



END USER DOCUMENT



**ERP - PROJECT**

**SUGMAYA**

**END USER DOCUMENT**

**FOR**

**PROJECT SYSTEM**

**PROJECT CREATION**

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## 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

Project creation is the first step in Project System. The project creation involves creation of Project Definition, WBS elements with hierarchy and activities with relationships.

In UJVNL business projects will be created for budget control, capturing cost, capitalization and work monitoring.

UCP (Urja Cell Projects) are purely for monitoring purpose only. For LHP (Large Hydro Project), SHP (Small Hydro project), RMU (Renovation Modernization & Upgradation Project), INP (Investigation Project) projects upto the second level have to be mandatory created from the Template.

The coding of Project is based on the type of project.

In UJVNL business projects are created for

- LHP (Large Hydro Project)
- SHP (Small Hydro project)
- RMU (Renovation Modernization & Upgradation)
- INP (Investigation Projects)
- UCP (Urje Cell Projects)
- OPJ (Other Projects)

This document relates to creation of Project from Template and Manual Creation.


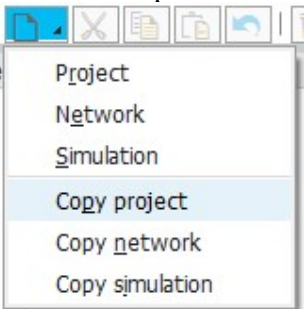



### 3 COPY PROJECT FROM TEMPLATE

#### 3.1 MENU PATH

<b>Menu Path</b>	<i>SAP menu → Logistics → Project System → Project → CJ20N – Project Builder</i>
<b>Transaction Code</b>	CJ20N

#### 3.2 STEPS

Enter the following data in the Input screen to create Project from Template

Step No	Field Name	Description	User Action and Values
1		Click on Icon Create Project 	From the dropdown select copy project 
2	Project Definition	Code of Project to be created (Refer appendix for coding mask)	<ul style="list-style-type: none"> <li>Click on Find Button  to find the next open number for project.</li> <li>In the Popup that appears, enter start value based on the coding mask. Eg – LHP.1801 and click on search button </li> <li>System proposes a number accept the number by clicking on  button</li> </ul>
3	Description	Description of the Project to be Created	Maintain description for the project to be created
4	Start	Start Date of the Project	Maintain Start Date for the Project
5	Project Profile	Project Profile of the Project	Select Project Profile from the dropdown

6	Project Def.	In Template Section maintain Project ID from which the project to be copied (Template Project or Operative Project)	<ul style="list-style-type: none"> <li>• Maintain Project ID from which the project is to be copied.</li> <li>• Then click on WBS element overview button </li> <li>• In the Popup click on Replace button </li> </ul>
7	Search Replace with	Search for values in proposed structure Values to be replaced in the proposed structure	<ul style="list-style-type: none"> <li>• Main search value and replace value in proposed structure</li> </ul> <ul style="list-style-type: none"> <li>• Click on Replace button </li> <li>• Click on Check Button  if message are displayed, resolved the messages.</li> <li>• Click on Include Button </li> <li>• Save Project </li> </ul>






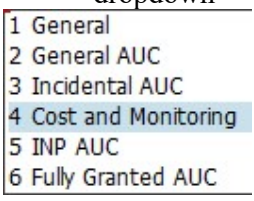

## 4 PROJECT STRUCTURE WBS DETAILING

### 4.1 MENU PATH

<b>Menu Path</b>	SAP menu → Logistics → Project System → Project → CJ20N – Project Builder
<b>Transaction Code</b>	CJ20N

### 4.2 STEPS

Enter the following data in the Input screen to detail the WBS structure for Project

