

April 17, 2020

User Guide for Boards/Commissions in SAP

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Board Administrator SAP Role and Functions:

For those assigned the **Board Administrator role** (YPC>AGY_NONCOMM_ADMIN_COPA), begin by executing transaction **Y_DC6_NCOMMTRAVEL**.

The Board Administrator may create, delete, and update the Board/Commission AND hire, separate, and update Board/Commission member information.

Below are the menu options you may access:

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☒ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update Address
- ☐ Update Bank Details
- ☐ Update Default Travel Account Coding
- ☐ Update Name
- ☐ Update Travel Approver Position#

✓ OK ✕ Cancel

Create New Board/Commission

(*Board Administrators Only)

Use this option to create a new Board / Commission and request a Board Organization (Org) number in SAP.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☒ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Create New Board/Commission

Attach File View Attachment

New Board/Commission Information

* Name of Board/Commission	1 Non Commonwealth Traveler Oversight Board
	2
* Act or Basis for Board/Commission	ACT 101
* Members reimbursed for travel expenses	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Members paid a stipend	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Business Area	81

Board Administrator Information

* Name	John Smith
* Position Number	12345678
* Phone Number	717-555-5555
* Email Address	email@pa.gov

Travel Approver Information

Name	John Adams
Position Number	23456789

BCPO USE ONLY

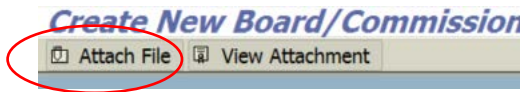
Board Number(BCPO USE ONLY)	
SAP Org Name(BCPO USE ONLY)	

* Required Field

Submit Cancel

*This includes COPA direct paid expenses (i.e. use of the Agency Lodging Card, Agency Air Card, direct billing of Enterprise Rental).

After completing the form, attach a file with the supporting documentation (copy of ACT, Executive Order, Etc.) authorizing the Board / Commission using the "Attach File" button at the top of the form.



Note: only 1 file can be attached to the form. If there are multiple supporting documents, please scan and combine the documents into a single document.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If request is approved by BCPO, submitter will receive an email notification which will contain the org number for the board/commission and instructions to use this org number when hiring the board/commission members.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The creation of the following Board/Commission has been reviewed and approved:

Board Org Unit Number: 77880003

Board Org Name: EMAIL APPROVAL BOARD

Please use the hire action to add individuals to Board/Commission.

Please use the Board Org Unit Number 77880003 as the Board Org Unit Number on the hire action.

If request is rejected by BCPO, the submitter will receive an email notification which will contain the reason for the rejection.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The creation of the following Board/Commission has been reviewed and rejected:

Board Org Name: EMAIL REJECTED BOARD

Rejection Reason: SAMPLE REJECTION EMAIL

Delete Board / Commission

(*Board Administrators Only)

Use this option to request a Board/Commission Org number be deleted (delimited) in SAP. This should only be used when the Board/Commission is no longer active and after all Board/Commission members have been separated.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☒ * Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update Board/Commission
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update

Input Board/Commission

Board/Commission

OK Cancel

Enter Board Org Number and select "OK" to continue.

Note: If not all the board members have been separated in the SAP Board Org number, the following message will appear:

Information

Active position/s foundCannot delimit Org Unit

Delete Board/Commission

Business Area

Board/Commission Number 819331 NONCT NCT Test Org

Date Board/Commission became inactive

Submit Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If request is approved by BCPO, the submitter will receive an approval email notification.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).
The deletion of the following Board/Commission has been reviewed and approved:

Board Org Unit Number: 77320000
Board Org Name: CS Non-Commonwealth Travelers

If request is rejected by BCPO, the submitter will receive an email notification which will contain the reason for the rejection.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).
The deletion of the following Board/Commission has been reviewed and rejected:

Board Org Unit Number: 77400000
Board Org Name: EC Non-Commonwealth Travelers
Rejection Reason: SAMPLE REJECTION EMAIL

Update Board/Commission

(*Board Administrators Only)

Use this option to request the Board/Commission Org information be updated in SAP.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☐ Delete Board/Commission
- ☒ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update Board/Commission
- ☐ Update Board/Commission
- ☐ Update Board/Commission
- ☐ Update Board/Commission

