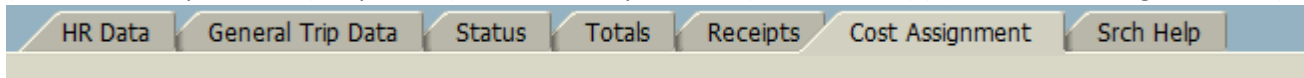# General Trip Data Reporting Available in SAP
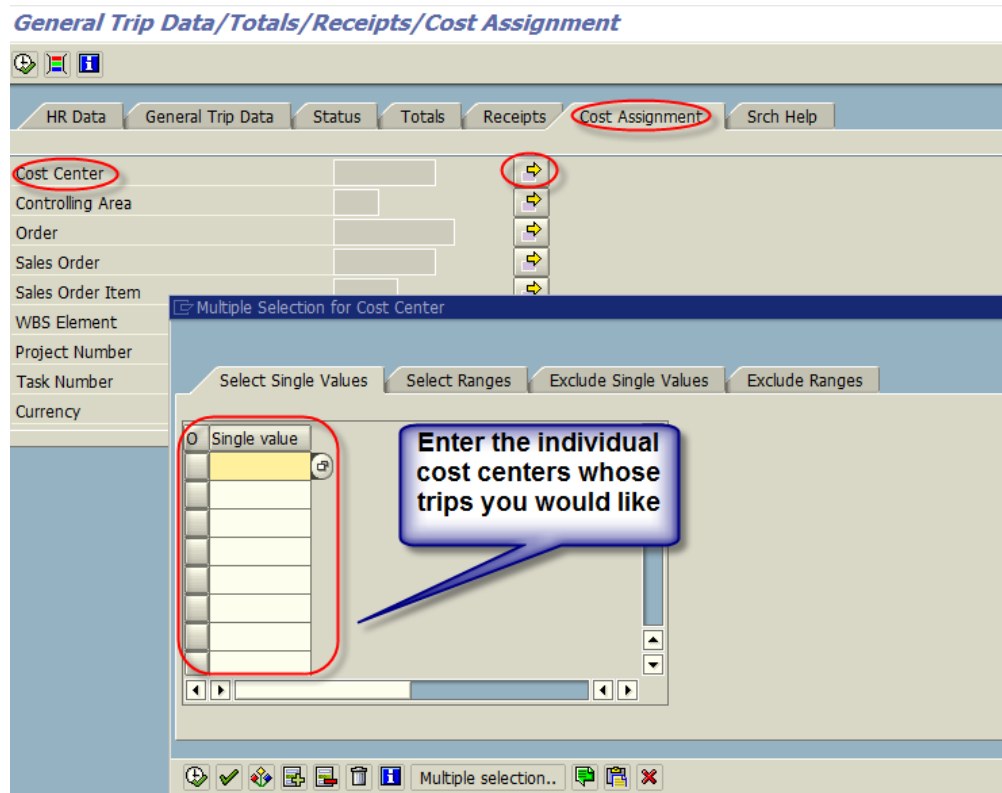
1. Log In to SAP and enter the transaction code: S_AHR_61016405

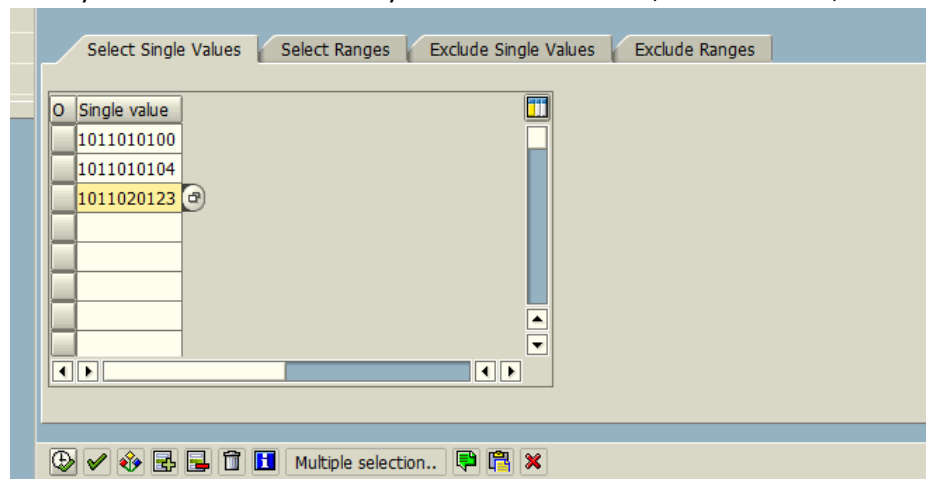   ※ S_AHR_61016405 - Trip Statistics -> General Trip Data/Totals/Receipts/Cost Assignment

2. Within this transactions you can search for an employee's travel by personnel number(on HR Data tab), trip number (on General Trip Data tab), trip dates(on General Trip Data tab), cost center(s) (on the Cost Assignment tab)etc.;