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	<ul style="list-style-type: none"> <li>Maintain Project Code for the Project to be Opened.</li> <li>Click on  button</li> </ul>
3		Expand Project	Select Project Definition and click on Expand All 
4		Create WBS	<ul style="list-style-type: none"> <li>Select WBS under which new WBS has to be created.</li> <li>Right Click on the WBS, Go to Create → WBS element</li> </ul> 
5	Description	Description of the WBS	Enter Description for the WBS
6	Priority	Maintain Priority of the WBS	<ul style="list-style-type: none"> <li>Enter Priority (Cost and Monitoring) from the dropdown</li> </ul>  <ul style="list-style-type: none"> <li>Click on save  button</li> </ul> <p>Note – Similarly create other WBS, it is possible to create up to level 6 as per requirement.</p>


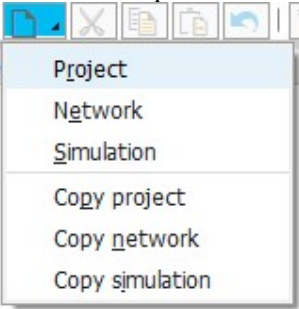




## 5 MANUAL PROJECT CREATION

### 5.1 MENU PATH

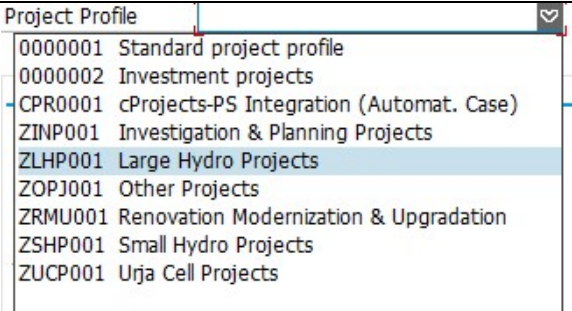



<b>Menu Path</b>	<i>SAP menu → Logistics → Project System → Project → CJ20N – Project Builder</i>
<b>Transaction Code</b>	CJ20N

### 5.2 STEPS

Enter the following data in the Input screen to create Project from Template

Step No	Field Name	Description	User Action and Values
1		Click on Icon Create Project 	From the dropdown select project 
2	Project Definition	Code of Project to be created (Refer appendix for coding mask)	<ul style="list-style-type: none"> <li>Click on F4 button </li> <li>In the Popup that appears, enter start value based on the coding mask.</li> <li>Click on Find Button  to find the next open number for project. Eg – LHP.1801 and click on search button </li> <li>System proposes a number accept the number by clicking on  button</li> </ul>
3	Description	Description of the Project to be Created	Maintain description for the project to be created
4	Project Profile	Project Profile of the Project	<ul style="list-style-type: none"> <li>Select Project Profile from the dropdown</li> </ul>



			 <ul style="list-style-type: none"> <li>• Press Enter</li> </ul>
5	Start	Start Date of the Project	Maintain Start Date for the Project
5	Plant	Plant Code	<ul style="list-style-type: none"> <li>• Click on F4 help  button</li> <li>• Click on relevant Plant Code</li> <li>• Click on  button</li> <li>• Click on Save  Button</li> </ul>

## 6 PROJECT STRUCTURE WBS DETAILING

### 6.1 MENU PATH

<b>Menu Path</b>	<i>SAP menu → Logistics → Project System → Project → CJ20N – Project Builder</i>
<b>Transaction Code</b>	CJ20N

### 6.2 STEPS

Enter the following data in the Input screen to detail the WBS structure for Project

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	<ul style="list-style-type: none"> <li>Maintain Project Code for the Project to be Opened.</li> <li>Click on  button</li> </ul>
3		Create WBS	<ul style="list-style-type: none"> <li>Select Project ID under which First WBS has to be created.</li> <li>Right Click on the WBS, Go to Create → WBS element</li> </ul>
5	Description	Description of the WBS	Enter Description for the WBS
6	Priority	Maintain Priority of the WBS	<ul style="list-style-type: none"> <li>Enter Priority (General) from the dropdown</li> </ul> <ul style="list-style-type: none"> <li>Click on save  button</li> </ul> <p>Note – Similarly create other WBS, it is possible to create up to level 6 as per requirement.</p>

