SAP ERP System

1. Double-click on SAP Logon icon to open SAP ERP system.
2. SAP User Credentials will be used for login to system
3. Authorized user will create Project for Infrastructure Development work for release of New Connections.
4. Authorized user will create PO (Purchase Order) i.e. Work Order for Infrastructure Development work for release of New Connections.

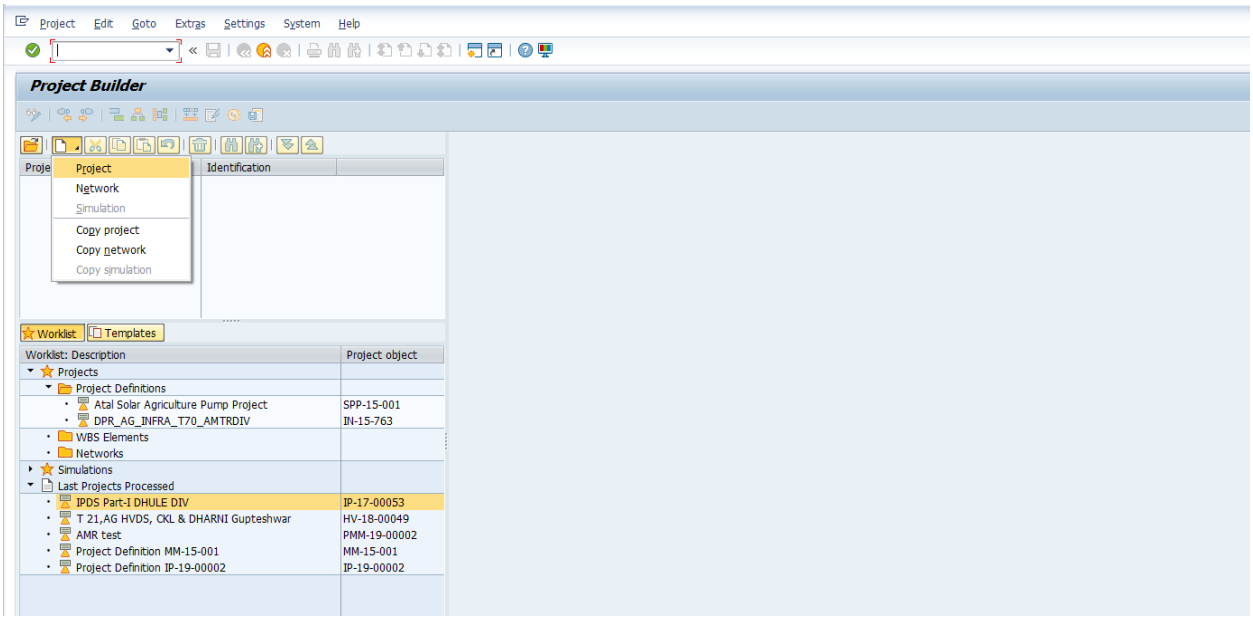
Guidelines for creation of Project in ERP for Infrastructure Development for New Connection scheme

