

Transferring Trip Costs to Accounting



Release 4.6C



Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft[®], WINDOWS[®], NT[®], EXCEL[®], Word[®], PowerPoint[®] and SQL Server[®] are registered trademarks of Microsoft Corporation.

IBM[®], DB2[®], OS/2[®], DB2/6000[®], Parallel Sysplex[®], MVS/ESA[®], RS/6000[®], AIX[®], S/390[®], AS/400[®], OS/390[®], and OS/400[®] are registered trademarks of IBM Corporation.

ORACLE[®] is a registered trademark of ORACLE Corporation.

INFORMIX[®]-OnLine for SAP and Informix[®] Dynamic Server[™] are registered trademarks of Informix Software Incorporated.

UNIX[®], X/Open[®], OSF/1[®], and Motif[®] are registered trademarks of the Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C[®], World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA[®] is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT[®] is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Transferring Trip Costs to Accounting	5
Transfer Travel Expenses to Accounting	6
The Business Process of Transferring Trip Costs to Accounting	8
Create Posting Run	10
Check Posting Run	12
Posting	13
Display Trip Transfer Documents	15
Display Accounting Documents	17

Transferring Trip Costs to Accounting

(Travel Management and Accounting are both at Release 4.5a)

Transfer Travel Expenses to Accounting

Transfer Travel Expenses to Accounting

Use

Using the ALE business process, you can transfer the travel expenses results from the R/3 Travel Management system to a separate R/3 Accounting system, in order to use these results for external (Financial Accounting) and internal (Controlling) accounting processes. The goal of the entire business process is to attain correct posting of travel expenses to Financial Accounting and source-related cost allocation in Controlling.

In this process, Travel Management prepares settlement results so that Accounting can interpret them directly and create posting documents.

Integration

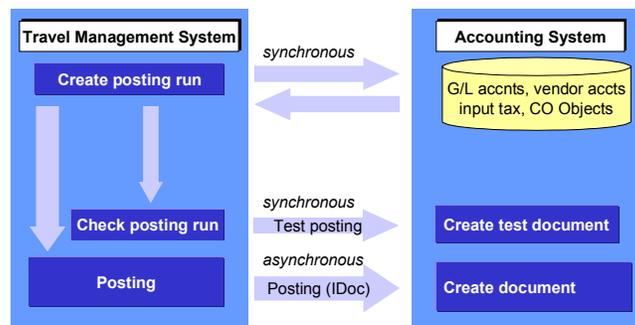
Travel Management System Functions

- Create posting run
- Check posting run
- Cancel posting run (if necessary)
- Posting

Accounting System Functions

- Generate documents for Financial Accounting and Controlling
- Post travel expenses to Financial Accounting
- Allocate travel expenses in Controlling

Data Flow



- The Travel Management System imports the required G/L accounts from the Accounting System remotely (synchronous communication).
- The Travel Management System performs a remote search for personal vendor accounts (synchronous communication).
- The Accounting System calculates, remotely, the input tax requested by the Travel Management System (synchronous communication).

Transfer Travel Expenses to Accounting

- The Travel Management System triggers the validation of CO objects (such as cost centers, orders, sales orders, cost objects, networks, WBS elements, and funds centers) in the Accounting System (synchronous communication).
- The Travel Management System transfers the trip transfer documents to the Accounting System, where they are posted on a test basis (synchronous communication).
- The Travel Management System transfers the trip transfer documents to the Accounting System and posts them (asynchronous communication).

Reasons for Function Encapsulation

The separation of Travel Management from Accounting allows you to perform a release upgrade for Travel Management together with the Human Resources (HR) System. This could become necessary, if, for example, legal changes take effect that concern both HR and Travel Management. If the systems are separate, there is no need to perform a release upgrade for Accounting.

