



How to enter flight data: ETHIS 2019

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Recording flight data in ETHIS from **January 2019**

- As part of the ETH-wide project to reduce air travel, the departments have sought to improve the quality of data on flight emissions.
- Consequently, flight data for the period 2016-2018 has been recalculated to provide a sound reference base.
- **As of January 2019, ETHIS will feature new fields for recording flight data**, which will enable automated evaluation of flight emissions.
- The procedure for entering flight data for ETH employees, guests and students in ETHIS is shown in the following slides for KNG* (entry in EAS** is similar). Credit card invoices are entered in KNG, AirPlus invoices in EAS.
- Keeping effort to a minimum was a top priority. Drop-down fields have therefore been inserted where possible and any information already given (e.g. date) is automatically transferred.

*KNG: Kreditorenworkflow next Generation (Supplier invoices); **EAS; elektronische Abwicklung von Spesen (Professional expenses)

Recording air travel by employees, guests and students in ETHIS

- ETH employees (slides 4 and 5)
 - A separate account “Flights for ETH employees” with new fields for entering additional information has been set up for recording the flight data of ETH employees. Only those flights ETH pays for are entered, those flights from ETH employees that are paid for externally are not part of our system boundary and hence not taken into account.
- Guest speakers/student seminar trips (slides 6-10)
 - There are currently no separate GL general ledger account (G/L accounts, German: Sachkonto) for recording the flight data of guest speakers and student seminar trips.
 - A combined entry of flight costs and other costs is possible.
 - To avoid a time-consuming manual evaluation, a checkbox for flight has been added.

Flight:

- This means that specific data on flights can also be recorded.

Flightnumber	Flight date	Flight class	No. of passengers	Passenger position
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Entering flight data in ETHIS for ETH employees in ETHIS

Account assignment

* Allocation: 26120 CCSAP

* General ledger account: 31011501 Flights for ETH employees

Inventory no.:

Posting text:

* Purpose of trip:

* Trip to:

* Date of trip: * To:

* CO2 Details flight data: Flight extra expenses

Green: previous fields; **Red:** new fields




* CO2 Details flight data: Flight extra expenses

Incident/Remark










- Clicking on the “CO2 Details flight data” field takes you to the specific flight data entries (see slide 5).
- Special case: If the account assignment involves only ancillary flight expenses, a tick in the “Flight extra expenses” box means that no input at “CO2 Details flight data” is required.

Entering flight data in ETHIS

- There are drop-down lists for flight class and passenger position; flight number and number of passengers must be entered manually.
- Existing data is transferred to the input screen.

Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		

- Additional passengers can be added at the field marked in red.

Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		
LX2	24.09.2018	Business Class	1	Professor		
LX1	24.09.2018	Economy Class	3	PhD Students		
LX2	24.09.2018	Economy Class	3	PhD Students		

Recording flight data for **guest speakers** in ETHIS

Option 1: Directly enter the G/L account number for “Fees and expenses guest speakers” (31011302) .

Processor Sacha Eckenstein

Supplier invoice

Check data Save data Forwarding Dispatch Status:

Header data

Invoice type: Invoice Credit memo Payment order

Supplier:

* Invoice date:

Document number:

Purchase order number:

* Invoice amount: 0.00 CHF Rate: Amount in CHF: 0.00 Amount splitting

Account assignment

* Allocation: 26120 CCSAP

* General ledger account: 31011302 Fees and expenses Guest speakers

Inventory no.:

Posting text:

Flight:

[Click here to enter further flight data details \(slide 8\)](#)

Recording flight data for **guest speakers** in ETHIS

Option 2: Select using the search help

- For example, enter “guest speaker”.
- Two choices appear, both leading to the same G/L account:
 - At “Expenses guest speakers” the check box appears for adding further data.
 - “Flights guest speakers” takes you directly to data entry (next slide).

GL Account

Favorite list					
G/L Account	Long Text	SNF/Innosuisse ...	SNF version 020	Innosuisse versi...	
31011501	Flights for ETH employees	Travel expenses	Research funding	Other expenses	

Search GL Account

guest speaker

Result (2 Hit(s))

G/L Account	Long Text	SNF/Innosuisse ...	SNF version 020	Innosuisse versi...	
31011302	Expenses guest speakers	Misc. expenses	Research funding	Other expenses	
31011302	Flights guest speakers	Misc. expenses	Research funding	Other expenses	

Recording flight data for **guest speakers** in ETHIS

You enter further data in the same way as for the “Flights for ETH employees” G/L account.

Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		

- Additional passengers can be added using the field marked in red.