☒

Input Board/Commission

Board/Commission

☒ OK ☐ Cancel

Enter Board Org Number and select "OK" to continue

Update Board/Commission

Update Board/Commission Information	
Board Org Unit Number	77000000
SAP Board Org Name(BCPO USE ONLY)	
* Name of Board/Commission	1 BOARD OF ADMISSIONS
	2
* Act or Basis for Board/Commission	ACT OF 2018
* Members reimbursed for travel Expenses	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Members paid a stipend	<input type="radio"/> Yes <input checked="" type="radio"/> No
Board Administrator Information	
* Name	JOE SMITH
* Position Number	50538925
* Phone Number	717-555-5555
* Email Address	EMAIL@PA.GOV
Travel Approver Information	
Name	JACK STONE
Position Number	50538927
* Required Field	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If request is approved by BCPO, submitter will receive an email notification which will contain the Board Org Number for the Board/Commission.

If request is approved by BCPO, the submitter will receive an approval email notification.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The update of the following Board/Commission has been reviewed and approved:

Board Org Unit Number: 77400000
Board Org Name: EMAIL APPROVAL BOARD

If request is rejected by BCPO, the submitter will receive an email notification which will contain the reason for the rejection.

Sample email:

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The update of the following Board/Commission has been reviewed and rejected:

Board Org Unit Number: 77680005
Board Org Name: EMAIL REJECTED BOARD
Rejection Reason: SAMPLE REJECTION EMAIL

Travel Arranger SAP Role and Functions:

For those assigned the **Travel Arranger role** (YPC:TRAVEL_ARRNGR_W4_XXXX), begin by executing transaction **Y_DC6_NCOMM_ARRANGER**.

The Travel Arranger may hire, separate, and update Board/Commission member information.

Below are the menu options you may access:

Non Commonwealth Travel Process

Please select the Action to Complete:

Non Commonwealth Traveler

- ☒ Hire
- ☐ Separate
- ☐ Update Address
- ☐ Update Bank Details
- ☐ Update Default Travel Account Coding
- ☐ Update Name
- ☐ Update Travel Approver Position#

✓ OK ✕ Cancel

Hire New Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

This option should be used to hire Board/Commission members (an SAP ID# will be assigned for travel expense entry in SAP).

Note: Only those Non-Comms who will travel more than one-time and receive travel reimbursement may be assigned an SAP ID#. For one-time Non-Comm travel, submit travel expenses on an STD-191 Travel Expense Voucher Form.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☒ Hire
- ☐ Separate
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update

Please click the appropriate radio button:

Will this individual be paid under a contract ? ☒ Yes ☐ No

Will this individual be paid an honorarium or a per diem ? ☒ Yes ☐ No

☒ OK

If the answer to either of these questions is “yes” then the individual cannot be hired as a Board / Commission member using this Form.

- If the Non-Comm /Board Member has a contract for services with the Commonwealth – all travel expenses must be paid through the contract via a General Invoice.
- If the Non-Comm Board Member will be paid a per diem – your Agency must submit an EPAR to HR to hire the individual (BCPO does not hire Per Diem Employees).

Select ‘OK’ to continue.

Hire Non Comm Traveler

* Hire Date:	<input type="text"/>
* Title:	<input type="text"/>
* Social Security Number:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
* Date of Birth:	<input type="text"/>
* Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Undeclared
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* ZIP:	<input type="text"/>
* Business Area:	<input type="text"/>
* Fund:	<input type="text"/>
* Cost Center:	<input type="text"/>
Internal Order:	<input type="text"/>
WBS Element:	<input type="text"/>
* Budget Period:	<input type="text"/>
Bank Routing Number(leave blank for check):	<input type="text"/>
Bank Account Number(leave blank for check):	<input type="text"/>
* Approver Position Number:	<input type="text"/> 0
Board Org Unit Number:	<input type="text"/>
* Was the board member appointed by the Governor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Reason for Travel	<input checked="" type="radio"/> Board Member <input type="radio"/> Exception
Exception#:	<input type="text"/>

Note: If you need to enter split cost coding to more than one Fund/Internal Order, you will need to send an email request including the Employee#, Employee Name, Board Org#, and the Cost Coding information to OB, BCPO Board and Commissions Resource Account.

