



SAP Training Manual

Project Systems (PS)

Document Release Note

Project : Utkarsh

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

Document Control

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

Revision Details:

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

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1. Introduction

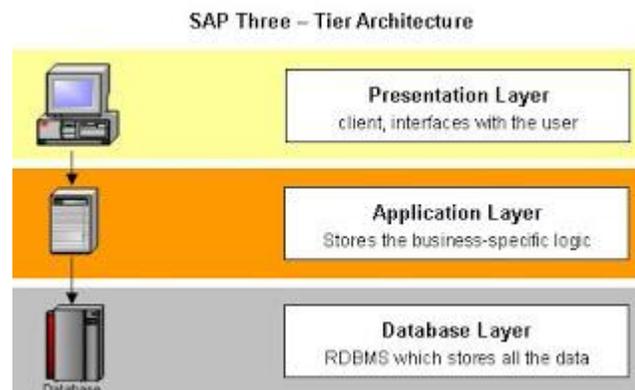
SAP ERP is **enterprise resource planning** software developed by the German company in 1972. It stands for Systems, Applications and Products in Data Processing.

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

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

SAP ECC R/3 works on Three – Tier Structure

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



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

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

2. SAP Navigation

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

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

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

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

Login is your Employee ID

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



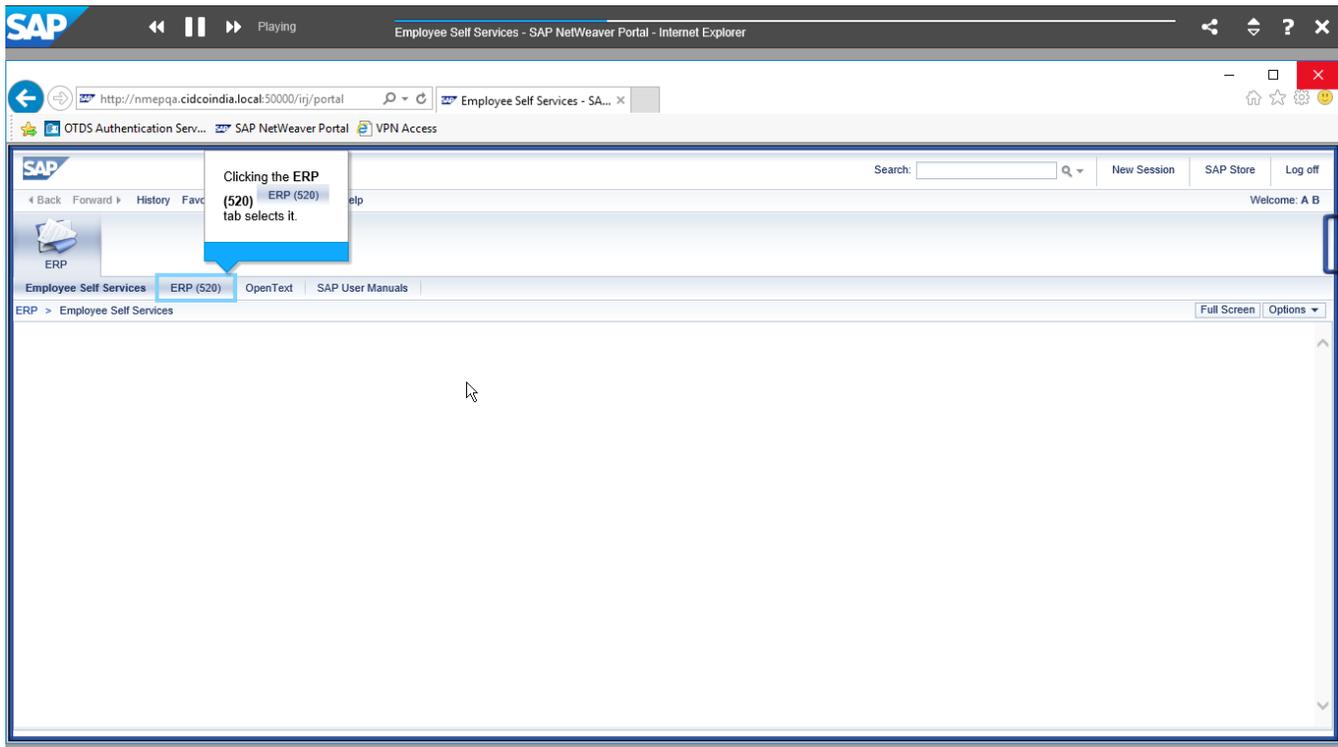
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The first landing page will be Employee Self Services.

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

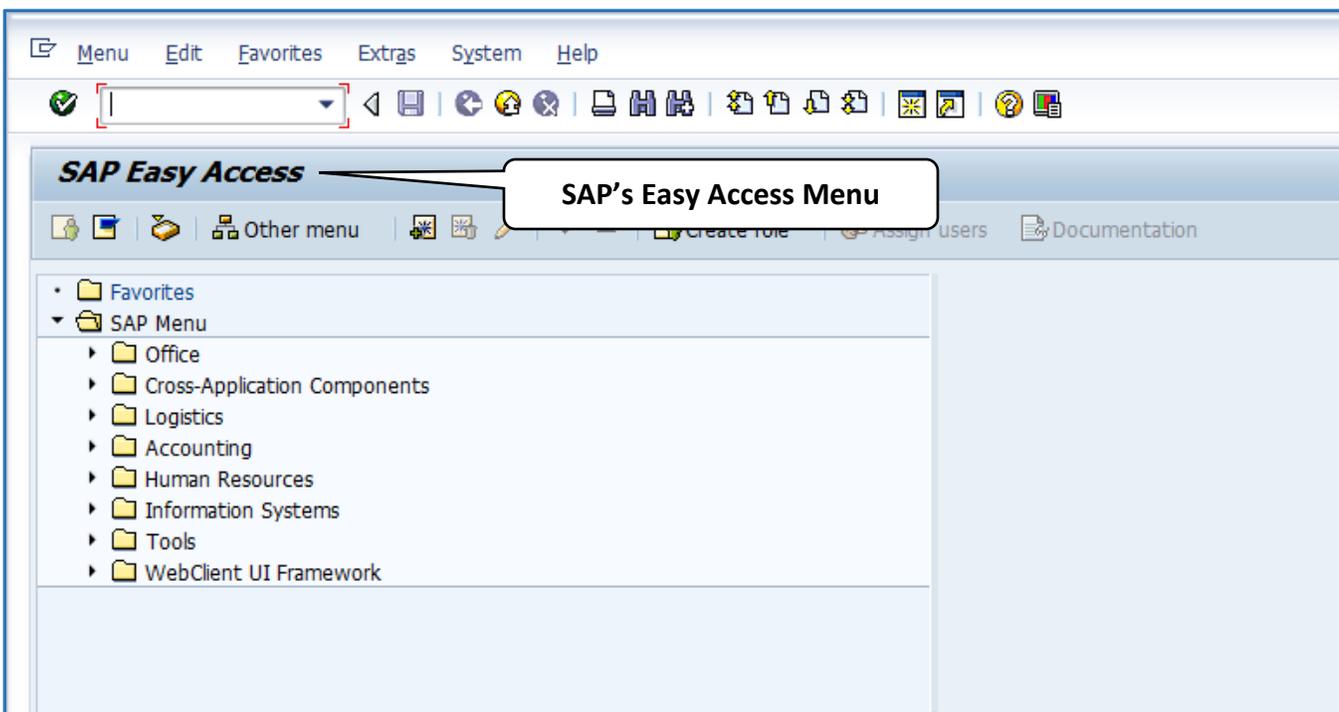
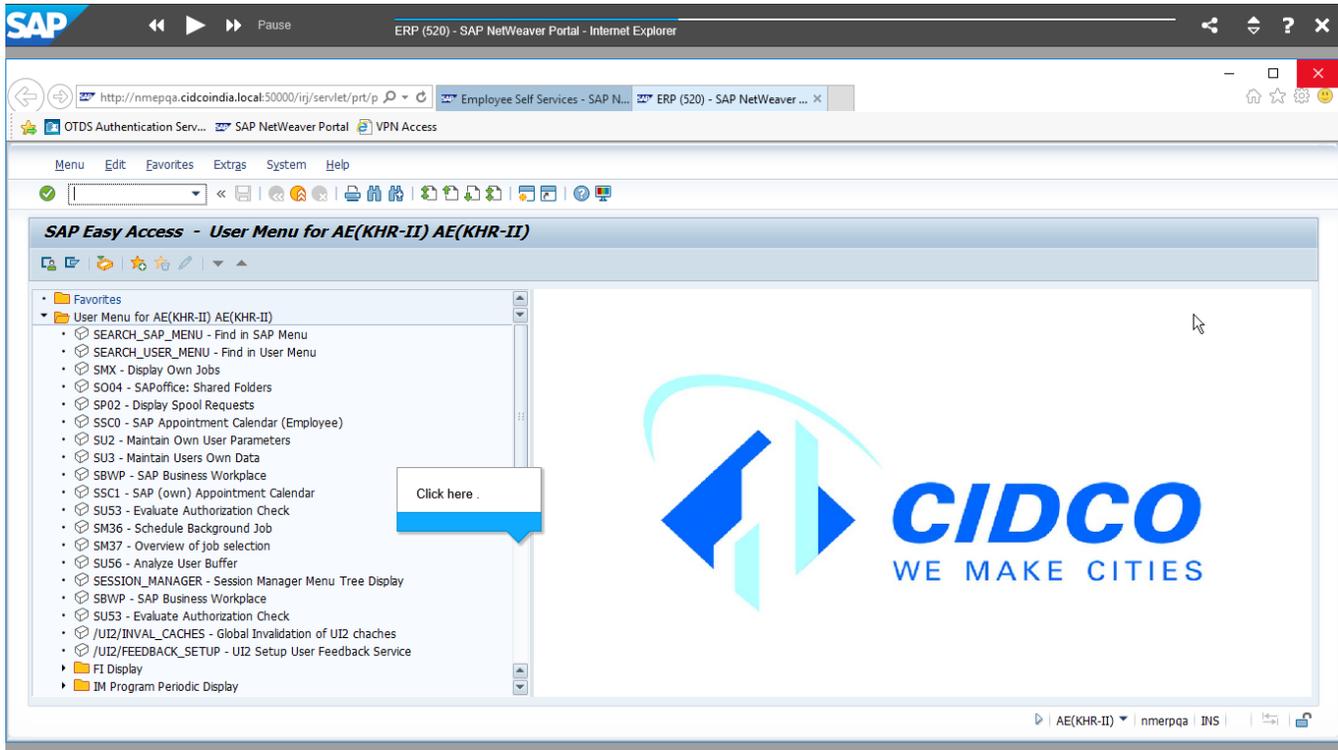
Note that you can access OpenText file management system by clicking on the link next to ERP i.e. by clicking OpenText.

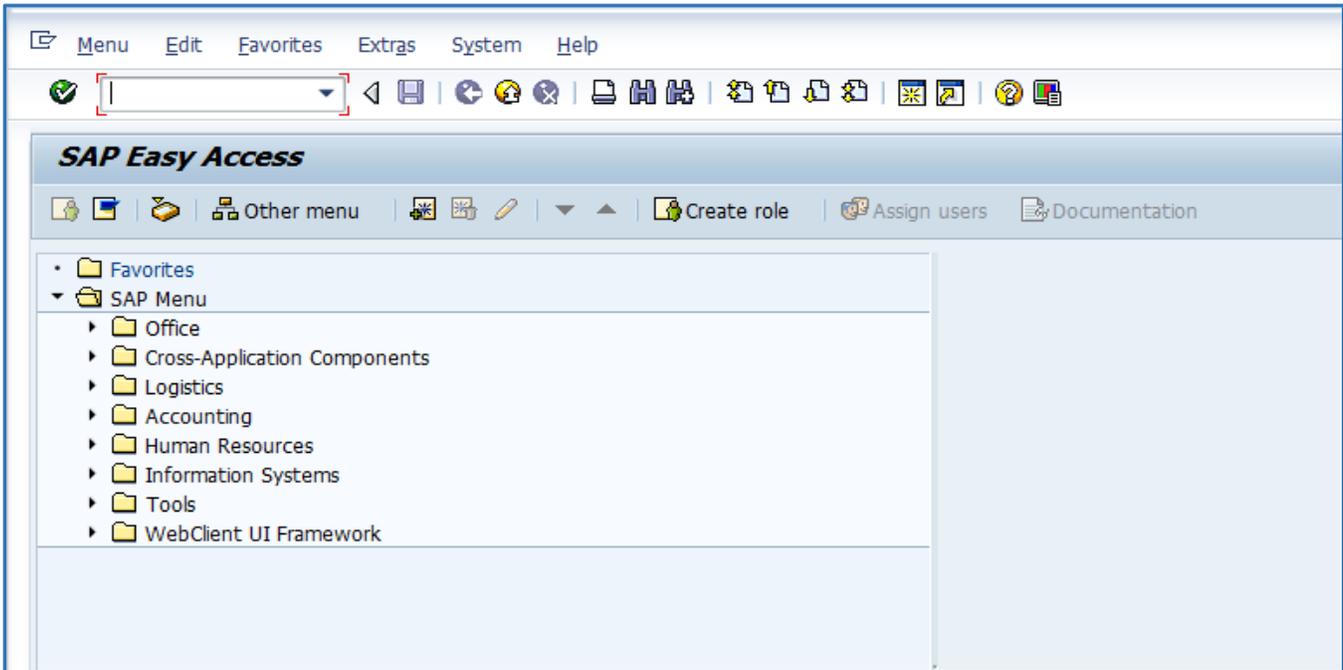
All the user manuals will be available in the link SAP User Manuals



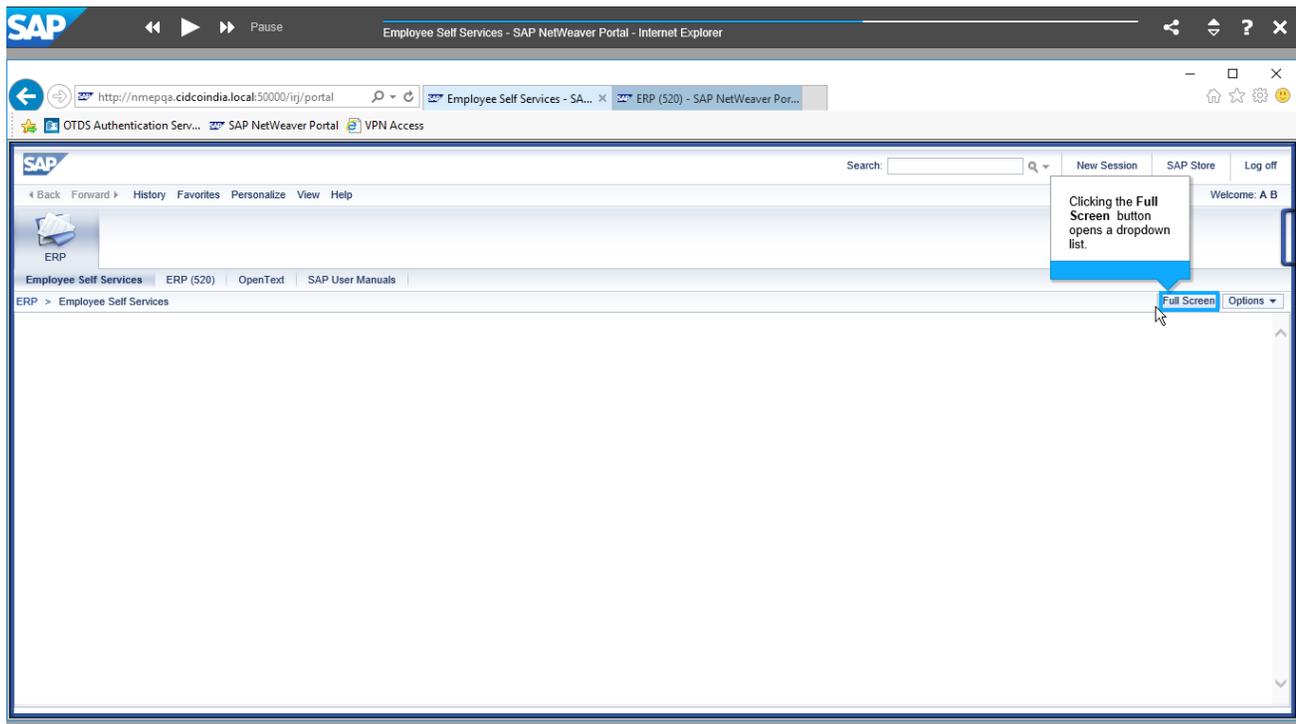
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A new tab will be opened in the browser after clicking on ERP link in the portal. This is the SAP system in which you can create and work on projects. You can save frequently needed Tcodes in the Favorites folder – seen at the top in SAP Easy Access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



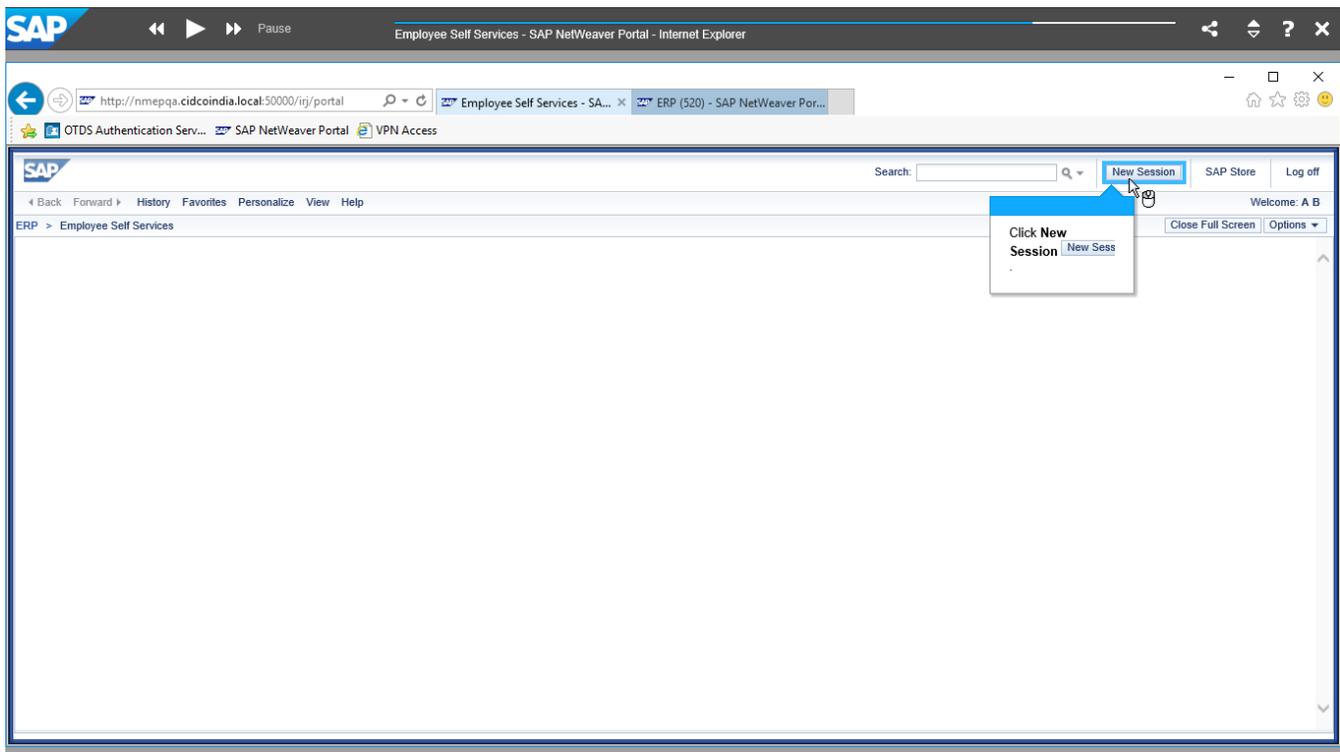


You can navigate back to Employee Self Service tab and click on “Full Screen” button to get a larger screen.



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Clicking on New Session will open a new tab.



3. Project Creation

3.1. OpenText File Movement workflow

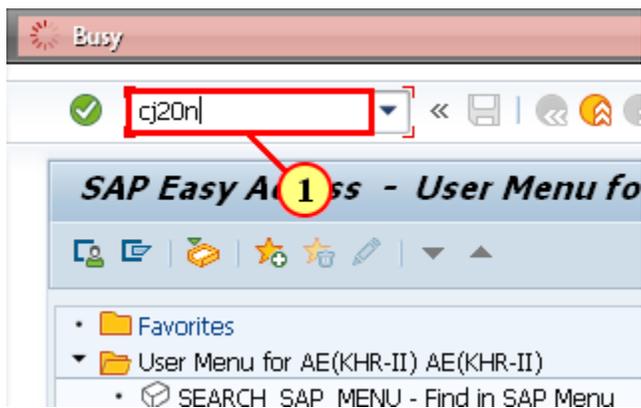
Please get the approval for project creation through the Layout and Design Workflow. This is applicable to new/big projects where design department gets involved. In case only design approval is required, use the Design approval workflow for approval only within the Engineering department.

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.

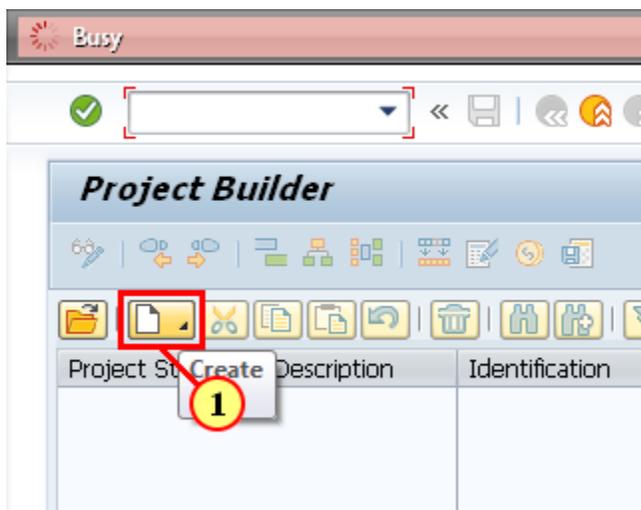
3.2. Tcode CJ20N – Open Project Builder

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

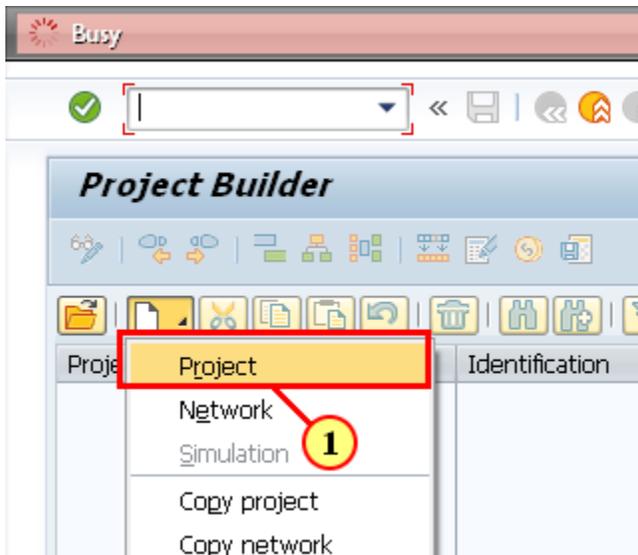


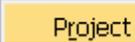
(1) The field is filled out.

Project Builder – Click Create New

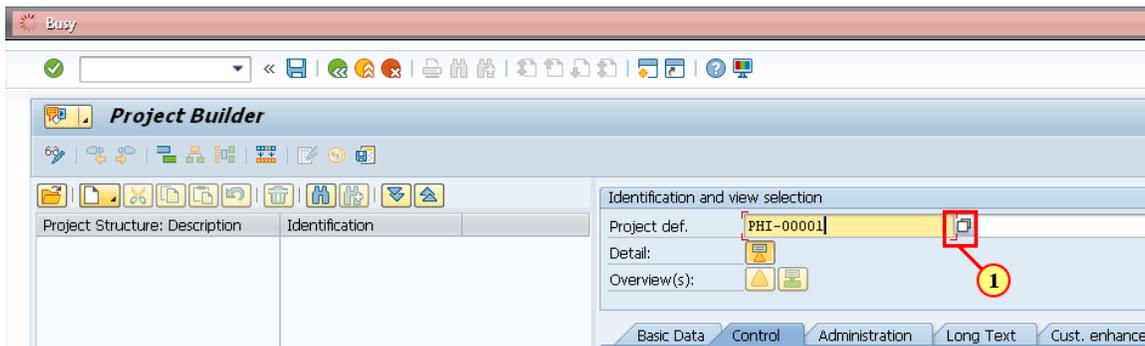


(1) Click on .
Project Builder – select Project to create



(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.

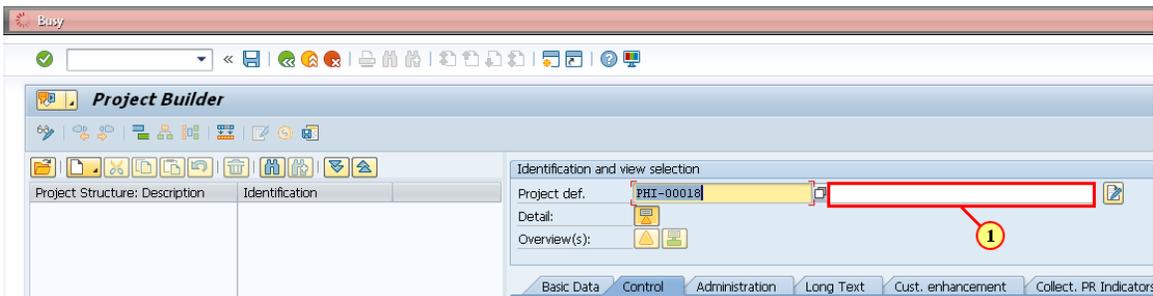
(1) Click on **Find** .

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** .

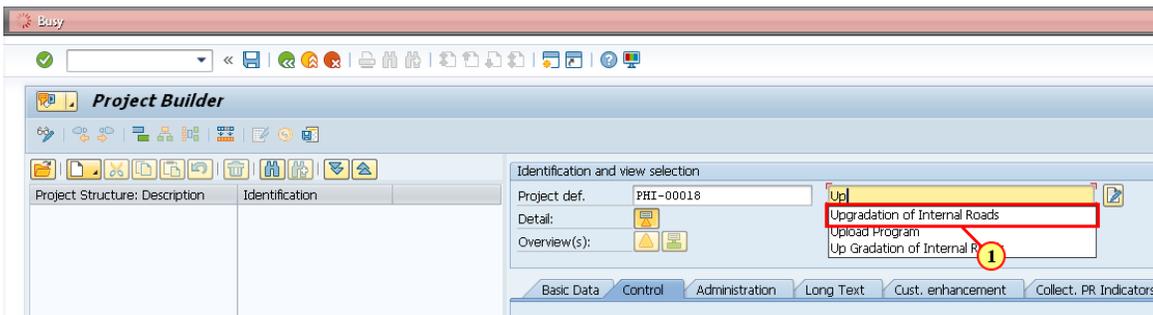
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Project Builder – Enter the short description of the project



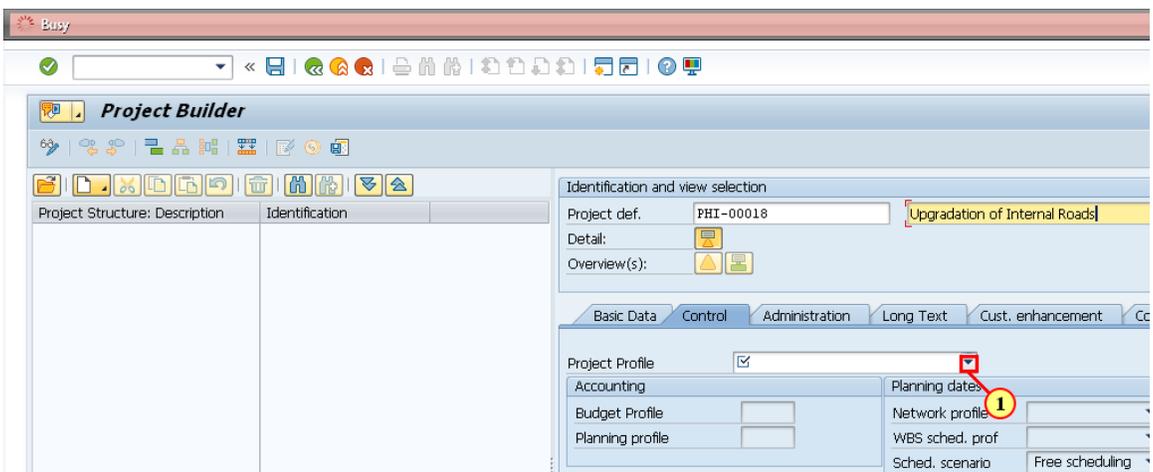
(1) Click on _____.

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



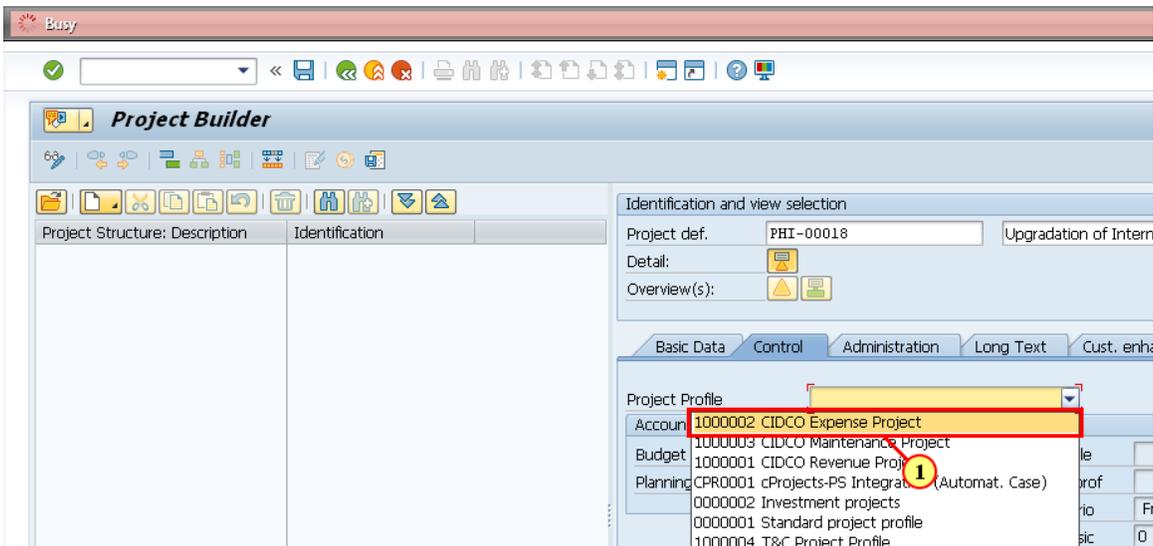
(1) Clicking on the entry **Upgradation of Internal Roads** Upgradation of Internal Roads selects it.

Project Builder – Select the correct Project Profile from the list



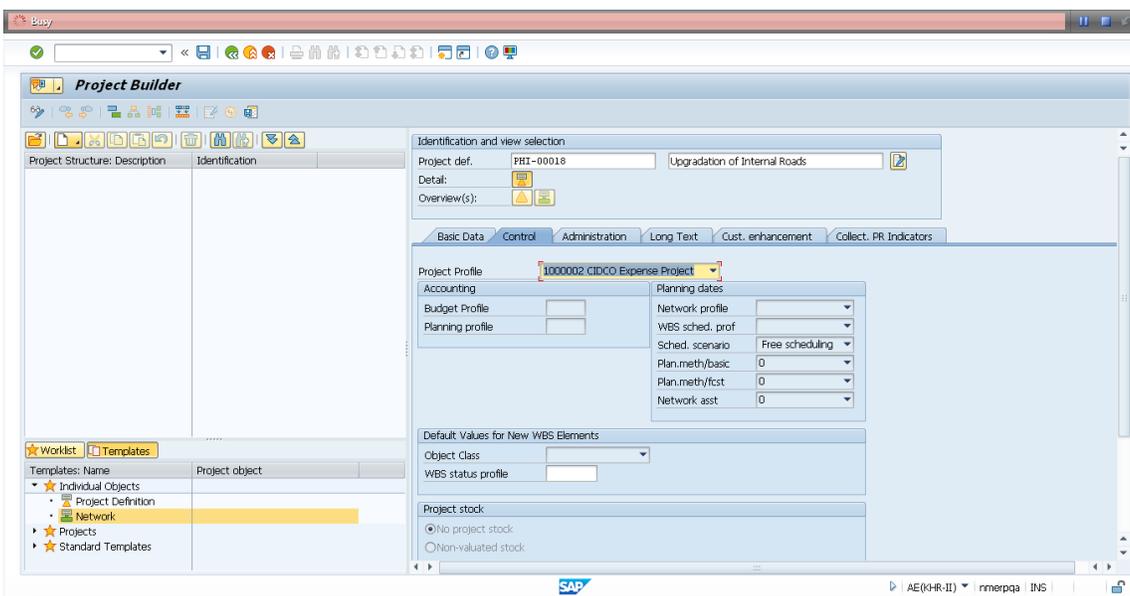
(1) Click on ▼.

Project Builder – e.g. CIDCO Expense Project



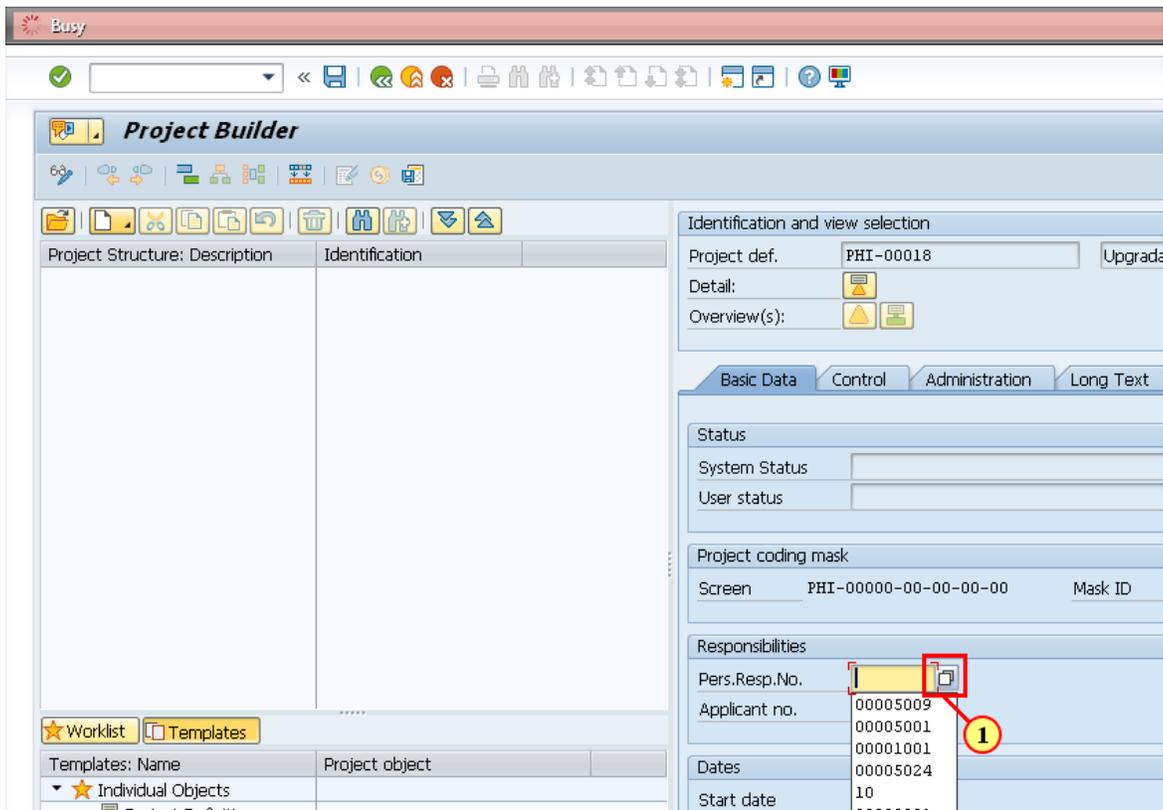
(1) Clicking on the entry **1000002 CIDCO Expense Project** **1000002 CIDCO Expense Project** selects it.

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



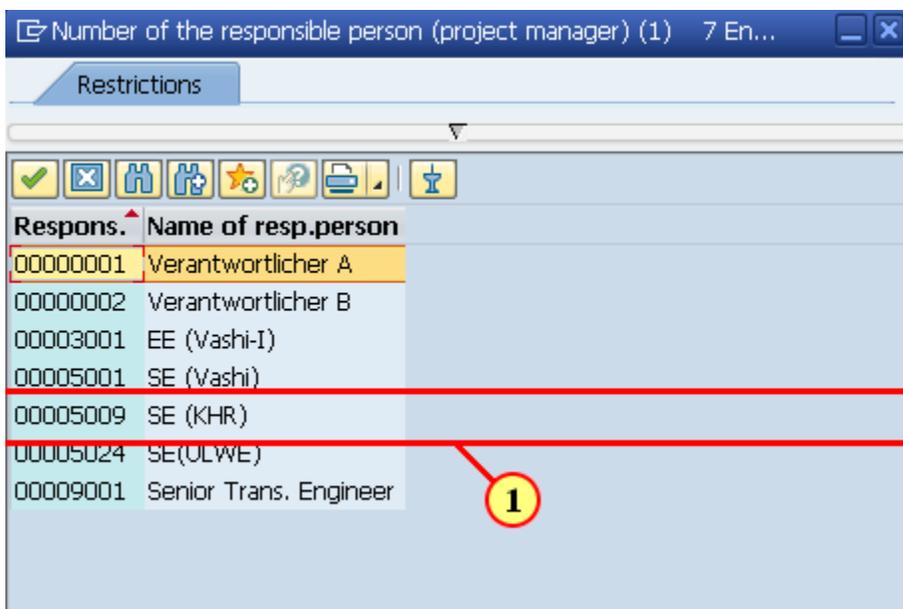
Enter is now pressed.

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



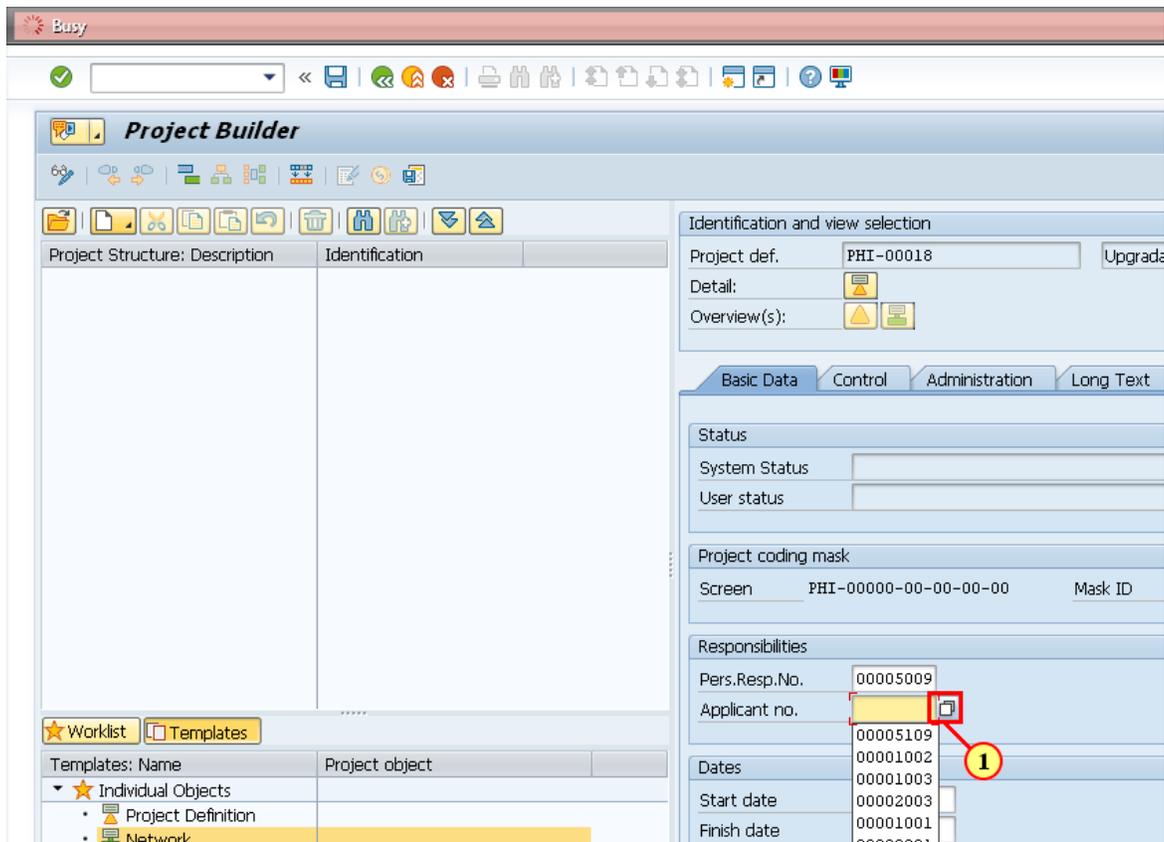
(1) Click on .

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



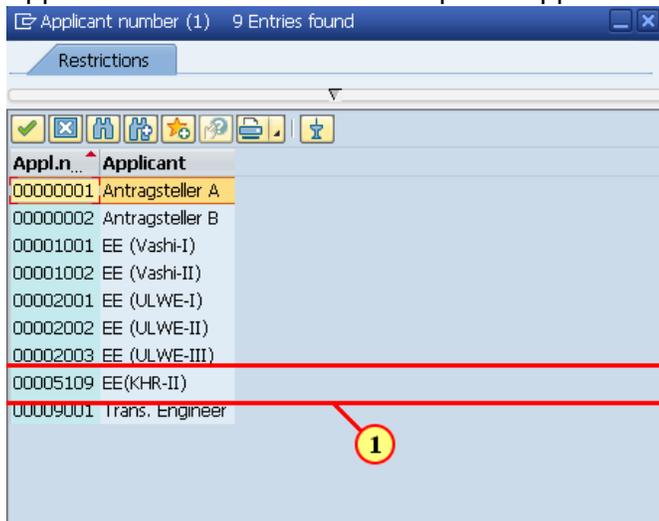
(1) 00005009 SE (KHR) is double-clicked.

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



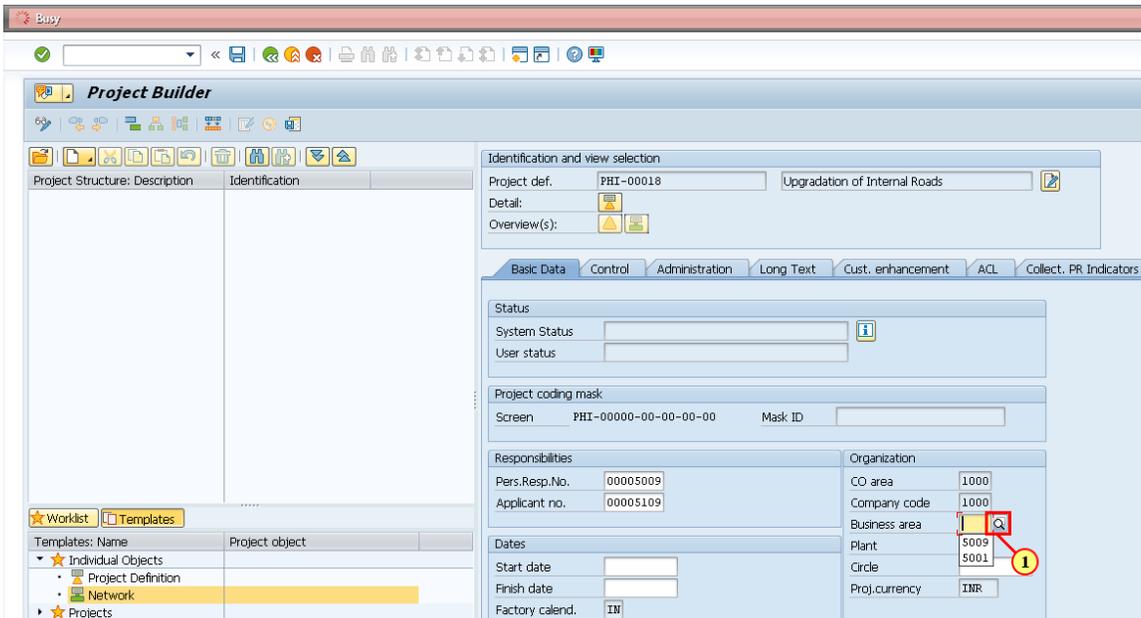
(1) Click on .

Applicant number – select the required Applicant Number



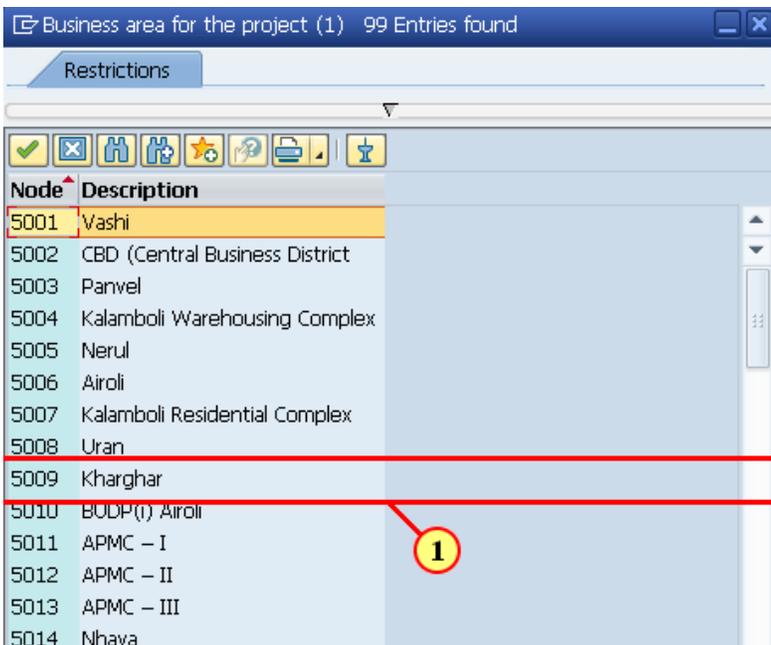
(1) 00005109 EE(KHR-II) is double-clicked.

Project Builder – Enter the appropriate Business Area



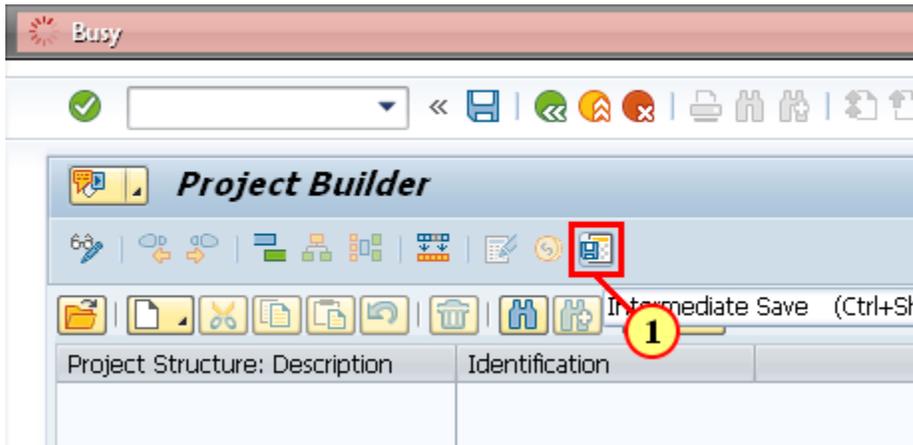
(1) Click on .

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



- (1) 5009 Kharghar is double-clicked.

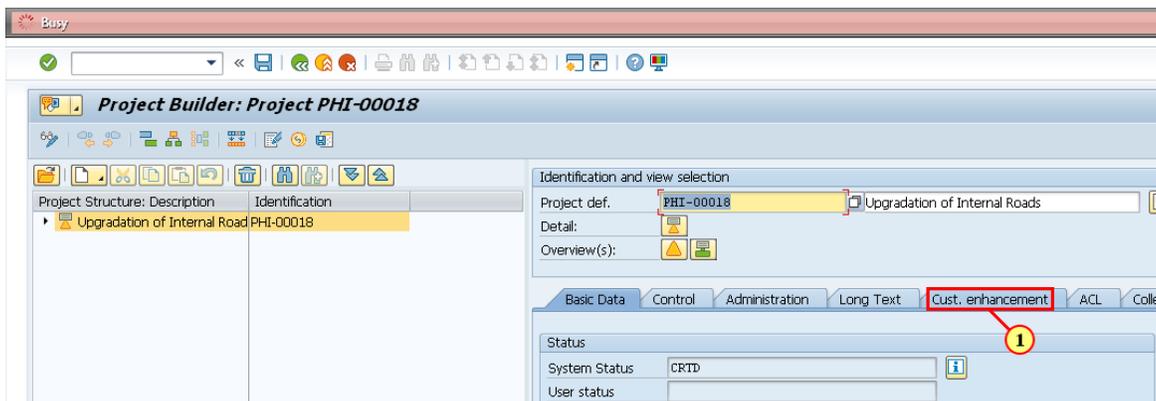
Project Builder – Click on Intermediate Save button to save the project and stay on the same screen.
The project with the selected code gets created



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

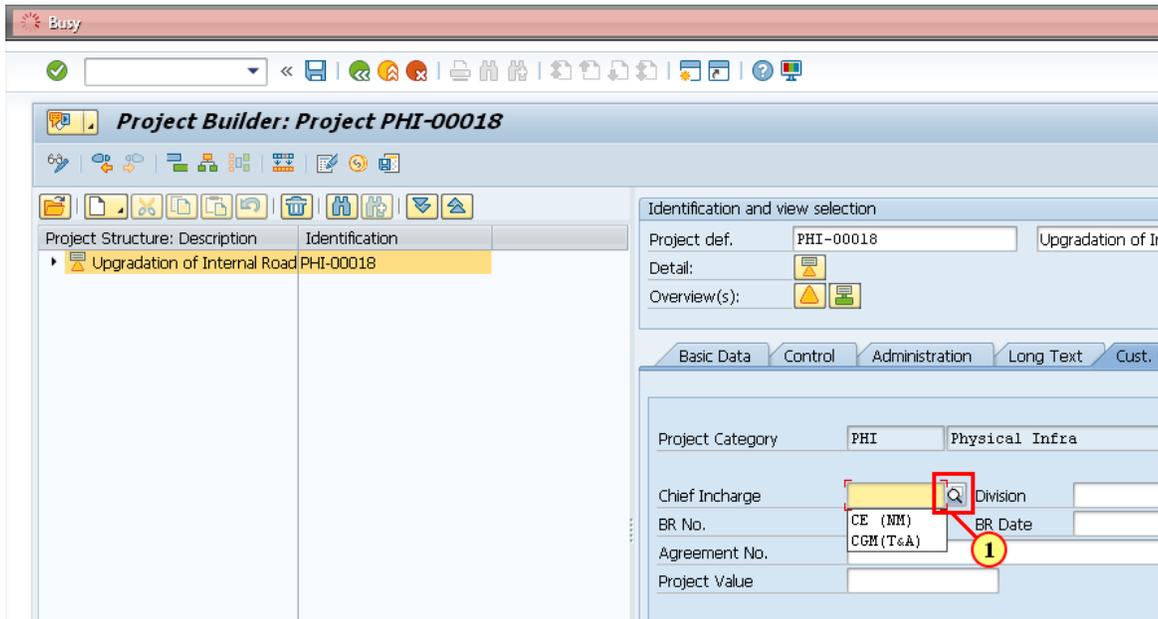
3.3. Custom Enhancement Tab

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



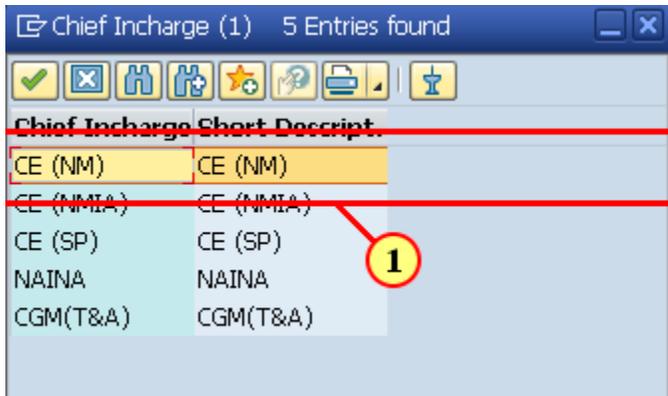
- (1) Click on **Cust. enhancement**.

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



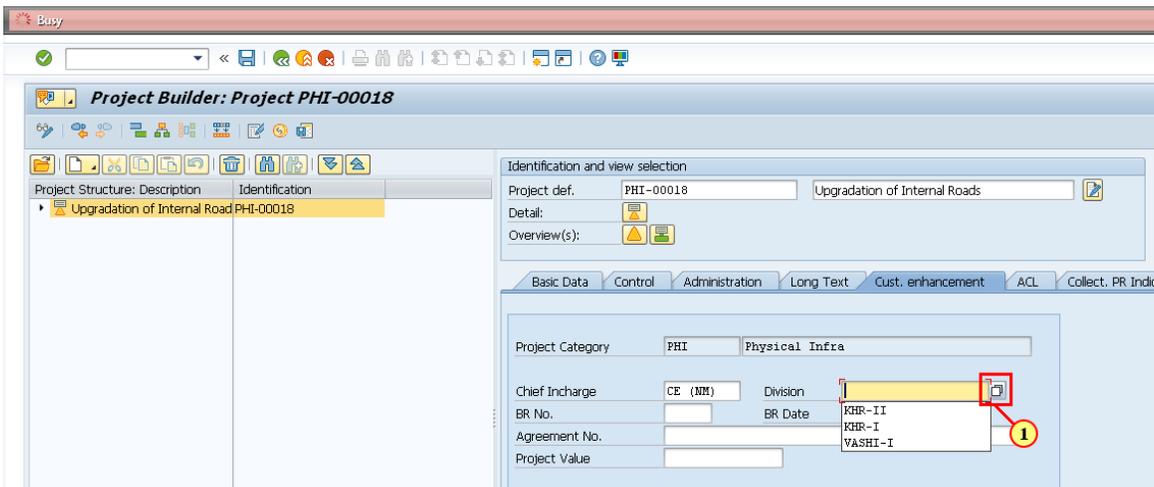
(1) Click on .

Chief Incharge – e.g. select CE(NM)



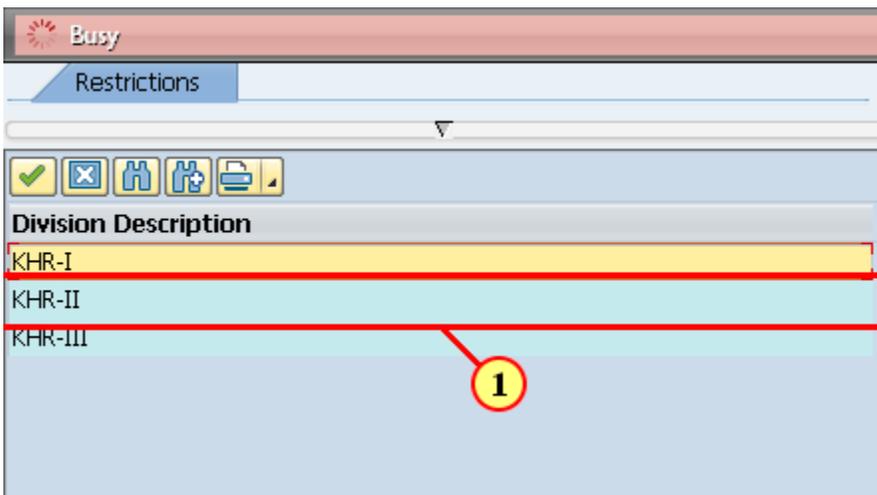
(1)  is double-clicked.

Project Builder: Project PHI-00018 – Select Division



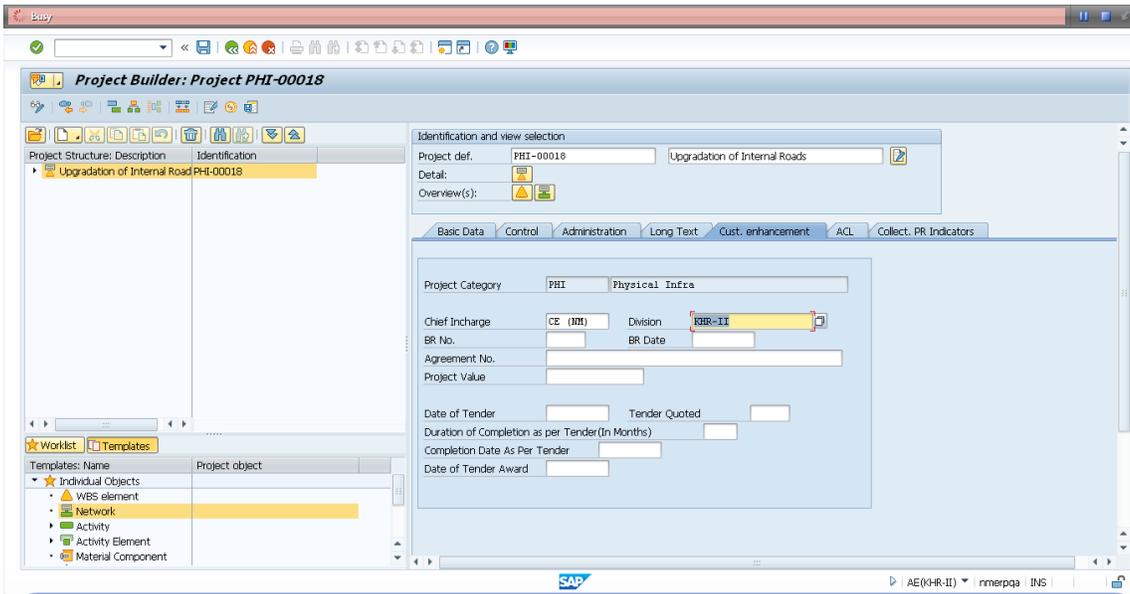
(1) Click on .

Division Description – Select appropriate Division for the project



(1)  is double-clicked.

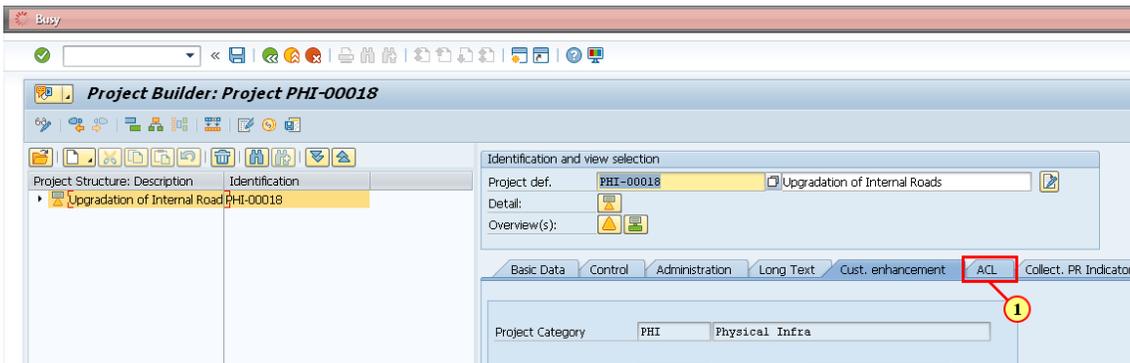
Project Builder: Project PHI-00018 – Click on Enter so that system will prompt to enter values of any mandatory fields.



Enter is now pressed.

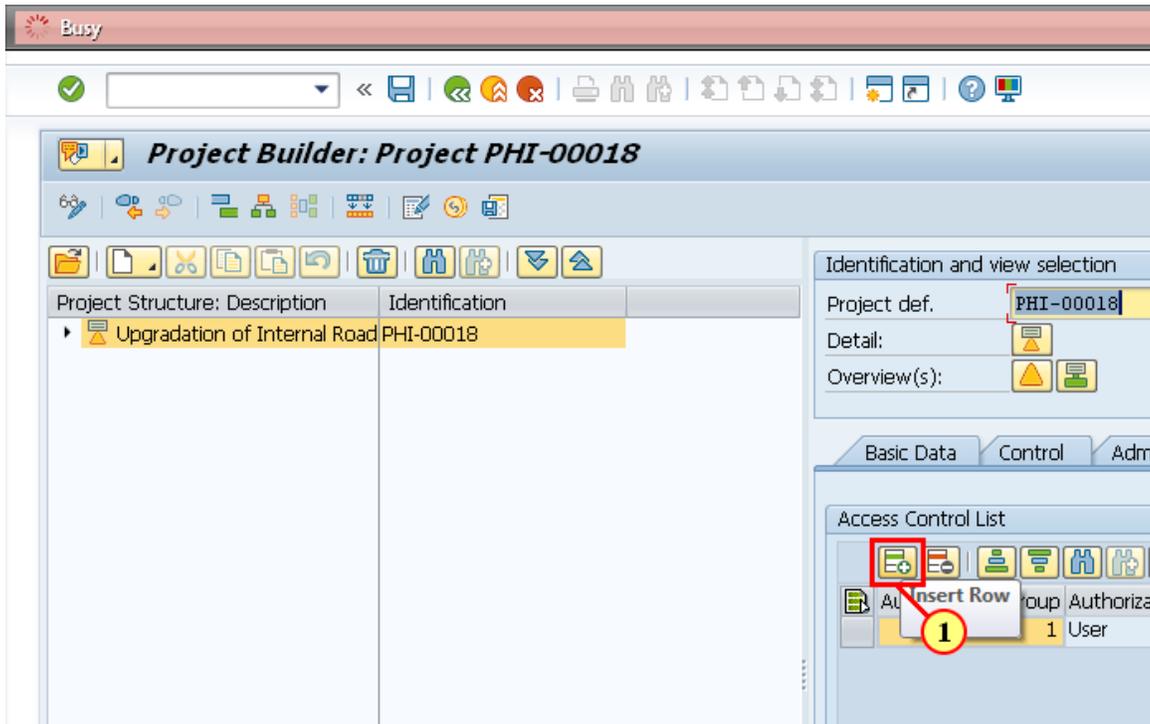
3.4. ACL Tab

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



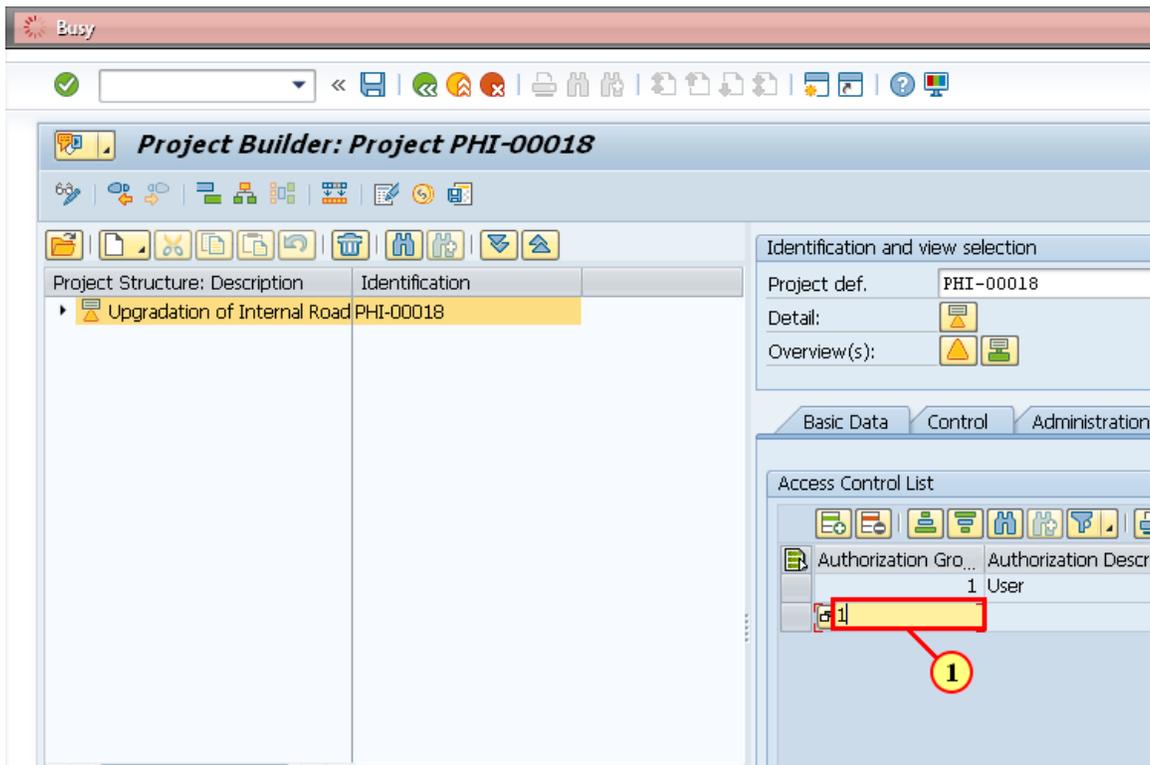
(1) Click on .

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

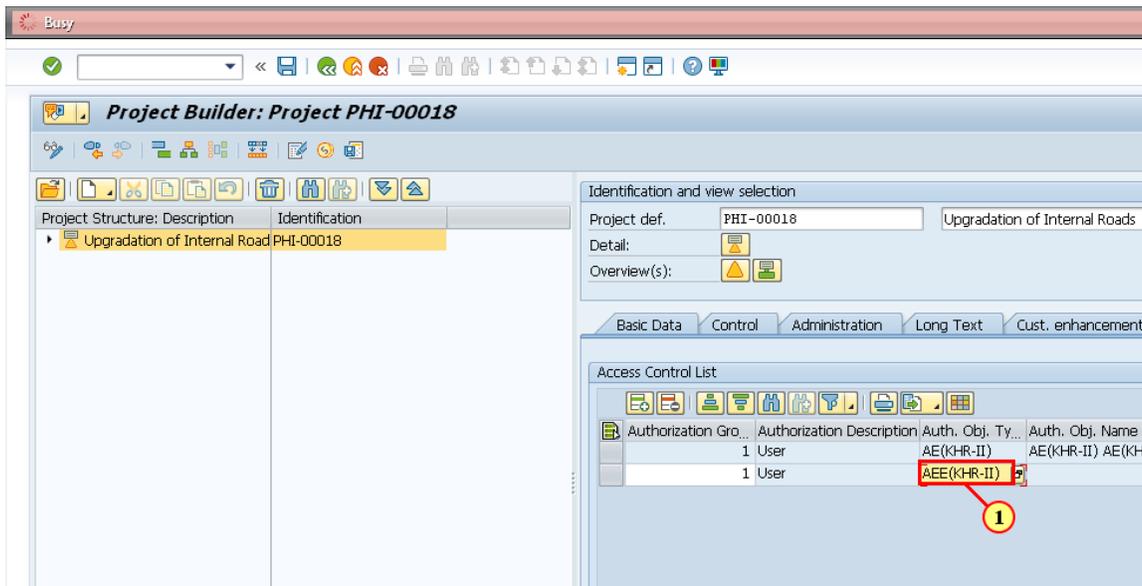


(1) Click on .

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

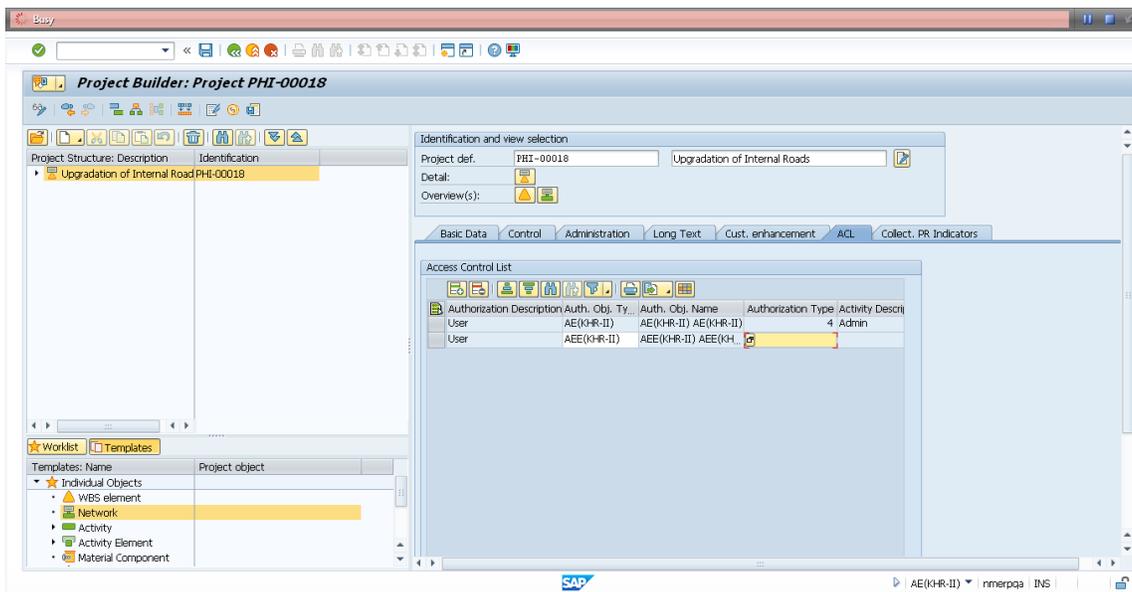


Select Authorization Obj. Type as the user who needs to access this project



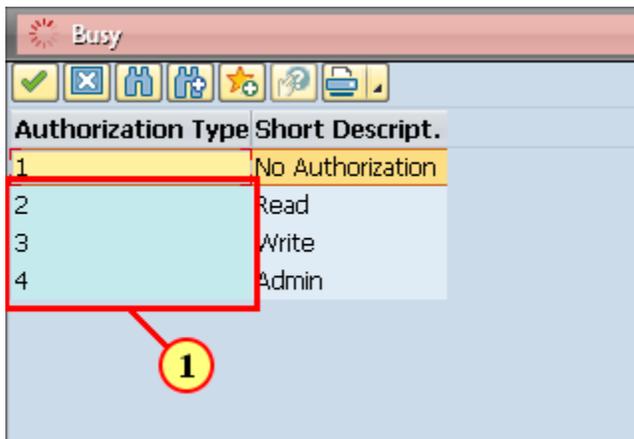
(1) The field is filled out.

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



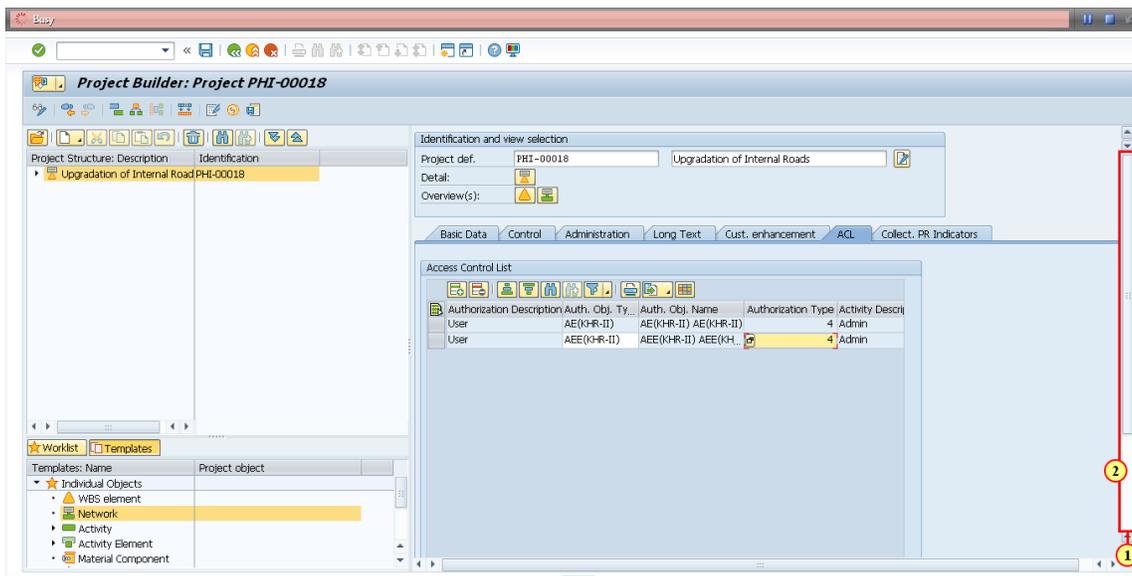
F4 is now pressed.

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(1)  is double-clicked.

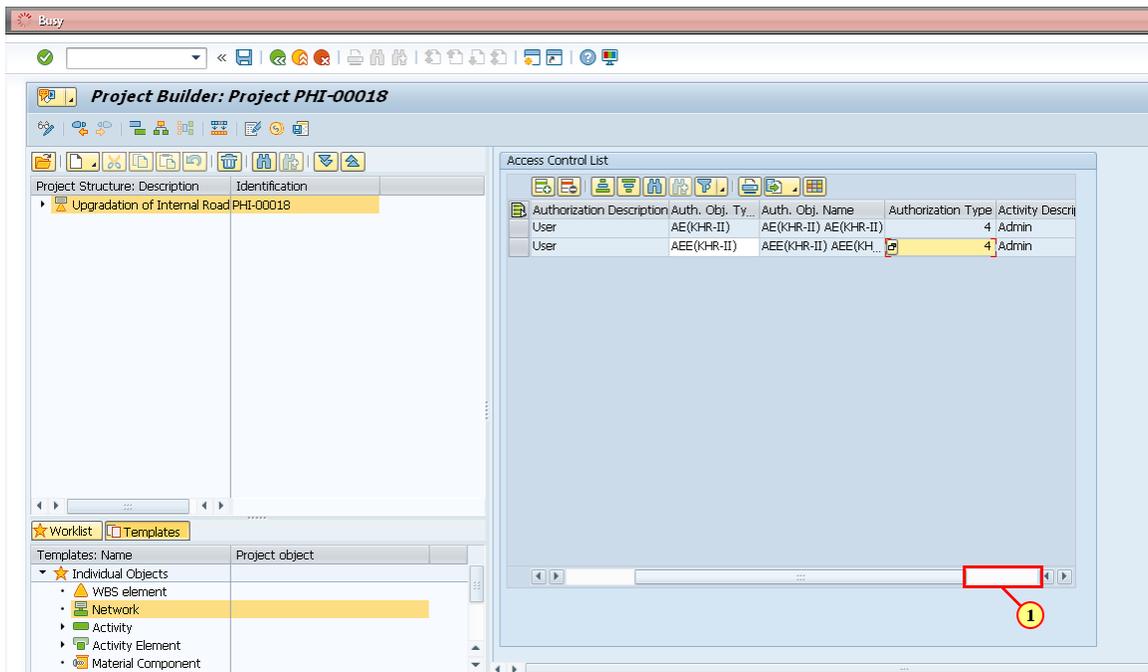
Project Builder: Project PHI-00018 – Using tab key navigate the further fields in this row



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

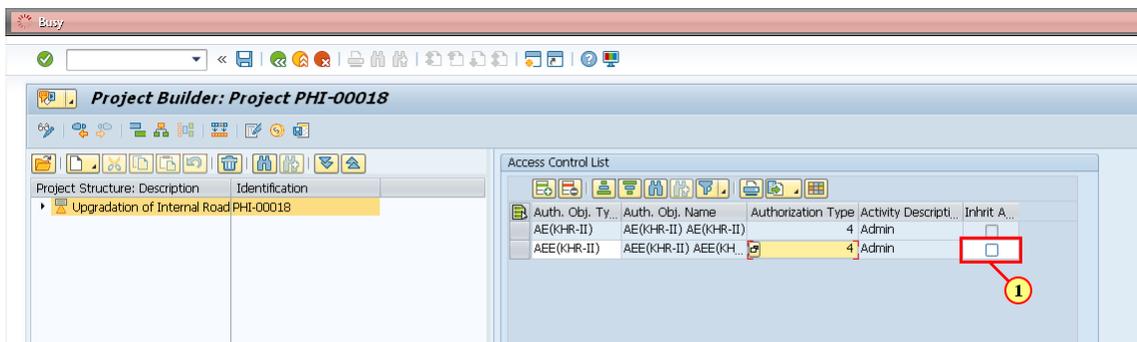
Project Builder: Project PHI-00018 – Scroll bar is also available to scroll to right

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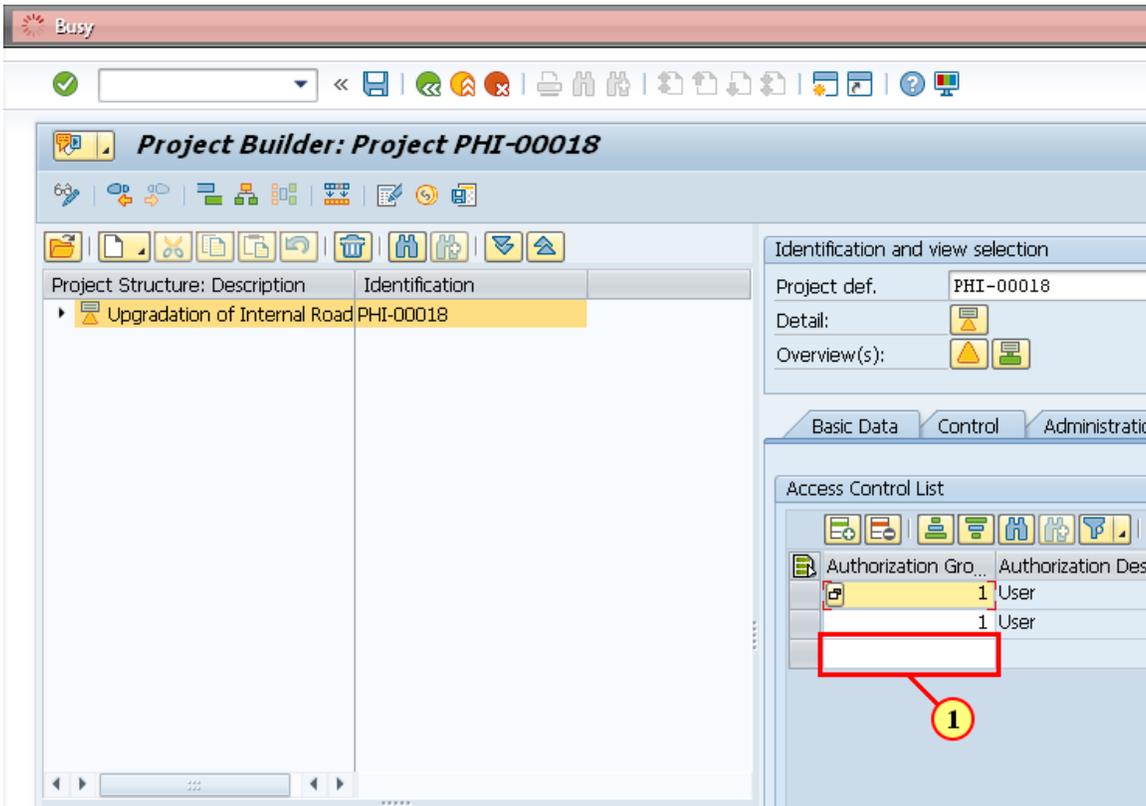
(1) Clicking in the **scroll area** makes the desired area appear.

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

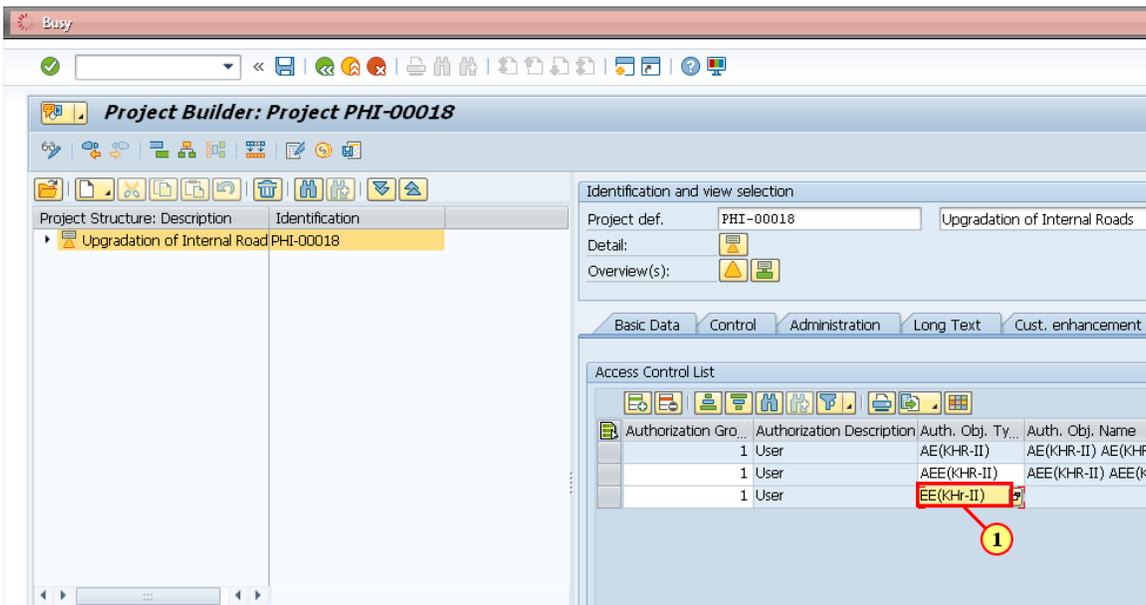


(1) Click on .

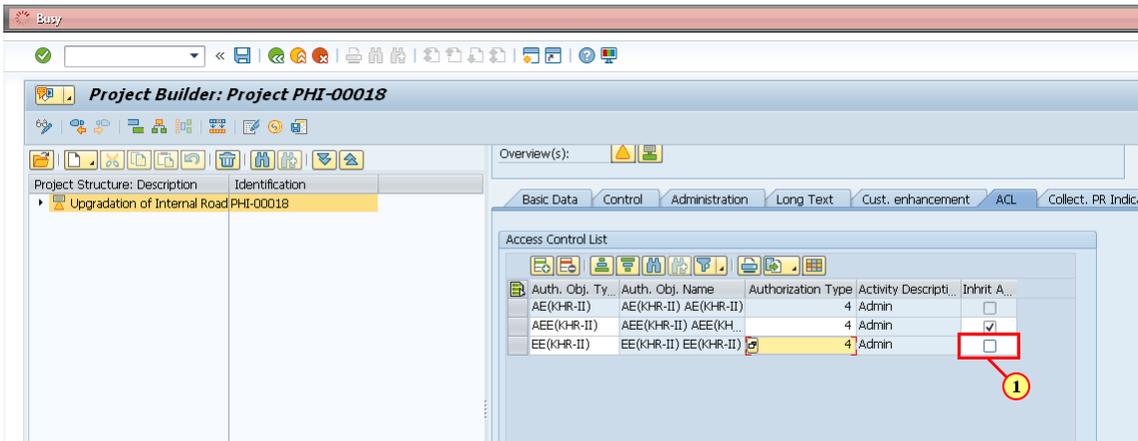
Project Builder: Project PHI-00018 – Similarly add other rows for AEE and EE



(1) Click on _____.

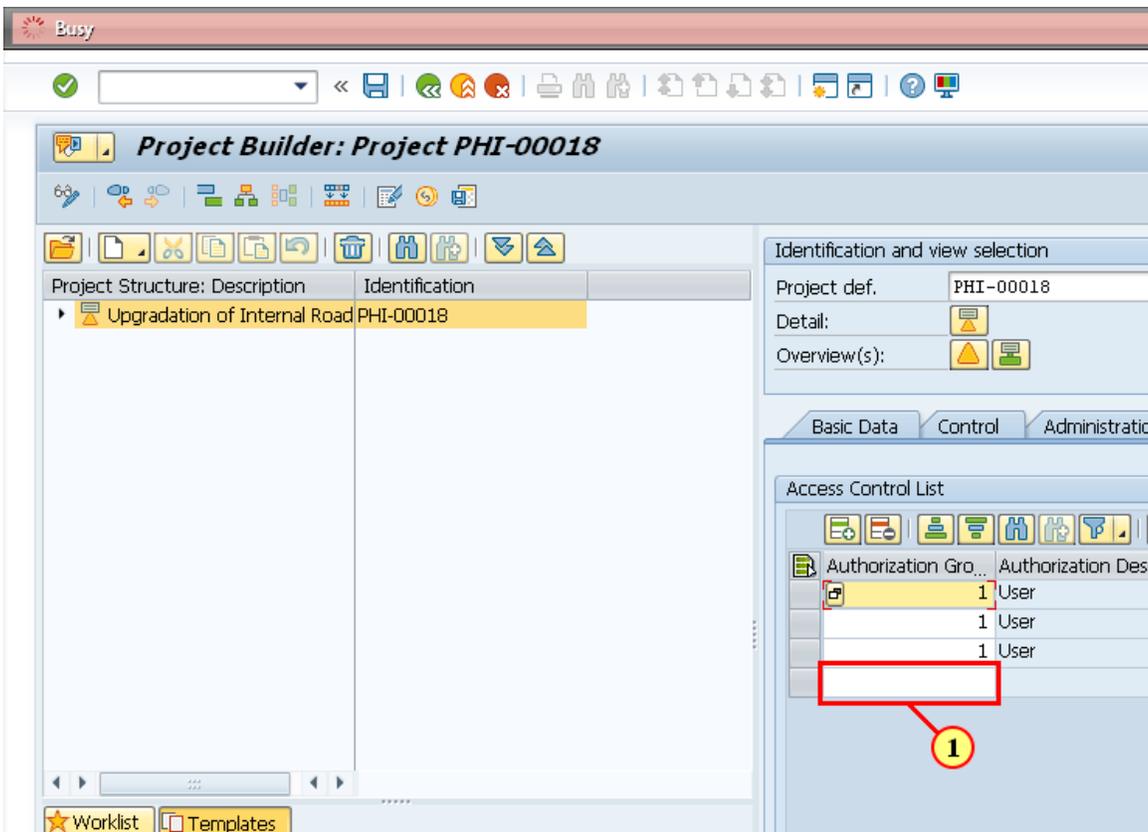


(1) The field is filled out.



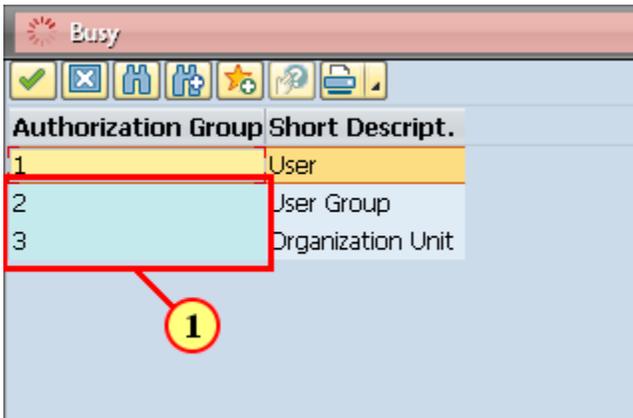
(1) Click on .

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

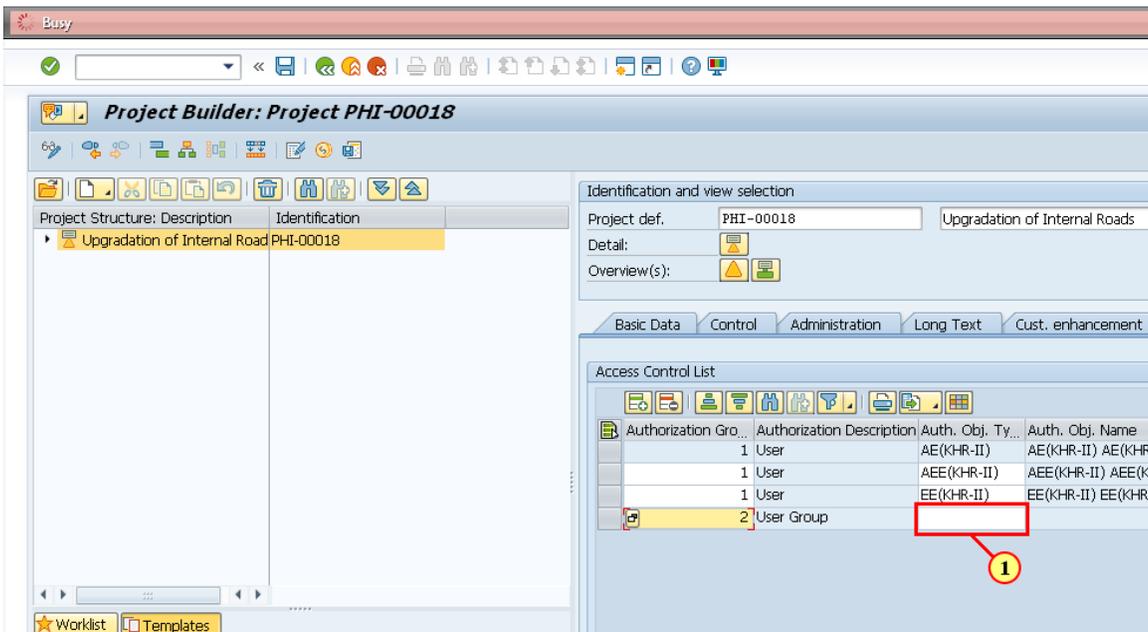


(1) Click on _____.

PS ACL Authorization Group (1) 3 Entries found

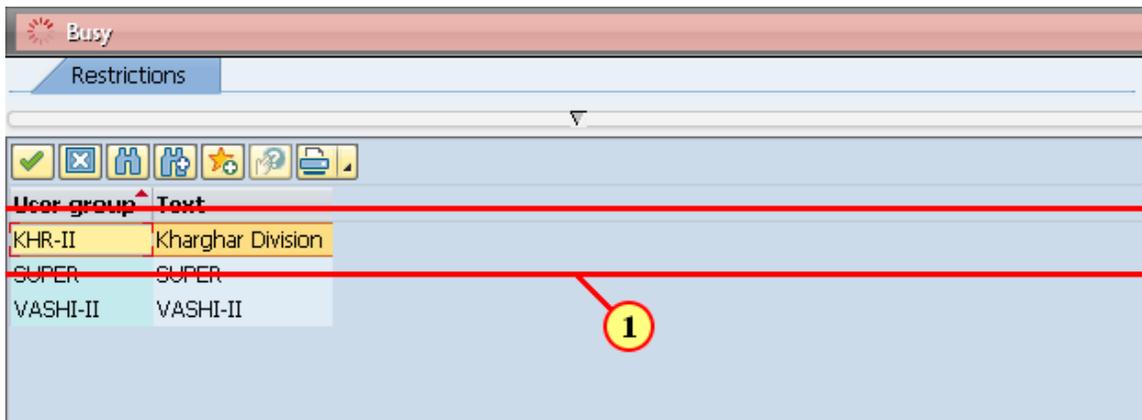


(1)  is double-clicked.



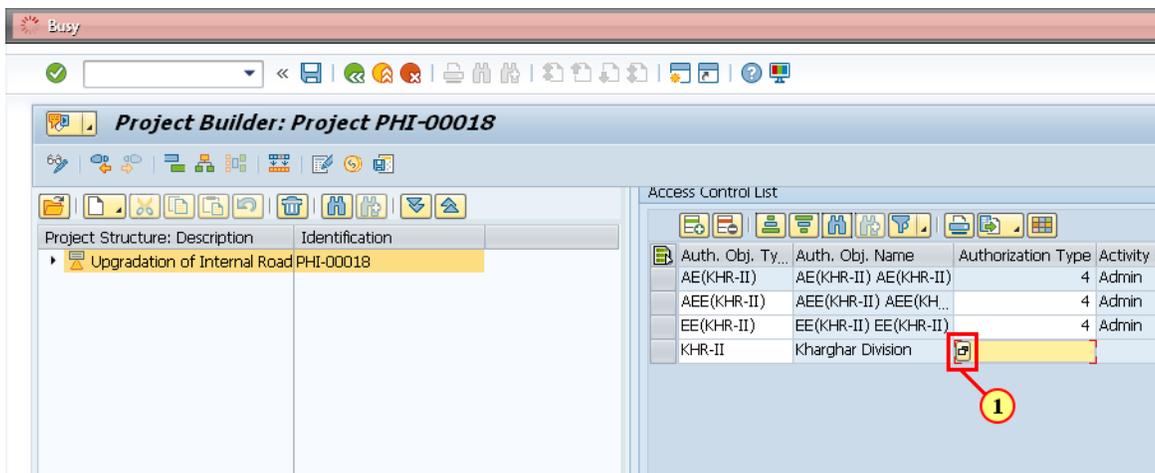
(1) Click on _____.

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



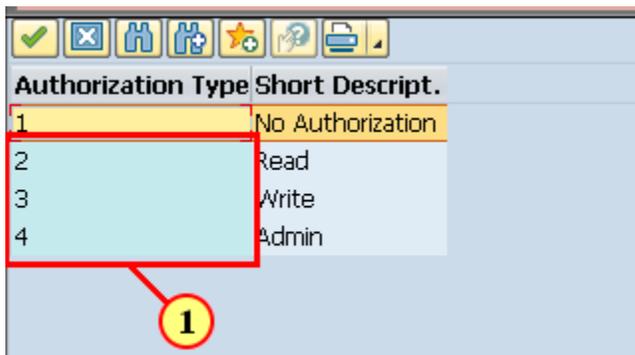
(1)  is double-clicked.

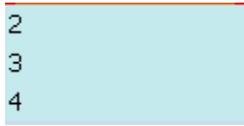
Project Builder: Project PHI-00018 – Provide Authorization Type as “Read”



(1) Click on .

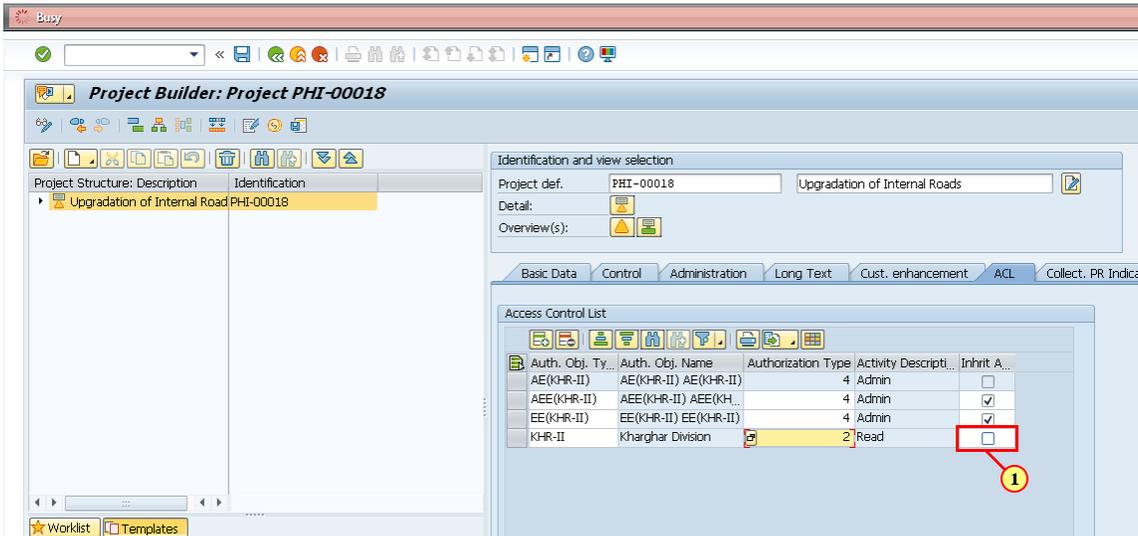
PS ACL Authorization Type





(1) is double-clicked.

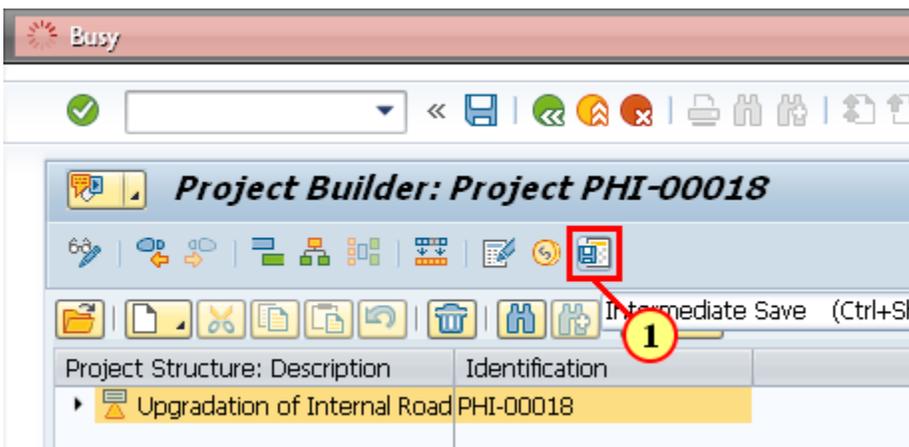
Project Builder: Project PHI-00018 – Click the checkbox for Inheritance



(1) Click on .

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

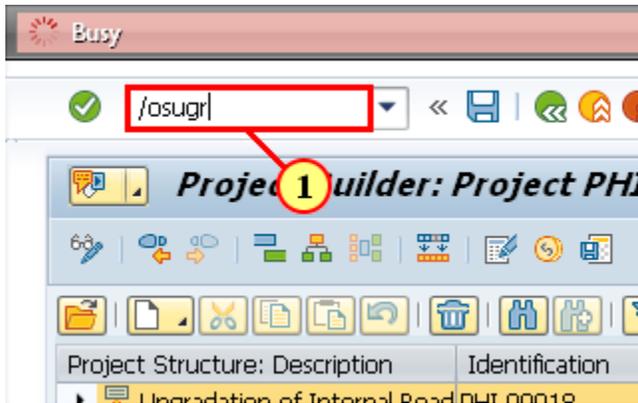
Note: Maintain Users in ACL (in user group, users from finance dept and from other dept have to maintain). This step is mandatory to RA bill approval and PO display or change.



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

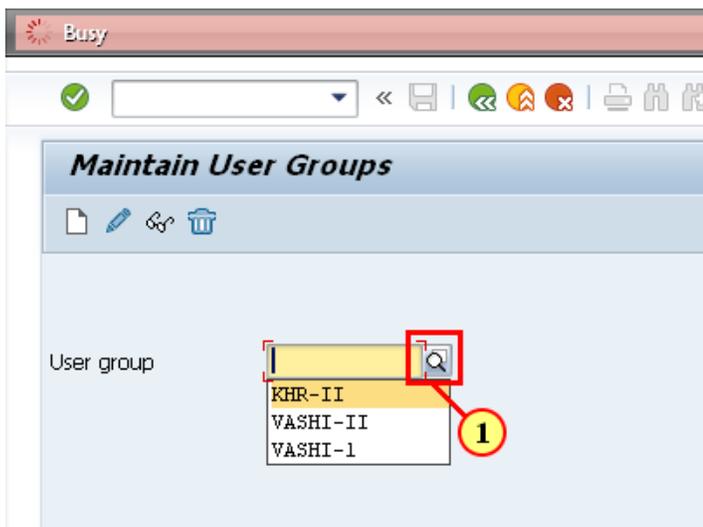
3.5. User Group List - Tcode SUGR

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



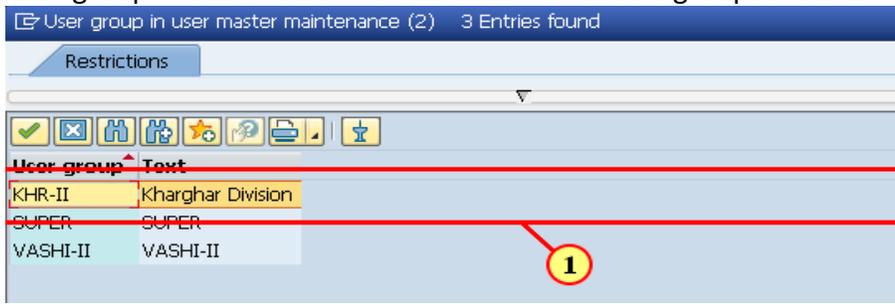
(1) The field is filled out.

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



(1) Click on .

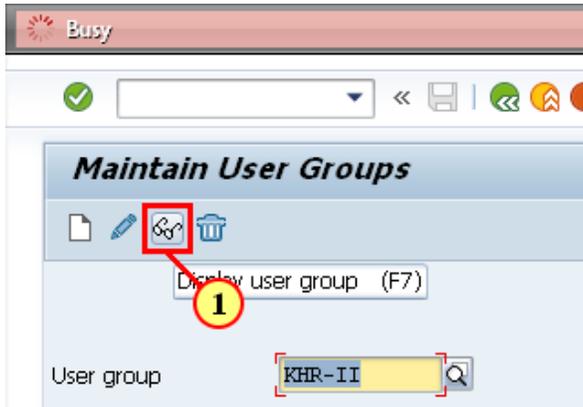
User group in user master maintenance – Available groups are shown in the list



KHR-II Kharghar Division

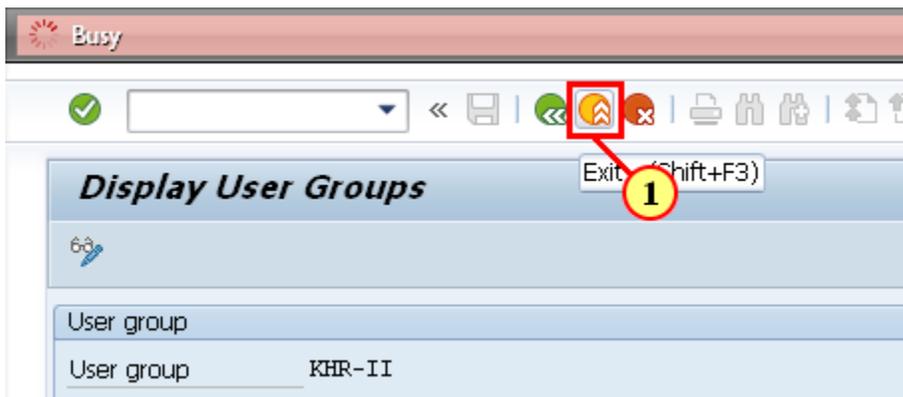
(1) is double-clicked.

Maintain User Groups – Click on the Display icon



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

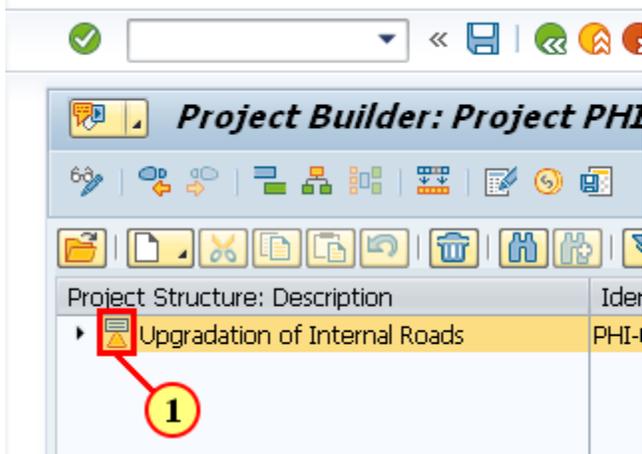
Display User Groups – The screen shows the details of the selected group. Click to go back



(1) Click on .

3.6. Create top level WBS

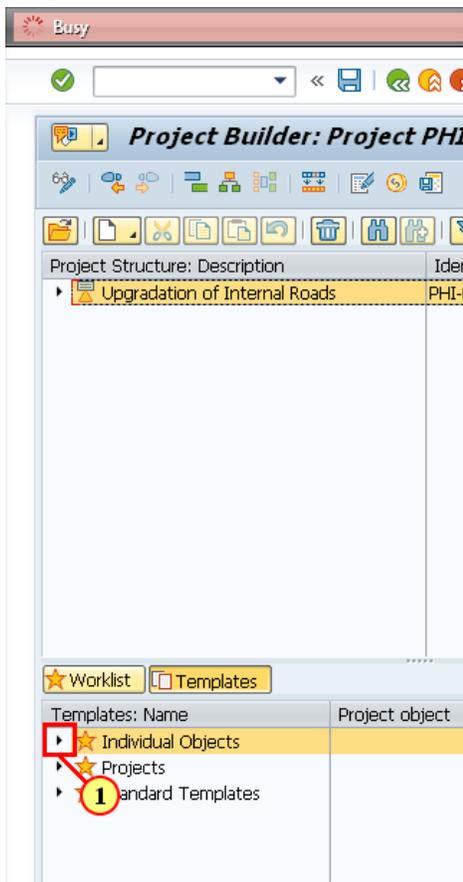
Project Builder: Project PHI-00018 -- Tcode CJ20N -- Select the Project definition of the newly created project



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

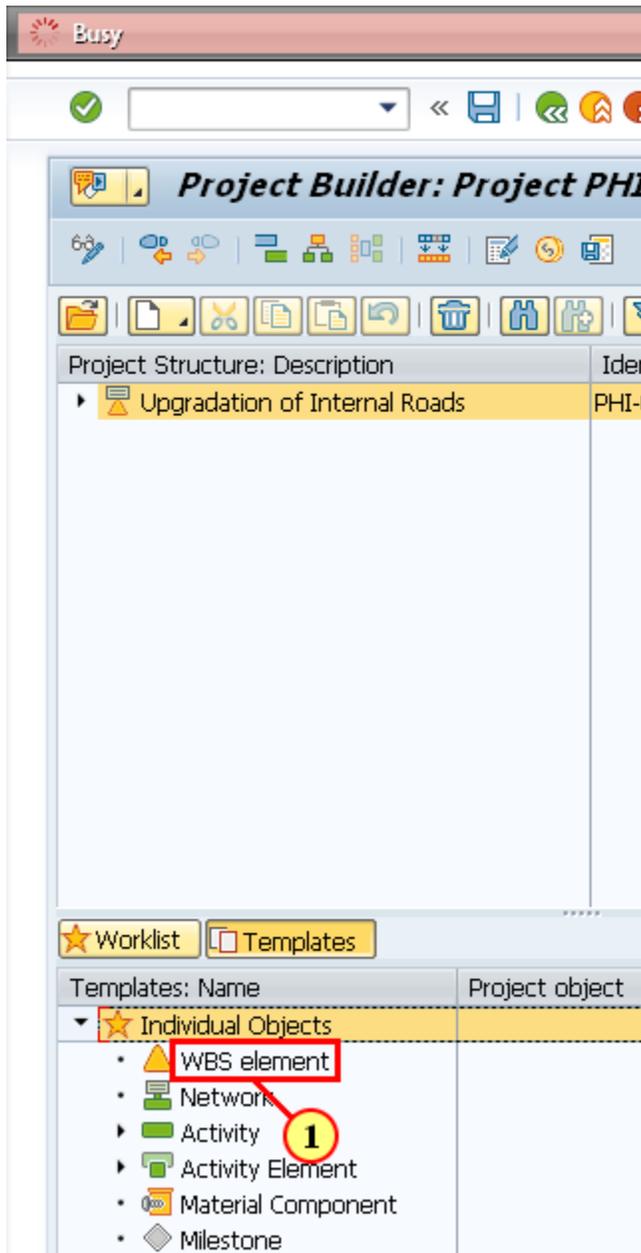
(1) Click on

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



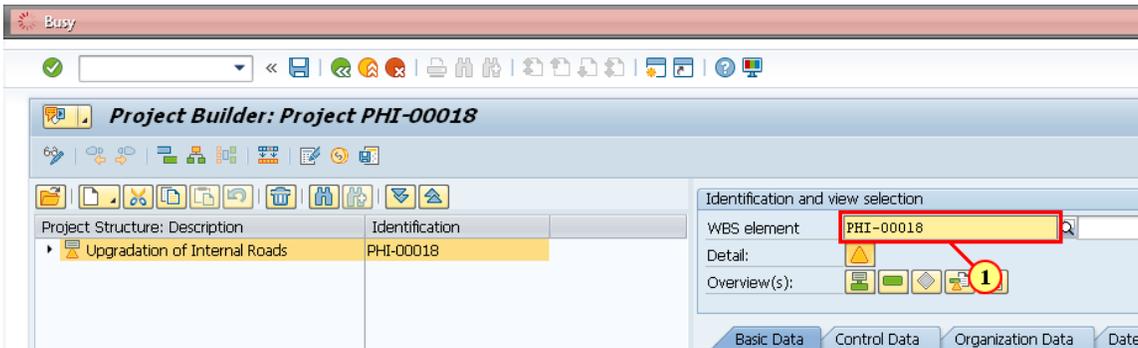
(1) Click on **Individual Objects** ▶ .

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



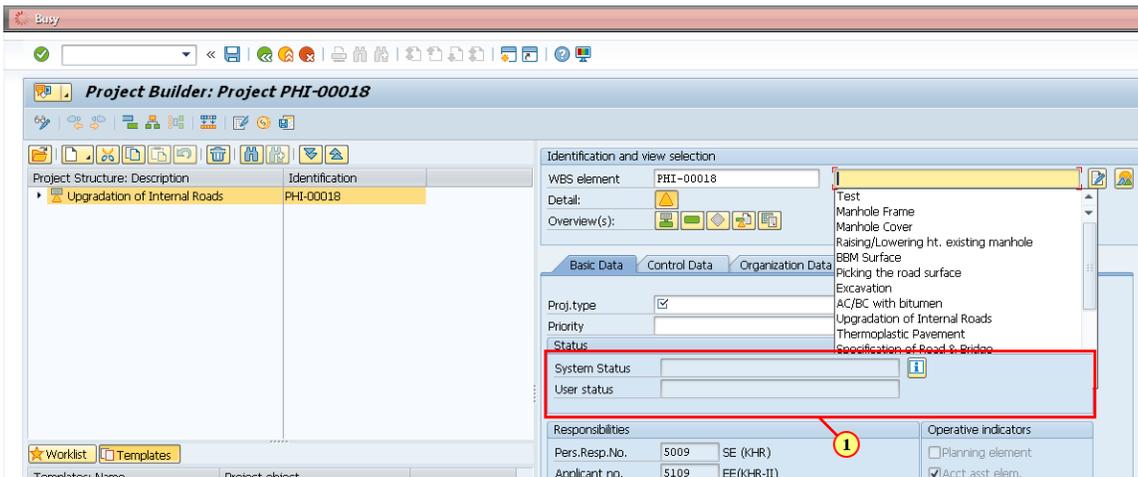
(1) WBS element is double-clicked.

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

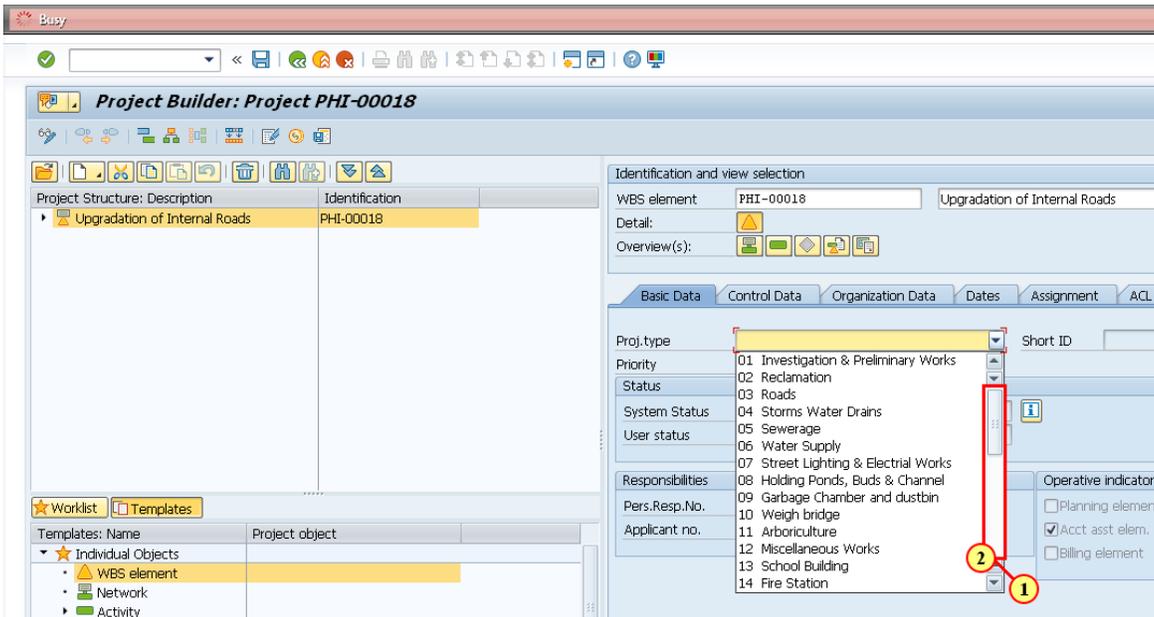




1st Level WBS Element also have the same coding as Project Code

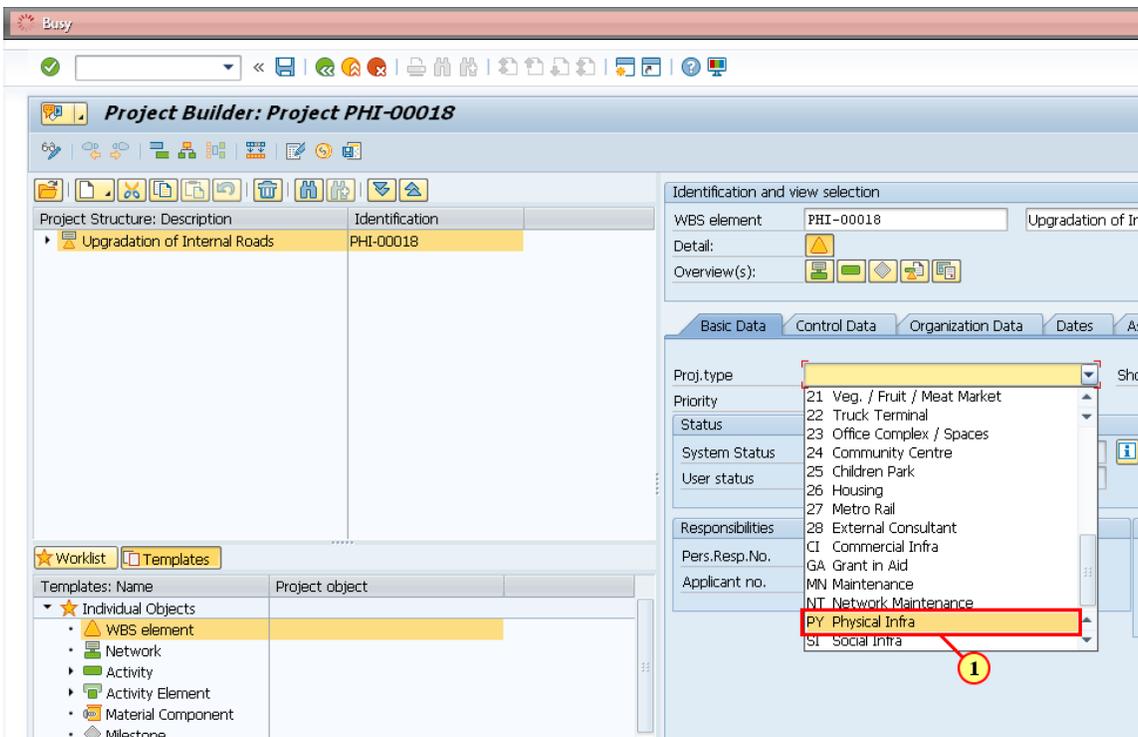
(1) The field is filled out.

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



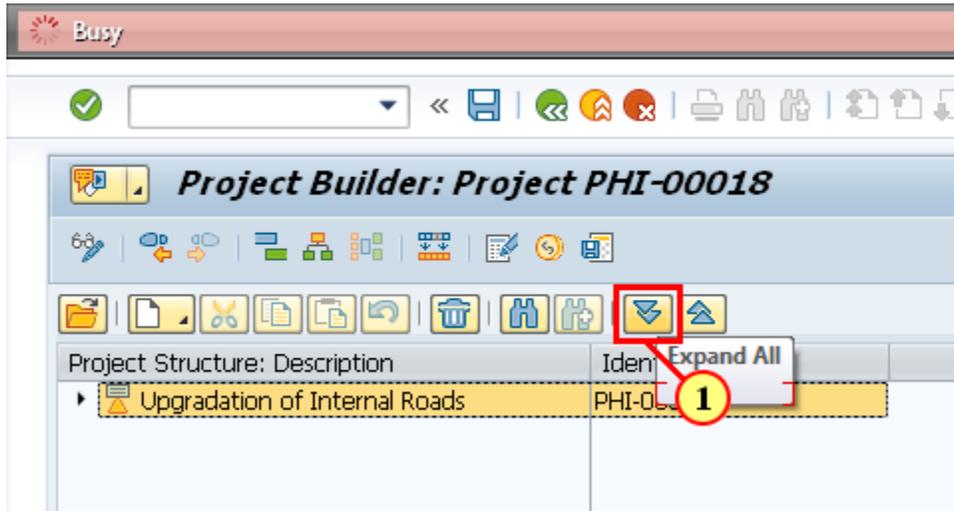
- (1) Clicking on the entry **PY Physical Infra** **PY Physical Infra** selects it.

SAP Training manual

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

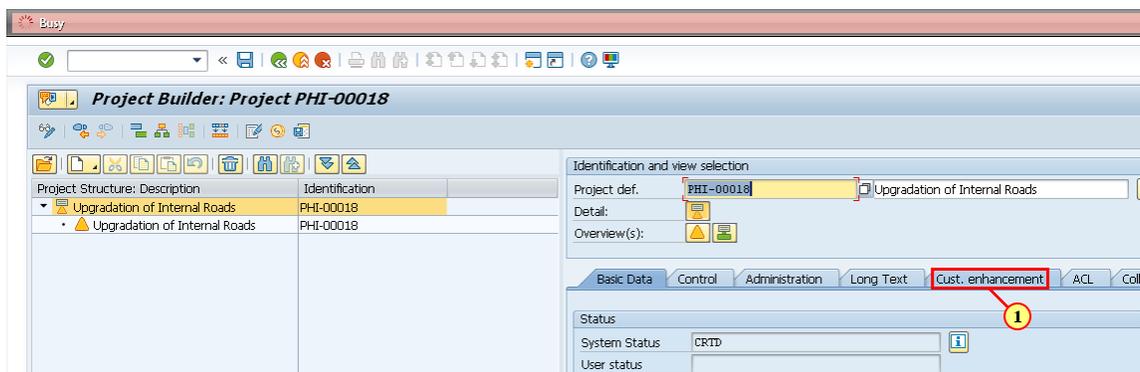
(1) Click on  Upgradation of Internal Roads.

Project Builder: Project PHI-00018



(1) Click on .

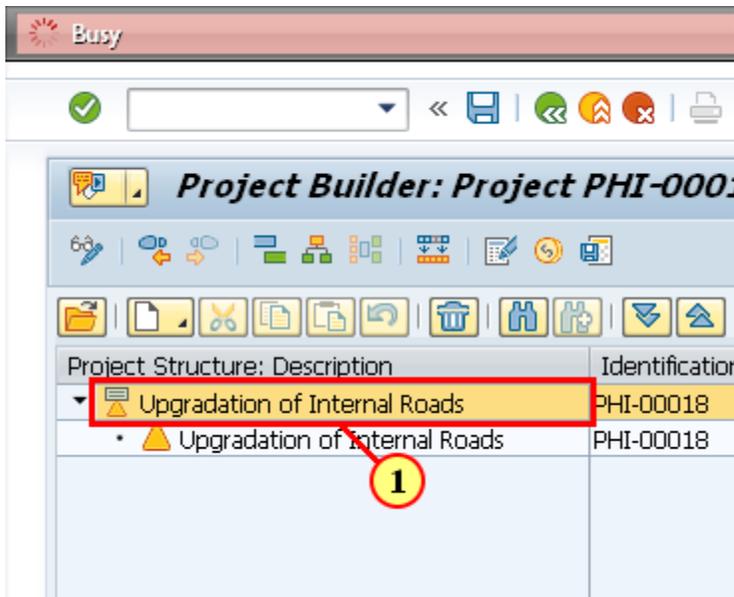
Project Builder: Project PHI-00018 – The newly created WBS is seen after expanding the project. Note that it has same code as Project Definition.



(1) 1st Level WBS Element

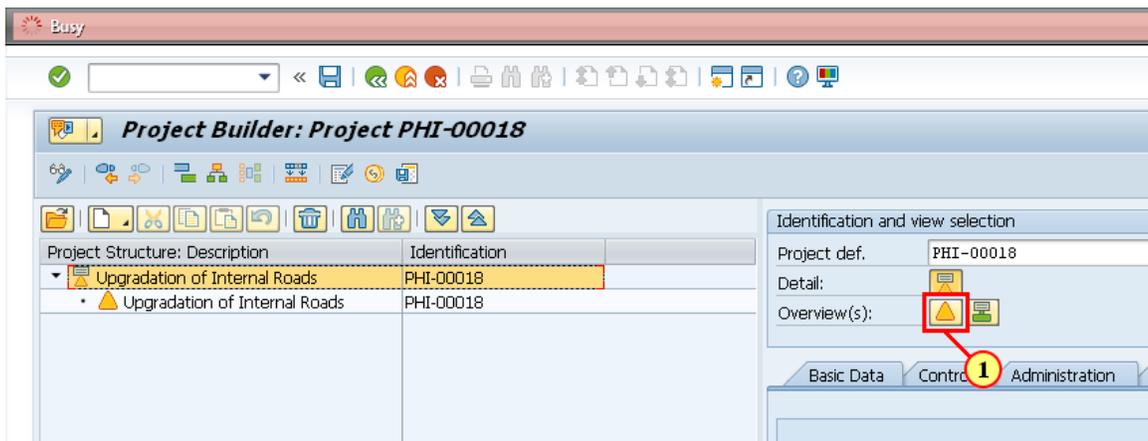
3.7. Create multiple WBS

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



(1) Click on  Upgradation of Internal Roads .

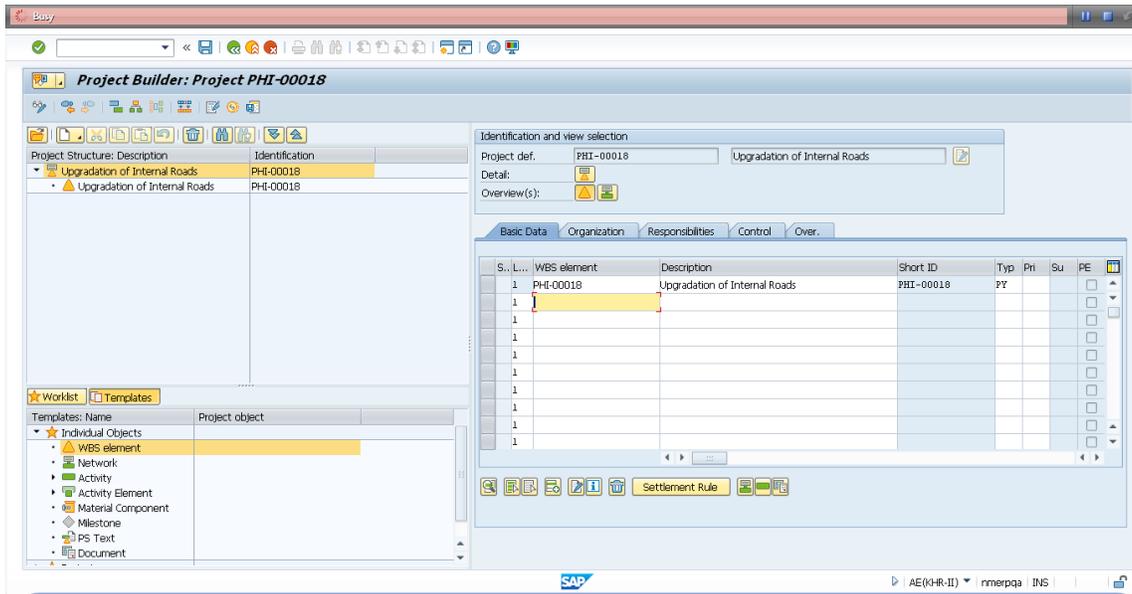
Project Builder: Project PHI-00018 – Click on the icon shown in screen to see a list of WBS



(1) Click on  .

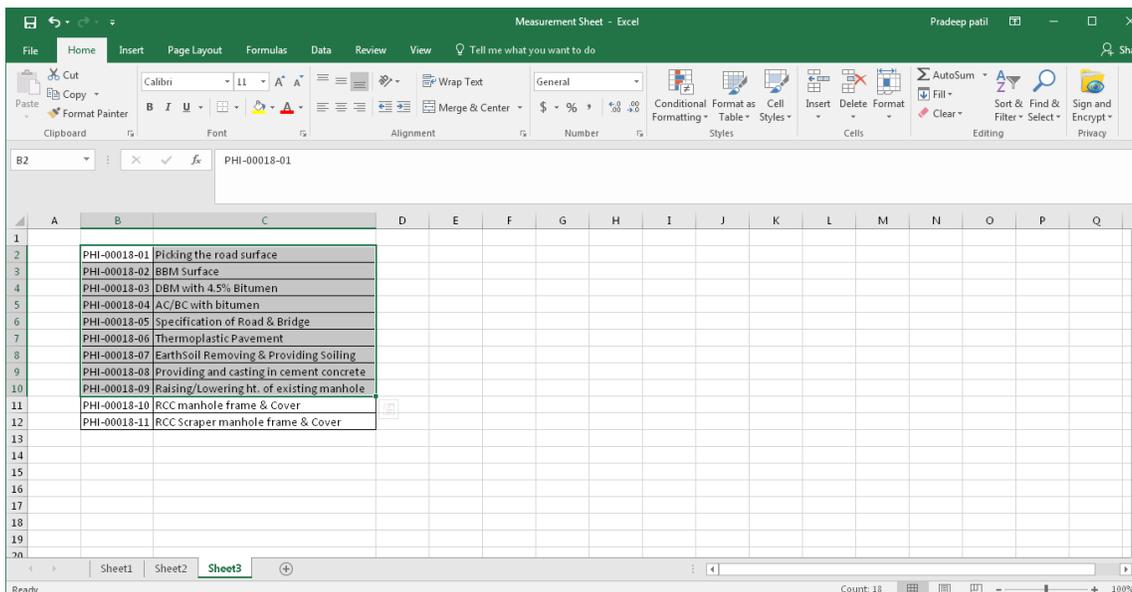
Project Builder: Project PHI-00018 – We see the first WBS here. Now we can enter the remaining WBS structure through this WBS Overview screen by copying from xls. Alternately new WBS can be typed in directly.

SAP Training manual



WBS Element Hierarchy

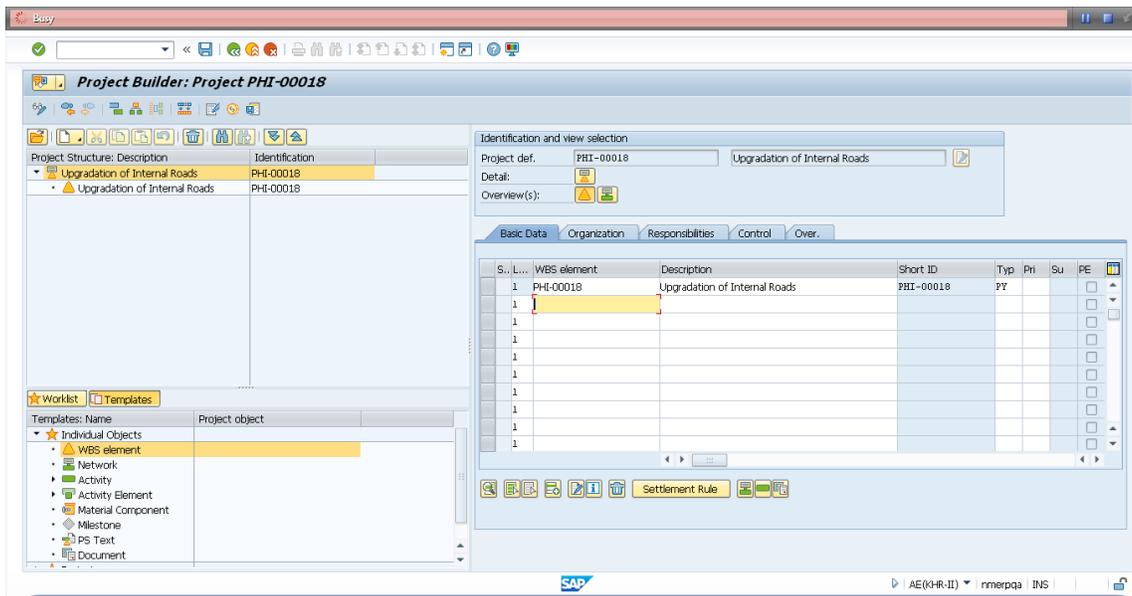
Measurement Sheet – Excel – Open the excel containing the WBS structure with the numbering e.g. PHI-00018-01, etc. Copy the codes with the short description to paste into SAP screen



Ctrl+C is now pressed.

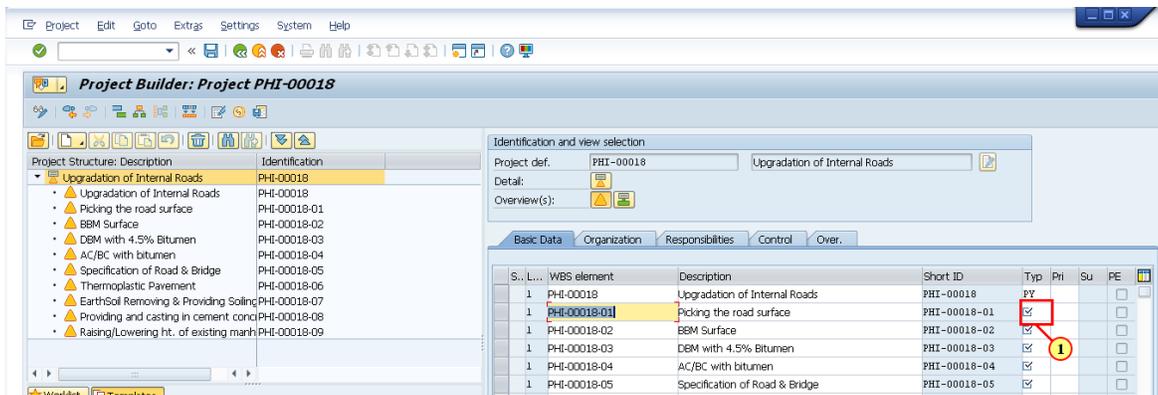
Project Builder: Project PHI-00018 – Press Ctrl+V to paste the structure from excel to SAP screen of WBS Overview

SAP Training manual



Ctrl+V is now pressed.

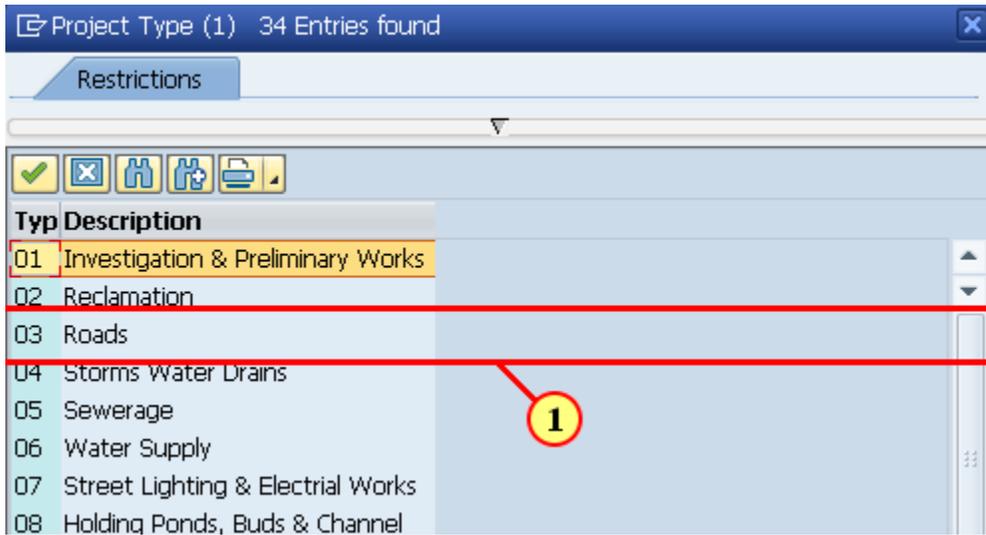
Project Builder: Project PHI-00018 – Enter the project type field for each row of the structure since it is mandatory



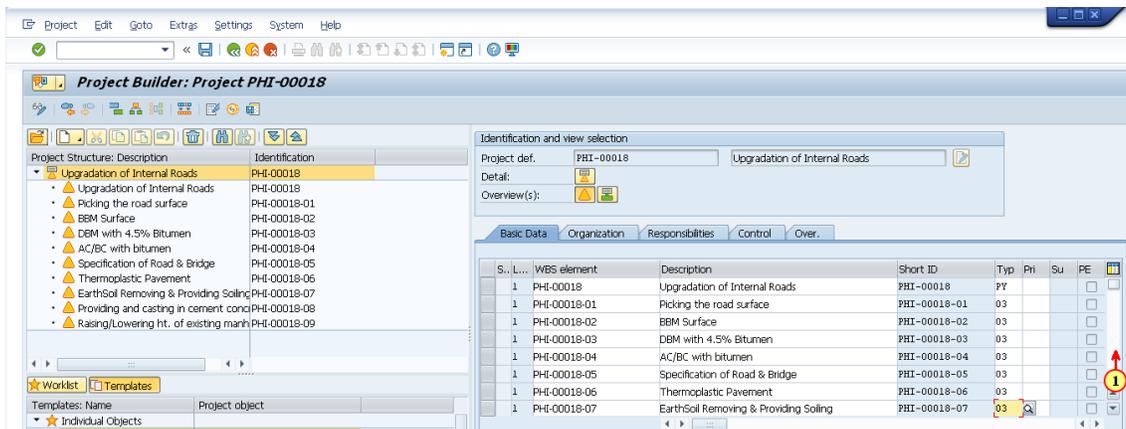
(1) Click on .

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

SAP Training manual

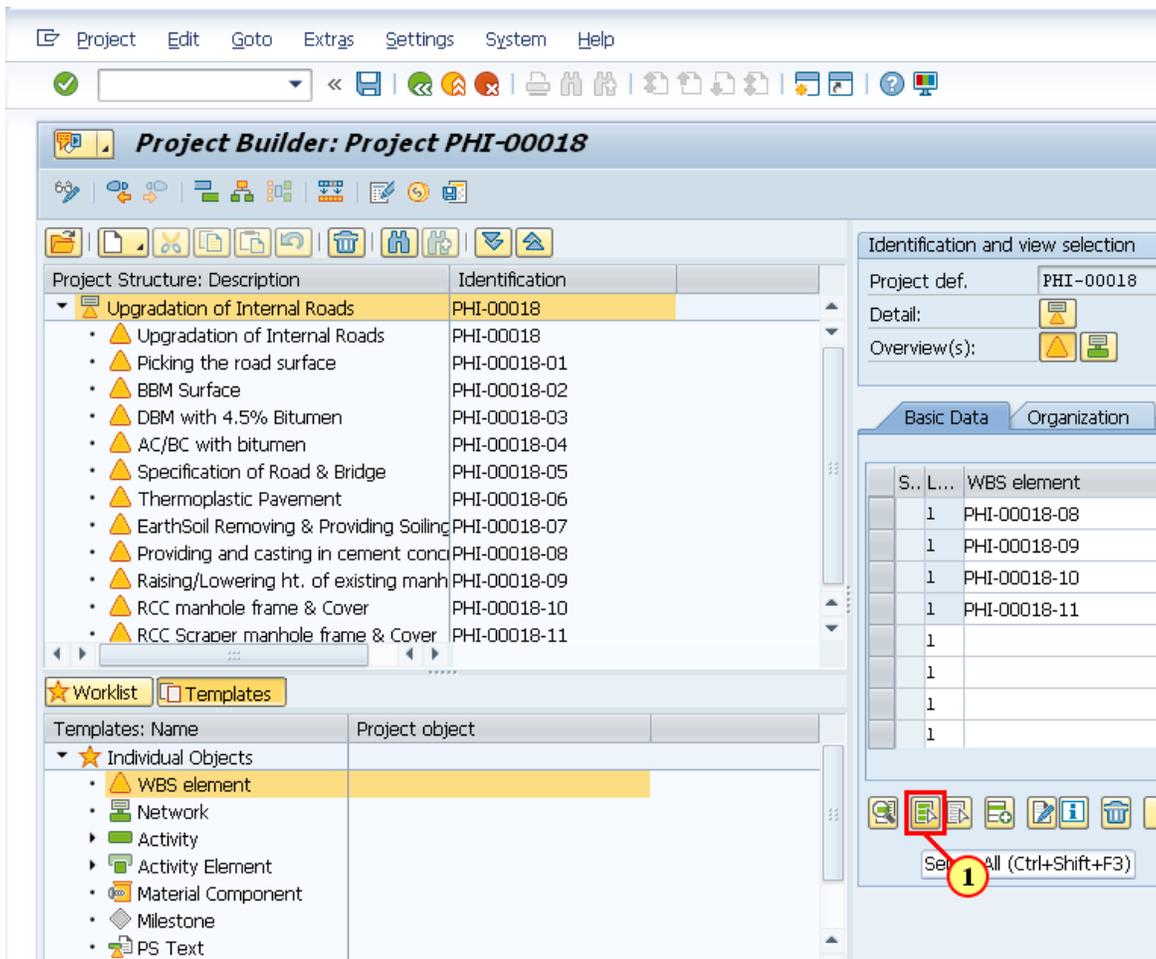


(1) 03 Roads is double-clicked.



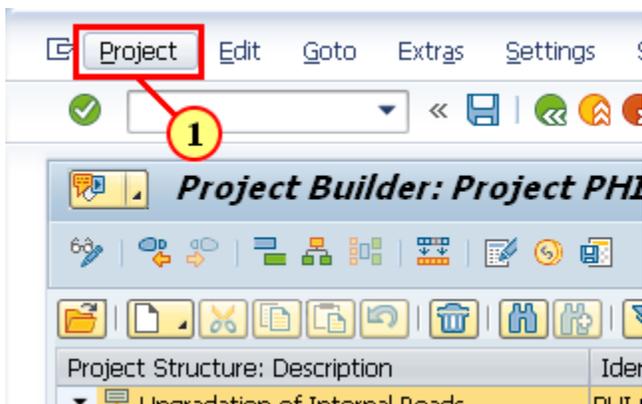
(1) Click here .

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



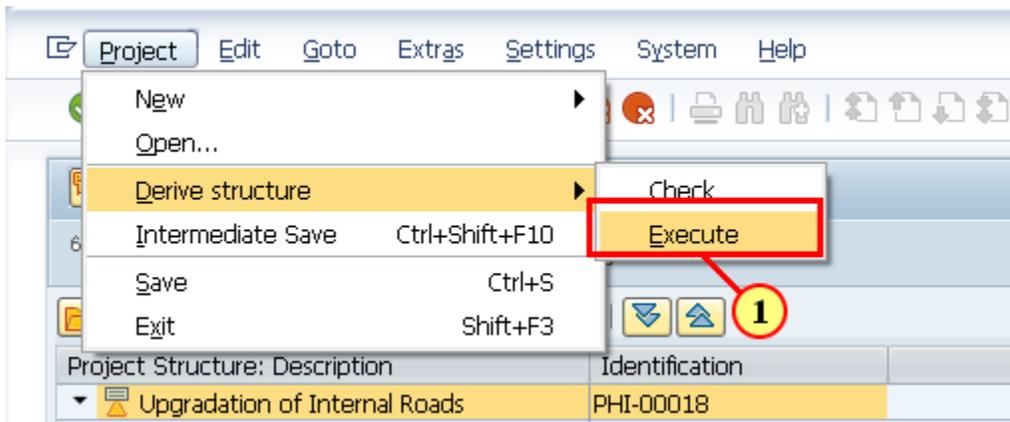
(1) Click on

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



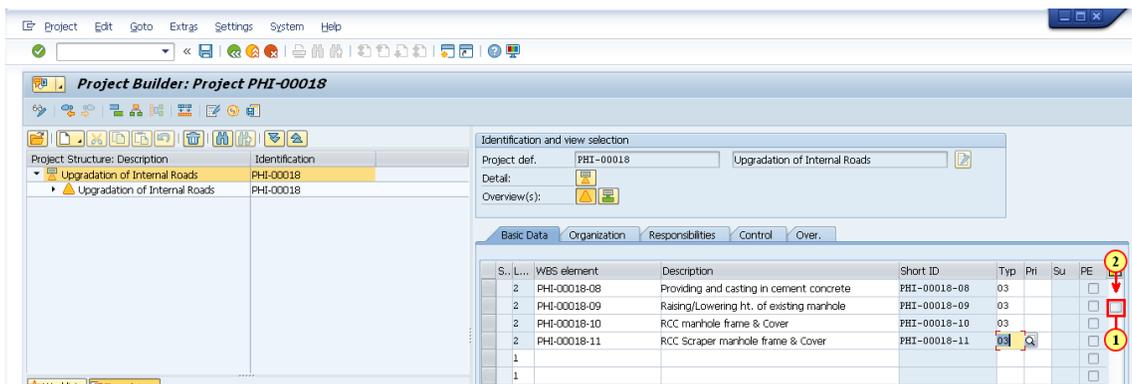
(1) Clicking on the **Project** menu item executes it.

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

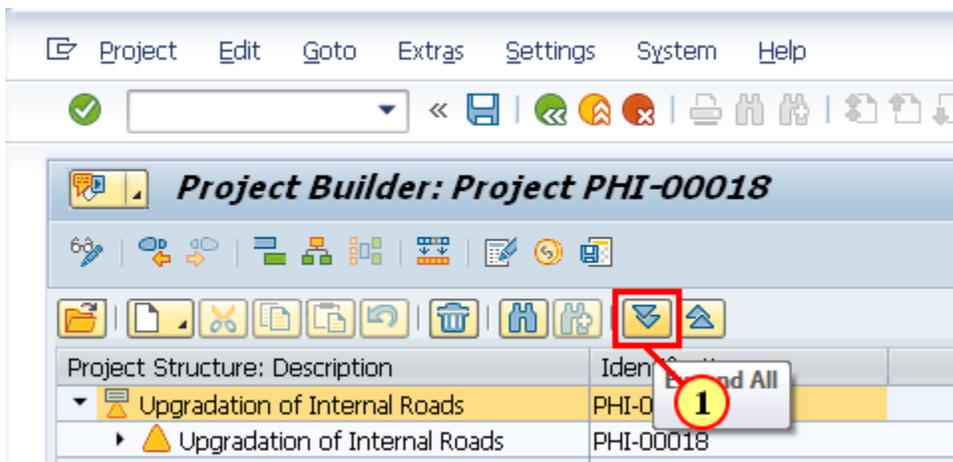


(1) Clicking on the **Execute**  menu item executes it.

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

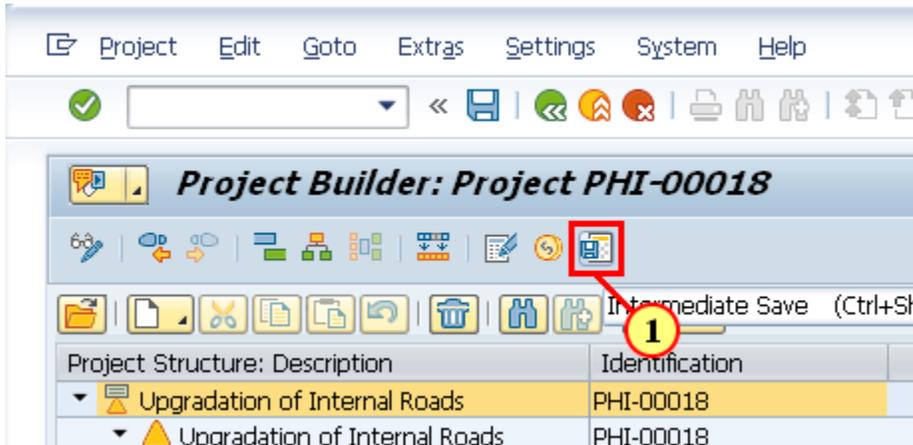


Project Builder: Project PHI-00018 – Select Project definition and click on Expand All button



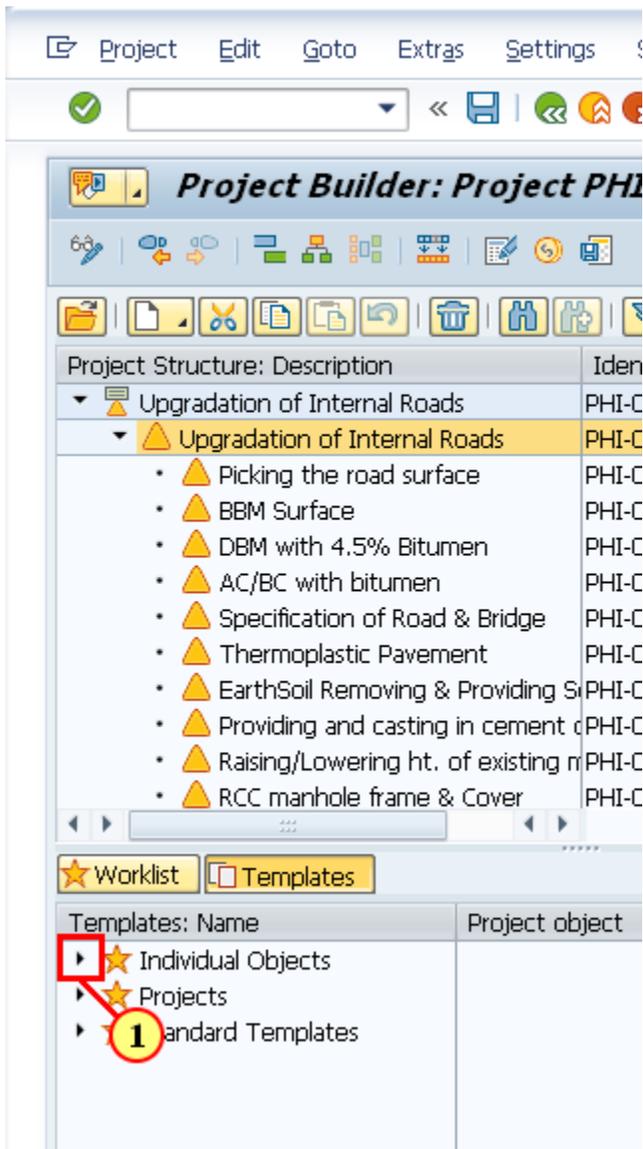
(1) Click on .

