TO: All Directors of Administration and Agency Fiscal Officers

FROM: Stephen R. Burns
     Director
     Bureau of Commonwealth Payroll Operations

DATE: December 19, 2019

RE: BCPO Travel Memo #19-04
    New SAP Role for Travel Default Accounts

As you know, the Commonwealth is implementing SAP Concur in January 2020. Travel expense reports created in SAP Concur with valid cost distribution coding will post to SAP as a ZE document type. If any of the cost distribution coding is invalid, it will still post in SAP; however, it will post to an agency default travel account. The agency default travel account is the same cost distribution coding that is used for monthly airline and travel agency service fee charges.

Agencies will need to monitor the default travel account and enter expenditure adjustments in SAP to post expenses to valid coding. A new SAP role has been created for agencies to monitor their default travel accounts. This role will be available in SAP beginning December 23, 2019.

- Role Name: YPC:TRVL_CONCUR_CRRCT_FI_PSTNG
- Role Description: CONCUR FI Posting Corrections Role
- Transaction Code: Y_A1D_14000638

This role should be requested for agency personnel through your agency’s normal SAP role request procedure. Instructions for using the transaction code above are attached to this memo will be available within transaction via the SAP COPA Custom Help.

Questions on this memo can be sent to the BCPO Travel Audits Help Desk at co-travelaudits@pa.gov.

Attachment

cc: Brian Lyman, Chief Accounting Officer
   Kathy Wallace, Director of Budget Administration, Governor’s Budget Office
   Stacey Jo Withers, Assistant Director of Travel Operations
   Lissette Lindsay, IES Payroll/Travel, Office of Administration
   Rich Wingerd, IES Travel Team Lead, Office of Administration
   Comptroller Operations Bureau Directors (5)
   Travel Super User Group (TSUG)
Travel Concur Postings Monitor Table

Role – YPC>TRVL_CNCR_CRRCT_FI_PSTNGS
Transaction - Y_A1D_14000638 - Travel Concur Postings Monitor

1. On the selection screen, enter Business Area, select No in the Marked as complete section then select the execute icon.

2. Search for the line item(s) that need to be corrected within your department. Use the binocular find icon to do a more specific search for Funds, Cost Centers, SAP Doc#'s or Reference/Trip #’s to simplify your search.

3. Go to FB50 to create the expenditure adjustment (EA) for each line item that needs corrected.
4. Once EA(s) are completed, mark the Completion Indicator box and enter the EA document # in the comments, and select Save Changes.

5. The line item(s) will disappear and move to the marked completed table.
6. To view line items that were marked completed, enter Business Area on the selection screen, select Yes, and the execute icon.

7. The marked completed table will appear with line items that already had expenditure adjustments done.
Table Definitions
Sequence No. – The number that corresponds to the TRVLCONCUR00000001, 2, 5, 6, etc. text field on the SAP Document
BA – Business Area
Reference Key – Report Key/Trip Number
Item No. – The line item on the SAP Document that had the incorrect costing
Doc Type – ZE
Original Budget Period – The original budget period entered on the trip
Original Cost Center - The original cost center entered on the trip
Original Fund - The fund entered on the trip
Original IO - The original internal order entered on the trip
Original WBS - The original WBS element entered on the trip
Default Cost Center – The agency default cost center the line was posted to due to error
Default Fund - The agency default fund the line was posted to due to error
Message – The error message that caused the posting to charge to the default
Complete Indicator – Mark the box once the EA has been created. This will remove the completed lines off the table and move them to the completed table.
Comments – Comments can be entered in this field
Created by – System ID generated postings
Created on – Date the posting was created
Changed by – Employee ID who marked the line was completed
Changed on – Date the change was marked
Changed at – Time the change was made