

TRIP Documentation in ECM – Enhanced Content Management

Process: To review a Trip and it's supporting documentation in ECM.

PROCEDURES

To view a Trip's supporting documentation directly through ECM (Enhanced Content Management), type transaction code ZECM_FIDOCs in the SAP Command Field. Click the green check button or press enter.

NOTE: To save this SAP transaction to your favorites, you must right click on Favorites and then click on Insert Transaction. Type in the Transaction Code then click the green Check.



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On the Selection Screen, the Company Code, Fiscal Year, and Document Type fields are mandatory. The Company Code is always UK00 and the Document Type is always ZT for a Trip.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.

The screenshot shows the SAP Selection Financial Documents screen. The interface includes a menu bar (Program, Edit, Goto, User settings, User exit, System, Help) and a toolbar with various icons. The main area is divided into two sections: 'Financial' and 'Cost'. The 'Financial' section contains the following fields:

Field	Value	Operator	Field
Company Code	UK00	to	
Fiscal Year	2016	to	
Document Type	ZT	to	
Fiscal Period		to	
Document Number		to	
Entry Date		to	
Posting Date		to	
Ref. Doc. Number		to	

The 'Cost' section contains the following fields:

Vendor		to	
Cost Center		to	
General Ledger		to	
Internal Order		to	
Grant		to	
Fund		to	
WBS		to	

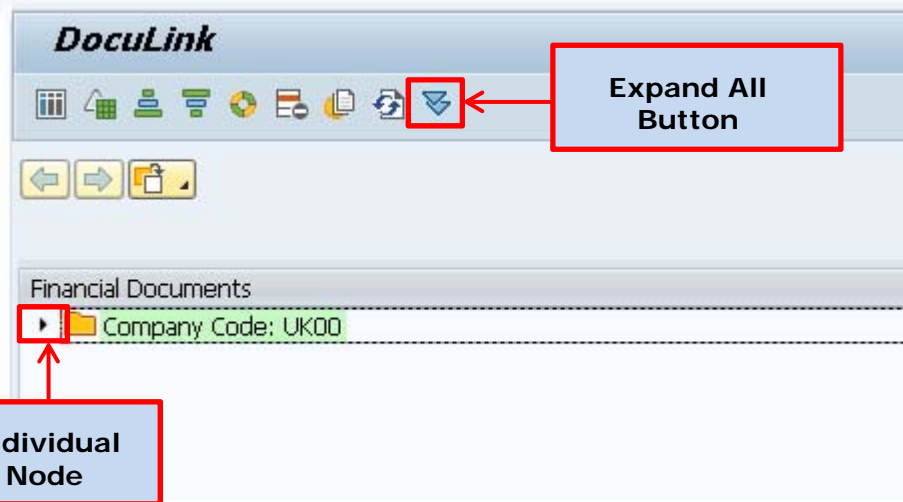
To review a specific Trip, the selection should be made by using the Document Number field (SAP document number 19XXXXXXXX from the SAP posting) or the Ref. Doc. Number field (10-digit trip number 0000000199).

To review the supporting documentation for multiple Trips from the same search, the cost object or the vendor number can be entered in the appropriate field.

Click the Execute button.

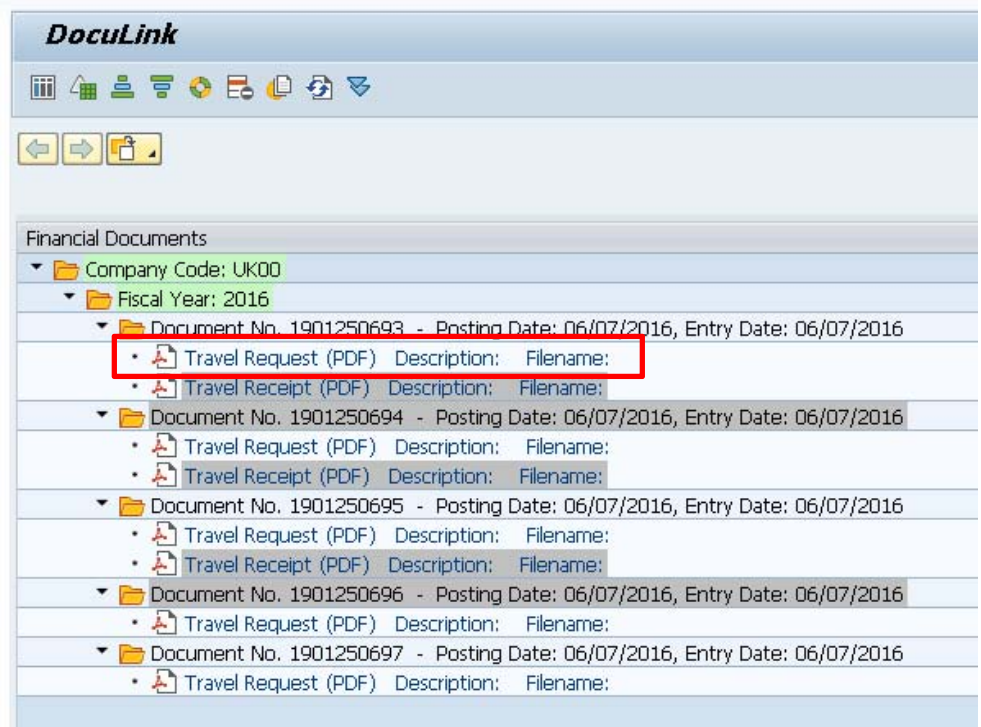
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To view the attachments, click on each node to expand the information or use the Expand All button to display all of the backup documents for the selection.