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



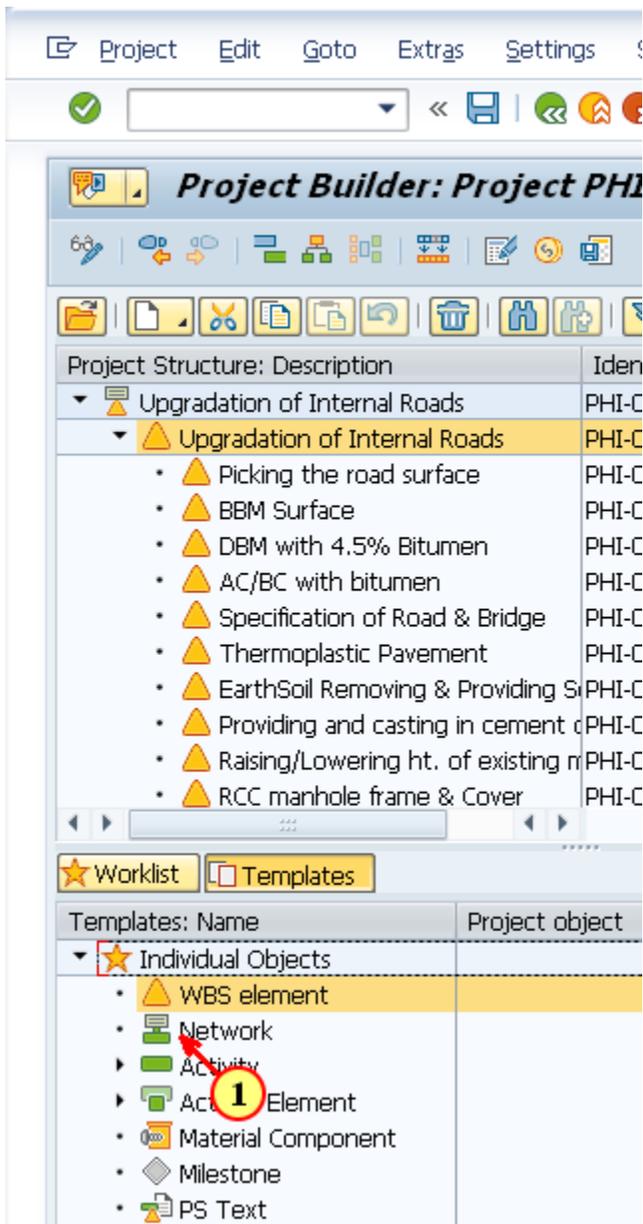
(1) Click on **Intermediate Save** .

3.8. Create Network



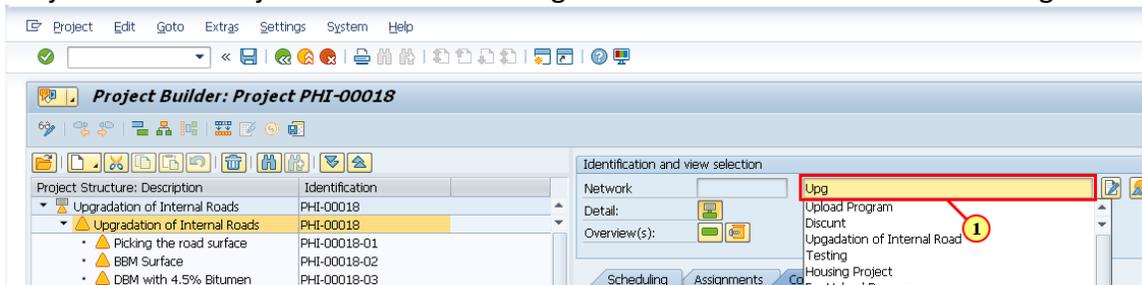
(1) Click on **Individual Objects** ▸ .

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



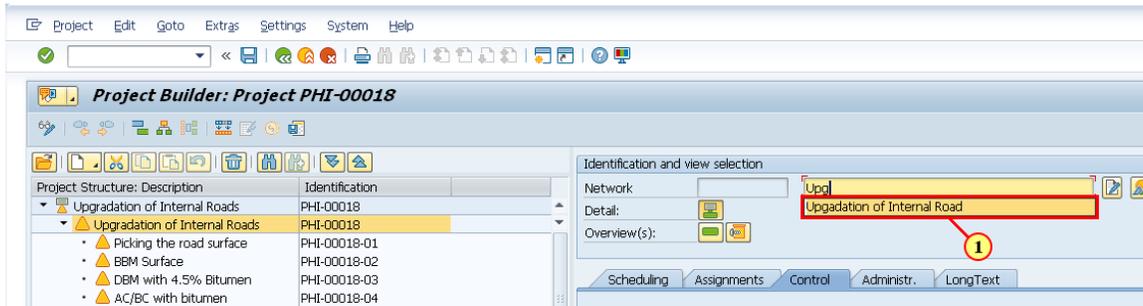
(1) Double-click here .

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



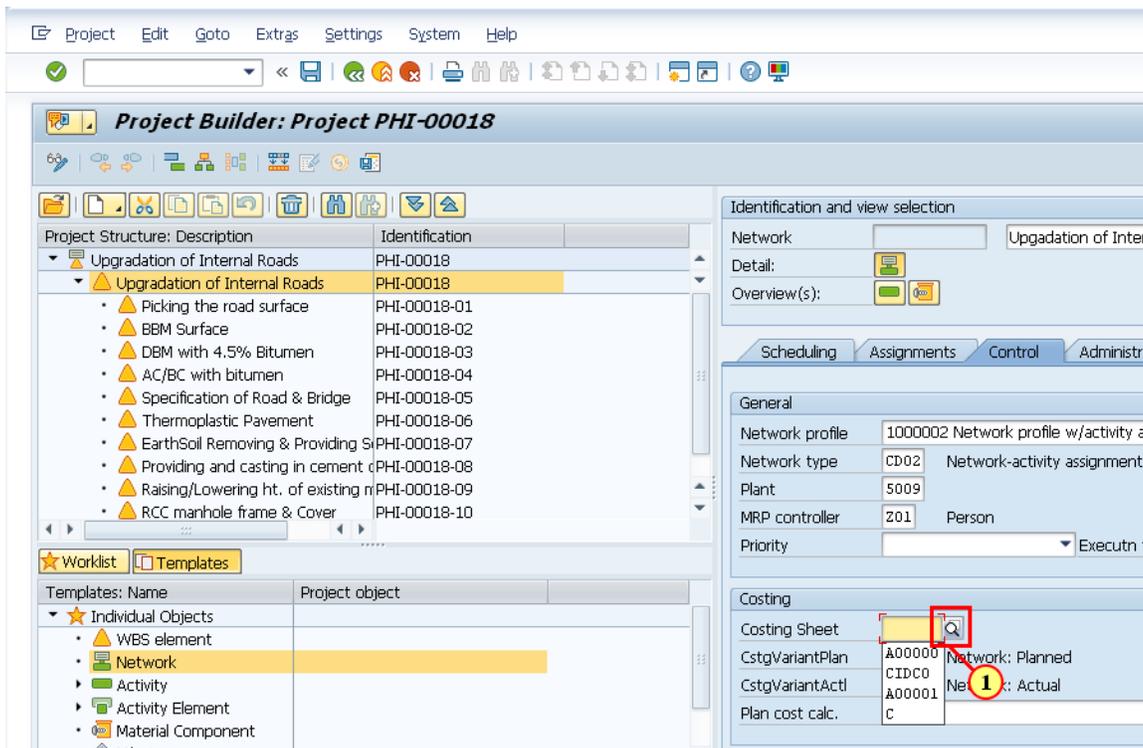
(1) The field is cleared.

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



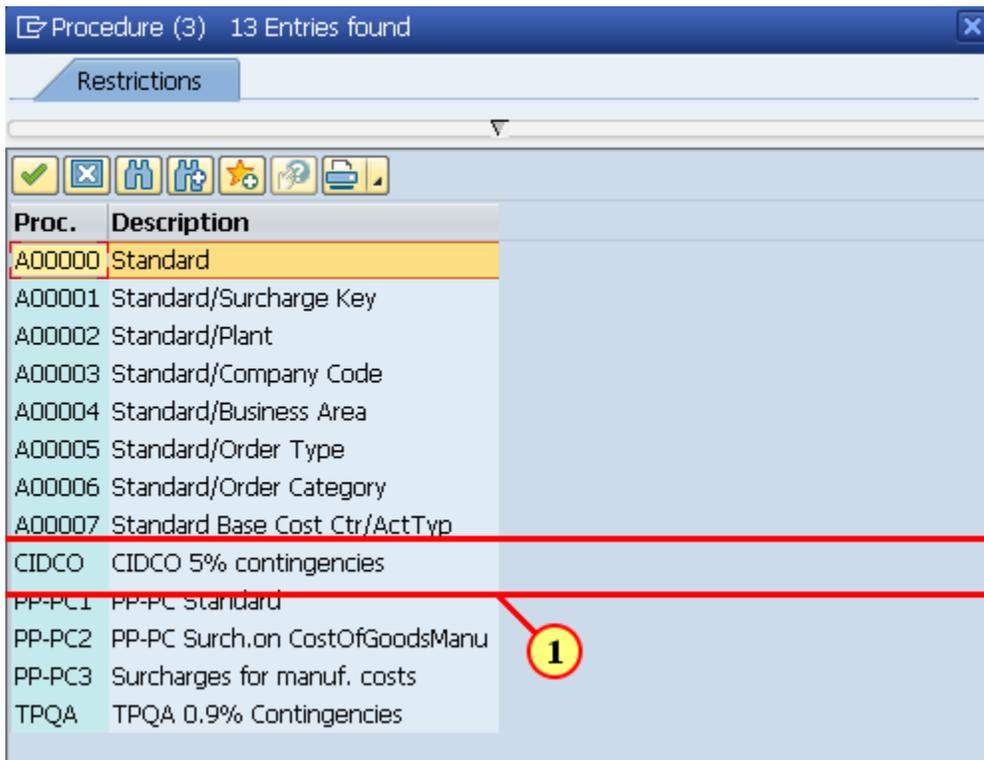
(1) Clicking on the entry **Upgradation of Internal Road** selects it.

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



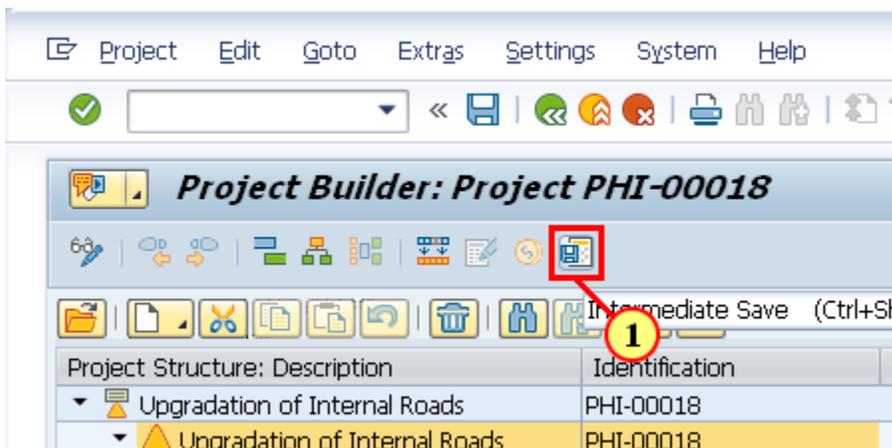
(1) Click on .

Select the "CIDCO 5%" entry



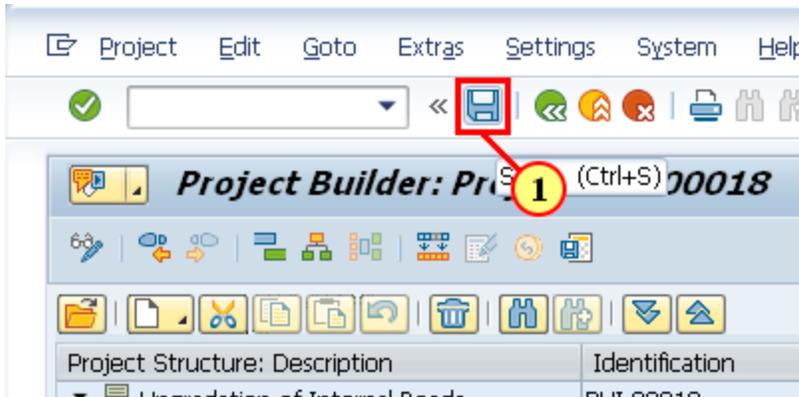
(1) CIDCO CIDCO 5% contingencies is double-clicked.

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



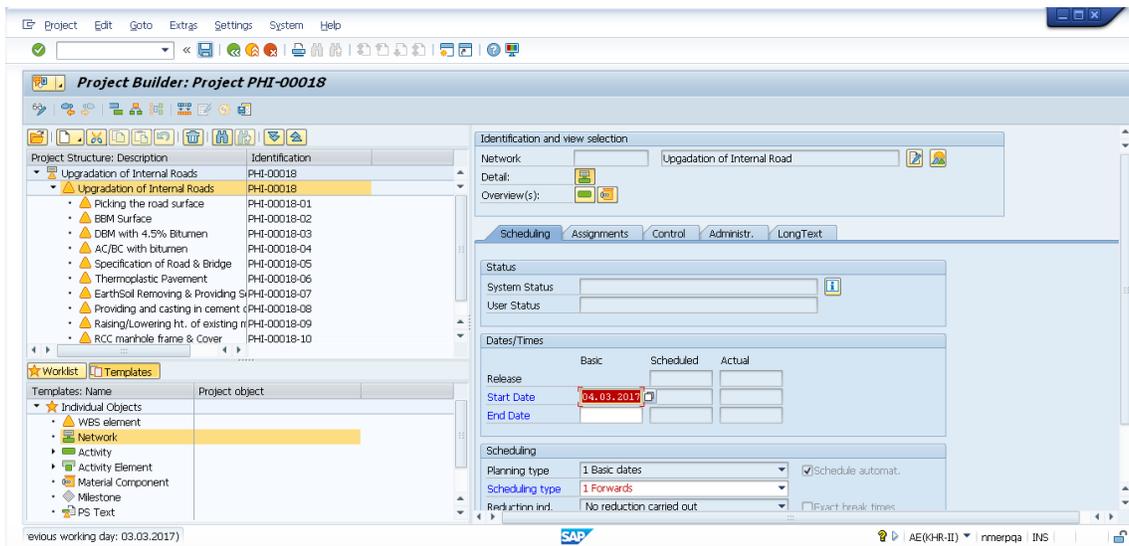
(1) Click on **Intermediate Save** .

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



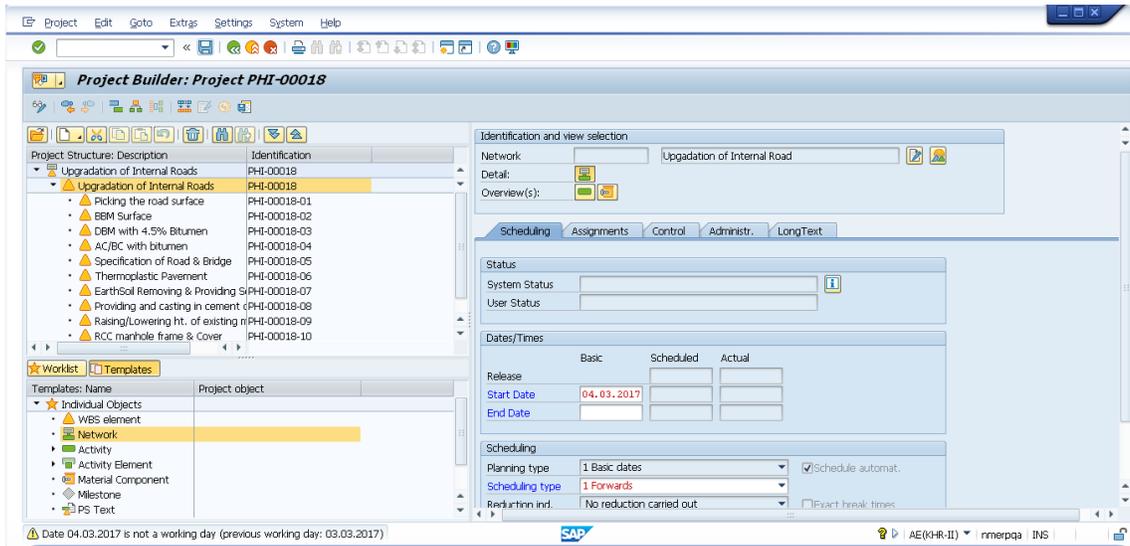
(1) Click on .

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



Enter is now pressed.

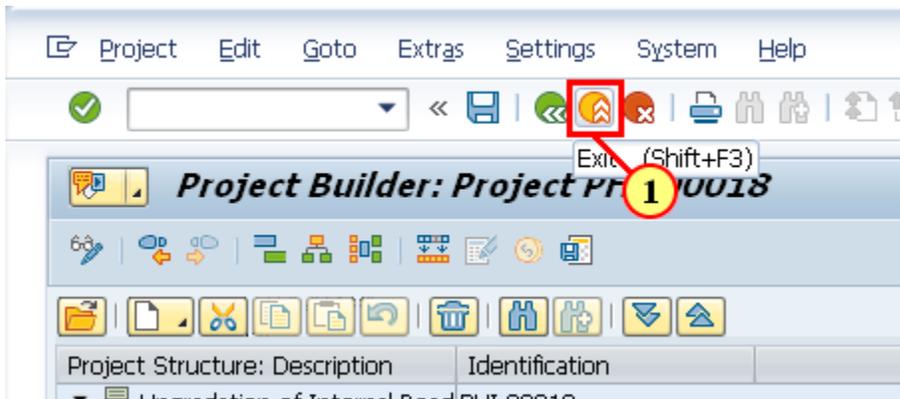
SAP Training manual



Enter is now pressed.

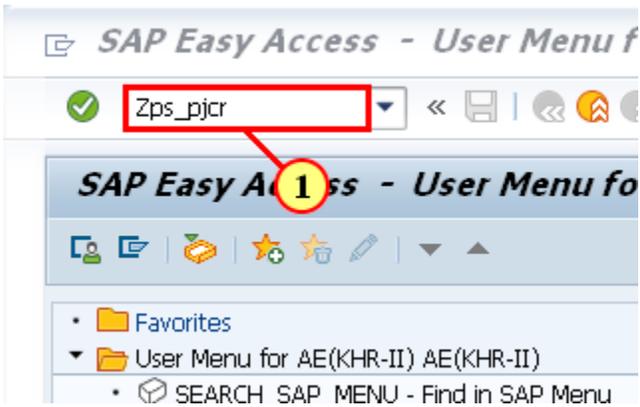
3.9. Upload Service Activities from xls – Tcode ZPS_PJCR

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



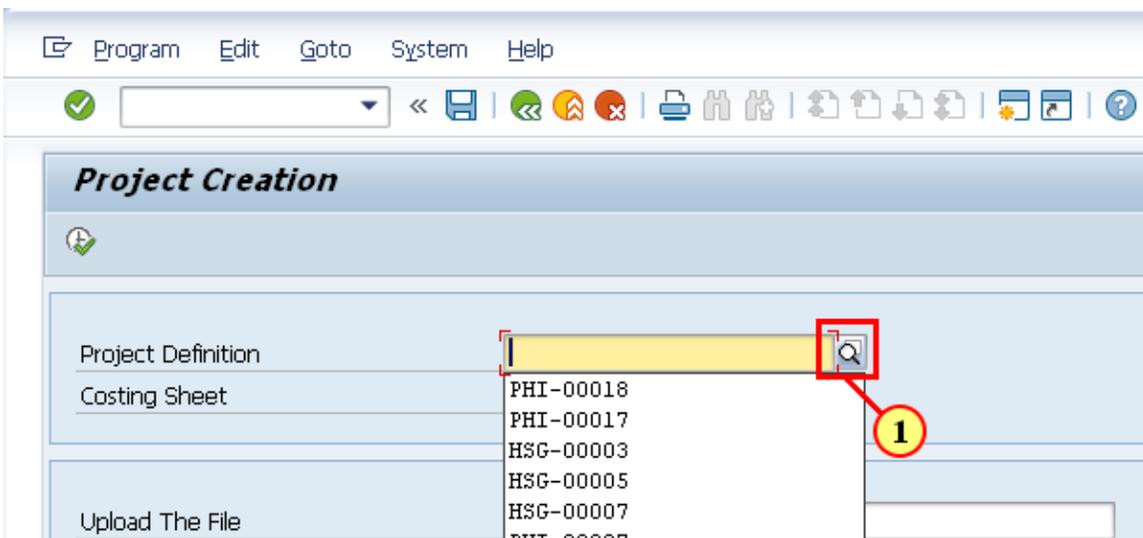
(1) Click on .

ZPS_PJCR - In the main menu enter the Tcode ZPS_PJCR



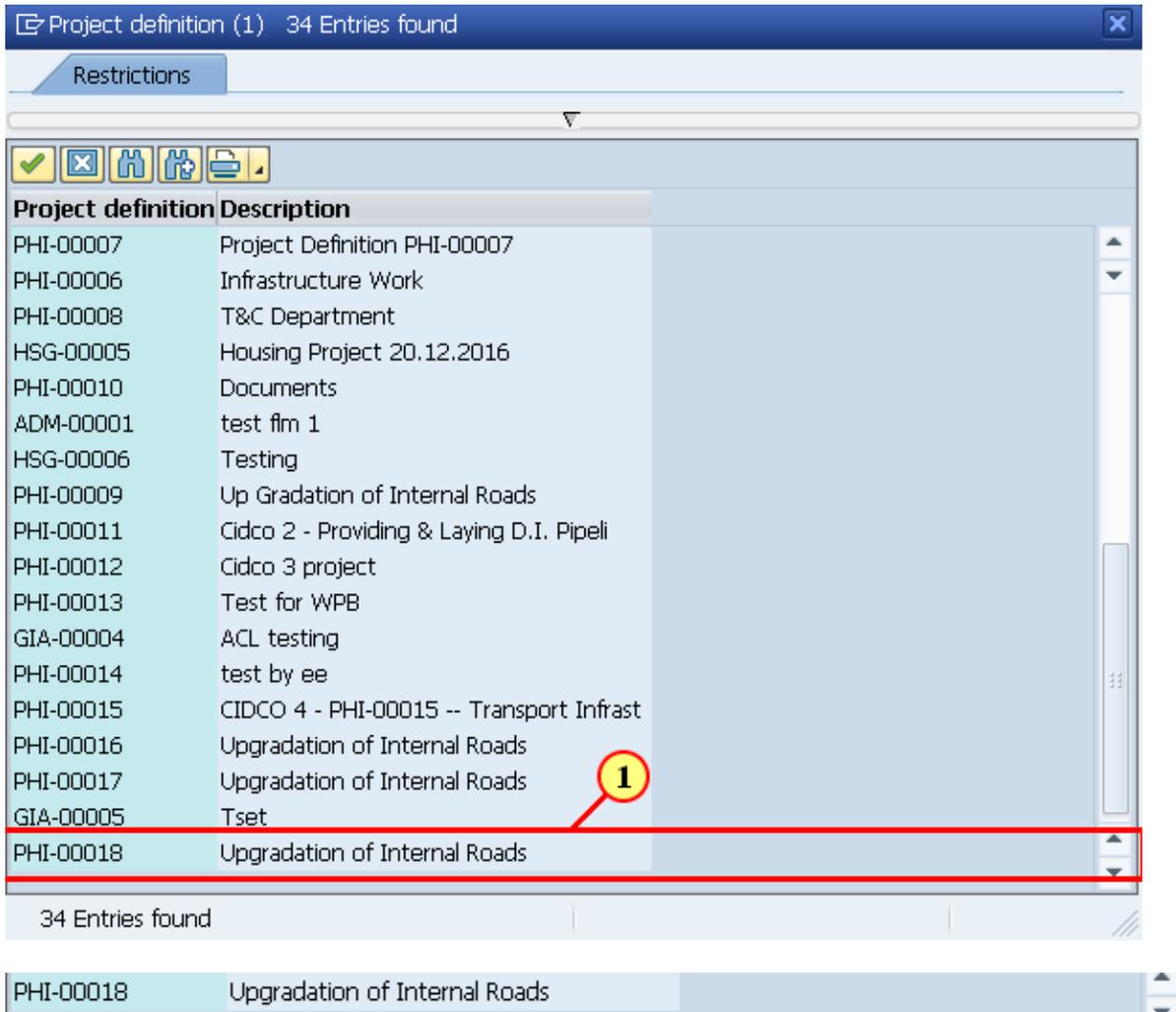
(1) The field is filled out.

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



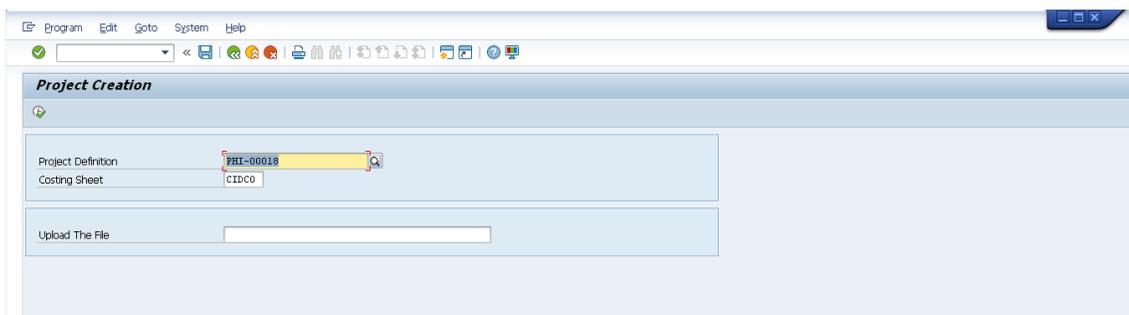
(1) Click on .

Project definition – select the project which we created



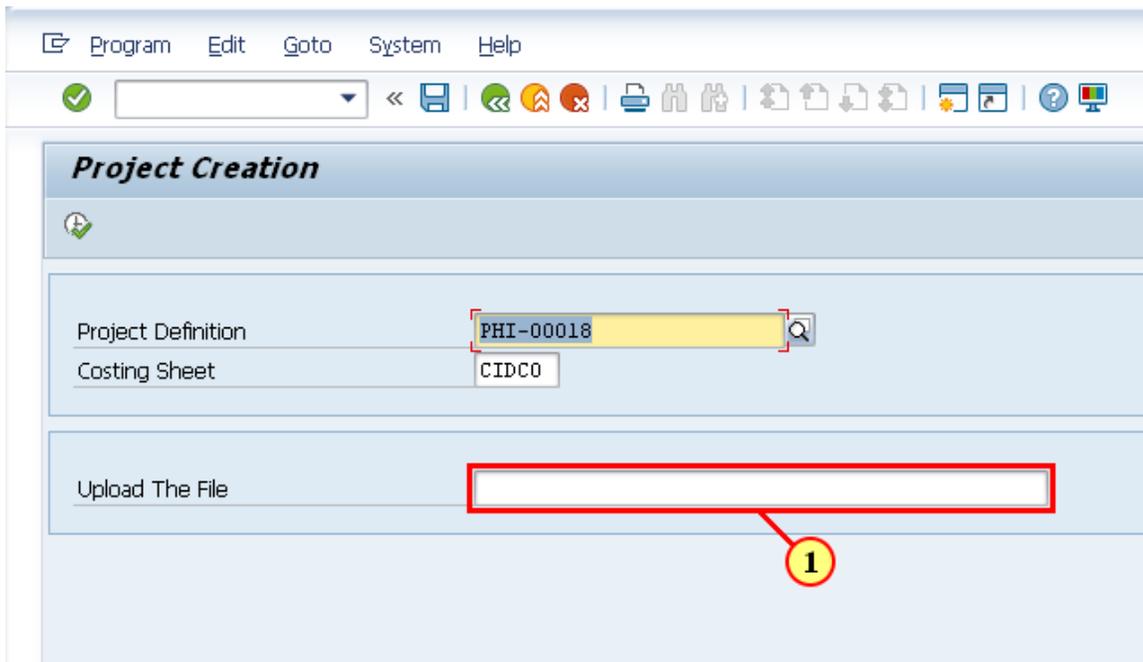
(1) is double-clicked.

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



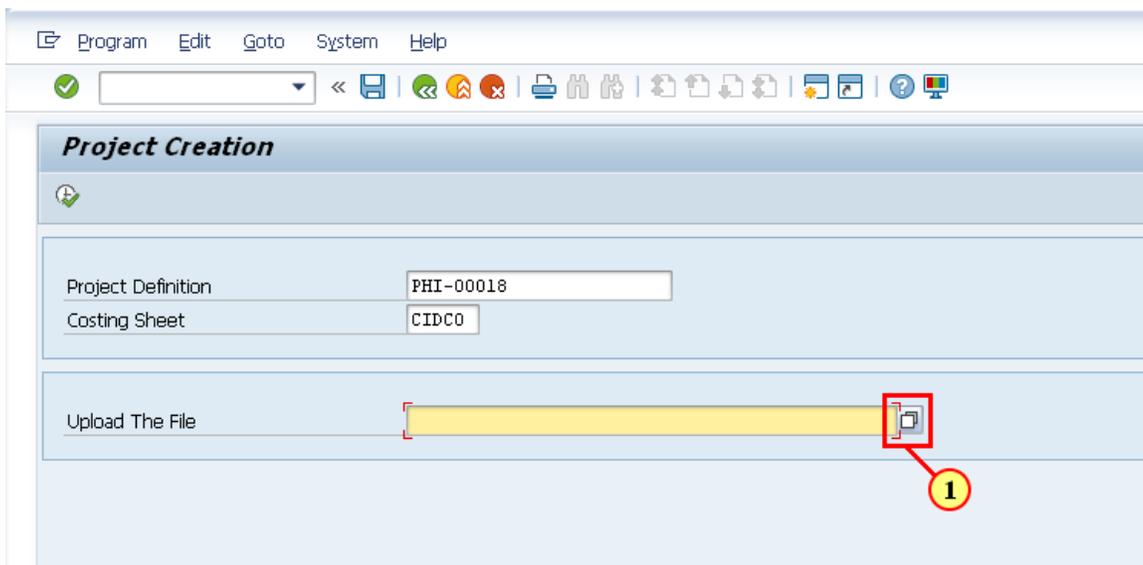
Enter is now pressed.

Project Creation – Select the field “Upload The File”



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

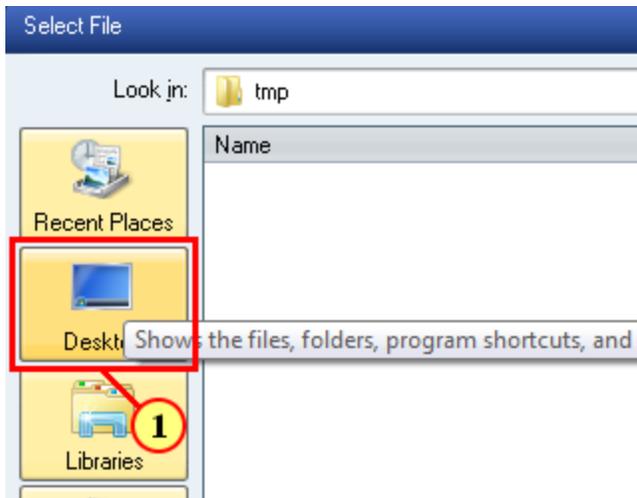
Project Creation – Click on the icon beside the field – it will provide Browse window to select file



(1) Click on  .

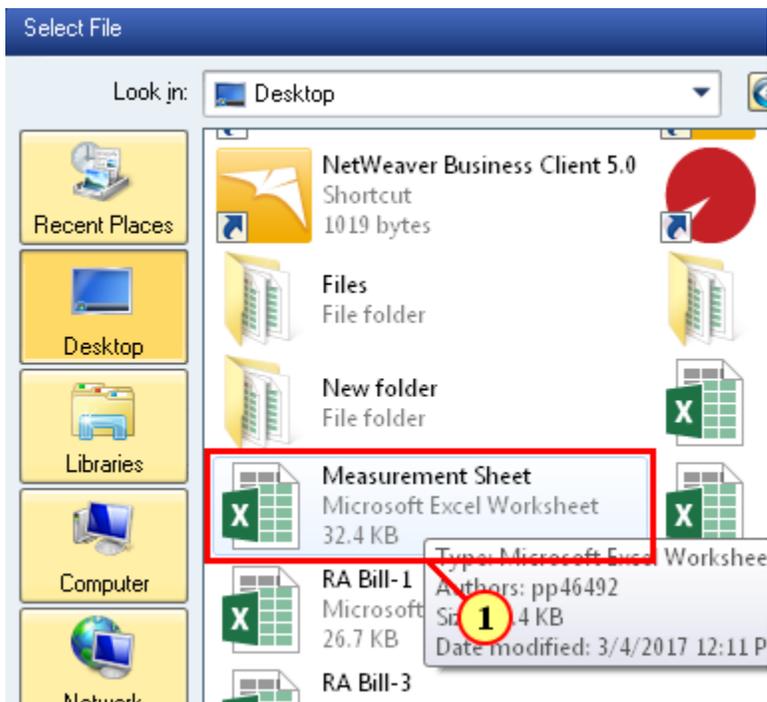
SAP Training manual

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

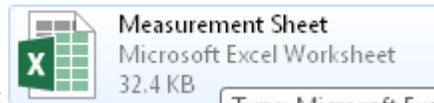


(1) Click on **Desktop** 

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

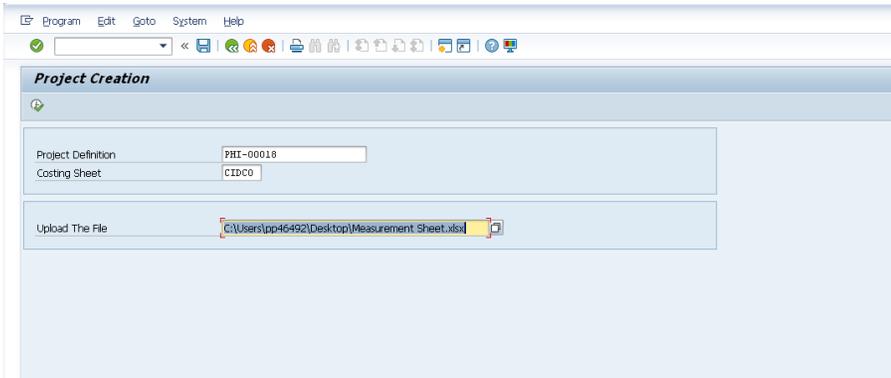


SAP Training manual

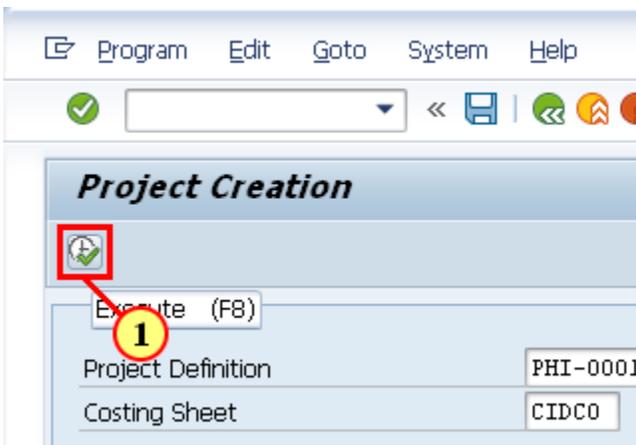


(1) The entry **Measurement Sheet** is selected by double clicking on it.

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

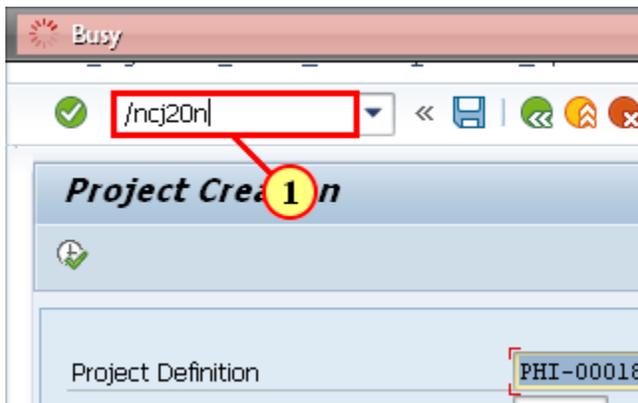


Enter is now pressed.



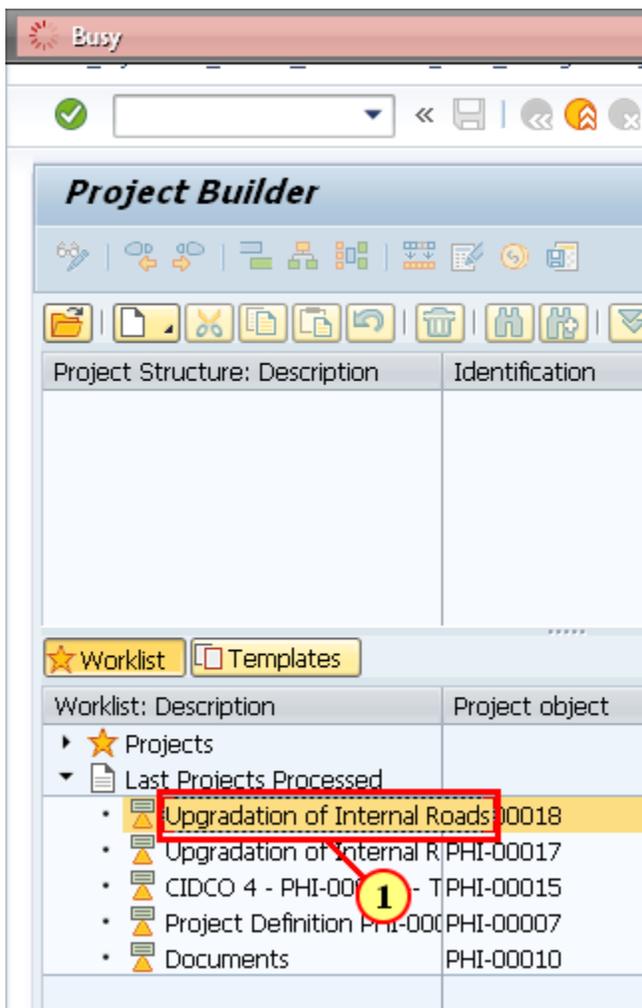
(1) Click on **Execute** .

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



(1) The field is filled out.

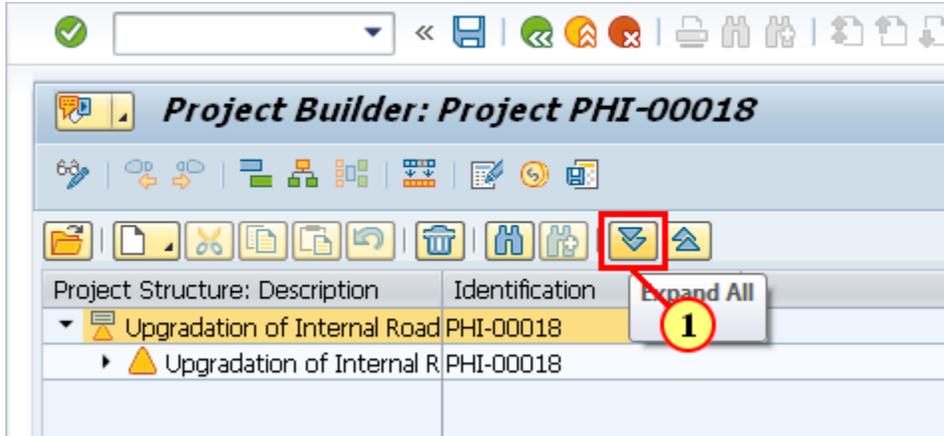
Project Builder – Double click on the project we just created to open it



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

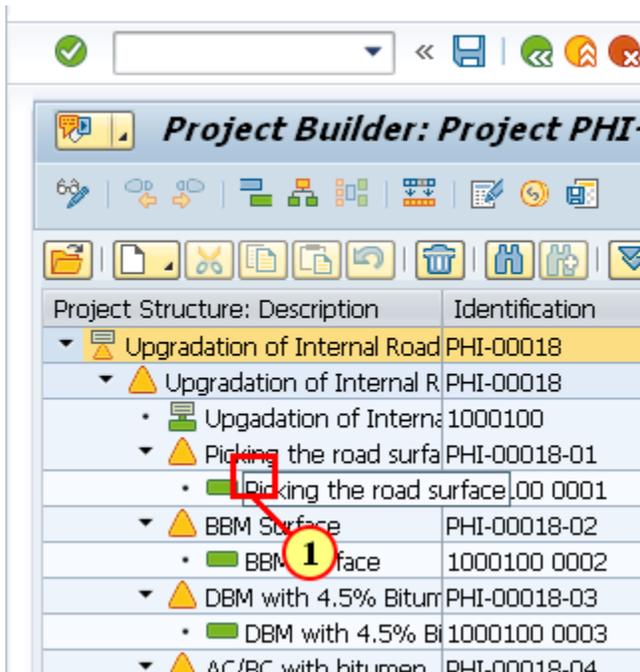
(1) Upgradation of Internal Roads is double-clicked.

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



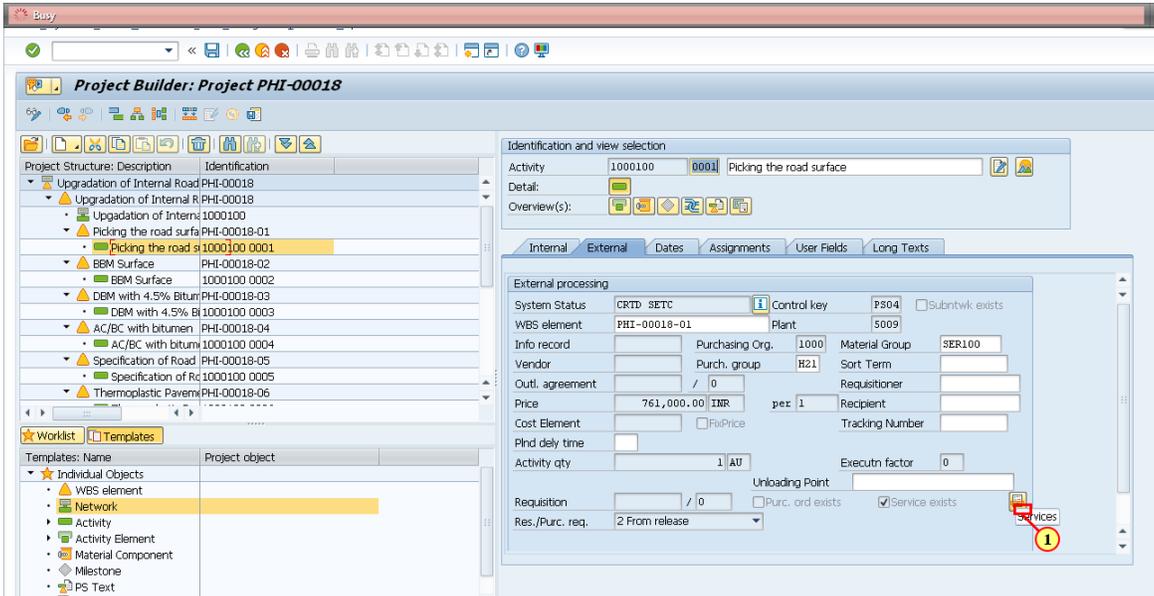
(1) Click on .

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



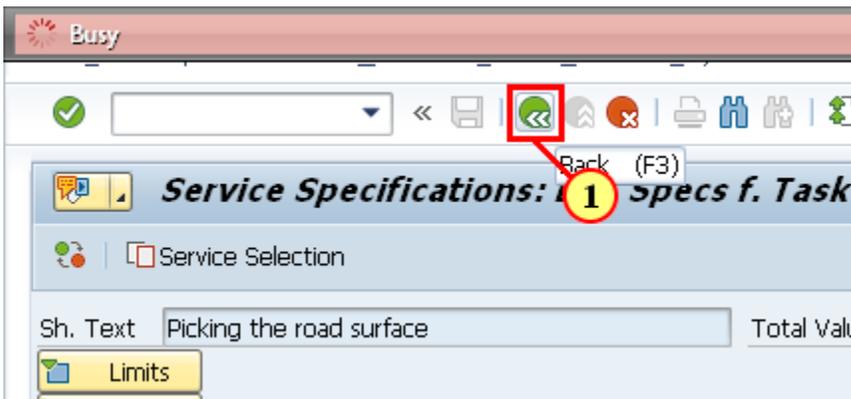
(1) Click on .

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



(1) Click on .

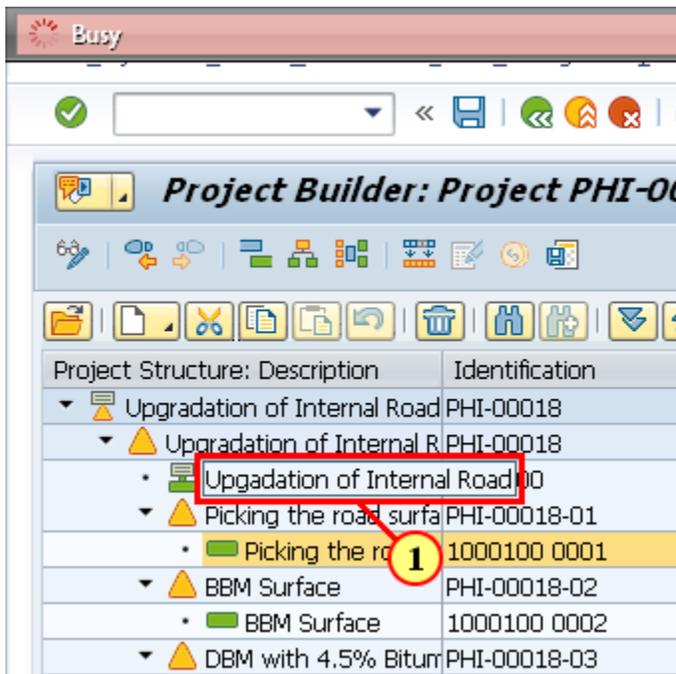
Service Specifications: Check the service specifications – Quantity and Price. Click on back button to go back



(1) Click on .

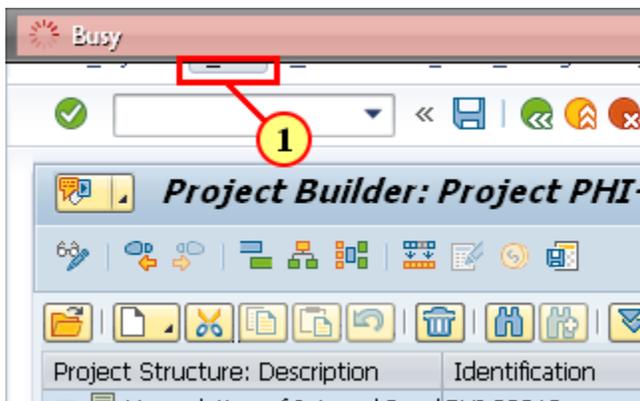
3.10. Check Project Cost Estimate

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



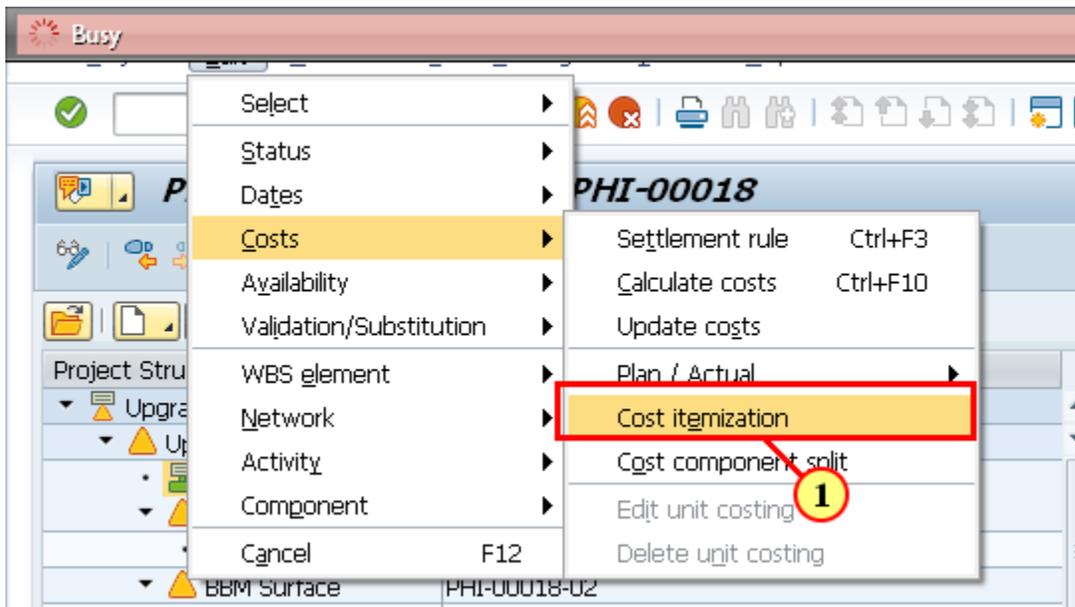
(1) Click on Upgradation of Internal Road.

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



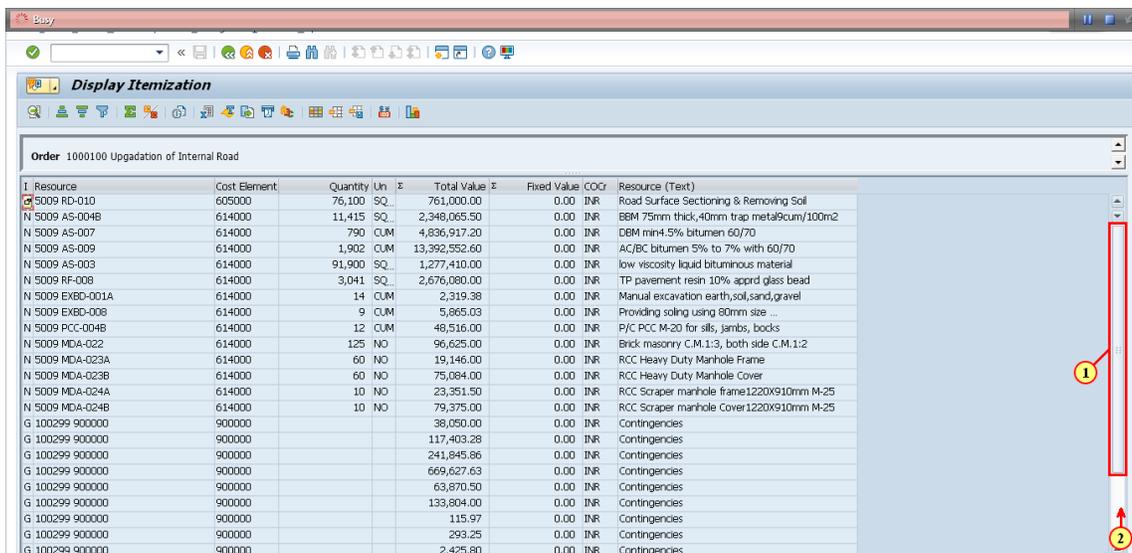
(1) Click on Edit.

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



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

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



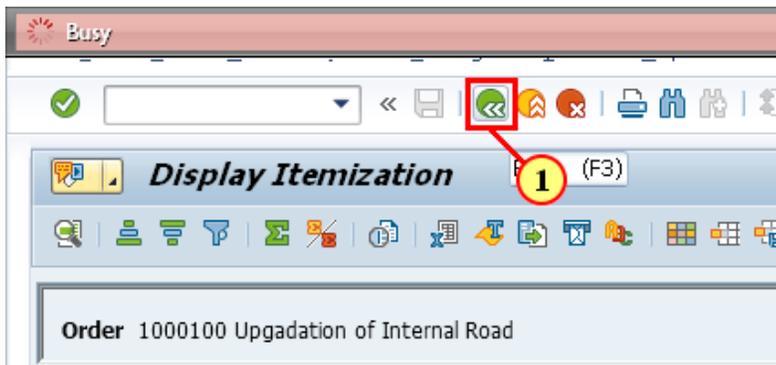
The screenshot shows the 'Display Itemization' screen for Order 1000100 'Upgradation of Internal Road'. The table displays various cost elements, quantities, and values. A red box highlights the scroll bar on the right side of the table, with a yellow circle containing the number '1' pointing to it. Another yellow circle containing the number '2' is at the bottom right of the table.

I Resource	Cost Element	Quantity	Un	Total Value	Fixed Value	COC	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 meta9cum/100m2
N 5009 AS-007	614000	790	CUM	4,836,917.20	0.00	INR	BBM 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% aprd 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, blocks
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.

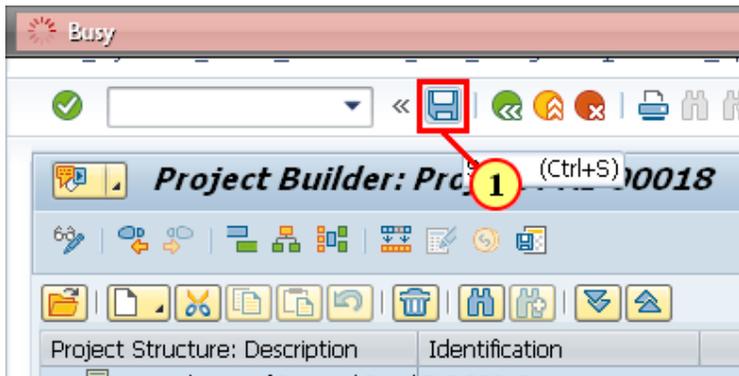
(2) Drop on .

Display Itemization – Click to go back



(1) Click on .

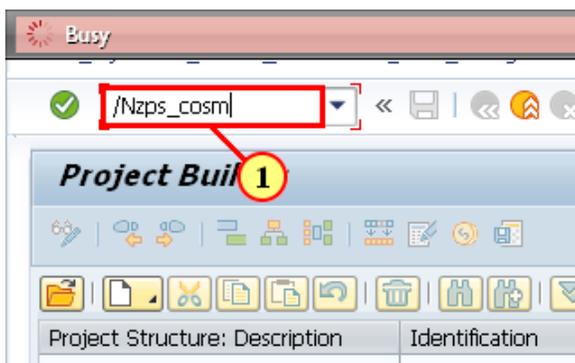
Project Builder: Project PHI-00018 – Save the project



(1) Click on .

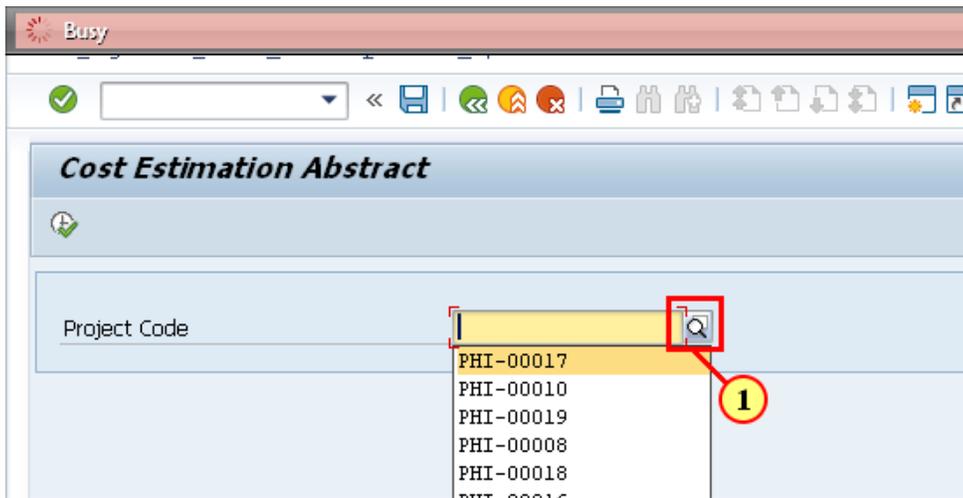
3.11. Create Cost Statement/ Cost Estimate Abstract – Tcode ZPS_COSM

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



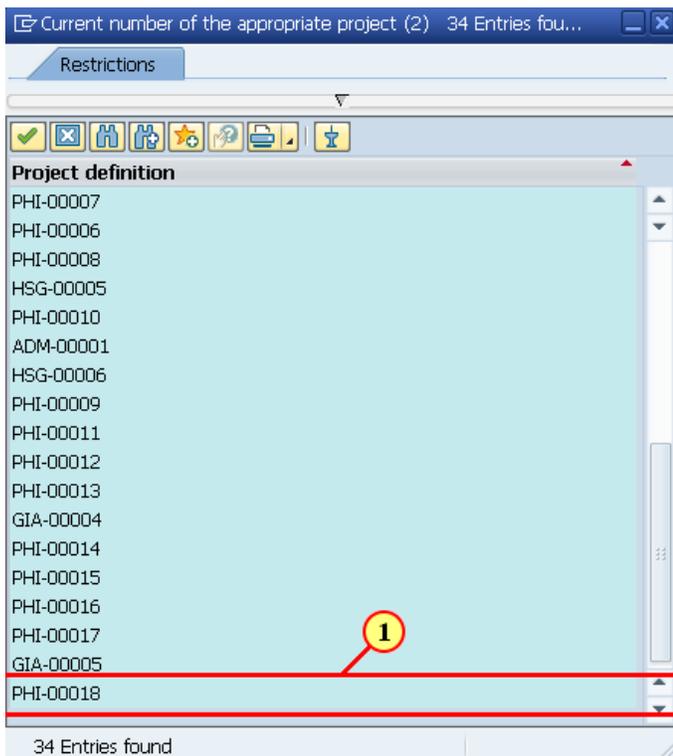
(1) The field is filled out.

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



(1) Click on .

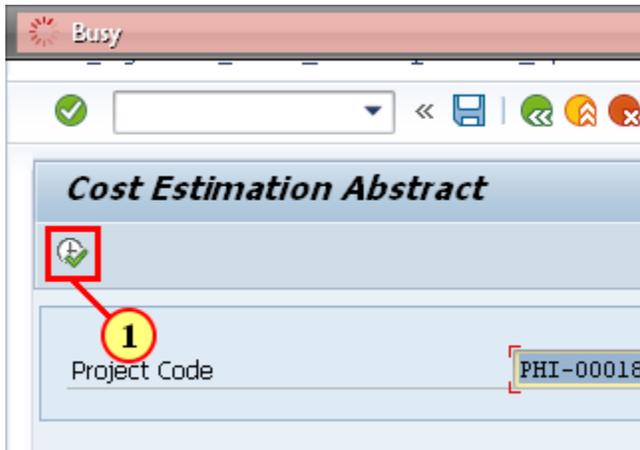
Select the required project for which we need to generate cost summary statement



SAP Training manual

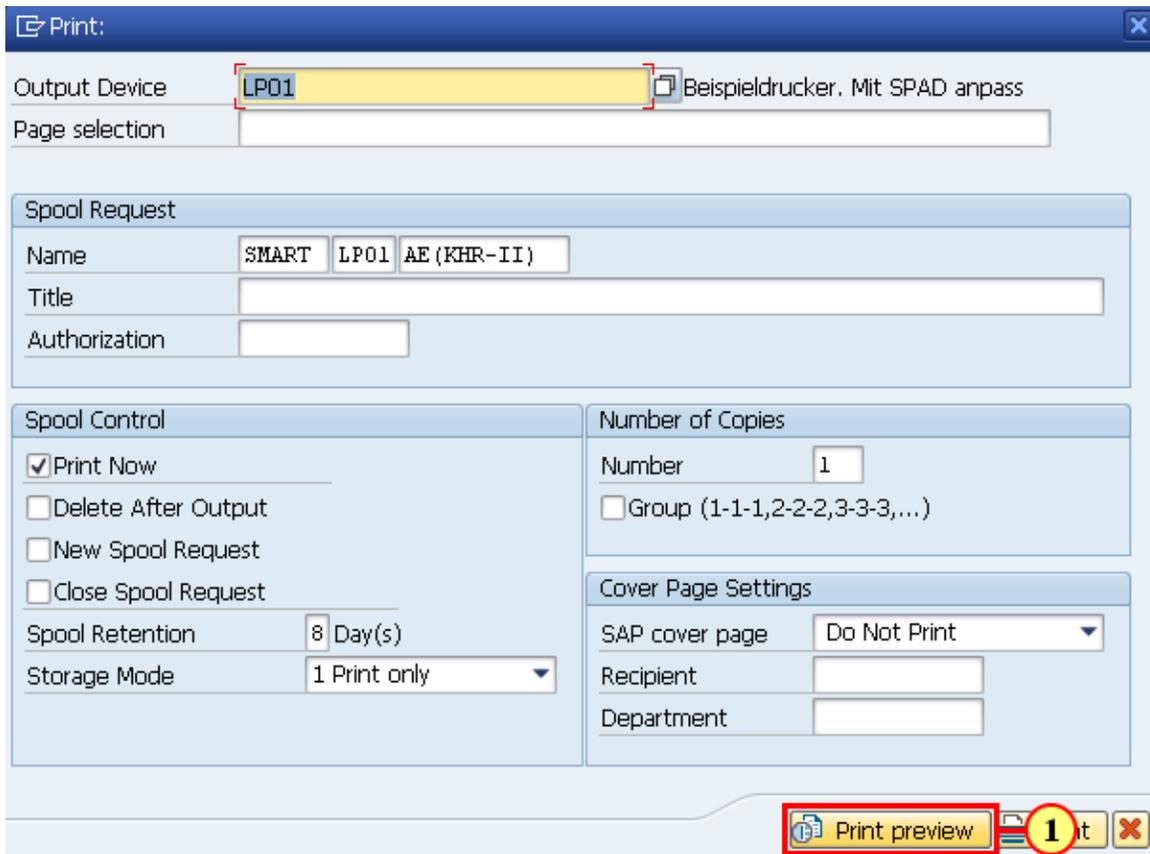
(1) PHI-00018 is double-clicked.

Cost Estimation Abstract – Click on Execute icon or F8 key



(1) Click on **Execute** .

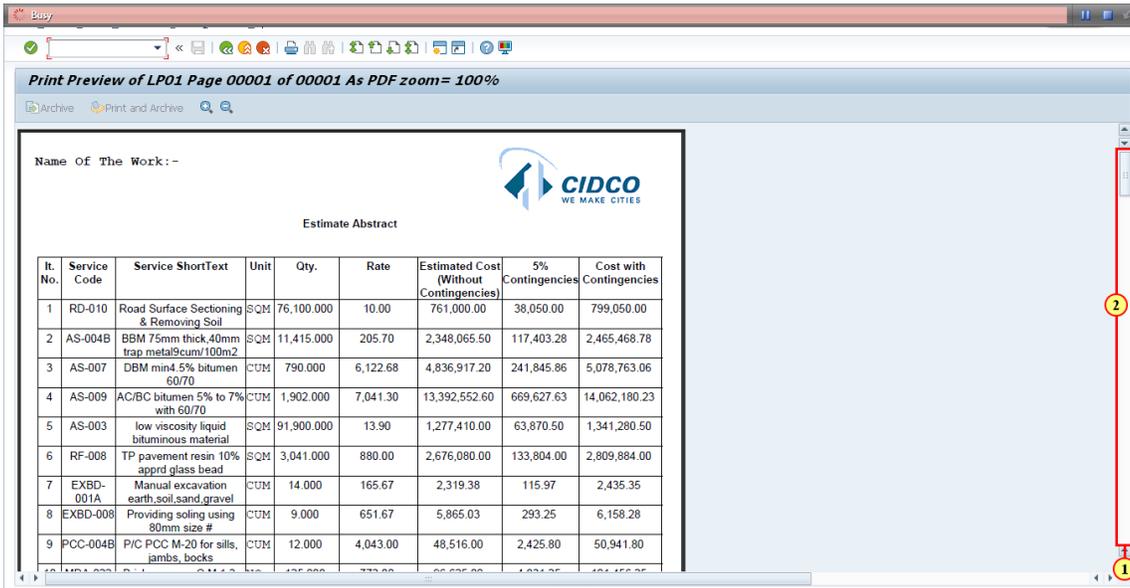
Print: - Click on Print in the screen and select output device as LP01. Click on Print Preview button



SAP Training manual

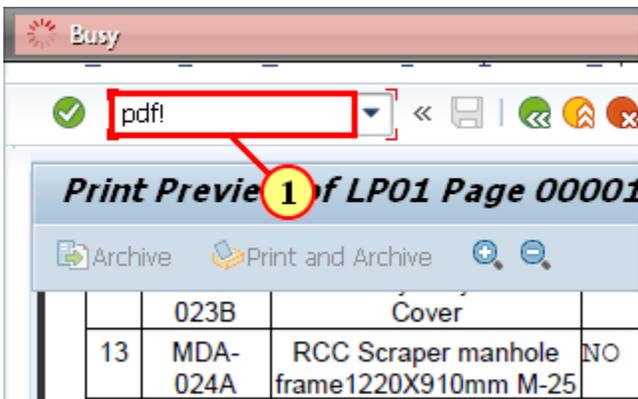
(1) Click on **Print preview** 

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



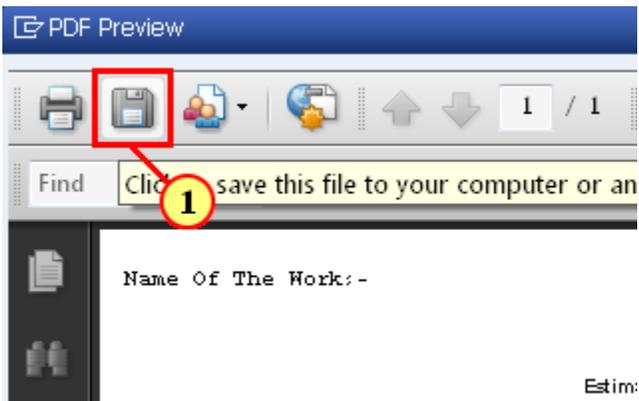
(1) Clicking in the **scroll area** displays the desired screen area.
 (2) Drop on .

To convert to PDF – enter pdf! And click enter



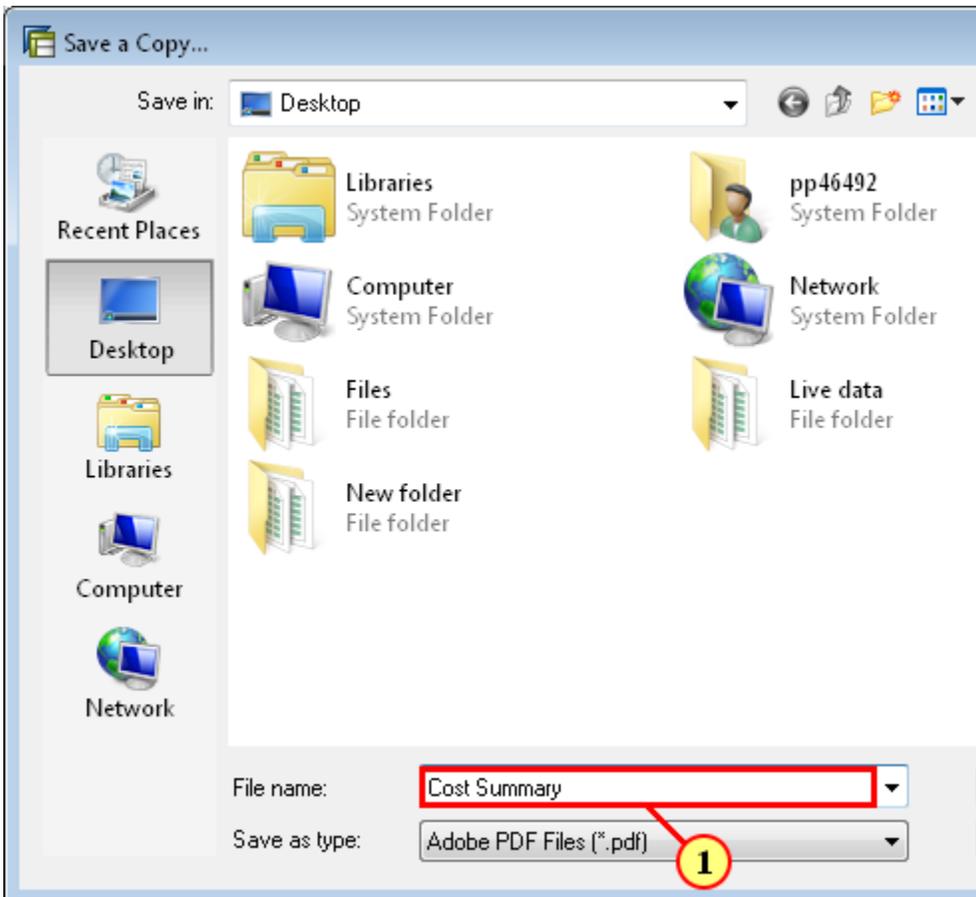
(1) The field is filled out.

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



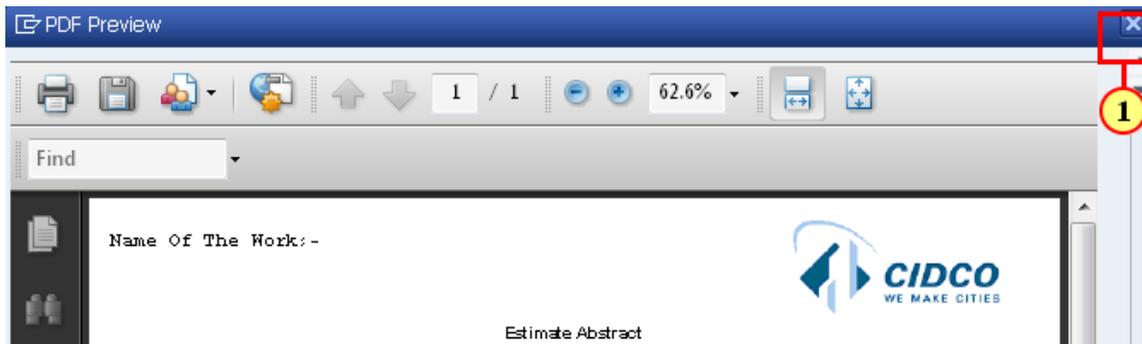
(1) Click on **Save a Copy** .

Save a Copy to the desktop/computer



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

PDF Preview – click on Close button to exit PDF view



(1) Click on **Close** .

3.12. OpenText File Movement workflow – Cost Estimate Approval

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

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

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

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

Technical Sanction+Administration Approval Upto CE

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

Technical Sanction (Engg.)

T&C - Technical Sanction

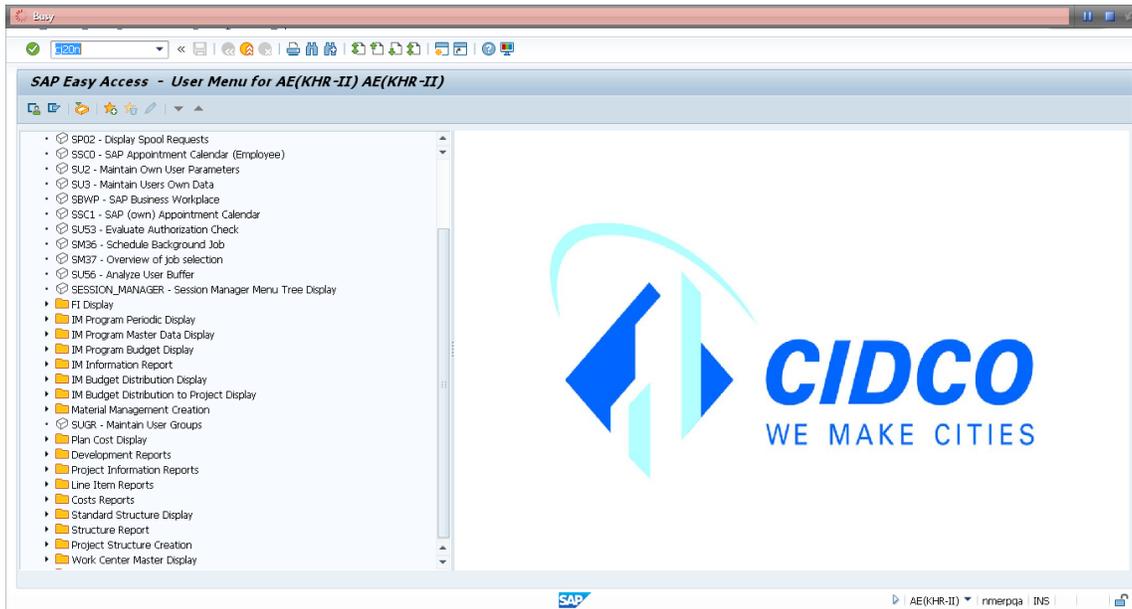
Administrative approval for Capital works - Approval Upto JMD

Administration Approval Upto VC&MD

3.14. OpenText Attachments for a project

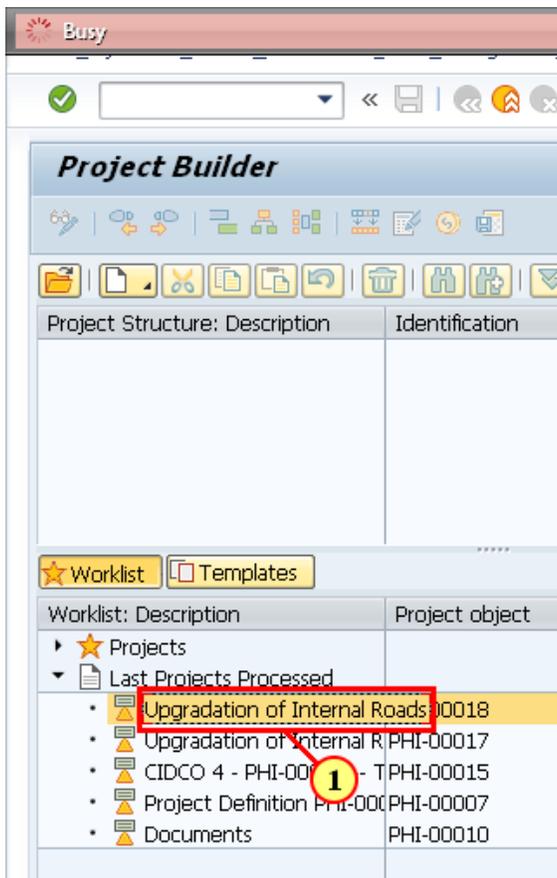
SAP Easy Access - User Menu for AE(KHR-II) AE(KHR-II) – enter Tcode CJ20N to open project builder

SAP Training manual



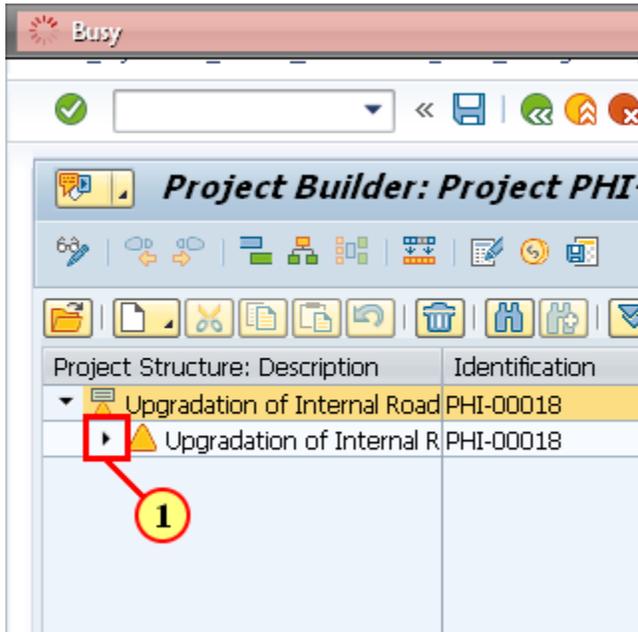
Enter is now pressed.

Project Builder – DoubleClick to open the required project



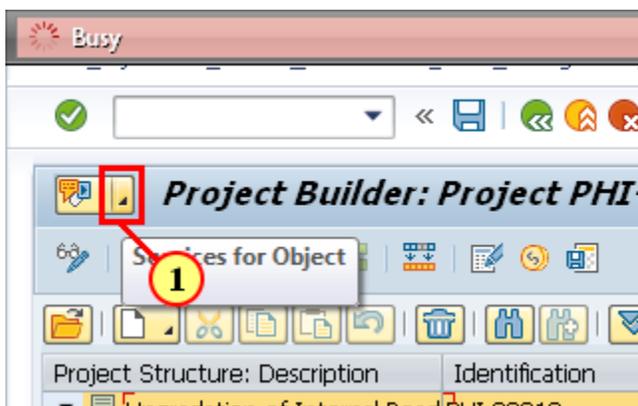
- (1) **Upgradation of Internal Roads** is double-clicked.

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



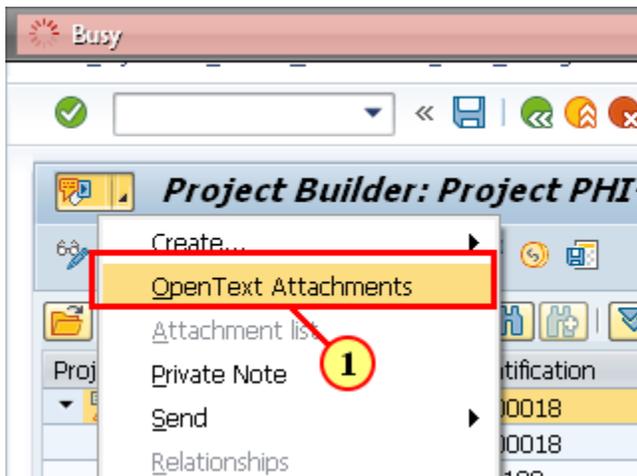
- (1) Click on **Upgradation of Internal R** .

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



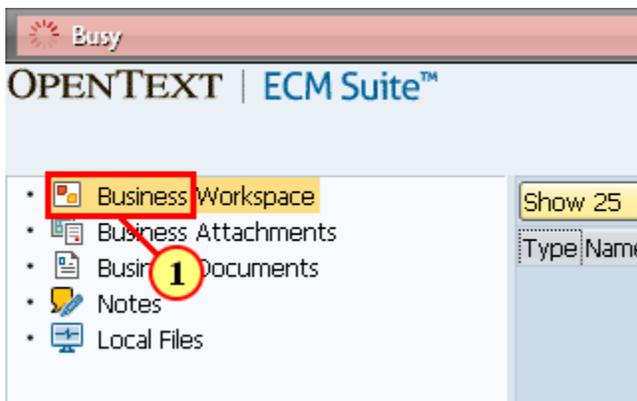
- (1) Clicking on the **Open** opens a drop-down list.

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



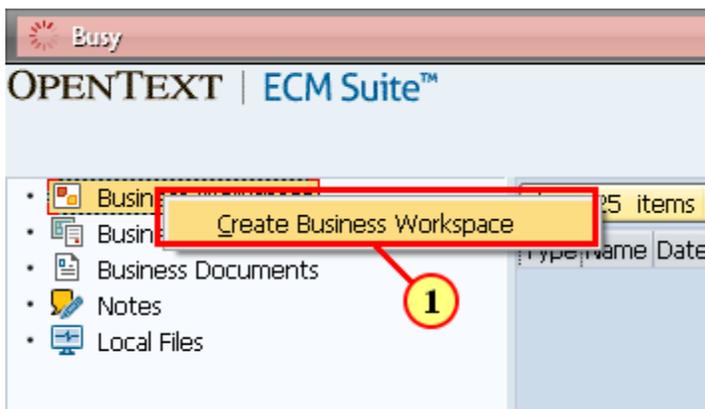
(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

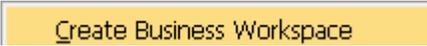
OpenText Attachments – Select Business Workspace and right click



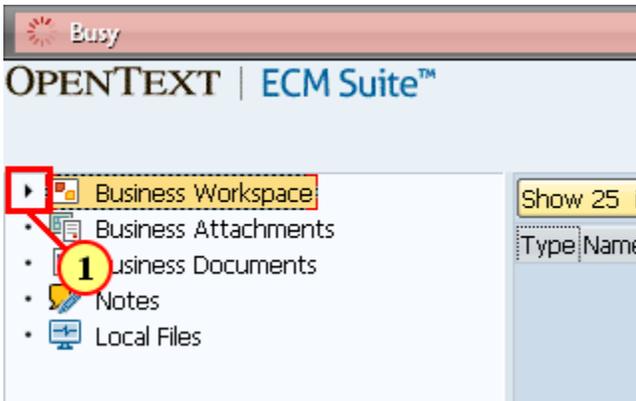
(1) Right-clicking on Business with the mouse opens a shortcut menu.

Project definition - Click on Create Business Workspace



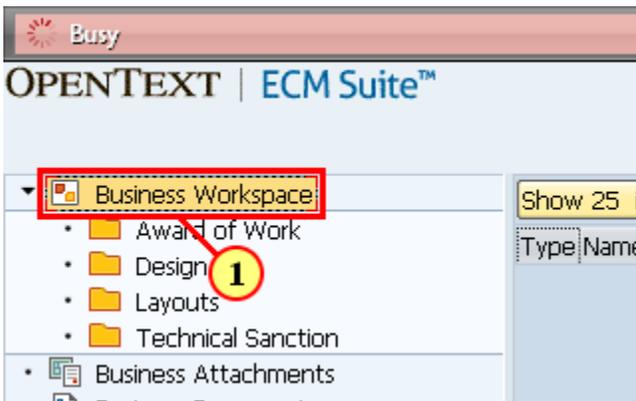
(1) Clicking on the **Create Business Workspace**  menu item executes it.

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



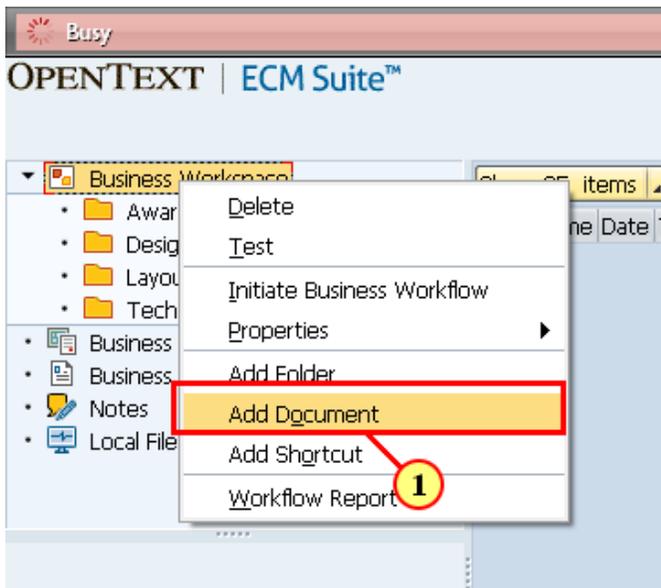
(1) Click on **Business Workspace** .

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



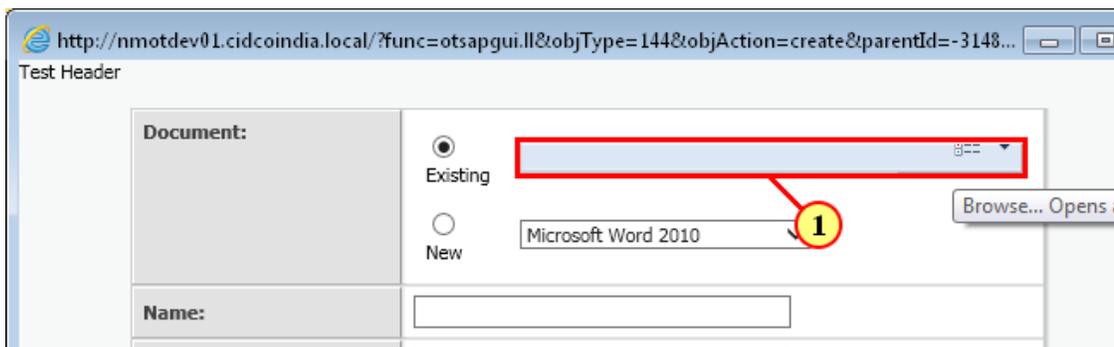
(1) Right-clicking on  **Business Workspace** with the mouse opens a shortcut menu.

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

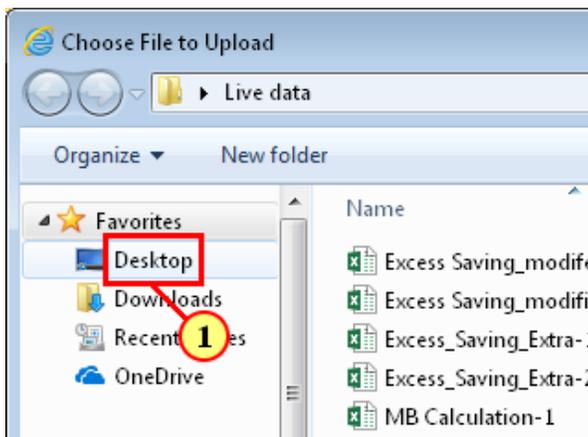


(1) Clicking on the **Add Document** Add Document menu item executes it.

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



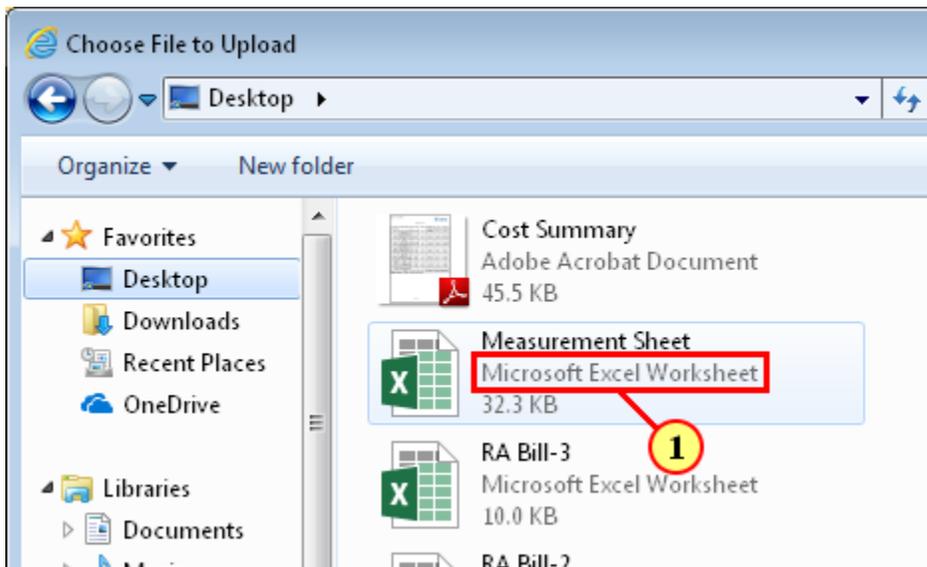
(1) The **Existing** field is cleared.



SAP Training manual

(1) Click on Desktop.

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



(1) Microsoft Excel Worksheet is double-clicked.

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

Document: Existing C:\Users\pp46492\Desktop\Measur
New Microsoft Word 2010

Name: Measurement Sheet.xlsx

Description:

Version Control: Standard - linear versioning
Advanced - major/minor versioning

Inherited Classifications: Workspace Types:Quality:510:Project

Classifications: Classify...

Categories: Project

Create In: PHI-00018 Upgradation of Internal Roads

Add Reset

(1) Click on  .

Measurement Sheet is seen attached to the Business Workspace.

Busy

OPENTEXT | ECM Suite™

Search:

Business Workspace

- Award of Work
- Design
- Layouts
- Technical Sanction
- Business Attachments
- Business Documents
- Notes
- Local Files

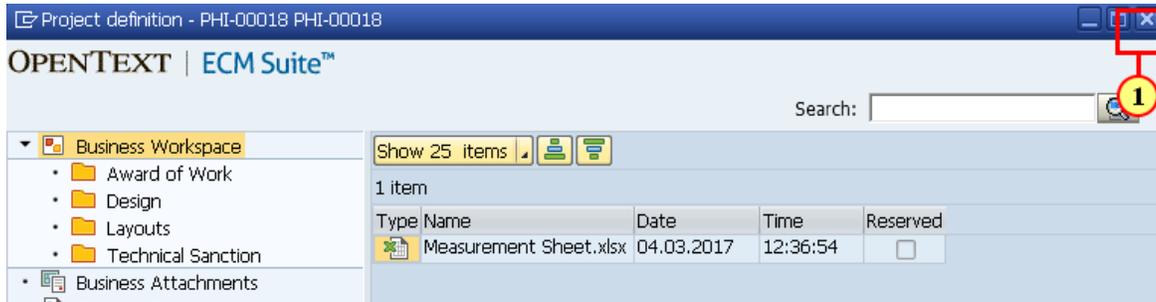
Show 25 items

1 item

Type Name	Date	Time	Reserved
Measurement Sheet.xlsx	04.03.2017	12:36:54	<input type="checkbox"/>

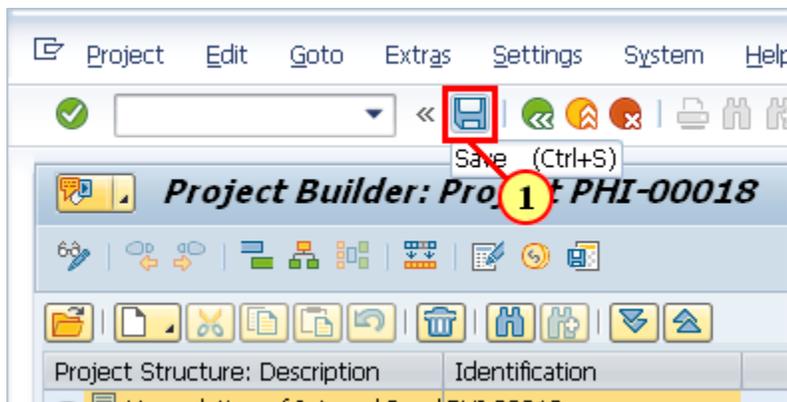
- (1) Measurement Sheet is attached to the Project
- (2) Drop on .

Close the OpenText window



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

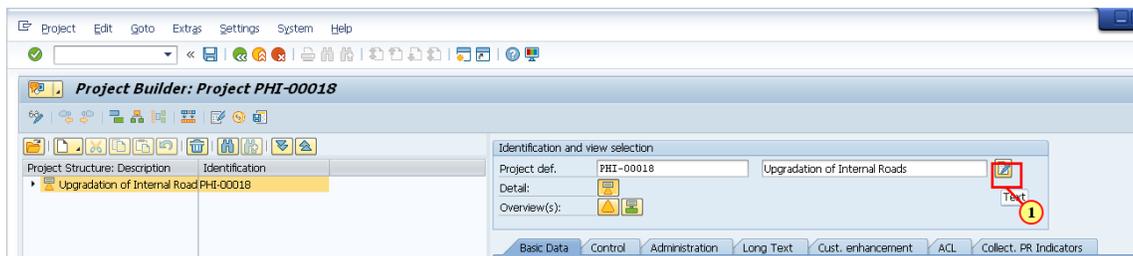
Project Builder: Project PHI-00018 – Click on Save to save the project



- (1) Click on .

3.15. Long Text for Project Definition

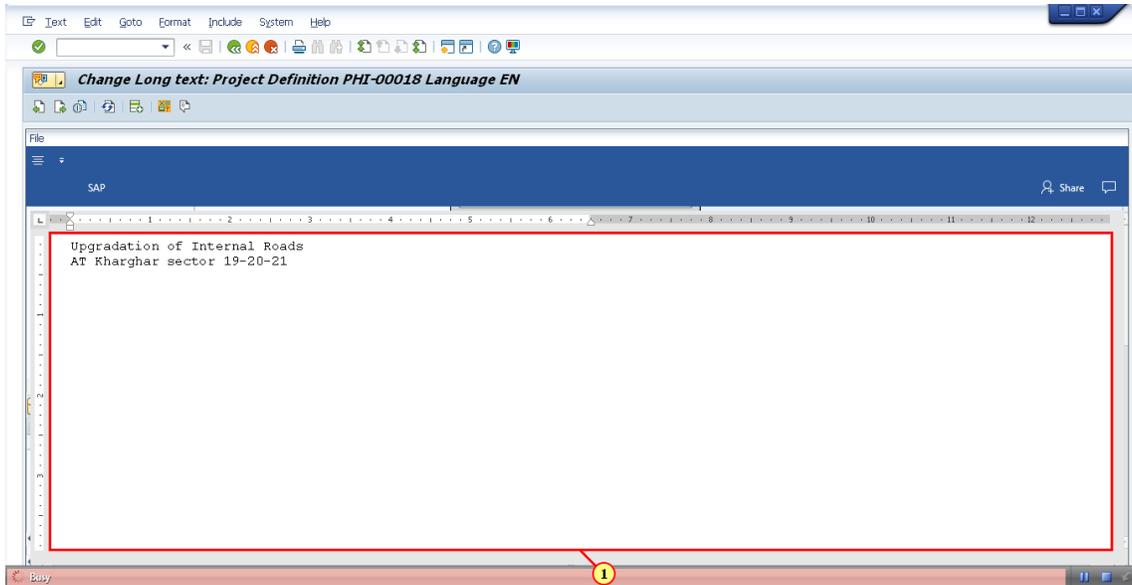
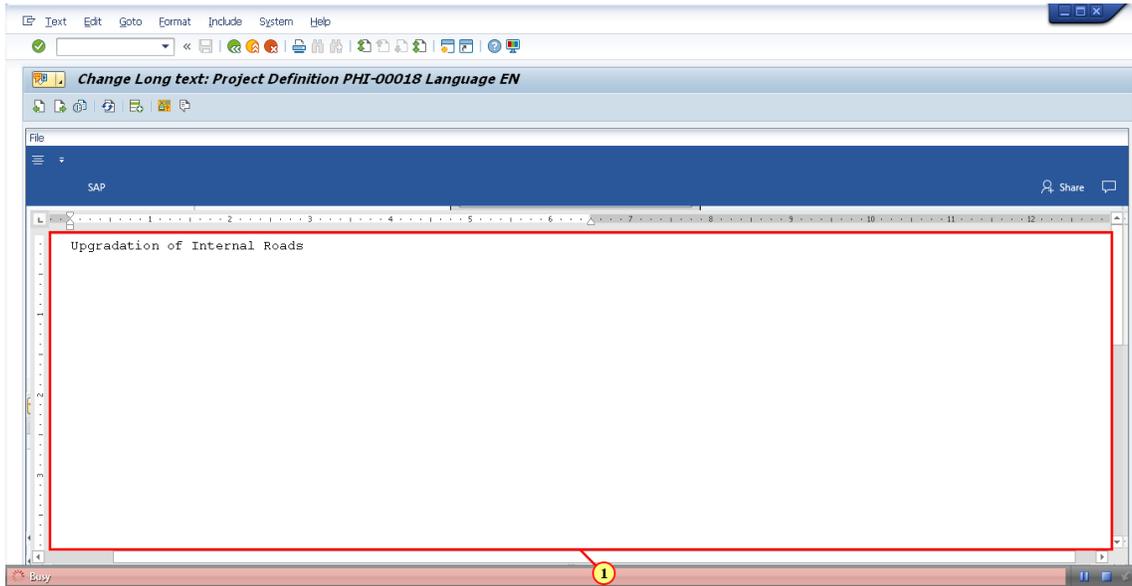
Long Text for Project -- Project Builder: Project PHI-00018 – Enter Tcode CJ20N and open the project in project builder. In the fields besides Short description, click the icon



SAP Training manual

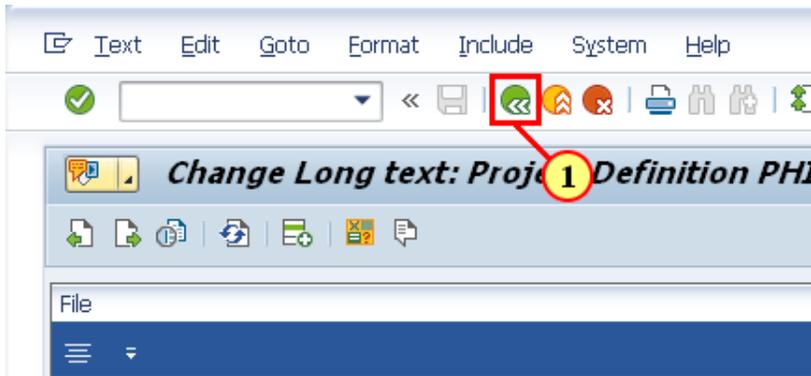
(1) Click on  .

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



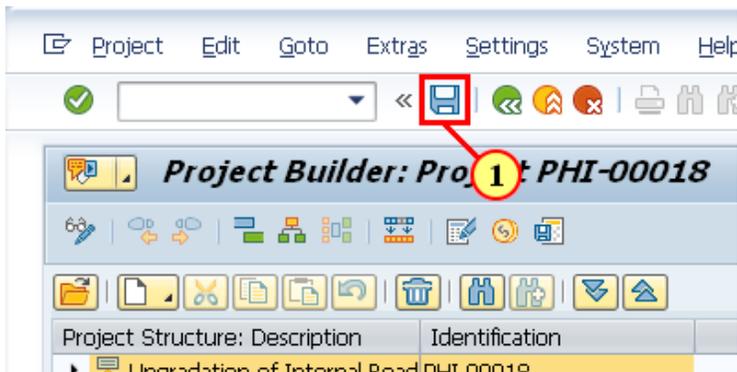
(1) The field is filled out.

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



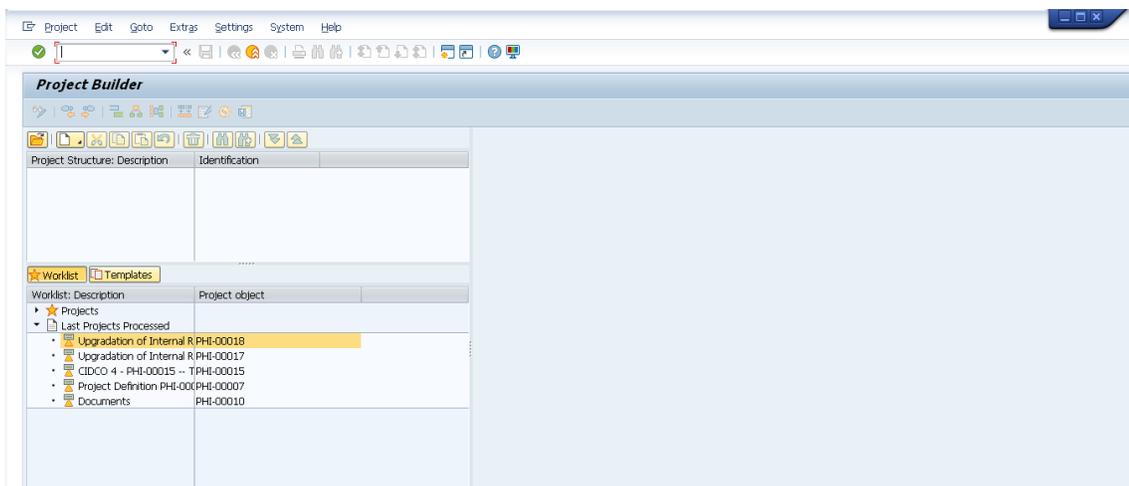
(1) Click on .

Project Builder: Project PHI-00018 – Save the project



(1) Click on .

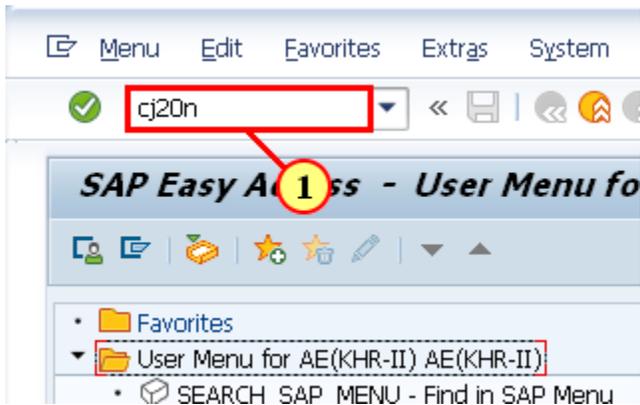
Project Builder



4. Investment Management

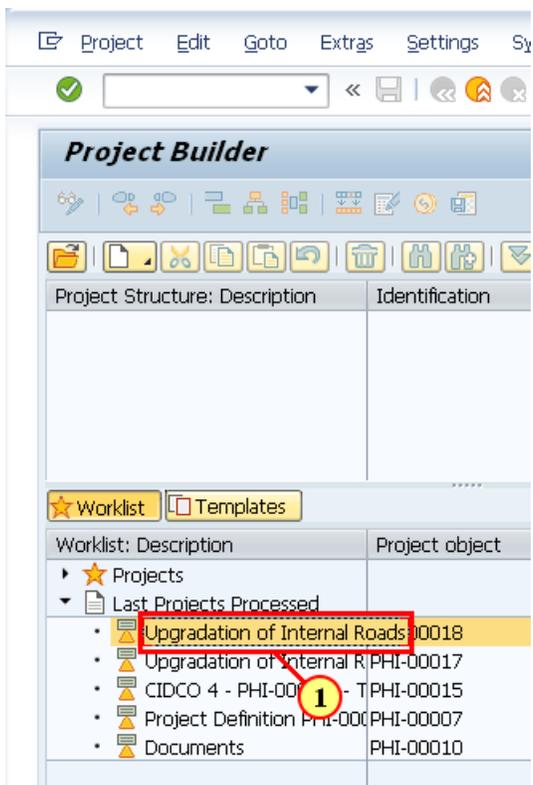
4.1. Select Investment Position for the project

SAP Easy Access - User Menu – Enter Tcode CJ20N



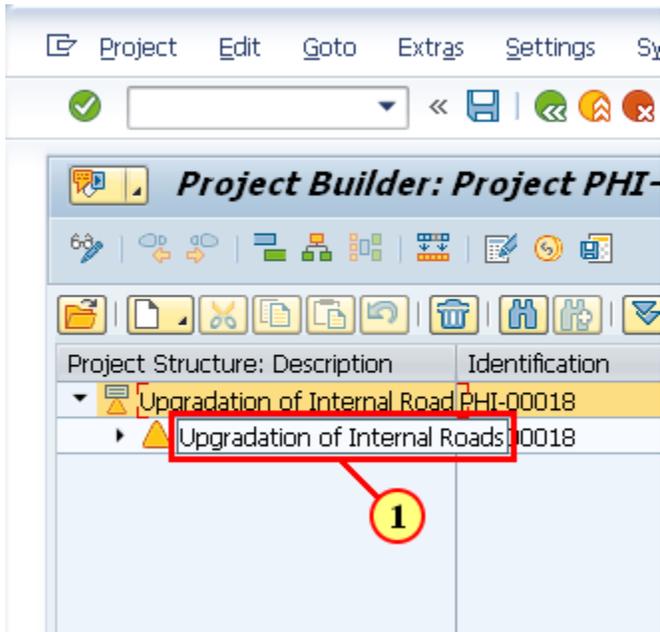
(1) The field is filled out.

Project Builder – open the required project in Project Builder screen



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

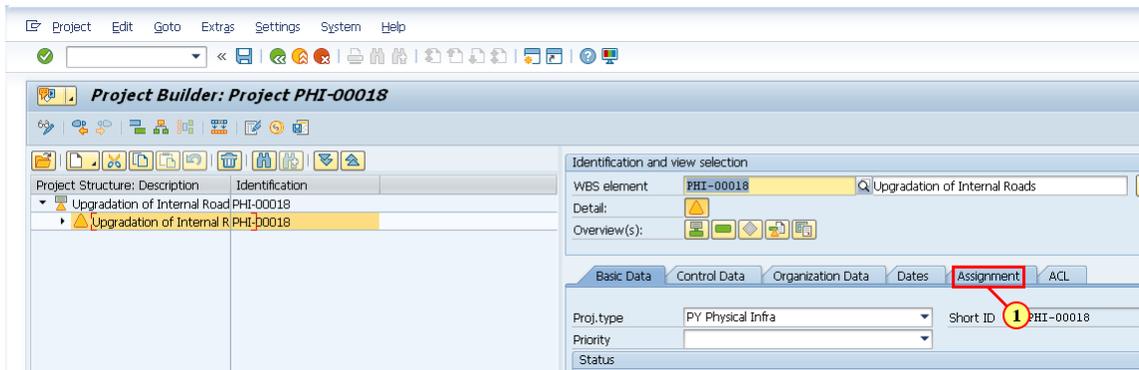
Project Builder: Project PHI-00018 – Select the top level WBS (having same code as project)



(1) Click on Upgradation of Internal Roads.

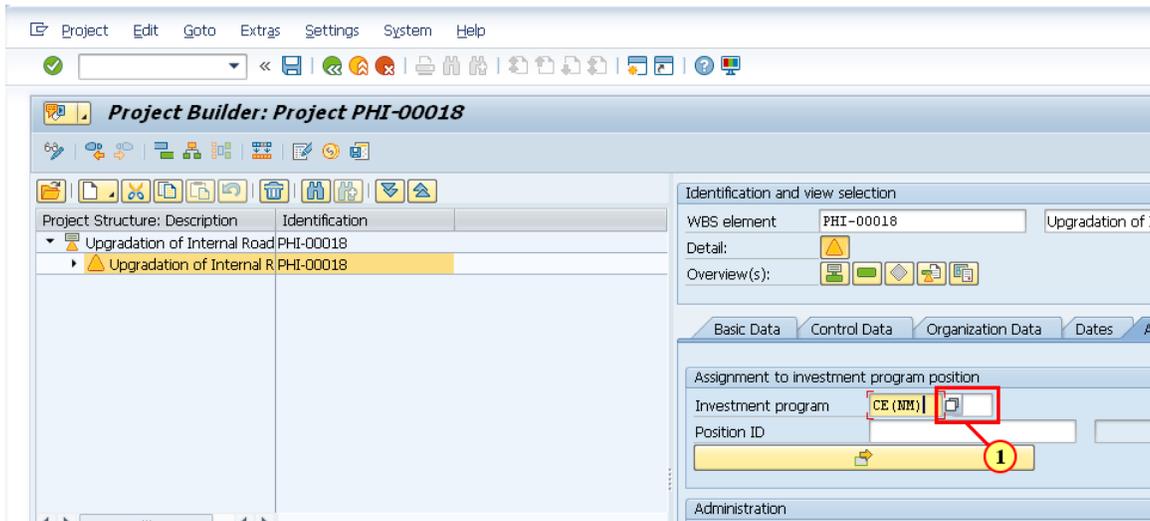
4.2. Assignment Tab

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



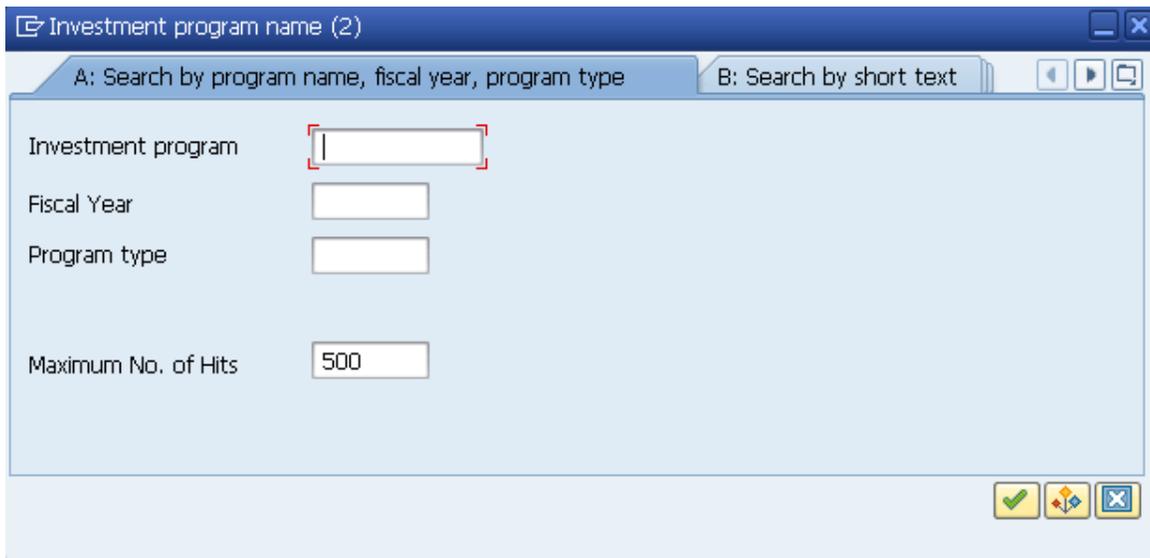
(1) Click on Assignment.

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



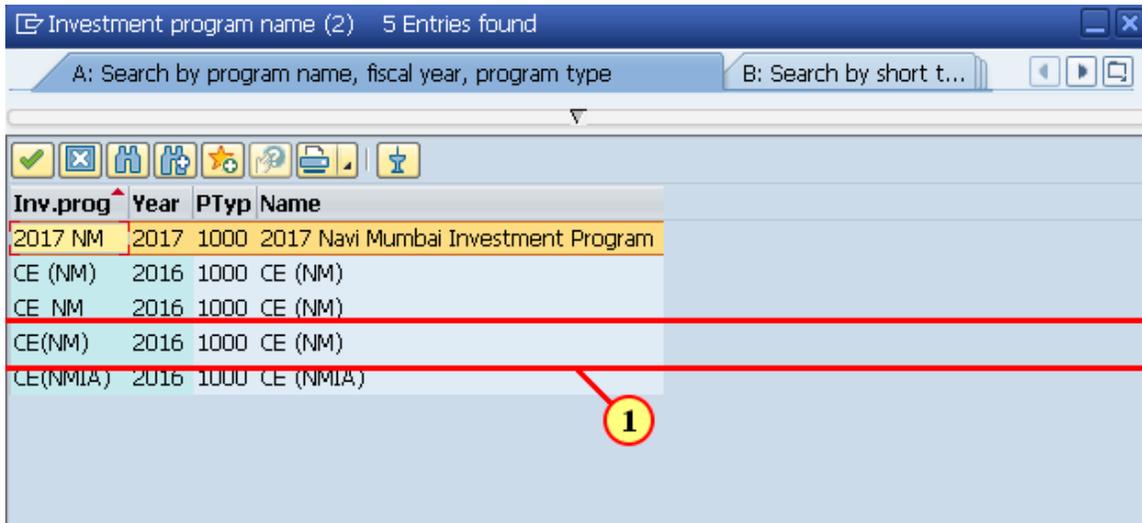
(1) Click on .

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



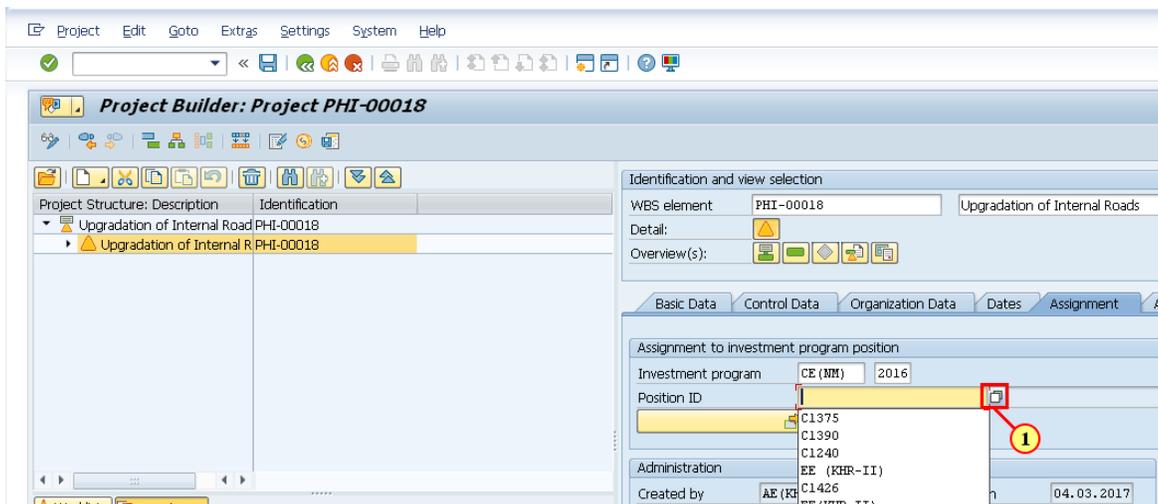
Enter is now pressed.

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

SAP Training manual

(1) Click on **Continue**

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

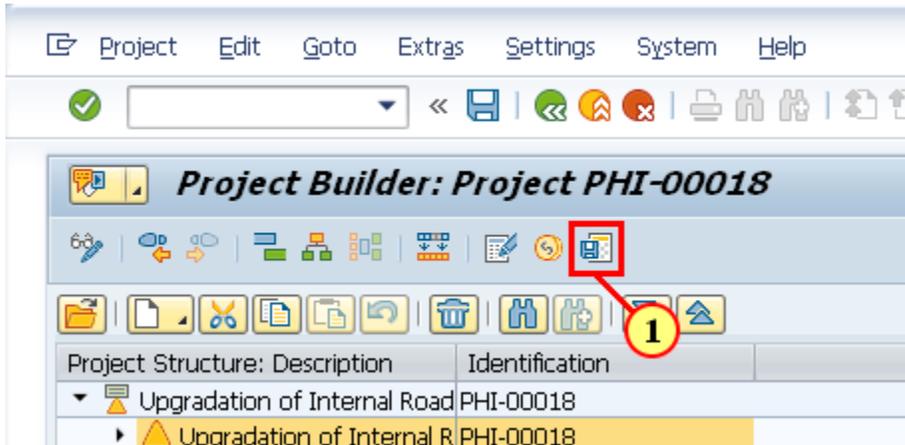
(1) Click on

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

SAP Training manual

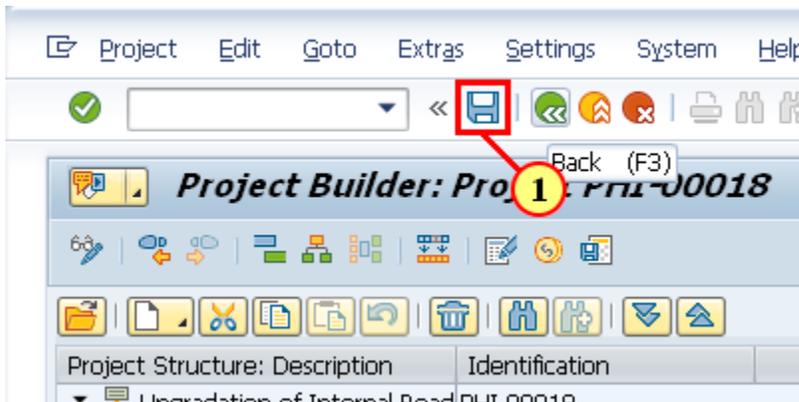
(1) (KHR-II) is double-clicked.

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



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

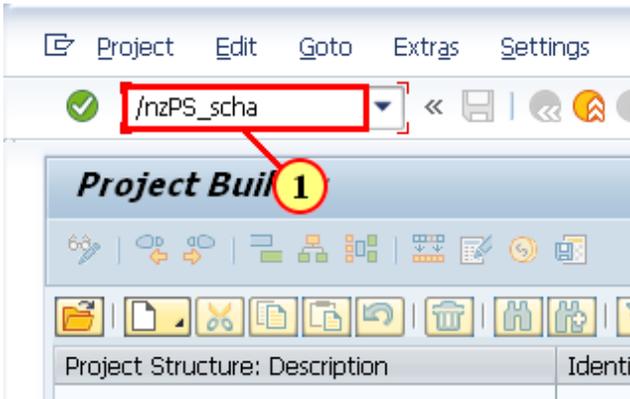
Project Builder: Project PHI-00018 – Click on Final Save button to save and exit



(1) Click on .

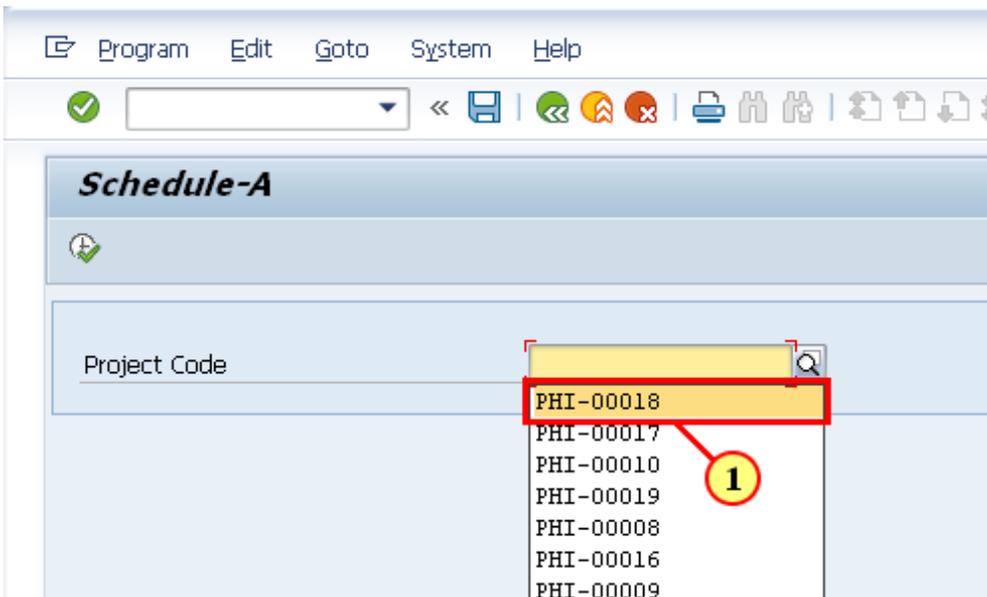
5. Schedule A - Tcode ZPS_SCHA

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



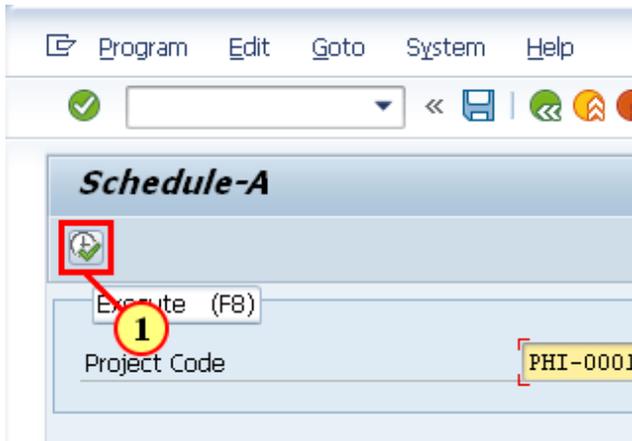
(1) The field is filled out.

Schedule-A - Select the required project



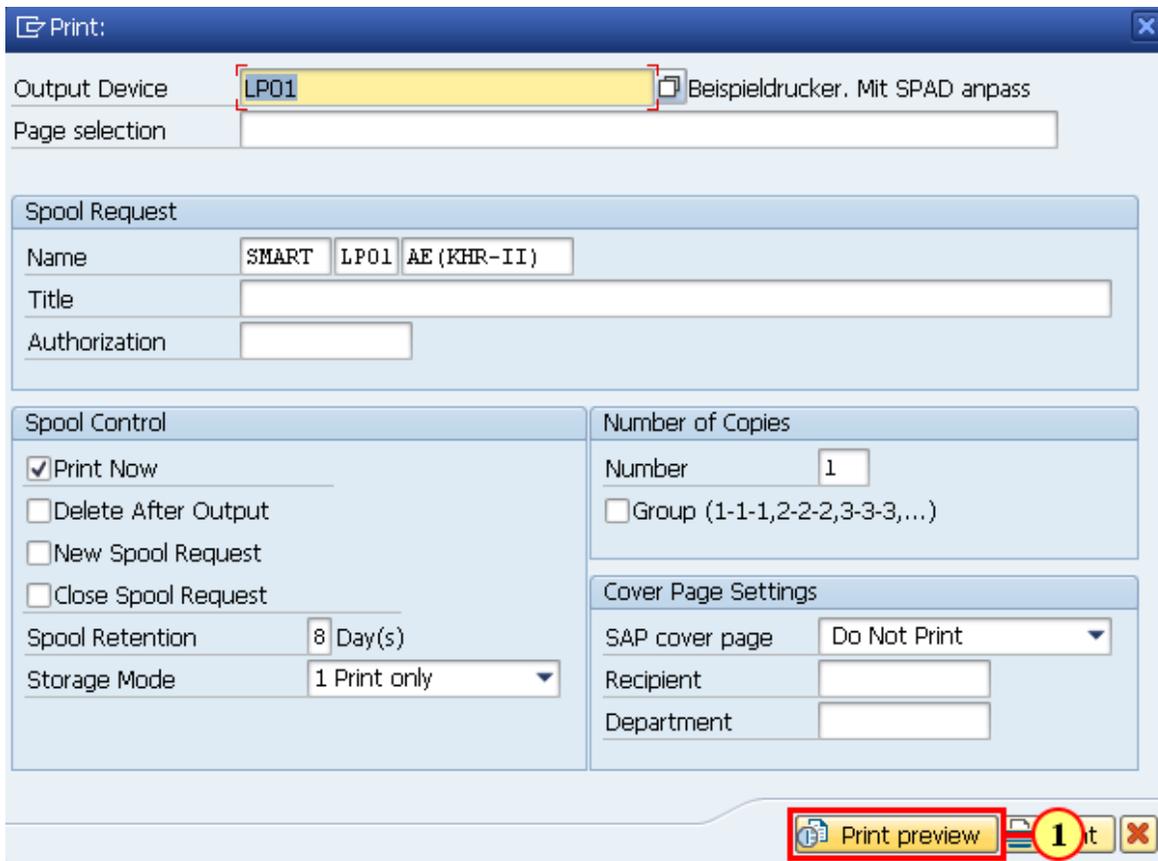
(1) Clicking on the entry **PHI-00018** selects it.

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



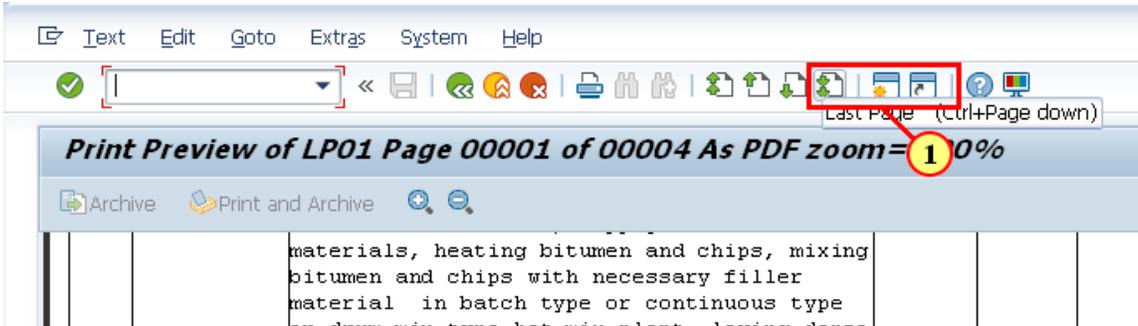
(1) Click on **Execute** .

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



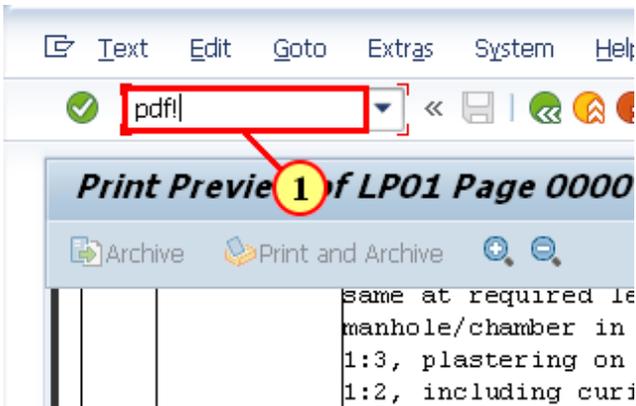
(1) Click on **Print preview** .

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



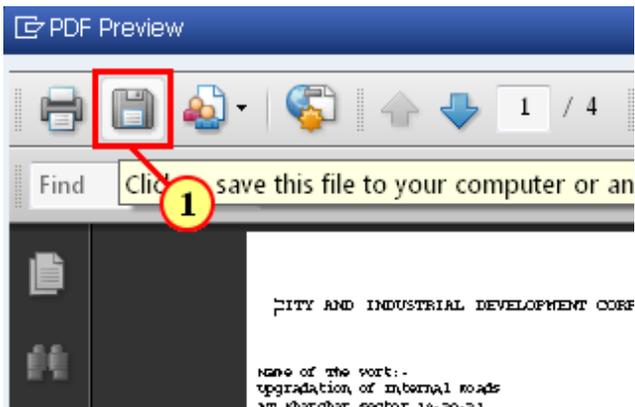
(1) Click on .

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

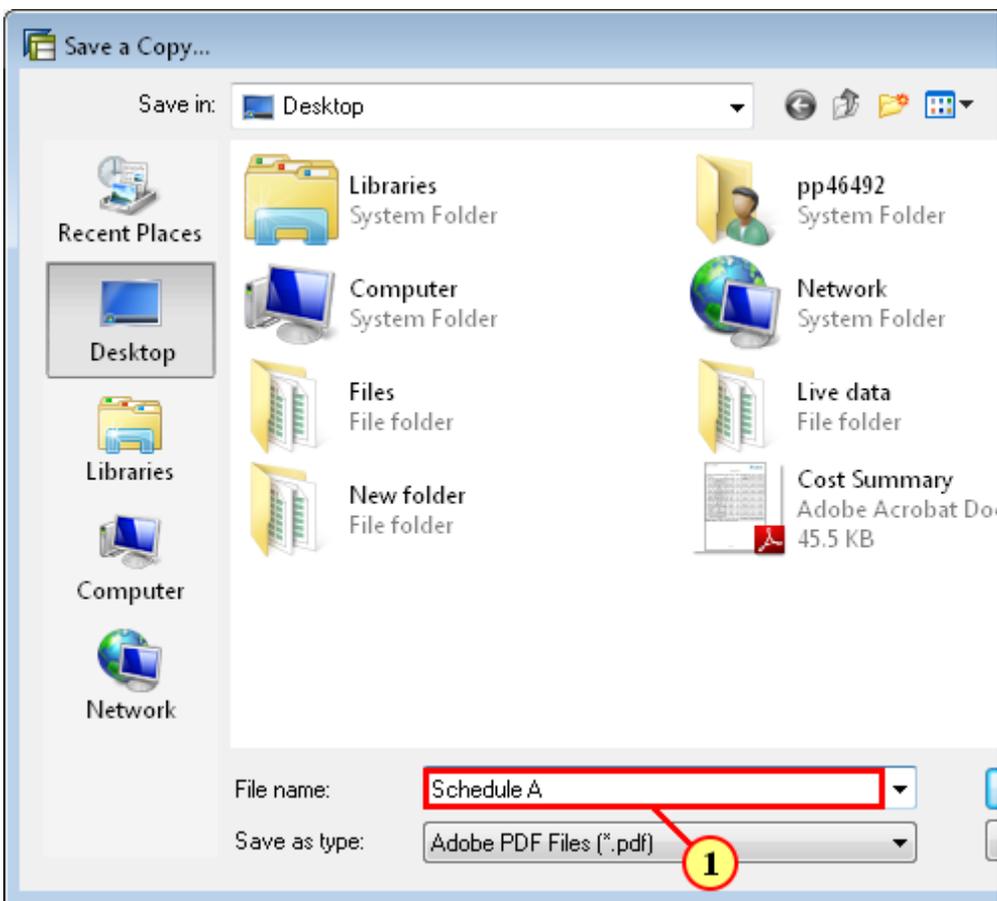


(1) The field is filled out.

PDF Preview – save the pdf to your computer

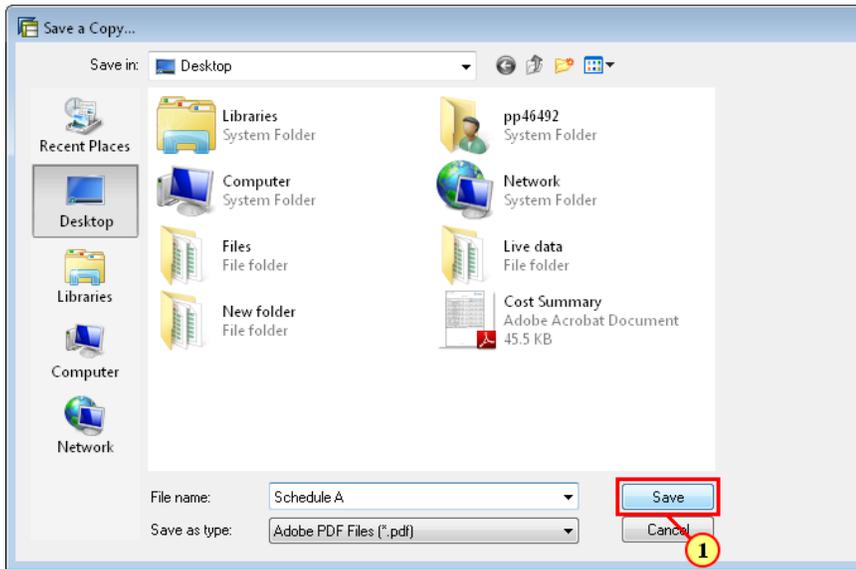


(1) Click on **Save a Copy** .



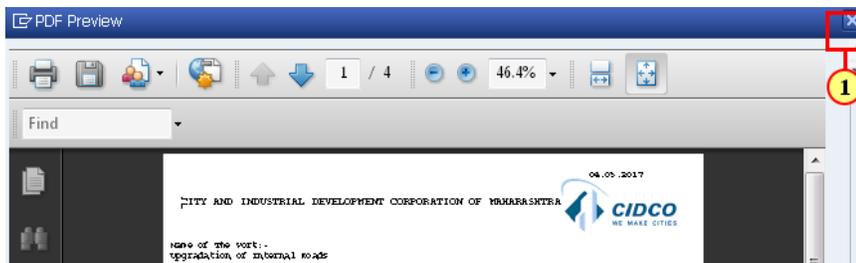
(1) The **File name:** field is filled out.

SAP Training manual



(1) Click on **Save** .

PDF Preview – close the pdf preview screen



(1) Click on **Close** .

PDF of Schedule A

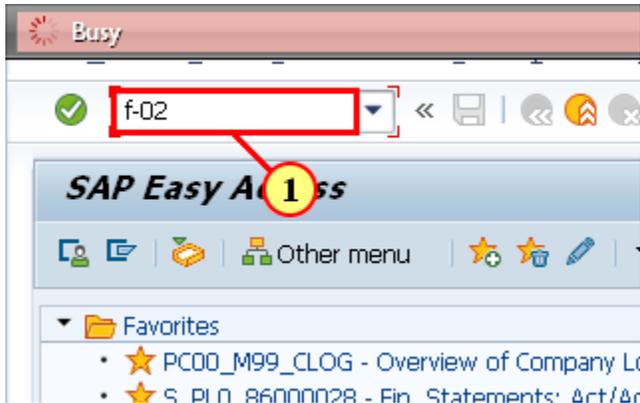
Item No.	Description	Quantity	Unit	Amount
11	M&A-023A Supplying heavy duty RCC manhole frame & cover	80.000	19.10	19,146.00
12	M&A-023B Supplying heavy duty RCC manhole frame & cover	80.000	1,211.4	75,004.00
13	M&A-024A Supplying heavy duty RCC Scraper manhole frame & cover of size 1220 X 910 mm. of M-25 grade concrete including all taxes, labour, loading unloading and transportation etc., complete.	10.000	2,351.5	23,515.00
14	M&A-024B Supplying heavy duty RCC Scraper manhole frame & cover of size 1220 X 910 mm. of M-25 grade concrete including all taxes, labour, loading unloading and transportation etc., complete.	10.000	7,927.5	79,275.00
Total of Schedule A				15,442,307.21
Total Amount In Words: TWO CRORE FIFTY SIX LAKH FORTY TWO THOUSAND THREE HUNDRED SEVEN Rupees TWENTY ONE Paise				

6. EMD for Project

6.1. Tcode F-02 – Login as finance user

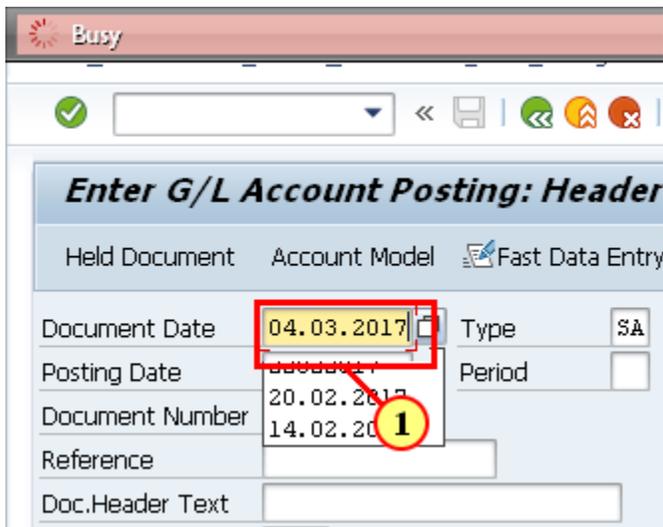
ERP Login - Login as finance user in Portal and click on ERP tab.

Enter Tcode F-02 and click Enter



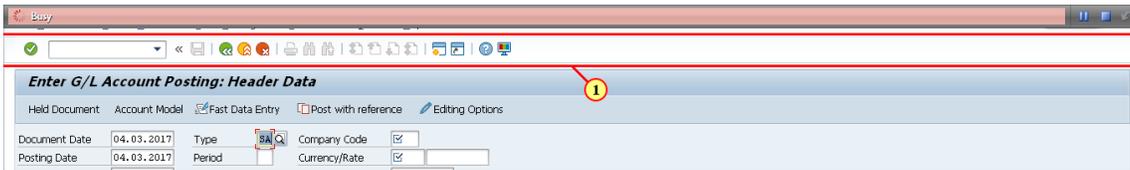
(1) The field is filled out.

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



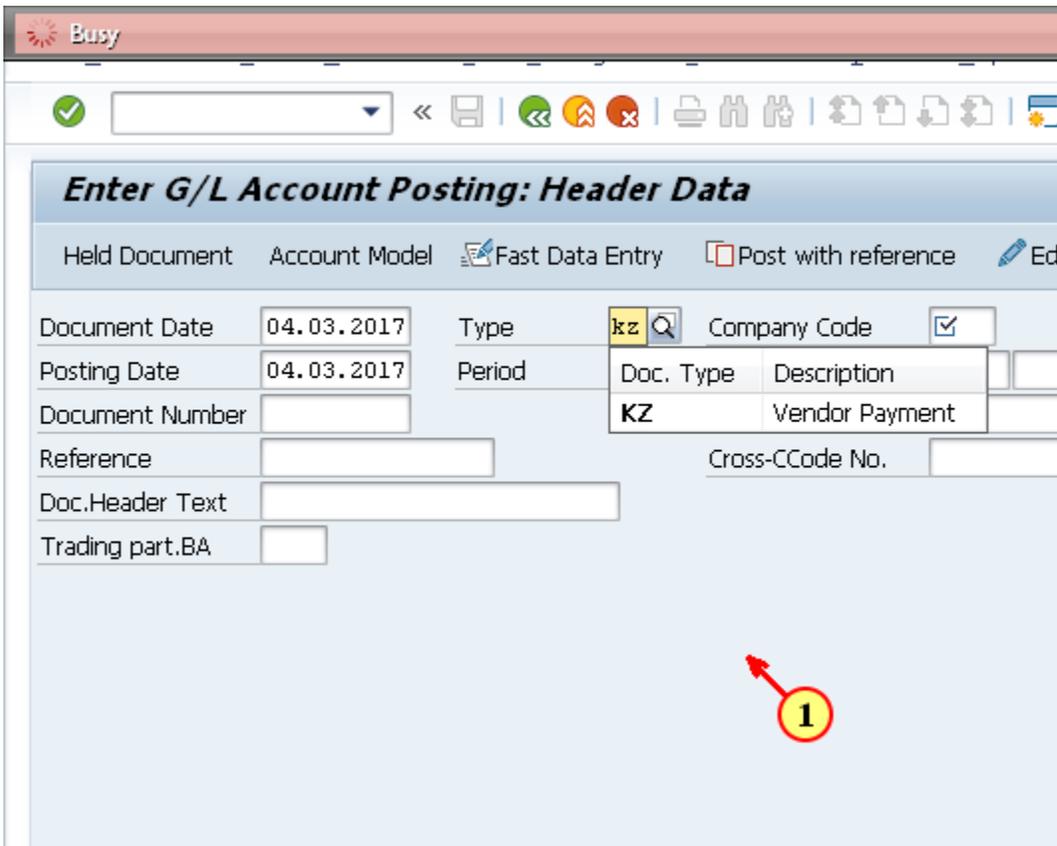
(1) The field is filled out.

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



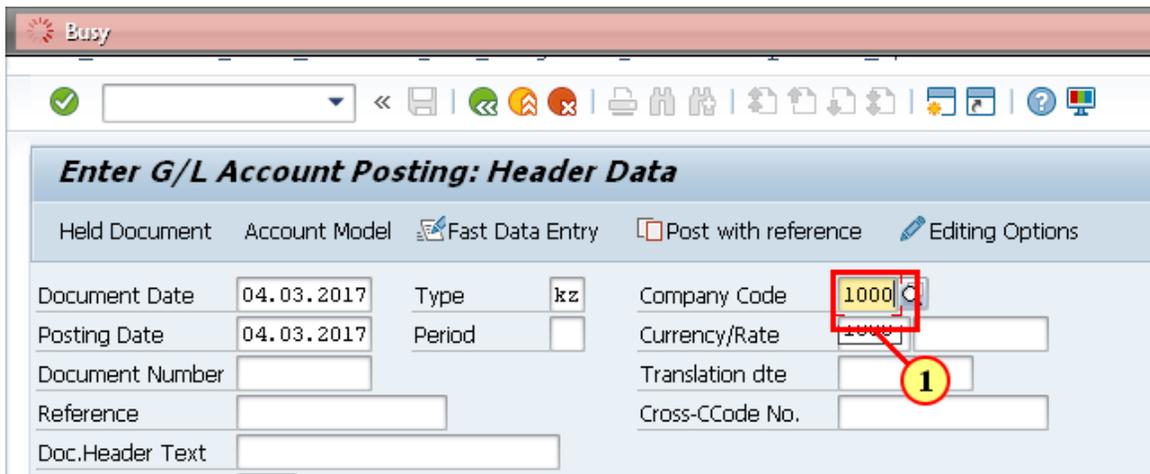
(1) The field is filled out.

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



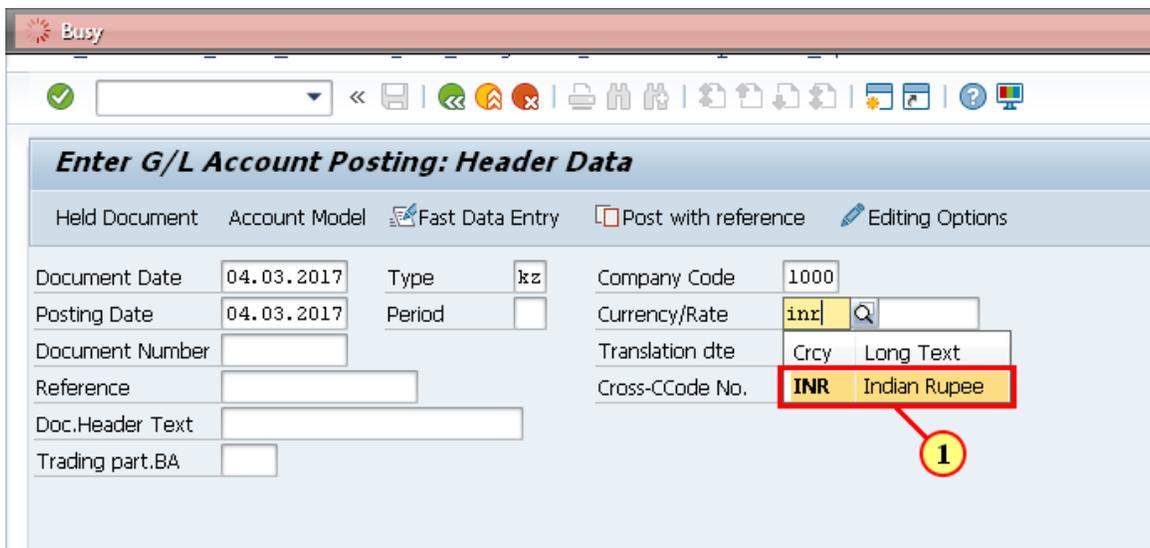
Enter G/L Account Posting: Header Data

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

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

(1) The field is cleared.

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



Enter G/L Account Posting: Header Data

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

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

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

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

Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry

Document Date: 04.03.2017 Type: kz

Posting Date: 04.03.2017 Period:

Document Number:

Reference: EE (KHR-II) /2017

Doc.Header Text:

Trading part.BA:

(1) The field is cleared.

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

Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Po

Document Date: 04.03.2017 Type: kz Comp

Posting Date: 04.03.2017 Period: Curre

Document Number: Trans

Reference: EE (KHR-II) /2017 Cross

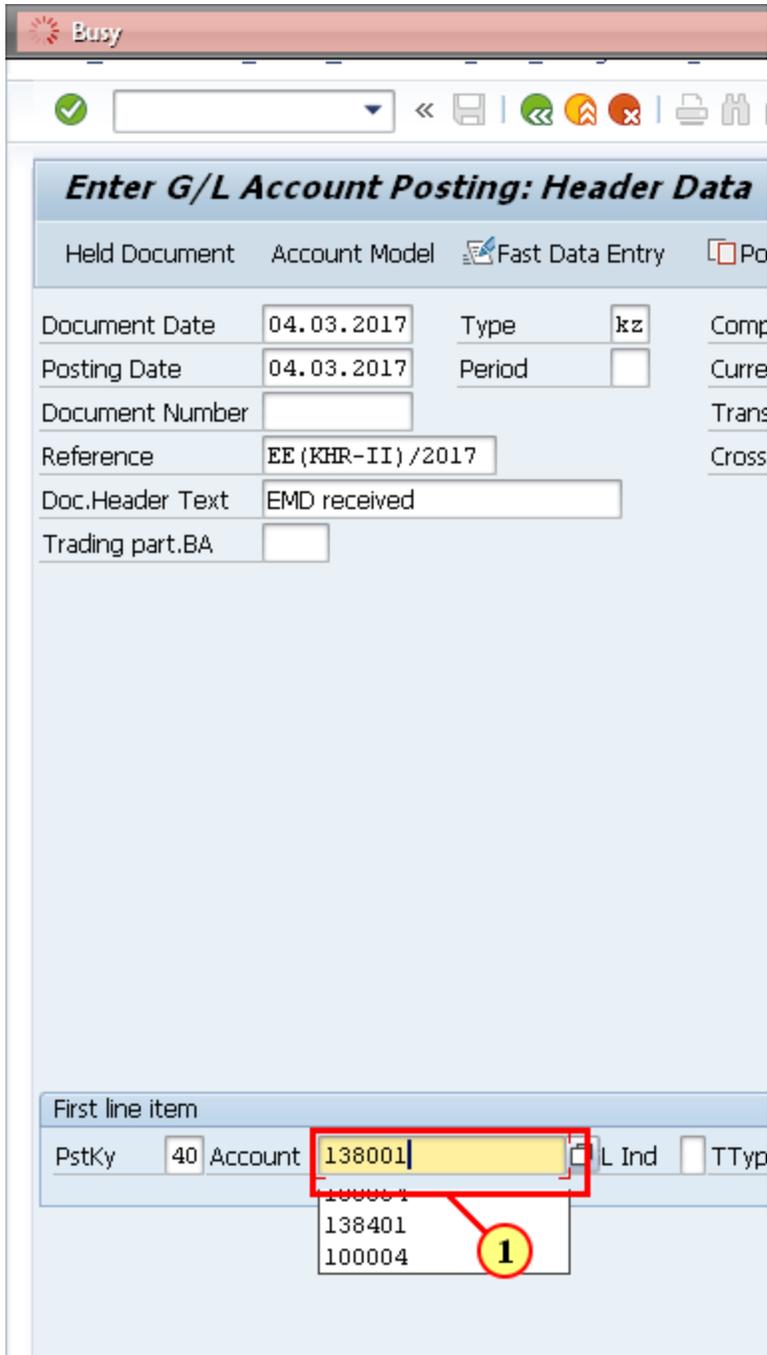
Doc.Header Text: EMD received

Trading part.BA:

Payment to vendor
14/CIDCO/EE(KHR-II)/13-14
Link EMD to PO
2.5% BG
Link EMD for CA#1234
EMD for CA#1234

(1) The field is cleared.