Prerequisites

1. Travel Management and Accounting are both at Release 4.5A. If at least one of the systems has a release level lower than 4.5A, follow the instructions in Customizing for ALE.
2. For payment to be effected, vendor accounts must exist in Accounting for the respective personnel numbers.
3. The following Accounting tables must be replicated in the Travel Management System using Customizing transports:
 - Company Codes (T001)
 - Countries (T005)
 - Input Tax Codes (T007A, T007S)
 - Document Types (T003)
4. The transfer of settlement results to *Accounting* requires detailed system settings via Customizing.
 - With regard to the Travel Management System, please note that:
 - Number ranges must be set up for posting runs and trip transfer documents (also known as source documents).
 - Travel expense types must be assigned to symbolic accounts via wage types.
 - With regard to the Accounting System:
 - Symbolic accounts must be assigned to G/L accounts.
 - With regard to ALE distribution:
 - The distribution model must be maintained.
 - Partner profiles must be set up.

The Business Process of Transferring Trip Costs to Accounting

The Business Process of Transferring Trip Costs to Accounting

Purpose

You can use this ALE business process to transfer travel expenses results from an R/3 Travel Management System to a separate R/3 Accounting System. The transferred results are then posted in Financial Accounting and Controlling.

Process Flow

1. When you create a posting run, the Travel Management System selects the trips that are to be posted. These trips are assigned the status *transferred to FI*.
 - The Travel Management System searches the Accounting System for the required G/L accounts and the personal vendor accounts.
 - The system calculates input tax in Accounting.
 - The Travel Management System triggers the validation of CO objects in the Accounting System.
2. The system creates trip transfer documents in Travel Management.
3. If you want to test the posting run first, the trip transfer documents are transferred from the Travel Management System to the Accounting System and posted there on a test basis. If errors occur, they can be corrected.
4. If you want to post the run, the system checks the posting run again. If it identifies the posting run as without errors, it transfers the trip transfer documents to the FI/CO interface. Accounting creates the necessary posting documents from the data.

To sum up, the system has

- Collected the settlement results as trip transfer documents in a posting run
- Checked the posting run to see if all addressed accounts and account assignment objects may be posted to
- Transferred the data to Accounting for further processing

At the same time

- The trips included in the posting run cannot be changed until the posting run is complete
- Trip status is reset to *settled* if the corresponding posting run is rejected
- You can trace your way back from the posting document via the trip transfer document to the trips contained in the posting document
- The correct FI intercompany clearing accounts are used for cross-company code postings, but only with a taxable entity
- Posting in different currencies is possible
- Accounting documents can be created per trip, employee, CO object and company code

For more information see the SAP Library under *Travel Management (FI-TV) → Travel Management → Transfer to Accounting → Posting Run Management*.

The Business Process of Transferring Trip Costs to Accounting

Create Posting Run

Create Posting Run

To transfer travel expenses results to Accounting, you have to create a posting run.

Prerequisites

You can only determine the structure of posting documents for the transfer to Accounting in the [Create Posting Run \[Ext.\]](#) screen.

Procedure

1. Choose the *General trip data* function.
The *General trip data of posting document* dialog box appears.
2. Check and, if relevant, change the entries.
3. Choose *Continue* in the dialog box.
The [Create Posting Run \[Ext.\]](#) screen appears.
4. Choose the *Size/Summarization* function.
The *Size/Summarization of Posting Document* dialog box appears.
5. Check and, if relevant, change the entries.
6. Choose *Continue* in the dialog box.
The [Create Posting Run \[Ext.\]](#) screen appears.

Interfaces

Object name	Method	Meaning
AcctngServices	PreCheckPayrollAccountAssign	Account assignment validation for travel expense report and account assignment substitution for invalid account assignments
<i>If one system is older than 4.6C:</i> Creditor <i>If both systems are 4.6C or newer:</i> Vendor	Find Find	Find vendor per personnel number

Check Posting Run

Check Posting Run

Procedure

1. Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

2. Select the posting run to be checked.
3. Choose *Edit* → *Check*.

After the check a list of the documents checked is displayed.

To return to posting run management, choose *Goto* → *Back*.

Result

The system checks all trip transfer documents for the posting run or only those not yet posted. If it does not find errors during the check, it assigns the posting run the status *All docs checked*. If it finds an error, it assigns the posting run the status *Document errors*.

See also:

[Posting Run Check \[Ext.\]](#)

Interfaces

<i>Object name</i>	<i>Method</i>	<i>Meaning</i>
AcctngEmployeePaybles	Check	Validation of document that contains vendor postings
AcctngEmployeeExpnses	Check	Validation of document that contains G/L postings only
AcctngEmployeeRcvbles	Check	Validation of document that contains customer postings

The company code can be used as a filter object.

