ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

PROJECT SYSTEM

COST PLANNING, BUDGETING & PROJECT RELEASE

TABLE OF CONTENTS

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	08-02-2018	Jatin Mahajan	First Issue

1.2 DISTRIBUTION

Date	Name	Purpose
	Mr. Mukesh Verma	For Information

2   OVERVIEW

After the Project is created, the planned values arrived at the time of Cost Estimation in DPR Process has to be maintained for the Project.

After budget sanction is obtained the budget value has to be assigned to the Project.

The assigned budget gets automatically released.

After budget provision to start the execution phase of project, the project has to be released.

The releasing of project enables posting of cost to the project and confirmation of work performed in the project.
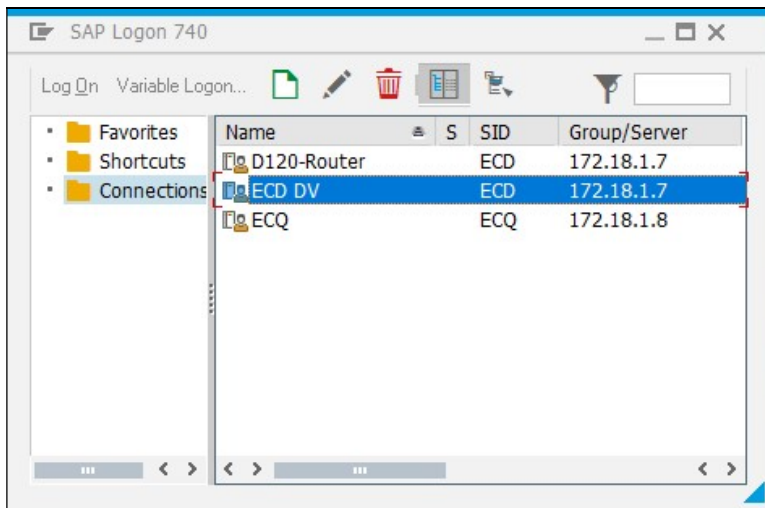
Note – Budget control would be based on overall budget, annual budgeting is for reporting purpose.

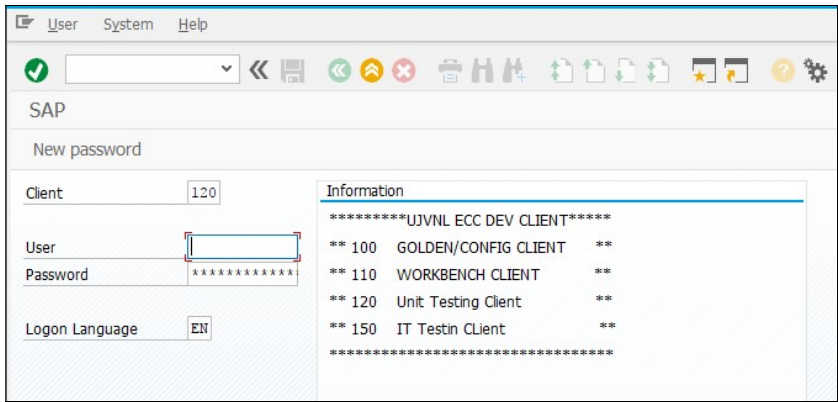### 2.1   GETTING STARTED - LOGGING ON TO THE SYSTEM:

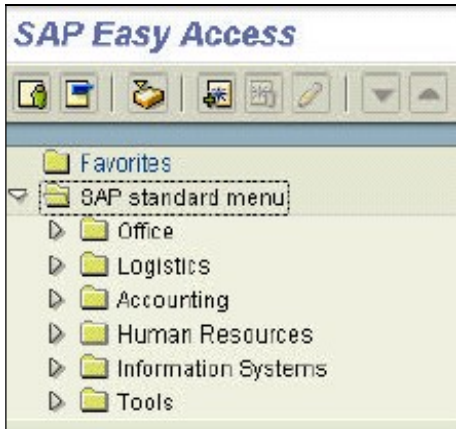Double click on the following icon on the desktop:

Following screen will open:

Double click on the ECD DV client OR Logon icon and following screen opens:

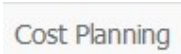Enter your user name & password to go to the SAP Easy Access menu:

