

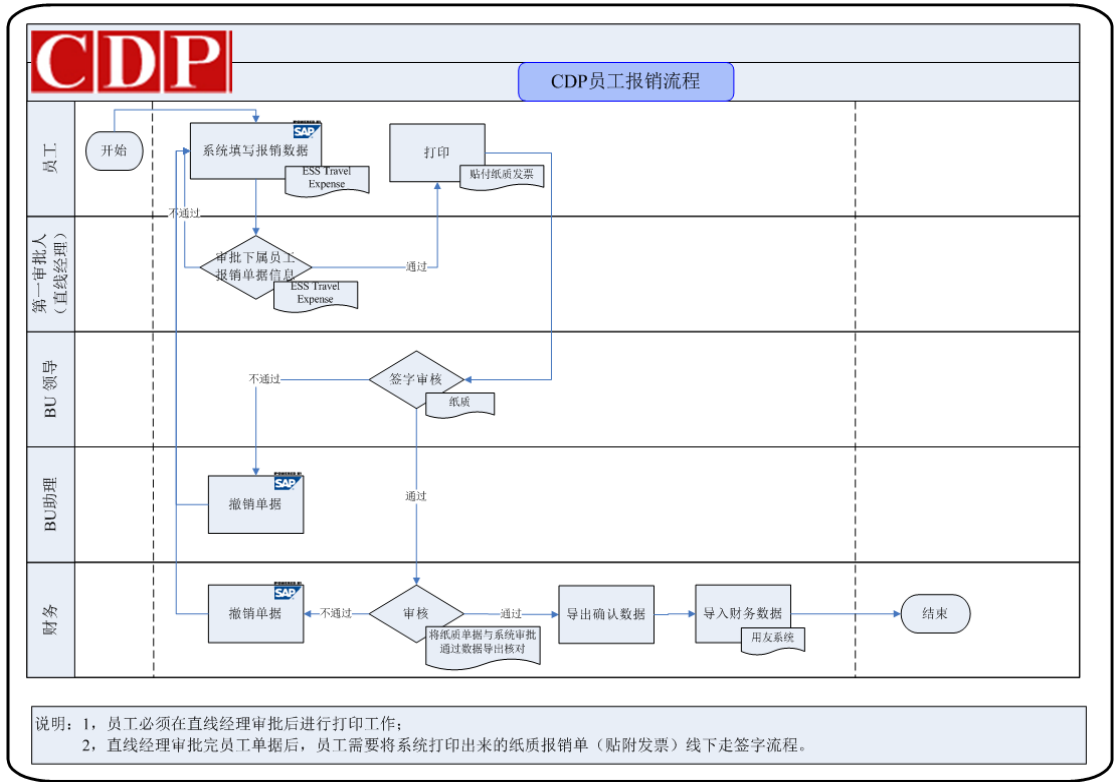
报销系统用户手册 V1.0

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概述

此用户手册主要用于 ESS 报销单报销，MSS 报销单审批和统计。
主要报销流程图：



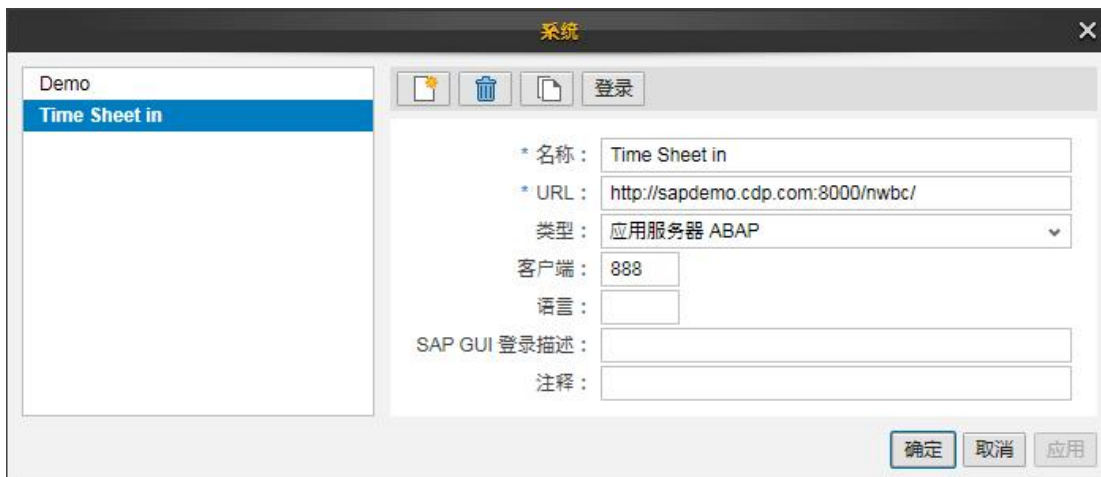
特别说明：凡在系统中未经审批的保险单据，打印签署无效。
以下主要以 Net Weaver 客户端做主要说明。