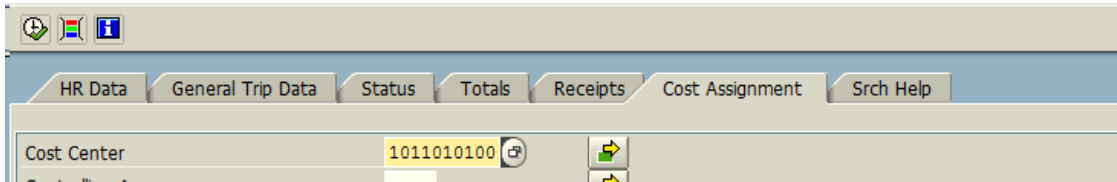 | HR Data | General Trip Data | Status | Totals | Receipts | Cost Assignment | Srch Help |

3. A variant can be created to include all relevant Cost Centers for the area you would like to review;
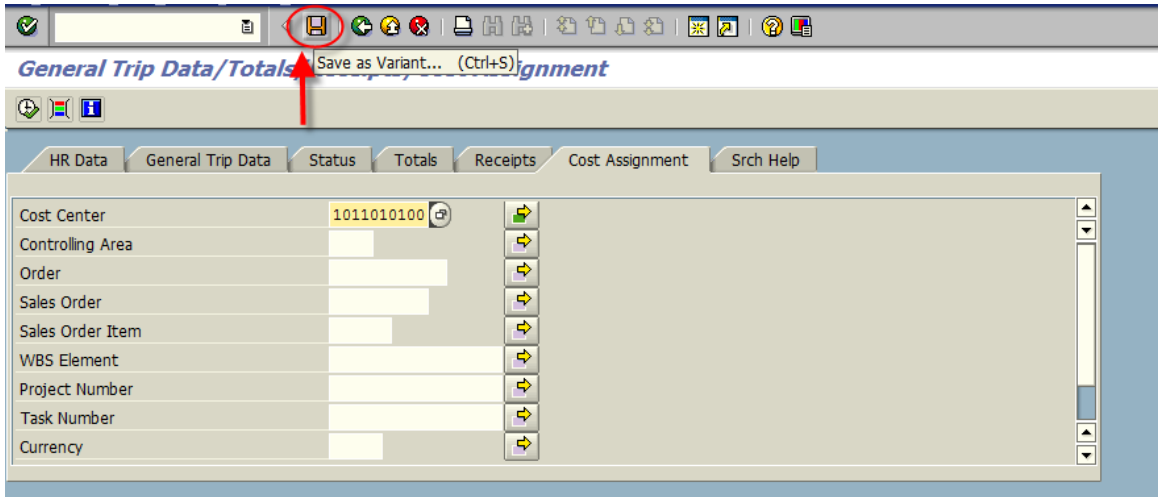   - Select the arrow to the right of the Cost Center box;

   - Once you enter all cost centers you would like to view, click the clock;
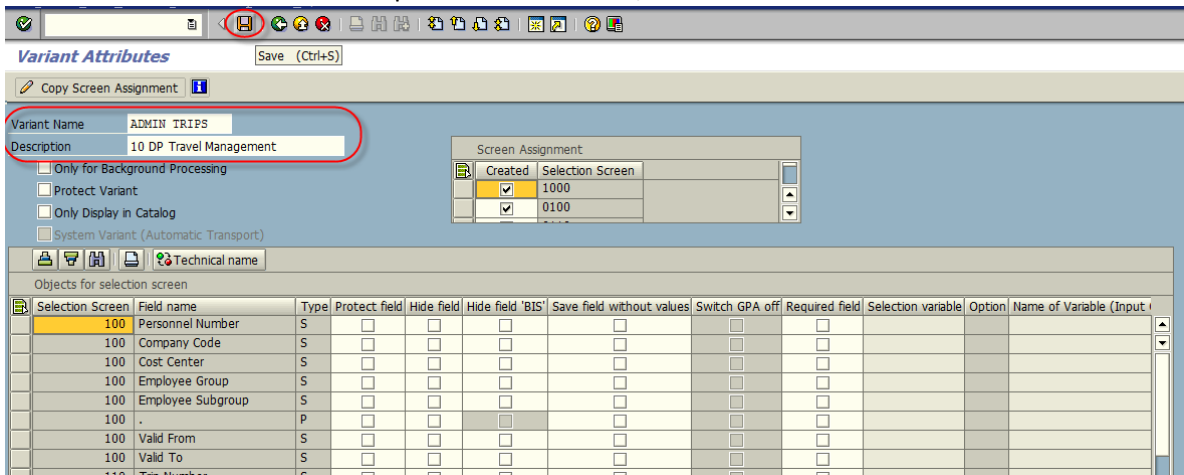

General Trip Data/Totals/Receipts/Cost Assignment

| HR Data | General Trip Data | Status | Totals | Receipts | Cost Assignment | Srch Help |

