

# LRP Training

Legacy Replacement Program



## Travel Management



- Instructor
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



# Course Agenda

	<b>Chapter Description</b>	
1	<b>Introduction</b>	
2	<b>Travel Expenses Overview</b>	
3	<b>Entering Travel Expenses</b>	
4	<b>Travel Approval Overview</b>	
5	<b>Reports</b>	
	<b>Summary</b>	

## Course Objectives

By the end of this Chapter, you will be able to:

- Describe the process, benefits and key terms of SAP Travel Management
- Entering estimated and actual travel expenses along with attaching receipts and other travel documentation
- Describe estimated and actual travel expenses approval workflow
- Run Reports

# Course Agenda

	<b>Module Description</b>
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Travel Expenses Overview</b>
<b>3</b>	<b>Entering Travel Expense Reports</b>
<b>4</b>	<b>Travel Approval Overview</b>
<b>5</b>	<b>Reports</b>
	<b>Summary</b>

## Key Terms and Definitions

### **Estimated Travel Expenses**

- Estimated travel expenses provide the approver relevant information such as date, destination, purpose of trip and expense details with estimated costs for travel

### **Actual Travel Expenses**

- Upon trip completion, estimated travel expenses will be updated and resubmitted as actual travel expenses

### **Expenses Settlement**

- Settlement refers to the step where the system transfers approved travel expenses for reimbursement to the employee via SAP Payroll

## Trip Characteristics

Trip Type	Name
1	Local Travel
2	In State Travel
3	Out of State Travel
4	International Travel

Trip Activity	Name
A	Conference – Classified
B	Conference – Certificated
C	Training/Prof Dev – Classified
D	Training/Prof Dev – Certificated
E	Recruitment
F	Legislative
G	Academic Chaperone
H	Plant Inspections
I	Contractor Audits
J	Peer Review
K	Other Travel

## Trip Characteristics

Expense Type	Description
AIR	AirFare
AIRP	District PrePaid Airfare
BAG	Baggage Fees
BAGP	District PrePaid Baggage Fee
CONF	Conference Fee
CONP	District PrePaid Conference Fee
CRMP	District PrePaid Conference Room
FDPD	Full Day Per Diem (M&IE)
GAS	Gasoline
GASP	District Prepaid Gasoline
HDPD	Half Day Per Diem (M&IE)
HTL	Hotel
HTLP	District Prepaid Hotel
MISC	Other Expenses
MISP	District PrePaid Other Expenses
PARK	Parking, Tolls
PARP	District PrePaid Parking, Tolls
POST	Postage, Shipping
RCAP	District PrePaid Car Rental
RCAR	Car Rental
SUBE	Sub Teacher Costs-Outside Agency
SUBP	Sub Teacher Costs – District Paid
TAXI	Taxi, Bus, Shuttle, Subway, Train
TAXP	PrePaid Taxi, Bus, Subway, Train
TELE	Telephone, Fax, Internet

## Benefits of New Process

- LAUSD's new SAP travel request procedure will streamline the travel process providing the following benefits
- Automate Central Office existing manual, paper-intensive process
  - Perform real-time checking and commitment of available budget when a travel request is created reducing the possibility of overspending
  - Decreases the time required to reimburse employees for travel expenses
  - All approved and settled travel expenses will be reimbursed through Payroll in the employee's regular scheduled paycheck
  - Provides complete visibility and accountability for an employee's request and reimbursement for business-related travel

