SAP Training Manual

Project Systems (PS)

Document Release Note

Project : Utkarsh

Document Details:

Document ID	Version No.	Description
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 is stands for Systems, Applications and Products in Data Processing.

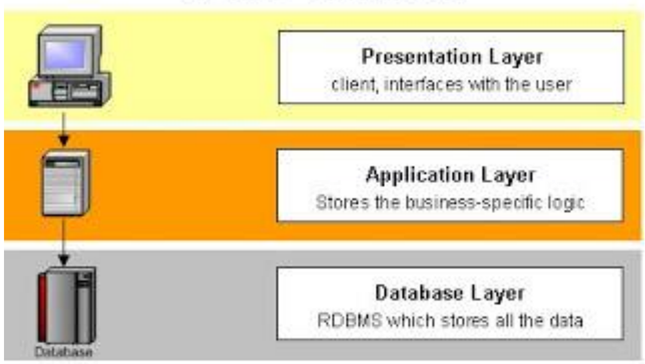
SAP ERP consists of several modules, like Materials Management, Quality Management, Production Planning, Project Systems, utilities for Marketing and sales, field services, Real estate product working, Human resources, Finance and Accounting.

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

SAP Three – Tier Architecture



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

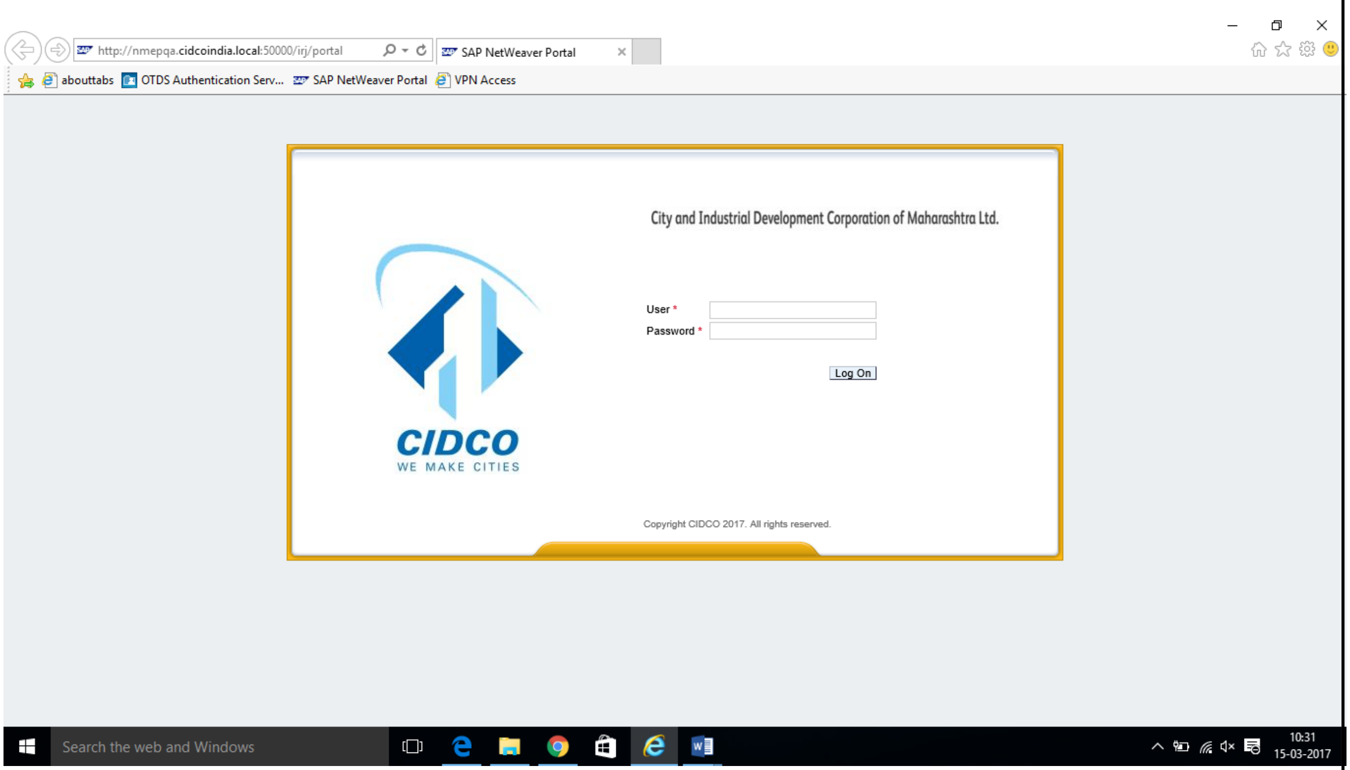
A. Log On -- Get ready to start SAP by accessing the Portal. This is a URL and should be opened with Internet Explorer

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.

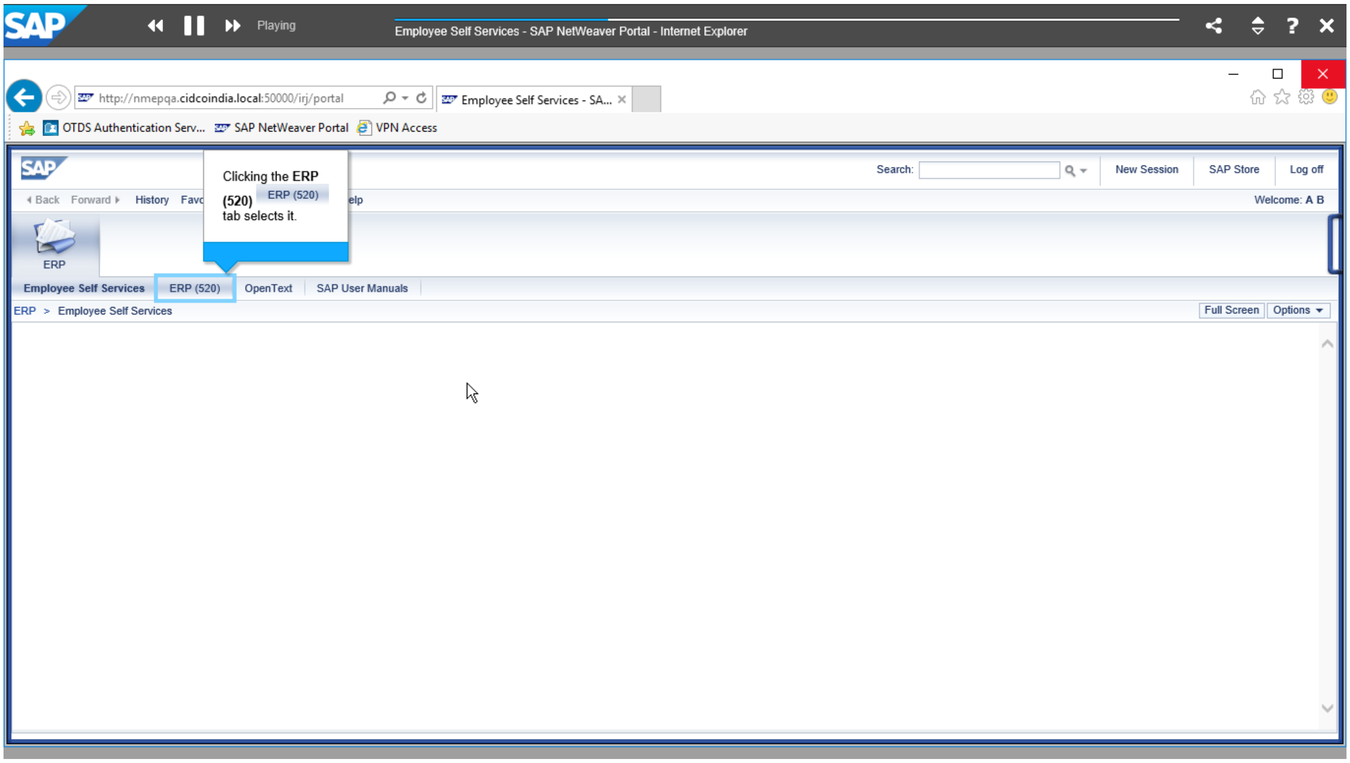
Use the following URL for accessing the Training/QA instance.

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

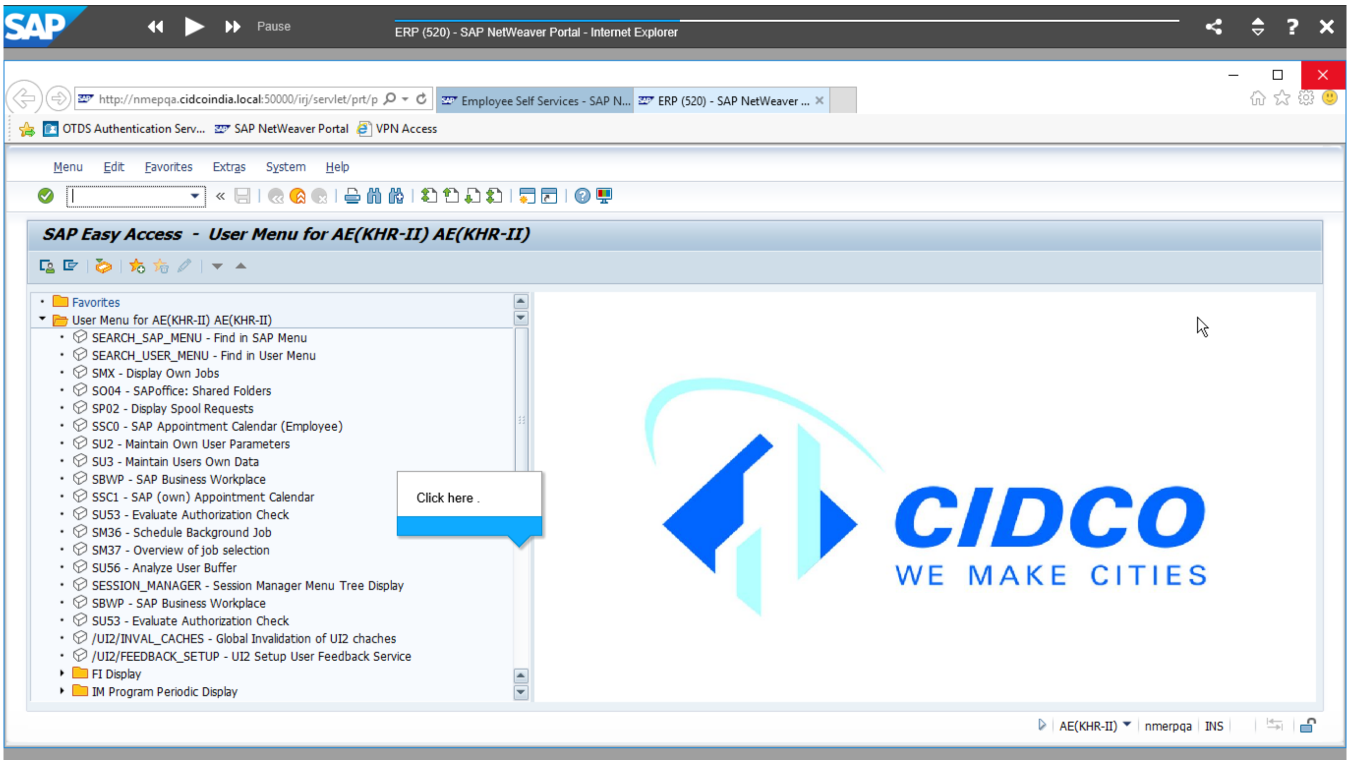
Login is your Employee ID
Password is init_100 (first time password is init_100 which was reset when you logged in the first time in training class)

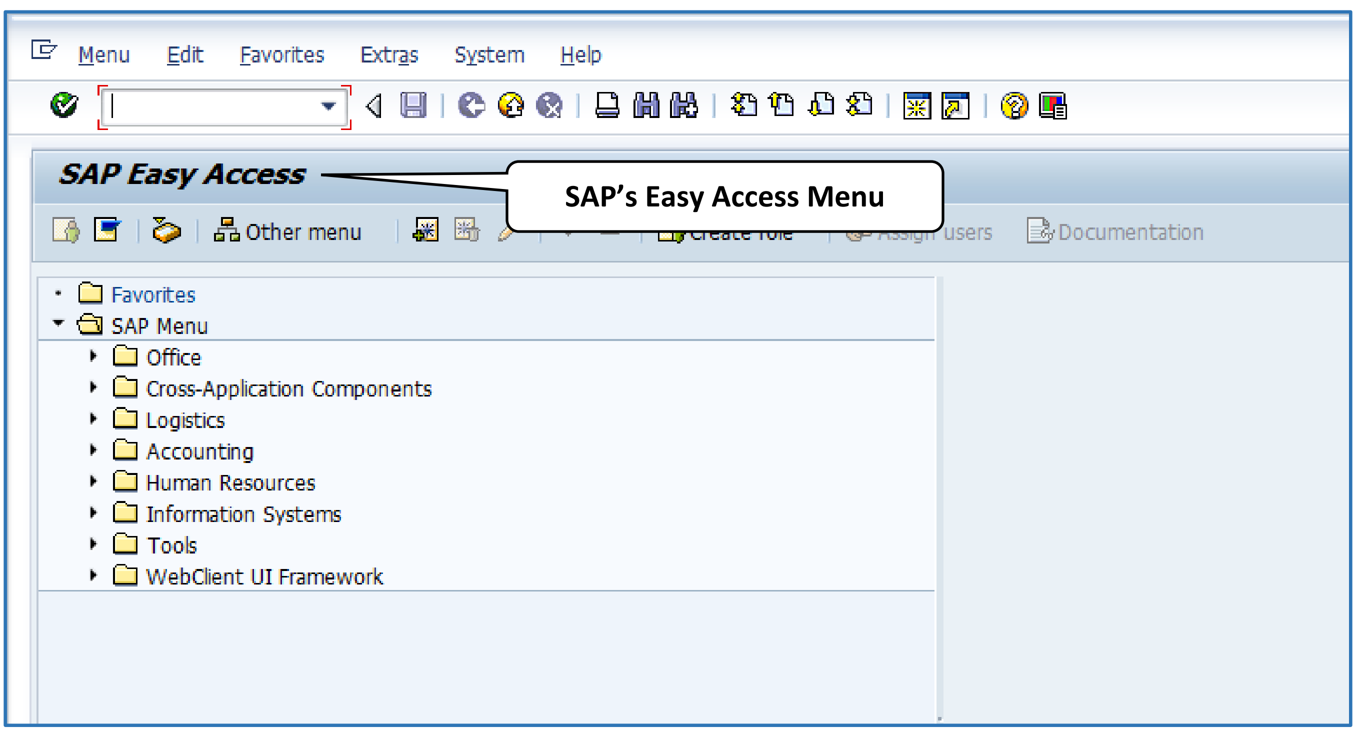


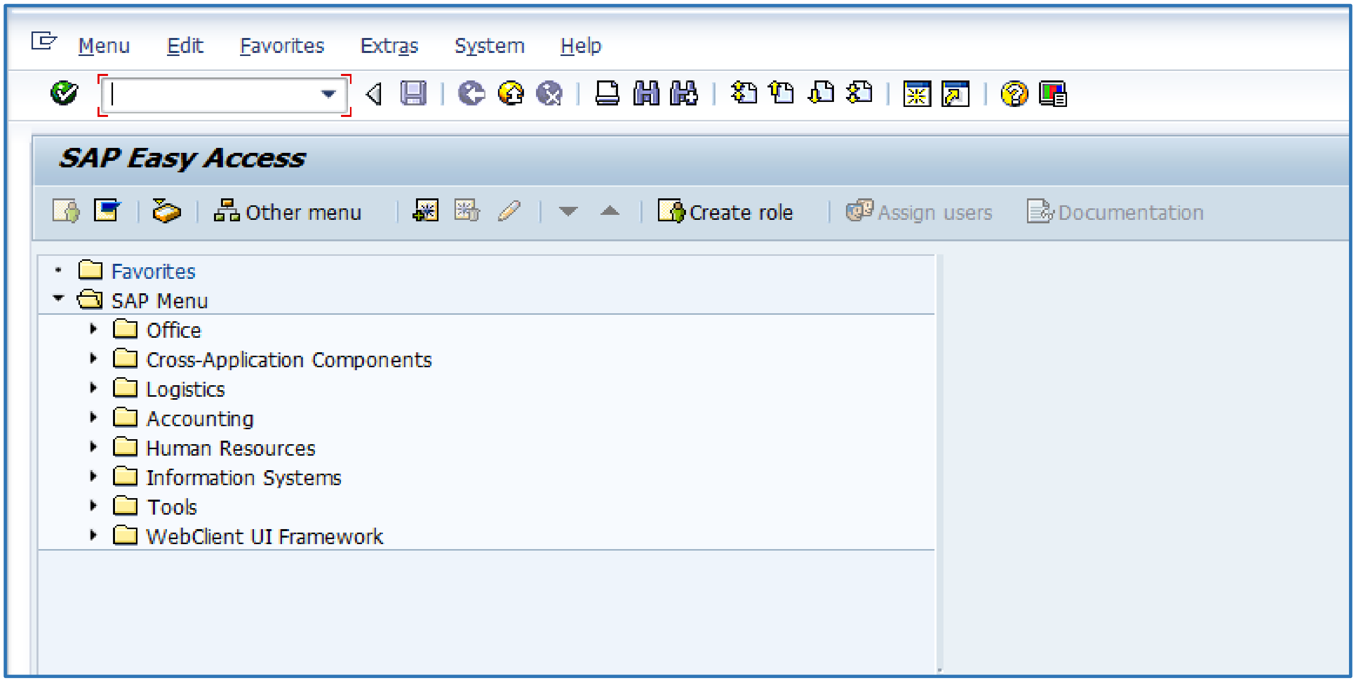
The first landing page will be Employee Self Services.
Click on ERP to open the SAP system and thus to work in Project Systems.
Note that you can access OpenText file management system by clicking on the link next to ERP i.e. by clicking OpenText.
All the user manuals will be available in the link SAP User Manuals



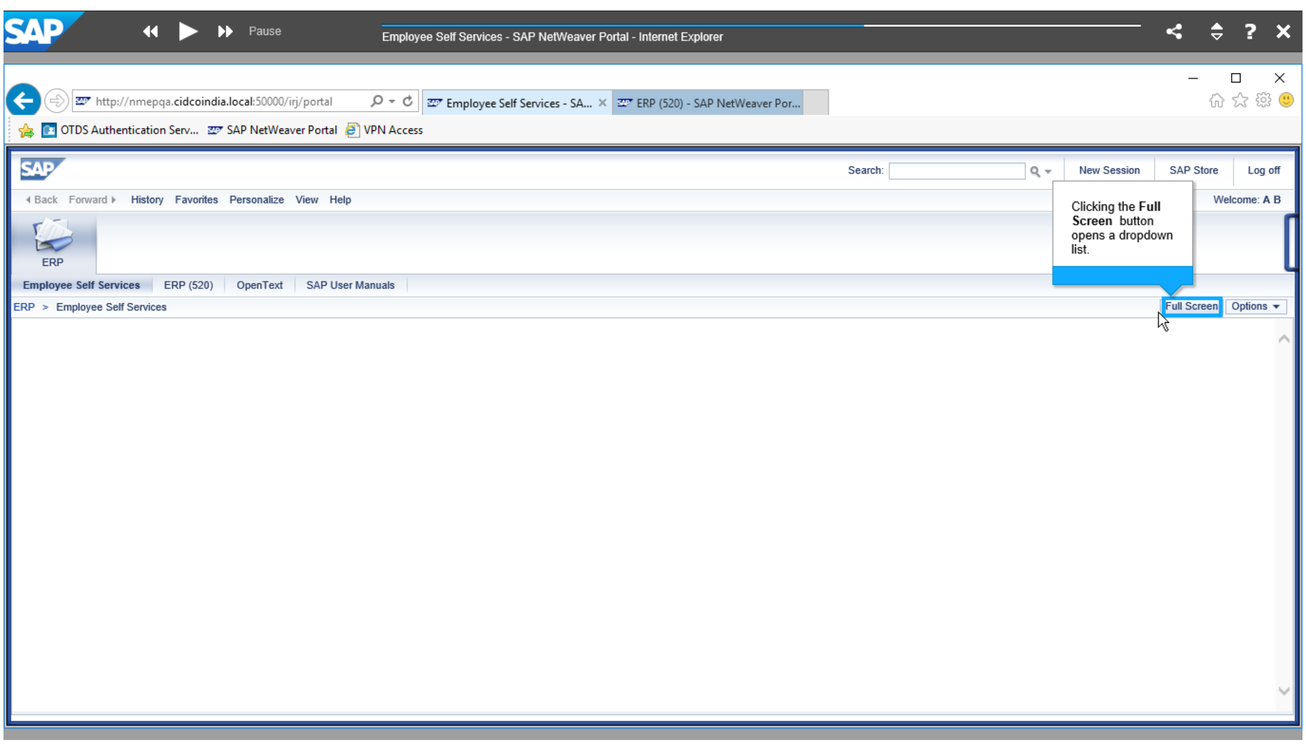
A new tab will be opened in the browser after clicking on ERP link in the portal. This is the SAP system in which you can create and work on projects. You can save frequently needed Tcodes in the Favorites folder – seen at the top in SAP Easy Access screen



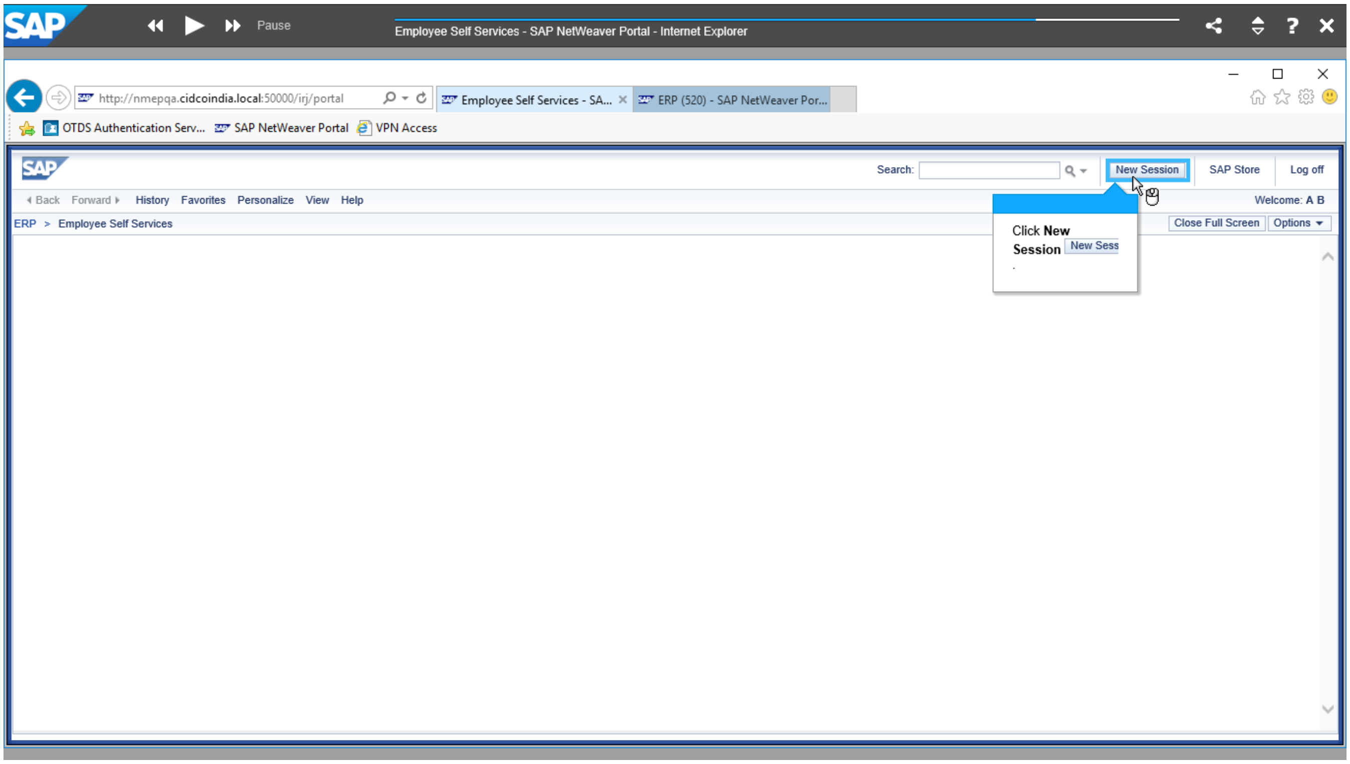




You can navigate back to Employee Self Service tab and click on "Full Screen" button to get a larger screen.



Clicking on New Session will open a new tab.



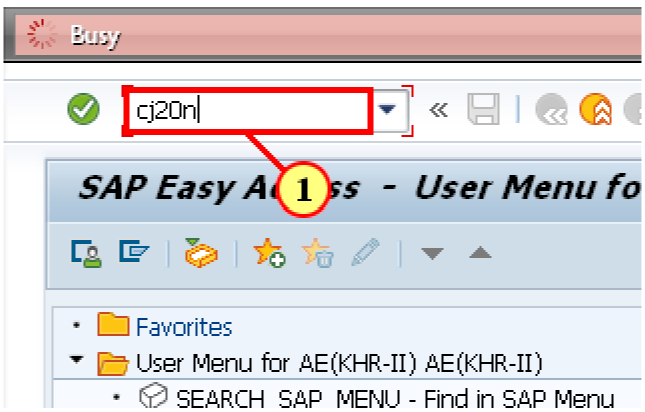
3. Project Creation

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.

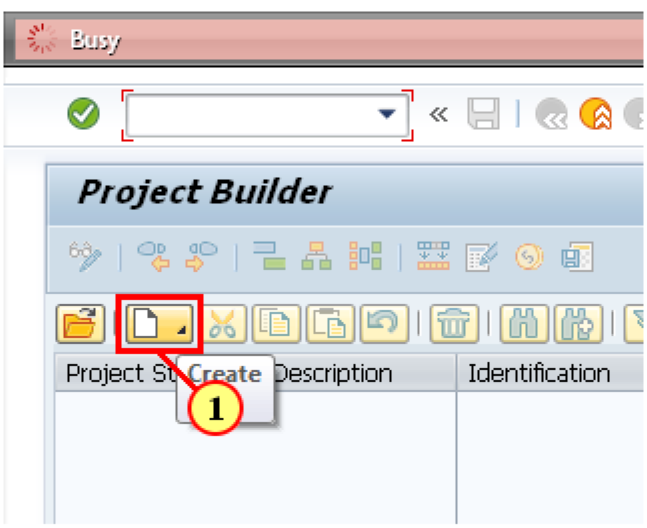
3.2. Tcode CJ20N – Open Project Builder

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



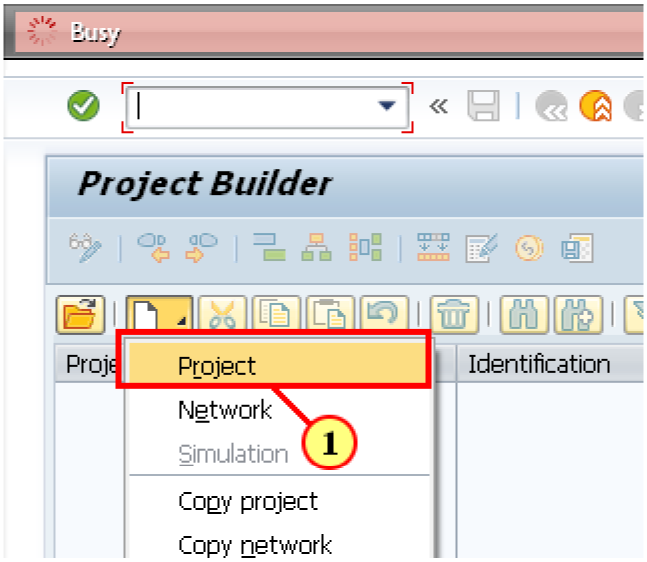
(1) The field is filled out.

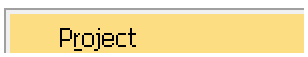
Project Builder – Click Create New



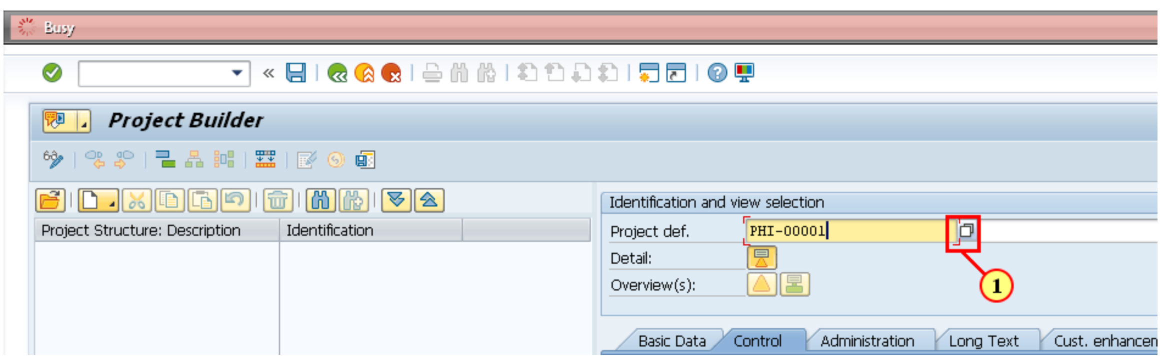
(1) Click on .

Project Builder – select Project to create



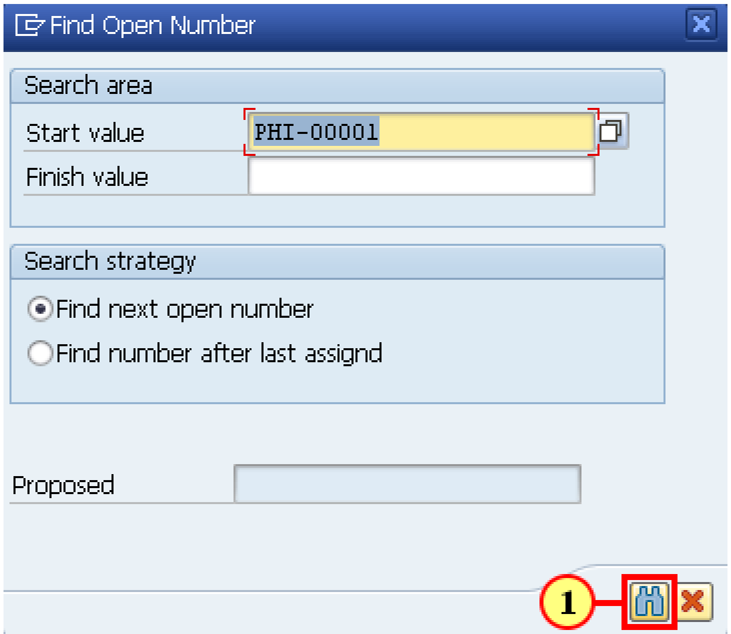
(1) Clicking on the **Project**  menu item executes it.

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 besides the field



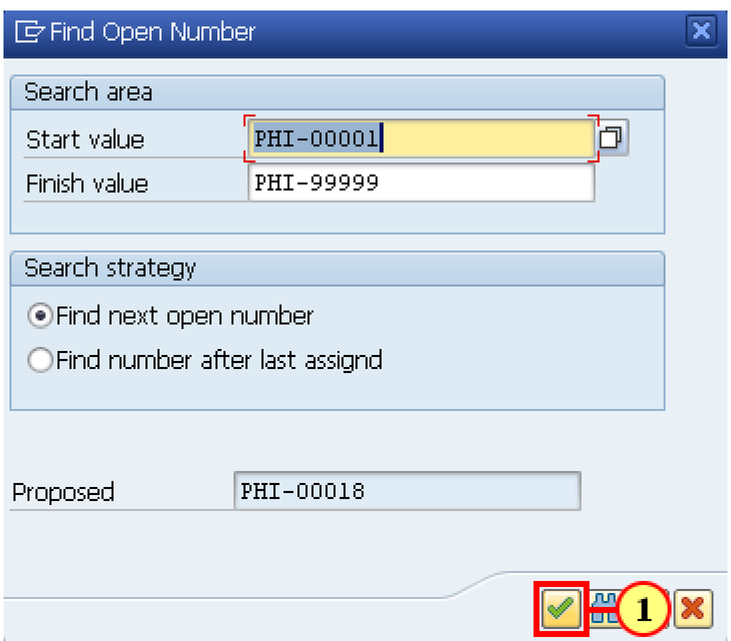
(1) Click on .

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.



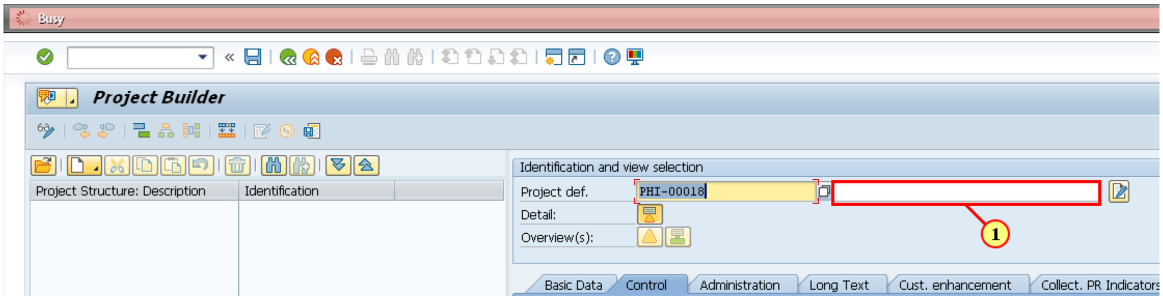
(1) Click on **Find**.

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)



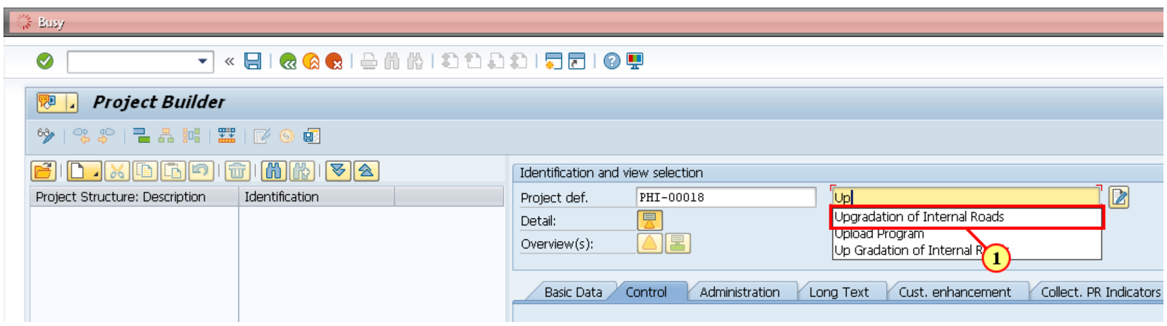
(1) Click on **Copy**.

Project Builder – Enter the short description of the project



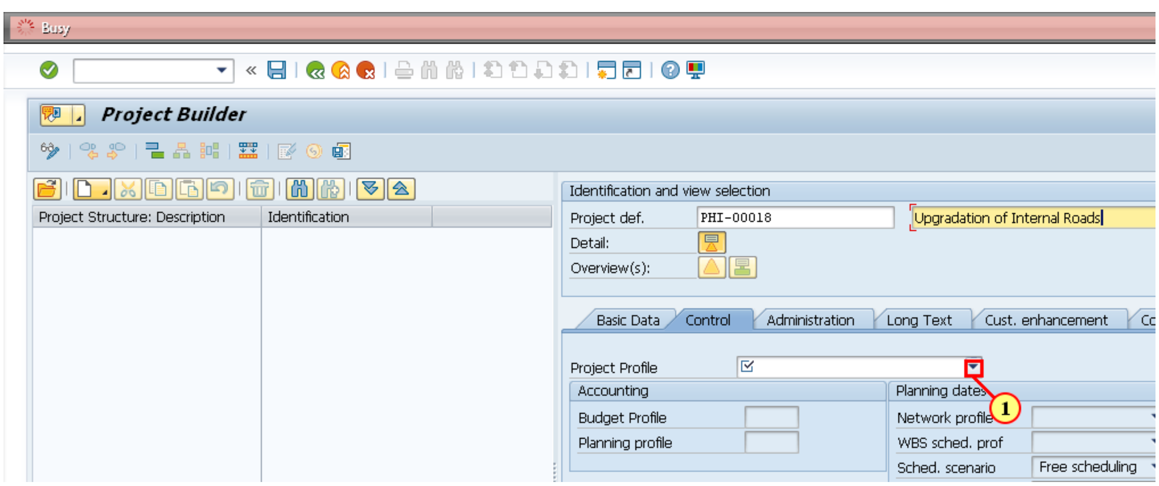
(1) Click on ______________________________.

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



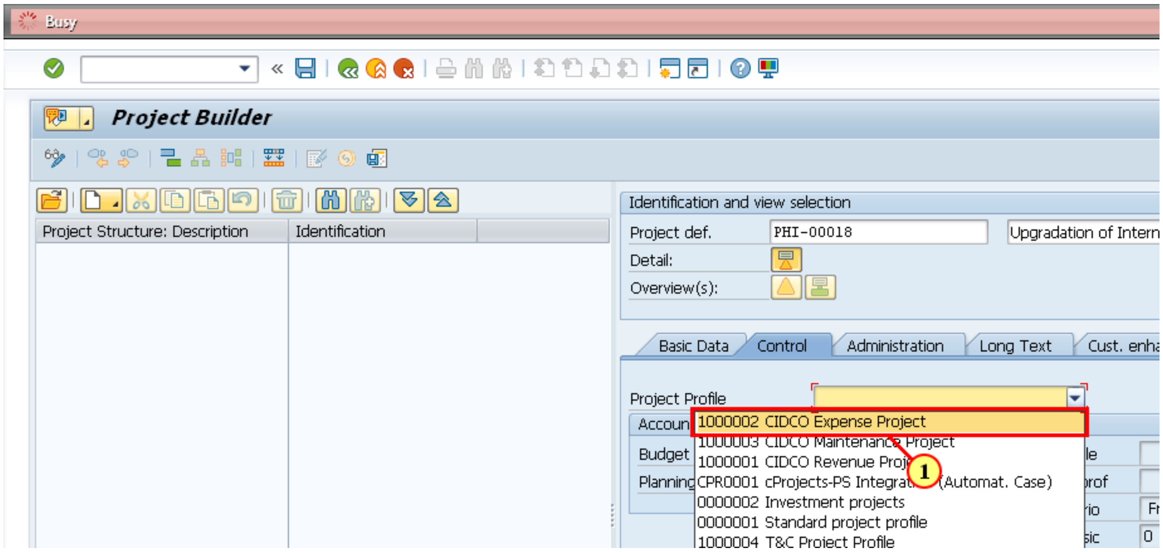
(1) Clicking on the entry **Upgradation of Internal Roads** Upgradation of Internal Roads selects it.

Project Builder – Select the correct Project Profile from the list



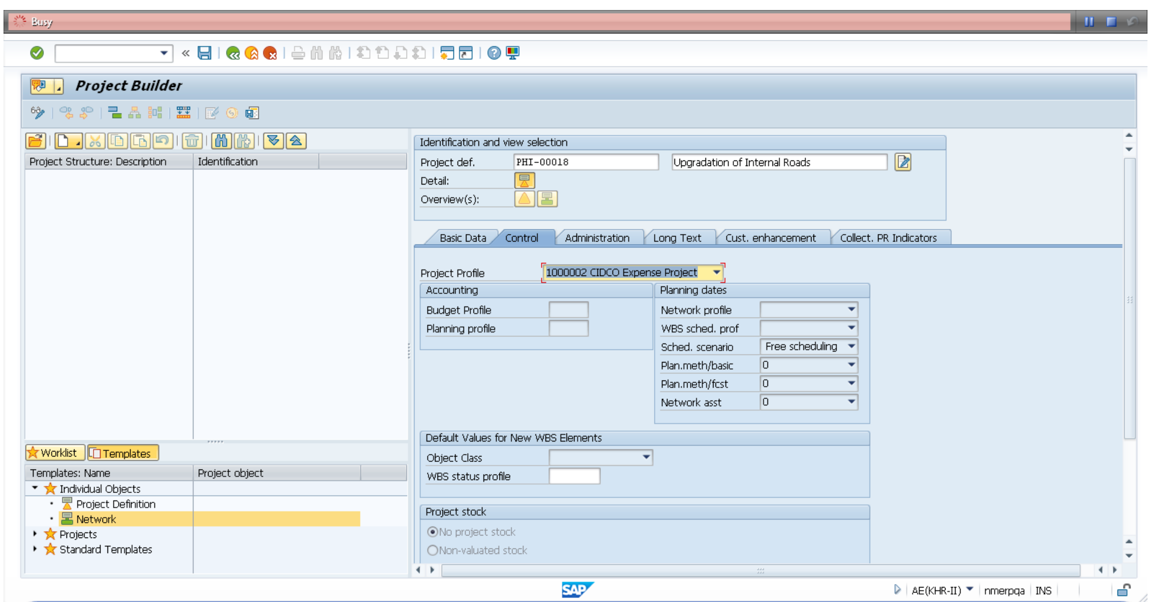
(1) Click on ▼.

Project Builder – e.g. CIDCO Expense Project



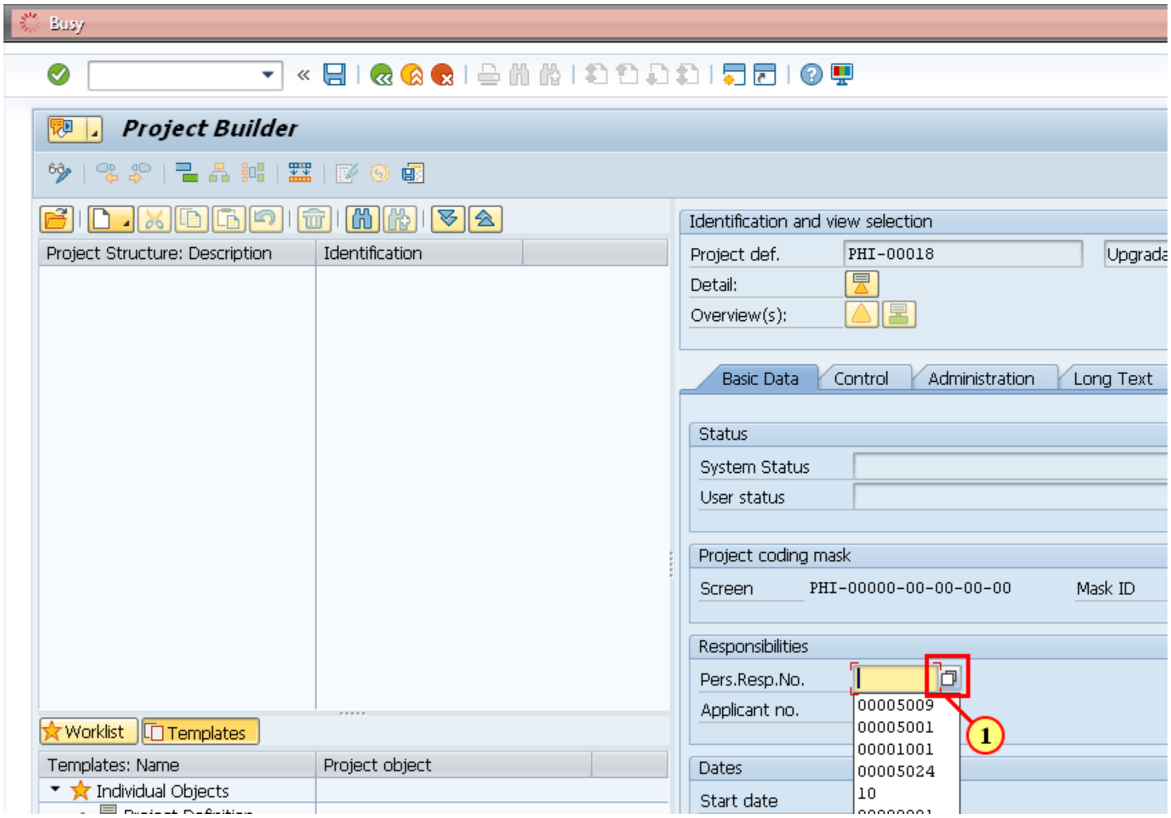
(1) Clicking on the entry **1000002 CIDCO Expense Project** selects it.

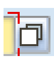
Project Builder – Click Enter key. If any required fields are not entered, then system will prompt to enter those



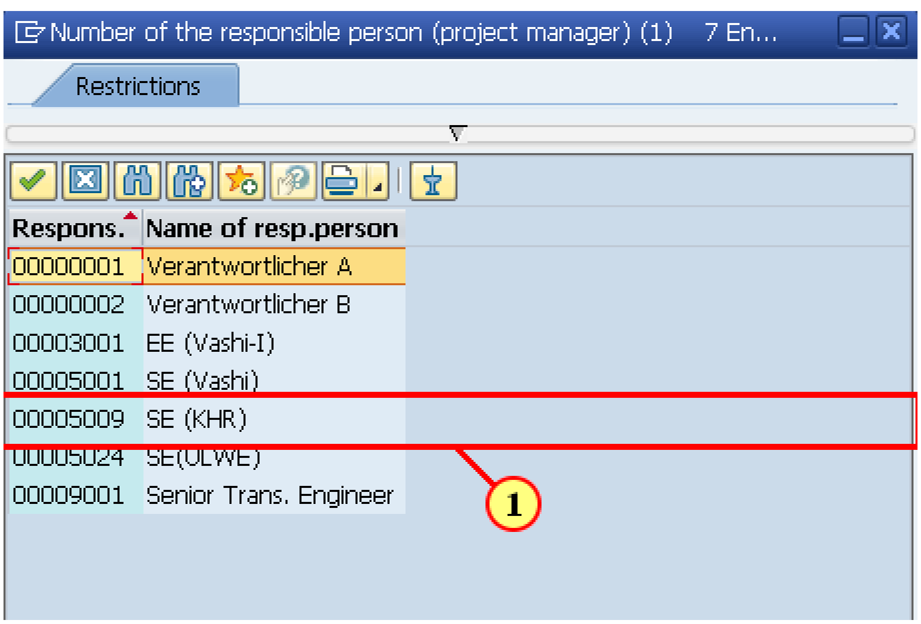
Enter is now pressed.

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



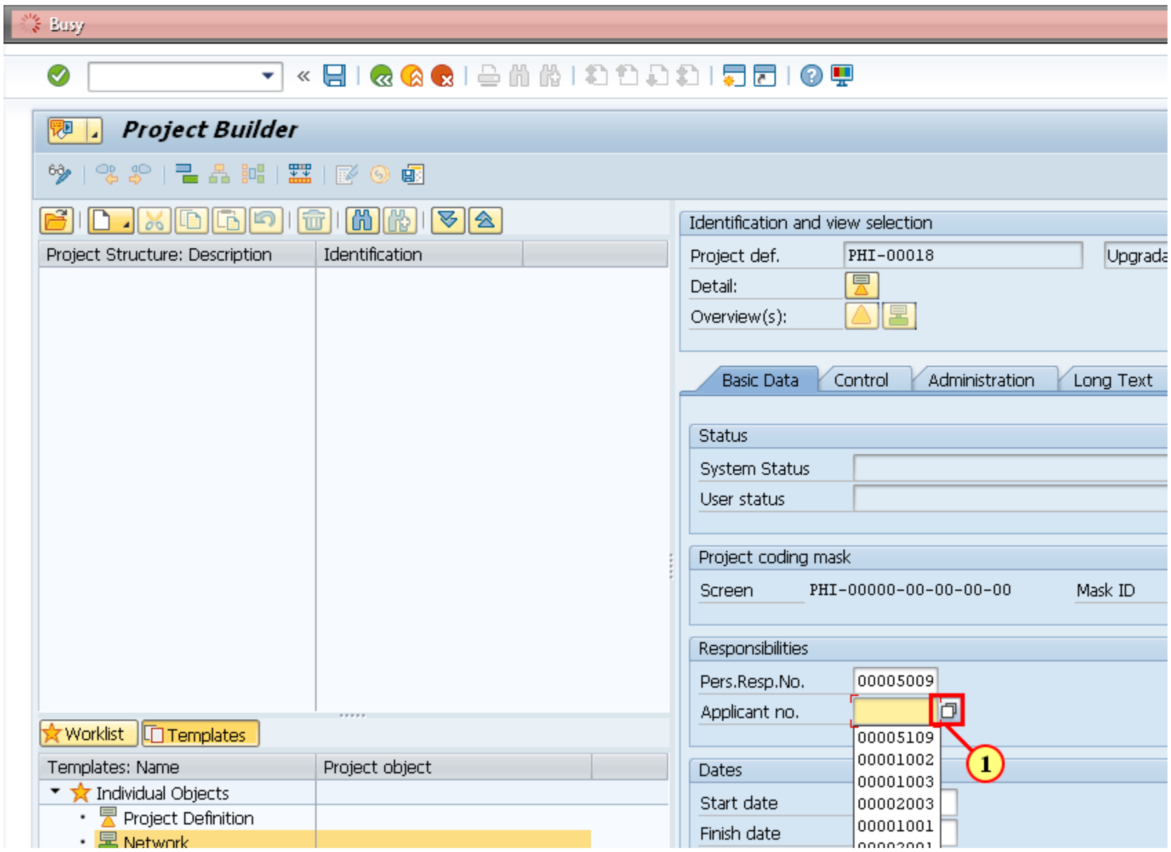
(1) Click on .

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



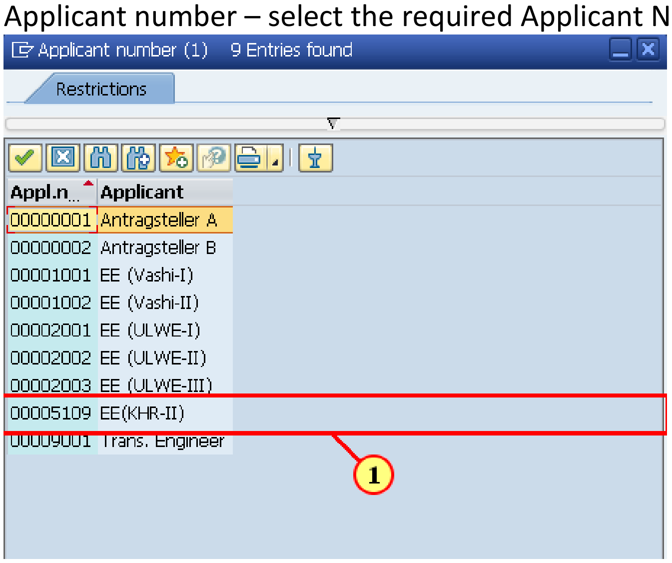
(1) 00005009 SE (KHR) is double-clicked.

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



(1) Click on .

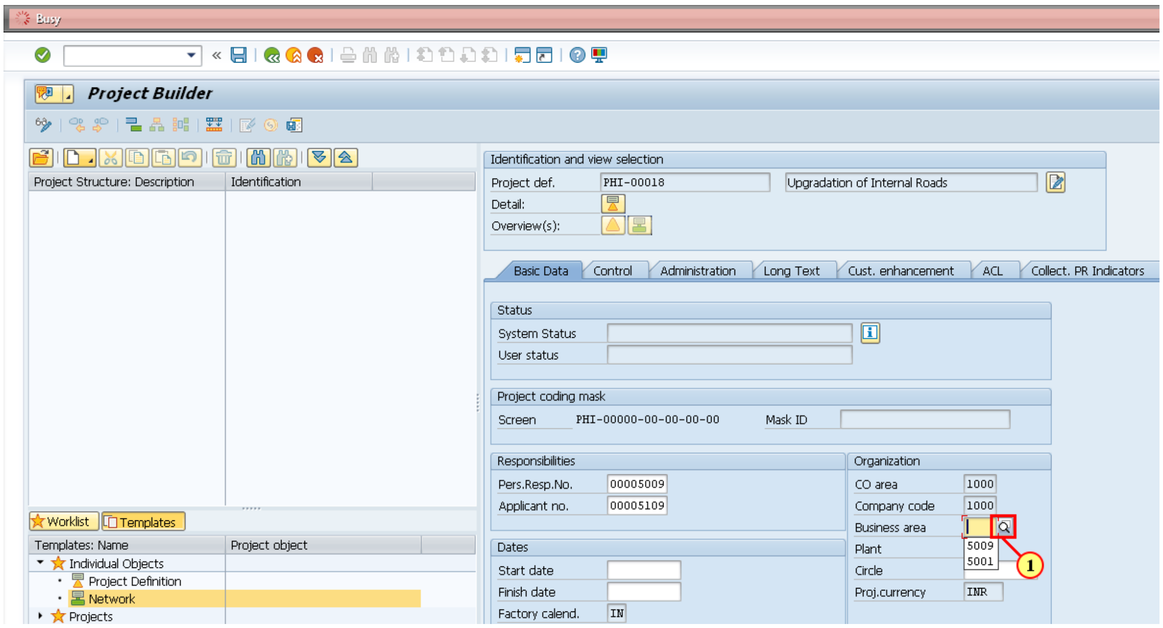
Applicant number – select the required Applicant Number



(1) 

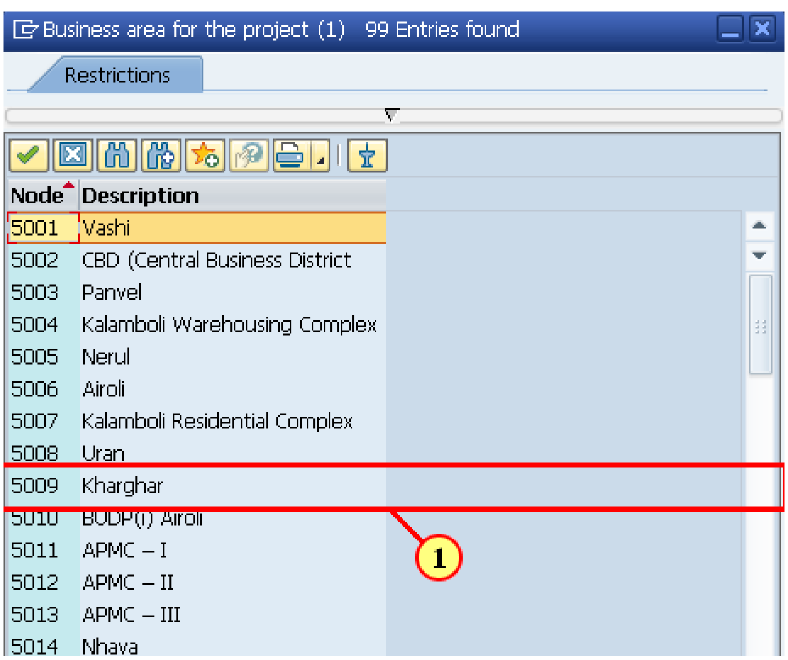
is double-clicked.

Project Builder – Enter the appropriate Business Area



(1) Click on .

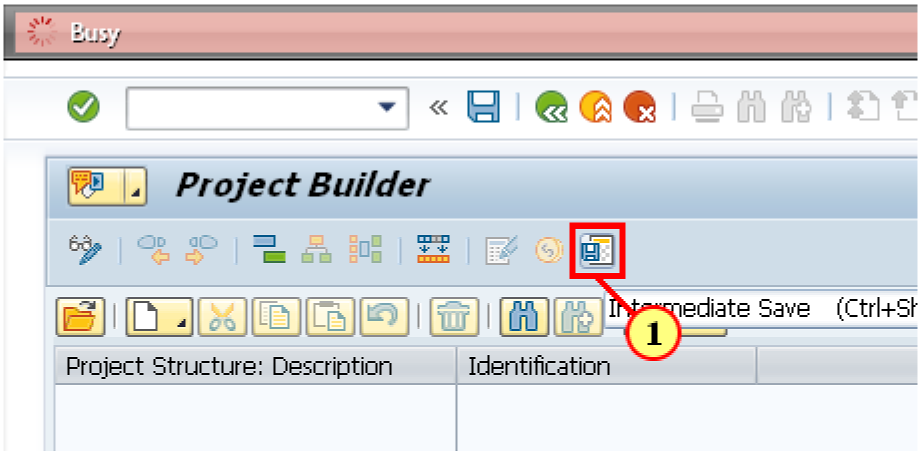
Select Business area for the project. On clicking Intermediate Save or Save, the Plant and Circle will get automatically populated.



(1) 

is double-clicked.

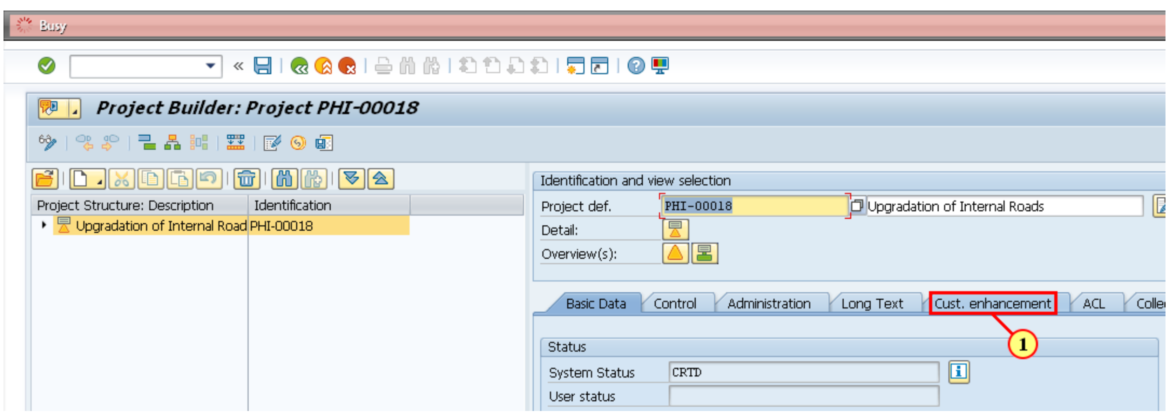
Project Builder – Click on Intermediate Save button to save the project and stay on the same screen. The project with the selected code gets created



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

3.3. Custom Enhancement Tab

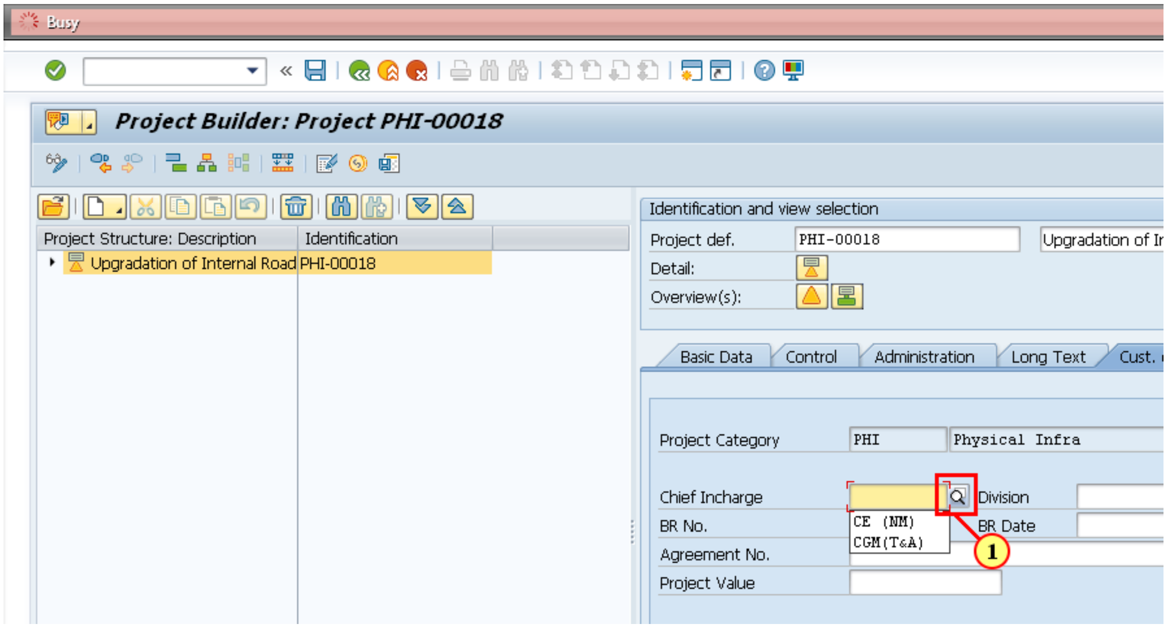
Project Builder: Project PHI-00018 – Click on Custom Enhancement tab

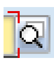


(1) Click on 

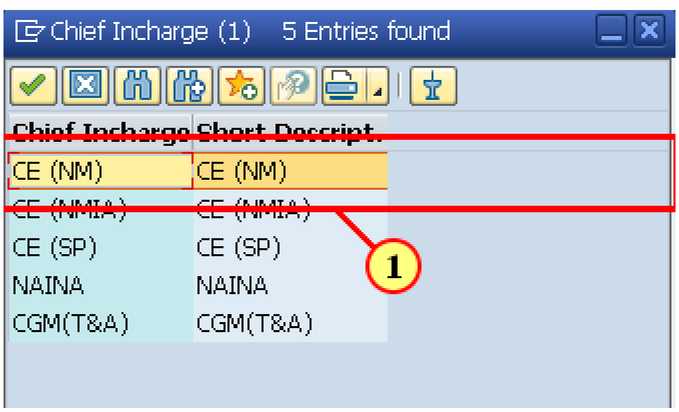
.

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



(1) Click on  .

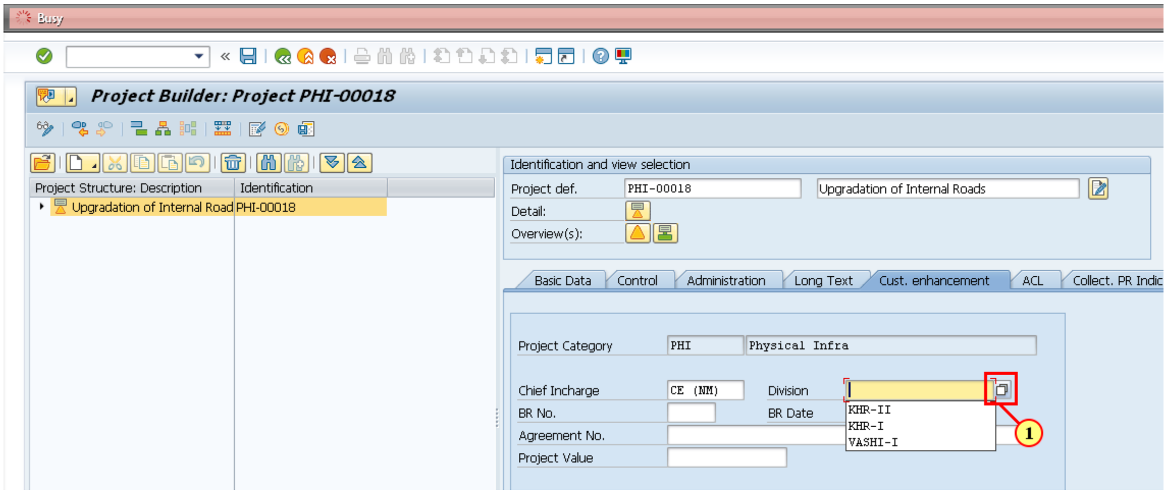
Chief Incharge – e.g. select CE(NM)

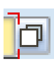


(1) 

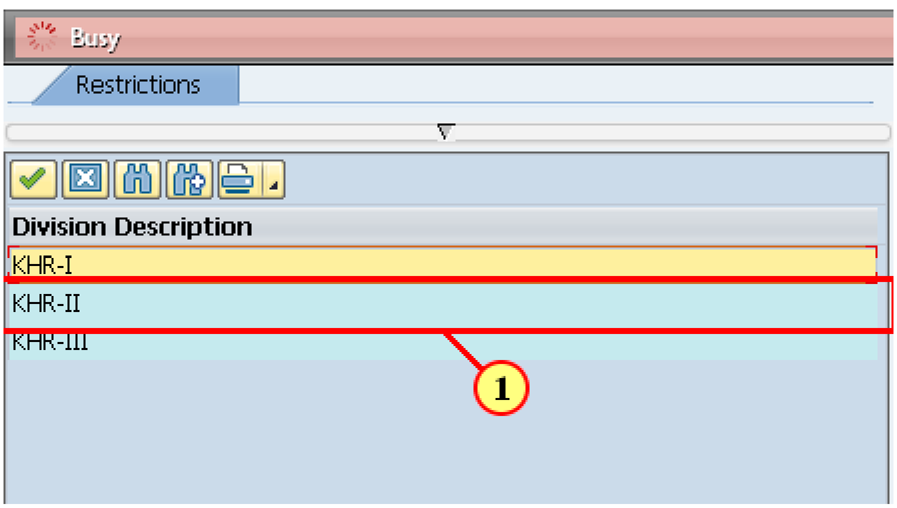
is double-clicked.

Project Builder: Project PHI-00018 – Select Division



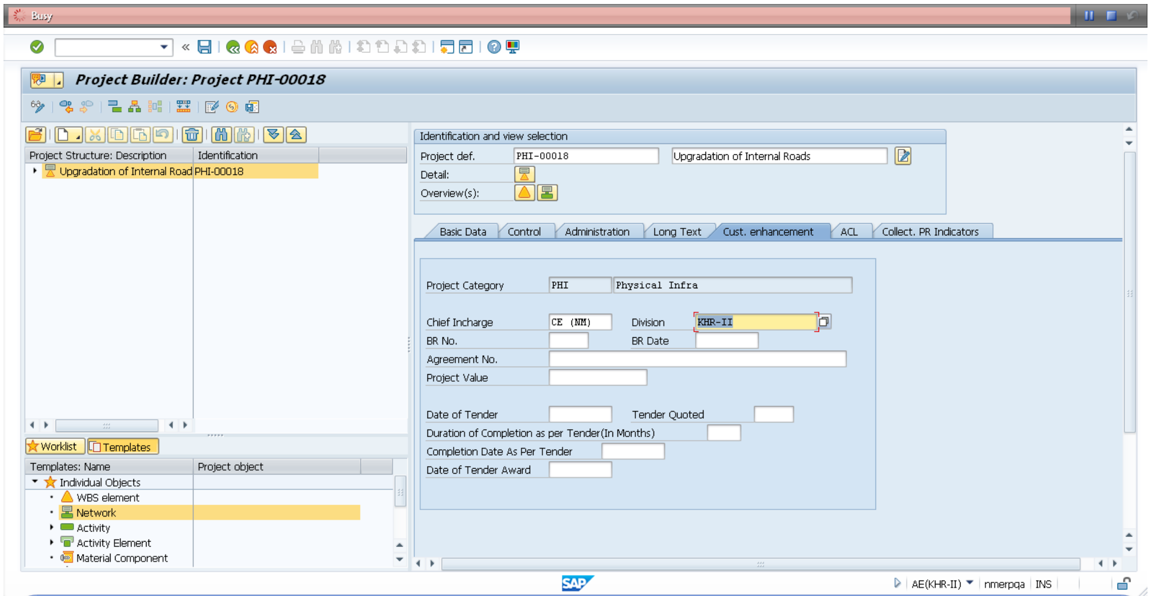
(1) Click on  .

Division Description – Select appropriate Division for the project



(1) KHR-II is double-clicked.

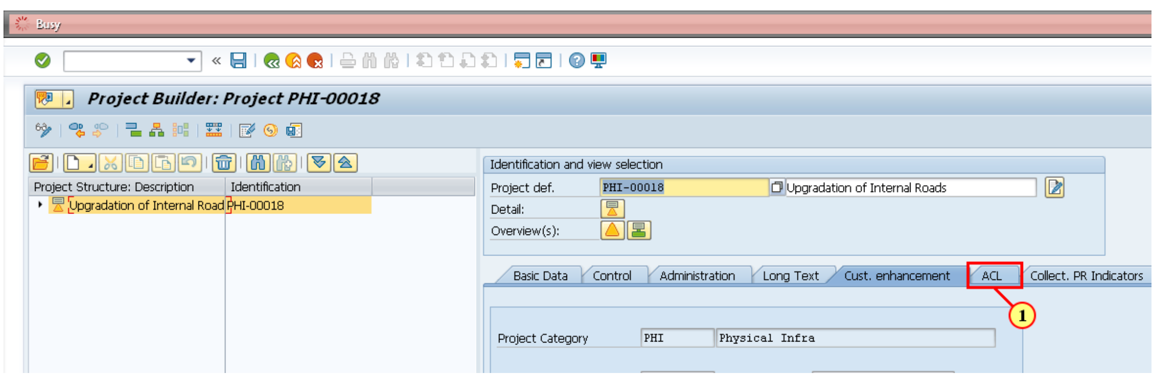
Project Builder: Project PHI-00018 – Click on Enter so that system will prompt to enter values of any mandatory fields.



Enter is now pressed.

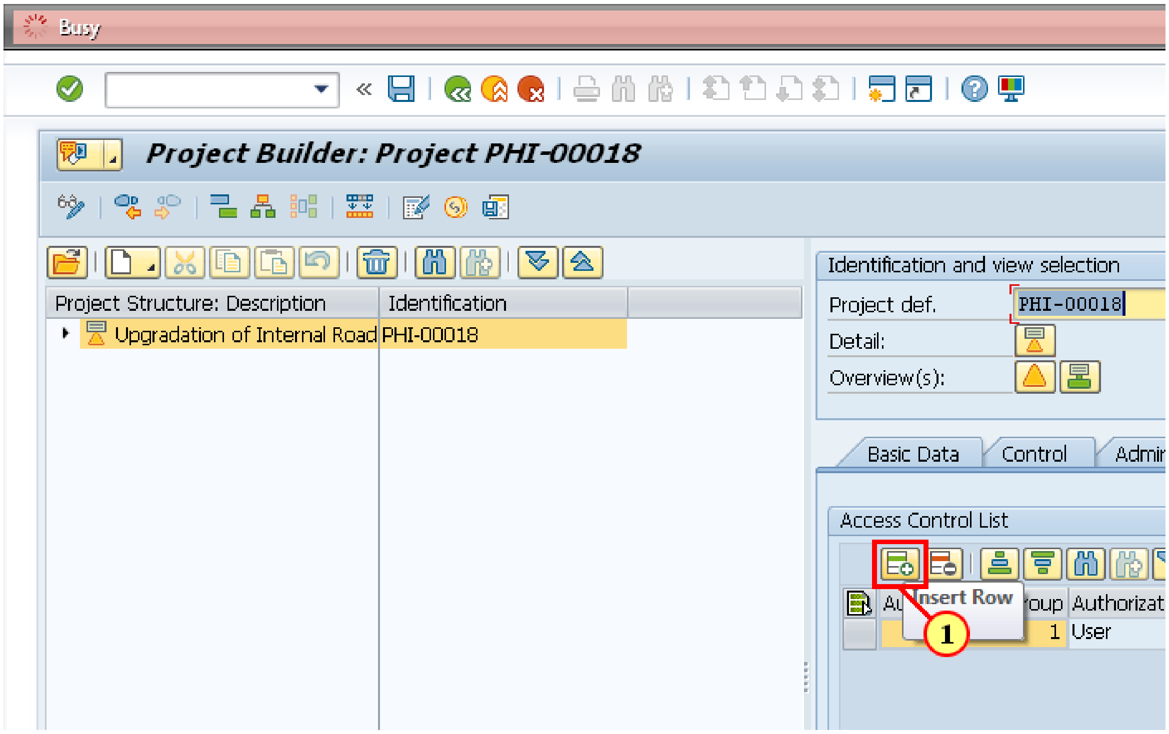
3.4. ACL Tab

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



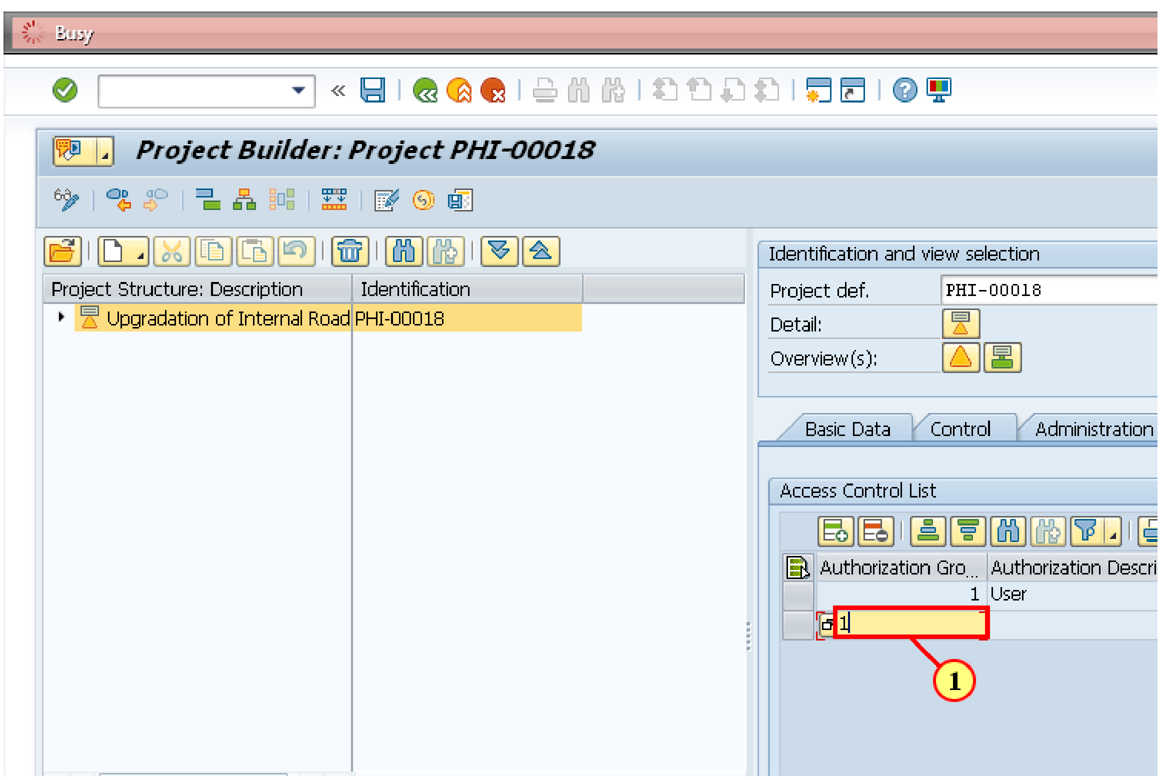
(1) Click on .

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

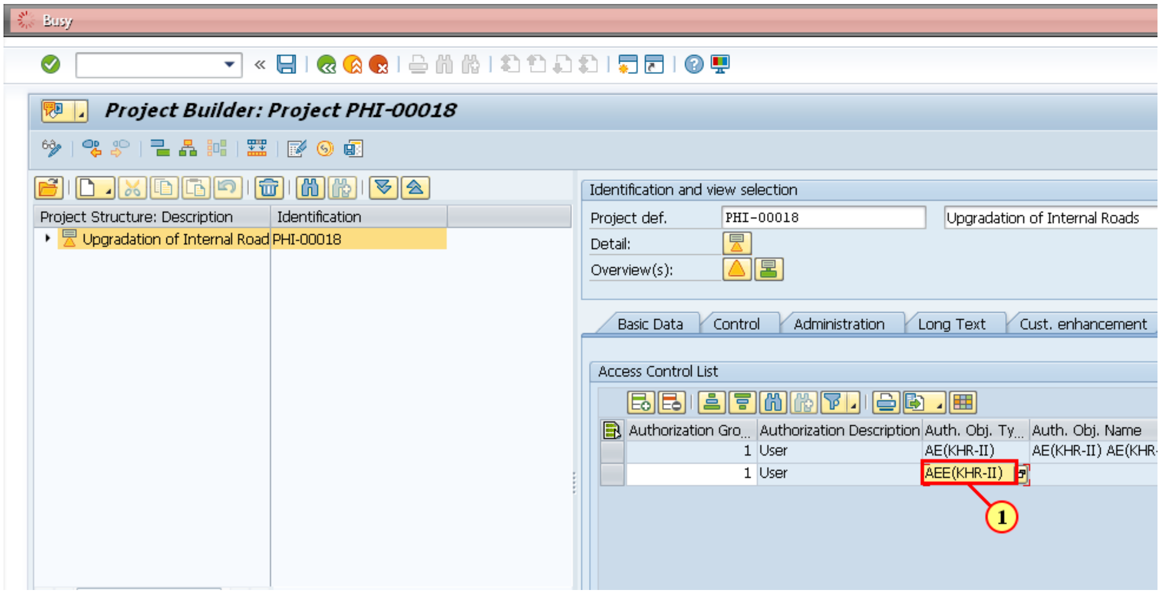


(1) Click on .

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

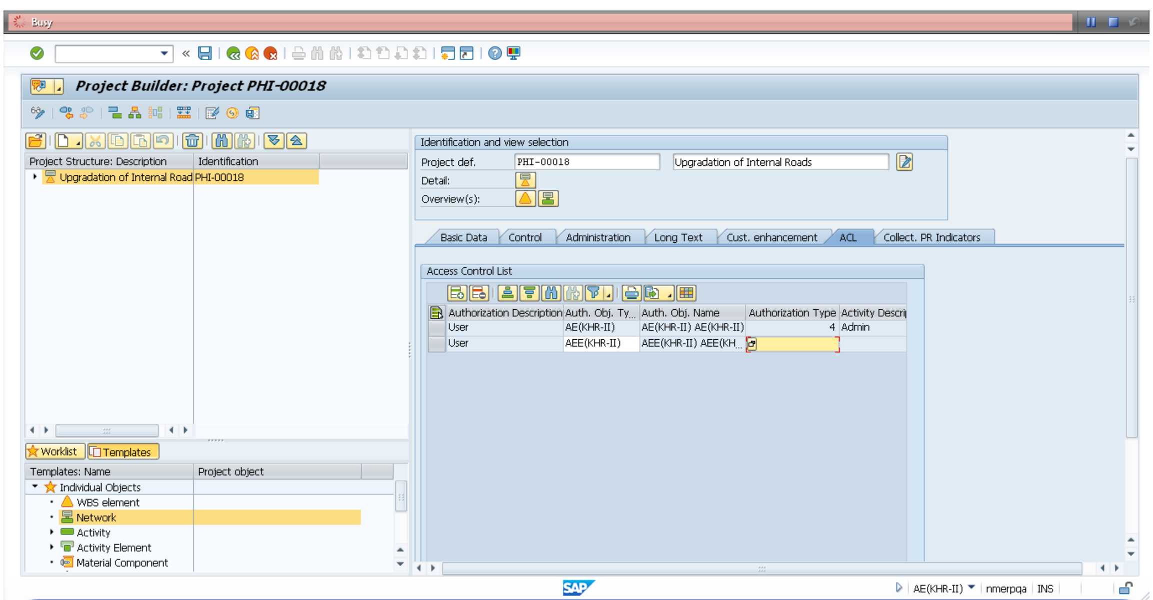


Select Authorization Obj. Type as the user who needs to access this project

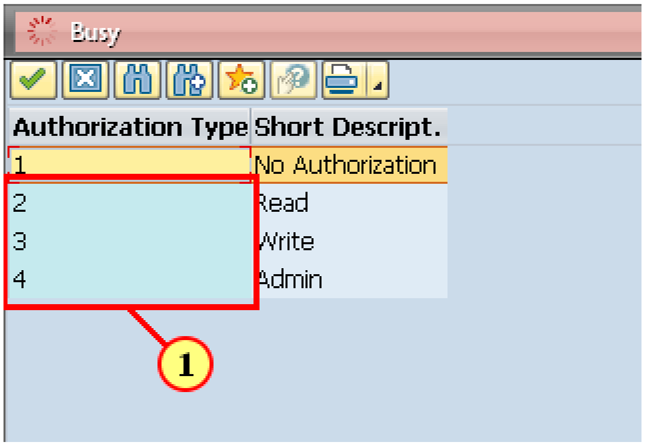


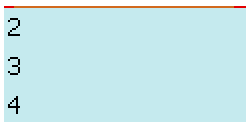
(1) The field is filled out.

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



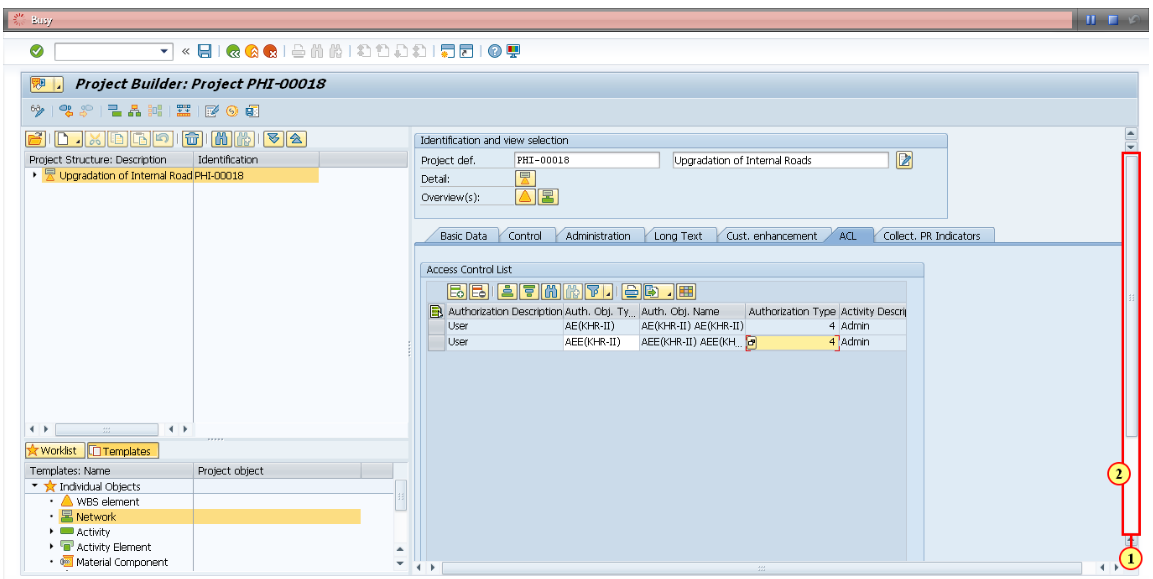
F4 is now pressed.



(1) 

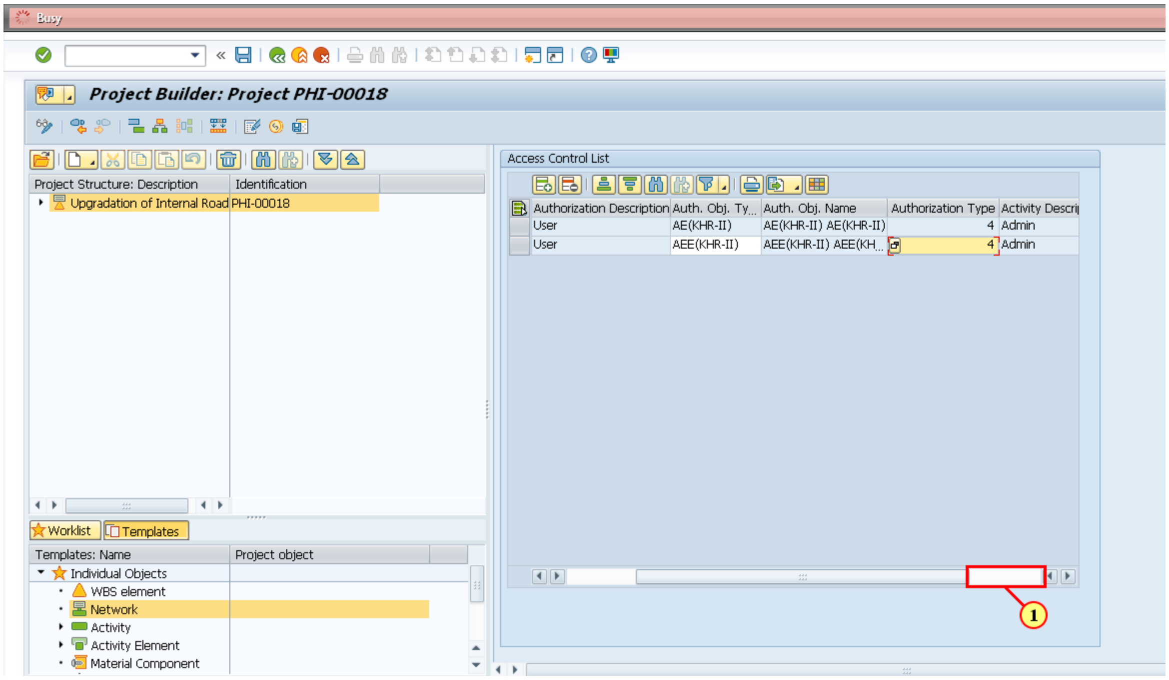
is double-clicked.

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



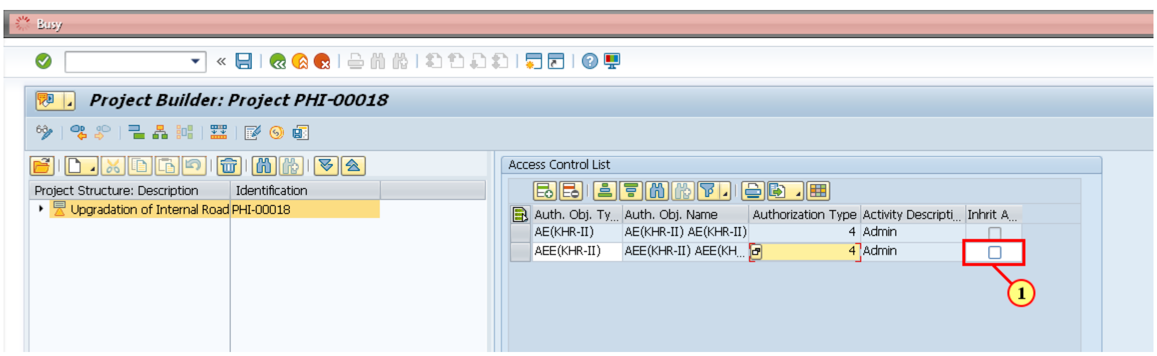
(1) Clicking in the **scroll area** displays the desired screen area.
(2) Drop on .

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



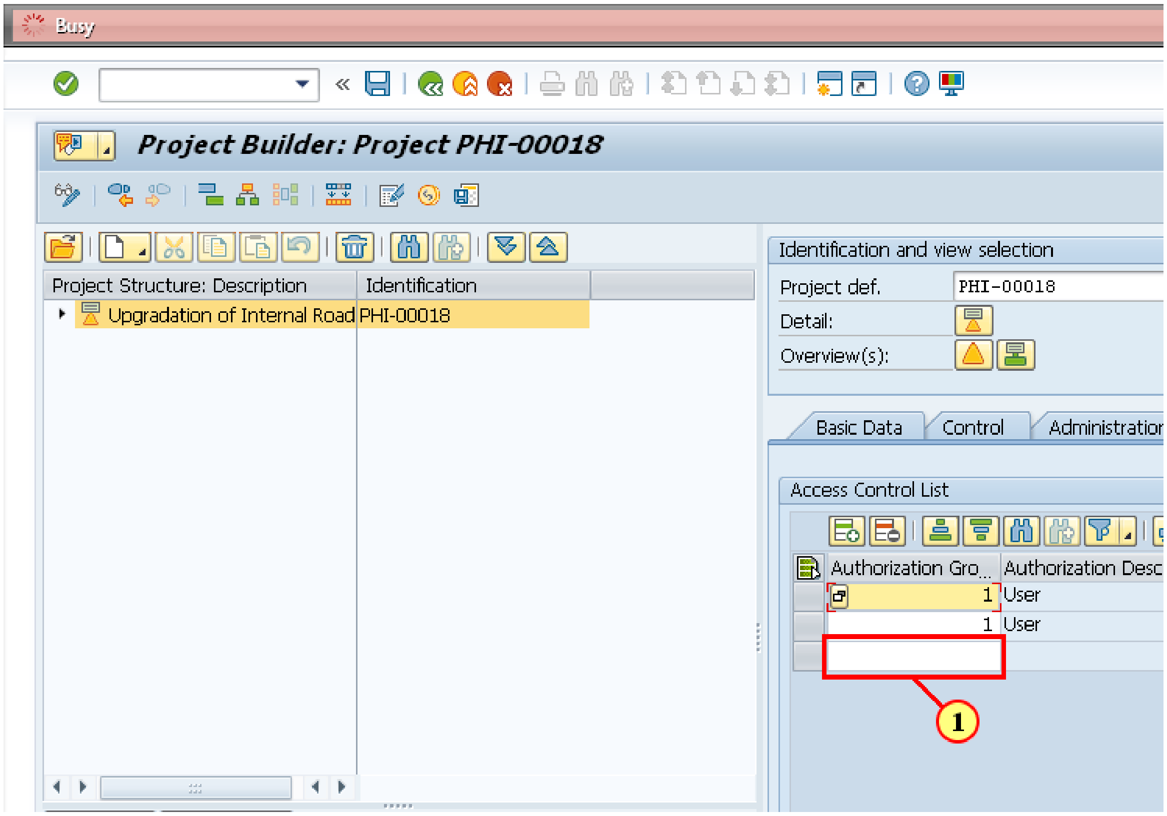
(1) Clicking in the **scroll area** makes the desired area appear.

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

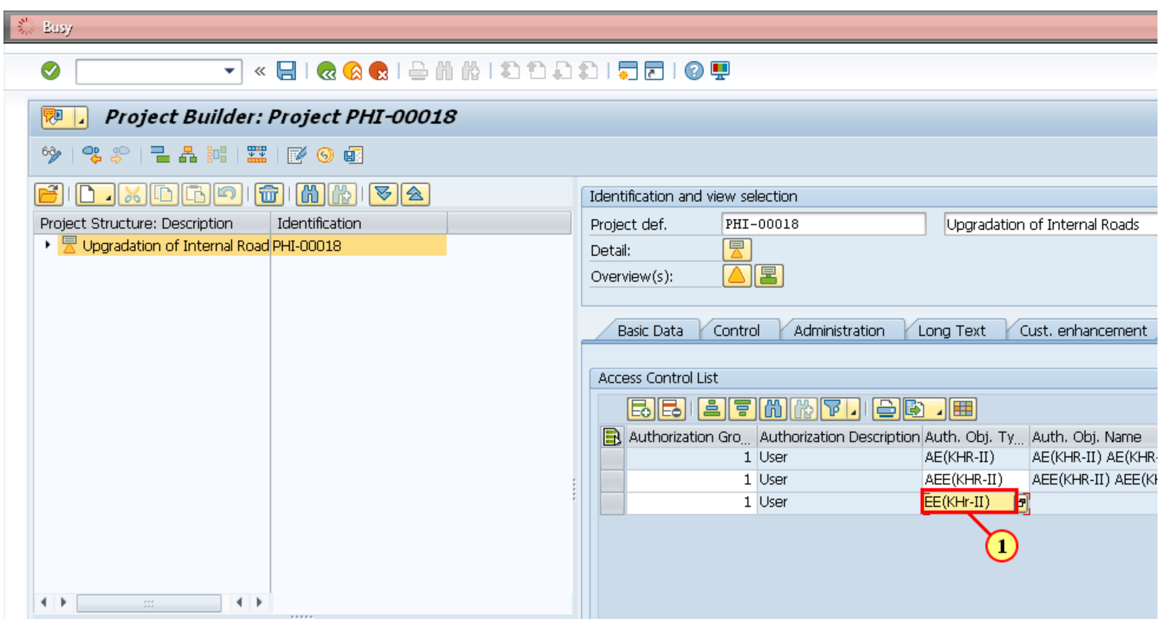


(1) Click on  .

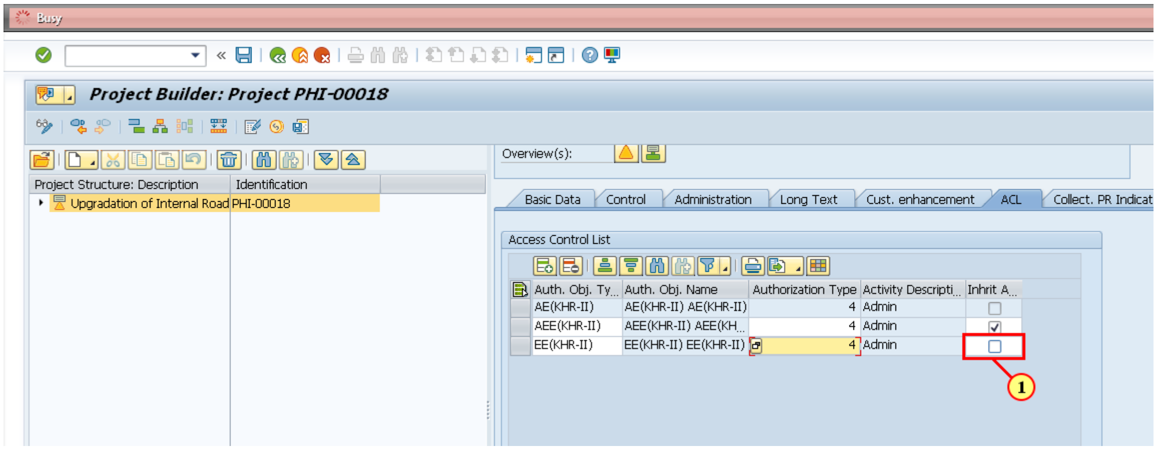
Project Builder: Project PHI-00018 – Similarly add other rows for AEE and EE



(1) Click on .

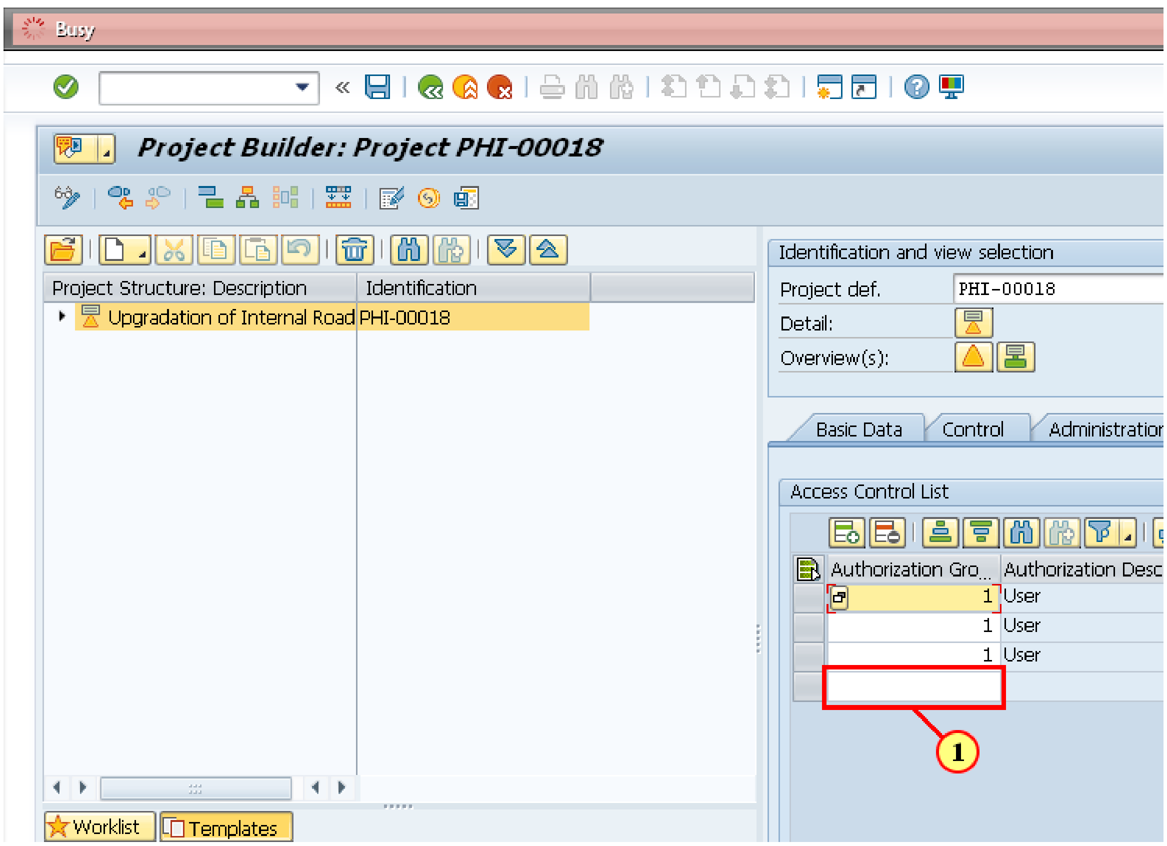


(1) The field is filled out.



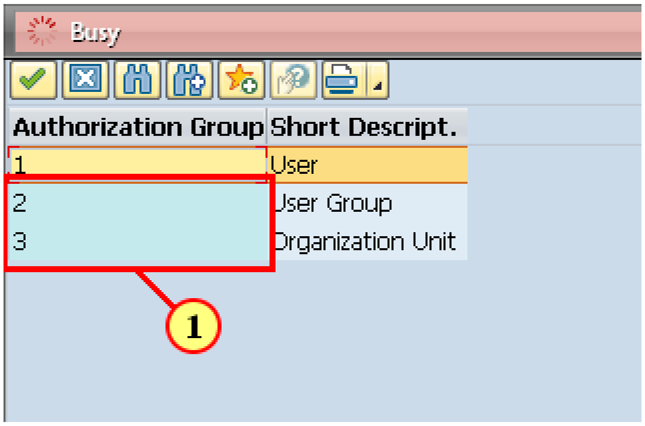
(1) Click on ________.

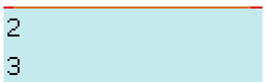
Project Builder: Project PHI-00018 – Now add another row for providing access to Group



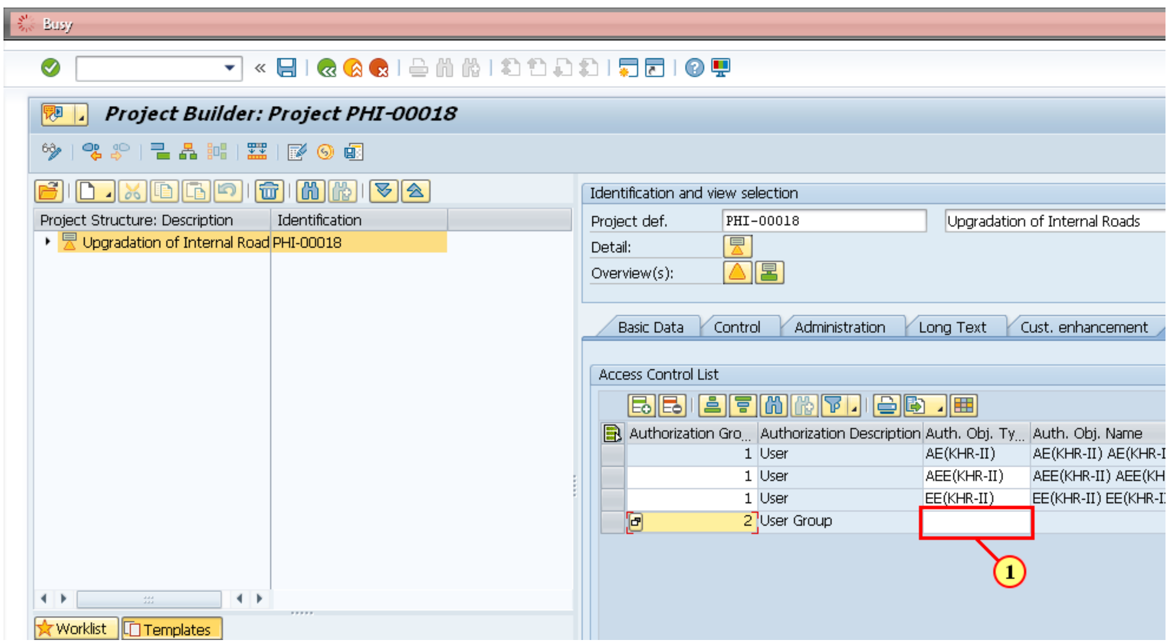
(1) Click on ________.

PS ACL Authorization Group (1)   3 Entries found



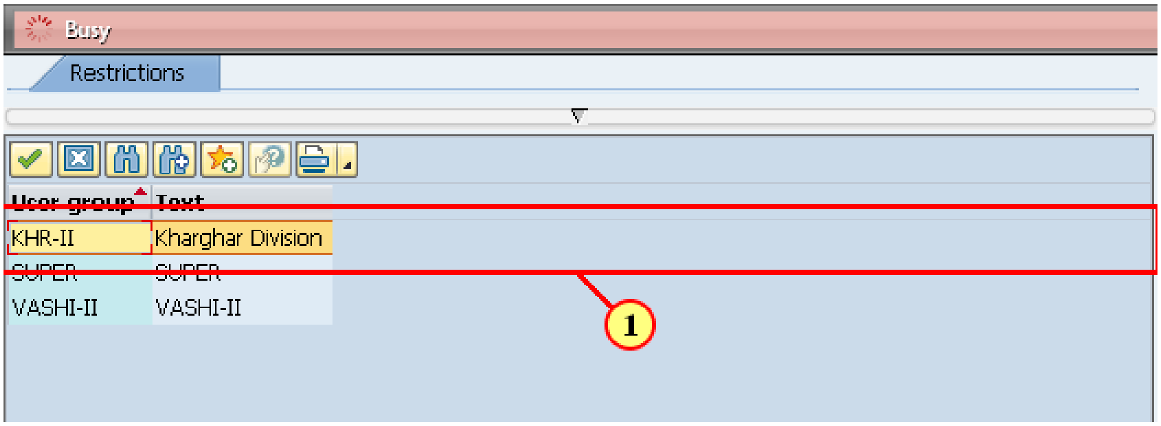
(1) 

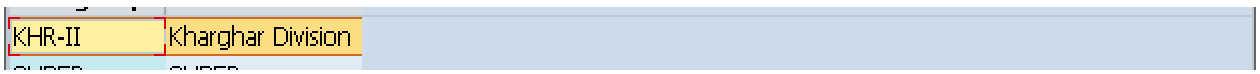
is double-clicked.



(1) Click on .

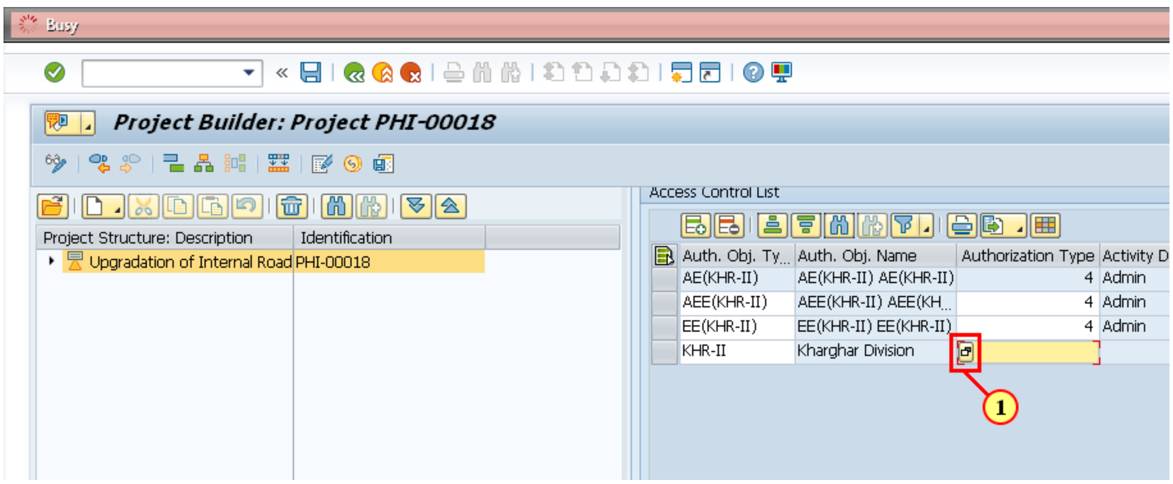
User group – Select appropriate group as applicable to the project. The users from this group can view the project

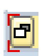


(1) 

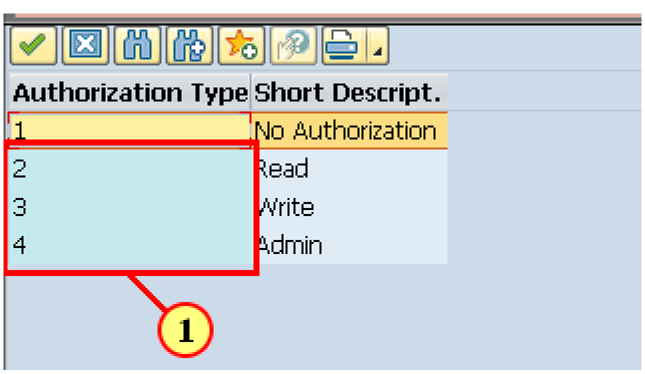
is double-clicked.

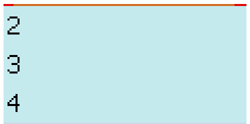
Project Builder: Project PHI-00018 – Provide Authorization Type as “Read”



(1) Click on .

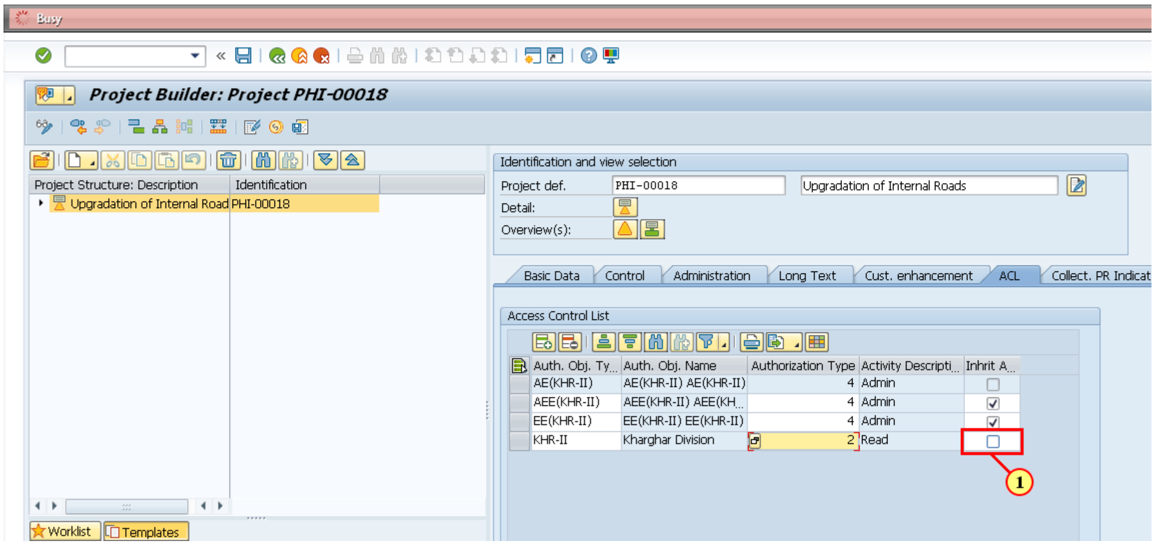
PS ACL Authorization Type



(1) 

is double-clicked.

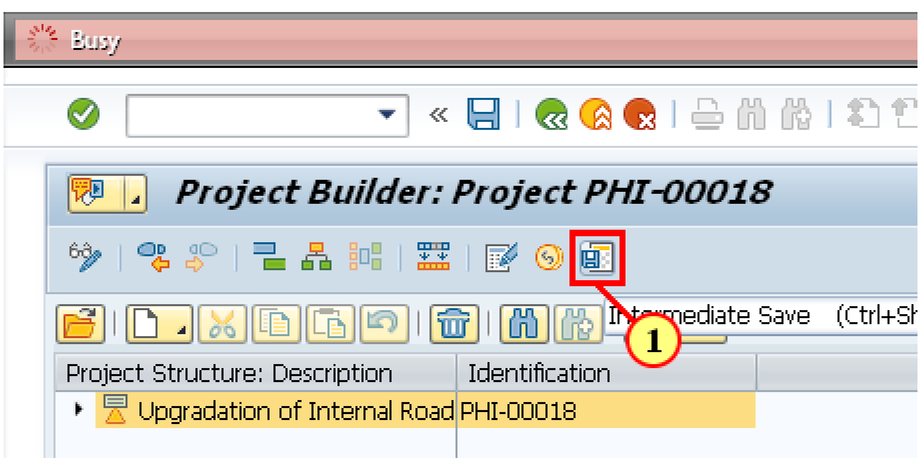
Project Builder: Project PHI-00018 – Click the checkbox for Inheritance



(1) Click on .

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

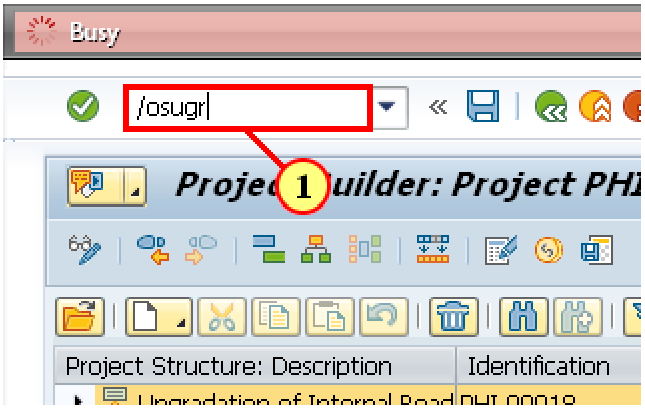
Note: Maitain Users in ACL (in user group, users from finance dept and from other dept have to maintain). This step is mandatory to RA bill approval and PO display or change.



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

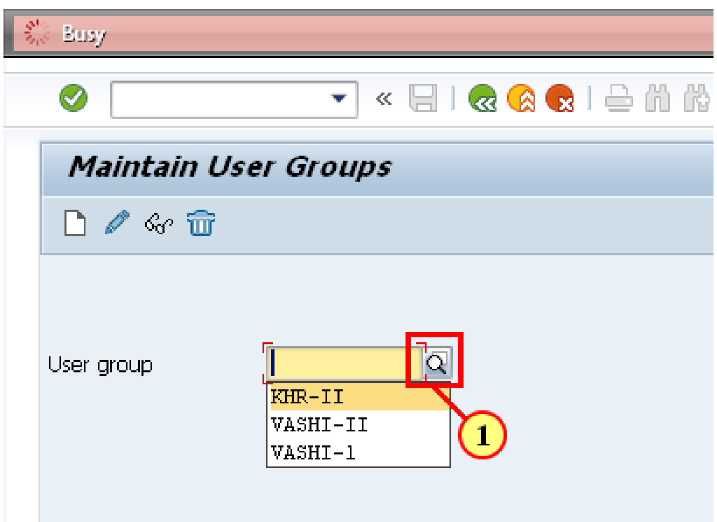
3.5. User Group List - Tcode SUGR

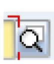
Project Builder: Project PHI-00018 – Check the user groups available in the system using Tcode SUGR– Enter /osugr to open new screen with the Tcode SUGR



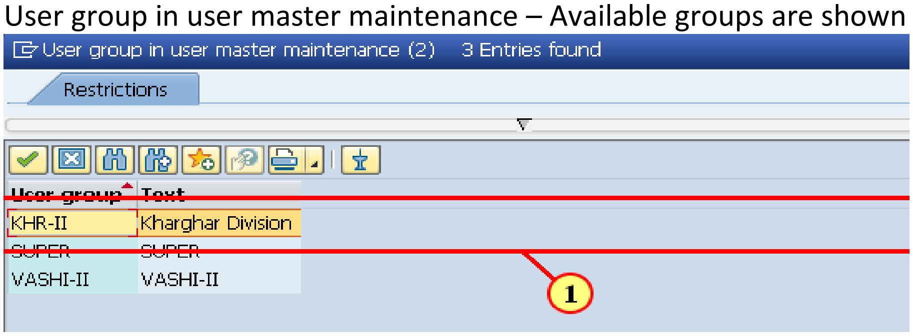
(1) The field is filled out.

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



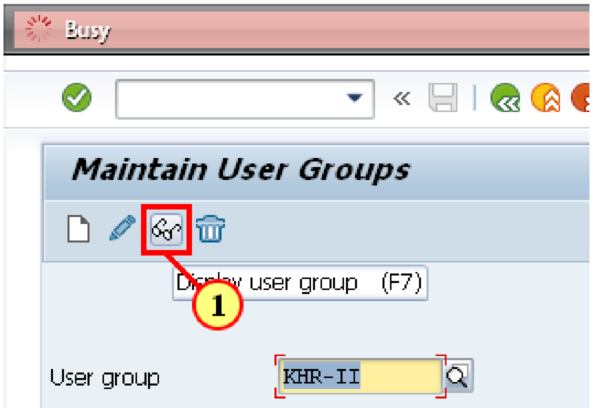
(1) Click on  .

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



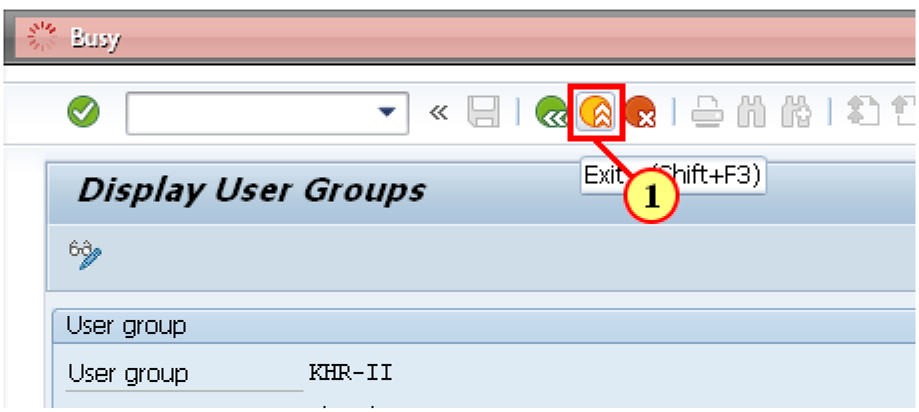
(1) is double-clicked.

Maintain User Groups – Click on the Display icon



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

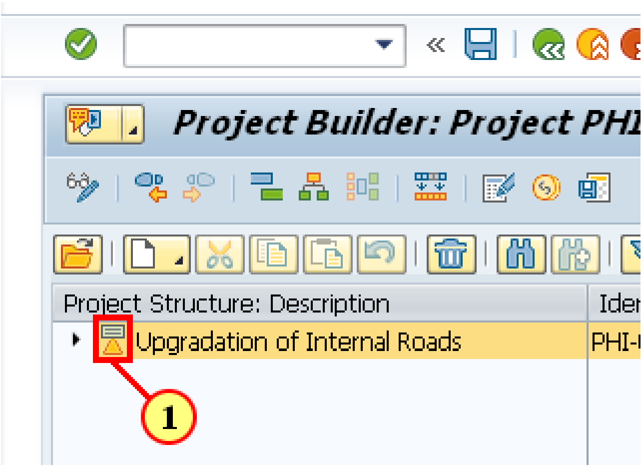
Display User Groups – The screen shows the details of the selected group. Click to go back



(1) Click on .

3.6. Create top level WBS

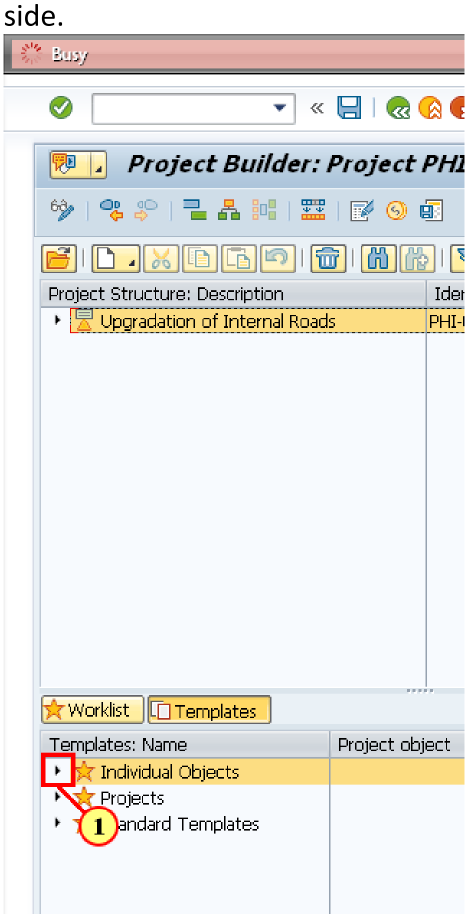
Project Builder: Project PHI-00018 -- Tcode CJ20N -- Select the Project definition of the newly created project



Transaction Code: CJ20N

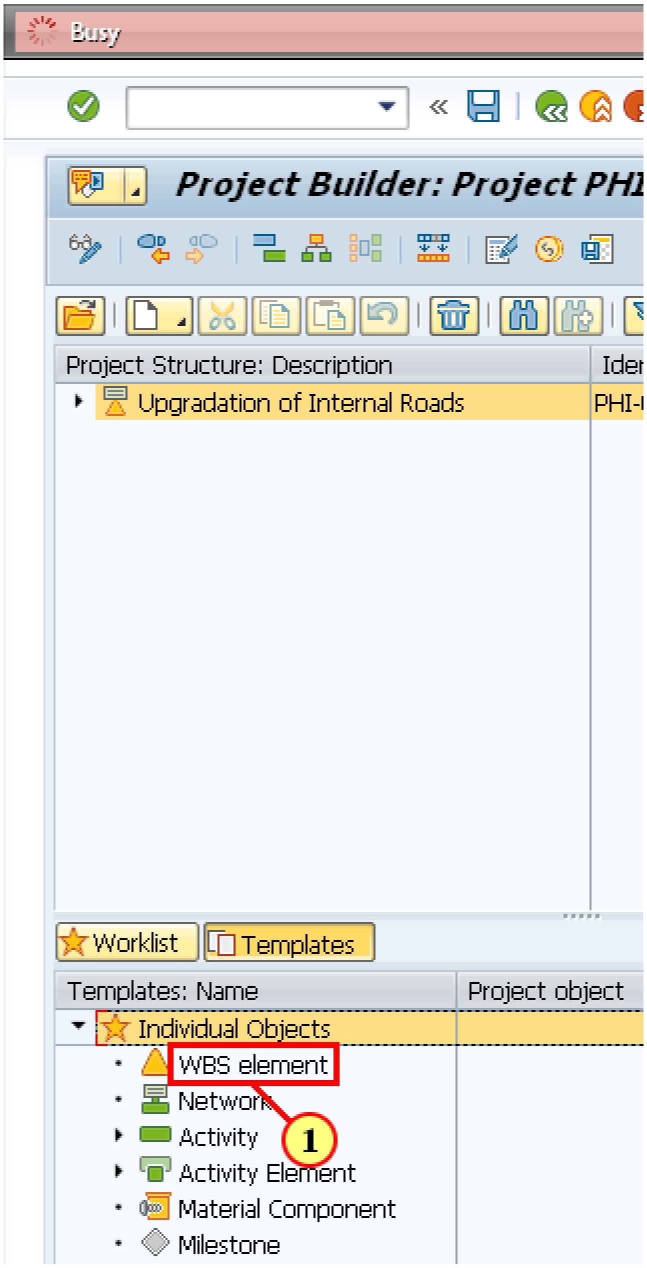
(1) Click on .

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



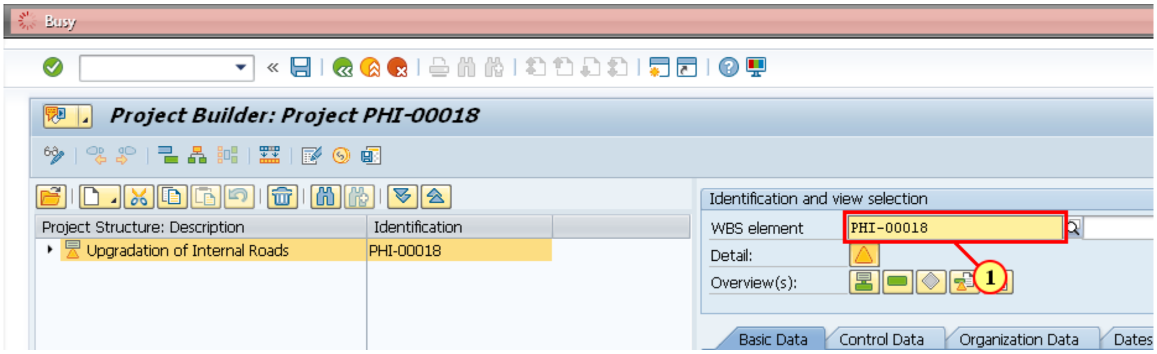
(1) Click on **Individual Objects** ▸ .

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



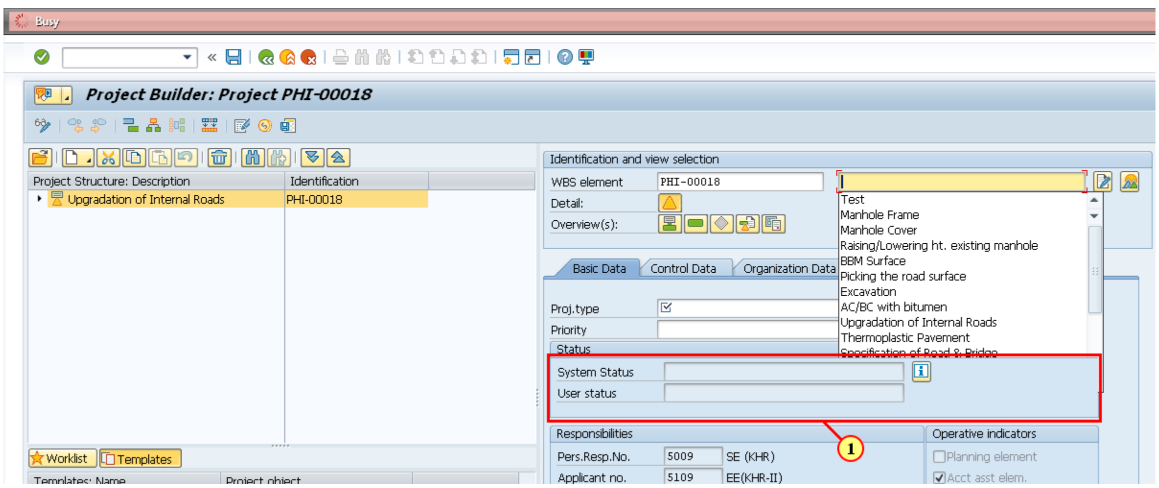
(1) WBS element is double-clicked.

