

When to Use This Business Process Procedure

Functional Area(s)

MYSCEMPLOYEE ESS Travel Management

Transaction Code

MYSCEMPLOYEE ESS TRAVEL

Roles

Travel Management roles as assigned by the agency

Purpose

Use this procedure to copy an existing Expense Report to enable creation of a new similar expense report.

Trigger

You want to copy an existing Expense Report into a new Expense Report.

Prerequisites

- An Expense Report must already exist.
- Employee must be able to log into the ESS portal.

Tips and Tricks

- None.

Helpful Hints

- None.

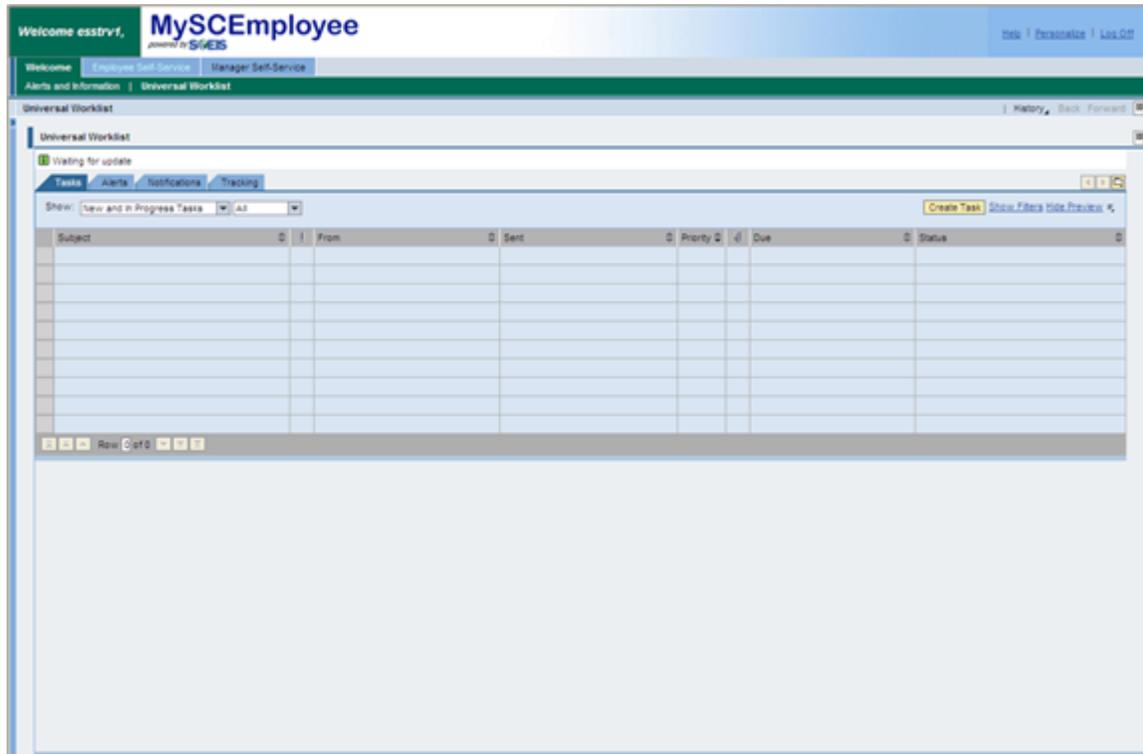
Related Transactions

- None.