Double click on the Trip attachment you wish to view.

NOTE: If the search parameters are set to search for multiple Trips at once, the attachments for each Trip will be below the Document No.



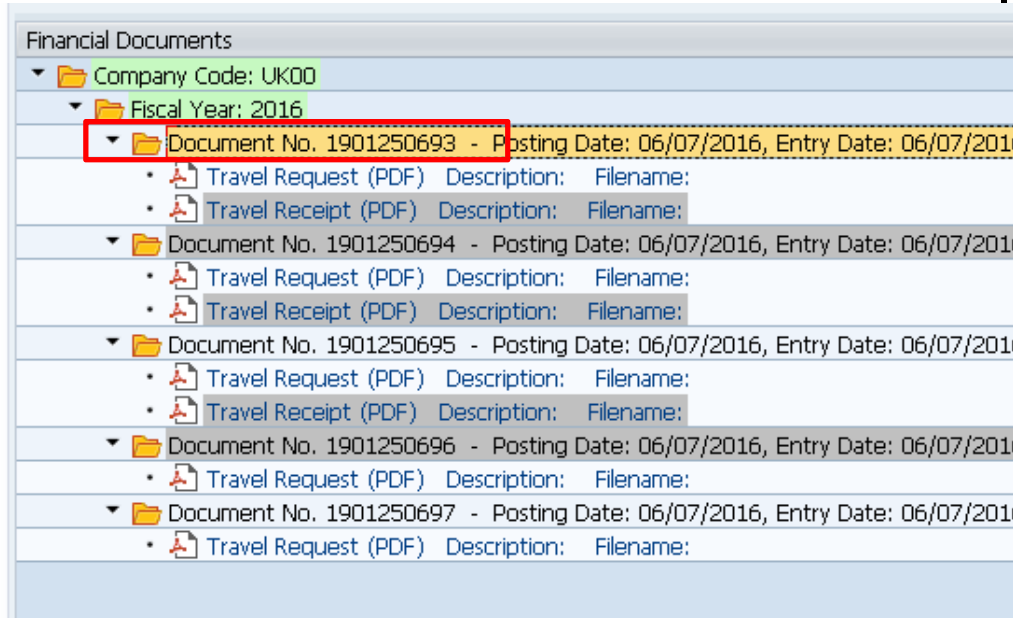
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Attachments in PDF, BMP, TXT, etc will with the Open Text Imaging Web Viewer. Any Word/Excel attachment will open using the software from your workstation.



Use the Imaging Web Viewer Options to save, print, rotate zoom, etc the attachments for optimal review.

To view the Trip's FI posting in SAP, double click on the Document No.



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Click on GOTO then Display As List to view the full accounting information for the PRD.

FI Posting Overview:

The screenshot shows the SAP FI Posting Overview interface. The 'Goto' menu is open, and the 'Display as list' option is highlighted in yellow. The background shows document details and a table of items.

Item	PK	BusA	Acct no.	Description	Tx	Amount in
001	31		800030	Ronda S Beck		
002	40	0101	530019	Domestic Travel		

The complete accounting information for the PRD can be viewed including any split accounting when applicable.

The screenshot shows the 'Document Overview - Display' screen. It displays document metadata and a detailed accounting table. Two rows in the table are highlighted with a red box.

Ita	PK	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assi	
1	31	800030	Ronda S Beck	173.80-					*Trip from 06/01/16 To 06/02/16; US-IL	0000	
2	40	530019	Domestic Travel	173.80	1012013010		1012013010	0011002000	*Trip from 06/01/16 To 06/02/16; US-IL	0000	
				0.00							