3   COST PLANNING

3.1   MENU PATH

Menu Path	SAP menu → Logistics → Project System → Financials → Planning→ Costs in WBS→ Overall Values
Transaction Code	CJ40

3.2   STEPS

Enter the following data in the Input screen to Maintain Cost Plan Values

Step No	Field Name	Description	User Action and Values
1	Project Def.	Project ID	• Enter Project ID • Click on Cost Planning Cost Planning
2	Cost Plan	Field to maintain the Cost Plan Values	• Enter the Cost Plan Value at Level 1 WBS Overall values E.. Lev WBS element Cost plan Tr... 1 LHP.1808 1,500,000,000.00 INR • Click on Check button, if any error, resolves the errors • Click on Save button
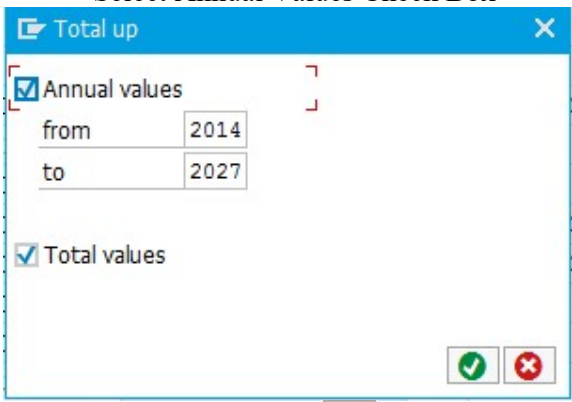
4   OVERALL BUDGETING

4.1   MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting → Original Budget*
Transaction Code	CJ30

4.2   STEPS

Enter the following data in the Input screen to maintain the overall budget

Step No	Field Name	Description	User Action and Values
1	Project Def.	Project ID	• Enter Project ID • Click on Original Budget Original Budget
2	Period	Period for Budgeting	Select Overall
3	Budget	Budget Value	• Maintain Overall Budget Value for respective WBS. • Select Coloum Budget and press F9 to total up the budget. Screen for Total up will appear • Select Annual Values Check Box ☑ Annual values from 2014 to 2027 ✓ Total values • Click on Continue ✅ button. • Click on Save 💾 button
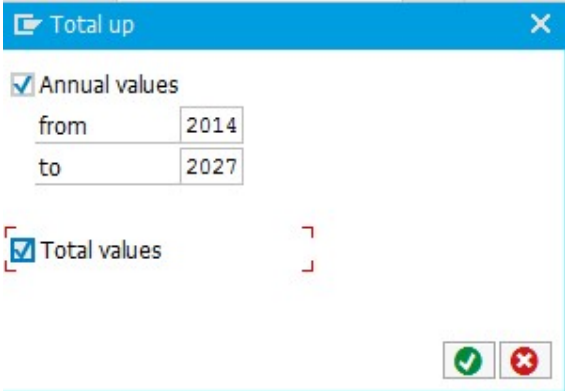
5 ANNUAL BUDGETING

5.1 MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting → Original Budget*
Transaction Code	CJ30

5.2 STEPS

Enter the following data in the Input screen to maintain the annual budget.

Step No	Field Name	Description	User Action and Values
1	Project Def.	Project ID	• Enter Project ID • Click on Original Budget ![Original Budget]
2	Period	Period for Budgeting	Select appropriate period for budgeting
3	Budget	Budget Value	• Maintain annual budget value for respective WBS • Select Coloum Budget and press F9 to total up the budget. Screen for Total up will appear • Select Total Values Check Box. **Total up** ☑ Annual values from 2014 to 2027 ☑ Total values • Click on Continue button • Click on Save button Note – Annual Budget should be less than or equal to Remainder Budget

6 OVERALL BUDGET SUPPLEMENT

6.1 MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting → Supplement*
Transaction Code	CJ37

6.2 STEPS

Enter the following data in the Input screen to maintain Overall Supplement Budget.