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)



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

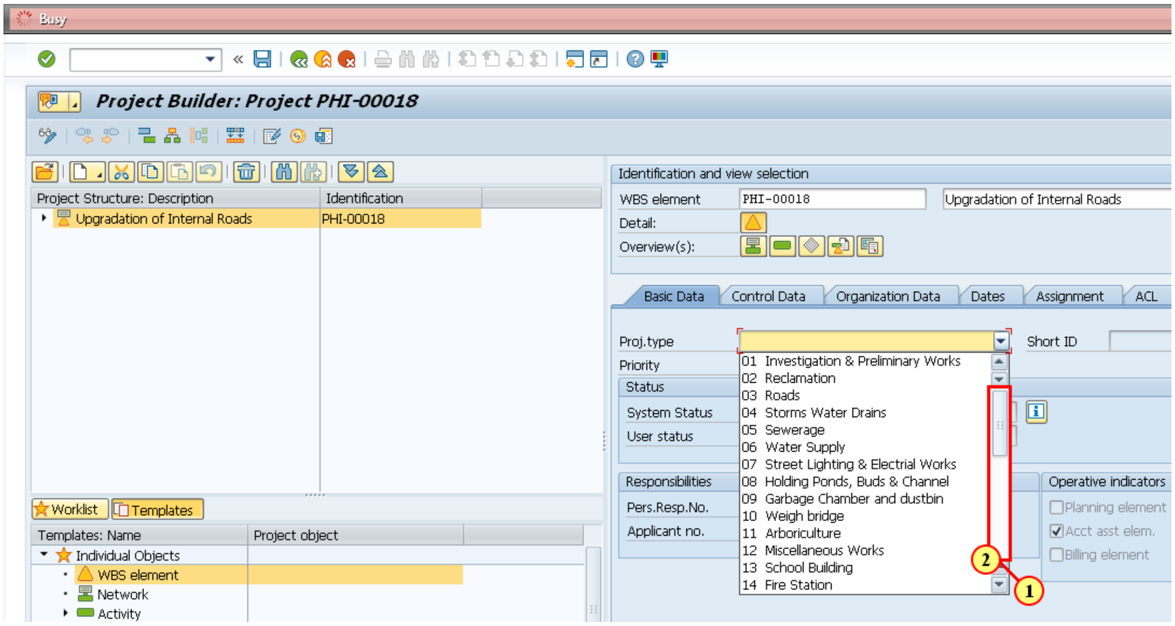
Project Builder: Project PHI-00018 – Enter Short Description for WBS – for the first WBS – this can be same as project name



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

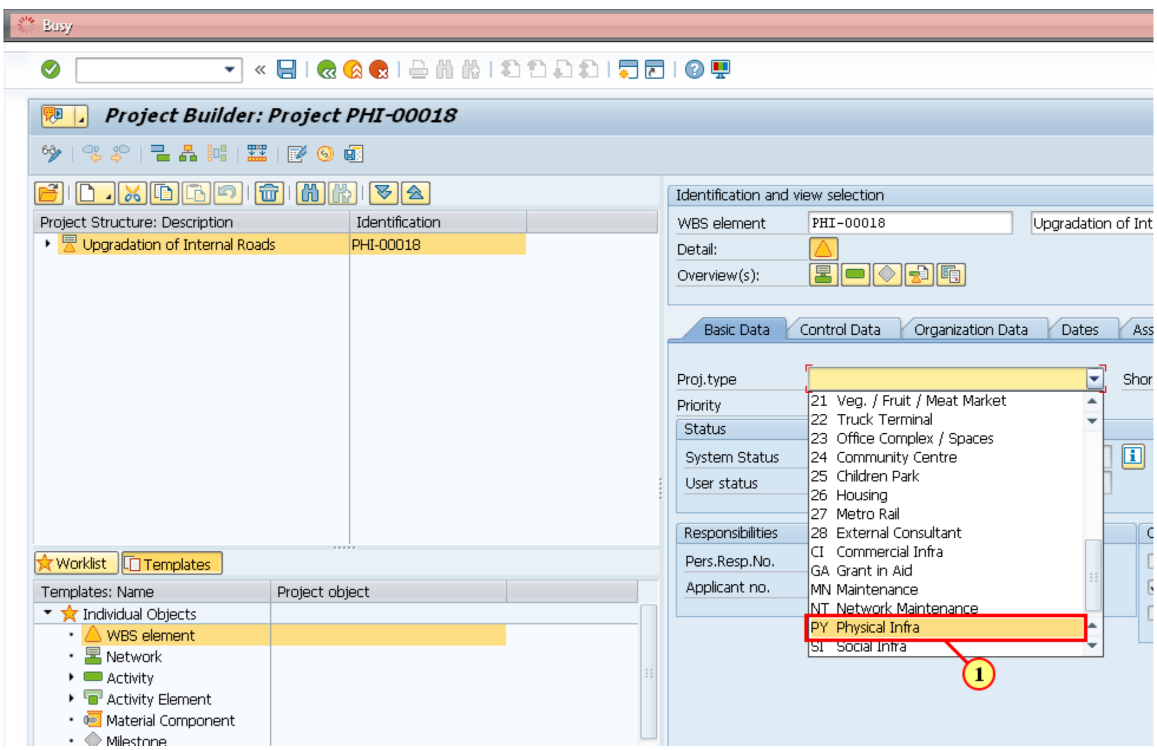
(1) The field is filled out.

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

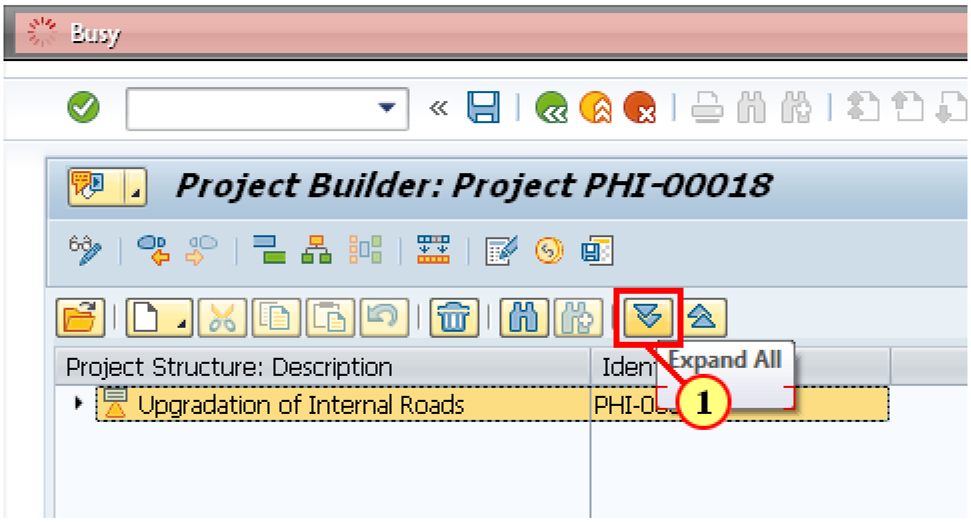


(1) Clicking on the entry **PY Physical Infra** PY Physical Infra selects it.

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

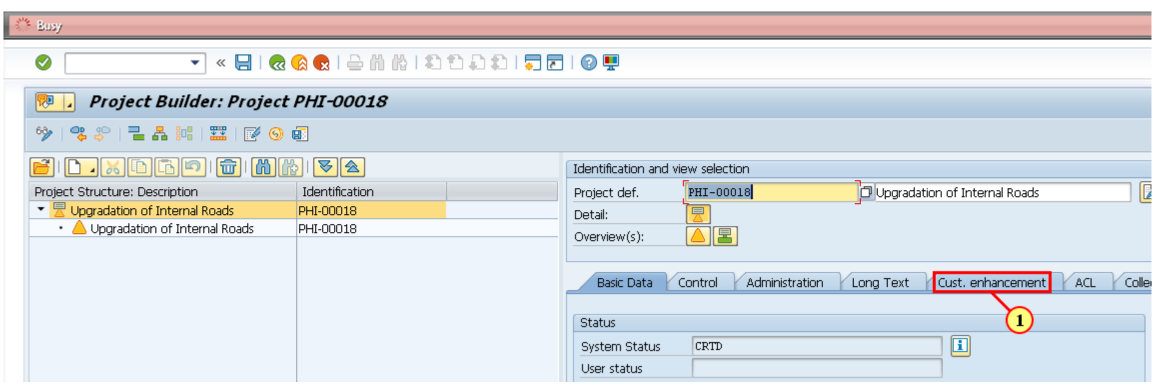
(1) Click on Upgradation of Internal Roads.

Project Builder: Project PHI-00018



(1) Click on .

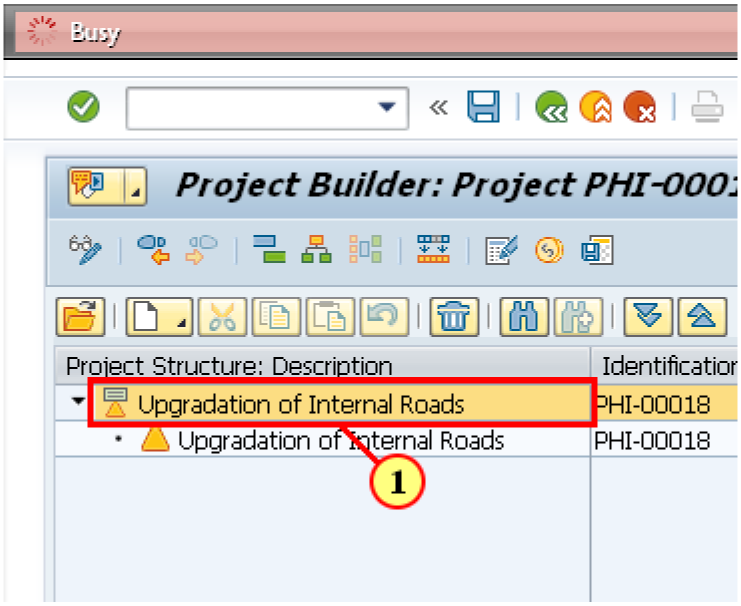
Project Builder: Project PHI-00018 – The newly created WBS is seen after expanding the project. Note that it has same code as Project Definition.



(1) 1st Level WBS Element

3.7. Create multiple WBS

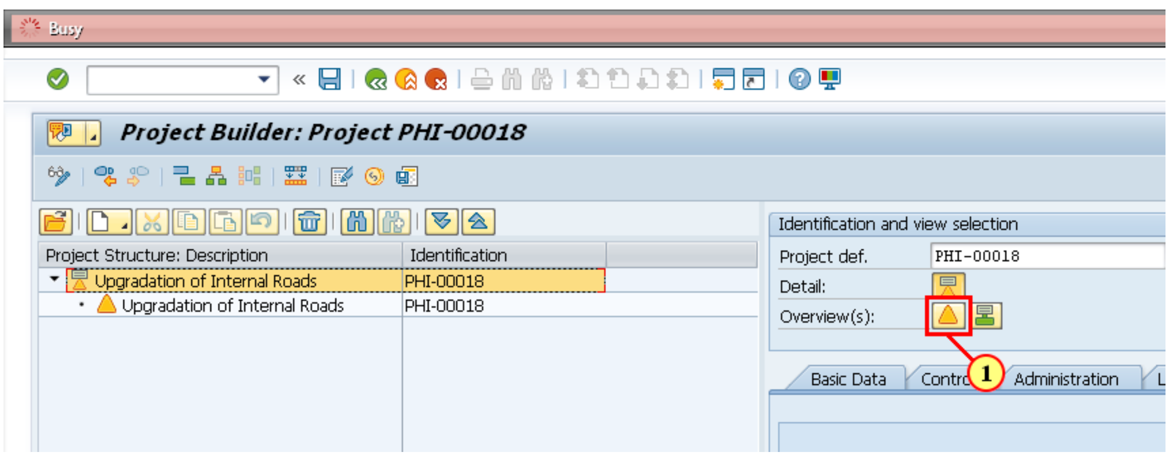
Project Builder: Project PHI-00018 – Ensure that Project Definition is selected on left side screen



(1) Click on 

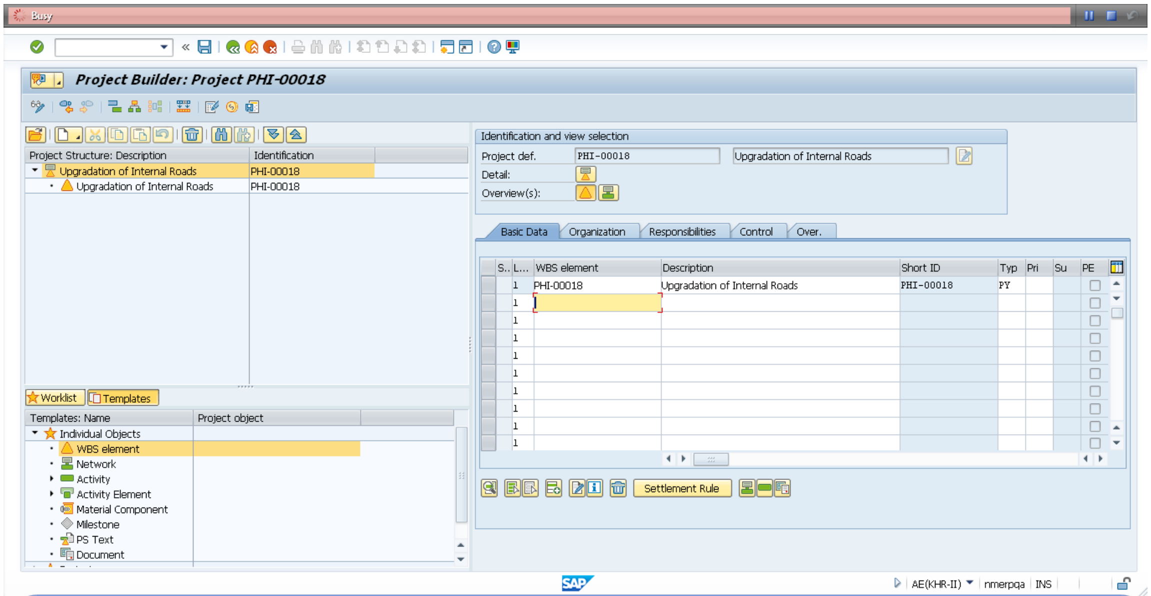
.

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



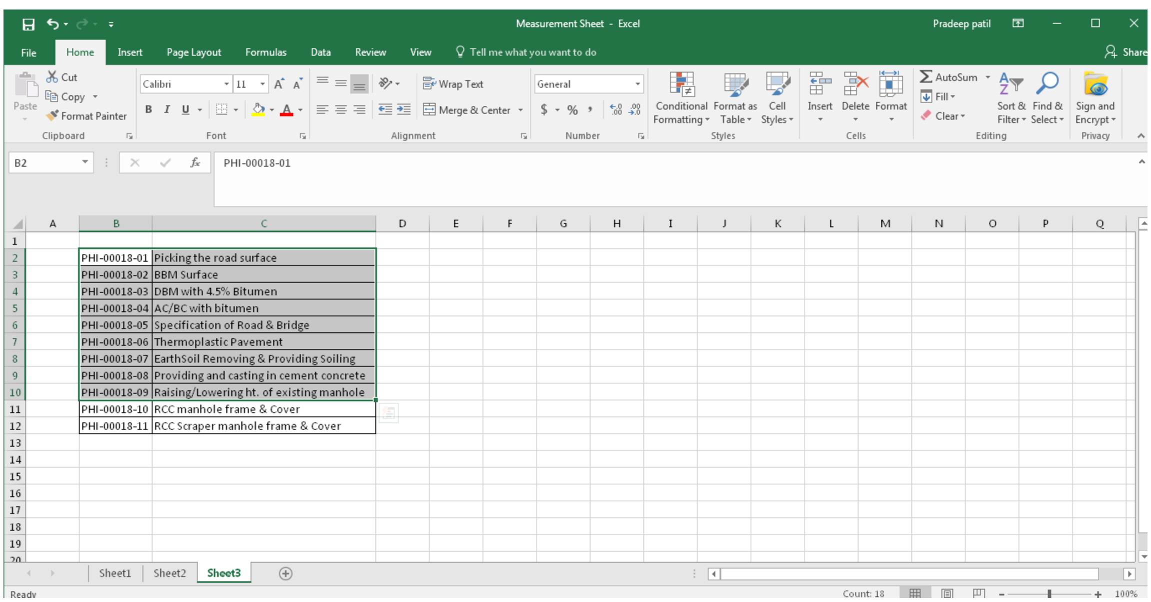
(1) Click on .

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.



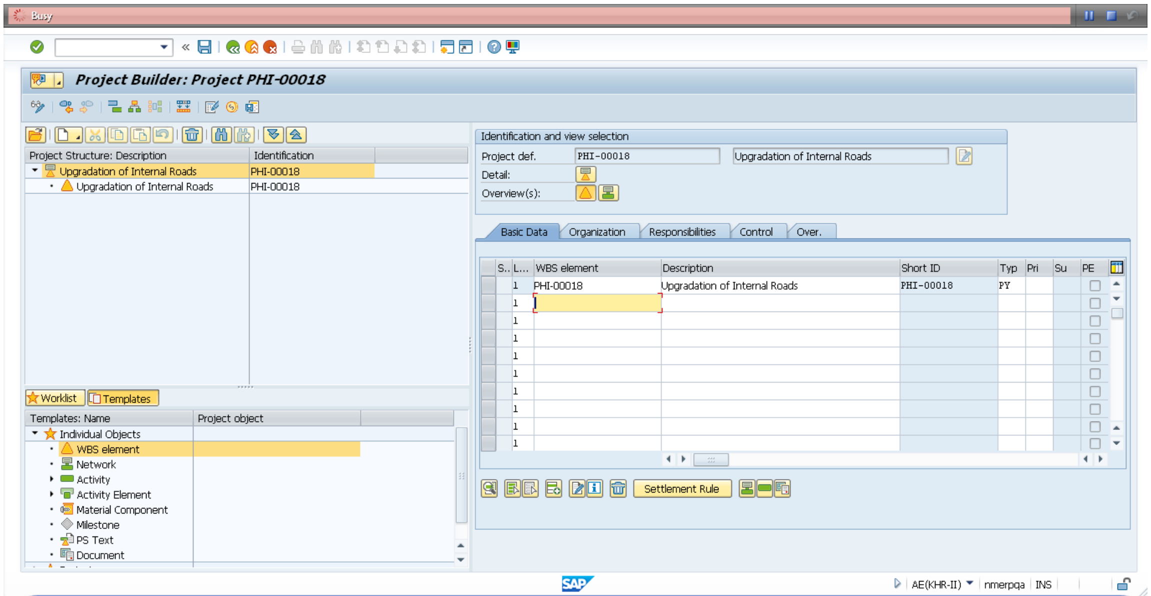
WBS Element Hierarchy

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



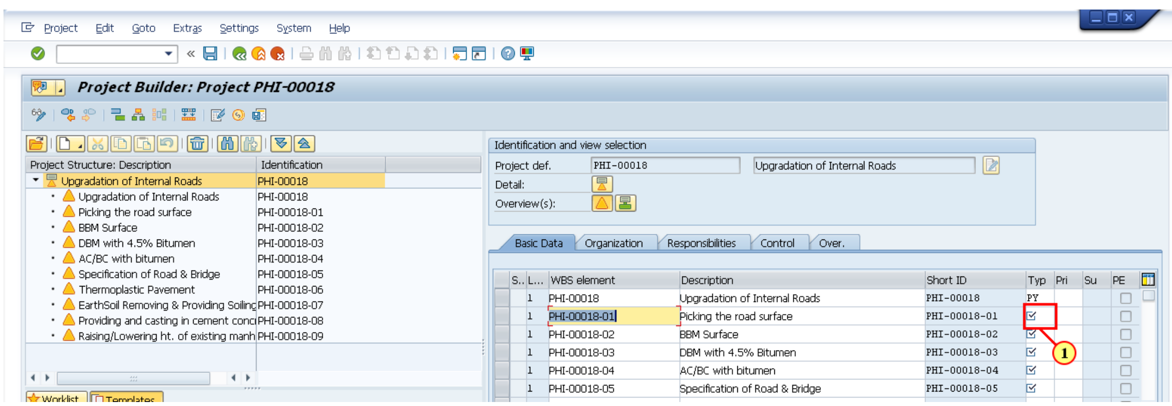
Ctrl+C is now pressed.

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



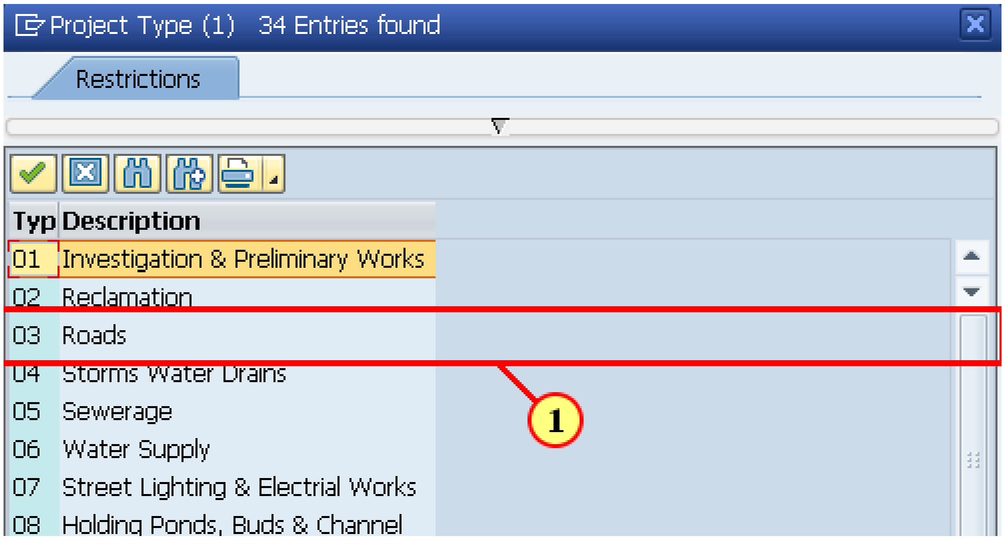
Ctrl+V is now pressed.

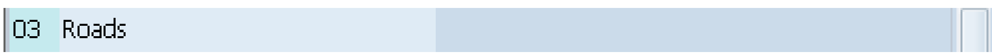
Project Builder: Project PHI-00018 – Enter the project type field for each row of the structure since it is mandatory



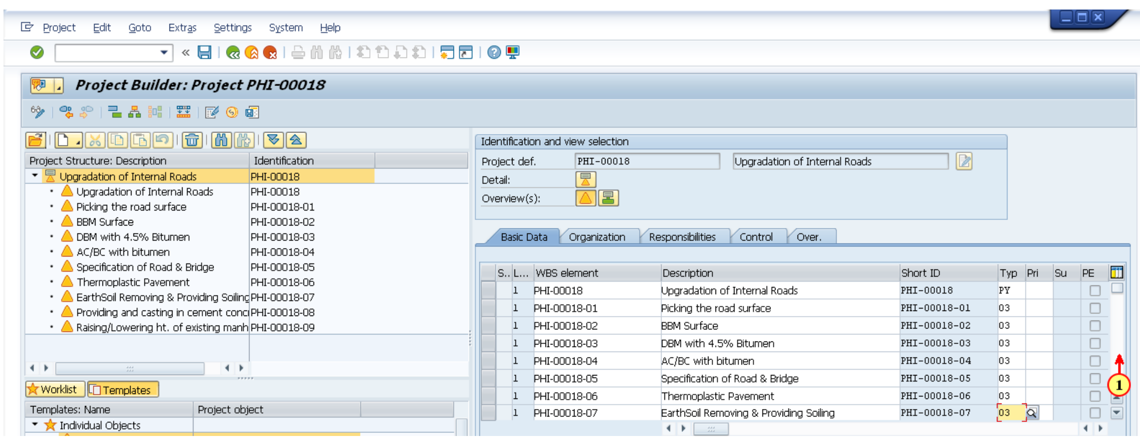
(1) Click on .

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



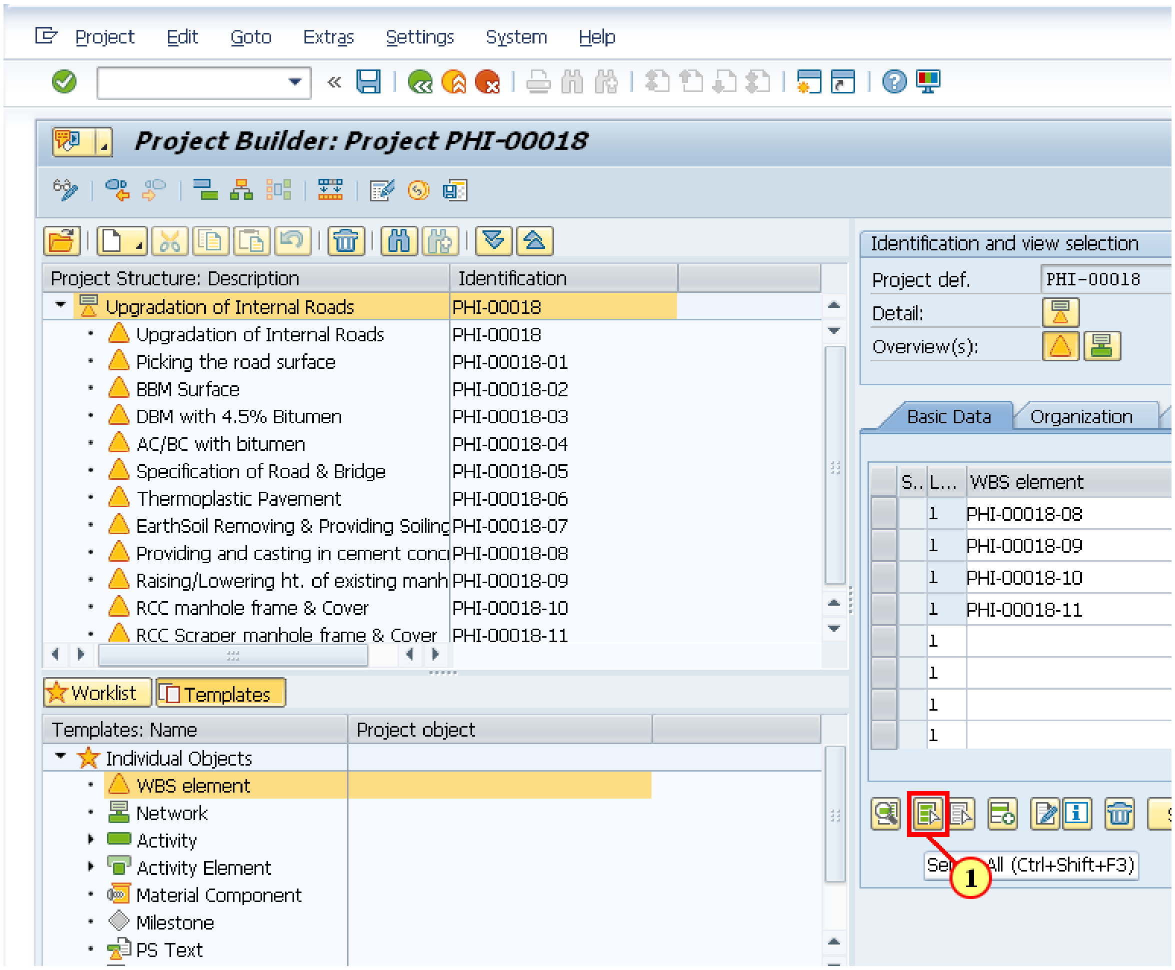
(1) 

is double-clicked.



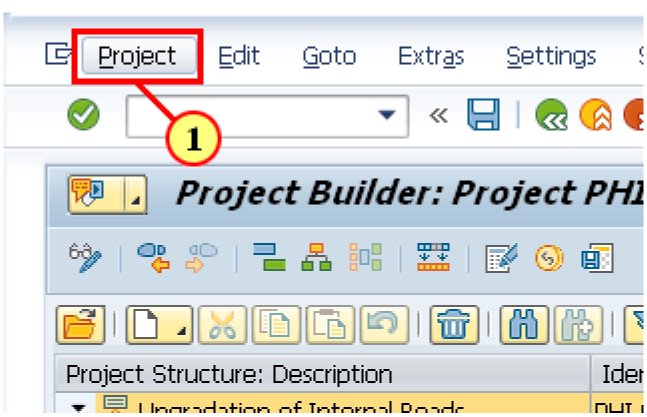
(1) Click here .

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



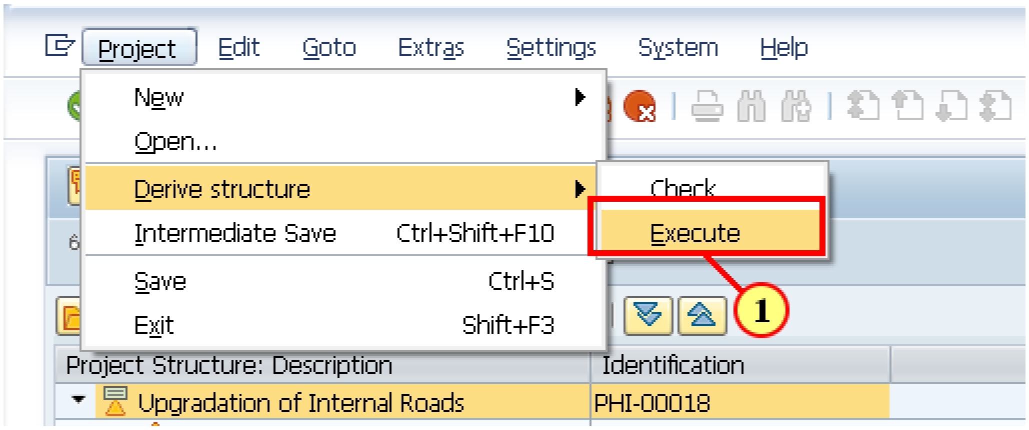
(1) Click on .

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



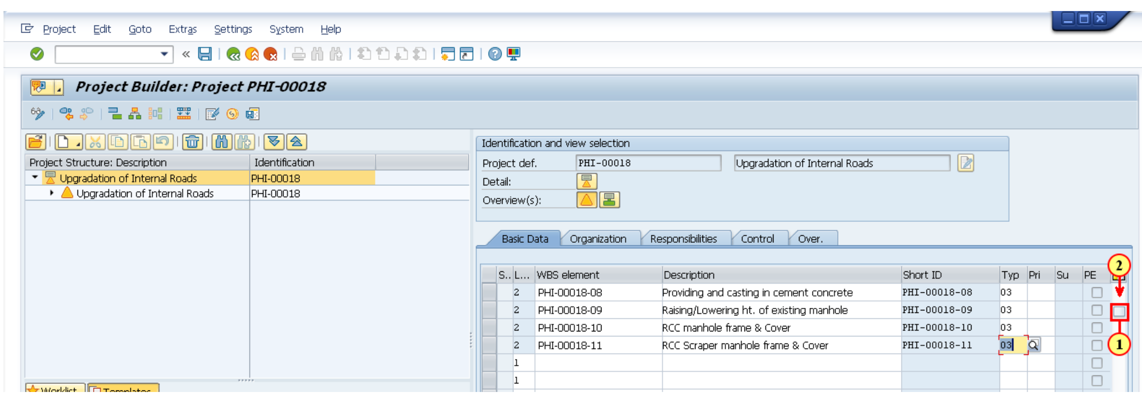
(1) Clicking on the **Project** Project menu item executes it.

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

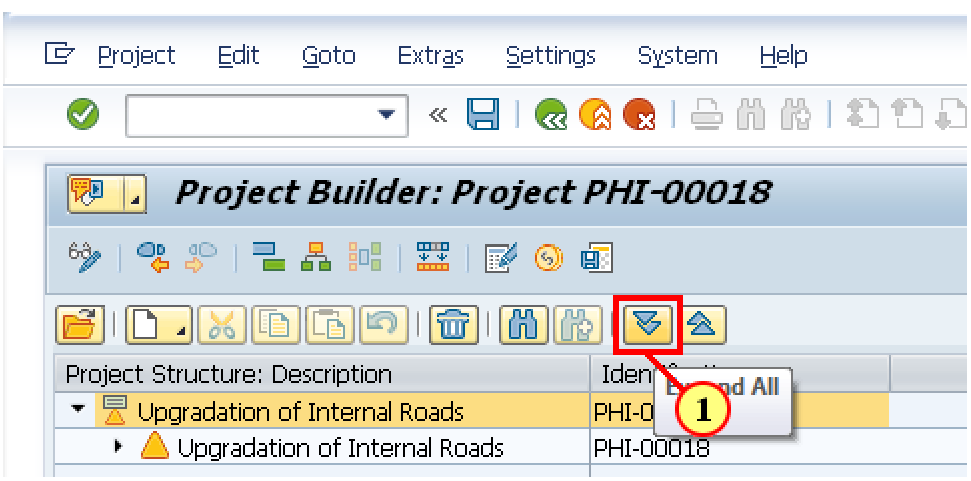


(1) Clicking on the **Execute** Execute menu item executes it.

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

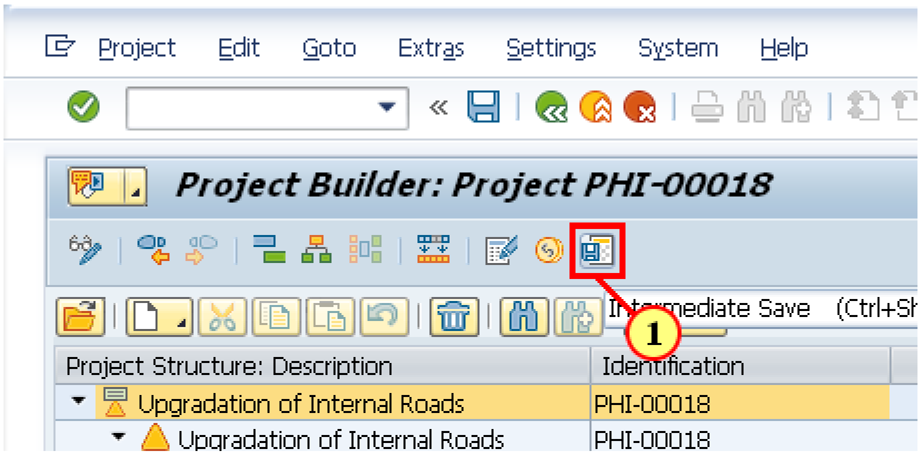


Project Builder: Project PHI-00018 – Select Project definition and click on Expand All button



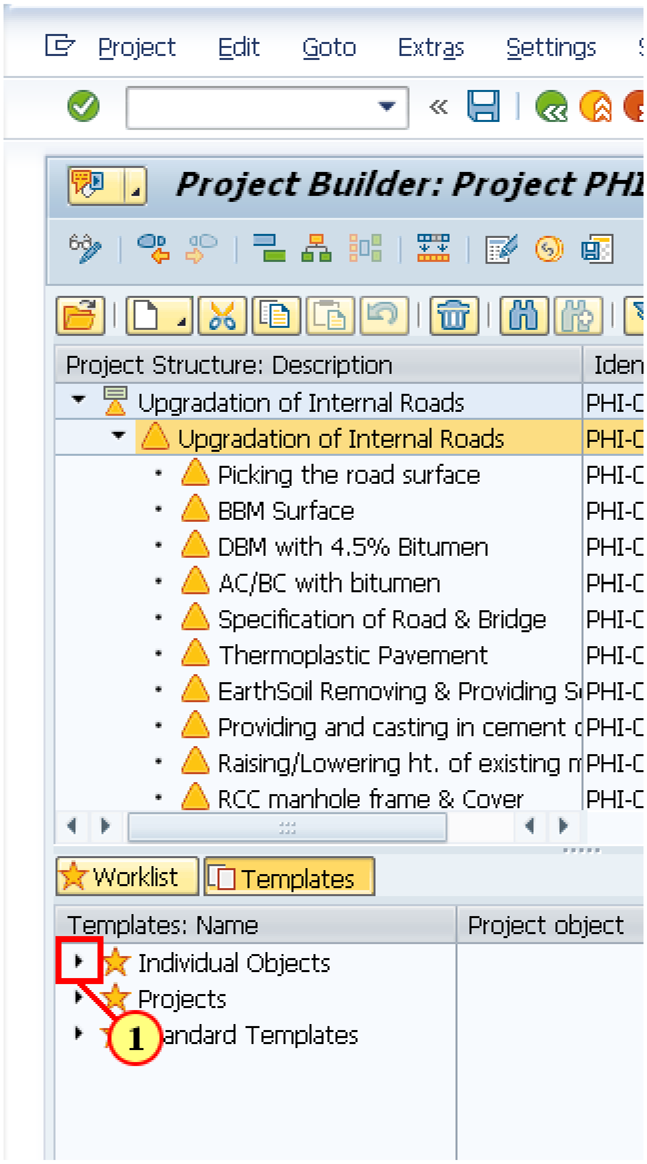
(1) Click on .

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



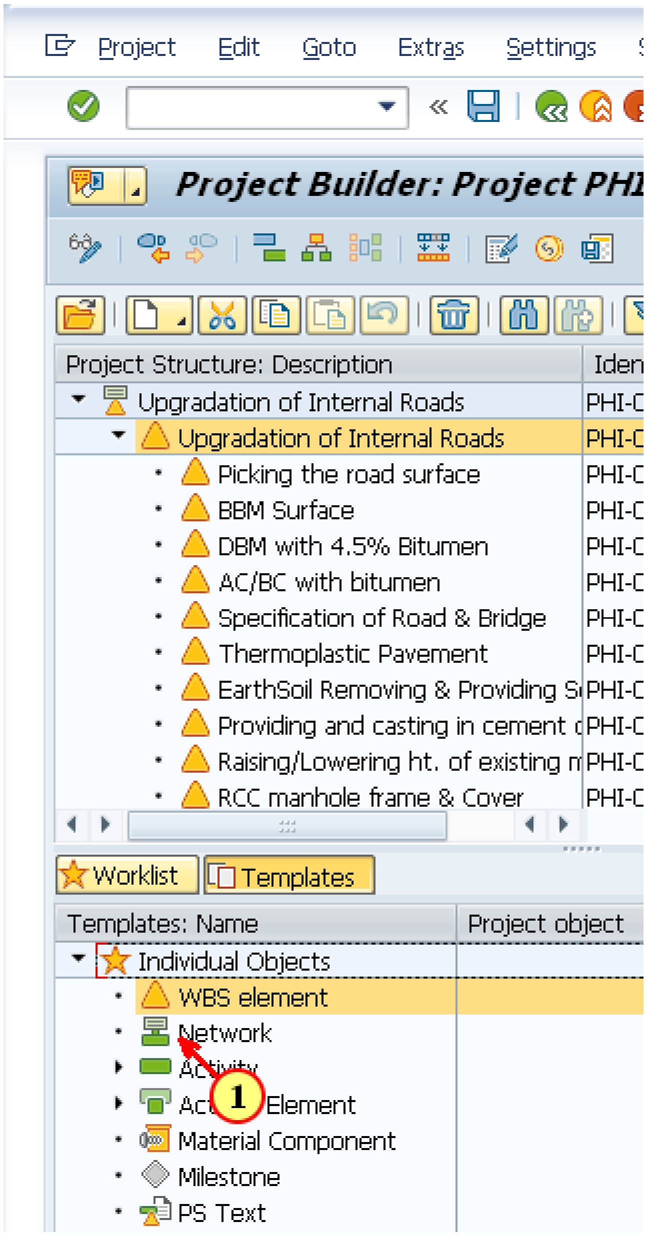
(1) Click on **Intermediate Save** .

3.8. Create Network



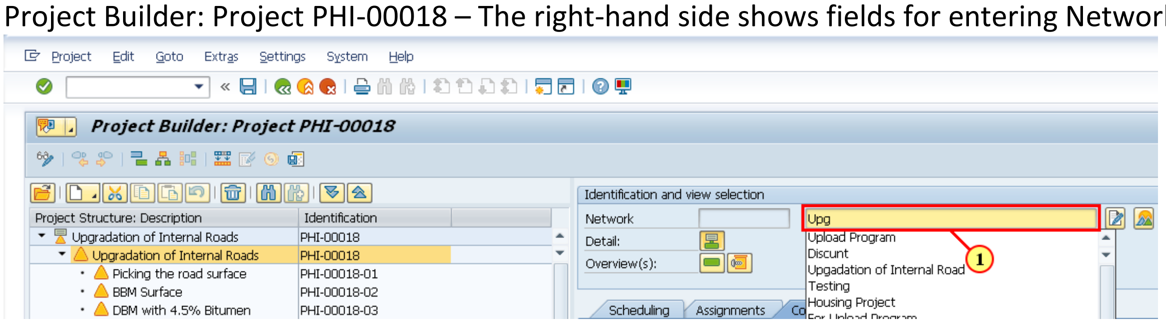
(1) Click on **Individual Objects** .

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



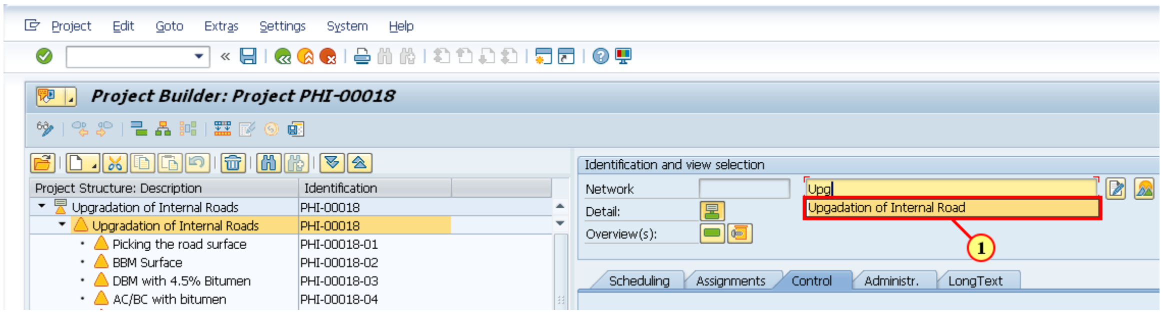
(1) Double-click here .

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



(1) The field is cleared.

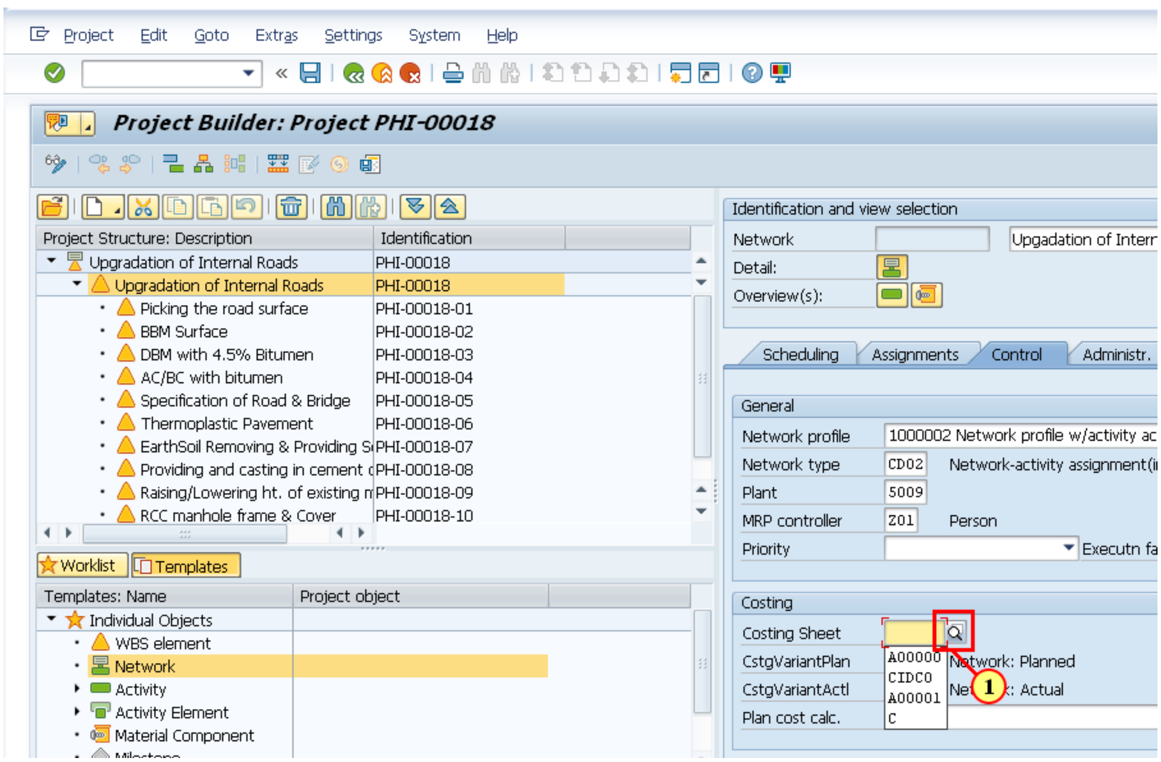
Project Builder: Project PHI-00018 – Enter short description of the network, it can be same as project definition

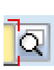


(1) Clicking on the entry **Upgradation of Internal Road** 

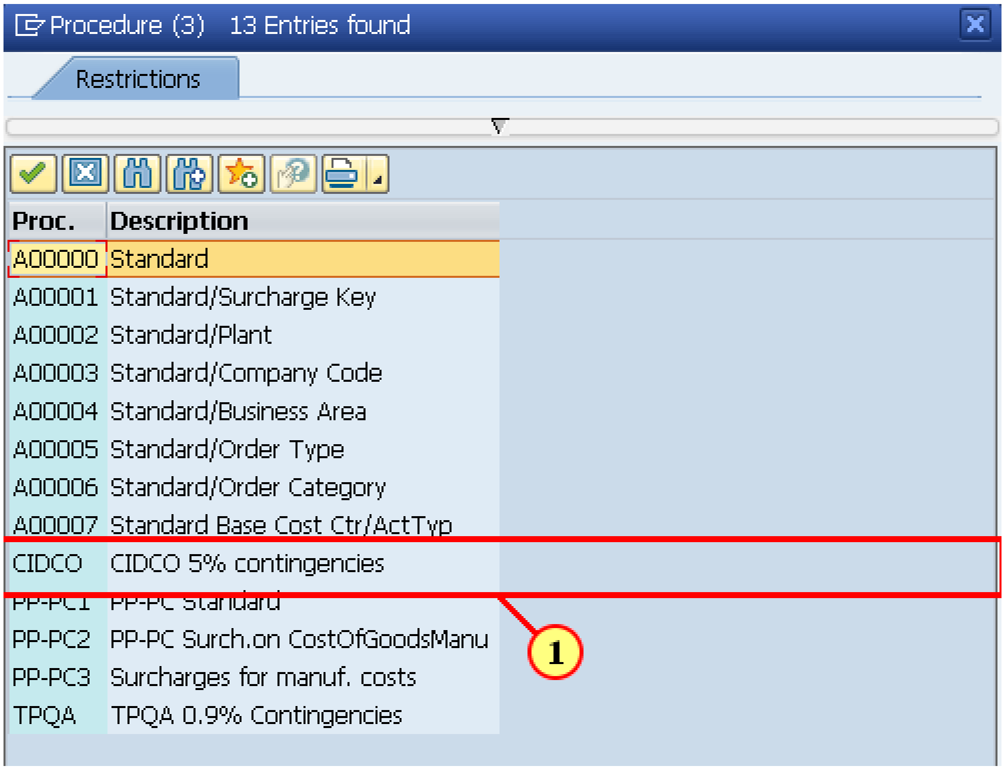
selects it.

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



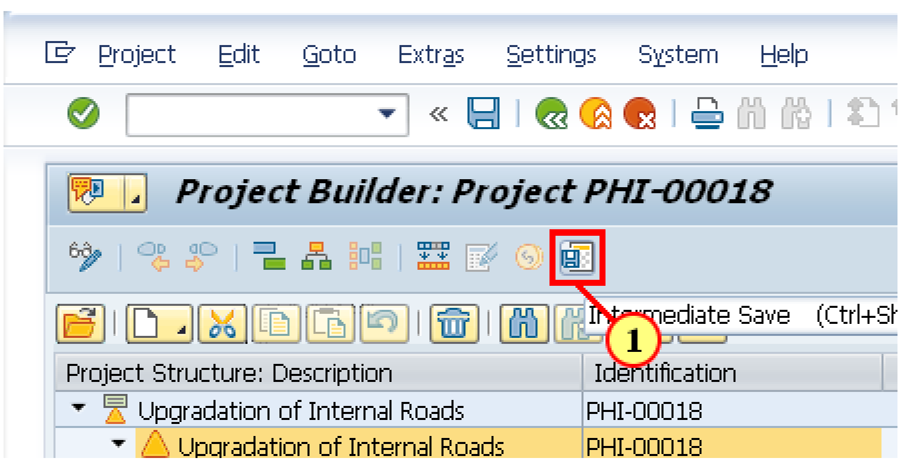
(1) Click on .

Select the “CIDCO 5%” entry



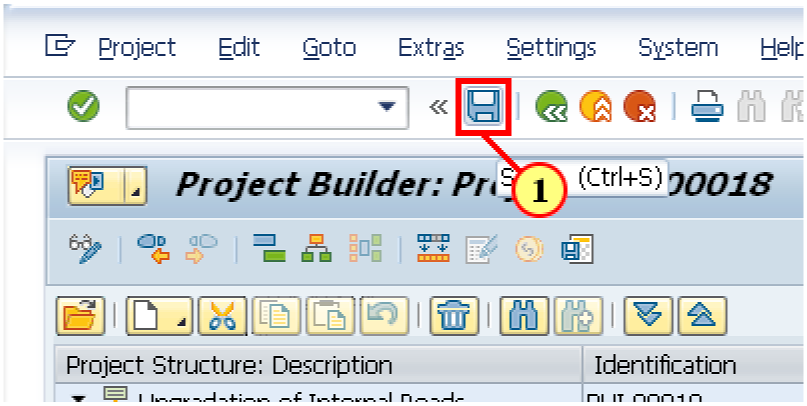
(1) CIDCO CIDCO 5% contingencies is double-clicked.

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



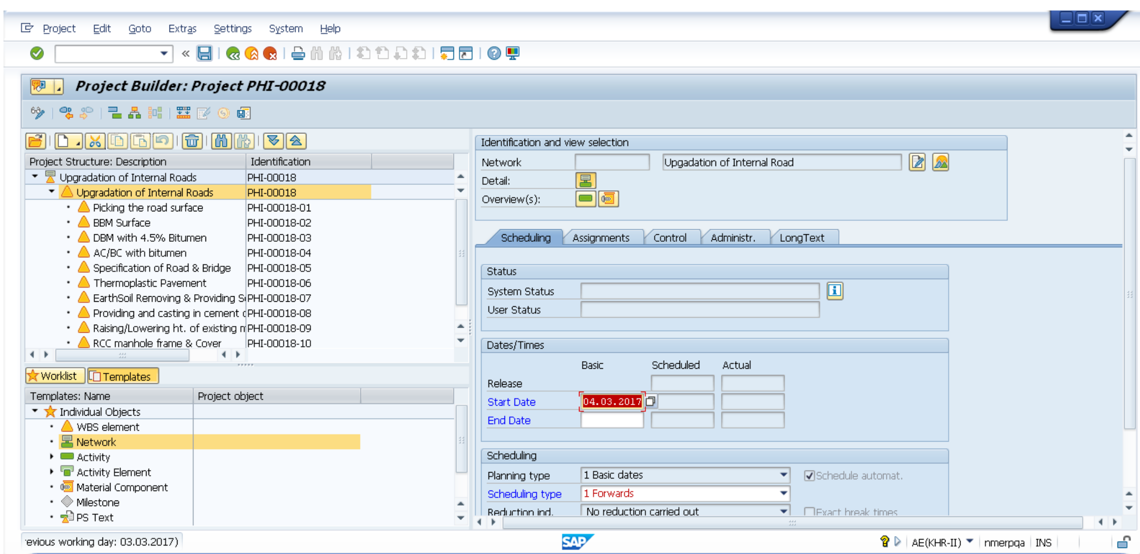
(1) Click on **Intermediate Save** .

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

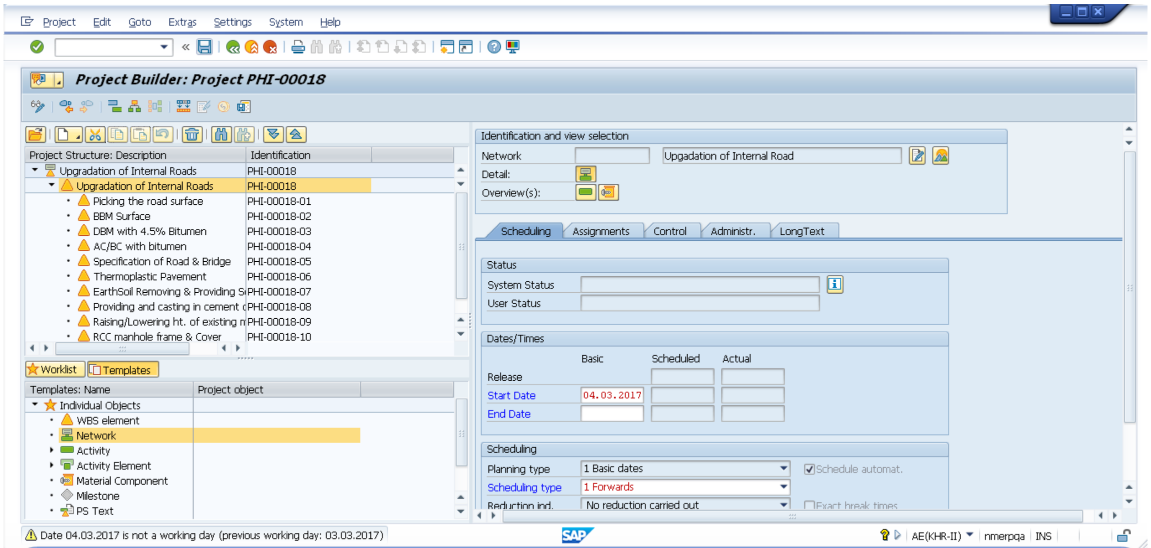


(1) Click on .

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.



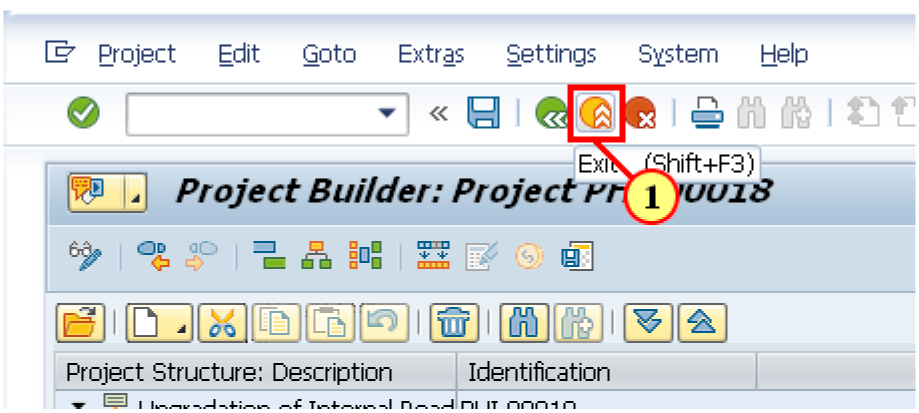
Enter is now pressed.



Enter is now pressed.

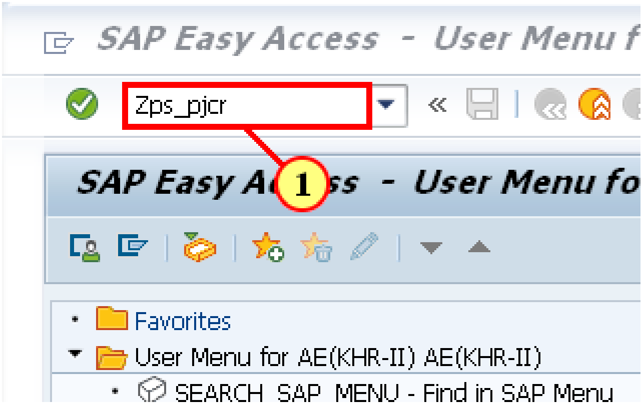
3.9. Upload Service Activities from xls – Tcode ZPS_PJCR

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



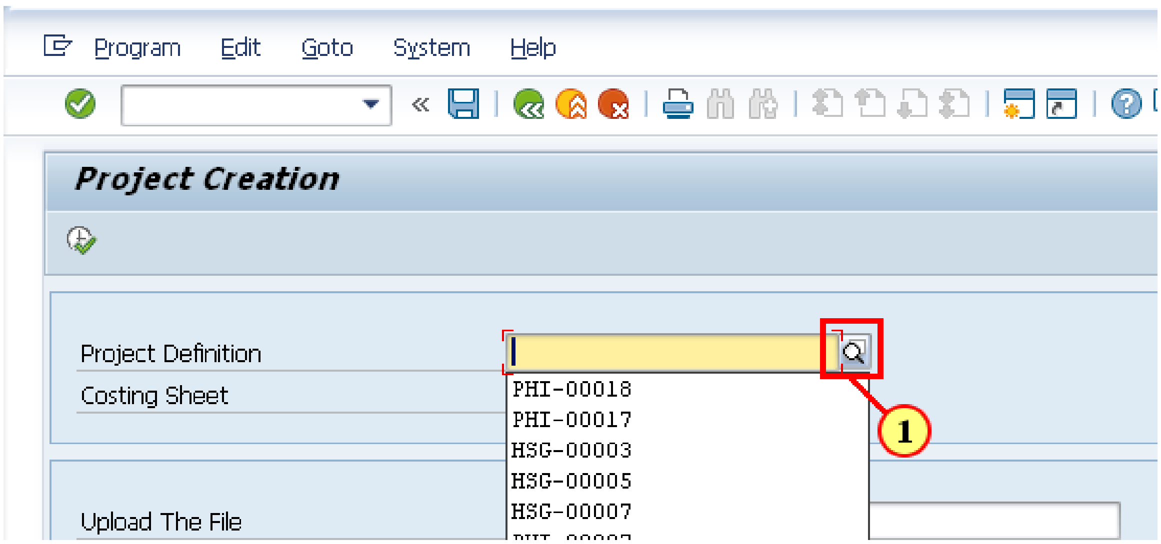
(1) Click on .

ZPS_PJCR - In the main menu enter the Tcode ZPS_PJCR



(1) The field is filled out.

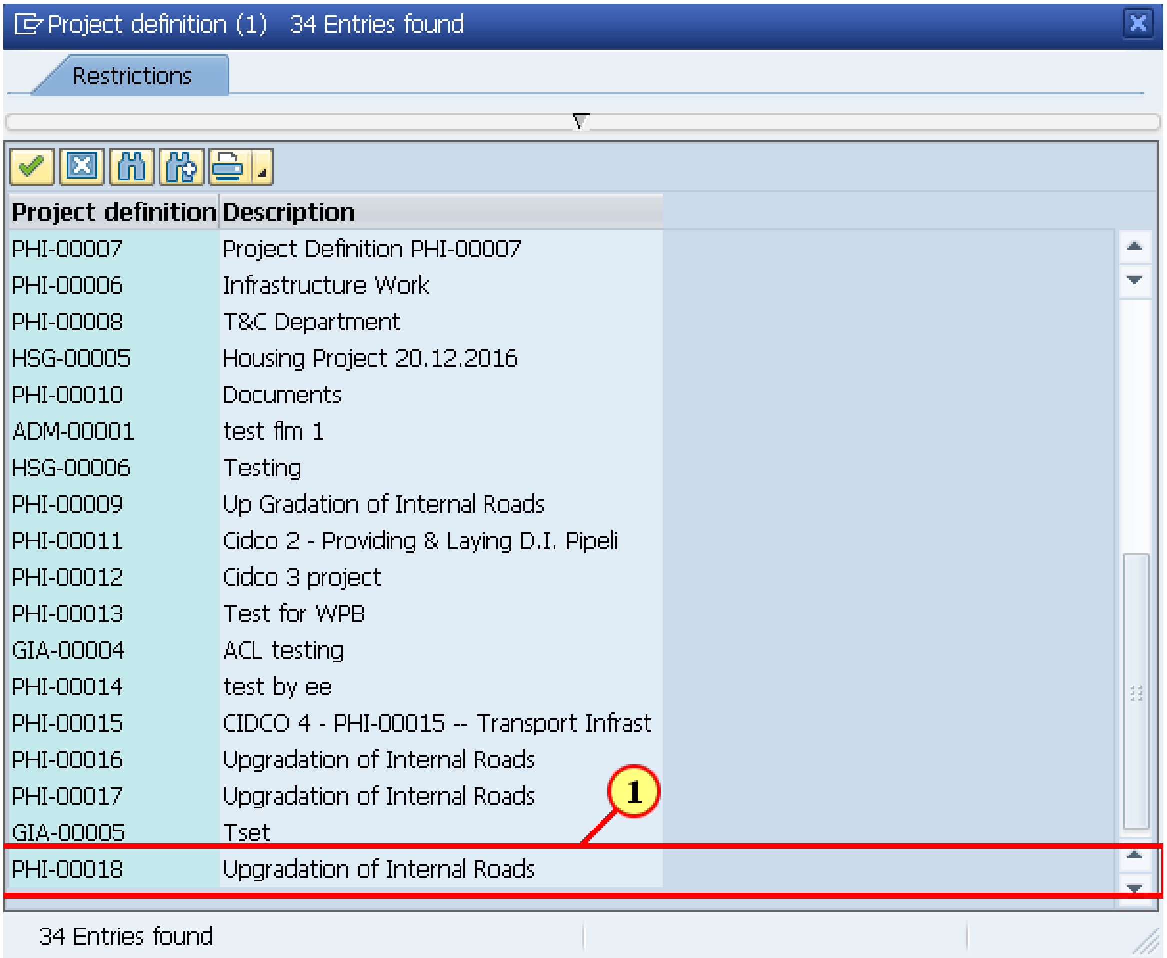
Service Activity creation – A new screen is shown with fields Project Definition and Costing Sheet. Select the Project Definition(code) for the required project e.g. PHI-00018. Click F4 key or the icon besides the field to get a list

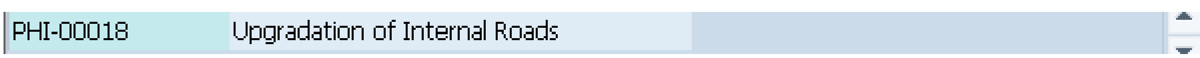


	T. Code ZPS_PJCR

(1) Click on .

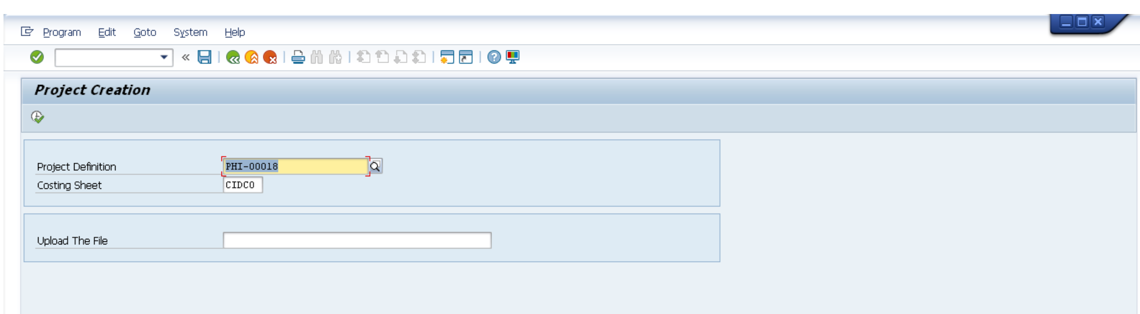
Project definition – select the project which we created





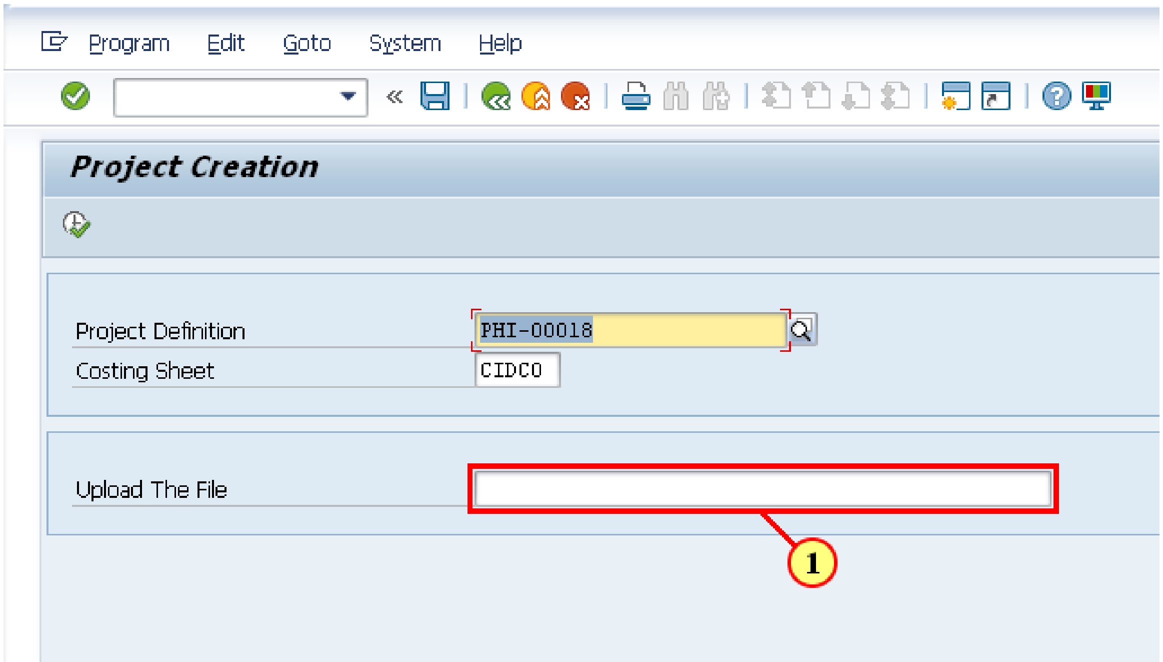
(1) is double-clicked.

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



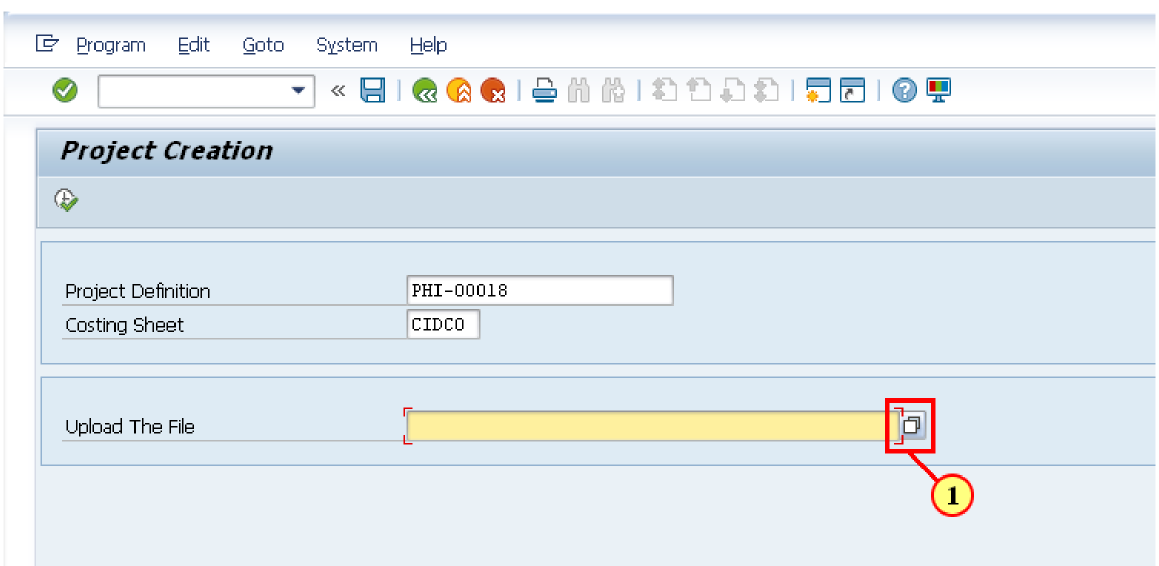
Enter is now pressed.

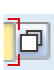
Project Creation – Select the field "Upload The File"



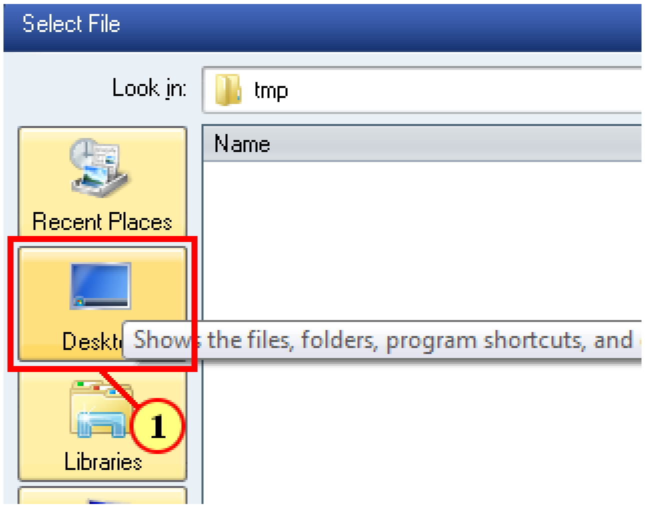
(1) Clicking in the input field **Upload The File** activates it.

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



(1) Click on .

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



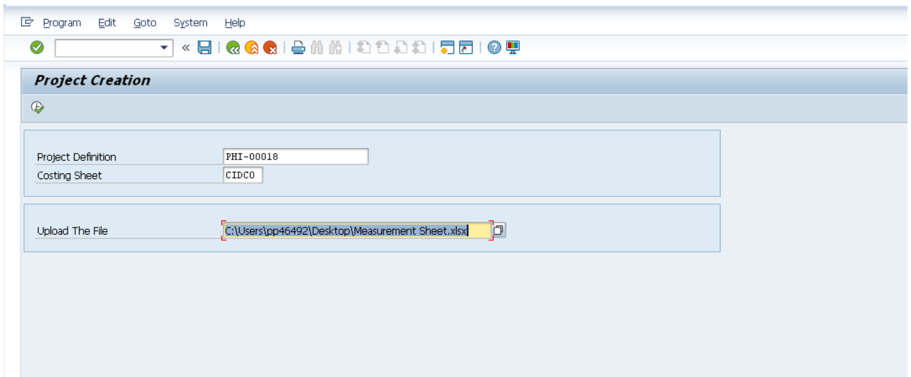
(1) Click on **Desktop** .

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

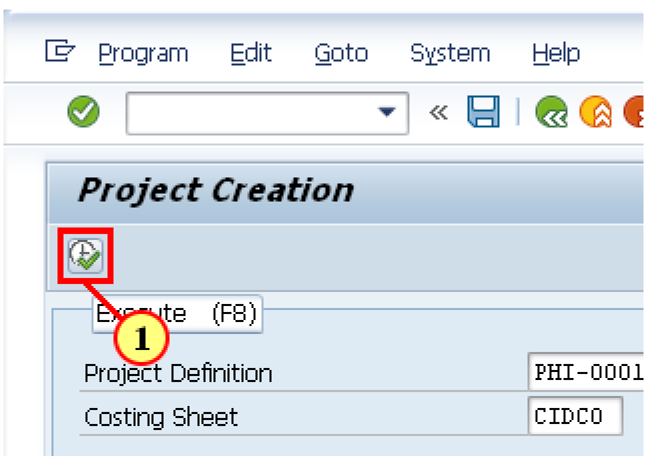
(1) The entry **Measurement Sheet** 

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

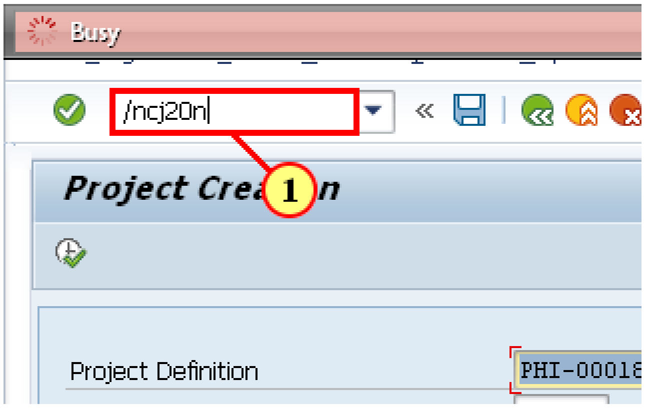


Enter is now pressed.



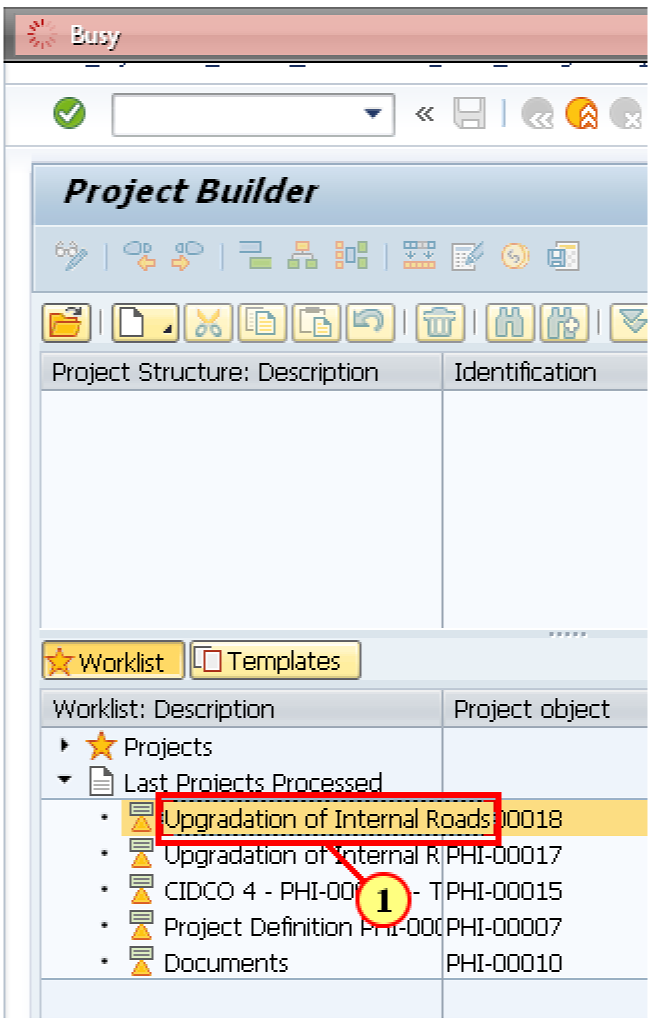
(1) Click on **Execute** .

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.

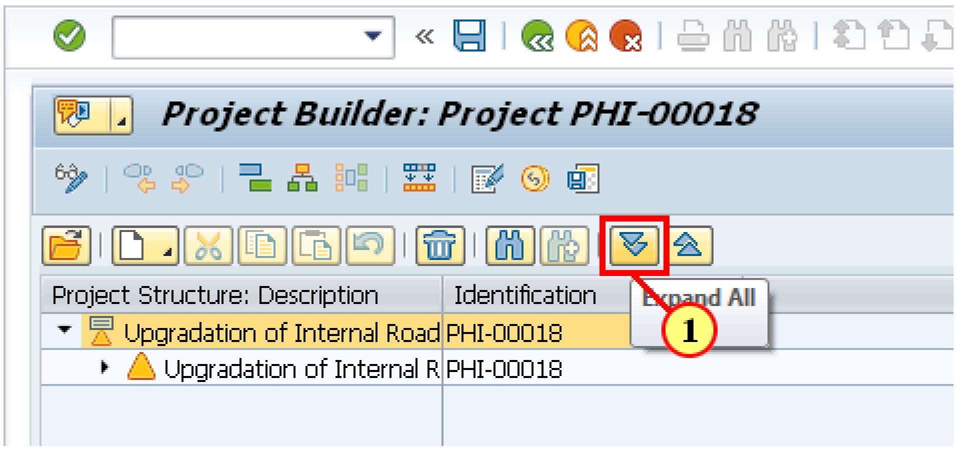
Project Builder – Double click on the project we just created to open it



	Transaction Code: CJ20N

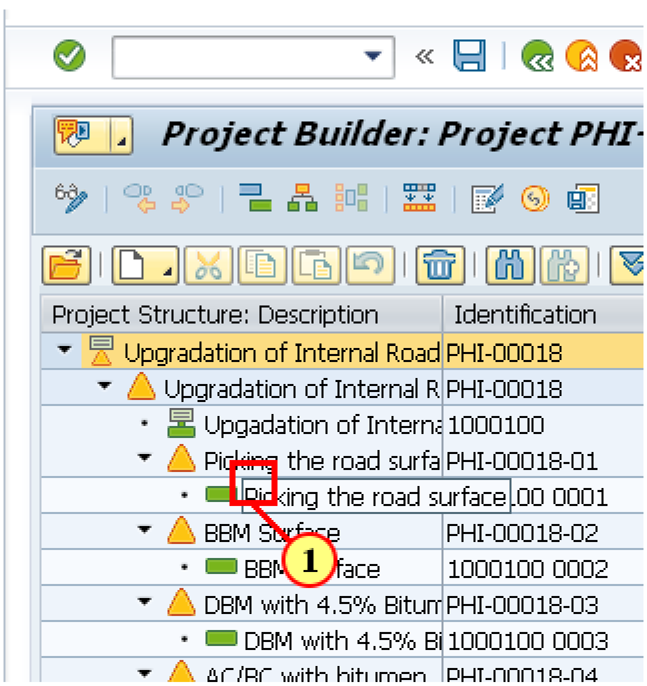
(1) Upgradation of Internal Roads is double-clicked.

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



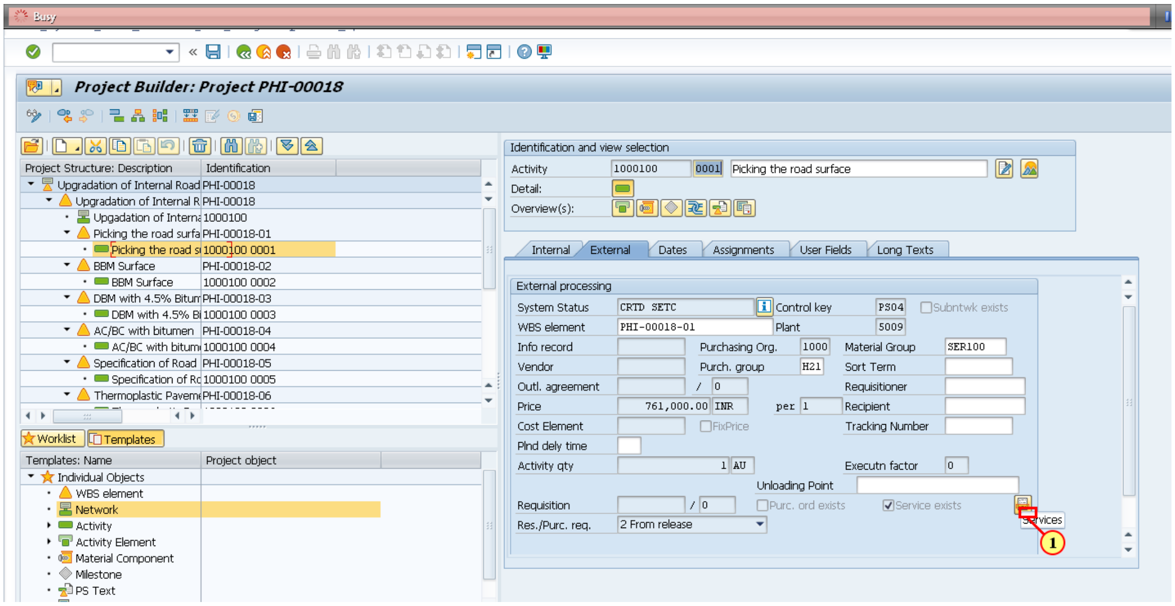
(1) Click on .

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



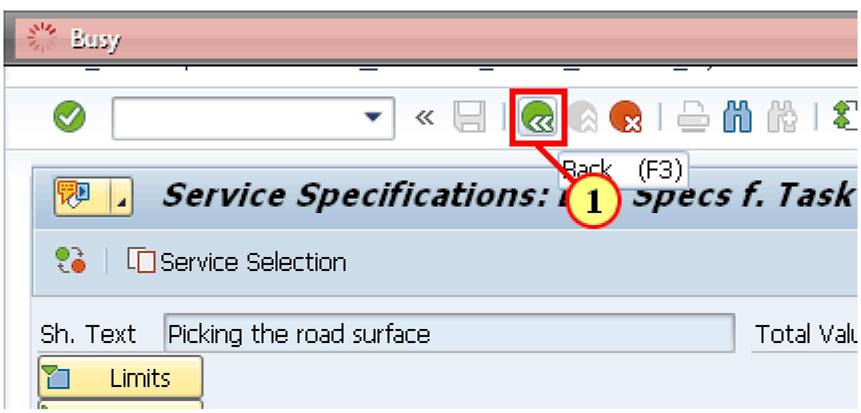
(1) Click on .

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 .

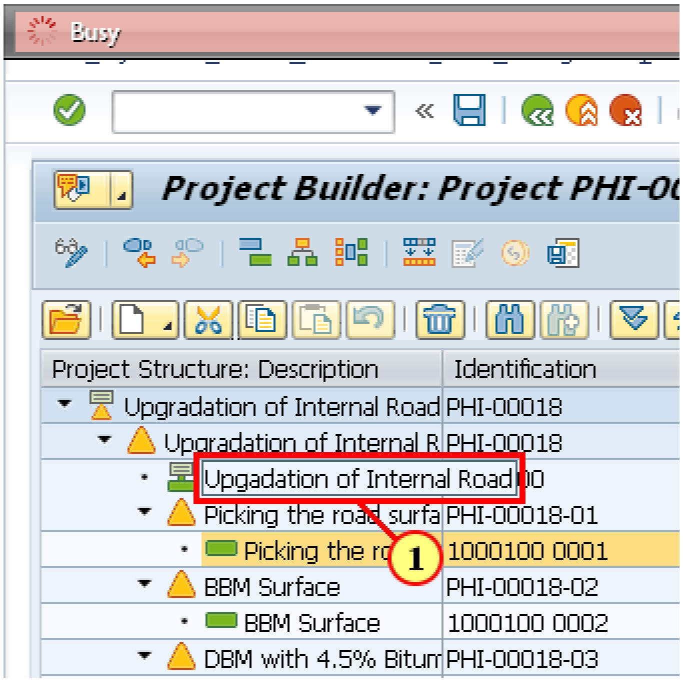
Service Specifications: Check the service specifications – Quantity and Price. Click on back button to go back



(1) Click on .

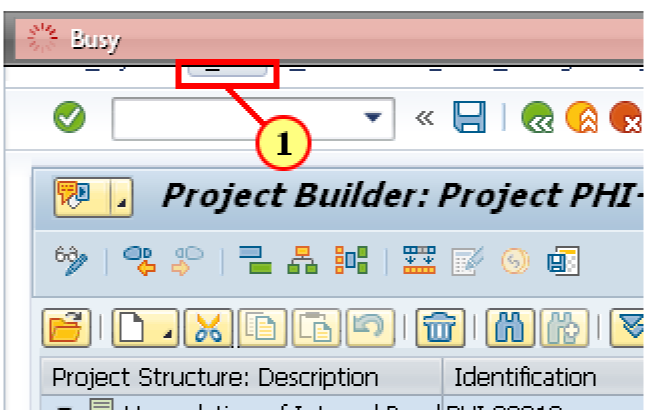
3.10. Check Project Cost Estimate

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



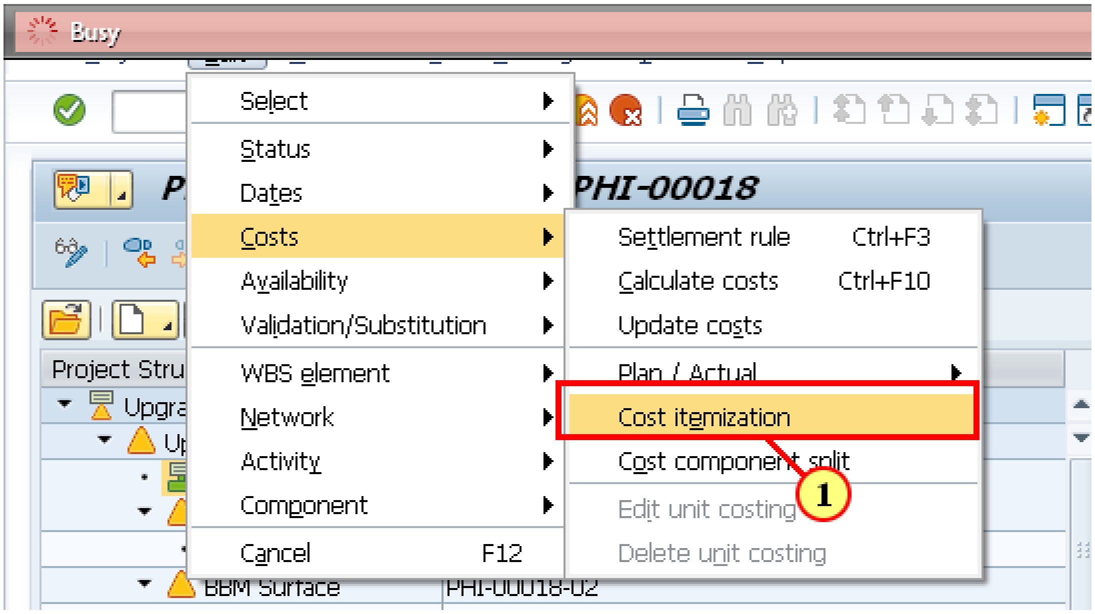
(1) Click on Upgadation of Internal Road.

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



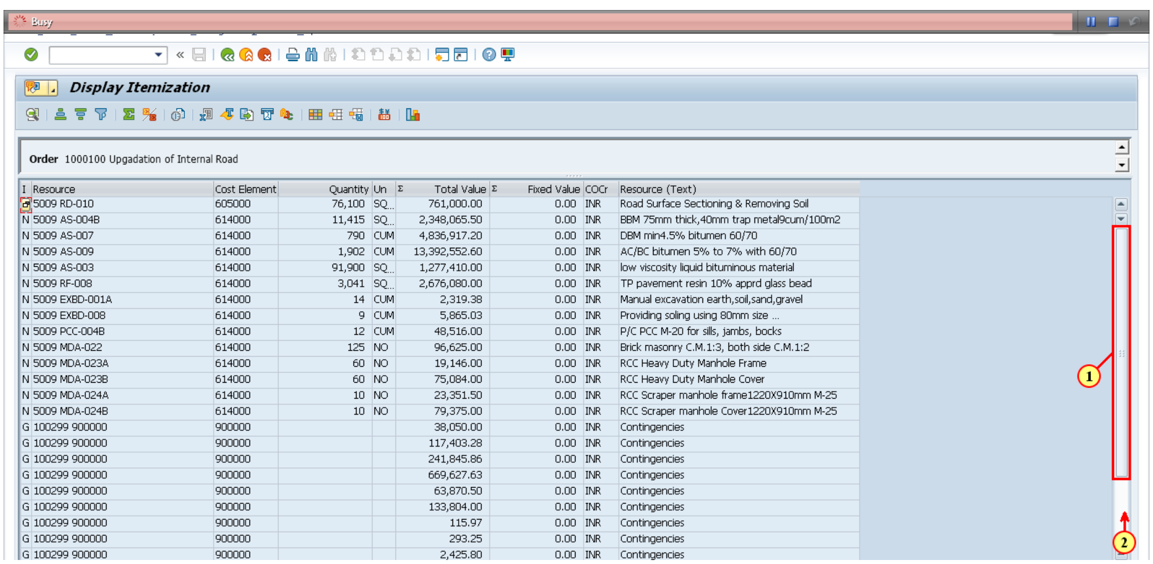
(1) Click on Edit.

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



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

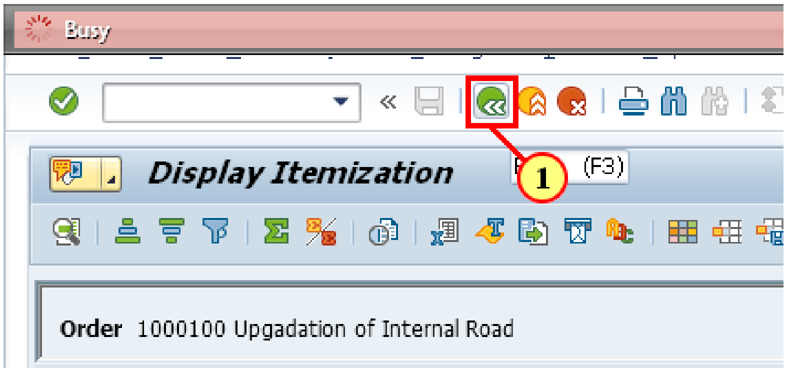
Display Itemization – This screen shows the various costs for each service activity of the project. At the bottom – total cost estimate is shown for the services uploaded for the project



I	Resource	Cost Element	Quantity	Un	Σ Total Value	Σ Fixed Value	COCr	Resource (Text)
	5009 RD-010	605000	76,100	SQ...	761,000.00	0.00	INR	Road Surface Sectioning & Removing Soil
N	5009 AS-004B	614000	11,415	SQ...	2,348,065.50	0.00	INR	BBM 75mm thick,40mm trap metal9cum/100m2
N	5009 AS-007	614000	790	CUM	4,836,917.20	0.00	INR	DBM min4.5% 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 sills, jambs, bocks
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-023B	614000	60	NO	75,084.00	0.00	INR	RCC Heavy Duty Manhole Cover
N	5009 MDA-024A	614000	10	NO	23,351.50	0.00	INR	RCC Scraper manhole frame1220X910mm M-25
N	5009 MDA-024B	614000	10	NO	79,375.00	0.00	INR	RCC Scraper manhole Cover1220X910mm 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

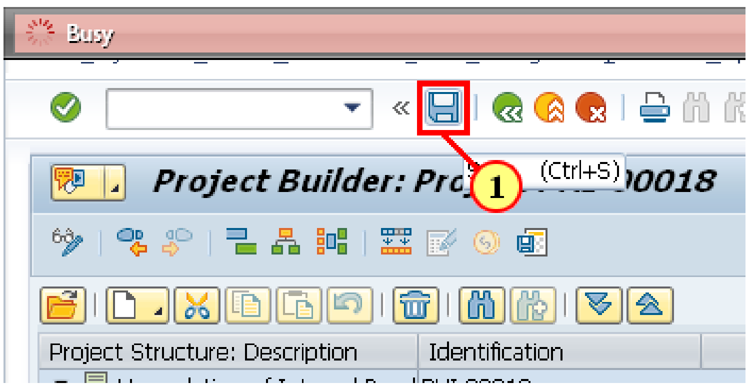
(1) The **scroll bar** is used to display the desired screen area.
(2) Drop on .

Display Itemization – Click to go back



(1) Click on .

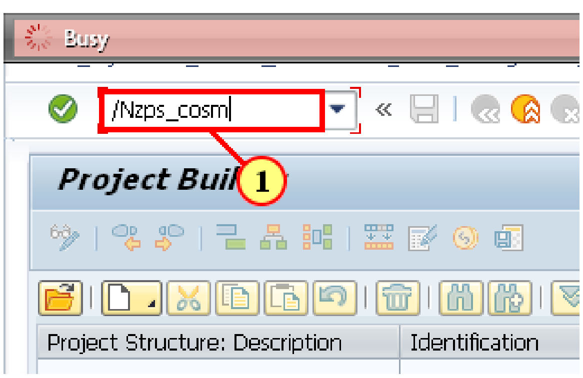
Project Builder: Project PHI-00018 – Save the project



(1) Click on .

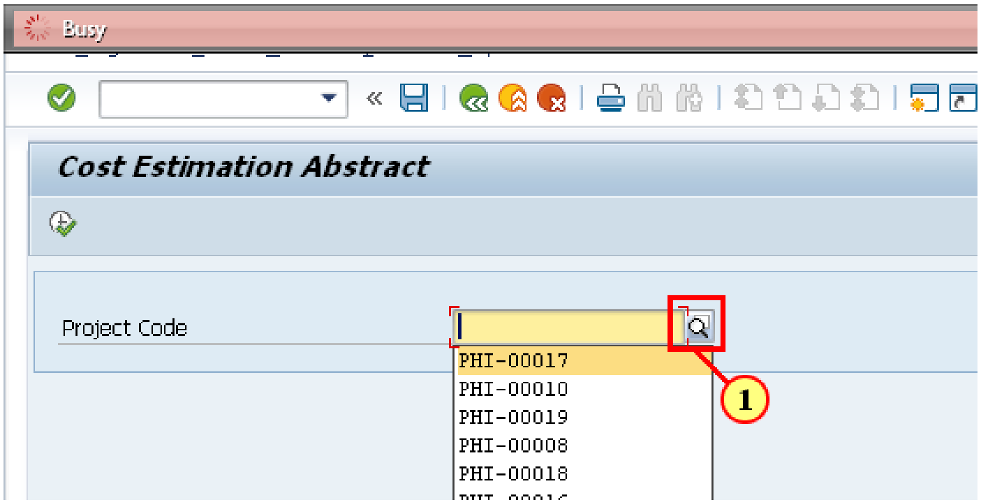
3.11. Create Cost Statement/ Cost Estimate Abstract – Tcode ZPS_COSM

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.

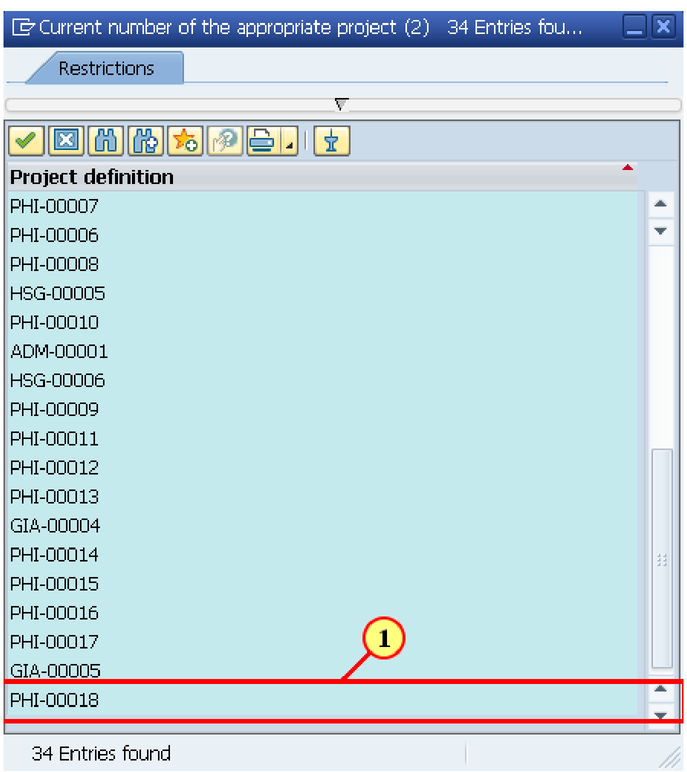
Cost Estimation Abstract – Select the project code by clicking F4 or the icon besides the field

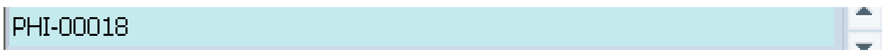


	Transaction Code: ZPS_COSM

(1) Click on .

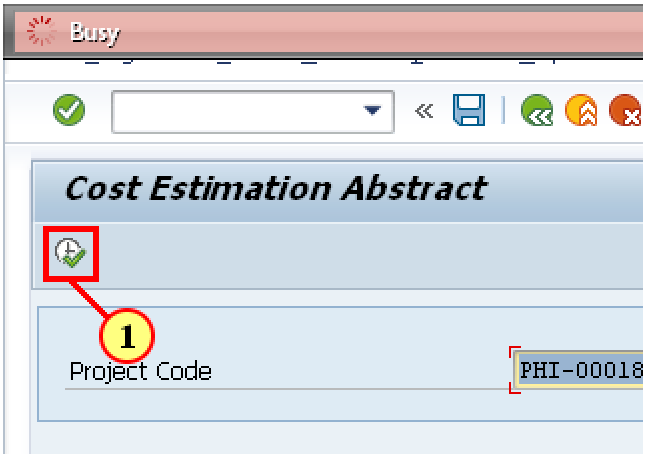
Select the required project for which we need to generate cost summary statement



(1) 

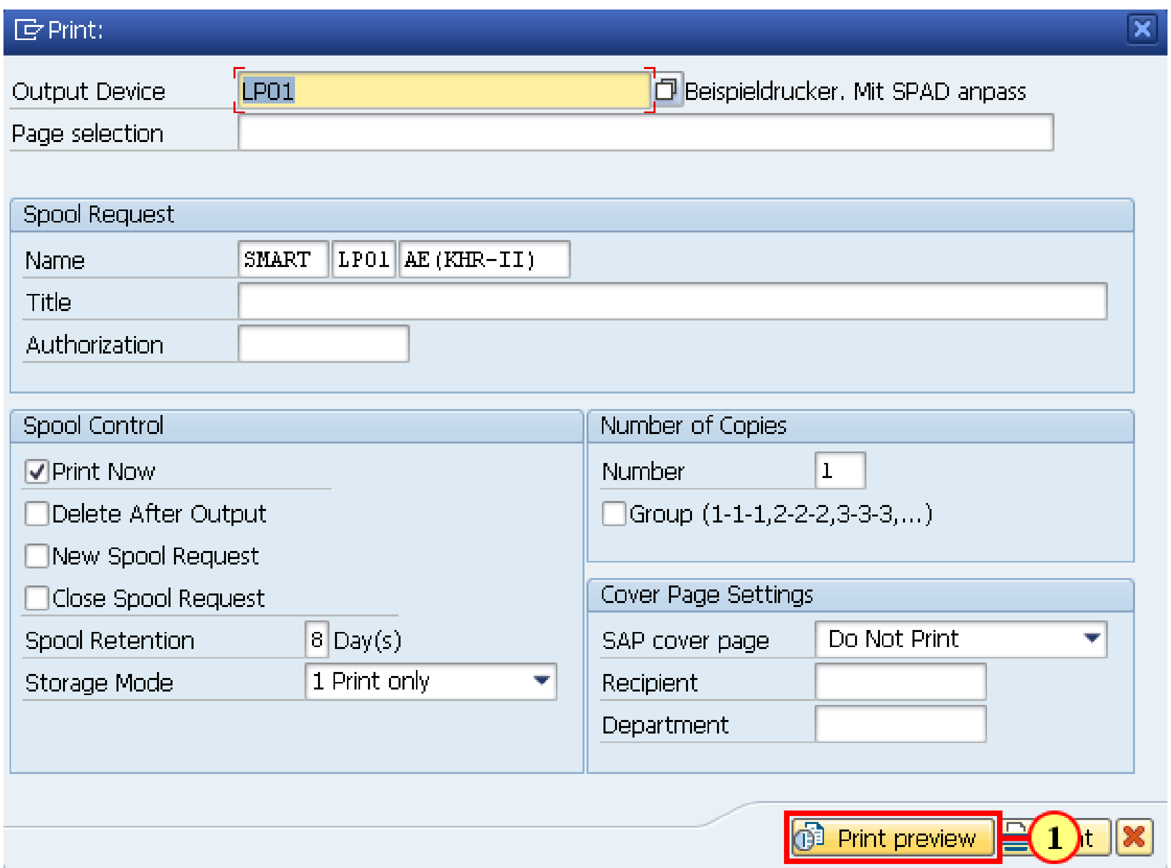
is double-clicked.

Cost Estimation Abstract – Click on Execute icon or F8 key



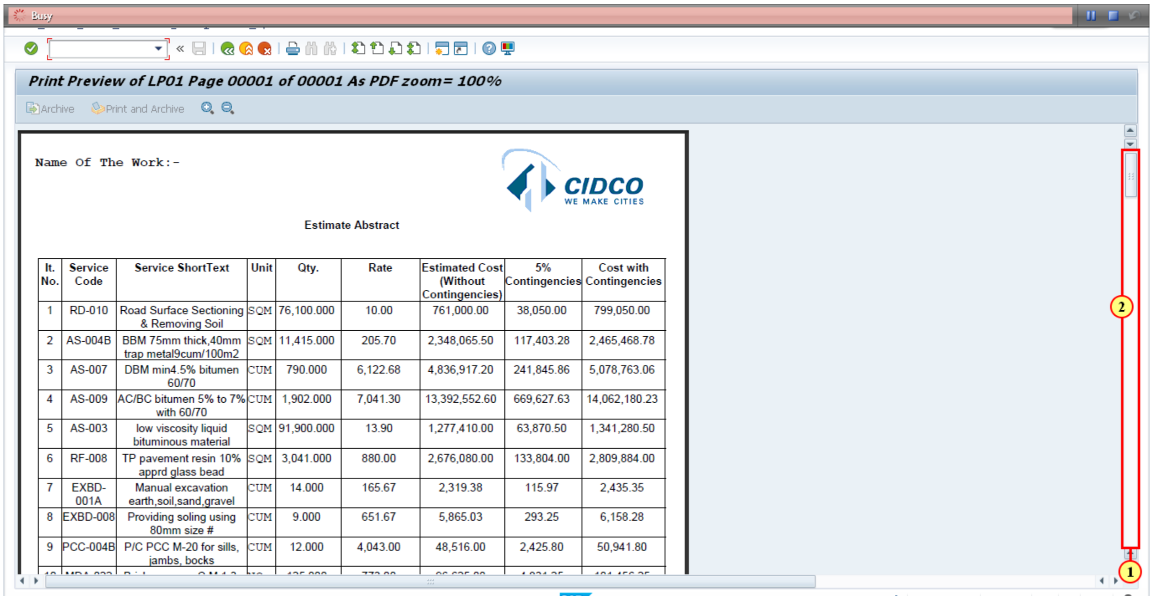
(1) Click on **Execute** .

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



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

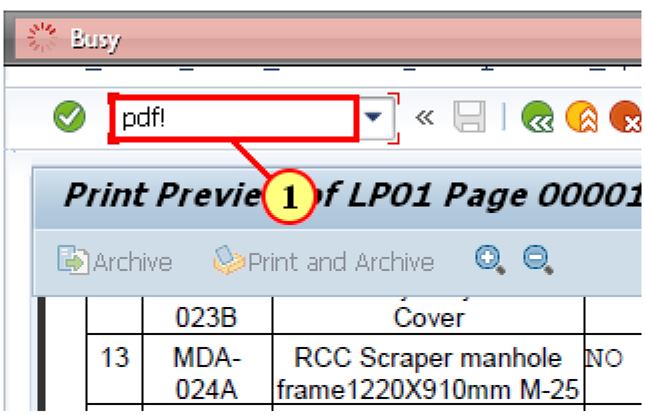
Print Preview of LP01 Page 00001 of 00001 As PDF zoom= 100%



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 metal9cum/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, bocks	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 .

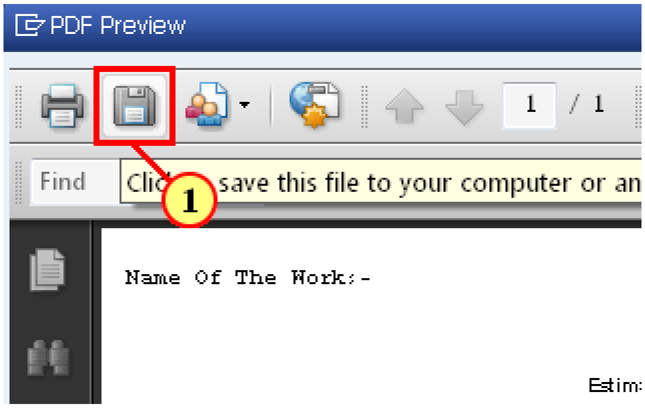
To convert to PDF – enter pdf! And click enter



	Transaction Code: PDF!

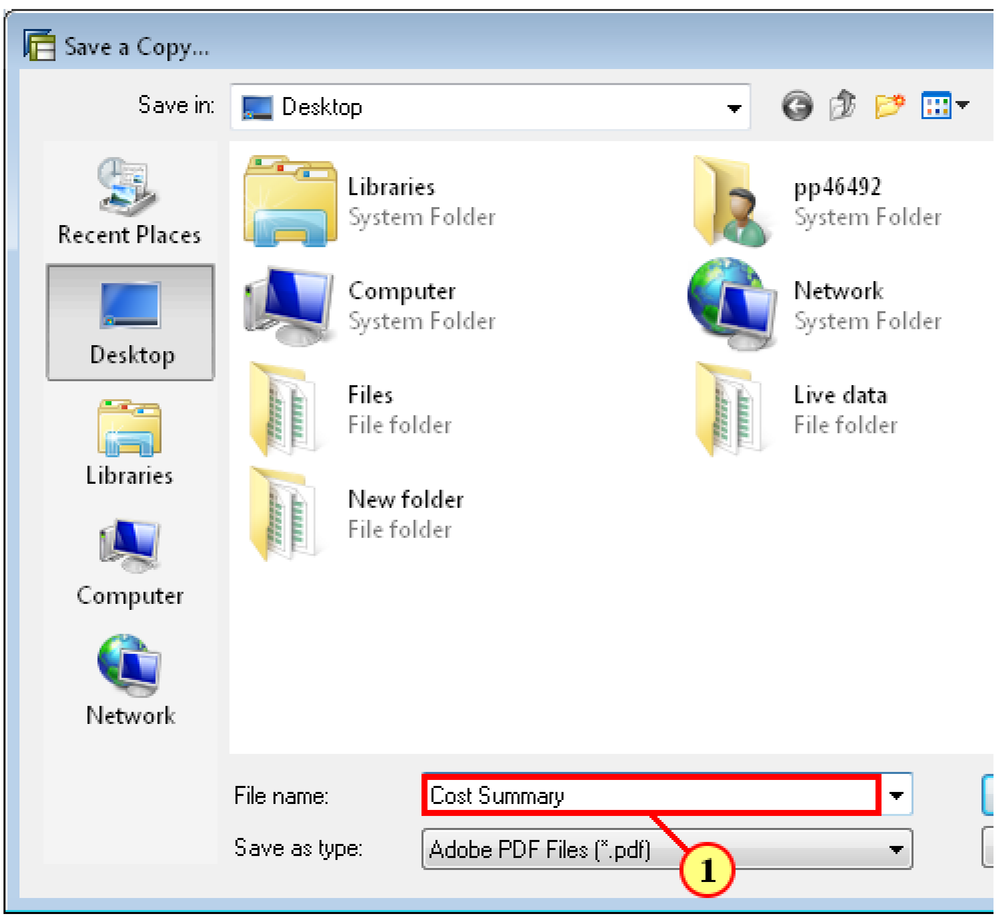
(1) The field is filled out.

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



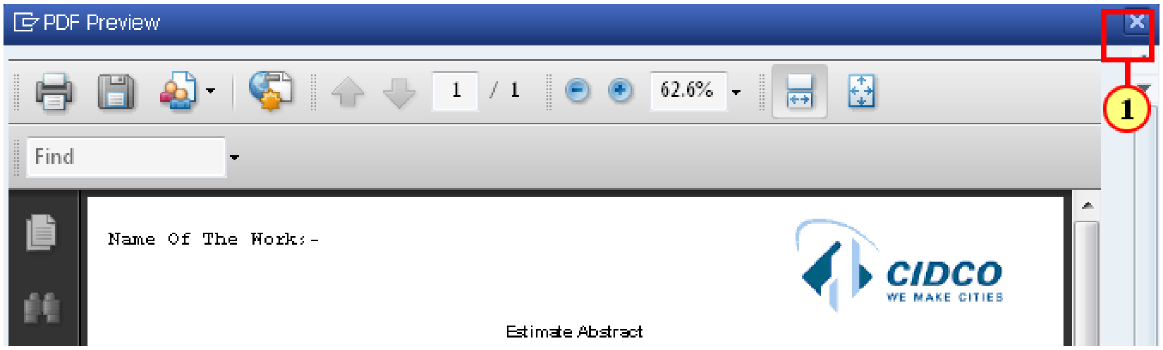
(1) Click on **Save a Copy** .

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

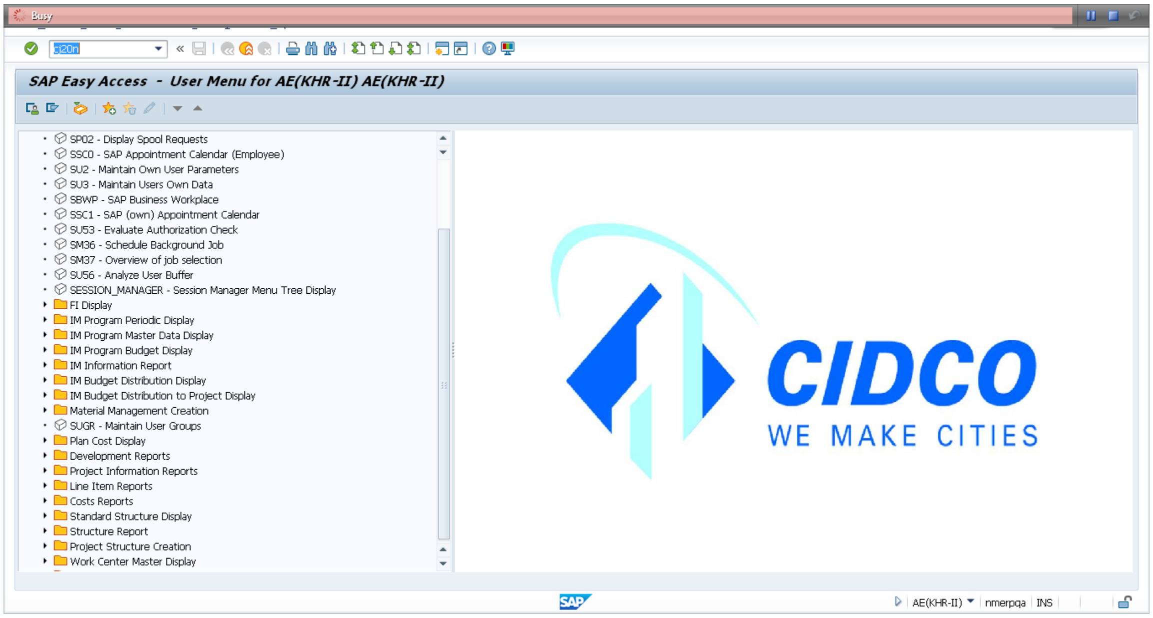
Using the scanned pdf of the technical sanction document, you can route it for Technical Sanction and Admin Approval. The following workflows are designed as per DOP.

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

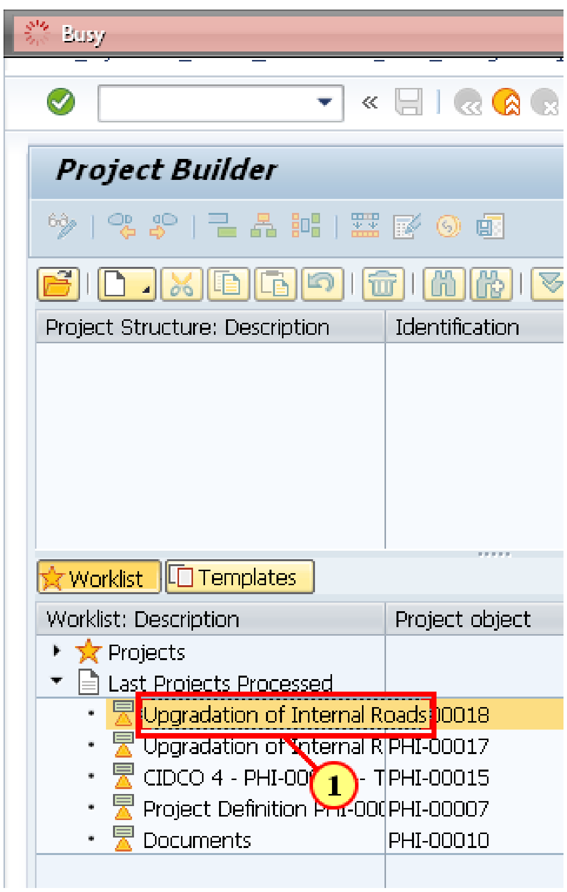
3.14. OpenText Attachments for a project

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



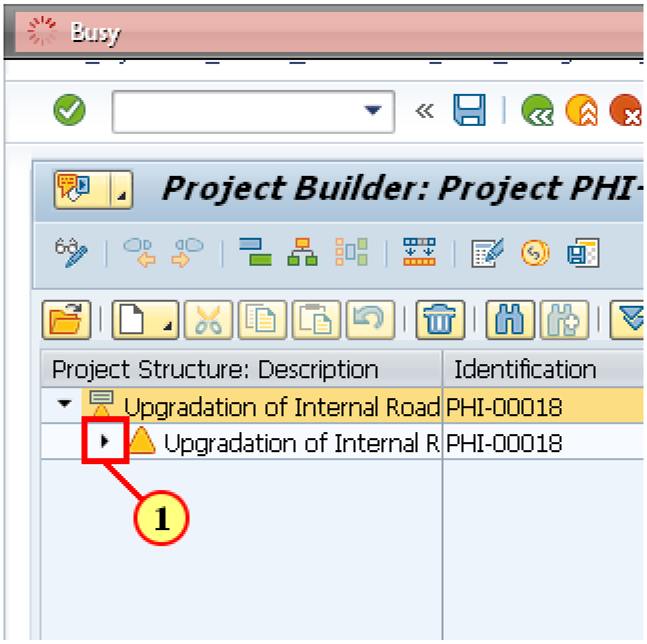
Enter is now pressed.

Project Builder – DoubleClick to open the required project



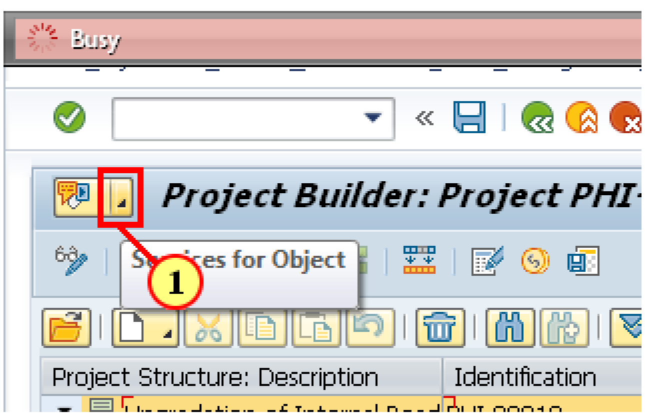
(1) Upgradation of Internal Roads is double-clicked.

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



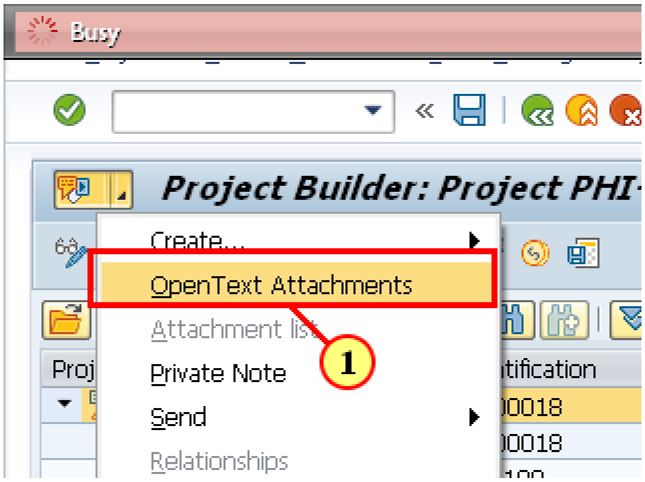
(1) Click on **Upgradation of Internal R** .

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



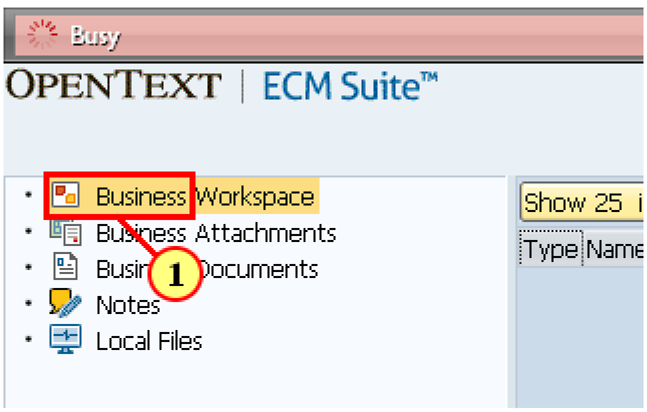
(1) Clicking on the **Open** opens a drop-down list.

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



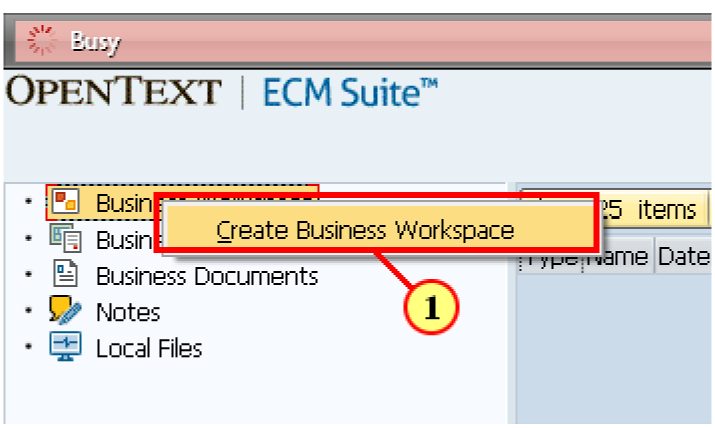
(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

OpenText Attachments – Select Business Workspace and right click



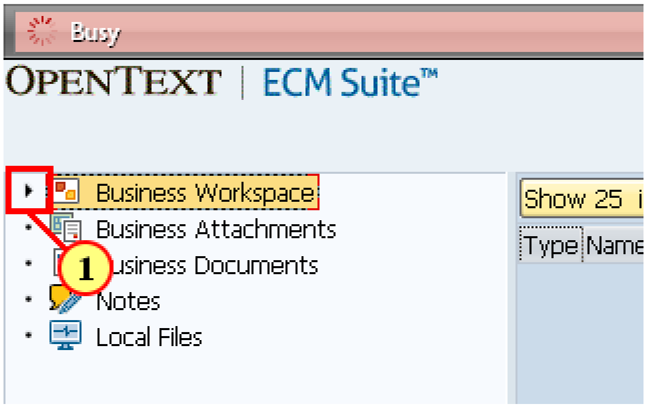
(1) Right-clicking on Business with the mouse opens a shortcut menu.

Project definition - Click on Create Business Workspace



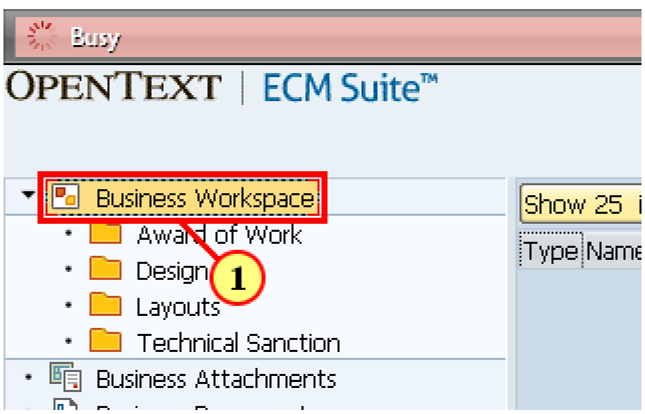
(1) Clicking on the **Create Business Workspace** Create Business Workspace menu item executes it.

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



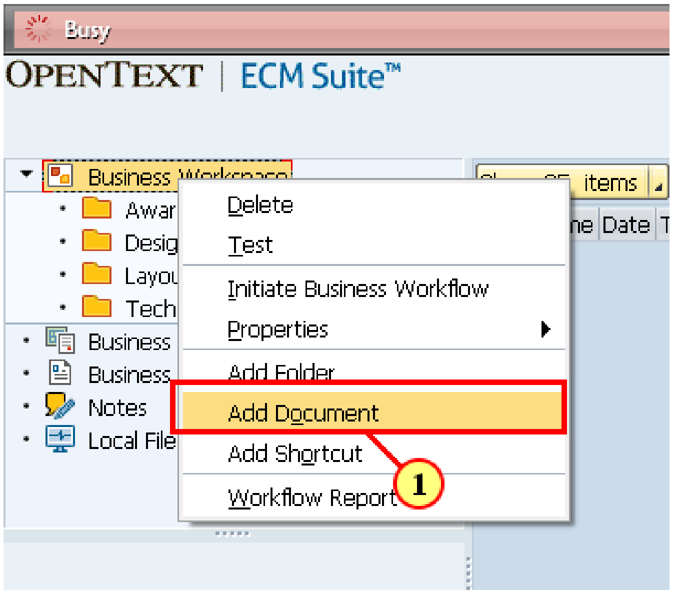
(1) Click on **Business Workspace** .

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



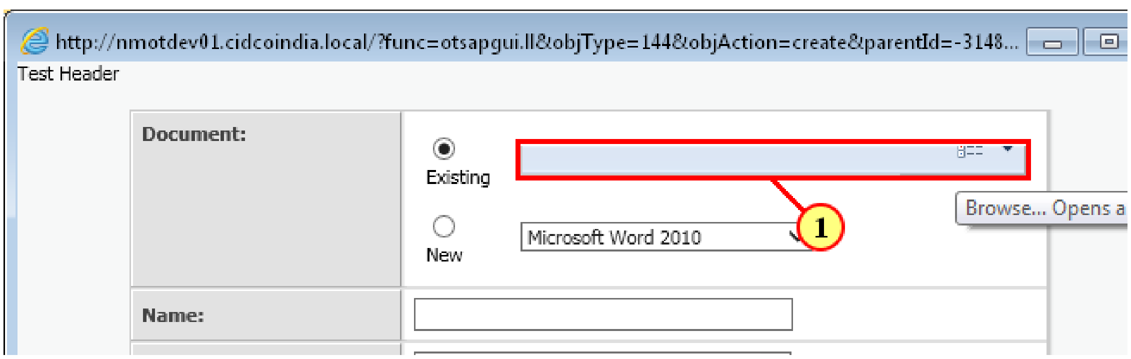
(1) Right-clicking on Business Workspace with the mouse opens a shortcut menu.

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

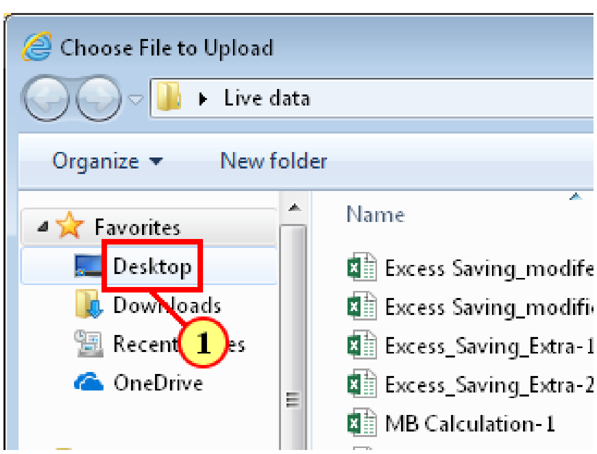


(1) Clicking on the **Add Document**  menu item executes it.

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

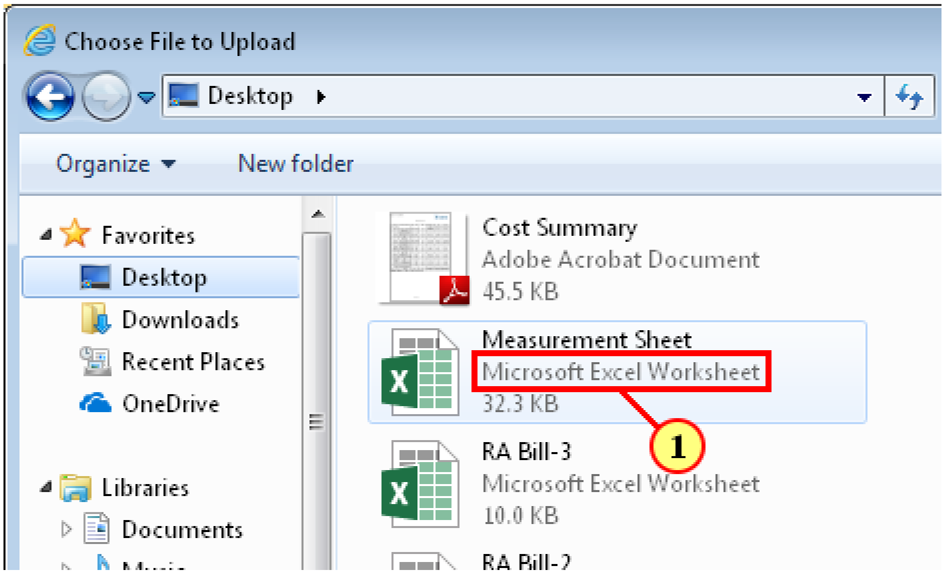


(1) The **Existing** field is cleared.



