

Travel Processes in SAP Approver Handbook

Version 1.1 12/2023

Introduction

- The university decided to continually digitise standard administrative processes in 2016. The company has been working on revising and digitising its travel processes with the aim of speeding up workflows, creating more transparency and increasing access to its own data since 2017.
- Digital workflows have been used for processes in ordering and time management so far. Now the time has come to expand this to business trips and travel expense settlements.

Table of Contents

| | |
|------------------------------------------|-------------|
| 1. General information on business trips | Page 1 |
| 2. Login to SAP | Page 2 |
| 3. Navigation in the home screen | Page 3 |
| 4. Processing a business trip request | Pages 4 - 5 |
| 5. Setting up a substitute | Page 6 - 7 |

1. General information on business trips

Authorisation procedure

- A two-stage authorisation procedure generally applies to travel transactions in SAP:
 - 1. Approval level:
Specialist approval at the level of the institutes / chairs / working groups
 - 2. Approval level:
Financial review at the level of the faculties / departments
 - The legal examination of the information will be performed in the central travel processing department in the same manner as it has always been.

Approvers will be informed by email that a travel request has been submitted for approval. This infomail contains a link to the SAP system, via which you can access the worklist. The worklist contains all travel processes that are available for approval or rejection. Details on processing follow on the next pages.

Commitments

- A (funds) commitment will be created on the specified account assignment objects if estimated costs of the trip are recorded within a business trip request.
- The commitment will be cancelled when the travel expense settlement is posted.

2. Login to SAP

You can register directly via this link: <https://sap-p01.uni-bielefeld.de:8203/nwbc/>. Approvers will also receive an email when a travel request has been submitted for approval. This infomail also contains the above-mentioned link.

Login window (system P01 and client 100 are preset)

SAP NetWeaver

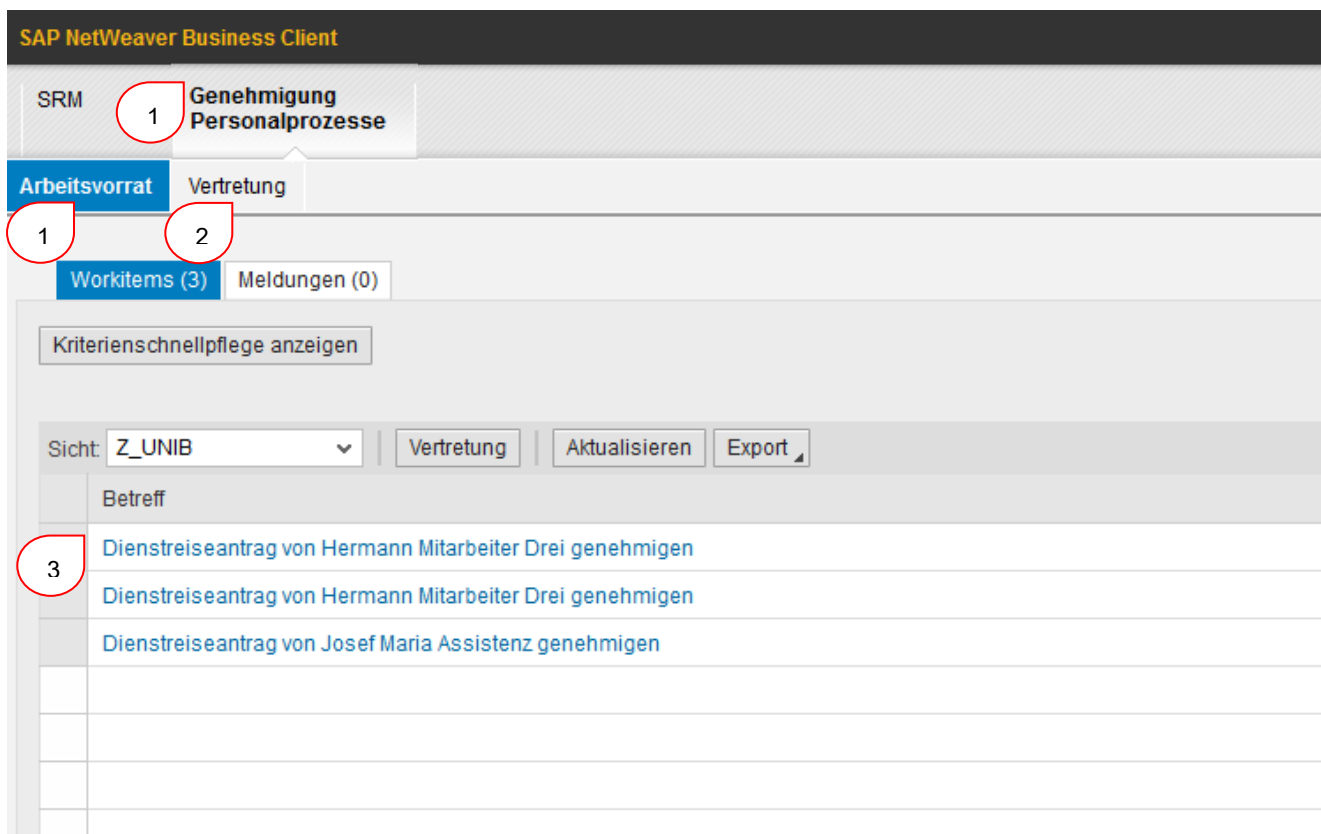
| | |
|------------|-------------------------------------------|
| System: | <input type="text" value="P01"/> |
| Mandant*: | <input type="text" value="100"/> |
| Benutzer*: | <input type="text"/> |
| Kennwort*: | <input type="password"/> |
| Sprache: | <input type="text" value="Deutsch"/> ▼ |
| | <input type="checkbox"/> Barrierefreiheit |
| | <input type="button" value="Anmelden"/> |