1. 系统登陆

首次登陆时需要进行配置：

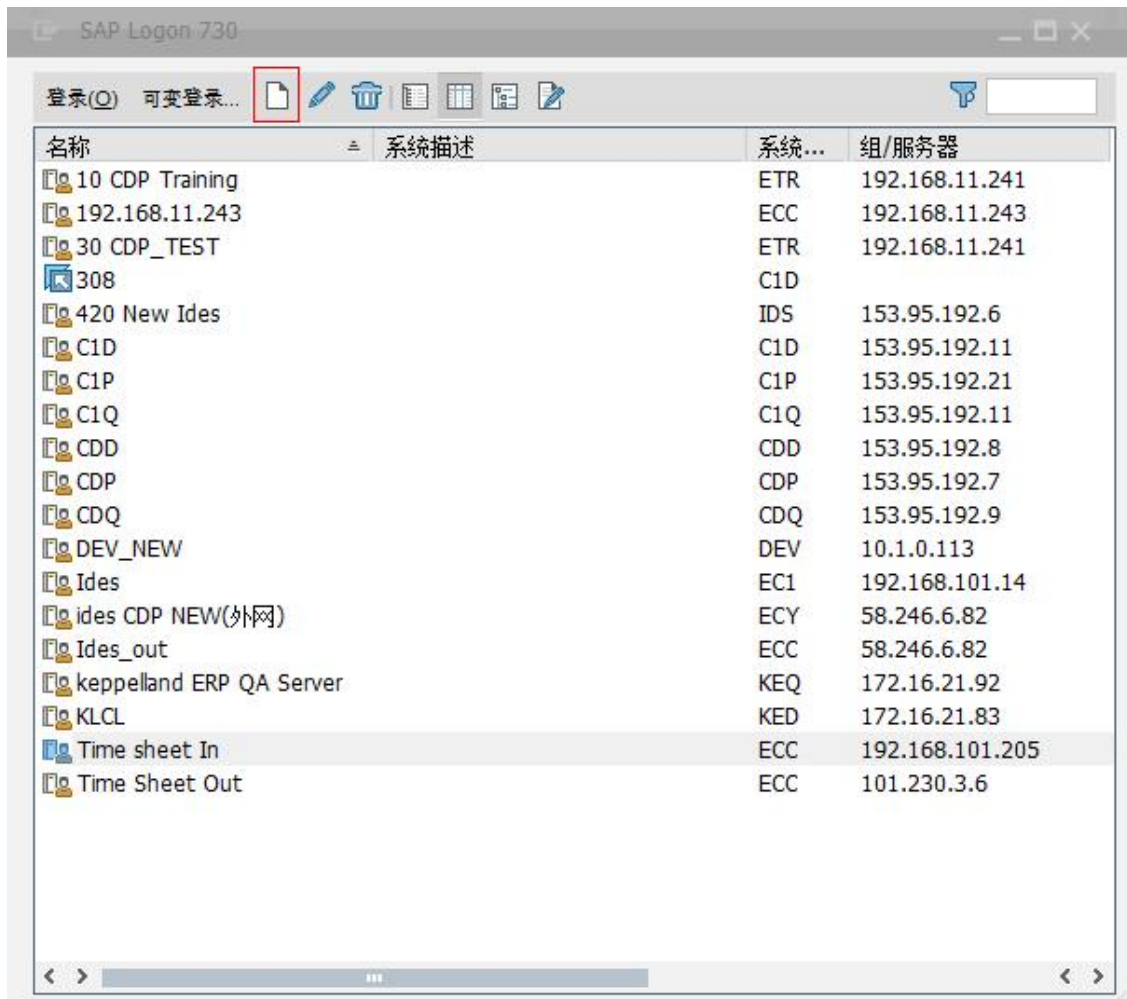


点击新建按钮，按照如下配置：



按确定后重新登录。

GUI 用户可以按如下方式登录：



点击新建，按照如下配置：

系统条目属性

连接 网络 代码页

选择连接类型并按要求更改系统参数。如果您想让系统建议描述，则删除旧描述。输入所有必需的数据后，按钮“确定 @)”方才激活。

连接类型： 自定义应用程序服务器

系统连接参数

描述： Time sheet In

应用服务器： 192.168.101.205

实例编号： 00

系统标识： ECC

SAProuter 字符串：

点击完成即可。(GUI 以下将不做详细说明, 其节点及功能类似)

用户名和密码都已发到各自邮箱

SAP NetWeaver™