## Course Agenda

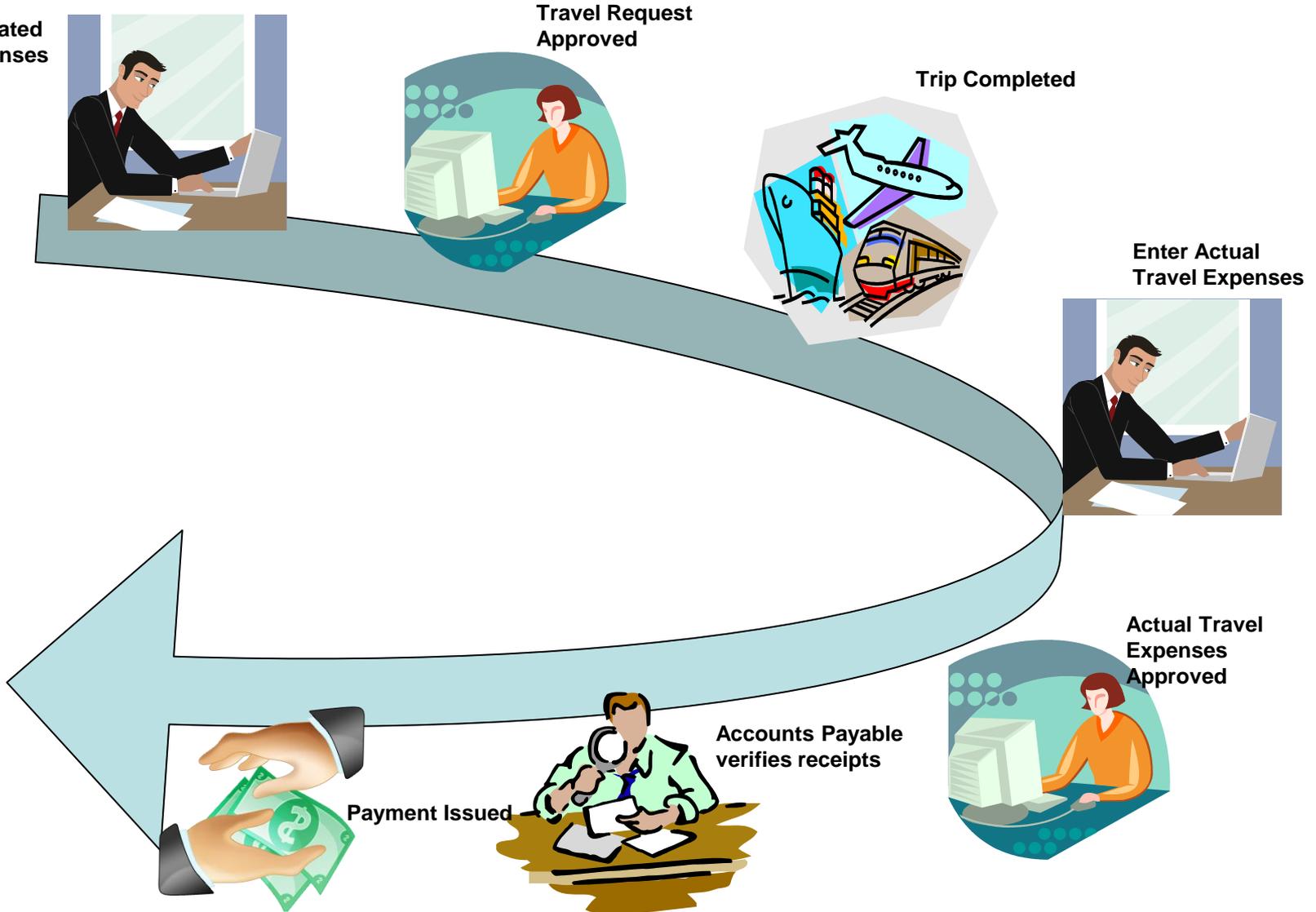
	<b>Module Description</b>
1	<b>Introduction</b>
2	<b>Travel Expenses Overview</b>
3	<b>Entering Travel Expense Reports</b>
4	<b>Travel Approval Overview</b>
5	<b>Reports</b>
	<b>Summary</b>

## Chapter 3 Objectives

By the end of this Chapter, you will be able to:

- Describe the roles, process, benefits of SAP Travel Management
- Entering estimated travel expenses along with attaching travel documentation
- Entering actual travel expenses along with attaching receipts and other travel documentation

# Travel Management Process Overview



- Travel Expense Report Creator
  - Central Travel Support Specialist (Schools)
  - Site Travel Specialist
  