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



Enter G/L Account Posting: Header Data

Held Document Account Model Fast Data Entry Po

Document Date: 04.03.2017 Type: kz Comp

Posting Date: 04.03.2017 Period: Curre

Document Number: Trans

Reference: EE (KHR-II) /2017 Cross

Doc.Header Text: EMD received

Trading part.BA:

First line item

PstKy: 40 Account: 138001 L Ind: TTyp:

100001
138401
100004

1

(1) The field is cleared.

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

Enter Vendor Payment: Add G/L account

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

Item 1 / Debit entry / 40

Amount: 2565000 INR

Business place:
Node:
Cost Center:

(1) The field is filled out.

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

Enter Vendor Payment: Add G/L account

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

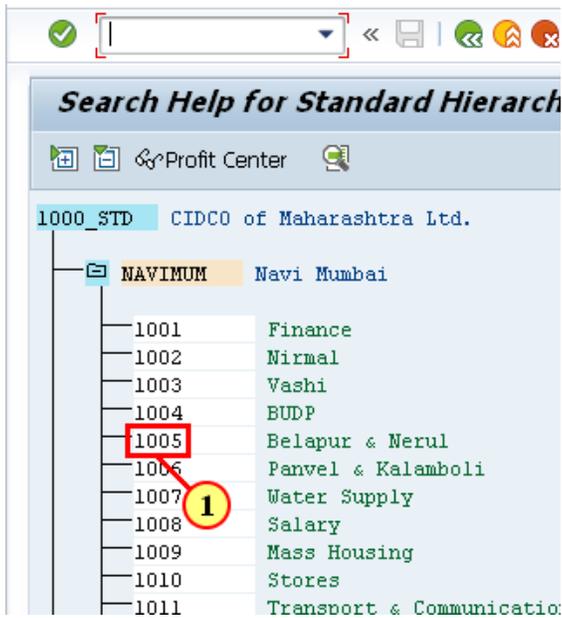
Item 1 / Debit entry / 40

Amount: 2565000 INR

Business place:
Node:
Cost Center:
Circle: 1003
Value date: 1003
Assignment:
Text:

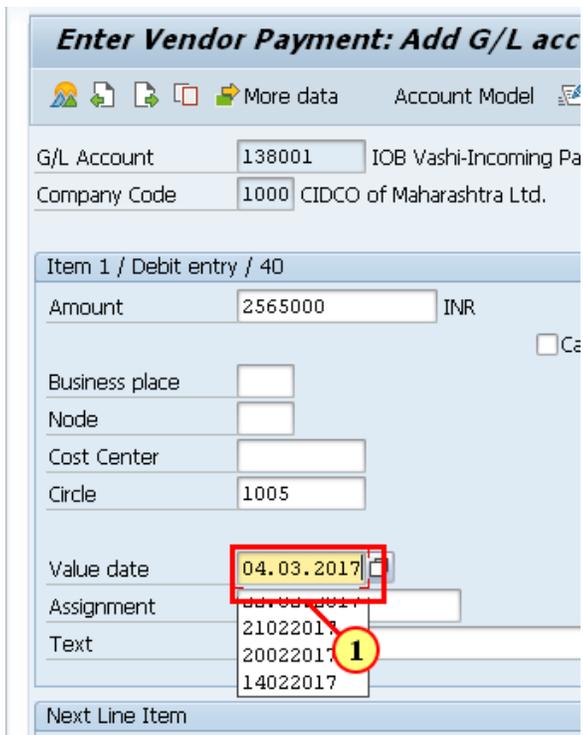
(1) The field is cleared.

Search and select appropriate Circle



(1) 1005 is double-clicked.

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



(1) The field is cleared.

SAP Training manual

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

The screenshot shows the SAP 'Enter Vendor Payment: Correct G/L account item' form. The 'Text' field is highlighted with a red box and contains the text 'EMD received for CA#EE(KHR-II)/2017'. A red circle with the number '1' points to the 'Text' field.

(1) The field is cleared.

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

The screenshot shows the SAP 'Enter Vendor Payment: Correct G/L account item' form. The 'PstKy' field is highlighted with a red box and contains the value '39'. A red circle with the number '1' points to the 'PstKy' field.

(1) The field is filled out.

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

The screenshot shows the SAP 'Enter Vendor Payment' transaction. The 'G/L Account' field is set to '138001' with the description 'IOB Vashi-Incoming Payment -'. The 'Company Code' is '1000' for 'CIDCO of Maharashtra Ltd.'. The 'Item 1 / Debit entry / 40' has an amount of '2,565,000.00' in 'INR'. The 'Business place' is empty, 'Node' is empty, 'Cost Center' is empty, and 'Circle' is '1005' for 'Belapur & Nerul'. The 'Value date' is '04.03.2017' and the 'Text' is 'EMD received for CA#EE(KHR-II)/2017'. In the 'Next Line Item' section, the 'PstKy' is '39' and the 'Account' field is '100010'. A dropdown menu is open below the 'Account' field, showing a list of account numbers: '100001', '100054', '138401', and '100004'. A red box highlights the '100010' field, and a yellow circle with the number '1' points to it.

(1) The field is cleared.

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

Enter Vendor Payment: Correct G/L account item

More data Account Model Fast Data Entry Taxes

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

Item 1 / Debit entry / 40

Amount 2,565,000.00 INR Calculate tax

Business place
Node
Cost Center
Circle 1005 Belapur & Nerul

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

Next Line Item

PstKy 39 Account 100010 SGL Ind New co

(1) The field is cleared.

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

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

Restrictions

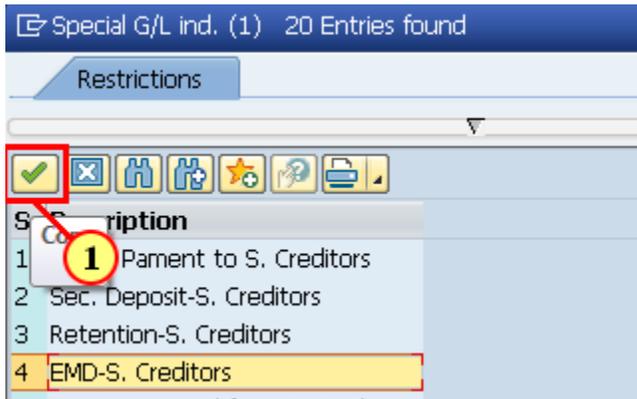
✓ ✕ ⏪ ⏩ ⚙️ 🖨️

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

SAP Training manual

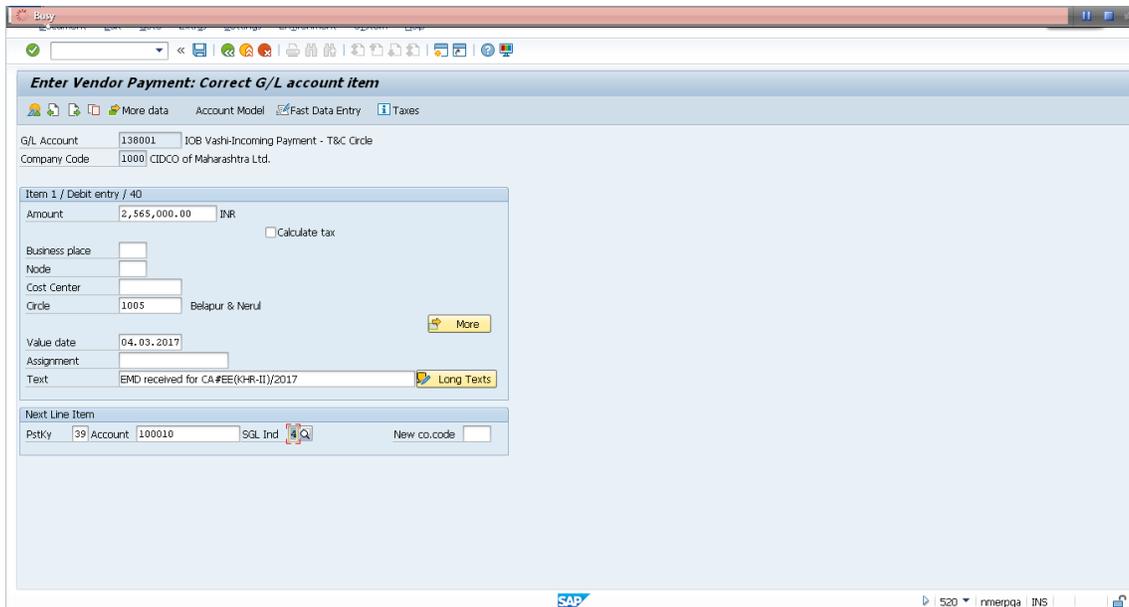
(1) Click on **4 EMD-S. Creditors**

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



(1) Click on 

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



Enter is now pressed.

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

Enter Vendor Payment: Add Vendor

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

Item 2 / S. Creditors EMD / 39 4

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

(1) The field is filled out.

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

Enter Vendor Payment: Add Vendor item

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

Item 2 / S. Creditors EMD / 39 4

Amount * INR
Calculate tax
Node
Disc.perc.
Purch.doc.

Bus./sectn 1000
Disc. Amount
Cost Center Real estate

SAP Training manual

(1) The field is cleared.

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

(1)  is double-clicked.

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

Enter Vendor Payment: Add Vendor item

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

Item 2 / S. Creditors EMD / 39 4

Amount: * INR
 Calculate tax Bus./sectn: 1000 1110
 Node: Disc. Amount:
 Disc.perc.: Cost Center: Real estate:
 Purch.doc.: Circle: 1005 Flow Type:
 Contract: /
 Funds ctr: Cmnt item: 699999
 Assignment:

(1) The field is cleared.

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

The screenshot shows the SAP 'Enter Vendor Payment: Add Vendor item' screen. The 'Text' field is highlighted with a red box and a red circle containing the number 1, indicating where to click to activate the field. The text in the field is 'EMD received from A#EE(KHR-II)/2017'. Below the 'Text' field, there is a 'Next Line Item' section with a '+' sign and a 'PstKy' checkbox.

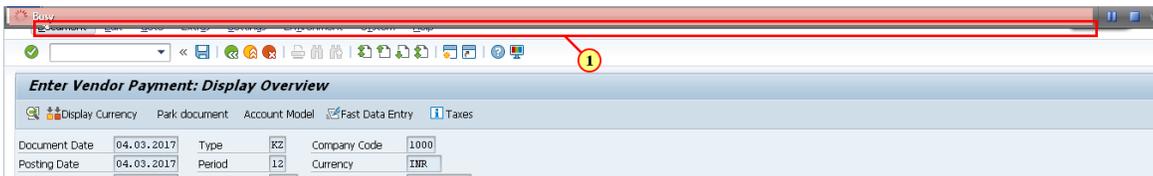
(1) Clicking in the input field activates it.

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

The screenshot shows the SAP 'Enter Vendor Payment: Correct Vendor item' screen. The 'Display Document Overview' icon is highlighted with a red box and a red circle containing the number 1, indicating where to click. The icon is a small landscape picture. The text below the icon is 'Display Document Overview (Shift+F2)'. The 'Text' field is visible below the icon, containing the same text as in the previous screenshot.

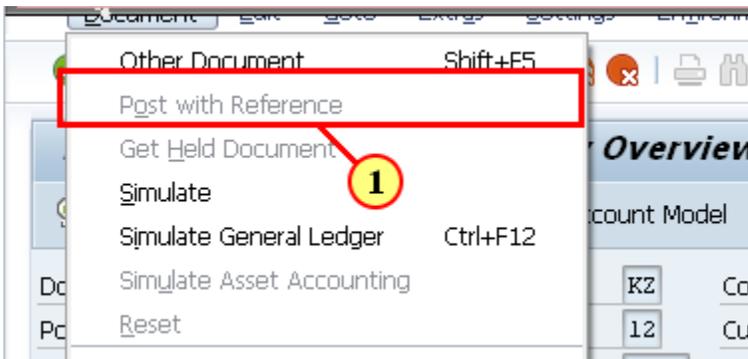
(1) Click on **Display Document Overview** .

Enter Vendor Payment: Display Overview – Document overview is displayed



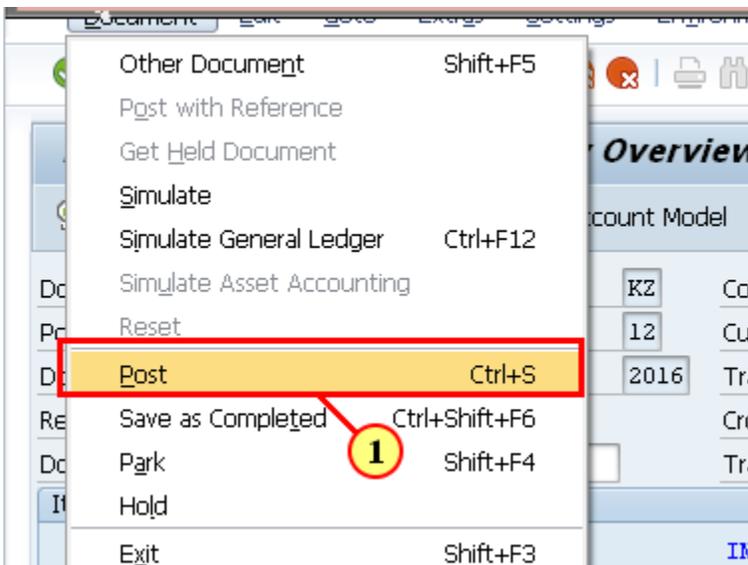
(1) Click on

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



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

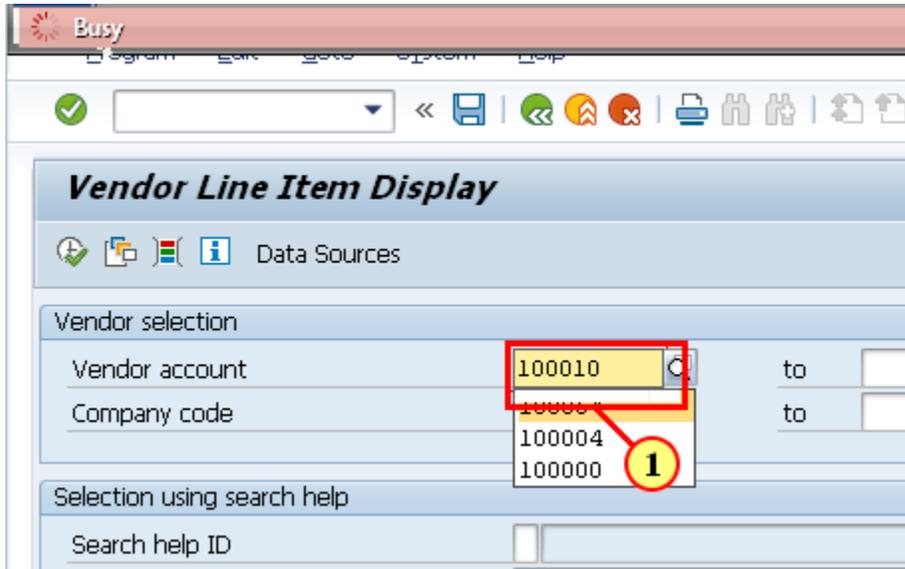
Enter Vendor Payment: Display Overview – Click on Post sub-menu



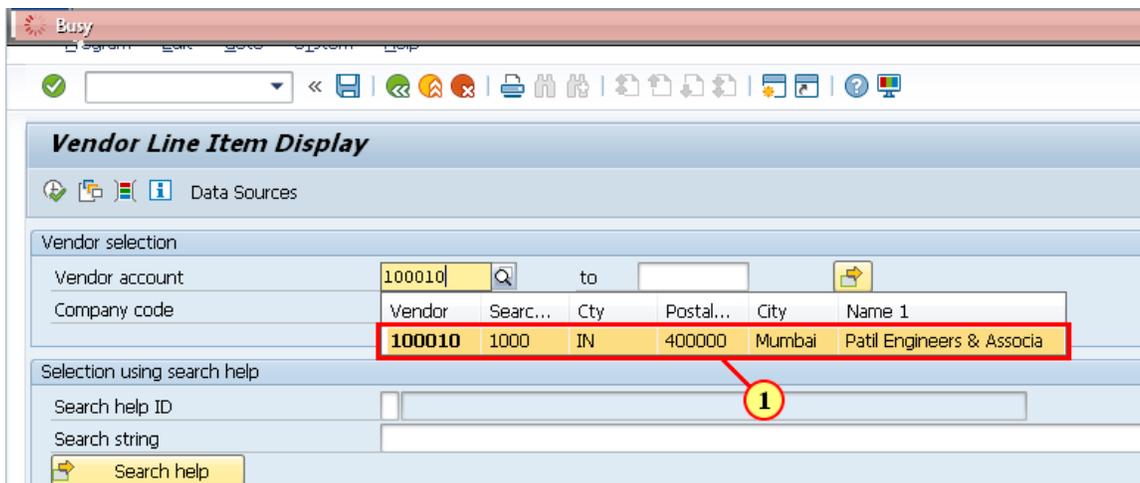
(1) Clicking on the **Post Ctrl+S** | `Post` `Ctrl+S` menu item executes it.

6.2. Tcode FBL3N – to check the posting

Vendor Line Item Display – Select Vendor Account



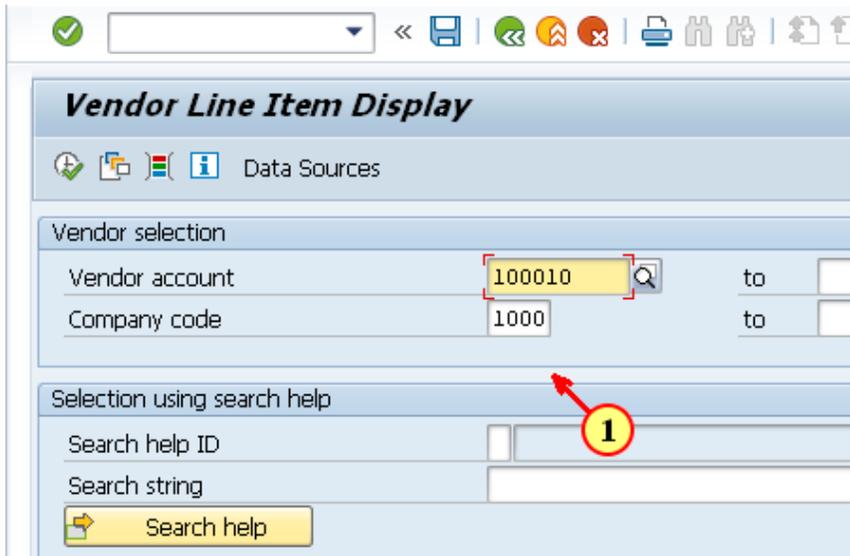
(1) The field is filled out.



(1) Clicking on the entry

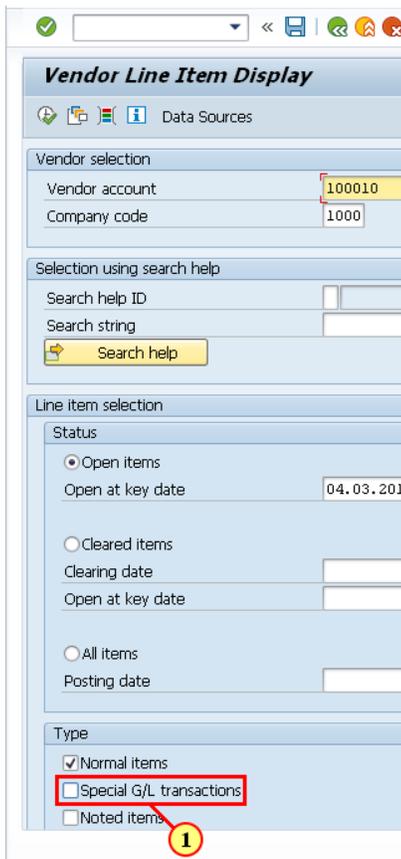
100010 **100010** 1000 IN 400000 Mumbai Patil Engineers & Associa selects it.

Vendor Line Item Display – Enter Company Code as 1000



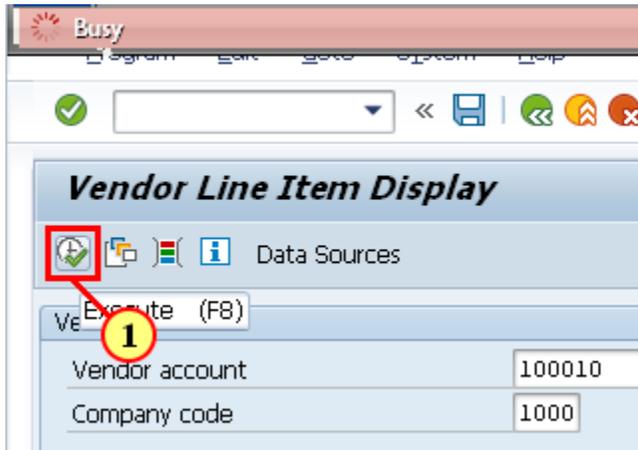
(1) Click here .

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



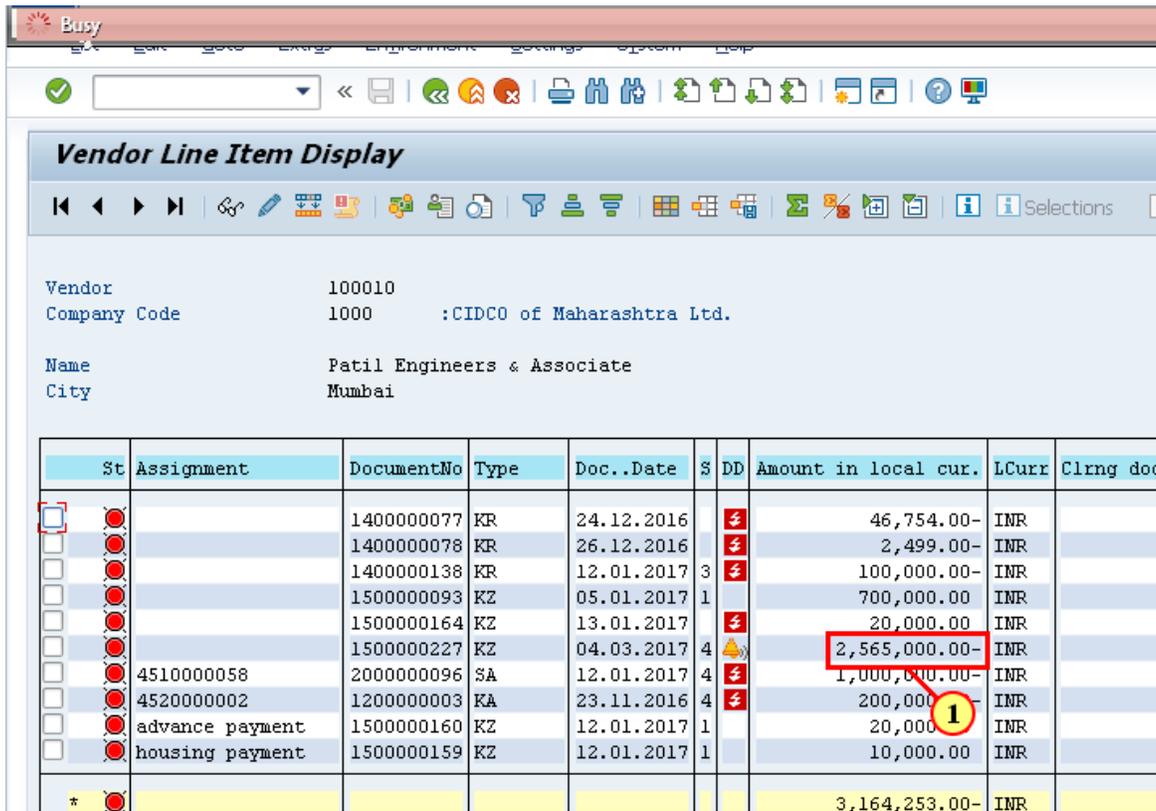
(1) Click on Special G/L transactions.

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-**.

SAP Training manual

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

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

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

Vendor Line Item Display – Check the entries

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
*							3,164,253.00-	INR		
**	Account 100010						3,164,253.00-	INR		

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

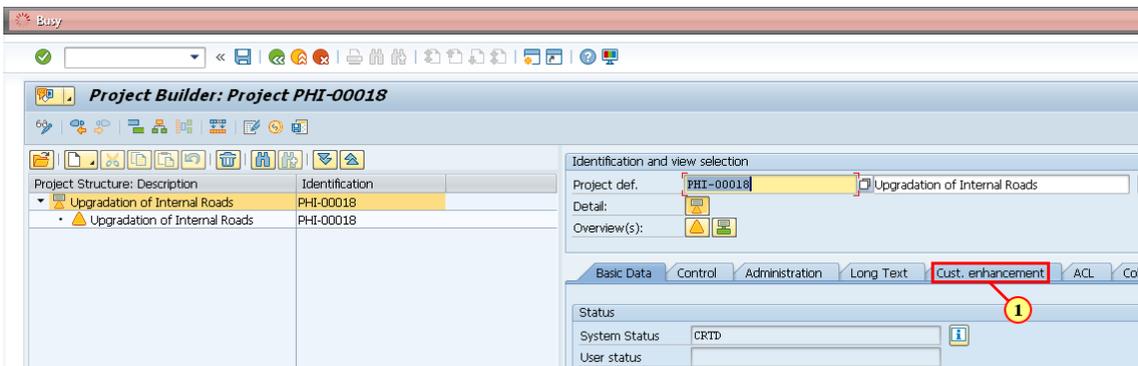
Execute the “Bidding Approval for lowest tender - Upto VC&MD” workflow. The design is as per DOP. Attach this workflow to Project Business Workspace.

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

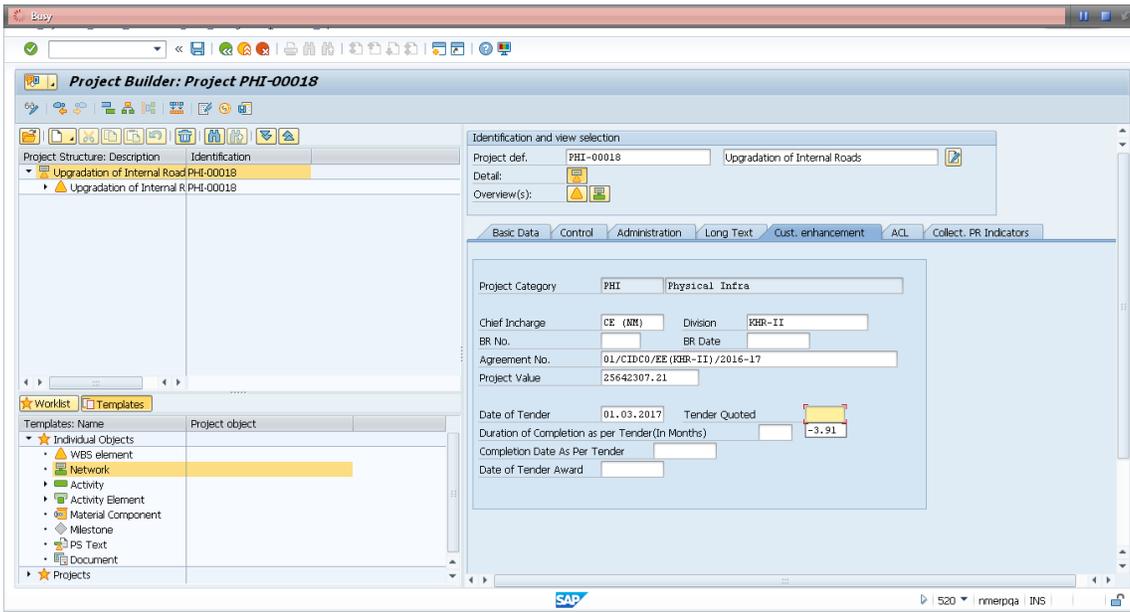


(1) Click on **Cust. enhancement**.

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

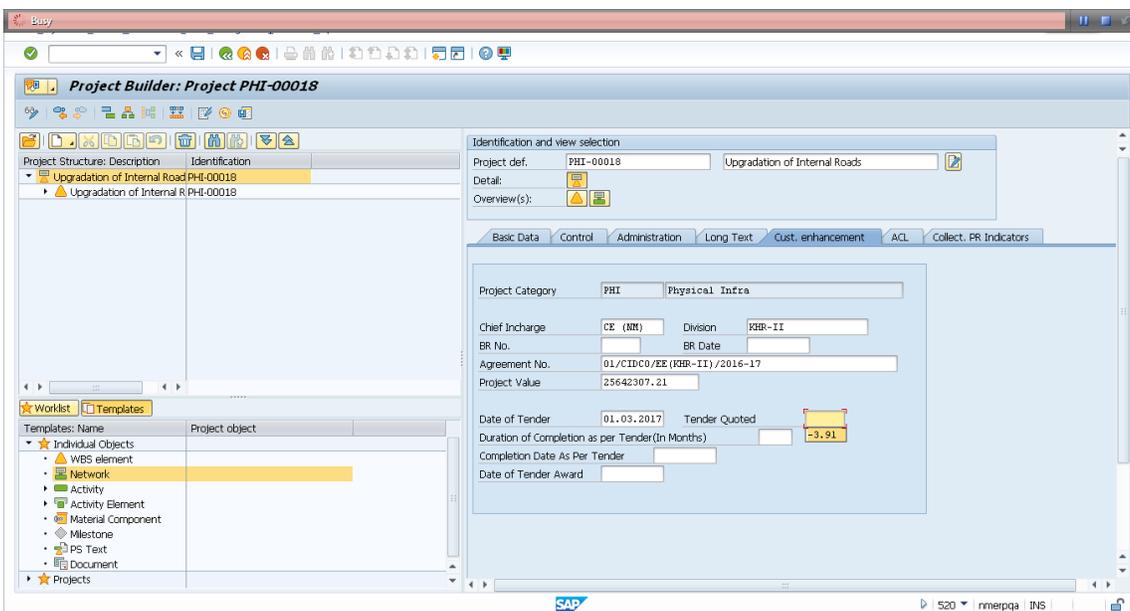
(1) Clicking in the input field activates it.

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

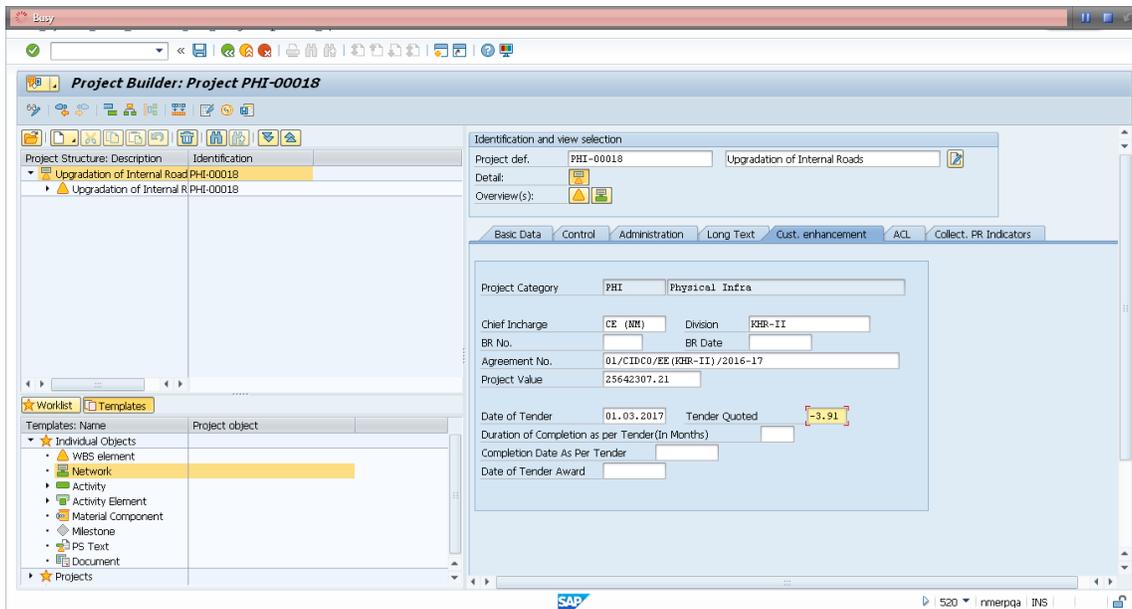


(1) e.g. Enter **25642307.21**

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

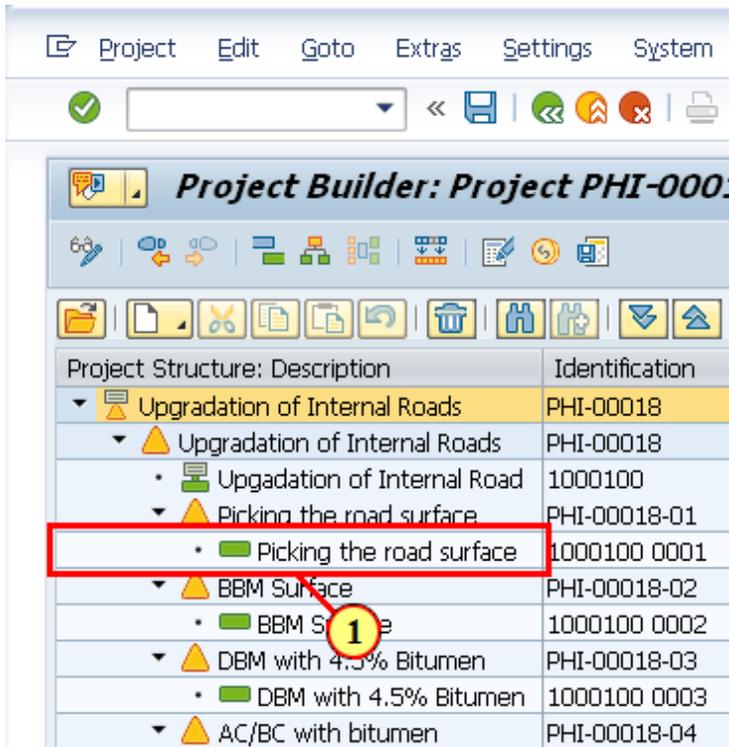
8.1. OpenText File Movement Workflows – during Project Execution

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

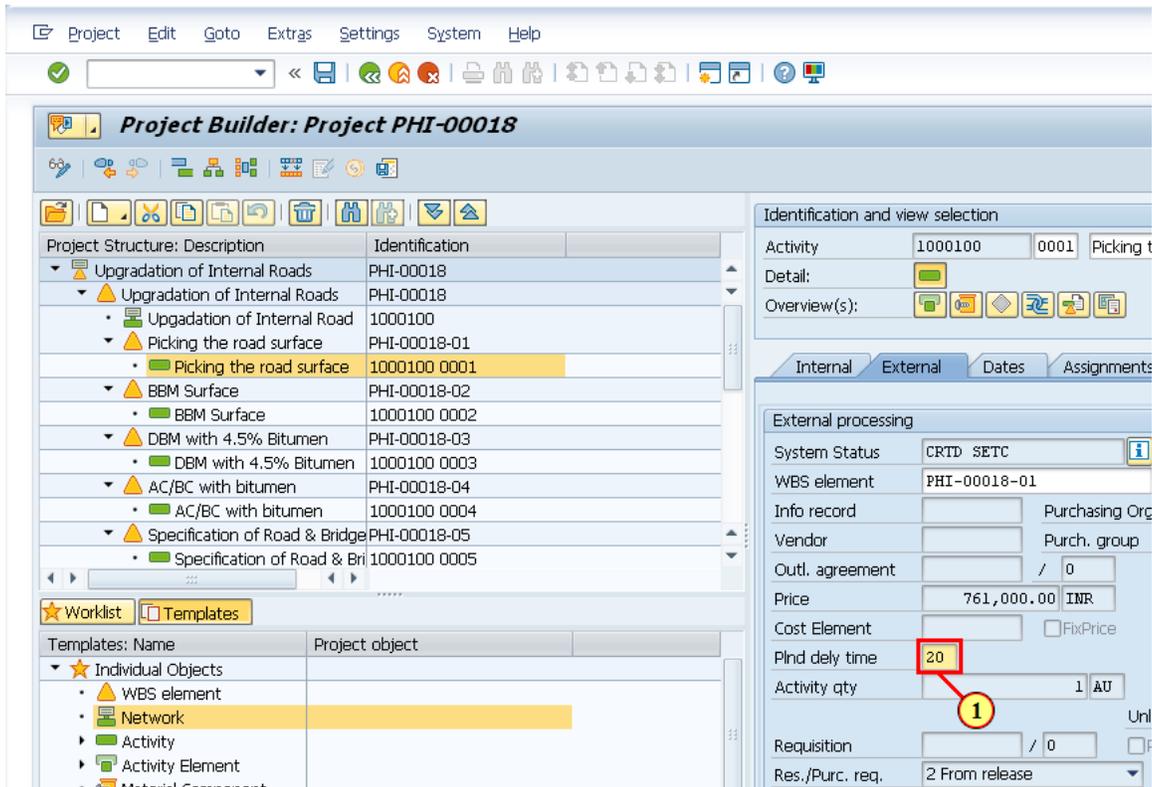
Project Builder: Project PHI-00018 - Enter Tcode CJ20N and open the required project in project builder screen



(1) Click on Picking the road surface

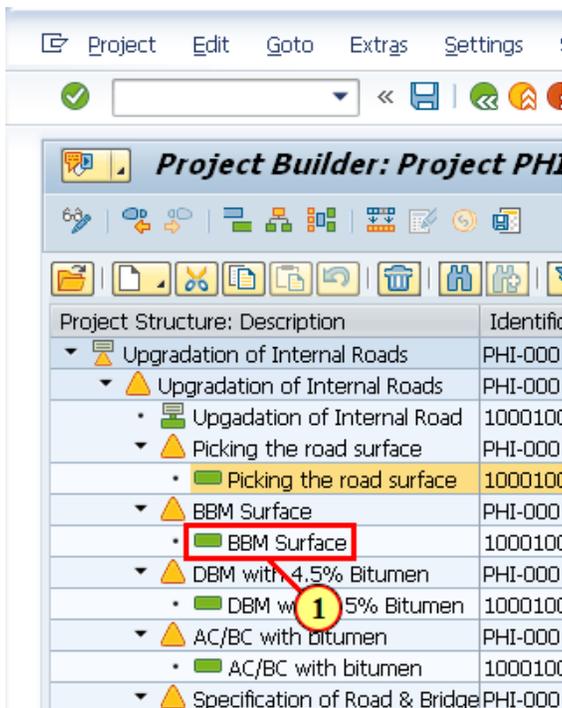
Project Builder: Project PHI-00018 – Select first activity and enter duration in field “Plnd dely time” in days-- We need to enter the duration for all the service activities – one after the other

SAP Training manual



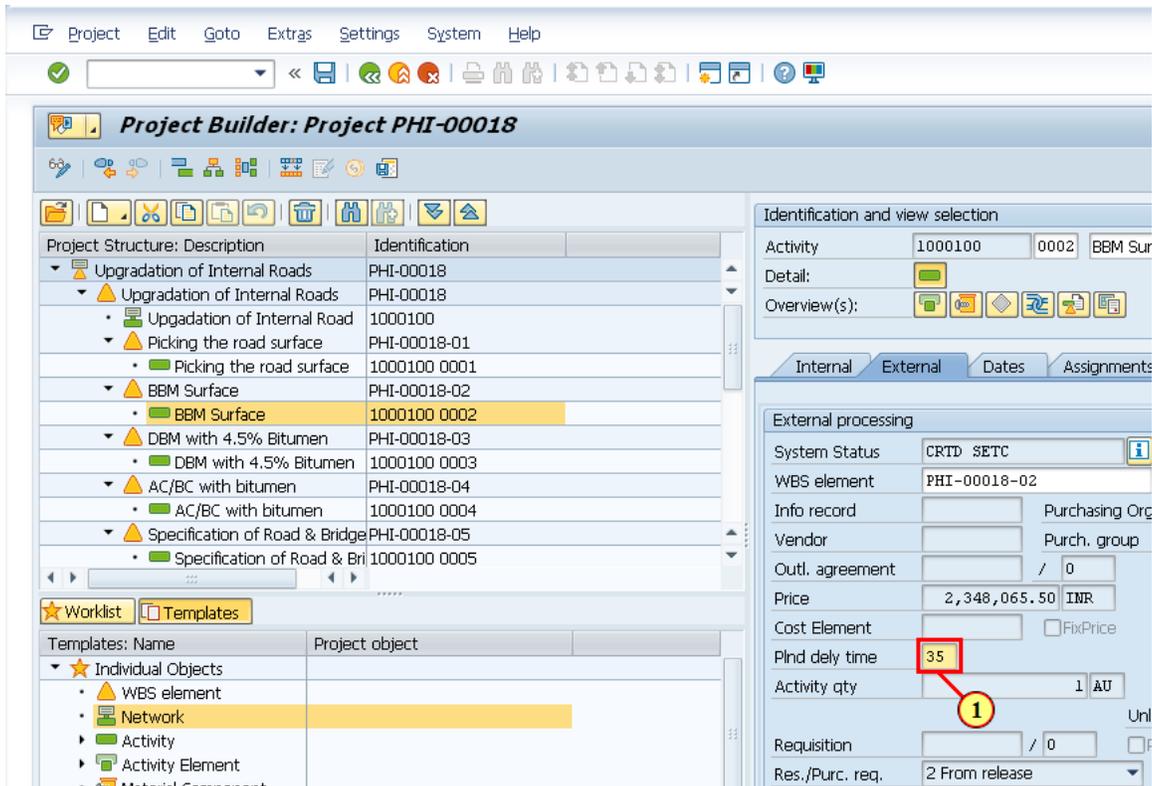
(1) The **Plnd delay time** field is cleared.

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



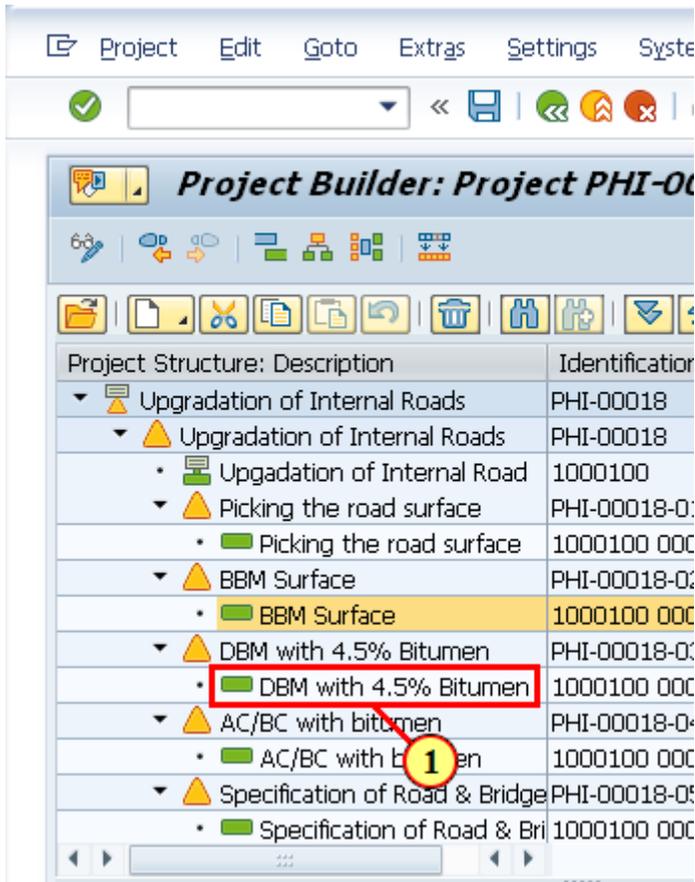
The screenshot shows the SAP Project Builder interface for Project PHI-00018. The 'Project Structure' table is expanded to show the 'BBM Surface' activity. The 'External processing' tab is selected, and the 'Plnd dely time' field is highlighted with a red box and a yellow circle containing the number '1'. The value '35' is entered in this field.

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

External processing	
System Status	CRTD SETC
WBS element	PHI-00018-02
Info record	
Vendor	
Outl. agreement	/ 0
Price	2,348,065.50 INR
Cost Element	
Plnd dely time	35
Activity qty	1 AU
Requisition	/ 0
Res./Purc. req.	2 From release

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

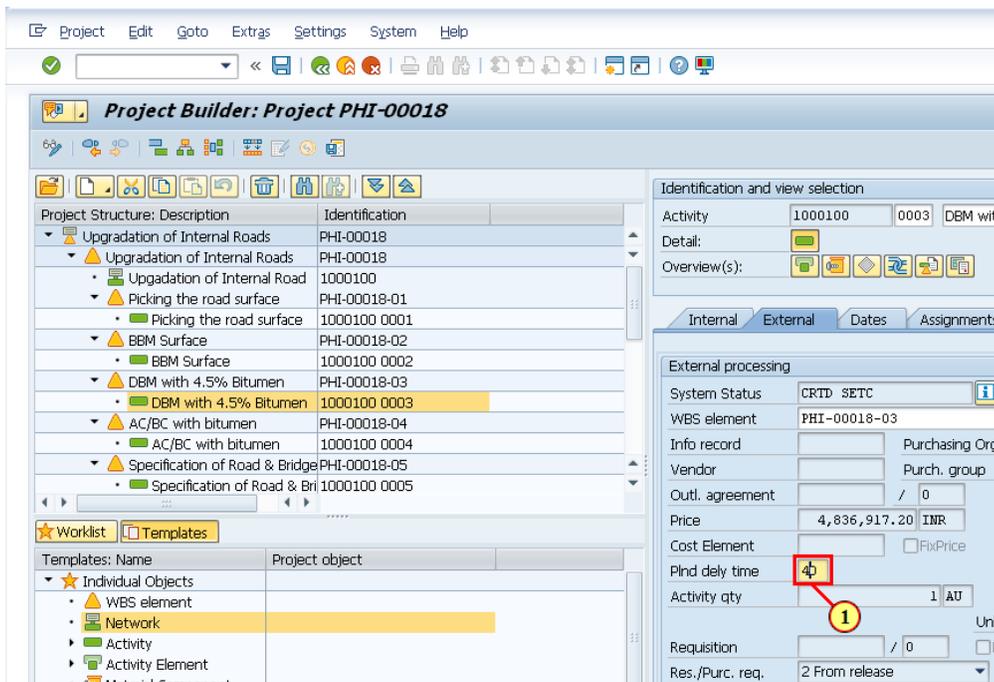
Project Builder: Project PHI-00018 – Select third activity



(1) Click on  DBM with 4.5% Bitumen.

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

SAP Training manual



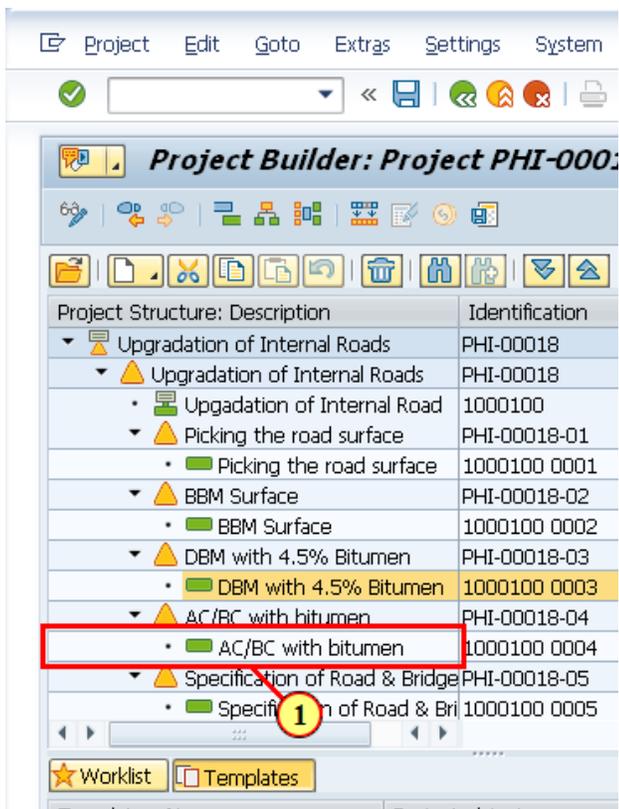
Project Structure: Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5%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

External processing

System Status	CRTD SETC
WBS element	PHI-00018-03
Info record	
Purchasing Org	
Vendor	
Purch. group	
Outl. agreement	/ 0
Price	4,836,917.20 INR
Cost Element	
FixPrice	<input type="checkbox"/>
Plnd delay time	4
Activity qty	1 AU
Requisition	/ 0
Res./Purc. req.	2 From release

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

Project Builder: Project PHI-00018 – Select fourth activity

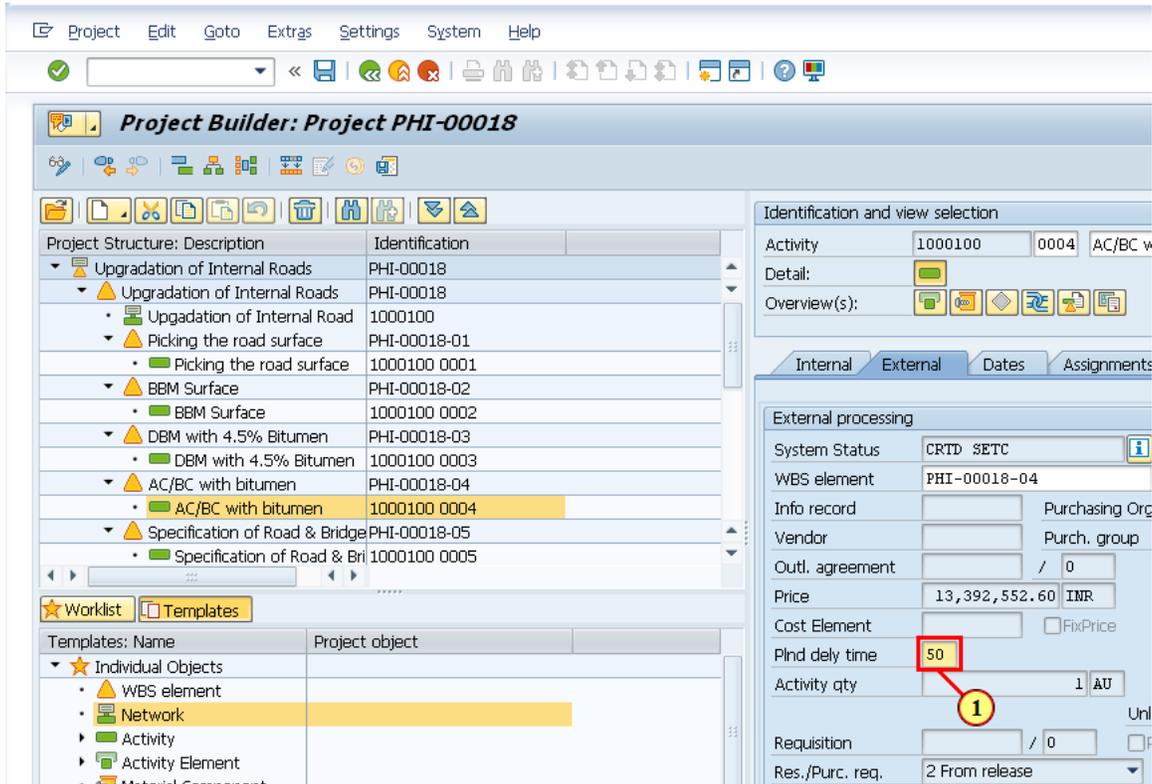


Project Structure: Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5%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

SAP Training manual

(1) Click on AC/BC with bitumen

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

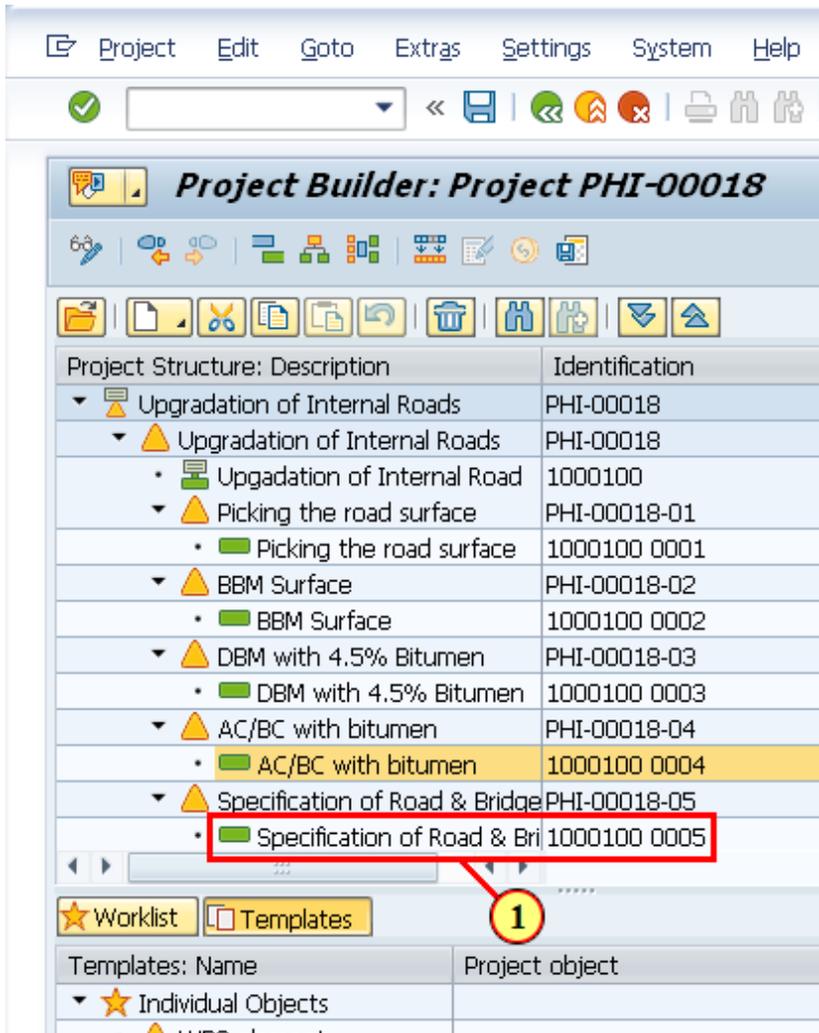


Project Structure: Description	Identification
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Roads	PHI-00018
Upgradation of Internal Road	1000100
Picking the road surface	PHI-00018-01
Picking the road surface	1000100 0001
BBM Surface	PHI-00018-02
BBM Surface	1000100 0002
DBM with 4.5%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

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

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

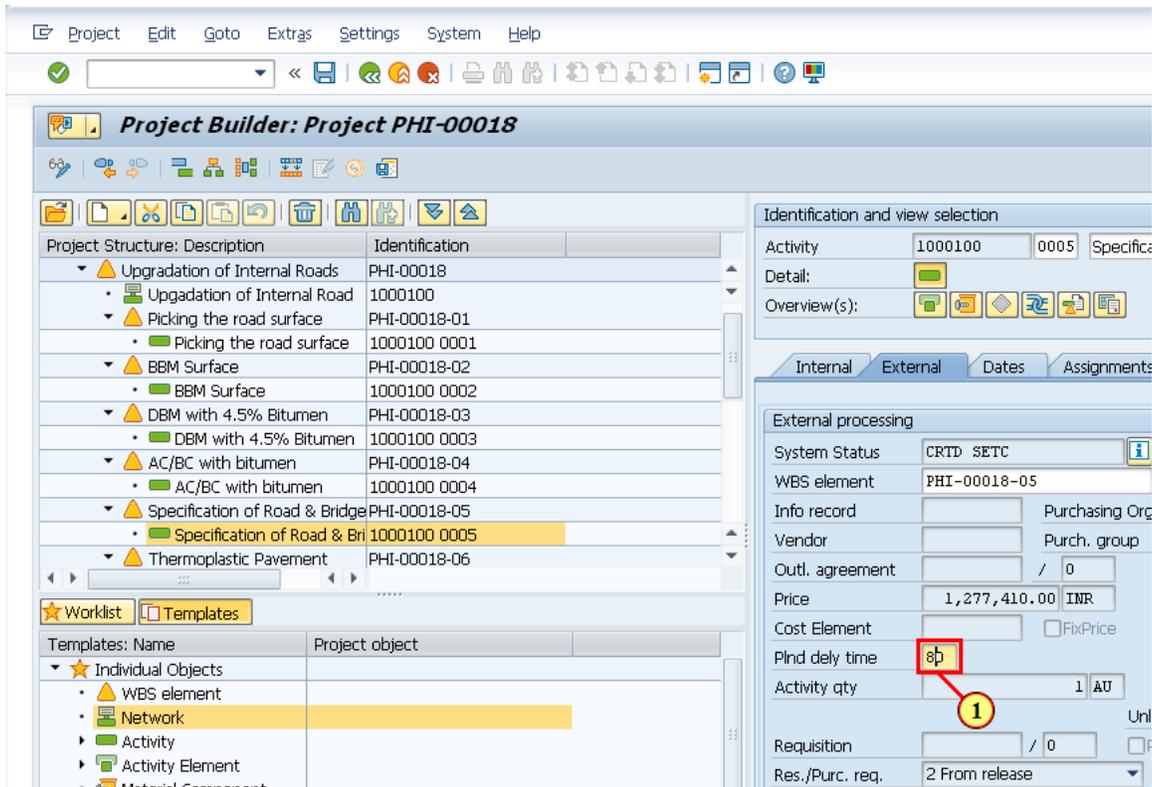
Project Builder: Project PHI-00018 – Scroll and select fifth activity



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

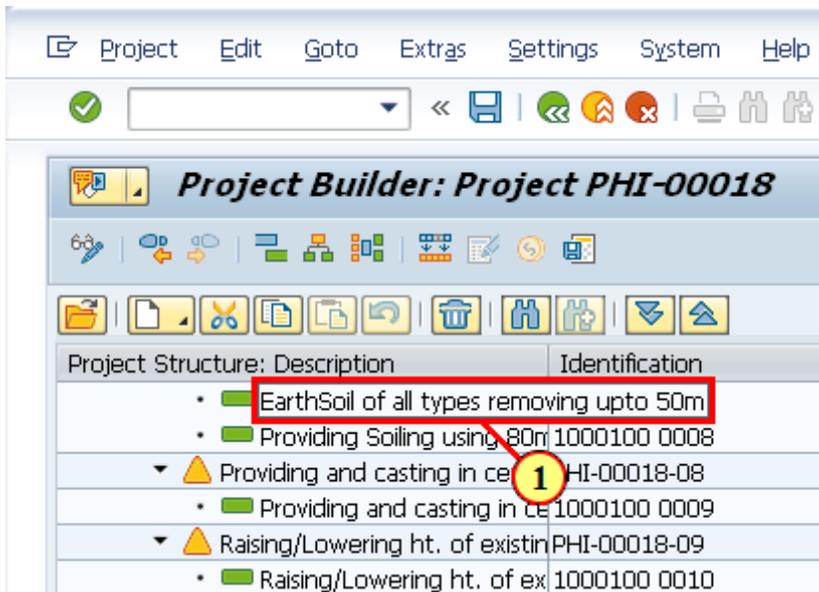
Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days

SAP Training manual



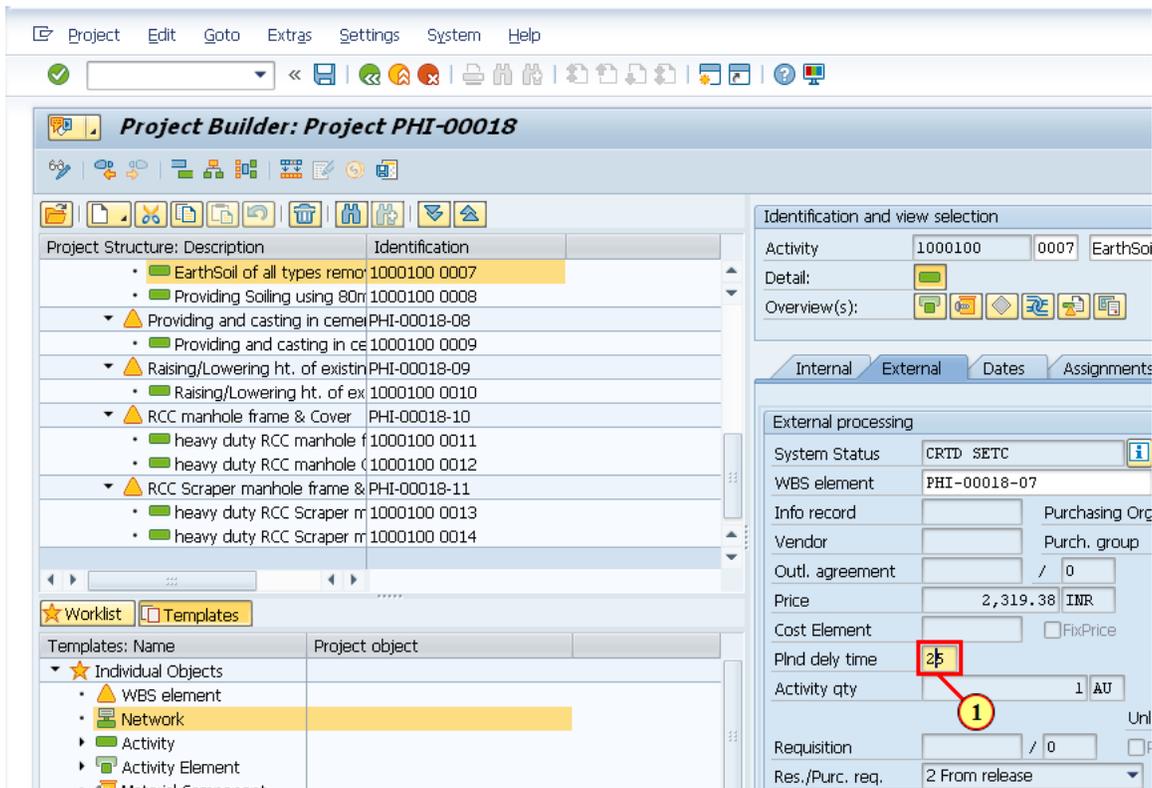
(1) The Pldd delay time field is cleared.

Project Builder: Project PHI-00018 – Select sixth activity



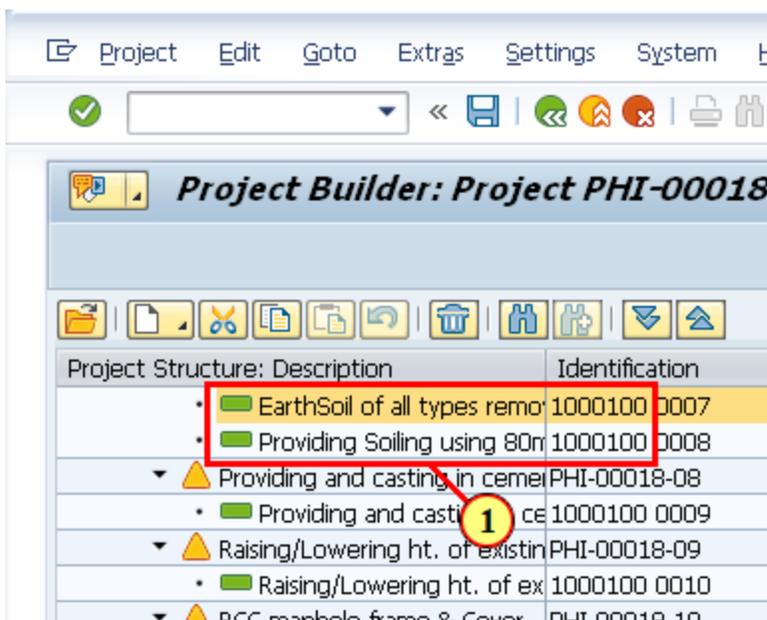
(1) Click on EarthSoil of all types removing upto 50m .

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

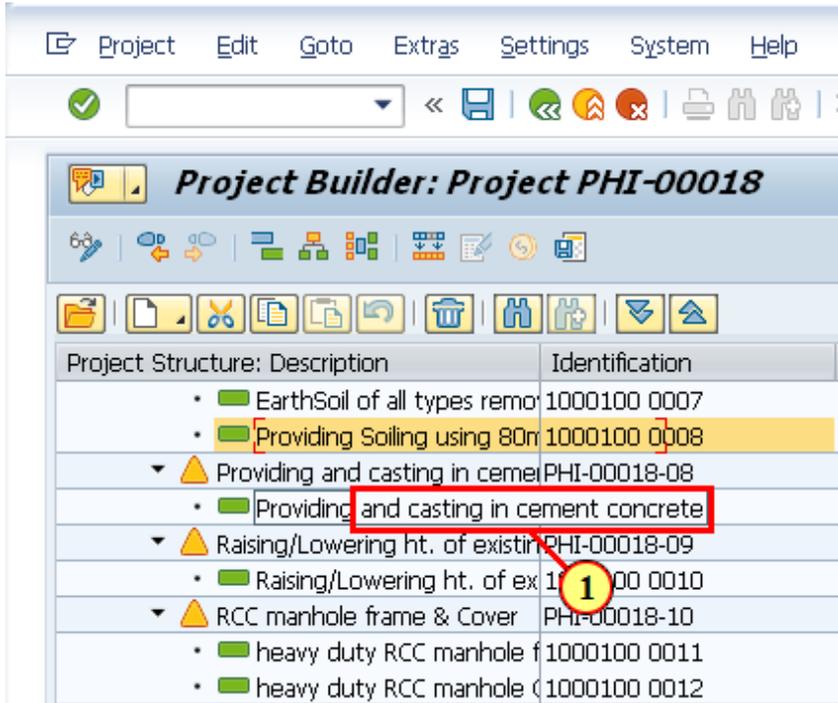


SAP Training manual

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

(1) Click on Providing Soiling using 80n.

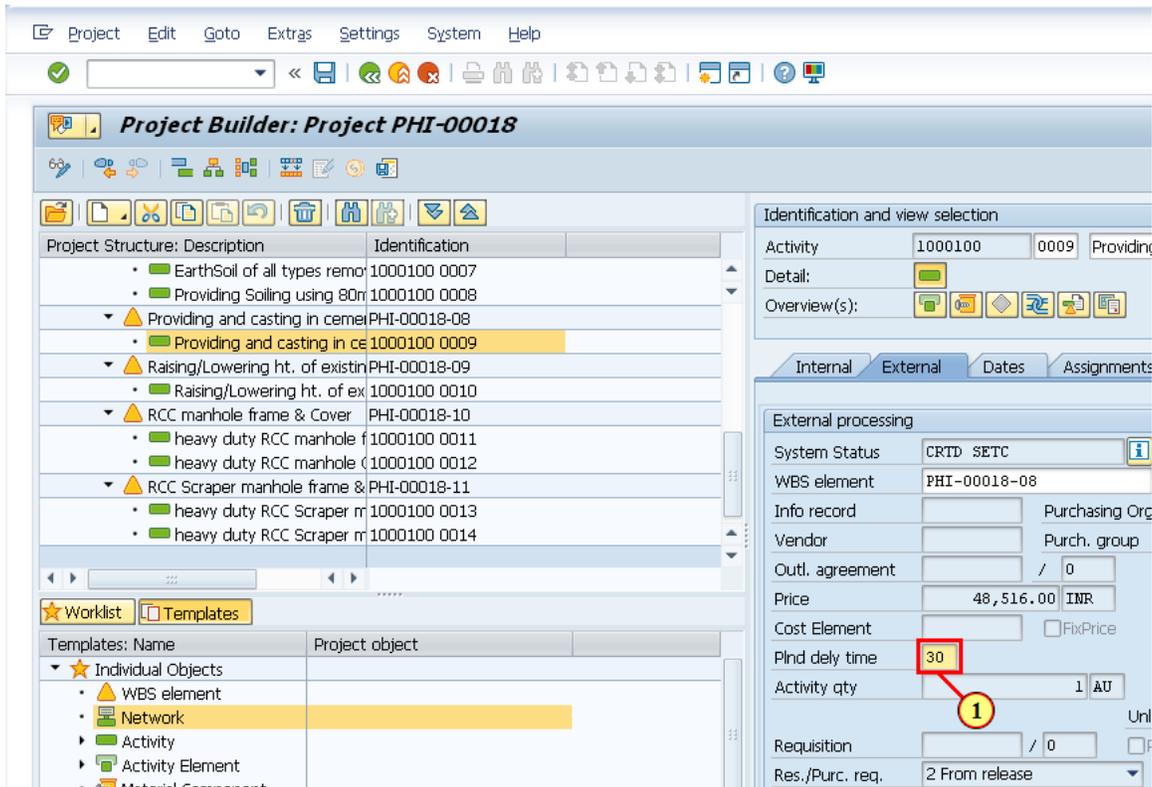
Project Builder: Project PHI-00018 - Enter Plnd. Dely. Time (i.e. Planned Delivery Time) in days



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

(1) Click on and casting in cement concrete.

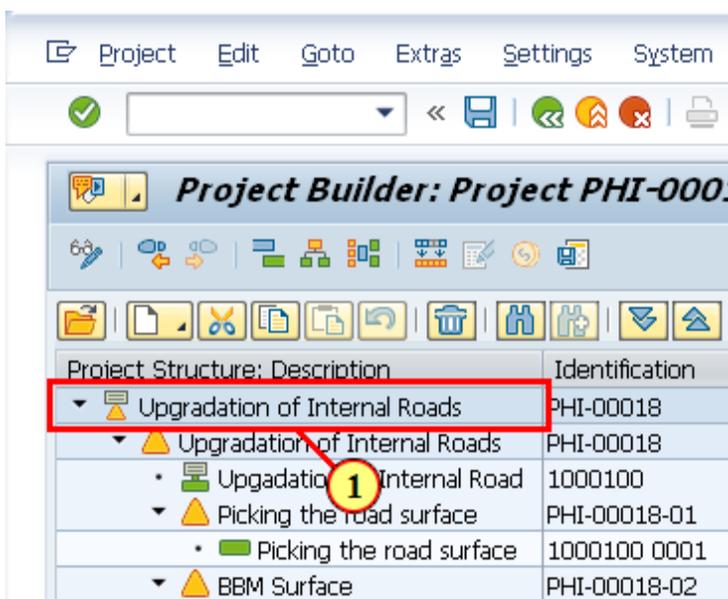
Project Builder: Project PHI-00018 – Similarly enter duration for all activities

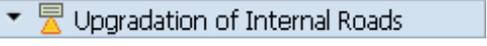


(1) The **Plnd delay time** field is cleared.

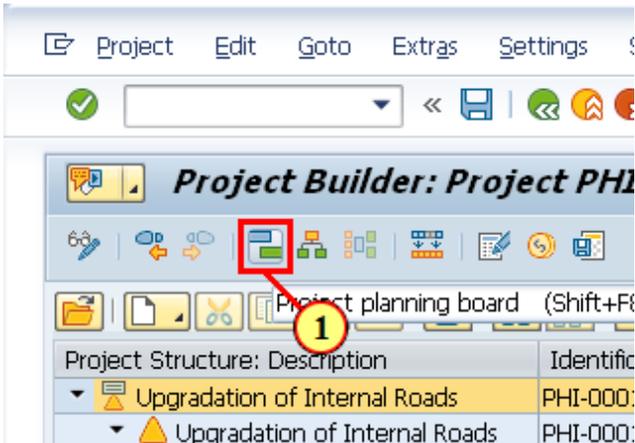
8.3. Go to Project Planning Board

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



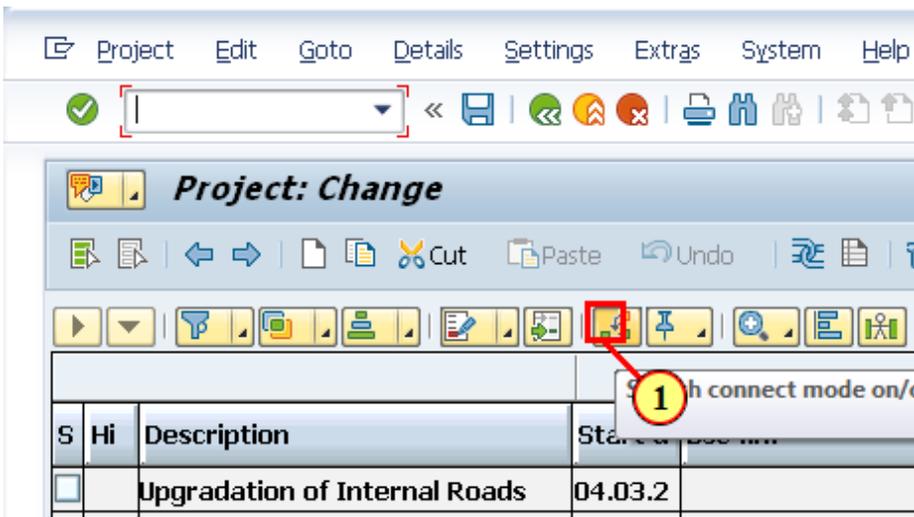
(1) Click on  Upgradation of Internal Roads

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



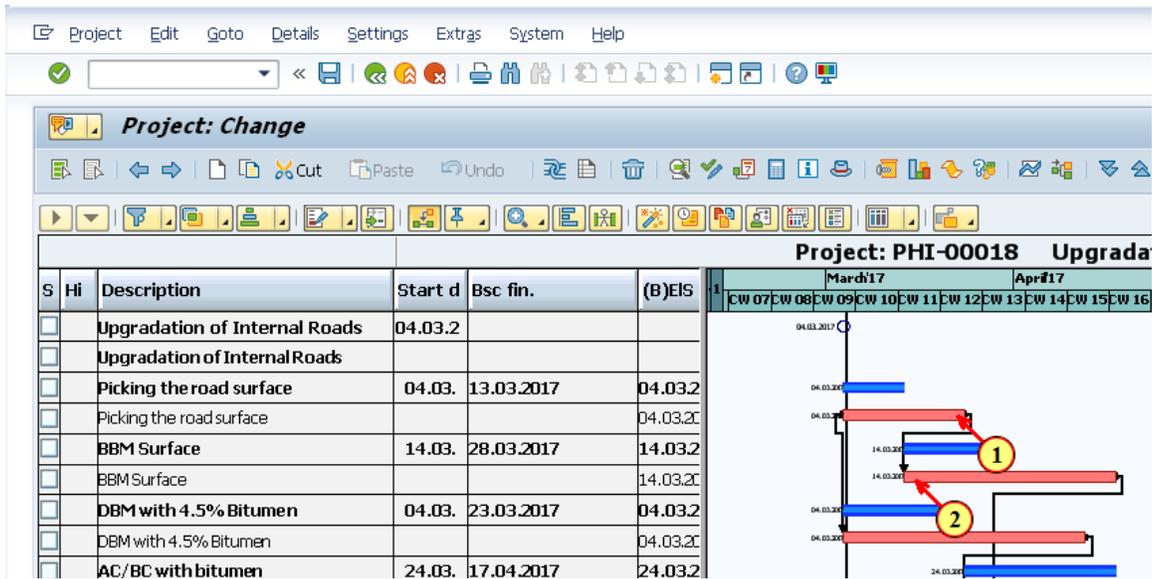
(1) Click on **Project planning board** .

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



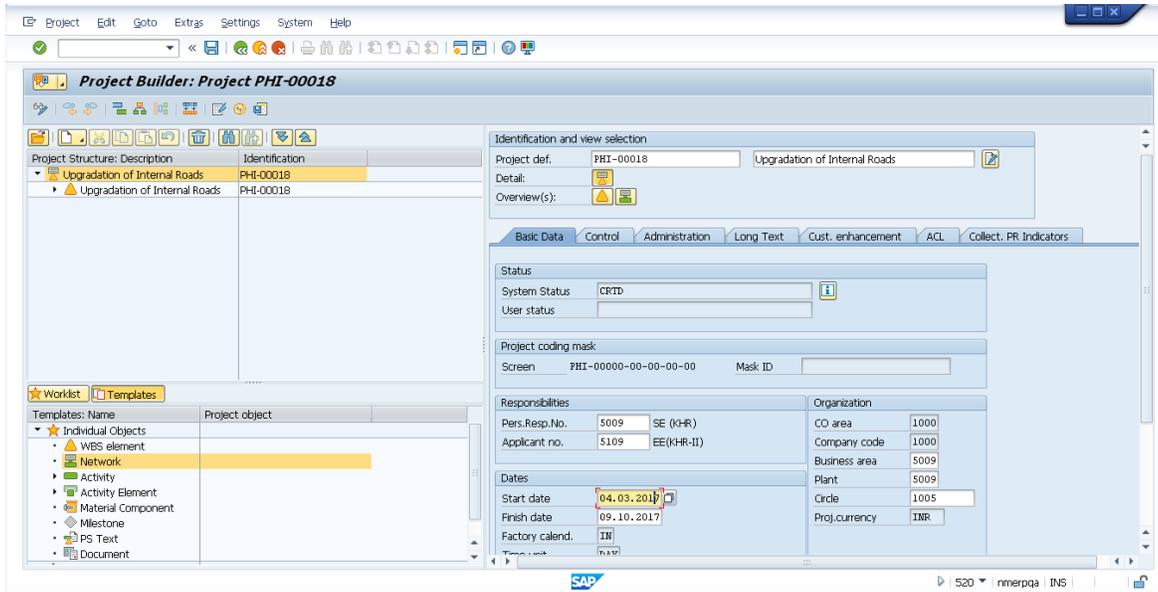
Project: PHI-00018 Upgrada

S	Hi	Description	Start d	Bsc fin.	(B)ELS
		Upgradation of Internal Roads	04.03.2		
		Upgradation of Internal Roads			
		Picking the road surface	04.03.	13.03.2017	04.03.2
		Picking the road surface			04.03.2
		BBM Surface	14.03.	28.03.2017	14.03.2
		BBM Surface			14.03.2
		DBM with 4.5% Bitumen	04.03.	23.03.2017	04.03.2
		DBM with 4.5% Bitumen			04.03.2
		AC/BC with bitumen	24.03.	17.04.2017	24.03.2

The Gantt chart on the right shows a timeline from 04.03.2017 to 24.03.2017. It features several task bars in blue and red. Two red arrows labeled '1' and '2' point to specific task bars, indicating drag-and-drop actions.

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

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



Project Builder: Project PHI-00018

Project Structure: Description | Identification

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

Worklist | Templates

Templates: Name | Project object

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

Identification and view selection

Project def.: PHI-00018 | Upgradation of Internal Roads

Detail: [Icon]

Overview(s): [Icon]

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

Status

System Status: CRITD [Info]

User status: [Field]

Project coding mask

Screen: PHI-00000-00-00-00 | Mask ID: [Field]

Responsibilities

Pers.Resp.No.: 5009 | SE (K+R)

Applicant no.: 5109 | EE(K+R-II)

Organization

CO area: 1000

Company code: 1000

Business area: 5009

Plant: 5009

Circle: 1005

Proj.currency: INR

Dates

Start date: 04.03.2017 [Calendar]

Finish date: 09.10.2017

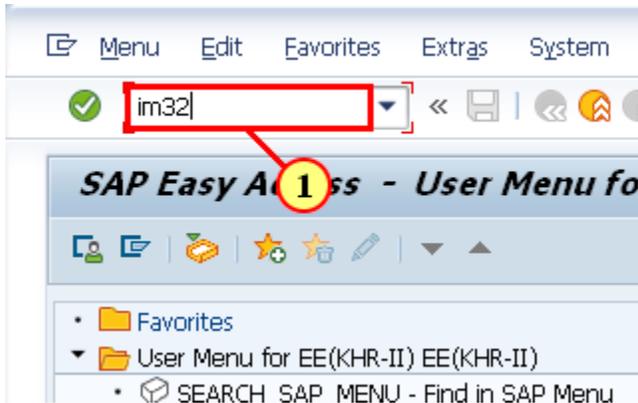
Factory calend.: III

SAP | 520 | nmerpqa | INS

9. Project Budget allocation from Project Category

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

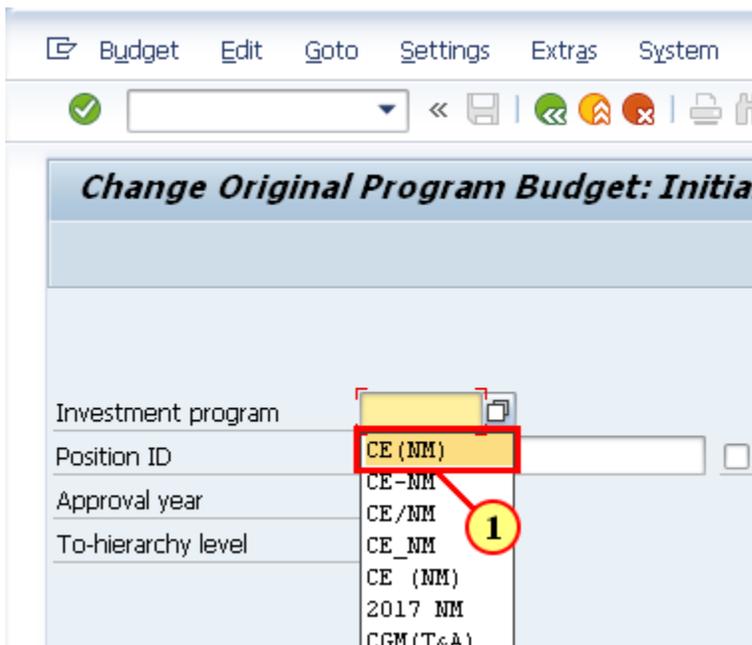
IM32 – Change Original Program Budget - User Menu for EE(KHR-II) EE(KHR-II) – Enter Tcode IM32



(1) The field is filled out.

9.2. Select Investment Program

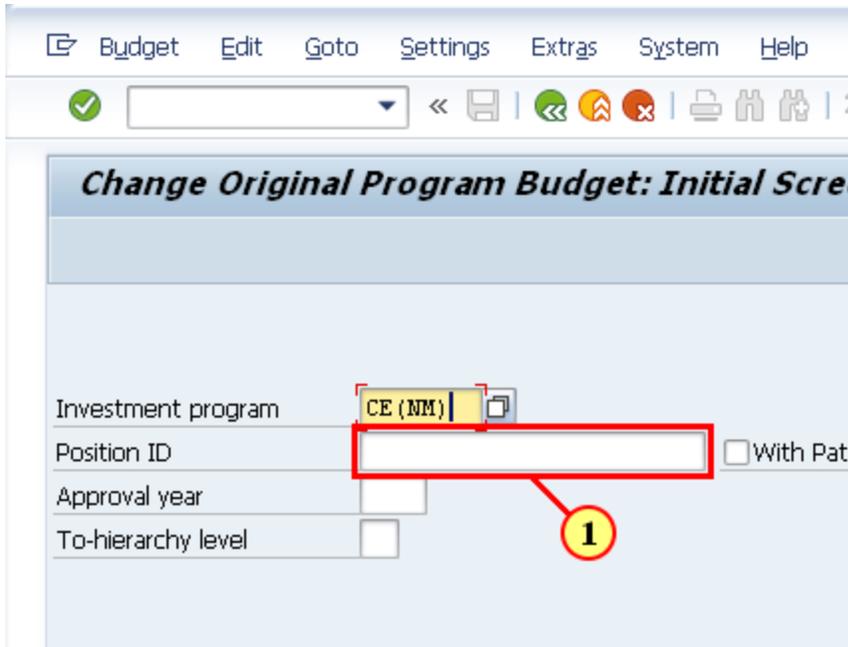
Change Original Program Budget: Initial Screen – Select the required investment program



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

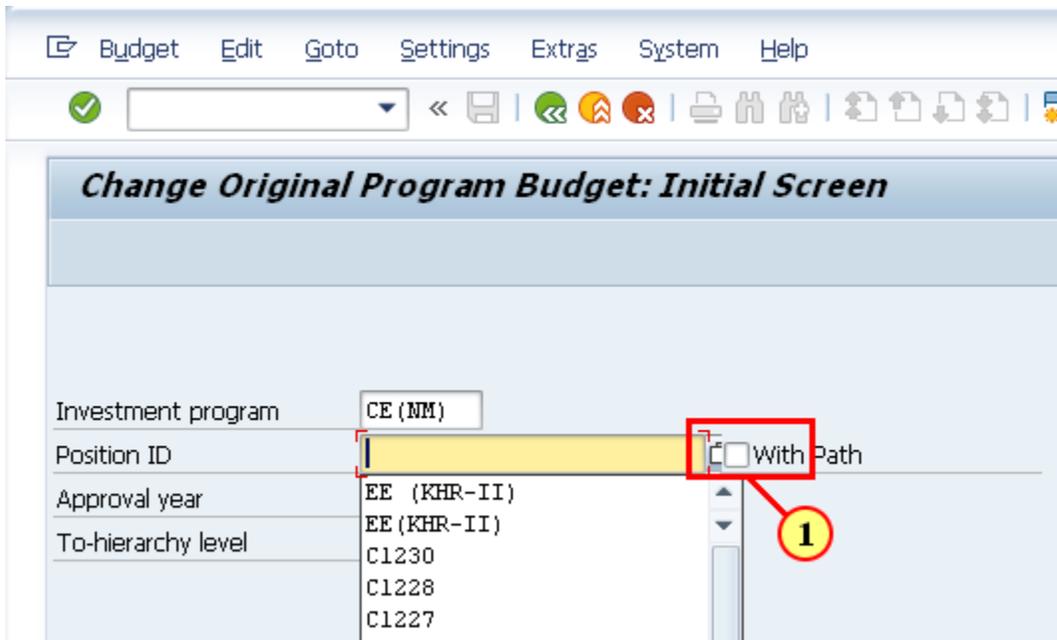
9.3. Select Position ID

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 beside the field to open the popup window



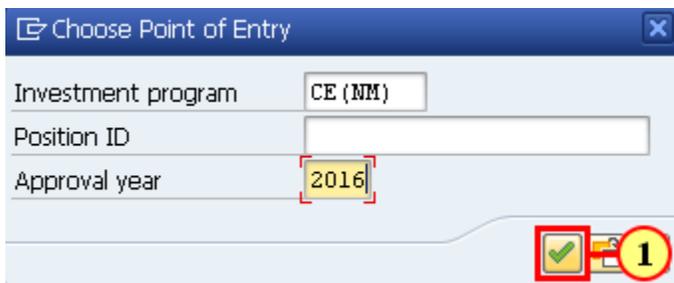
(1) Click on  With.

9.4. Select/Enter Approval Year

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

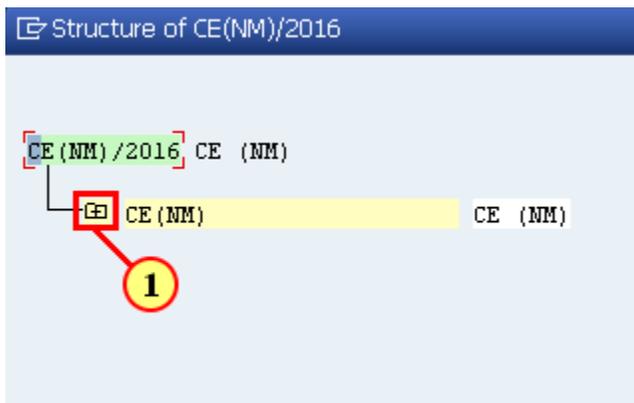


Choose Point of Entry – click green tick mark



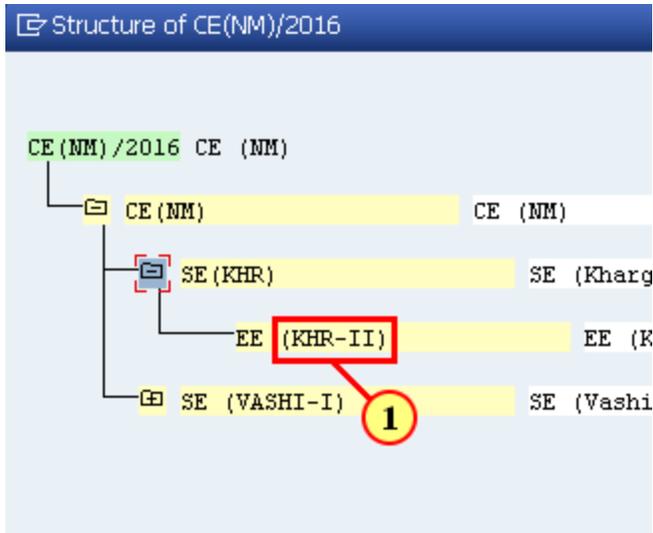
(1) Click on **Continue** .

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.

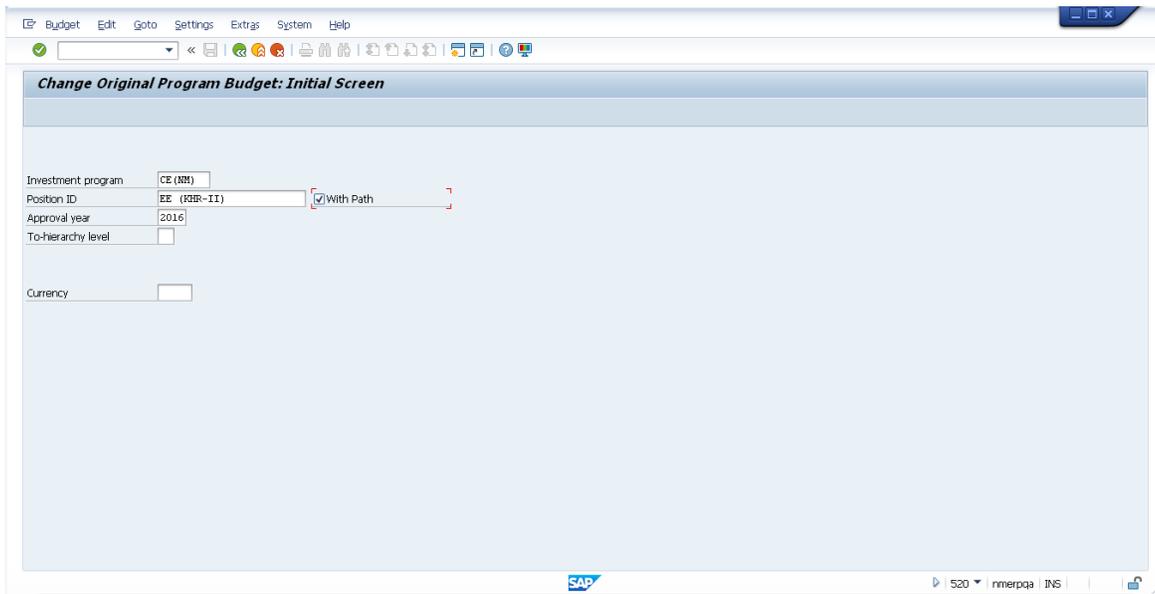
Change Original Program Budget: Initial Screen – this selection will be populated in the earlier screen

Change Original Program Budget: Initial Screen

Investment program	CE (NM)
Position ID	EE (KHR-II) <input type="checkbox"/> With Path
Approval year	2016
To-hierarchy level	

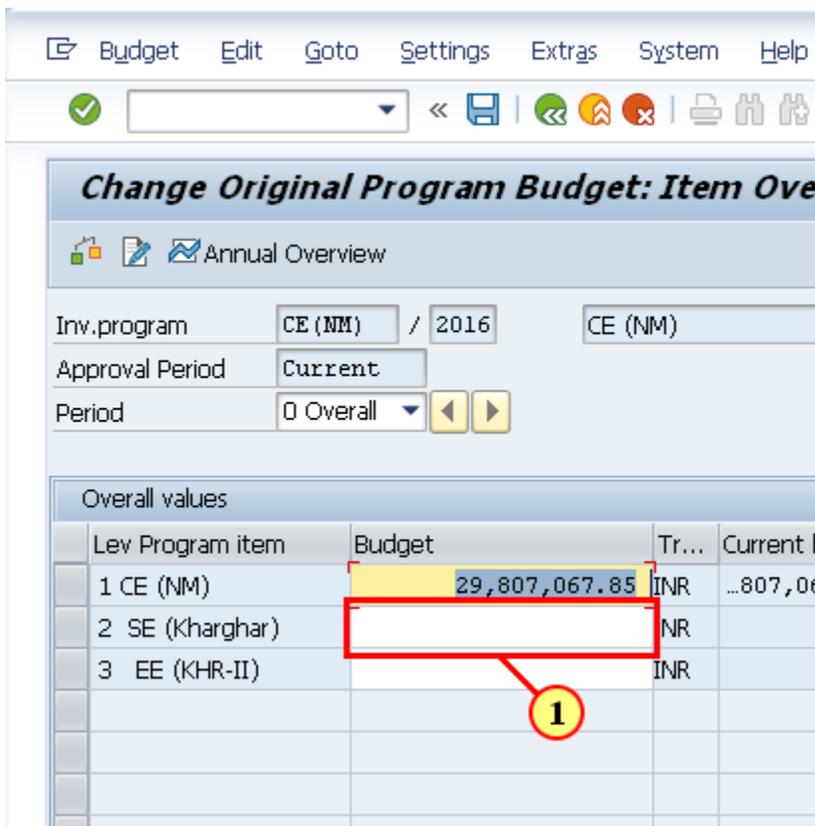
(1) Click on With Path.

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

The screenshot shows the SAP interface for 'Change Original Program Budget: Item Overview'. The 'Inv.program' is 'CE (NM) / 2016' and the 'Approval Period' is 'Current'. The 'Period' is set to '0 Overall'. The table below shows the budget details for three levels:

Lev Program item	Budget	Tr...	Current bud...	Distributed	Distributable	Planned total...	Cumulative	Rem
1 CE (NM)	29,807,067.85	INR	..807,067.85	..807,067.85			..807,067.85	
2 SE (Kharghar)	1,248,329.39	INR						
3 EE (KHR-II)	1,248,329.39							

A dropdown menu is open for item 2, showing a list of values: 1,248,329.39, 282,997.05, 60,645.00, 18,552.00, 3,926.40, 2,148,273.60, 69,159.65, 11,856.55, 11,939.23, and 29,940.22. A red box highlights the '282,997.05' value, with a callout '1' pointing to it.

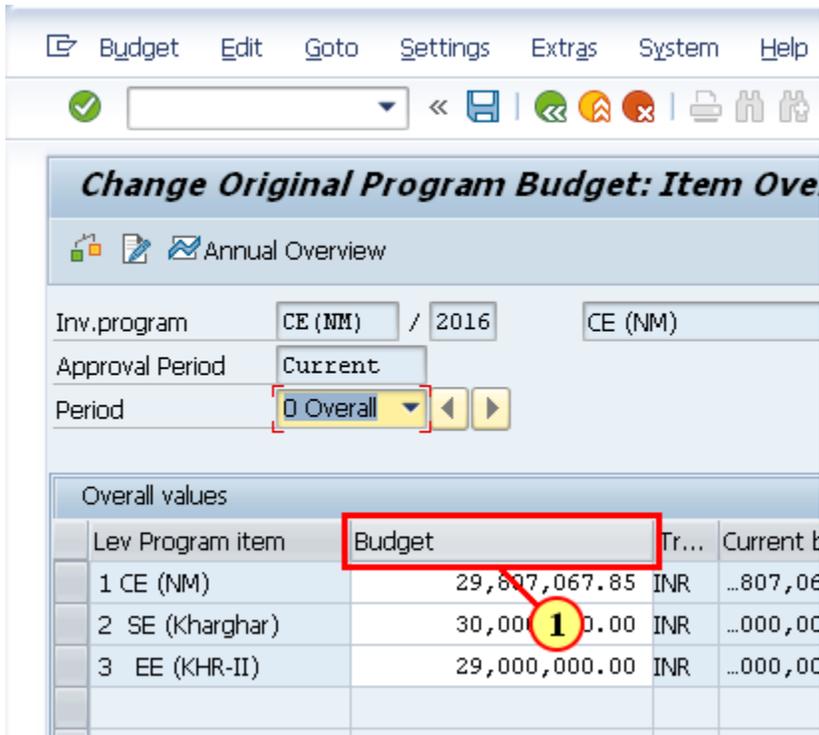
The screenshot shows the same SAP interface as above, but with the budget for item 2 SE (Kharghar) updated to 3,000,000.00. The table below shows the updated budget details:

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

A red box highlights the '3,000,000.00' value in the Budget column for item 2, with a callout '1' pointing to it.

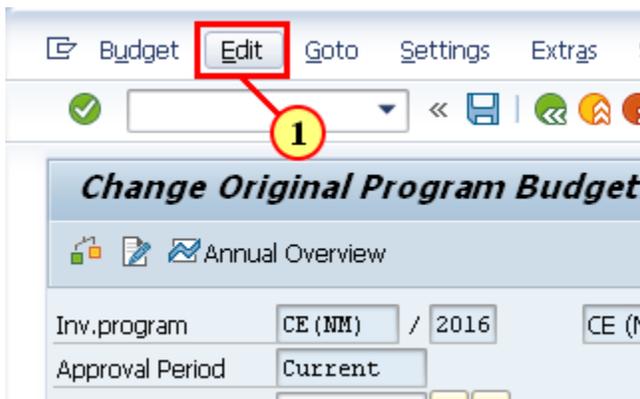
9.6. Program Budget—Total Up for Overall and Annual

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”



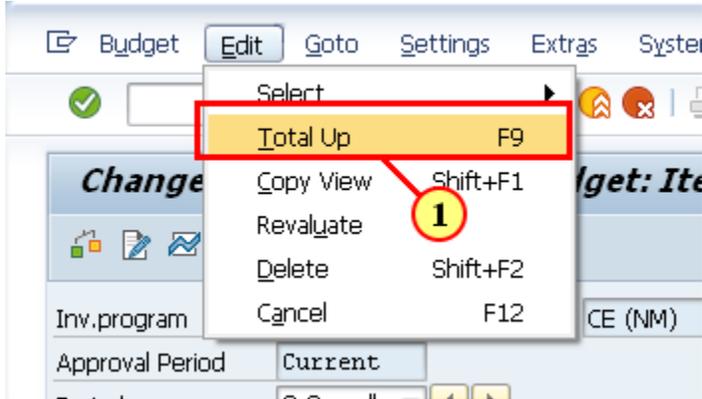
(1) Click on Budget

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



(1) Clicking on the Edit 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



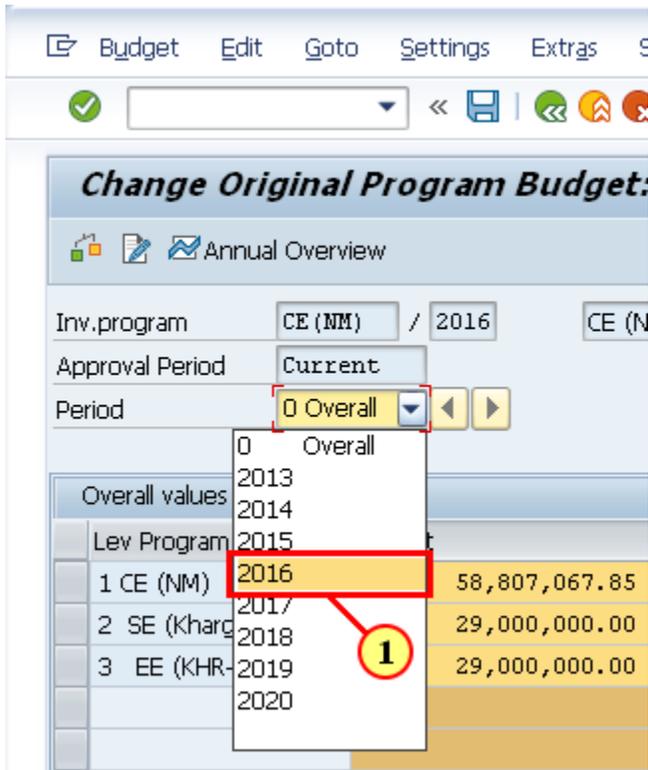
(1) Clicking on the **Total Up F9**  menu item executes it.

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



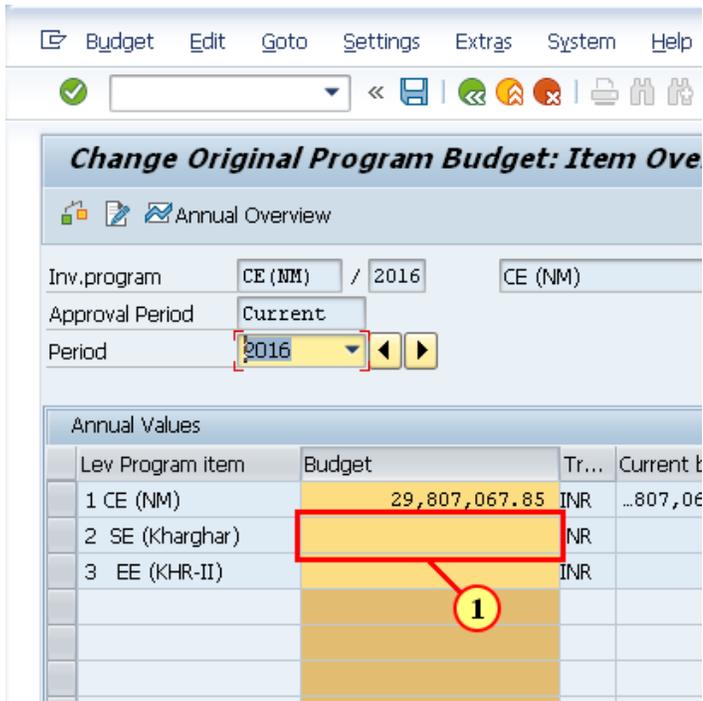
(1) Click on **Continue** .

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.

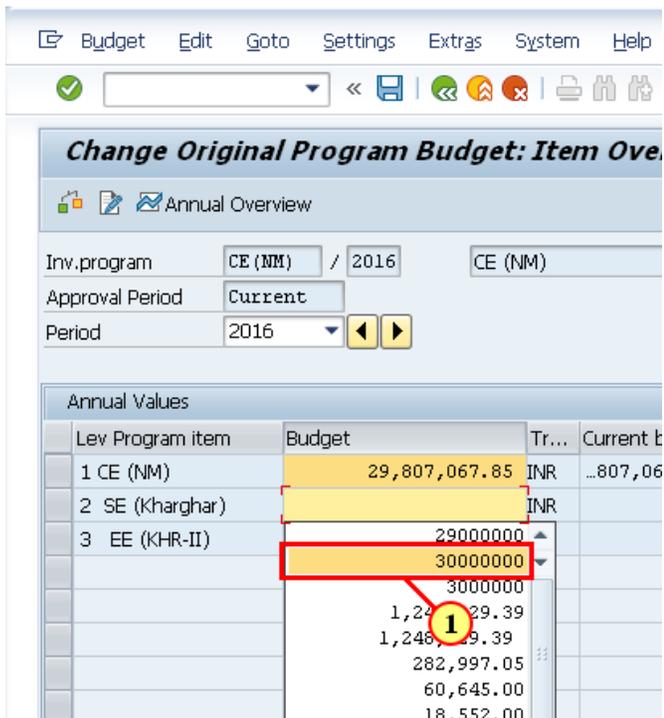
Change Original Program Budget: Item Overview – The columns will be blank because we have not yet set the annual budgets



(1) Click on



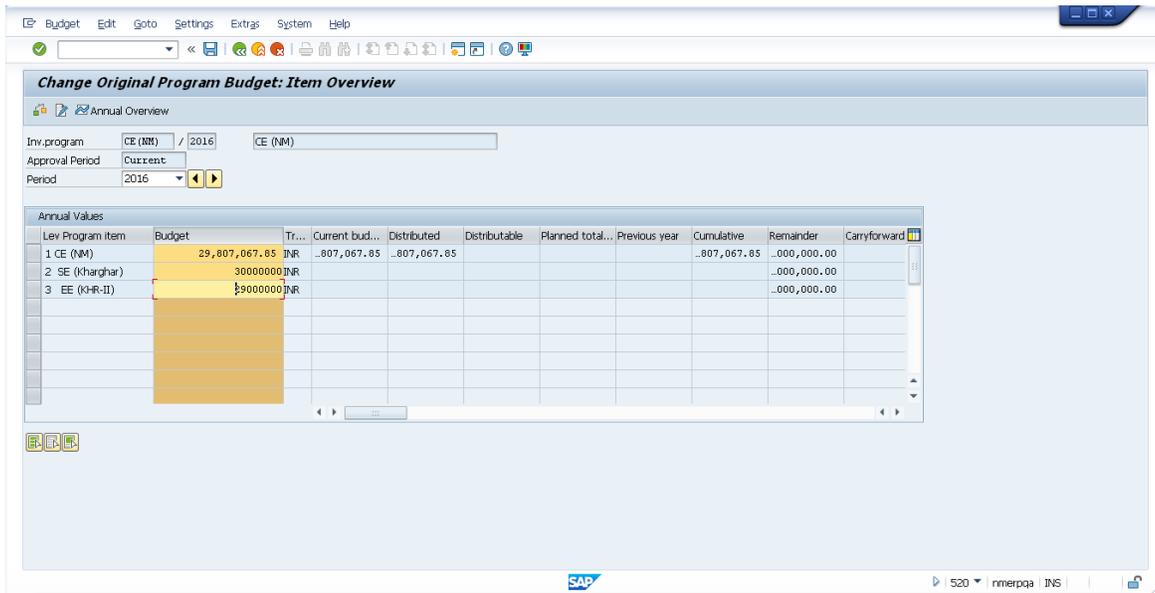
Change Original Program Budget: Item Overview – enter the Annual budgets for subsequent rows



SAP Training manual

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

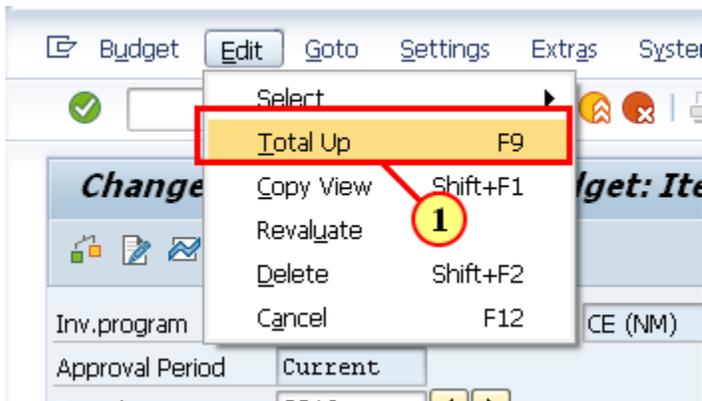
Change Original Program Budget: Item Overview – Ensure that Budget column is selected after doing all the entries



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

Enter is now pressed.

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



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

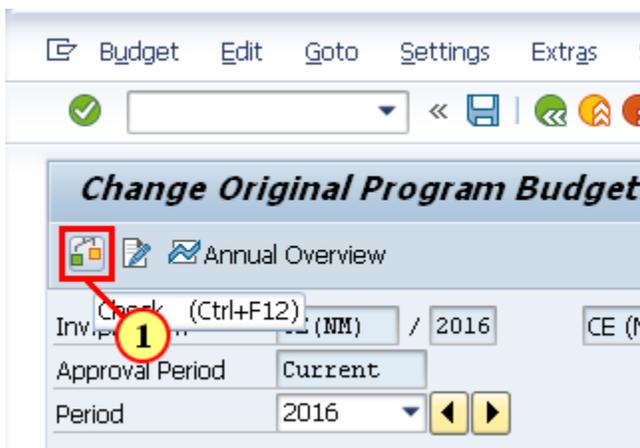
Total up – select both Annual and Total check boxes and from-to years to be entered. Click on green tick mark to proceed ahead



(1) Click on **Continue** .

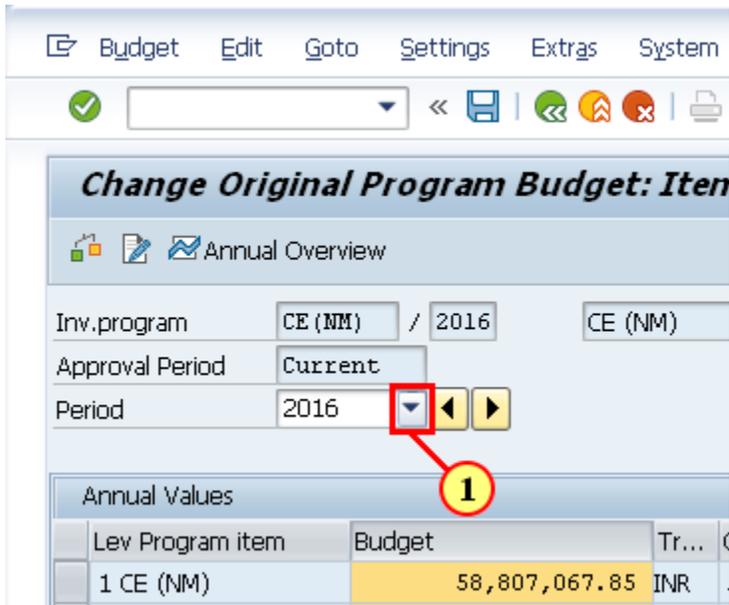
9.7. Check for Errors

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



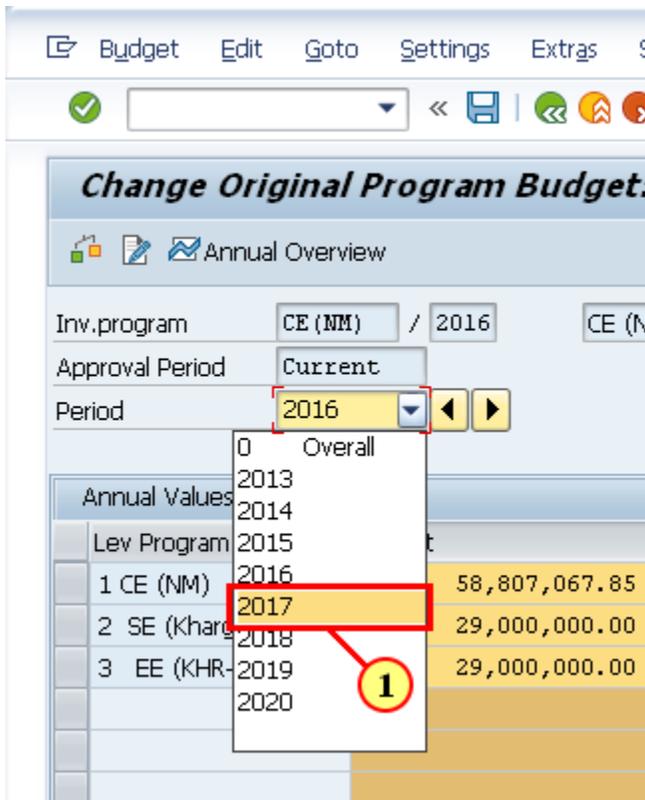
(1) Click on **Check** .

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



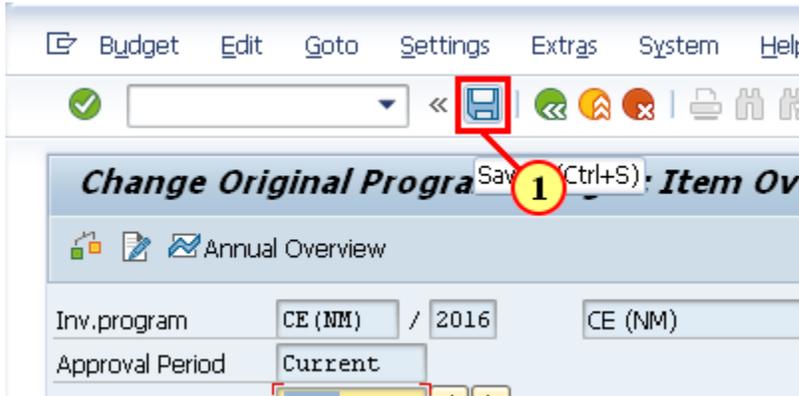
(1) Clicking on the **Period** opens a drop-down list.

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



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

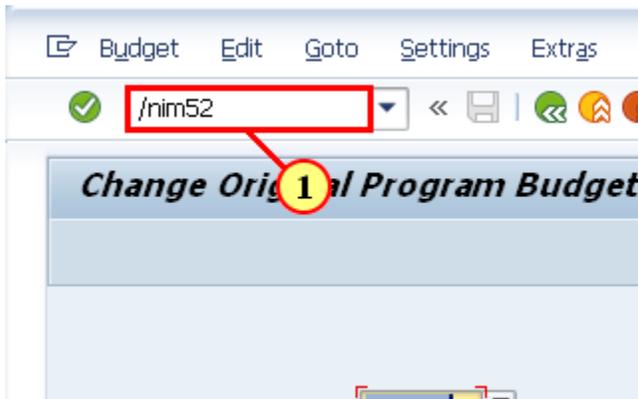
Change Original Program Budget: Item Overview – If entries are completed, click on Save button. We have allocated the budget to each position in the program



(1) Click on .

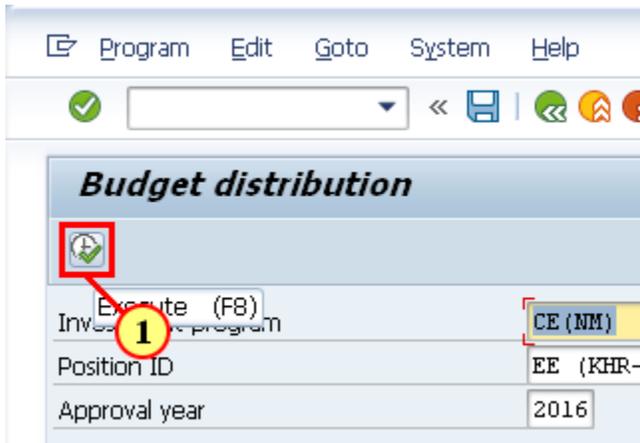
9.8. Process Budget Distribution for the Program-- Tcode IM52 – Login with EE because authorization is provided for EE profile

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



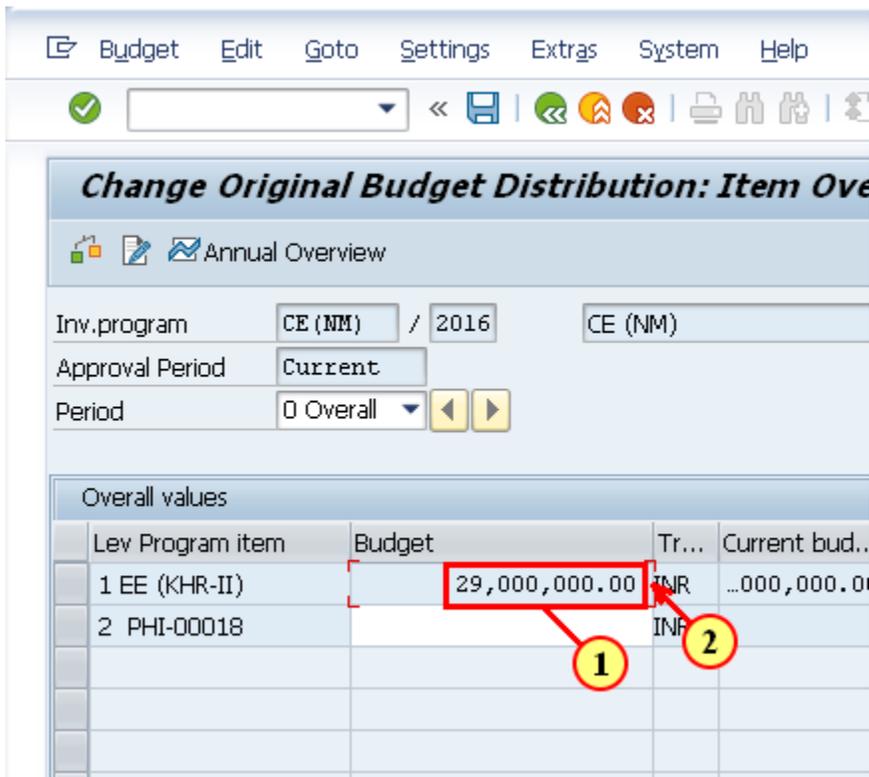
(1) The field is filled out.

Budget distribution – Click on Execute button or F8



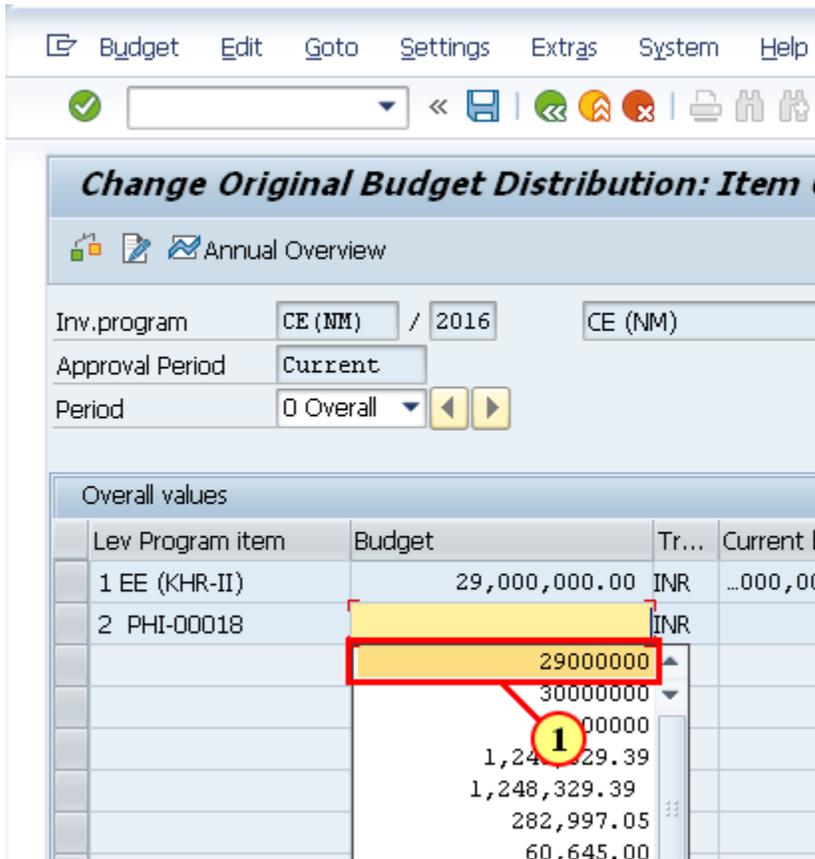
(1) Click on **Execute** .

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



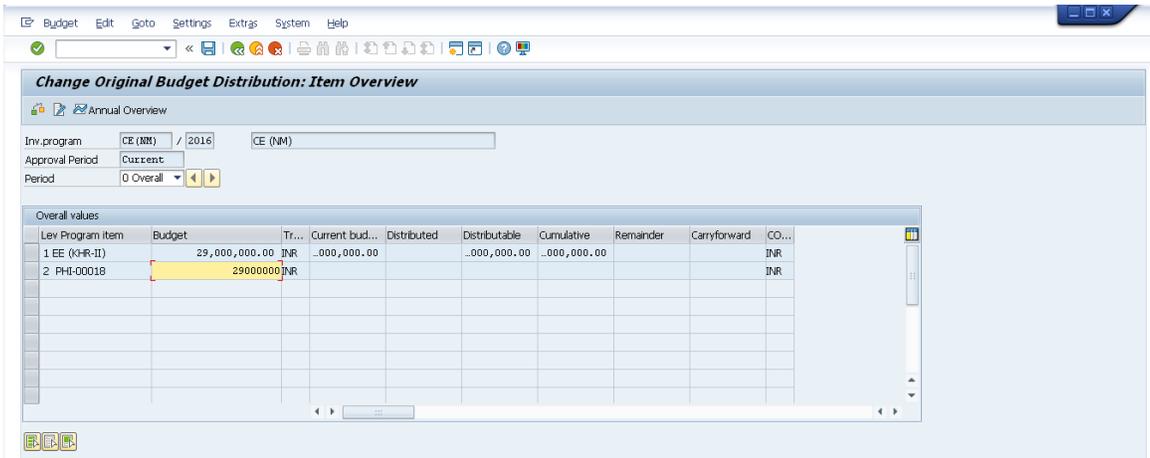
Change Original Budget Distribution: Item Overview

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

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

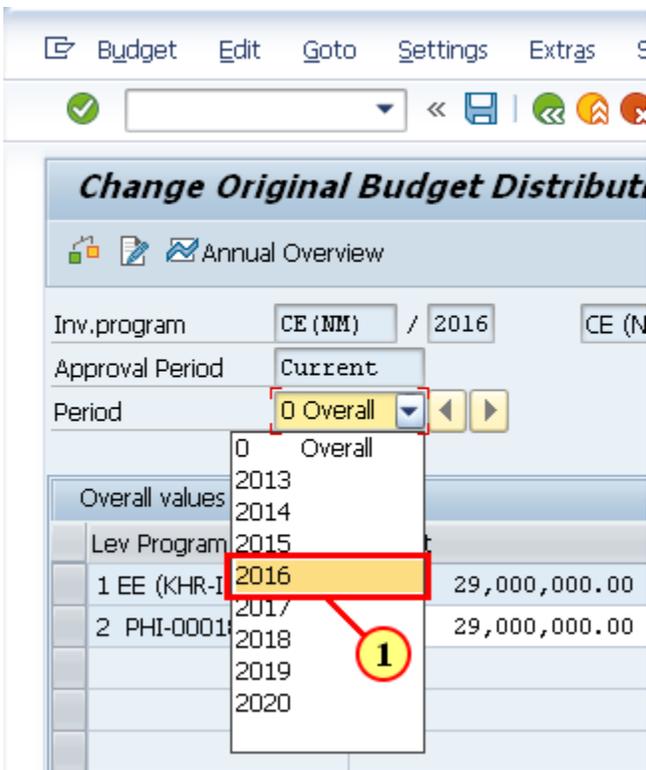
(1) Clicking on the entry **29000000** selects it.

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



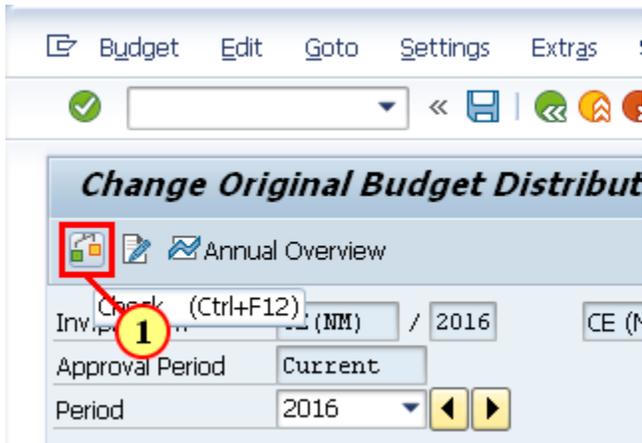
Enter is now pressed.

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



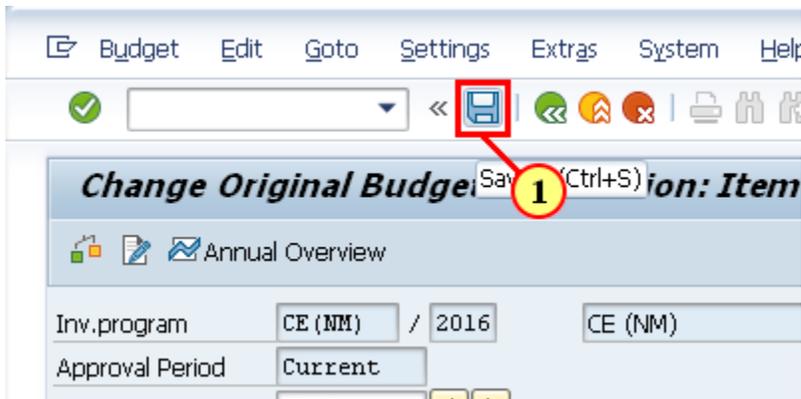
(1) Clicking on the entry **2016** **2016** selects it.

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** .

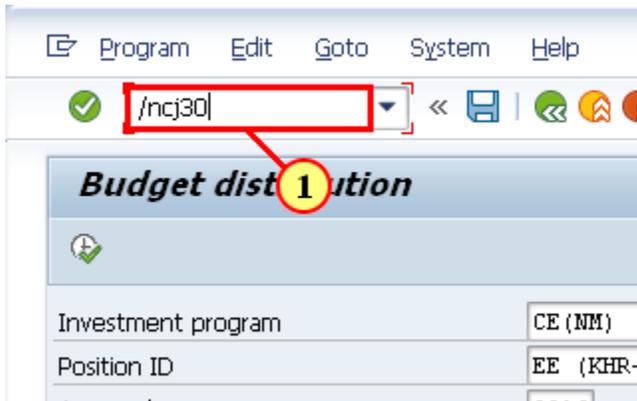
Change Original Budget Distribution: Item Overview – Save the budget



(1) Click on .

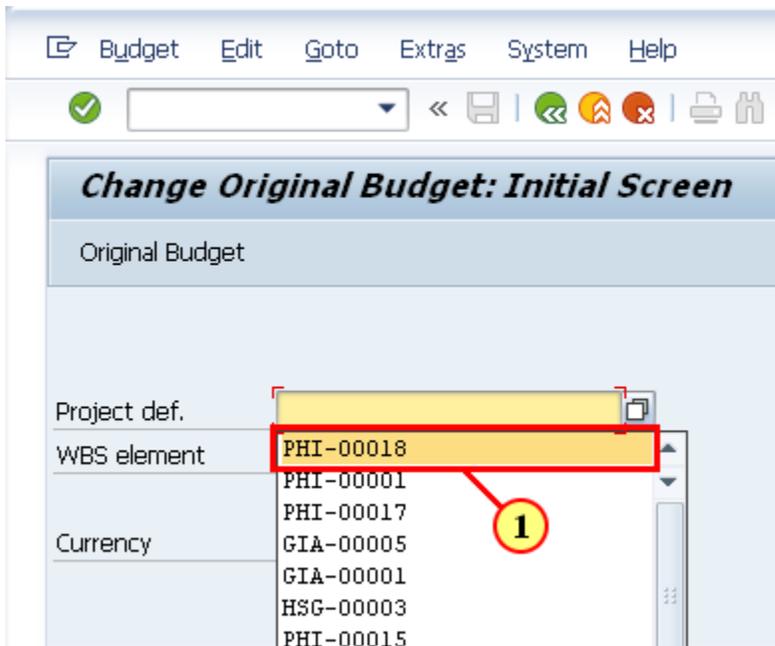
9.10. Check Project Budget -- Tcode CJ30 – Login with EE because authorization is provided for the EE profile

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



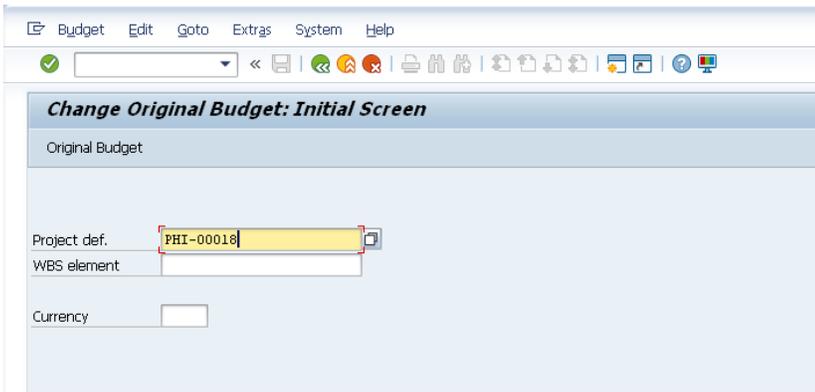
(1) The field is filled out.

Change Original Budget: Initial Screen – Select the project



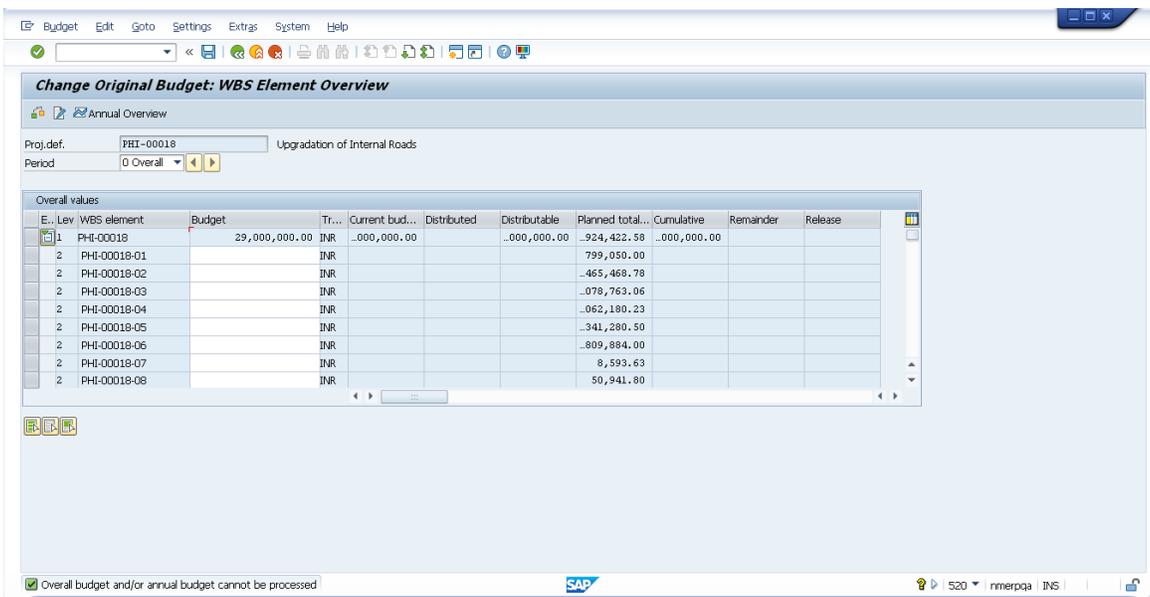
(1) Clicking on the entry **PHI-00018** PHI-00018 selects it.

Change Original Budget: Initial Screen – Click Enter



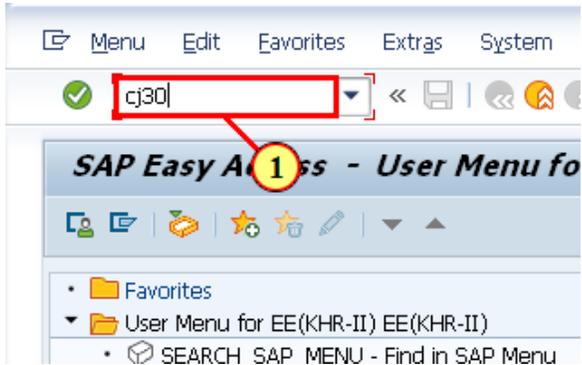
Enter is now pressed.

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



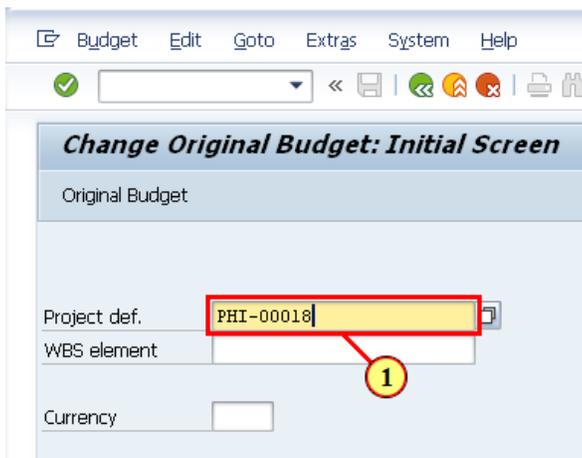
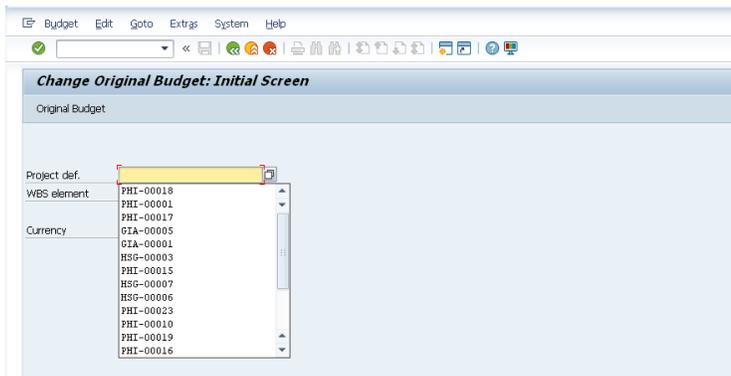
10. Project Budget Planning

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



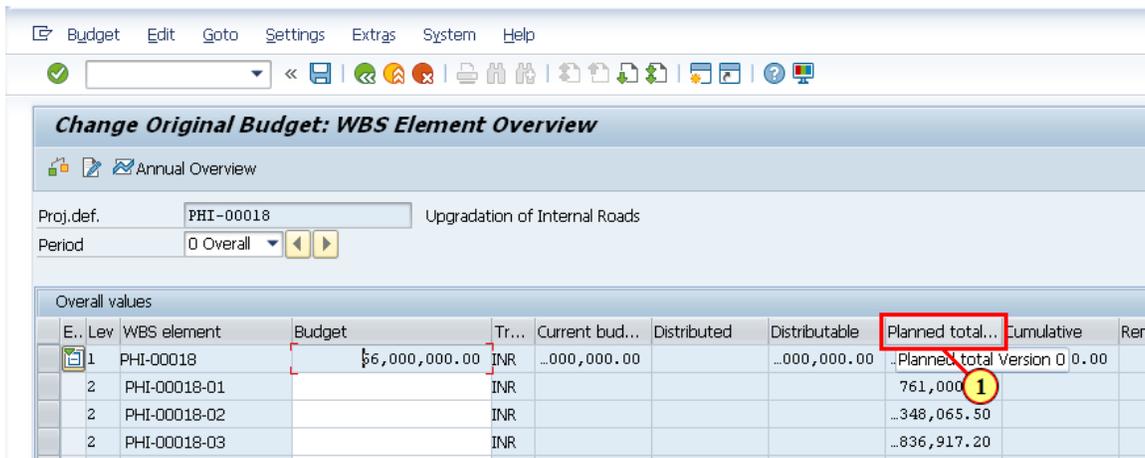
(1) The field is filled out.

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



Change Original Budget: WBS Element Overview

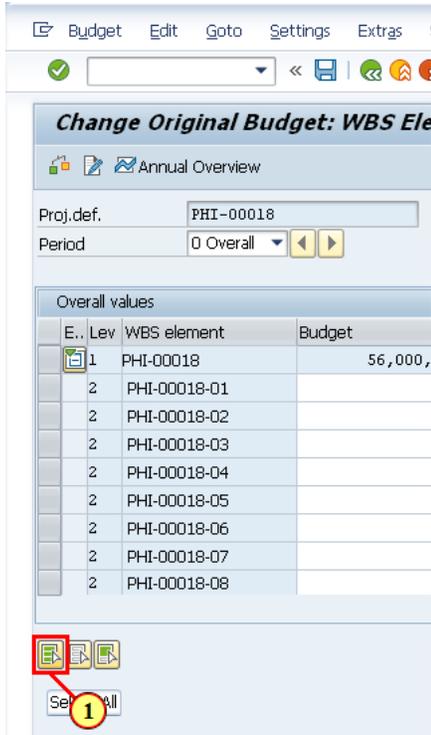
Proj.def. PHI-00018 Upgradation of Internal Roads
Period 0 Overall

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

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

10.2. Copy budget from planned values – Overall and Annual

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



Change Original Budget: WBS Ele

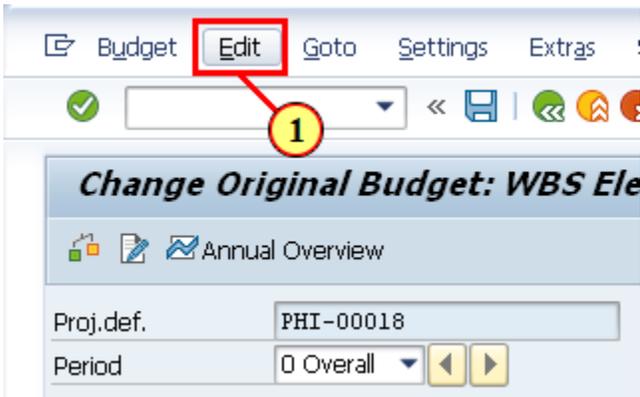
Proj.def. PHI-00018
Period 0 Overall

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

Select All

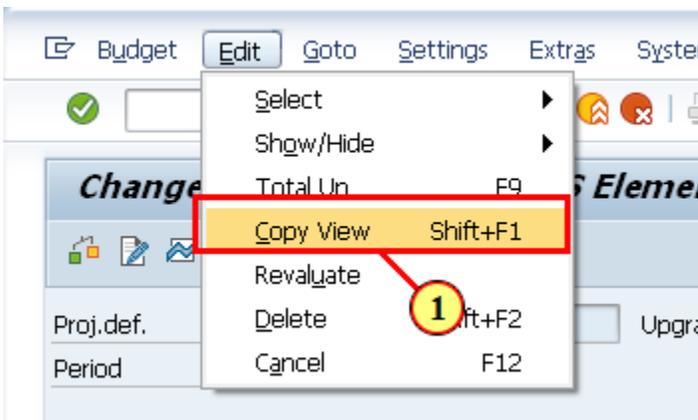
(1) Click on 

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



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

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



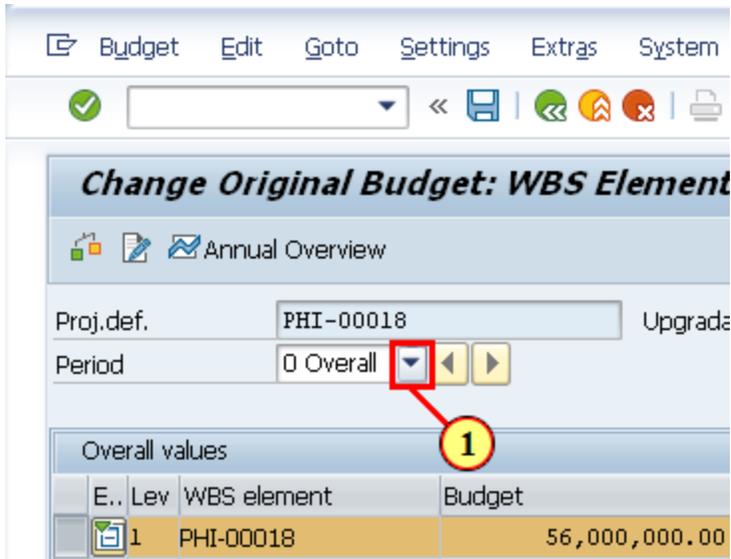
(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

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



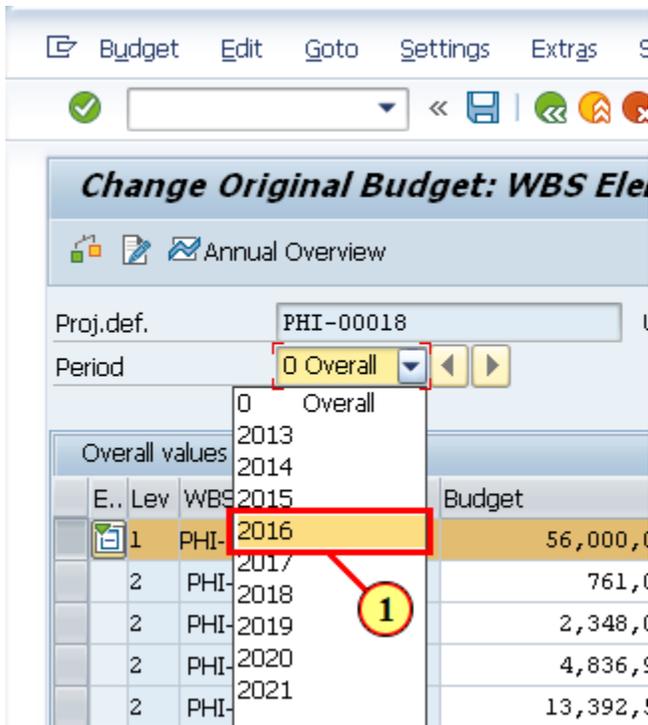
(1) Click on **Continue** .

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



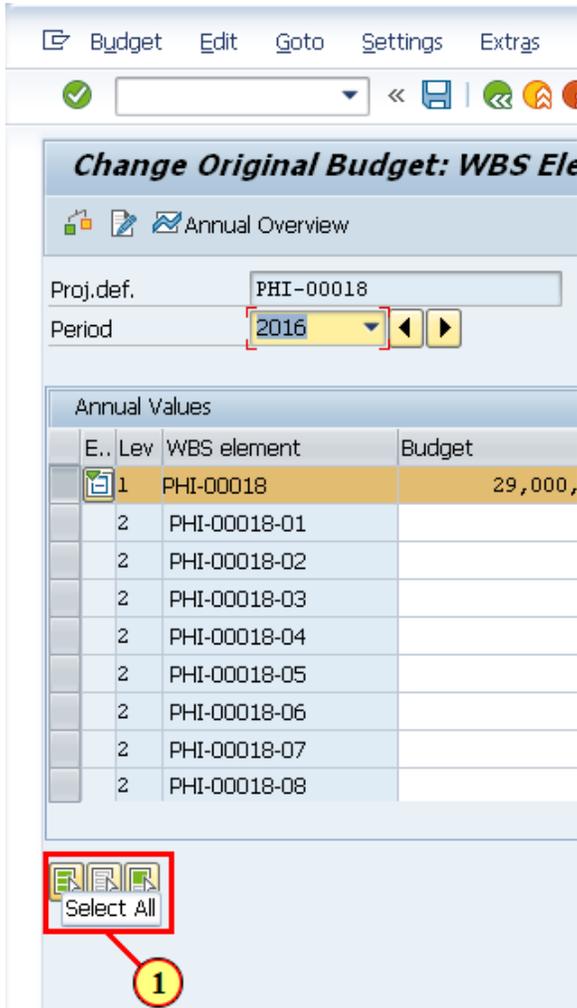
(1) Clicking on the **Period** opens a drop-down list.

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



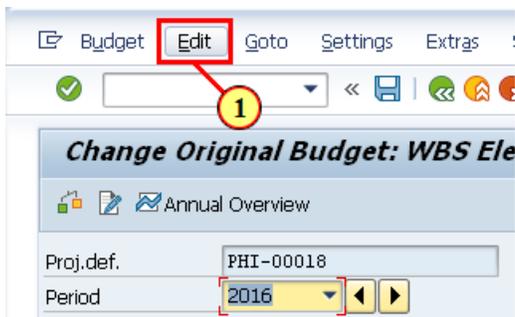
(1) Clicking on the entry **2016** selects it.

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



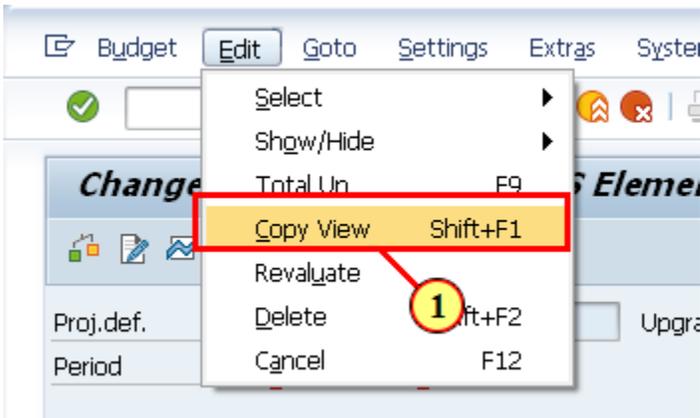
(1) Click on  .