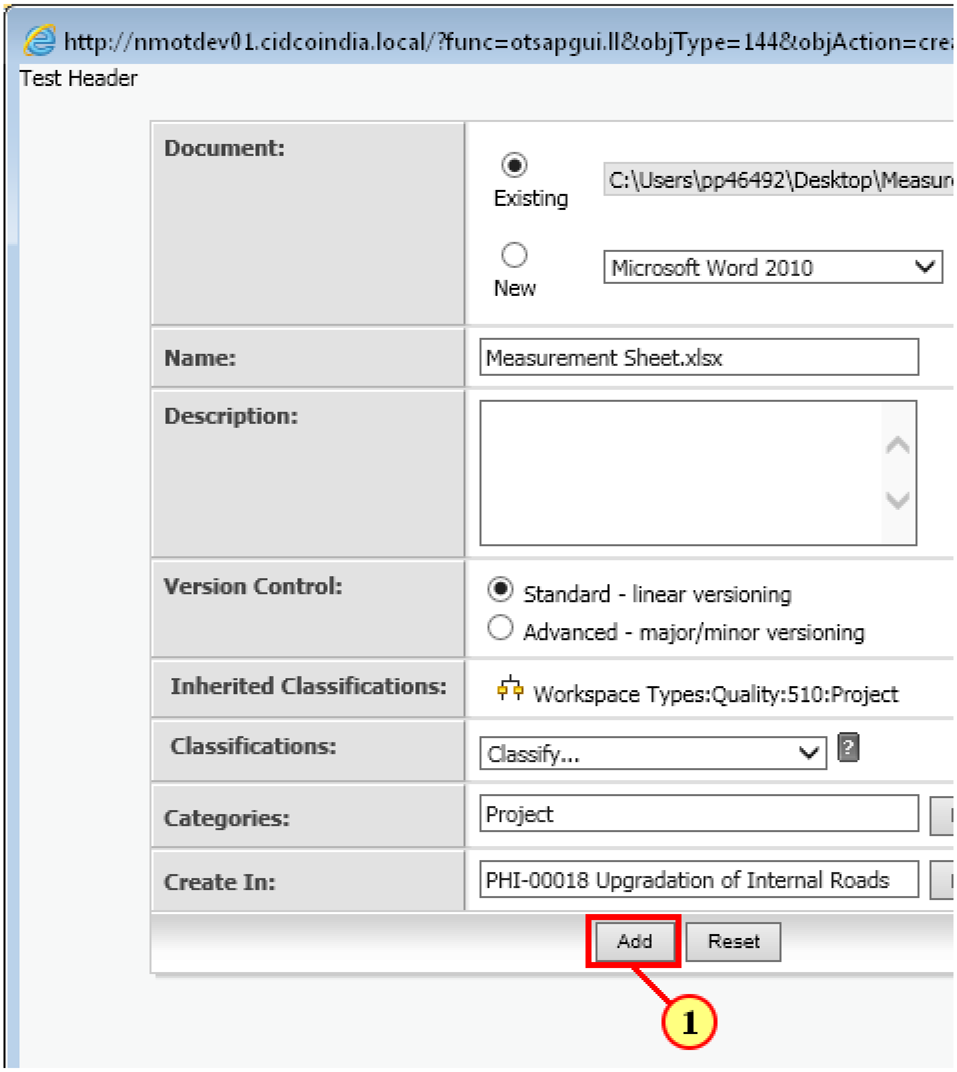
(1) Click on Desktop.

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



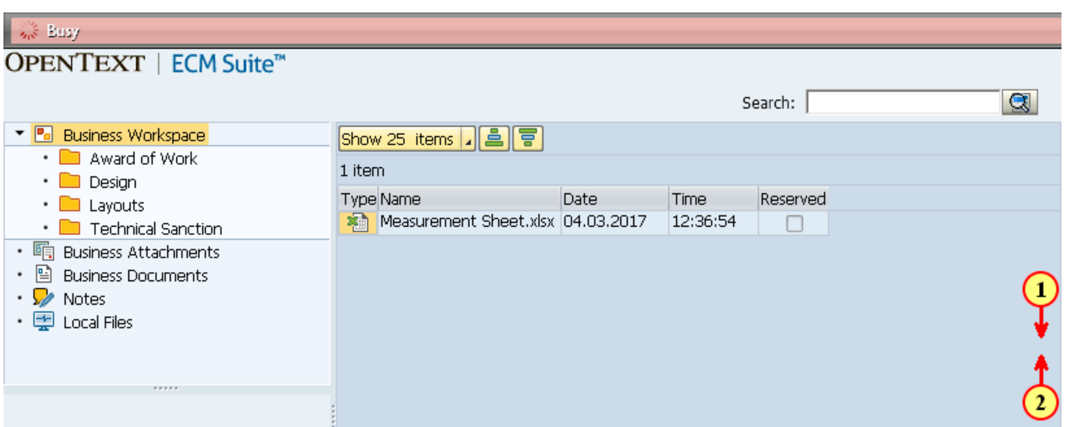
(1) Microsoft Excel Worksheet is double-clicked.

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



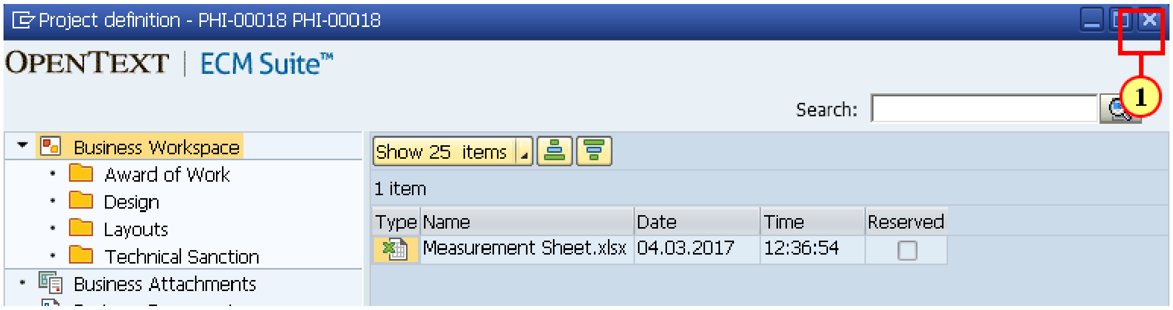
(1) Click on Add.

Measurement Sheet is seen attached to the Business Workspace.



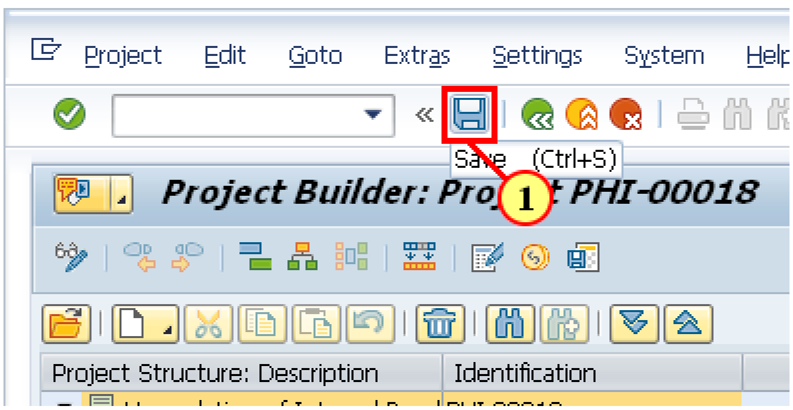
(1) Measurement Sheet is attached to the Project
(2) Drop on .

Close the OpenText window



(1) Click on **Close** .

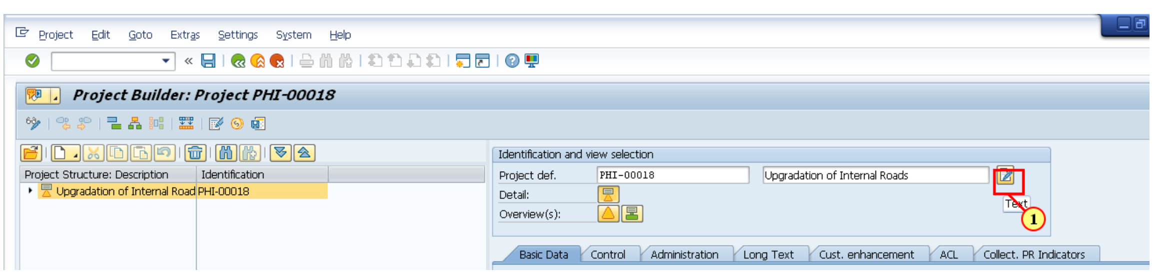
Project Builder: Project PHI-00018 – Click on Save to save the project



(1) Click on .

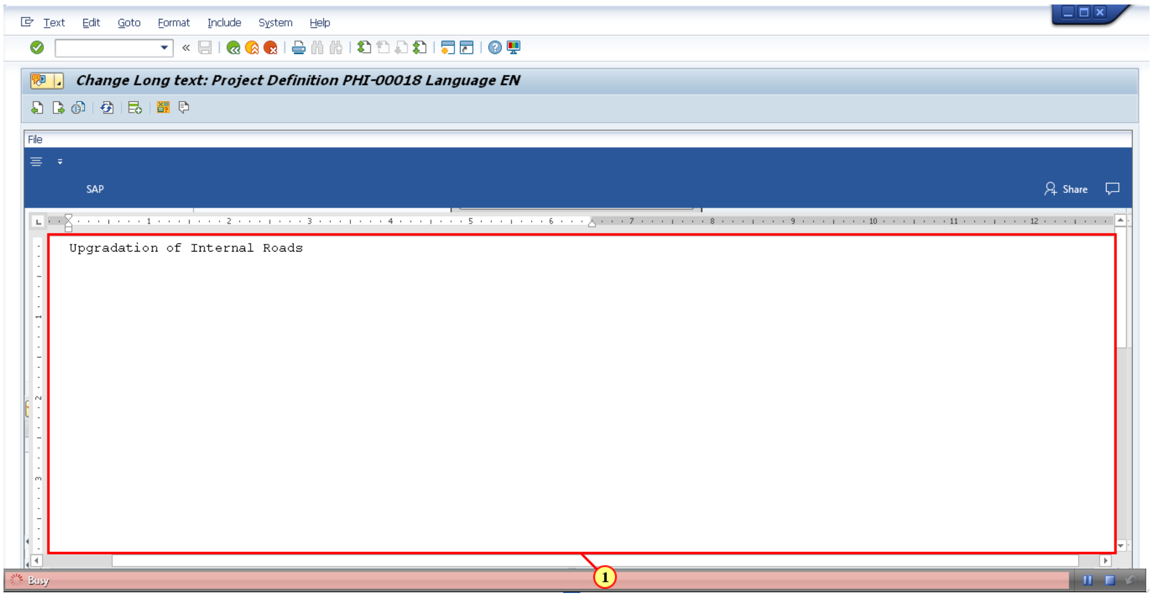
3.15. Long Text for Project Definition

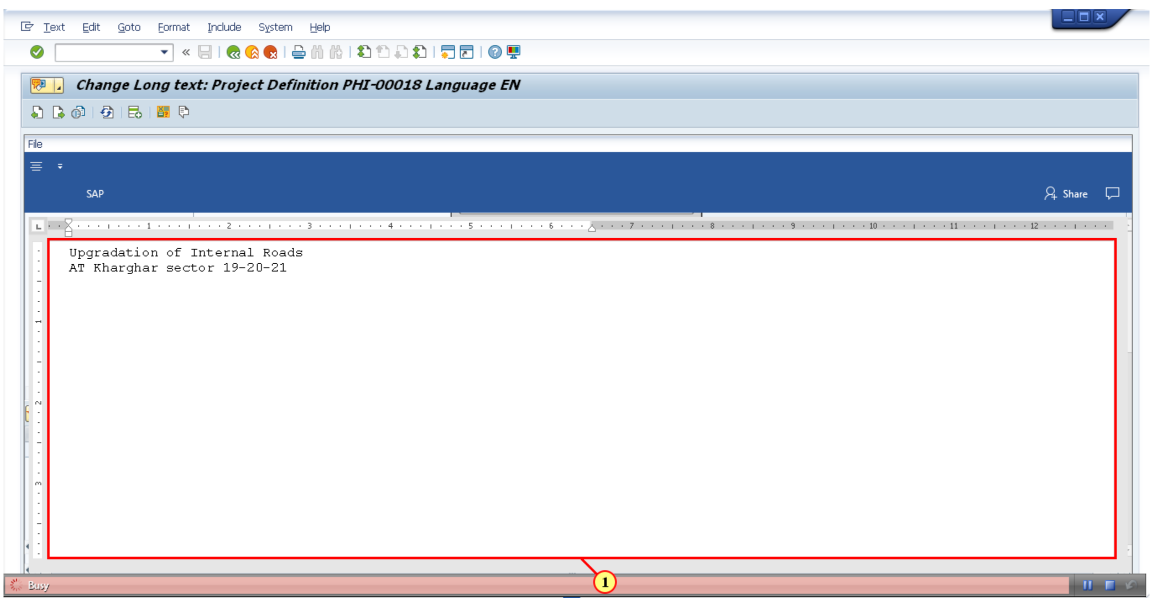
Long Text for Project -- Project Builder: Project PHI-00018 – Enter Tcode CJ20N and open the project in project builder. In the fields besides Short description, click the icon



(1) Click on .

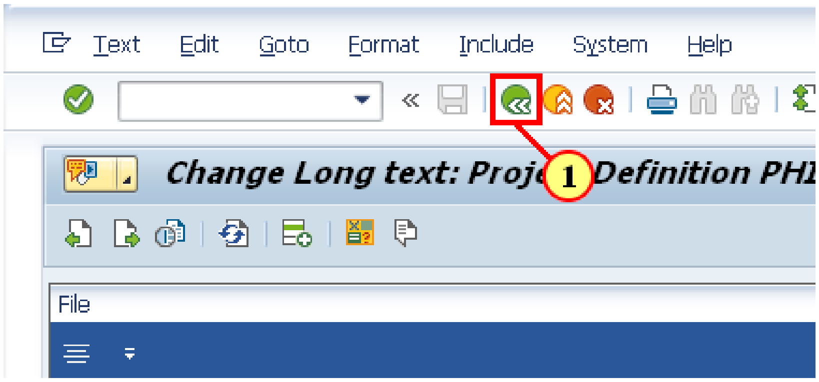
Change Long text: Project Definition PHI-00018 – Word-like screen opens. Here you can type/paste the long description of the project





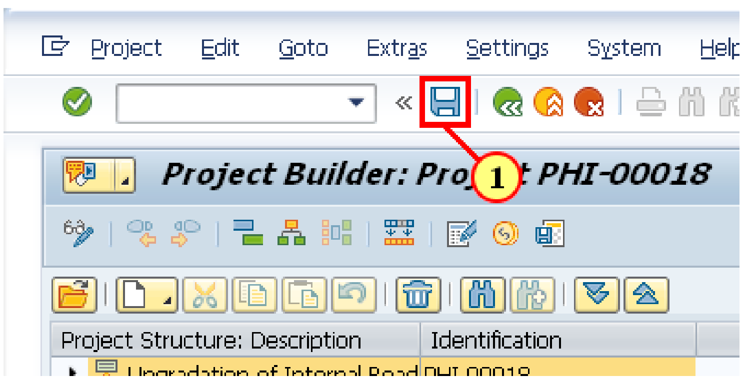
(1) The field is filled out.

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



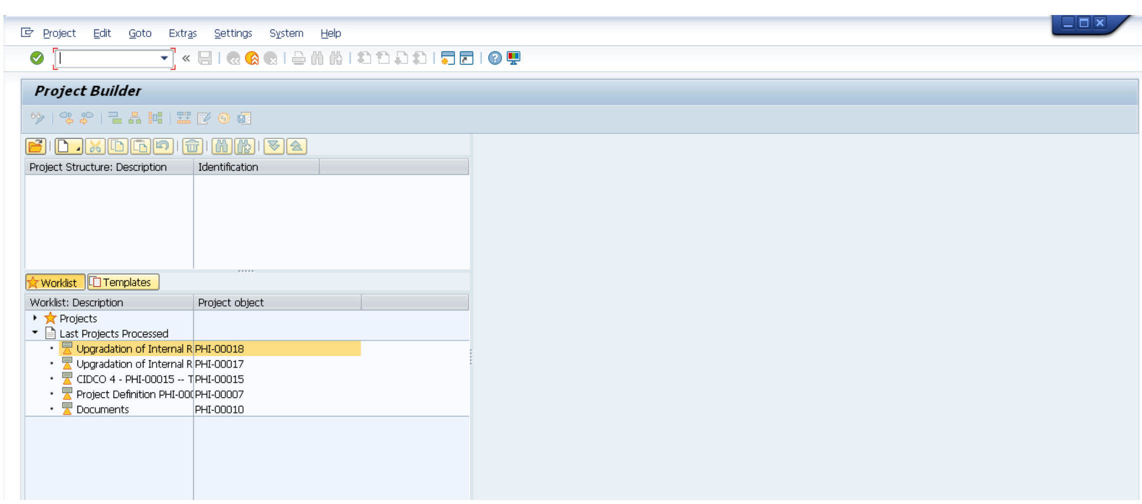
(1) Click on .

Project Builder: Project PHI-00018 – Save the project



(1) Click on .

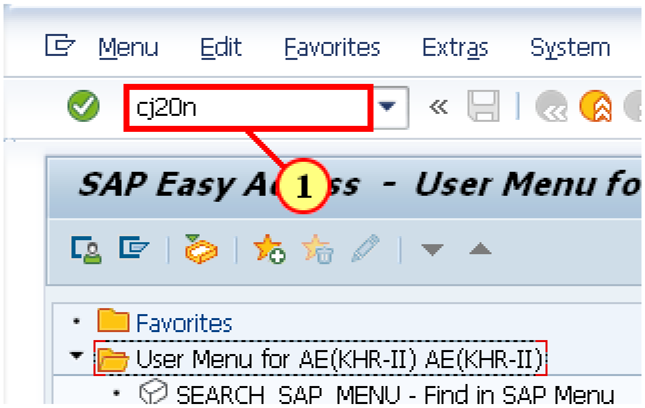
Project Builder



4. Investment Management

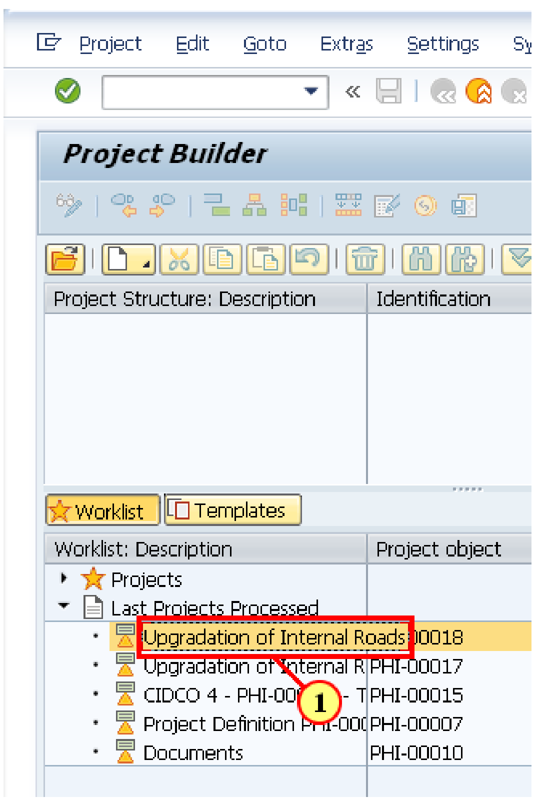
4.1. Select Investment Position for the project

SAP Easy Access - User Menu – Enter Tcode CJ20N



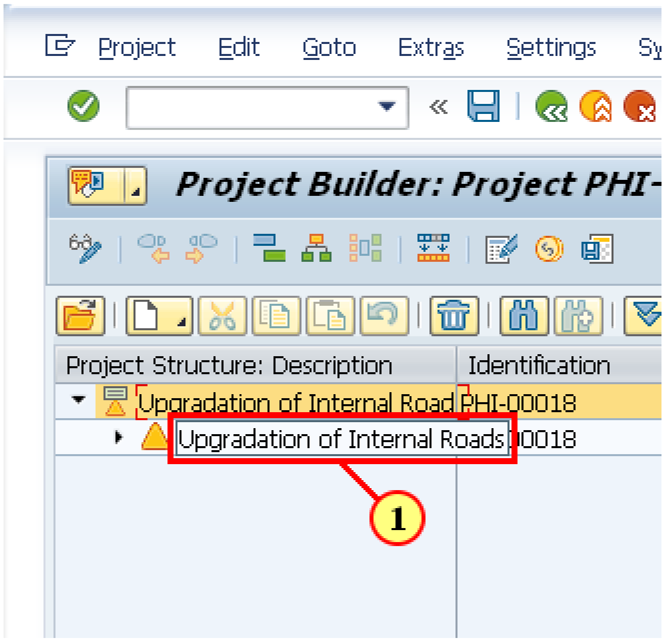
(1) The field is filled out.

Project Builder – open the required project in Project Builder screen



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

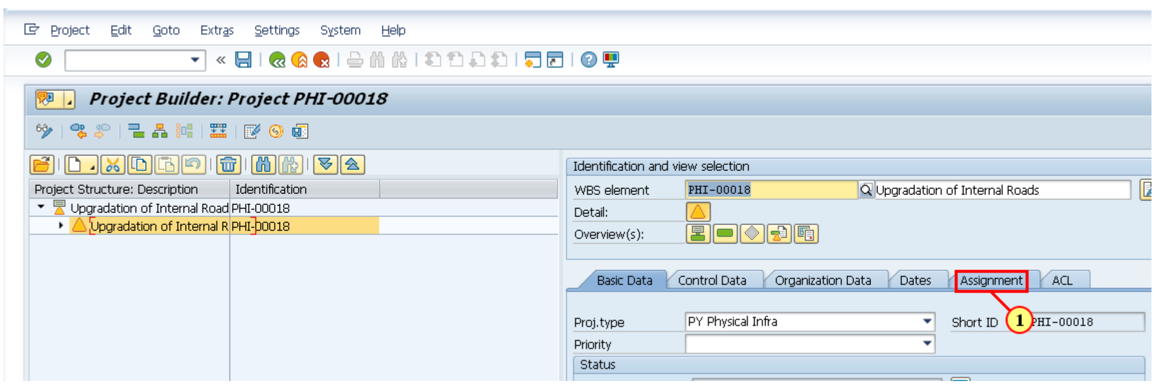
Project Builder: Project PHI-00018 – Select the top level WBS (having same code as project)



(1) Click on Upgradation of Internal Roads.

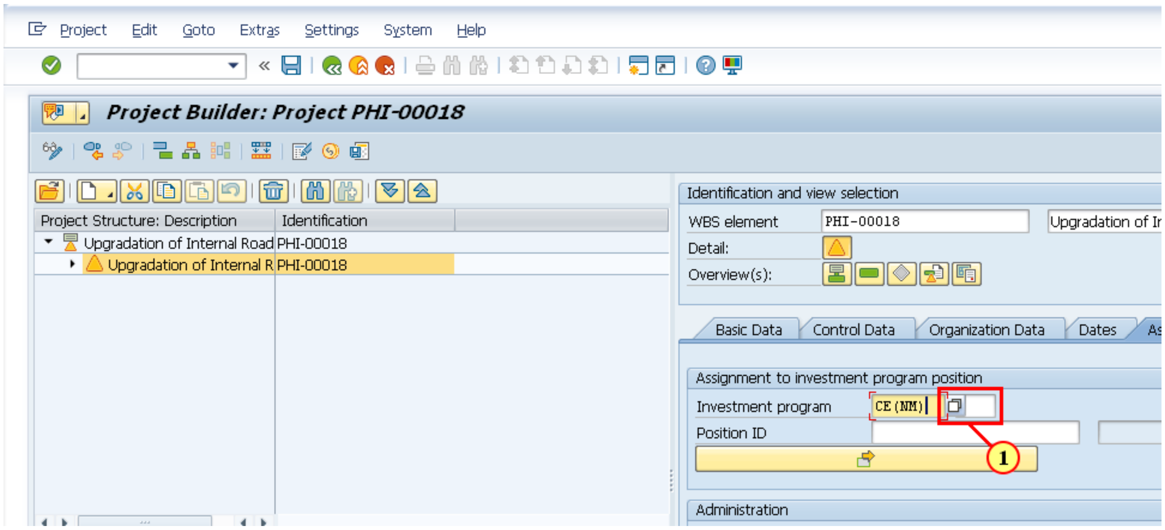
4.2. Assignment Tab

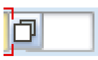
Project Builder: Project PHI-00018 – Right side screen navigate to Assignment tab



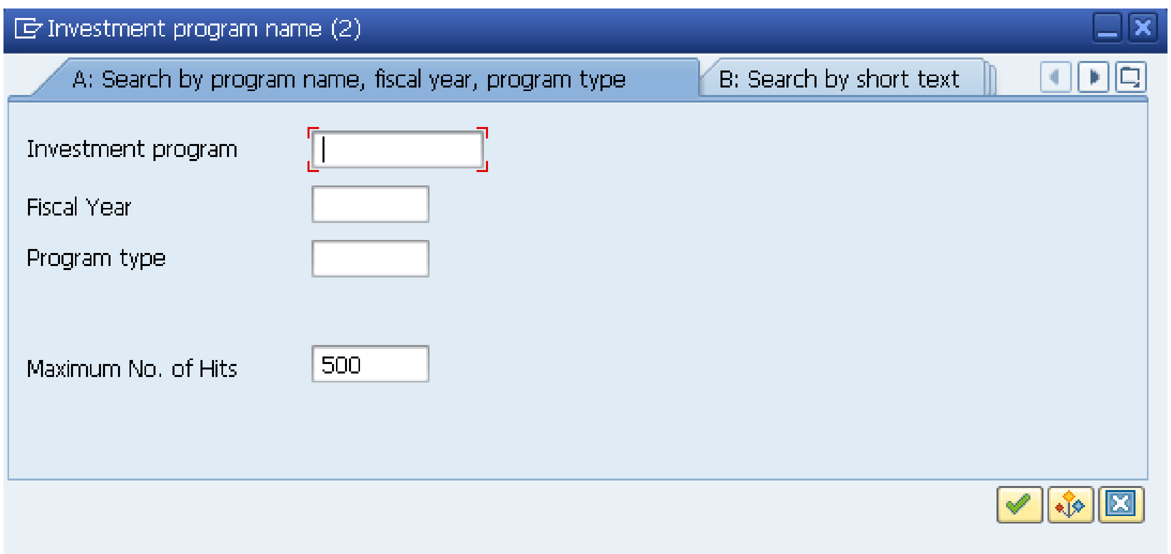
(1) Click on Assignment.

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



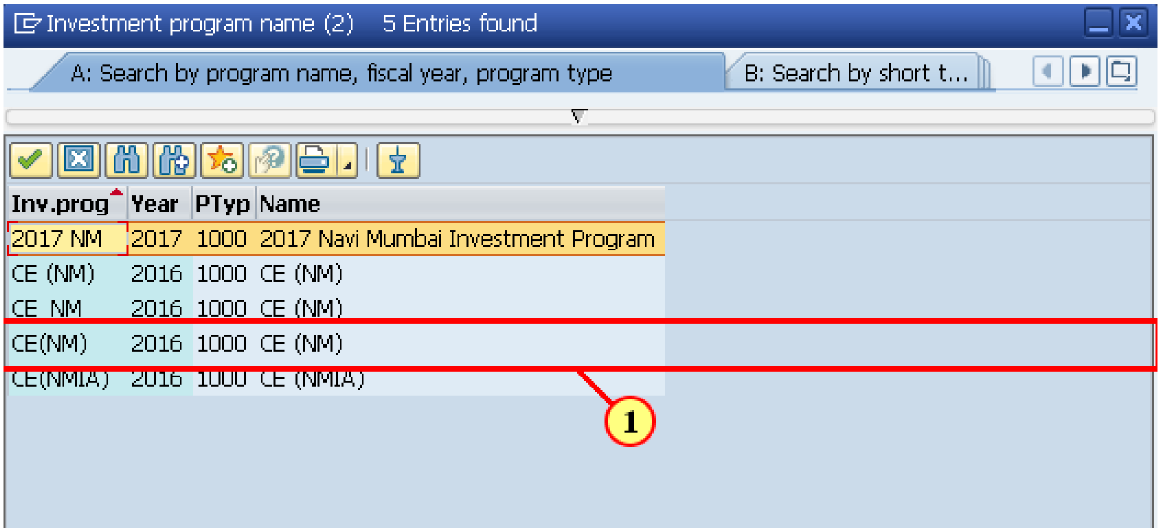
(1) Click on .

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



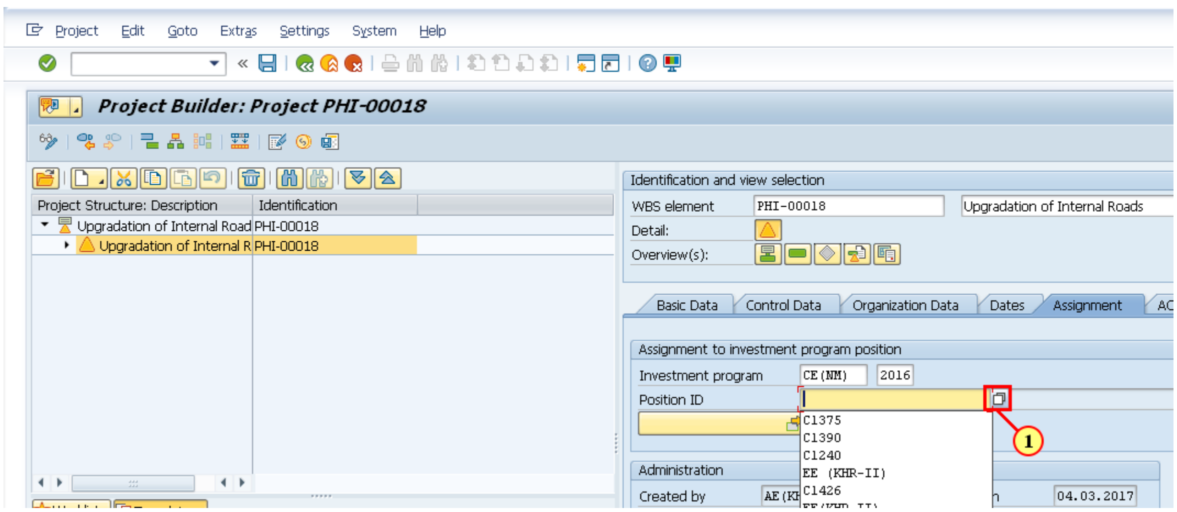
Enter is now pressed.

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



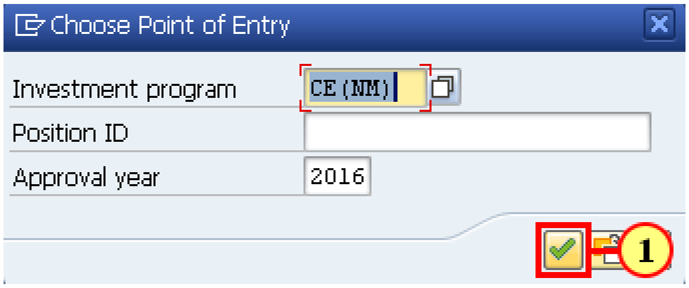
(1) CE(NM) 2016 1000 CE (NM) is double-clicked.

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



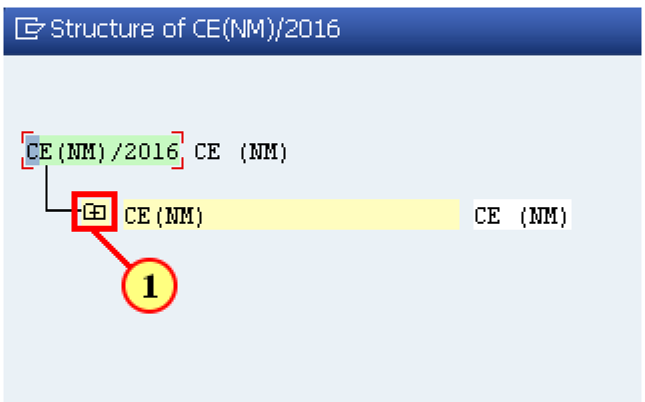
(1) Click on .

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



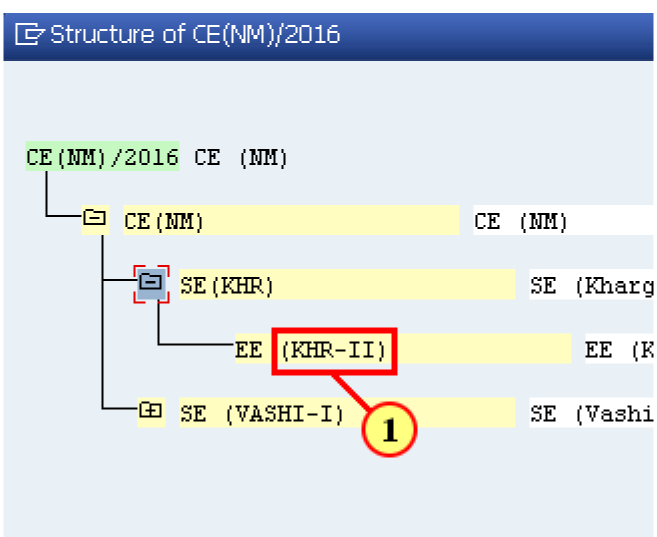
(1) Click on **Continue** .

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



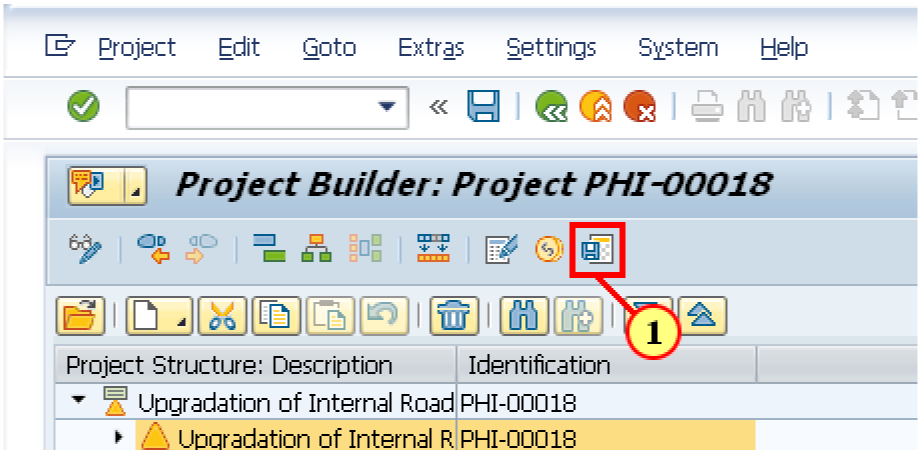
(1) Click on .

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



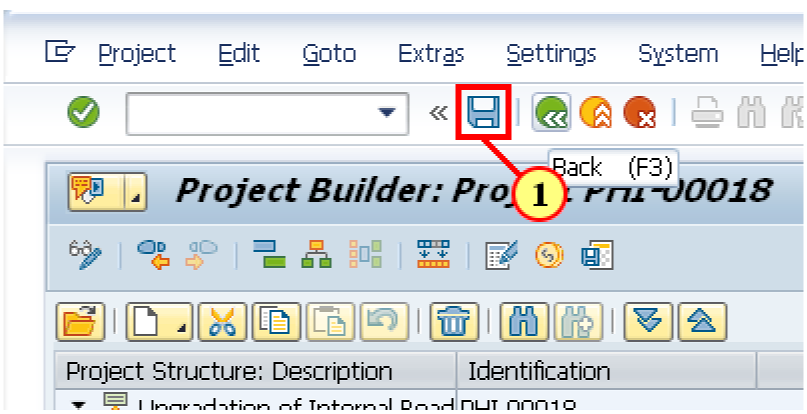
(1) (KHR-II) is double-clicked.

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



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

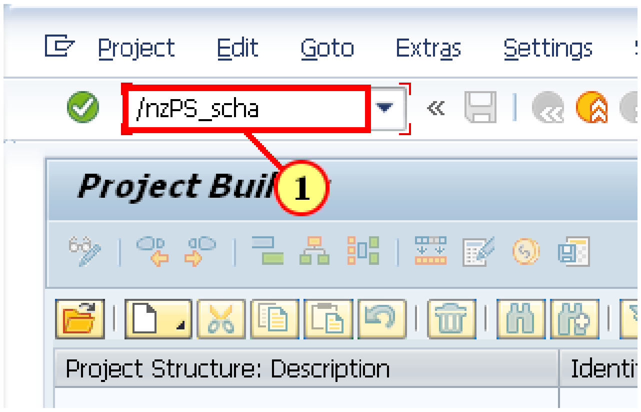
Project Builder: Project PHI-00018 – Click on Final Save button to save and exit



(1) Click on .

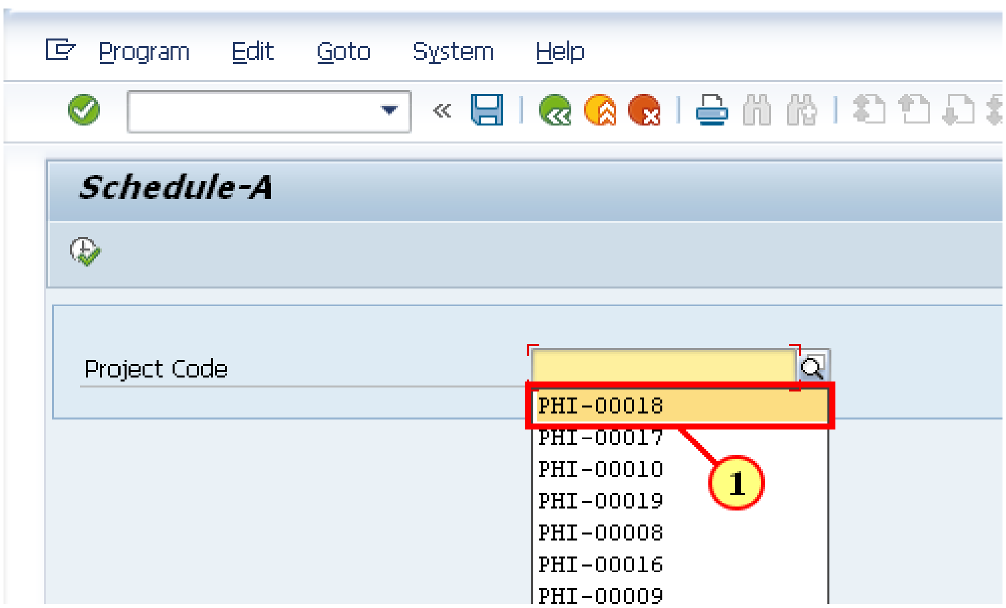
5. Schedule A - Tcode ZPS_SCHA

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.

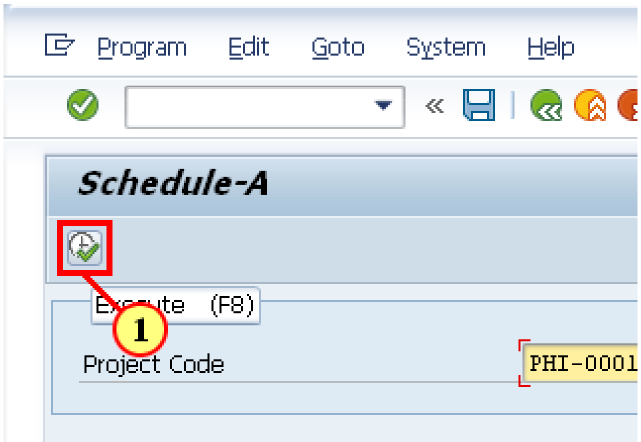
Schedule-A - Select the required project



(1) Clicking on the entry **PHI-00018** 

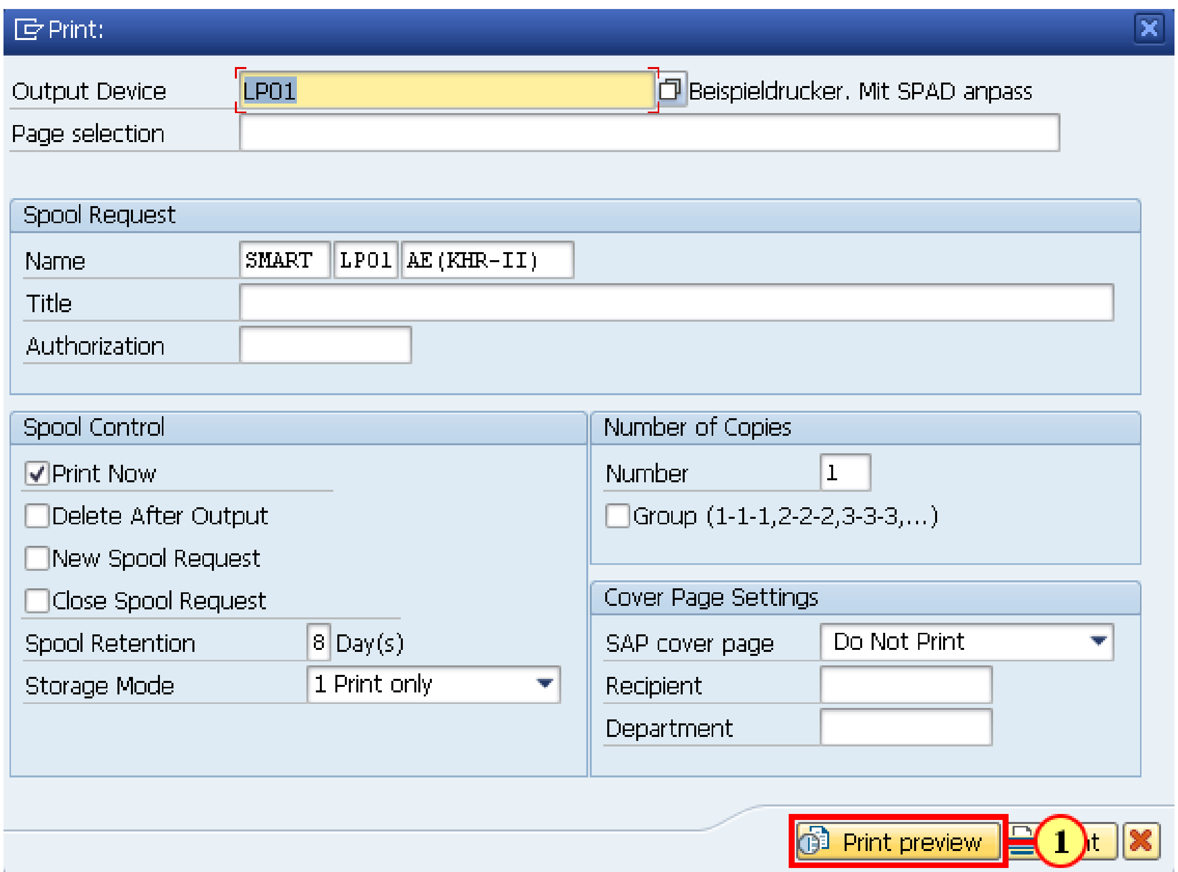
selects it.

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



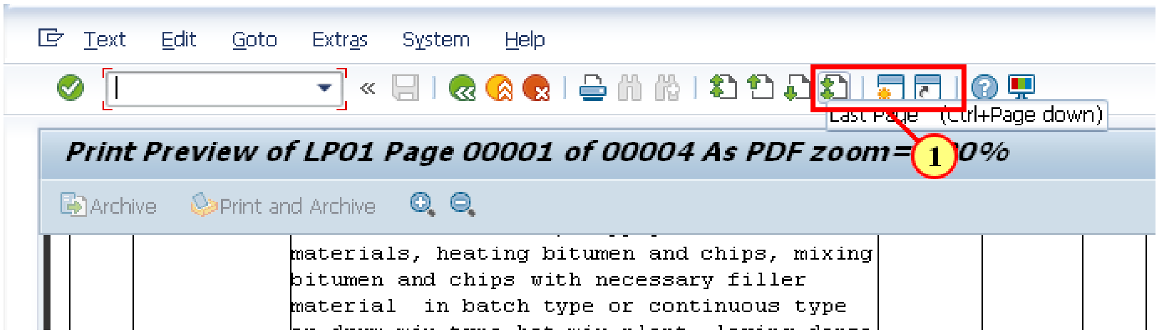
(1) Click on **Execute** .

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



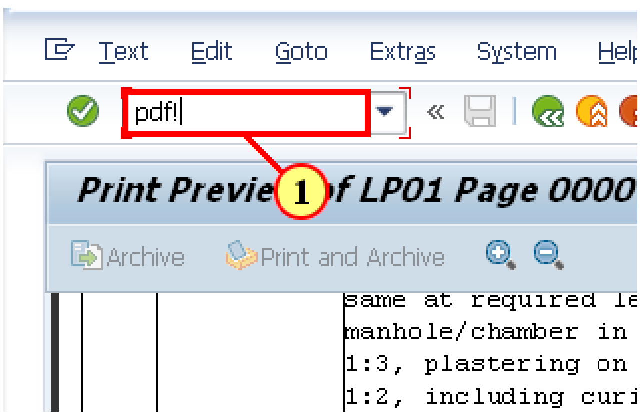
(1) Click on **Print preview** Print preview.

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



(1) Click on .

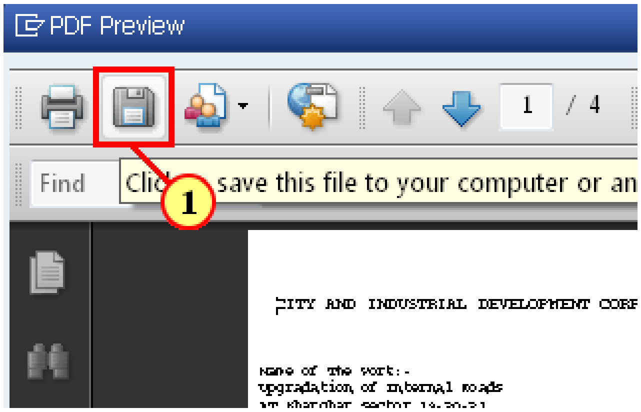
Print Preview of LP01 – Enter pdf! And click enter to generate the pdf



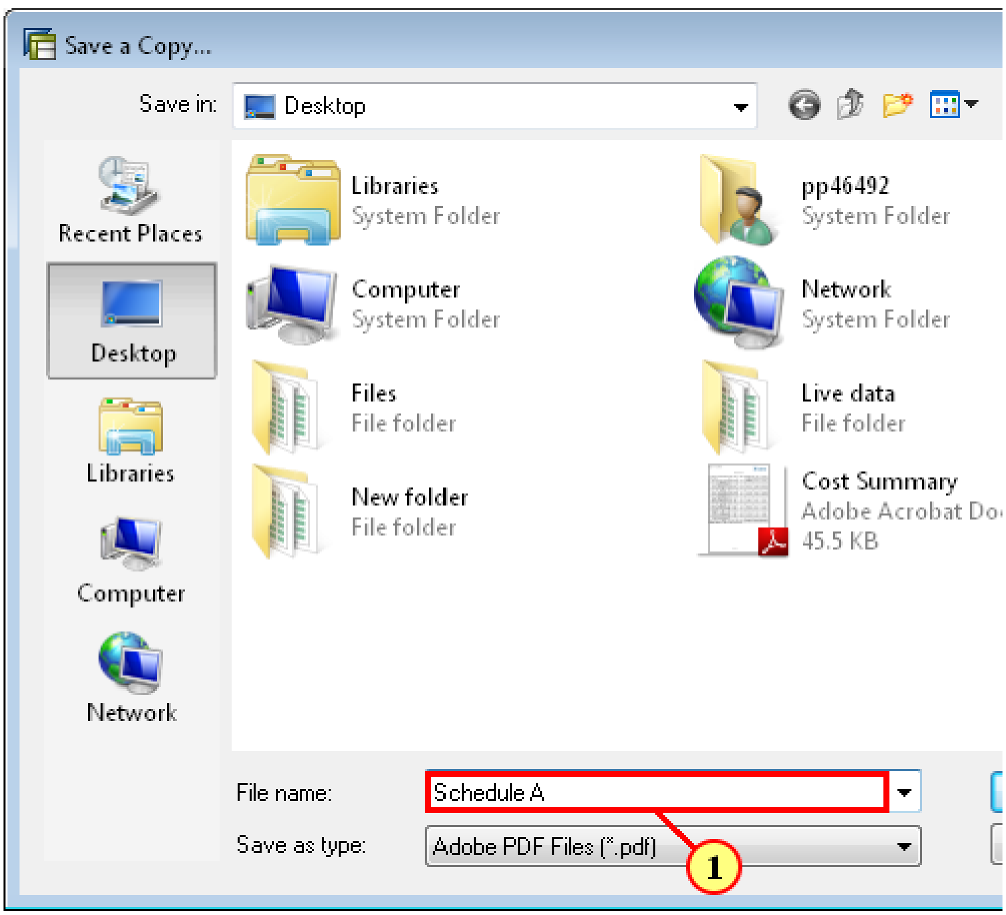
	T. Code: pdf!

(1) The field is filled out.

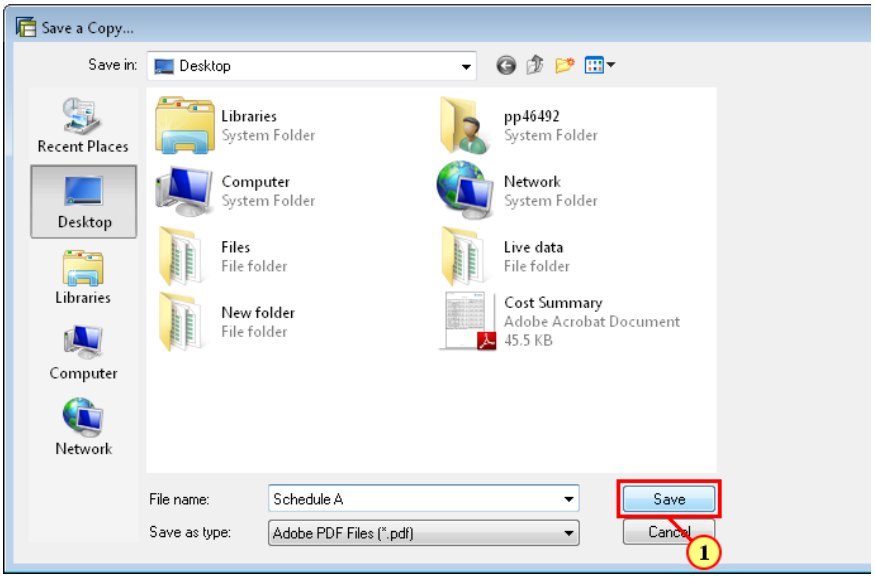
PDF Preview – save the pdf to your computer



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

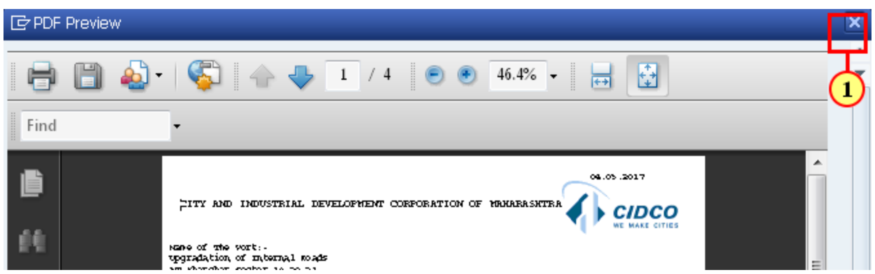


(1) The **File name:** field is filled out.



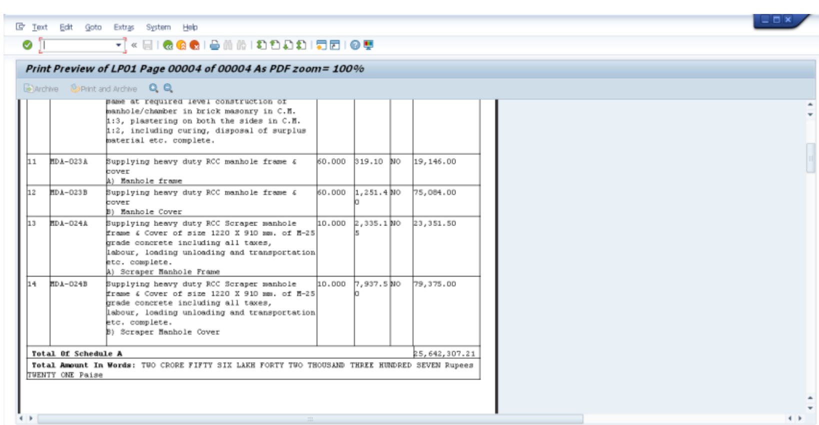
(1) Click on **Save** Save.

PDF Preview – close the pdf preview screen



(1) Click on **Close**.

PDF of Schedule A

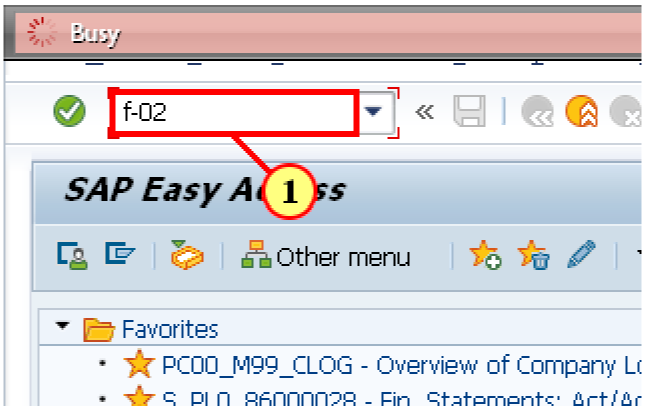


6. EMD for Project

6.1. Tcode F-02 – Login as finance user

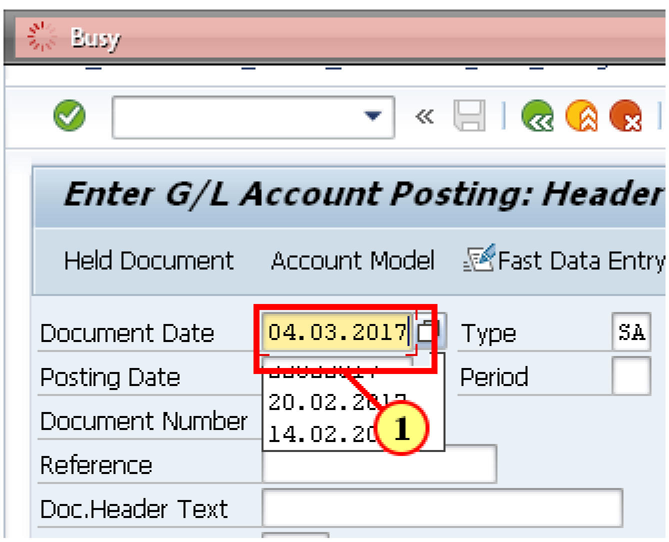
ERP Login - Login as finance user in Portal and click on ERP tab.

Enter Tcode F-02 and click Enter



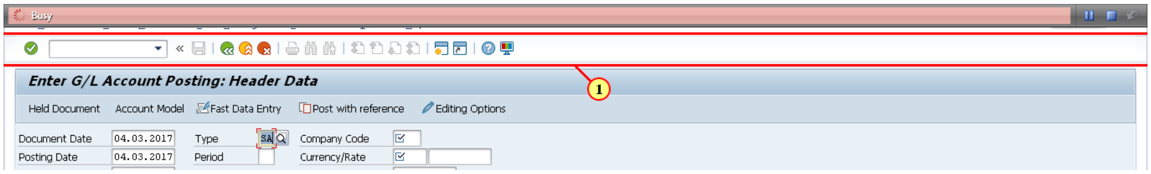
(1) The field is filled out.

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



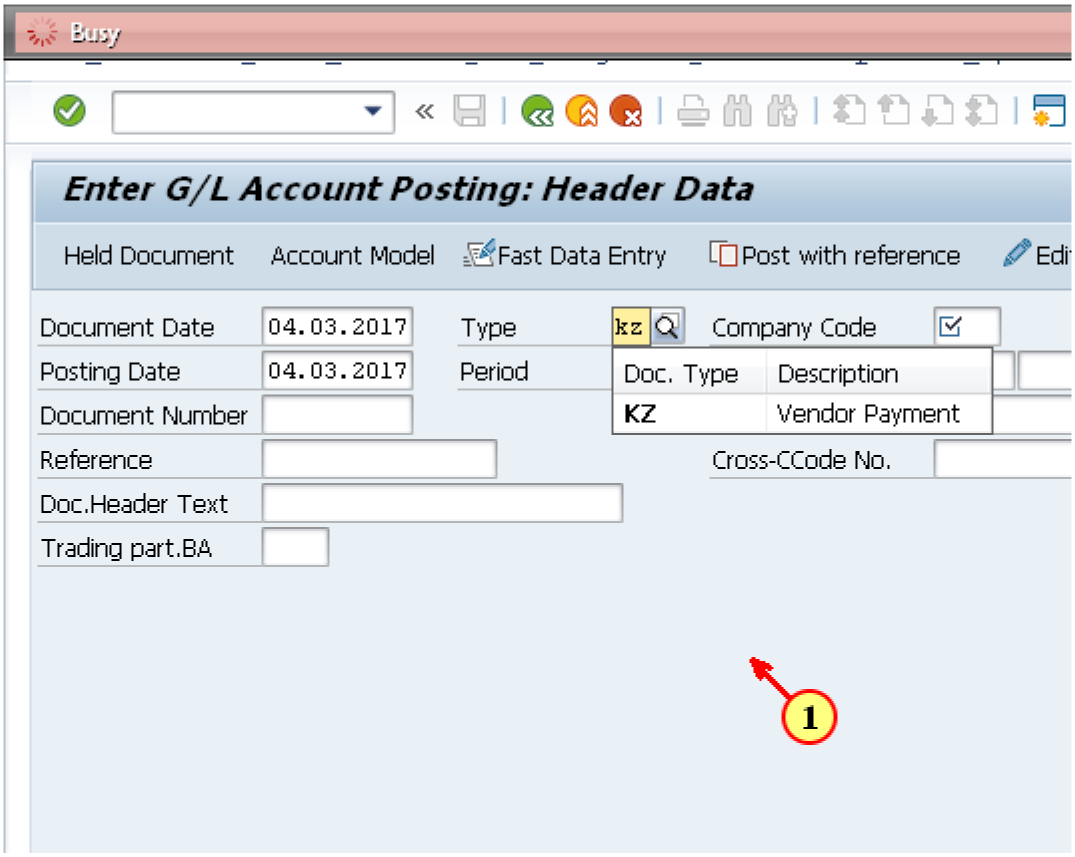
(1) The field is filled out.

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



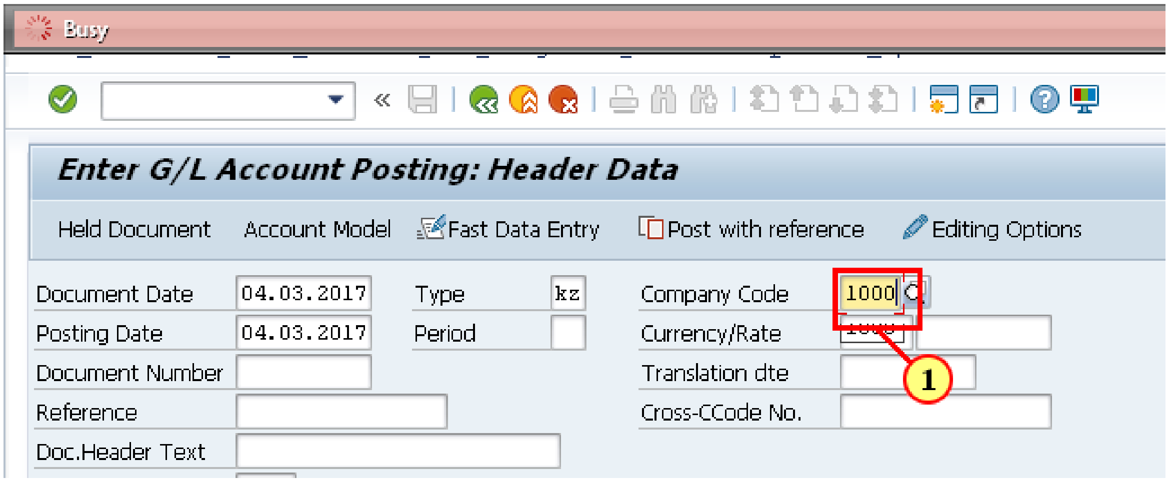
(1) The field is filled out.

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



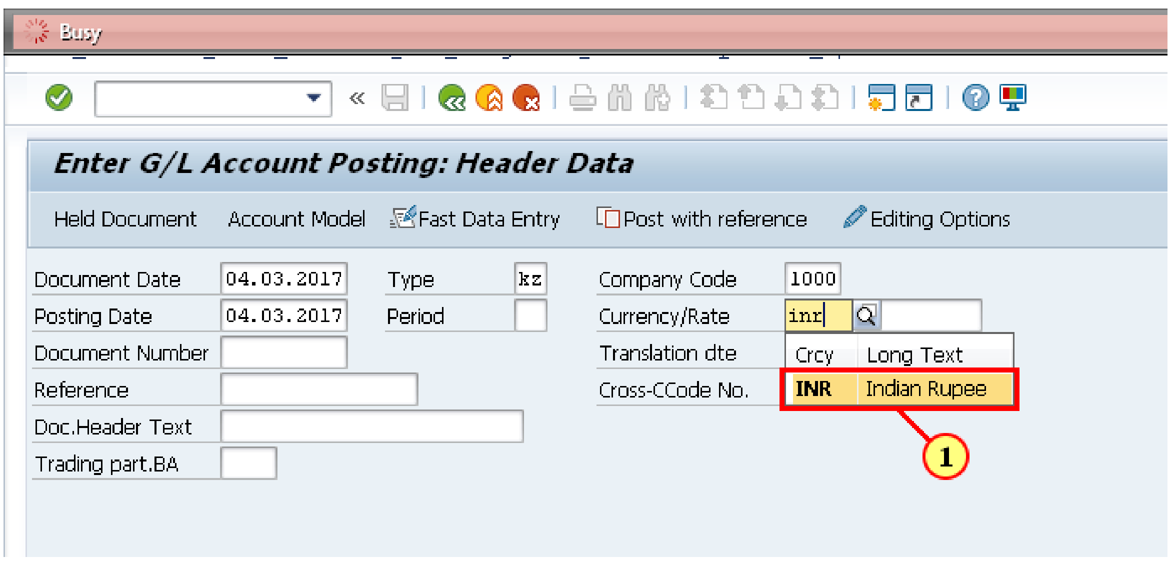
(1) Click here .

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



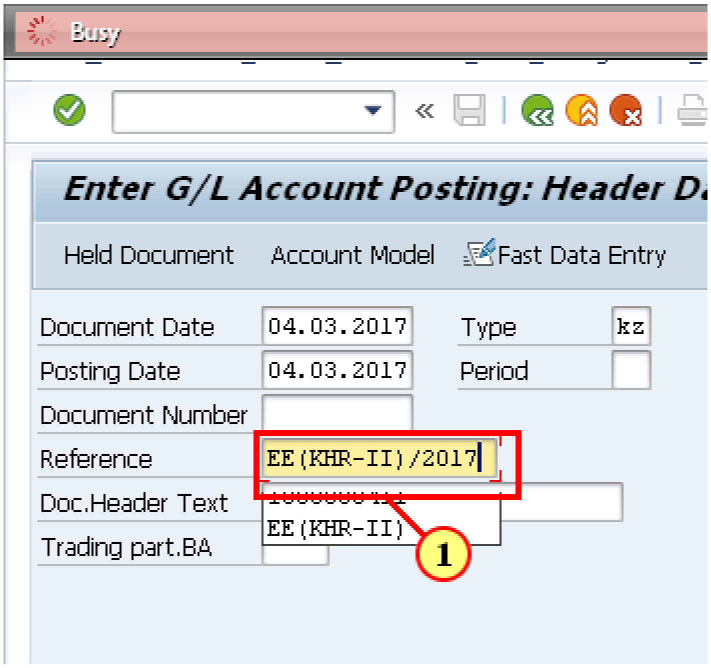
(1) The field is cleared.

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



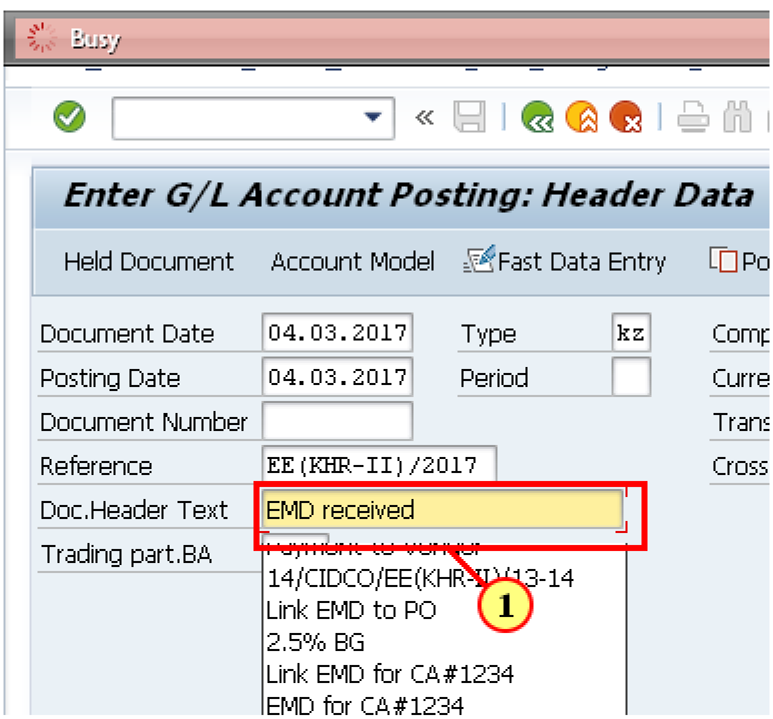
(1) Clicking on the entry **INR** INR Indian Rupee selects it.

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



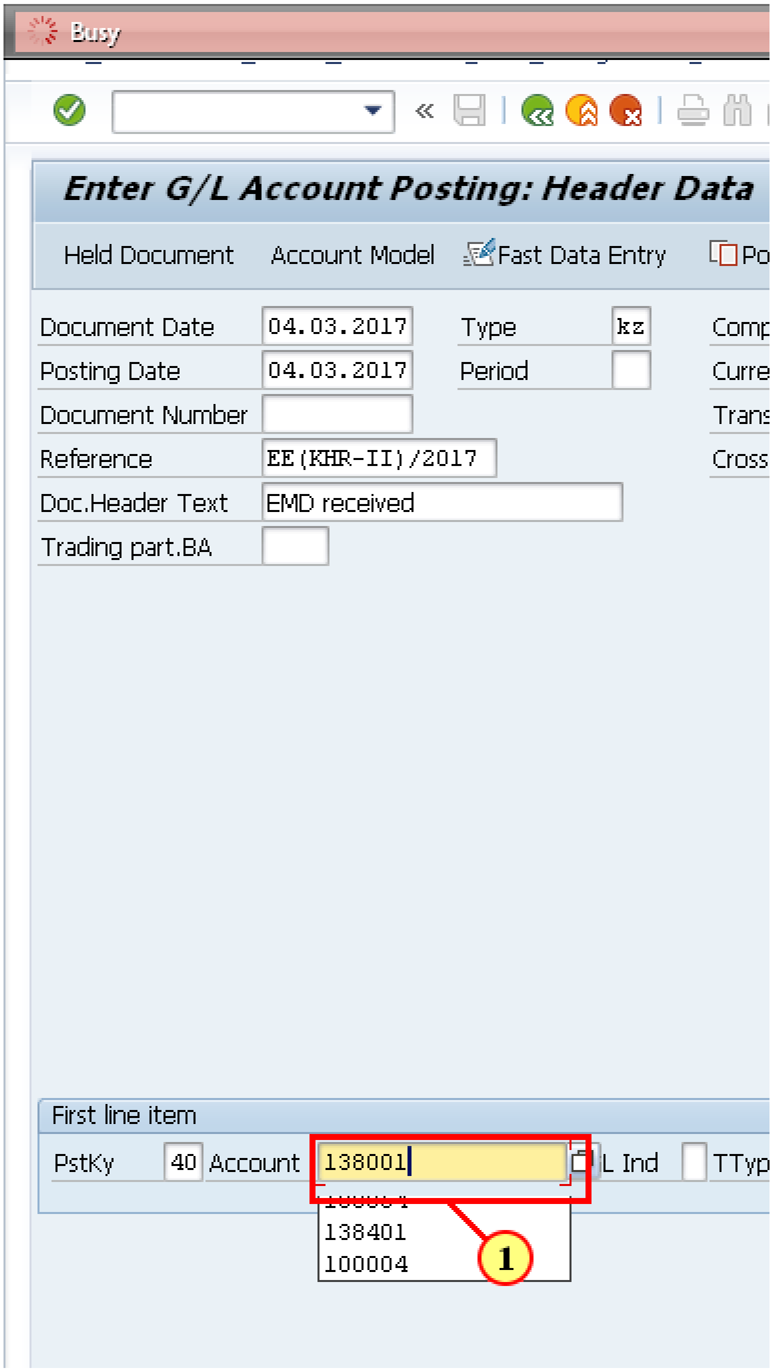
(1) The field is cleared.

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



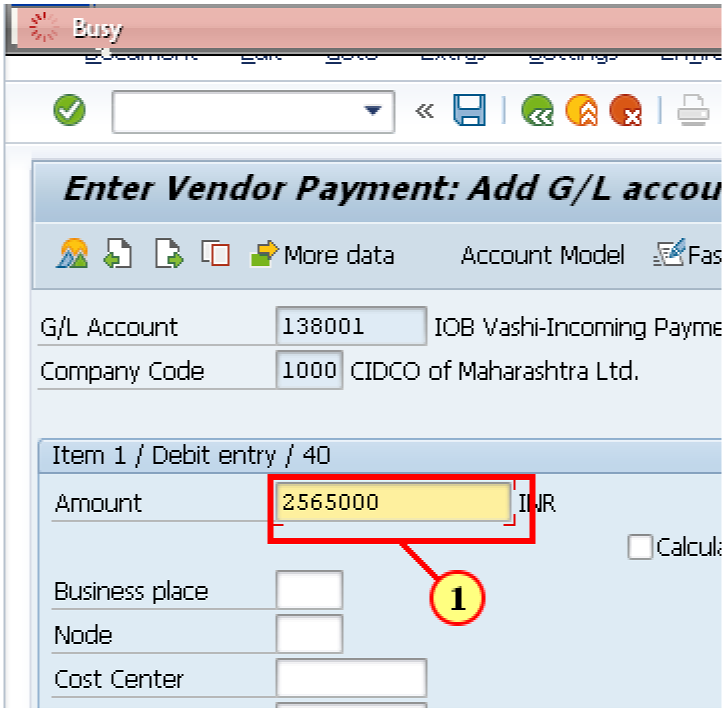
(1) The field is cleared.

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



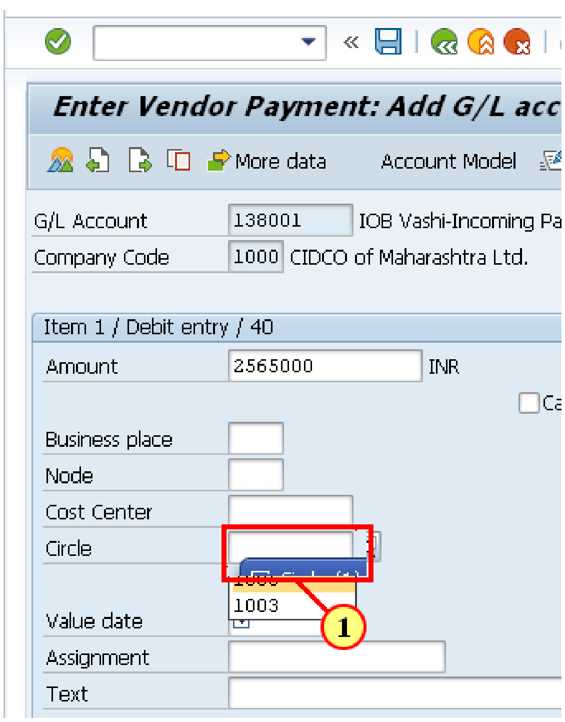
(1) The field is cleared.

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



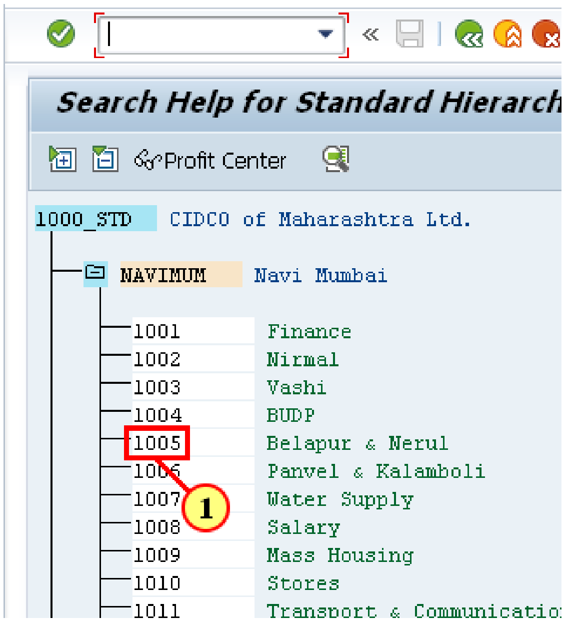
(1) The field is filled out.

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



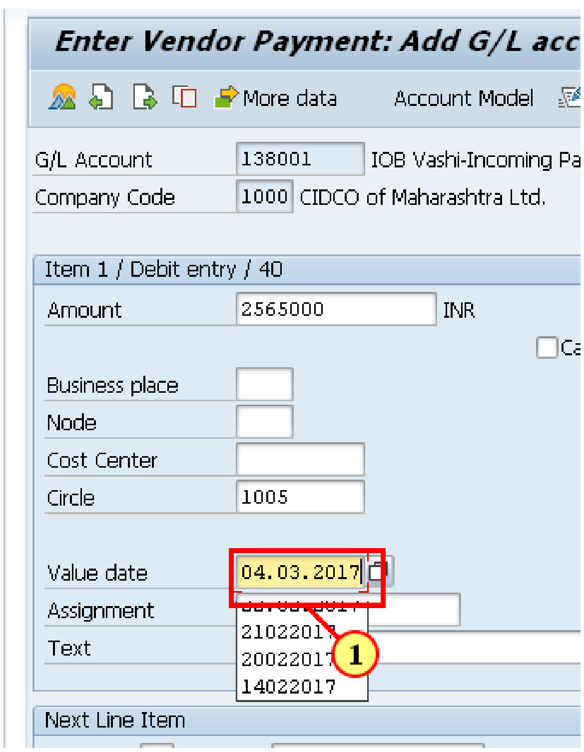
(1) The field is cleared.

Search and select appropriate Circle



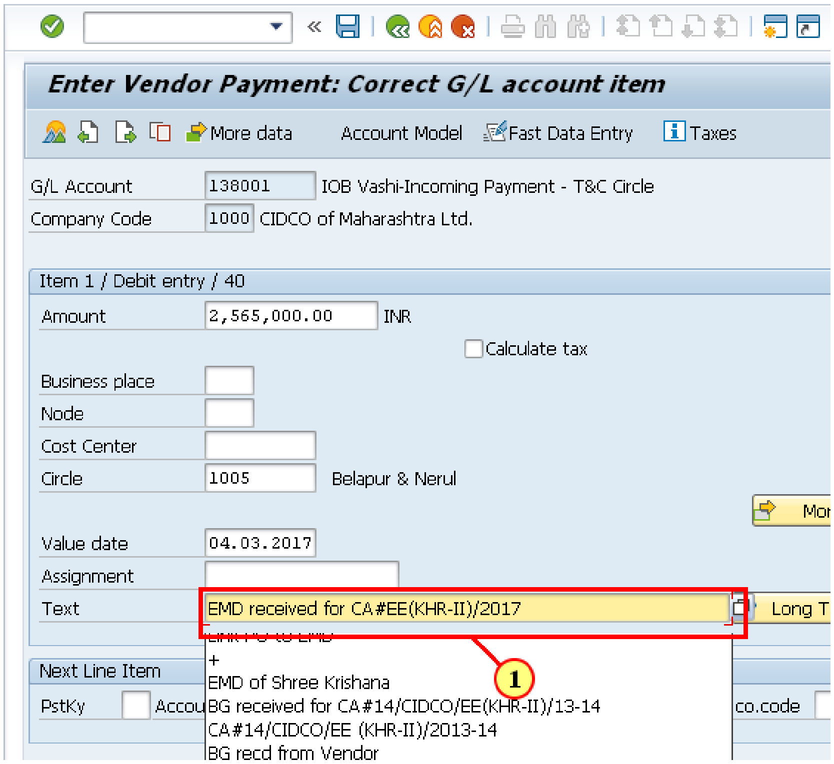
(1) 1005 is double-clicked.

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



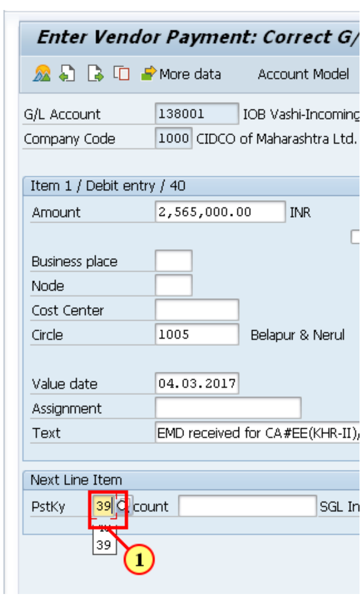
(1) The field is cleared.

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



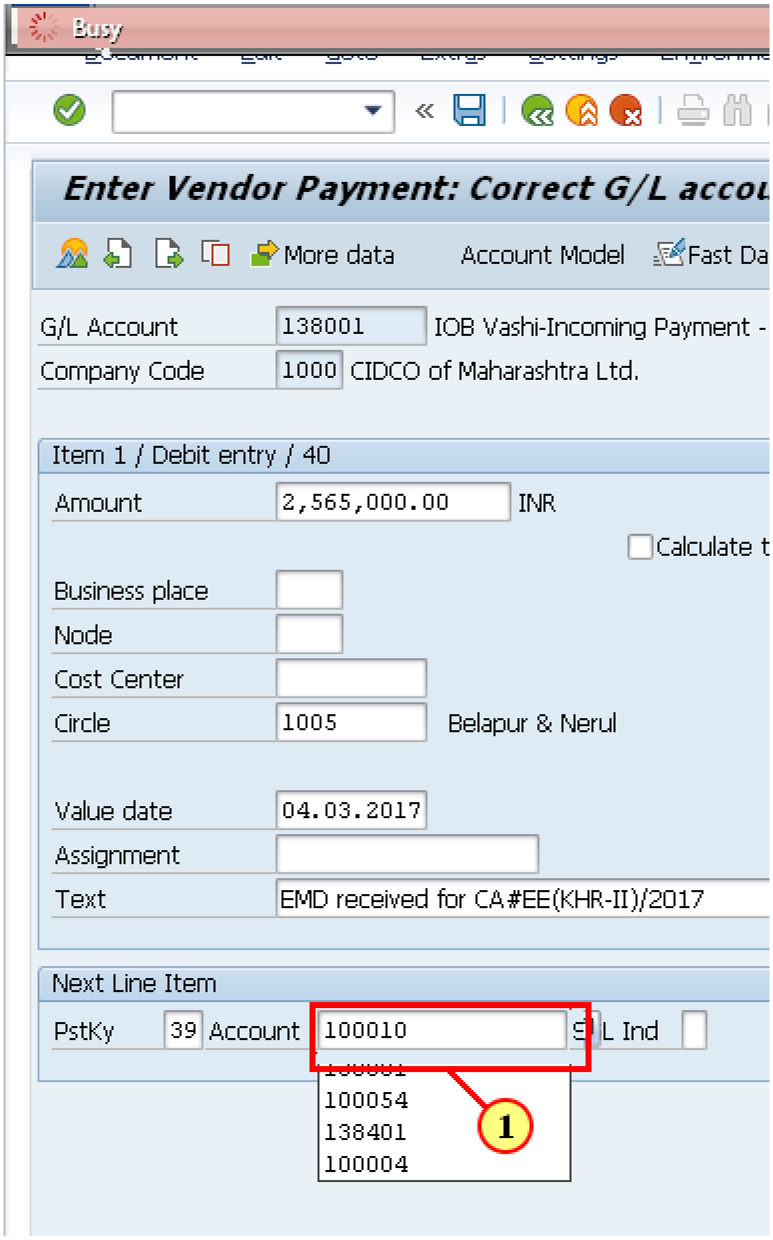
(1) The field is cleared.

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



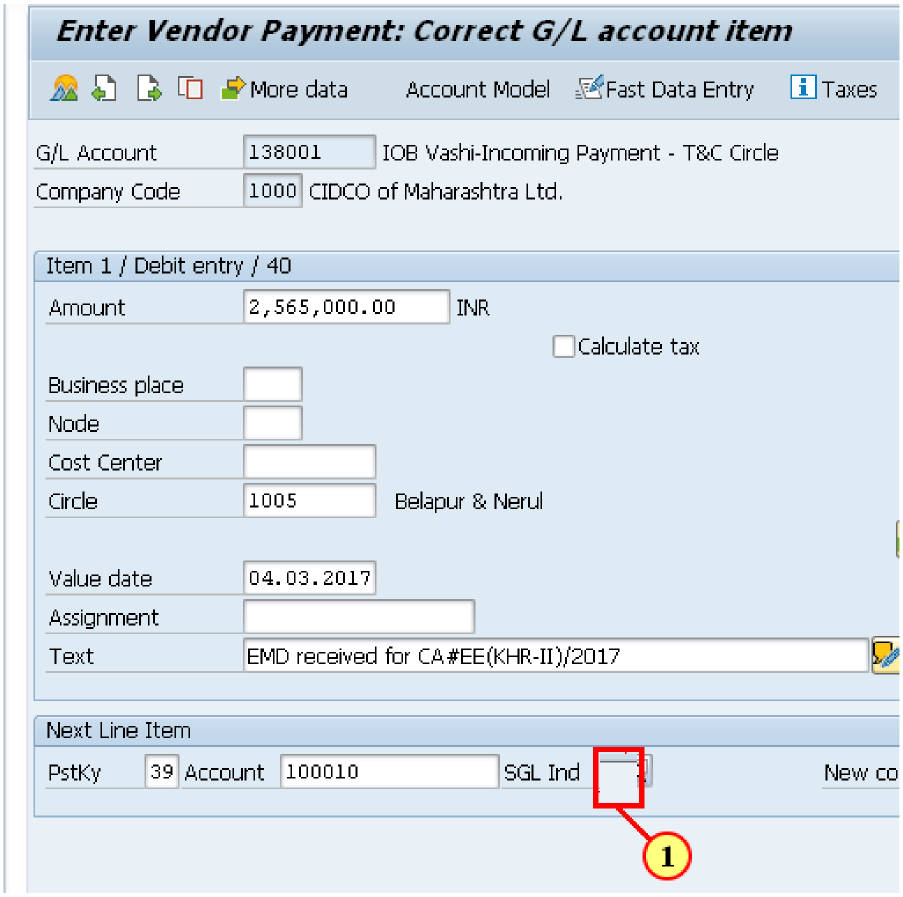
(1) The field is filled out.

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



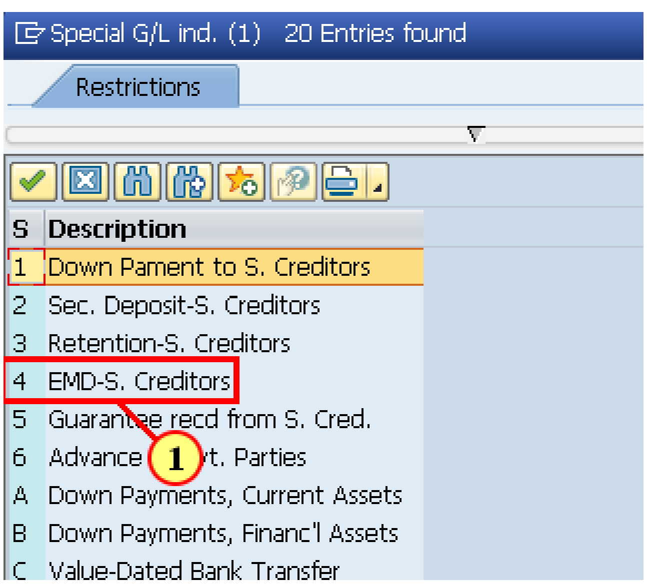
(1) The field is cleared.

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



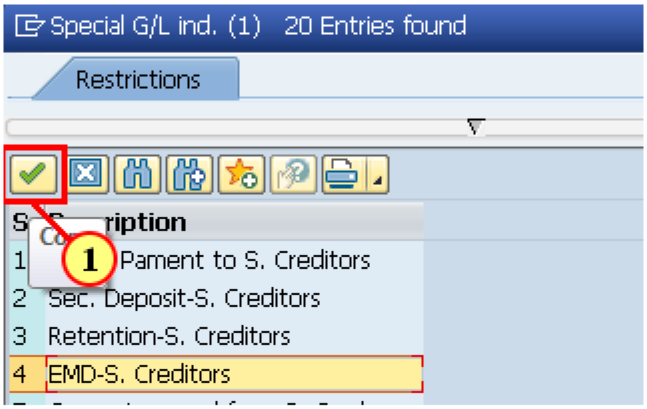
(1) The field is cleared.

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



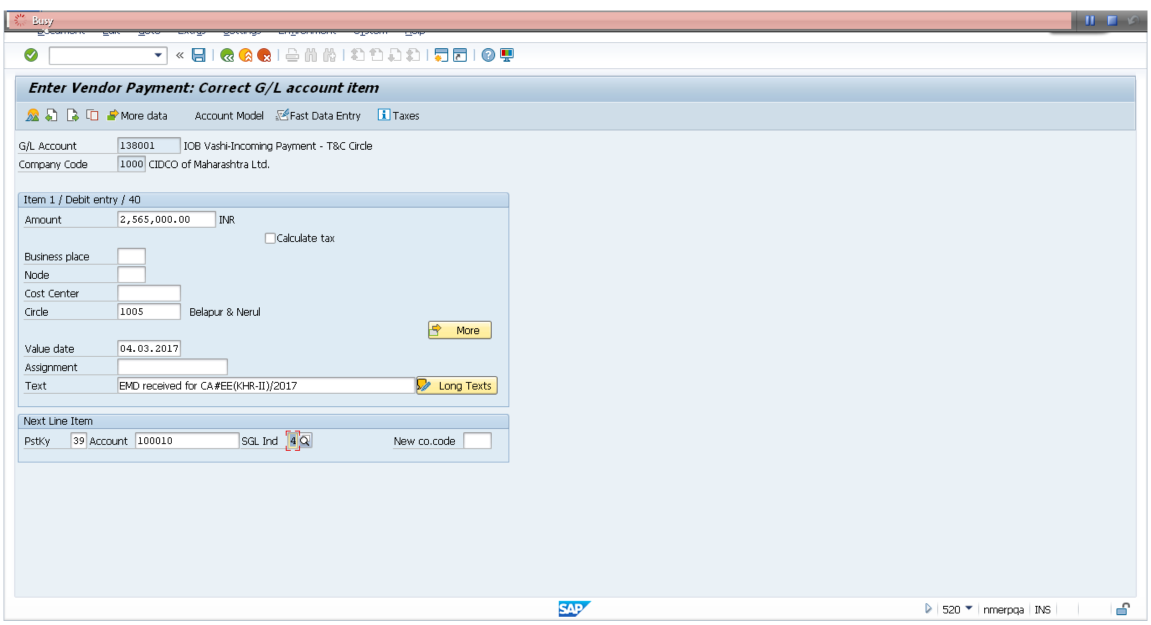
(1) Click on .

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



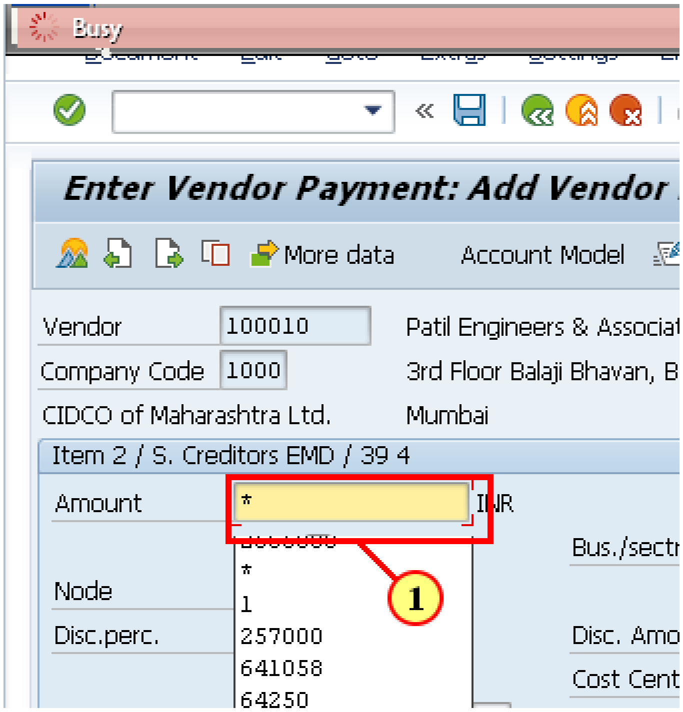
(1) Click on .

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



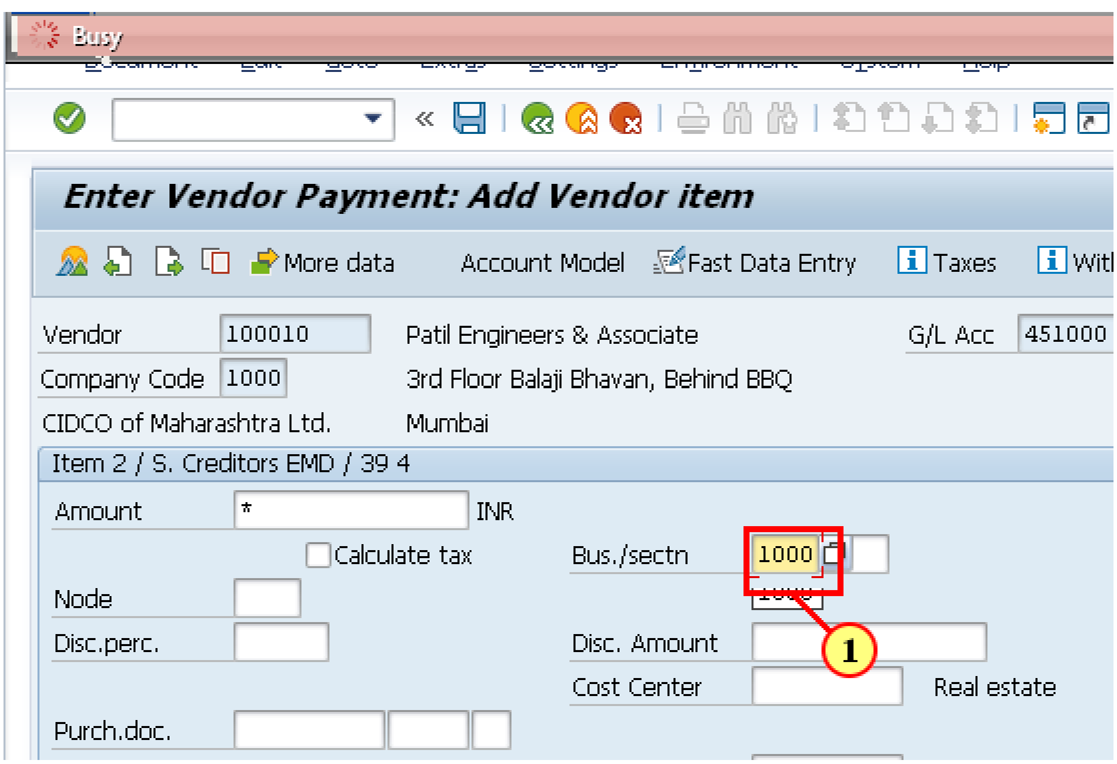
Enter is now pressed.

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

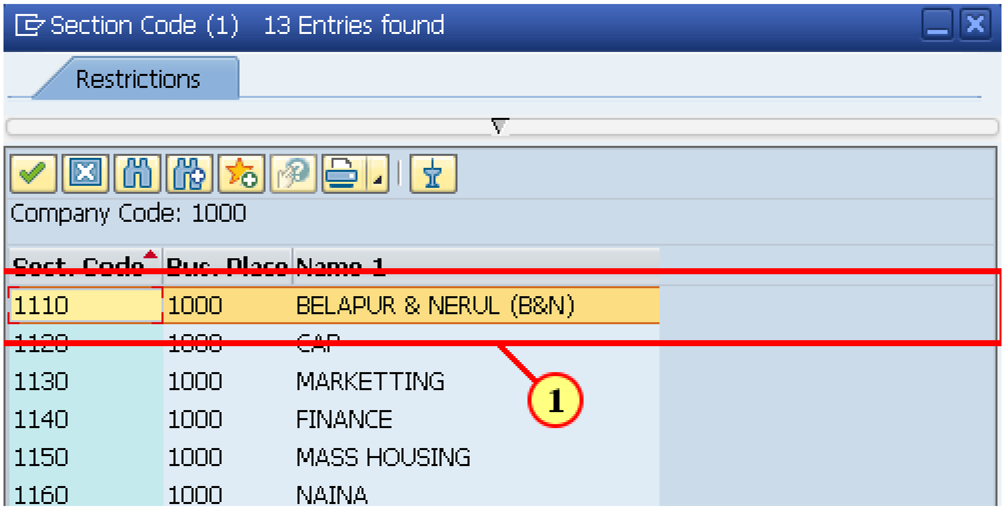


(1) The field is filled out.

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



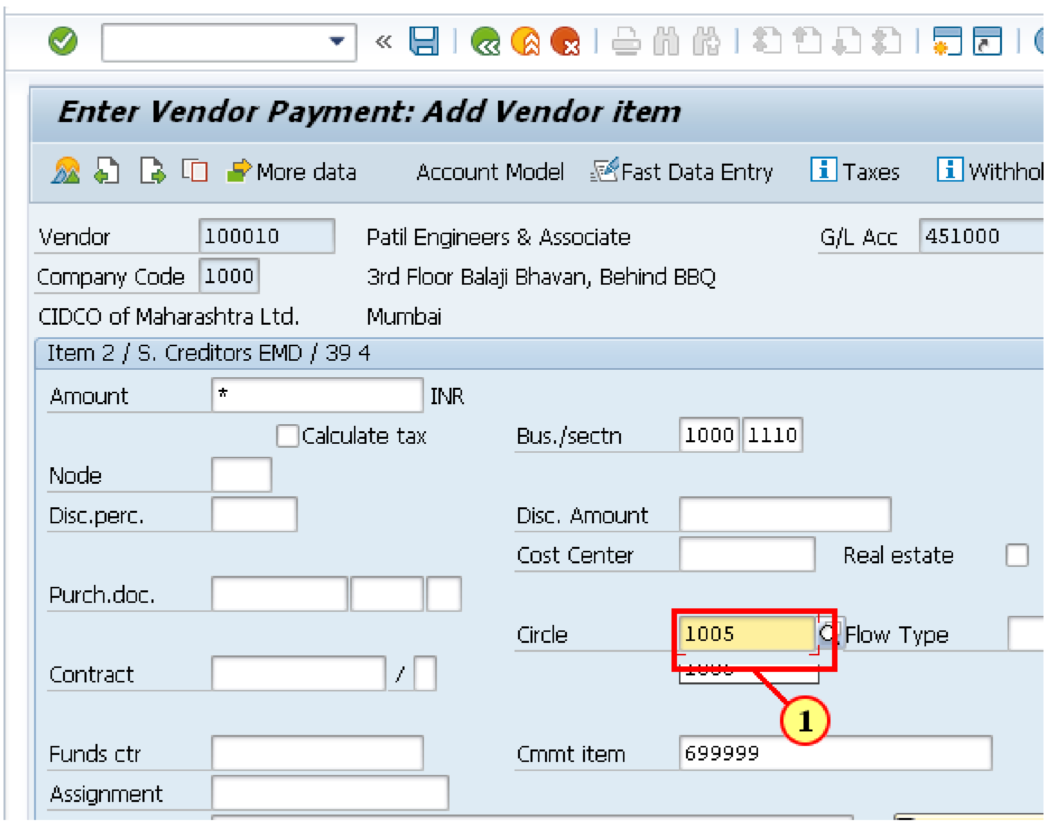
(1) The field is cleared.



(1) 

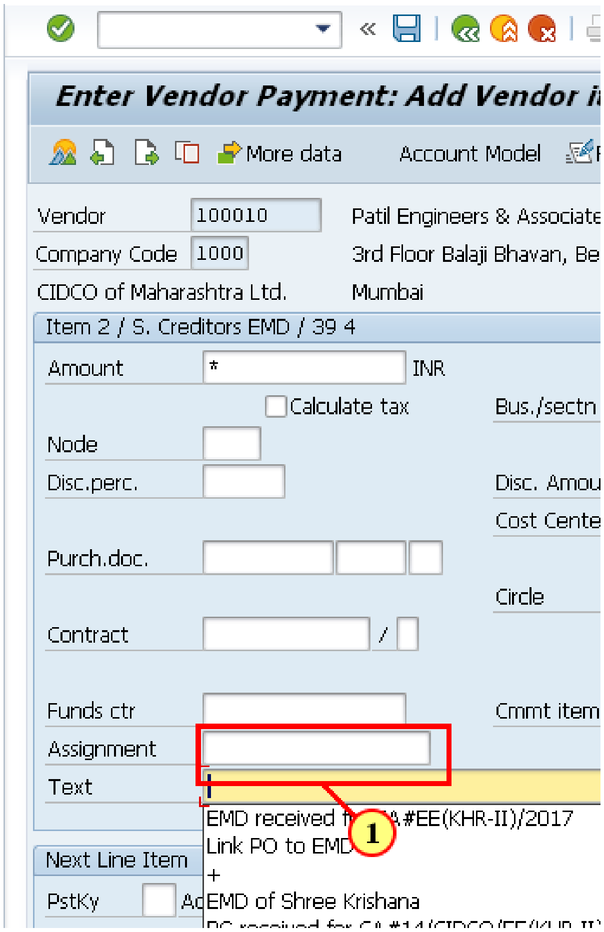
is double-clicked.

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



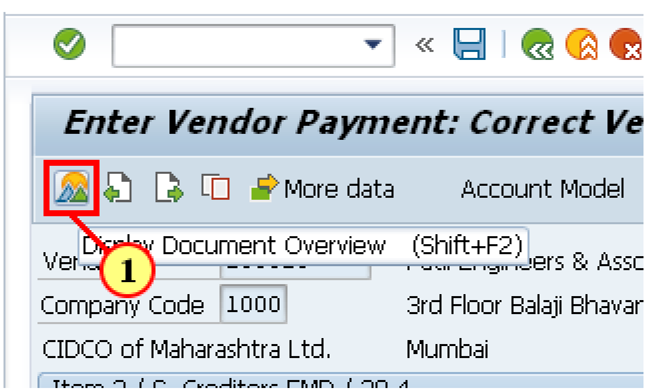
(1) The field is cleared.

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



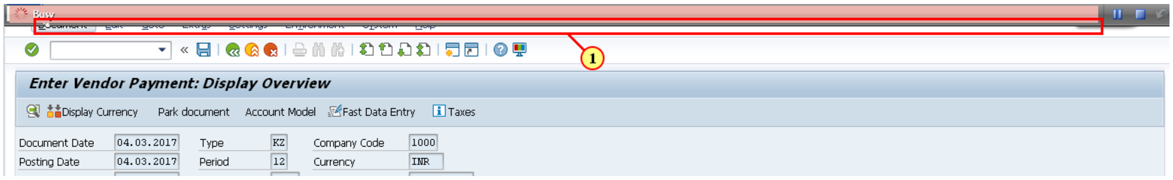
(1) Clicking in the input field activates it.

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



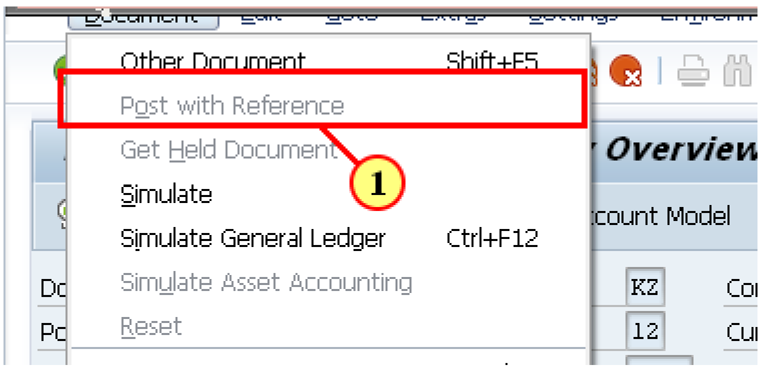
(1) Click on **Display Document Overview** .

Enter Vendor Payment: Display Overview – Document overview is displayed



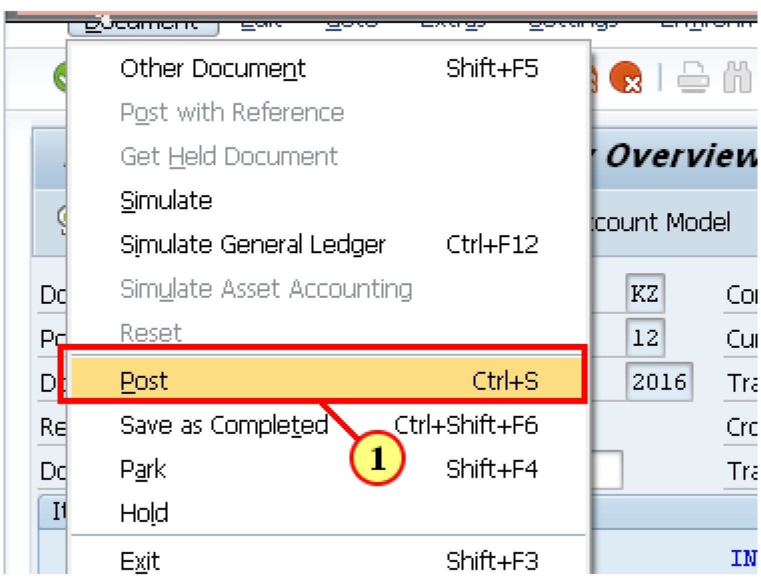
(1) Click on .

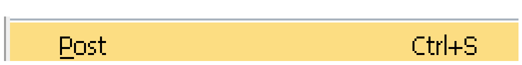
Enter Vendor Payment: Display Overview – Click on Document menu at the top of the screen



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

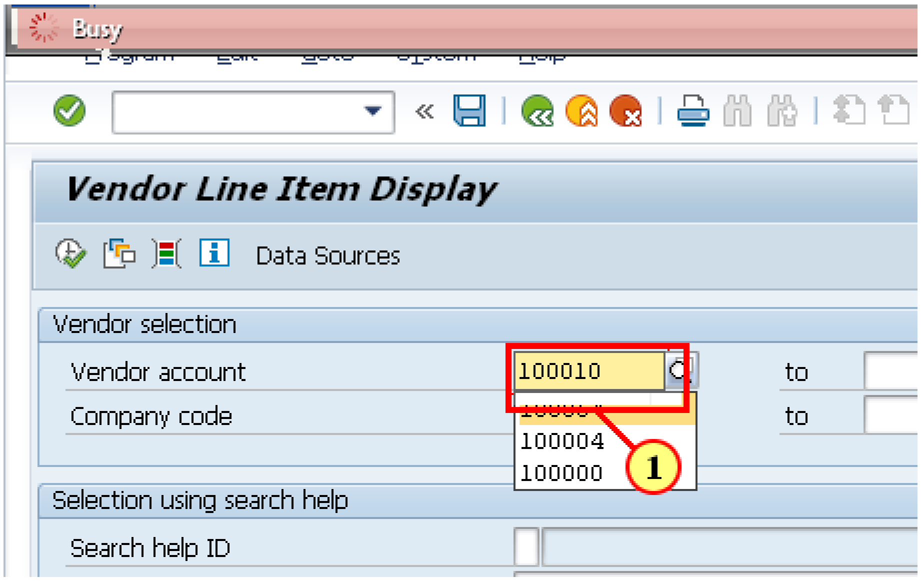
Enter Vendor Payment: Display Overview – Click on Post sub-menu



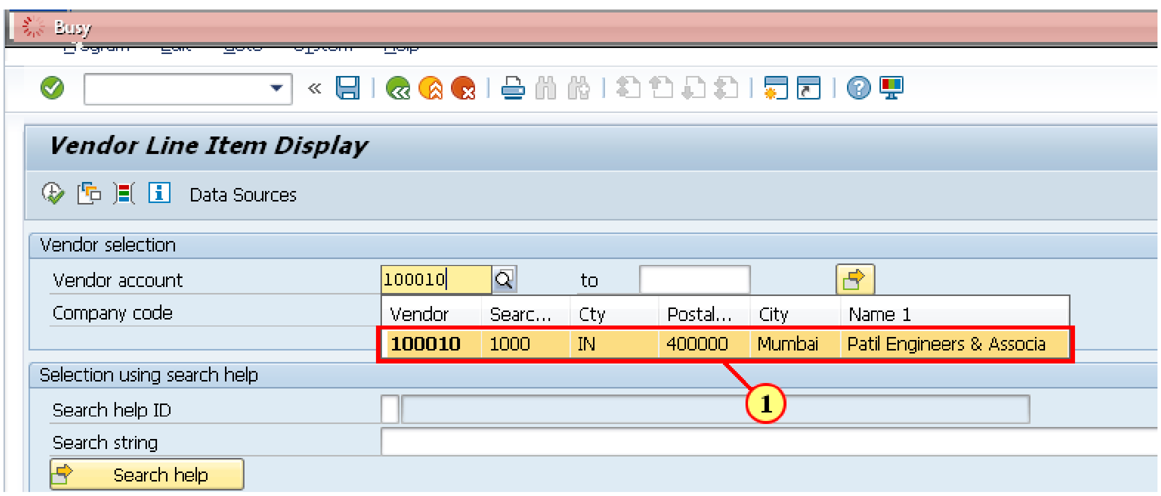
(1) Clicking on the **Post Ctrl+S**  menu item executes it.

6.2. Tcode FBL3N – to check the posting

Vendor Line Item Display – Select Vendor Account

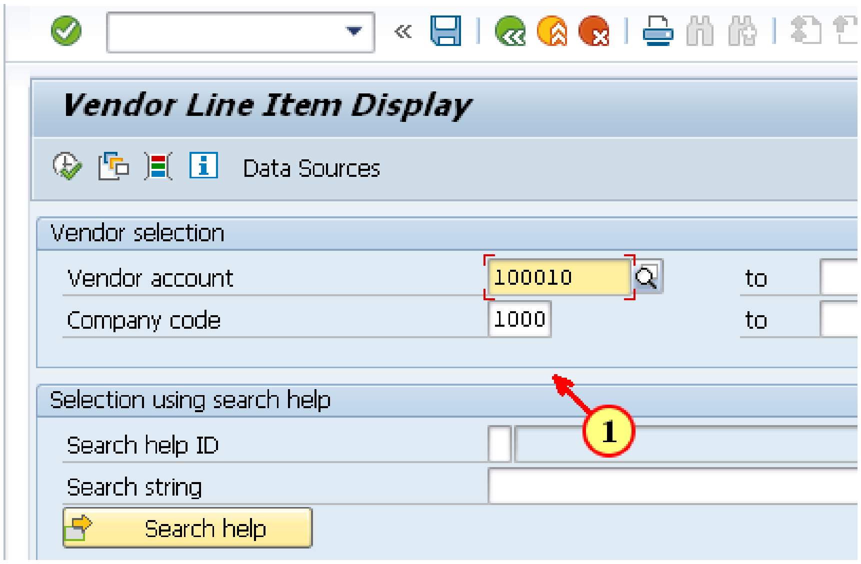


(1) The field is filled out.



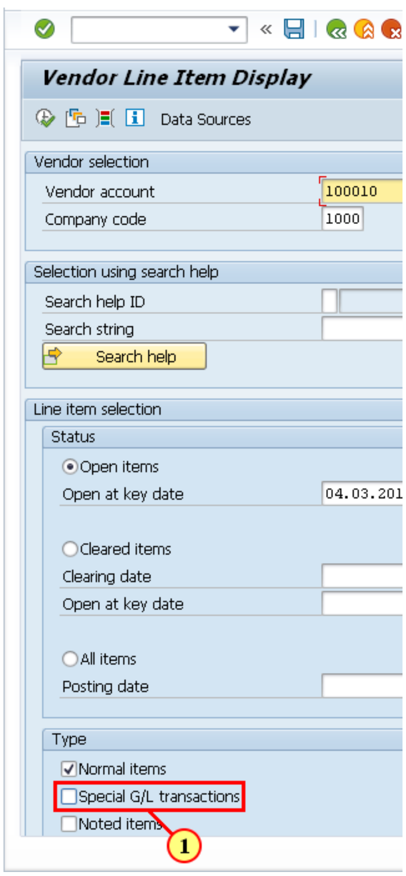
(1) Clicking on the entry
100010 **100010** 1000 IN 400000 Mumbai Patil Engineers & Associa selects it.

Vendor Line Item Display – Enter Company Code as 1000



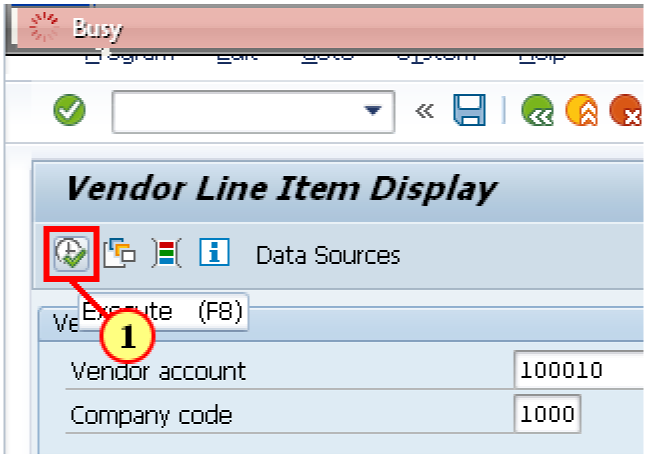
(1) Click here .

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



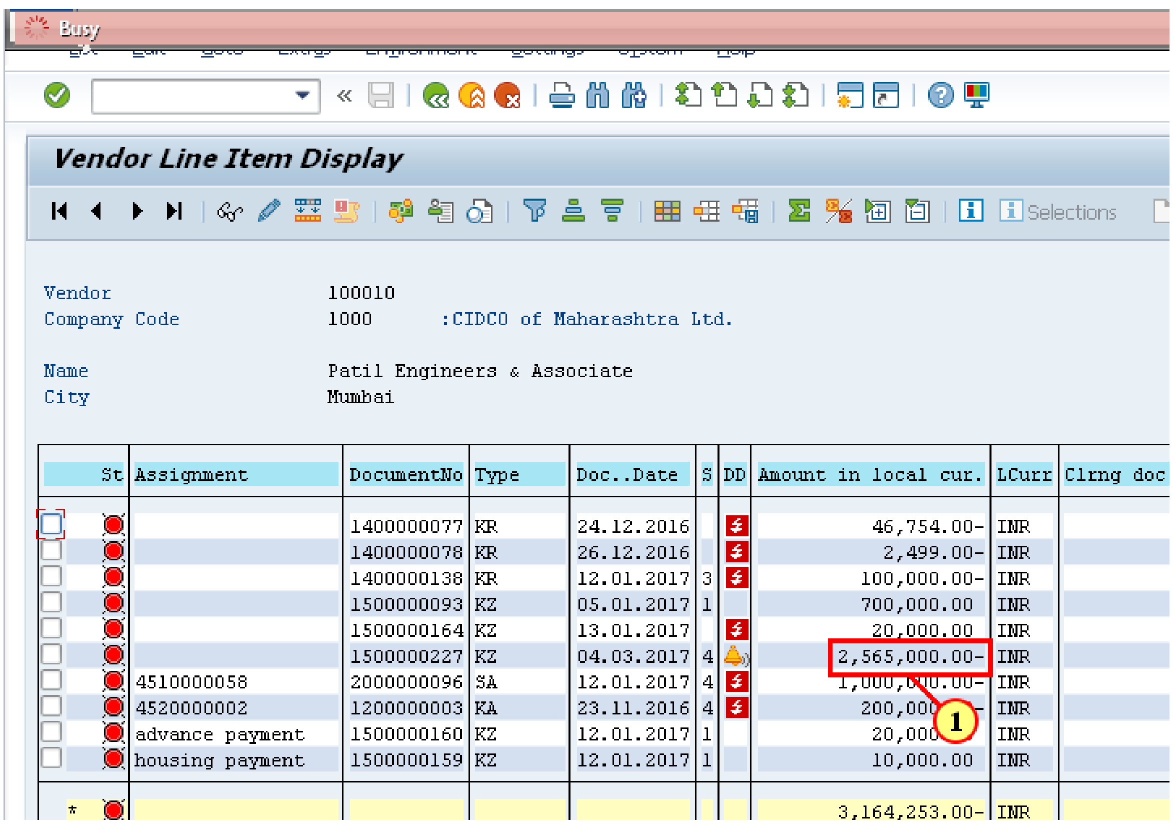
(1) Click on Special G/L transactions.

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



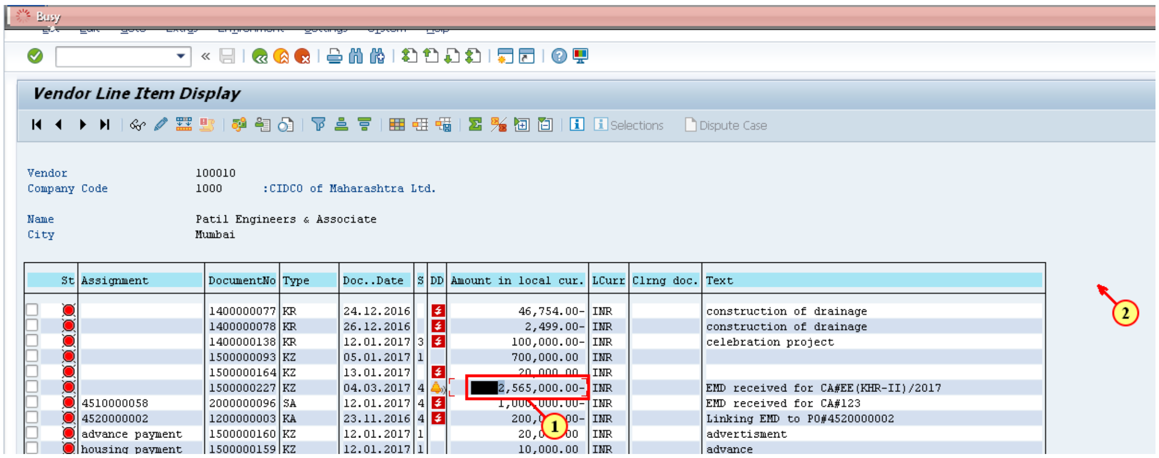
(1) Click on **Execute** .

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



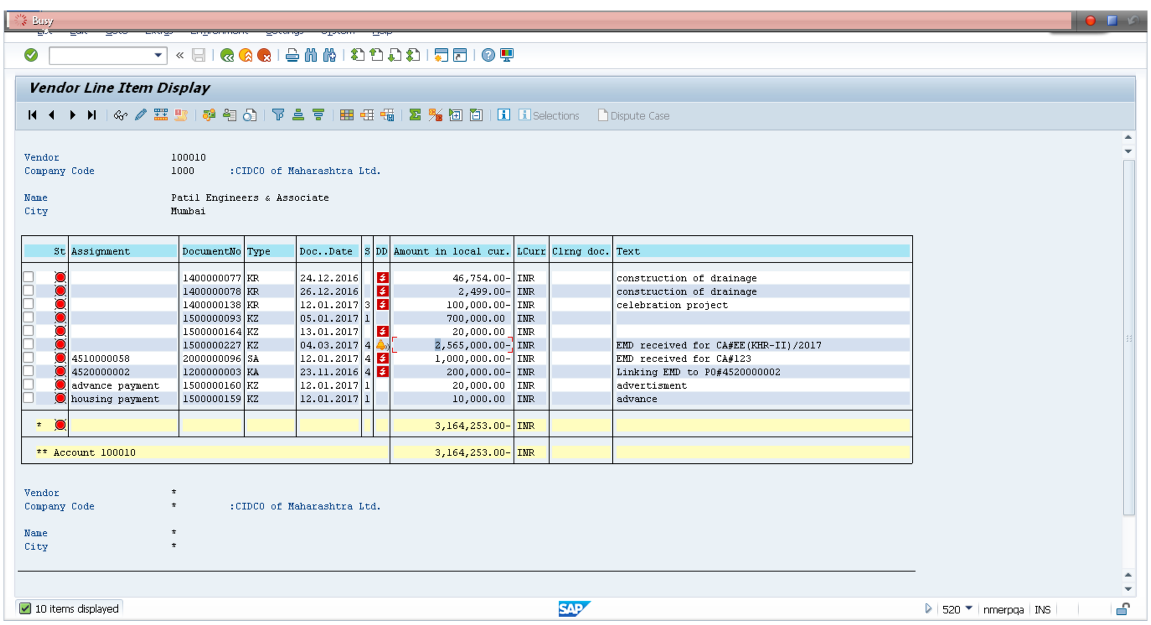
(1) Click on 2,565,000.00-.

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



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

Vendor Line Item Display – Check the entries



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

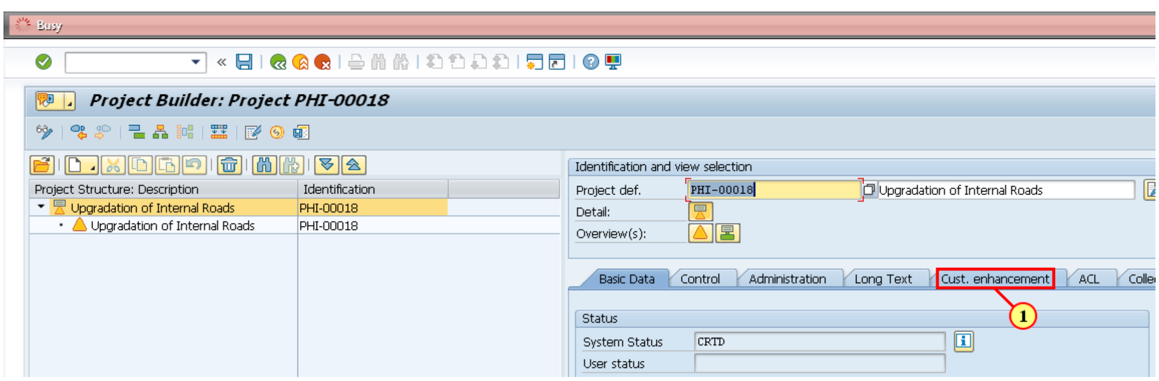
Execute the "Bidding Approval for lowest tender - Upto VC&MD" workflow. The design is as per DOP. Attach this workflow to Project Business WorkSpace.

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

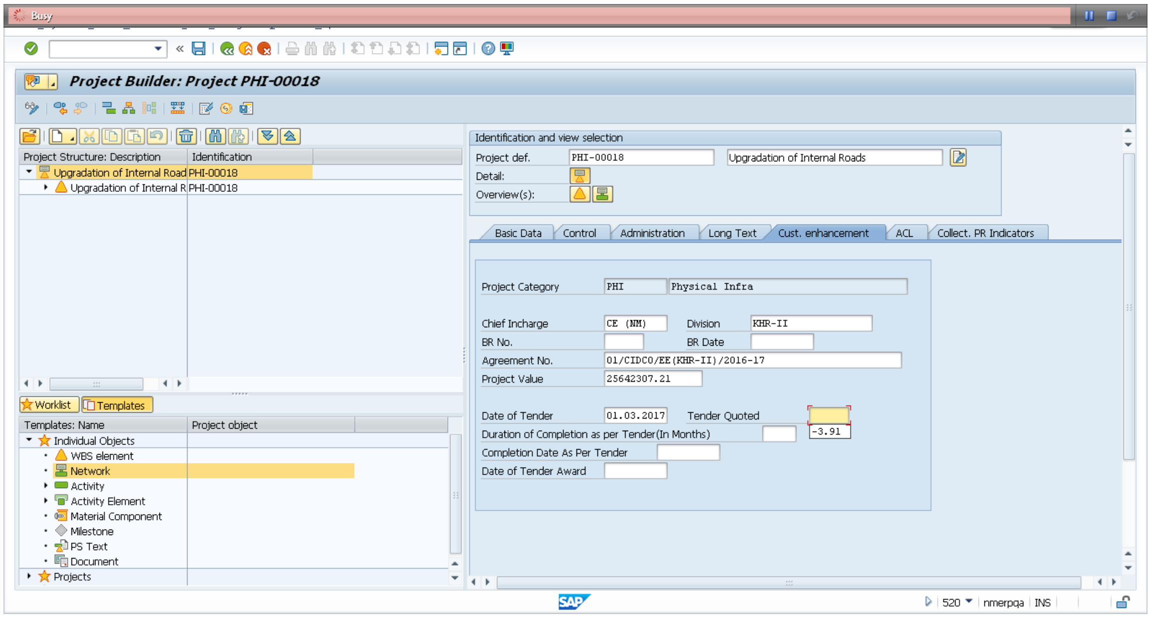


(1) Click on Cust. enhancement.