- Travel Approver
  - Travel Approver
  
- Accounts Payable
  - AP Travel Specialist

# Course Agenda

	<b>Module Description</b>
1	<b>Introduction</b>
2	<b>Travel Expenses Overview</b>
3	<b>Entering Travel Expense Reports</b>
4	<b>Travel Approval Overview</b>
5	<b>Reports</b>
	<b>Summary</b>

## Chapter 4 Objectives

By the end of this Chapter, you will be able to:

- Describe the process of entering estimated travel expenses and attaching travel documentation in SAP
- Describe the process of entering actual travel expenses and attaching receipts and other travel documentation in SAP

## Entering Estimated Travel Expense Report

- Each traveler must complete Form 10.12.1
- All expenses (reimbursable and pre-paid) must be listed
- Provide travel documentation along with Form 10.12.1 and submit to the Site Travel Specialist
- Site Travel Specialist will create Estimated Travel Expense Report and attach all travel documentation in SAP
- Funds are encumbered once the estimated travel expense report is saved and trip number generated in SAP
- This travel expense report will be routed by SAP workflow to the required approvers for approval
- Upon successful approval of estimated travel expenses in SAP, a confirmation email with an Approved Travel Request Notification (ATRN) form, including trip number will be sent to the traveler

# Approved Travel Request Notification

Traveler will receive this email after the estimated travel expenses are entered and approved in SAP.

Note the trip number at the top and bottom of this email



## Approved Travel Request Notification

Trip ID#	: 0270000070	Begin Date of Trip	: 01/01/2013
Location	: Div Risk Mgmt & Ins Servs-1006701	End Date of Trip	: 01/02/2013
Personnel Number	: 01041724	Location	: Las Vegas
Employee Number	: 1041724	Region	: NV
Name of Employee	: Gregg Breed	Country	: US
e-mail	: lrp.pro@lausd.net	Trip Type	: Out of State Travel
Entered By	: Sudeep Kapoor	Trip Activity	: Conference - Classified
Contact Information	: raj.kapoor@lausd.net	Name of Activity	: test

Fund Lines	Fund	Functional Area	Cost Center	Internal Order	WBS Element	Reimbursable Amount
1	010-0000	0000-7200-13237	1006701			\$5.65

Expense Type	Expense Type Description	District Paid Amount	Reimbursable Amount
MILE	Mileage	\$0.00	\$5.65
<b>Totals</b>		<b>\$0.00</b>	<b>\$5.65</b>
<b>Comments:</b>			

Your Estimated Travel Expenses for Trip # 0270000070 have been approved. Please book your travel. Please contact Sudeep Kapoor at raj.kapoor@lausd.net with any questions.

## Trip Approval Statuses

Approval Status	Description	Travel Expense Report
Request Recorded	<ul style="list-style-type: none"> <li>• Site Travel Specialist created estimated travel expense report</li> <li>• Approvals are pending</li> <li>• Estimated travel expense report has been rejected</li> </ul>	Estimate
Request Approved	All approvers in the workflow have approved the estimated travel expense report	Estimate
Trip Completed/Report Entered	Site Travel Specialist created actual travel expense report (this status is manually updated by Site Travel Specialist)	Actual
Trip/Report Approved	Actual travel expense report is approved by the site administrator and Accounts payable	Actual