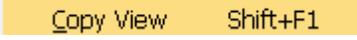
Change Original Budget: WBS Element Overview – Click on Edit



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

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



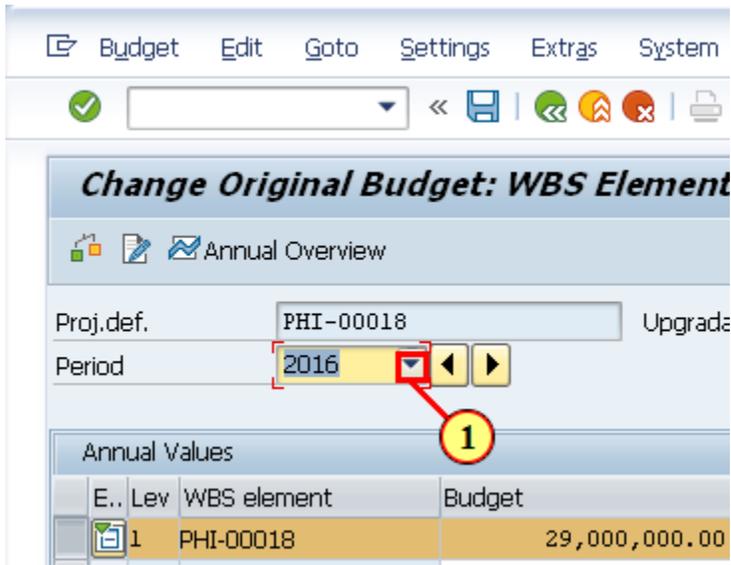
(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

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



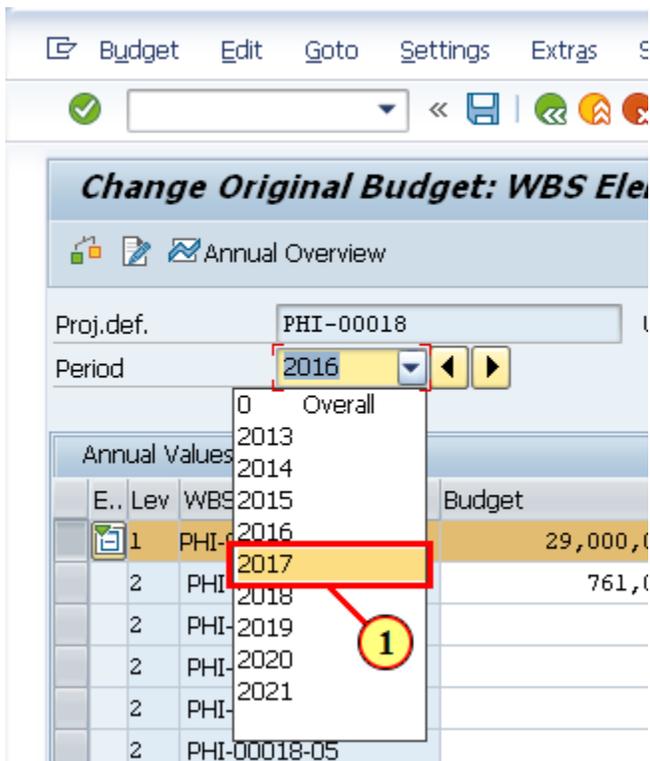
(1) Click on **Continue** .

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



(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** selects it.

Change Original Budget: WBS Element Overview – Click Select All

Change Original Budget: WBS Ele

Annual Overview

Proj.def. PHI-00018

Period 2017

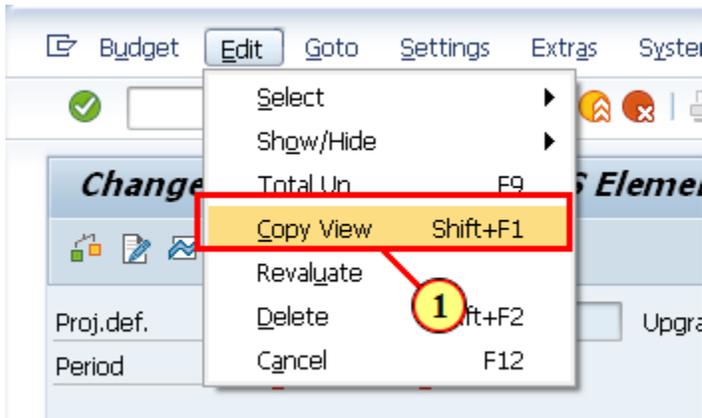
Annual Values			
E.. Lev	WBS element	Budget	
1	PHI-00018	27,000,	
2	PHI-00018-01		
2	PHI-00018-02		
2	PHI-00018-03		
2	PHI-00018-04		
2	PHI-00018-05		
2	PHI-00018-06		
2	PHI-00018-07		
2	PHI-00018-08		

Select All

1

(1) Click on .

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



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

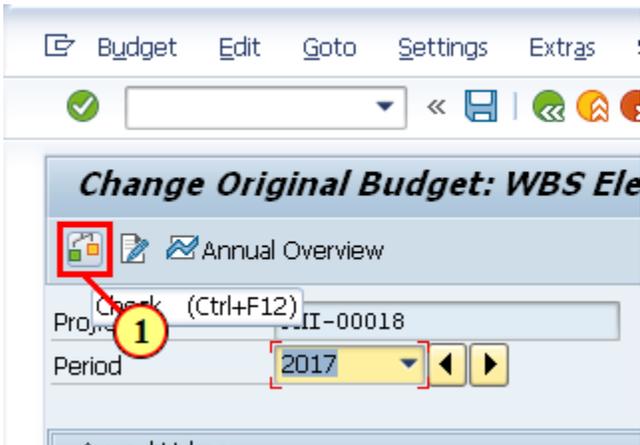
Copy view – Select 100% and choose to Overwrite. Click green tick mark to proceed ahead. You will find that the planned total numbers for year 2017 got copied as budget for the respective years



(1) Click on **Continue** .

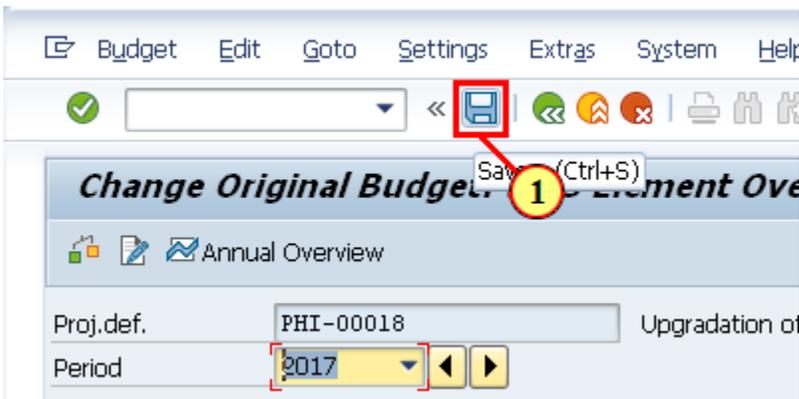
Change Original Budget: WBS Element Overview – Click on Check button – if any errors the system will prompt

10.3. Check for errors



(1) Click on **Check** .

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



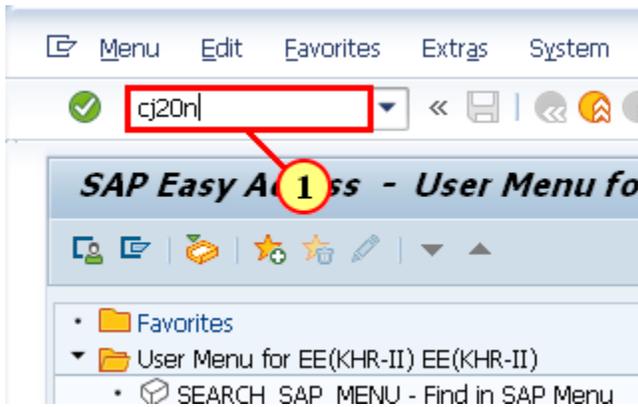
(1) Click on .

Document Number will be generated.

11. Project Release

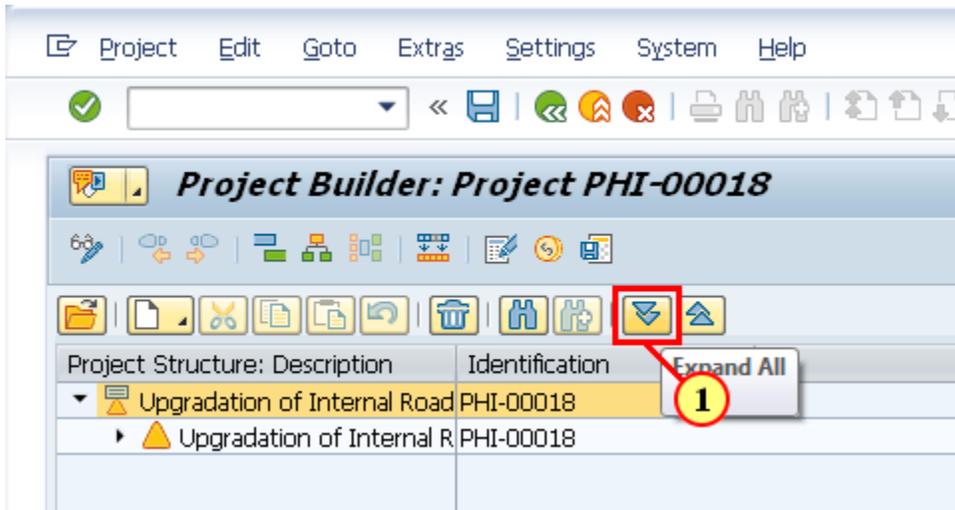
11.1. Tcode CJ20N

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



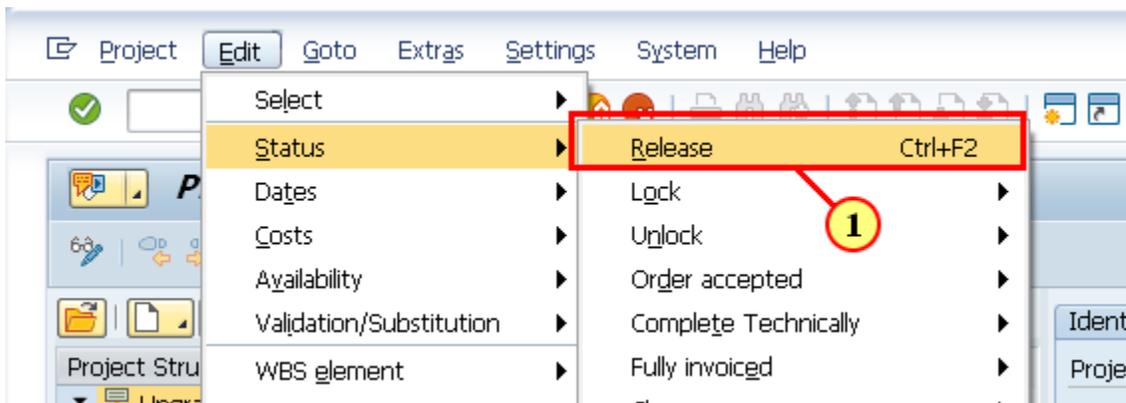
(1) The field is filled out.

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



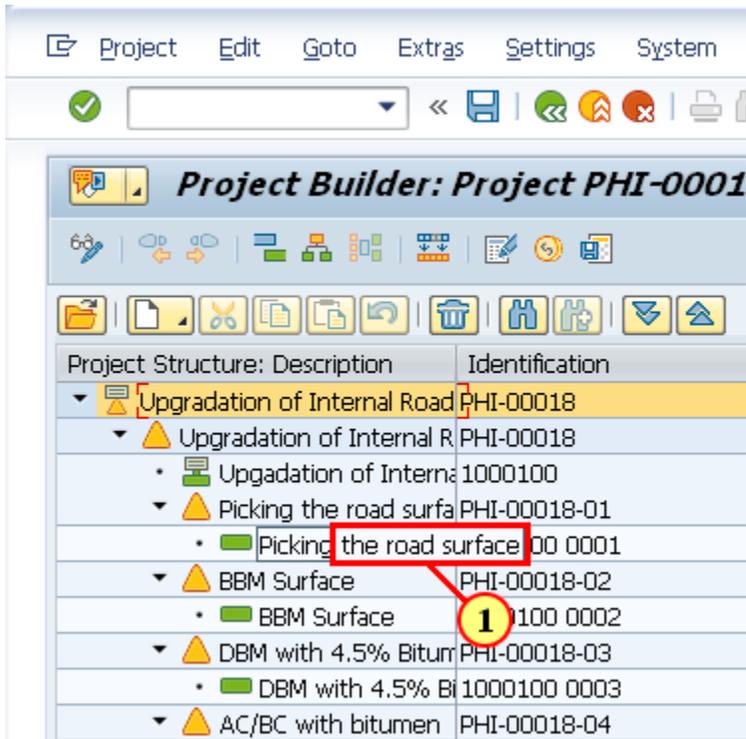
(1) Click on .

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.



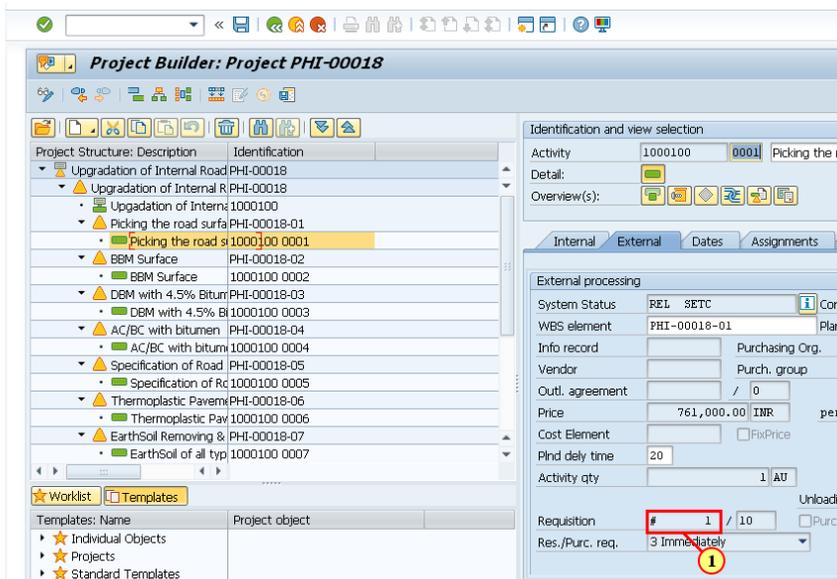
(1) Clicking on the **Release Ctrl+F2**  menu item executes it.

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



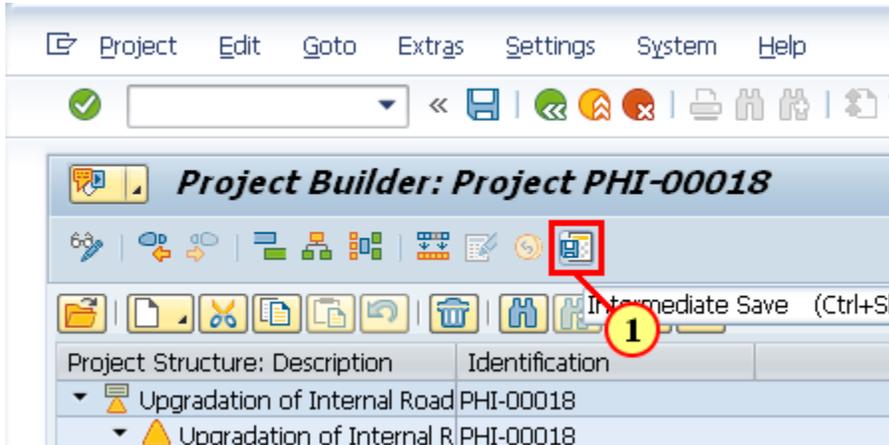
(1) Click on the road surface.

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.

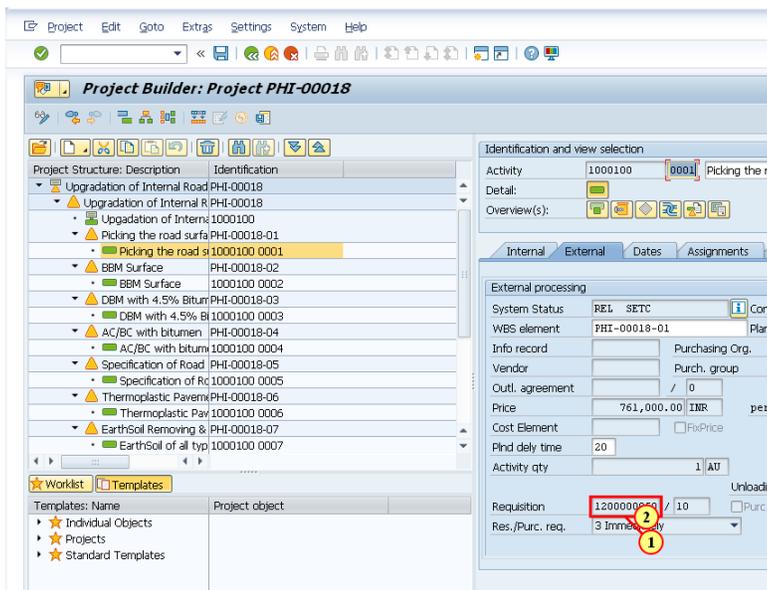
Project Builder: Project PHI-00018 – Click on Intermediate Save to save the project



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

11.2. Check the Requisition Number generated in service activities

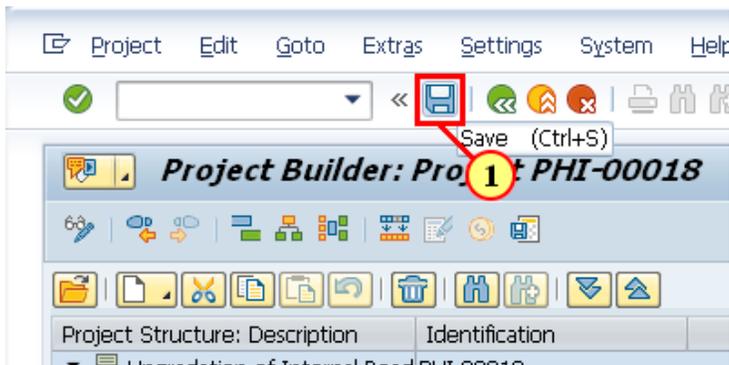
Project Builder: Project PHI-00018 – After Intermediate Save (or final save) check any activity, in the Requisition field, we can see the requisition number which got generated. Check all activities and all will point to same Requisition number.



(1) Drag 1200000050.

(2) Drop on .

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

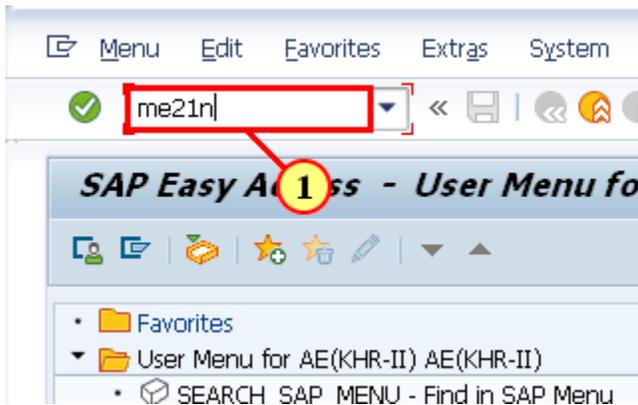


(1) Click on .

12. Purchase Order (PO/Work Order) Creation

12.1. Tcode ME21N

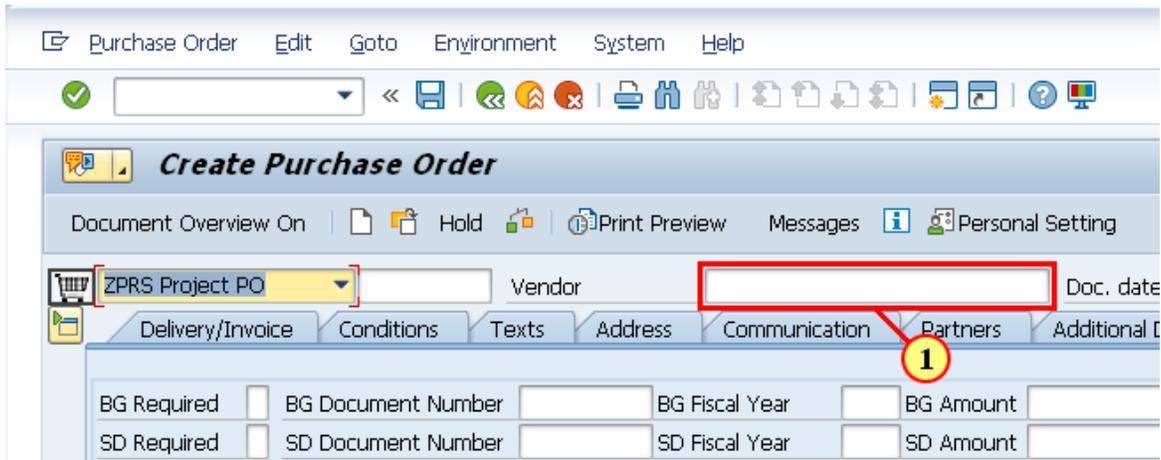
Login with AE/AEE/ EE -- Tcode ME21N – click enter. This opens blank PO document.



(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.

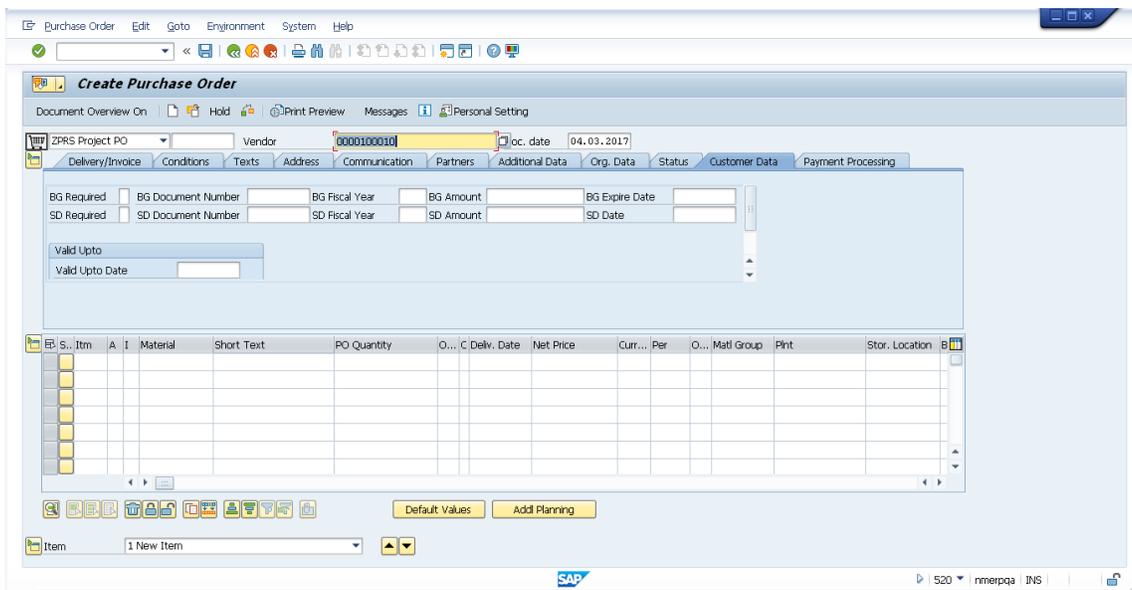


(1) Clicking in the input field **Vendor** activates it

(2) 1000 IN 400000 Mumbai Patil Engineers & Associa 100010 1000

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

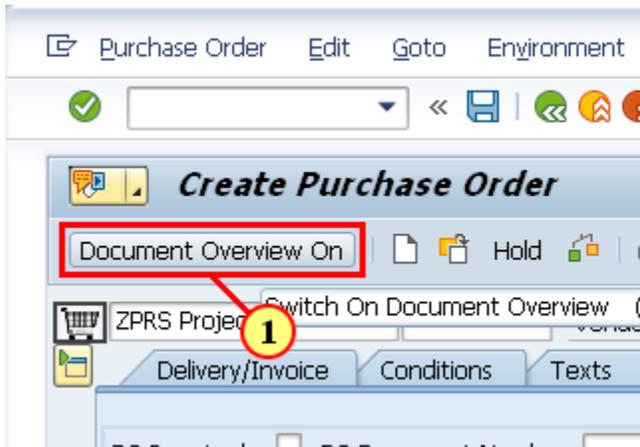
Create Purchase Order – Click Enter on selecting Vendor. Note that PO is still without any items



Enter is now pressed.

12.3. Open Document Overview

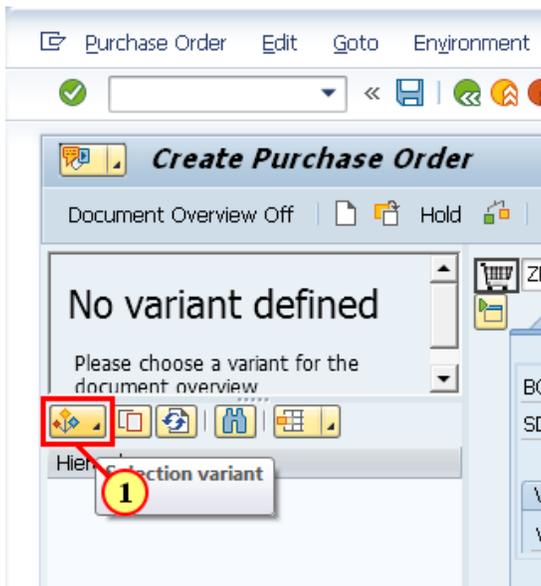
Create Purchase Order – Click Document Overview On button



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

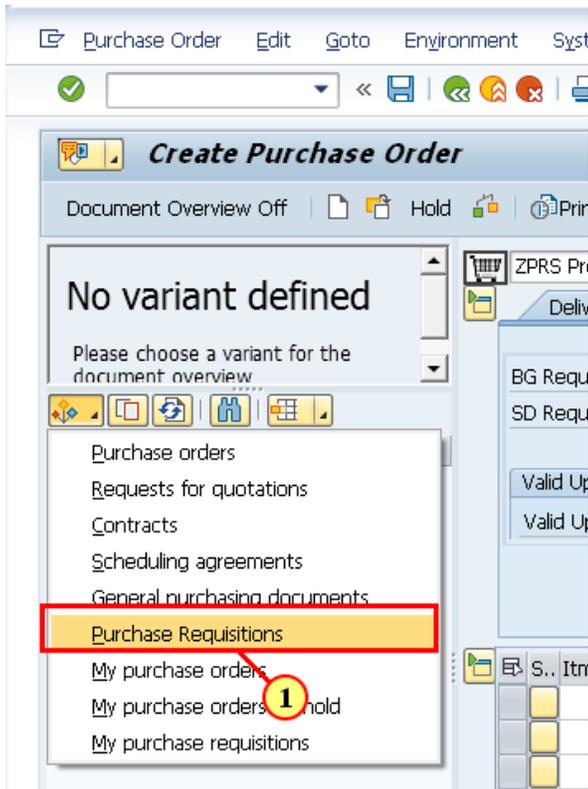
12.4. Select Purchase Requisition (Indent)

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



(1) Click on .

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



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

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

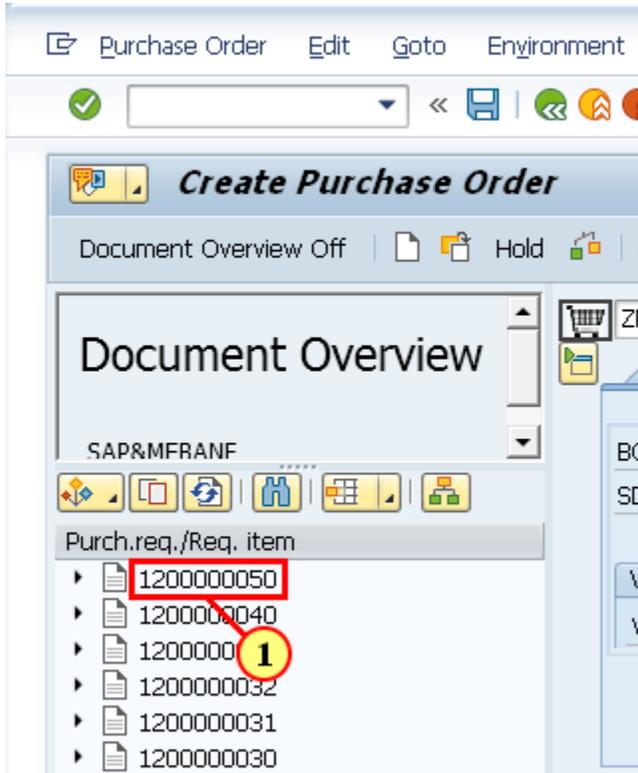
Purchase Requisitions – Click on Execute button



(1) Click on **Execute** .

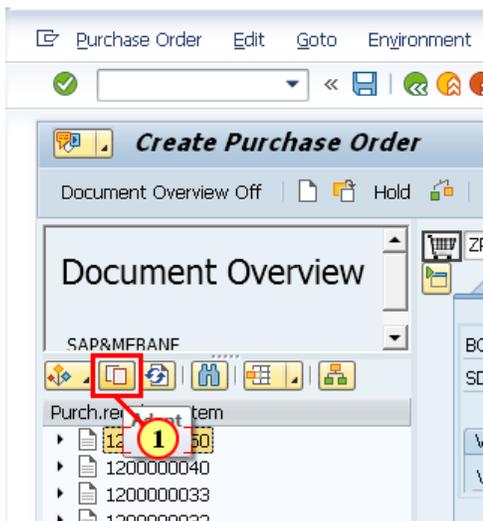
SAP Training manual

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.

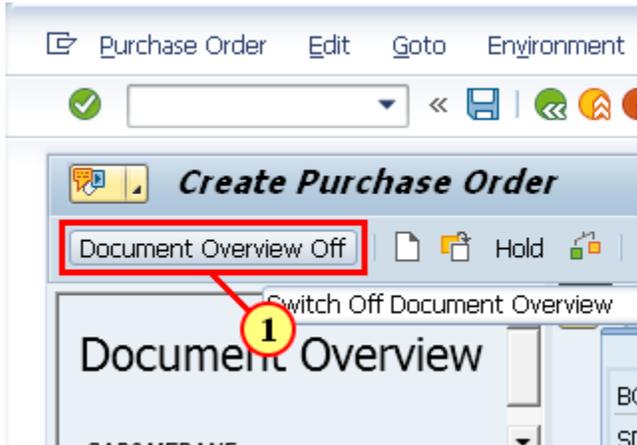
Create Purchase Order – Click on Adopt button – this will bring the details of all items from Purchase Requisition to Purchase Order



(1) Click on .

12.5. Turn Off Document Overview

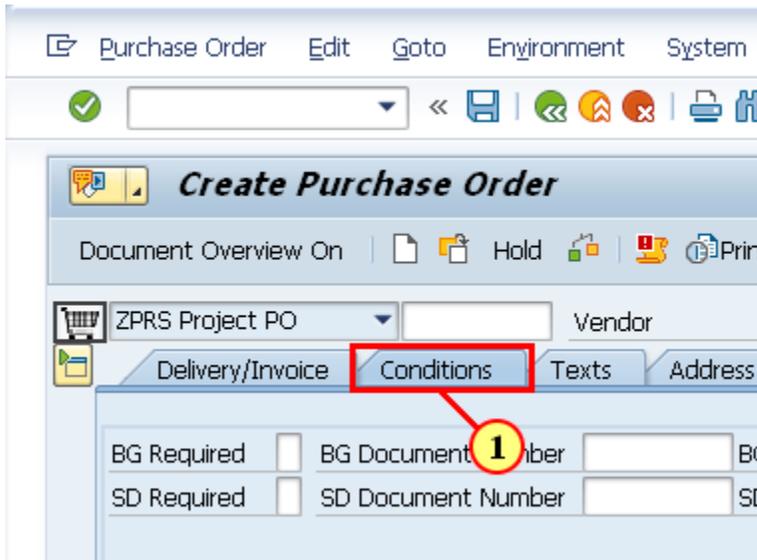
Create Purchase Order – After “Adopt” turn off the Document Overview

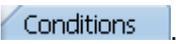


(1) Click on **Document Overview Off** .

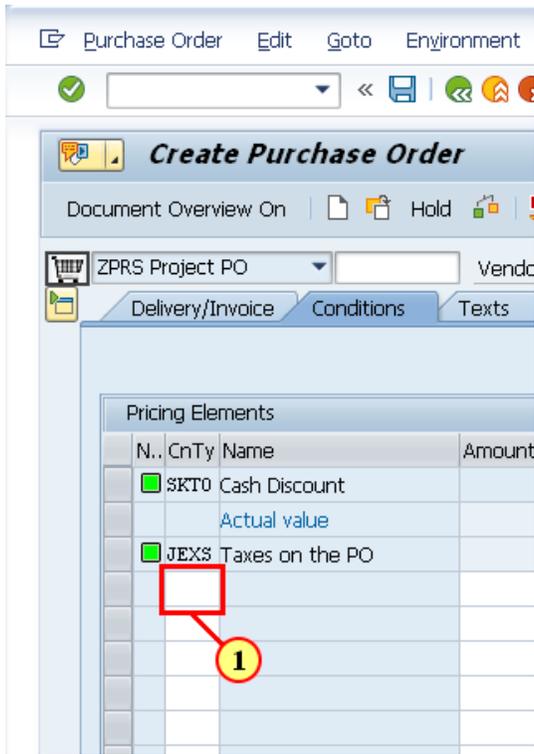
12.6. Conditions tab in Header

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

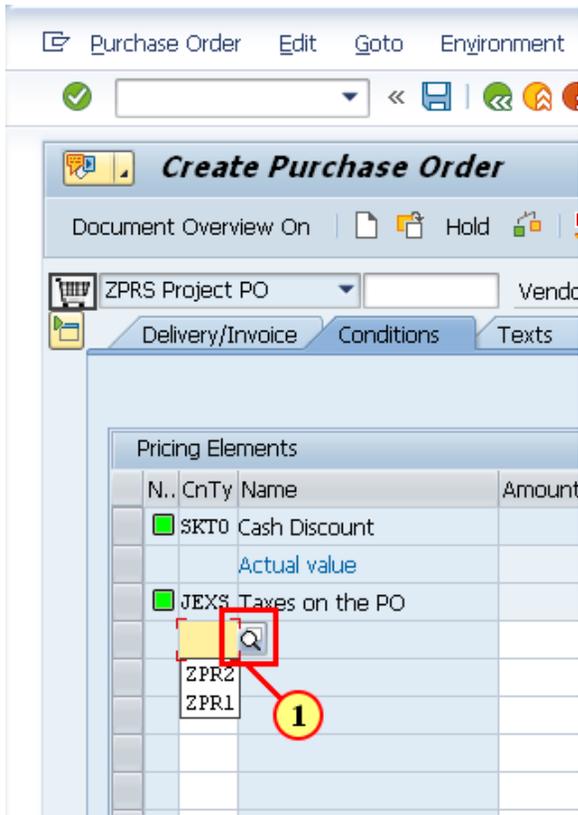


(1) Click on **Conditions** .

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

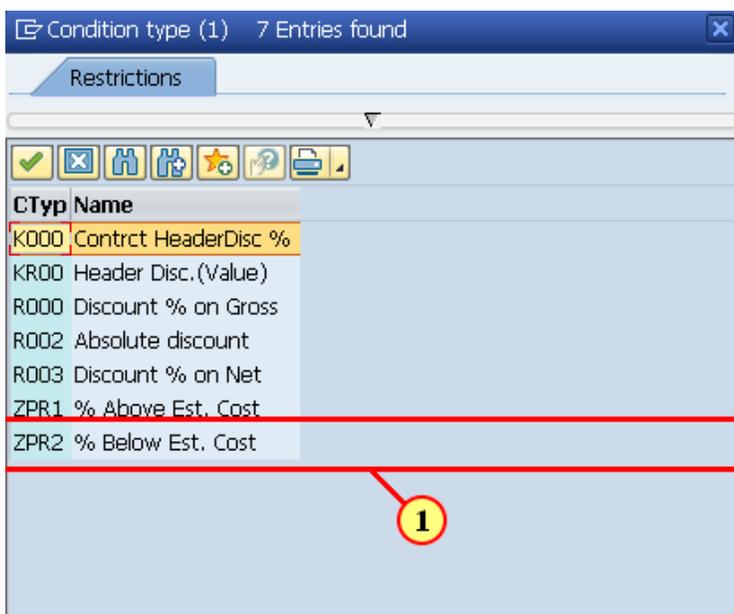


- (1) Click on _____.
- Create Purchase Order – Select ZPR1 or ZPR2 condition.
- ZPR1 -- % Above Cost Estimate
- ZPR2 -- % Below Cost Estimate



(1) Click on .

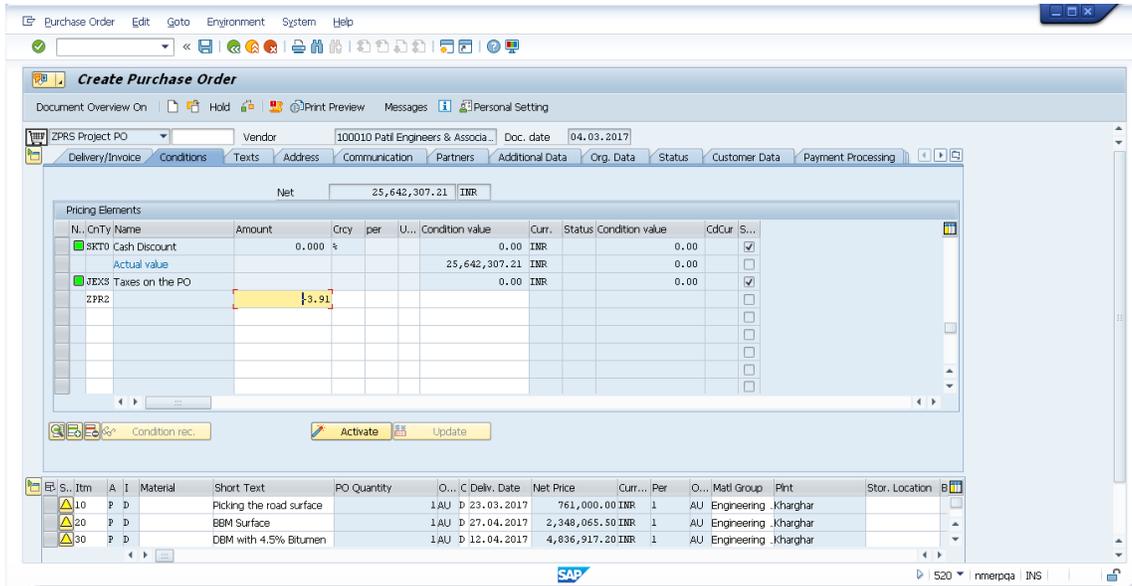
Select ZPR2 condition



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

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

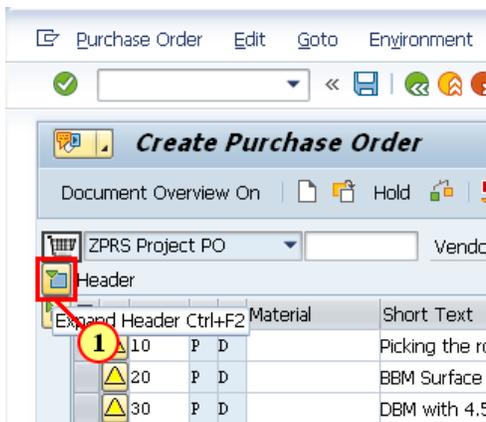
(1) Clicking on the entry **-3.91** selects it.



Enter is now pressed.

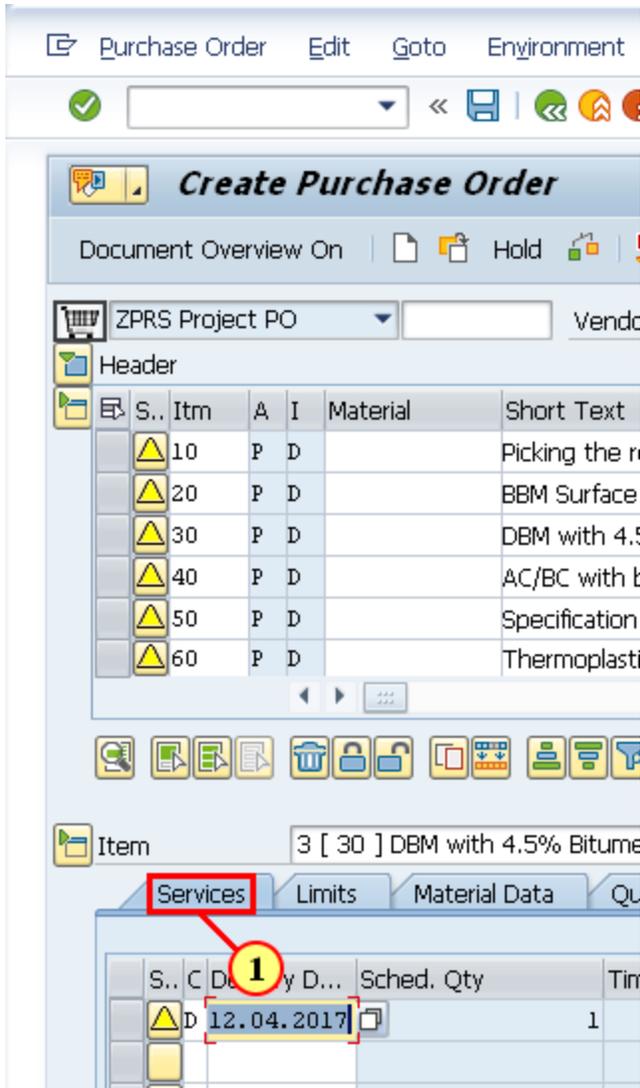
12.7. Services Details

Create Purchase Order – Click on Header icon to collapse



(1) Click on .

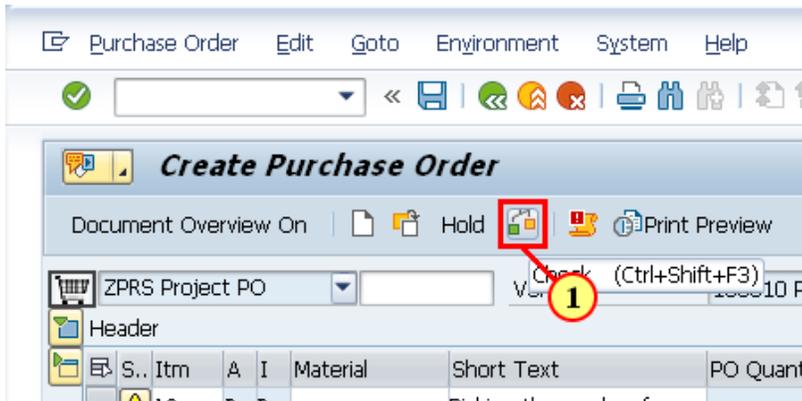
Create Purchase Order – Navigate to 3rd section of PO – Item. Click on Services tab and check the quantities and price



(1) Click on **Services**.

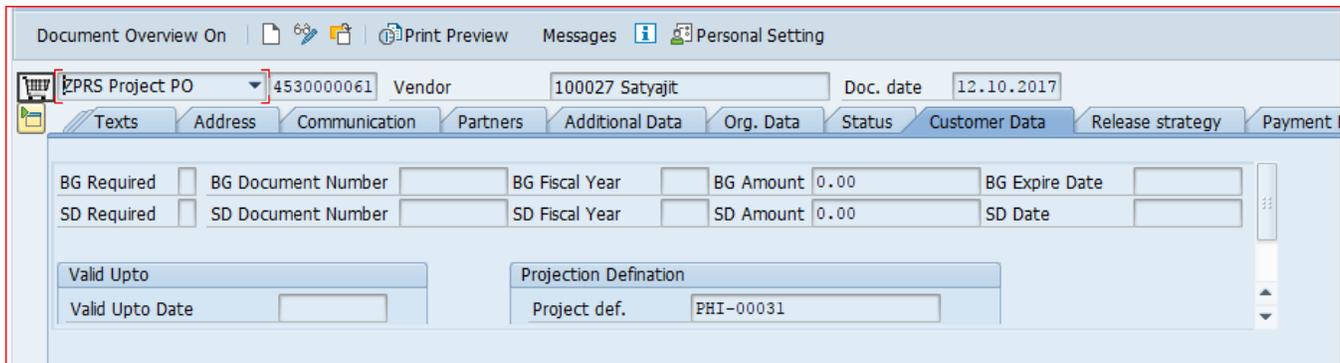
12.8. Check for errors

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

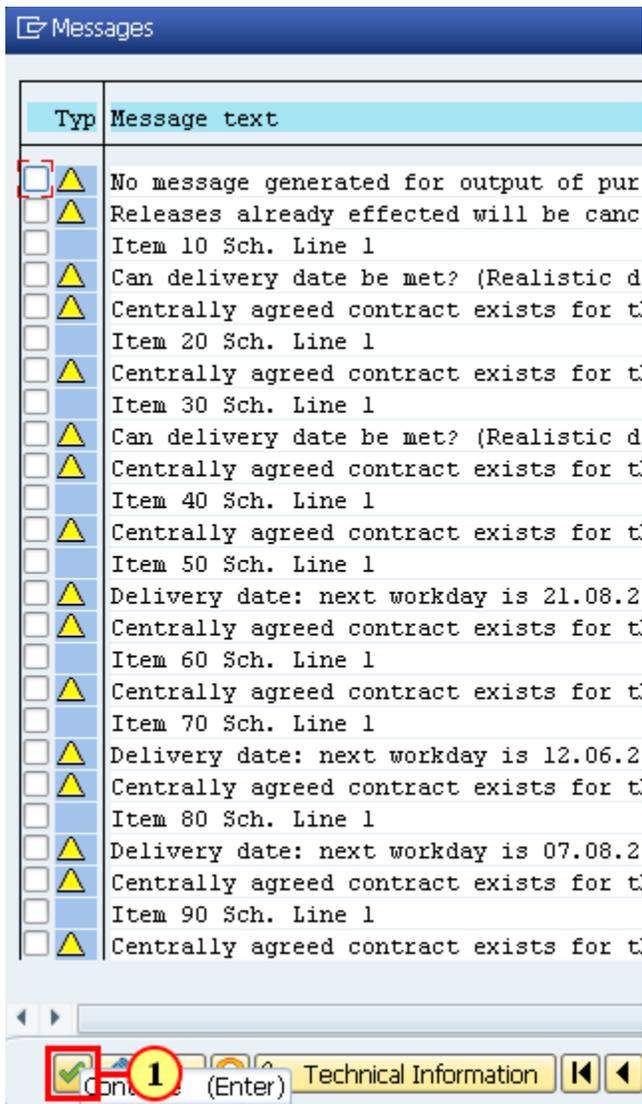


(1) Click on **Check** .

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.



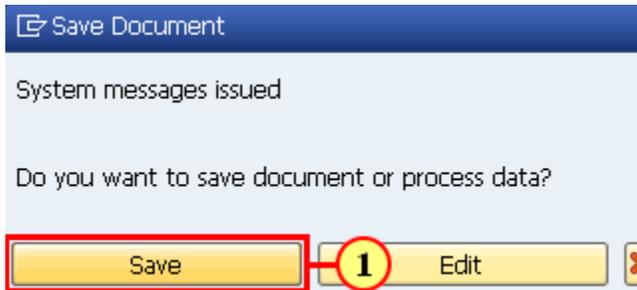
(1) Click on **Continue**

Click on Save button to save the Purchase Order



(1) Click on .

Save Document – Click on Save for any further messages

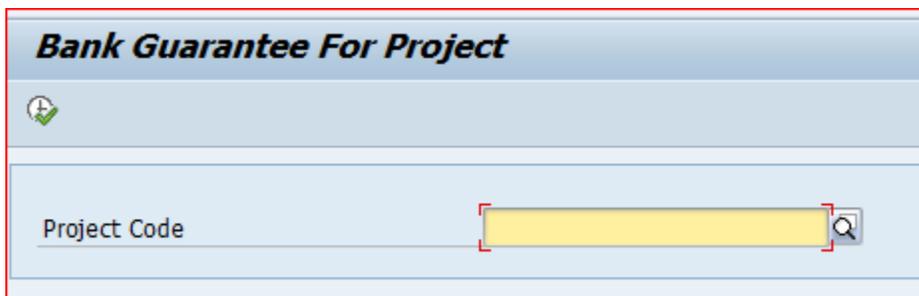
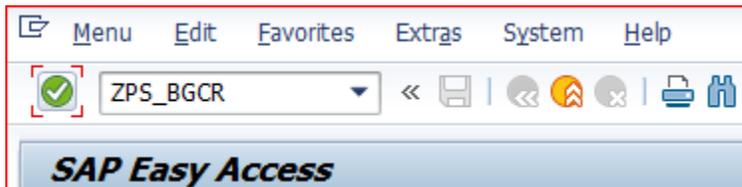


(1) Click on .

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

SAP Training manual

BG/Car Policy/Labour Policy For Project

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

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

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

Project Code: PHI-00031 Invoice Booking

Bank Guarantee Required: N

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

BG Flag (1) 2 Entries found

BG Flag	Short Descript.
Y	Yes
N	No

2 Entries found

Project Code: PHI-00031 Invoice Booking

Bank Guarantee Required: Y

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

Press Enter

SAP Training manual

Project Code Invoice Booking

Bank Guarantee Car Policy

Bank Guarantee Required Y Car Policy Required

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

Car Policy

Enter the BG Guarantee Number which is provided by Finance.
System will be displayed the BG Amount, BG Date and BG Expiry Date as per BG Document number created in the system.

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

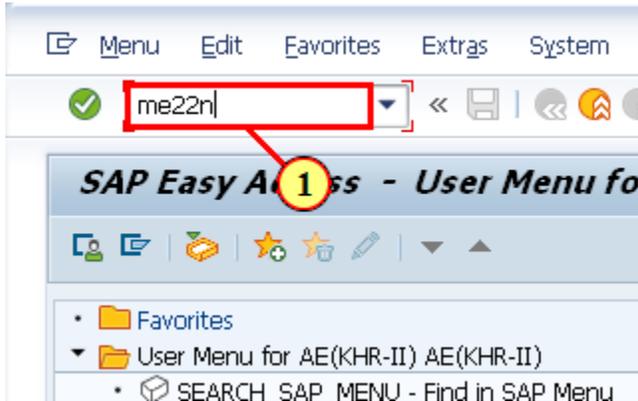
There is option to entered the multiple BG Doc. Number.

Same process is also applicable for the CAR Policy Number and Labor Policy Number.
Difference is only that CAR and Labor Policy number is not generated by the system.

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

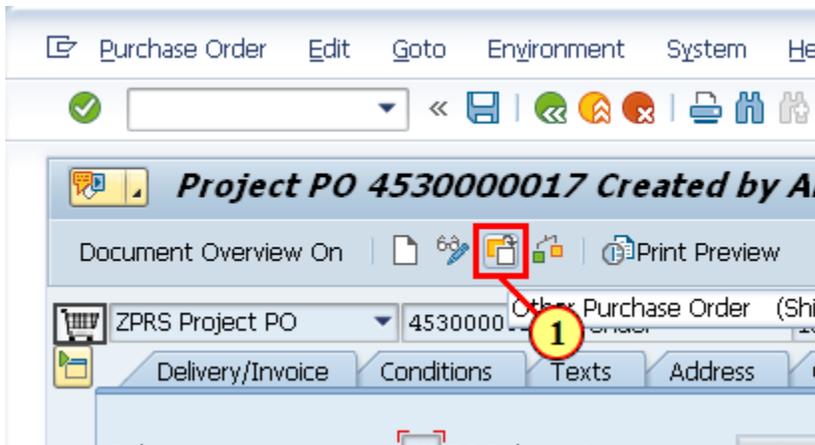
13.1. Tcode ME22N – Change PO

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



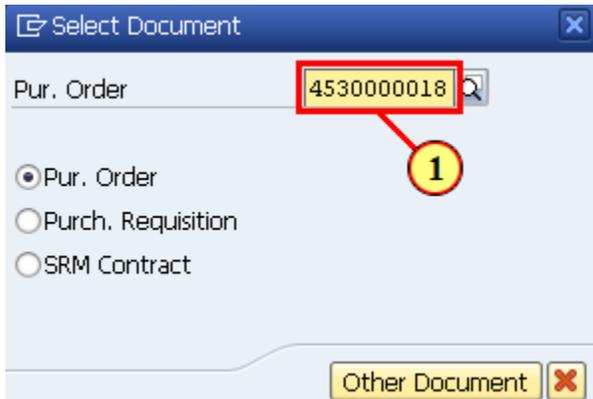
(1) The field is filled out.

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



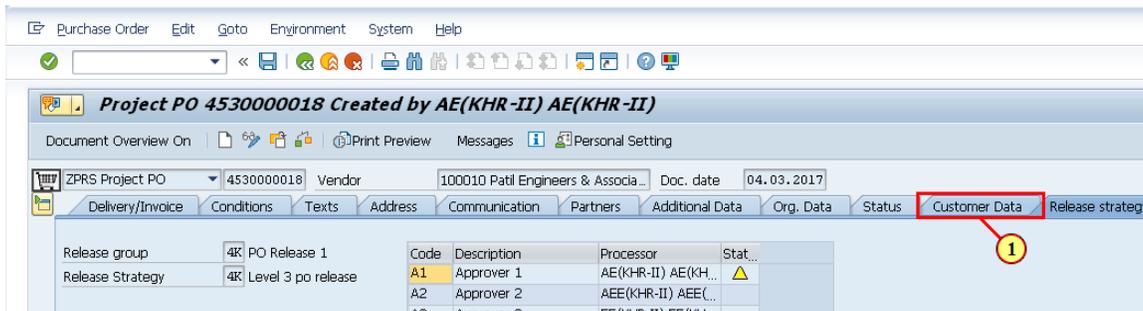
(1) Click on **Other Purchase Order** .

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



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

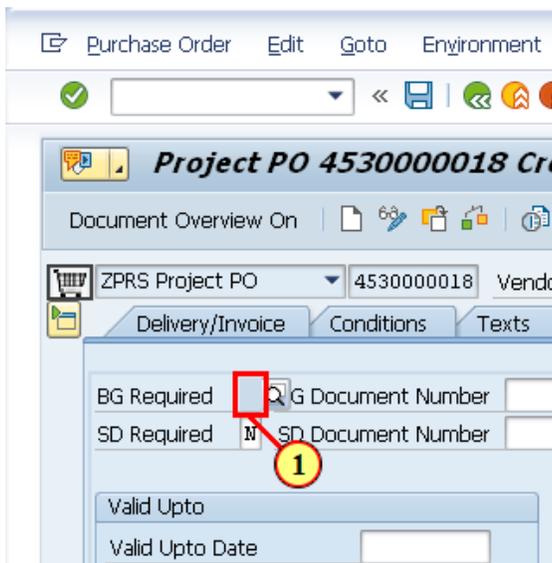
Project PO 4530000018 – PO will open – navigate to Customer Data



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

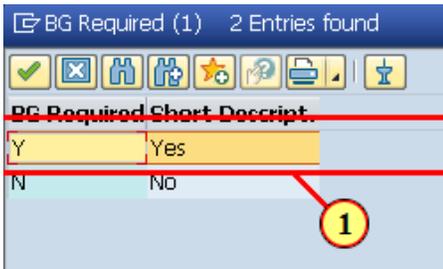
13.2. Enter BG details

Project PO 4530000018– Select Y in the BG Required field



SAP Training manual

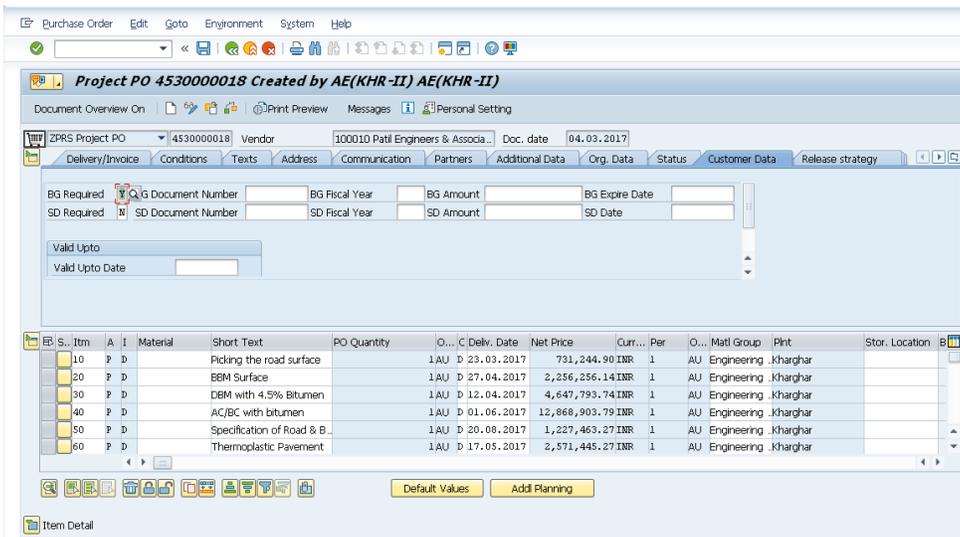
(1) The **BG Required** field is cleared.



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

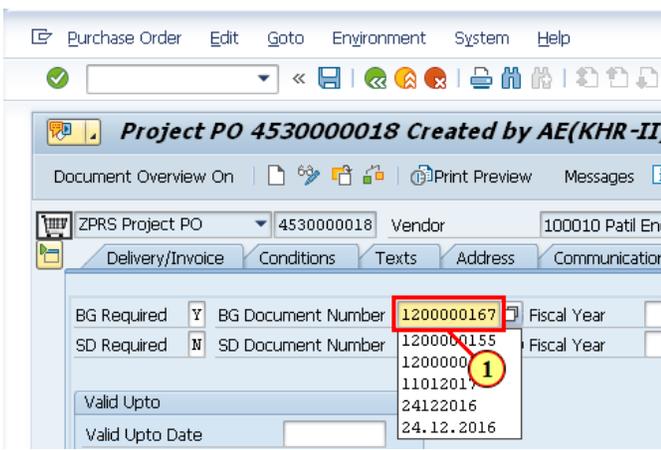


Project PO 4530000018 – we need to provide the BG number for the vendor



Tab is now pressed.

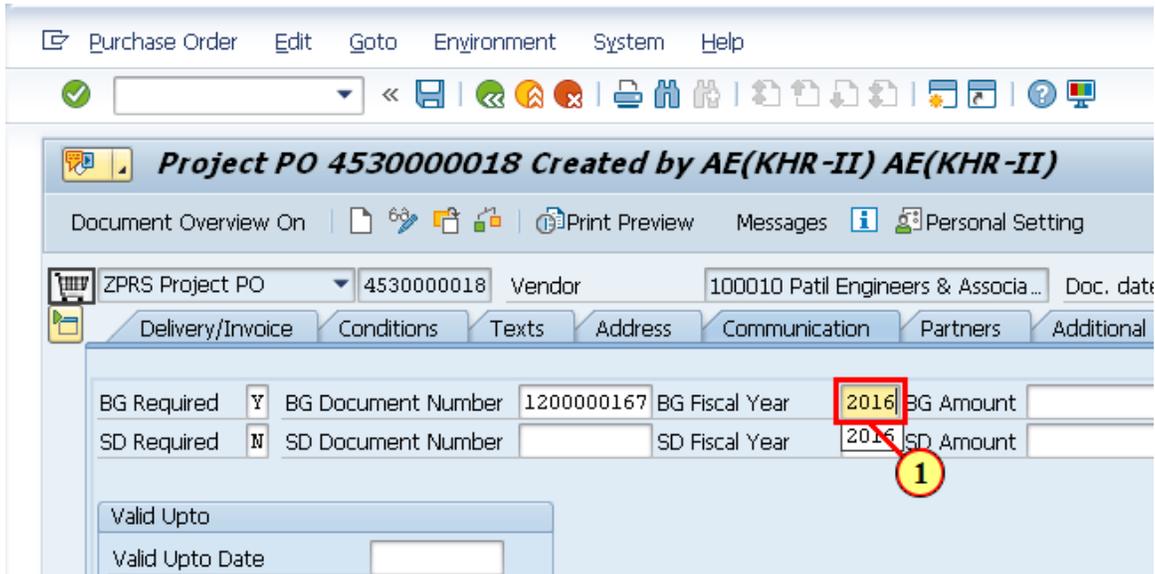
Project PO 4530000018– Enter the BG number – check with Finance for the same



SAP Training manual

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

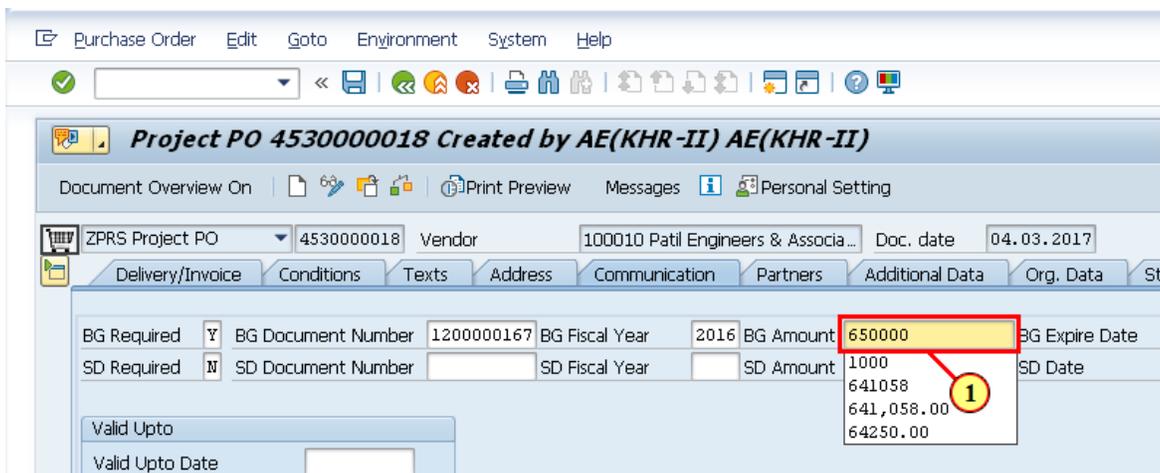
Project PO 4530000018 – enter the Fiscal Year for which BG is valid



The screenshot shows the SAP interface for Project PO 4530000018. The 'BG Document Number' field is filled with '1200000167' and the 'BG Fiscal Year' field is filled with '2016'. A red box highlights the '2016' value, with a yellow circle containing the number '1' pointing to it.

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

Project PO 4530000018 – Enter the BG amount

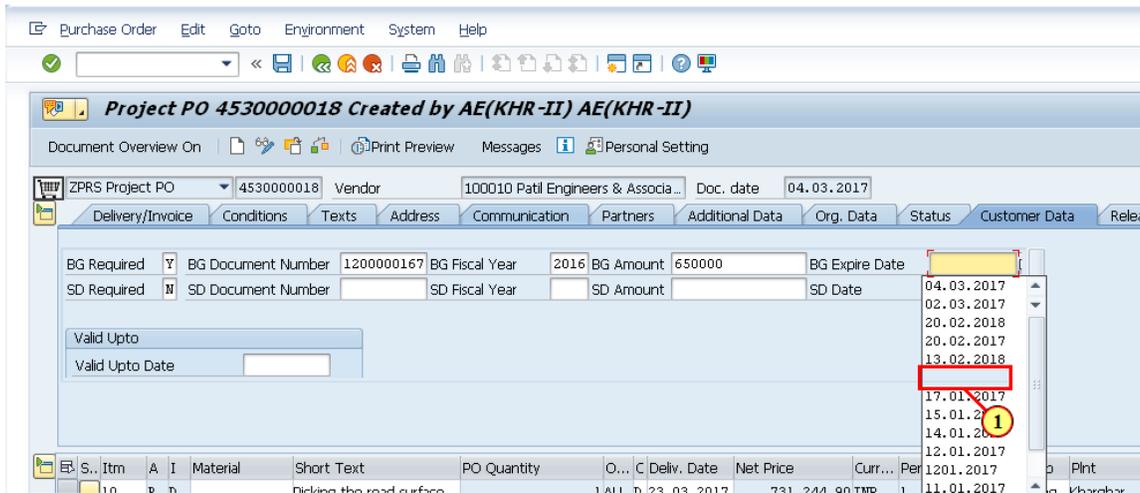


The screenshot shows the SAP interface for Project PO 4530000018. The 'BG Amount' field is filled with '650000'. A red box highlights the '650000' value, with a yellow circle containing the number '1' pointing to it.

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

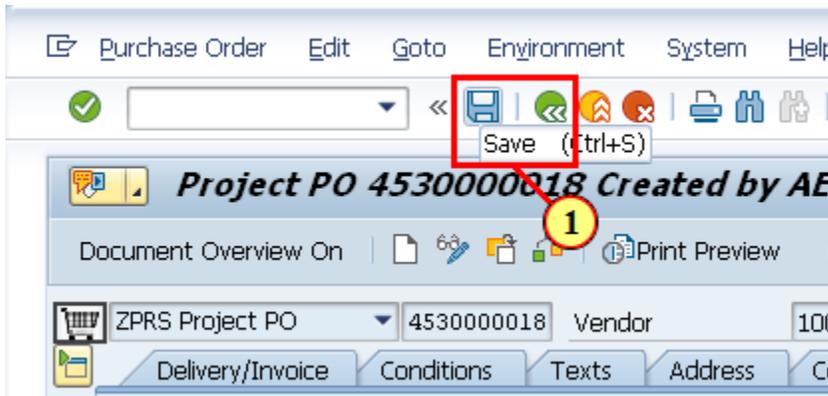
Project PO 4530000018 -- Enter the BG expiry date

SAP Training manual



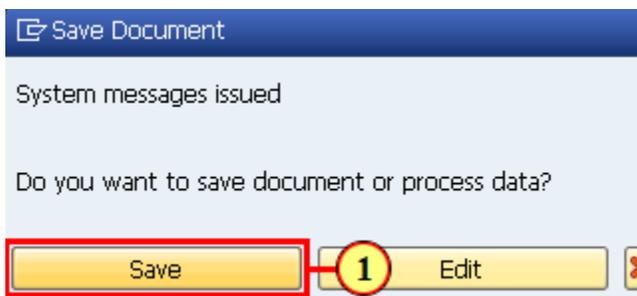
(1) The 13.02.2018 field is filled out.

Project PO 453000018 – Click on Save—the PO will get saved



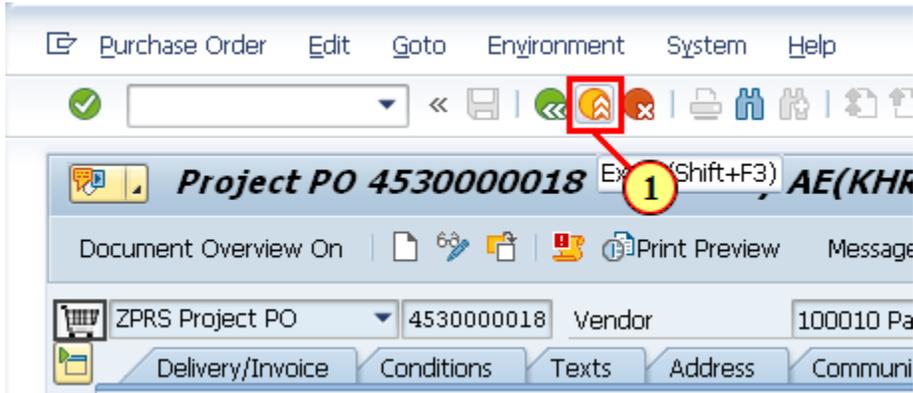
(1) Click on  Save (

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



(1) Click on .

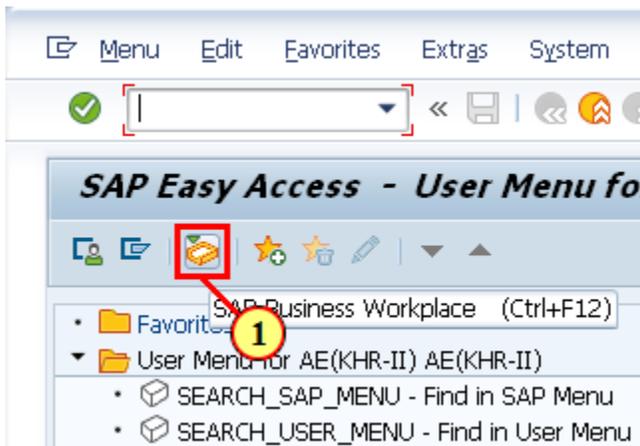
Project PO 4530000018 – Go back. We need to check the Inbox of AE since as per PO Release Strategy the first approver is AE



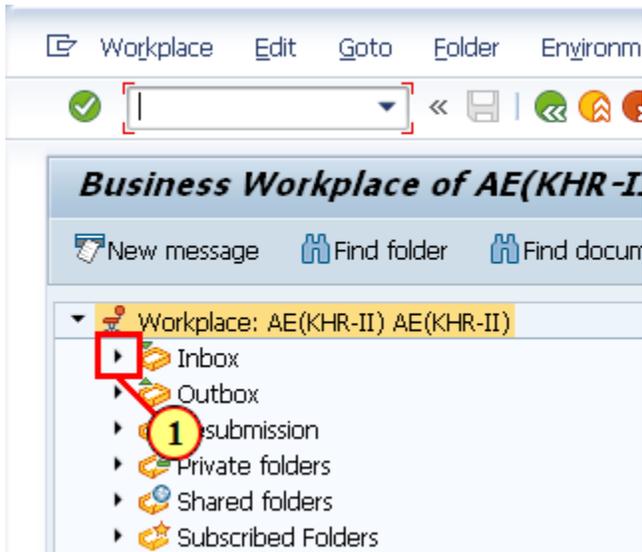
(1) Click on .

13.3. Release Strategy - Approver 1

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

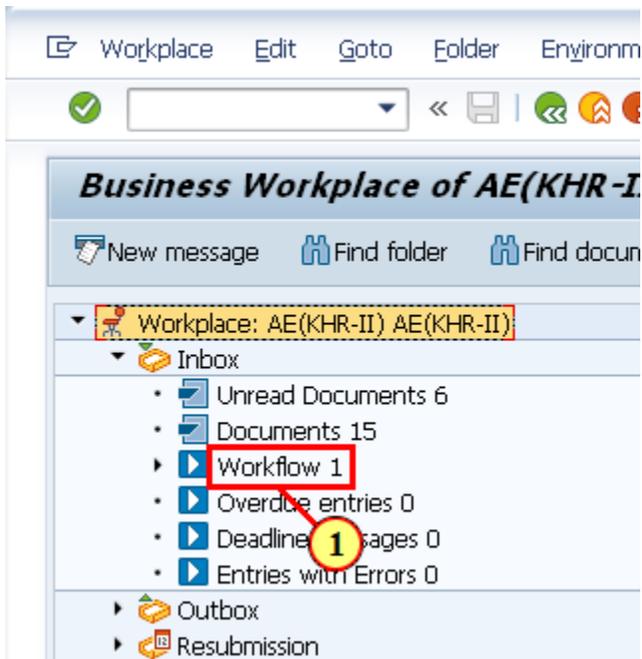


(1) Click on **SAP Business Workplace** .

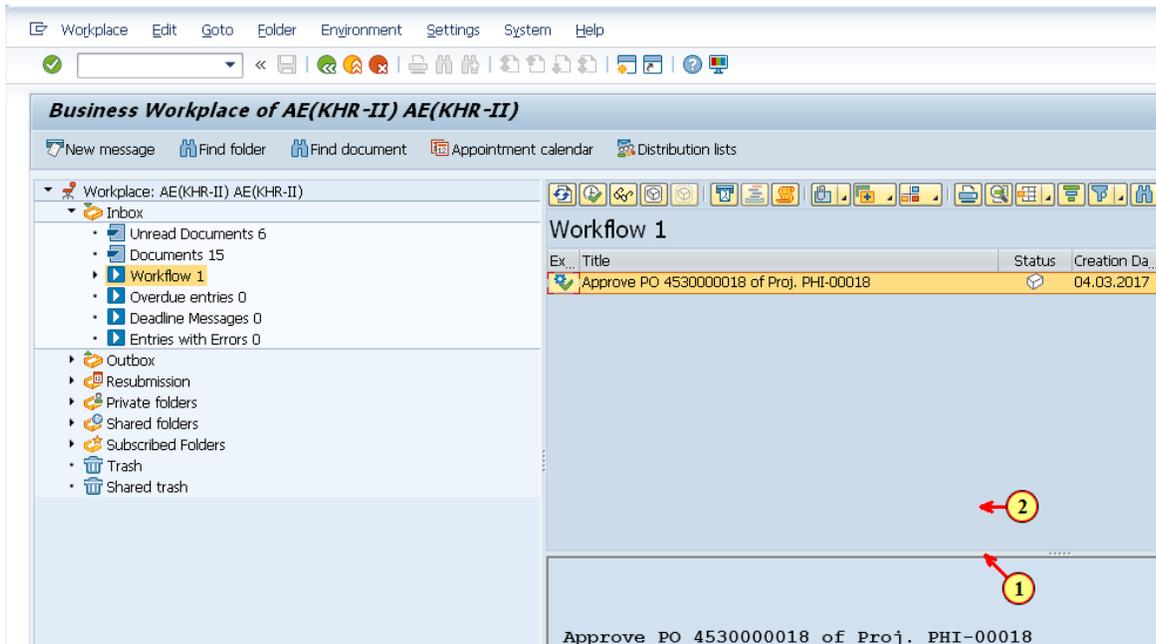


(1) Click on **Inbox** .

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

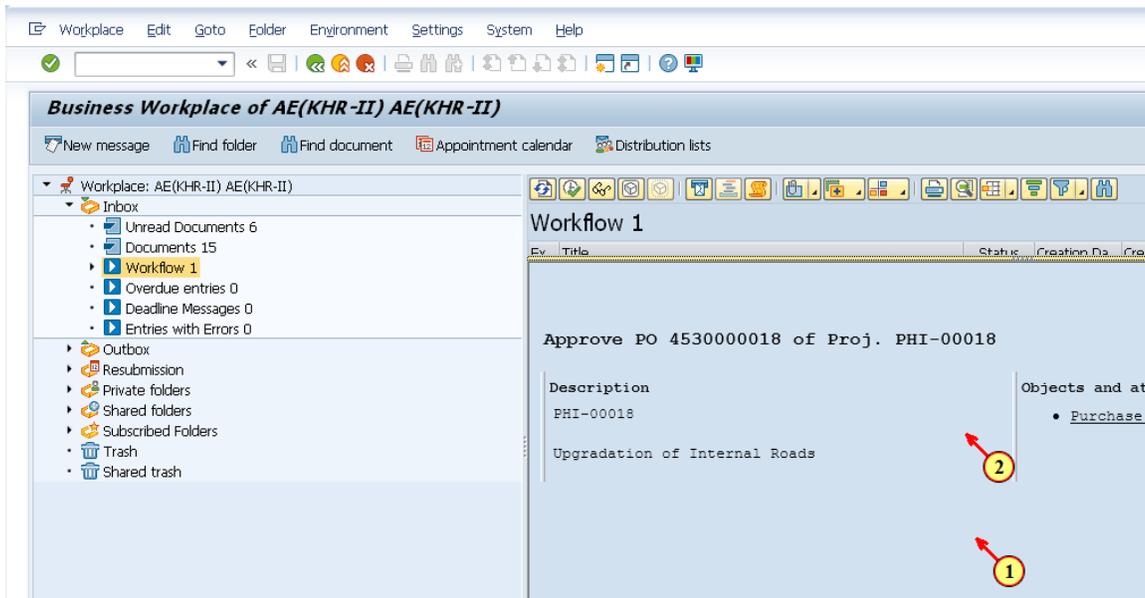


(1) Click on **Workflow 1** .



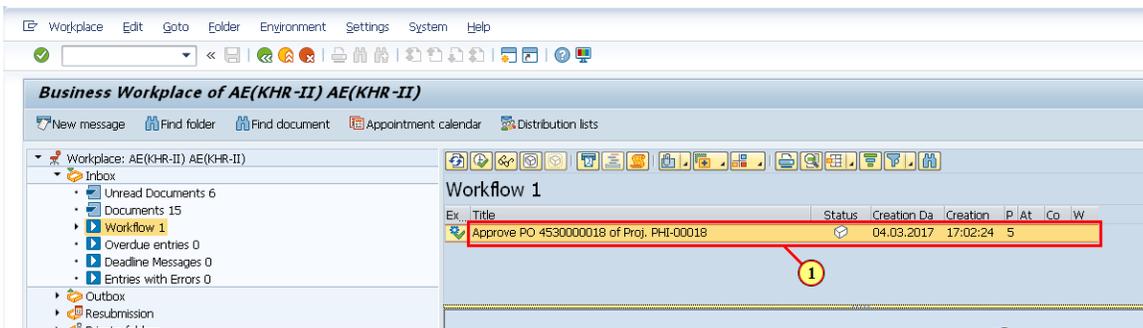
- (1) Drag .
- (2) Drop on .

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



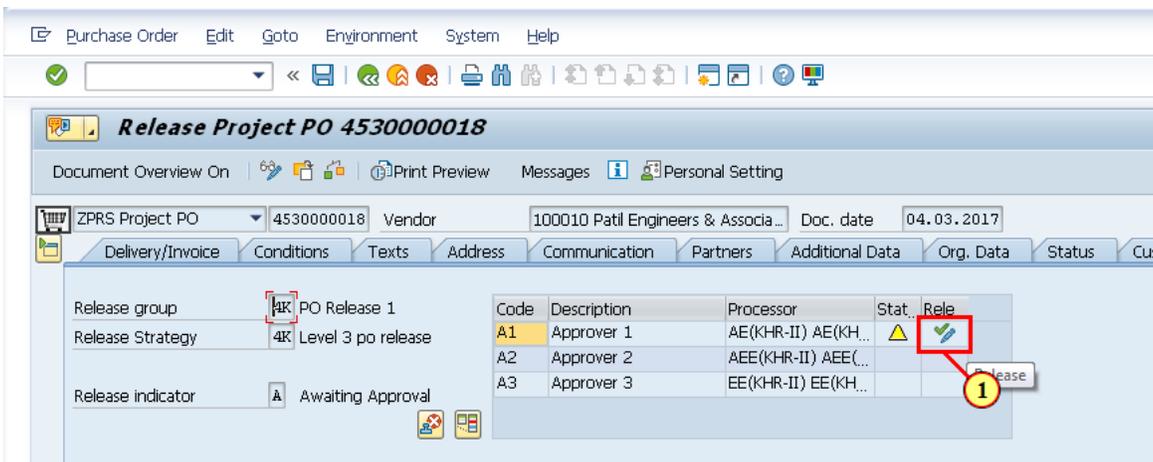
- (1) Drag .
- (2) Drop on .

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



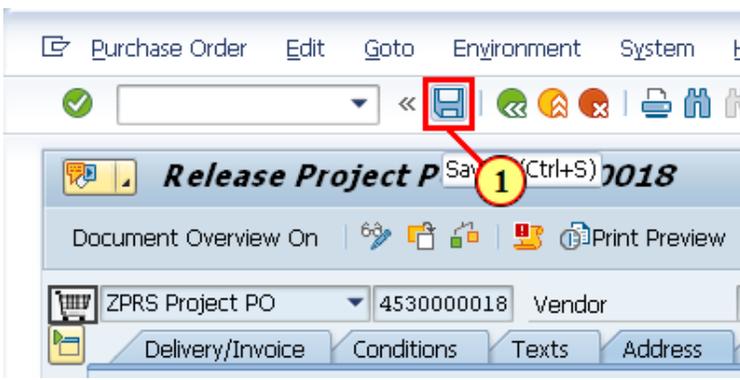
(1) Approve PO 4530000018 of Proj. PHI-00018 04.03.2017 17:02:24 5
is double-clicked.

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



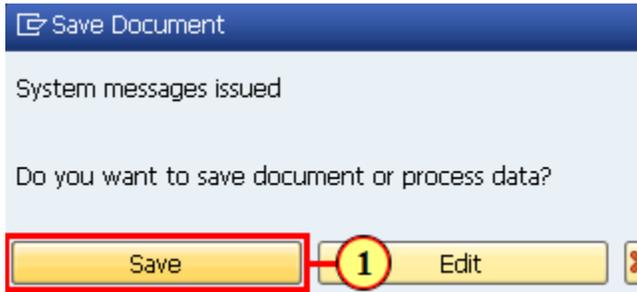
(1) Click on .

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



(1) Click on .

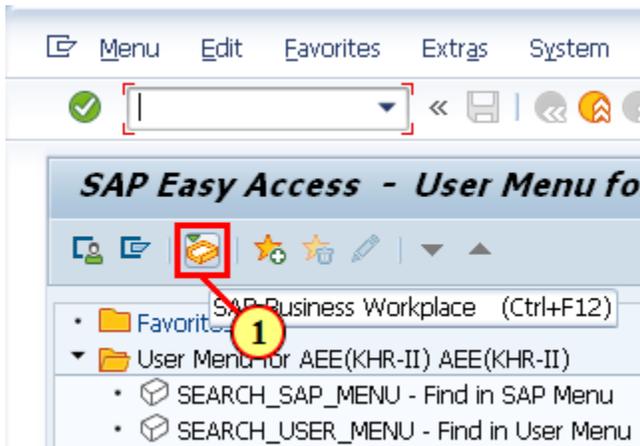
Save Document – Click Save



(1) Click on .

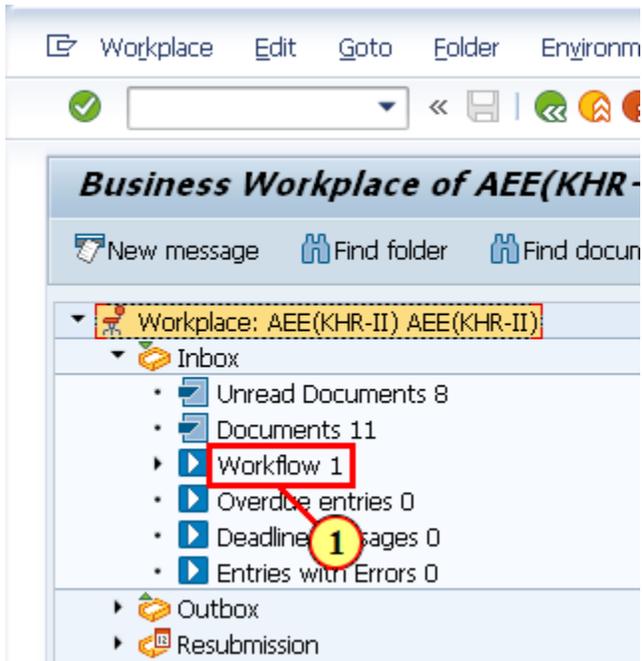
13.4. Release Strategy – Approver 2

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



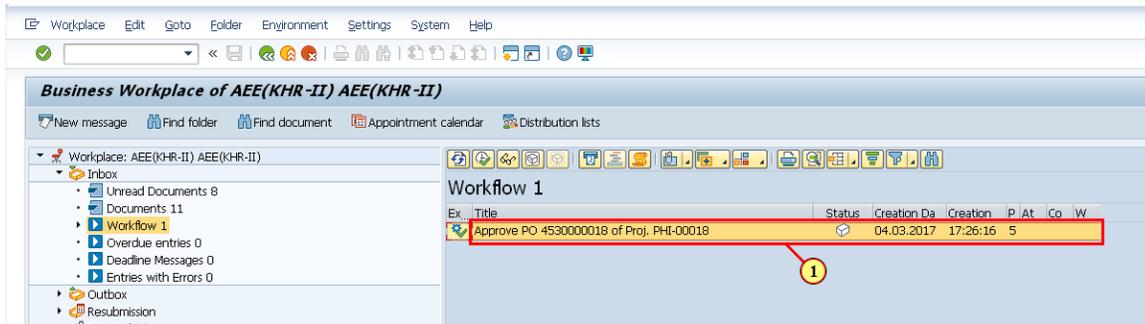
(1) Click on **SAP Business Workplace** .

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



(1) Click on Workflow 1 .

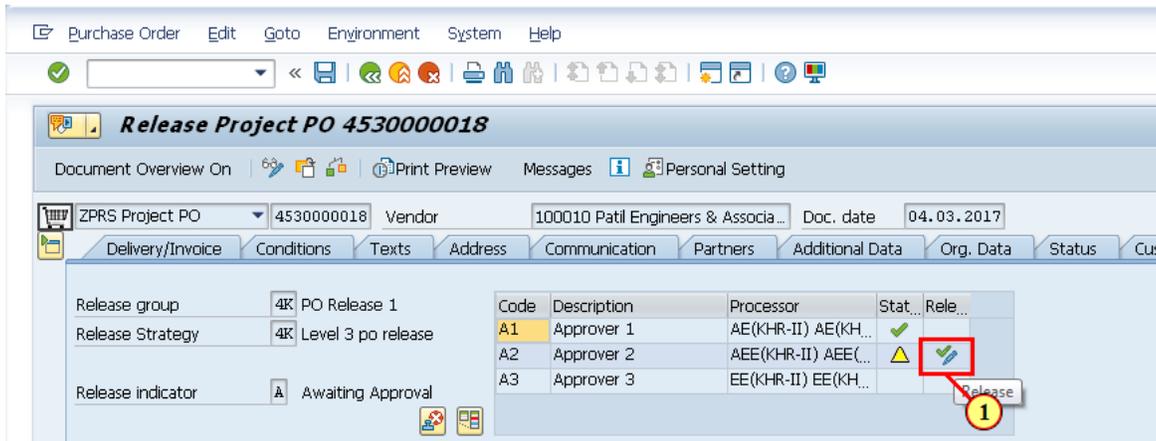
Business Workplace of AEE(KHR-II) – List of items in the Workflow are shown on right side. Find the relevant PO which has come in for approval and double click to open



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

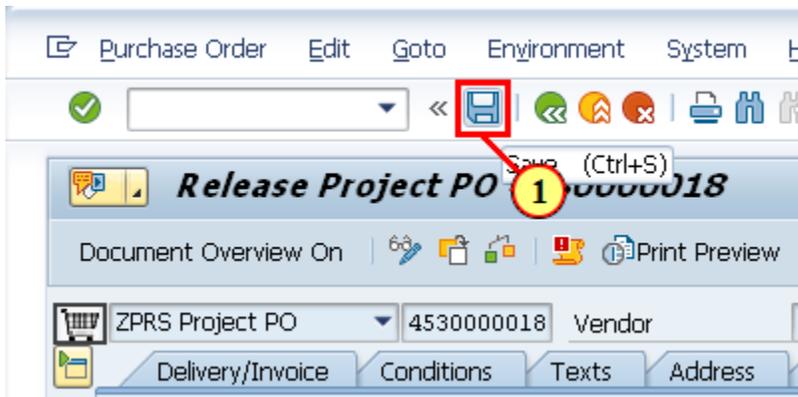
Release Project PO 4530000018 – PO will open for approval. Click the tick mark against Approver 2 i.e. AEE

SAP Training manual



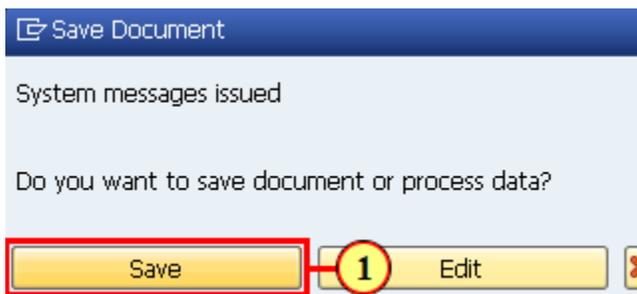
(1) Click on .

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



(1) Click on .

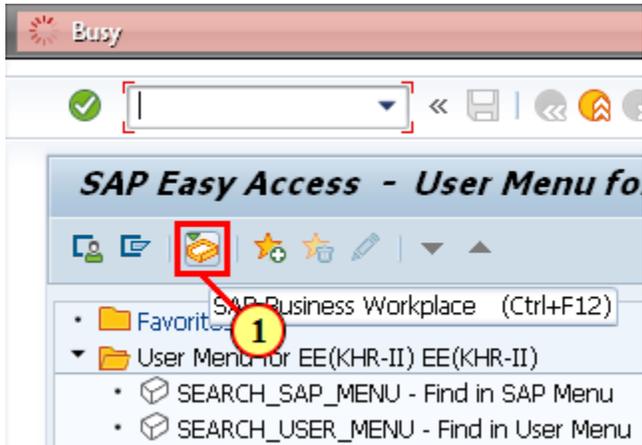
Save Document – Click Save



(1) Click on .

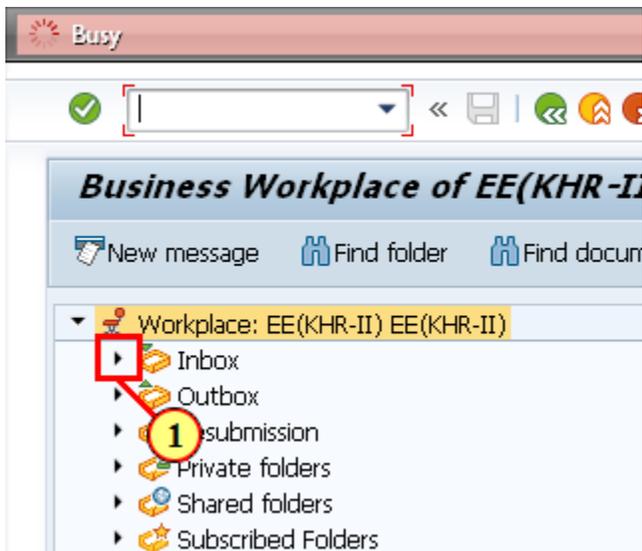
13.5. Release Strategy – Approver 3

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



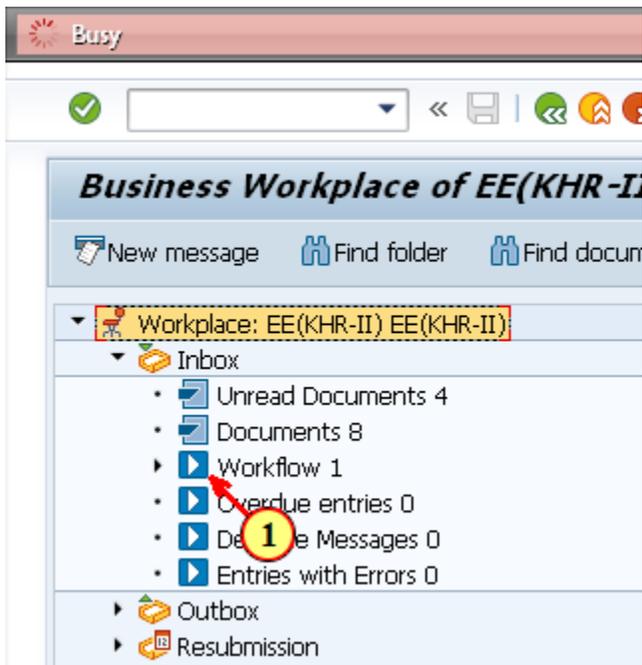
(1) Click on **SAP Business Workplace** .

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



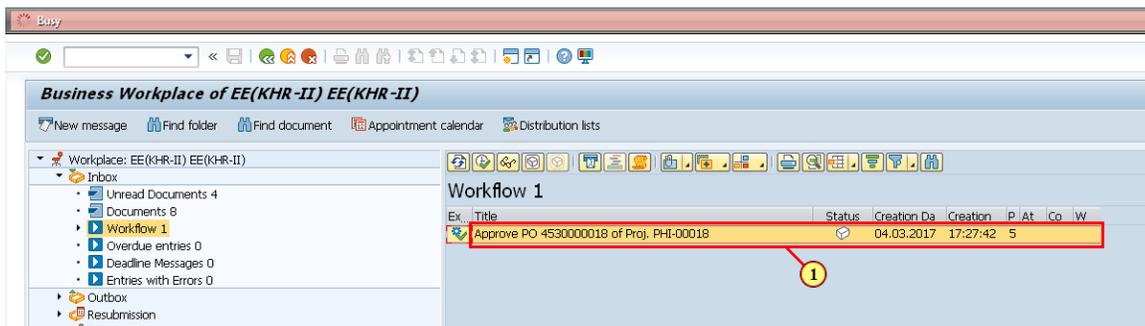
(1) Click on **Inbox** .

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



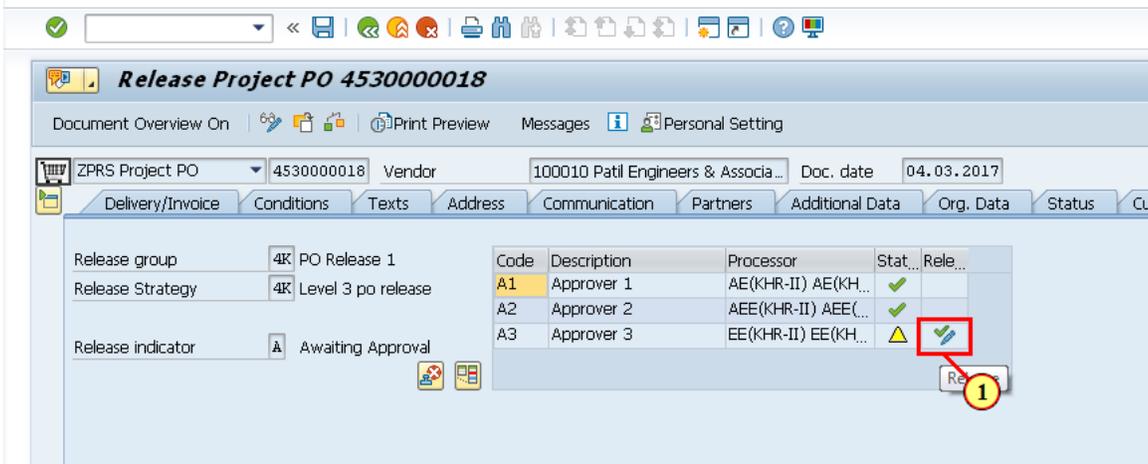
(1) Click here .

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



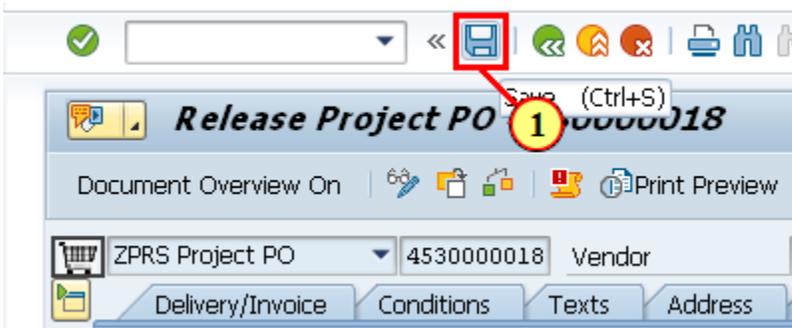
(1) Approve PO 4530000018 of Proj. PHI-00018 is double-clicked.

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



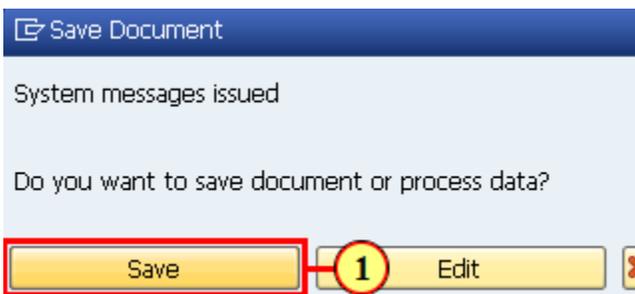
(1) Click on

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



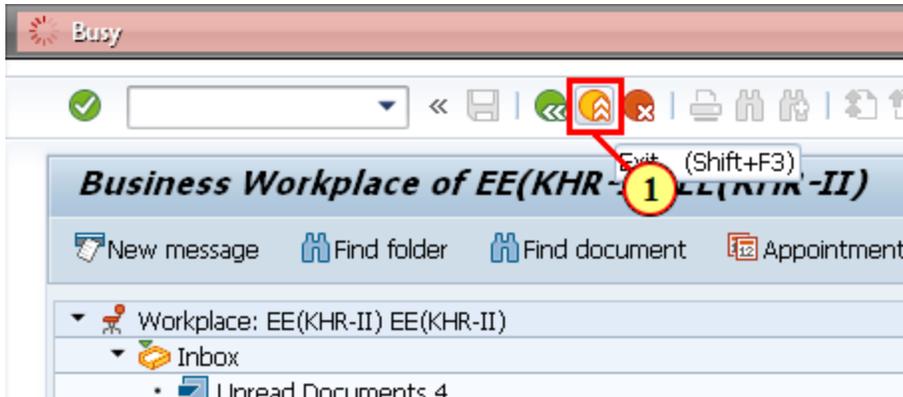
(1) Click on

Save Document – Click Save



(1) Click on

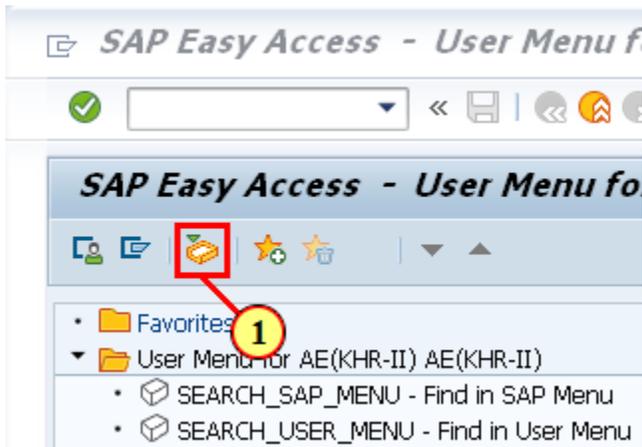
Business Workplace of EE(KHR-II) – Click Exit



(1) Click on .

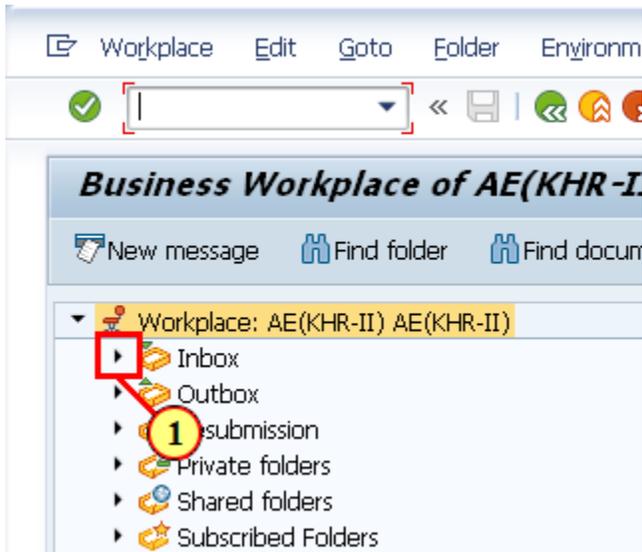
13.6. Release Strategy – Approver 1 – Email Notification

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



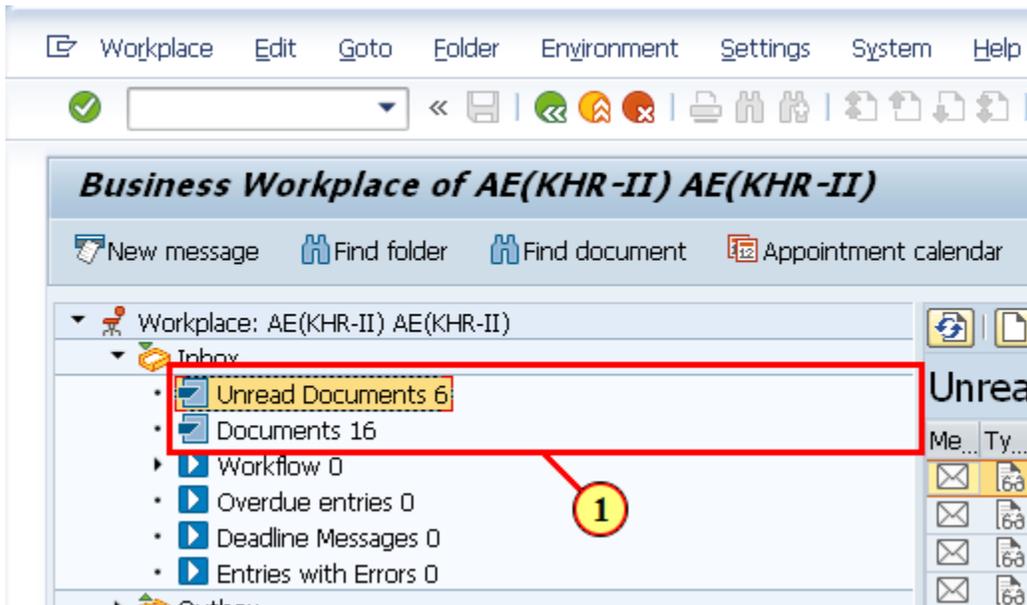
(1) Click on **SAP Business Workplace** .

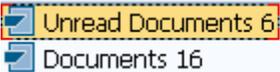
Business Workplace of AE(KHR-II) - Click on Inbox



(1) Click on **Inbox** .

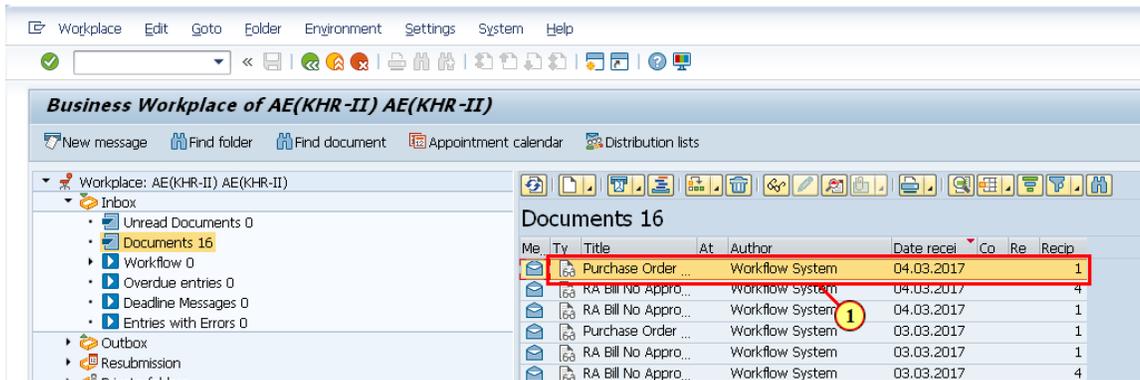
Business Workplace of AE(KHR-II) -- Click on Unread Documents or Documents. Depending on whether the message is already read or not, the notification related to the approved PO will be found



(1) Click on  .

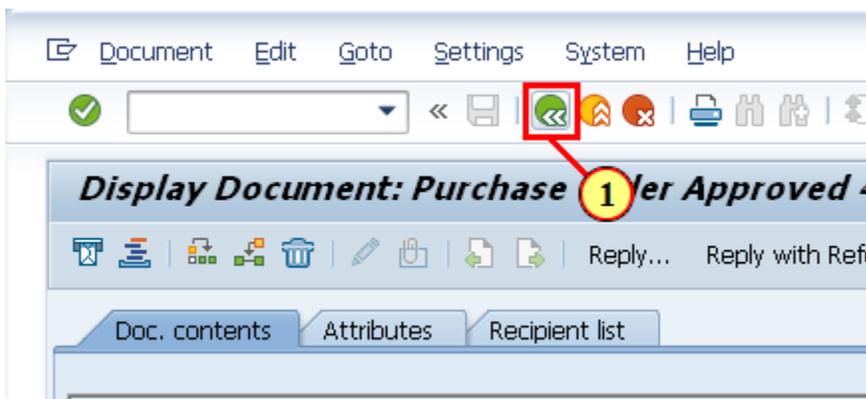
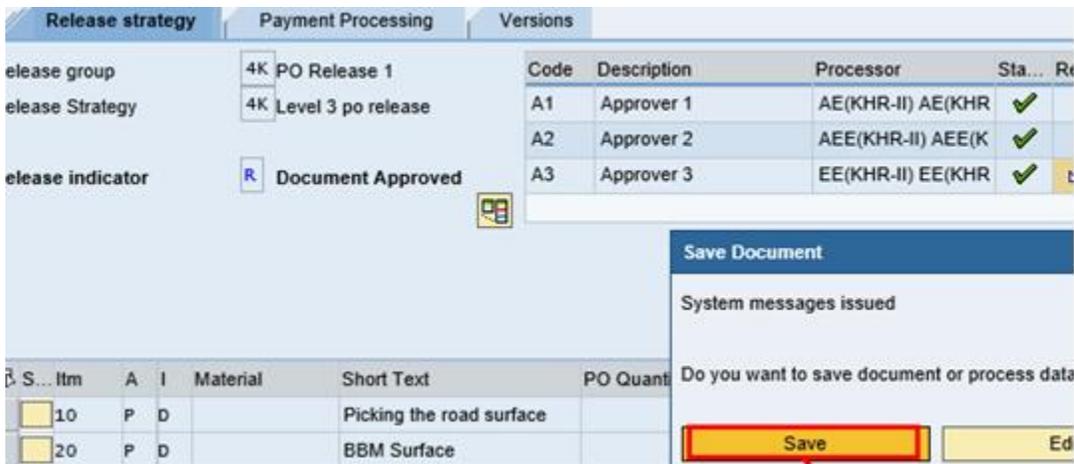
Business Workplace of AE(KHR-II) – Open the notification related to the PO

SAP Training manual



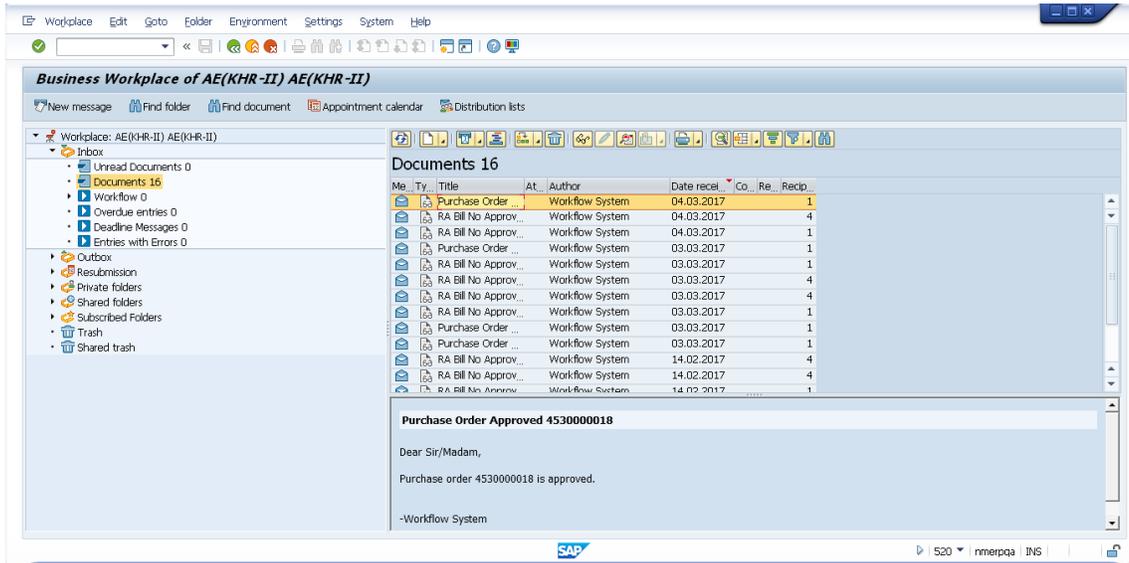
(1) Purchase Order ... Workflow System 04.03.2017 1 is double-clicked.

Display Document: Purchase Order Approved 453000018 – PO is opened and shown as approved by all 3 approvers. Click to go back to Inbox



(1) Click on .

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



The screenshot displays the SAP Business Workplace interface for user AE(KHR-II). The left sidebar shows a folder structure with 'Documents 16' selected. The main area shows a table of documents:

No.	Ty.	Title	At.	Author	Date recel.	Co.	Re.	Recip.
1		Purchase Order ...		Workflow System	04.03.2017			1
4		RA Bill No Approv...		Workflow System	04.03.2017			4
1		RA Bill No Approv...		Workflow System	04.03.2017			1
1		Purchase Order ...		Workflow System	03.03.2017			1
1		RA Bill No Approv...		Workflow System	03.03.2017			1
4		RA Bill No Approv...		Workflow System	03.03.2017			4
4		RA Bill No Approv...		Workflow System	03.03.2017			4
1		RA Bill No Approv...		Workflow System	03.03.2017			1
1		Purchase Order ...		Workflow System	03.03.2017			1
1		Purchase Order ...		Workflow System	03.03.2017			1
4		RA Bill No Approv...		Workflow System	14.02.2017			4
4		RA Bill No Approv...		Workflow System	14.02.2017			4
1		RA Bill No Approv...		Workflow System	14.02.2017			1

Below the table, an approval notification is displayed:

Purchase Order Approved 4530000018

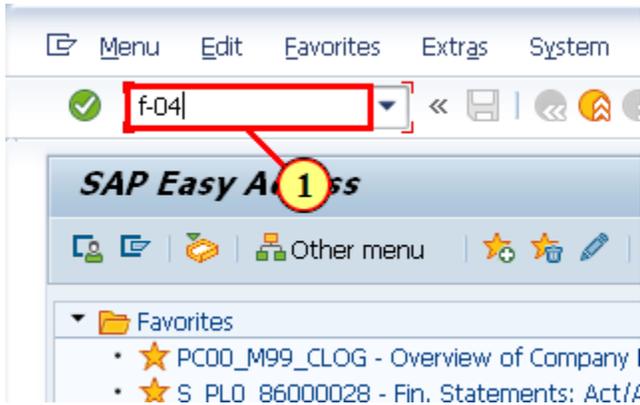
Dear Sir/Madam,

Purchase order 4530000018 is approved.

-Workflow System

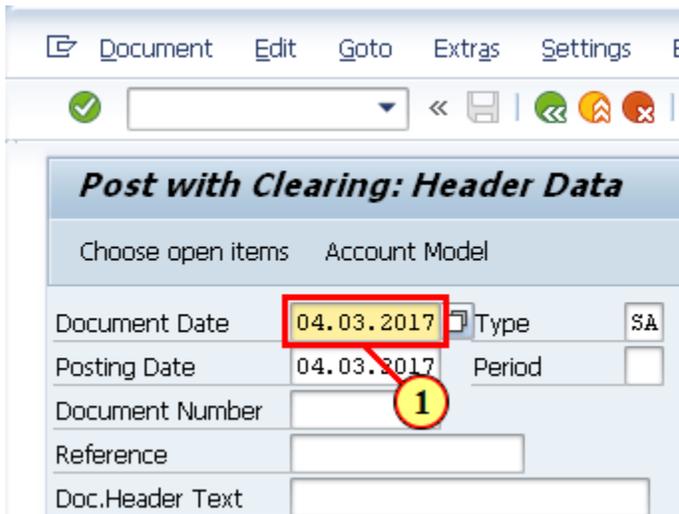
14. EMD Link to Purchase Order (PO)

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



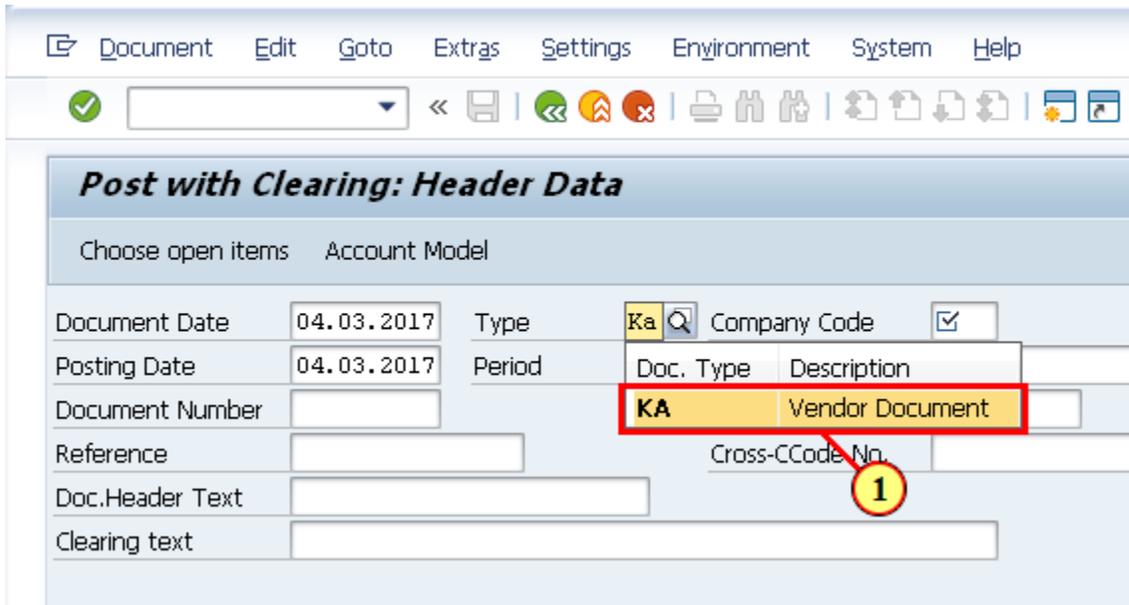
(1) The field is filled out.

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



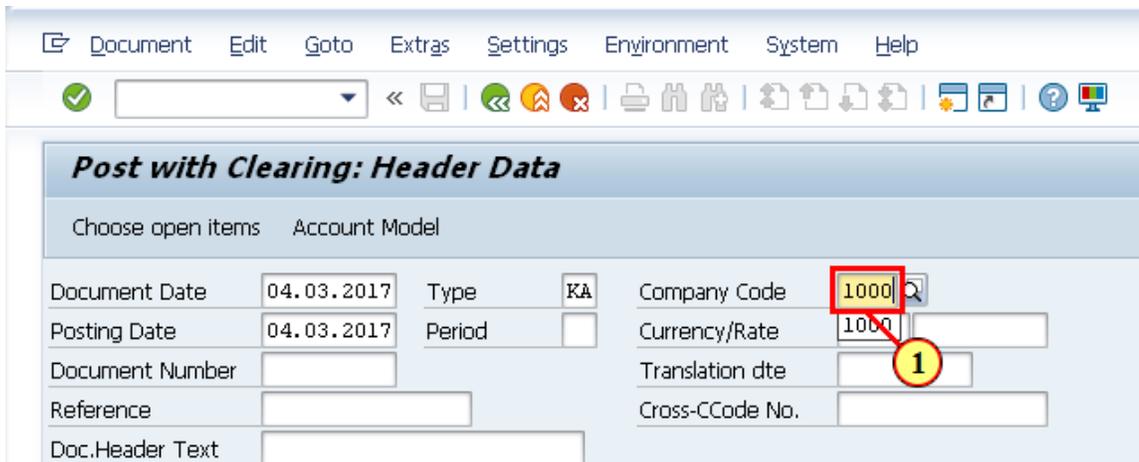
(1) The **Document Date** field is filled out.

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



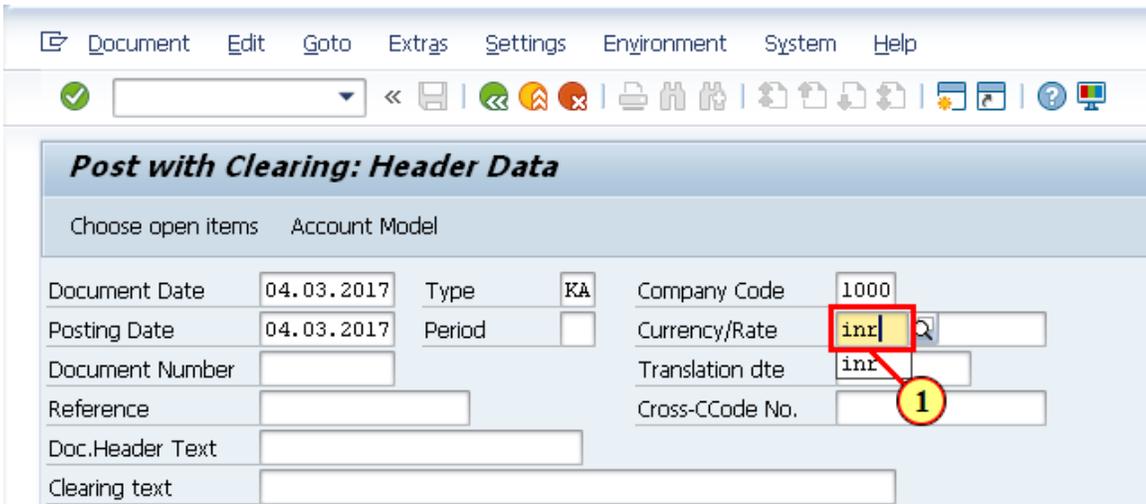
(1) Clicking on the entry **KA** Vendor Document selects it.

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



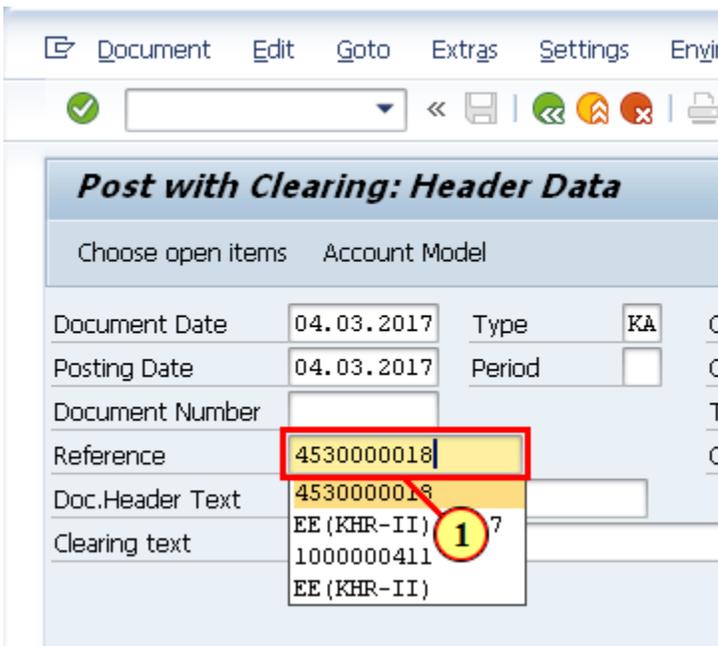
Post with Clearing: Header Data

Choose open items Account Model

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

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

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



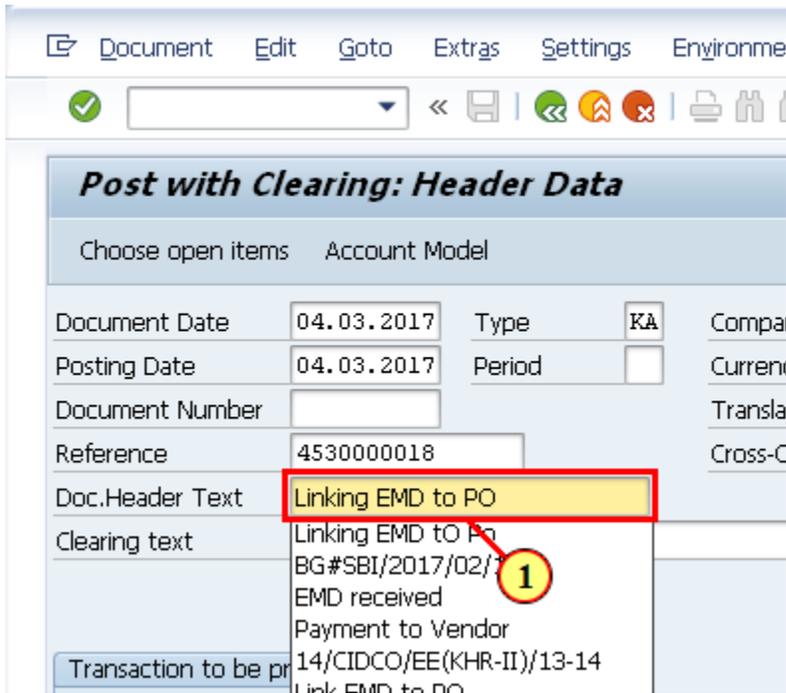
Post with Clearing: Header Data

Choose open items Account Model

Document Date	04.03.2017	Type	KA	C
Posting Date	04.03.2017	Period		C
Document Number				T
Reference	4530000018			C
Doc.Header Text	4530000018			
Clearing text	EE (KHR-II)			
	1000000411			
	EE (KHR-II)			

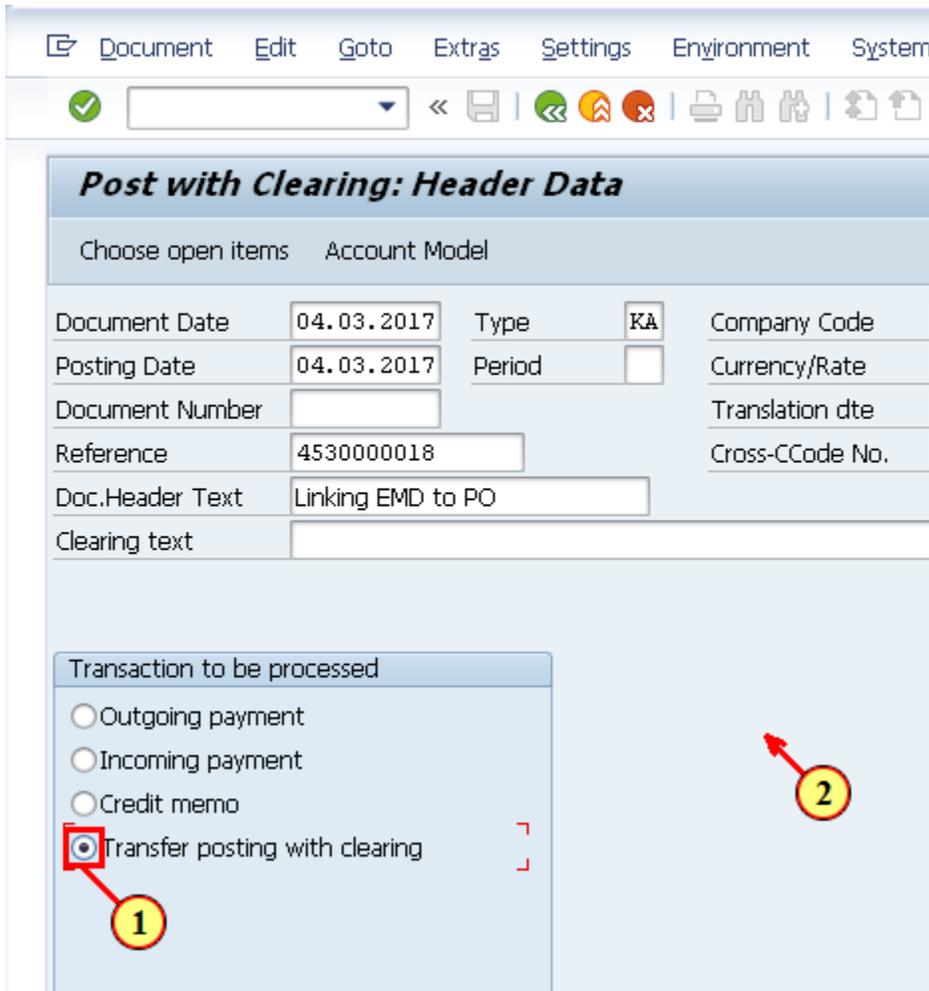
(1) The **Reference** field is cleared.

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



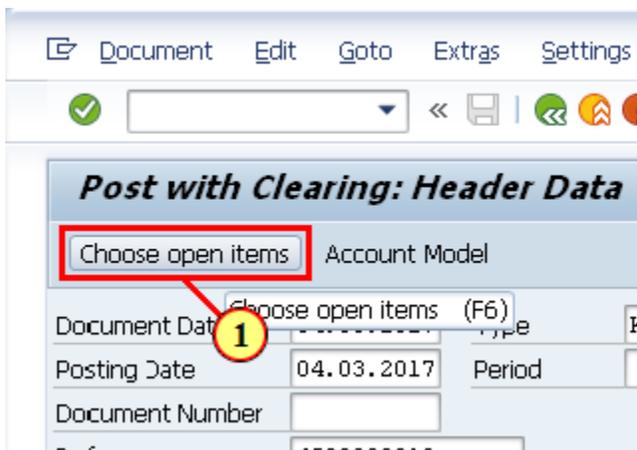
(1) The **Doc.Header Text** field is cleared.

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** .

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

Post with Clearing Select open items

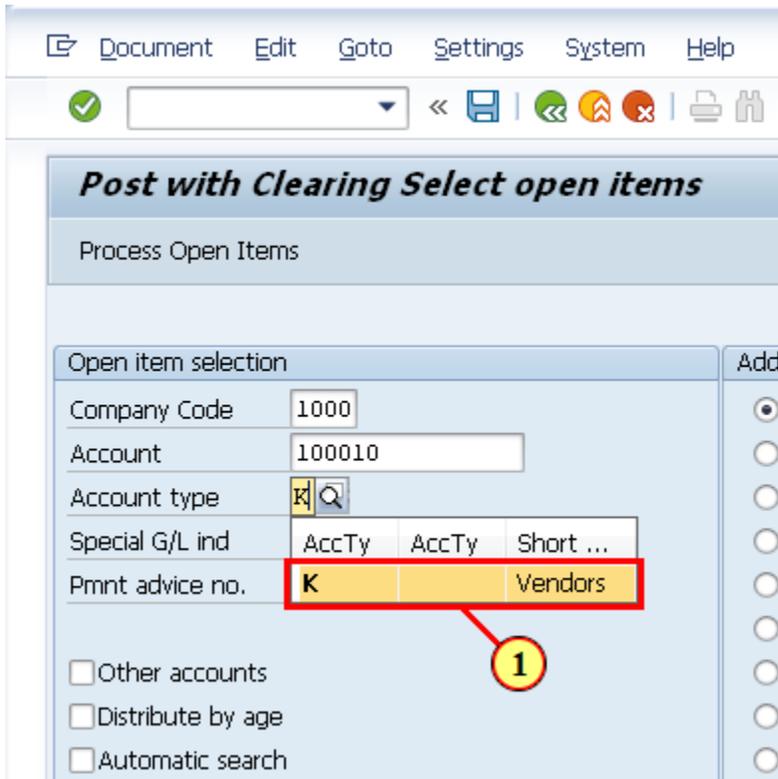
Process Open Items

Open item selection

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

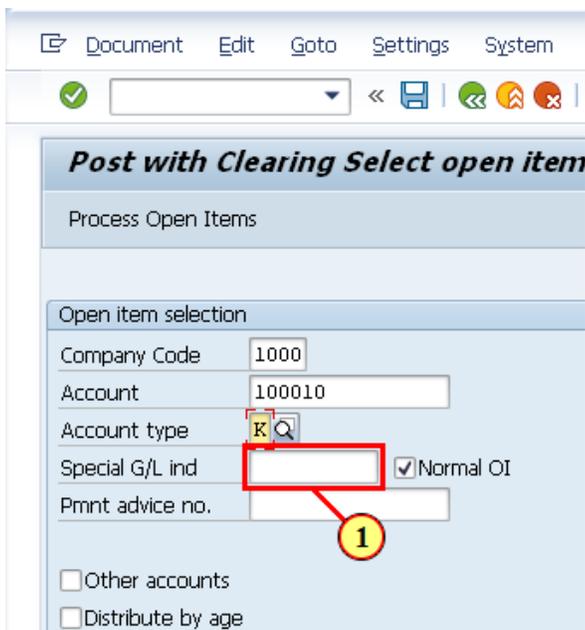
(1) The **Account** field is cleared.

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

Post with Clearing Select open items

Process Open Items

Open item selection		Additional
Company Code	1000	<input checked="" type="radio"/> None
Account	100010	<input type="radio"/> Amo
Account type	K	<input type="radio"/> Docu
Special G/L ind	<input type="checkbox"/> Normal OI	<input type="radio"/> Posti
Prnt advice no.		<input type="radio"/> Dunr
<input type="checkbox"/> Other accounts		<input type="radio"/> Refe
<input type="checkbox"/> Distribute by age		<input type="radio"/> Paym
		<input type="radio"/> Colle

(1) Click on  Normal OI.

Post with Clearing Select open items

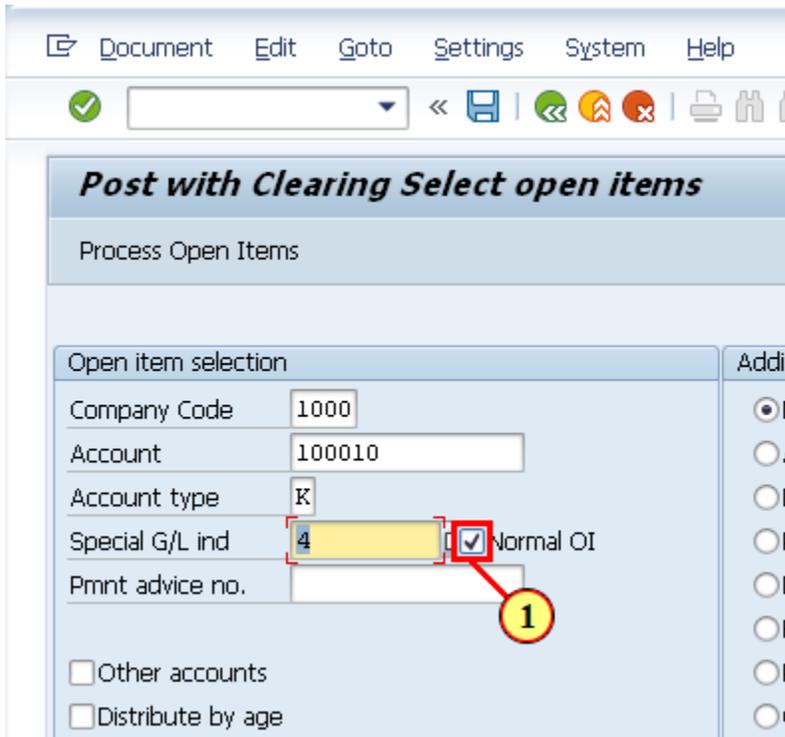
Special G/L Indicator

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

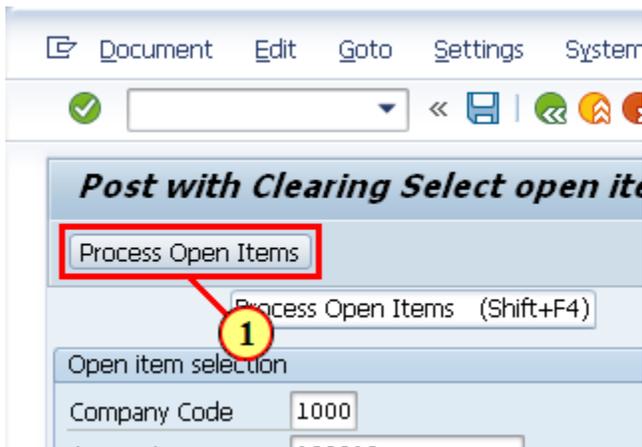
(1) Click on **Choose** .

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



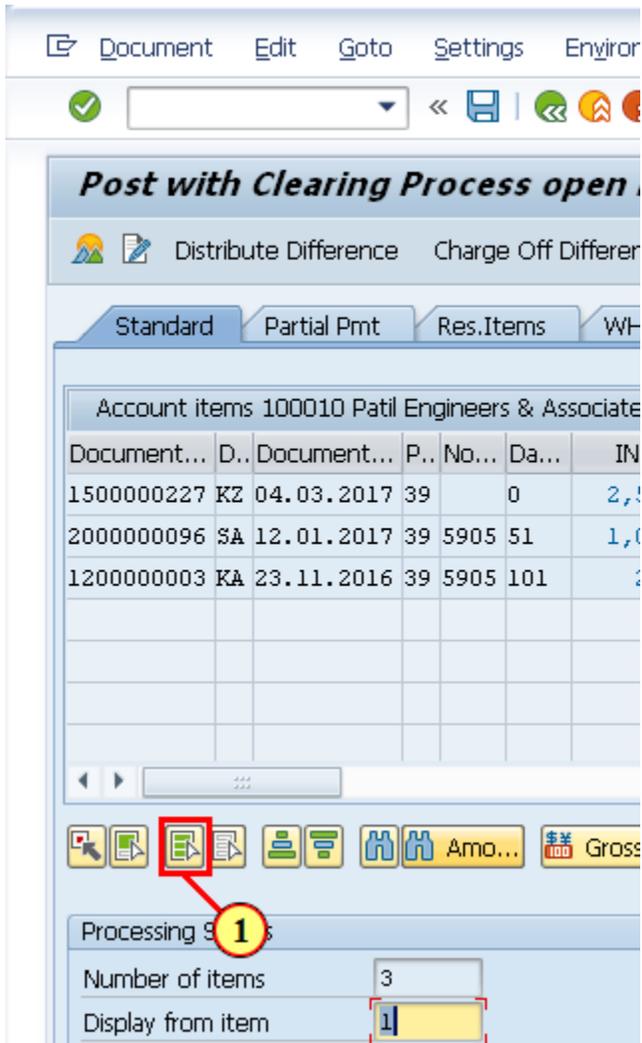
(1) Click on .

Post with Clearing Select open items – Click Process Open Items



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

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



(1) Click on .

Post with Clearing Process open items – Click on Items

Post with Clearing Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 100010 Patil Engineers & Associate

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

Processing Status

Number of items: 3 Amount entered: 3,765

Display from item: 1 Assigned: 3,765

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

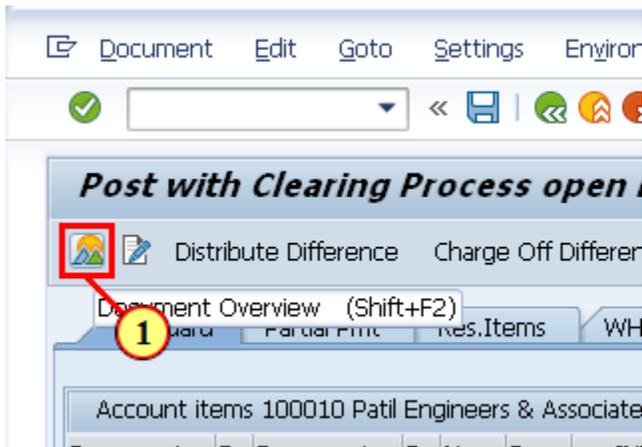
Post with Clearing Process open items – Double click the item related to the project i.e. EMD

SAP Training manual

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

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

Post with Clearing Process open items – Click on Overview



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

Post with Clearing Display Overview – Select 29 as Posting Key



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

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

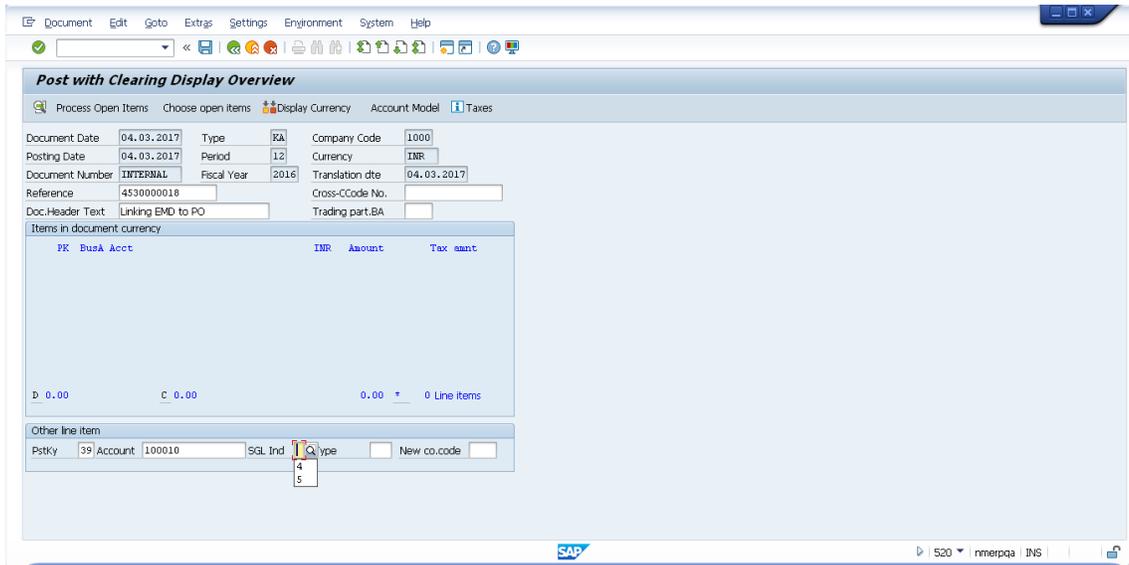
The screenshot shows the SAP 'Post with Clearing Display Overview' window. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment) and a toolbar with icons for navigation and actions. The main area displays document details:

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

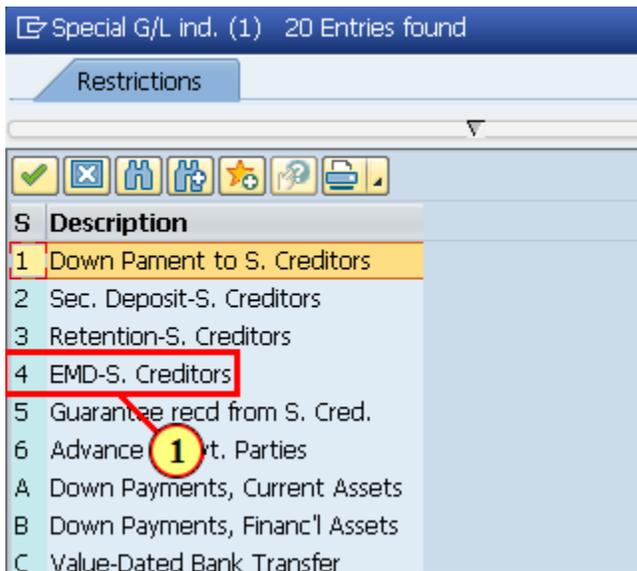
Below the document details, there is a section for 'Items in document currency' showing 'PK BusA Acct' and 'IM'. At the bottom, the 'Other line item' section is visible, with the 'Account' field containing '100010'. A red box highlights this field, and a yellow callout bubble with the number '1' points to it.

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

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



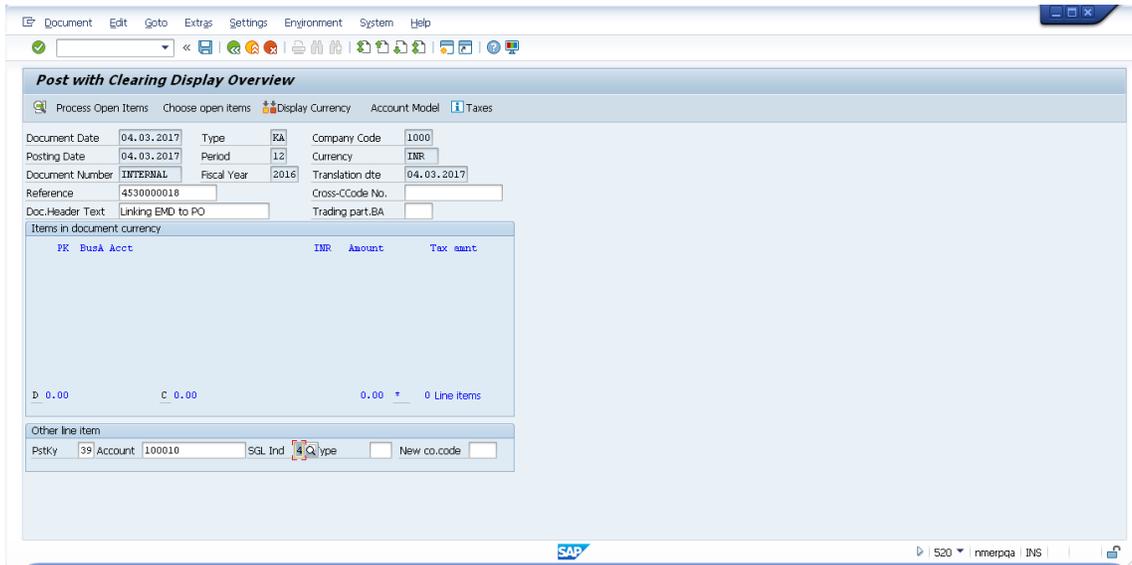
F4 is now pressed.



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

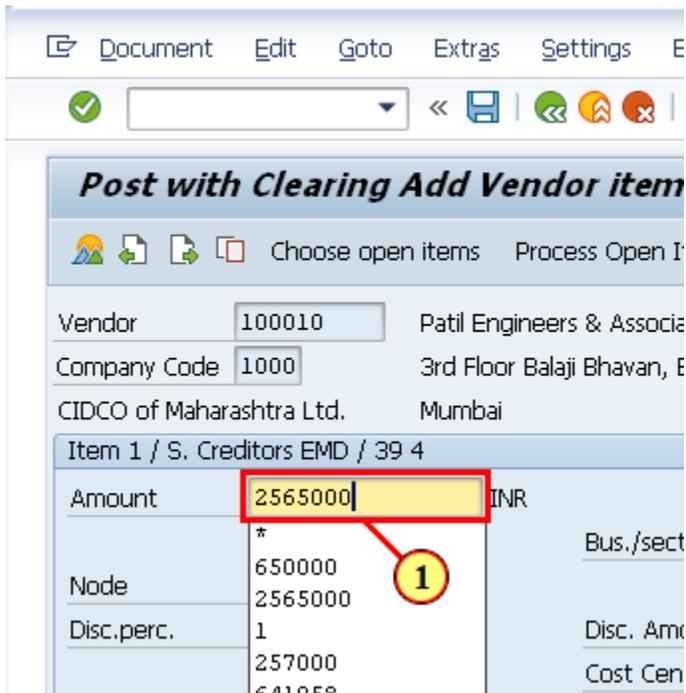
Post with Clearing Display Overview – Click Enter

SAP Training manual



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

Post with Clearing Add Vendor item

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

Item 1 / S. Creditors EMD / 39 4

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

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

(2)

1110	1000	BELAPUR & NERUL (B&N)
------	------	-----------------------

 is double-clicked.

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

Post with Clearing Add Vendor item

Vendor: 100010 Patil Engineers & Ass
 Company Code: 1000 3rd Floor Balaji Bhava
 CIDCO of Maharashtra Ltd. Mumbai

Item 1 / S. Creditors EMD / 39 4

Amount: 2565000 INR
 Calculate tax
 Bus./sectn:
 Node:
 Disc.perc.:
 Disc. Amount:
 Cost Center:
 Purch.doc.: 4530000018
 Contract: 4530000018
 Funds ctr: Cmm

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

Post with Clearing Add Vendor item

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

Item 1 / S. Creditors EMD / 39 4

Amount: 2565000 INR
 Calculate tax Bus./sectn

Node:
 Disc.perc.: Disc. Amou
 Cost Cente

Purch.doc.: 4530000018 00010
 00010 Circle

Contract: 1

Funds ctr: Cmmt item

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

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

Post with Clearing Add Vendor item

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

Item 1 / S. Creditors EMD / 39 4

Amount: 2565000 INR
 Calculate tax Bus./sectn: 1000 1110

Node:
 Disc.perc.: Disc. Amount:
 Purch.doc.: 4530000018 00010 Cost Center: Real estate
 Contract: / Circle: Flow Type:
 Funds ctr: Cmnt item: 699999
 Assignment:
 Text: EMD linked to PO
 EMD linked TO PO
 BG received from Vendor

Next Line Item:
 PstKy: Account: SGL Ind: TType: New co.coc:

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

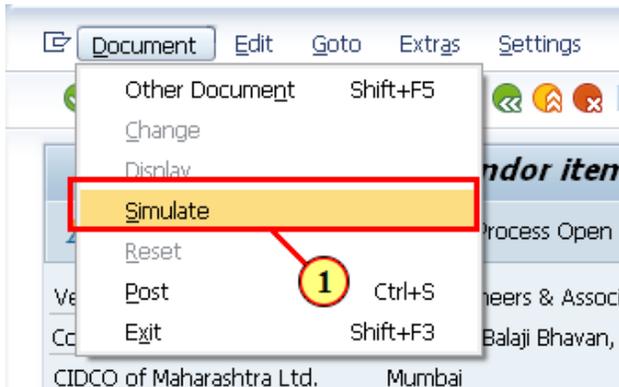
Post with Clearing Add Vendor item – Click on Document

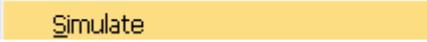
Post with Clearing Add Vendor item

Vendor: 100010 Patil Engineers & Ass
 Company Code: 1000 3rd Floor Balaji Bhava

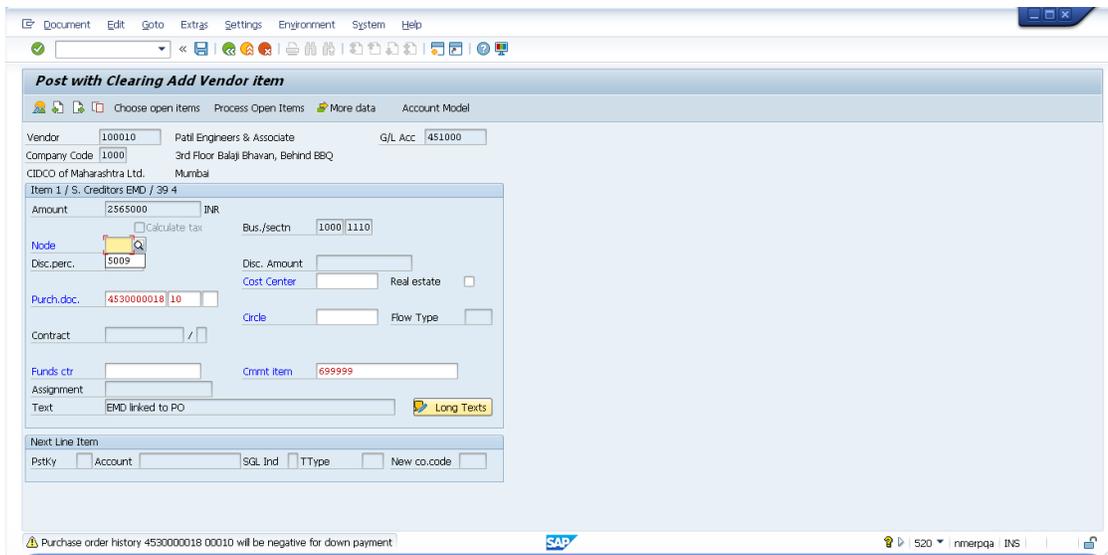
(1) Clicking on the **Document** menu item executes it.