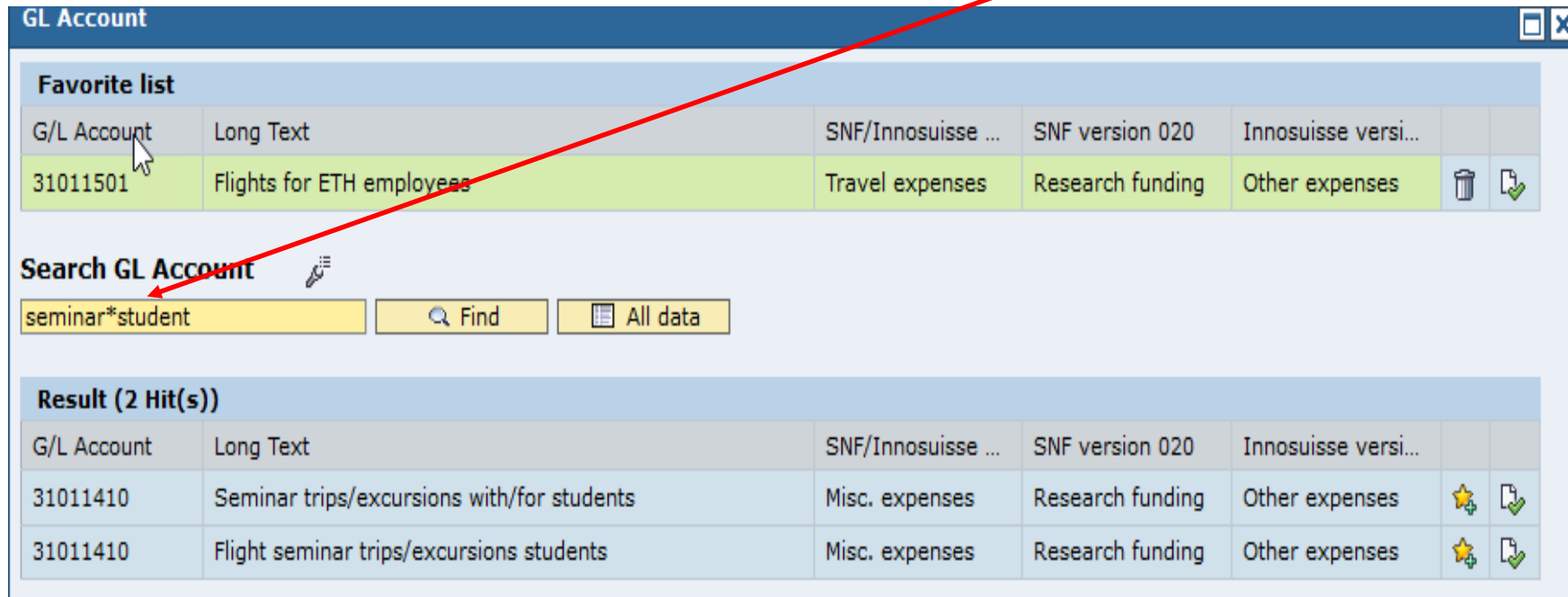
Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		
LX2	24.09.2018	Business Class	1	Professor		
LX1	24.09.2018	Economy Class	3	PhD Students		
LX2	24.09.2018	Economy Class	3	PhD Students		

Recording flight data for **students** in ETHIS

For student seminar trips and excursions, follow the same procedure as for guest speakers.

Option 1: Directly enter the G/L account number for seminar trips/excursions (31011410).

Option 2: Select using the search help (for example, enter “seminar student” as below).





The screenshot shows the 'GL Account' search interface. At the top, there is a 'Favorite list' table with one entry: '31011501 Flights for ETH employees'. Below this is a 'Search GL Account' section with a search input field containing 'seminar*student', a 'Find' button, and an 'All data' button. The search results are displayed in a table under the heading 'Result (2 Hit(s))'. A red arrow points from the search input field to the first result row.

G/L Account	Long Text	SNF/Innosuisse ...	SNF version 020	Innosuisse versi...		
31011501	Flights for ETH employees	Travel expenses	Research funding	Other expenses		









Result (2 Hit(s))						
G/L Account	Long Text	SNF/Innosuisse ...	SNF version 020	Innosuisse versi...		
31011410	Seminar trips/excursions with/for students	Misc. expenses	Research funding	Other expenses		
31011410	Flight seminar trips/excursions students	Misc. expenses	Research funding	Other expenses		

Recording flight data for **students** in ETHIS

You enter further data in the same way as for the “Flights for ETH employees” G/L account.


Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		

- Additional passengers can be added at the field marked in red.

Details flight data						
Add row (first row)		Add row (last row)		Delete all rows		
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position		
LX1	24.09.2018	Business Class	1	Professor		
LX2	24.09.2018	Business Class	1	Professor		
LX1	24.09.2018	Economy Class	3	PhD Students		
LX2	24.09.2018	Economy Class	3	PhD Students		

Required entries:

- Flight number, flight date, flight class (for outward and return flights, as well as for each leg of stopover flights).
- The *flight number* is made up of a code (2 to 3 letters) for the airline and a number (1 to 4 digits). Each flight segment has its own flight number, which must be entered separately.
- The *flight date* is the departure date at the airport of departure.
- In addition, the *position* of the passenger must be selected from the drop-down list. The position of the passenger **only applies to ETH staff, not guests**.
- Additional passengers can be added at the field marked in red.

Details flight data					
Add row (first row)		Add row (last row)		Delete all rows	
Flightnumber	Flight date	Flight class	No. of passengers	Passenger position	
LX1	24.09.2018	Business Class	1	Professor	

Where can I find the necessary information?

- Boarding pass (see example)
- Invoice from the airline/travel agent
- Travel plan received with the booking



- With Google: search for “flight number” plus “airline” plus “from” plus “to” (e.g. “Flight number Swiss Zurich London”)

As from January 2019, you’ll find further information in ETHIS help

<https://www.ethz.ch/services/en/finance-and-controlling/ethis/ethis-help.html>