Step1. Creation of Project in PS module of SAP ERP system

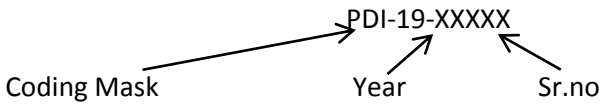
Creation of Project: CJ20N

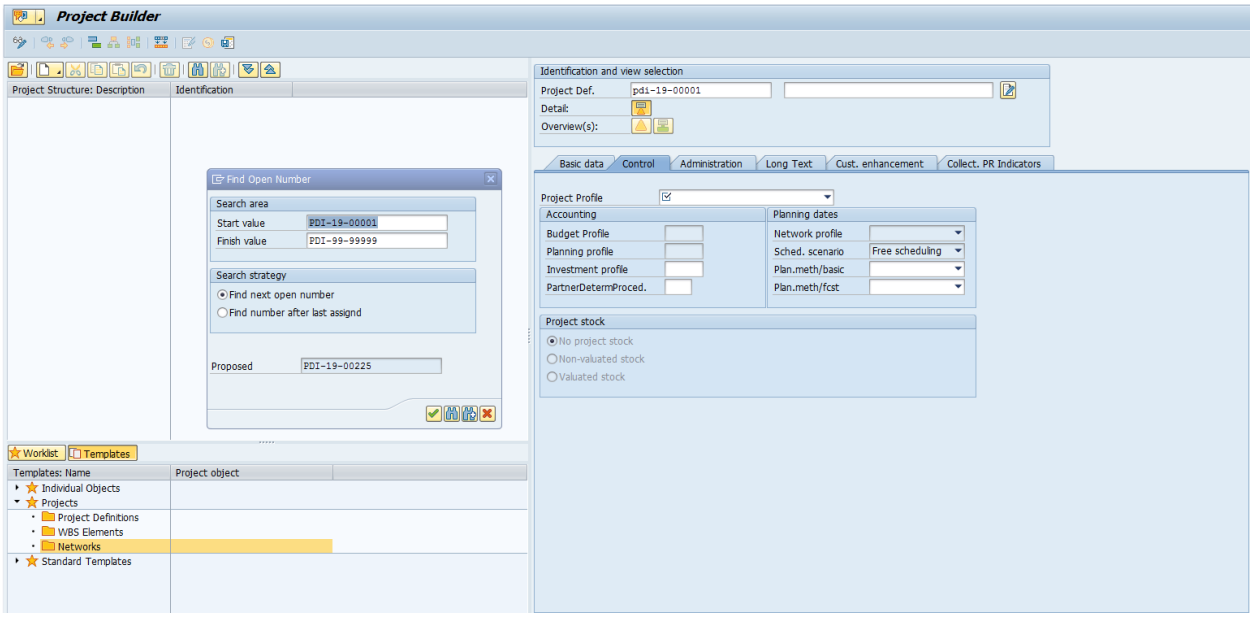
1. Run T-code CJ20N

2. Click on “New” to create new Project

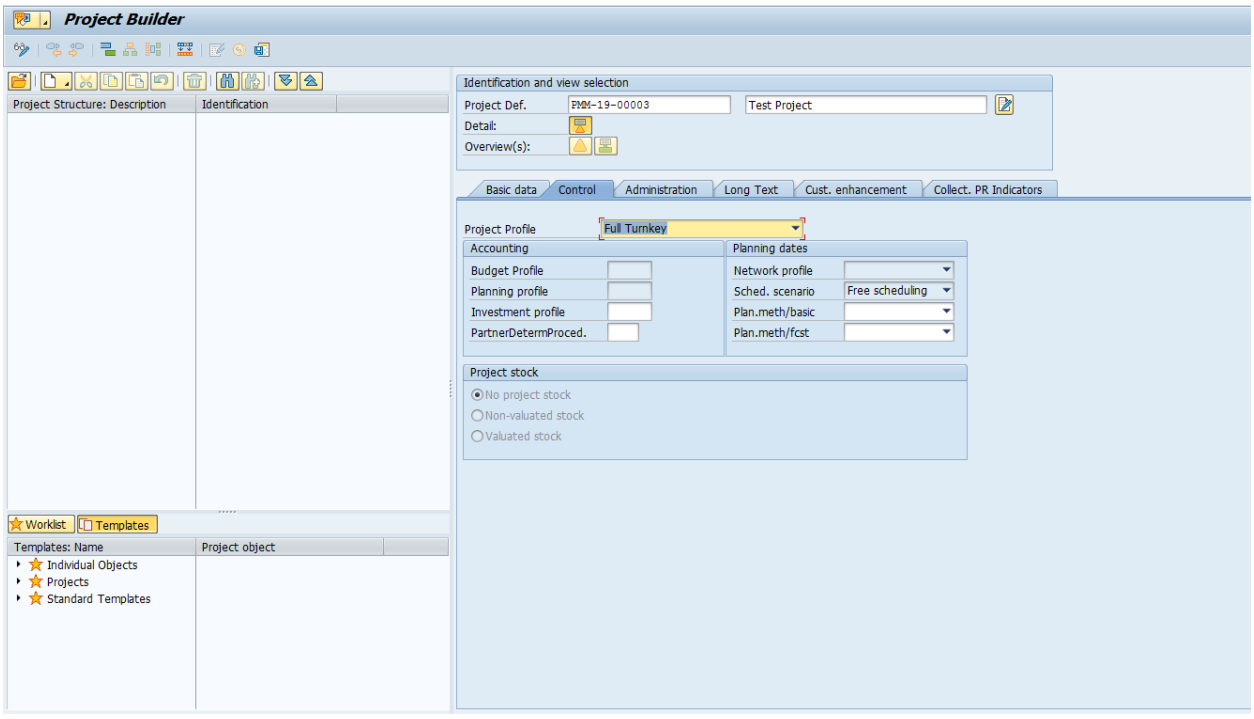


3. Enter project no as per following format and click on search option to select next open serial no.

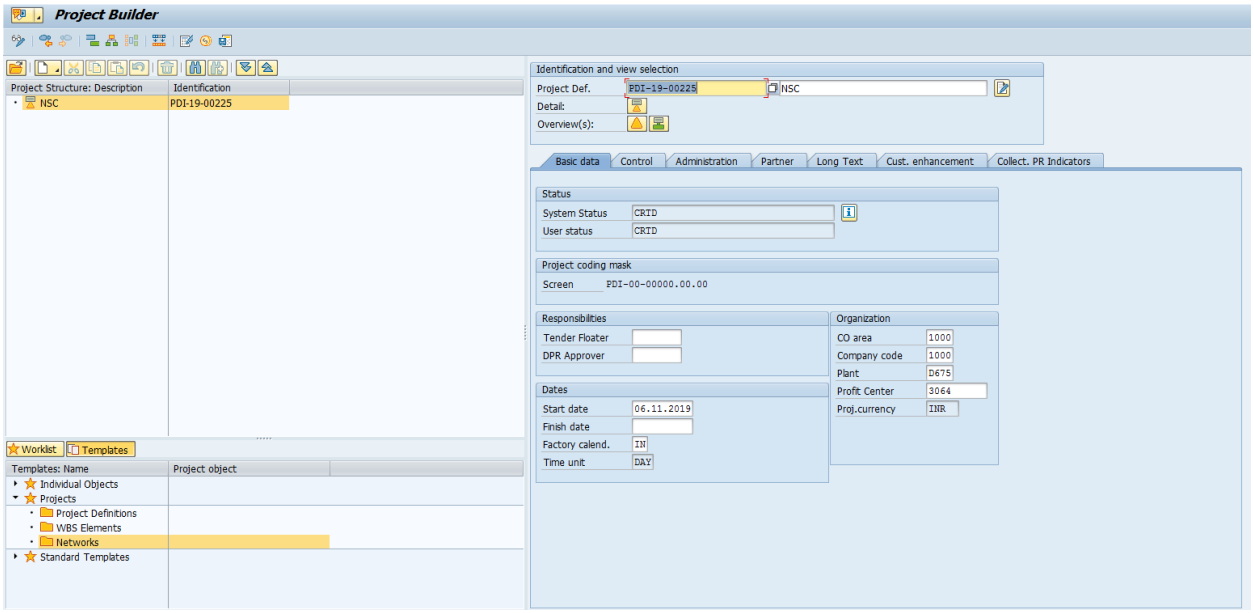




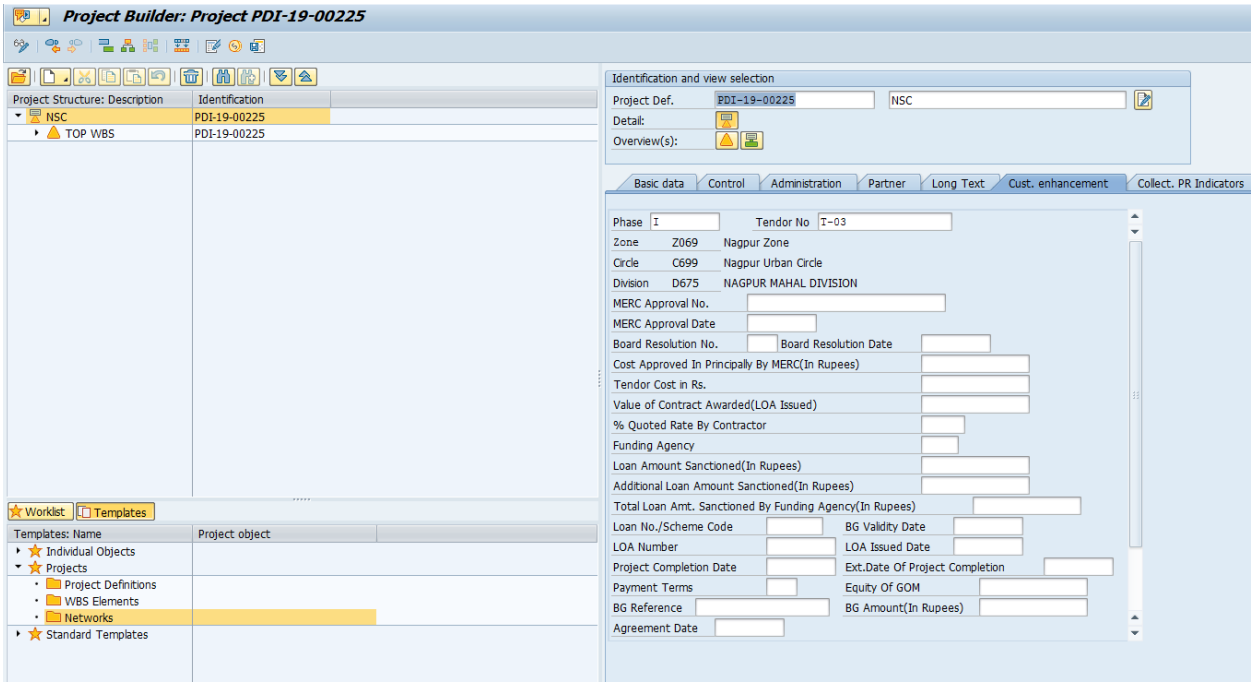
4. Enter Description and select project profile.



5. Enter Plant and profit center


Project Builder
Project Structure: Description
Identification
NSC
PDI-19-00225
Identification and view selection
Project Def.
PDI-19-00225
NSC
Detail:
Overview(s):
Basic data
Control
Administration
Partner
Long Text
Cust. enhancement
Collect. PR Indicators
Status
System Status
CRID
User status
CRID
Project coding mask
Screen
PDI-00-00000.00.00
Responsibilities
Tender Floater
DPR Approver
Organization
CO area
1000
Company code
1000
Plant
D675
Profit Center
3064
Proj.currency
INR
Dates
Start date
06.11.2019
Finish date
Factory calend.
IN
Time unit
DAY
Worklist
Templates
Templates: Name
Project object
Individual Objects
Projects
Project Definitions
WBS Elements
Networks
Standard Templates

6. Fill details in Custom Enhancement Tab

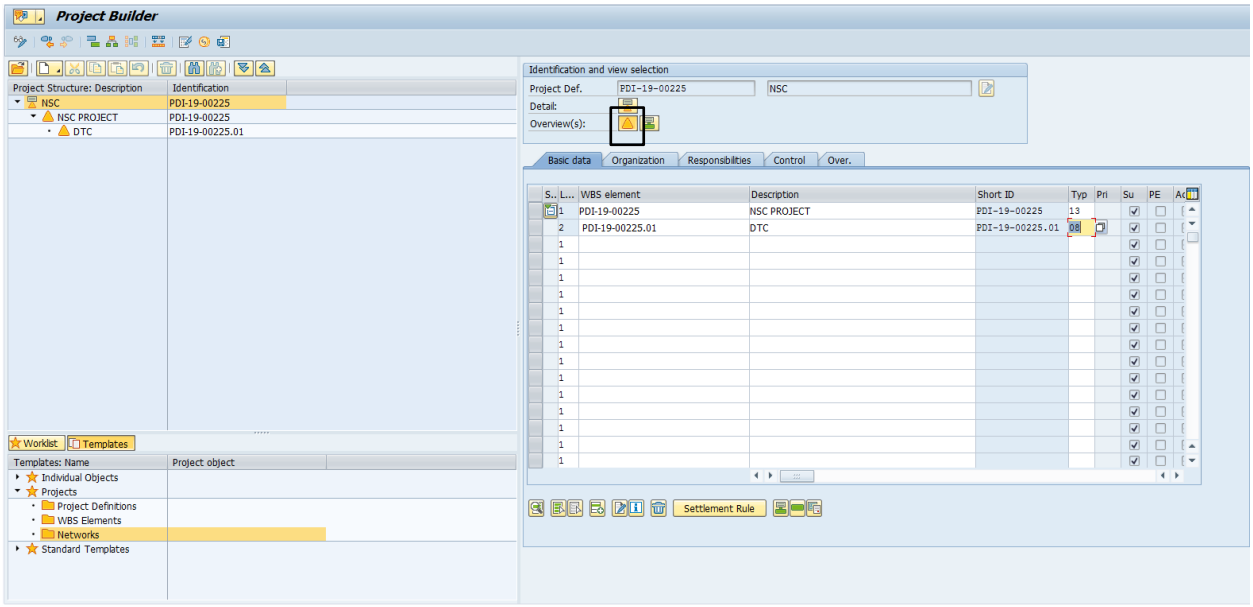


7. To create WBS under project please click on WBS

Create TOP WBS same as Project Definition with Project Type 13 (TOP WBS).

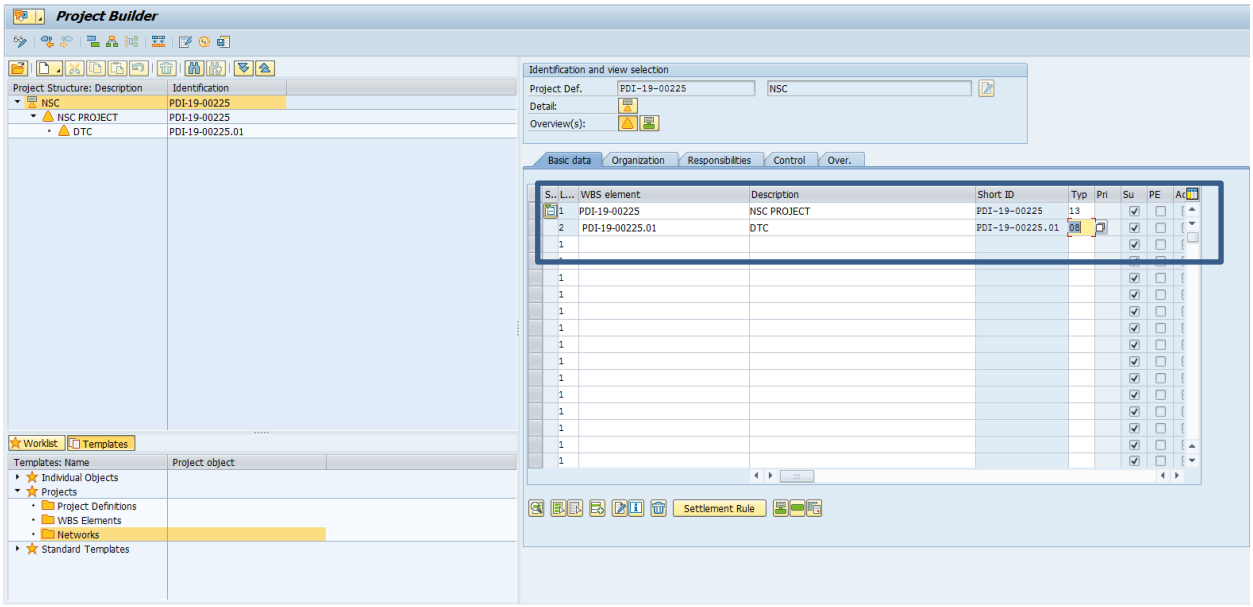
Second level WBS can be created as per following format with required project type. You can select Project type with F4 option.

Enter Description for respective WBS and press Enter.



