

iProConference 2015

Anja Marxsen (iProCon)

Peter Gilberg (Vaillant)



Making SAP travel and expense processes run smoothly



Agenda

- **Express Expense Sheet**
 - Standard EES
 - Customize EES
 - EES Key Points
- **Personnel Object Worklist**
 - Standard POWL
 - Ways to improve POWL
 - POWL vs. UWL

Express Expense Sheet



Express Expense Sheet

Employee Anja Marxsen (08000001)

Save

Destinations in Month 04.2015

														Insert	Move	Copy	Delete	Receipts	Additional Destinations	Cost Assignment	Mileage Details	Deductions	Advances	More Details	Results / Print	Results / Print All
Date	Start Time	End Time	Cost Center	Country / Region	Destination	Total Miles/Km	Reason	Meals Per Diems	Accom. per Diem	Receipts	Details	Submit	Trip Status													
We 01.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Th 02.04.2015	06:00	16:00	2000	Great Britz ▼	London	0	IProConference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(0)	CoAs, DtIs	<input type="checkbox"/>	Open													
Fr 03.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Sa 04.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Su 05.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Mo 06.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Tu 07.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
We 08.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Th 09.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Fr 10.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Sa 11.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														
Su 12.04.2015				▼		0		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>														

Customize EES: Trip Schema 99

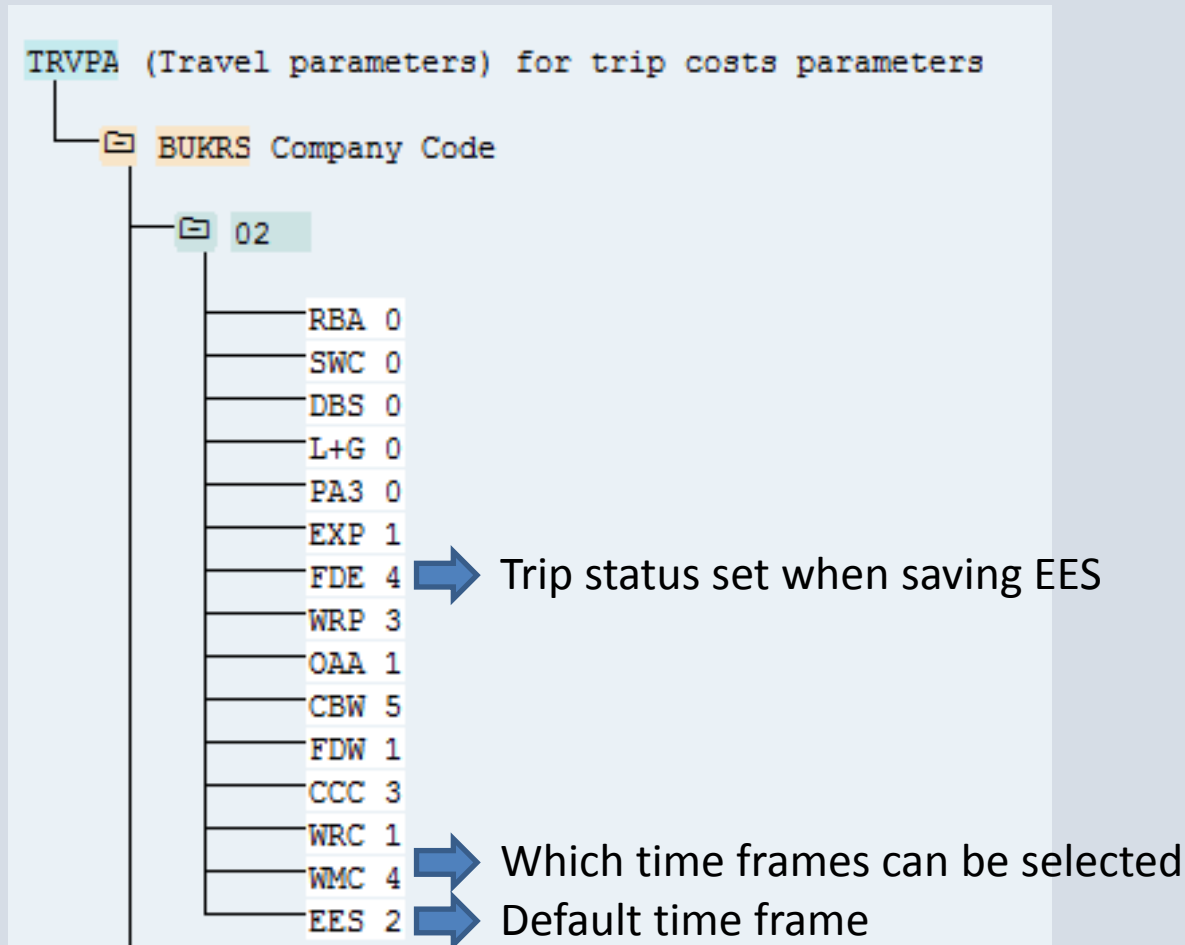
Edit New Trip Schema

Copy Trip Schema Delete Trip Schema

- ▼ Trip Provision Variant : 01 - German Account
 - ▶ Trip Schema : 01 Business Trip
 - ▶ Trip Schema : 02
 - ▶ Trip Schema : 99 Travel Calendar
 - ▶ Trip Schema : PL Travel Planning