Cost Center   1011010100

- Then click save as variant:

Save as Variant... (Ctrl+S)

General Trip Data/Totals/Receipts/Cost Assignment

| HR Data | General Trip Data | Status | Totals | Receipts | Cost Assignment | Srch Help |

Cost Center	1011010100
Controlling Area	
Order	
Sales Order	
Sales Order Item	
WBS Element	
Project Number	
Task Number	
Currency	

- Enter a Variant Name and Description then click save;

Save (Ctrl+S)

Variant Attributes

Copy Screen Assignment

| Variant Name | ADMIN TRIPS |
| Description | 10 DP Travel Management |

☐ Only for Background Processing
☐ Protect Variant
☐ Only Display in Catalog
☐ System Variant (Automatic Transport)

Screen Assignment

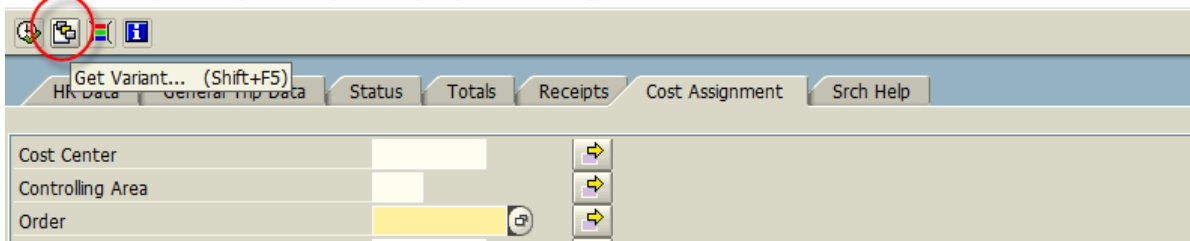| | Created | Selection Screen |
| | ☑ | 1000 |
| | ☑ | 0100 |

Technical name

Objects for selection screen

Selection Screen	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	Selection variable	Option	Name of Variable (Input
100	Personnel Number	S	☐	☐	☐	☐	☐	☐			
100	Company Code	S	☐	☐	☐	☐	☐	☐			
100	Cost Center	S	☐	☐	☐	☐	☐	☐			
100	Employee Group	S	☐	☐	☐	☐	☐	☐			
100	Employee Subgroup	S	☐	☐	☐	☐	☐	☐			
100	.	P	☐	☐		☐	☐	☐			
100	Valid From	S	☐	☐	☐	☐	☐	☐			
100	Valid To	S	☐	☐	☐	☐	☐	☐			
110	Trip Number	S	☐	☐	☐	☐	☐	☐			

- Next time you enter the report and you want to use your variant, click on get variant and select your variant name.

General Trip Data/Totals/Receipts/Cost Assignment

Get Variant... (Shift+F5)

| HR Data | General Trip Data | Status | Totals | Receipts | Cost Assignment | Srch Help |

Cost Center	
Controlling Area	
Order	

4. While in SAP you can drill into the travel requests/expense reports by double clicking on the trip number. Select the trip option. From here you can see attachments, the travel request document and other valuable information.

General Trip Data/Totals/Receipts/Cost Assignment

Pers.No.	Employee/Appl.Name	Trip	Dur.	Begins On	At	Ends On	Ends At	Trip Destination	Ctr	Reason for Trip	Tot
			2	05/16/2016	06:00:00	05/17/2016	17:00:00	Heshey, PA	US	Workers' Compensation Training	400.2
			1	09/30/2015	11:30:00	09/30/2015	18:00:00	401 N. Fairview Street, Lock Haven, PA 17745	US	SCUPA Training	0.0
			1	08/12/2015	10:00:00	08/12/2015	13:45:00	208 West 3rd Street, Williamsport, PA	US	Workers' Compensation Hearing	0.0
			2	06/01/2015	06:00:00	06/02/2015	19:00:00	Heshey, PA	US	Workers' Compensation Training	394.0
** Total											794.2

Display Object Selection

- Trip
- Trip Receipts
- Cost Assignment
- Cancel

Pers.No.	Employee/		Name of Expense Type	LocCurrAmt	Crcy	Amount	Crcy	Date	PC	Info	From Date	To Date	No.	Description
			X: Pd direct to vendor-Conf Re	225.00	USD	225.00	USD	06/01/2015	X				0	Conference Fee - WC T
				225.00	USD									
			Estimated Cost	0.00	USD	49.01	USD	08/12/2015					0	
				0.00	USD									

Simulate | Account Assignment | History | Results: Travel Request

General Trip Data — PD/FR Reimbursement

From — 294

End — Meals

Country US Region PA-HP TAc C

Employee Trip 1000000577

Service: Attachment list

New ...

AttachmentFor1000000577

Icon	Title	Creator Name	Created On
	Note 1		05/01/2015

Alte

100

015 — 0.00 USD 06/01/2015

Receipt | Delete | Costs | Infos