Enter Second level WBS in following format

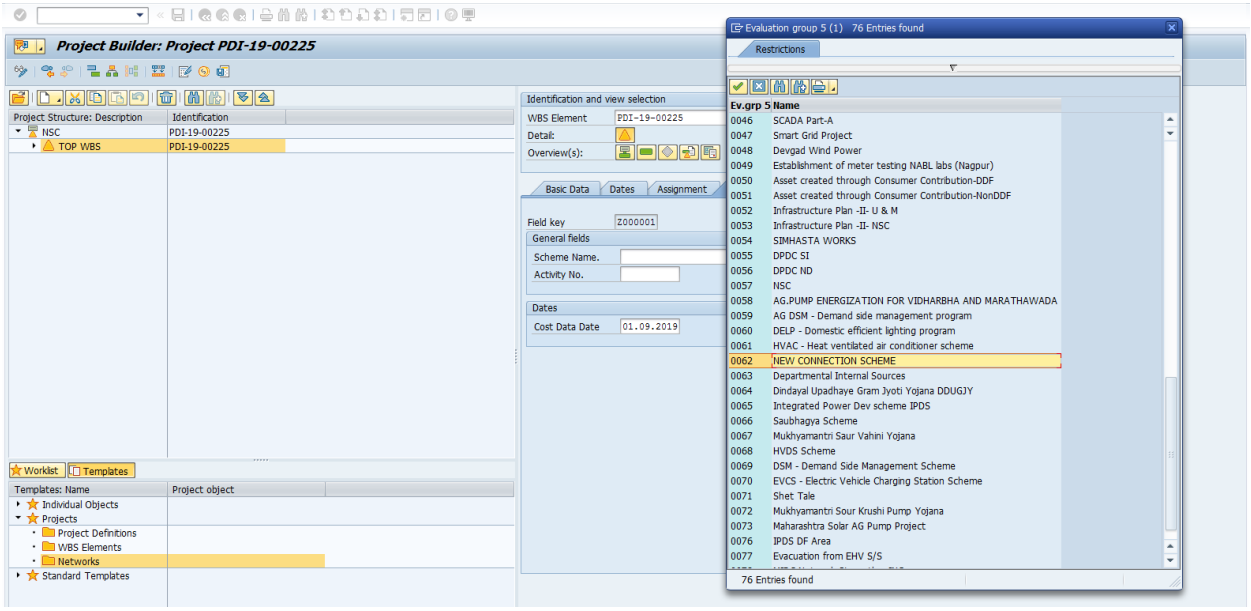
PDI-19-XXXXX.XX ⟵ Sr. NO



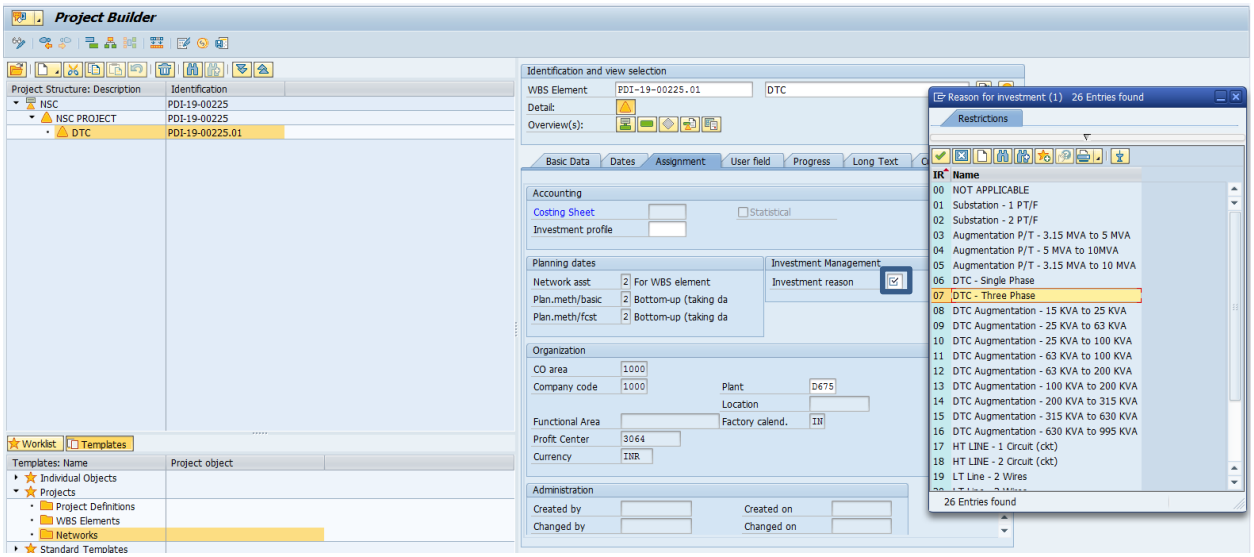
In this way add second level WBS elements for projects as per requirement serially.

8. Click on TOP WBS and Go to “User Field” to enter Scheme Name as “(0062) New Connection Scheme” and Cost Data Date.

Enter scheme name from search option.



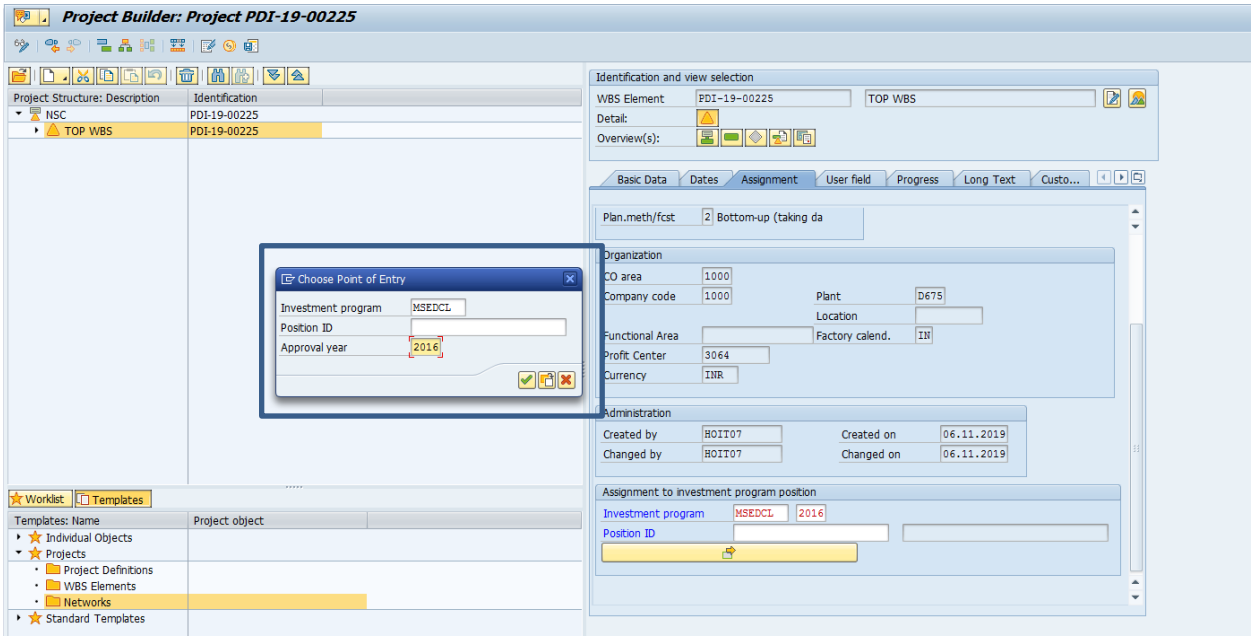
9. Go to “Assignment Tab” of each WBS and enter Investment Reason for all WBS and save the Project.

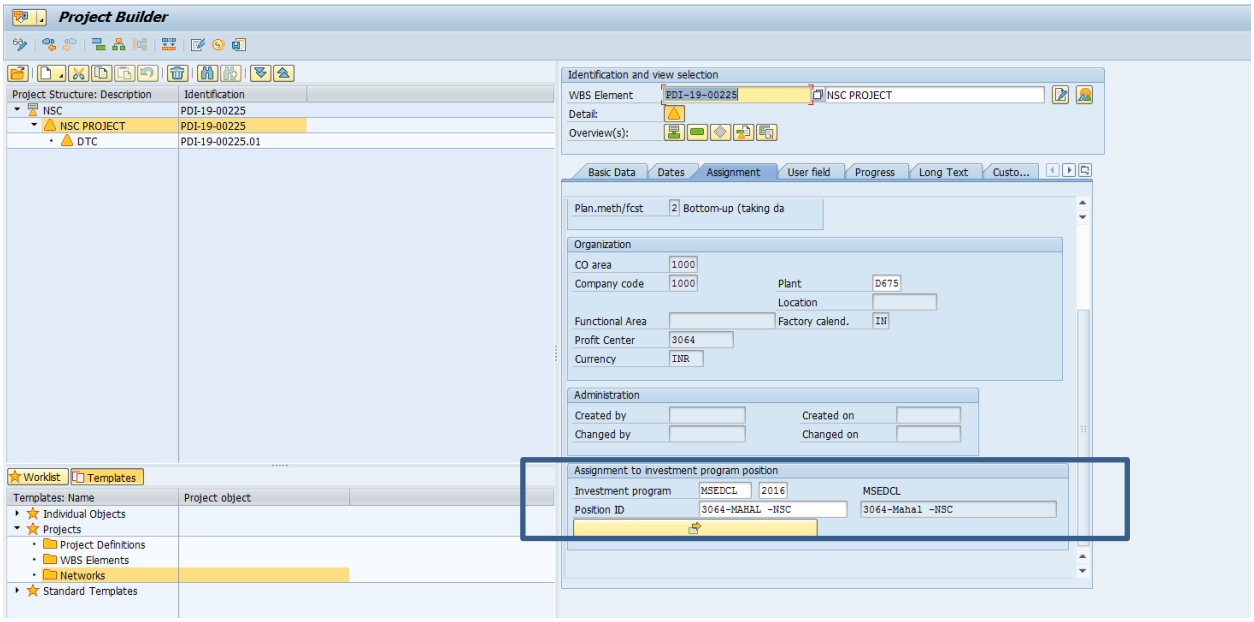


Also Assign Project Type for each WBS in “Basic Data “Tab if it is not maintained at the time of WBS creation.

10. Click on TOP WBS and go to “Assignment Tab” and Assign Investment Program as per SCHEME and PROFIT CENTER with respect to year. Please enter Approval Year for investment program.