Post with Clearing Add Vendor item – Document → Simulate



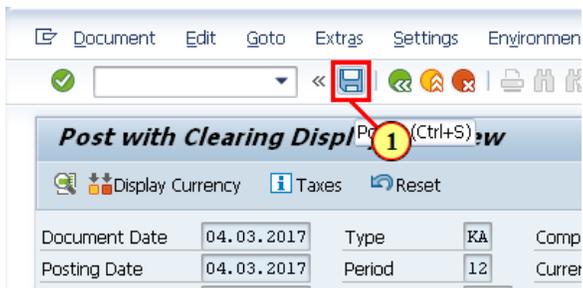
(1) Clicking on the **Simulate**  menu item executes it.

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



Enter is now pressed.

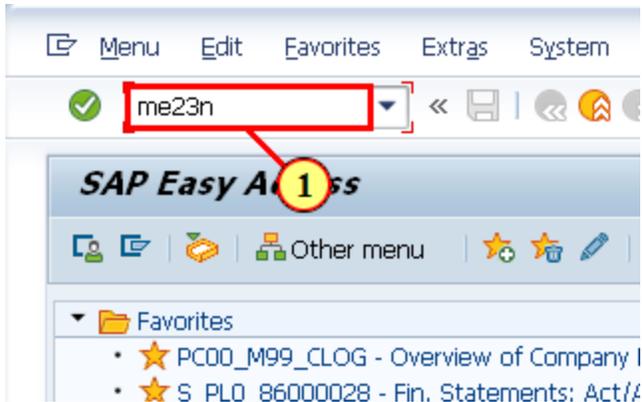
Post with Clearing Display Overview – Click on Save



(1) Click on .

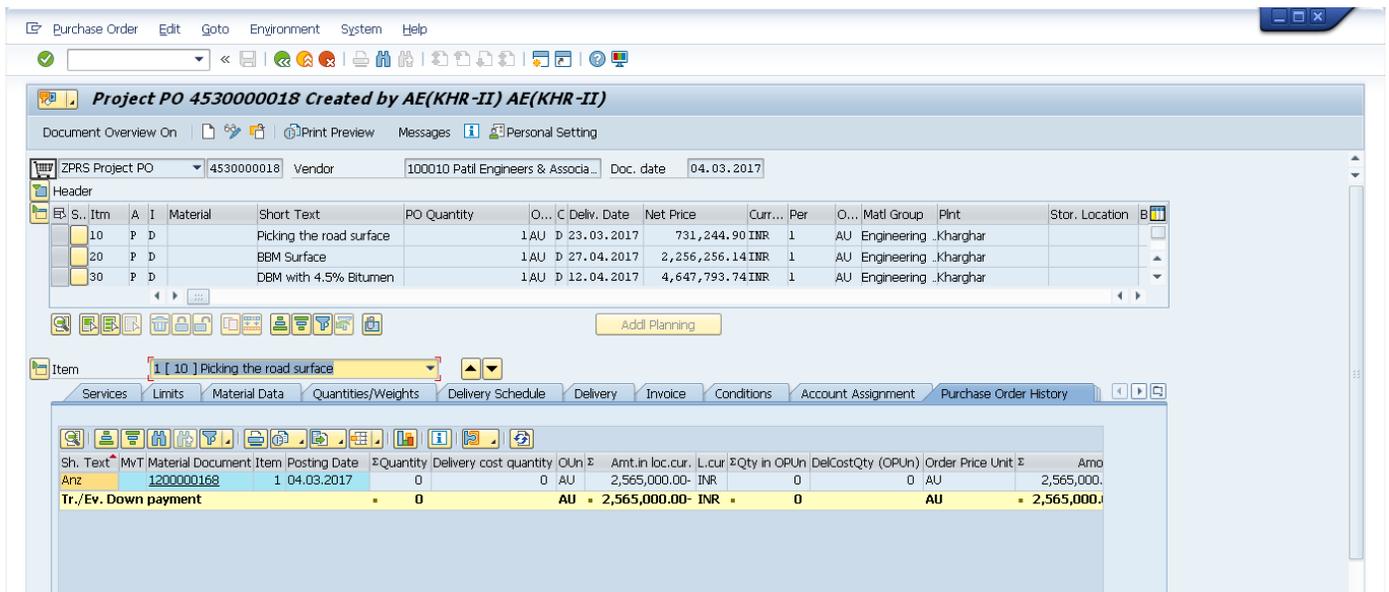
14.2. Tcode ME23N – View PO

Enter Tcode ME23N



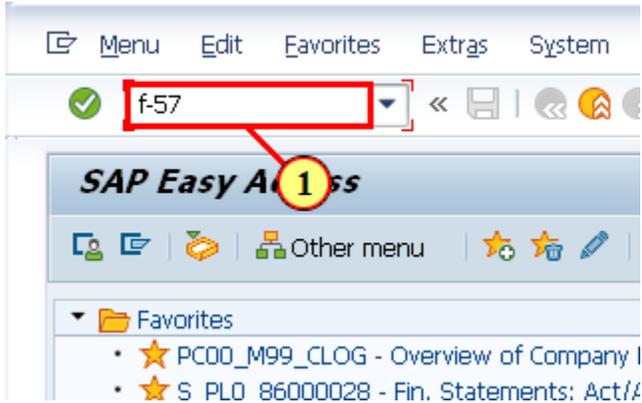
(1) The field is filled out.

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



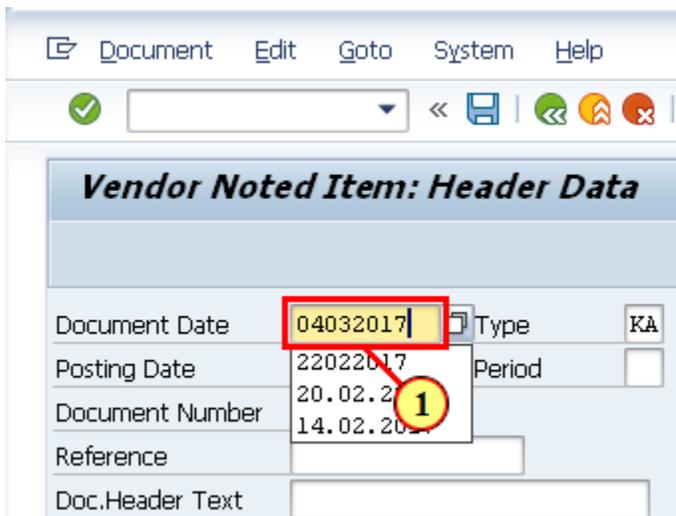
15. Receipt of Bank Guarantee from Vendor

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

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

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

Enter currency as INR

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

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

Header Data – Enter the Reference – it is free text

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

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

Enter Doc.Header Text – it is free text field

Document Date	04032017	Type	KA	Compar
Posting Date	04.03.2017	Period		Currency
Document Number				Translati
Reference	EE (KHR-II) /2017			
Doc.Header Text	BG#SBI/2017/02/1			
Trading part.BA	EMD received			
	Payment to Vendo			
	14/CIDCO/EE(KHR-II), 13-14			
Line Item	Link EMD to PO			
Posting Key	2.5% BG			
	Link EMD for CA #1224			

(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”

The screenshot shows the SAP 'Vendor Noted Item: Header Data' and 'Line Item' screens. In the 'Line Item' section, the 'Posting Key' is set to '39'. The 'Special G/L ind' field contains '4' and has a search icon (magnifying glass) next to it, which is highlighted with a red box and a yellow circle containing the number '1'. The 'Account' field contains '4', and the 'Amount' field is empty. The 'Due' checkbox is checked, and the 'Dunning Block' checkbox is unchecked.

(1) Click on .

The screenshot shows the 'Special G/L ind. (1) 20 Entries found' search results. The 'Restrictions' tab is active. A list of 20 entries is displayed, with the following descriptions: 1 Down Payment to S. Creditors, 2 Sec. Deposit-S. Creditors, 3 Retention-S. Creditors, 4 EMD-S. Creditors, 5 Guarantee recd from S. Cred., 6 Advance to Pmt. Parties, A Down Payment to Pmt. Assets, B Down Payments, Financ'l Assets, C Value-Dated Bank Transfer, D Discounts. The entry '5 Guarantee recd from S. Cred.' is highlighted with a red box and a yellow circle containing the number '1'.

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

Select Account – Enter vendor account

The screenshot shows the SAP 'Vendor Noted Item: Header Data' window. The 'Header Data' section includes fields for Document Date (04032017), Posting Date (04.03.2017), Document Number, Reference (EE (KHR-II) /2017), Doc.Header Text (BG#SBI/2017/02/1), and Trading part.BA. The 'Line Item' section shows Posting Key (39), Special G/L ind (5), and a list of accounts. The account '100010' is highlighted in yellow, and a red box with a yellow circle containing the number '1' points to it. Other accounts in the list include 138001, 100054, 138401, and 100004.

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

Enter Amount and Due date

Document Edit Goto System Help

Vendor Noted Item: Header Data

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

Line Item

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

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

Enter text – e.g. BG received from Vendor

SAP Training manual

Vendor Noted Item: Header Data

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

Line Item

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

Assignment: [] Spec G/L assgt: []

Text: **BG received from Vendor**

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

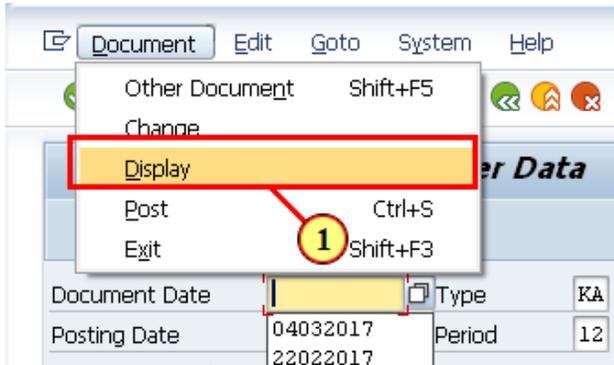
Vendor Noted Item: Header Data – Click on Save

Vendor Noted Item: Header Data

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

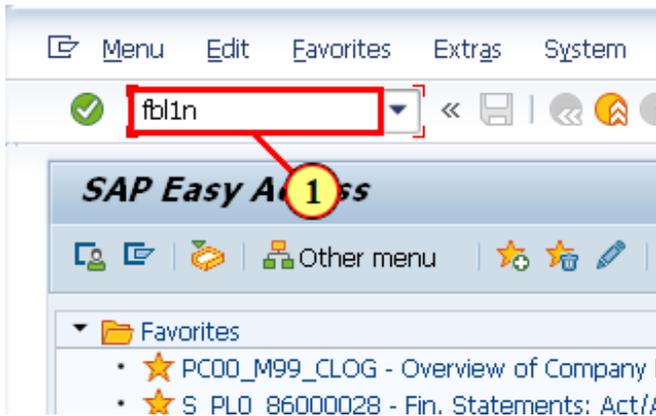
(1) Click on .

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

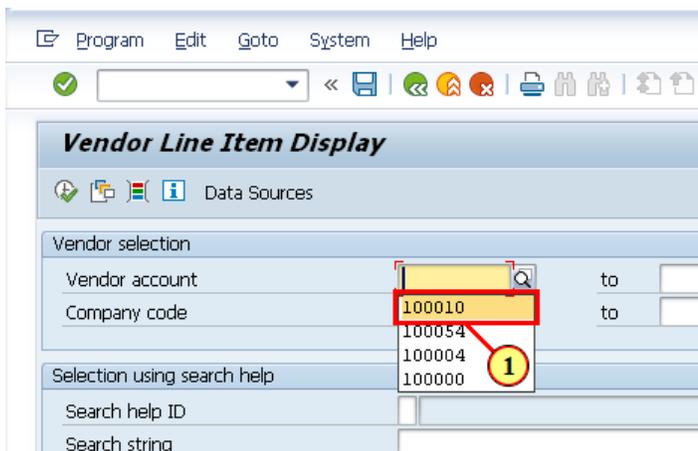


(1) Clicking on the **Display** menu item executes it.

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



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



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

Vendor Line Item Display

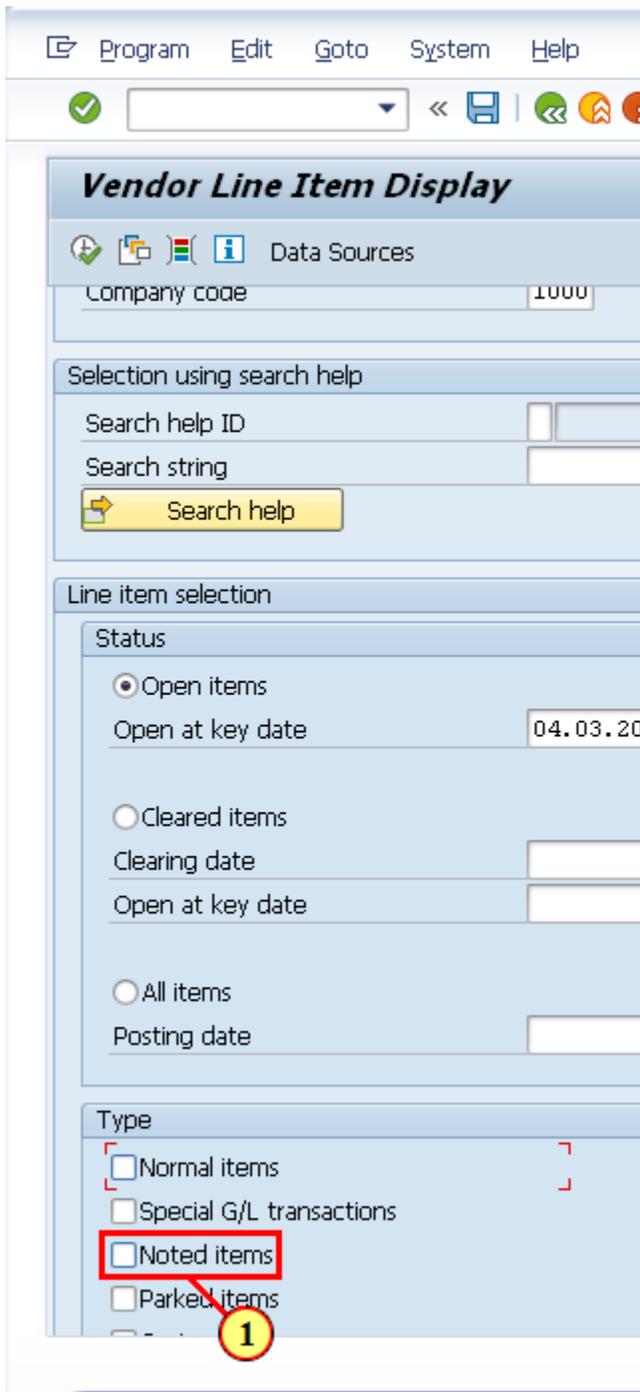
The screenshot shows the SAP Vendor Line Item Display interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Vendor Line Item Display' and contains several sections:

- Data Sources:** Includes 'Vendor account' (100010) and 'Company code' (1000).
- Selection using search help:** Includes 'Search help ID', 'Search string', and a 'Search help' button.
- Line item selection:** Includes 'Status' (Open items, Cleared items, All items) and 'Type' (Normal items, Special G/L transactions, Noted items).

A red circle with the number '1' is placed over the 'Normal items' checkbox in the 'Type' section.

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

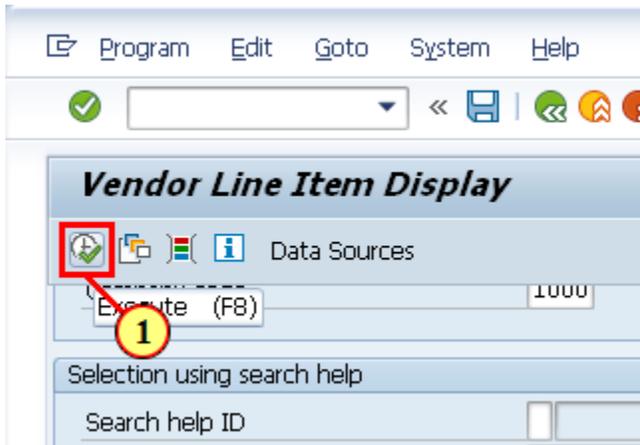
Vendor Line Item Display. Select Open Items. Click Noted Items check box



(1) Click on Noted items.

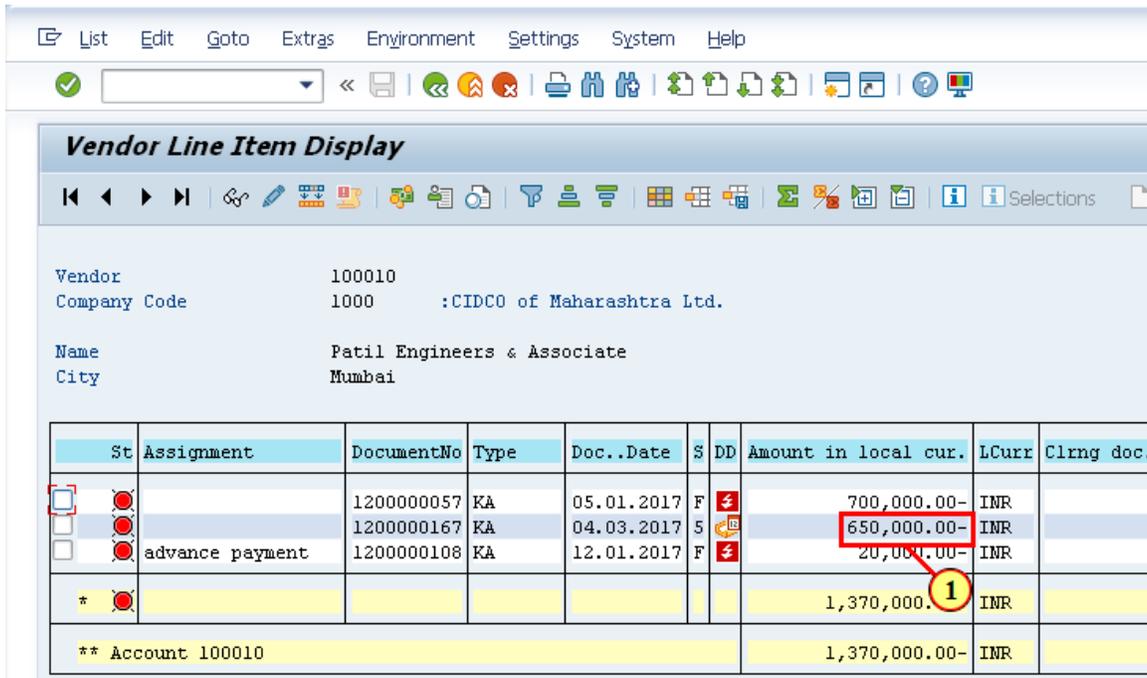
Click on Execute button or F8

SAP Training manual



(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

SAP Training manual

Vendor Line Item Display

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

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		1200000057	KA	05.01.2017	F	5	700,000.00-	INR		
		1200000167	KA	04.03.2017	S	5	658,000.00-	INR		BG received from Vendor
	advance payment	1200000108	KA	12.01.2017	F	5	20,000.00-	INR		advertisement
*							1,370,000.00-	INR		
**	Account 100010						1,370,000.00-	INR		

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

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	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

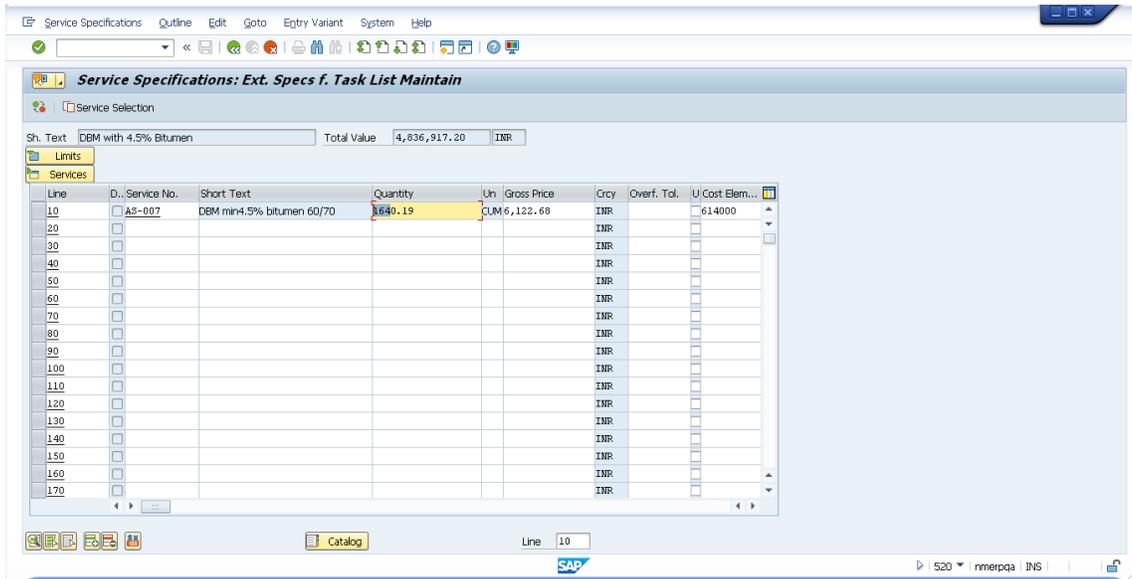
Open Project in the Project Builder

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

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

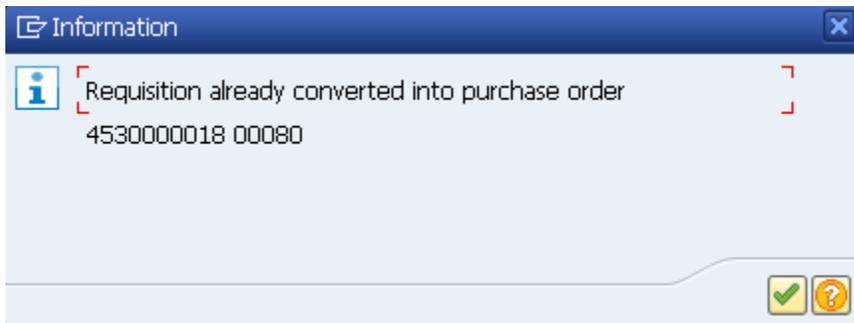
Service Specifications: Ext. Specs f. Task List Maintain

Change the quantity and go back to structure



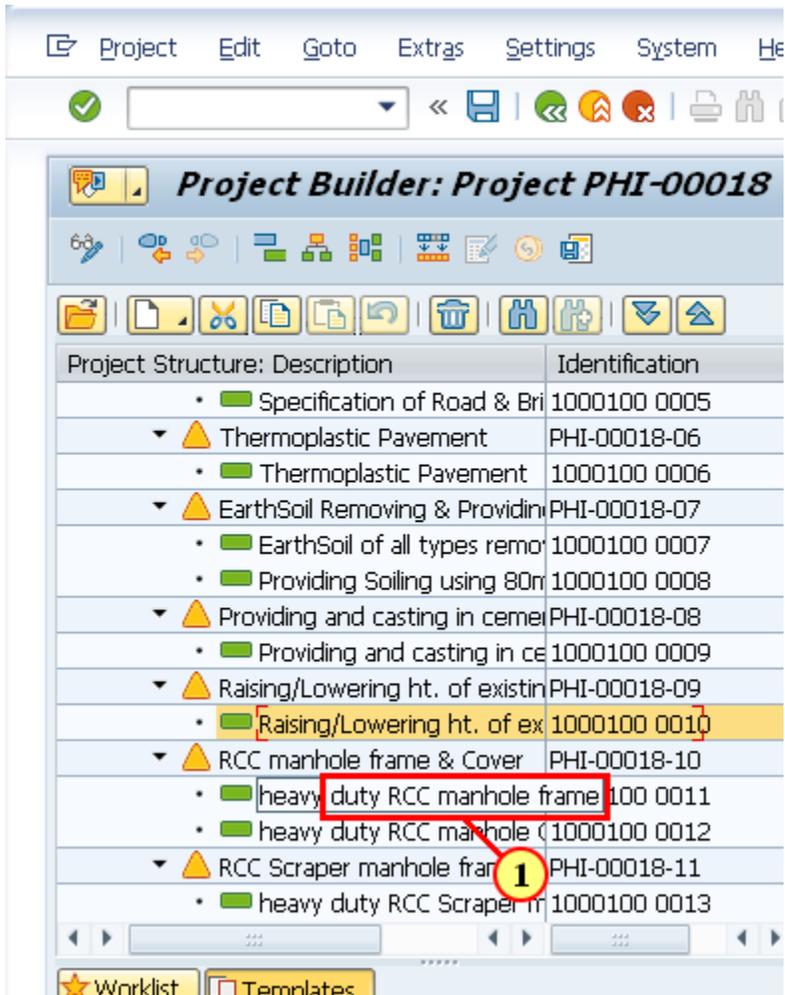
Enter is now pressed and click on Save

Information – Click green tick mark to proceed ahead

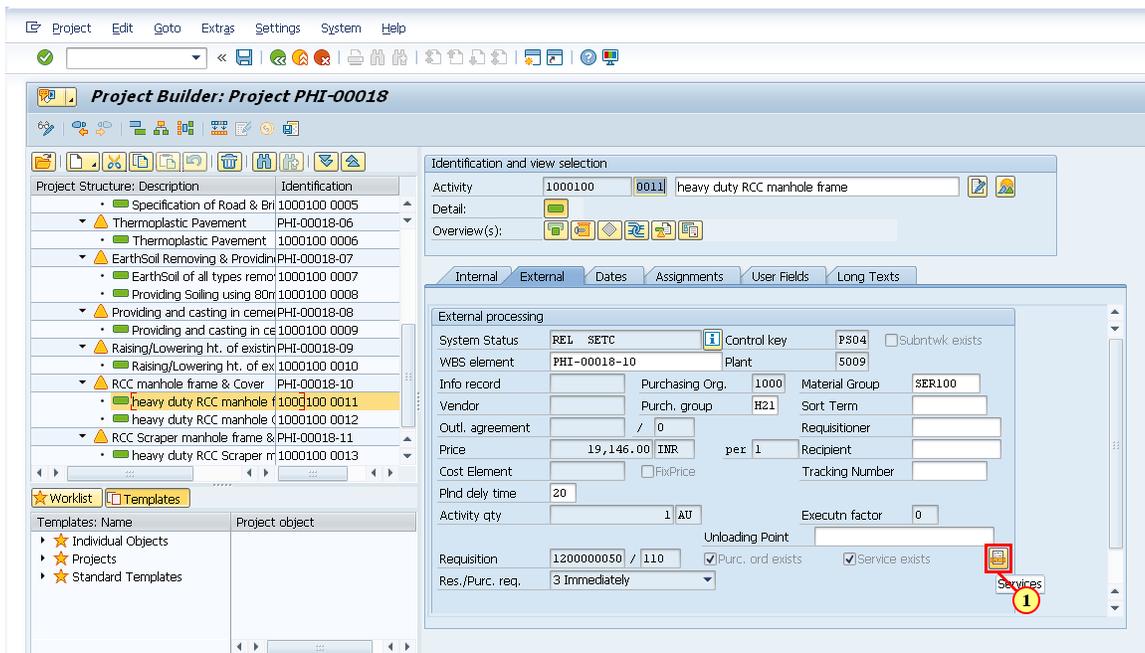


Enter is now pressed.

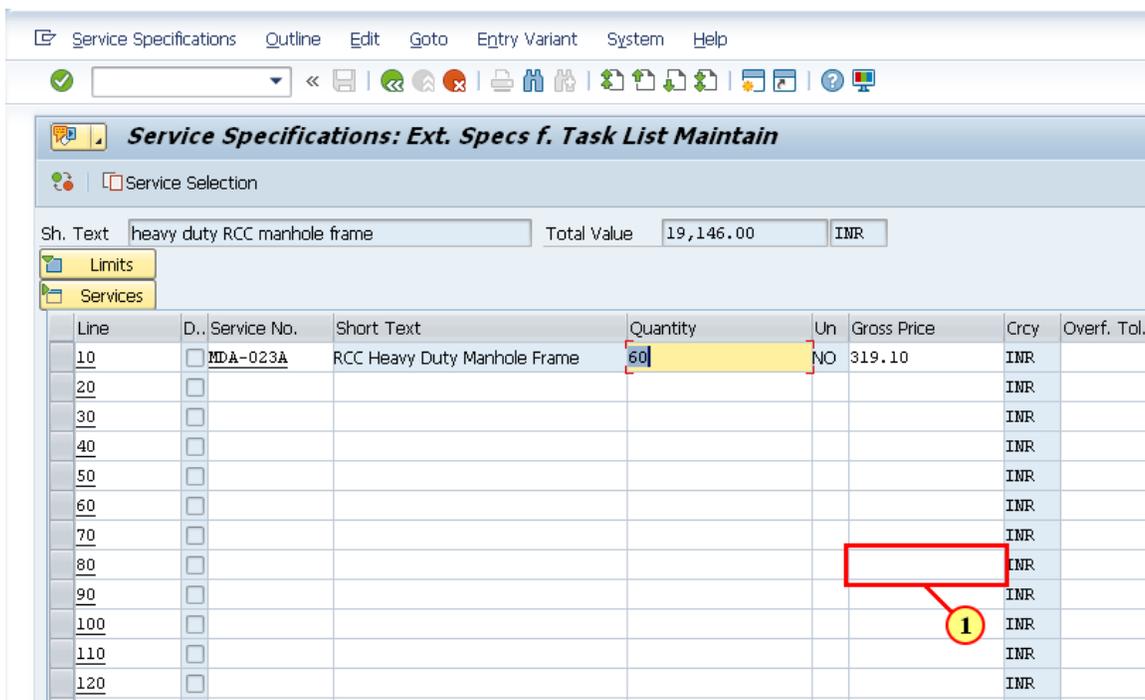
Project Builder: Project PHI-00018 – Select the service activity as shown



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



Check the service quantity and price – Change the quantity



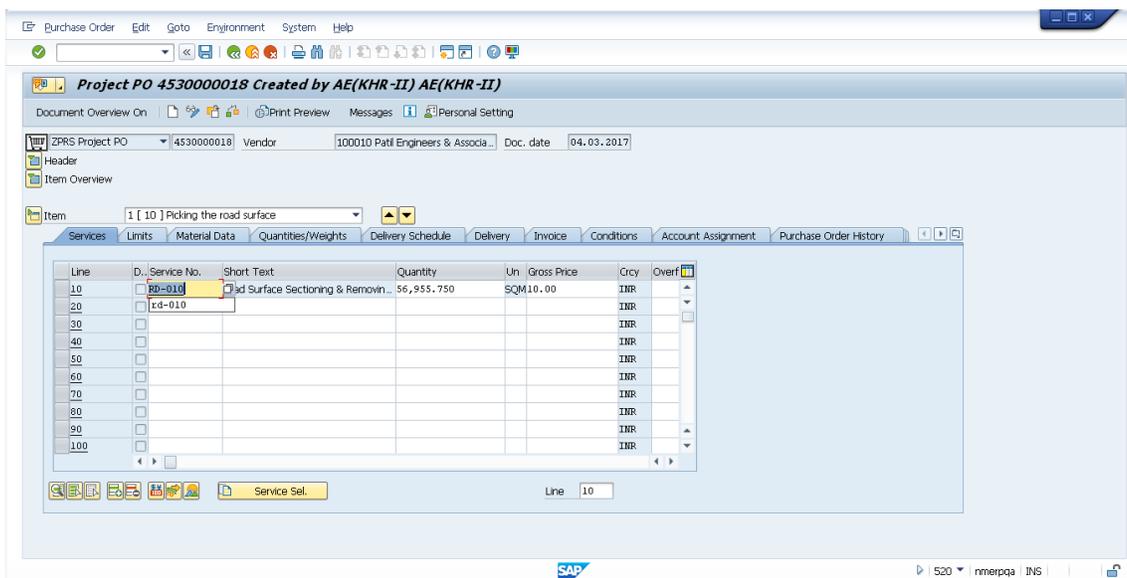
Select another service and open it. Click green tick mark in the following Information popup. Service Specifications: Ext. Specs f. Task List Maintain is opened. Similarly change the quantities in all the required services



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

SAP Training manual

Project PO 453000018 Created by AE(KHR-II) AE(KHR-I)

ZPRS Project PO 453000018 Vendor 100010 Patil Engineers & Associa.

Item 1 [10] Picking the road surface

Services Limits Material Data **Quantities/Weights** Delivery Schedule Del

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

Project PO 453000018 Created by AE(KHR-I)

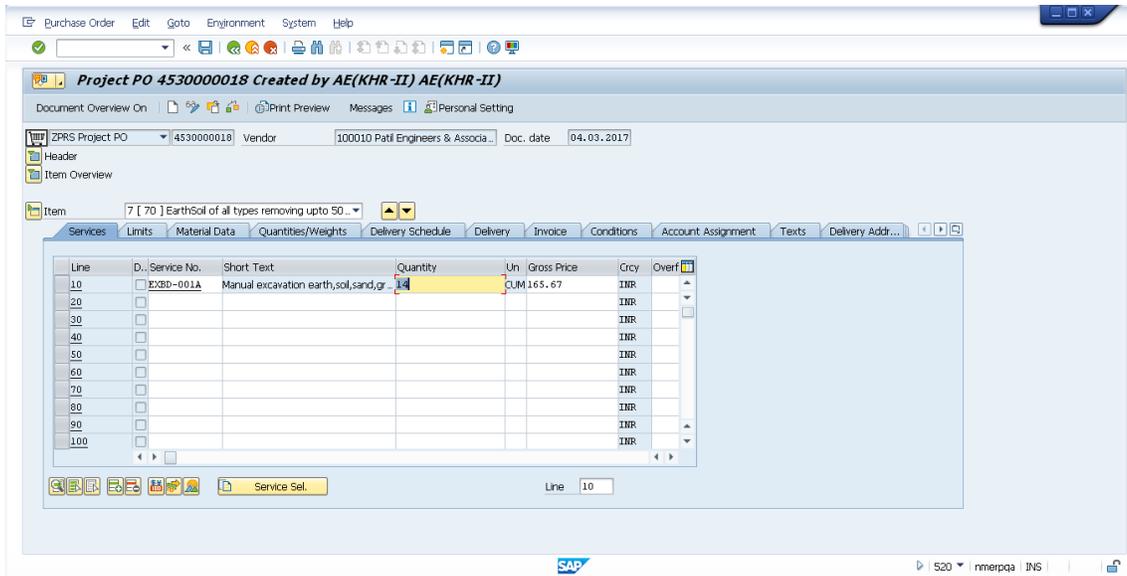
ZPRS Project PO 453000018 Vendor 100010 Patil

Item 3 [30] DBM with 4.5% Bitumen

Line	D..	Service No.	Short Text	Quantity
2		[20]	BBM Surface	
3		[30]	DBM with 4.5% Bitumen	
4		[40]	AC/BC with bitumen	
5		[50]	Specification of Road & Bridge	
6		[60]	Thermoplastic Pavement	
7		[70]	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	

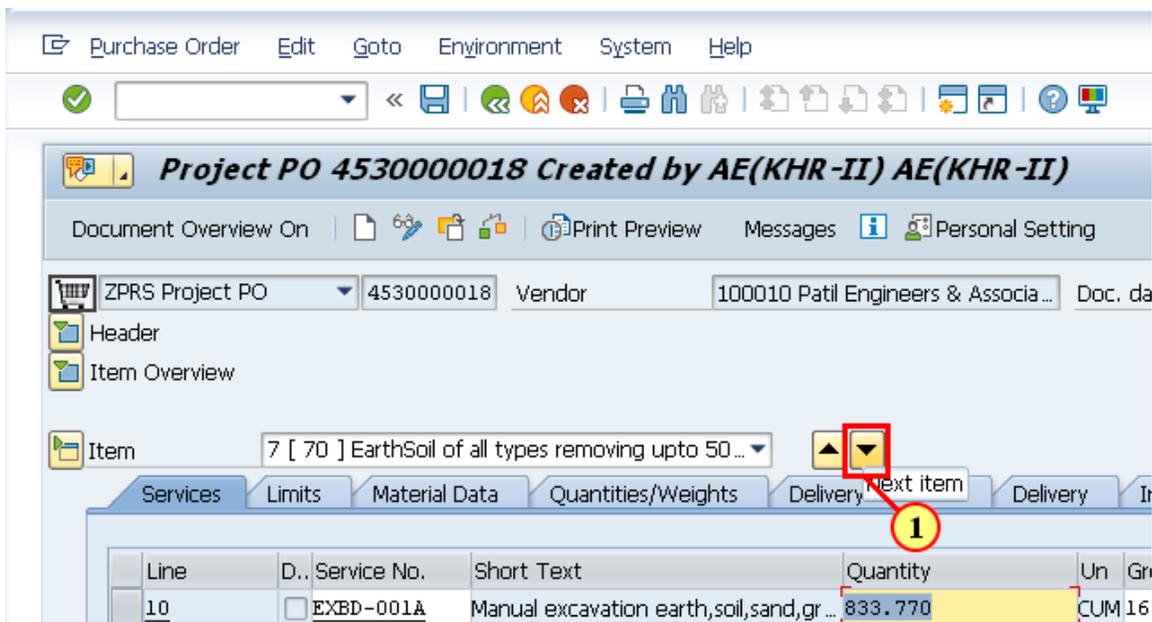
(1) Clicking on the entry **8 [80] Providing Soiling using 80mm size trap** selects it.

Project PO 4530000018



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

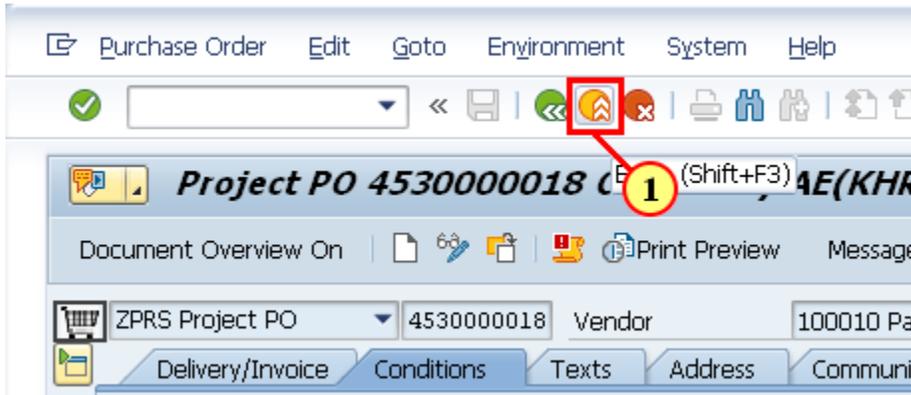
Project PO 4530000018 -- Navigate to another item and change the quantity. Similarly change the quantity for all required items in PO. These should be same changes done in the Project Structure. This PO was earlier approved however will now need to get re-approved by 3 approvers – AE, AEE and EE



SAP Training manual

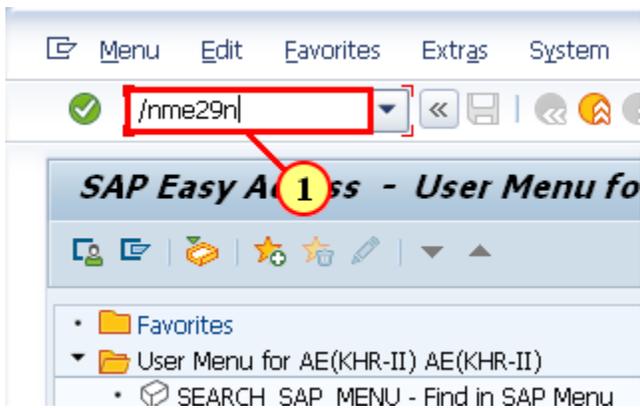
Save Project PO 4530000018 after making all the required changes

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



16.4. Release PO – Tcode ME29N

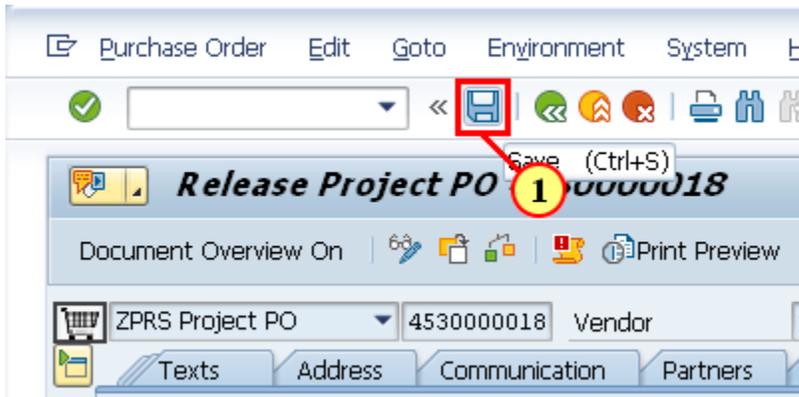
Tcode ME29N to release PO



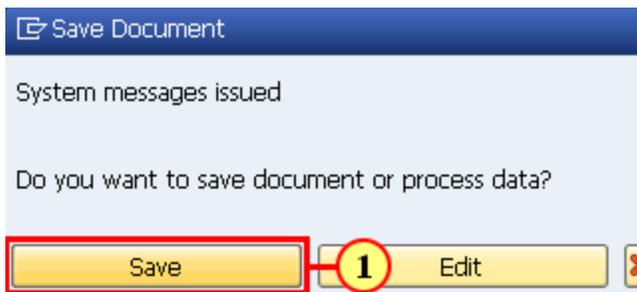
- (1) The field is filled out.

Find and open PO 4530000018

Release Project PO 4530000018 – Click Save to release the PO

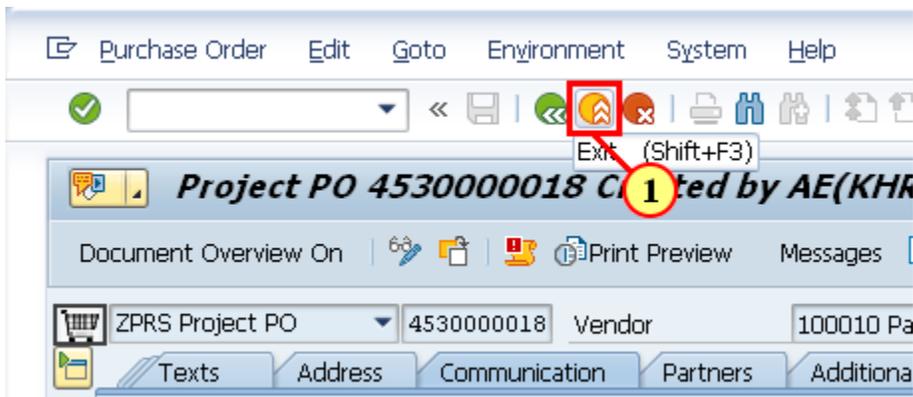


Save Document -- Save



16.5. Release Strategy – Approver 1

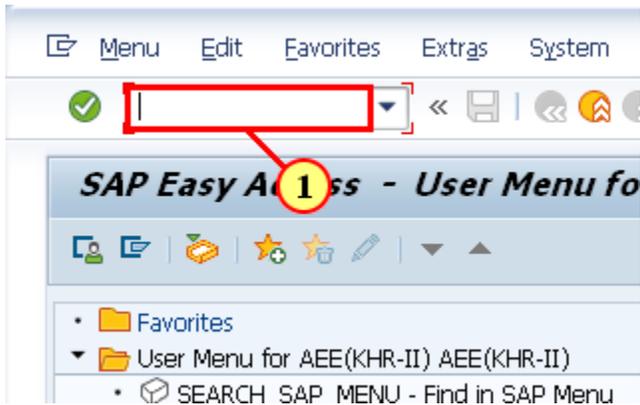
Project PO 4530000018 – Click on Inbox for Approver 1 i.e. AE and approve the new quantities



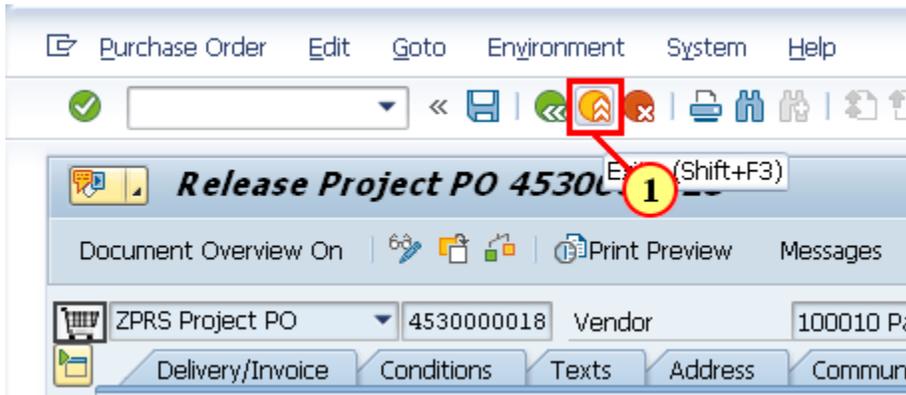
16.6. Release Strategy – Approver 2

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

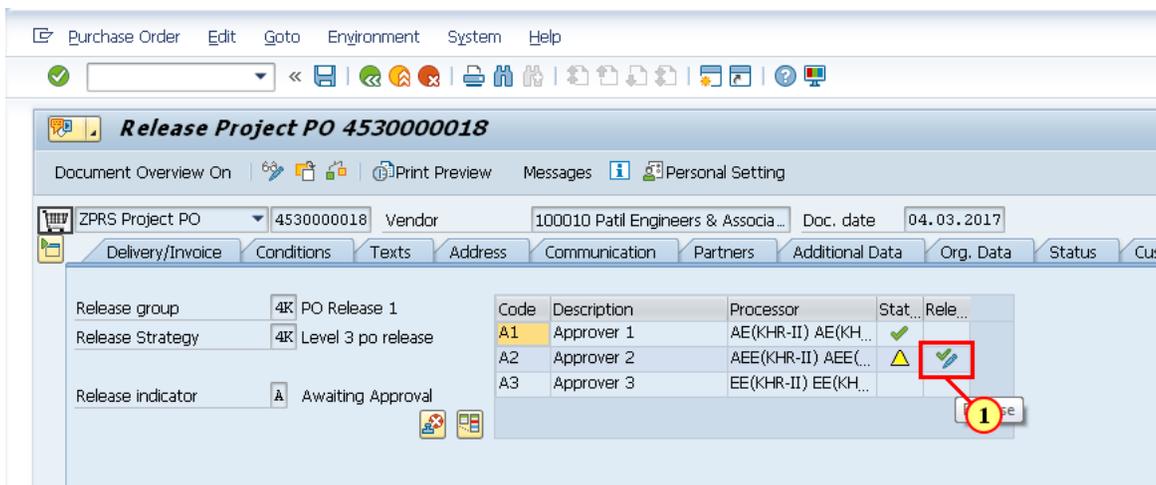
SAP Training manual



Release Project PO 4530000018



Release Project PO 4530000018 – Click green tick mark to approve



(1) Click on .

Click Save

(1) Click on .

16.7. Release Strategy – Approver 3

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

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

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

(1) Click on **Inbox** .

Save Document – Click Save button

16.8. Release Strategy – Approver 1 – Email Notification

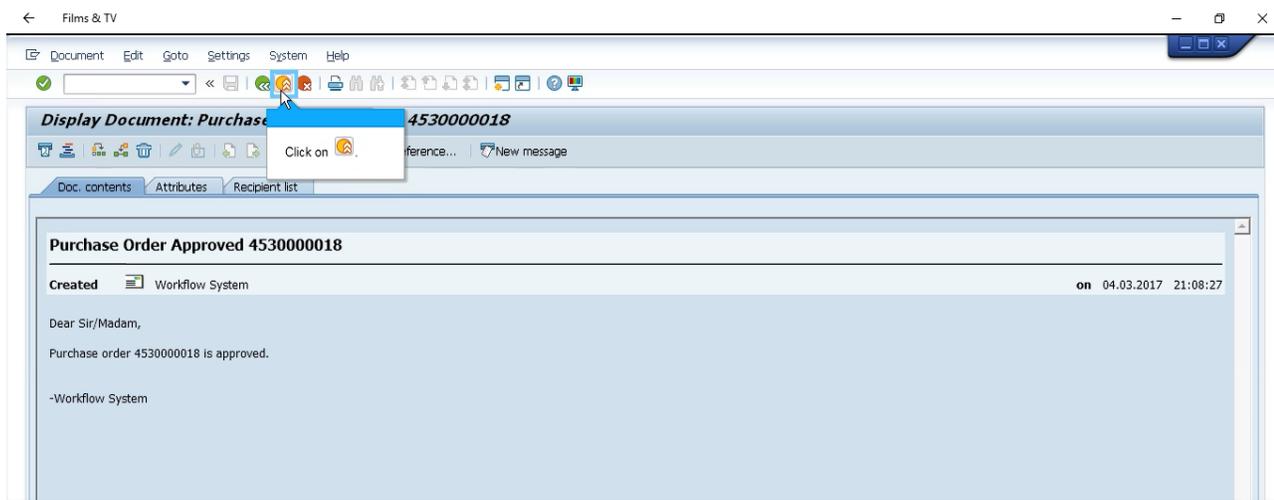
Login with Approver 1 i.e. AE - User Menu for AE(KHR-II)

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

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

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

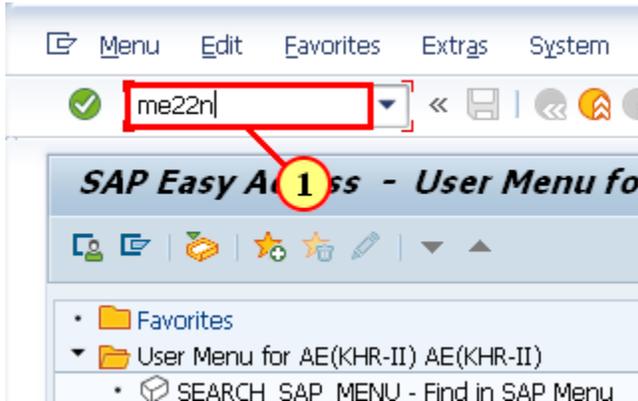
(1) Click on .



17. Quantity change in PO and Project Structure

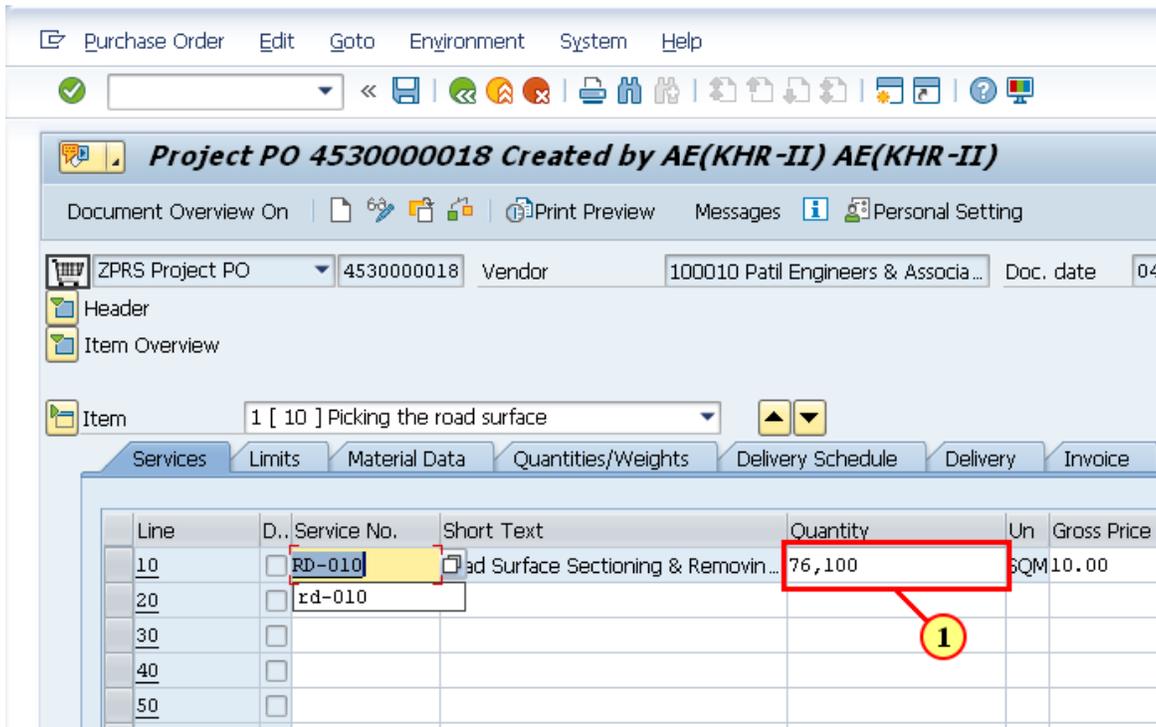
17.1. Change PO -- Tcode ME22N

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



(1) The field is filled out.

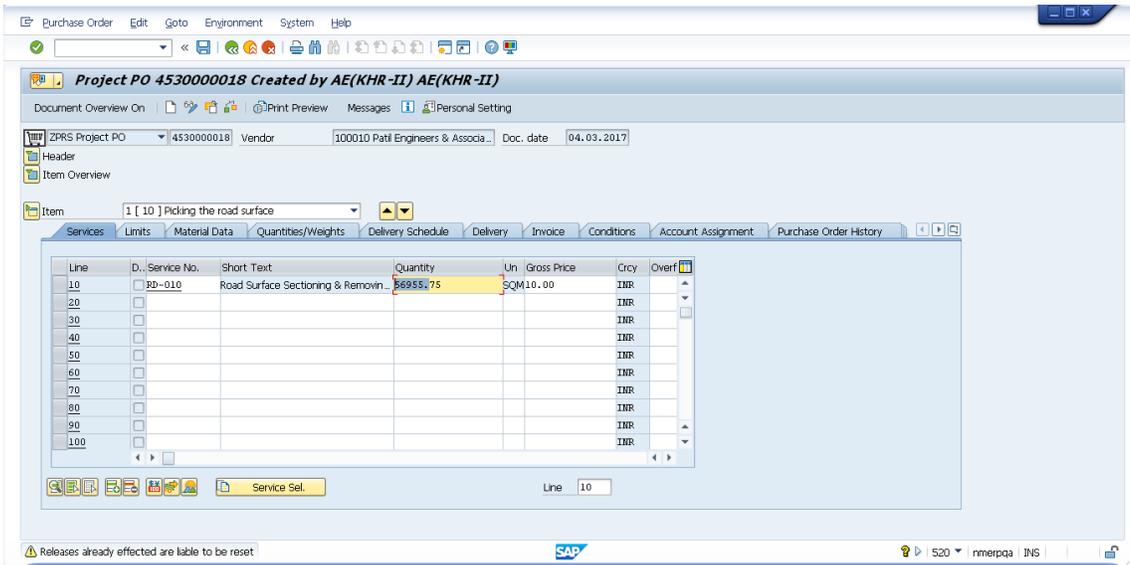
Open the Project PO 4530000018



(1) Click on 76,100

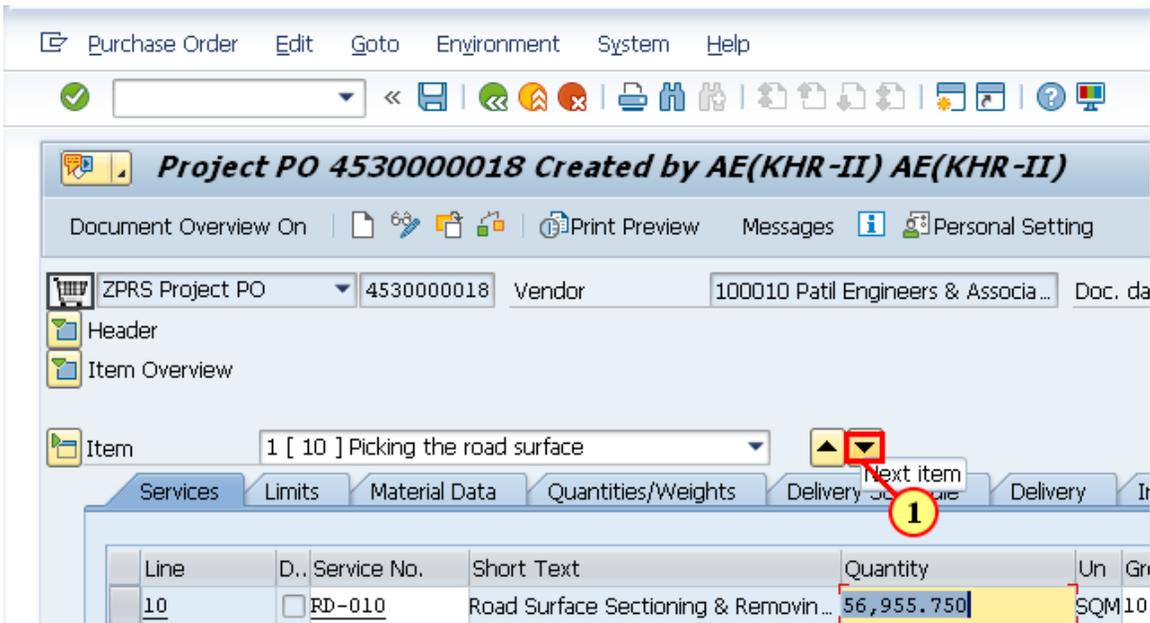
Project PO 4530000018 – Edit the quantity and change it

SAP Training manual



Enter is now pressed.

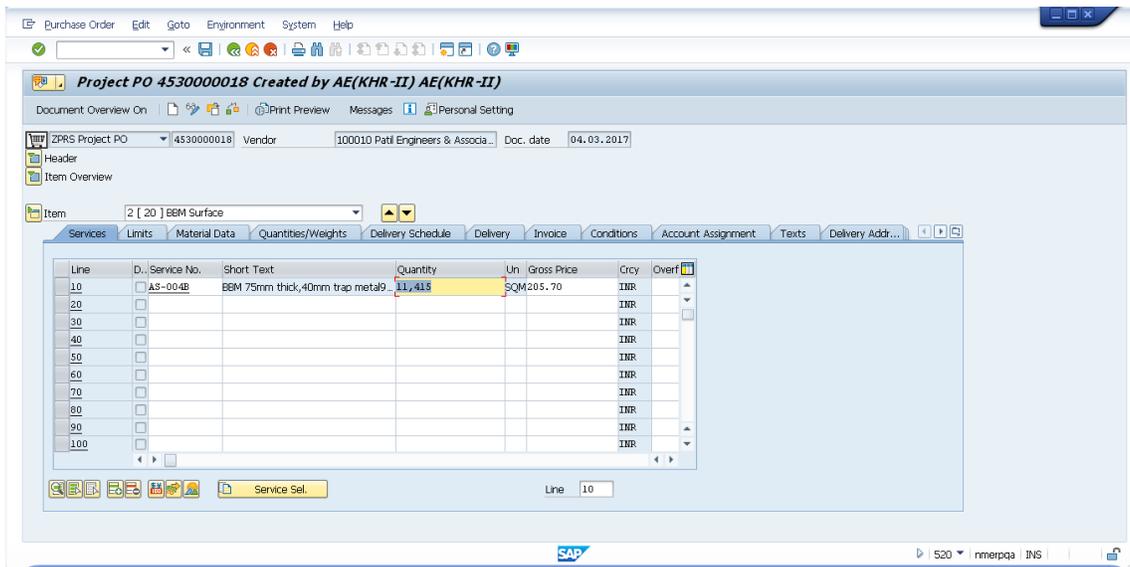
Project PO 453000018 - Select another item from PO for changing quantity



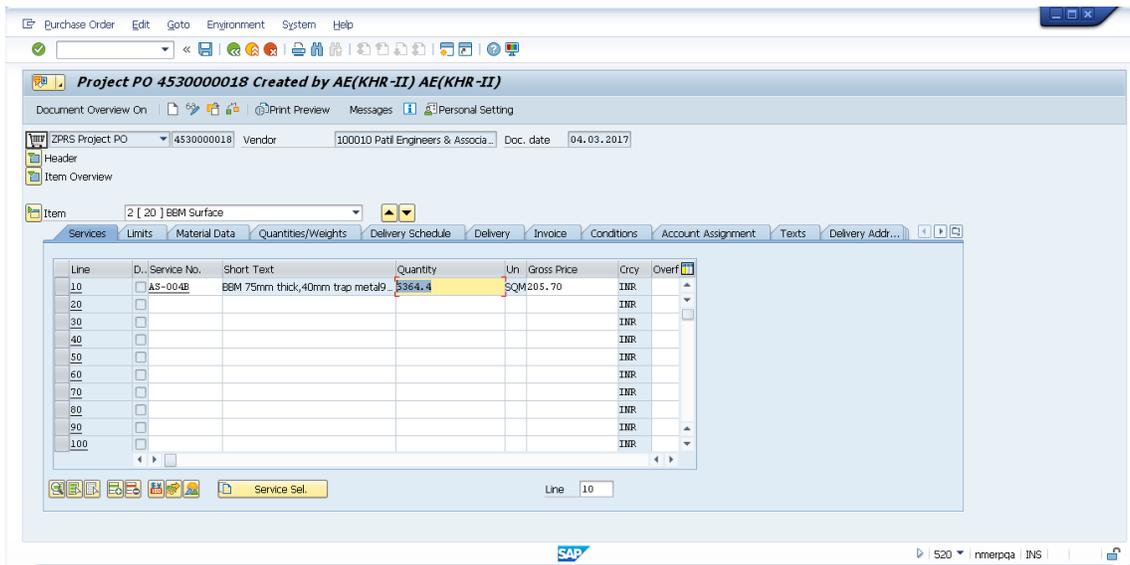
(1) Click on ▼.

Project PO 453000018 Created by AE(KHR-II)

SAP Training manual



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

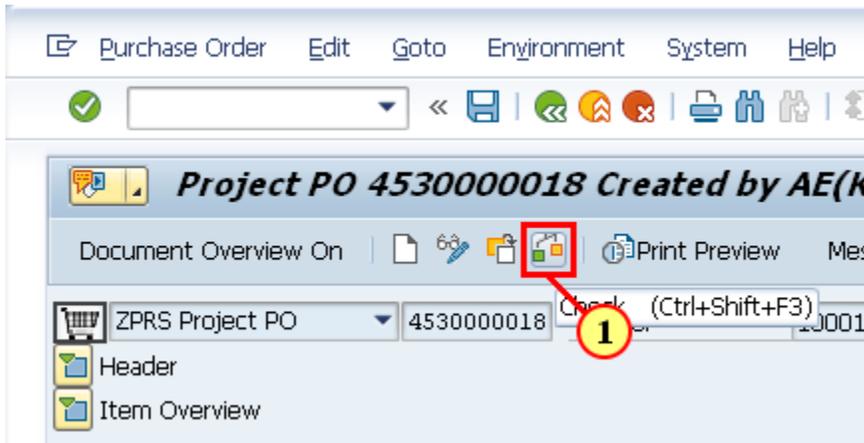


Enter is now pressed.

Similarly change all other required items for changed quantities

17.2. Check PO

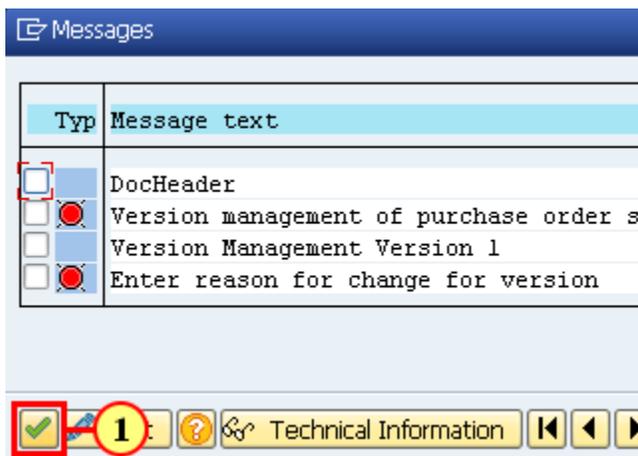
Click on Check button for Project PO 453000018



(1) Click on **Check** .

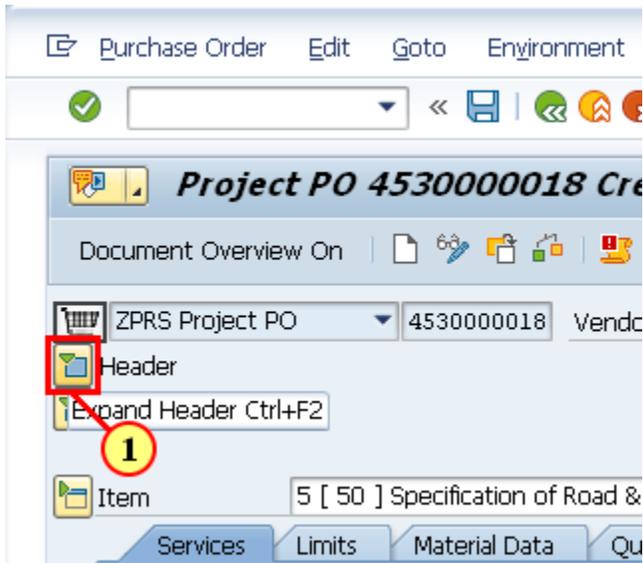
17.3. Error message related to Version

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



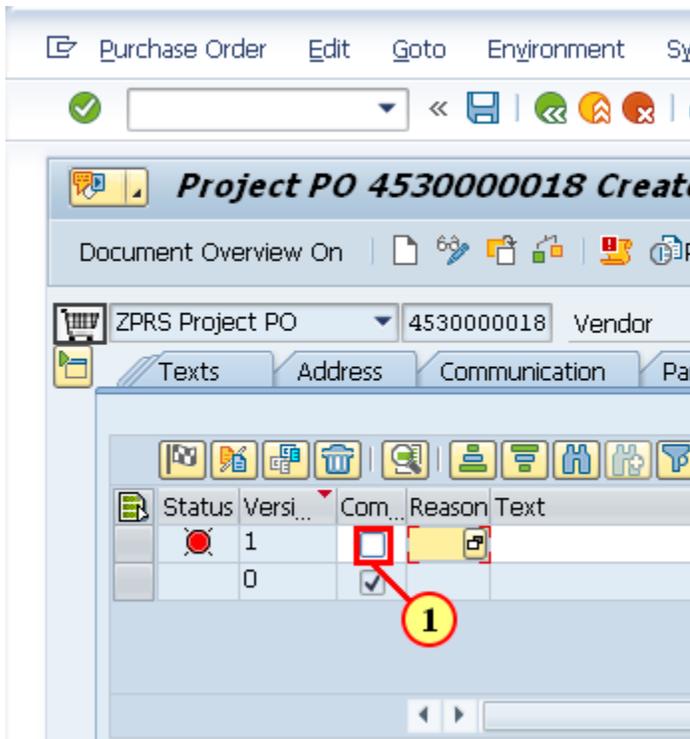
(1) Click on **Continue** .

Project PO 4530000018 - Click Header



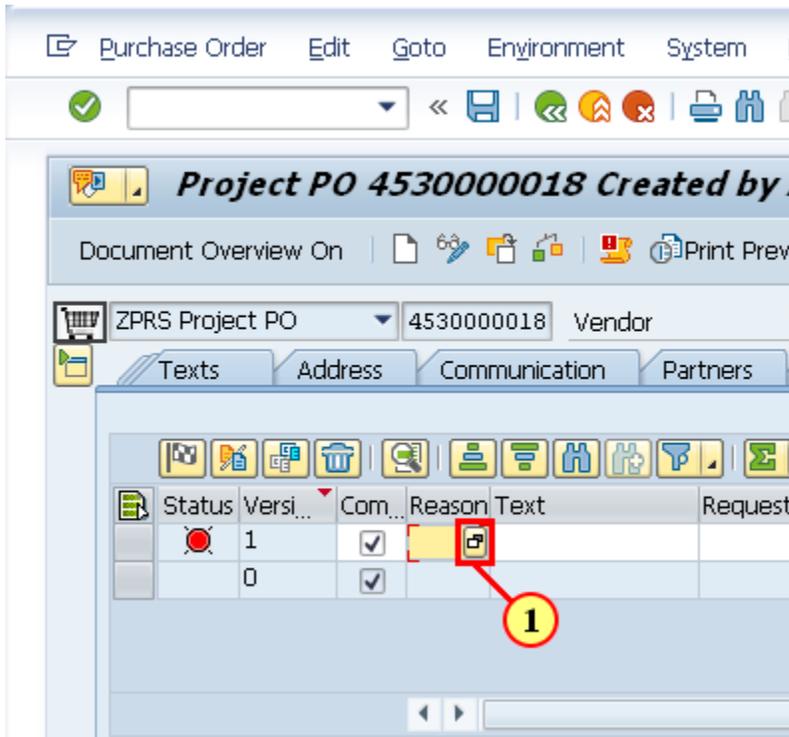
(1) Click on .

Navigate to Versions tab of header and click checkbox as shown

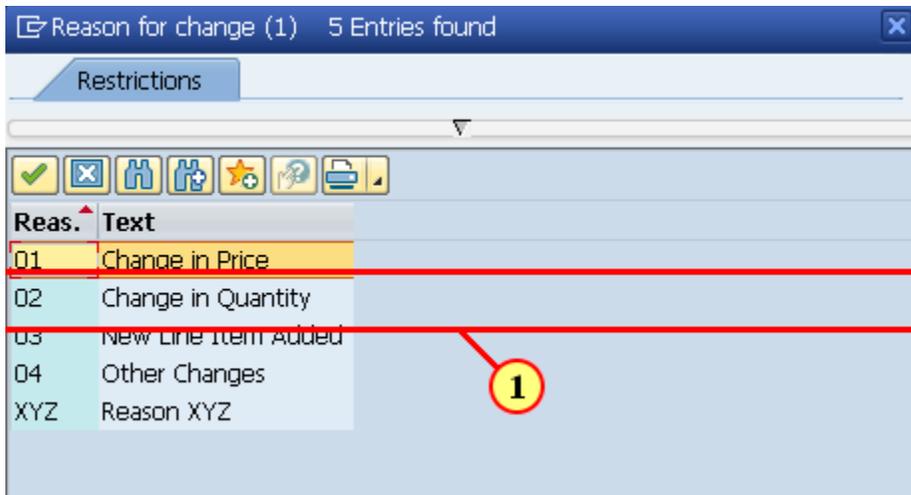


(1) Click on .

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



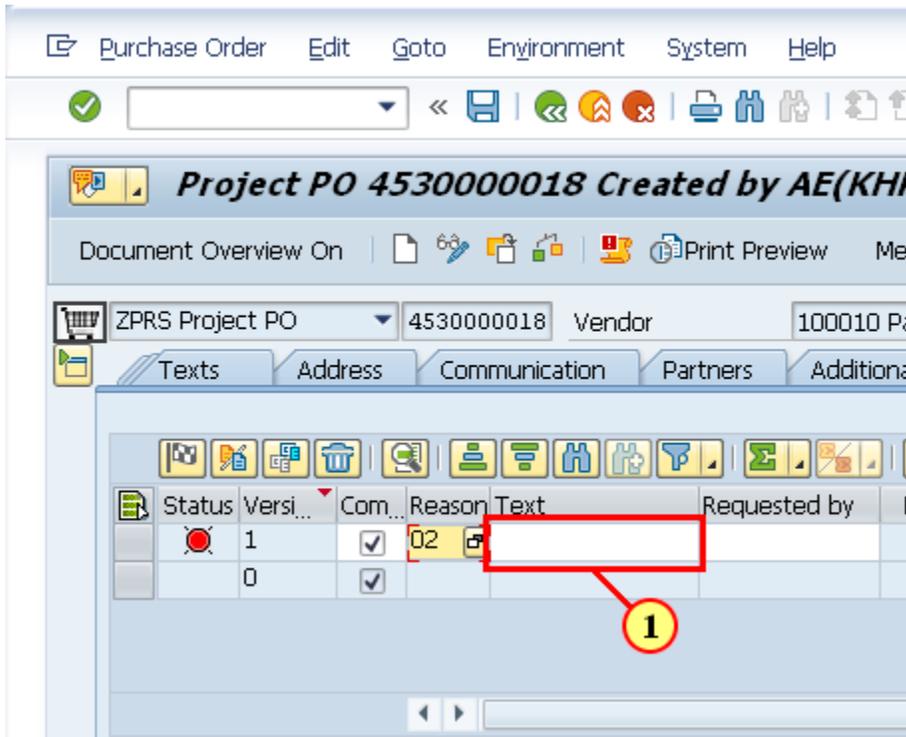
(1) Click on .



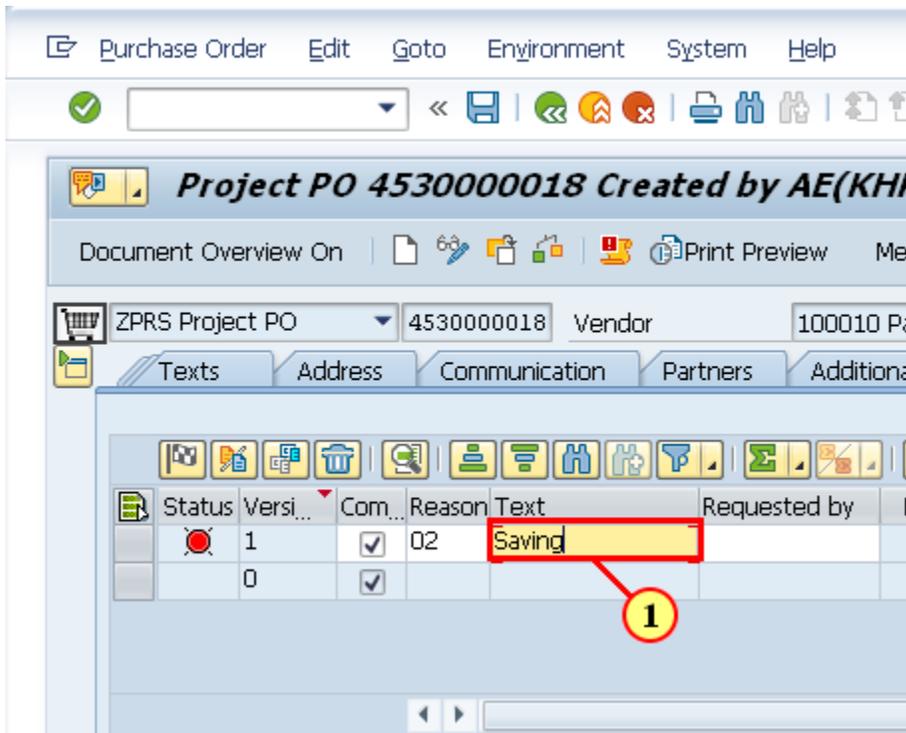
(1)  is double-clicked.

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

SAP Training manual



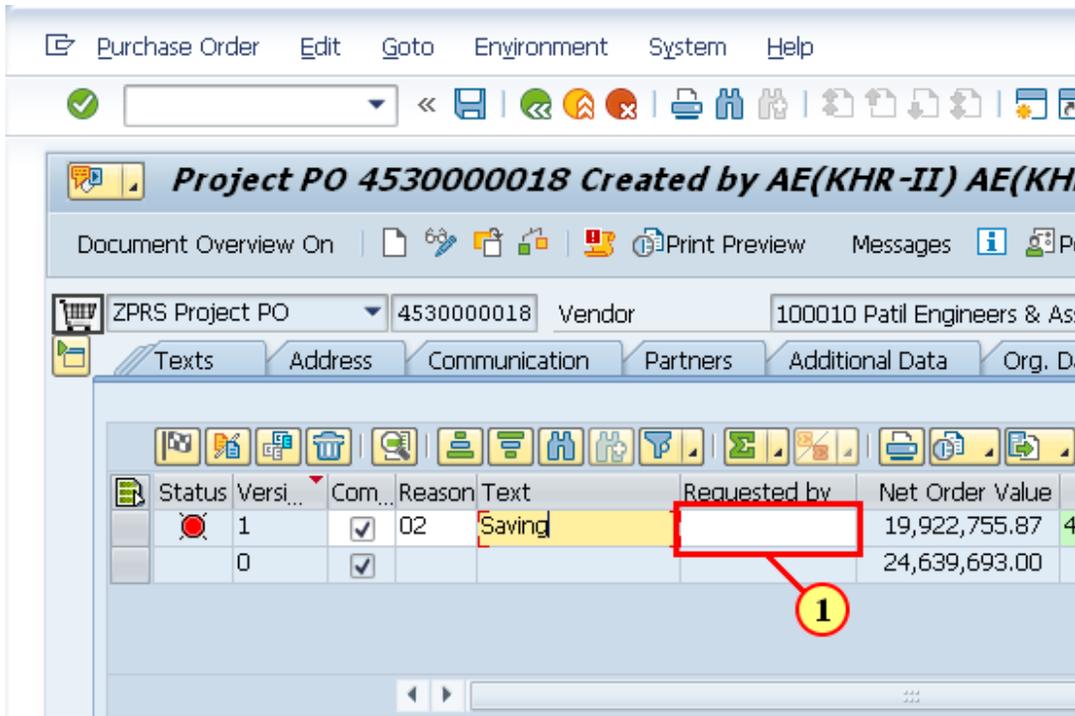
(1) Click on _____.



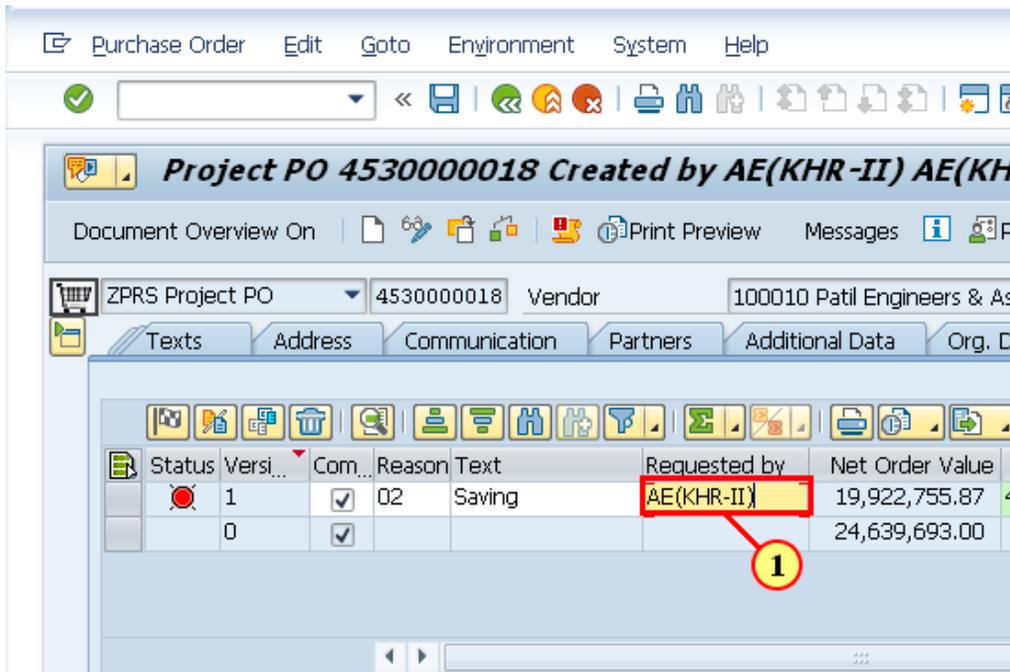
(1) The field is filled out.

SAP Training manual

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

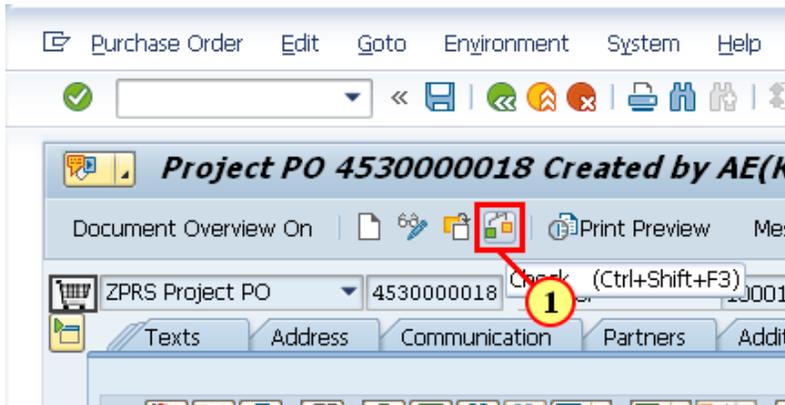


(1) Click on _____.



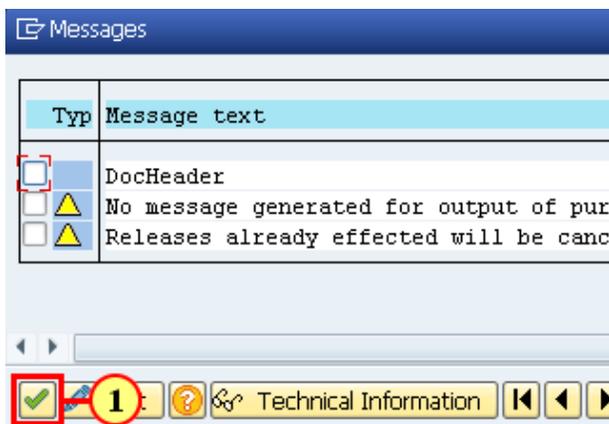
(1) The field is filled out.

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



(1) Click on **Check** .

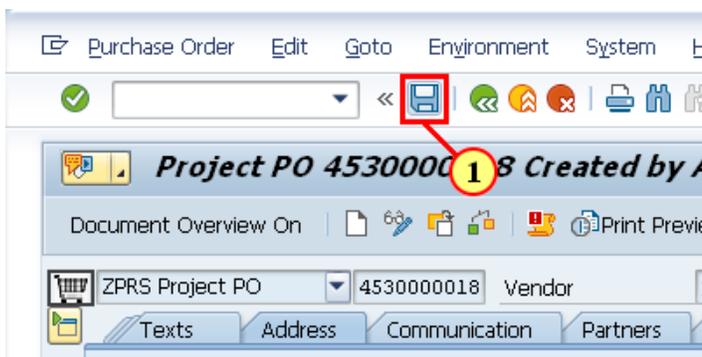
Messages – No critical messages found. The PO can be saved



(1) Click on **Continue** .

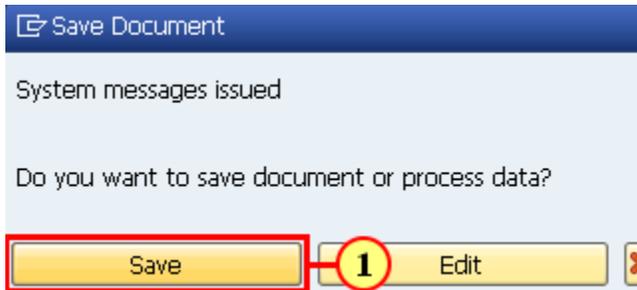
17.4. Save PO

Project PO 4530000018 – Save PO



(1) Click on .

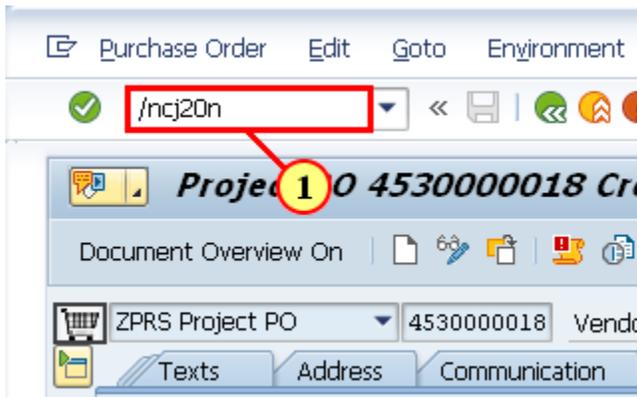
Save Document



(1) Click on .

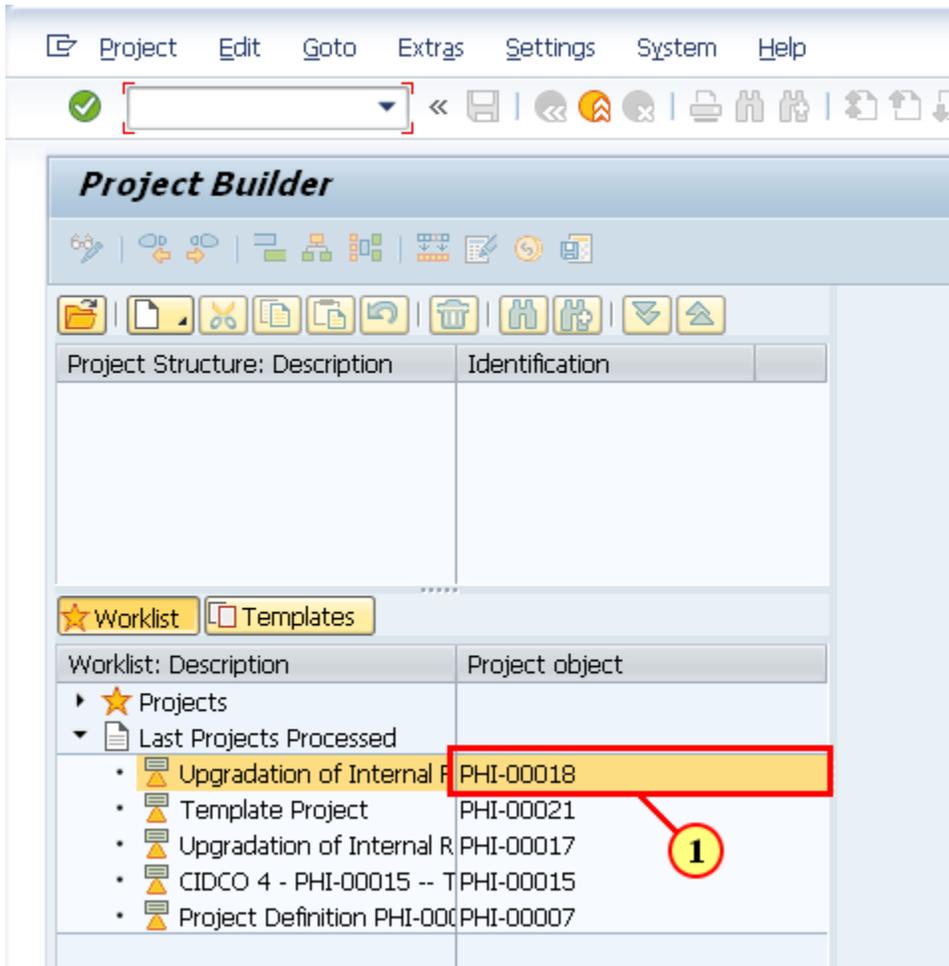
17.5. Open Project in Project Builder – Tcode cJ20N

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



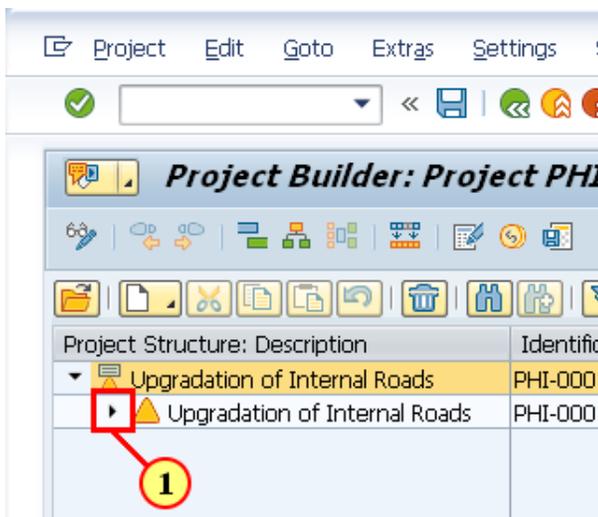
(1) The field is filled out.

Project Builder – Open the project



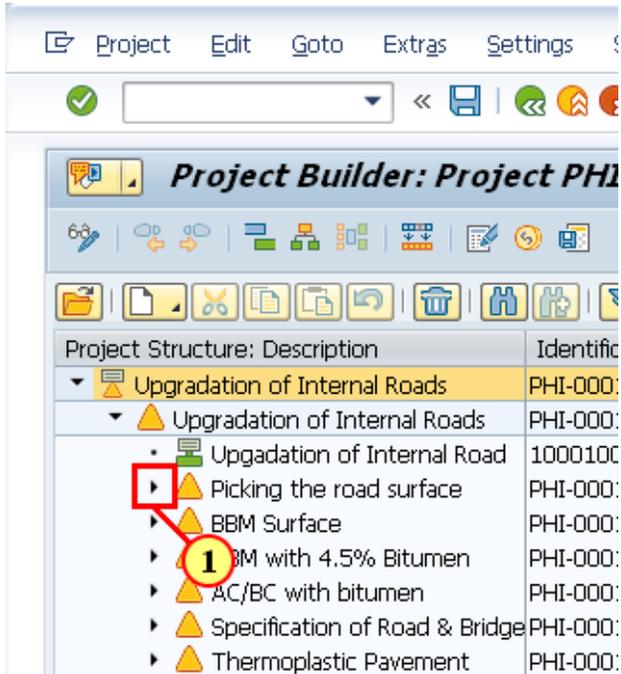
(1) PHI-00018 is double-clicked.

Expand Project PHI-00018

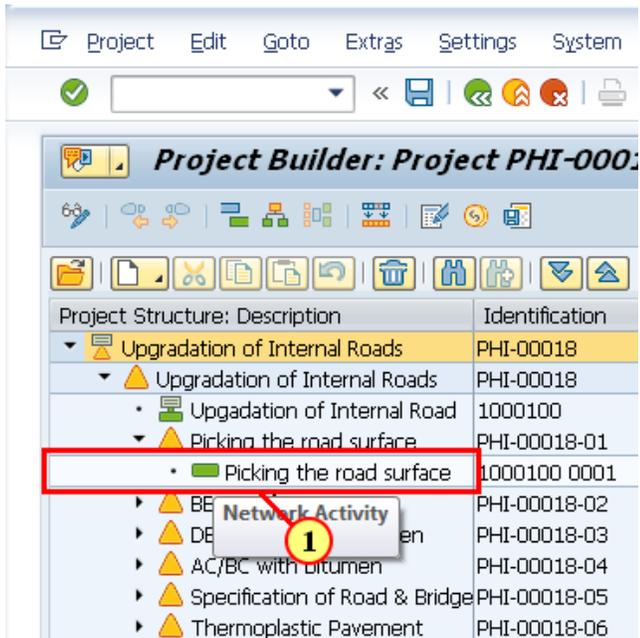


(1) Click on **Upgradation of Internal Roads** .

Select service activities in Project PHI-00018



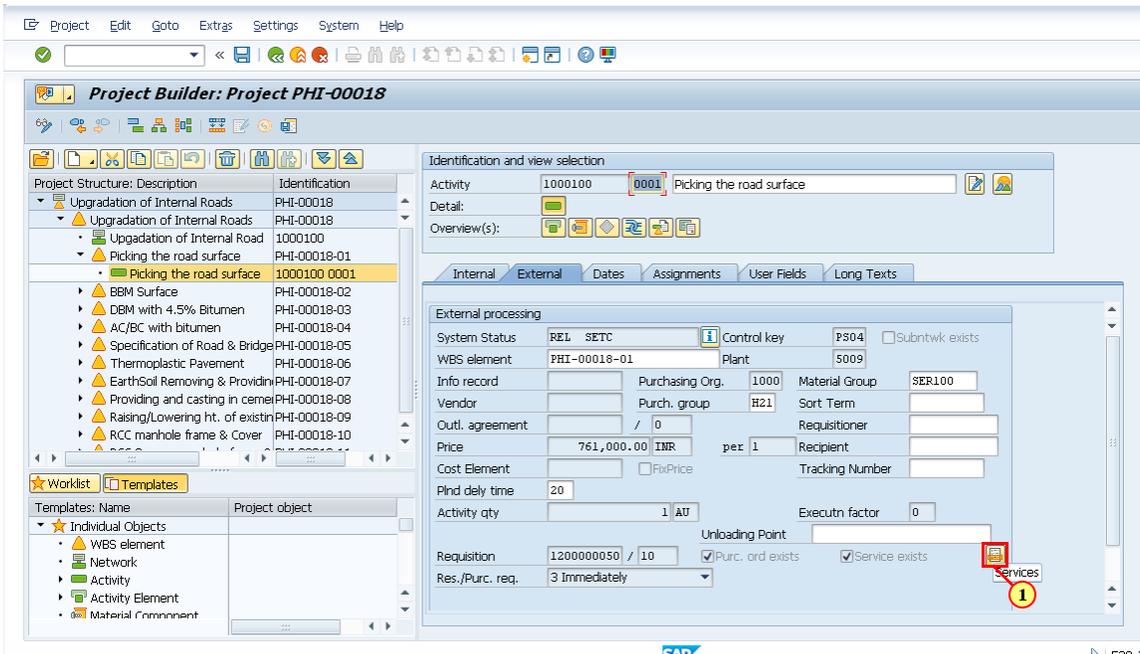
(1) Click on **Picking the road surface** .



(1) Click on Picking the road surface

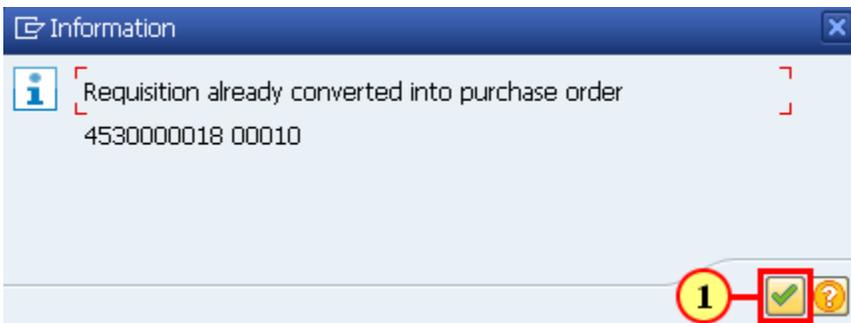
17.6. Edit Service Activity

Open the Service activity



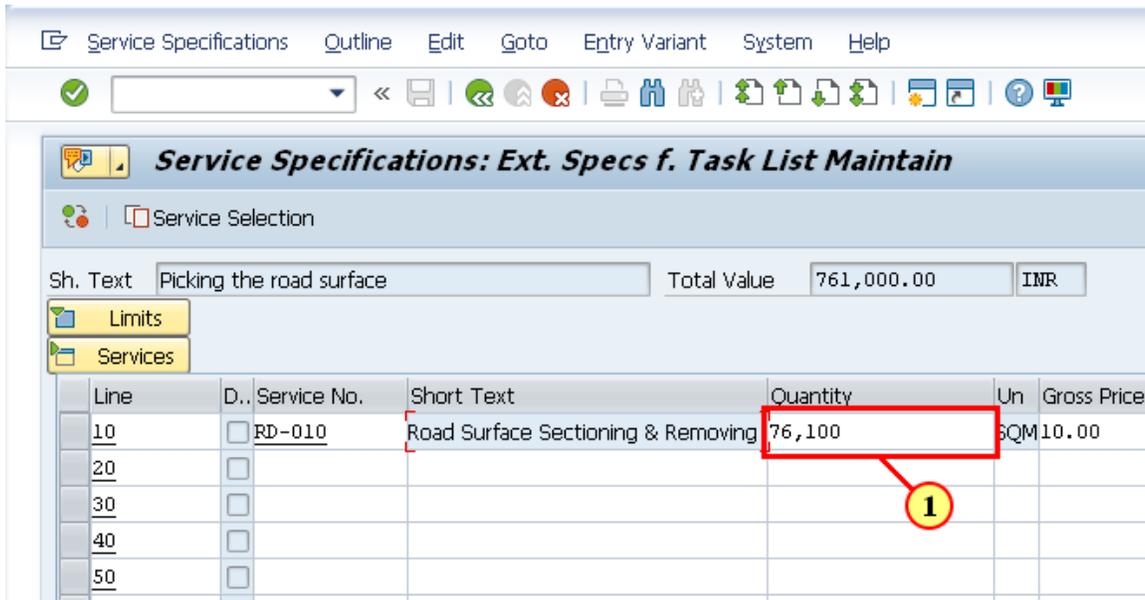
(1) Click on .

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



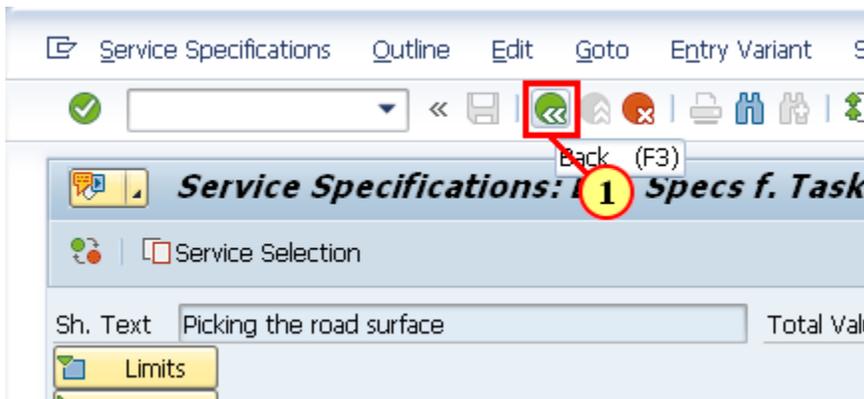
(1) Click on **Continue** .

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



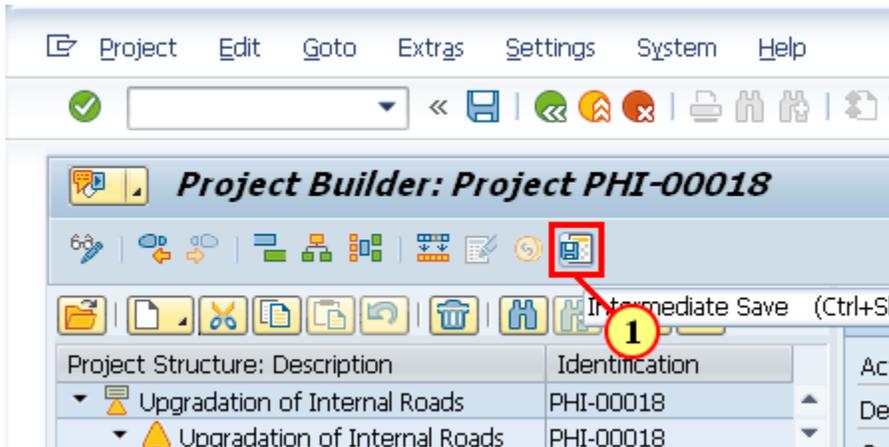
(1) Click on 76,100.

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



(1) Click on Back (F3).

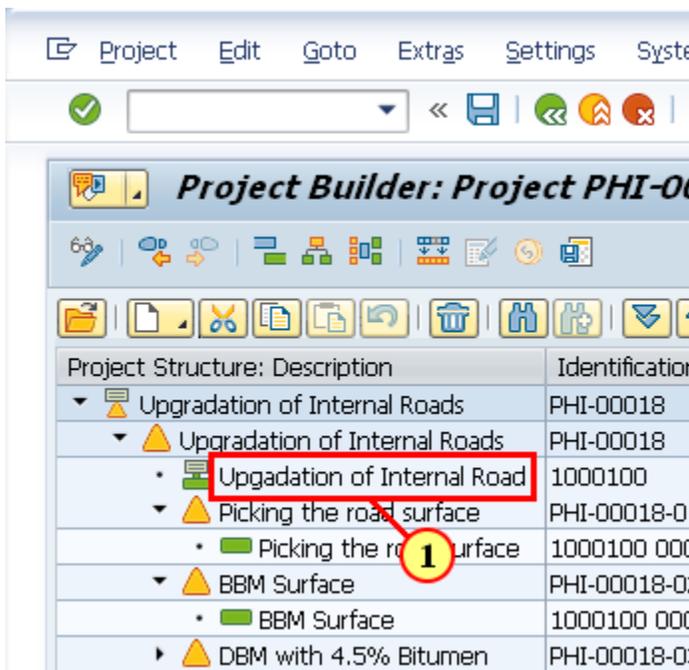
After changing all the required services for their quantities, click on Intermediate Save



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

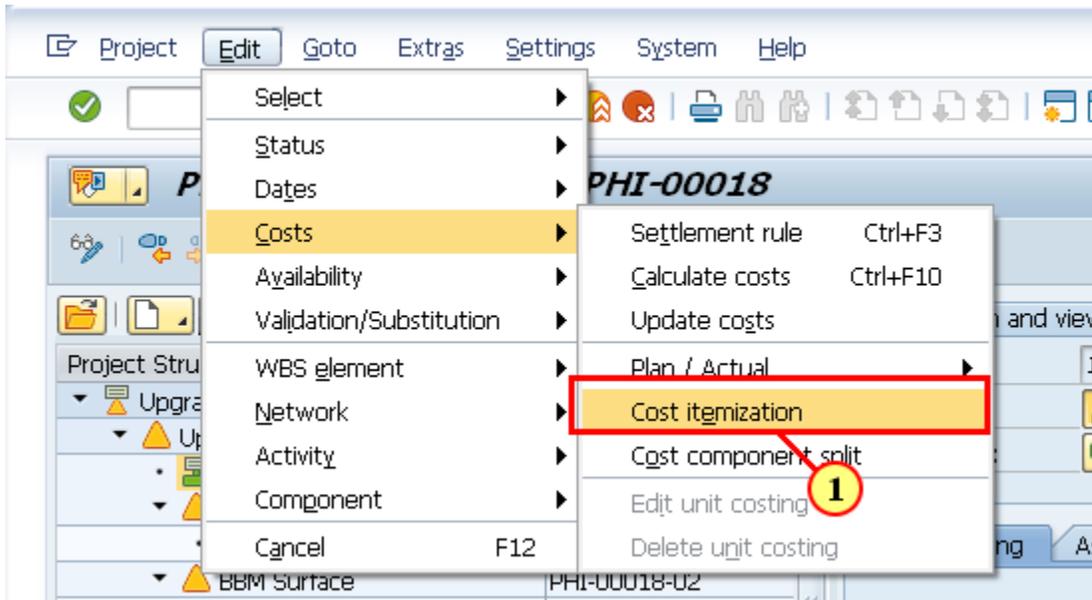
17.7. Check Cost for the project

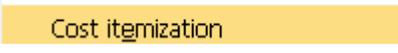
Check the changed cost – Click on Network of Project PHI-00018



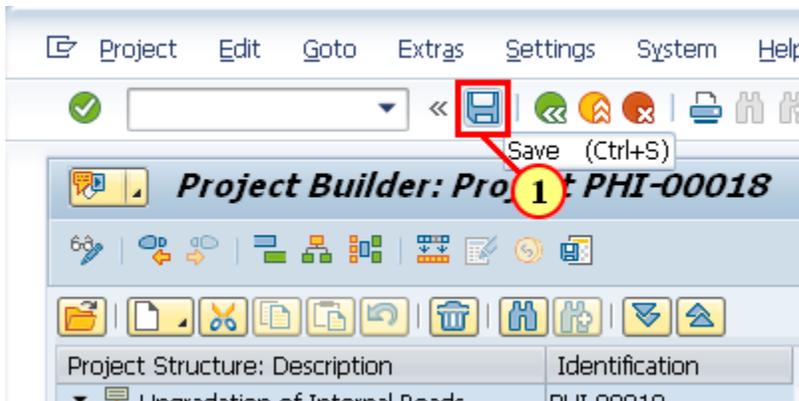
(1) Click on **Upgradation of Internal Road**.

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



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

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

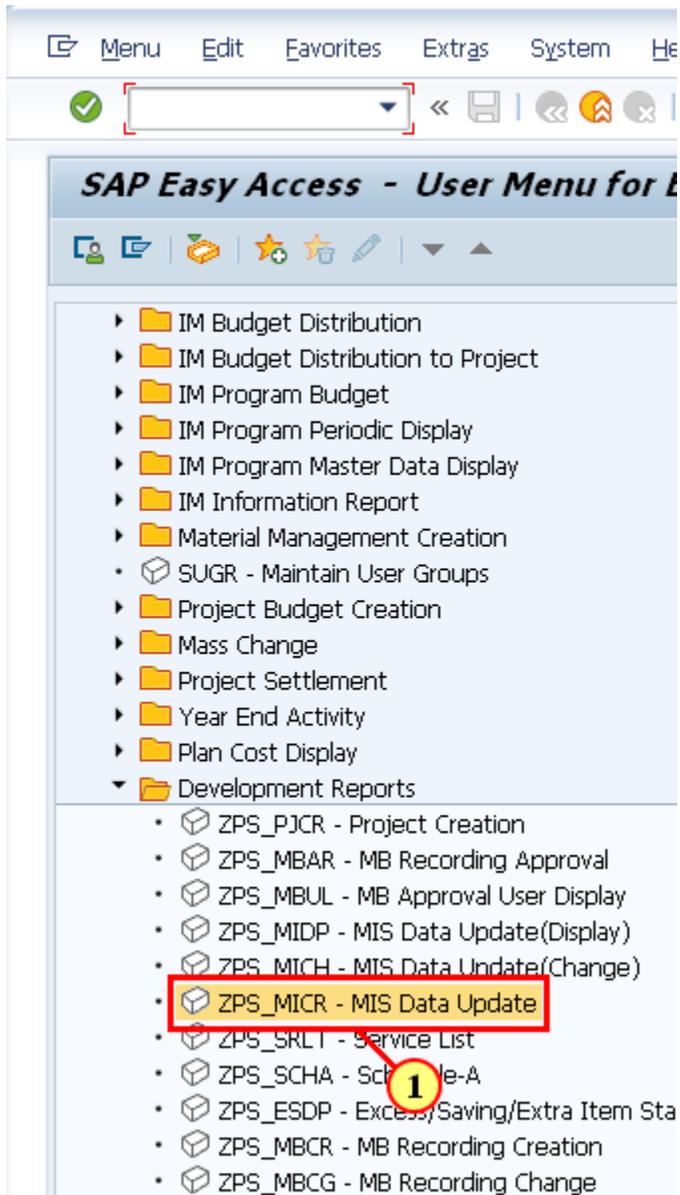


(1) Click on .

18. Extension of Time

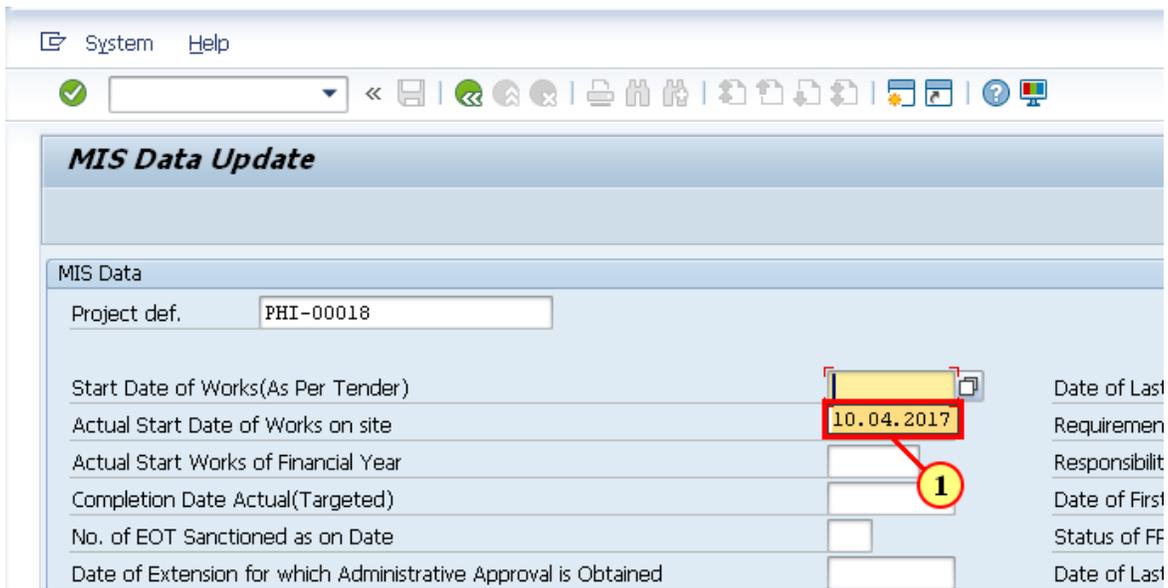
18.1. Tcode ZPS_MICR - Create MIS data -- User Menu for EE(KHR-II)

Login with EE profile



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

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



MIS Data Update

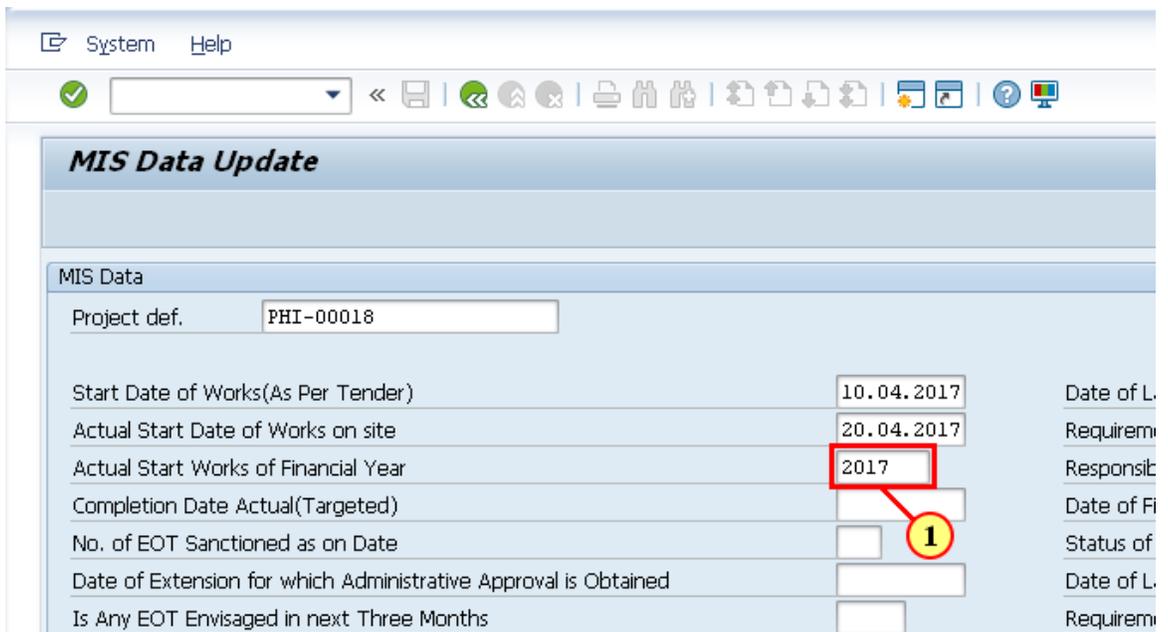
MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last
Actual Start Date of Works on site	10.04.2017	Requirement
Actual Start Works of Financial Year		Responsibilit
Completion Date Actual(Targeted)		Date of First
No. of EOT Sanctioned as on Date		Status of FF
Date of Extension for which Administrative Approval is Obtained		Date of Last

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

Enter Actual Start Works of Financial Year



MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of L
Actual Start Date of Works on site	20.04.2017	Requirem
Actual Start Works of Financial Year	2017	Responsib
Completion Date Actual(Targeted)		Date of Fi
No. of EOT Sanctioned as on Date		Status of
Date of Extension for which Administrative Approval is Obtained		Date of L
Is Any EOT Envisaged in next Three Months		Requirem

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

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

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of
Actual Start Date of Works on site	20.04.2017	Requirement
Actual Start Works of Financial Year	2017	Responsibility
Completion Date Actual(Targeted)	03.03.2018	Date of First
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last
Is Any EOT Envisaged in next Three Months		Requirement
Is Any Cost Overrun Envisaged in next Three Months		Responsibility
Revised Contract Amount as on date (In Rs. Crore)	1	Date of First
Requirement of Environment Clearence(EC)		Status of RP
Responsibility of EC		Date of Last

System Help

MIS Data Update

MIS Data

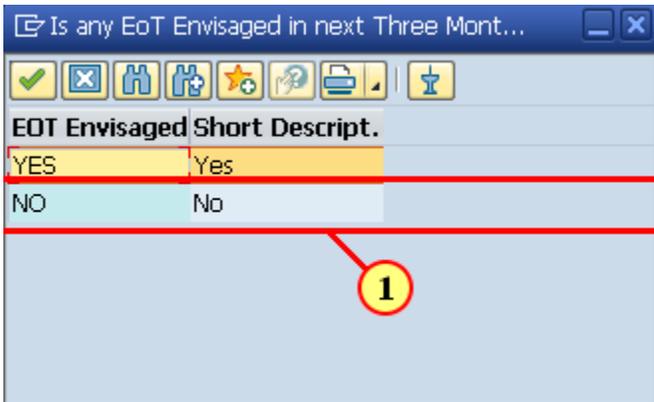
Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last
Actual Start Date of Works on site	20.04.2017	Requirement
Actual Start Works of Financial Year	2017	Responsibility
Completion Date Actual(Targeted)	03.03.2018	Date of First
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last
Is Any EOT Envisaged in next Three Months		Requirement
Is Any Cost Overrun Envisaged in next Three Months		Responsibility
Revised Contract Amount as on date (In Rs. Crore)	1	Date of First
Requirement of Environment Clearence(EC)		Status of RP
Responsibility of EC		Date of Last

SAP Training manual

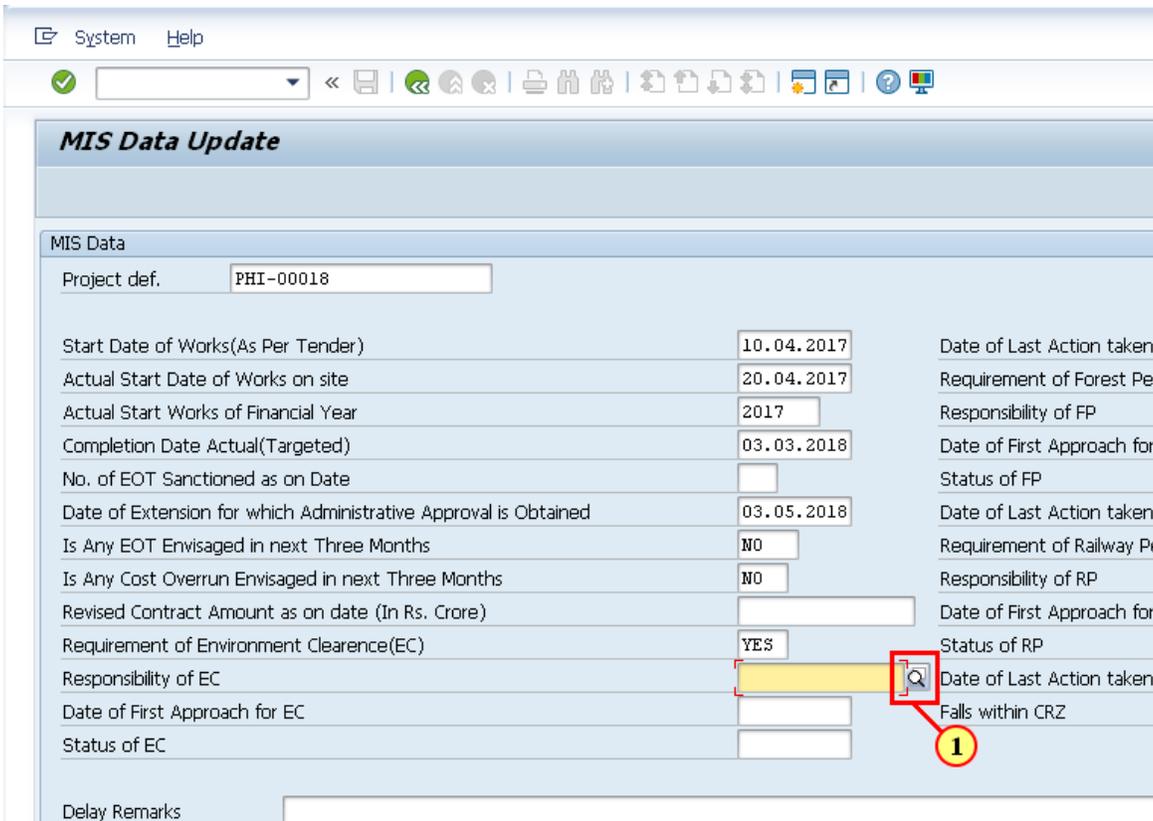
(1) Click on .

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



EOT Envisaged Short Descript.	
YES	Yes
NO	No

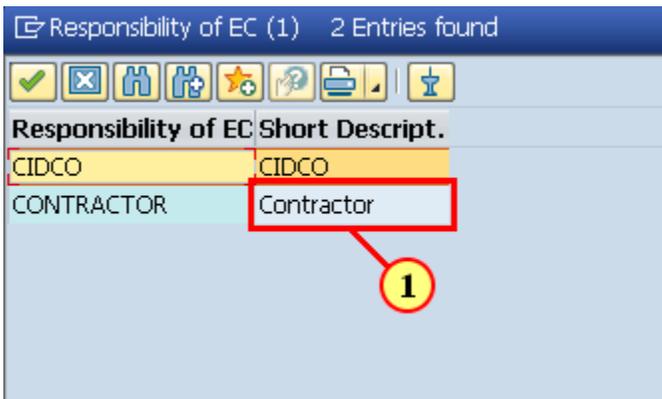
(1)  is double-clicked.



MIS Data		
Project def.	PHI-00018	
Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Per
Actual Start Works of Financial Year	2017	Responsibility of FP
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for
No. of EOT Sanctioned as on Date		Status of FP
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Pe
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for
Requirement of Environment Clearence(EC)	YES	Status of RP
Responsibility of EC		Date of Last Action taken
Date of First Approach for EC		Falls within CRZ
Status of EC		
Delay Remarks		

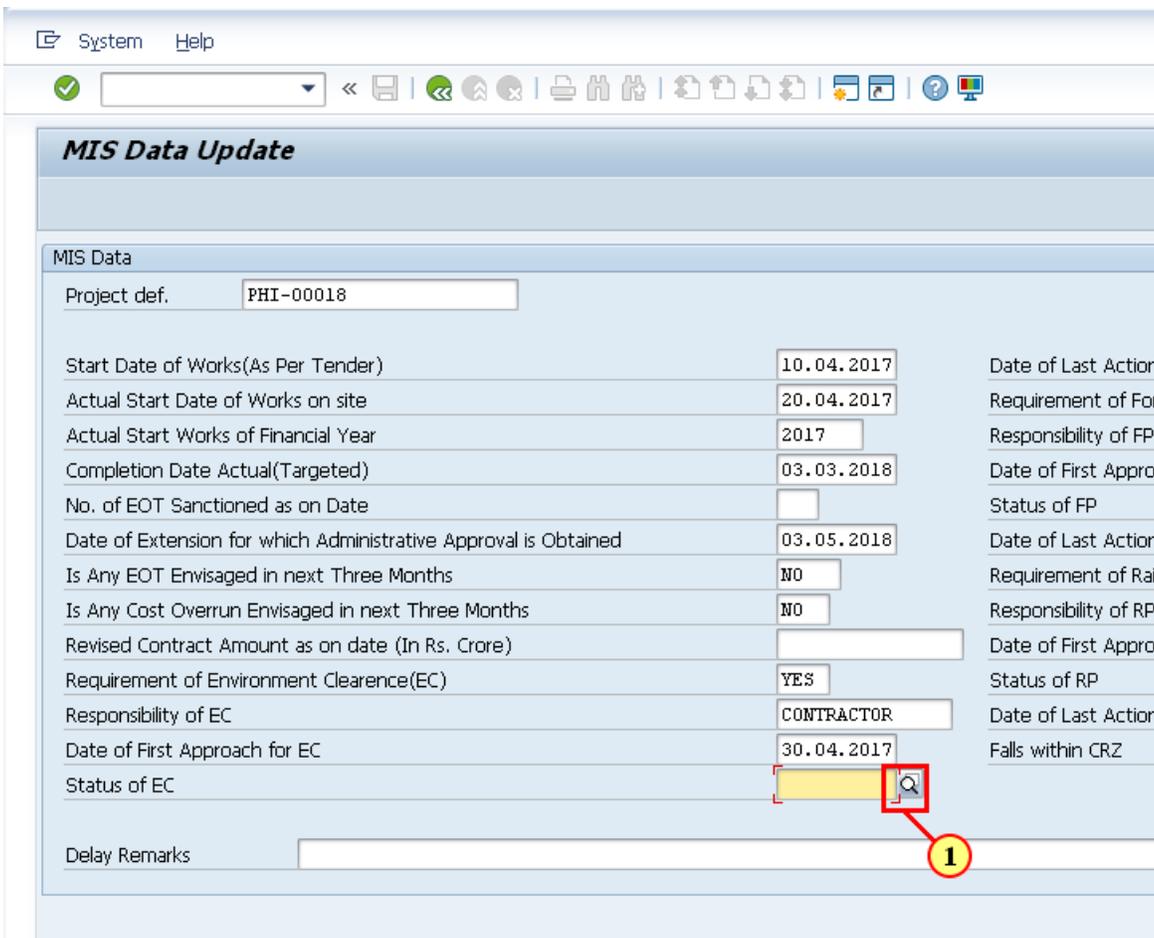
(1) Click on .

Responsibility of EC (1) - Select appropriate entry

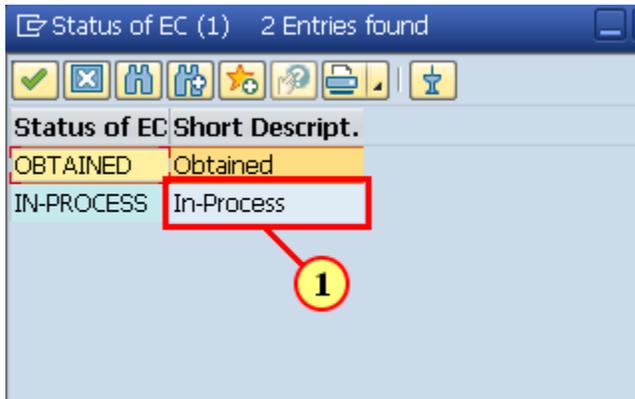


(1) Contractor is double-clicked.

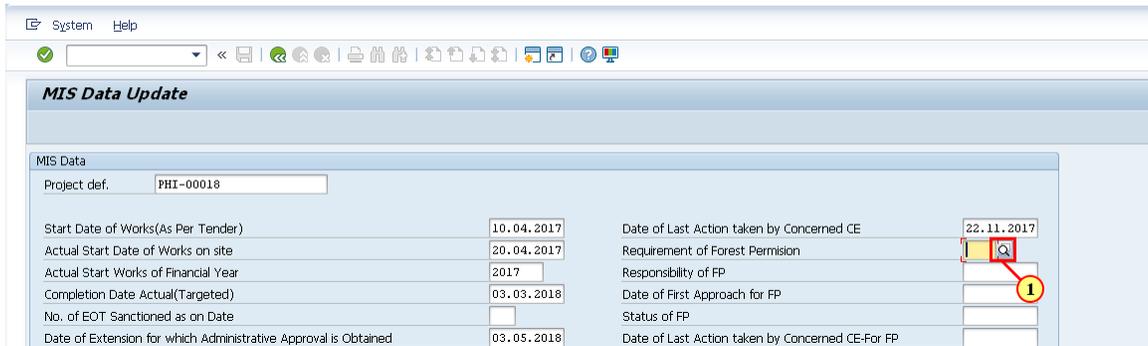
Select Status of EC



(1) Click on .

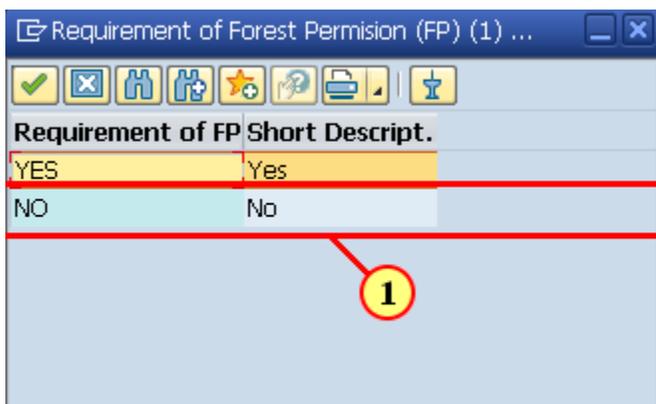


(1) In-Process is double-clicked.

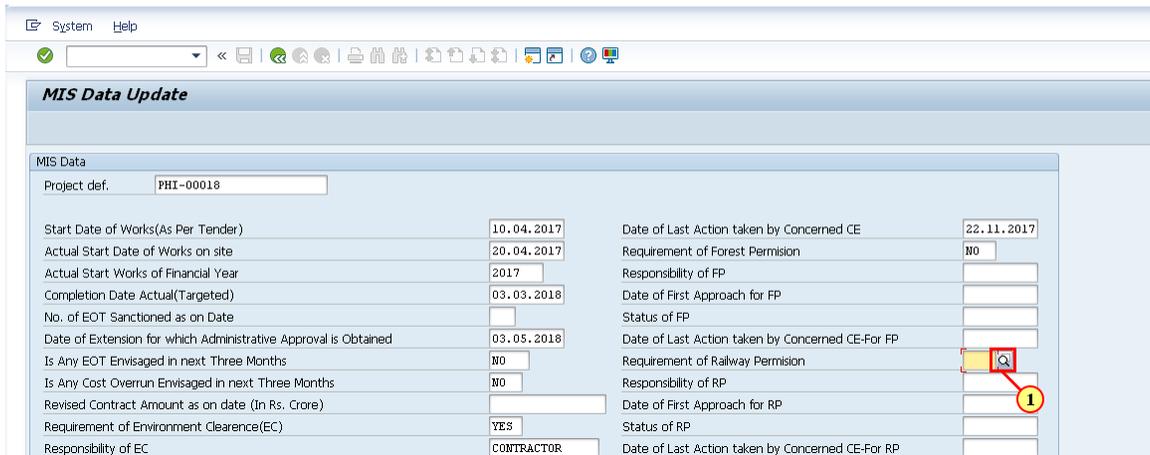


(1) Click on .

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



(1) NO No is double-clicked.



MIS Data Update

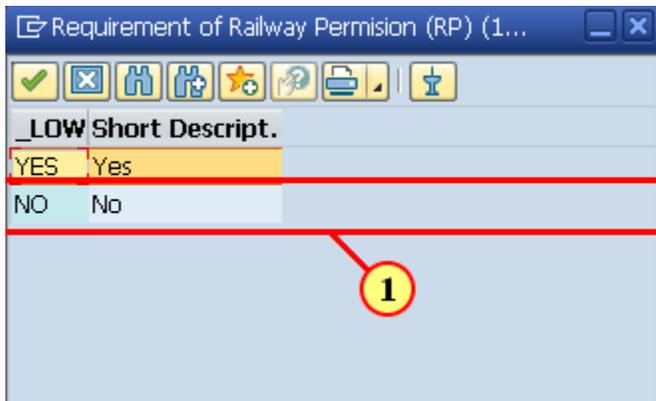
MIS Data

Project def.: PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	

(1) Click on .

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



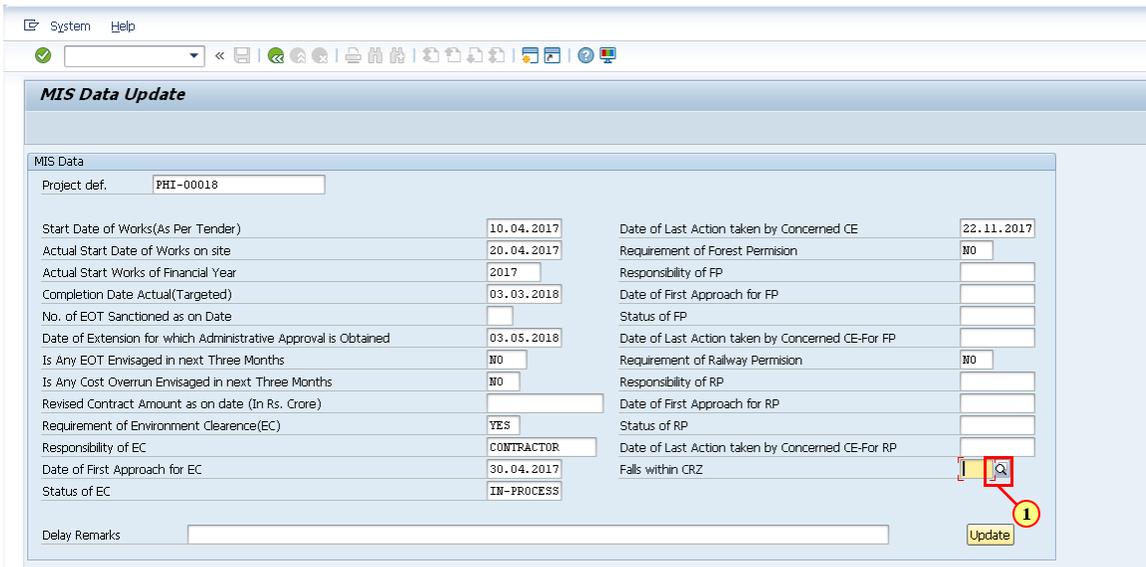
Requirement of Railway Permission (RP) (1...)

_LOW Short Descript.

YES	Yes
NO	No

(1)  is double-clicked.

MIS Data Update – Select entry for field “Falls within CRZ”



MIS Data Update

MIS Data

Project def.: PHI-00018

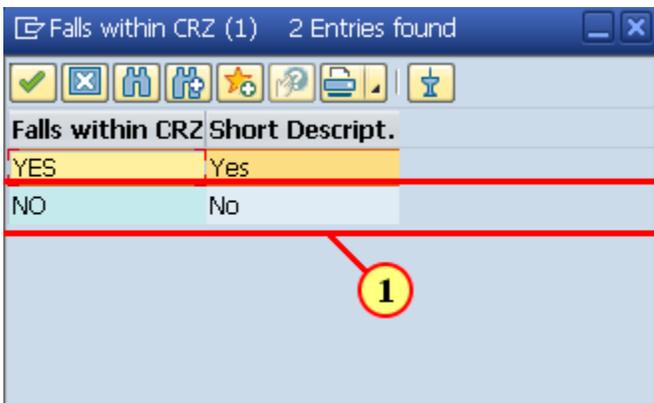
Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	NO
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	<input type="checkbox"/>
Status of EC	IN-PROCESS		

Delay Remarks

Update

(1) Click on .

Falls within CRZ (1) - Select Yes/No



Falls within CRZ (1) 2 Entries found

Falls within CRZ Short Descript.	
YES	Yes
NO	No

(1)  is double-clicked.

Enter Delay remarks

SAP Training manual

System Help

MIS Data Update

MIS Data

Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	
Status of EC	IN-PROCESS		

Delay Remarks Delay in Environment Clearance 1

Click Update button

System Help

MIS Data Update

MIS Data

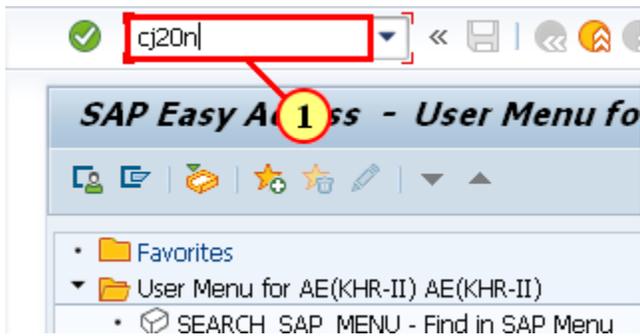
Project def. PHI-00018

Start Date of Works(As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual(Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	NO
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)		Date of First Approach for RP	
Requirement of Environment Clearance(EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	NO
Status of EC	IN-PROCESS		

Delay Remarks Delay in Environment Clearance Update 1

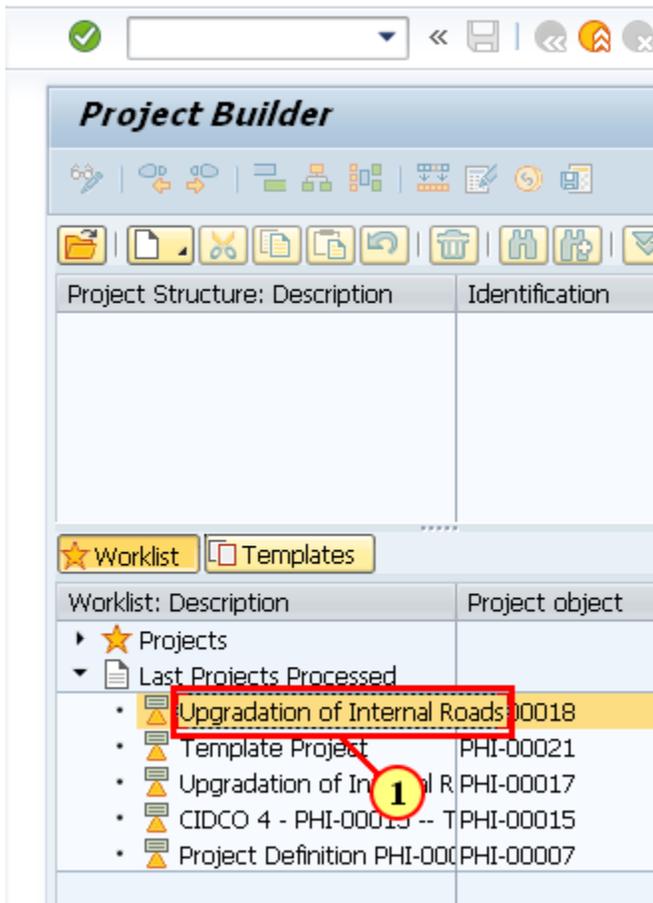
(1) Click on Update.

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



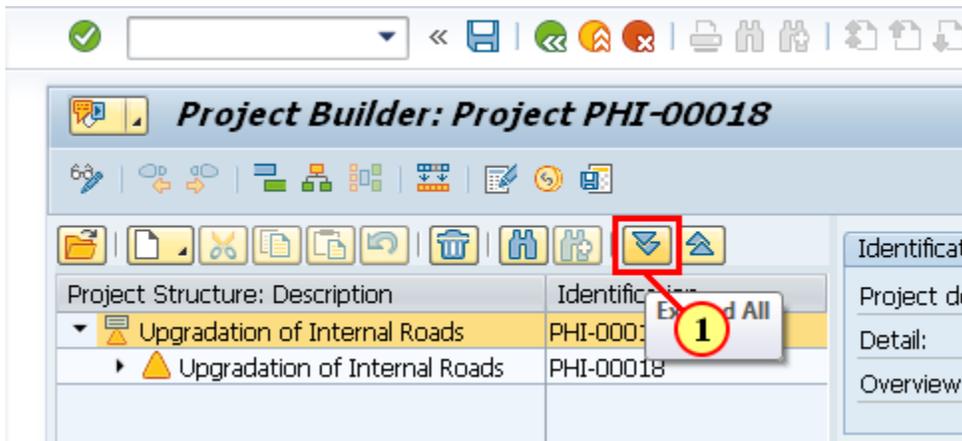
(1) The field is filled out.

Open the project in Project Builder



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

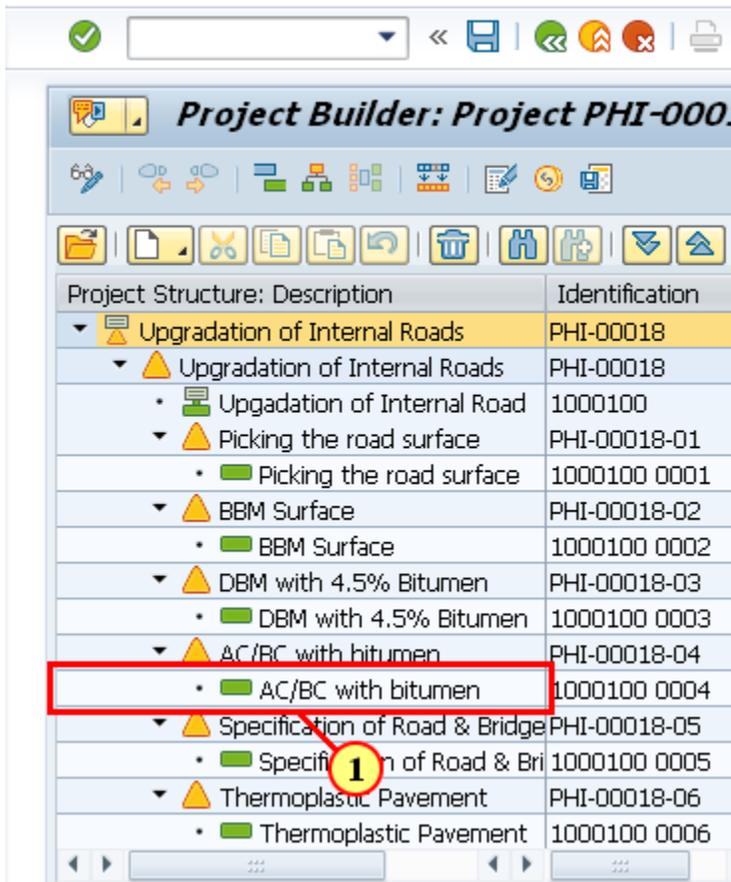
Expand Project PHI-00018



(1) Click on .

18.3. Change Duration of the Service Activity

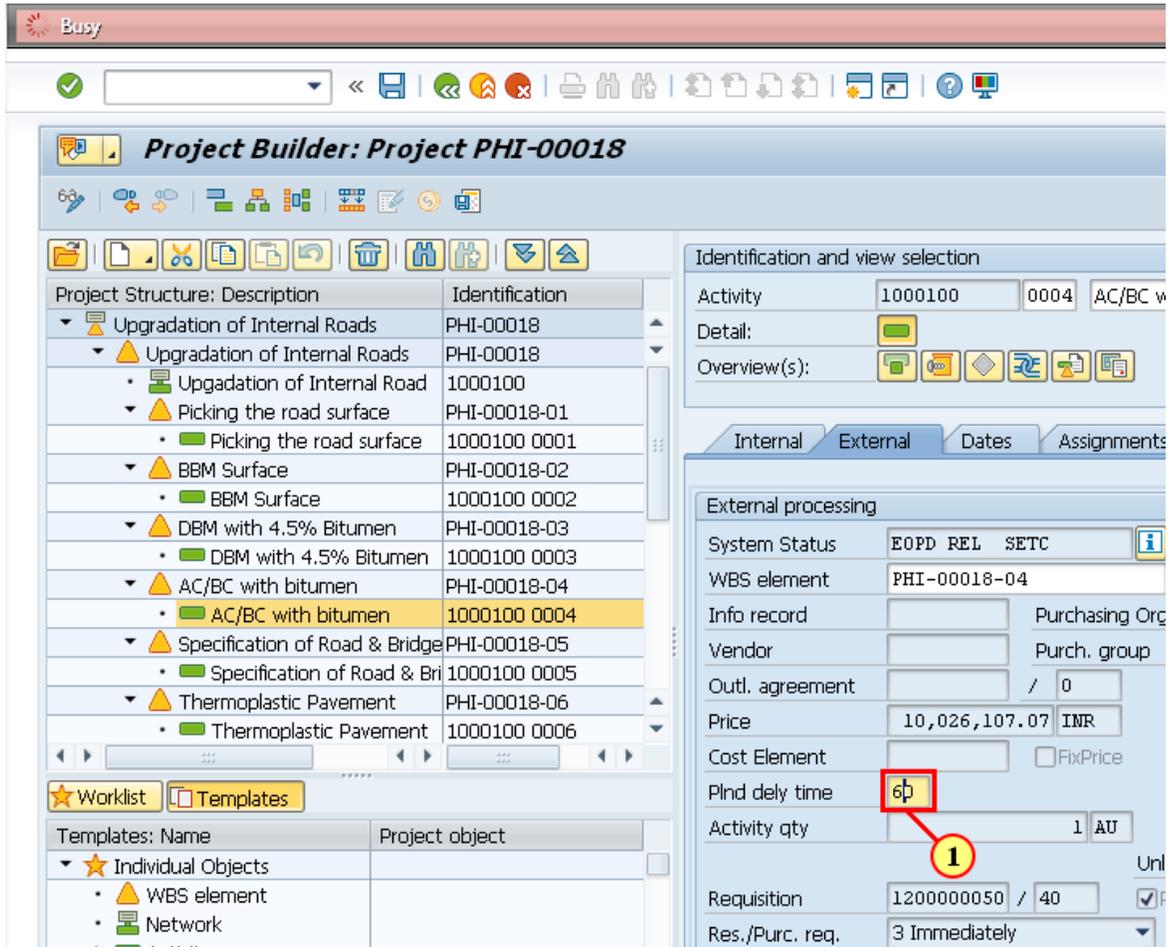
Select Service activity where duration is to be increased



SAP Training manual

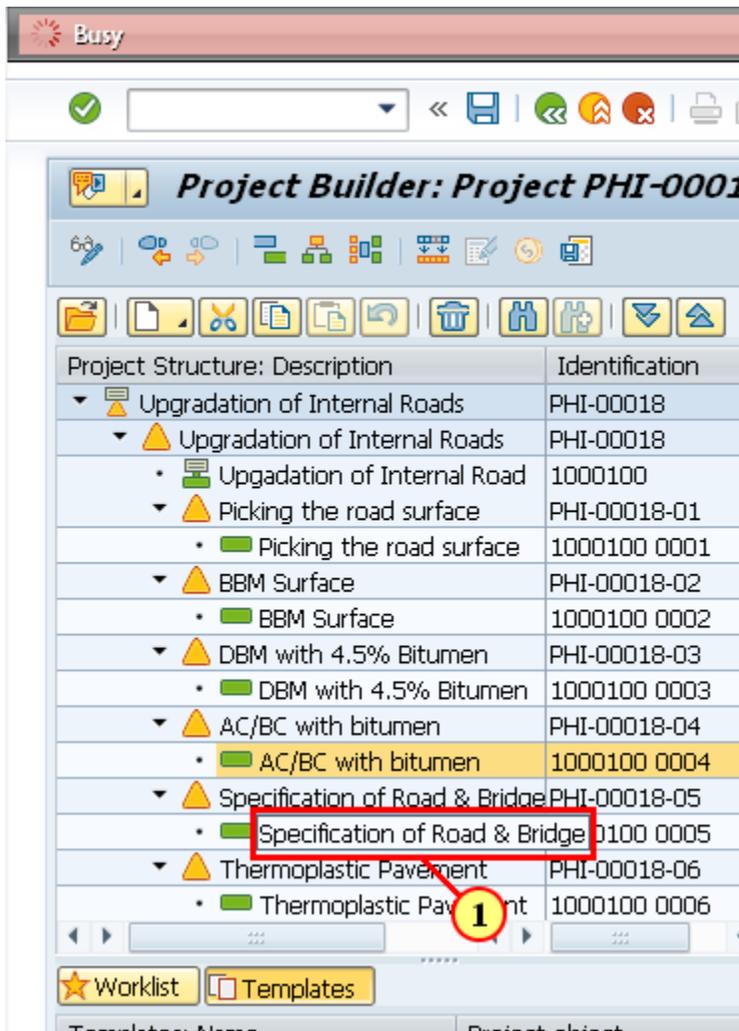
(1) Click on AC/BC with bitumen

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

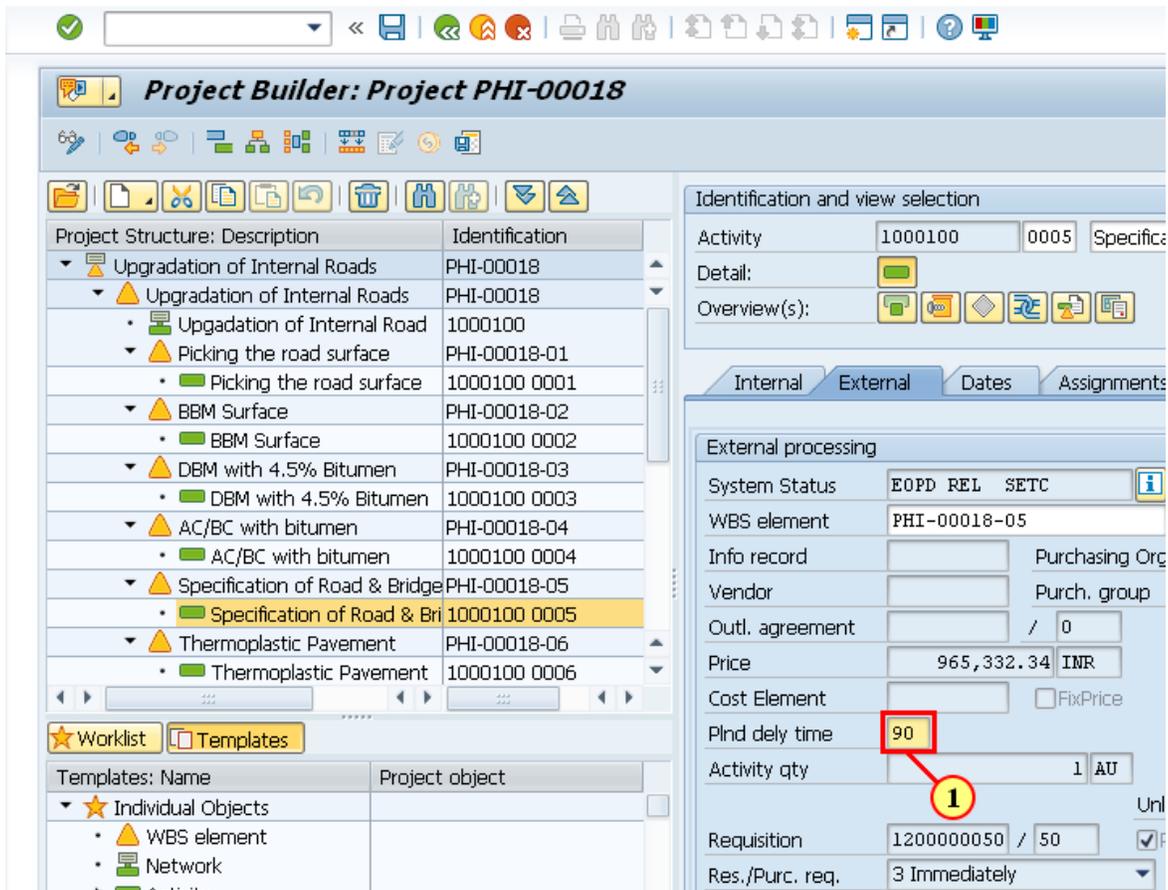


(1) The **Plnd dely time** field is cleared.