Once completed, select the submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval along with the Board Member's newly created Employee#.

Sample Email

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Hire has been reviewed and approved:

Name: NON-COMM TRAVELER
Personnel Number: 00744549

If disapproved, submitter will receive an email notification of the disapproval along with the reason for disapproval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Hire has been reviewed and rejected:

Name: NON-COMM TRAVELER

Rejection Reason: SAMPLE REJECTION EMAIL

Separate Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to separate inactive Board / Commission Member.


Note: Before submitting the separation request, please verify the individual does not have any pending or unsubmitted travel expense reimbursement requests.



Non Commonwealth Travel Process

The screenshot displays a web-based interface for the 'Non Commonwealth Travel Process'. The main window has a title bar and a content area. At the top, it says 'Please select the Action to Complete:'. Below this, there are two sections: 'Boards/Commissions' and 'Non Commonwealth Traveler'. Under 'Boards/Commissions', there are three radio button options: 'New Board/Commission', 'Delete Board/Commission', and 'Update Board/Commission'. Under 'Non Commonwealth Traveler', there are three radio button options: 'Hire', 'Separate' (which is selected and circled in red), and 'Update'. Below these options, there is a list of 'Update' actions. A dialog box titled 'Input Employee Number' is overlaid on the main window. It has a text input field labeled 'Employee Number' and two buttons at the bottom: 'OK' and 'Cancel'.

Enter Employee Number and select "OK" to continue.

Separate Non Commonwealth Traveler

Non Commonwealth Traveler Name:	JAMES DOE
Non Commonwealth Employee Number:	759872
Business Area:	35
Non Commonwealth Traveler Position Number:	77882338
Separation Date:	04/1/18 
Travel Approver's Position Number:	12345678
Travel Approver's Employee Number:	123456

 Submit  Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Separation has been reviewed and approved:

Name: JAMES DOE

Personnel Number: 00759872

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Separation has been reviewed and rejected:

Name: JAMES DOE

Personnel Number: 00759872

Rejection Reason: SAMPLE REJECTION EMAIL

Update Address of a Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to update an address for a Board / Commission Member in SAP.

The screenshot displays the 'Non Commonwealth Travel Process' window. It features a list of actions under two main categories: 'Boards/Commissions' and 'Non Commonwealth Traveler'. The 'Non Commonwealth Traveler' category includes options like 'Hire', 'Separate', and 'Update Employee Number', which is highlighted with a red circle. An 'Input Employee Number' dialog box is overlaid on top, containing a text input field for the employee number and 'OK' and 'Cancel' buttons.

Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler - Address

Non Commonwealth Traveler Name:

Current Address

Street 1:

Street 2:

City:

State:

ZIP:

New Address:

* Street 1:

Street 2:

* City:

* State:

* ZIP:

* Required Field

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Address update has been reviewed and approved:

 Name: NON-COMM TRAVELER
 Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Address update has been reviewed and rejected:

 Name: NON-COMM TRAVELER
 Personnel Number: 00744531
 Rejection Reason: SAMPLE REJECTION EMAIL

Update Bank Details of a Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to update bank details for a Board / Commission Member in SAP.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update Employee Number
- ☒ Update Input Employee Number

Employee Number

OK Cancel

Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler - Bank Details

Non Commonwealth Traveler Name: NON TRAVELER

New Bank Details

Bank Name

Bank Routing Number 23159976

Bank Account Number 1234657

For reimbursement by Check, leave fields blank and select Submit Button.

Submit Cancel

Note: if the Board/Commission member is requesting reimbursement by check, leave 'New Bank Details' blank.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Bank Details update has been reviewed and approved:

Name: NON-COMM TRAVELER
Personnel Number: 00744546

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Bank Details update has been reviewed and rejected:

Name: NON-COMM TRAVELER
Personnel Number: 00744531
Rejection Reason: SAMPLE REJECTION EMAIL

Update Default Travel Account Coding of a Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to update default travel account coding for a Board / Commission Member in SAP.

