
[Delete](#)

Expense report: Receipt details



Receipts in This Expense Report

[New Entry](#)
[Copy](#)
[Delete](#)

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt
001		Entertainment	0,00	Euro					

Tax Code: 0% domestic input tax

Description:

Business Purpose:

Participants:

[Accept](#)
[Accept and New Entry](#)
[Change Cost Ass](#)

Enter Participants

[New Entry](#)
[Check](#)
[Delete](#)

EP	Relationship to Company	Last name	First name	Job Title	Company	Personnel Number
	External	Montgomery	Glen	Consultant	iProCon	
	External					

[Accept](#)

Expense report: Save and send



Final Action

- Save Draft I only want to save my expense report and send it later
 Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Meals per Diem 14,00 EUR
 Total Individual Receipts 10,00 EUR
Total Travel Expenses 24,00 EUR
Amount Reimbursed 24,00 EUR
Amount Paid Out 24,00 EUR

Cost Assignment

24,00 EUR Company Code 1000 (IDES AG), Business Area 9900 (Corporate Other), Cost Center 2200 (Human Resources)

[Display Expense Form](#)

[◀ Previous Step](#) | [Save and Send for Approval](#)

www.iprocon.com

slide : 23

Express Expense Sheet: Select period



Express Expense Sheet

Employee Anja Müller (00001000 Chef vom Dienst Active)

[Start](#)

Time Frame: * Week Month Other Time Frame

Data Entry Time Frame: * 01.09.2012 - 30.09.2012 [◀ Previous Month](#) 09.2012 [Next Month ▶](#)

May 2012							June 2012							July 2012							August 2012							September 2012											
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su					
18	30	1	2	3	4	5	6	22	28	29	30	31	1	2	3	26	25	26	27	28	29	30	1	31	30	31	1	2	3	4	5	35	27	28	29	30	31	1	2
19	7	8	9	10	11	12	13	23	4	5	6	7	8	9	10	27	2	3	4	5	6	7	8	32	6	7	8	9	10	11	12	36	3	4	5	6	7	8	9
20	14	15	16	17	18	19	20	24	11	12	13	14	15	16	17	28	9	10	11	12	13	14	15	33	13	14	15	16	17	18	19	37	10	11	12	13	14	15	16
21	21	22	23	24	25	26	27	25	18	19	20	21	22	23	24	29	16	17	18	19	20	21	22	34	20	21	22	23	24	25	26	38	17	18	19	20	21	22	23
22	28	29	30	31	1	2	3	26	25	26	27	28	29	30	1	30	23	24	25	26	27	28	29	35	27	28	29	30	31	1	2	39	24	25	26	27	28	29	30
23	4	5	6	7	8	9	10	27	2	3	4	5	6	7	8	31	30	31	1	2	3	4	5	36	3	4	5	6	7	8	9	40	1	2	3	4	5	6	7

Travel Request Travel Plan Expense Report

www.iprocon.com

slide : 24

Express Expense Sheet: Enter multiple trips at once



Express Expense Sheet

Employee: Anja Müller (00001000 Chef vom Dienst Active)

Save

Destinations in Month 09.2012

Date	Start Time	End Time	Cost Center	WBS Element	Destination	Total Miles/Km	Reason	Meals Per Diems	Receipts	*Submit	Trip Status	Trip Number	Request/Trip
Sa 01.09.2012	10:00	22:00	2200		Berlin	0	Workshop	<input checked="" type="checkbox"/>	(0)	<input checked="" type="checkbox"/>	Approved	0002600402	Trip Approved
Su 02.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Mo 03.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Tu 04.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
We 05.09.2012	10:00	22:00	2200		Fontenay-sous-Bois Avenue des Olympiades	0	test	<input checked="" type="checkbox"/>	(1)	<input checked="" type="checkbox"/>	Submitted	0002600401	Trip Completed
Th 06.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Fr 07.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Sa 08.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Su 09.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Mo 10.09.2012	8	16			Hamburg	0	Training	<input type="checkbox"/>		<input type="checkbox"/>			
Tu 11.09.2012	8	16			Hamburg	0	Training	<input type="checkbox"/>		<input type="checkbox"/>			
We 12.09.2012	8	16			Hamburg	0	Training	<input type="checkbox"/>		<input type="checkbox"/>			
Th 13.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			
Fr 14.09.2012						0		<input type="checkbox"/>		<input type="checkbox"/>			

www.iprocon.com

slide : 25

Approve trips and expenses without workflow



Approval of Trips and Expenses

Expense Reports for Approval(9) Travel Request for Approval (2) Travel Plans for Approval(17)

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] [Approve](#) [Reject](#) [E-Mail](#) [Display/Print](#) [Define Substitution Rules](#) [Maintain Employee List](#) [Filter](#) [Settings](#)

Employee	Start Date	End Date	Destination	Reason	Country	Estimated Costs	Currency	Assigner	Personnel assignment
Anja Müller	01.10.2012	01.10.2012	Dresden	test	Germany	0,00	EUR	Anja Müller	00001000 Chef vom Dienst Active
Anja Müller	01.12.2012	01.12.2012	Fontenay-sous-Bois	SAP HCM Training	France	450,00	EUR	Anja Müller	00001000 Chef vom Dienst Active