SAP Web Application Server

System: ECC
Client *: 888
User *:
Password *:
Language: English

[Change Password](#)

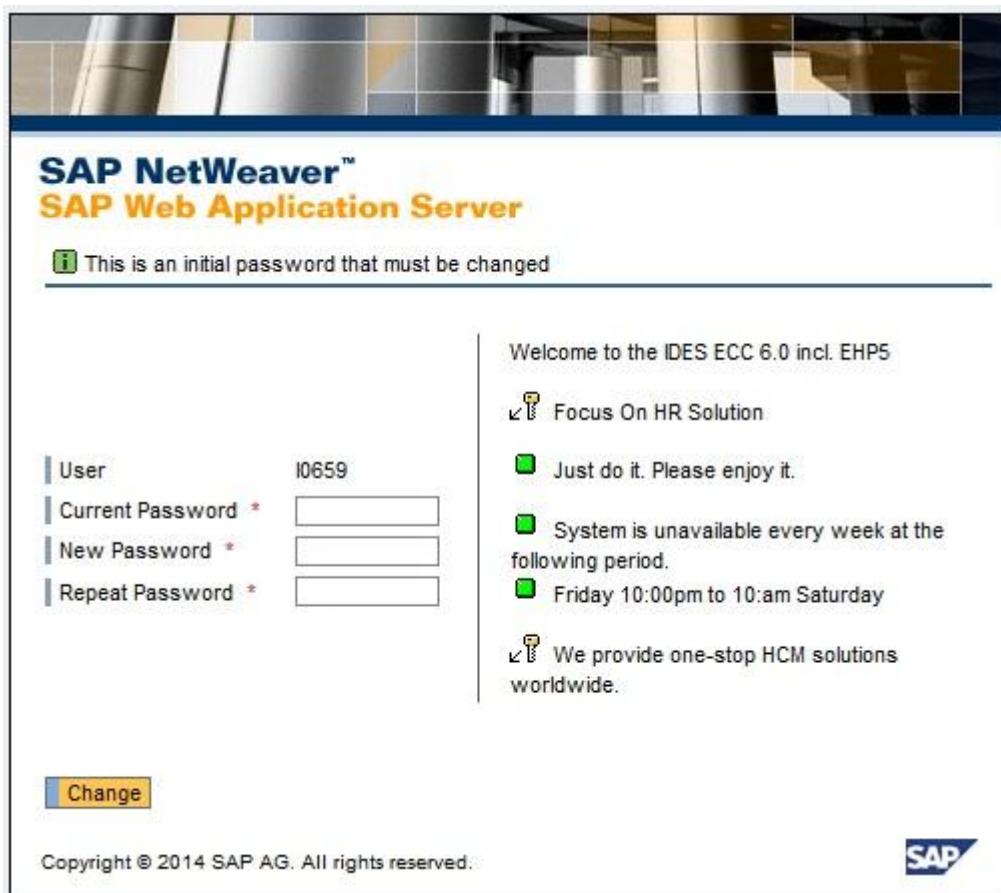
Welcome to the IDES ECC 6.0 incl. EHP5

- ✓ Focus On HR Solution
- Just do it. Please enjoy it.
- System is unavailable every week at the following period.
- Friday 10:00pm to 10:am Saturday


✓ We provide one-stop HCM solutions worldwide.