The screenshot shows the 'Non Commonwealth Travel Process' window. Under 'Please select the Action to Complete:', the 'Boards/Commissions' section has three radio buttons: 'New Board/Commission', 'Delete Board/Commission', and 'Update Board/Commission'. The 'Update Board/Commission' option is selected. Below this, the 'Non Commonwealth Traveler' section has several radio buttons, including 'Hire', 'Separate', 'Update', and 'Update'. The 'Update' option is selected and circled in red. A sub-dialog box titled 'Input Employee Number' is open, showing a text field for 'Employee Number' and 'OK'/'Cancel' buttons.

Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler (Account Code)

Non Commonwealth Traveler Name: <input type="text" value="NON TRAVELER"/>			
Current Account Code			
Fund <input type="text" value="1060500400"/>	Cost Center <input type="text" value="8168610100"/>	Internal Order <input type="text"/>	WBS Element <input type="text" value="0"/>
New Account Code			
* Fund	<input type="text" value="1234567890"/>		
* Cost Center	<input type="text" value="1234567890"/>		
Internal Order	<input type="text"/>		
WBS Element	<input type="text"/>		
* Budget Period	<input type="text" value="2017"/>		
* Business Area	<input type="text" value="81"/>		
* Required Field			
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

Note: If you need to enter split cost coding to more than one Fund/Internal Order, you will need to send an email request including the Employee#, Employee Name, Board Org#, and the Cost Coding information to OB, BCPO Board and Commissions Resource Account.

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Account Coding update has been reviewed and approved:

Name: NON-COMM TRAVELER

Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Account Coding update has been reviewed and rejected:

Name: NON-COMM TRAVELER

Personnel Number: 00744531

Rejection Reason: SAMPLE REJECTION EMAIL

Update Name of a Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to update a Name for a Board / Commission Member in SAP.

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update Employee Number
- ☐ Update
- ☐ Update
- ☐ Update
- ☒ Update Employee Number
- ☐ Update

☒

Input Employee Number

Employee Number



☒ OK ☐ Cancel

Enter Employee Number and select "OK" to continue.

Update Non Commonwealth Traveler (Name)

Non Commonwealth Traveler Name:	
Title:	
First Name:	JAMES
Middle Name:	
Last Name:	DOE
Suffix:	

Updated Name:	
Title:	
* First Name:	James
Middle Name:	John
* Last Name:	Doe
Suffix:	
* Required Field	

 Submit  Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Name update has been reviewed and approved:

Name: JAMES DOE

Personnel Number: 00744546

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Name update has been reviewed and rejected:

Name: JAMES DOE

Personnel Number: 00744531

Rejection Reason: SAMPLE REJECTION EMAIL

Update Travel Approver for a Board / Commission Member

(*Board Administrators & Travel Arrangers may access this function)

Use this option to update the Travel Approver for a Board / Commission Member in SAP.

***Note – The Travel Approver should be consistent for all members of the Board / Commission.**

Non Commonwealth Travel Process

Please select the Action to Complete:

Boards/Commissions

- ☐ New Board/Commission
- ☐ Delete Board/Commission
- ☐ Update Board/Commission

Non Commonwealth Traveler

- ☐ Hire
- ☐ Separate
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update
- ☐ Update
- ☒ Update

Input Employee Number

Employee Number

☒ OK ☐ Cancel

Enter Employee Number and select "OK" to continue.



Update Travel Approver Position#

Non Commonwealth Traveler Name:

Title:			
First Name:	JAMES		
Middle Name:			
Last Name:	DOE		
Approver Position:	285973		

Update Approver Position

New Approver Position:	12345678	0	
------------------------	----------	---	--

 Submit  Cancel

Once completed, select the Submit button. This will send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Approver update has been reviewed and approved:

Name: JAMES DOE

Personnel Number: 00744531

If disapproved, submitter will receive an email notification of the disapproval along with the disapproval reason.

PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).