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

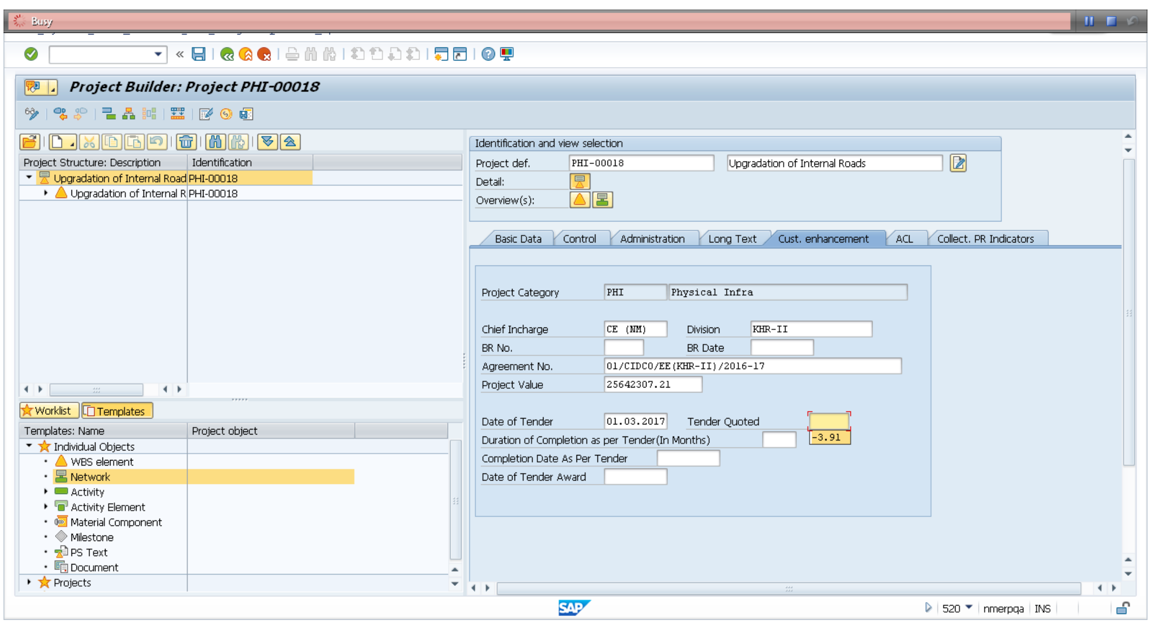
(1) Clicking in the input field activates it.

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

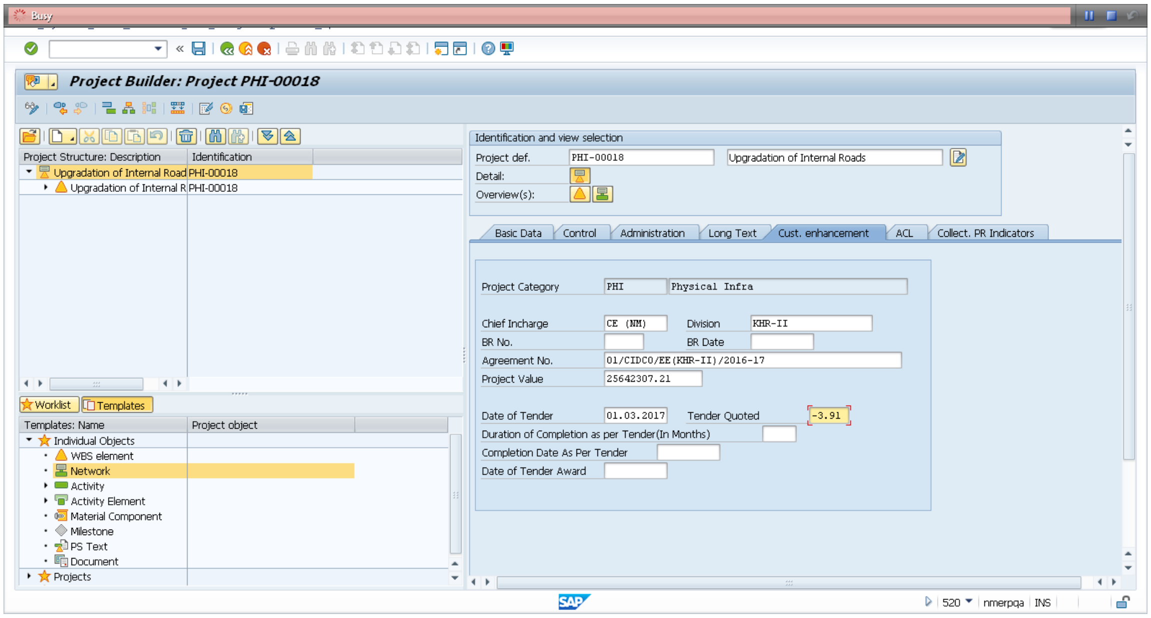


(1) e.g. Enter **25642307.21** 25642307.21.

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



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

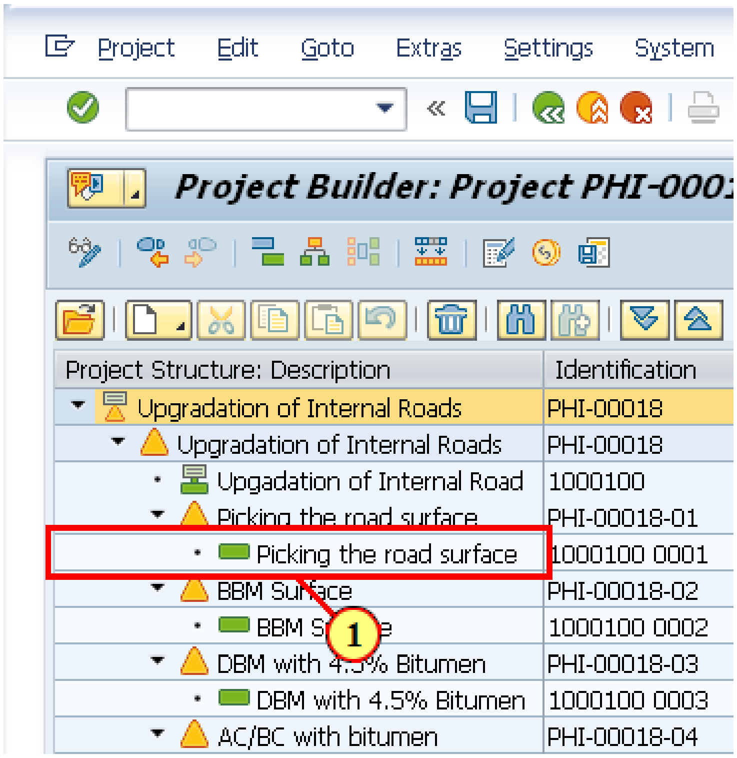
8.1. OpenText File Movement Workflows – during Project Execution

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

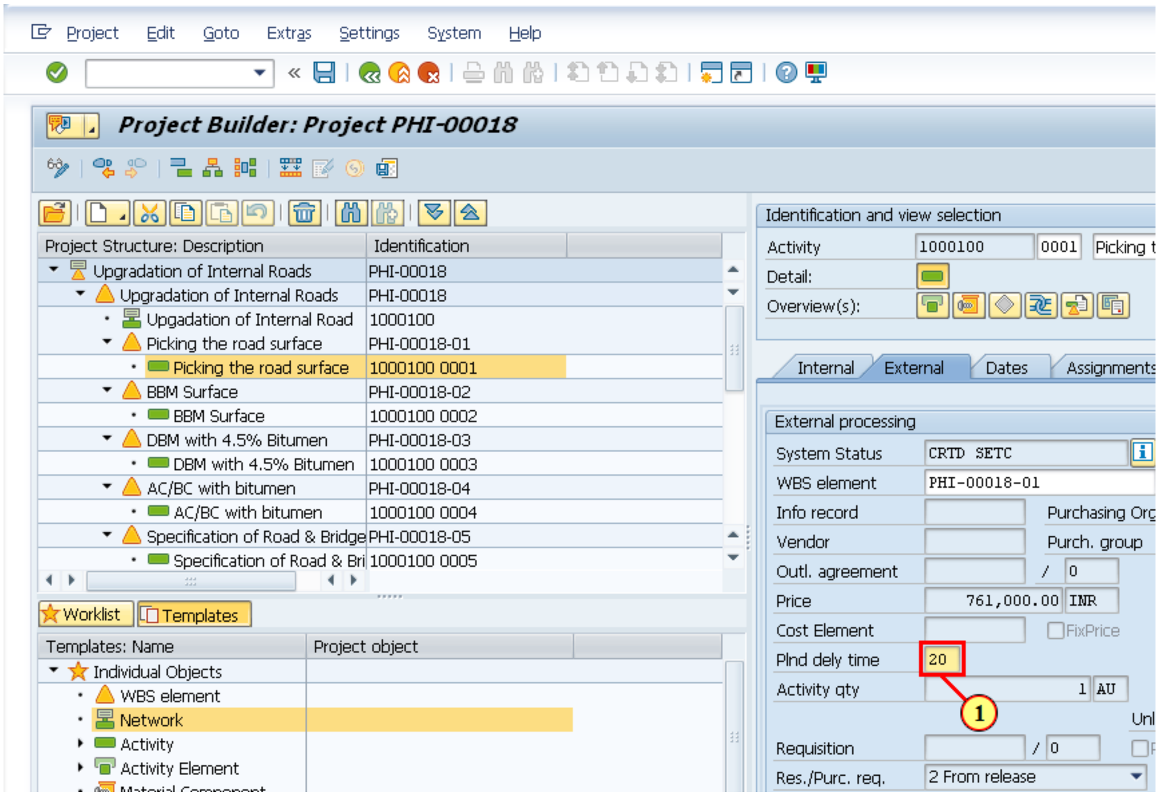
Project Builder: Project PHI-00018 - Enter Tcode CJ20N and open the required project in project builder screen



(1) Click on 

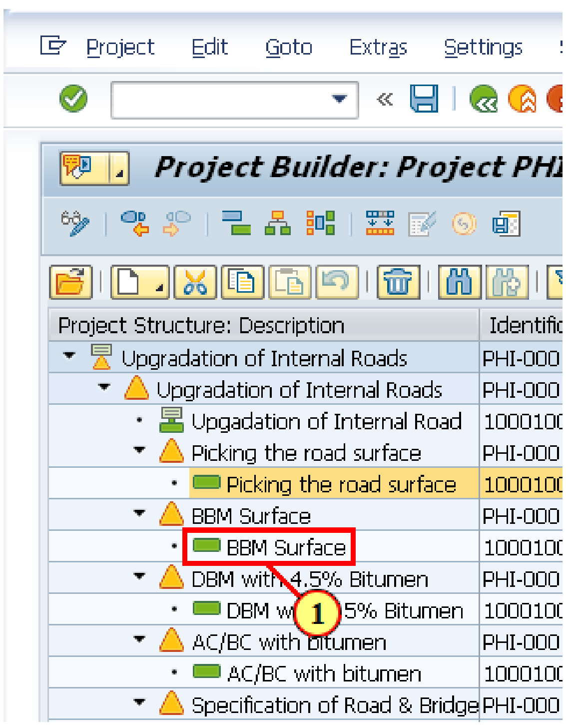
.

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



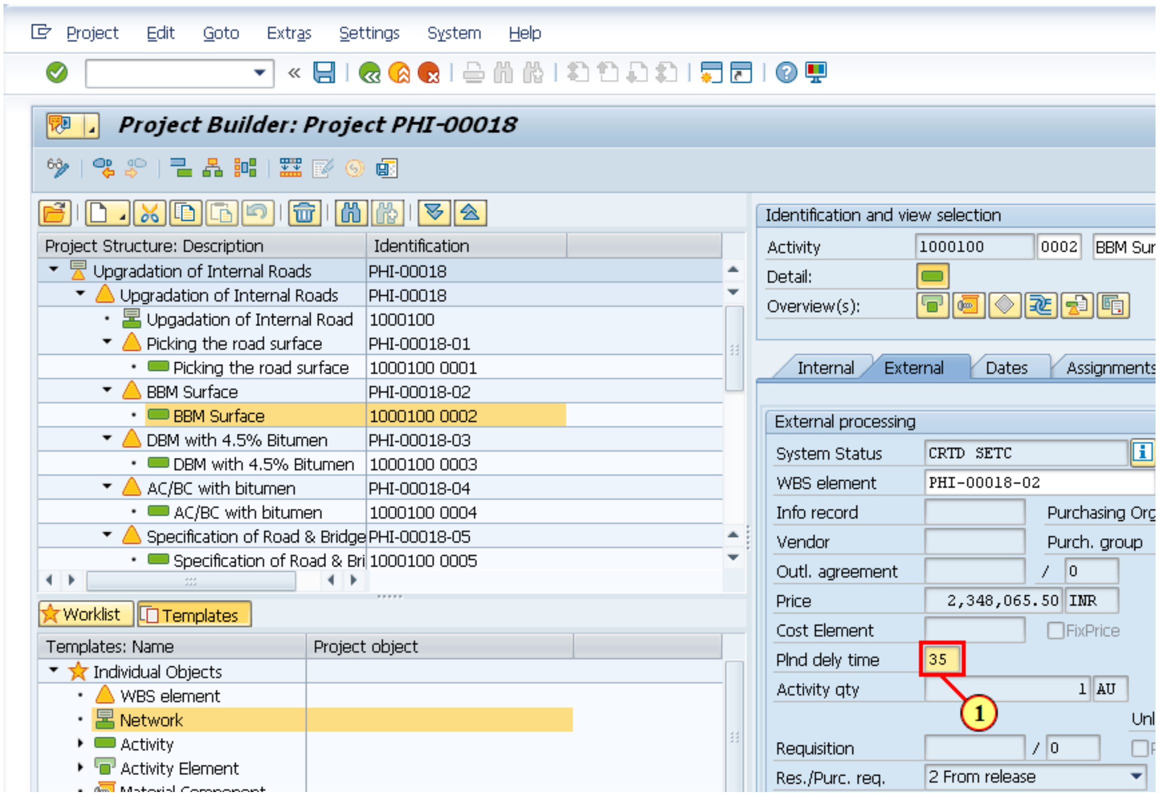
(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Select second activity



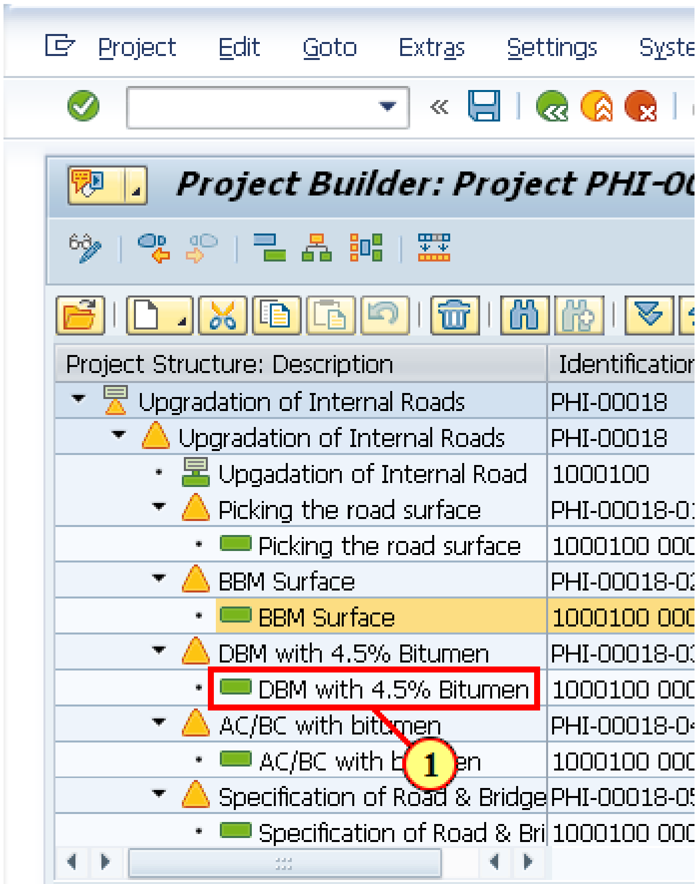
(1) Click on BBM Surface.

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



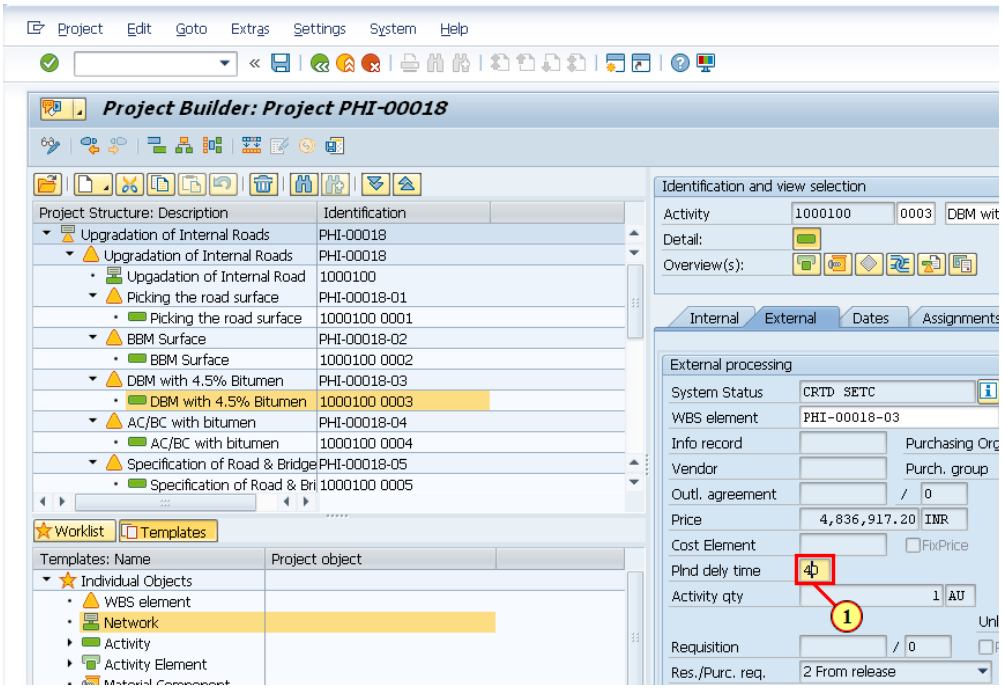
(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Select third activity



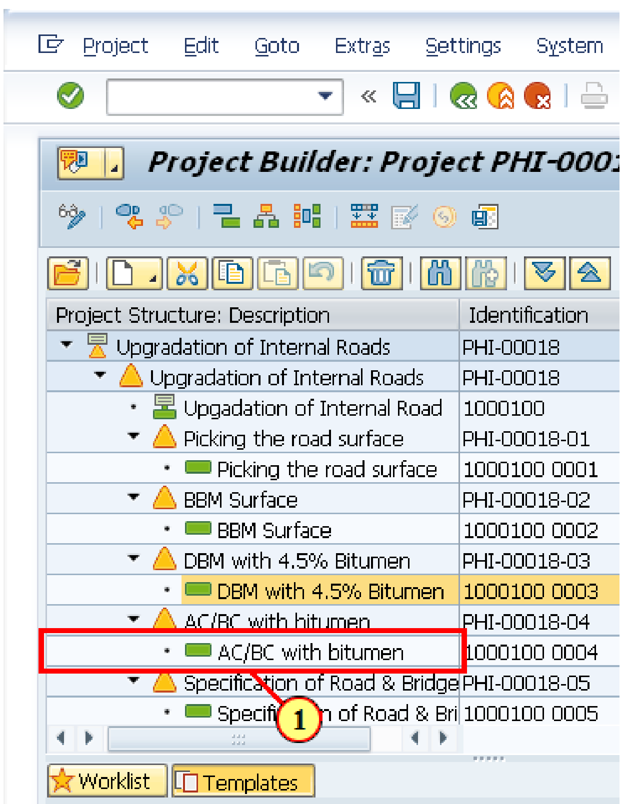
(1) Click on DBM with 4.5% Bitumen.

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



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

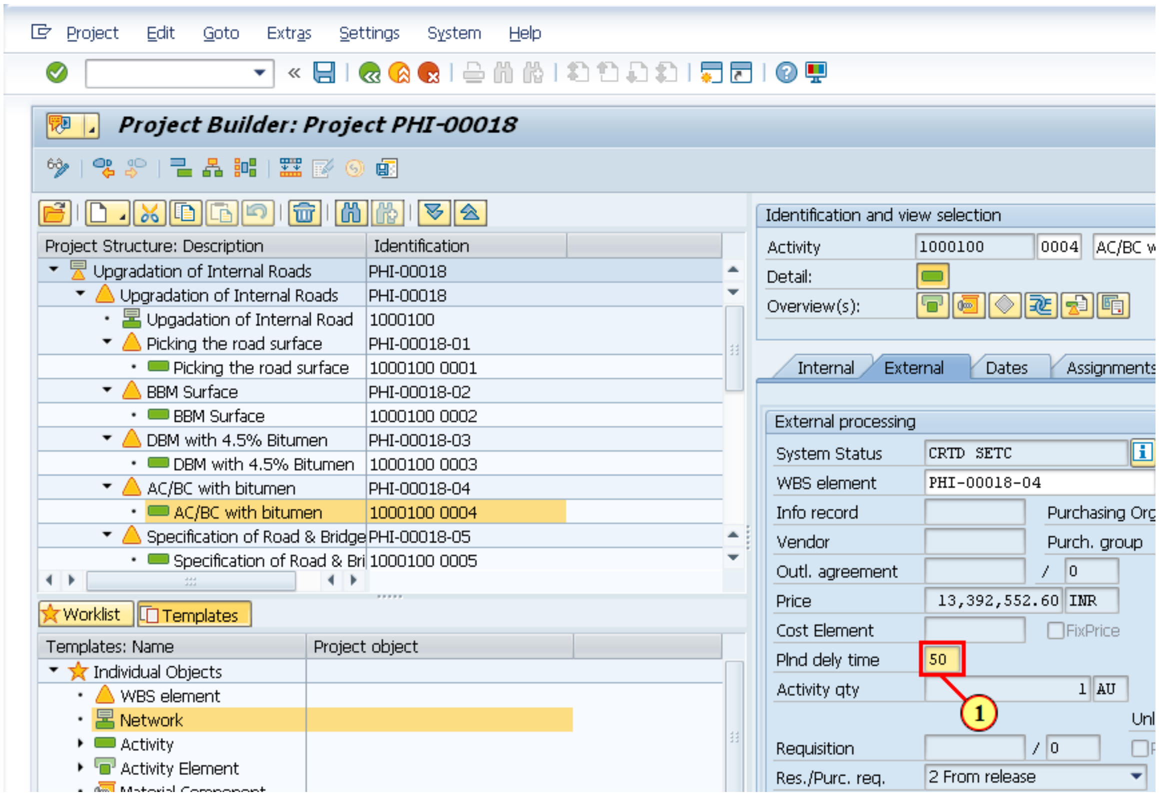
Project Builder: Project PHI-00018 – Select fourth activity



(1) Click on 

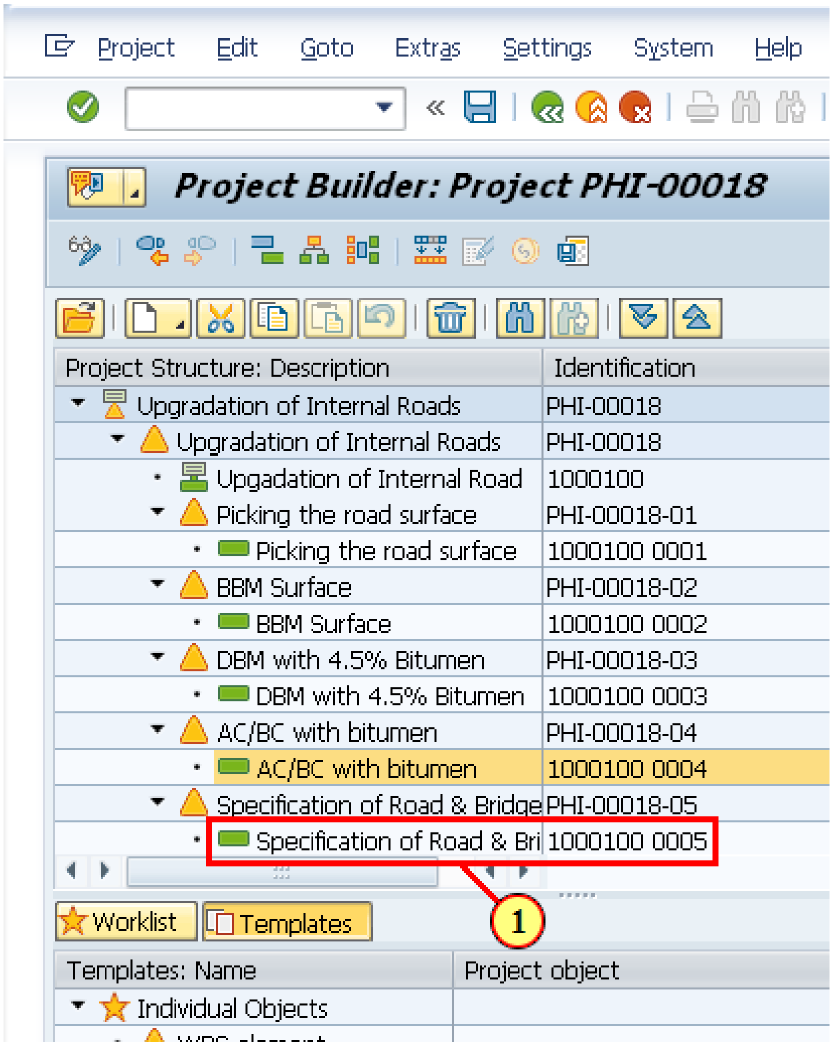
.

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



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

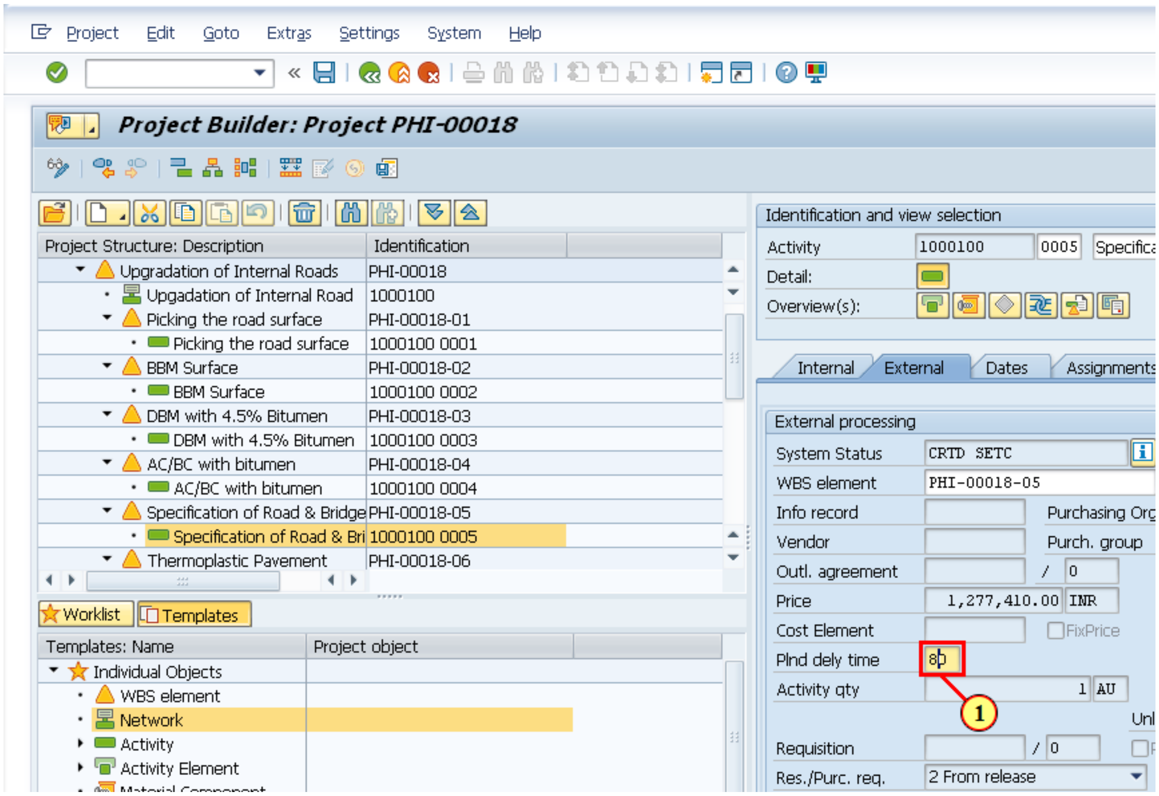
Project Builder: Project PHI-00018 – Scroll and select fifth activity



(1) Click on 

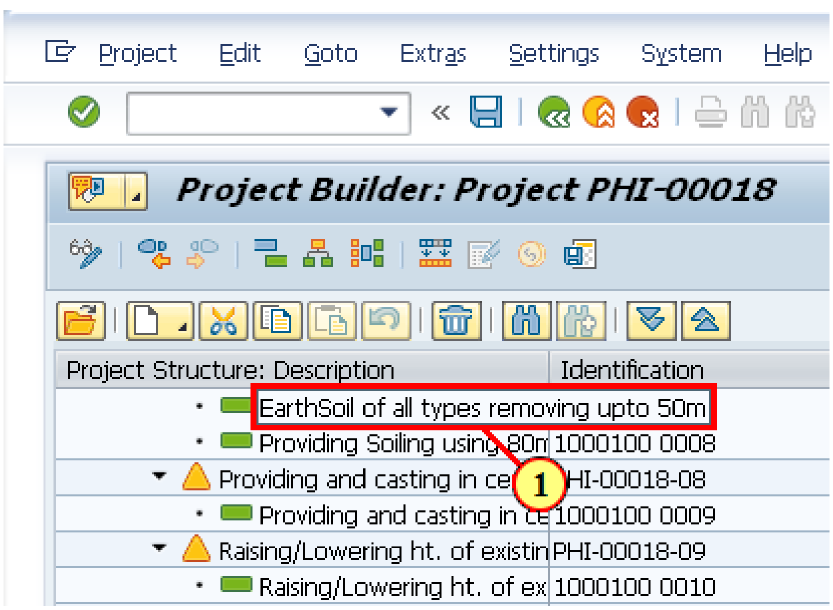
.

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



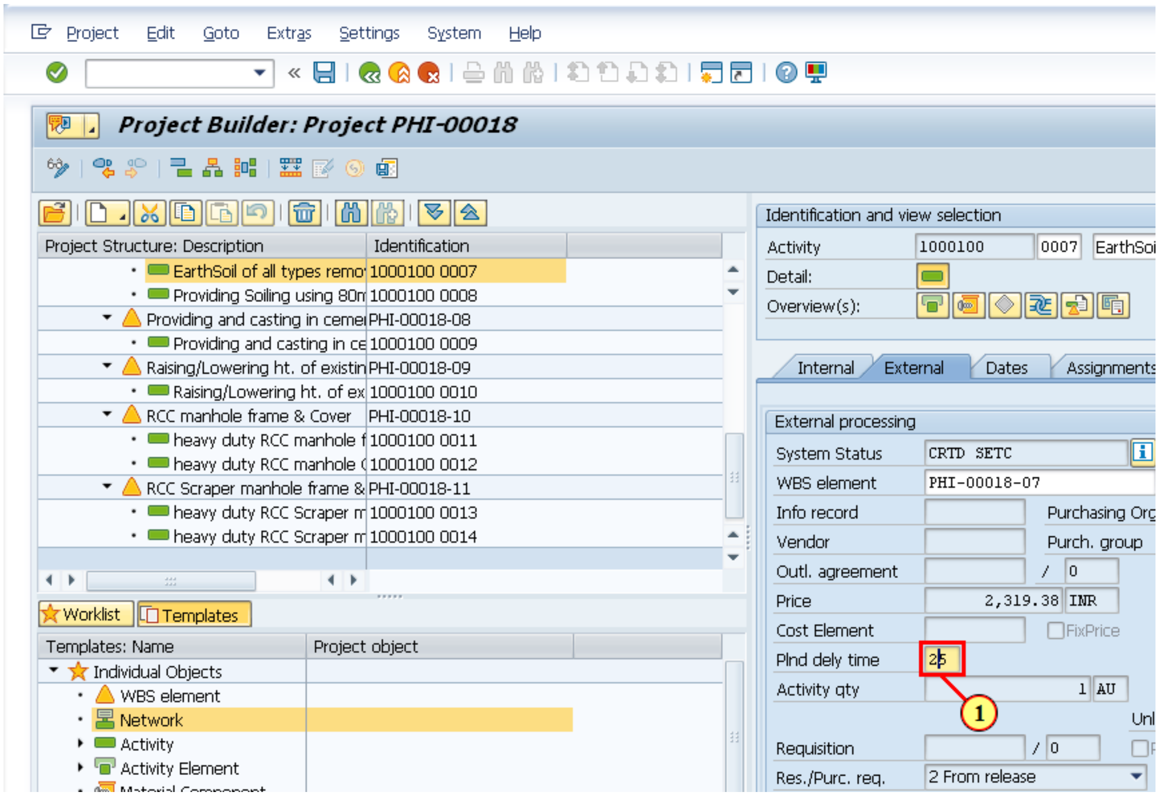
(1) The **Plnd dely time** field is cleared.

Project Builder: Project PHI-00018 – Select sixth activity



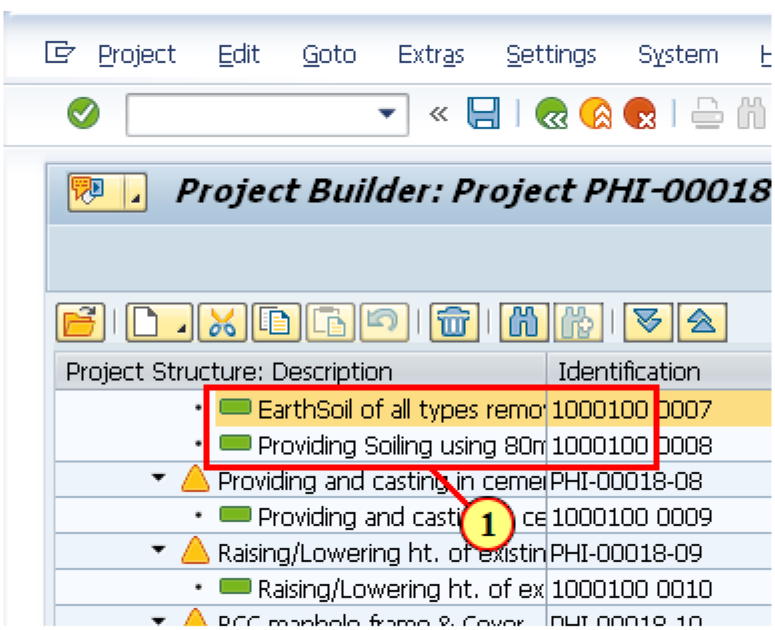
(1) Click on EarthSoil of all types removing upto 50m.

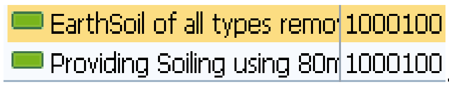
Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



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

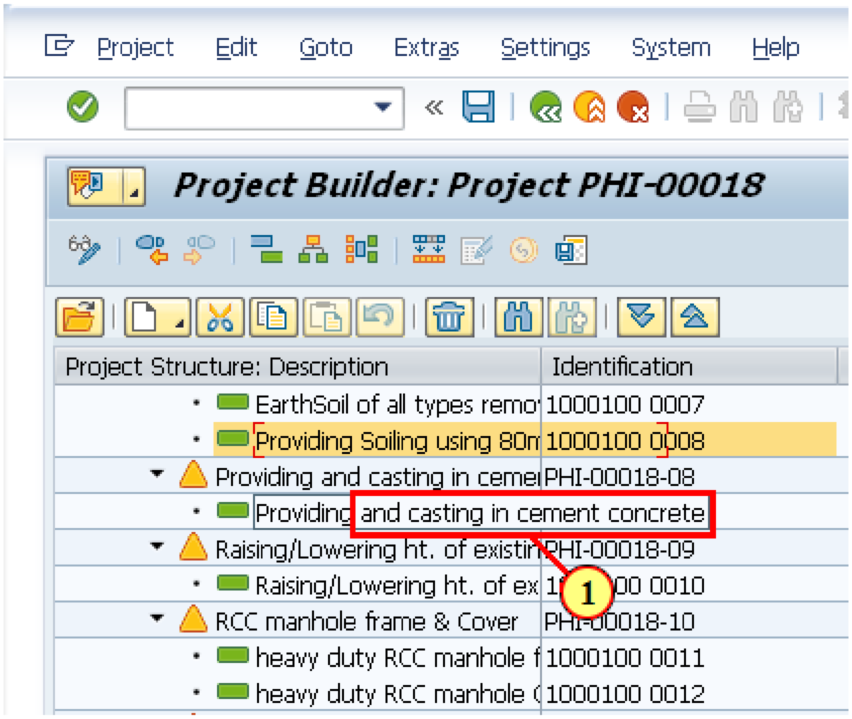
Project Builder: Project PHI-00018 – Select seventh activity



(1) Click on 

.

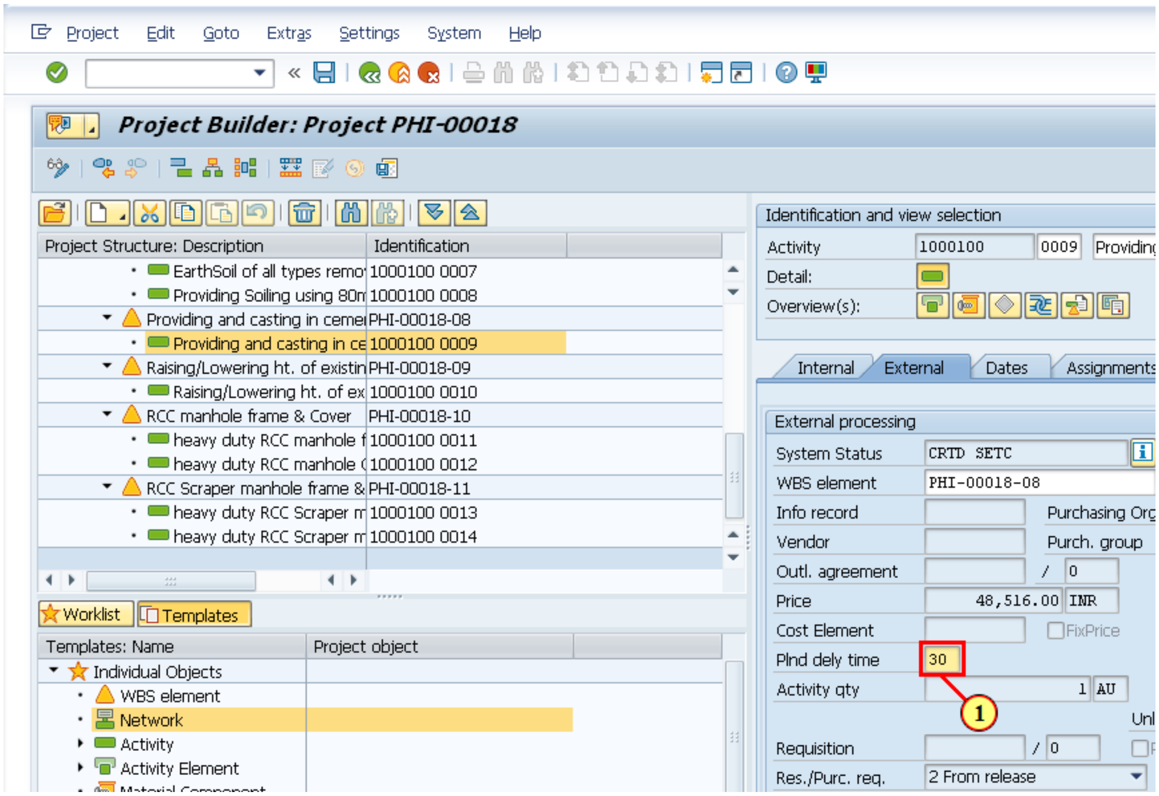
Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



(1) Click on 

.

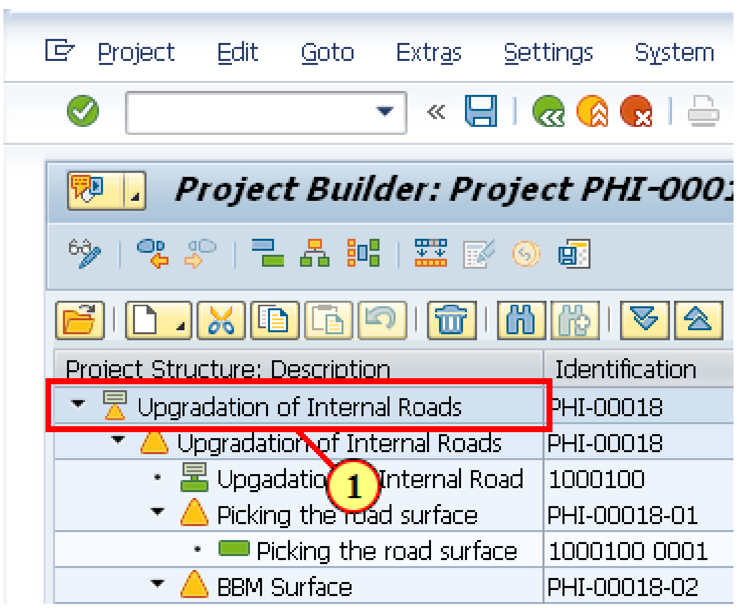
Project Builder: Project PHI-00018 – Similarly enter duration for all activities



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

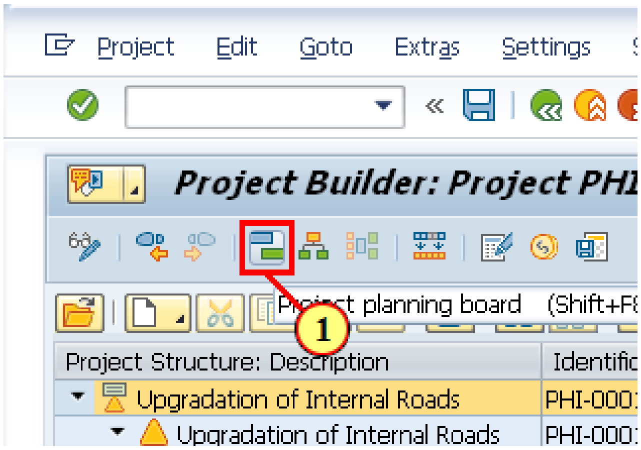
8.3. Go to Project Planning Board

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



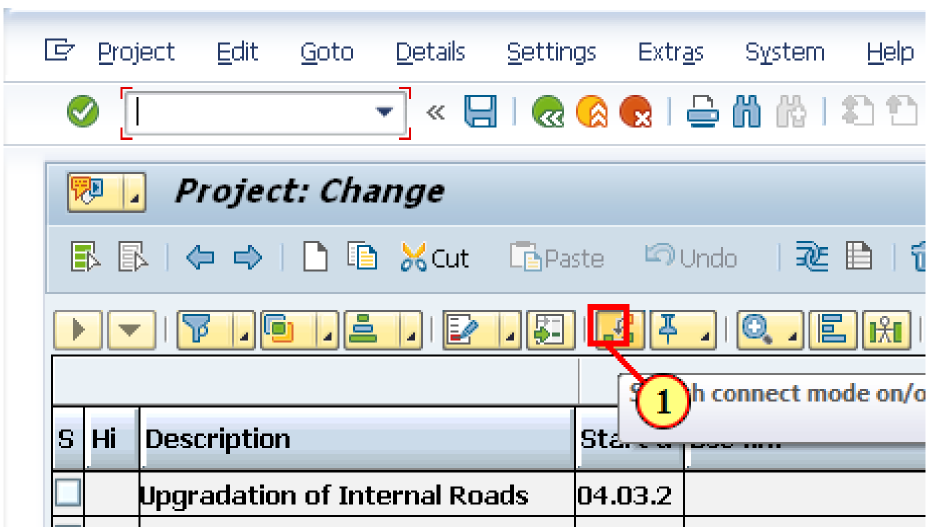
(1) Click on Upgradation of Internal Roads.

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



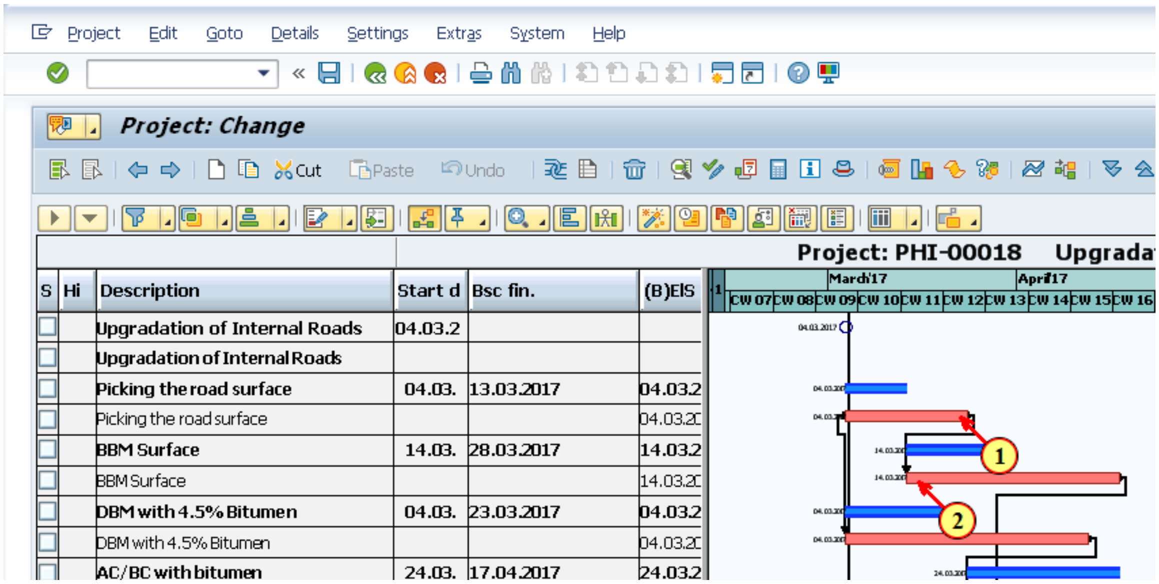
(1) Click on **Project planning board** .

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



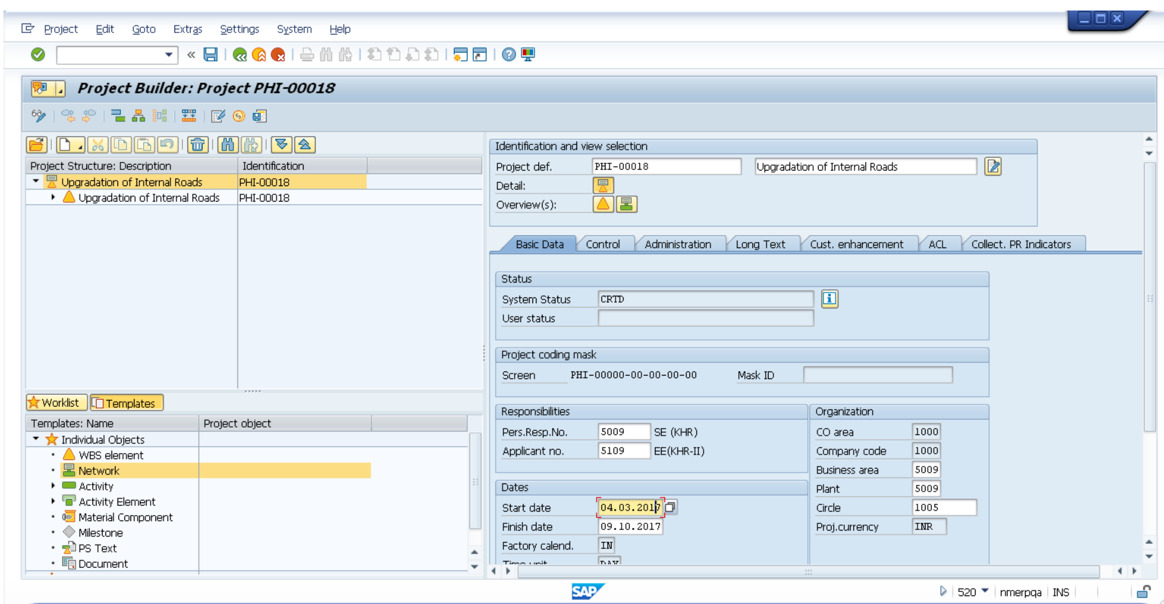
(1) is selected.

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



(1) Drag .
(2) Drop on .

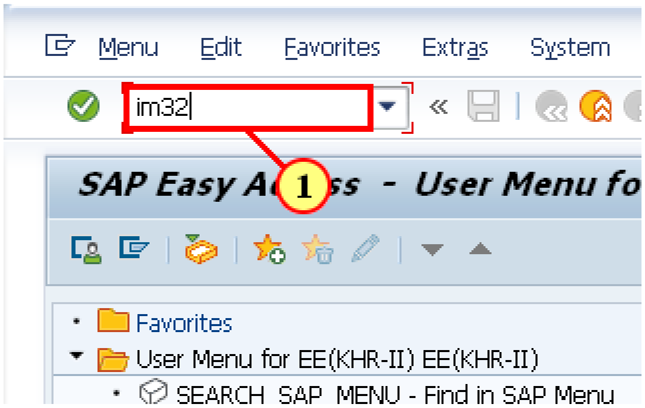
Project Builder: Project PHI-00018 – Save the project once the scheduling is done



9. Project Budget allocation from Project Category

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

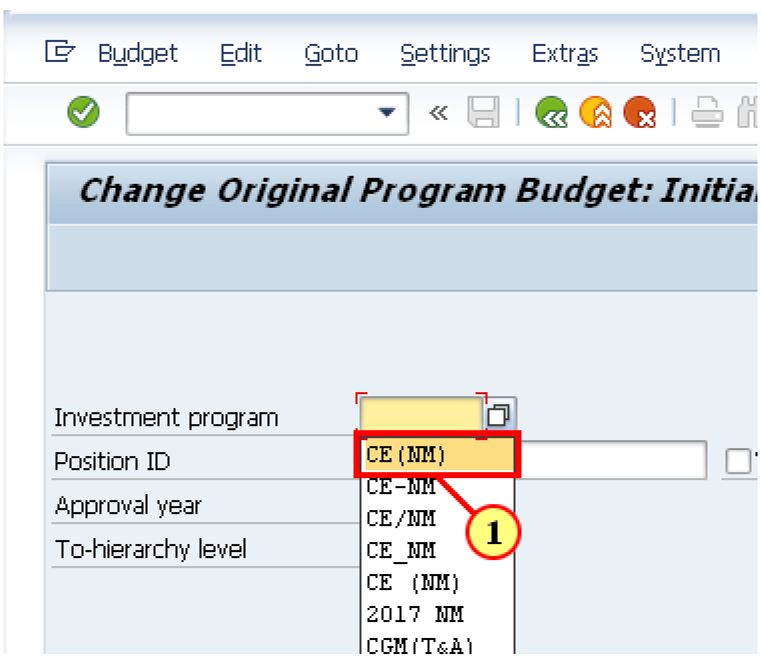
IM32 – Change Original Program Budget - User Menu for EE(KHR-II) EE(KHR-II) – Enter Tcode IM32



(1) The field is filled out.

9.2. Select Investment Program

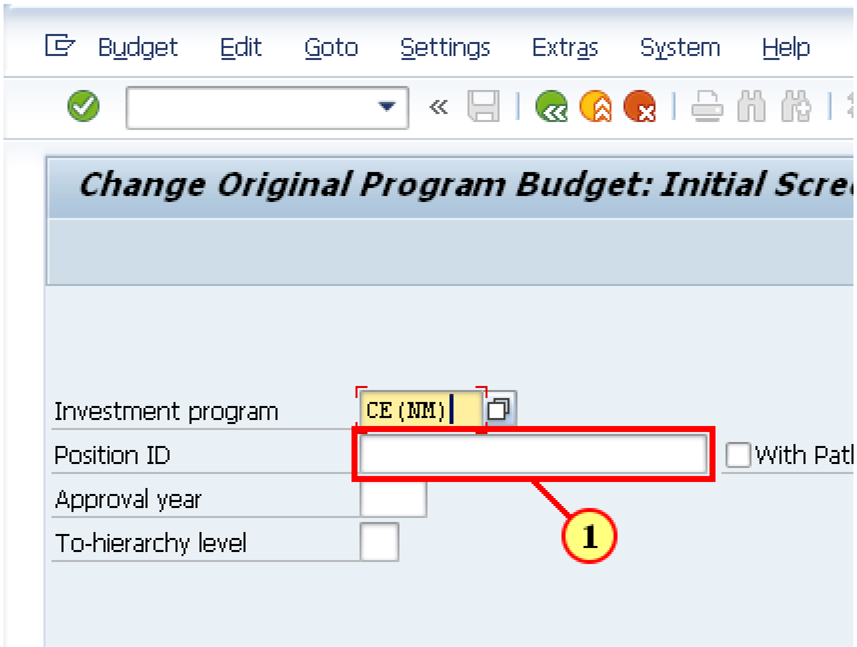
Change Original Program Budget: Initial Screen – Select the required investment program



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

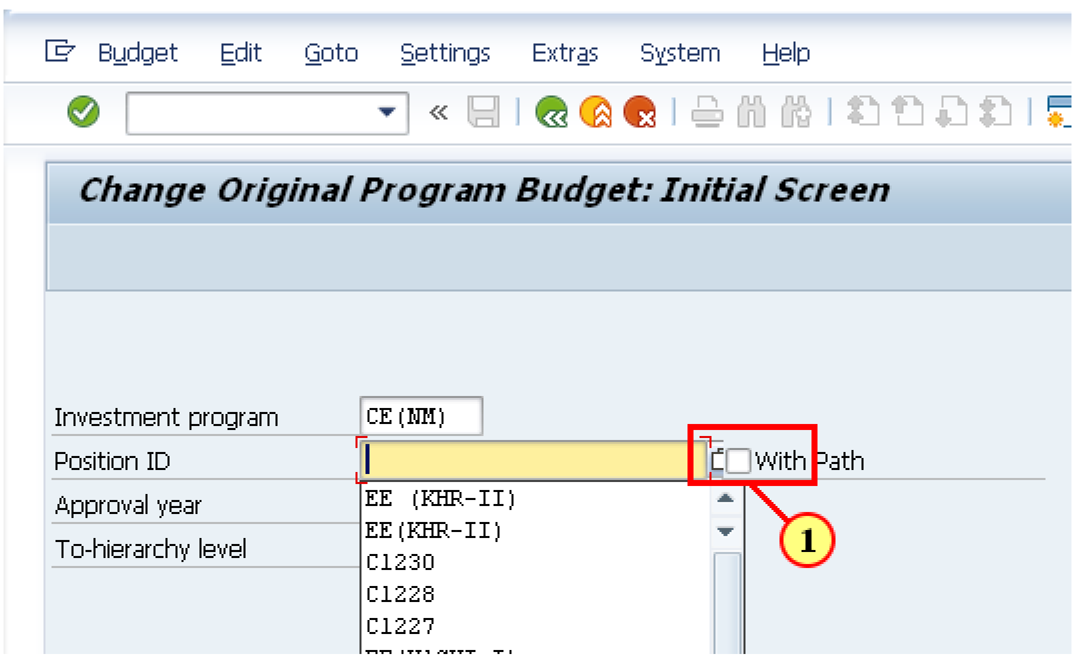
9.3. Select Position ID

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



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

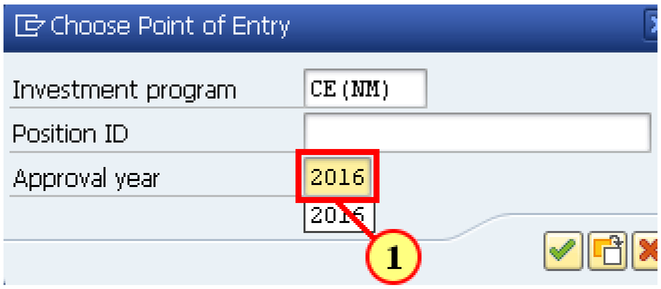
Change Original Program Budget: Initial Screen – Click on F4 or the small icon besides the field to open the popup window



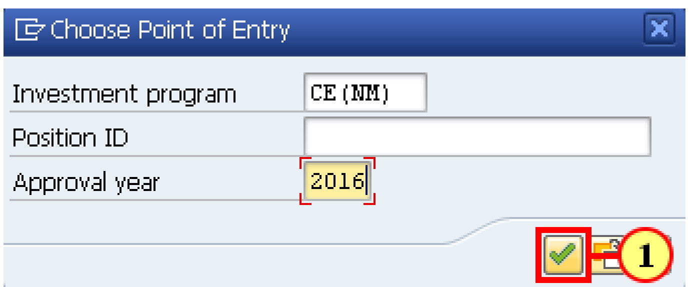
(1) Click on With.

9.4. Select/Enter Approval Year

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

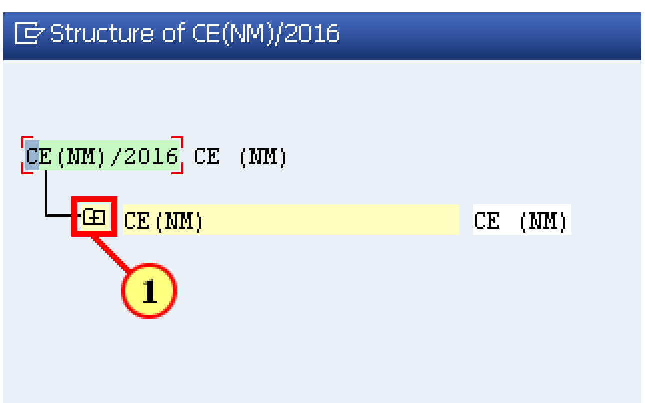


Choose Point of Entry – click green tick mark



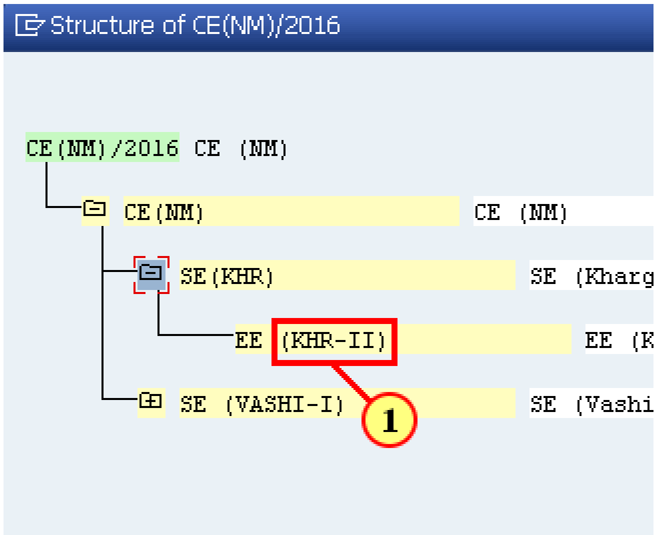
(1) Click on **Continue** .

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



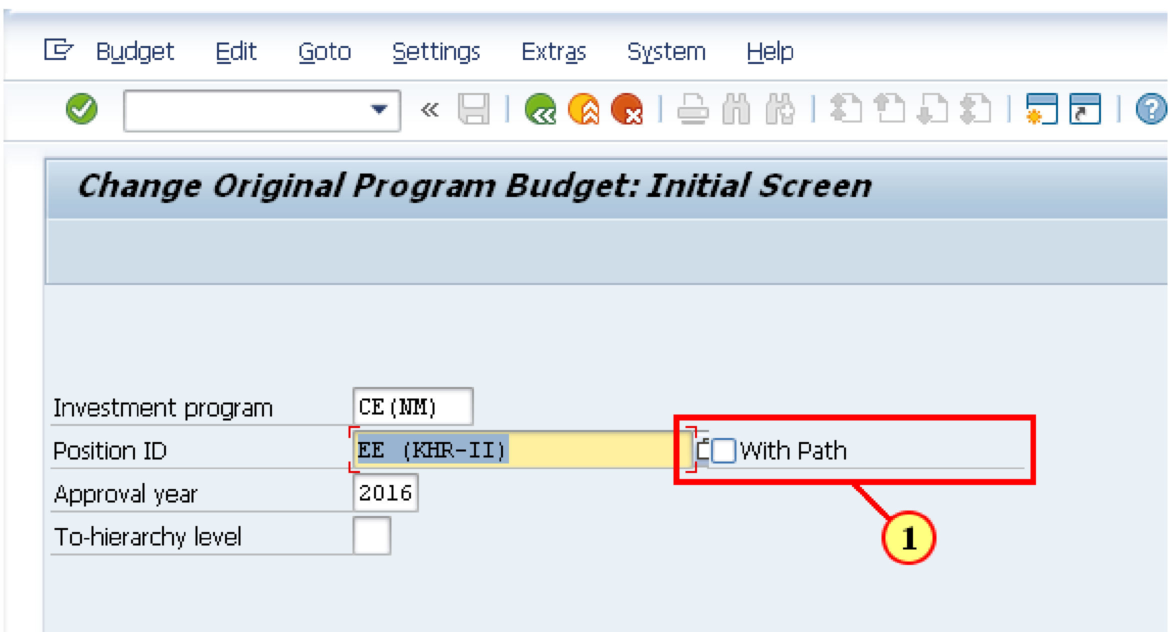
(1) Click on .

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



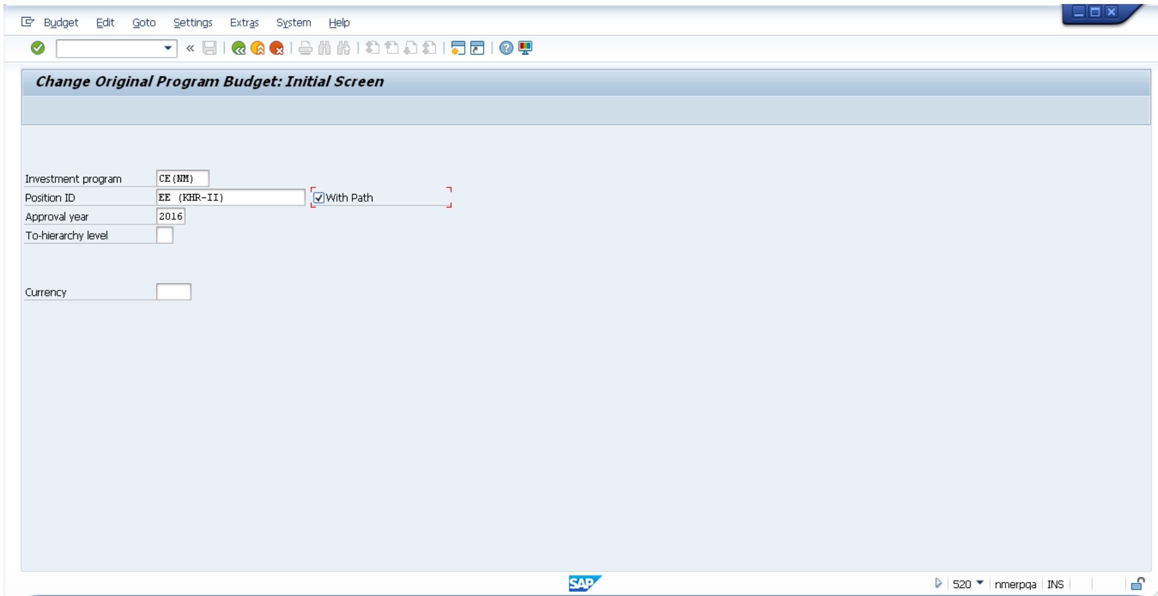
(1) (KHR-II) is double-clicked.

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



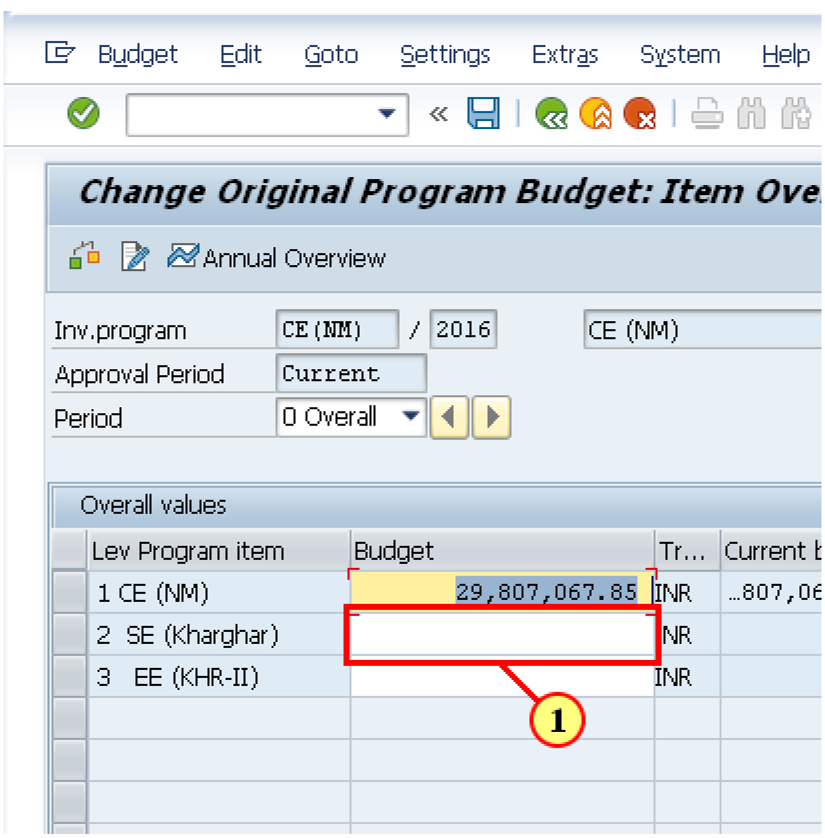
(1) Click on With Path.

Change Original Program Budget: Initial Screen – Click Enter



Enter is now pressed.

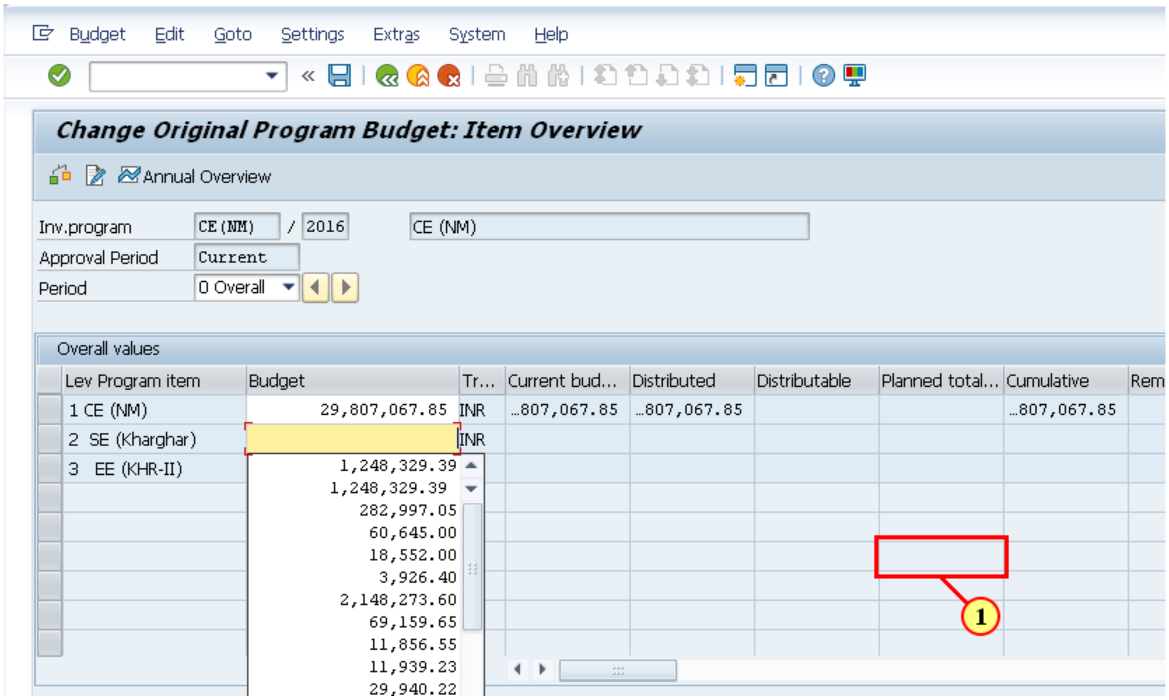
Change Original Program Budget: Item Overview – Screen shows the budgets at various levels

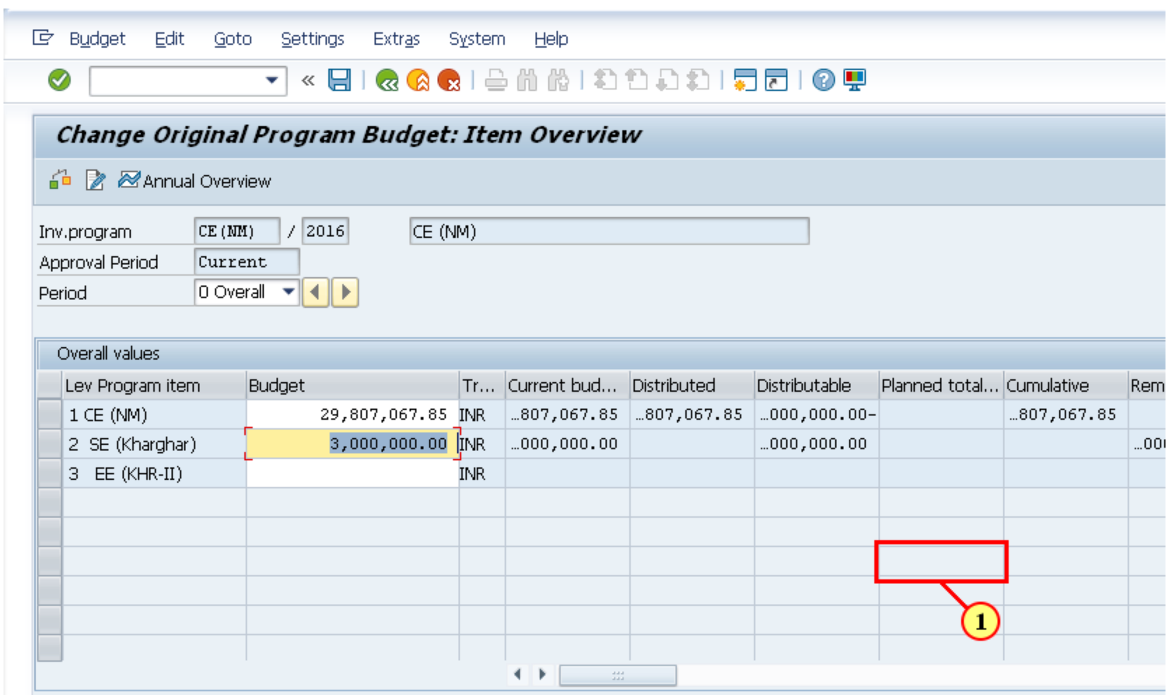


(1) Click on .

9.5. Enter budget for various positions

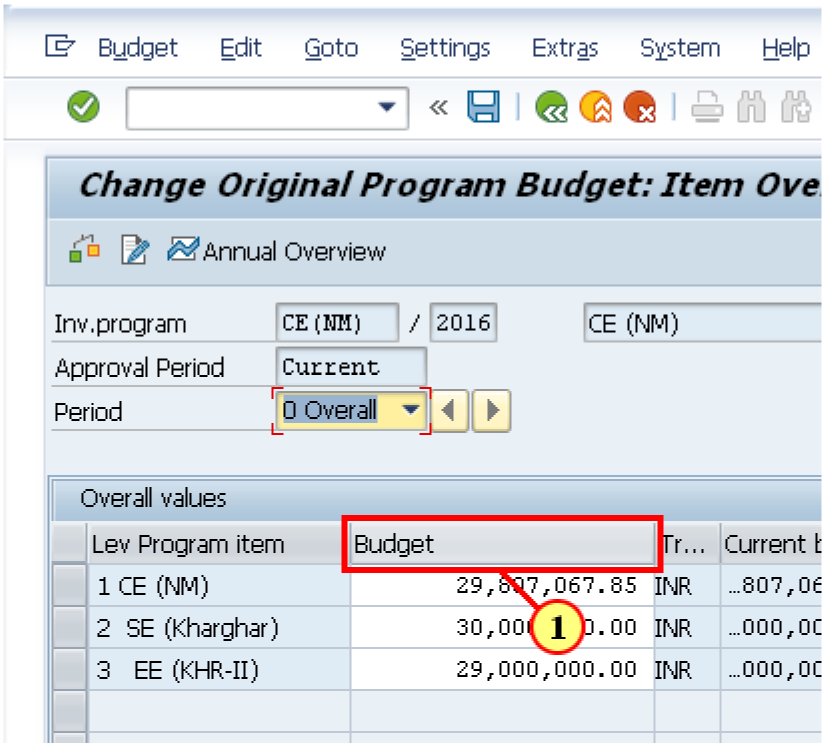
Change Original Program Budget: Item Overview – enter the budget for subsequent levels





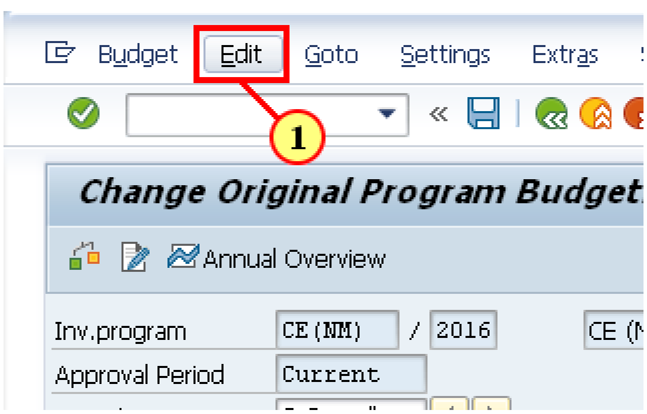
9.6. Program Budget—Total Up for Overall and Annual

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"



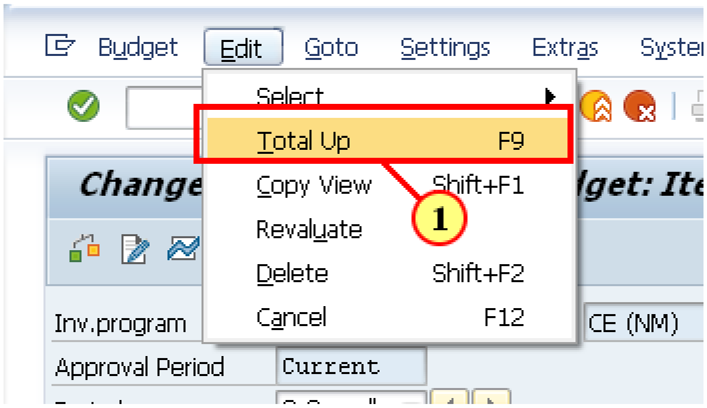
(1) Click on Budget.

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



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

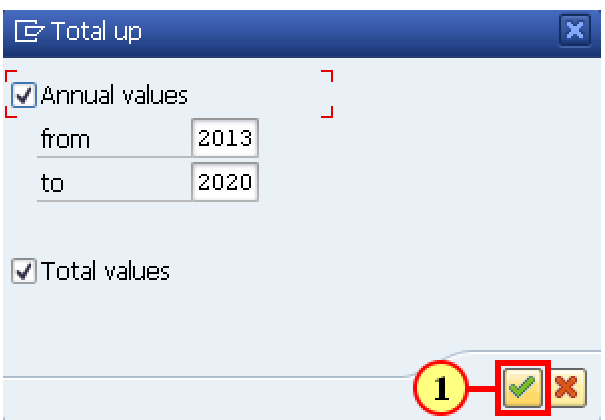
Change Original Program Budget: Item Overview – Edit → Total Up (ensure that earlier the budget column was selected). This will sum up the budget from lower levels and update the top-level line i.e. CE (NM) budget



(1) Clicking on the **Total Up F9** 

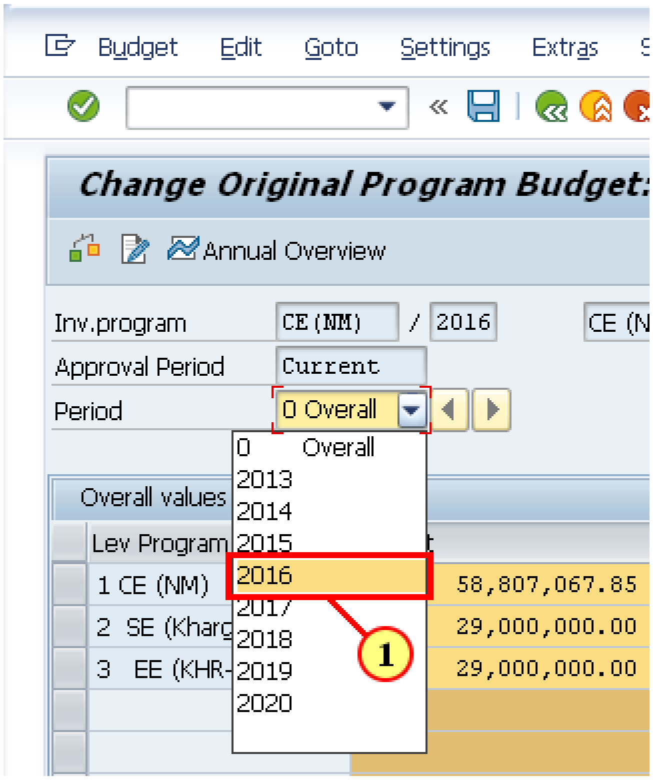
menu item executes it.

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



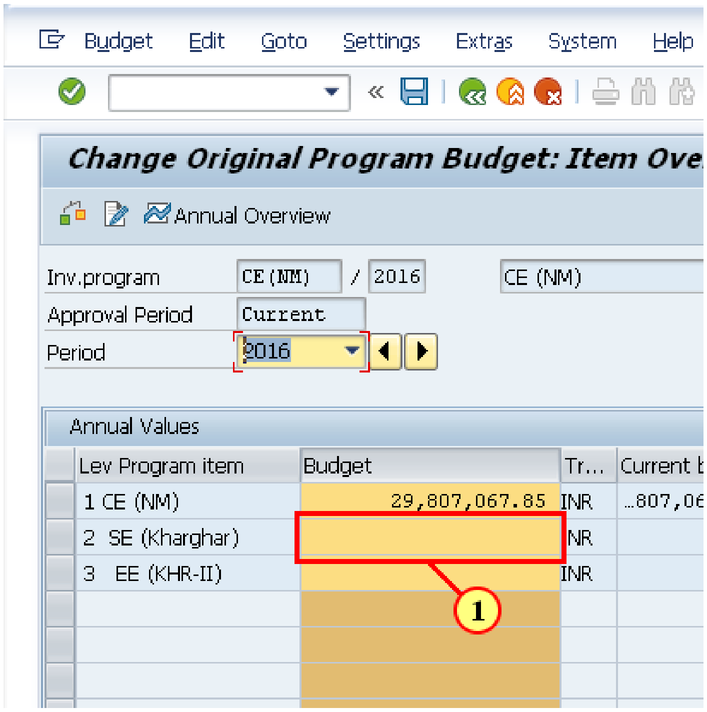
(1) Click on **Continue** .

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



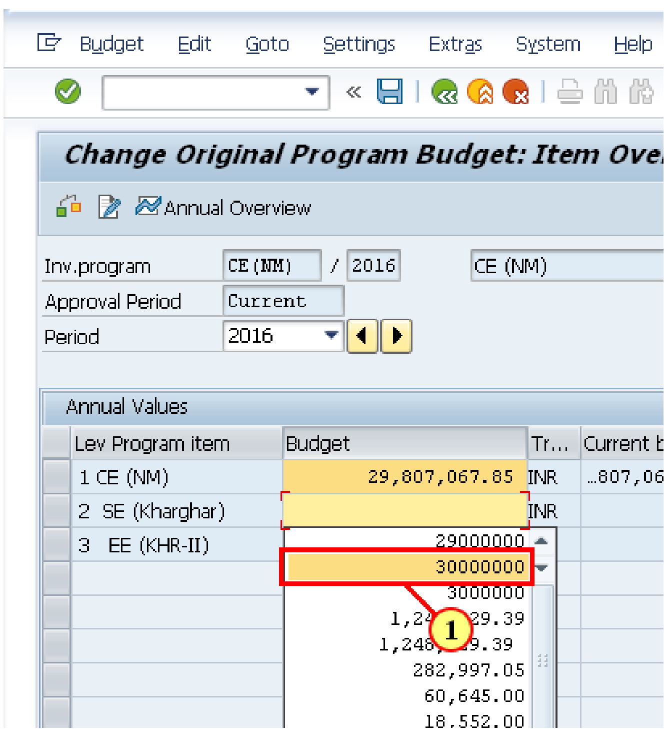
(1) Clicking on the entry **2016** 2016 selects it.

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



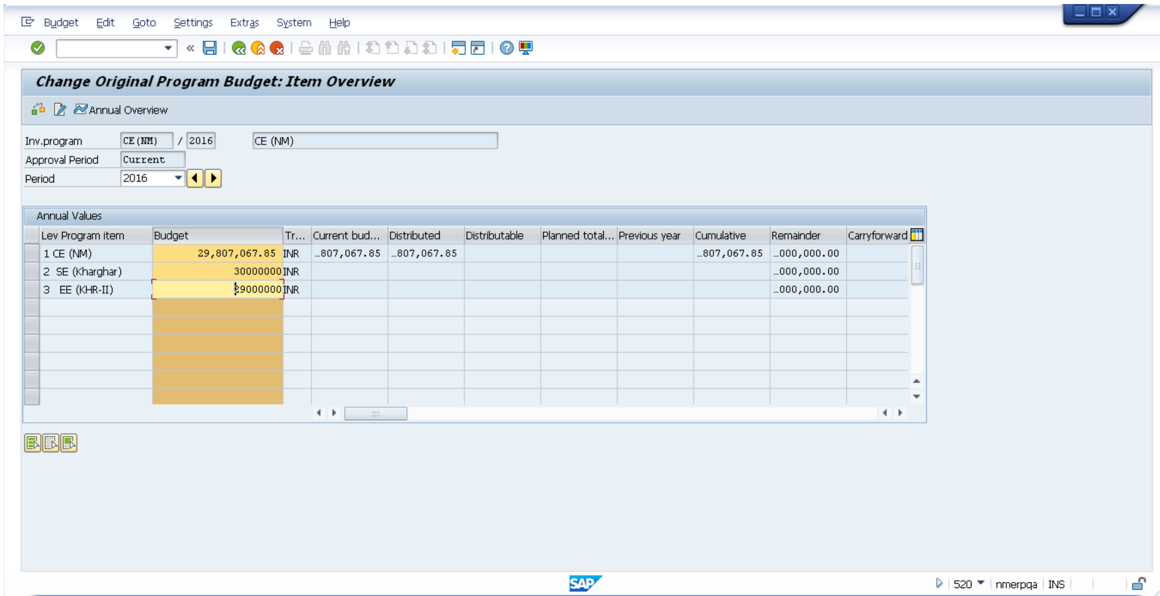
(1) Click on .

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



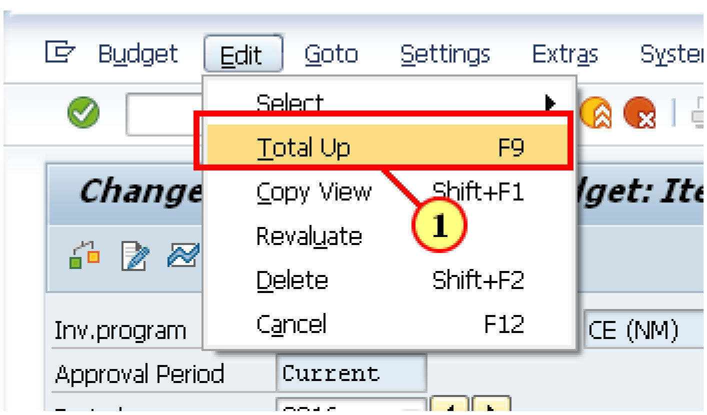
(1) Clicking on the entry **30000000** 30000000 selects it.

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



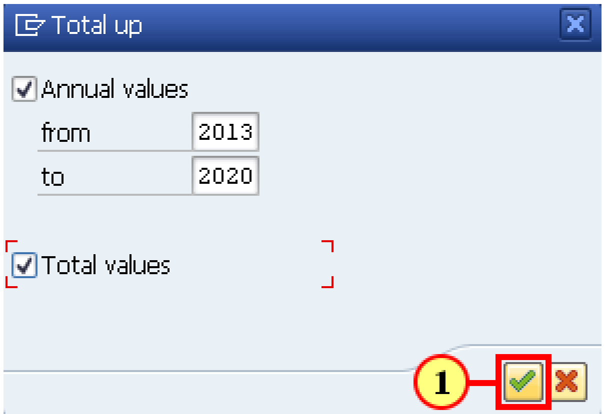
Enter is now pressed.

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.

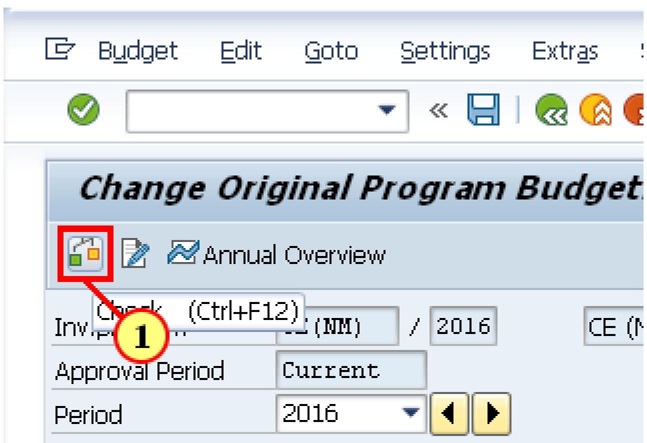
Total up – select both Annual and Total check boxes and from-to years to be entered. Click on green tick mark to proceed ahead



(1) Click on **Continue** .

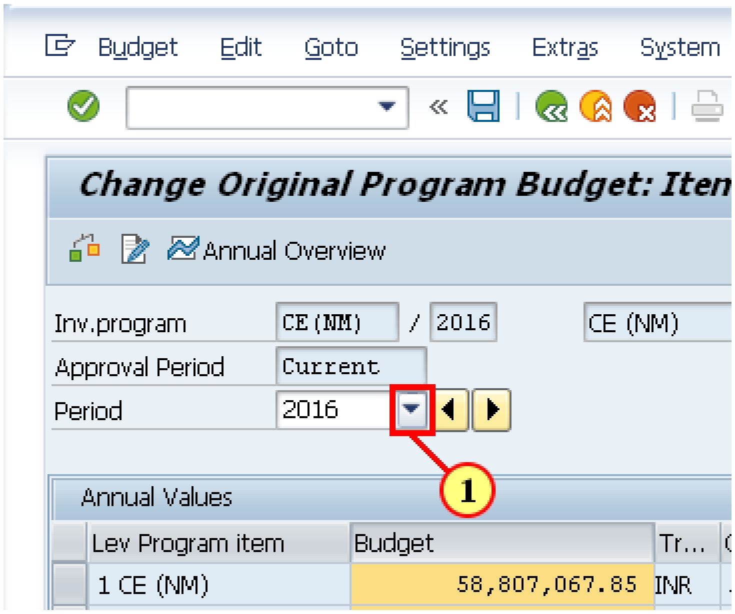
9.7. Check for Errors

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



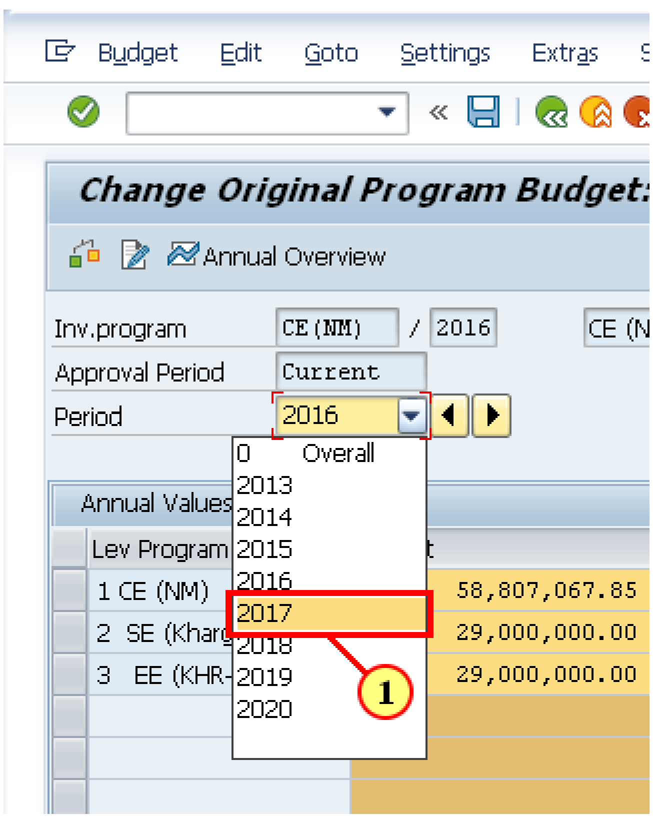
(1) Click on **Check** .

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



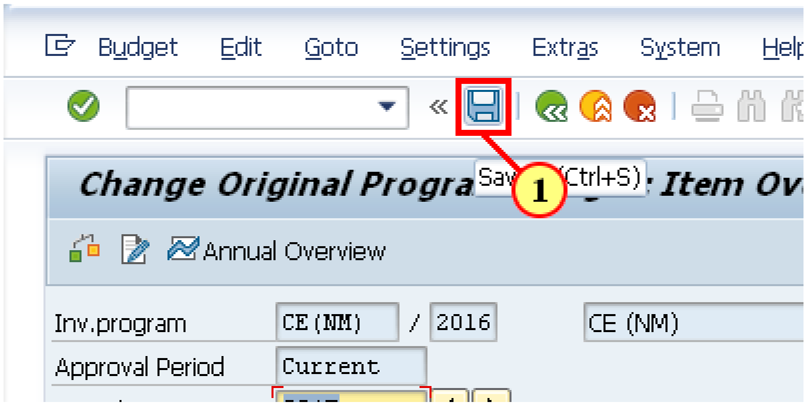
(1) Clicking on the Period opens a drop-down list.

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



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

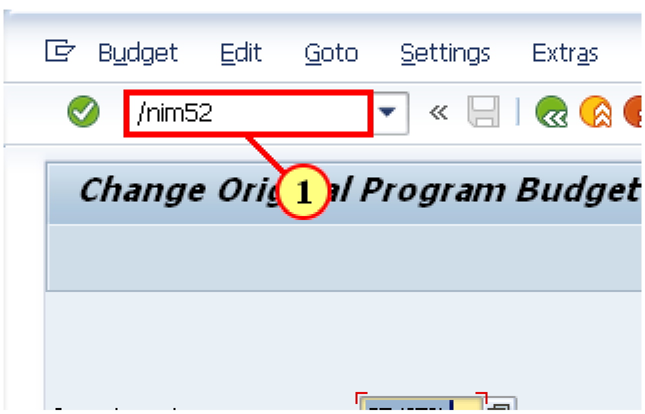
Change Original Program Budget: Item Overview – If entries are completed, click on Save button. We have allocated the budget to each position in the program



(1) Click on .

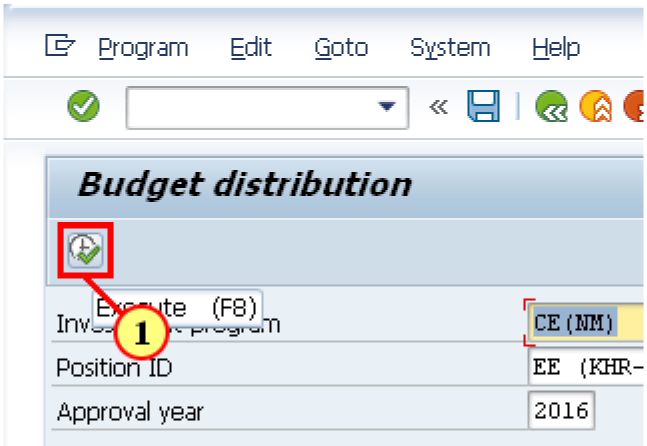
9.8. Process Budget Distribution for the Program-- Tcode IM52 – Login with EE because authorization is provided for EE profile

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



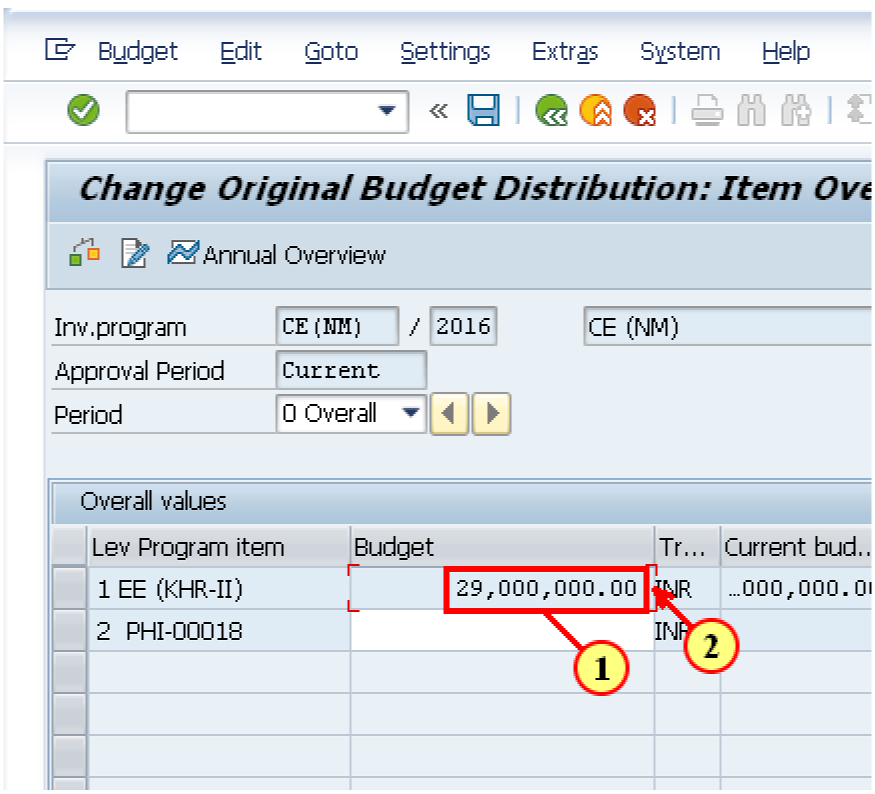
(1) The field is filled out.

Budget distribution – Click on Execute button or F8



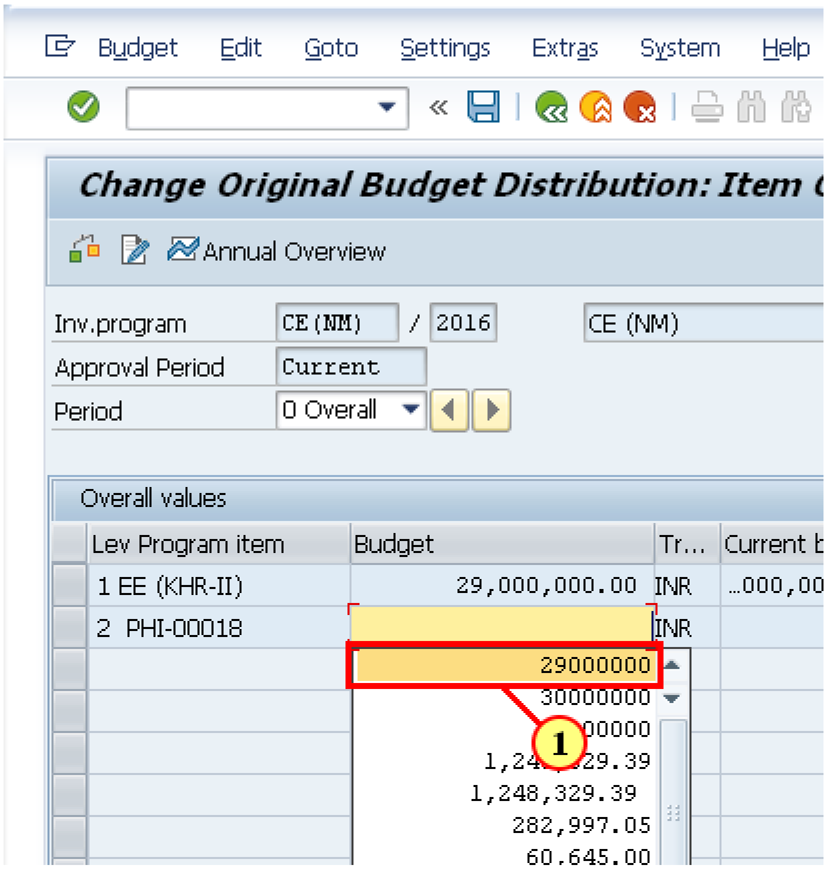
(1) Click on **Execute** .

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

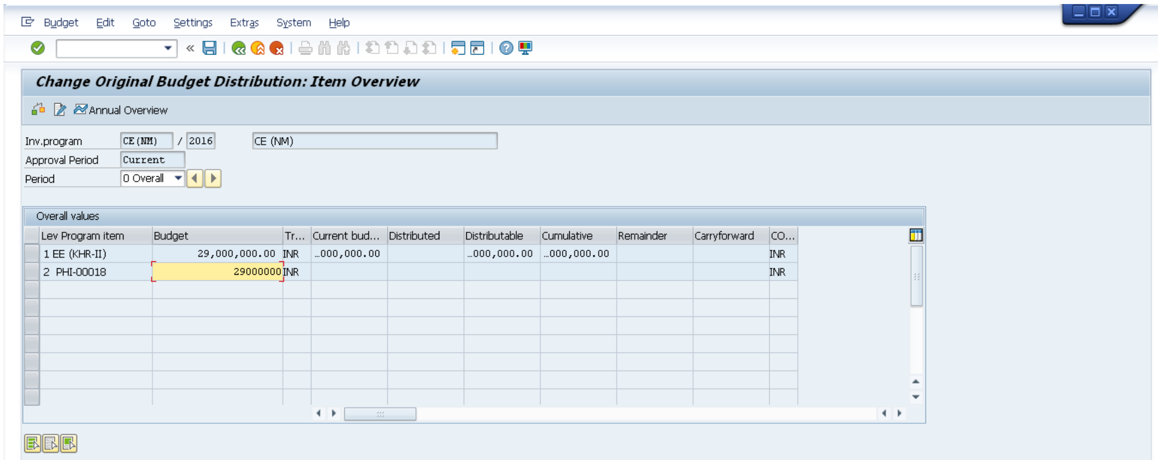
Change Original Budget Distribution: Item Overview – Enter the cost summary total value here i.e. sum of all services cost shown in Cost Summary sheet of the project. This is the budget for the project. Note that the budget could be a different number than the Cost Summary total value



(1) Clicking on the entry **29000000** 

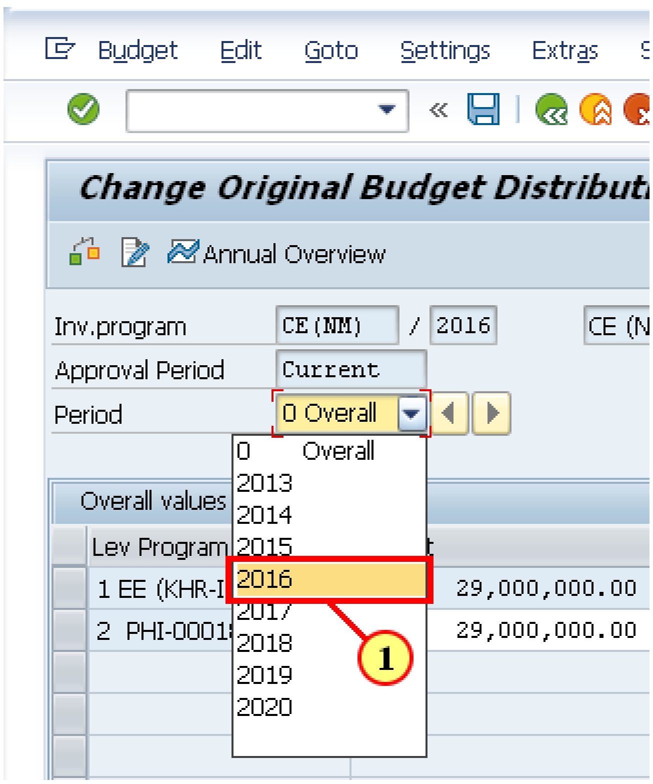
selects it.

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



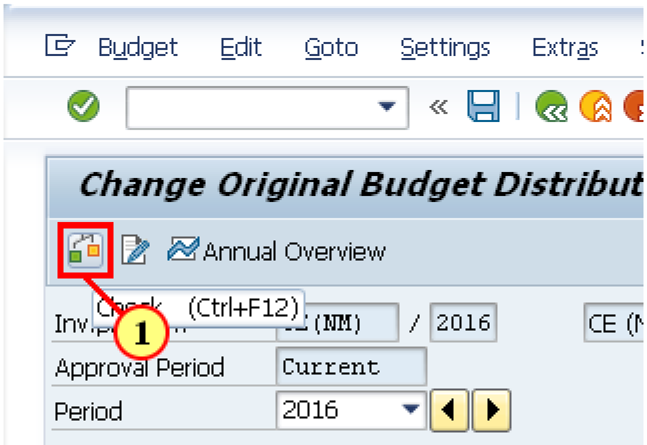
Enter is now pressed.

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



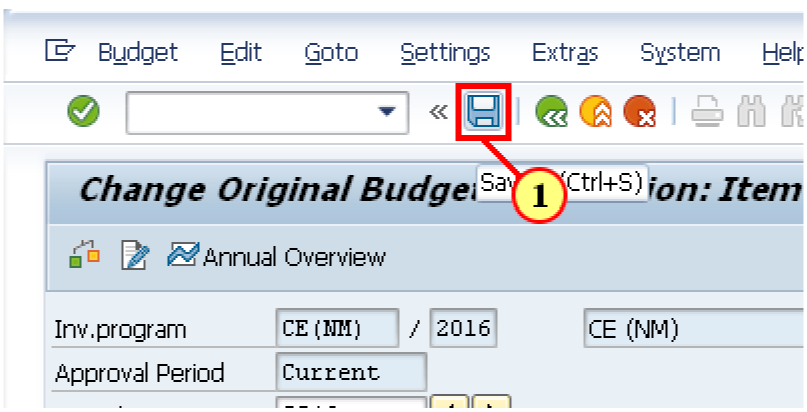
(1) Clicking on the entry **2016** 2016 selects it.

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** .

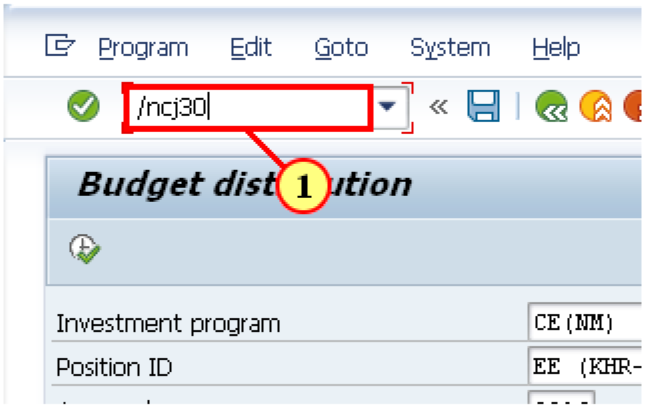
Change Original Budget Distribution: Item Overview – Save the budget



(1) Click on .

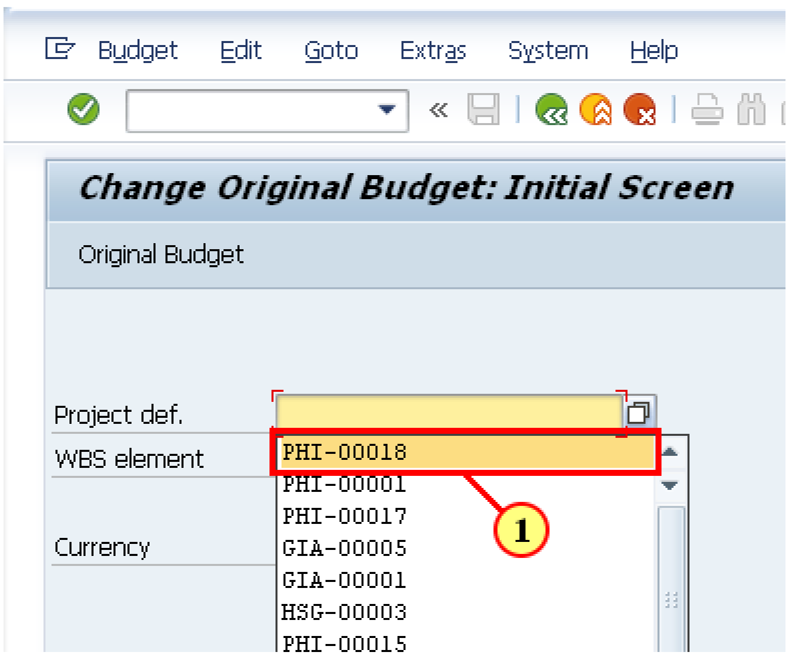
9.10. Check Project Budget -- Tcode CJ30 – Login with EE because authorization is provided for the EE profile

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



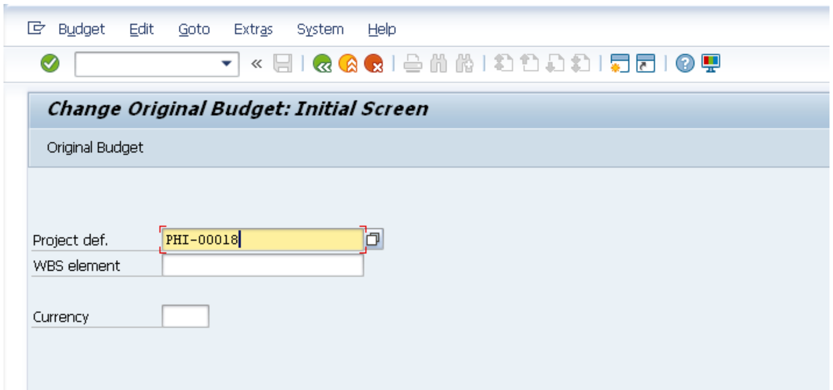
(1) The field is filled out.

Change Original Budget: Initial Screen – Select the project



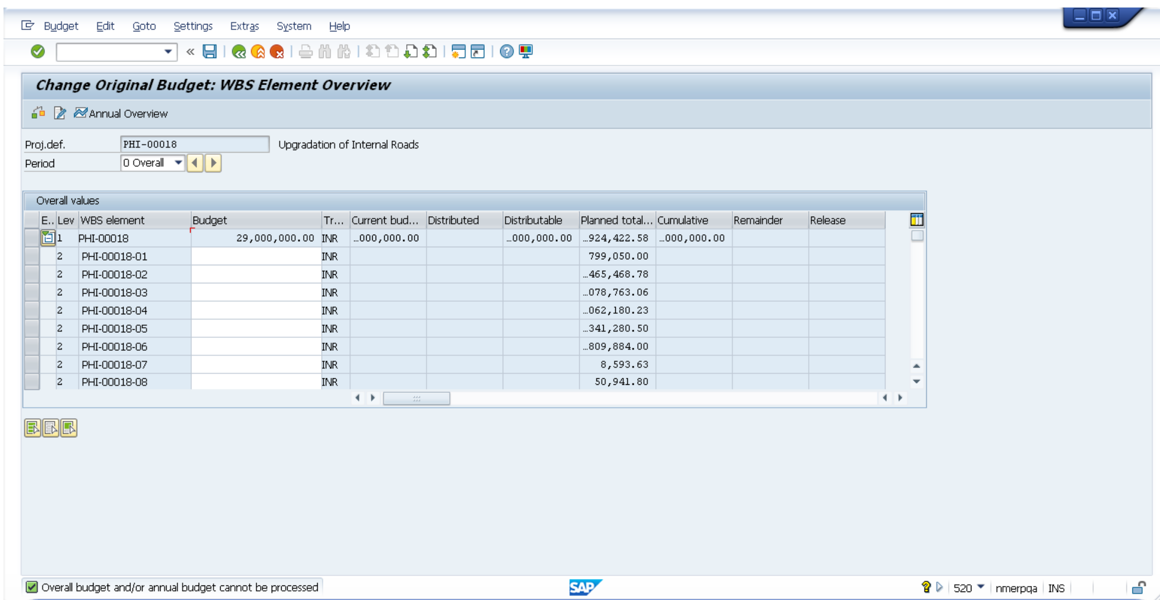
(1) Clicking on the entry **PHI-00018** PHI-00018 selects it.

Change Original Budget: Initial Screen – Click Enter



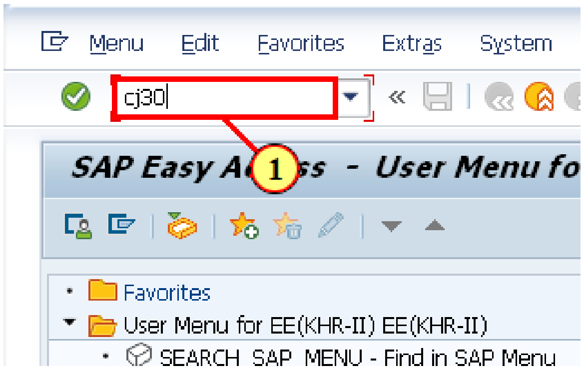
Enter is now pressed.

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



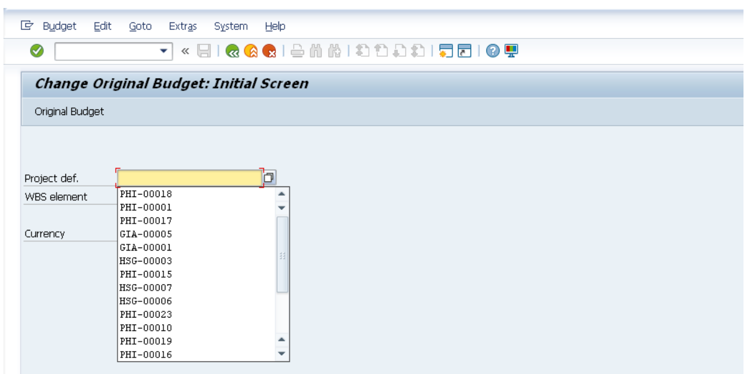
10. Project Budget Planning

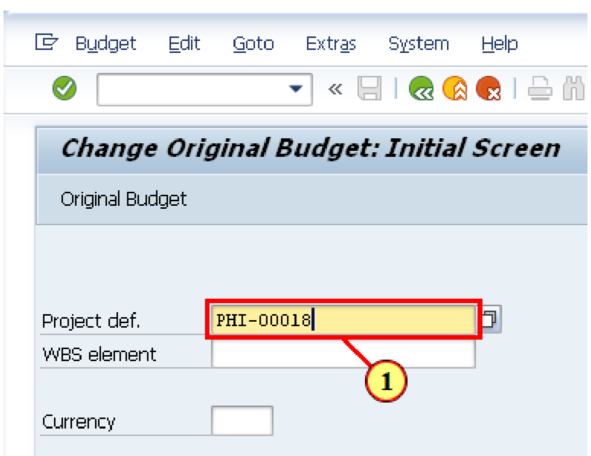
10.1. Tcode CJ30 - Login with EE because authorization is provided to EE profile



(1) The field is filled out.

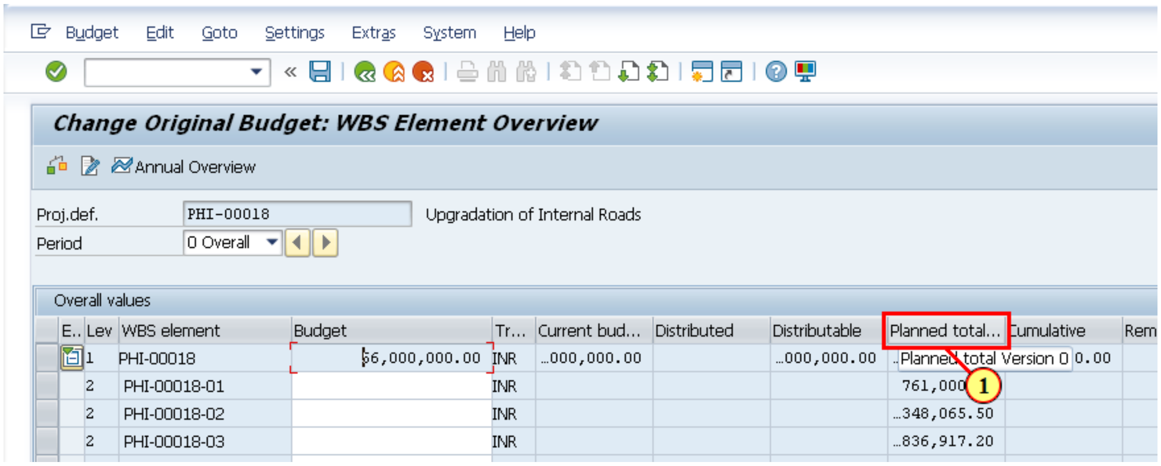
Change Original Budget: Initial Screen – Select the required project for which budget is to be distributed





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

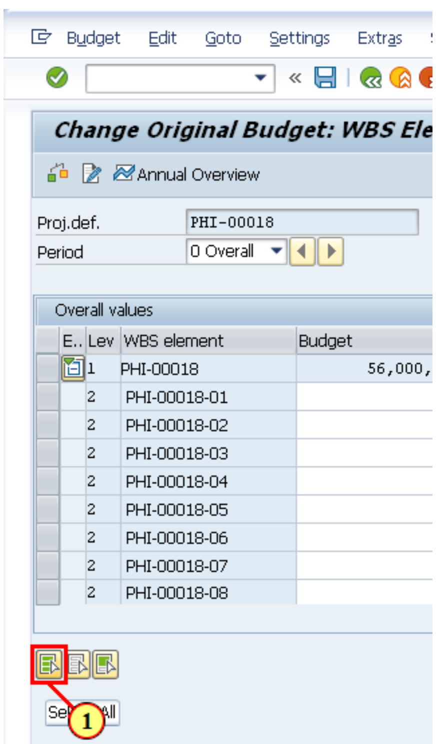
Change Original Budget: WBS Element Overview - Click on header Planned Total



(1) Click on .

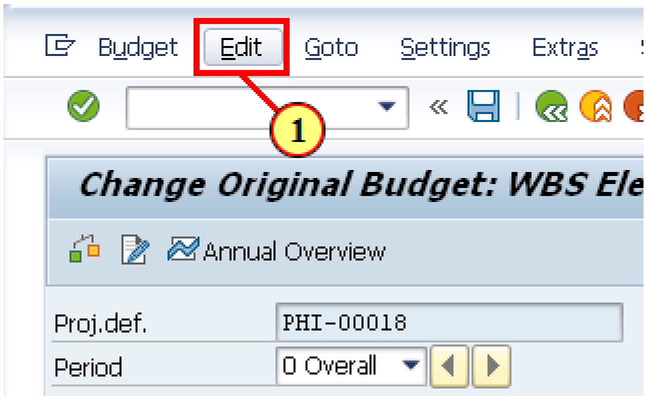
10.2. Copy budget from planned values – Overall and Annual

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



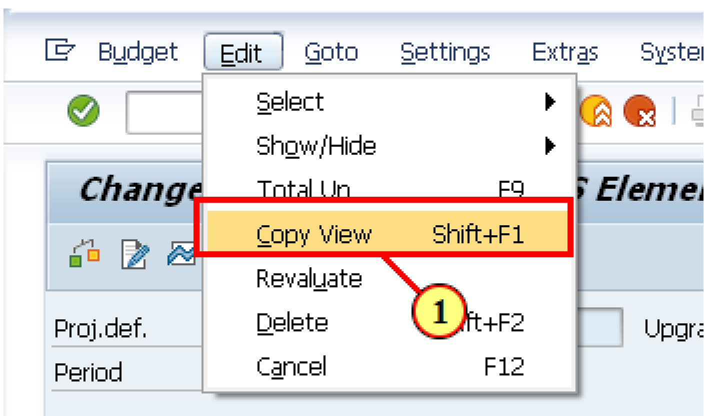
(1) Click on .

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



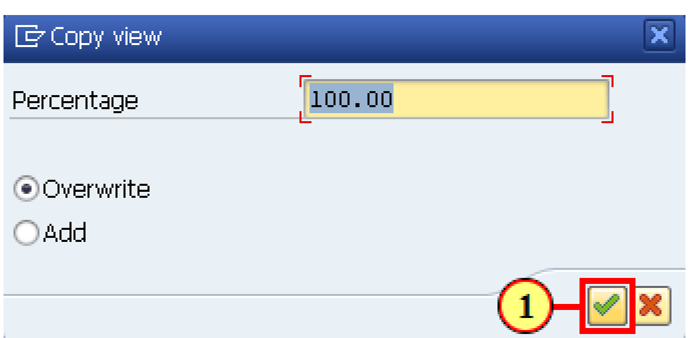
(1) Clicking on the **Edit**  menu item executes it.

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



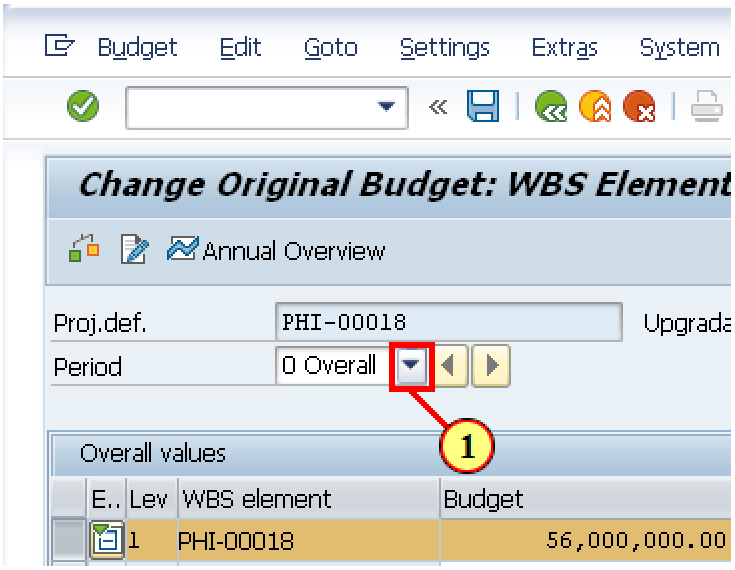
(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

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



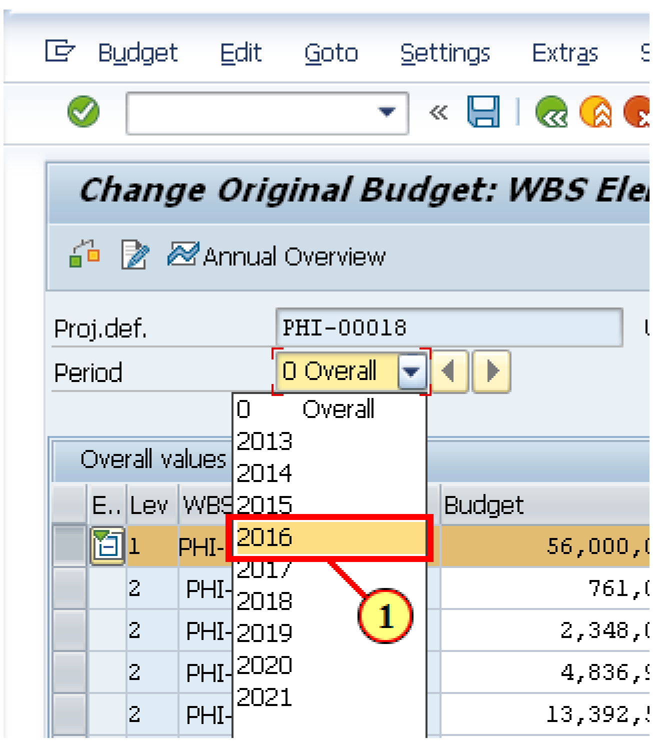
(1) Click on **Continue** .

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



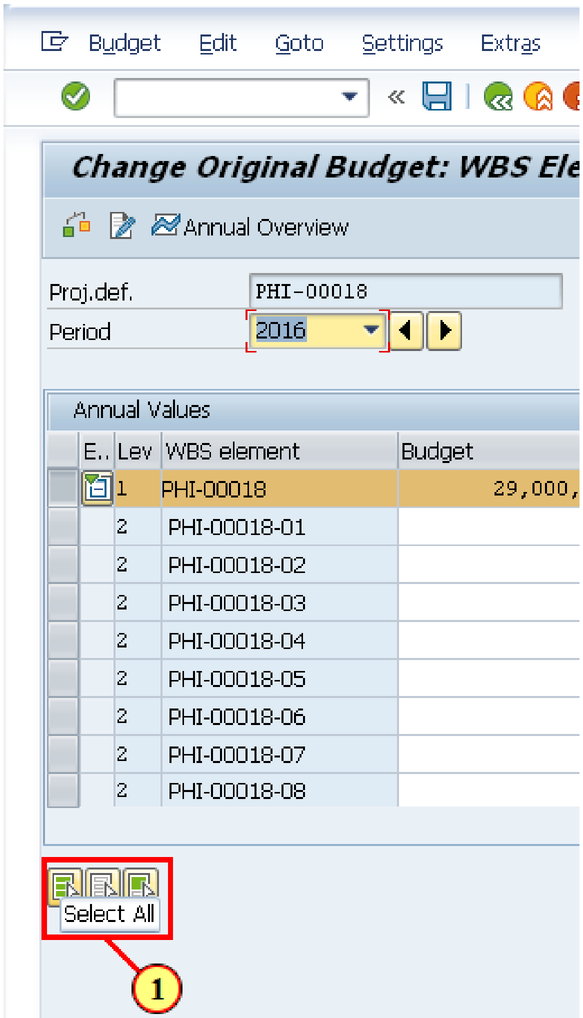
(1) Clicking on the Period opens a drop-down list.

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



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

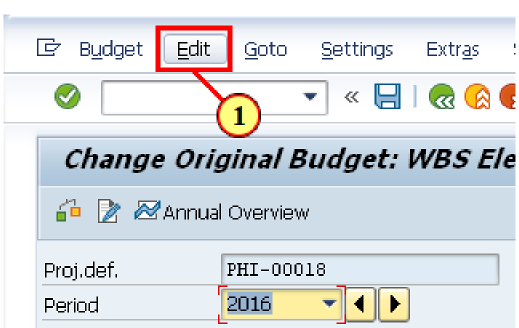
Change Original Budget: WBS Element Overview – We will see that Annual budget is yet to be allocated. Click on Select All button at the bottom of the list



(1) Click on 

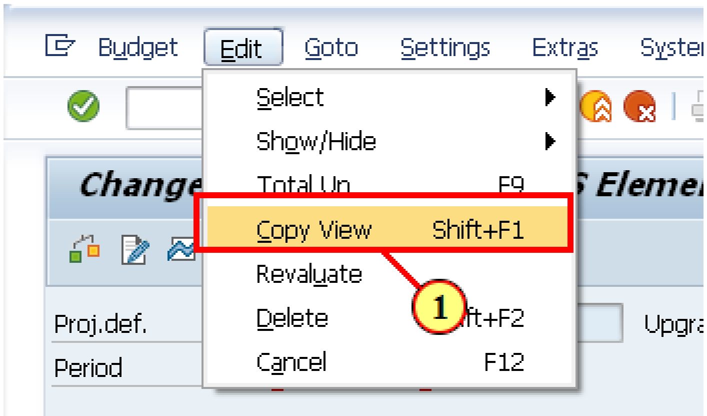
.

Change Original Budget: WBS Element Overview – Click on Edit



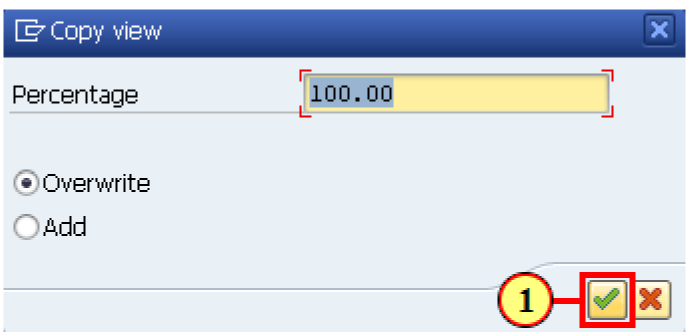
(1) Clicking on the **Edit** Edit menu item executes it.

