



Travel Outreach Programme

21 September 2016



P16 Procedures

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

umojja [rapport]
Eduardo Barranco Alonso

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

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Details

Type:	PROD Service Request	Status:	Closed (View Workflow)
Priority:	1. Critical	Resolution:	Resolved
Component/s:	3-PROD-CC-FRICEW Defect	Solution Release:	Integrated Cluster 4
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, FI: FM - Budget Implementation (Funds Mgmt)		
Proposed Resolution:	Class ZFM_CL_EXP_OF_BUDGET Method IF_EX_FMFG_FUNDMSG_DRV_DEF~FM_DERIVE_FND_MESSAGE 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.		
Transport Number:	D3EK921962 SPAWAR EX1_D_CSTV_E0746_INTTRK-10730_Bypass validation for travel		

People

Assignee:	Swapnil Pawar
Reporter:	Huda Seid
Issue Manager:	Andrea Padula
Approver:	Alejandro Marcos
Tester:	Antoine BALMELLE-FIRQUET

Dates

Created:	17 Aug 2016 18:05:26 -0400
Updated:	22 Aug 2016 16:39:50 -0400
Resolved:	22 Aug 2016 16:39:50 -0400
iNeed SR Date:	01 Jul 2016
PROD Date:	22 Aug 2016
Pre-Prod Date:	19 Aug 2016
Build Synch Date:	22 Aug 2016

22 August 2016



P16 Procedures

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

Document Journal

1 active Classification Data Sources

Financial Management Area

FM Area

FM Account Assignment

Grant	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Fund	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Budget Period	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Funds Center	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Key Date	<input type="text" value="21.09.2016"/>					
Commitment Item	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Variant	<input type="text" value="000"/>					
Functional Area	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>
Funded Program	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>

Superior FMAAs
 Subord. acct assgmts

Commitments/Actuals

Fiscal Year/Period to



P16 Procedures – Issues pending fix

1. Foreign Currency

➤ New expenses in the Expense Report

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

006		Airfare Ticket Cost		9.06	United States Dollar	11.05.2016
007	◇	Excess Baggage		300.00	United States Dollar	11.05.2016

Description:

Document No.:

Location:

Business Purpose:

Business Partners:

Comment:

Validating Carrier:

Class of Service:

P16 Procedures – Issues pending fix

1. Foreign Currency

➤ Ticket Costs

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

26 July 2016 Travel Request Approval	20 September 2016 Expense Report Creation
600 CHF = 604.74 USD	600 CHF = 613.10 USD
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

1 Important Information → 2 General Data → 3 Enter Expense Details → 4 Completed

Create Expense Report for Official Business Travel of Name Employee Group International Staff Employee Subgroup Professional & Above Grade/level and designation P-5/09 P5 6112 SENIOR ADMINISTRATIVE OFFICER
Duty Station CA00 Montreal Telephone E-mail ID Contract Type Permanent Master Cost Centre HR UNEP No Post Org. Unit UNEP EO CONV MFIMP Nationality Moroccan

Previous Step Completed

Scanned Receipts (2)

Expense Type	Amount	Currency
Subsistence Allowance	2,590.00	USD

Enter Expense/Deduction Items

New Entry Copy Delete Copy and Set Next Date

No.	Status	Expense Type	Expense Amount	Expense Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Confirmed	Origin
002		Airfare Ticket Cost	3,927.50	Swiss Franc	30.10.2015	3,927.50	Swiss Franc		<input type="checkbox"/>	<input type="checkbox"/>	
003		Total Ticket Transaction Fees	135.00	Swiss Franc	30.10.2015	135.00	Swiss Franc		<input type="checkbox"/>	<input type="checkbox"/>	
004		Airfare Ticket Cost	5,535.50	Swiss Franc	30.10.2015	5,535.50	Swiss Franc		<input type="checkbox"/>	<input type="checkbox"/>	
005		Total Ticket Transaction Fees	135.00	Swiss Franc	30.10.2015	135.00	Swiss Franc		<input type="checkbox"/>	<input type="checkbox"/>	
007		Terminal Expenses	152.00	United States Dollar	30.10.2015	152.00	United States Dollar		<input type="checkbox"/>	<input type="checkbox"/>	
008		Refund Obtained	3,555.50-	Swiss Franc	30.10.2015	3,555.50-	Swiss Franc		<input type="checkbox"/>	<input type="checkbox"/>	

- SAP has been notify of the issue
- INTTRK-10851

P16 Procedures – Issues pending fix

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

Approve Expense Report for (143275)

1 → 2 → 3 → 4 →

Important Information General Data Enter Expense Details **Approval**

Create Expense Report for HR/Entitlement Travel of Name Employee
Grade/level and designation P-4/02 P4 3983 INFORMATION MANAGEMENT OFFICER Duty St
Org. Unit DM OCSS FCSD CAS ARMS Nationality Canadian

◀ Previous Step Save Draft

❗ Overall budget exceeded by 0.01 USD (UN Standard AVC Ledger) for document item 00010

❗ Error in document: TRAVL 000014327500671091 P1ECLNT100

Additional Expenses Items	4,009.60 USD
Total Reimbursable Travel Expenses	4,009.60 USD
Total Advance Paid Out	4,009.60 USD
Amount Due or To be Recovered	0.00 USD



Ticket Invoice Settlement Using Expired Funds (P16, B15)

Scenario	Description
<p>Ticket Invoice exactly matches booked ticket amount</p>	<p>Scenario: Booked Ticket Costs = \$1000 Billed Ticket Invoice = \$1000</p> <p>Invoice Process</p> <p>Invoice automatically matched and posted for payment to the travel agent</p>
<p>Ticket Invoice is higher than the booked ticket amount but within tolerance</p>	<p>Scenario: Booked Ticket Costs = \$1200 Billed Ticket Invoice = \$1210 Tolerance= \$100</p> <p>Invoice Process</p> <ol style="list-style-type: none"> 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



Ticket Invoice Settlement Using Expired Funds (P16, B15)

Scenario	Description
<p>Ticket Invoice is higher than the booked ticket plus tolerance amount</p>	<p>Scenario: Booked Ticket Costs = \$500 Billed Ticket Invoice = \$2000 Tolerance= \$100</p> <p>Invoice Process</p> <ul style="list-style-type: none">• Invoice upload not possible.• Amendment not possible. <p>Long term solution would allow amendment to charge difference to a separate coding block. Until then, two work-arounds available:</p> <ol style="list-style-type: none">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 <p>Or</p> <ol style="list-style-type: none">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