The following Non-Commonwealth Traveler Approver update has been reviewed and rejected:

Name: JAMES DOE

Personnel Number: 00744546

Rejection Reason: SAMPLE REJECTION EMAIL

How to identify and monitor Non-Comms and Board Members within your Agency

There are multiple ways for a Board Administrator or Agency Travel Arranger to track and identify Non Comms hired under a Travel Exception Request or Board Members:

- Statewide Organization Charts – If you have access to these charts, you may use them to view current Boards and members, and Non-Comms covered by a Travel Exception. All Non-Comms and Board Members names and SAP ID#s will appear on the Organization Charts under the person designated in SAP as the 'Travel Approver'. For Board Members the Chart should also provide the name of the Board and the Board Org Unit # (which you will need when submitting a hire, separate, or update SAP record transaction for a Board Member). The old BCPO Board Numbers (ex: 081-1111) are no longer being used, and the new Board Org Unit# replaces it. All Board Org Unit#s begin with 77 (ex: 77XXXXXX) and are unique to each Board.

Each Agency has only one 'default' Org Unit# for all Travel Exception Non-Comms within that Agency (see below listing):


BUSINESS AREA	DEFAULT ORG NUMBER
10	77100000
11	77110000
12	77120000
13	77130000
15	77150000
16	77160000
17	77170000
18	77180000
19	77190000
20	77200000
21	77210000
22	77220000
23	77230000
24	77240000
25	77250000
26	77260000
27	77270000
28	77280000
30	77300000
31	77310000
32	77320000

33	77330000
35	77350000
37	77370000
38	77380000
40	77400000
65	77650000
67	77670000
68	77680000
70	77700000
71	77710000
72	77720000
74	77740000
75	77750000
78	77780000
79	77790000
81	77810000
88	77880000
99	77990000

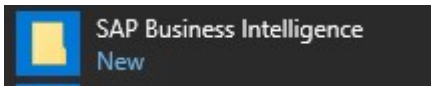
- Non Commonwealth Business Warehouse (BW) Report – This report may be used to review and maintain your Agency’s Non-Comms and Board Members that will travel more than one-time and request reimbursement for travel expenses. Refer to page 28 for instructions ‘How To Run the “Travel Complement – Non Commonwealth” BW Report’.

HOW TO RUN THE “TRAVEL COMPLEMENT – NON COMMONWEALTH” BW REPORT

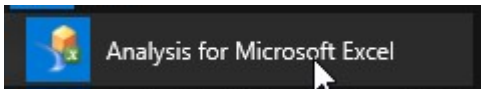
*Your position must have the ‘YMW>FI TVE’ SAP Role in order to run this Travel Report. If you do not currently have this SAP Role; contact your Agency HR and request the Role be added to your position.