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



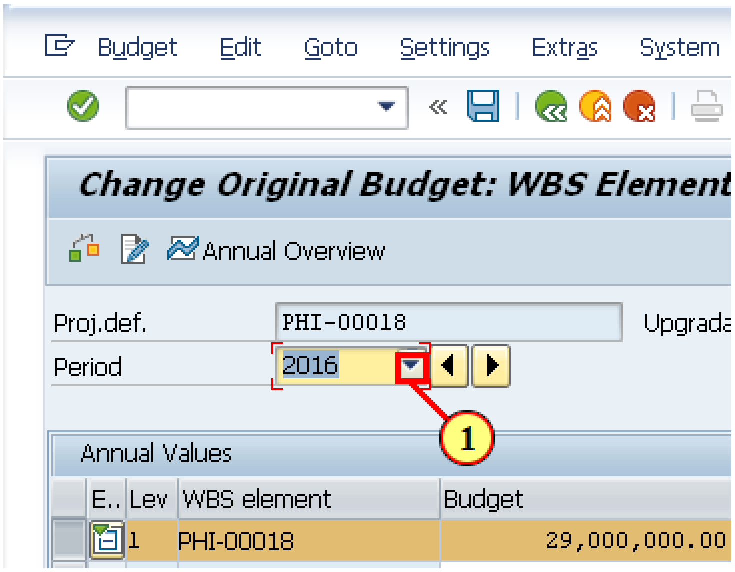
(1) Clicking on the **Copy View Shift+F1** Copy View Shift+F1 menu item executes it.

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



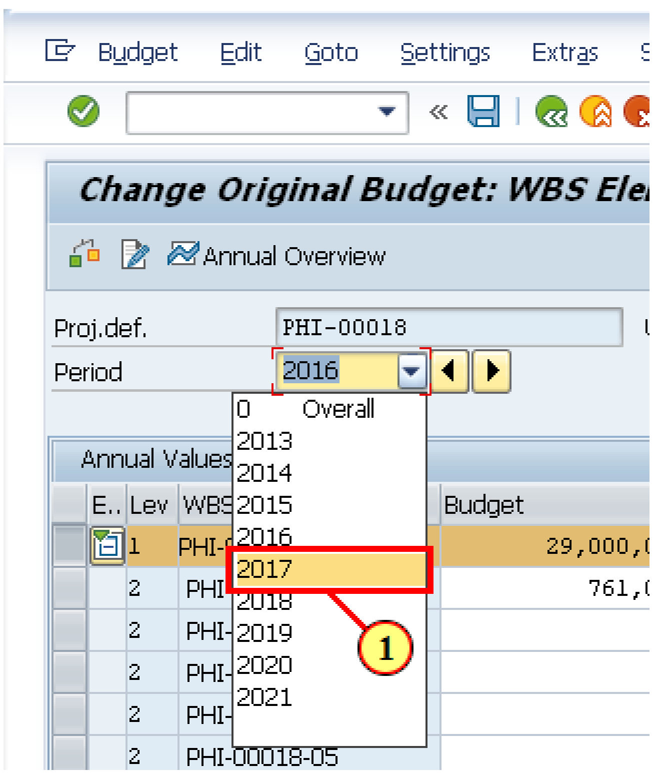
(1) Click on **Continue** .

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



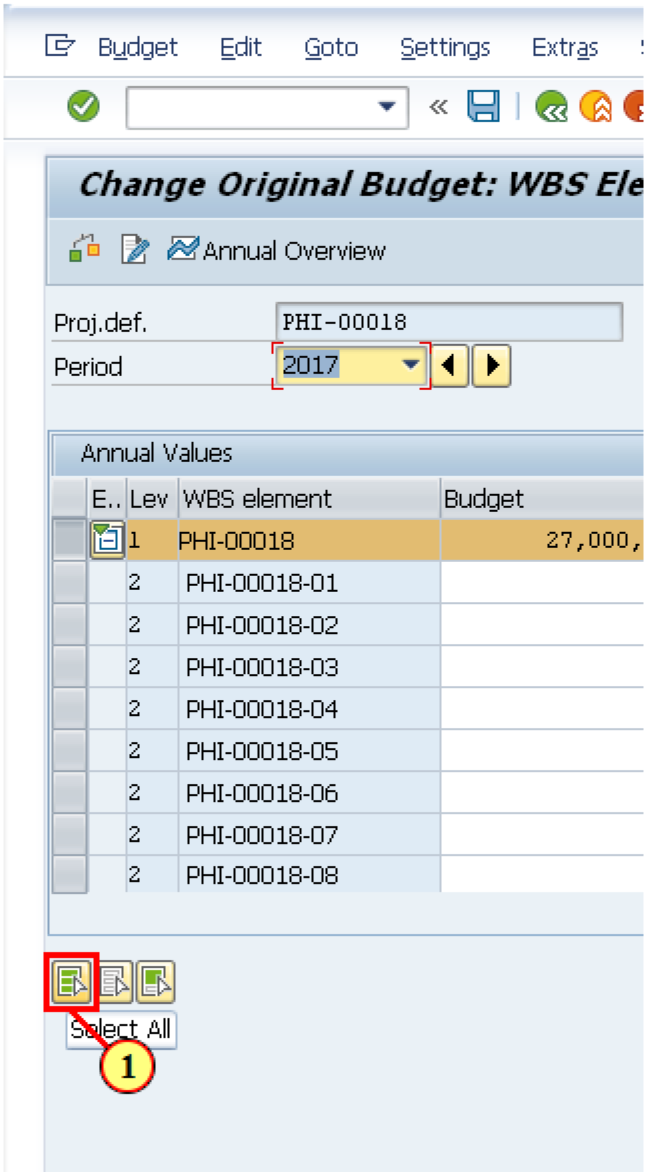
(1) Click on ▼.

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



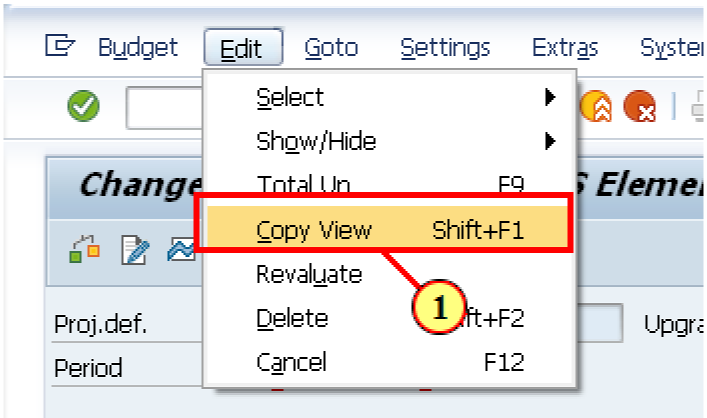
(1) Clicking on the entry **2017** 2017 selects it.

Change Original Budget: WBS Element Overview – Click Select All



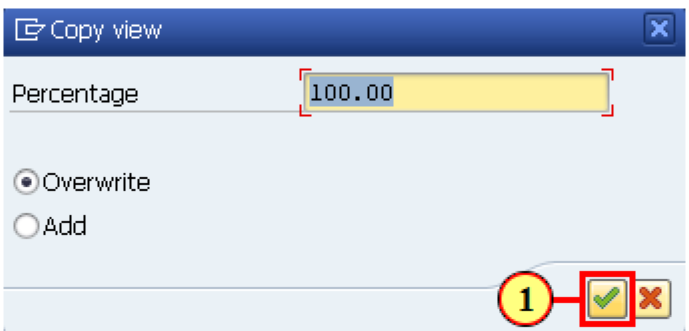
(1) Click on .

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



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

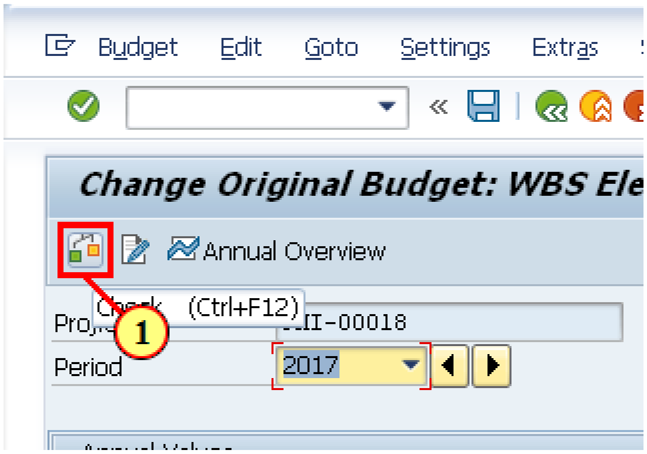
Copy view – Select 100% and choose to Overwrite. Click green tick mark to proceed ahead. You will find that the planned total numbers for year 2017 got copied as budget for the respective years



(1) Click on **Continue** .

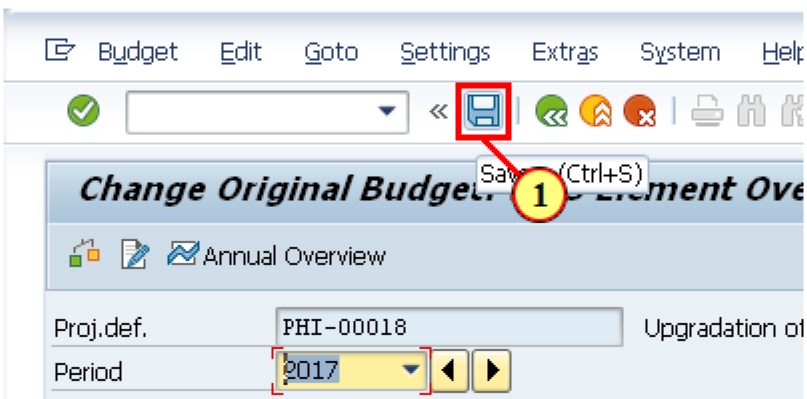
Change Original Budget: WBS Element Overview – Click on Check button – if any errors the system will prompt

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.



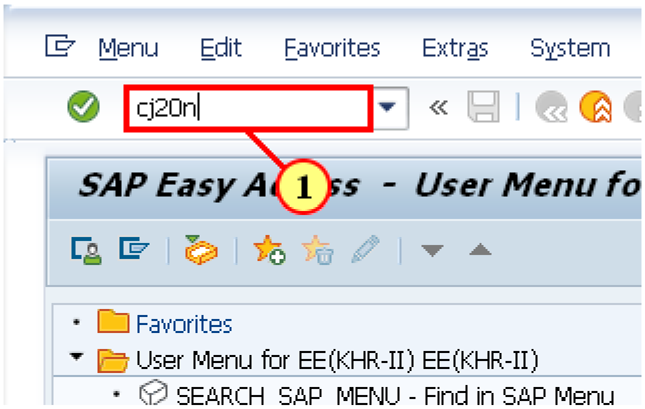
(1) Click on .

Document Number will be generated.

11. Project Release

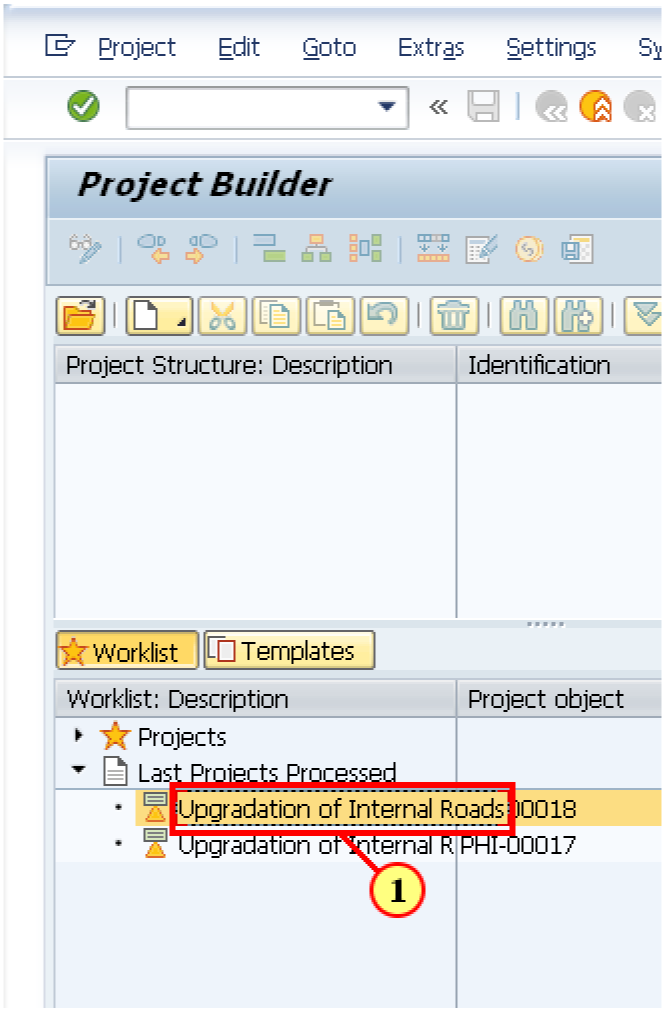
11.1. Tcode CJ20N

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



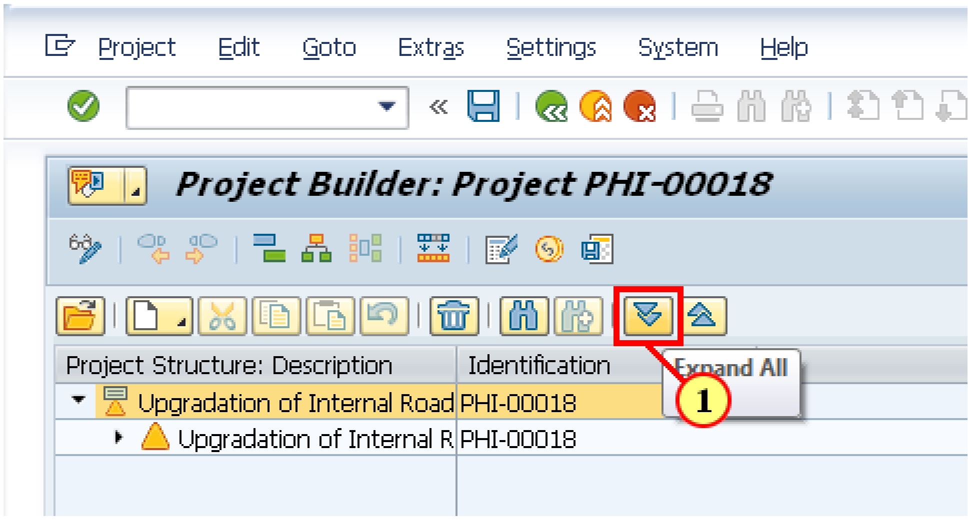
(1) The field is filled out.

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



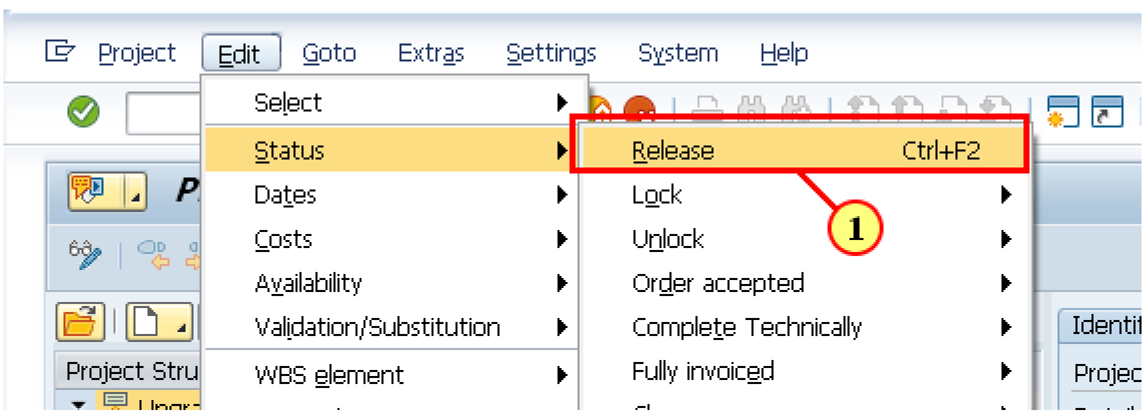
(1) Upgradation of Internal Roads is double-clicked.

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



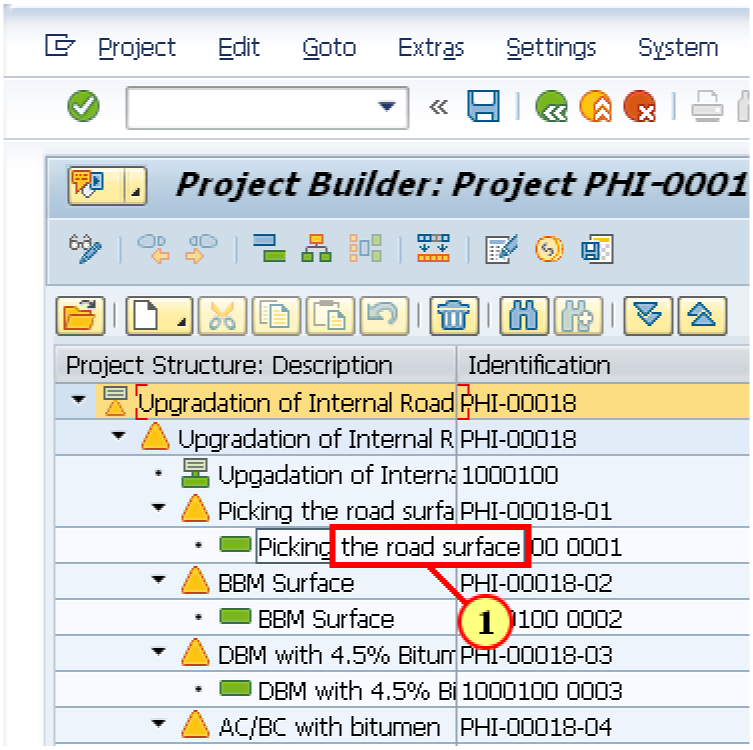
(1) Click on .

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.



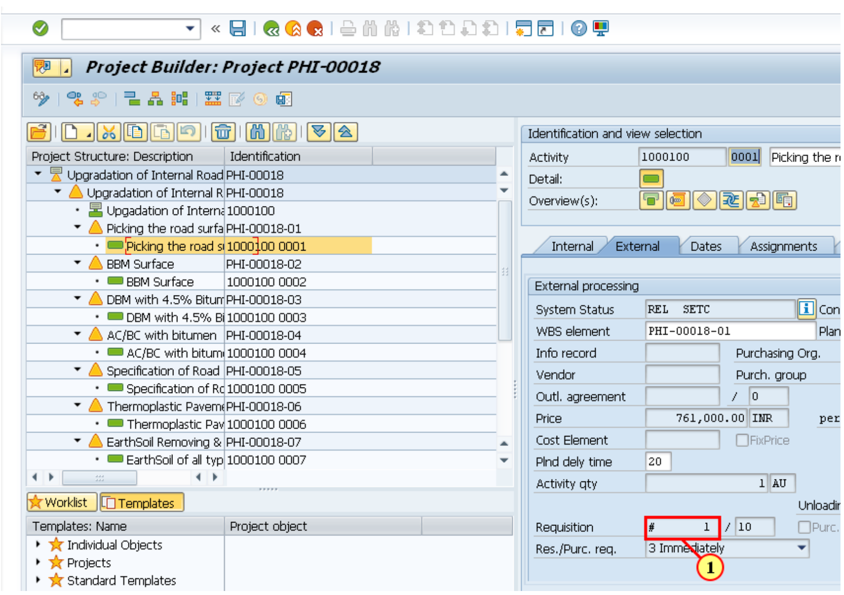
(1) Clicking on the **Release Ctrl+F2** Release Ctrl+F2 menu item executes it.

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



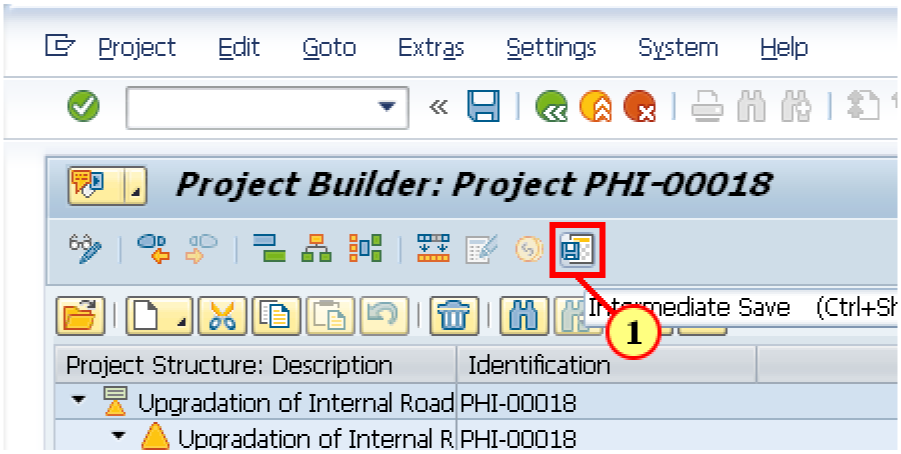
(1) Click on the road surface.

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.

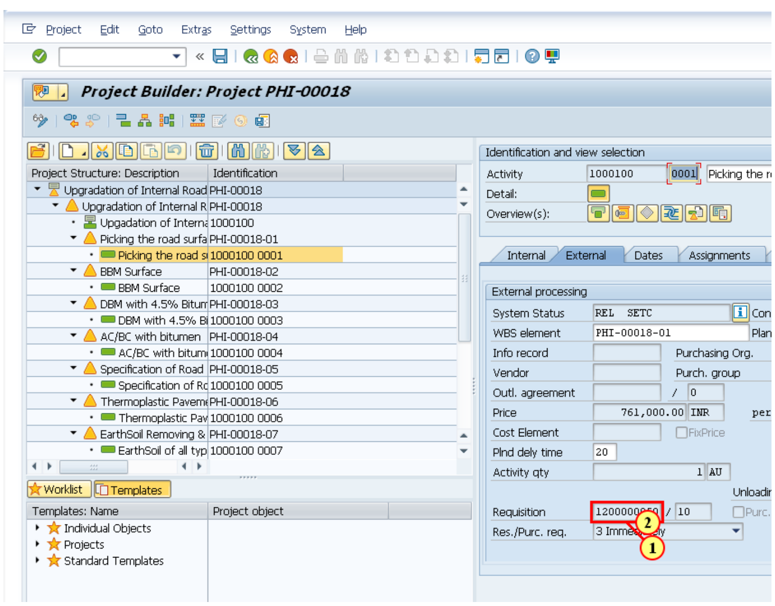
Project Builder: Project PHI-00018 – Click on Intermediate Save to save the project



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

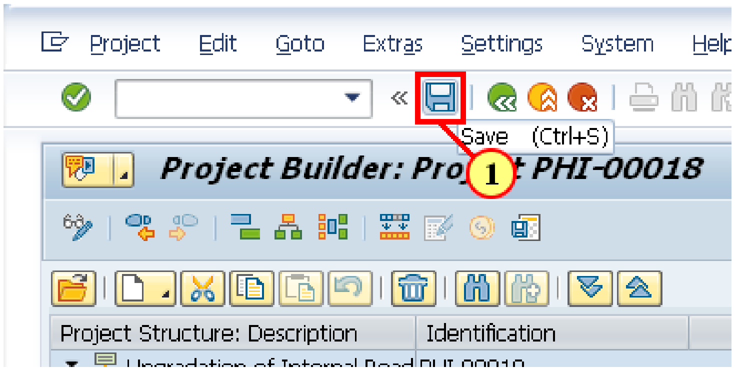
11.2. Check the Requisition Number generated in service activities

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

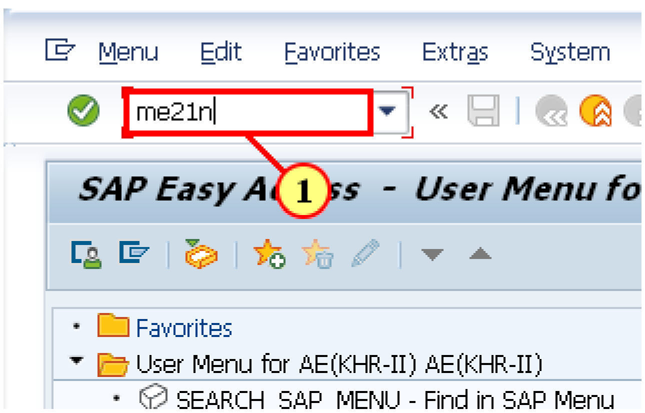


(1) Click on .

12. Purchase Order (PO/Work Order) Creation

12.1. Tcode ME21N

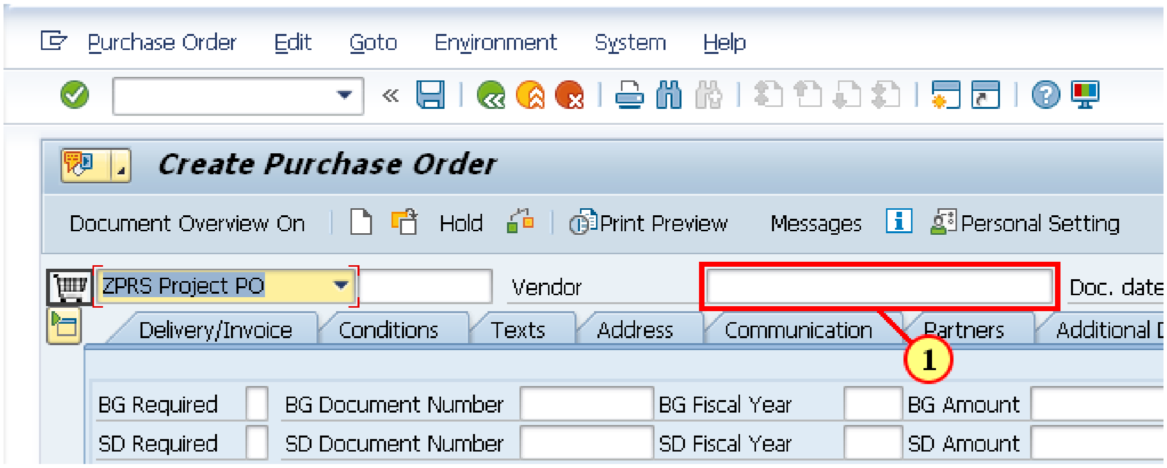
Login with AE/AEE/ EE -- Tcode ME21N – click enter. This opens blank PO document.



(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.



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

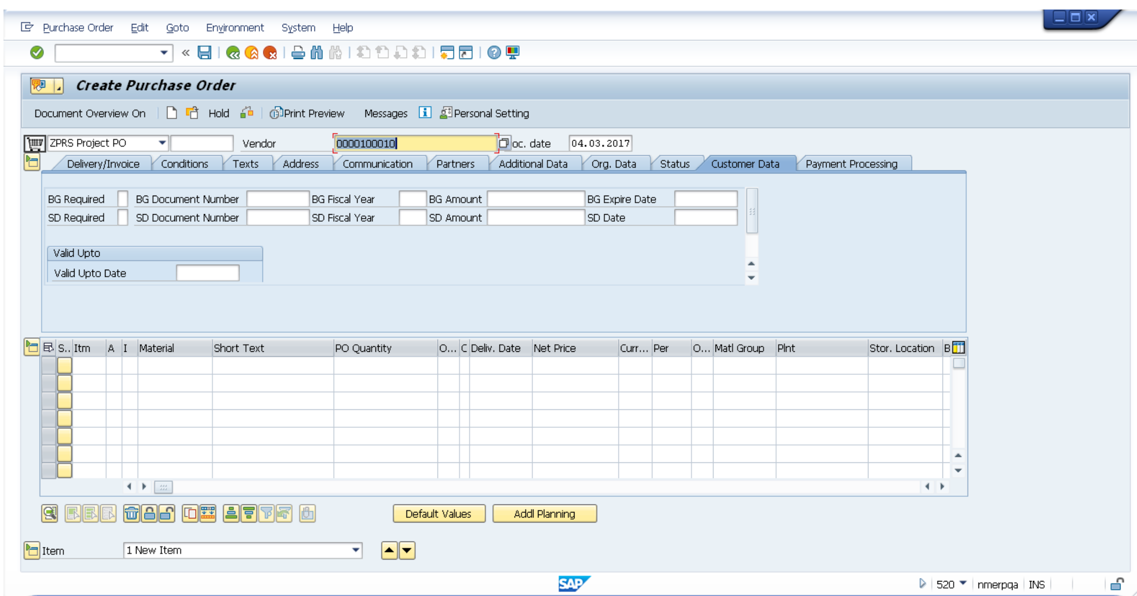
(2) 

is double-clicked.

(3) (2) Click on 

.

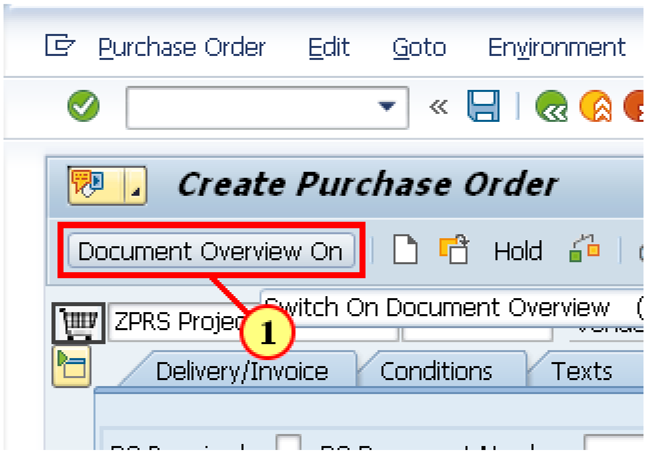
Create Purchase Order – Click Enter on selecting Vendor. Note that PO is still without any items



Enter is now pressed.

12.3. Open Document Overview

Create Purchase Order – Click Document Overview On button

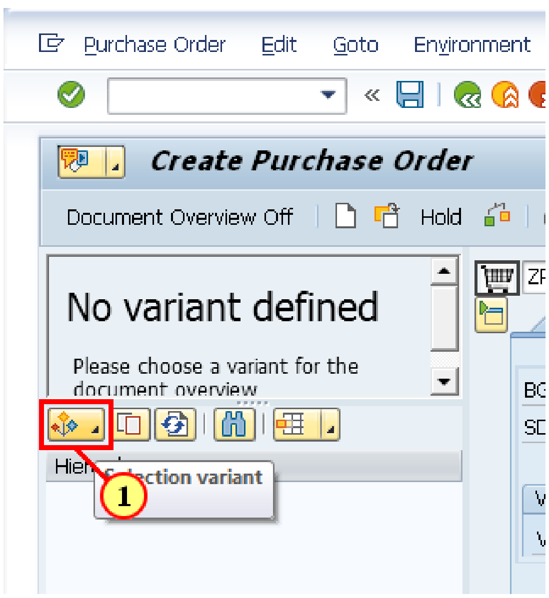


(1) Click on **Document Overview On** 

.

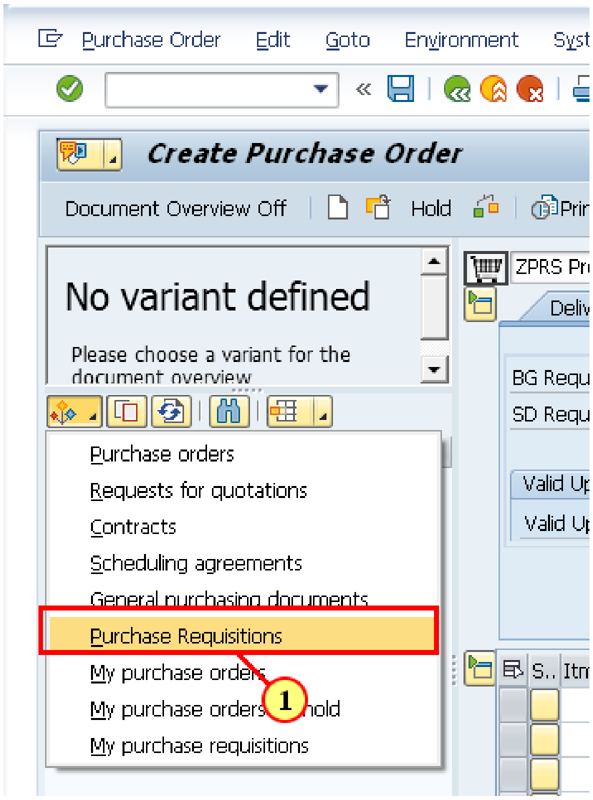
12.4. Select Purchase Requisition (Indent)

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



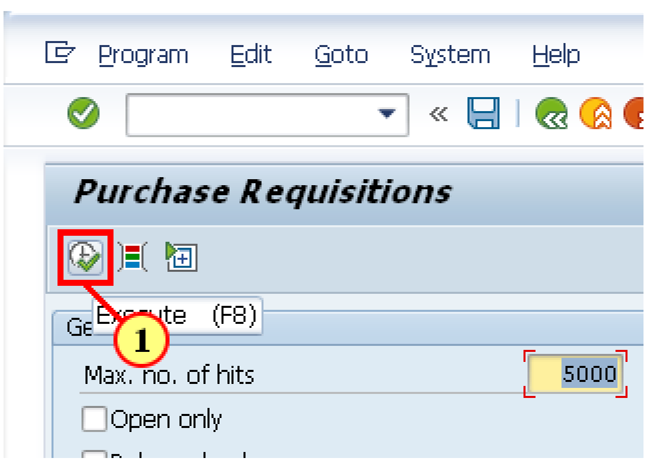
(1) Click on .

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



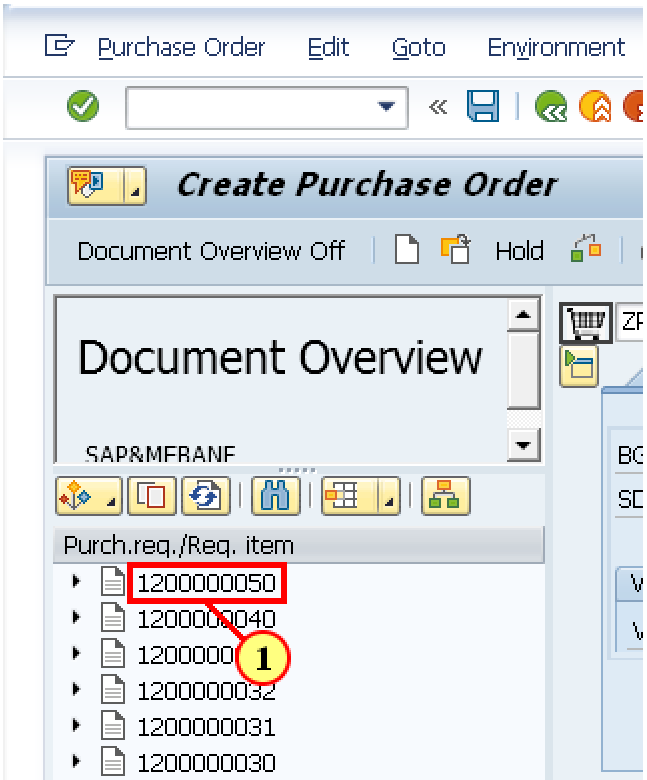
(1) Clicking on the **Purchase Requisitions**  menu item executes it.
(2) Alternately you can select My Purchase requisitions to get a list of PRs you have created in the system

Purchase Requisitions – Click on Execute button



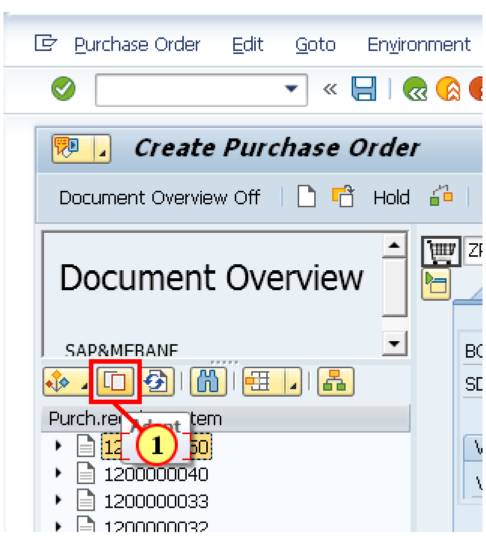
(1) Click on **Execute** .

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 1200000050.

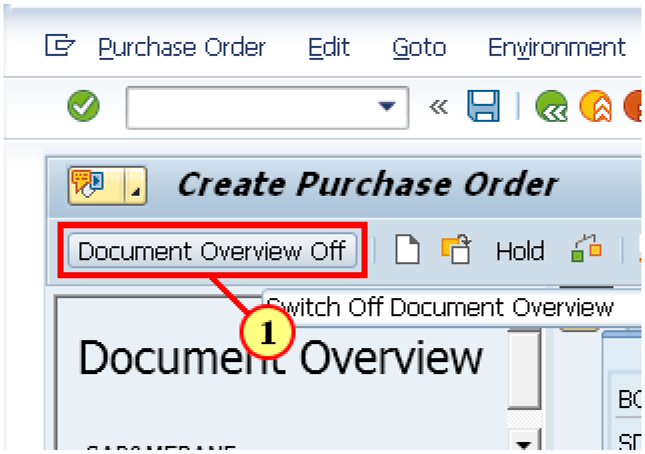
Create Purchase Order – Click on Adopt button – this will bring the details of all items from Purchase Requisition to Purchase Order



(1) Click on .

12.5. Turn Off Document Overview

Create Purchase Order – After "Adopt" turn off the Document Overview

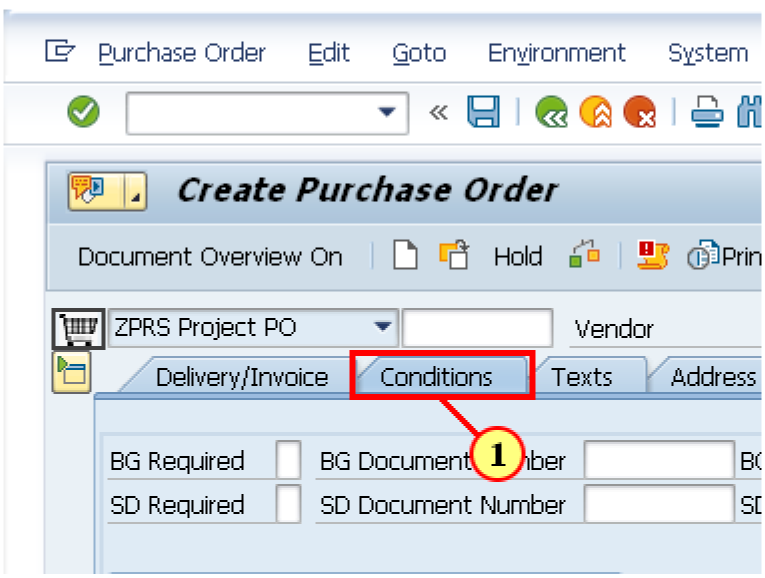


(1) Click on **Document Overview Off** 

.

12.6. Conditions tab in Header

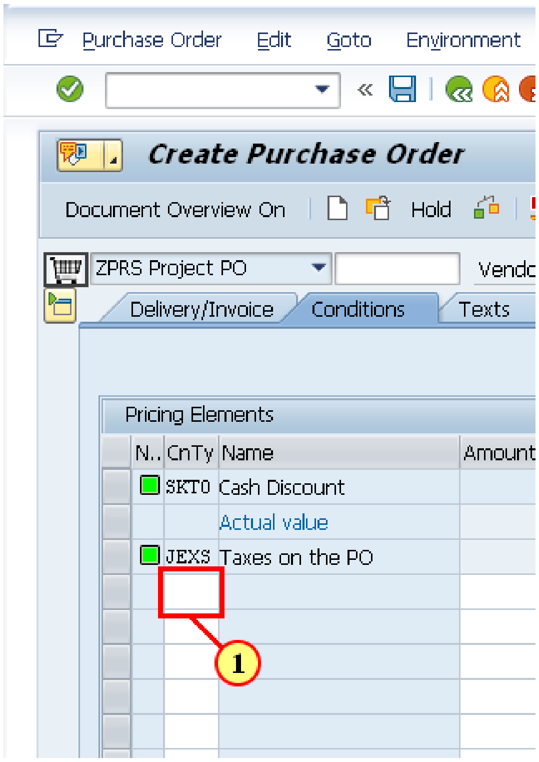
Create Purchase Order – Navigate to Conditions tab in Purchase Order Header



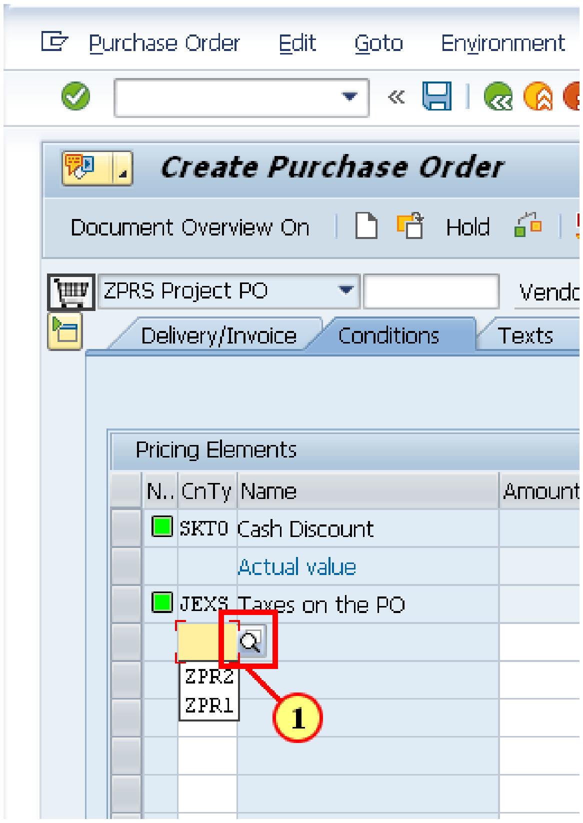
(1) Click on 

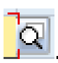
.

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

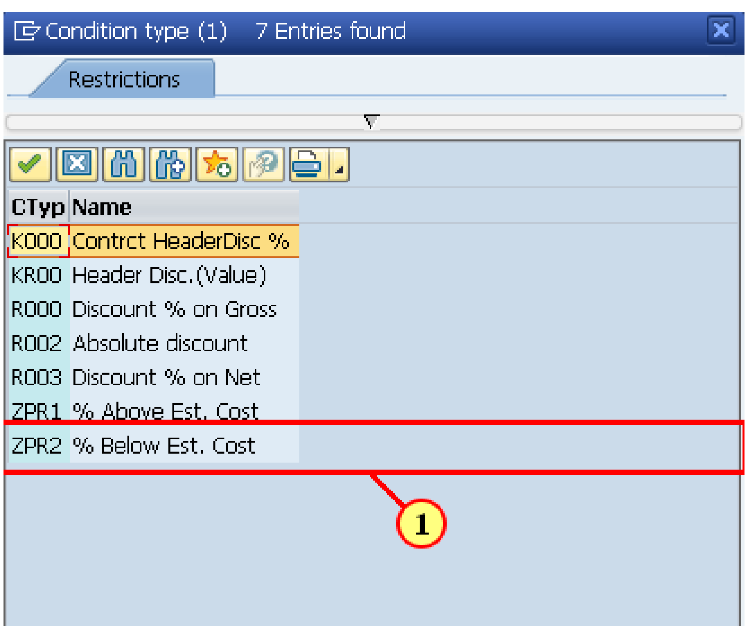


(1) Click on ______.
Create Purchase Order – Select ZPR1 or ZPR2 condition.
ZPR1 -- % Above Cost Estimate
ZPR2 -- % Below Cost Estimate



(1) Click on .

Select ZPR2 condition

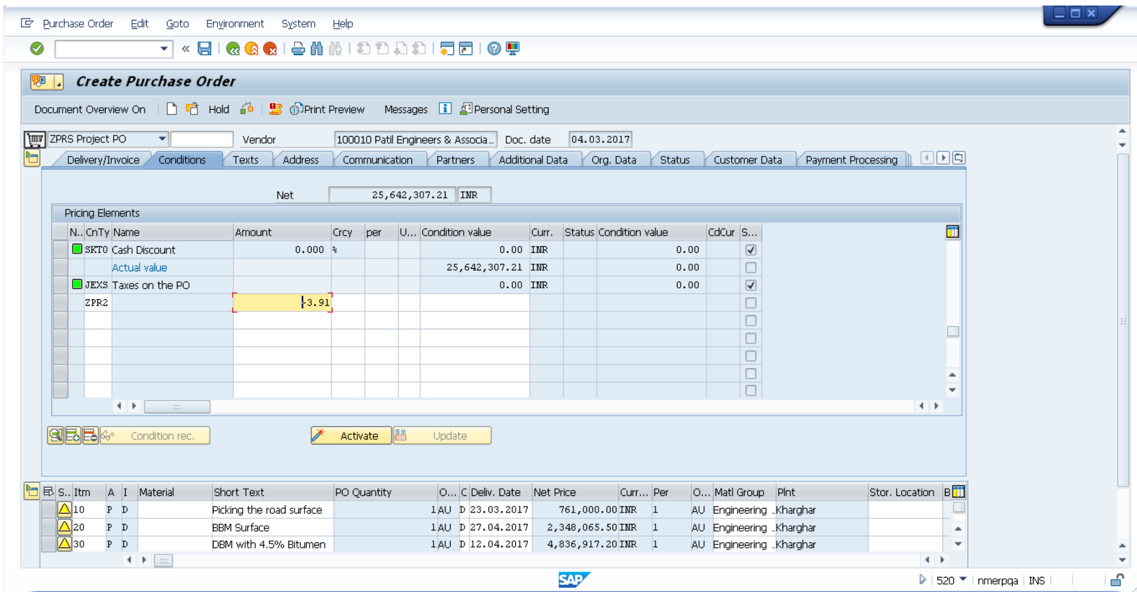


(1) ZPR2 % Below Est. Cost is double-clicked.

.

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

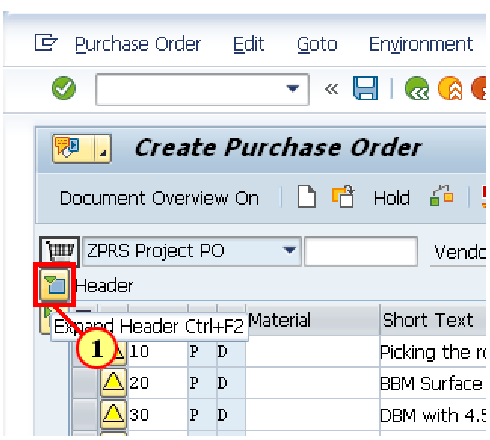
(1) Clicking on the entry **-3.91** -3.91 selects it.



Enter is now pressed.

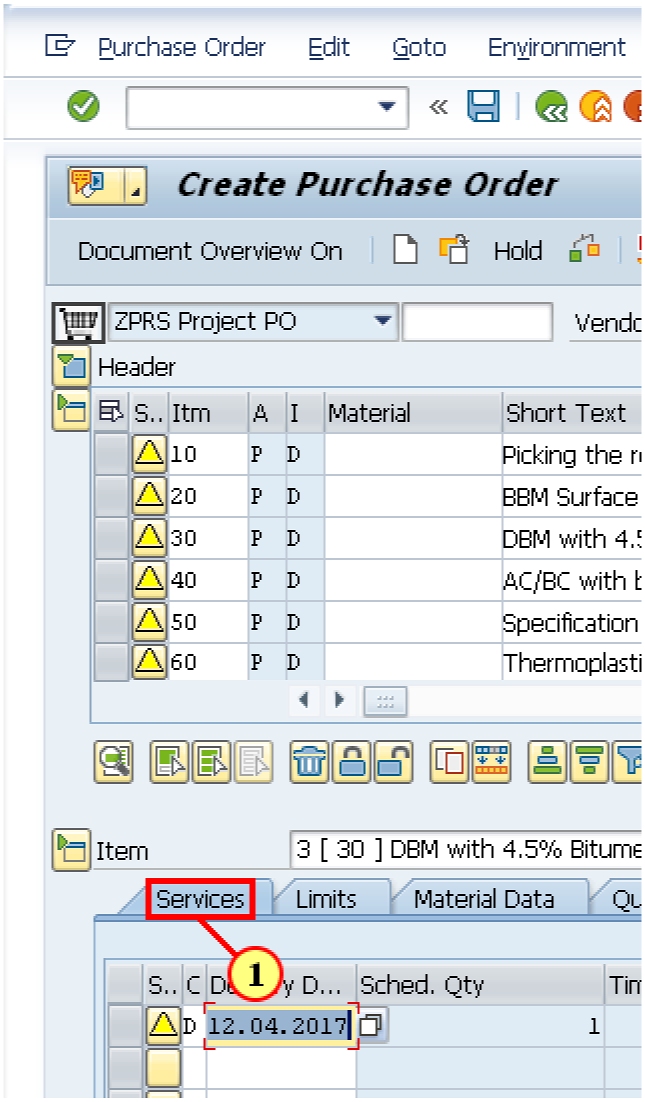
12.7. Services Details

Create Purchase Order – Click on Header icon to collapse



(1) Click on .

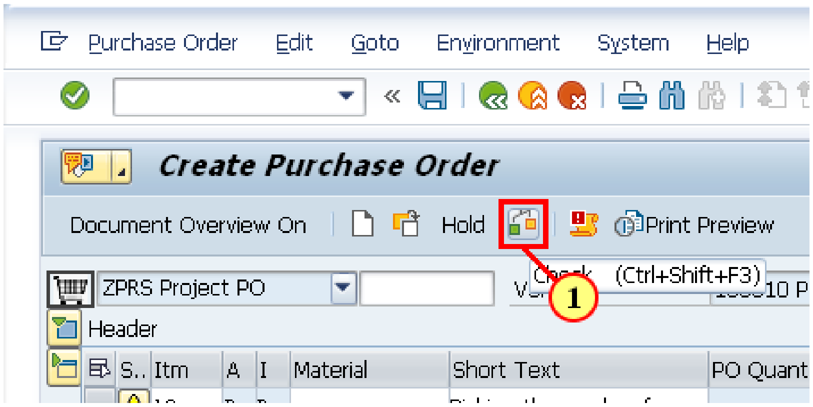
Create Purchase Order – Navigate to 3rd section of PO – Item. Click on Services tab and check the quantities and price



(1) Click on Services.

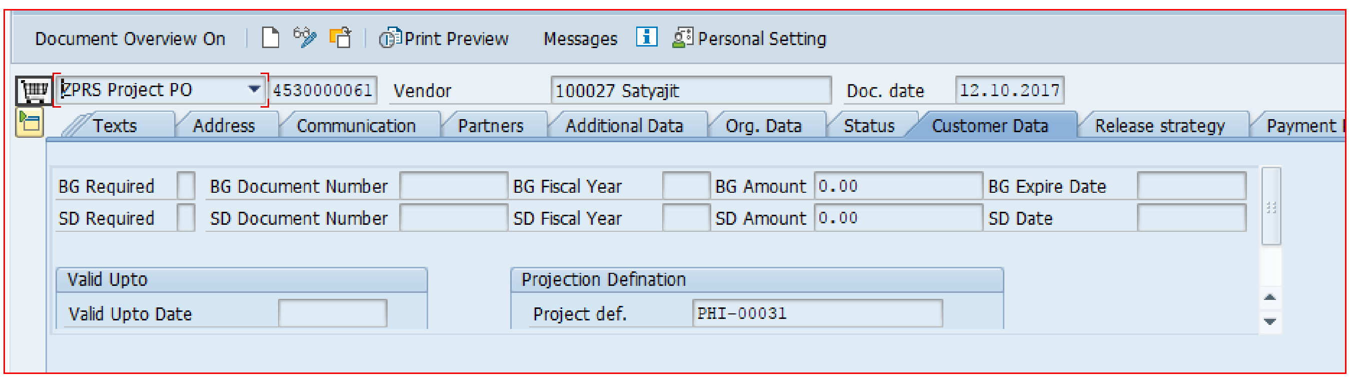
12.8. Check for errors

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

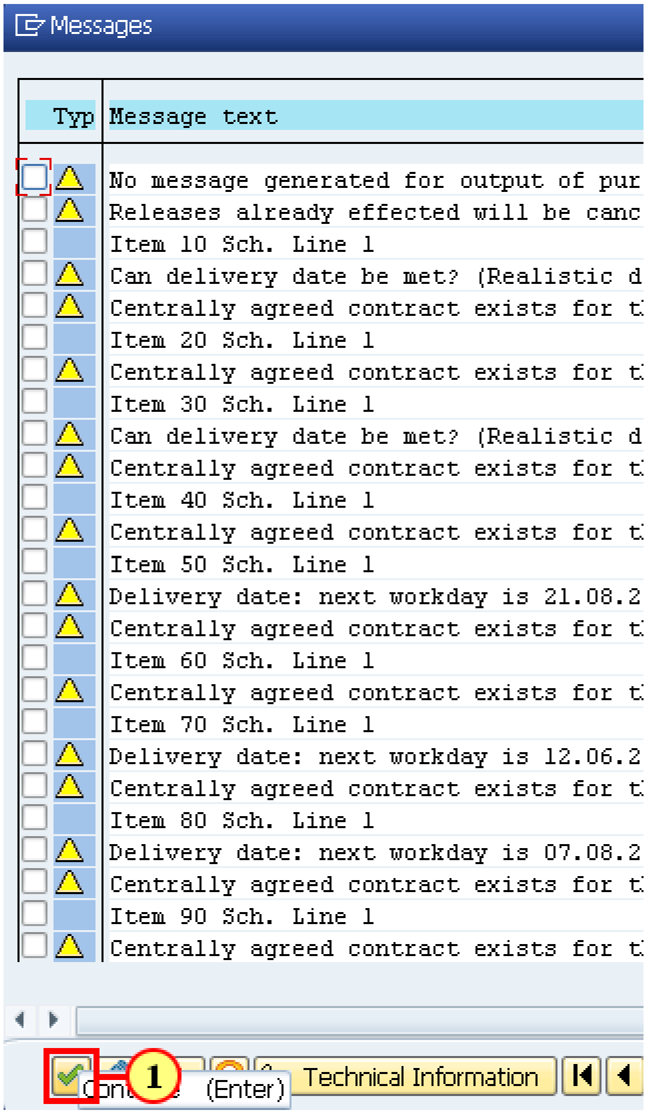


(1) Click on **Check** .

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

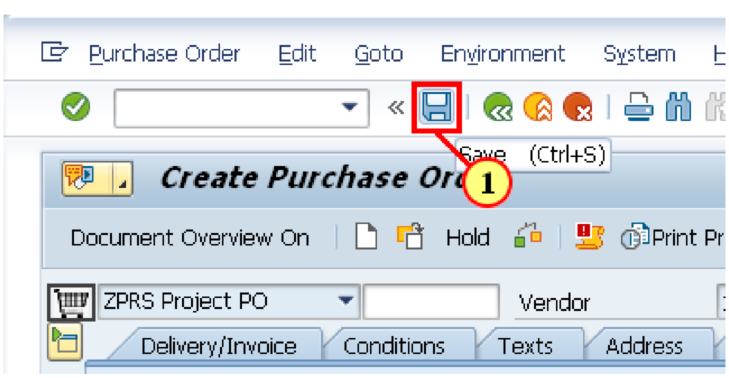


In customer Data, Project Definition will be appeared based on the Purchase requisition of the Project. This entry is in display mode. User cannot be edit this field.



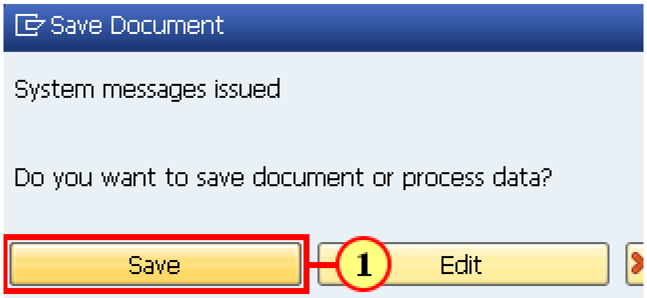
(1) Click on **Continue** .

Click on Save button to save the Purchase Order



(1) Click on .

Save Document – Click on Save for any further messages

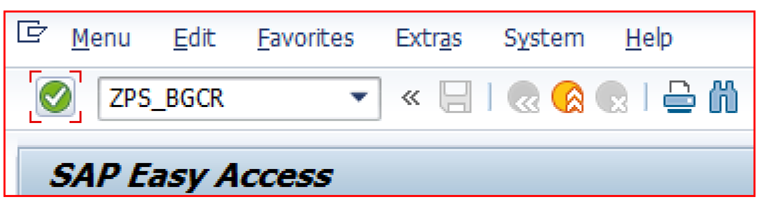


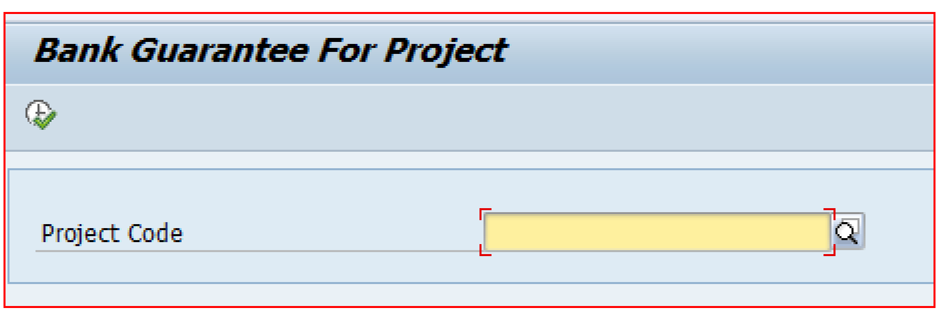
(1) Click on .

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

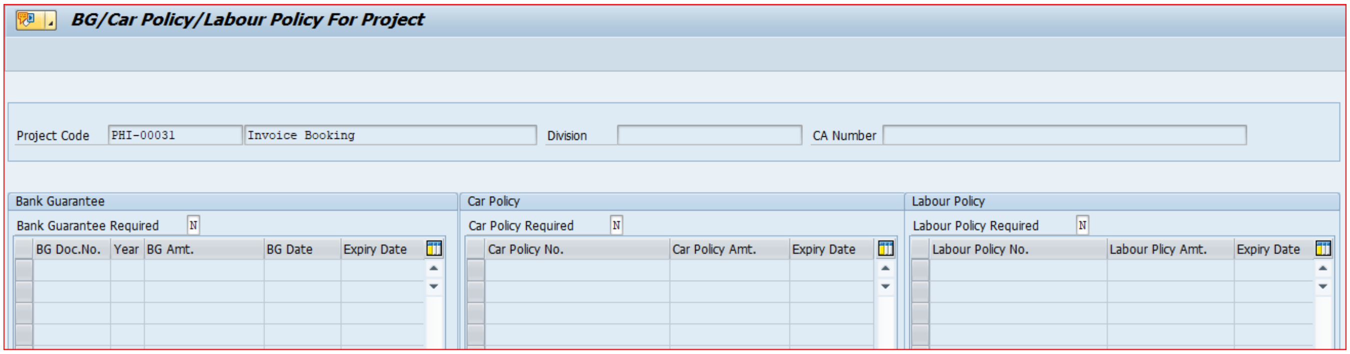
12.9. BG related entry

T.Code: ZPS_BGCR

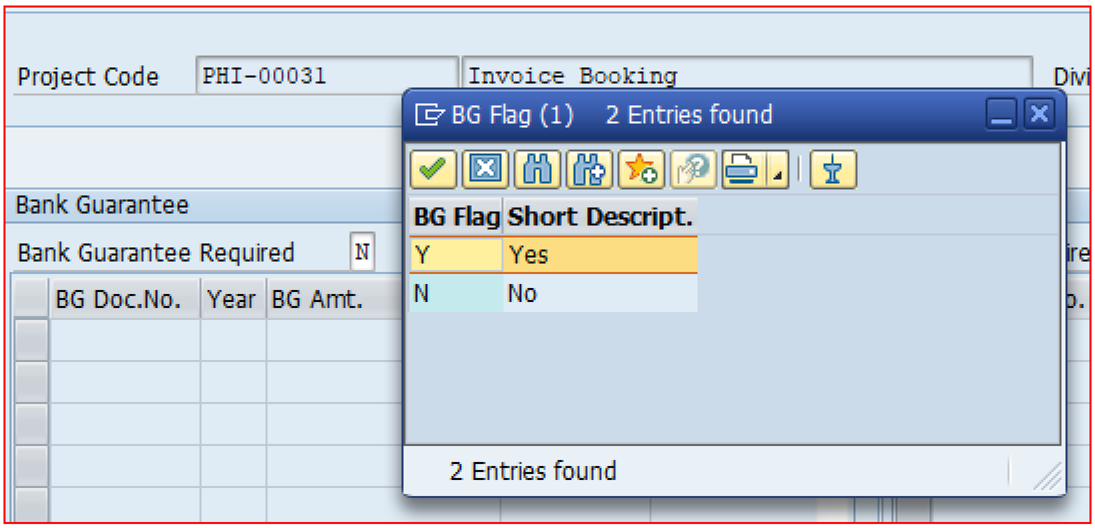


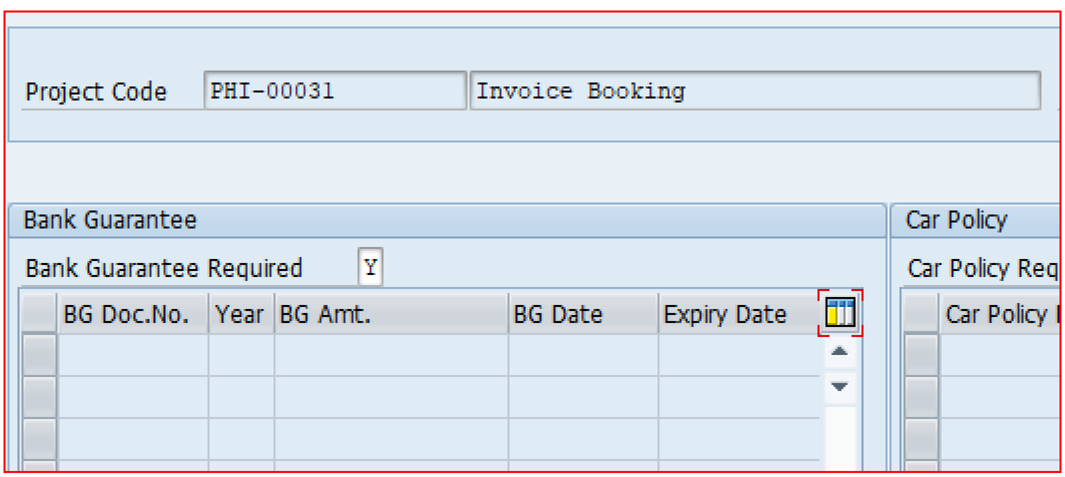


Enter the Project Code

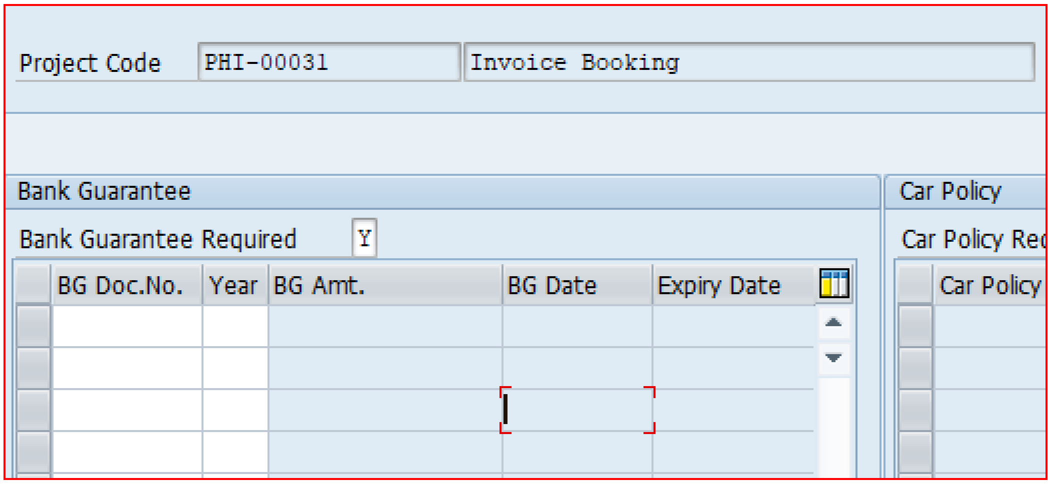


For entering the Bank Guarantee Number select Y"(Yes).





Press Enter



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.

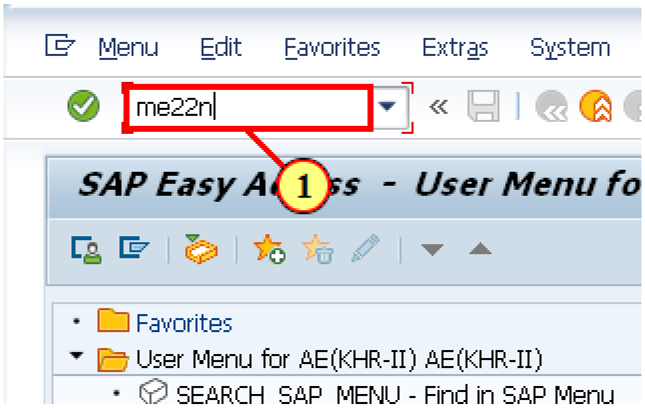
There is option to entered the multiple BG Doc. Number.

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

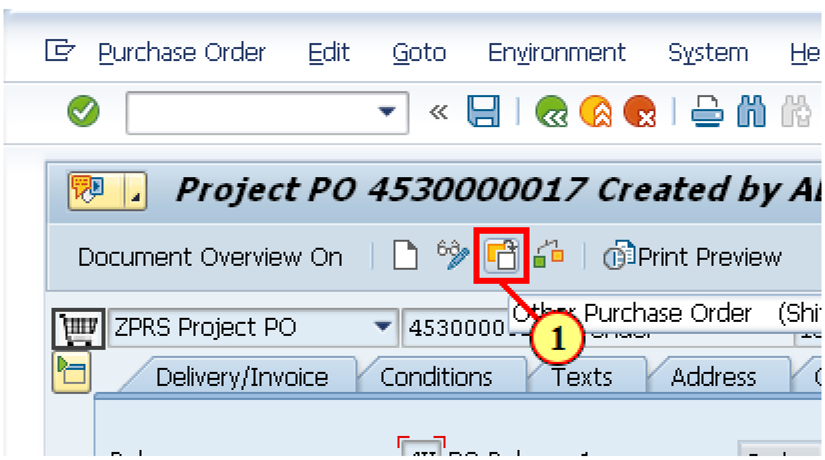
13.1. Tcode ME22N – Change PO

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



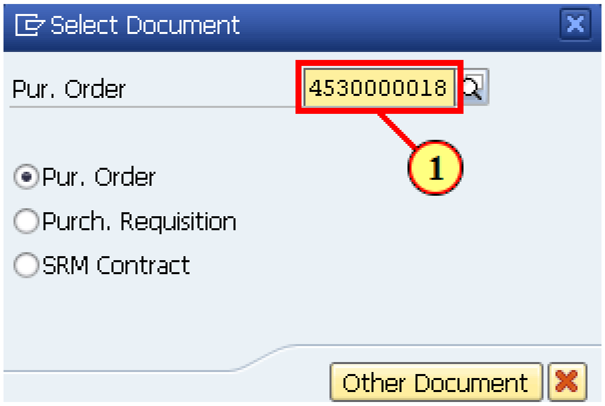
(1) The field is filled out.

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



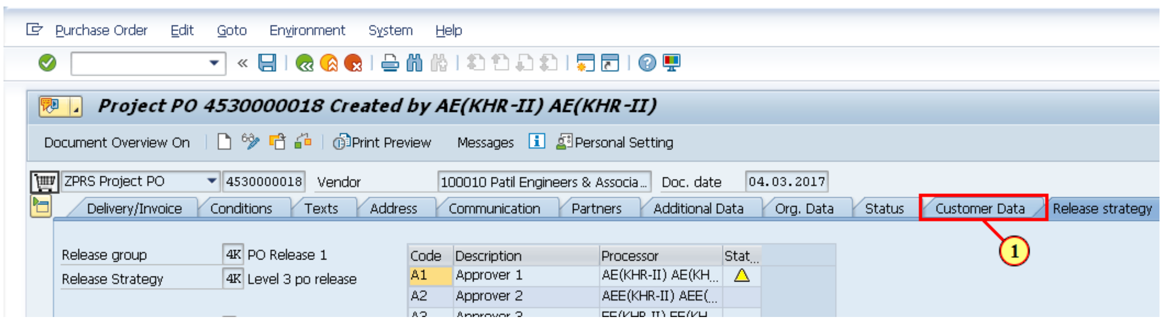
(1) Click on **Other Purchase Order** .

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



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

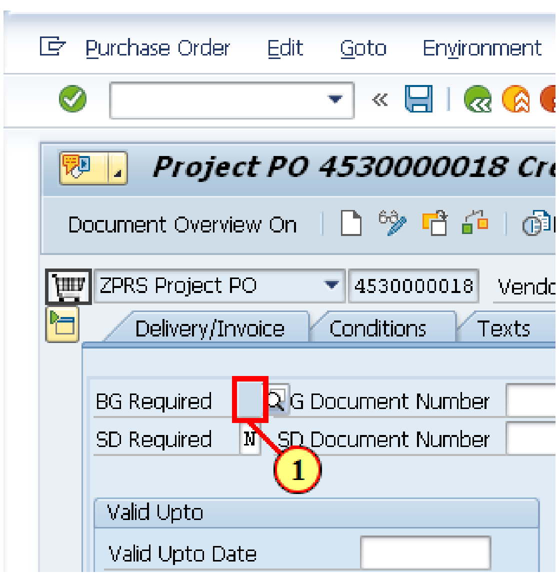
Project PO 4530000018 – PO will open – navigate to Customer Data



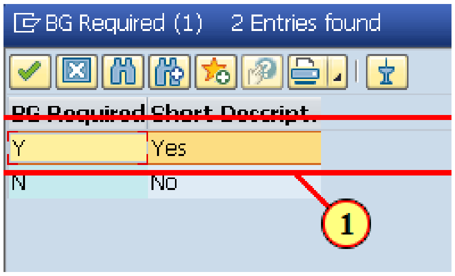
(1) Click on Customer Data.

13.2. Enter BG details

Project PO 4530000018– Select Y in the BG Required field



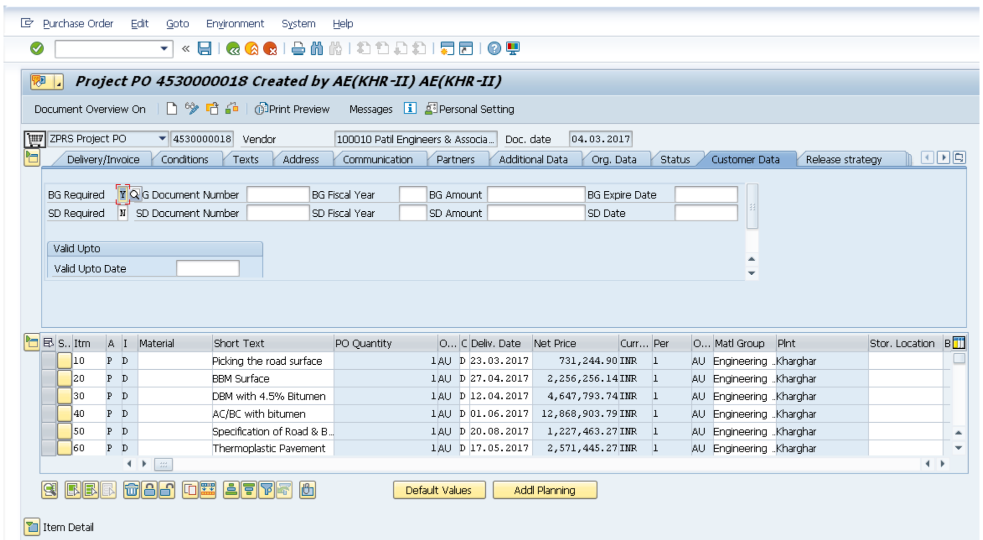
(1) The **BG Required** field is cleared.



(1) 

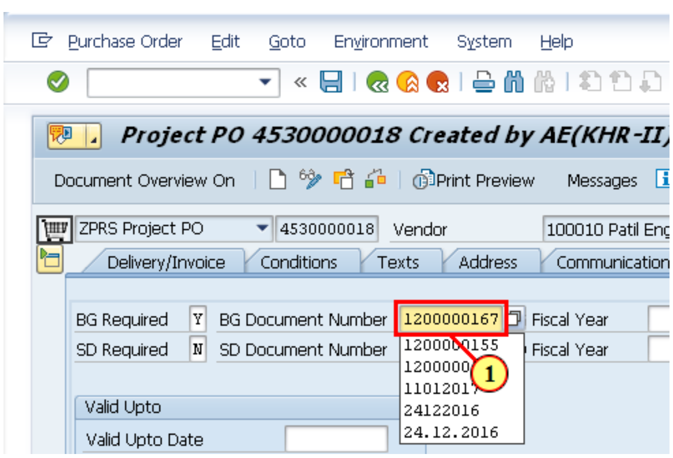
is double-clicked.

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



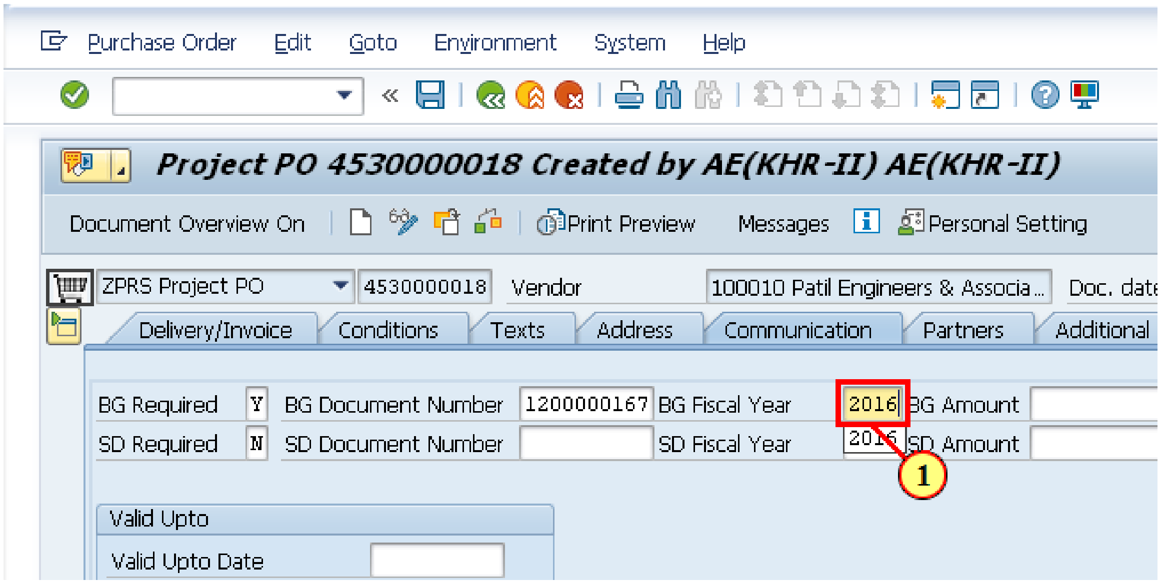
Tab is now pressed.

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



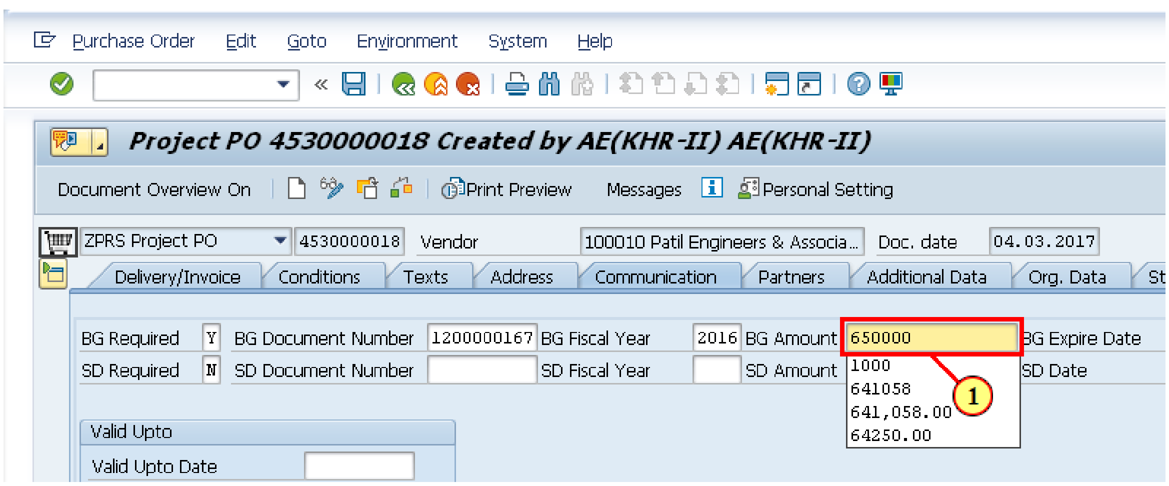
(1) The **BG Document Number** field is filled out.

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



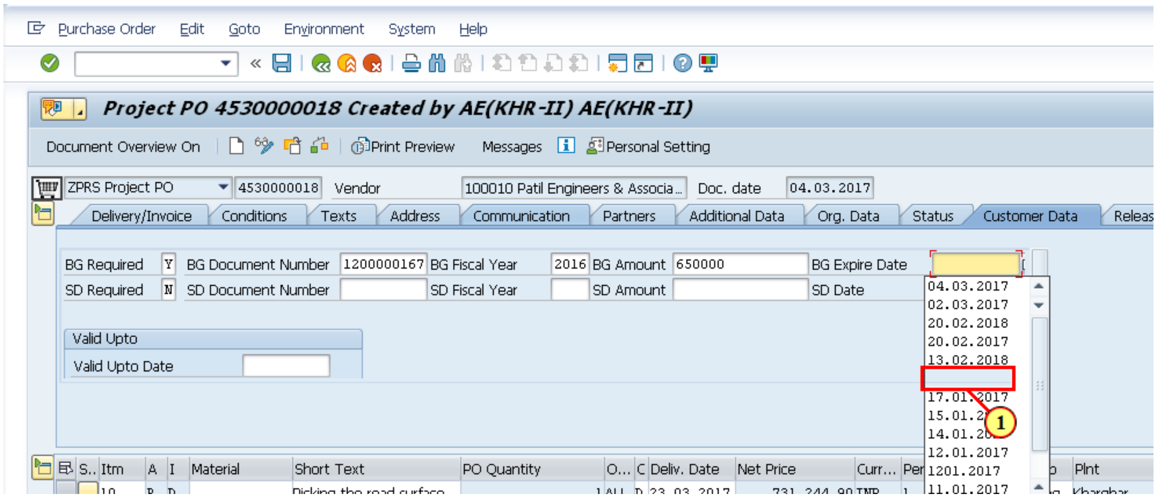
(1) The **BG Fiscal Year** field is filled out.

Project PO 4530000018 – Enter the BG amount



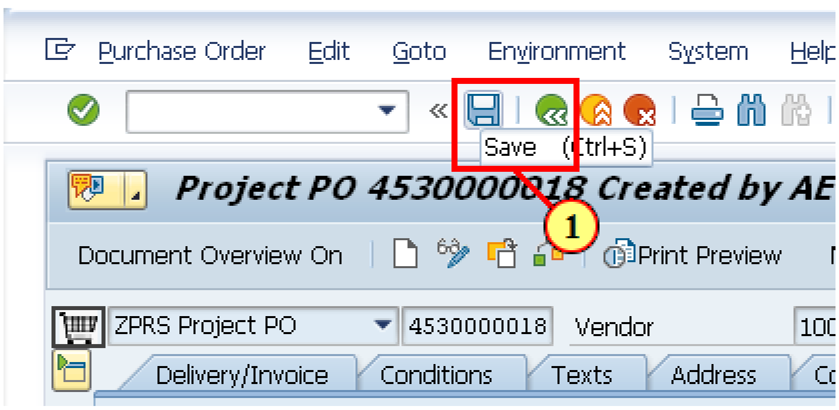
(1) The **BG Amount** field is filled out.

Project PO 4530000018 -- Enter the BG expiry date



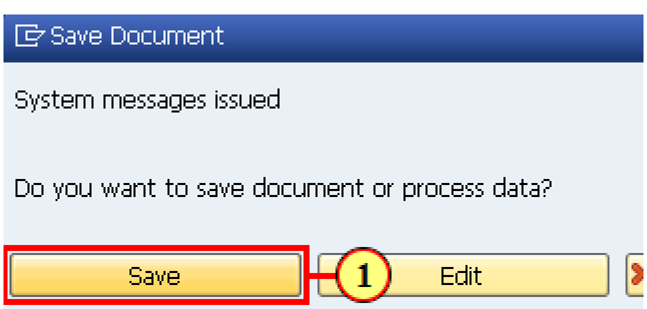
(1) The 13.02.2018 field is filled out.

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



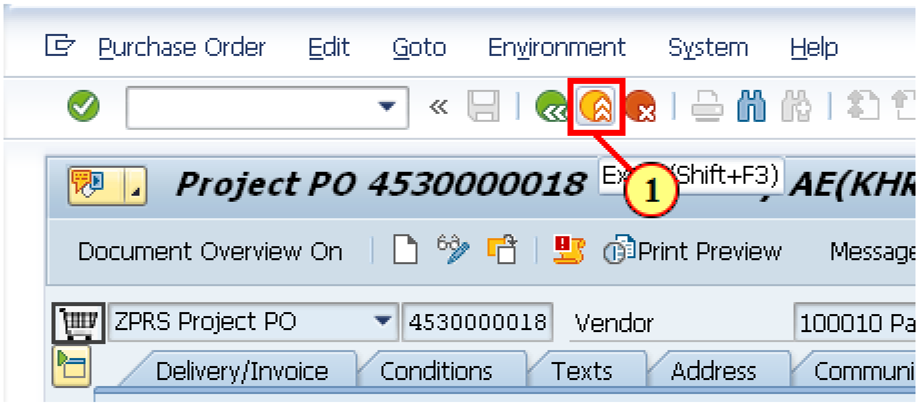
(1) Click on .

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



(1) Click on Save.

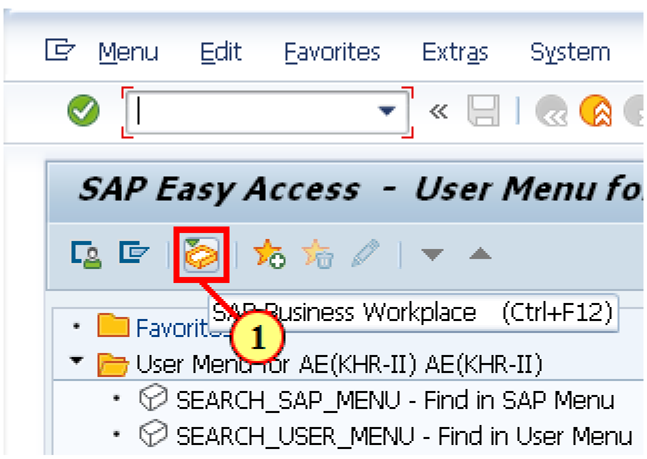
Project PO 4530000018 – Go back. We need to check the Inbox of AE since as per PO Release Strategy the first approver is AE



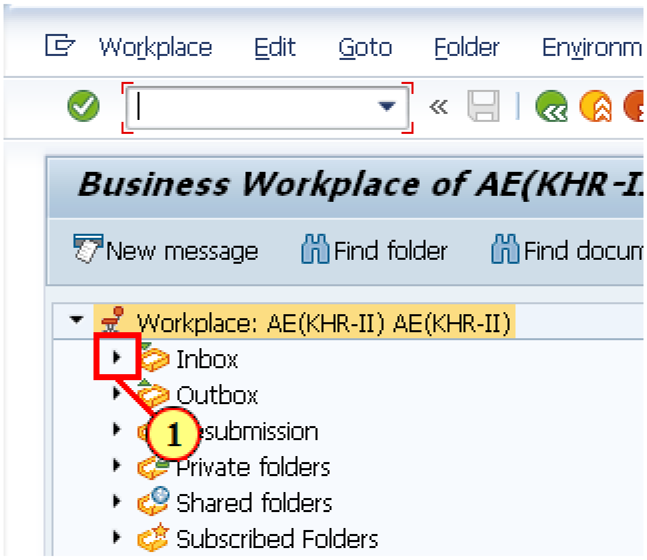
(1) Click on .

13.3. Release Strategy - Approver 1

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

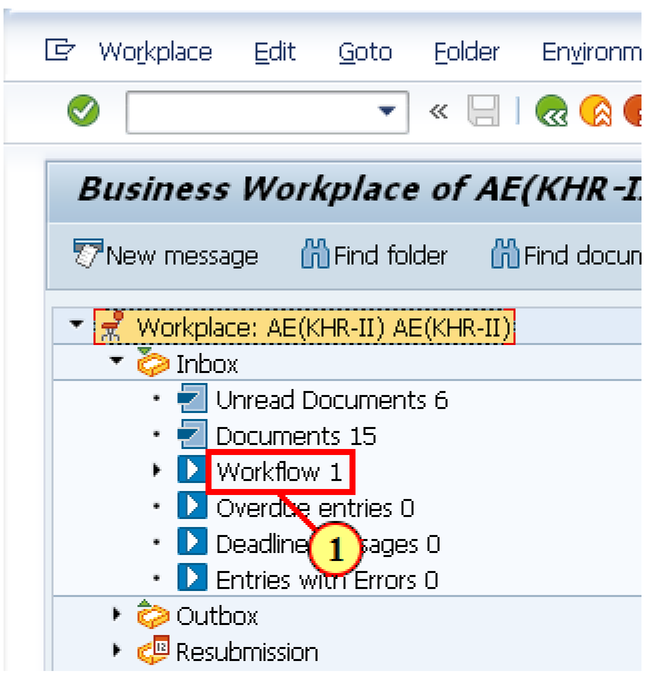


(1) Click on **SAP Business Workplace** .

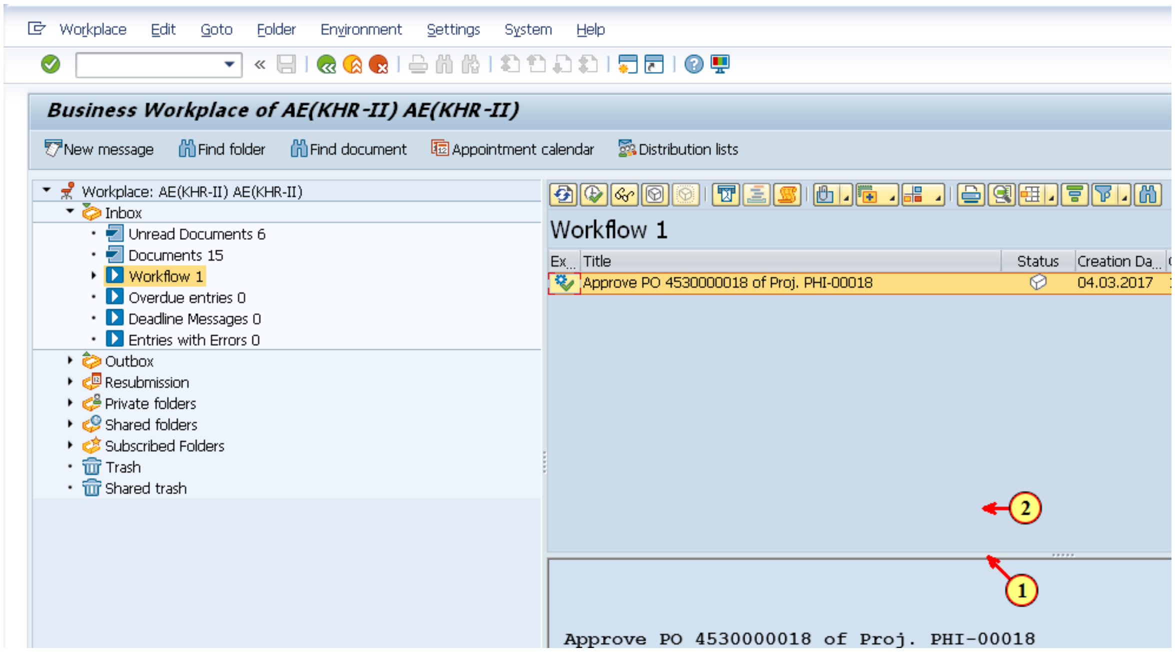


(1) Click on **Inbox** .

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

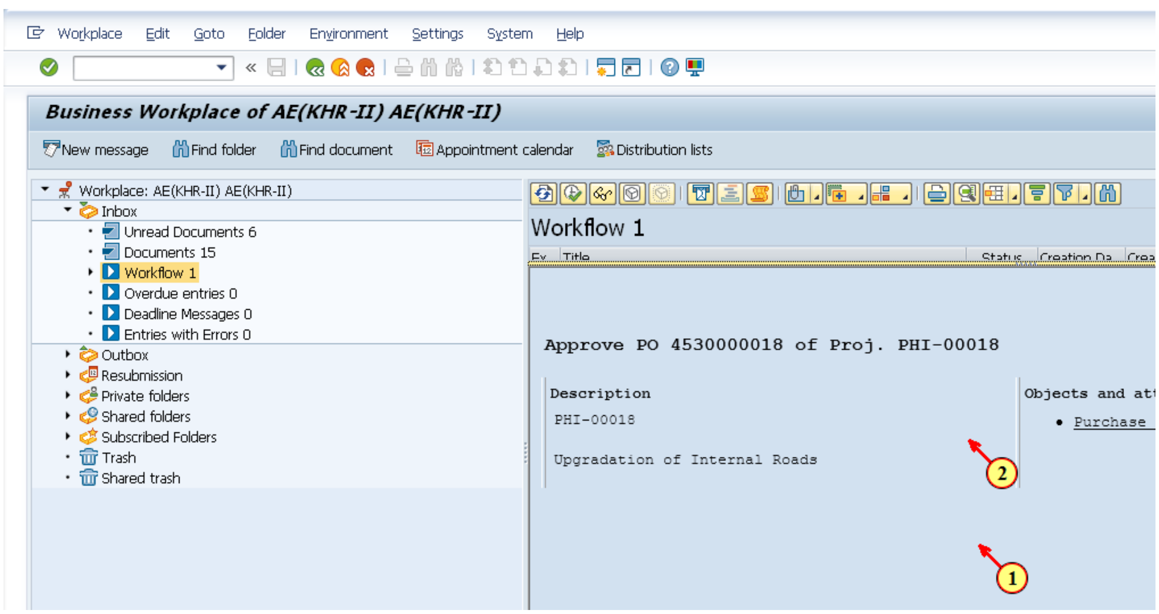


(1) Click on Workflow 1.



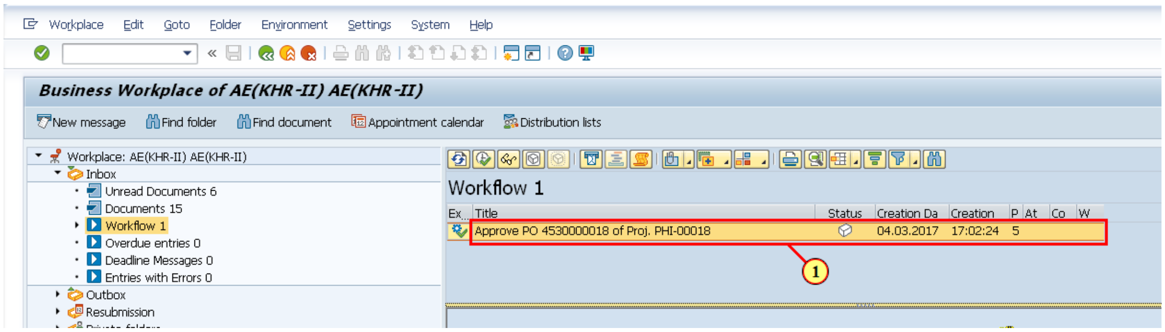
(1) Drag .
(2) Drop on .

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



(1) Drag .
(2) Drop on .

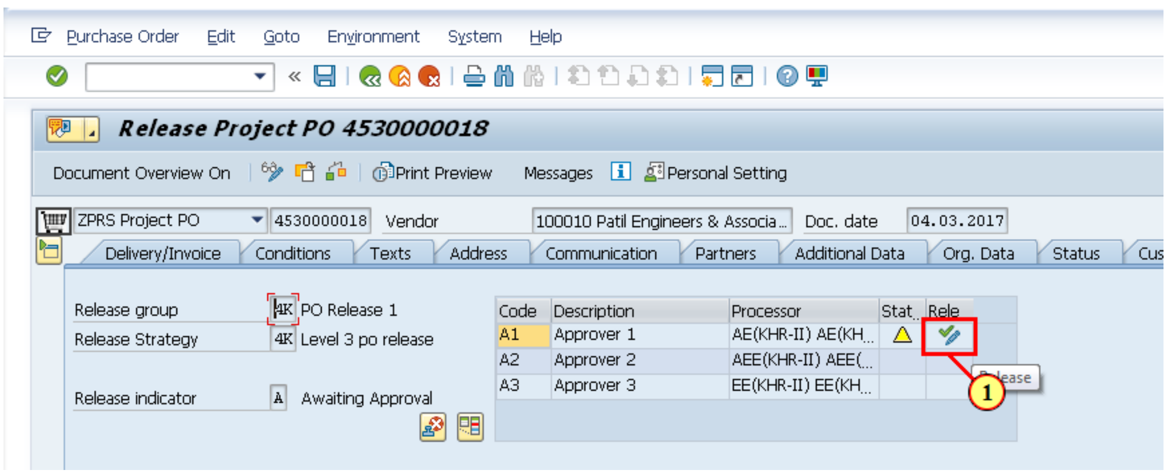
Business Workplace of AE(KHR-II) AE(KHR-II) – double click the item



(1) 

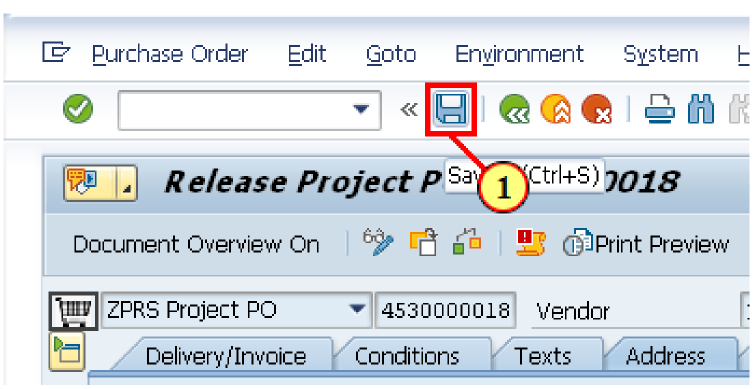
is double-clicked.

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



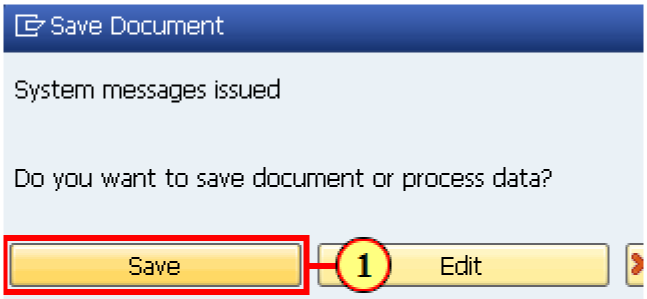
(1) Click on .

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



(1) Click on .

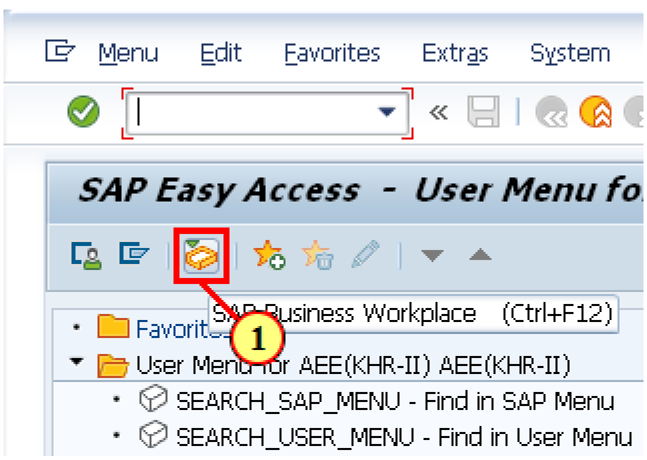
Save Document – Click Save



(1) Click on Save.

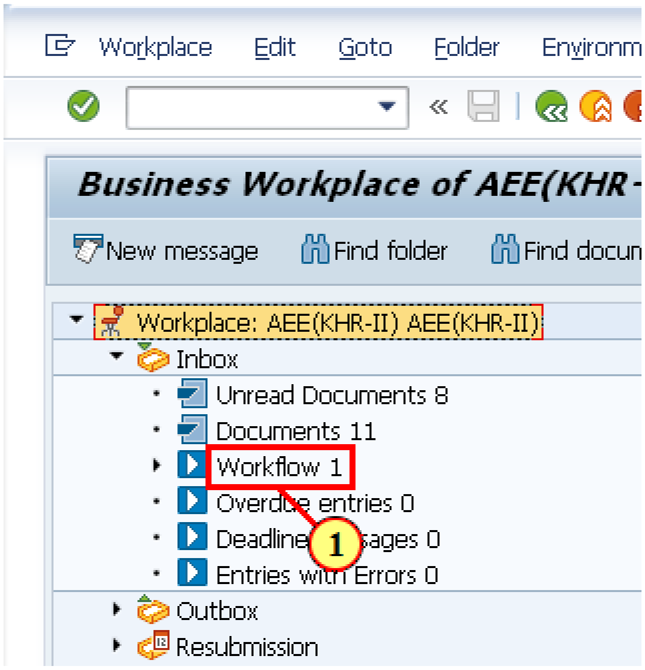
13.4. Release Strategy – Approver 2

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



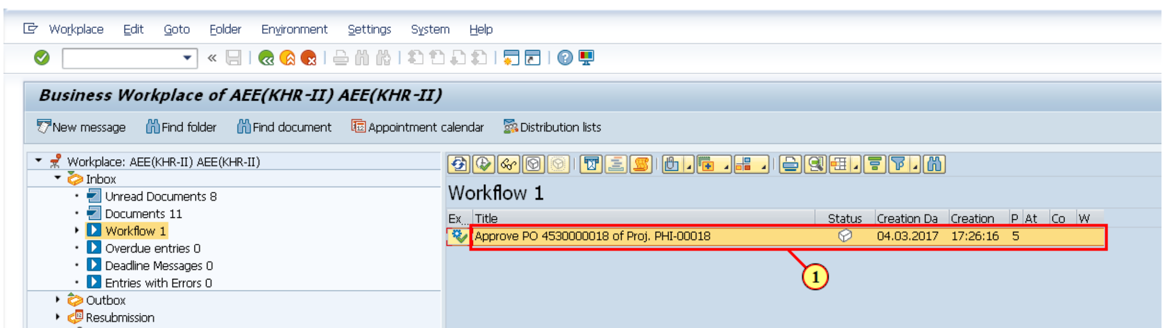
(1) Click on **SAP Business Workplace** .

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



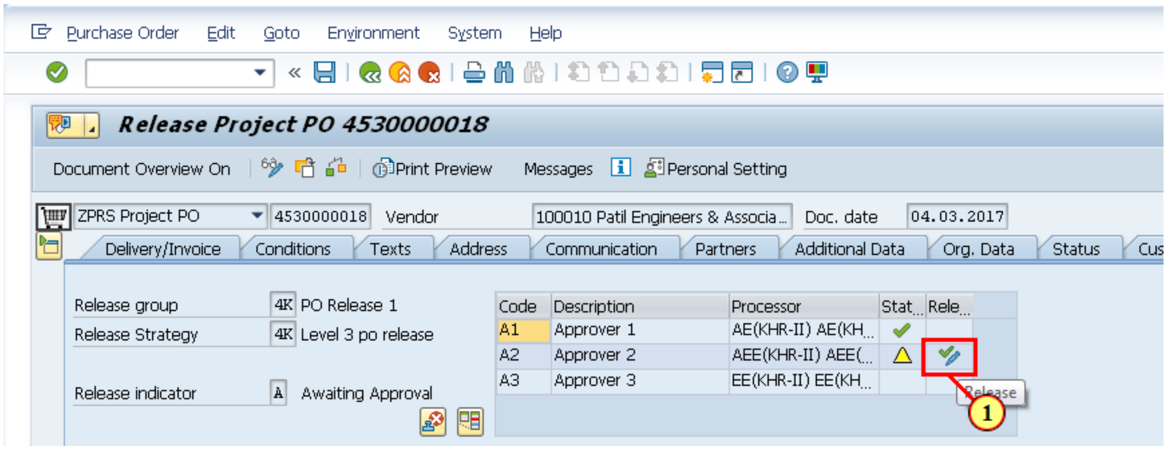
(1) Click on Workflow 1 .

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



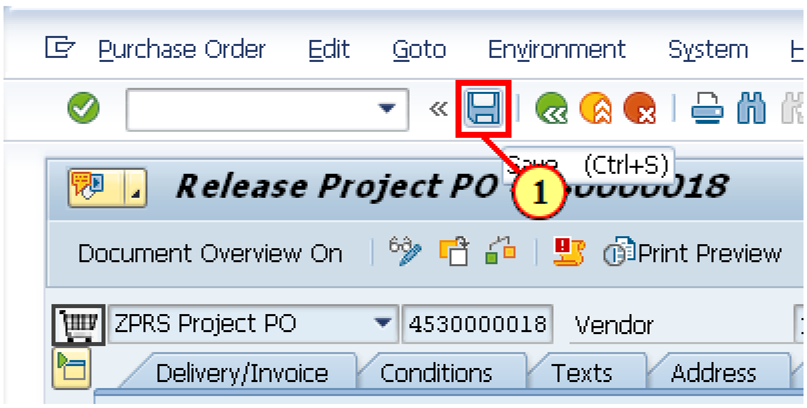
(1) Approve PO 4530000018 of Proj. PHI-00018 04.03.2017 17:26:16 5
is double-clicked.

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



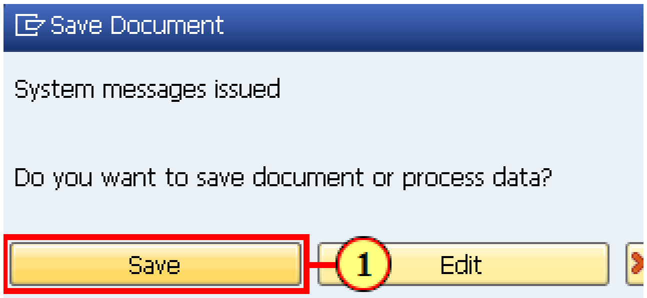
(1) Click on .

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



(1) Click on .

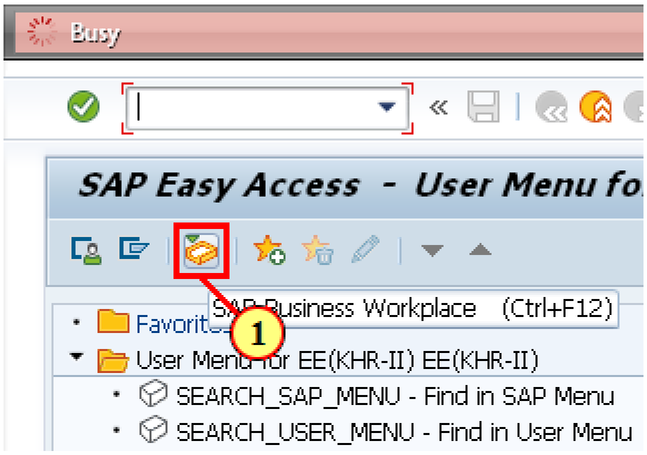
Save Document – Click Save



(1) Click on .

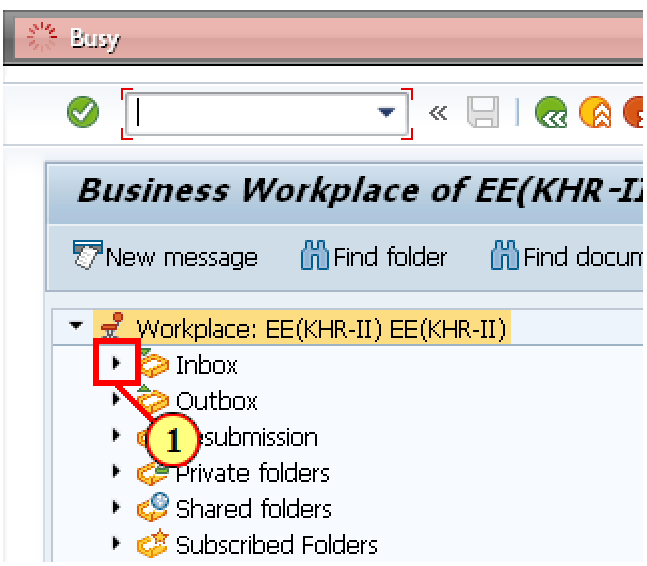
13.5. Release Strategy – Approver 3

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



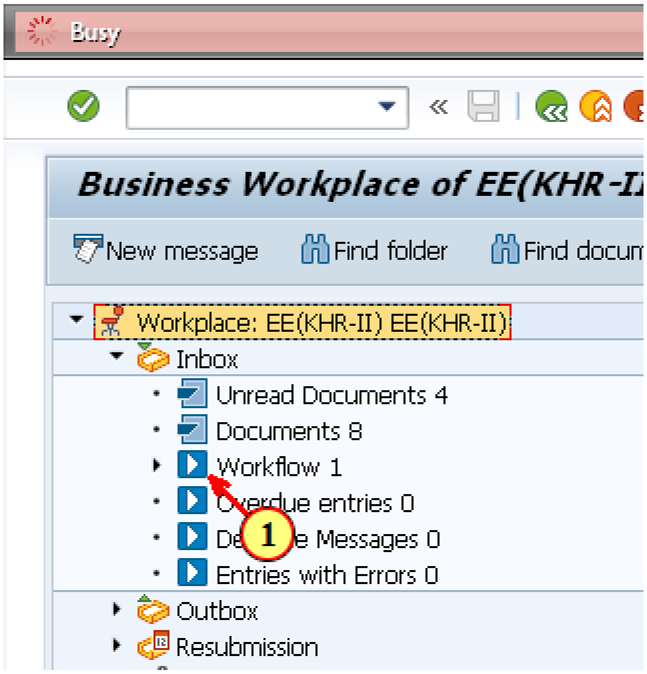
(1) Click on **SAP Business Workplace** .

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



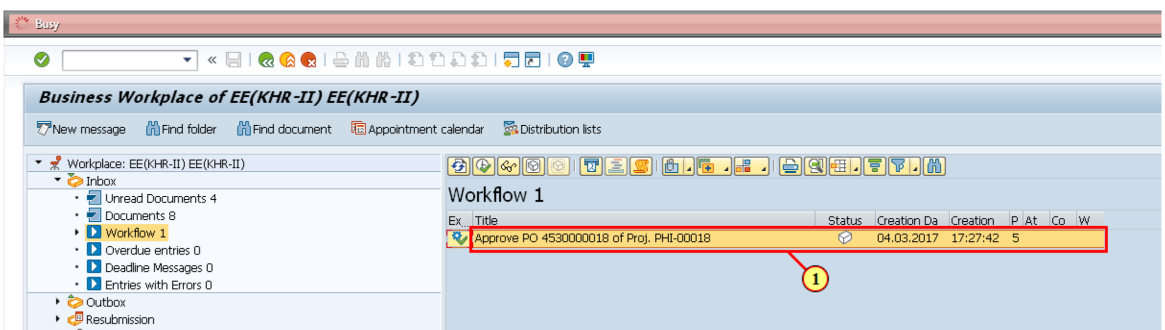
(1) Click on **Inbox** .

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



(1) Click here .

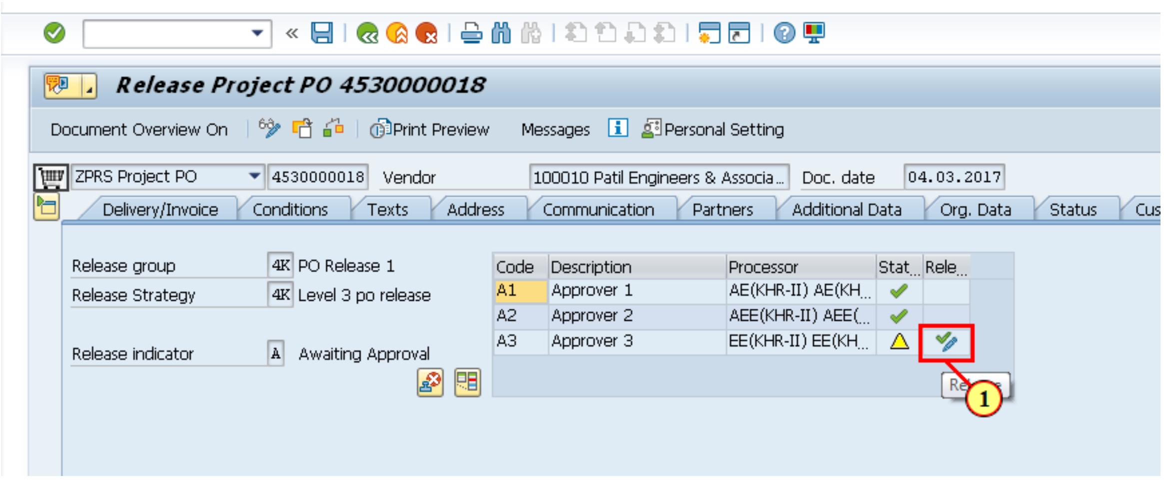
Business Workplace of EE(KHR-II) – All items within Workflow are shown on right side. Find the relevant PO which has come in for approval and double click to open



(1) 

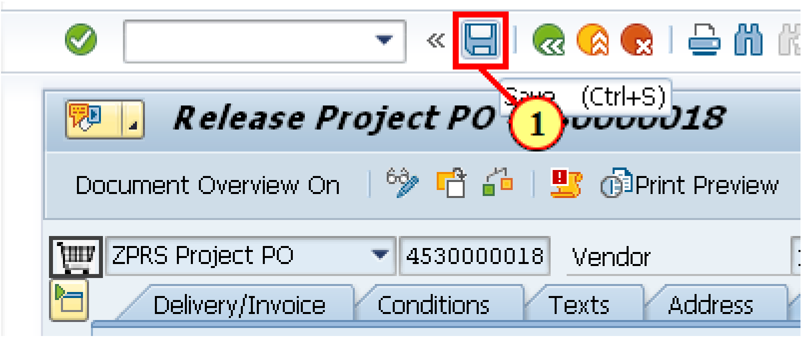
is double-clicked.

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



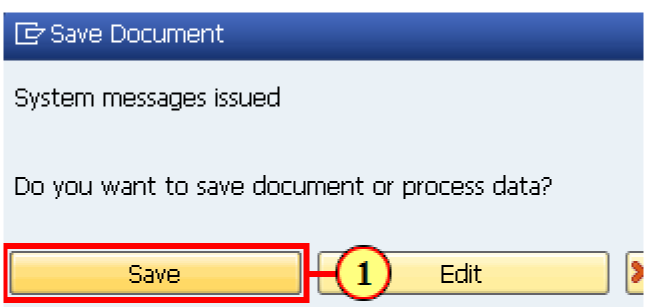
(1) Click on .

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



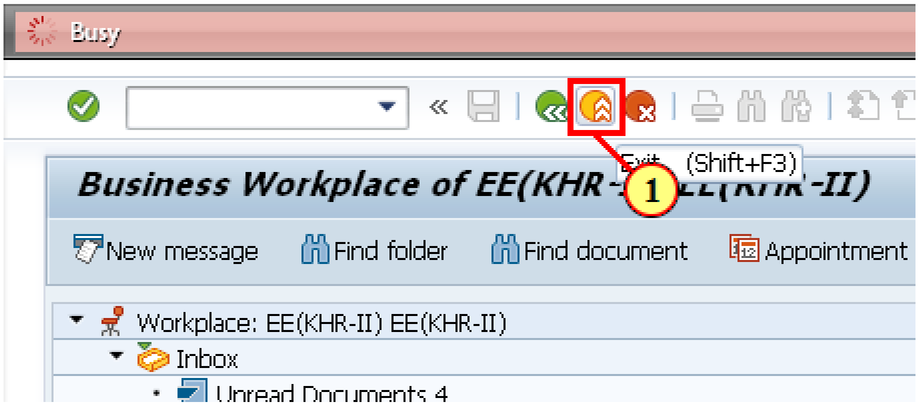
(1) Click on .

Save Document – Click Save



(1) Click on .

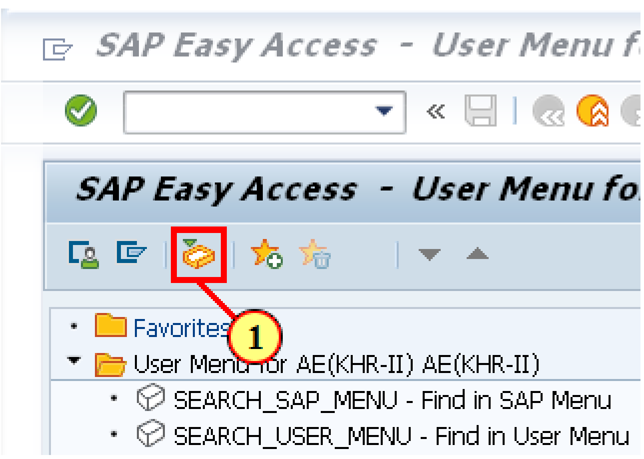
Business Workplace of EE(KHR-II) – Click Exit



(1) Click on .

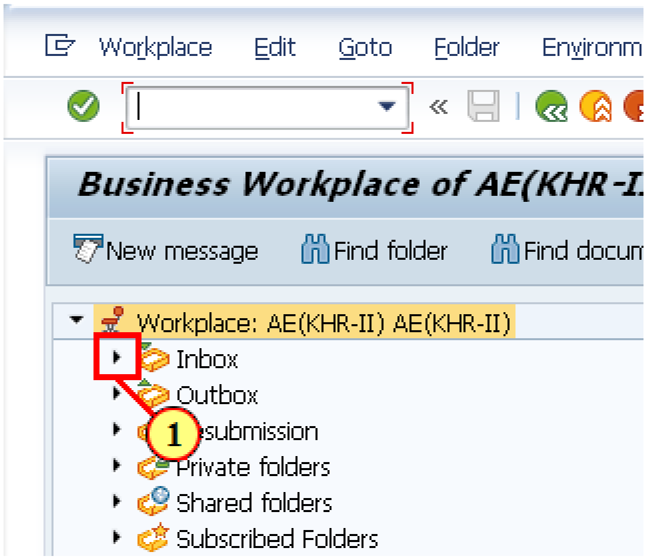
13.6. Release Strategy – Approver 1 – Email Notification

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



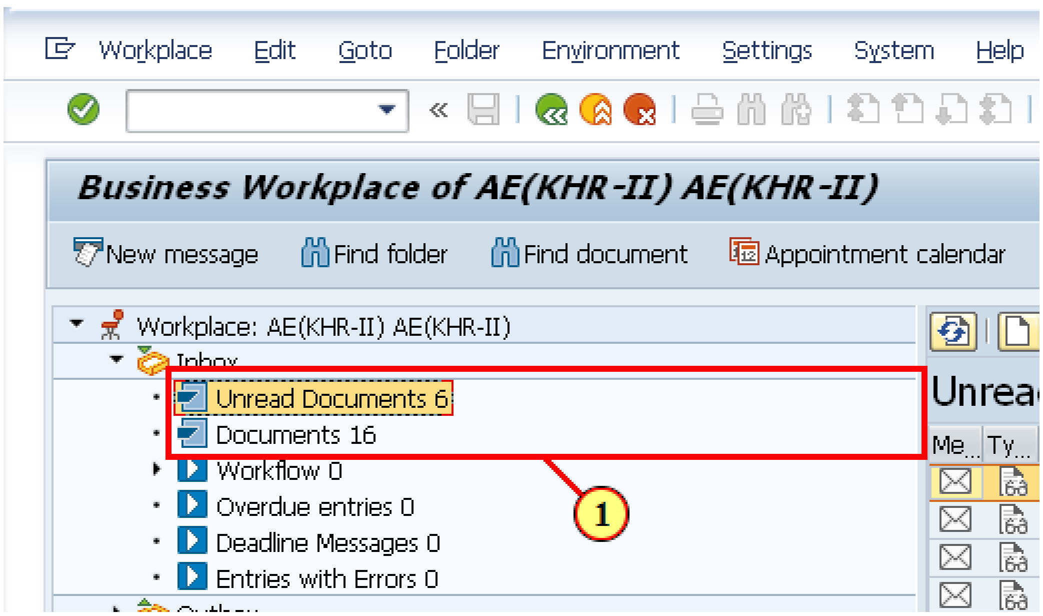
(1) Click on **SAP Business Workplace** .

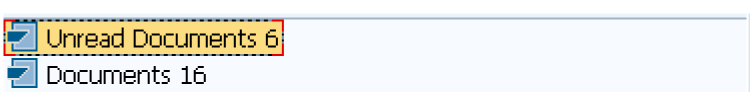
Business Workplace of AE(KHR-II) - Click on Inbox



(1) Click on **Inbox** .

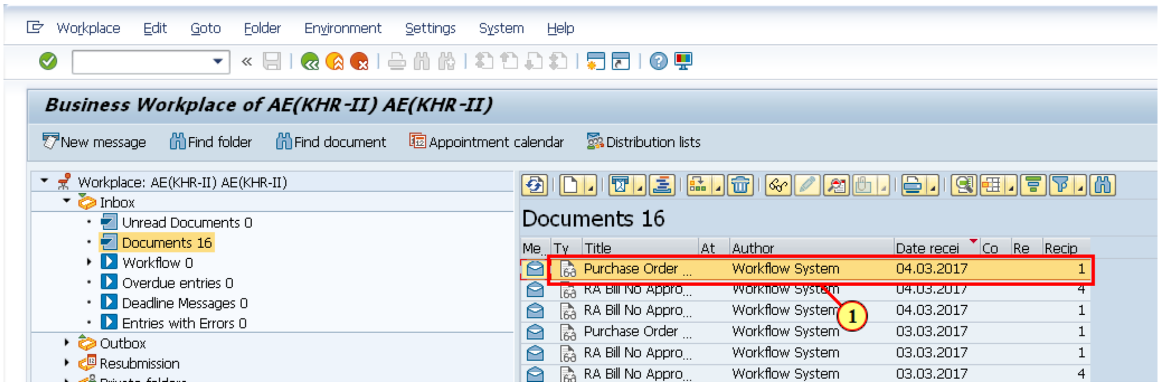
Business Workplace of AE(KHR-II) -- Click on Unread Documents or Documents. Depending on whether the message is already read or not, the notification related to the approved PO will be found



(1) Click on 

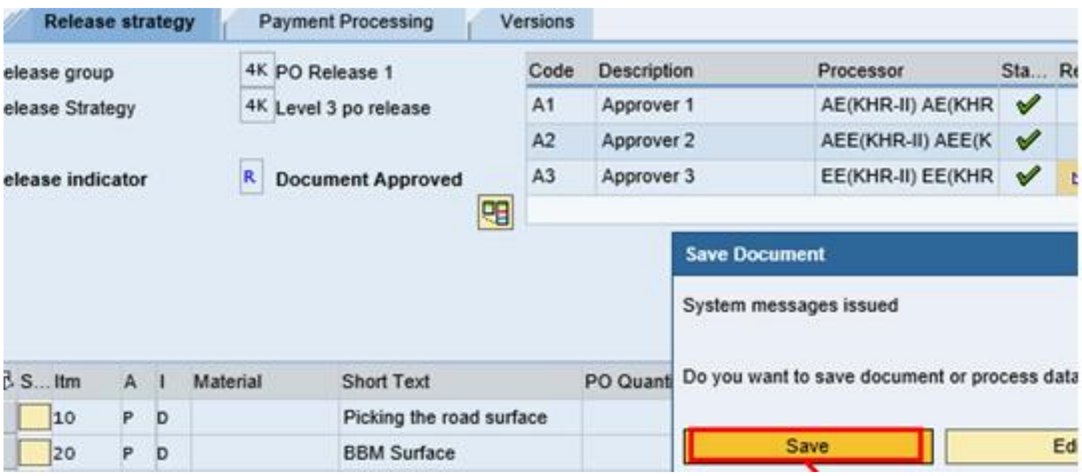
.

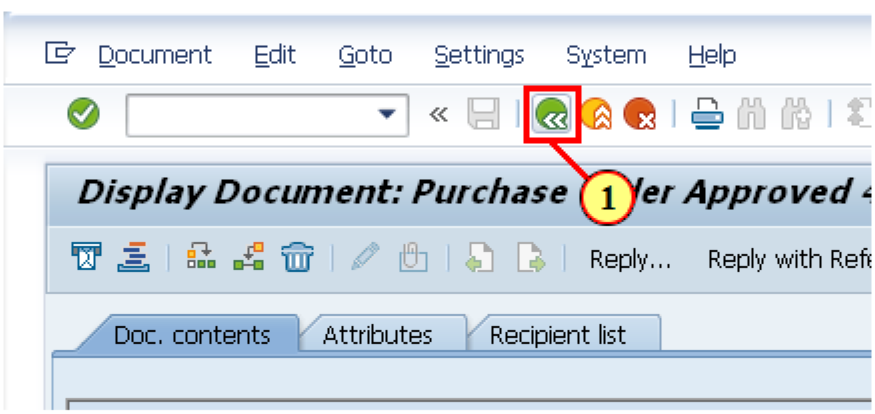
Business Workplace of AE(KHR-II) – Open the notification related to the PO



(1)  is double-clicked.

