



SAP Training Manual

Project Systems (PS)



Document Release Note

Project : Utkarsh

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Zensar/CIDCO/2017/TM_PS_TRG	V1	This document describes Project Systems functionality for CIDCO Engineering Department.

Document Control

Version	Date	Author	Reviewer	Reason for Change
V0	16/02/2017	Ashwini Pingle	Pradeep Patil	Initial Document
V1	25/10/2017	Raj Singh	Pradeep Patil	Changes incorporated

Revision Details:

Version	Action taken (add/del/change)	Preceding Page No.	New Page No.	Revision Description

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1. Introduction

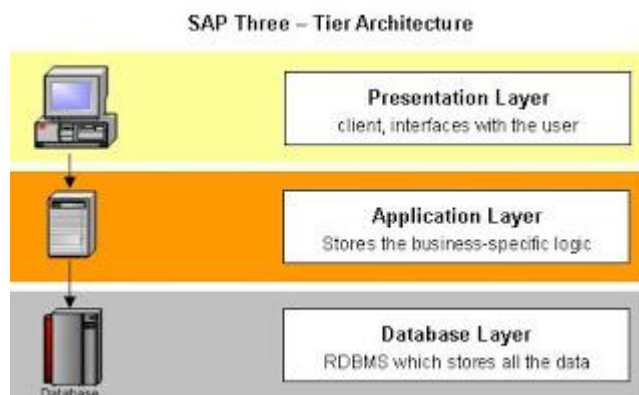
SAP ERP is **enterprise resource planning** software developed by the German company in 1972. It stands for Systems, Applications and Products in Data Processing.

SAP ERP consists of several modules, like Materials Management, Quality Management, Production Planning, Project Systems, utilities for Marketing and sales, field services, Real estate product working, Human resources, Finance and Accounting.

SAP ERP collects and combines data from the separate modules to provide the company or organization with enterprise resource planning.

SAP ECC R/3 works on Three – Tier Structure

- **Presentation Layer (GUI)** - Graphical User Interface or Web Interface
- **Application Layer** - One or more servers, help distribute work load
- **Database Layer** - One single data repository



Old versions of R/3 Enterprise were replaced with the current version as ERP Central Component (SAP ECC) version 6.

This new architecture is compatible with multiple platforms and operating systems, such as Microsoft Windows or UNIX. This opened SAP to a whole new customer base.

2. SAP Navigation

A. Log On -- Get ready to start SAP by accessing the Portal. This is a URL and should be opened with Internet Explorer

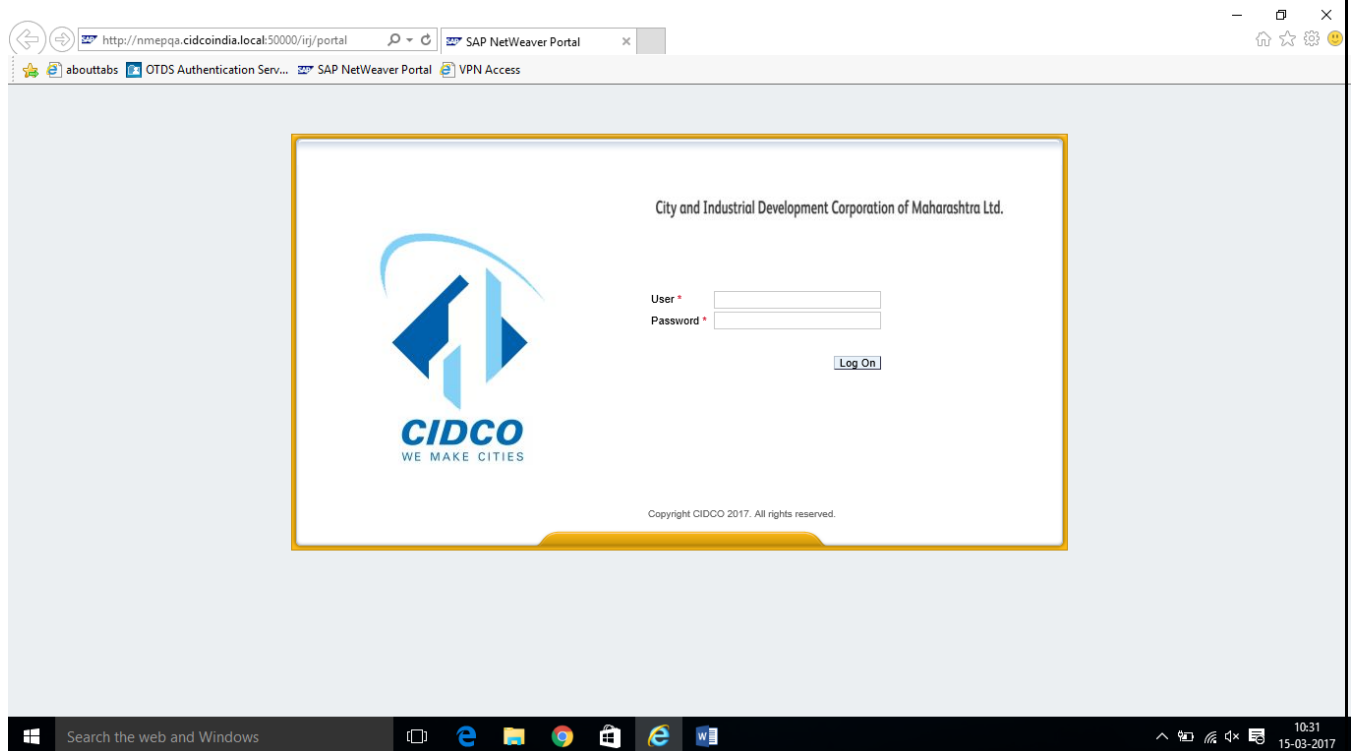
1. Check point is whether your system / PC is connected to CIDCO's network. If not connected, then contact your IT support team to get connection.
2. Ensure that you have the latest version of Internet Explorer and access the URL using Internet Explorer. Other browsers like Chrome, Firefox, etc. might work but full compatibility is assured with Internet Explorer browser only.

Use the following URL for accessing the Training/QA instance.

<http://nmepqa.cidcoindia.local:50000/irj/portal>

Login is your Employee ID

Password is init_100 (first time password is init_100 which was reset when you logged in the first time in training class)



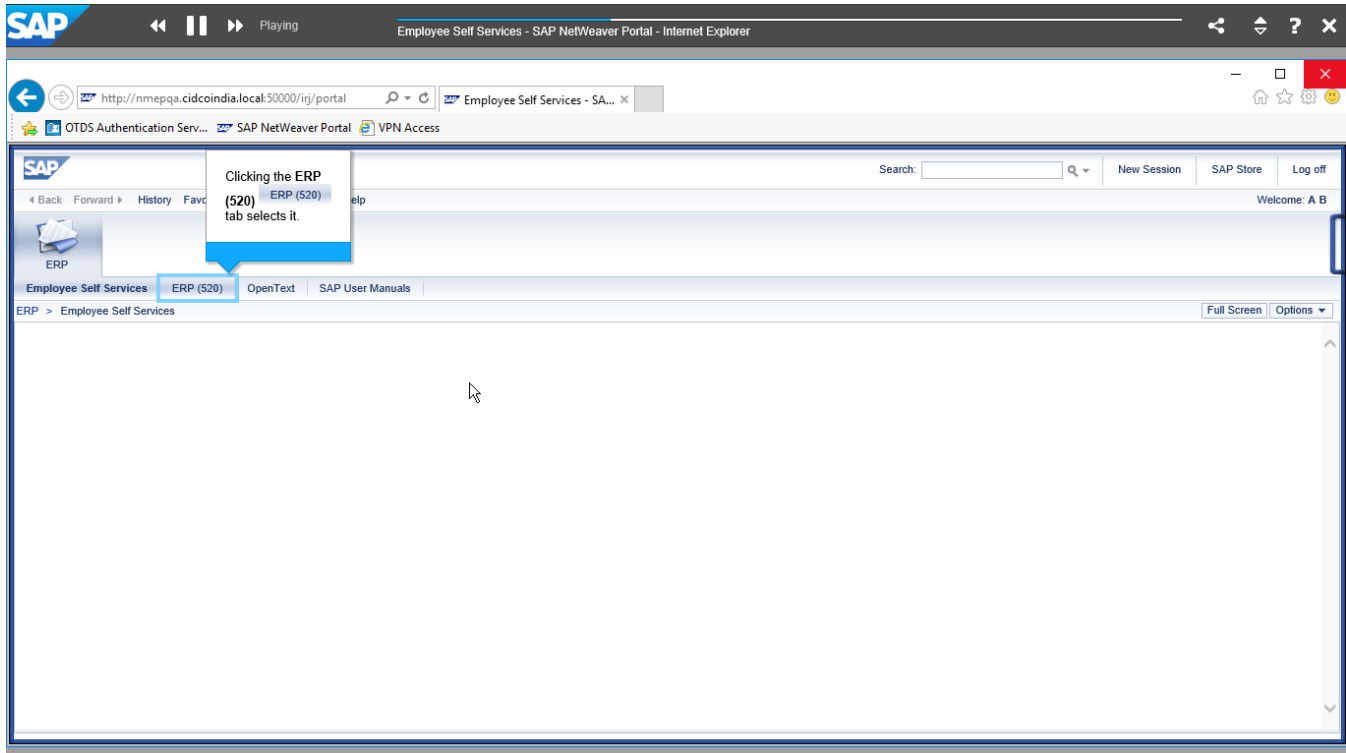
SAP Training manual

The first landing page will be Employee Self Services.

Click on ERP to open the SAP system and thus to work in Project Systems.

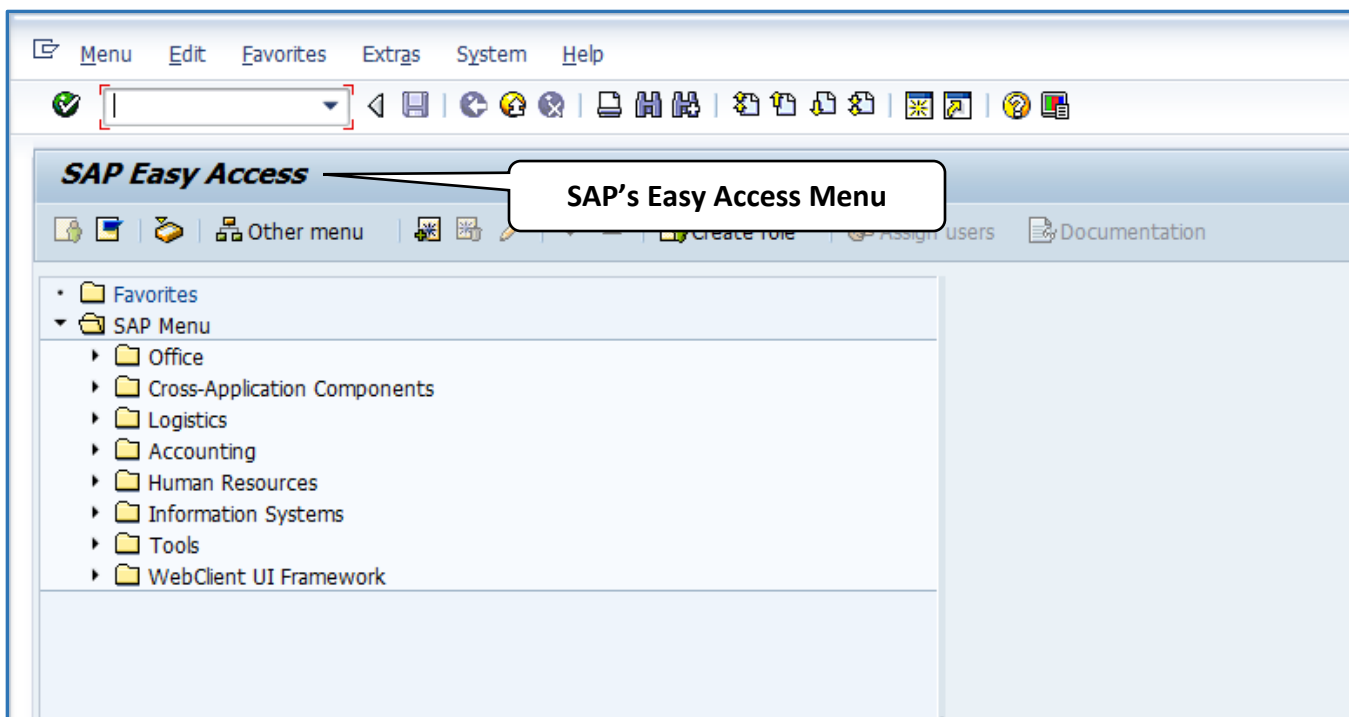
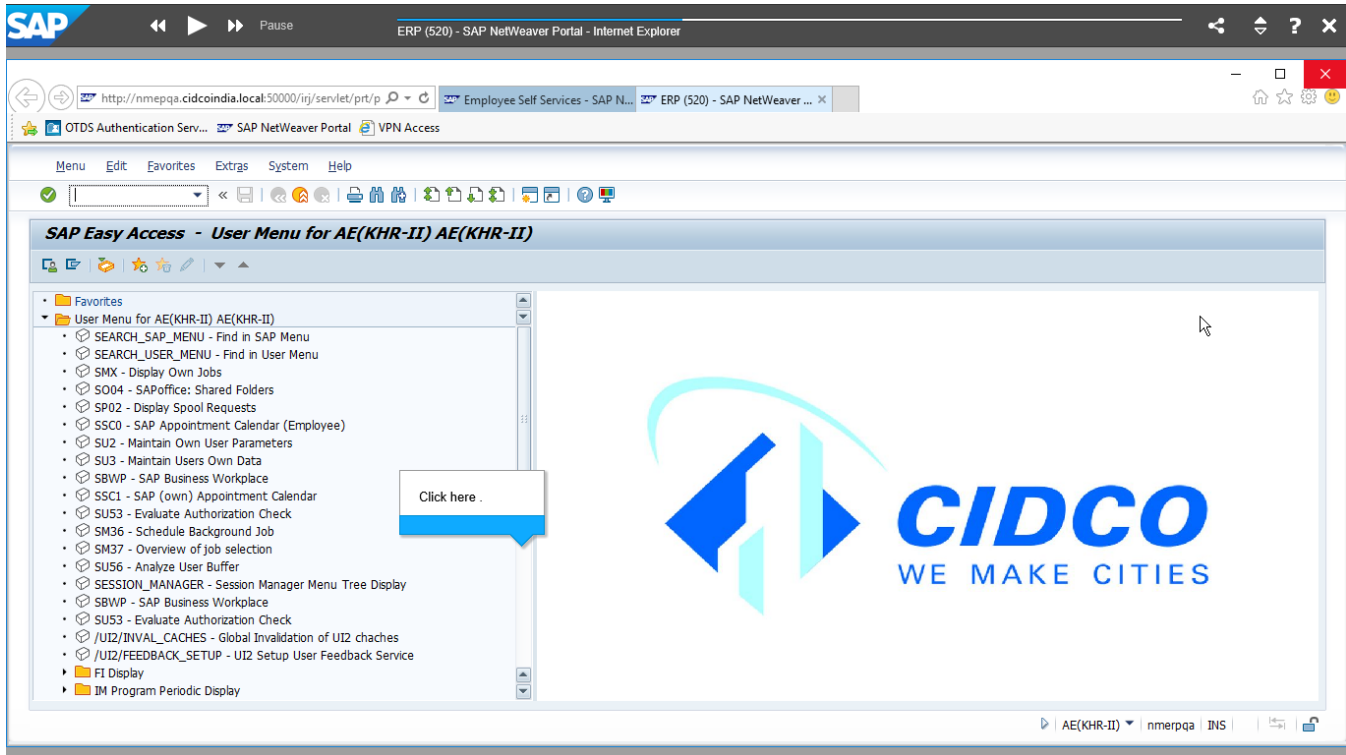
Note that you can access OpenText file management system by clicking on the link next to ERP i.e. by clicking OpenText.

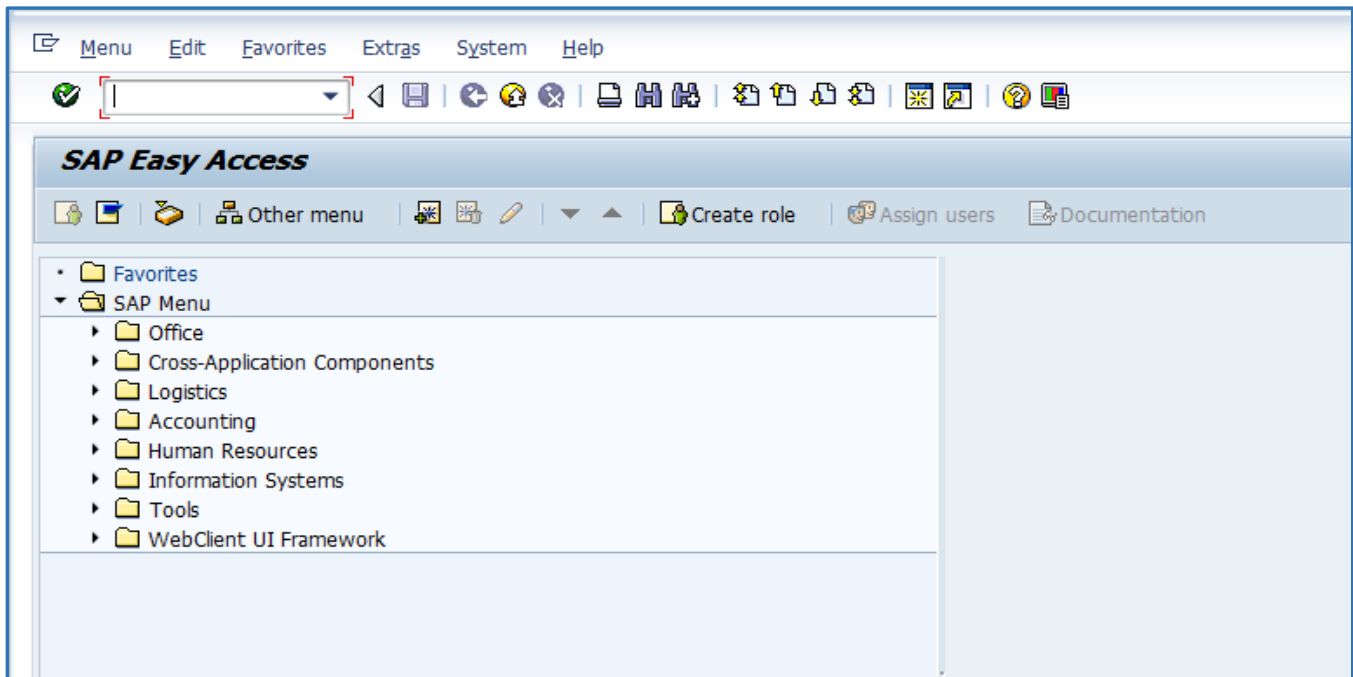
All the user manuals will be available in the link SAP User Manuals



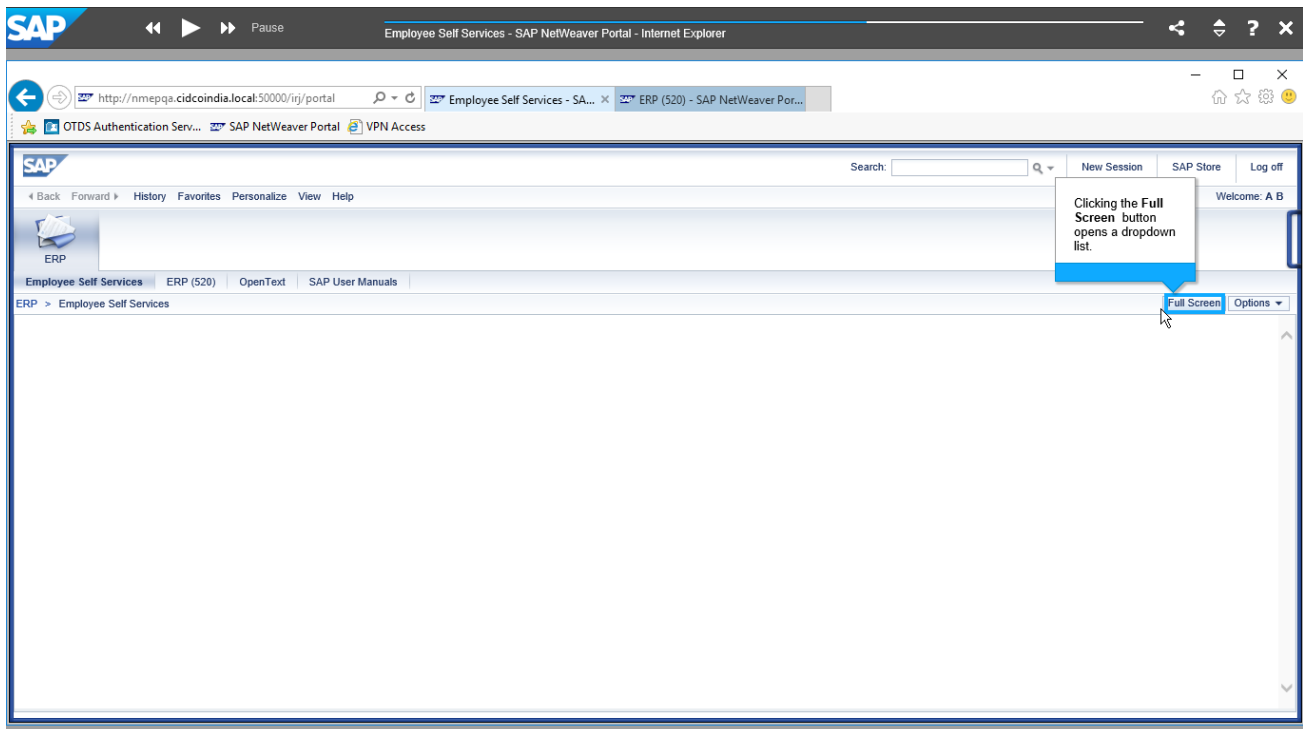
SAP Training manual

A new tab will be opened in the browser after clicking on ERP link in the portal. This is the SAP system in which you can create and work on projects. You can save frequently needed Tcodes in the Favorites folder – seen at the top in SAP Easy Access screen

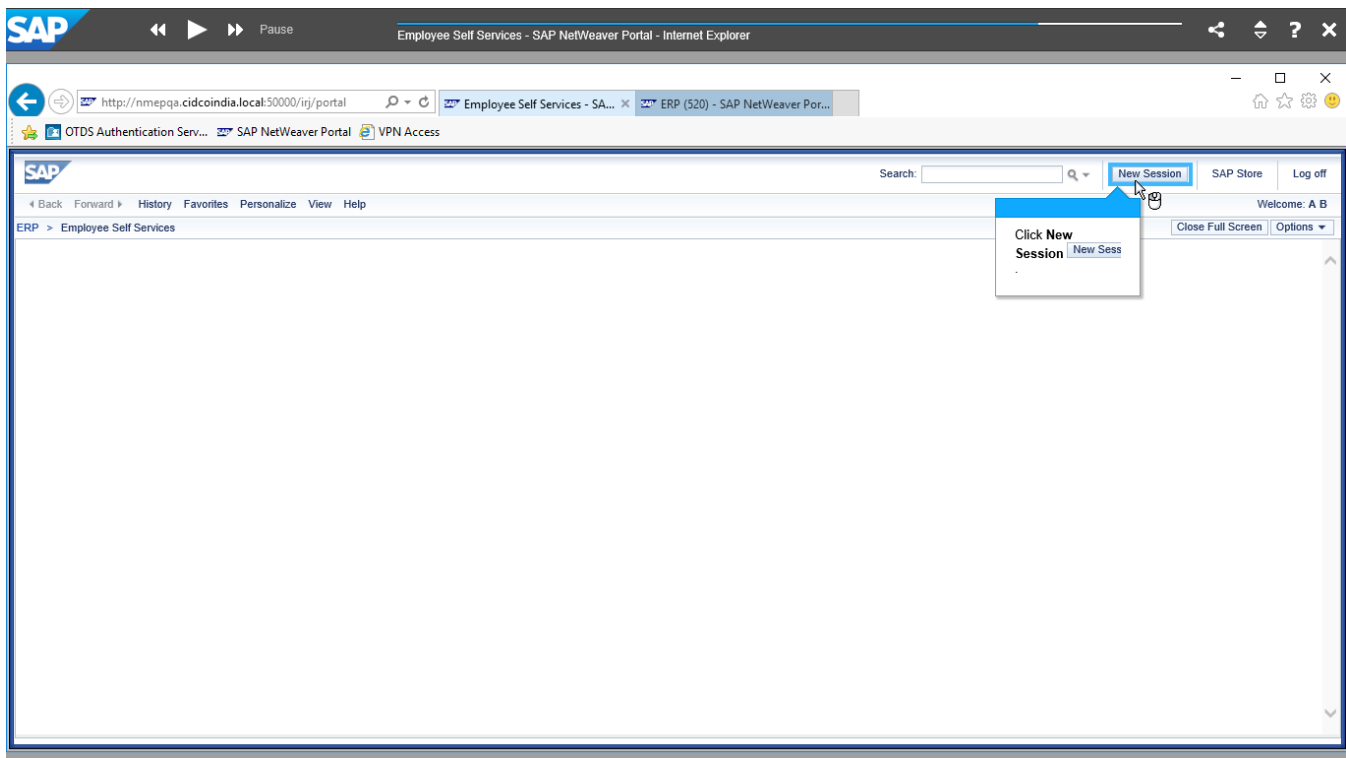




You can navigate back to Employee Self Service tab and click on “Full Screen” button to get a larger screen.



Clicking on New Session will open a new tab.



3. Project Creation

3.1. OpenText File Movement workflow

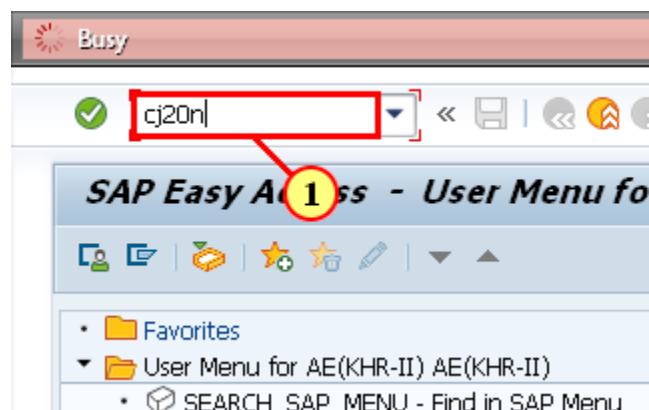
Please get the approval for project creation through the Layout and Design Workflow. This is applicable to new/big projects where design department gets involved. In case only design approval is required, use the Design approval workflow for approval only within the Engineering department.

After creating and saving the project – attach this workflow to the Business Workspace created for the project.

Similarly, you can use the “Studies - Surveys and Site Investigations - Approval Upto VC&MD” if required. The design is as per DOP.

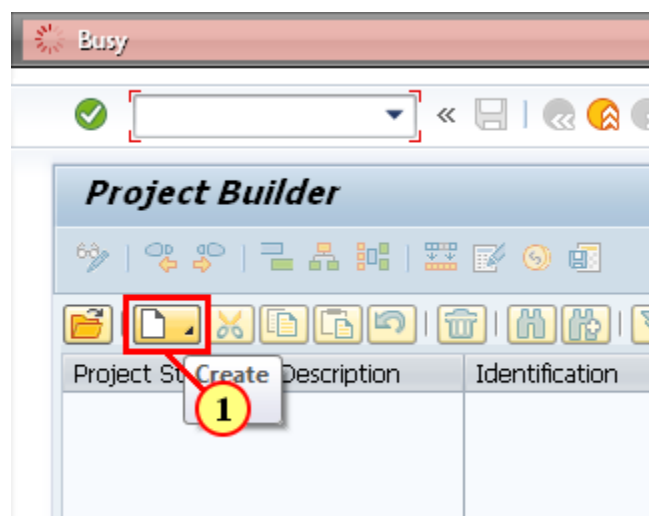
3.2. Tcode CJ20N – Open Project Builder

SAP Easy Access - User Menu for AE(KHR-II) AE(KHR-II) – Enter Tcode CJ20N

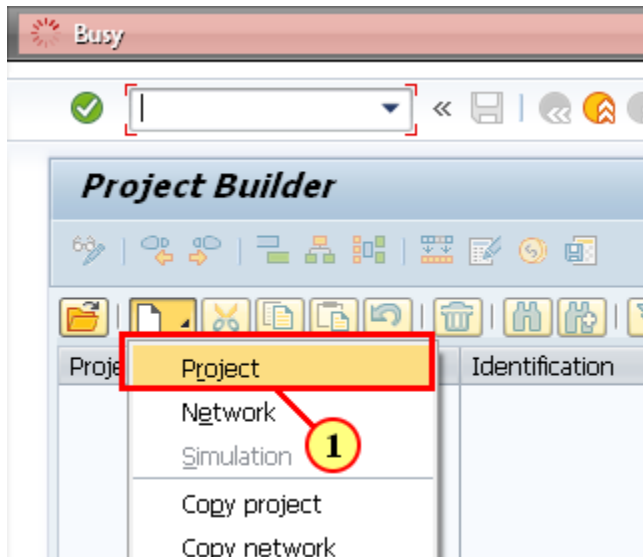


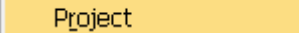
(1) The field is filled out.

Project Builder – Click Create New

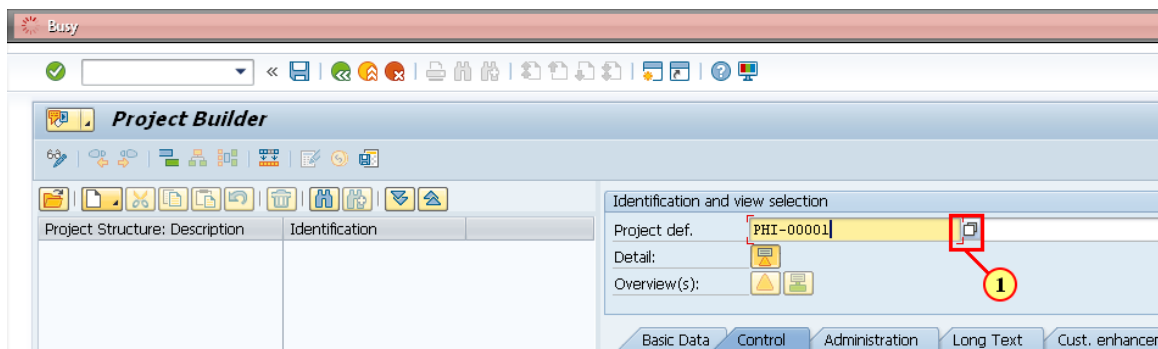


- (1) Click on  .
Project Builder – select Project to create



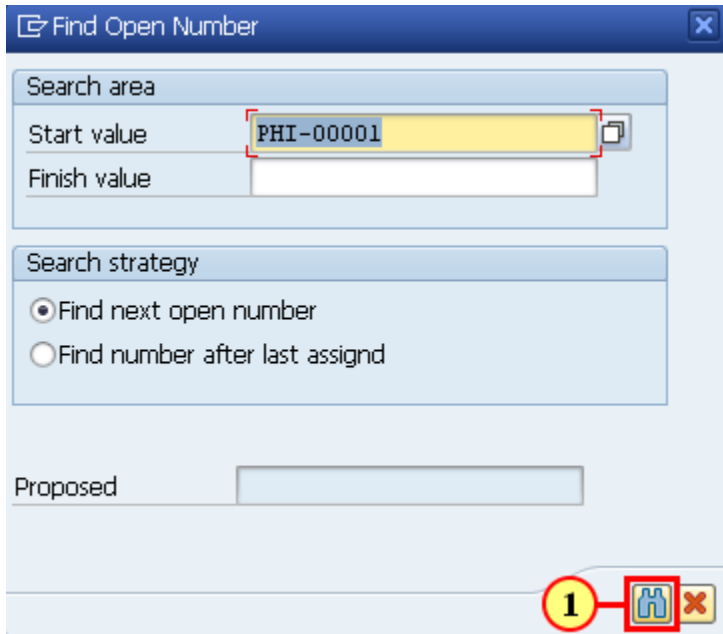
- (1) Clicking on the **Project**  menu item executes it.

Project Builder – Enter the lowest number of project in the right format e.g. for Physical Infra – enter PHI-00001. Click F4 key or the small button beside the field



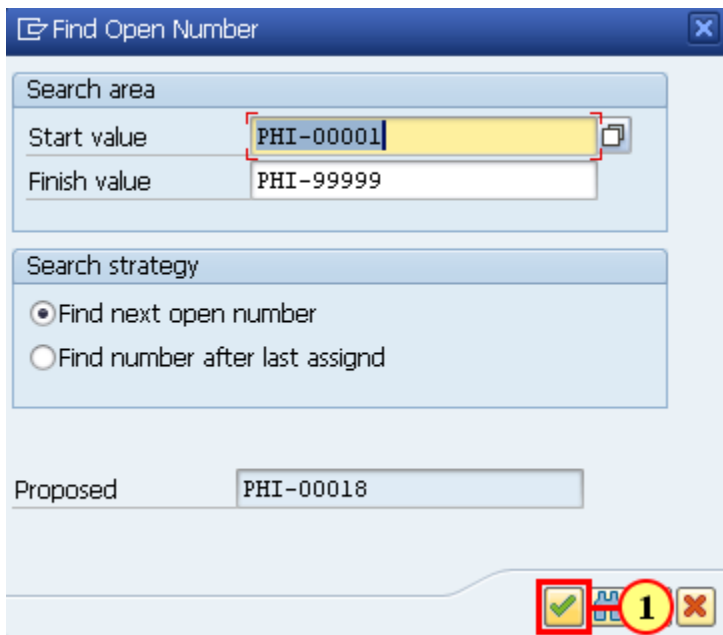
- (1) Click on  .

Find Open Number – A pop-up window opens. The project number entered in Project Def. field is carried forward as “Start value”. Click on “find” button. Use “00001” as starting number.



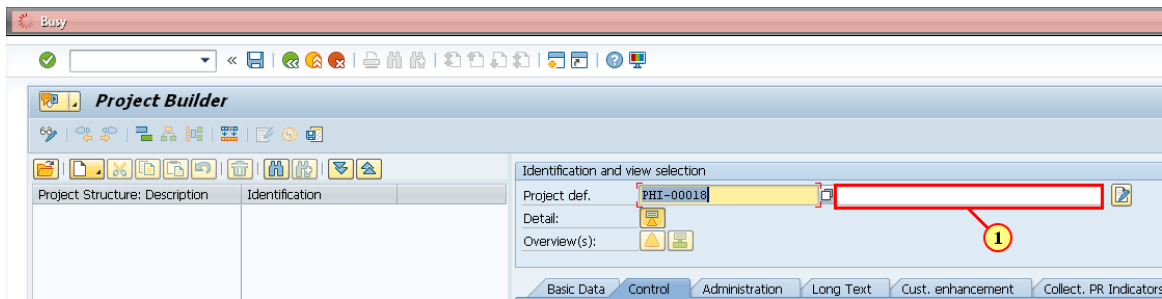
(1) Click on **Find** .

Find Open Number – The system provides the new project number which can be used in the “Proposed” field. Clicking on green check mark button will consider the proposed number as the new project definition number (project code)



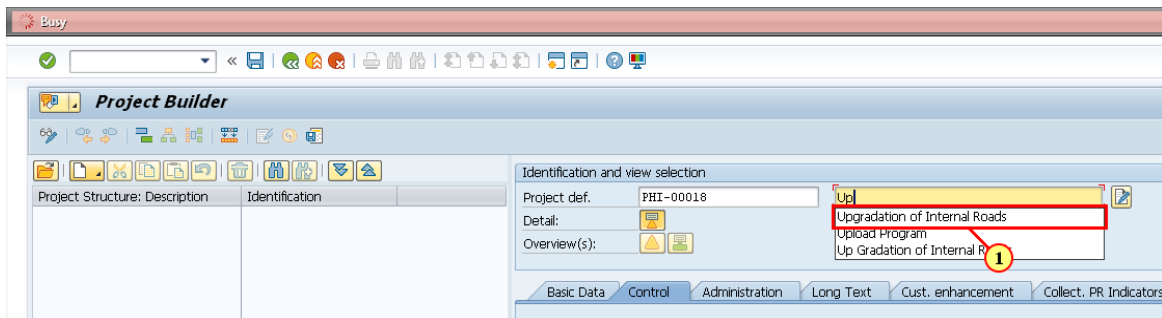
(1) Click on **Copy** .

Project Builder – Enter the short description of the project



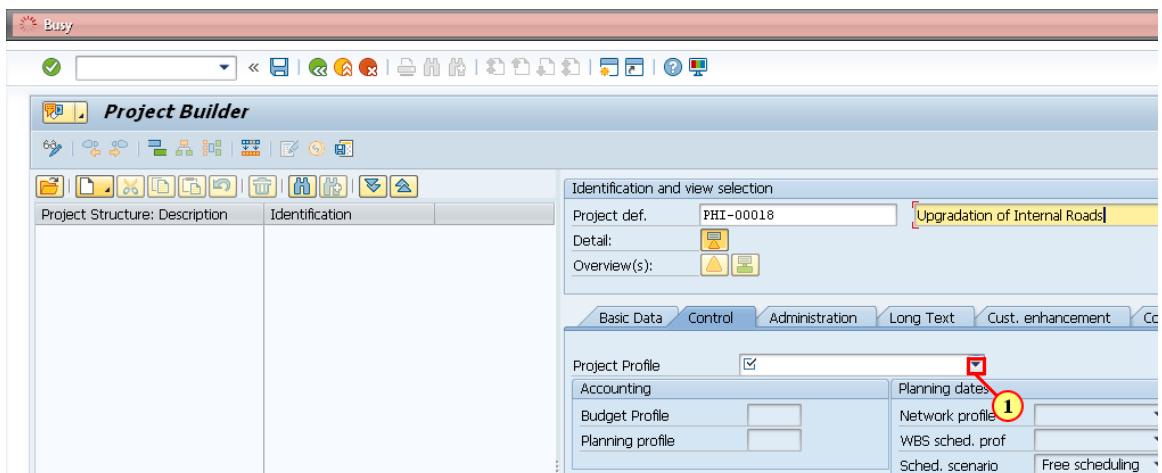
(1) Click on _____.

Project Builder – short description e.g. “Upgradation of Internal Roads”



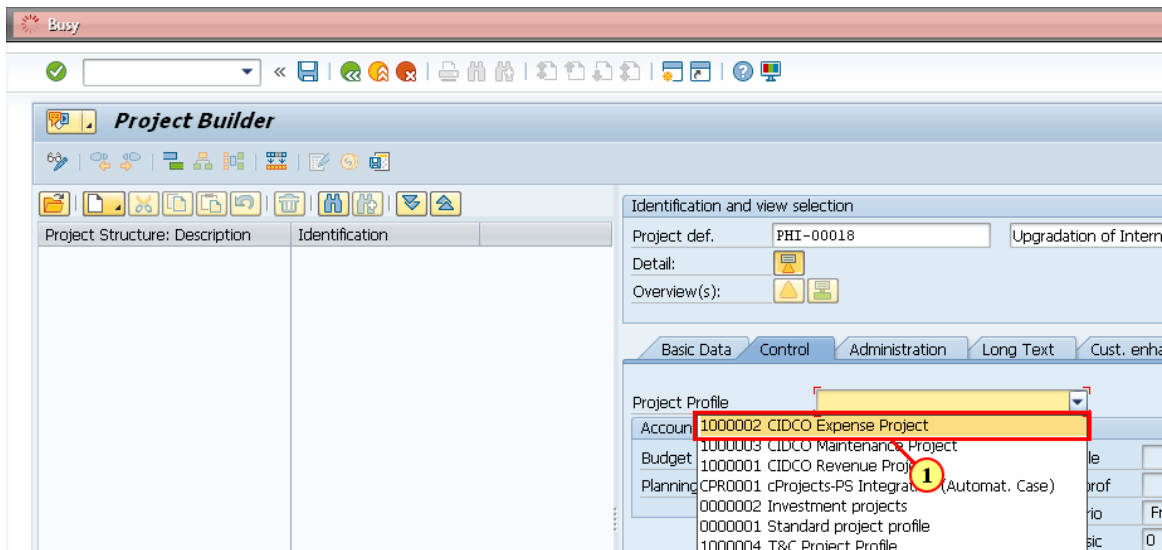
(1) Clicking on the entry **Upgradation of Internal Roads** Upgradation of Internal Roads selects it.

Project Builder – Select the correct Project Profile from the list



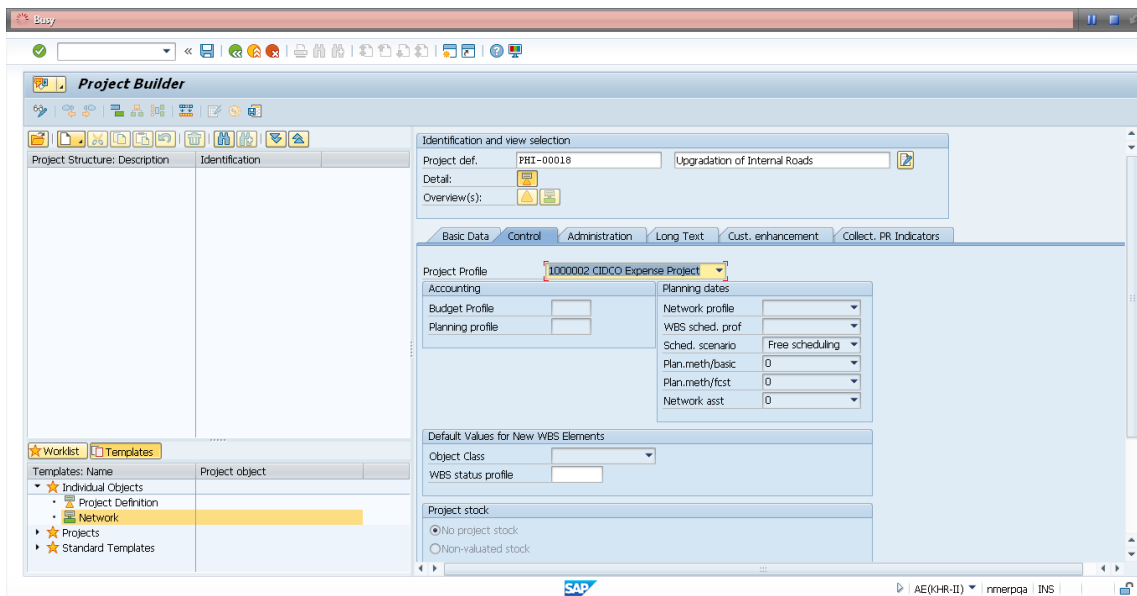
(1) Click on ▼.

Project Builder – e.g. CIDCO Expense Project



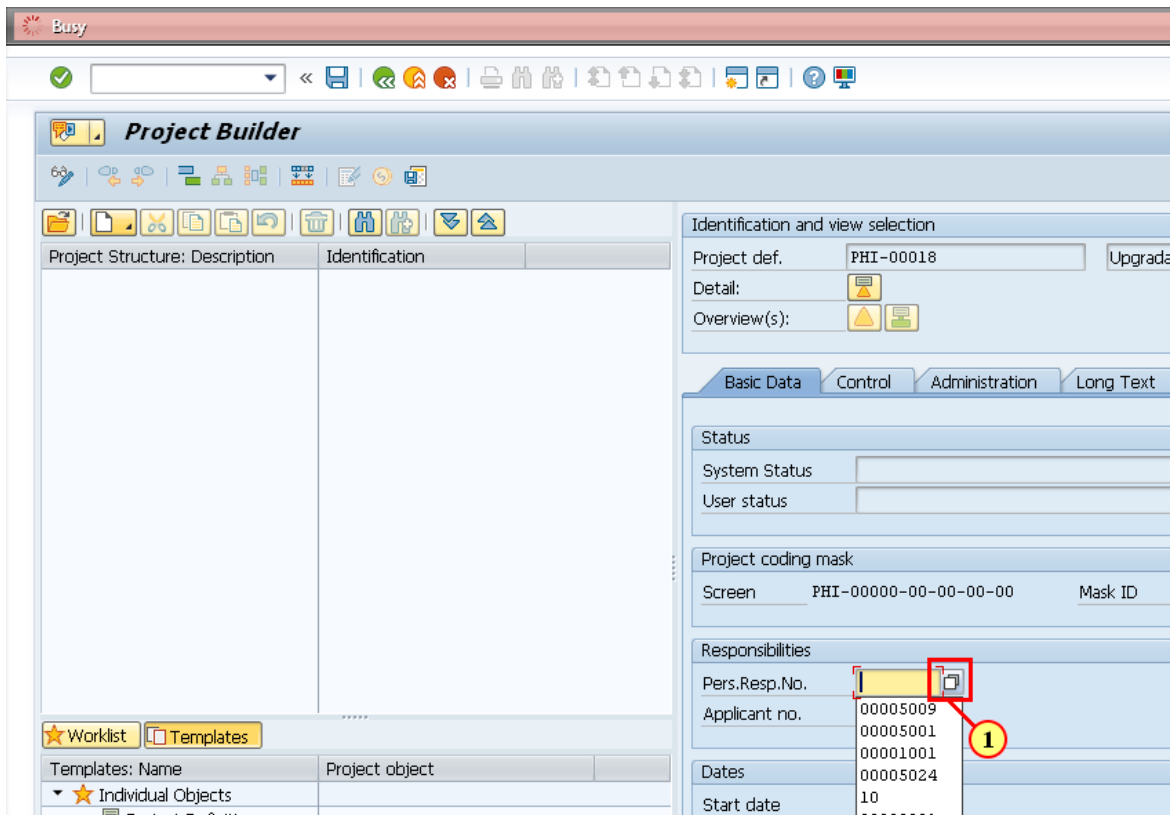
(1) Clicking on the entry **1000002 CIDCO Expense Project** selects it.

Project Builder – Click Enter key. If any required fields are not entered, then system will prompt to enter those



Enter is now pressed.

Project Builder – Enter the “Pers. Resp. No.” field by clicking on F4 key or the small icon besides the field



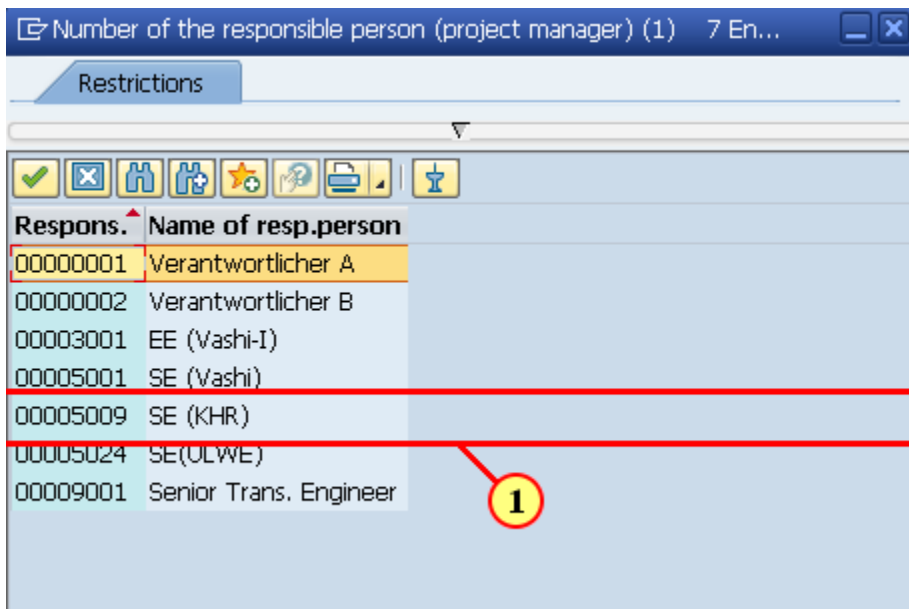
The screenshot shows the SAP Project Builder interface. The top status bar indicates 'Busy'. The main window is divided into several sections:

- Project Structure:** Description and Identification tabs.
- Identification and view selection:** Project def. (PHI-00018), Detail, and Overview(s) buttons.
- Basic Data:** Status, System Status, User status, Project coding mask (Screen: PHI-00000-00-00-00-00, Mask ID), and Responsibilities.
- Responsibilities:** A table with columns for Pers.Resp.No., Applicant no., and Dates.

A red box highlights the 'Pers.Resp.No.' field in the Responsibilities section, and a red circle with the number '1' points to it.

(1) Click on .

Number of the responsible person -- Select the appropriate Person Responsible for the new project



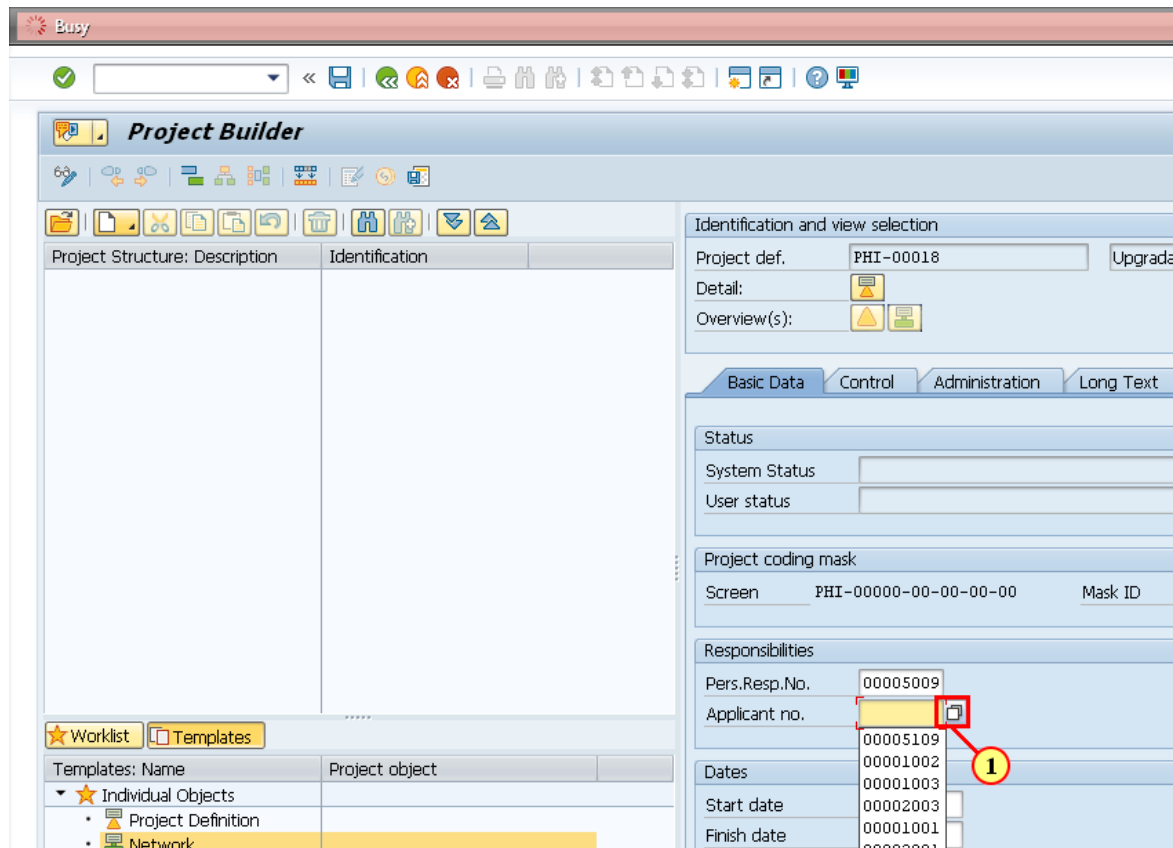
The screenshot shows the 'Number of the responsible person (project manager) (1)' dialog box. The 'Restrictions' tab is active. The dialog contains a table with the following data:

Respons.	Name of resp.person
00000001	Verantwortlicher A
00000002	Verantwortlicher B
00003001	EE (Vashi-I)
00005001	SE (Vashi)
00005009	SE (KHR)
00005024	SE(ULWE)
00009001	Senior Trans. Engineer

A red box highlights the row for '00005009 SE (KHR)', and a red circle with the number '1' points to it.

- (1) 00005009 SE (KHR) is double-clicked.

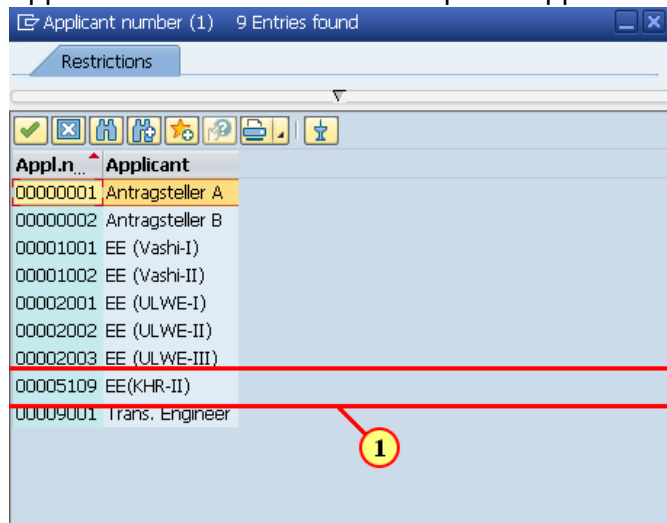
Project Builder – Select Applicant No. by clicking F4 or small icon besides the field



The screenshot shows the SAP Project Builder interface. The 'Applicant no.' field in the 'Responsibilities' section is highlighted with a red box and a red circle containing the number 1, indicating where to click to open the selection list.

- (1) Click on .

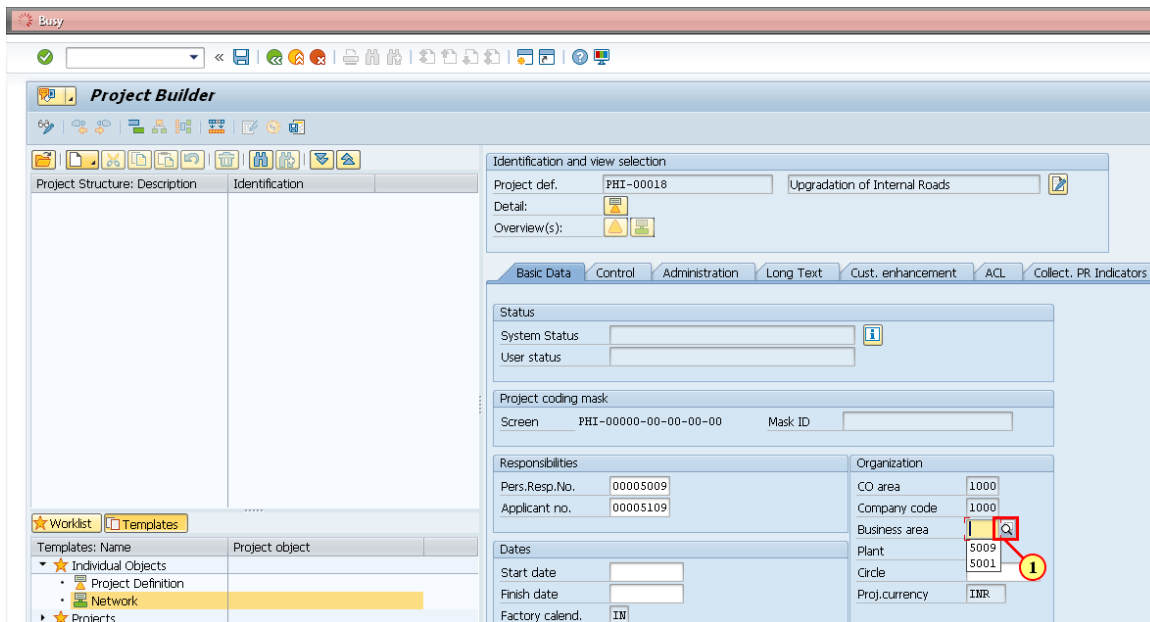
Applicant number – select the required Applicant Number



The screenshot shows the SAP Applicant selection dialog. The list of applicants is displayed, and the entry '00005109 EE(KHR-II)' is highlighted with a red box and a red circle containing the number 1, indicating the selected applicant.

- (1) 00005109 EE(KHR-II) is double-clicked.

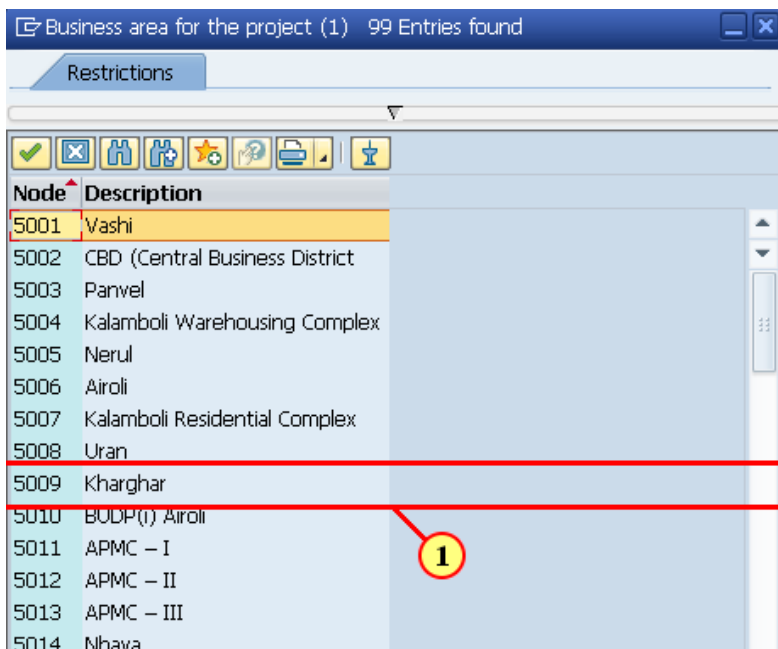
Project Builder – Enter the appropriate Business Area



The screenshot shows the SAP Project Builder interface. The left pane displays the Project Structure with a tree view containing 'Individual Objects', 'Project Definition', 'Network', and 'Projects'. The right pane shows the 'Identification and view selection' section with fields for 'Project def.' (PHI-00018), 'Detail', and 'Overview(s)'. Below this are tabs for 'Basic Data', 'Control', 'Administration', 'Long Text', 'Cust. enhancement', 'ACL', and 'Collect. PR Indicators'. The 'Basic Data' tab is active, showing fields for 'Status', 'System Status', 'User status', 'Project coding mask', 'Screen', 'Mask ID', 'Responsibilities', 'Organization', and 'Dates'. A red circle with the number '1' highlights the 'Business area' field in the 'Organization' section, which currently shows '5001'.

- (1) Click on .

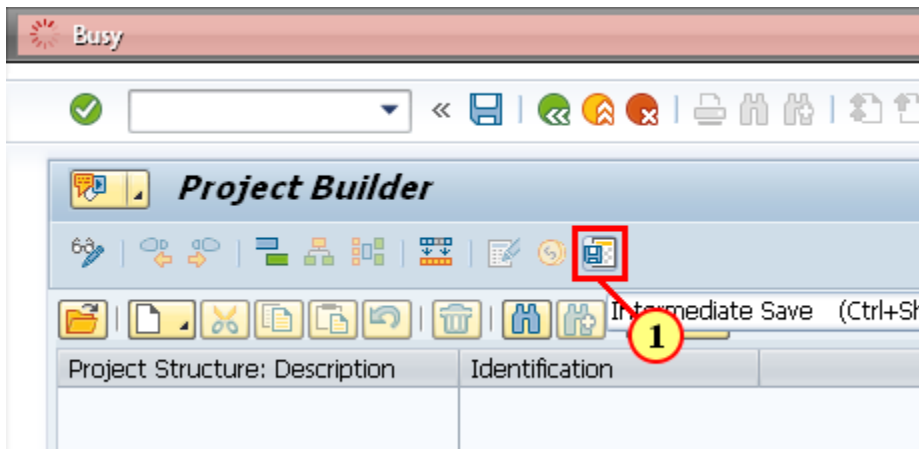
Select Business area for the project. On clicking Intermediate Save or Save, the Plant and Circle will get automatically populated.



The screenshot shows the 'Business area for the project' dialog box. The title bar indicates '99 Entries found'. The 'Restrictions' tab is active. A list of business areas is displayed with columns 'Node' and 'Description'. The list includes: 5001 Vashi, 5002 CBD (Central Business District), 5003 Panvel, 5004 Kalamboli Warehousing Complex, 5005 Nerul, 5006 Airoli, 5007 Kalamboli Residential Complex, 5008 Uran, 5009 Kharghar, 5010 BUDP(I) Airoli, 5011 APMC - I, 5012 APMC - II, 5013 APMC - III, and 5014 Nhava. A red circle with the number '1' highlights the '5009 Kharghar' entry.

- (1) 5009 Kharghar is double-clicked.

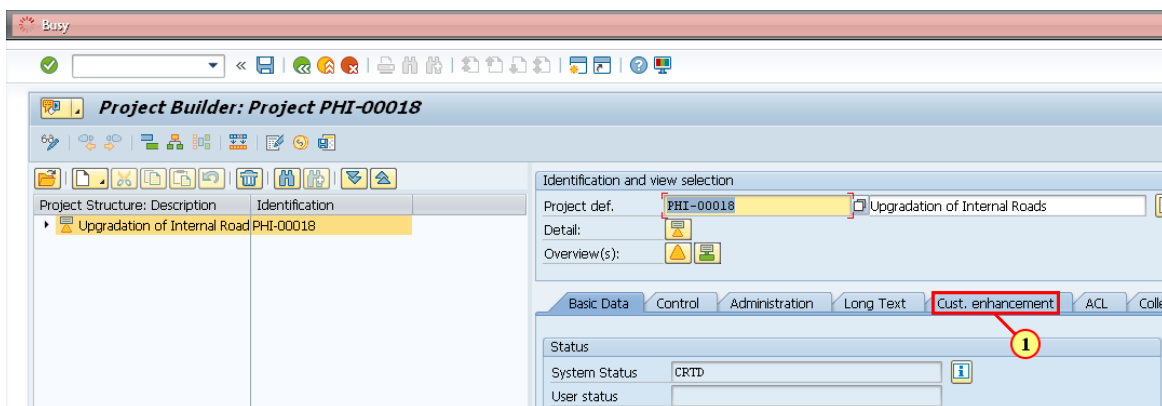
Project Builder – Click on Intermediate Save button to save the project and stay on the same screen.
The project with the selected code gets created



- (1) Click on **Intermediate Save** .

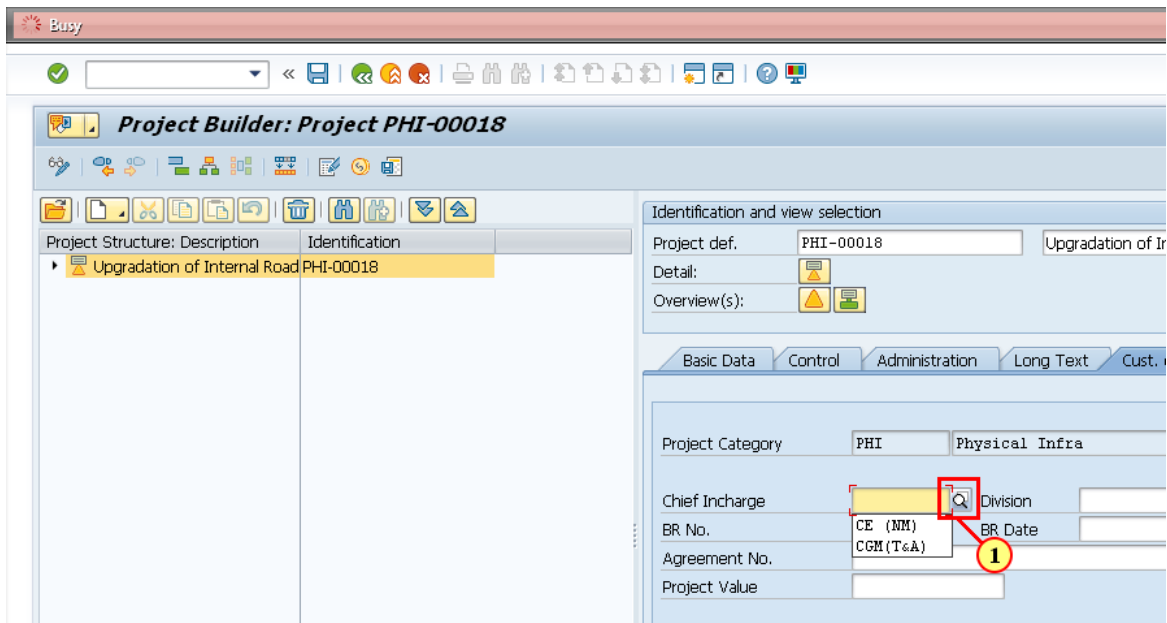
3.3. Custom Enhancement Tab

Project Builder: Project PHI-00018 – Click on Custom Enhancement tab



- (1) Click on **Cust. enhancement**.

Project Builder: Project PHI-00018 – Enter the CE in “Chief Incharge” field



Project Builder: Project PHI-00018

Project Structure: Description Identification

Upgradation of Internal Road PHI-00018

Identification and view selection

Project def. PHI-00018 Upgradation of Internal Road

Detail: [Icon]

Overview(s): [Icon]

Basic Data Control Administration Long Text Customization

Project Category PHI Physical Infra

Chief Incharge [Yellow Box] Division [Yellow Box]

BR No. CE (NM) BR Date

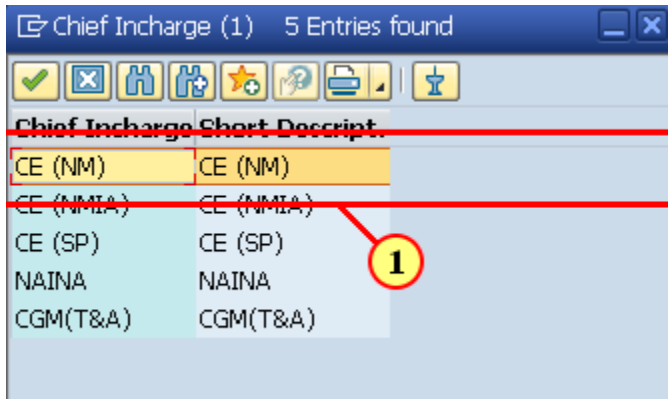
Agreement No. CGM(T&A)

Project Value

1

(1) Click on .

Chief Incharge – e.g. select CE(NM)

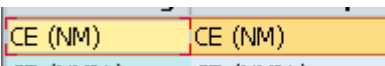


Chief Incharge (1) 5 Entries found

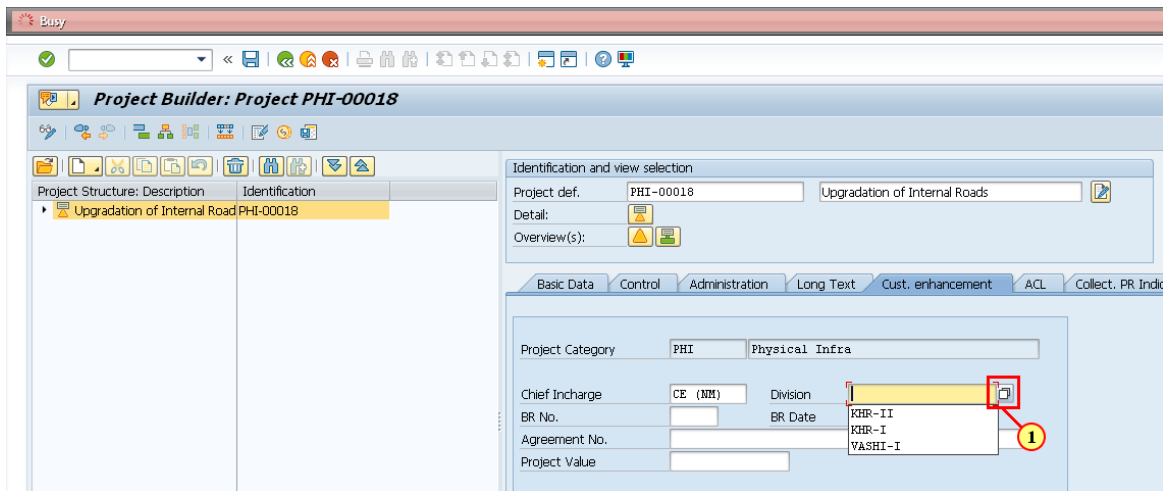
Chief Incharge Short Descript.

CE (NM)	CE (NM)
CE (NMIA)	CE (NMIA)
CE (SP)	CE (SP)
NAINA	NAINA
CGM(T&A)	CGM(T&A)

1

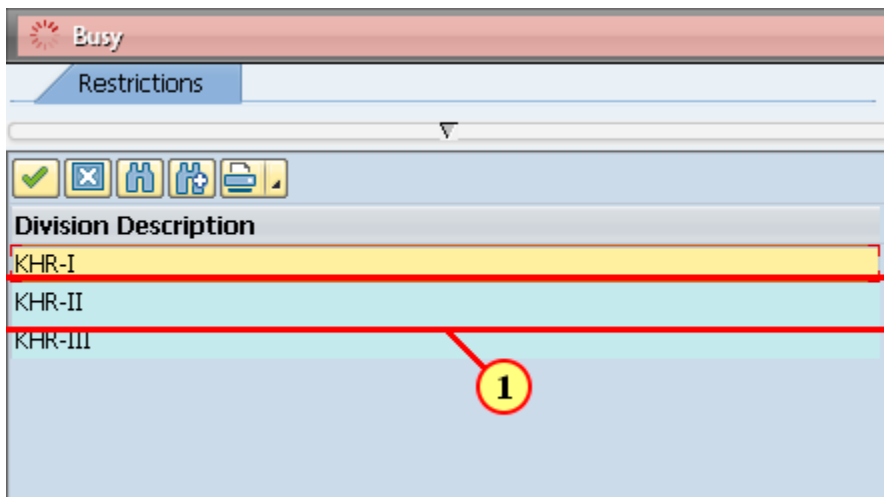
(1)  is double-clicked.

Project Builder: Project PHI-00018 – Select Division



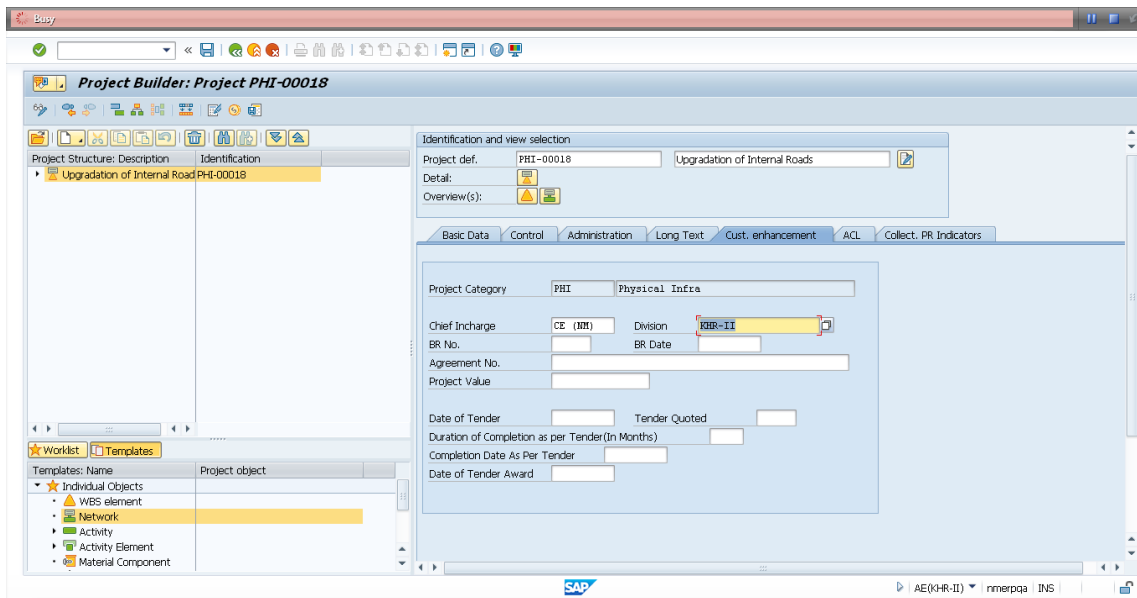
(1) Click on .

Division Description – Select appropriate Division for the project



(1)  is double-clicked.

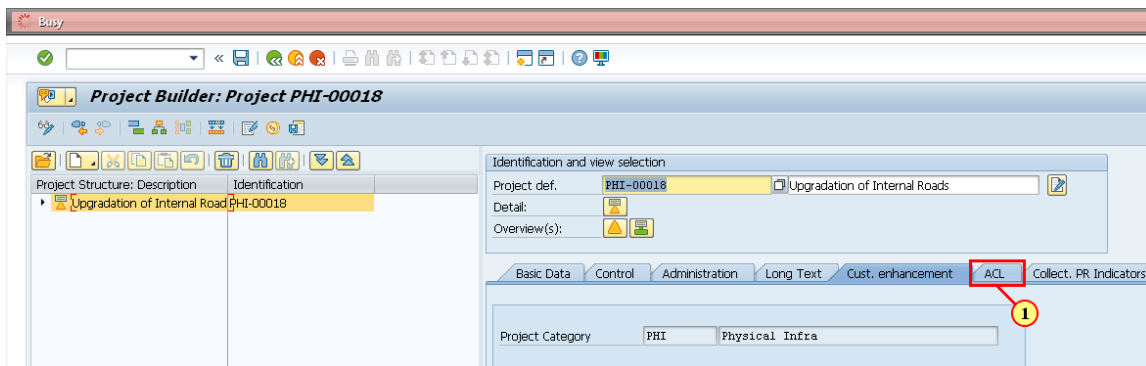
Project Builder: Project PHI-00018 – Click on Enter so that system will prompt to enter values of any mandatory fields.



Enter is now pressed.

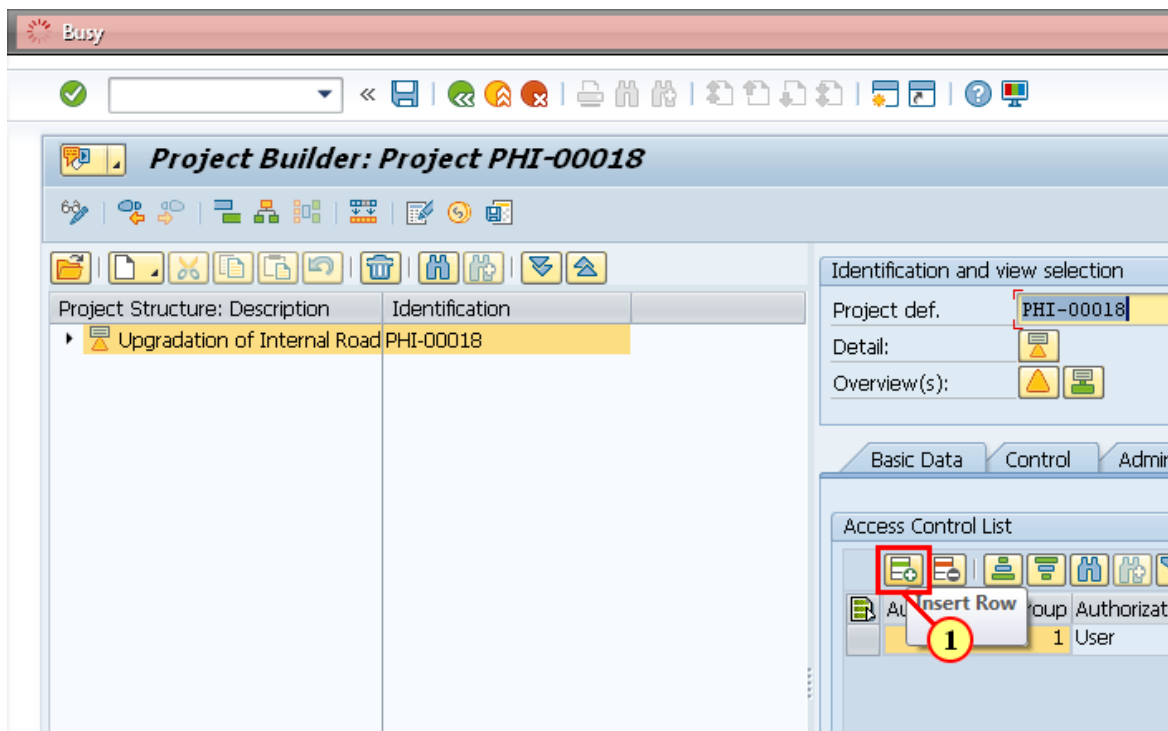
3.4. ACL Tab

Project Builder: Project PHI-00018 – Click on ACL tab



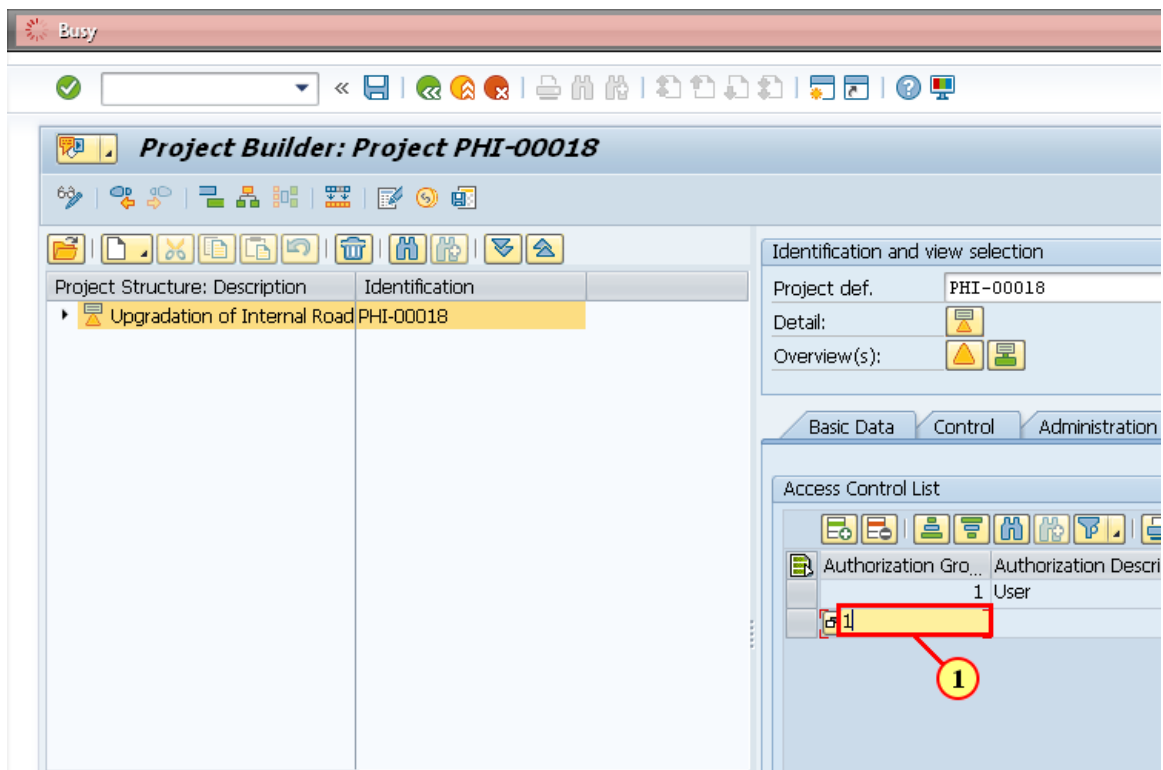
(1) Click on .

Project Builder: Project PHI-00018 – Add/Insert row. By default, one entry will be available for the creator of the project. We need to provide other users who can access this project

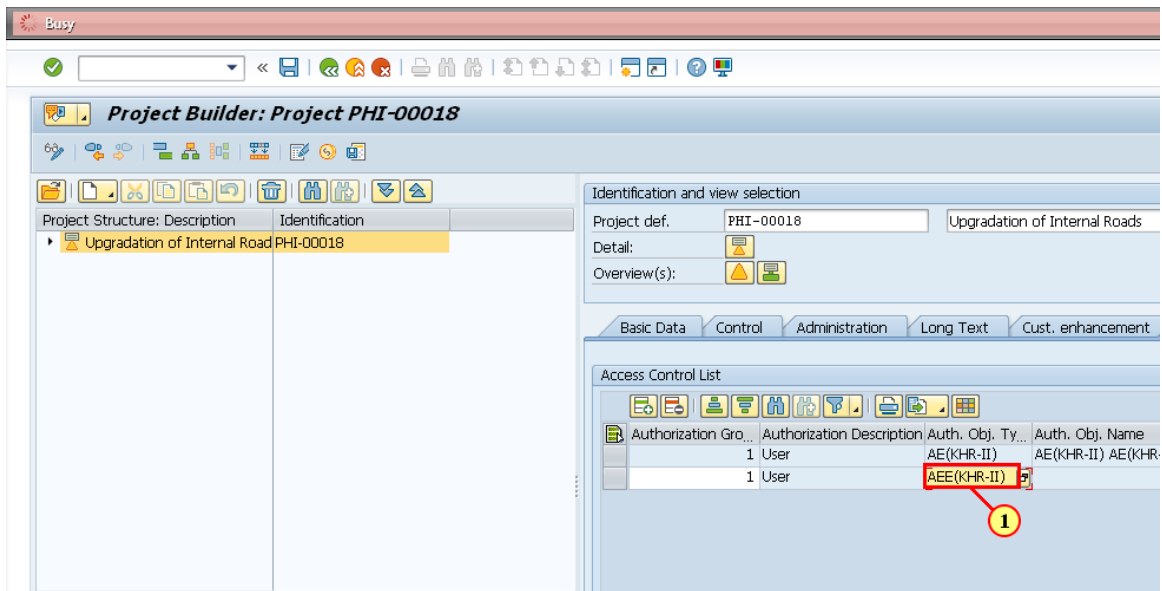


(1) Click on .

Project Builder: Project PHI-00018 – On the newly created row, select the “Authorization group” as 1

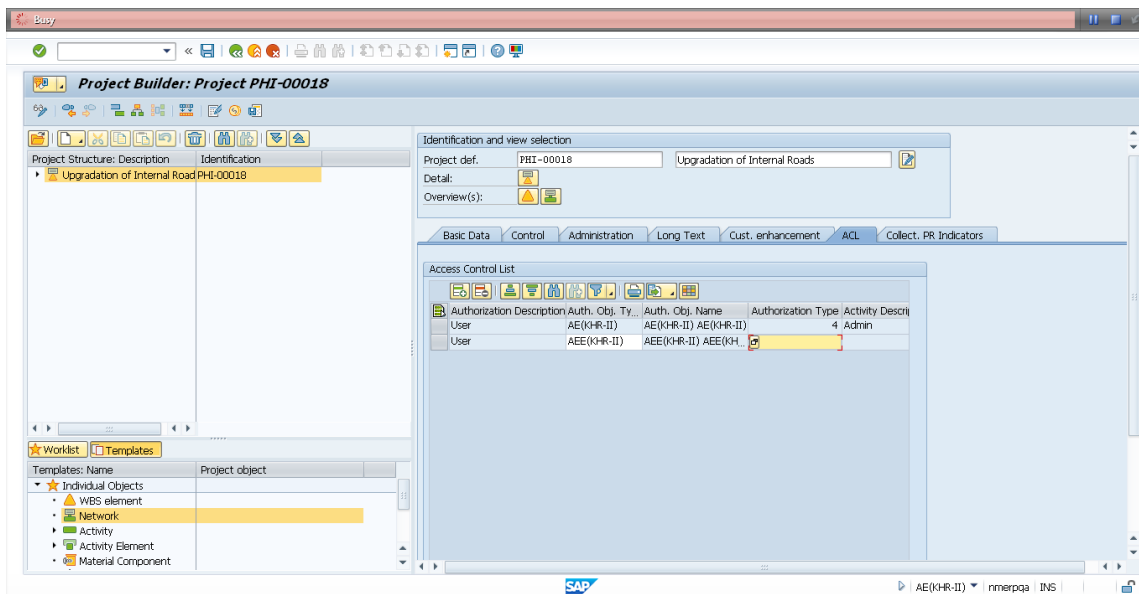


Select Authorization Obj. Type as the user who needs to access this project

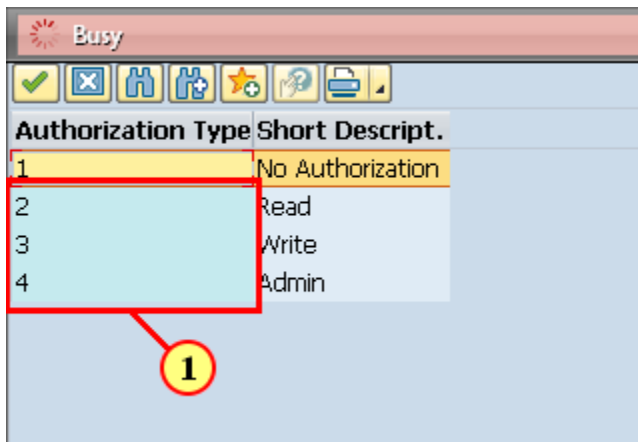


(1) The field is filled out.

Project Builder: Project PHI-00018 – Provide the type of access this user should have e.g. Write access - 3

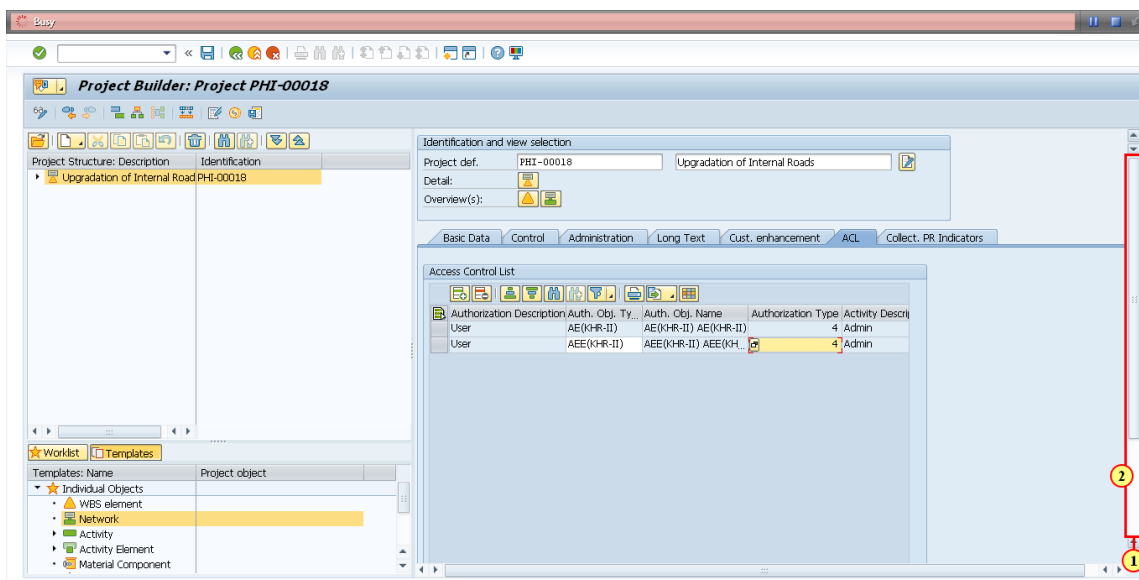


F4 is now pressed.



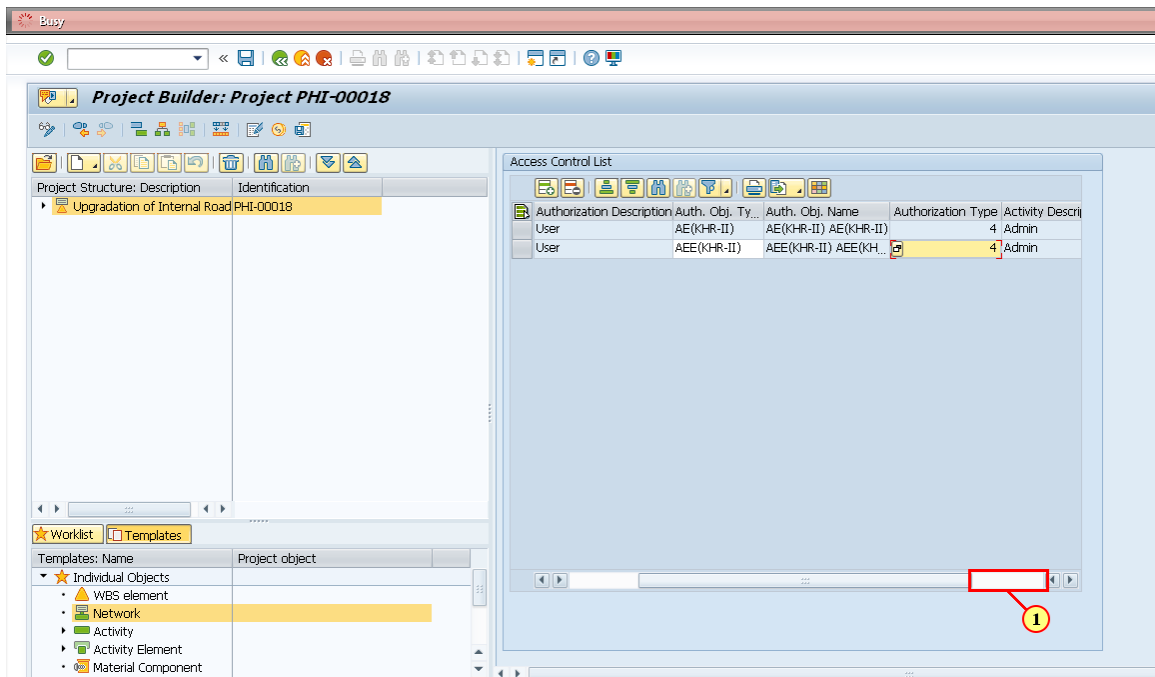
(1)  is double-clicked.

Project Builder: Project PHI-00018 – Using tab key navigate the further fields in this row



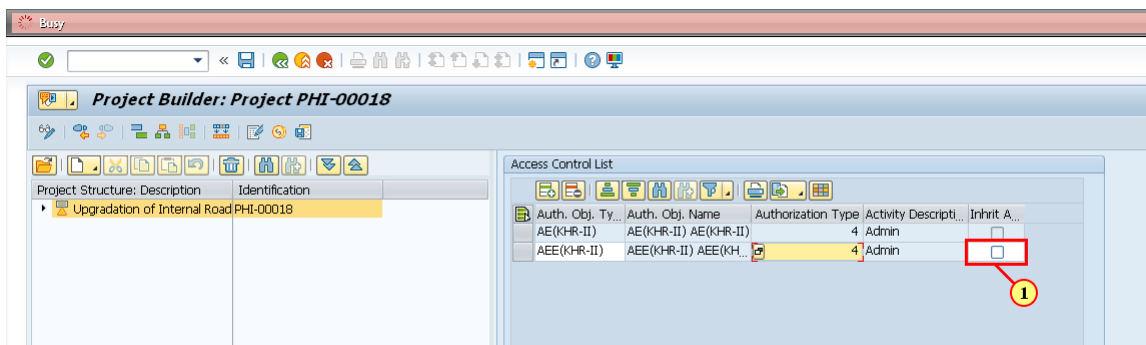
- (1) Clicking in the **scroll area** displays the desired screen area.
 (2) Drop on .

Project Builder: Project PHI-00018 – Scroll bar is also available to scroll to right



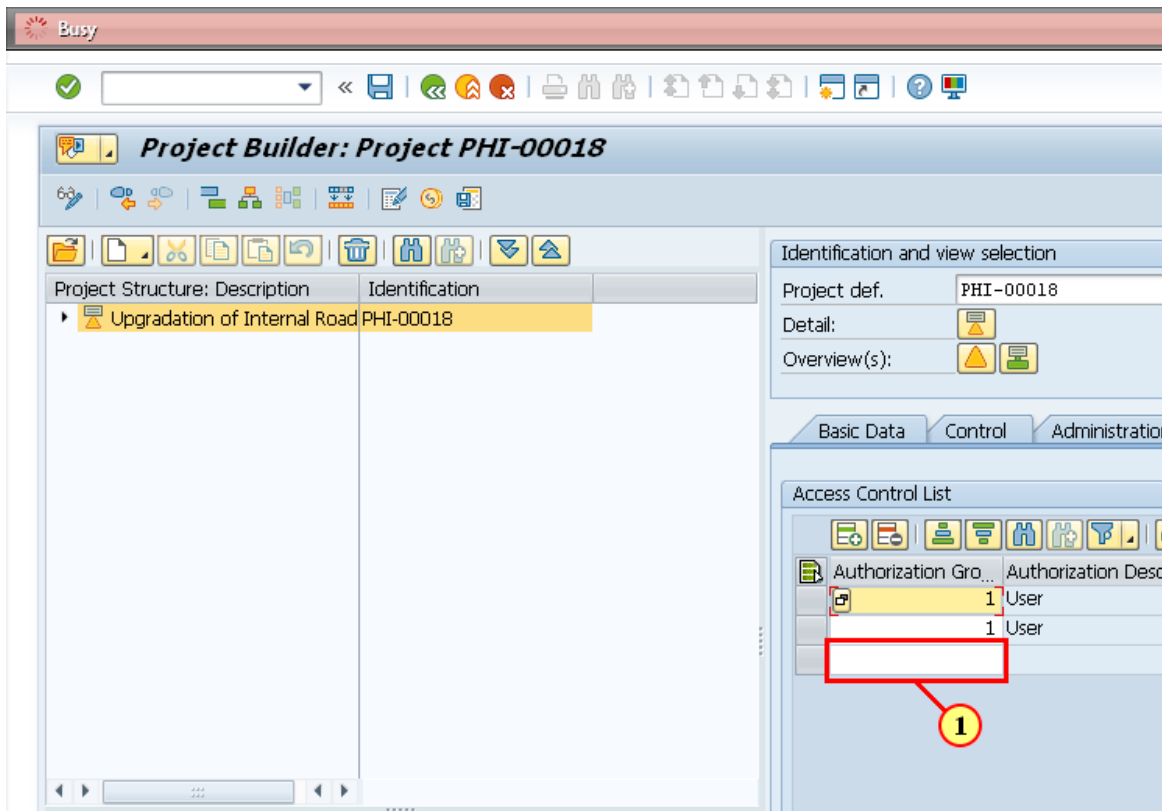
(1) Clicking in the **scroll area** makes the desired area appear.

Project Builder: Project PHI-00018v- Check the checkbox for Inherit column so that all the project structure adopts this inheritance rule

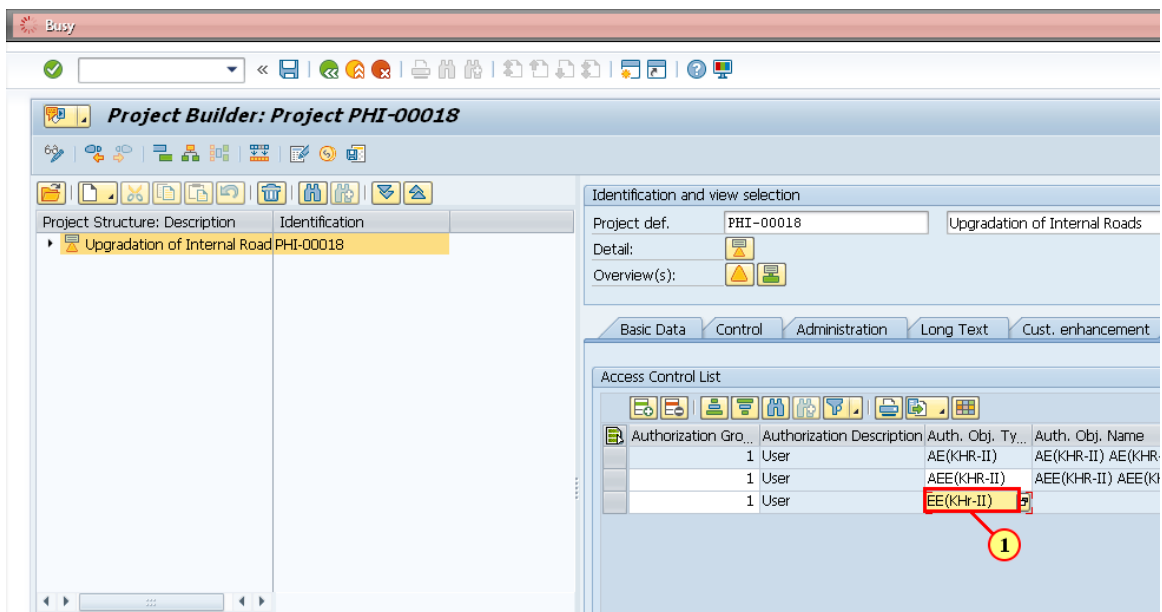


(1) Click on ☐.

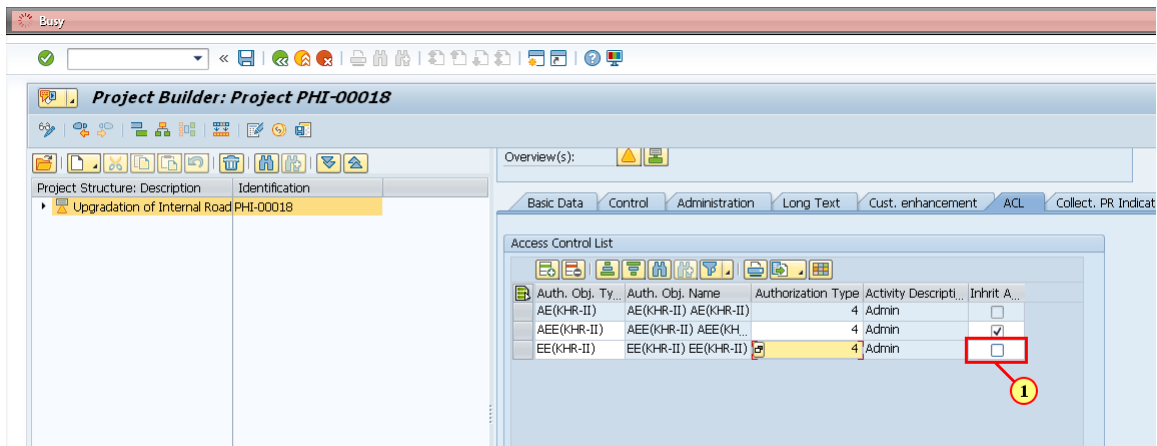
Project Builder: Project PHI-00018 – Similarly add other rows for AEE and EE



(1) Click on _____.

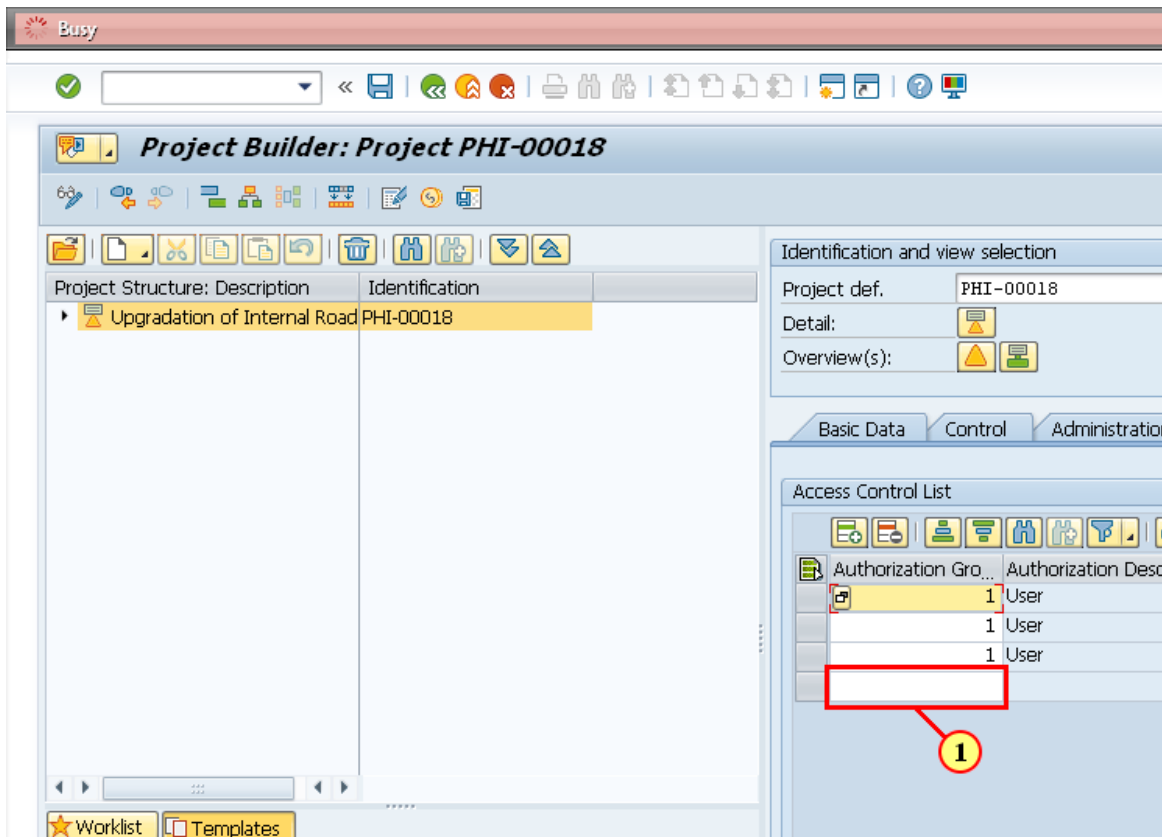


(1) The field is filled out.



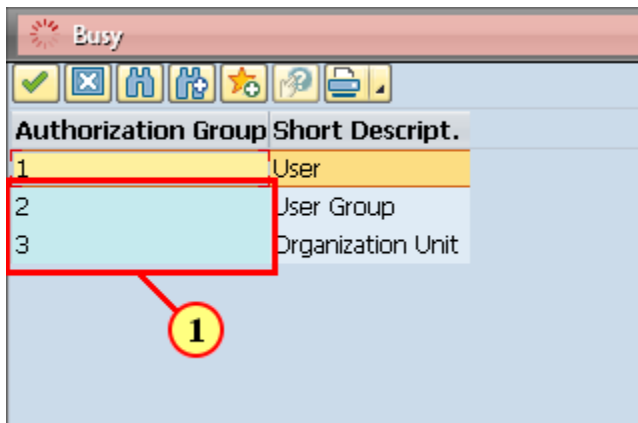
(1) Click on ☐.

Project Builder: Project PHI-00018 – Now add another row for providing access to Group

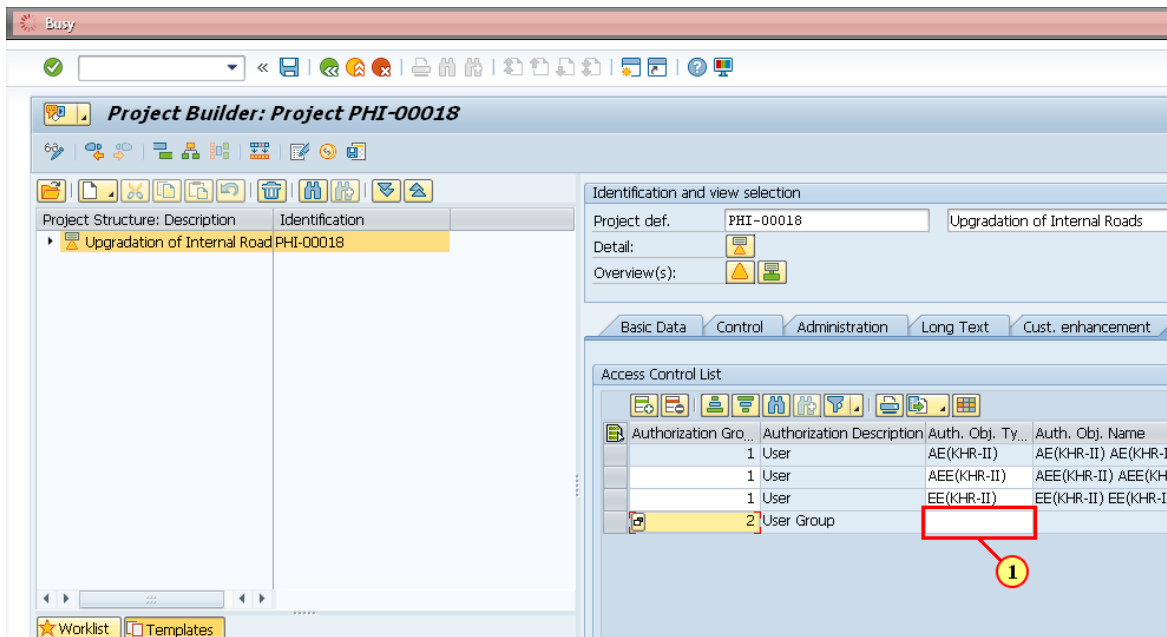


(1) Click on ☐.

PS ACL Authorization Group (1) 3 Entries found

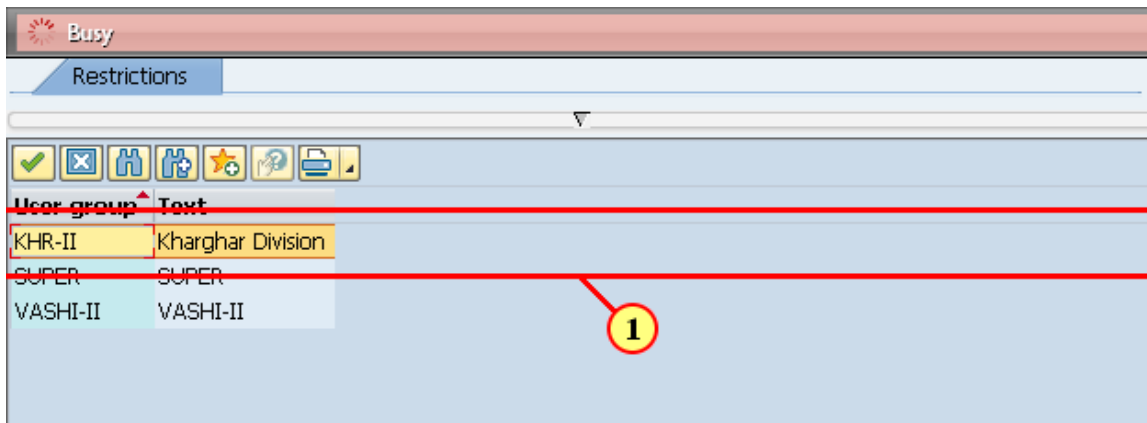


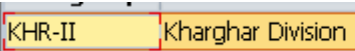
(1) is double-clicked.



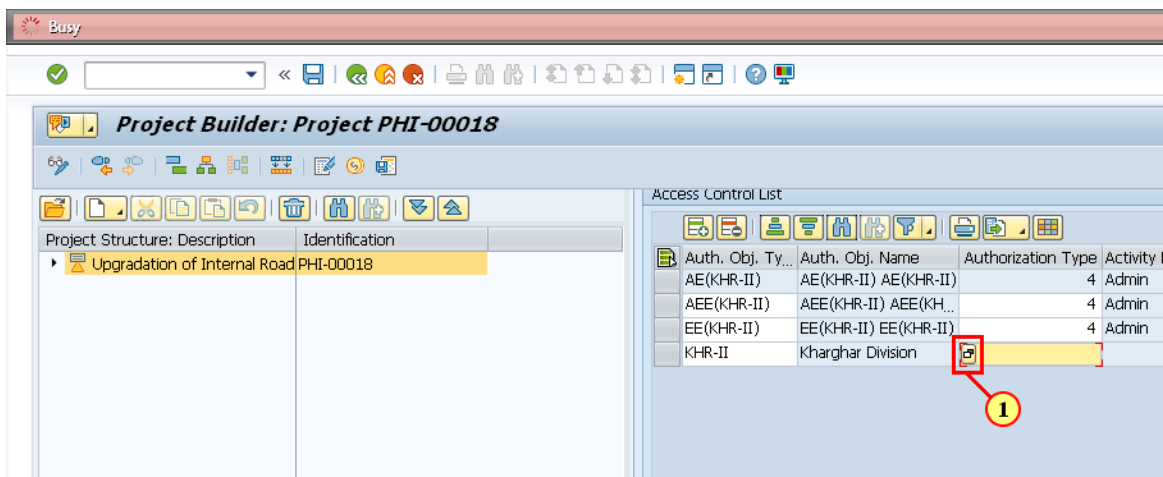
(1) Click on _____.

User group – Select appropriate group as applicable to the project. The users from this group can view the project



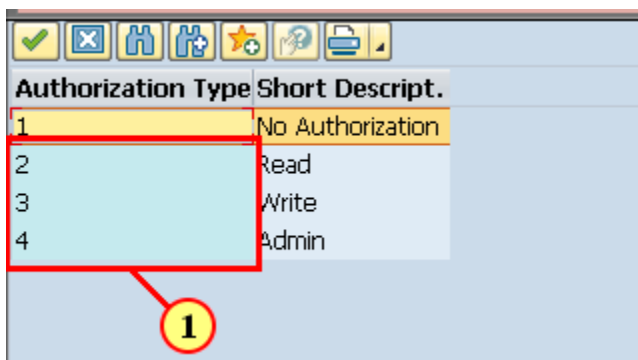
(1)  is double-clicked.

Project Builder: Project PHI-00018 – Provide Authorization Type as “Read”



(1) Click on .

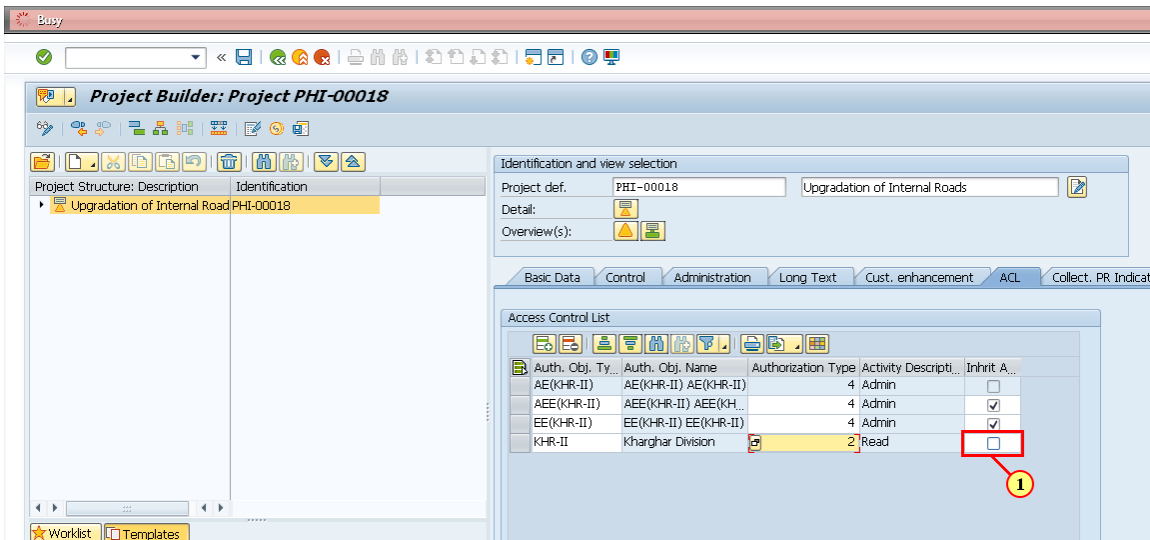
PS ACL Authorization Type





(1) is double-clicked.

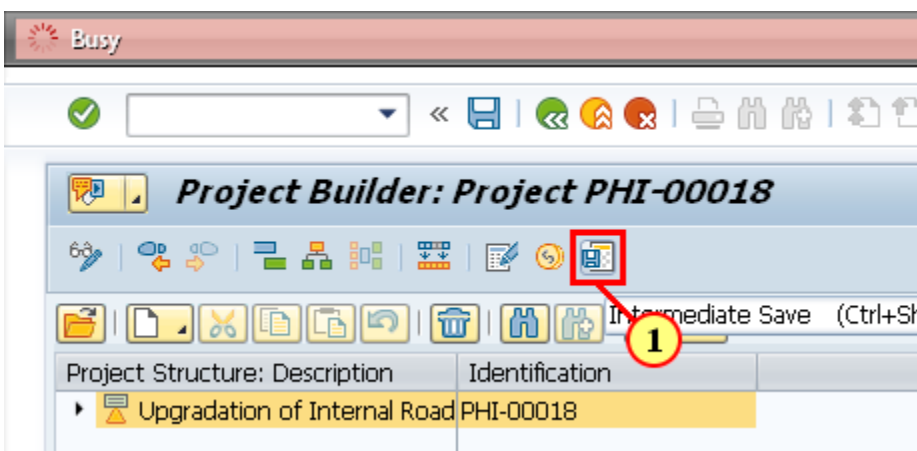
Project Builder: Project PHI-00018 – Click the checkbox for Inheritance



(1) Click on .

Project Builder: Project PHI-00018 – Click on Intermediate Save to save the changes

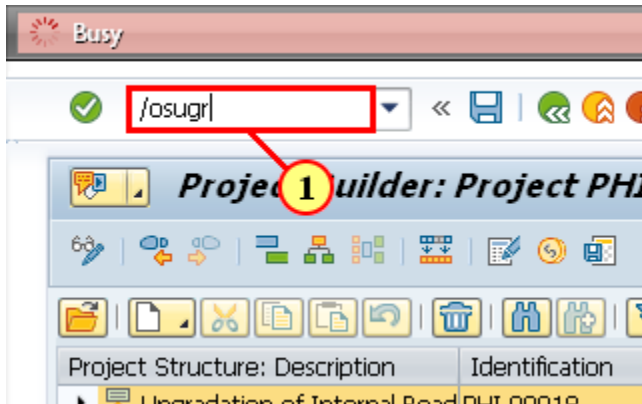
Note: Maintain Users in ACL (in user group, users from finance dept and from other dept have to maintain). This step is mandatory to RA bill approval and PO display or change.



(1) Click on **Intermediate Save** .