1. To login, click .

2. Scroll and select



3. Select



An Excel (Book 1) spreadsheet will open

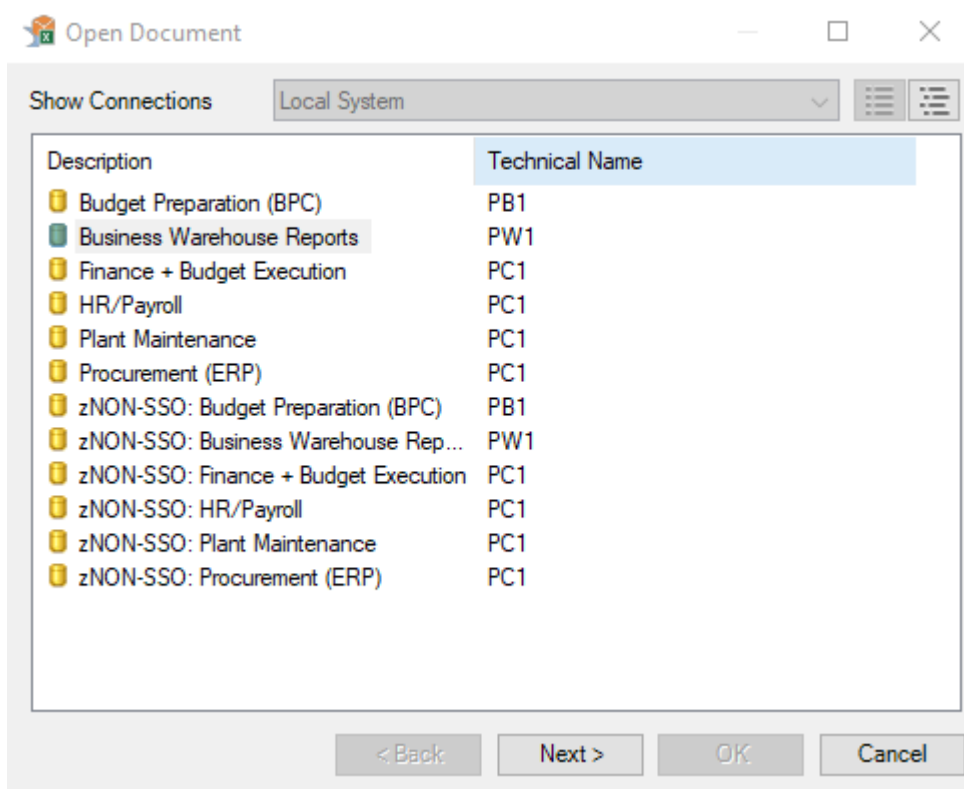
4. Select the File Tab button

5. Select Analysis list item

6. Select Open Workbook and select open a workbook from the SAP Business Warehouse Platform.

Note: you may need to click on Connections the first time before you have the option to select Business Warehouse reports.

7. Select Business Warehouse Reports and click next



8. Enter 110 as the client and ENG as the language and click ok. This screen only comes up the first time you log on.

Logon to System Business Warehouse Repo... X

SAP Analysis for Microsoft Office

Client

Language

OK

Cancel

9. On the Role tab, click on the + next to Travel Expenses to expand.

10. Select Travel Complement – Non Comm and click ok to open the variant prompts box.

Open Document

Search My Documents Role

Description	Technical Name
Accounts Payable	YMw:FI_AP
Complement Reporting	YMw:HR_COMPL
Travel Expenses	YMw:FI_TVE
Mileage	YMw:FI_TVE 0000000017
Open Commitments	YMw:FI_TVE 0000000015
AP - Travel Expense - Treasury	ZYZFIAP_O02_Q5102_TV_XP_TRY
BCPO Travel Bill	ZBCPO_CP01_Q0001
Travel Complement - Non-Comm	ZZSEM_C53_Q5120_TV_COMPL
Travel Expense Overview	ZYZFITV_C01_Q5001_TV_XP_OV
Travel Expense Status	ZYZFITV_C01_Q5002_TV_XP_ST
Travel Planning	YMw:FI_TV

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Next >

OK

Cancel

Prompts

Use Variant

Prompt Summary

Search variables...

- * Calendar Month / Year: 04/2020
- Calendar Date:
- Personnel area: Executive Offices
- Organizational Unit (Selection Option):
- Personnel Number (Selection Options, Optional)
- Position (Selection Option, Optional):

Specify Value for Prompts

* Calendar Month / Year = 04/2020

Calendar Date =

Personnel area = 81

Organizational Unit (Selection Option) =

Personnel Number (Selection Options, Optional) =

Position (Selection Option, Optional) =

Display

OK Cancel

- The Calendar Month/Year is a required field.
- A Monday date must be used if you enter a date in the calendar date (Information refreshes on Mondays).
- Enter the Personnel Area to bring up ALL Non-Commonwealth Org Units within the Personnel Area.
- If you want to see a specific Non-Commonwealth Org Unit – enter the Org Unit# and only that Org Unit will appear on the report.
- Click ok. Report will open.