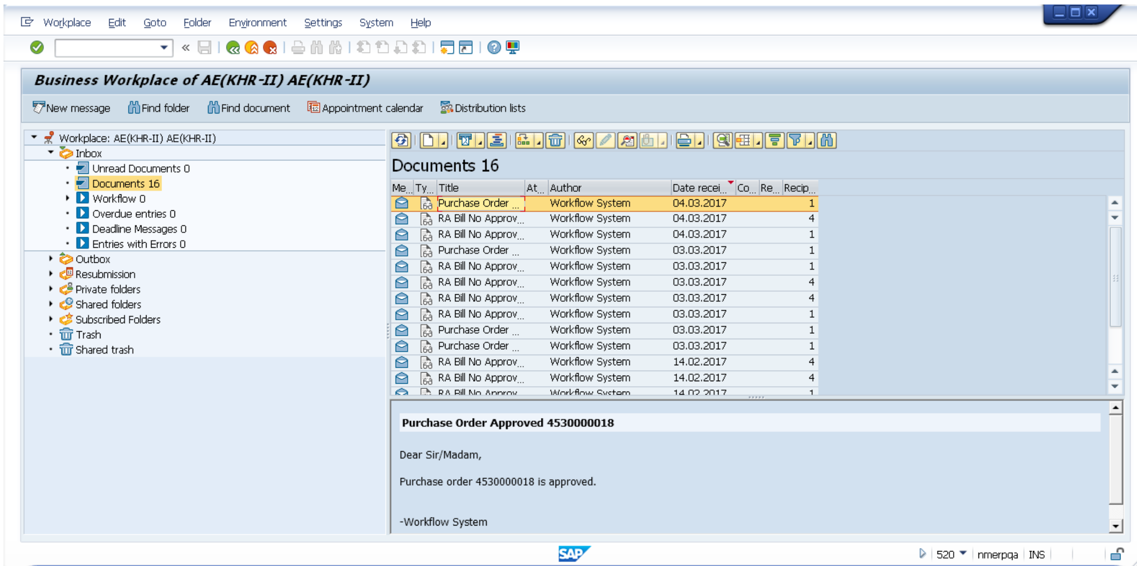
Display Document: Purchase Order Approved 4530000018 – PO is opened and shown as approved by all 3 approvers. Click to go back to Inbox





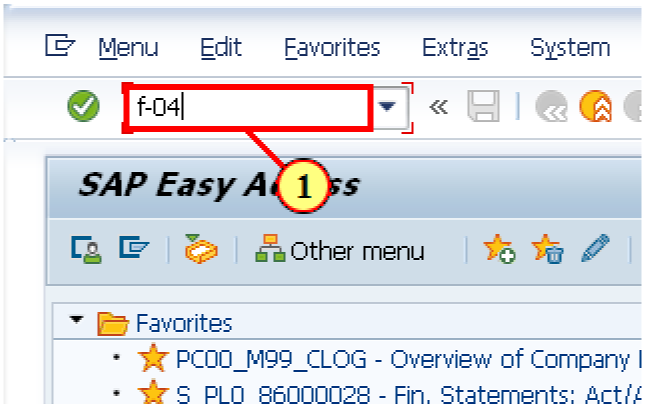
(1) Click on  .

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



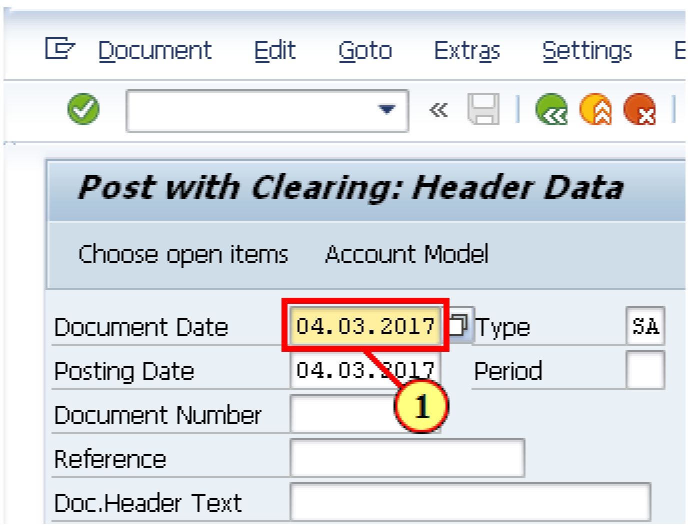
14. EMD Link to Purchase Order (PO)

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



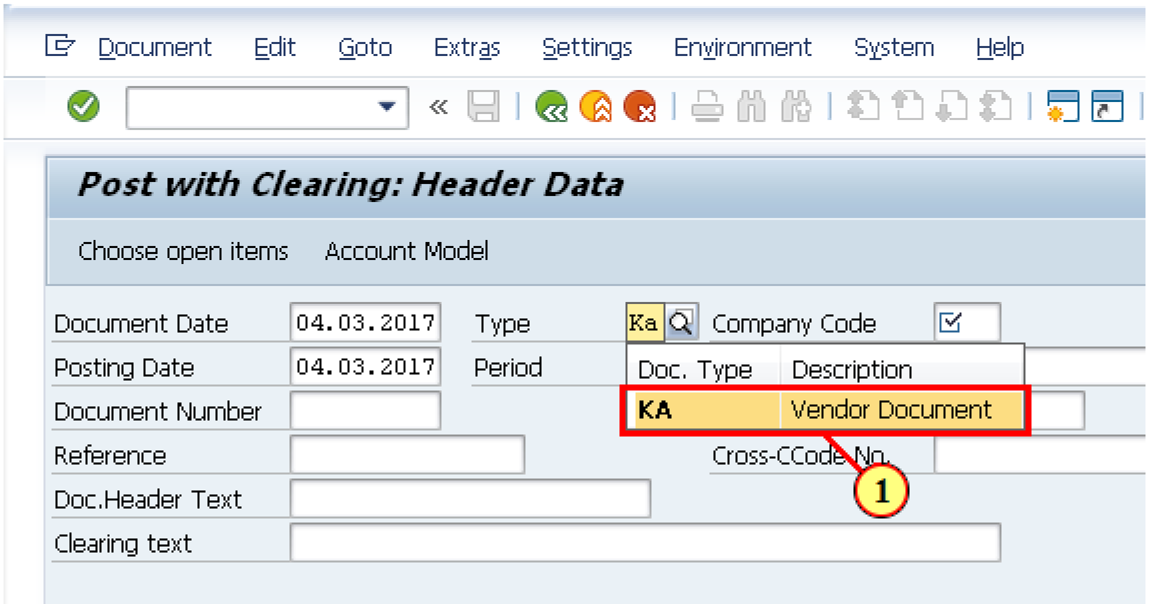
(1) The field is filled out.

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



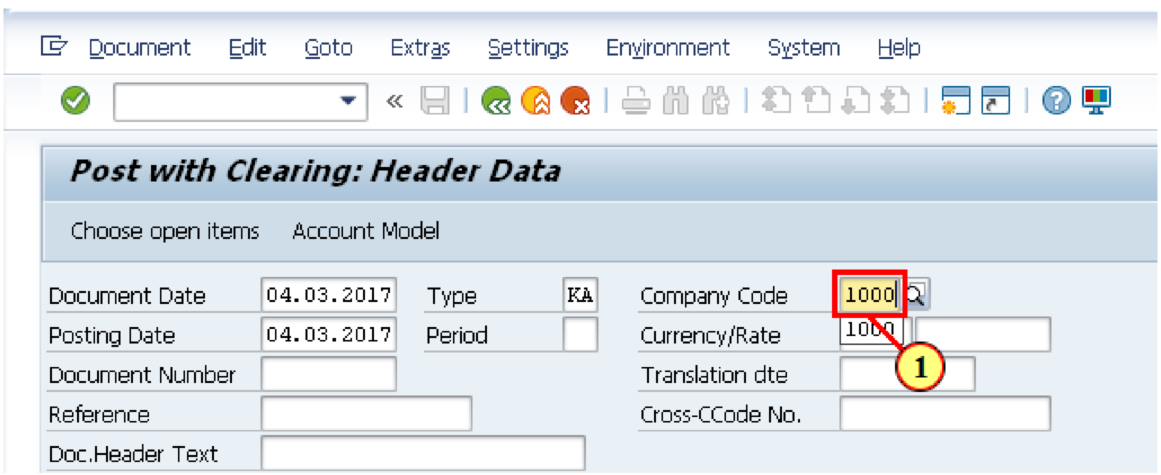
(1) The **Document Date** field is filled out.

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



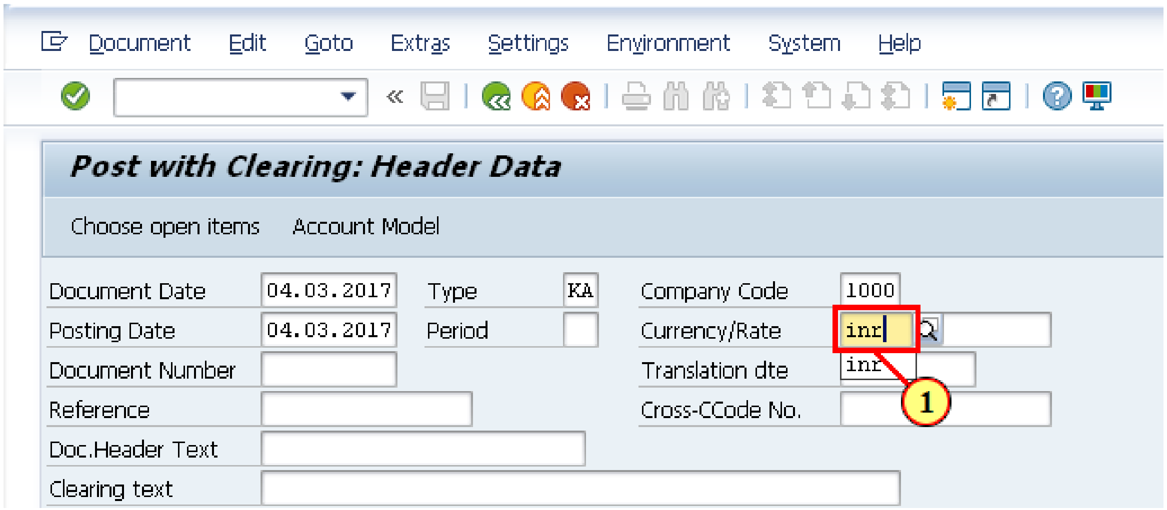
(1) Clicking on the entry **KA** KA Vendor Document selects it.

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



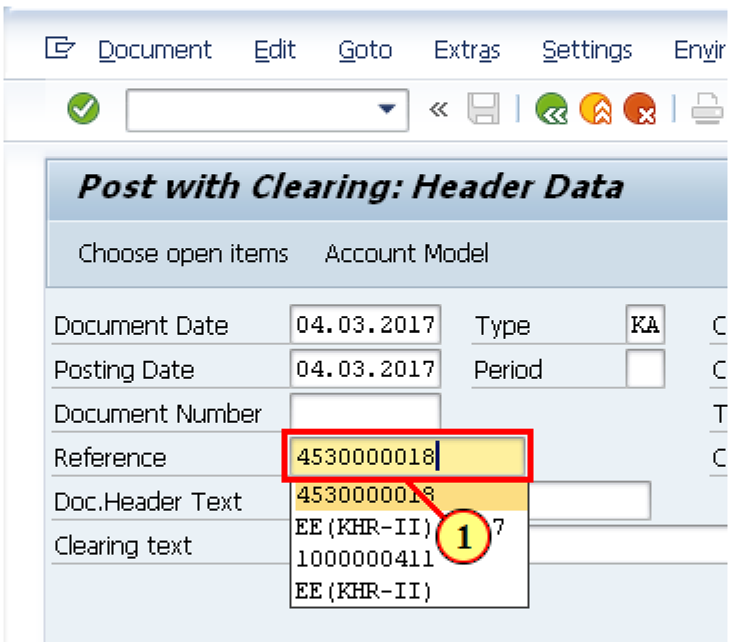
(1) The **Company Code** field is cleared.

Post with Clearing: Header Data – Enter Currency as INR



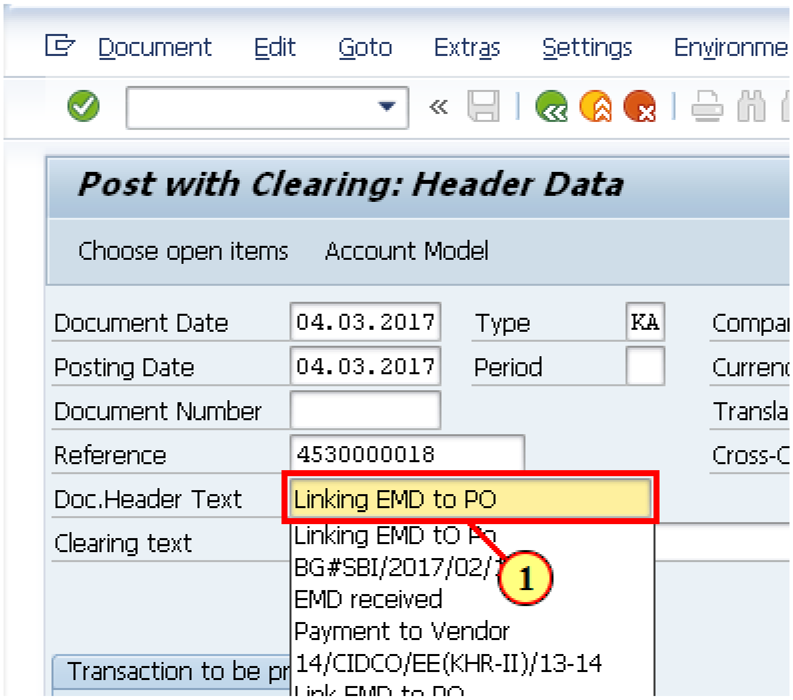
(1) The **Currency/Rate** field is cleared.

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



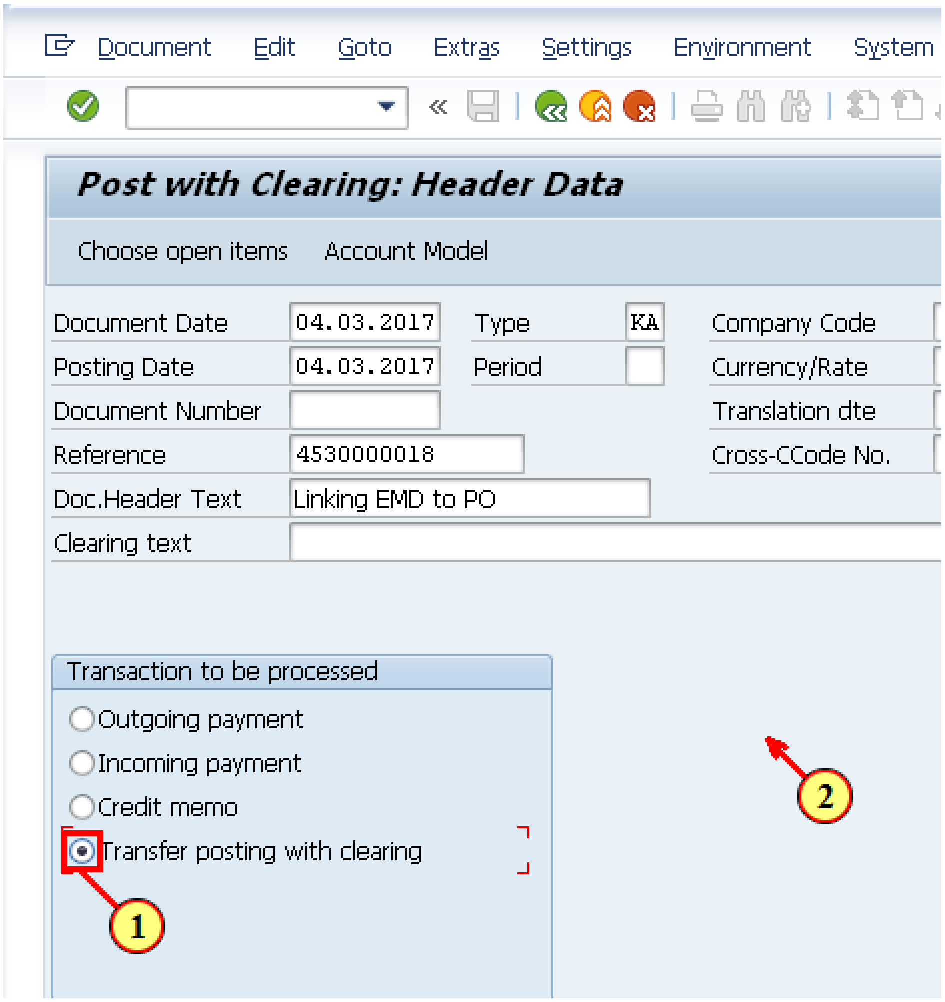
(1) The **Reference** field is cleared.

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



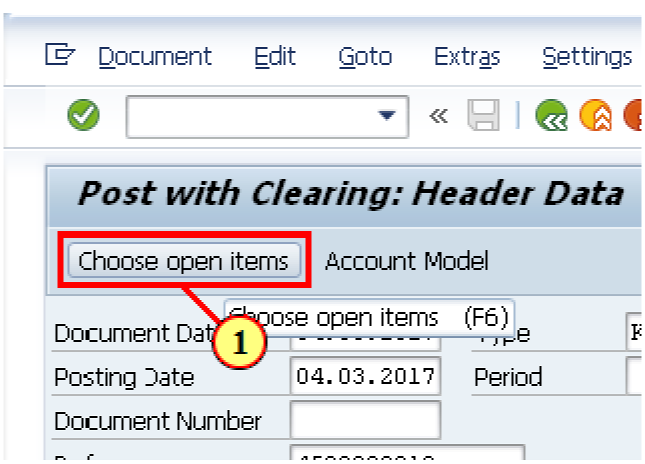
(1) The **Doc.Header Text** field is cleared.

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



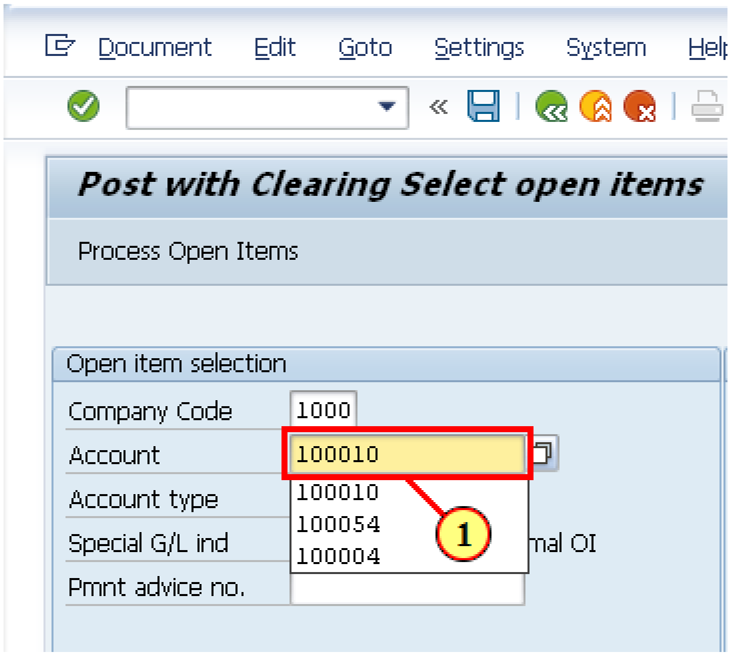
(1) **Transfer posting with clearing** is now selected.
(2) Drop on .

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



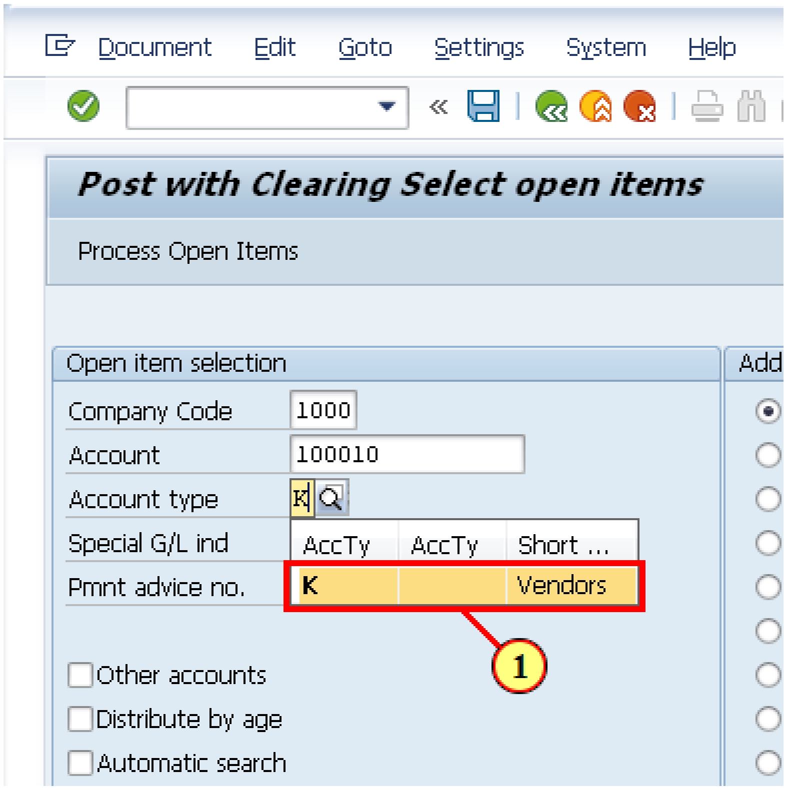
(1) Click on **Choose open items** Choose open items .

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



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

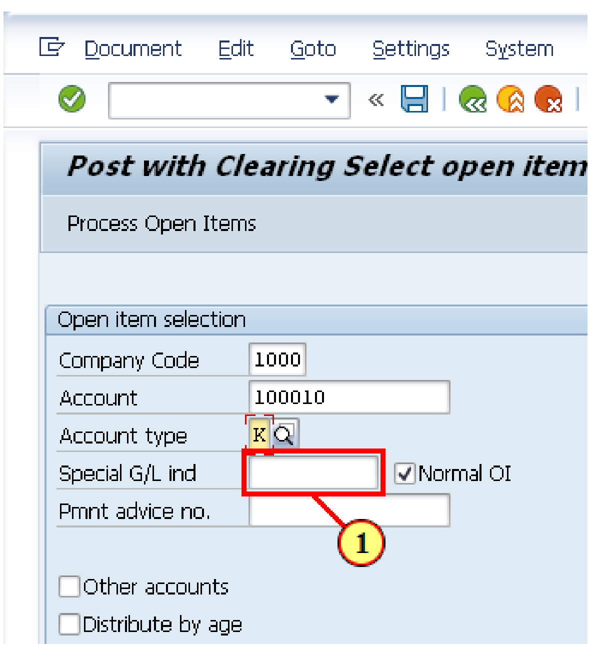
Post with Clearing Select open items – Select the vendor account in Account field and Account type as K for vendors



(1) Clicking on the entry **K** 

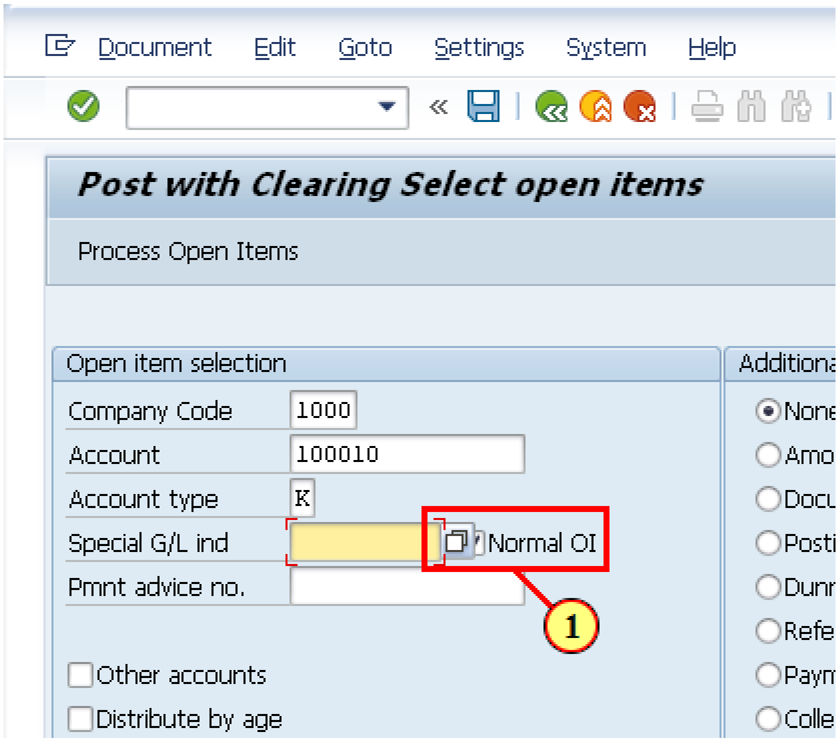
selects it.

Post with Clearing Select open items



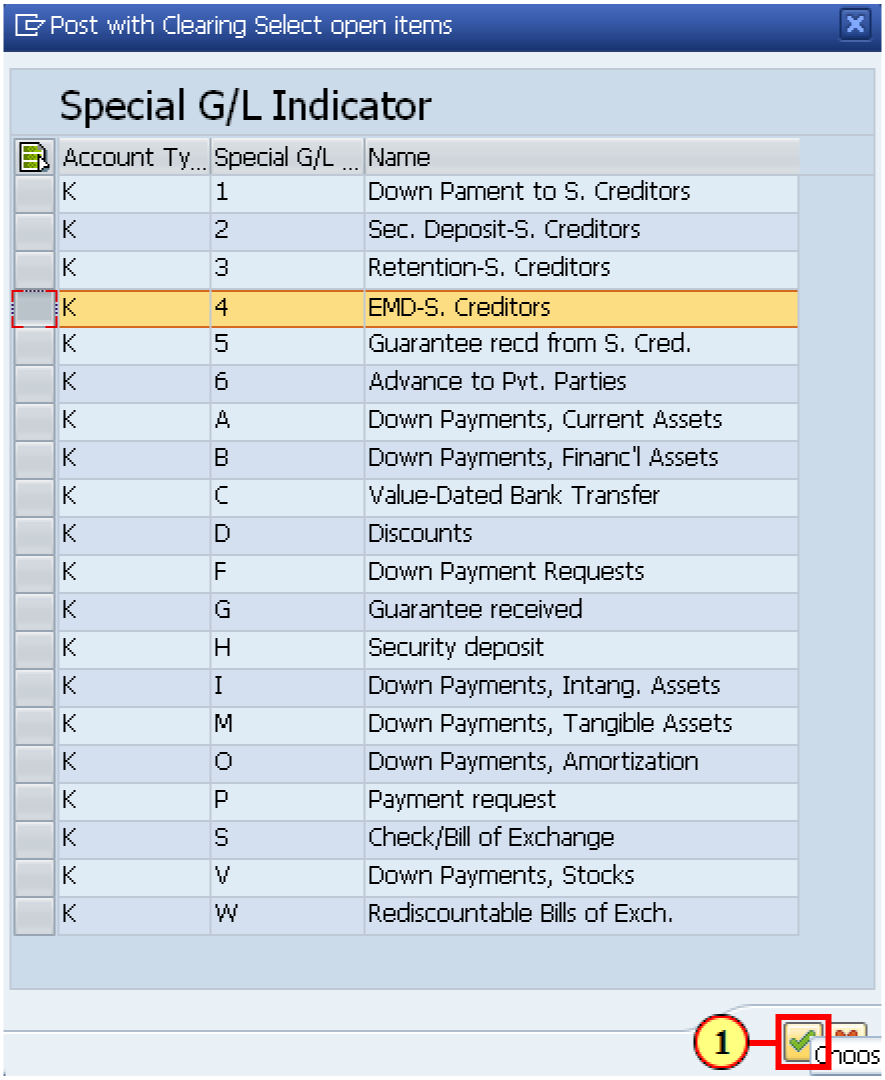
(1) Clicking in the input field **Special G/L ind** activates it.

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



(1) Click on 

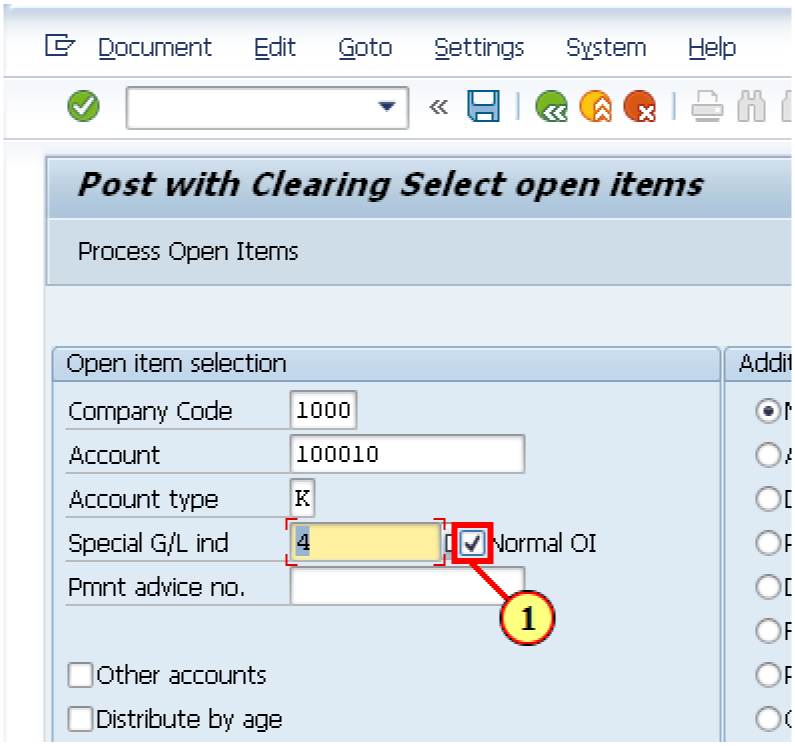
.



Account Ty...	Special G/L ...	Name
K	1	Down Pament 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.

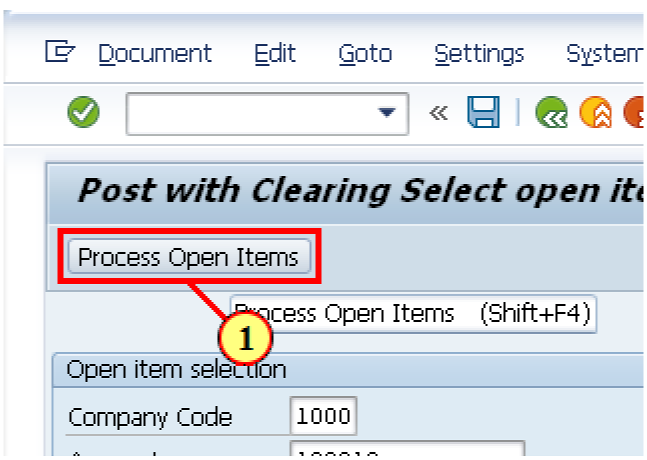
(1) Click on **Choose** .

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



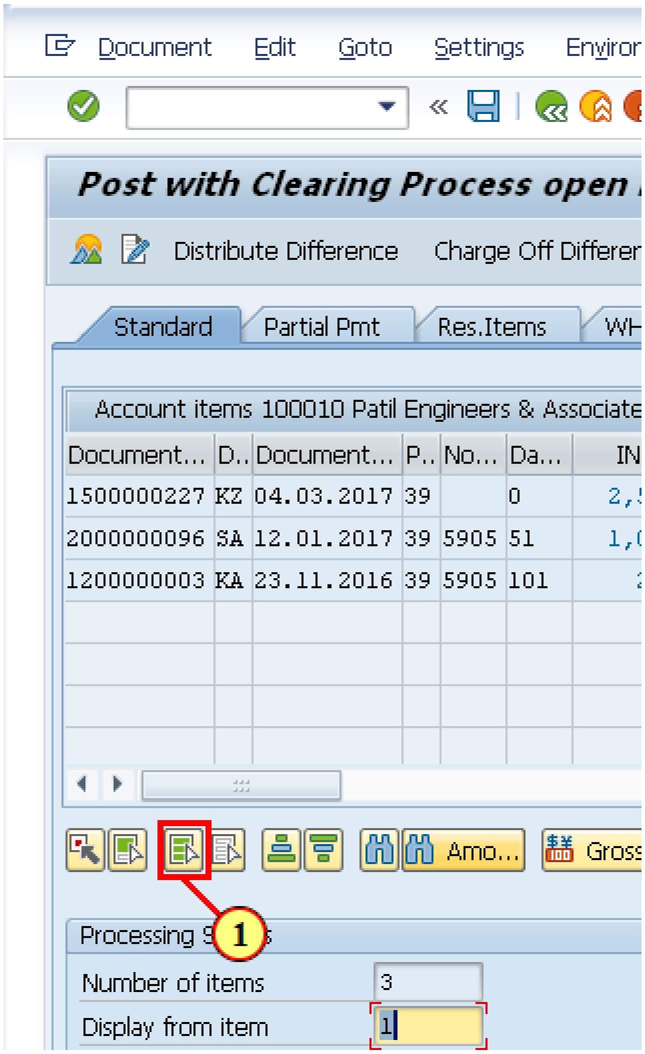
(1) Click on ☑.

Post with Clearing Select open items – Click Process Open Items



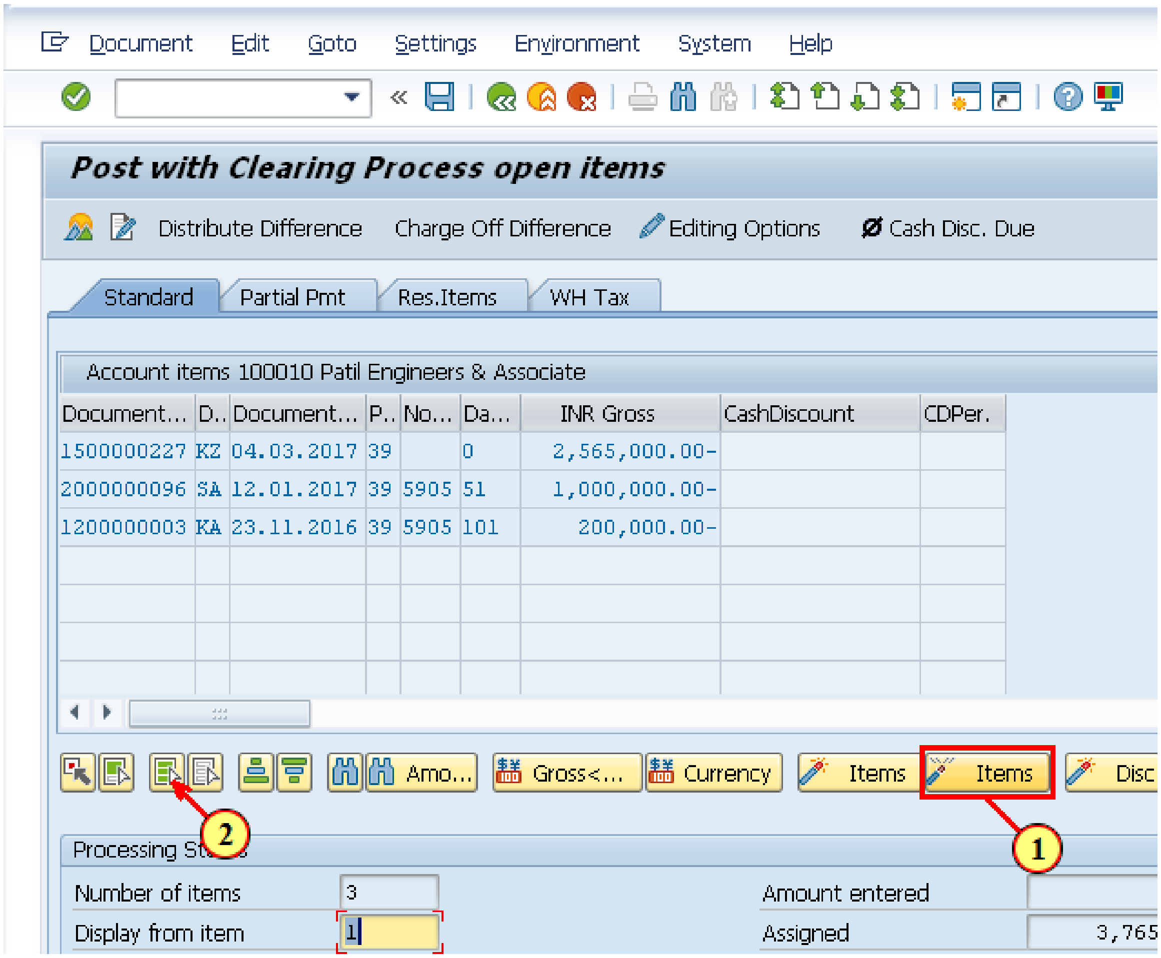
(1) Click on **Process Open Items** Process Open Items.

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



(1) Click on .

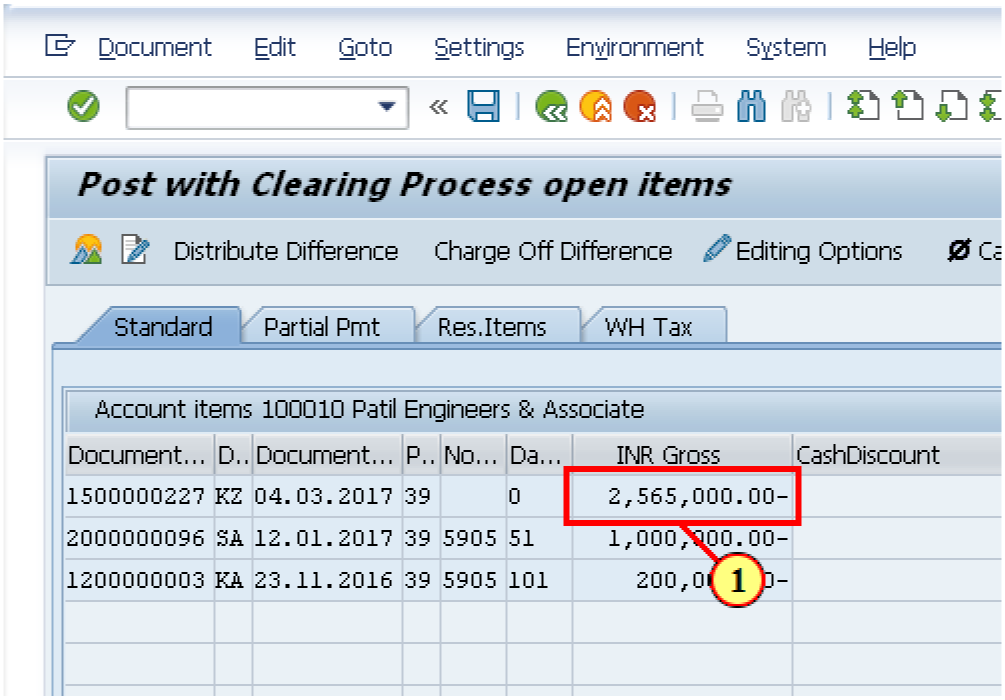
Post with Clearing Process open items – Click on Items



(1) Drag .

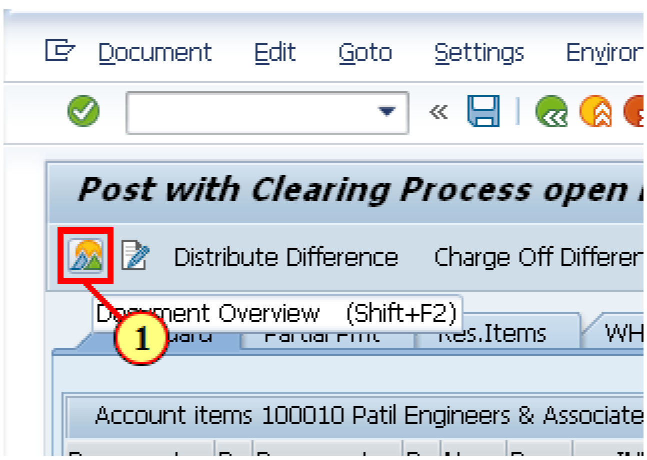
(2) Drop on .

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



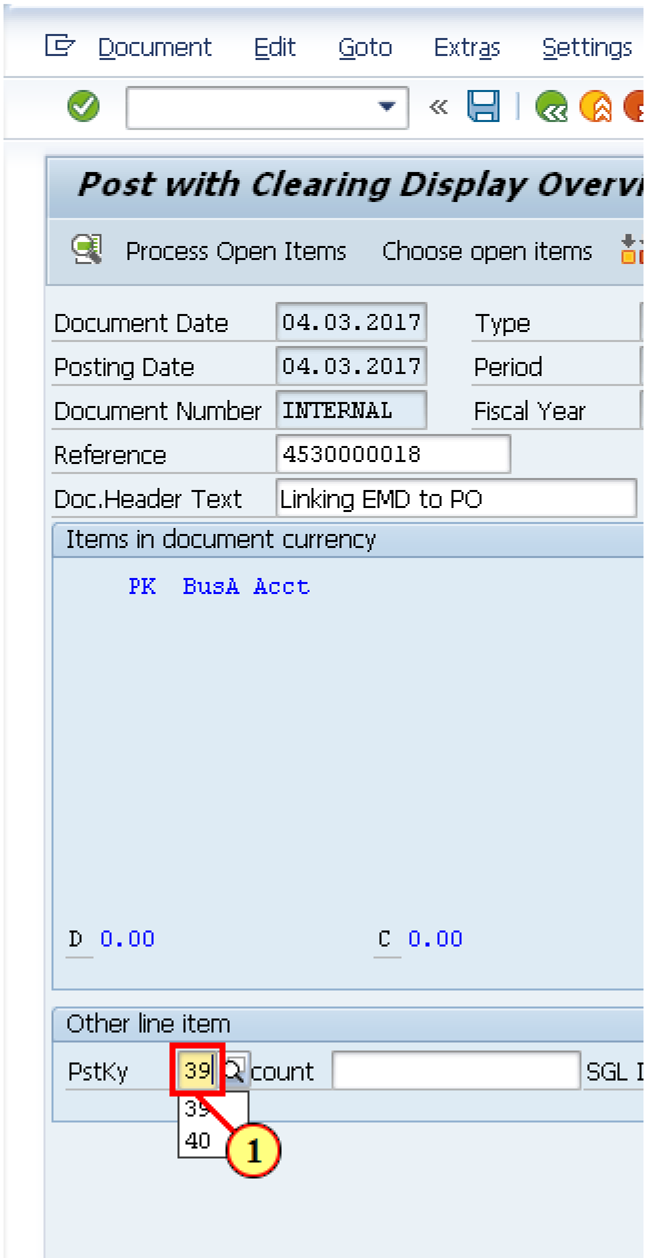
(1)  is double-clicked.

Post with Clearing Process open items – Click on Overview



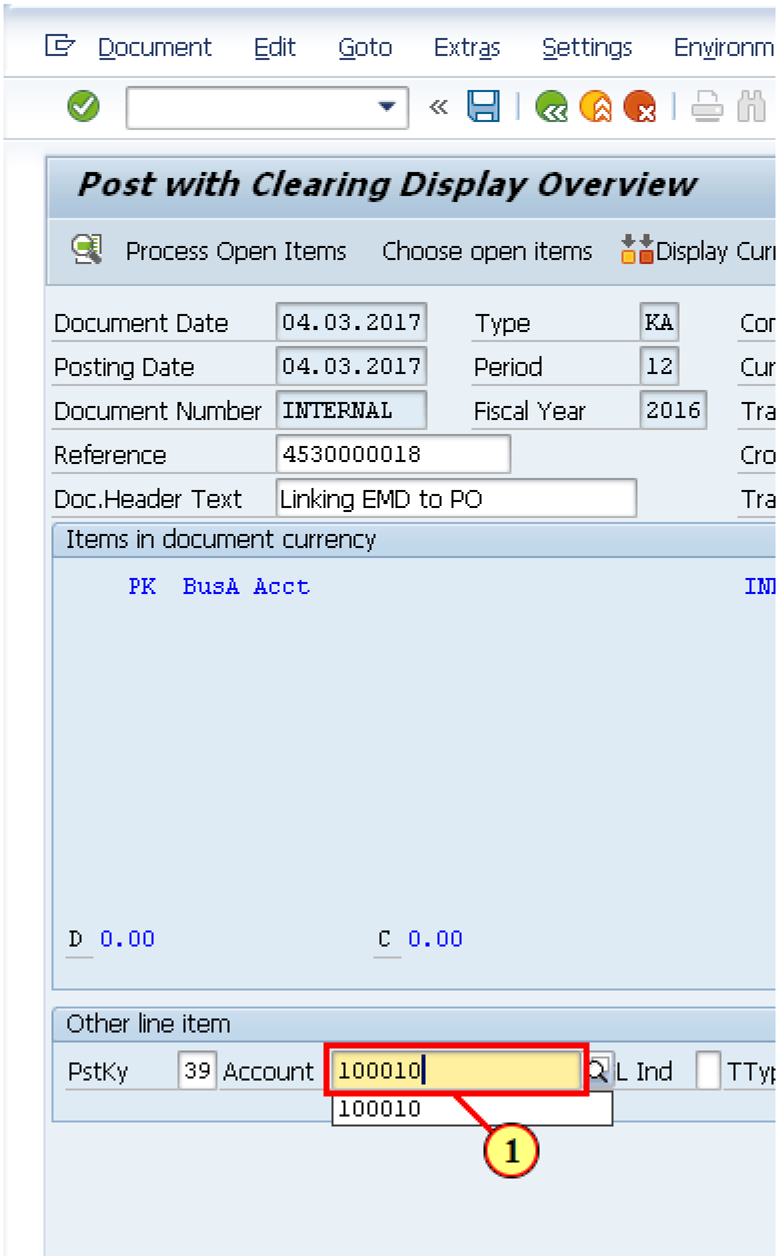
(1) Click on **Document Overview** .

Post with Clearing Display Overview – Select 29 as Posting Key



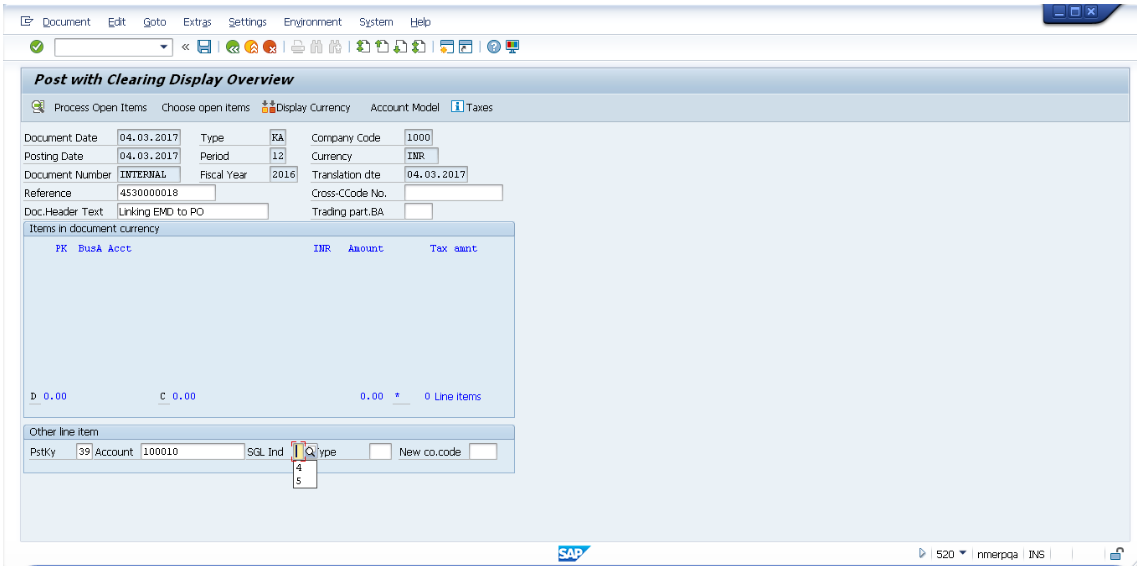
(1) The **PstKy** field is filled out.

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

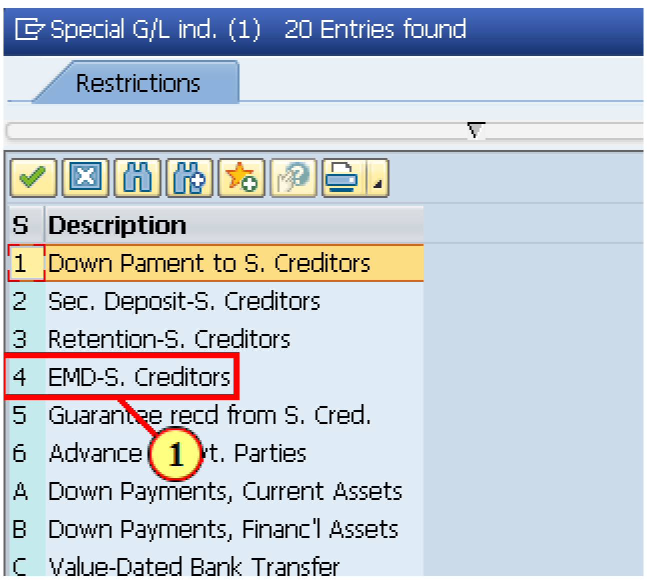


(1) The **Account** field is filled out.

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

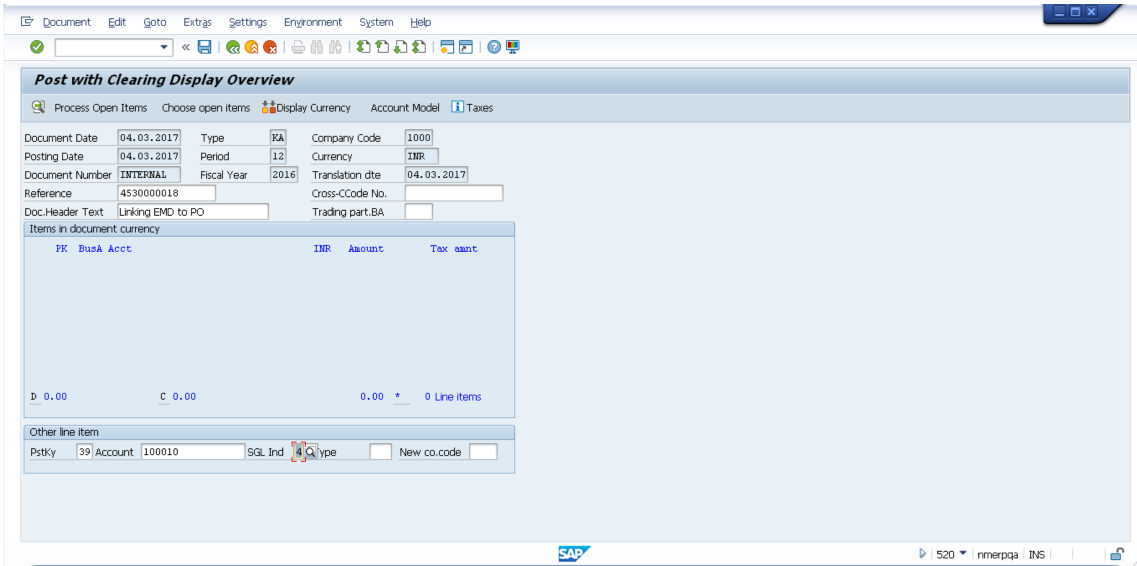


F4 is now pressed.



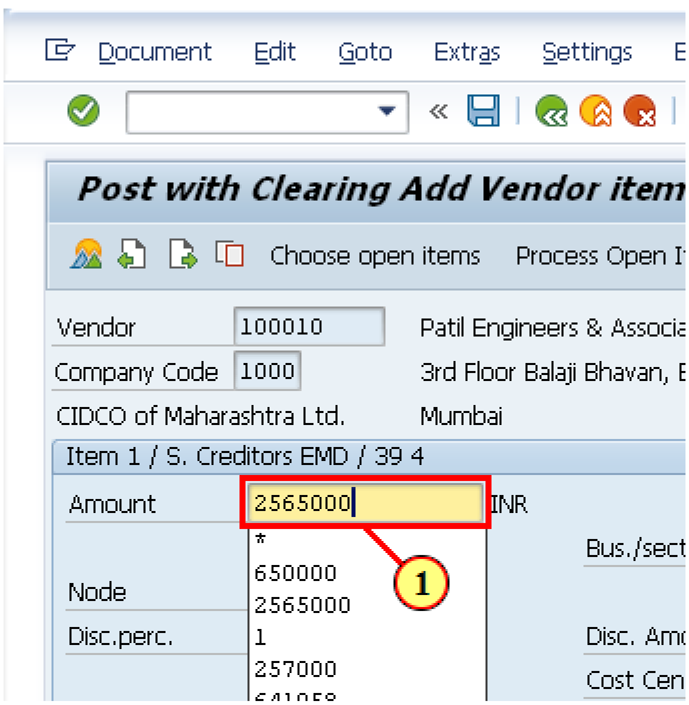
(1) Click on 4 EMD-S. Creditors.

Post with Clearing Display Overview – Click Enter



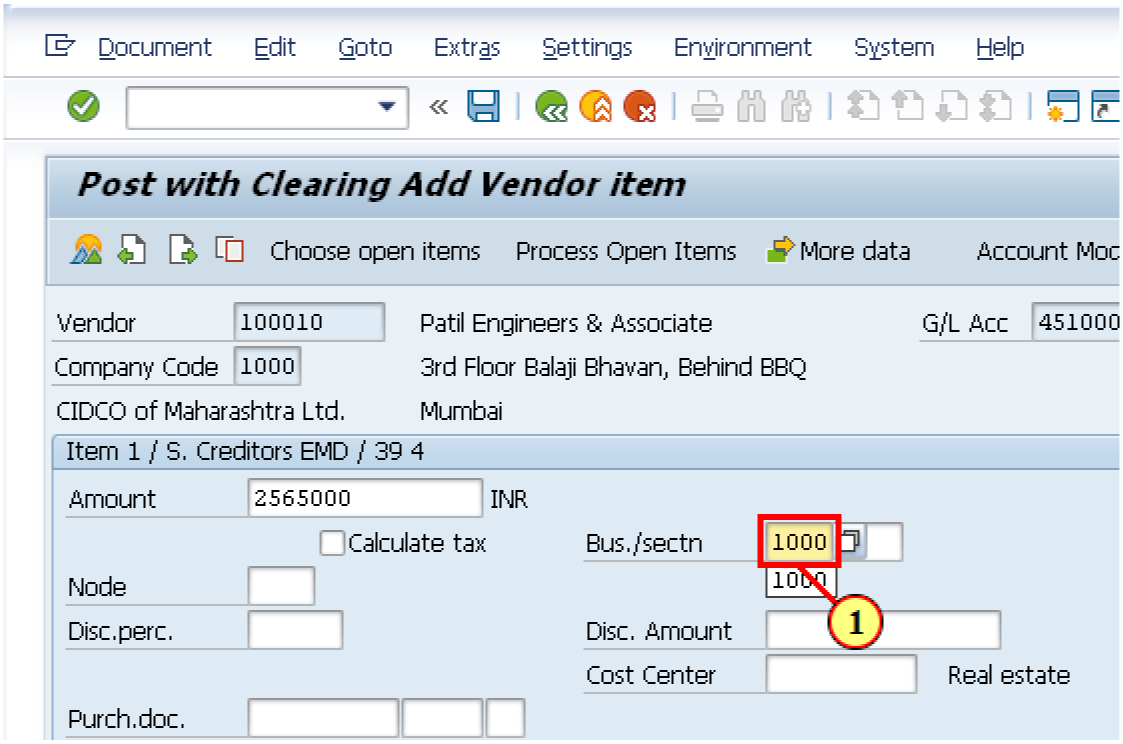
Enter is now pressed.

Post with Clearing Add Vendor item – Enter the EMD Amount



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

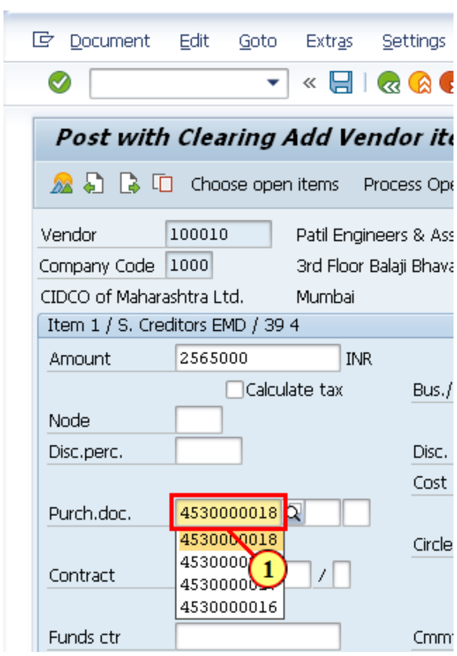
Post with Clearing Add Vendor item – Click 1000 and 1110 as Bus. Area and Section respectively



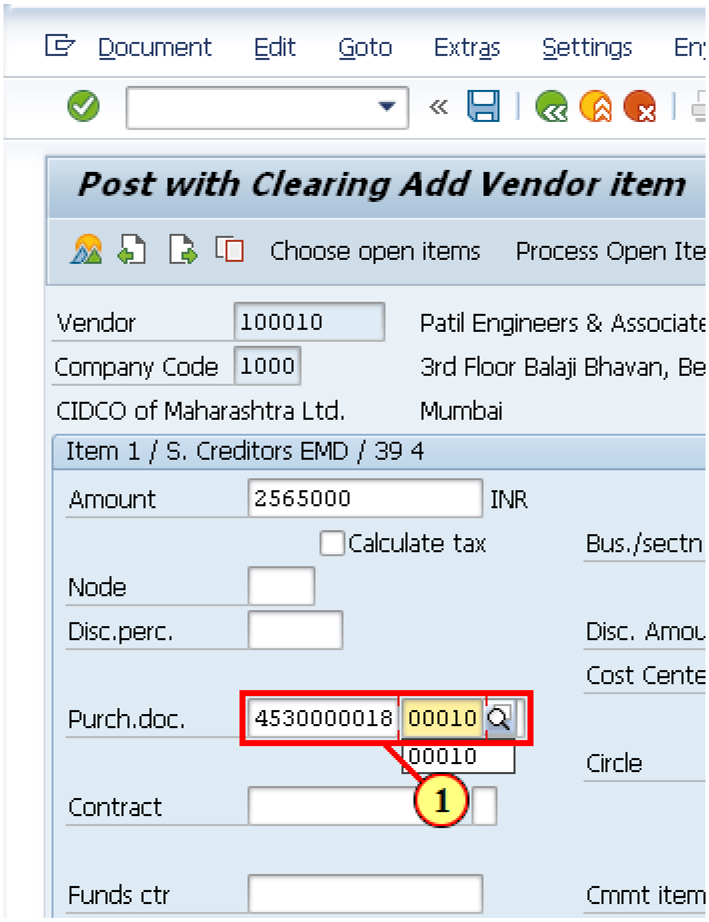
(1) The **Bus./sectn** field is cleared.

(2)  is double-clicked.

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

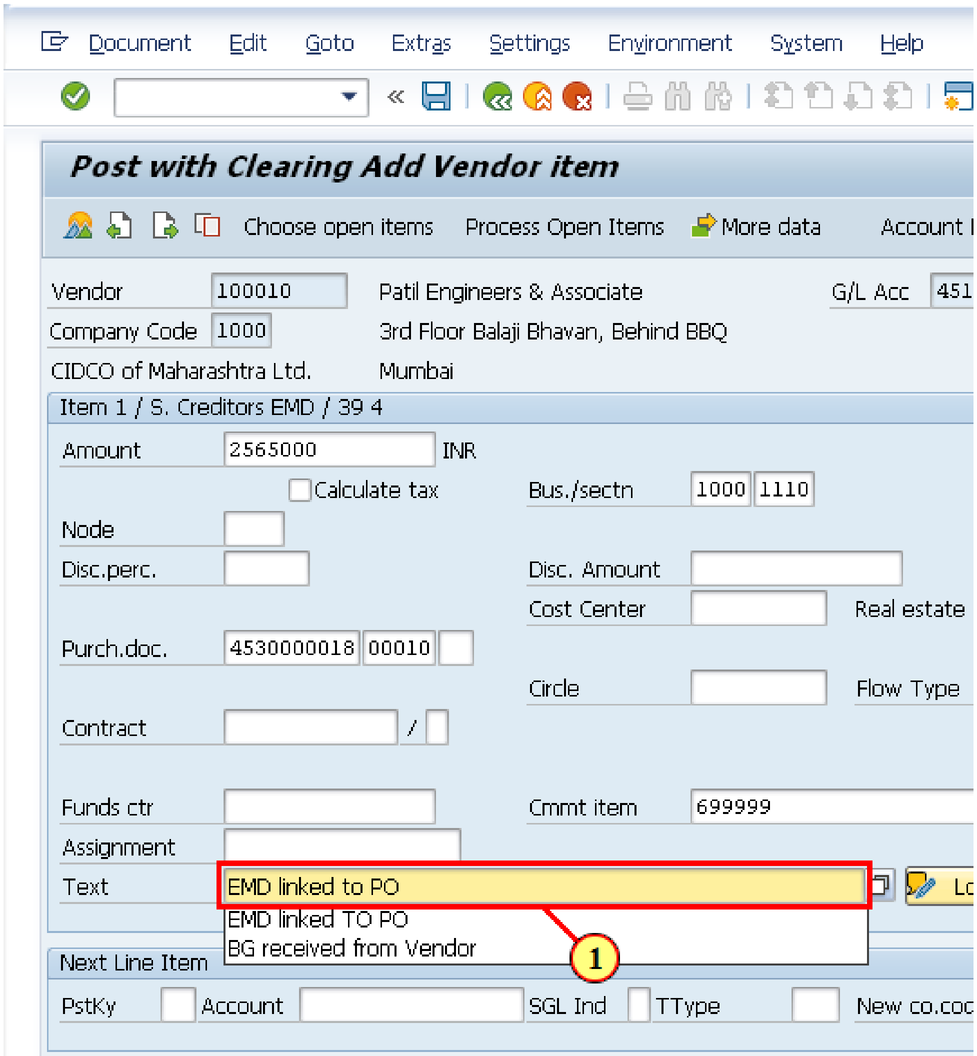


(1) The **Purch.doc.** field is cleared.



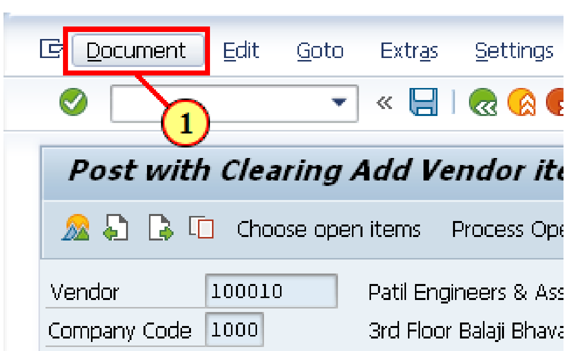
(1) The **Purch.doc.** field is filled out.

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



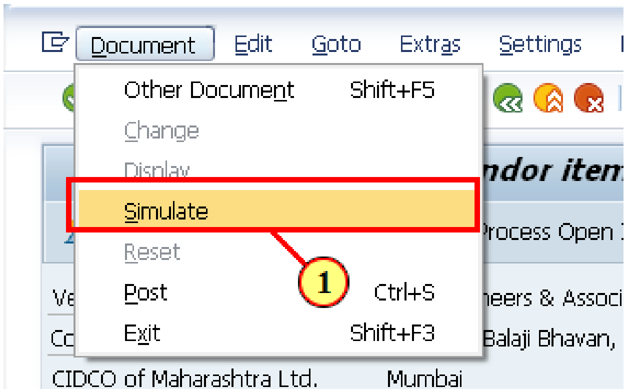
(1) The **Text** field is cleared.

Post with Clearing Add Vendor item – Click on Document



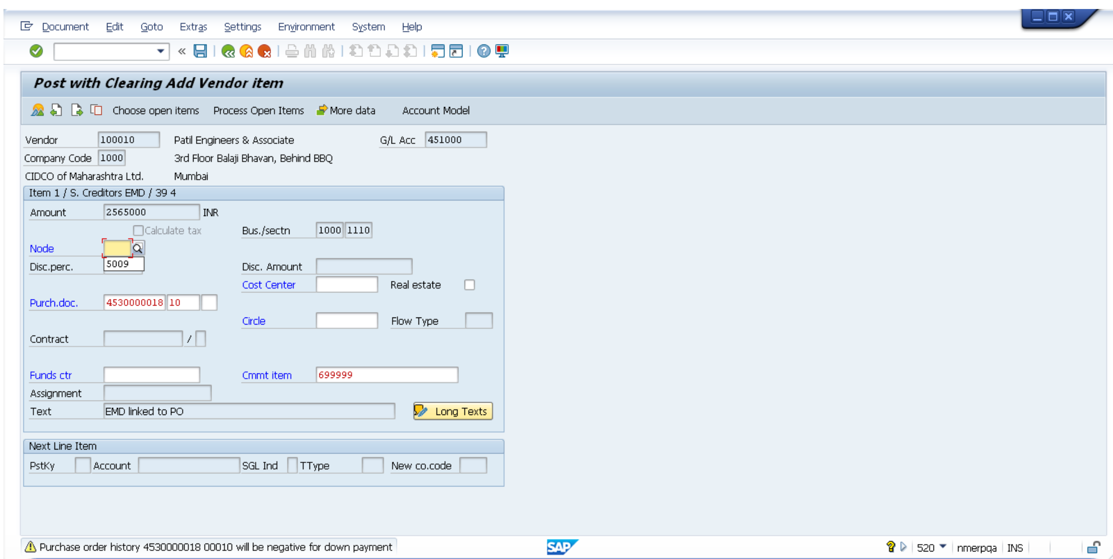
(1) Clicking on the **Document** Document menu item executes it.

Post with Clearing Add Vendor item – Document → Simulate



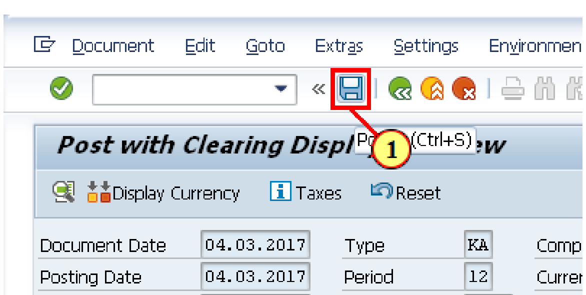
(1) Clicking on the **Simulate**  menu item executes it.

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



Enter is now pressed.

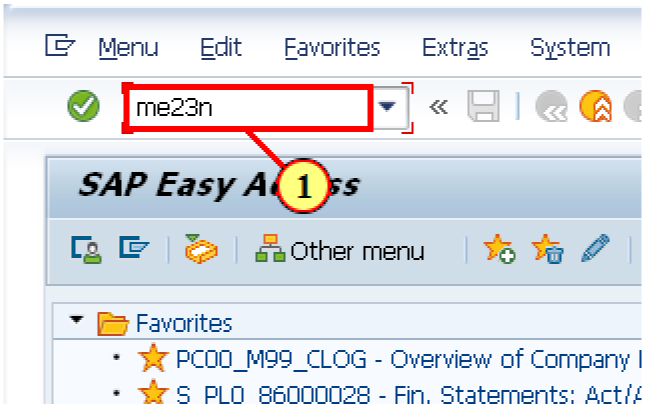
Post with Clearing Display Overview – Click on Save



(1) Click on .

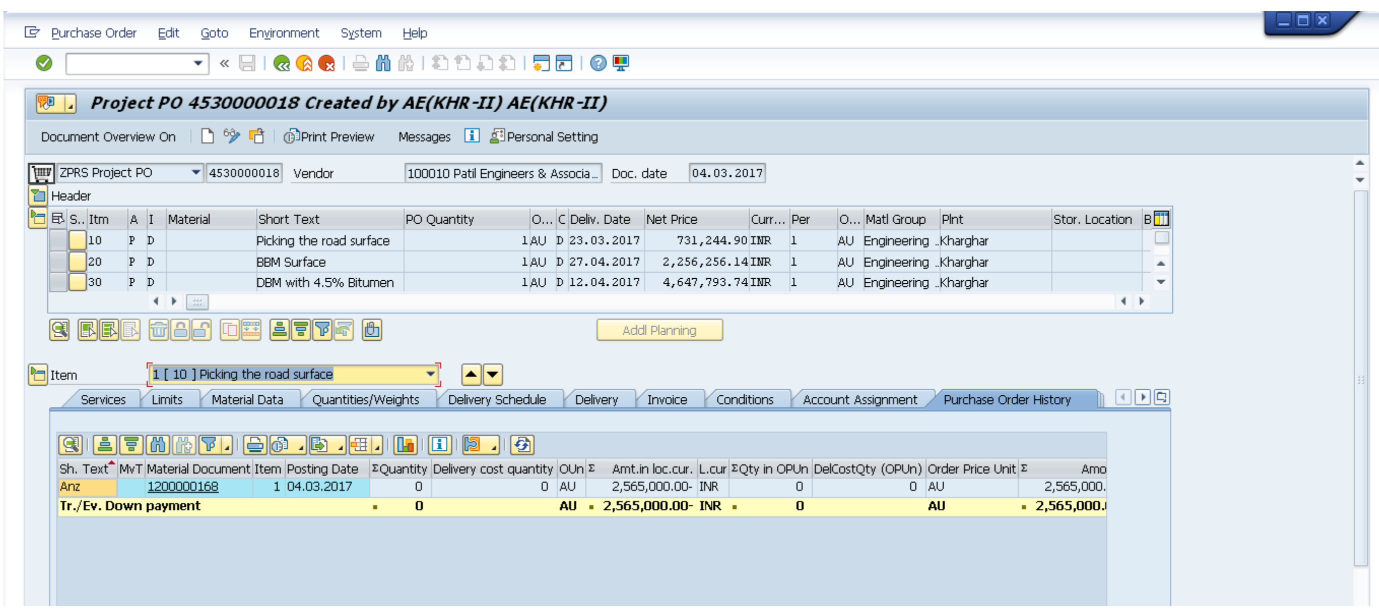
14.2. Tcode ME23N – View PO

Enter Tcode ME23N



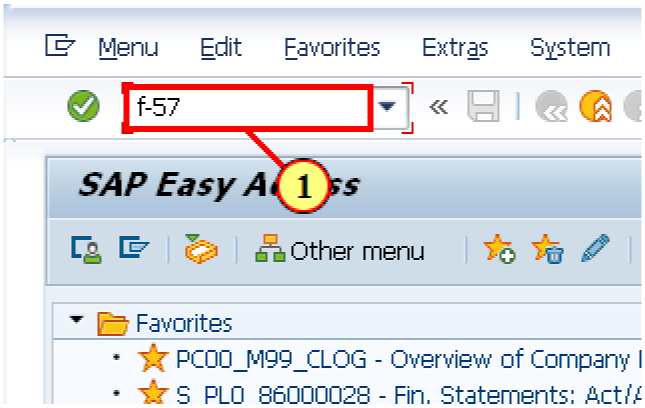
(1) The field is filled out.

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



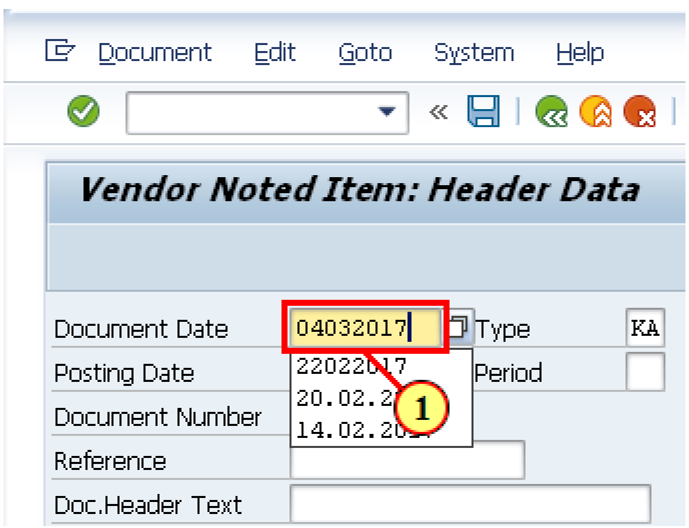
15. Receipt of Bank Guarantee from Vendor

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



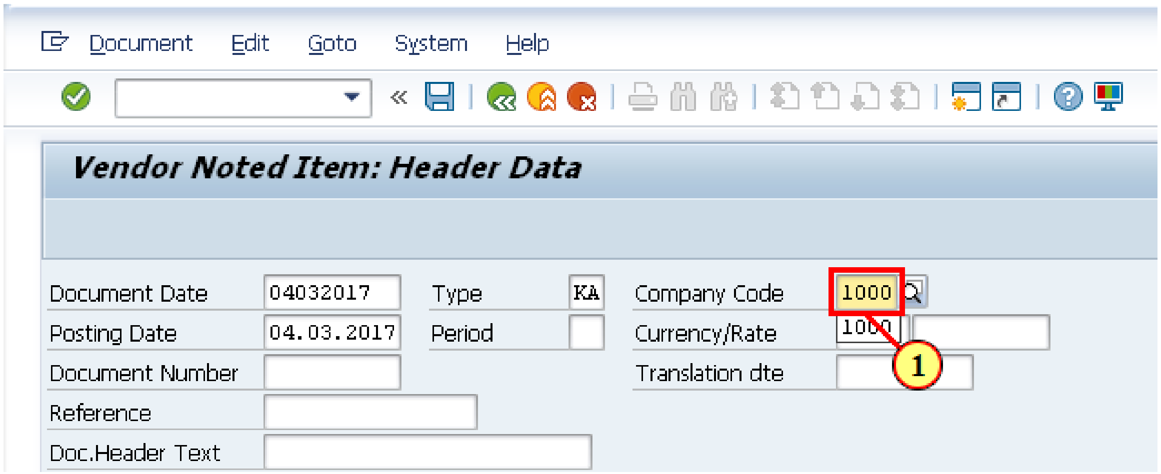
(1) The field is filled out.

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



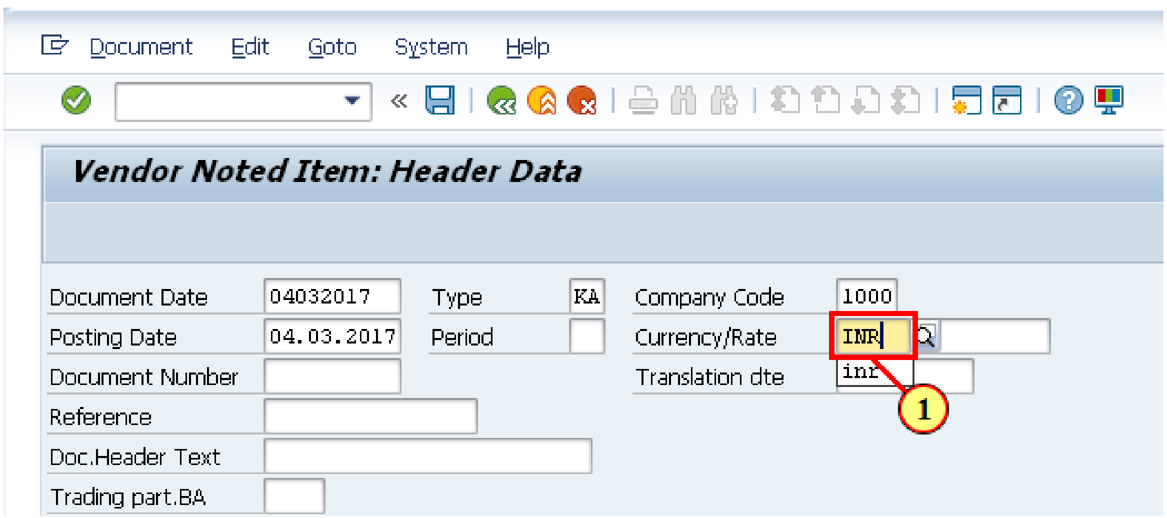
(1) The **Document Date** field is filled out.

Enter the Company Code as 1000 for CIDCO



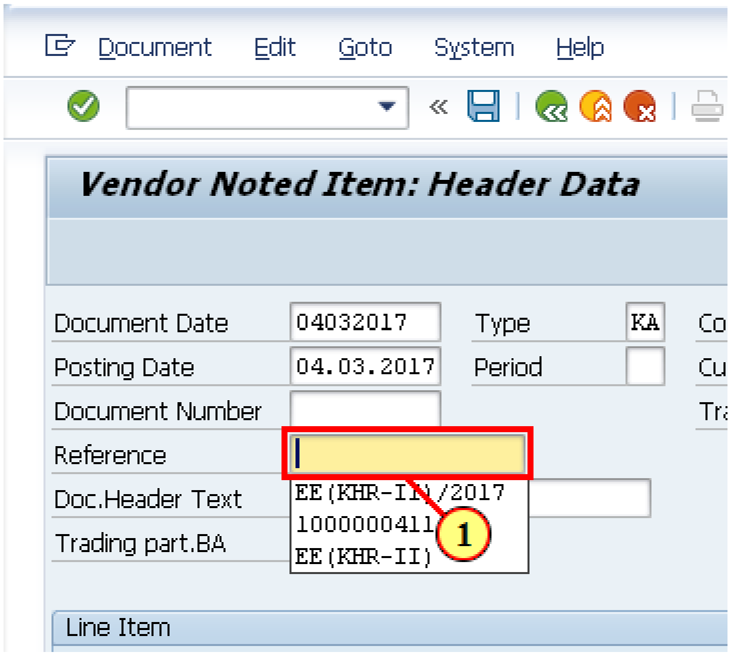
(1) The **Company Code** field is cleared.

Enter currency as INR



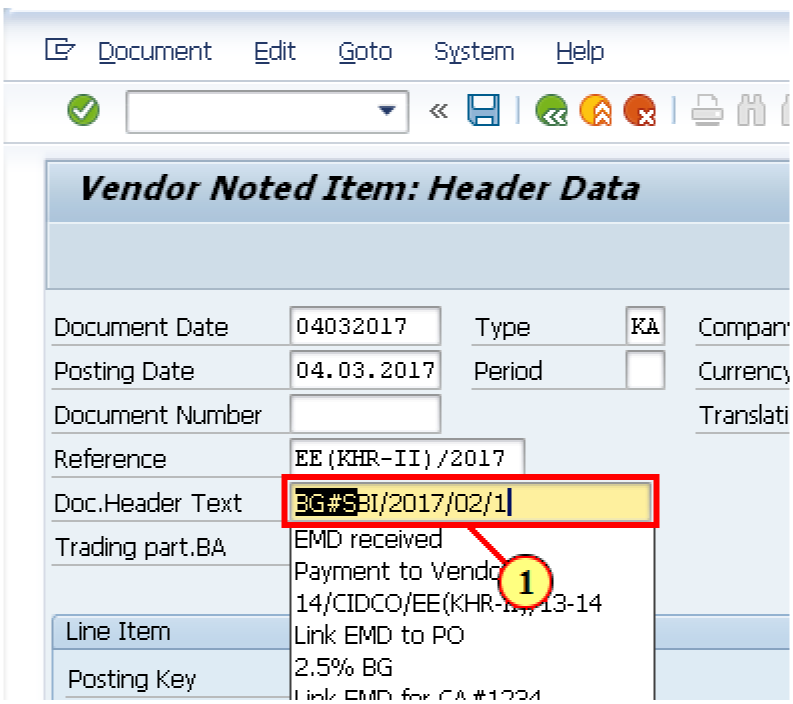
(1) The **Currency/Rate** field is cleared.

Header Data – Enter the Reference – it is free text



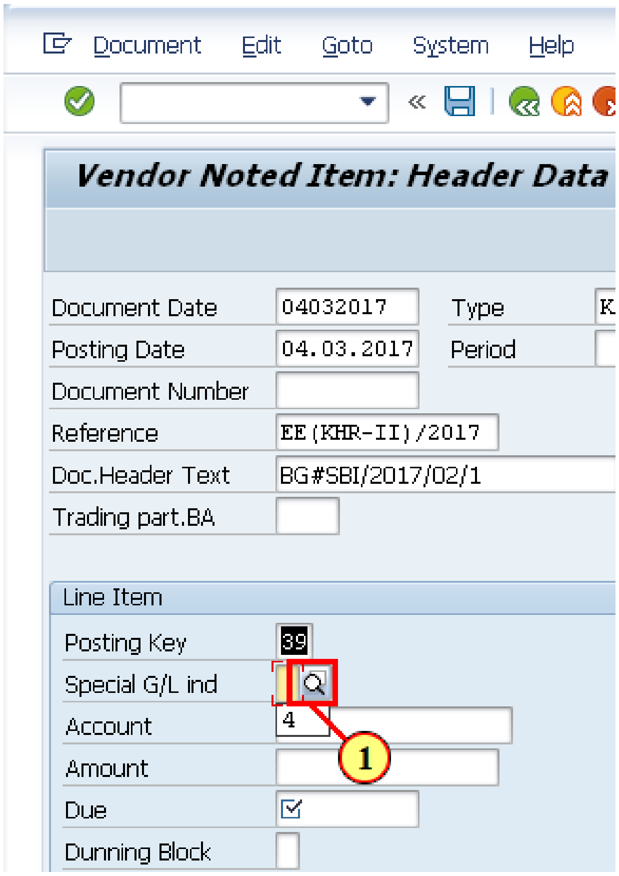
(1) The **Reference** field is cleared.

Enter Doc.Header Text – it is free text field

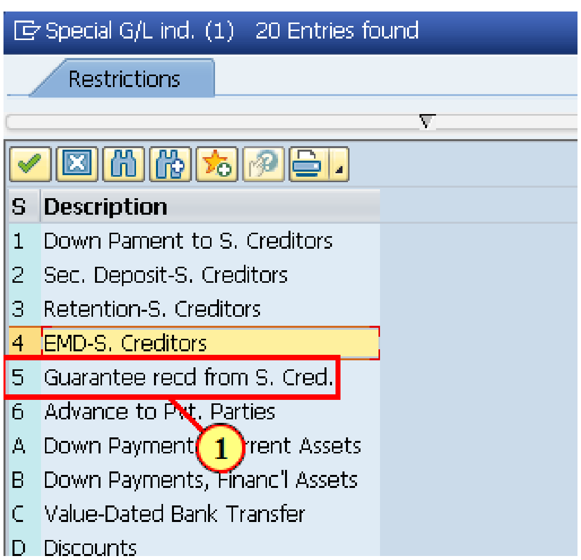


(1) The **Doc.Header Text** field is cleared.

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

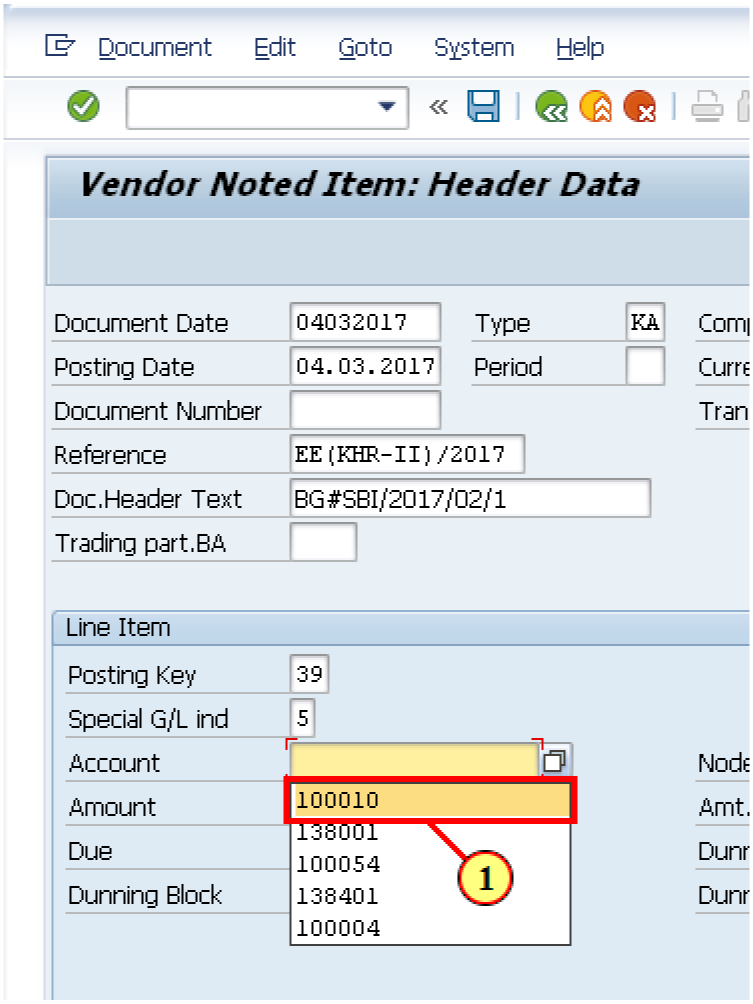


(1) Click on .



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

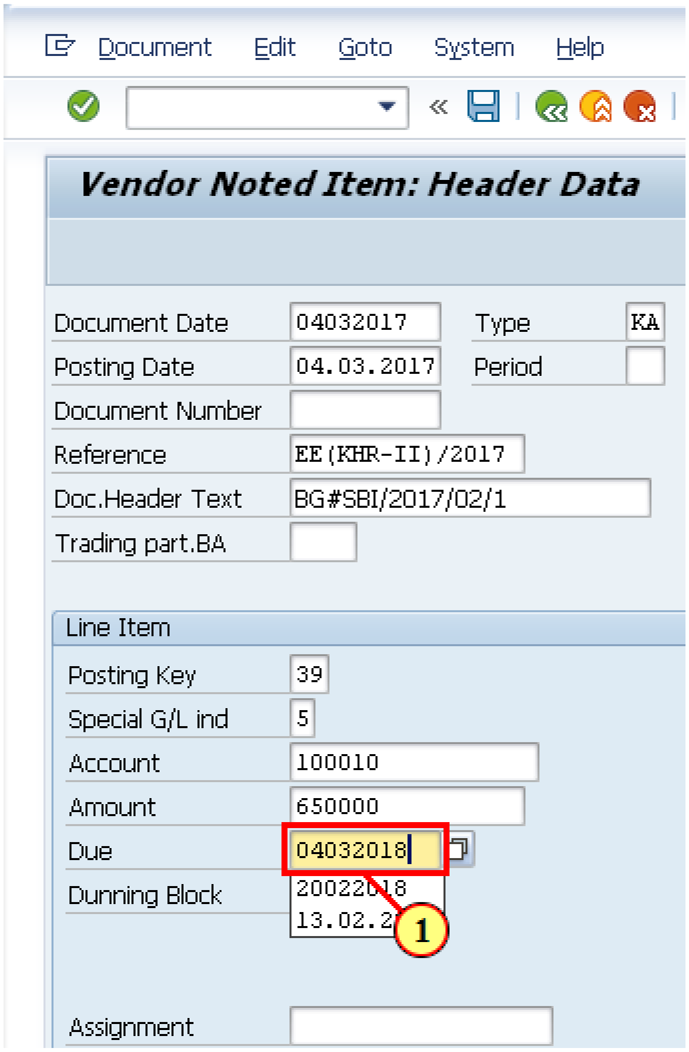
Select Account – Enter vendor account



(1) Clicking on the entry **100010** 

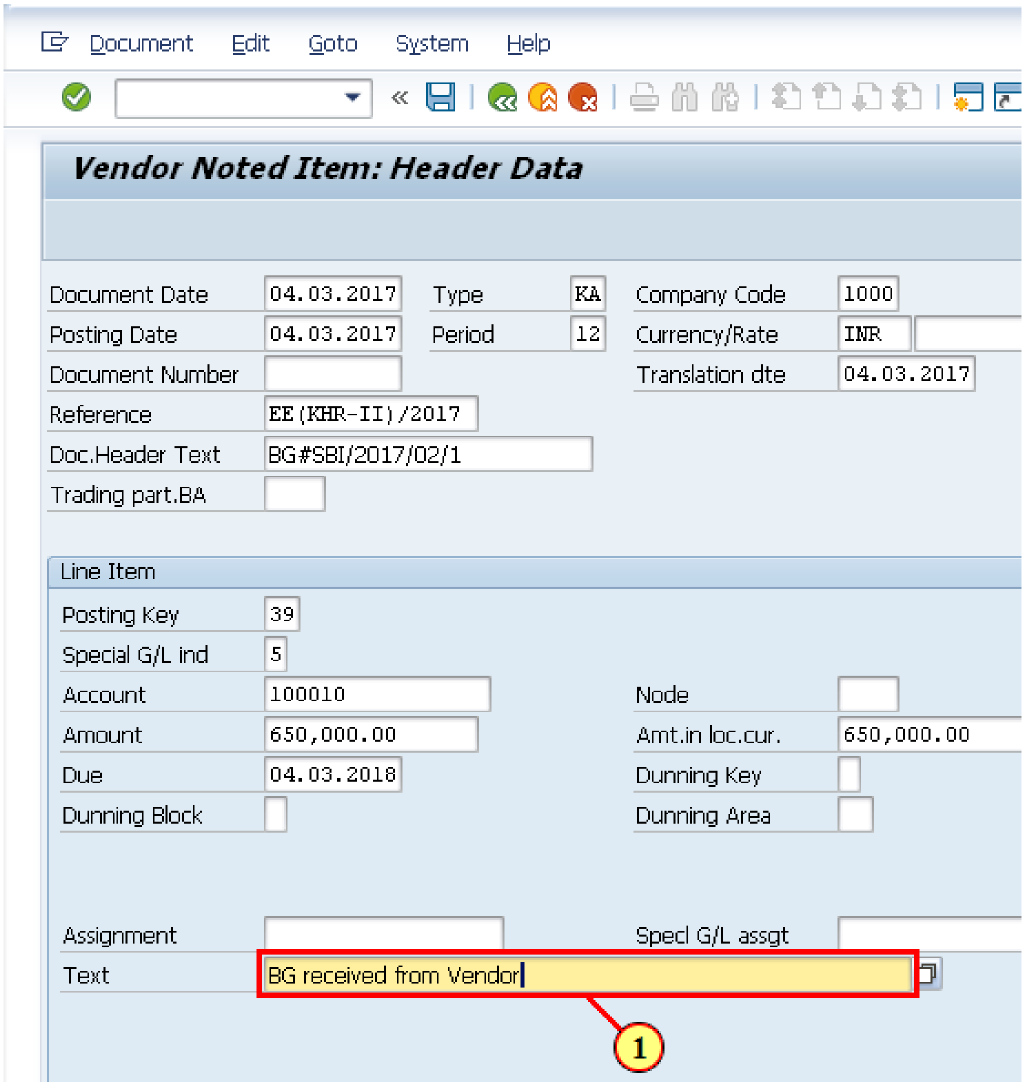
selects it.

Enter Amount and Due date



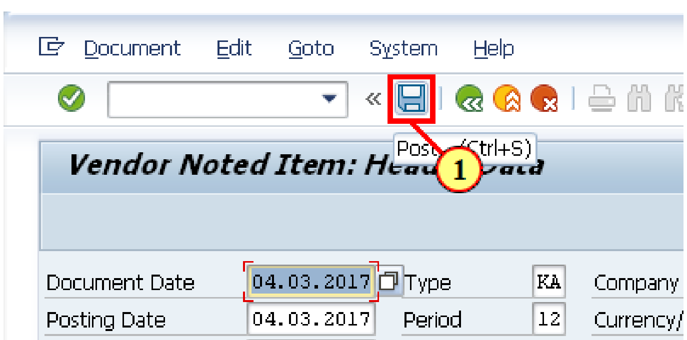
(1) The **Due** field is cleared.

Enter text – e.g. BG received from Vendor



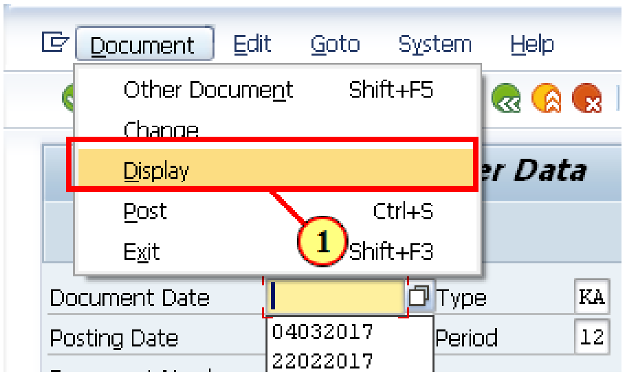
(1) The **Text** field is cleared.

Vendor Noted Item: Header Data – Click on Save



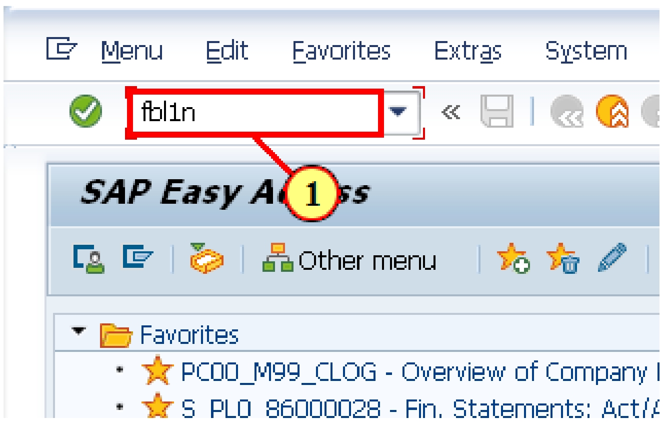
(1) Click on .

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

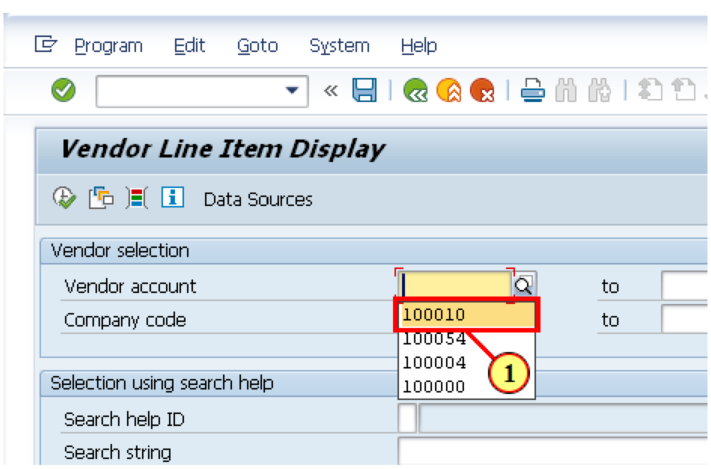


(1) Clicking on the **Display** Display menu item executes it.

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

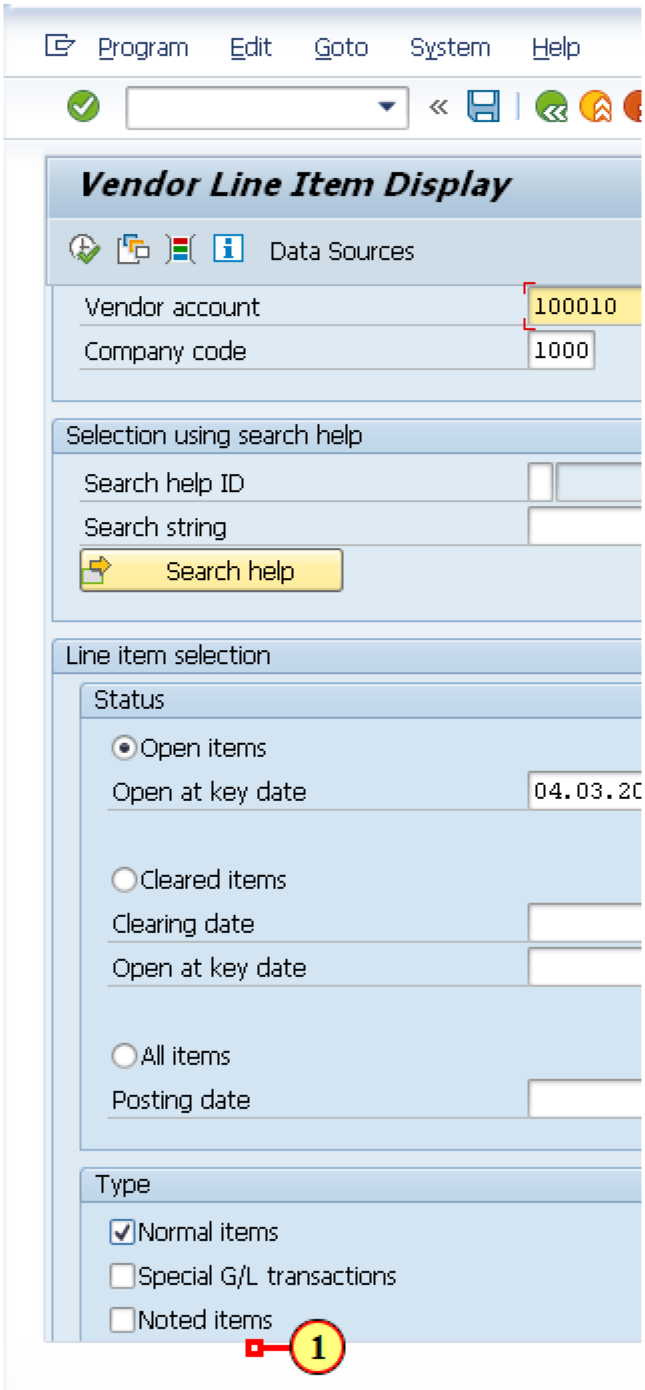


(1) The field is filled out.
Select Vendor account



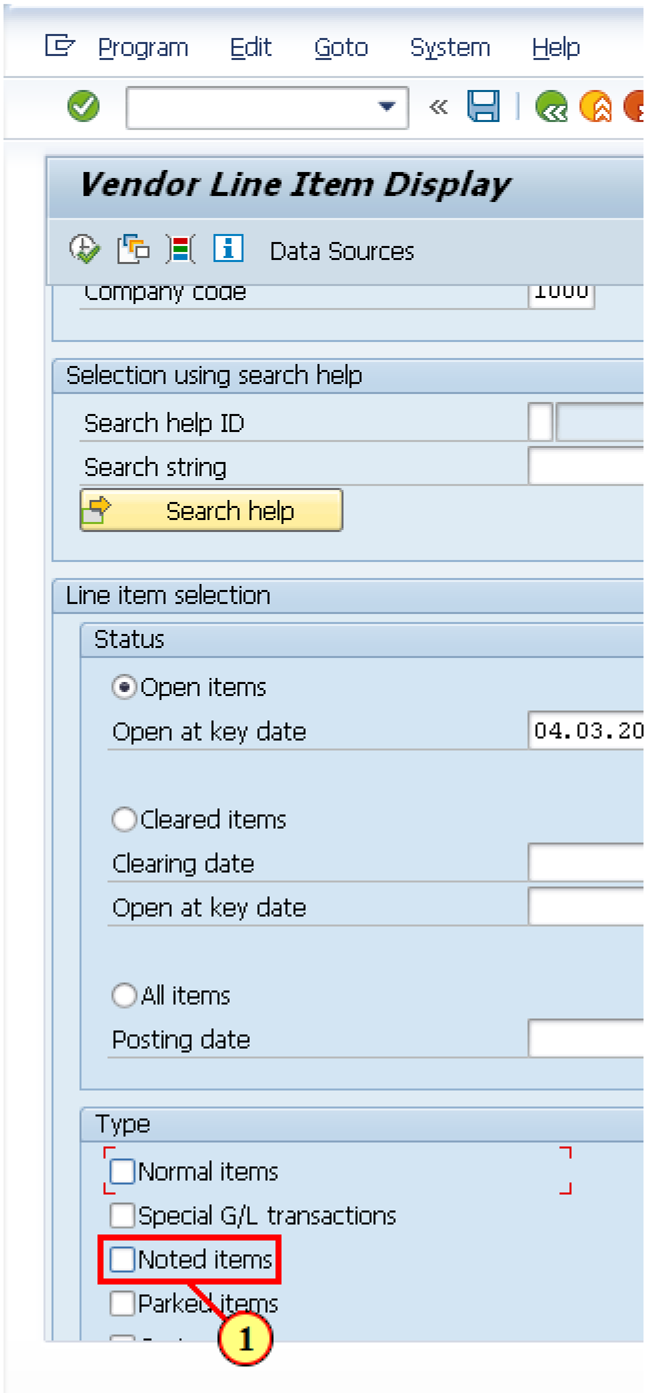
(1) Clicking on the entry **100010** 100010 selects it.

Vendor Line Item Display



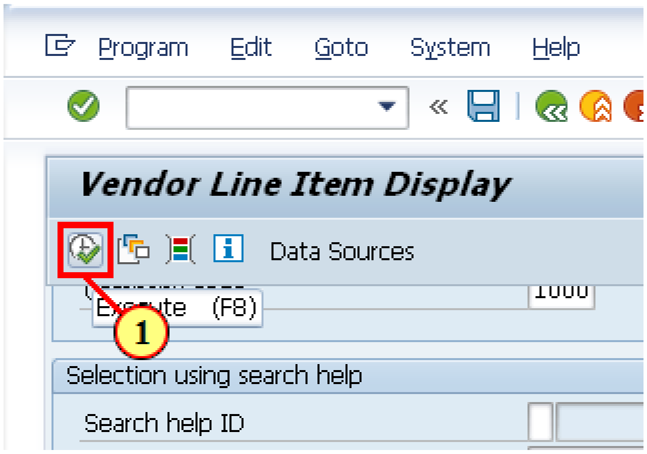
(1) Scroll Mouse wheel down to bring the screen to desired location

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



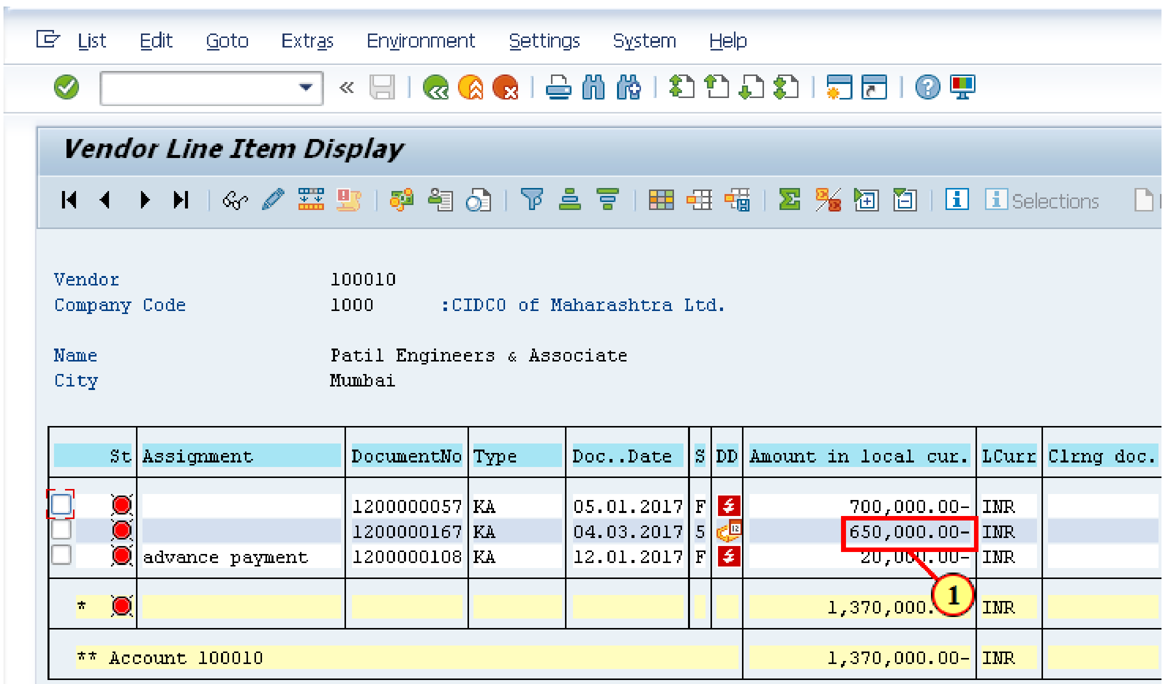
(1) Click on Noted items.

Click on Execute button or F8



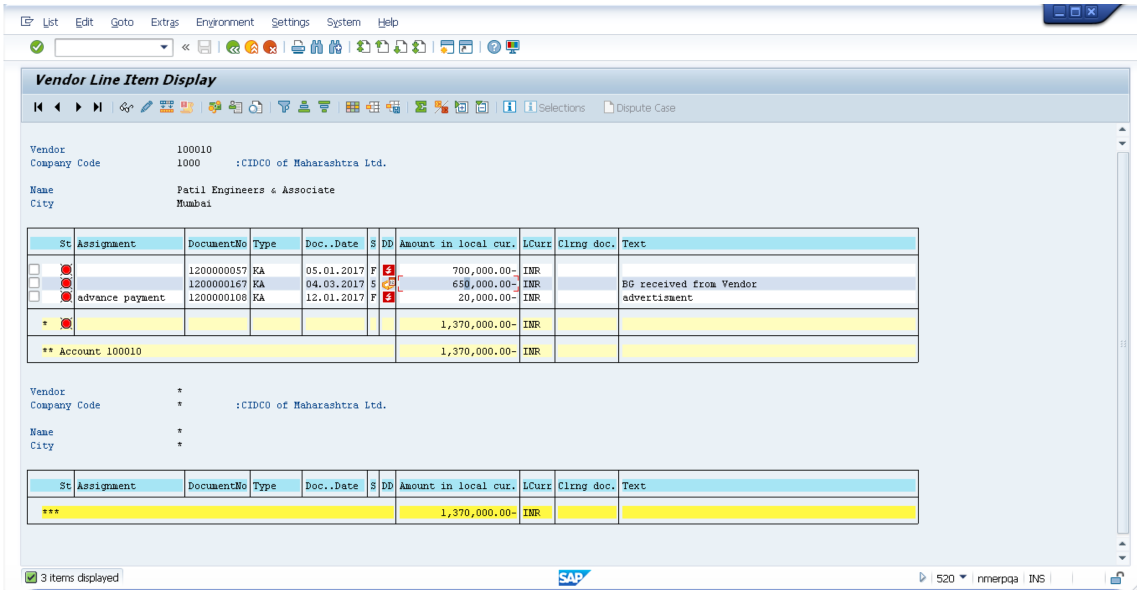
(1) Click on **Execute** .

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



(1) Click on 650,000.00- .

Vendor Line Item Display


List Edit Goto Extras Environment Settings System Help
Vendor Line Item Display
Selections
Dispute Case
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
1200000057 KA 05.01.2017 F 700,000.00- INR
1200000167 KA 04.03.2017 S 650,000.00- INR BG received from Vendor
advance payment 1200000108 KA 12.01.2017 F 20,000.00- INR advertisment
* 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 Clrng 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

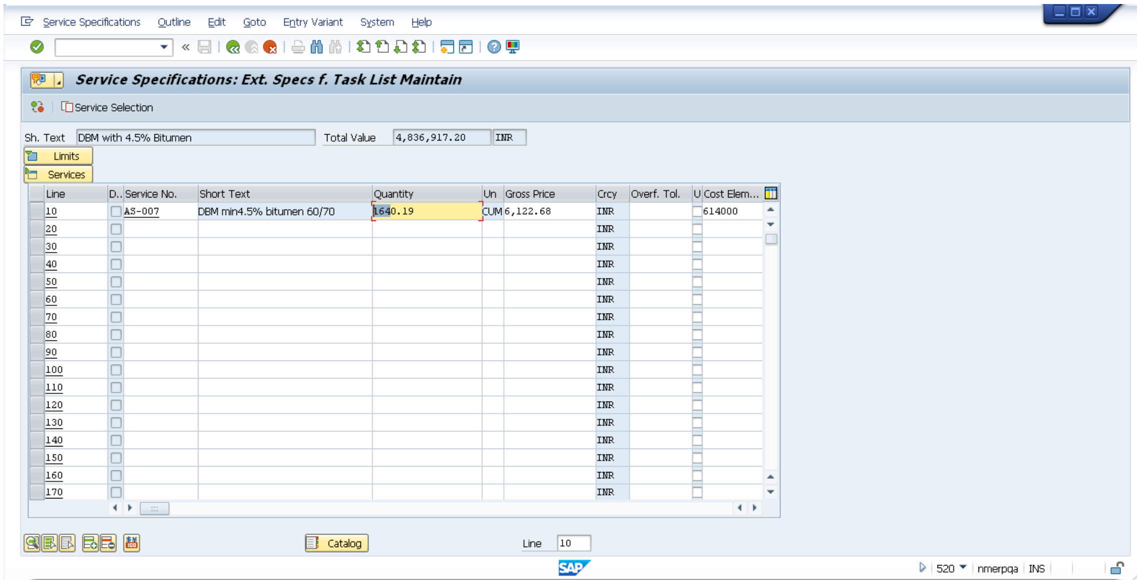
Open Project in the Project Builder

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

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

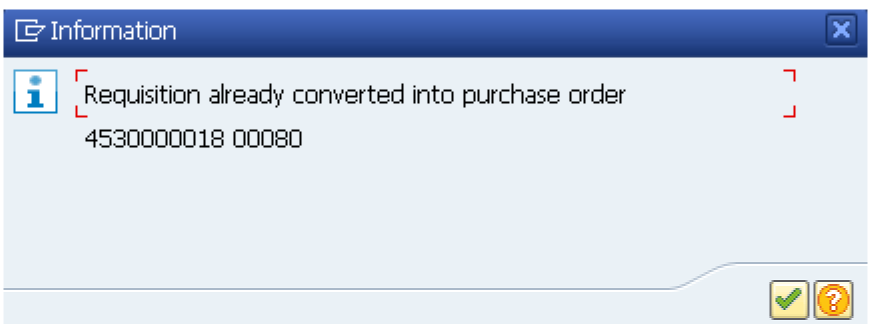
Service Specifications: Ext. Specs f. Task List Maintain

Change the quantity and go back to structure



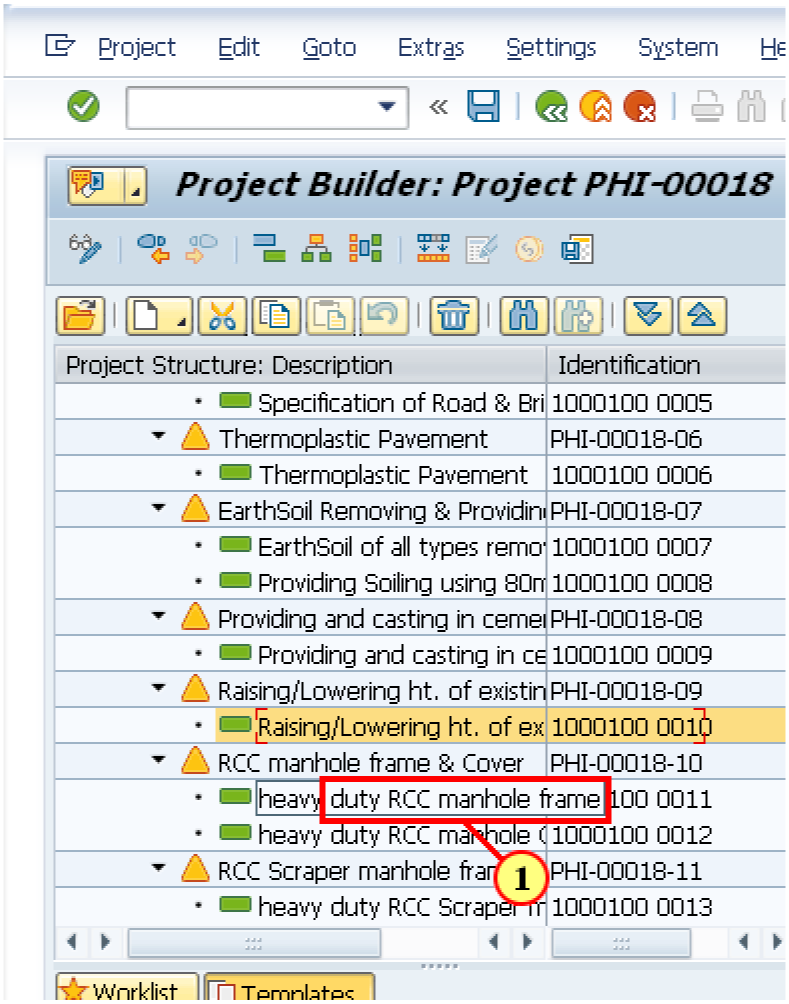
Enter is now pressed and click on Save

Information – Click green tick mark to proceed ahead

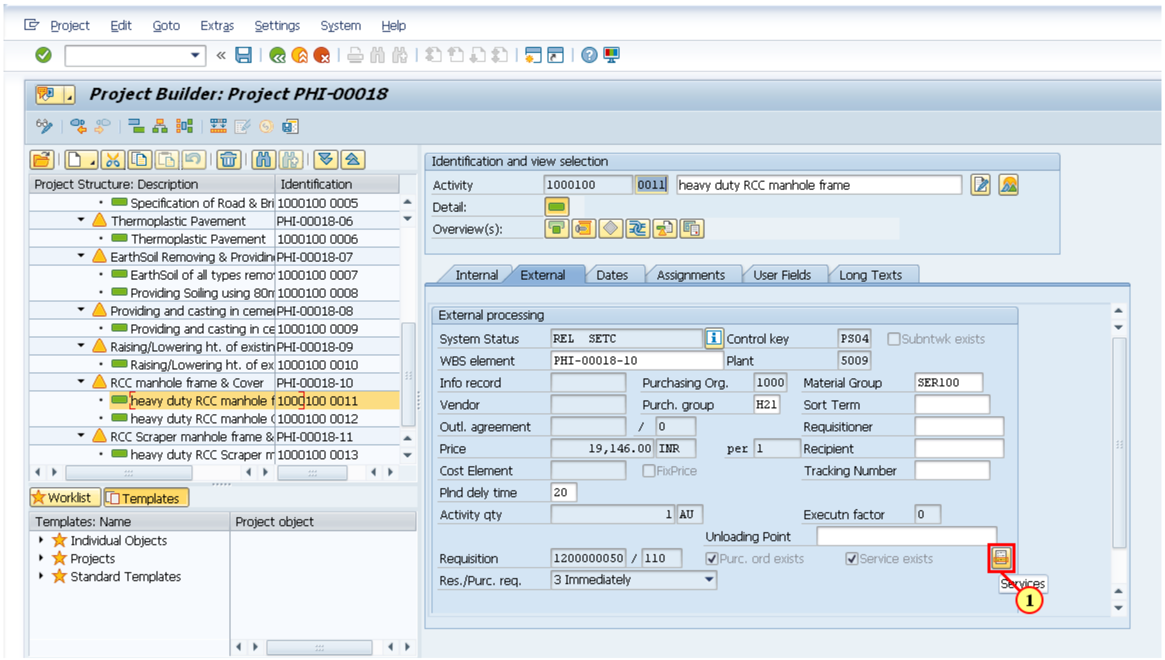


Enter is now pressed.

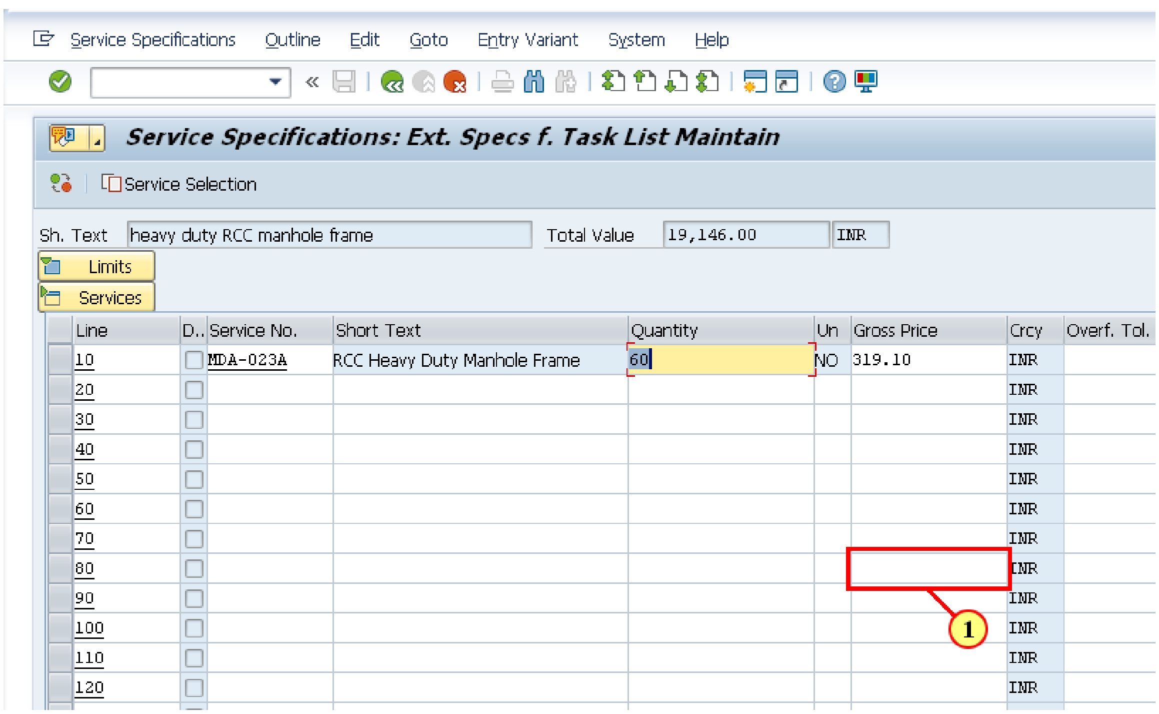
Project Builder: Project PHI-00018 – Select the service activity as shown



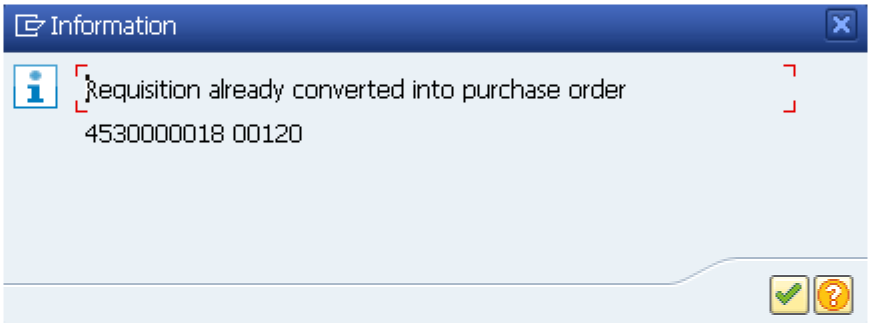
Project Builder: Project PHI-00018 – Select the service detail



Check the service quantity and price – Change the quantity



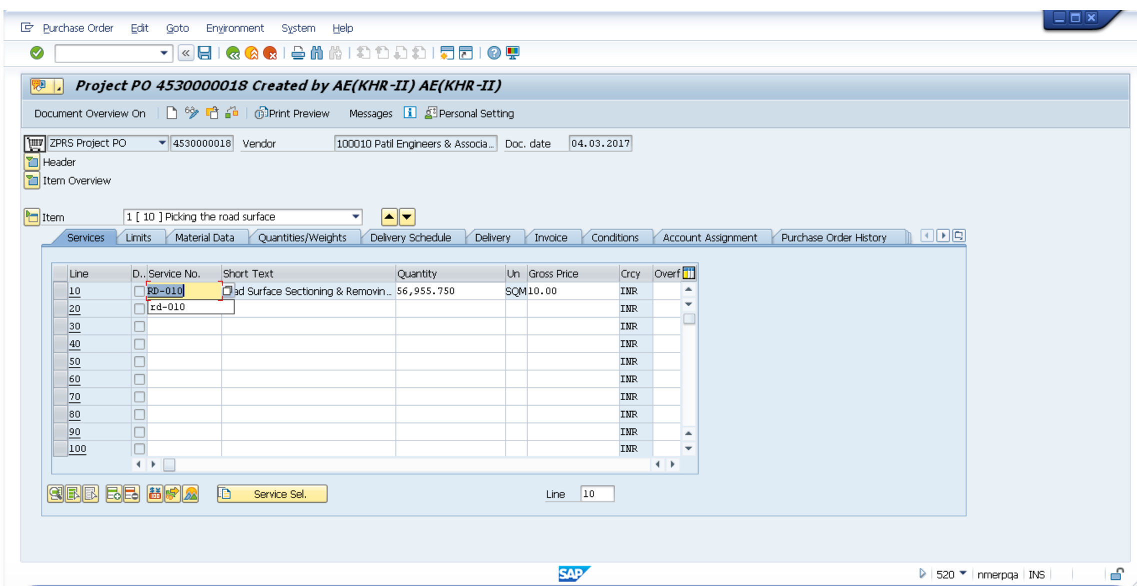
Select another service and open it. Click green tick mark in the following Information popup. Service Specifications: Ext. Specs f. Task List Maintain is opened. Similarly change the quantities in all the required services



Enter is now pressed.

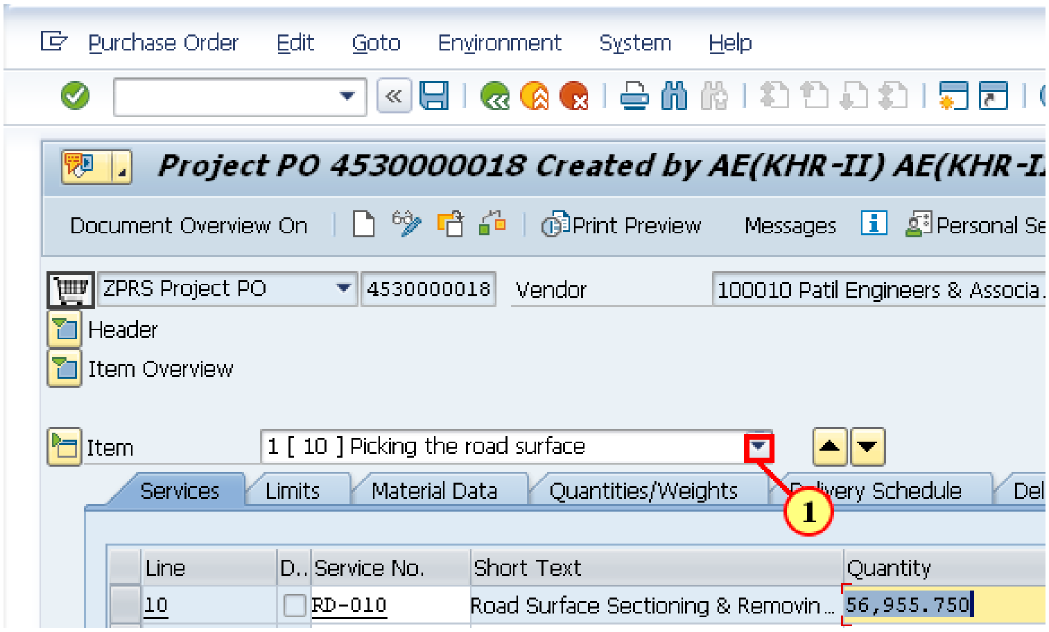
16.3. Change quantity in Purchase Order (PO) – Tcode ME22N

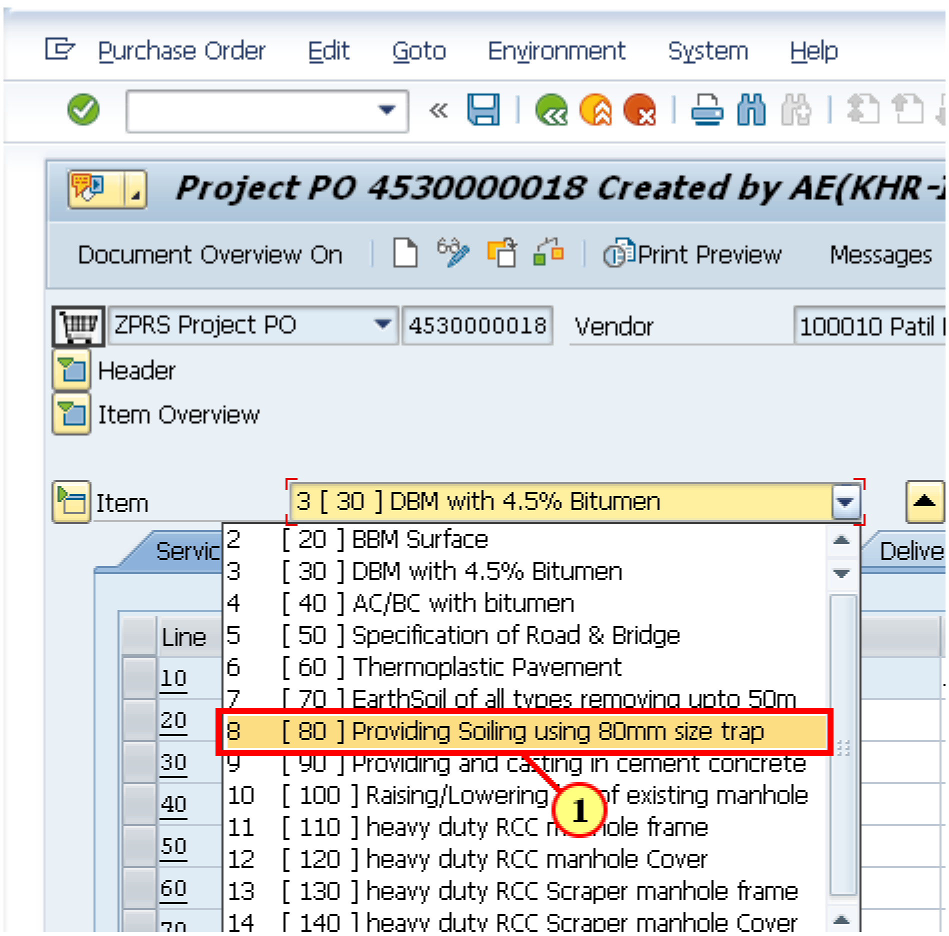
Tcode ME22N -- Open the Project PO 4530000018



Tab is now pressed.