# Estimated Travel Expenses – Central Offices

**Travel Request entered in SAP**

Site Travel Specialist



**Budget Check and Pre-encumbrance**

Automatic Check in SAP

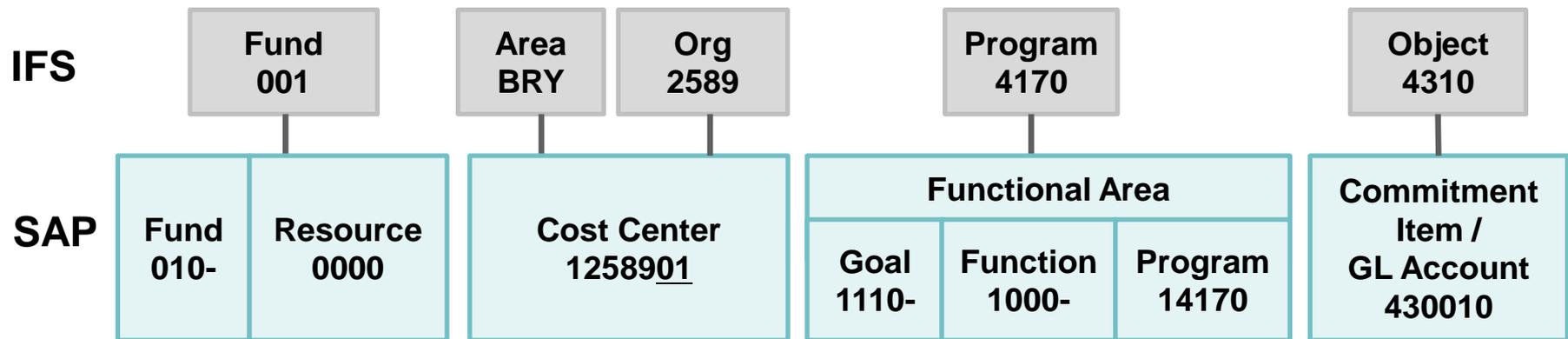


**Documentation Scanned and attached in SAP**

Site Travel Specialist

# SAP Accounting Structure

Accounting String: Bryson Elementary



IFS	SAP	Changes
Fund	<b>Fund</b>	SACS (Standardized Account Code Structure) Fund-Resource
Area/Org	<b>Cost Center</b>	A digit is added at the beginning and two digits at the end identifies the cost center location, primary location is identified by "01" or "02" secondary location (i.e., magnet school)
Program	<b>Functional Area</b>	SACS (Standardized Account Code Structure) Goal-Function-Program
Object	<b>Commitment Item / GL Account</b>	Went from a four digit code to a 6 digit code.

# Account String Wizard

**Account String Wizard**

Fiscal Year   Include Budget Only Values

**IFS Account String**

Fund

Area

Contrived Location

Administered Program

Organization

Program

Object

Sub-Object

Balance Sheet

Revenue Source

Job

Project

Phase

Sub-Project

**SAP Account String**

Fund

Fund

Resource

Functional Area

Goal

Function

Program

GL Account

Cost Center

Internal Order

WBS Element

# Account String Wizard

### Account String Wizard

Include Budget Only Values

IFS Account String	SAP Account String
<input type="button" value="IFS-SAP"/>	<input type="button" value="SAP-IFS"/> <input type="button" value="Help"/>
Fund <input type="text" value="001"/>	Fund <input type="text" value="010"/> General Fund
Area <input type="text"/>	Resource <input type="text" value="0000"/> Unrestricted
Contrived Location <input type="text"/>	<b>Functional Area</b> Goal <input type="text" value="1110"/> Regular Education, K-12 Function <input type="text" value="1000"/> Instruction Program <input type="text" value="14170"/> IMA-Schs
Administered Program <input type="text"/>	GL Account <input type="text" value="430010"/> Instr Material-General Purpose
Organization <input type="text" value="2589"/>	Cost Center <input type="text" value="1258901"/> Bryson EL
Program <input type="text" value="4170"/>	Internal Order <input type="text"/>
Object <input type="text" value="4310"/> <input type="button" value="Copy"/>	WBS Element <input type="text"/>
Sub-Object <input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Close"/>
Balance Sheet <input type="text"/>	
Revenue Source <input type="text"/>	
Job <input type="text"/>	
Project <input type="text"/>	
Phase <input type="text"/>	
Sub-Project <input type="text"/>	

## Walkthrough: Enter Estimated Travel Expenses



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Enter Estimated Travel Expenses



*To complete this  
exercise  
follow the  
instructions listed  
here.*

## Actual Travel Expenses – Central Offices

- Each traveler must submit separate claim form, original receipts, other travel documentation and ATRN to the Site Travel Specialist
- Site Travel Specialist will create actual travel expense report, scan and attach all receipts and other travel documentation in SAP
- Funds are encumbered once the actual travel expense report is saved in SAP
- This travel expense report will be routed by SAP workflow to the Site Administrator and Accounts Payable
- Accounts payable will settle approved actual travel expense reports for payment in the next scheduled payroll
- Traveler will receive an email notification once the actual travel expense report is approved by Accounts Payable, it shows the amount being reimbursed to the traveler

# Approved Actual Travel Expenses Notification

Traveler will receive this email after the actual travel expenses are approved by Accounts Payable in SAP.