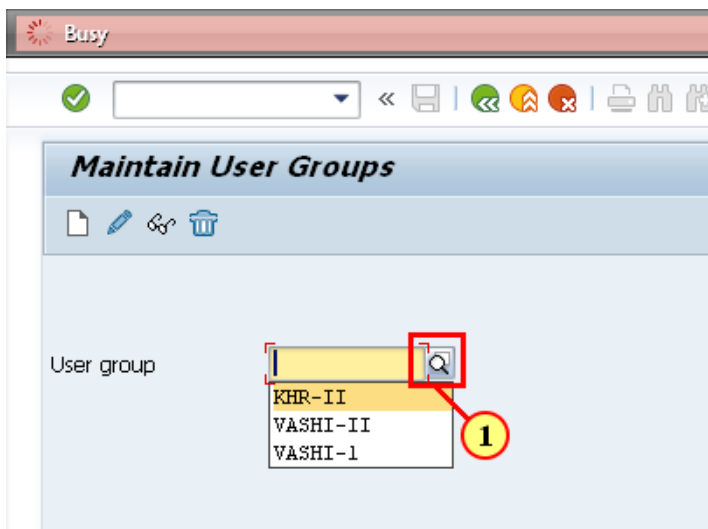
3.5. User Group List - Tcode SUGR

Project Builder: Project PHI-00018 – Check the user groups available in the system using Tcode SUGR– Enter /osugr to open new screen with the Tcode SUGR



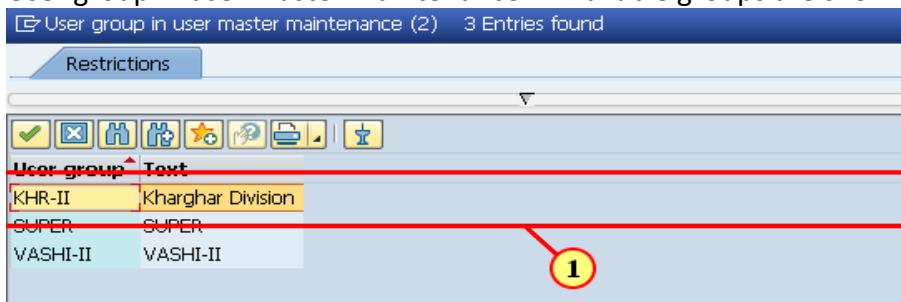
(1) The field is filled out.

Maintain User Groups – Click on the search icon besides the User Group field



(1) Click on .

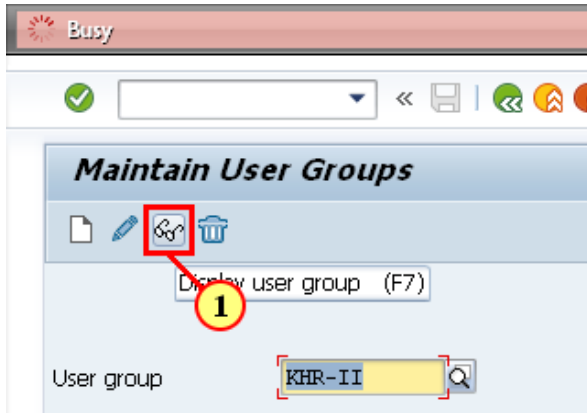
User group in user master maintenance – Available groups are shown in the list



KHR-II	Kharghar Division
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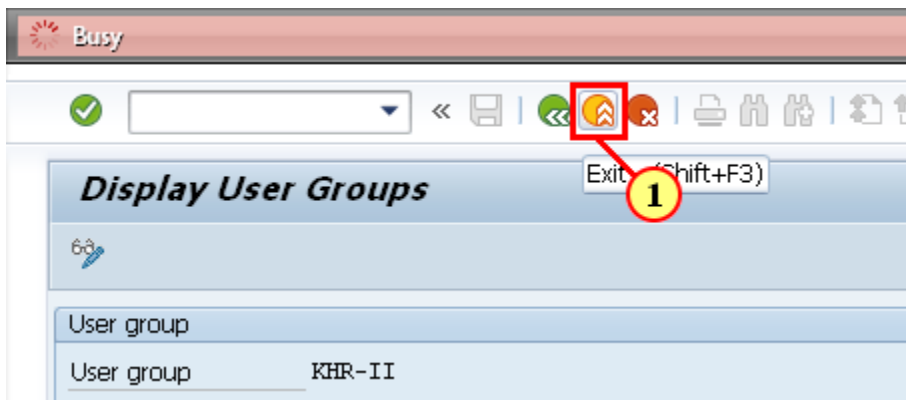
(1) is double-clicked.

Maintain User Groups – Click on the Display icon



(1) Click on **Display user group** .

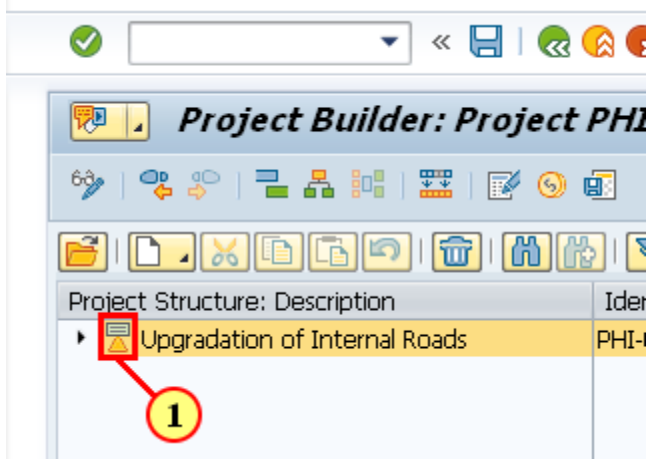
Display User Groups – The screen shows the details of the selected group. Click to go back



(1) Click on .

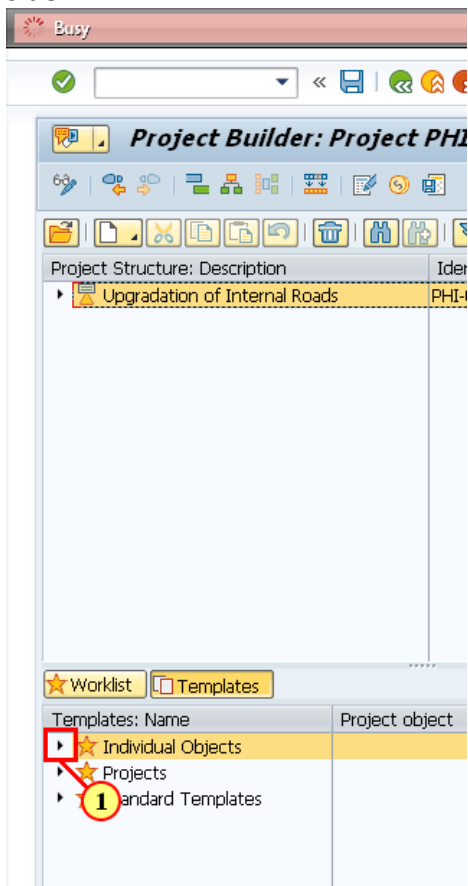
3.6. Create top level WBS

Project Builder: Project PHI-00018 -- Tcode CJ20N -- Select the Project definition of the newly created project



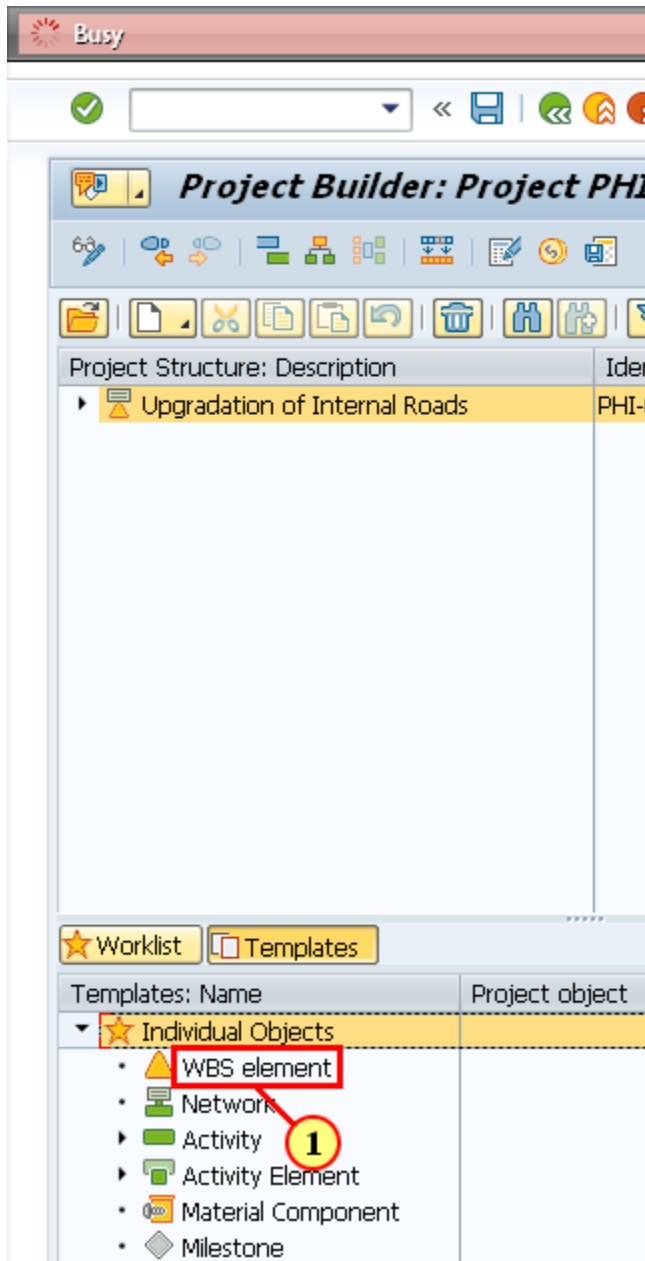
(1) Click on .

Project Builder: Project PHI-00018 – Expand Individual Objects at the bottom of the screen on left hand side.



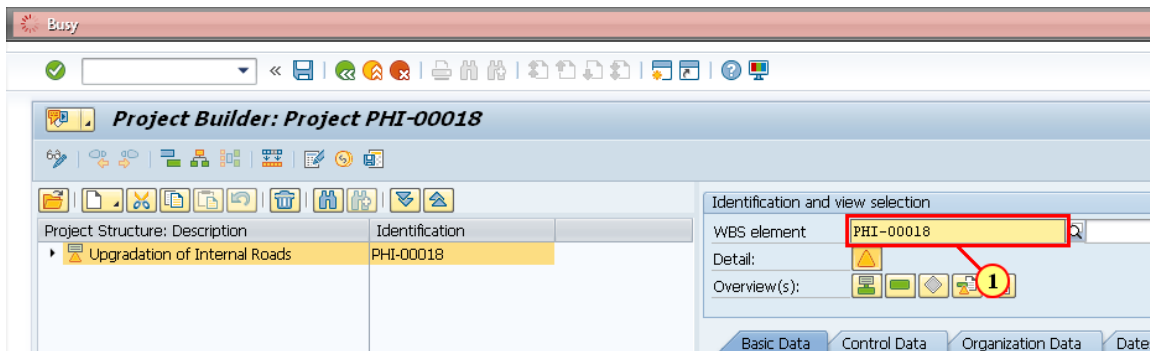
(1) Click on **Individual Objects** .

Project Builder: Project PHI-00018 – Various objects are shown e.g. WBS, Network, Activity etc. DoubleClick the WBS object to add it to newly created project



(1) WBS element is double-clicked.

Project Builder: Project PHI-00018 – On right hand side, enter the details of WBS. The first WBS should have the same code as the project. So, enter PHI-00018. (Delete any other numbers appearing here by default – only for first WBS)



Project Builder: Project PHI-00018

Project Structure: Description Identification

Upgradation of Internal Roads PHI-00018

Identification and view selection

WBS element: PHI-00018

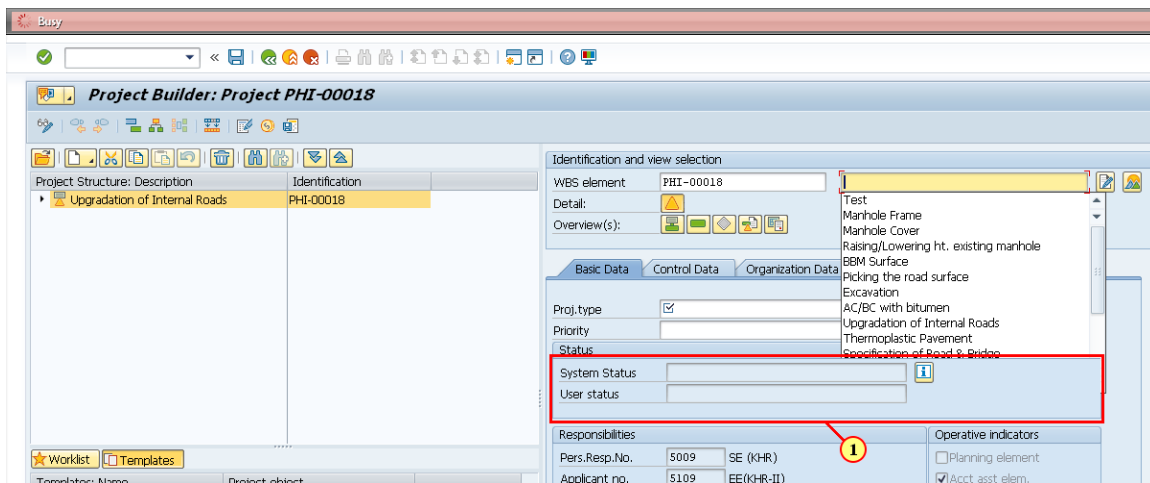
Detail: [Warning Icon]

Overview(s): [Icons]

Basic Data Control Data Organization Data Dates

(1) The **WBS element** field is filled out.

Project Builder: Project PHI-00018 – Enter Short Description for WBS – for the first WBS – this can be same as project name



Project Builder: Project PHI-00018

Project Structure: Description Identification

Upgradation of Internal Roads PHI-00018

Identification and view selection

WBS element: PHI-00018

Detail: [Warning Icon]

Overview(s): [Icons]

Basic Data Control Data Organization Data

Proj. type: ☒ []

Priority: []

Status: []

System Status: []

User status: []

Responsibilities

Pers. Resp. No.: 5009 SE (K-HR)

Applicant no.: 5109 EE (K-HR-II)

Operative indicators

☐ Planning element

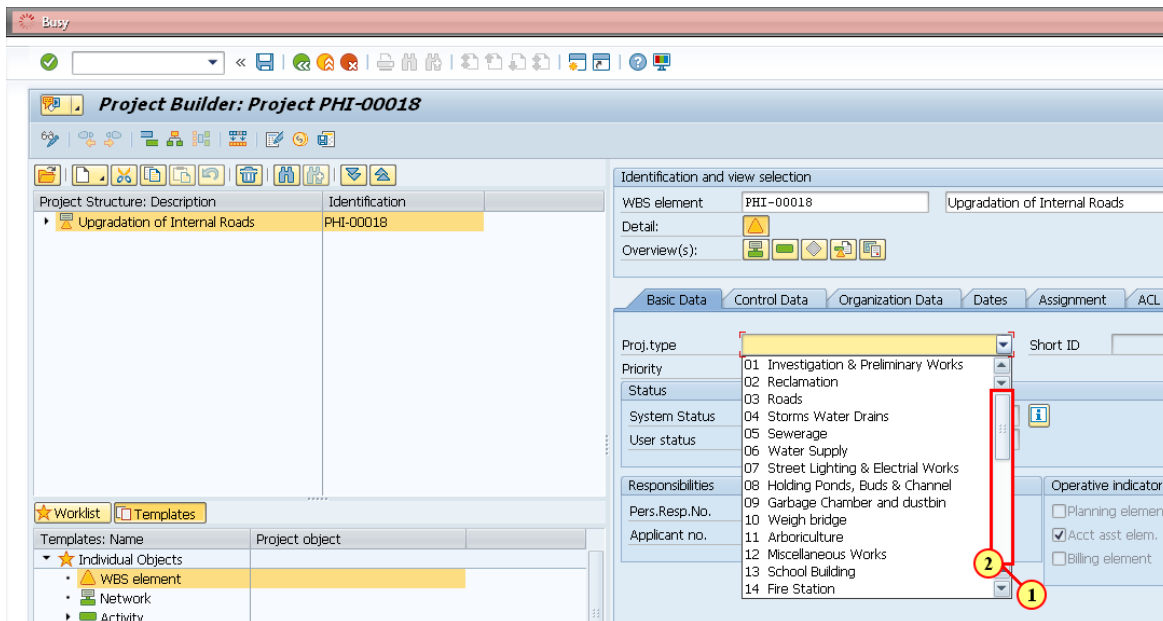
☒ Acct. asst. elem.



1st Level WBS Element also have the same coding as Project Code

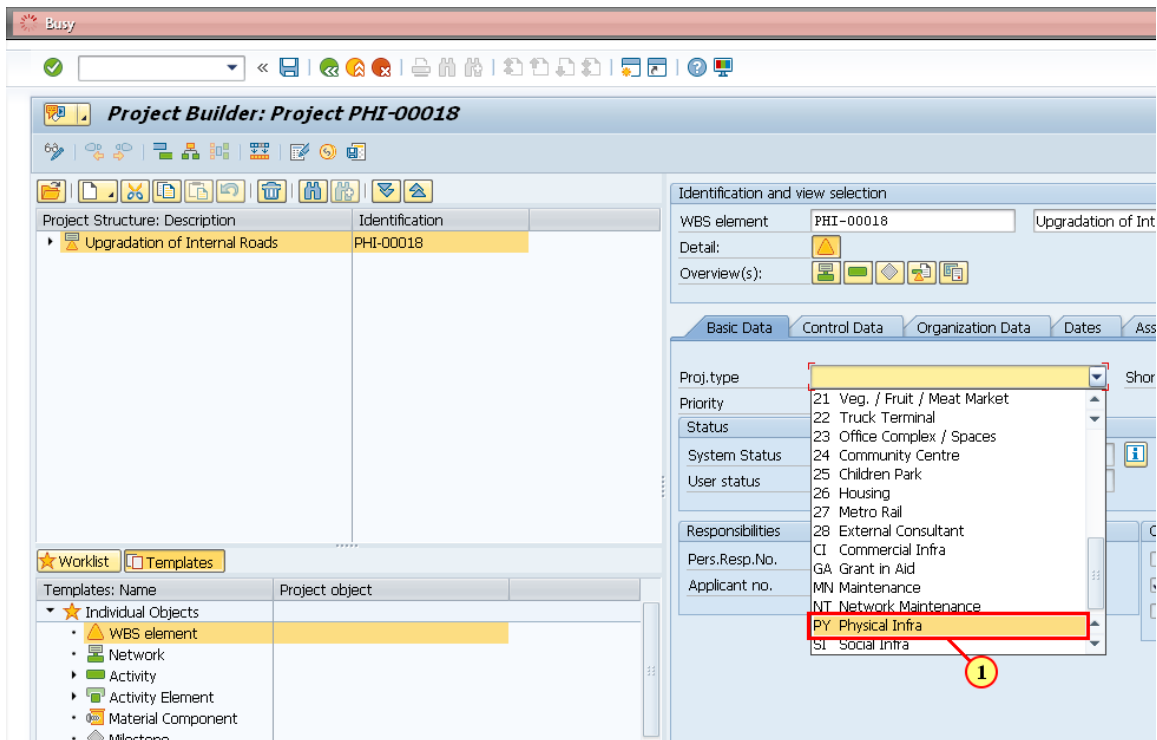
(1) The field is filled out.

Project Builder: Project PHI-00018 – Select Project Type



- (1) Clicking in the **scroll area** displays the desired screen area.
 (2) Drop on .

Project Builder: Project PHI-00018 – e.g. Select Physical Infra. Click Enter key

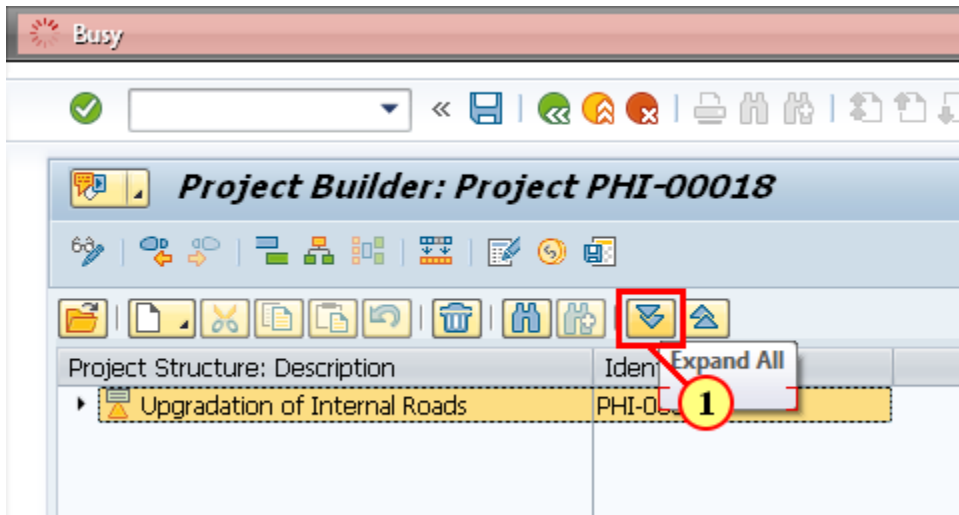


- (1) Clicking on the entry **PY Physical Infra** **PY Physical Infra** selects it.

Project Builder: Project PHI-00018 – Select Project Definition on Left side and click on Expand All button

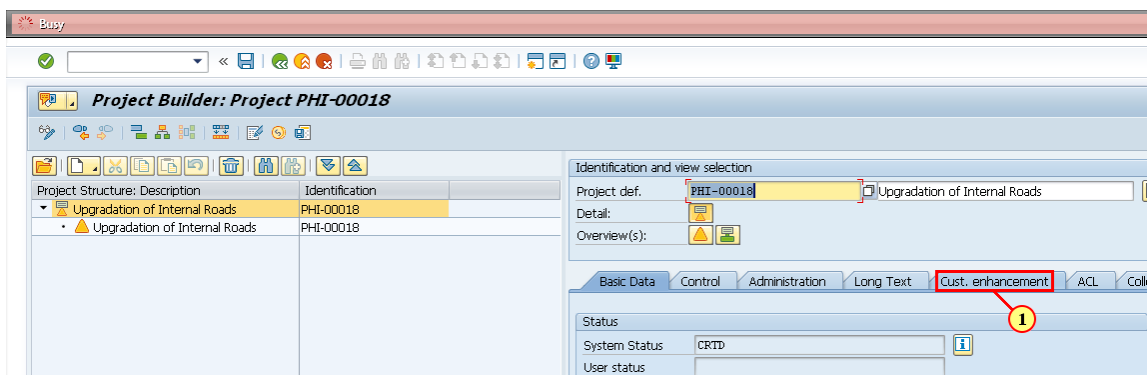
(1) Click on  Upgradation of Internal Roads.

Project Builder: Project PHI-00018



(1) Click on .

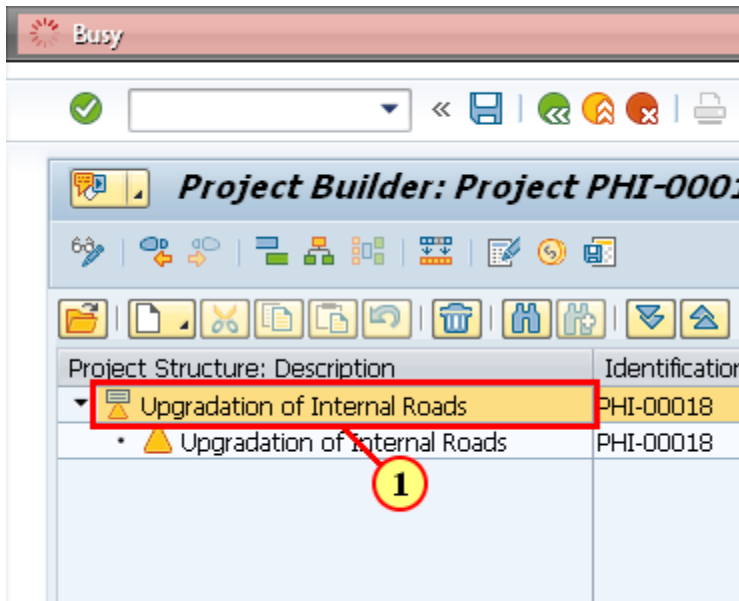
Project Builder: Project PHI-00018 – The newly created WBS is seen after expanding the project. Note that it has same code as Project Definition.



(1) 1st Level WBS Element

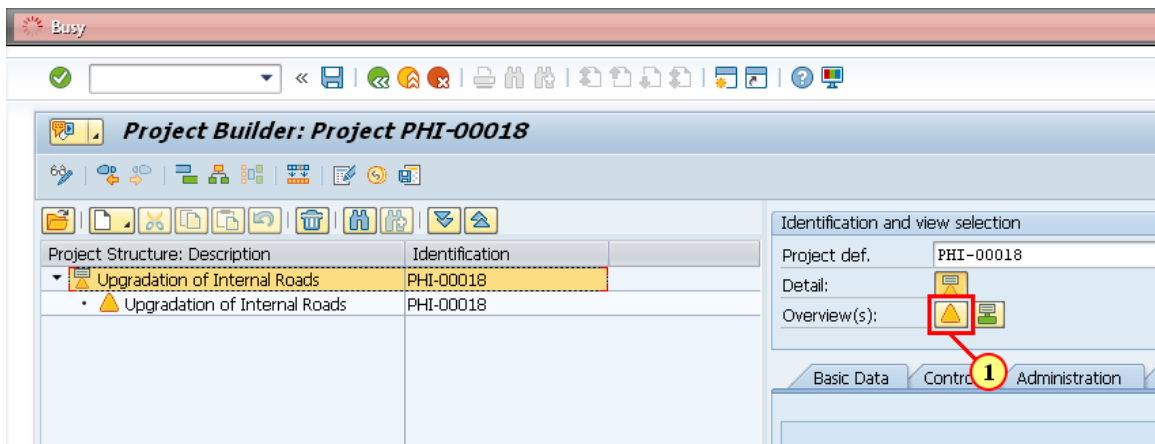
3.7. Create multiple WBS

Project Builder: Project PHI-00018 – Ensure that Project Definition is selected on left side screen



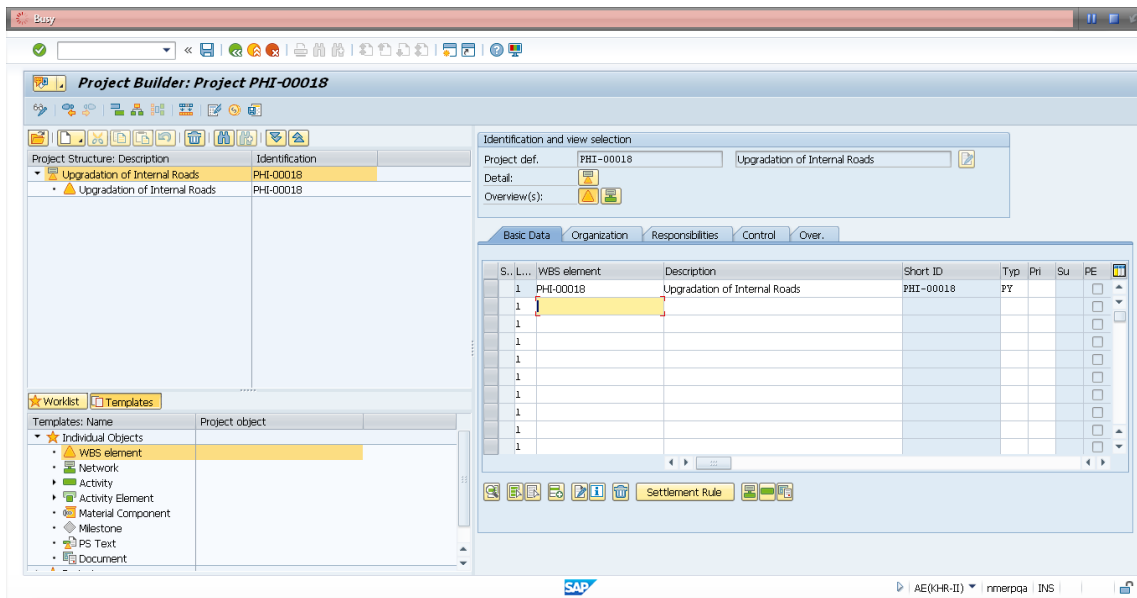
(1) Click on  Upgradation of Internal Roads .

Project Builder: Project PHI-00018 – Click on the icon shown in screen to see a list of WBS



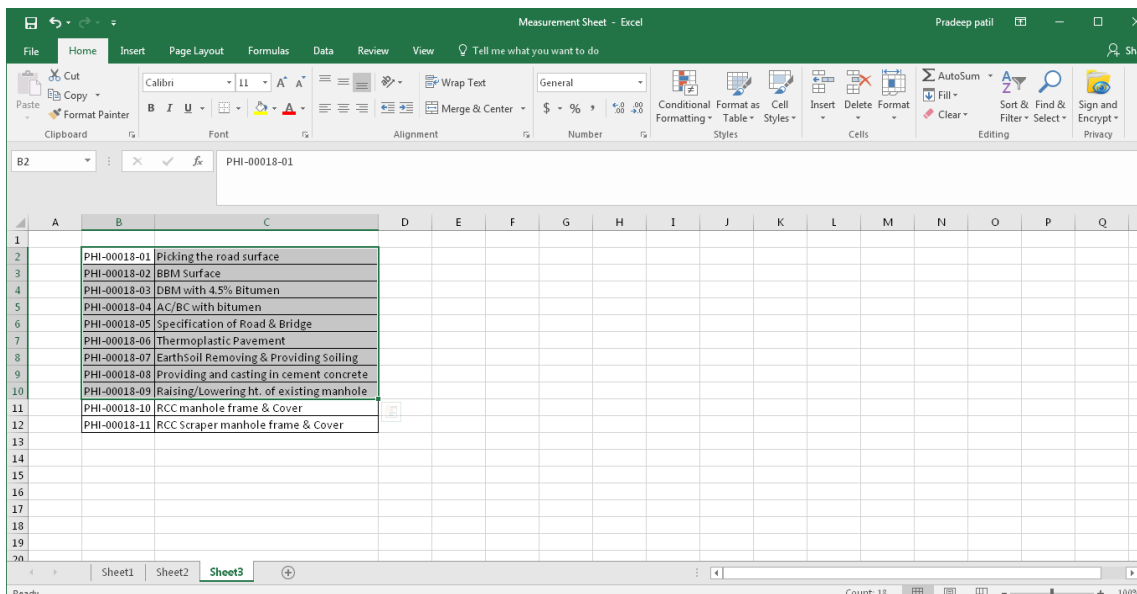
(1) Click on  .

Project Builder: Project PHI-00018 – We see the first WBS here. Now we can enter the remaining WBS structure through this WBS Overview screen by copying from xls. Alternately new WBS can be typed in directly.



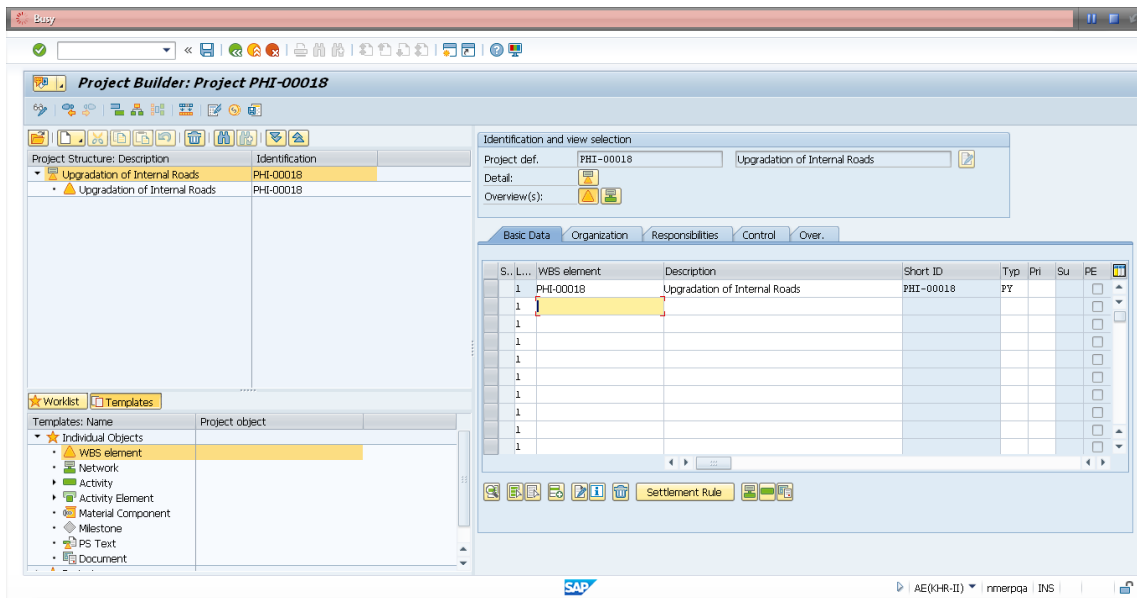
WBS Element Hierarchy

Measurement Sheet – Excel – Open the excel containing the WBS structure with the numbering e.g. PHI-00018-01, etc. Copy the codes with the short description to paste into SAP screen



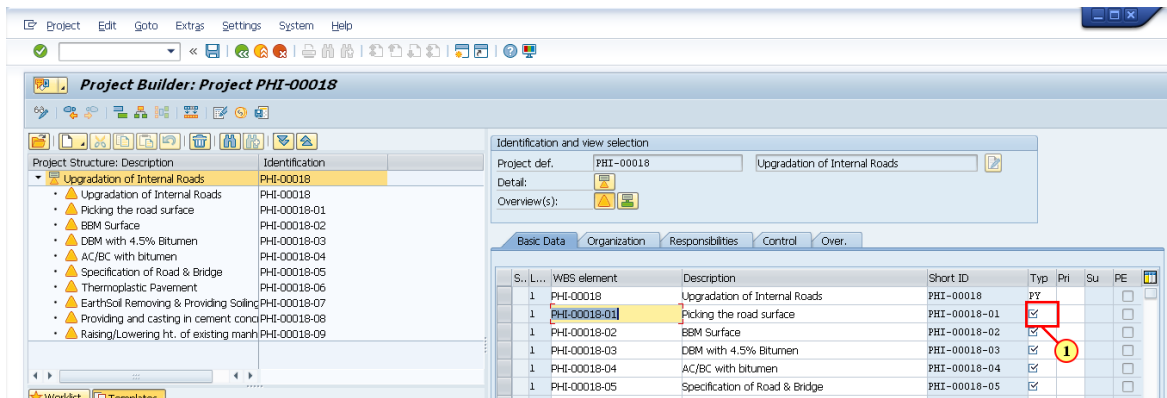
Ctrl+C is now pressed.

Project Builder: Project PHI-00018 – Press Ctrl+V to paste the structure from excel to SAP screen of WBS Overview



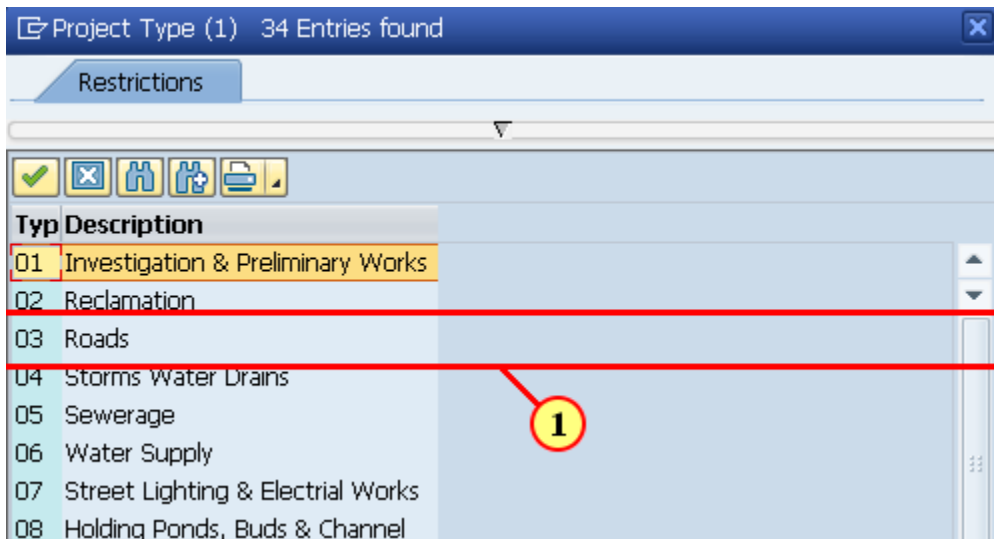
Ctrl+V is now pressed.

Project Builder: Project PHI-00018 – Enter the project type field for each row of the structure since it is mandatory

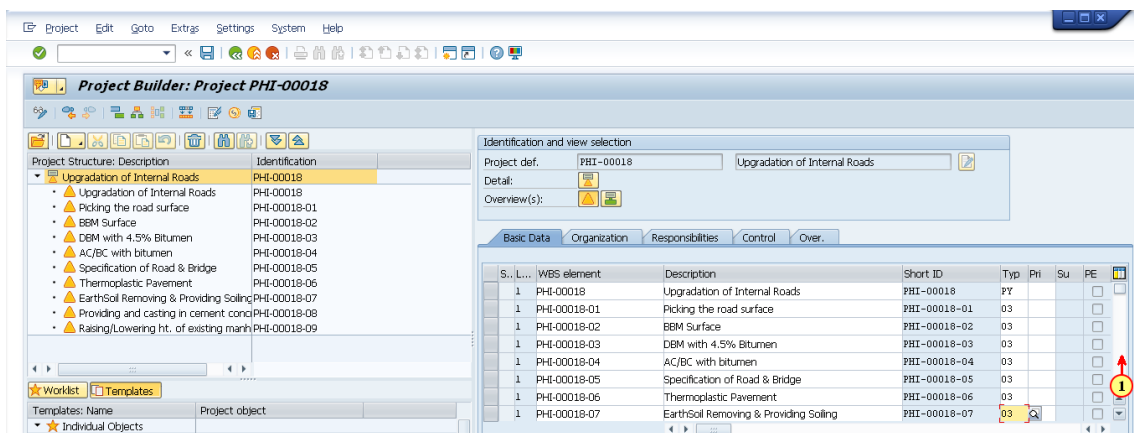


(1) Click on .

Project Type – Select the required entry. Do this for all the new WBS rows

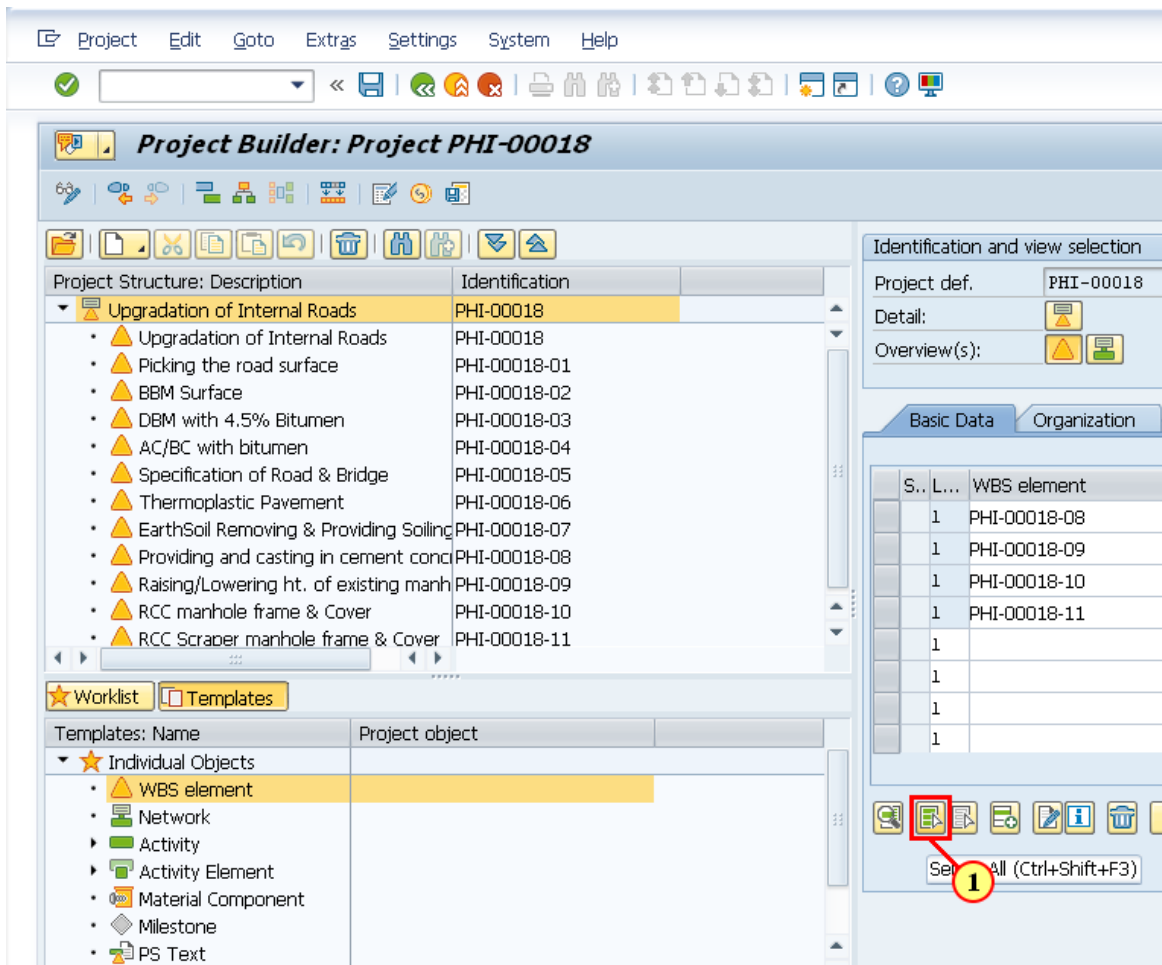


(1) 03 Roads is double-clicked.



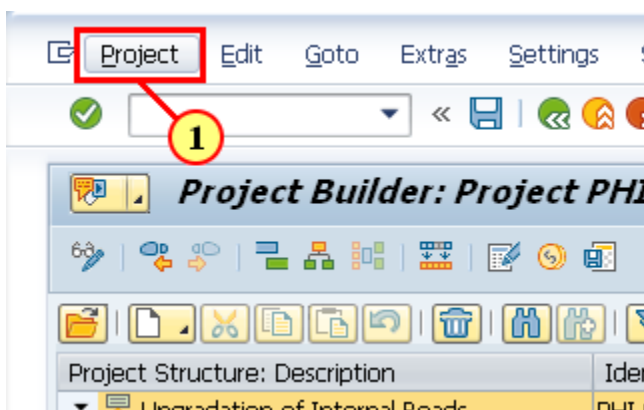
(1) Click here .

Project Builder: Project PHI-00018 – Click on Select All button in WBS Overview screen where we have entered all the new WBS



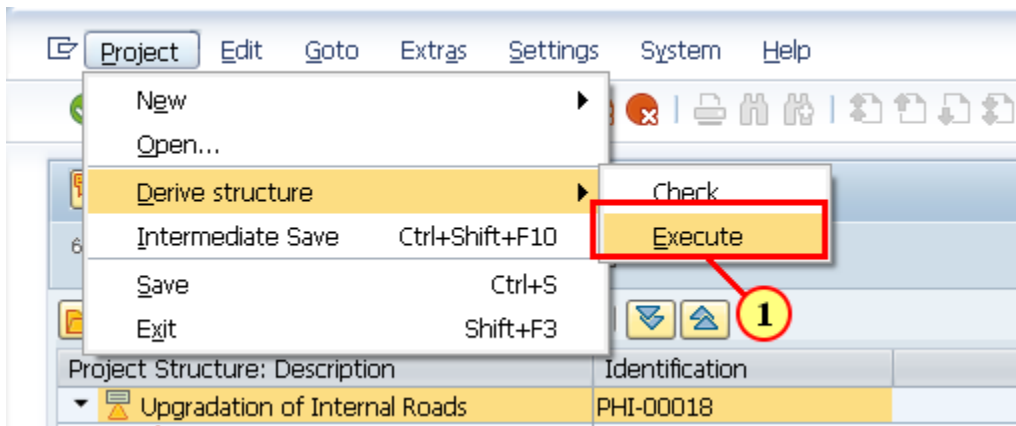
(1) Click on .

Project Builder: Project PHI-00018 – Click on Project menu at the top of the screen



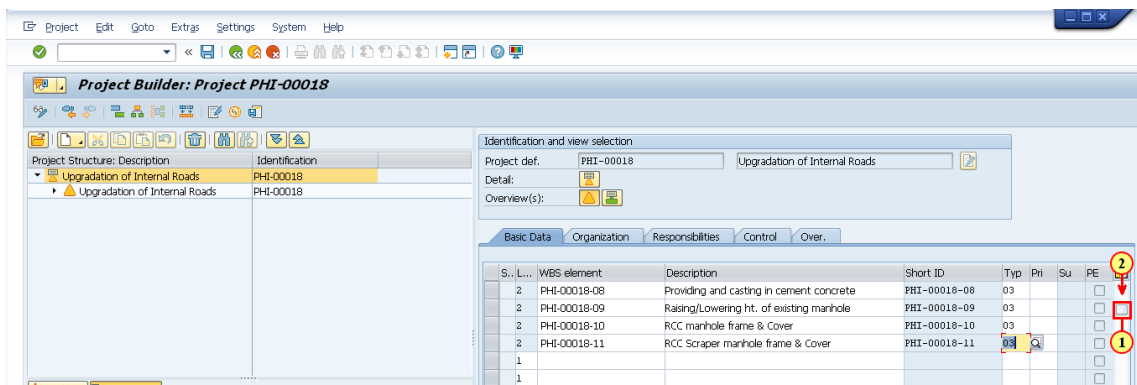
(1) Clicking on the **Project**  menu item executes it.

Project Builder: Project PHI-00018 – Click on Derive Structure→Execute

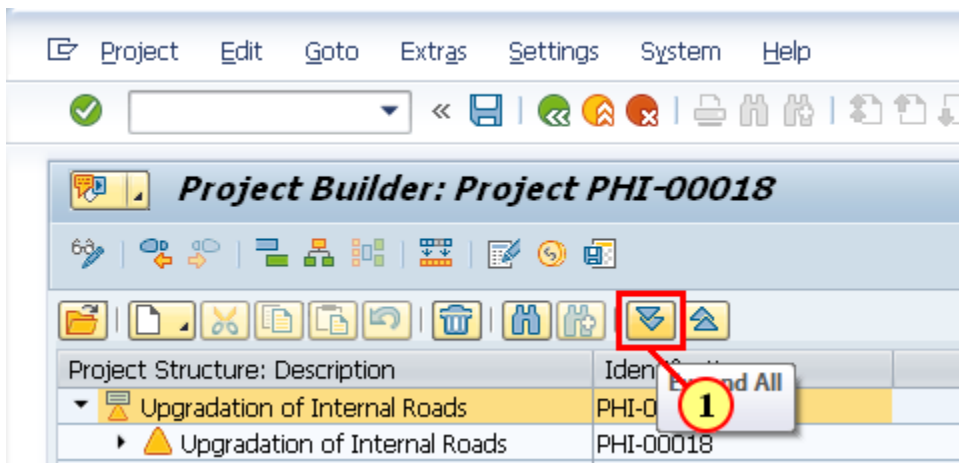


(1) Clicking on the **Execute** menu item executes it.

Project Builder: Project PHI-00018 – The structure gets the proper level number (first column in the overview). Note that WBS get the level “2”

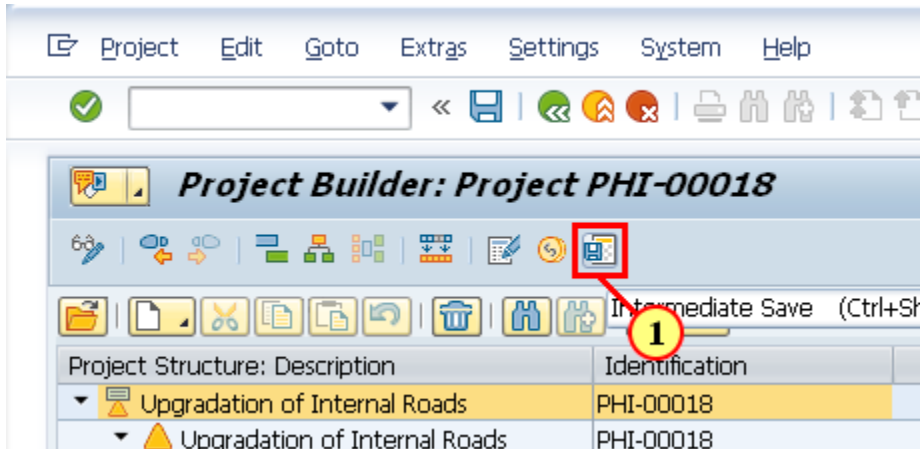


Project Builder: Project PHI-00018 – Select Project definition and click on Expand All button



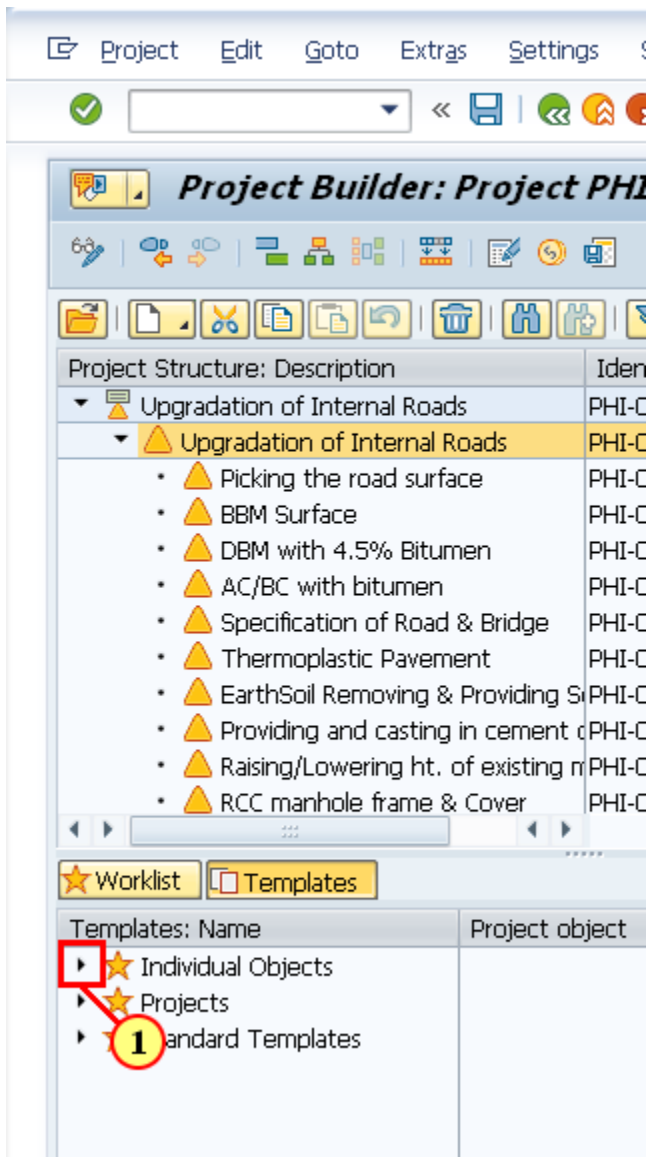
(1) Click on .

Project Builder: Project PHI-00018 – The structure of the project is shown with new WBS we just created. Click on Intermediate Save to save the newly created WBS



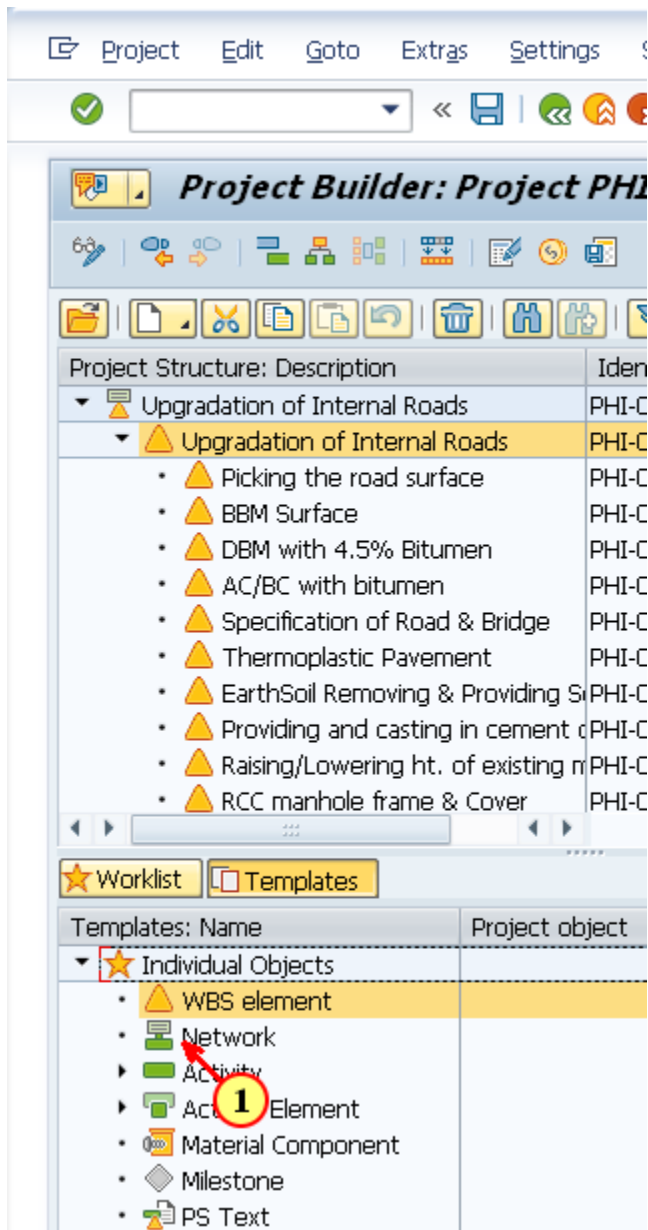
(1) Click on **Intermediate Save** .

3.8. Create Network



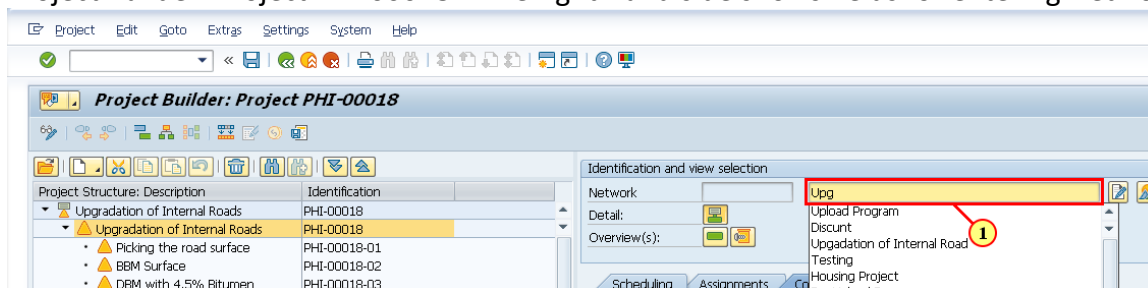
(1) Click on **Individual Objects** .

Project Builder: Project PHI-00018 – Now to add a new Network, we need to double click Network object at the bottom of the structure in Templates tab



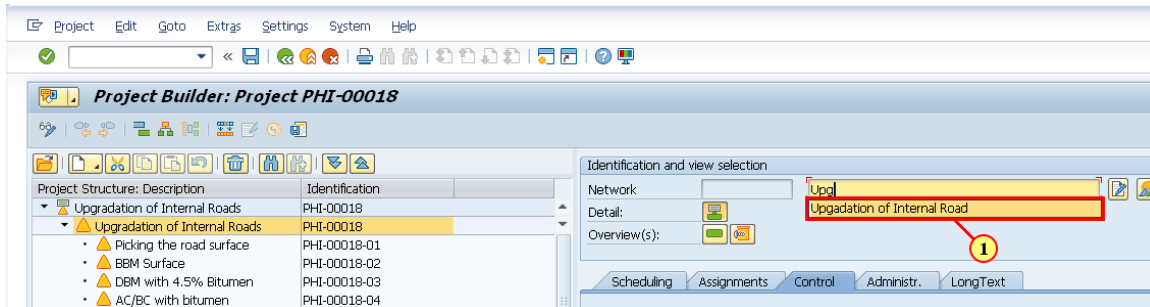
(1) Double-click here .

Project Builder: Project PHI-00018 – The right-hand side shows fields for entering Network details.



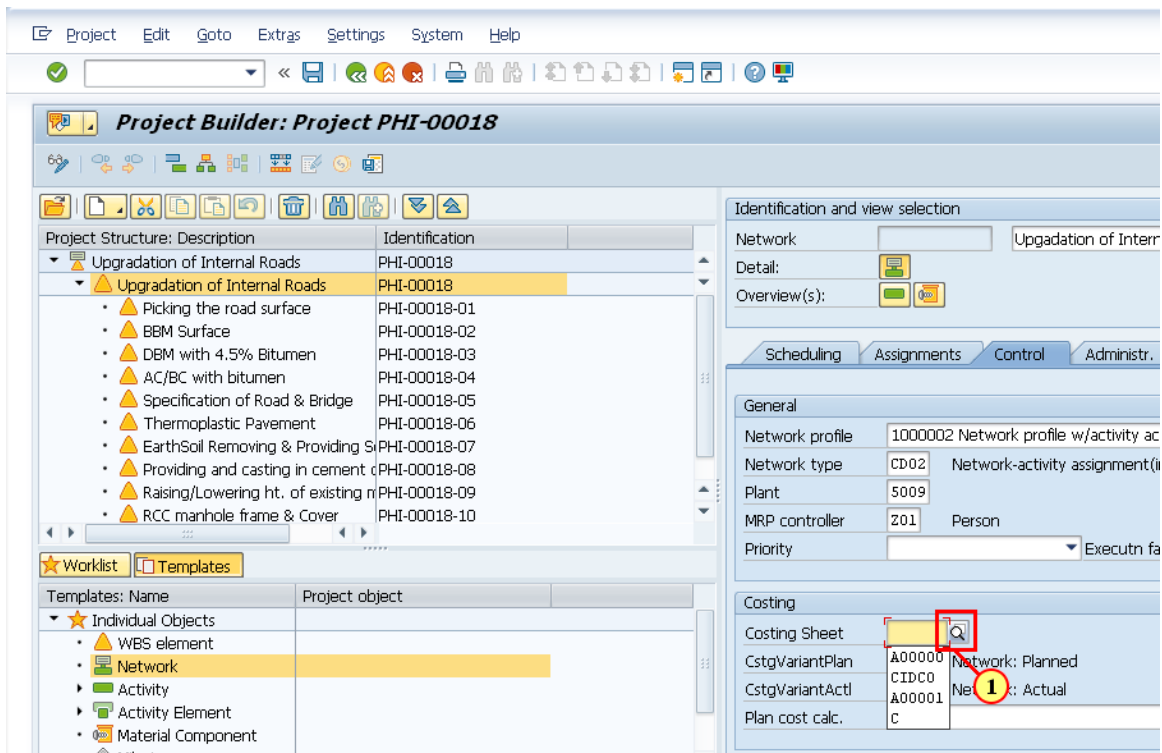
(1) The field is cleared.

Project Builder: Project PHI-00018 – Enter short description of the network, it can be same as project definition



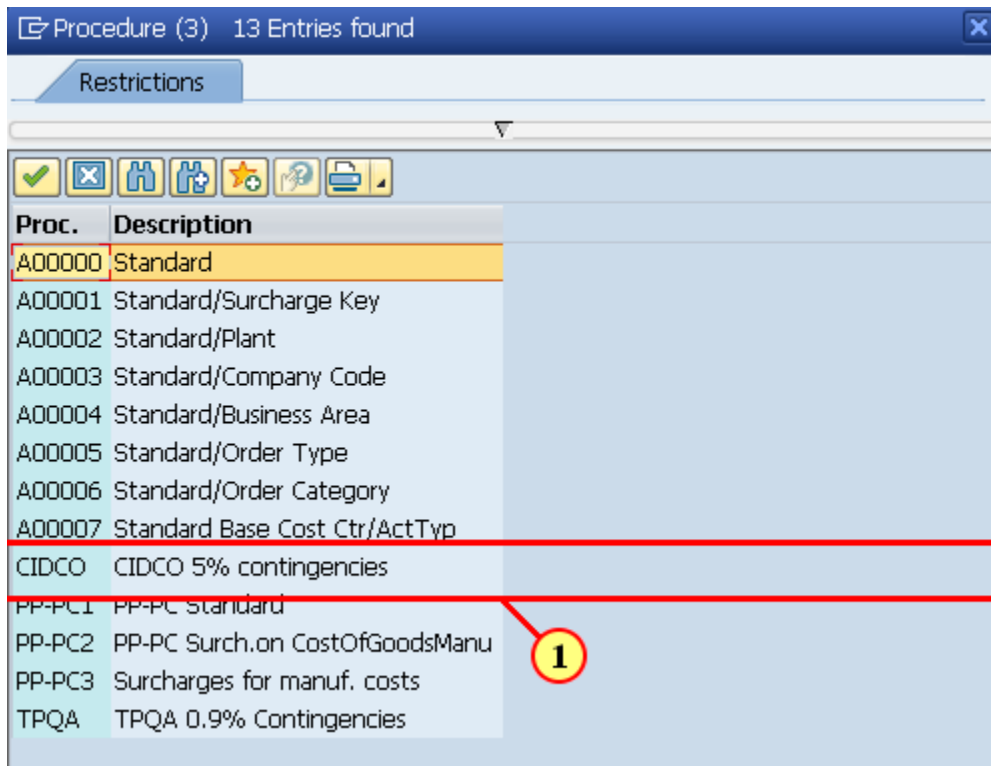
(1) Clicking on the entry **Upgradation of Internal Road** selects it.

Project Builder: Project PHI-00018 – Enter the Costing Sheet field since it is mandatory



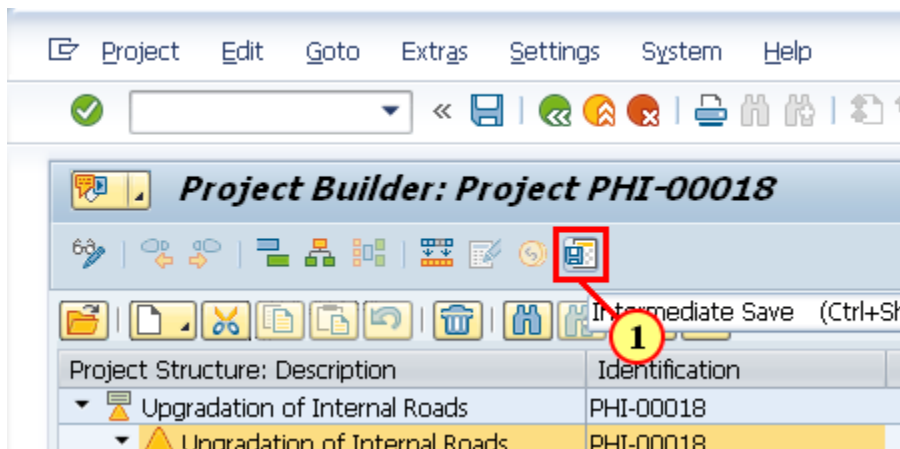
(1) Click on .

Select the "CIDCO 5%" entry



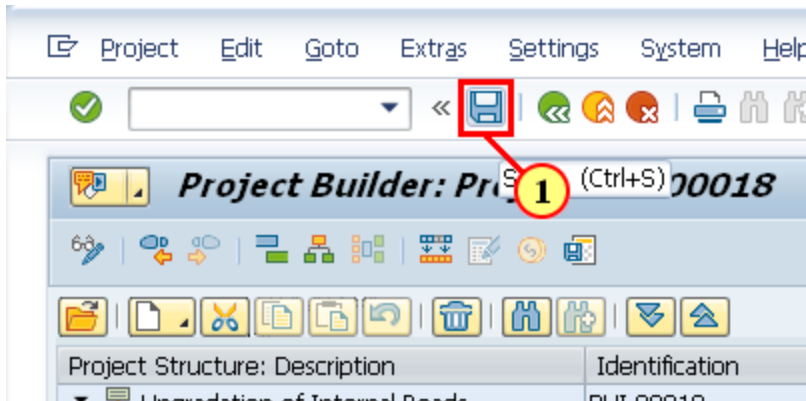
(1) CIDCO CIDCO 5% contingencies is double-clicked.

Project Builder: Project PHI-00018 – Click on Intermediate save



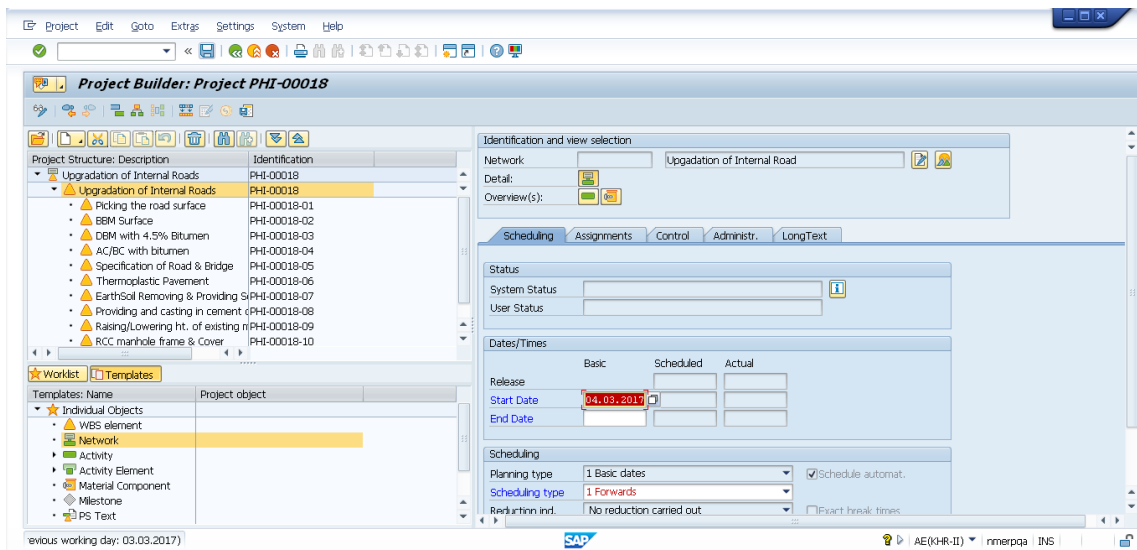
(1) Click on **Intermediate Save** .

Project Builder: Project PHI-00018 – Finally click on Save button. This will save project and come out of Project Builder screen

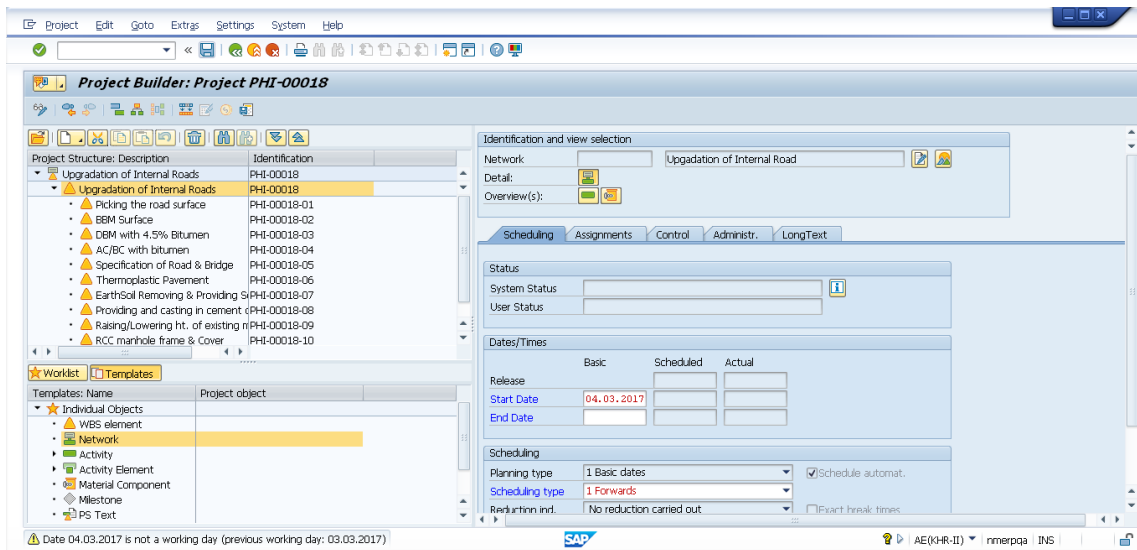


(1) Click on .

Few mandatory entries are missing which the system prompts before saving – System prompts confirmation for Start Date and Scheduling Type. Change the values if required or Click Enter to accept the value shown as Start Date.



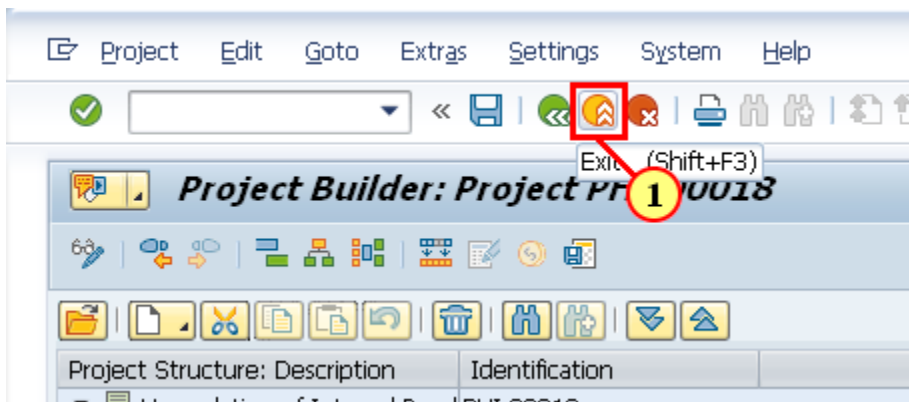
Enter is now pressed.



Enter is now pressed.

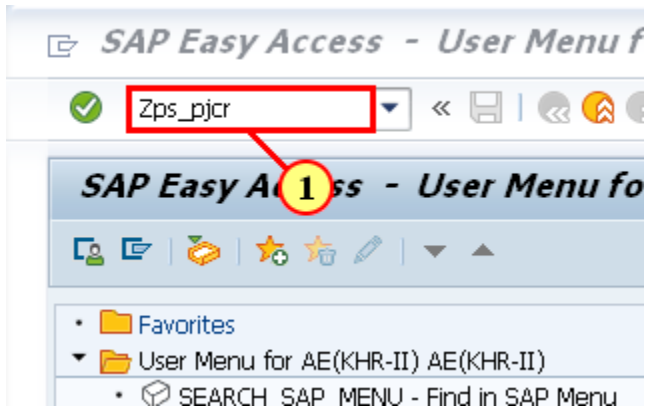
3.9. Upload Service Activities from xls – Tcode ZPS_PJCR

Project Builder: Project PHI-00018 – Go back by clicking on button shown



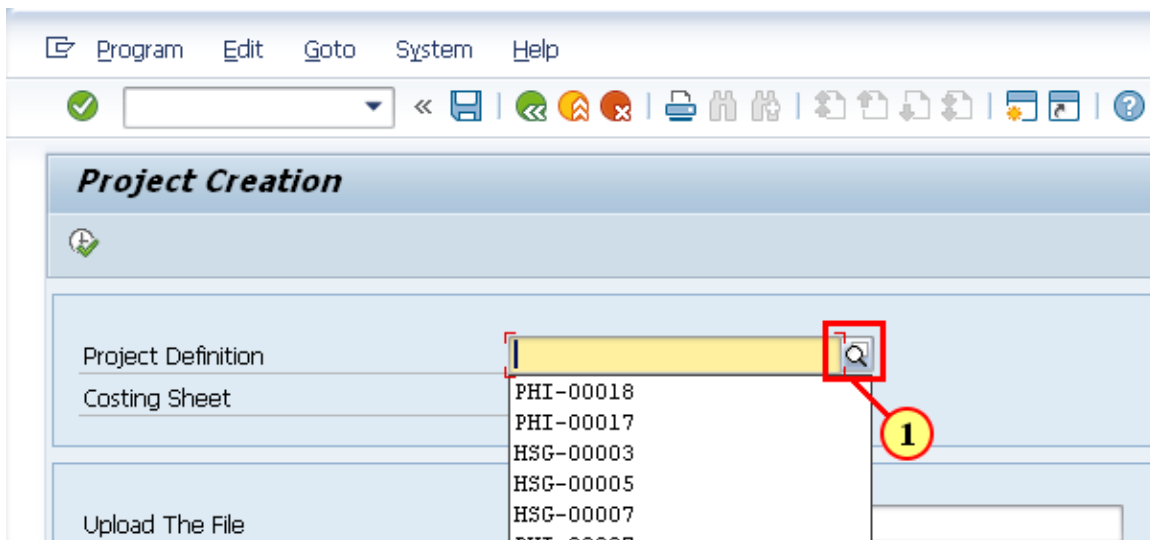
(1) Click on .

ZPS_PJCR - In the main menu enter the Tcode ZPS_PJCR



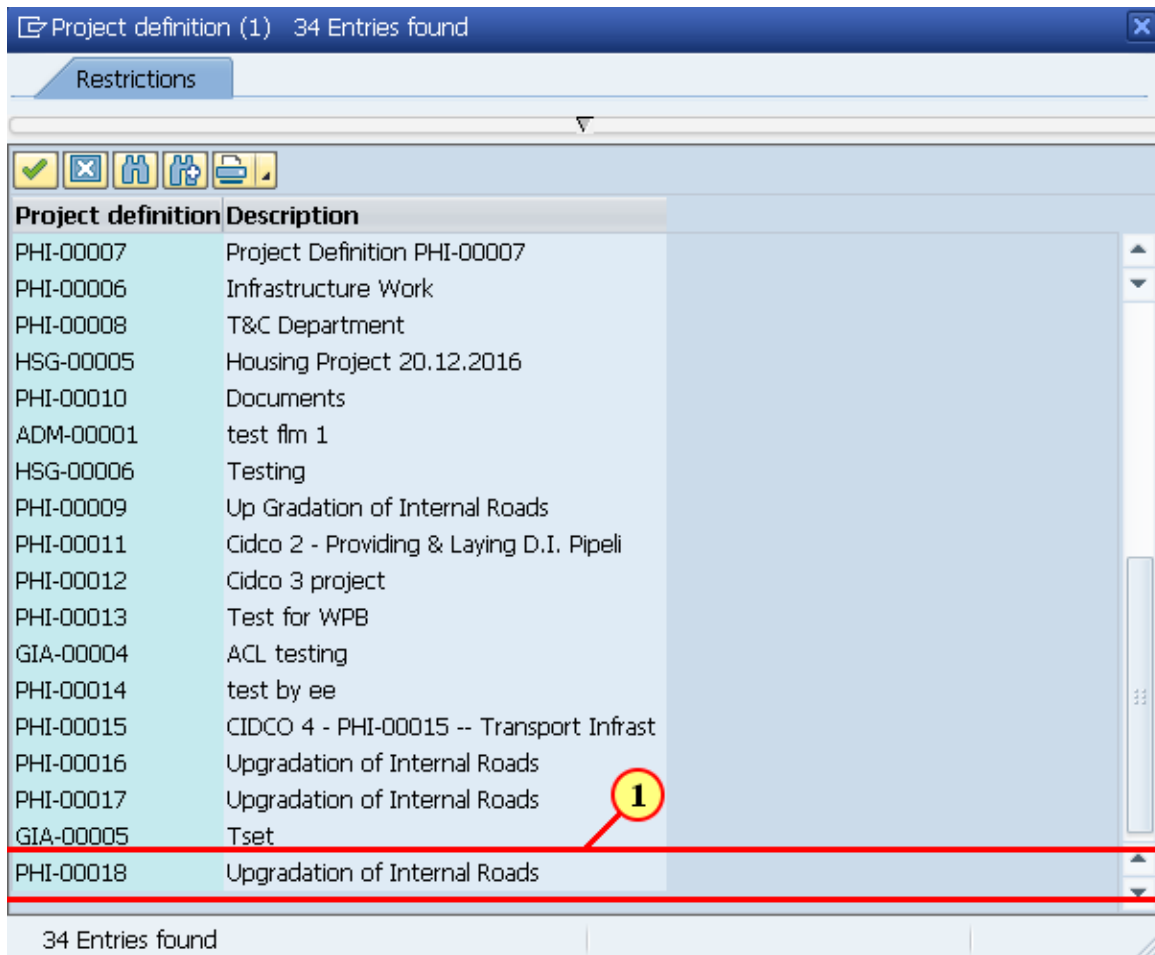
(1) The field is filled out.

Service Activity creation – A new screen is shown with fields Project Definition and Costing Sheet. Select the Project Definition(code) for the required project e.g. PHI-00018. Click F4 key or the icon besides the field to get a list



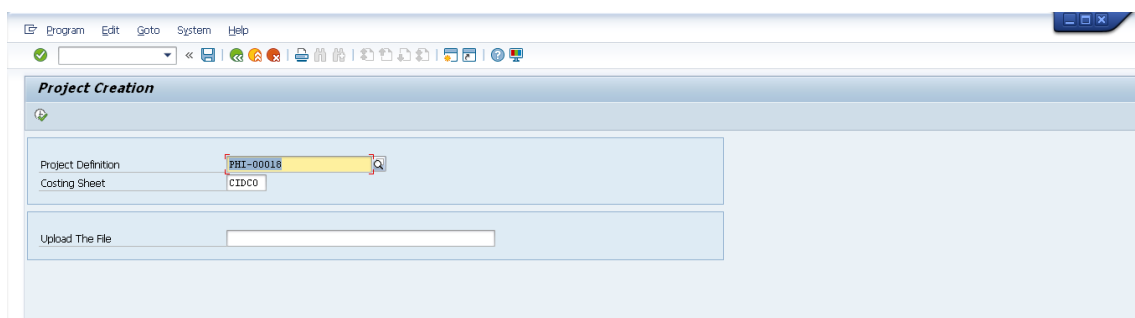
(1) Click on .

Project definition – select the project which we created



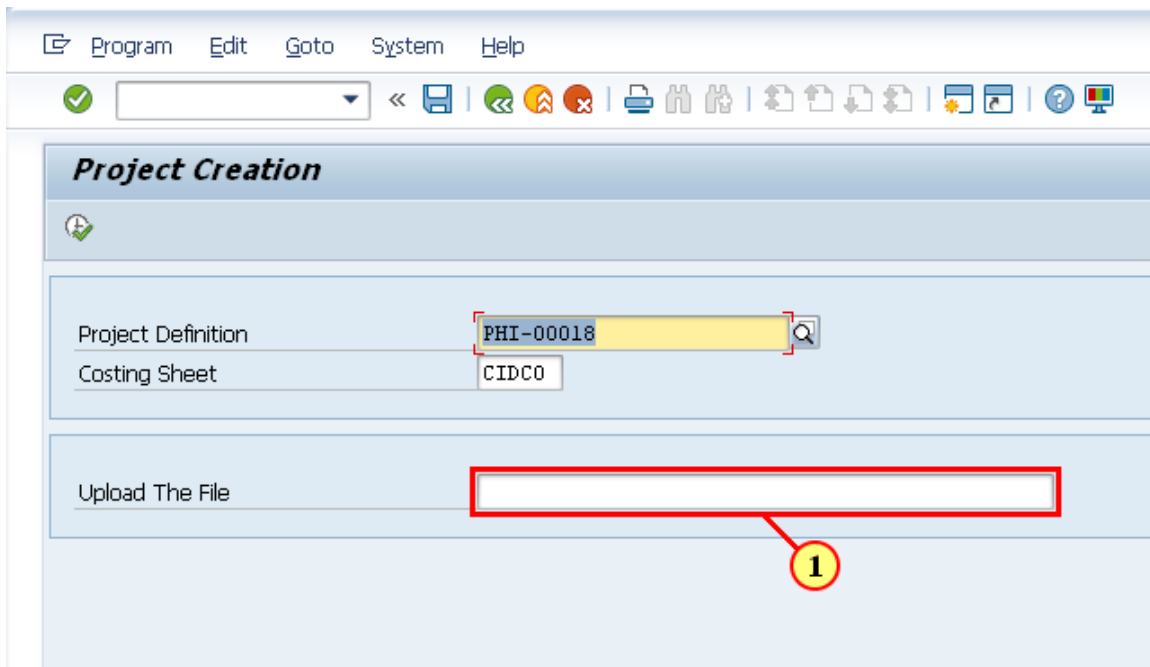
(1) is double-clicked.

Project Creation – Select the costing sheet at “CIDCO 5%”. Mostly this field will be defaulted. You can change it if required



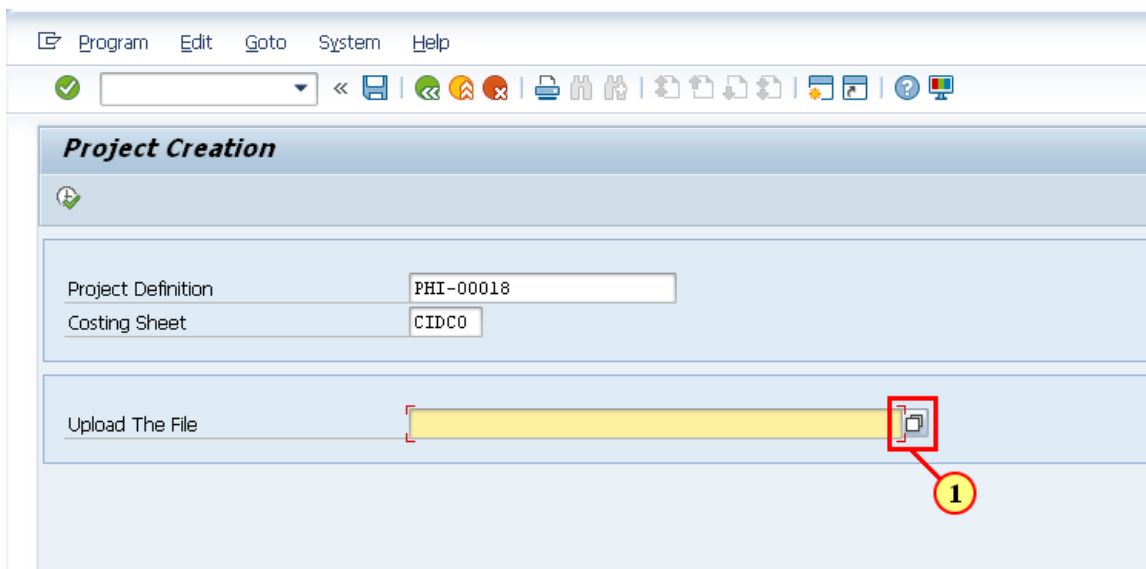
Enter is now pressed.

Project Creation – Select the field “Upload The File”



(1) Clicking in the input field **Upload The File** activates it.

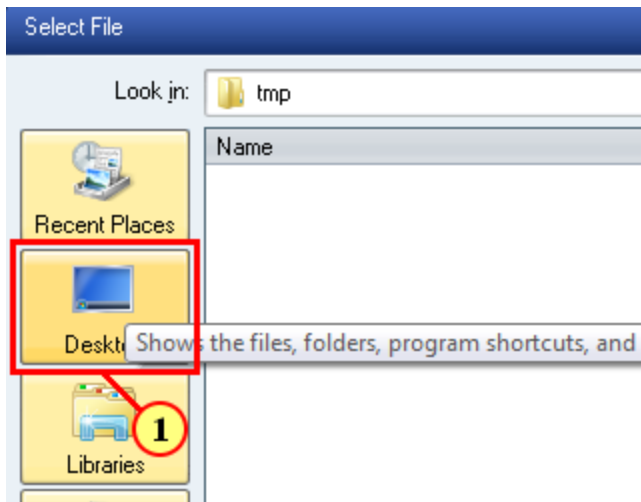
Project Creation – Click on the icon beside the field – it will provide Browse window to select file



(1) Click on .

SAP Training manual

Select File from your computer by navigating to the folder where you have saved the excel containing activities i.e. Measurement Sheet

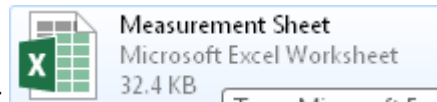


(1) Click on **Desktop**



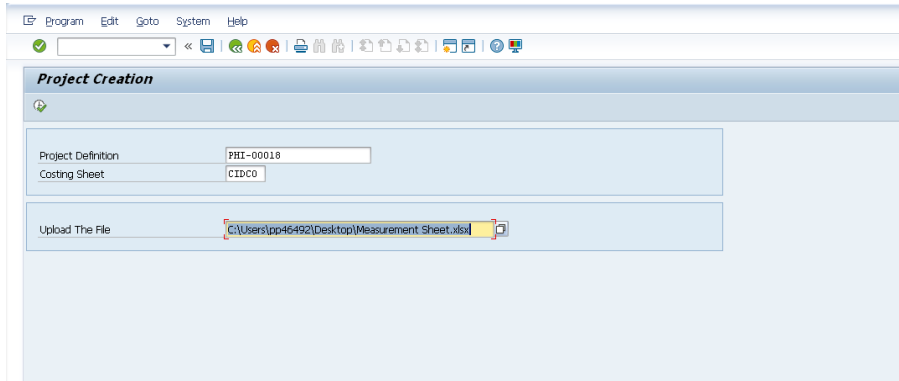
- (1) Drop on .
(2) Clicking in the **scroll area** displays the desired screen area.



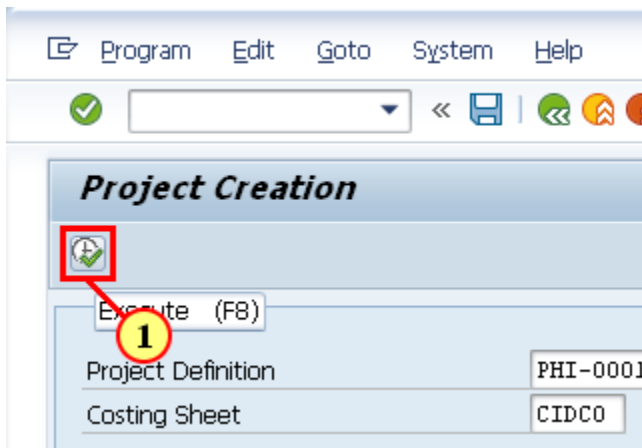


(1) The entry **Measurement Sheet** is selected by double clicking on it.

Project Creation – Click on the F8 key or the small Execute icon at the top of the screen. Check the message at the bottom of this screen – it will show that “Network is changed” so the upload is successful

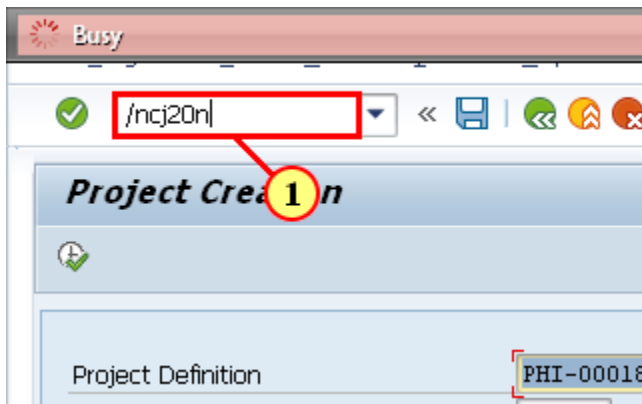


Enter is now pressed.



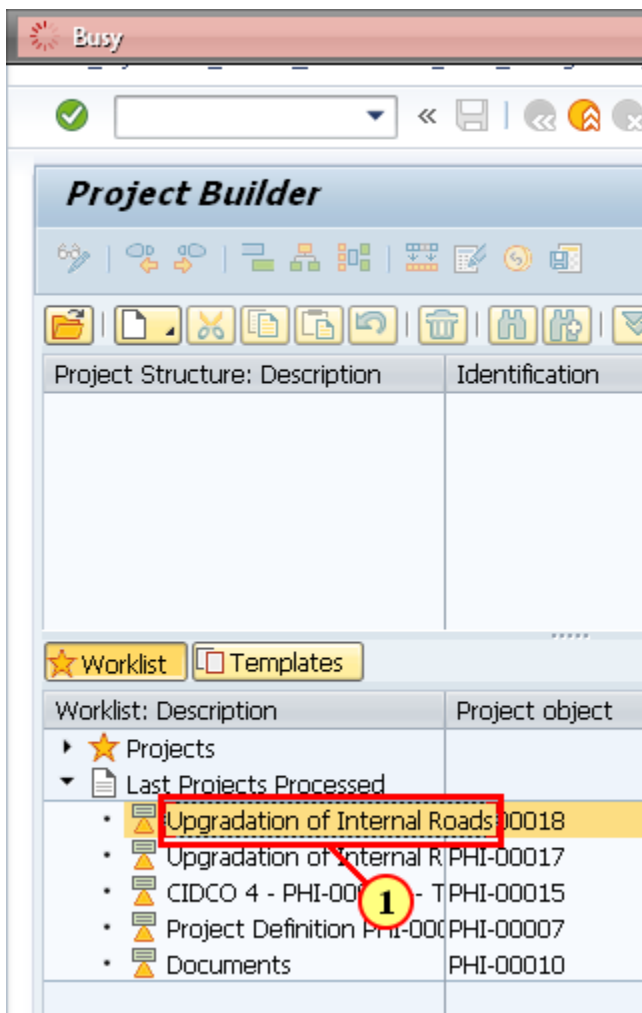
(1) Click on **Execute** .

Project Creation – Enter Tcode CJ20N. Since we are not in main menu, we need to pre-fix /n to the Tcode - /ncj20n. Project Builder screen opens.



(1) The field is filled out.

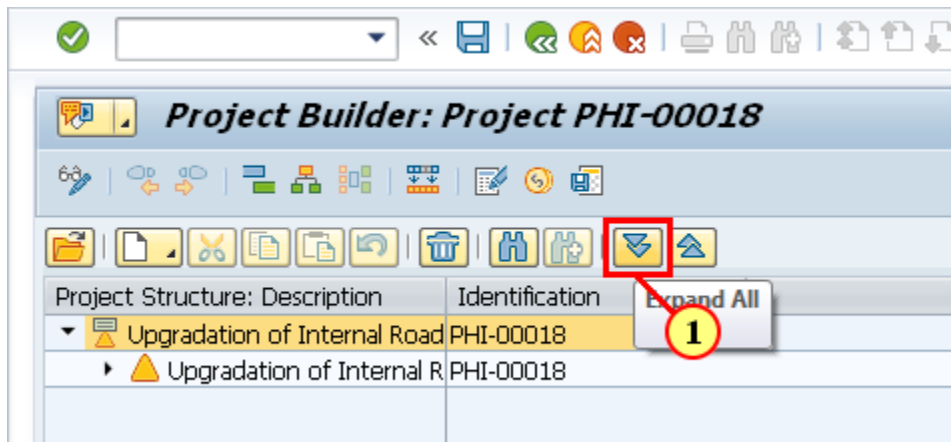
Project Builder – Double click on the project we just created to open it



	Transaction Code: CJ20N
---	-------------------------

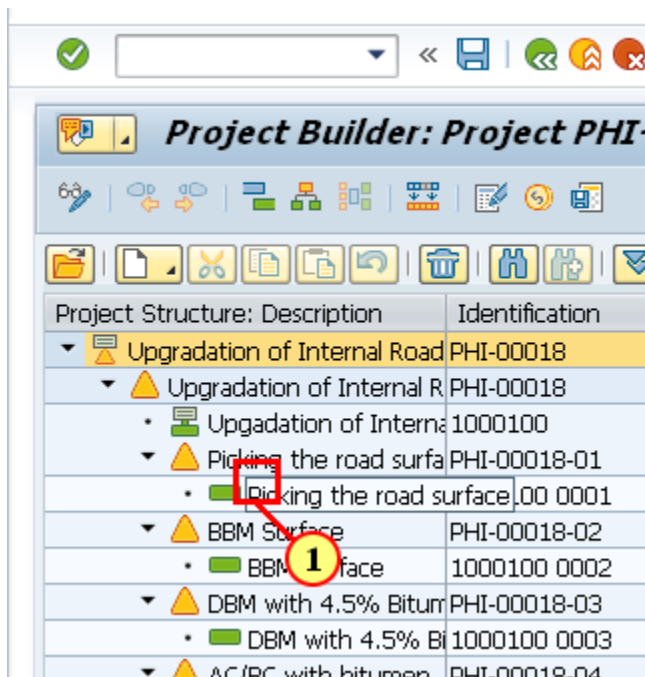
- (1) Upgradation of Internal Roads is double-clicked.

Project Builder: Project PHI-00018 – Click on Expand All



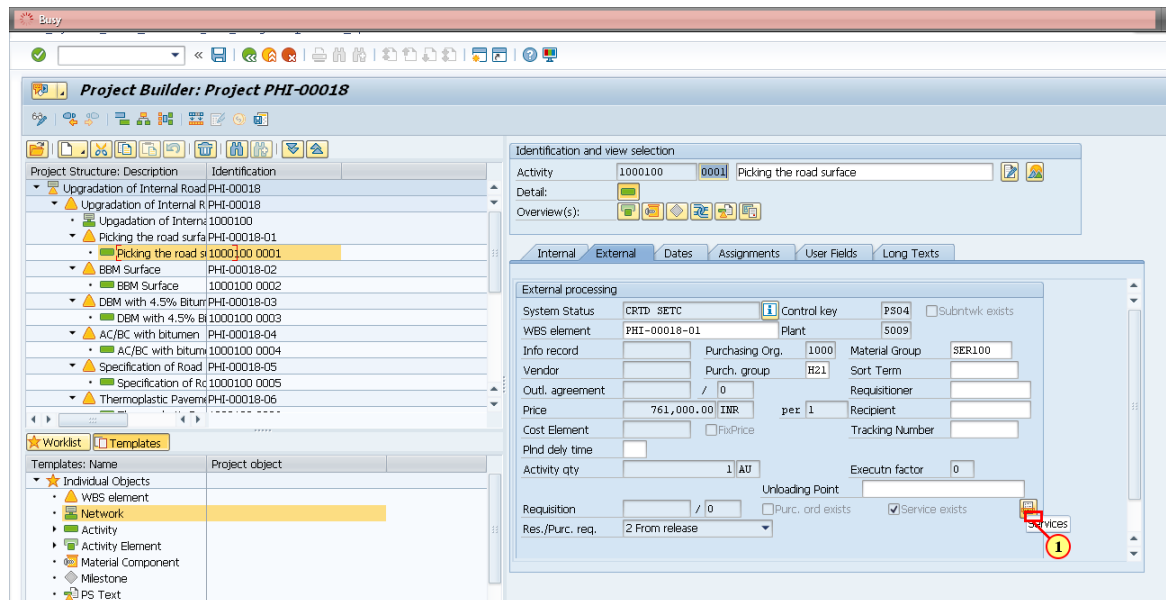
- (1) Click on .

Project Builder: Project PHI-00018 – we can see the activities created in the project due to excel upload



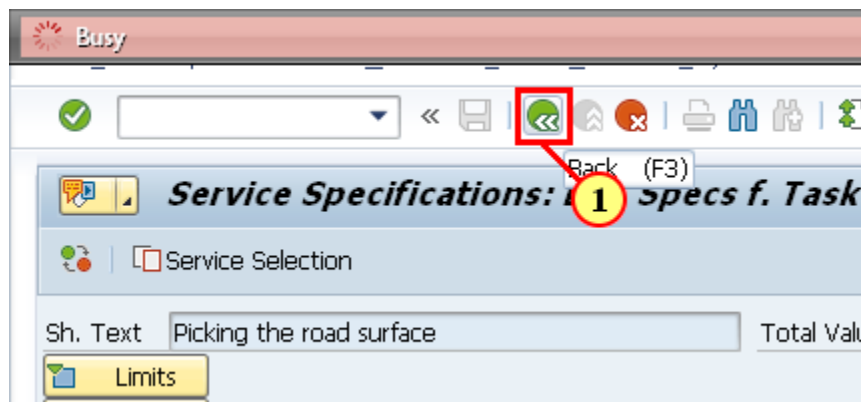
- (1) Click on .

Project Builder: Project PHI-00018 – Click on one activity (green rectangle) – Right hand side shows detail of the service activity. Click on the icon “Service” to see further details of Quantity and Price



(1) Click on .

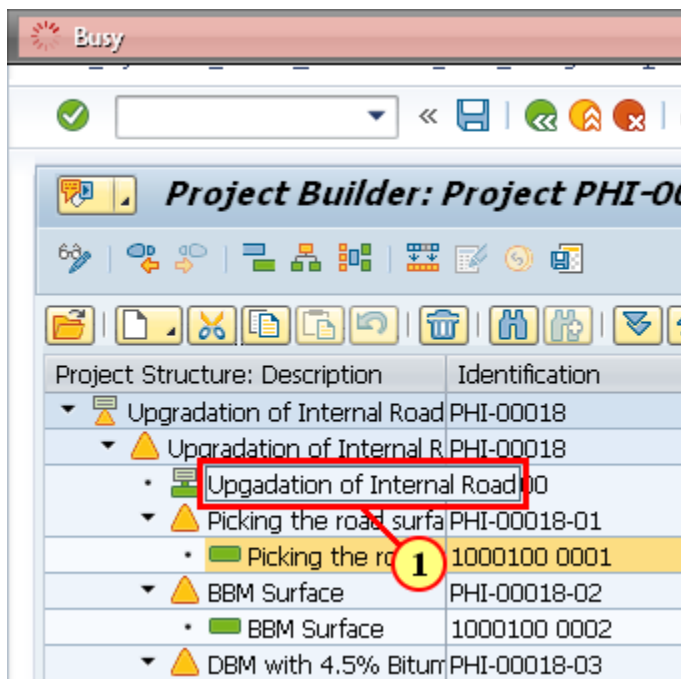
Service Specifications: Check the service specifications – Quantity and Price. Click on back button to go back



(1) Click on .

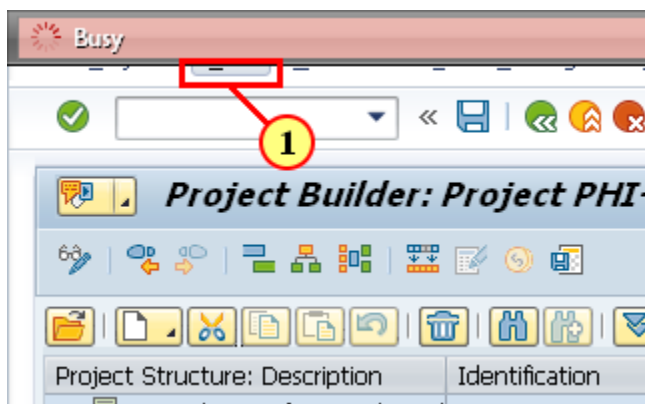
3.10. Check Project Cost Estimate

Project Builder: Project PHI-00018 -- Since the service activities contain Quantity and Price, we can check the cost of the project. Click on the network



(1) Click on Upgradation of Internal Road.

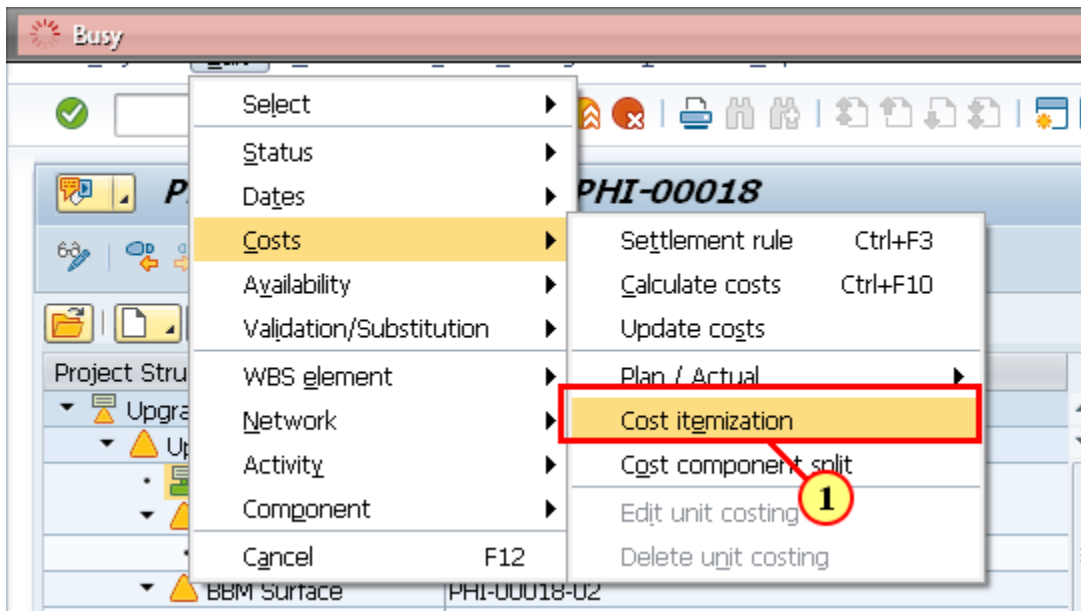
Project Builder: Project PHI-00018 – On the menu select Edit



(1) Click on Edit.

Project Builder: Project PHI-00018 – Edit → Costs → Cost Itemization

SAP Training manual



(1) Clicking on the **Cost itemization** menu item executes it.

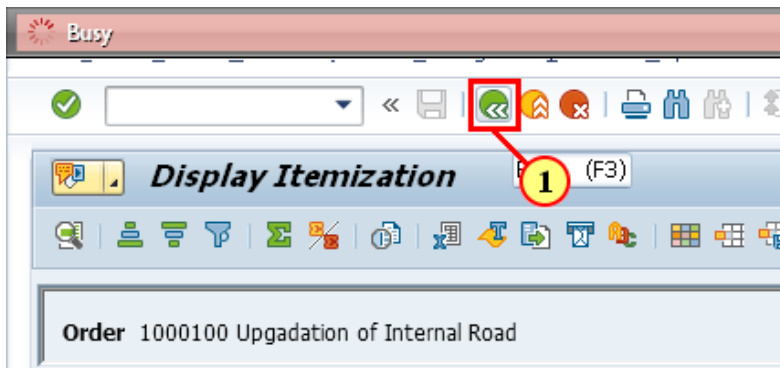
Display Itemization – This screen shows the various costs for each service activity of the project. At the bottom – total cost estimate is shown for the services uploaded for the project

The screenshot shows the 'Display Itemization' screen. The table displays the following data:

Resource	Cost Element	Quantity	Un	Total Value	Fixed Value	COG	Resource (Text)
I 5009 RD-010	605000	76,100	SQ	761,000.00	0.00	INR	Road Surface Sectioning & Removing Soil
N 5009 AS-0048	614000	11,415	SQ	2,348,065.50	0.00	INR	BBM 75mm thick, 40mm trap metal/9cum/100m2
N 5009 AS-007	614000	790	CUM	4,836,917.20	0.00	INR	BBM min 4.5% bitumen 60/70
N 5009 AS-009	614000	1,902	CUM	13,392,552.60	0.00	INR	AC/BC bitumen 5% to 7% with 60/70
N 5009 AS-003	614000	91,900	SQ	1,277,410.00	0.00	INR	low viscosity liquid bituminous material
N 5009 RF-008	614000	3,041	SQ	2,676,080.00	0.00	INR	TP pavement resin 10% apprd glass bead
N 5009 EXBD-001A	614000	14	CUM	2,319.38	0.00	INR	Manual excavation earth, soil, sand, gravel
N 5009 EXBD-008	614000	9	CUM	5,865.03	0.00	INR	Providing soling using 80mm size ...
N 5009 PCC-004B	614000	12	CUM	48,516.00	0.00	INR	P/C PCC M-20 for slabs, jambs, backs
N 5009 MDA-022	614000	125	NO	96,625.00	0.00	INR	Brick masonry C.M.1:3, both side C.M.1:2
N 5009 MDA-023A	614000	60	NO	19,146.00	0.00	INR	RCC Heavy Duty Manhole Frame
N 5009 MDA-024A	614000	60	NO	75,084.00	0.00	INR	RCC Heavy Duty Manhole Cover
N 5009 MDA-024B	614000	10	NO	23,351.50	0.00	INR	RCC Scraper manhole frame 1220X910mm M-25
N 5009 MDA-024B	614000	10	NO	79,375.00	0.00	INR	RCC Scraper manhole Cover 1220X910mm M-25
G 100299 900000	900000			38,050.00	0.00	INR	Contingencies
G 100299 900000	900000			117,403.28	0.00	INR	Contingencies
G 100299 900000	900000			241,845.86	0.00	INR	Contingencies
G 100299 900000	900000			669,627.63	0.00	INR	Contingencies
G 100299 900000	900000			63,870.50	0.00	INR	Contingencies
G 100299 900000	900000			133,804.00	0.00	INR	Contingencies
G 100299 900000	900000			115.97	0.00	INR	Contingencies
G 100299 900000	900000			293.25	0.00	INR	Contingencies
G 100299 900000	900000			2,425.80	0.00	INR	Contingencies

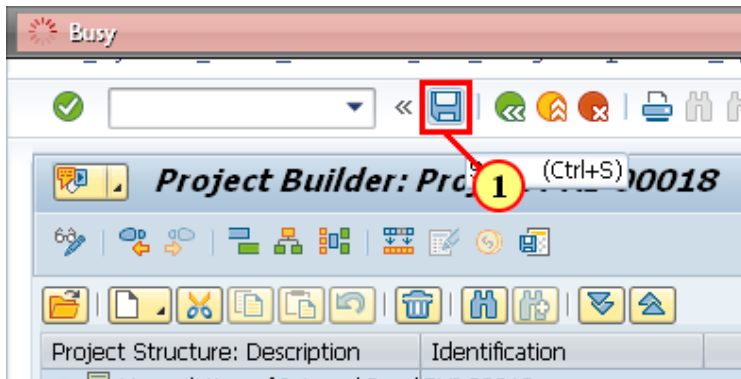
- (1) The **scroll bar** is used to display the desired screen area.
- (2) Drop on .

Display Itemization – Click to go back



(1) Click on .

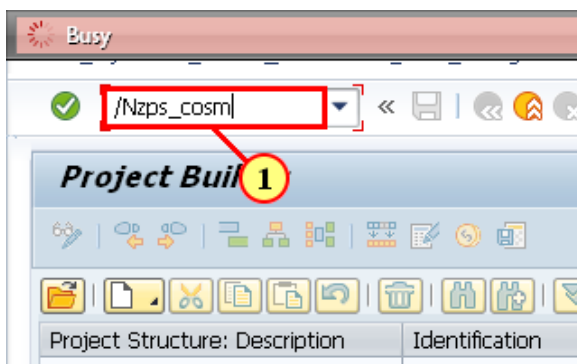
Project Builder: Project PHI-00018 – Save the project



(1) Click on .

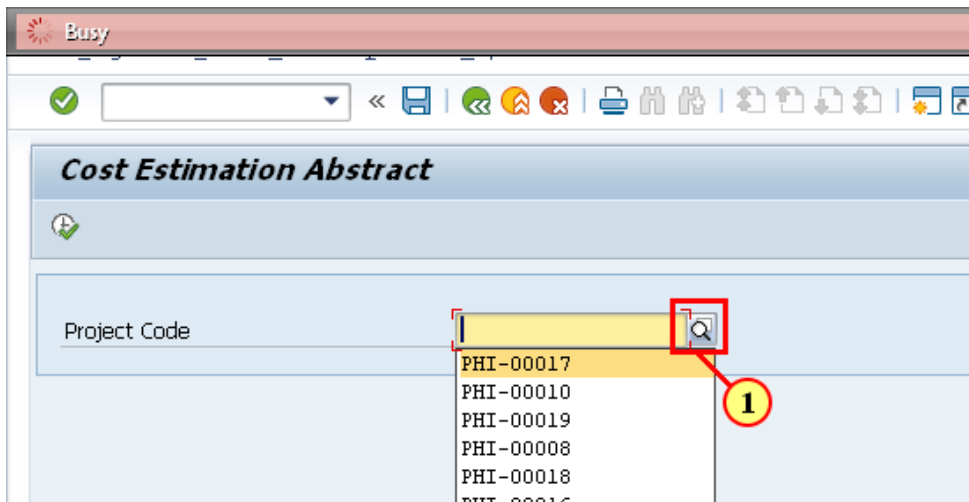
3.11. Create Cost Statement/ Cost Estimate Abstract – Tcode ZPS_COSM

ZPS_COSM – We can now create the cost statement for this project. Enter Tcode ZPS_COSM. If we are not in the main menu screen, then we need to pre-fix with /n so enter /nZPS_COSM



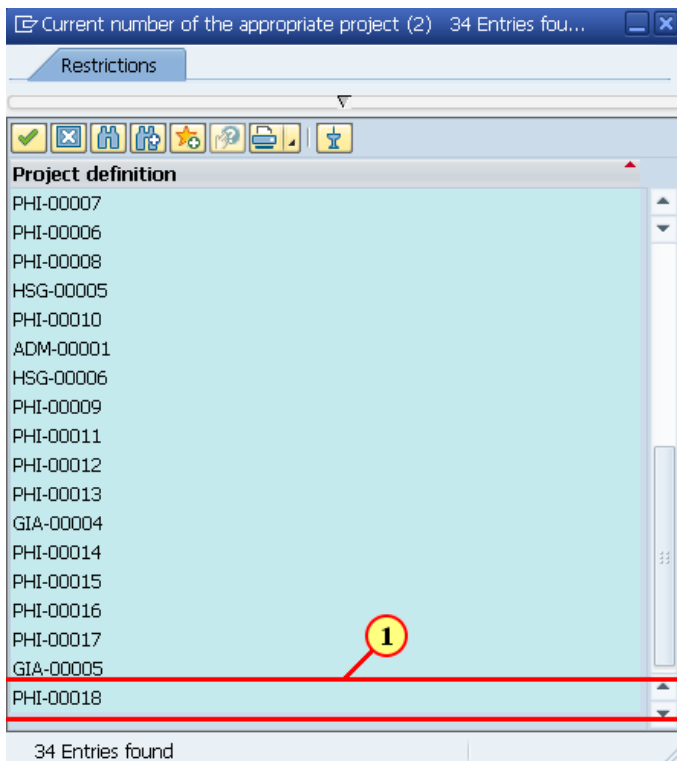
(1) The field is filled out.

Cost Estimation Abstract – Select the project code by clicking F4 or the icon besides the field



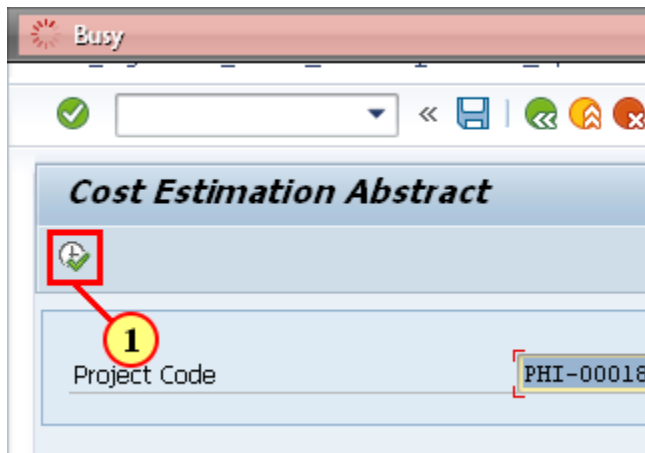
(1) Click on .

Select the required project for which we need to generate cost summary statement



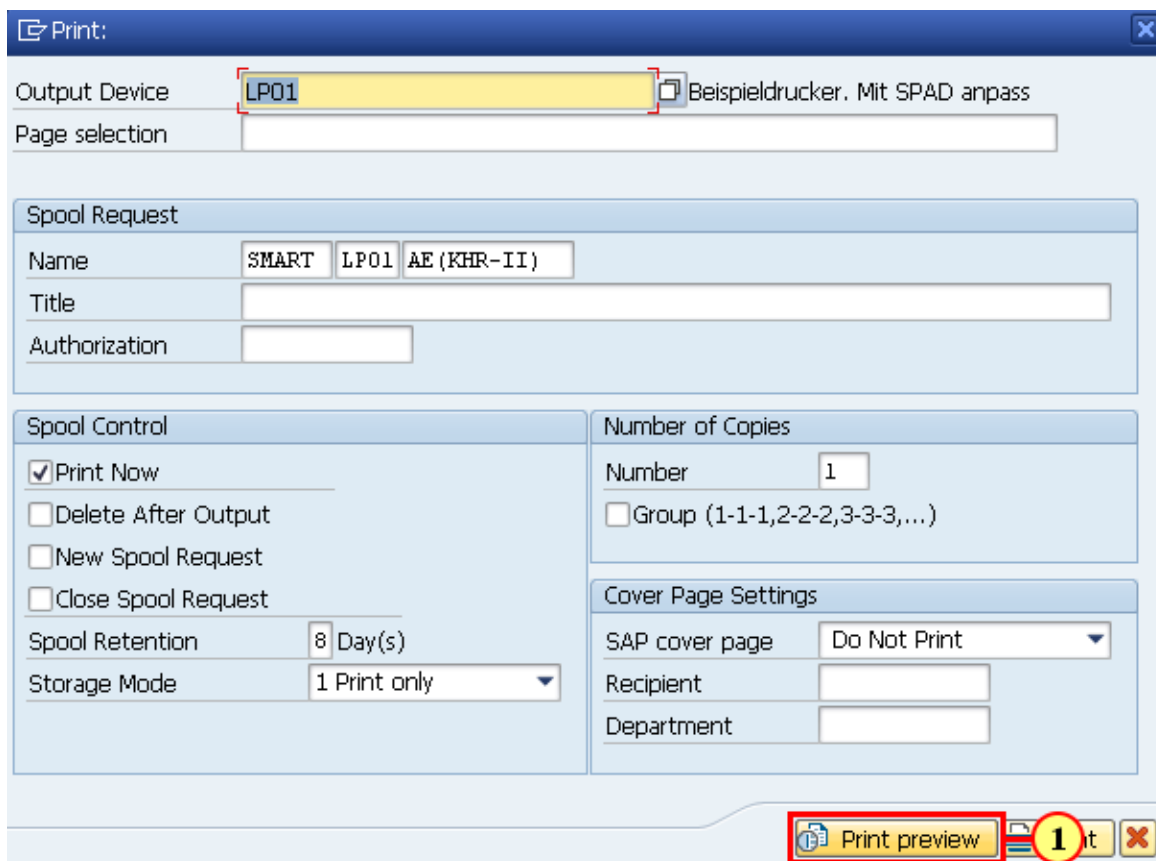
(1) PHI-00018 is double-clicked.

