

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.

Travel Concur Postings Monitor

Selection for Concur Monitor

Business Area	<input type="text"/>	to	<input type="text"/>	
Sequence Number	<input type="text"/>	to	<input type="text"/>	
Reference Key	<input type="text"/>	to	<input type="text"/>	
Document Type	ZE			
Created On	<input type="text"/>	to	<input type="text"/>	
Created By	<input type="text"/>	to	<input type="text"/>	

Marked as complete

Yes
 No

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.

Concur Posting - Default Coding Monitor

Save Changes

Seq No.	BA	Reference Key	SAP Document	Item No	Doc Type	Original Budget Period	Original Cost Center	Original Fund	Original IO
1	78	1892	2703313346	6	ZE	2019	4840380171	1058100373	89402
2	78	1871	2703313331	2	ZE	2018	7840301188	1058100379	898414
							7840380171	1058100373	89402
							7840380171	1058100373	89402
							6840380171	1058100373	89402
							6840380171	1058100373	89402

Find

Search Term: 1058100379

Search Direction:

Find only entire word or value
 Display Number of Hits

Hit displayed : 1

3. Go to FB50 to create the expenditure adjustment (EA) for each line item that needs corrected.

- Once EA(s) are completed, mark the Completion Indicator box and enter the EA document # in the comments, and select Save Changes.

Concur Posting - Default Coding Monitor

Save Changes

Seq No.	BA	Reference Key	SAP Document	Item No	Doc Type	Original Budget Period	Original Cost Center	Original Fund	Original IO	Original WBS	Default Cost Center	Default Fund	Message	Completion indicator	Comments
1	78	1892	2703313346	6	ZE	2019	4840380171	1058100373	89402	P-2000150788A-0380-373-1	7833501000	1058400119	Cost Center 4840380171 is invalid	<input type="checkbox"/>	
2	78	1871	2703313331	2	ZE	2018	7840301188	1058100379	898414		7833501000	1058400119	INTERNAL ORDER 00000898414 IS INVALID	<input checked="" type="checkbox"/>	7812345678
5	78	1878	2703313324	2	ZE	2019	7840380171	1058100373	89402	P-2000150788A-0380	7833501000	1058400119	INVALID FUND AND BUD PER 1058100373 FOR	<input type="checkbox"/>	
6	78	1879		2	ZE	2019	7840380171	1058100373	89402	P-50007207047-0880-371-2	7833501000	1058400119	INVALID FUND AND BUD PER 1058100373 FOR	<input type="checkbox"/>	
8	78	1859	2703313347	2	ZE	2018	6840380171	1058100373	89402	P-2000150788A-0380-373-1	7833501000	1058400119	Cost Center 6840380171 is invalid	<input type="checkbox"/>	
9	78	1859	2703313347	3	ZE	2018	6840380171	1058100373	89402	P-2000150788A-0380-373-1	7833501000	1058400119	Cost Center 6840380171 is invalid	<input type="checkbox"/>	

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

Travel Concur Postings Monitor

Selection for Concur Monitor

Business Area: to

Sequence Number: to

Reference Key: to

Document Type: to

Created On: to

Created By: to

Marked as complete

Yes

No

- The marked completed table will appear with line items that already had expenditure adjustments done.

Concur Posting - Default Coding Monitor

Save Changes

Seq No.	BA	Reference Key	SAP Document	Item No	Doc Type	Original Budget Period	Original Cost Center	Original Fund	Original IO	Original WBS	Default Cost Center	Default Fund	Message	Completion indicator	Comments
2	78	1871	2703313331	2	ZE	2018	7840301188	1058100379	898414		7833501000	1058400119	INTERNAL ORDER 00000898414 IS INVALID	<input checked="" type="checkbox"/>	7812345678
7	78	1878	2703313342	2	ZE	2019	7840380171	1058100373	89402	P-2000150788A-0380	7833501000	1058400119	INVALID FUND AND BUD PER 1058100373 FOR	<input checked="" type="checkbox"/>	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