Note the trip number and the travel expenses being reimbursed at the bottom of this email



## Approved Actual Travel Expenses Notification

Trip ID#	: 0090000087	Begin Date of Trip	: 04/03/2013
Location	: Fac Maint & Oper-Central Off-1064001	End Date of Trip	: 04/05/2013
Personnel Number	: 00671030	Location	: Miami
Employee Number	: 671030	Region	: FL
Name of Employee	: Cielito Vergara-Devine	Country	: US
e-mail	: lrp.pro@lausd.net	Trip Type	: Out of State Travel
Entered By	: Accounts Payable Customer Service	Trip Activity	: Plant Inspections
Contact Information	: 213-241-4800	Name of Activity	: ITC3-01.0032.000

Fund Lines	Fund	Functional Area	Cost Center	Internal Order	WBS Element	Reimbursable Amount
1	010-8150	0000-8100-11731	1064001	808000056317		\$643.10

Expense Type	Expense Type Description	District Paid Amount	Reimbursable Amount
AIR	Airfare	\$0.00	\$186.56
HTL	Hotel	\$0.00	\$258.25
FDPD	Full Day Per Diem (M&IE)	\$0.00	\$49.00
HDPD	Half Day Per Diem (M&IE)	\$0.00	\$24.50
PARK	Parking, Tolls	\$0.00	\$16.44
TAXI	Taxi,Bus,Shuttle,Subway,Train	\$0.00	\$22.65
CONP	District PrePaidConference Fee	\$175.00	\$0.00
BAG	Baggage Fees	\$0.00	\$25.00
RCAR	Car Rental	\$0.00	\$48.26
MILE	Mileage	\$0.00	\$12.44
<b>Totals</b>		<b>\$175.00</b>	<b>\$643.10</b>
<b>Comments:</b>			
Travel Report-Reimbursement and Direct Bill-Central Offices-Non-Local- Sufficient Budget-Estimated changed and approved using PR05 Transaction and Actuals changed and approved using PR05 transaction by Central Travel Manager.			

Your Actual Travel Expenses for Trip # 0090000087 have been approved. You will be reimbursed \$643.10 with your next payroll. Please contact Accounts Payable Customer Service at 213-241-4800 or via email at accounts-payable@lausd.net with any questions.

## Walkthrough: Enter Actual Travel Expenses



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Enter Actual Travel Expenses



*To complete this  
exercise  
follow the  
instructions listed  
here.*

# Course Agenda

	<b>Module Description</b>
1	<b>Introduction</b>
2	<b>Travel Expenses Overview</b>
3	<b>Entering Travel Expenses</b>
4	<b>Travel Approval Overview</b>
5	<b>Reports</b>
	<b>Summary</b>

## Chapter 5 Objectives

By the end of this Chapter, you will be able to:

- Review the travel expenses approval overview
- Describe the process of approving travel expense reports
- Review travel receipts and other documentation

# Estimated Travel Expense Report Approval

## ESTIMATE TRAVEL EXPENSE REPORT APPROVALS\*

Trip Type	LEVEL 1 APPROVAL		LEVEL 2 APPROVAL	LEVEL 3 APPROVAL
	Traveler's Site Administrator	Site Administrator for each Funding Source (if applicable)	Traveler's Division Administrator	Senior Deputy Superintendent, School Operations
Local < \$2,000	✓	?	--	--
Local > \$2,000	✓	?	✓	✓
Out of State < \$2,000	✓	?	✓	✓
Out of State > \$2,000	✓	?	✓	✓

\*Traveler's Site Administrator approval is required even if 100% of the funding is provided by another department.