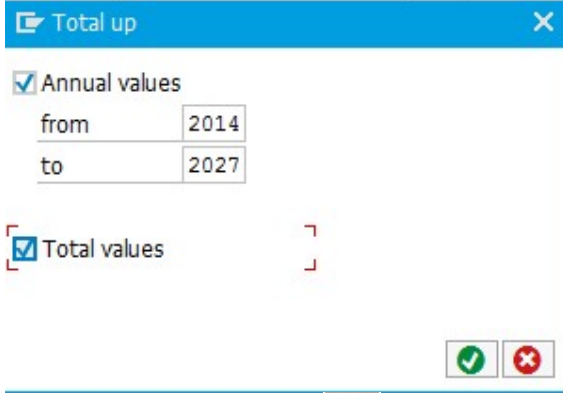| Step No	Field Name	Description	User Action and Values
1	Project Def	Project ID	• Enter Project ID • Click on Supplement ⟨Supplement⟩
2	Period	Period for Supplement	Select overall period
	Supplement	Supplement Value	• Maintain overall supplement budget value for respective WBS • Select Coloum supplement and press F9 to total up the supplement budget. Screen for Total up will appear • Select Annual Values Check Box. **Total up** ☑ Annual values from 2014 to 2027 ☑ Total values • Click on Continue ⟨✓⟩ button • Click on Save ⟨💾⟩ button
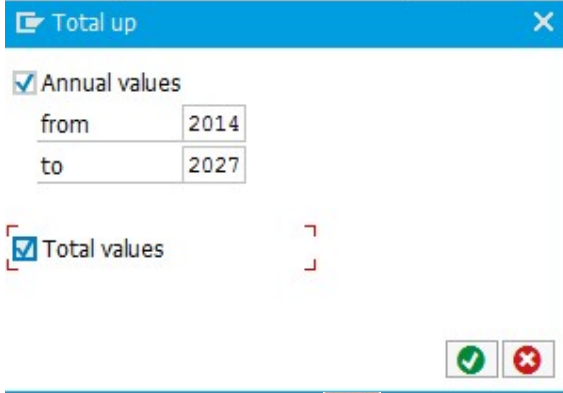
7 ANNUAL BUDGET SUPPLEMENT

7.1 MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting→ Supplement*
Transaction Code	CJ37

7.2 STEPS

Enter the following data in the Input screen to maintain Annual Supplement Budget.

Step No	Field Name	Description	User Action and Values
1	Project Def	Project ID	• Enter Project ID • Click on Supplement ![Supplement]
2	Period	Period for Supplement	Select appropriate period for budget supplement
	Supplement	Supplement Value	• Maintain annual supplement budget value for respective WBS • Select Coloum supplement and press F9 to total up the supplement budget. Screen for Total up will appear • Select Total Values Check Box. ![Total up dialog: Annual values from 2014 to 2027, Total values checked] • Click on Continue ✓ button • Click on Save 🖫 button

8   BUDGET TRANSFER

8.1   MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting*
Transaction Code	CJ34

8.2   STEPS

Enter the following data in the Input screen to transfer budget from one WBS to another.

Step No	Field Name	Description	User Action and Values
1	Overall Values too	Overall values	• Click the check box Overall values too • Press enter
3	Sender WBS Element	Sender WBS element	Enter sender WBS Element
4	Receiver WBS Element	Receiver WBS Element	Enter Receiver WBS Element
5	Amount	Amount Value	Enter Value Click on check button Click on Save button
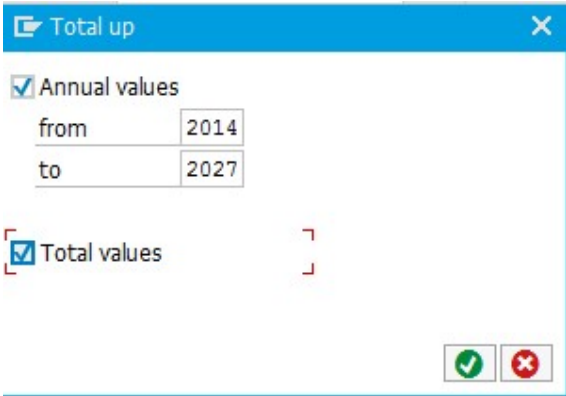
9 BUDGET RETURN
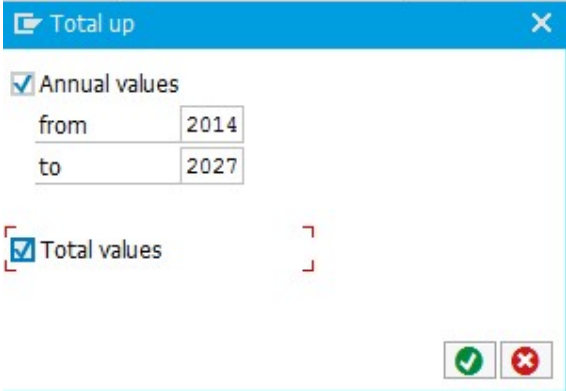
9.1 MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Financials → Budgeting → Return*
Transaction Code	CJ38

9.2 STEPS

Enter the following data in the Input screen to maintain Annual Supplement Budget.