Trip Schema	99	Travel Calendar
... Valid Until:		31.12.9999
Trip Type		
Trip No. Assignment		Internal number assignment ▼
Domestic/International		No Distinction ▼
Domestic Departure		Suppressed ▼
<input checked="" type="checkbox"/> Multiday Trip		
Default Values		
Trip Country	DE	Germany
Trip Region		Germany
Trip Type: Statutory		Business Trip ▼
Trip Type: Enterprise		All Trips ▼
Activity Type		All Trips ▼
Message When Saving		<input type="checkbox"/>
<input checked="" type="checkbox"/> Per Diem Meals Checkbox Set		
<input type="checkbox"/> Per Diem for Accommodations Checkbox Set		
Activate Entry Screens		
<input type="checkbox"/> Enter Addresses for Destinations		
<input checked="" type="checkbox"/> Additional Destinations		

Customize EES: Feature TRVPA



EES Key Points


- Precondition: FIN_TRAVEL_2
- For sales representatives and frequent travellers who settle their expenses weekly / monthly
- User friendly
- Constraints:
 - Workflow starts for every „line“
 - Cumbersome WD4A configuration
 - Without travel request, only
 - Travel expense reports can't be maintained in EES
 - if activated for trips abroad, travel calendar (PR02) can no longer be used
 - Attachment column missing (can be enhanced)

Example for enhanced EES

Express Expense Sheet

Employee Testprüfer Marxsen (08000021)

[Save](#)


Ihre Reise wird geprüft von: Paul Prüfer oder Stoffel Anton oder Laborius Wismutia  Who is going to approve the trips?

[Soforthilfe einblenden](#)

Destinations in Month 04.2015

[Insert](#) [Move](#) [Copy](#) [Delete](#) | [Belege erfassen](#) [Additional Destinations](#) [Cost Assignment](#) [Mileage Details](#) [Abzüge für Verpflegung erfassen](#) | [Results / Print](#)

Date	Start Time	End Time	*Destination	Total Miles/Km	*Reason	Activity	Meals Per Diems	Accom. per Diem	Receipts	Details	Submit	Trip Status	Trip Number	Request/Trip	Reimbursement	Attachment
We 01.04.2015	10:00	20:00	Jena	0	Workshop	All trips ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(0)	CoAs	<input checked="" type="checkbox"/>	Submitted	0000000399	Trip Completed	12,00	Add
Th 02.04.2015	10:00	20:00	Leipzig	0	Seminar	All trips ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(0)	CoAs	<input checked="" type="checkbox"/>	Submitted	0000000402	Trip Completed	12,00	(1)
Fr 03.04.2015	08:00	20:00	Berlin	0	Meeting	All trips ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(1)	CoAs, Deds	<input checked="" type="checkbox"/>	Submitted	0000000403	Trip Completed	22,40	Add
Sa 04.04.2015				0		All trips ▼	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				0,00	
Su 05.04.2015				0		All trips ▼	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				0,00	

 Columns added

Agenda

- **Express Expense Sheet**
 - Standard EES
 - Customize EES
 - EES Key Points
- **Personnel Object Worklist**
 - Standard POWL
 - Ways to improve POWL
 - POWL vs. UWL

Personnel Object Worklist



Expense Reports for Approval (1)

Travel Requests for Approval (0)

Travel Plans for Approval (0)

Hide Quick Criteria Maintenance

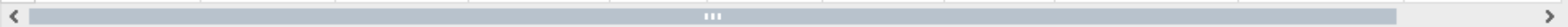
[Change Query](#) [Define New Query](#) [Personalize](#)

Employee List Options: ▾

View: ▾



<input type="checkbox"/>	Employee	Start Date	End Date	Destination	Reason	Country	Total Cost	Currency	Submit Status	Policy Violation	Assigner
	Ole Mortensen	16.06.2014	18.06.2014	weitweitweg	test	Germany	55,40	EUR	First Submission	No	Anja Marxsen



Determine the right approver

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

View: [Standard View]	Approve	Reject	E-Mail	Display/Print							
Employee	Start Date	End Date	Destination	Reason	Country	Total Cost	Currency	Submit Status	Policy Violation	Assigner	
Ole Mortensen	16.06.2014	18.06.2014	weitweitweg	test	Germany	55,40	EUR	First Submission	No	Anja Marxsen	

Solution: enhance functional module PTRM_WEB_PERNRS_GET and / or PTRM_WEB_TRIPS_FOR_APPROVAL, hide buttons

Define Substitution Rules

Maintain Employee List

Automatic approval for random selection

- status set to approved / to be settled when approving
- can be enhanced via class / method
CL_FITV_POWL_UTIL / APPROVE_TRIP
- Save time by automatic approval for „easy“ trips (domestic, dependent from reimbursement, random selection, ...)

Enhance standard mails

- Enhancement Spot PTRM_POWL_MAIL
- Copy standard mail texts from client 000:
 - FITV_POWL_APPROVE_TEMPLATE
 - FITV_POWL_MAIL_TEMPLATE
 - FITV_POWL_REJECT_TEMPLATE
- sender email from IT 0105 or SU01
- receiver email from IT 0105, only

Two approval applications

(Travel) POWL

WD4A > without portal possible

With or without workflow

Simple implementation

User friendly

To be enhanced for complex approval process

UWL

JAVA > with portal only, otherwise BWP

with workflow only

High flexibility

Maintenance effort

Maybe already in use