# Actual Travel Expense Report Approval

## ACTUAL TRAVEL EXPENSE REPORT APPROVALS\*

Trip Type	APPROVALS	
	Traveler's Site Administrator	Accounts Payable
Local < \$2,000	✓	✓
Local > \$2,000	✓	✓
Out of State < \$2,000	✓	✓
Out of State > \$2,000	✓	✓

# Course Agenda

	<b>Module Description</b>
1	<b>Introduction</b>
2	<b>Travel Expenses Overview</b>
3	<b>Entering Travel Expenses</b>
4	<b>Travel Approval Overview</b>
5	<b>Reports</b>
	<b>Summary</b>

# Travel Expense Reports

S\_AHR\_61016405 – Display Complete General Trip Information

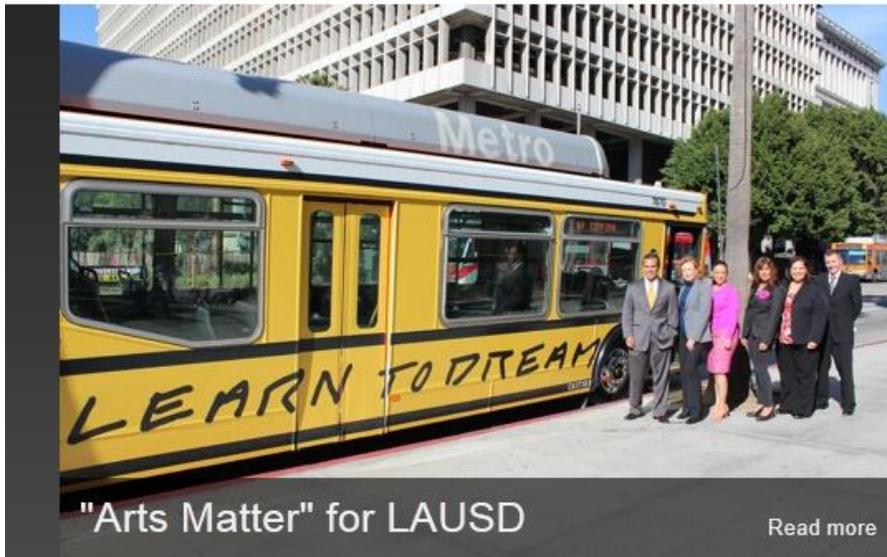
En Español      Inside LAUSD      Superintendent      Board of Education      Offices      ESC Main



## Los Angeles Unified School District

All Youth Achieving

Home    About LAUSD    Resources    Employment    Find a School             Search LAUSD 



**"Arts Matter" for LAUSD**

[Read more](#)

### National School Counseling Week

This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

### "Arts Matter" for LAUSD

LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

### It's Flu Season: Be Prepared

The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

### Arts Education on KLCS

Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

En Español    Inside LAUSD    Superintendent    Board of Education    Offices    ESC Main

**Los Angeles Unified School District**  
All Youth Achieving

S F E C

Home | About LAUSD | Resources | Employment | Find a School

Search LAUSD

- Educational Service Centers
- School Report Card
- Community
- Doing Business

## Offices

### LAUSD Vision

Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.



### A

- [A-G Graduation Requirements \(213 241-6895\)](#)
- [Academic English Mastery Program \(213 241-3340\)](#)
- [Accounting Controls \(213 241-7889\)](#)
- [Accounting & Disbursements Division \(213 241-7889\)](#)
- [Accounts Payable \(213 241-4800\)](#)
- [Adult and Career Education Division \(213 241-3150\)](#)
- [Adult Student Information System \(213 241-5228\)](#)
- [APOL/Dual Language \(213 241-2650\)](#)
- [Art & Artifact Collection \(Archives\) \(213\) 742-8351](#)
- [Arts Education Branch \(213 241-8222\)](#)

### B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
- [Board Secretariat \(213 241-7002\)](#)
- [Bond Holders \(213 241-2736\)](#)
- [Beginning Teachers Support and Assessment \(BTSA\) Induction Programs \(213 241-5495\)](#)
- [Budget Services & Financial Planning \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241-2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)

### J-K

- [Junior Reserve Officers' Training Corps \(213 745-1900\)](#)
- [KLCS Television \(Channel 58\) \(213 241-4000\)](#)