Cost Estimation Abstract – Click on Execute icon or F8 key



(1) Click on **Execute** .

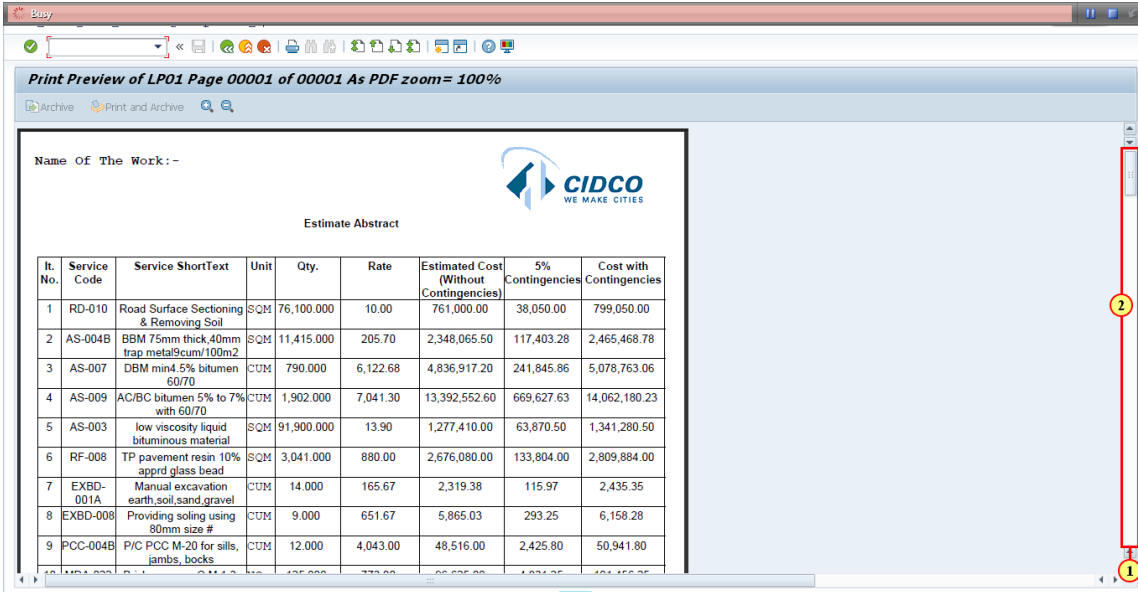
Print: - Click on Print in the screen and select output device as LP01. Click on Print Preview button



SAP Training manual

(1) Click on **Print preview** .

Print Preview of LP01 Page 00001 of 00001 As PDF zoom= 100%



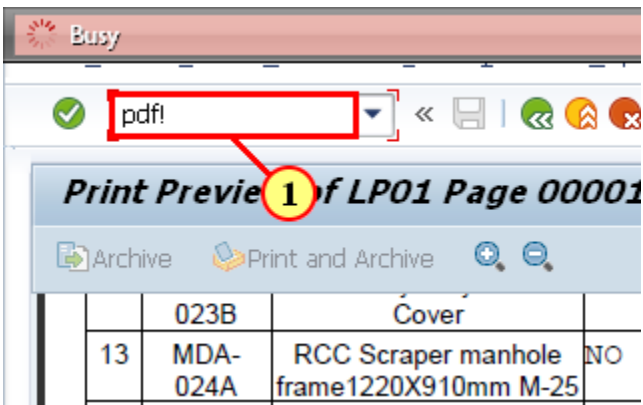
Name Of The Work: -

Estimate Abstract

It. No.	Service Code	Service ShortText	Unit	Qty.	Rate	Estimated Cost (Without Contingencies)	5% Contingencies	Cost with Contingencies
1	RD-010	Road Surface Sectioning & Removing Soil	SQM	76,100.000	10.00	761,000.00	38,050.00	799,050.00
2	AS-004B	BBM 75mm thick 40mm trap meta19cum/100m2	SQM	11,415.000	205.70	2,348,065.50	117,403.28	2,465,468.78
3	AS-007	DBM min4 5% bitumen 60/70	CUM	790.000	6,122.68	4,836,917.20	241,845.86	5,078,763.06
4	AS-009	AC/BC bitumen 5% to 7% with 60/70	CUM	1,902.000	7,041.30	13,392,552.60	669,627.63	14,062,180.23
5	AS-003	low viscosity liquid bituminous material	SQM	91,900.000	13.90	1,277,410.00	63,870.50	1,341,280.50
6	RF-008	TP pavement resin 10% apprd glass bead	SQM	3,041.000	880.00	2,676,080.00	133,804.00	2,809,884.00
7	EXBD-001A	Manual excavation earth, soil, sand, gravel	CUM	14.000	165.67	2,319.38	115.97	2,435.35
8	EXBD-008	Providing soling using 80mm size #	CUM	9.000	651.67	5,865.03	293.25	6,158.28
9	PCC-004B	P/C PCC M-20 for sills, jambs, boots	CUM	12.000	4,043.00	48,516.00	2,425.80	50,941.80

- (1) Clicking in the **scroll area** displays the desired screen area.
- (2) Drop on .

To convert to PDF – enter pdf! And click enter



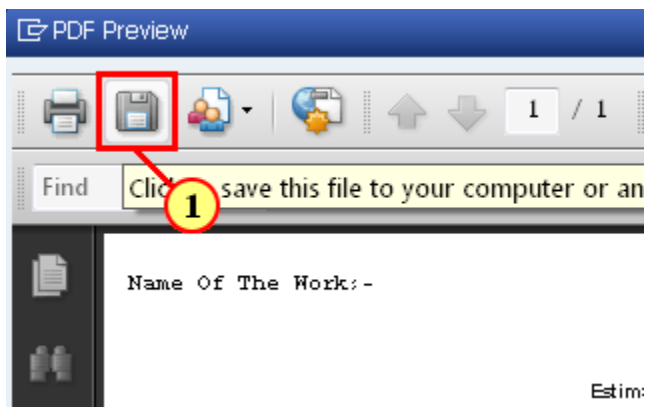
Print Preview of LP01 Page 00001 of 00001 As PDF zoom= 100%

	023B	Cover	
13	MDA-024A	RCC Scraper manhole frame1220X910mm M-25	NO

	Transaction Code: PDF!
---	------------------------

- (1) The field is filled out.

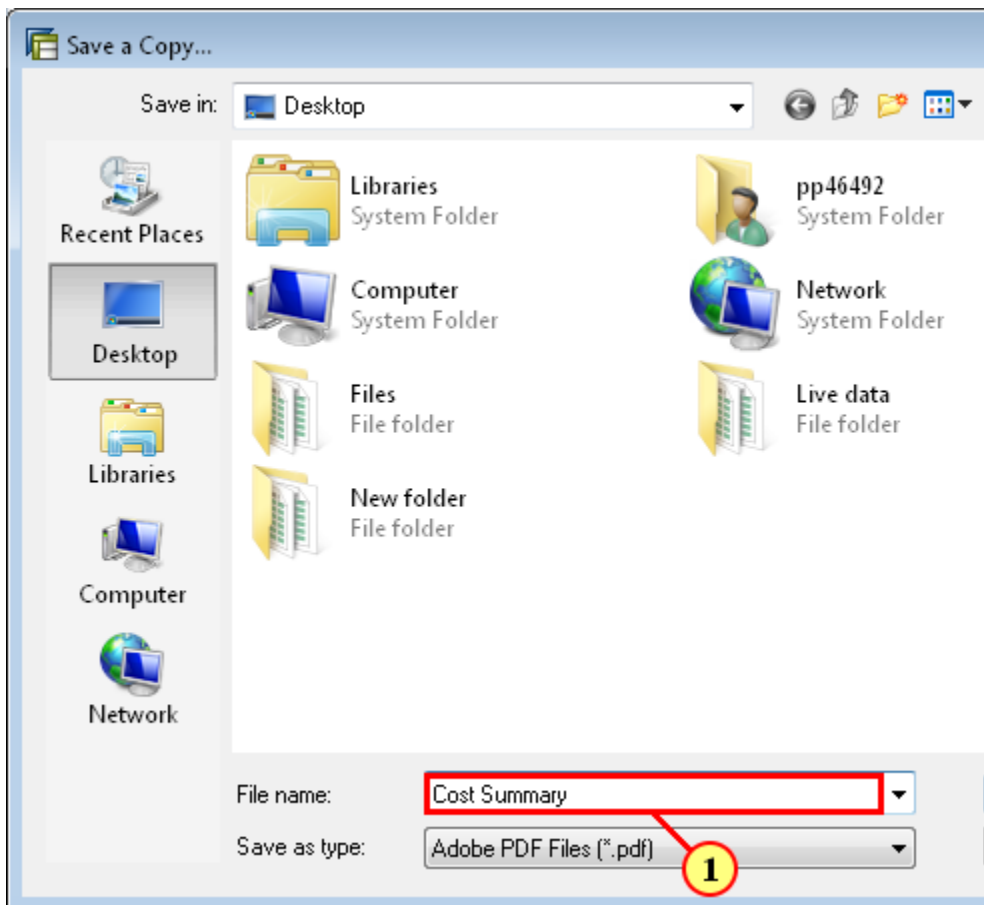
PDF Preview – The PDF of Cost Summary Statement can be saved onto the computer



(1) Click on **Save a Copy**

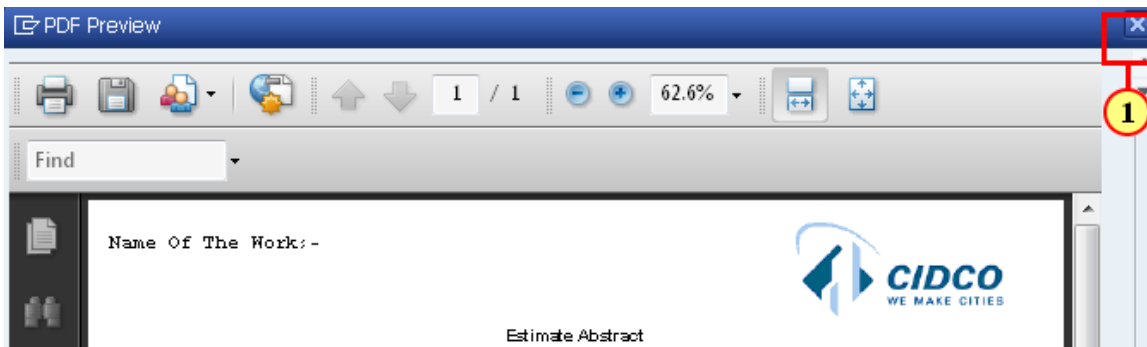


Save a Copy to the desktop/computer



(1) The **File name:** field is filled out.

PDF Preview – click on Close button to exit PDF view



(1) Click on **Close** .

3.12. OpenText File Movement workflow – Cost Estimate Approval

Attach the Cost Statement pdf to the OpenText folder of the project. Initiate the Cost Estimate workflow to get the formal approval in the system if required.

3.13. OpenText File Movement workflow – Technical Sanction and Admin Approval

Using the scanned pdf of the technical sanction document, you can route it for Technical Sanction and Admin Approval. The following workflows are designed as per DOP.

For projects where Technical and Administrative approvals are required before execution of project, use the following

Technical Sanction+Administration Approval Upto CE

For faster approval, following can be used and separately Administrative approval can be obtained.

Technical Sanction (Engg.)

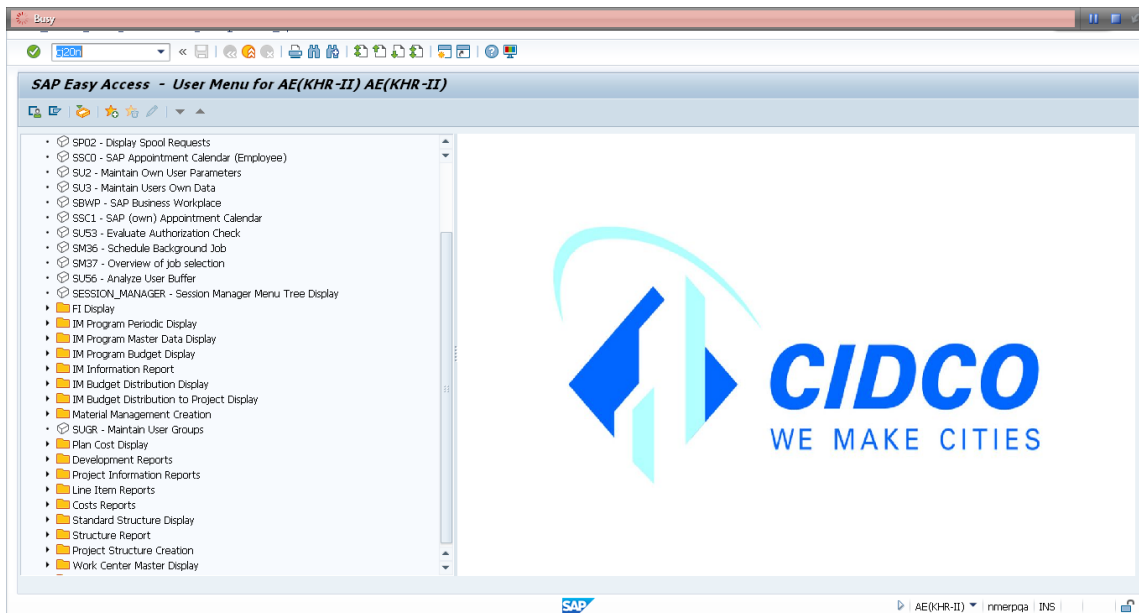
T&C - Technical Sanction

Administrative approval for Capital works - Approval Upto JMD

Administration Approval Upto VC&MD

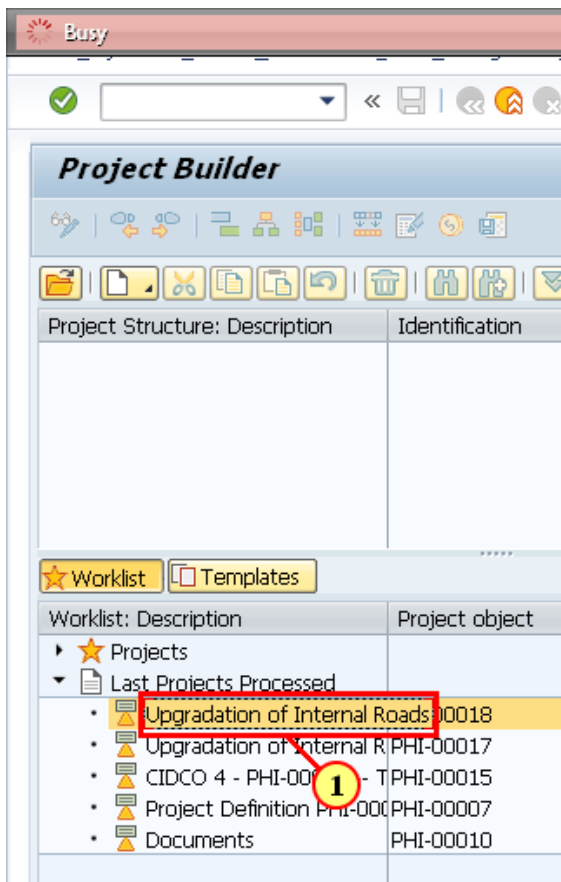
3.14. OpenText Attachments for a project

SAP Easy Access - User Menu for AE(KHR-II) AE(KHR-II) – enter Tcode CJ20N to open project builder



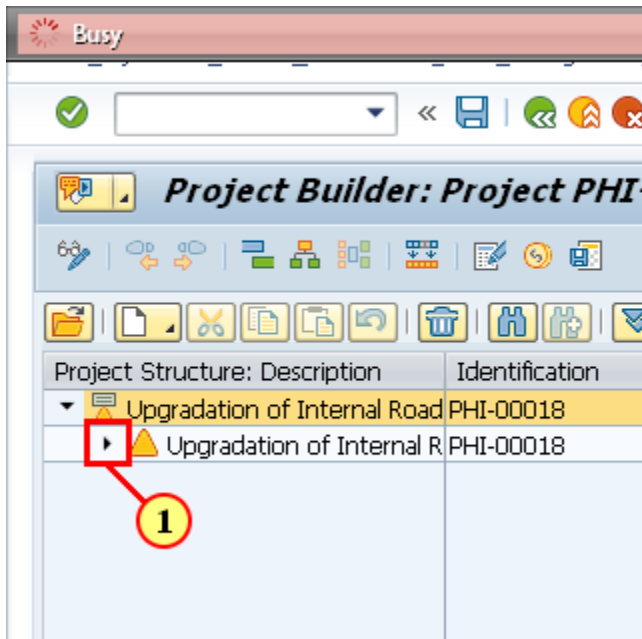
Enter is now pressed.

Project Builder – DoubleClick to open the required project



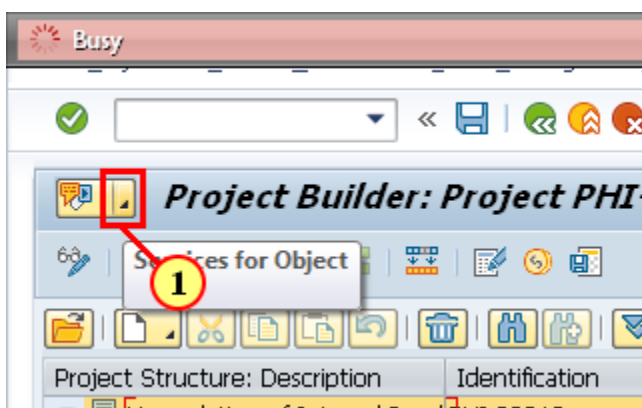
- (1) **Upgradation of Internal Roads** is double-clicked.

Project Builder: Project PHI-00018 – Expand the project. Select the top level WBS



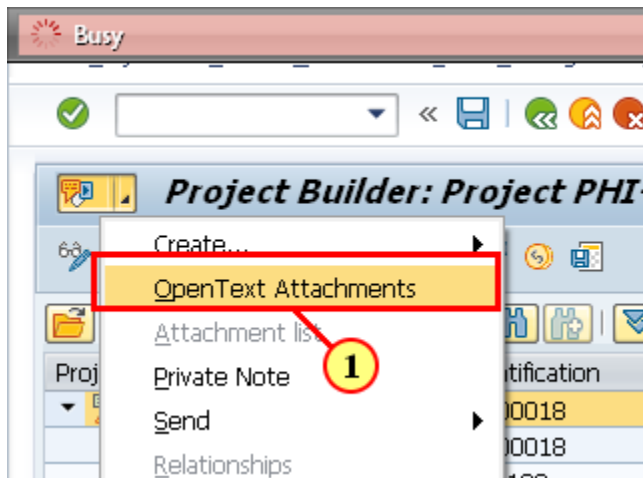
- (1) Click on **Upgradation of Internal R** .

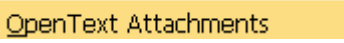
Project Builder: Project PHI-00018 – Click on “Service for Object” icon at the top of the Project Builder screen



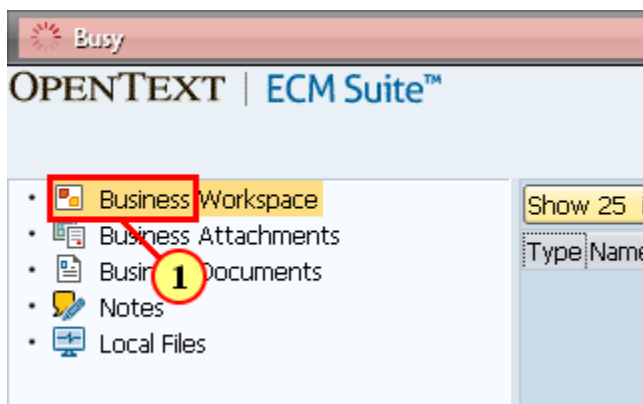
- (1) Clicking on the **Open** opens a drop-down list.

Project Builder: Project PHI-00018 – Menu shows OpenText Attachments. Click it



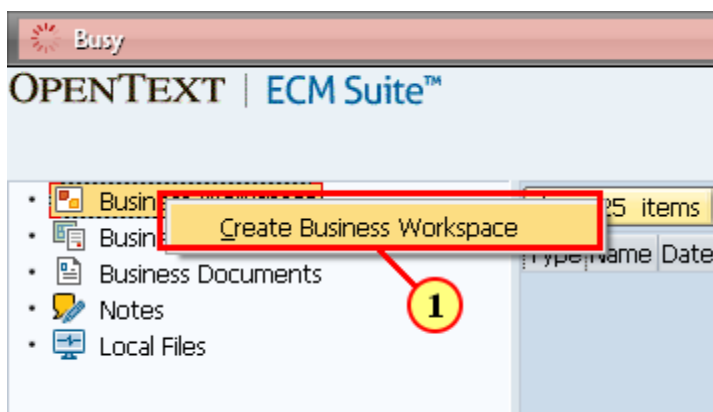
(1) Clicking on the **OpenText Attachments**  menu item executes it.

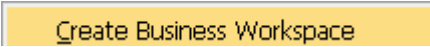
OpenText Attachments – Select Business Workspace and right click



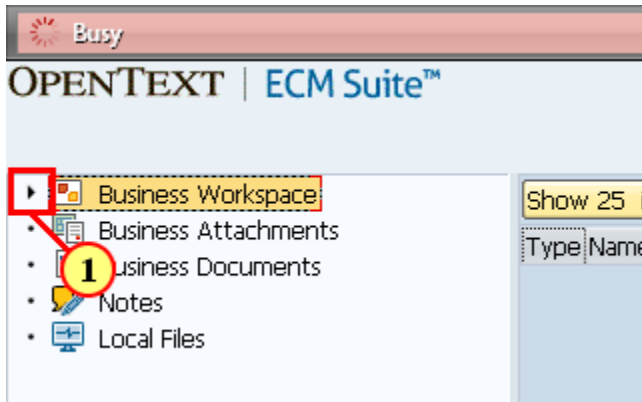
(1) Right-clicking on  **Business** with the mouse opens a shortcut menu.

Project definition - Click on Create Business Workspace



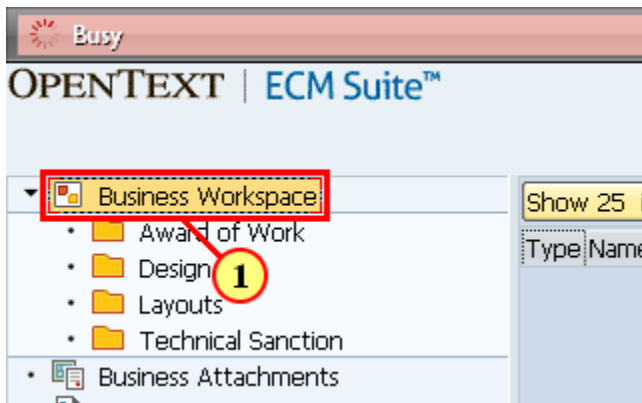
(1) Clicking on the **Create Business Workspace**  menu item executes it.

Project definition - PHI-00018 – Since the business workspace is created, expand it



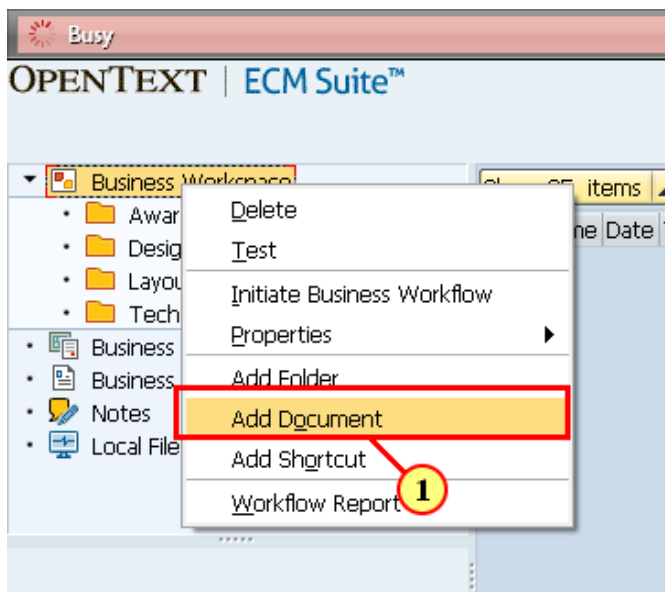
(1) Click on **Business Workspace** .

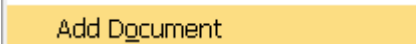
Project definition - PHI-00018 – Pre-defined folders are shown e.g. Award of Work, Design, etc. These folders are provided to attach the respective documents for the project



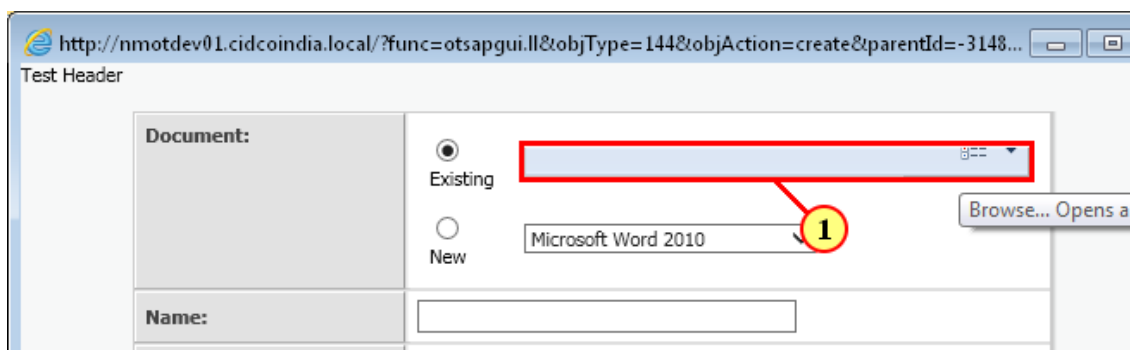
(1) Right-clicking on  **Business Workspace** with the mouse opens a shortcut menu.

Project definition - PHI-00018 – right click on Business Workspace and click on Add Document in the menu

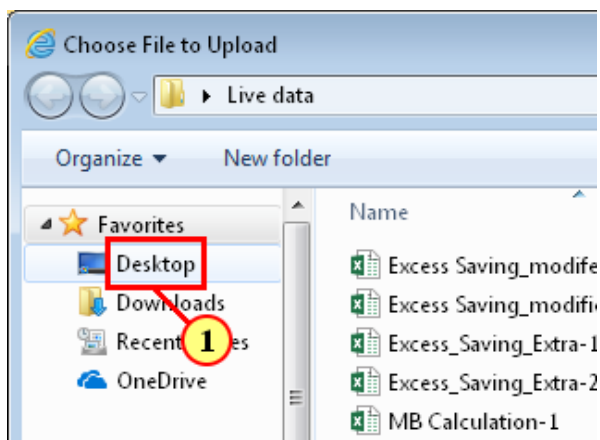


(1) Clicking on the **Add Document**  menu item executes it.

Browse the computer to select the file to upload e.g. scanned Award Document



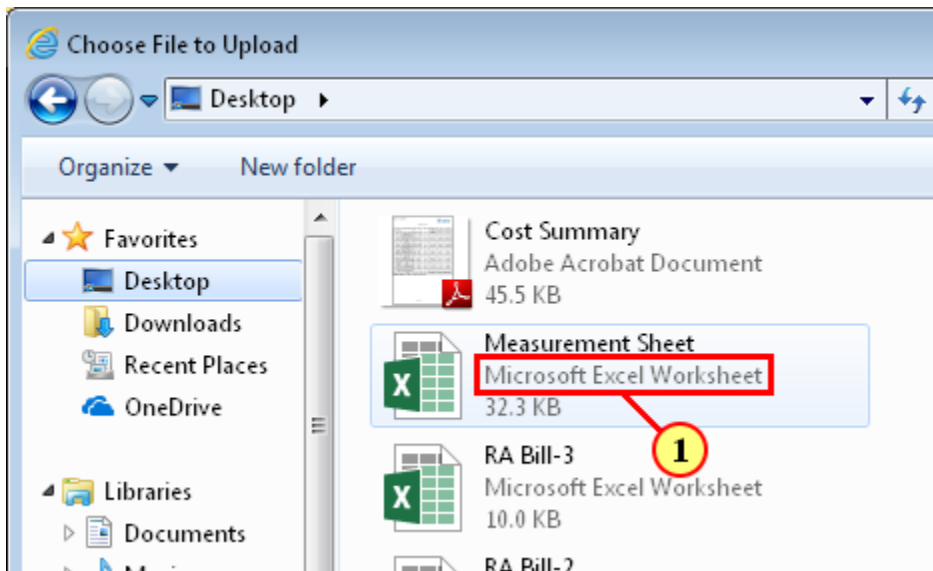
(1) The **Existing** field is cleared.



SAP Training manual

(1) Click on Desktop.

Choose File to Upload – e.g. select Measurement file to upload.



(1) Microsoft Excel Worksheet is double-clicked.

Click on Add button. You can provide description of the file if required

http://nmotdev01.cidcoindia.local/?func=otsapgui.11&objType=144&objAction=create

Test Header

Document:	☒ Existing C:\Users\pp46492\Desktop\Measur ☐ New Microsoft Word 2010
Name:	Measurement Sheet.xlsx
Description:	
Version Control:	☒ Standard - linear versioning ☐ Advanced - major/minor versioning
Inherited Classifications:	Workspace Types:Quality:510:Project
Classifications:	Classify... ?
Categories:	Project
Create In:	PHI-00018 Upgradation of Internal Roads
Add Reset	

1

(1) Click on .

Measurement Sheet is seen attached to the Business Workspace.

Busy

OPENTEXT | ECM Suite™

Search:

Show 25 items

Business Workspace

Award of Work

Design

Layouts

Technical Sanction

Business Attachments

Business Documents

Notes

Local Files

1 item

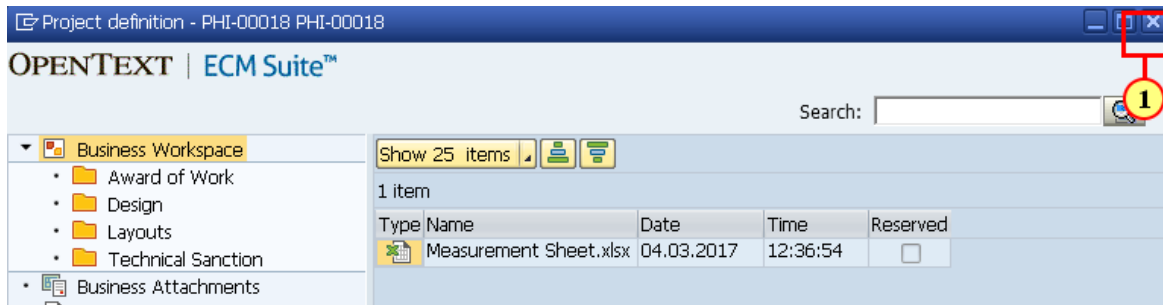
Type	Name	Date	Time	Reserved
	Measurement Sheet.xlsx	04.03.2017	12:36:54	

1

2

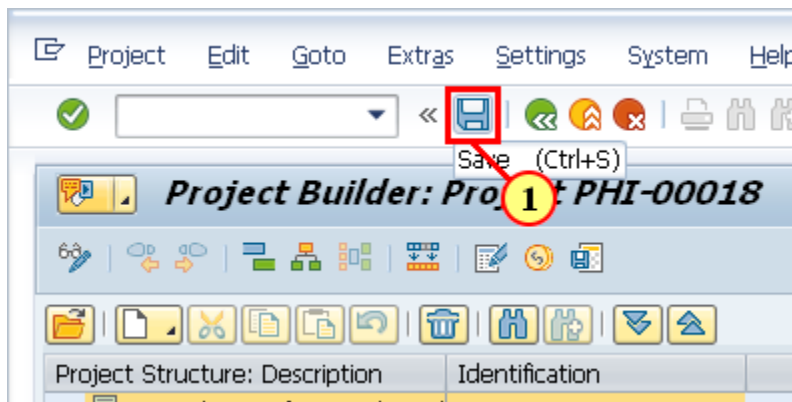
- (1) Measurement Sheet is attached to the Project
- (2) Drop on .

Close the OpenText window



- (1) Click on **Close** .

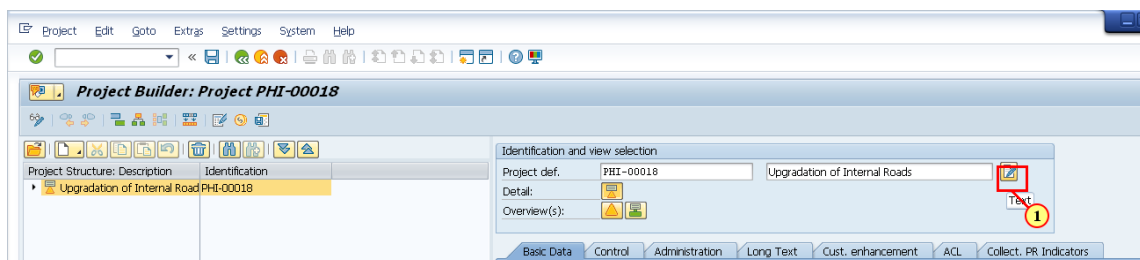
Project Builder: Project PHI-00018 – Click on Save to save the project



- (1) Click on .

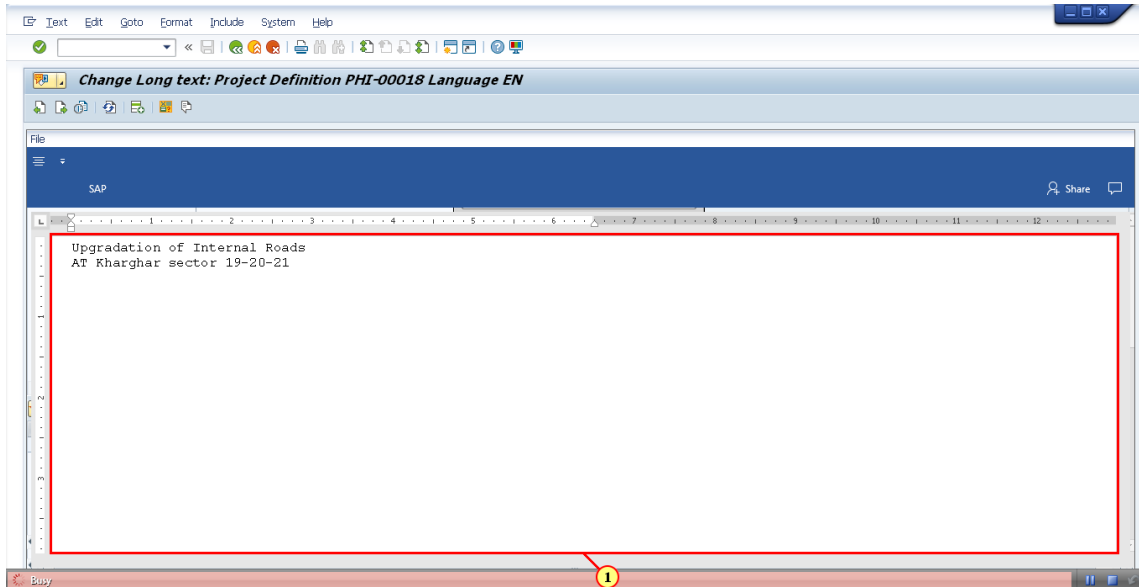
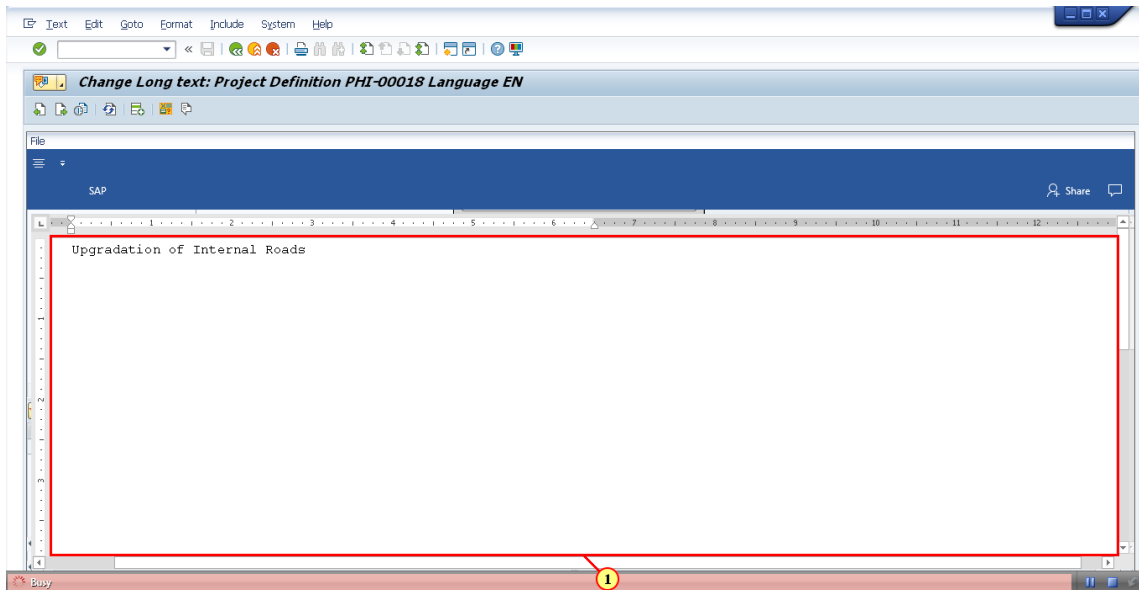
3.15. Long Text for Project Definition

Long Text for Project -- Project Builder: Project PHI-00018 – Enter Tcode CJ20N and open the project in project builder. In the fields besides Short description, click the icon



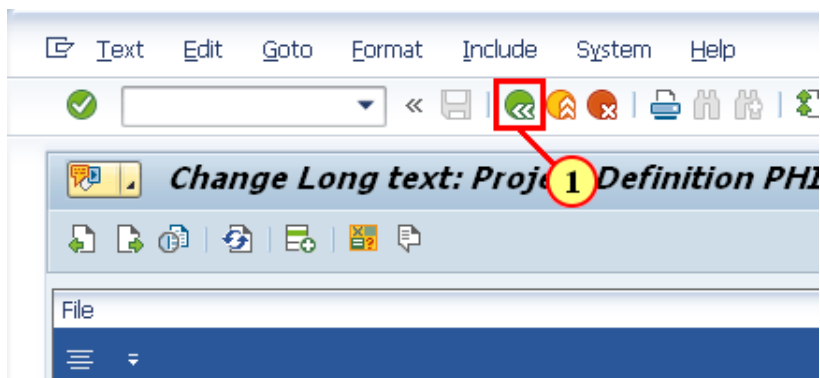
(1) Click on .

Change Long text: Project Definition PHI-00018 – Word-like screen opens. Here you can type/paste the long description of the project



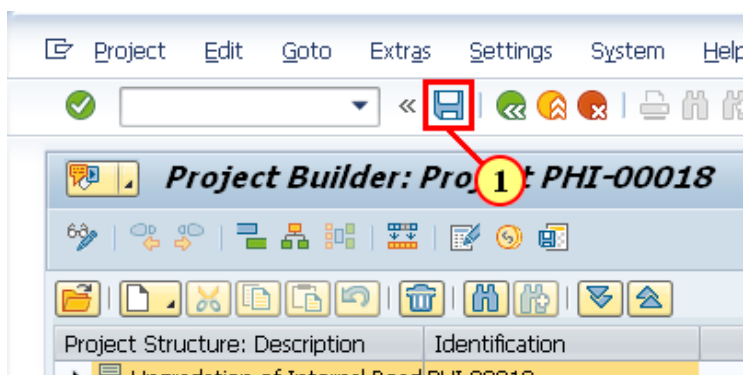
(1) The field is filled out.

Change Long text: After entering the long text, go back to project builder screen



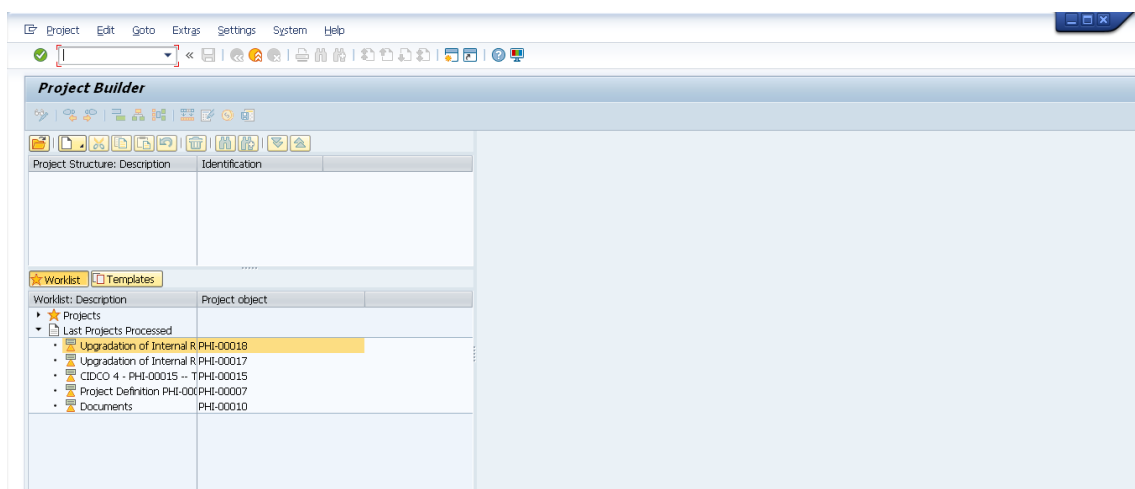
(1) Click on .

Project Builder: Project PHI-00018 – Save the project



(1) Click on .

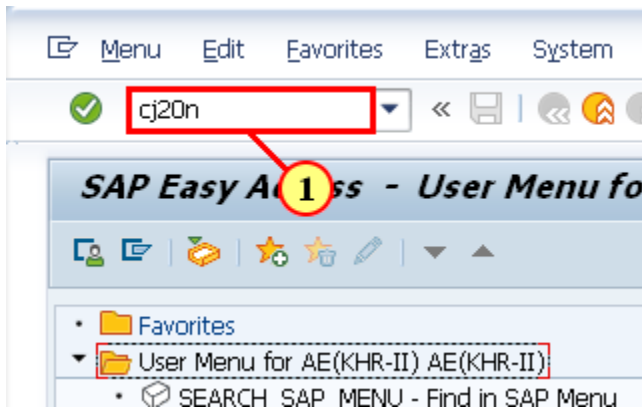
Project Builder



4. Investment Management

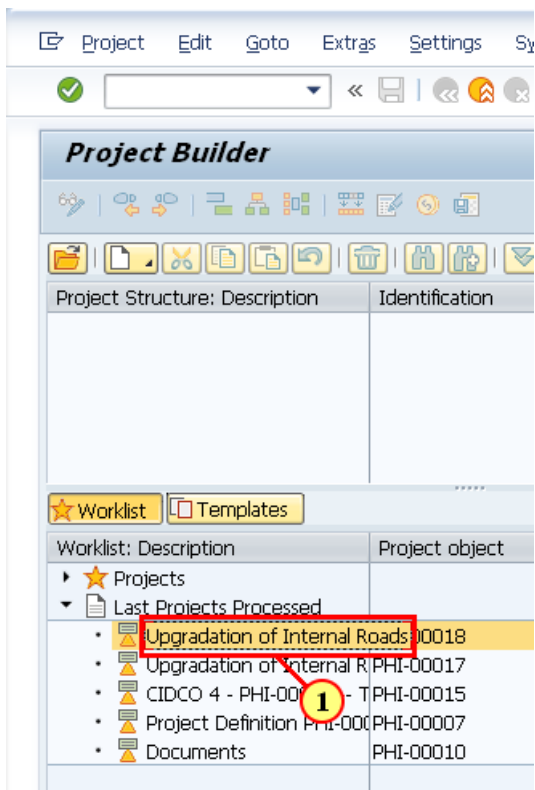
4.1. Select Investment Position for the project

SAP Easy Access - User Menu – Enter Tcode CJ20N



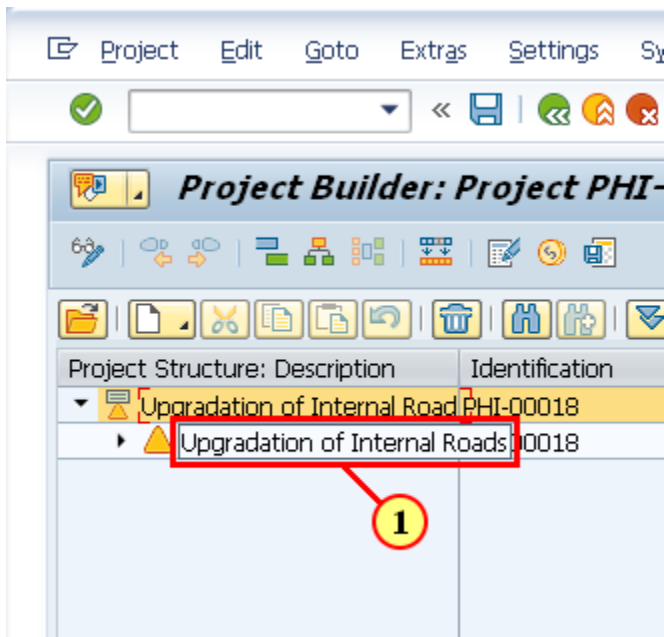
(1) The field is filled out.

Project Builder – open the required project in Project Builder screen



(1) Upgradation of Internal Roads is double-clicked.

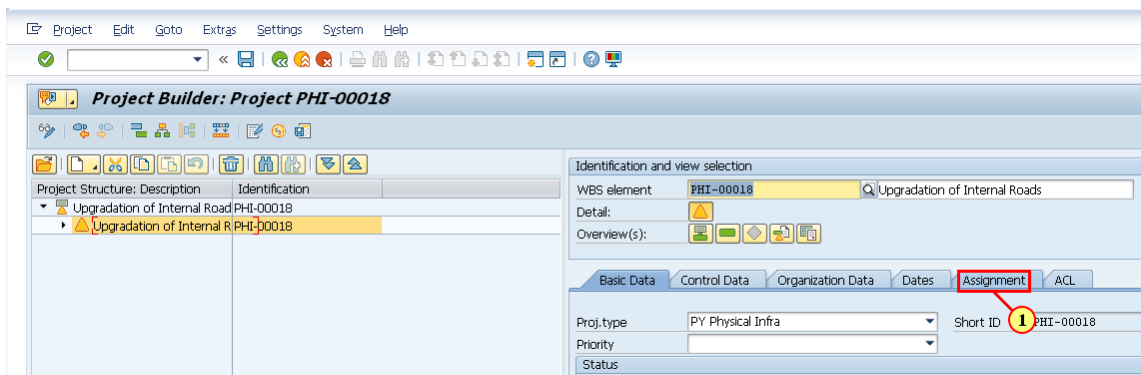
Project Builder: Project PHI-00018 – Select the top level WBS (having same code as project)



(1) Click on Upgradation of Internal Roads.

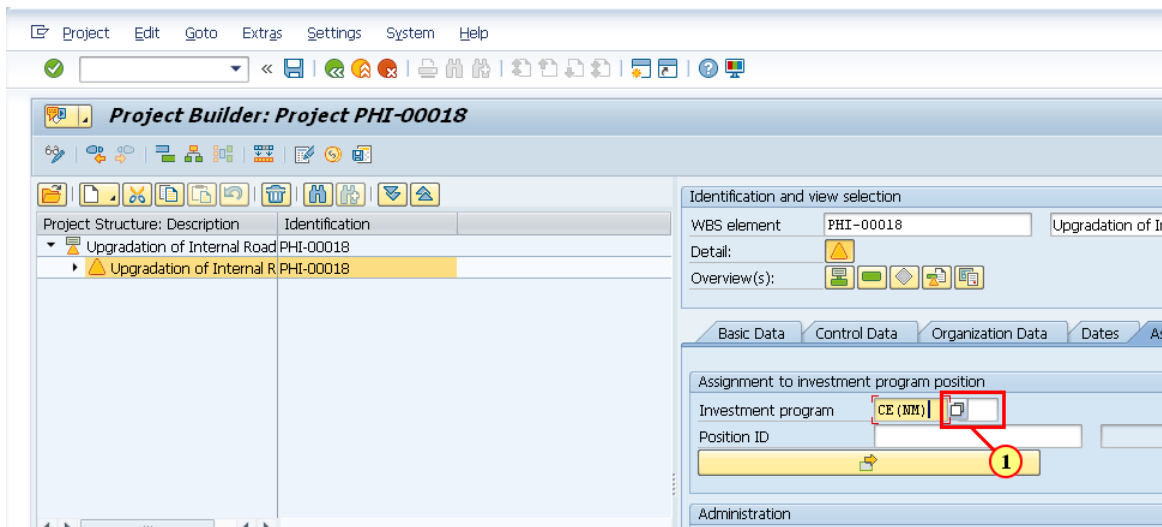
4.2. Assignment Tab

Project Builder: Project PHI-00018 – Right side screen navigate to Assignment tab



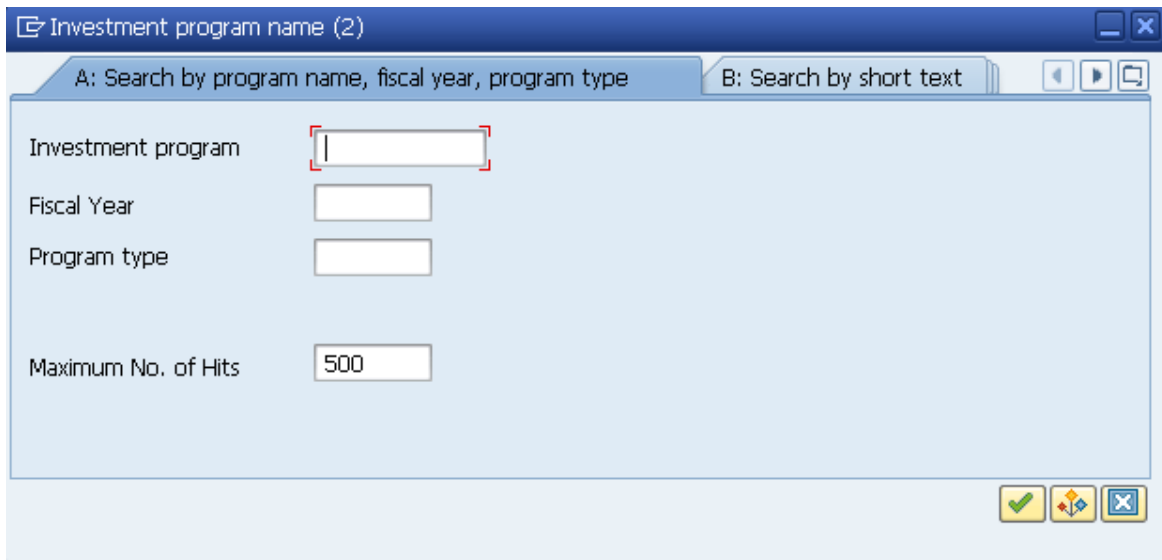
(1) Click on Assignment.

Project Builder: Project PHI-00018 – Click on F4 or small icon besides the Investment Program field



(1) Click on .

Investment program name – search for the Investment program – click green tick mark in this screen



Enter is now pressed.

Investment program name – list of all investment programs in the system is shown. Select the required investment program from where the project will receive budget

Investment program name (2) 5 Entries found

A: Search by program name, fiscal year, program type B: Search by short t...

Inv.prog	Year	PType	Name
2017 NM	2017	1000	2017 Navi Mumbai Investment Program
CE (NM)	2016	1000	CE (NM)
CE NM	2016	1000	CE (NM)
CE(NM)	2016	1000	CE (NM)
CE(NMIA)	2016	1000	CE (NMIA)

1

(1) CE(NM) 2016 1000 CE (NM) is double-clicked.

Project Builder: Project PHI-00018 – Click the Position ID field. Click F4 or small icon besides this field

Project Builder: Project PHI-00018

Project Structure: Description Identification

Upgradation of Internal Road PHI-00018

Upgradation of Internal R PHI-00018

Identification and view selection

WBS element PHI-00018 Upgradation of Internal Roads

Detail:

Overview(s):

Basic Data Control Data Organization Data Dates Assignment AC

Assignment to investment program position

Investment program CE (NM) 2016

Position ID

C1375

C1390

C1240

Administration EE (KHR-II)

Created by AE (KE) C1426

04.03.2017

1

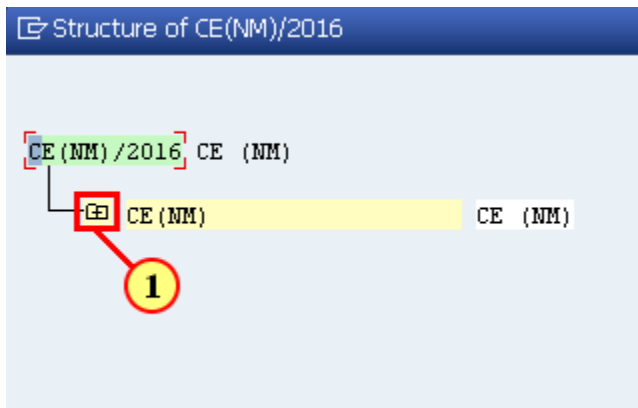
(1) Click on .

Choose Point of Entry – Click green tick mark in the popup field

SAP Training manual

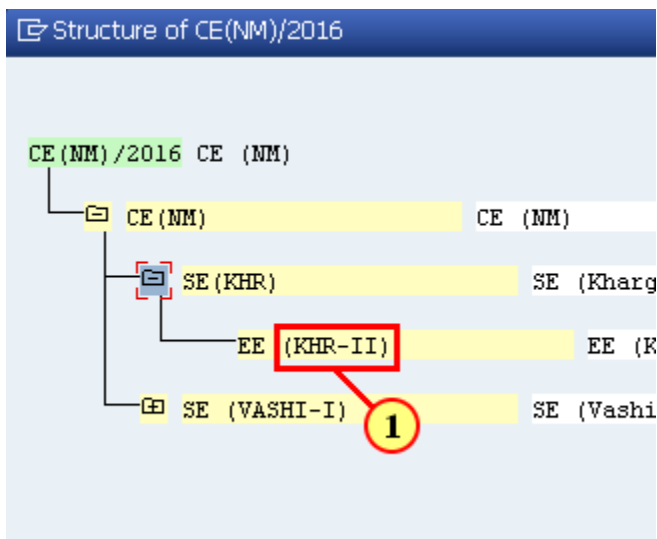
(1) Click on **Continue** .

Structure of CE(NM)/2016 – Structure of selected Investment program is shown. Expand the structure by clicking on + icon



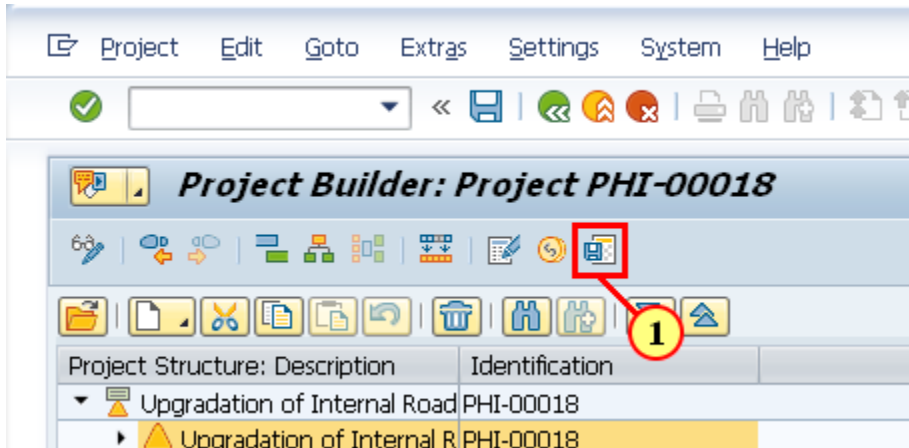
(1) Click on .

Structure of CE(NM)/2016 – navigate to required position within the investment program – select it by double-clicking



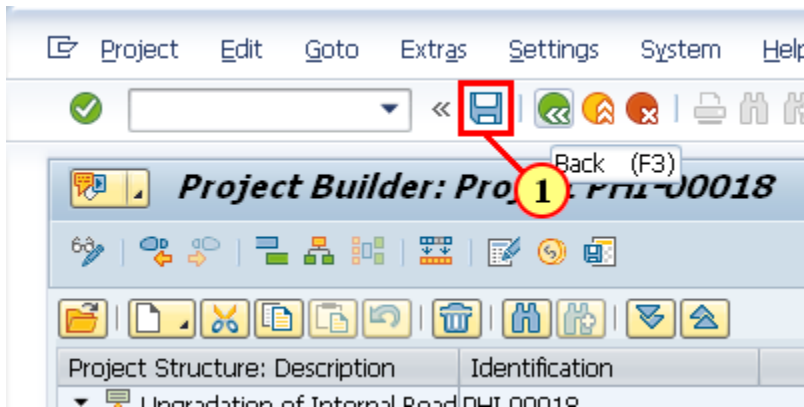
(1) {KHR-II} is double-clicked.

Project Builder: Project PHI-00018 – you will be brought back to project builder screen. Click on Intermediate Save button



(1) Click on **Intermediate Save** .

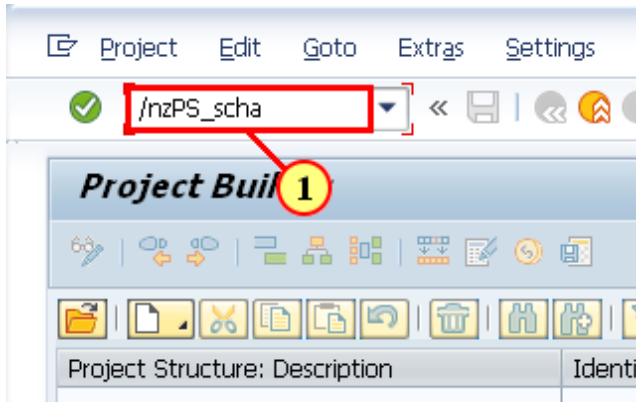
Project Builder: Project PHI-00018 – Click on Final Save button to save and exit



(1) Click on .

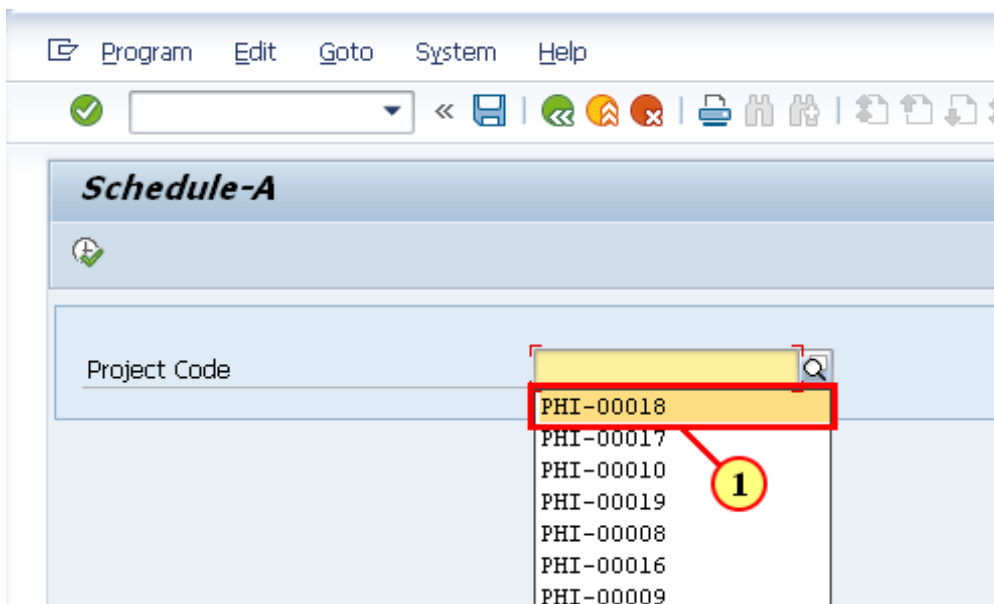
5. Schedule A - Tcode ZPS_SCHA

Project Builder – We need to enter Tcode ZPS_SCHA to view Schedule A for project. If we are not in main menu screen, then pre-fix with /n, so enter /nZPS_SCHA and click Enter



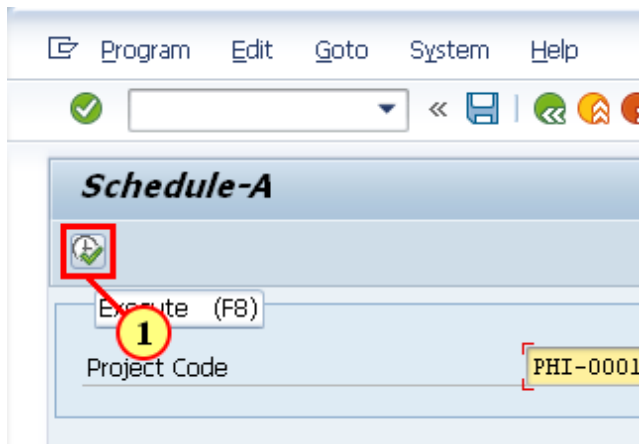
(1) The field is filled out.

Schedule-A - Select the required project



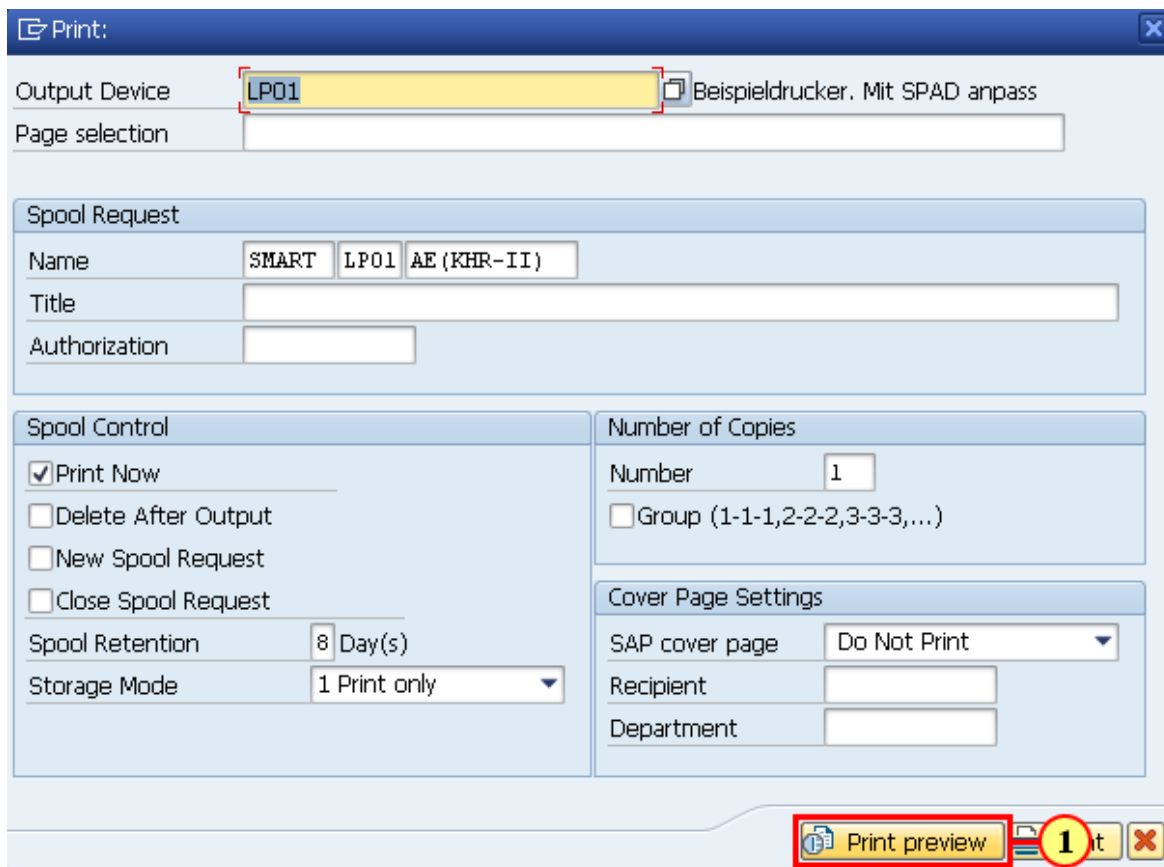
(1) Clicking on the entry **PHI-00018** selects it.

Schedule-A – Click F8 key or Execute icon at the top of the screen



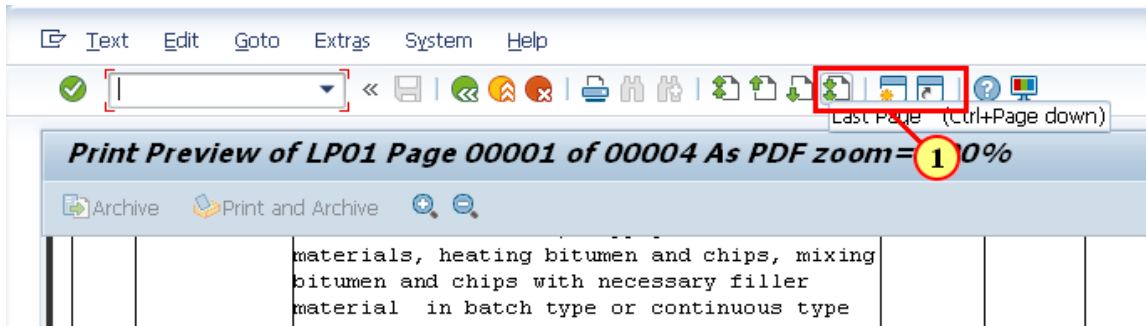
(1) Click on **Execute** .

Print: - In the popup window, enter LP01 as Output Device. Click on Print Preview button



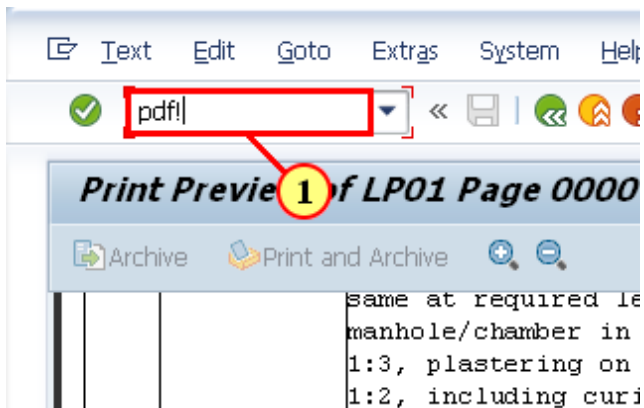
(1) Click on **Print preview** .

Print Preview of LP01 - PDF view is shown for Schedule A. Use navigation buttons to scroll to next/previous pages.



(1) Click on .

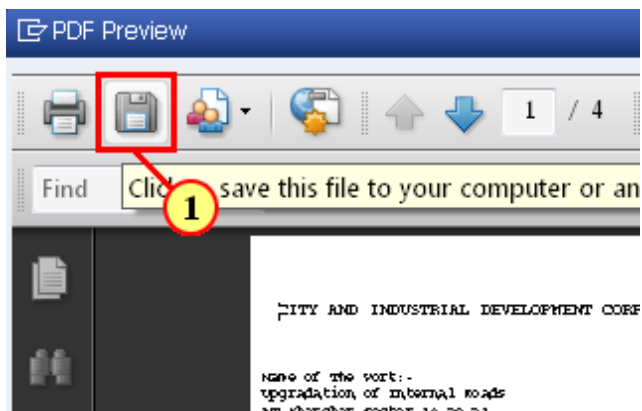
Print Preview of LP01 – Enter pdf! And click enter to generate the pdf



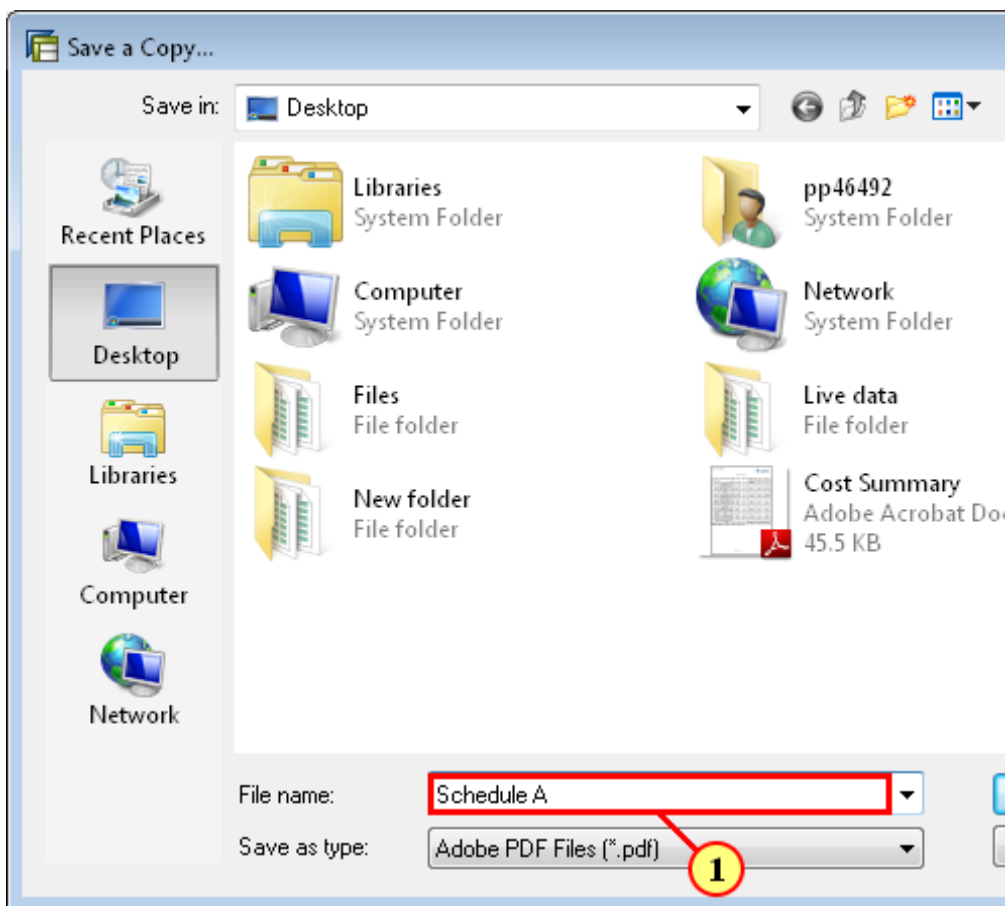
	T. Code: pdf!
---	---------------

(1) The field is filled out.

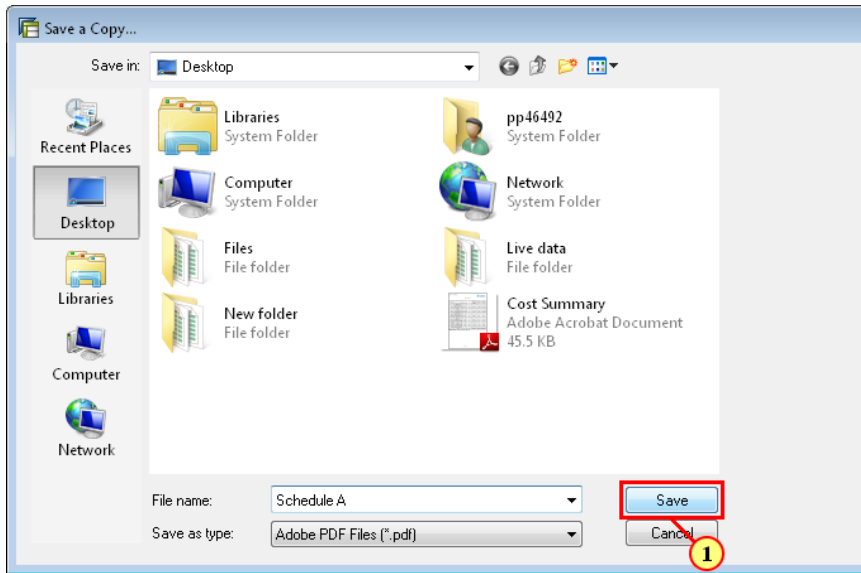
PDF Preview – save the pdf to your computer



(1) Click on **Save a Copy** .

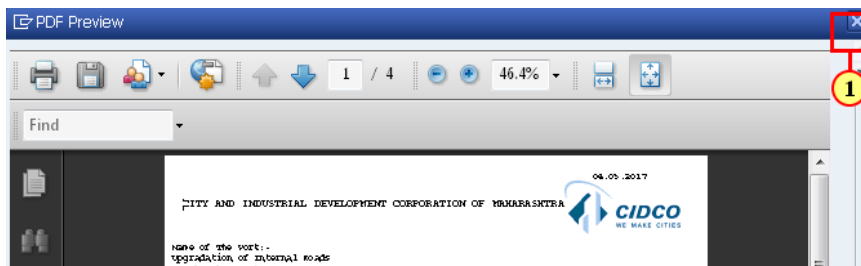


(1) The **File name:** field is filled out.



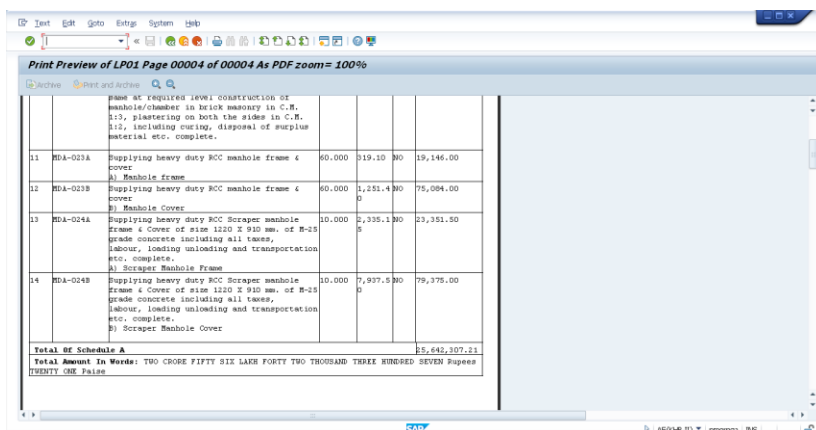
(1) Click on **Save** .

PDF Preview – close the pdf preview screen



(1) Click on **Close** .

PDF of Schedule A



Print Preview of LP01 Page 00004 of 00004 As PDF zoom= 100%

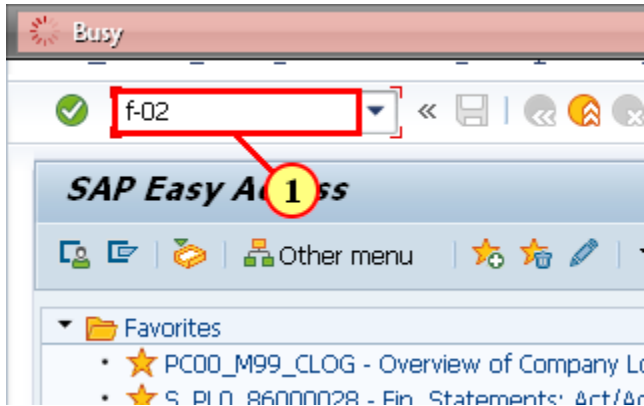
11	MDA-023A	Supplying heavy duty RCC manhole frame & cover	80.000	919.10	30		19,146.00	
12	MDA-023B	Supplying heavy duty RCC manhole frame & cover	80.000	1,251.4	30		75,004.00	
13	MDA-024A	Supplying heavy duty RCC Scraper manhole frame & cover of size 1220 X 910 mm. of M-25 grade concrete including all taxes, labour, loading unloading and transportation etc. complete.	10.000	2,335.1	30		23,351.50	
14	MDA-024B	Supplying heavy duty RCC Scraper manhole frame & cover of size 1220 X 910 mm. of M-25 grade concrete including all taxes, labour, loading unloading and transportation etc. complete.	10.000	7,927.5	30		79,275.00	
Total of Schedule A							15,442,307.21	
Total Amount In Words: TWO CRORE FIFTY SIX LAKH FORTY TWO THOUSAND THREE HUNDRED SEVEN Rupees								
TWENTY ONE Paise								

6. EMD for Project

6.1. Tcode F-02 – Login as finance user

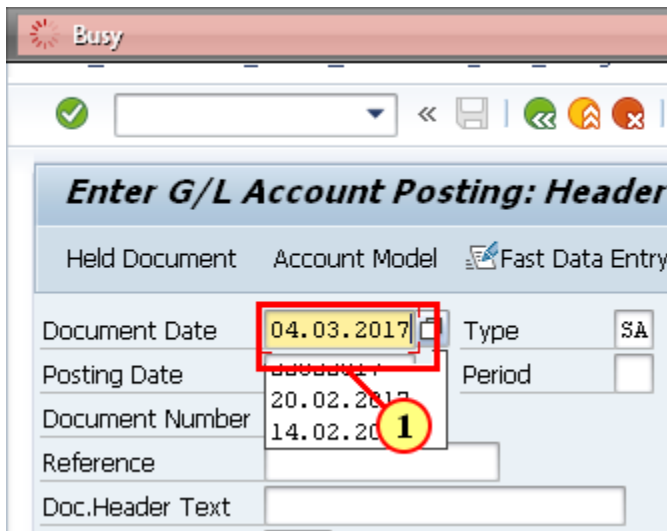
ERP Login - Login as finance user in Portal and click on ERP tab.

Enter Tcode F-02 and click Enter



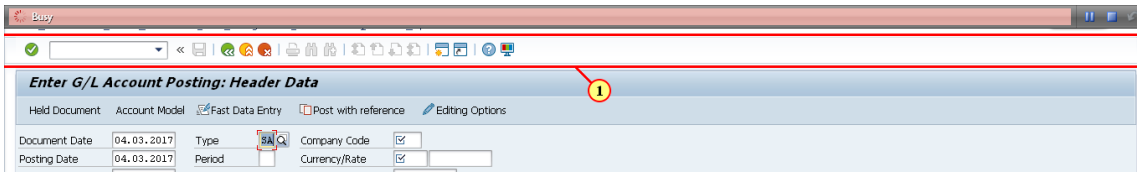
(1) The field is filled out.

Enter G/L Account Posting: Header Data -- Enter document date



(1) The field is filled out.

Enter G/L Account Posting: Header Data – Enter Posting date



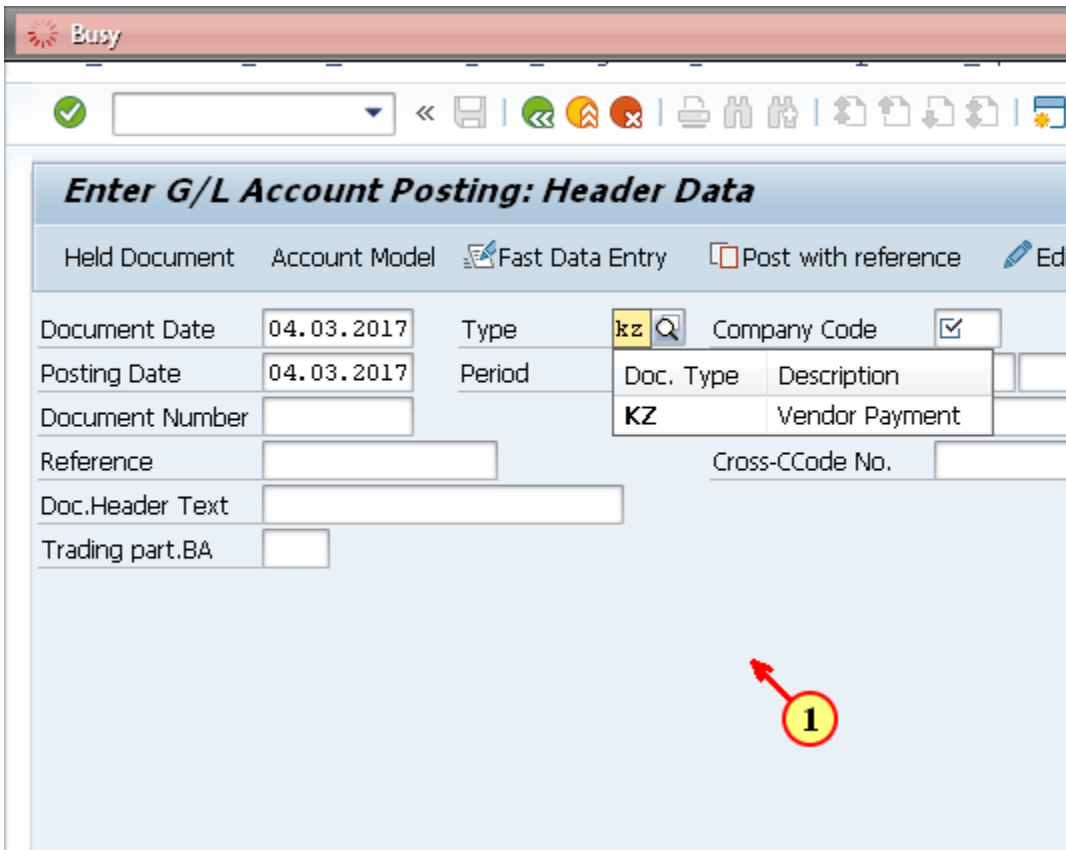
Enter G/L Account Posting: Header Data

Held Document Account Model ☒ Fast Data Entry ☐ Post with reference ☐ Editing Options

Document Date	04.03.2017	Type	SA	Company Code	☒
Posting Date	04.03.2017	Period		Currency/Rate	☒

(1) The field is filled out.

Enter G/L Account Posting: Header Data – Enter type of document as KZ – Vendor payment



Enter G/L Account Posting: Header Data

Held Document Account Model ☒ Fast Data Entry ☐ Post with reference ☐ Edit

Document Date	04.03.2017	Type	KZ	Company Code	☒
Posting Date	04.03.2017	Period		Doc. Type	Description
Document Number				KZ	Vendor Payment
Reference				Cross-CCode No.	
Doc.Header Text					
Trading part.BA					

(1) Click here .

Enter G/L Account Posting: Header Data – Enter Company Code as 1000

Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Post with reference Editing Options

Document Date	04.03.2017	Type	kz	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text					

(1) The field is cleared.

Enter G/L Account Posting: Header Data – enter Currency as INR. Click Enter

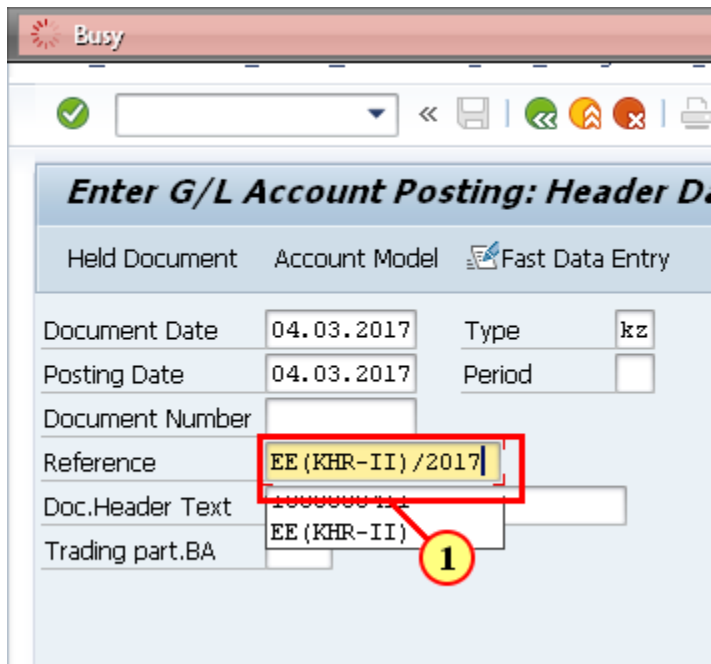
Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Post with reference Editing Options

Document Date	04.03.2017	Type	kz	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	inr
Document Number				Translation dte	Crcy Long Text
Reference				Cross-CCode No.	INR Indian Rupee
Doc.Header Text					
Trading part.BA					

(1) Clicking on the entry **INR** Indian Rupee selects it.

Enter G/L Account Posting: Header Data – Provide Reference as appropriate



Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry

Document Date 04.03.2017 Type kz

Posting Date 04.03.2017 Period

Document Number

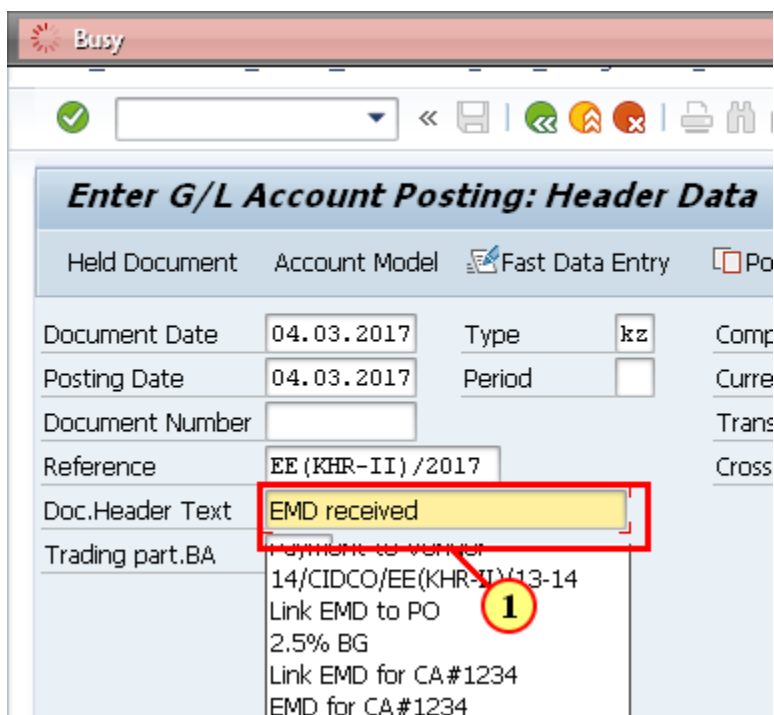
Reference EE (KHR-II) /2017

Doc.Header Text

Trading part.BA

(1) The field is cleared.

Enter G/L Account Posting: Header Data – Enter Doc.Header Text as appropriate e.g. “EMD Received”



Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Po

Document Date 04.03.2017 Type kz Comp

Posting Date 04.03.2017 Period Curre

Document Number Trans

Reference EE (KHR-II) /2017 Cross

Doc.Header Text EMD received

Trading part.BA

Payment to vendor

14/CIDCO/EE(KHR-II)/13-14

Link EMD to PO

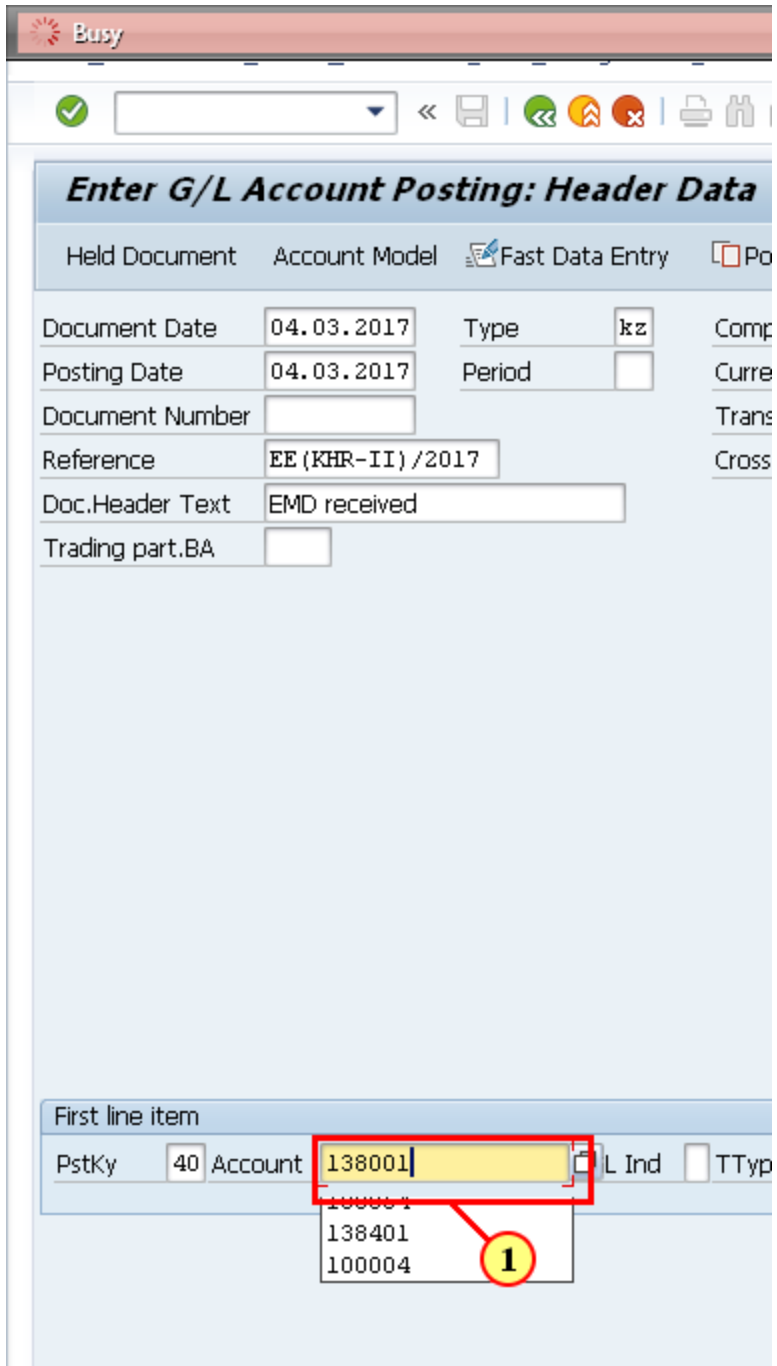
2.5% BG

Link EMD for CA#1234

EMD for CA#1234

(1) The field is cleared.

Enter G/L Account Posting: Header Data – At the bottom select vendor account in the Account field



Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Po

Document Date	04.03.2017	Type	kz	Comp
Posting Date	04.03.2017	Period		Curre
Document Number				Trans
Reference	EE (KHR-II) /2017			Cross
Doc.Header Text	EMD received			
Trading part.BA				

First line item

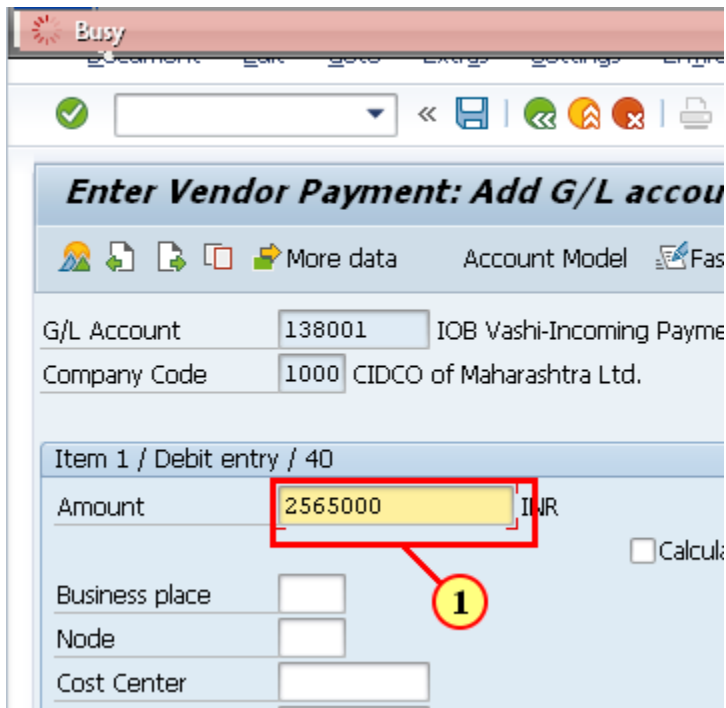
PstKy	40	Account	138001	L Ind	TTyp
-------	----	---------	--------	-------	------

138001
138401
100004

1

(1) The field is cleared.

Enter Vendor Payment: Add G/L account item – Enter Amount of EMD



Enter Vendor Payment: Add G/L account

G/L Account 138001 IOB Vashi-Incoming Payme
 Company Code 1000 CIDCO of Maharashtra Ltd.

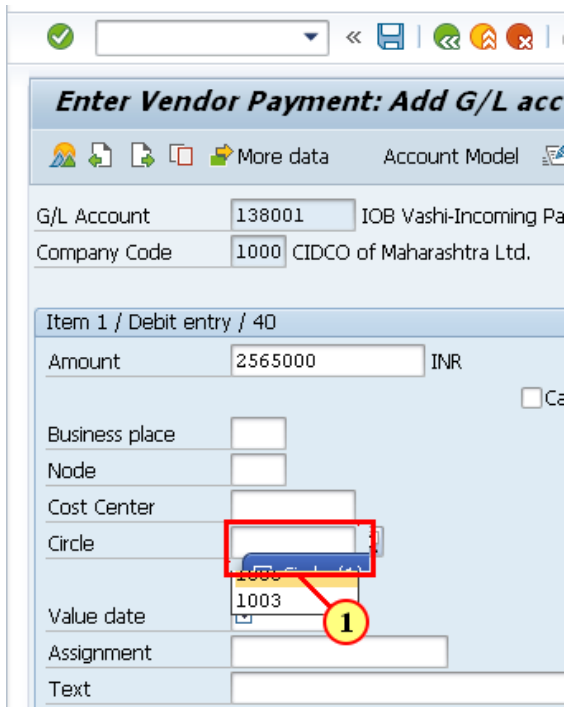
Item 1 / Debit entry / 40

Amount 2565000 INR

Business place
 Node
 Cost Center

(1) The field is filled out.

Enter Vendor Payment: Add G/L account item – Enter Circle by clicking F4



Enter Vendor Payment: Add G/L account

G/L Account 138001 IOB Vashi-Incoming Pa
 Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

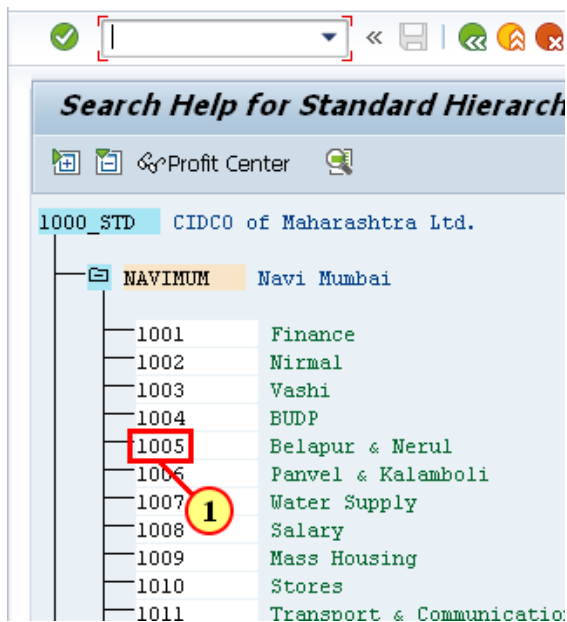
Amount 2565000 INR

Business place
 Node
 Cost Center
 Circle 1003

Value date 1003
 Assignment
 Text

(1) The field is cleared.

Search and select appropriate Circle



Search Help for Standard Hierarchy

Profit Center

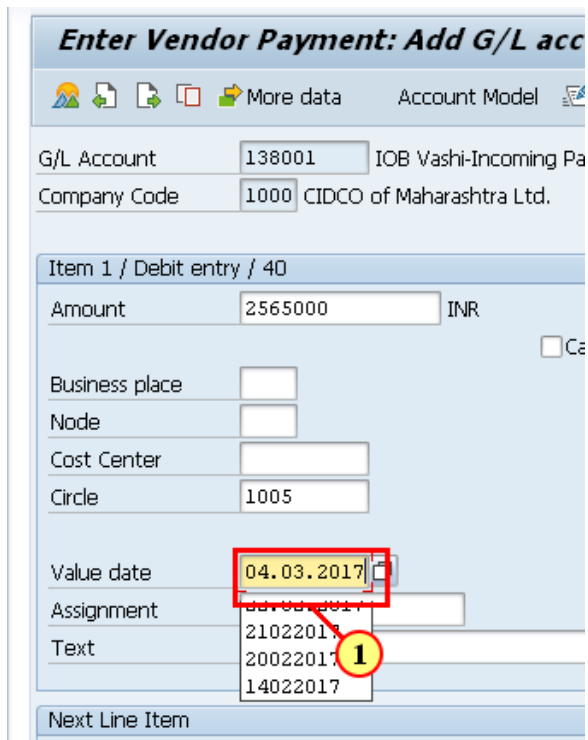
1000_STD CIDCO of Maharashtra Ltd.

MAVIMUM Navi Mumbai

1001	Finance
1002	Nirmal
1003	Vashi
1004	BUDP
1005	Belapur & Nerul
1006	Panvel & Kalamboli
1007	Water Supply
1008	Salary
1009	Mass Housing
1010	Stores
1011	Transport & Communication

(1) 1005 is double-clicked.

Enter Vendor Payment: Add G/L account item – select Value Date



Enter Vendor Payment: Add G/L account

More data Account Model

G/L Account 138001 IOB Vashi-Incoming Pa

Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

Amount 2565000 INR

Business place

Node

Cost Center

Circle 1005

Value date 04.03.2017

Assignment 21022017

Text 20022017

14022017

Next Line Item

(1) The field is cleared.

SAP Training manual

Enter Vendor Payment: Correct G/L account item- Enter the Text field – this is free text

Enter Vendor Payment: Correct G/L account item

More data Account Model Fast Data Entry Taxes

G/L Account 138001 IOB Vashi-Incoming Payment - T&C Circle
Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

Amount 2,565,000.00 INR ☐ Calculate tax

Business place
Node
Cost Center
Circle 1005 Belapur & Nerul

Value date 04.03.2017

Assignment

Text EMD received for CA#EE(KHR-II)/2017 Long T

Next Line Item +
EMD of Shree Krishana
PstKy Account BG received for CA#14/CIDCO/EE(KHR-II)/13-14
CA#14/CIDCO/EE (KHR-II)/2013-14
BG recd from Vendor

(1) The field is cleared.

Enter Vendor Payment: Correct G/L account item – Check the posting key – it should be 39

Enter Vendor Payment: Correct G/L account item

More data Account Model

G/L Account 138001 IOB Vashi-Incoming
Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

Amount 2,565,000.00 INR

Business place
Node
Cost Center
Circle 1005 Belapur & Nerul

Value date 04.03.2017

Assignment

Text EMD received for CA#EE(KHR-II)

Next Line Item
PstKy 39 Account SGL In

(1) The field is filled out.

Enter Vendor Payment: Correct G/L account item – Select the Vendor account

Enter Vendor Payment: Correct G/L account

More data Account Model Fast Data

G/L Account 138001 IOB Vashi-Incoming Payment -
Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

Amount 2,565,000.00 INR ☐ Calculate t

Business place
Node
Cost Center
Circle 1005 Belapur & Nerul

Value date 04.03.2017
Assignment
Text EMD received for CA#EE(KHR-II)/2017

Next Line Item

PstKy 39 Account 100010 S L Ind ☐

100001
100054
138401
100004

1

(1) The field is cleared.

Enter Vendor Payment: Correct G/L account item – Select the Special GL indicator

Enter Vendor Payment: Correct G/L account item

More data Account Model Fast Data Entry Taxes

G/L Account 138001 IOB Vashi-Incoming Payment - T&C Circle
Company Code 1000 CIDCO of Maharashtra Ltd.

Item 1 / Debit entry / 40

Amount 2,565,000.00 INR ☐ Calculate tax

Business place
Node
Cost Center
Circle 1005 Belapur & Nerul

Value date 04.03.2017
Assignment
Text EMD received for CA#EE(KHR-II)/2017

Next Line Item

PstKy 39 Account 100010 SGL Ind New co

1

(1) The field is cleared.

Special G/L ind. – Select “EMD-S.Creators”

Special G/L ind. (1) 20 Entries found

Restrictions

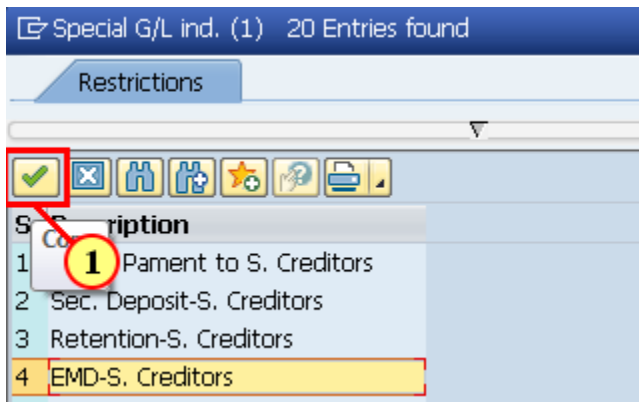
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

S	Description
1	Down Pament to S. Creditors
2	Sec. Deposit-S. Creditors
3	Retention-S. Creditors
4	EMD-S. Creditors
5	Guarantee recd from S. Cred.
6	Advance ext. Parties
A	Down Payments, Current Assets
B	Down Payments, Financ'l Assets
C	Value-Dated Bank Transfer

1

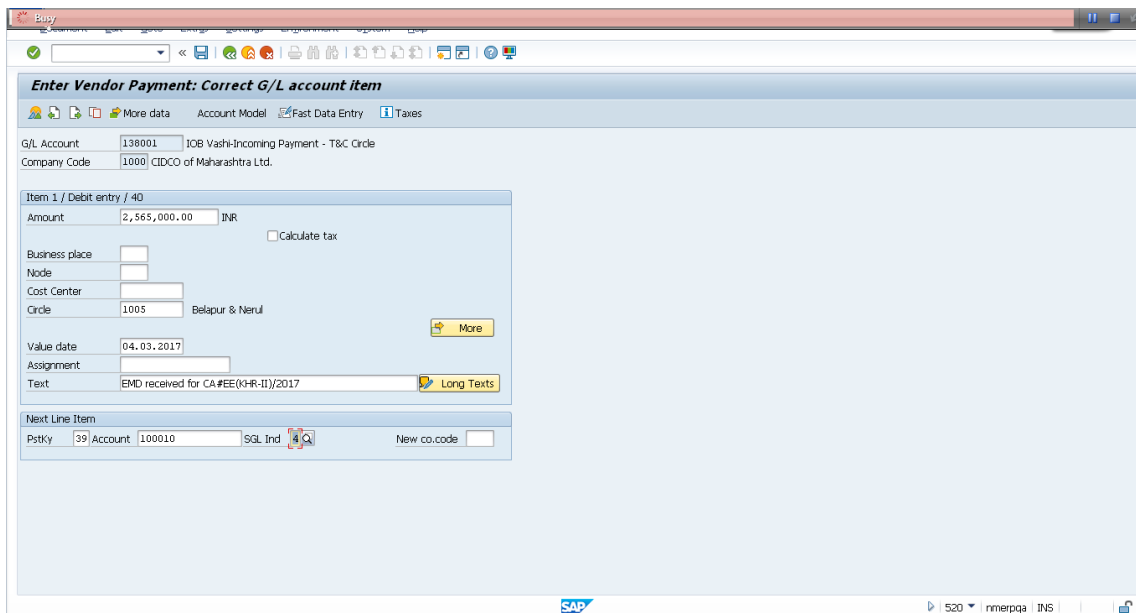
(1) Click on .

Special G/L ind. – click green tick mark to select



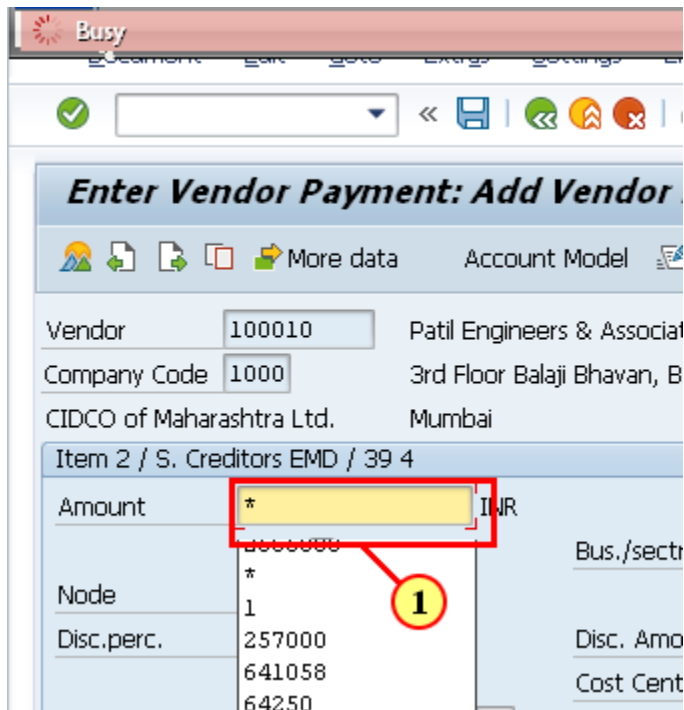
(1) Click on .

Enter Vendor Payment: Correct G/L account item – Click enter



Enter is now pressed.

Enter Vendor Payment: This is Item 2 -- Add Vendor item – Enter * in the Amount



Enter Vendor Payment: Add Vendor

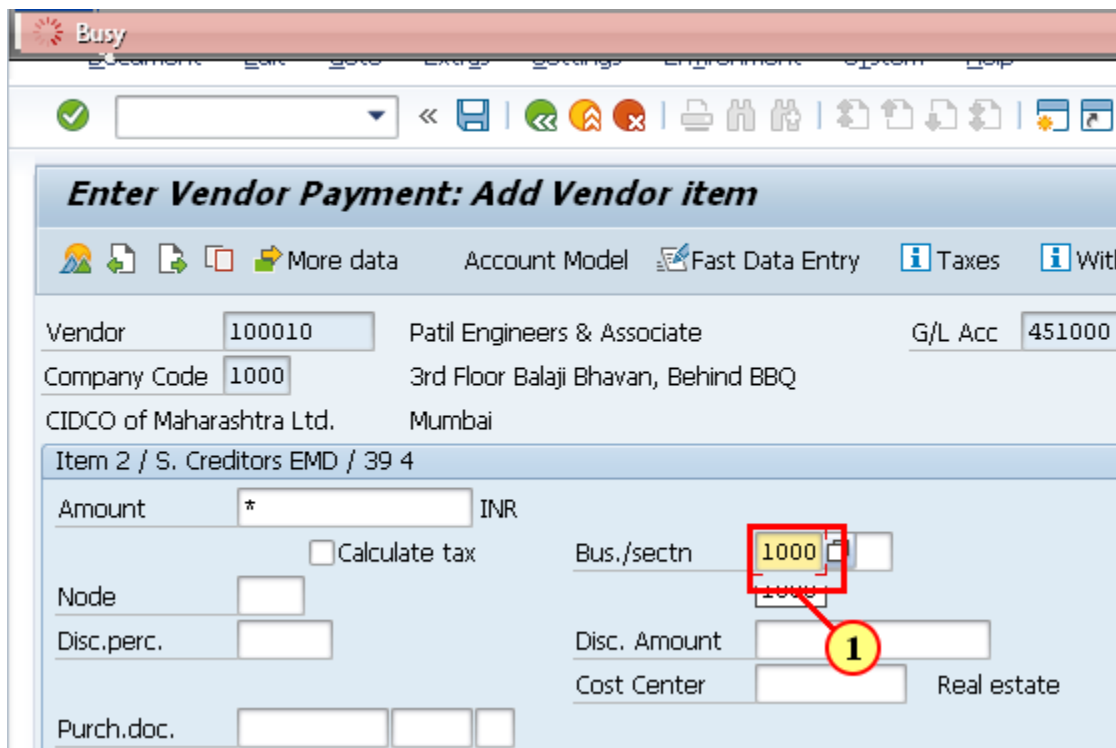
Vendor: 100010 Patil Engineers & Associat
 Company Code: 1000 3rd Floor Balaji Bhavan, B
 CIDCO of Maharashtra Ltd. Mumbai

Item 2 / S. Creditors EMD / 39 4

Amount: * INR
 Node: 1
 Disc.perc.: 257000
 641058
 64250

(1) The field is filled out.

Enter Vendor Payment: Add Vendor item – Enter the Bus as 1000 and Section as 1110



Enter Vendor Payment: Add Vendor item

Vendor: 100010 Patil Engineers & Associate G/L Acc: 451000
 Company Code: 1000 3rd Floor Balaji Bhavan, Behind BBQ
 CIDCO of Maharashtra Ltd. Mumbai

Item 2 / S. Creditors EMD / 39 4

Amount: * INR
☐ Calculate tax
 Node:
 Disc.perc.:
 Purch.doc.:
 Bus./sectn: 1000
 Disc. Amount:
 Cost Center: Real estate

(1) The field is cleared.

Section Code (1) 13 Entries found

Restrictions

Company Code: 1000

Sect. Code	Bus. Place	Name 1
1110	1000	BELAPUR & NERUL (B&N)
1120	1000	CAP
1130	1000	MARKETTING
1140	1000	FINANCE
1150	1000	MASS HOUSING
1160	1000	NAINA

(1) is double-clicked.

Enter Vendor Payment: Add Vendor item – Enter Circle as appropriate

Enter Vendor Payment: Add Vendor item

Vendor: 100010 Patil Engineers & Associate G/L Acc: 451000

Company Code: 1000 3rd Floor Balaji Bhavan, Behind BBQ

CIDCO of Maharashtra Ltd. Mumbai

Item 2 / S. Creditors EMD / 39 4

Amount: * INR

☐ Calculate tax

Bus./sectn: 1000 1110

Node:

Disc.perc.:

Disc. Amount:

Cost Center: Real estate ☐

Purch.doc.:

Circle: 1005

Flow Type:

Contract: /

Funds ctr:

Assignment:

Cmnt item: 699999

(1) The field is cleared.

Enter Vendor Payment: Add Vendor item – Enter text as appropriate

The screenshot shows the SAP 'Enter Vendor Payment: Add Vendor item' screen. The 'Text' field is highlighted with a red box, and a red arrow points to it from a yellow circle with the number '1'. The text in the field is 'EMD received from A#EE(KHR-II)/2017'.

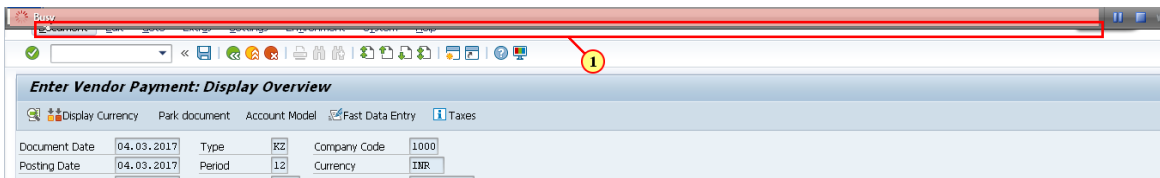
(1) Clicking in the input field activates it.

Enter Vendor Payment: Correct Vendor item – Click on Overview icon

The screenshot shows the SAP 'Enter Vendor Payment: Correct Vendor item' screen. The 'Display Document Overview' icon (a mountain landscape) is highlighted with a red box, and a red arrow points to it from a yellow circle with the number '1'. The text in the field is 'EMD received from A#EE(KHR-II)/2017'.

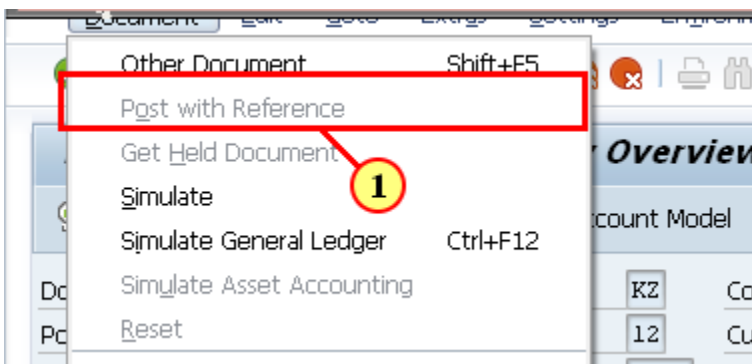
(1) Click on **Display Document Overview** .

Enter Vendor Payment: Display Overview – Document overview is displayed



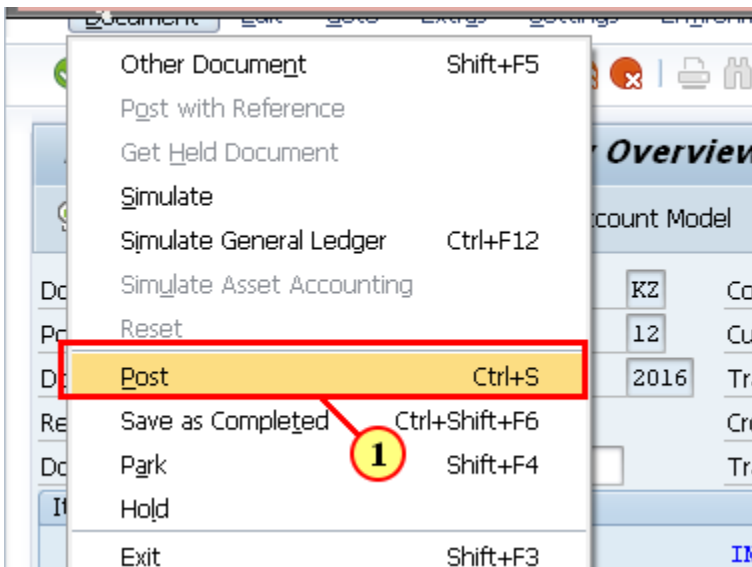
(1) Click on

Enter Vendor Payment: Display Overview – Click on Document menu at the top of the screen



(1) Clicking on the **Post with Reference** | Post with Reference menu item executes it.