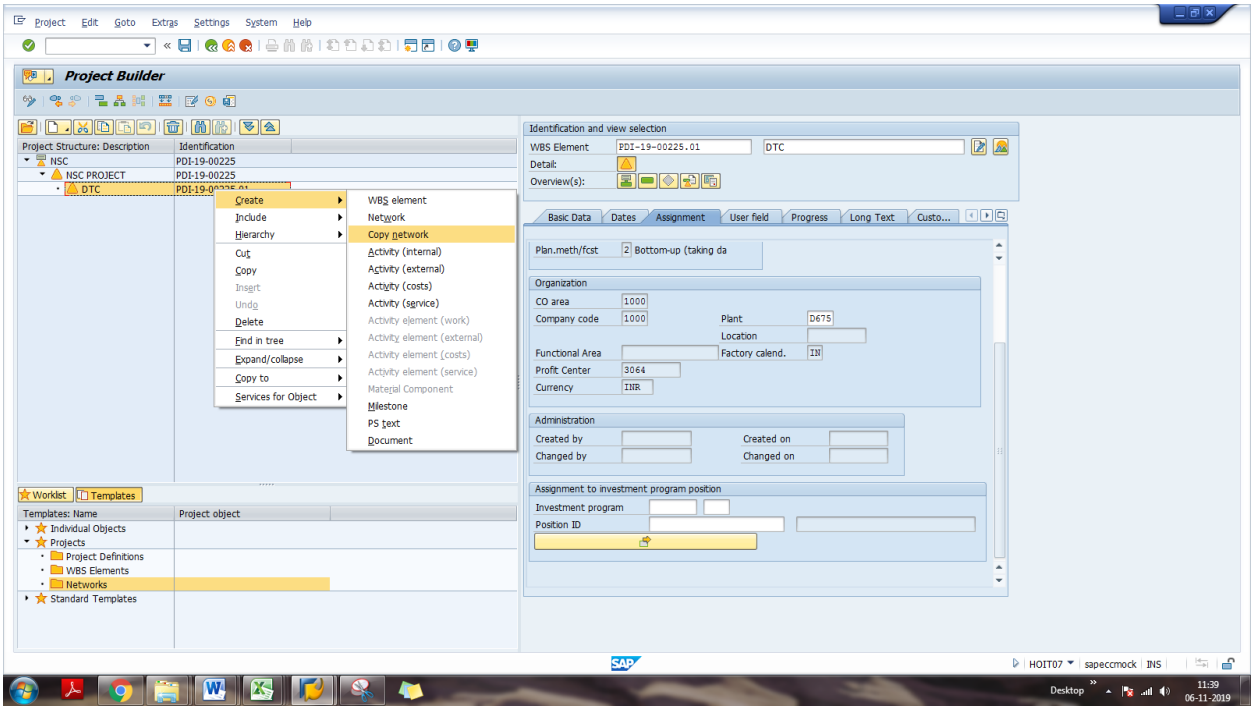
Save the project.



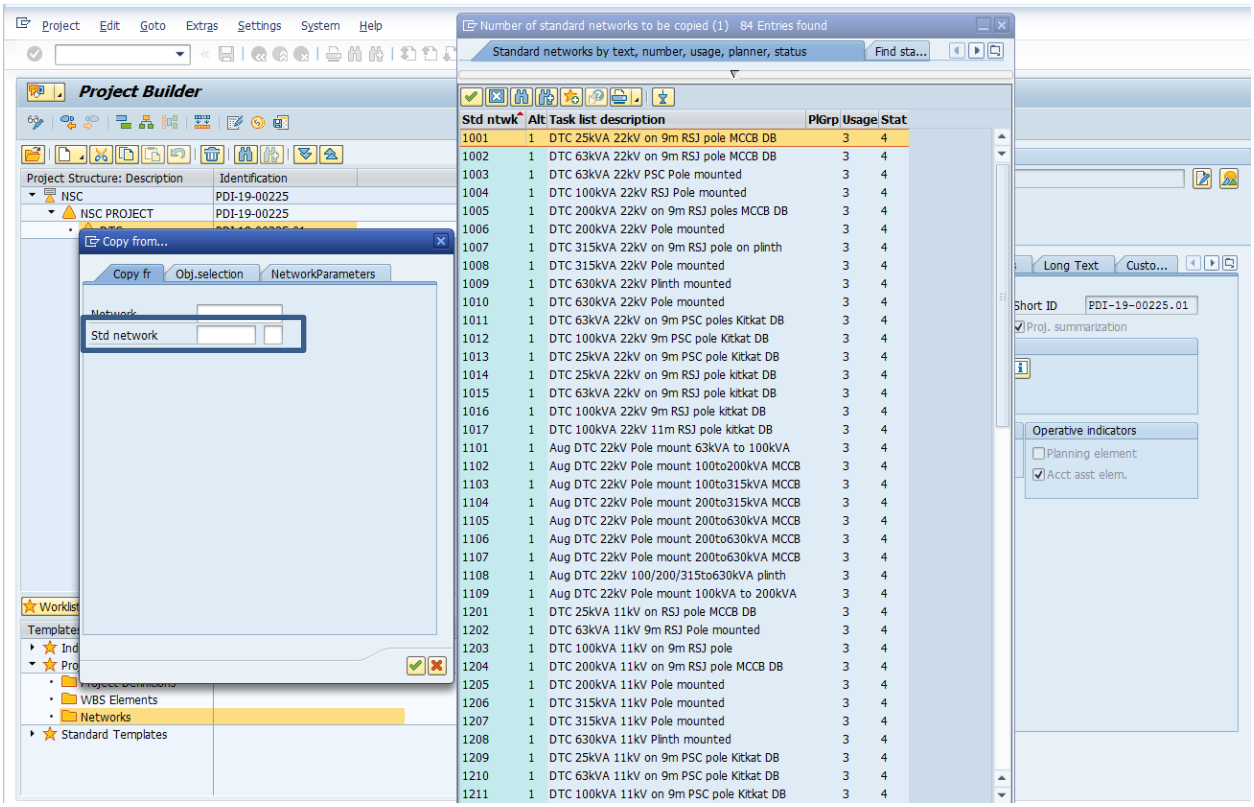


11. Create only one network and one activity for each WBS elements in project for Full Turnkey Profile.

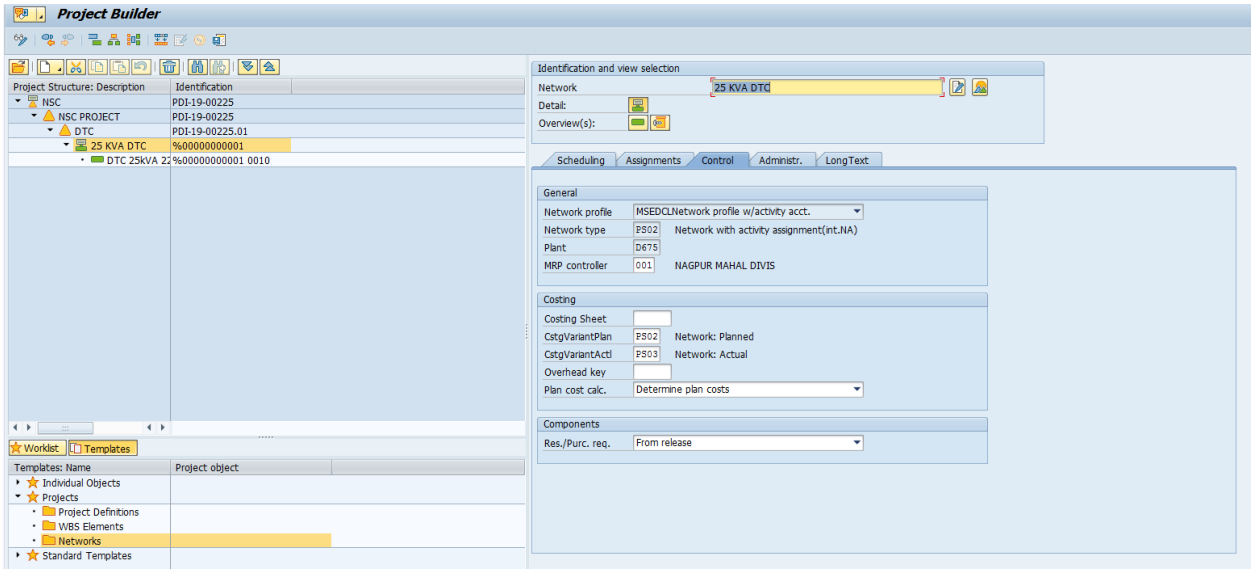
Right click on WBS and select Create-> Copy Network



Select required activity from F4 option from std. network Field.



Enter description and press Enter

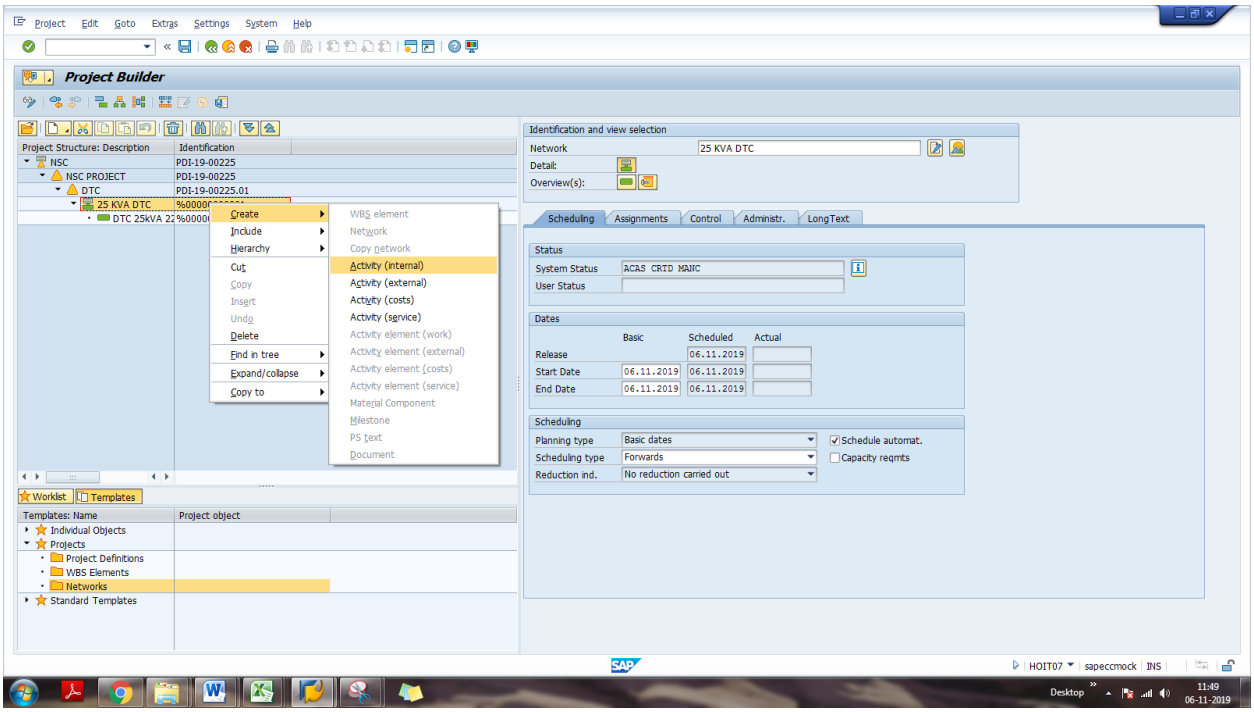


Create network for each WBS in project.