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

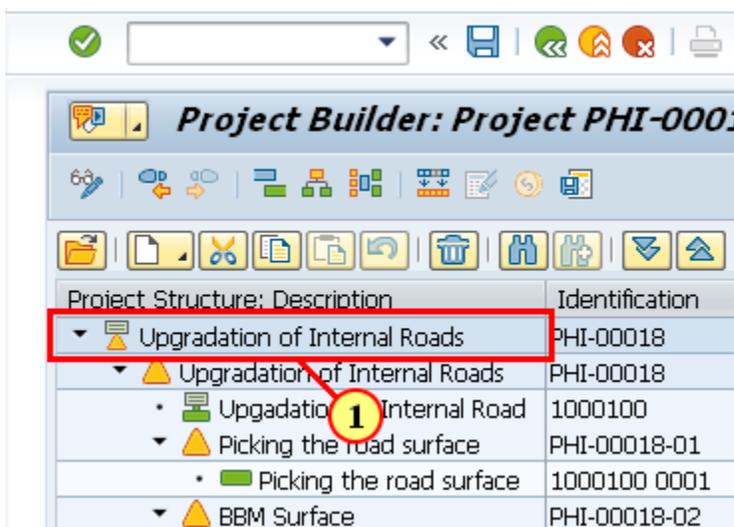


(1) Click on Specification of Road & Bridge.



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

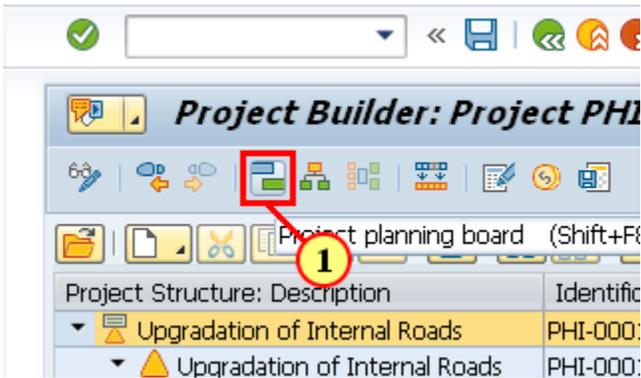
Select Project Definition in Project Builder: Project PHI-00018



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

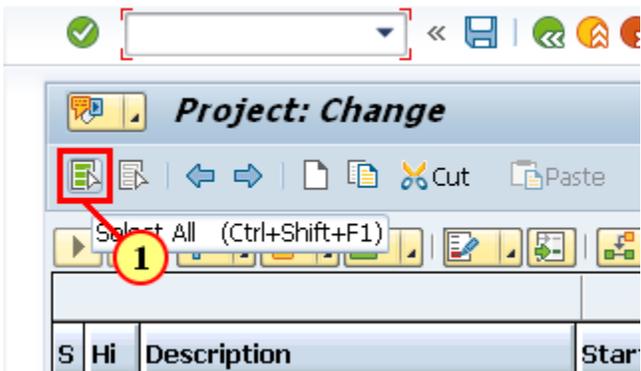
18.4. Open Project Planning Board for scheduling

Click on Project Planning Board window



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

Click Select All button



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

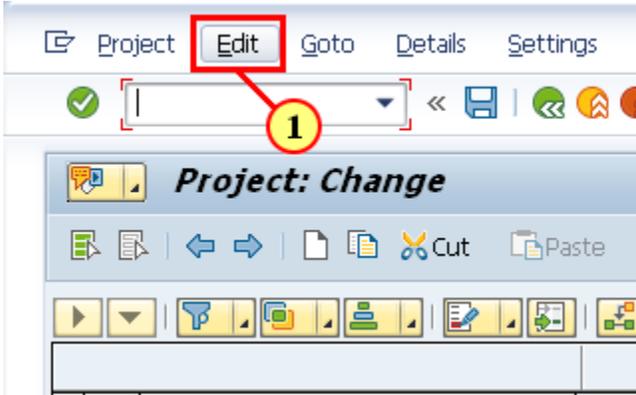
Click on Schedule button



SAP Training manual

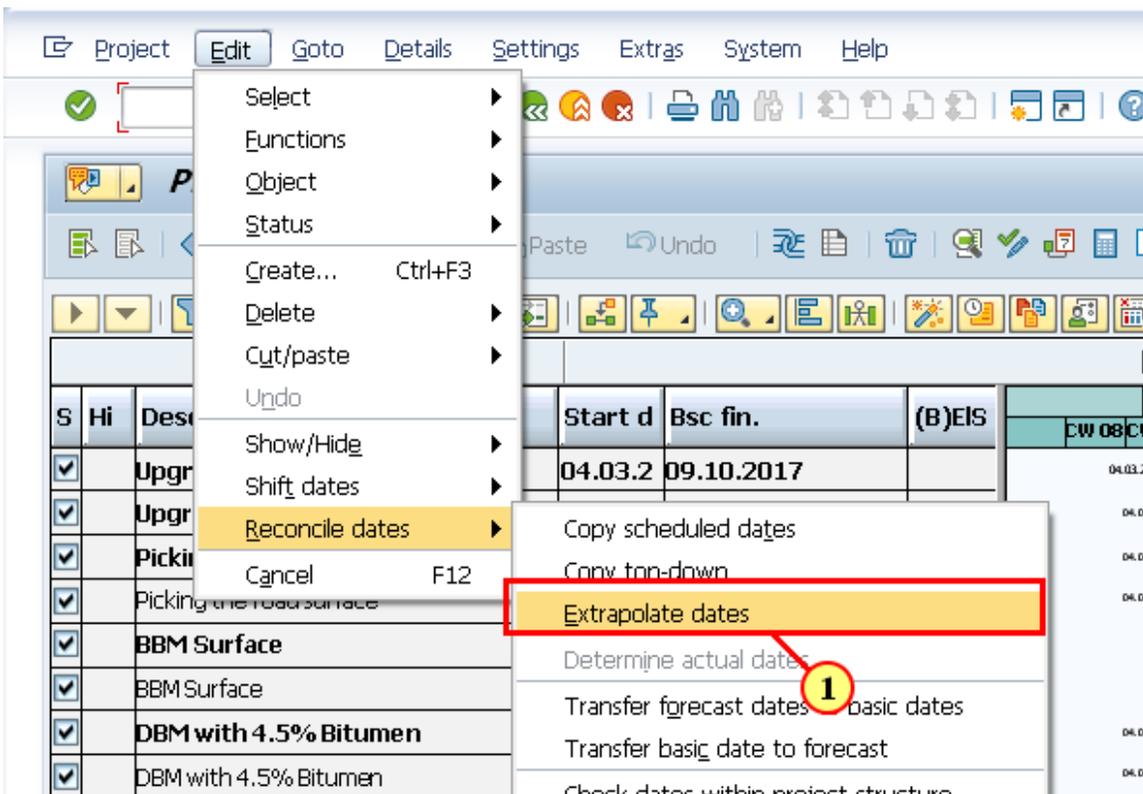
(1) Click on **Schedule** 

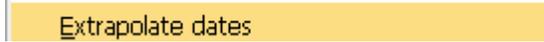
Click Edit menu



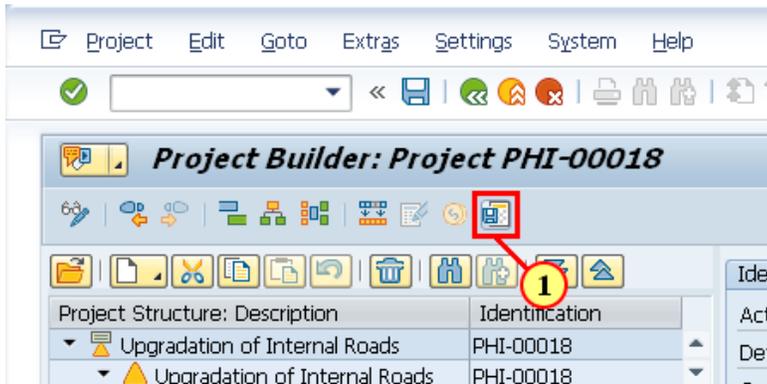
(1) Clicking on the **Edit**  menu item executes it.

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



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

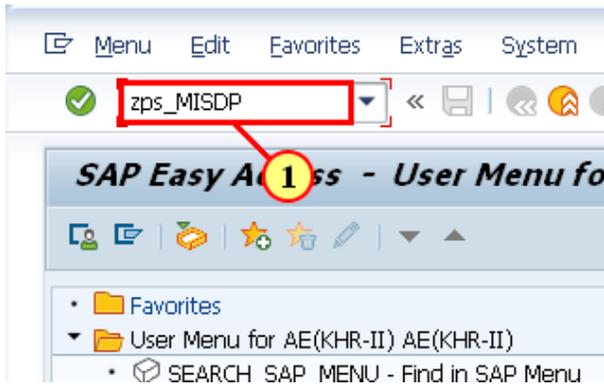
Click Intermediate Save for Project PHI-00018



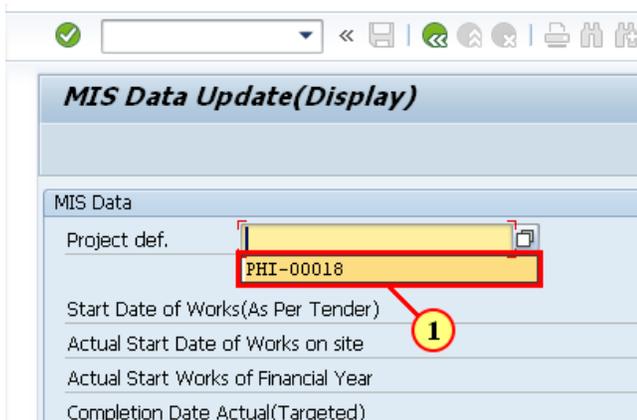
(1) Click on **Intermediate Save** .

18.5. Tcode ZPS_MISDP

Tcode ZPS_MISDP. If you are not in main menu screen, then pre-fix with /n. So, enter Tcode /nZPS_MIDP



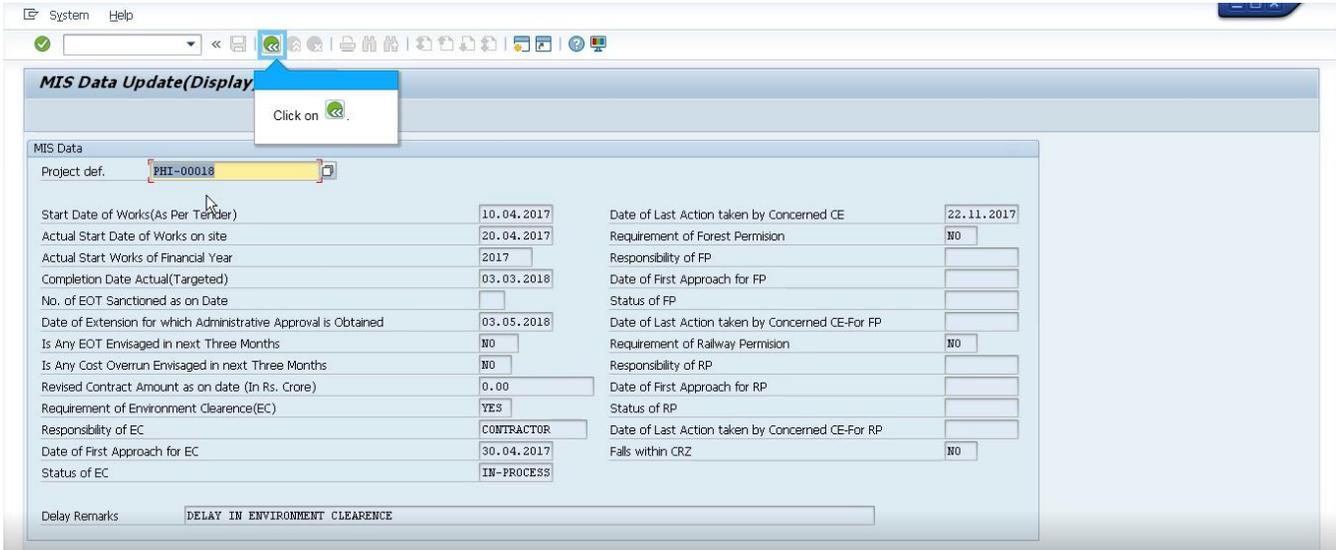
(1) The field is filled out.
Select Project Definition for MIS Data Update(Display)



SAP Training manual

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

Click Enter and data is displayed



MIS Data Update (Display)

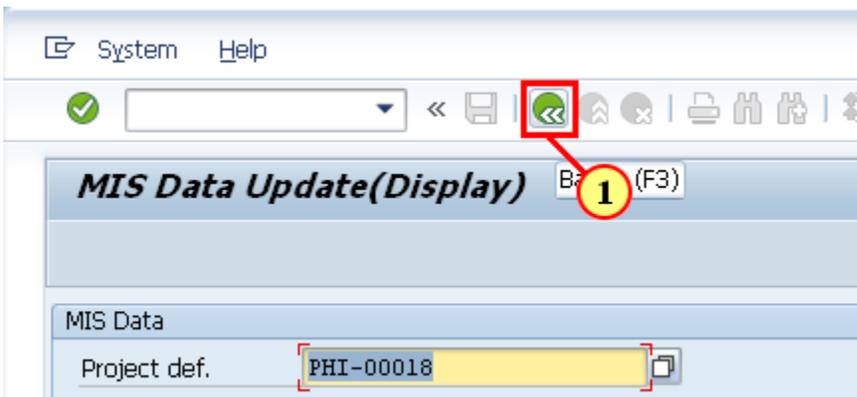
Project def. **PHI-00018**

Start Date of Works (As Per Tender)	10.04.2017	Date of Last Action taken by Concerned CE	22.11.2017
Actual Start Date of Works on site	20.04.2017	Requirement of Forest Permission	NO
Actual Start Works of Financial Year	2017	Responsibility of FP	
Completion Date Actual (Targeted)	03.03.2018	Date of First Approach for FP	
No. of EOT Sanctioned as on Date		Status of FP	
Date of Extension for which Administrative Approval is Obtained	03.05.2018	Date of Last Action taken by Concerned CE-For FP	
Is Any EOT Envisaged in next Three Months	NO	Requirement of Railway Permission	NO
Is Any Cost Overrun Envisaged in next Three Months	NO	Responsibility of RP	
Revised Contract Amount as on date (In Rs. Crore)	0.00	Date of First Approach for RP	
Requirement of Environment Clearance (EC)	YES	Status of RP	
Responsibility of EC	CONTRACTOR	Date of Last Action taken by Concerned CE-For RP	
Date of First Approach for EC	30.04.2017	Falls within CRZ	NO
Status of EC	IN-PROCESS		

Delay Remarks: DELAY IN ENVIRONMENT CLEARANCE

Enter is now pressed.

Go back



MIS Data Update (Display) B: 1 (F3)

MIS Data

Project def. **PHI-00018**

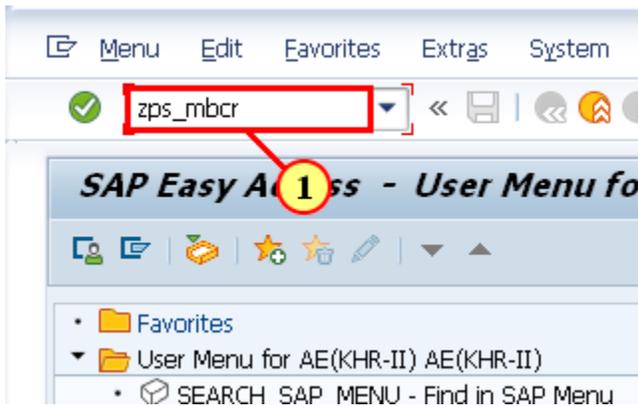
(1) Click on .

19. RA Bill - 1

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

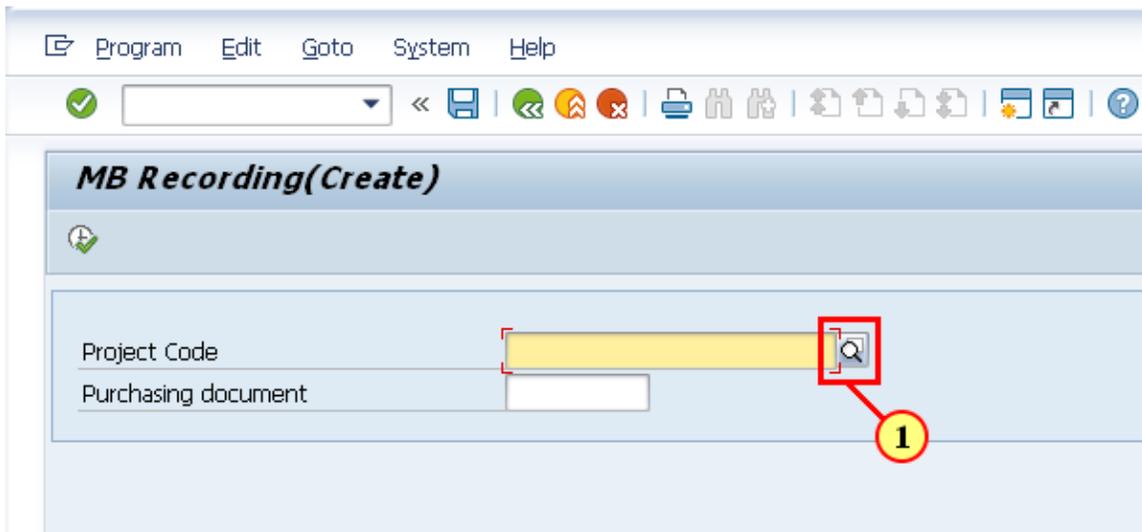
There are 3 pre-requisites for creating MB/RA Bill for the project

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

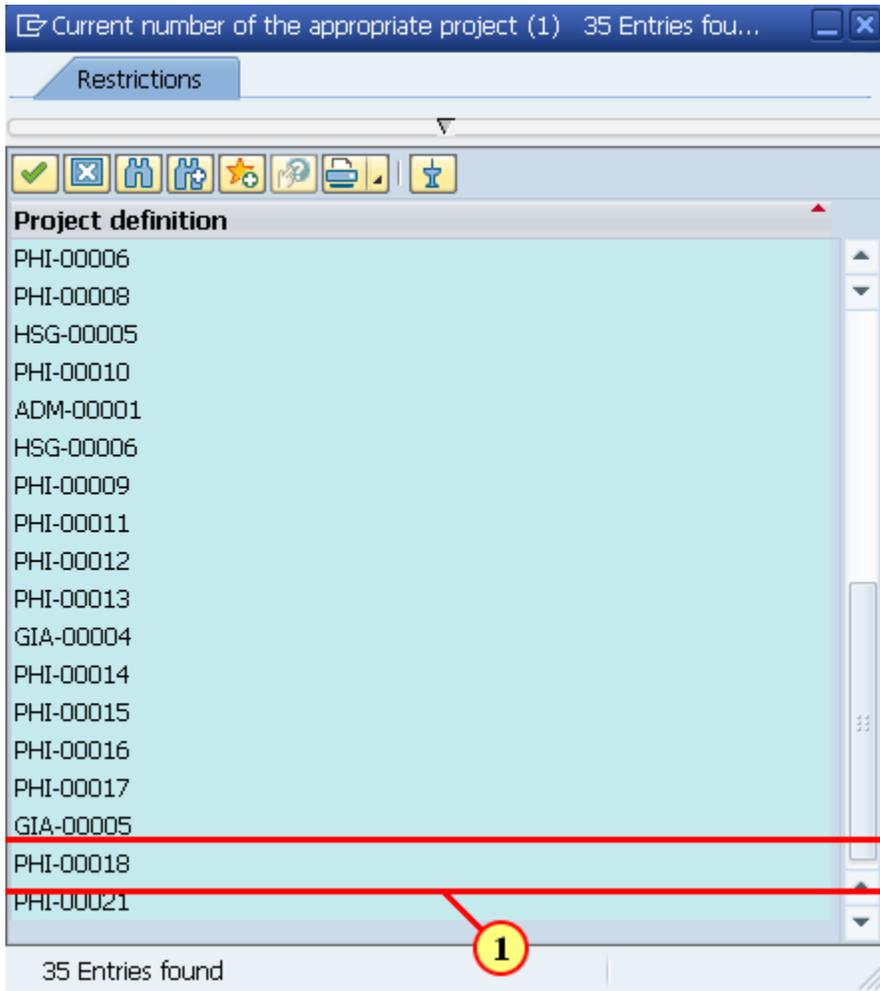


(1) The field is filled out.

MB Recording(Create) – Select Project Code

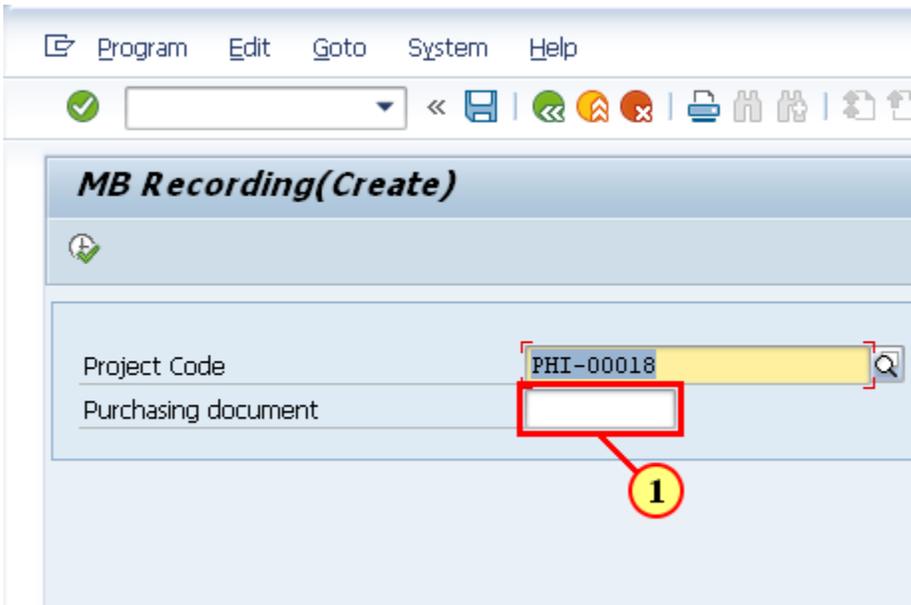


(1) Click on .



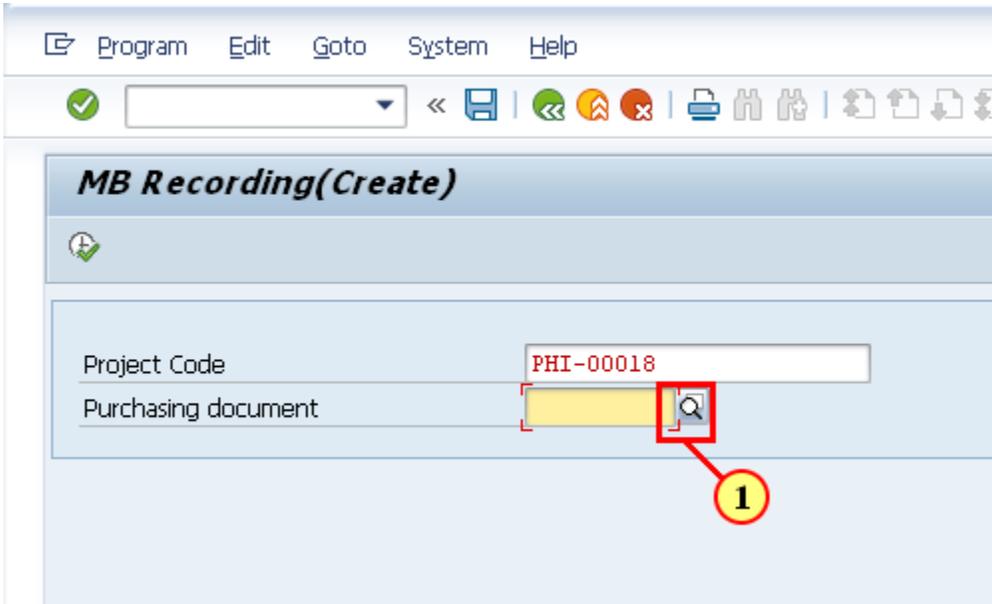
(1) PHI-00018 is double-clicked.

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



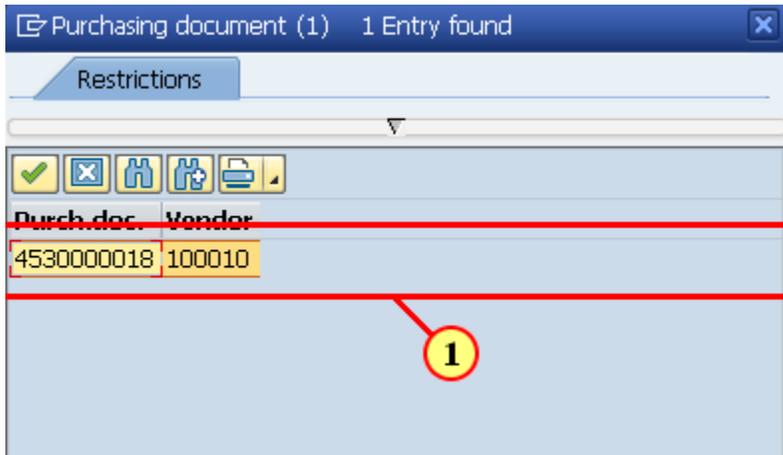
(1) Clicking in the input field **Purchasing document** activates it.

MB Recording(Create)



(1) Click on .

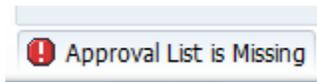
Purchasing document (1) - Select the required PO



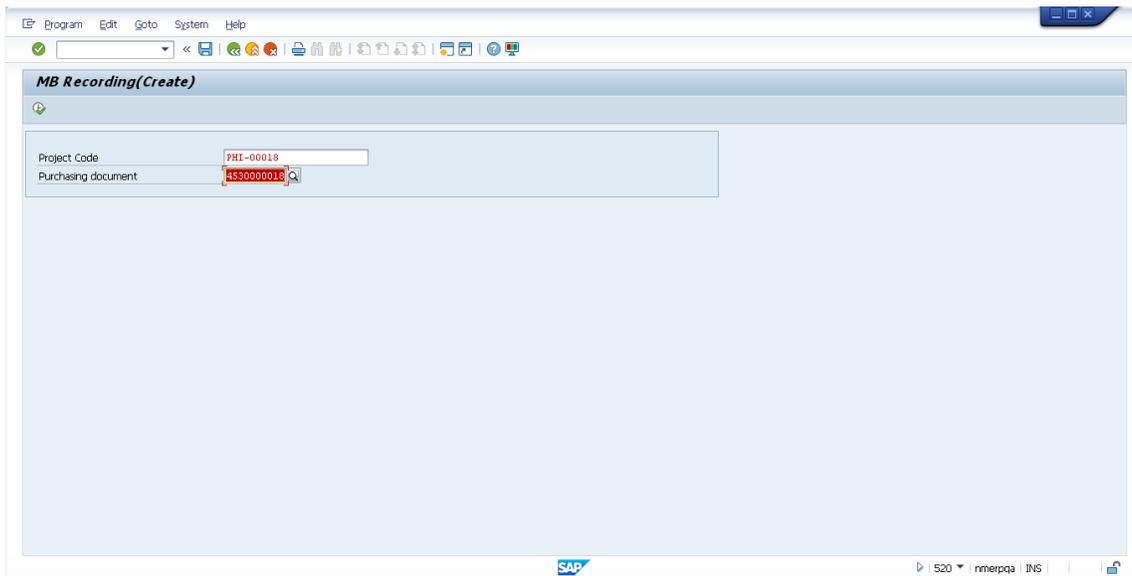
(1) Click on

4530000018	100010
------------	--------

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

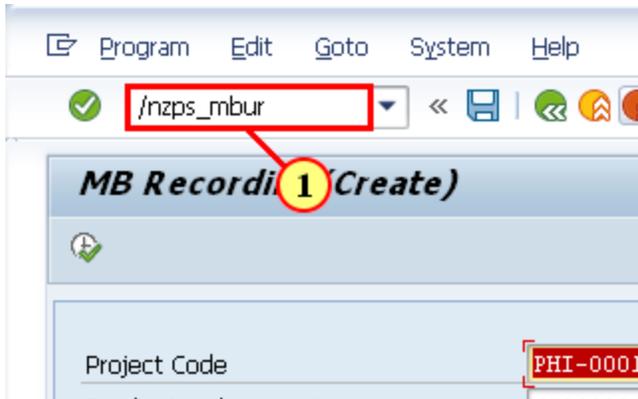


Click Enter to create MB record. If there is an error that Approval List is not entered, we need to create approval list for the MB using Tcode ZPS_MBUR.



Enter is now pressed.

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



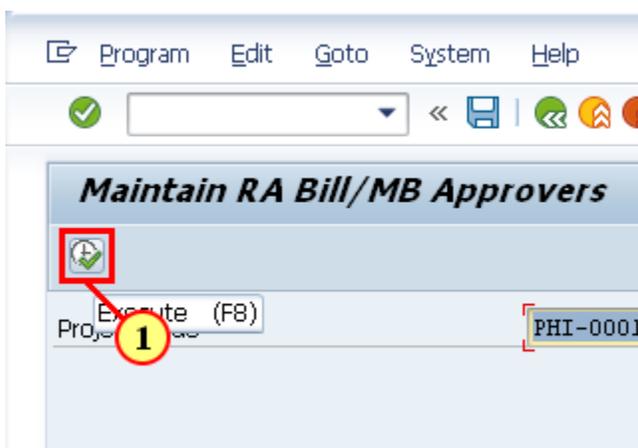
(1) The field is filled out.

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



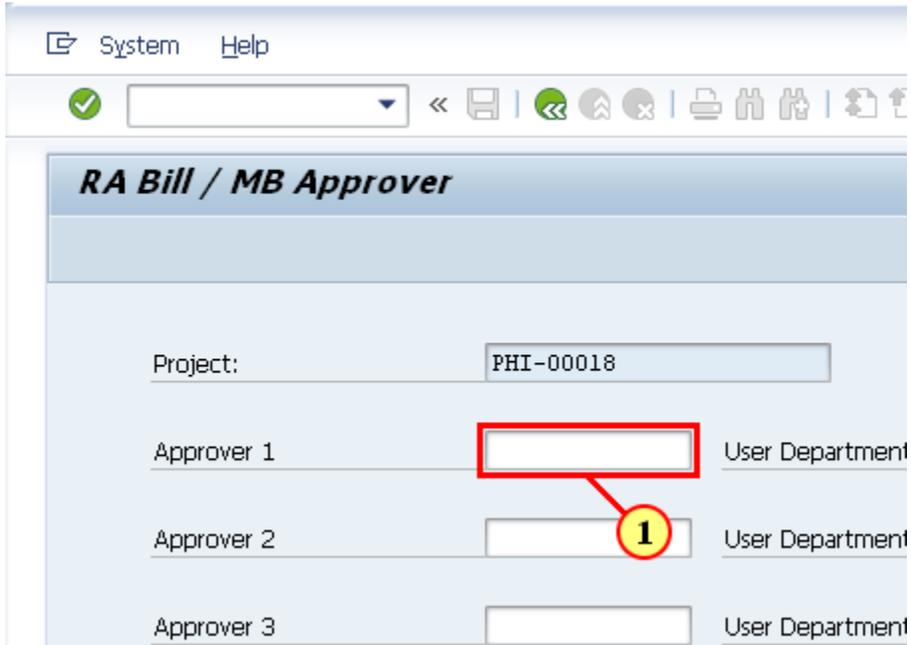
Enter is now pressed.

Maintain RA Bill/MB Approvers – Click on Execute button



(1) Click on **Execute** .

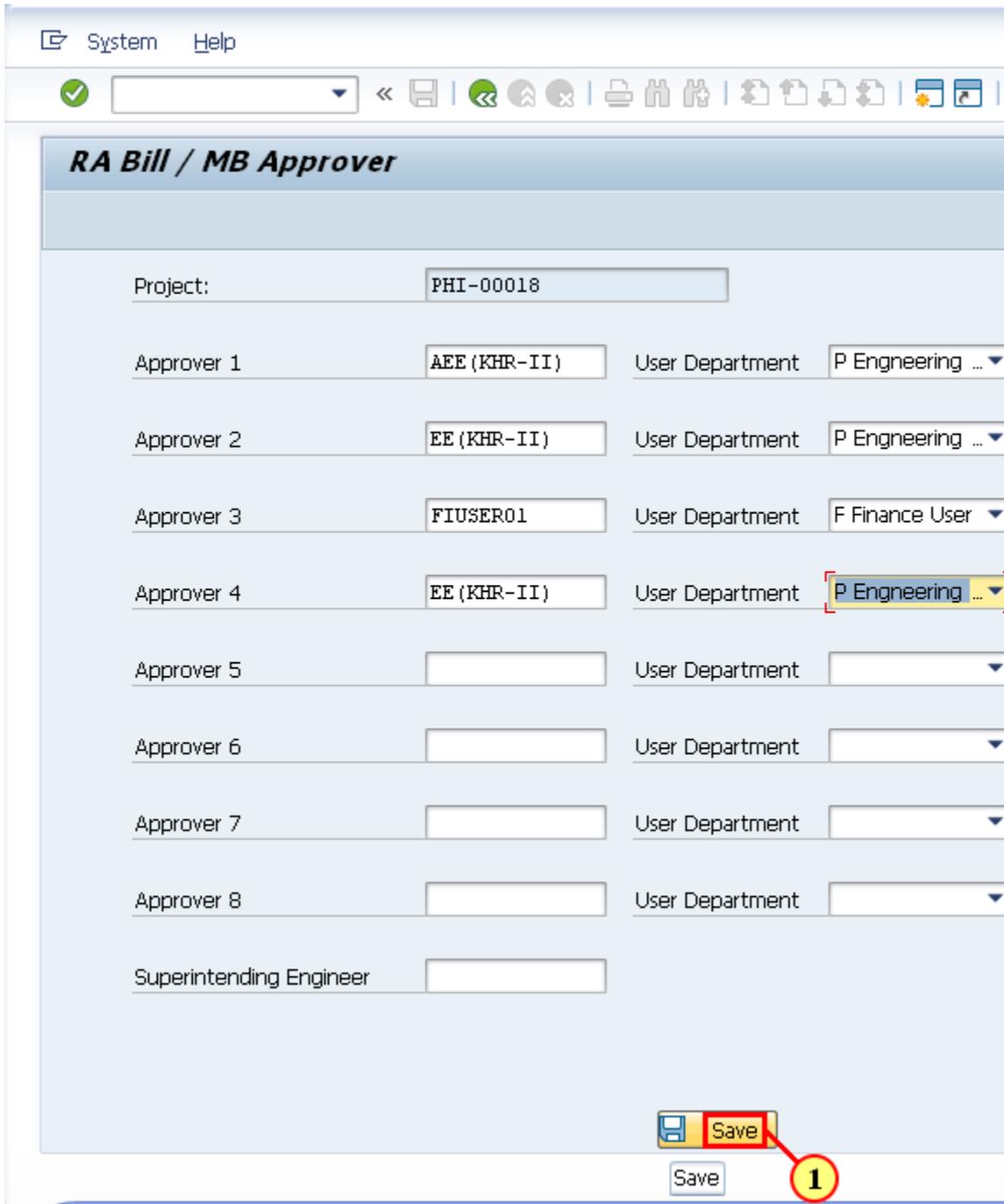
RA Bill / MB Approver – we need to enter the approvers with their department. Select the approvers by using F4 key



The screenshot shows the SAP RA Bill / MB Approver screen. The title bar includes 'System' and 'Help' menus. Below the title bar is a toolbar with various icons. The main content area is titled 'RA Bill / MB Approver'. It contains a 'Project:' field with the value 'PHI-00018'. Below this are three rows for 'Approver 1', 'Approver 2', and 'Approver 3'. Each row has an input field for the approver name and a 'User Department' field. The 'Approver 1' input field is highlighted with a red box, and a yellow circle with the number '1' is pointing to it, indicating the step to click on this field.

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

RA Bill / MB Approver – First approver should be AEE (if AE is creating), then EE, then Finance user, then again EE. Departments will be Engineering or Finance as appropriate. Click on Save



System Help

RA Bill / MB Approver

Project: PHI-00018

Approver 1	AEE (KHR-II)	User Department	P Engineering ...
Approver 2	EE (KHR-II)	User Department	P Engineering ...
Approver 3	FIUSER01	User Department	F Finance User
Approver 4	EE (KHR-II)	User Department	P Engineering ...
Approver 5		User Department	
Approver 6		User Department	
Approver 7		User Department	
Approver 8		User Department	
Superintending Engineer			

Save

Save

1

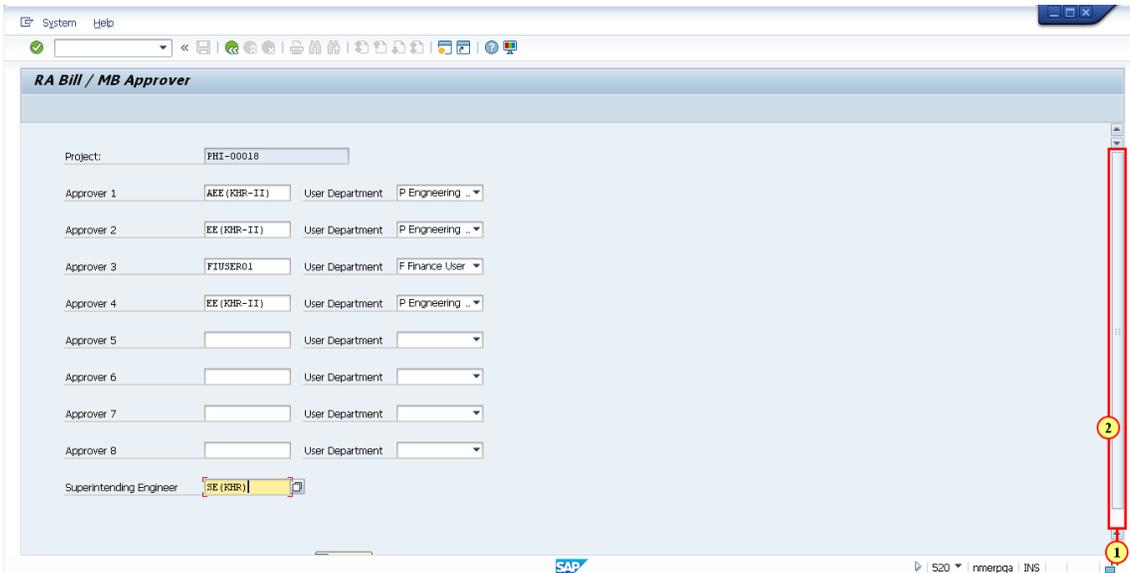
(1) Click on **Save**.

Information – System prompts to enter SE



(1) Click on **Continue**

RA Bill / MB Approver – Enter the SE field



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

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

System Help

RA Bill / MB Approver

Project: PHI-00018

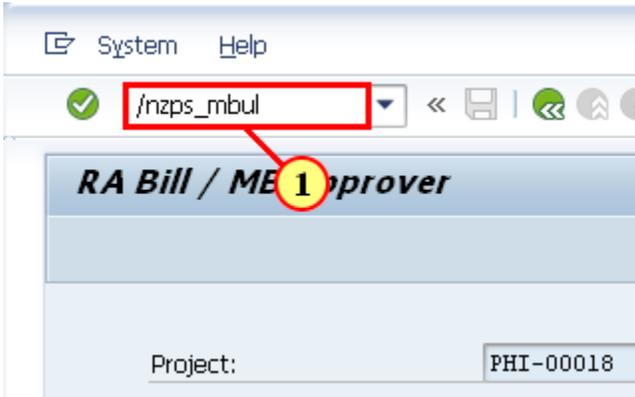
Approver 1	AEE (KHR-II)	User Department	P Engineering ...
Approver 2	EE (KHR-II)	User Department	P Engineering ...
Approver 3	FIUSER01	User Department	F Finance User
Approver 4	EE (KHR-II)	User Department	P Engineering ...
Approver 5		User Department	
Approver 6		User Department	
Approver 7		User Department	
Approver 8		User Department	
Superintending Engineer	SE (KHR)		

Save

(1) Click on .

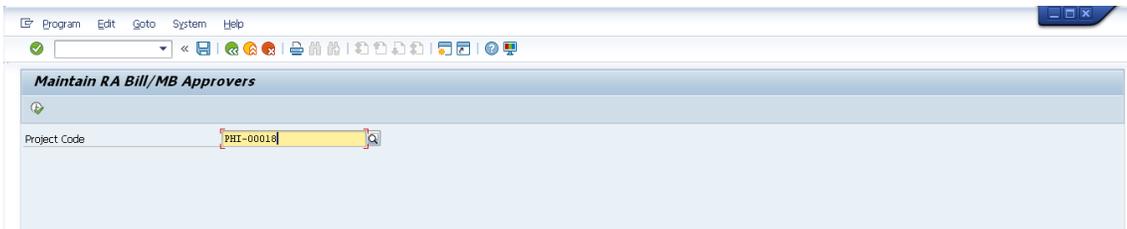
19.3. Tcode ZPS_MBUL -- RA Bill / MB Approver display

To view the Approver List, use Tcode ZPS_MBUL



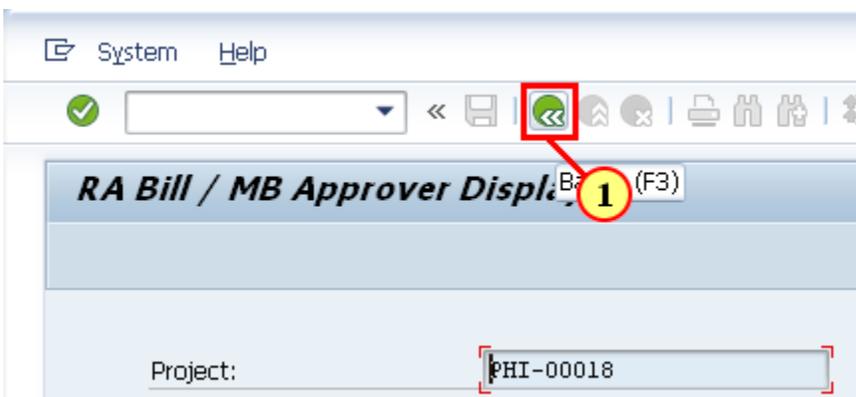
(1) The field is filled out.

Select Project Code and click on Execute icon



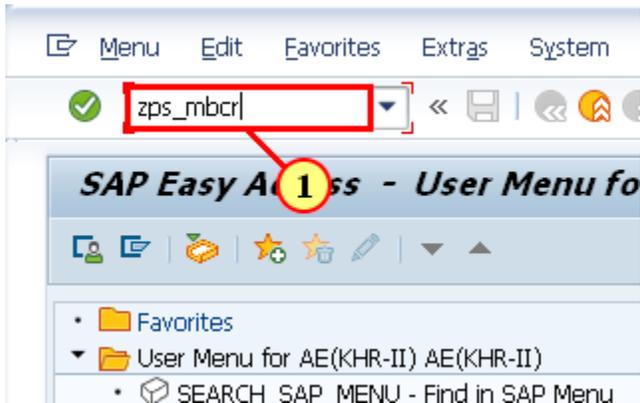
F8 is now pressed.

Go back

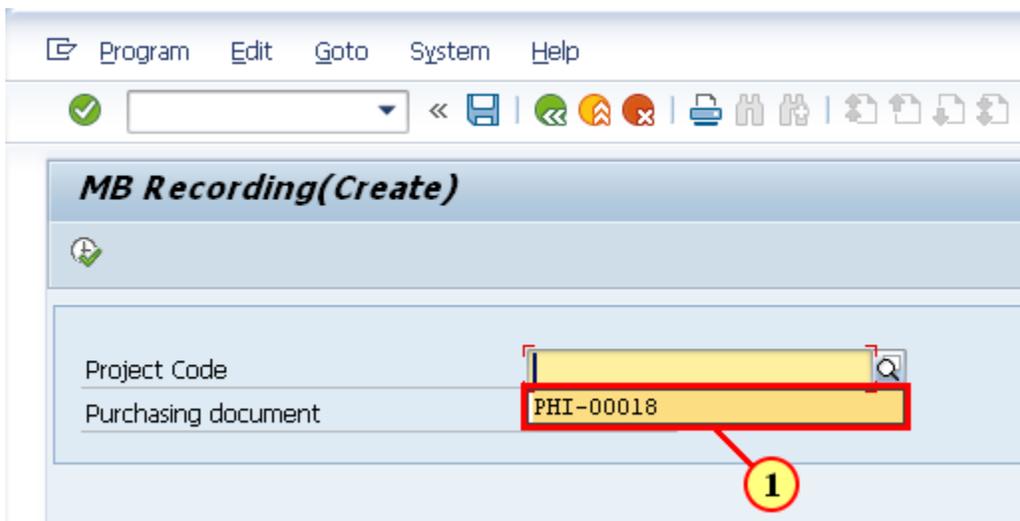


(1) Click on

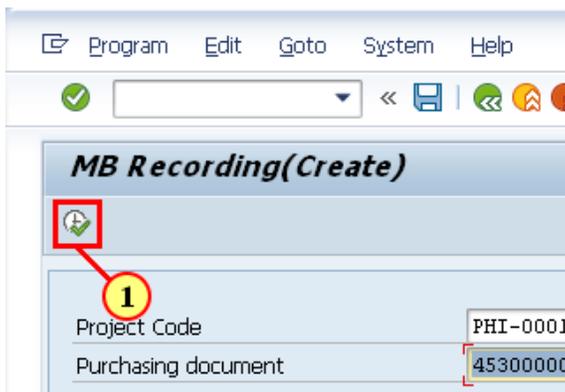
19.4. Tcode ZPS_MBCR -- Create MB Record



(1) The field is filled out.
Enter the Project Code - MB Recording(Create)



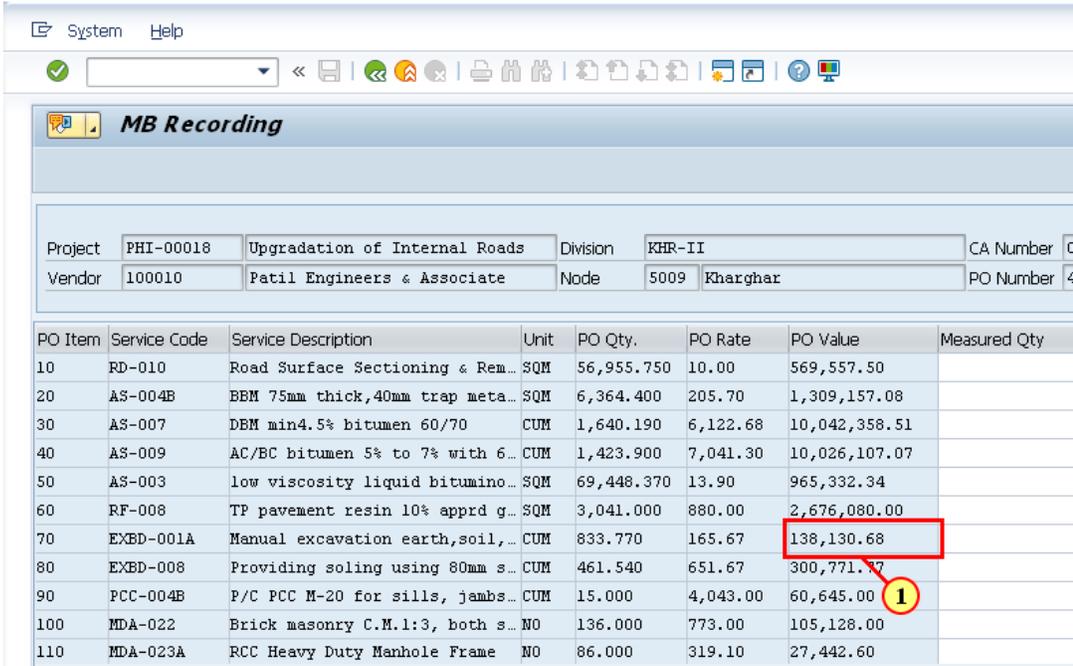
(1) Clicking on the entry **PHI-00018** **PHI-00018** selects it.
Enter PO number for the project and click on Execute



SAP Training manual

(1) Click on **Execute** .

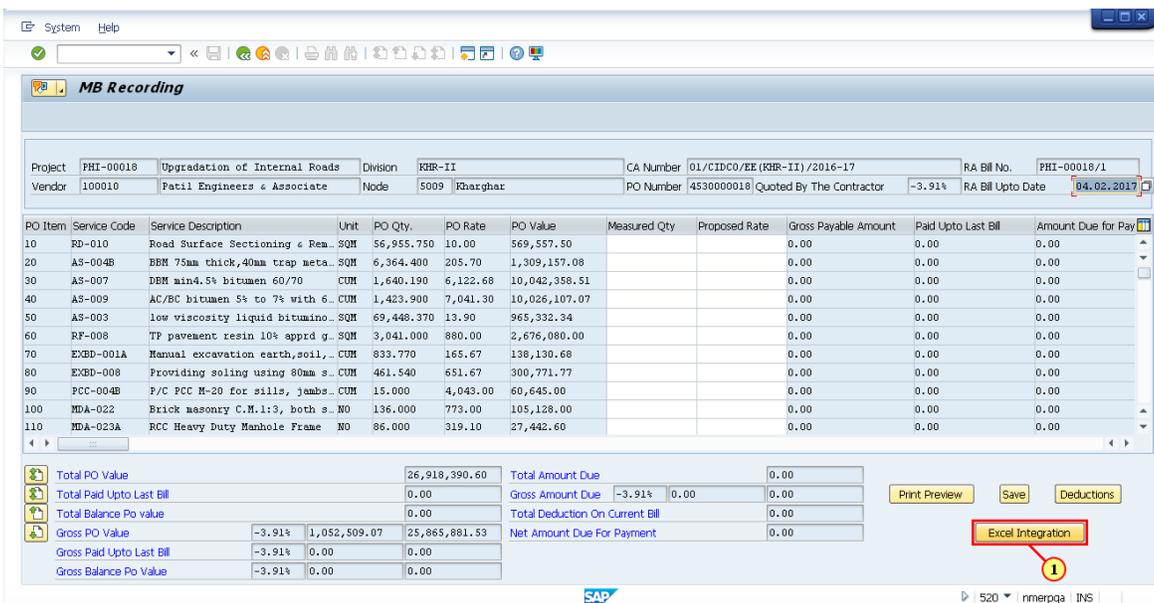
MB Recording – Screen opens with all the items from PO along with quantities and Rates and values. Header shows information for the project



PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty
10	RD-010	Road Surface Sectioning & Rem...	\$QM	56,955.750	10.00	569,557.50	
20	AS-004B	BEM 75mm thick,40mm trap meta...	\$QM	6,364.400	205.70	1,309,157.08	
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	
50	AS-003	low viscosity liquid bitumino...	\$QM	69,448.370	13.90	965,332.34	
60	RF-008	TP pavement resin 10% aprpd g...	\$QM	3,041.000	880.00	2,676,080.00	
70	EXBD-001A	Manual excavation earth,soil,...	CUM	833.770	165.67	138,130.68	
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	
90	PCC-004B	P/C PCC M-20 for sills, jambs...	CUM	15.000	4,043.00	60,645.00	
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00	
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60	

19.5. Upload activities using Excel Integration

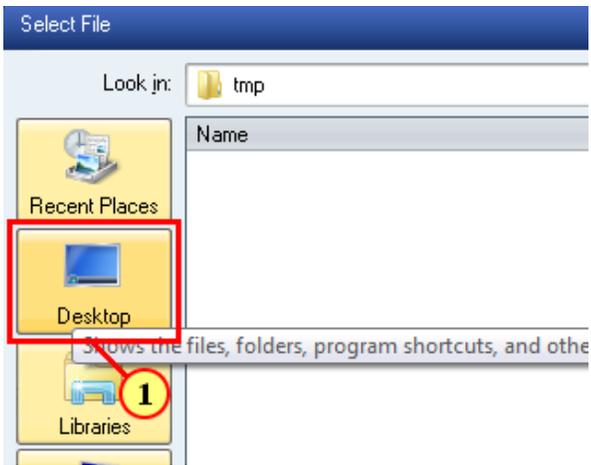
Click on Excel Integration button to upload the quantities and rates for project service activities



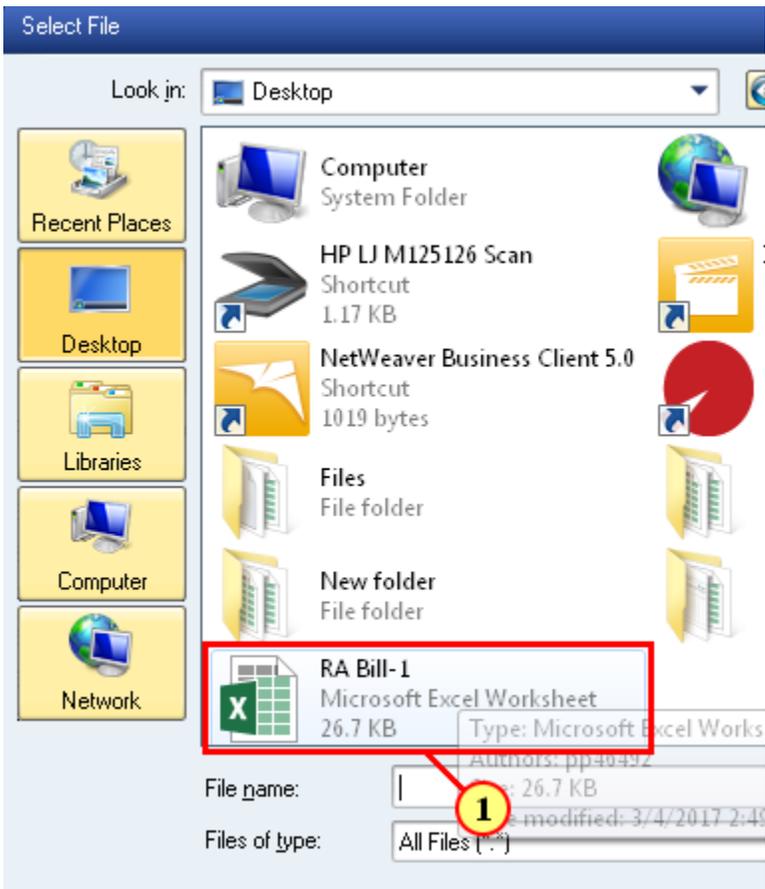
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Up to Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem...	\$QM	56,955.750	10.00	569,557.50			0.00	0.00	0.00
20	AS-004B	BEM 75mm thick,40mm trap meta...	\$QM	6,364.400	205.70	1,309,157.08			0.00	0.00	0.00
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51			0.00	0.00	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07			0.00	0.00	0.00
50	AS-003	low viscosity liquid bitumino...	\$QM	69,448.370	13.90	965,332.34			0.00	0.00	0.00
60	RF-008	TP pavement resin 10% aprpd g...	\$QM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth,soil,...	CUM	833.770	165.67	138,130.68			0.00	0.00	0.00
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77			0.00	0.00	0.00
90	PCC-004B	P/C PCC M-20 for sills, jambs...	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00			0.00	0.00	0.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60			0.00	0.00	0.00

Total PO Value	26,918,390.60	Total Amount Due	0.00
Total Paid Up to Last Bill	0.00	Gross Amount Due	-3.91% 0.00
Total Balance Po value	0.00	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due for Payment	0.00
Gross Paid Up to Last Bill	-3.91% 0.00		
Gross Balance Po Value	-3.91% 0.00		

(1) Click on **Excel Integration**
Select File from desktop



(1) Click on **Desktop**

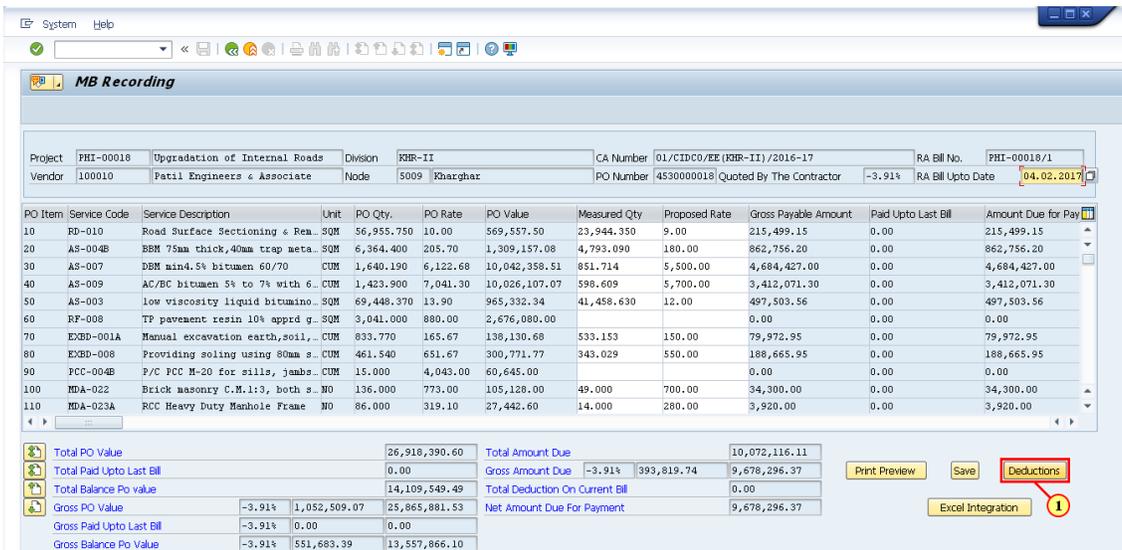


SAP Training manual



(1) The entry **RA Bill-1** is selected by double clicking on it.

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



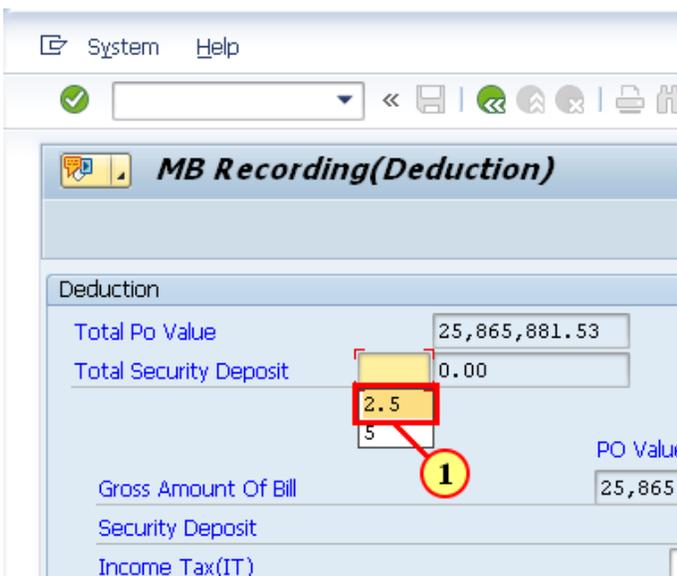
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Pad Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,955.750	10.00	569,557.50	23,944.350	9.00	215,499.15	0.00	215,499.15
20	A8-004B	BBM 75mm thick,40mm trap meta...	SQM	6,364.400	205.70	1,309,157.08	4,793.090	180.00	862,756.20	0.00	862,756.20
30	A8-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	851.714	5,500.00	4,684,427.00	0.00	4,684,427.00
40	A8-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	598.609	5,700.00	3,412,071.30	0.00	3,412,071.30
50	A8-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	41,458.630	12.00	497,503.56	0.00	497,503.56
60	RF-008	TP pavement resin 10% apprd g...	SQM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth,soil...	CUM	833.770	165.67	138,130.68	533.153	150.00	79,972.95	0.00	79,972.95
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	343.029	550.00	188,665.95	0.00	188,665.95
90	FCC-004B	P/C PCC M-20 for sills, jamb...	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.H.1:3, both s...	NO	136.000	773.00	105,128.00	49.000	700.00	34,300.00	0.00	34,300.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60	14.000	280.00	3,920.00	0.00	3,920.00

Total PO Value	26,918,390.60	Total Amount Due	10,072,116.11
Total Paid Upto Last Bill	0.00	Gross Amount Due	-3.91% 393,819.74
Total Balance Po value	14,109,549.49	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due For Payment	9,678,296.37
Gross Paid Upto Last Bill	-3.91% 0.00		
Gross Balance Po Value	-3.91% 551,683.39		

(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



Total Po Value	25,865,881.53
Total Security Deposit	0.00
Gross Amount Of Bill	25,865,881.53
Security Deposit	
Income Tax(IT)	

SAP Training manual

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

MB Recording(Deduction) – Select IT

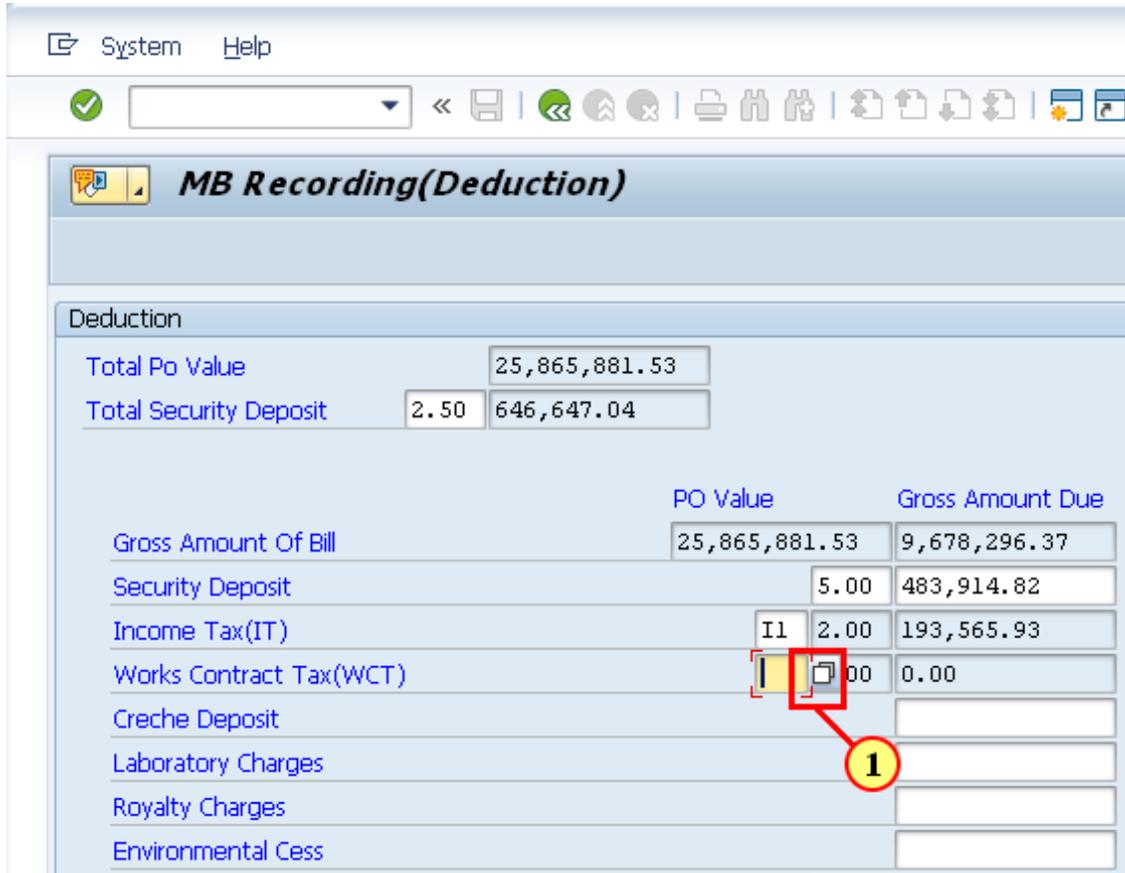
	PO Value	Gross Amount Due
Gross Amount Of Bill	25,865,881.53	9,678,296.37
Security Deposit	5.00	483,914.82
Income Tax(IT)	0.00	0.00
Works Contract Tax(WCT)	I1 0.00 I3	0.00
Creche Deposit		
Laboratory Charges		
Royalty Charges		

(1) Click on

WTx	W/tax rate	Name
I1	2.0000	Sec 194C: Contractors
W1	2.0000	Works Contract Tax
W2	5.0000	Works Contract Tax

(1) I1 2.0000 Sec 194C: Contractors is double-clicked.

MB Recording(Deduction) – Select Works Contract Tax



MB Recording(Deduction)

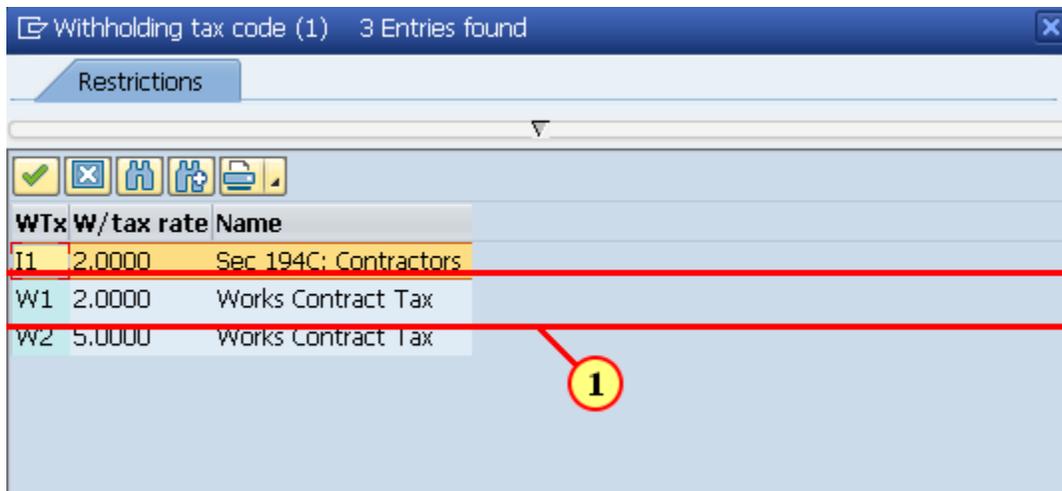
Deduction

Total Po Value 25,865,881.53
 Total Security Deposit 2.50 646,647.04

	PO Value	Gross Amount Due
Gross Amount Of Bill	25,865,881.53	9,678,296.37
Security Deposit	5.00	483,914.82
Income Tax(IT)	I1 2.00	193,565.93
Works Contract Tax(WCT)	I1 0.00	0.00
Creche Deposit		
Laboratory Charges		
Royalty Charges		
Environmental Cess		

(1) Click on .

Withholding tax code



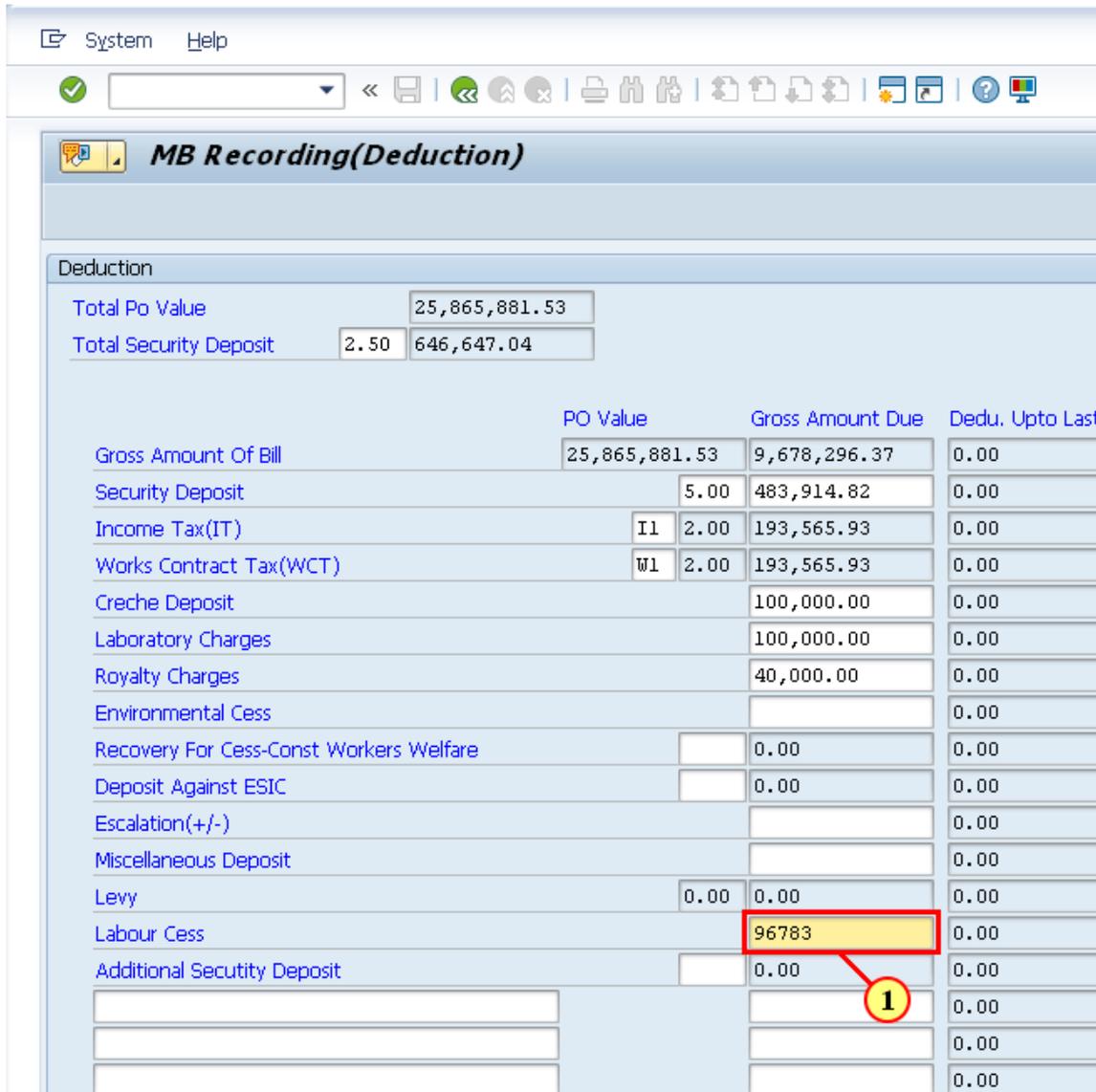
Withholding tax code (1) 3 Entries found

Restrictions

WTx	W/ tax rate	Name
I1	2.0000	Sec. 194C: Contractors
W1	2.0000	Works Contract Tax
W2	5.0000	Works Contract Tax

(1) W1 2.0000 Works Contract Tax is double-clicked.

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



The screenshot shows the SAP MB Recording (Deduction) interface. At the top, there are menu options for 'System' and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'MB Recording(Deduction)' and contains a 'Deduction' section with the following data:

	PO Value	Gross Amount Due	Dedu. Upto Last
Total Po Value	25,865,881.53		
Total Security Deposit	2.50	646,647.04	
Gross Amount Of Bill	25,865,881.53	9,678,296.37	0.00
Security Deposit	5.00	483,914.82	0.00
Income Tax(IT)	I1 2.00	193,565.93	0.00
Works Contract Tax(WCT)	W1 2.00	193,565.93	0.00
Creche Deposit		100,000.00	0.00
Laboratory Charges		100,000.00	0.00
Royalty Charges		40,000.00	0.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)			0.00
Miscellaneous Deposit			0.00
Levy	0.00	0.00	0.00
Labour Cess		96783	0.00
Additional Security Deposit		0.00	0.00
			0.00
			0.00
			0.00

A red box highlights the 'Labour Cess' row, and a yellow circle with the number '1' points to the value '96783' in the 'Gross Amount Due' column.

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

System Help

MB Recording(Deduction)

Deduction

Total Po Value	25,865,881.53
Total Security Deposit	2.50 646,647.04

PO Value

Gross Amount Of Bill	25,865,88
Security Deposit	
Income Tax(IT)	I1
Works Contract Tax(WCT)	W1
Creche Deposit	
Laboratory Charges	
Royalty Charges	
Environmental Cess	
Recovery For Cess-Const Workers Welfare	
Deposit Against ESIC	
Escalation(+/-)	
Miscellaneous Deposit	
Levy	
Labour Cess	
Additional Security Deposit	
MIS. DEPOSIT - CFD	

1

(1) The field is cleared.

System Help

MB Recording(Deduction)

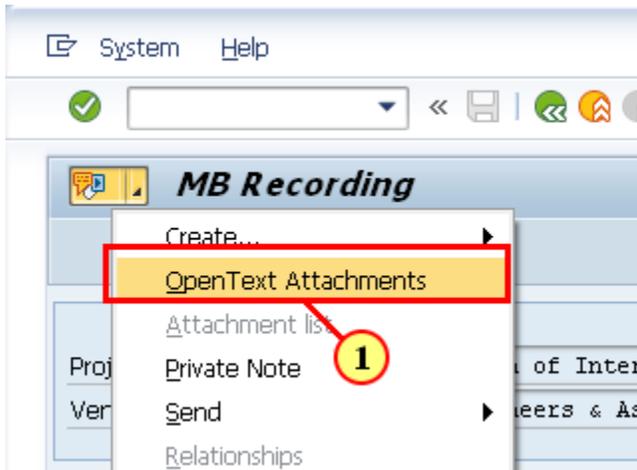
Deduction

Total Po Value 25,865,881.53
 Total Security Deposit 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Upto Last
Gross Amount Of Bill	25,865,881.53	9,678,296.37	0.00
Security Deposit	5.00	483,914.82	0.00
Income Tax(IT)	I1 2.00	193,565.93	0.00
Works Contract Tax(WCT)	W1 2.00	193,565.93	0.00
Creche Deposit		100,000.00	0.00
Laboratory Charges		100,000.00	0.00
Royalty Charges		40,000.00	0.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)			0.00
Miscellaneous Deposit			0.00
Levy	0.00	0.00	0.00
Labour Cess		96,783.00	0.00
Additional Security Deposit		0.00	0.00
MIS. DEPOSIT - CFD		65,000.00	0.00
			0.00
			0.00

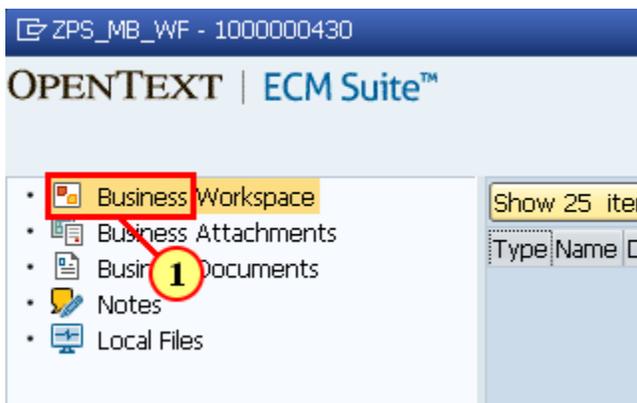
1

MB Recording(Deduction) – Scroll

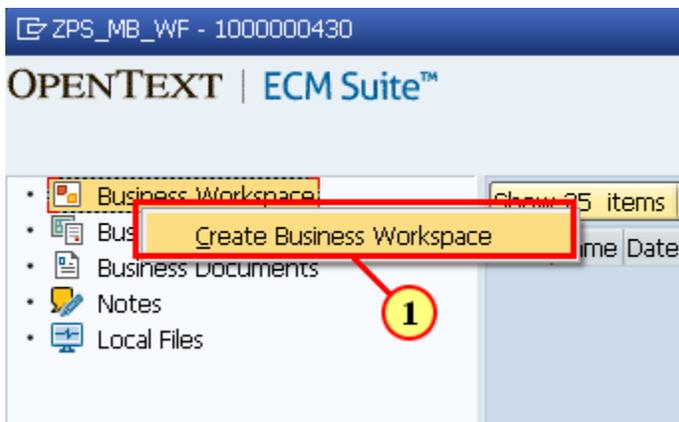


(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

Double click Business Workspace or right click

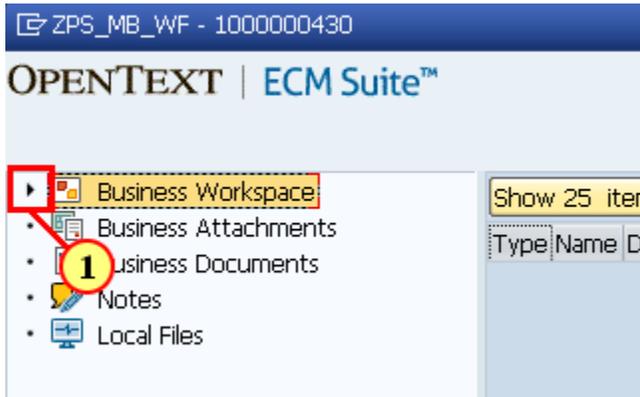


(1) Right-clicking on Business with the mouse opens a shortcut menu.

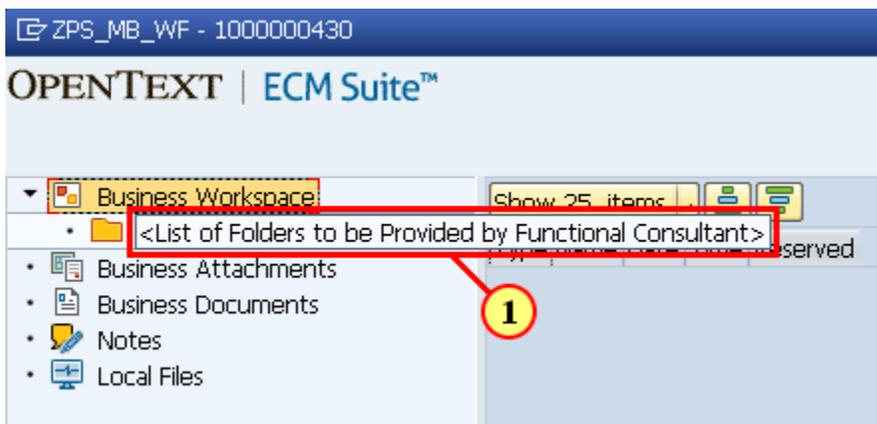


(1) Clicking on the **Create Business Workspace** Create Business Workspace menu item executes it.

Expand the workspace

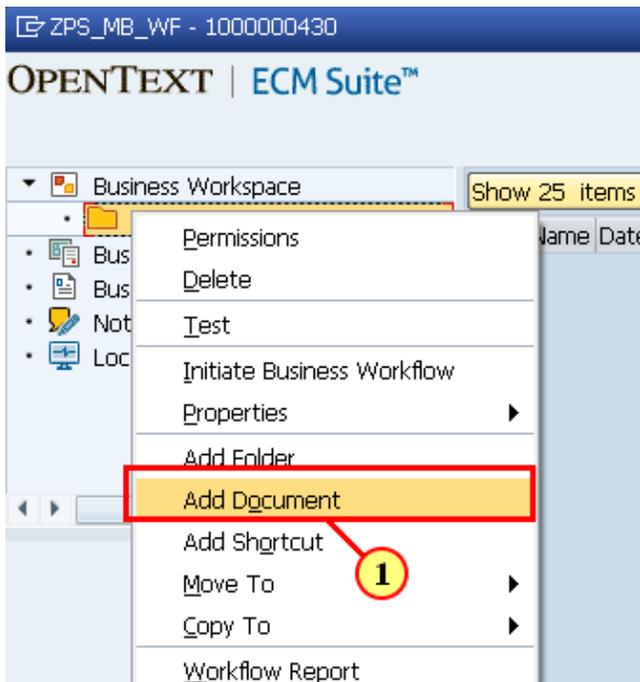


(1) Click on **Business Workspace** ▾.



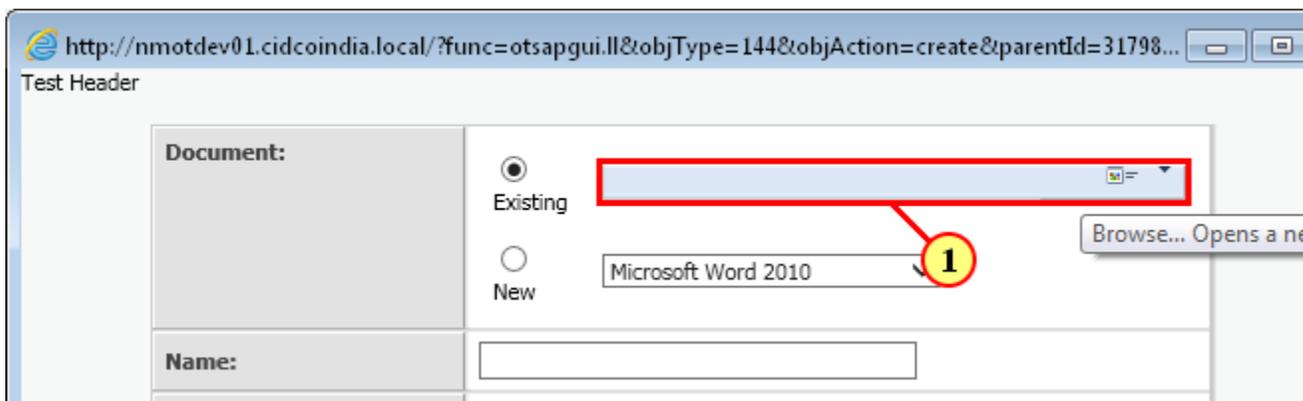
(1) Click on <List of Folders to be Provided by Functional Consultant>.

Add Document

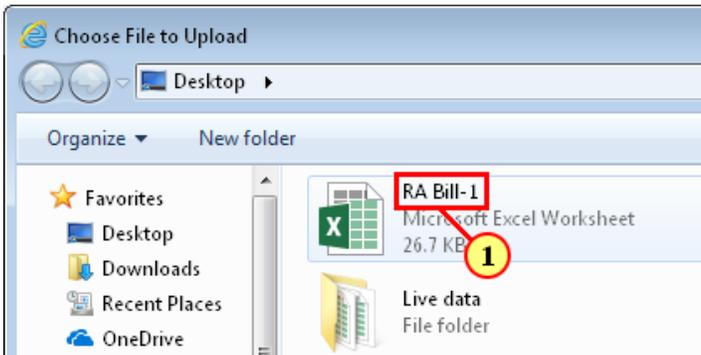


(1) Clicking on the **Add Document** Add Document menu item executes it.

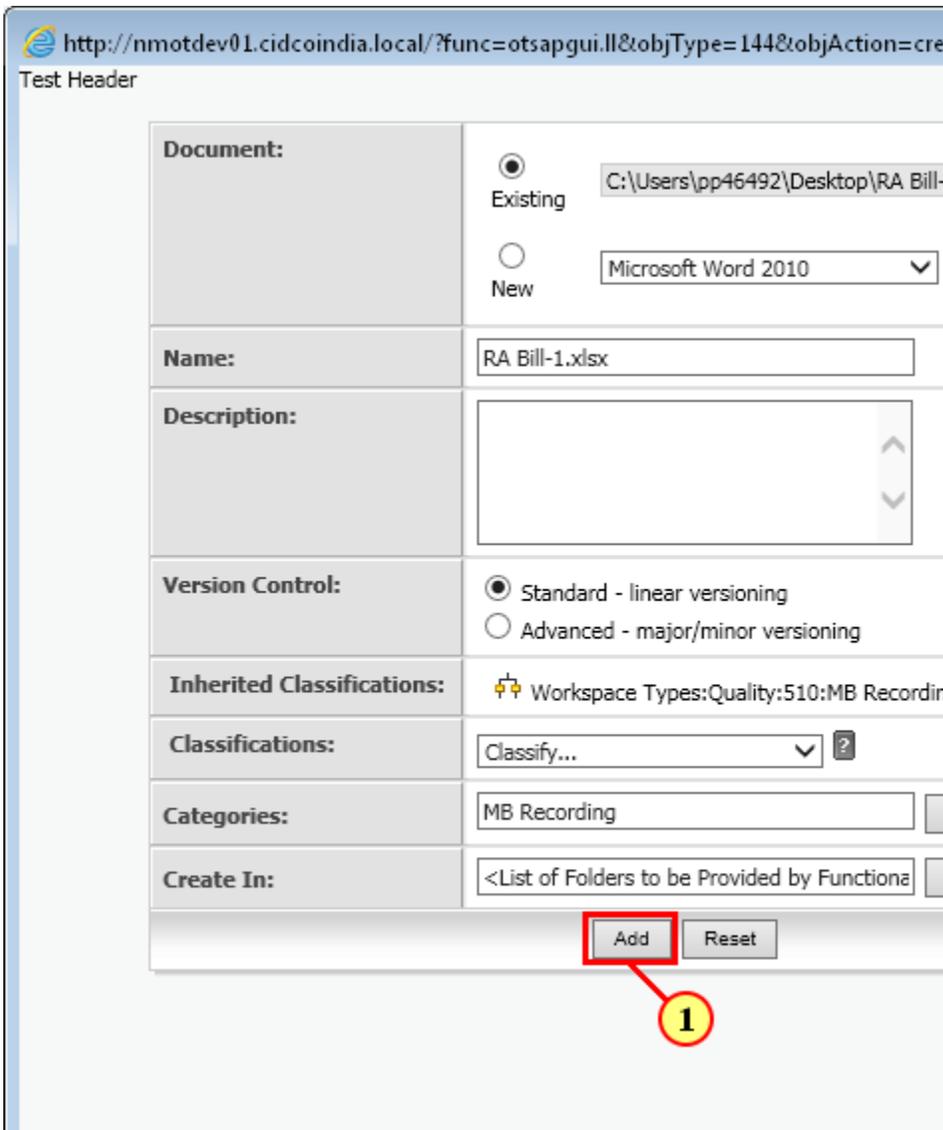
Browse and add the document



Choose File to Upload



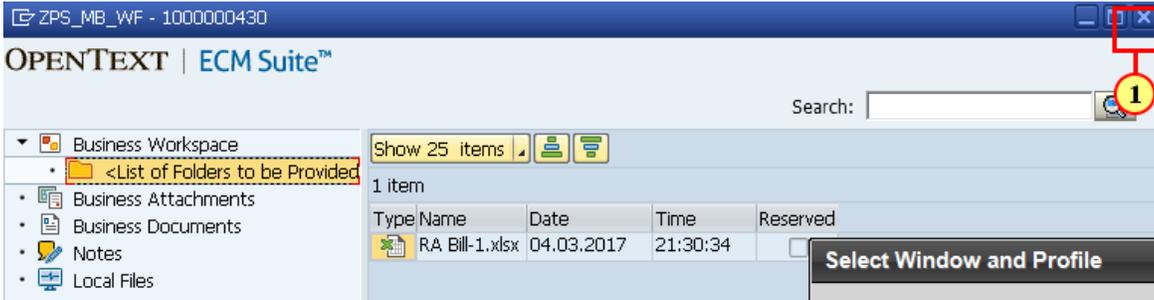
(1) RA Bill-1 is double-clicked.
Enter the description if required



SAP Training manual

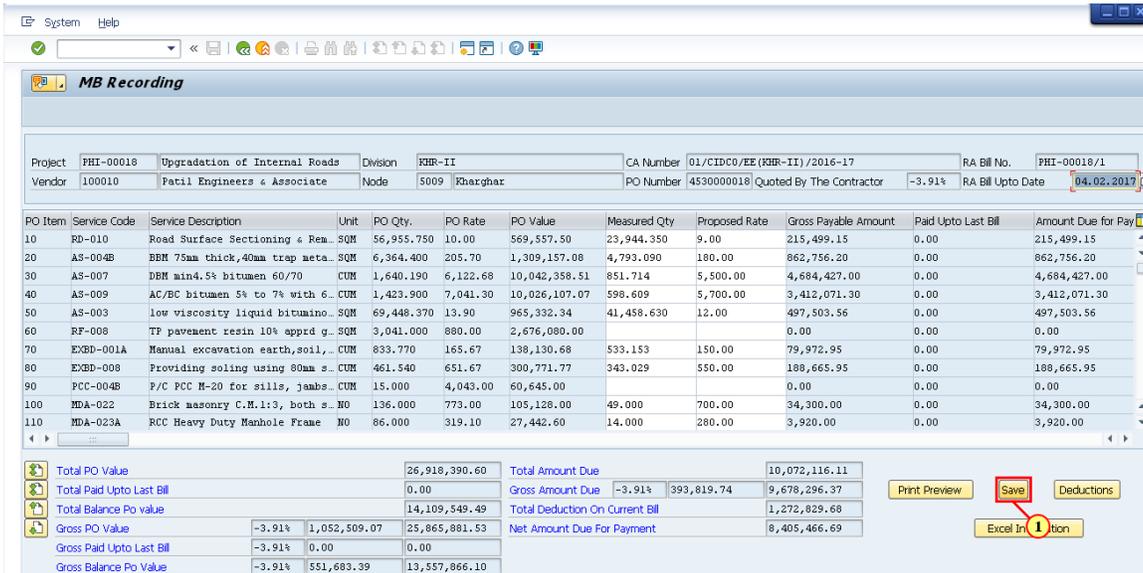
(1) Click on **Add**.

Click on Close



(1) Click on **Close**.

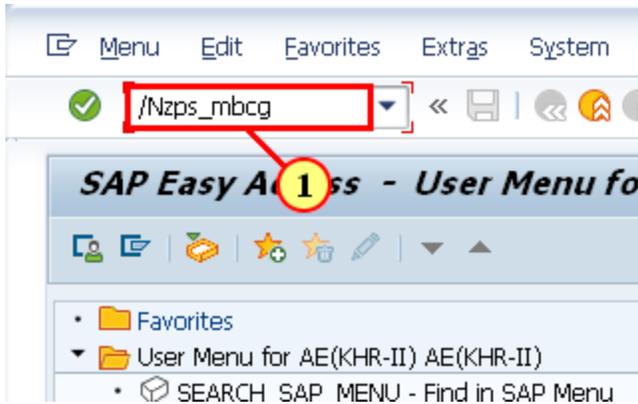
19.8. Save MB Recording



(1) Click on **Save**.

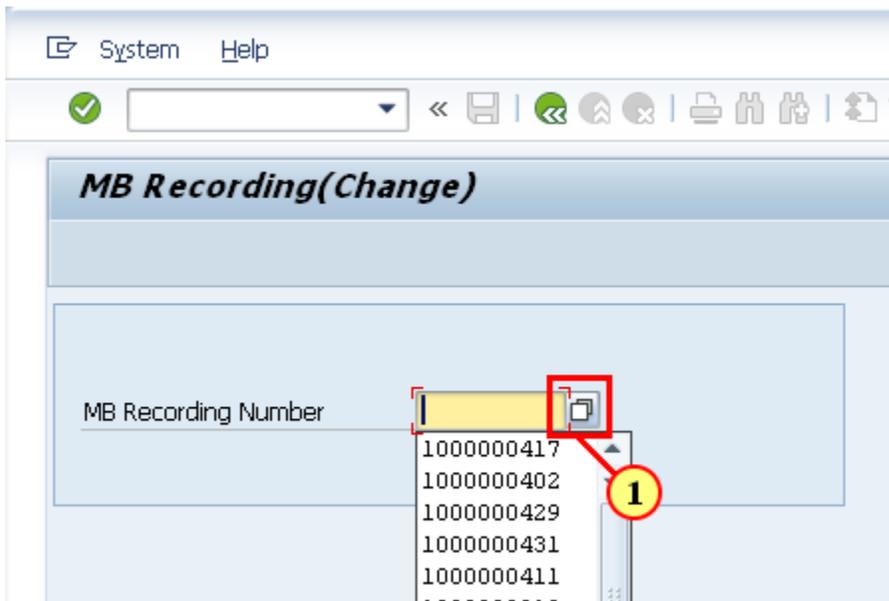
19.9. Change MB Recording/ RA Bill - Tcode ZPS_MBCG

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 Number	RA Bill Dt	Appropriate project	Description
100000010	MNR-00003/1	12.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000011	MNR-00003/2	12.01.2017	MNR-00003	Integrated infra in sector 5 Vashi
100000012	GIA-00002/1	30.11.2016	GIA-00002	gia laying water supply lines at Taloja
100000013	PHI-00005/1	07.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000014	PHI-00005/2	08.12.2016	PHI-00005	Project Definition PHI-00005 (Sonali T)
100000015	GIA-00002/2	07.12.2016	GIA-00002	gia laying water supply lines at Taloja
100000016	PHI-00006/1	30.11.2016	PHI-00006	Infrastructure Work
100000017	HSG-00004/1	09.12.2016	HSG-00004	Housing Project
100000018	MNR-00003/3	10.12.2016	MNR-00003	Integrated infra in sector 5 Vashi
100000019	PHI-00008/1	14.12.2016	PHI-00008	T&C Department
100000020	PHI-00008/2	14.12.2016	PHI-00008	T&C Department
100000021	PHI-00008/3	14.12.2016	PHI-00008	T&C Department
100000077	PHI-00010/1	11.01.2017	PHI-00010	Documents
100000105	PHI-00010/2	11.01.2017	PHI-00010	Documents
100000139	PHI-00009/1	13.01.2017	PHI-00009	Up Gradation of Internal Roads
100000171	PHI-00009/2	15.01.2017	PHI-00009	Up Gradation of Internal Roads
100000341	PHI-00015/1	00.00.0000	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000354	PHI-00015/2	31.01.2017	PHI-00015	CIDCO 4 - PHI-00015 -- Transport Infrast
100000377	PHI-00016/1	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000394	PHI-00016/2	14.02.2017	PHI-00016	Upgradation of Internal Roads
100000415	PHI-00017/1	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000417	PHI-00017/2	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000423	PHI-00017/3	03.03.2017	PHI-00017	Upgradation of Internal Roads
100000430	PHI-00018/1	04.02.2017	PHI-00018	Upgradation of Internal Roads

32 Entries found

(1) 100000430 PHI-00018/1 04.02.2017 PHI-00018 Upgradation of Internal Roads
 is double-clicked.

Click Enter

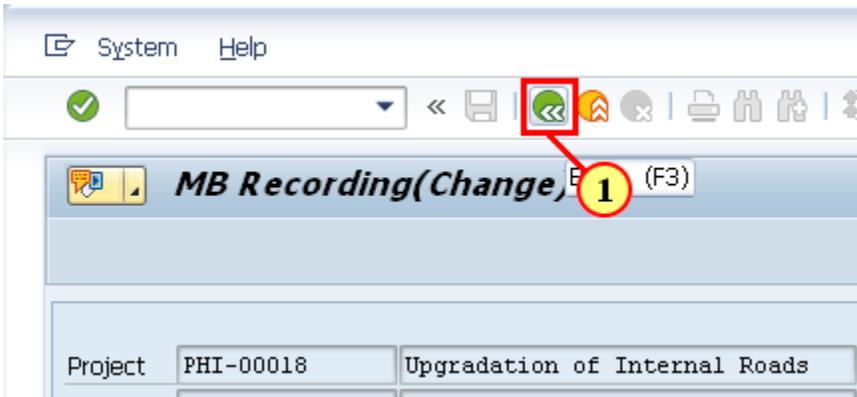
System Help

MB Recording(Change)

MB Recording Number 100000430

Enter is now pressed.

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



(1) Click on .

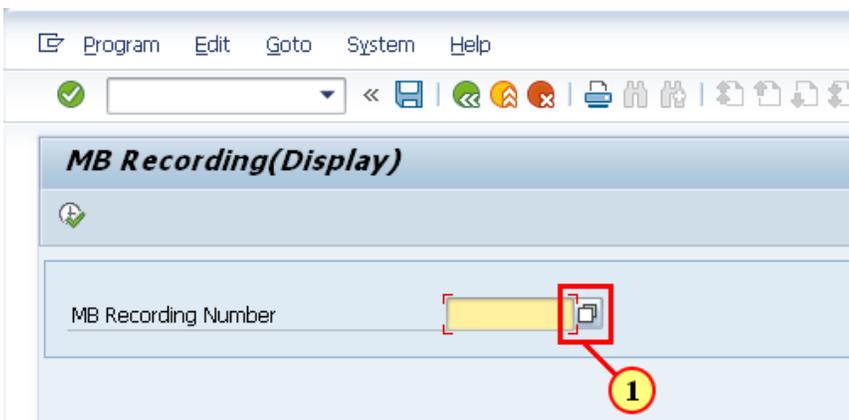
19.10. View MB Recording – Tcode ZPS_MBDP

Tcode ZPS_MBDP -- MB Recording(Display)



(1) The field is filled out.

Select MB Recording Number



(1) Click on .

SAP Training manual

MB Recording Number (1) 32 Entries found

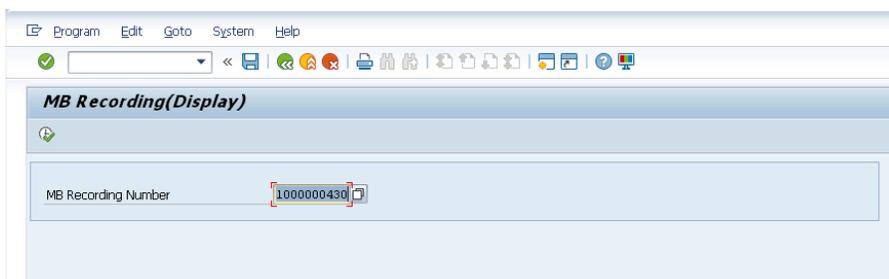
Restrictions

MB Rec.No.	RA Bill Number	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) 1000000430 PHI-00018/1 04.02.2017 PHI-00018 Upgradation of Internal Roads
is double-clicked.

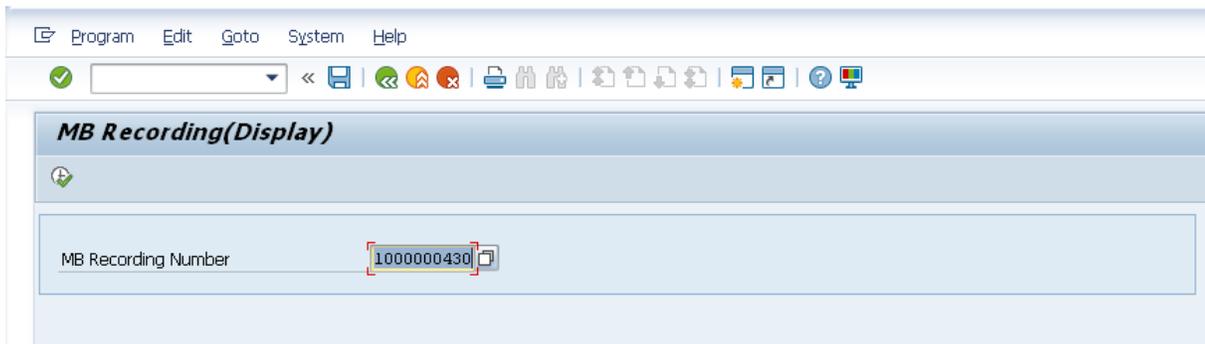
MB Recording(Display) – Click Enter



The screenshot shows the SAP MB Recording(Display) screen. The menu bar includes Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons. The main area of the screen is titled "MB Recording(Display)" and contains a text input field labeled "MB Recording Number" with the value "1000000430" entered. The input field is highlighted with a red box.

Enter is now pressed.

MB Recording(Display)



Program Edit Goto System Help

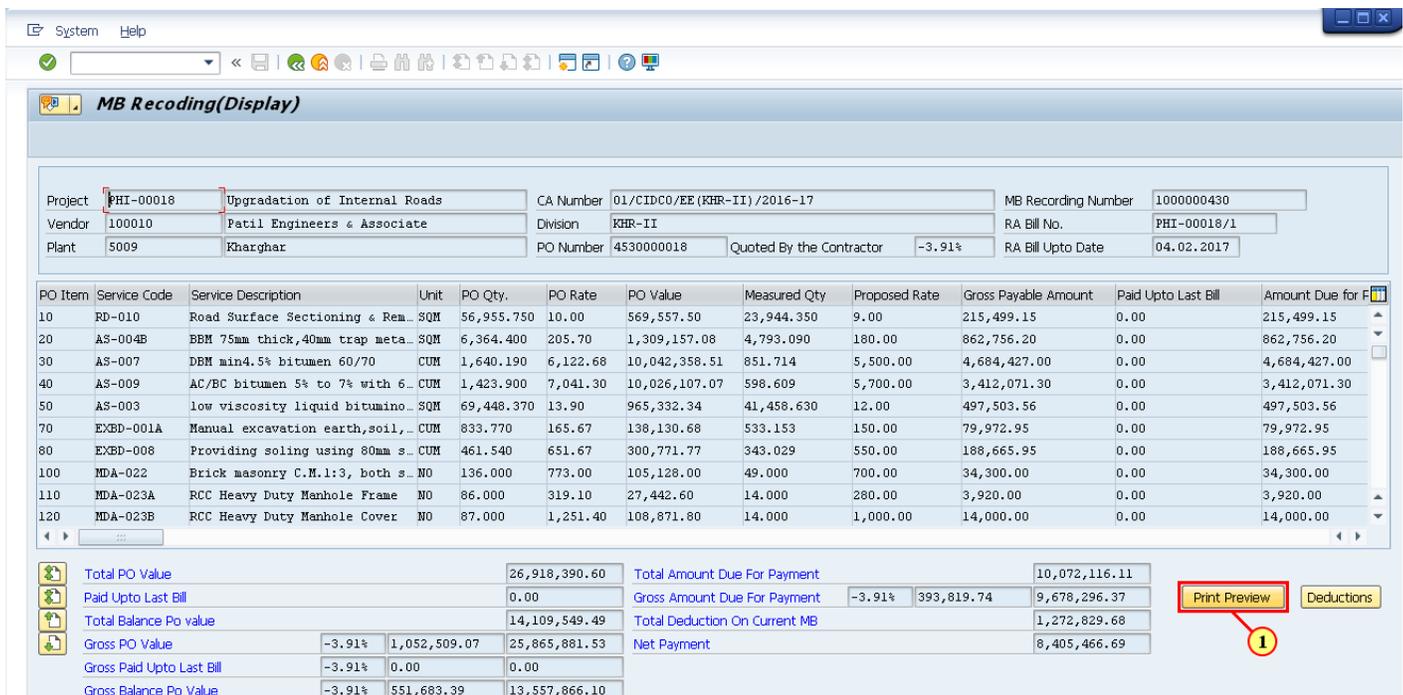
MB Recording(Display)

MB Recording Number 1000000430

F8 is now pressed.

19.11. Print MB

MB Recording(Display) – Click on Print Preview



System Help

MB Recording(Display)

Project	PHI-00018	Upgradation of Internal Roads	CA Number	01/CIDCO/EE (KHR-II) /2016-17	MB Recording Number	1000000430
Vendor	100010	Patil Engineers & Associate	Division	KHR- II	RA Bill No.	PHI-00018/1
Plant	5009	Kharghar	PO Number	4530000018	Quoted By the Contractor	-3.91%
					RA Bill Upto Date	04.02.2017

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for F
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,955.750	10.00	569,557.50	23,944.350	9.00	215,499.15	0.00	215,499.15
20	AS-004B	BBM 75mm thick,40mm trap meta...	SQM	6,364.400	205.70	1,309,157.08	4,793.090	180.00	862,756.20	0.00	862,756.20
30	AS-007	DBM min.4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	851.714	5,500.00	4,684,427.00	0.00	4,684,427.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	598.609	5,700.00	3,412,071.30	0.00	3,412,071.30
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	41,458.630	12.00	497,503.56	0.00	497,503.56
70	EXBD-001A	Manual excavation earth,soil,...	CUM	833.770	165.67	138,130.68	533.153	150.00	79,972.95	0.00	79,972.95
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	343.029	550.00	188,665.95	0.00	188,665.95
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00	49.000	700.00	34,300.00	0.00	34,300.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	86.000	319.10	27,442.60	14.000	280.00	3,920.00	0.00	3,920.00
120	MDA-023B	RCC Heavy Duty Manhole Cover	NO	87.000	1,251.40	108,871.80	14.000	1,000.00	14,000.00	0.00	14,000.00

Total PO Value		26,918,390.60	Total Amount Due For Payment	10,072,116.11
Paid Upto Last Bill		0.00	Gross Amount Due For Payment	-3.91% 393,819.74 9,678,296.37
Total Balance Po value		14,109,549.49	Total Deduction On Current MB	1,272,829.68
Gross PO Value	-3.91%	1,052,509.07	Net Payment	8,405,466.69
Gross Paid Upto Last Bill	-3.91%	0.00		
Gross Balance Po Value	-3.91%	551,683.39		

Print Preview Deductions

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

Print: Select LP01 as output device

SAP Training manual

Print:

Output Device: LP01 Beispieldrucker, Mit SPAD anpass

Page selection:

Spool Request

Name: SMART LP01 AE (KHR-II)

Title:

Authorization:

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print preview 1

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

Print Preview of LP01 – enter pdf! To get the pdf format of the MB

Text Edit Goto Extras System Help

pdf!

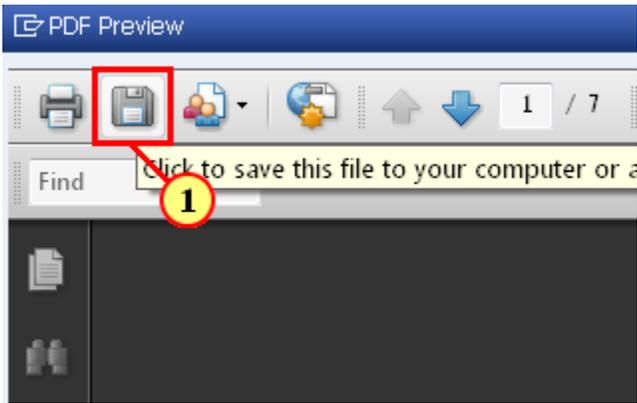
Print view of LP01 Page

Archive Print and Archive

CIT'S

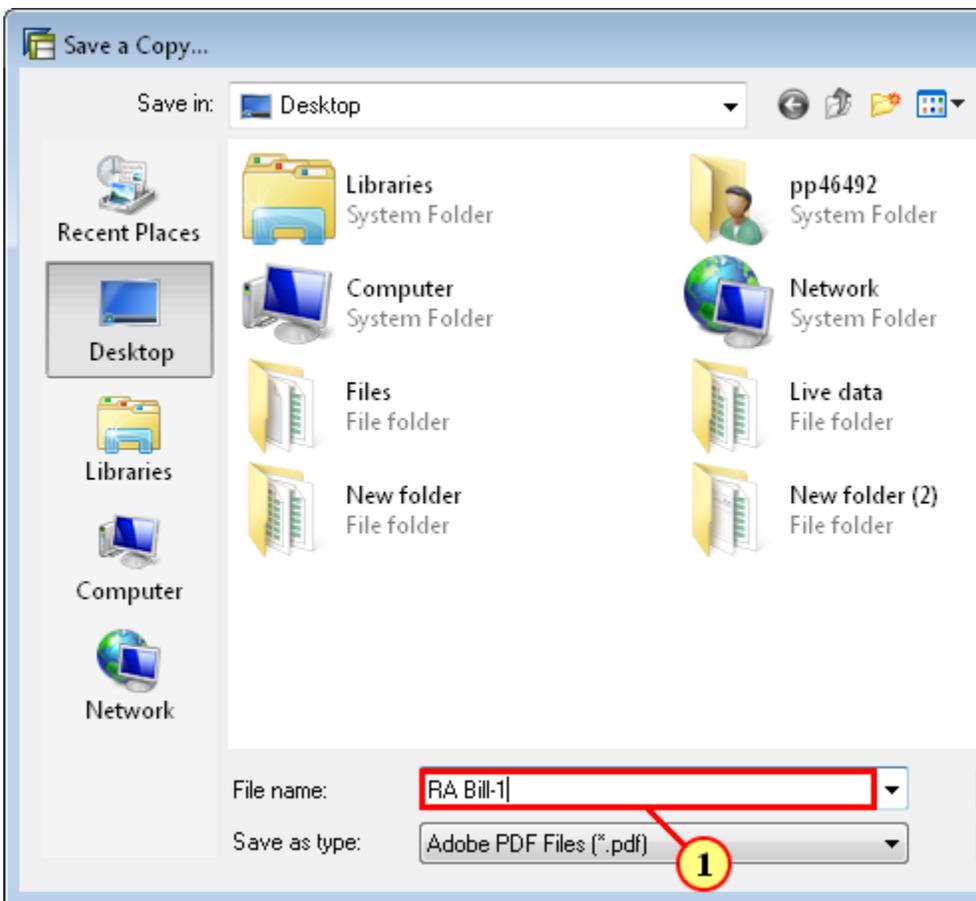
(1) The field is filled out.

PDF Preview – Save the PDF to your computer

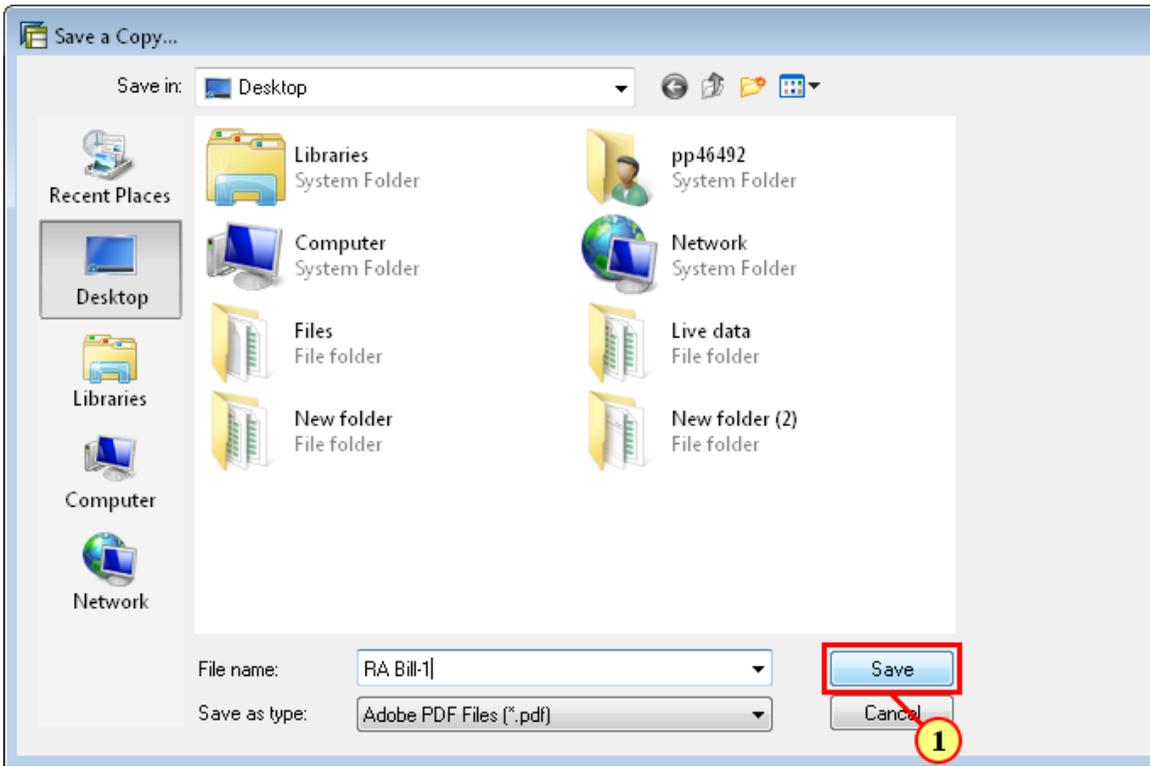


(1) Click on **Save a Copy** .

Save a Copy...

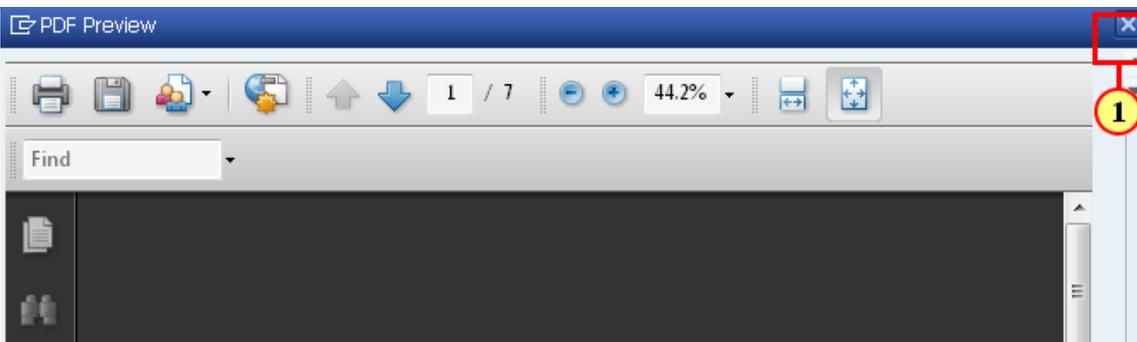


(1) The **File name:** field is filled out.



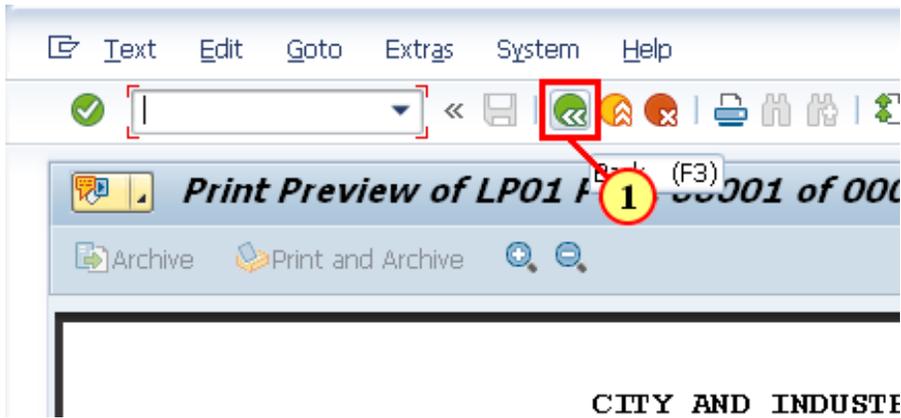
(1) Click on **Save** .

Close PDF Preview



(1) Click on **Close** .

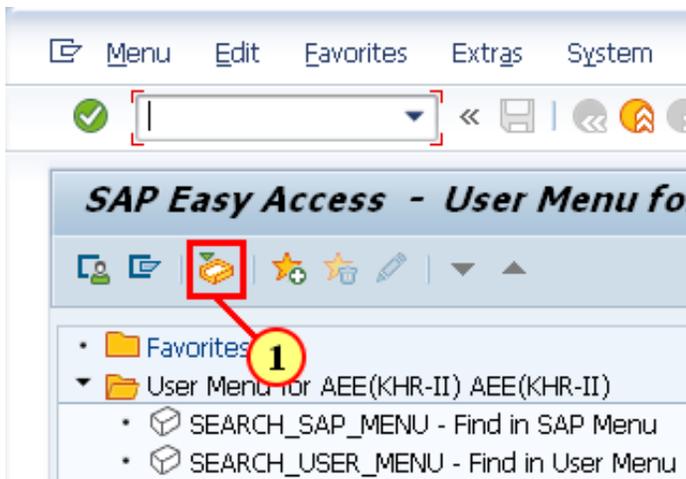
Go Back



(1) Click on .

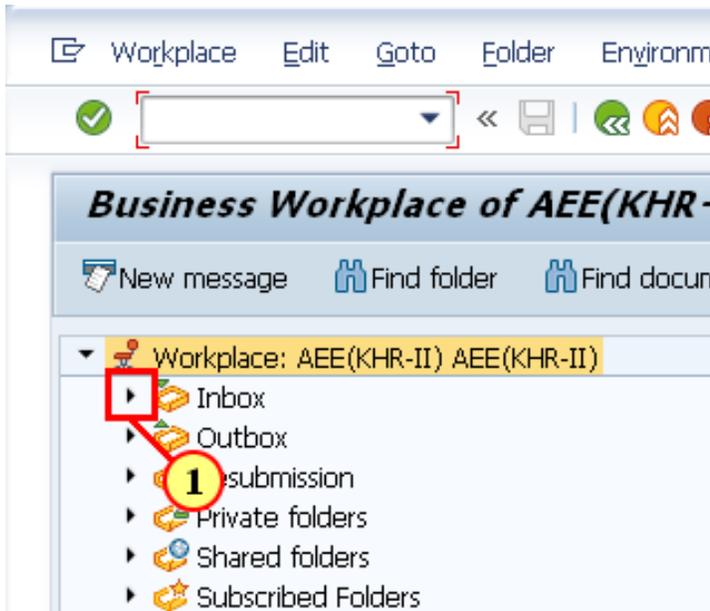
19.12. RA Bill – Approver 1

Login with first Approver -- AEE – Click on SAP Business Workplace



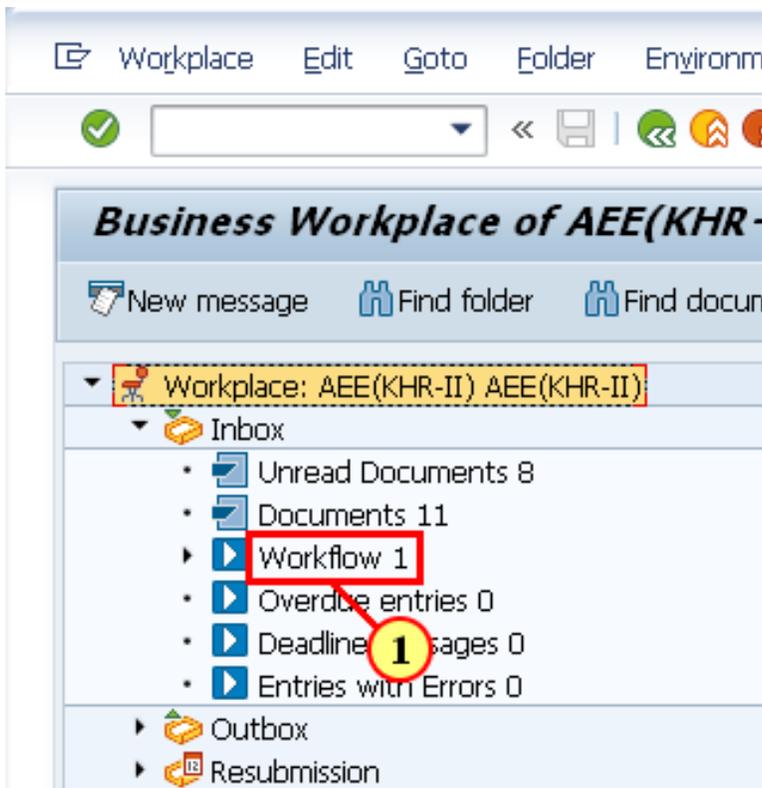
(1) Click on **SAP Business Workplace** .

Click Inbox



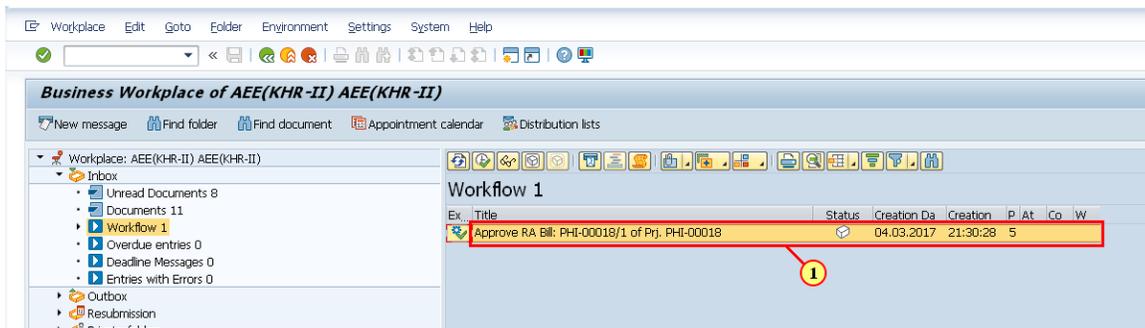
(1) Click on **Inbox** ▶.

Click Workflow



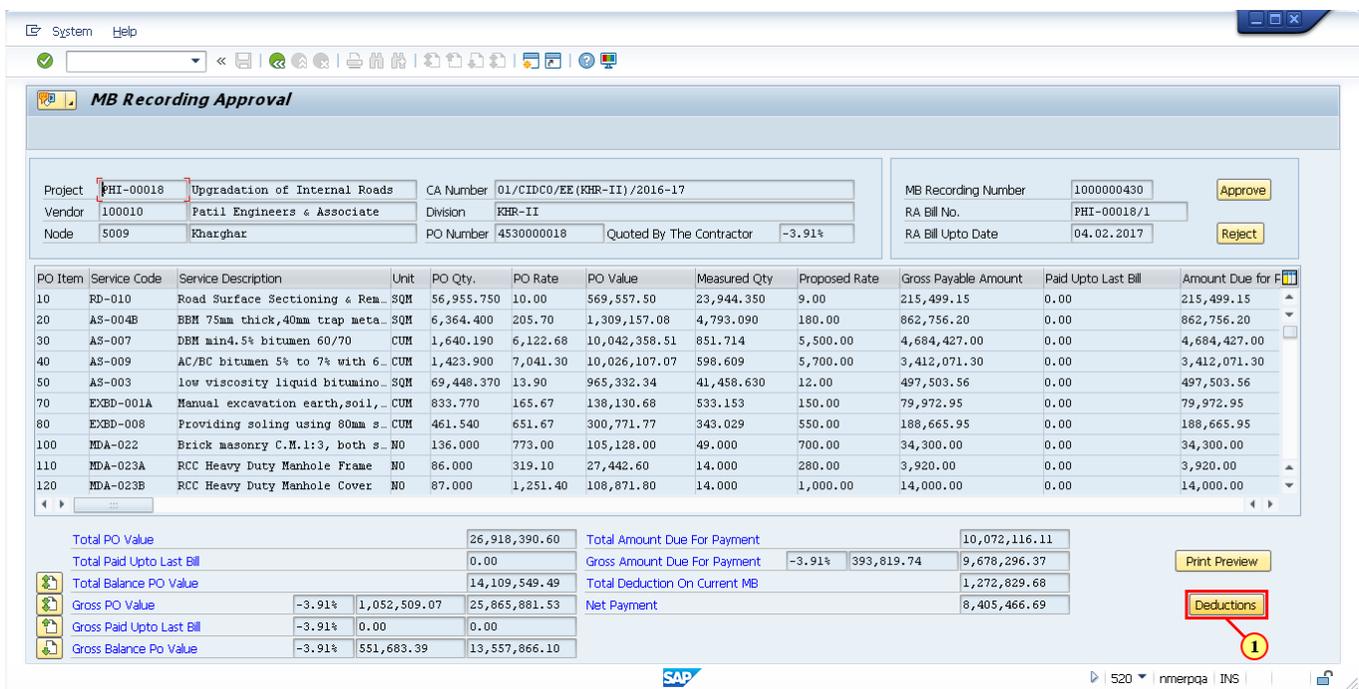
(1) Click on **Workflow 1**.

Select the required MB approval item



(1) Approve RA Bill: PHI-00018/1 of Prj. PHI-00018 04.03.2017 21:30:28 5
is double-clicked.

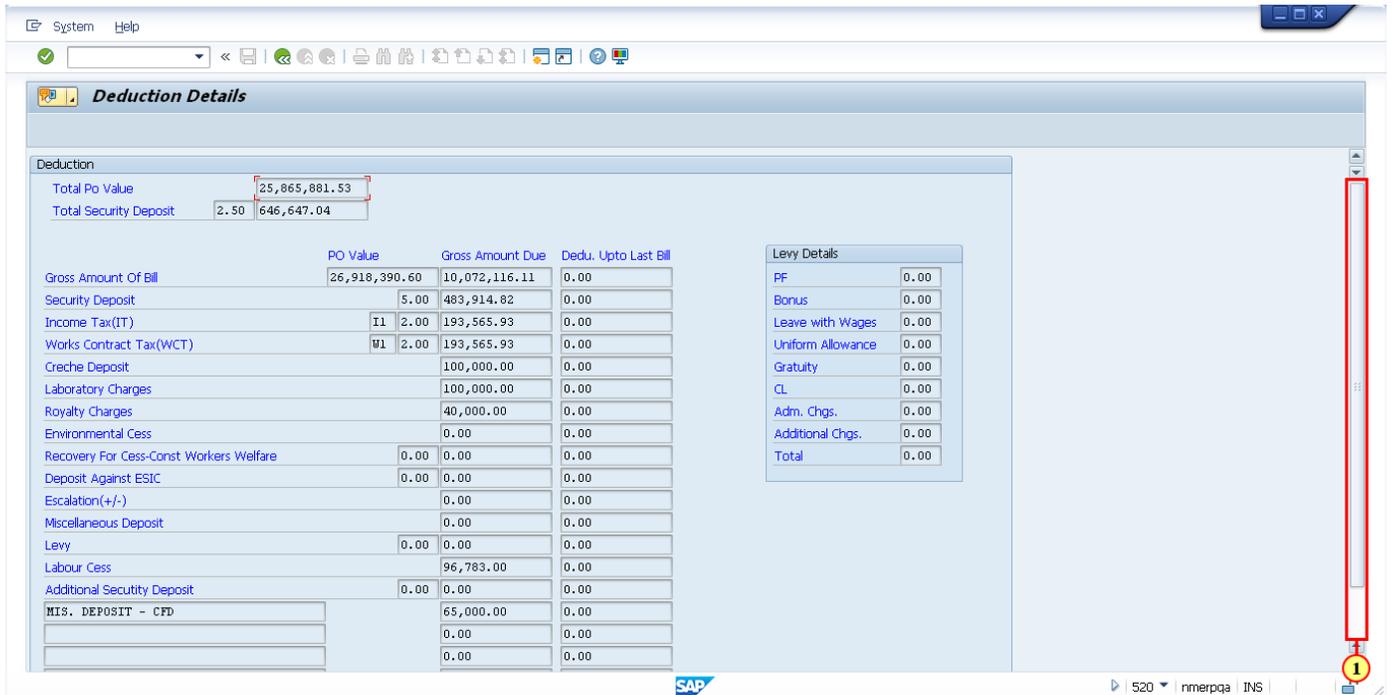
Approver can navigate to the Deductions tab



(1) Click on **Deductions**.

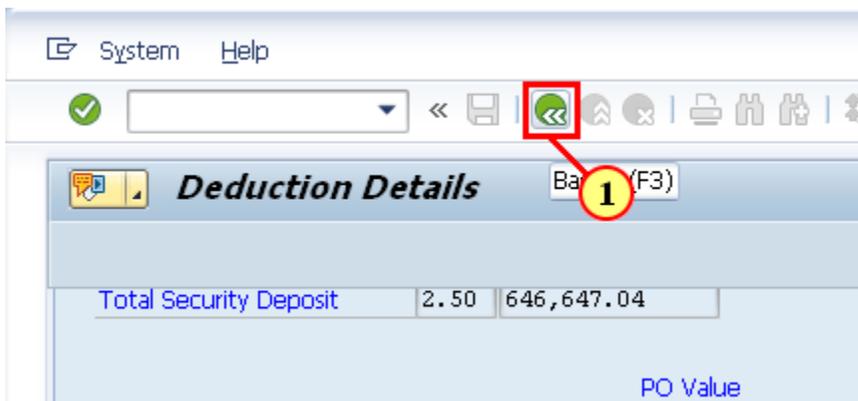
Deduction Details

SAP Training manual



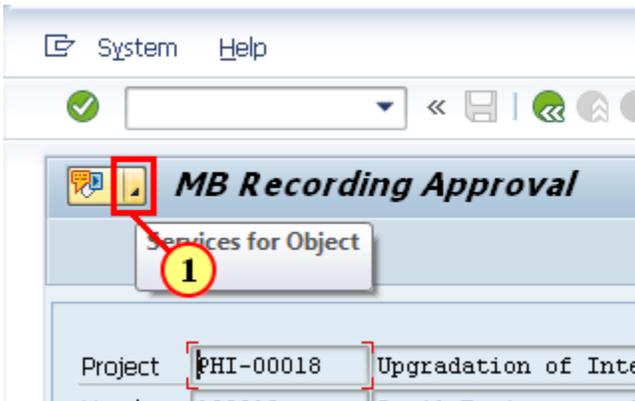
(1) Clicking in the **scroll area** displays the desired screen area.

Deduction Details – Go back

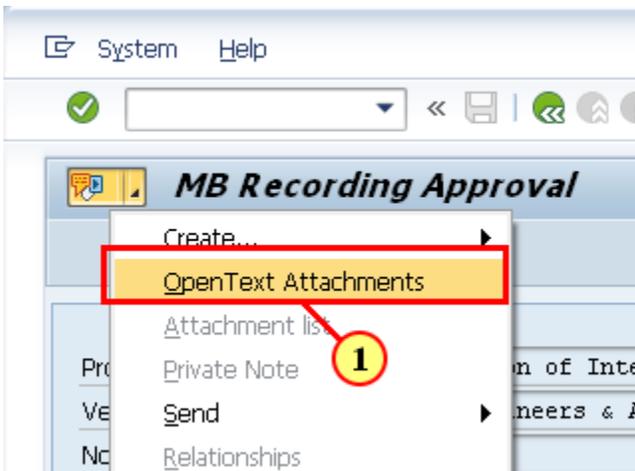


(1) Click on .

Approver can check the attachment of RA Bill by clicking on Services for Object

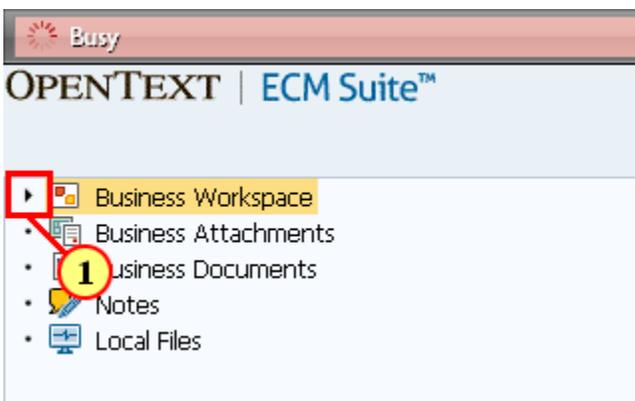


(1) Clicking on the **Open** opens a drop-down list.



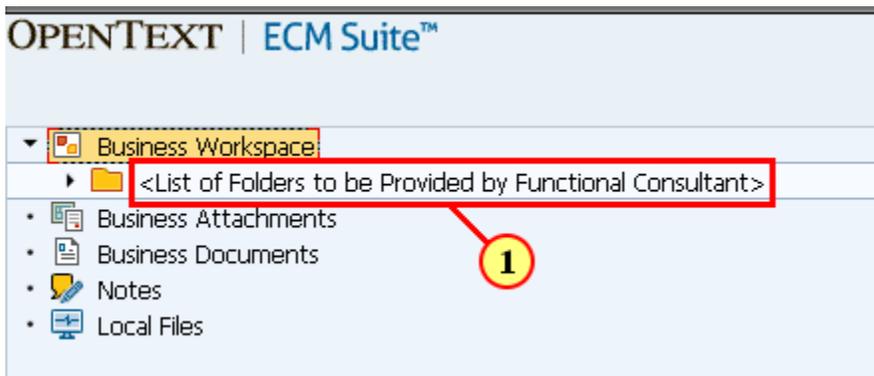
(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

Expand the Business Workspace



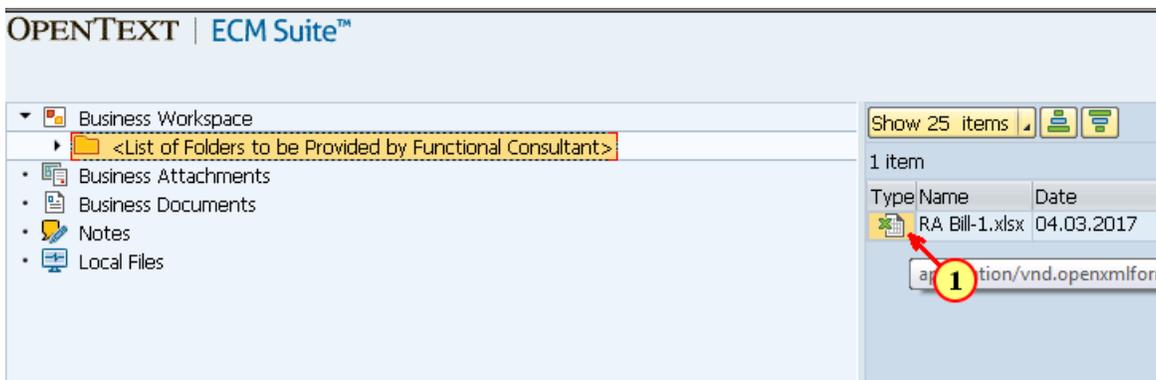
(1) Click on **Business Workspace** ▶.

Select the folder



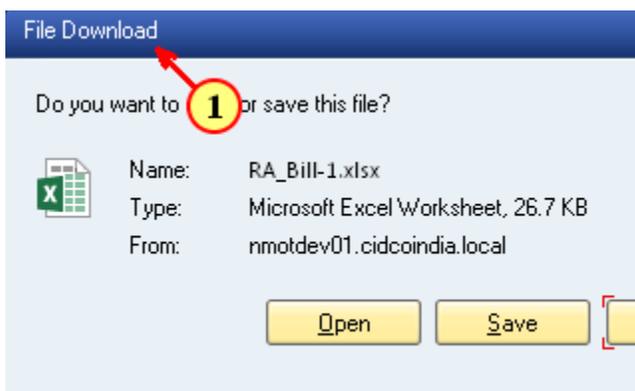
(1) Click on <List of Folders to be Provided by Functional Consultant>.

RA Bill xls can be downloaded and checked by double clicking

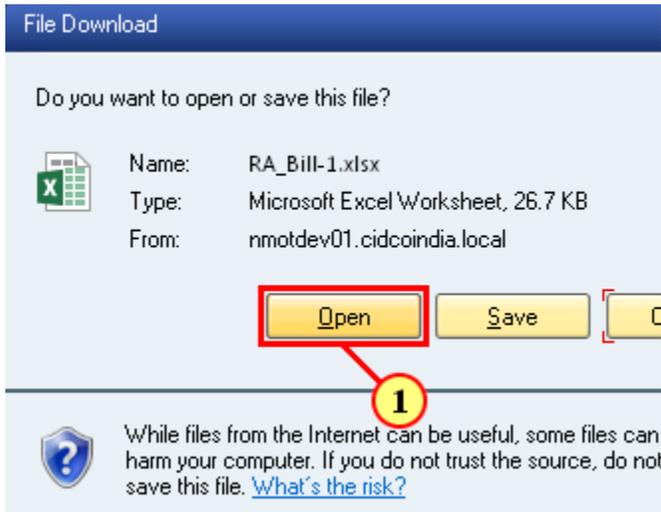


(1) Double-click here .

File Download

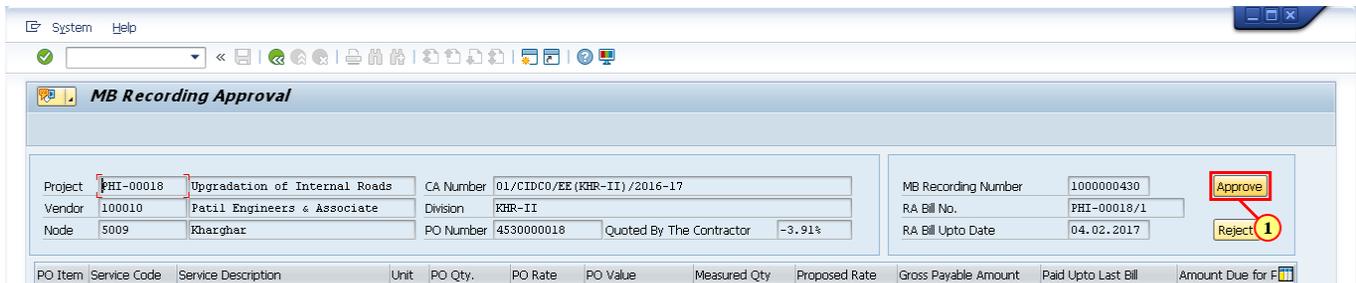


(1) Click here .



(1) Click on **Open** .

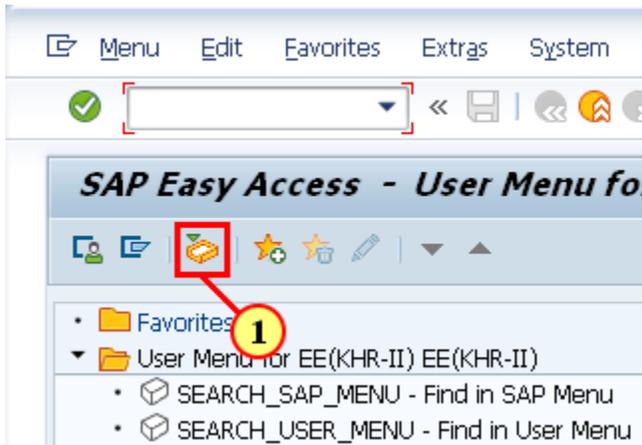
Click Approve button to approve MB Recording



(1) Click on .

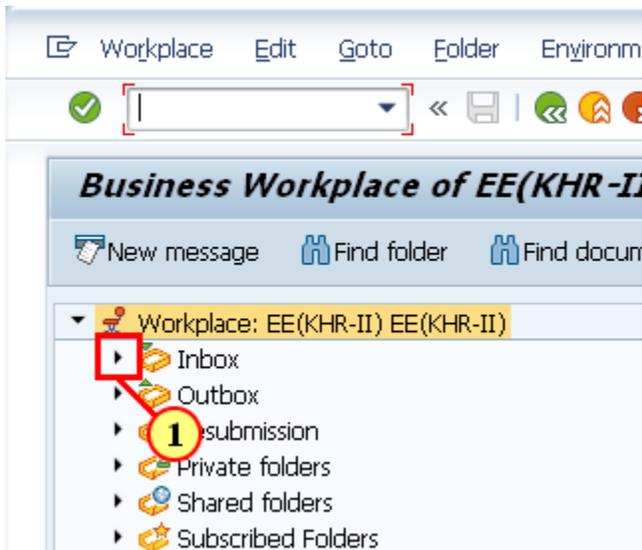
19.13. RA Bill – Approver 2

Login with EE to approve the MB
 Approver 2 – EE - User Menu for EE(KHR-II)



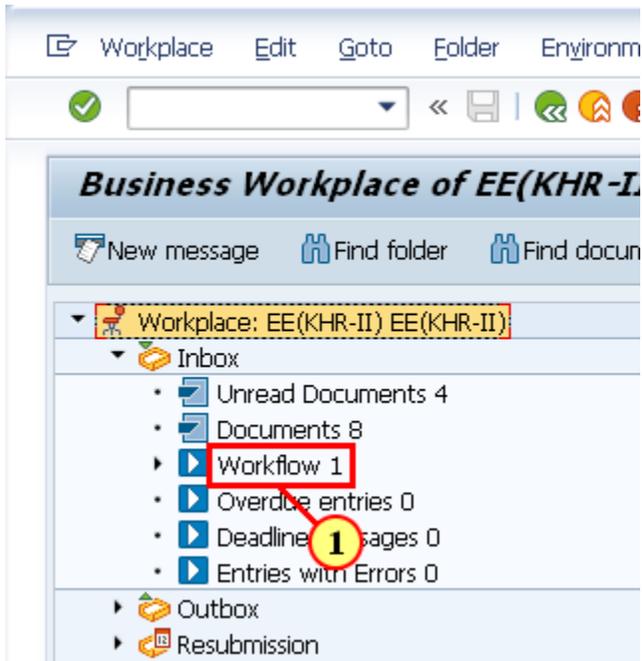
(1) Click on **SAP Business Workplace** .

Click Inbox



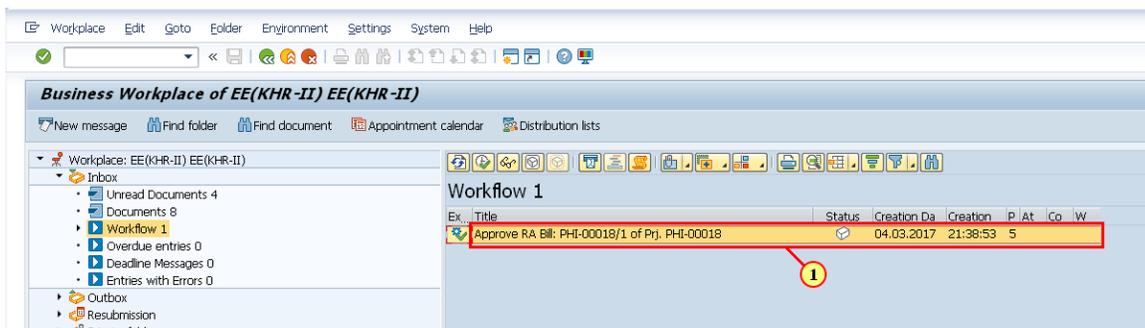
(1) Click on **Inbox** .

Click Workflow



(1) Click on Workflow 1.

Open the required MB approval item



(1) Approve RA Bill: PHI-00018/1 of Prj. PHI-00018 is double-clicked.