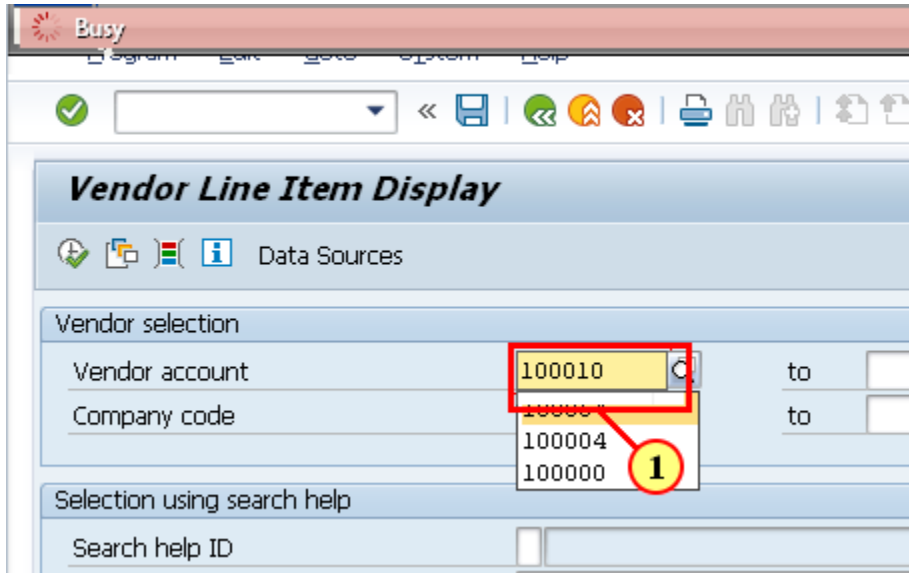
Enter Vendor Payment: Display Overview – Click on Post sub-menu



(1) Clicking on the **Post Ctrl+S** | Post Ctrl+S menu item executes it.

6.2. Tcode FBL3N – to check the posting

Vendor Line Item Display – Select Vendor Account



Vendor Line Item Display

Vendor selection

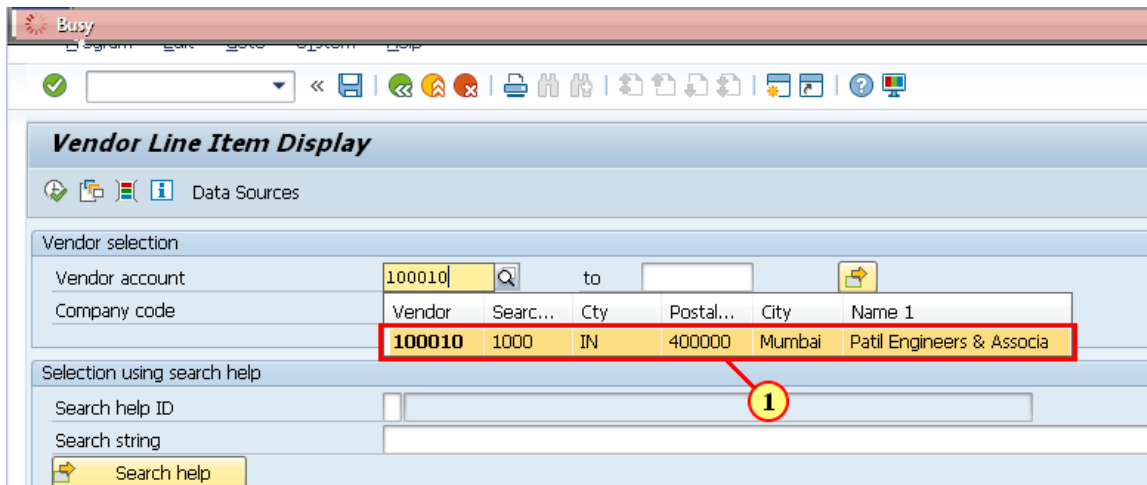
Vendor account: 100010 to

Company code: to

Selection using search help

Search help ID:

(1) The field is filled out.



Vendor Line Item Display

Vendor selection

Vendor account: 100010 to

Company code: to

Vendor	Search...	City	Postal...	City	Name 1
100010	1000	IN	400000	Mumbai	Patil Engineers & Associa

Selection using search help

Search help ID:

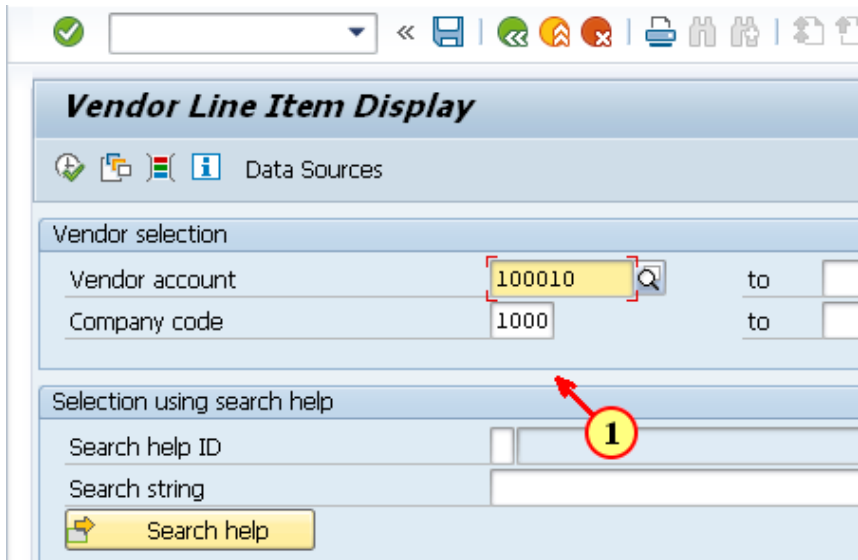
Search string:

Search help:

(1) Clicking on the entry

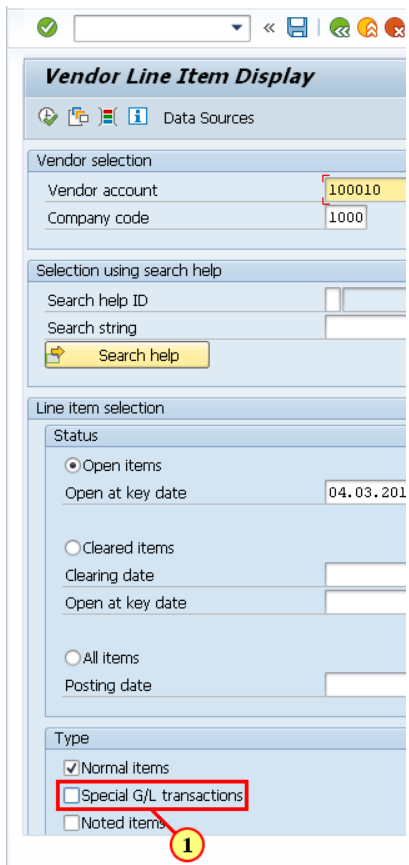
100010 1000 IN 400000 Mumbai Patil Engineers & Associa selects it.

Vendor Line Item Display – Enter Company Code as 1000



(1) Click here .

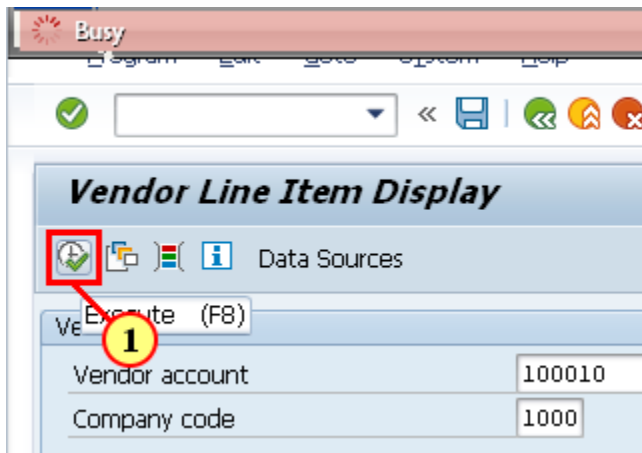
Vendor Line Item Display – Select “Special G/L transactions” checkbox



(1) Click on ☐ Special G/L transactions.

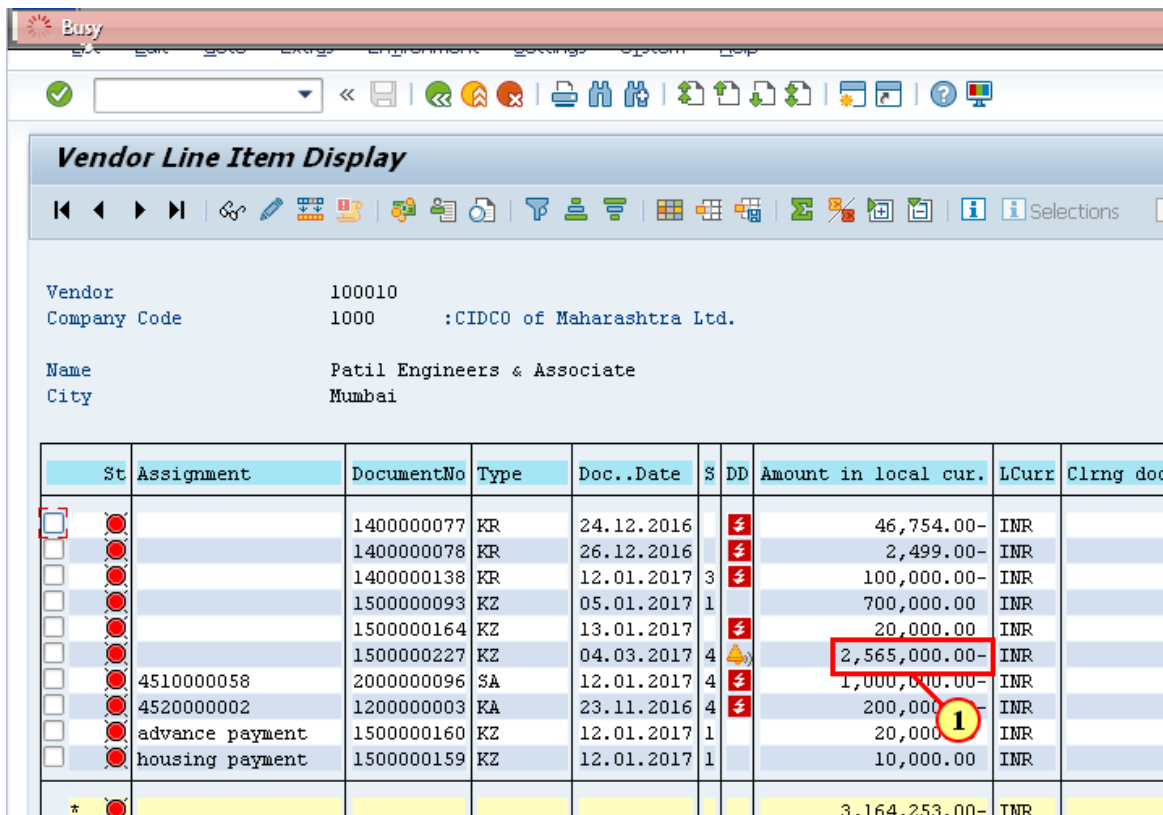
SAP Training manual

Vendor Line Item Display – Click on Execute icon or enter key F8



(1) Click on **Execute** .

Vendor Line Item Display – Line items for special GL indicator for the selected vendor are shown



St	Assignment	DocumentNo	Type	Doc..Date	\$	DD	Amount in local cur.	LCurr	Clrng doc
		1400000077	KR	24.12.2016			46,754.00-	INR	
		1400000078	KR	26.12.2016			2,499.00-	INR	
		1400000138	KR	12.01.2017	3		100,000.00-	INR	
		1500000093	KZ	05.01.2017	1		700,000.00	INR	
		1500000164	KZ	13.01.2017			20,000.00	INR	
		1500000227	KZ	04.03.2017	4		2,565,000.00-	INR	
	4510000058	2000000096	SA	12.01.2017	4		1,000,000.00-	INR	
	4520000002	1200000003	KA	23.11.2016	4		200,000.00-	INR	
	advance payment	1500000160	KZ	12.01.2017	1		20,000.00	INR	
	housing payment	1500000159	KZ	12.01.2017	1		10,000.00	INR	
*							3,164,253.00-	INR	

(1) Click on **2,565,000.00-**.

SAP Training manual

Vendor Line Item Display – find the details of the EMD transaction e.g. by seeing the Amount column

Vendor Line Item Display

Vendor: 100010
Company Code: 1000 :CIDCO of Maharashtra Ltd.
Name: Patil Engineers & Associate
City: Mumbai

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		1400000077	KR	24.12.2016			46,754.00-	INR		construction of drainage
		1400000078	KR	26.12.2016			2,499.00-	INR		construction of drainage
		1400000138	KR	12.01.2017	3		100,000.00-	INR		celebration project
		1500000093	KZ	05.01.2017	1		700,000.00	INR		
		1500000164	KZ	13.01.2017			20,000.00	INR		
		1500000227	KZ	04.03.2017	4		2,565,000.00-	INR		EMD received for CA#EE (KMR-II)/2017
	4510000058	2000000096	SA	12.01.2017	4		1,000,000.00-	INR		EMD received for CA#123
	4520000002	1200000003	KA	23.11.2016	4		200,000.00-	INR		Linking EMD to PO#4520000002
	advance payment	1500000160	KZ	12.01.2017	1		20,000.00	INR		advertisement
	housing payment	1500000159	KZ	12.01.2017	1		10,000.00	INR		advance

- (1) Drag [2,565,000.00-]
- (2) Drop on .

Vendor Line Item Display – Check the entries

Vendor Line Item Display

Vendor: 100010
Company Code: 1000 :CIDCO of Maharashtra Ltd.
Name: Patil Engineers & Associate
City: Mumbai

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		1400000077	KR	24.12.2016			46,754.00-	INR		construction of drainage
		1400000078	KR	26.12.2016			2,499.00-	INR		construction of drainage
		1400000138	KR	12.01.2017	3		100,000.00-	INR		celebration project
		1500000093	KZ	05.01.2017	1		700,000.00	INR		
		1500000164	KZ	13.01.2017			20,000.00	INR		
		1500000227	KZ	04.03.2017	4		2,565,000.00-	INR		EMD received for CA#EE (KMR-II)/2017
	4510000058	2000000096	SA	12.01.2017	4		1,000,000.00-	INR		EMD received for CA#123
	4520000002	1200000003	KA	23.11.2016	4		200,000.00-	INR		Linking EMD to PO#4520000002
	advance payment	1500000160	KZ	12.01.2017	1		20,000.00	INR		advertisement
	housing payment	1500000159	KZ	12.01.2017	1		10,000.00	INR		advance
							3,164,253.00-	INR		
							3,164,253.00-	INR		

Vendor: *
Company Code: * :CIDCO of Maharashtra Ltd.
Name: *
City: *

10 items displayed

7. Enter Tender Values in Project Structure

The tender values are entered in the Project using the Project Builder screen and navigating to the Cust. enhancement tab. However, prior to entering the values here, you need to get the approval to accept lowest tender in the OpenText workflow – “Bidding Approval for lowest tender – Upto VC&MD”. In case of award of work “AT PAR”, you may use the “Award of Work – AT PAR” workflow instead of the Bidding Approval workflow. Note that you will need to follow the existing e-tendering process outside SAP system as you are currently doing.

7.1. OpenText File Movement Workflow – Bidding Approval for lowest tender - Upto VC&MD

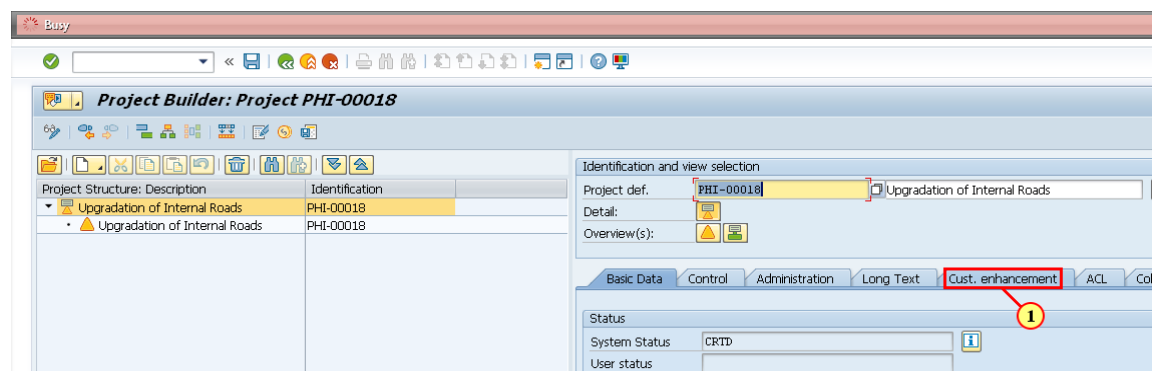
Execute the “Bidding Approval for lowest tender - Upto VC&MD” workflow. The design is as per DOP. Attach this workflow to Project Business Workspace.

7.2. OpenText File Movement Workflow – Award of Work – AT PAR

In case of “Award of Work – AT PAR”, you will not need to execute the “Bidding Approval for lowest tender” workflow and instead use the “Award of Work” workflow. Attach the Award of Work scanned document to the project and execute the Award of Work workflow. The design is as per DOP. Attach this workflow to Project Business Workspace.

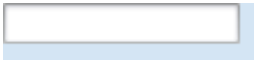
7.3. Tcode – CJ20N – Cust. Enhancement Tab of the project – enter tender values

SAP Easy Access - User Menu – Enter Tcode CJ20N and open Project Builder. Open the required project where we need to assign the tender reference – Navigate to Custom Enhancement tab

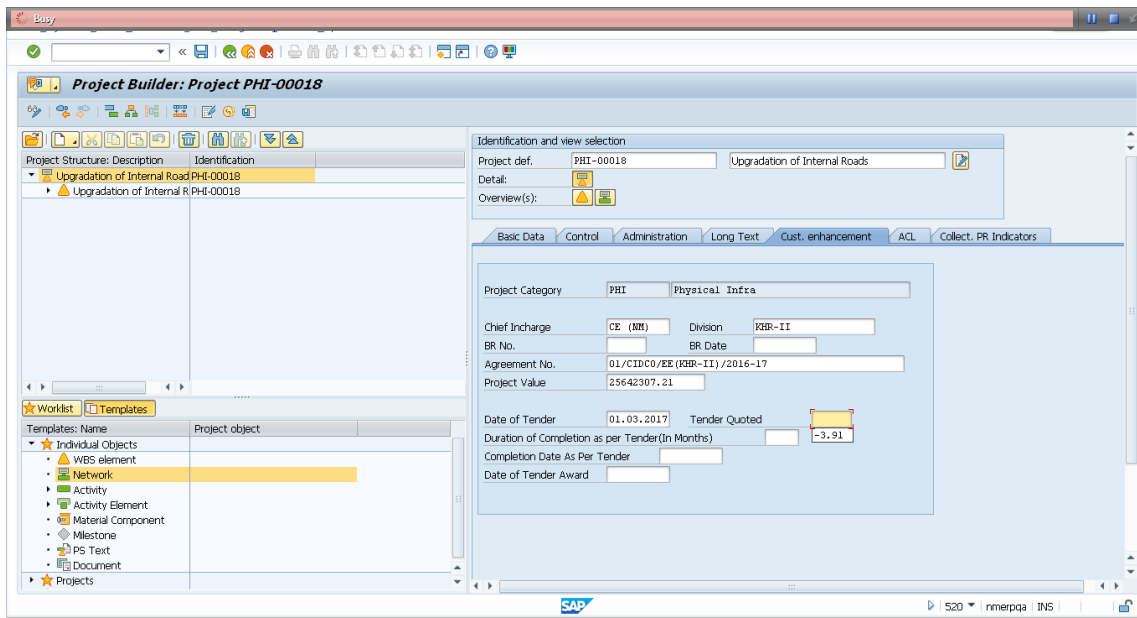


(1) Click on **Cust. enhancement**.

Project Builder: Project PHI-00018 – Select field Project Value

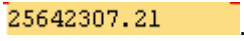
(1) Clicking in the input field  activates it.

Enter the cost generated from Cost Statement. Also, enter Agreement Number and the Date of tender

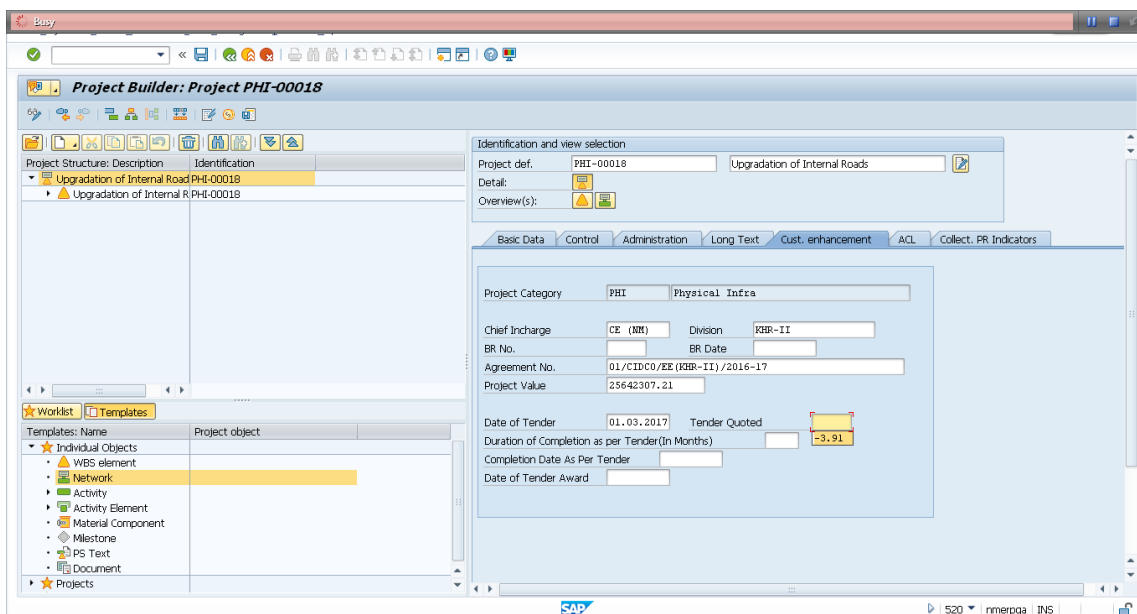


The screenshot shows the SAP Project Builder interface for Project PHI-00018. The left pane displays the project structure with 'Upgradation of Internal Road PHI-00018' selected. The right pane shows the 'Identification and view selection' tab with various fields for project details. The 'Project Value' field is highlighted with a yellow box, indicating the input field for the cost generated from the Cost Statement.

Field	Value
Project def.	PHI-00018
Detail:	Upgradation of Internal Roads
Overview(s):	
Project Category	PHI Physical Infra
Chief Incharge	CE (NM) Division KHR-II
BR No.	
BR Date	
Agreement No.	01/CIDCO/EE (KHR-II)/2016-17
Project Value	25642307.21
Date of Tender	01.03.2017
Tender Quoted	-3.91
Duration of Completion as per Tender(In Months)	
Completion Date As Per Tender	
Date of Tender Award	

(1) e.g. Enter 25642307.21 .

Project Builder: Project PHI-00018 – Click Enter. Enter other details related to Tender



This screenshot is identical to the previous one, showing the SAP Project Builder interface for Project PHI-00018. The 'Project Value' field is highlighted with a yellow box, indicating the input field for the cost generated from the Cost Statement.

Field	Value
Project def.	PHI-00018
Detail:	Upgradation of Internal Roads
Overview(s):	
Project Category	PHI Physical Infra
Chief Incharge	CE (NM) Division KHR-II
BR No.	
BR Date	
Agreement No.	01/CIDCO/EE (KHR-II)/2016-17
Project Value	25642307.21
Date of Tender	01.03.2017
Tender Quoted	-3.91
Duration of Completion as per Tender(In Months)	
Completion Date As Per Tender	
Date of Tender Award	

Enter is now pressed.

Tab is now pressed.

Project Builder: Project PHI-00018 – Click on Intermediate Save or Final Save to save the tender details

8. Project Schedule

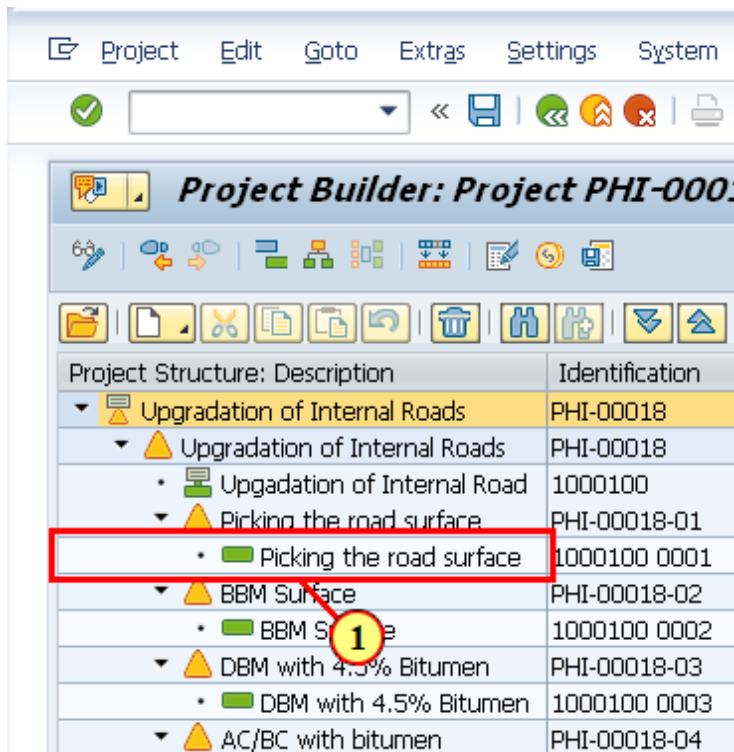
8.1. OpenText File Movement Workflows – during Project Execution

The following workflows are available and can be executed during the project execution phase. They are designed as per DOP. Some of the workflows can also be executed prior to Project Execution if required.

- Rate Analysis approval workflow upto EE(HO)
- Appointment of Consultants-Experts-Specialists-Conciliators-Auditors-ThirdParty - Approval Upto VC&MD
- Studies, surveys and site investigations
- Technical visits for skill and knowledge upgradation - Approval Upto VC&MD
- Cost Estimate
- Layout and Design – includes Design and Technical departments
- Design Approval – within Engineering department
- Administrative Approval– Approval Upto VC&MD
- Administrative Approval for Capital works – Approval upto JMD
- To condone delay in performance or other securities - Approval Upto VC&MD
- Training to engineers - Approval Upto VC&MD
- Technical Sanction(Engg.)/T&C- Technical Sanction/ Administrative approval/ Technical Sanction+Administrative Approval (in case of revised estimates if addition/removal of scope of work/major change in estimates, you need to initiate the workflow again to obtain fresh approvals)
- Bidding Approval for lowest tender – Upto VC&MD
- Award of Work – AT PAR
- Excess-Savings-Extra – Upto CE
- Extension of Time
- Repairs - Special Repairs - Approval Upto VC&MD
- Repairs - Routine Maintenance of permanent assets - Approval Upto VC&MD
- Material Testing

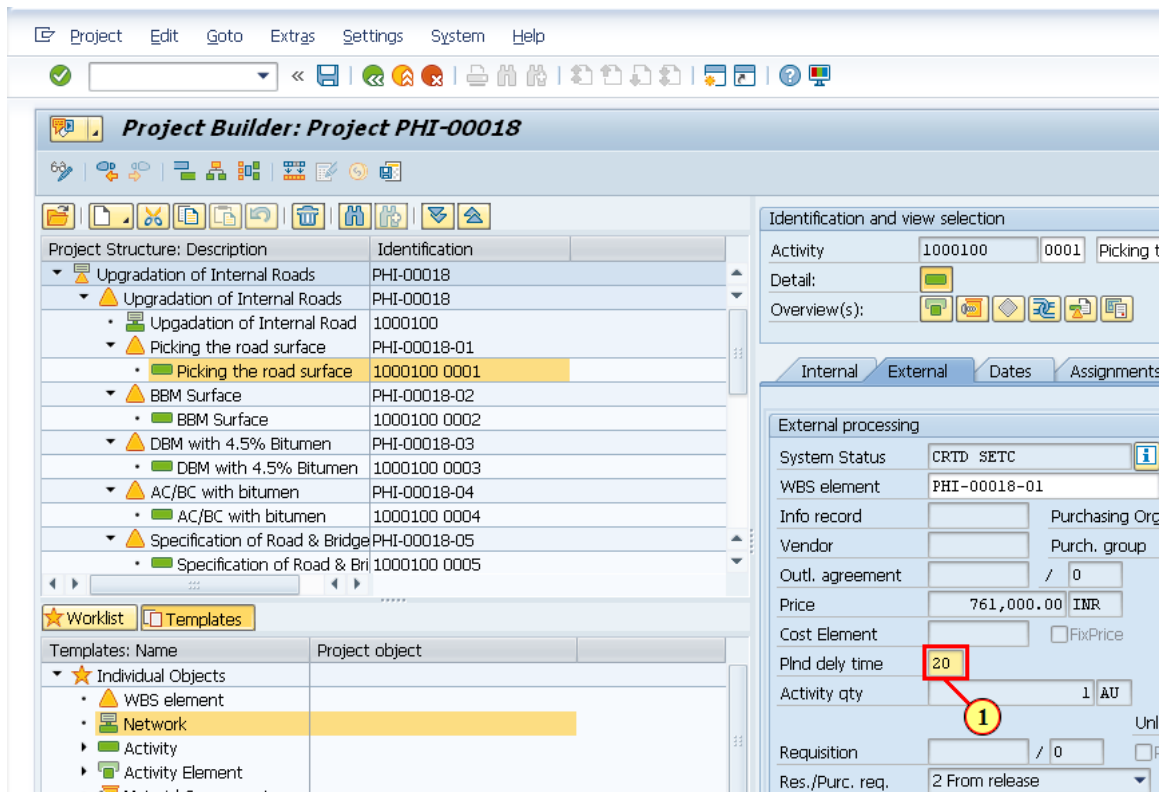
8.2. Enter Activity Duration – Tcode CJ20N

Project Builder: Project PHI-00018 - Enter Tcode CJ20N and open the required project in project builder screen



(1) Click on  Picking the road surface.

Project Builder: Project PHI-00018 – Select first activity and enter duration in field “Plnd dely time” in days-- We need to enter the duration for all the service activities – one after the other



Project Builder: Project PHI-00018

Project Structure: Description | Identification

Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5% Bitumen	PHI-00018-03
DBM with 4.5% Bitumen	1000100 0003
AC/BC with bitumen	PHI-00018-04
AC/BC with bitumen	1000100 0004
Specification of Road & Bridge	PHI-00018-05
Specification of Road & Bridge	1000100 0005

Worklist | Templates

Templates: Name | Project object

Individual Objects	
WBS element	
Network	
Activity	
Activity Element	
Material Component	

Identification and view selection

Activity: 1000100 0001 Picking t

Detail: [Icon]

Overview(s): [Icons]

Internal | External | Dates | Assignments

External processing

System Status: CRTD SETC

WBS element: PHI-00018-01

Info record: [Field] Purchasing Org: [Field]

Vendor: [Field] Purch. group: [Field]

Outl. agreement: [Field] / 0

Price: 761,000.00 INR

Cost Element: [Field] FixPrice: [Field]

Plnd delay time: 20

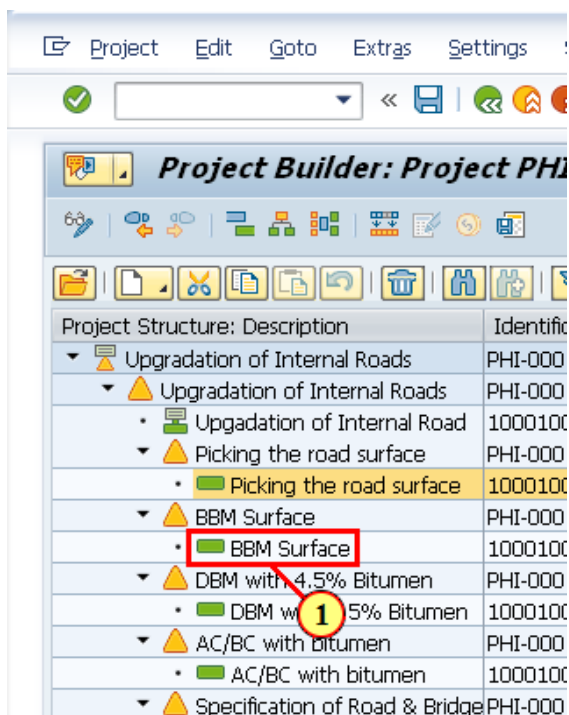
Activity qty: [Field] 1 AU

Requisition: [Field] / 0

Res./Purc. req.: 2 From release

(1) The **Plnd delay time** field is cleared.

Project Builder: Project PHI-00018 – Select second activity



Project Builder: Project PHI-00018

Project Structure: Description | Identification

Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5% Bitumen	PHI-00018-03
DBM with 4.5% Bitumen	1000100 0003
AC/BC with bitumen	PHI-00018-04
AC/BC with bitumen	1000100 0004
Specification of Road & Bridge	PHI-00018-05
Specification of Road & Bridge	1000100 0005

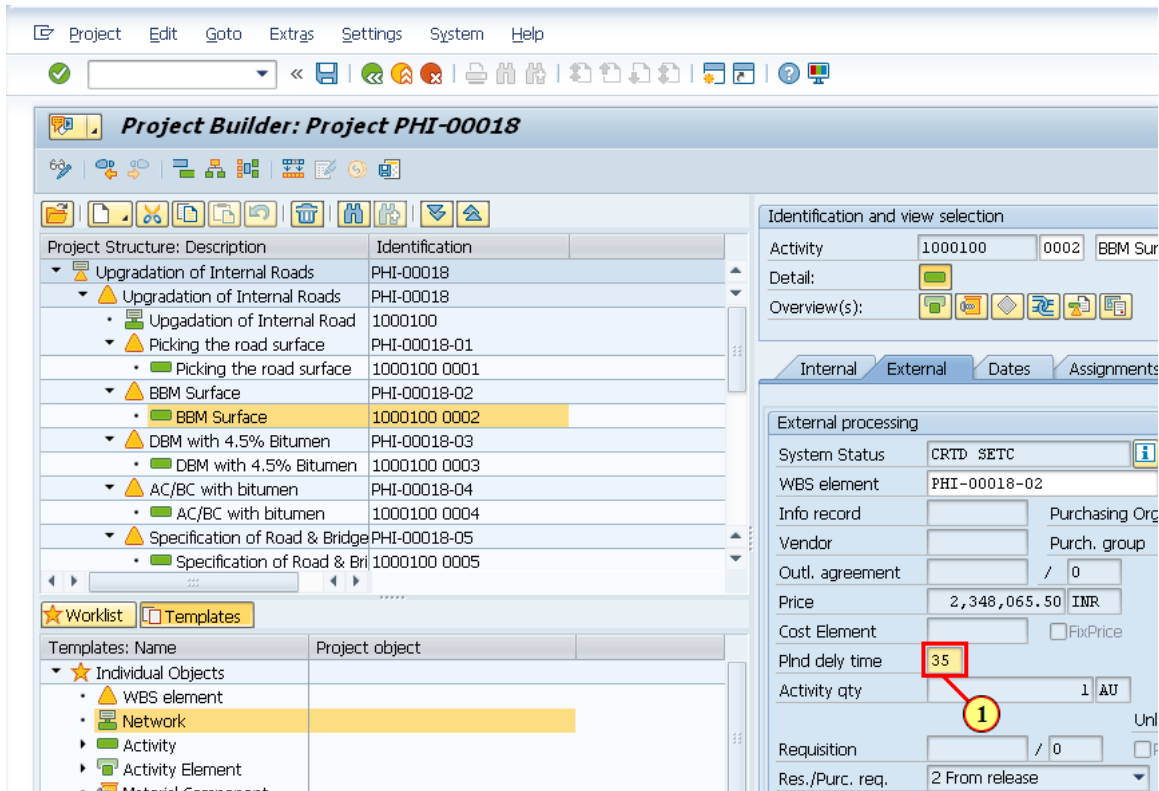
Worklist | Templates

Templates: Name | Project object

Individual Objects	
WBS element	
Network	
Activity	
Activity Element	
Material Component	

(1) Click on  BBM Surface.

Project Builder: Project PHI-00018 – Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



The screenshot displays the SAP Project Builder interface for Project PHI-00018. The left pane shows the project structure with the following hierarchy:

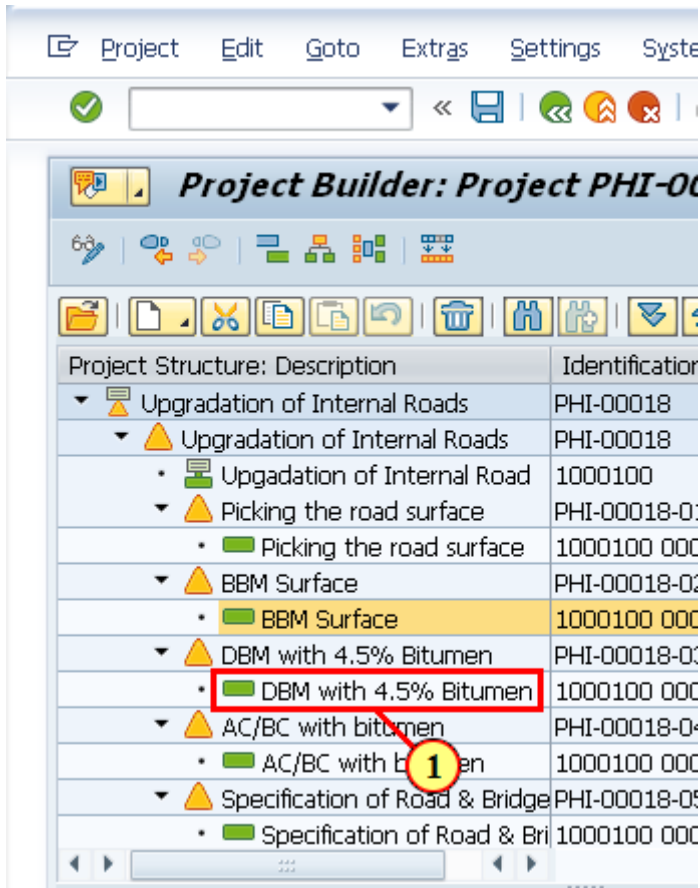
- Upgradation of Internal Roads (PHI-00018)
 - Upgradation of Internal Roads (1000100)
 - Picking the road surface (PHI-00018-01)
 - Picking the road surface (1000100 0001)
 - BBM Surface (PHI-00018-02)
 - BBM Surface (1000100 0002) - **Selected**
 - DBM with 4.5% Bitumen (PHI-00018-03)
 - DBM with 4.5% Bitumen (1000100 0003)
 - AC/BC with bitumen (PHI-00018-04)
 - AC/BC with bitumen (1000100 0004)
 - Specification of Road & Bridge (PHI-00018-05)
 - Specification of Road & Bridge (1000100 0005)

The right pane shows the 'External processing' tab with the following fields:

- System Status: CRTD SETC
- WBS element: PHI-00018-02
- Info record:
- Purchasing Org:
- Vendor:
- Purch. group:
- Outl. agreement: / 0
- Price: 2,348,065.50 INR
- Cost Element:
- FixPrice: ☐
- Plnd dely time: **35** (highlighted with a red circle and '1')
- Activity qty: 1 AU
- Requisition: / 0
- Res./Purc. req.: 2 From release

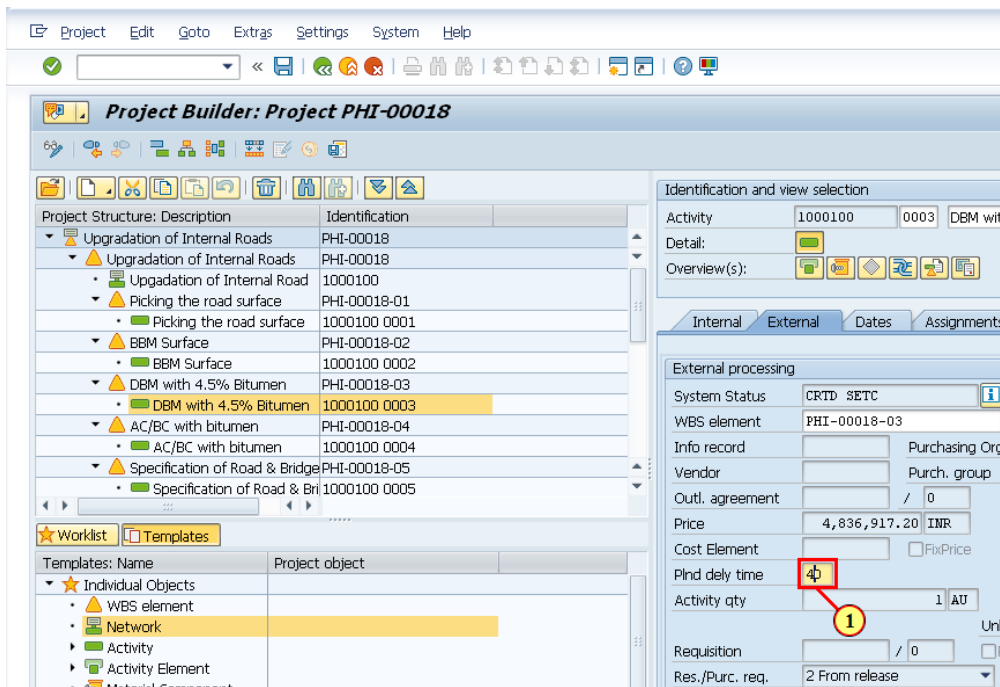
(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Select third activity



(1) Click on  DBM with 4.5% Bitumen.

Project Builder: Project PHI-00018 – Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



Project Builder: Project PHI-00018

Project Structure: Description | Identification

- Upgradation of Internal Roads PHI-00018
 - Upgradation of Internal Road 1000100
 - Picking the road surface PHI-00018-01
 - Picking the road surface 1000100 0001
 - BBM Surface PHI-00018-02
 - BBM Surface 1000100 0002
 - DBM with 4.5% Bitumen PHI-00018-03
 - DBM with 4.5% Bitumen 1000100 0003
 - AC/BC with bitumen PHI-00018-04
 - AC/BC with bitumen 1000100 0004
 - Specification of Road & Bridge PHI-00018-05
 - Specification of Road & Bridge 1000100 0005

Worklist | Templates

Templates: Name | Project object

- Individual Objects
 - WBS element
 - Network
 - Activity
 - Activity Element
 - Material Component

Identification and view selection

Activity: 1000100 0003 DBM with 4.5% Bitumen

Detail: [Icon]

Overview(s): [Icons]

Internal | External | Dates | Assignments

External processing

System Status: CRTD SETC

WBS element: PHI-00018-03

Info record: [Field] Purchasing Org: [Field]

Vendor: [Field] Purch. group: [Field]

Outl. agreement: [Field] / 0

Price: 4,836,917.20 INR

Cost Element: [Field] [FixPrice]

Plnd delay time: [Field] (Red box and yellow circle with '1')

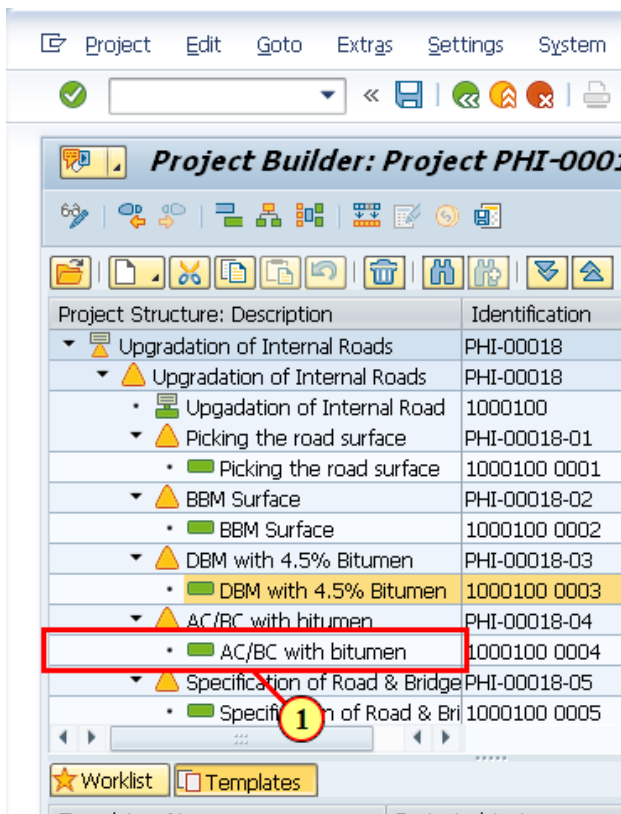
Activity qty: [Field] 1 AU

Requisition: [Field] / 0

Res./Purc. req.: 2 From release

(1) The **Plnd delay time** field is cleared.

Project Builder: Project PHI-00018 – Select fourth activity



Project Builder: Project PHI-00018

Project Structure: Description | Identification

- Upgradation of Internal Roads PHI-00018
 - Upgradation of Internal Road 1000100
 - Picking the road surface PHI-00018-01
 - Picking the road surface 1000100 0001
 - BBM Surface PHI-00018-02
 - BBM Surface 1000100 0002
 - DBM with 4.5% Bitumen PHI-00018-03
 - DBM with 4.5% Bitumen 1000100 0003
 - AC/BC with bitumen PHI-00018-04
 - AC/BC with bitumen 1000100 0004
 - Specification of Road & Bridge PHI-00018-05
 - Specification of Road & Bridge 1000100 0005

Worklist | Templates

Templates: Name | Project object

Individual Objects

WBS element

Network

Activity

Activity Element

Material Component

Identification and view selection

Activity: 1000100 0003 DBM with 4.5% Bitumen

Detail: [Icon]

Overview(s): [Icons]

Internal | External | Dates | Assignments

External processing

System Status: CRTD SETC

WBS element: PHI-00018-03

Info record: [Field] Purchasing Org: [Field]

Vendor: [Field] Purch. group: [Field]

Outl. agreement: [Field] / 0

Price: 4,836,917.20 INR

Cost Element: [Field] [FixPrice]

Plnd delay time: [Field] (Red box and yellow circle with '1')

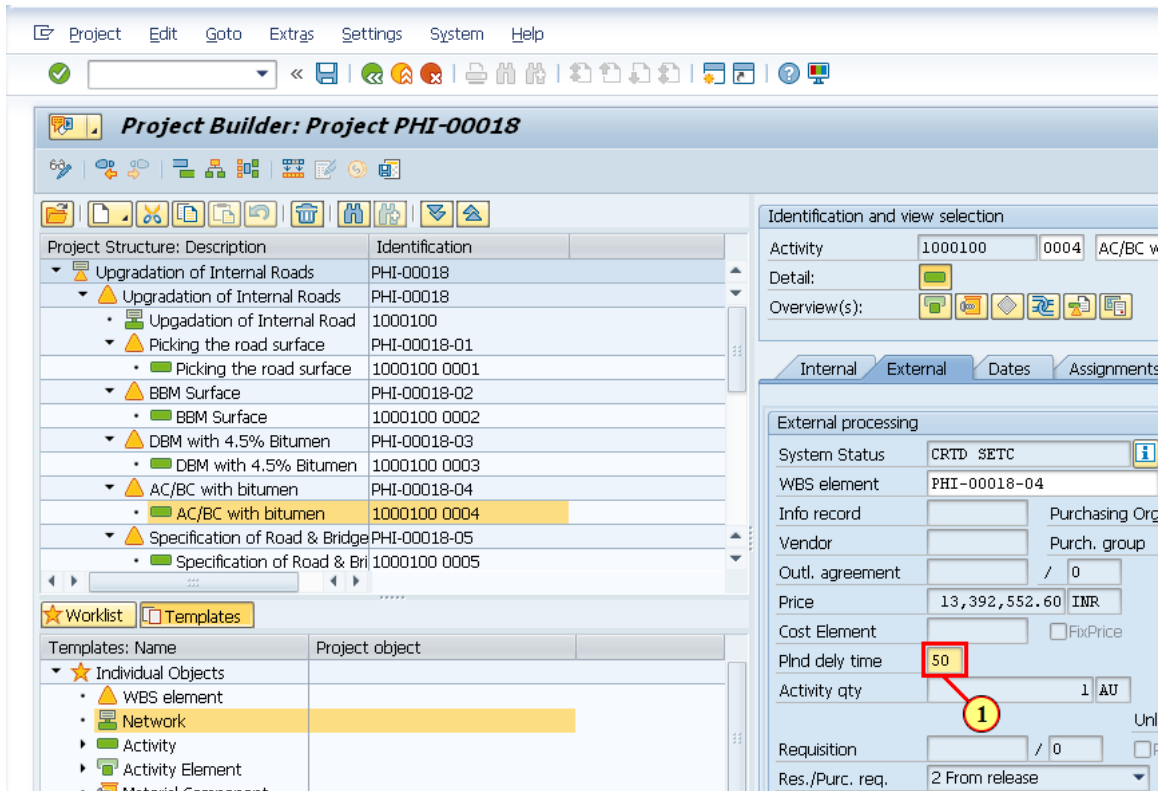
Activity qty: [Field] 1 AU

Requisition: [Field] / 0

Res./Purc. req.: 2 From release

(1) Click on • AC/BC with bitumen.

Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



Project Builder: Project PHI-00018

Project Structure: Description

Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5% Bitumen	PHI-00018-03
DBM with 4.5% Bitumen	1000100 0003
AC/BC with bitumen	PHI-00018-04
AC/BC with bitumen	1000100 0004
Specification of Road & Bridge	PHI-00018-05
Specification of Road & Bridge	1000100 0005

Identification and view selection

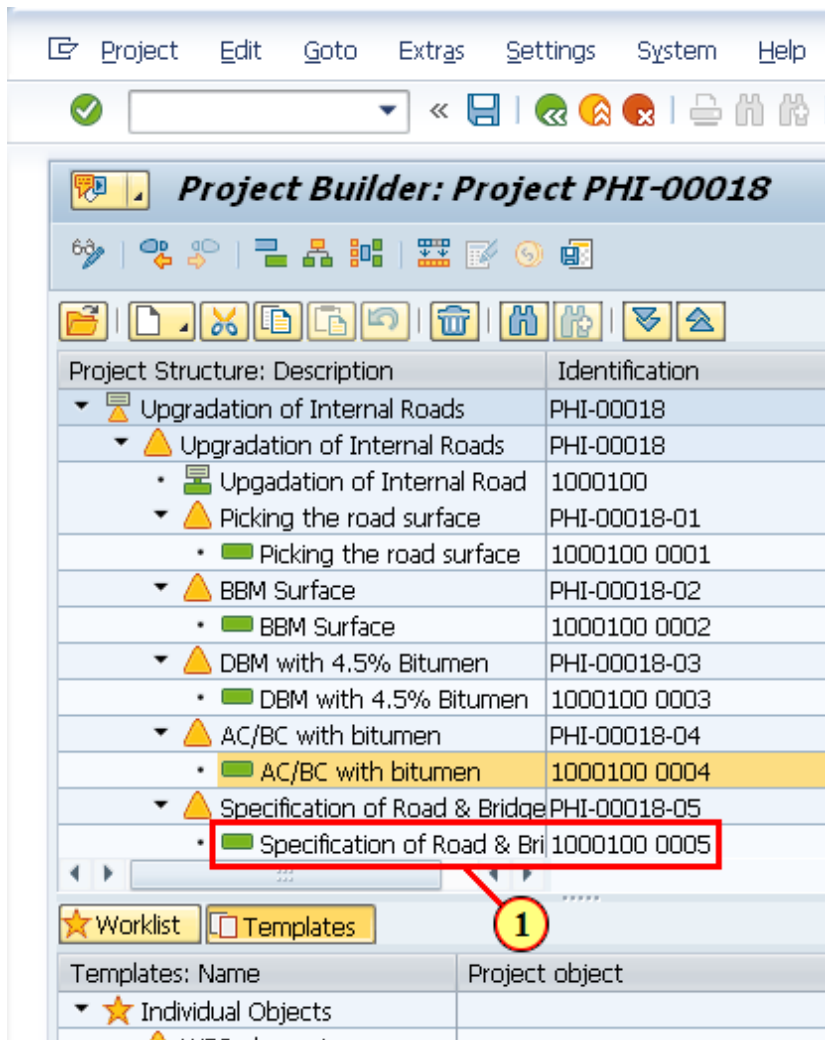
Activity: 1000100 0004 AC/BC w
 Detail: • AC/BC with bitumen
 Overview(s): • AC/BC with bitumen

External processing

System Status: CRTD SETC
 WBS element: PHI-00018-04
 Info record: • AC/BC with bitumen Purchasing Org:
 Vendor: • AC/BC with bitumen Purch. group:
 Outl. agreement: / 0
 Price: 13,392,552.60 INR
 Cost Element: • AC/BC with bitumen ☐ FixPrice
 Plnd dely time: 50
 Activity qty: 1 AU
 Requisition: / 0 ☐
 Res./Purc. req.: 2 From release

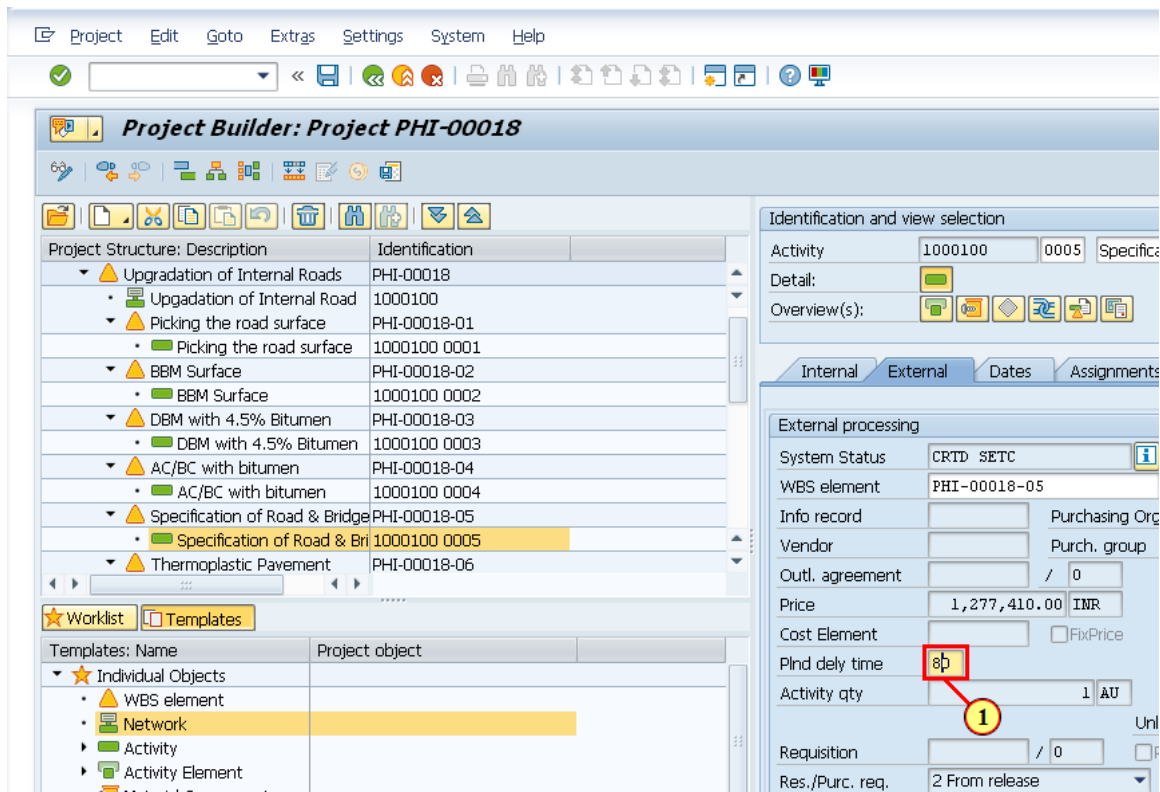
(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Scroll and select fifth activity



(1) Click on  Specification of Road & Bridge 1000100 0005.

Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



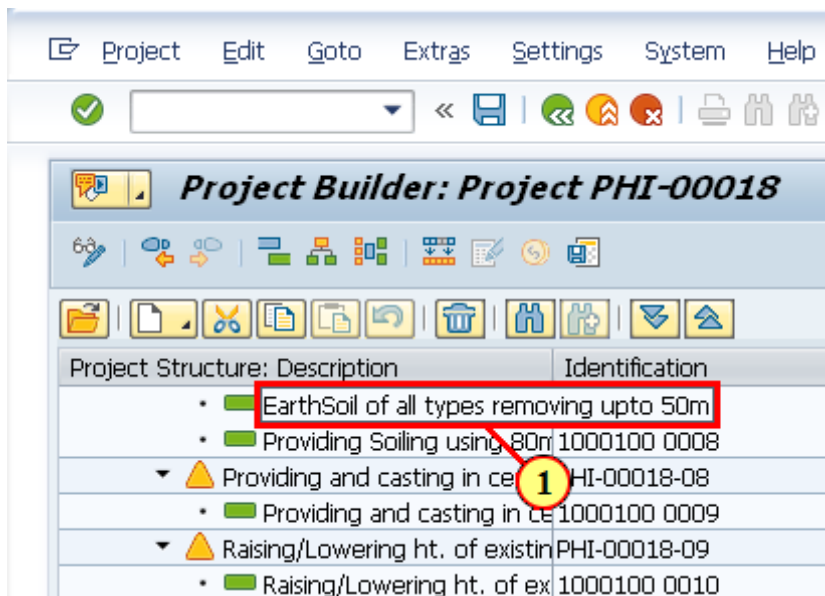
Project Structure: Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5% Bitumen	PHI-00018-03
DBM with 4.5% Bitumen	1000100 0003
AC/BC with bitumen	PHI-00018-04
AC/BC with bitumen	1000100 0004
Specification of Road & Bridge	PHI-00018-05
Specification of Road & Bridge	1000100 0005
Thermoplastic Pavement	PHI-00018-06

Identification and view selection	
Activity	1000100 0005 Specific
Detail:	
Overview(s):	

External processing	
System Status	CRTD SETC
WBS element	PHI-00018-05
Info record	Purchasing Org
Vendor	Purch. group
Outl. agreement	/ 0
Price	1,277,410.00 INR
Cost Element	FixPrice
Plnd delay time	8p
Activity qty	1 AU
Requisition	/ 0
Res./Purc. req.	2 From release

(1) The **Plnd delay time** field is cleared.

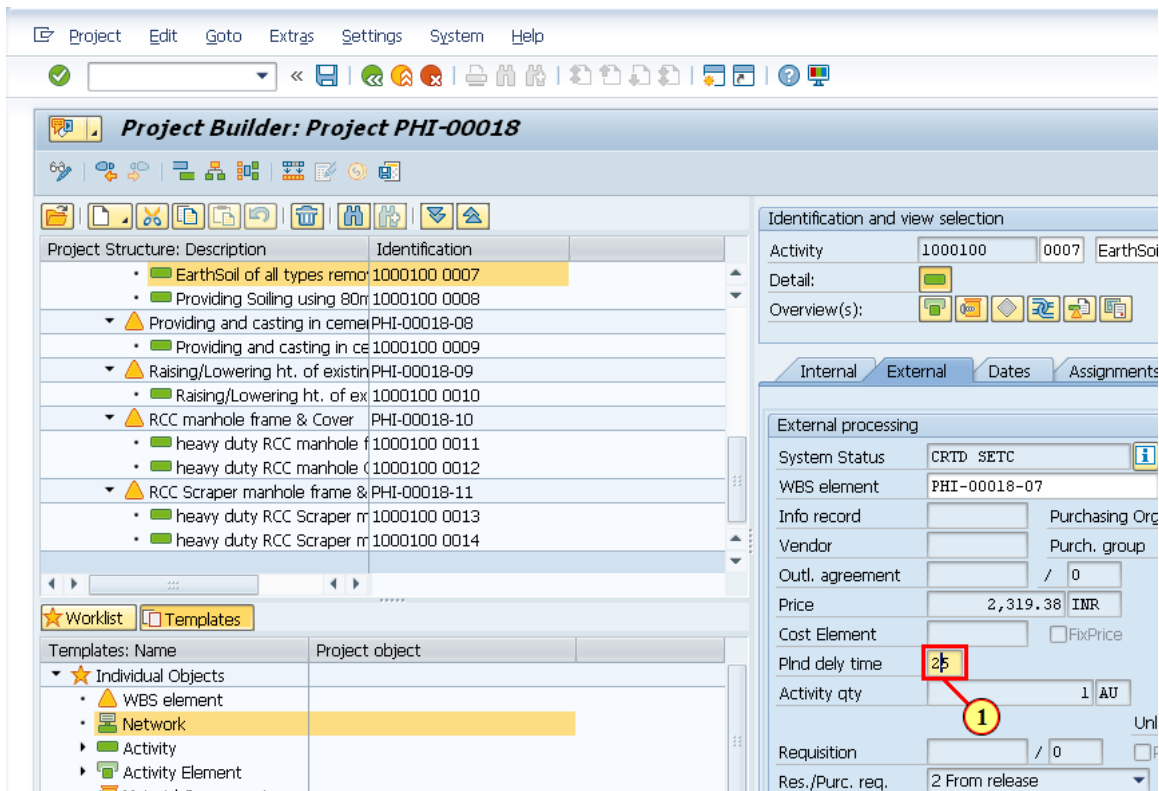
Project Builder: Project PHI-00018 – Select sixth activity



Project Structure: Description	Identification
EarthSoil of all types removing upto 50m	1000100 0008
Providing Soiling using 80m	1000100 0009
Providing and casting in ce	PHI-00018-08
Providing and casting in ce	1000100 0009
Raising/Lowering ht. of existin	PHI-00018-09
Raising/Lowering ht. of ex	1000100 0010

(1) Click on **EarthSoil of all types removing upto 50m**.

Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



The screenshot shows the SAP Project Builder interface for Project PHI-00018. The left pane displays the Project Structure with a list of activities. The right pane shows the 'External processing' section. The 'Plnd dely time' field is highlighted with a red box and a yellow circle with the number 1, indicating it should be cleared.

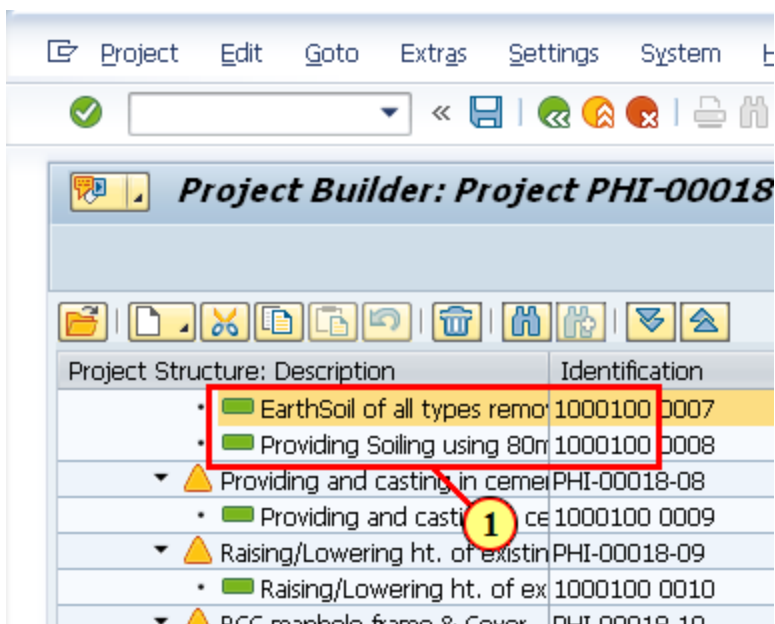
Project Structure: Description	Identification
• EarthSoil of all types remo	1000100 0007
• Providing Soiling using 80n	1000100 0008
▼ Providing and casting in ceme	PHI-00018-08
• Providing and casting in ce	1000100 0009
▼ Raising/Lowering ht. of existin	PHI-00018-09
• Raising/Lowering ht. of ex	1000100 0010
▼ RCC manhole frame & Cover	PHI-00018-10
• heavy duty RCC manhole f	1000100 0011
• heavy duty RCC manhole (	1000100 0012
▼ RCC Scraper manhole frame & PHI-00018-11	
• heavy duty RCC Scraper m	1000100 0013
• heavy duty RCC Scraper m	1000100 0014

Identification and view selection	
Activity	1000100 0007 EarthSoi
Detail:	
Overview(s):	

External processing	
System Status	CRTD SETC
WBS element	PHI-00018-07
Info record	
Vendor	
Outl. agreement	/ 0
Price	2,319.38 INR
Cost Element	
Plnd dely time	25
Activity qty	1 AU
Requisition	/ 0
Res./Purc. req.	2 From release

(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Select seventh activity



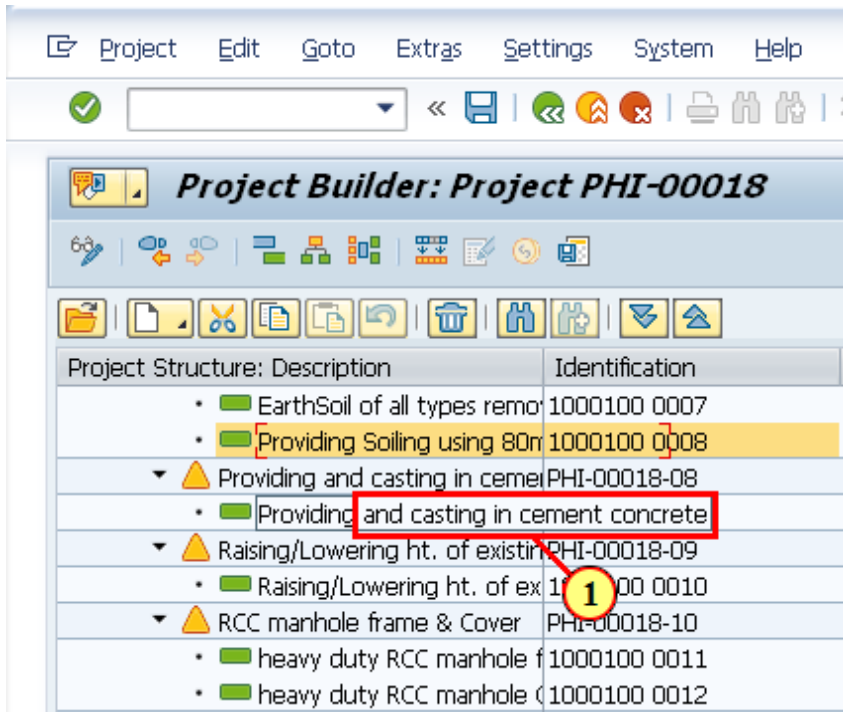
The screenshot shows the SAP Project Builder interface for Project PHI-00018. The left pane displays the Project Structure with a list of activities. The seventh activity, 'Providing and casting in ceme', is highlighted with a red box and a yellow circle with the number 1, indicating it should be selected.

Project Structure: Description	Identification
• EarthSoil of all types remo	1000100 0007
• Providing Soiling using 80n	1000100 0008
▼ Providing and casting in ceme	PHI-00018-08
• Providing and casting in ce	1000100 0009
▼ Raising/Lowering ht. of existin	PHI-00018-09
• Raising/Lowering ht. of ex	1000100 0010
▼ RCC manhole frame & Cover	PHI-00018-10

EarthSoil of all types remo	1000100
Providing Soiling using 80m	1000100

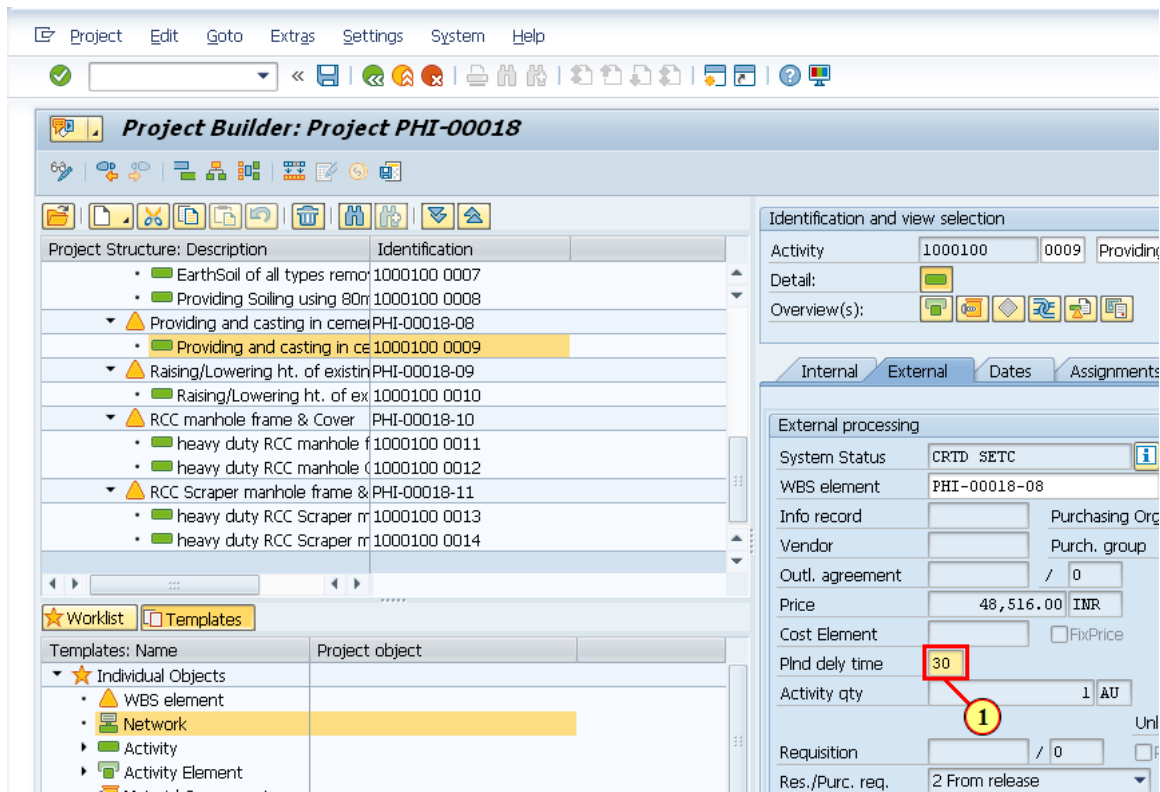
(1) Click on Providing Soiling using 80m.

Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



(1) Click on and casting in cement concrete.

Project Builder: Project PHI-00018 – Similarly enter duration for all activities



Project Builder: Project PHI-00018

Project Structure: Description Identification

- Earth/Soil of all types removed 1000100 0007
- Providing Soiling using 80mm 1000100 0008
- Providing and casting in cement concrete 1000100 0009
 - Providing and casting in cement concrete 1000100 0009
- Raising/Lowering ht. of existing 1000100 0010
 - Raising/Lowering ht. of existing 1000100 0010
- RCC manhole frame & Cover 1000100 0011
 - heavy duty RCC manhole frame 1000100 0011
 - heavy duty RCC manhole cover 1000100 0012
- RCC Scraper manhole frame & PHI-00018-11
 - heavy duty RCC Scraper manhole frame 1000100 0013
 - heavy duty RCC Scraper manhole cover 1000100 0014

Worklist Templates

Templates: Name Project object

- Individual Objects
 - WBS element
 - Network
 - Activity
 - Activity Element
 - Material Component

Identification and view selection

Activity 1000100 0009 Providing

Detail: [Icon]

Overview(s): [Icons]

Internal External Dates Assignments

External processing

System Status CRTD SETC

WBS element PHI-00018-08

Info record Purchasing Org

Vendor Purch. group

Outl. agreement / 0

Price 48,516.00 INR

Cost Element [] FixPrice

Plnd delay time 30

Activity qty 1 AU

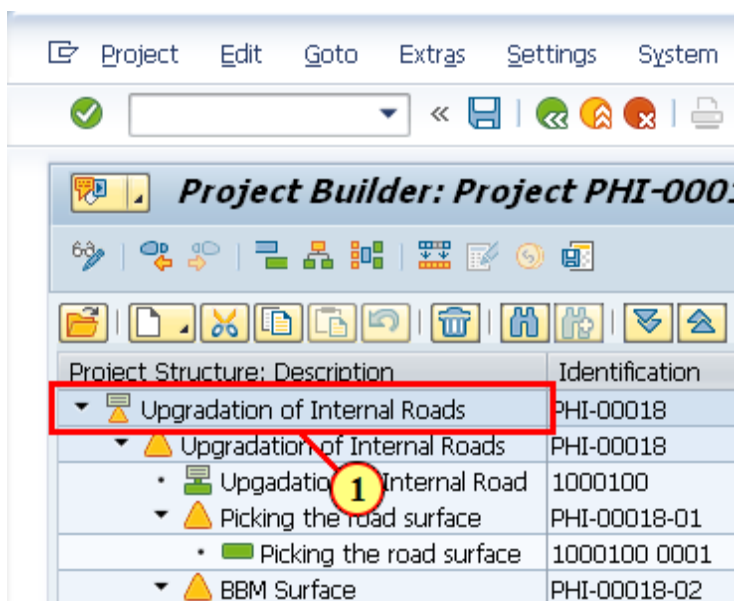
Requisition / 0

Res./Purc. req. 2 From release

(1) The **Plnd delay time** field is cleared.

8.3. Go to Project Planning Board

Project Builder: Project PHI-00018 – After entering duration of all activities – select the Project Definition



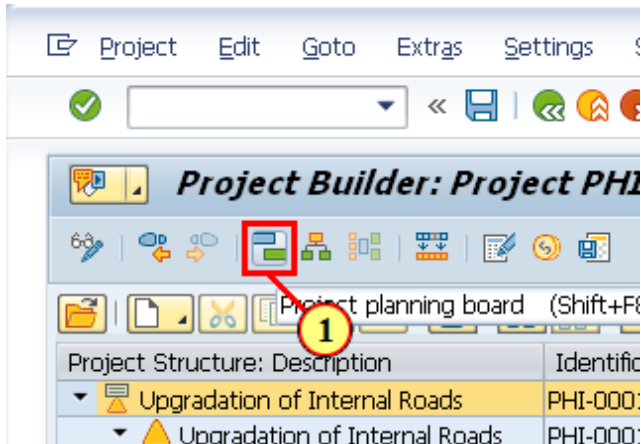
Project Builder: Project PHI-00018

Project Structure: Description Identification

- Upgradation of Internal Roads PHI-00018
 - Upgradation of Internal Roads PHI-00018
 - Upgradation of Internal Road 1000100
 - Picking the road surface PHI-00018-01
 - Picking the road surface 1000100 0001
 - BBM Surface PHI-00018-02

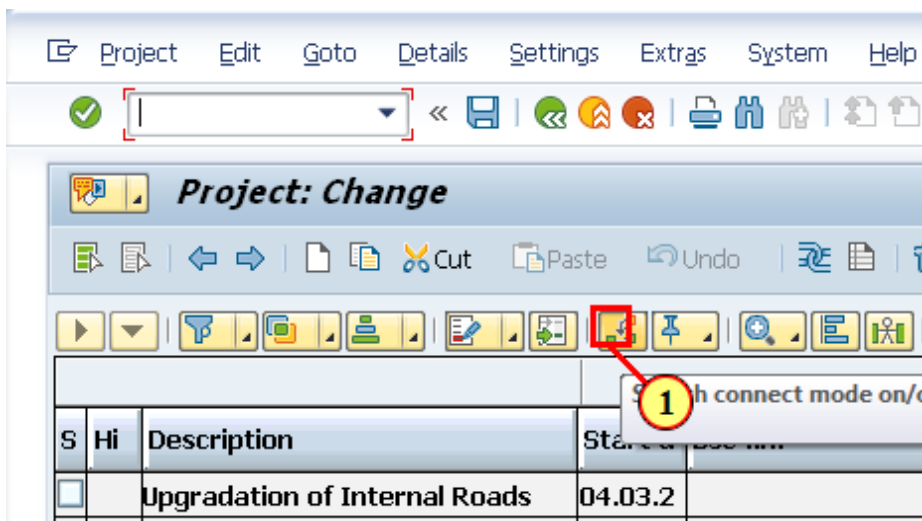
(1) Click on  Upgradation of Internal Roads

Project Builder: Project PHI-00018 – Click on Project Planning Board (PPB) icon at the top



(1) Click on **Project planning board** .

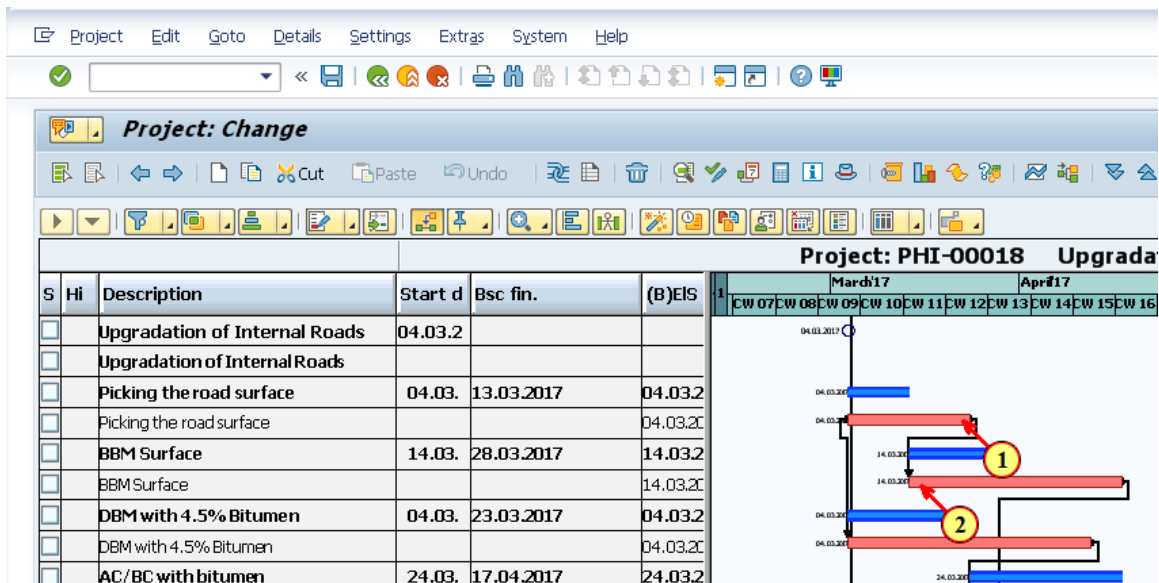
Project: Change – The project structure along with activities is seen in Project Planning Board (PPB). Click in the connect icon



(1) is selected.

Project: Change – drag and connect the activities e.g. end of first activity is dragged to start of next activity. This provides predecessor-successor relationship

SAP Training manual



- (1) Drag .
- (2) Drop on .

Project Builder: Project PHI-00018 – Save the project once the scheduling is done

Project Builder: Project PHI-00018

Project Structure: Description Identification

- Upgradation of Internal Roads PHI-00018
- Upgradation of Internal Roads PHI-00018

Worklist Templates

Templates: Name Project object

- Individual Objects
- WBS element
- Network
- Activity
- Activity Element
- Material Component
- Milestone
- PS Text
- Document

Identification and view selection

Project def. PHI-00018 Upgradation of Internal Roads

Detail: Overview(s):

Basic Data Control Administration Long Text Cust. enhancement ACL Collect. PR Indicators

Status

System Status CRID

User status

Project coding mask

Screen PHI-0000-00-00-00 Mask ID

Responsibilities

Pers.Resp.No. S009 SE (K-HR)

Applicant no. S109 EE (K-HR-II)

Organization

CO area 1000

Company code 1000

Business area S009

Plant S009

Circle 1005

Proj.currency INR

Dates

Start date 04.03.2017

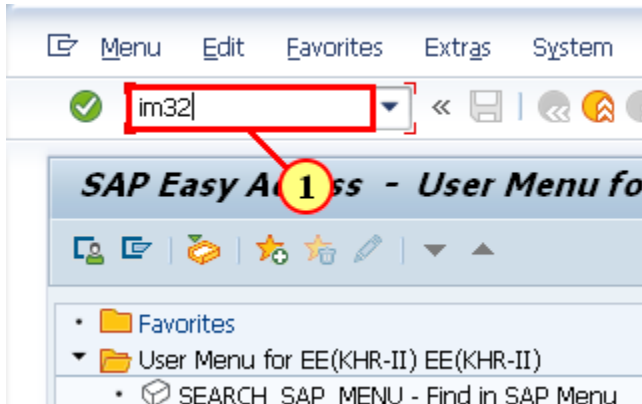
Finish date 09.10.2017

Factory calend. INR

9. Project Budget allocation from Project Category

9.1. Change Program Budget -- Tcode IM32 – Login with EE because authorization is provided for EE profile

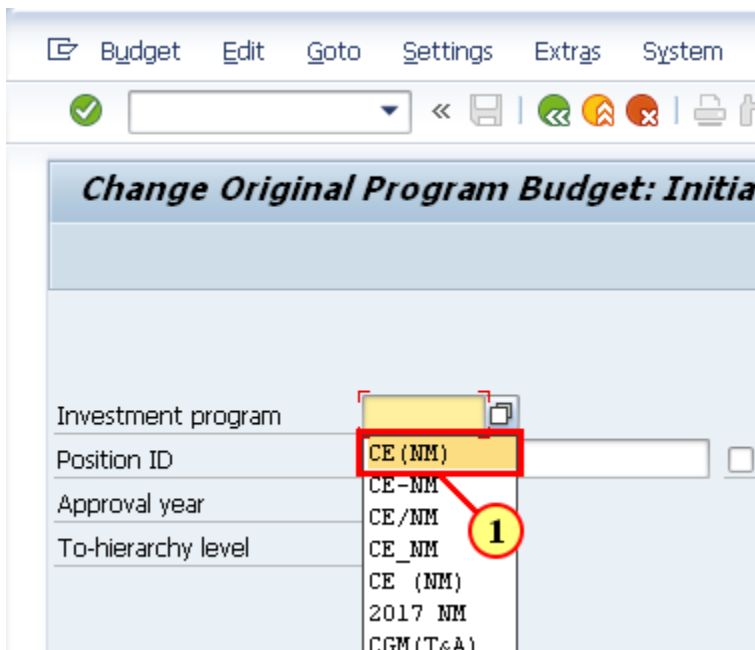
IM32 – Change Original Program Budget - User Menu for EE(KHR-II) EE(KHR-II) – Enter Tcode IM32



(1) The field is filled out.

9.2. Select Investment Program

Change Original Program Budget: Initial Screen – Select the required investment program



(1) Clicking on the entry **CE(NM)** **CE (NM)** selects it.

9.3. Select Position ID

Change Original Program Budget: Initial Screen – select the position id field

The screenshot shows the SAP 'Change Original Program Budget: Initial Screen' interface. The 'Position ID' field is highlighted with a red box and a yellow circle containing the number 1, indicating it is the field to be selected.

(1) Clicking in the input field **Position ID** activates it.

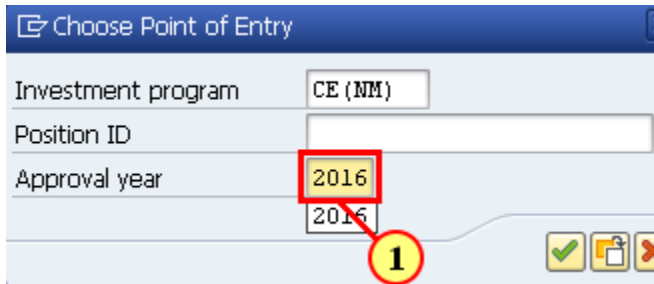
Change Original Program Budget: Initial Screen – Click on F4 or the small icon besides the field to open the popup window

The screenshot shows the SAP 'Change Original Program Budget: Initial Screen' interface. The 'Position ID' field is highlighted with a red box and a yellow circle containing the number 1, indicating it is the field to be selected. The field is now active, showing a list of suggestions.

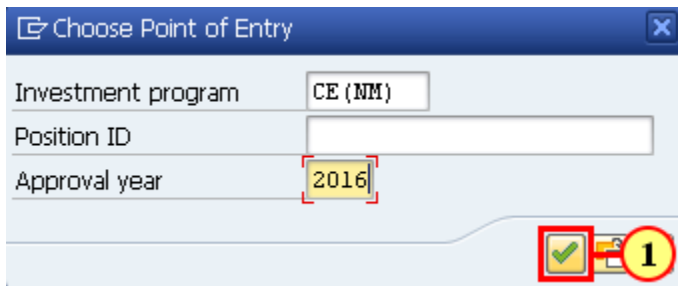
(1) Click on  With.

9.4. Select/Enter Approval Year

Choose Point of Entry – enter the required approval year in the pop-up window

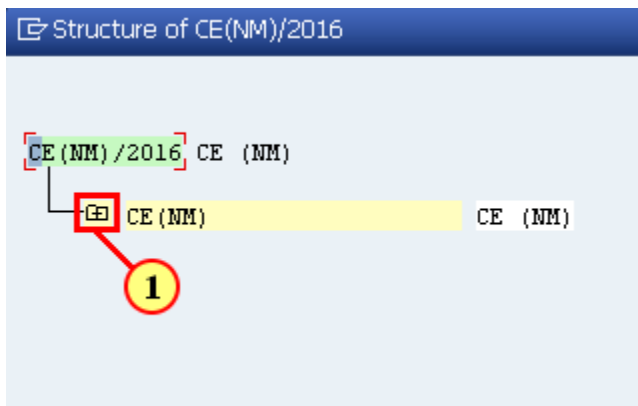


Choose Point of Entry – click green tick mark



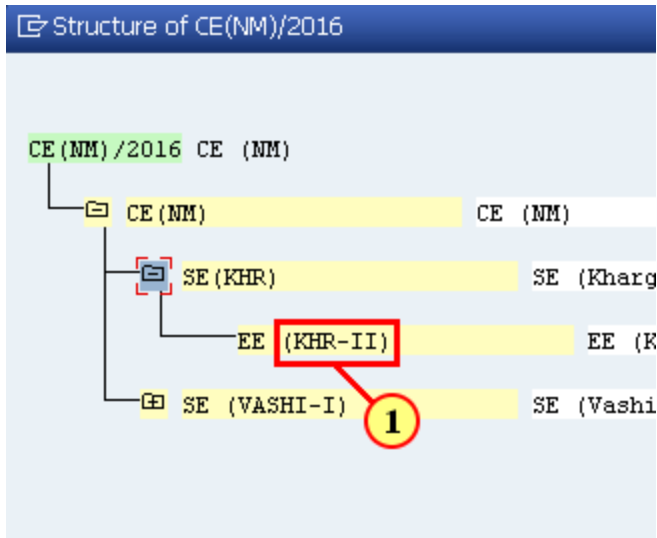
(1) Click on **Continue** .

Structure of CE(NM)/2016 – structure of Investment program will be shown. Expand by clicking + icon



(1) Click on .

Structure of CE(NM)/2016 – select the required position from where budget will be provided to the project



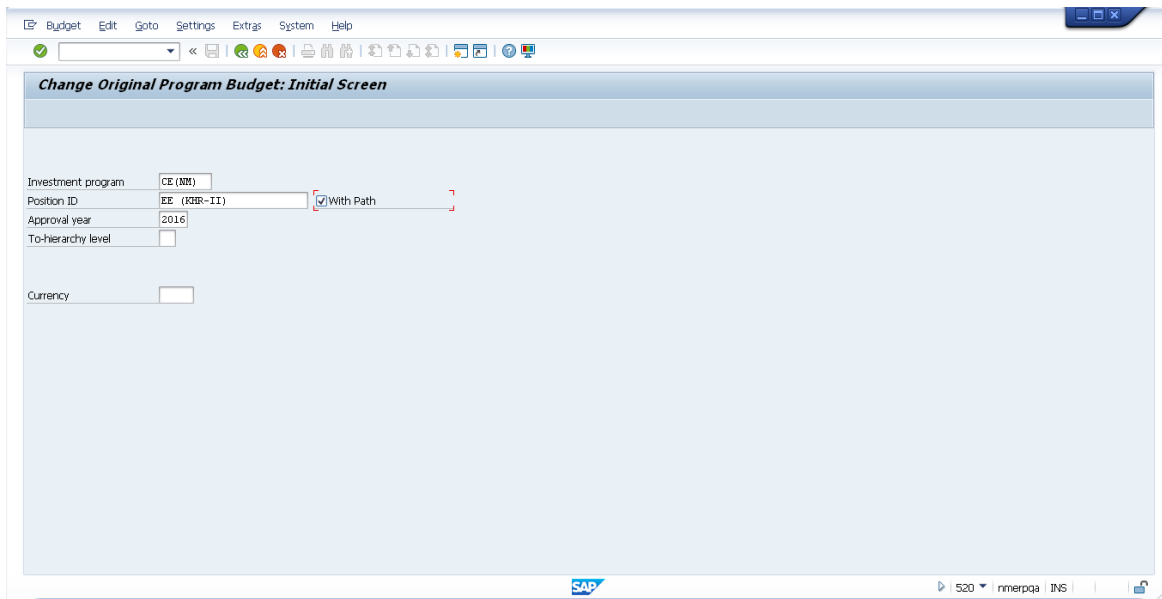
(1) (KHR-II) is double-clicked.

Change Original Program Budget: Initial Screen – this selection will be populated in the earlier screen

Investment program	CE (NM)
Position ID	EE (KHR-II) ☐ With Path
Approval year	2016
To-hierarchy level	.

(1) Click on ☐ With Path.

Change Original Program Budget: Initial Screen – Click Enter

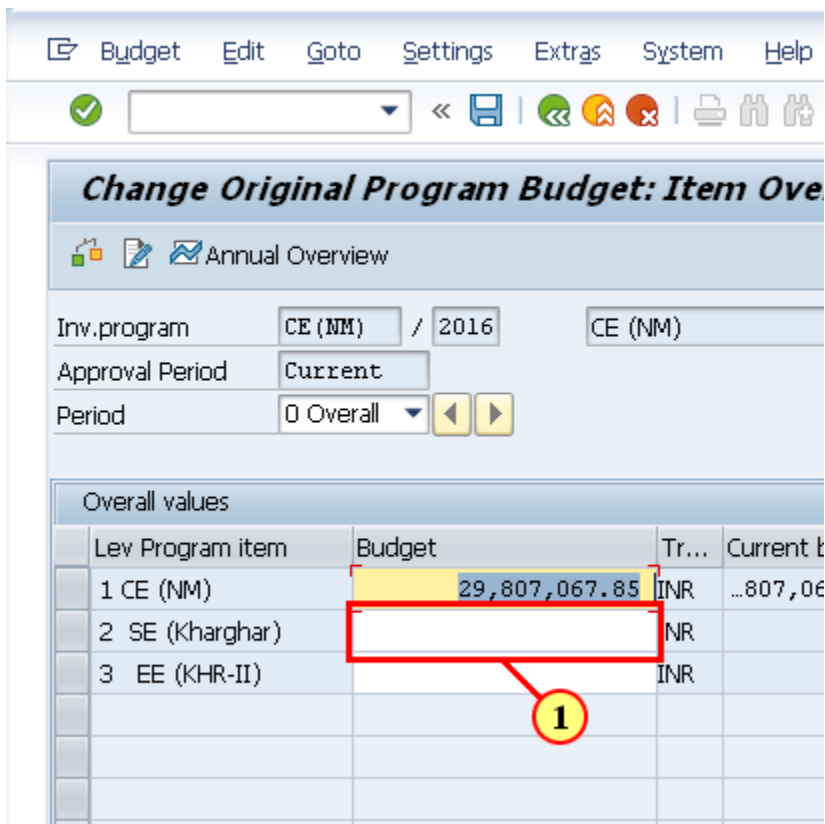


Change Original Program Budget: Initial Screen

Investment program: CE (NM)
 Position ID: EE (KSR-II) ☒ With Path
 Approval year: 2016
 To-hierarchy level:
 Currency:

Enter is now pressed.

Change Original Program Budget: Item Overview – Screen shows the budgets at various levels



Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)
 Approval Period: Current
 Period: 0 Overall

Lev	Program item	Budget	Tr...	Current b
1	CE (NM)	29,807,067.85	INR	...807,06
2	SE (Kharghar)		NR	
3	EE (KHR-II)		INR	

(1) Click on _____.

9.5. Enter budget for various positions

Change Original Program Budget: Item Overview – enter the budget for subsequent levels

Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016
Approval Period: Current
Period: 0 Overall

Lev	Program item	Budget	Tr...	Current bud...	Distributed	Distributable	Planned total...	Cumulative	Rem
1	CE (NM)	29,807,067.85	INR	..807,067.85	..807,067.85			..807,067.85	
2	SE (Kharghar)	1,248,329.39	INR						
3	EE (KHR-II)	1,248,329.39							
		282,997.05							
		60,645.00							
		18,552.00							
		3,926.40							
		2,148,273.60							
		69,159.65							
		11,856.55							
		11,939.23							
		29,940.22							

Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016
Approval Period: Current
Period: 0 Overall

Lev	Program item	Budget	Tr...	Current bud...	Distributed	Distributable	Planned total...	Cumulative	Rem
1	CE (NM)	29,807,067.85	INR	..807,067.85	..807,067.85	..000,000.00-		..807,067.85	
2	SE (Kharghar)	3,000,000.00	INR	..000,000.00		..000,000.00			..000,000.00
3	EE (KHR-II)		INR						

9.6. Program Budget—Total Up for Overall and Annual

Change Original Program Budget: Item Overview – Finally select the Budget column (the whole column will get the yellow color) and ensure that Period is “Overall”

Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

Approval Period: Current

Period: Overall

Lev	Program item	Budget	Tr...	Current b
1	CE (NM)	29,807,067.85	INR	...807,06
2	SE (Kharghar)	30,000.00	INR	...000,00
3	EE (KHR-II)	29,000,000.00	INR	...000,00

(1) Click on Budget

Change Original Program Budget: Item Overview – Click Edit menu at the top of the screen

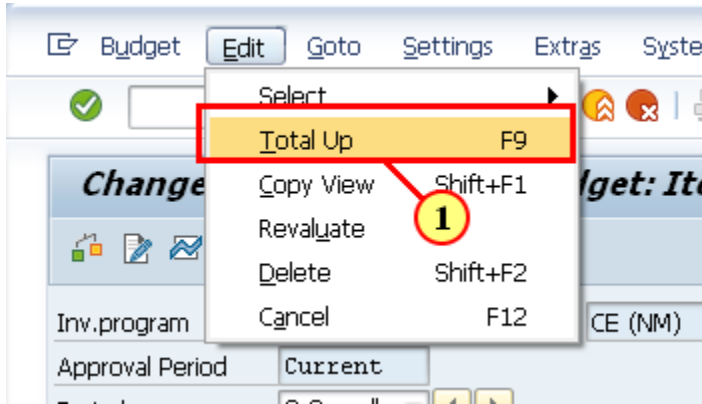
Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

Approval Period: Current

(1) Clicking on the Edit menu item executes it.

Change Original Program Budget: Item Overview – Edit → Total Up (ensure that earlier the budget column was selected). This will sum up the budget from lower levels and update the top-level line i.e. CE (NM) budget



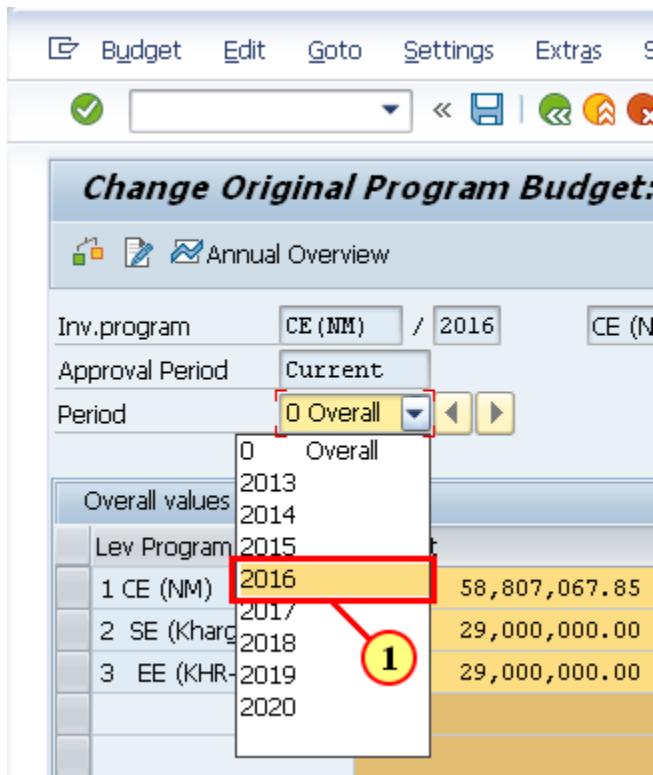
(1) Clicking on the **Total Up F9** menu item executes it.

Total up – In the total up pop-up screen select both Annual and Total check boxes and the from-to years. Click on green tick mark to proceed ahead



(1) Click on **Continue** .

Change Original Program Budget: Item Overview – you can see the top-level row containing sum of all subsequent row budgets. This was for Overall budget. Now check the Annual values e.g. year 2016



(1) Clicking on the entry **2016** selects it.

Change Original Program Budget: Item Overview – The columns will be blank because we have not yet set the annual budgets

Budget Edit Goto Settings Extras System Help

Change Original Program Budget: Item Overview

Annual Overview

Inv.program CE (NM) / 2016 CE (NM)

Approval Period Current

Period 2016

Lev	Program item	Budget	Tr...	Current b
1	CE (NM)	29,807,067.85	INR	...807,06
2	SE (Kharghar)		INR	
3	EE (KHR-II)		INR	

(1) Click on

Change Original Program Budget: Item Overview – enter the Annual budgets for subsequent rows

Budget Edit Goto Settings Extras System Help

Change Original Program Budget: Item Overview

Annual Overview

Inv.program CE (NM) / 2016 CE (NM)

Approval Period Current

Period 2016

Lev	Program item	Budget	Tr...	Current b
1	CE (NM)	29,807,067.85	INR	...807,06
2	SE (Kharghar)		INR	
3	EE (KHR-II)	29000000		
		30000000		
		30000000		
		1,248,29.39		
		1,248,29.39		
		282,997.05		
		60,645.00		
		18,552.00		

SAP Training manual

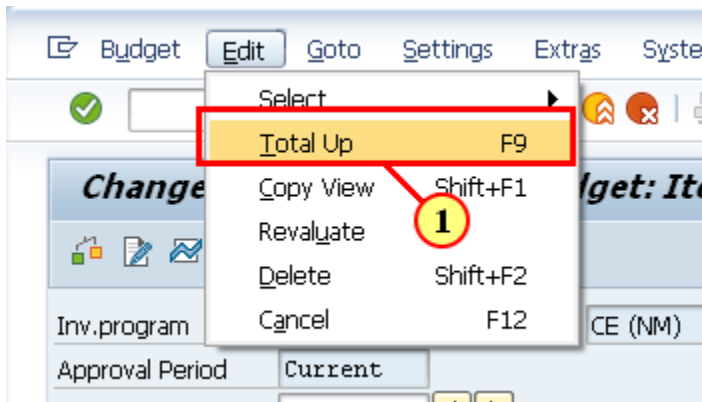
(1) Clicking on the entry **30000000** **30000000** selects it.

Change Original Program Budget: Item Overview – Ensure that Budget column is selected after doing all the entries

Lev	Program Item	Budget	Tr...	Current bud...	Distributed	Distributable	Planned total...	Previous year	Cumulative	Remainder	Carryforward
1	CE (NM)	29,807,067.85	INR	..807,067.85	..807,067.85				..807,067.85	..000,000.00	
2	SE (Kharghar)	30000000	INR							..000,000.00	
3	EE (KIR-II)	9000000	INR							..000,000.00	

Enter is now pressed.

Change Original Program Budget: Item Overview – Click on Edit → Total Up



(1) Clicking on the **Total Up F9** **Total Up** **F9** menu item executes it.

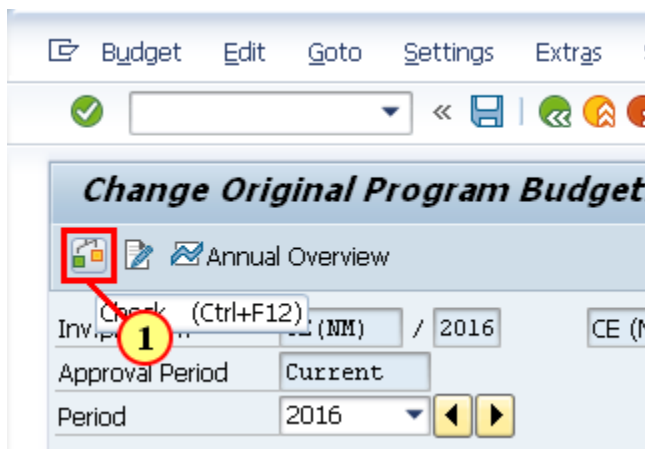
Total up – select both Annual and Total check boxes and from-to years to be entered. Click on green tick mark to proceed ahead



(1) Click on **Continue** .

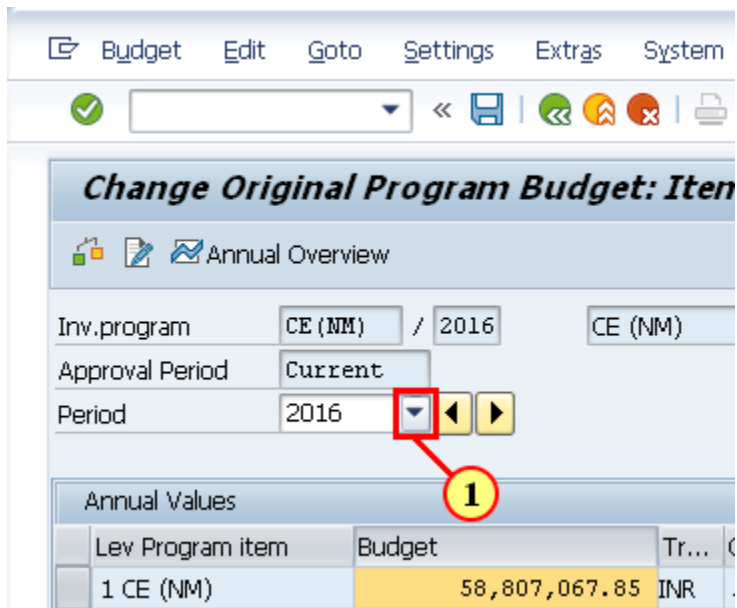
9.7. Check for Errors

Change Original Program Budget: Item Overview – Click on “Check” button. This will check the budget entries and provide messages if any error



(1) Click on **Check** .

Change Original Program Budget: Item Overview - Similarly do the entries for year 2017 if required



Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

Approval Period: Current

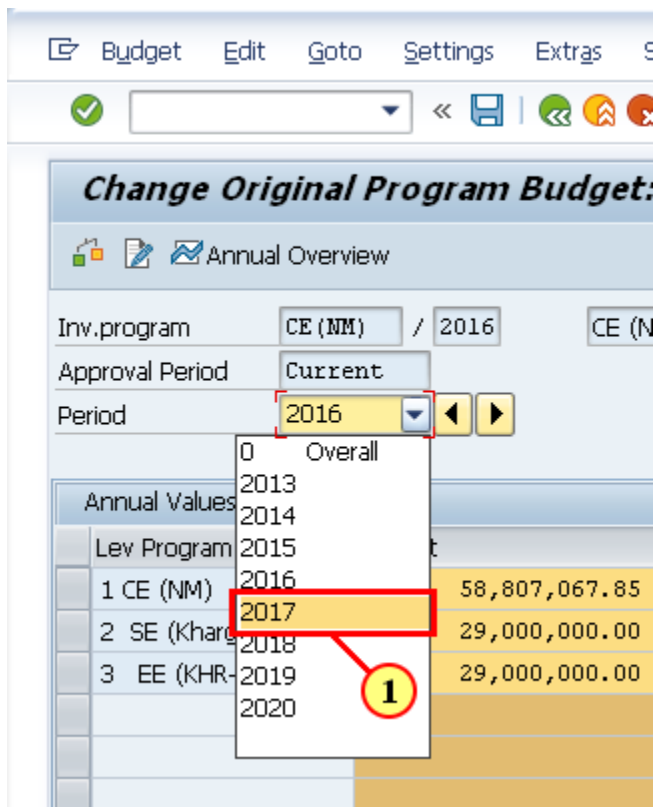
Period: 2016

Annual Values

Lev Program item	Budget	Tr...
1 CE (NM)	58,807,067.85	INR

(1) Clicking on the **Period** opens a drop-down list.

Change Original Program Budget: Item Overview – Change the year to 2017



Change Original Program Budget: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

Approval Period: Current

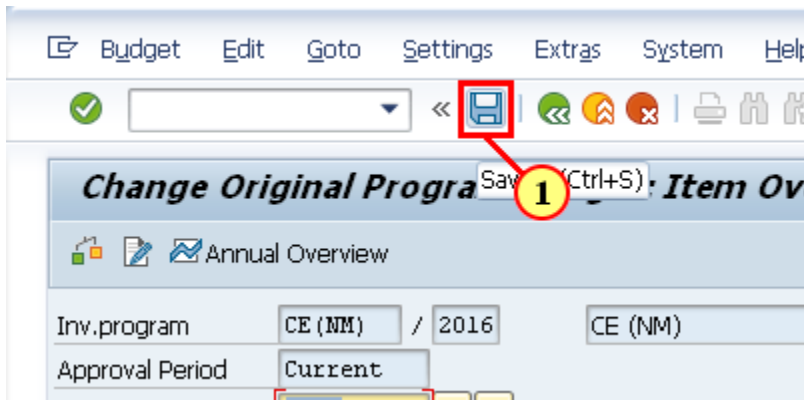
Period: 2016

Annual Values

Lev Program item	Budget	Tr...
1 CE (NM)	58,807,067.85	
2 SE (Kharghar)	29,000,000.00	
3 EE (Khar)	29,000,000.00	

(1) Clicking on the entry **2017** selects it.

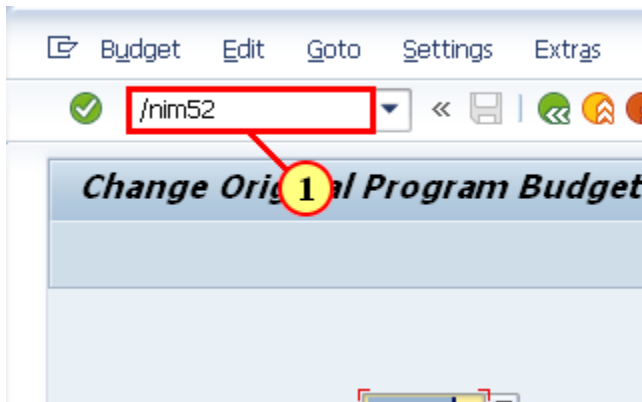
Change Original Program Budget: Item Overview – If entries are completed, click on Save button. We have allocated the budget to each position in the program



(1) Click on .

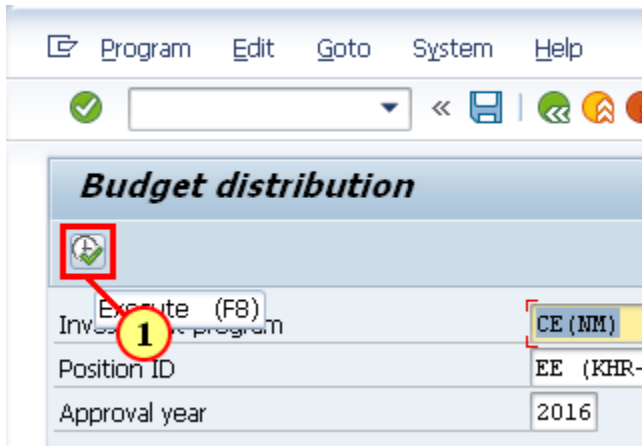
9.8. Process Budget Distribution for the Program-- Tcode IM52 – Login with EE because authorization is provided for EE profile

IM52 – Enter Tcode IM52. If we are not in the main menu screen, then we need to pre-fix with /n so enter /nim52. Select the investment program, position id and approval year



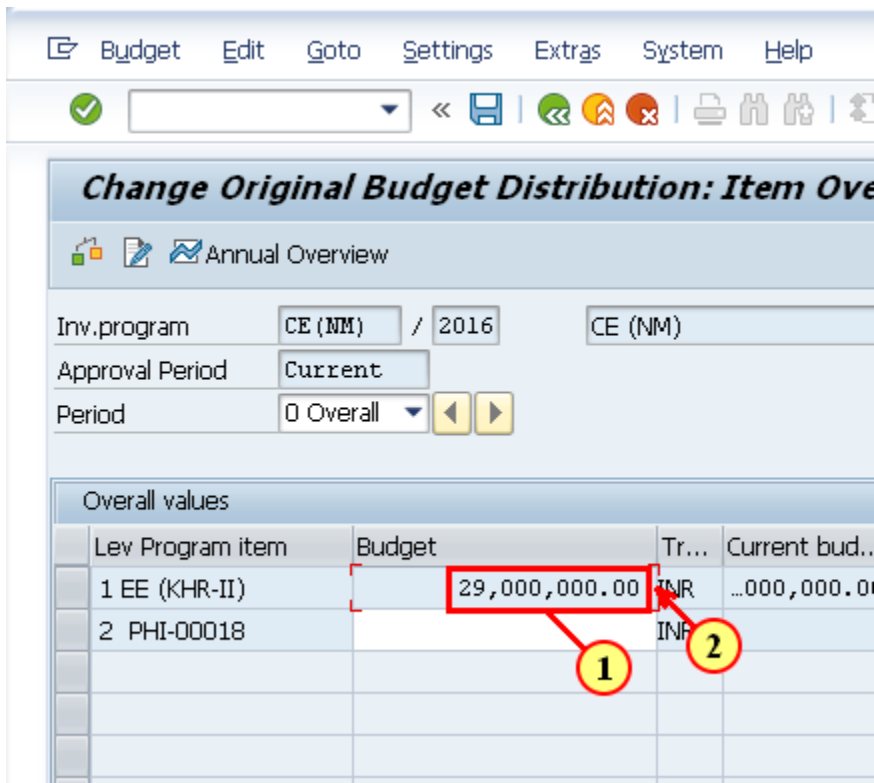
(1) The field is filled out.

Budget distribution – Click on Execute button or F8



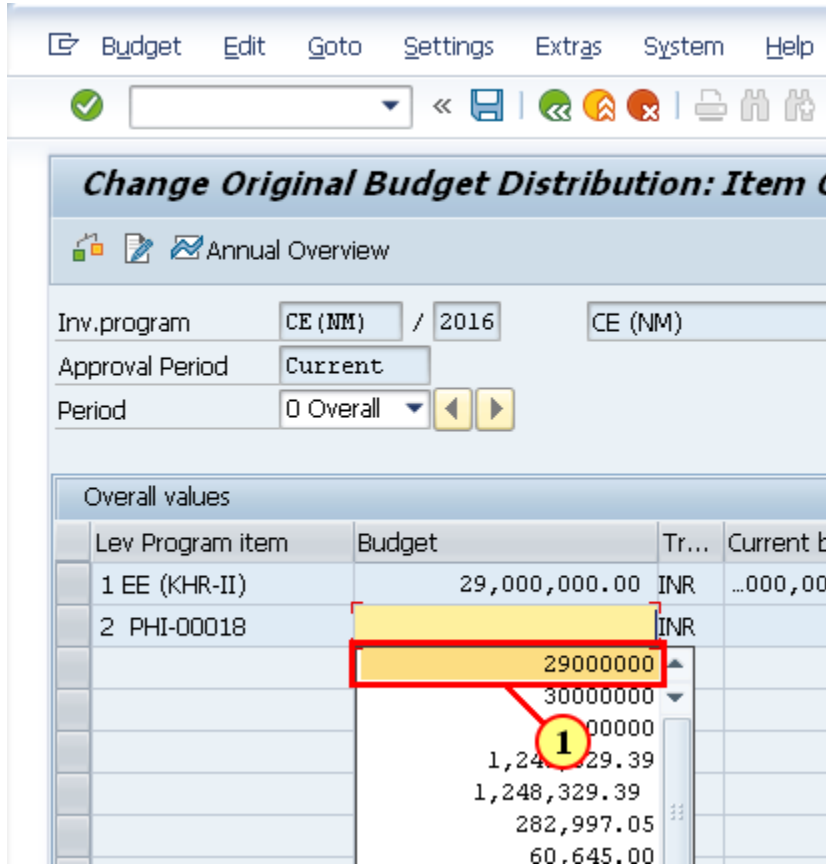
(1) Click on **Execute** .

Change Original Budget Distribution: Item Overview – This shows the position budget at top row, and all the projects which derive from this budget in the subsequent rows. Currently only single project (PHI-00018) is deriving budget from this position. There will be multiple projects here. The project appears here because in the Investment tab of this project, the EE (KHR-II) position was selected



9.9. Distribution – Overall and Annual

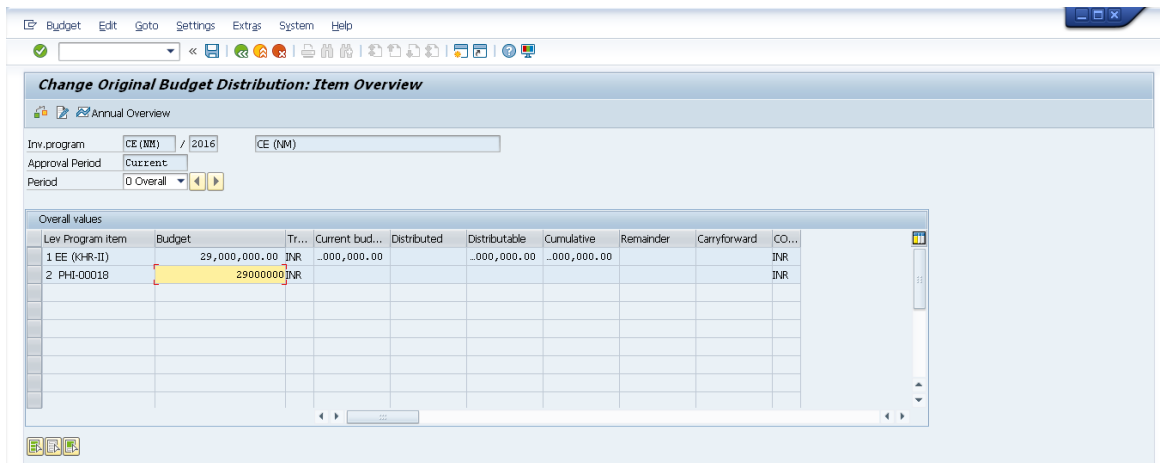
Change Original Budget Distribution: Item Overview – Enter the cost summary total value here i.e. sum of all services cost shown in Cost Summary sheet of the project. This is the budget for the project. Note that the budget could be a different number than the Cost Summary total value



Lev Program item	Budget	Tr...	Current b
1 EE (KHR-II)	29,000,000.00	INR	...000,00
2 PHI-00018	29,000,000.00	INR	

(1) Clicking on the entry **29000000** selects it.