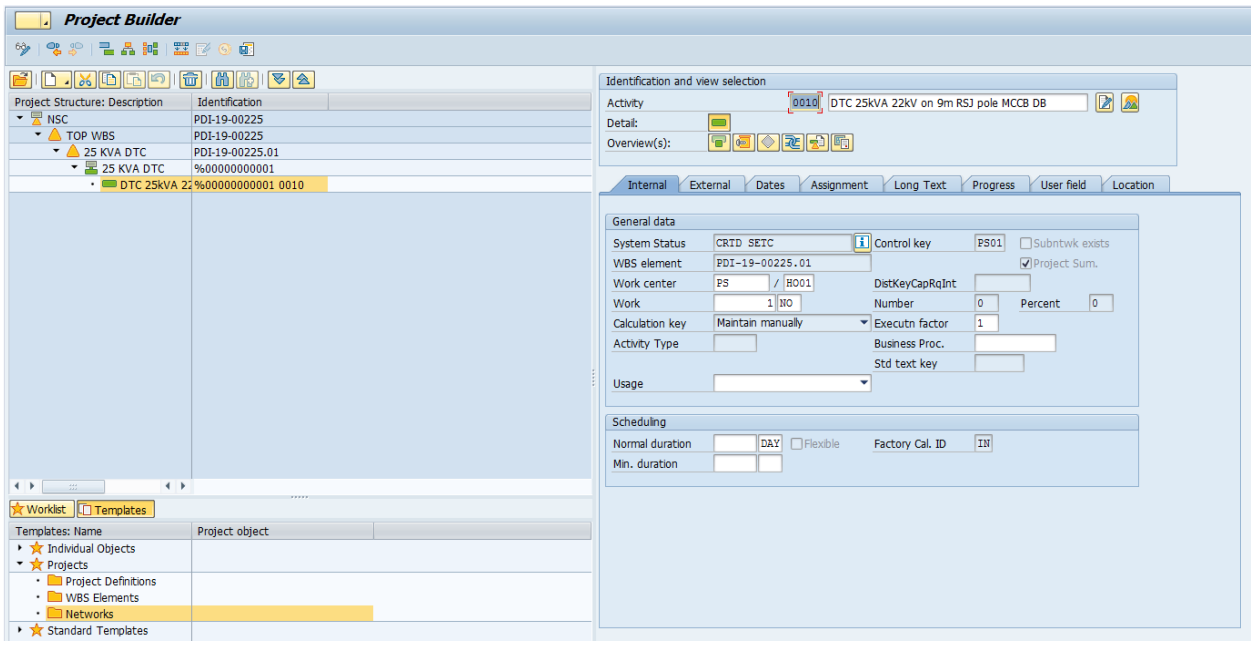
After creation of network, create activity element for each network.

While copying std. network, activity element will be created automatically. If it is not created then create activity manually.

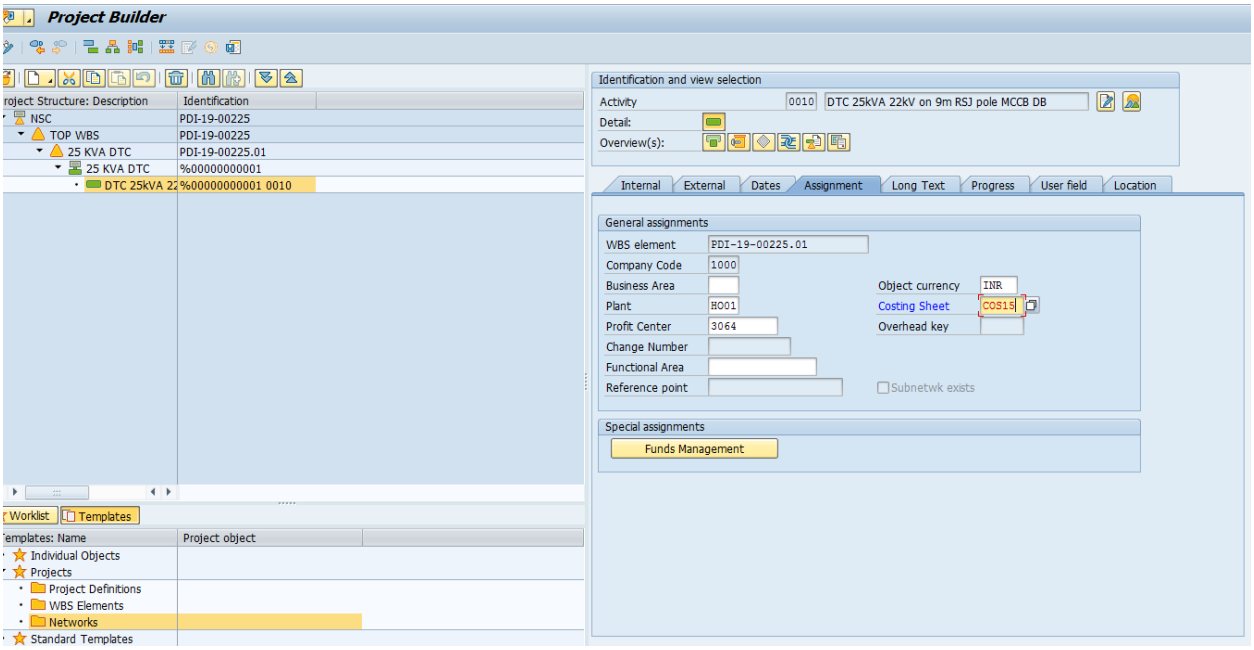
To create activity manually, first right click on Network and select Create-> Activity (Internal)



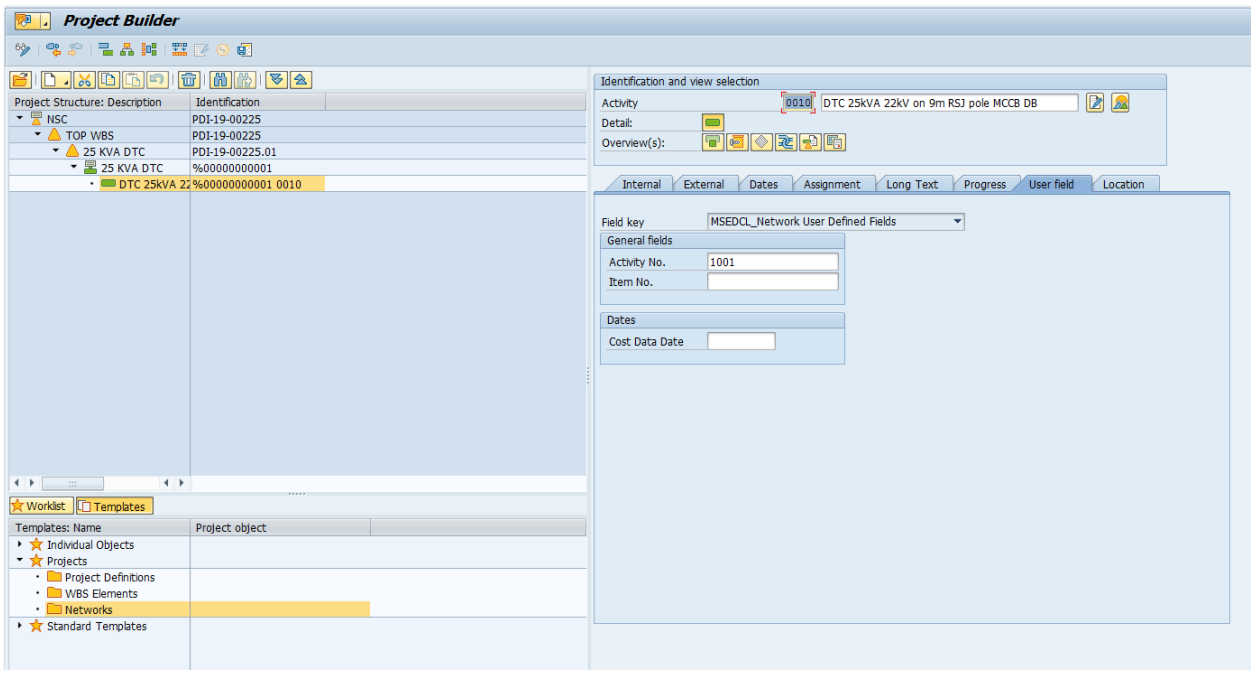
Enter Description of activity, Work and Execution Factor for an activity.



Select costing sheet in “Assignment Tab”



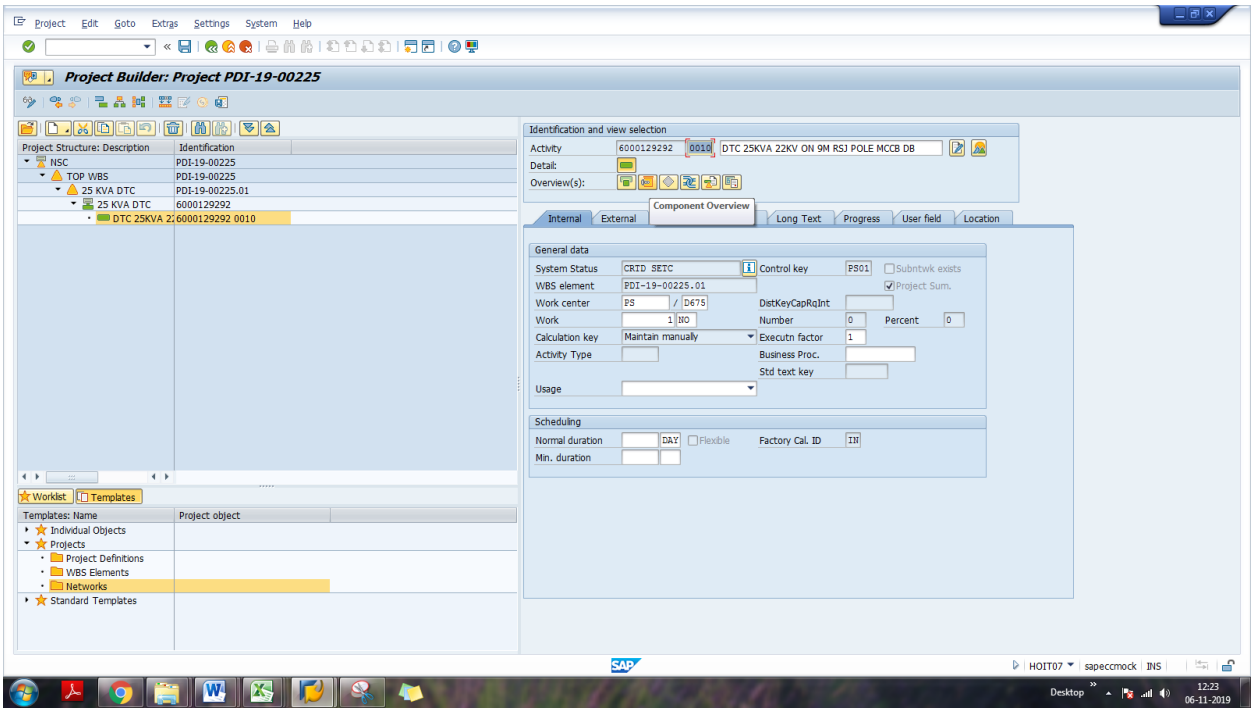
Enter Activity No in tab “User Field Tab”