Step No	Field Name	Description	User Action and Values
1	Project Def	Project ID	• Enter Project ID • Click on Return Return
2	Period	Period for Return	Select appropriate period for budget return
3	Return	Supplement Value	• Maintain annual budget value for respective WBS • Select Coloum Return and press F9 to total up the return budget. Screen for Total up will appear • Select Total Values Check Box. Total up ☑ Annual values from 2014 to 2027 ☑ Total values • Click on Continue ✓ button • Click on Save 🖫 button
4	Project Def	Project ID	• Enter Project ID • Click on Return Return
5	Period	Period overall	Select overall period

Return	Supplement Value	• Maintain Overa budget value for respective WBS • Select Coloum Return and press F9 to total up the return budget. Screen for Total up will appear • Select Total Values Check Box.
		• Click on Continue ⊘ button • Click on Save 💾 button
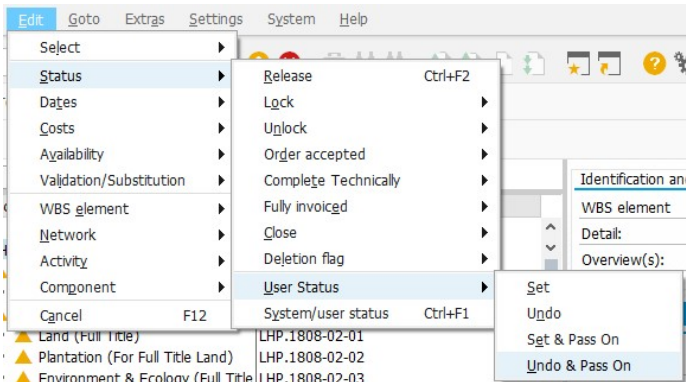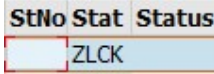
10   PROJECT RELEASE
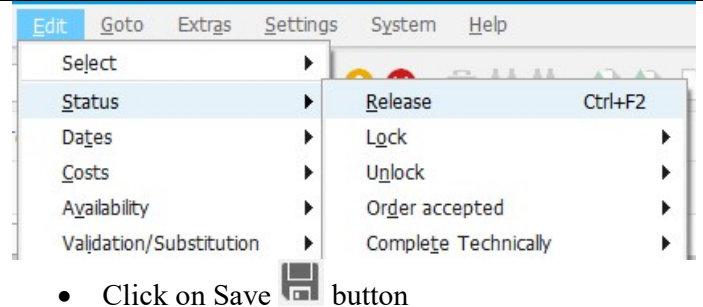
10.1   MENU PATH

Menu Path	*SAP menu → Logistics → Project System → Project*
Transaction Code	CJ20N

10.2   STEPS

Enter the following data in the Input screen to assign Project Team.

Step No	Field Name	Description	User Action and Values
1		Click on Open Project Button 📂	Click on Open Project Button 📂 And the Popup Appears
2	Project Definition	Project Code of the Project to be Opened	• Maintain Project Code for the Project to be Opened. • Click on Continue ✅ button
3		Expand Project	Select Project Definition and click on Expand All ⇟ button
		Undo ZLCK Status	• Select 1st level WBS • Go to Edit Tab→Status→User Status→Undo & Pass On • Screen for User Status will appear • Double click on ZLCK • Click on Continue button.
		Project Release	• Select Project Definition • Go to Edit Tab→Status→Release

