

Abbreviated List of Travel Reports

Cash Advances Outstanding
 Cost Assignment For Trip
 Cost Assignment w/o General Data
 Employee Master Data
 Employees Exceeding Trip Days
 Expenditure Balancing
 General Trip Data/Ttls/Rcpts/Costs
 General Trip Data/Trip Totals
 Mileage
 Settlement
 Special Meals
 Travel Authorization
 Travel Exp Rptg by Periods
 Travel Privileges
 Trip Rcps w/o Gen Trip Data
 Trip Receipts
 Vendor Balances

NOTE: A complete list of all ISIS Travel reports can be viewed in ISIS Travel.

Reporting Overview

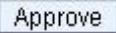
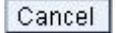
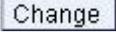
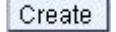
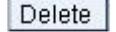
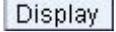
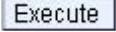
- A report is a collection of specific data extracted from ISIS Travel to provide information required for making decisions.
- Reports can be generated as needed and as often as necessary.
- ISIS Travel reports are designed to be viewed on-line and may be printed using Adobe Acrobat.
- Reports in ISIS Travel are "real time" reports. Information will be included on any reports as soon as it is entered into the system.
- Reports in ISIS Travel have various distinct functions and some reports perform more advanced processes than others.

How To Print Or Save A Report

1. Click **System**.
2. Select **Print** from the drop down menu. The *Print ALV List* pop-up box will display.
3. Delete the printer name displayed in the *Output Device* field and type **PDF** (must be typed in all capital letters). After pressing **Enter** 'Adobe Acrobat Generated Spool' should display to the right of the *Output Device* field.

4. Click . The message 'Spool Request (number XXXX) sent to SAP printer PDF' will display and a small SAP Print Data Window pop-up will briefly display. PDF of report will display in another pop-up window.
5. The report can now be **saved** on your computer by clicking  or **printed** to your local printer by clicking .

Basic Buttons

<u>Graphic</u>	<u>Results</u>
	Used to show that a business trip has been audited and approved.
	Takes you back one screen.
	Allows you to cancel trip after payment made.
	Takes you to change or maintenance screen.
	Allows you to create a new document.
	Allows you to delete a line or a trip.
	Takes you to a display screen.
	Used to run a report.
	Save a record or infotype.
	Used to request payment for a business trip.
	Click this button to print or save report from ISIS Travel.



ISIS TRAVEL TRAVEL ADMINISTRATION QUICK REFERENCE CARD

ISIS Travel Bulletin Board:

<http://www.doa.louisiana.gov/ois/Service/BulletinBoards/BulletinBoards.htm>

Enroll in Travel Administrator Listserv:

<http://www.doa.louisiana.gov/ois/electronicnotifications.htm>

ISIS Travel Help Line: 225/342-2677

How to Access ISIS Travel:

<https://leo.louisiana.gov>

Logon ID:

(P and system assigned 8 digit personnel number)

How to Access On-Line Help:

Within ISIS Travel, follow the menu path:
Help >> La Employees Online Reference



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Employee Grp Travel Mgt Roles

Regular Traveler

Requires approval before taking trip. Number of business trips taken a year is generally less than five.

Regular Traveler (Actuals)

Requires approval before taking trip, but is not bound by travel limits. Number of business trips taken a year is generally less than five.

Routine Traveler

Able to travel without prior approval due to travel being required in the employees SF-3 Position Description. Travel approved by an annual authorization.

Infotypes Used In Travel Processing

0001	Organizational Assignment
0002	Personal Data
0009	Bank Details
0017	Travel Privileges
0105	Communication

- HR Employee Administrators maintain Infotype 0001, 0002, and 0105.
- Travel Administrators maintain Infotype 0017.
- Employees maintain Infotype 0009 **ONLY** if travel reimbursement needs to be deposited to an account other than their **Main Bank**. HR Employee Administrator may also maintain Infotype 0009 for a **Travel Bank**.

IT0017 Travel Privileges

Travel Administrator **must** create an IT0017 record before a Travel Request or Travel Expense can be entered into ISIS Travel for the employee.

Tips:

- *Company Code* is ALWAYS 0010.
- *Cost Center* is employee's three digit agency number + four digit organization code.
- *Sub -Object* will default to // if left blank.
- *Reporting* is not required. If entered it should be the employee's three digit agency number + four digit reporting category.

Single Trip Entry

Use Single Trip Entry to **Create** a travel request for an advance or **Modify** an advance before the request is settled.

ENTRY TIPS:

- Travel request should always be for a **FUTURE** date (the actual date of travel).
- When entering a travel request for an employee **ALWAYS** change and **VERIFY** Personnel Numbers.
- Insert *1st Destination* and *Reason*. The trip will be easier to lookup later in case you forgot to write the trip number down.
- An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

Travel Manager

Use Travel Manager to **Create** a travel expense, **Attach** Expenses to an Advance, **Cancel** a trip, **Approve** a trip, or **Settle** a trip. Enter expenses for a Regular Traveler or Routine Traveler taking a non-routine trip.

ENTRY TIPS:

- Trips listed in Travel Manager will not be listed in Weekly Entry.
- When settling a trip **NEVER** change the settlement period from B1.
- **Press Enter** after entering *End Date*, *Region*, and *Receipt Amount*.
- *Region* field and *Trip Type Enterprise* (TTY.E) determine which object the trip will be charged to and travel expense type.
- An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

Weekly Entry

Use Weekly Entry to **Create** a travel expense, **Modify** a travel expense, **Cancel** a trip, **Approve** a trip, or **Settle** a trip. Enter expenses for a Routine Traveler. Weekly Entries always occur over a period of seven days.

ENTRY TIPS:

- Trips listed in Weekly Entry will not be listed in Travel Manager.
- You can **NOT** attach expense to an advance using Weekly Trip Entry.
- When settling a trip **NEVER** change the settlement period from B1.
- **Press Enter** after entering *Receipt Amount*.
- Enter *Region* in the additional information popup window.
- An EFT will issue to employee after trip has been settled and picked up by the payment proposal.

Payment Schedule

Approve & Settle Expenses by:	EFT Sent On:	Updates Available in AFS:	Money in employee's Account on:
Tuesday by 6pm	Wednesday	Thursday	Thursday
Thursday by 6pm	Friday	Saturday	Monday

NOTE: Travel expenses that have been approved for payment and settled by 6:00 p.m. on Tuesdays and Thursdays of each week will be deposited in the employee's account within 3 banking days of the date settled. Depending on the financial institution, an employee's funds may be available sooner than 3 banking days.