

Efficient Processing of Travel Documents in SAP



maxflow[®] travel management

Contact

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YOUR BENEFITS

- Add travel documents by simply taking a photo
- New Fiori application for modern and device-independent processing
- Significant time savings for frequent travelers
- Process cost reduction and error minimization
- Faster approval and processing
- Increased transparency and better traceability
- Fully integrated into SAP

Digitalised travel cost management – simple, paperless and transparent

At many enterprises, processing travel applications and travel expense reports is a lengthy process involving many manual tasks, records on paper, and delivery by post. This causes a tremendous effort for checking and approving travel applications and expense reports manually, in addition to the coordination of individual approvers and validators or compliance with specific approval conventions. Our travel cost workflow maxflow® travel management automates and digitises the entire approval process, making for a simple and organised management of travel documents.

maxflow® travel management is equipped with two automated approval workflows. The first workflow is for **travel applications** and the second for **travel costs**. It therefore covers the entire travel process from the prior travel application to the approval of the incurred expenses while it also prevents the loss of documents.



Our New Fiori Inbox

Our new interface in the Fiori app provides a modern, user-friendly, and device-independent platform that adapts to various devices such as smartphones, tablets, or desktops. This allows for flexible use in the office, at home, or on the go.

With the introduction of the Fiori Inbox, maxflow® travel management is enhanced by an innovative and powerful component. This application combines the proven functionality of maxflow® with the advanced capabilities of SAP Fiori technology. The Fiori Inbox offers numerous practical features that significantly simplify the creation and processing of travel requests and expense reports. **These features will be explored in more detail below.**

Overview of Upcoming Tasks (Fiori Inbox)

The inbox's main view provides a centralized overview of all upcoming tasks in travel management. This intuitive interface is designed to help users quickly and easily access key information about their tasks and process them efficiently.

Reisen (127 / 177)

Standard* ▾

Abrechnungstatus: ▾ Genehmigungstatus: Reise erfolgt x ▾ Personalnr.: Reiseland: DE x ▾ Zielort: Beginndatum: ▾

Start Filter anpassen (2)

Suchen Q

Freigabe Stufe 1		
Reisekosten 76 von Julian Riedl (7)	15,00 €	
Hamburg (DE)	Reise erfolgt	
06.03.2021	abzurechnen	
Freigabe Stufe 2		
Reisekosten 76 von Julian Riedl (7)	15,00 €	
Hamburg (DE)	Reise erfolgt	
06.03.2021	abzurechnen	



Task Detail View (Fiori Inbox)

The interface provides specific functions depending on the type of task. Functions such as approve, reject, request information, or forward can be customized and configured based on individual requirements for each task type.

The screenshot displays the Fiori Inbox interface. On the left, a list of tasks is shown under the heading 'Reisen (181 / 181)'. Each task card includes the task name, location, date, amount, and status. The tasks are:

- Freigabe Stufe 1: Reisekosten 594 von Julian Riedl (7) - 34,00 € - Reise erfolgt - abzurechnen
- Freigabe Stufe 1: Reisekosten 596 von Julian Riedl (7) - 57,00 € - Reise erfolgt - abzurechnen
- Freigabe Stufe 1: Reisekosten 597 von Julian Riedl (7) - 34,00 € - Reise erfolgt - abzurechnen
- Freigabe Stufe 1: Reiseantrag 599 von Julian Riedl (7) - 0,00 € - Antrag erfasst - abzurechnen
- Freigabe Stufe 1: Reiseantrag 601 von Julian Riedl (7) - 0,00 € - Reise erfolgt - abzurechnen
- Freigabe Stufe 1: Reisekosten 600 von Julian Riedl (7) - 0,00 € - Reise genehmigt - abzurechnen

On the right, the detailed view for 'Freigabe Stufe 1' is shown. The main heading is 'Reisekosten 597 von Julian Riedl (7)' with a total amount of 34,00 EUR. Below this, there are two columns of details:

- Personalnummer:** 0000000597
- Name:** Julian Riedl
- Status:** Reise erfolgt
- Reisebeginn:** 05.01.2025
- Reiseende:** 05.01.2025
- Erstes Reiseziel:** München
- Bezeichnung Reiseland:** Deutschland
- Erstattungsbetrag:** 34,00
- Währung:** EUR
- Grund der Reise:** Testhaupt
- Reiseschema:** Dienstreise
- Gesamtkosten:** 0,00
- Kostenstelle:** 2000
- Vorschuss:** 0,00
- Verpflegungspauschale:** 0,00
- Übernachtungspauschale:** 0,00
- Fahrtkostenpauschale:** 0,00

Below the details, there are icons for list, messages, notifications, and attachments. At the bottom, a table titled 'Belege (1) Standard' is displayed:

Status	Belegnummer	Bezeichnung SpArt	Belegbetrag	Währung	Datum	Steuerkennz	Kurzinfo
<input type="checkbox"/>	001	Benzin	34,00	EUR	17.12.2024	N1	Test

Entry

In the entry step, both travel requests and expense reports can be created. The relevant input fields can be individually configured depending on the type of travel (request or expense report). Innovative input aids support users in entering data efficiently. Thanks to the responsive design of the interface, travel expenses can also be conveniently recorded on the go using a smartphone.



