

# Transferring Trip Costs to Accounting



**Release 4.6B**



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## Icons

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## **Transferring Trip Costs to Accounting**

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

## Transfer Trip Costs to Accounting

## Transfer Trip Costs to Accounting

### Use

Using the ALE business process, you can transfer the travel accounting 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 trip costs to Financial Accounting and source-related cost allocation in Controlling.

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

### Integration

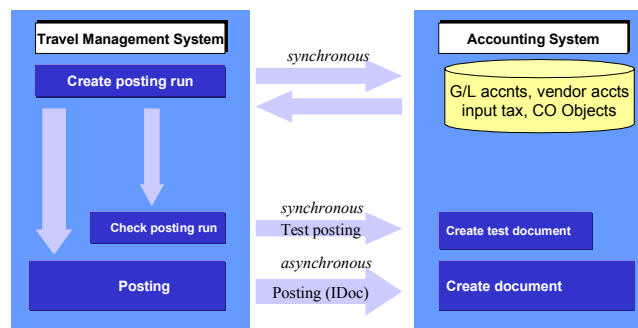
#### Travel Management System Functions

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

#### Accounting System Functions

- Generate documents for Financial Accounting and Controlling
- Post trip costs to Financial Accounting
- Allocate trip costs in Controlling

### Data Flow



**Transfer Trip Costs to Accounting**

- 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).
- 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 accounting 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).
    - Trip 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:

**Transfer Trip Costs to Accounting**

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 accounting 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 accounting 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 *accounted* 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*.

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The Business Process of Transferring Trip Costs to Accounting

## Create Posting Run

### Procedure

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

1. Choose Travel Accounting.
2. Choose *Edit* → *Posting run* → *Create*.

The *Interface Travel Management* → *Accounting* screen appears.

3. Specify the accounting period.
4. Specify the personnel numbers.
5. Specify the posting run conditions.
6. Specify the criteria for the structure of the posting documents.
7. Choose *Program* → *Execute*.

The system has selected all trips for the selected accounting period and the selected personnel numbers according to the posting run conditions. It created trip transfer documents according to the specifications regarding the structure of posting documents and created a posting run. It rejected invalid trips and indicated them in the log as trips that cannot be posted.

### Interfaces

<i>Object name</i>	<i>Method</i>	<i>Meaning</i>
AcctngServices	PreCheckPayrollAccountAssign	Account assignment validation for travel accounting and account assignment substitution for invalid account assignments
Creditor	Find	Find vendor per personnel number
Debtor	Find	Find customer per personnel number

The company code can be used as a filter object.

## Check Posting Run

## Check Posting Run

### Procedure

You can check a posting run before actually posting. You can, however, only check posting runs if the system created trip transfer documents when creating a posting run.

1. Choose Travel Accounting.
2. Choose *Edit* → *Posting run* → *Administration*.

The *Posting Run Management* screen appears.

3. Select the posting run to be checked.
4. Choose *Posting run* → *Check*.

After checking, the *Post/Check Intermediate Trip Documents* screen appears.

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

The system checks all trip transfer documents for the posting run. If it does not find errors in posting, it assigns the posting run the status *All docs checked*. If it finds an error, it assigns the posting run the status *Incorrect docs*.

### Interfaces

<b>Object name</b>	<b>Method</b>	<b>Meaning</b>
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

### Procedure

To transfer travel accounting results to Accounting, you have to post the posting run you created. You can only post posting runs that were not created as simulations and for which the system has created trip transfer documents.

1. Choose Travel Accounting.
2. Choose *Edit* → *Posting run* → *Administration*.

The *Posting Run Management* screen appears.

3. Select the posting run you want to post.
4. Choose *Posting run* → *Post*.

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

5. 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.

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

#### Immediate posting

If the posting run contains no errors, the system posts the posting run and assigns the status *Documents posted*. The system transfers the accounting results to the FI/CO interface.

If the posting run contains errors, the system indicates that the posting has errors and assigns the status *Incorrect docs*. All trips that the system has included in this posting run remain locked against changes in the Travel Accounting dialog.

#### Start posting as job

The system 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 accounting results to the FI/CO interface. If the posting run contains errors, the system indicates that the posting has errors and assigns the status *Incorrect docs*.

#### Interfaces

<i>Object name</i>	<i>Method</i>	<i>Meaning</i>
AcctngEmployeePaybles	Post	Posting of document that contains vendor postings

**Posting**

AcctngEmplyeeExpnses	Post	Posting of document that contains G/L postings only
AcctngEmplyeeRcvbles	Post	Posting of document that contains customer postings

**Message types**

<i>Object method</i>	<i>Message type</i>
AcctngEmplyeePaybles.Post	ACC_EMPLOYEE_PAY
AcctngEmplyeeExpnses.Post	ACC_EMPLOYEE_EXP
AcctngEmplyeeRcvbles.Post	ACC_EMPLOYEE_REC

The company code can be used as a filter object.

## Display Trip Transfer Documents

### Procedure

1. Choose Travel Accounting.
2. Choose *Edit* → *Posting run* → *Administration*.  
 The *Posting Run Management* screen appears.
3. Select the relevant posting run.
4. Choose *Posting run* → *Documents*.  
 The *Trip transfer documents* screen appears.
  - To display the details of a line item, choose *Line item* → *Display*.
  - To display the source of a line item, choose *Line item* → *Origin*.
  - To display the posting documents in Accounting, choose *Goto* → *Accounting*.
5. Choose *Goto* → *Back*.  
 The *Posting Run Management* screen appears.

### Interfaces

<b>Object name</b>	<b>Method</b>	<b>Meaning</b>
Creditor	GetDetail	Read vendor short text
Debtor	GetDetail	Read customer short text
GeneralLedgerAccount	GetDetail	Read G/L short text

## Display Accounting Documents

## Display Accounting Documents

### Procedure

1. Choose Travel Accounting.
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

<b>Object name</b>	<b>Method</b>	<b>Meaning</b>
AcctngServices	DocumentDisplay	Display accounting documents