Change Original Budget Distribution: Item Overview – After entering the budget click Enter. This budget is Overall



Change Original Budget Distribution: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

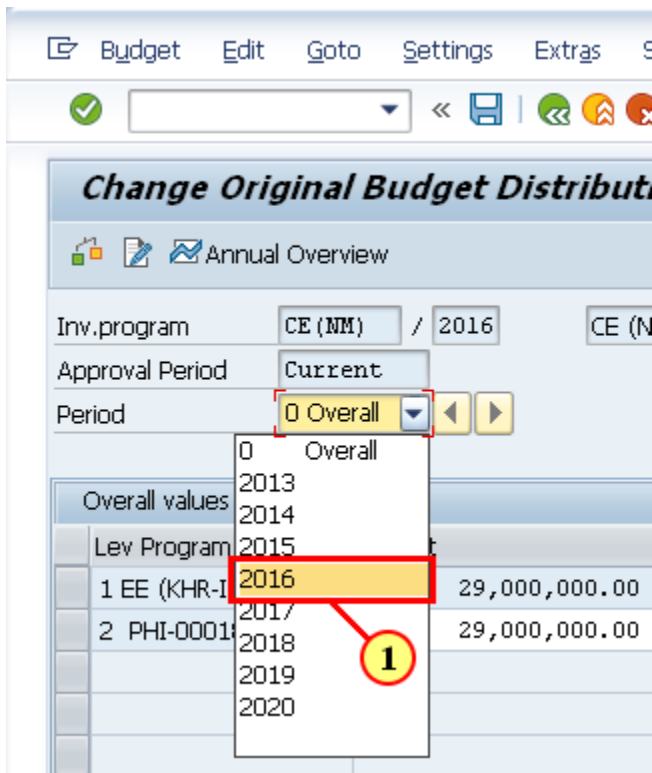
Approval Period: Current

Period: 0 Overall

Lev	Program	Item	Budget	Tr...	Current bud...	Distributed	Distributable	Cumulative	Remainder	Carryforward	CO...
1	EE (KHR-II)		29,000,000.00	INR	..000,000.00		..000,000.00	..000,000.00			INR
2	PHI-00018		29,000,000.00	INR							INR

Enter is now pressed.

Change Original Budget Distribution: Item Overview – Select year to assign annual budget values



Change Original Budget Distribution: Item Overview

Inv.program: CE (NM) / 2016 CE (NM)

Approval Period: Current

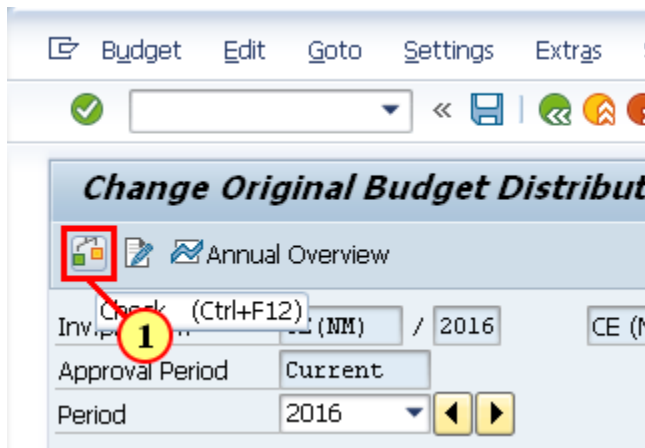
Period: 0 Overall

Overall values

Lev	Program	Item	Budget	Tr...	Current bud...	Distributed	Distributable	Cumulative	Remainder	Carryforward	CO...
1	EE (KHR-II)		29,000,000.00	INR	..000,000.00		..000,000.00	..000,000.00			INR
2	PHI-00018		29,000,000.00	INR							INR

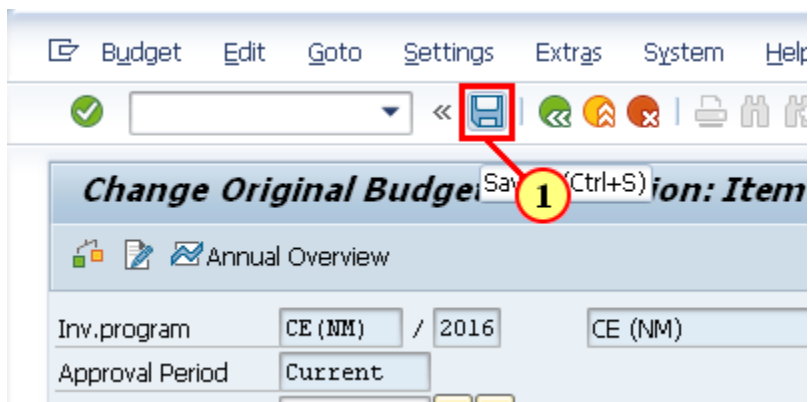
(1) Clicking on the entry **2016** selects it.

Change Original Budget Distribution: Item Overview – Enter the budget for the year and click on Check button. If any error, the system will prompt



(1) Click on **Check** .

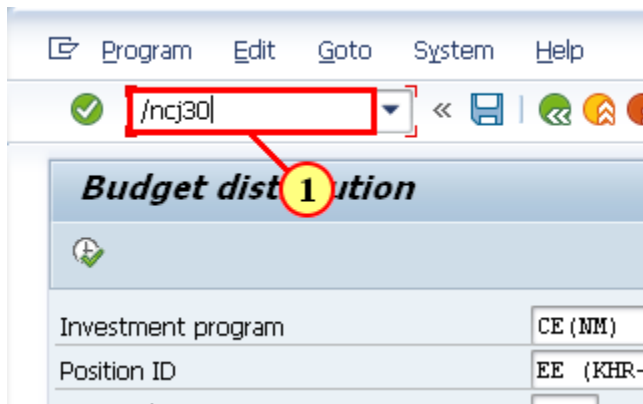
Change Original Budget Distribution: Item Overview – Save the budget



(1) Click on .

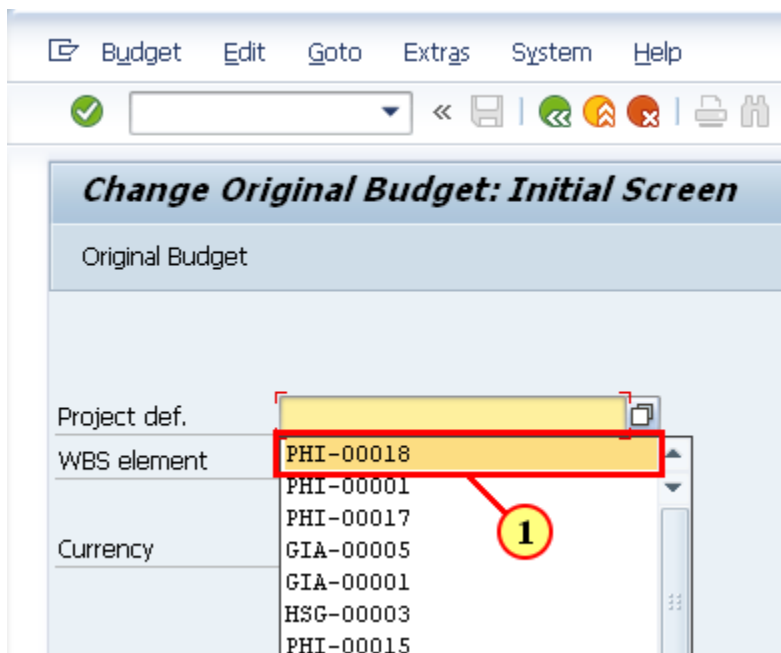
9.10. Check Project Budget -- Tcode CJ30 – Login with EE because authorization is provided for the EE profile

CJ30 - Budget distribution – Enter Tcode CJ30 – This is to distribute the budget within the project. If you are not on main menu screen, then pre-fix the Tcode with /n. So, enter /nCJ30



(1) The field is filled out.

Change Original Budget: Initial Screen – Select the project



(1) Clicking on the entry **PHI-00018** selects it.

Change Original Budget: Initial Screen – Click Enter

Change Original Budget: Initial Screen

Original Budget

Project def. **PHI-00018**

WBS element

Currency

Enter is now pressed.

Change Original Budget: WBS Element Overview Project Budget is seen. This is same as the amount distributed from the Program

File

Budget

Edit

Goto

Settings

Extras

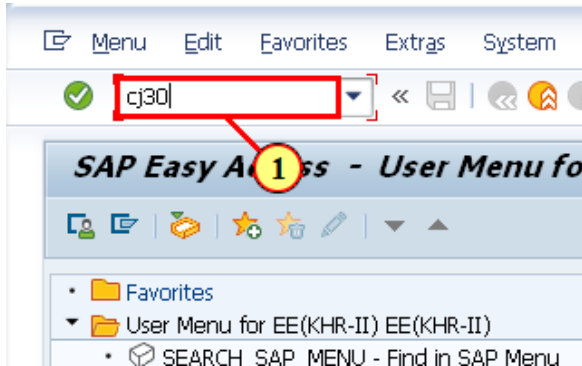
System

Help

<

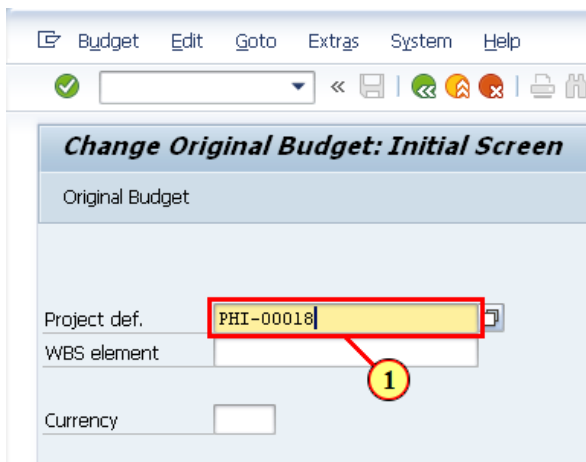
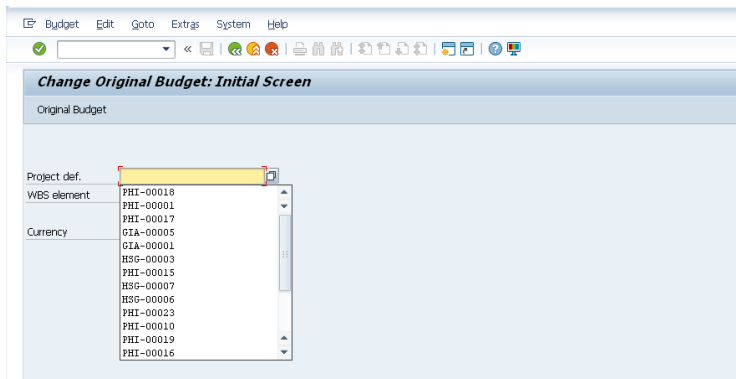
10. Project Budget Planning

10.1. Tcode CJ30 - Login with EE because authorization is provided to EE profile



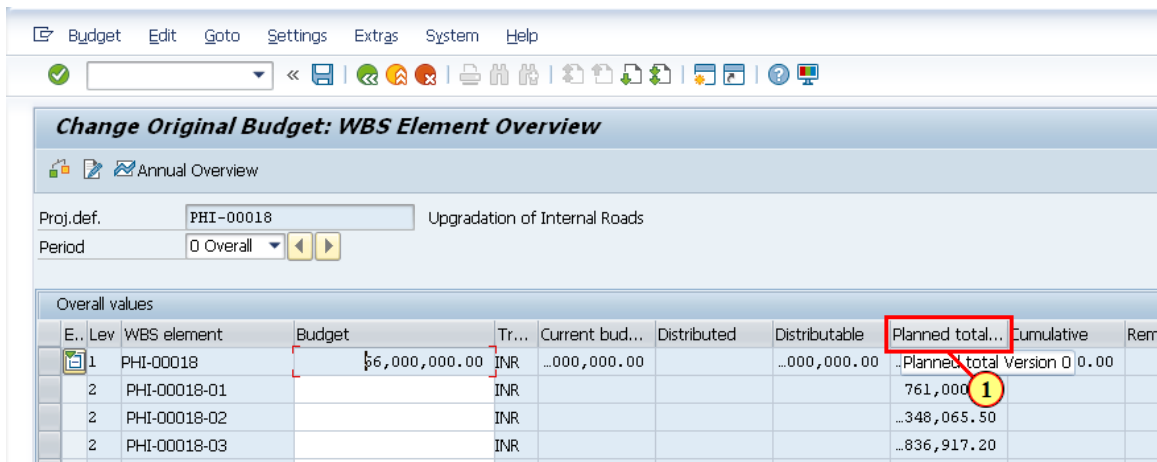
(1) The field is filled out.

Change Original Budget: Initial Screen – Select the required project for which budget is to be distributed



(1) The **Project def.** field is filled out.

Change Original Budget: WBS Element Overview - Click on header Planned Total



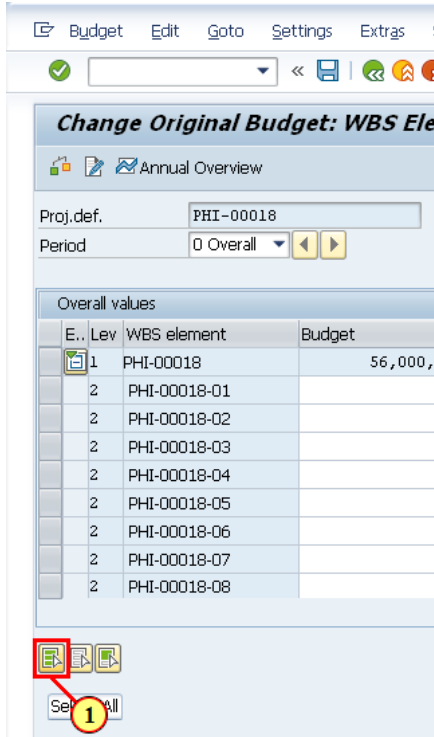
The screenshot shows the SAP 'Change Original Budget: WBS Element Overview' interface. The project definition is 'PHI-00018' and the period is '0 Overall'. The table below shows the overall values for the WBS elements.

E.. Lev	WBS element	Budget	Tr...	Current bud...	Distributed	Distributable	Planned total...	Cumulative	Rem
1	PHI-00018	56,000,000.00	INR	...000,000.00		...000,000.00	Planned total Version 0 0.00		
2	PHI-00018-01		INR				761,000		
2	PHI-00018-02		INR				...348,065.50		
2	PHI-00018-03		INR				...836,917.20		

(1) Click on **Planned total...**

10.2. Copy budget from planned values – Overall and Annual

Change Original Budget: WBS Element Overview – Click on Select All button at the bottom of the WBS list

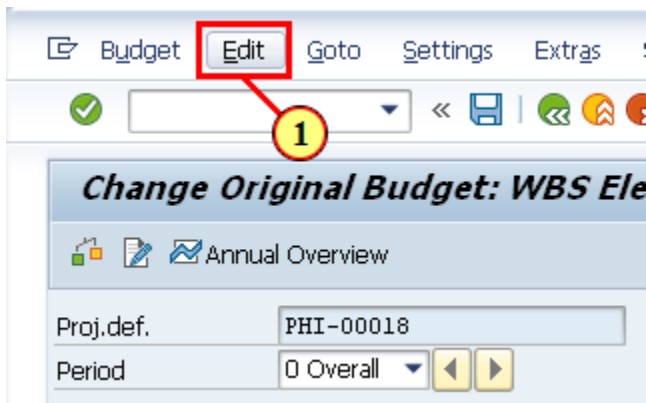


The screenshot shows the same SAP interface as before, but with the 'Select All' button at the bottom of the WBS list highlighted with a red box and a yellow circle containing the number 1.

E.. Lev	WBS element	Budget
1	PHI-00018	56,000,
2	PHI-00018-01	
2	PHI-00018-02	
2	PHI-00018-03	
2	PHI-00018-04	
2	PHI-00018-05	
2	PHI-00018-06	
2	PHI-00018-07	
2	PHI-00018-08	

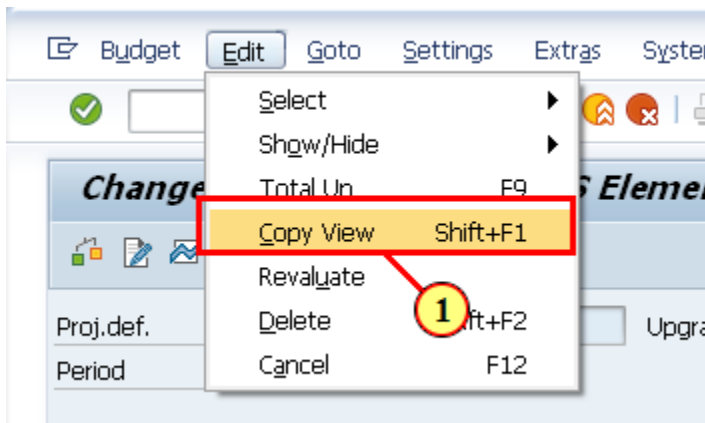
(1) Click on 

Change Original Budget: WBS Element Overview – Click on Edit menu at the top of the screen



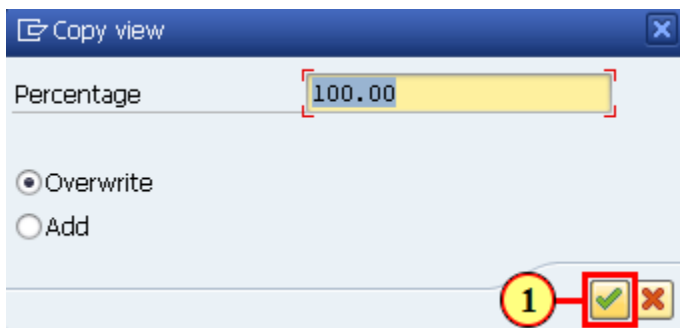
(1) Clicking on the **Edit** menu item executes it.

Change Original Budget: WBS Element Overview – Edit → Copy View



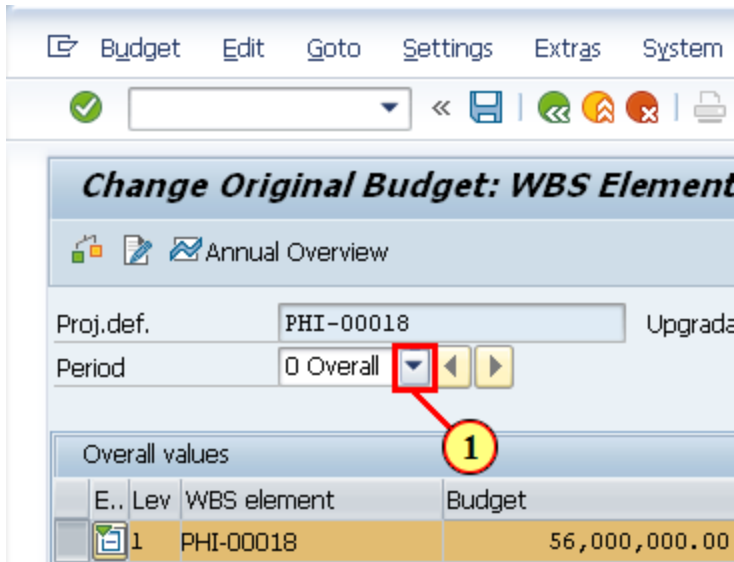
(1) Clicking on the **Copy View Shift+F1** menu item executes it.

Copy view – Select 100% and choose to Overwrite. Click green tick mark to move ahead



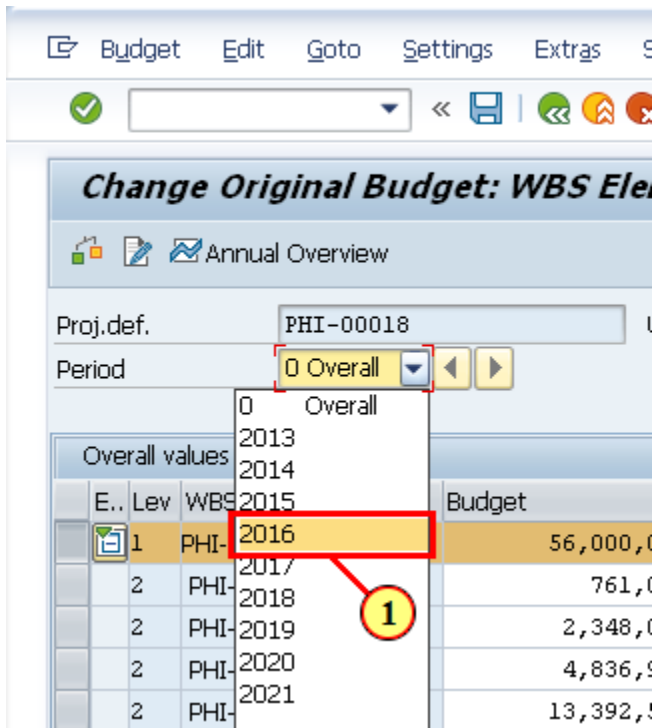
(1) Click on **Continue** .

Change Original Budget: WBS Element Overview – The numbers from Planned total will get copied to Budget column of the respective WBS. Note that we copied Overall planned numbers as budget



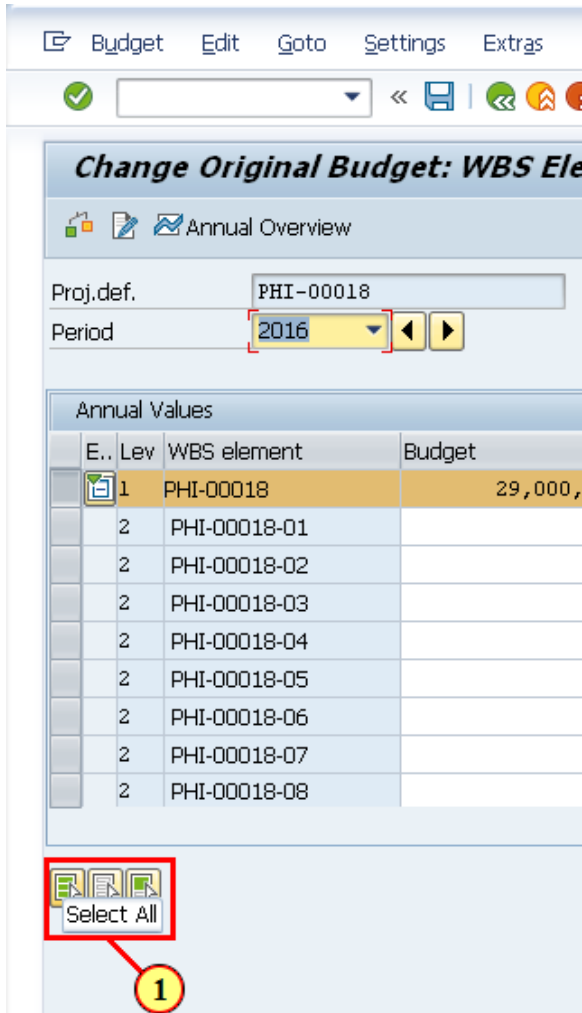
(1) Clicking on the **Period** opens a drop-down list.

Change Original Budget: WBS Element Overview – Change the Overall to Annual. Select required year



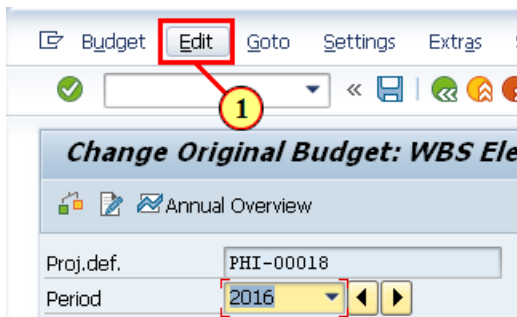
(1) Clicking on the entry **2016** selects it.

Change Original Budget: WBS Element Overview – We will see that Annual budget is yet to be allocated. Click on Select All button at the bottom of the list



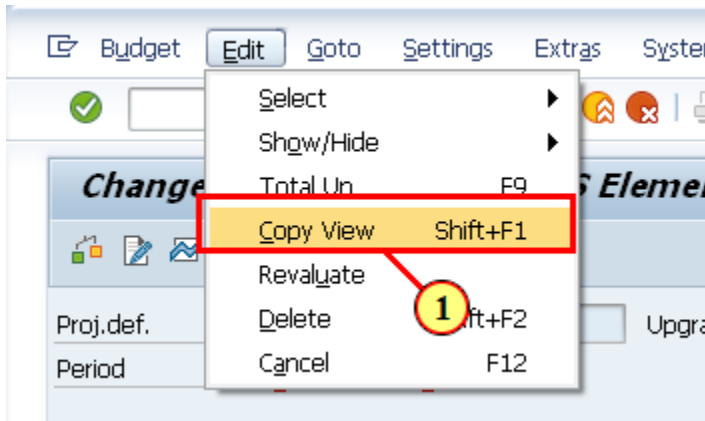
(1) Click on  Select All.

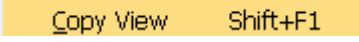
Change Original Budget: WBS Element Overview – Click on Edit



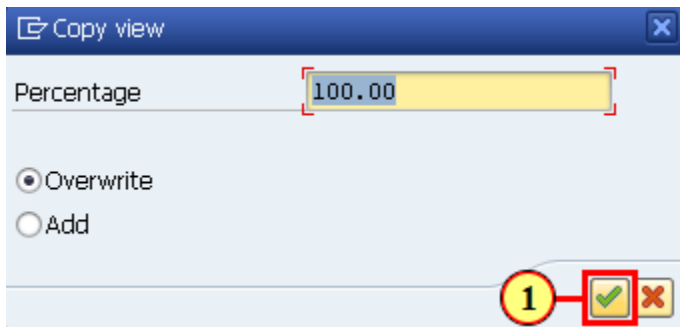
(1) Clicking on the **Edit**  menu item executes it.

Change Original Budget: WBS Element Overview – Edit → Copy View



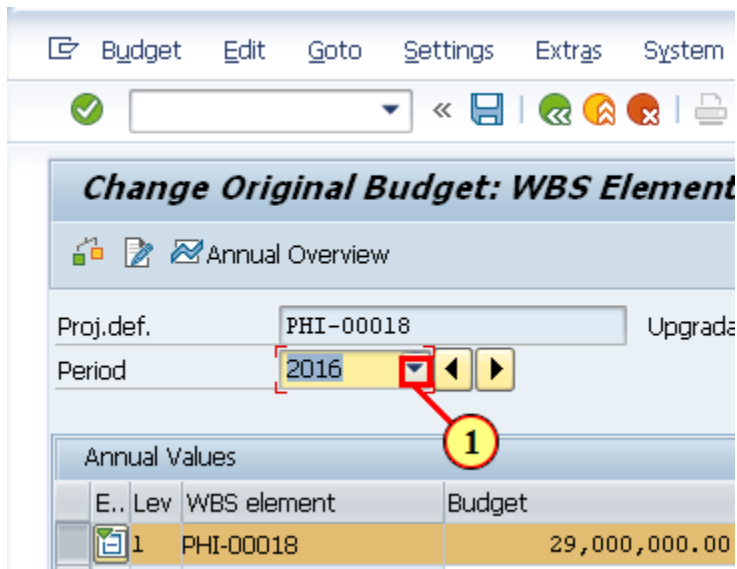
(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

Copy view – Enter 100% and choose to Overwrite. Click on green tick mark to proceed ahead



(1) Click on **Continue** .

Change Original Budget: WBS Element Overview – We will find that the planned total values for year 2016 got copied as budget for the year 2016. Alternately you can enter manually values for each WBS



Change Original Budget: WBS Element

Proj.def. PHI-00018 Upgrade

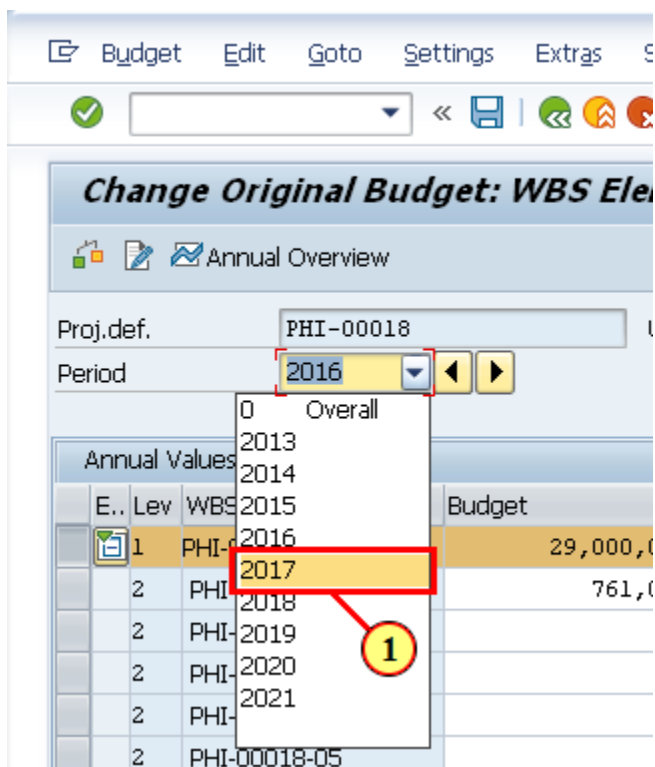
Period 2016

Annual Values

E.. Lev	WBS element	Budget
1	PHI-00018	29,000,000.00

(1) Click on ▼.

Change Original Budget: WBS Element Overview – Select another year if the project is spanning multiple years



Change Original Budget: WBS Element

Proj.def. PHI-00018

Period 2016

Annual Values

E.. Lev	WBS element	Budget
1	PHI-00018	29,000,000.00
2	PHI-00018-01	761,000.00
2	PHI-00018-02	
2	PHI-00018-03	
2	PHI-00018-04	
2	PHI-00018-05	

(1) Clicking on the entry **2017** selects it.

Change Original Budget: WBS Element Overview – Click Select All

Change Original Budget: WBS Ele

Annual Overview

Proj.def. PHI-00018

Period 2017

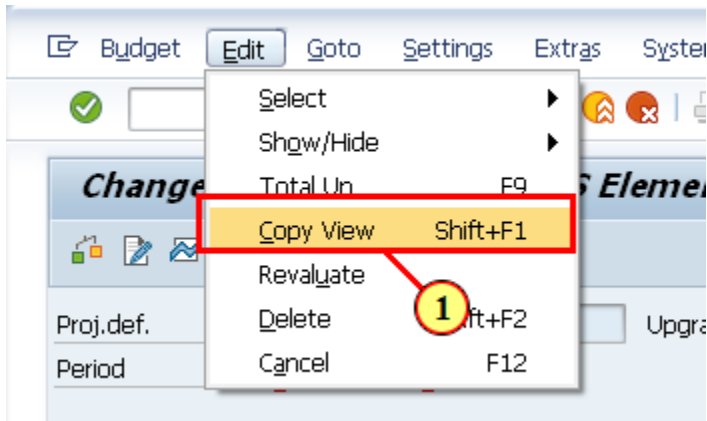
E.. Lev	WBS element	Budget
1	PHI-00018	27,000,
2	PHI-00018-01	
2	PHI-00018-02	
2	PHI-00018-03	
2	PHI-00018-04	
2	PHI-00018-05	
2	PHI-00018-06	
2	PHI-00018-07	
2	PHI-00018-08	

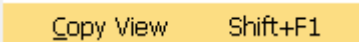
Select All

1

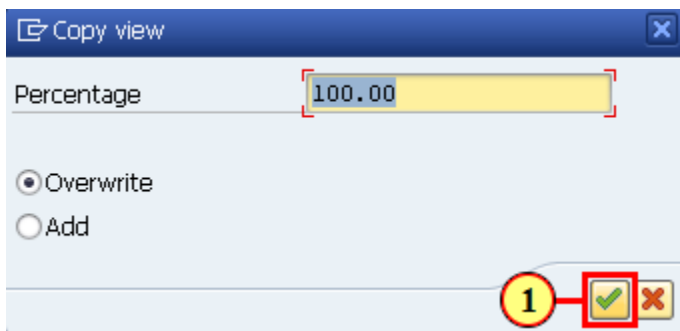
(1) Click on .

Change Original Budget: WBS Element Overview – Edit → Copy View



(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

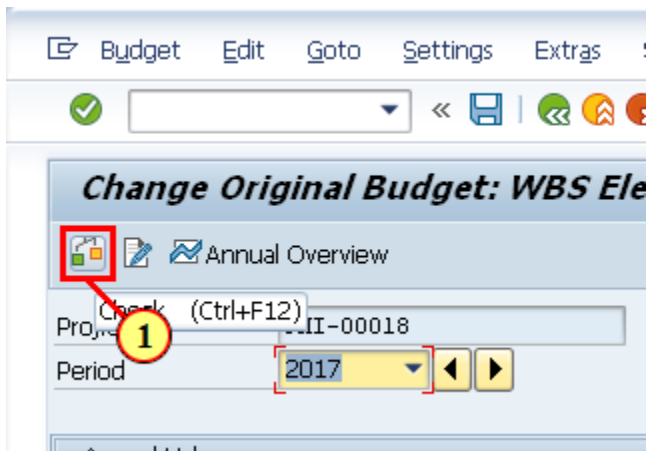
Copy view – Select 100% and choose to Overwrite. Click green tick mark to proceed ahead. You will find that the planned total numbers for year 2017 got copied as budget for the respective years



(1) Click on **Continue** .

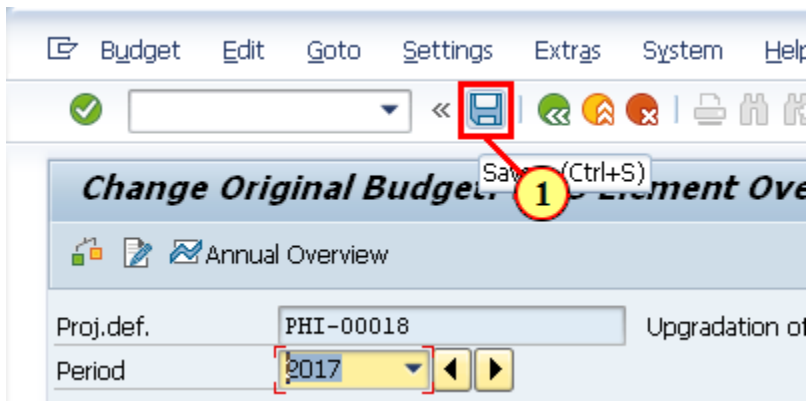
Change Original Budget: WBS Element Overview – Click on Check button – if any errors the system will prompt

10.3. Check for errors



(1) Click on **Check** .

Change Original Budget: WBS Element Overview – Click on Save – we have distributed the project budget across various WBS.



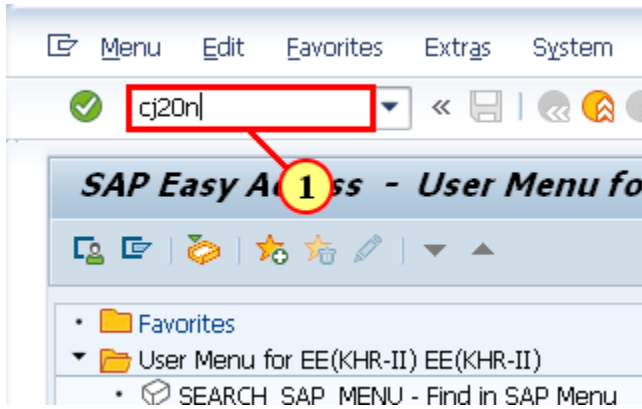
(1) Click on .

Document Number will be generated.

11. Project Release

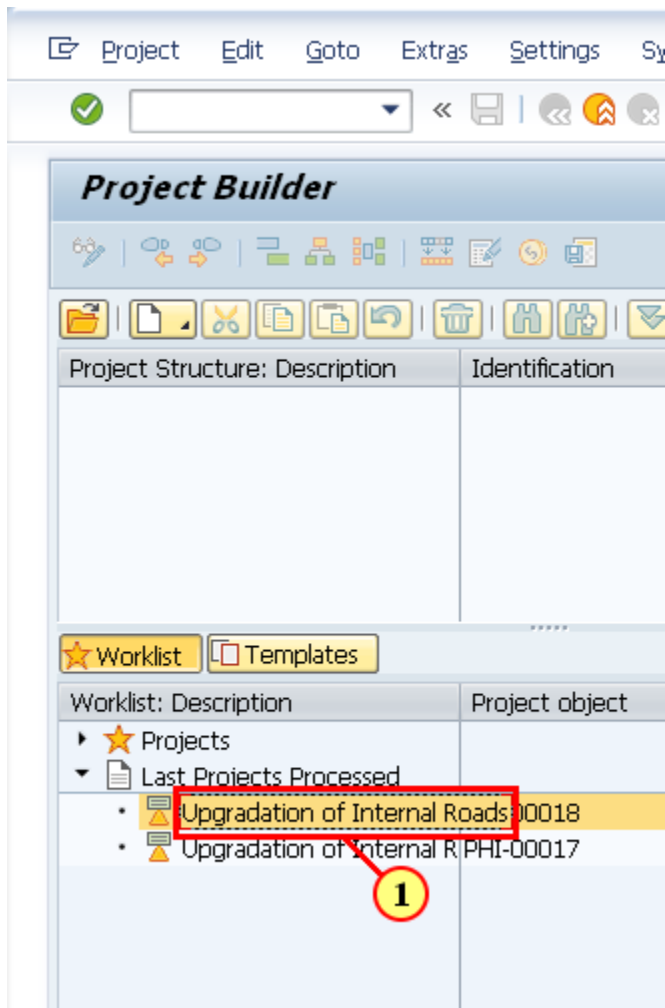
11.1. Tcode CJ20N

SAP Easy Access - Login with AE/AEE/EE – either of these can release the project. Releasing the project will enable creation of Purchase Order



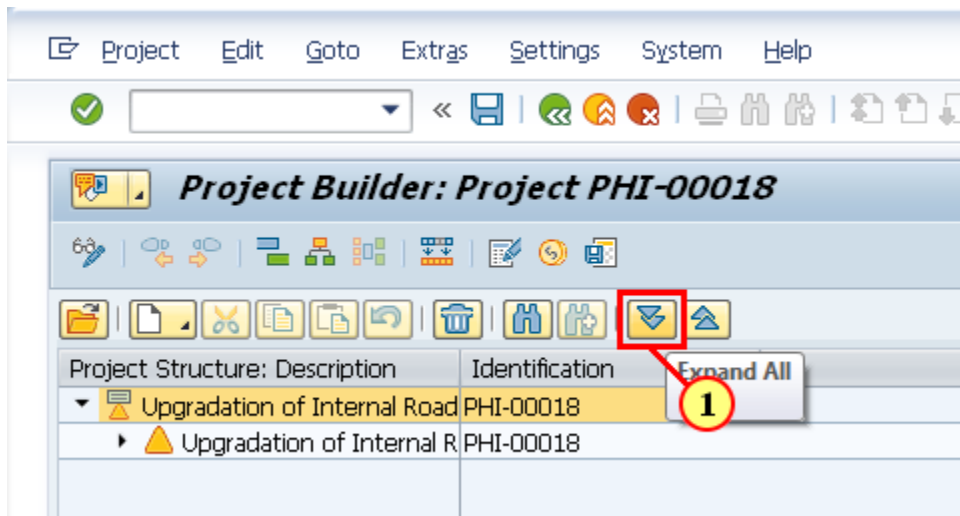
(1) The field is filled out.

Project Builder – Tcode CJ20N, click enter and open the required project in project builder



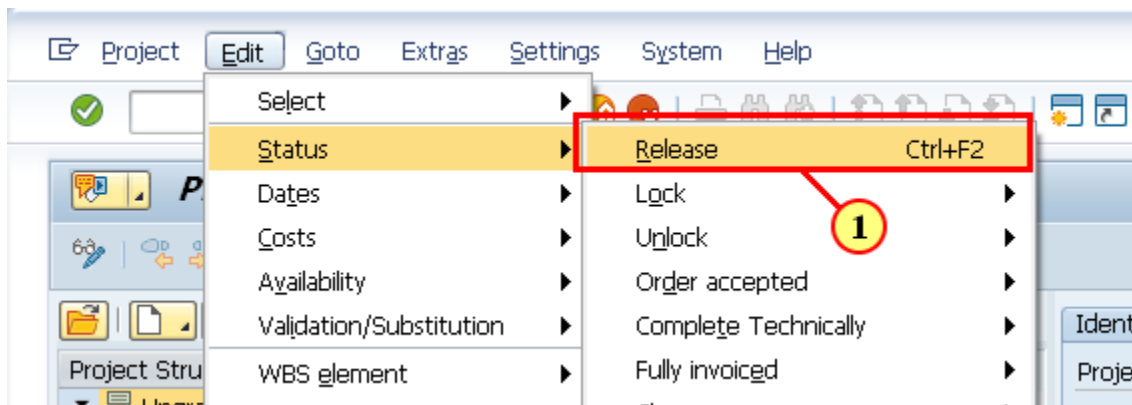
(1) Upgradation of Internal Roads is double-clicked.

Project Builder: Project PHI-00018 – Expand All – will expand the project structure. Select the top-level Project Definition row



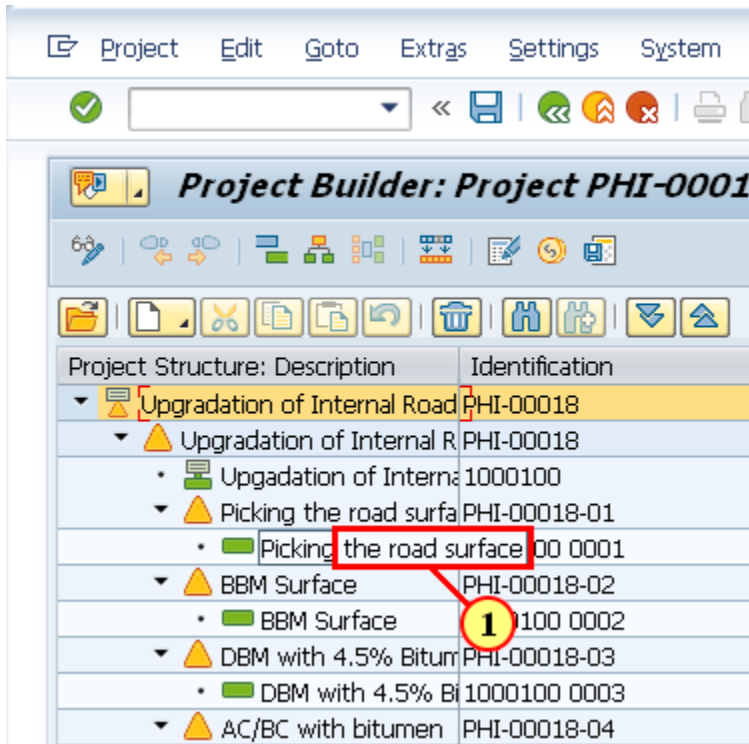
(1) Click on .

Project Builder: Project PHI-00018 – Edit → Status → Release. This will change the status of project from CRTD to REL. Immediately after Release, the system will create a single Purchase Requisition containing all the items from service activities of the project.



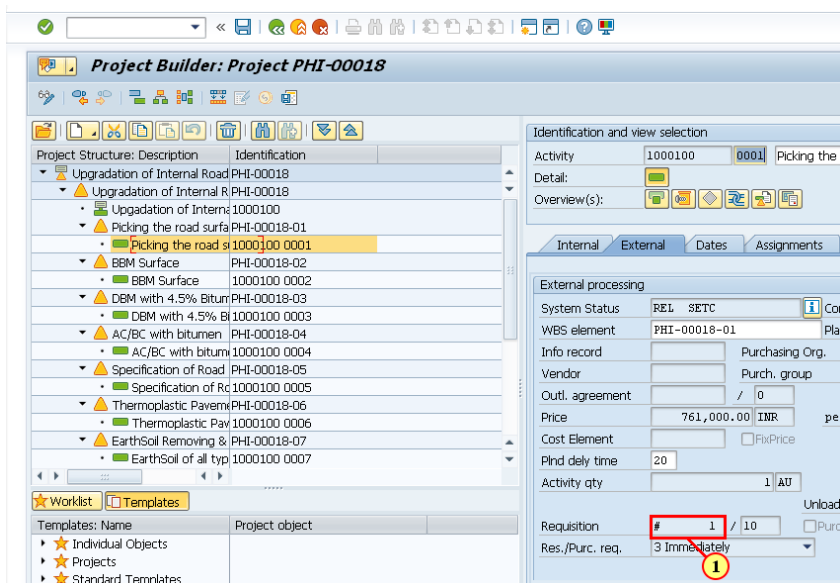
(1) Clicking on the **Release Ctrl+F2**  **Release Ctrl+F2** menu item executes it.

Project Builder: Project PHI-00018 – to check that Purchase Requisition got created, click on any service activity of the project



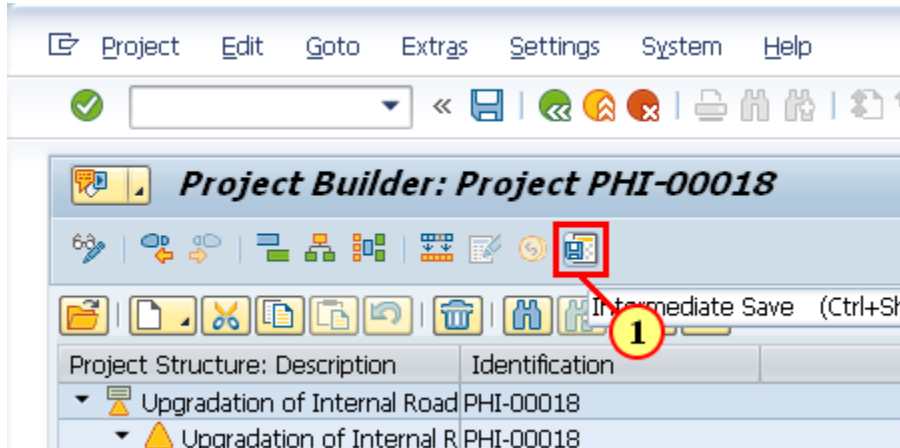
(1) Click on the road surface.

Project Builder: Project PHI-00018 – In the right-side details screen, check field Requisition – it will show the item number e.g. “# 1/10” – this means that a requisition exists however number of requisition not yet generated



(1) Click on # 1.

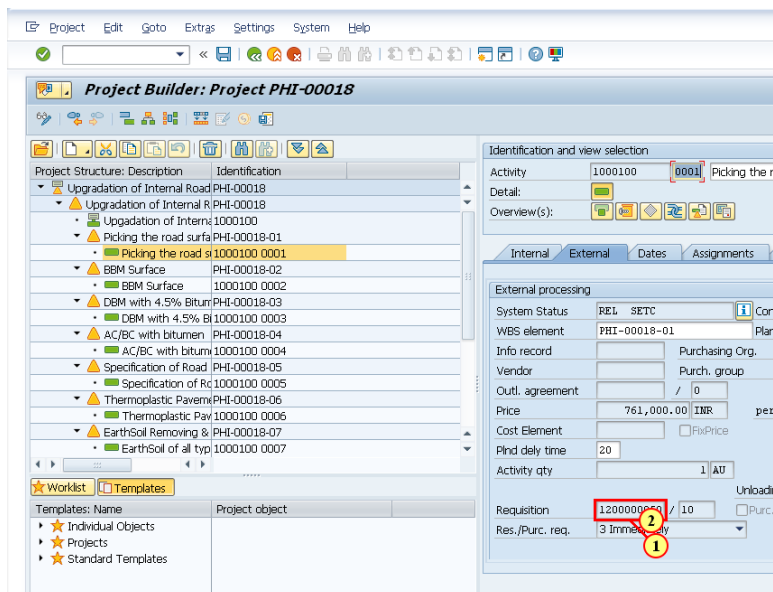
Project Builder: Project PHI-00018 – Click on Intermediate Save to save the project



(1) Click on **Intermediate Save** .

11.2. Check the Requisition Number generated in service activities

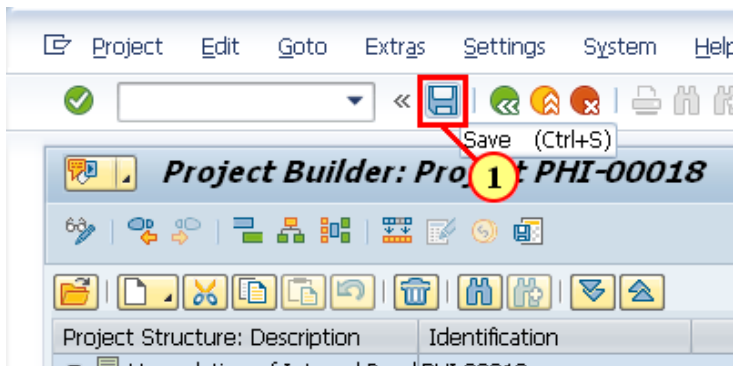
Project Builder: Project PHI-00018 – After Intermediate Save (or final save) check any activity, in the Requisition field, we can see the requisition number which got generated. Check all activities and all will point to same Requisition number.



(1) Drag 1200000050.

(2) Drop on .

Project Builder: Project PHI-00018 – Click on Final Save to save the project

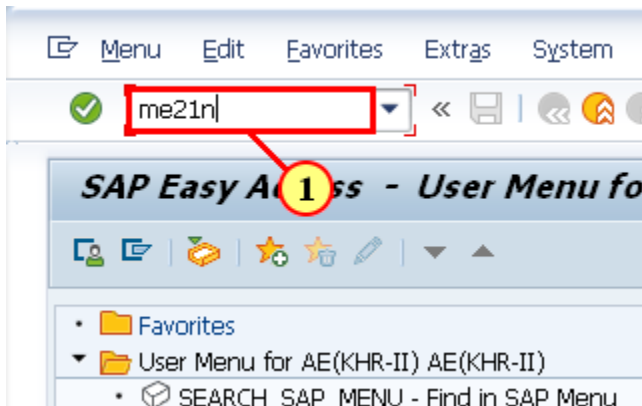


(1) Click on .

12. Purchase Order (PO/Work Order) Creation

12.1. Tcode ME21N

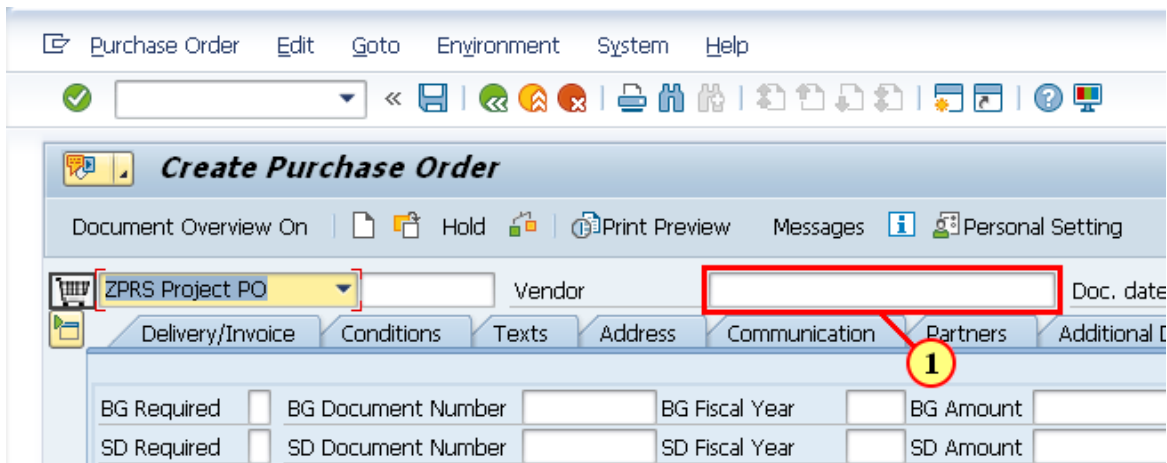
Login with AE/AEE/ EE -- Tcode ME21N – click enter. This opens blank PO document.



(1) The field is filled out.

12.2. Select Vendor

Create Purchase Order – Click on Vendor and select vendor by using F4 key or small icon besides the field. Also, enter the Doc. Date.



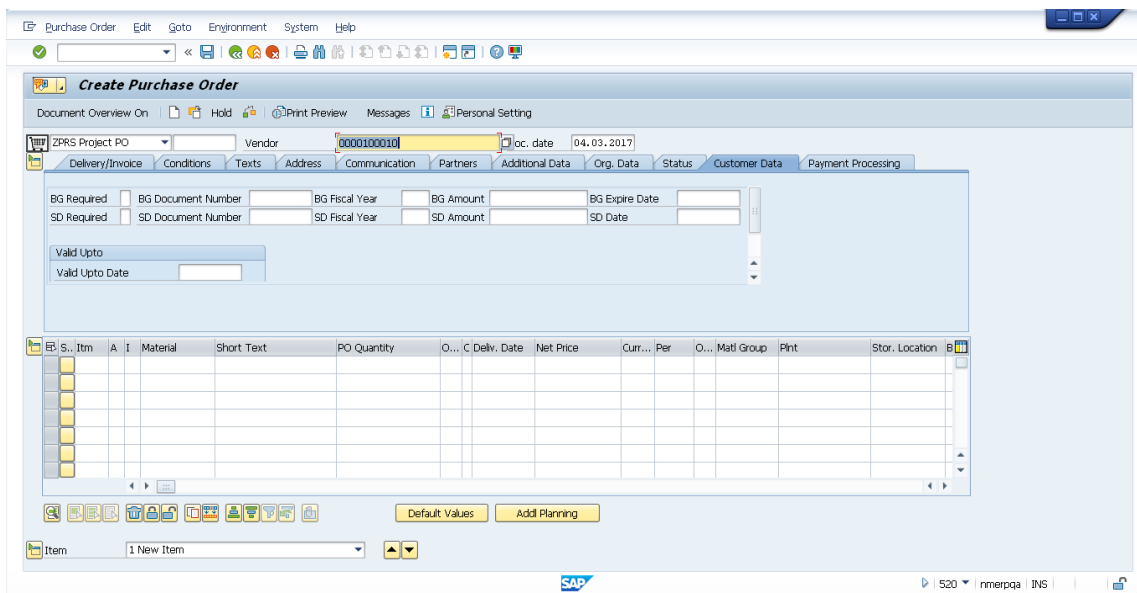
The screenshot shows the 'Create Purchase Order' SAP screen. The 'Purchase Order' menu is open. The 'ZPRS Project PO' is selected in the dropdown. The 'Vendor' field is highlighted with a red box. The 'Doc. date' field is also highlighted with a red box. A red circle with the number '1' is placed over the 'Vendor' field, indicating the first step in the process.

(1) Clicking in the input field **Vendor** activates it

(2) 1000 IN 400000 Mumbai Patil Engineers & Associa 100010 1000 [] is double-clicked.

(3) (2) Click on [] Doc. date 04.03.2017

Create Purchase Order – Click Enter on selecting Vendor. Note that PO is still without any items

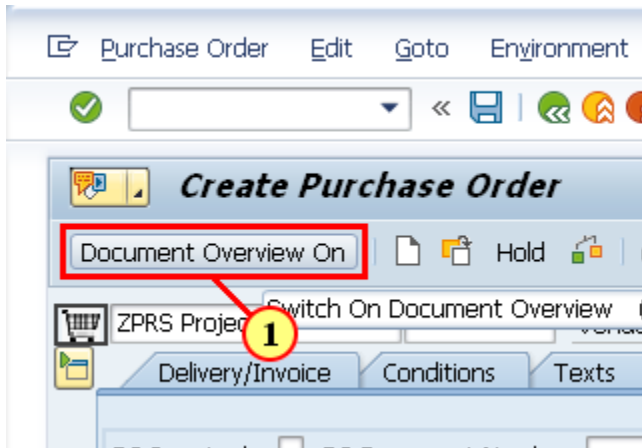


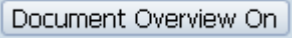
The screenshot shows the 'Create Purchase Order' SAP screen after the vendor selection. The 'Vendor' field now contains '0000100010'. The 'Doc. date' field contains '04.03.2017'. The 'Delivery/Invoice' tab is selected. The 'Valid Upto' section is visible. The 'Item' table is empty, indicating that no items have been added to the purchase order.

Enter is now pressed.

12.3. Open Document Overview

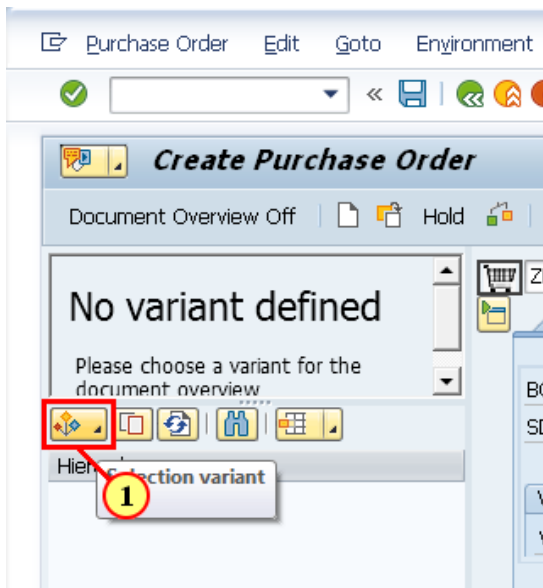
Create Purchase Order – Click Document Overview On button



(1) Click on **Document Overview On** .

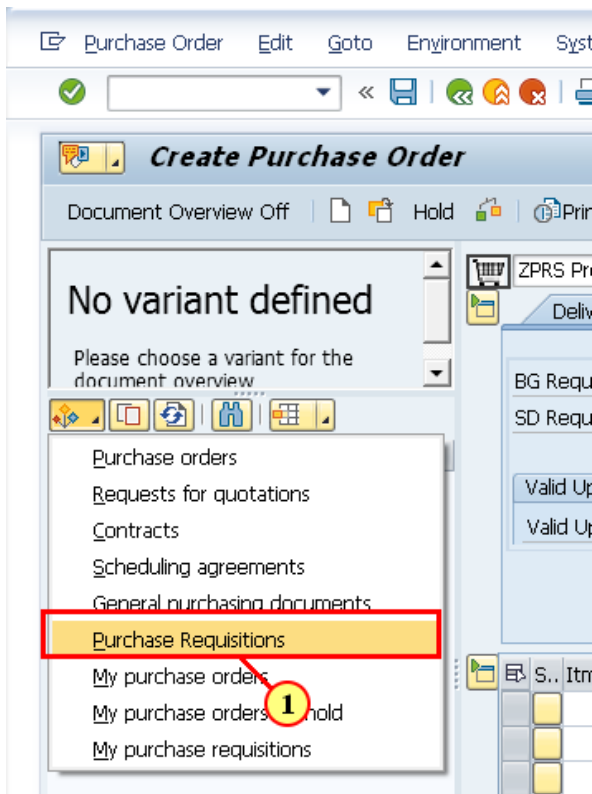
12.4. Select Purchase Requisition (Indent)

Create Purchase Order – On the left-hand side, a small Select window will open. Click on Selection variant



(1) Click on .

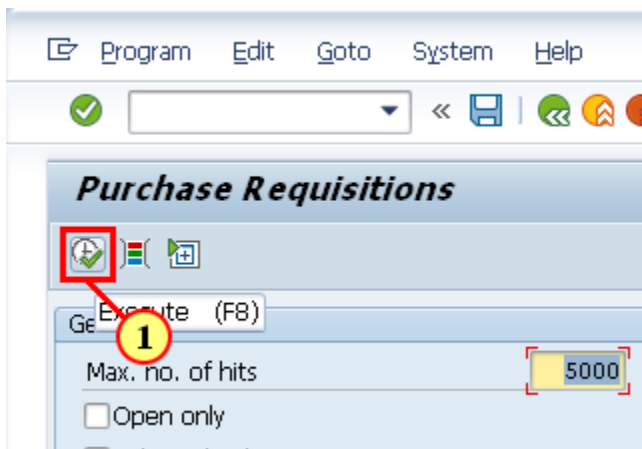
Create Purchase Order – From the menu, select Purchase Requisitions or My Purchase Requisitions



(1) Clicking on the **Purchase Requisitions** Purchase Requisitions menu item executes it.

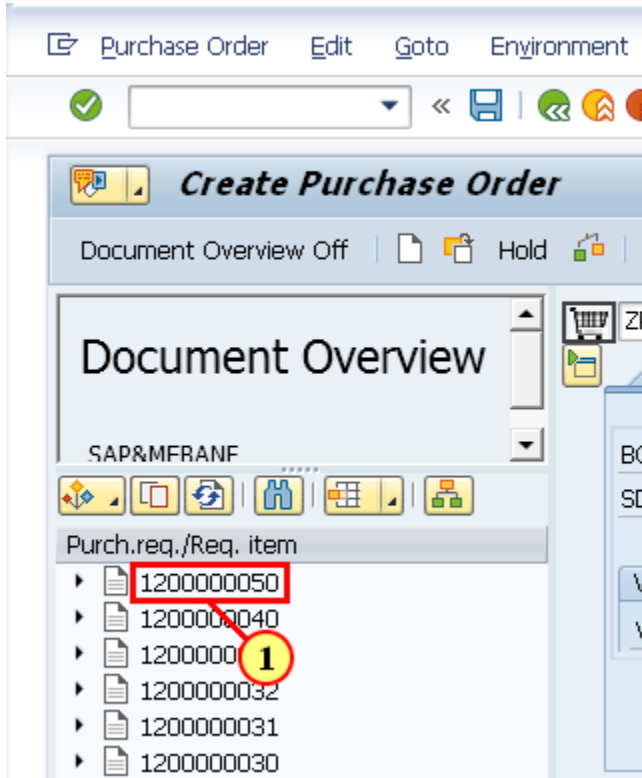
(2) Alternately you can select My Purchase requisitions to get a list of PRs you have created in the system

Purchase Requisitions – Click on Execute button



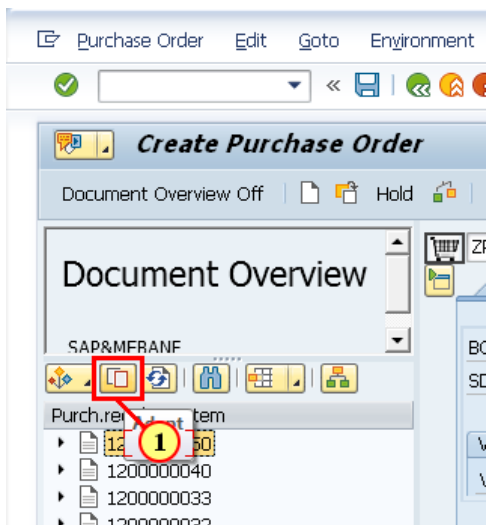
(1) Click on **Execute** .

Create Purchase Order – List of all Purchase Requisitions applicable to user will be shown – Select the Purchase Requisition created for the project (open project in CJ20N and select service activity – check the Requisition Number)



(1) Click on 12000000050.

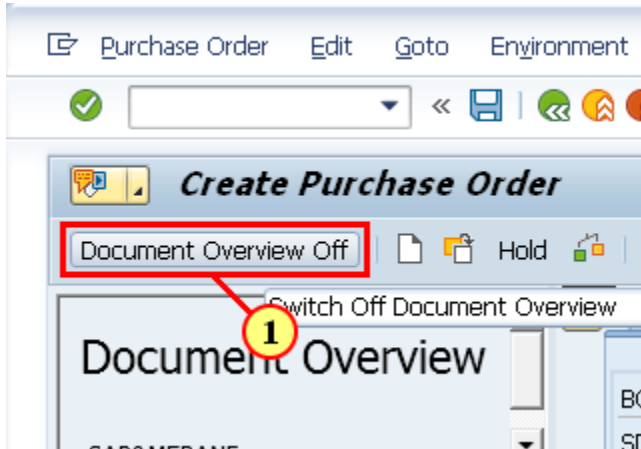
Create Purchase Order – Click on Adopt button – this will bring the details of all items from Purchase Requisition to Purchase Order

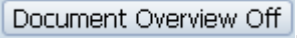


(1) Click on .

12.5. Turn Off Document Overview

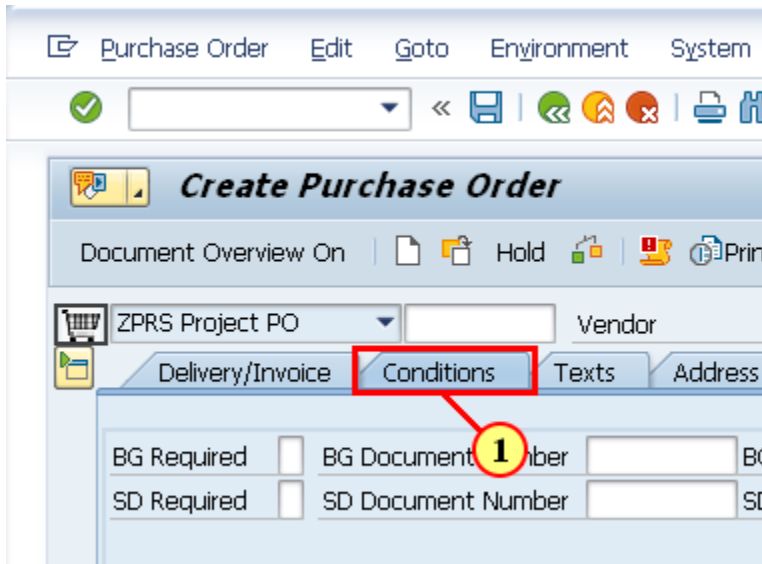
Create Purchase Order – After “Adopt” turn off the Document Overview



(1) Click on **Document Overview Off** .

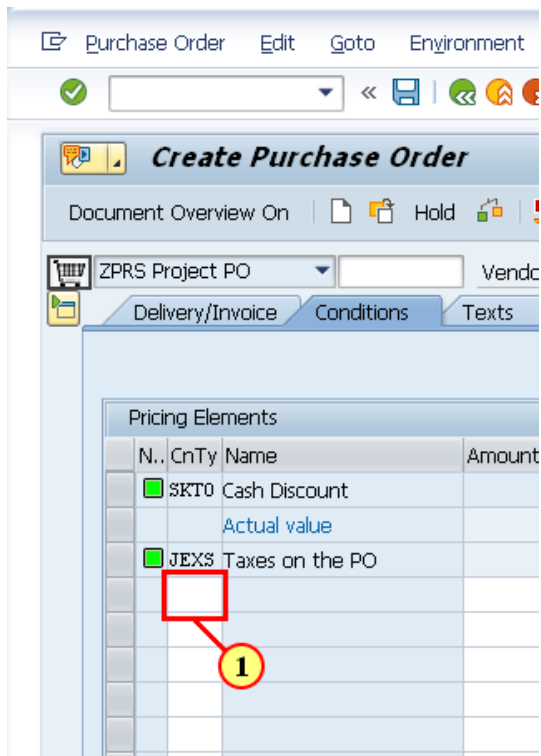
12.6. Conditions tab in Header

Create Purchase Order – Navigate to Conditions tab in Purchase Order Header



(1) Click on **Conditions** .

Create Purchase Order – the Conditions tab shows the total cost of all the service items for the project. We might need to adjust the total price in case vendor has given discount or additional cost

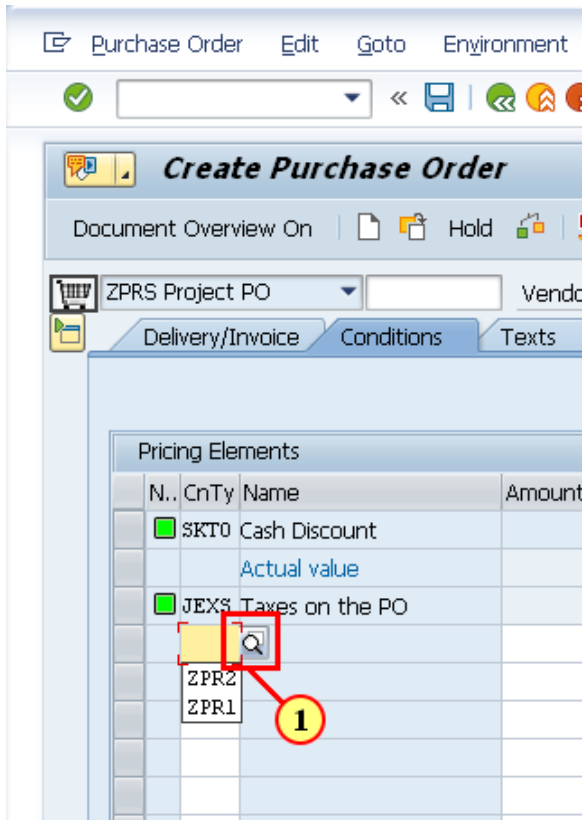


(1) Click on ____.

Create Purchase Order – Select ZPR1 or ZPR2 condition.

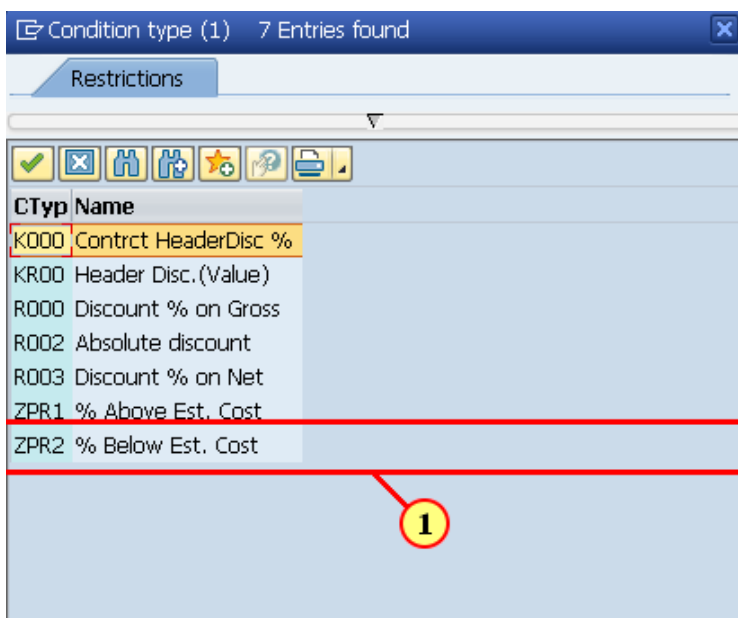
ZPR1 -- % Above Cost Estimate

ZPR2 -- % Below Cost Estimate



(1) Click on .

Select ZPR2 condition



(1) ZPR2 % Below Est. Cost is double-clicked.

Create Purchase Order – Enter the discount % as 3.91 – this is an example. Click enter. Revised Price is shown with discount on clicking Enter

(1) Clicking on the entry -3.91 selects it.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Pricing Elements' table is visible, showing a list of conditions. The entry 'ZPR2' with a value of '-3.91' is highlighted in yellow. The table also shows 'Actual value' and 'Status' columns.

N...	ConTy	Name	Amount	Qty	per	U...	Condition value	Curr.	Status	Condition value	CdCur	S...
0000		Cash Discount	0.000				0.00	INR		0.00		
		Actual value					25,642,307.21	INR		0.00		
0000		Taxes on the PO					0.00	INR		0.00		
		ZPR2					-3.91					

Enter is now pressed.

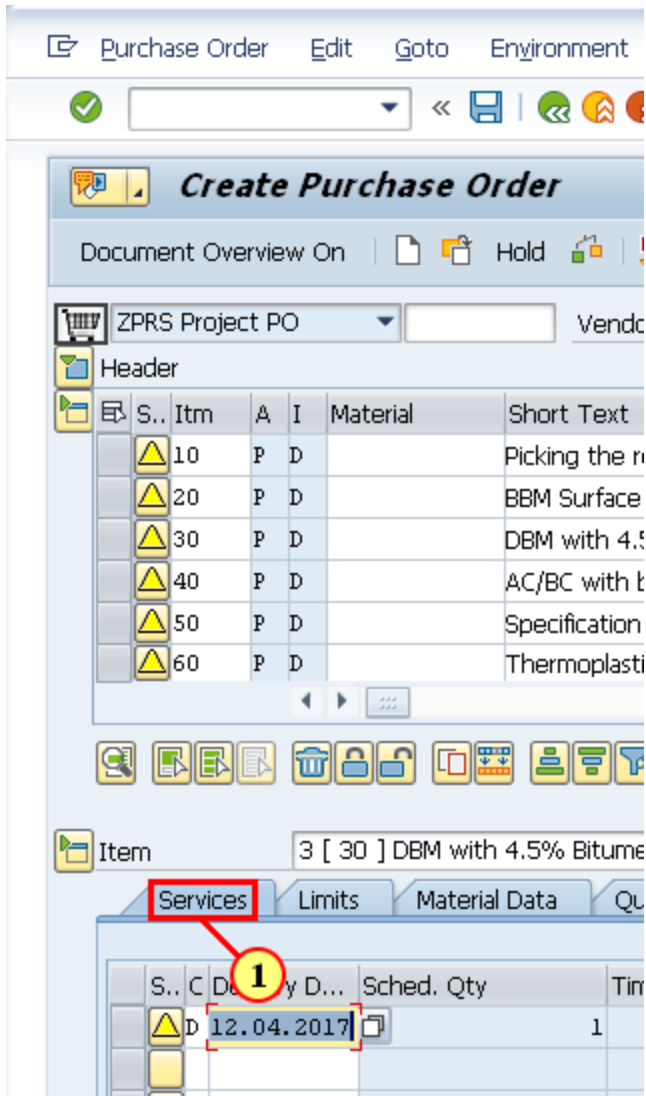
12.7. Services Details

Create Purchase Order – Click on Header icon to collapse

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Header' icon is highlighted with a red circle and the number 1, indicating it should be clicked to collapse the header section.

(1) Click on .

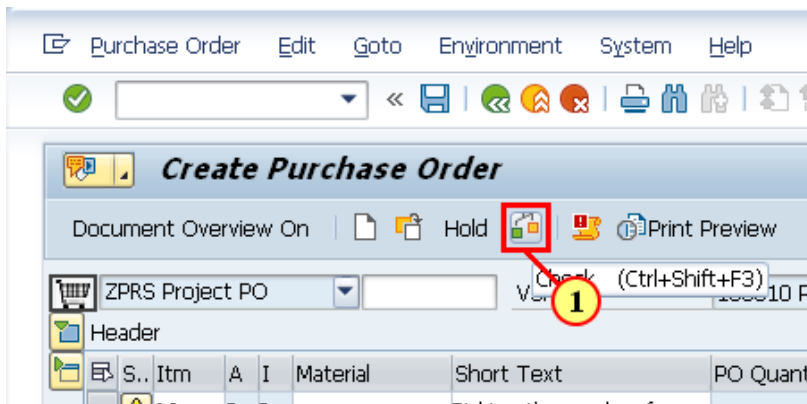
Create Purchase Order – Navigate to 3rd section of PO – Item. Click on Services tab and check the quantities and price



(1) Click on **Services**.

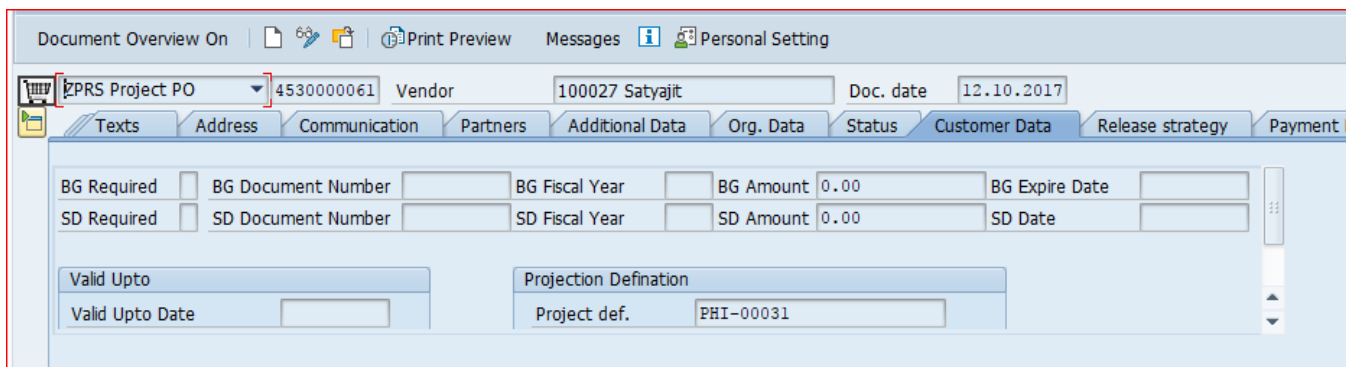
12.8. Check for errors

Create Purchase Order – Click on Check button to check all the entries of Purchase Order. If any error message, the system will prompt

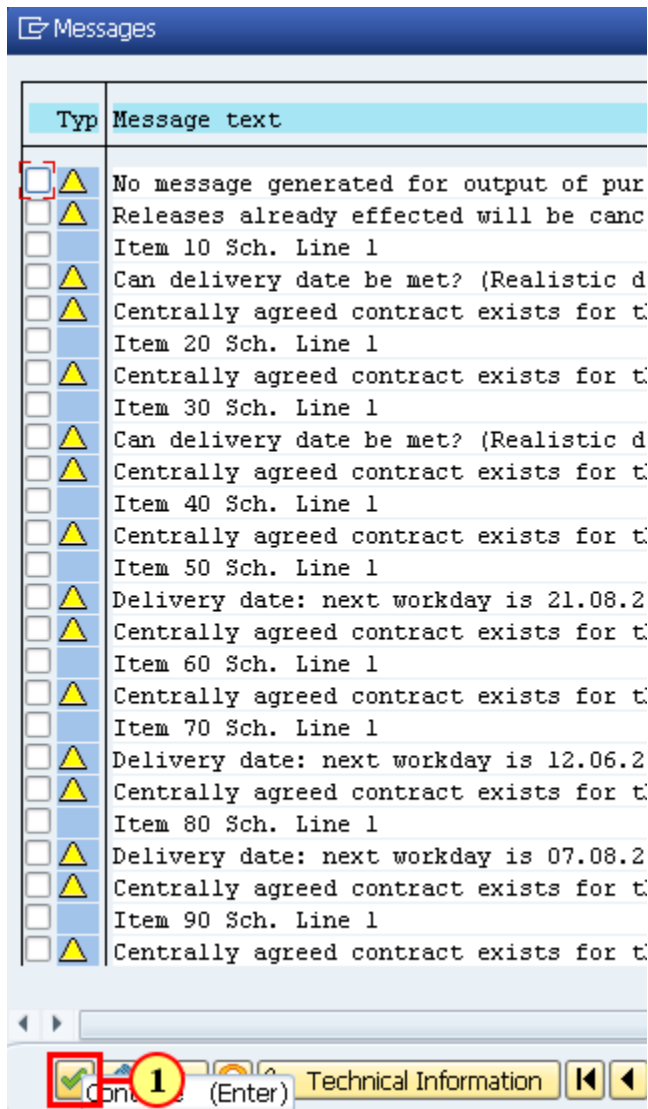


(1) Click on **Check** .

Messages – After click Check button, system gave the following messages out of which the red flagged is critical error. It needs to be fixed otherwise system will not allow to create the PO. The messages flagged in yellow are warning messages and can be bypassed safely

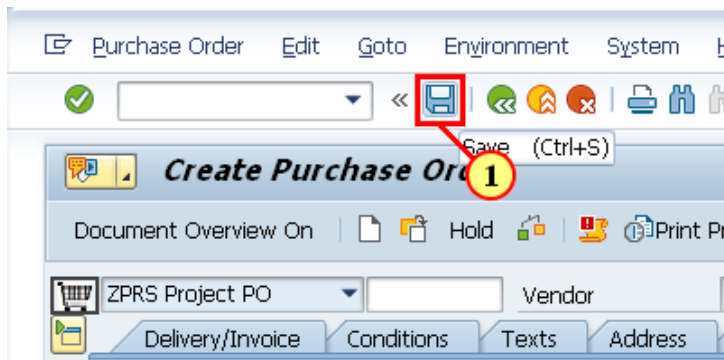


In customer Data, Project Definition will be appeared based on the Purchase requisition of the Project. This entry is in display mode. User cannot be edit this field.



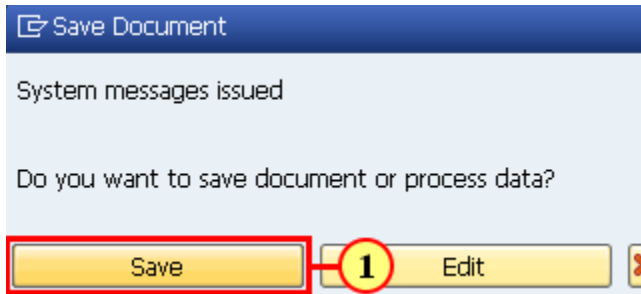
(1) Click on **Continue** .

Click on Save button to save the Purchase Order



(1) Click on .

Save Document – Click on Save for any further messages

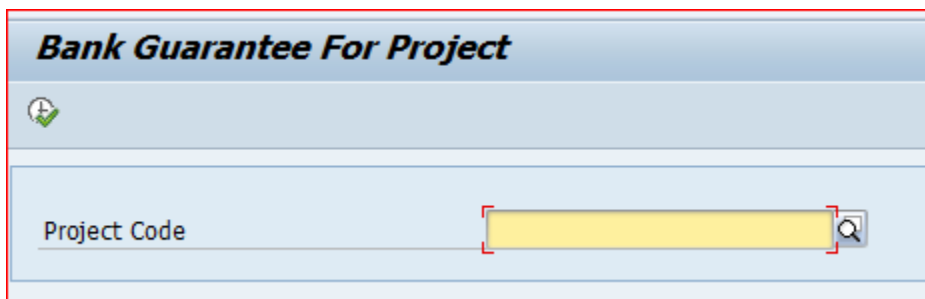
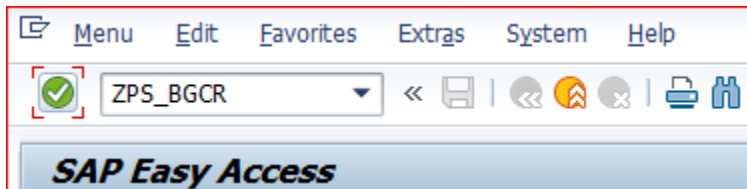


(1) Click on .

Note the PO number displayed at the bottom of the screen. We will need it for future reference for MB creation/change

12.9. BG related entry

T.Code: ZPS_BGCR



Enter the Project Code

SAP Training manual

BG/Car Policy/Labour Policy For Project

Project Code: PHI-00031 Invoice Booking Division: CA Number:

Bank Guarantee					Car Policy			Labour Policy		
Bank Guarantee Required ☐					Car Policy Required ☐			Labour Policy Required ☐		
BG Doc.No.	Year	BG Amt.	BG Date	Expiry Date	Car Policy No.	Car Policy Amt.	Expiry Date	Labour Policy No.	Labour Policy Amt.	Expiry Date

For entering the Bank Guarantee Number select Y"(Yes).

Project Code: PHI-00031 Invoice Booking Division:

Bank Guarantee Required ☐

BG Doc.No.	Year	BG Amt.

BG Flag (1) 2 Entries found

BG Flag	Short Descript.
Y	Yes
N	No

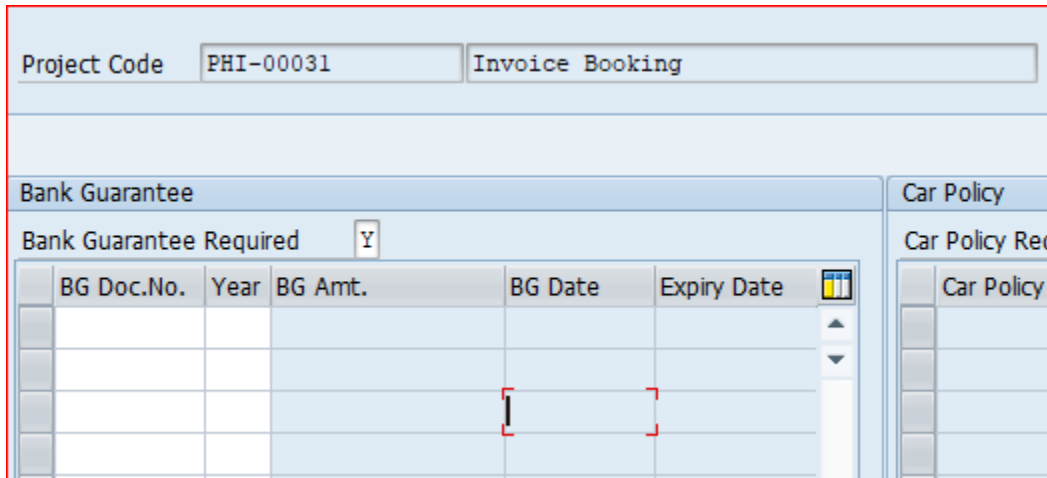
2 Entries found

Project Code: PHI-00031 Invoice Booking

Bank Guarantee Required ☒

BG Doc.No.	Year	BG Amt.	BG Date	Expiry Date

Press Enter



The screenshot shows the SAP 'Invoice Booking' screen. At the top, 'Project Code' is 'PHI-00031'. Below it, the 'Bank Guarantee' section is active, with 'Bank Guarantee Required' set to 'Y'. A table with columns 'BG Doc.No.', 'Year', 'BG Amt.', 'BG Date', and 'Expiry Date' is visible. The 'BG Date' and 'Expiry Date' columns have red brackets indicating they are linked. To the right, the 'Car Policy' section is also visible.

BG Doc.No.	Year	BG Amt.	BG Date	Expiry Date

Enter the BG Guarantee Number which is provided by Finance.

System will be displayed the BG Amount, BG Date and BG Expiry Date as per BG Document number created in the system.

System will not allow to enter the BG Doc. No. if Vendor / Contractor is not related to Project.

There is option to entered the multiple BG Doc. Number.

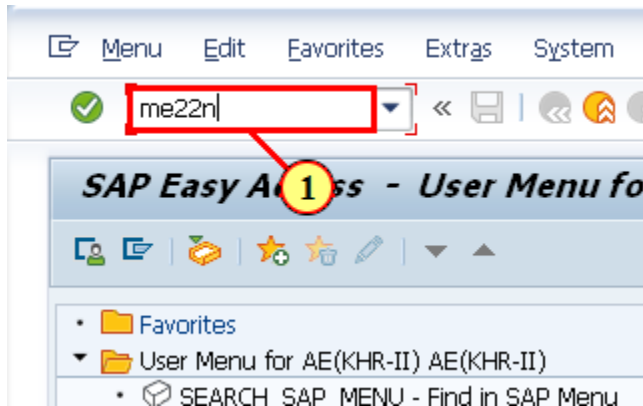
Same process is also applicable for the CAR Policy Number and Labor Policy Number.

Difference is only that CAR and Labor Policy number is not generated by the system.

13. Purchase Order (PO/Work Order) Release/Approvals

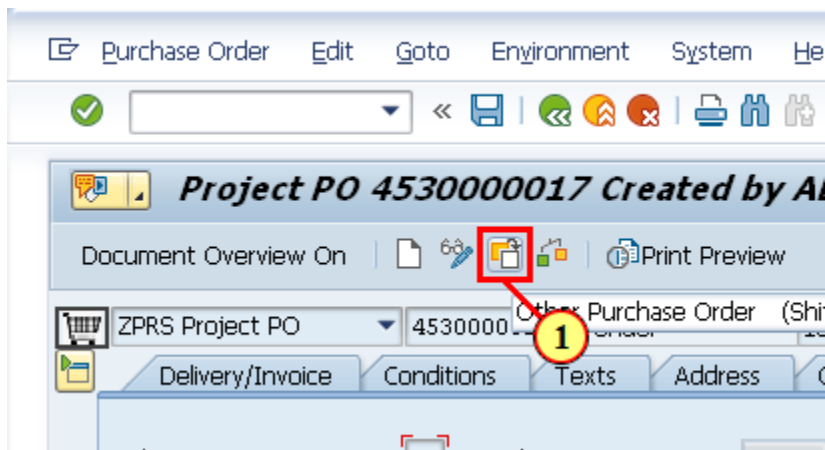
13.1. Tcode ME22N – Change PO

Tcode ME22N - ME22N Tcode will allow you to change the already existing PO



(1) The field is filled out.

Project PO 4530000017 – We need to open a specific PO; we have noted the number. Click on Other Document icon



(1) Click on **Other Purchase Order** .

Select Document – in the popup window – enter the Purchase Order number which we want to release

(1) The **Pur. Order** field is filled out.

Project PO 4530000018 – PO will open – navigate to Customer Data

(1) Click on **Customer Data**.

13.2. Enter BG details

Project PO 4530000018– Select Y in the BG Required field

SAP Training manual

(1) The **BG Required** field is cleared.

BG Required (1) 2 Entries found

BG Required	Short Descript.
Y	Yes
N	NO

(1) **Y** **Yes** is double-clicked.

Project PO 4530000018 – we need to provide the BG number for the vendor

Project PO 4530000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

ZPRS Project PO 4530000018 Vendor 100010 Patil Engineers & Associa... Doc. date 04.03.2017

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy

BG Required Y BG Document Number BG Fiscal Year BG Amount BG Expire Date
SD Required N SD Document Number SD Fiscal Year SD Amount SD Date

Valid Upto
Valid Upto Date

Item	Material	Short Text	PO Quantity	Delv. Date	Net Price	Per	Matl Group	Plant	Stor. Location
10	P	Picking the road surface	1	23.03.2017	731,244.90 INR	1	AU Engineering	Kharghar	
20	P	BEM Surface	1	27.04.2017	2,256,256.14 INR	1	AU Engineering	Kharghar	
30	P	DEM with 4.5% Bitumen	1	12.04.2017	4,647,793.74 INR	1	AU Engineering	Kharghar	
40	P	AC/BC with bitumen	1	01.06.2017	12,868,903.79 INR	1	AU Engineering	Kharghar	
50	P	Specification of Road & B.	1	20.08.2017	1,227,463.27 INR	1	AU Engineering	Kharghar	
60	P	Thermoplastic Pavement	1	17.05.2017	2,571,445.27 INR	1	AU Engineering	Kharghar	

Default Values Add Planning

Item Detail

Tab is now pressed.

Project PO 4530000018– Enter the BG number – check with Finance for the same

Project PO 4530000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

ZPRS Project PO 4530000018 Vendor 100010 Patil Eng

Delivery/Invoice Conditions Texts Address Communication

BG Required Y BG Document Number 1200000167 Fiscal Year
SD Required N SD Document Number 1200000155 Fiscal Year
Valid Upto 12000000
Valid Upto Date 11012017
24122016
24.12.2016

SAP Training manual

(1) The **BG Document Number** field is filled out.

Project PO 4530000018 – enter the Fiscal Year for which BG is valid

The screenshot shows the SAP Project PO 4530000018 interface. The 'BG Document Number' field is filled with '1200000167'. The 'BG Fiscal Year' field is highlighted with a red box and contains the value '2016'. A yellow circle with the number '1' is placed next to the 'BG Fiscal Year' field.

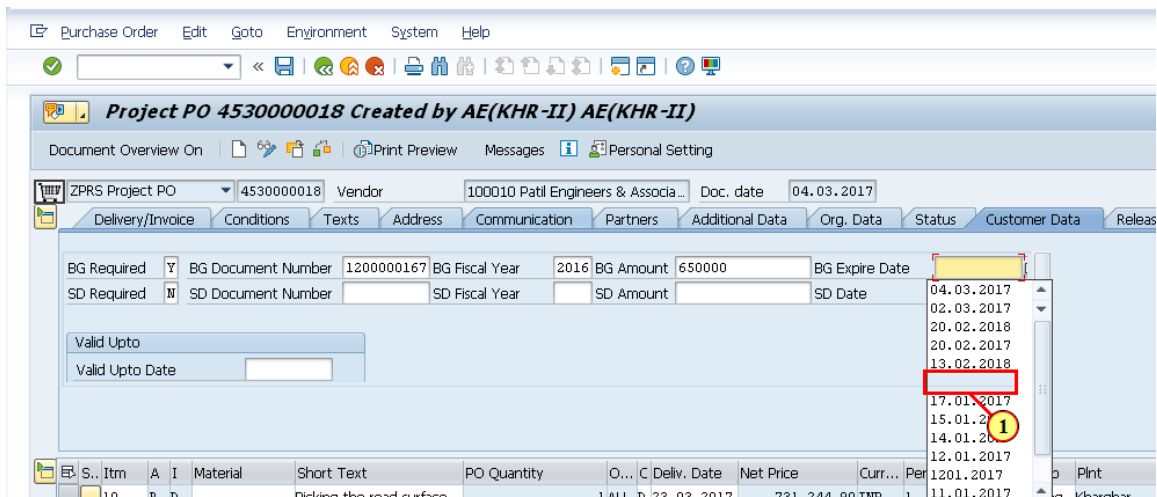
(1) The **BG Fiscal Year** field is filled out.

Project PO 4530000018 – Enter the BG amount

The screenshot shows the SAP Project PO 4530000018 interface. The 'BG Amount' field is highlighted with a red box and contains the value '650000'. A yellow circle with the number '1' is placed next to the 'BG Amount' field.

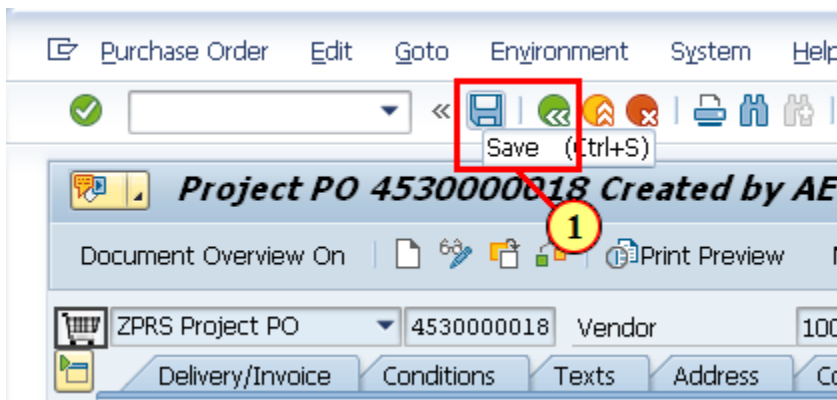
(1) The **BG Amount** field is filled out.

Project PO 4530000018 -- Enter the BG expiry date



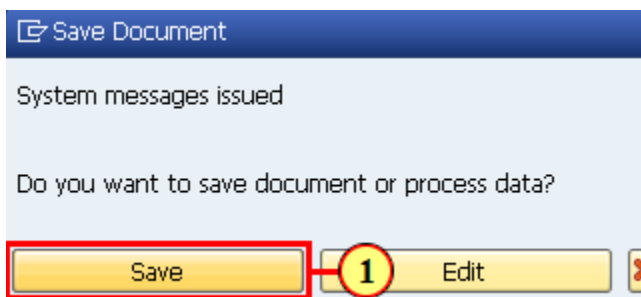
(1) The 13.02.2018 field is filled out.

Project PO 4530000018 – Click on Save—the PO will get saved



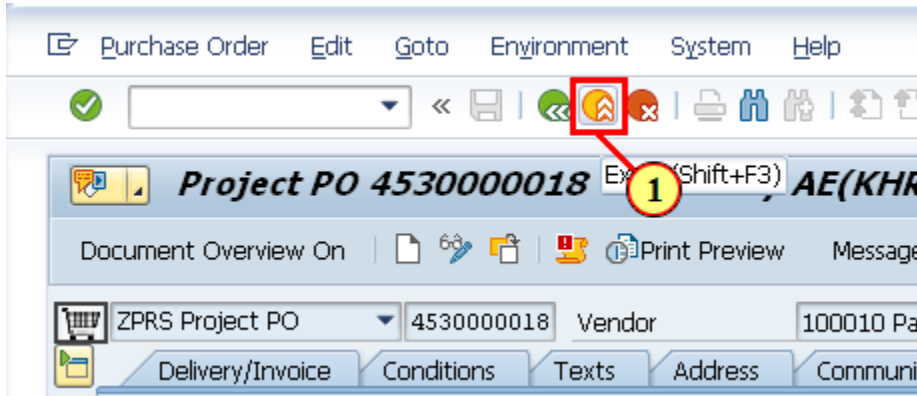
(1) Click on  Save (

Save Document – Click Save – Saving the PO will release it. Approval is required by AE, then by AEE and finally by EE.



(1) Click on .

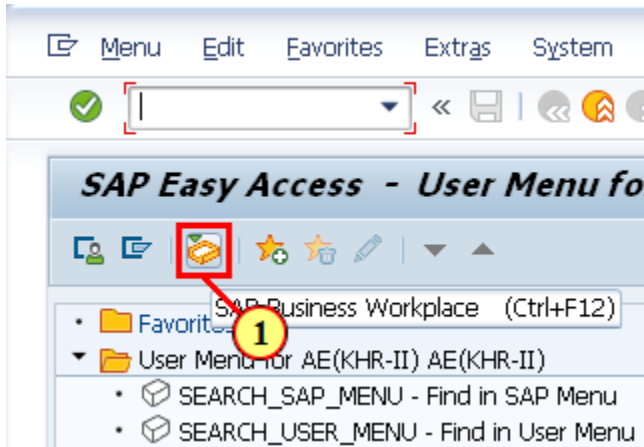
Project PO 4530000018 – Go back. We need to check the Inbox of AE since as per PO Release Strategy the first approver is AE



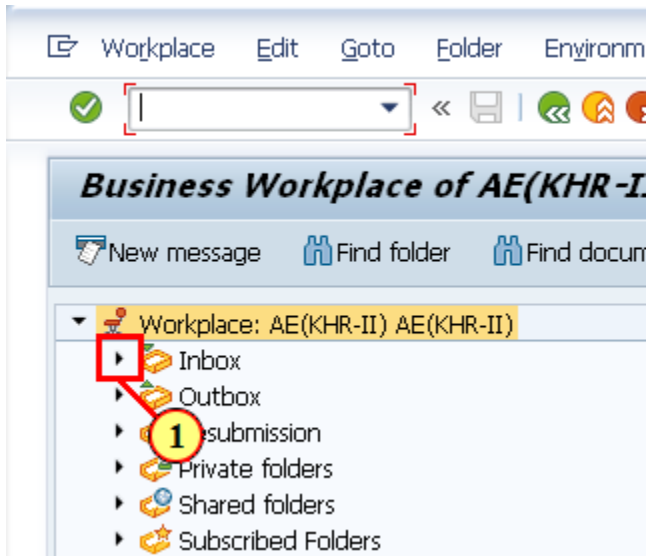
(1) Click on .

13.3. Release Strategy - Approver 1

Approver 1 - User Menu for AE(KHR-II) – Click on Inbox (also called SAP Business Workplace).

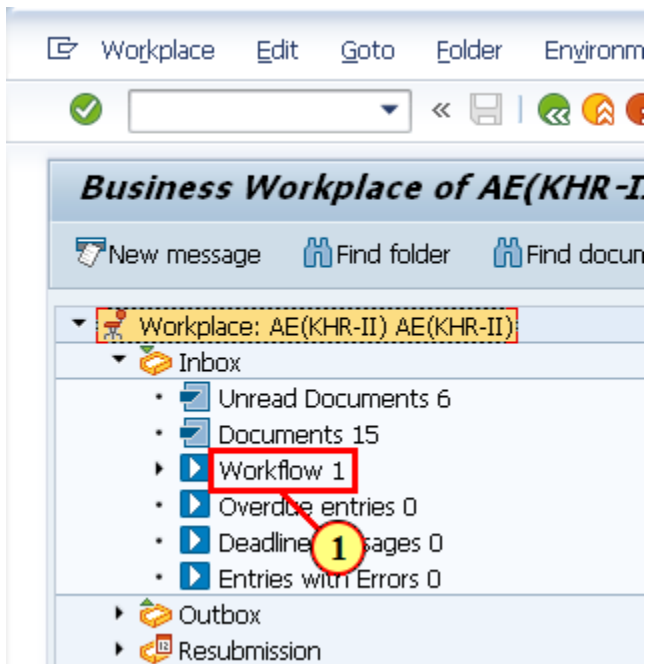


(1) Click on **SAP Business Workplace** .

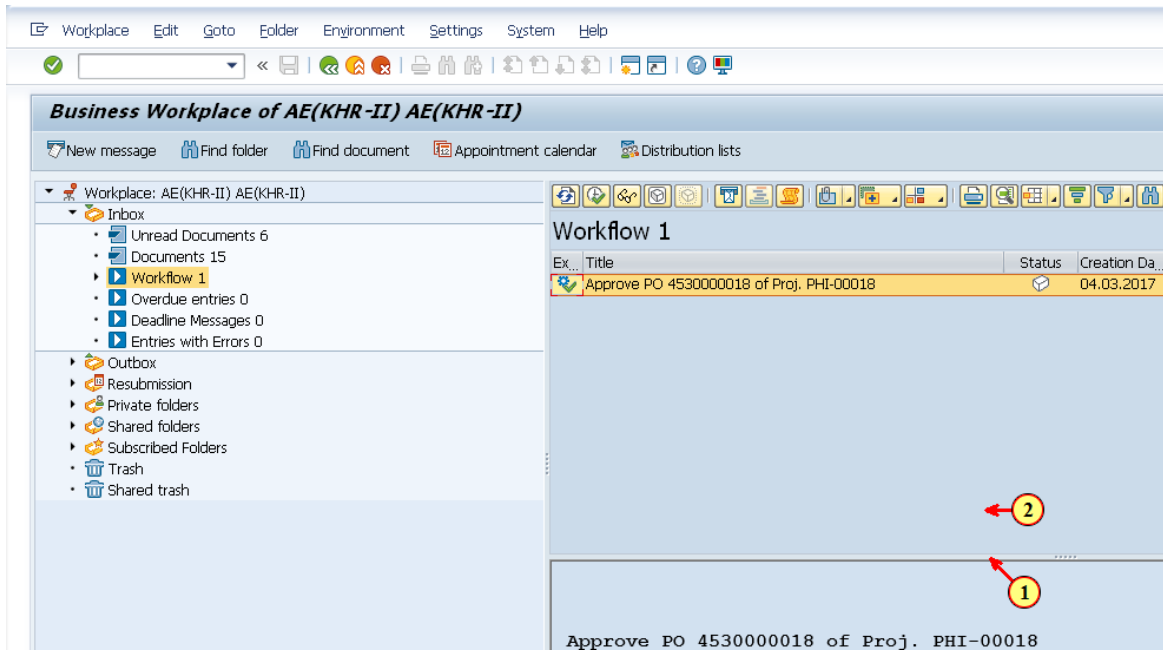


(1) Click on **Inbox** .

Business Workplace of AE(KHR-II) – In the Workflow – we find one item which will be the current PO for approval. Click on it.

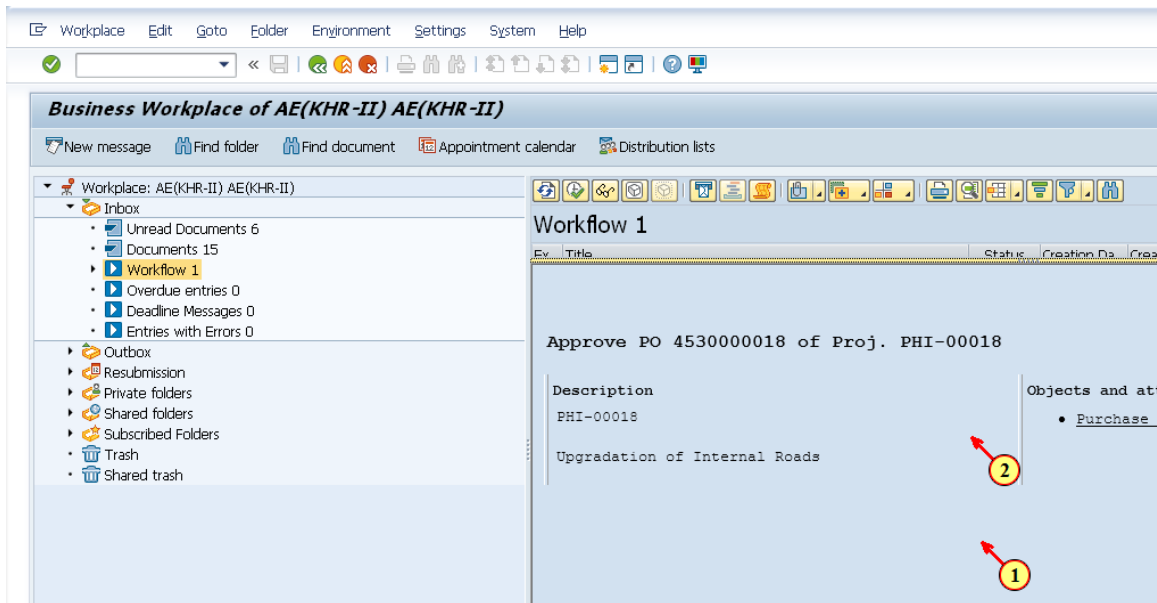


(1) Click on **Workflow 1** .



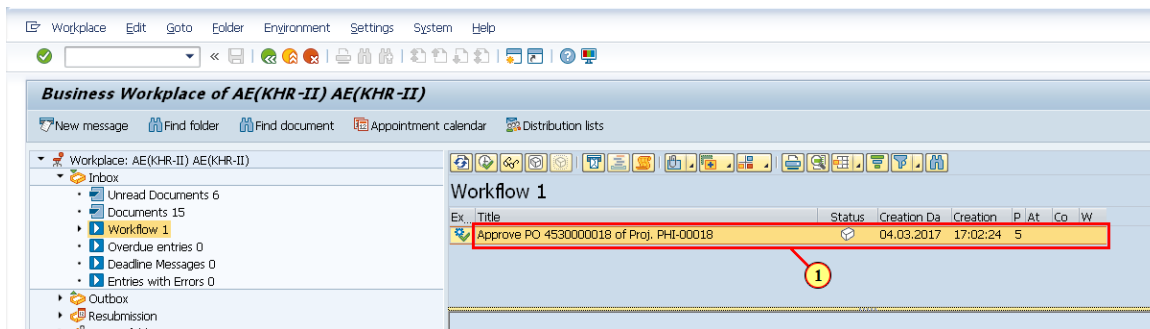
- (1) Drag .
- (2) Drop on .

Business Workplace of AE(KHR-II) – Scroll to see the item details in the inbox



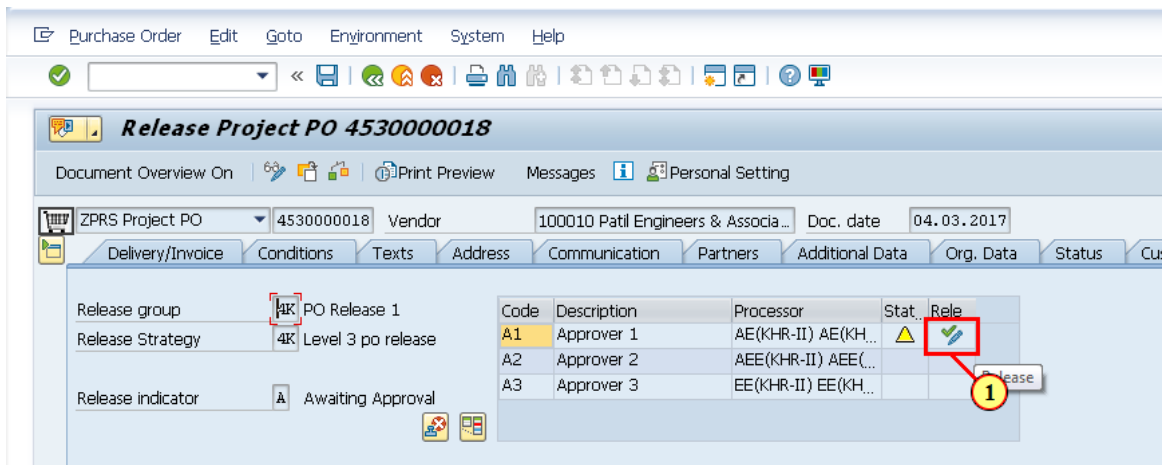
- (1) Drag .
- (2) Drop on .

Business Workplace of AE(KHR-II) AE(KHR-II) – double click the item



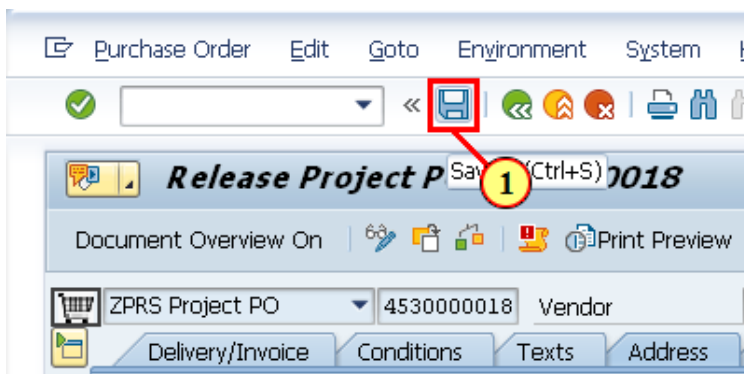
(1) Approve PO 4530000018 of Proj. PHI-00018 04.03.2017 17:02:24 5
is double-clicked.

Release Project PO 4530000018 – PO screen opens and shows a tick mark against Approver 1 i.e. AE. Click on the tick mark to approve by first approver



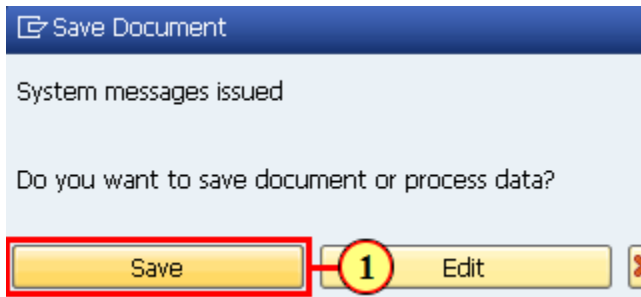
(1) Click on .

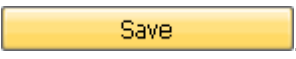
Release Project PO 4530000018 – Save PO – this PO moves into inbox of Approver 2 i.e. AEE



(1) Click on .

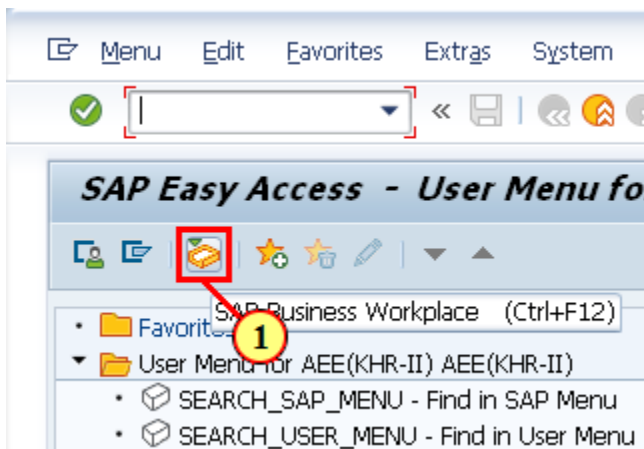
Save Document – Click Save



(1) Click on .

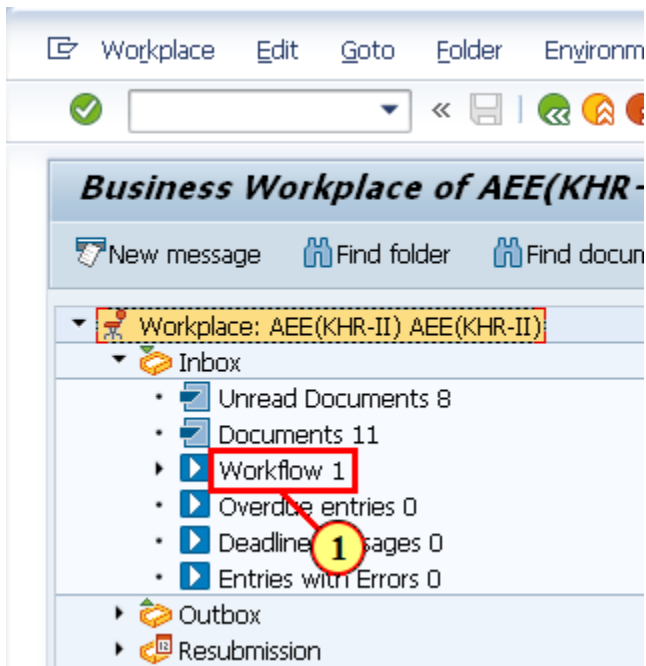
13.4. Release Strategy – Approver 2

Login with Approver 2 i.e. AEE - User Menu for AEE(KHR-II) – Click on



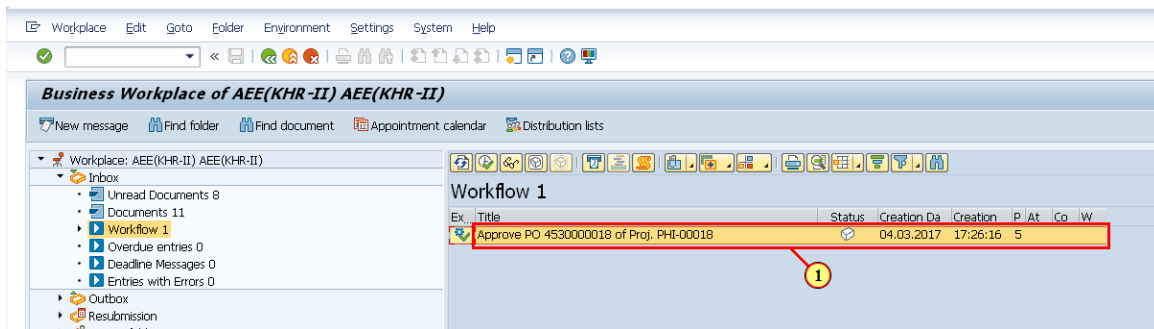
(1) Click on **SAP Business Workplace** .