			• Click on Save button

11 GLOSSARY

Activities	Components of a SAP Network that describe the work that needs to be completed in support of a project
CO	Controlling "module" in SAP – Controlling provides you with cost information for management decision-making
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Network	SAP term for a group of activities that represent the sequence of activities (or single activity) within a project
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
PR	Purchase Requisition
PO	Purchase Order
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
Project definition	The SAP term for a binding framework covering all organizational elements created within a project
PS	Project Systems - a "module" within the SAP-ERP central component (ECC) that handles projects
SAP	Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA
SAP ERP Central Component (ECC)	The "brand" name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components
WBS	Work breakdown structure - a work breakdown structure is a model of the work to be performed in a project organized in a hierarchical structure. Specifically, in SAP terminology WBS are master data elements used in PS to structure and collect costs on projects

12 APPENDIX

12.1 PROJECT STATUS

System Status	Use	Prerequisites	Features
Created (CRTD)	This is the initial system status for new WBS elements. In this status you structure the project and plan dates, costs. The system sets this status automatically, when you create a new WBS element.	The project and, if applicable, the superior WBS element must have Created status.	In Created status, you can create new WBS elements and change the work breakdown structure. The status - Allows you to assign networks, which do not yet have Released status - Allows you to plan costs and revenues - Allows budgeting
Released (REL)	In this status you can assign costs to WBS elements.	The Created status is set.	In Released status you can create new WBS elements and change the project hierarchy. The status is passed on to subordinate WBS elements. The status allows - to post actual costs - to transfer actual costs Note: To change the status from Released to Created, cannot be done
Technically completed (TECO)	Use this status for WBS elements that are completed from a technical point of view, but where you still expect costs to accrue.	The Created or Released status must have been set.	In status Technically completed, you can create new subordinate WBS elements (with a warning). The status is passed on to subordinate WBS elements. The status allows - to post actual costs - to transfer actual costs we can cancel the Technically completed status. In this case the system sets the Released status.

| Closed (CLSD) | You use this status for a work breakdown structure or WBS element that has been completed from both a logistic and an accounting point of view. | You can only set the Closed status, if

The project definition or the WBS element has either the Released or the Technically completed status. | In the Closed status you can no longer make any changes to the project hierarchy. The status is passed on to subordinate WBS elements.

The status allows

You to post actual costs to orders and networks that are assigned to the WBS element, as long as their status permit this
The status prohibits

You from assigning networks, or CO orders to the WBS element. You from posting actual costs to the WBS element
The status deactivate assets in construction that are assigned to the WBS element.

You can cancel the Closed status. In this case the system sets the Technically completed status. |
| Deletion flag (DLFL) | The Deletion flag status designates work breakdown structures or WBS elements that have been flagged for deletion. This means that the objects are deleted logically, but not physically. | You can set the Deletion flag if

- The WBS element has been settled completely or is not relevant for settlement.
- Assigned orders and activities also have Deletion flag status.
- There are no commitments for the WBS element
- There are no reservations or purchase requisitions that are account assigned to the WBS element. | The status is passed on to subordinate WBS elements. It prohibits all business transactions.

The status

- Deactivates assets in construction that are assigned to the WBS element.

- As long you have not set a deletion indicator, you can cancel the Deletion flag status. |

Locked	You can either lock individual business transactions or all the data in a work breakdown structure or WBS element. You can set the following statuses: - Date definition locked (DDLK) - Planning locked (PLLK) - Budget management locked (BMLK) - Account assignment locked (AALK) - Master data locked (MDLK)	You can set these statuses in addition to every other status except Deletion flag. The statuses are not passed on to subordinate WBS elements.	The Master data locked (MDLK) status prohibits - Setting of another system status - Changing and extending the project hierarchy You can cancel these statuses.

12.2 T - CODES FOR REPORTS

T-Code	Description
CN60	Change Documents for Projects/Netw.
CN41	Structure Overview
CN41N	Project Structure Overview
CN42	Project Definitions
CN42N	Project Definitions
CN43	WBS Elements
CN43N	WBS Elements
ME2J	Purchase Orders for Project
ME5J	Purchase Requisitions for Project
CNMM	ProMan
CJI3	Actual Costs/Revenues
CJI8	Budget
CJI5	Commitment
S_ALR_87013557	Budget actual variance
S_ALR_87013558	budget/ actual/ commitment/assigned
S_ALR_87013559	budget distributed
S_ALR_87013560	Budget updates report
S_ALR_87013561	Availability control at WBS level
S_ALR_87013542	Cost element report for actual commitment
ZCN48N	Activity Confirmation Report
ZCN41N	Project Dates Report