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首次帐号登陆, 需要更改初始密码, 如下所示, 下输入一次初始密码, 然后再输入两次新密码:



SAP NetWeaver™
SAP Web Application Server

 This is an initial password that must be changed






User: I0659


Current Password *

New Password *

Repeat Password *

Welcome to the IDES ECC 6.0 incl. EHP5

-  Focus On HR Solution
-  Just do it. Please enjoy it.
-  System is unavailable every week at the following period.
-  Friday 10:00pm to 10:am Saturday
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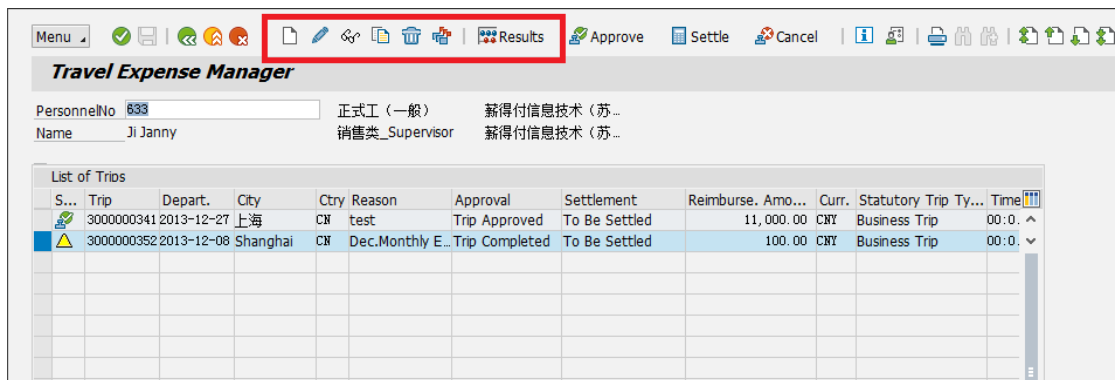
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2. 报销单据

选择 ESS Travel Expense 菜单下的 **Travel Expense Manager** 来填写报销单据:



以下是新建报销的主界面，以及常用的功能键，如下图所示：



Create: 新建报销单。

Change/Display/Delete/Results: 用鼠标选中相应的报销单据，即可进行相应的操作

2.1 新建报销单

以下是新建主报销单界面，

From 和 End 填写此笔报销单的开始和结束时间；

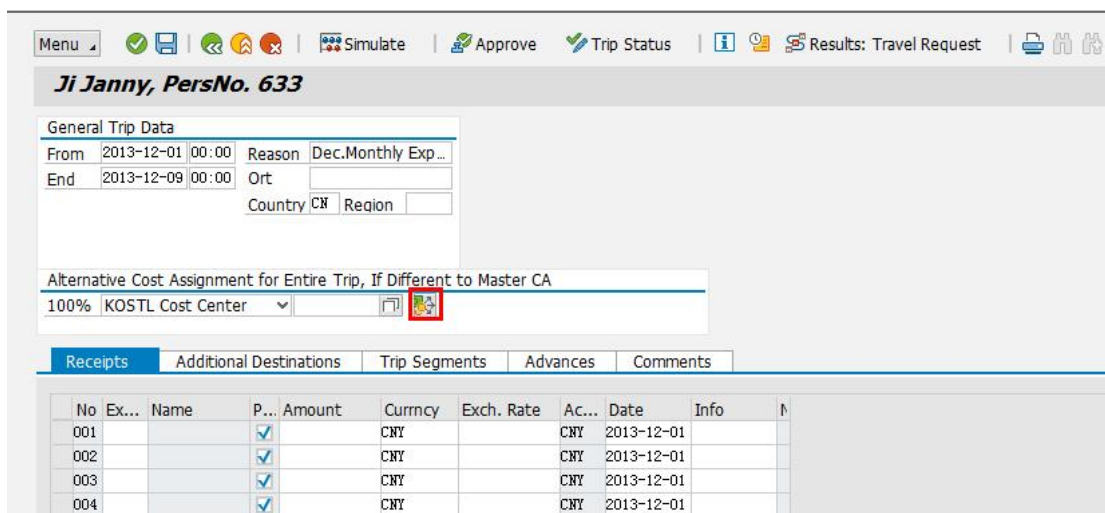
Reason 填写此笔报销单的主题；

Ort 不需要填写；

Country 默认为 CN，不需要修改；

Region 可以选择 SH/BJ/HQ/SZ 或者不填；

Cost Center 默认不需要填写，除非此笔报销需要 charge 到其他部门。



如果需要 charge 其他部门，可以点击图中红色标注的图标，然后如下图所示，可分配不同的比例给相应的 cost center（需要先知道要 charge 的 cost center 的代码）