Step-by-Step Work Instructions

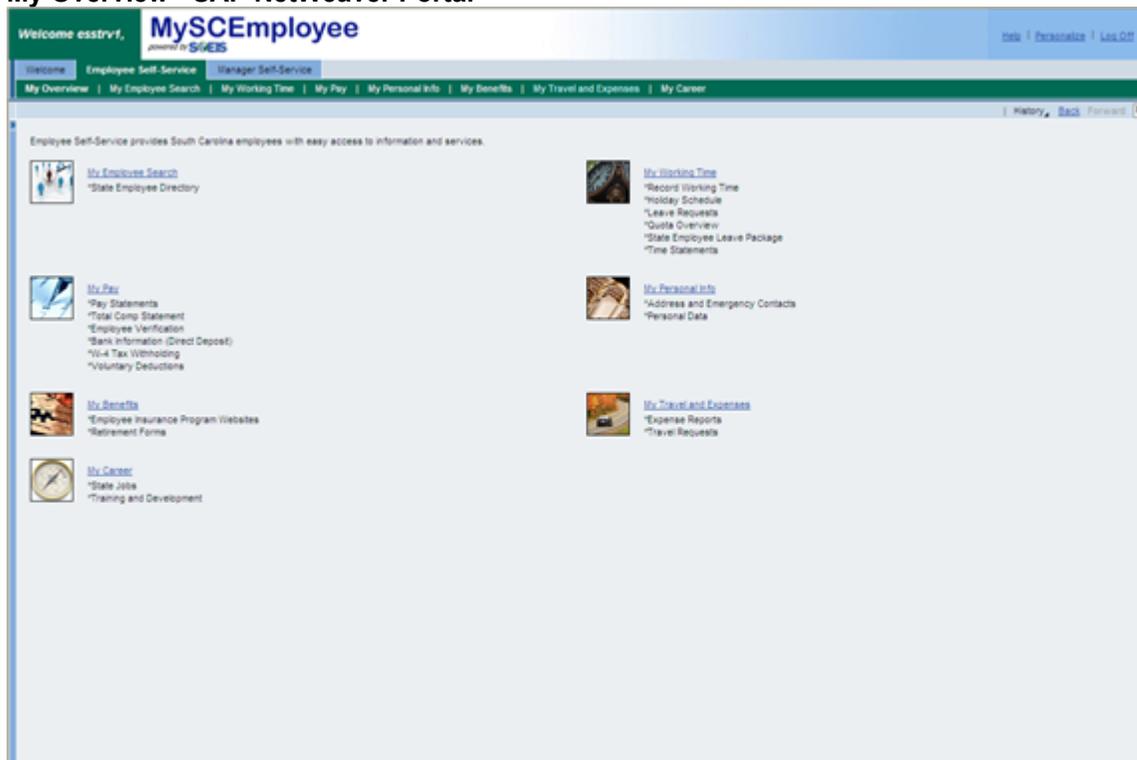
1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal



2. Click the **Employee Self-Service** tab 

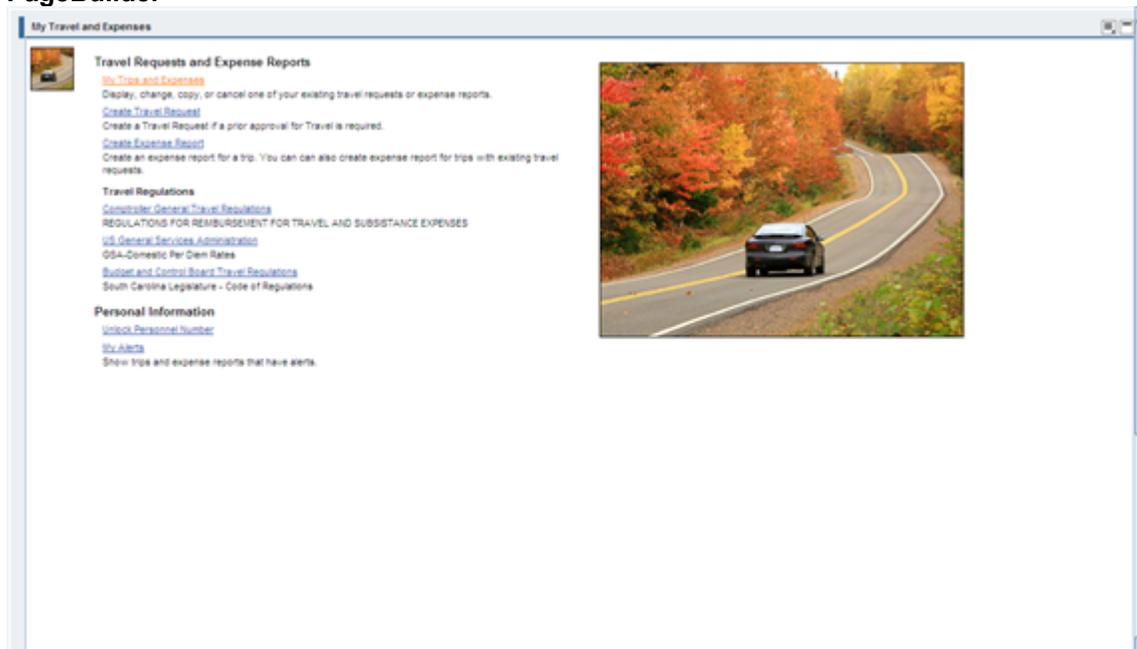
My Overview - SAP NetWeaver Portal



3. Click the **My Travel and Expenses** tab



PageBuilder



- Click the **My Trips and Expenses** label [My Trips and Expenses](#).

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

[All My Trips \(26\)](#) |
 [All My Travel Requests \(18\)](#) |
 [All My Travel Plans \(2\)](#) |
 [All My Expense Reports \(8\)](#) |
 [Pending Exp. Reports \(7\)](#) |
 [Credit Card Imports \(0\)](#)

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ID	Start Date	End Date	Destination	Reason	Reimbursmt	Currency	Approval Status	Attachments	Alert
	07/21/2009	07/21/2009			80.00	USD	Trip Completed	Add	
	06/02/2009	06/02/2009	One day Outside SC	One day Outside SC	207.00	USD	Trip Approved	Add	
	06/17/2009	06/18/2009	Charleston	State Staff Meeting	163.75	USD	Trip Completed	Add	
	06/23/2009	06/25/2009	Charleston	To attend a conference	219.25	USD	Trip Completed	Add	
	06/09/2009	06/09/2009			46.50	USD	Trip Completed	Add	
	06/03/2009	06/03/2009		Security test for A/P	54.65	USD	Trip Completed	Add	
	06/03/2009	06/03/2009			54.65	USD	Trip Completed	Add	

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- Click the **All My Expense Reports** tab.

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

[All My Trips \(26\)](#) |
 [All My Travel Requests \(18\)](#) |
 [All My Travel Plans \(2\)](#) |
 [All My Expense Reports \(8\)](#) |
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View: [Standard View](#) | [Display/Print](#) | [Change](#) | [Copy](#) | [Delete](#) | [Create New Expense Report](#) | [Exit](#) | [Change Query](#) | [Filter Settings](#)

ID	Trip Number	Start Date	End Date	Destination	Reason	Reimbursmt	Currency	Approval Status	Attachments
	20030	07/21/2009	07/21/2009			80.00	USD	Trip Completed	Add
	20015	06/02/2009	06/02/2009	One day Outside SC	One day Outside SC	207.00	USD	Trip Approved	Add
	212	06/17/2009	06/18/2009	Charleston	State Staff Meeting	163.75	USD	Trip Completed	Add
	197	06/23/2009	06/25/2009	Charleston	To attend a conference	219.25	USD	Trip Completed	Add
	193	06/09/2009	06/09/2009			46.50	USD	Trip Completed	Add
	185	06/03/2009	06/03/2009		Security test for A/P	54.65	USD	Trip Completed	Add
	156	06/03/2009	06/03/2009			54.65	USD	Trip Completed	Add
	84	07/06/2009	07/07/2009	Charleston	testing of posting demo	339.25	USD	Trip Approved	Add

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- Select the Expense Report to copy by clicking the **Gray Box** next to the correct row. For this example, select **Trip Number 197**.

- Click the **Copy** button [Copy](#).

Expense Report

Copy Expense Report
Employee ALICE WUNDERLAND (00000515)

Copy From
Personnel No. : 00000515
Trip Number : 000000197

Information
Start Date: 06/23/2009 End Date: 06/25/2009
Location: Charleston
Country: US - South Carolina
Reason: To attend a conference

Copy To
New Start Date :

8. Click the **New Start Date** search box .
9. Select the **New Start Date** for the new trip. For this example, select day 5.
10. Click the **Start** button .
11. Click the **Save Draft** button  after making the necessary changes. From this step onwards, follow the same process as creating a new Expense Report, which can be found in the BPP titled Portal_Expense Report - Create.

Results

You have successfully copied an existing Expense Report into a new Expense Report.

Comments

None.