[Kennwort ändern](#) [Kennwort vergessen?](#)

Please enter your SAP user name and the corresponding password.

- If you have any questions about your SAP access, the SAP password or technical problems with the browser (e.g., pop-ups), please contact the BITS ServiceDesk (phone 6000).

3. Navigation in the home screen



- 1 Shared worklist for business trip requests and time management
- 2 Creating a substitution
- 3 Overview of applications in the worklist that are available for processing

Clicking one of the applications will open a separate browser window in which the details of the process can be seen and in which the approval or rejection is made.

Notice: A pop-up blocker exception for the SAP website must be active in the browser (Mozilla, Firefox, IExplorer...)

4. Processing a business trip request

Dienstreiseantrag von Hermann Mitarbeiter Drei genehmigen

Reisedaten

Beginndatum: 10.01.2024 08:00:00 Abfahrt von Dienststätte
Enddatum: 12.01.2024 16:00:00 Ankunft an Dienststätte

Grund: Test
Zielort: Hannover
Reiseland: Deutschland

Geschätzte Kosten: 0,00EUR [Details / Anpassen](#)
Kostenzuordnung: 100,00 % PSP-Element I-1100-9998-0003-0008 [Anpassen](#)
Vorschüsse: 0,00

Reisemittel:
Bahn:
Flugzeug:
sonst. öff. Verkehrsmittel:
Dienstwagen/Mietwagen:
Privatfahrzeug:
Fahrrad, Zweirädriges KFZ:

Verzicht auf Kostenerstattung Tagegeld:
Verzicht auf Kostenerstattung Übernachtung:
Verzicht auf Kostenerstattung Komplett:

Ist insbesondere durch Nutzung digitaler Kommunikationsmöglichkeiten eine kostengünstigere Erledigung des Dienstgeschäftes möglich?: **Nein**

keine Erstattung der Reise:
Drittmittel:
Kommentar:

The details of the business trip are displayed in the separate browser window for a selected process. Approvers cannot make any changes to details such as travel date or destination.

Information on the estimated costs of a trip that travellers should record as far as possible can be changed or supplemented by the approvers. A different account assignment element can also be specified if the traveller has entered an incorrect cost unit or an incorrect WBS element.