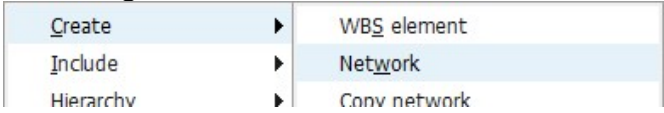

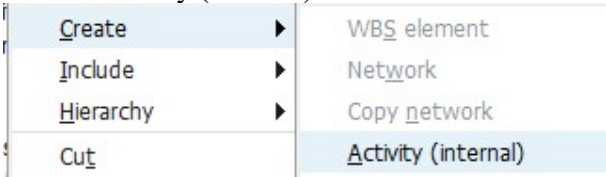
## 7 NETWORK AND ACTIVITY CREATION

### 7.1 MENU PATH

<b>Menu Path</b>	<i>SAP menu → Logistics → Project System → Project → CJ20N – Project Builder</i>
<b>Transaction Code</b>	CJ20N

### 7.2 STEPS

Enter the following data in the Input screen to create and detail the Network Activities for Project

Step No	Field Name	Description	User Action and Values
1		Create Network	<ul style="list-style-type: none"> <li>Select WBS under which network has to be created.</li> <li>Right click on the WBS, Go to Create→ Network</li> </ul>  <p>Note – Create multiple network's as per requirement. Multiples networks can be created below single WBS</p>
2	Description	Description of the Network	<ul style="list-style-type: none"> <li>Enter Description for the Network and press enter</li> <li>Click on Intermediate Save  button</li> </ul>
3		Create Activity	<ul style="list-style-type: none"> <li>Select Activity under which Activity has to be created.</li> <li>Right click on the Network, Go to Create→ Activity (Internal)</li> </ul>  <p>Note – Create multiple activities as per requirement. Multiple activities can be created below single network header.</p>
4	Description	Description of the Activity	Enter Description for the activity
5	Work Center	Work Center of the Activity	Maintain Work Center - Project

6	Work UOM	Work and UOM for the work	<p>Maintain the quantum of the work.</p> <p>Work <input type="text" value="10000"/></p> <p>Click on F4  button in Unit of Measurement field. Select the appropriate Unit of Measurement from Pop Up.</p> <p>Work <input type="text" value="10,000"/> <input type="text" value="M3"/></p>
7	Normal Duration	Normal Duration for the Activity	<p>Maintain Normal Duration for the Activity in Days only.</p> <p>Scheduling</p> <p>Normal duration <input type="text" value="100"/> <input type="text" value="DAY"/></p> <p>Note – Based on this duration at the time of scheduling, start date and end date of the activity will be calculating.</p>
8	Start Date	Start Date of the Activity	<ul style="list-style-type: none"> <li>Click on Dates Tab.</li> <li>Maintain Start Date Constraint from dropdown if required as per requirement. For eg – Must Start On.</li> </ul> <p>Constraints</p> <p>Start <input type="text" value=""/></p> <p>Fin. <input type="text" value=""/></p> <p>Early <input type="text" value=""/></p> <p>Date <input type="text" value=""/></p> <p>1 Must start on 2 Cannot start before 3 Cannot start later 5 Start from resource planning</p> <ul style="list-style-type: none"> <li>Maintain Start Date</li> </ul> <p>Constraints</p> <p>Start <input type="text" value="1 Must start on"/> <input type="text" value="08.02.2018"/></p>
9	Finish Date	Finish Date of the Activity	<ul style="list-style-type: none"> <li>Click on Dates Tab.</li> <li>Maintain Finish Date Constraint from dropdown if required as per requirement. For eg –Must Finish On.</li> </ul> <p>Constraints</p> <p>Start <input type="text" value="1 Must start on"/></p> <p>Fin. <input type="text" value=""/></p> <p>Early/Late <input type="text" value=""/></p> <p>Dates <input type="text" value=""/></p> <p>1 Must finish on 2 Cannot finish before 3 Finish not later 4 Finish from confirmation</p> <ul style="list-style-type: none"> <li>Maintain Finish date</li> </ul> <p>Fin. <input type="text" value="1 Must finish on"/> <input type="text" value="20.03.2018"/></p> <ul style="list-style-type: none"> <li>Click on Intermediate  Save button</li> </ul>

## 8 MAINTAIN RELATIONSHIPS

### 8.1 MENU PATH

<b>Menu Path</b>	SAP menu → Logistics → Project System → Project → CJ20N – Project Builder
<b>Transaction Code</b>	CJ20N

### 8.2 STEPS

Enter the following data in the Input screen to maintain relationship between the activities.

