Transferring Trip Costs to Accounting

Release 4.6C
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## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>🚨</td>
<td>Caution</td>
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<tr>
<td>📝</td>
<td>Example</td>
</tr>
<tr>
<td>📝</td>
<td>Note</td>
</tr>
<tr>
<td>🛡</td>
<td>Recommendation</td>
</tr>
<tr>
<td>🕵️‍♂️</td>
<td>Syntax</td>
</tr>
<tr>
<td>💡</td>
<td>Tip</td>
</tr>
</tbody>
</table>
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

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).
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Transferring Trip Costs to Accounting

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

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.
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

<table>
<thead>
<tr>
<th>Object name</th>
<th>Method</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AcctngServices</td>
<td>PreCheckPayrollAccountAssign</td>
<td>Account assignment validation for travel expense report and account assignment substitution for invalid account assignments</td>
</tr>
</tbody>
</table>

If one system is older than 4.6C:
- Creditor
  - Find
- Vendor
  - Find

Find vendor per personnel number
If one system is older than 4.6C:
Debtor
If both systems are 4.6C or newer:
Customer

<table>
<thead>
<tr>
<th></th>
<th>Find</th>
<th>Find customer per personnel number</th>
</tr>
</thead>
</table>

The company code can be used as a filter object.
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

<table>
<thead>
<tr>
<th>Object name</th>
<th>Method</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AcctngEmployeePaybles</td>
<td>Check</td>
<td>Validation of document that contains vendor postings</td>
</tr>
<tr>
<td>AcctngEmployeeExpnses</td>
<td>Check</td>
<td>Validation of document that contains G/L postings only</td>
</tr>
<tr>
<td>AcctngEmployeeRcvbles</td>
<td>Check</td>
<td>Validation of document that contains customer postings</td>
</tr>
</tbody>
</table>

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
Transferring Trip Costs to Accounting

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

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<thead>
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</tr>
</thead>
<tbody>
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<td>AcctngEmployeePaybles</td>
<td>Post</td>
<td>Posting of document that contains vendor postings</td>
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<td>AcctngEmployeeExpnses</td>
<td>Post</td>
<td>Posting of document that contains G/L postings only</td>
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<td>Post</td>
<td>Posting of document that contains customer postings</td>
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</table>

Message types

<table>
<thead>
<tr>
<th>Object method</th>
<th>Message type</th>
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<tbody>
<tr>
<td>AcctngEmployeePaybles.Post</td>
<td>ACC_EMPLOYEE_PAY</td>
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<tr>
<td>AcctngEmployeeExpnses.Post</td>
<td>ACC_EMPLOYEE_EXP</td>
</tr>
<tr>
<td>AcctngEmployeeRcvbles.Post</td>
<td>ACC_EMPLOYEE_REC</td>
</tr>
</tbody>
</table>

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.
   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

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<tr>
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<td>If one system is older than 4.6C:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If both systems are 4.6C or newer:</td>
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<td></td>
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<tr>
<td>Vendor</td>
<td></td>
<td>Read vendor short text</td>
</tr>
<tr>
<td></td>
<td>GetDetail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GetDetail</td>
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</tbody>
</table>
### Display Trip Transfer Documents

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>If one system is older than 4.6C:</td>
<td>GetDetail</td>
<td>Read customer short text</td>
</tr>
<tr>
<td>Debtor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If both systems are 4.6C or newer:</td>
<td>GetDetail</td>
<td></td>
</tr>
<tr>
<td>Customer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GeneralLedgerAccount</td>
<td>GetDetail</td>
<td>Read G/L short text</td>
</tr>
</tbody>
</table>
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.
   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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>AcctngServices</td>
<td>DocumentDisplay</td>
<td>Display accounting documents</td>
</tr>
</tbody>
</table>