Travel Outreach Programme

21 September 2016
P16 Procedures

INTTRK – 10730 which fixes more than 50% of the issues

Integration Testing Tracker / INTTRK-10730
System generated cents creating the Budget Expired Error while processing Expense Reports

Details
- Type: PROD Service Request
- Priority: 1, Critical
- Components: 3-PROD-CC-FRICEW Defect
- iNeed References: P16 Trips
- FRICEW Object Reference(s): E0746
- Has Dependencies?: No
- Tracking in Testing Tool?: No
- Workstream and Pillar: CS: TV - Travel Management, CS: CS - Central Support Services Other, FF - FM - Budget Implementation (Funds Mgmt)
- Proposed: Class ZFM_CL of EXP_OF_BUDGET Method IF_EX_FMFG, FUNDSSQ, DRY.DEF_FM, DEF_FM, derive FND_MSGAOE to be updated to change error message to WARNING from ERROR, when this validation budget period is triggered from custom AVC check FM Z_TV_BUDGET_CHECK
- Resolution: Updated
- iNeed SR Date: 22 Aug 2016

People
- Assignee: swapnil Pawan
- Reporter: Siva Sai
- Issue Manager: Andres Roza
- Approver: Alejandro Marcos
- Tester: Antoine BALMEILLE-FRIGOUET

Dates
- Created: 17 Aug 2016 10:06:26 -0400
- Updated: 22 Aug 2016 16:39:50 -0400
- iNeed SR Date: 22 Aug 2016 19 Aug 2016
- PROD Date: 22 Aug 2016
- Pre-Prod Date: 22 Aug 2016
- Build Synchron Date: 22 Aug 2016

22 August 2016
P16 Procedures

FMRP_RFFMEP1AX – Report.
*Do I still have the commitments?*

<table>
<thead>
<tr>
<th>Financial Management Area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Area</td>
<td>1000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FM Account Assignment</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Budget Period</td>
<td></td>
</tr>
<tr>
<td>Funds Center</td>
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</tr>
<tr>
<td>Key Date</td>
<td>21.09.2016</td>
</tr>
<tr>
<td>Commitment Item</td>
<td></td>
</tr>
<tr>
<td>Variant</td>
<td>000</td>
</tr>
</tbody>
</table>

| Functional Area       |  |
|                       |  |
| Funded Program        |  |

<table>
<thead>
<tr>
<th>Commitments/Actuals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year/Period</td>
<td>2016 1 to 2016 12</td>
</tr>
</tbody>
</table>
1. Foreign Currency

➢ New expenses in the Expense Report

1. Change the Cost Assignment at the line level
2. Enter the amount in USD

![Expense Report Interface]

- Description: Excess Baggage
- Amount: 300.00 USD
- Date: 11.05.2016

Options: Accept, Accept and New Entry, Change Cost Assignment
P16 Procedures – Issues pending fix

1. Foreign Currency

- **Ticket Costs**

When the revaluation of the currency during the Expense Report is higher that the amount approved

<table>
<thead>
<tr>
<th>26 July 2016 Travel Request Approval</th>
<th>20 September 2016 Expense Report Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 CHF = 604.74 USD</td>
<td>600 CHF = 613.10 USD</td>
</tr>
</tbody>
</table>

Where do we charge the additional $8.36 USD?

INTTRK-10810
P16 Procedures – Issues pending fix

2. Ticket Liquidation (REFO)

- If the ticket liquidation comes before the Expense Report
  - If we see a Refund Obtained in the expenses

- SAP has been notify of the issue

- INTTRK-10851
3. Overall budget exceeded by 0.01

- Even though the travel request was approved and the commitments created, the system reevaluates the total amount of the trip and checks if there is budget available.

- In this case, it is necessary to create a Work Order.

- It will be fixed with INTTRK-10850
## Ticket Invoice Settlement Using Expired Funds (P16, B15)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Ticket Invoice exactly matches booked ticket amount** | **Scenario:**  Booked Ticket Costs = $1000  
Billed Ticket Invoice = $1000  

**Invoice Process**  
Invoice automatically matched and posted for payment to the travel agent |
| **Ticket Invoice is higher than the booked ticket amount but within tolerance** | **Scenario:**  Booked Ticket Costs = $1200  
Billed Ticket Invoice = $1210  
Tolerance= $100  

**Invoice Process**  
1) Invoice automatically matched and posted for payment to the travel agent.  
2) Adjustment of the additional amount i.e. $10 is to done manually through JV |
### Scenario Description

Ticket Invoice Settlement Using Expired Funds (P16, B15)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Scenario:** Booked Ticket Costs = $500  
Billed Ticket Invoice = $2000  
Tolerance= $100 | **Invoice Process**  
- Invoice upload not possible.  
- Amendment not possible.  

Long term solution would allow amendment to charge difference to a separate coding block. Until then, two work-arounds available:  
1) Invoice will be uploaded matching the booked ticket amount i.e. $500.  
2) The difference of $1500 can be processed using a JV by the Ticket Billing Processor following offline approval by TPO  
Or  
3) Raise a separate travel request for $1500 and split the invoice against the two trips |
P16 Procedures – Final remarks

1. It is not possible to upload an invoice higher than the booked ticket costs plus the tolerance amount against a budget period that is already closed.

2. TPOs are not able to amend a Travel Request after the budget period is closed. Accounts will need to adjust the invoices manually through JV.

3. It is not possible to approve a Travel Request with P16 after 30th June 2016. For example, accepting a lump-sum after that date.

4. There are still 3 issues related to P16 being fixed:
   a) Foreign Currency
   b) Ticket Liquidation (REFO)
   c) Overall budget exceeded by 0.01