Check the Deductions

SAP Training manual

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for P
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50	23,944.350	9.00	215,499.15	0.00	215,499.15
20	AS-004B	BBM 75mm thick,40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08	4,793.090	180.00	862,756.20	0.00	862,756.20
30	AS-007	DBM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	851.714	5,500.00	4,684,427.00	0.00	4,684,427.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	598.609	5,700.00	3,412,071.30	0.00	3,412,071.30
50	AS-003	low viscosity liquid bitumino.	SQM	69,448.370	13.90	965,332.34	41,458.630	12.00	497,503.56	0.00	497,503.56
70	EXBD-001A	Manual excavation earth,soil,...	CUM	833.770	165.67	138,130.68	533.153	150.00	79,972.95	0.00	79,972.95
80	EXBD-008	Providing soiling using 80mm s...	CUM	461.540	651.67	300,771.77	343.029	550.00	188,665.95	0.00	188,665.95
100	MDA-022	Brick masonry C.M.1:3, both s...	M0	136.000	773.00	105,128.00	49.000	700.00	34,300.00	0.00	34,300.00

- (1) Click on
- (1) Click on

Click Approve button

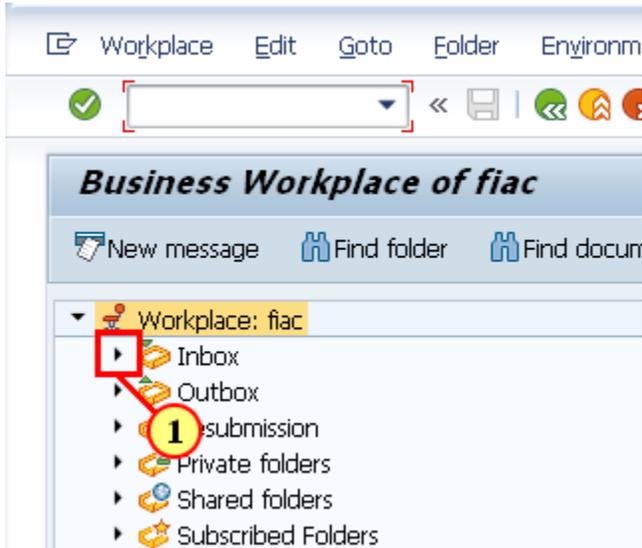
- (1) Click on

19.14. RA Bill – Approver 3

Login with FI user - fiac

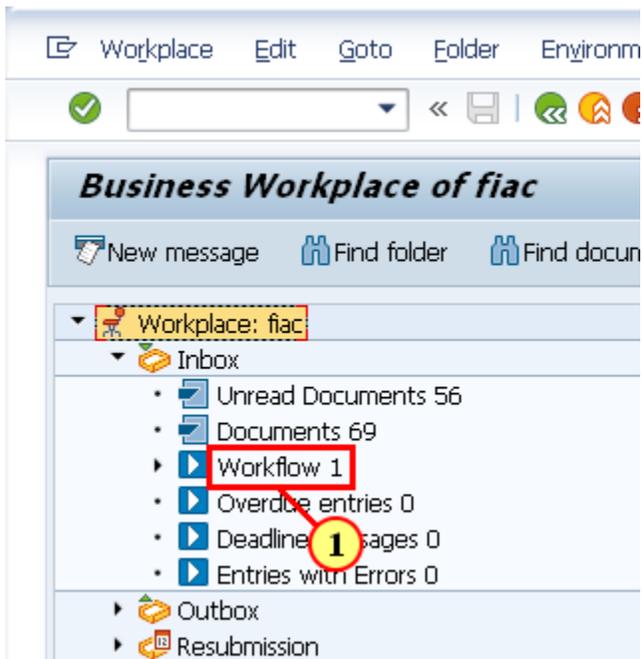
(1) Click on **SAP Business Workplace** .

Business Workplace of fiac – Click Inbox



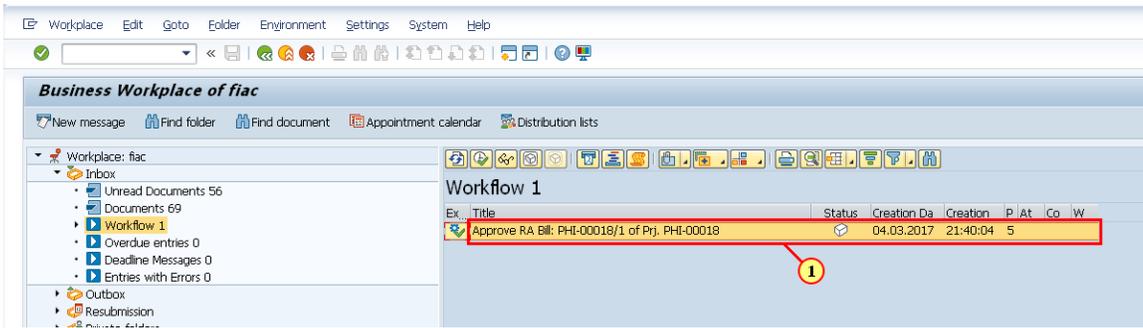
(1) Click on **Inbox** ▶.

Business Workplace of fiac – Click on Workflow



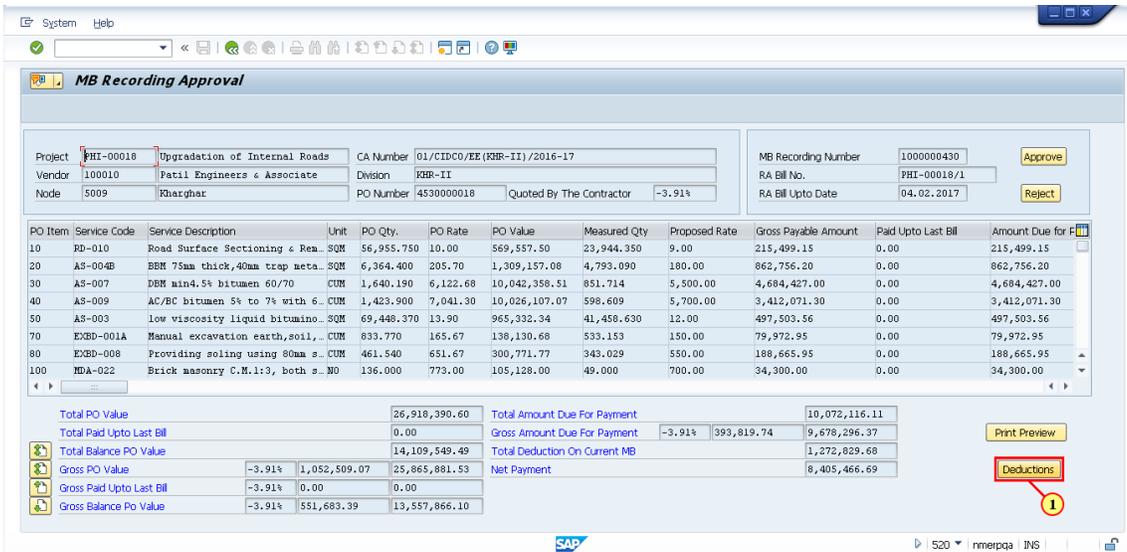
(1) Click on **Workflow 1**.

Business Workplace of fiac – double click to open the required MB approval item



(1) Approve RA Bill: PHI-00018/1 of Prj. PHI-00018 04.03.2017 21:40:04 5
is double-clicked.

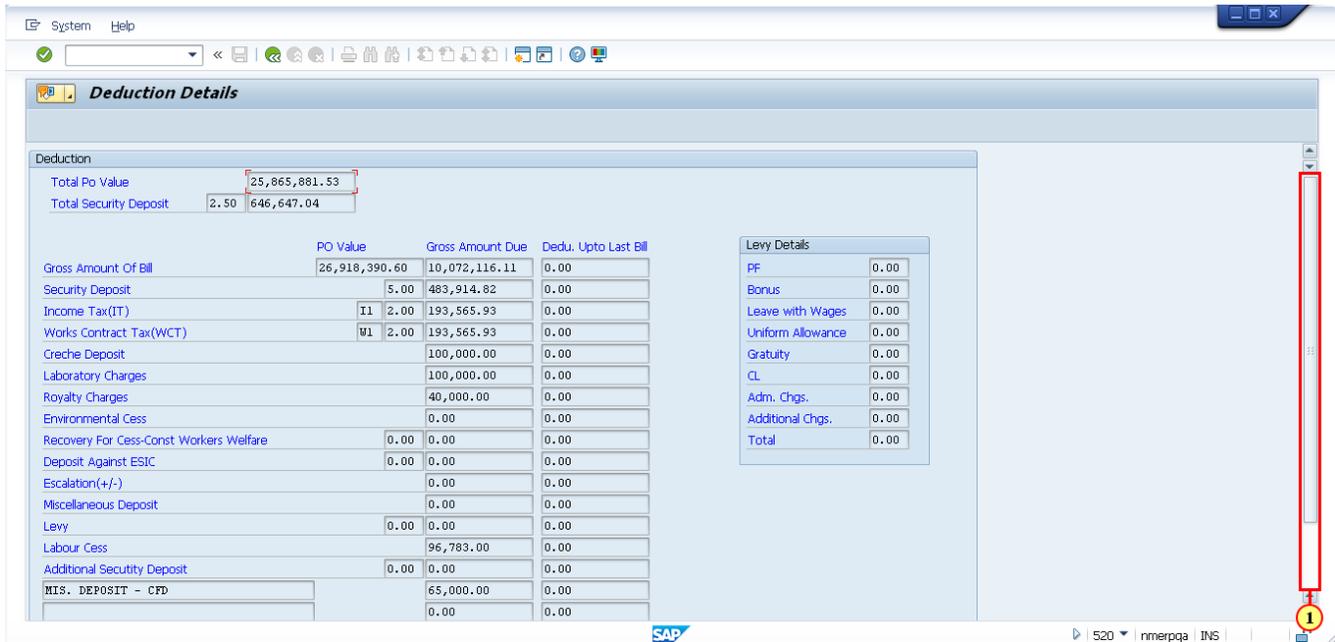
Check the deductions tab as well as attached xls



(1) Click on **Deductions**.

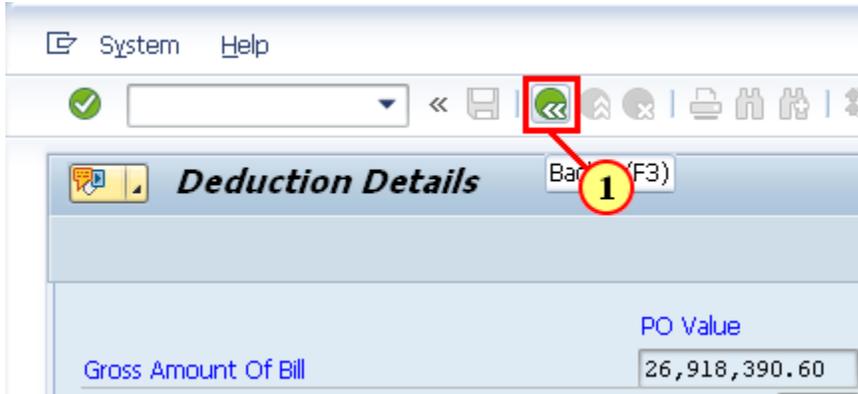
Deduction Details

SAP Training manual



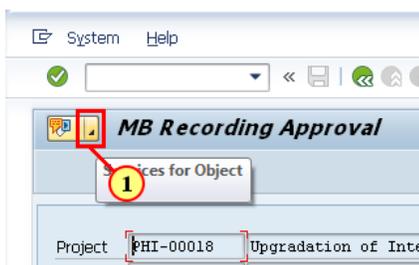
(1) Clicking in the **scroll area** displays the desired screen area.

Deduction Details - Go back



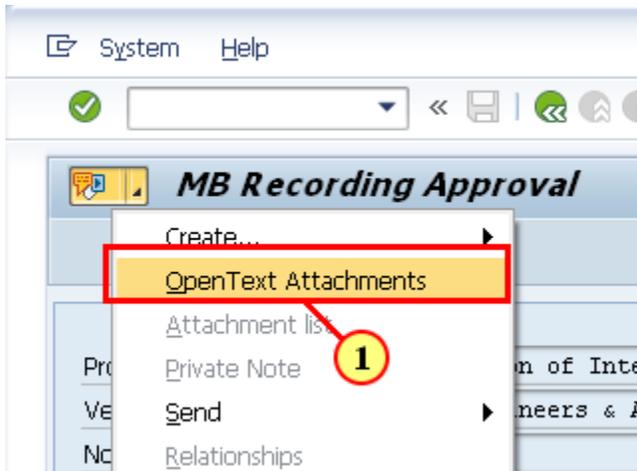
(1) Click on .

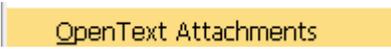
MB Recording Approval – Services for Object



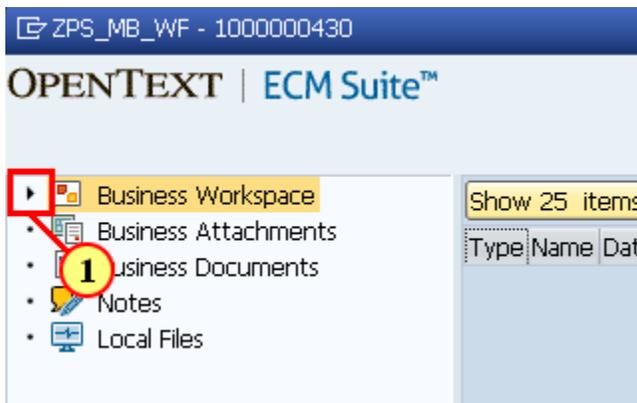
(1) Clicking on the **Open** opens a drop-down list.

MB Recording Approval – OpenText Attachments

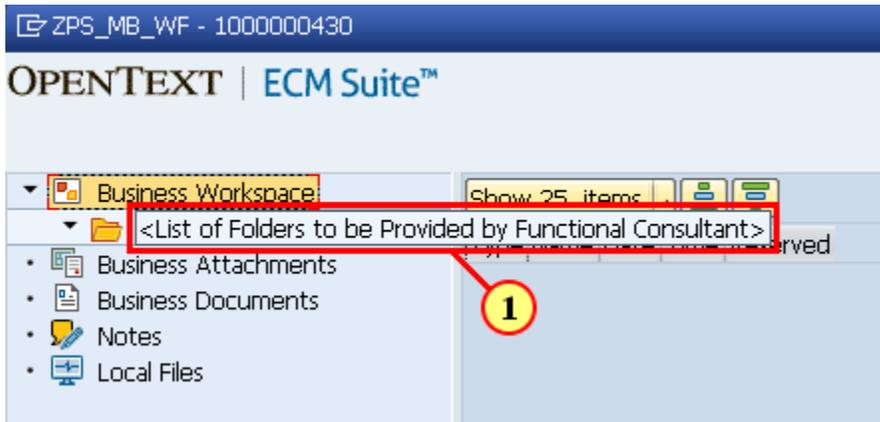


(1) Clicking on the **OpenText Attachments**  menu item executes it.

Expand the Business Workspace

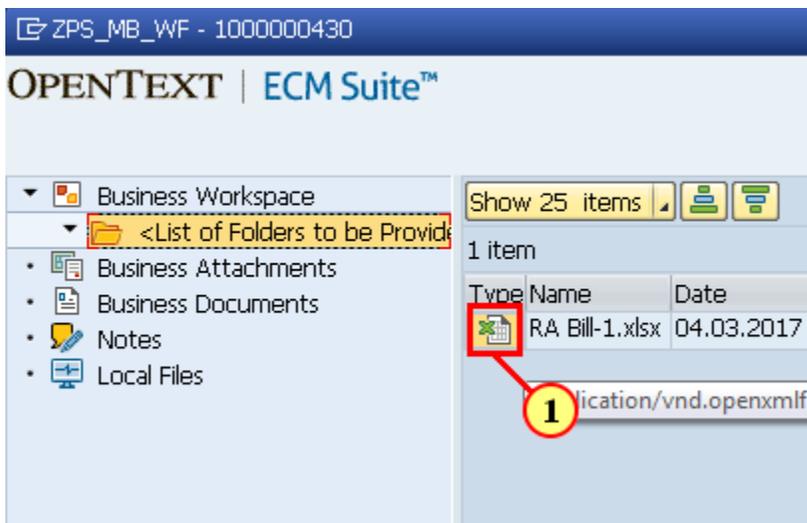


(1) Click on **Business Workspace** .



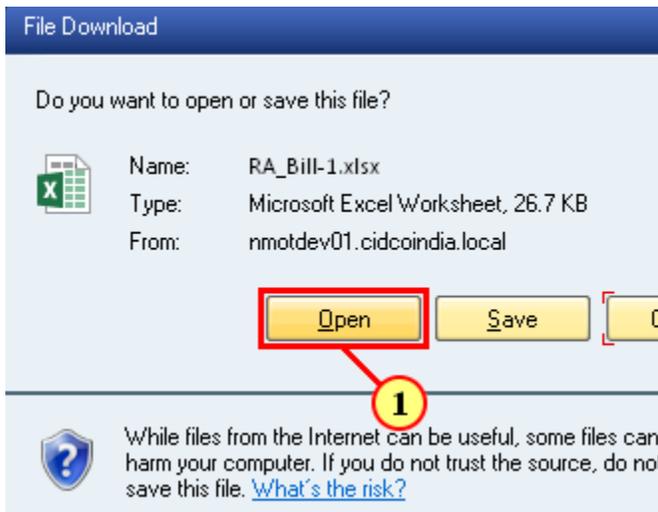
(1) Click on <List of Folders to be Provided by Functional Consultant>.

double click to open



(1)  is double-clicked.

File Download



(1) Click on **Open** .

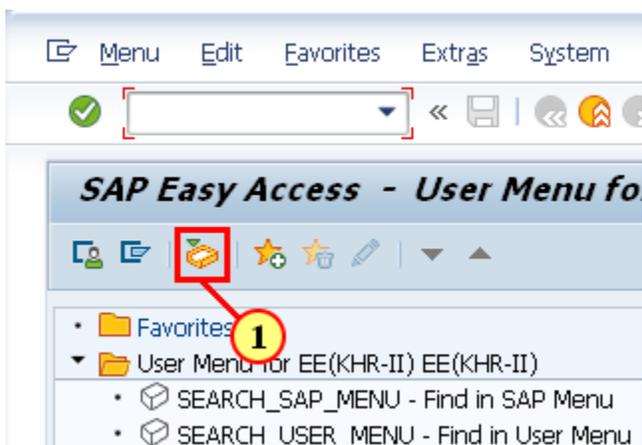
Click Approve button to approve MB Recording



(1) Click on .

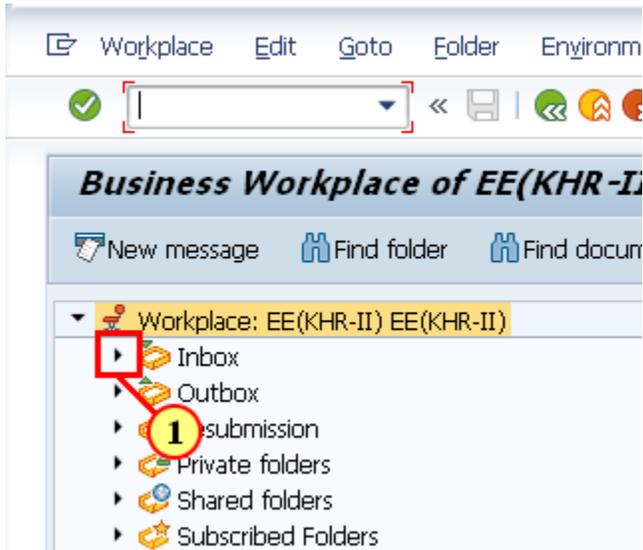
19.15. RA Bill – Approver 4 - EE

Again, login with EE -- User Menu for EE(KHR-II)

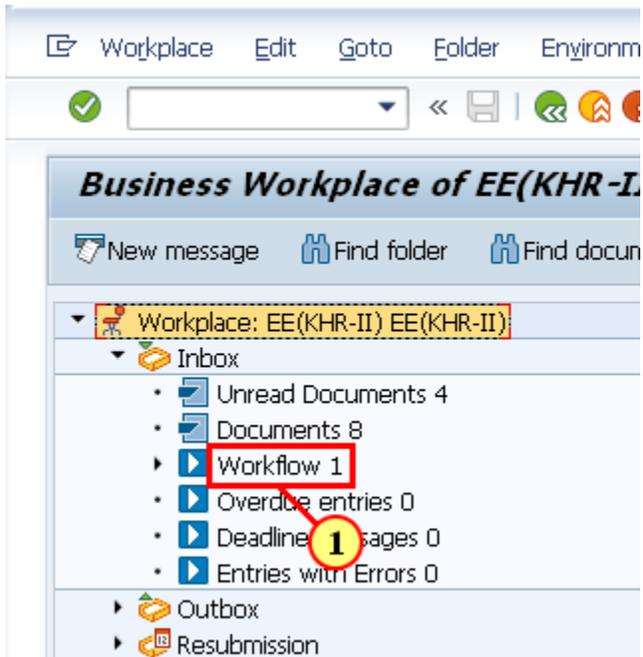


(1) Click on **SAP Business Workplace** .

Click on Inbox and then Workflow

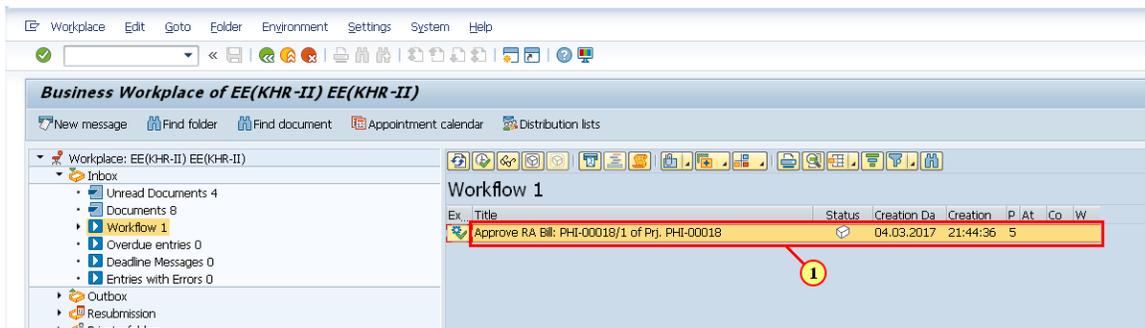


(1) Click on **Inbox** ▾ .



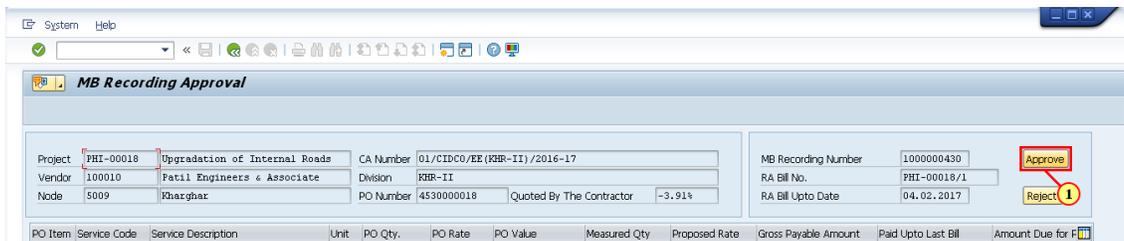
(1) Click on **Workflow 1** .

Double click to open the required MB item



(1) Approve RA Bill: PHI-00018/1 of Prj. PHI-00018  04.03.2017 21:44:36 5
is double-clicked.

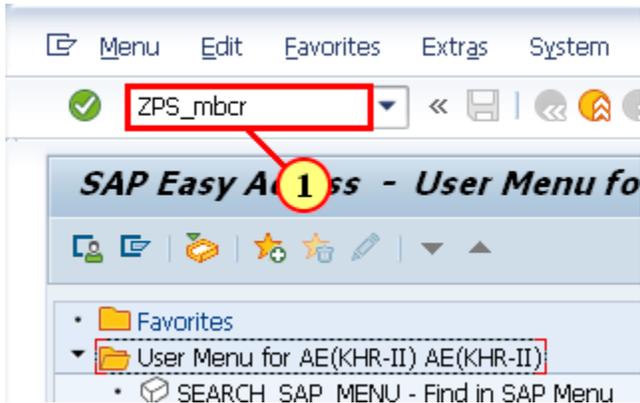
Click on Approve button to approve



(1) Click on .

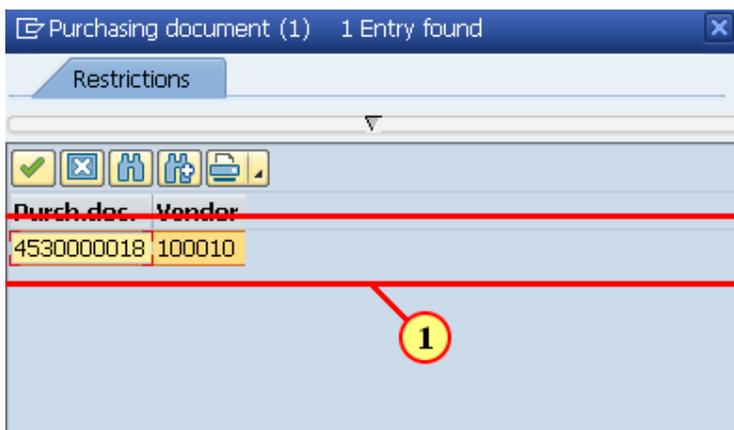
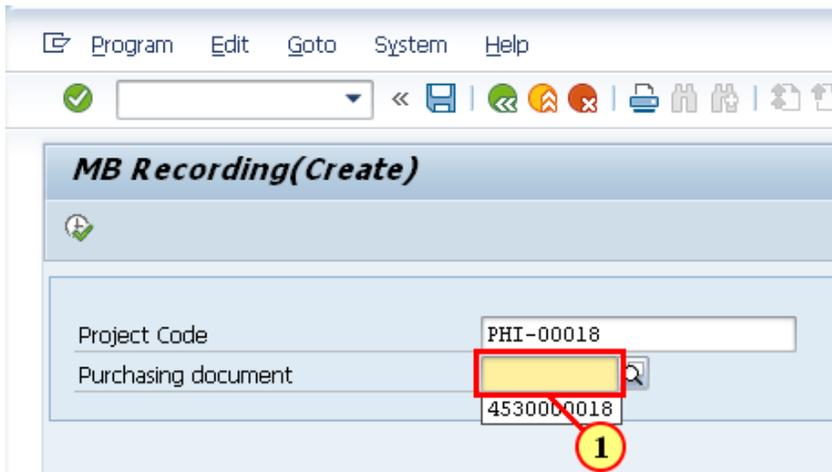
20. RA Bill - 2

20.1. Create second RA Bill – Tcode ZPS_MBCR



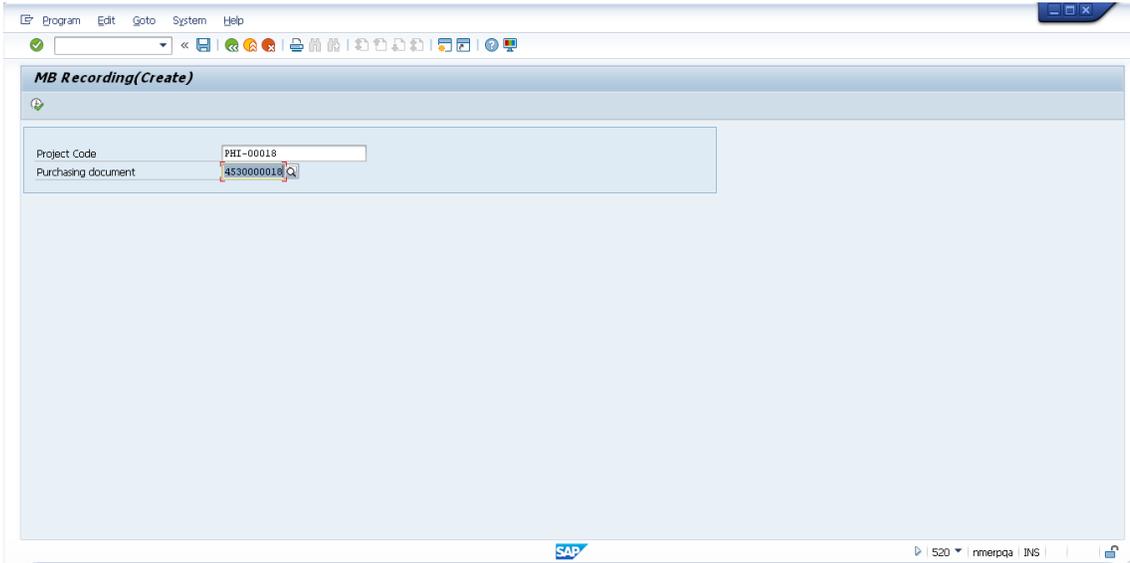
(1) The field is filled out.

Select Project Code and PO document



(1) is double-clicked.

Click Execute



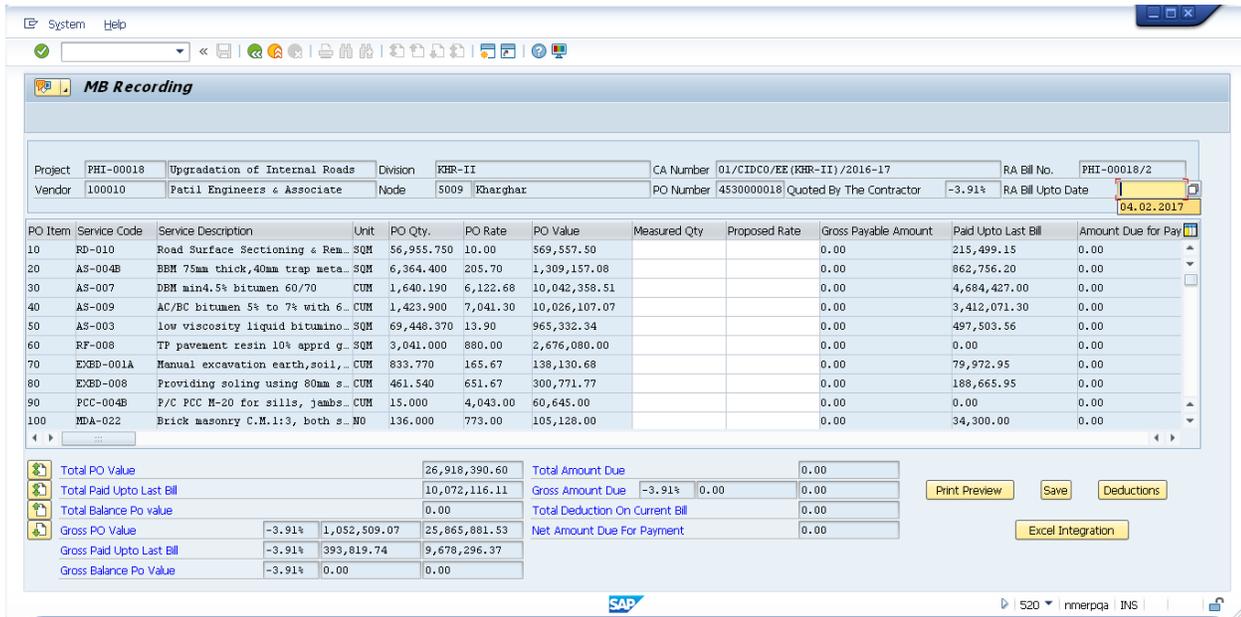
Enter is now pressed.



(1) Click on **Execute**

MB Recording – Enter the Date for RA Bill 2

SAP Training manual



MB Recording

Project: PHI-00018 Upgradation of Internal Roads Division: KHR-II CA Number: 01/CIDCO/EE (KHR-II)/2016-17 RA Bill No.: PHI-00018/2
 Vendor: 100010 Patil Engineers & Associate Node: 5009 Kharghar PO Number: 453000018 Quoted By The Contractor: -3.91% RA Bill Upto Date: 04.02.2017

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50			0.00	215,499.15	0.00
20	AS-004B	BBM 75mm thick,40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08			0.00	862,756.20	0.00
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51			0.00	4,684,427.00	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6.	CUM	1,423.900	7,041.30	10,026,107.07			0.00	3,412,071.30	0.00
50	AS-003	low viscosity liquid bitumino.	SQM	69,448.370	13.90	965,332.34			0.00	497,503.56	0.00
60	RF-008	TP pavement resin 10% apprd g.	SQM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth,soil,.	CUM	833.770	165.67	138,130.68			0.00	79,972.95	0.00
80	EXBD-008	Providing soling using 80mm s.	CUM	461.540	651.67	300,771.77			0.00	188,665.95	0.00
90	PCC-004B	P/C PCC M-20 for sills, jamb.	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s.	NO	136.000	773.00	105,128.00			0.00	34,300.00	0.00

Summary:

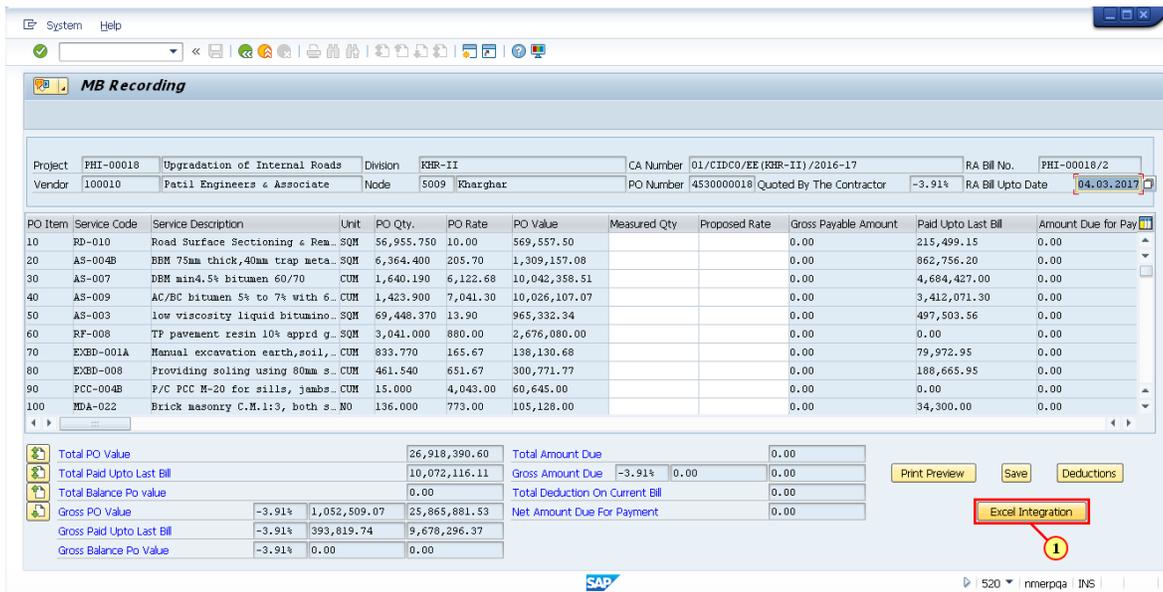
Total PO Value	26,918,390.60	Total Amount Due	0.00
Total Paid Upto Last Bill	10,072,116.11	Gross Amount Due	-3.91% 0.00
Total Balance Po value	0.00	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due For Payment	0.00
Gross Paid Upto Last Bill	-3.91% 393,819.74		
Gross Balance Po Value	-3.91% 0.00		

Buttons: Print Preview, Save, Deductions, Excel Integration

Down is now pressed.

20.2. Upload cumulative quantities and proposed rates using Excel Integration

Check the quantities from last RA Bill by scrolling to right – Click on Excel Integration



MB Recording

Project: PHI-00018 Upgradation of Internal Roads Division: KHR-II CA Number: 01/CIDCO/EE (KHR-II)/2016-17 RA Bill No.: PHI-00018/2
 Vendor: 100010 Patil Engineers & Associate Node: 5009 Kharghar PO Number: 453000018 Quoted By The Contractor: -3.91% RA Bill Upto Date: 04.03.2017

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50			0.00	215,499.15	0.00
20	AS-004B	BBM 75mm thick,40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08			0.00	862,756.20	0.00
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51			0.00	4,684,427.00	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6.	CUM	1,423.900	7,041.30	10,026,107.07			0.00	3,412,071.30	0.00
50	AS-003	low viscosity liquid bitumino.	SQM	69,448.370	13.90	965,332.34			0.00	497,503.56	0.00
60	RF-008	TP pavement resin 10% apprd g.	SQM	3,041.000	880.00	2,676,080.00			0.00	0.00	0.00
70	EXBD-001A	Manual excavation earth,soil,.	CUM	833.770	165.67	138,130.68			0.00	79,972.95	0.00
80	EXBD-008	Providing soling using 80mm s.	CUM	461.540	651.67	300,771.77			0.00	188,665.95	0.00
90	PCC-004B	P/C PCC M-20 for sills, jamb.	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s.	NO	136.000	773.00	105,128.00			0.00	34,300.00	0.00

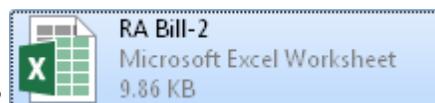
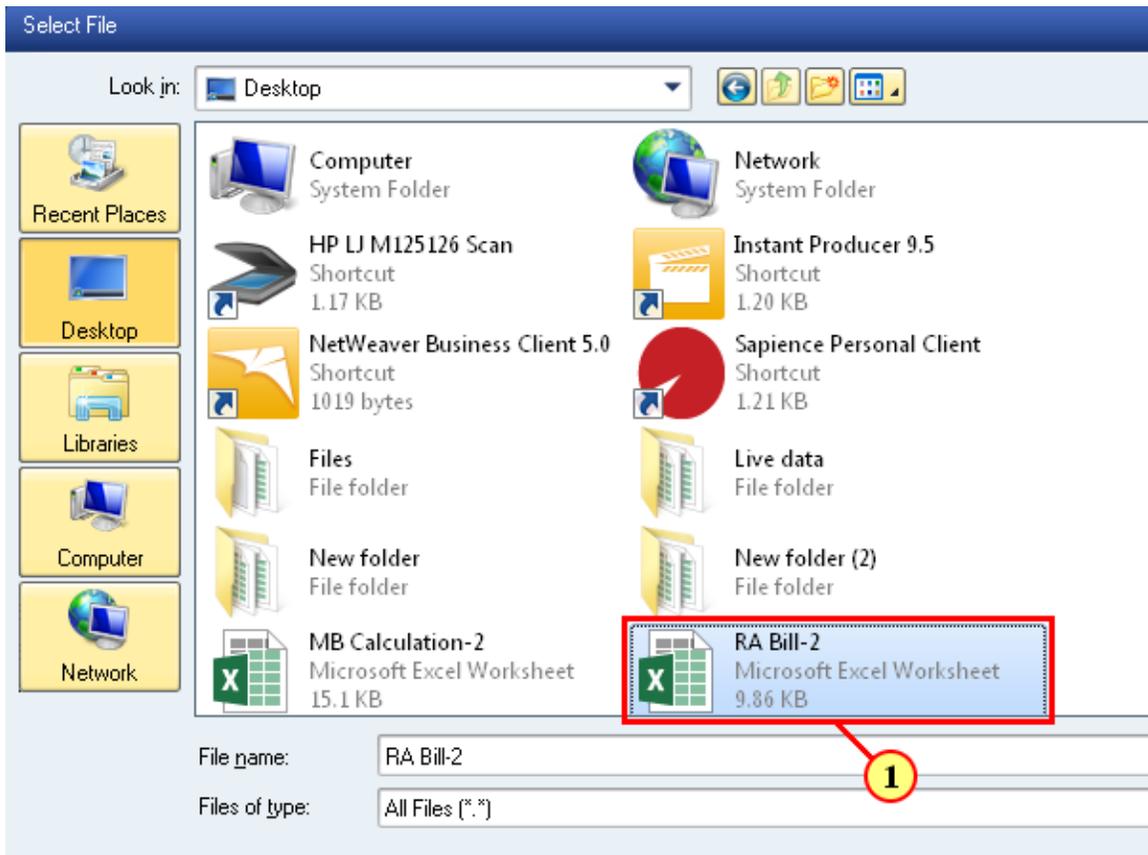
Summary:

Total PO Value	26,918,390.60	Total Amount Due	0.00
Total Paid Upto Last Bill	10,072,116.11	Gross Amount Due	-3.91% 0.00
Total Balance Po value	0.00	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due For Payment	0.00
Gross Paid Upto Last Bill	-3.91% 393,819.74		
Gross Balance Po Value	-3.91% 0.00		

Buttons: Print Preview, Save, Deductions, Excel Integration (1)

(1) Click on **Excel Integration**.

Select File



(1) The entry **RA Bill-2** is selected by double clicking on it.

Values from RA Bill 2 xls are uploaded to current MB

System Help

MB Recording

Project: PHI-00018 | Upgradation of Internal Roads | Division: KHR-II | CA Number: 01/CIDCO/EE (KHR-II)/2016-17 | RA Bill No.: PHI-00018/2
 Vendor: 100010 | Patil Engineers & Associate | Node: 5009 | Kharghar | PO Number: 4530000018 | Quoted By The Contractor | -3.91% | RA Bill Upto Date: 04.03.2017

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50	56,563.110	9.50	537,349.55	215,499.15	321,850.40
20	AS-004B	BBM 75mm thick,40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08	6,306.760	194.00	1,223,511.44	862,756.20	360,755.24
30	AS-007	DBM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	1,638.238	5,800.00	9,501,780.40	4,684,427.00	4,817,353.40
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	1,414.078	6,675.00	9,438,970.65	3,412,071.30	6,026,899.35
50	AS-003	low viscosity liquid bitumino.	SQM	69,448.370	13.90	965,332.34	69,448.370	12.00	833,380.44	497,503.56	335,876.88
60	PF-008	TP pavement resin 10% apprd g.	SQM	3,041.000	880.00	2,676,080.00	599.780	835.00	500,816.30	0.00	500,816.30
70	EXBD-001A	Manual excavation earth,soil,...	CUM	833.770	165.67	138,130.68	717.149	155.00	111,158.10	79,972.95	31,185.15
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	445.244	600.00	267,146.40	188,665.95	78,480.45
90	PCC-004B	P/C PCC M-20 for sills, jambs.	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s...	N0	136.000	773.00	105,128.00	112.000	730.00	81,760.00	34,300.00	47,460.00

Total PO Value	26,918,390.60	Total Amount Due	12,753,407.17
Total Paid Upto Last Bill	10,072,116.11	Gross Amount Due	-3.91% 498,658.22
Total Balance Po value	4,032,222.32	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due For Payment	12,254,748.95
Gross Paid Upto Last Bill	-3.91% 393,819.74		
Gross Balance Po Value	-3.91% 157,659.89		

Buttons: Print Preview, Save, Deductions, Excel Integration

(1) Click on **Deductions**.

Enter the values in Deduction Tab. Note that we are negating the Additional security deposit amount in 2nd RA Bill hence negative amount

System Help

MB Recording(Deduction)

Deduction

Total Po Value: 25,865,881.53
 Total Security Deposit: 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Upto Last Bill
Gross Amount Of Bill	25,865,881.53	12,254,748.95	9,678,296.37
Security Deposit		132,085.00	483,914.82
Income Tax(IT)	I1 2.00 245,094.98		193,565.93
Works Contract Tax(WCT)	W1 2.00 245,094.98		193,565.93
Creche Deposit			100,000.00
Laboratory Charges		100,000.00	100,000.00
Royalty Charges		11,000.00	40,000.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)			0.00
Miscellaneous Deposit		200,000.00	0.00
Levy	0.00	0.00	0.00
Labour Cess		122,548.00	96,783.00
Additional Security Deposit		0.00	0.00
MIS. DEPOSIT - CFD		-650,000.00	65,000.00
			0.00
			0.00

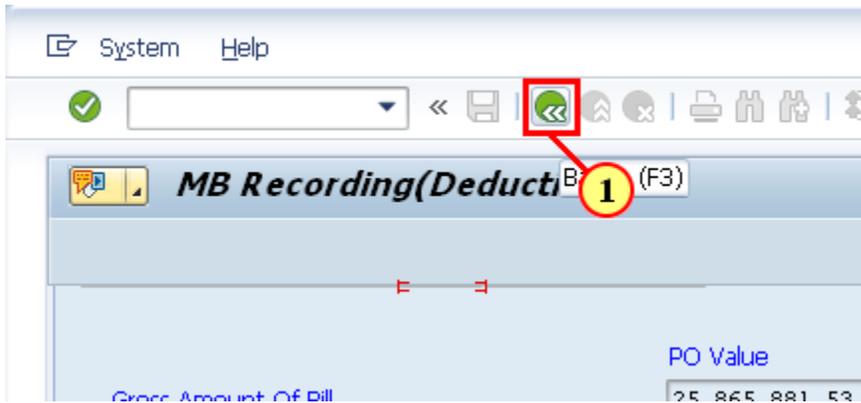
Levy Details

PF	
Bonus	
Leave with Wages	
Uniform Allowance	
Gratuity	
CL	
Adm. Chgs.	
Additional Chgs.	
Total	0.00

SAP | 520 | nmerpqa | INS

Enter is now pressed.

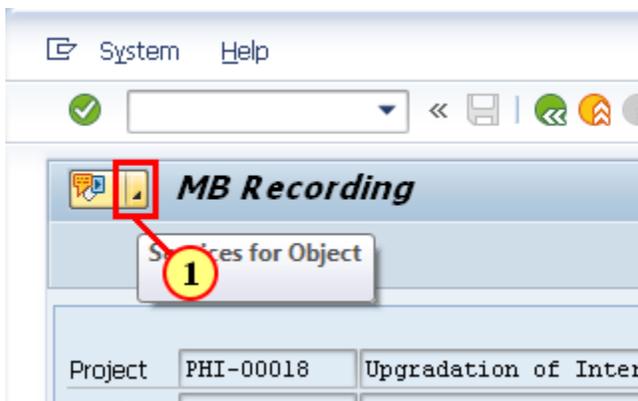
Go Back



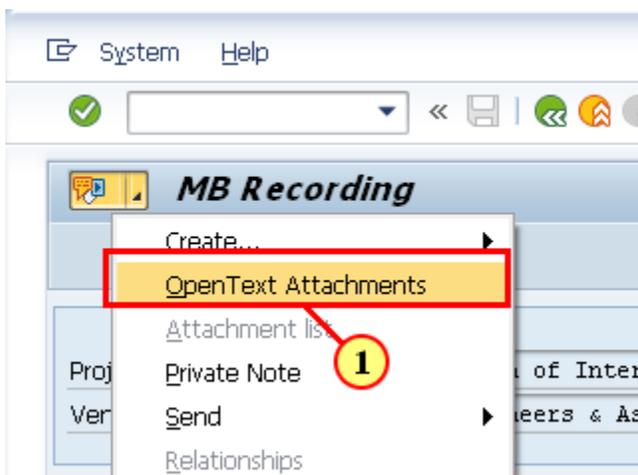
(1) Click on .

20.3. OpenText attachments (required by Finance Department)

Click on Services for Object button to attach OpenText Attachments

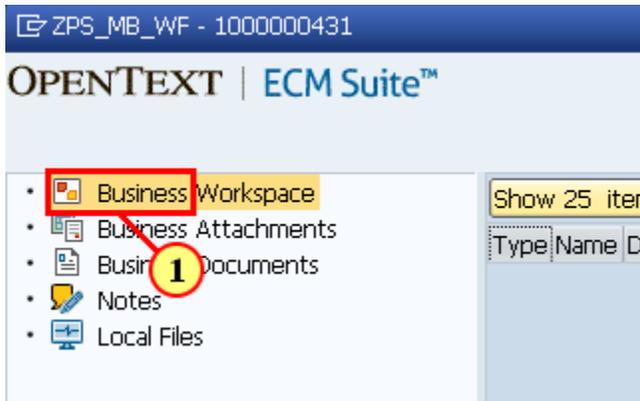


(1) Clicking on the **Open** opens a drop-down list.

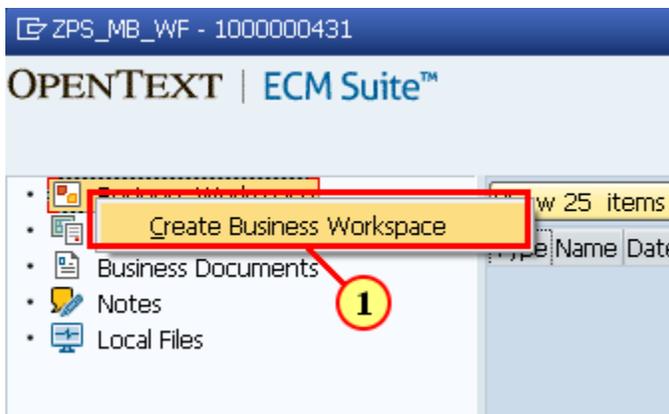


(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

Double click Business Workspace or right click

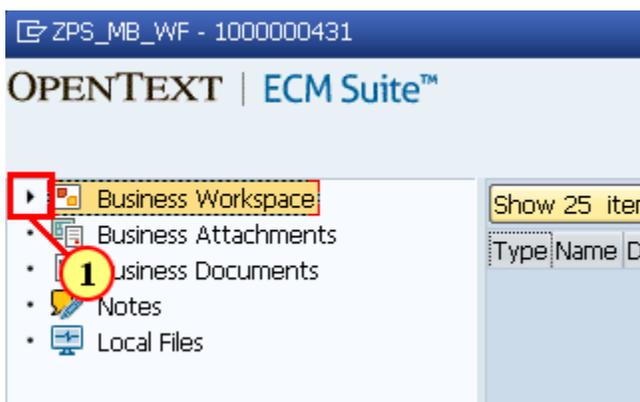


(1) Right-clicking on **Business** with the mouse opens a shortcut menu.

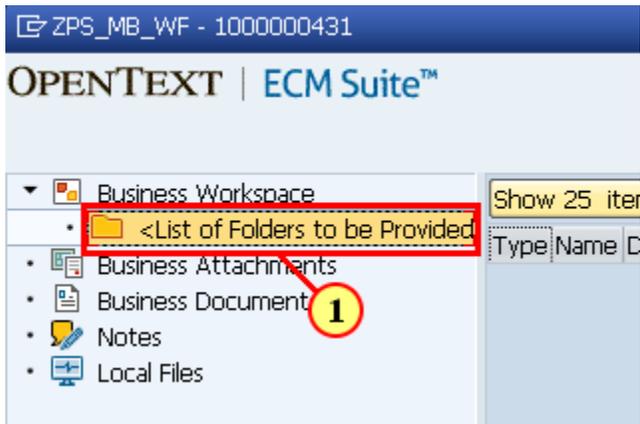


(1) Clicking on the **Create Business Workspace** Create Business Workspace menu item executes it.

Expand Business Workspace

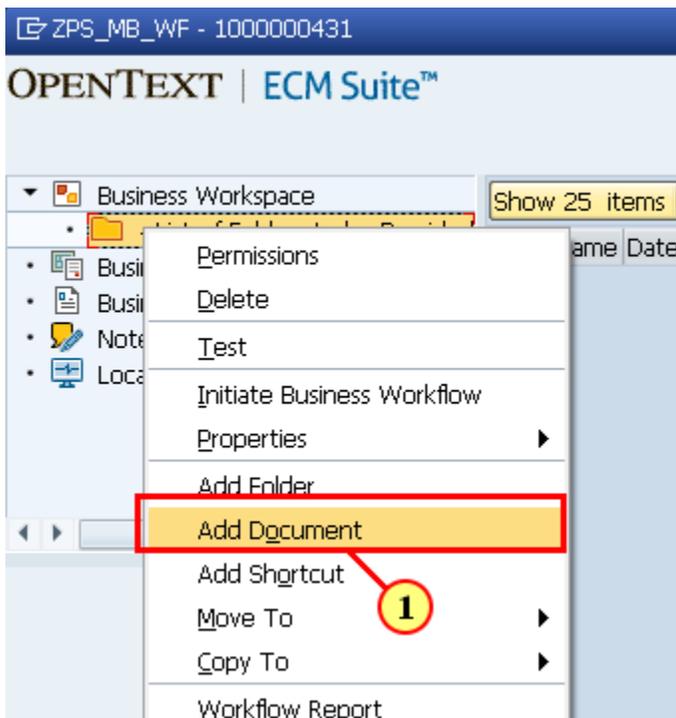


(1) Click on **Business Workspace** .



(1) Right-clicking on **<List of Folders to be Provided>** with the mouse opens a shortcut menu.

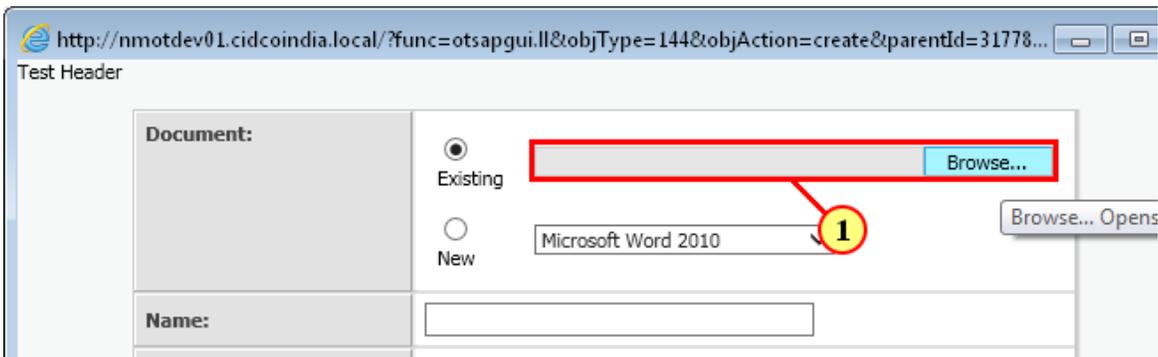
Right Click to get menu – Add Document



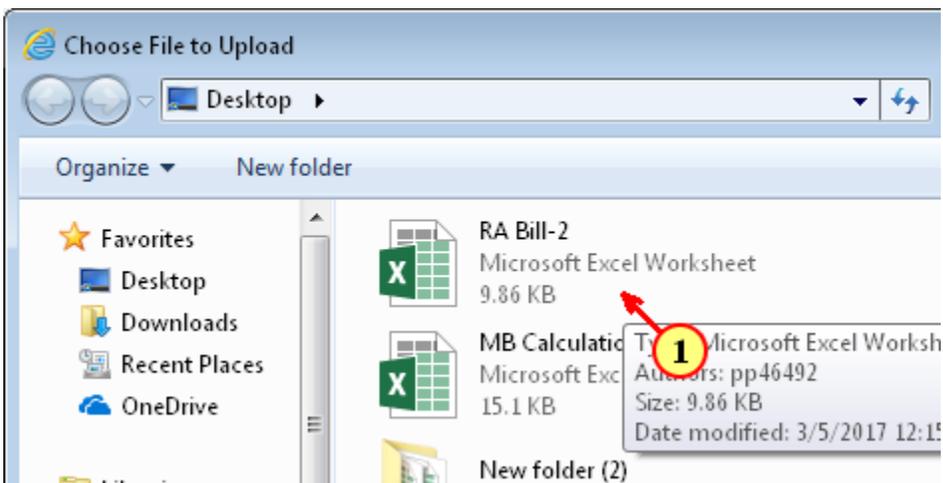
(1) Clicking on the **Add Document** **Add Document** menu item executes it.

SAP Training manual

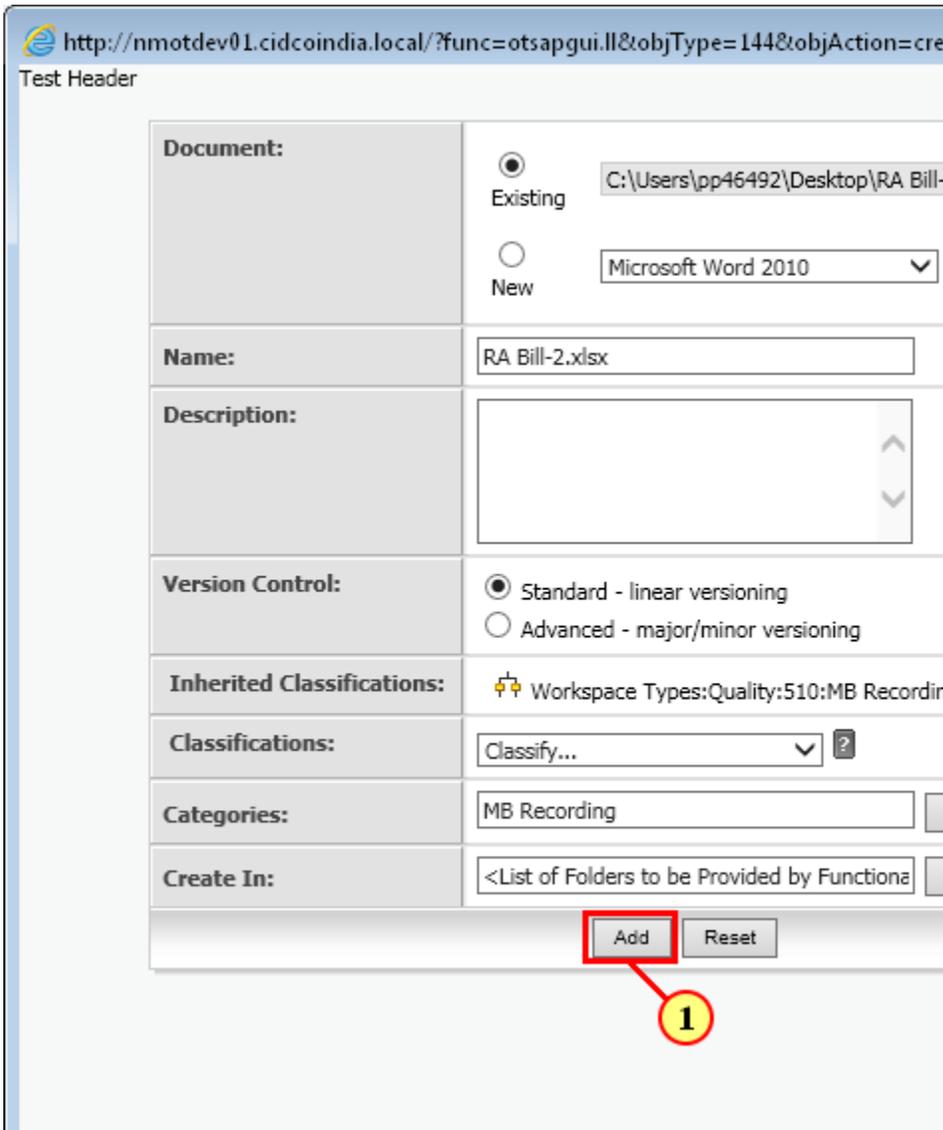
Browse to select document. You can enter description



Choose File to Upload and click Add



(1) Double-click here .



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

Test Header

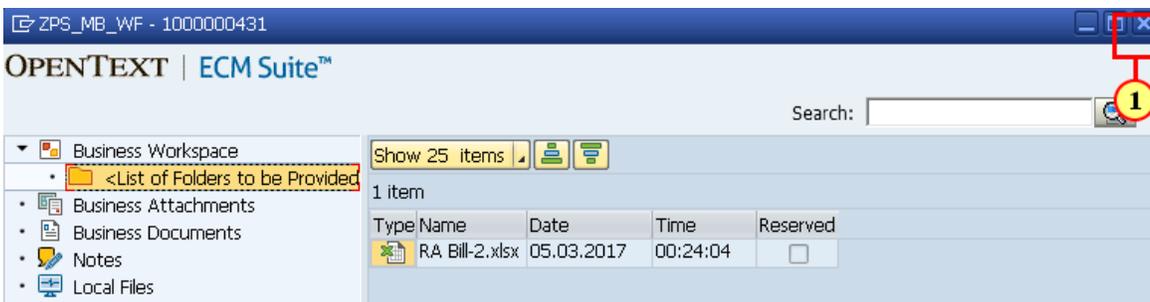
Document:	<input checked="" type="radio"/> Existing C:\Users\pp46492\Desktop\RA Bill-2.xlsx <input type="radio"/> New Microsoft Word 2010
Name:	RA Bill-2.xlsx
Description:	
Version Control:	<input checked="" type="radio"/> Standard - linear versioning <input type="radio"/> Advanced - major/minor versioning
Inherited Classifications:	Workspace Types:Quality:510:MB Recording
Classifications:	Classify...
Categories:	MB Recording
Create In:	<List of Folders to be Provided by Functiona

Add **Reset**

1

(1) Click on **Add**.

RA Bill 2 xls got attached and can be viewed by the approvers



ZPS_MB_WF - 1000000431

OPENTEXT | ECM Suite™

Search: []

Business Workspace

- <List of Folders to be Provided
- Business Attachments
- Business Documents
- Notes
- Local Files

Show 25 items

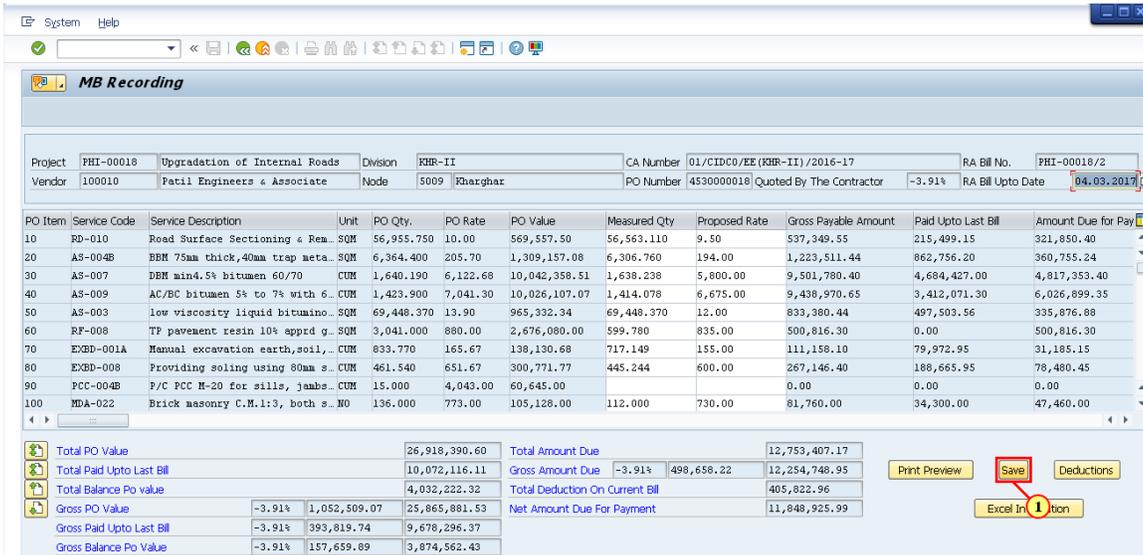
1 item

Type	Name	Date	Time	Reserved
Excel	RA Bill-2.xlsx	05.03.2017	00:24:04	<input type="checkbox"/>

1

(1) Click on **Close** .

MB Recording – Click Save. On save, the MB is sent for approval



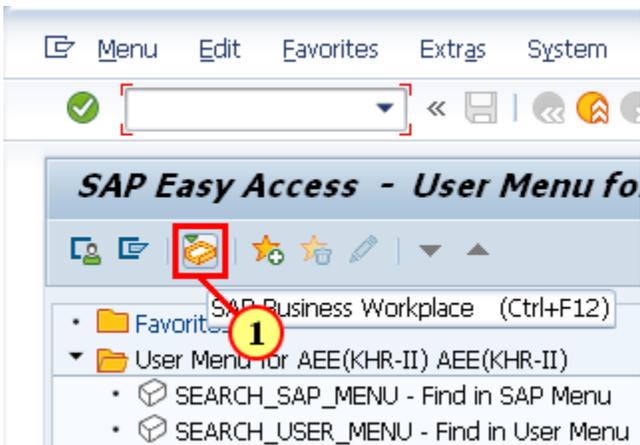
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,955.750	10.00	569,557.50	56,563.110	9.50	537,349.55	215,499.15	321,850.40
20	AS-004B	BEM 75mm thick,40mm trap meta...	SQM	6,364.400	205.70	1,309,157.08	6,306.760	194.00	1,223,511.44	862,756.20	360,755.24
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	1,638.238	5,800.00	9,501,780.40	4,684,427.00	4,817,353.40
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	1,414.078	5,675.00	9,438,970.65	3,412,071.30	6,026,899.35
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	69,448.370	12.00	833,380.44	497,503.56	335,876.88
60	RF-008	TF pavement resin 10% apprtd g...	SQM	3,041.000	880.00	2,676,080.00	599.780	835.00	500,816.30	0.00	500,816.30
70	EXBD-001A	Manual excavation earth,soil...	CUM	833.770	165.67	138,130.68	717.149	155.00	111,158.10	79,972.95	31,185.15
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	445.244	600.00	267,146.40	188,665.95	78,480.45
90	PCC-004B	P/C PCC M-20 for sills, jamb...	CUM	15.000	4,043.00	60,645.00			0.00	0.00	0.00
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	136.000	773.00	105,128.00	112.000	730.00	81,760.00	34,300.00	47,460.00

Total PO Value	26,918,390.60	Total Amount Due	12,753,407.17
Total Paid Upto Last Bill	10,072,116.11	Gross Amount Due -3.91%	498,658.22
Total Balance Po value	4,032,222.32	Total Deduction On Current Bill	405,822.96
Gross PO Value	-3.91% 1,052,509.07	Net Amount Due For Payment	11,848,925.99
Gross Paid Upto Last Bill	-3.91% 393,819.74		
Gross Balance Po Value	-3.91% 157,659.89		

(1) Click on **Save** .

20.4. RA Bill – Approver 1

Login with Approver 1 i.e. AEE – Click SAP Business Workplace

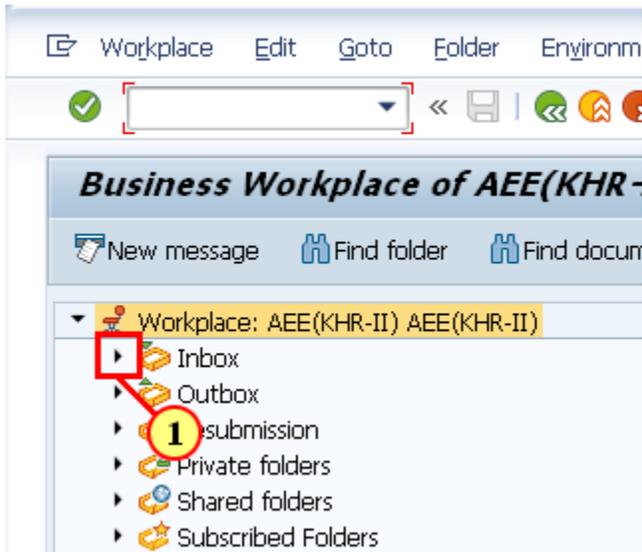


SAP Easy Access - User Menu for AEE(KHR-II) AEE(KHR-II)

- SEARCH_SAP_MENU - Find in SAP Menu
- SEARCH_USER_MENU - Find in User Menu
- SAP Business Workplace (Ctrl+F12)**

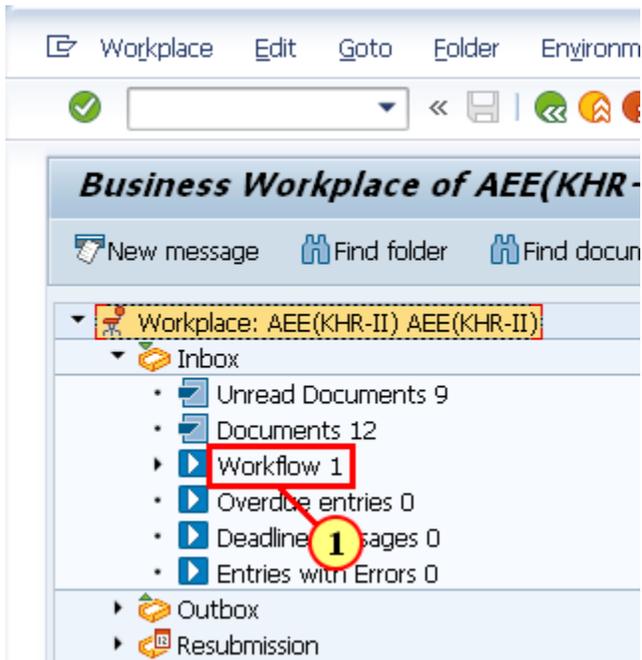
(1) Click on **SAP Business Workplace** .

Click Inbox



(1) Click on **Inbox** .

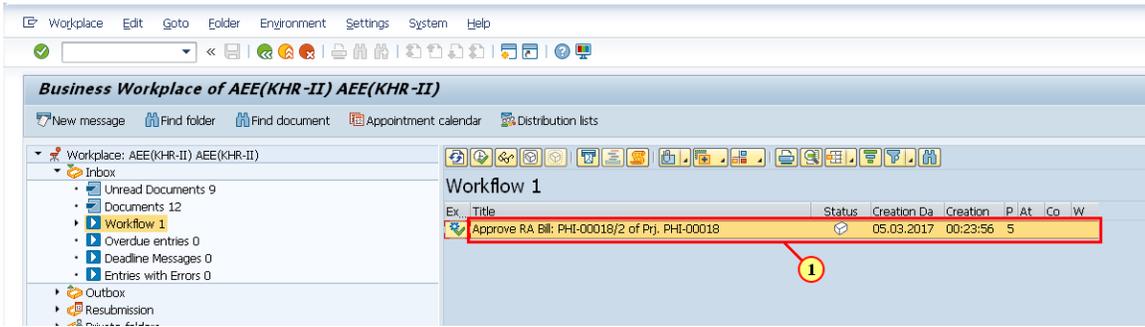
Click Workflow



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

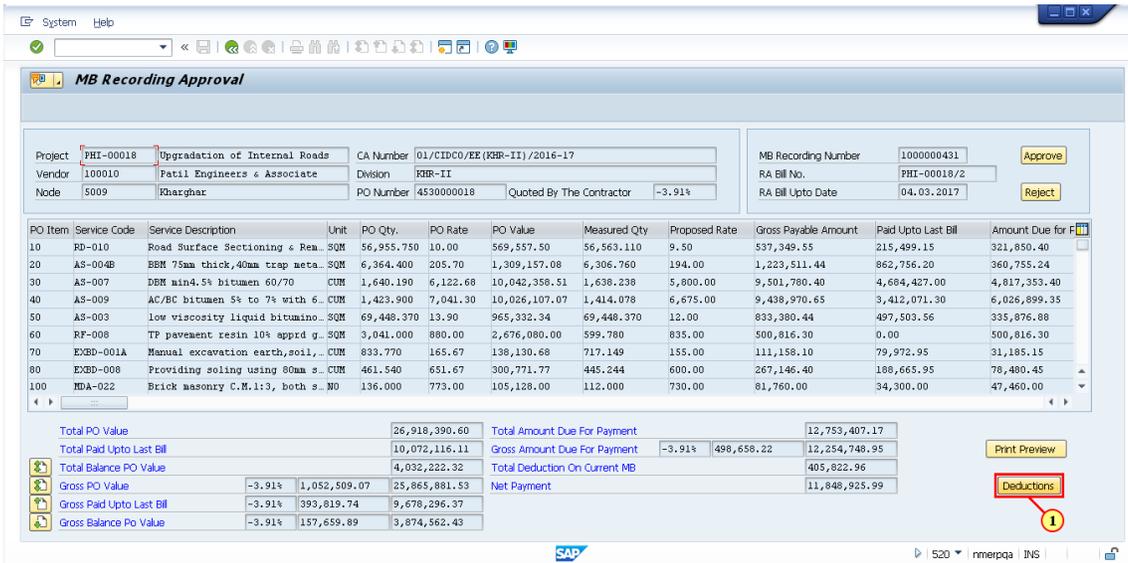
Double click the required MB item that has come for approval

SAP Training manual



- (1) **Approve RA Bill: PHI-00018/2 of Prj. PHI-00018**  05.03.2017 00:23:56 5
is double-clicked.

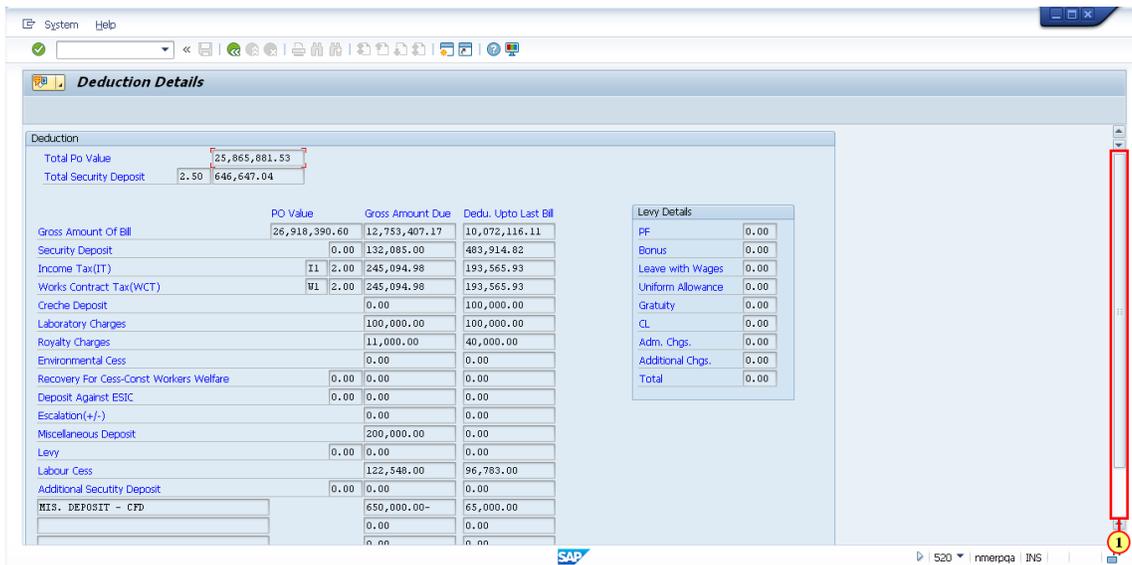
MB Recording Approval – Check the deductions



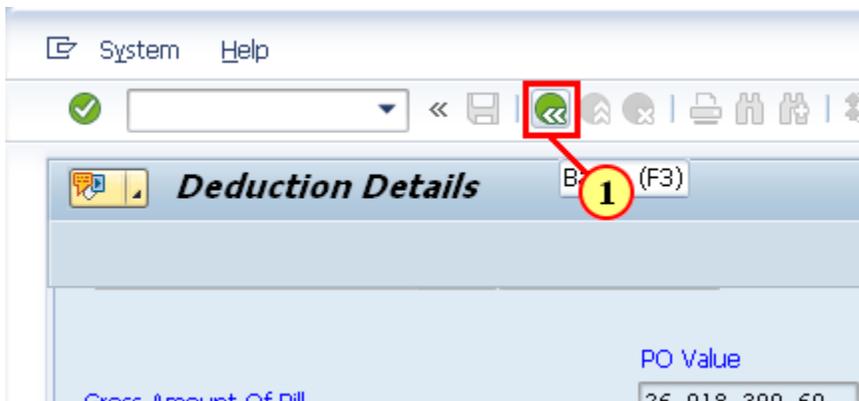
- (1) Click on **Deductions**.

Deduction Details – Go back after checking the deductions

SAP Training manual

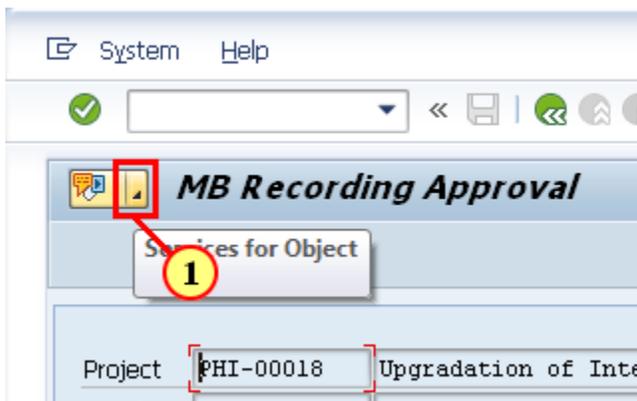


(1) Clicking in the **scroll area** displays the desired screen area.



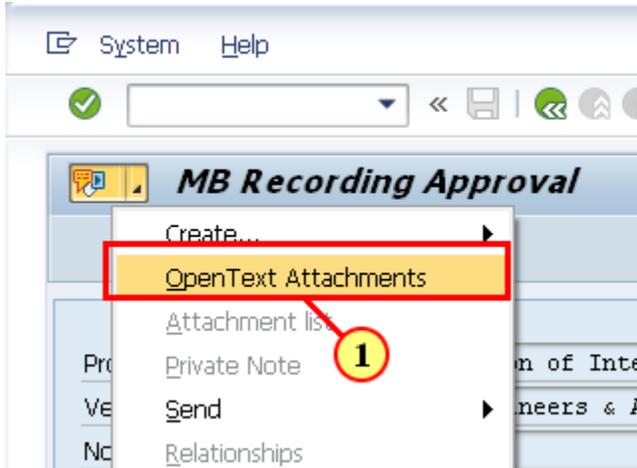
(1) Click on .

Check the Open Text attachment – RA Bill 2 xls



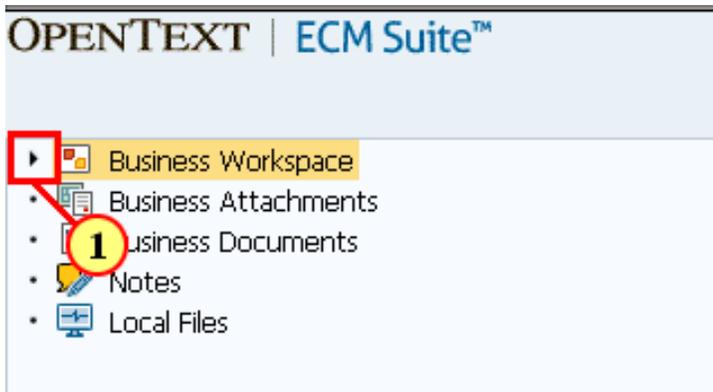
(1) Clicking on the **Open** opens a drop-down list.

Click OpenText Attachments

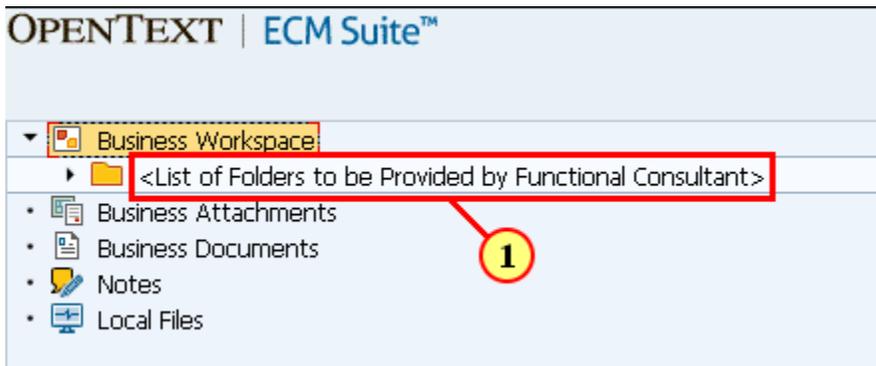


(1) Clicking on the **OpenText Attachments** OpenText Attachments menu item executes it.

Expand the Business Workspace



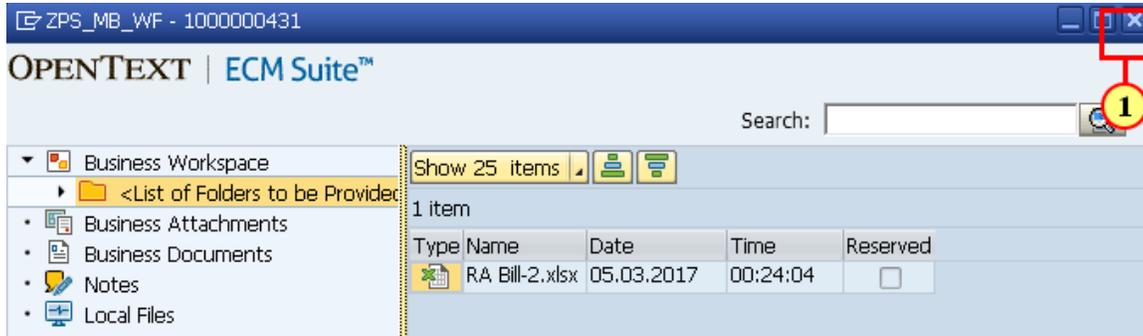
(1) Click on **Business Workspace** ▾.



SAP Training manual

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

Double click the xls to download and view



(1) Click on **Close**.

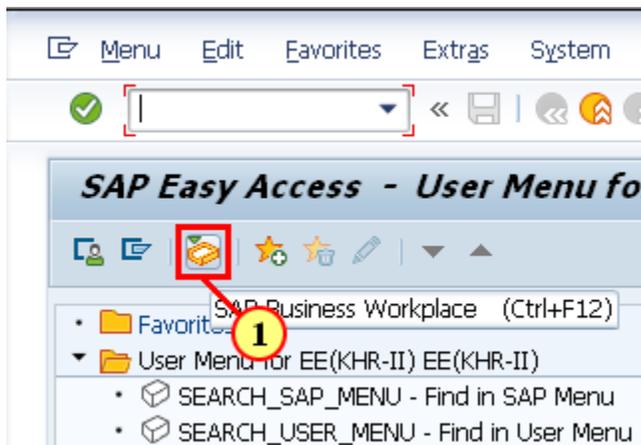
Approve the MB Recording



(1) Click on **Approve**.

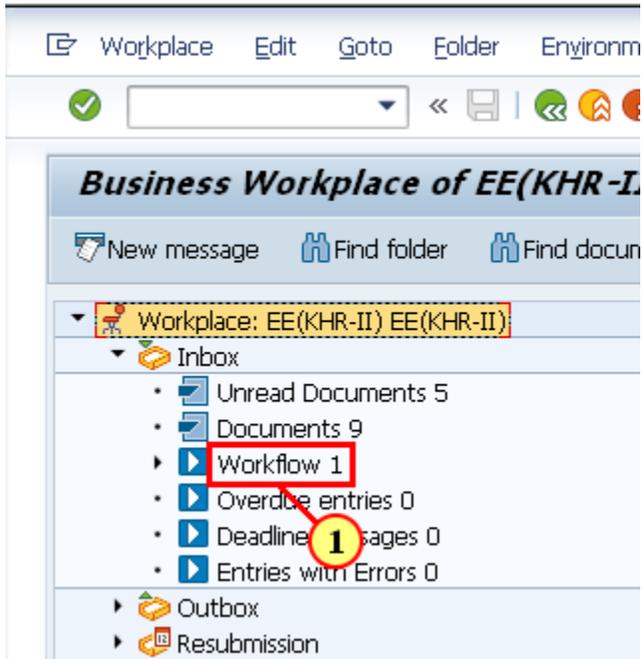
20.5. RA Bill – Approver 2

Login with Approver 2 i.e. EE - User Menu for EE(KHR-II) – Click SAP Business Workplace



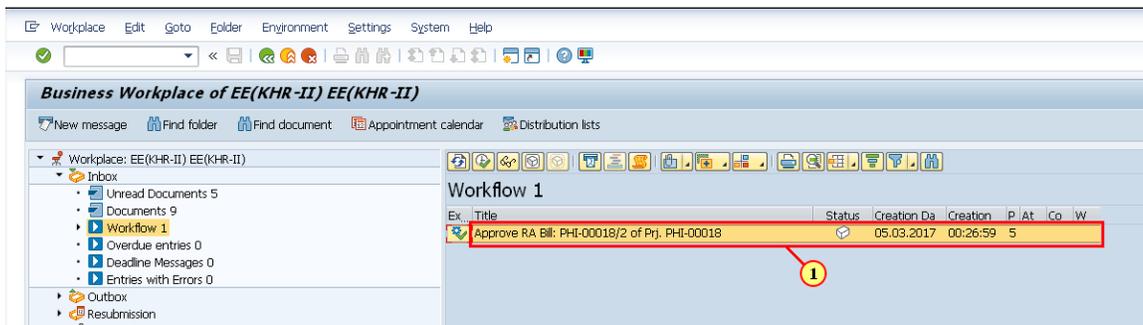
(1) Click on **SAP Business Workplace** .

Click Inbox and then Workflow



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

Double click the MB item that has come for approval



(1) **Approve RA Bill: PHI-00018/2 of Prj. PHI-00018** is double-clicked.

Check Deductions

SAP Training manual

MB Recording Approval

Project: PHI-00018 Upgradation of Internal Roads CA Number: 01/CIDCO/EE (KHR-II) /2016-17
 Vendor: 100010 Patil Engineers & Associate Division: KHR-II
 Node: 5009 Kharghar PO Number: 4530000018 Quoted By The Contractor: -3.91%

MB Recording Number: 1000000431
 RA Bill No.: PHI-00018/2
 RA Bill Upto Date: 04.03.2017

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Payment
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,955.750	10.00	569,557.50	56,563.110	9.50	537,349.55	215,499.15	321,850.40
20	AS-004B	BBM 75mm thick,40mm trap meta.	SQM	6,364.400	205.70	1,309,157.08	6,306.760	194.00	1,223,511.44	862,756.20	360,755.24
30	AS-007	DBM min4.5% bitumen 60/70	CUM	1,640.190	6,122.68	10,042,358.51	1,638.238	5,800.00	9,501,780.40	4,684,427.00	4,817,353.40
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,423.900	7,041.30	10,026,107.07	1,414.078	6,675.00	9,438,970.65	3,412,071.30	6,026,899.35
50	AS-003	low viscosity liquid bitumino...	SQM	69,448.370	13.90	965,332.34	69,448.370	12.00	833,380.44	497,503.56	335,876.88
60	RF-008	TP pavement resin 10% apprd g...	SQM	3,041.000	880.00	2,676,080.00	599.780	835.00	500,816.30	0.00	500,816.30
70	EXBD-001A	Manual excavation earth,soil...	CUM	833.770	165.67	138,130.68	717.149	155.00	111,158.10	79,972.95	31,185.15
80	EXBD-008	Providing soling using 80mm s...	CUM	461.540	651.67	300,771.77	445.244	600.00	267,146.40	188,665.95	78,480.45
100	MDA-022	Brick masonry C.M.1:3, both s...	M0	136.000	773.00	105,128.00	112.000	730.00	81,760.00	34,300.00	47,460.00

Total PO Value: 26,918,390.60 Total Amount Due for Payment: 12,753,407.17
 Total Paid Upto Last Bill: 10,072,116.11 Gross Amount Due For Payment: -3.91% 498,658.22 12,254,748.95
 Total Balance PO Value: 4,032,222.32 Total Deduction On Current MB: 405,822.96
 Gross PO Value: -3.91% 1,052,509.07 25,865,881.53 Net Payment: 11,848,925.99
 Gross Paid Upto Last Bill: -3.91% 393,819.74 9,678,296.37
 Gross Balance Po Value: -3.91% 157,659.89 3,874,562.43

(1) Click on **Deductions**

Deduction Details

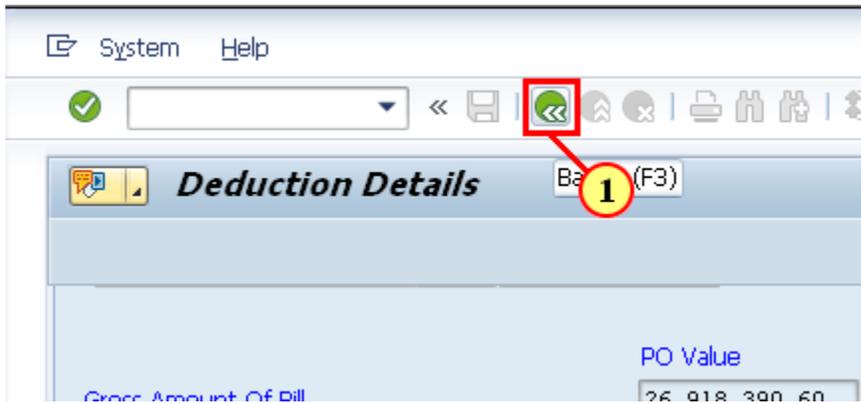
Deduction: Total Po Value: 25,865,881.53 Total Security Deposit: 2.50 646,647.04

	PO Value	Gross Amount Due	Dedu. Upto Last Bill
Gross Amount Of Bill	26,918,390.60	12,753,407.17	10,072,116.11
Security Deposit	0.00	132,085.00	483,914.82
Income Tax(IT)	II 2.00	245,094.98	193,565.93
Works Contract Tax(WCT)	WI 2.00	245,094.98	193,565.93
Creche Deposit	0.00	100,000.00	0.00
Laboratory Charges	0.00	100,000.00	100,000.00
Royalty Charges	0.00	11,000.00	40,000.00
Environmental Cess	0.00	0.00	0.00
Recovery For Cess-Const Workers Welfare	0.00	0.00	0.00
Deposit Against ESIC	0.00	0.00	0.00
Escalation(+/-)	0.00	0.00	0.00
Miscellaneous Deposit	0.00	200,000.00	0.00
Levy	0.00	0.00	0.00
Labour Cess	0.00	122,548.00	96,783.00
Additional Security Deposit	0.00	0.00	0.00
MIS. DEPOSIT - C/PD	0.00	650,000.00-	65,000.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Levy Details: PF: 0.00, Bonus: 0.00, Leave with Wages: 0.00, Uniform Allowance: 0.00, Gratuity: 0.00, CL: 0.00, Adm. Chgs.: 0.00, Additional Chgs.: 0.00, Total: 0.00

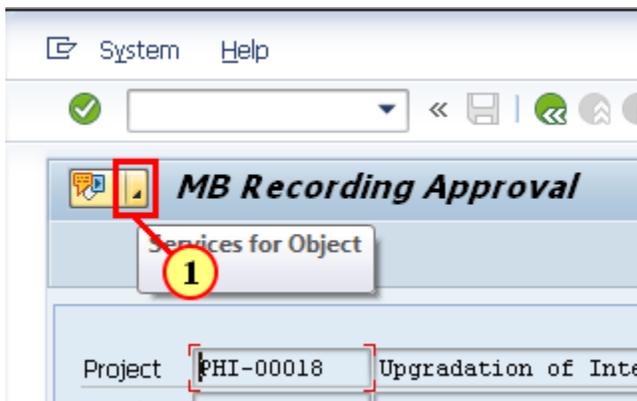
(1) Clicking in the **scroll area** displays the desired screen area.

Go back -- Deduction Details

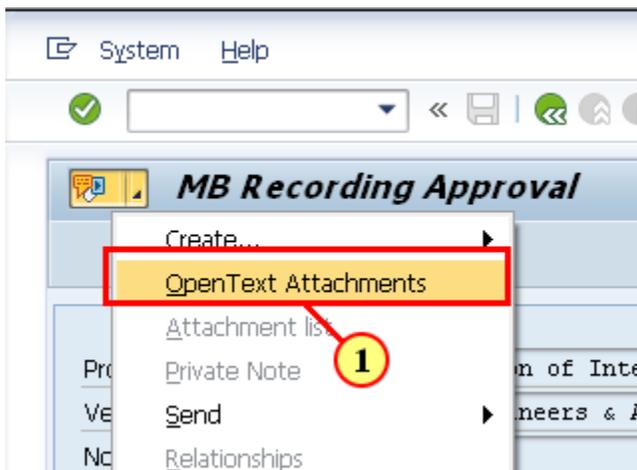


(1) Click on .

MB Recording Approval – Check the xls attached in OpenText Attachments

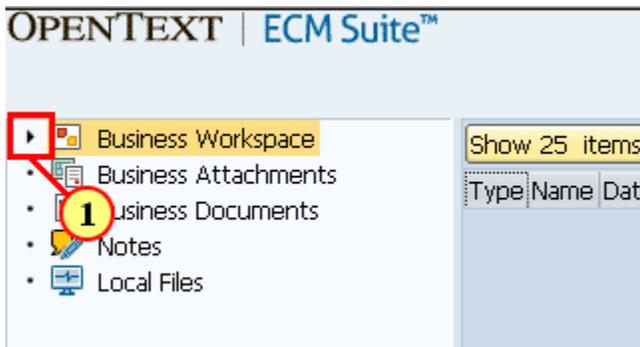


(1) Clicking on the **Open** opens a drop-down list.

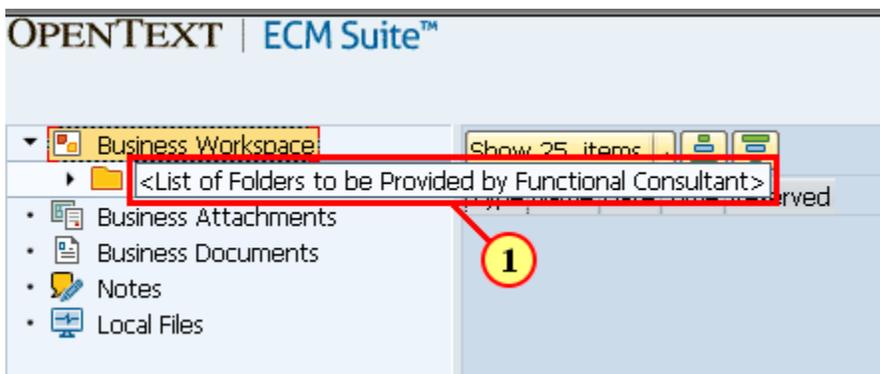


(1) Clicking on the **OpenText Attachments**  menu item executes it.

Expand Business Workspace



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



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



(1) Click on **Close** .

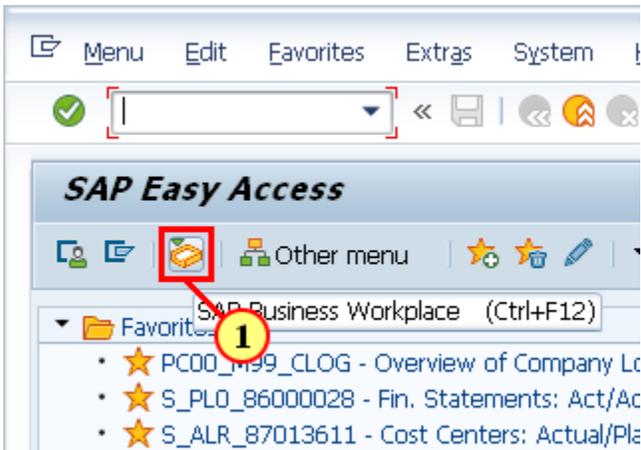
Approve the MB Recording



(1) Click on .

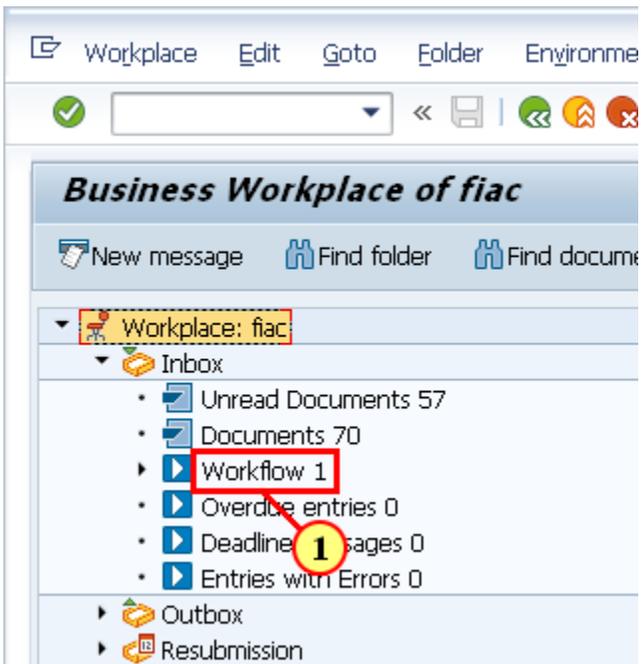
20.6. RA Bill – Approver 1

Login with Approver 3 i.e. Finance User - Click SAP Business Workplace



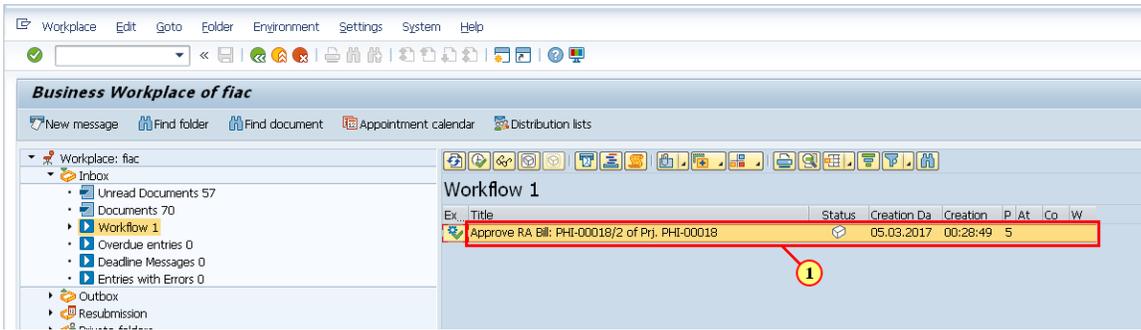
(1) Click on **SAP Business Workplace** .

Click Inbox and then Workflow



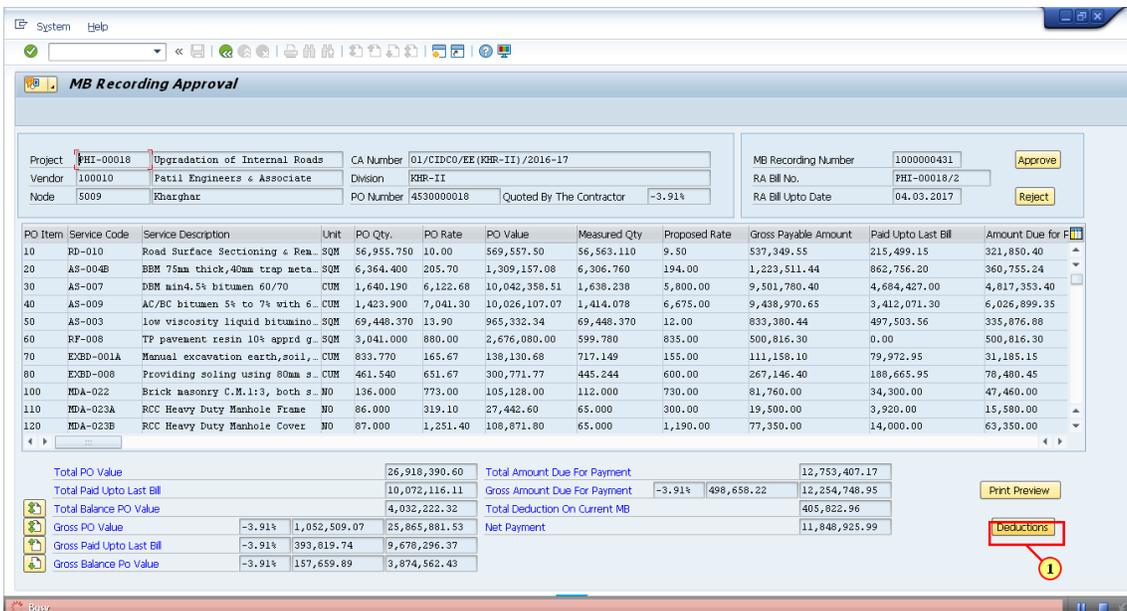
(1) Click on **Workflow 1**.

Double click on MB approval item



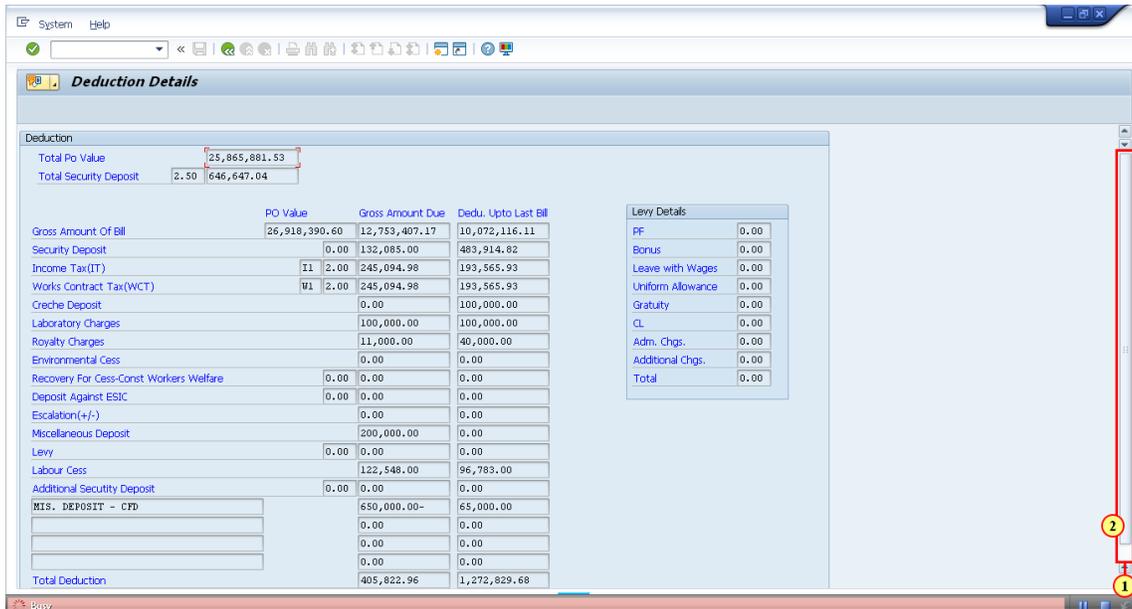
(1) Approve RA Bill: PHI-00018/2 of Prj. PHI-00018 05.03.2017 00:28:49 5
is double-clicked.

Check the Deductions tab



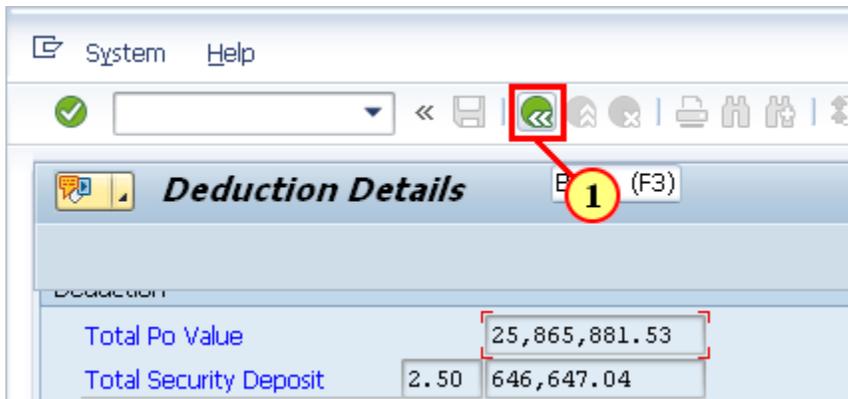
(1) Click on **Deductions**.

Deduction Details



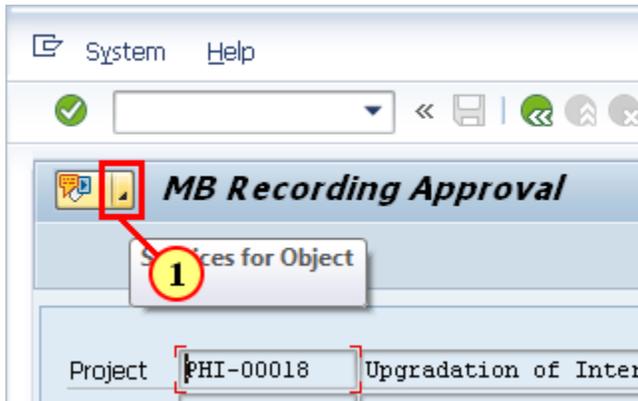
- (1) Clicking in the **scroll area** displays the desired screen area.
- (2) Drop on .

Go back

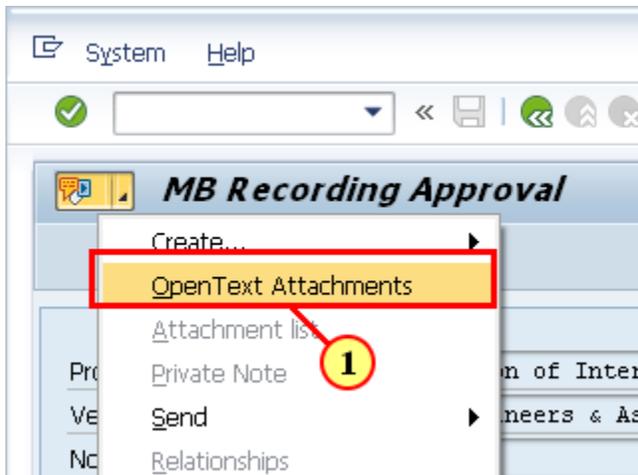


- (1) Click on .

Check the attached RA Bill 2 xls

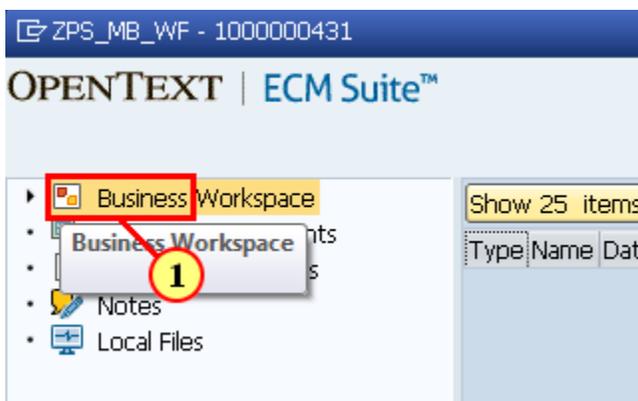


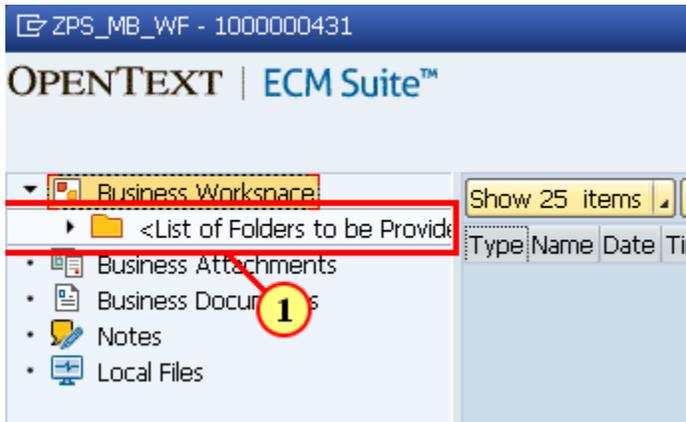
(1) Clicking on the **Open** opens a drop-down list.



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

Expand Business Workspace





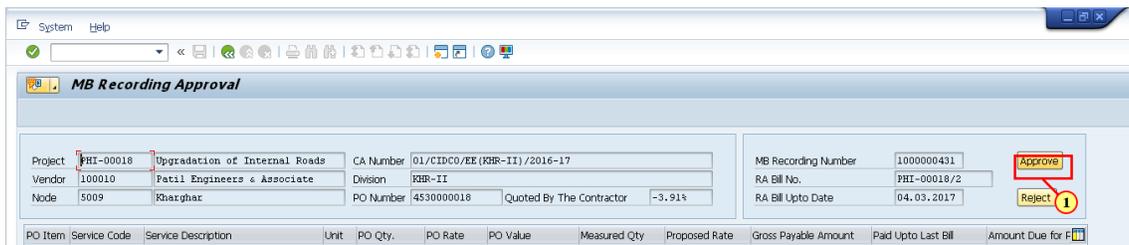
(1) Click on  <List of Folders to be Provided

Double click to download and view the xls



(1) Click on **Close** 

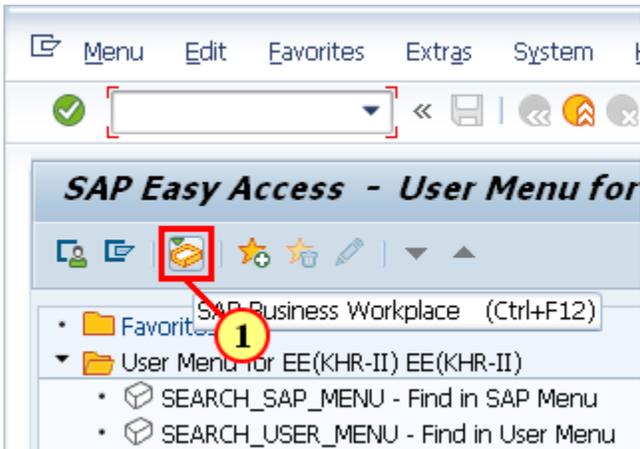
Click Approve for MB Recording



(1) Click on 

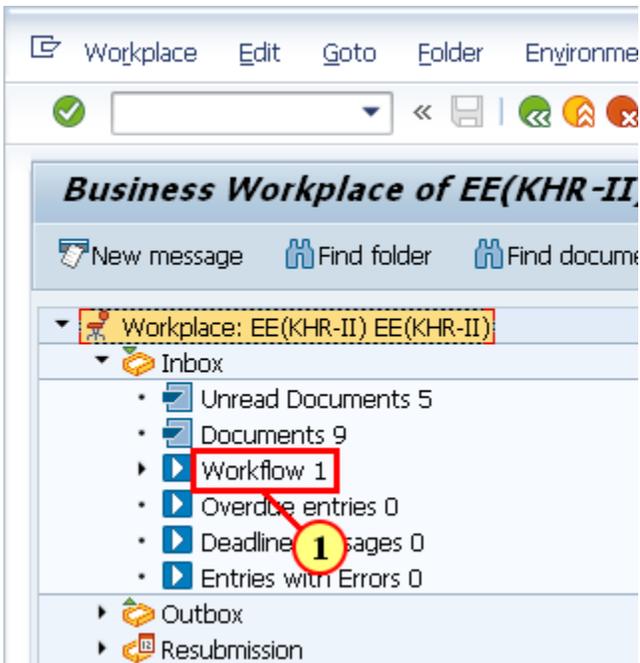
20.7. RA Bill – Approver 4 - EE

Login with Approver 4 i.e. EE - User Menu for EE(KHR-II) – Click on SAP Business Workplace



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

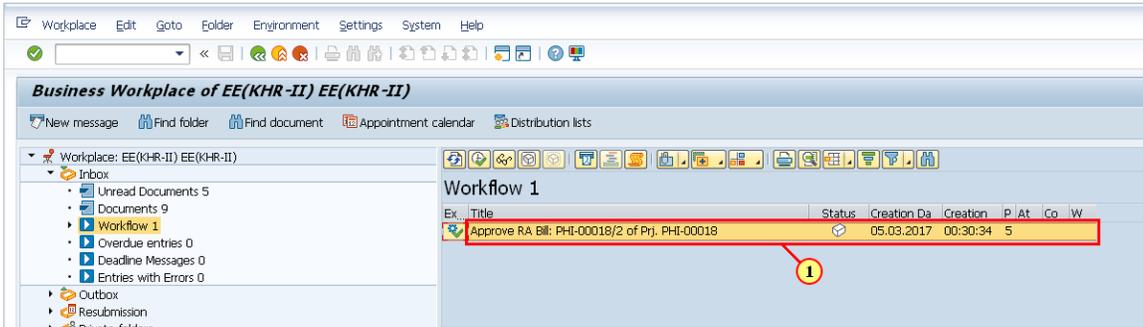
Click on Inbox and then Workflow



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

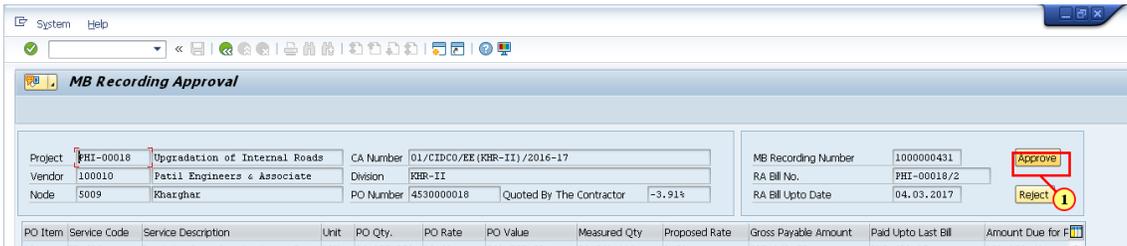
Double Click the MB/ RA Bill item that has come for approval

SAP Training manual



(1) Approve RA Bill: PHI-00018/2 of Prj. PHI-00018 [Icon] 05.03.2017 00:30:34 5
is double-clicked.

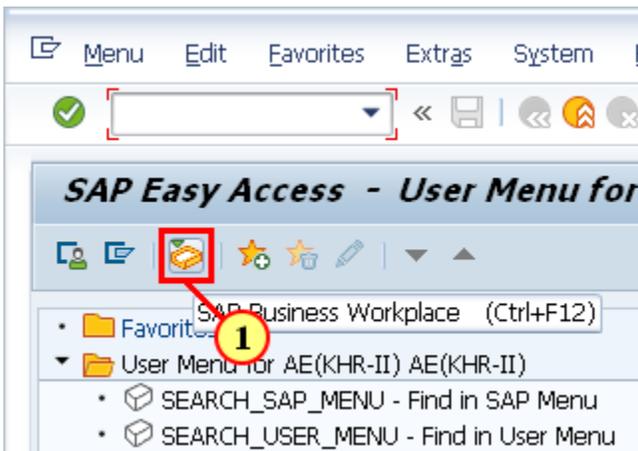
Click on Approve button



(1) Click on Approve

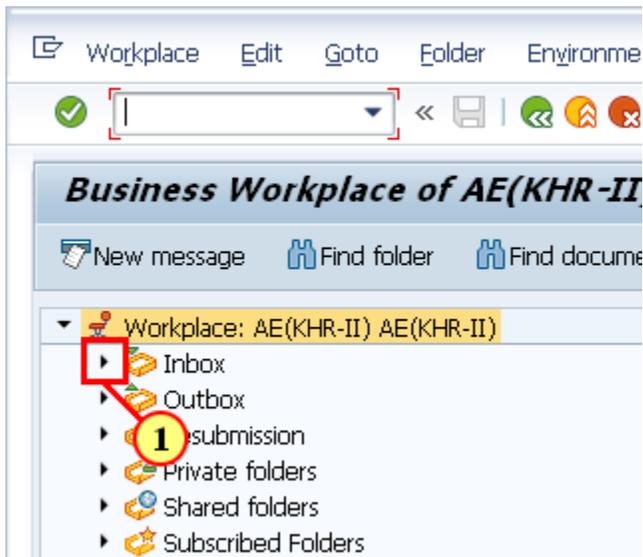
20.8. Approval Notification in AE Inbox

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



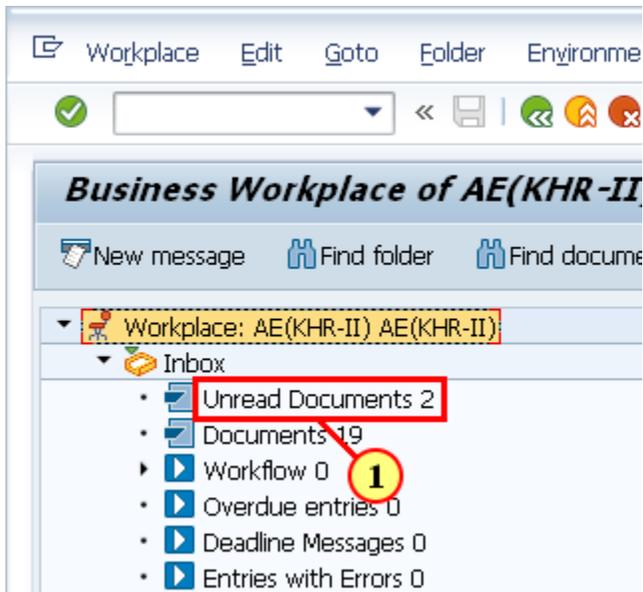
(1) Click on **SAP Business Workplace** [Icon]

Click on Inbox



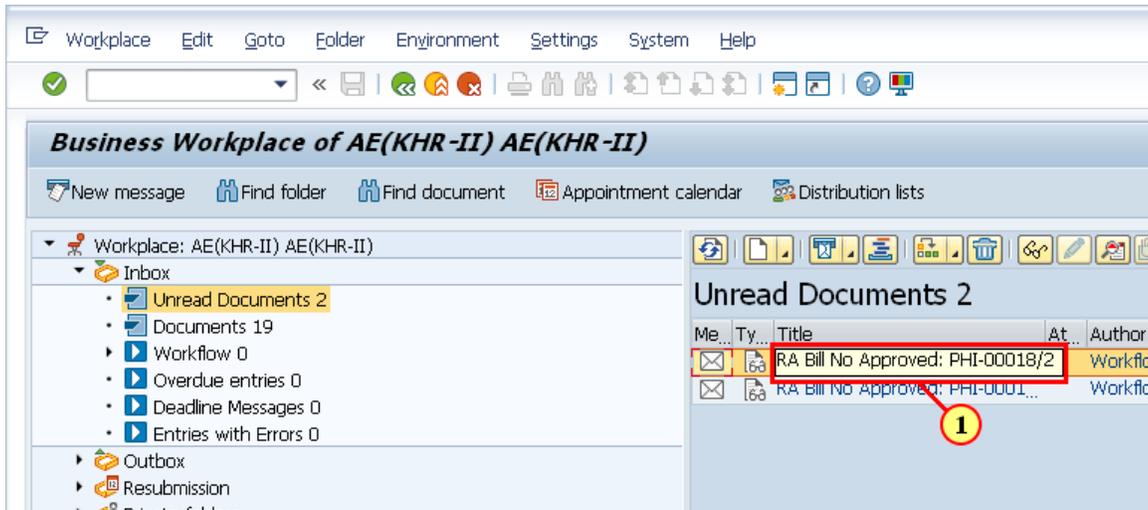
(1) Click on **Inbox** .

Click on Unread Documents



(1) Click on Unread Documents 2 .

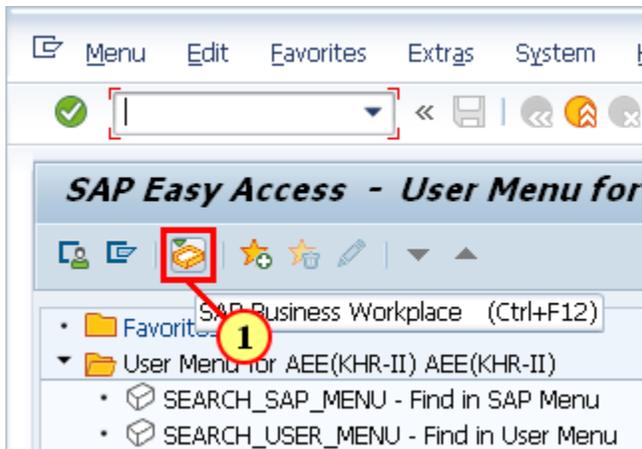
Double click the required RA Bill item



(1) Click on RA Bill No Approved: PHI-00018/2.

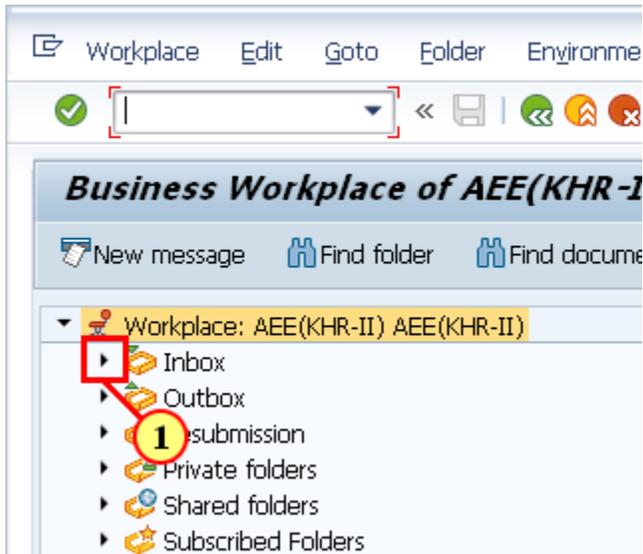
20.9. Approval Notification in AEE Inbox

Login with AEE – Click on SAP Business Workplace



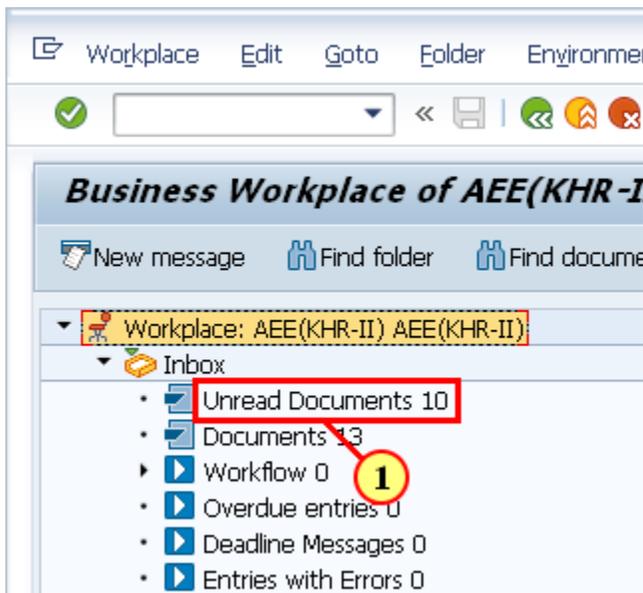
(1) Click on **SAP Business Workplace**

Click on Inbox



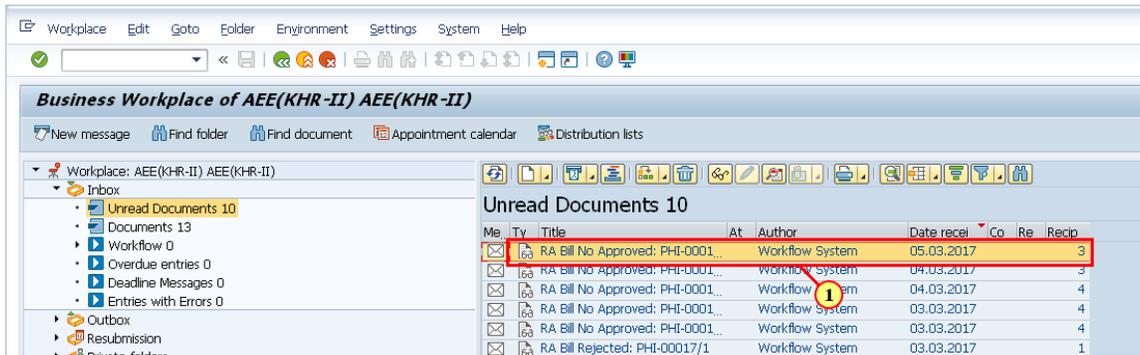
(1) Click on **Inbox** .

Click on Unread Documents



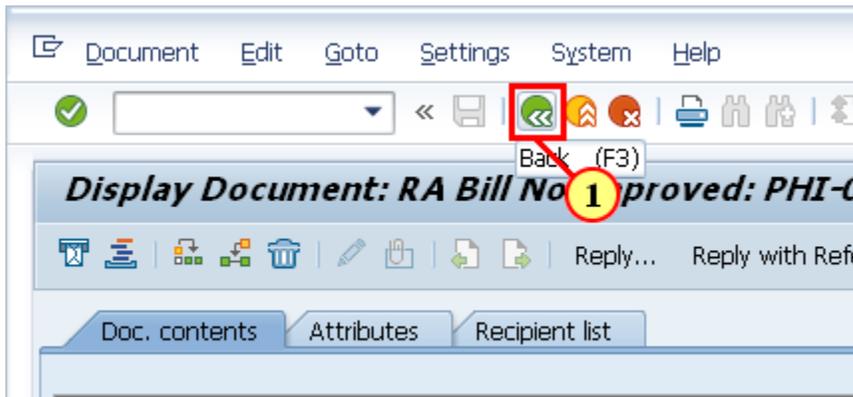
(1) Click on Unread Documents 10 .

Select the RA Bill item which was approved – notification will open up



(1) RA Bill No Approved: PHI-0001... Workflow System 05.03.2017 3 is double-clicked.

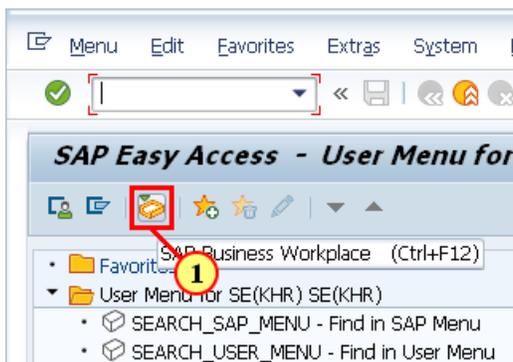
Display Document: RA Bill No Approved: PHI-00018/2 – Go back



(1) Click on .

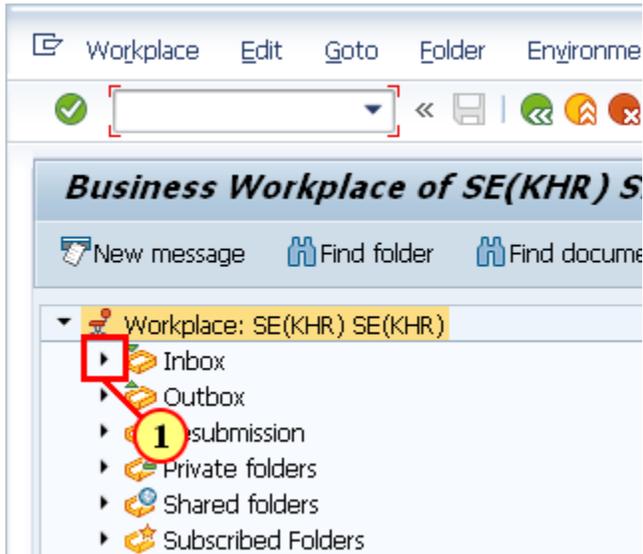
20.10. Approval Notification in SE Inbox

Login with SE - User Menu for SE(KHR) – Click SAP Business Workplace



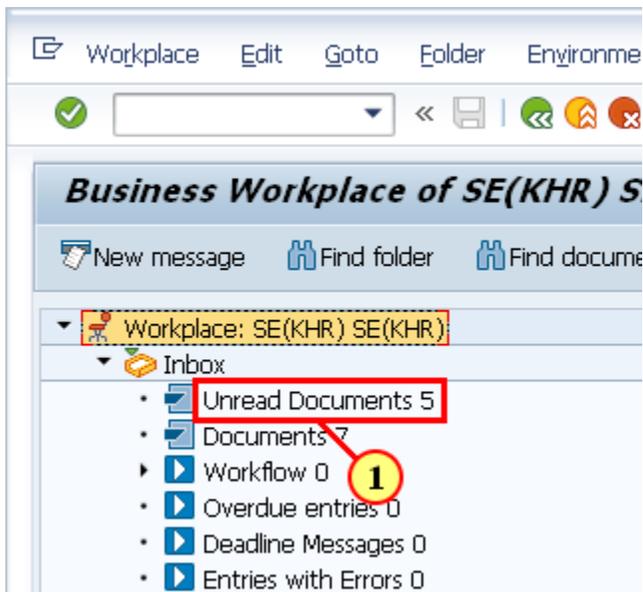
(1) Click on **SAP Business Workplace** .

Click on Inbox



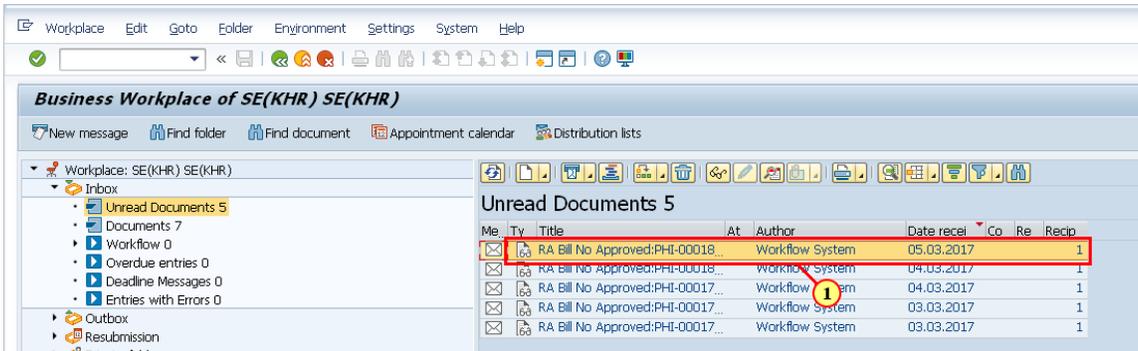
(1) Click on **Inbox** .

Select Unread Documents



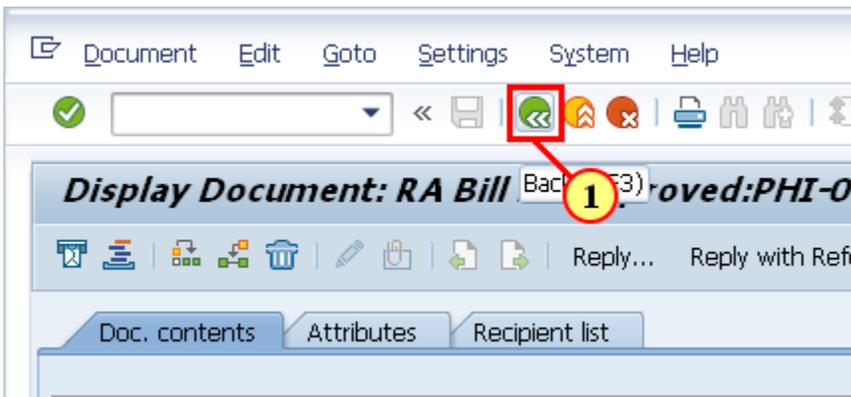
(1) Unread Documents 5 is double-clicked.

DoubleClick to open the notification related to the approved MB/RA bill



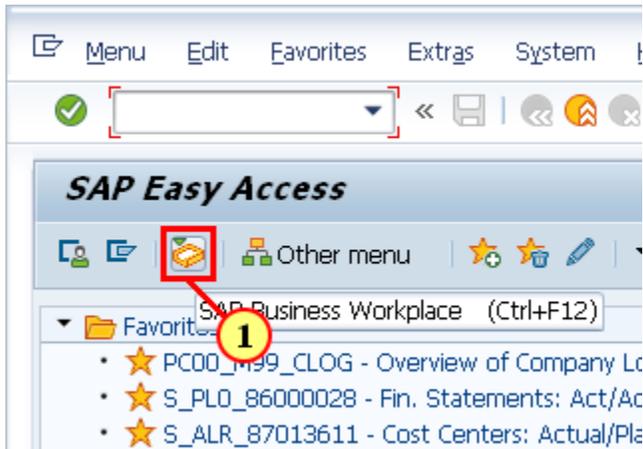
(1) RA Bill No Approved:PHI-00018... Workflow System 05.03.2017 1 is double-clicked.

Display Document: RA Bill No Approved: PHI-00018/2



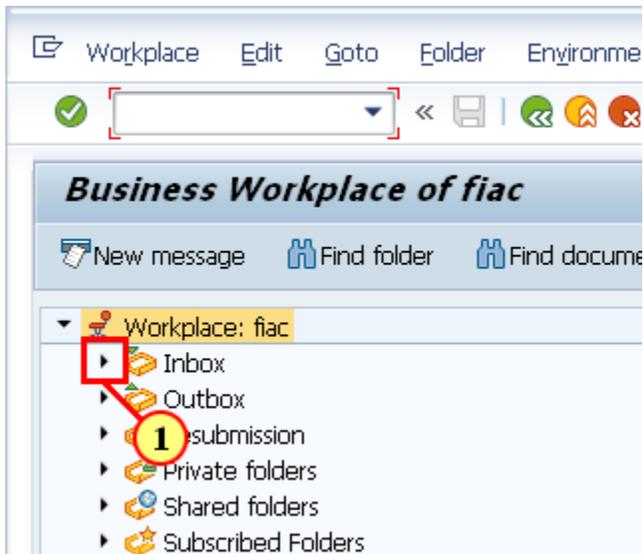
(1) Click on .

Login with FI user – Click on SAP Business Workplace



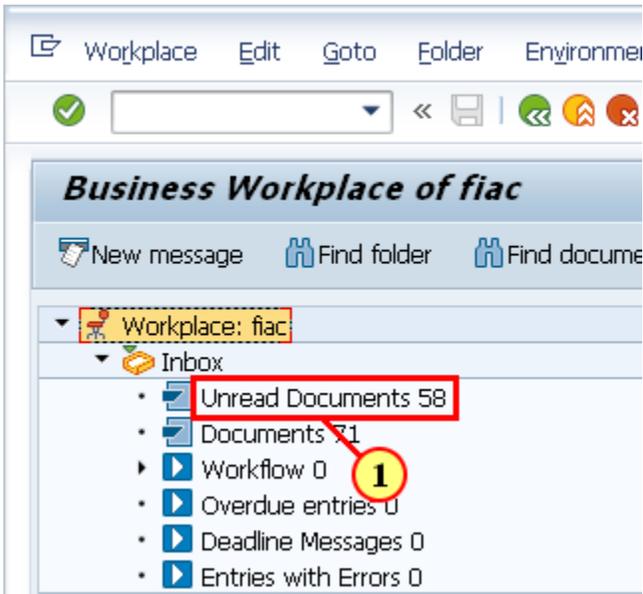
(1) Click on **SAP Business Workplace** .

Click on Inbox



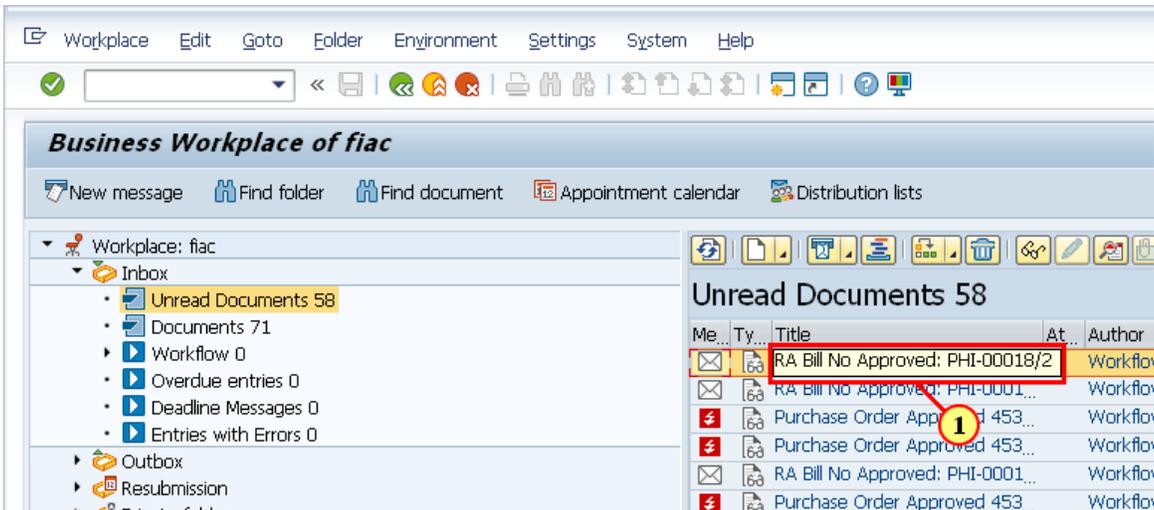
(1) Click on **Inbox** .

Click on Unread Documents



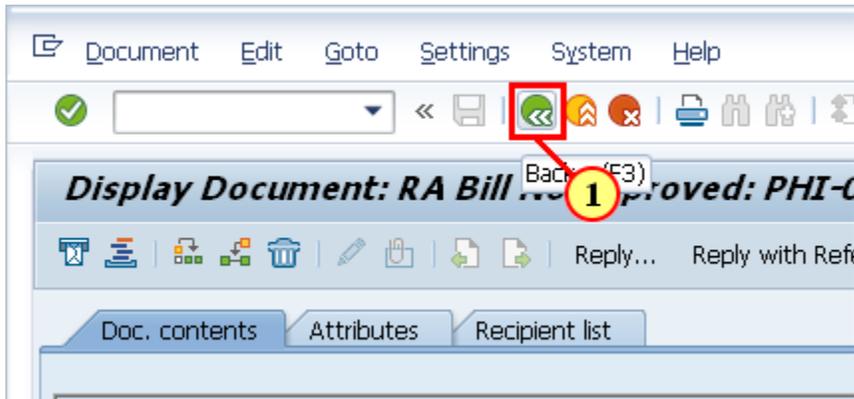
(1) Unread Documents 58 is double-clicked.

Double Click to open the approved MB/RA Bill item



(1) Click on RA Bill No Approved: PHI-00018/2

Display Document: RA Bill No Approved: PHI-00018/2



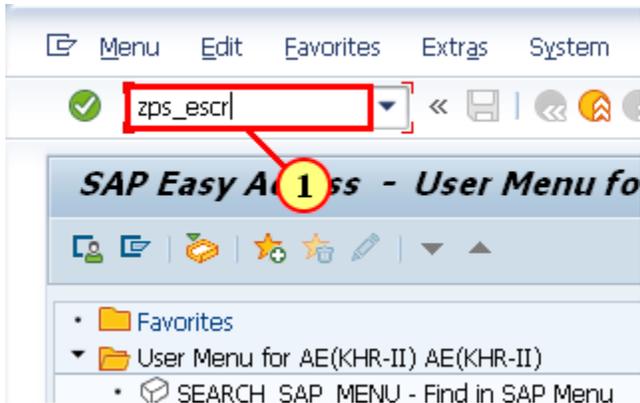
(1) Click on .

21. RA Bill - 3

21.1. Tcode ZPS_ESCR.

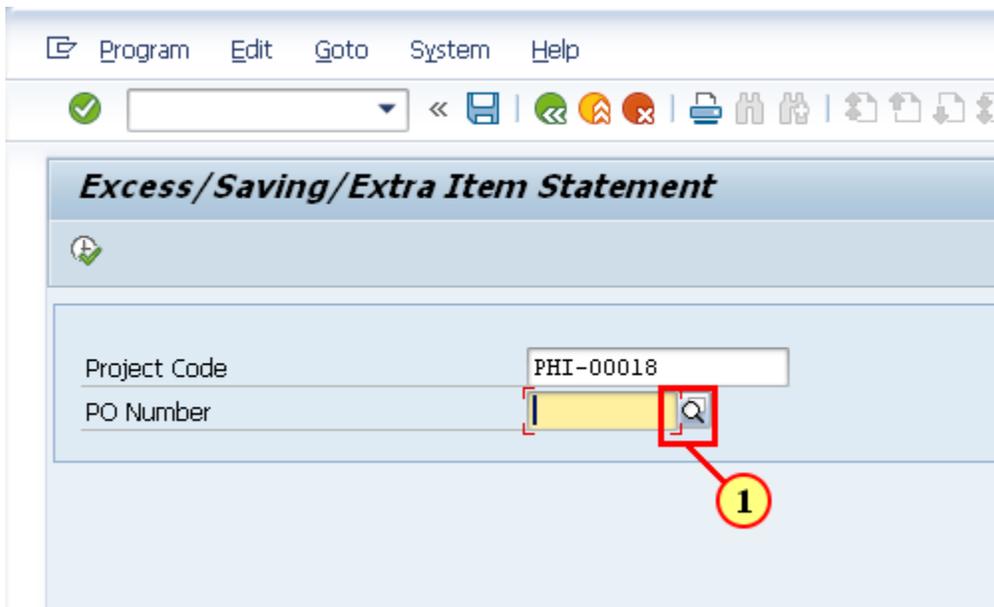
If you are in another screen prefix the Tcode with /n. So, enter /nZPS_ESCR

Login with AE

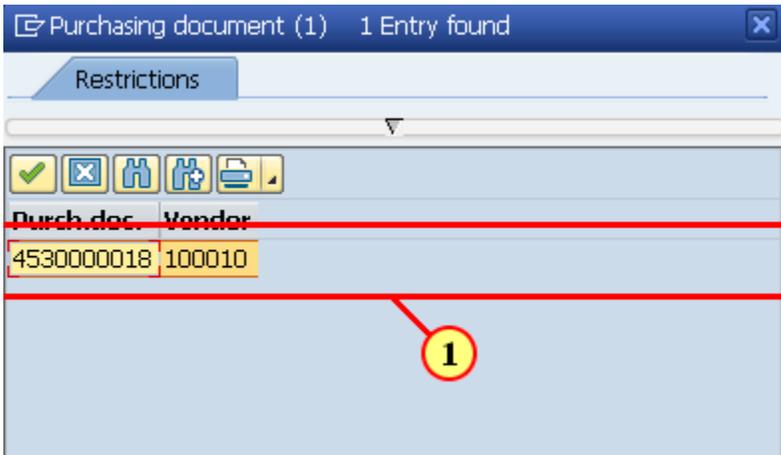


(1) The field is filled out.

Enter the Project Code and PO number for the project



(1) Click on .

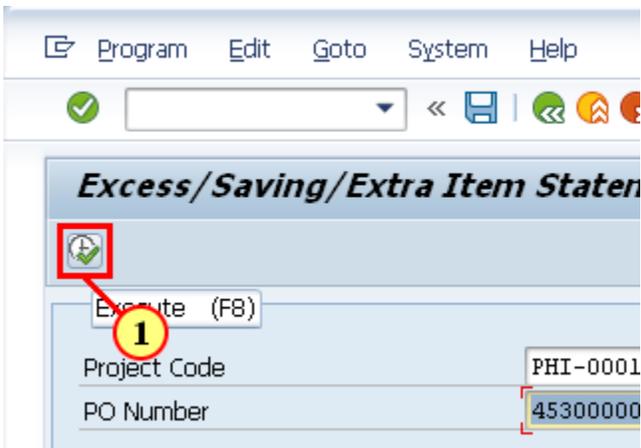


(1)

4530000018	100010
------------	--------

 is double-clicked.

Click on Execute button



(1) Click on **Execute** .

Excess/Saving/Extra Item Statement screen is displayed

Excess/Saving/Extra Item Statement

Project Code	PHI-00018	Upgradation of Internal Roads
Vendor Code	100010	Patil Engineers & Associate
Plant	5009	Kharghar
CA Number	01/CIDCO/EE (KHR-II)/2016-17	
Division	KHR-II	
PO Number	4530000018	Quoted By the Contractor -3.91%

Total Net Value Details			
Total PO Value	26,918,390.60	-3.91%	25,865,881.53
Total Executed Value	22,825,523.28	-3.91%	21,933,045.32
Total Excess Value	0.00	-3.91%	0.00
Total Saving Value	0.00	-3.91%	0.00
Total Extra Item Value	0.00		0.00
Total Net Value			25,865,881.53

PO Item	Service Code	KTEXT1	PO Qty.	PO Rate	Unit	PO Amount	Executed Qty.	Executed Amt.	Excess Qty	Saving Qty.	Exc./Sav. Net value
10	RD-010	Road Surface Sectioning & Rem...	56,955.7	10.0000	SQM	569,557.50	56,563.110	537,349.55			0.00
20	AS-004B	BBM 75mm thick,40mm trap meta...	6,364.400	205.7000	SQM	1,309,157.08	6,306.760	1,223,511.44			0.00
30	AS-007	DBM min4.5% bitumen 60/70	1,640.190	6,122.6800	CUM	10,042,358.51	1,638.238	9,501,780.40			0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	1,423.900	7,041.3000	CUM	10,026,107.07	1,414.078	9,438,970.65			0.00
50	AS-003	low viscosity liquid bitumino...	69,448.3	13.9000	SQM	965,332.34	69,448.370	833,380.44			0.00

(1) Click on _____.

Enter either Savings or Excess for the required line items – Note that you should not enter both for a single line item

Excess/Saving/Extra Item Statement

Project Code	PHI-00018	Upgradation of Internal Roads
Vendor Code	100010	Patil Engineers & Associate
Plant	5009	Kharghar
CA Number	01/CIDCO/EE (KHR-II)/2016-17	
Division	KHR-II	
PO Number	4530000018	Quoted By the Contractor -3.91%

Total Net Value Details			
Total PO Value	26,918,390.60	-3.91%	25,865,881.53
Total Executed Value	22,825,523.28	-3.91%	21,933,045.32
Total Excess Value	0.00	-3.91%	0.00
Total Saving Value	0.00	-3.91%	0.00
Total Extra Item Value	0.00		0.00
Total Net Value			25,865,881.53

PO Item	Service Code	KTEXT1	PO Qty.	PO Rate	Unit	PO Amount	Executed Qty.	Executed Amt.	Excess Qty	Saving Qty.	Exc./Sav. Net value
10	RD-010	Road Surface Sectioning & Rem...	56,955.7	10.0000	SQM	569,557.50	56,563.110	537,349.55		392.64	0.00
20	AS-004B	BBM 75mm thick,40mm trap meta...	6,364.400	205.7000	SQM	1,309,157.08	6,306.760	1,223,511.44		57.64	0.00
30	AS-007	DBM min4.5% bitumen 60/70	1,640.190	6,122.6800	CUM	10,042,358.51	1,638.238	9,501,780.40		1.95	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6...	1,423.900	7,041.3000	CUM	10,026,107.07	1,414.078	9,438,970.65		9.822	0.00
50	AS-003	low viscosity liquid bitumino...	69,448.3	13.9000	SQM	965,332.34	69,448.370	833,380.44			0.00
60	RF-008	TP pavement resin 10% appr'd g...	3,041.000	880.0000	SQM	2,676,080.00	599.780	500,816.30		2441.22	0.00
70	EXBD-001A	Manual excavation earth,soil,...	833.770	165.6700	CUM	138,130.68	717.149	111,158.10		16.621	0.00
80	EXBD-008	Providing soling using 80mm s...	461.540	651.6700	CUM	300,771.77	445.244	267,146.40		16.296	0.00
90	PCC-004B	P/C PCC M-20 for sills, jambs...	15.000	4,043.0000	CUM	60,645.00	0.000	0.00		15	0.00

(1) Click on _____.