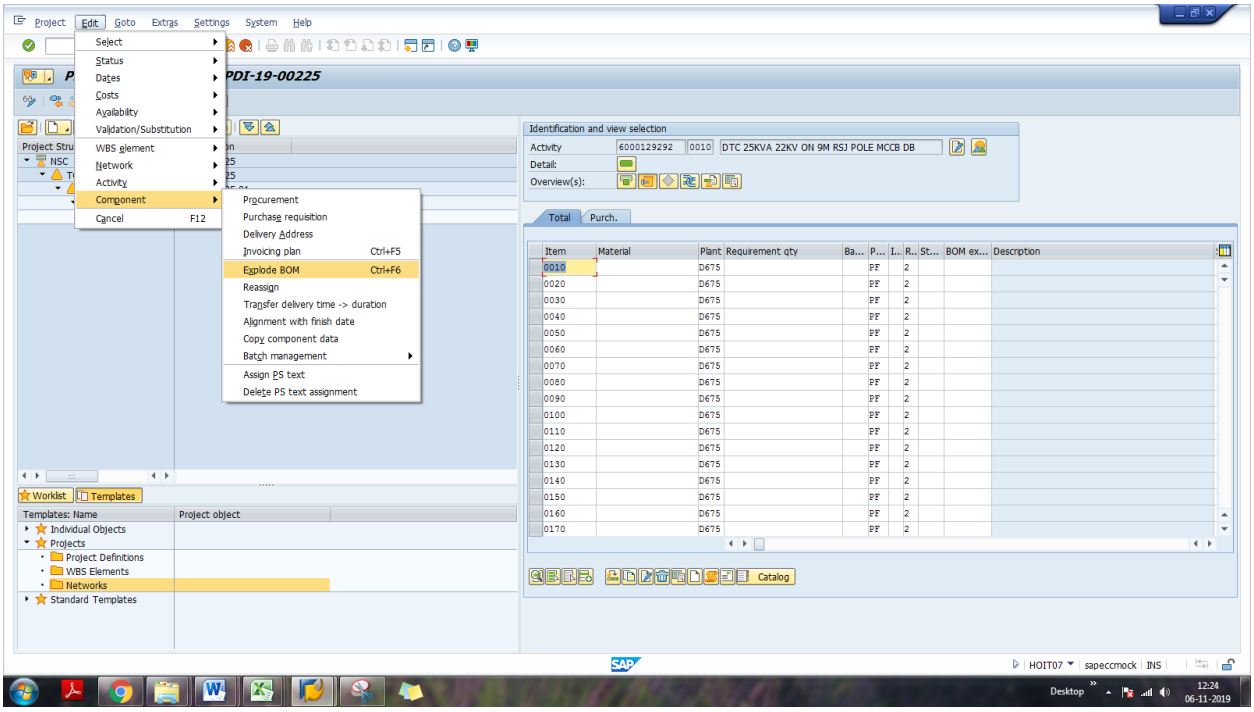
Save the project.

11. Add materials and services under activity.

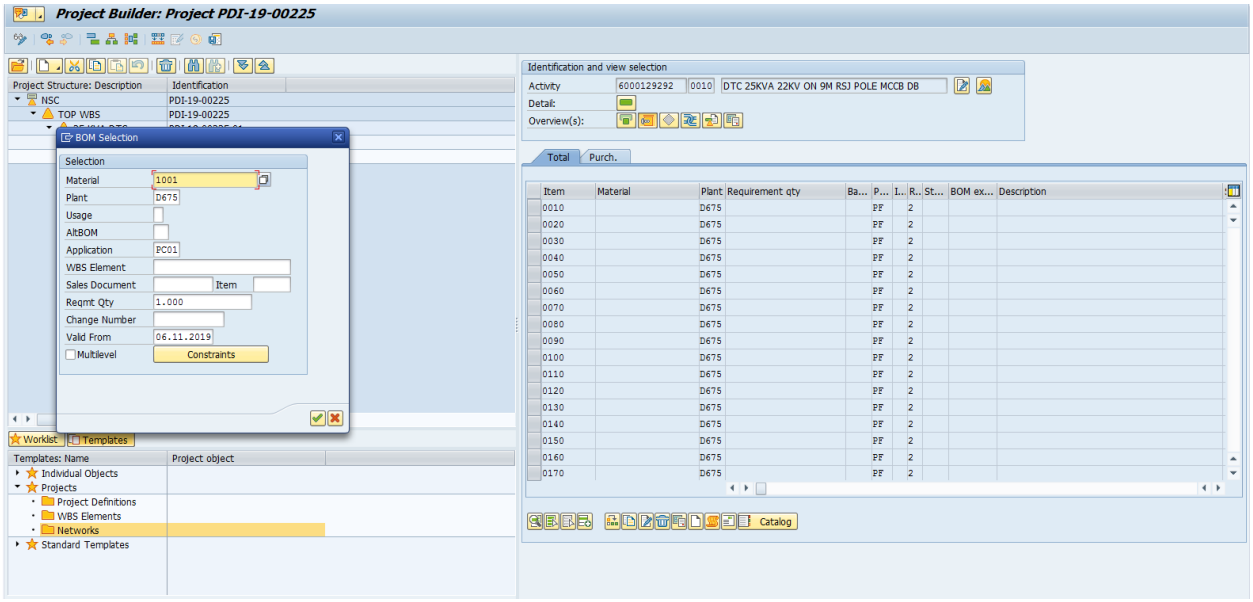
Select Activity and click on “Component Overview” Icon