Receipt Entry via Camera Function

To make the entry of travel expense receipts even easier and more efficient, the application offers an integrated camera function. When adding travel expense receipts - such as taxi receipts, hotel invoices, or other paper documents - the device's camera is automatically activated. The user can then capture the physical receipt directly and assign it to the corresponding expense entry. Of course, it is also possible to select previously saved image files or PDFs from the device's gallery or file storage and link them to the expense record.

Approval

During the approval steps, submitted travel requests or expense reports are reviewed and approved by, for example, supervisors. Additionally, inquiries can be sent to the traveler, notes can be added to the receipt, and further attachments can be uploaded as part of the process.

Freigabe Stufe 2

🔍 ✓ Freigeben ⏪ Ablehnen ✕ Abbrechen 🔄 Rückfrage 📤 Weiterleiten 🔄 Wiedervortage ⚙️

Reisekosten 71 von Julian Riedl (7) 55.00 EUR

Reisekostenabrechnung: 0000000071
Personalnummer: 00000007
Name: Julian Riedl
Status: Reise erfolgt
Reisebeginn: 29.03.2021
Reiseende: 29.03.2021
Erstes Reiseziel: München

Bezeichnung Reiseland: Deutschland
Erstattungsbetrag: 55,00
Währung: EUR
Grund der Reise: Testlauf
Reiseschema: Dienstreise
Gesamtkosten: 34,00
Kostenstelle: 2000

Vorschuss: 0,00
Verpflegungspauschale: 0,00
Übernachtungspauschale: 0,00
Fahrtkostenpauschale: 0,00
Reise erfolgt
[abzurechnen](#)

⬆️ ⚙️



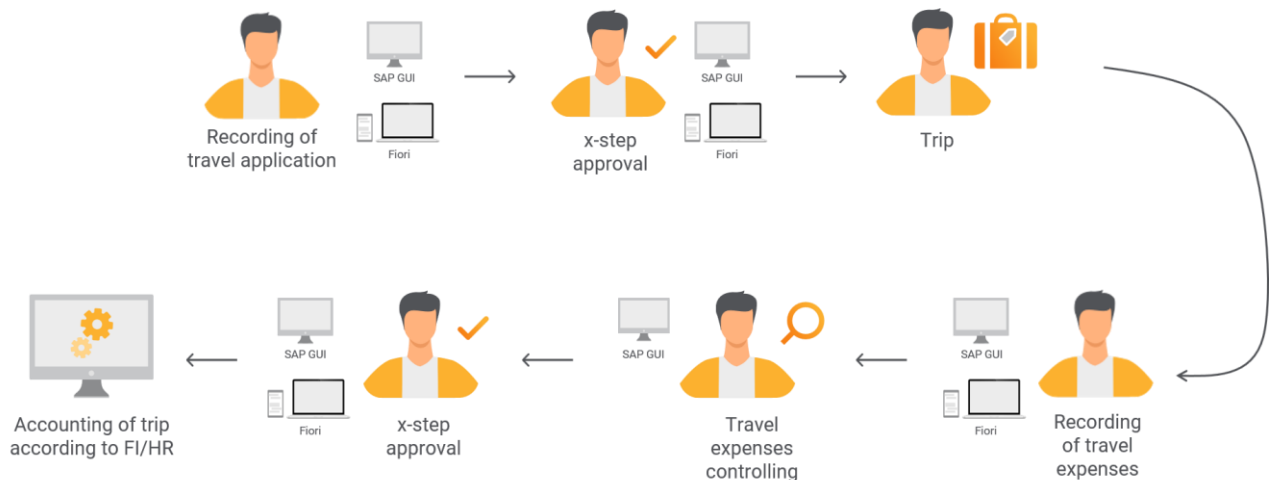
Belege (2) Standard ▾

<input type="checkbox"/>	Status	Belegnummer	Bezeichnung SpArt	Belegbetrag	Währung	Datum	Steuerkennz	Kurzinfo
<input type="checkbox"/>	🔒	001	Benzin	23,00	EUR	29.03.2021	N1	-
<input type="checkbox"/>	🔒	002	Flug	32,00	EUR	29.03.2021	V1	-



Adaptive Control of Process Steps

The automated approval process eliminates the need for travelers and all employees involved in the process to coordinate with individual approvers and reviewers. maxflow® travel management fully automates the assignment of tasks to the responsible parties. The freely scalable and extendable approval workflow allows for extensive and customized definition of each approval step. Furthermore, travel requests and expense reports can be grouped into a collective receipt and approved together.



OVERVIEW OF ADDITIONAL FEATURES

- Substitution rules in the case of personnel absences
- Mailing of escalation messages
- Uploading additional documents
- Use of company-internal SAP standard permissions
- Supported in multiple languages (e.g. English)
- Adjustment of texts to customer vocabulary
- User-defined layouts
- Flexible and freely configurable process
- Comprehensive customising