Posting

Prerequisites

You can only post runs that were not created as simulations and for which the system has created trip transfer documents.

Procedure

Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

Select the posting run you want to post.

Choose *Post posting run*.

The *Run TR <posting run number> Post* dialog box appears.

Choose one of the two execution types in the dialog box.



If you choose the execution type *Post immediately*, the system posts the posting run right away.

If you choose the execution type *Create job*, the system posts the posting run in the background. You set the time for background posting yourself.

After posting, the *Post/Check intermediate trip documents* screen appears.

The system shows you a posting log of the posting run.

To return to posting run management, choose *Goto → Back*.

Result

Immediate posting

The system transfers the settlement results to the FI/CO interface immediately.

If the posting run contains errors, the system indicates the errors and assigns the status *Document errors* (if Travel Management and Accounting run in one logical system). All trips that the system has included in this posting run remain locked against changes in the *Travel Expenses* dialog.

Start posting as job

The system checks and executes the posting run at the time you specified. To view the log for this job, choose *System → Own jobs*.

If the posting run contains no errors, the system assigns the status *Documents posted* and transfers the settlement results to the FI/CO interface. If the posting run contains errors, the system indicates the errors and assigns the status *Document errors* (if Travel Management and Accounting run in one logical

Posting

system). In separate logical systems the posting run is given the status *Documents posted* as soon as the IDocs have been generated.

See also:

[Posting the Posting Run \[Ext.\]](#)

Interfaces

Object name	Method	Meaning
AcctngEmployeePaybles	Post	Posting of document that contains vendor postings
AcctngEmployeeExpnses	Post	Posting of document that contains G/L postings only
AcctngEmployeeRcvbles	Post	Posting of document that contains customer postings

Message types

Object method	Message type
AcctngEmployeePaybles.Post	ACC_EMPLOYEE_PAY
AcctngEmployeeExpnses.Post	ACC_EMPLOYEE_EXP
AcctngEmployeeRcvbles.Post	ACC_EMPLOYEE_REC

The company code can be used as a filter object.

Display Trip Transfer Documents

Procedure

1. Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

2. Select the relevant posting run.
3. Choose *Edit* → *Display*.

The *Trip transfer documents* screen appears.

- To display [posting line details \[Ext.\]](#), select a *line item* and choose *Choose detail*.
 - To display the [origin of a posting line \[Ext.\]](#), select the *line item* and choose *Display*.
 - To display the [posting documents in Accounting \[Ext.\]](#), select a *document* and choose *Display Accounting documents*.
4. Choose *Goto* → *Back*.

The *Posting Run Management* screen appears.

Result

The system displays a list of the expanded documents for the selected posting run.

See also:

[Trip Transfer Documents Display \[Ext.\]](#)

[Posting Run Management \[Ext.\]](#)

[Transfer of Settlement Results \(to Accounting\) \[Ext.\]](#)

Interfaces

<i>Object name</i>	<i>Method</i>	<i>Meaning</i>
<i>If one system is older than 4.6C:</i> Creditor	GetDetail	Read vendor short text
<i>If both systems are 4.6C or newer:</i> Vendor		

Display Trip Transfer Documents

<p><i>If one system is older than 4.6C:</i> Debtor</p> <p><i>If both systems are 4.6C or newer:</i> Customer</p>	<p>GetDetail</p> <p>GetDetail</p>	<p>Read customer short text</p>
<p>GeneralLedgerAccount</p>	<p>GetDetail</p>	<p>Read G/L short text</p>

Display Accounting Documents

Procedure

1. Choose Travel Expenses.
2. Choose *Edit* → *Posting run* → *Administration*.
The *Posting Run Management* screen appears.
3. Choose *Posting run* → *Documents*.
The *Trip transfer documents* screen appears.
4. Choose *Goto* → *Accounting*.
The *List of Documents in Accounting* dialog box appears.
5. If you want to display a document in accounting, select the document. Press *Choose*, to display the document. The document is displayed in the relevant accounting screen.
6. To close the list, choose *Continue* in the dialog box.
The *Trip transfer documents* screen appears.

Interfaces

Object name	Method	Meaning
AcctngServices	DocumentDisplay	Display accounting documents