ist A
L Co
S
Na
Tel
Tel
Tel

Trip Data Maintain: Enhanced Cost Assignment for Expense Receipt

Receipt To Be Assigned					Assignment
RN#	Receipt	Amount	Currncy	Date	<input checked="" type="radio"/> Percentage <input type="radio"/> Absolute
003	TELE Telephone, ...	230.00	CNY	2013-12-01	

Receipt Destination Assignment

Assigned Destination: 00 China, Dec.Monthly Expense

Enhanced Cost Assignment for Entire Trip

% Distrib.	C...	B...	Cost Ce...	Order	Cost Object	WBS Element
50	1002		1100065011			
20	1002		2000000024			
30	1002		1100000011			

Service Request

填写具体的报销项目：

将光标放到第一列中，然后按 F4 键选择相应的报销种类，填写好 Amount 和 info 之后点击回车会跳出填写 **additional info** 和 **participants** 的界面，可填写这个报销项目的进一步描述，还能在 **participants** 中填写这笔报销是与什么人一起产生的。

Receipt 002 From 2013-12-08

Travel Exp. Type	Amount	Crcy	Exch. Rate
TAXI Taxi	50.00	CNY	1.00000

☒ Paper Receipt Exists

☒ Addnl Info Participants

Description: 从公司到家

Number of Employees:

Location:

也可以对单笔的报销进行 cost center 的分摊，选中其中一行数据，点击 costs 图标，操作如前面 charge 其他部门一样的做法。

Menu

Ji Janny, PersNo. 633, Trip No. 300000352

General Trip Data

From	2013-12-08 00:00	Reason	Dec.Monthly Exp...
End	2013-12-09 00:00	Ort	Shanghai
		Country	CN
		Region	

Alternative Cost Assignment for Entire Trip, If Different to Master CA

100% KOSTL Cost Center

Receipts | Additional Destinations | Trip Segments | Advances | Comments

No	Ex...	Name	P...	Amount	Currency	Exch. Rate	Ac...	Date	Info	No
002	TAXI	Taxi		50.00	CNY	1.00000	CNY	2013-12-08		
003	TELE	Telephone, ...		100.00	CNY	1.00000	CNY	2013-12-08		
004					CNY		CNY	2013-12-08		
005					CNY		CNY	2013-12-08		
006					CNY		CNY	2013-12-08		
007					CNY		CNY	2013-12-08		
008					CNY		CNY	2013-12-08		
009					CNY		CNY	2013-12-08		
010					CNY		CNY	2013-12-08		
011					CNY		CNY	2013-12-08		
012					CNY		CNY	2013-12-08		
013					CNY		CNY	2013-12-08		
014					CNY		CNY	2013-12-08		
015					CNY		CNY	2013-12-08		
016					CNY		CNY	2013-12-08		
017					CNY		CNY	2013-12-08		

Receipt Delete **Costs** Infos Wizard

全部完成之后，即可点击保存，然后由 line manager 审批之后即可打印。

2.2 打印报销单

如果报销被审批之后，**status** 列会变成绿色图标，如下所示：

Menu

Travel Expense Manager

PersonnelNo **633** 正式工（一般） 薪得付信息技术（苏...
Name Ji Janny 销售类_Supervisor 薪得付信息技术（苏...)