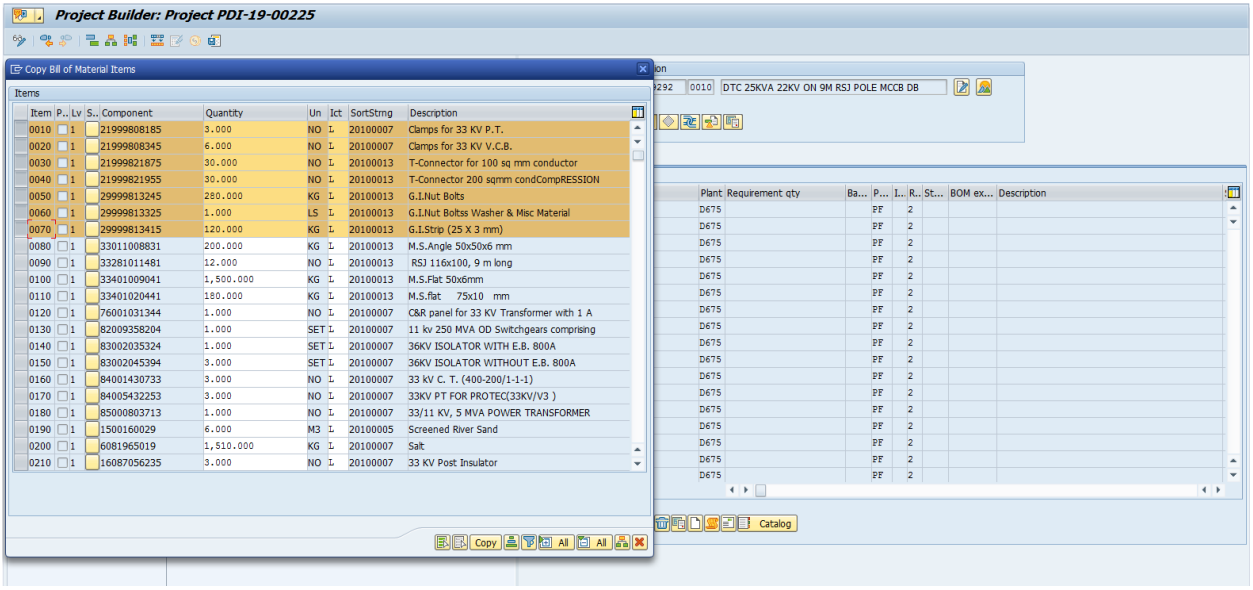


Select Edit-> Component->Explode BOM



Enter activity no as Material in BOM Selection Dialog Box

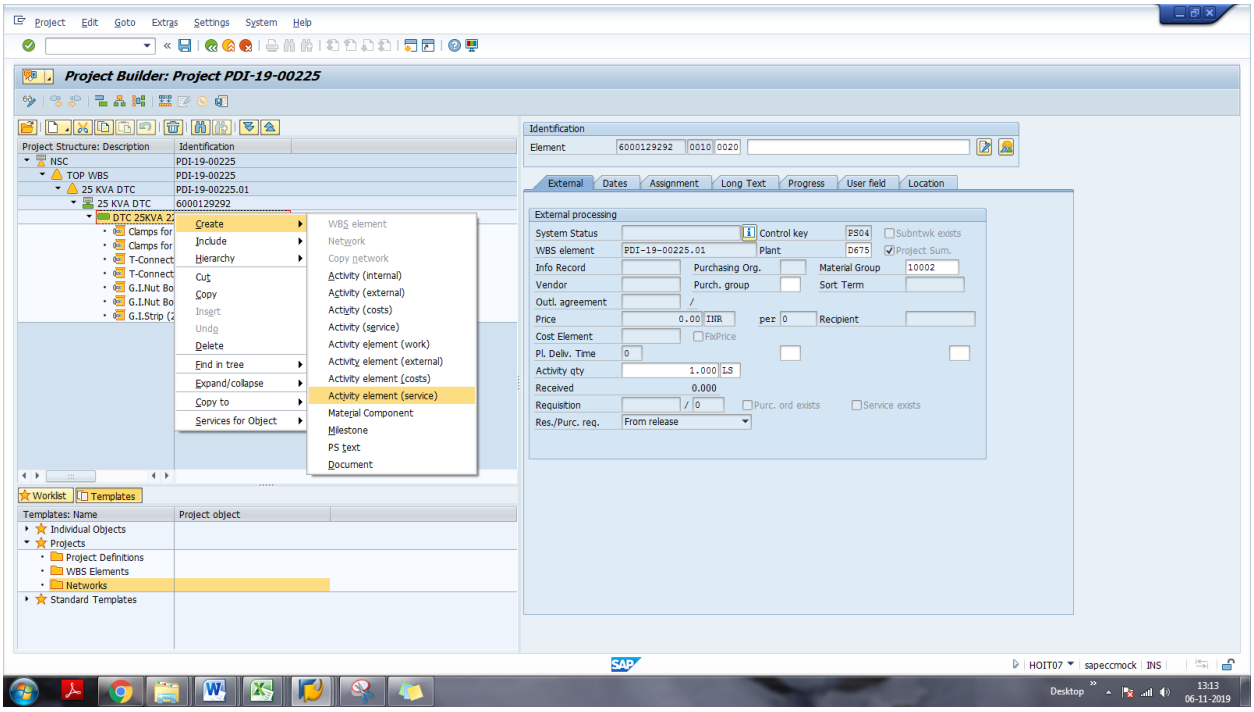




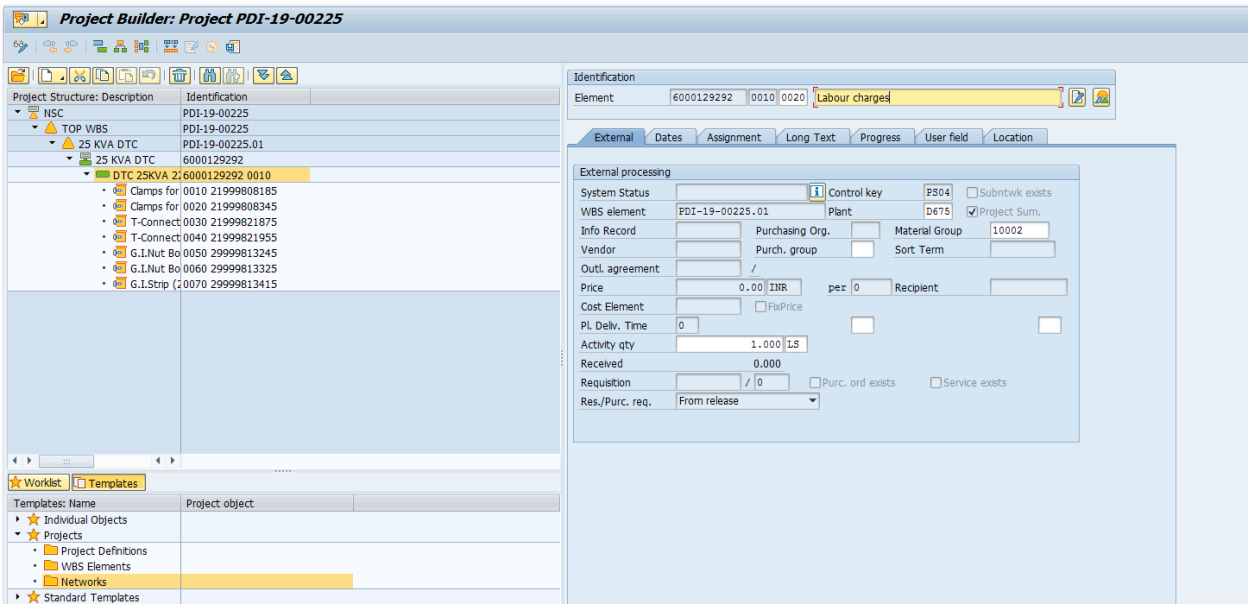
Select materials and click on COPY button

We can add/modify/delete material manually also in component overview window.

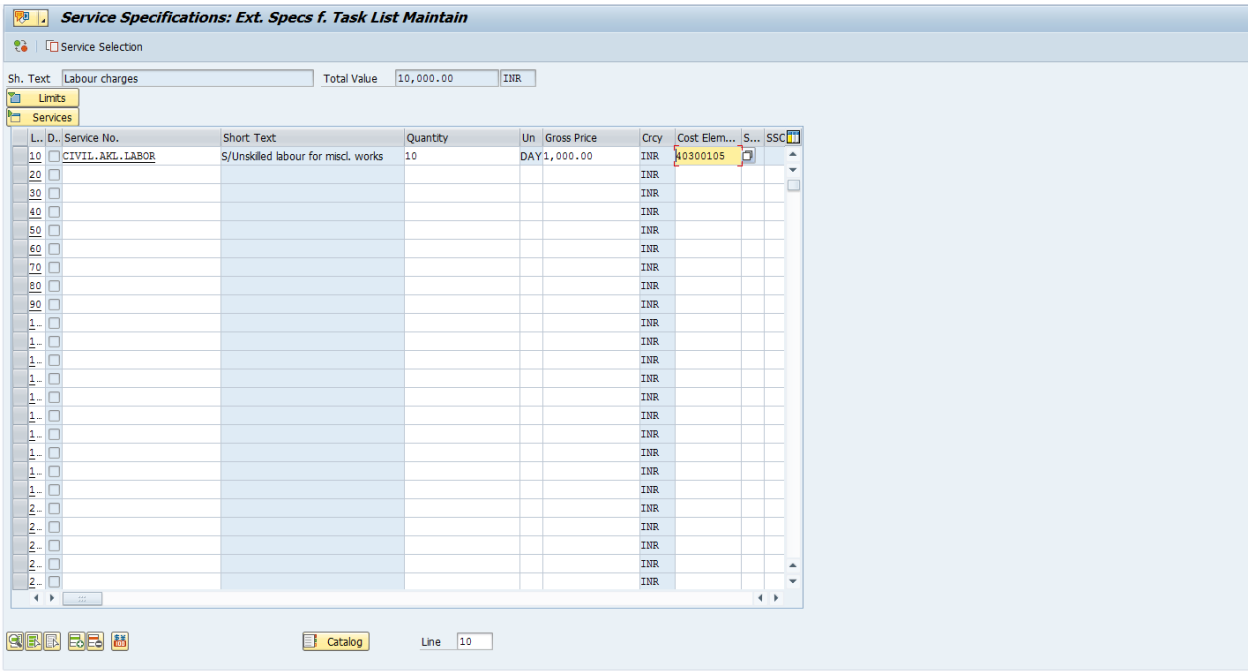
Same way to add civil services in activity, Right click on activity->Create->Activity Element (Service)



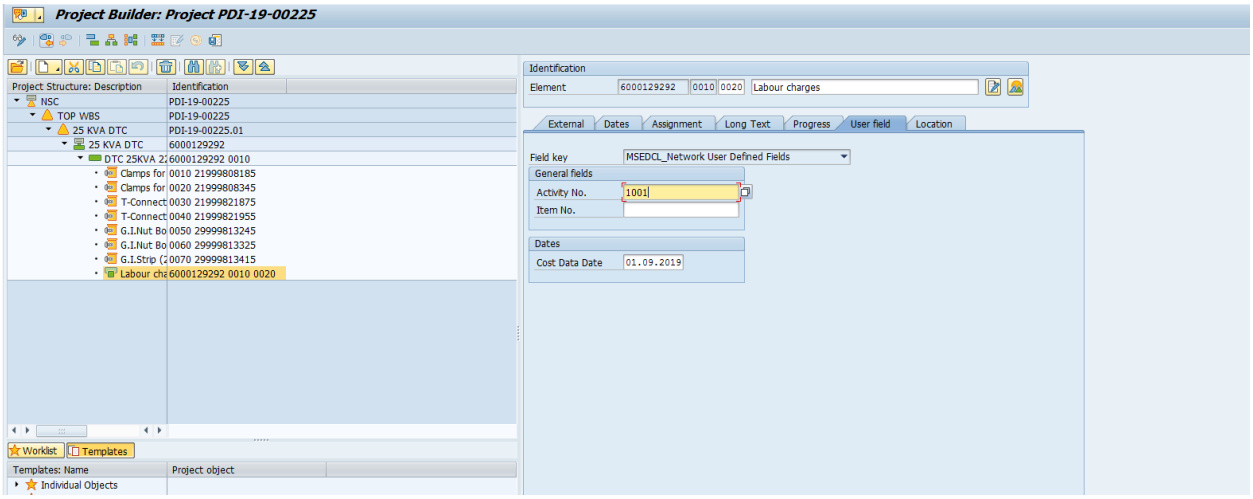
Enter description and press Enter



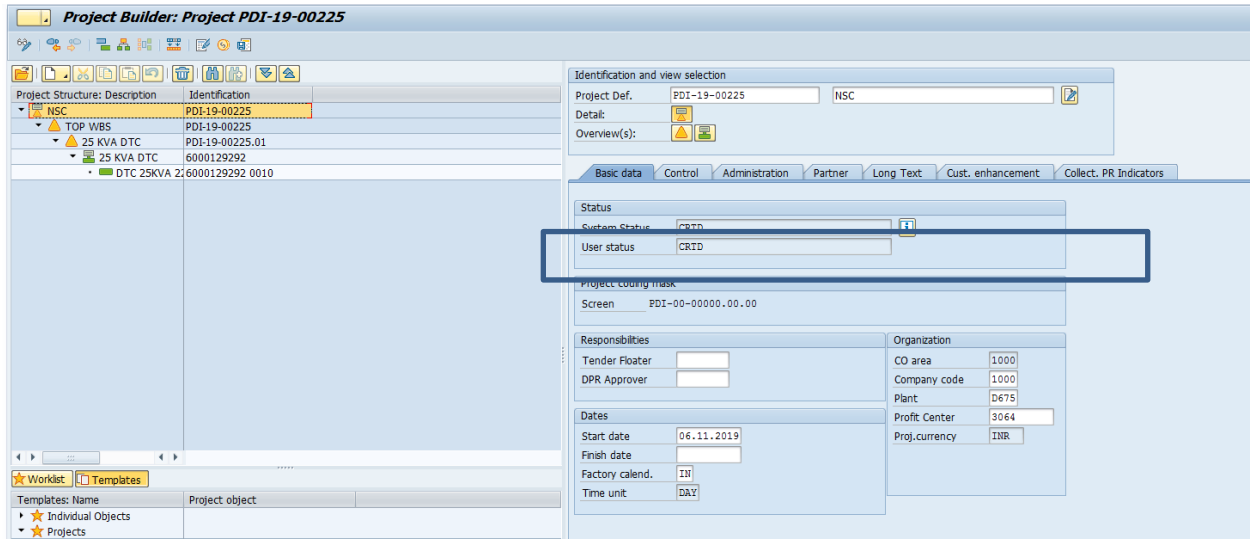
Enter Service details and amount. Take Cost element 40300105 always for services in project.