Business Workplace of AEE(KHR-II) – Click on Inbox and then Workflow



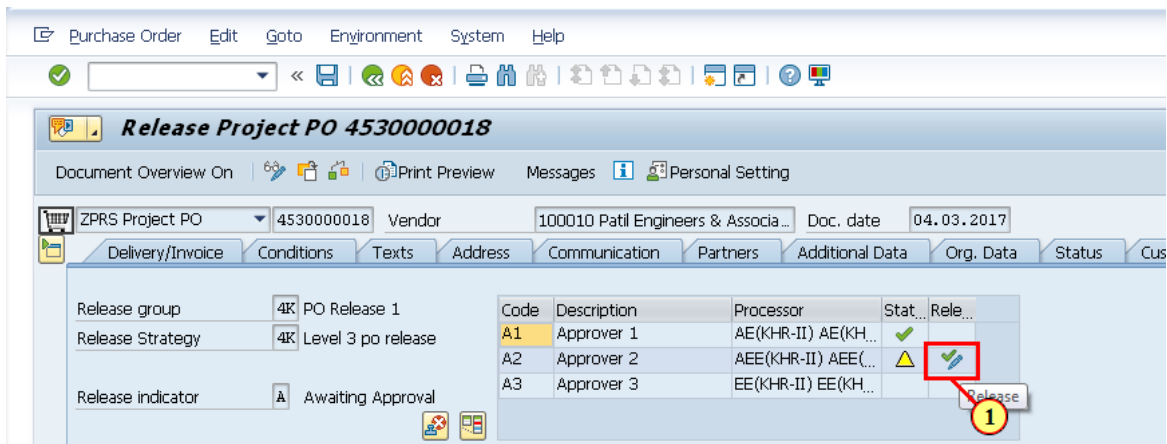
(1) Click on Workflow 1 .

Business Workplace of AEE(KHR-II) – List of items in the Workflow are shown on right side. Find the relevant PO which has come in for approval and double click to open



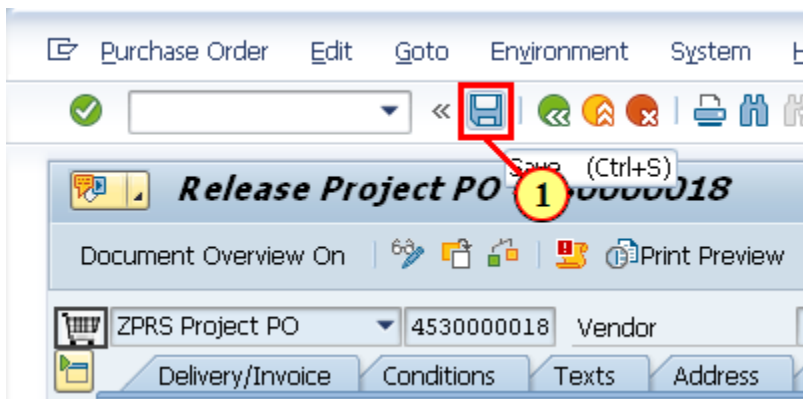
(1) Approve PO 4530000018 of Proj. PHI-00018 is double-clicked.

Release Project PO 4530000018 – PO will open for approval. Click the tick mark against Approver 2 i.e. AEE



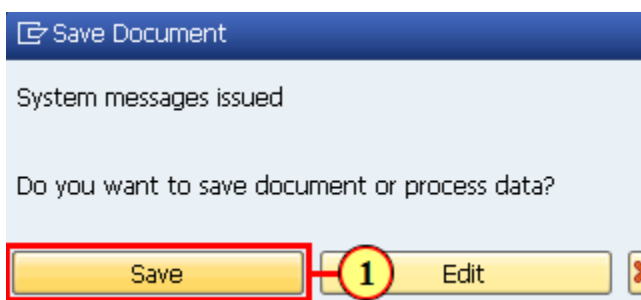
(1) Click on .

Release Project PO 4530000018 – Click on Save – this will move the PO to Inbox of third approver i.e. EE



(1) Click on .

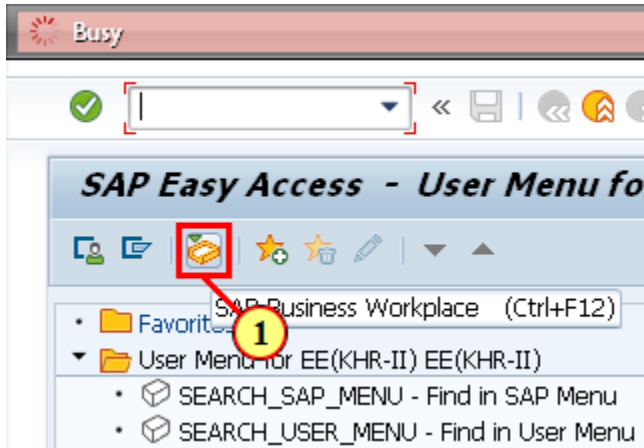
Save Document – Click Save



(1) Click on .

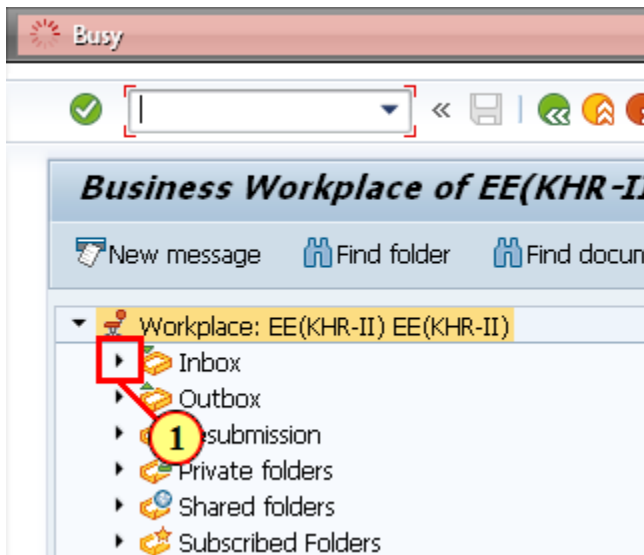
13.5. Release Strategy – Approver 3

Login with Approver 3 - User Menu for EE(KHR-II) – Click on SAP Business Workplace



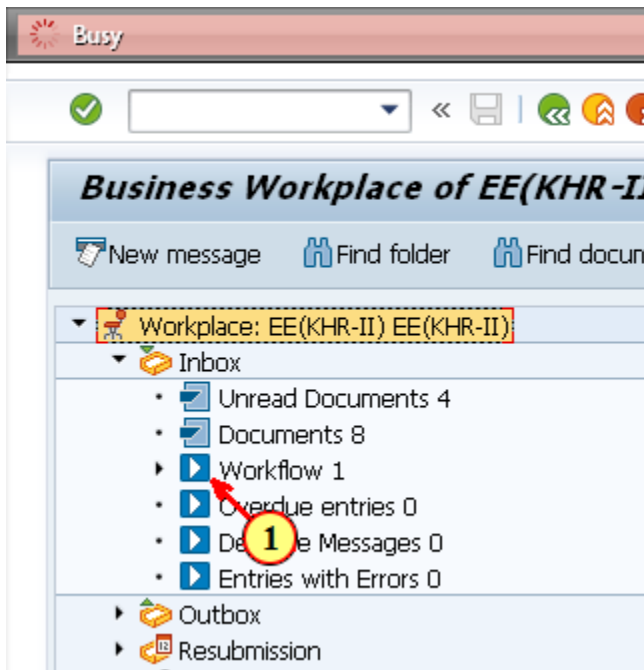
(1) Click on **SAP Business Workplace** .

Business Workplace of EE(KHR-II) -- Click on Inbox



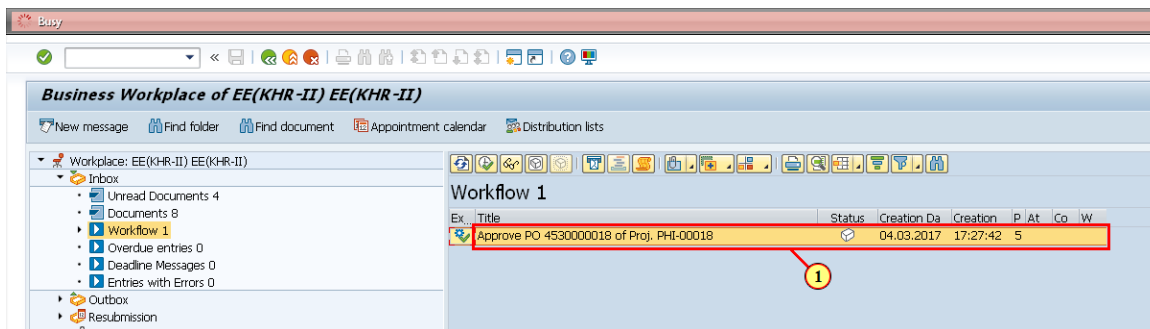
(1) Click on **Inbox** .

Business Workplace of EE(KHR-II) – Click on Workflow



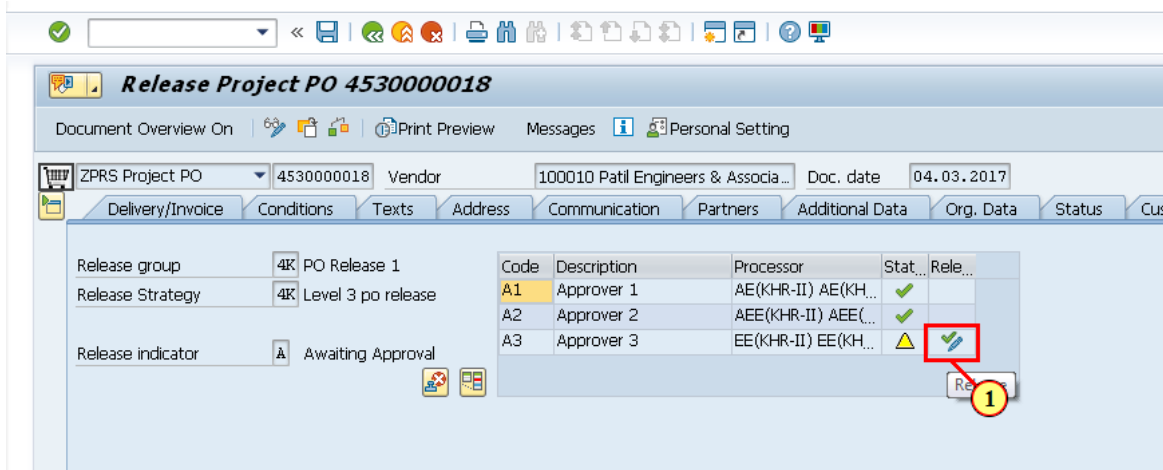
(1) Click here .

Business Workplace of EE(KHR-II) – All items within Workflow are shown on right side. Find the relevant PO which has come in for approval and double click to open



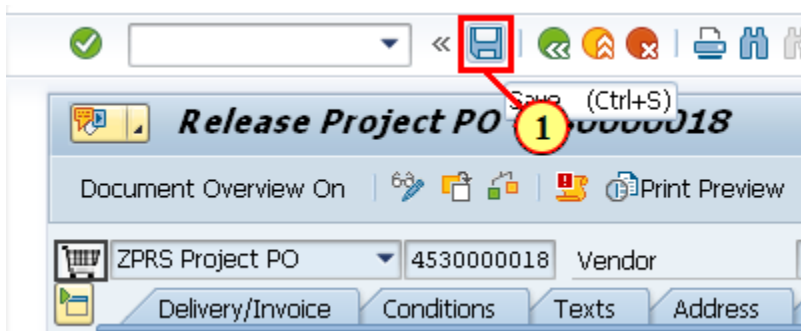
(1) Approve PO 4530000018 of Proj. PHI-00018 04.03.2017 17:27:42 5
is double-clicked.

Release Project PO 4530000018 – The PO screen is opened for approval. Click the green tick mark against Approver 3 i.e. EE.



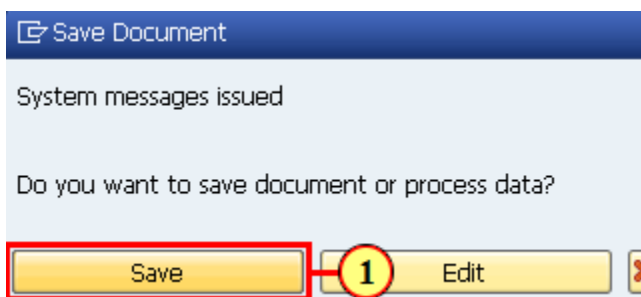
(1) Click on .

Release Project PO 4530000018 – Click Save – this will mean PO is approved



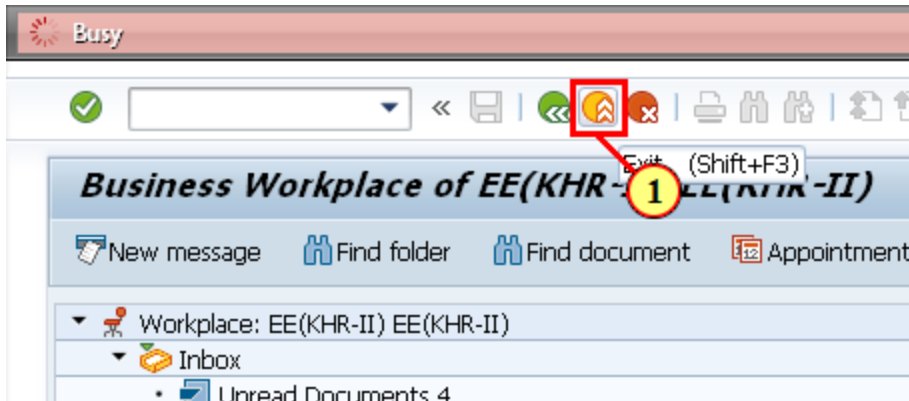
(1) Click on .

Save Document – Click Save



(1) Click on .

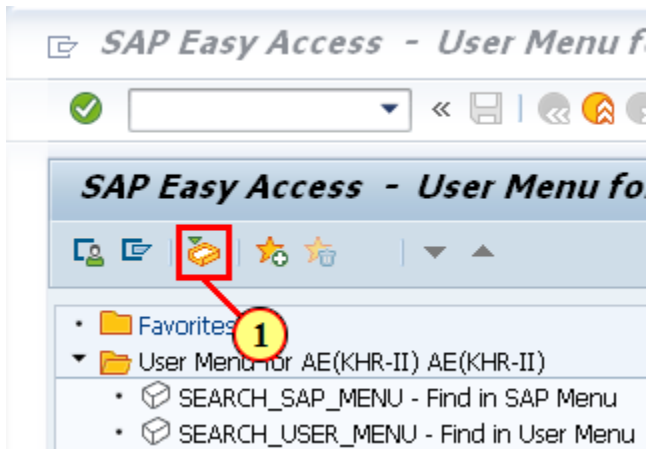
Business Workplace of EE(KHR-II) – Click Exit



(1) Click on .

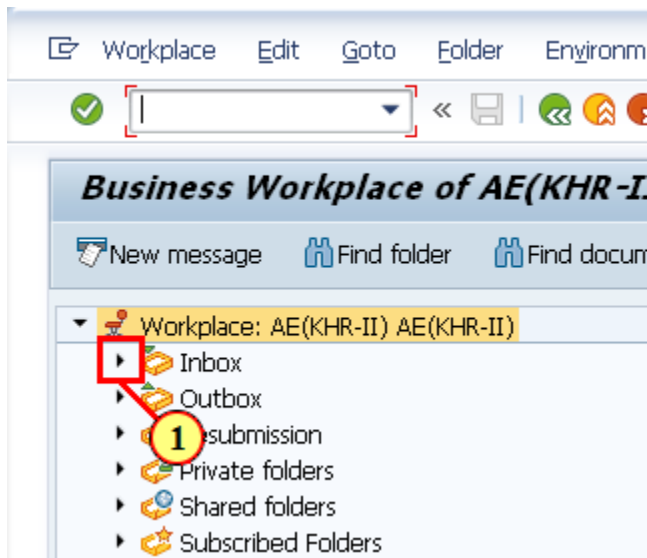
13.6. Release Strategy – Approver 1 – Email Notification

Login with Approver 1 - User Menu for AE(KHR-II) – Click on SAP Business Workplace



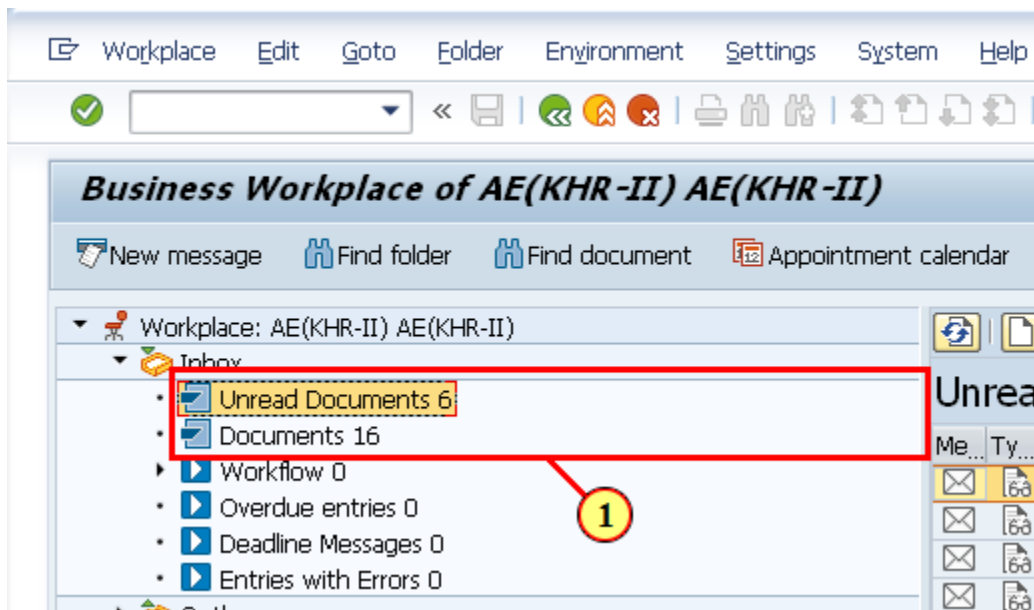
(1) Click on **SAP Business Workplace** .

Business Workplace of AE(KHR-II) - Click on Inbox



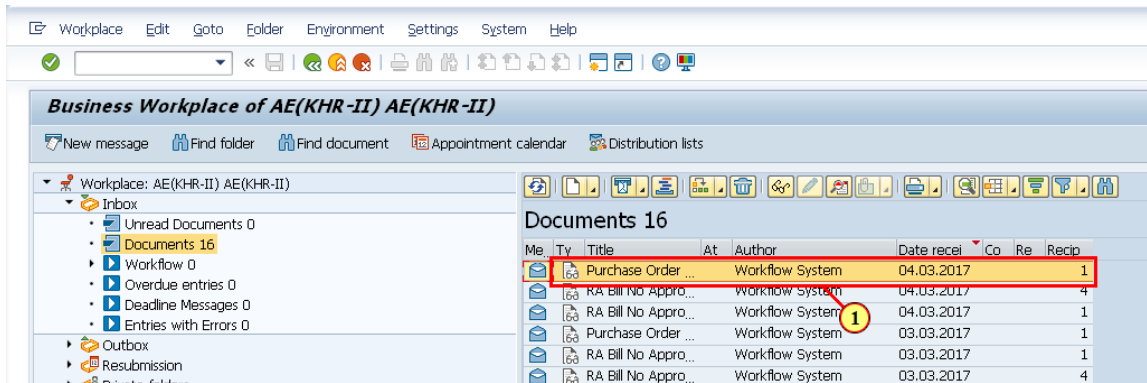
(1) Click on **Inbox** .

Business Workplace of AE(KHR-II) -- Click on Unread Documents or Documents. Depending on whether the message is already read or not, the notification related to the approved PO will be found



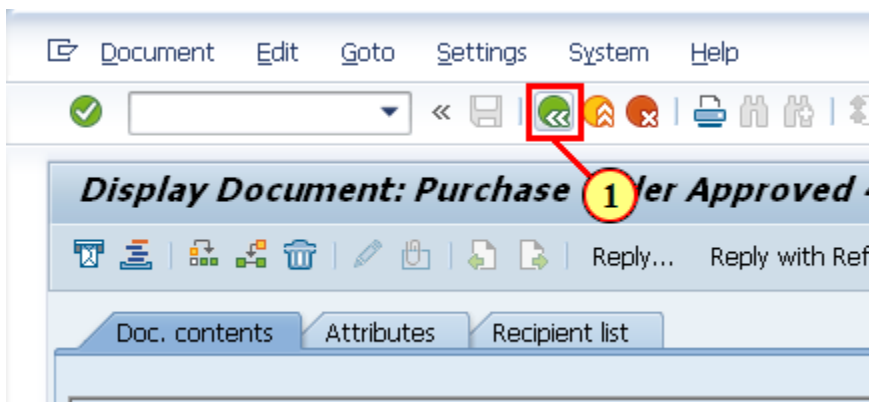
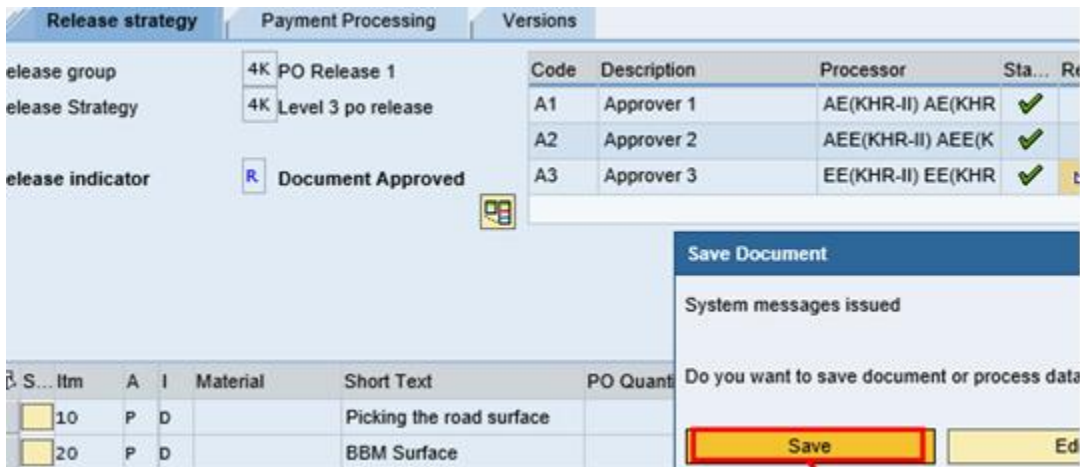
(1) Click on **Unread Documents 6** .

Business Workplace of AE(KHR-II) – Open the notification related to the PO



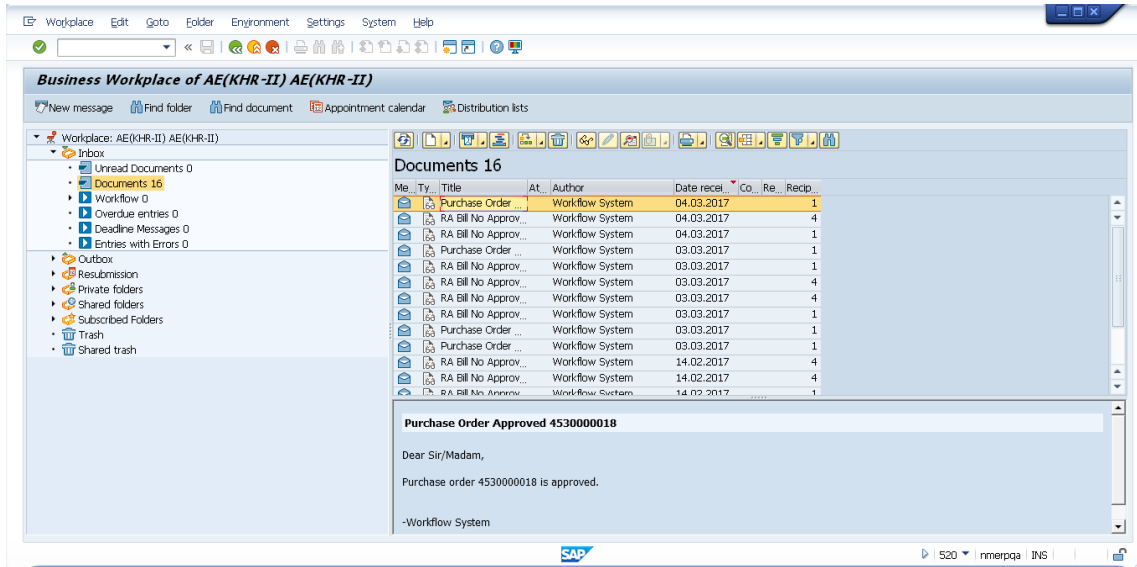
(1)  Purchase Order ... Workflow System 04.03.2017 1 is double-clicked.

Display Document: Purchase Order Approved 4530000018 – PO is opened and shown as approved by all 3 approvers. Click to go back to Inbox



(1) Click on .

Business Workplace of AE(KHR-II) – In Documents, we can see the approval notification



The screenshot displays the SAP Business Workplace interface for AE(KHR-II). The left sidebar shows the folder structure, with 'Documents' selected. The main area shows a list of 16 documents. The first document, 'Purchase Order', is highlighted. Below the list, an approval notification is displayed.

No.	Ty.	Title	At.	Author	Date recel.	Co.	Re.	Recip.
1		Purchase Order		Workflow System	04.03.2017			1
2		RA Bill No Approv...		Workflow System	04.03.2017			4
3		RA Bill No Approv...		Workflow System	04.03.2017			1
4		Purchase Order		Workflow System	03.03.2017			1
5		RA Bill No Approv...		Workflow System	03.03.2017			1
6		RA Bill No Approv...		Workflow System	03.03.2017			4
7		RA Bill No Approv...		Workflow System	03.03.2017			4
8		RA Bill No Approv...		Workflow System	03.03.2017			1
9		Purchase Order		Workflow System	03.03.2017			1
10		Purchase Order		Workflow System	03.03.2017			1
11		RA Bill No Approv...		Workflow System	14.02.2017			4
12		RA Bill No Approv...		Workflow System	14.02.2017			4
13		RA Bill No Approv...		Workflow System	14.02.2017			1

Purchase Order Approved 4530000018

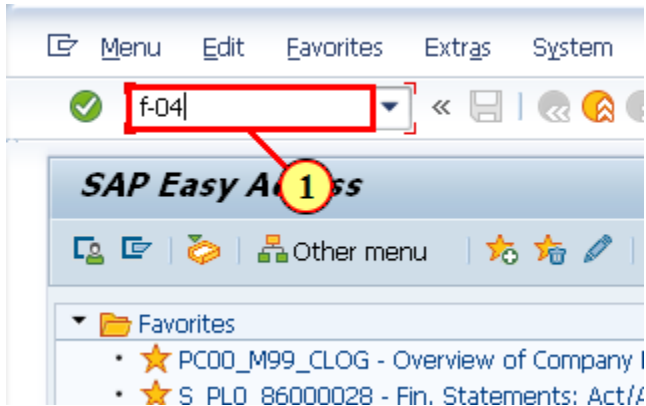
Dear Sir/Madam,

Purchase order 4530000018 is approved.

-Workflow System

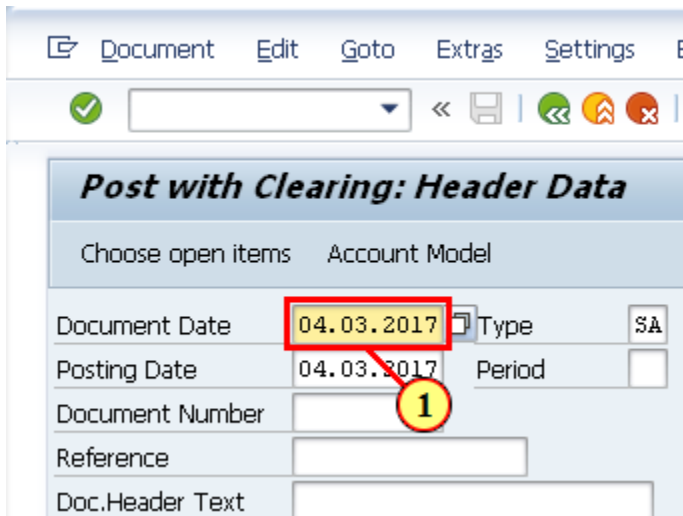
14. EMD Link to Purchase Order (PO)

14.1. Tcode F-04 - Login with Finance user since the authorization is provided for Finance profile



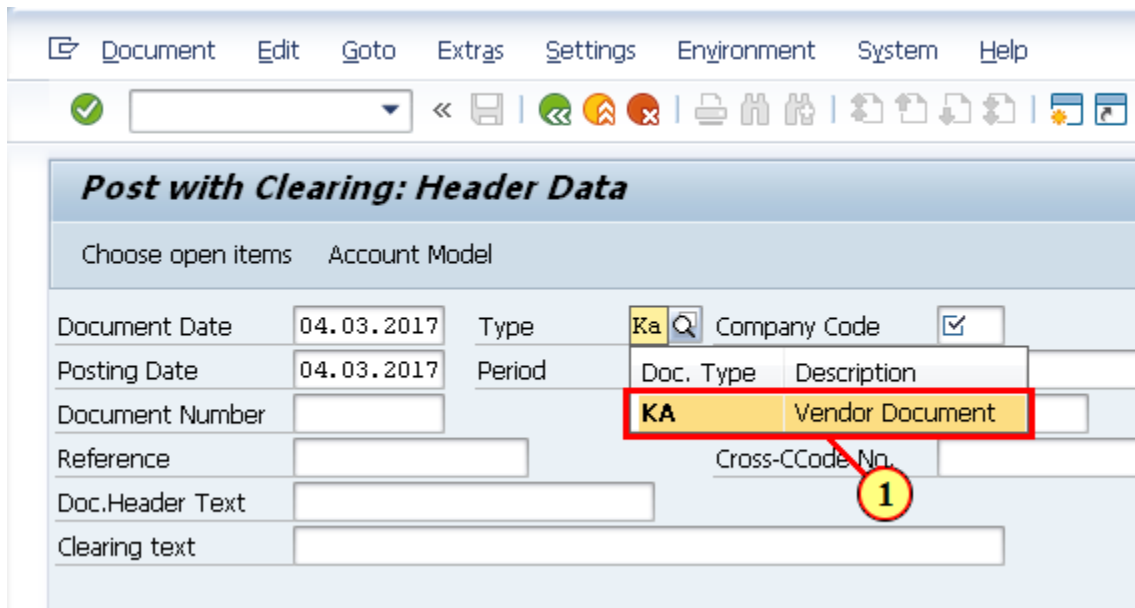
(1) The field is filled out.

Post with Clearing: Header Data – Enter the Document Date and Posting Date



(1) The **Document Date** field is filled out.

Post with Clearing: Header Data – Select Document Type as KA i.e. Vendor Document



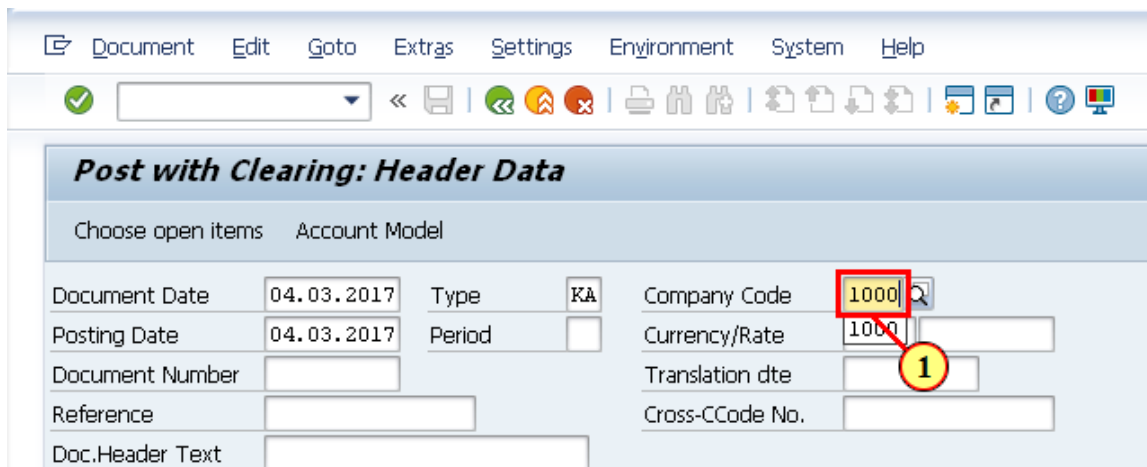
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	Ka	Company Code	☒
Posting Date	04.03.2017	Period		Doc. Type	Description
Document Number				KA	Vendor Document
Reference				Cross-CCode No.	
Doc.Header Text					
Clearing text					

(1) Clicking on the entry **KA** Vendor Document selects it.

Post with Clearing: Header Data – Select Company Code as 1000 for CIDCO



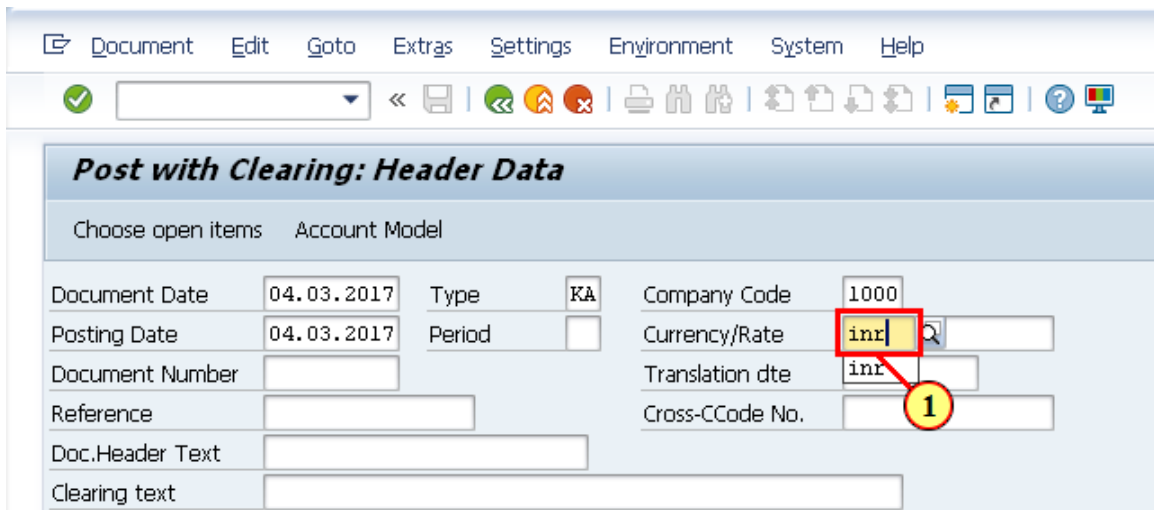
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	1000
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text					

(1) The **Company Code** field is cleared.

Post with Clearing: Header Data – Enter Currency as INR



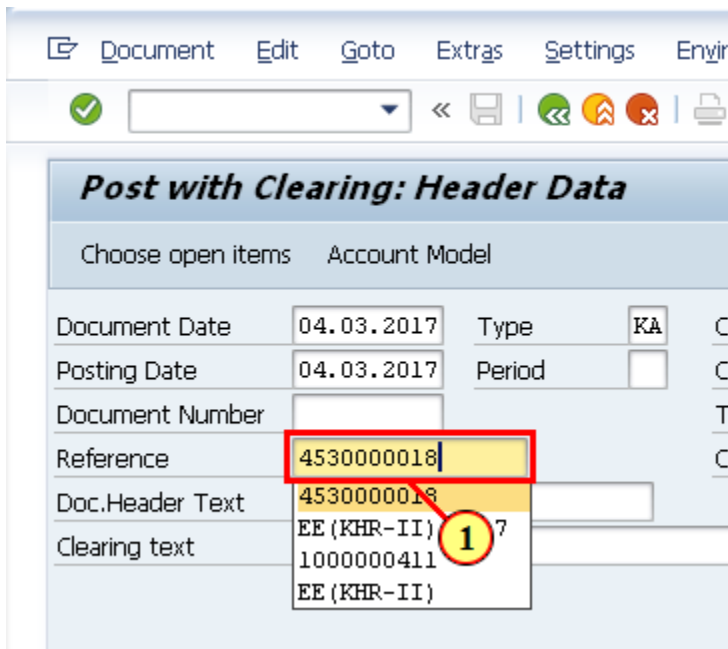
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	inr
Document Number				Translation dte	inr
Reference				Cross-CCode No.	
Doc.Header Text					
Clearing text					

(1) The **Currency/Rate** field is cleared.

Post with Clearing: Header Data – In Reference, type the PO number



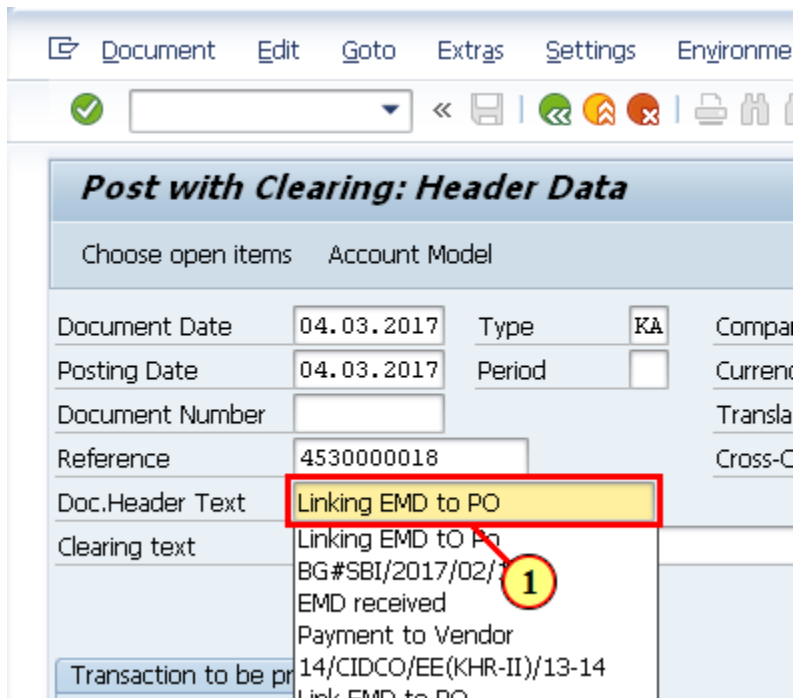
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	
Posting Date	04.03.2017	Period		
Document Number				
Reference	4530000018			
Doc.Header Text	4530000018			
Clearing text	EE (KHR-II)			

(1) The **Reference** field is cleared.

Post with Clearing: Header Data – Enter text in Doc.Header Text. This is free text. You can enter "Linking EMD to PO"



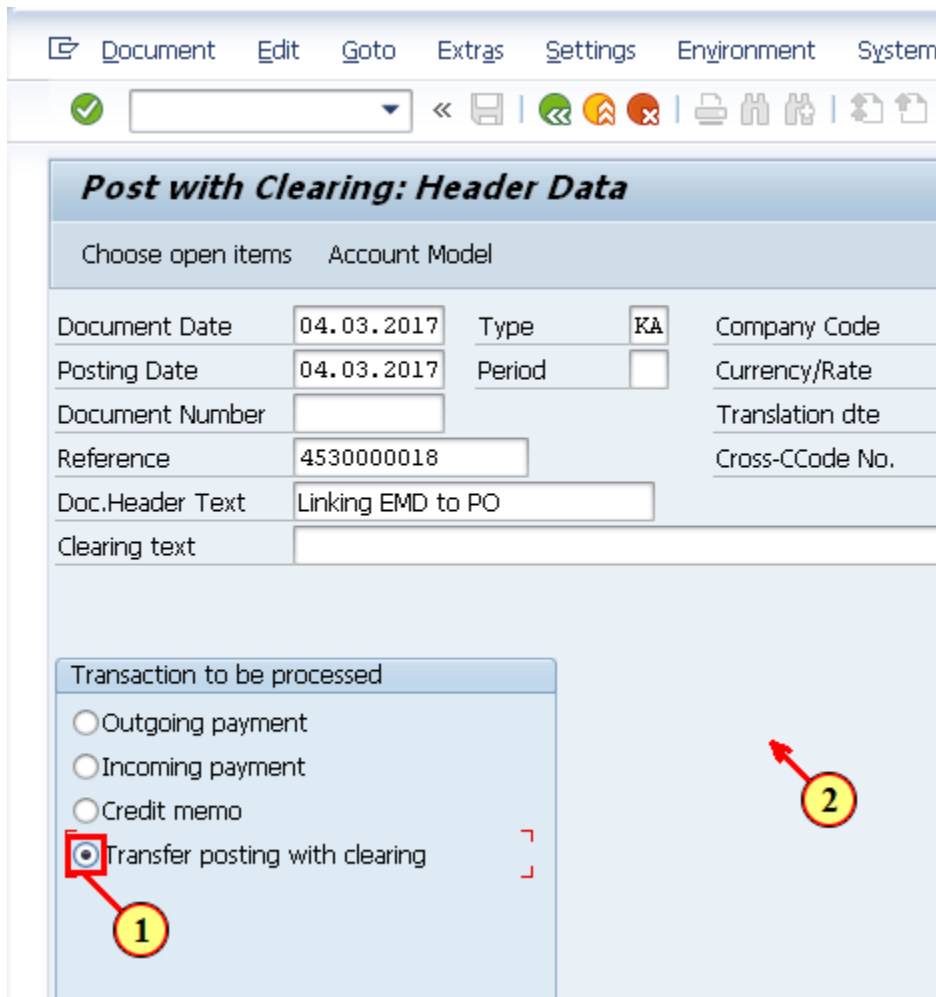
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	Compa
Posting Date	04.03.2017	Period		Curren
Document Number				Transla
Reference	4530000018			Cross-C
Doc.Header Text	Linking EMD to PO			
Clearing text	Linking EMD to PO BG#SBI/2017/02/1 EMD received Payment to Vendor			
Transaction to be pr	14/CIDCO/EE(KHR-II)/13-14 Link EMD to PO			

(1) The **Doc.Header Text** field is cleared.

Post with Clearing: Header Data – Select Transfer Posting with Clearing as the option. Click Enter



Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	Company Code
Posting Date	04.03.2017	Period		Currency/Rate
Document Number				Translation dte
Reference	4530000018			Cross-CCode No.
Doc.Header Text	Linking EMD to PO			
Clearing text				

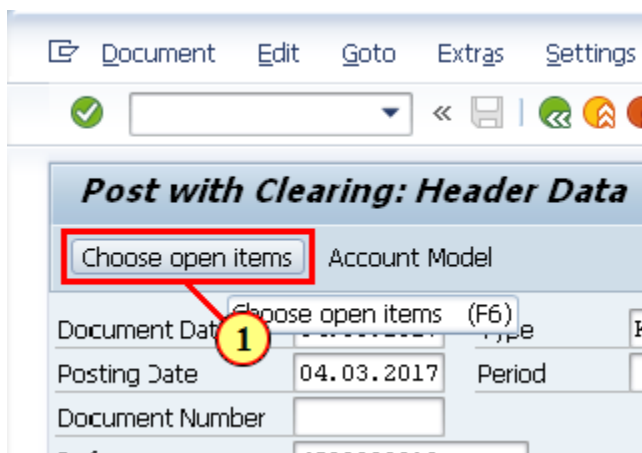
Transaction to be processed

- ☐ Outgoing payment
- ☐ Incoming payment
- ☐ Credit memo
- ☒ Transfer posting with clearing

(1) **Transfer posting with clearing** is now selected.

(2) Drop on .

Post with Clearing: Header Data – Click on “Choose open items” button



Post with Clearing: Header Data

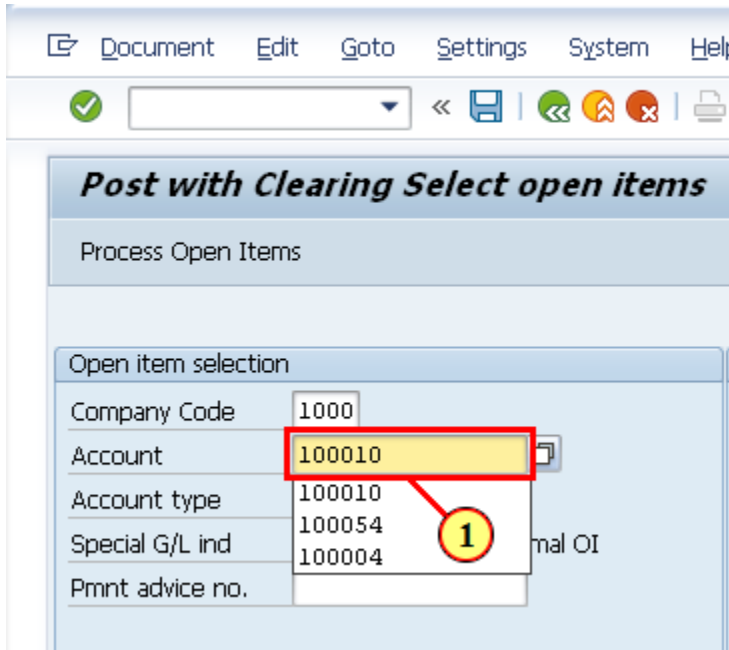
Choose open items Account Model

Choose open items (F6)

Document Date		Type	
Posting Date	04.03.2017	Period	
Document Number			

(1) Click on **Choose open items** Choose open items.

Post with Clearing Select open items – Enter Company Code as 100 in the subsequent screen



The screenshot shows the SAP 'Post with Clearing Select open items' screen. The title bar includes 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the title bar is a toolbar with a green checkmark, a dropdown menu, and several icons. The main area is titled 'Post with Clearing Select open items' and contains a sub-section 'Process Open Items'. Below this is a table with the following fields and values:

Open item selection	
Company Code	1000
Account	100010
Account type	100010
Special G/L ind	100054
Print advice no.	100004

A red box highlights the 'Account' field, and a red circle with the number '1' points to it. The text 'mal OI' is visible to the right of the table.

(1) The **Account** field is cleared.

Post with Clearing Select open items – Select the vendor account in Account field and Account type as K for vendors

Post with Clearing Select open items

Process Open Items

Open item selection

Company Code: 1000

Account: 100010

Account type: K

Special G/L ind: AccTy AccTy Short ...

Pmnt advice no. **K** Vendors

☐ Other accounts

☐ Distribute by age

☐ Automatic search

(1) Clicking on the entry **K** selects it.

Post with Clearing Select open items

Post with Clearing Select open item

Process Open Items

Open item selection

Company Code: 1000

Account: 100010

Account type: K

Special G/L ind: Normal OI

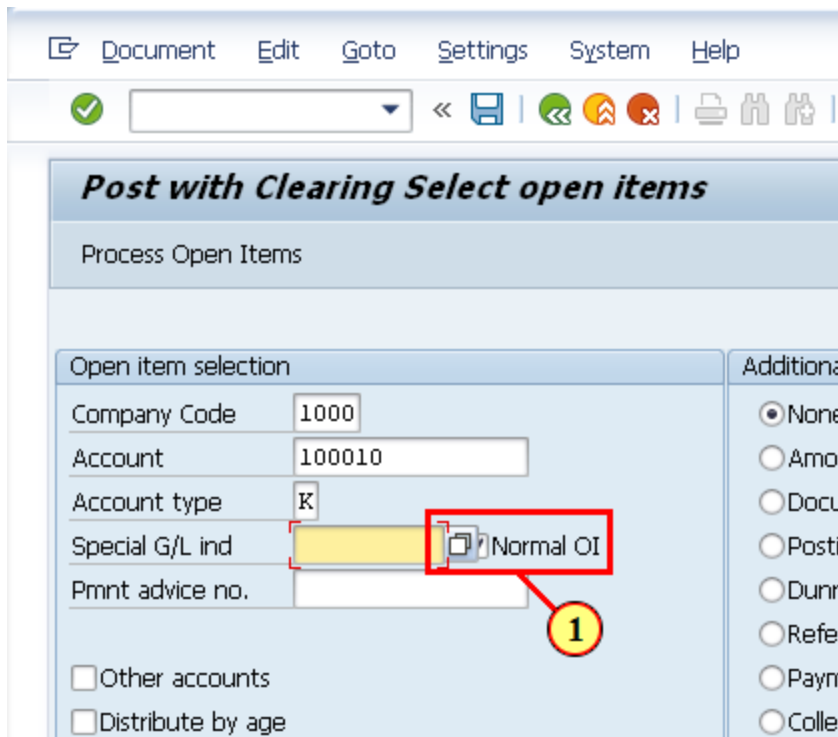
Pmnt advice no.

☐ Other accounts

☐ Distribute by age

(1) Clicking in the input field **Special G/L ind** activates it.

Post with Clearing Select open items – Select small icon besides the Special GL ind. field and select EMD-S. Creditors. Click on Green tick mark to proceed ahead



The screenshot shows the 'Post with Clearing Select open items' dialog box. The 'Open item selection' section contains the following fields:

Open item selection	
Company Code	1000
Account	100010
Account type	K
Special G/L ind	Normal OI
Print advice no.	

Below the fields are two checkboxes: 'Other accounts' and 'Distribute by age'. To the right of the 'Special G/L ind' field, there is a small icon (a square with a circle inside) and the text 'Normal OI'. A red box highlights this icon and text, with a yellow circle containing the number '1' pointing to it.

On the right side of the dialog, there is an 'Additional' section with several radio button options: 'None', 'Amo', 'Docu', 'Posti', 'Dunr', 'Refe', 'Paym', and 'Colle'.

(1) Click on  Normal OI.

Post with Clearing Select open items

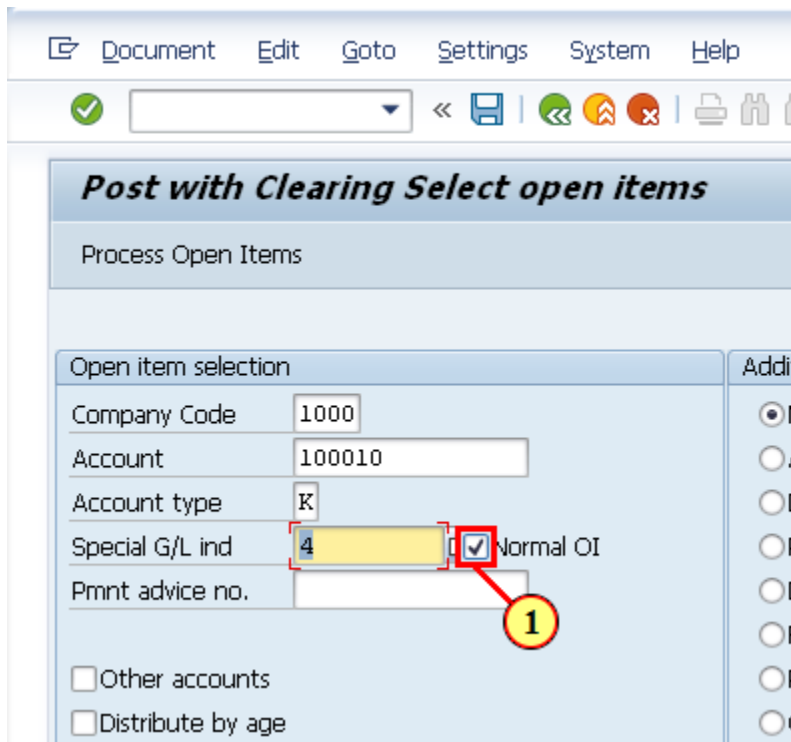
Special G/L Indicator

Account Ty...	Special G/L ...	Name
K	1	Down Payment to S. Creditors
K	2	Sec. Deposit-S. Creditors
K	3	Retention-S. Creditors
K	4	EMD-S. Creditors
K	5	Guarantee recd from S. Cred.
K	6	Advance to Pvt. Parties
K	A	Down Payments, Current Assets
K	B	Down Payments, Financ'l Assets
K	C	Value-Dated Bank Transfer
K	D	Discounts
K	F	Down Payment Requests
K	G	Guarantee received
K	H	Security deposit
K	I	Down Payments, Intang. Assets
K	M	Down Payments, Tangible Assets
K	O	Down Payments, Amortization
K	P	Payment request
K	S	Check/Bill of Exchange
K	V	Down Payments, Stocks
K	W	Rediscountable Bills of Exch.

1  Choose

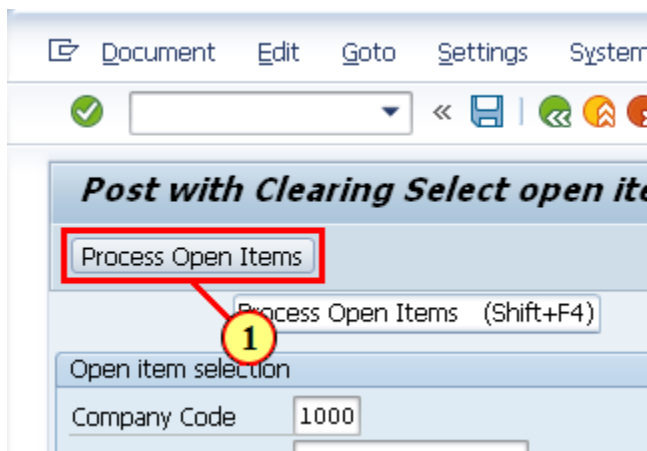
(1) Click on **Choose** .

Post with Clearing Select open items – The special GL indicator appears in the field



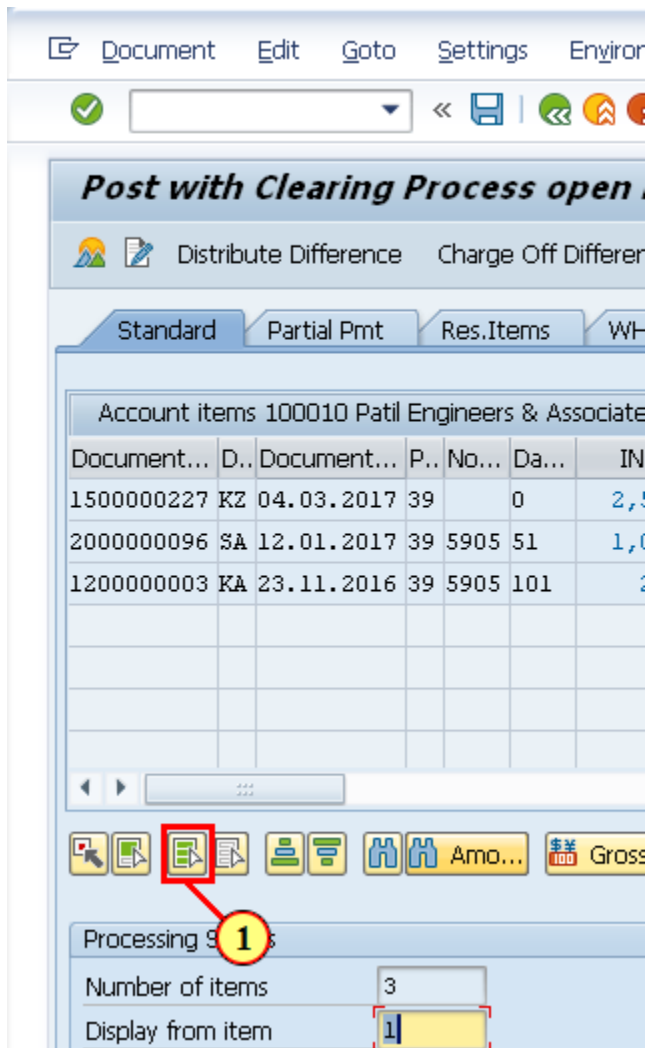
(1) Click on ☒.

Post with Clearing Select open items – Click Process Open Items



(1) Click on **Process Open Items** .

Post with Clearing Process open items – All open items for the selected vendor are displayed. Click on Select All



(1) Click on .

Post with Clearing Process open items – Click on Items

Document Edit Goto Settings Environment System Help

Post with Clearing Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 100010 Patil Engineers & Associate

Document...	D..	Document...	P..	No...	Da...	INR Gross	CashDiscount	CDPer.
1500000227	KZ	04.03.2017	39		0	2,565,000.00-		
2000000096	SA	12.01.2017	39	5905	51	1,000,000.00-		
1200000003	KA	23.11.2016	39	5905	101	200,000.00-		

Processing Steps

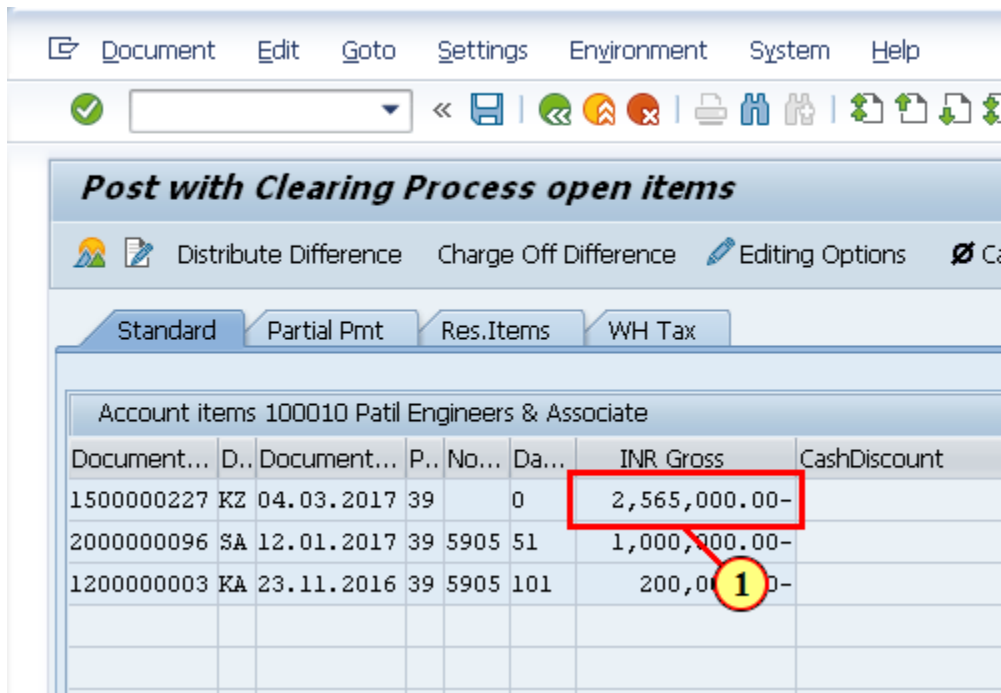
Number of items 3 Amount entered

Display from item 1 Assigned 3,765

Items

- (1) Drag  .
- (2) Drop on .

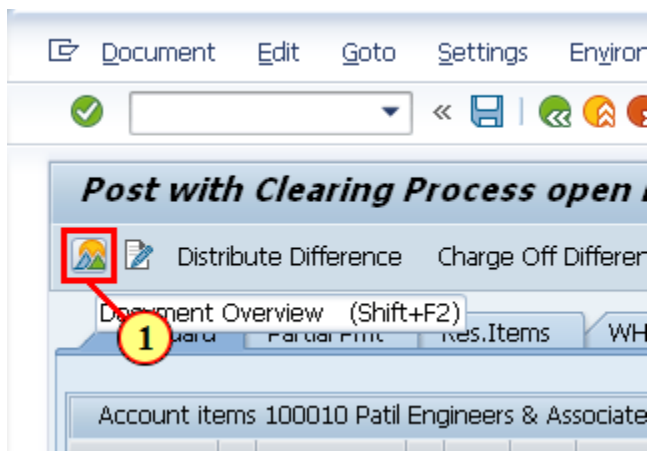
Post with Clearing Process open items – Double click the item related to the project i.e. EMD



Document...	D..	Document...	P..	No...	Da...	INR Gross	CashDiscount
1500000227	KZ	04.03.2017	39		0	2,565,000.00-	
2000000096	SA	12.01.2017	39	5905	51	1,000,000.00-	
1200000003	KA	23.11.2016	39	5905	101	200,000.00-	

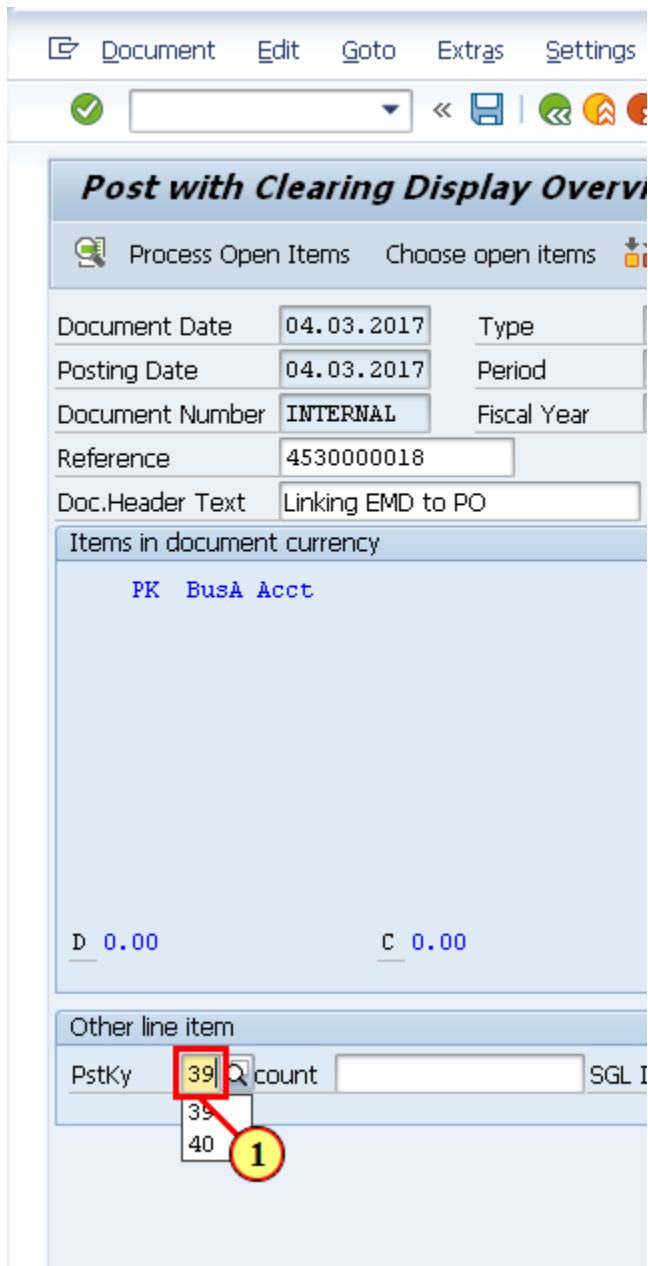
(1) 2,565,000.00- is double-clicked.

Post with Clearing Process open items – Click on Overview



(1) Click on **Document Overview** .

Post with Clearing Display Overview – Select 29 as Posting Key



Document Date 04.03.2017 Type

Posting Date 04.03.2017 Period

Document Number INTERNAL Fiscal Year

Reference 4530000018

Doc.Header Text Linking EMD to PO

Items in document currency

PK BusA Acct

D 0.00 C 0.00

Other line item

PstKy 39 Q count SGL I

39

40

1

(1) The **PstKy** field is filled out.

Post with Clearing Display Overview – Select the account of the Vendor

Document Edit Goto Extras Settings Environment

✓ [Dropdown] << [Icons]

Post with Clearing Display Overview

Process Open Items Choose open items Display Curr

Document Date	04.03.2017	Type	KA	Cor
Posting Date	04.03.2017	Period	12	Cur
Document Number	INTERNAL	Fiscal Year	2016	Tra
Reference	4530000018			Cro
Doc.Header Text	Linking EMD to PO			Tra

Items in document currency

PK BusA Acct IM

D 0.00 C 0.00

Other line item

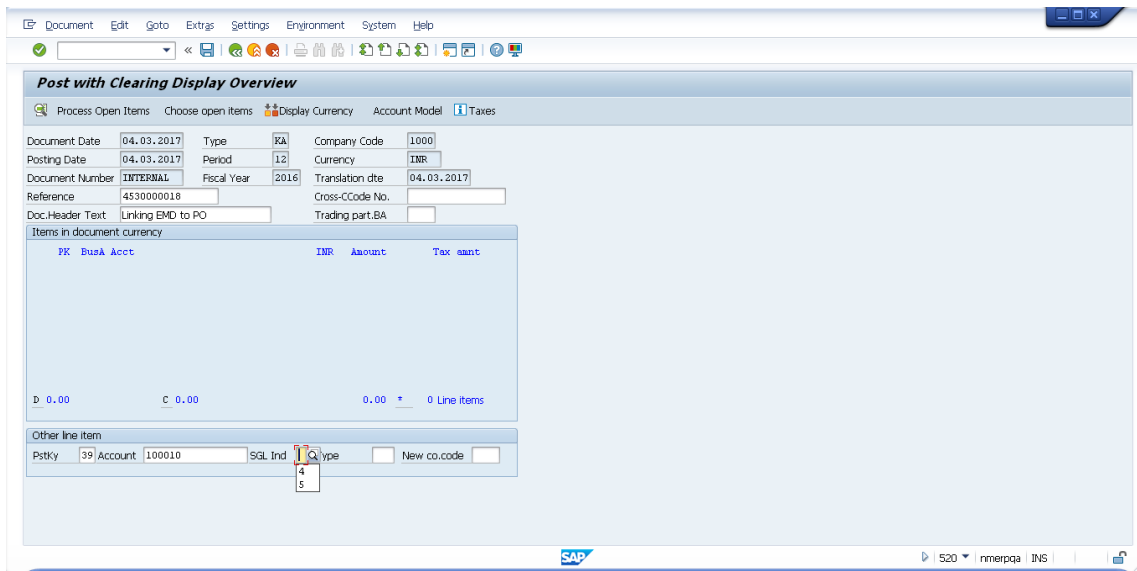
PstKy 39 Account 100010 L Ind TTyp

100010

1

(1) The **Account** field is filled out.

Post with Clearing Display Overview – Select the Special Indicator as EMD-S. Creditors



Post with Clearing Display Overview

Process Open Items Choose open items Display Currency Account Model Taxes

Document Date: 04.03.2017 Type: RA Company Code: 1000
 Posting Date: 04.03.2017 Period: 12 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2016 Translation dte: 04.03.2017
 Reference: 4530000018 Cross-Code No.:
 Doc. Header Text: Linking EMD to PO Trading part: BA

Items in document currency

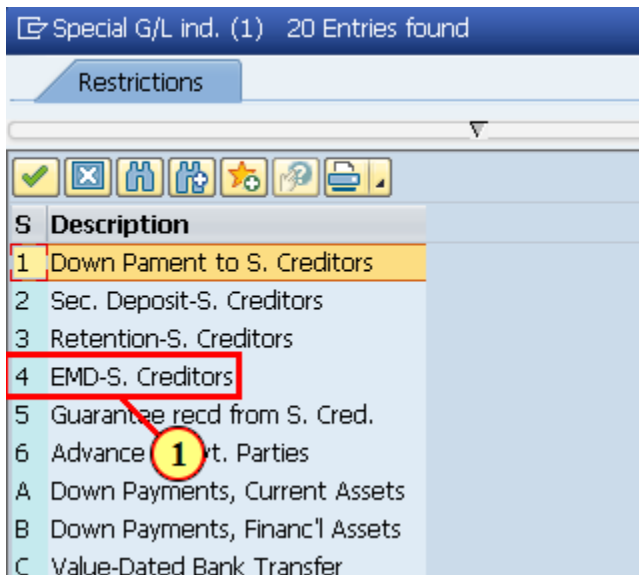
PK	BuA Acct	INR	Amount	Tax amt
D	0.00	C	0.00	0.00

0 Line items

Other line item

Pstky: 39 Account: 100010 SGL Ind: type: New co. code:

F4 is now pressed.



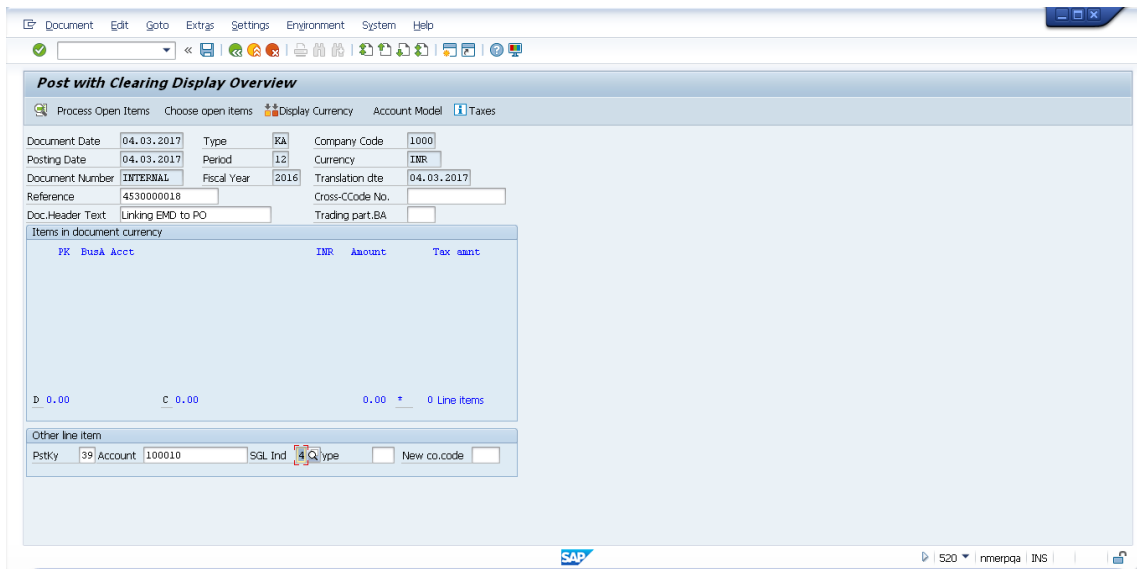
Special G/L ind. (1) 20 Entries found

Restrictions

S	Description
1	Down Payment to S. Creditors
2	Sec. Deposit-S. Creditors
3	Retention-S. Creditors
4	EMD-S. Creditors
5	Guarantee recd from S. Cred.
6	Advance  vt. Parties
A	Down Payments, Current Assets
B	Down Payments, Financ'l Assets
C	Value-Dated Bank Transfer

(1) Click on 4 EMD-S. Creditors.

Post with Clearing Display Overview – Click Enter



Post with Clearing Display Overview

Process Open Items Choose open items Display Currency Account Model Taxes

Document Date 04.03.2017 Type RA Company Code 1000
 Posting Date 04.03.2017 Period 12 Currency INR
 Document Number INTERNAL Fiscal Year 2016 Translation dte 04.03.2017
 Reference 4530000018 Cross-Code No.
 Doc. Header Text Linking EMD to PO Trading part BA

Items in document currency

PK	BusA Acct	INR	Amount	Tax amt
D	0.00	C	0.00	0.00

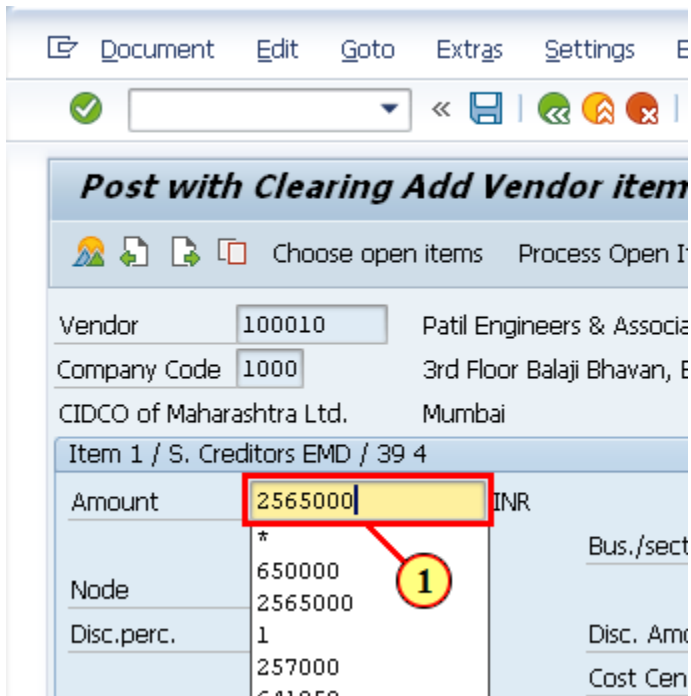
0 Line items

Other line item

Pstky 39 Account 100010 SQL Ind type New co.code

Enter is now pressed.

Post with Clearing Add Vendor item – Enter the EMD Amount



Post with Clearing Add Vendor item

Choose open items Process Open I

Vendor 100010 Patil Engineers & Associates
 Company Code 1000 3rd Floor Balaji Bhavan, E
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount	INR
2565000	

Node 650000 Bus./sect
 2565000
 Disc.perc. 1 Disc. Am
 257000 Cost Cen
 651058

(1) The **Amount** field is filled out.

Post with Clearing Add Vendor item – Click 1000 and 1110 as Bus. Area and Section respectively

Document Edit Goto Extras Settings Environment System Help

Post with Clearing Add Vendor item

Choose open items Process Open Items More data Account Moc

Vendor 100010 Patil Engineers & Associate G/L Acc 451000
 Company Code 1000 3rd Floor Balaji Bhavan, Behind BBQ
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount 2565000 INR
☐ Calculate tax Bus./sectn 1000
 Node 1000
 Disc.perc. Disc. Amount 1
 Cost Center Real estate
 Purch.doc.

(1) The **Bus./sectn** field is cleared.

(2) 1110 1000 BELAPUR & NERUL (B&N) is double-clicked.

Post with Clearing Add Vendor item – Enter PO number in Purchase Document field

Document Edit Goto Extras Settings

Post with Clearing Add Vendor item

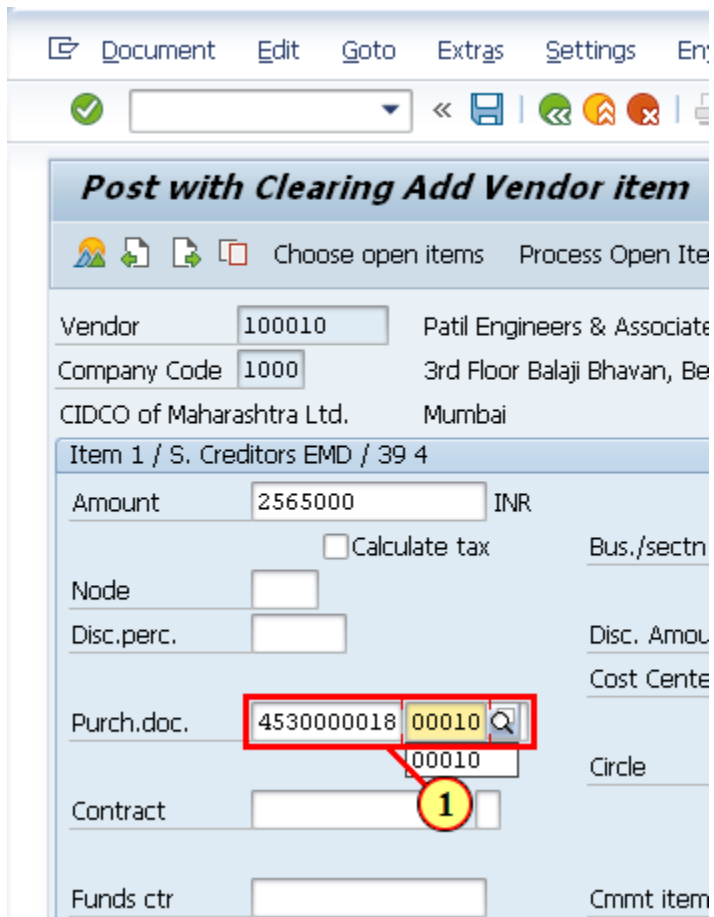
Choose open items Process Open Items

Vendor 100010 Patil Engineers & Associate
 Company Code 1000 3rd Floor Balaji Bhavan
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount 2565000 INR
☐ Calculate tax Bus./sectn
 Node
 Disc.perc. Disc.
 Cost
 Purch.doc. 45300000018
 45300000018
 45300000018
 45300000016
 Funds ctr Cmm

(1) The **Purch.doc.** field is cleared.



Post with Clearing Add Vendor item

Choose open items Process Open Items

Vendor: 100010 Patil Engineers & Associates
 Company Code: 1000 3rd Floor Balaji Bhavan, Be
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount: 2565000 INR
☐ Calculate tax Bus./sectn

Node:
 Disc.perc.:

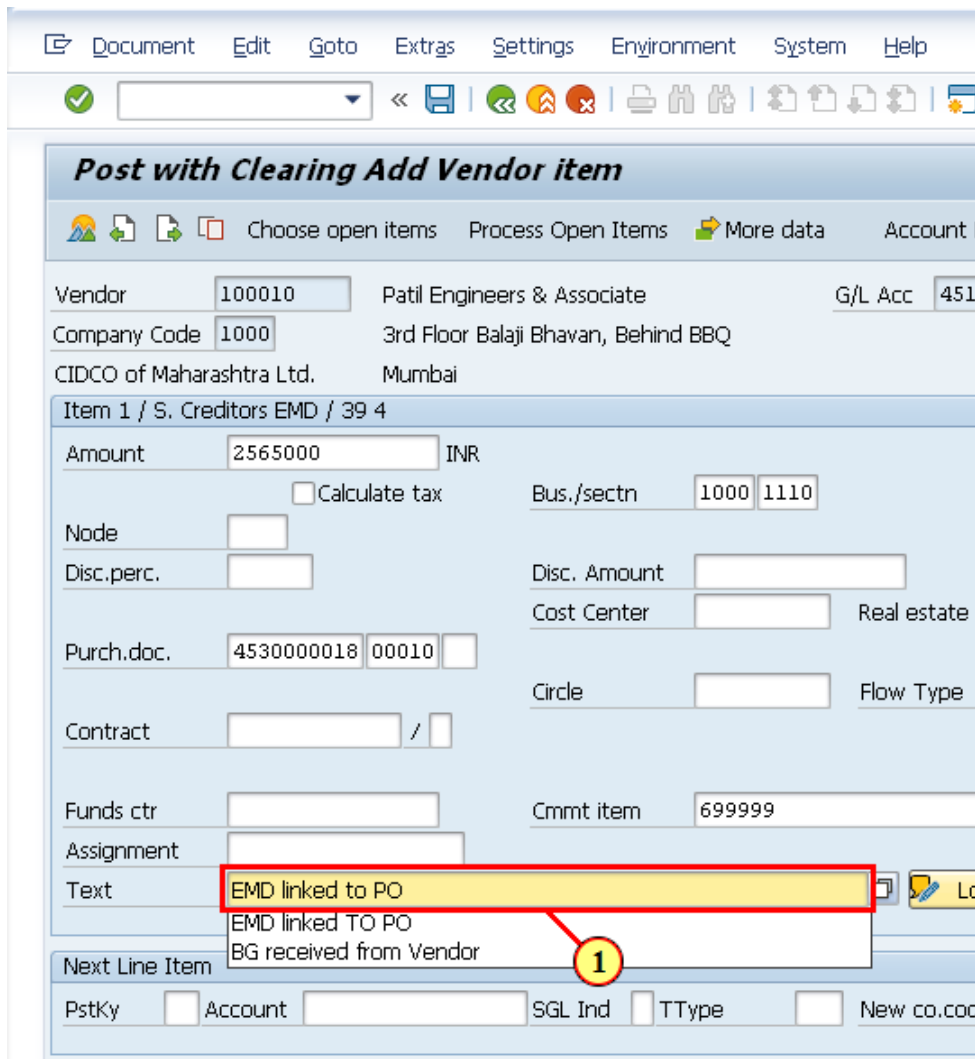
Purch.doc.: 45300000018 00010
 00010 Circle

Contract: 1

Funds ctr: Cmmnt item:

(1) The **Purch.doc.** field is filled out.

Post with Clearing Add Vendor item – Enter suitable text e.g. EMD linked to PO



Post with Clearing Add Vendor item

Choose open items Process Open Items More data Account I

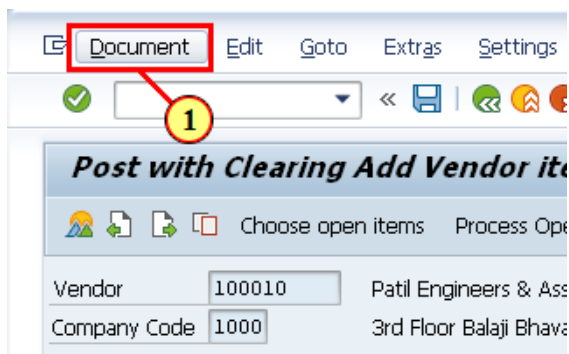
Vendor 100010 Patil Engineers & Associate G/L Acc 451
 Company Code 1000 3rd Floor Balaji Bhavan, Behind BBQ
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount 2565000 INR
☐ Calculate tax Bus./sectn 1000 1110
 Node Disc. Amount
 Disc.perc. Cost Center Real estate
 Purch.doc. 4530000018 00010 Circle Flow Type
 Contract /
 Funds ctr Cmmmt item 699999
 Assignment
 Text **EMD linked to PO**
 EMD linked TO PO
 BG received from Vendor
 Next Line Item
 PstKy ☐ Account SQL Ind ☐ TType New co.cod

(1) The **Text** field is cleared.

Post with Clearing Add Vendor item – Click on Document



Document Edit Goto Extras Settings

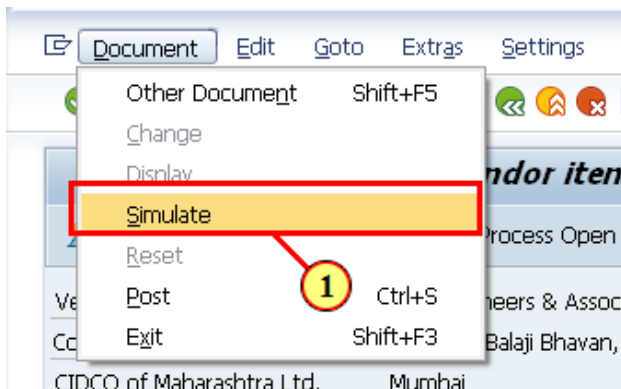
Post with Clearing Add Vendor item

Choose open items Process Open Items

Vendor 100010 Patil Engineers & Associate
 Company Code 1000 3rd Floor Balaji Bhavan

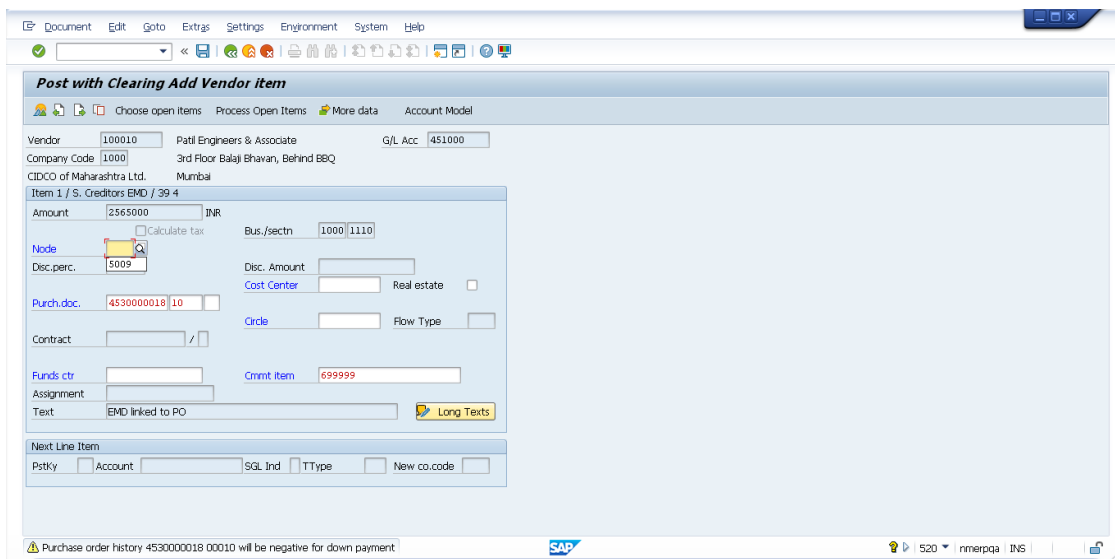
(1) Clicking on the **Document** **Document** menu item executes it.

Post with Clearing Add Vendor item – Document → Simulate



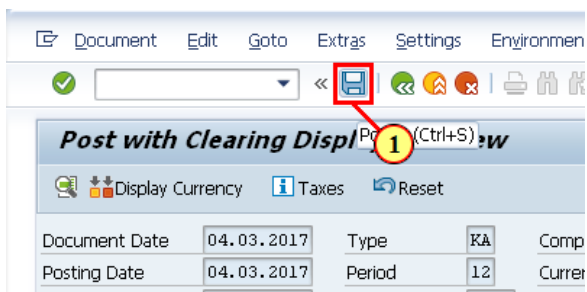
(1) Clicking on the **Simulate** menu item executes it.

Post with Clearing Add Vendor item – Click Enter. There are no critical messages



Enter is now pressed.

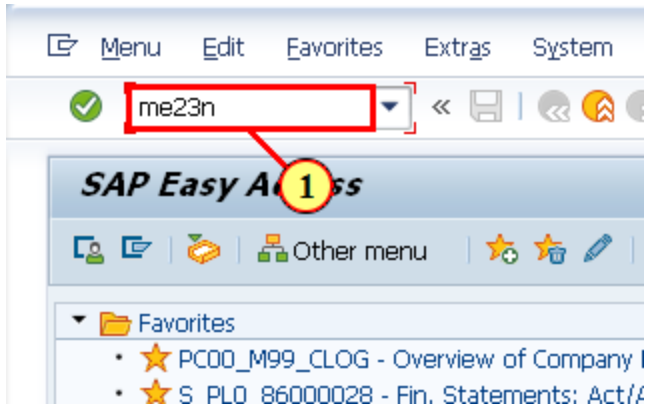
Post with Clearing Display Overview – Click on Save



(1) Click on .

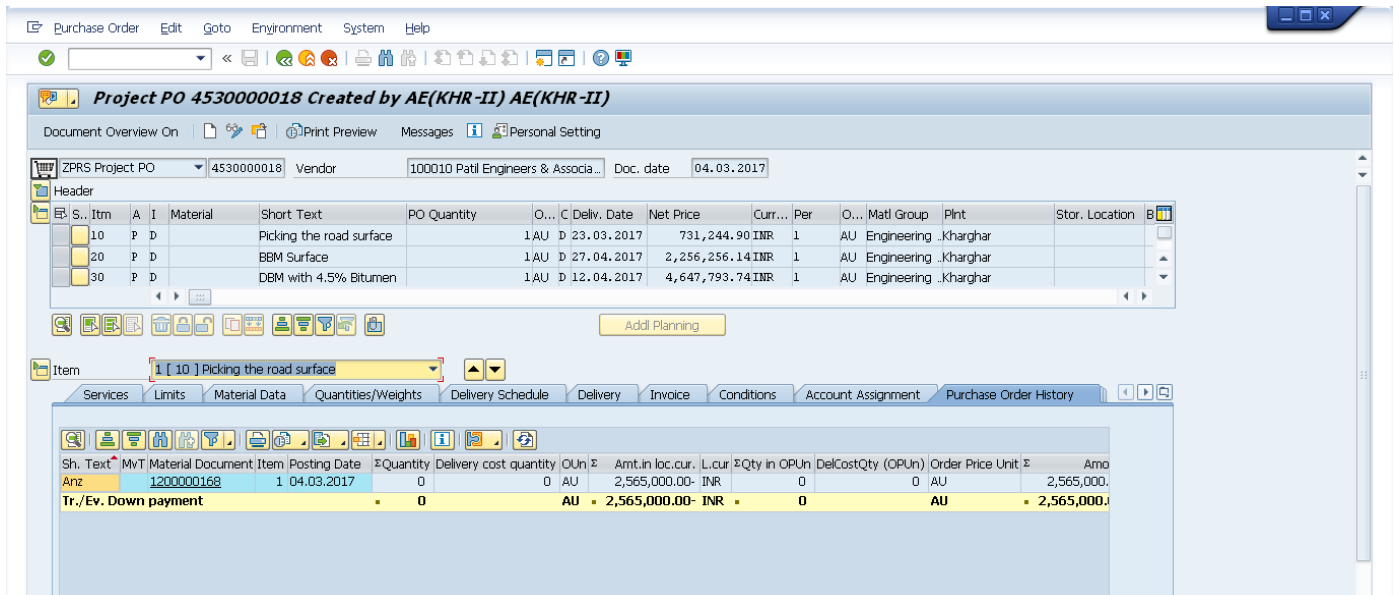
14.2. Tcode ME23N – View PO

Enter Tcode ME23N



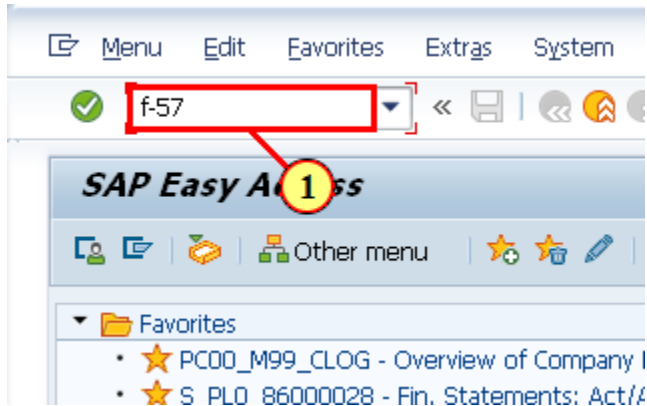
(1) The field is filled out.

Project PO 4530000018 – Open the Project PO by selecting Other Document and typing the PO number. In Purchase Order History, we can see the linked EMD



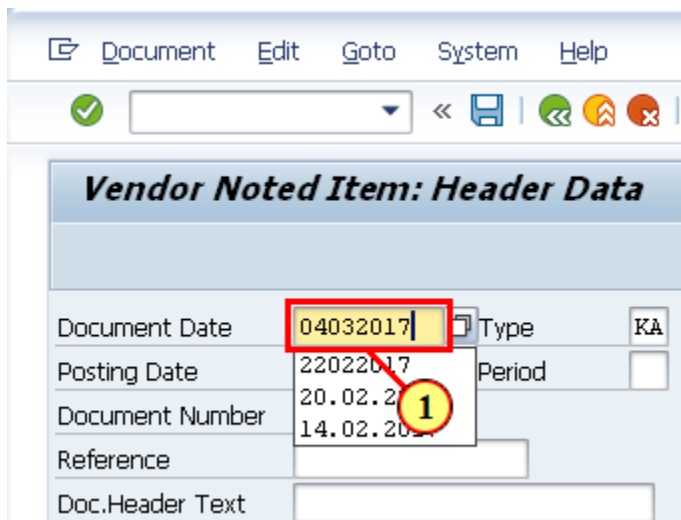
15. Receipt of Bank Guarantee from Vendor

15.1. Tcode – F-57 – Login with Finance user since authorization is provided for Finance profile



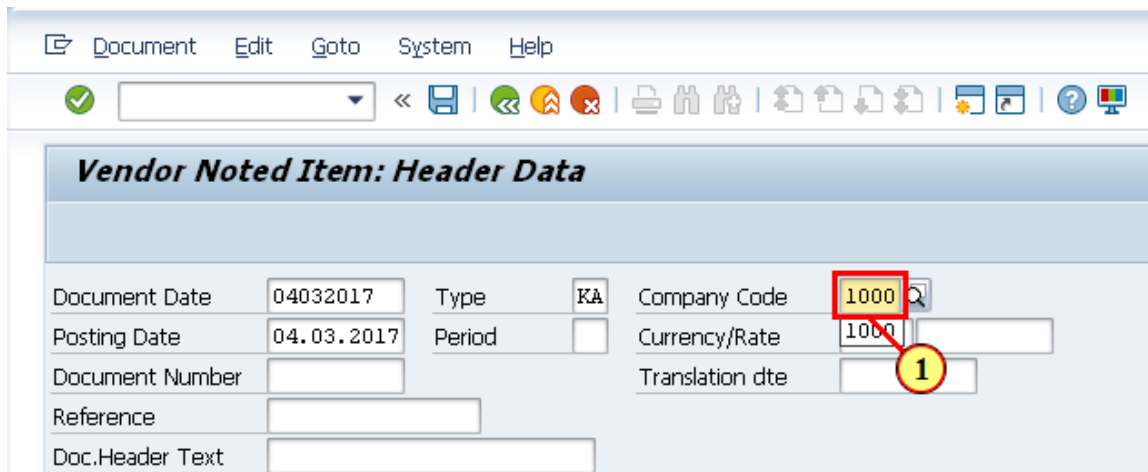
(1) The field is filled out.

Vendor Noted Item: Header Data – Enter the Document Date and Posting Date



(1) The **Document Date** field is filled out.

Enter the Company Code as 1000 for CIDCO

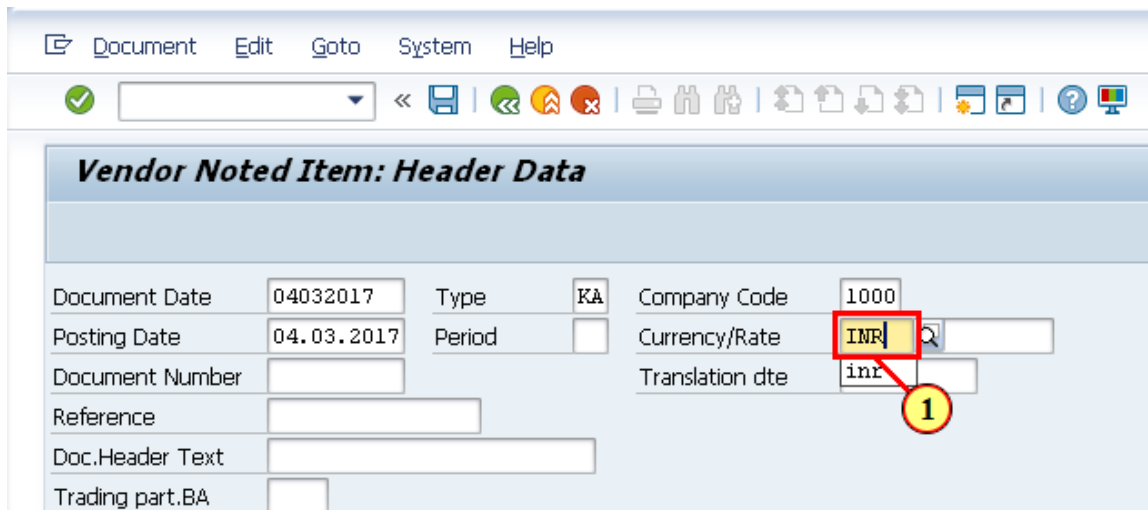


Vendor Noted Item: Header Data

Document Date	04032017	Type	KA	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	1000
Document Number				Translation dte	
Reference					
Doc.Header Text					

(1) The **Company Code** field is cleared.

Enter currency as INR



Vendor Noted Item: Header Data

Document Date	04032017	Type	KA	Company Code	1000
Posting Date	04.03.2017	Period		Currency/Rate	INR
Document Number				Translation dte	inr
Reference					
Doc.Header Text					
Trading part.BA					

(1) The **Currency/Rate** field is cleared.

Header Data – Enter the Reference – it is free text

Vendor Noted Item: Header Data

Document Date	04032017	Type	KA	Co
Posting Date	04.03.2017	Period		Cu
Document Number				Tr
Reference				
Doc.Header Text	EE (KHR-II) /2017 1000000411			
Trading part.BA	EE (KHR-II)			

Line Item

(1) The **Reference** field is cleared.

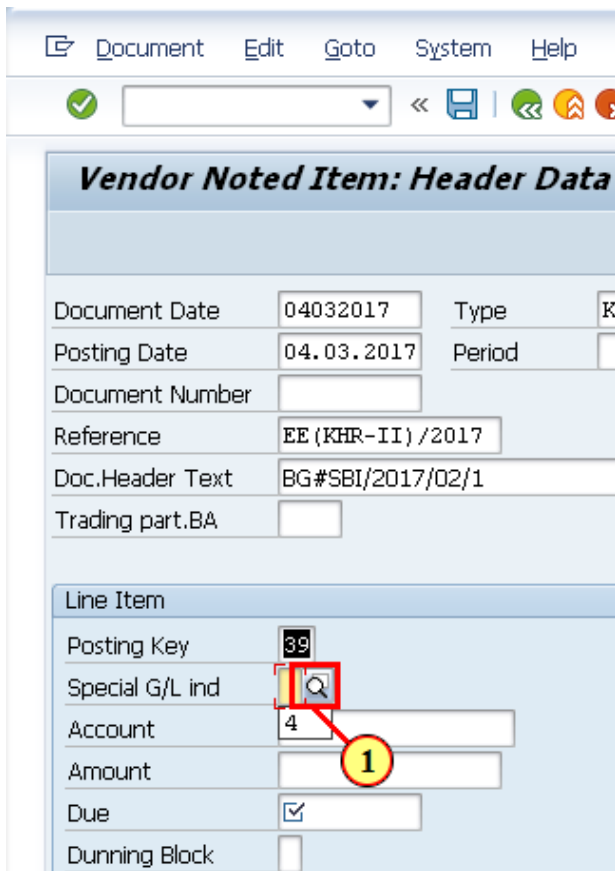
Enter Doc.Header Text – it is free text field

Vendor Noted Item: Header Data

Document Date	04032017	Type	KA	Company
Posting Date	04.03.2017	Period		Currency
Document Number				Translati
Reference	EE (KHR-II) /2017			
Doc.Header Text	BG#SBI/2017/02/1			
Trading part.BA	EMD received Payment to Vendo 14/CIDCO/EE(KHR-I), 13-14			
Line Item	Link EMD to PO			
Posting Key	2.5% BG Link EMD for CA #1234			

(1) The **Doc.Header Text** field is cleared.

Enter Posting key as 39. Select the Special G/L Indicator as “Guarantee recd. from S. Cred”



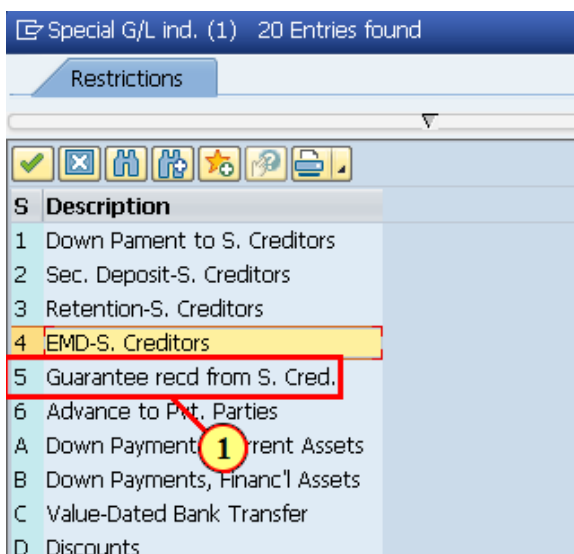
Vendor Noted Item: Header Data

Document Date	04032017	Type	K
Posting Date	04.03.2017	Period	
Document Number			
Reference	EE (KHR-II) /2017		
Doc.Header Text	BG#SBI/2017/02/1		
Trading part.BA			

Line Item

Posting Key	39
Special G/L ind	
Account	4
Amount	
Due	☒
Dunning Block	☐

(1) Click on .



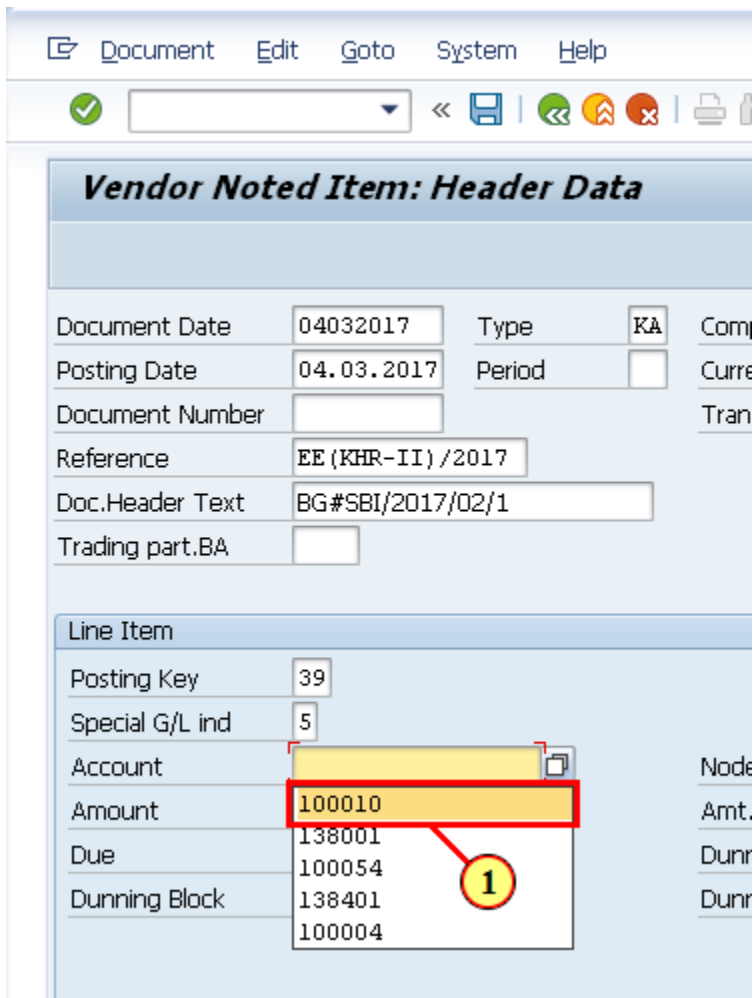
Special G/L ind. (1) 20 Entries found

Restrictions

S	Description
1	Down Pament to S. Creditors
2	Sec. Deposit-S. Creditors
3	Retention-S. Creditors
4	EMD-S. Creditors
5	Guarantee recd from S. Cred.
6	Advance to Pmt. Parties
A	Down Payment to Pmt. Assets
B	Down Payments, Financ'l Assets
C	Value-Dated Bank Transfer
D	Discounts

(1) Click on **5** Guarantee recd from S. Cred.

Select Account – Enter vendor account



Vendor Noted Item: Header Data

Document Date	04032017	Type	KA	Com
Posting Date	04.03.2017	Period		Curre
Document Number				Tran
Reference	EE (KHR-II) /2017			
Doc.Header Text	BG#SBI/2017/02/1			
Trading part.BA				

Line Item

Posting Key	39		
Special G/L ind	5		
Account			Node
Amount	100010		Amt.
Due	138001		Dunr
Dunning Block	100054		Dunr
	138401		
	100004		

(1) Clicking on the entry **100010** **100010** selects it.

Enter Amount and Due date

Document Edit Goto System Help

✓ [dropdown] << [save] [undo] [redo] [cancel]

Vendor Noted Item: Header Data

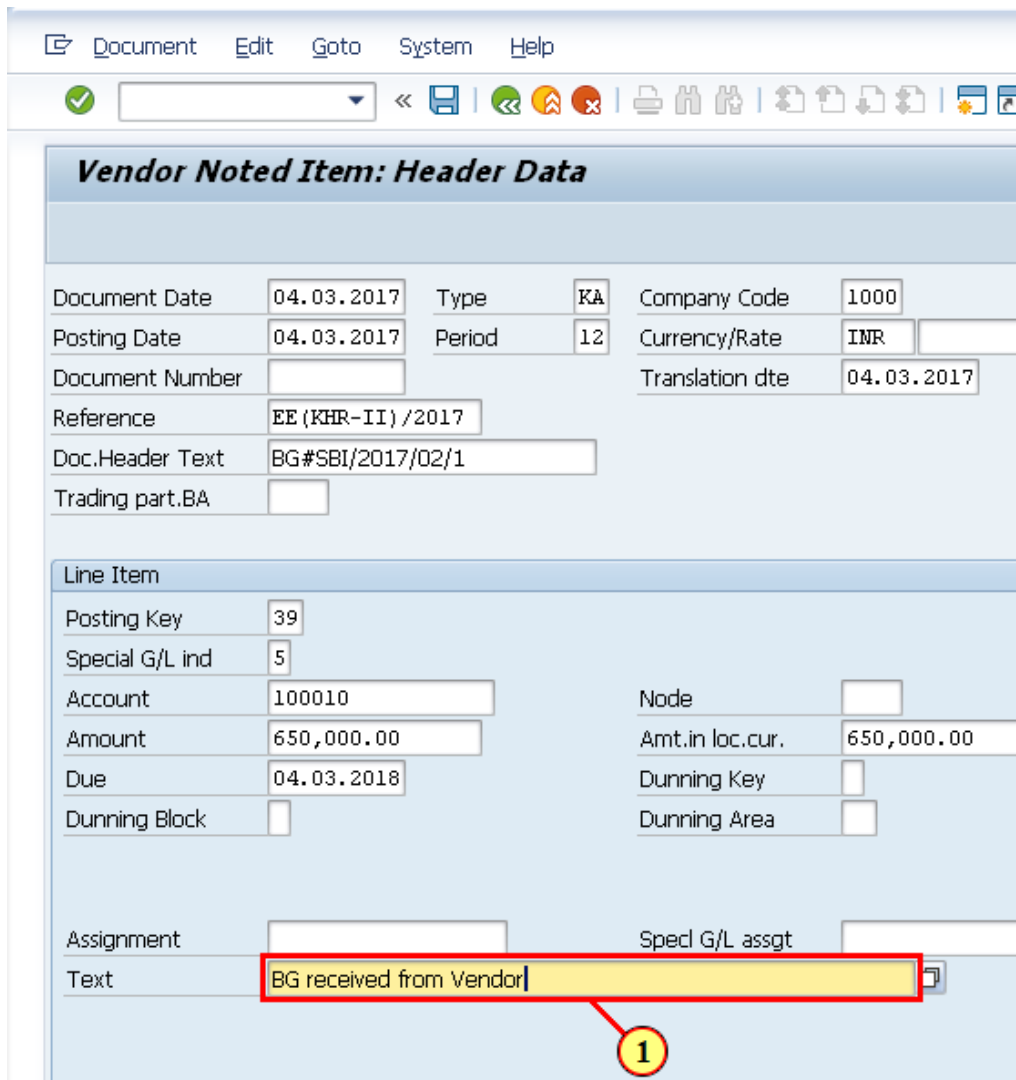
Document Date	04032017	Type	KA
Posting Date	04.03.2017	Period	
Document Number			
Reference	EE (KHR-II) /2017		
Doc.Header Text	BG#SBI/2017/02/1		
Trading part.BA			

Line Item

Posting Key	39
Special G/L ind	5
Account	100010
Amount	650000
Due	04032018
Dunning Block	20022018 13.02.2018
Assignment	

(1) The **Due** field is cleared.

Enter text – e.g. BG received from Vendor



Vendor Noted Item: Header Data

Document Date	04.03.2017	Type	KA	Company Code	1000
Posting Date	04.03.2017	Period	12	Currency/Rate	INR
Document Number		Translation dte	04.03.2017		
Reference	EE (KHR-II) /2017				
Doc.Header Text	BG#SBI/2017/02/1				
Trading part.BA					

Line Item

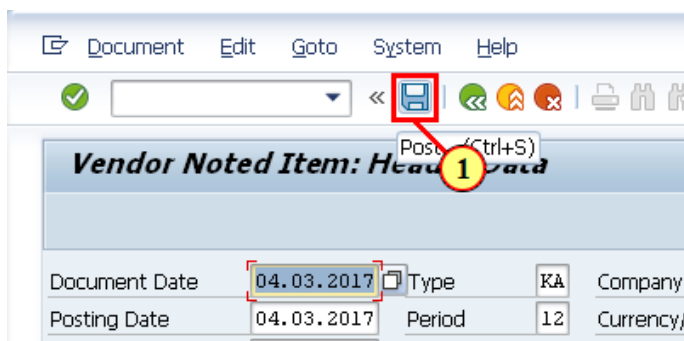
Posting Key	39		
Special G/L ind	5		
Account	100010	Node	
Amount	650,000.00	Amt.in loc.cur.	650,000.00
Due	04.03.2018	Dunning Key	
Dunning Block		Dunning Area	

Assignment: Spec G/L assgt

Text: BG received from Vendor

(1) The **Text** field is cleared.

Vendor Noted Item: Header Data – Click on Save

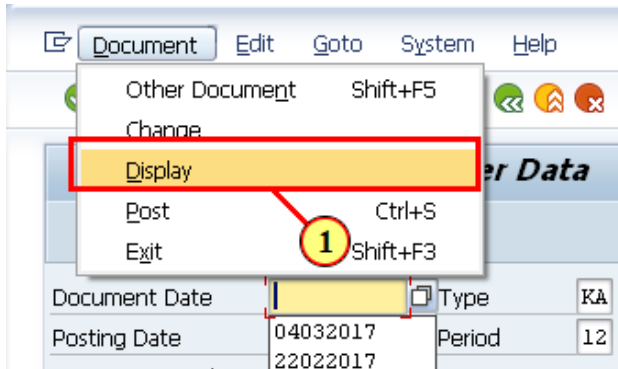


Vendor Noted Item: Header Data

Document Date	04.03.2017	Type	KA	Company	
Posting Date	04.03.2017	Period	12	Currency/	

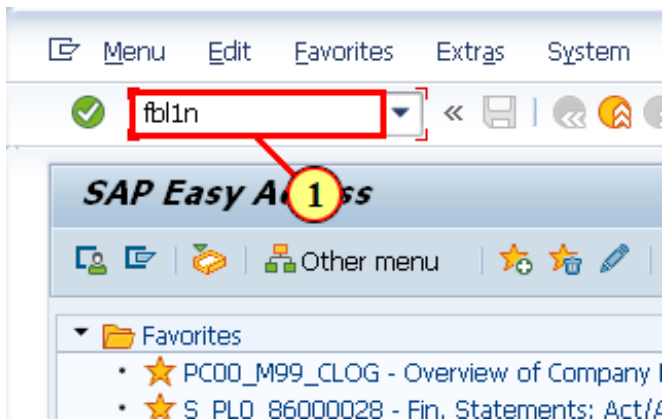
(1) Click on .

Vendor Noted Item: Header Data – Click on Document Menu -- Document → Display to display the document

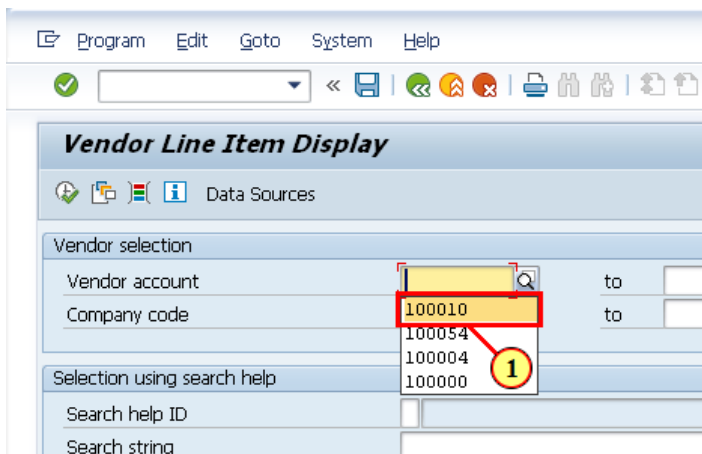


(1) Clicking on the **Display** menu item executes it.

15.2. Tcode – FBL1N – to see vendor line items – Authorization provided to Engineering users

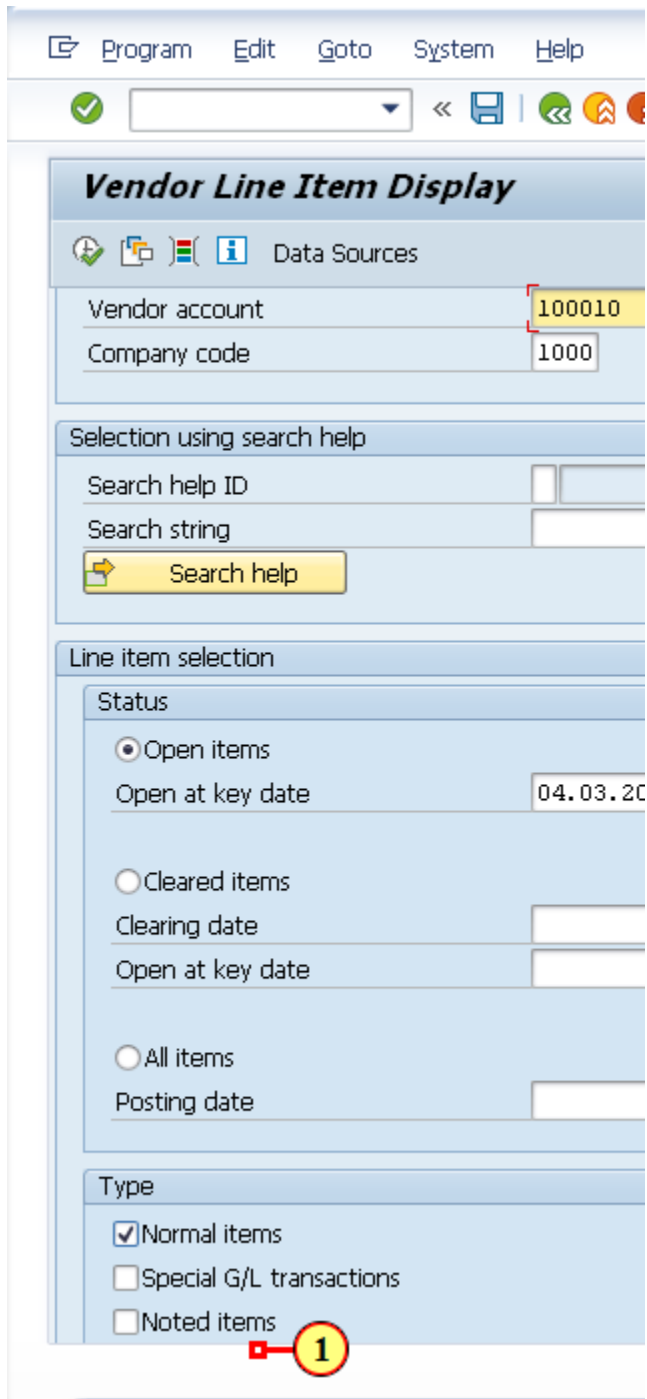


(1) The field is filled out.
Select Vendor account



(1) Clicking on the entry **100010** **100010** selects it.