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Display information

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Personnel area	Organizational Unit	Position	Pos Fil, Vac, New	Employee	Job	Calendar day	04/13/2020 Full-time Equivalent
35 Environmental Protection	77350000	EP Non Comm Traveler	50590572 F	764027 MARTEN EDWARDS	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50591011 F	417949 Thomas Simmons	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
	77350001	EP Climate Chng Adv Cmte	50563000 F	751185 LINDSAY A BAXTER	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50589554 F	481640 Luke Floyd Brubaker	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
	77350002	Citzns Advry Cncl	50577120 F	482639 DONALD WELSH	3002701 Mbr Bd Comm	1.00	
			50577121 F	602243 THADDEUS K STEVENS	3002701 Mbr Bd Comm	1.00	
			50577325 F	612481 TERRY L DAYTON	3002701 Mbr Bd Comm	1.00	
			50577327 F	625563 JOHN J WALLISER	3002701 Mbr Bd Comm	1.00	
			50577331 F	695775 WALTER N. HEINE	3002701 Mbr Bd Comm	1.00	
			50577334 F	695859 WILLIAM C. FINK	3002701 Mbr Bd Comm	1.00	
			50577335 F	717426 MARK D. CASKEY	3002701 Mbr Bd Comm	1.00	
			50577336 F	732055 JAMES S. SANDOE	3002701 Mbr Bd Comm	1.00	
			50577337 F	742925 JOHN J. ST. CLAIR	3002701 Mbr Bd Comm	1.00	
			50577338 F	744594 JEROME SHABAZZ	3002701 Mbr Bd Comm	1.00	
			50577339 F	744595 JAMES SCHMID	3002701 Mbr Bd Comm	1.00	
			50577340 F	745945 DUANE E MOWERY	3002701 Mbr Bd Comm	1.00	
			50577342 F	602854 CYNTHIA CARROW	3002701 Mbr Bd Comm	1.00	
			50577356 F	600380 JOHN R OVER Jr	3002701 Mbr Bd Comm	1.00	
	77350003	EP Wtr Res Advry Cmte	50570746 F	754962 JENIFER D CHRISTMAN	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50577326 F	612995 ROBERT TRAVER	3002701 Mbr Bd Comm	1.00	
			50577328 F	637477 JOHN K JACKSON	3002701 Mbr Bd Comm	1.00	
			50577333 F	684269 EMIL Charles WUNZ	3002701 Mbr Bd Comm	1.00	
			50577341 F	414038 SHERENE HESS	3002701 Mbr Bd Comm	1.00	
			50593099 F	765301 MATTHEW GENCHUR	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
	77350004	Lw Lvl Wste Advry Cmte	50575473 F	756592 YUANGING GUO	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50575525 F	756593 JESSE R SLOANE	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50577332 F	215894 HARRY GARMAN	3002701 Mbr Bd Comm	1.00	
			50577343 F	602916 KATHERINE M SHELLY	3002701 Mbr Bd Comm	1.00	
			50577344 F	602935 CHARLOTTE GLAUSER	3002701 Mbr Bd Comm	1.00	
			50577351 F	651737 JO Ellen LITZ	3002701 Mbr Bd Comm	1.00	
			50577354 F	715976 CAROLE RUBLEY	3002701 Mbr Bd Comm	1.00	
	77350005	EP St Bd Cert Wtr Wstewtr Sys Oprs	50577615 F	443943 MARK Allan SMITH	3025703 Non Cmwl Travlr/Bd Mbr	1.00	
			50577619 F	651243 RONALD D. NEUFELD	3002701 Mbr Bd Comm	1.00	
			50577655 F	757396 Mary Roland	3002701 Mbr Bd Comm	1.00	
	77350006	EP Mng Rclm Advry Bd	50577601 F	289271 DARREL K. LEWIS	3025703 Non Cmwl Travlr/Bd Mbr	1.00	

Table

All Org Unit #s begin with 77XXXXXXX.

The Org Unit # on the report ending in **0** is the Agency's 'Default' Non-Comm Org Unit. Non-Comms that are traveling more than one time and receiving reimbursement per an approved Travel Exception (i.e. not members of a Board) should appear under this Default Org Unit.

The remaining Org Unit #s ending in a number **other than 0** represent the Org Unit #s established for each Board within the Agency with Members who are reimbursed for travel expenses.

This report should be used to review and maintain your Agency's Non-Comms and Board Members that will request travel more than one-time and receive reimbursement for travel expenses. Travelers who serve on multiple boards will have a different employee # for each board.

If your report does not reflect Non-Comms and Board Members that are active in your Agency and will request reimbursement for travel expenses or if the listing reflects Non-Comms and Board Members that are no longer active, please refer to the User Guides which provide step-by-step instructions to Hire, Maintain, or Separate Non-Comm or Board Members.

QUESTIONS?

Send your questions via email to OB, BCPO Board and Commissions Resource Account. We will respond to your email as quickly as possible.