List of Trips

S...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amo...	Curr.	Statutory Trip Ty...	Time
	3000000341	2013-12-27	上海	CN	test	Trip Approved	To Be Settled	11,000.00	CNY	Business Trip	00:0. ^
	3000000352	2013-12-08	Shanghai	CN	Dec.Monthly E...	Trip Completed	To Be Settled	100.00	CNY	Business Trip	00:0. v

点击 **Results** 图标，即可生成一张 PDF 文件，如下所示，只有状态显示为 **Trip Approved** 的报销单才是经过审批通过的有效的报销单，其余状态的不能向财务提交。

Travel Expense Manager

Menu Back Cancel Exit System

Kevin Yan
闫阳阳
659
00000659
薪得付信息技术（上海）有限公司
Shanghai

Date: 2014/1/1
Page: 1 / 1

Expense Report/Travel Expense Statement (Trip Approved)
For Kevin Yan For Trip 1160 From 2013-12-1 To 2014-1-20

Assigned Category	Assigned Account	Assigned Account Name	Assigned Amount	Total Amount
Cost Center	2000000026		¥50.00	¥50.00

CDP Expense Detail

Date	No	Expense	Total Amt	WBS/Cost Center	%	Amount	Additional Information
------	----	---------	-----------	-----------------	---	--------	------------------------

3. MSS 报销单审批和统计

 **MSS Travel & Expense**

Overview

- [Approve Working Times and Trips](#)
- [Receipts Detail Information](#)
- [Cost Allocation Detail](#)
- [Expense Summary](#)

3.1 报销单审批

选择 **MSS Travel & Expense – Approve Working Times and Trips** 进行报销单审批
Approve Working Times and Trips 的主界面如下图所示：

Menu | | OrgStructure | Search Help |

Approve Working Times and Travel Expenses

Period

Reporting Period | I Other Period | 2013-12-01 - 2013-12-31

Selection Criteria

Personnel Number | |
 Employment Status | |
 Company Code | |
 Cost Center | |

Trip Selection

Basic Data

Trip Number | | to | |
 Trip Ends On | | to | |
 Reason for Trip | | to | |
 Trip destination | | to | |
 Trip Country/Group | | to | |
 Currency | | to | |
 Total Cost | | to | |

Cost Assignment

Status

Approval Status | 3 | to | |
 Accounting Status | 0 | to | 1 |
 HR Payroll Transfer Status | | to | |
 FI Transfer Status | | to | |
 DME Transfer Status | | to | |
 Trip Print Status | | to | |

Data Sources

Trip - Special Processing

☒ No Special Processing
☐ Approve Trips (Customer Exit)
☐ -> Set 'On Hold' Status
 Trips Without Receipts:
☐ -> Set 'Approved' Status

在 **Reporting Period** 处选择 **Other Period** 来选择相应报销时间。

在 **Selection Criteria** 标签下可以根据 **Personnel Number**，**Employment Status**，**Company Code** 和 **Cost Center** 来筛选需要查看报销单的员工。

在 **Trip Selection** 标签下可以根据不同的差旅属性来筛选需要查看的报销单。

在 **Status** 标签下可以根据单据的状态来筛选需要查看的报销内容。

其中常用的有：

Approval Status:

3. Trip Completed 表示旅行结束
4. Trip Approved 表示批准的差旅

点击 按钮来查看员工现有报销单情况，如下图所示：

SAP NetWeaver Business Client

Index | Approve Working Times an...

Search or enter application name or transaction code

Menu |

Approve Working Times and Travel Expenses

Na	Approve	Status	Trip Number	Short Text	Acct asgt	AKas.text	General receiver	Destination	Ctr	Reason for Trip	Trip Begins On	Trip Ends On	Total Co
33	Reset Approval	08	3000000352	Dec.Monthly Expense	Cost center	SALES.S2	1000/2000000024	Shanghai	CN	Dec.Monthly Expense	2013-12-08	2013-12-09	100.0
													100.0
													100.0

选择一条报销单记录，

点击左上角  下拉菜单，选择 **Approve** 来批准当前报销单据，或者选择 **Reset Approval** 来重置当前报销单状态（批准或重置后可见单据状态发生改变）。