Vendor Line Item Display



Vendor Line Item Display

Program Edit Goto System Help

✓ [] << [] [] [] []

Vendor account 100010

Company code 1000

Selection using search help

Search help ID []

Search string []

Search help

Line item selection

Status

☒ Open items

Open at key date 04.03.20

☐ Cleared items

Clearing date []

Open at key date []

☐ All items

Posting date []

Type

☒ Normal items

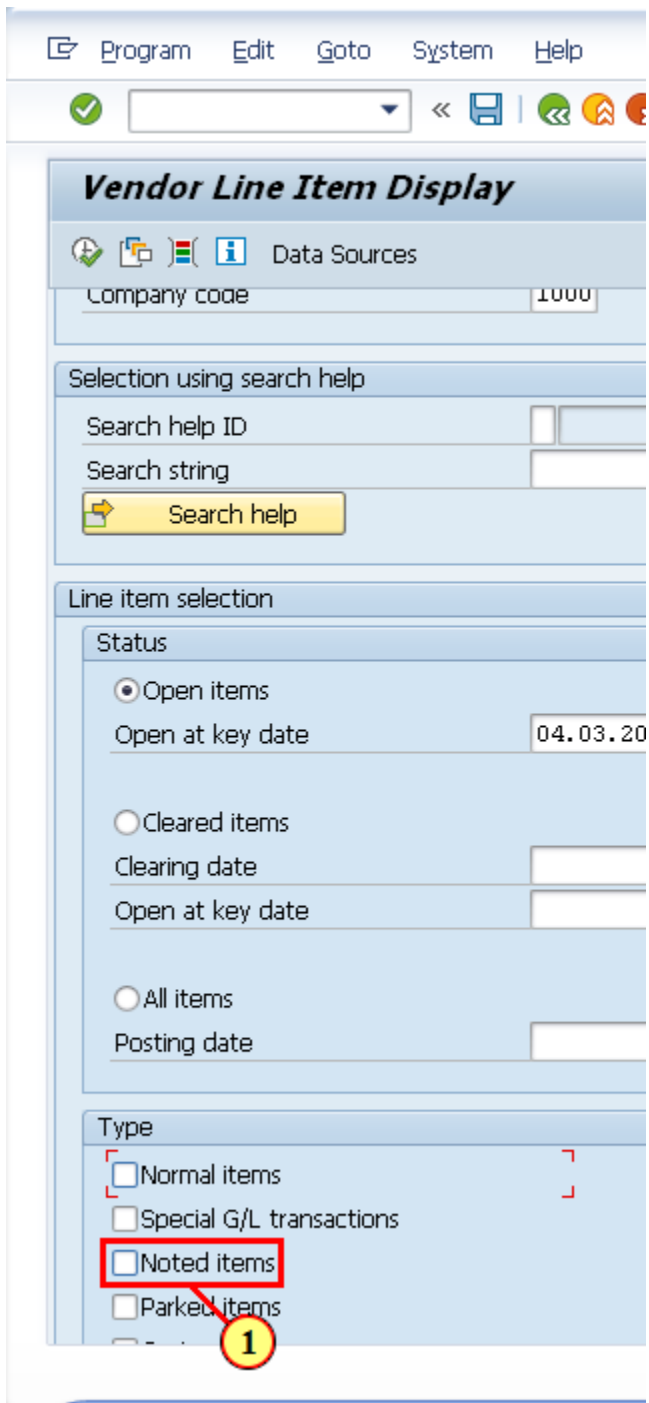
☐ Special G/L transactions

☐ Noted items

1

(1) Scroll Mouse wheel down to bring the screen to desired location

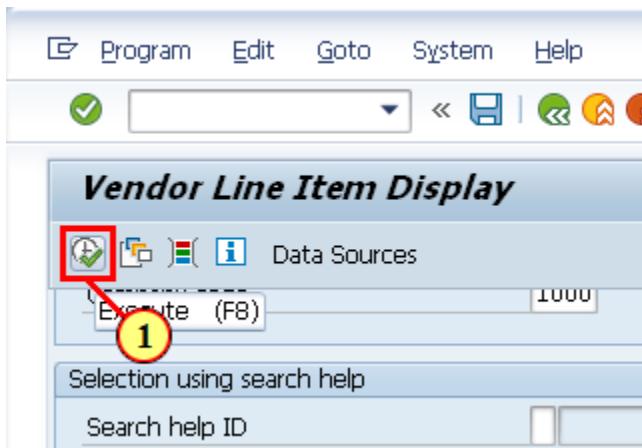
Vendor Line Item Display. Select Open Items. Click Noted Items check box



The screenshot shows the SAP Vendor Line Item Display interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with a green checkmark, a dropdown arrow, and several icons. The main title is 'Vendor Line Item Display'. Below the title, there is a 'Data Sources' section with a 'Company code' field set to '1000'. The 'Selection using search help' section includes 'Search help ID', 'Search string', and a 'Search help' button. The 'Line item selection' section has three radio buttons: 'Open items' (selected), 'Cleared items', and 'All items'. Below these are fields for 'Open at key date' (set to '04.03.20'), 'Clearing date', 'Open at key date', and 'Posting date'. The 'Type' section has four checkboxes: 'Normal items', 'Special G/L transactions', 'Noted items' (checked and highlighted with a red box), and 'Parked items'. A yellow circle with the number '1' points to the 'Noted items' checkbox.

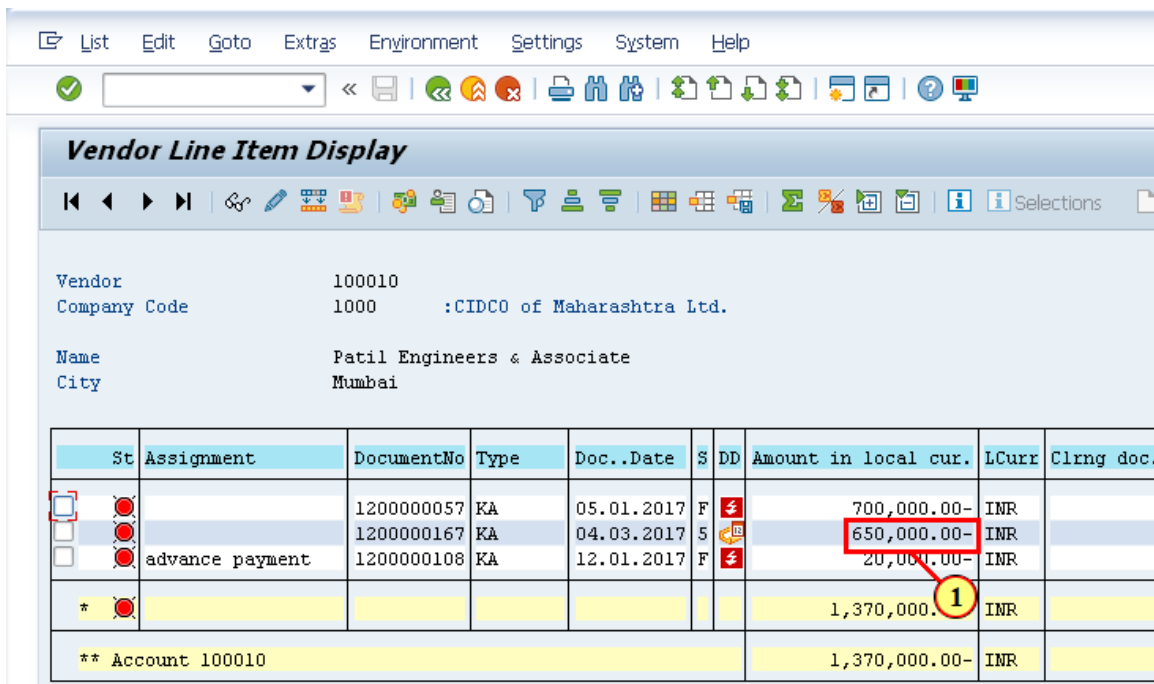
(1) Click on ☐ Noted items.

Click on Execute button or F8



(1) Click on **Execute** .

Vendor Line Item Display – Open Line Items for the Vendor will be displayed. Find the required line item related to BG



St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.
		1200000057	KA	05.01.2017	F		700,000.00-	INR	
		1200000167	KA	04.03.2017	S		650,000.00-	INR	
	advance payment	1200000108	KA	12.01.2017	F		20,000.00-	INR	
*							1,370,000.	INR	
**	Account 100010						1,370,000.00-	INR	

(1) Click on **650,000.00-**.

Vendor Line Item Display

List Edit Goto Extras Environment Settings System Help

Vendor Line Item Display

Vendor: 100010
 Company Code: 1000 :CIDCO of Maharashtra Ltd.
 Name: Patil Engineers & Associate
 City: Mumbai

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clng doc.	Text
☐		1200000057	KA	05.01.2017	F		700,000.00-	INR		
☐		1200000167	KA	04.03.2017	S		658,000.00-	INR		
☐	advance payment	1200000108	KA	12.01.2017	F		20,000.00-	INR		BG received from Vendor advertisement
*							1,370,000.00-	INR		
**	Account 100010						1,370,000.00-	INR		

Vendor: *
 Company Code: * :CIDCO of Maharashtra Ltd.
 Name: *
 City: *

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clng doc.	Text
***							1,370,000.00-	INR		

3 items displayed

SAP

520 | nmerpqa | INS

16. Excess Quantity in Project Structure

16.1. Steps to carry out the Excess/Savings/Extra

1. For Excess/Savings/Extra – first create the statement using Tcode ZPS_ESCR and save as pdf.
2. Attach the pdf format of the statement in the OpenText Attachments. Initiate the workflow for Excess/Savings/Extra and get the approval.
3. For Savings – Decrease the quantity in PO. Then reduce the quantity in Service activity in Project. Then reduce the budget for the corresponding WBS. This budget can be utilized in another WBS for excess scenario for the same project.
4. For Excess – Increase the budget for the corresponding WBS first. This will require increase in budget at the Investment Program Position level (if required). This can be done by EE profile. Then increase the quantity for the specific item in Project Structure. Finally increase the quantity in the Project PO. The PO must be re-approved.
5. For Extra – First provide budget in WBS. Then add the extra service item to Project Structure. Then add the corresponding items to PO. PO must be re-approved.
6. When you have both scenarios for Savings and Excess, carry out the Savings process first.

Following example is for Savings

16.2. Change quantity in Service Activity -- Tcode CJ20N

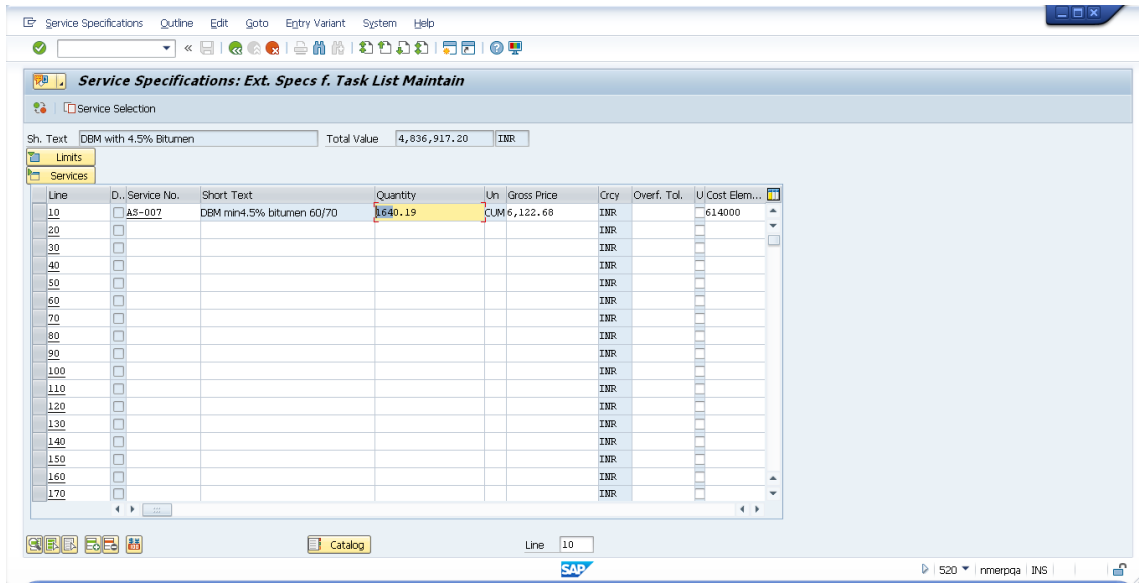
Open Project in the Project Builder

Expand the project by clicking on Expand icon -- Project PHI-00018.

- (1) Click on .
- (2) Click on required WBS.
- (3) Click on Service Activity.

Service Specifications: Ext. Specs f. Task List Maintain

Change the quantity and go back to structure



Service Specifications: Ext. Specs f. Task List Maintain

Service Selection

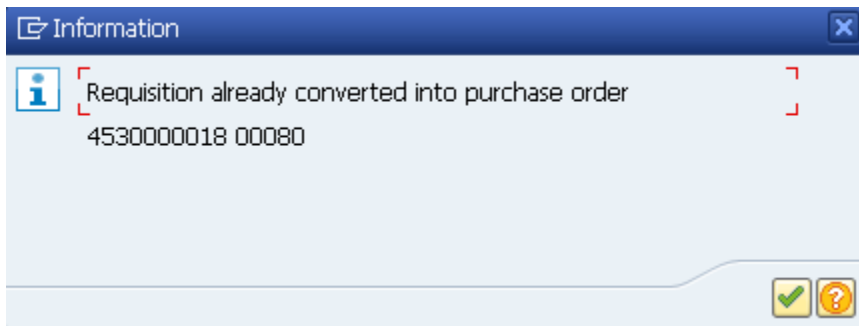
Sh. Text: DBM with 4.5% Bitumen Total Value: 4,836,917.20 INR

Line	D.. Service No.	Short Text	Quantity	Un	Gross Price	Grpy	Overf. Tol.	U Cost Elem...
10	AS-007	DBM min4.5% bitumen 60/70	640.19		CUM 6,122.68	INR		614000
20						INR		
30						INR		
40						INR		
50						INR		
60						INR		
70						INR		
80						INR		
90						INR		
100						INR		
110						INR		
120						INR		
130						INR		
140						INR		
150						INR		
160						INR		
170						INR		

Line 10

Enter is now pressed and click on Save

Information – Click green tick mark to proceed ahead



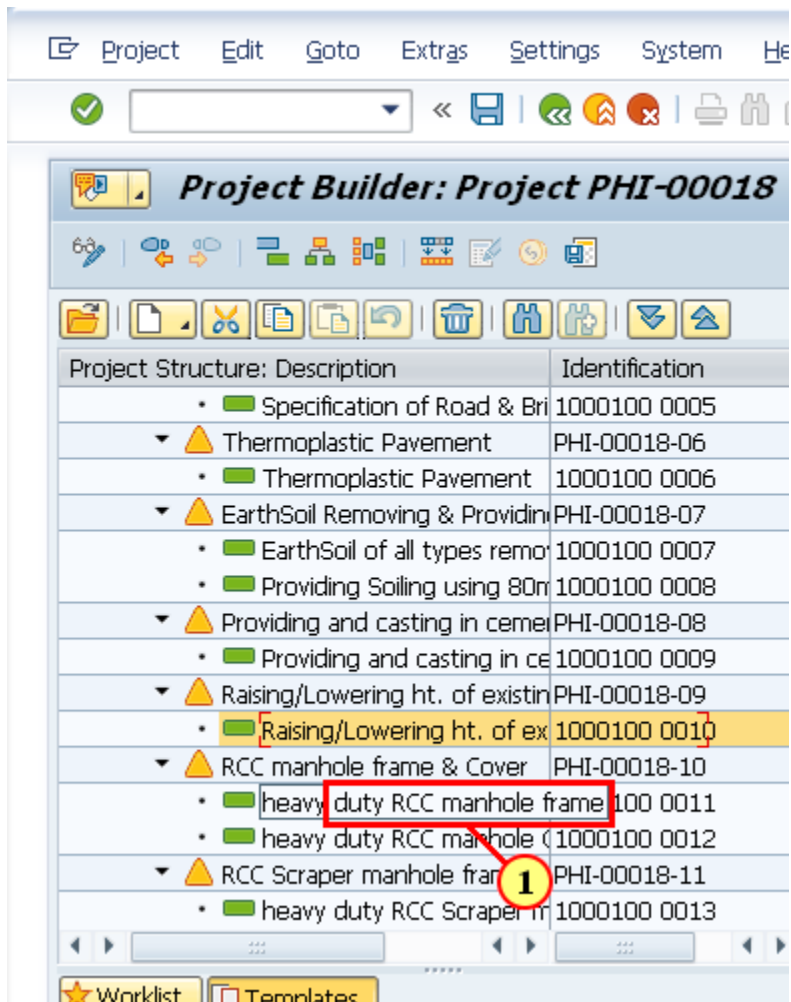
Information

Requisition already converted into purchase order
4530000018 00080

Green tick mark and question mark icon at the bottom right.

Enter is now pressed.

Project Builder: Project PHI-00018 – Select the service activity as shown



Project Builder: Project PHI-00018 – Select the service detail

Project Builder: Project PHI-00018

Project Structure: Description Identification

- Specification of Road & Bri 1000100 0005
- Thermoplastic Pavement PHI-00018-06
- Thermoplastic Pavement 1000100 0006
- EarthSoil Removing & Providin PHI-00018-07
- EarthSoil of all types remo 1000100 0007
- Providing Soiling using 80r 1000100 0008
- Providing and casting in ce 1000100 0009
- Raising/Lowering ht. of existin PHI-00018-09
- Raising/Lowering ht. of ex 1000100 0010
- RCC manhole frame & Cover PHI-00018-10
- heavy duty RCC manhole f 1000100 0011**
- heavy duty RCC manhole (1000100 0012
- RCC Scraper manhole frame & PHI-00018-11
- heavy duty RCC Scraper m 1000100 0013

Worklist Templates

Templates: Name Project object

- Individual Objects
- Projects
- Standard Templates

Identification and view selection

Activity 1000100 0011 heavy duty RCC manhole frame

Detail: Overview(s):

Internal External Dates Assignments User Fields Long Texts

External processing

System Status REL SETC Control key P304 Subntwk exists

WBS element PHI-00018-10 Plant 5009

Info record Purchasing Org. 1000 Material Group SER100

Vendor Purch. group H21 Sort Term

Outl. agreement / 0 Requisitioner

Price 19,146.00 INR per 1 Recipient

Cost Element FixPrice Tracking Number

Plnd dely time 20 Executn factor 0

Activity qty 1 AU Unloading Point

Requisition 1200000050 / 110 Purc. ord exists Service exists

Res./Purc. req. 3 Immediately

Services 1

Check the service quantity and price – Change the quantity

Service Specifications: Ext. Specs f. Task List Maintain

Service Selection

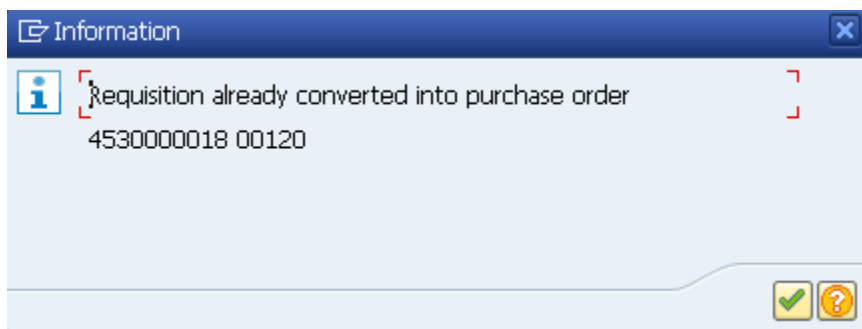
Sh. Text heavy duty RCC manhole frame Total Value 19,146.00 INR

Limits Services

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol.
10		MDA-023A	RCC Heavy Duty Manhole Frame	60	NO	319.10	INR	
20							INR	
30							INR	
40							INR	
50							INR	
60							INR	
70							INR	
80							INR	
90							INR	
100							INR	
110							INR	
120							INR	

1

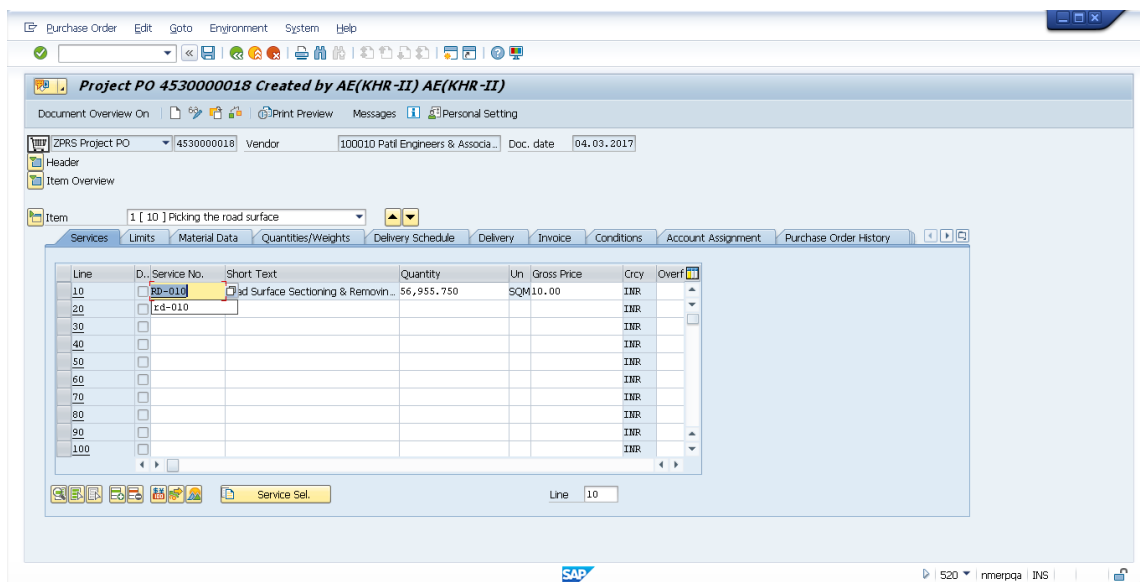
Select another service and open it. Click green tick mark in the following Information popup. Service Specifications: Ext. Specs f. Task List Maintain is opened. Similarly change the quantities in all the required services



Enter is now pressed.

16.3. Change quantity in Purchase Order (PO) – Tcode ME22N

Tcode ME22N -- Open the Project PO 4530000018



Tab is now pressed.

Project PO 4530000018– Select the required item/s which is/are to be changed for quantity. They should be same as the changed ones in Project Structure

SAP Training manual

Purchase Order Edit Goto Environment System Help

Project PO 4530000018 Created by AE(KHR-II) AE(KHR-I)

Document Overview On Print Preview Messages Personal Se

ZPRS Project PO 4530000018 Vendor 100010 Patil Engineers & Associa.

Header

Item Overview

Item 1 [10] Picking the road surface

Services Limits Material Data Quantities/Weights Delivery Schedule Del

Line	D..	Service No.	Short Text	Quantity
10		RD-010	Road Surface Sectioning & Removin...	56,955.750

Purchase Order Edit Goto Environment System Help

Project PO 4530000018 Created by AE(KHR-I)

Document Overview On Print Preview Messages

ZPRS Project PO 4530000018 Vendor 100010 Patil

Header

Item Overview

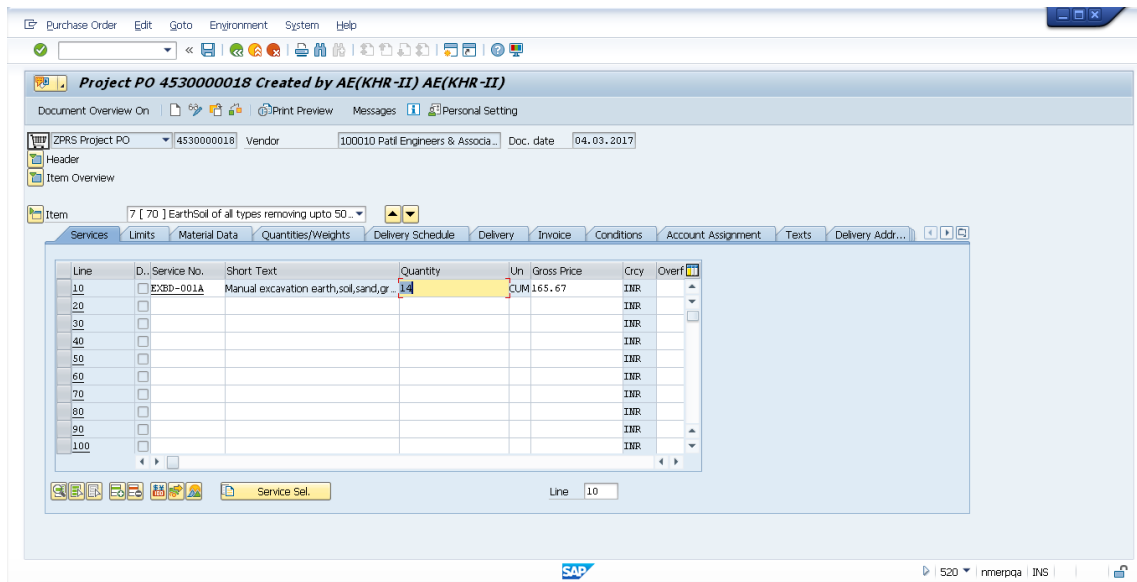
Item 3 [30] DBM with 4.5% Bitumen

Service

Line	D..	Service No.	Short Text	Quantity
2		[20]	BBM Surface	
3		[30]	DBM with 4.5% Bitumen	
4		[40]	AC/BC with bitumen	
5		[50]	Specification of Road & Bridge	
6		[60]	Thermoplastic Pavement	
7		[70]	Earth/Soil of all types removing upto 50m	
8		[80]	Providing Soiling using 80mm size trap	
9		[90]	Providing and casting in cement concrete	
10		[100]	Raising/Lowering of existing manhole	
11		[110]	heavy duty RCC manhole frame	
12		[120]	heavy duty RCC manhole Cover	
13		[130]	heavy duty RCC Scraper manhole frame	
14		[140]	heavy duty RCC Scraper manhole Cover	

(1) Clicking on the entry **8 [80] Providing Soiling using 80mm size trap** selects it.

Project PO 4530000018

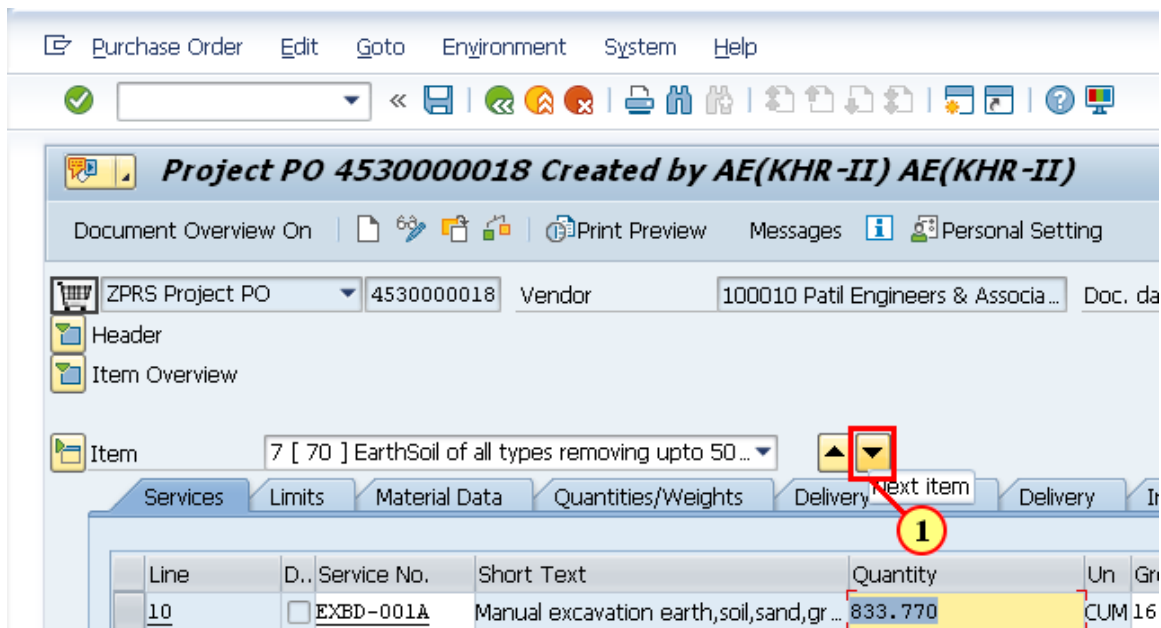


The screenshot shows the SAP Project PO 4530000018 Item Overview. The document is created by AE(KHR-II). The vendor is 100010 Patil Engineers & Associa... and the document date is 04.03.2017. The item is 7 [70] EarthSol of all types removing upto 50... The table below shows the item details:

Line	D.. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overl
10	EXBD-001A	Manual excavation earth,soil,sand,gr...	CUM 165.67			INR	
20						INR	
30						INR	
40						INR	
50						INR	
60						INR	
70						INR	
80						INR	
90						INR	
100						INR	

Change the quantity – this should be same as changed in the project structure
Enter is now pressed.

Project PO 4530000018 -- Navigate to another item and change the quantity. Similarly change the quantity for all required items in PO. These should be same changes done in the Project Structure. This PO was earlier approved however will now need to get re-approved by 3 approvers – AE, AEE and EE



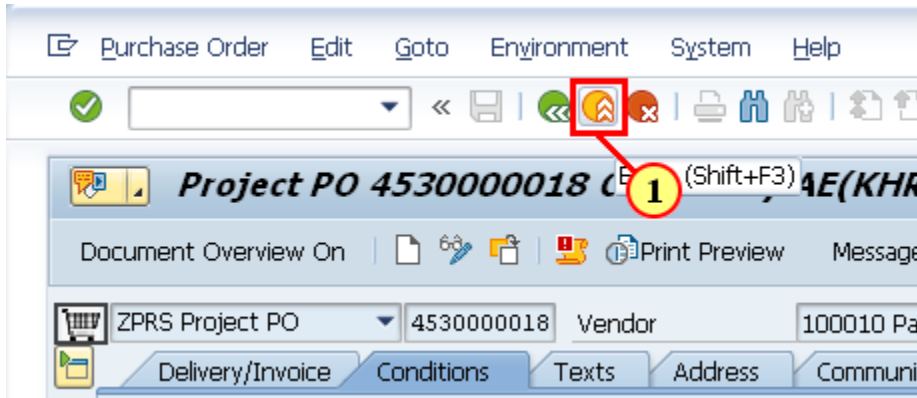
The screenshot shows the SAP Project PO 4530000018 Item Overview. The document is created by AE(KHR-II). The vendor is 100010 Patil Engineers & Associa... and the document date is 04.03.2017. The item is 7 [70] EarthSol of all types removing upto 50... The table below shows the item details:

Line	D.. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overl
10	EXBD-001A	Manual excavation earth,soil,sand,gr...	833.770			CUM 16	

A red box highlights the 'Next item' button, and a red circle with the number 1 is placed next to it.

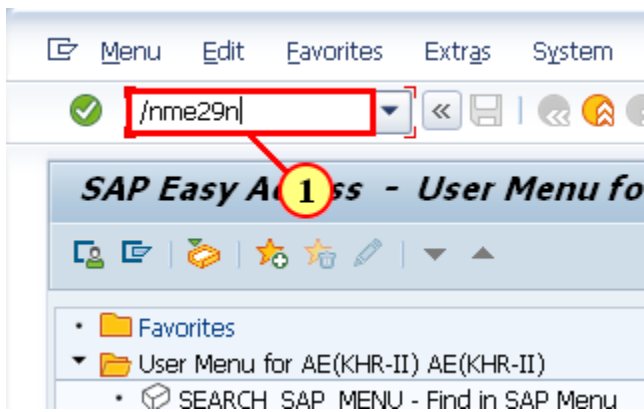
Save Project PO 4530000018 after making all the required changes

- (1) Click on .
 Save Document
 Go Back/Exit



16.4. Release PO – Tcode ME29N

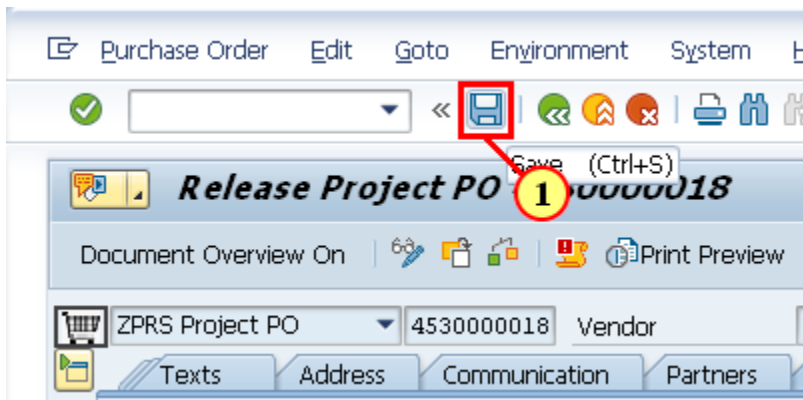
Tcode ME29N to release PO



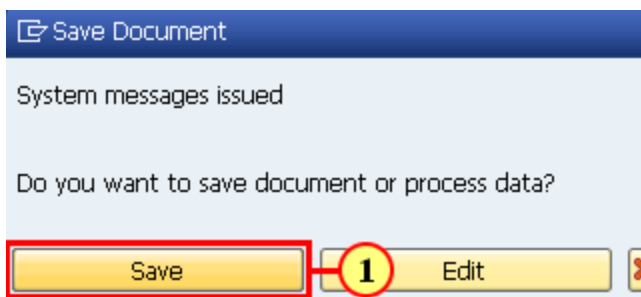
- (1) The field is filled out.

Find and open PO 4530000018

Release Project PO 4530000018 – Click Save to release the PO

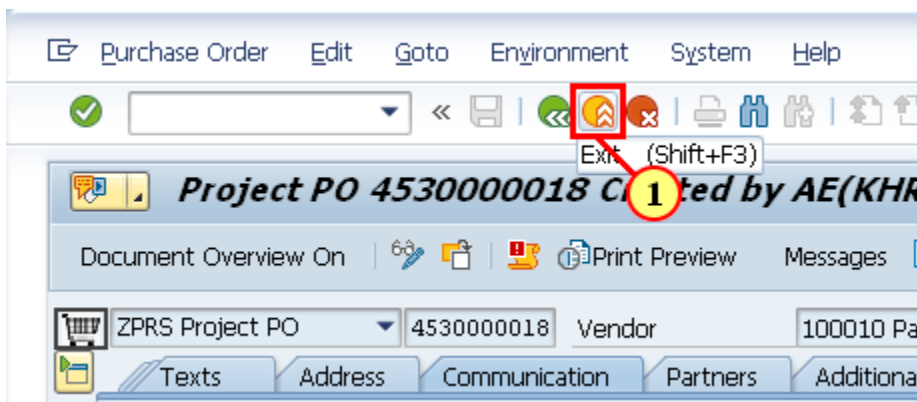


Save Document -- Save



16.5. Release Strategy – Approver 1

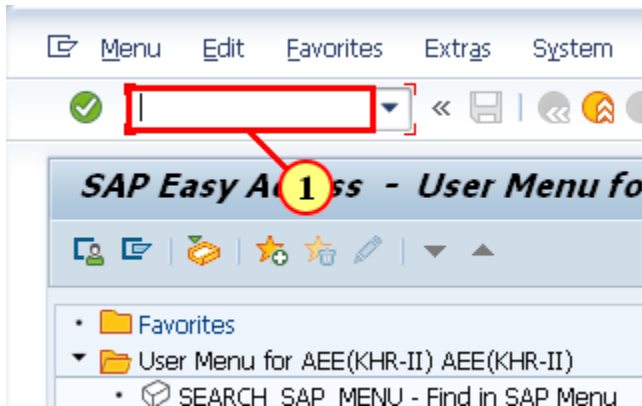
Project PO 4530000018 – Click on Inbox for Approver 1 i.e. AE and approve the new quantities



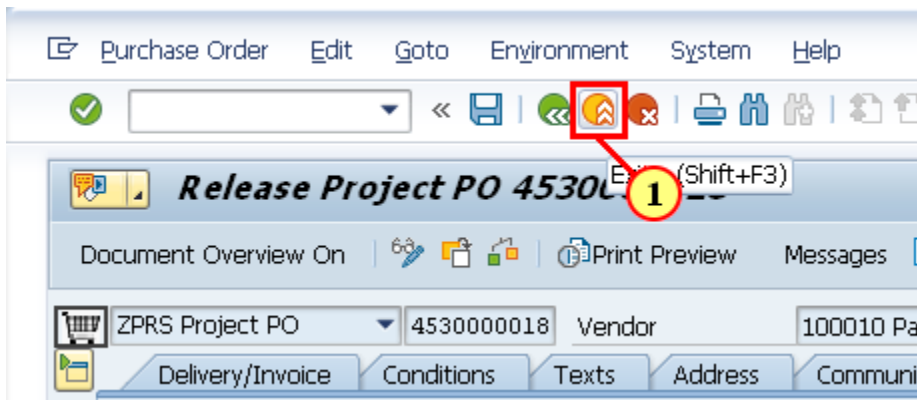
16.6. Release Strategy – Approver 2

Login Approver 2 -- AEE(KHR-II) – Click Business Work place → Inbox → Workflow. Click to open the PO approval item and Approve the PO

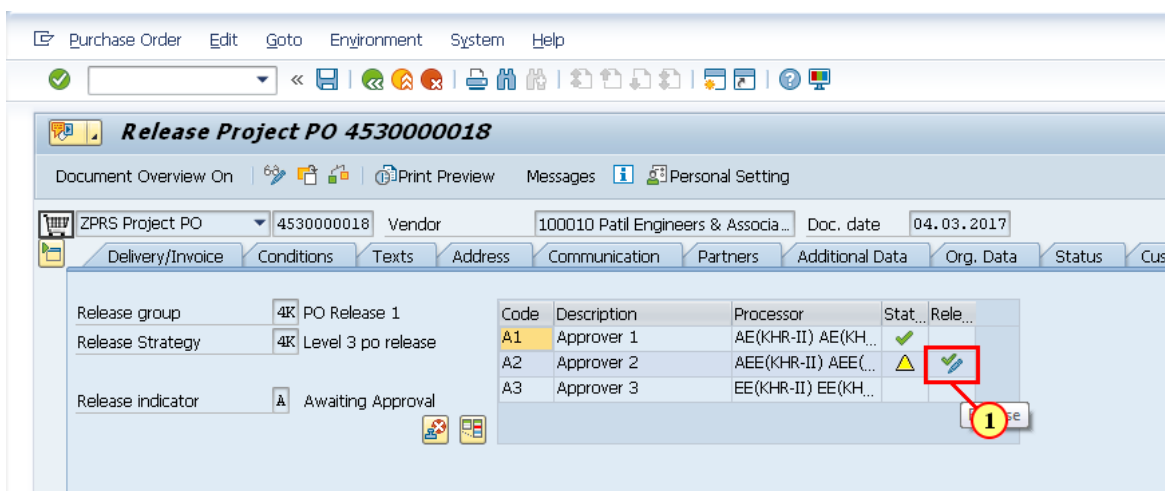
SAP Training manual



Release Project PO 4530000018



Release Project PO 4530000018 – Click green tick mark to approve



(1) Click on .

Click Save

(1) Click on .

16.7. Release Strategy – Approver 3

Login Approver 3 -- EE(KHR-II) – Click on SAP Business Workplace

(1) Click on **SAP Business Workplace** .

Business Workplace of EE(KHR-II) -- Click on Inbox → Workflow. Open the required PO item for approval. Approve the PO by clicking against green tick mark for Approver 3 i.e. EE

(1) Click on **Inbox** .

Save Document – Click Save button

16.8. Release Strategy – Approver 1 – Email Notification

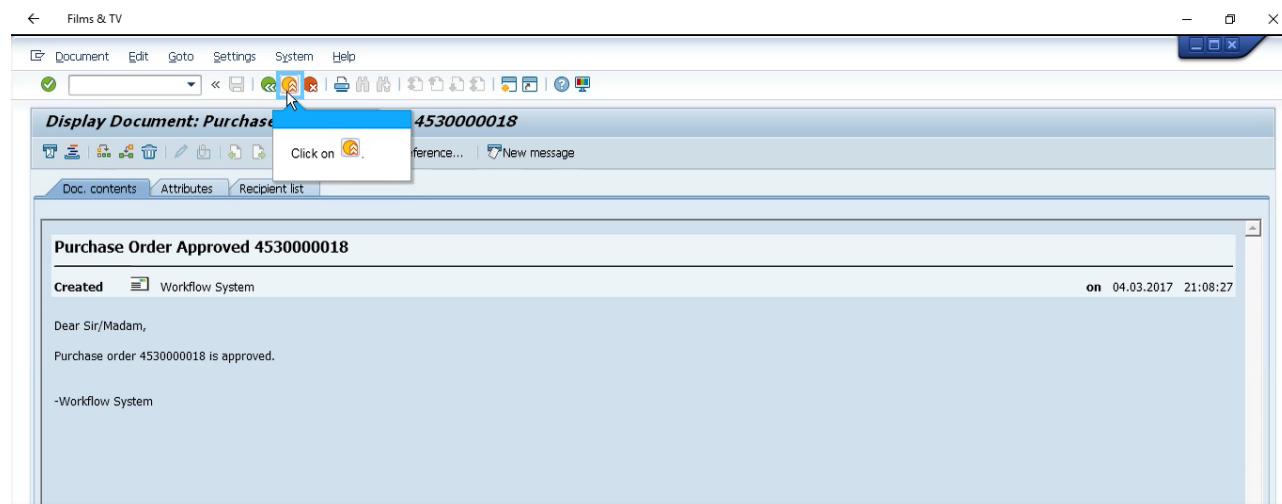
Login with Approver 1 i.e. AE - User Menu for AE(KHR-II)

(1) Click on **SAP Business Workplace** .

Business Workplace of AE(KHR-II) – Click on Inbox

Display Document: Purchase Order Approved 4530000018 – The approved PO with revised quantity – Appropriate notification message will be seen

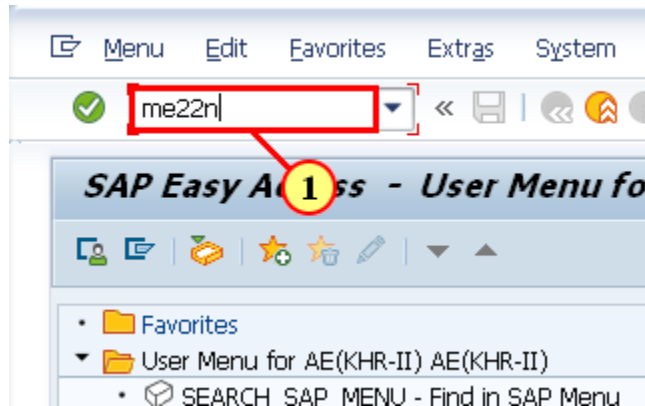
(1) Click on .



17. Quantity change in PO and Project Structure

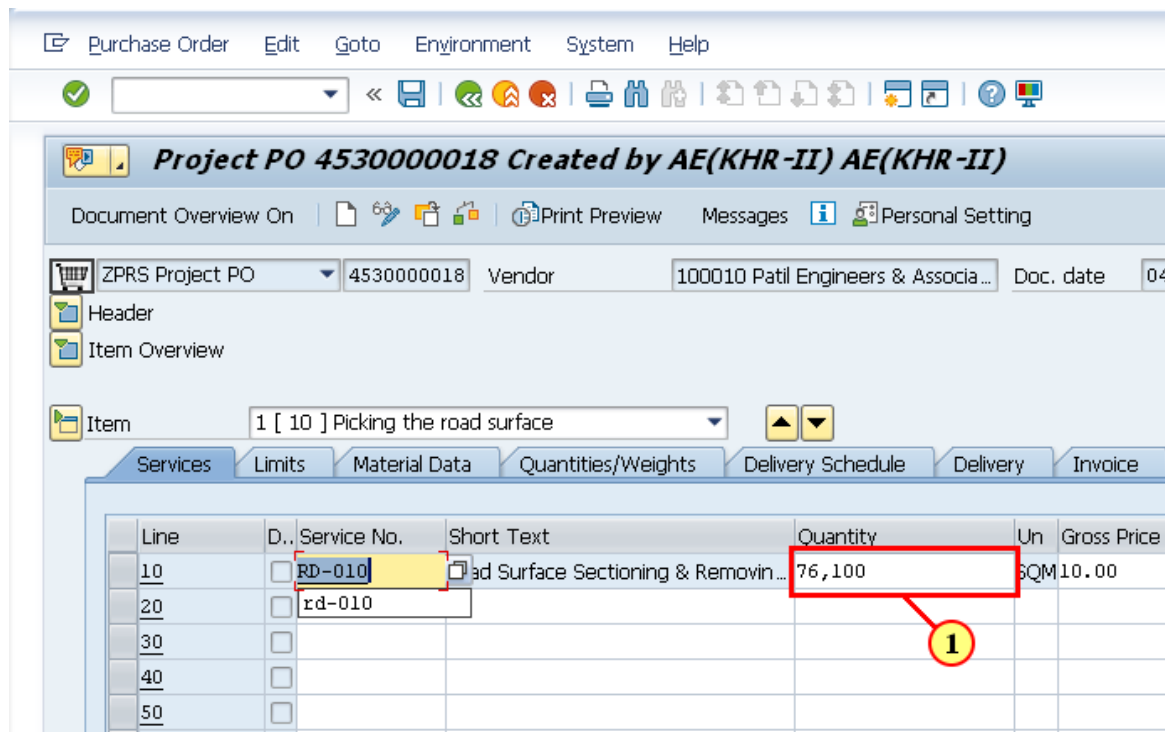
17.1. Change PO -- Tcode ME22N

Login with AE – Tcode ME22N - User Menu for AE(KHR-II)



(1) The field is filled out.

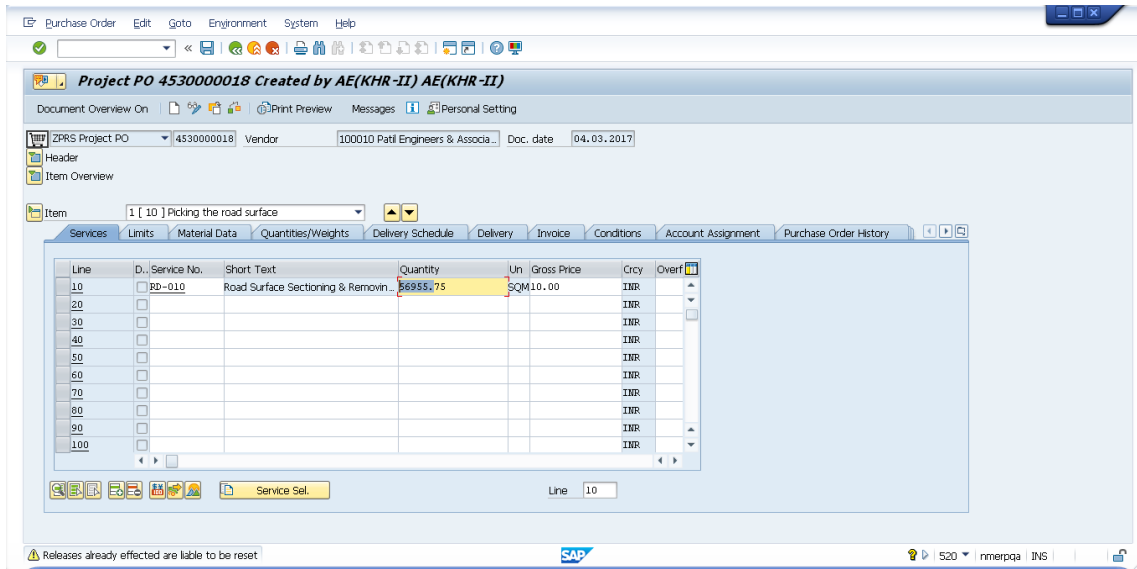
Open the Project PO 4530000018



(1) Click on 76,100.

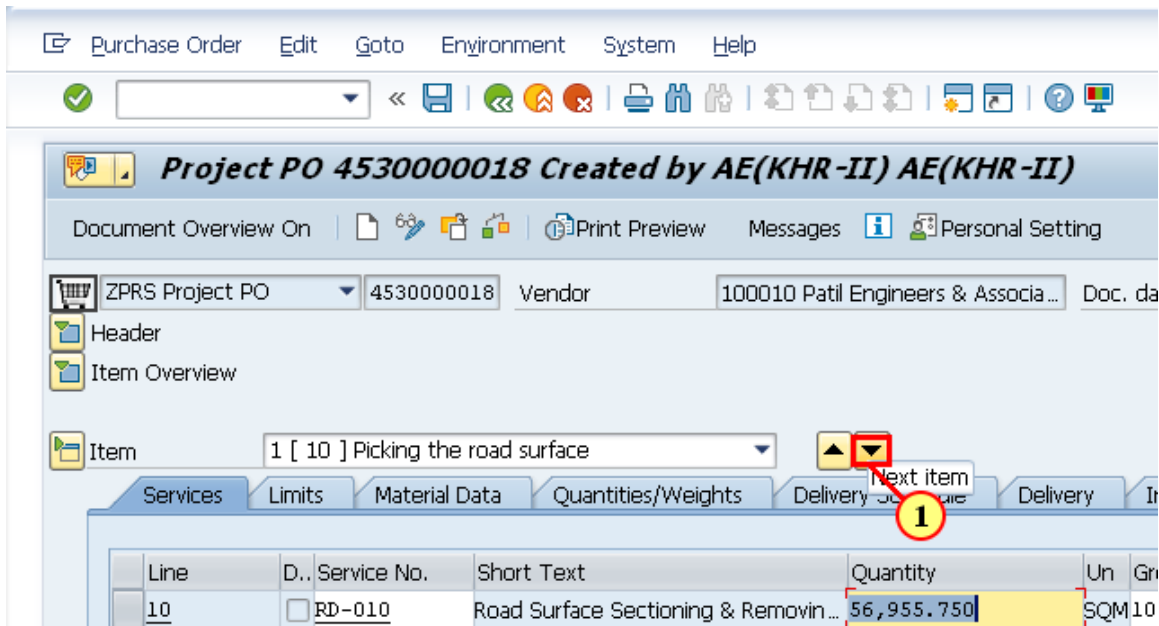
Project PO 4530000018 – Edit the quantity and change it

SAP Training manual



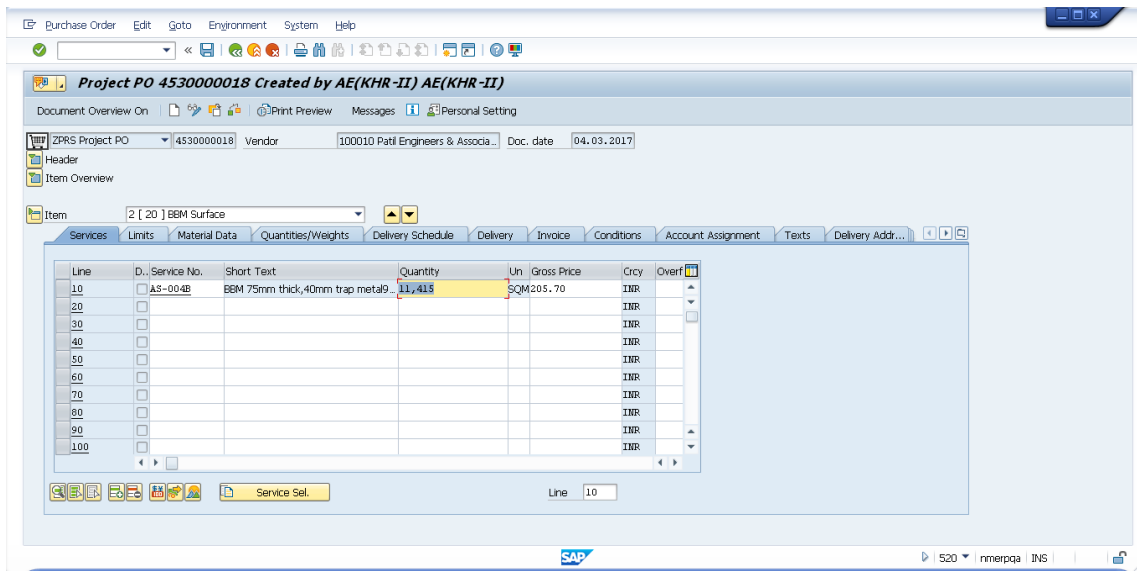
Enter is now pressed.

Project PO 4530000018 - Select another item from PO for changing quantity



(1) Click on .

Project PO 4530000018 Created by AE(KHR-II)



Project PO 4530000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

ZPRS Project PO | 4530000018 | Vendor | 100010 Patil Engineers & Associa... | Doc. date | 04.03.2017

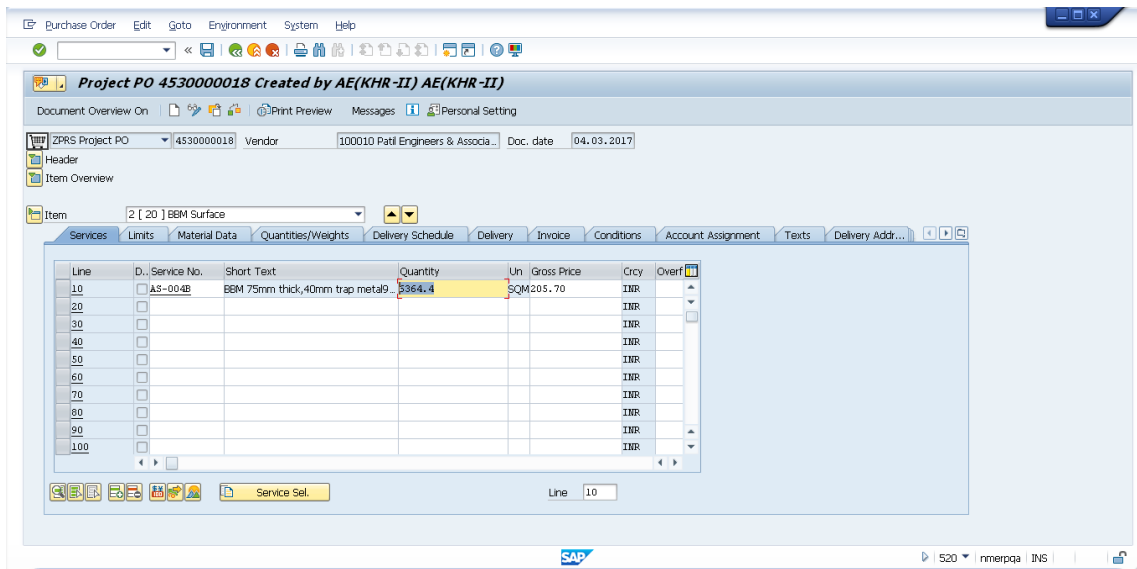
Header | Item Overview

Item: 2 [20] BEM Surface

Line	D. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overl
10	AS-004B	BEM 75mm thick,40mm trap meta9	11,415	SQM	205.70	INR	
20						INR	
30						INR	
40						INR	
50						INR	
60						INR	
70						INR	
80						INR	
90						INR	
100						INR	

Service Sel. | Line 10

Ctrl+V is now pressed – copy paste quantity from the xls where you have done the calculations



Project PO 4530000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

ZPRS Project PO | 4530000018 | Vendor | 100010 Patil Engineers & Associa... | Doc. date | 04.03.2017

Header | Item Overview

Item: 2 [20] BEM Surface

Line	D. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overl
10	AS-004B	BEM 75mm thick,40mm trap meta9	5364.4	SQM	205.70	INR	
20						INR	
30						INR	
40						INR	
50						INR	
60						INR	
70						INR	
80						INR	
90						INR	
100						INR	

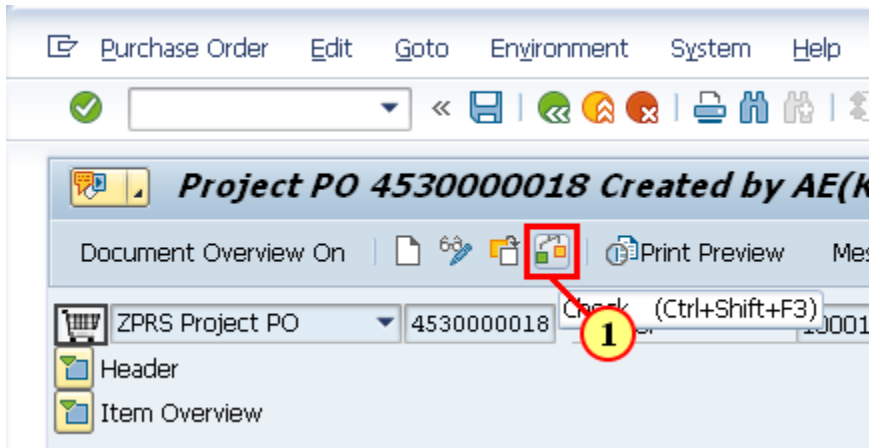
Service Sel. | Line 10

Enter is now pressed.

Similarly change all other required items for changed quantities

17.2. Check PO

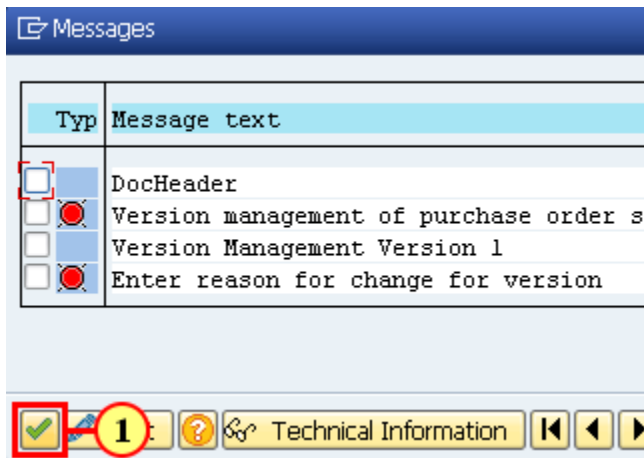
Click on Check button for Project PO 4530000018



(1) Click on **Check** .

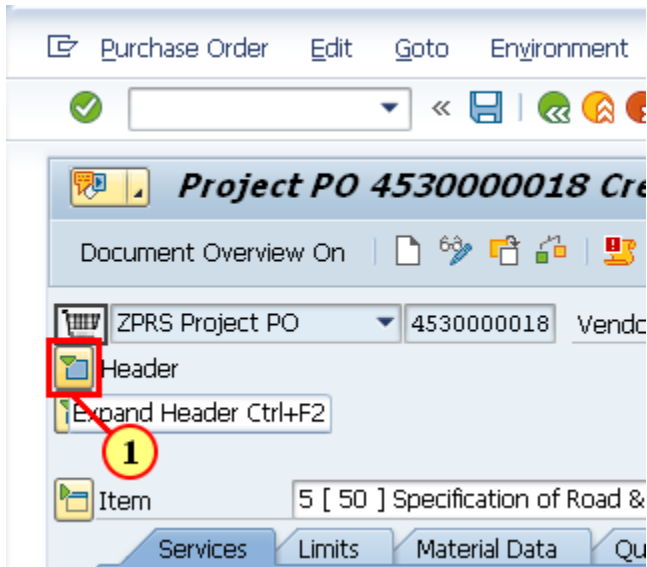
17.3. Error message related to Version

Messages – Critical messages are prompted by the system. We need to enter the reason for change and the version of this PO. Click green tick mark to continue with correction of PO



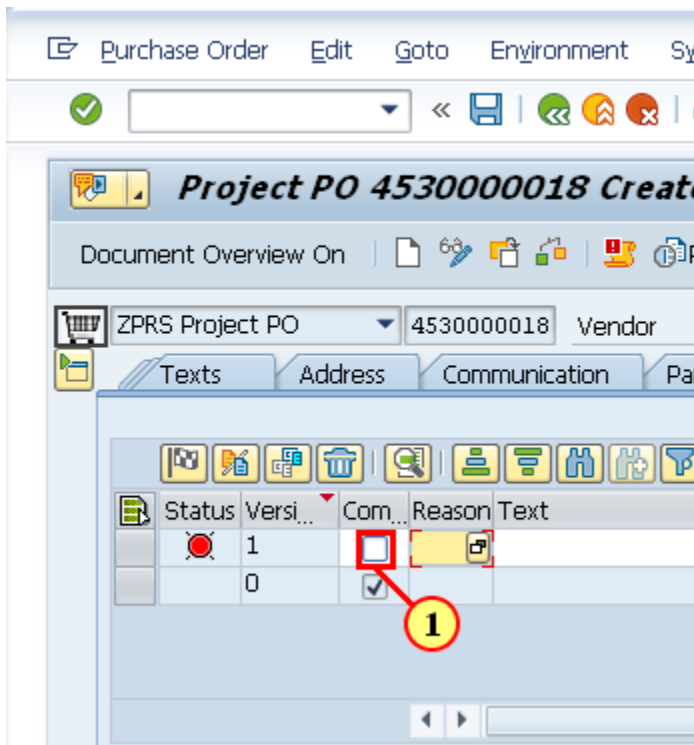
(1) Click on **Continue** .

Project PO 4530000018 - Click Header



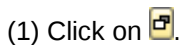
(1) Click on .

Navigate to Versions tab of header and click checkbox as shown

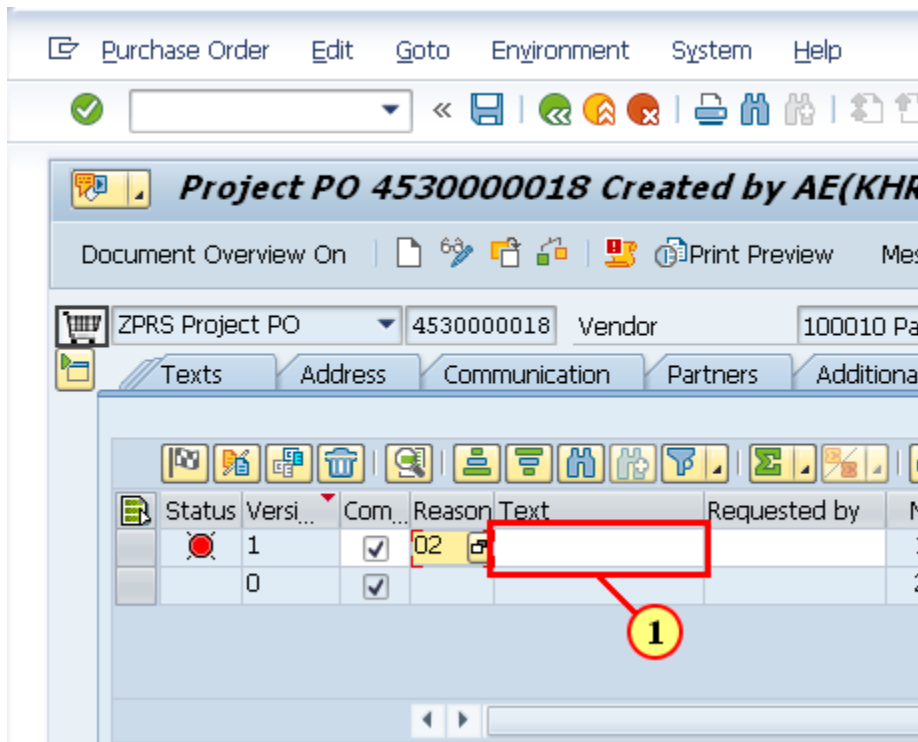


(1) Click on ☐.

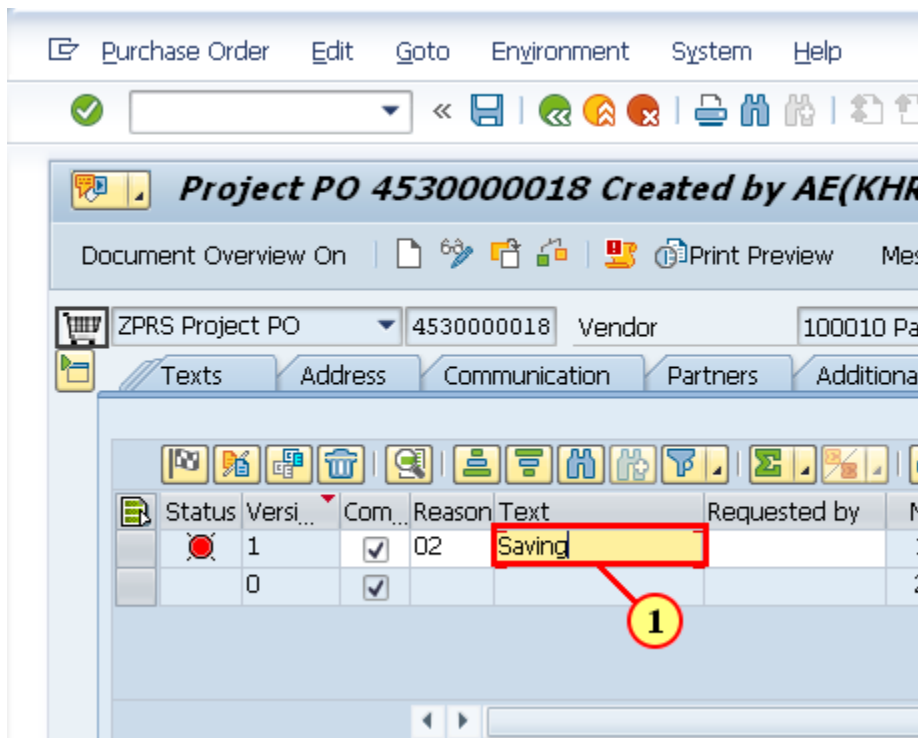
Versions tab - Project PO 4530000018 - Select the appropriate reason – e.g Change of quantity



Page 243 of 519



(1) Click on _____.



(1) The field is filled out.

SAP Training manual

Project PO 4530000018 Created by AE(KHR-II) – Enter the Requested By - Put your employee id

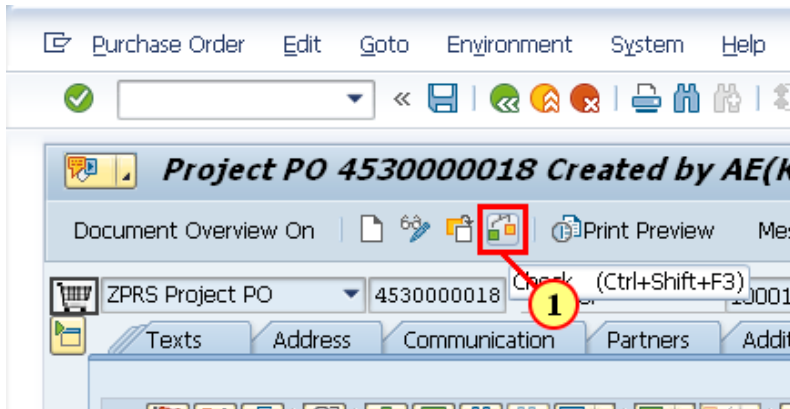
The screenshot shows the SAP Project PO 4530000018 interface. The title bar reads "Project PO 4530000018 Created by AE(KHR-II) AE(KH)". Below the title bar, there are tabs for "Texts", "Address", "Communication", "Partners", "Additional Data", and "Org. Data". The "Texts" tab is active. A table with columns "Status", "Versi...", "Com...", "Reason", "Text", "Requested by", and "Net Order Value" is displayed. The first row has a status of "1" and a reason of "02", with the text "Saving" in the "Text" column. The "Requested by" column for this row is highlighted with a red box, and a yellow circle with the number "1" points to it.

(1) Click on _____.

The screenshot shows the same SAP Project PO 4530000018 interface. The "Requested by" field in the table is now filled with the text "AE(KHR-II)". The field is highlighted with a red box, and a yellow circle with the number "1" points to it.

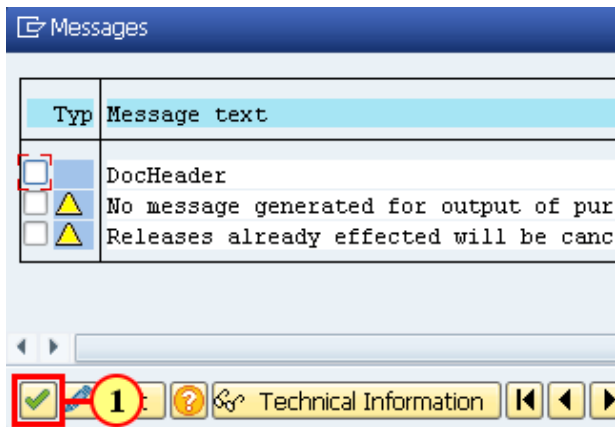
(1) The field is filled out.

Project PO 4530000018 – Click Check button to check the entries again



(1) Click on **Check** .

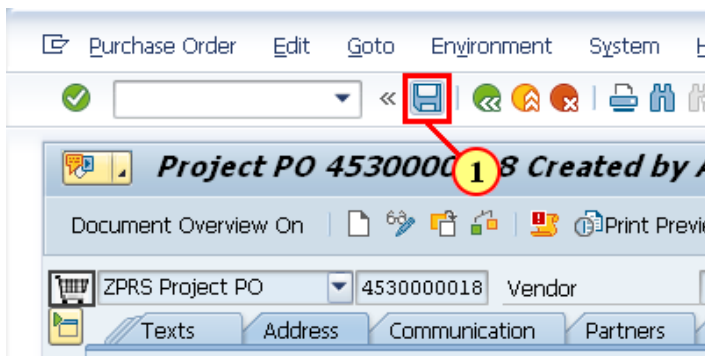
Messages – No critical messages found. The PO can be saved



(1) Click on **Continue** .

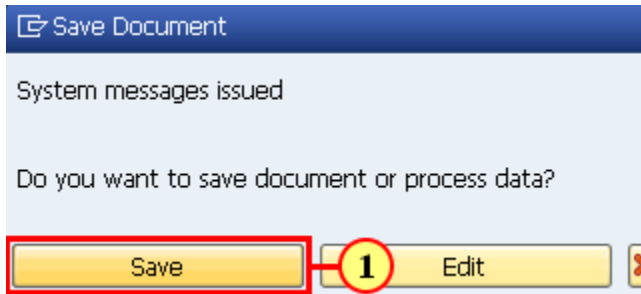
17.4. Save PO

Project PO 4530000018 – Save PO



(1) Click on .

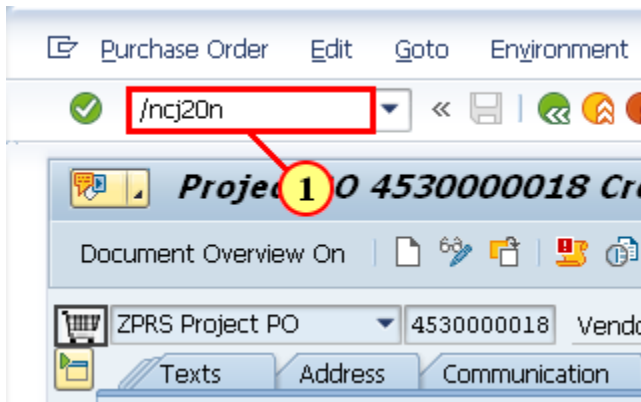
Save Document



(1) Click on .

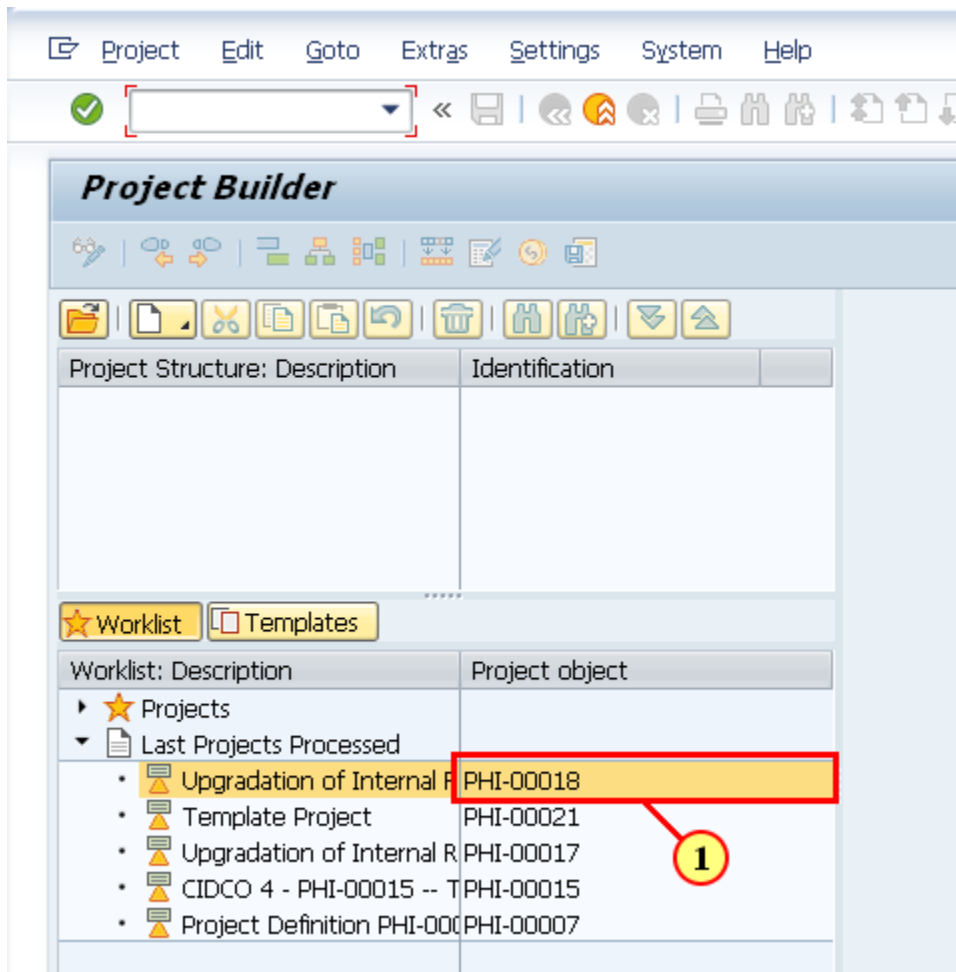
17.5. Open Project in Project Builder – Tcode cJ20N

Navigate to Project Builder- Tcode CJ20N. Since we are not on main menu screen we need to pre-fix with /n. So, enter /nCJ20N



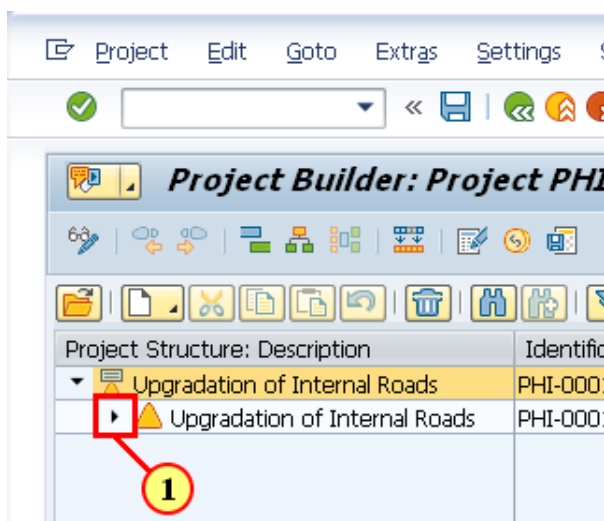
(1) The field is filled out.

Project Builder – Open the project



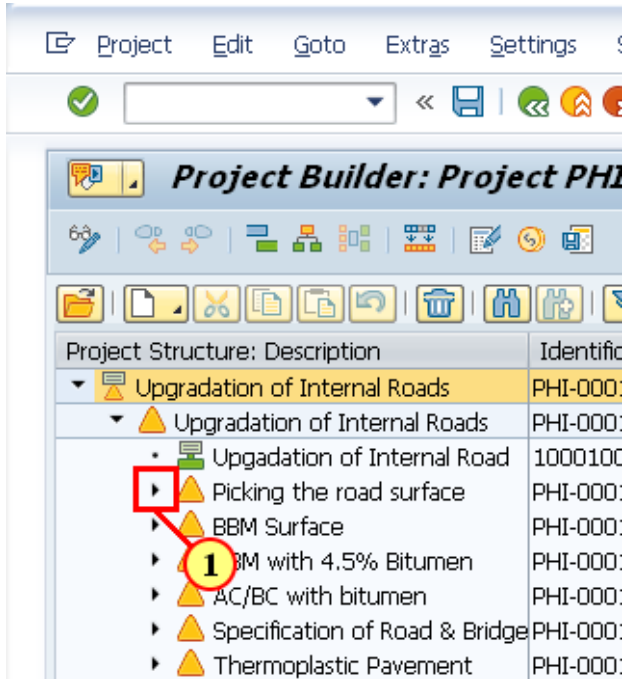
(1) PHI-00018 is double-clicked.

Expand Project PHI-00018

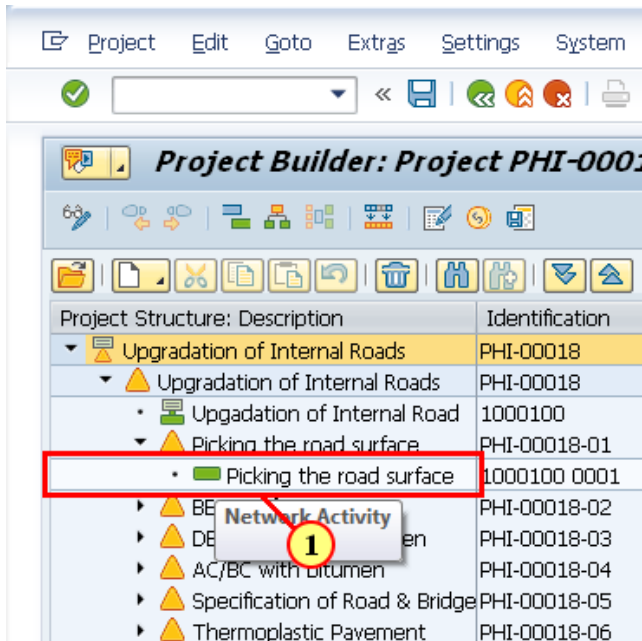


(1) Click on **Upgradation of Internal Roads** .

Select service activities in Project PHI-00018



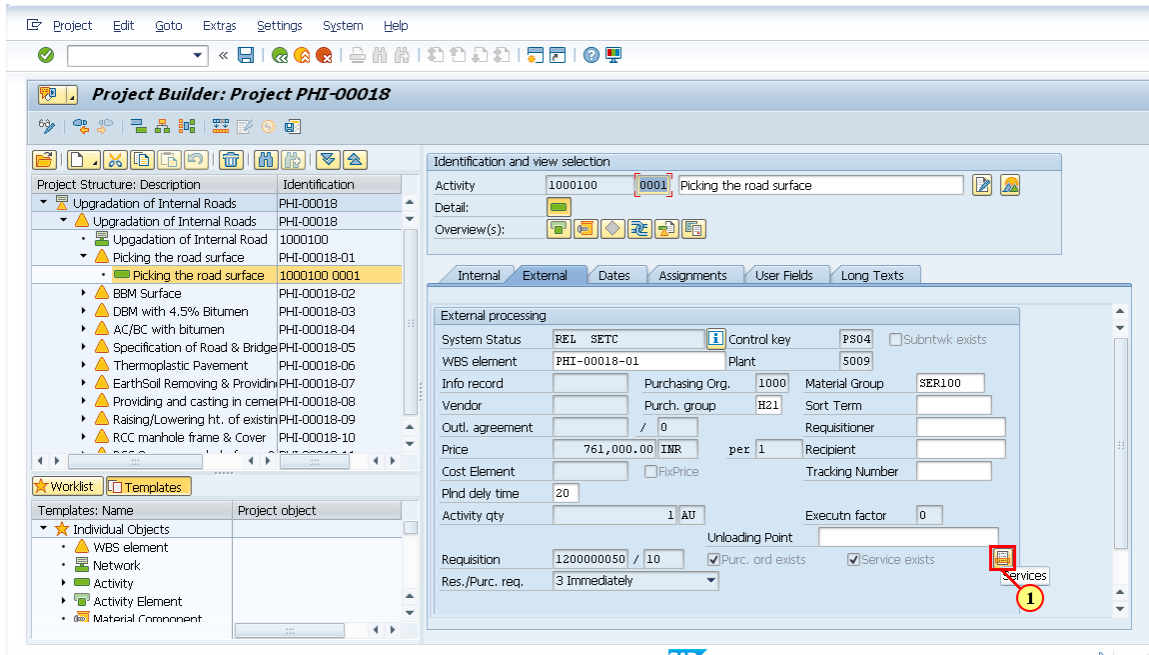
(1) Click on **Picking the road surface** .



(1) Click on **Picking the road surface** .

17.6. Edit Service Activity

Open the Service activity



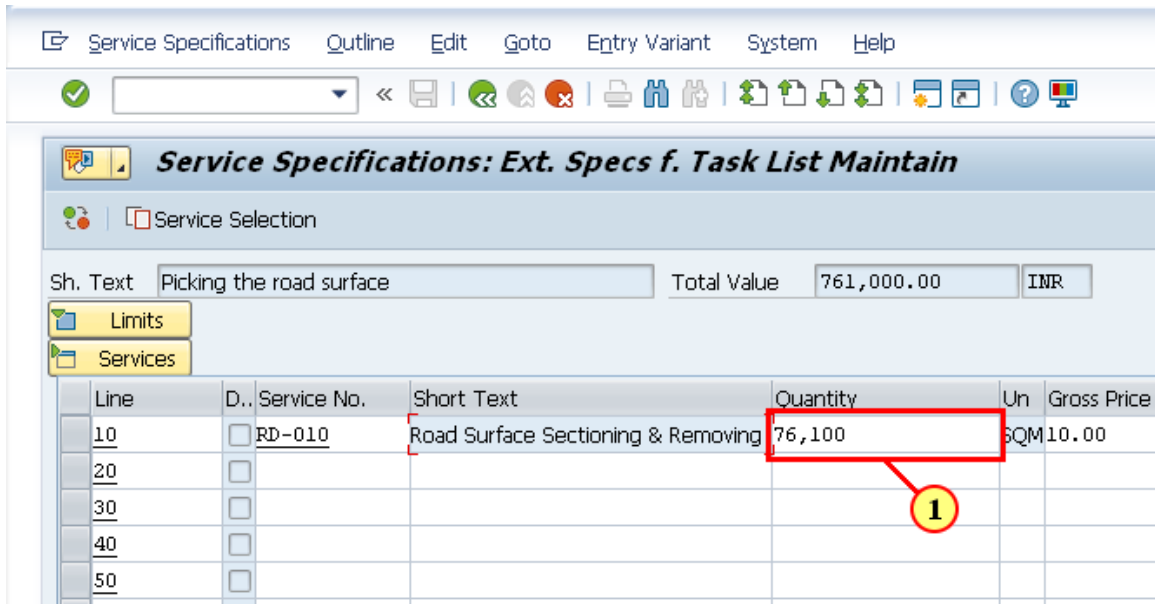
(1) Click on .

Information -- Click Ok in the Information popup and proceed ahead



(1) Click on **Continue** .

Change the quantity in the screen Service Specifications: Ext. Specs f. Task List Maintain – Change this quantity as required – like the change made in PO



Service Specifications: Ext. Specs f. Task List Maintain

Service Selection

Sh. Text: Picking the road surface Total Value: 761,000.00 INR

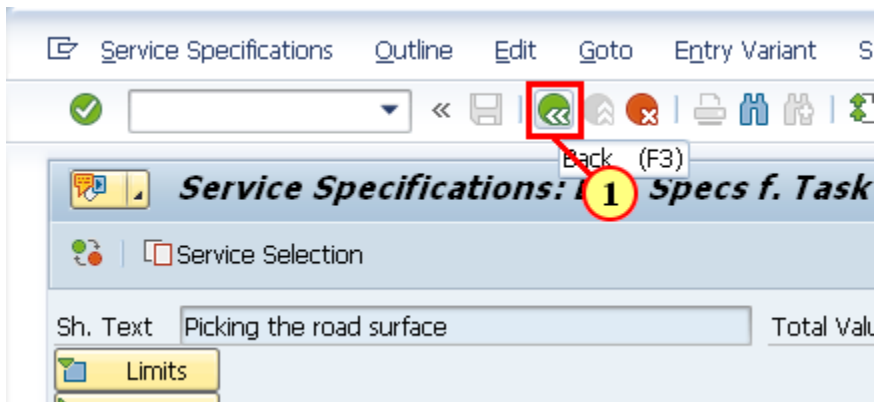
Limits

Services

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price
10	☐	RD-010	Road Surface Sectioning & Removing	76,100	SQM	10.00
20	☐					
30	☐					
40	☐					
50	☐					

(1) Click on 76,100.

Go Back – open another service quantity and make changes to quantity. Make the changes same as what were done in PO



Service Specifications: Ext. Specs f. Task List Maintain

Service Selection

Sh. Text: Picking the road surface Total Value: 761,000.00 INR

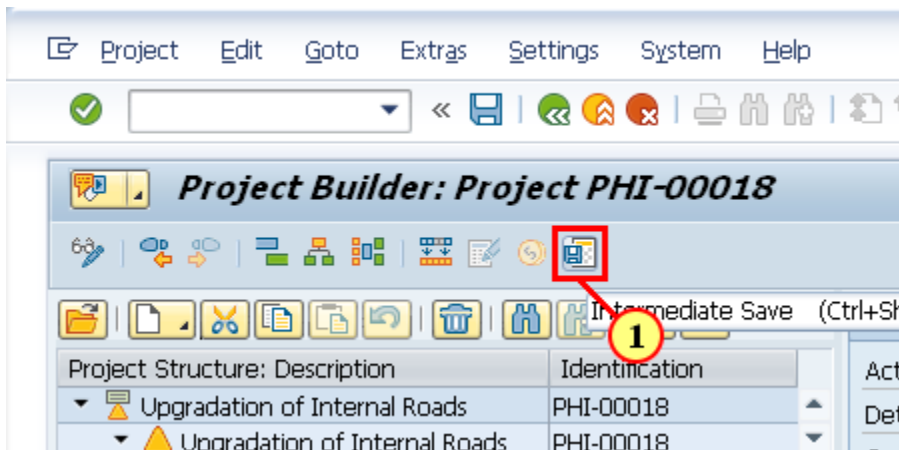
Limits

Services

Back (F3)

(1) Click on .

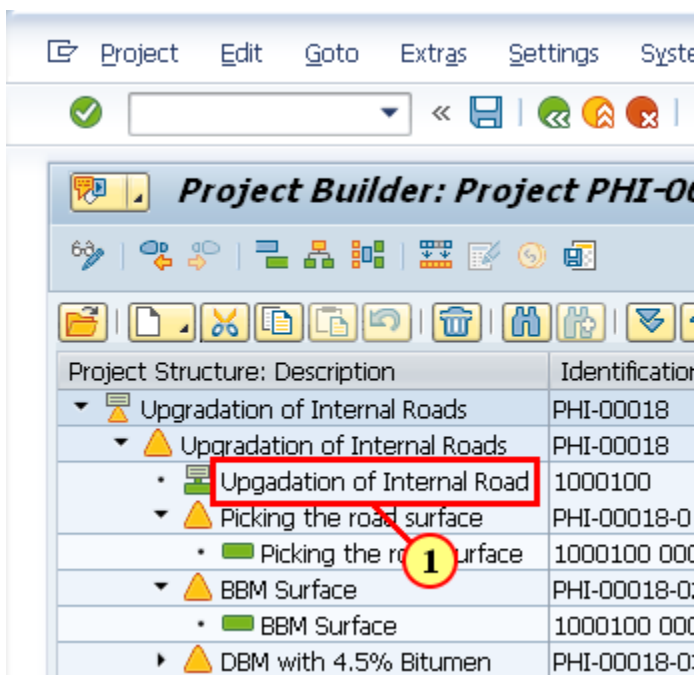
After changing all the required services for their quantities, click on Intermediate Save



(1) Click on **Intermediate Save** .

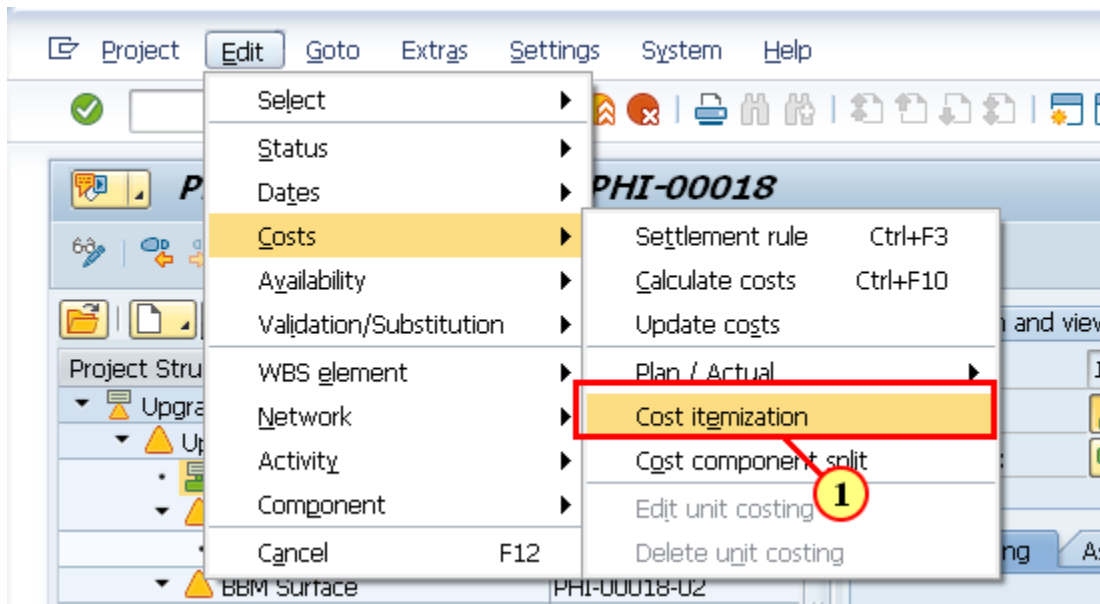
17.7. Check Cost for the project

Check the changed cost – Click on Network of Project PHI-00018



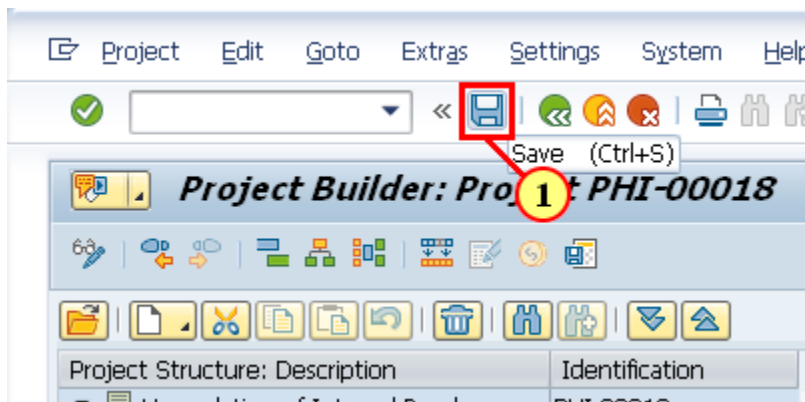
(1) Click on **Upgradation of Internal Road**.

Edit → Costs → Cost Itemization – You can see individual service costs and total cost. It will be as per changed quantities



(1) Clicking on the **Cost itemization** menu item executes it.

Go back and save the project in Project Builder: Project PHI-00018

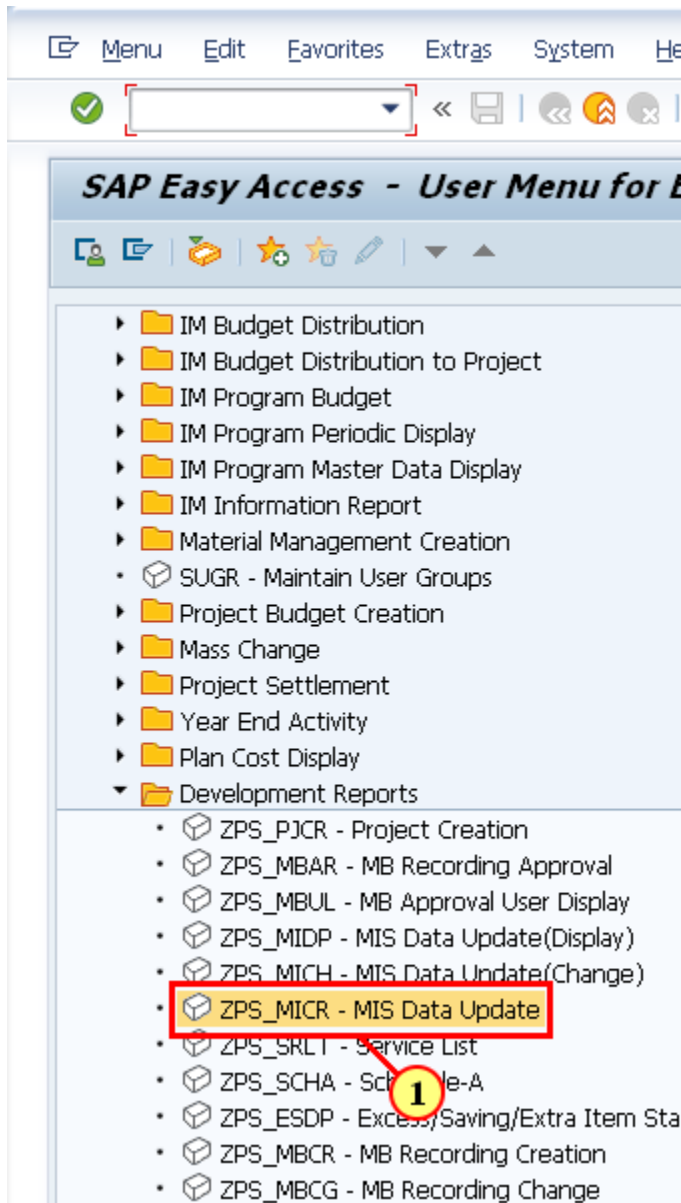


(1) Click on .

18. Extension of Time

18.1. Tcode ZPS_MICR - Create MIS data -- User Menu for EE(KHR-II)

Login with EE profile



(1) **ZPS_MICR - MIS Data Update** is double-clicked.

MIS Data Update – Select Project Definition and start entering the fields.

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last
Actual Start Date of Works on site	10.04.2017	Requirement
Actual Start Works of Financial Year		Responsibilit
Completion Date Actual(Targeted)		Date of First
No. of EOT Sanctioned as on Date		Status of FF
Date of Extension for which Administrative Approval is Obtained		Date of Last

(1) Clicking on the entry **10.04.2017** selects it.

Enter Actual Start Works of Financial Year

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of L.
Actual Start Date of Works on site	20.04.2017	Requirem
Actual Start Works of Financial Year	2017	Responsib
Completion Date Actual(Targeted)		Date of Fi
No. of EOT Sanctioned as on Date		Status of
Date of Extension for which Administrative Approval is Obtained		Date of L.
Is Any EOT Envisaged in next Three Months		Requirem

(1) The **Actual Start Works of Financial Year** field is cleared.

Enter the fields as shown in the screen below. Enter data relevant for your project

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of
Actual Start Date of Works on site	20.04.2017	Requirement
Actual Start Works of Financial Year	2017	Responsibility
Completion Date Actual(Targeted)	03.03.2018	Date of First
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last
Is Any EOT Envisaged in next Three Months		Requirement
Is Any Cost Overrun Envisaged in next Three Months		Responsibility
Revised Contract Amount as on date (In Rs. Crore)	1	Date of First
Requirement of Environment Clearance(EC)		Status of RP
Responsibility of EC		Date of Last

System Help

MIS Data Update

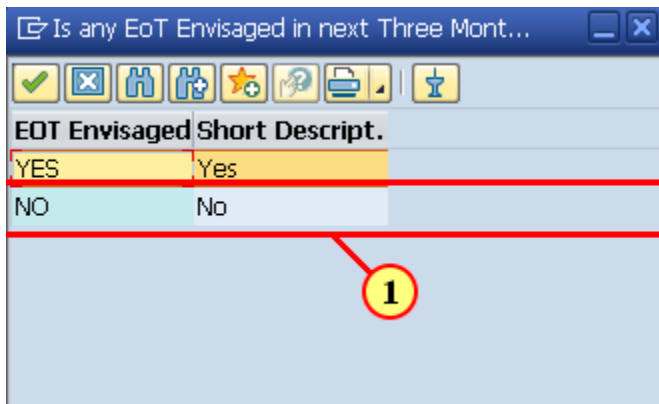
MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last
Actual Start Date of Works on site	20.04.2017	Requirement
Actual Start Works of Financial Year	2017	Responsibility
Completion Date Actual(Targeted)	03.03.2018	Date of First
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last
Is Any EOT Envisaged in next Three Months		Requirement
Is Any Cost Overrun Envisaged in next Three Months		Responsibility
Revised Contract Amount as on date (In Rs. Crore)	1	Date of First
Requirement of Environment Clearance(EC)		Status of RP
Responsibility of EC		Date of Last

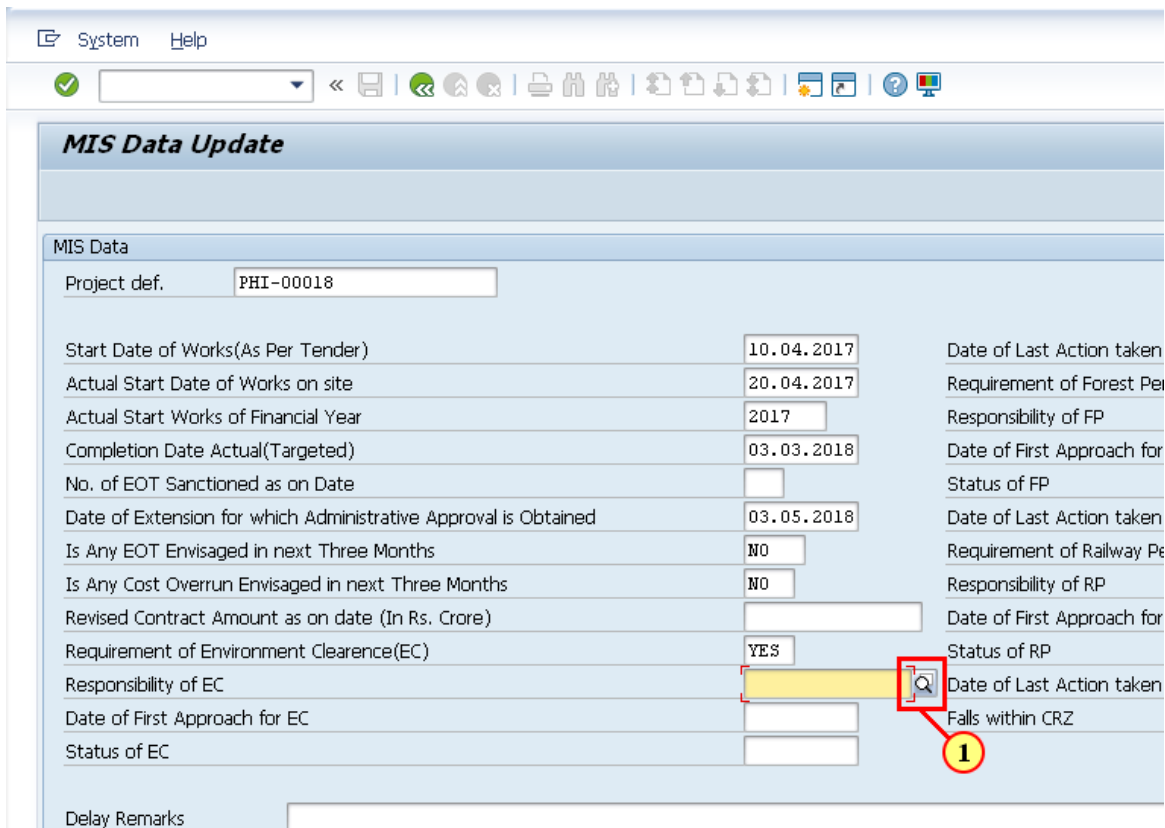
(1) Click on .

Is any EoT Envisaged in next Three Months – Select Yes/No



EOT Envisaged Short Descript.	
YES	Yes
NO	No

(1)   is double-clicked.



MIS Data Update

MIS Data

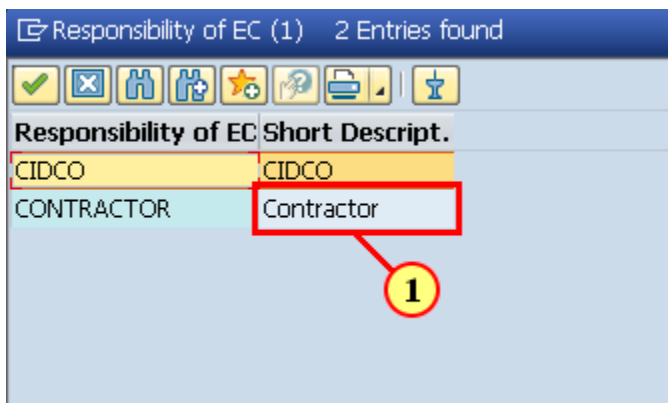
Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Per
Actual Start Works of Financial Year	2017	Responsibility of FP
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Pe
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for
Requirement of Environment Clearence(EC)	YES	Status of RP
Responsibility of EC		Date of Last Action taken
Date of First Approach for EC		Falls within CRZ
Status of EC		

Delay Remarks

(1) Click on .

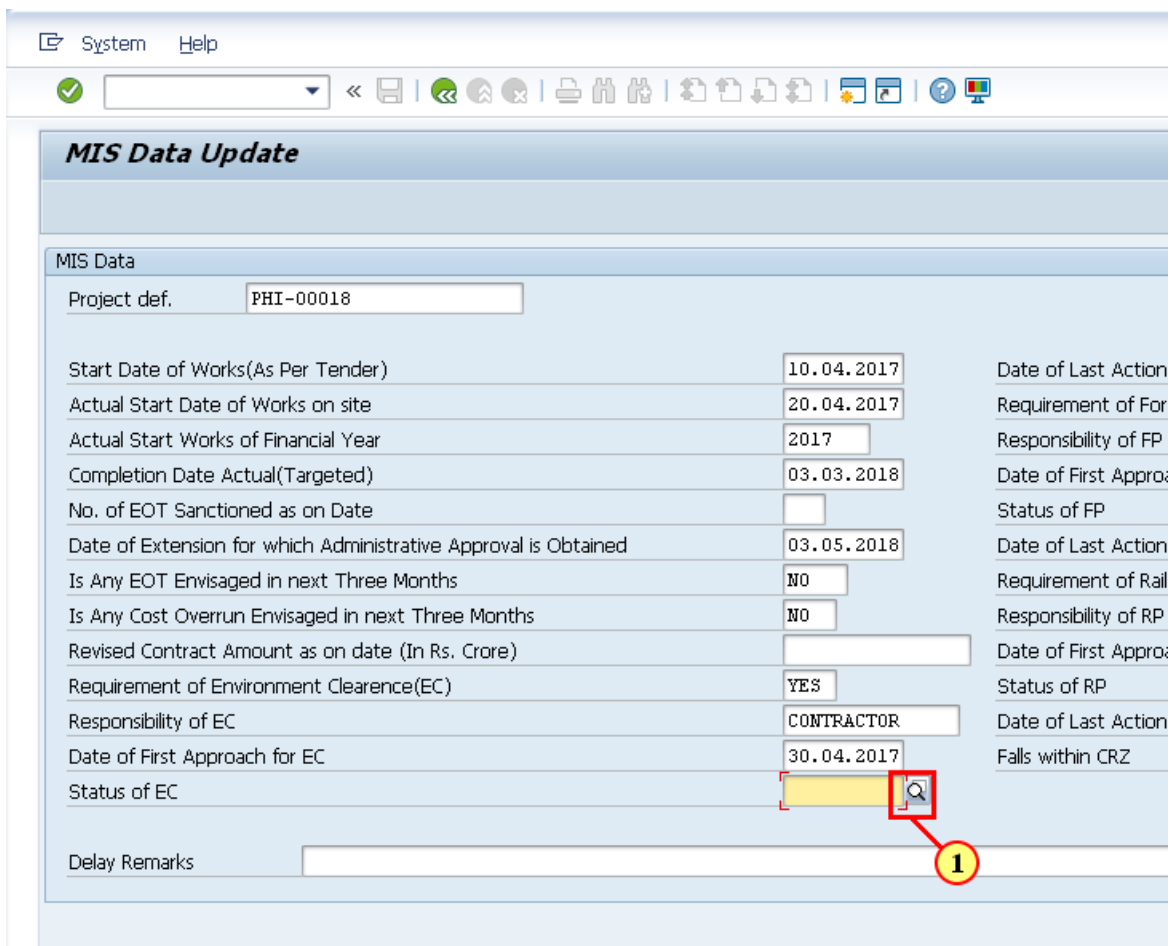
Responsibility of EC (1) - Select appropriate entry



Responsibility of EC	Short Descript.
CIDCO	CIDCO
CONTRACTOR	Contractor

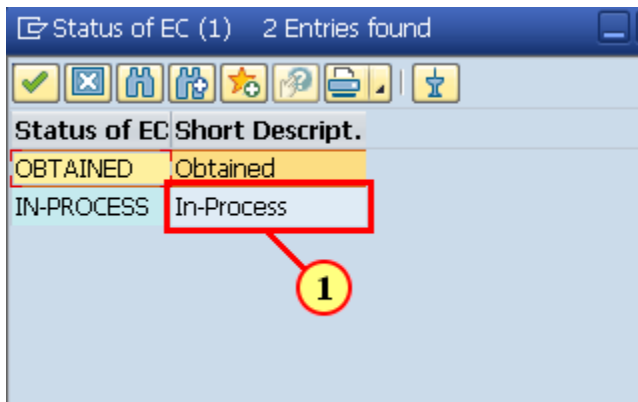
(1) Contractor is double-clicked.

Select Status of EC

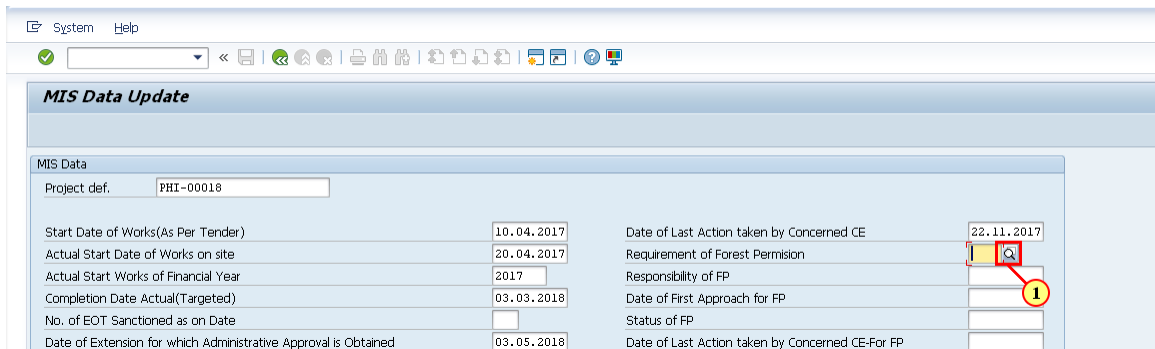


MIS Data		
Project def.	PHI-00018	
Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action
Actual Start Date of Works on site	20.04.2017	Requirement of For
Actual Start Works of Financial Year	2017	Responsibility of FP
Completion Date Actual(Targeted)	03.03.2018	Date of First Appro
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action
Is Any EOT Envisaged in next Three Months	NO	Requirement of Rail
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP
Revised Contract Amount as on date (In Rs. Crore)		Date of First Appro
Requirement of Environment Clearance(EC)	YES	Status of RP
Responsibility of EC	CONTRACTOR	Date of Last Action
Date of First Approach for EC	30.04.2017	Falls within CRZ
Status of EC		
Delay Remarks		

(1) Click on .

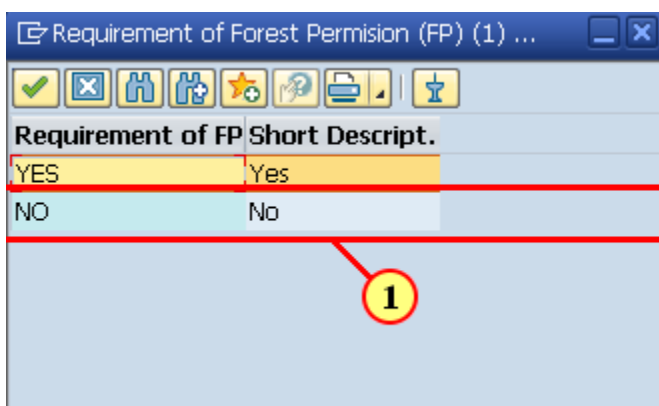


(1) In-Process is double-clicked.



(1) Click on .

Requirement of Forest Permission (FP) (1) - Select Yes/No



(1) NO No is double-clicked.

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	

(1) Click on .

Requirement of Railway Permission (RP) (1) - Select Yes/No

Requirement of Railway Permission (RP) (1...)

_LOW Short Descript.

YES	Yes
NO	No

1

(1) NO No is double-clicked.

MIS Data Update – Select entry for field “Falls within CRZ”

System Help

MIS Data Update

MIS Data

Project def: PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	NO
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	
Status of EC	IN-PROCESS		

Delay Remarks

Update

(1) Click on .

Falls within CRZ (1) - Select Yes/No

Falls within CRZ (1) 2 Entries found

Falls within CRZ	Short Descript.
YES	Yes
NO	No

1

(1) NO No is double-clicked.

Enter Delay remarks

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	
Status of EC	IN-PROCESS		

Delay Remarks Delay in Environment Clearance

1

Click Update button

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	NO
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	NO
Status of EC	IN-PROCESS		

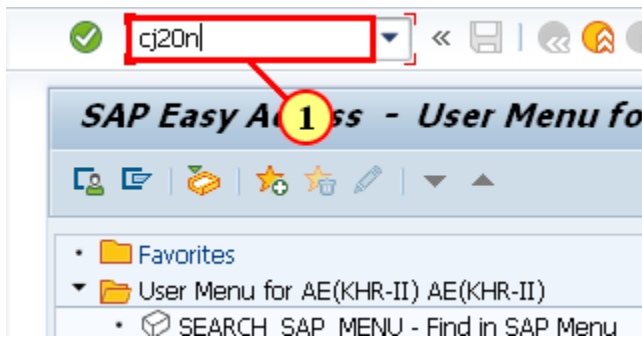
Delay Remarks Delay in Environment Clearance

Update

1

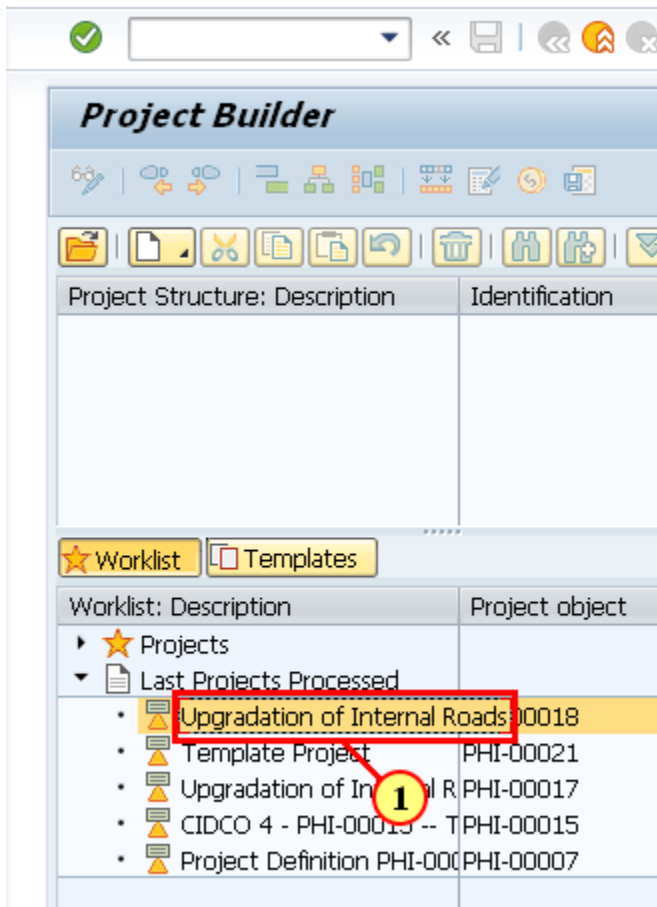
(1) Click on **Update**.

18.2. Open Project in Project Builder -- Tcode CJ20N - User Menu for AE(KHR-II)



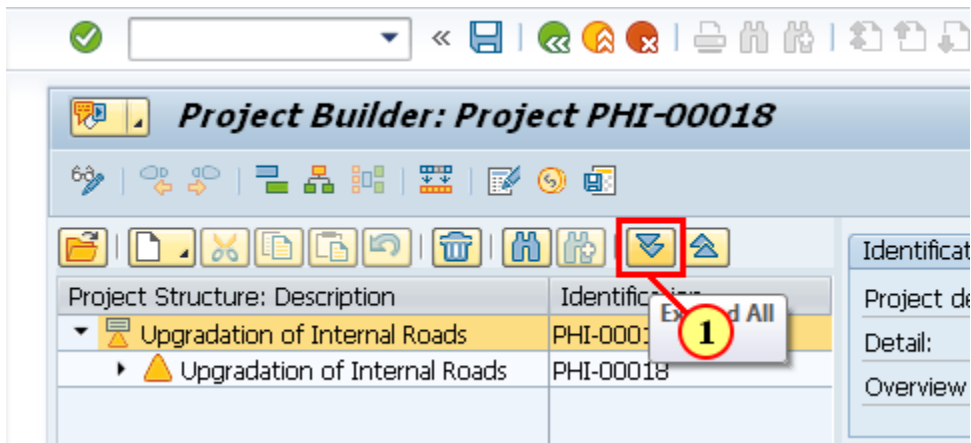
(1) The field is filled out.