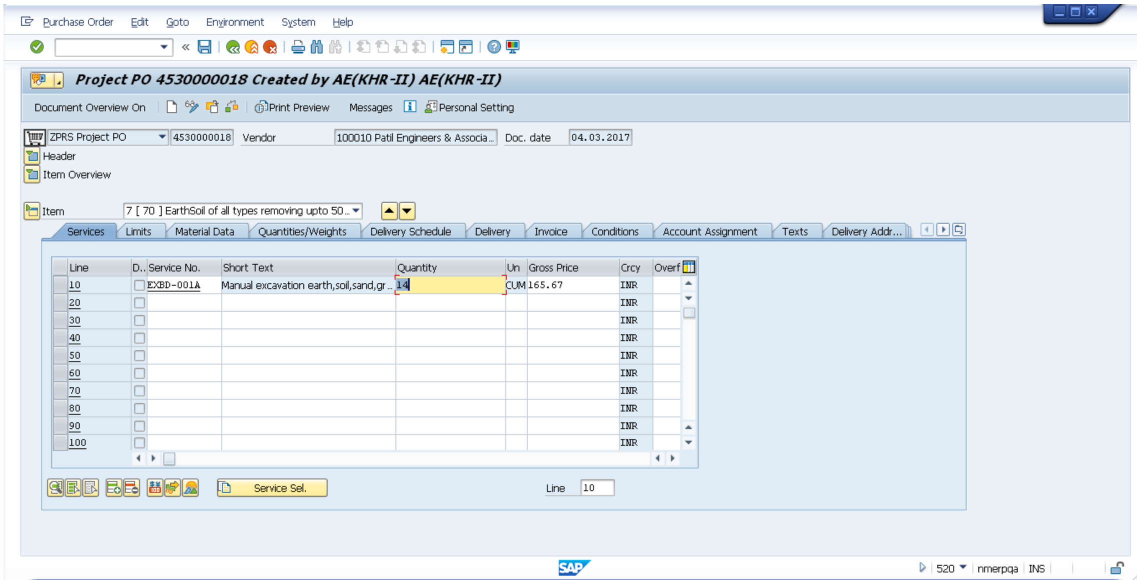
Project PO 4530000018– Select the required item/s which is/are to be changed for quantity. They should be same as the changed ones in Project Structure


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
1
Line
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-
Document Overview On
Print Preview
Messages
ZPRS Project PO
4530000018
Vendor
100010 Patil
Header
Item Overview
Item
3 [30] DBM with 4.5% Bitumen
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] EarthSoil 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
Line
Delive

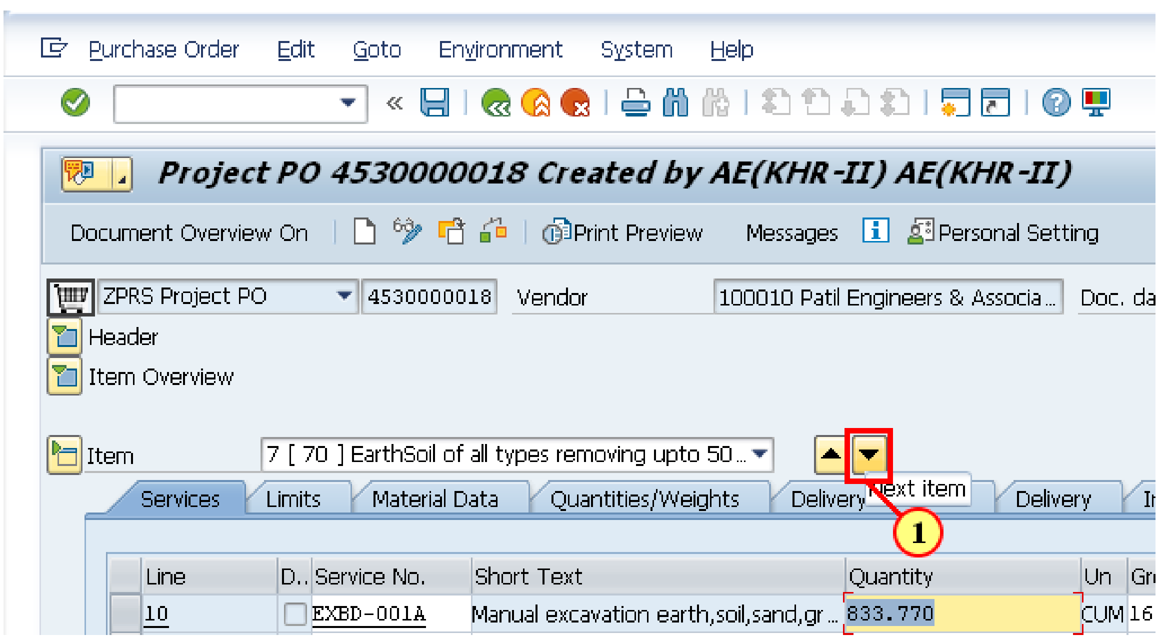
(1) Clicking on the entry **8 [80] Providing Soiling using 80mm size trap** selects it.

Project PO 4530000018



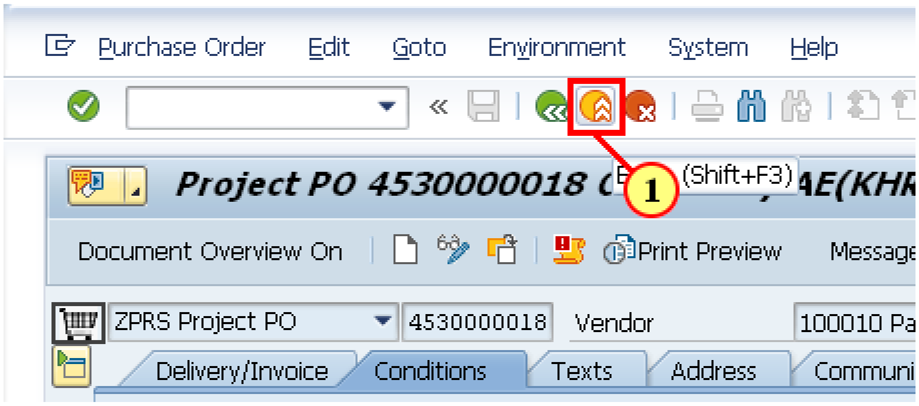
Change the quantity – this should be same as changed in the project structure
Enter is now pressed.

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



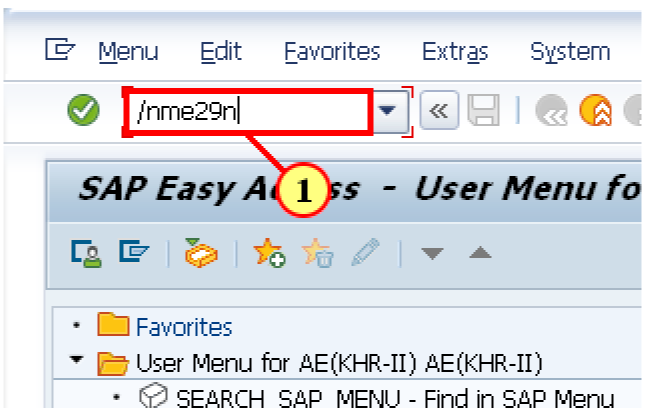
Save Project PO 4530000018 after making all the required changes

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



16.4. Release PO – Tcode ME29N

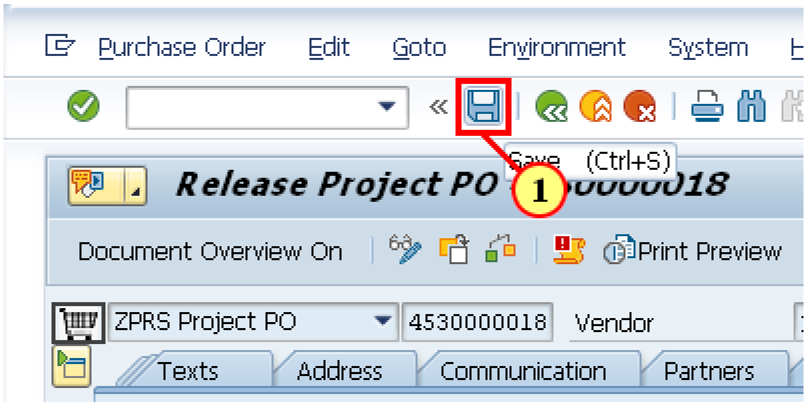
Tcode ME29N to release PO



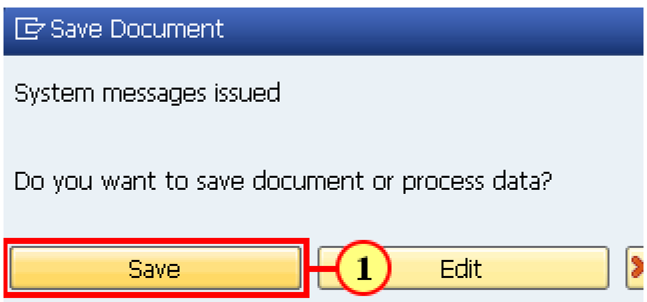
(1) The field is filled out.

Find and open PO 4530000018

Release Project PO 4530000018 – Click Save to release the PO

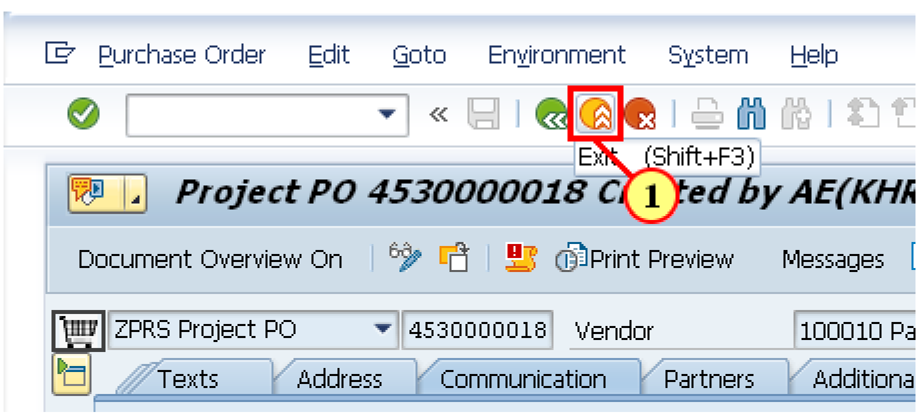


Save Document -- Save



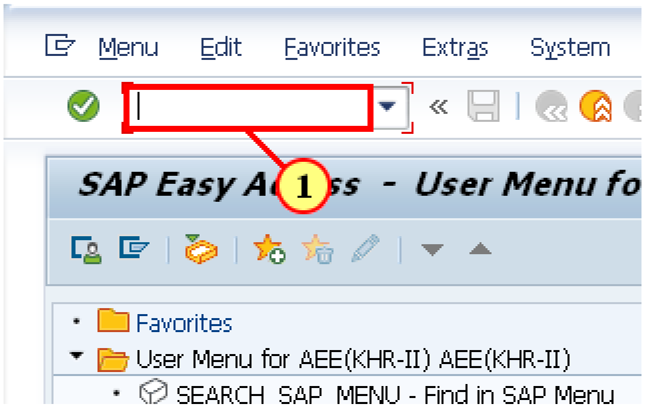
16.5. Release Strategy – Approver 1

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

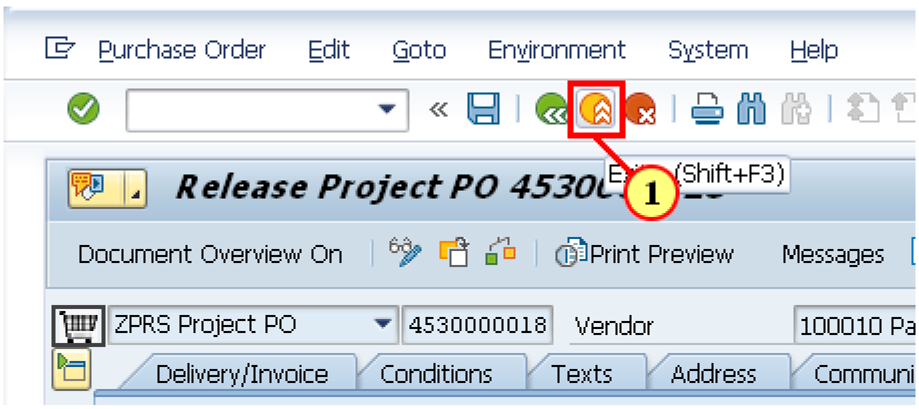


16.6. Release Strategy – Approver 2

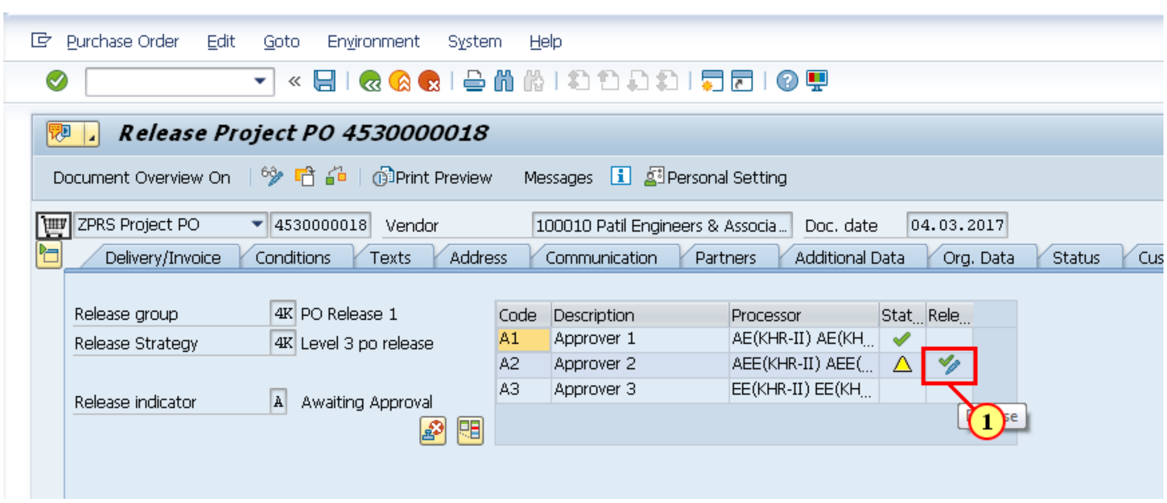
Login Approver 2 -- AEE(KHR-II) – Click Business Work place → Inbox → Workflow. Click to open the PO approval item and Approve the PO



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

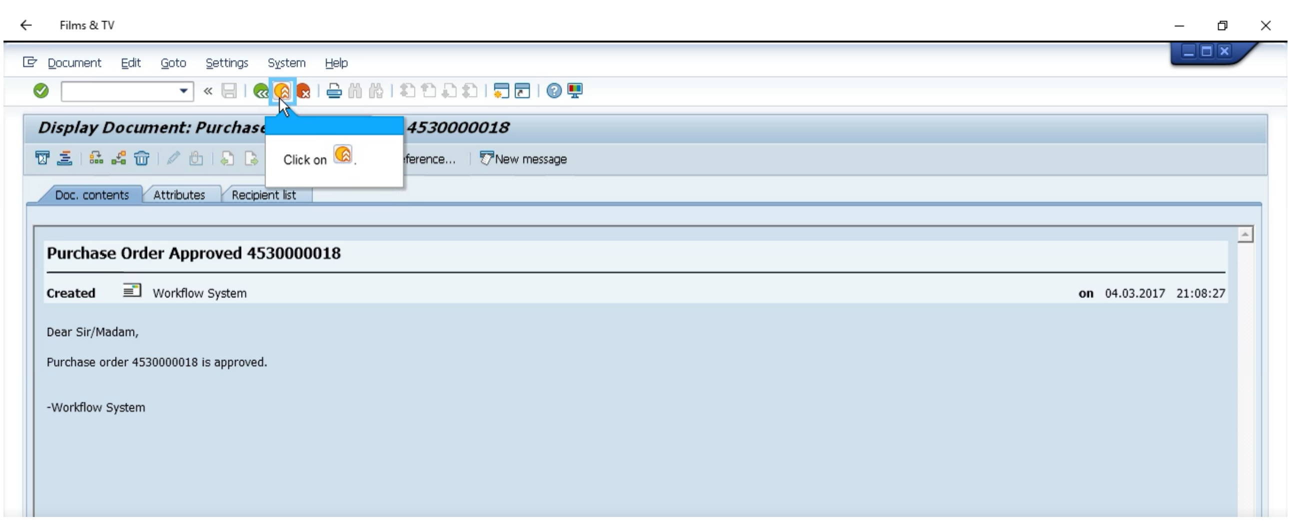
16.8. Release Strategy – Approver 1 – Email Notification

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

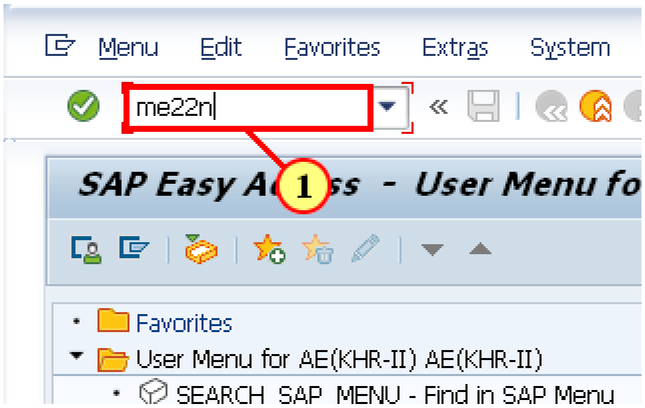
(1) Click on .



17. Quantity change in PO and Project Structure

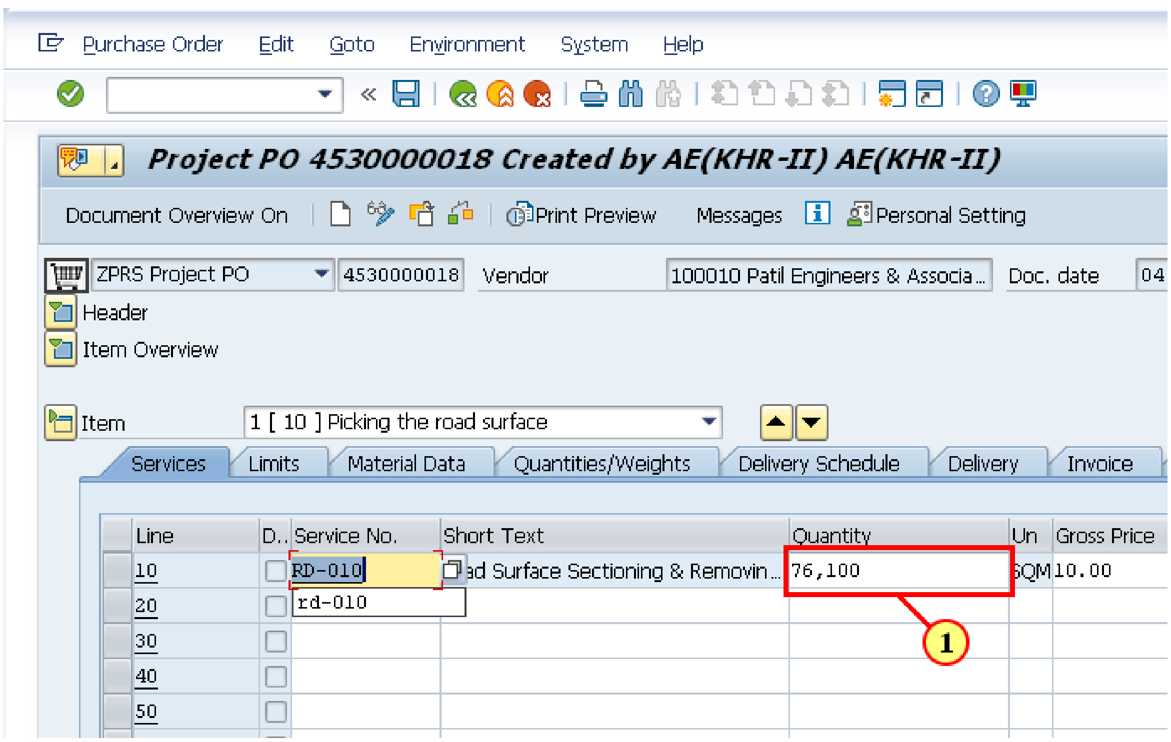
17.1. Change PO -- Tcode ME22N

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



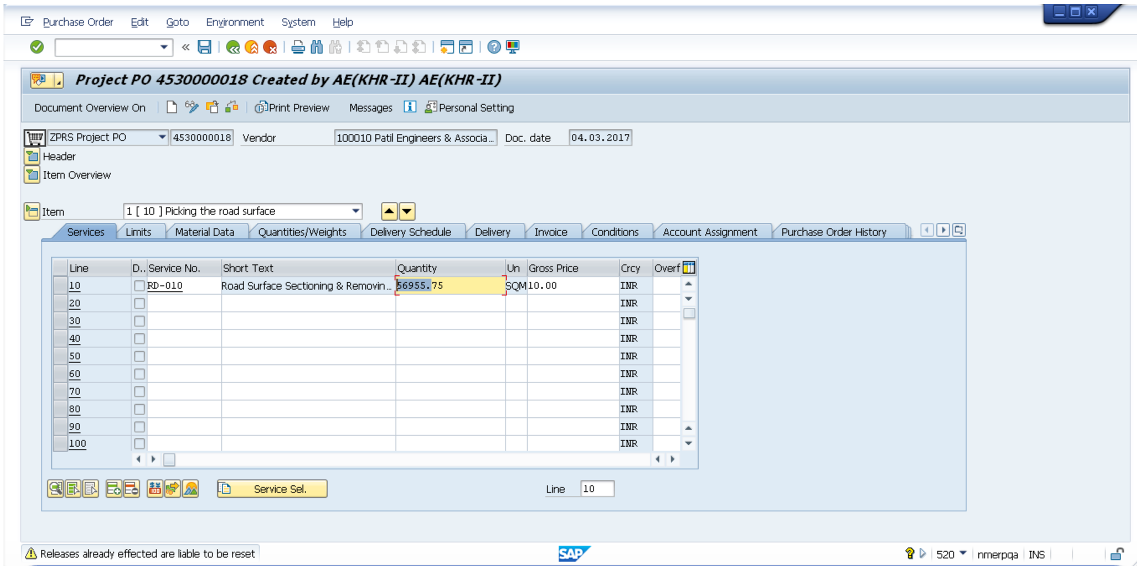
(1) The field is filled out.

Open the Project PO 4530000018



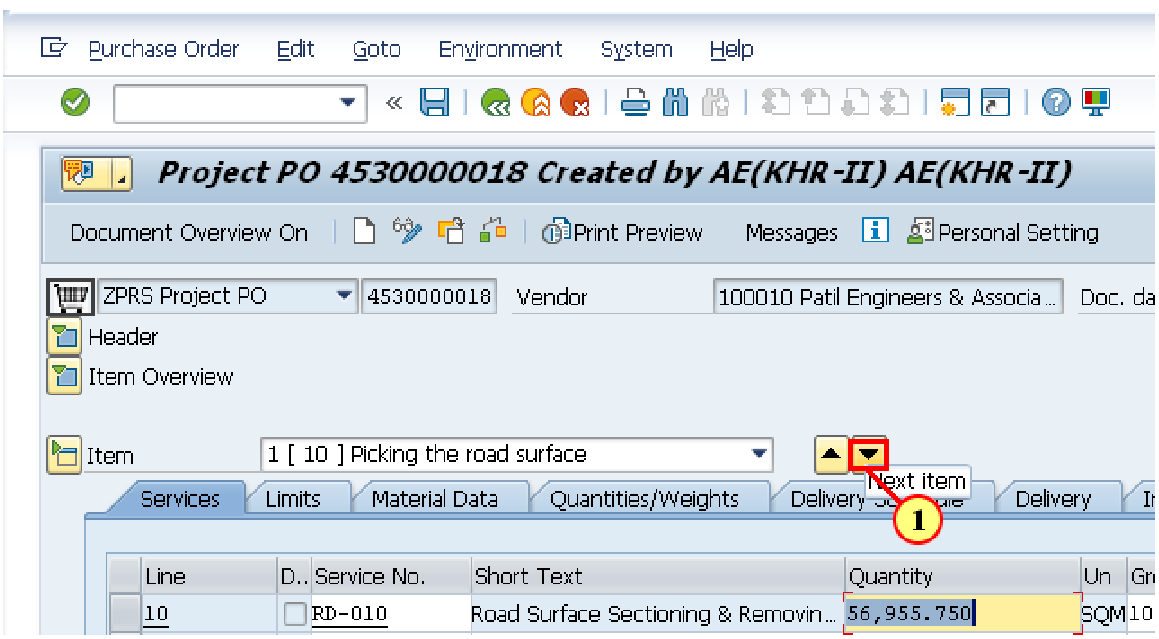
(1) Click on 76,100.

Project PO 4530000018 – Edit the quantity and change it



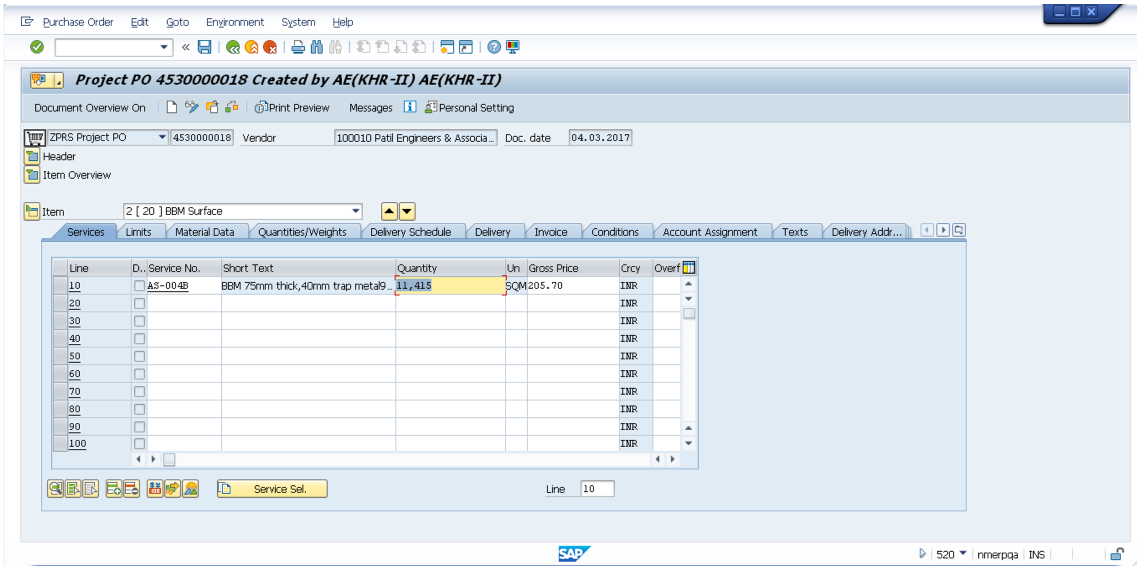
Enter is now pressed.

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

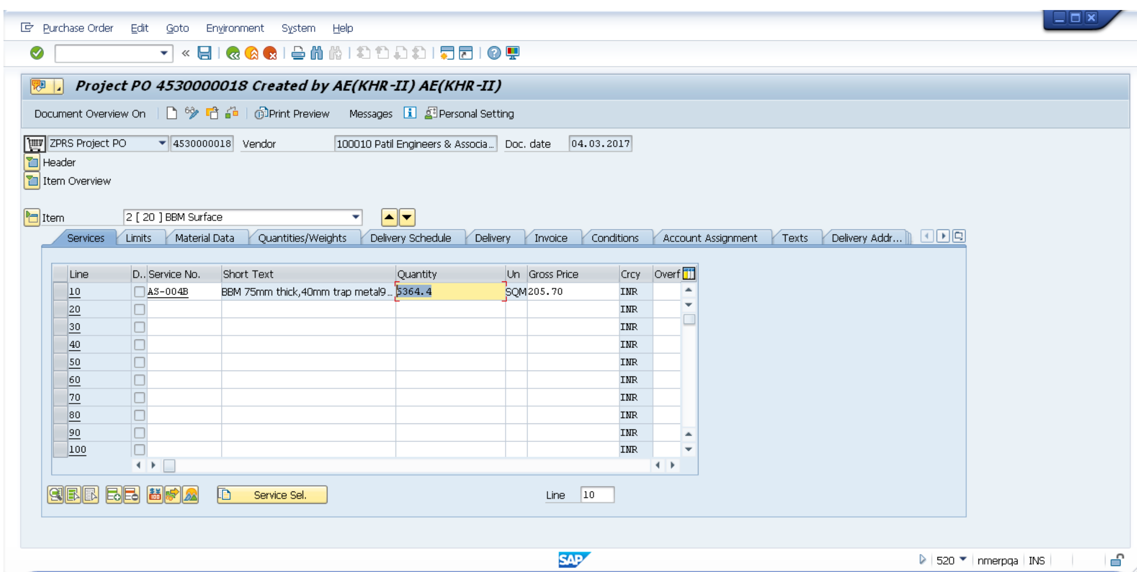


(1) Click on ▼.

Project PO 4530000018 Created by AE(KHR-II)



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

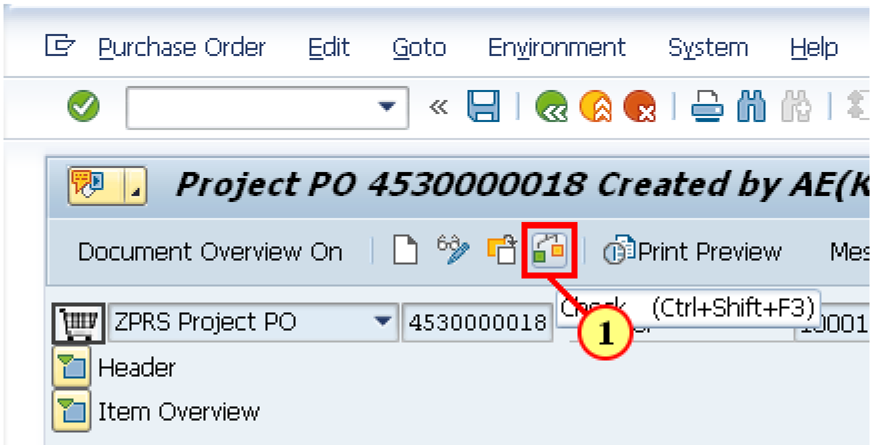


Enter is now pressed.

Similarly change all other required items for changed quantities

17.2. Check PO

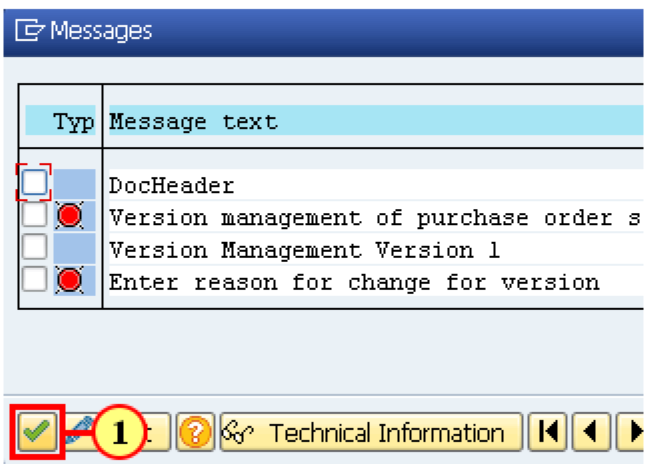
Click on Check button for Project PO 4530000018



(1) Click on **Check** .

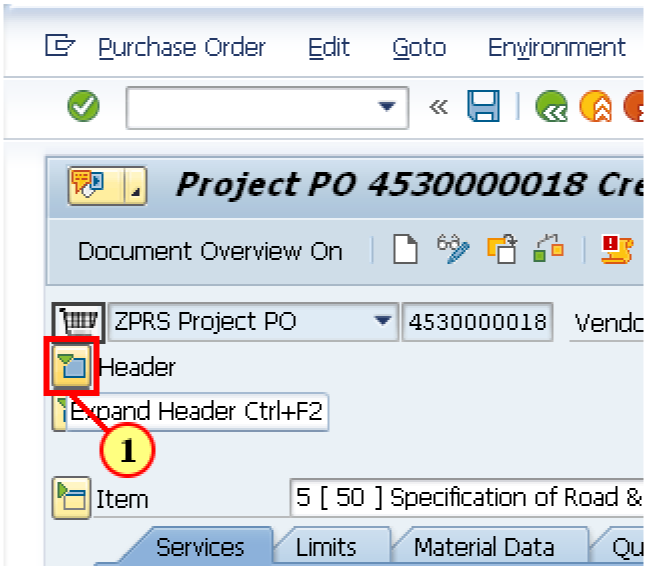
17.3. Error message related to Version

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



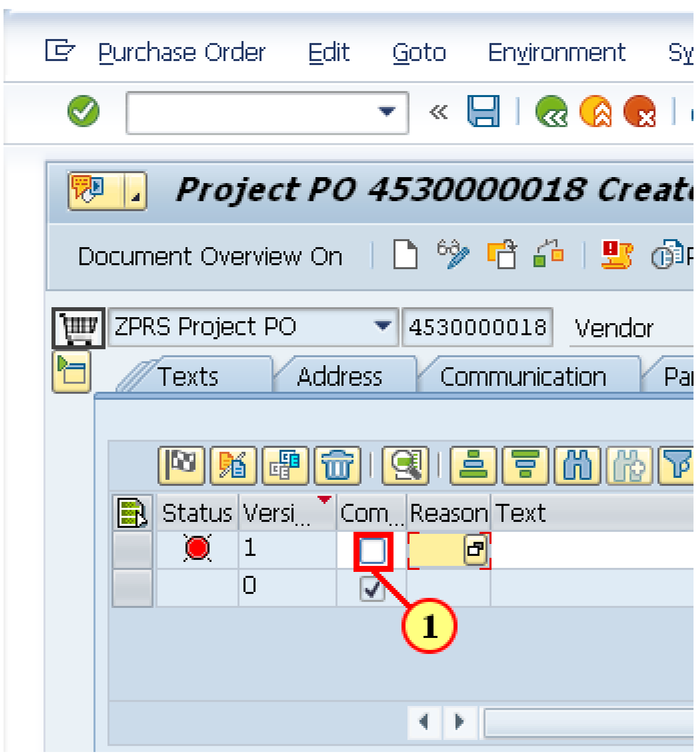
(1) Click on **Continue** .

Project PO 4530000018 - Click Header



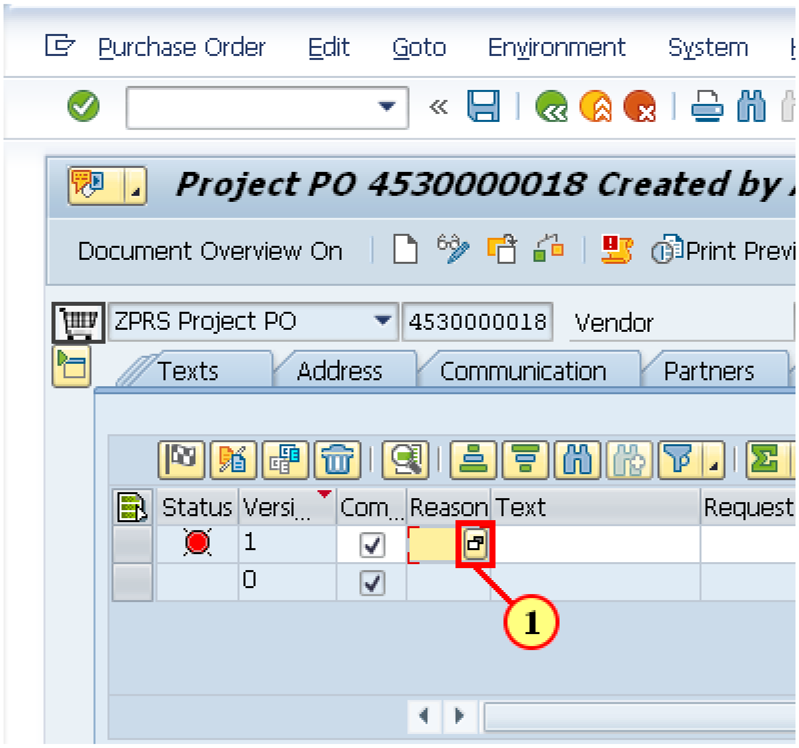
(1) Click on .

Navigate to Versions tab of header and click checkbox as shown

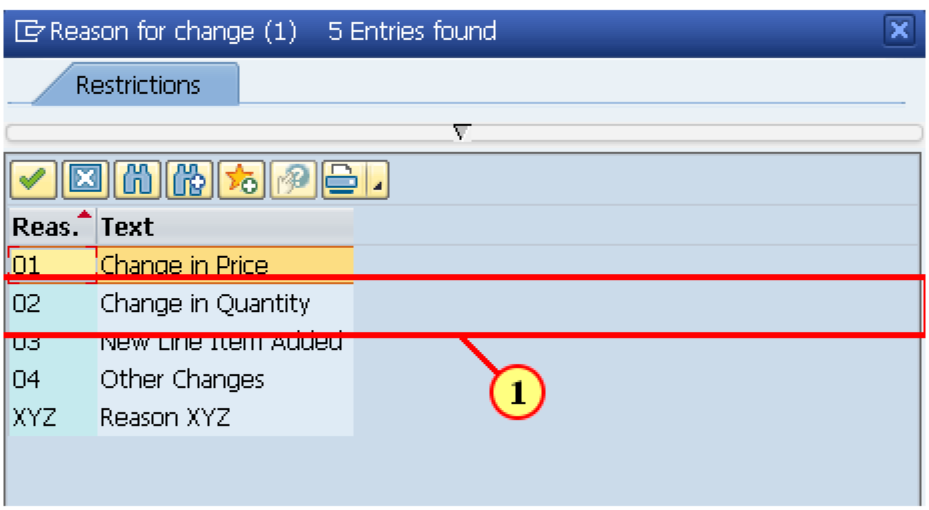


(1) Click on .

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



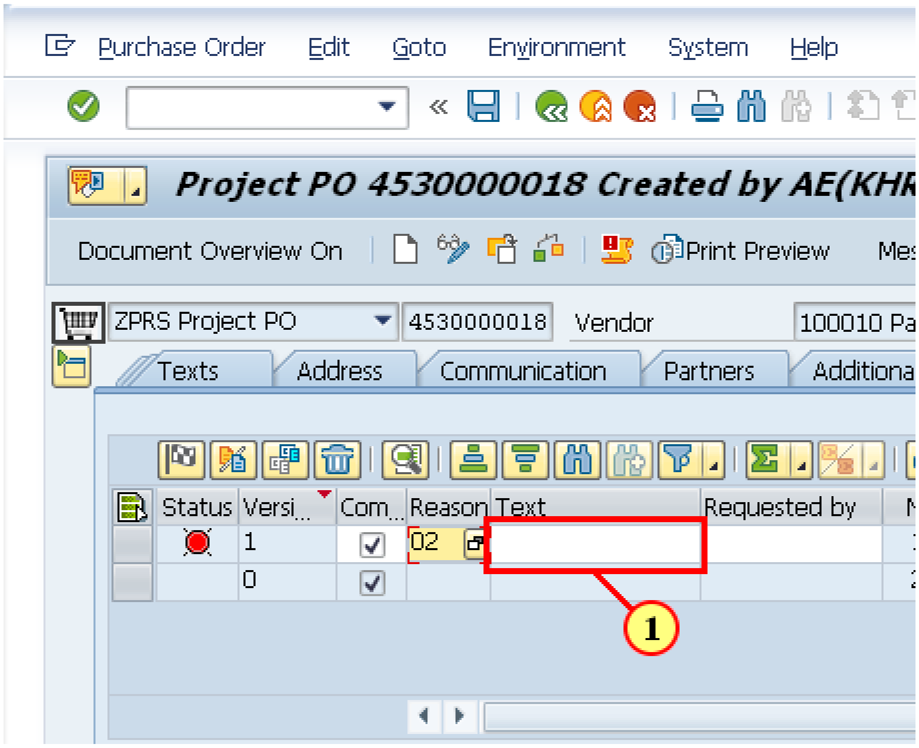
(1) Click on .



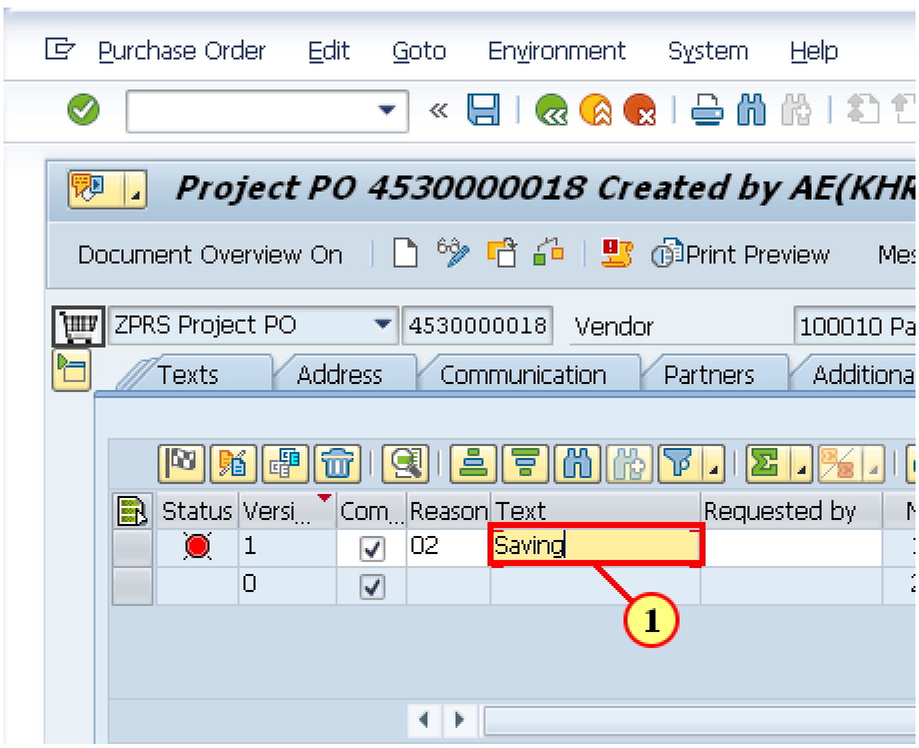
(1) 

is double-clicked.

Project PO 4530000018 – Enter text to mark this change e.g. enter Saving

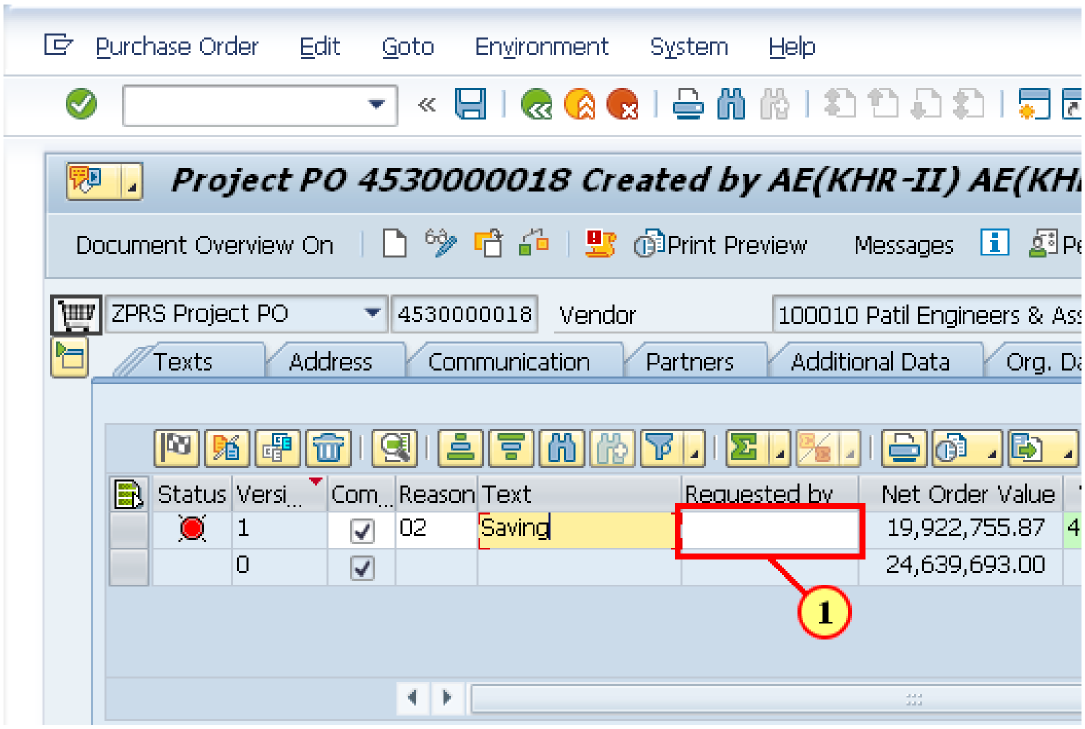


(1) Click on .

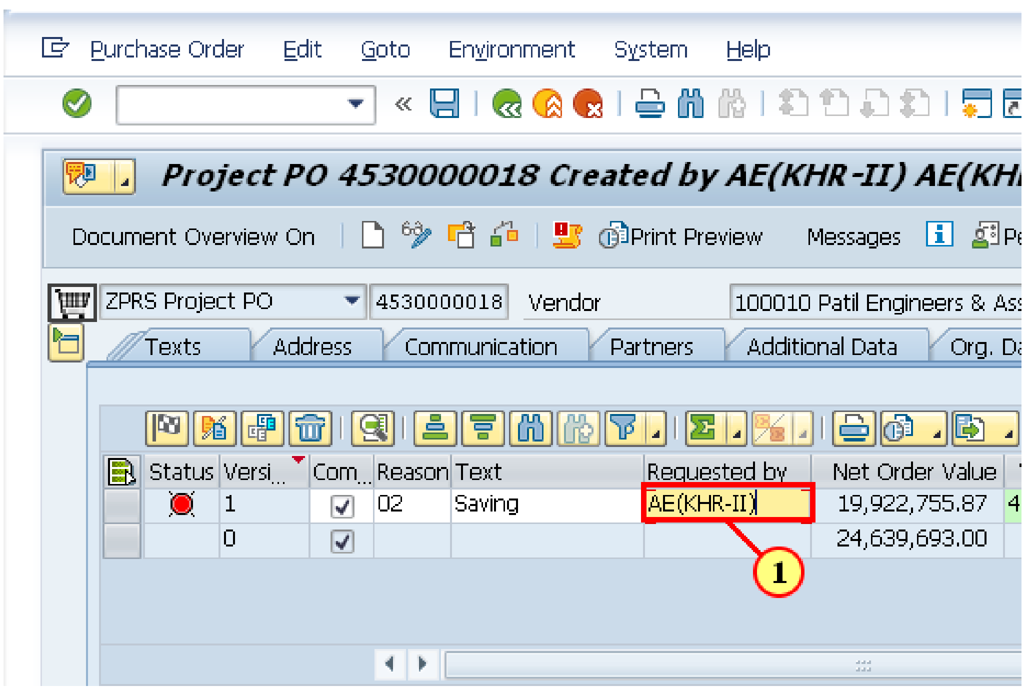


(1) The field is filled out.

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

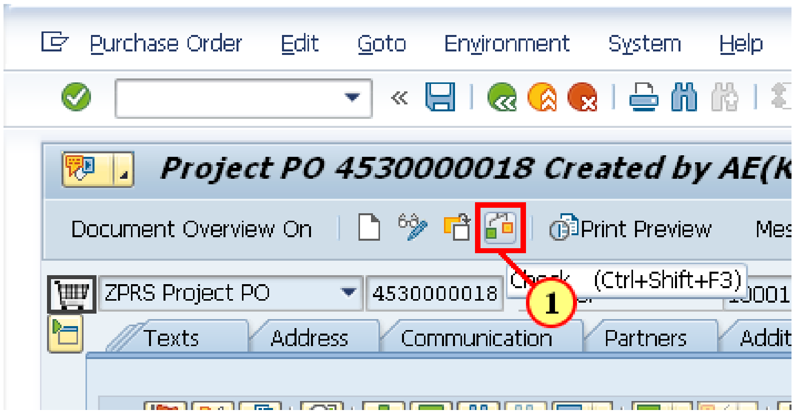


(1) Click on ________________.



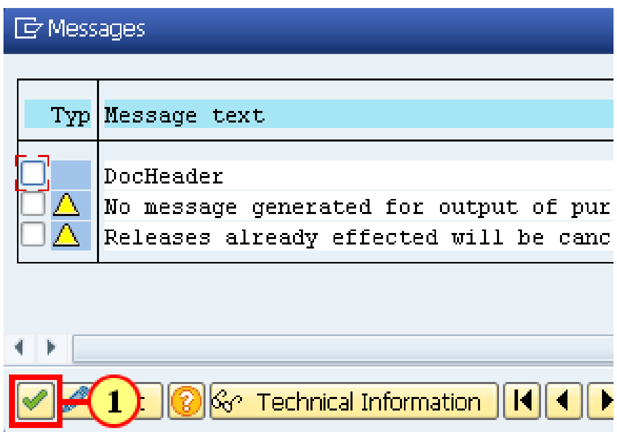
(1) The field is filled out.

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



(1) Click on **Check** .

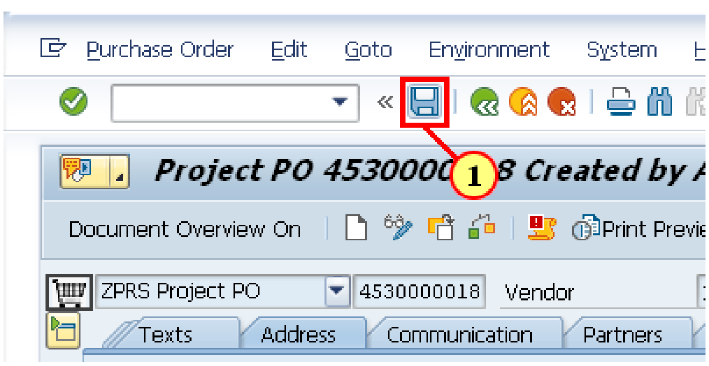
Messages – No critical messages found. The PO can be saved



(1) Click on **Continue** .

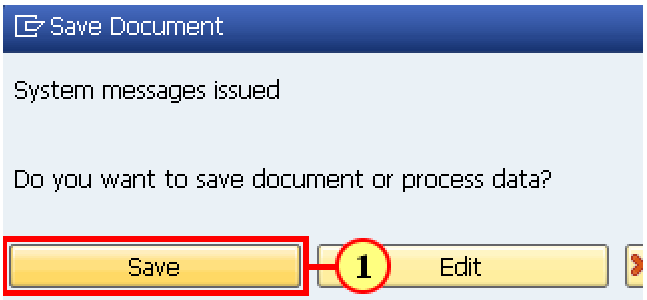
17.4. Save PO

Project PO 4530000018 – Save PO



(1) Click on .

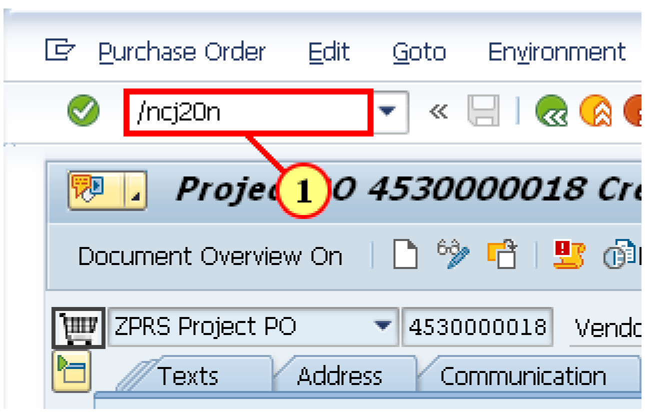
Save Document



(1) Click on Save.

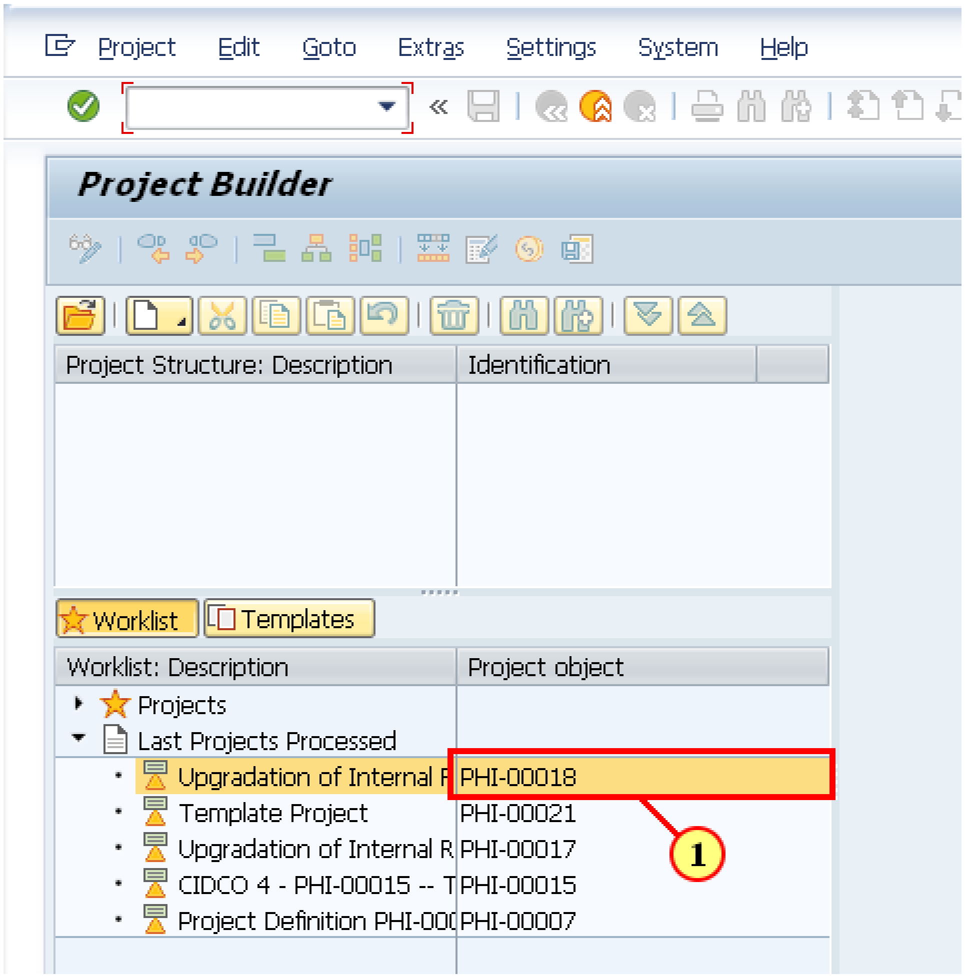
17.5. Open Project in Project Builder – Tcode cJ20N

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



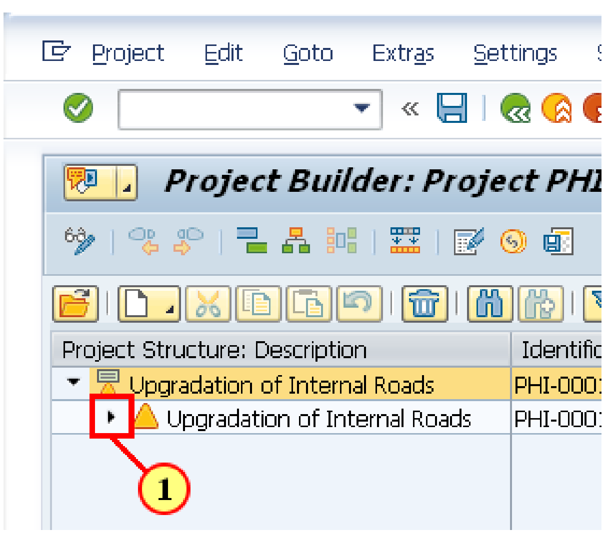
(1) The field is filled out.

Project Builder – Open the project



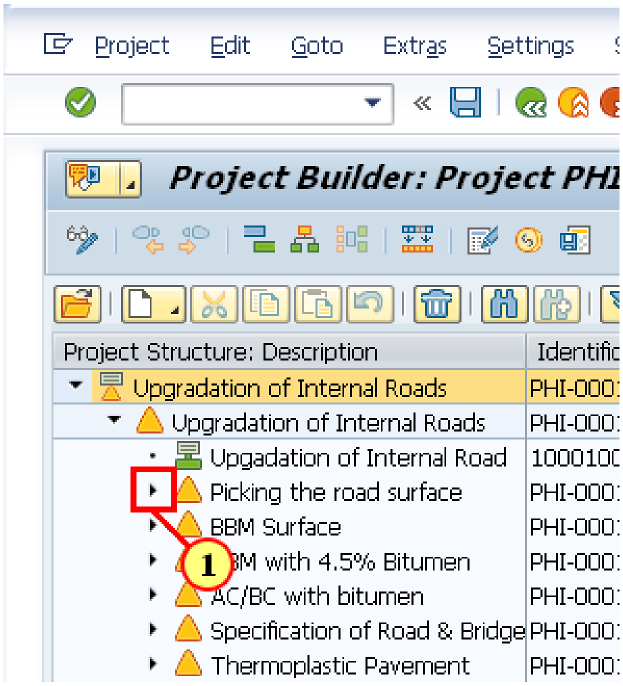
(1) PHI-00018 is double-clicked.

Expand Project PHI-00018

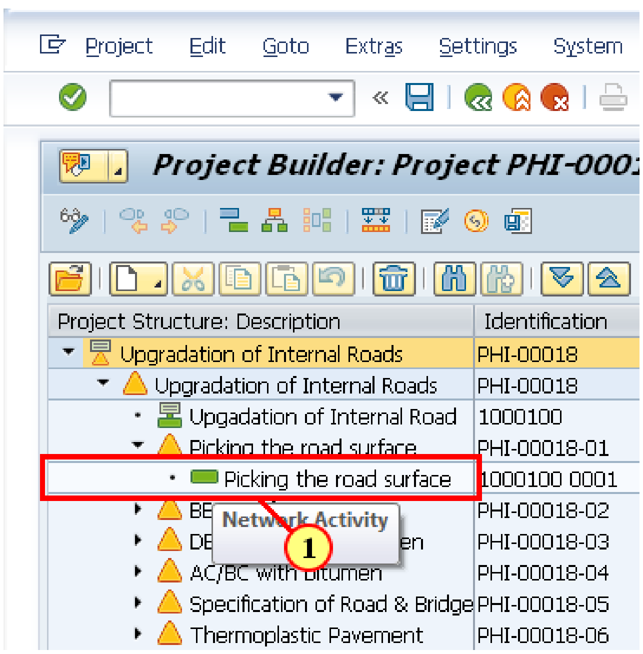


(1) Click on **Upgradation of Internal Roads** .

Select service activities in Project PHI-00018



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

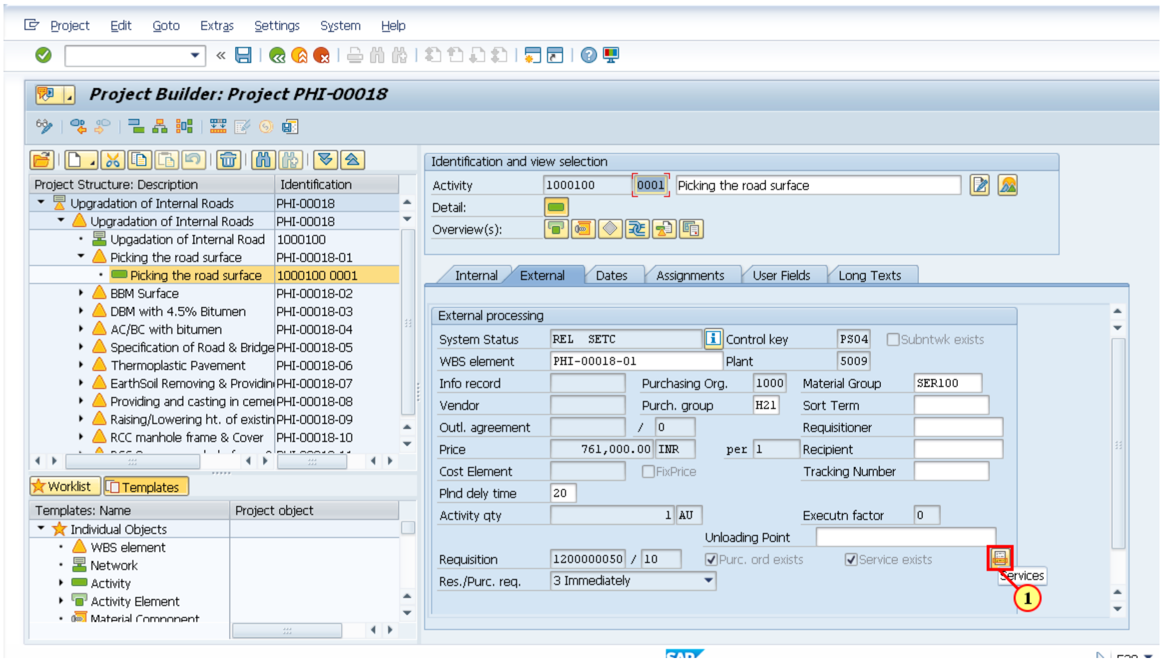


(1) Click on 

.

17.6. Edit Service Activity

Open the Service activity

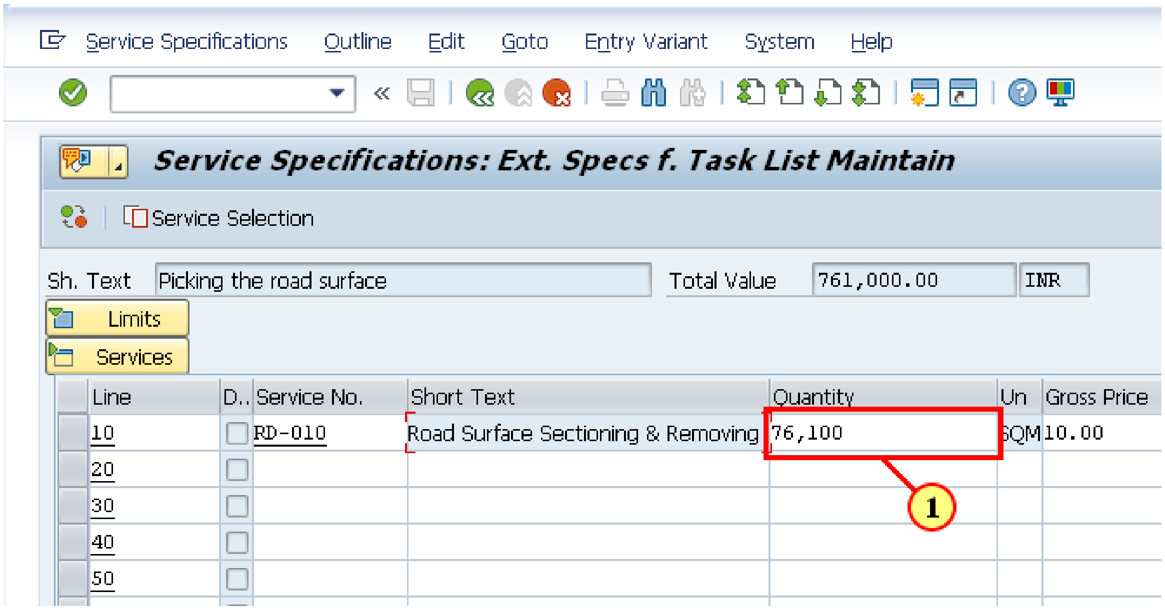


(1) Click on .

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

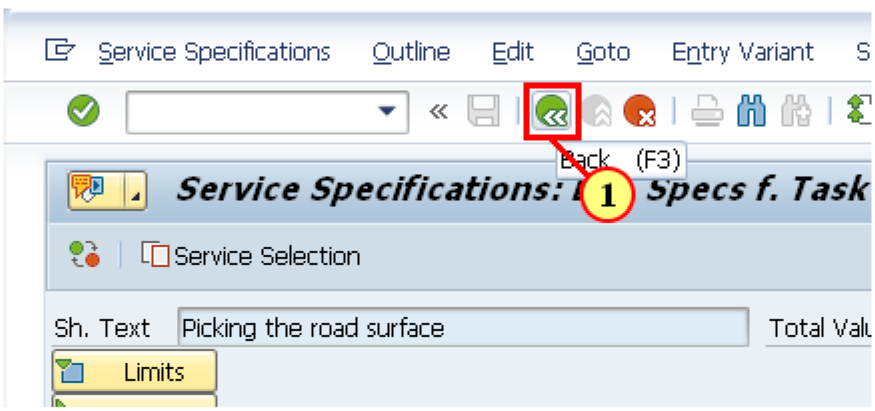
(1) Click on **Continue** .

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



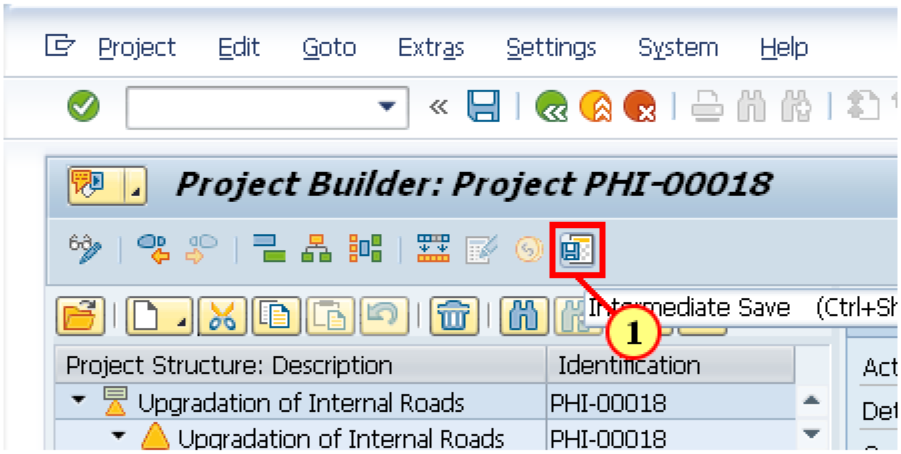
(1) Click on 76,100.

Go Back – open another service quantity and make changes to quantity. Make the changes same as what were done in PO



(1) Click on .

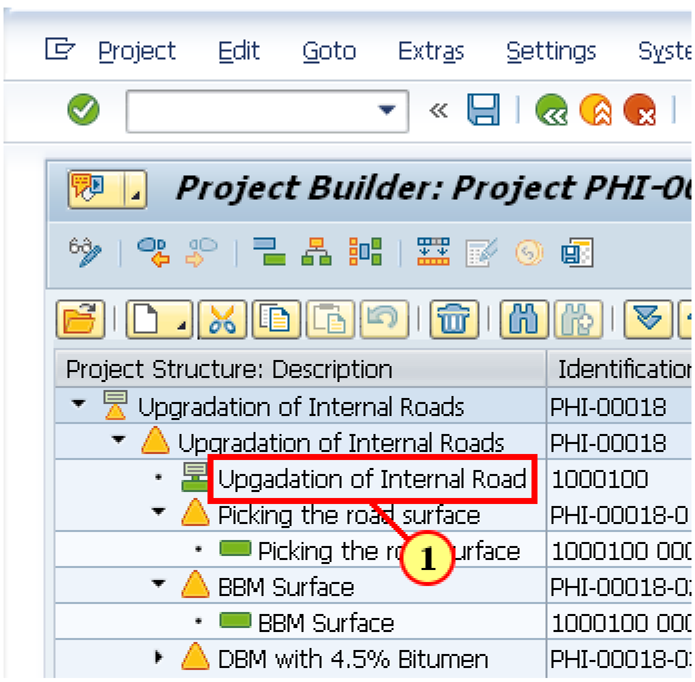
After changing all the required services for their quantities, click on Intermediate Save



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

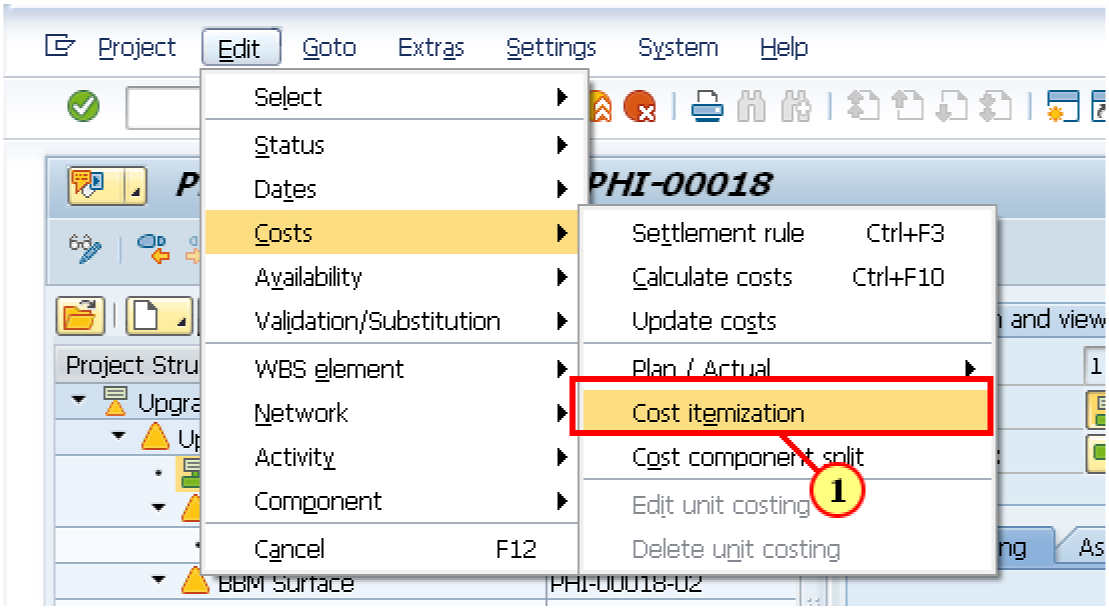
17.7. Check Cost for the project

Check the changed cost – Click on Network of Project PHI-00018



(1) Click on Upgadation of Internal Road.

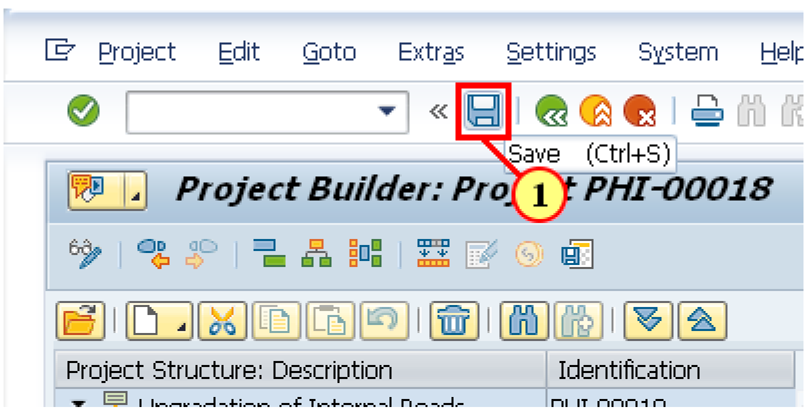
Edit→ Costs→ Cost Itemization – You can see individual service costs and total cost. It will be as per changed quantities



(1) Clicking on the **Cost itemization** 

menu item executes it.

Go back and save the project in Project Builder: Project PHI-00018

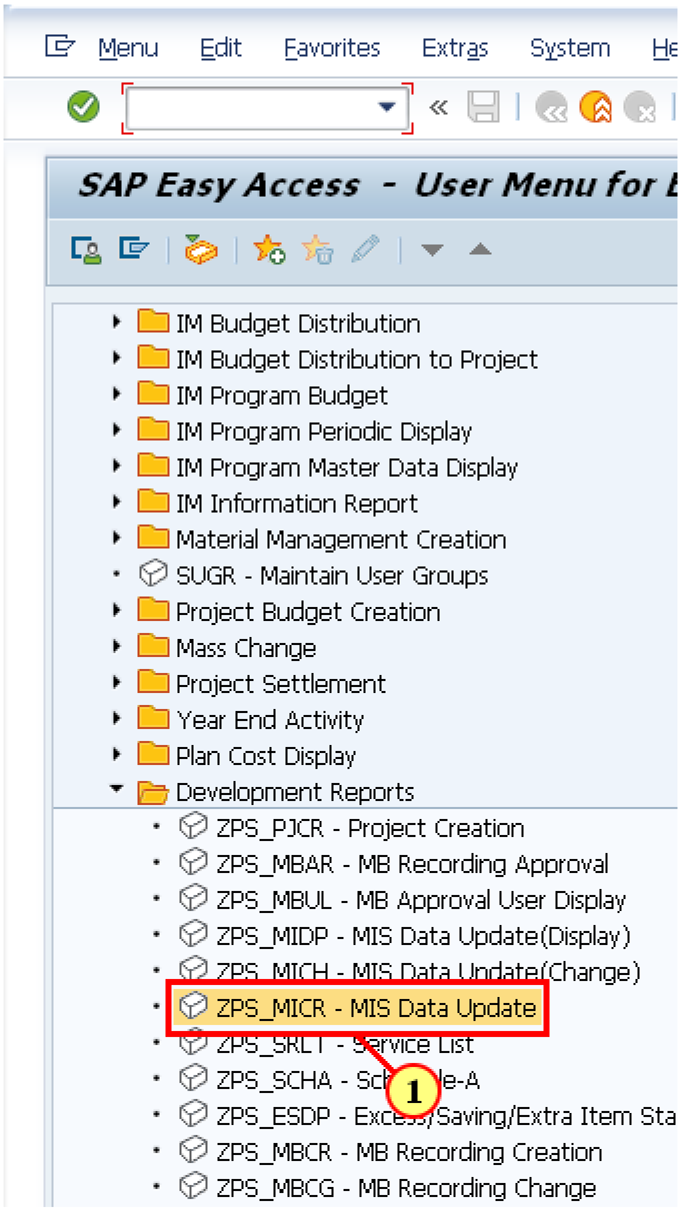


(1) Click on .

18. Extension of Time

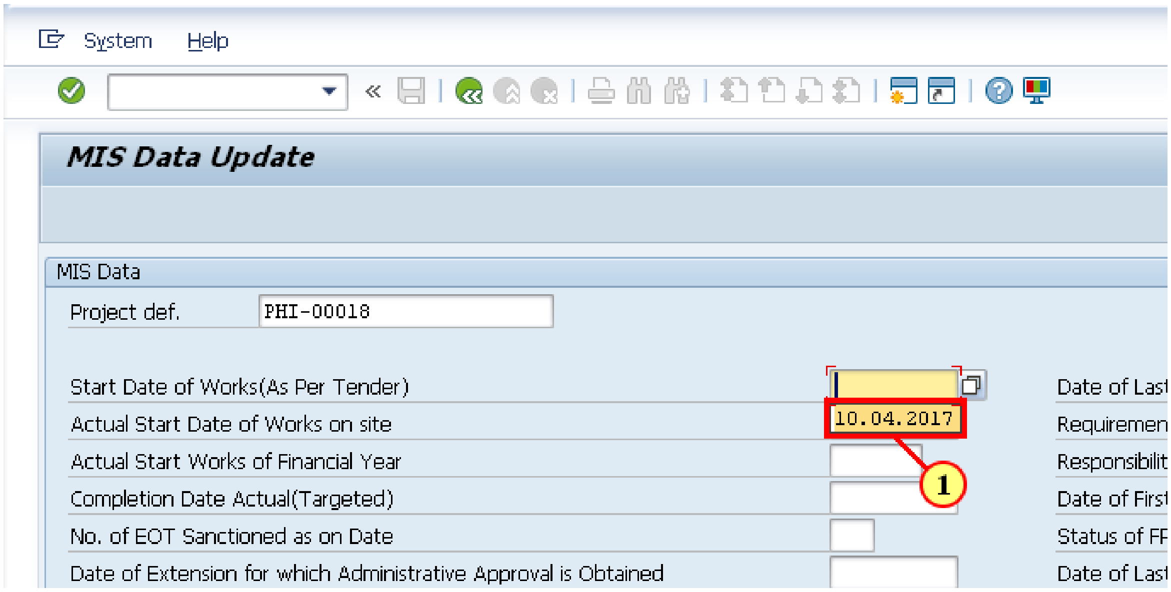
18.1. Tcode ZPS_MICR - Create MIS data -- User Menu for EE(KHR-II)

Login with EE profile



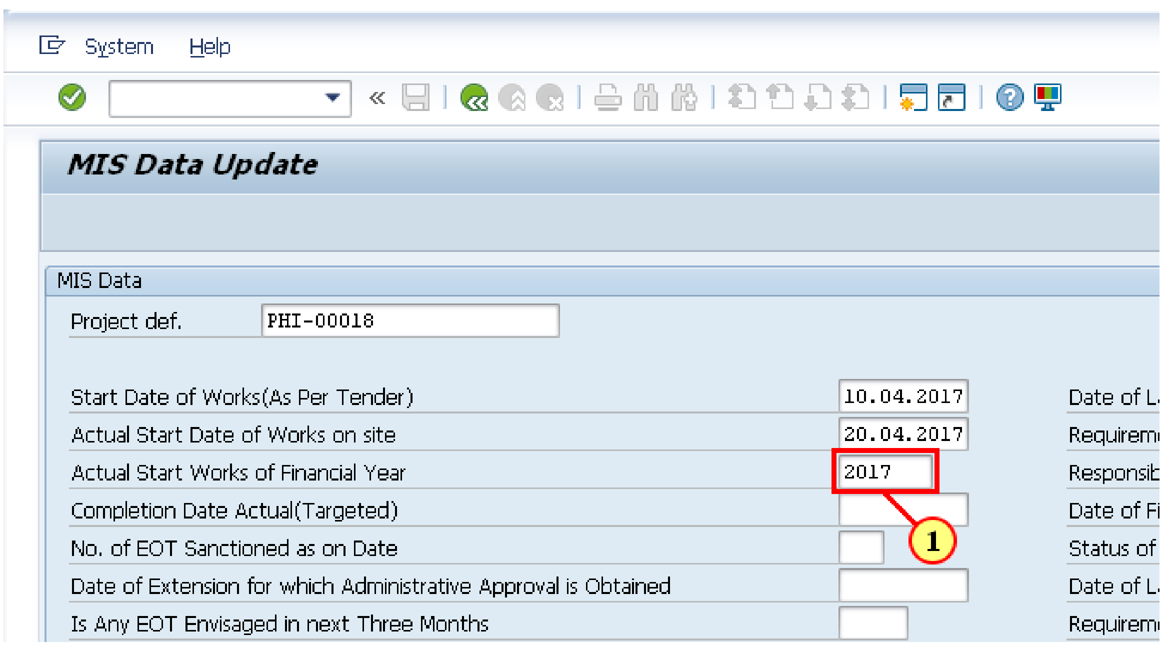
(1) ZPS_MICR - MIS Data Update is double-clicked.

MIS Data Update – Select Project Definition and start entering the fields.



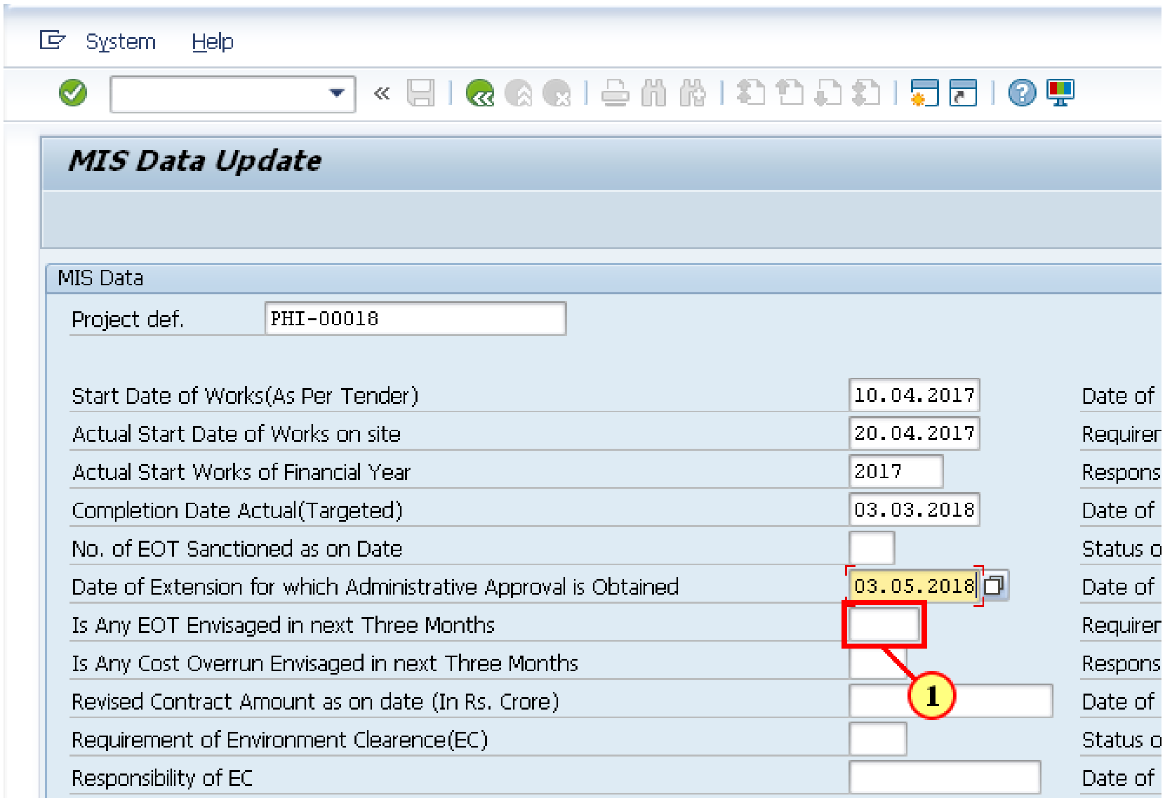
(1) Clicking on the entry **10.04.2017** 10.04.2017 selects it.

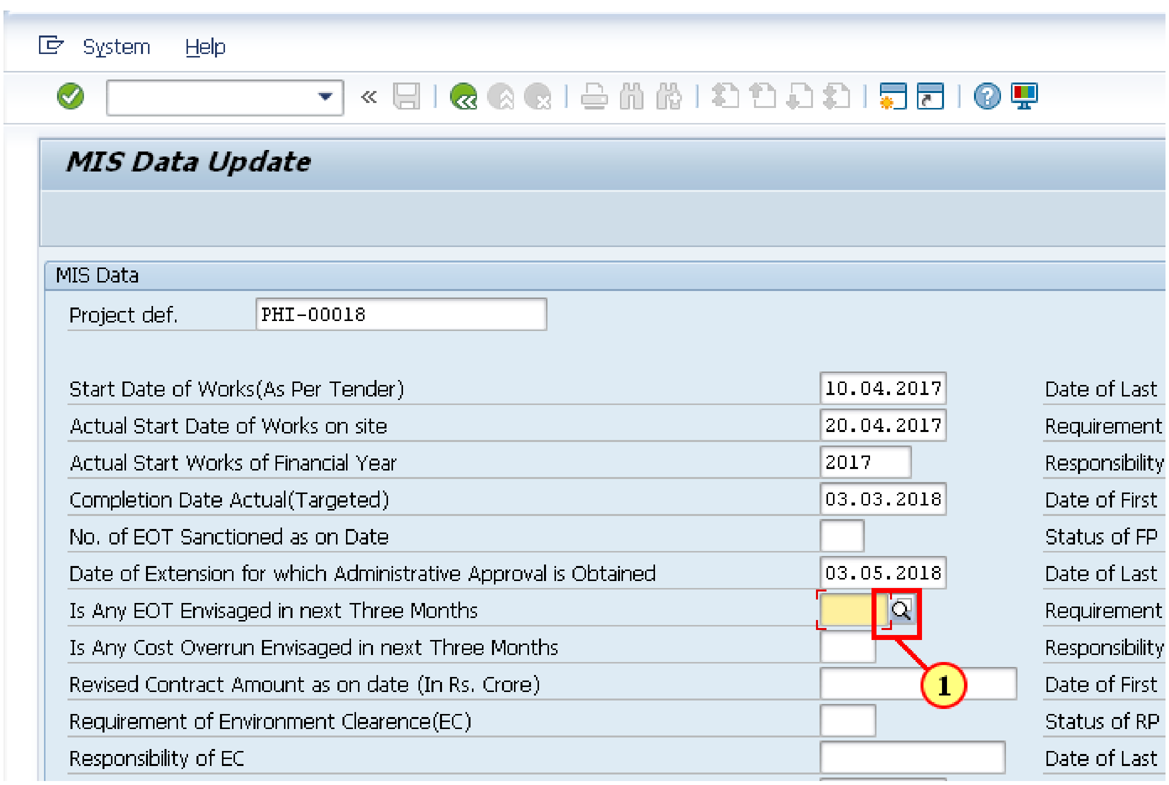
Enter Actual Start Works of Financial Year



(1) The **Actual Start Works of Financial Year** field is cleared.

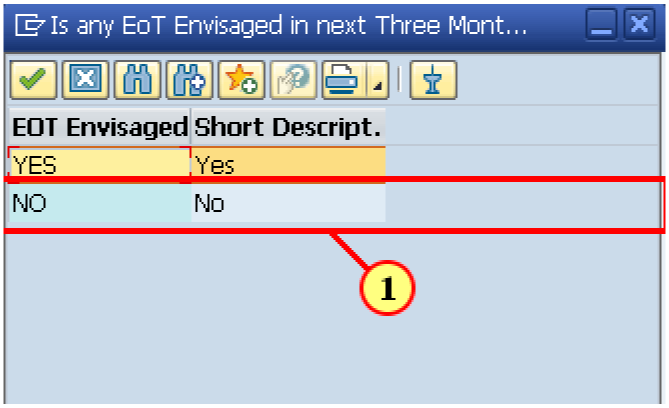
Enter the fields as shown in the screen below. Enter data relevant for your project

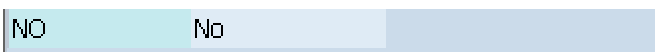

System
Help
MIS Data Update
MIS Data
Project def.
PHI-00018
Start Date of Works(As Per Tender)
10.04.2017
Actual Start Date of Works on site
20.04.2017
Actual Start Works of Financial Year
2017
Completion Date Actual(Targeted)
03.03.2018
No. of EOT Sanctioned as on Date
Date of Extension for which Administrative Approval is Obtained
03.05.2018
Is Any EOT Envisaged in next Three Months
Is Any Cost Overrun Envisaged in next Three Months
Revised Contract Amount as on date (In Rs. Crore)
Requirement of Environment Clearence(EC)
Responsibility of EC
1


System
Help
MIS Data Update
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
Is Any Cost Overrun Envisaged in next Three Months
Revised Contract Amount as on date (In Rs. Crore)
Requirement of Environment Clearence(EC)
Responsibility of EC
Date of Last
Requirement
Responsibility
Date of First
Status of FP
Status of RP
1

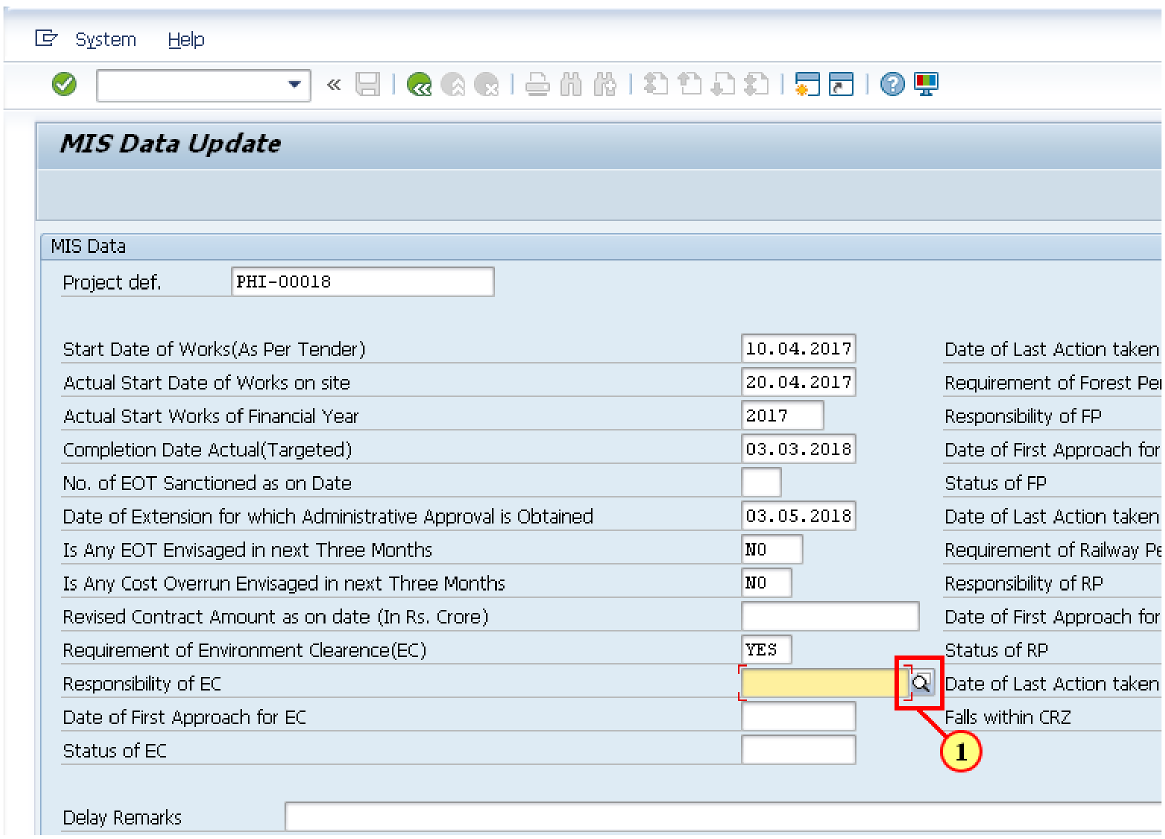
(1) Click on .

Is any EoT Envisaged in next Three Months – Select Yes/No



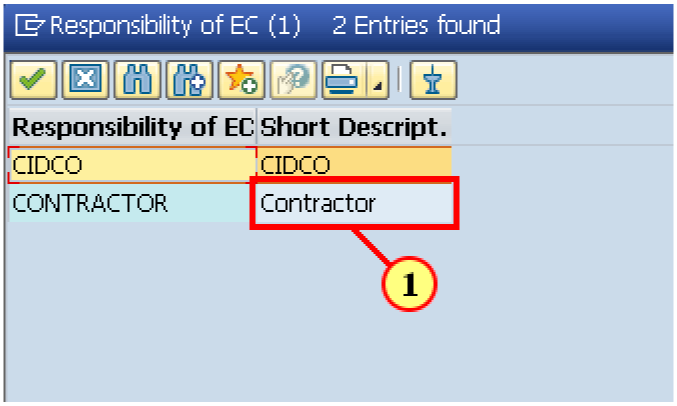
(1) 

is double-clicked.



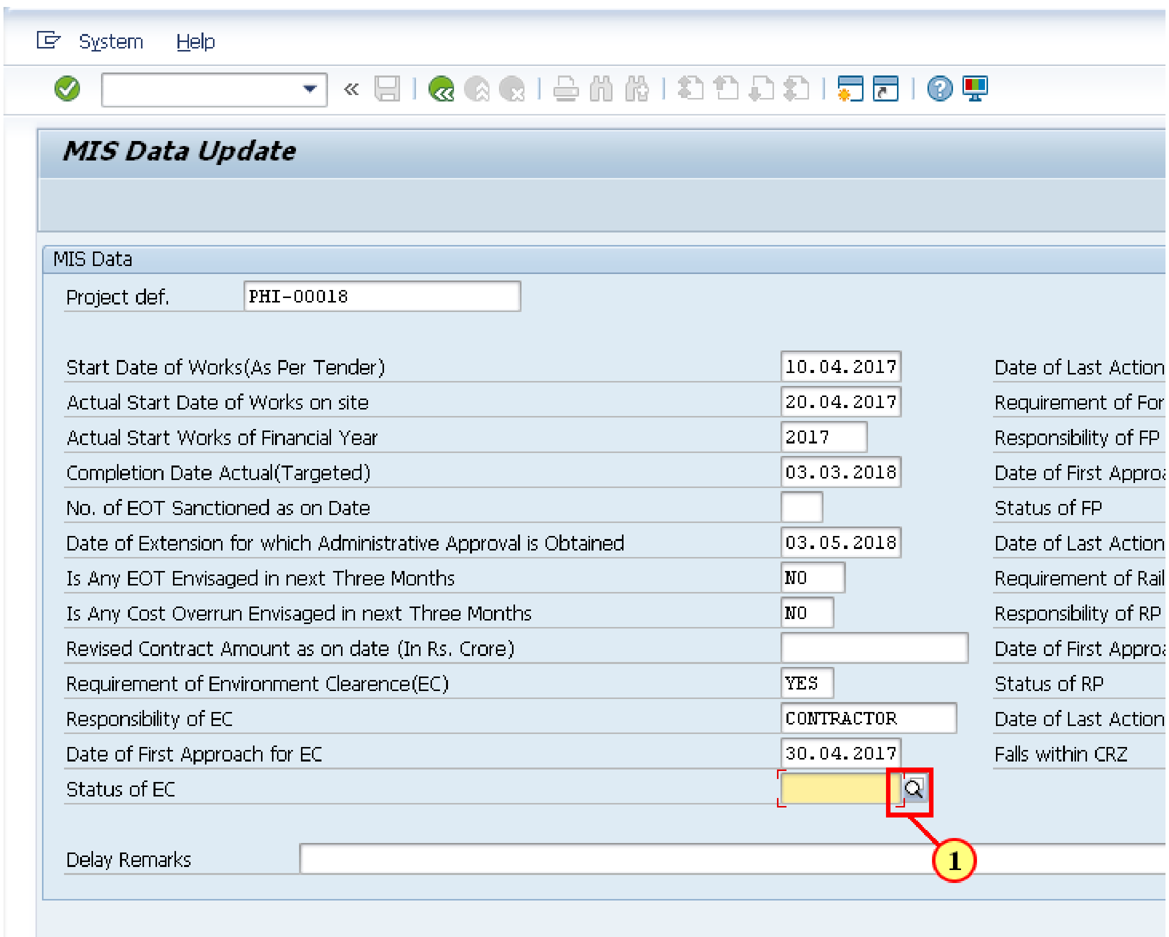
(1) Click on .

Responsibility of EC (1) - Select appropriate entry

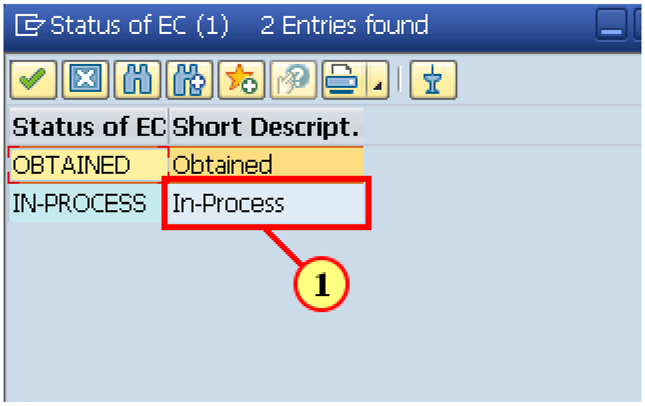


(1) Contractor is double-clicked.

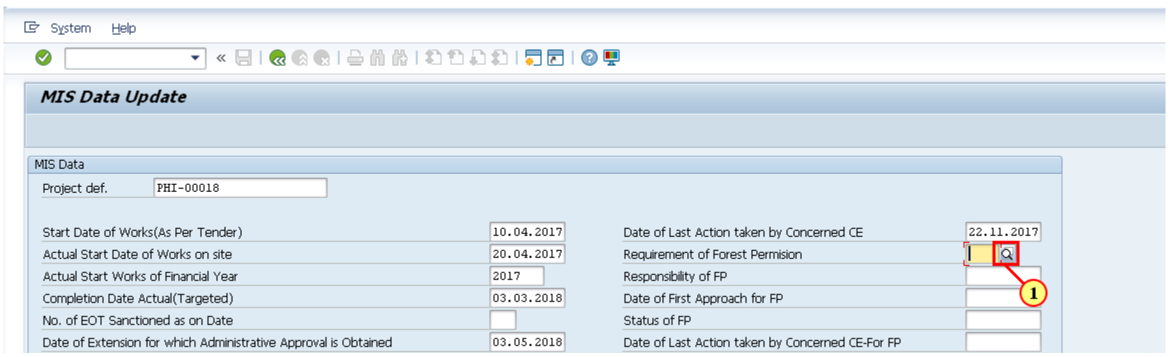
Select Status of EC



(1) Click on .

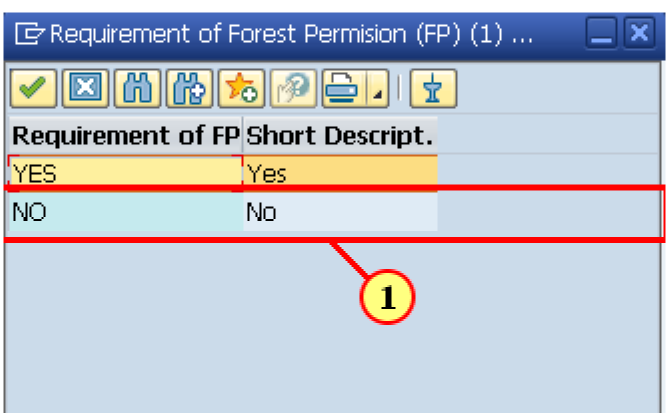


(1) In-Process is double-clicked.

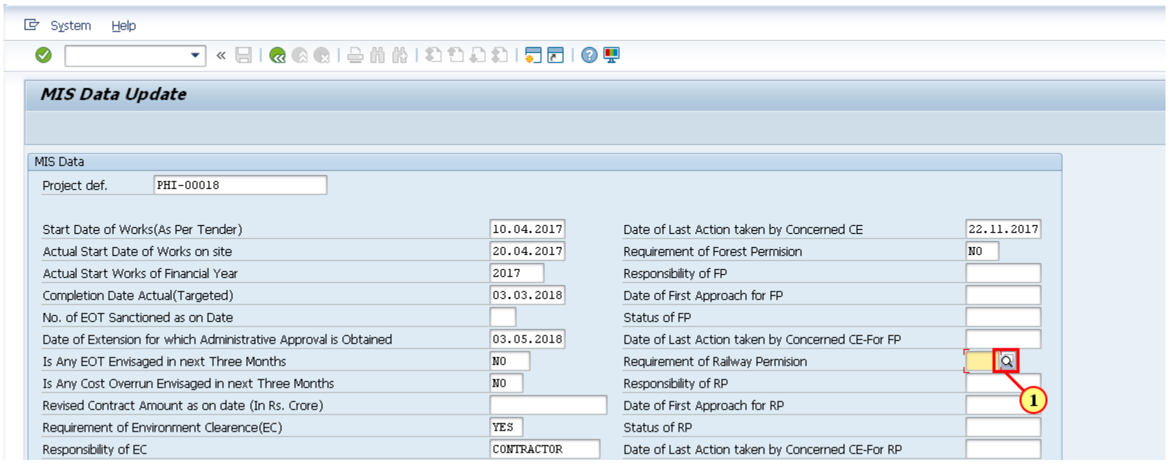


(1) Click on .

Requirement of Forest Permission (FP) (1) - Select Yes/No

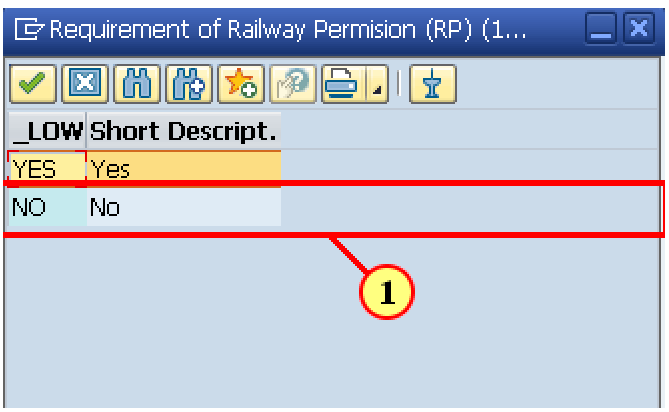


(1) NO No is double-clicked.



(1) Click on .

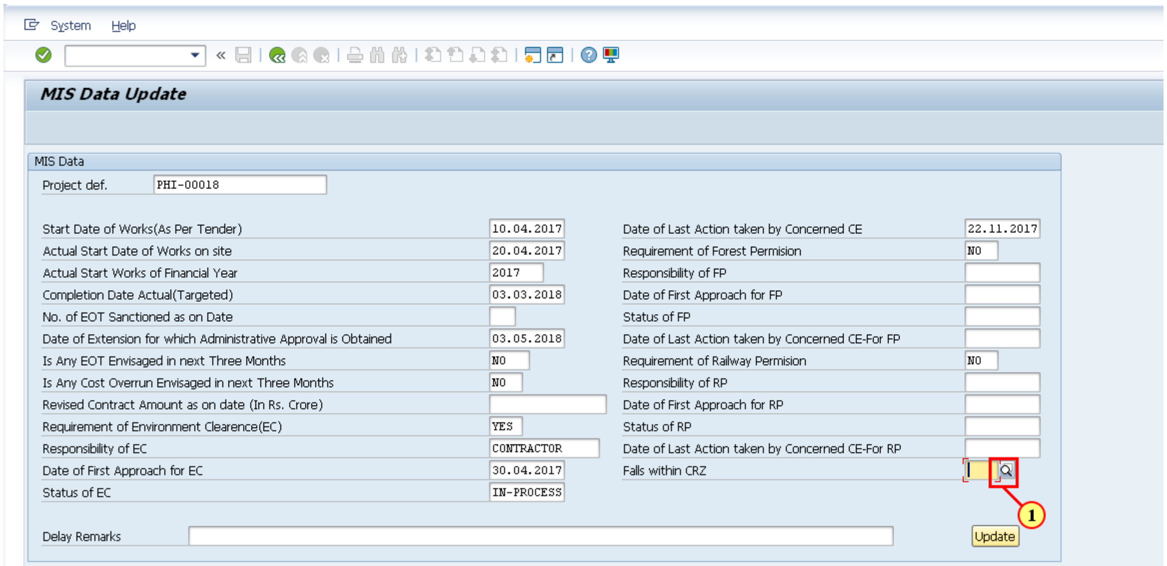
Requirement of Railway Permission (RP) (1) - Select Yes/No



(1) 

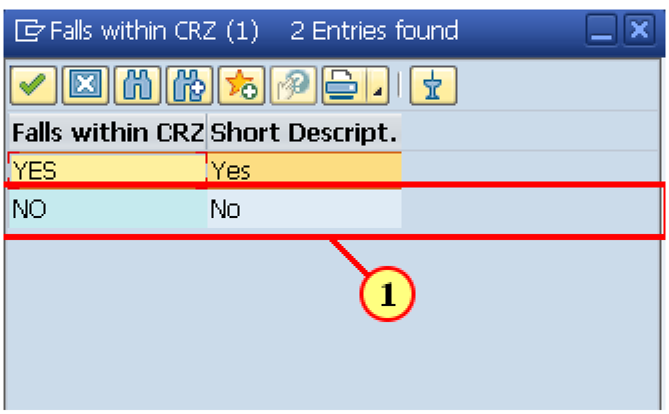
is double-clicked.

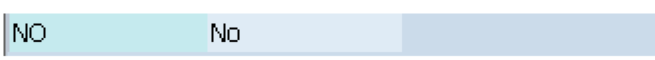
MIS Data Update – Select entry for field "Falls within CRZ"



(1) Click on .

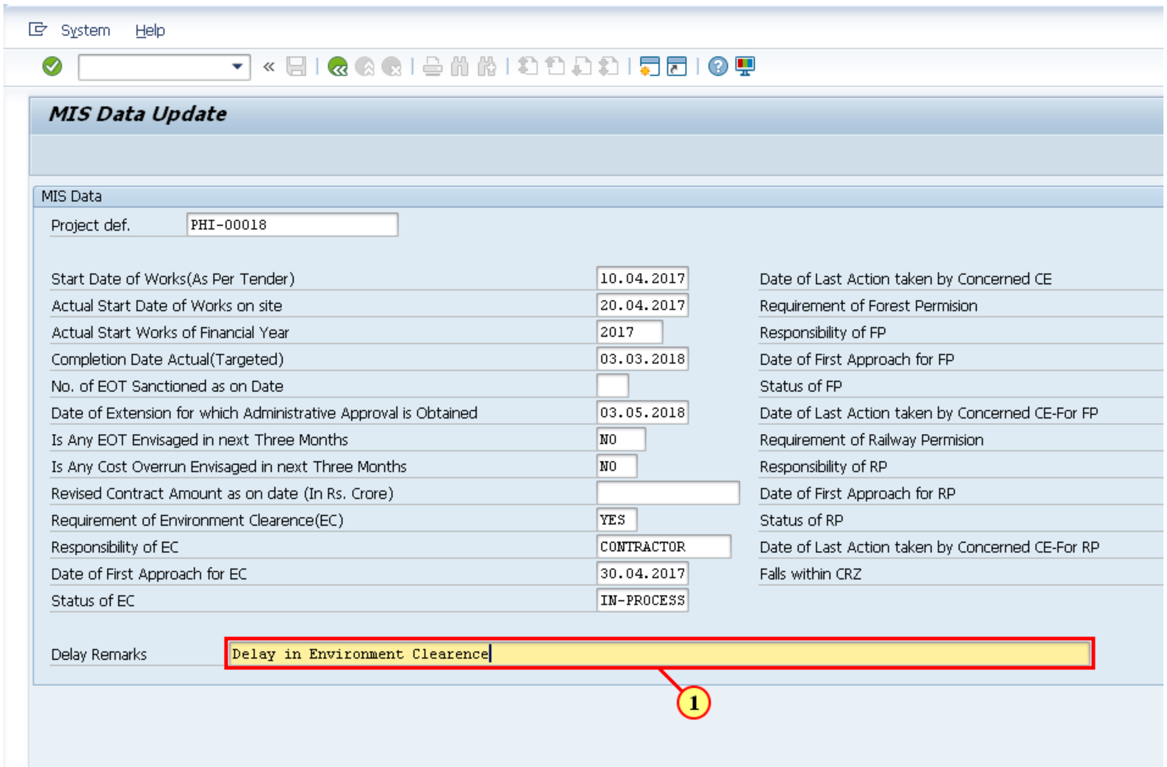
Falls within CRZ (1) - Select Yes/No



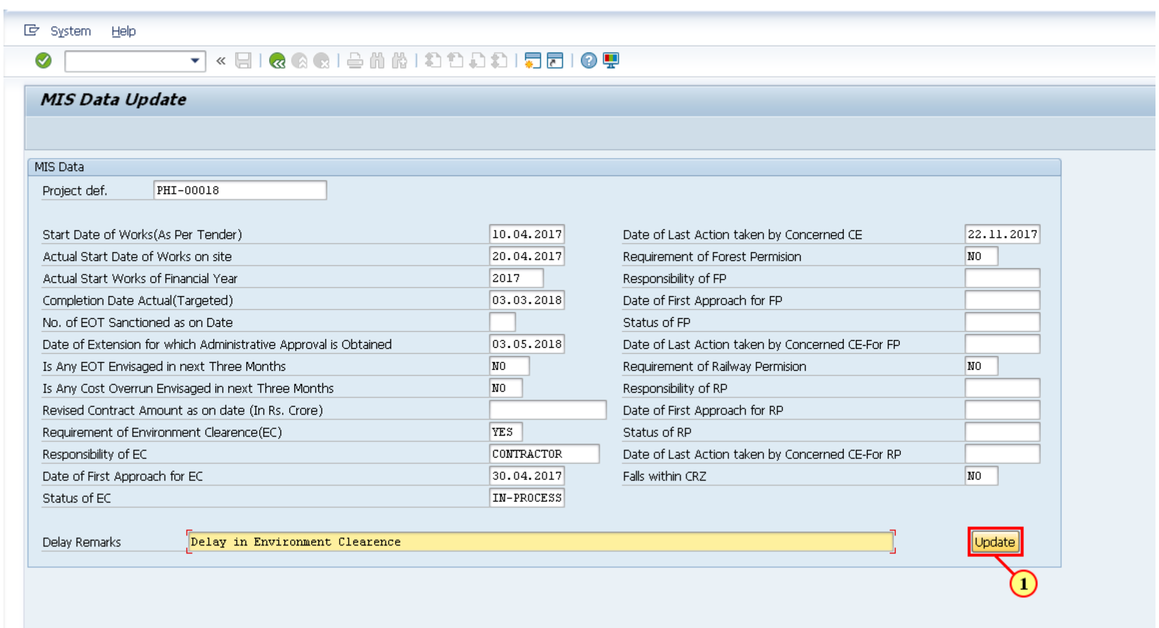
(1) 

is double-clicked.

Enter Delay remarks

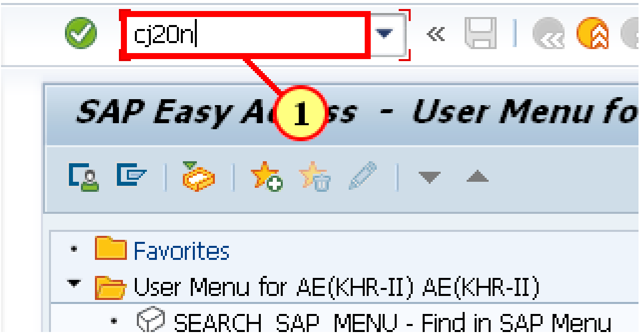


Click Update button



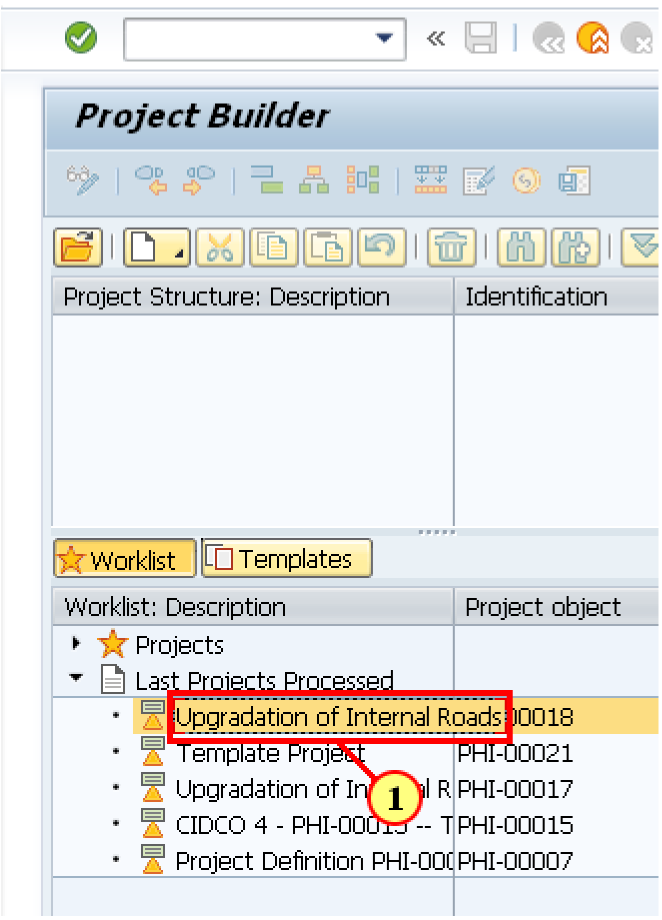
(1) Click on Update.

18.2. Open Project in Project Builder -- Tcode CJ20N - User Menu for AE(KHR-II)



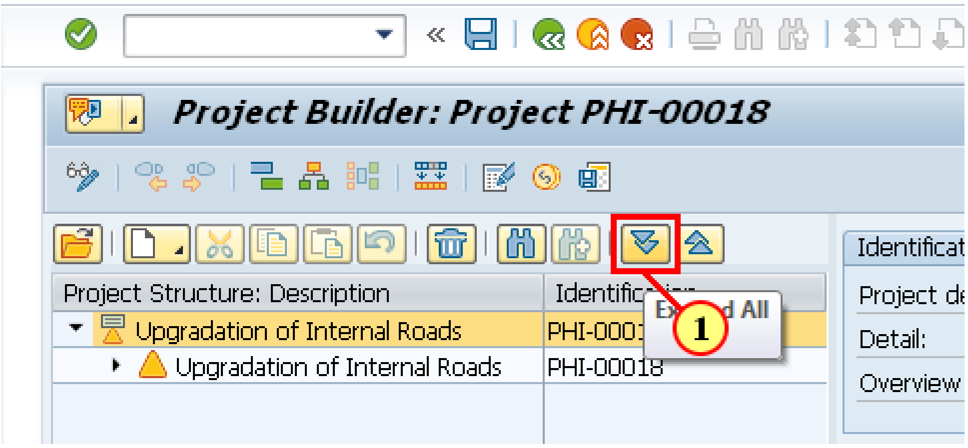
(1) The field is filled out.

Open the project in Project Builder



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

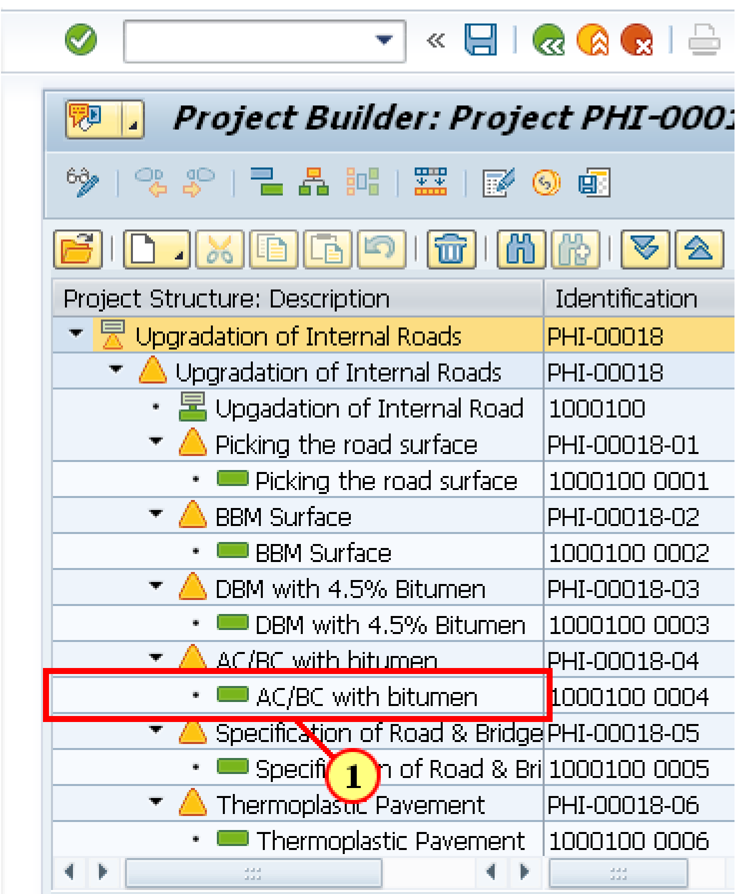
Expand Project PHI-00018



(1) Click on .

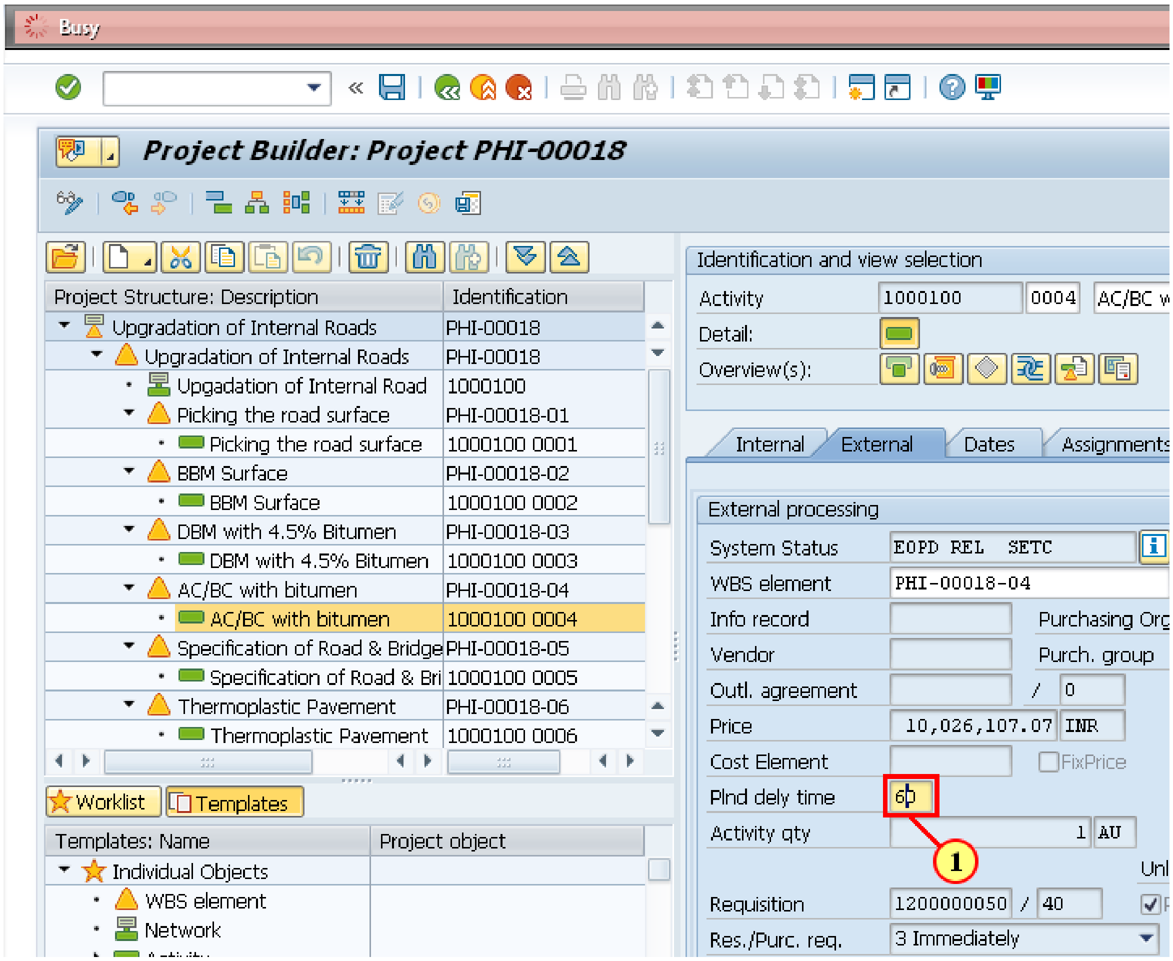
18.3. Change Duration of the Service Activity

Select Service activity where duration is to be increased



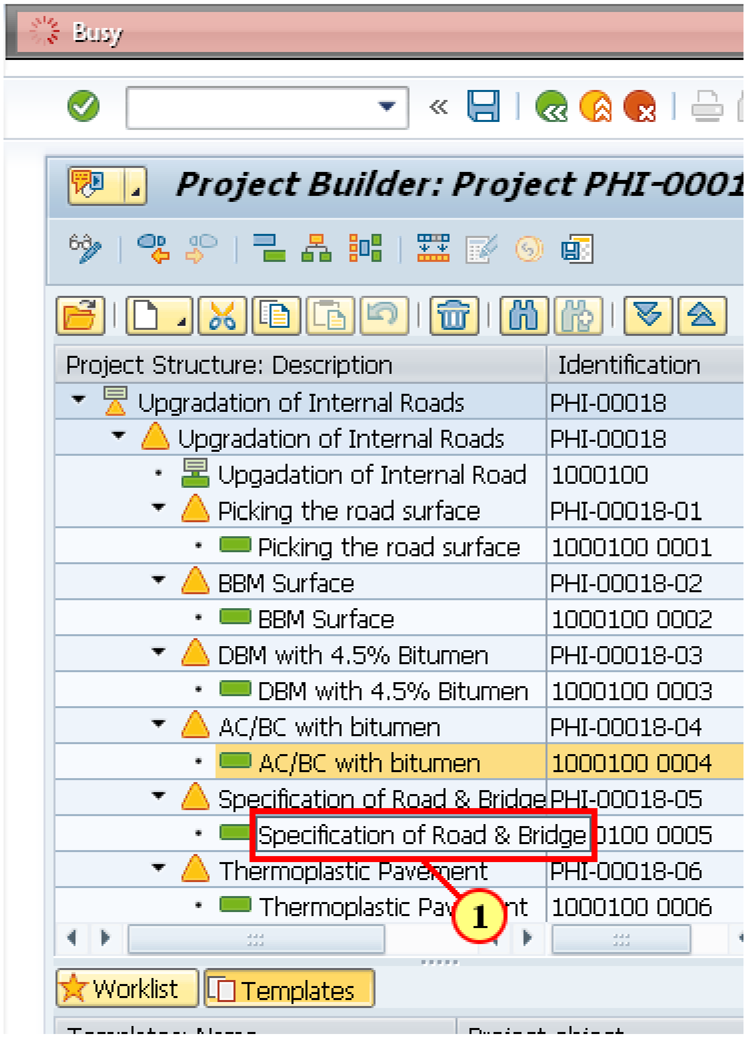
(1) Click on • AC/BC with bitumen.