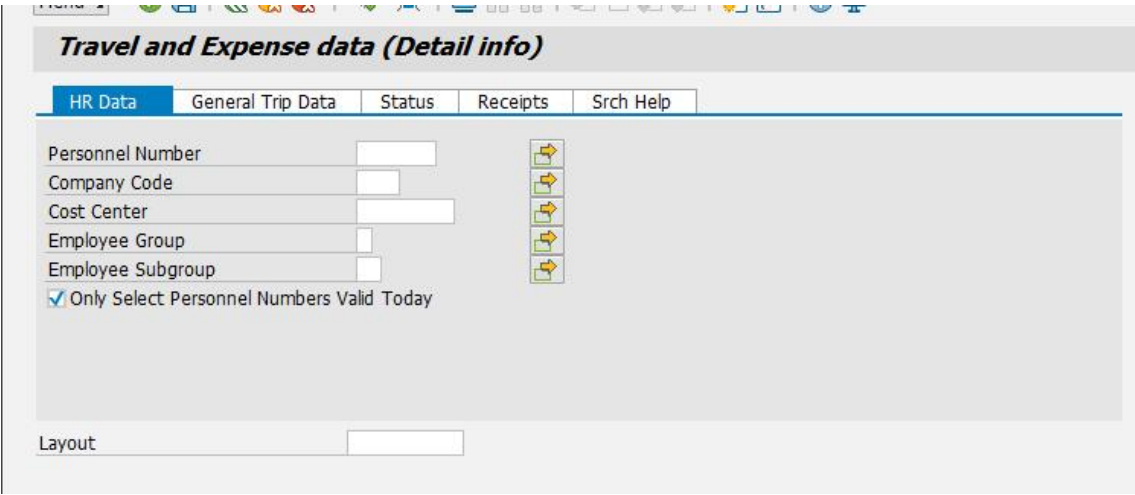
点击左上角  下拉菜单，选择 **Reject** 来拒绝当前报销单据，选择 **Withdraw Reject** 来撤销拒绝（拒绝或撤销拒绝后可见单据状态发生改变）。

3.2 Receipts Detail Information

Receipts Detail Information 主要用来查看员工报销单的明细状况。

选择 **MSS Travel & Expense –Receipts Detail Information**

Receipts Detail Information 的主界面如下图所示：



在 **HR Data**，**General Trip Data**，**Status**，**Receipts** 标签页下可以选择相应的筛选条件来筛选单据。

点击执行按钮，运行结果如下图所示：

Travel and Expense data (Detail info)														
Cost Ctr	Pers.No.	Name	Period	Trip	ExpensType	Name	Receipt Date	Σ	Amount	Text	Trip			
1100010...	253	Boris Feng	201311	1086	TAXI	Taxi	2013-11-05		44.00		5			
					TAXI		2013-11-07		49.00		6			
					TAXI		2013-11-13		49.00		7			
					TAXI		2013-11-14		46.00		8			
					TAXI		2013-11-15		49.00		9			
					TAXI		2013-11-17		48.00		10			
				1131	TAXI		2013-11-20		49.00		1			
					TAXI		2013-11-20		48.00		2			
					TAXI		2013-11-26		49.00		3			
					TAXI		2013-11-26		49.00		4			
				201312	BUS	Bus or Metro	2013-12-13		120.00		14			
					MEOT	Meals -- Overtime	2013-12-06		160.00		12			
					MEOT		2013-12-12		130.00		13			
					MISC	Others	2013-12-13		2,010.00		11			
			TAXI		Taxi	2013-12-03		49.00		5				
			TAXI			2013-12-03		48.00		6				
				TAXI		2013-12-06		48.00		7				
				TAXI		2013-12-06		48.00		8				
				TAXI		2013-12-12		46.00		9				
				TAXI		2013-12-12		47.00		10				
				Boris Feng								■ 113,773.3...		
				329	Ding Ellin	201312	1162	BUS	Bus or Metro	2013-12-01		5.00		1
								HTL	Hotel	2013-12-29		300.00		2
				Ding Ellin								■ 305.00		
				864	Feng Melissa	201312	1165	TELE	Telephone, Fax	2013-12-01		100.00		1
								Feng Melissa						
								■ ■ 114,178...						
11000...	■													
2000000...	633	Ji Janny	201312	3000000341	AIR	Flight	2013-12-27		11,000.00		1			
				3000000352	TELE	Telephone, Fax	2013-12-08		100.00					
				Ji Janny								■ 11,100.00		
								■ ■ 11,100...						
								■ ■ ■ 125,27...						