Last Refresh 11.09.2012 12:47:27 CET [Refresh](#)

Details of Trip: Fontenay-sous-Bois (0002600394)

Employee: Anja Müller Start Date: 01.12.2012 Advance: 0,00 EUR Attachments: [Add](#)
 Personnel No.: 00001000 Start Time: 07:00 Estimated Costs: 450,00 EUR
 Country: France End Date: 01.12.2012
 Destination: Fontenay-sous-Bois End Time: 19:00
 Trip Schema: Travel Planning
 Reason: SAP HCM Training

[Approve](#) [Reject](#) [E-Mail](#) [Display/Print](#)

www.iprocon.com

slide : 26

Enter reason for rejection



Details of Trip: Fontenay-sous-Bois (0002600394)

Employee: Anja Müller Start Date: 01.12.2012 Advance: 0,00 EUR
Personnel No.: 00001000 Start Time: 07:00 Estimated Costs: 450,00 EUR
Country: France End Date: 01.12.2012
Destination: Fontenay-sous-Bois End Time: 19:00
Trip Schema: Travel Planning
Reason: SAP HCM Training

[Approve](#) [Reject](#) [E-Mail](#) [Display/Print](#)

Reason for Rejection

Enter reason for rejection

[Submit](#) [Cancel](#)

Approve trips and expenses with workflow



Universal Worklist

Alerts **Tasks (3 / 3)** Notifications Tracking

Show: **New and In Progress Tasks (3 / 3)** Select a Subview... All [Create Task](#) [Show Filters](#) [Hide Preview](#) [Refresh](#)

Subject	!	From	Sent	Priority	@	Due	Status
Check trip of Anja Müller (Standard)		Junold, Anja	Yesterday	Normal	1		New
Approve trip of Anja Müller		Junold, Anja	Yesterday	Normal	1		New
Approve travel request of Anja Müller		Junold, Anja	Sep 11, 2012	Normal	1		New

2 approval scenarios



(Travel) POWL

Without portal possible
(like PRAP)

without workflow only

Simple implementation

User friendly

One-level approval process

UWL

With portal only,
otherwise BWP

with workflow only

High flexibility

Maintenance effort

Maybe already in use

Agenda



■ Overview and Integration of SAP T&E

■ The standard process in ESS / MSS

■ Proven ways to improve the approval process

Ways to improve the approval process



- Selecting the approver
- Specific assignment in POWL
- Approval workflow with correction process
- Approval workflow with random generator

Who is the right approver?



Requirement: The traveler should select the right approver.

Final Action

- Save Draft I only want to save my expense report and send it later
- Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Choose approver: Anja Müller

Solution: Enhance Web Dynpro FITE_VC_REVIEW and create custom search help with authorised approvers.

Specific assignment in POWL



Requirement: approver can only see trips which are part of his responsibility

Approval of Trips and Expenses

Expense Reports for Approval(9) | Travel Request for Approval(2) | Travel Plans for Approval(17)

Show Quick Criteria Maintenance Change Query Define N...

View: [Standard View] | Approve | Reject | E-Mail | Display/Print | Define Substitution Rules | Maintain Employee List

Employee	Start Date	End Date	Destination	Reason	Country	Total Cost	Currency	Submit Status	Policy Violation	Assigner	Personnel assign
Anja Müller	01.12.2002	05.12.2002	Berlin	Consulting	Germany	1.026,90	EUR	First Submission	No	Anja Müller	00001000 Chef
Anja Müller	02.10.2002	05.10.2002	Ratingen	Consulting	Germany	551,38	EUR	First Submission	No	Anja Müller	00001000 Chef
Anja Müller	09.12.2006	10.12.2006	Waldorf	Test	Germany	33,00	EUR	First Submission	No	Anja Müller	00001000 Chef
Anja Müller	12.10.2011	12.10.2011	Hamburg	Test	Germany	0,00	EUR	First Submission	No	Anja Müller	00001000 Chef
Anja Müller	12.01.2012	12.01.2012	test		Germany	0,00	EUR	First Submission	No	Anja Müller	00001000 Chef

Last Refresh 12.09.2012 11:3

Solution: enhance functional module
PTRM_WEB_TRIPS_FOR_APPROVAL

How to optimise the correction process



Approve trip from Anja Müller

Trip data

Trip number 0002600403
 Departure 29.08.2012 10:00:00
 Arrival 29.08.2012 22:00:00
 Location Hamburg
 Reason Training
 Country Germany
 Total cost 6.00 EUR

Requirement:
Enter a reason while declining a trip

Solution:
Customer Web Dynpro

Attachments

Delete Attachment

Title	Added By	Added On
The table does not contain any data		

Add Attachment

Type: File Link Note Business Doc

File Path: Durchs...

Upload

Approve **Send back** Display form

Reason for rejection

Please enter reason:

Send Back

Save time with an automatic approval for random selection



Approval of Trips

St Name Trip Trip Begins On Destination Total Cost Curr. Re Ctr R

Anja Müller	2600384	01.06.2012	Birmingham	335,00	EUR	shop	GB	T
Personnel Number	1000			335,00	EUR			
				335,00	EUR			
				349,00	EUR			

Travel manager checks

Reimbursement