Enter the new duration in days in field “Plnd dely time”

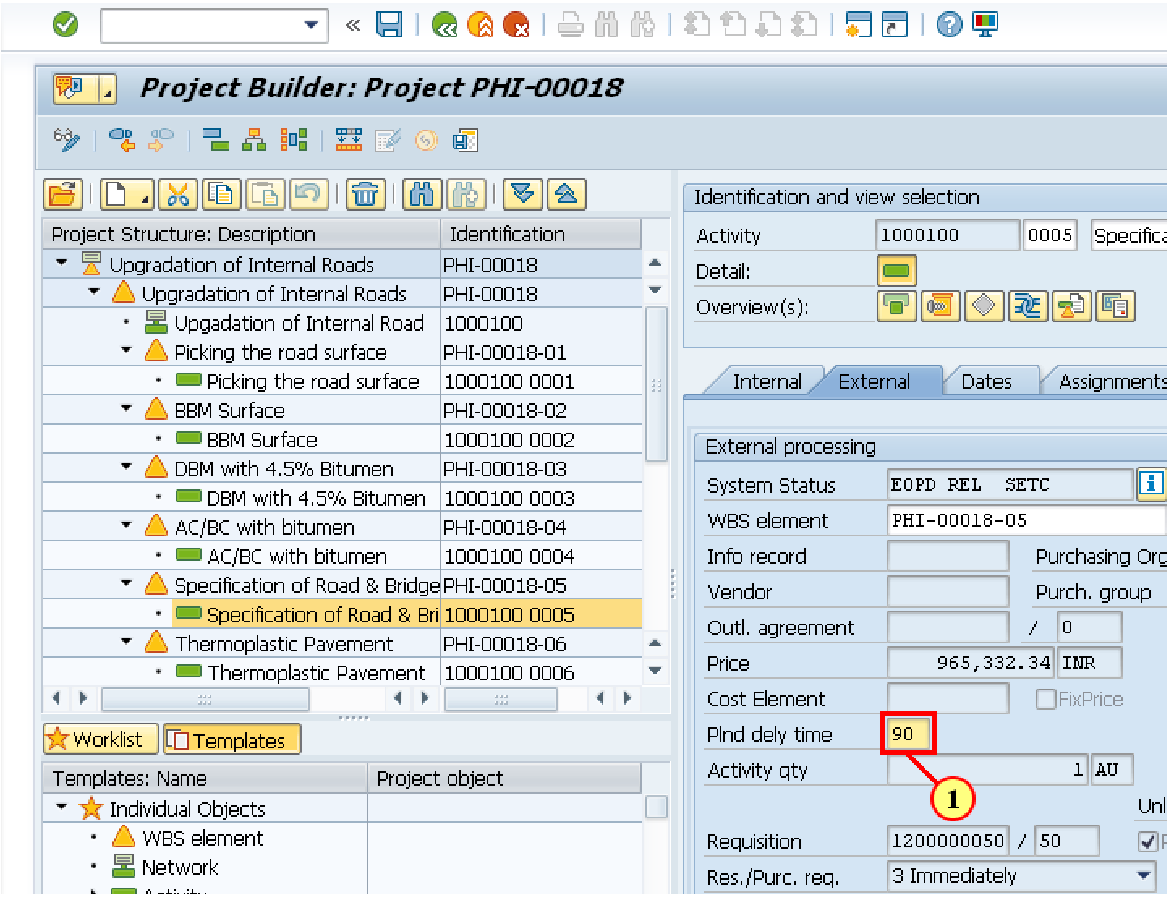


(1) The **Plnd dely time** field is cleared.

Similarly select all other activities and enter the changed/extended duration

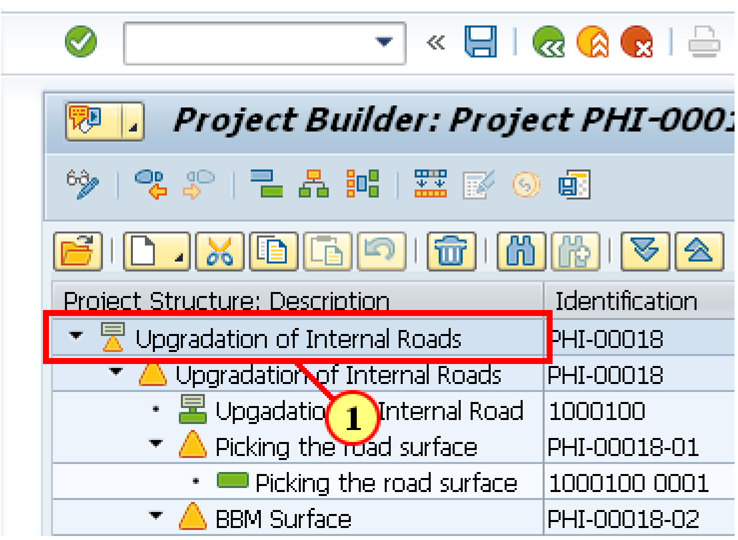


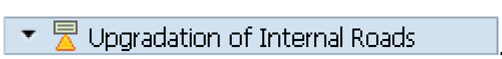
(1) Click on Specification of Road & Bridge.



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

Select Project Definition in Project Builder: Project PHI-00018

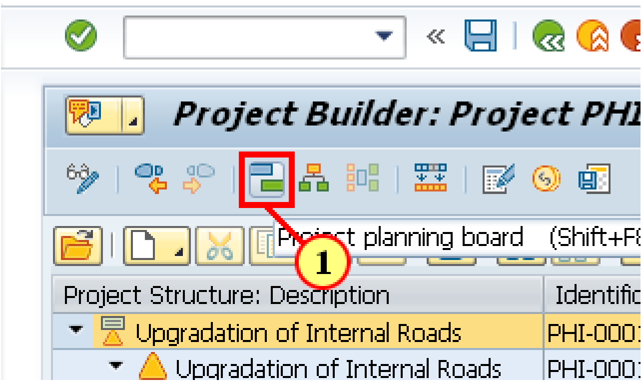


(1) Click on 

.

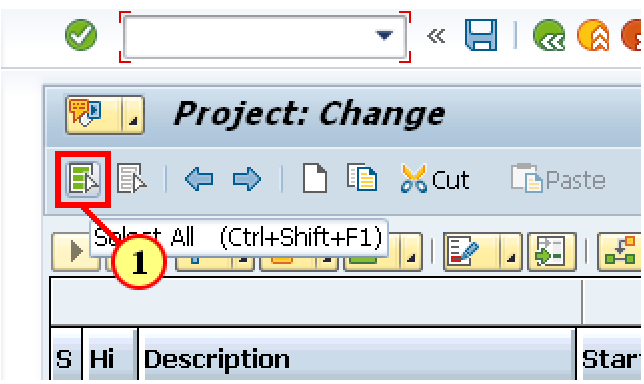
18.4. Open Project Planning Board for scheduling

Click on Project Planning Board window



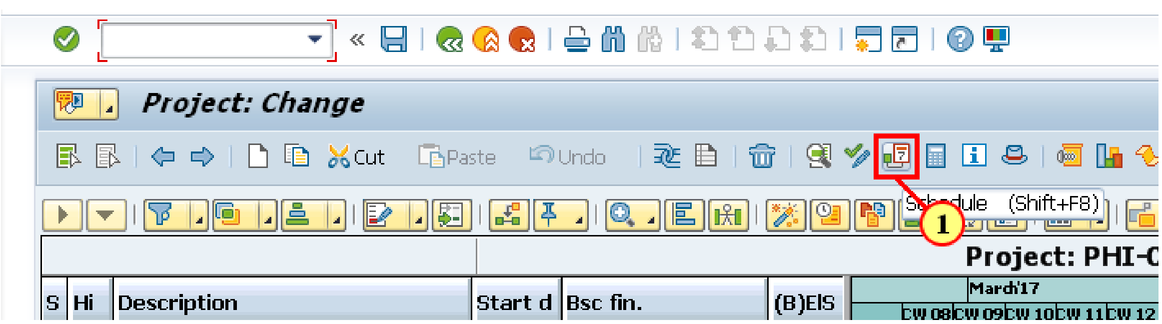
(1) Click on **Project planning board** .

Click Select All button



(1) Click on **Select All** .

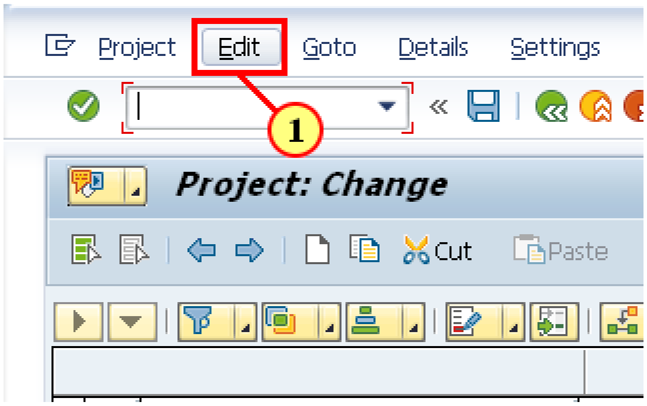
Click on Schedule button



(1) Click on **Schedule** .

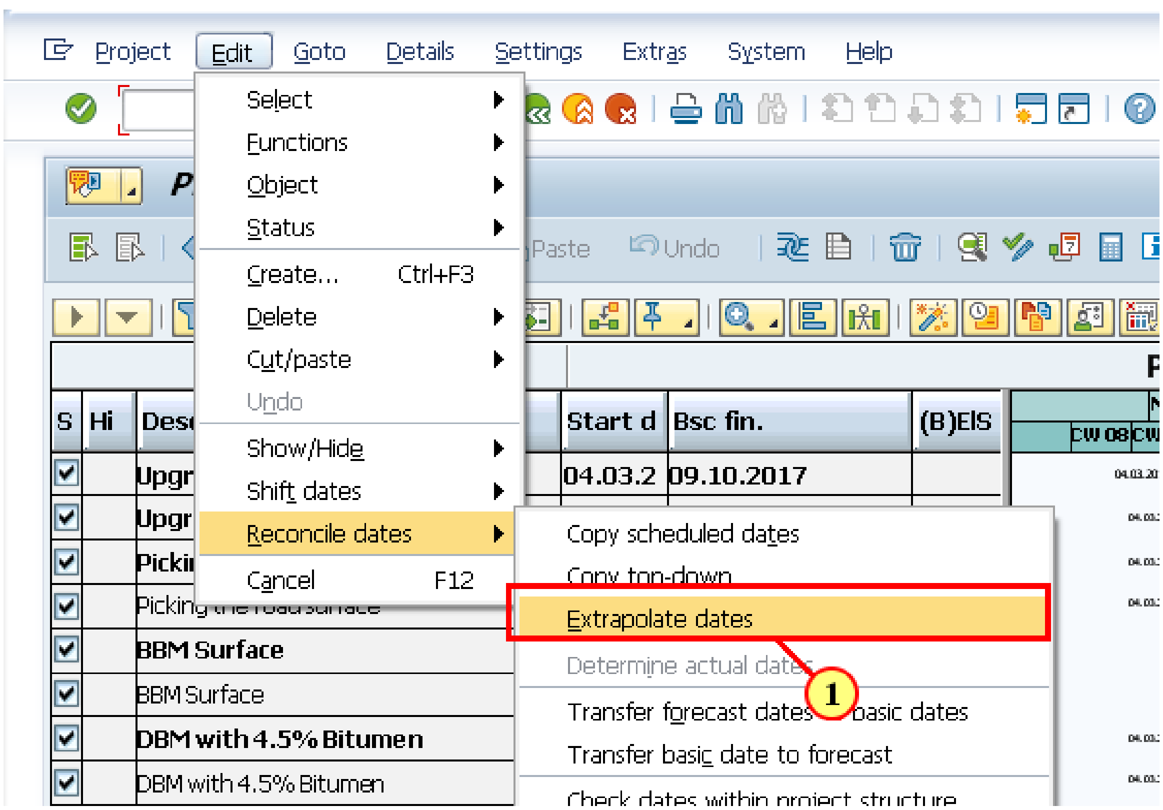
.

Click Edit menu



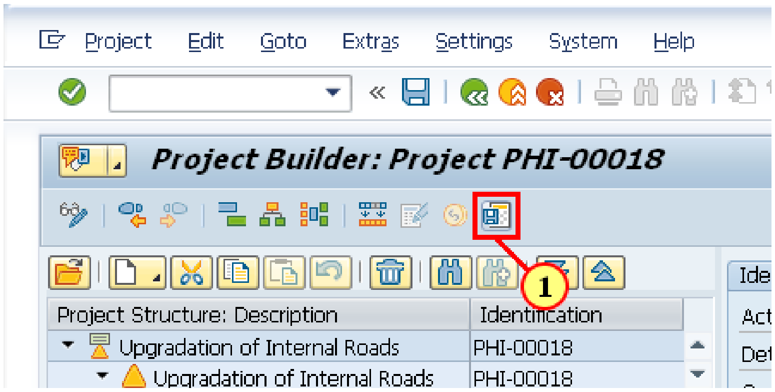
(1) Clicking on the **Edit** Edit menu item executes it.

Reconcile Dates → Extrapolate dates. Then go back to Project Builder



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

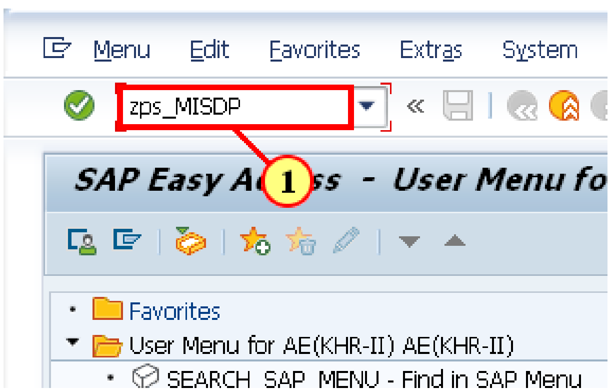
Click Intermediate Save for Project PHI-00018



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

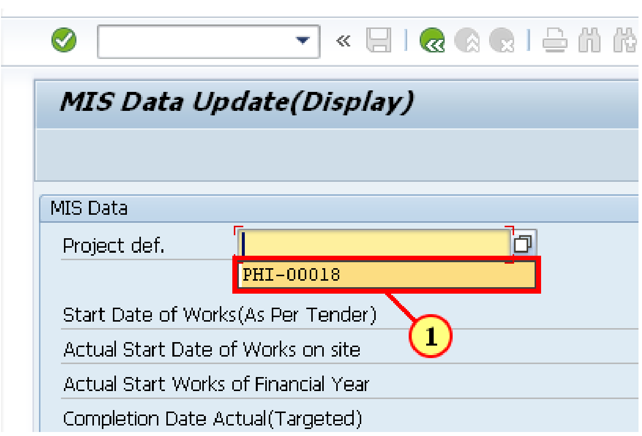
18.5. Tcode ZPS_MISDP

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.

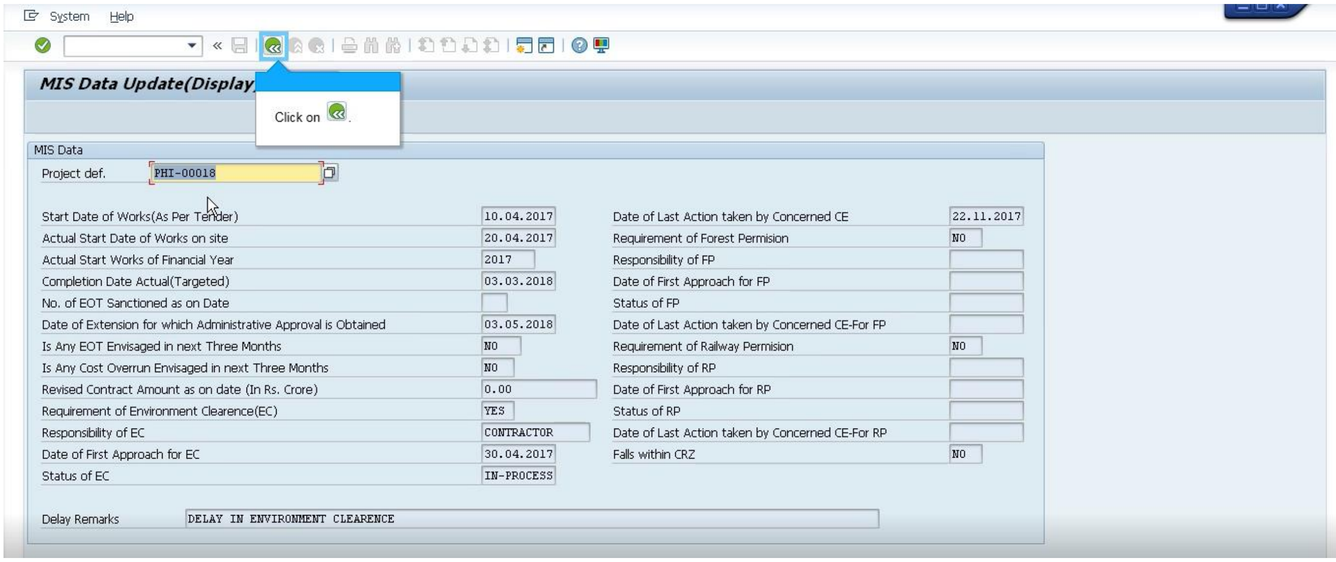
Select Project Definition for MIS Data Update(Display)



(1) Clicking on the entry **PHI-00018** 

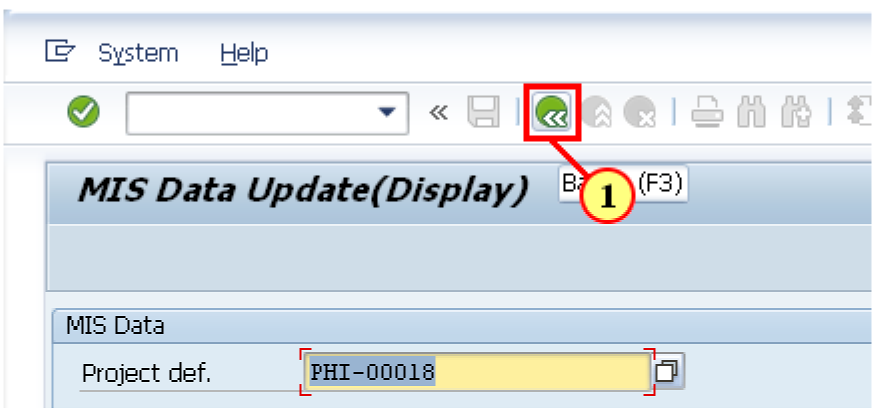
selects it.

Click Enter and data is displayed



Enter is now pressed.

Go back



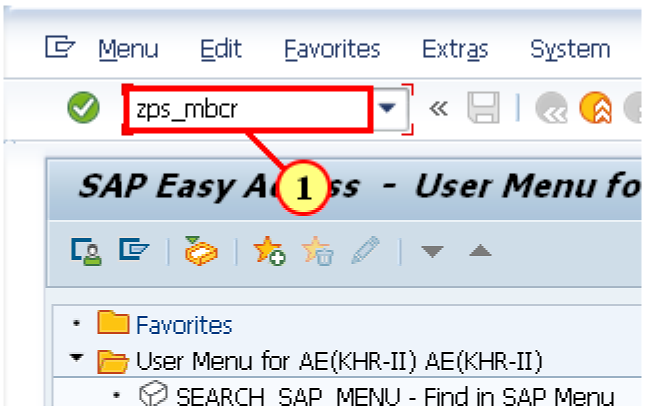
(1) Click on .

19. RA Bill - 1

19.1. Tcode ZPS_MBCR - Create first RA bill for the project

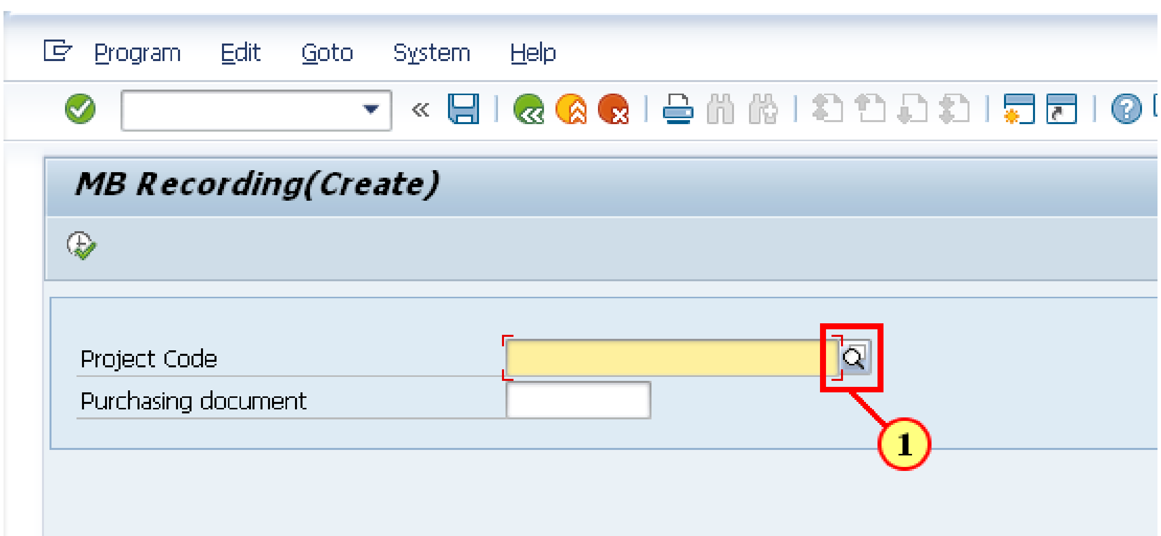
There are 3 pre-requisites for creating MB/RA Bill for the project

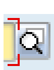
1. PO for project must be approved
2. BG for the Vendor must be valid (i.e. not expired) and entered in the PO
3. MB Approval List must be maintained

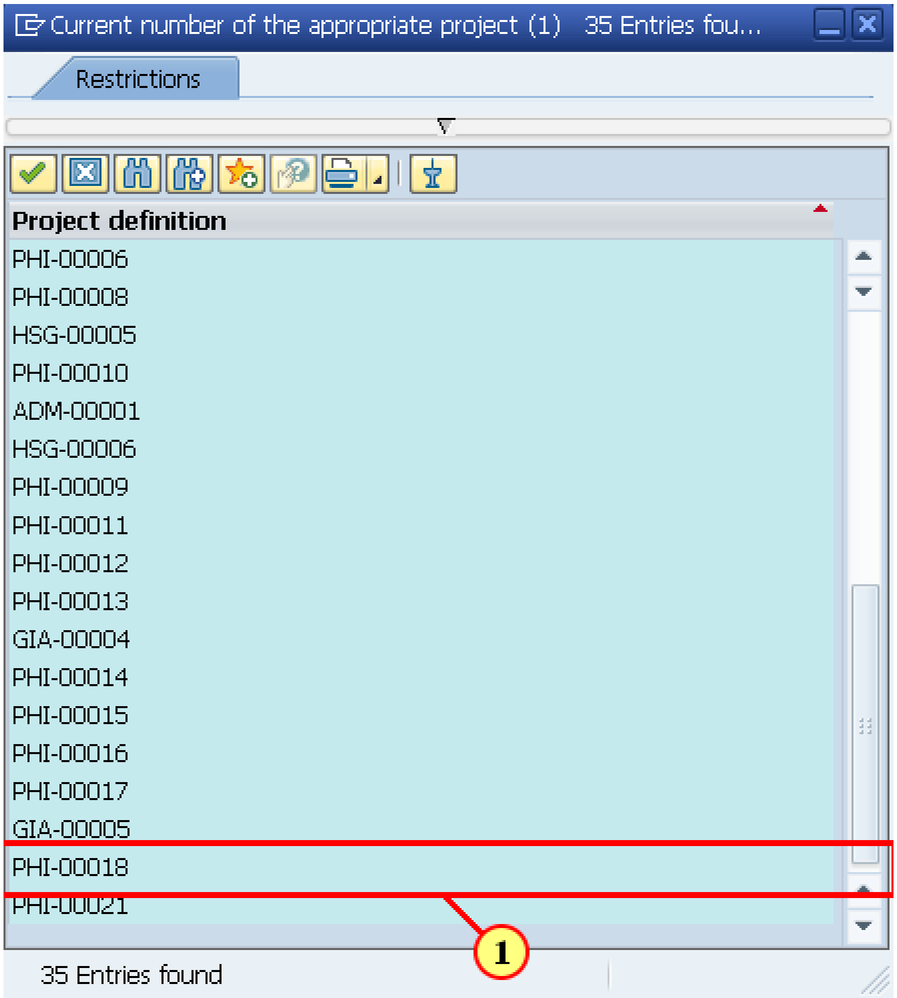


(1) The field is filled out.

MB Recording(Create) – Select Project Code



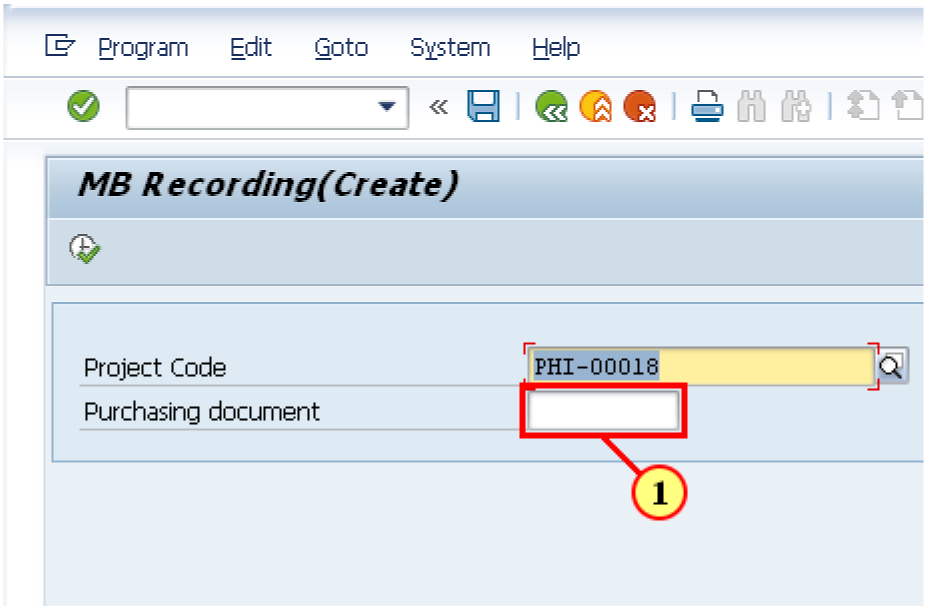
(1) Click on .



(1) 

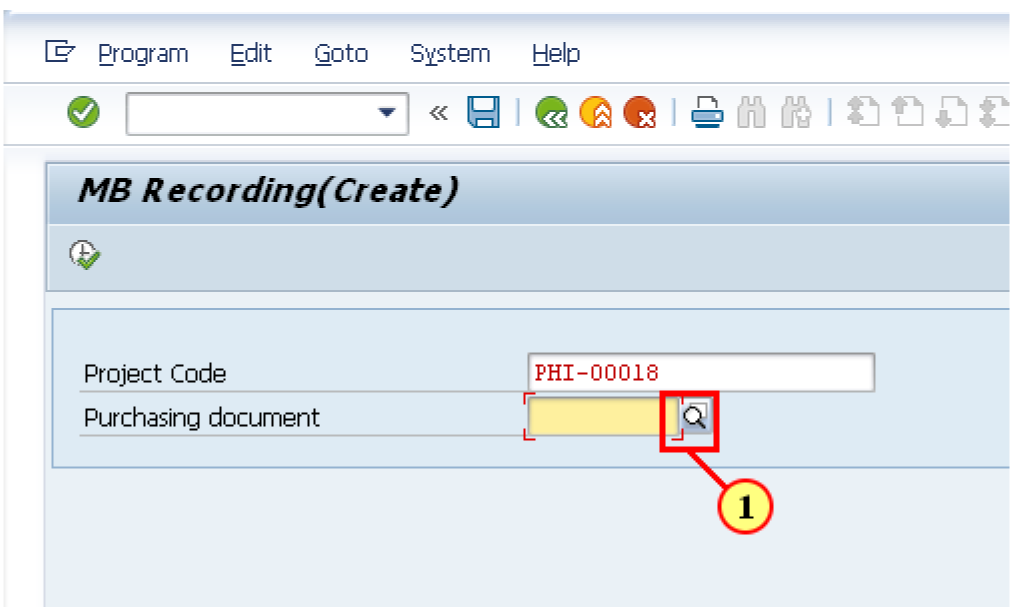
is double-clicked.

MB Recording(Create) - Enter PO number for this project



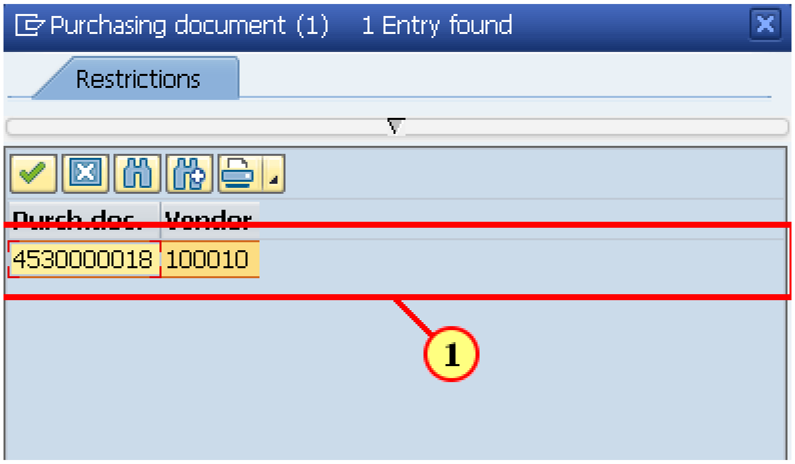
(1) Clicking in the input field **Purchasing document** activates it.

MB Recording(Create)



(1) Click on .

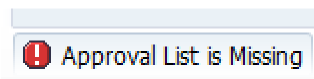
Purchasing document (1) - Select the required PO



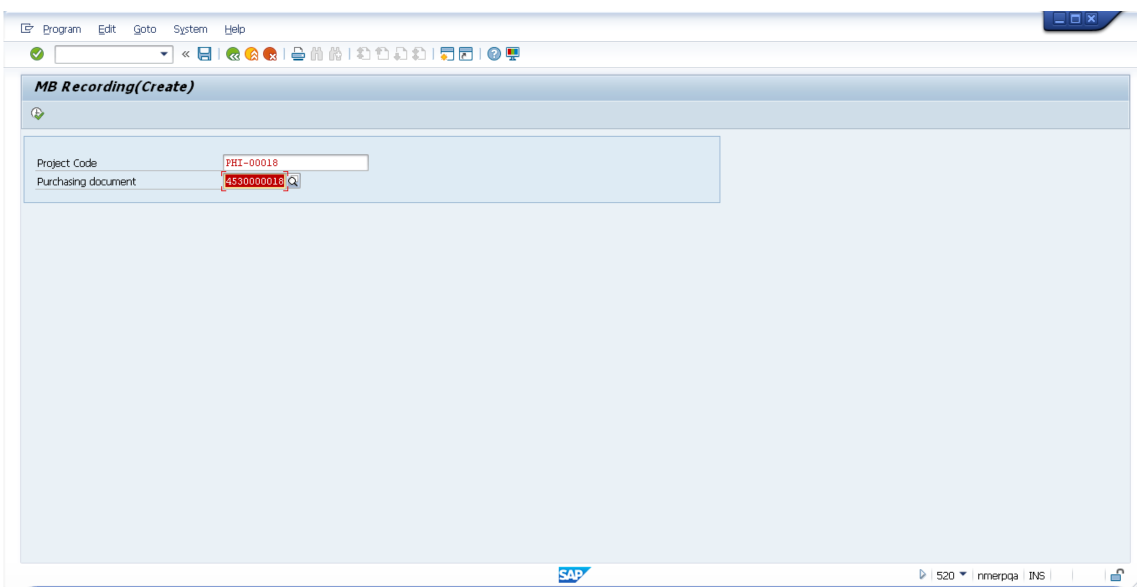
(1) Click on 

.

19.2. Create Approval List for MB/RA Bill – Tcode ZPS_MBUR

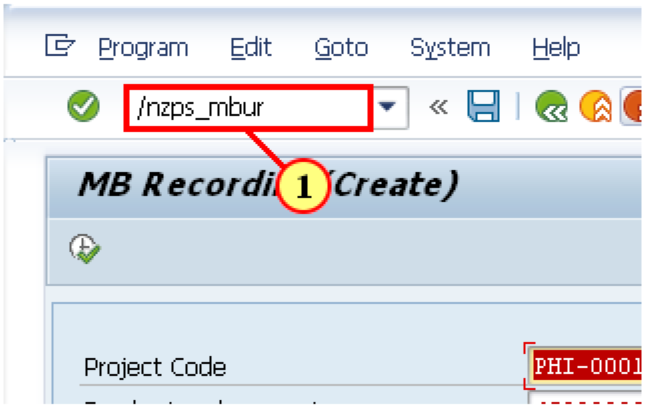


Click Enter to create MB record. If there is an error that Approval List is not entered, we need to create approval list for the MB using Tcode ZPS_MBUR.



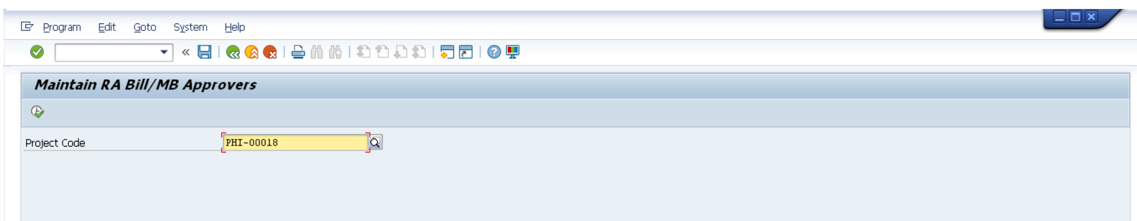
Enter is now pressed.

Tcode ZPS_MBUR. Since we are not in main menu screen, prefix with /n so enter Tcode /nZPS_MBCR



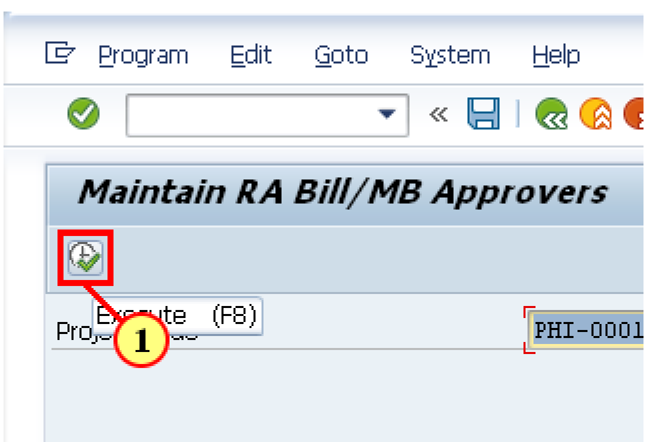
(1) The field is filled out.

Maintain RA Bill/MB Approvers – Select Project Code and click Enter



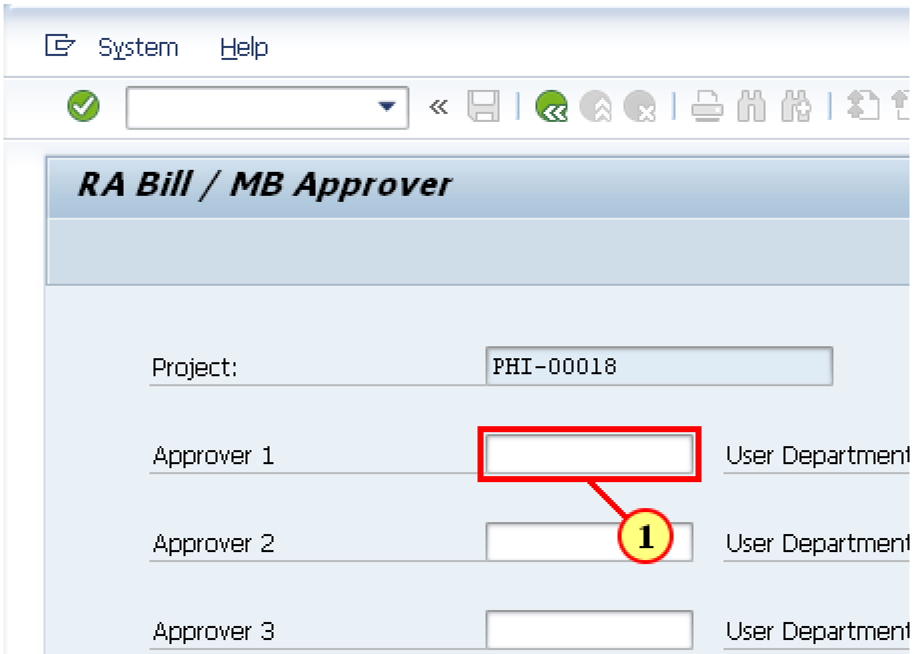
Enter is now pressed.

Maintain RA Bill/MB Approvers – Click on Execute button



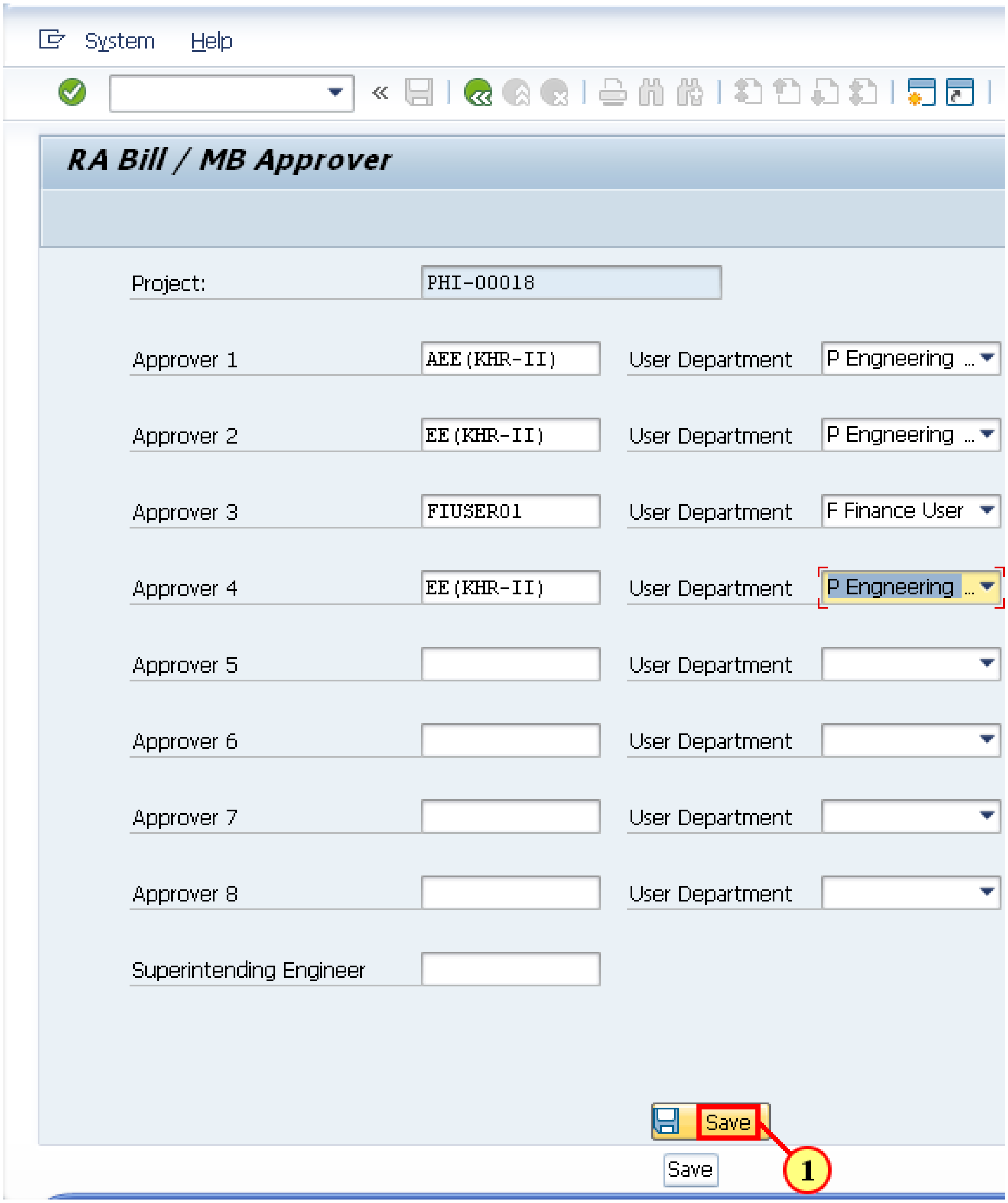
(1) Click on **Execute** .

RA Bill / MB Approver – we need to enter the approvers with their department. Select the approvers by using F4 key



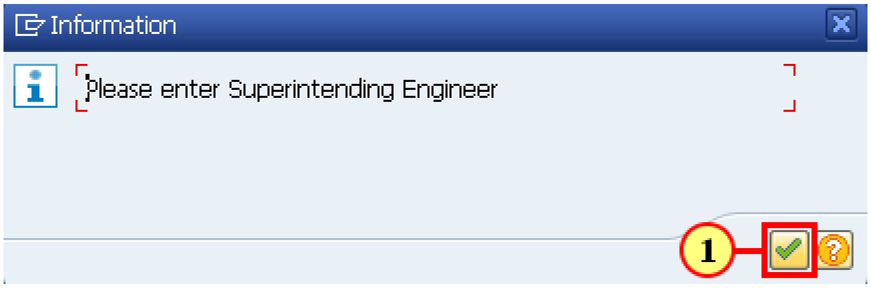
(1) Clicking in the input field **Approver 1** activates it.

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



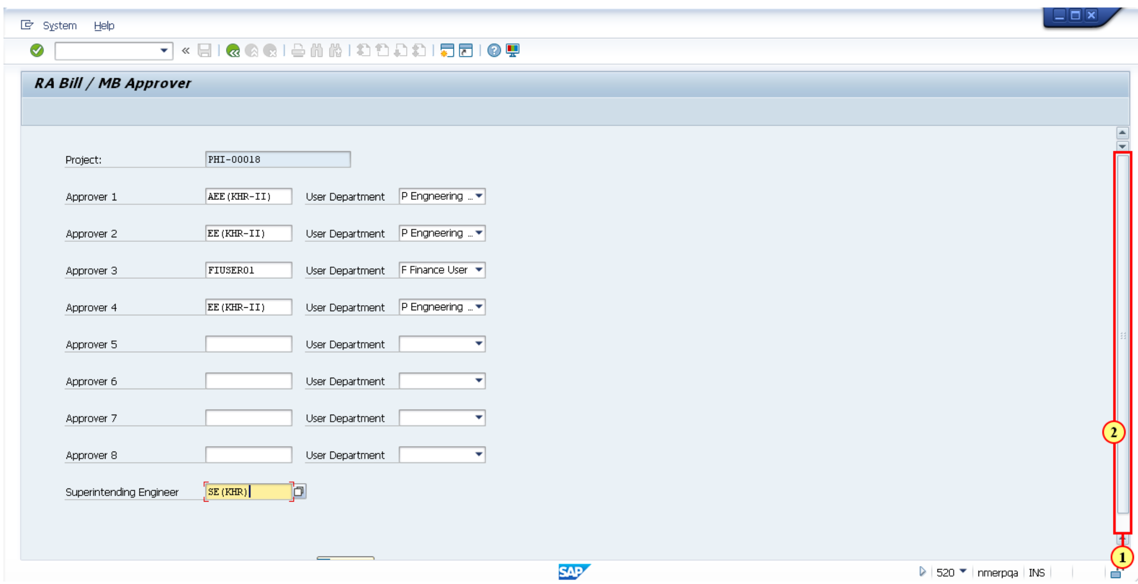
(1) Click on Save.

Information – System prompts to enter SE



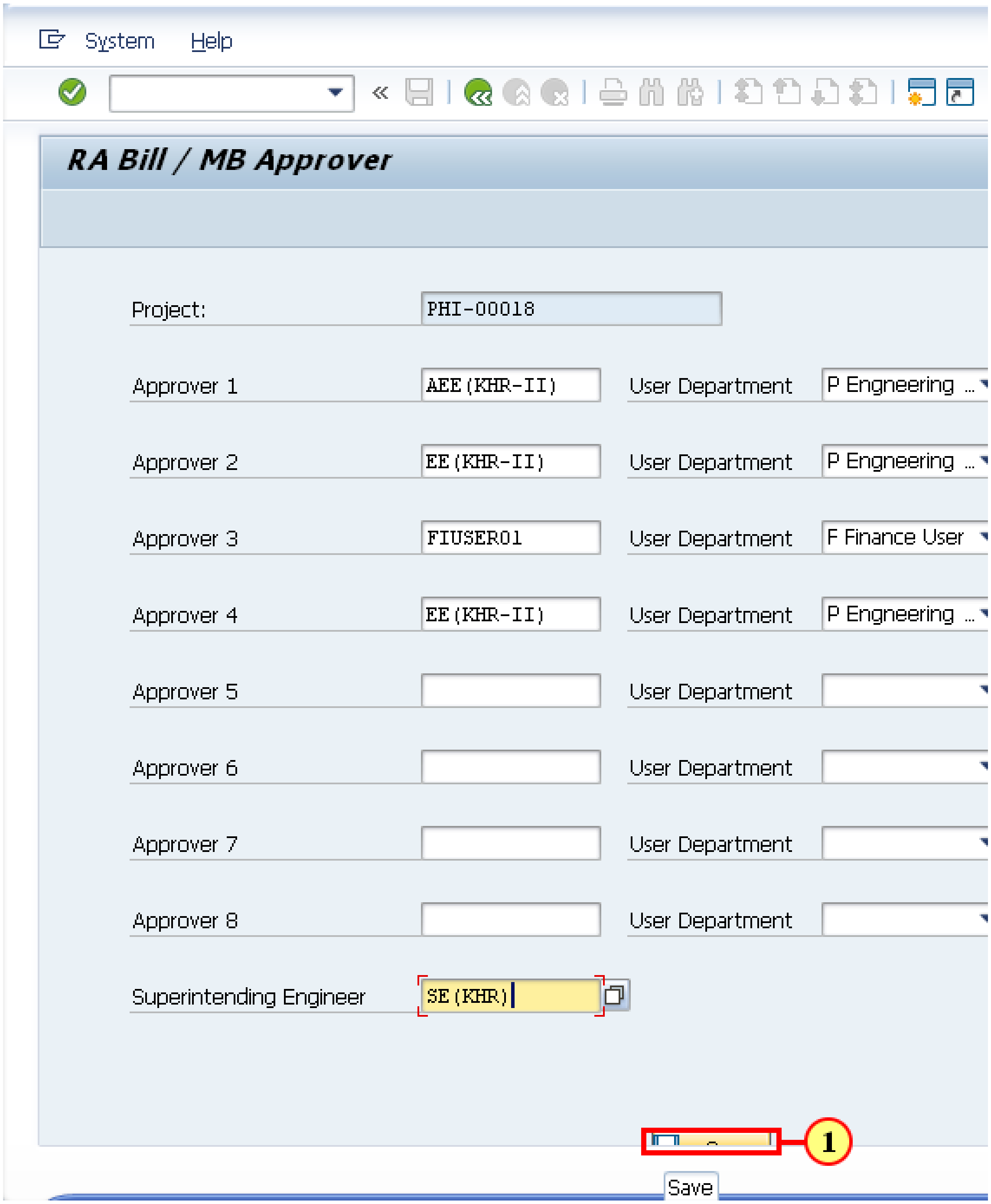
(1) Click on **Continue** .

RA Bill / MB Approver – Enter the SE field



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

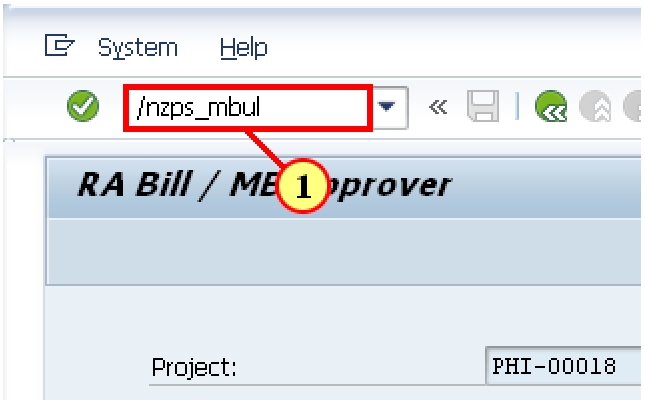
RA Bill / MB Approver – Click Save for the Approver list and it is saved successfully



(1) Click on .

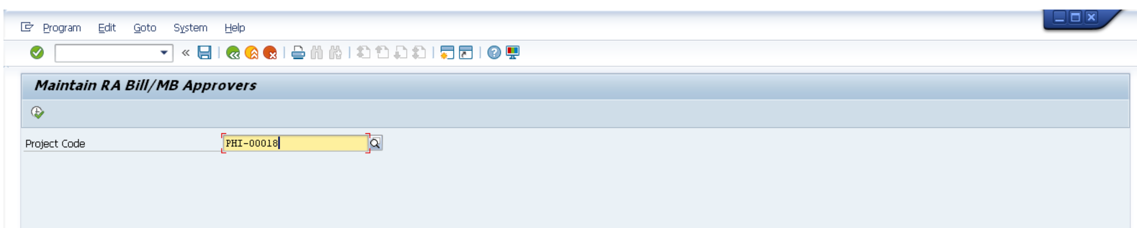
19.3. Tcode ZPS_MBUL -- RA Bill / MB Approver display

To view the Approver List, use Tcode ZPS_MBUL



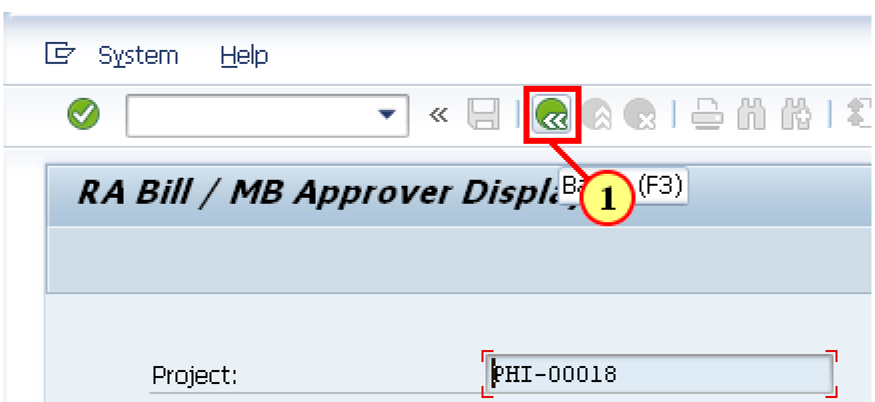
(1) The field is filled out.

Select Project Code and click on Execute icon



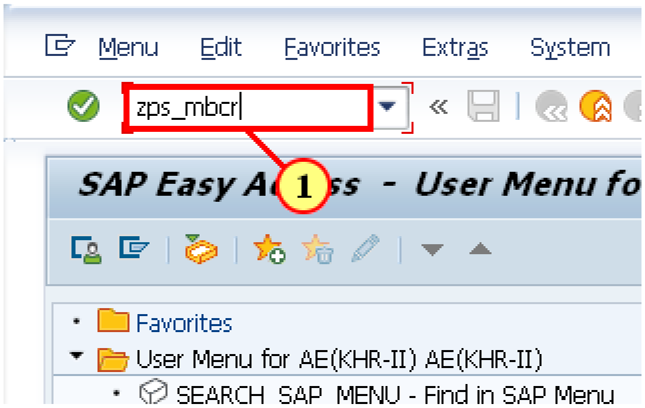
F8 is now pressed.

Go back



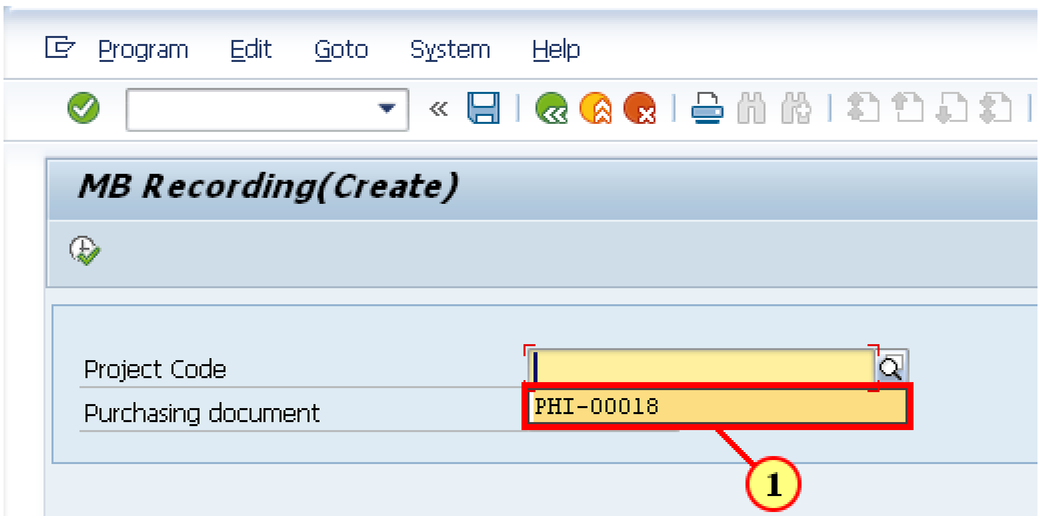
(1) Click on .

19.4. Tcode ZPS_MBCR -- Create MB Record



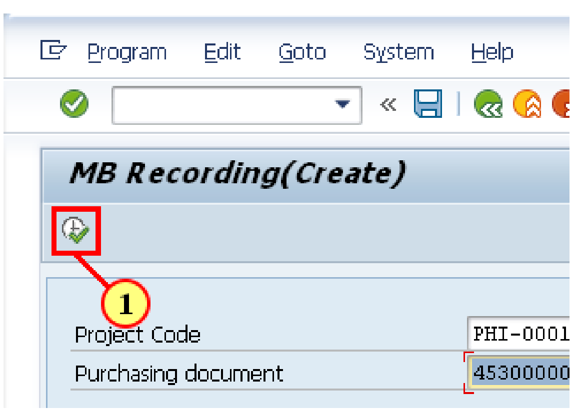
(1) The field is filled out.

Enter the Project Code - MB Recording(Create)



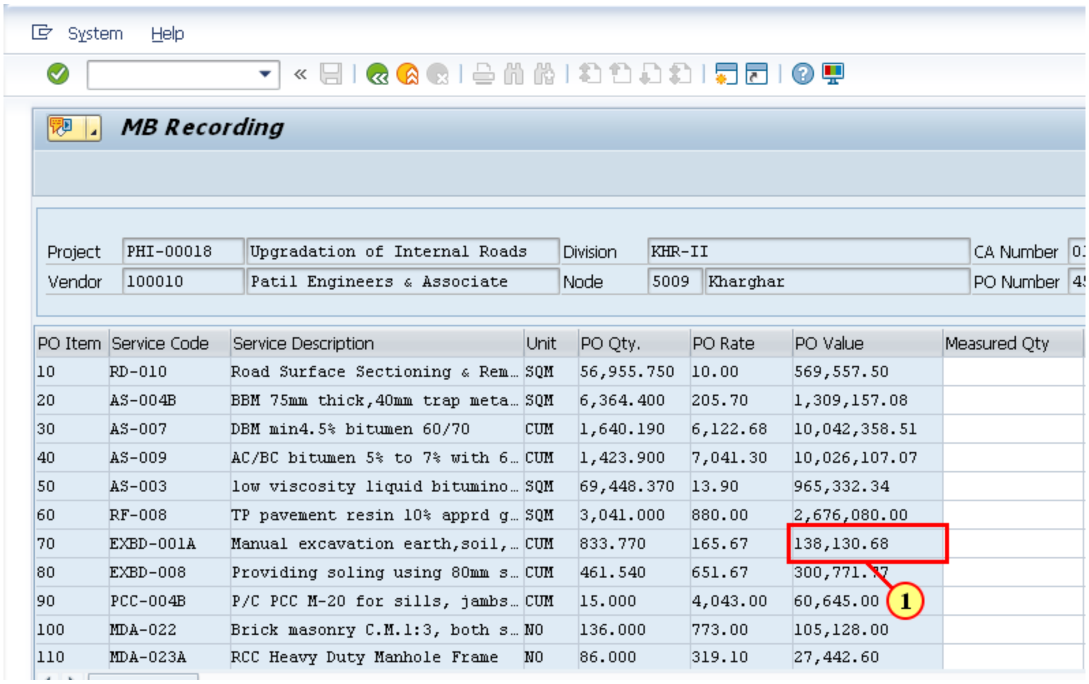
(1) Clicking on the entry **PHI-00018** PHI-00018 selects it.

Enter PO number for the project and click on Execute



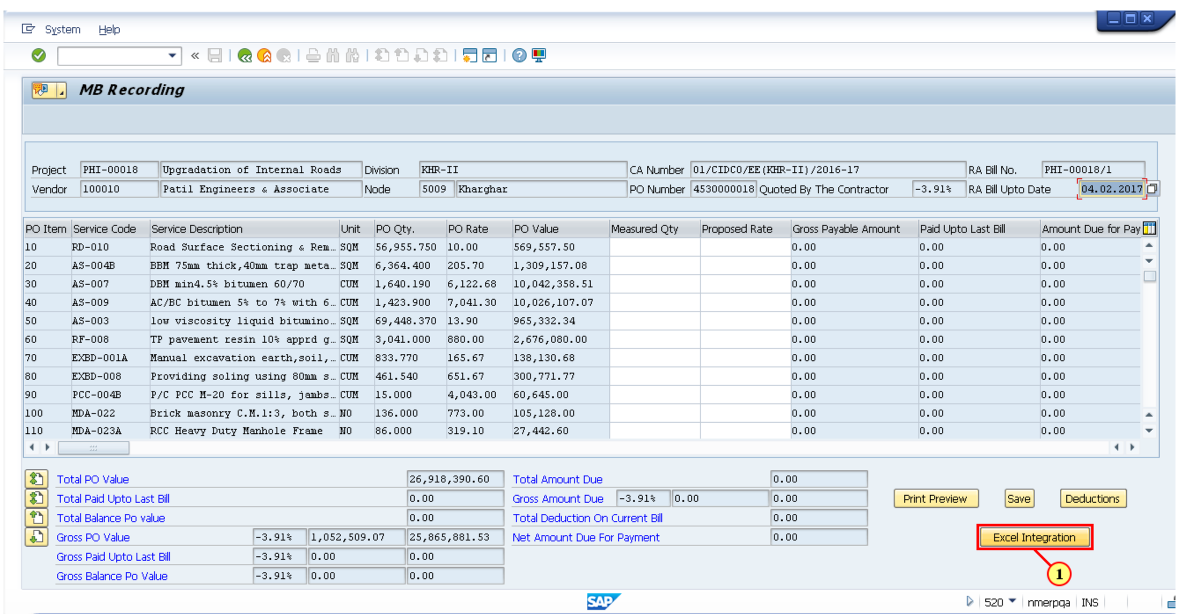
(1) Click on **Execute** .

MB Recording – Screen opens with all the items from PO along with quantities and Rates and values. Header shows information for the project



19.5. Upload activities using Excel Integration

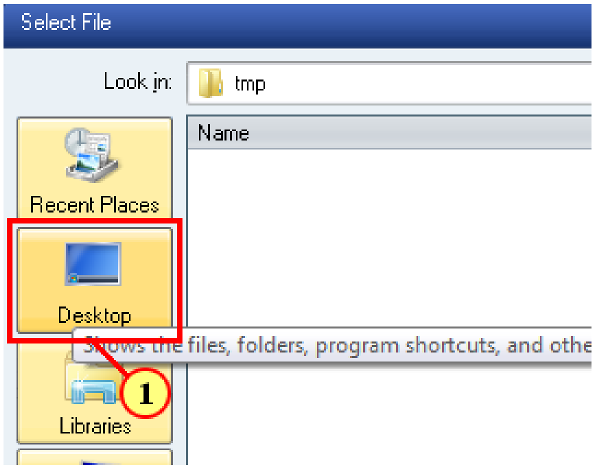
Click on Excel Integration button to upload the quantities and rates for project service activities



(1) Click on 

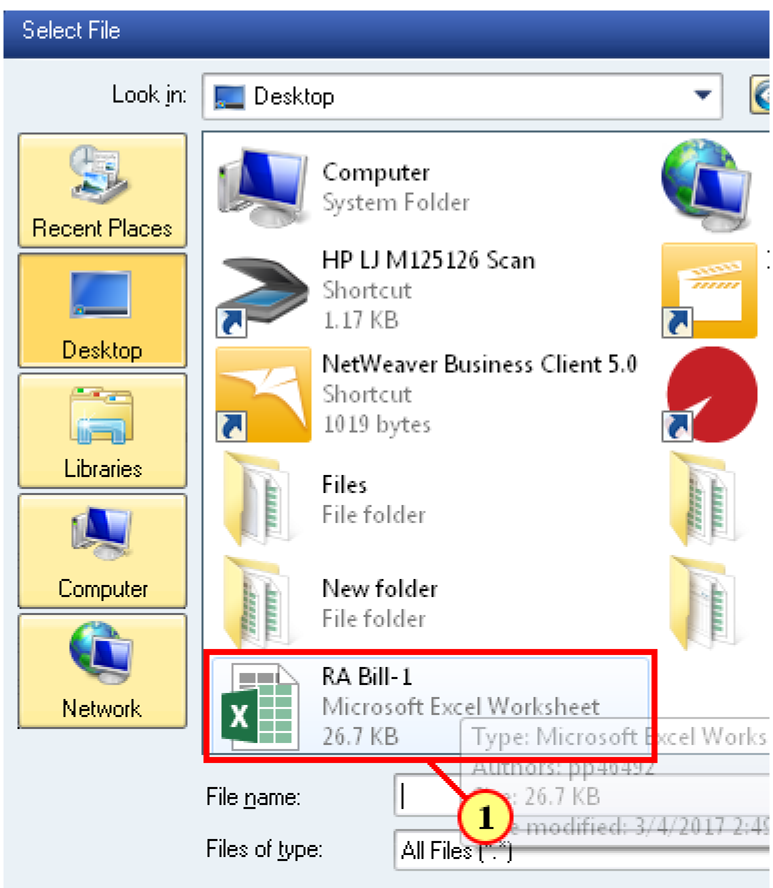
.

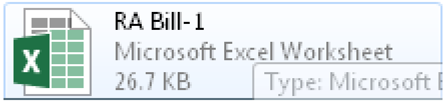
Select File from desktop



(1) Click on **Desktop** 

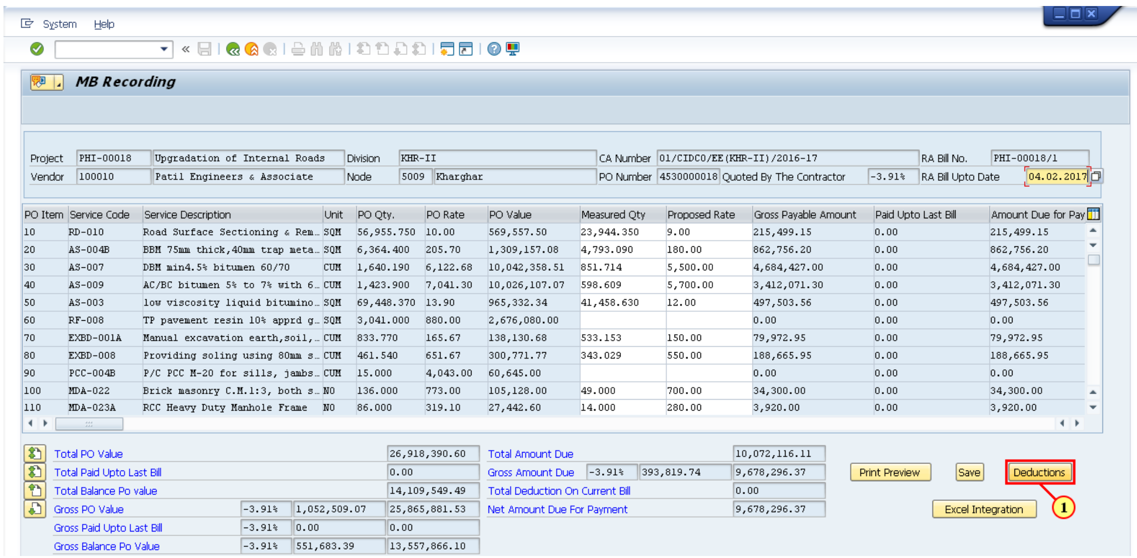
.



(1) The entry **RA Bill-1** 

is selected by double clicking on it.

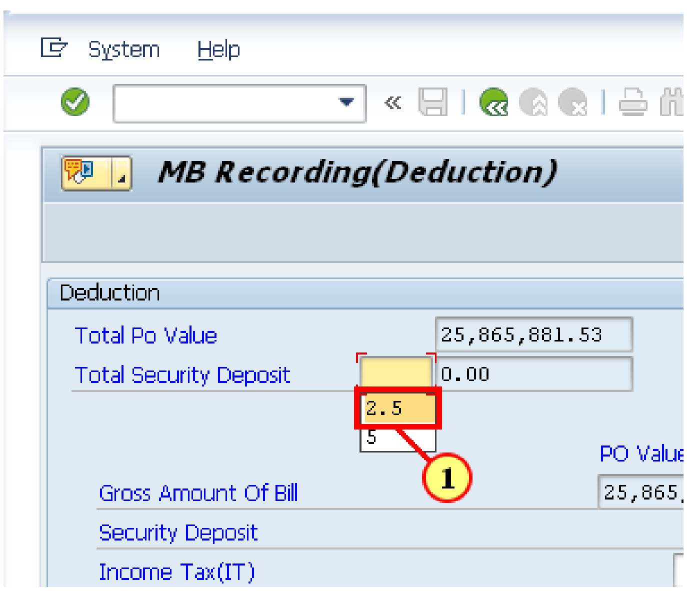
MB Recording – The quantities and rates are uploaded in the MB. Click on Deductions tab



(1) Click on Deductions.

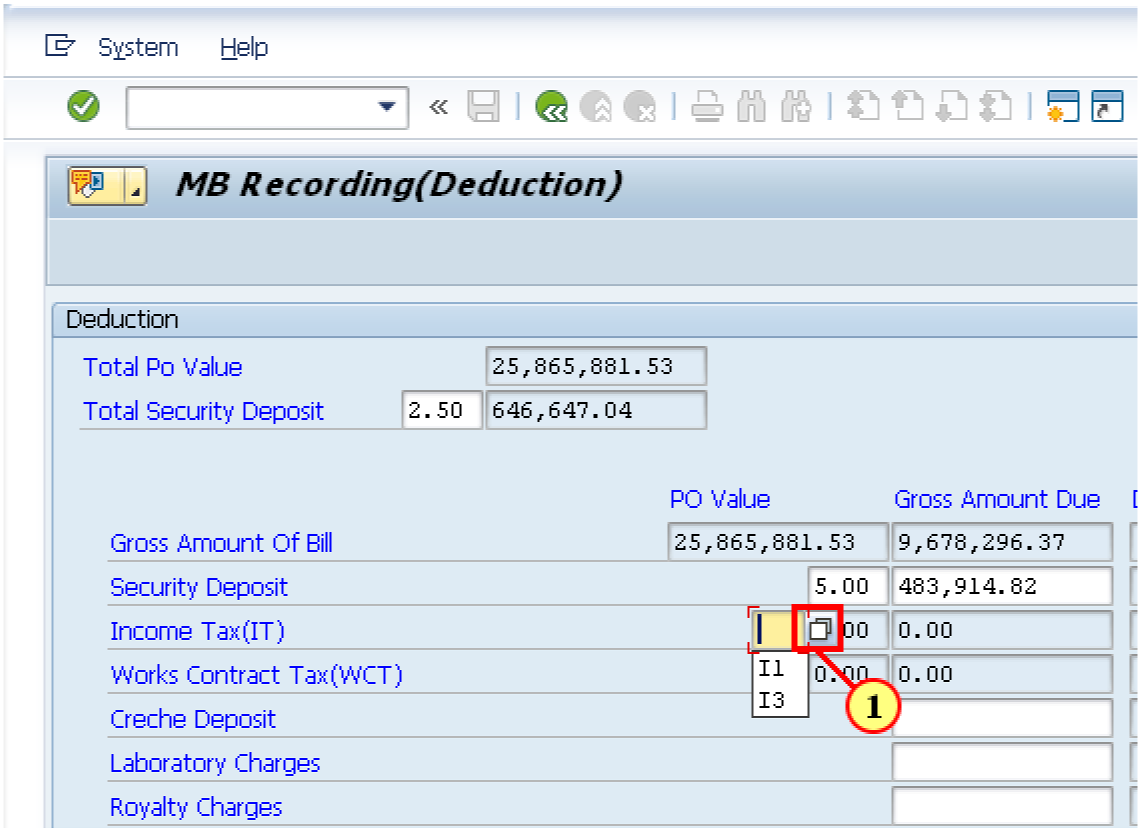
19.6. Deductions tab

Enter appropriate % for Security deposit and other fields. Click Enter each time for the calculation to be shown

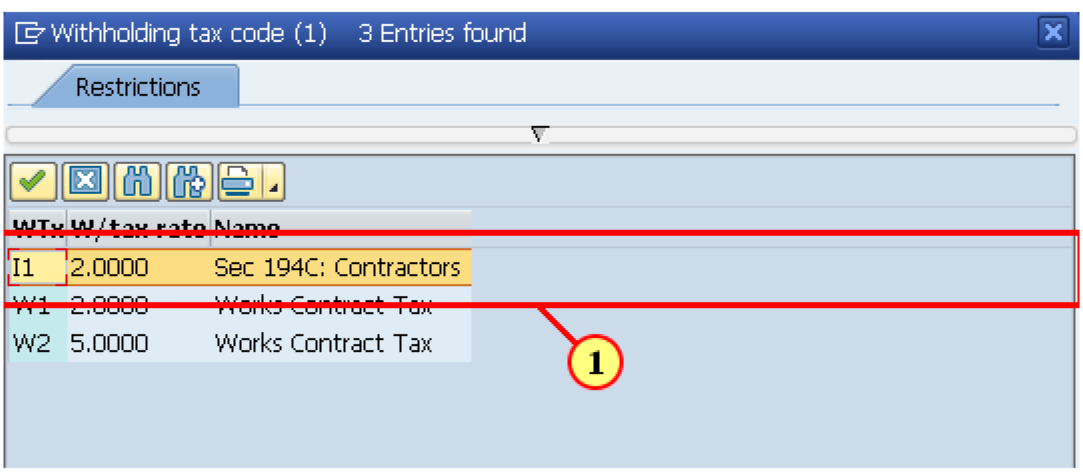


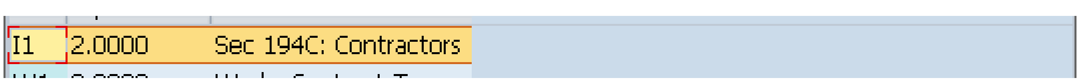
(1) The entry **2.5** 2.5 is selected by double clicking on it.

MB Recording(Deduction) – Select IT

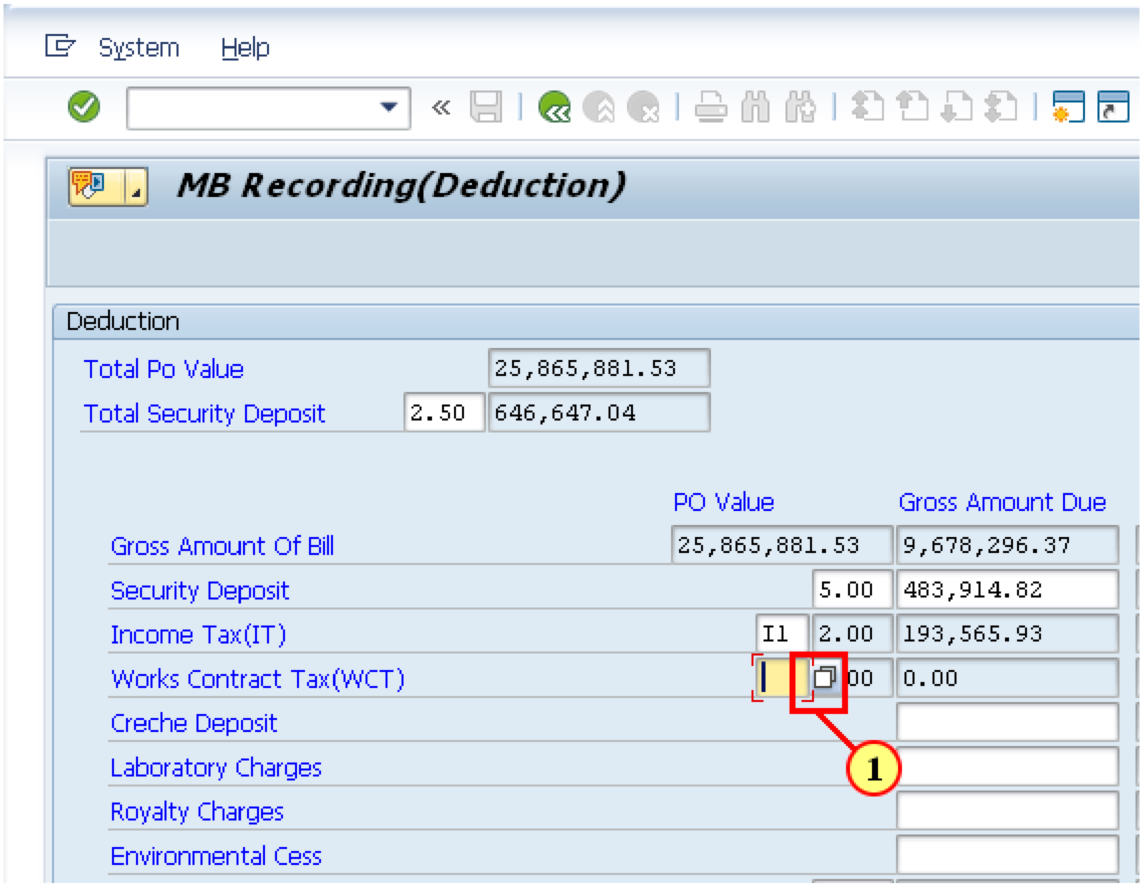


(1) Click on .



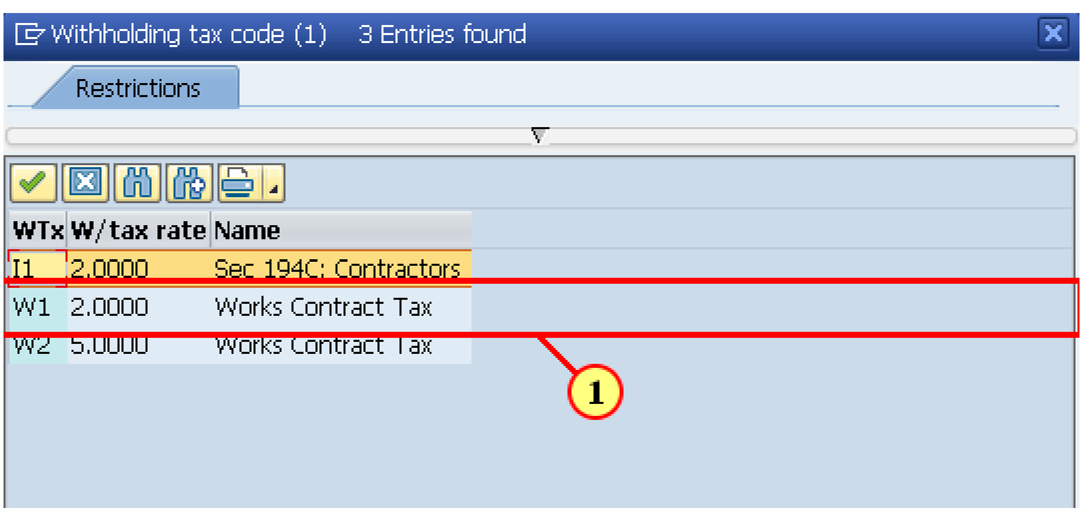
(1)  is double-clicked.

MB Recording(Deduction) – Select Works Contract Tax



(1) Click on .

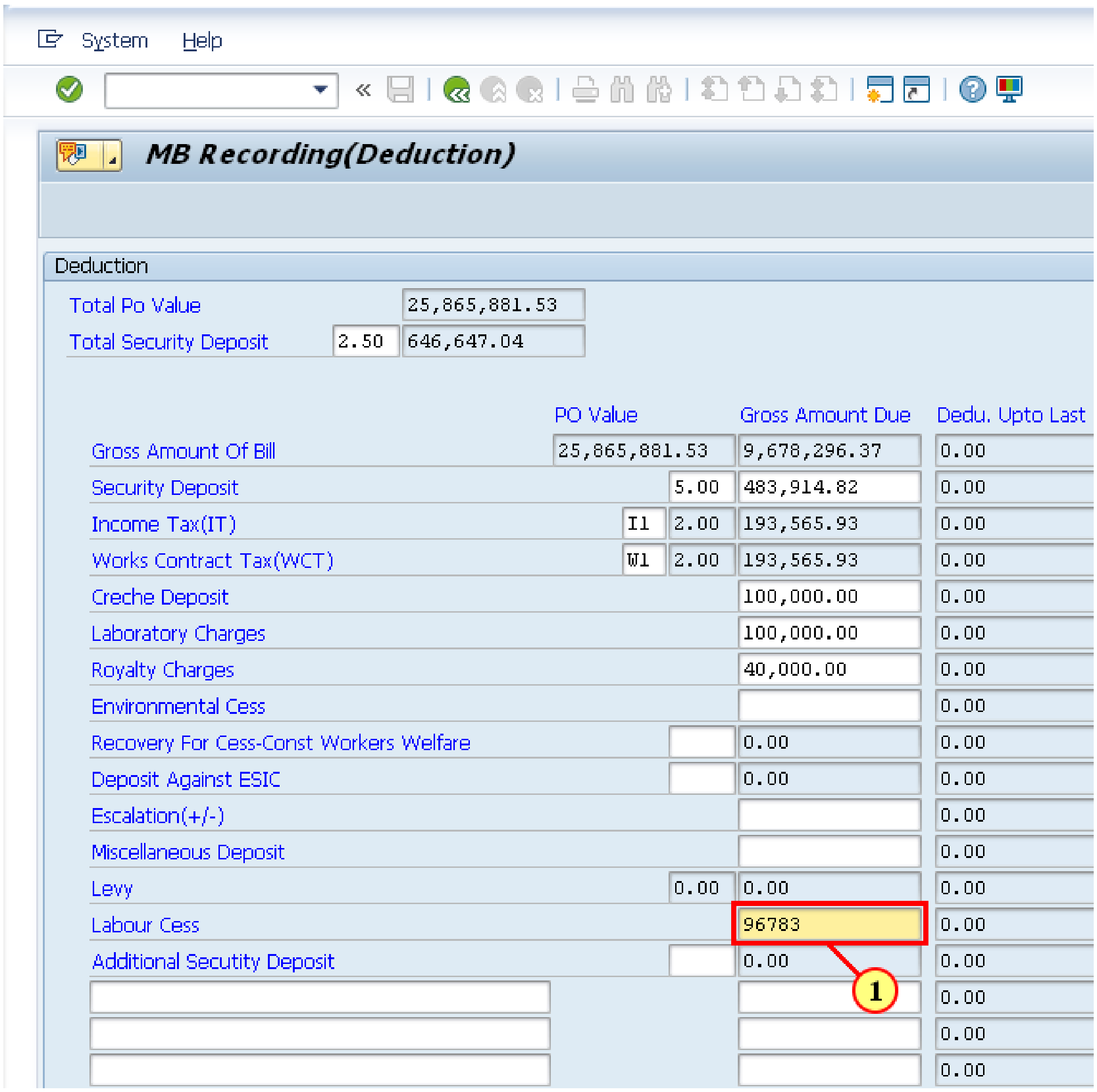
Withholding tax code



(1) 

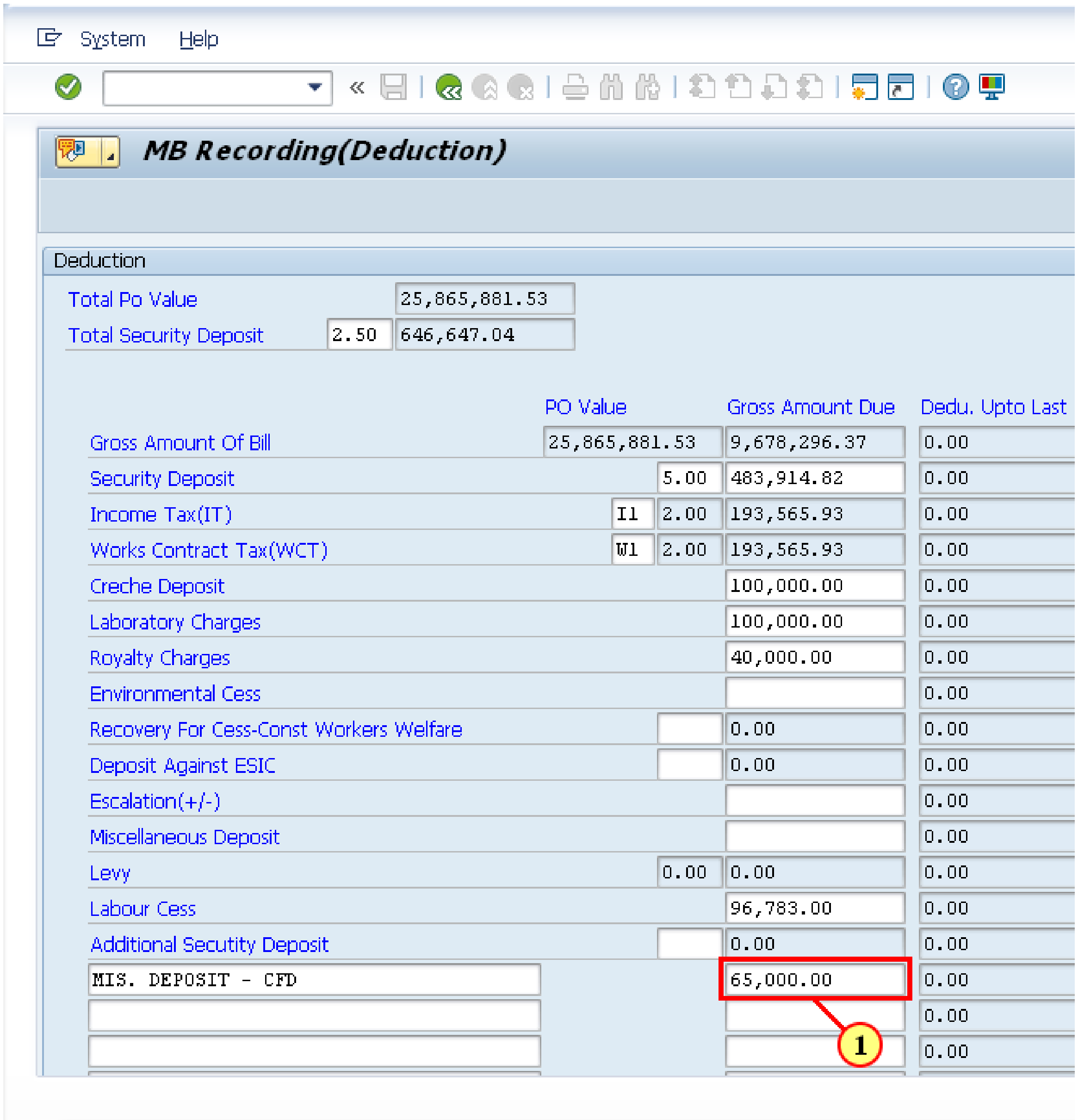
is double-clicked.

The Lab Charges, **Royalty Charges, etc.** fields are entered.

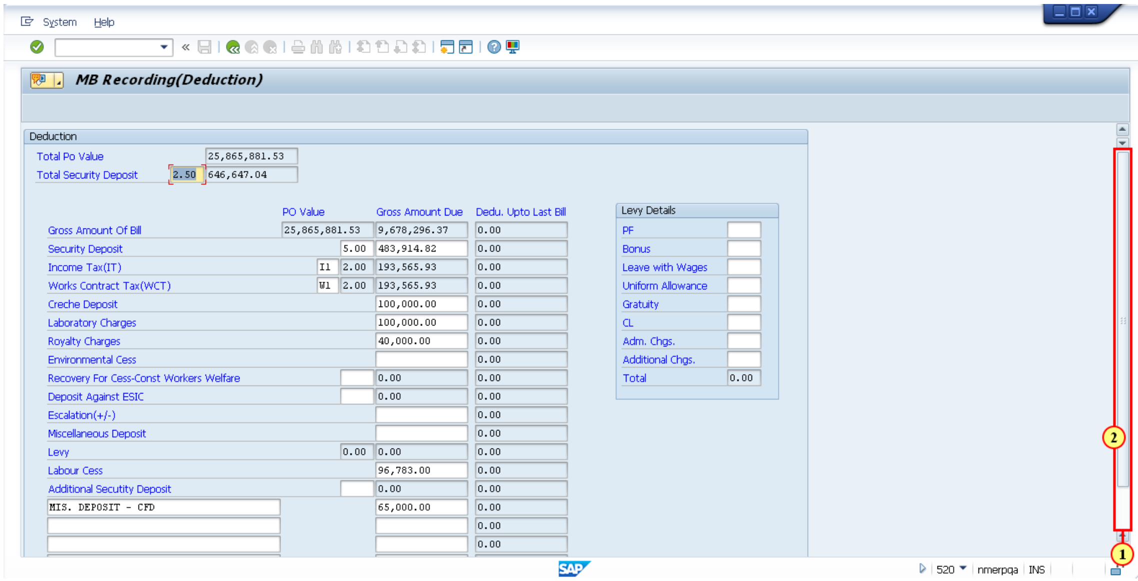


If required add entry for deposit e.g. MIS Deposit - CFD

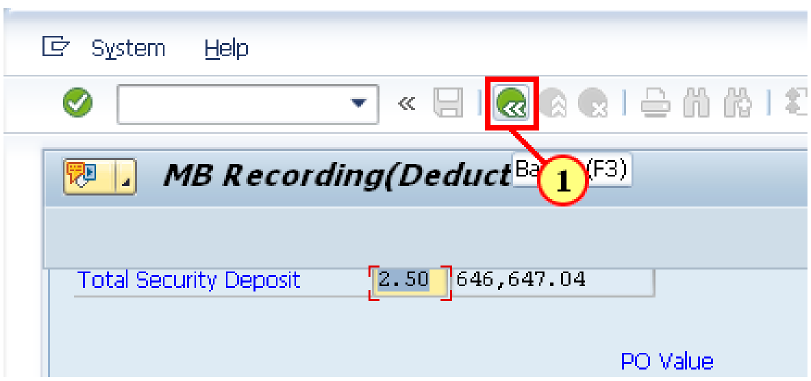
(1) The field is cleared.



MB Recording(Deduction) – Scroll



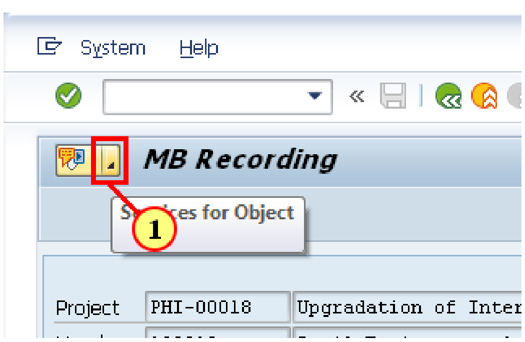
Go Back



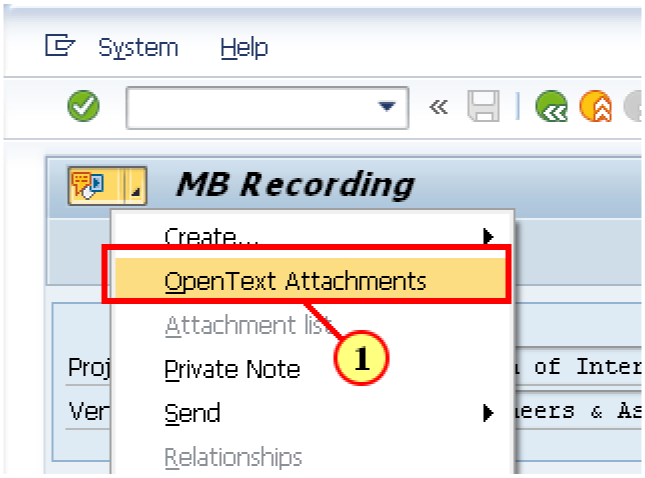
(1) Click on .

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

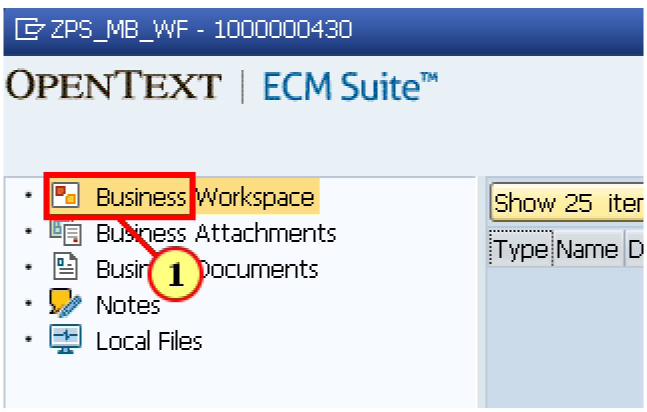


(1) Clicking on the **Open** opens a drop-down list.

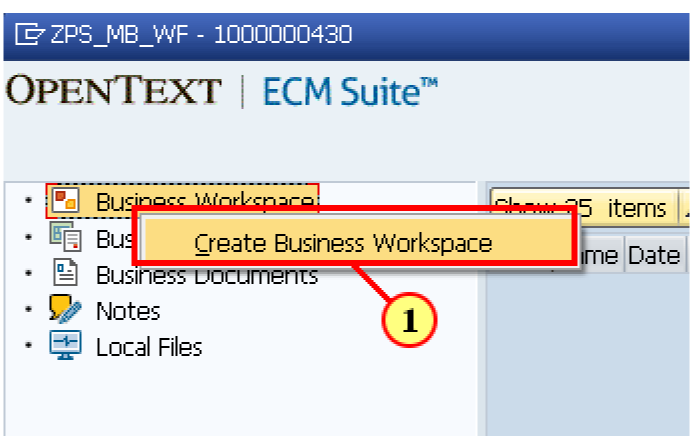


(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

Double click Business Workspace or right click

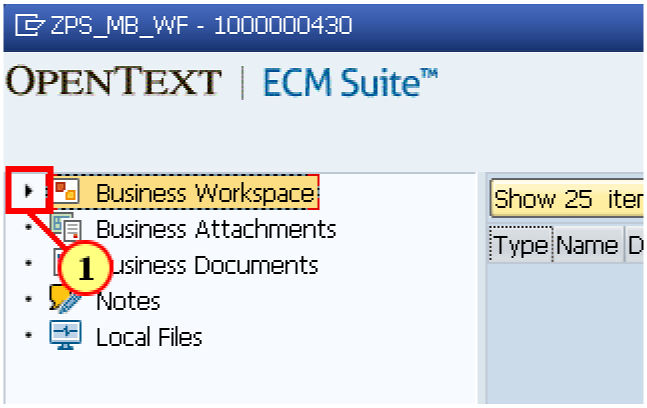


(1) Right-clicking on Business with the mouse opens a shortcut menu.

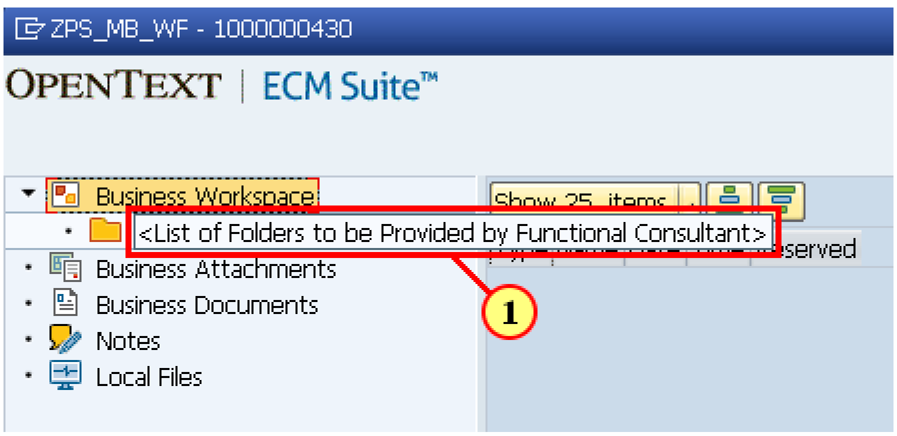


(1) Clicking on the **Create Business Workspace** Create Business Workspace menu item executes it.

Expand the workspace

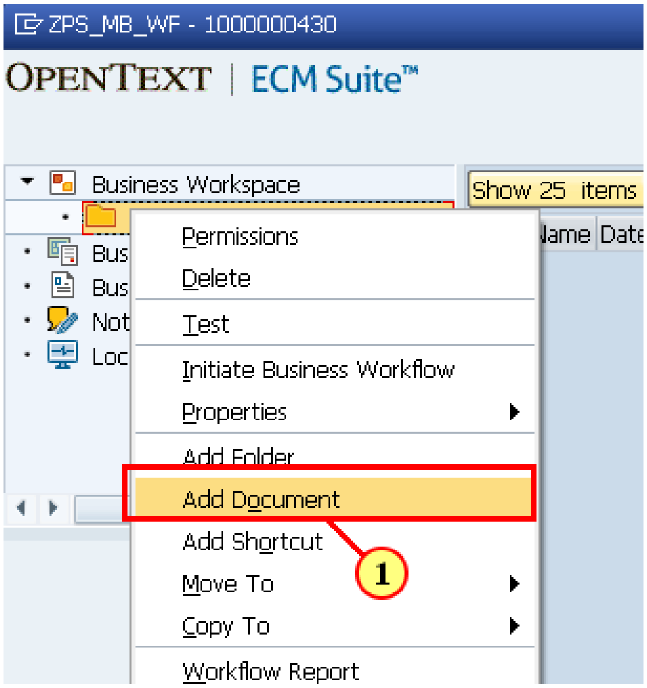


(1) Click on **Business Workspace** .



(1) Click on <List of Folders to be Provided by Functional Consultant>.

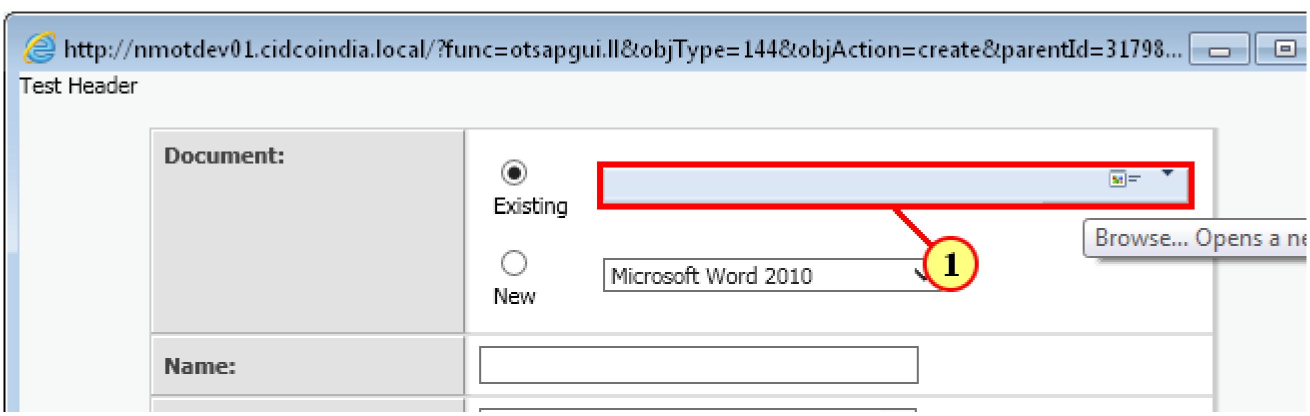
Add Document



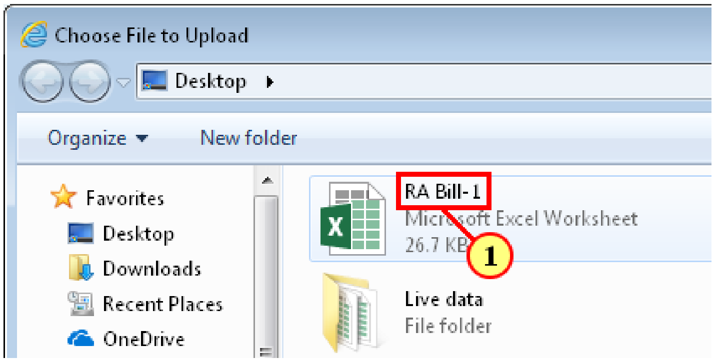
(1) Clicking on the **Add Document** 

menu item executes it.

Browse and add the document

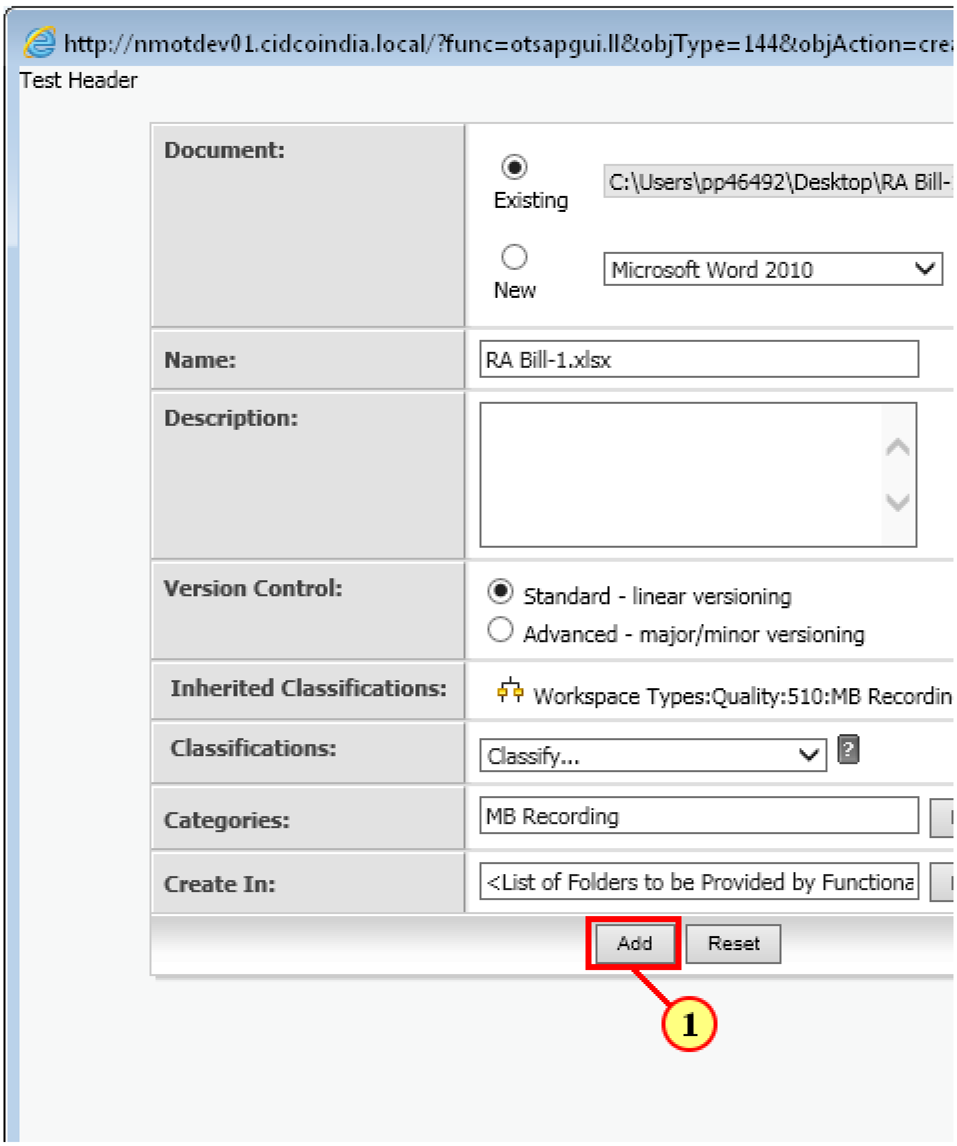


Choose File to Upload



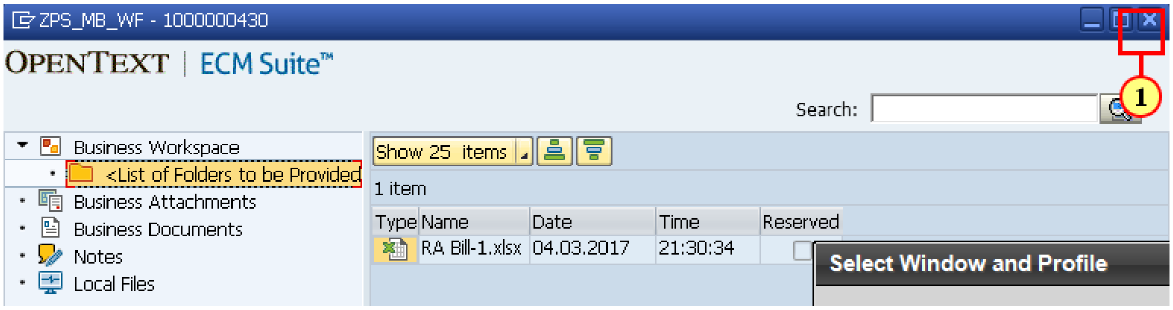
(1) RA Bill-1 is double-clicked.

Enter the description if required



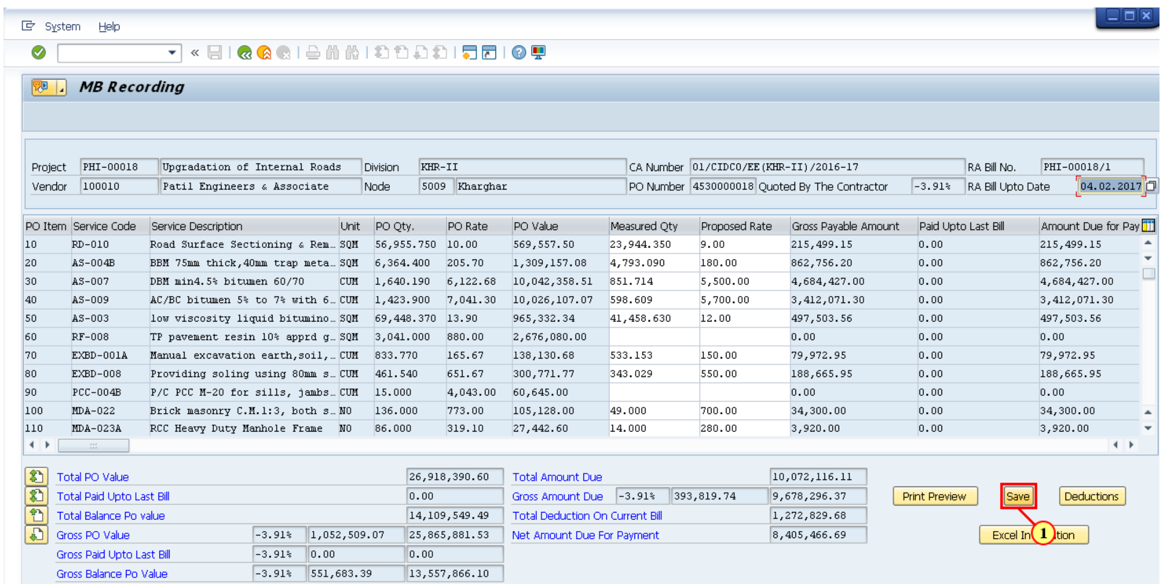
(1) Click on Add.

Click on Close



(1) Click on **Close** .

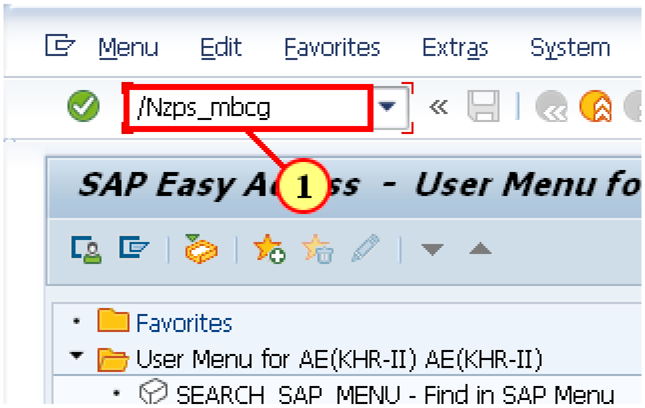
19.8. Save MB Recording



(1) Click on Save.

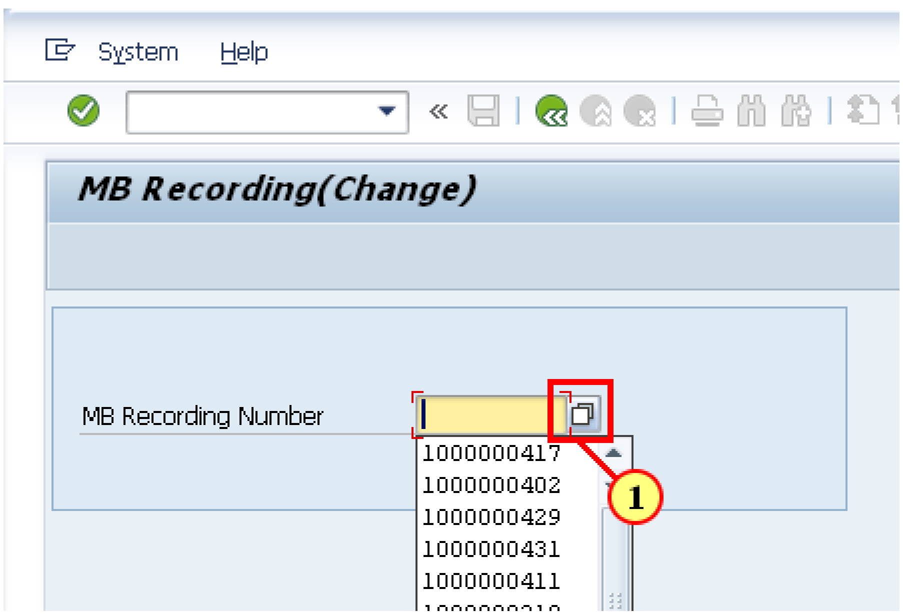
19.9. Change MB Recording/ RA Bill - Tcode ZPS_MBCG

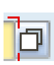
Tcode ZPS_MBCG to change the MB record

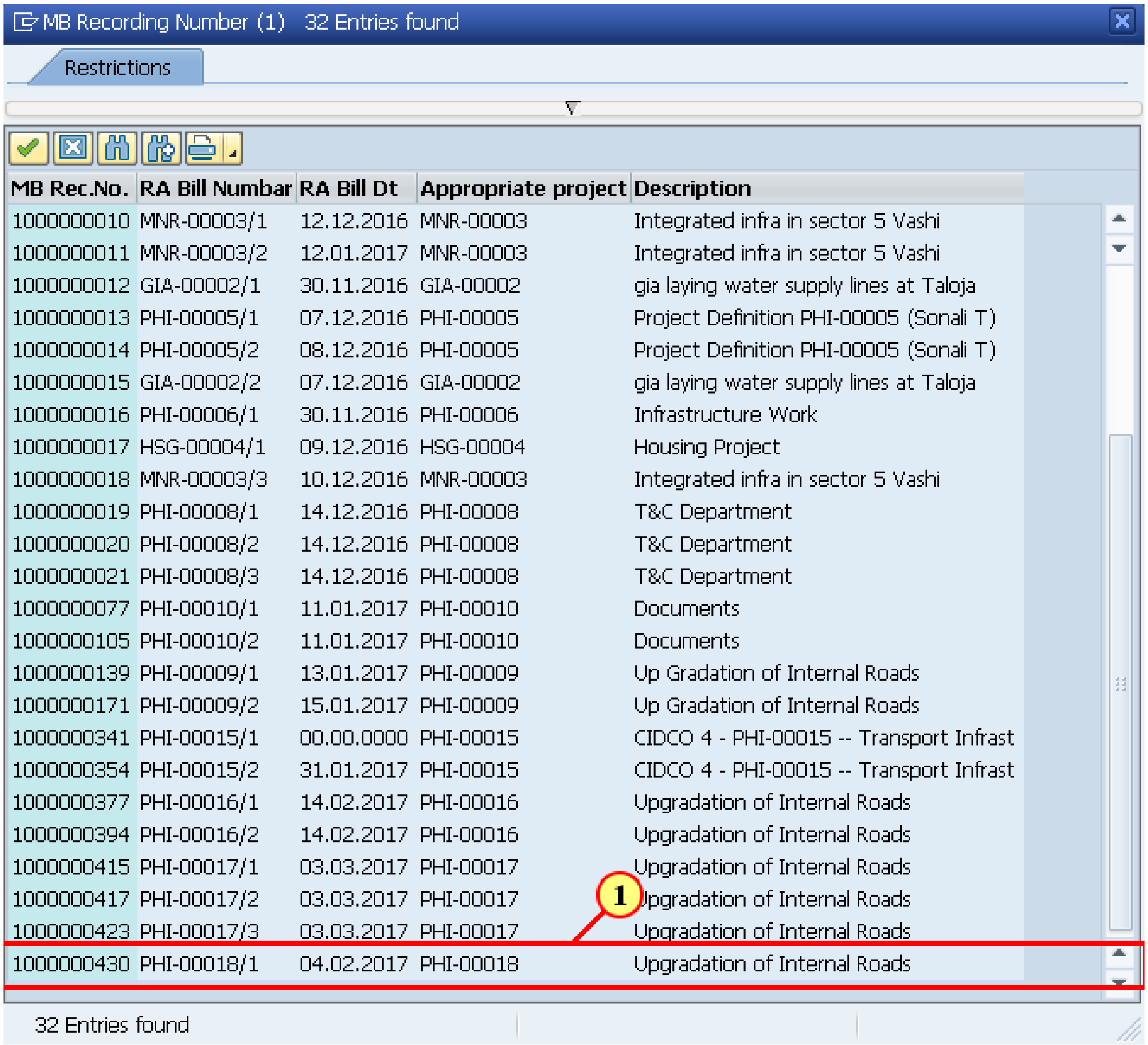


(1) The field is filled out.

Select MB Recording Number



(1) Click on .

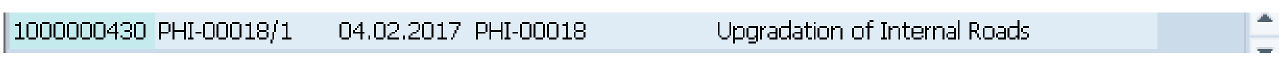


MB Recording Number (1) 32 Entries found

Restrictions

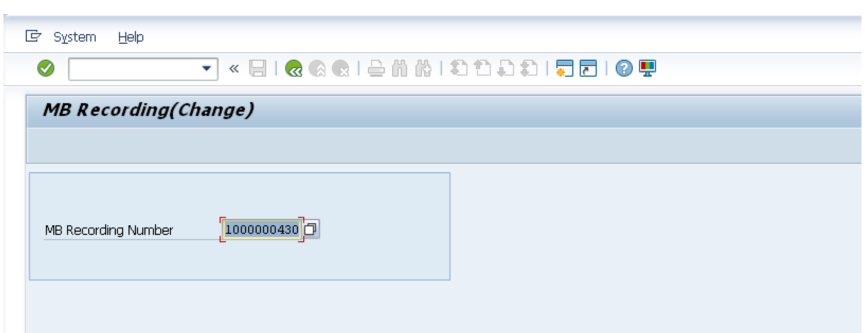
MB Rec.No.	RA Bill Numbar	RA Bill Dt	Appropriate project	Description
1000000010	MNR-00003/1	12.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
1000000011	MNR-00003/2	12.01.2017	MNR-00003	Integrated infra in sector 5 Vashi
1000000012	GIA-00002/1	30.11.2016	GIA-00002	gia laying water supply lines at Taloja
1000000013	PHI-00005/1	07.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
1000000014	PHI-00005/2	08.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
1000000015	GIA-00002/2	07.12.2016	GIA-00002	gia laying water supply lines at Taloja
1000000016	PHI-00006/1	30.11.2016	PHI-00006	Infrastructure Work
1000000017	HSG-00004/1	09.12.2016	HSG-00004	Housing Project
1000000018	MNR-00003/3	10.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
1000000019	PHI-00008/1	14.12.2016	PHI-00008	T&C Department
1000000020	PHI-00008/2	14.12.2016	PHI-00008	T&C Department
1000000021	PHI-00008/3	14.12.2016	PHI-00008	T&C Department
1000000077	PHI-00010/1	11.01.2017	PHI-00010	Documents
1000000105	PHI-00010/2	11.01.2017	PHI-00010	Documents
1000000139	PHI-00009/1	13.01.2017	PHI-00009	Up Gradation of Internal Roads
1000000171	PHI-00009/2	15.01.2017	PHI-00009	Up Gradation of Internal Roads
1000000341	PHI-00015/1	00.00.0000	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
1000000354	PHI-00015/2	31.01.2017	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
1000000377	PHI-00016/1	14.02.2017	PHI-00016	Upgradation of Internal Roads
1000000394	PHI-00016/2	14.02.2017	PHI-00016	Upgradation of Internal Roads
1000000415	PHI-00017/1	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000417	PHI-00017/2	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000423	PHI-00017/3	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000430	PHI-00018/1	04.02.2017	PHI-00018	Upgradation of Internal Roads

32 Entries found

(1) 

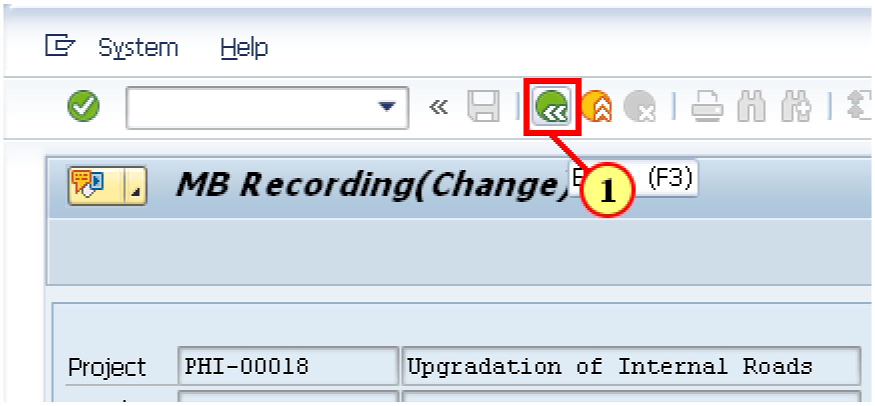
is double-clicked.

Click Enter



Enter is now pressed.

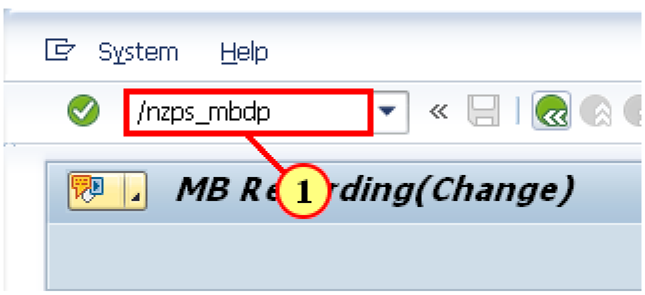
MB Recording(Change) – you can make changes to the record



(1) Click on .

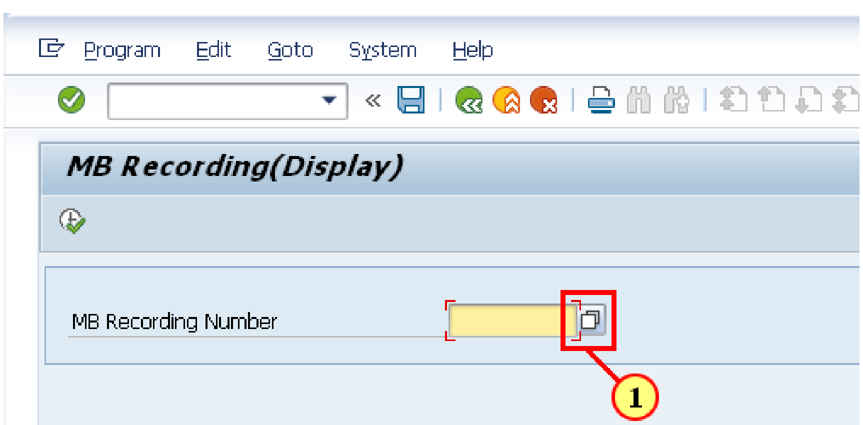
19.10. View MB Recording – Tcode ZPS_MBDP

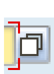
Tcode ZPS_MBDP -- MB Recording(Display)

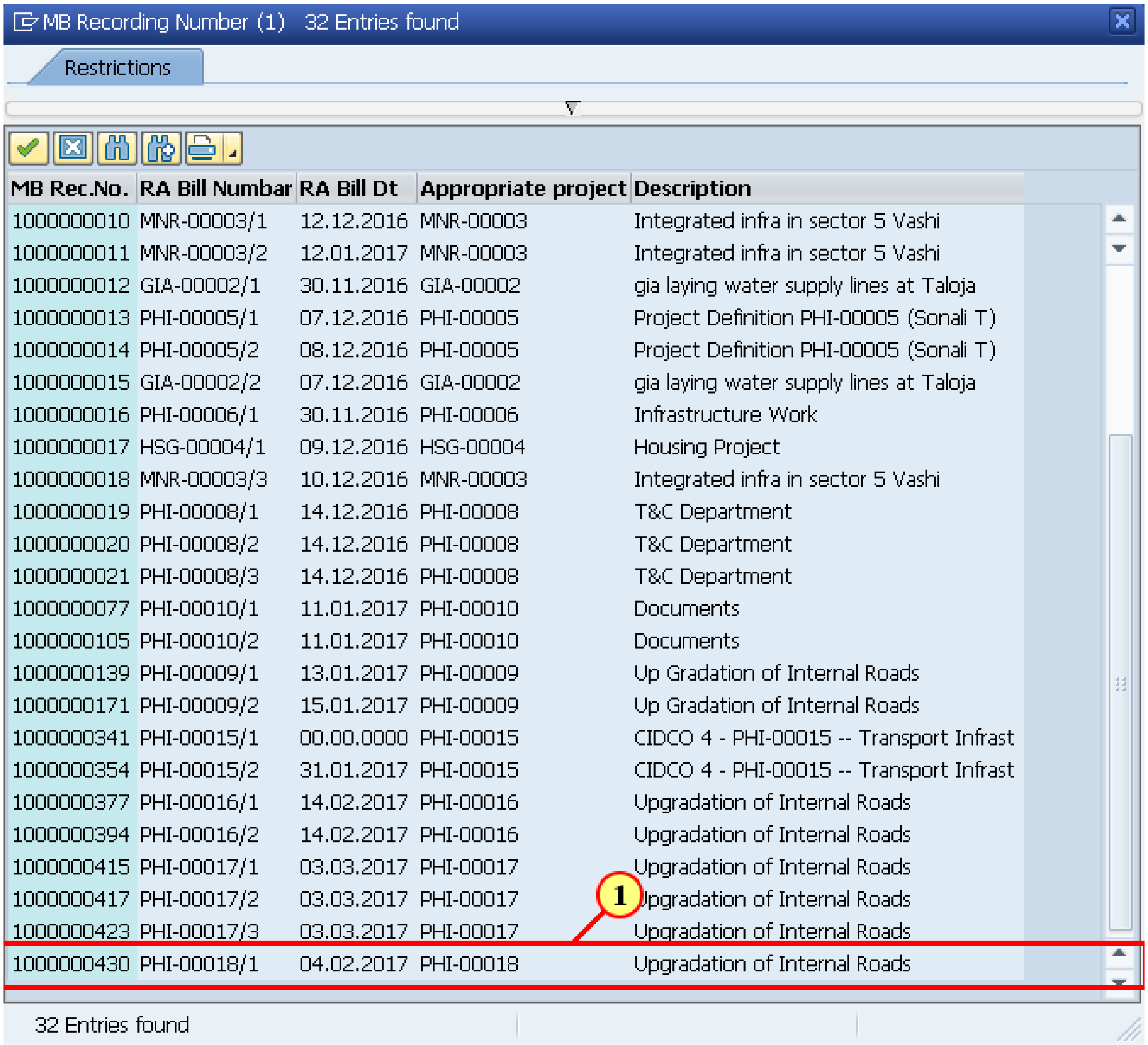


(1) The field is filled out.

Select MB Recording Number



(1) Click on .

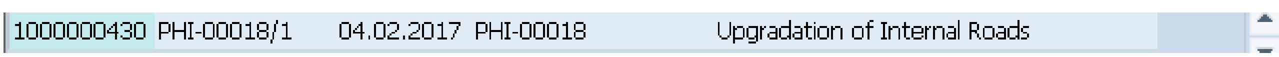


MB Recording Number (1) 32 Entries found

Restrictions

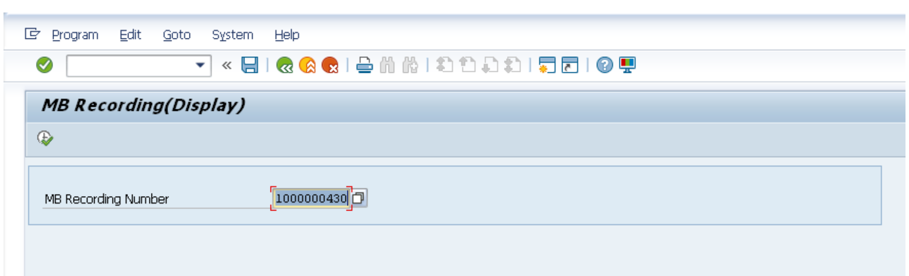
MB Rec.No.	RA Bill Numbar	RA Bill Dt	Appropriate project	Description
1000000010	MNR-00003/1	12.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
1000000011	MNR-00003/2	12.01.2017	MNR-00003	Integrated infra in sector 5 Vashi
1000000012	GIA-00002/1	30.11.2016	GIA-00002	gia laying water supply lines at Taloja
1000000013	PHI-00005/1	07.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
1000000014	PHI-00005/2	08.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
1000000015	GIA-00002/2	07.12.2016	GIA-00002	gia laying water supply lines at Taloja
1000000016	PHI-00006/1	30.11.2016	PHI-00006	Infrastructure Work
1000000017	HSG-00004/1	09.12.2016	HSG-00004	Housing Project
1000000018	MNR-00003/3	10.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
1000000019	PHI-00008/1	14.12.2016	PHI-00008	T&C Department
1000000020	PHI-00008/2	14.12.2016	PHI-00008	T&C Department
1000000021	PHI-00008/3	14.12.2016	PHI-00008	T&C Department
1000000077	PHI-00010/1	11.01.2017	PHI-00010	Documents
1000000105	PHI-00010/2	11.01.2017	PHI-00010	Documents
1000000139	PHI-00009/1	13.01.2017	PHI-00009	Up Gradation of Internal Roads
1000000171	PHI-00009/2	15.01.2017	PHI-00009	Up Gradation of Internal Roads
1000000341	PHI-00015/1	00.00.0000	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
1000000354	PHI-00015/2	31.01.2017	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
1000000377	PHI-00016/1	14.02.2017	PHI-00016	Upgradation of Internal Roads
1000000394	PHI-00016/2	14.02.2017	PHI-00016	Upgradation of Internal Roads
1000000415	PHI-00017/1	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000417	PHI-00017/2	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000423	PHI-00017/3	03.03.2017	PHI-00017	Upgradation of Internal Roads
1000000430	PHI-00018/1	04.02.2017	PHI-00018	Upgradation of Internal Roads

32 Entries found

(1) 

is double-clicked.

MB Recording(Display) – Click Enter



Enter is now pressed.