### L

- [Language Acquisition Branch \(213 241-5582\)](#)
- [LA's Best After-School Programs \(213 745-1900\)](#)
- [LAUSD Police \(Headquarters: 213 826-8831\)](#)
- [Leadership Academy \(213 241-8608\)](#)
- [Leadership Pipeline Development and Support Learning Zone\\_The \(213 241-5200\)](#)
- [Legacy Replacement Program \(213 241-2632\)](#)
- [Legislative and Government Affairs \(Government 8181\)](#)
- [Library - ILTSS \(213 241-2733\)](#)
- [Literacy/Language Arts PreK-12 \(213 241-6444\)](#)
- [Local Initiative Schools \(213 241-5104\)](#)
- [Local Options Oversight Committee \(213 241-5104\)](#)
- [Los Angeles Virtual Academy \(LAVA\) \(213 241-5104\)](#)

### M

- [Magnet Program \(877 462-4769\)](#)
- [Mail Unit \(562 854-2222\)](#)
- [Maintenance and Operations \(213 745-1800\)](#)
- [Master Planning and Demographics \(213 241-8044\)](#)
- [Material Management Branch \(562 654-9007\)](#)

### B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
- [Board Secretariat \(213 241-7002\)](#)
- [Bond Holders \(213 241-2736\)](#)
- [Beginning Teachers Support and Assessment \(BTSA\) Induction Programs \(213 241-5495\)](#)
- [Budget Services & Financial Planning \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241 2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)



En Español      Inside LAUSD      Superintendent      Board of Education      Offices      ESC Main



Los Angeles Unified School District  
All Youth Achieving

S F E C

Home    About LAUSD    Resources    Employment    Find a School



Search LAUSD

## Business Tools for Schools



BTS Help for  
*Time Keepers and Time  
Announcers*

### BTS Announcements

No records found

[Announcement Search](#)

[Archives](#)

### BTS System and Reports Status



**Management Reports:** Data for all BTS Management Reports was successfully updated.



**BTS System is operational.** The system is available for all users.

# Accessing SAP | Login



## Business Tools for Schools

User ID \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

© 2008 SAP AG. All rights reserved.



After training support will include:

- The Procurement Customer Support Center
- The BASE Training Center will be the single point of access for SAP end-user documentation/materials.
  - This website will make it easier for end users to access related business process materials.
  - The materials will include the following:
    - ✓ Course Presentations
    - ✓ Simulations
    - ✓ Quick Reference Guides
    - ✓ Job Aids
- Context Sensitive Help within the Shopping Cart
- Refresher (Open House) sessions

# BASE Training Center Website [http://basetraining.lausd.net]



[Home](#)

[Course Materials](#)

[Docuementary Library BPP](#)

[Contact Us](#)

[FAQs](#)

## Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



### Schools



[Shopping Cart for Requestors](#)  
[Schools/Departments/Approvals](#)

### Central Offices



**FINANCE**  
[Course Materials](#)  
[Business Process Procedures \(BPPs\)](#)

**PROCUREMENT**  
[Course Materials](#)  
[Business Process Procedures \(BPPs\)](#)

### QUICKLINKS

[Legacy Replacement Project \(LRP\) Website](#)  
[Learning Zone](#)  
[Procurement Services Division](#)

### ANNOUNCEMENTS

### VIRTUAL LEARNING

# Course Assessment & Evaluation

Learning Zone Website: [lz.lausd.net](http://lz.lausd.net)



Back | Refresh | Print | Feedback

Time Left: 29:57

- Home
- Management
- Reports
- Employees
- Courses
- LogOut
- My Classes
- My Interest
- My Certificate Program
- My Assessment
- My History

Welcome LAURIE YEN!  
(You are in Program Manager Role)

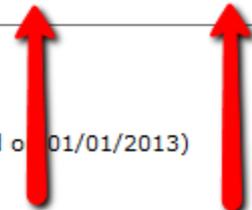
- Currently enrolled/waitlisted in 11 classes.

[Recommended System Requirements](#)

## Today's Announcements:

- Quick link for classes currently available: (posted on 01/01/2013)

[Class Offerings](#)



**You have just completed the course.**

**Thank you for attending!**