Open the project in Project Builder



(1) Upgradation of Internal Roads is double-clicked.

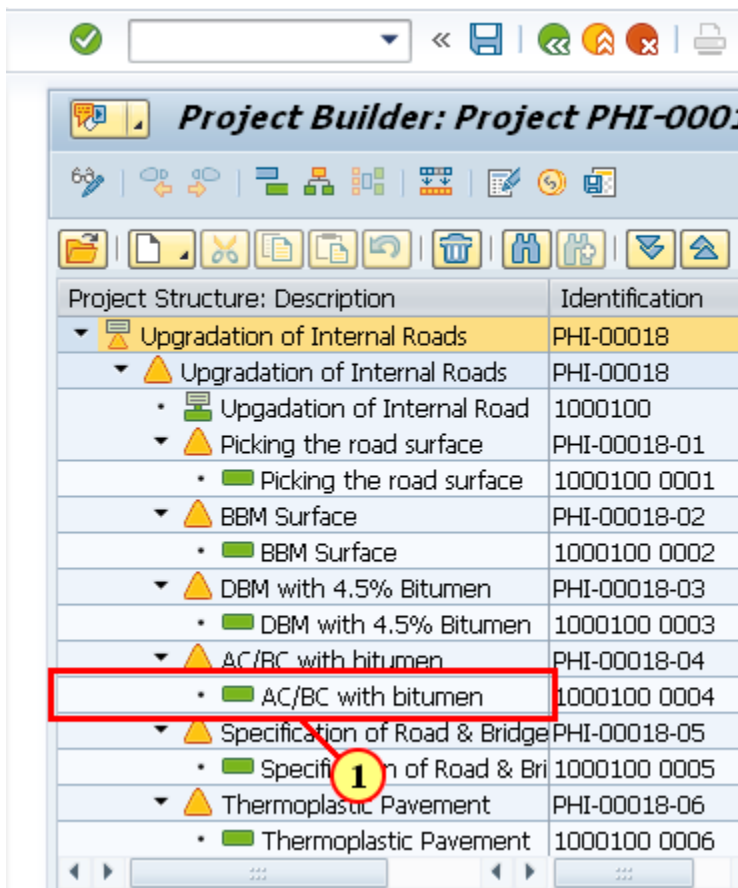
Expand Project PHI-00018



(1) Click on .

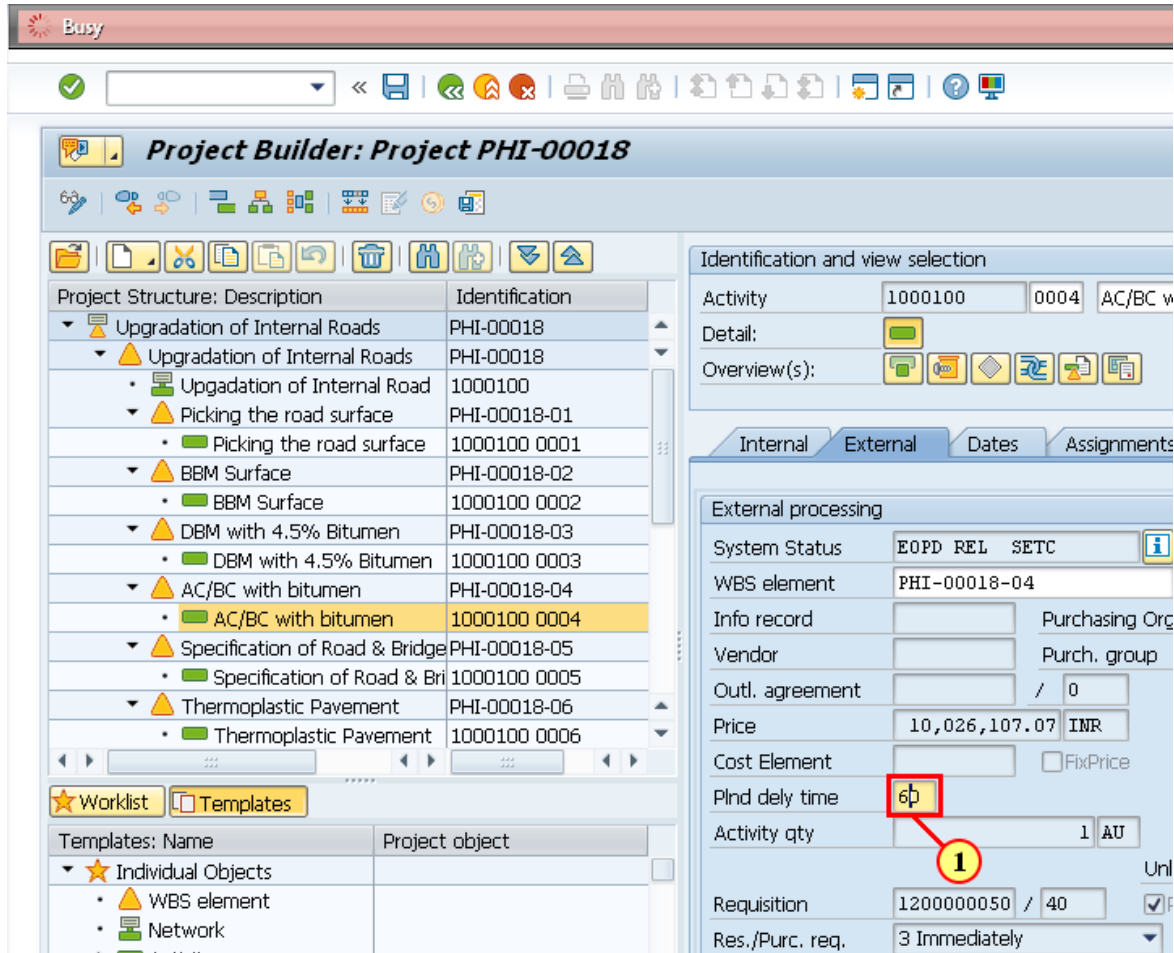
18.3. Change Duration of the Service Activity

Select Service activity where duration is to be increased



(1) Click on • AC/BC with bitumen

Enter the new duration in days in field “Plnd dely time”



Project Builder: Project PHI-00018

Project Structure: Description

Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5% Bitumen	PHI-00018-03
DBM with 4.5% Bitumen	1000100 0003
AC/BC with bitumen	PHI-00018-04
AC/BC with bitumen	1000100 0004
Specification of Road & Bridge	PHI-00018-05
Specification of Road & Bridge	1000100 0005
Thermoplastic Pavement	PHI-00018-06
Thermoplastic Pavement	1000100 0006

Identification and view selection

Activity: 1000100 0004 AC/BC w

Detail: • AC/BC with bitumen

Overview(s): • AC/BC with bitumen

External processing

System Status: EOPD REL SETC

WBS element: PHI-00018-04

Info record: Purchasing Org

Vendor: Purch. group

Outl. agreement: / 0

Price: 10,026,107.07 INR

Cost Element: ☐ FixPrice

Plnd dely time: 6p 1

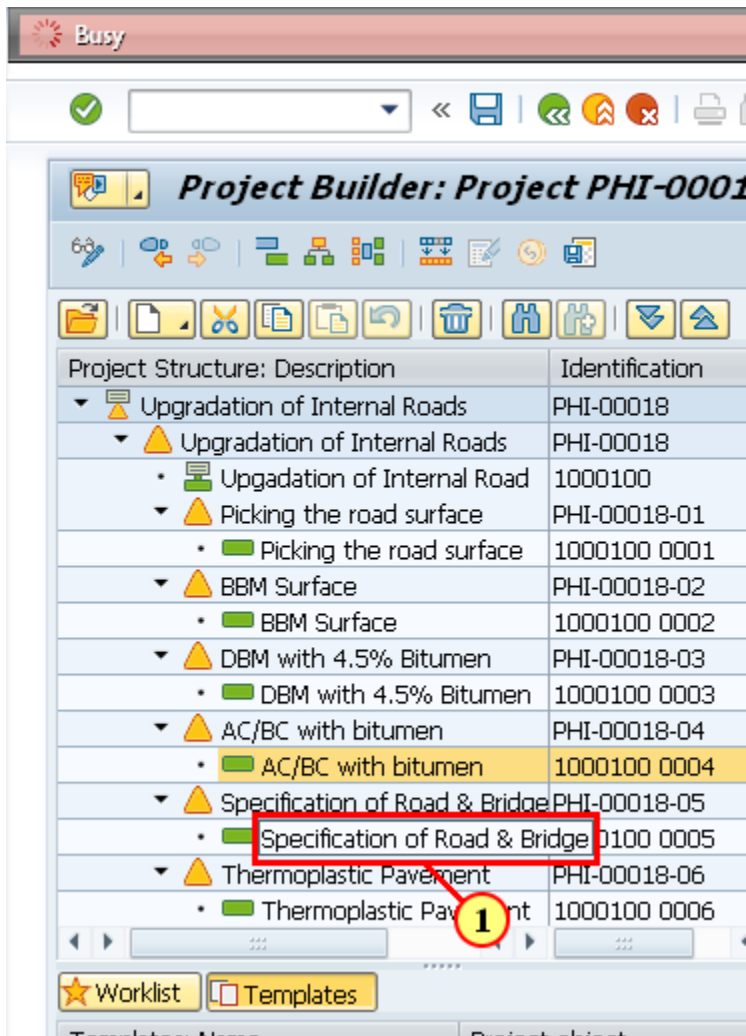
Activity qty: 1 AU

Requisition: 1200000050 / 40 ☒

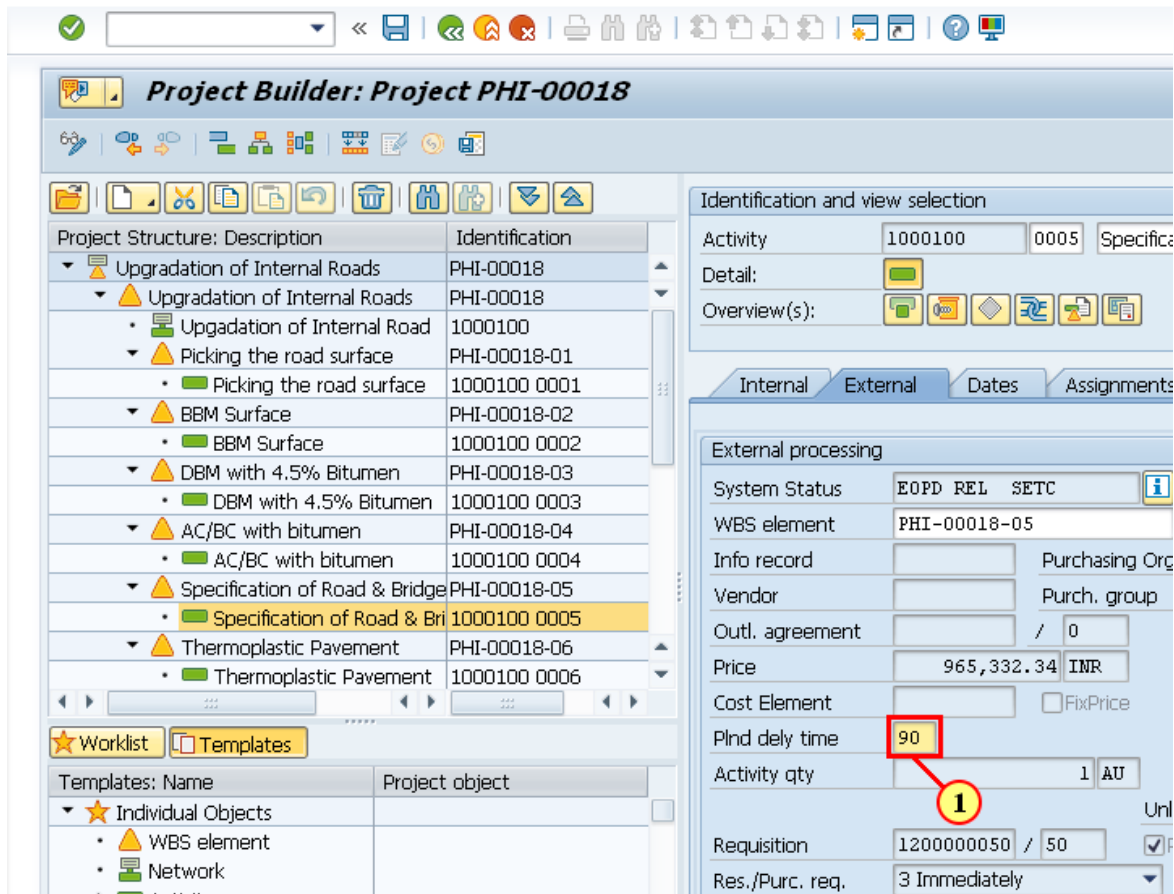
Res./Purc. req.: 3 Immediately

(1) The **Plnd dely time** field is cleared.

Similarly select all other activities and enter the changed/extended duration



(1) Click on Specification of Road & Bridge.



Project Builder: Project PHI-00018

Project Structure: Description | Identification

- Upgradation of Internal Roads | PHI-00018
 - Upgradation of Internal Roads | PHI-00018
 - Upgradation of Internal Road | 1000100
 - Picking the road surface | PHI-00018-01
 - Picking the road surface | 1000100 0001
 - BBM Surface | PHI-00018-02
 - BBM Surface | 1000100 0002
 - DBM with 4.5% Bitumen | PHI-00018-03
 - DBM with 4.5% Bitumen | 1000100 0003
 - AC/BC with bitumen | PHI-00018-04
 - AC/BC with bitumen | 1000100 0004
 - Specification of Road & Bridge | PHI-00018-05
 - Specification of Road & Bridge | 1000100 0005
 - Thermoplastic Pavement | PHI-00018-06
 - Thermoplastic Pavement | 1000100 0006

Worklist | Templates

Templates: Name | Project object

- Individual Objects
 - WBS element
 - Network

Identification and view selection

Activity: 1000100 0005 Specific

Detail: 

Overview(s):      

Internal | External | Dates | Assignments

External processing

System Status: EOPD REL SETC 

WBS element: PHI-00018-05

Info record:  Purchasing Org: 

Vendor:  Purch. group: 

Outl. agreement:  / 0

Price: 965,332.34 INR

Cost Element:  ☐ FixPrice

Plnd dely time: 90   1 AU

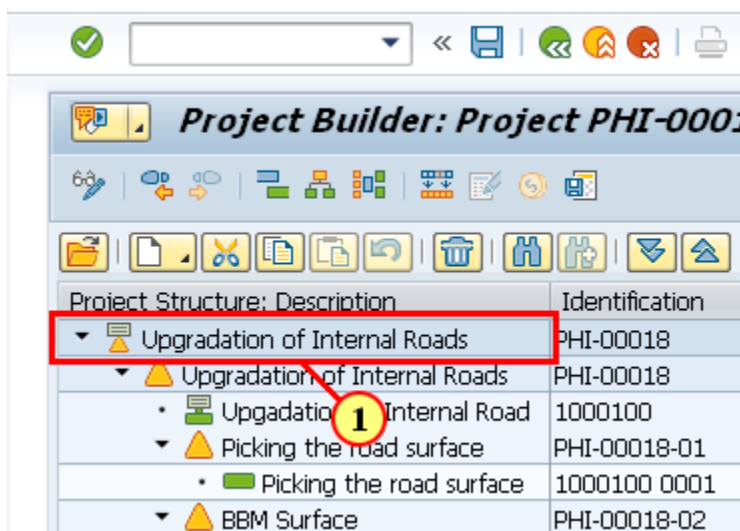
Activity qty:  1 AU

Requisition: 1200000050 / 50 ☒

Res./Purc. req.: 3 Immediately

(1) The **Plnd dely time** field is cleared.

Select Project Definition in Project Builder: Project PHI-00018



Project Builder: Project PHI-00018

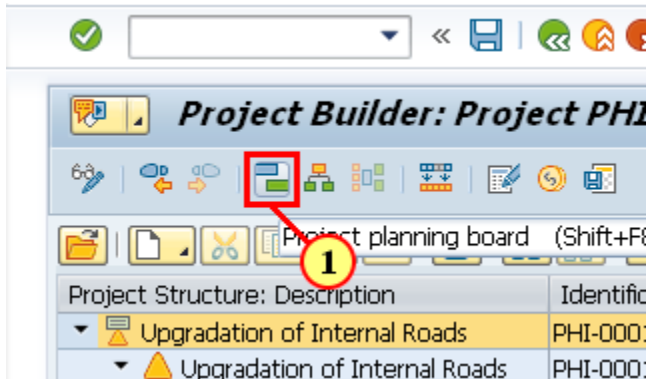
Project Structure: Description | Identification

- Upgradation of Internal Roads | PHI-00018
 - Upgradation of Internal Roads | PHI-00018
 - Upgradation of Internal Road | 1000100
 - Picking the road surface | PHI-00018-01
 - Picking the road surface | 1000100 0001
 - BBM Surface | PHI-00018-02

(1) Click on  Upgradation of Internal Roads

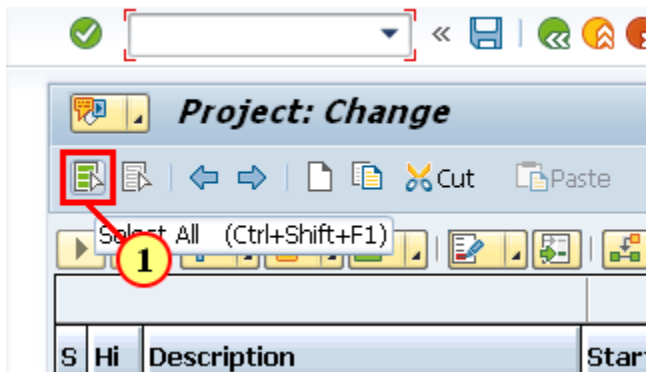
18.4. Open Project Planning Board for scheduling

Click on Project Planning Board window



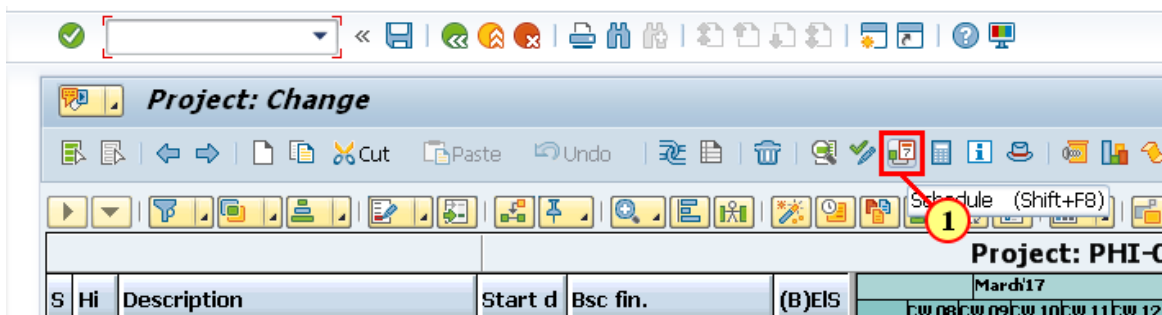
(1) Click on **Project planning board** .

Click Select All button



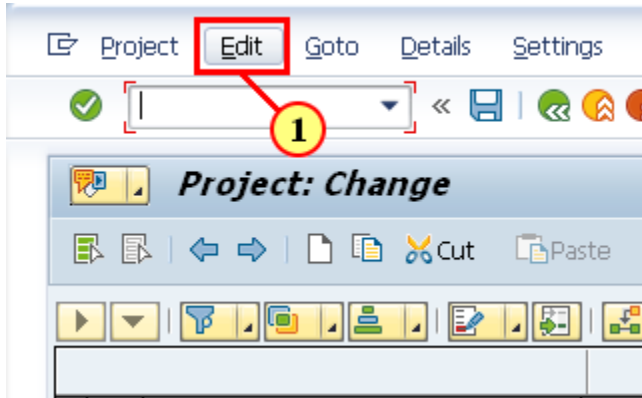
(1) Click on **Select All** .

Click on Schedule button



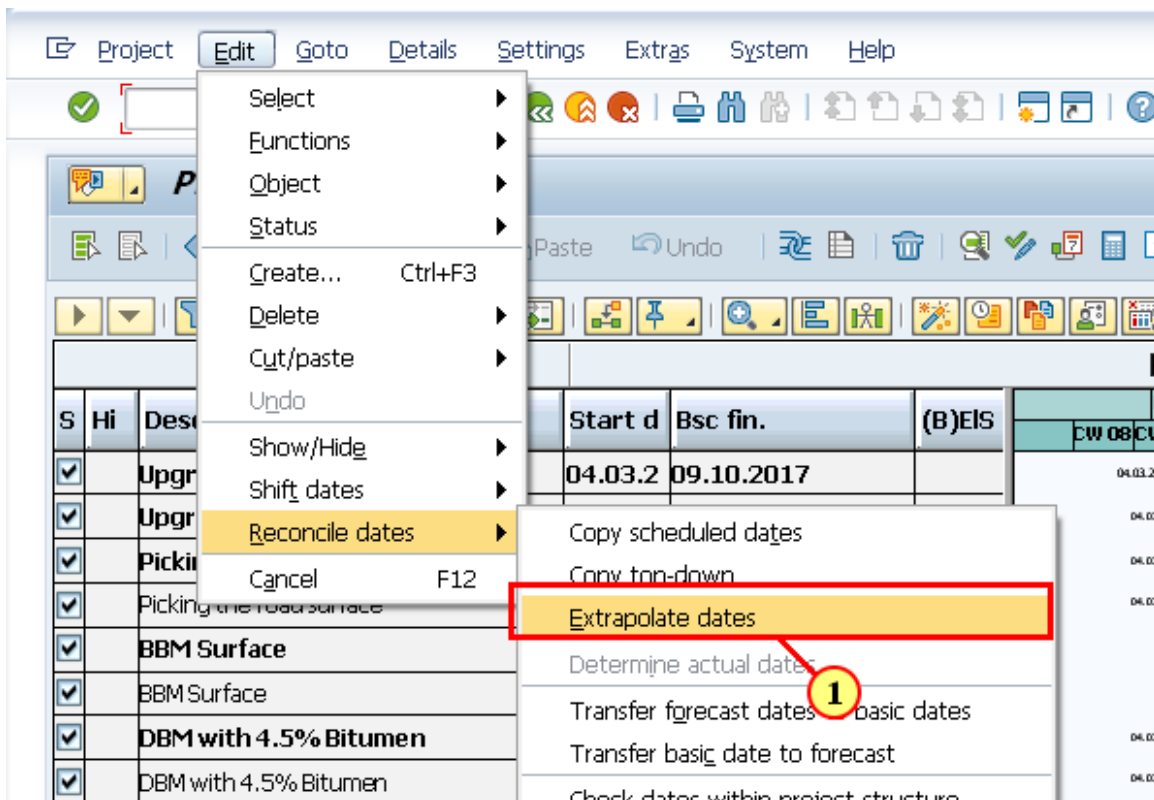
(1) Click on **Schedule** .

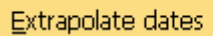
Click Edit menu



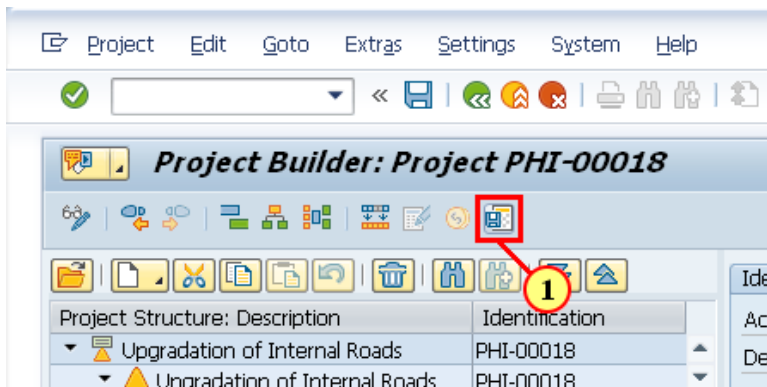
(1) Clicking on the **Edit**  menu item executes it.

Reconcile Dates → Extrapolate dates. Then go back to Project Builder



(1) Clicking on the **Extrapolate dates**  menu item executes it.

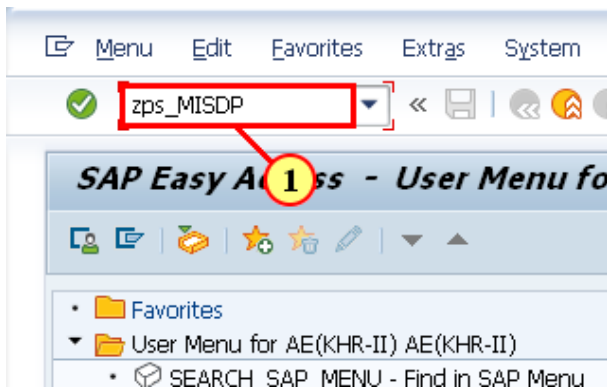
Click Intermediate Save for Project PHI-00018



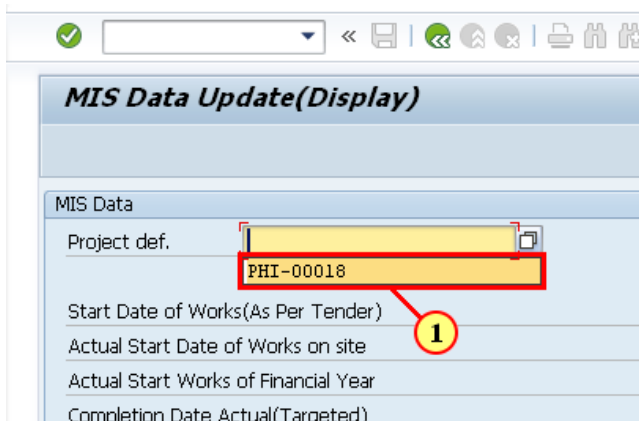
(1) Click on **Intermediate Save** .

18.5. Tcode ZPS_MISDP

Tcode ZPS_MISDP. If you are not in main menu screen, then pre-fix with /n. So, enter Tcode /nZPS_MIDP



(1) The field is filled out.
Select Project Definition for MIS Data Update(Display)



(1) Clicking on the entry **PHI-00018** **PHI-00018** selects it.

Click Enter and data is displayed

MIS Data	
Project def.	PHI-00018
Start Date of Works(As Per Tender)	10.04.2017
Actual Start Date of Works on site	20.04.2017
Actual Start Works of Financial Year	2017
Completion Date Actual(Targeted)	03.03.2018
No. of EOT Sanctioned as on Date	
Date of Extension for which Administrative Approval is Obtained	03.05.2018
Is Any EOT Envisaged in next Three Months	NO
Is Any Cost Overrun Envisaged in next Three Months	NO
Revised Contract Amount as on date (In Rs. Crore)	0.00
Requirement of Environment Clearance(EC)	YES
Responsibility of EC	CONTRACTOR
Date of First Approach for EC	30.04.2017
Status of EC	IN-PROCESS
Date of Last Action taken by Concerned CE	22.11.2017
Requirement of Forest Permission	NO
Responsibility of FP	
Date of First Approach for FP	
Status of FP	
Date of Last Action taken by Concerned CE-For FP	
Requirement of Railway Permission	NO
Responsibility of RP	
Date of First Approach for RP	
Status of RP	
Date of Last Action taken by Concerned CE-For RP	
Falls within CRZ	NO
Delay Remarks	DELAY IN ENVIRONMENT CLEARANCE

Enter is now pressed.

Go back

MIS Data Update(Display) B1 1 (F3)

MIS Data

Project def. PHI-00018

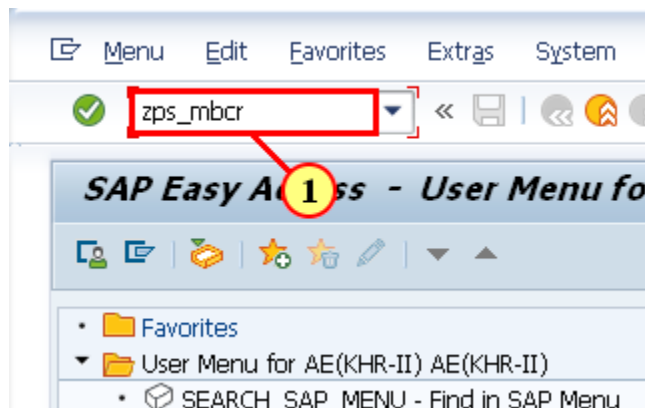
(1) Click on

19. RA Bill - 1

19.1. Tcode ZPS_MBCR - Create first RA bill for the project

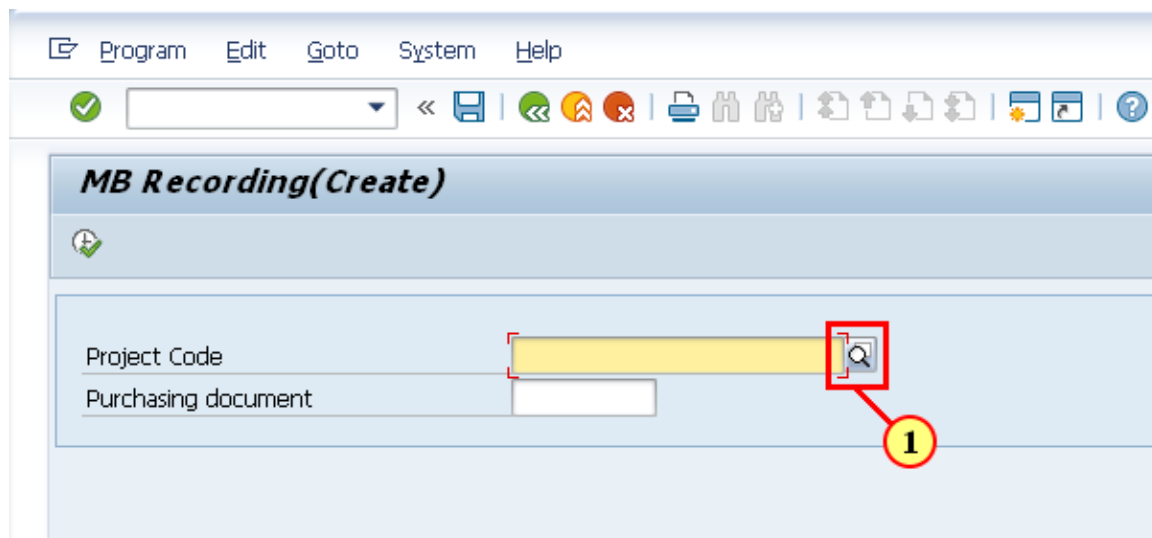
There are 3 pre-requisites for creating MB/RA Bill for the project

1. PO for project must be approved
2. BG for the Vendor must be valid (i.e. not expired) and entered in the PO
3. MB Approval List must be maintained

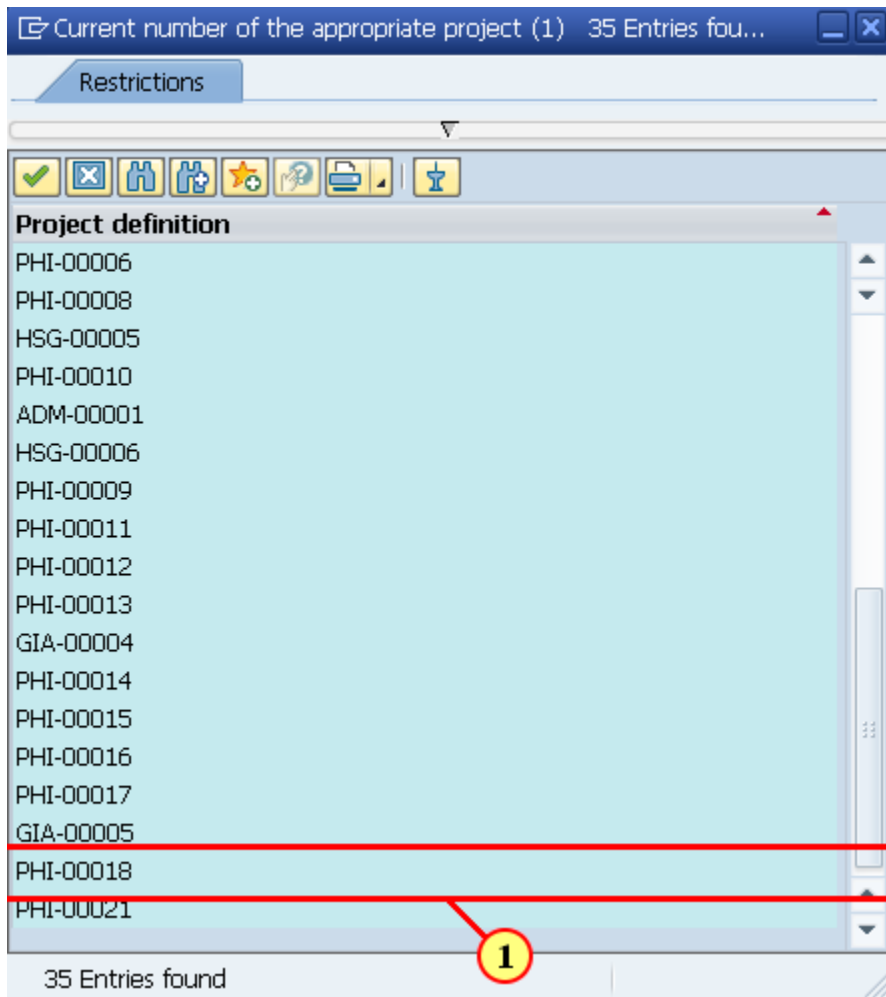


(1) The field is filled out.

MB Recording(Create) – Select Project Code

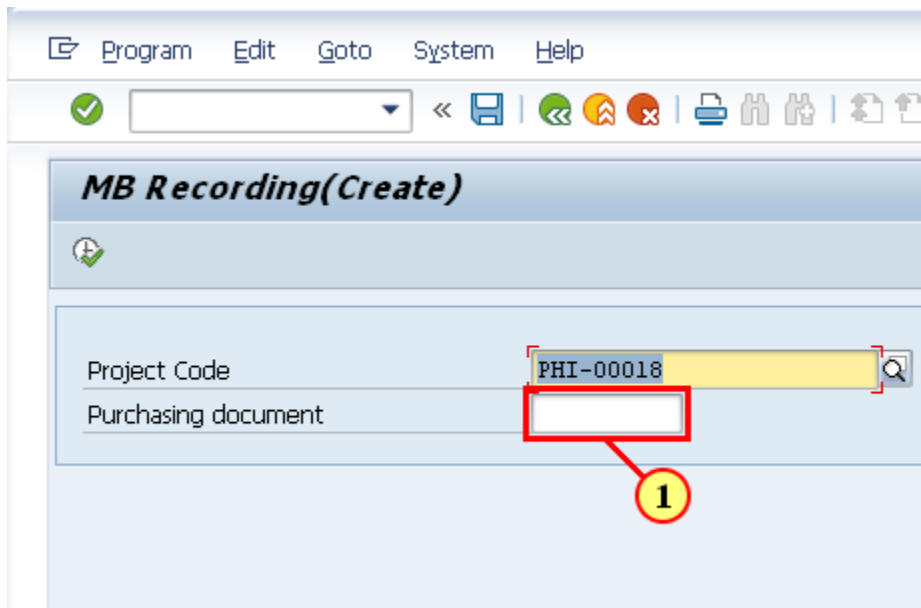


(1) Click on .



(1)  is double-clicked.

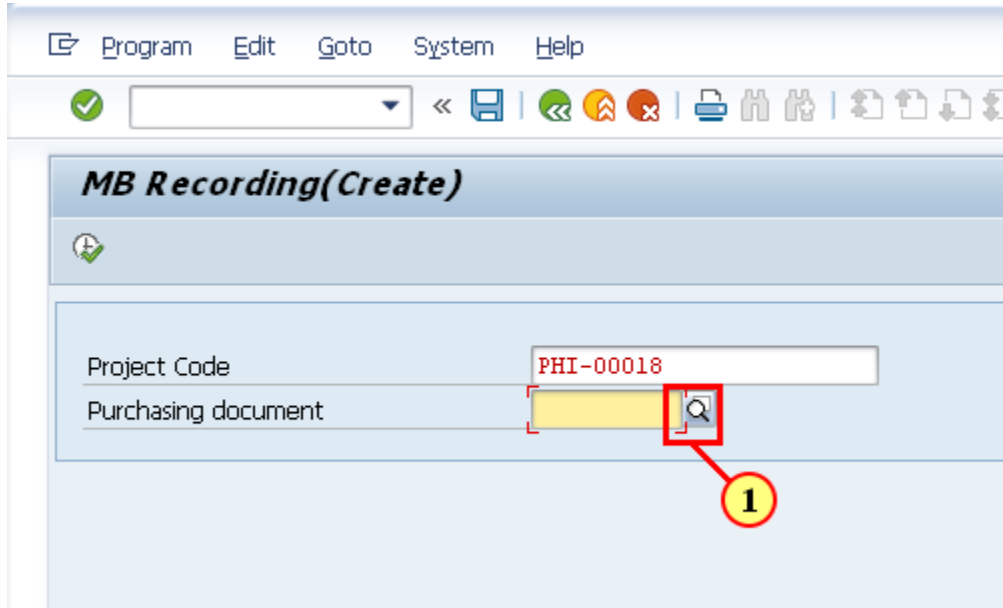
MB Recording(Create) - Enter PO number for this project



The screenshot shows the SAP MB Recording(Create) form. The menu bar includes Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons. The form has a title bar "MB Recording(Create)" and a status bar. The main area contains two input fields: "Project Code" with the value "PHI-00018" and "Purchasing document" which is empty. A red box highlights the "Purchasing document" field, and a yellow circle with the number "1" points to it.

(1) Clicking in the input field **Purchasing document** activates it.

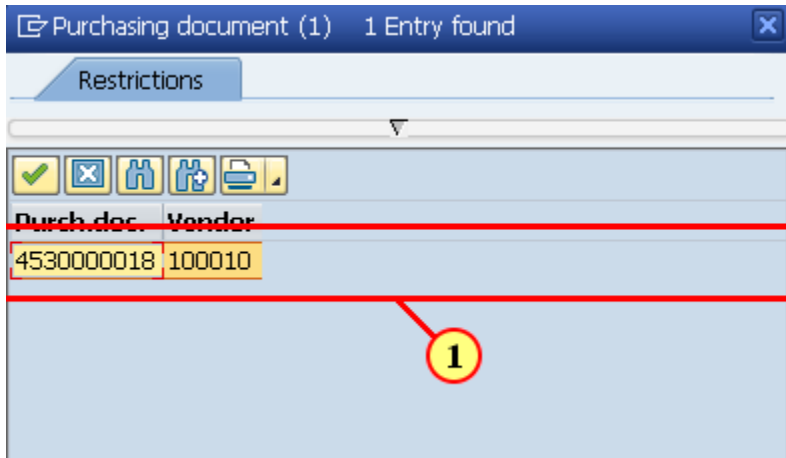
MB Recording(Create)



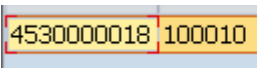
The screenshot shows the SAP MB Recording(Create) form. The menu bar includes Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons. The form has a title bar "MB Recording(Create)" and a status bar. The main area contains two input fields: "Project Code" with the value "PHI-00018" and "Purchasing document" which is empty. A red box highlights the "Purchasing document" field, and a yellow circle with the number "1" points to it.

(1) Click on .

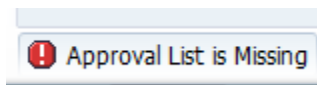
Purchasing document (1) - Select the required PO



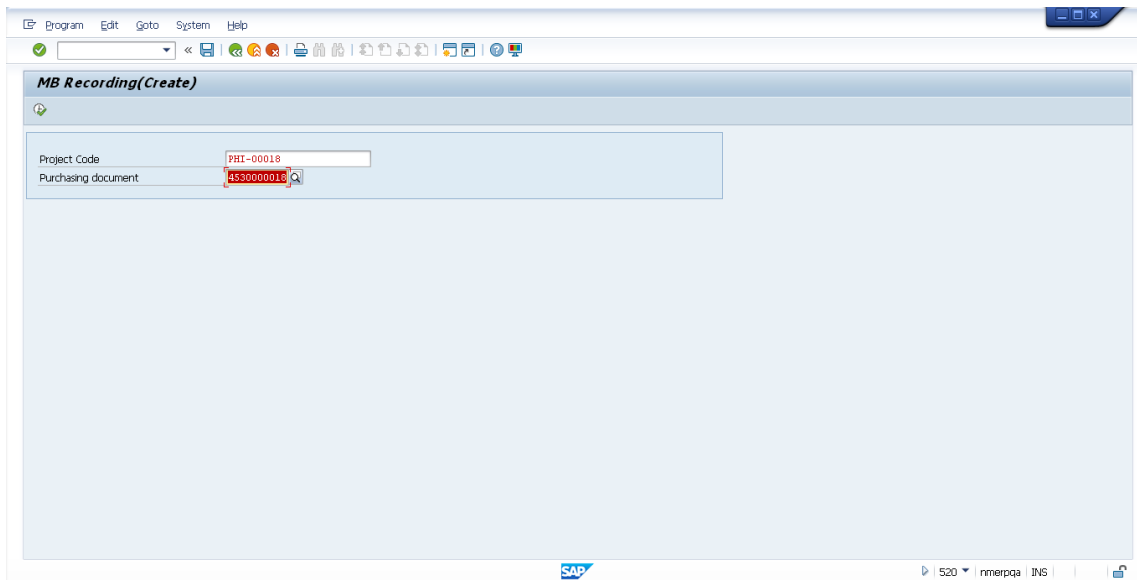
Purch.doc.	Vendor
4530000018	100010

(1) Click on 

19.2. Create Approval List for MB/RA Bill – Tcode ZPS_MBUR



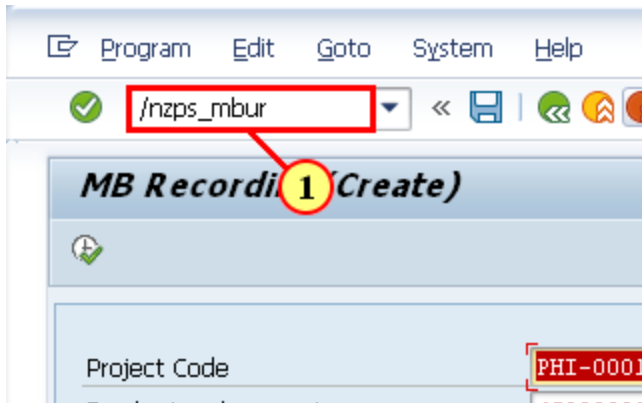
Click Enter to create MB record. If there is an error that Approval List is not entered, we need to create approval list for the MB using Tcode ZPS_MBUR.



Project Code	PH1-00018
Purchasing document	4530000018

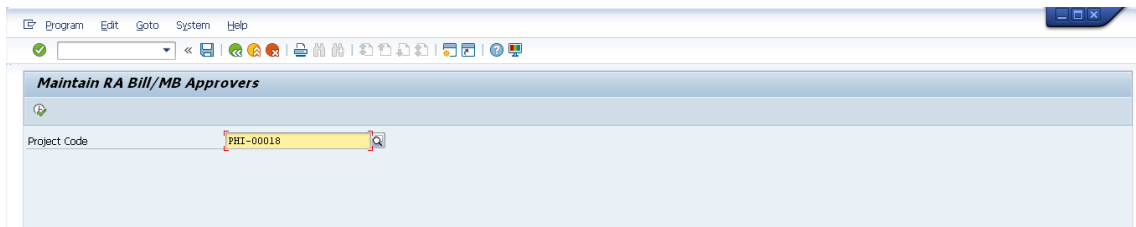
Enter is now pressed.

Tcode ZPS_MBUR. Since we are not in main menu screen, prefix with /n so enter Tcode /nZPS_MBCR



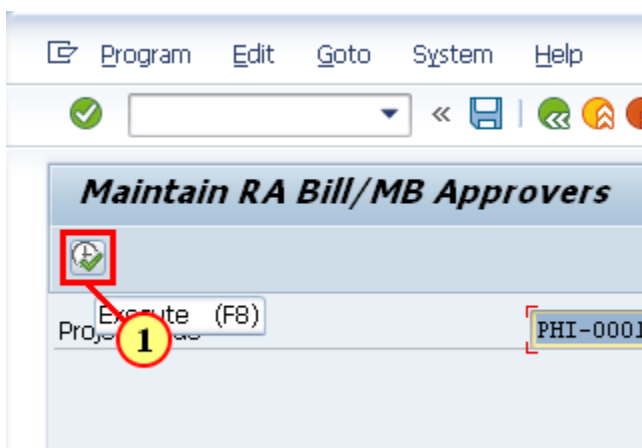
(1) The field is filled out.

Maintain RA Bill/MB Approvers – Select Project Code and click Enter



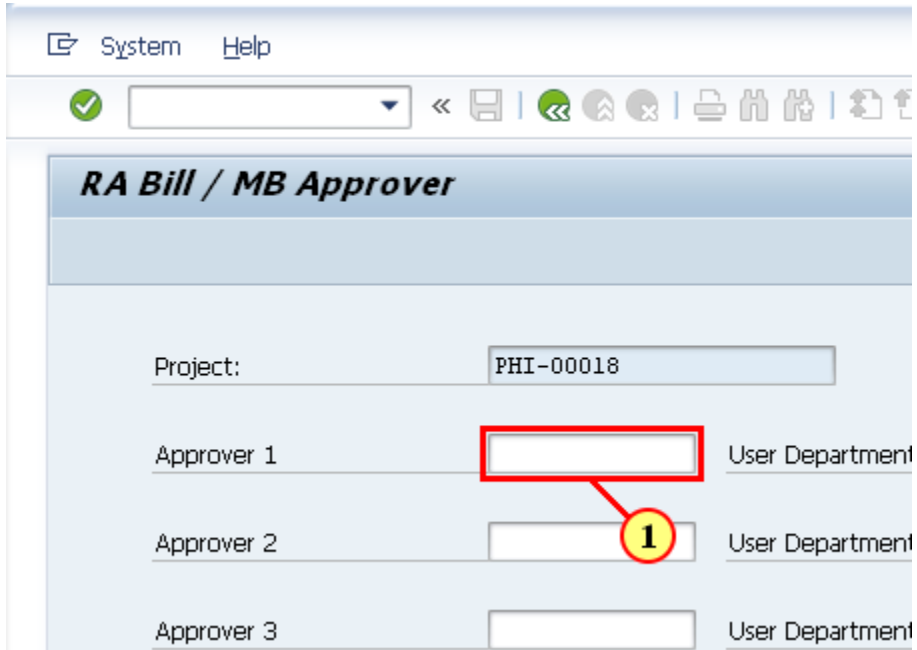
Enter is now pressed.

Maintain RA Bill/MB Approvers – Click on Execute button



(1) Click on **Execute** .

RA Bill / MB Approver – we need to enter the approvers with their department. Select the approvers by using F4 key



(1) Clicking in the input field **Approver 1** activates it.

RA Bill / MB Approver – First approver should be AEE (if AE is creating), then EE, then Finance user, then again EE. Departments will be Engineering or Finance as appropriate. Click on Save

System Help

RA Bill / MB Approver

Project: PHI-00018

Approver 1	AEE (KHR-II)	User Department	P Engineering ...
Approver 2	EE (KHR-II)	User Department	P Engineering ...
Approver 3	FIUSER01	User Department	F Finance User
Approver 4	EE (KHR-II)	User Department	P Engineering ...
Approver 5		User Department	
Approver 6		User Department	
Approver 7		User Department	
Approver 8		User Department	
Superintending Engineer			

Save

Save

1

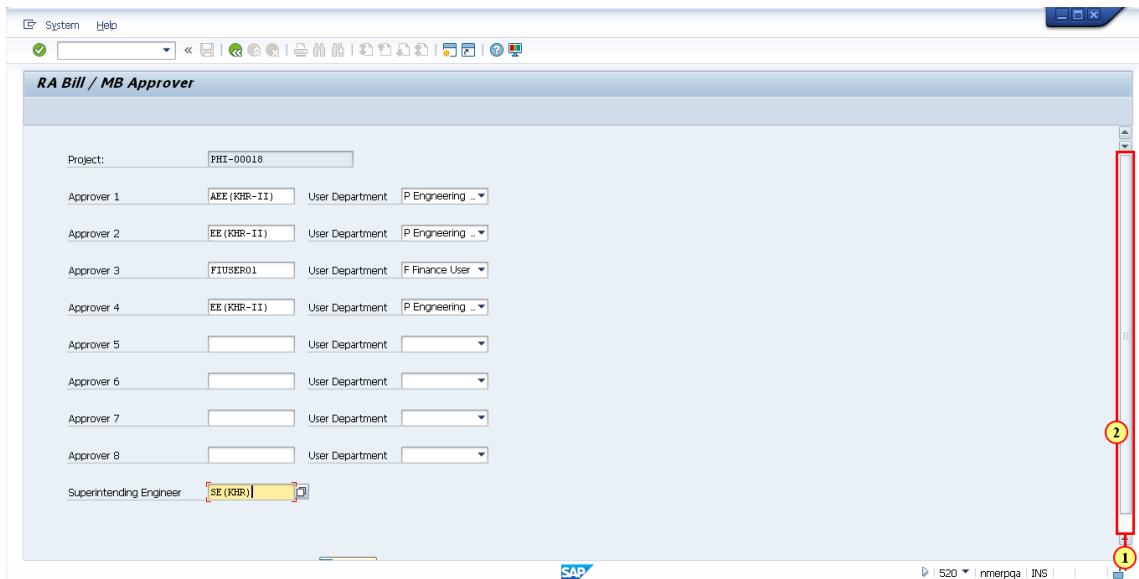
(1) Click on **Save**.

Information – System prompts to enter SE



(1) Click on **Continue** .

RA Bill / MB Approver – Enter the SE field



(1) Clicking in the **scroll area** displays the desired screen area.
 (2) Drop on .

RA Bill / MB Approver – Click Save for the Approver list and it is saved successfully

System Help

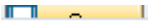
RA Bill / MB Approver

Project: PHI-00018

Approver 1	AEE (KHR-II)	User Department	P Engineering ...
Approver 2	EE (KHR-II)	User Department	P Engineering ...
Approver 3	FIUSER01	User Department	F Finance User
Approver 4	EE (KHR-II)	User Department	P Engineering ...
Approver 5		User Department	
Approver 6		User Department	
Approver 7		User Department	
Approver 8		User Department	
Superintending Engineer	SE (KHR)		

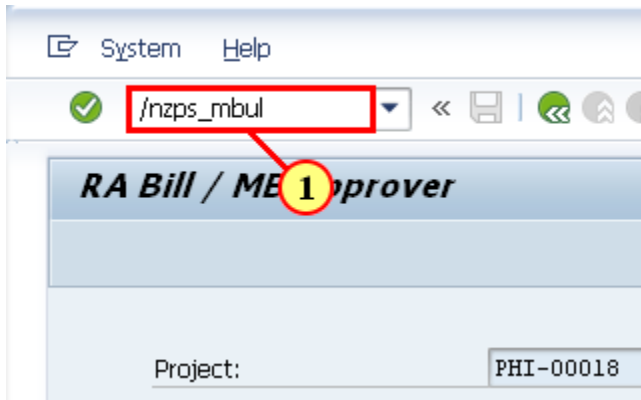
Save

1

(1) Click on .

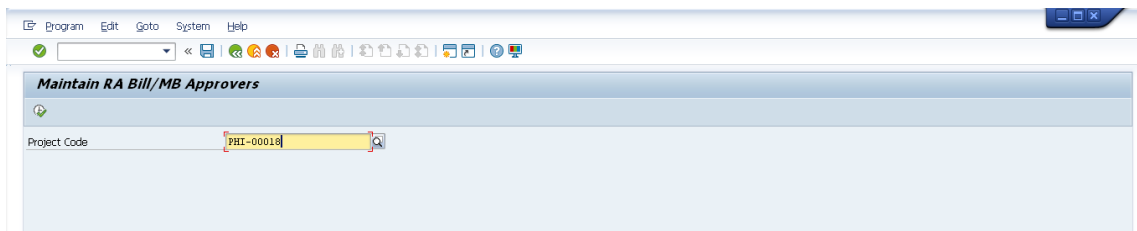
19.3. Tcode ZPS_MBUL -- RA Bill / MB Approver display

To view the Approver List, use Tcode ZPS_MBUL



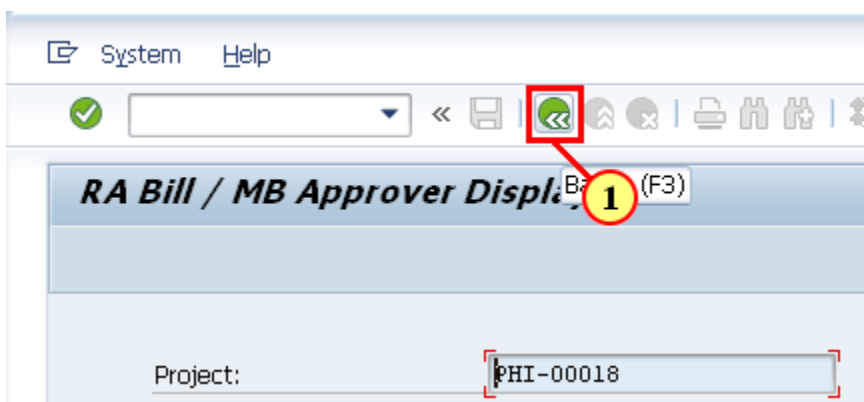
(1) The field is filled out.

Select Project Code and click on Execute icon



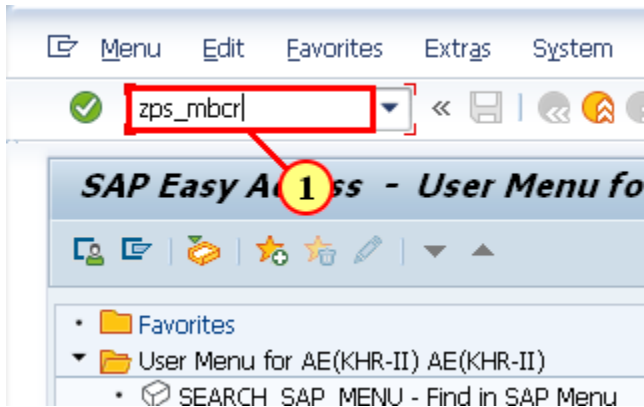
F8 is now pressed.

Go back

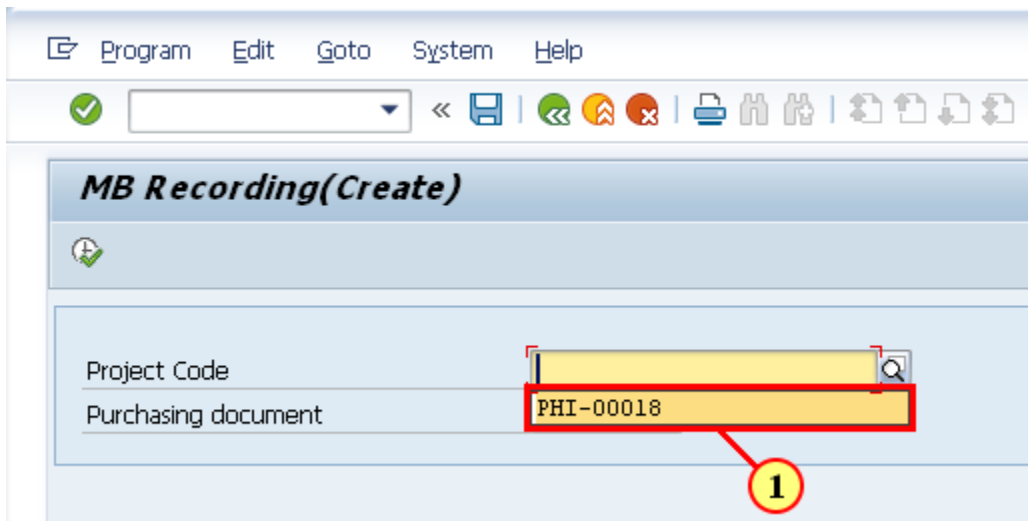


(1) Click on .

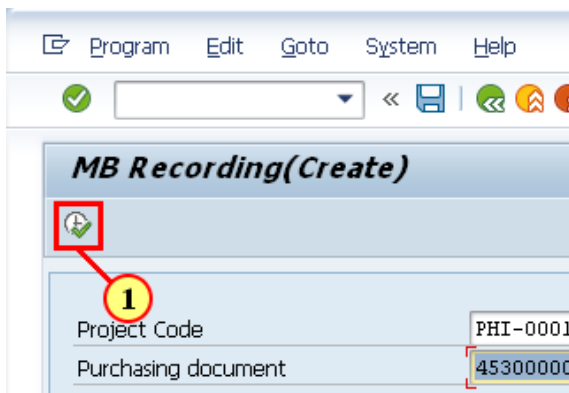
19.4. Tcode ZPS_MBCR -- Create MB Record



(1) The field is filled out.
Enter the Project Code - MB Recording(Create)

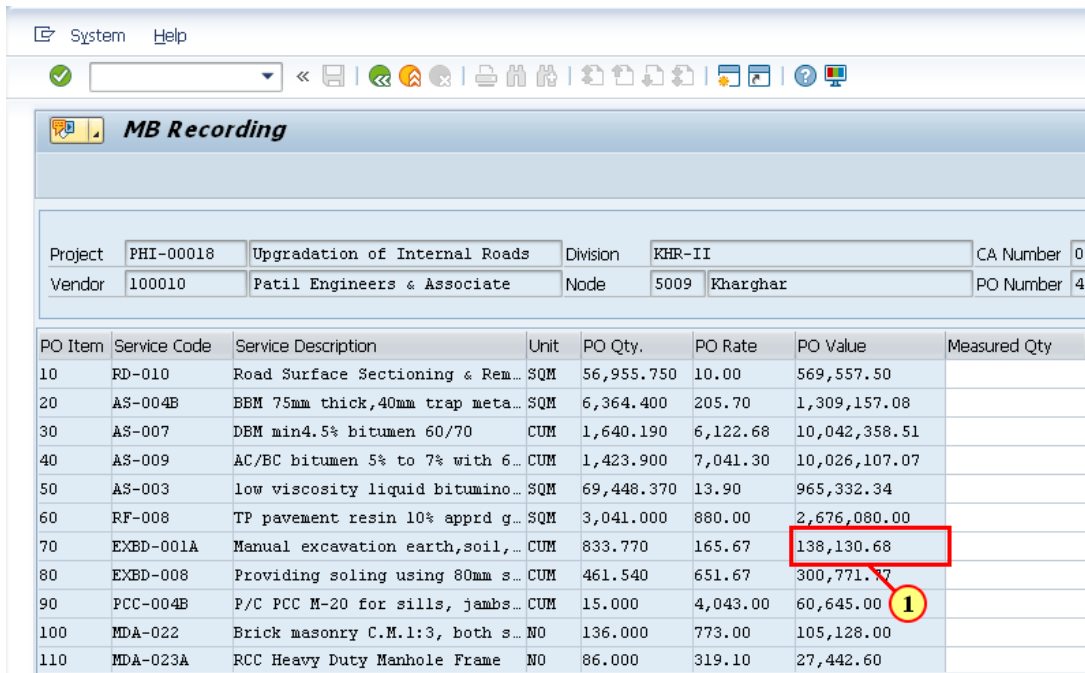


(1) Clicking on the entry **PHI-00018** selects it.
Enter PO number for the project and click on Execute



(1) Click on **Execute** .

MB Recording – Screen opens with all the items from PO along with quantities and Rates and values. Header shows information for the project



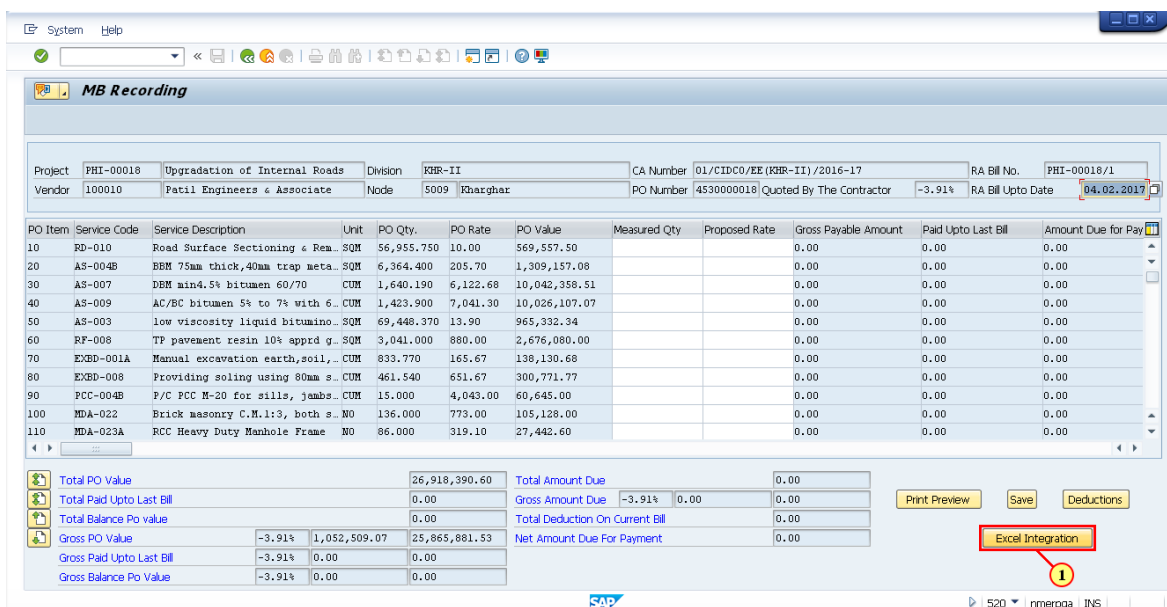
MB Recording

Project: PHI-00018 Upgradation of Internal Roads Division: KHR-II CA Number: 01/CIDCO/EE (KHR-II)/2016-17
 Vendor: 100010 Patil Engineers & Associate Node: 5009 Kharghar PO Number: 4530000018

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,955.750	10.00	569,557.50	
20	AS-004B	BBM 75mm thick, 40mm trap meta...	SQM	6,364.400	205.70	1,309,157.08	
30	AS-007	DEM min 4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	
60	RF-008	TP pavement resin 10% apprd g...	SQM	3,041.000	880.00	2,676,080.00	
70	EXBD-001A	Manual excavation earth, soil, ...	CUM	833.770	165.67	138,130.68	
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	
90	PCC-004B	P/C PCC M-20 for sills, jambs...	CUM	15.000	4,043.00	60,645.00	
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00	
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60	

19.5. Upload activities using Excel Integration

Click on Excel Integration button to upload the quantities and rates for project service activities



MB Recording

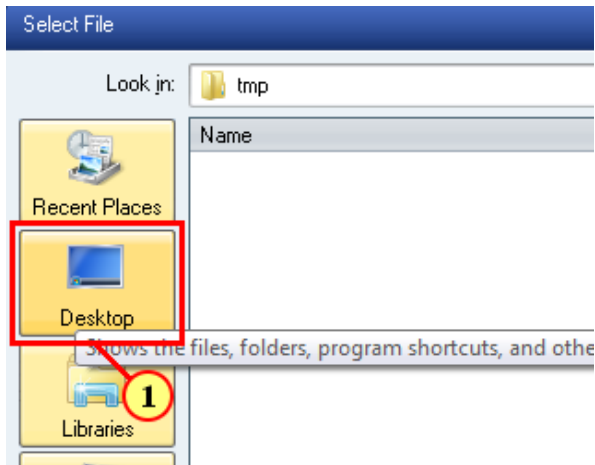
Project: PHI-00018 Upgradation of Internal Roads Division: KHR-II CA Number: 01/CIDCO/EE (KHR-II)/2016-17 RA Bill No.: PHI-00018/1
 Vendor: 100010 Patil Engineers & Associate Node: 5009 Kharghar PO Number: 4530000018 Quoted By The Contractor: -3.91% RA Bill Upto Date: 04.02.2019

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,955.750	10.00	569,557.50			0.00	0.00	0.00
20	AS-004B	BBM 75mm thick, 40mm trap meta...	SQM	6,364.400	205.70	1,309,157.08			0.00	0.00	0.00
30	AS-007	DEM min 4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51			0.00	0.00	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07			0.00	0.00	0.00
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34			0.00	0.00	0.00
60	RF-008	TP pavement resin 10% apprd g...	SQM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth, soil, ...	CUM	833.770	165.67	138,130.68			0.00	0.00	0.00
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77			0.00	0.00	0.00
90	PCC-004B	P/C PCC M-20 for sills, jambs...	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00			0.00	0.00	0.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60			0.00	0.00	0.00

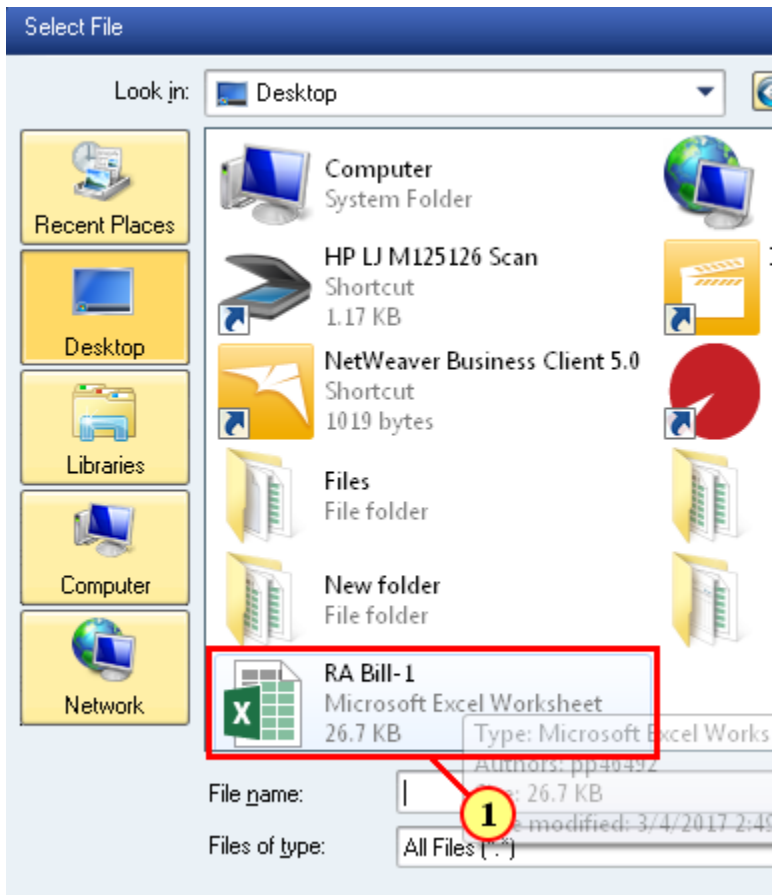
Total PO Value: 26,918,390.60 Total Amount Due: 0.00
 Total Paid Upto Last Bill: 0.00 Gross Amount Due: -3.91% 0.00
 Total Balance Po value: 0.00 Total Deduction On Current Bill: 0.00
 Gross Po Value: -3.91% 1,052,509.07 25,865,881.53 Net Amount Due For Payment: 0.00
 Gross Paid Upto Last Bill: -3.91% 0.00 0.00
 Gross Balance Po Value: -3.91% 0.00 0.00

Excel Integration

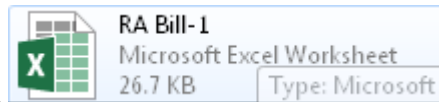
- (1) Click on **Excel Integration**.
Select File from desktop



- (1) Click on **Desktop**.

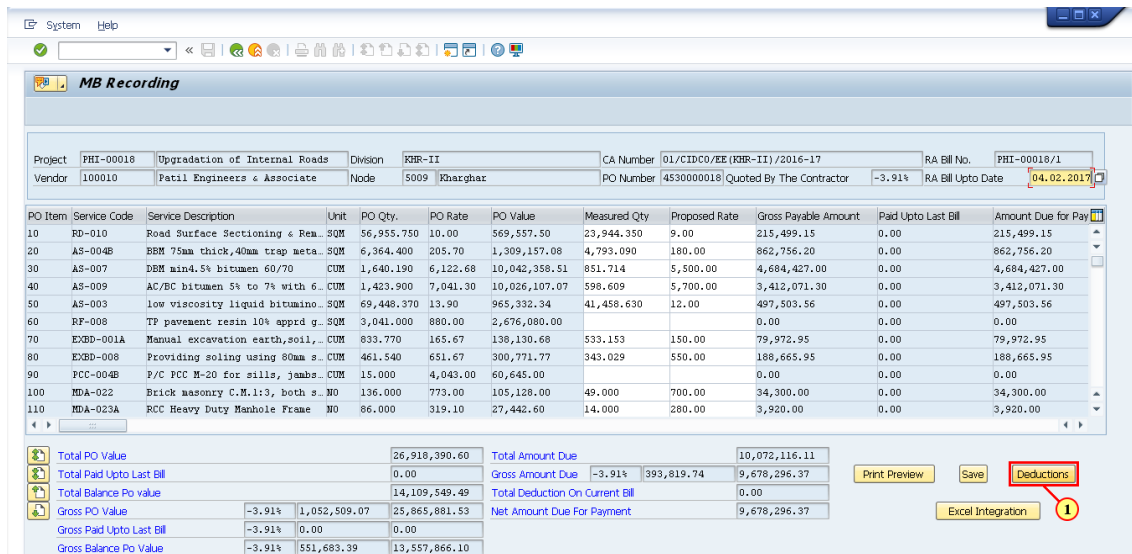


SAP Training manual



(1) The entry **RA Bill-1** is selected by double clicking on it.

MB Recording – The quantities and rates are uploaded in the MB. Click on Deductions tab



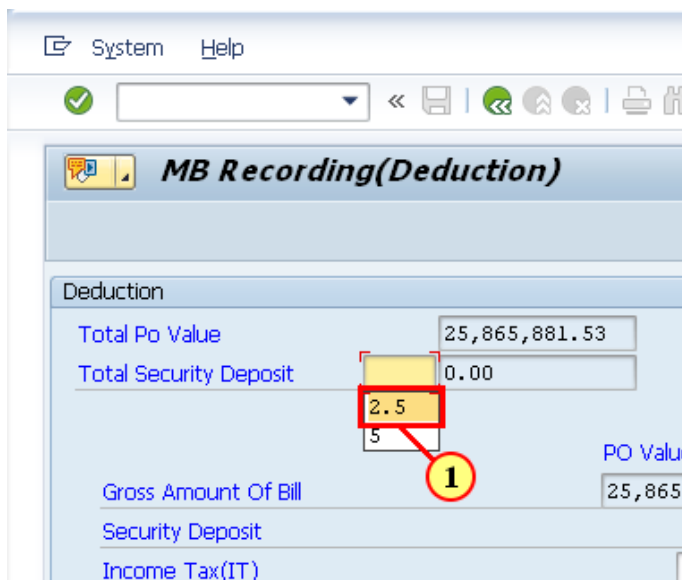
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50	23,944.350	9.00	215,499.15	0.00	215,499.15
20	AS-004B	BSR 75mm thick, 40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08	4,793.090	180.00	862,756.20	0.00	862,756.20
30	AS-007	DEM min 4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	851.714	5,500.00	4,684,427.00	0.00	4,684,427.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	598.609	5,700.00	3,412,071.30	0.00	3,412,071.30
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	41,458.630	12.00	497,503.56	0.00	497,503.56
60	RF-008	TP pavement resin 10% apprd g...	SQM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth, soil...	CUM	833.770	165.67	138,130.68	533.153	150.00	79,972.95	0.00	79,972.95
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	343.029	550.00	188,665.95	0.00	188,665.95
90	PCC-004B	P/C PCC M-20 for sills, jambs...	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00	49.000	700.00	34,300.00	0.00	34,300.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60	14.000	280.00	3,920.00	0.00	3,920.00

Total PO Value	26,918,390.60	Total Amount Due	10,072,116.11
Total Paid Upto Last Bill	0.00	Gross Amount Due	9,678,296.37
Total Balance Po value	14,109,549.49	Total Deduction On Current Bill	0.00
Gross PO Value	25,865,881.53	Net Amount Due For Payment	9,678,296.37
Gross Paid Upto Last Bill	0.00		
Gross Balance Po Value	25,865,881.53		

(1) Click on **Deductions**.

19.6. Deductions tab

Enter appropriate % for Security deposit and other fields. Click Enter each time for the calculation to be shown



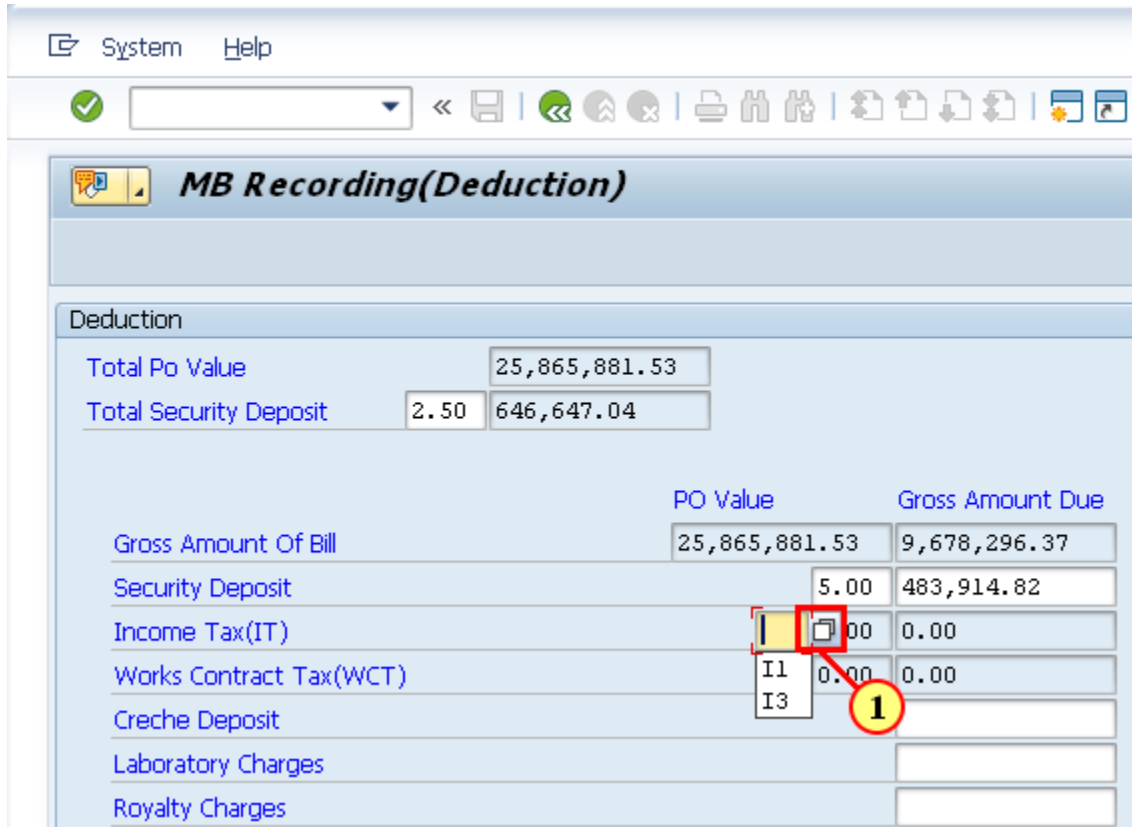
Deduction

Total Po Value	25,865,881.53
Total Security Deposit	0.00
Gross Amount Of Bill	25,865,881.53
Security Deposit	
Income Tax(IT)	

2.5 (highlighted in a red box with a red arrow pointing to a circled '1')

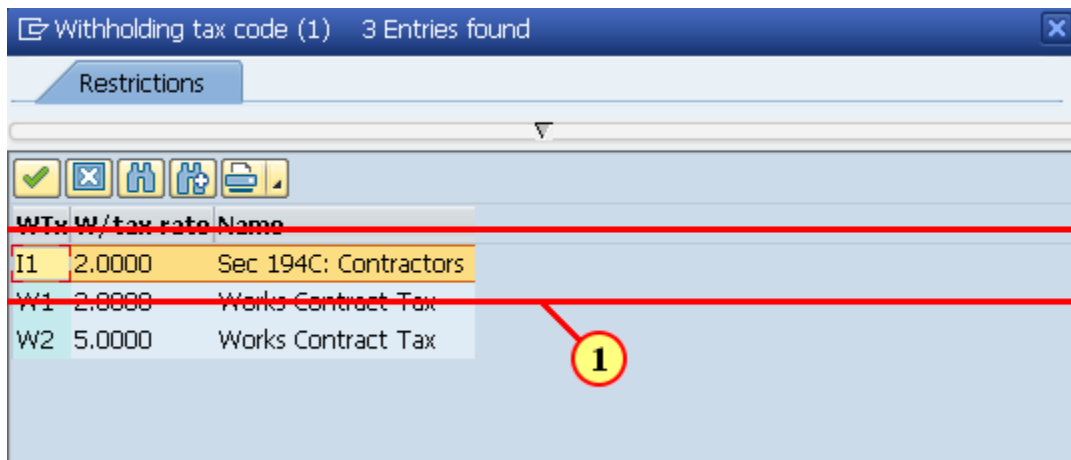
(1) The entry 2.5 2.5 is selected by double clicking on it.

MB Recording(Deduction) – Select IT



	PO Value	Gross Amount Due
Gross Amount Of Bill	25,865,881.53	9,678,296.37
Security Deposit	5.00	483,914.82
Income Tax(IT)	0.00	0.00
Works Contract Tax(WCT)	0.00	0.00
Creche Deposit		
Laboratory Charges		
Royalty Charges		

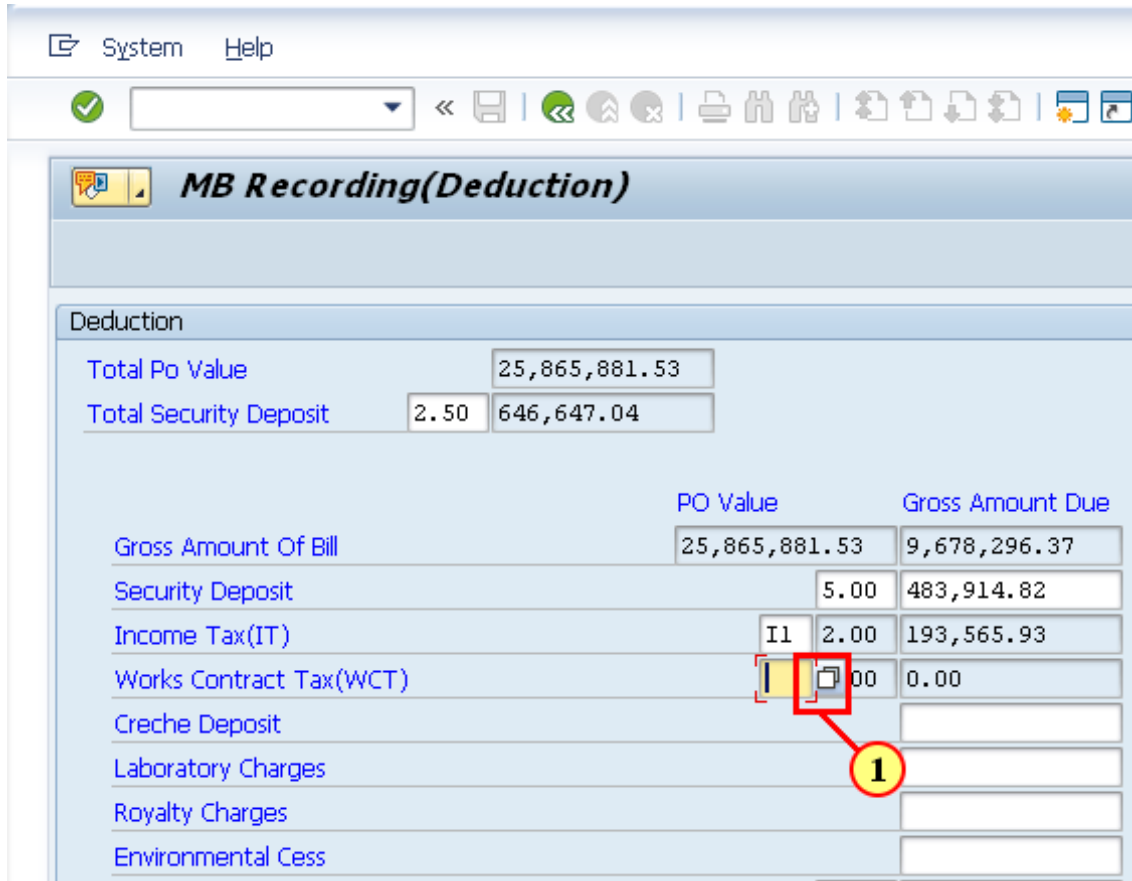
(1) Click on .



WTx	W/tax rate	Name
I1	2.0000	Sec 194C: Contractors
W1	2.0000	Works Contract Tax
W2	5.0000	Works Contract Tax

(1) I1 2.0000 Sec 194C: Contractors is double-clicked.

MB Recording(Deduction) – Select Works Contract Tax



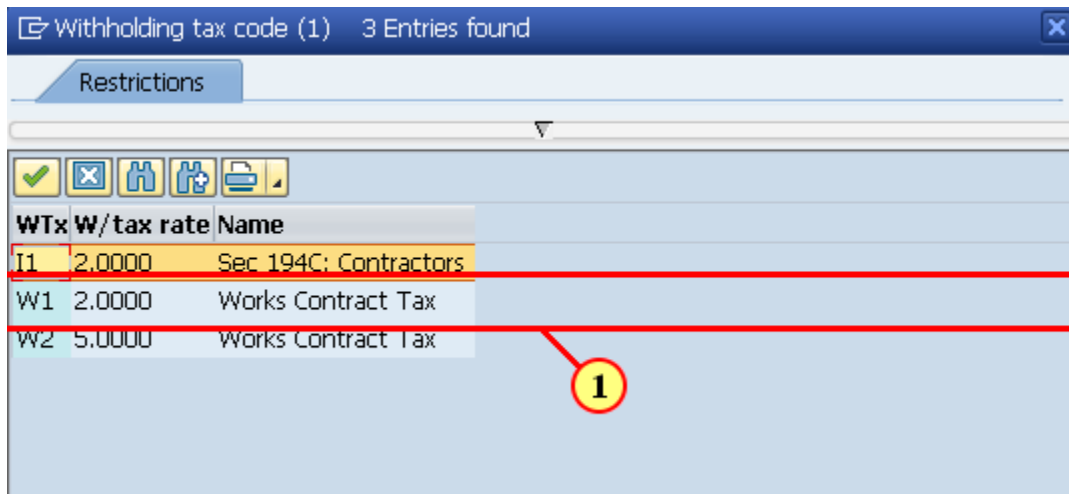
The screenshot shows the 'MB Recording(Deduction)' SAP screen. The 'Deduction' section contains the following data:

	PO Value	Gross Amount Due
Total Po Value	25,865,881.53	
Total Security Deposit	2.50	646,647.04
Gross Amount Of Bill	25,865,881.53	9,678,296.37
Security Deposit	5.00	483,914.82
Income Tax(IT)	I1 2.00	193,565.93
Works Contract Tax(WCT)	I1 0.00	0.00
Creche Deposit		
Laboratory Charges		
Royalty Charges		
Environmental Cess		

A red box highlights the 'Works Contract Tax(WCT)' row, and a red arrow points to a yellow circle with the number '1' next to it.

(1) Click on .

Withholding tax code



The screenshot shows the 'Withholding tax code (1)' SAP screen. The 'Restrictions' section contains the following data:

WTx	W/tax rate	Name
I1	2.0000	Sec 194C: Contractors
W1	2.0000	Works Contract Tax
W2	5.0000	Works Contract Tax

A red box highlights the 'W1' and 'W2' rows, and a red arrow points to a yellow circle with the number '1' next to it.

- (1) W1 2.0000 Works Contract Tax is double-clicked.

The Lab Charges, **Royalty Charges, etc.** fields are entered.

System Help

MB Recording(Deduction)

Deduction

Total Po Value 25,865,881.53

Total Security Deposit 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Upto Last
Gross Amount Of Bill	25,865,881.53	9,678,296.37	0.00
Security Deposit	5.00	483,914.82	0.00
Income Tax(IT)	I1 2.00	193,565.93	0.00
Works Contract Tax(WCT)	W1 2.00	193,565.93	0.00
Creche Deposit		100,000.00	0.00
Laboratory Charges		100,000.00	0.00
Royalty Charges		40,000.00	0.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)			0.00
Miscellaneous Deposit			0.00
Levy	0.00	0.00	0.00
Labour Cess		96783	0.00
Additional Security Deposit		0.00	0.00
			0.00
			0.00
			0.00

1

If required add entry for deposit e.g. MIS Deposit - CFD

System Help

✓ [Dropdown] << [Icons]

MB Recording(Deduction)

Deduction

Total Po Value	25,865,881.53
Total Security Deposit	2.50 646,647.04

PO Value

Gross Amount Of Bill	25,865,88
Security Deposit	
Income Tax(IT)	I1
Works Contract Tax(WCT)	W1
Creche Deposit	
Laboratory Charges	
Royalty Charges	
Environmental Cess	
Recovery For Cess-Const Workers Welfare	
Deposit Against ESIC	
Escalation(+/-)	
Miscellaneous Deposit	
Levy	
Labour Cess	
Additional Secutity Deposit	
MIS. DEPOSIT - CFD	

1

(1) The field is cleared.

System Help

MB Recording(Deduction)

Deduction

Total Po Value 25,865,881.53

Total Security Deposit 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Upto Last
Gross Amount Of Bill	25,865,881.53	9,678,296.37	0.00
Security Deposit	5.00	483,914.82	0.00
Income Tax(IT)	I1 2.00	193,565.93	0.00
Works Contract Tax(WCT)	W1 2.00	193,565.93	0.00
Creche Deposit		100,000.00	0.00
Laboratory Charges		100,000.00	0.00
Royalty Charges		40,000.00	0.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)			0.00
Miscellaneous Deposit			0.00
Levy	0.00	0.00	0.00
Labour Cess		96,783.00	0.00
Additional Secutity Deposit		0.00	0.00
MIS. DEPOSIT - CFD		65,000.00	0.00
			0.00
			0.00

1

MB Recording(Deduction) – Scroll

SAP Training manual

MB Recording(Deduction)

Deduction

Total Po Value 25,865,881.53

Total Security Deposit 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Up to Last Bill
Gross Amount Of Bill	25,865,881.53	9,678,296.37	0.00
Security Deposit	5.00	483,914.82	0.00
Income Tax(IT)	I1 2.00	193,565.93	0.00
Works Contract Tax(WCT)	W1 2.00	193,565.93	0.00
Creche Deposit		100,000.00	0.00
Laboratory Charges		100,000.00	0.00
Royalty Charges		40,000.00	0.00
Environmental Cess		0.00	0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)		0.00	0.00
Miscellaneous Deposit		0.00	0.00
Levy	0.00	0.00	0.00
Labour Cess		96,783.00	0.00
Additional Security Deposit		0.00	0.00
MIS. DEPOSIT - C/PD		65,000.00	0.00
			0.00

Levy Details

PF ☐

Bonus ☐

Leave with Wages ☐

Uniform Allowance ☐

Gratuity ☐

CL ☐

Adm. Chgs. ☐

Additional Chgs. ☐

Total 0.00

Go Back

MB Recording(Deduct Ba (F3)

Total Security Deposit 2.50 646,647.04

PO Value

(1) Click on

19.7. OpenText attachments for MB/RA Bill (required by Finance Department)

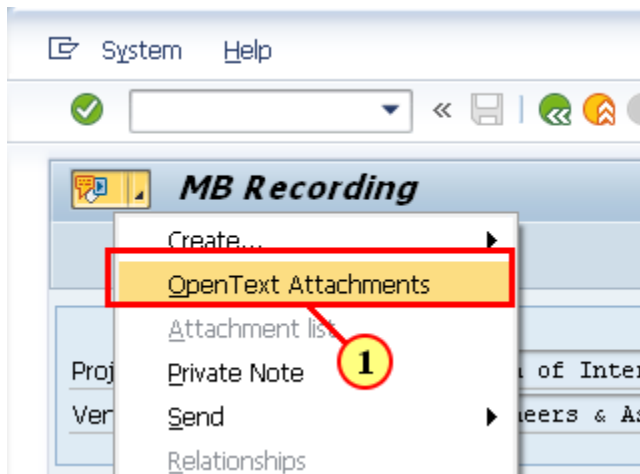
On main MB Recording screen – click on Services for Object button to attach OpenText attachments

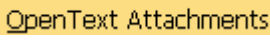
MB Recording

Services for Object

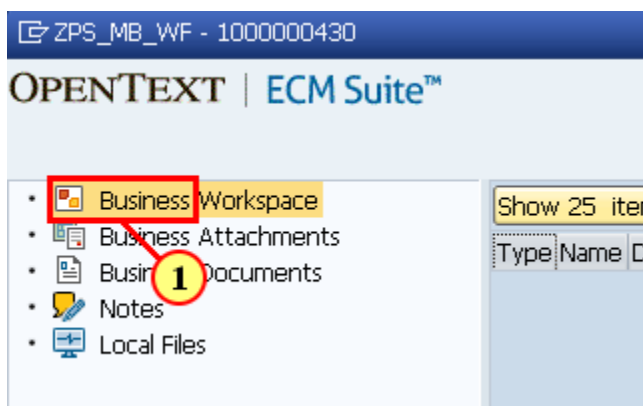
Project PHI-00018 Upgradation of Inter

(1) Clicking on the **Open** opens a drop-down list.

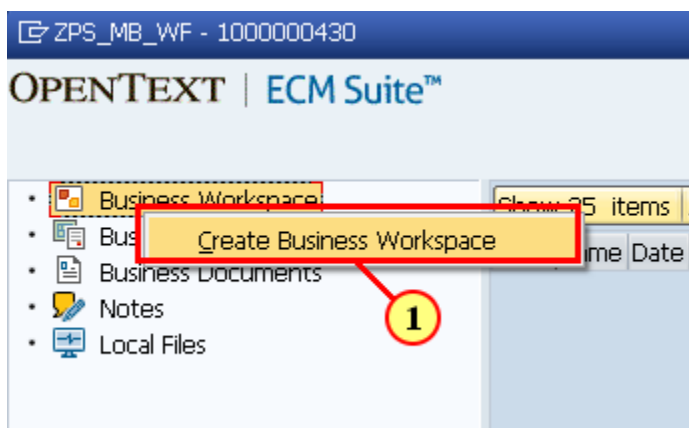


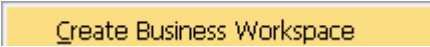
(1) Clicking on the **OpenText Attachments**  menu item executes it.

Double click Business Workspace or right click

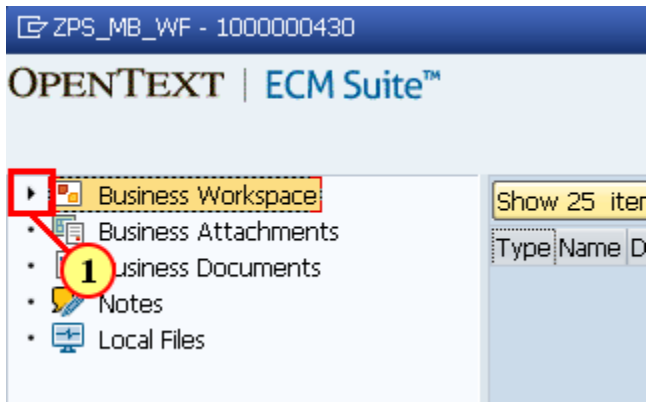


(1) Right-clicking on  **Business** with the mouse opens a shortcut menu.

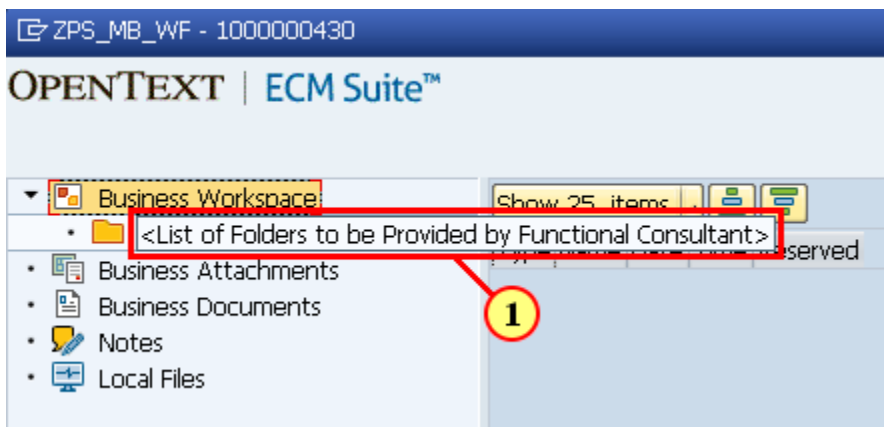


(1) Clicking on the **Create Business Workspace**  menu item executes it.

Expand the workspace

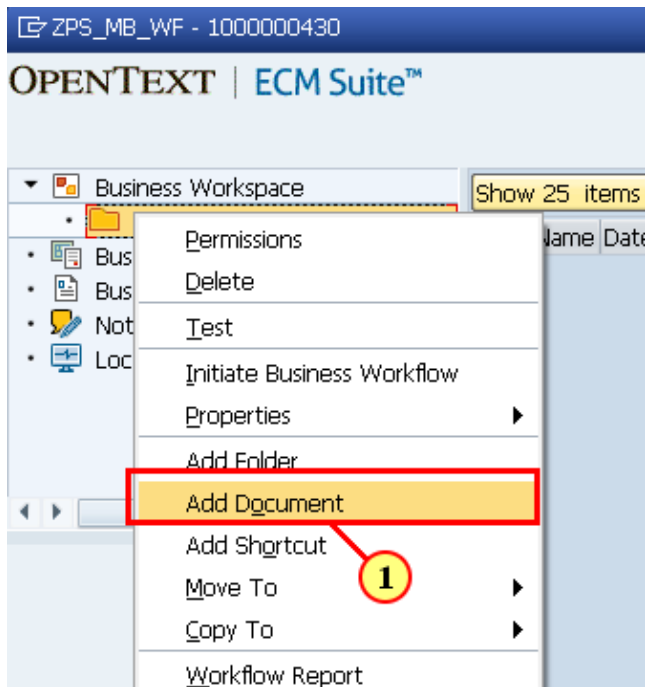


(1) Click on **Business Workspace** ▾.



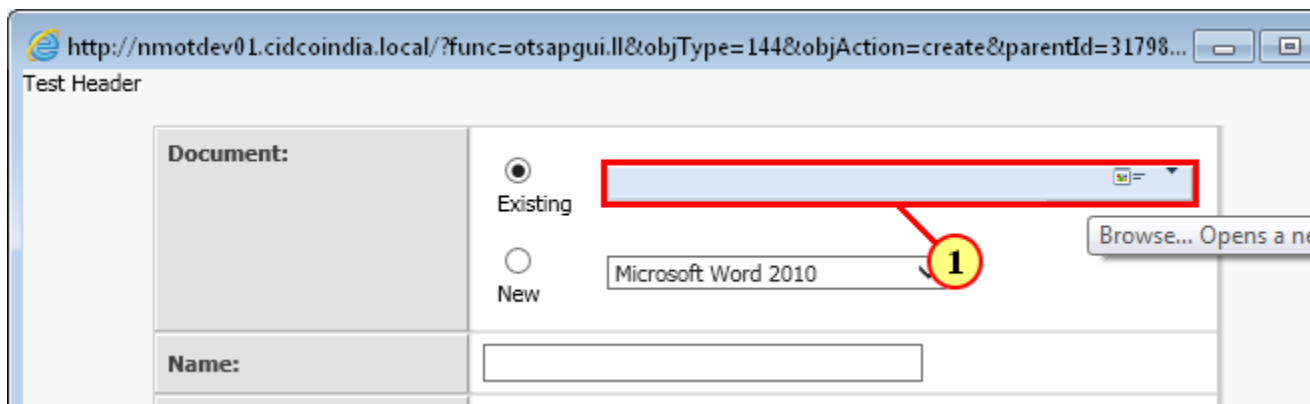
(1) Click on **<List of Folders to be Provided by Functional Consultant>**.

Add Document

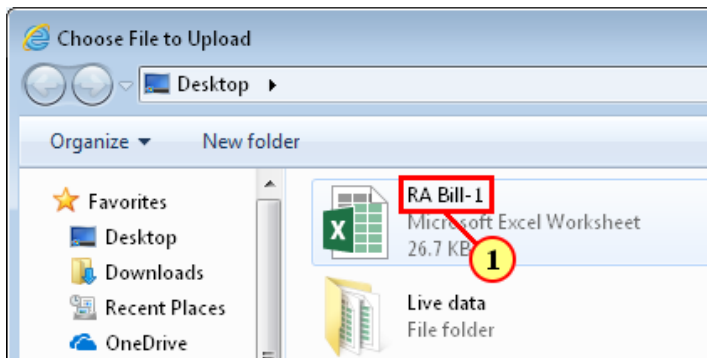


(1) Clicking on the **Add Document** menu item executes it.

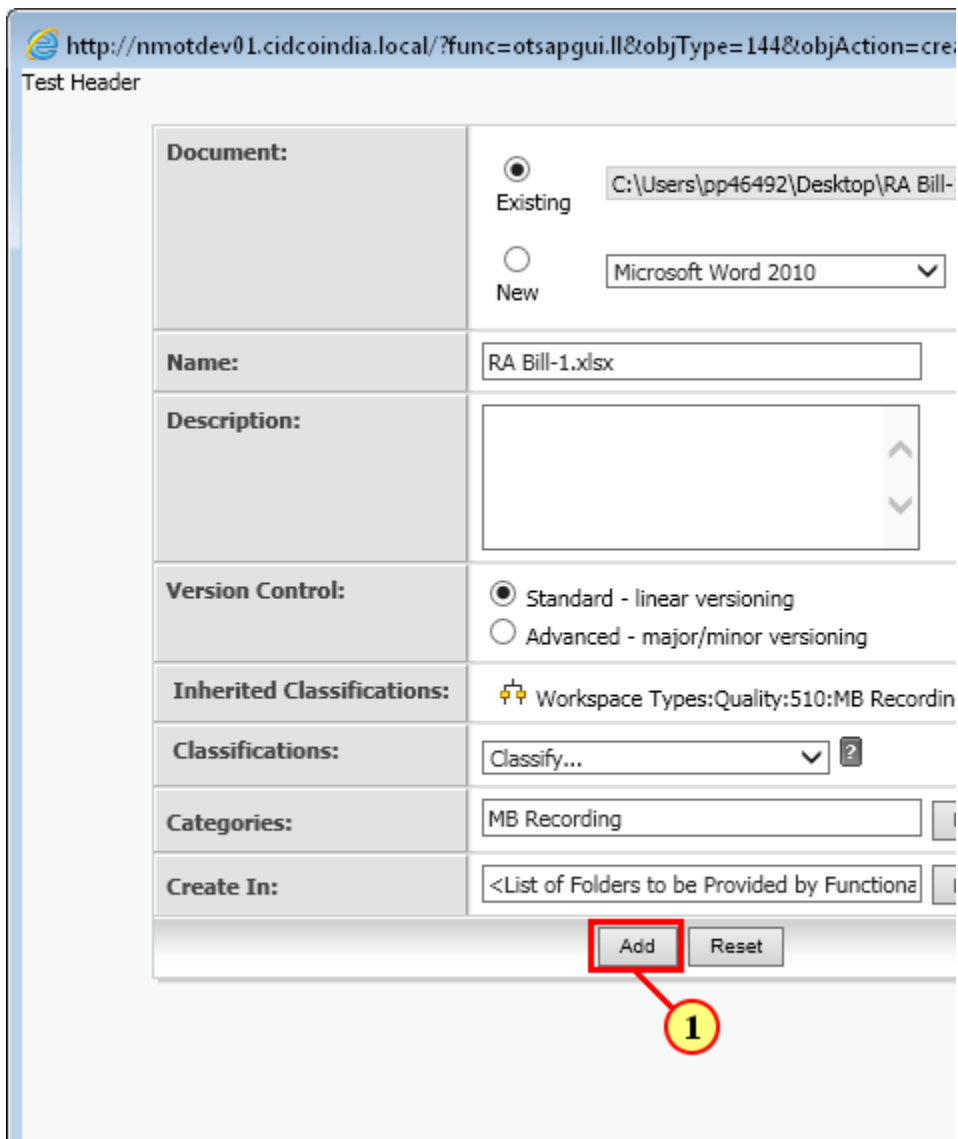
Browse and add the document



Choose File to Upload

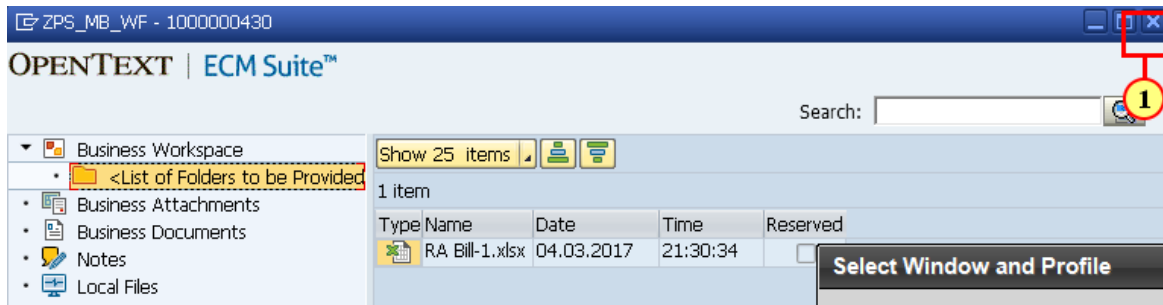


(1) RA Bill-1 is double-clicked.
Enter the description if required



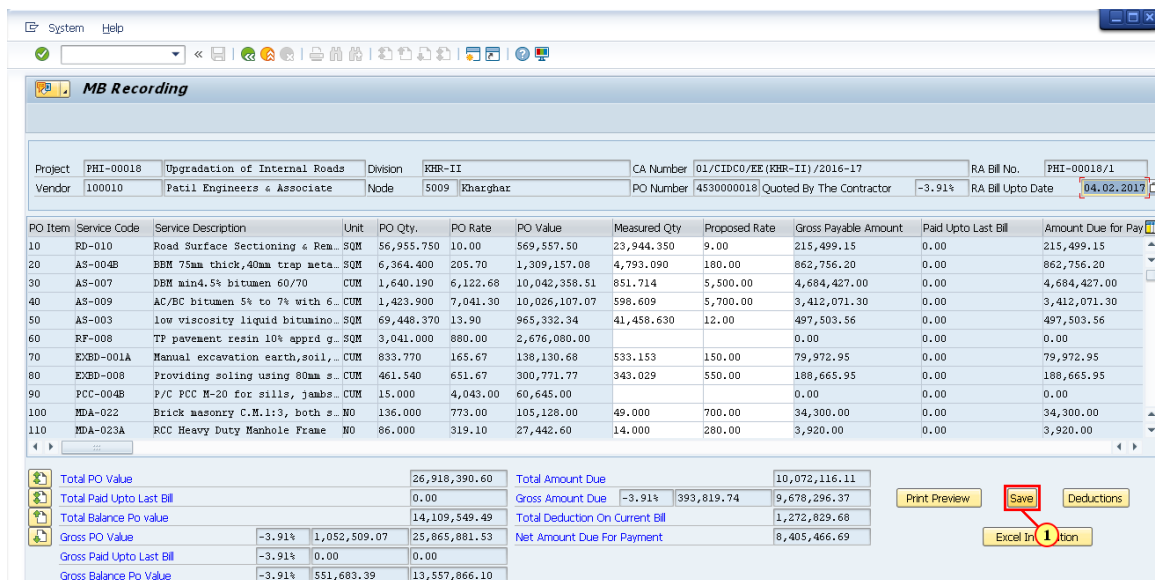
(1) Click on .

Click on Close



(1) Click on .

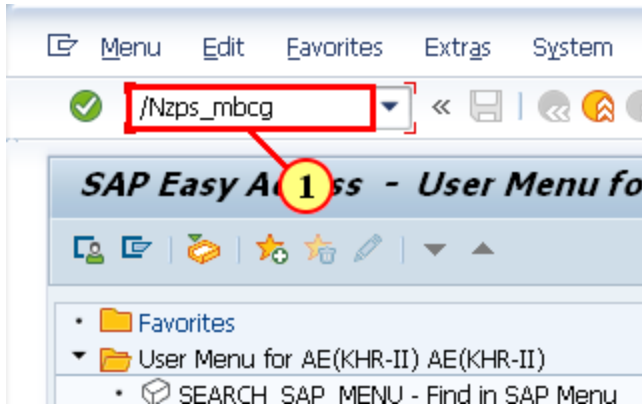
19.8. Save MB Recording



(1) Click on .

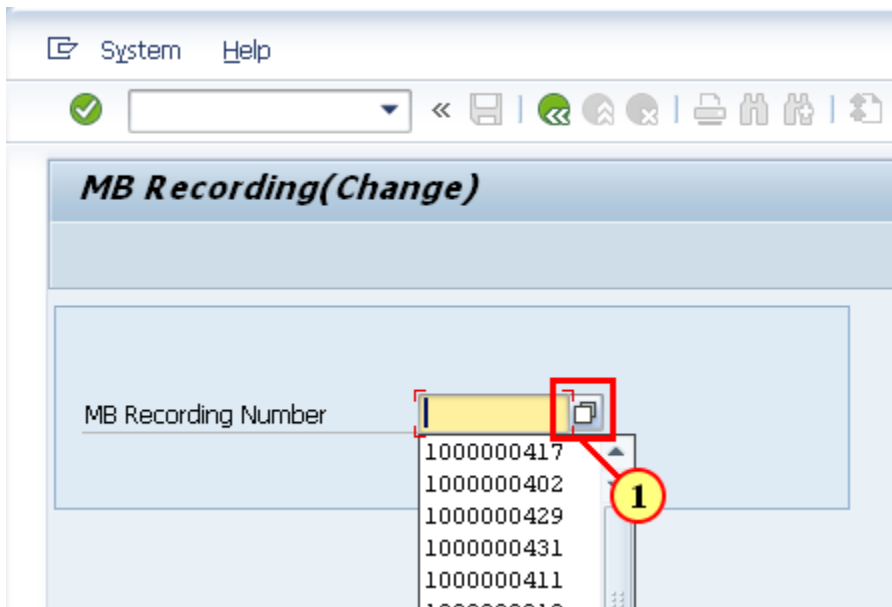
19.9. Change MB Recording/ RA Bill - Tcode ZPS_MBCG

Tcode ZPS_MBCG to change the MB record



(1) The field is filled out.

Select MB Recording Number



(1) Click on .

MB Recording Number (1) 32 Entries found

Restrictions

MB Rec.No.	RA Bill Number	RA Bill Dt	Appropriate project	Description
100000010	MNR-00003/1	12.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000011	MNR-00003/2	12.01.2017	MNR-00003	Integrated infra in sector 5 Vashi
100000012	GIA-00002/1	30.11.2016	GIA-00002	gia laying water supply lines at Taloja
100000013	PHI-00005/1	07.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000014	PHI-00005/2	08.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000015	GIA-00002/2	07.12.2016	GIA-00002	gia laying water supply lines at Taloja
100000016	PHI-00006/1	30.11.2016	PHI-00006	Infrastructure Work
100000017	HSG-00004/1	09.12.2016	HSG-00004	Housing Project
100000018	MNR-00003/3	10.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000019	PHI-00008/1	14.12.2016	PHI-00008	T&C Department
100000020	PHI-00008/2	14.12.2016	PHI-00008	T&C Department
100000021	PHI-00008/3	14.12.2016	PHI-00008	T&C Department
100000077	PHI-00010/1	11.01.2017	PHI-00010	Documents
100000105	PHI-00010/2	11.01.2017	PHI-00010	Documents
100000139	PHI-00009/1	13.01.2017	PHI-00009	Up Gradation of Internal Roads
100000171	PHI-00009/2	15.01.2017	PHI-00009	Up Gradation of Internal Roads
100000341	PHI-00015/1	00.00.0000	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000354	PHI-00015/2	31.01.2017	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000377	PHI-00016/1	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000394	PHI-00016/2	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000415	PHI-00017/1	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000417	PHI-00017/2	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000423	PHI-00017/3	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000430	PHI-00018/1	04.02.2017	PHI-00018	Upgradation of Internal Roads

32 Entries found

(1) 100000430 PHI-00018/1 04.02.2017 PHI-00018 Upgradation of Internal Roads
is double-clicked.

Click Enter

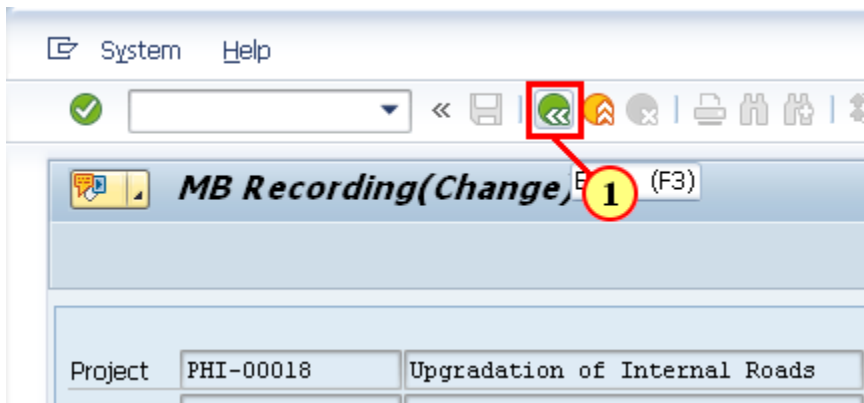
System Help

MB Recording(Change)

MB Recording Number 100000430

Enter is now pressed.

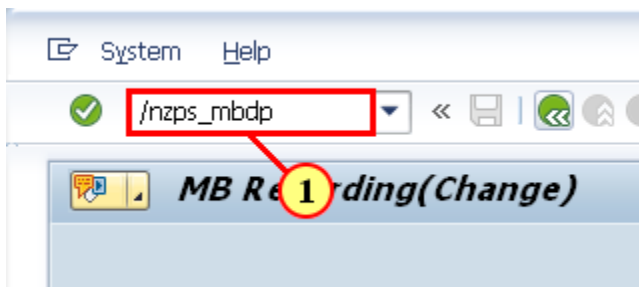
MB Recording(Change) – you can make changes to the record



(1) Click on .

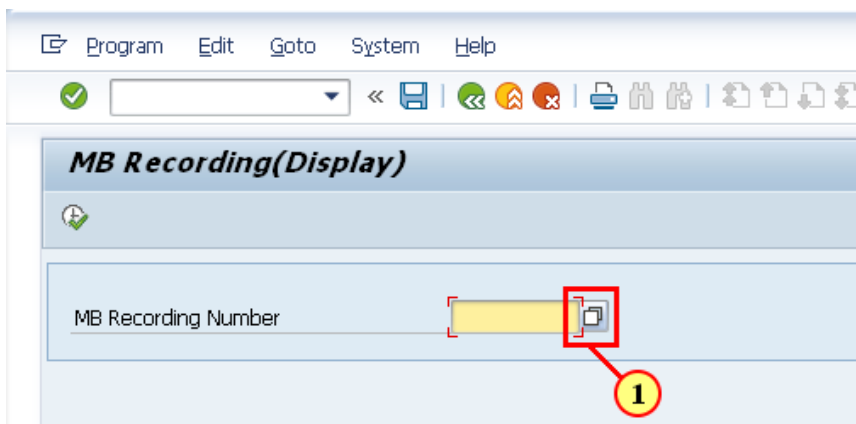
19.10. View MB Recording – Tcode ZPS_MBDP

Tcode ZPS_MBDP -- MB Recording(Display)



(1) The field is filled out.

Select MB Recording Number



(1) Click on .

MB Recording Number (1) 32 Entries found

Restrictions

MB Rec.No.	RA Bill Number	RA Bill Dt	Appropriate project	Description
100000010	MNR-00003/1	12.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000011	MNR-00003/2	12.01.2017	MNR-00003	Integrated infra in sector 5 Vashi
100000012	GIA-00002/1	30.11.2016	GIA-00002	gia laying water supply lines at Taloja
100000013	PHI-00005/1	07.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000014	PHI-00005/2	08.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000015	GIA-00002/2	07.12.2016	GIA-00002	gia laying water supply lines at Taloja
100000016	PHI-00006/1	30.11.2016	PHI-00006	Infrastructure Work
100000017	HSG-00004/1	09.12.2016	HSG-00004	Housing Project
100000018	MNR-00003/3	10.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000019	PHI-00008/1	14.12.2016	PHI-00008	T&C Department
100000020	PHI-00008/2	14.12.2016	PHI-00008	T&C Department
100000021	PHI-00008/3	14.12.2016	PHI-00008	T&C Department
100000077	PHI-00010/1	11.01.2017	PHI-00010	Documents
100000105	PHI-00010/2	11.01.2017	PHI-00010	Documents
100000139	PHI-00009/1	13.01.2017	PHI-00009	Up Gradation of Internal Roads
100000171	PHI-00009/2	15.01.2017	PHI-00009	Up Gradation of Internal Roads
100000341	PHI-00015/1	00.00.0000	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000354	PHI-00015/2	31.01.2017	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000377	PHI-00016/1	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000394	PHI-00016/2	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000415	PHI-00017/1	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000417	PHI-00017/2	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000423	PHI-00017/3	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000430	PHI-00018/1	04.02.2017	PHI-00018	Upgradation of Internal Roads

32 Entries found

(1) 100000430 PHI-00018/1 04.02.2017 PHI-00018 Upgradation of Internal Roads
is double-clicked.

MB Recording(Display) – Click Enter

Program Edit Goto System Help

MB Recording(Display)

MB Recording Number 100000430

Enter is now pressed.