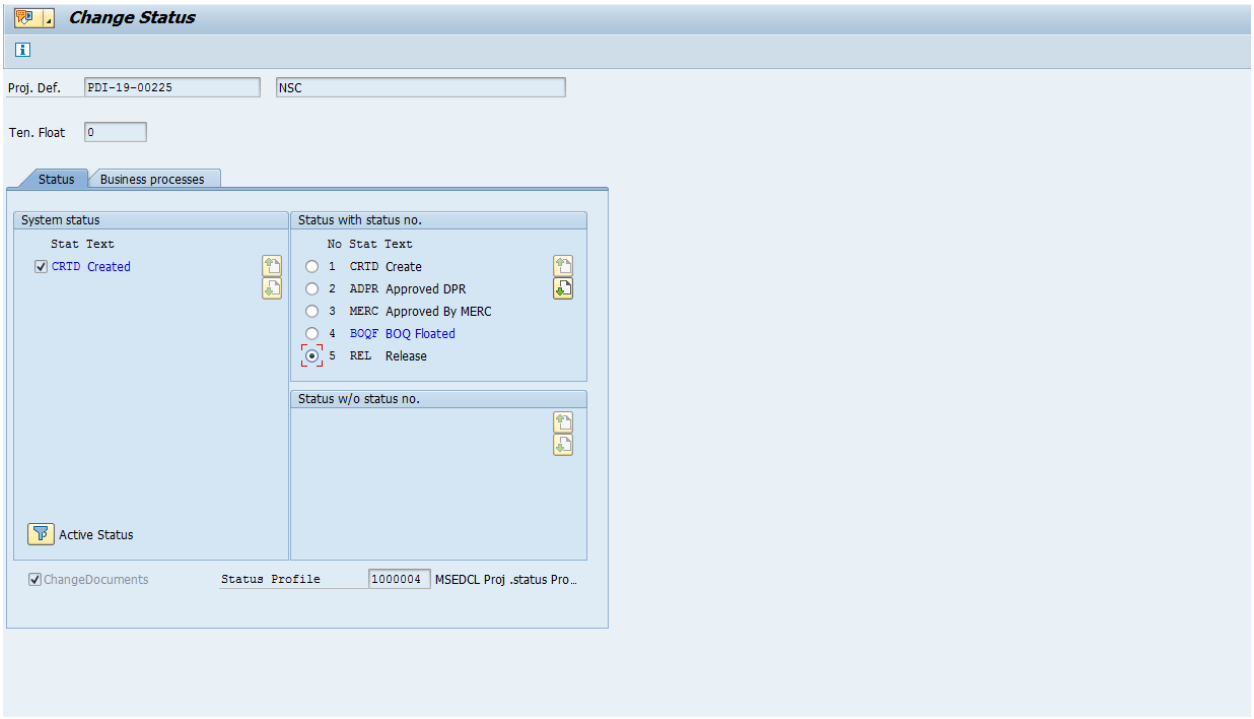


Enter same activity no as main activity in service activity.



12. Once all WBS elements, networks and activities are created. Release the User Status.

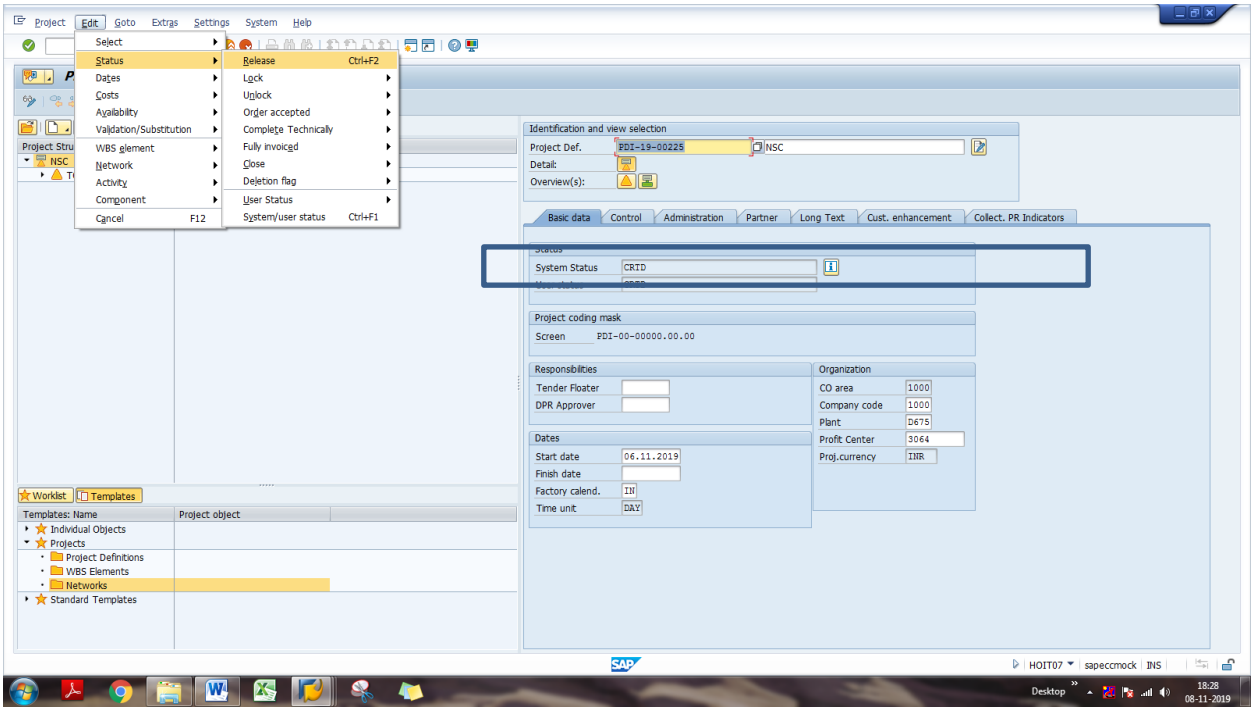




Double Click on each status to release User Status. Once User Status is released save the project.

12. Release the budget for projct. After assigninf the budget to project relaese the Sytem Status of the project.

Click on Edit-Status-Release to release System Status and save the project.


Project
Edit
Goto
Extras
Settings
System
Help
Select
Status
Dates
Costs
Availability
Validation/Substitution
WBS element
Network
Activity
Component
Cancel F12
Release Ctrl+F2
Lock
Unlock
Order accepted
Complete Technically
Fully invoiced
Close
Deletion flag
User Status
System/user status Ctrl+F1
Identification and view selection
Project Def. PDI-19-00225 NSC
Detail:
Overview(s):
Basic data
Control
Administration
Partner
Long Text
Cust. enhancement
Collect. PR Indicators
System Status CRTD
Project coding mask
Screen PDI-00-00000.00.00
Responsibilities
Tender Floater
DPR Approver
Organization
CO area 1000
Company code 1000
Plant D675
Profit Center 3064
Proj.currency INR
Dates
Start date 06.11.2019
Finish date
Factory calend. IN
Time unit DAY
Worklist
Templates
Templates: Name
Project object
Individual Objects
Projects
Project Definitions
WBS Elements
Networks
Standard Templates
HOIT07
sapeccmock
INS
Desktop
18:28
08-11-2019

Step 2.Creation of Work Order in PS module of SAP ERP system

13. Project PO creation

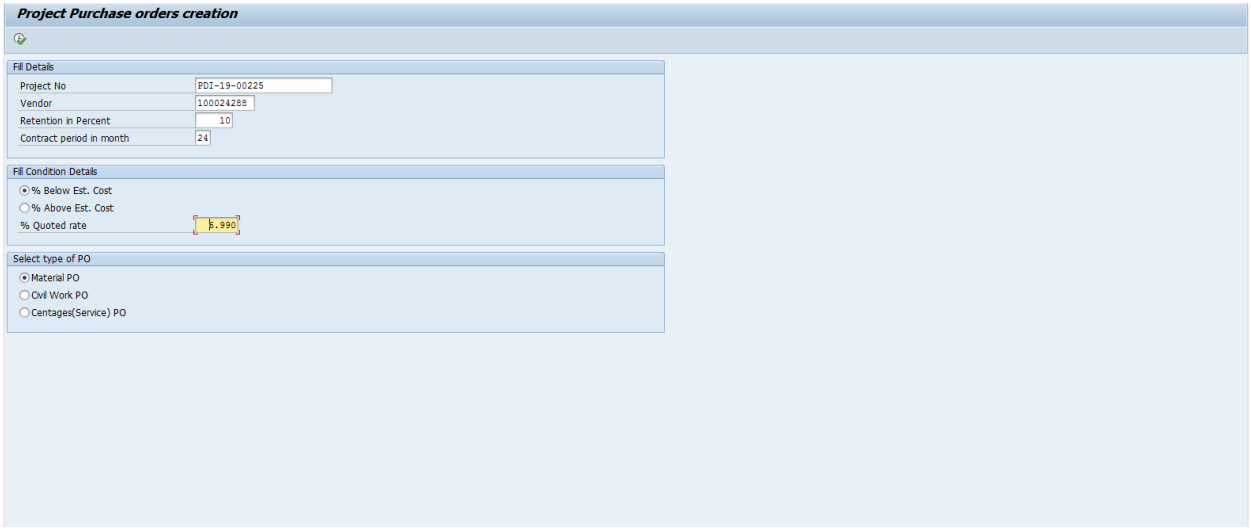
Following 3 POs are created for projects

1. Material 2.Centages 3. Civil (If project have civil services)

Run t-code ZPS_PO to create PO for the project.

Enter Project No, vendor code, retention, contract period, above/below percentage. Always enter above below percentage having three decimal places e.g. 2.500.

Choose PO to create and execute



After Execution, system will provide PO no.

Step 3.Division In-charge will create Work Order PDF in Maintenance Portal