Step No	Field Name	Description	User Action and Values
1	Maintain Relationship	Maintain Relationship	<ul style="list-style-type: none"> <li>Select Network, click on the Network Graphic  button, it takes you to a new screen</li> <li>Click on Connect  button, pencil appears</li> <li>Place the pencil on end of predecessor activity and drag the pencil to start of successor activity for FS (Finish to Start) relationship.</li> <li>To maintain SS (Start to Start) relationship, place the pencil on start of one activity and drag the pencil to start of other activity.</li> <li>To maintain to FF (Finish to Finish) relationship, place the pencil on finish of one activity and drag the pencil to finish of other activity.</li> </ul> <div data-bbox="781 1255 1385 1738" data-label="Diagram"> <p>Network 5000520</p> <p>Activities and Dates:</p> <ul style="list-style-type: none"> <li>Excavation (10): LHP.1808-05-01-01, PS01, 29 DAY. Dates: 08.02.2018 0, 20.03.2018 0.</li> <li>Concreting (20): LHP.1808-05-01-01, PS01, 50 DAY. Dates: 08.02.2018 49, 19.04.2018 29.11.2017 0.</li> <li>U/S Cofferdam (30): LHP.1808-05-01-01, PS01, 0 DAY. Dates: 08.02.2018 1, 08.02.2018 0.</li> </ul> <p>Relationships:</p> <ul style="list-style-type: none"> <li>Excavation (10) → Concreting (20) (FS)</li> <li>Excavation (10) → U/S Cofferdam (30) (SS)</li> <li>Concreting (20) → U/S Cofferdam (30) (FF)</li> </ul> </div> <ul style="list-style-type: none"> <li>To have a better / organized view, click on Adjust  button</li> <li>Click on Back  button, Popup will appear</li> </ul>

			Save Node Item, click on Yes.
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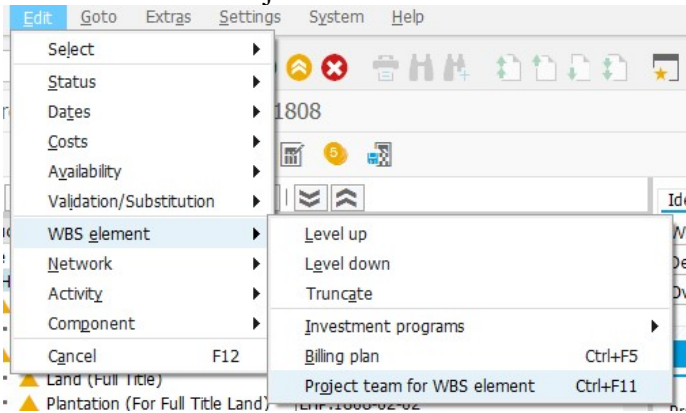
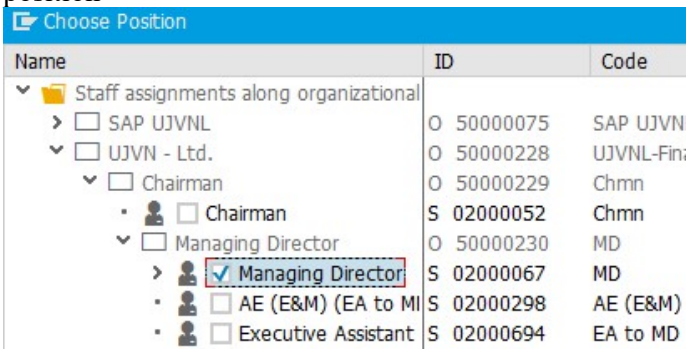
## 9 ASSIGN PROJECT TEAM