3.3 Cost Allocation Detail

Cost Allocation Detail 主要根据成本中心来统计员工报销的总费用。

选择 **MSS Travel & Expense –Cost Allocation Detail**

Cost Allocation Detail 的主界面如下图所示：

Travel and Expense data (Cost Allocation)					
HR Data	General Trip Data	Status	Receipts	Cost Assignment	Srch Help
Personnel Number	<input type="text"/>				
Company Code	<input type="text"/>				
Cost Center	<input type="text"/>				
Employee Group	<input type="text"/>				
Employee Subgroup	<input type="text"/>				
<input checked="" type="checkbox"/> Only Select Personnel Numbers Valid Today					
Layout	<input type="text"/>				

在 **HR Data, General Trip Data, Status, Receipts** 标签页下可以选择相应的筛选条件来筛选单据。
点击执行按钮，运行结果如下图所示：

Travel and Expense data (Cost Allocation)									
Cost ...	Pers.No.	Name	Trip Number	End Date	WBS Element	Σ	Amount	Currency	Text
11000...		Boris Feng				■	113,773.34		
		Ding Ellin				■	305.00		
		Feng Mel...				■	100.00		
110...						■	114,178...		
20000...		Ji Janny				■	11,100.00		
200...						■	11,100.00		
						■ ■ ■	125,27...		

3.4 Expense Summary

Expense Summary 主要根据成本中心和员工来统计员工的报销费用。
选择 **MSS Travel & Expense –Expense Summary**
Expense Summary 的主界面如下图所示：

Travel and Expense data (Cost Allocation)

HR Data

General Trip Data

Status

Totals

Receipts

Srch Help

Personnel Number

Company Code

Cost Center

Employee Group

Employee Subgroup

☒ Only Select Personnel Numbers Valid Today

Layout

在 **HR Data, General Trip Data, Status, Receipts** 标签页下可以选择相应的筛选条件来筛选单据。
点击执行按钮，运行结果如下图所示：

Travel and Expense data (Cost Allocation)

Cost ...	Pers.No.	Name	Trip Number	Begins On	Trip Ends On	Σ	Total Cost	Currency	
11000...	253	Boris Feng	468	2012-09-10	2012-10-10		128.00	CNY	
	253		435	2012-08-01	2012-09-15		522.00	CNY	
	253		438	2012-09-07	2012-09-07		34.00	CNY	
	253		439	2012-09-04	2012-09-04		59.00	CNY	
	253		436	2012-08-24	2012-08-24		396.00	CNY	
	253		437	2012-08-18	2012-08-22		1,387.00	CNY	
	253		375	2012-07-01	2012-08-10		1,534.00	CNY	
	253		376	2012-08-02	2012-08-02		78.00	CNY	
	253		373	2012-07-22	2012-07-22		490.00	CNY	
	253		323	2012-06-01	2012-07-11		987.00	CNY	
	253		291	2012-05-01	2012-06-30		772.00	CNY	
	253		290	2012-04-01	2012-06-01		4,449.00	CNY	
	253		145	2012-04-10	2012-05-10		9,082.00	CNY	
	253		151	2012-04-10	2012-05-10		380.00	CNY	
	253		46	2012-03-01	2012-04-10		96.00	CNY	
	253		237	2012-02-01	2012-03-31		8,973.00	CNY	
	253		45	2012-03-31	2012-03-31		550.00	CNY	
	253		44	2012-03-19	2012-03-24		5,878.00	CNY	
	253		238	2012-02-01	2012-03-01		142.00	CNY	
	253		236	2012-01-01	2012-02-29		12,834.00	CNY	
	253		235	2012-01-01	2012-01-31		286.34	CNY	
	Boris Feng						■	113,773.34	
	329	Ding Ellin	1162	2013-12-01	2014-01-31		305.00	CNY	
	Ding Ellin						■	305.00	
	864	Feng Melissa	1165	2013-12-01	2013-12-02		100.00	CNY	
	Feng Mel...						■	100.00	
110...							■■	114,178.34	
20000...	633	Ji Janny	3000000341	2013-12-27	2014-01-20		11,000.00	CNY	
	633		3000000352	2013-12-08	2013-12-09		100.00	CNY	
	Ji Janny						■	11,100.00	
200...							■■	11,100.00	
						■■■	125,278.34		