Weitere Ziele

| Ereignis im Reiseverlauf | Datum | Uhrzeit | Ziel |
|--------------------------|------------|----------|----------|
| Reisebeginn | 10.01.2024 | 08:00:00 | |
| Reiseziel | 10.01.2024 | 08:00:00 | Hannover |
| Reiseende | 12.01.2024 | 16:00:00 | |

Anlagen

| Titel | Hinzugefügt durch | Hinzugefügt am | Beschreibung |
|-------|-------------------|----------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Aktionen

Erstattung deckeln:

Grund für die Ablehnung:

Bemerkung:

1

Annexes to the travel request can be viewed here. This applies, amongst other things, to invitations for symposia or other documents that form the reason for the business trip.

2

The “Cap reimbursement” field can be used to cap the travel expense settlement to a maximum reimbursement value. This information will be displayed on the subsequently generated travel request form and is thus made clear to the traveller.

3

The “Approve” or “Reject” action buttons are ultimately used to decide on the process. In the event of a rejection, reasons must be given – standard reasons are provided for this, alternatively the reasons can be freely formulated.

(Due to the system, the “Other destinations” field also appears if there is only one destination)

5. Setting up a substitute

SAP NetWeaver Business Client

SRM **Genehmigung
Zeitwirtschaft**

Arbeitsvorrat **Vertretung**

Vertretungsregeln verwalten

Sie können Ihre Vertretungsregeln anzeigen und bearbeiten.
Sie können mehrere Vertretungsregeln für geplante und ungeplante Abwesenheiten erstellen.
Die Sie betreffenden Vertretungsregeln anderer Benutzer werden auch angezeigt. Außerdem können Sie die Aufgaben eines anderen Benutzers übernehmen (falls o

Meine Vertretungsregeln

Regel anlegen Löschen Aktualisieren

| Aufgaben | Empfänger | Vertretungsart |
|----------|------------|----------------|
| 1 | TMBUDREI - | Einspringen |
| | | |
| | | |
| | | |

Vertretungsregeln anderer Benutzer

| Aufgaben | Aufgabenverantwortlicher | Vertretungsart |
|----------|--------------------------|----------------|
| 2 | | |
| | | |

Substitutes can or should be entered for travel processes in the “Substitute” menu.

1 The upper part of the overview will show whether someone has already been entered as a substitute.

2 The lower section will show whether you have been entered as an approver for others as a substitute.

There are two ways of setting up a substitute using the “Create rule” button.

1. All processes will automatically be sent to the selected person in parallel to the actual approver with the setting “Recipient receives my tasks”. The rule is suitable for planned absences (holidays, etc.) and can also be used for permanent substitutes.
2. An inactive substitute will be stored with the alternative setting “stand in for me”. The substitute will then decide on their own when they want to enable the substitute function and disable it again later. This rule should always be stored in order to be able to react to unplanned absences (illness...). It is important to note that the substitute must activate this rule directly.

The screenshot shows a dialog box titled "Eine Vertretungsregel anlegen" (Create a substitution rule). It contains the following fields and options:

- * Empfänger:** A text input field with a copy icon.
- Diese Aufgaben zuordnen:** A dropdown menu.
- Der Empfänger soll:** Two radio button options:
 - Empfänger erhält meine Aufgaben: Sie übergeben dem Empfänger für die Dauer Ihrer geplanten Abwesenheit Aufgaben. Für diese Regel können Sie ein Startdatum angeben.
 - für mich einspringen: Wenn Sie unerwartet abwesend sind, kann der Empfänger Ihre Aufgaben vollständig übernehmen.
- Aktivierung der Regel:** Three radio button options:
 - Sofort
 - An: [Date input field]
 - Die Regel jetzt nicht aktivieren.
- Diese Regel deaktivieren.:** Two radio button options:
 - Nie: Die Regel wird nicht automatisch an einem angegebenen Datum deaktiviert. Sie können sie jedoch jederzeit deaktivieren oder löschen.
 - An: [Date input field]: Die Regel wird am angegebenen Datum automatisch deaktiviert. Sie können sie jederzeit deaktivieren oder löschen.

At the bottom right, there are two buttons: "OK" and "Abbrechen".

3. The respective time specifications under “Enable the rule” in conjunction with “Disable this rule” control the period of this substitution phase. Substitution rules can be stored indefinitely or for a certain period of time.