Administrative Tasks

This checklist supports Webdesk administrators when setting up and changing the Travel configuration.

Setup

- Check regions including VAT rates, legal assignments and validity periods.
- Check the base currency and exchange rates or the exchange rate import.
- Create settlement definitions for domestic, international, per diem, overnight allowance and deductions.
- Set up mileage allowance definitions and vehicle master data.
- Create additional fields, receipt types and their validity periods.
- Configure trip types and check all assignments to receipt types and additional fields.
- Test workflow, time corrections, evaluations and exports.

Changes during live operation

- Create new statutory or company rules as a new definition with a suitable validity start. Do not overwrite existing historical definitions if old trips must remain traceable.
- Before changing a trip type, check whether it is already used in requests or expense reports. Leave the technical short name unchanged.
- When changing receipt types or additional fields, check the assignment to every affected trip type and the effects on exports.
- After changes, check the cache/cluster refresh, user views and a complete test process.

Checkpoints

- No overlapping validity intervals.
- At least one default configuration wherever the selection logic needs a default.
- VAT rates come from the region and receipt type configuration and are not documented only in the workflow text.
- Agree technical keys, wage types and export fields with the target system.

The details on the individual master data can be found in the Step-by-Step Guide[1].

1. /daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy.html