### 9.1 MENU PATH

<b>Menu Path</b>	<i>SAP menu → Logistics → Project System → Project → CJ20N – Project Builder</i>
<b>Transaction Code</b>	CJ20N

### 9.2 STEPS

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

Step No	Field Name	Description	User Action and Values
1	Assign Project Team	Assign Project Team	<ul style="list-style-type: none"> <li>Select Top Level WBS, Go to Edit Tab → WBS Element → Project Team for WBS Element</li> </ul>  <p>Screen for Project Team will appear</p> <ul style="list-style-type: none"> <li>Select WBS number [LHP180800000]</li> <li>Click on create assignment  button, screen for choose relationship will appear</li> <li>Click on position [Position] and press ok  button, screen for choose position will appear</li> </ul> <p>Expand the HR Org Structure and select the appropriate position</p> 

			<ul style="list-style-type: none"><li>• Click ok  button, screen for Assignment will appear</li><li>• Press Save  button</li></ul>
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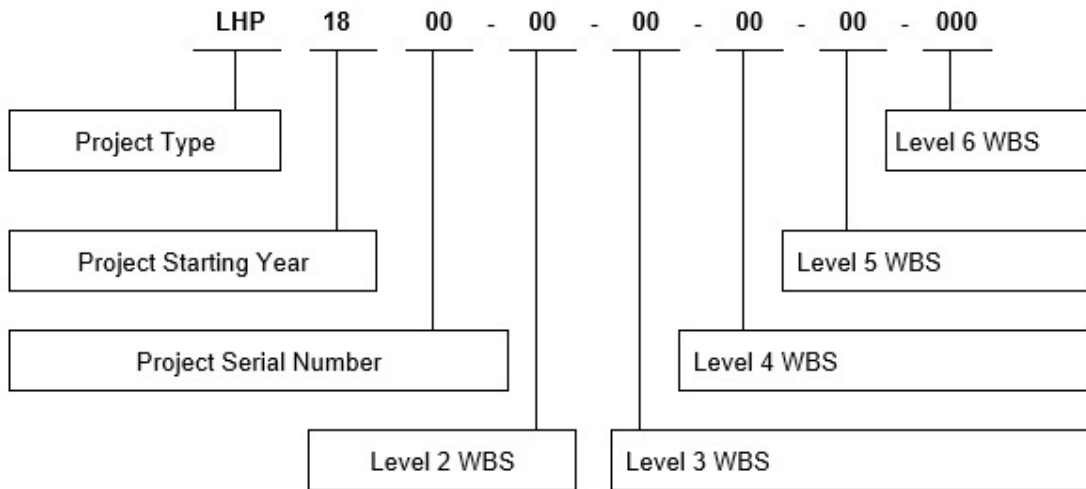
**10 GLOSSARY**

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 valued 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

11 APPENDIX

11.1 PROJECT CODING MASK

Project Type	Coding Mask	Description
INP	.0000-00-00-00-00-000	Investigation & Planning Projects
LHP	.0000-00-00-00-00-000	Large Hydro Projects
OPJ	.0000-00-00-00-00-000	Other Projects
RMU	.0000-00-00-00-00-000	Renovation Modernization & Upgradation
SHP	.0000-00-00-00-00-000	Small Hydro Projects
UCP	.0000-00-00-00-00-000	Urja Cell Projects



Note – Code for 1<sup>st</sup> level WBS will be same as Project ID

**11.2 T - CODES FOR REPORTS**

<b>T-Code</b>	<b>Description</b>
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

### 11.3 PROJECT TEMPLATES

Type of Project	Project Code
Large Hydro Project	LHP.0001
Small Hydro Project	SHP.0001
Investigation Project	INP.0001
Renovation Modernization & Upgradation Project	RMU.0001