SAP Training manual

Excess/Saving/Extra Item Statement

Project Code	PHI-00018	Upgradation of Internal Roads	Total Net Value Details			
Vendor Code	100010	Patil Engineers & Associate	Total PO Value	26,918,390.60	-3.91%	25,865,861.53
Plant	5009	Kharghar	Total Executed Value	22,825,523.28	-3.91%	21,933,045.32
CA Number	01/CIDCO/EE (KHR-II)/2016-17		Total Excess Value	0.00	-3.91%	0.00
Division	KHR-II		Total Saving Value	0.00	-3.91%	0.00
PO Number	4530000018	Quoted By the Contractor	Total Extra Item Value	0.00		0.00
			Total Net Value			25,865,861.53

PO Item	Service Code	KTEXT1	PO Qty.	PO Rate	Unit	PO Amount	Executed Qty.	Executed Amt.	Excess Qty	Saving Qty.	Exc./Sav. Net value	WBS Code
10	RD-010	Road Surface Sectioning & Rem.	56,955.7	10.0000	SQM	569,557.50	56,563.110	537,349.55		392.64	0.00	PHI-00018-01
20	A5-004B	BBM 75mm thick,40mm trap meta.	6,364.400	205.7000	SQM	1,309,157.08	6,306.760	1,223,511.44		57.64	0.00	PHI-00018-02
30	A5-007	DEM min4.5% bitumen 60/70	1,640.190	6,122.6800	CUM	10,042,358.51	1,638.238	9,501,780.40		1.95	0.00	PHI-00018-03
40	A5-009	AC/BC bitumen 5% to 7% with 6	1,423.900	7,041.3000	CUM	10,026,107.07	1,414.078	9,438,970.65		9.822	0.00	PHI-00018-04
50	A5-003	low viscosity liquid bitumen.	69,448.3	13.9000	SQM	965,332.34	69,448.370	833,380.44	0.0359.5		0.00	PHI-00018-05
60	RF-008	TP pavement resin 10% apprpd g.	3,041.000	880.0000	SQM	2,676,080.00	599.780	500,816.30		2441.22	0.00	PHI-00018-06
70	EXBD-001A	Manual excavation earth,soil.	833.770	165.6700	CUM	138,130.68	717.149	111,158.10		116.621	0.00	PHI-00018-07
80	EXBD-008	Providing soling using 80mm s.	461.540	651.6700	CUM	300,771.77	445.244	267,146.40		16.296	0.00	PHI-00018-08
90	PCC-004B	P/C PCC M-20 for sills, jamb.	15.000	4,043.0000	CUM	60,645.00	0.000	0.00		15	0.00	PHI-00018-09
100	MDA-022	Brick masonry C.M.1:3, both s.	136.000	773.0000	NO	105,128.00	112.000	81,760.00		24	0.00	PHI-00018-05
110	MDA-023A	RCC Heavy Duty Manhole Frame	86.000	319.1000	NO	27,442.60	65.000	19,500.00		21	0.00	PHI-00018-10
120	MDA-023B	RCC Heavy Duty Manhole Cover	87.000	1,251.4000	NO	108,871.80	65.000	77,350.00		22	0.00	PHI-00018-10
130	MDA-024A	RCC Scraper manhole frame1220.	55.000	2,335.1500	NO	128,433.25	24.000	52,800.00		31	0.00	PHI-00018-11
140	MDA-024B	RCC Scraper manhole Cover1220.	58.000	7,937.5000	NO	460,375.00	24.000	180,000.00		34	0.00	PHI-00018-11

Enter is now pressed.

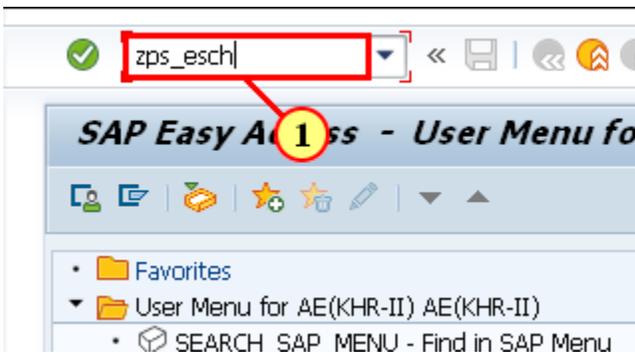
Click on Save and go back to main menu

Excess/Saving/Extra Item Statement

Project Code	PHI-00018	Upgradation of Internal Roads	Total Net Value Details			
Vendor Code	100010	Patil Engineers & Associate	Total PO Value	26,918,390.60	-3.91%	25,865,861.53
Plant	5009	Kharghar	Total Executed Value	22,825,523.28	-3.91%	21,933,045.32
CA Number	01/CIDCO/EE (KHR-II)/2016-17		Total Excess Value	282,997.05	-3.91%	271,931.87
Division	KHR-II		Total Saving Value	2,730,789.19	-3.91%	2,624,015.33
PO Number	4530000018	Quoted By the Contractor	Total Extra Item Value	0.00		0.00
			Total Net Value			23,513,798.07

(1) Click on **Save**.

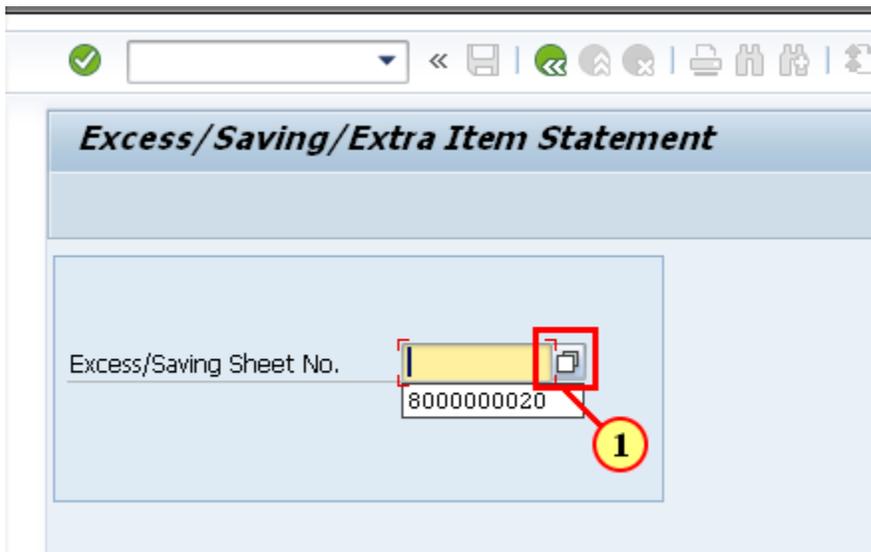
21.2. Tcode ZPS_ESCH to change the Excess/Savings statement



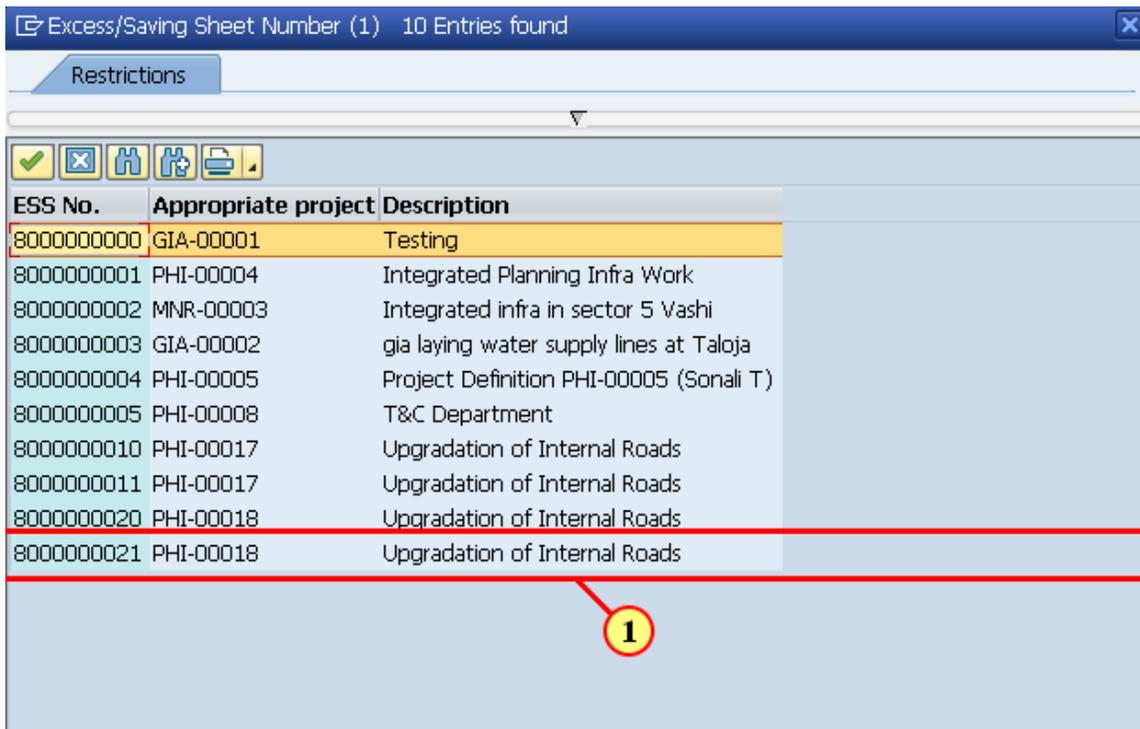
(1) The field is filled out.

SAP Training manual

Enter the Excess/Saving Sheet No. to open it



(1) Click on .



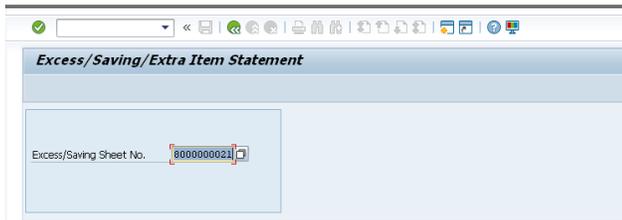
(1)

8000000021	PHI-00018	Upgradation of Internal Roads
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 is double-clicked.

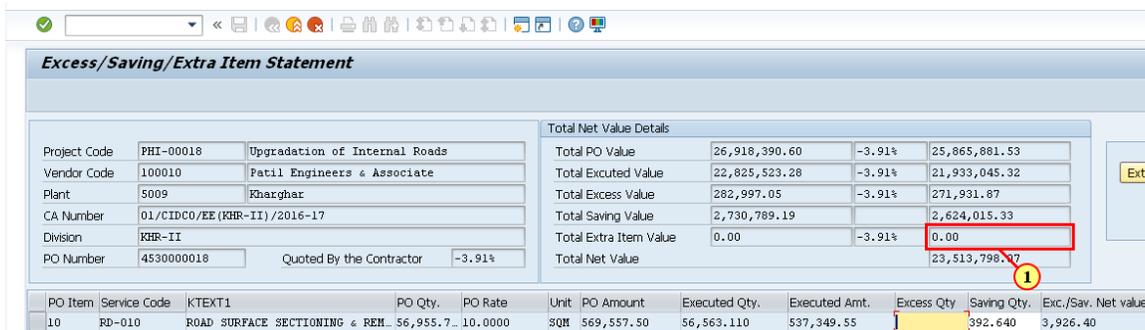
Click Enter

SAP Training manual

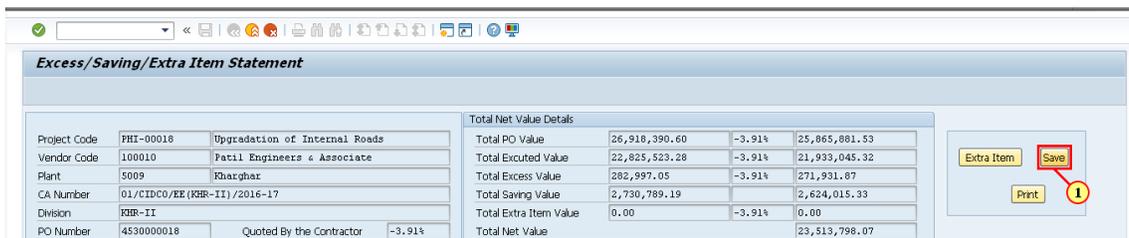


Enter is now pressed.

Excess/Saving/Extra Item Statement is opened – Make changes if required

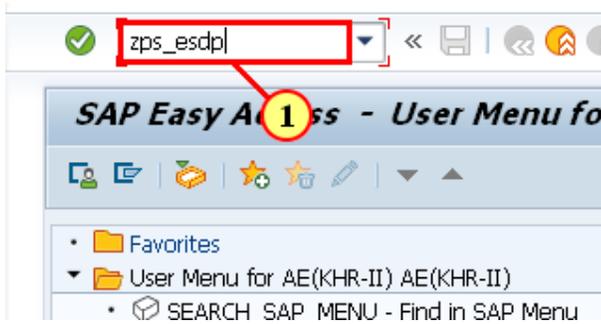


Excess/Saving/Extra Item Statement - Click Save and go back to main menu



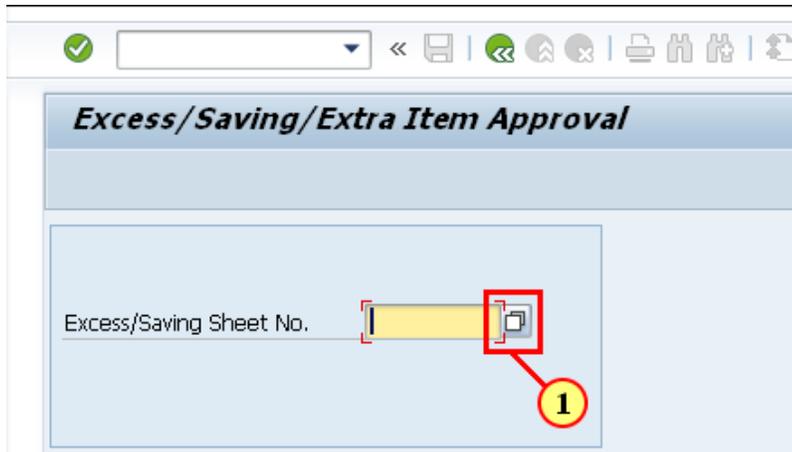
(1) Click on **Save**.

21.3. Tcode ZPS_ESDP – to display the Excess/Savings statement

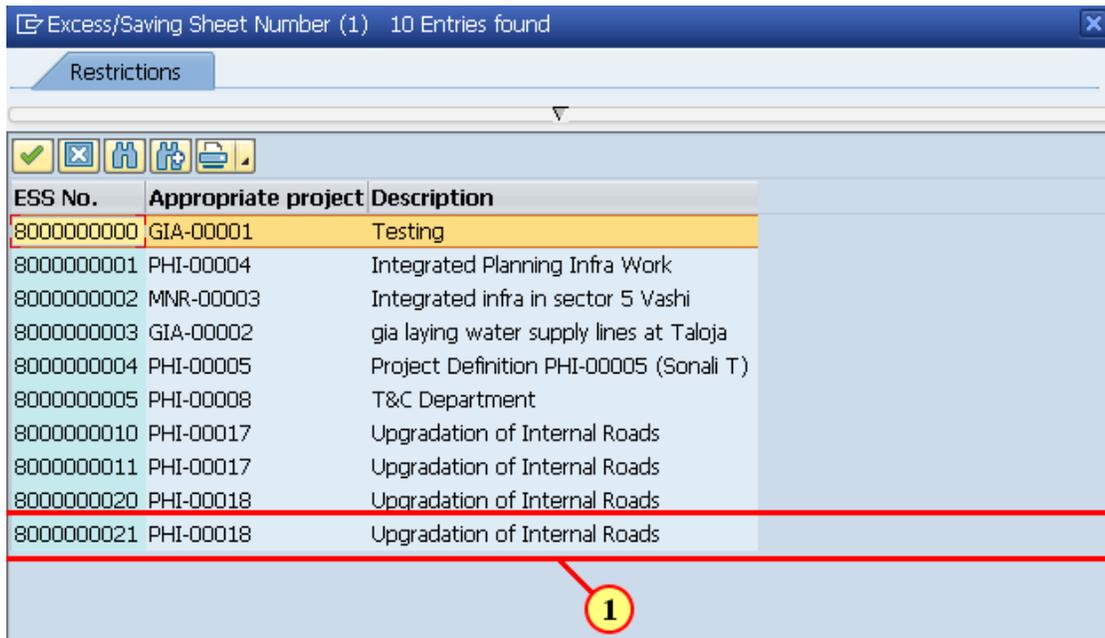


(1) The field is filled out.

Select the ES sheet number



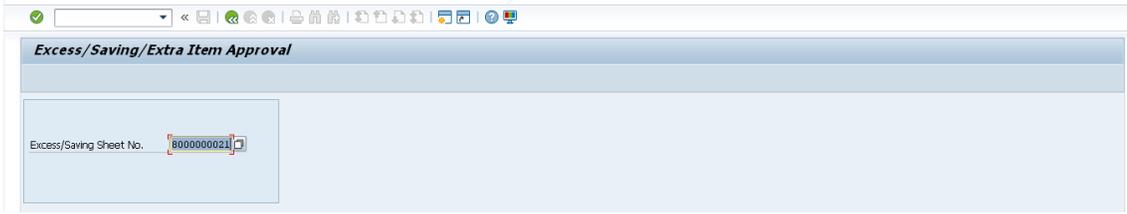
(1) Click on .



(1) **8000000021 PHI-00018 Upgradation of Internal Roads** is double-clicked.

Click Enter

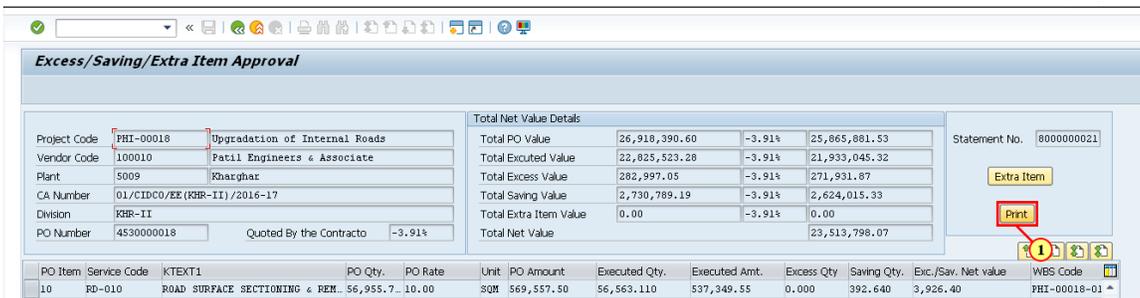
SAP Training manual



Enter is now pressed.

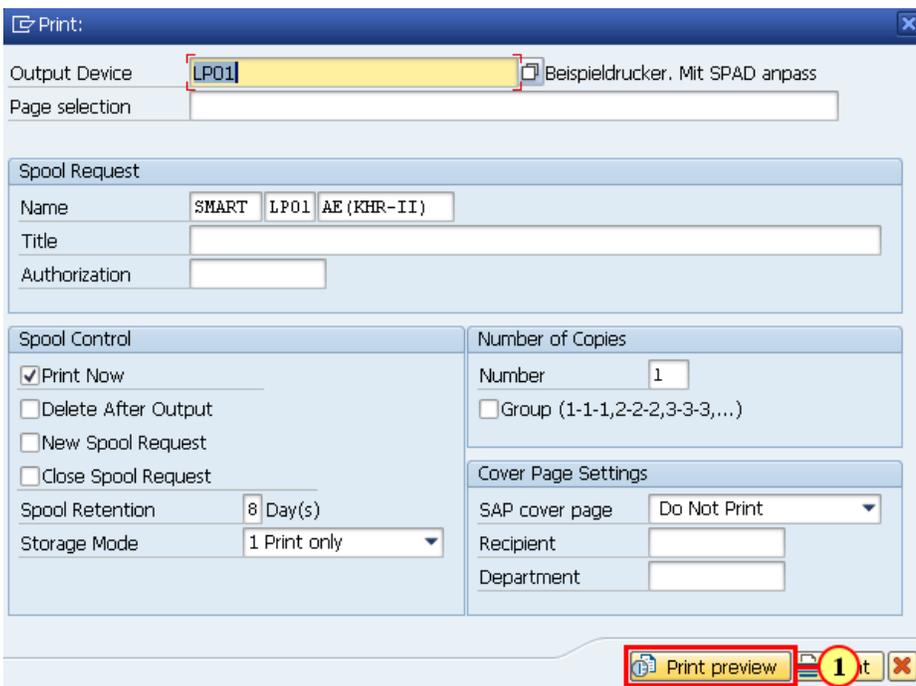
21.4. Print and save as pdf Excess/Savings statement

Excess/Saving/Extra Item Approval us displayed. Click on Print button



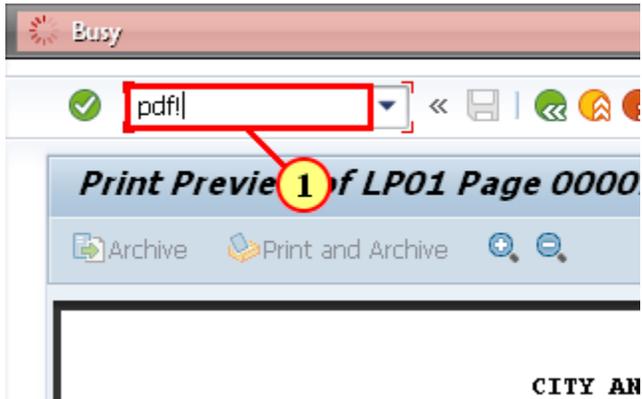
(1) Click on **Print**

Print: Select Output device is LP01 and click Print Preview button below



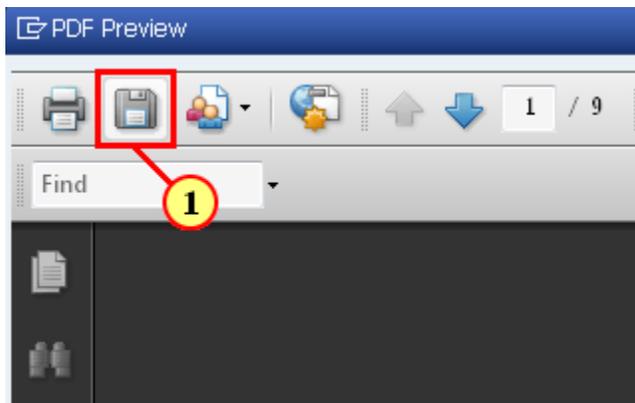
(1) Click on **Print preview**  Print preview

PDF view of the statement is shown – Enter pdf! And click enter to get the pdf view



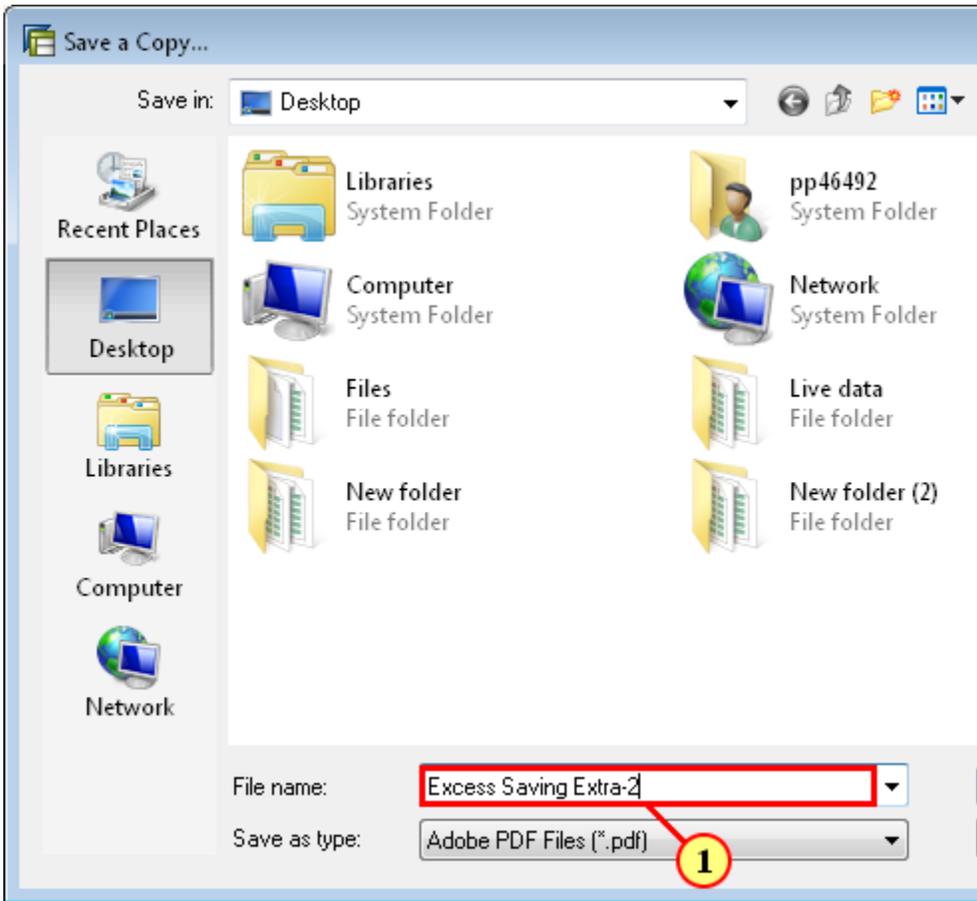
(1) The field is filled out.

PDF Preview - Save

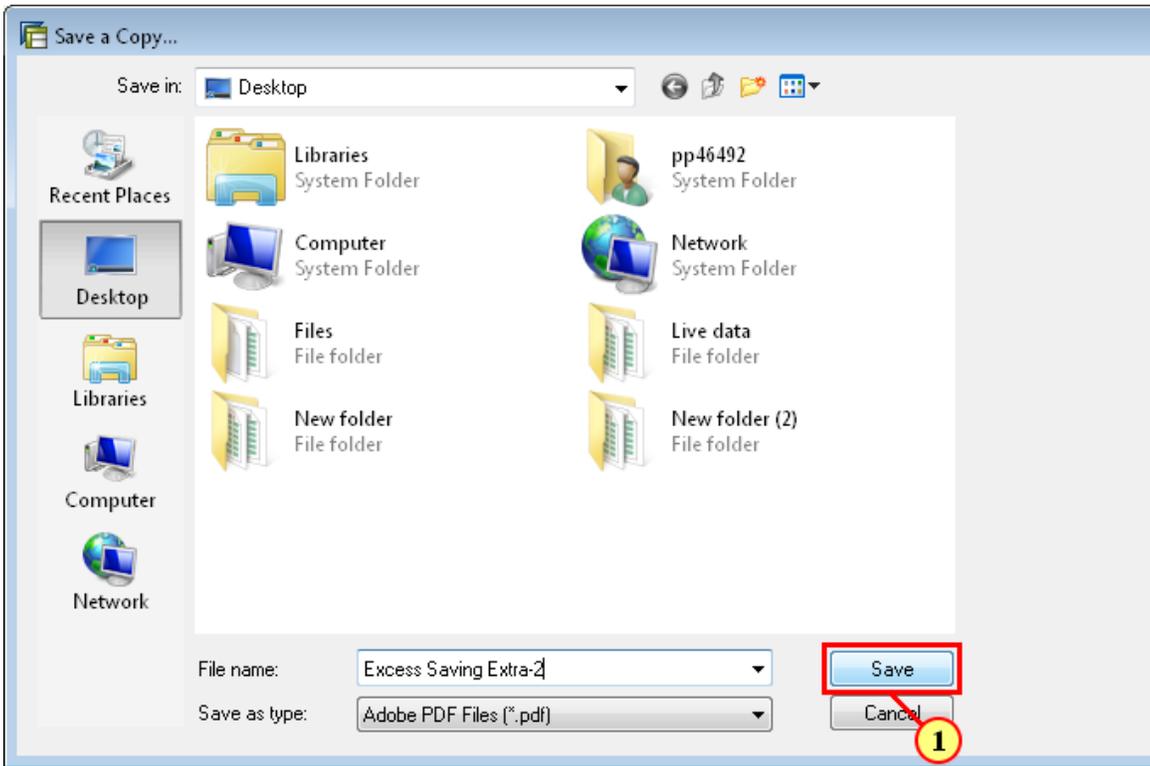


(1) Click on **Save a Copy** .

Save a Copy...

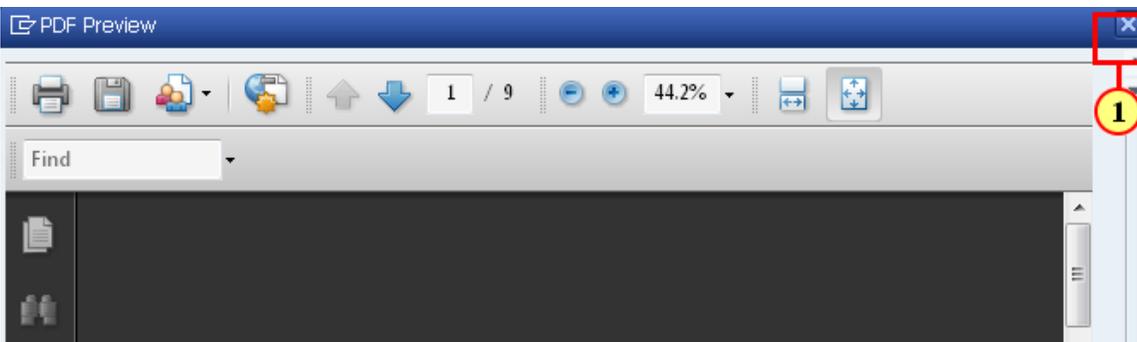


(1) The **File name:** field is filled out.



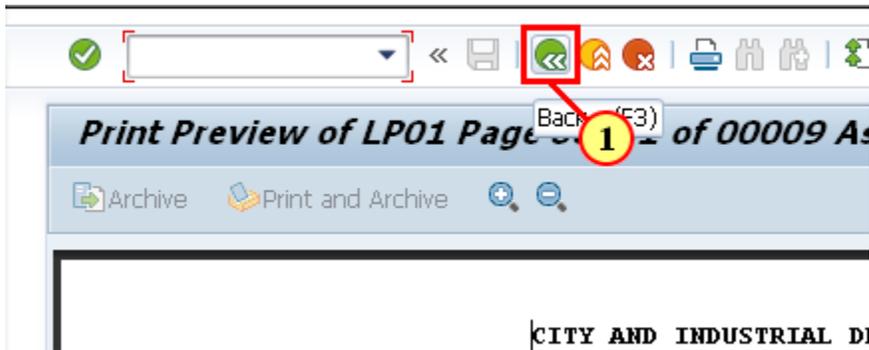
(1) Click on **Save** .

PDF Preview – Close



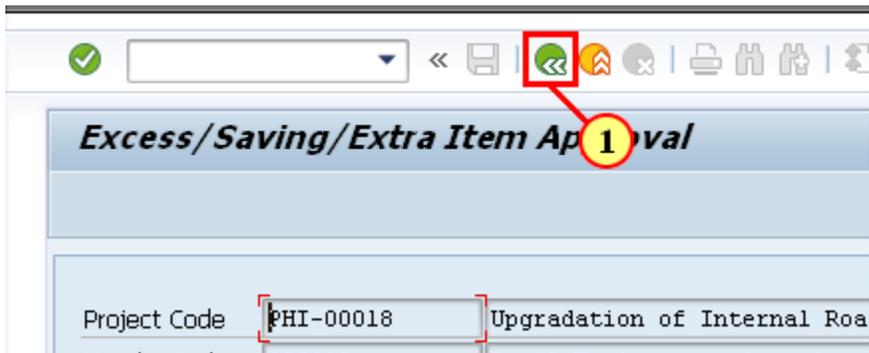
(1) Click on **Close** .

Go back



(1) Click on .

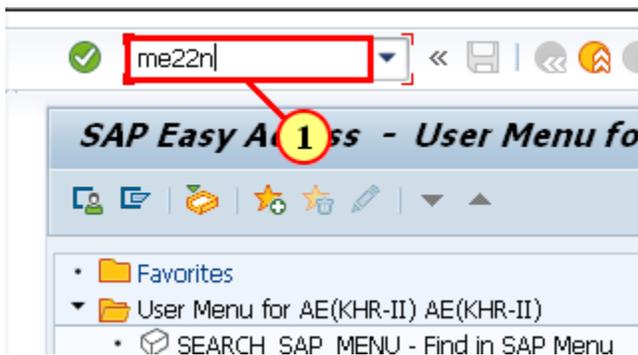
Go back to main menu



(1) Click on .

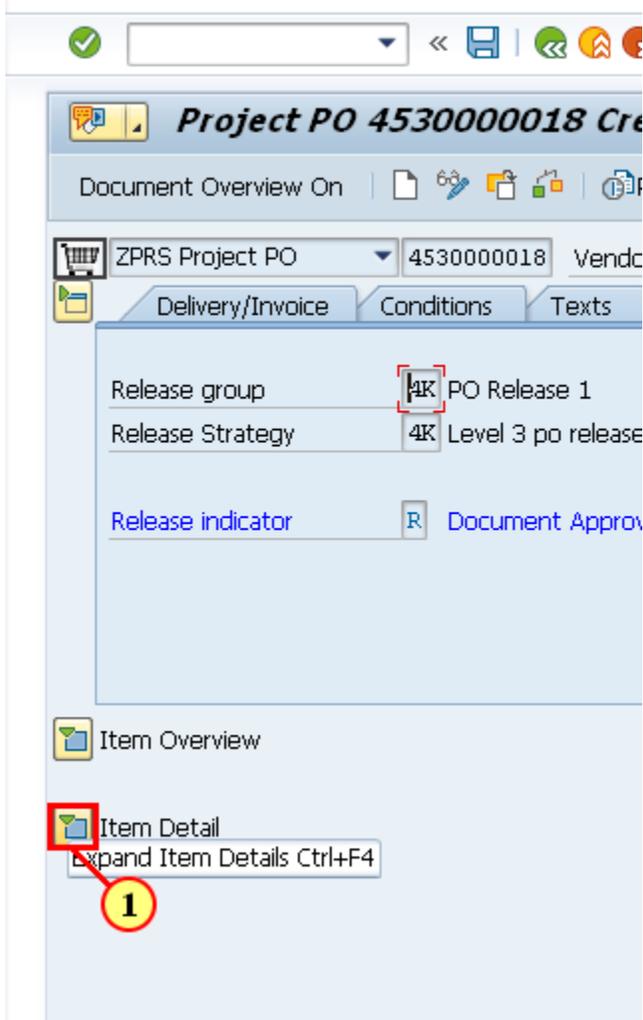
21.5. Change PO -- Tcode ME22N

Login with EE



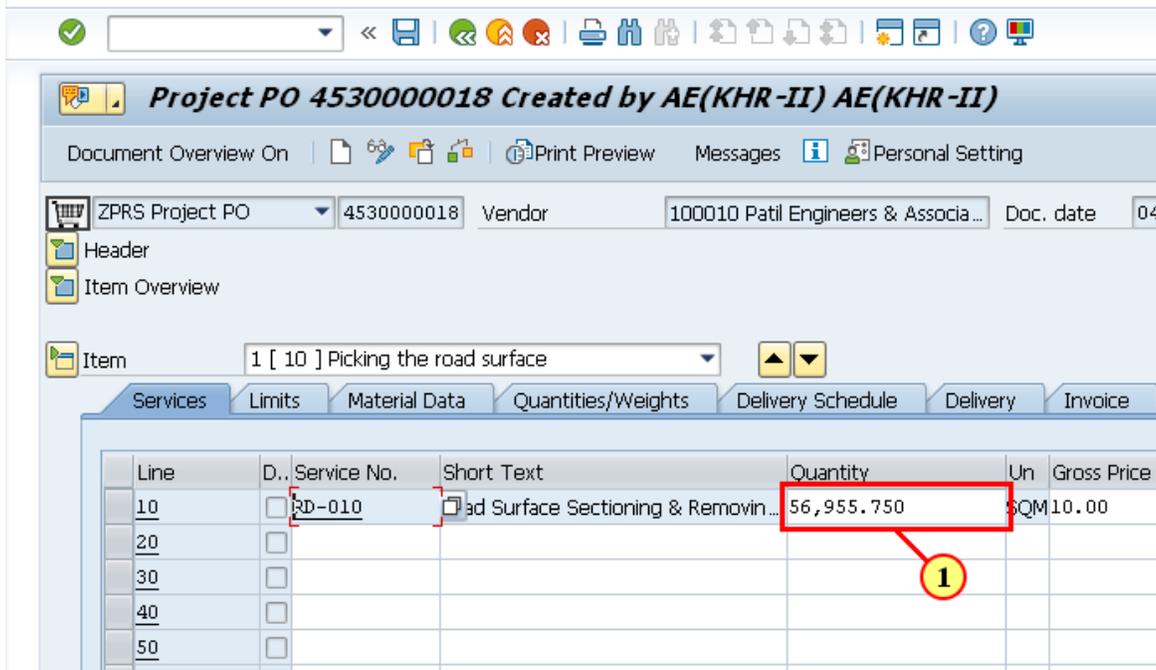
(1) The field is filled out.

Project PO 4530000018 – Expand Item Detail screen



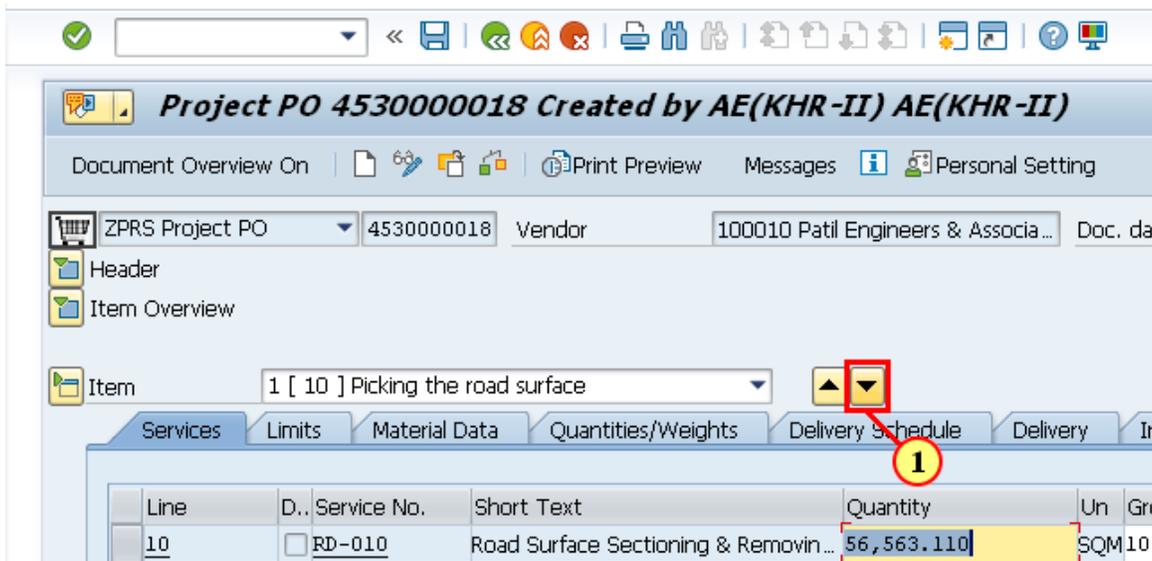
(1) Click on .

Select the item and make changes to quantity



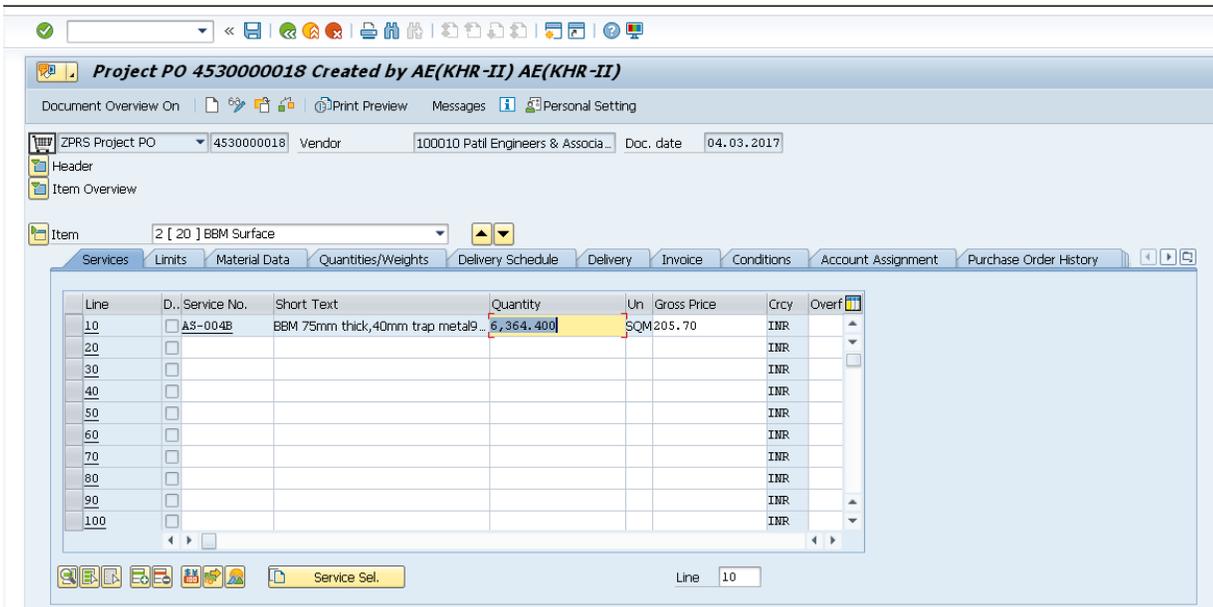
(1) Click on .

Similarly move to other items within the PO and change the quantities depending on Excess or Savings



(1) Click on .

Change quantity

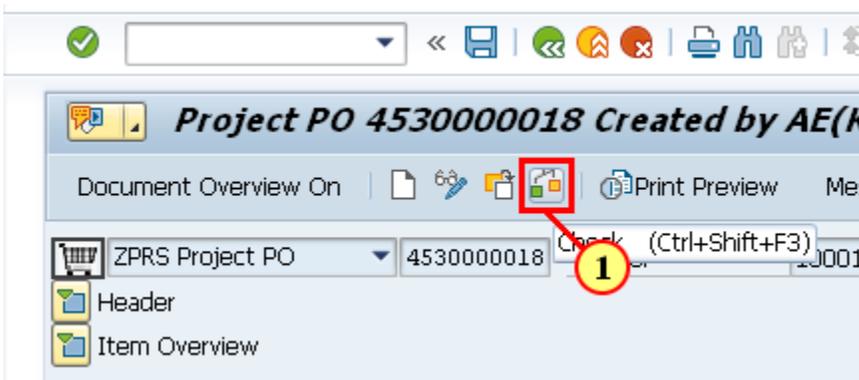


Ctrl+V is now pressed.

Make changes for all items

21.6. Check for Errors

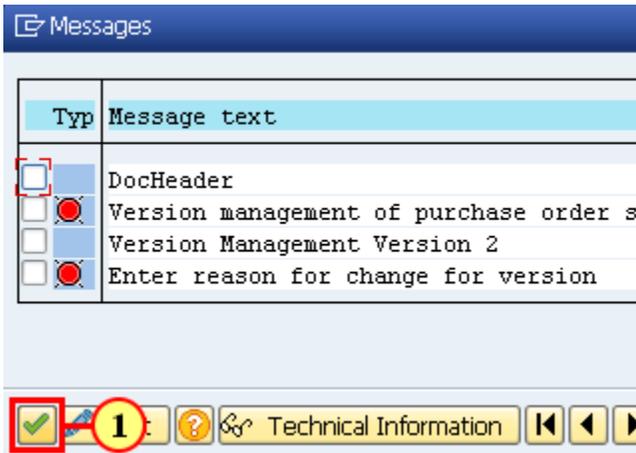
Click on Check button to see if any errors



(1) Click on **Check** .

21.7. Error Message for Version and Reason for change

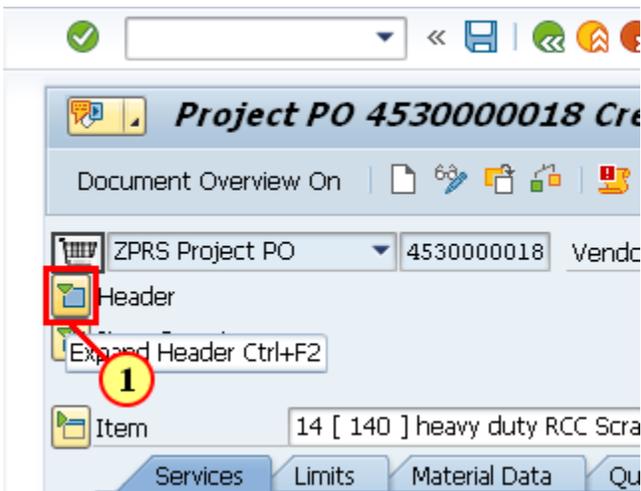
Messages - Critical messages were prompted



(1) Click on **Continue**

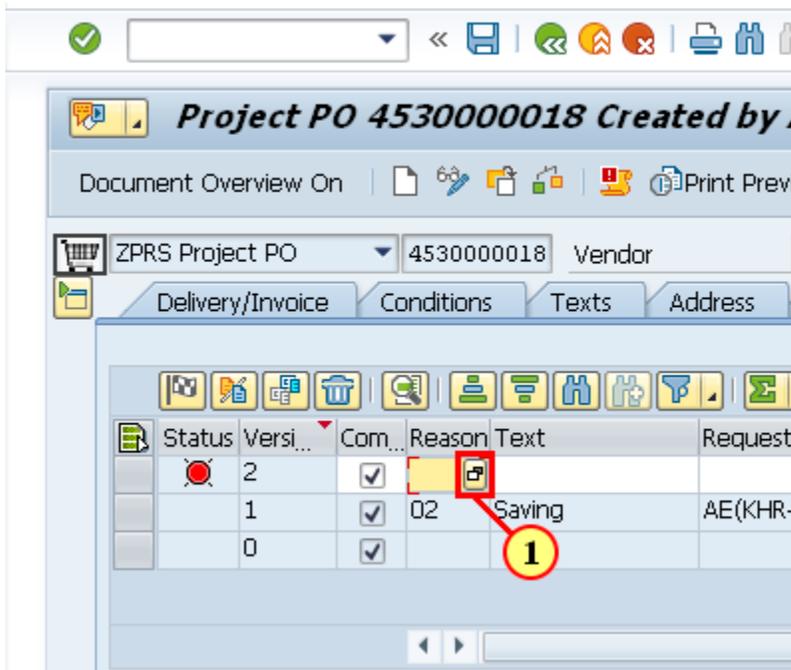
21.8. Versions tab

Click on PO header and navigate to Versions tab



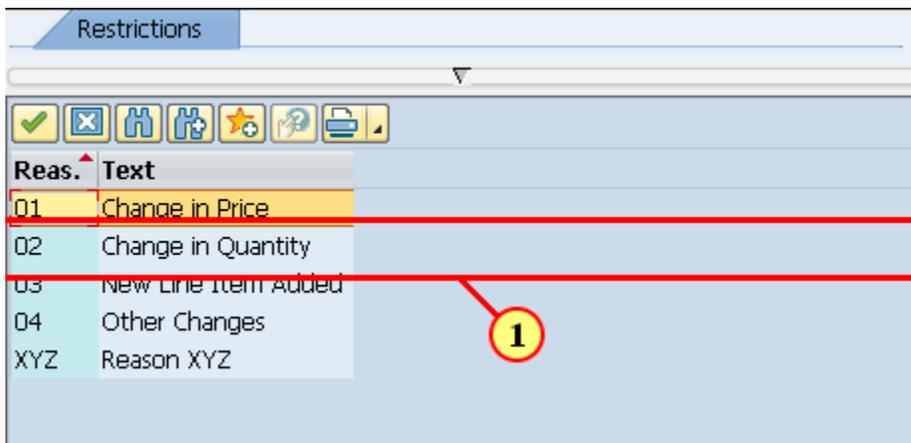
(1) Click on

Click the checkbox, Select Reason and enter Text.

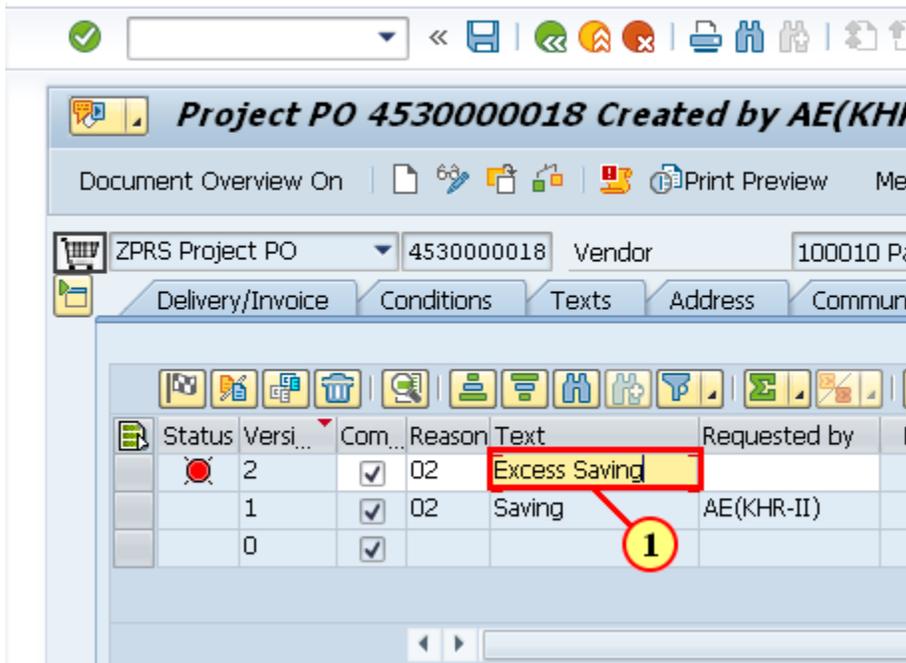


(1) Click on

Reason for change (1)

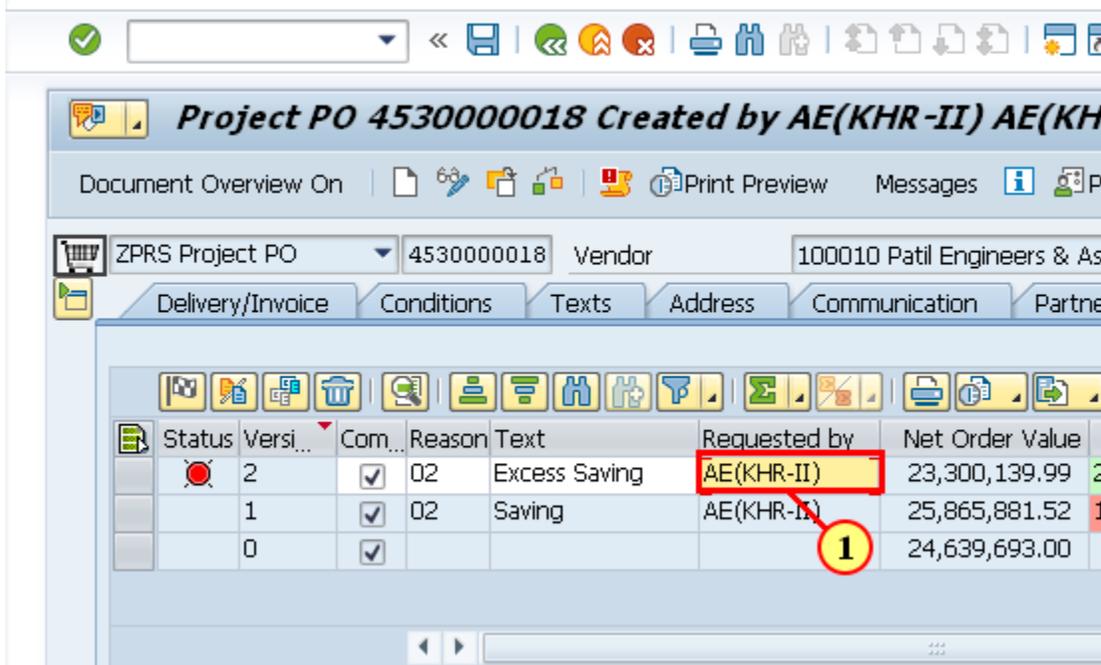


(1) 02 Change in Quantity is double-clicked.



(1) The field is filled out.

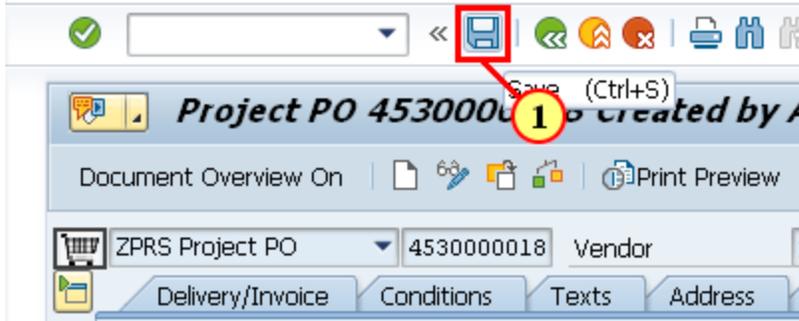
Enter your employee id in the Requested By field



(1) The field is filled out.

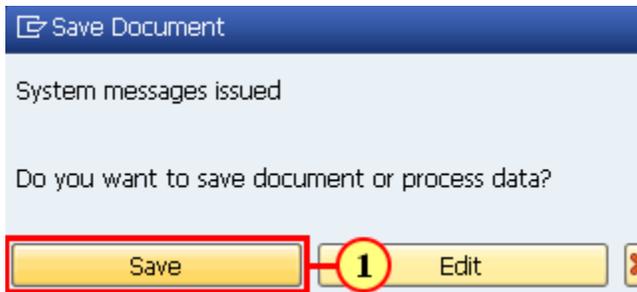
21.9. Save PO

Click to Save PO



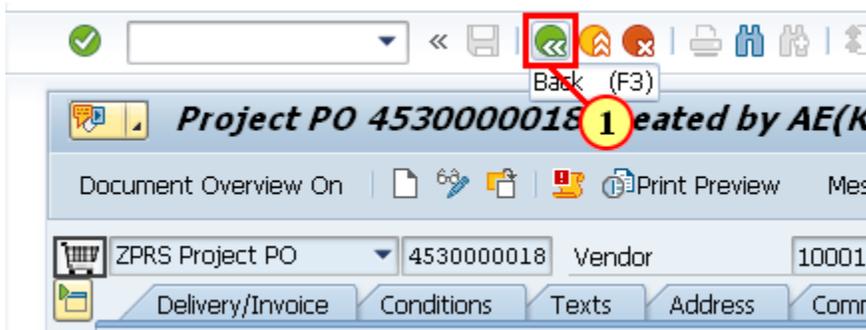
(1) Click on .

Save Document - Click Save



(1) Click on .

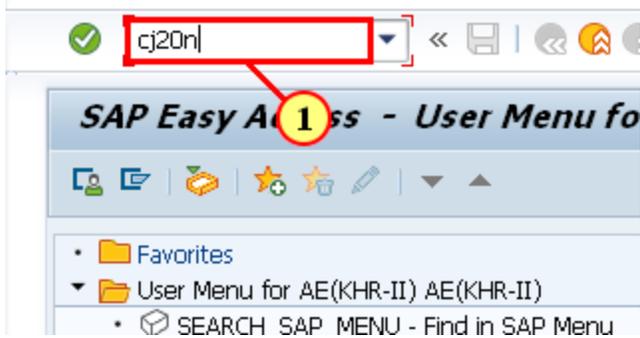
Go back



(1) Click on .

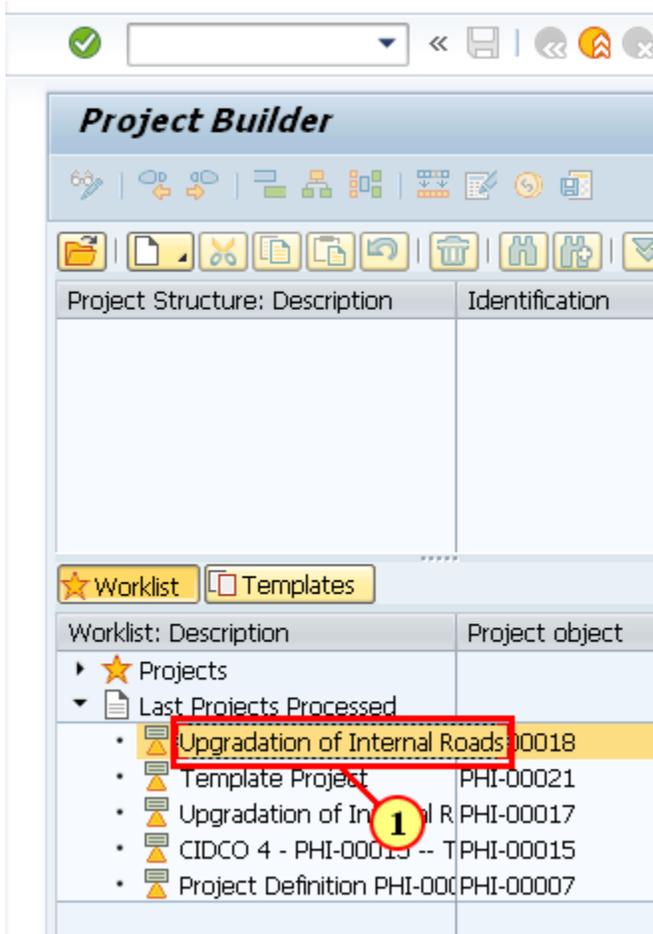
21.10. Open Project in Project builder – Tcode CJ20N

Tcode CJ20N



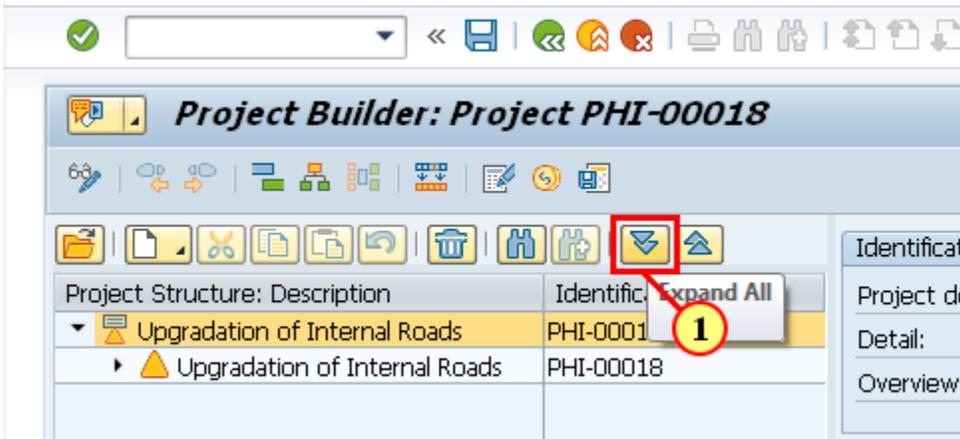
(1) The field is filled out.

Open the required project



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

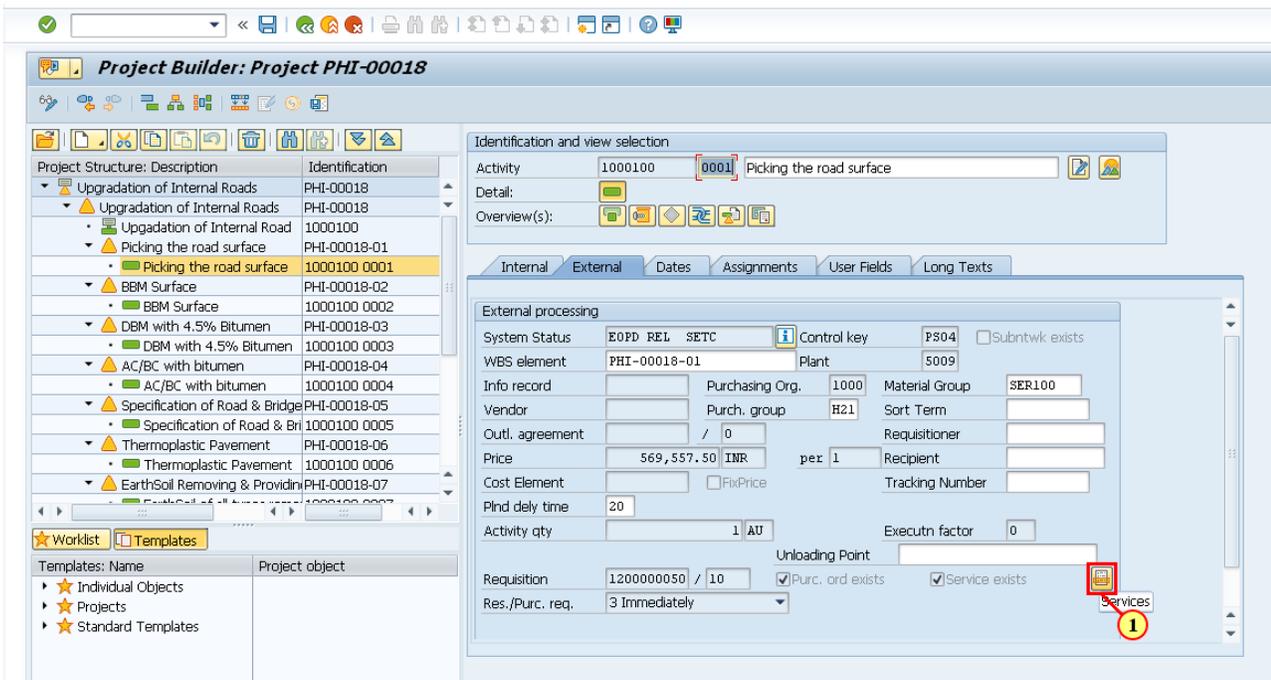
Expand the project



- (1) Click on .

21.11. Edit the Service/s activity

Select the service where excess/Savings are to be recorded



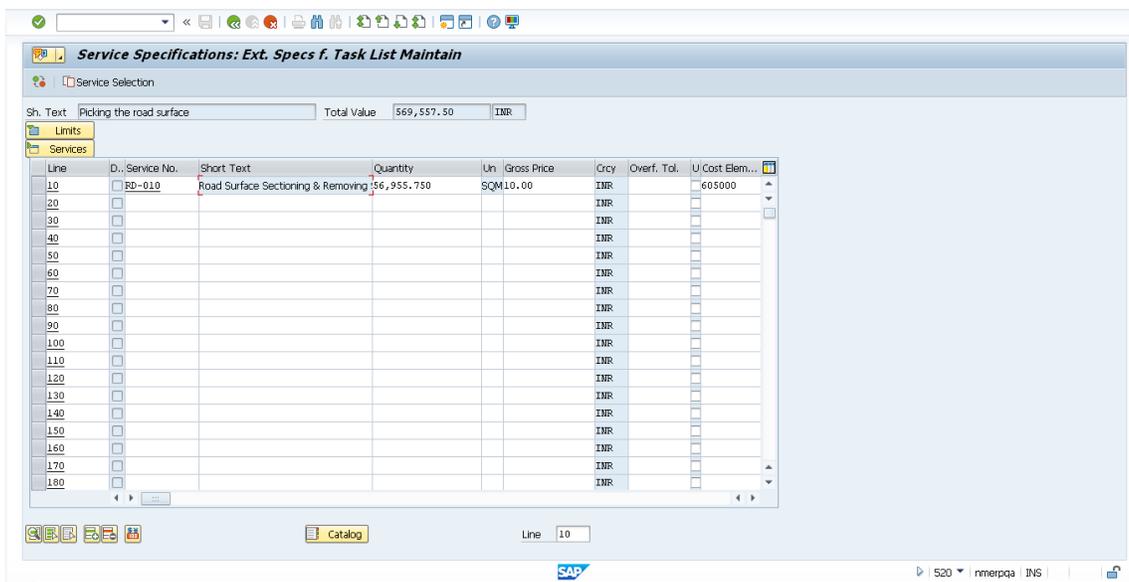
- (1) Click on .

Information – Click green tick mark to proceed



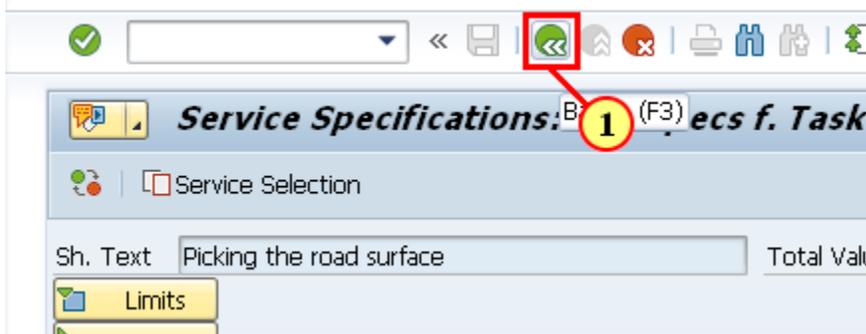
Enter is now pressed.

Service Specifications: Ext. Specs f. Task List Maintain – Enter the changed quantity as per excess or savings



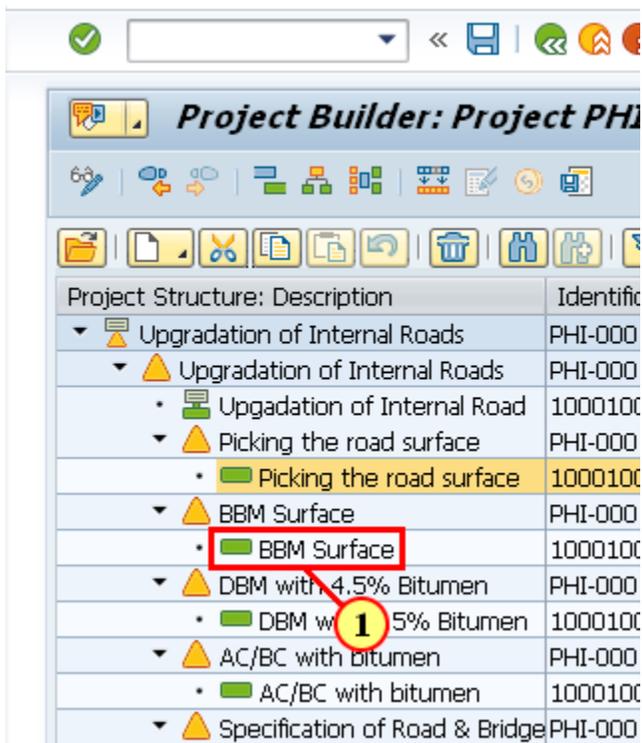
Tab is now pressed.

Go back

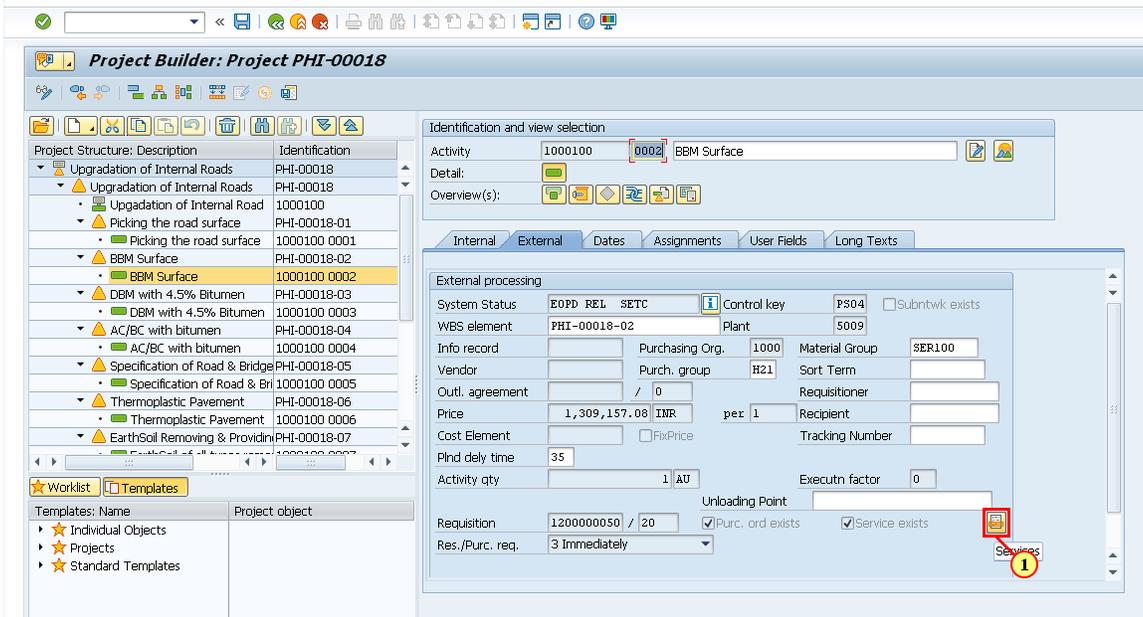


(1) Click on .

Similarly select all other service activities where excess or savings have been obtained and change the quantities accordingly

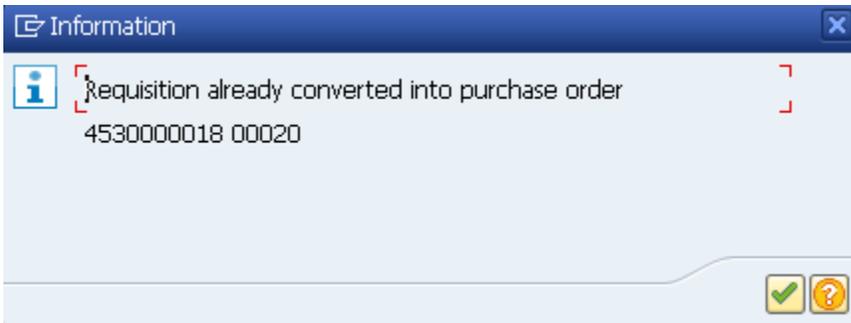


(1) Click on  BBM Surface.



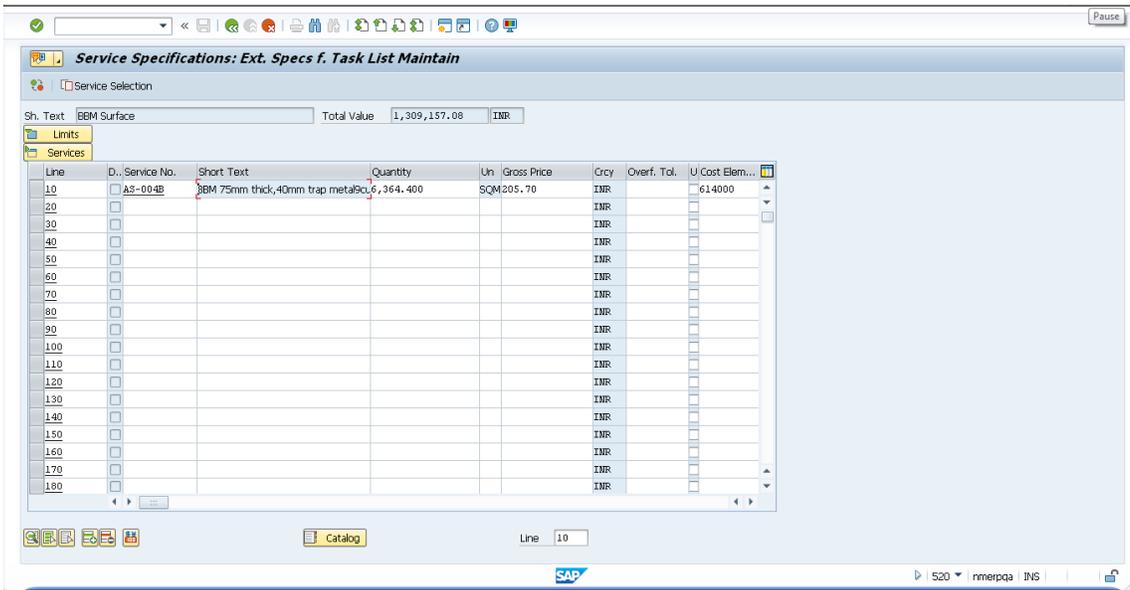
(1) Click on .

Information – Click green tick mark to proceed



Enter is now pressed.

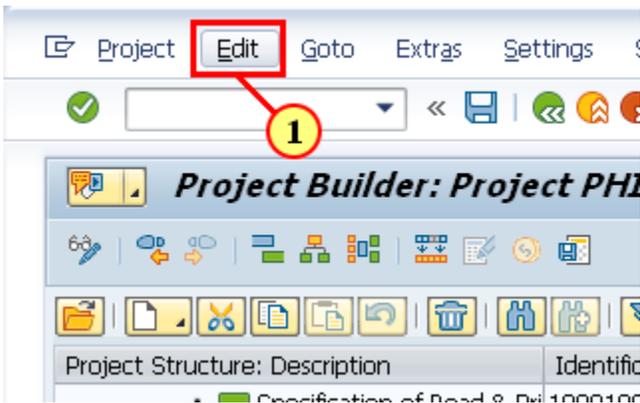
Change quantity



Tab is now pressed.

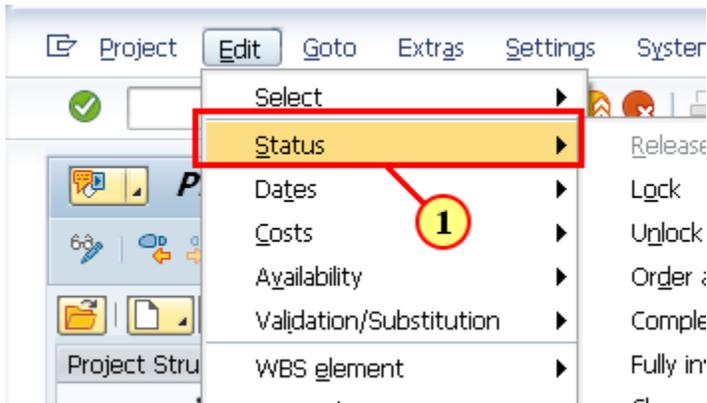
21.12. Set project status to TECO (Technically Complete)

Click on Edit



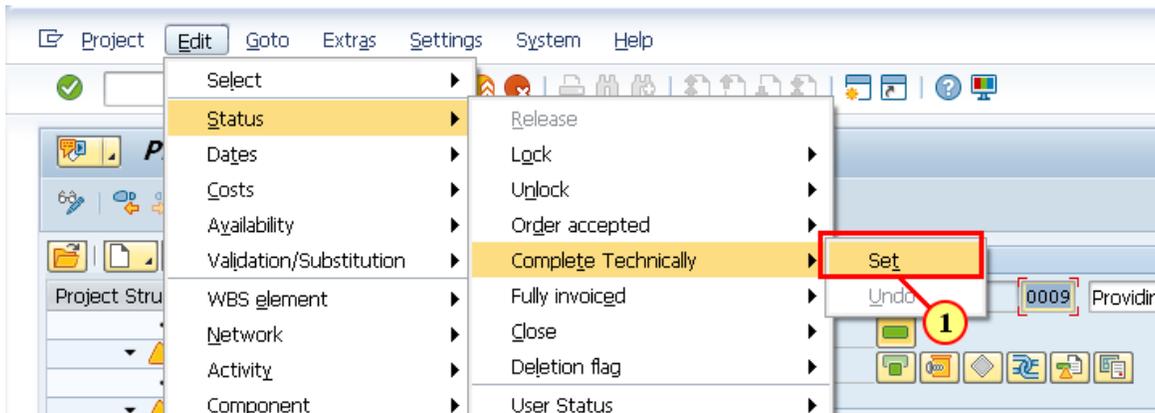
(1) Clicking on the **Edit** menu item executes it.

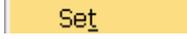
Select Status



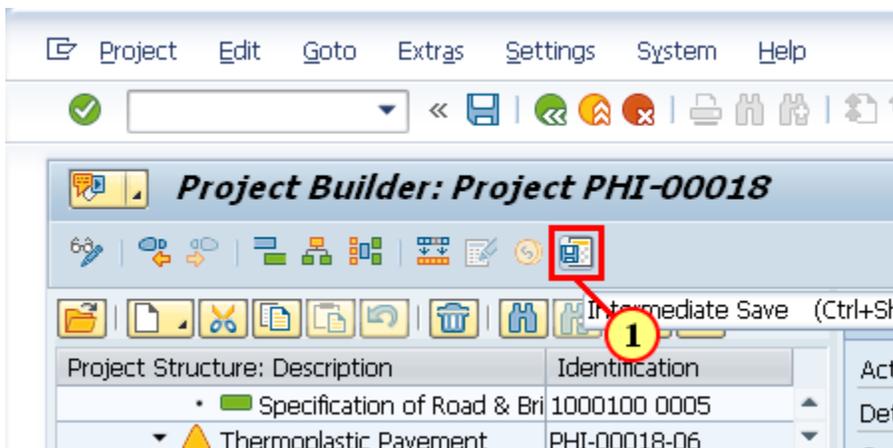
(1) Clicking on the **Status**  menu item executes it.

Complete Technically → Set



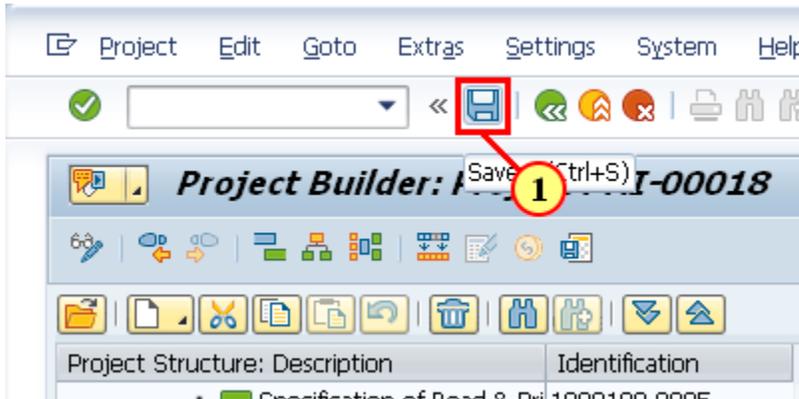
(1) Clicking on the **Set**  menu item executes it.

Intermediate Save



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

Click Final Save

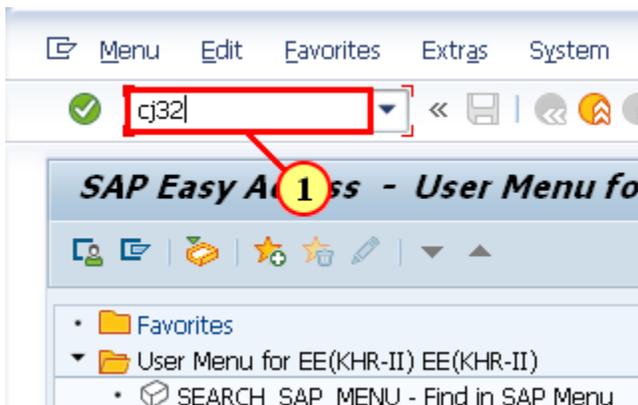


(1) Click on .

21.13. Release Project Budget – Tcode CJ32 – Login with EE since authorization is provided for EE profile

Enter Tcode CJ32

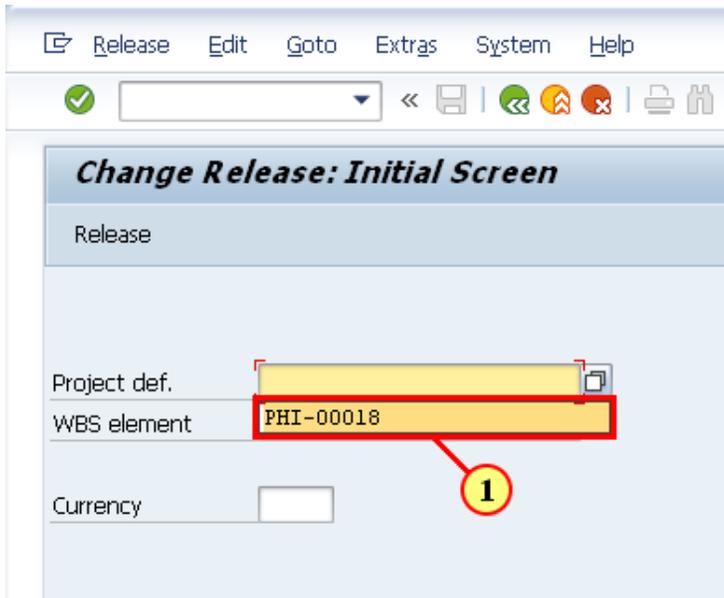
Login with EE



(1) The field is filled out.

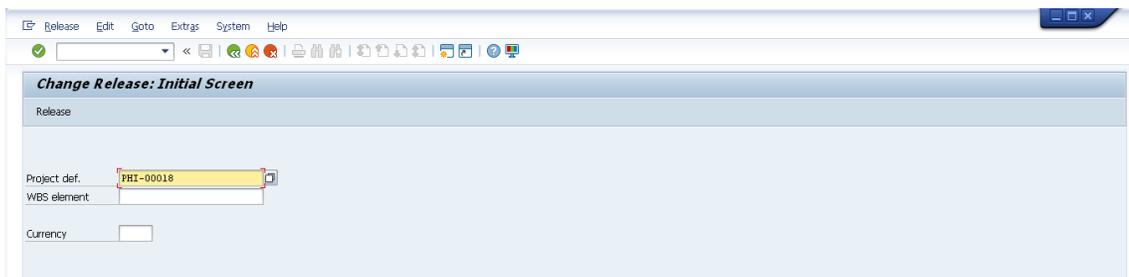
Select Project

SAP Training manual



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

Click Enter



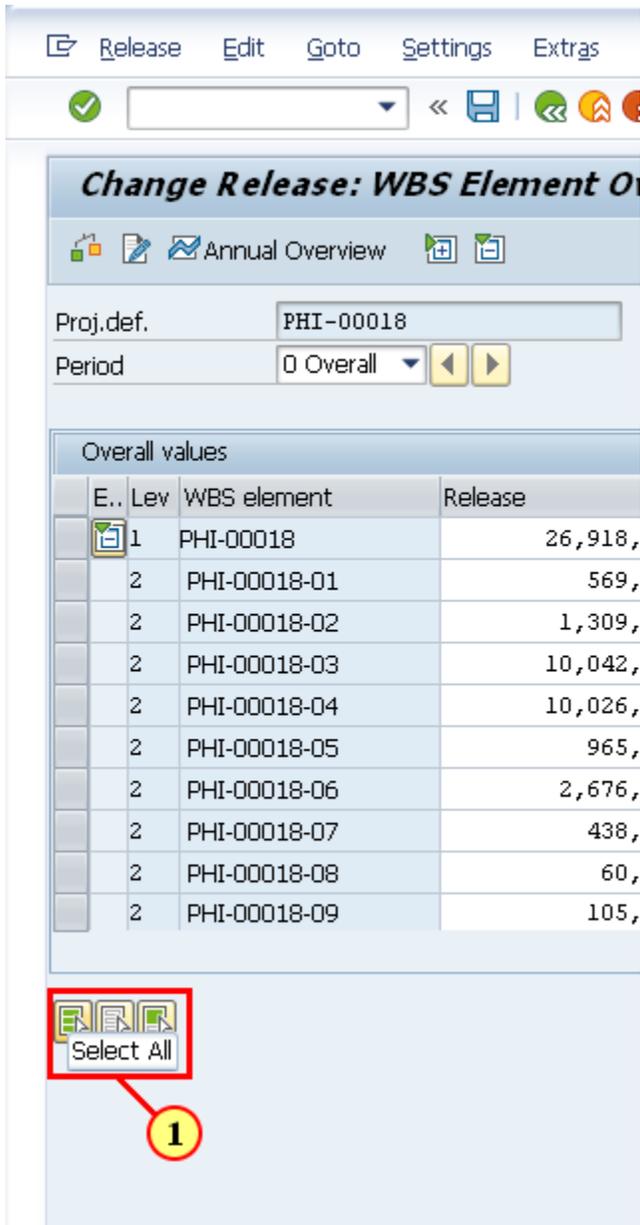
Enter is now pressed.

Check the Planned Total Version

E.. Lev	WBS element	Release	Tr...	Current budget	Distributed	Distributable	Assigned	Planned total Version 0	Cumulative
1	PHI-00018	26,918,390.60	INR	56,000,000.00	..918,390.60			24,246,246.40	..918,390.60
2	PHI-00018-01	569,557.50	INR	569,557.50		569,557.50	565,631.10	565,631.10	..569,557.50
2	PHI-00018-02	1,309,157.08	INR	1,309,157.08		1,309,157.08	1,297,300.53	1,297,300.53	..309,157.08
2	PHI-00018-03	10,042,358.51	INR	10,042,358.51		10,042,358.51	10,030,419.28	10,030,419.28	..042,358.51

21.14. Copy Planned Total into Release – Overall and Annual

Click Select All at the bottom of the list



Change Release: WBS Element Overview

Proj.def. PHI-00018

Period 0 Overall

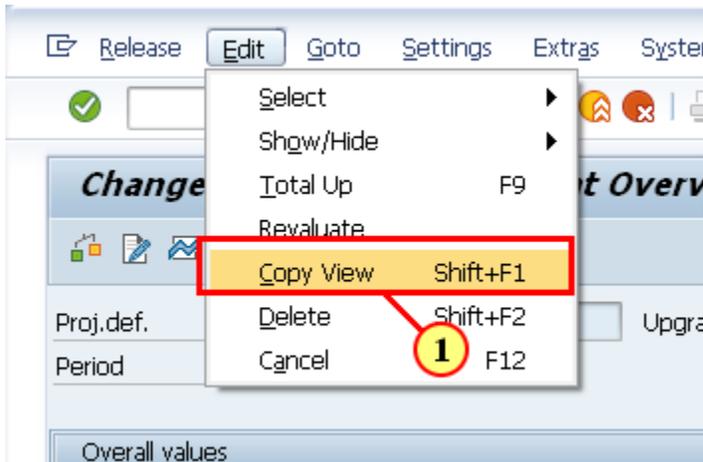
E.. Lev	WBS element	Release
1	PHI-00018	26,918,
2	PHI-00018-01	569,
2	PHI-00018-02	1,309,
2	PHI-00018-03	10,042,
2	PHI-00018-04	10,026,
2	PHI-00018-05	965,
2	PHI-00018-06	2,676,
2	PHI-00018-07	438,
2	PHI-00018-08	60,
2	PHI-00018-09	105,

Select All

1

(1) Click on  .

Edit → Copy View



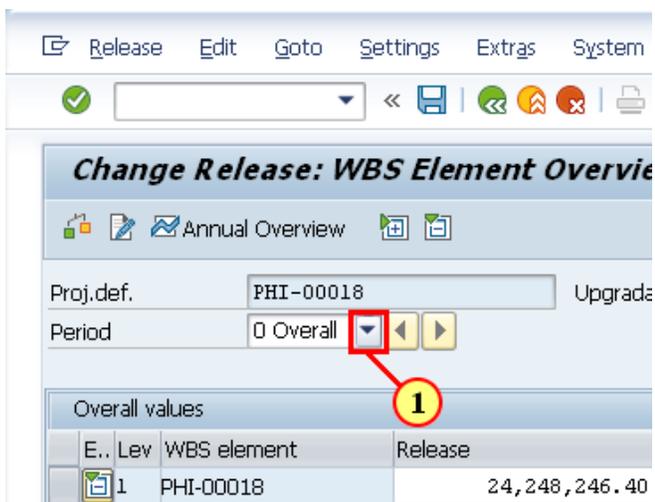
(1) Clicking on the **Copy View Shift+F1** Copy View Shift+F1 menu item executes it.

Enter 100 % and choose to Overwrite. Click Green tick mark to continue



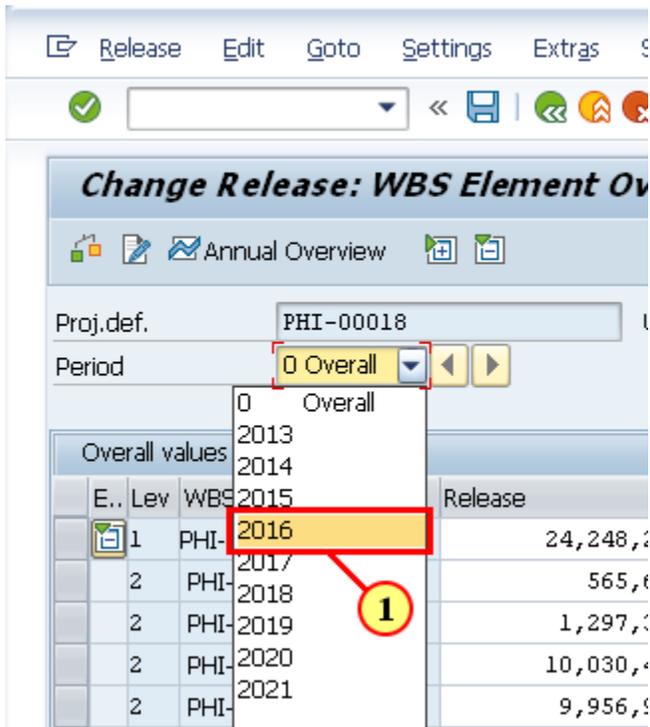
(1) Click on **Continue** .

Change the period to Fiscal and select year



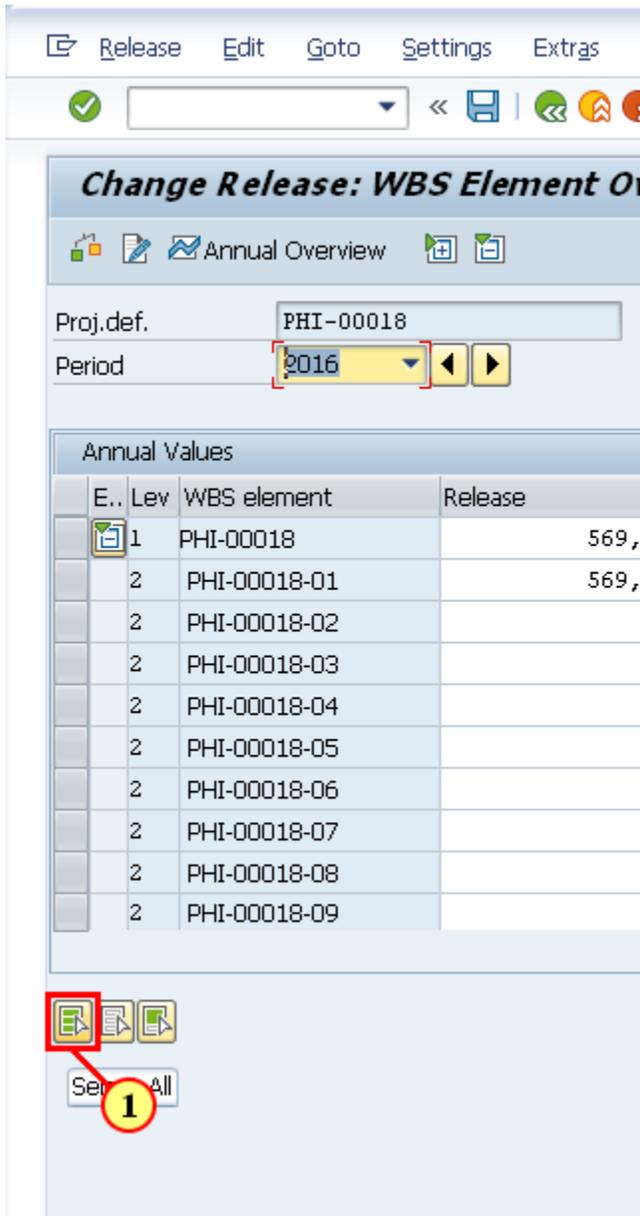
SAP Training manual

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



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

Click on Select All

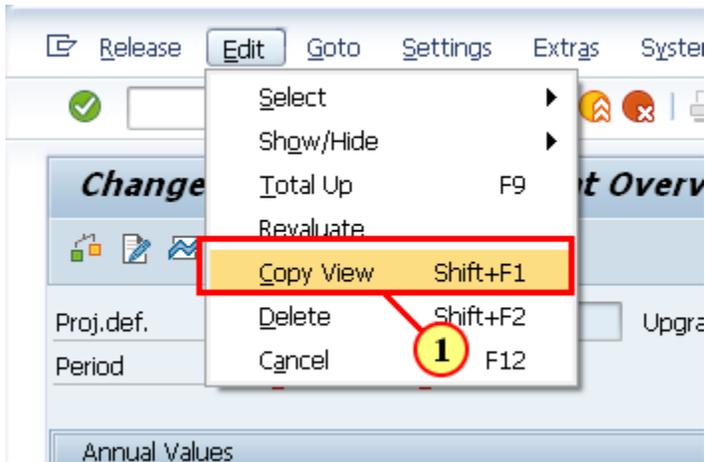


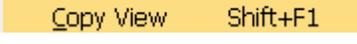
The screenshot shows the SAP 'Change Release: WBS Element Overview' interface. At the top, there is a menu bar with 'Release', 'Edit', 'Goto', 'Settings', and 'Extras'. Below the menu is a toolbar with a green checkmark, a dropdown arrow, a double left arrow, a save icon, a refresh icon, and a red stop icon. The main area has a title bar 'Change Release: WBS Element Overview' and a sub-header 'Annual Overview' with a plus and minus icon. Below this, there are input fields for 'Proj.def.' (PHI-00018) and 'Period' (2016). A table titled 'Annual Values' is displayed with columns 'E.. Lev', 'WBS element', and 'Release'. The table contains 10 rows of data. At the bottom left, there are three icons: a green document with a pencil, a green document, and a green document with a magnifying glass. A red box highlights the first icon, and a red circle with the number '1' is placed over it.

E.. Lev	WBS element	Release
1	PHI-00018	569,
2	PHI-00018-01	569,
2	PHI-00018-02	
2	PHI-00018-03	
2	PHI-00018-04	
2	PHI-00018-05	
2	PHI-00018-06	
2	PHI-00018-07	
2	PHI-00018-08	
2	PHI-00018-09	

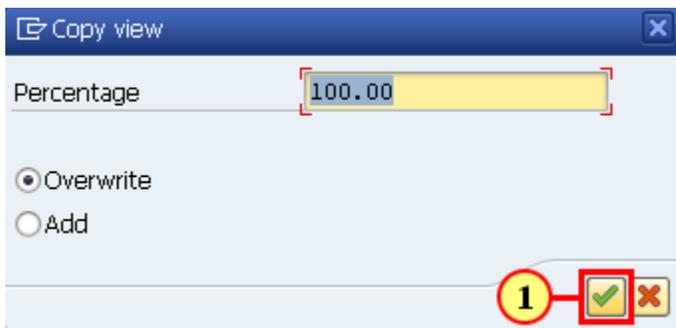
(1) Click on .

Edit → Copy View



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

Select 100% and choose Overwrite



(1) Click on **Continue** .

Similarly move to next year and Copy View

Change Release: WBS Element Overview

Proj.def. PHI-00018 Upgradation of

Period 2016

Next Year

Annual Values				
E.. Lev	WBS element	Release	Tr...	
1	PHI-00018	565,631.10	INR	

(1) Click on .

Select All

Release Edit Goto Settings Extras

Change Release: WBS Element Overview

Proj.def. PHI-00018

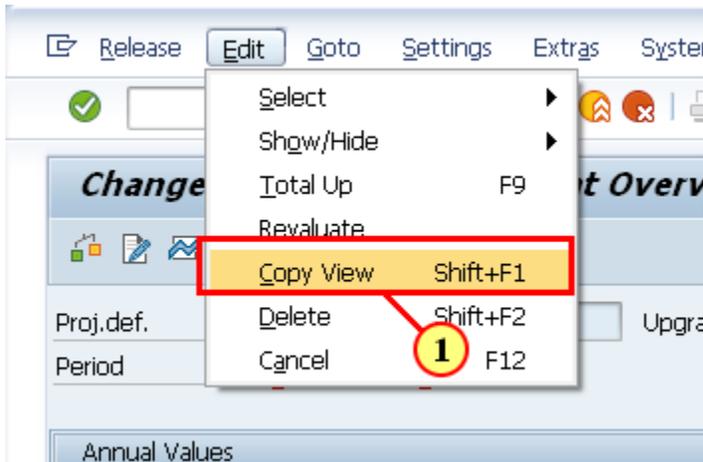
Period 2017

Annual Values			
E..	Lev	WBS element	Release
	1	PHI-00018	26,348,
	2	PHI-00018-01	
	2	PHI-00018-02	1,309,
	2	PHI-00018-03	10,042,
	2	PHI-00018-04	10,026,
	2	PHI-00018-05	965,
	2	PHI-00018-06	2,676,
	2	PHI-00018-07	438,
	2	PHI-00018-08	60,
	2	PHI-00018-09	105,

1

(1) Click on

Edit → Copy View



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

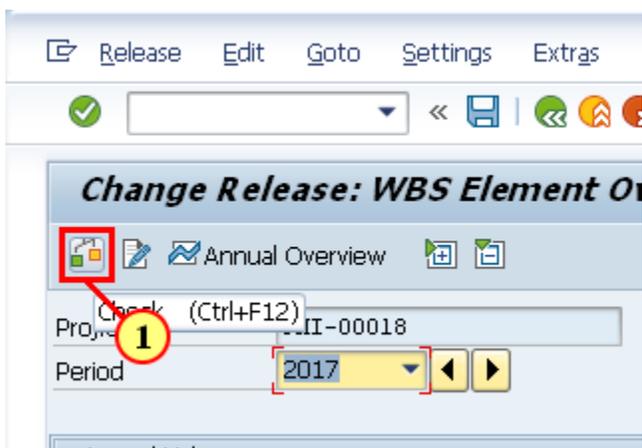
Enter 100% and choose Overwrite.



(1) Click on **Continue** .

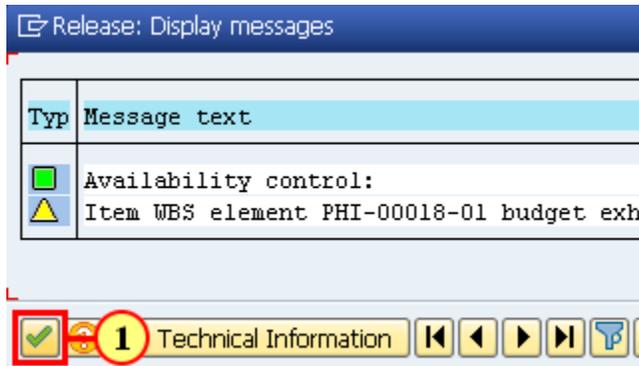
21.15. Check for errors

Click on Check button



(1) Click on **Check** .

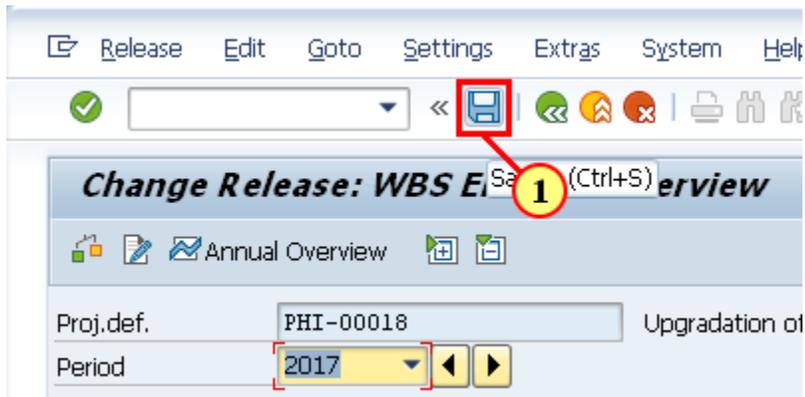
Release: Display messages – No critical message – click on Green tick mark to continue



(1) Click on **Continue** .

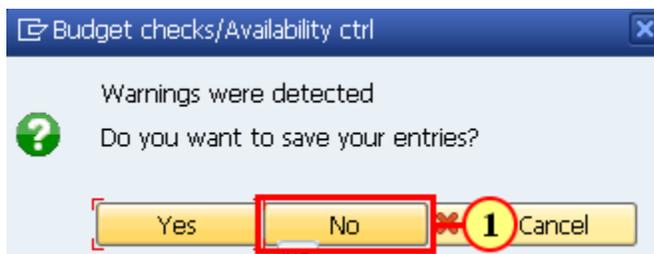
21.16. Save PO

Click Save



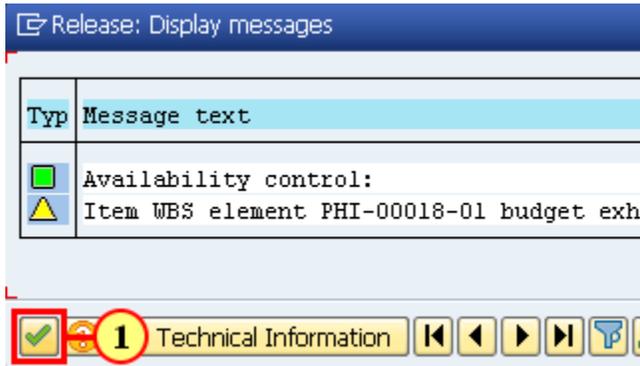
(1) Click on .

Budget checks/Availability ctrl – Click No



(1) Click on .

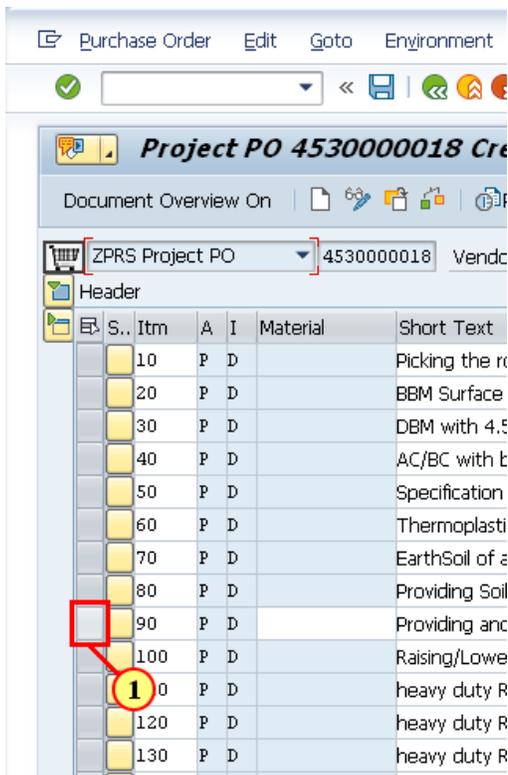
Release: Display messages



(1) Click on **Continue** .

21.17. Change PO in case of error – Delete items -- Tcode ME22N

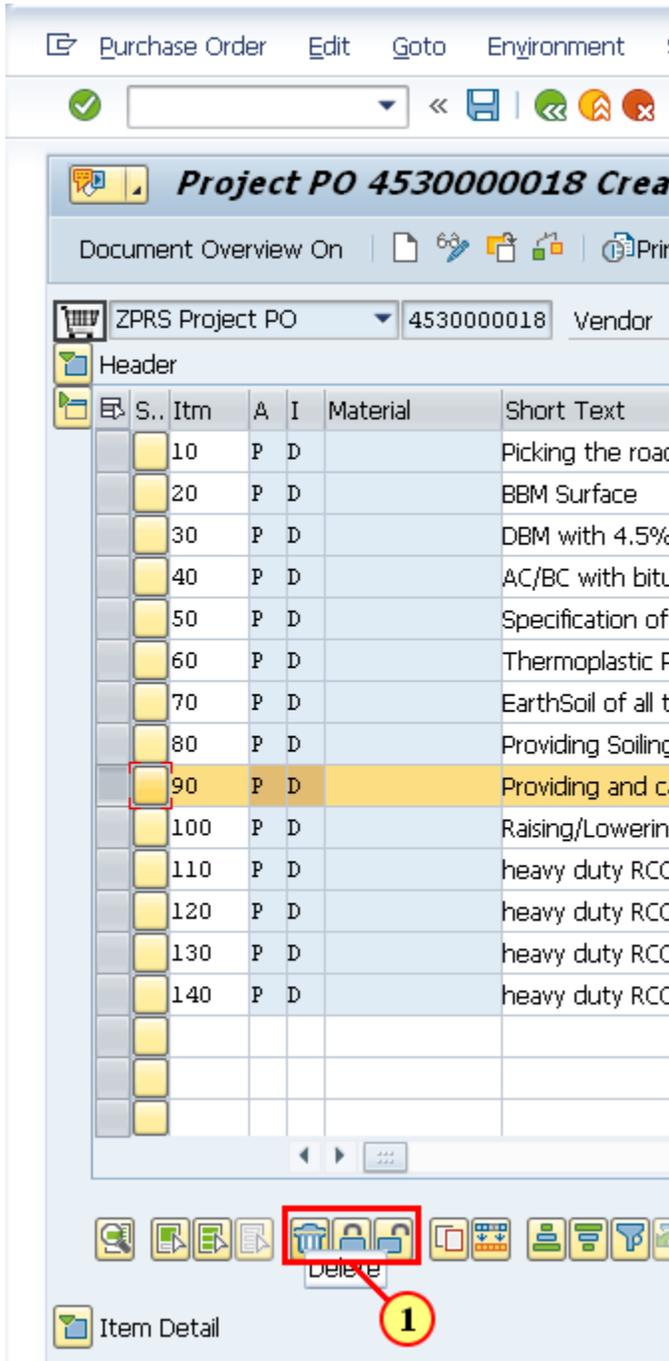
Login with AE and open Project PO 4530000018 – Tcode ME22N. We can reduce quantities if we get budget errors.



SAP Training manual

(1) Click on .

Select an item and delete since we are exceeding the budget. Alternately Increase the budget through EE



Project PO 4530000018 Crea

Document Overview On

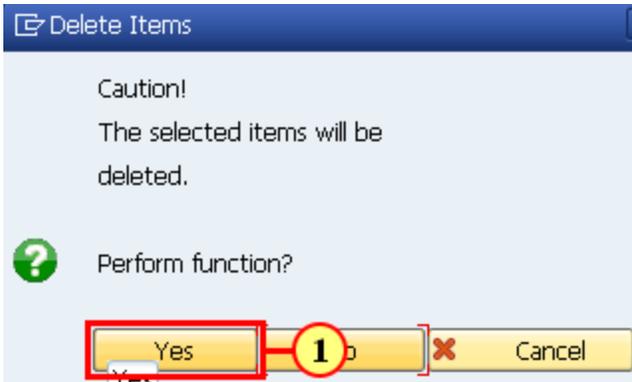
ZPRS Project PO 4530000018 Vendor

S..	Itm	A	I	Material	Short Text
	10	P	D		Picking the roac
	20	P	D		BBM Surface
	30	P	D		DBM with 4.5%
	40	P	D		AC/BC with bitu
	50	P	D		Specification of
	60	P	D		Thermoplastic F
	70	P	D		EarthSoil of all t
	80	P	D		Providing Soiling
	90	P	D		Providing and c.
	100	P	D		Raising/Lowerin
	110	P	D		heavy duty RCC
	120	P	D		heavy duty RCC
	130	P	D		heavy duty RCC
	140	P	D		heavy duty RCC

Delete **1**

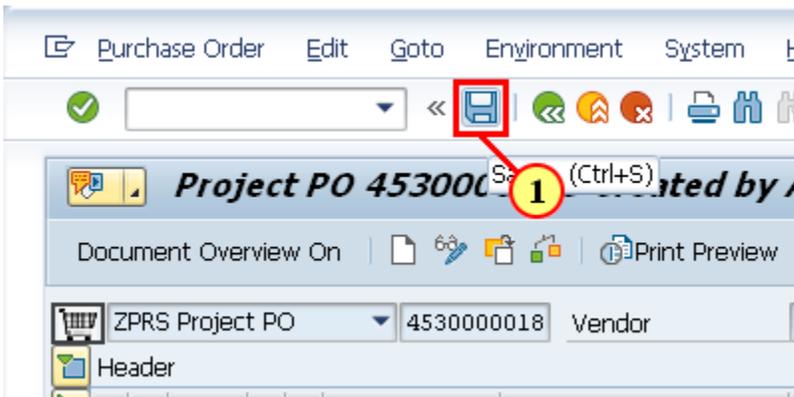
(1) Click on .

Delete Items



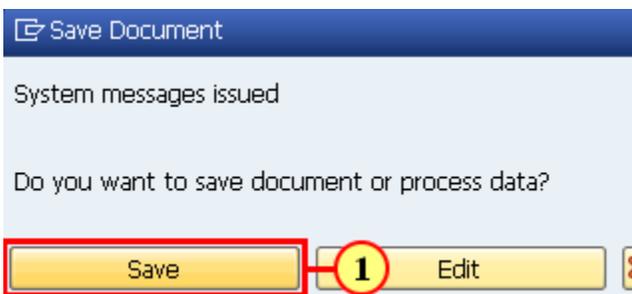
(1) Click on .

Save PO



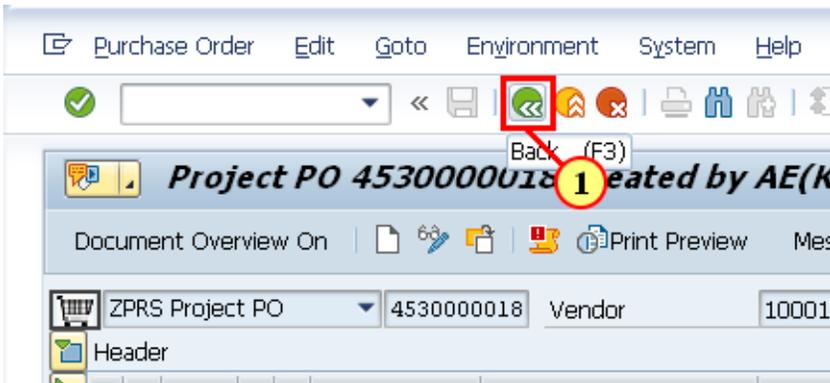
(1) Click on .

Save Document



(1) Click on 

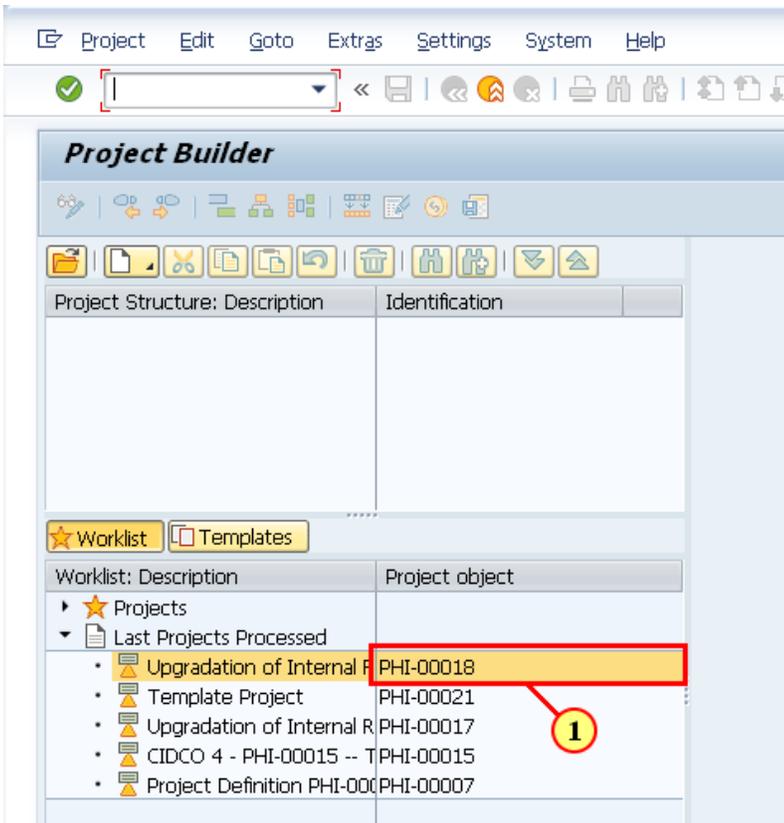
Go back



(1) Click on 

21.18. Open Project in Project Builder – delete service items corresponding to delete in PO -- Tcode CJ20N

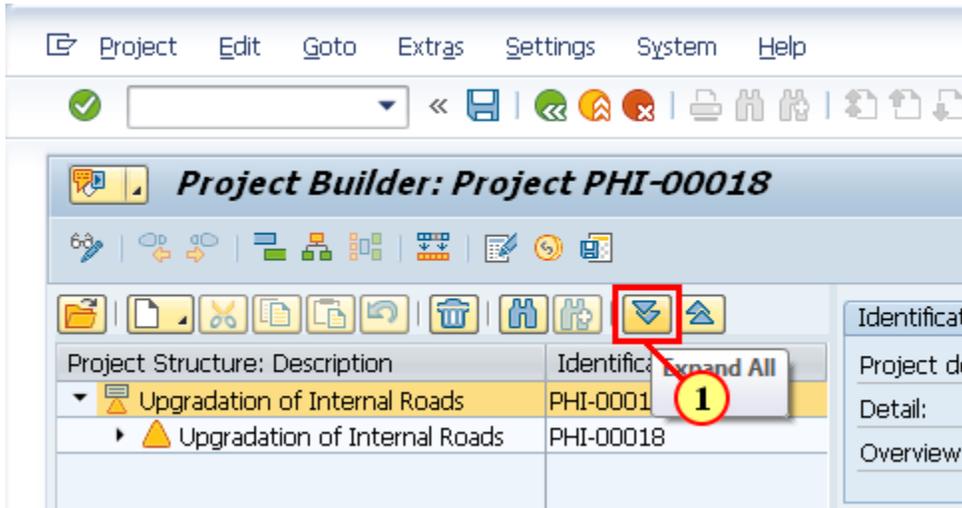
Tcode CJ20N – Open the project in Project Builder



SAP Training manual

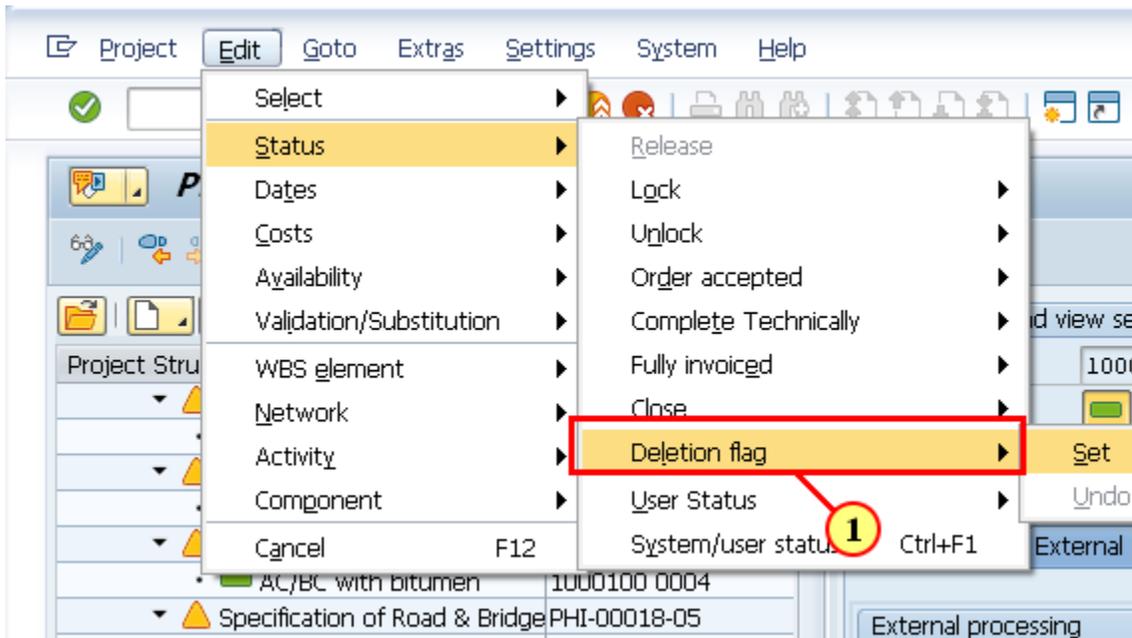
(1) PHI-00018 is double-clicked.

Click Expand All



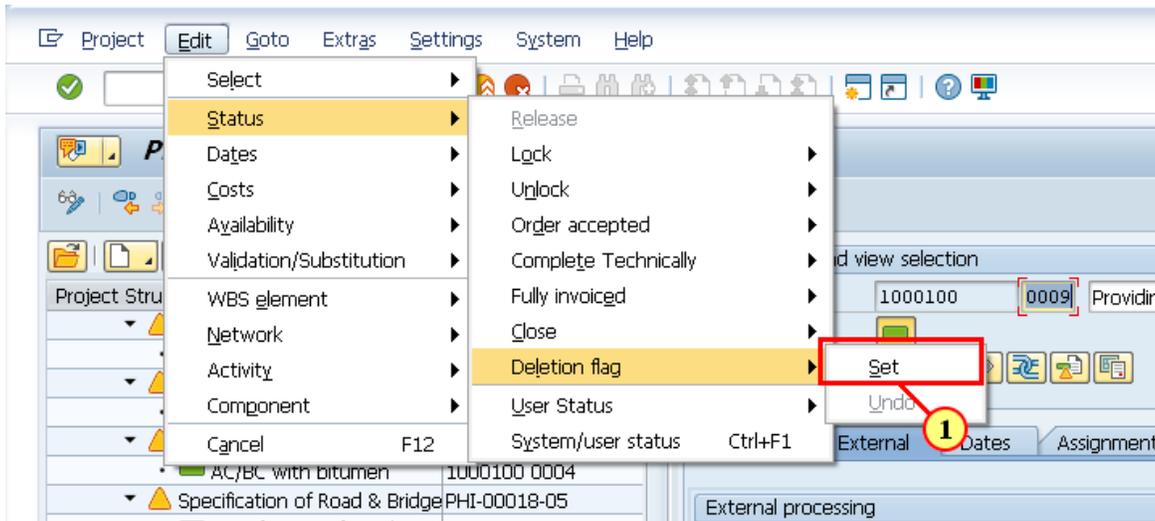
(1) Click on .

Edit → Status → Deletion flag → Set



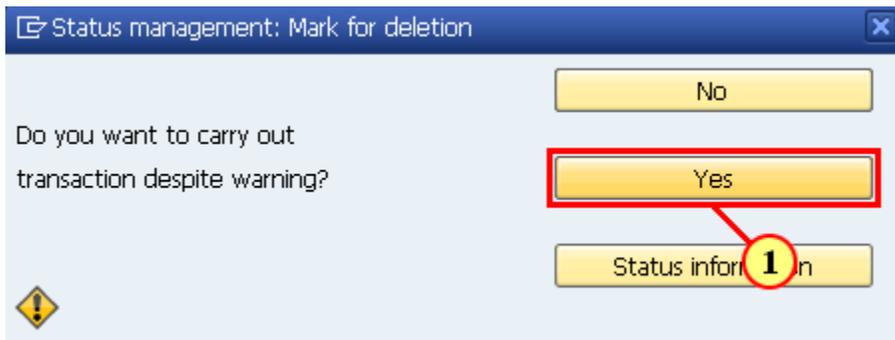
(1) Clicking on the **Deletion flag**  menu item executes it.

SAP Training manual



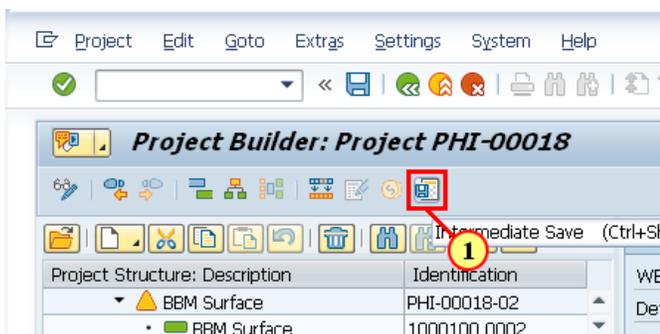
(1) Clicking on the **Set** menu item executes it.

Click Yes



(1) Click on **Yes**.

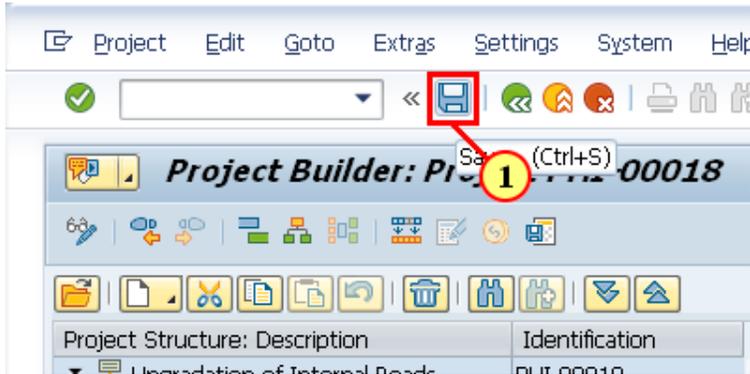
Click on Intermediate Save



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

21.19. Save Project

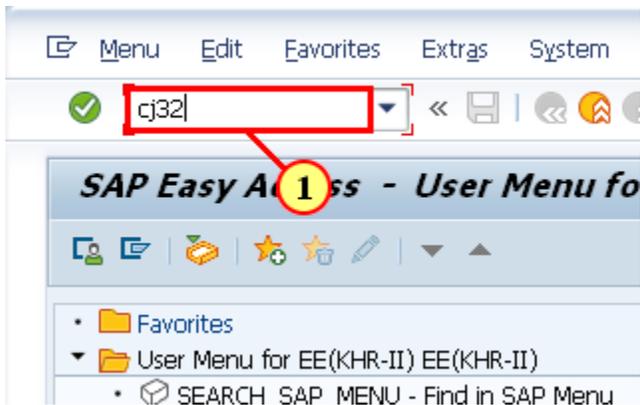
Click Final Save



(1) Click on .

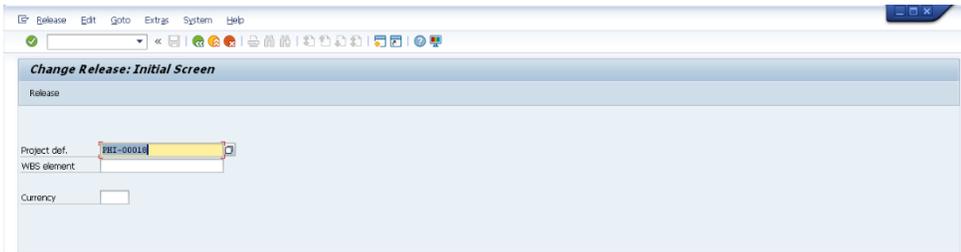
21.20. Release the budget for project again

Login with EE - User Menu for EE(KHR-II) – Tcode CJ32 to release budget

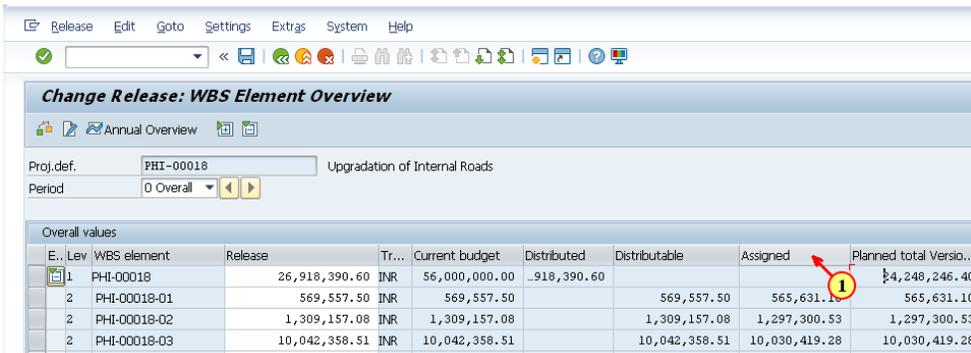


(1) The field is filled out.

Select Project Code and enter

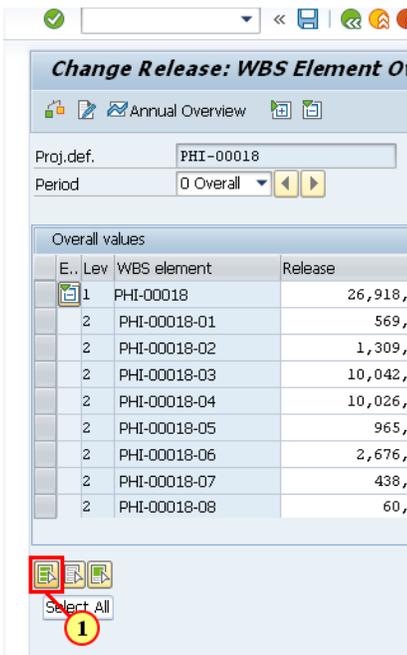


Enter is now pressed.
Change Release: WBS Element Overview



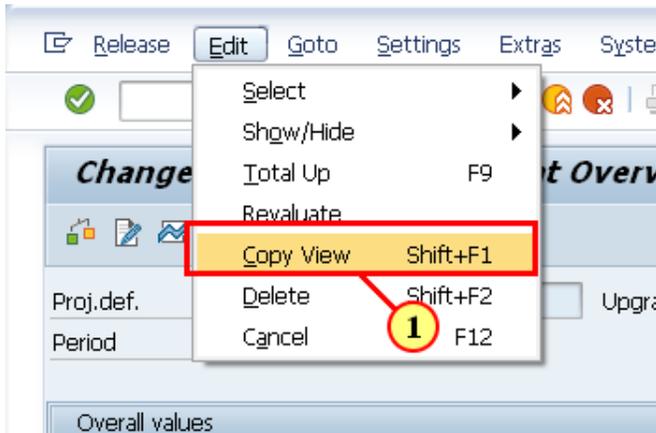
(1) Click here .

Select All button



(1) Click on

Click on Edit → Copy View



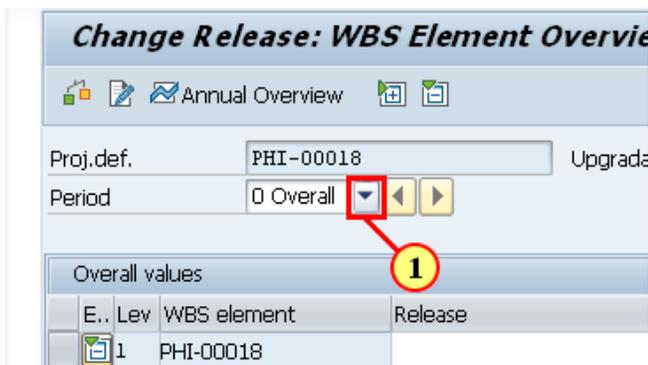
(1) Clicking on the **Copy View Shift+F1**  menu item executes it.

Enter 100% and choose Overwrite. Click Green tick mark to continue

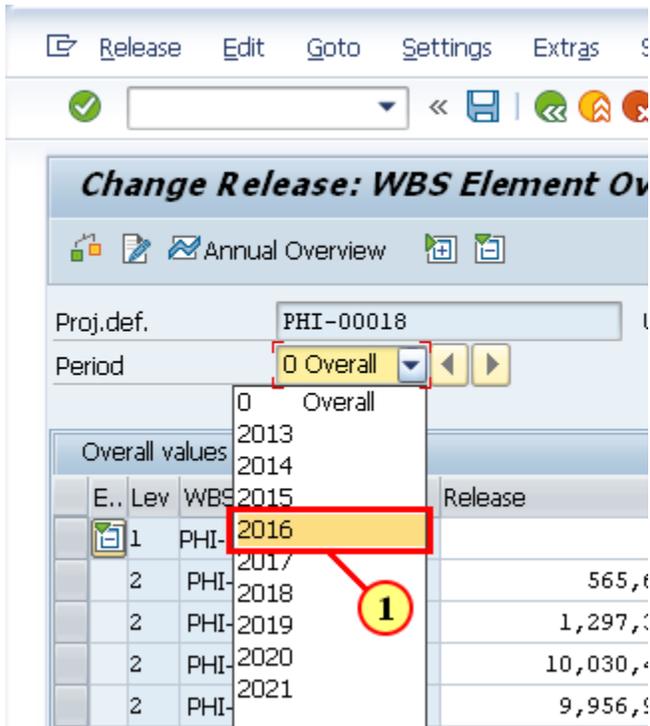


(1) Click on **Continue** .

Change period to fiscal year



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



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

Click on Select All button

Change Release: WBS Element Overview

Proj.def. PHI-00018

Period 2017

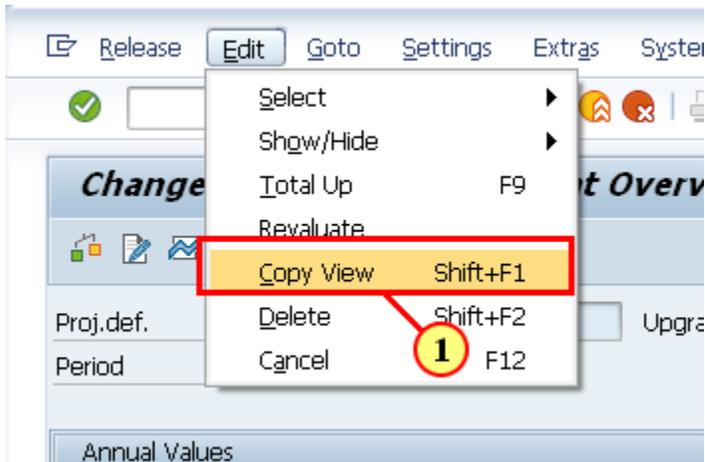
E..	Lev	WBS element	Release
	1	PHI-00018	26,348,
	2	PHI-00018-01	
	2	PHI-00018-02	1,309,
	2	PHI-00018-03	10,042,
	2	PHI-00018-04	10,026,
	2	PHI-00018-05	965,
	2	PHI-00018-06	2,676,
	2	PHI-00018-07	438,
	2	PHI-00018-08	60,

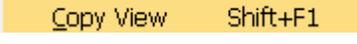
Select All

1

(1) Click on  .

Edit → Copy View



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

Select 100% and Overwrite. Click on Continue

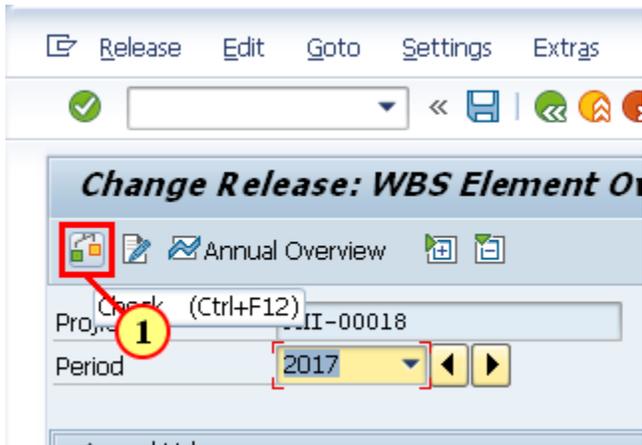


(1) Click on **Continue** .

Similarly repeat the steps to Copy View for next fiscal year

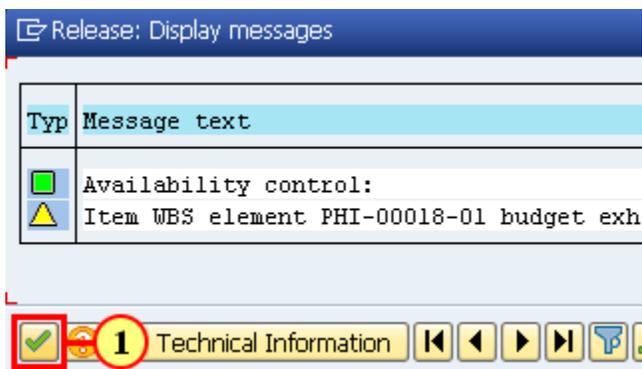
21.21. Check for errors in PO

Click on Check button to check if any errors



(1) Click on **Check** .

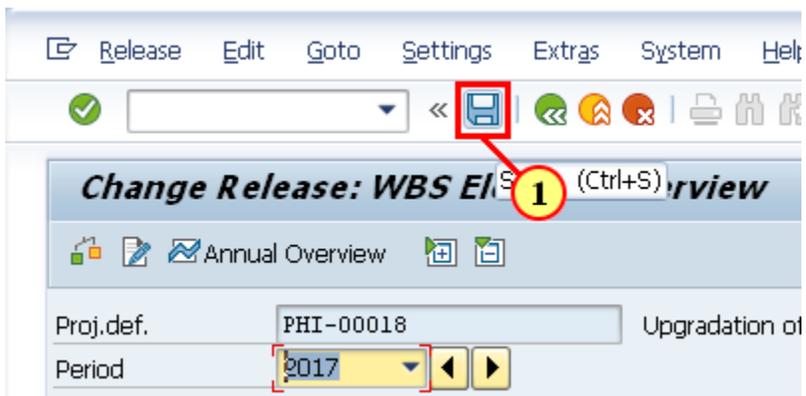
Release: Display messages – messages are not very critical i.e. not red flagged



(1) Click on **Continue** .

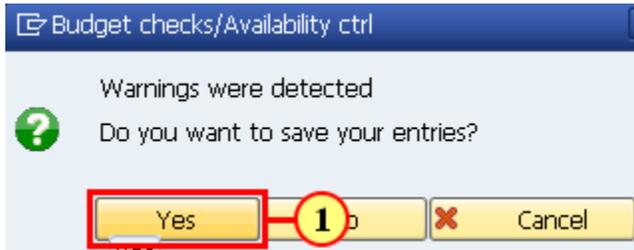
21.22. Save Release Budget

Click Save to release budget



(1) Click on .

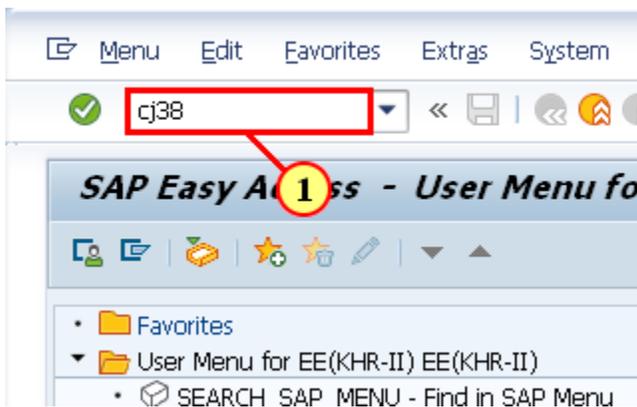
Budget checks/Availability ctrl – Click Yes



(1) Click on .

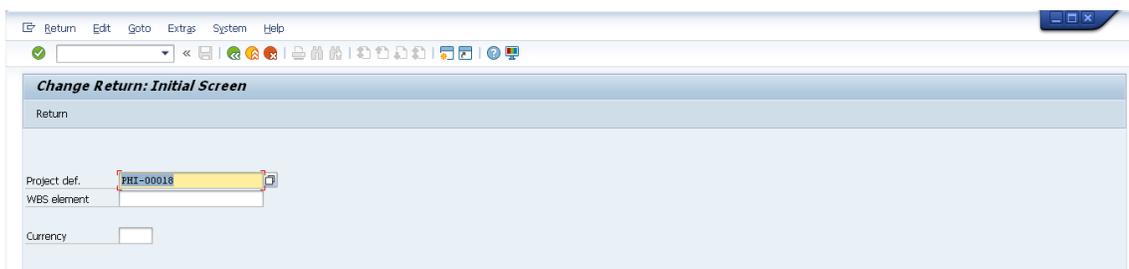
21.23. Return budget which will not be consumed (in case of Savings) – Tcode CJ38

Tcode CJ38 - User Menu for EE(KHR-II)



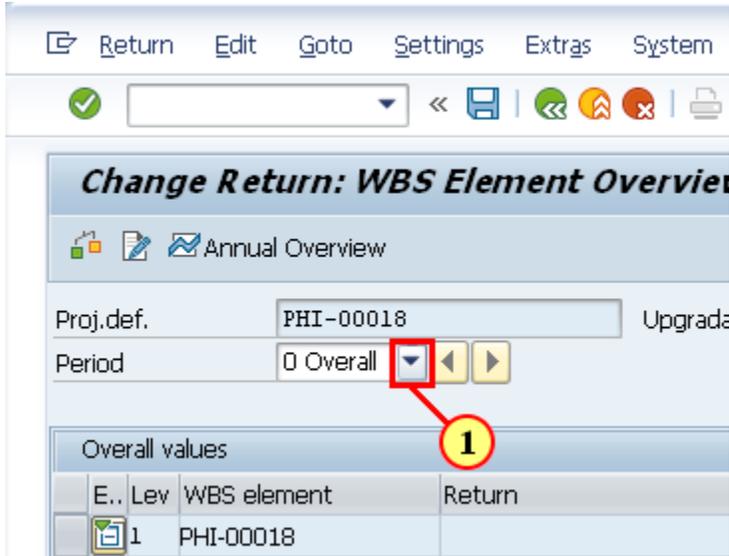
(1) The field is filled out.

Select Project Definition and click Enter

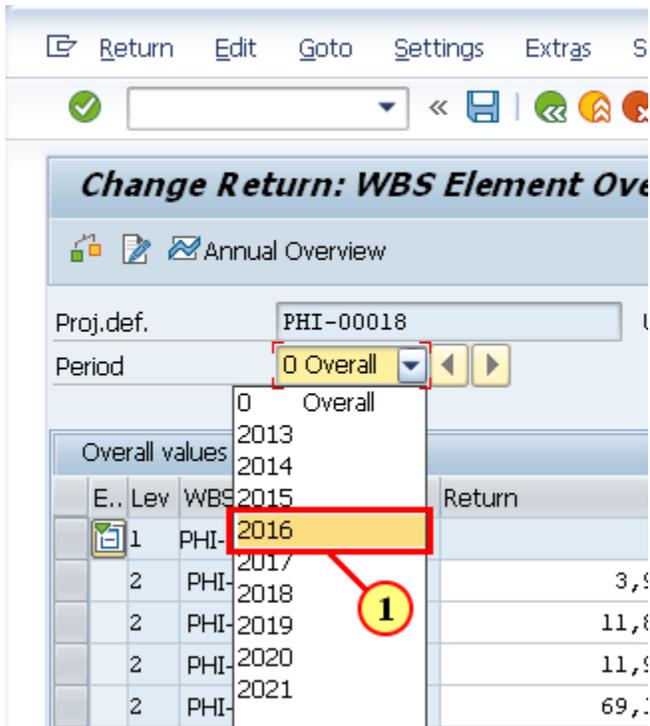


Enter is now pressed.

Click on period to select year



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



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

Enter 4 (This is sample amount)

Change Return: WBS Element Overview

Annual Overview

Proj.def. PHI-00018 Upgradation of Internal f

Period 2016

Annual Values				
E.. Lev	WBS element	Return	Tr...	Current b
1	PHI-00018		INR	...000,00
2	PHI-00018-01		NR	569,55
2	PHI-00018-02		INR	
2	PHI-00018-03		INR	
2	PHI-00018-04		INR	
2	PHI-00018-05		INR	

(1) Click on _____.

Click on next year

Change Return: WBS Element Overview

Annual Overview

Proj.def. PHI-00018 Upgradation of

Period 2016

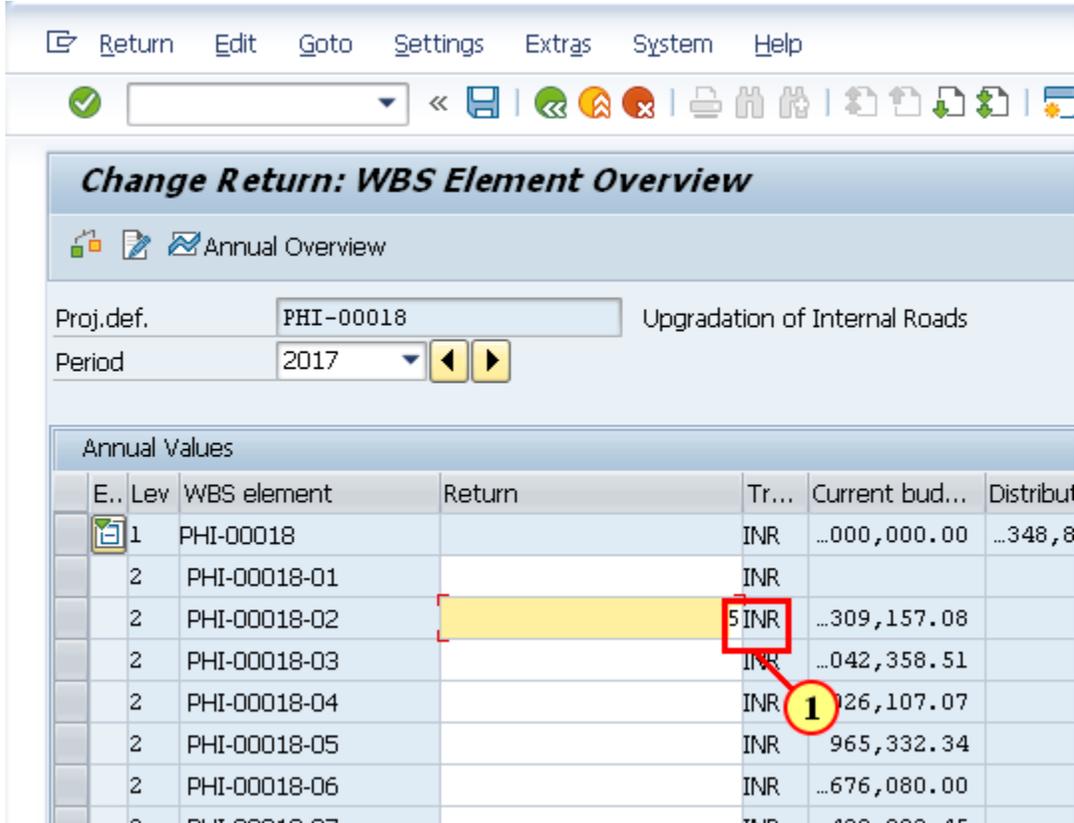
Next Year

Annual Values				
E.. Lev	WBS element	Return	Tr...	
1	PHI-00018		INR	

SAP Training manual

(1) Click on .

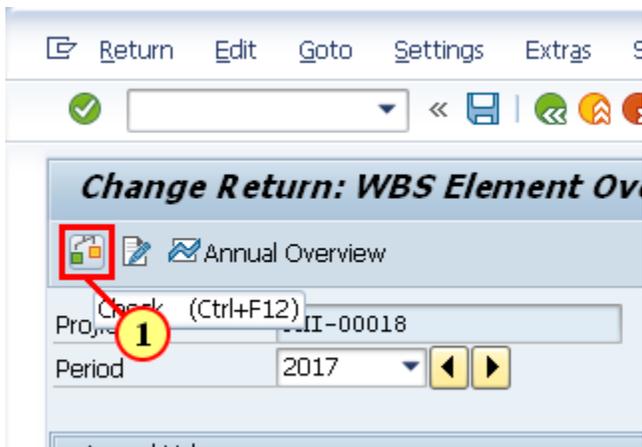
Enter 5 (this is sample amount)



E.. Lev	WBS element	Return	Tr...	Current bud...	Distribut
1	PHI-00018		INR	...000,000.00	...348,8
2	PHI-00018-01		INR		
2	PHI-00018-02	5 INR	INR	...309,157.08	
2	PHI-00018-03		INR	...042,358.51	
2	PHI-00018-04		INR	...026,107.07	
2	PHI-00018-05		INR	...965,332.34	
2	PHI-00018-06		INR	...676,080.00	

(1) The field is filled out.

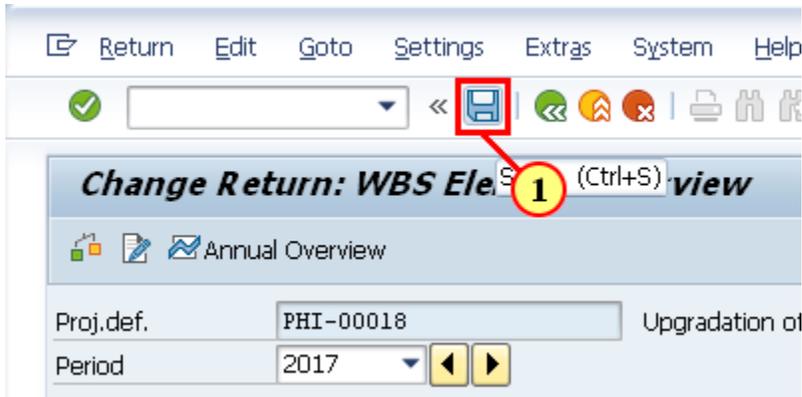
Click on Check button



Check (Ctrl+F12)

E.. Lev	WBS element	Return	Tr...	Current bud...	Distribut
1	PHI-00018		INR	...000,000.00	...348,8
2	PHI-00018-01		INR		
2	PHI-00018-02	5 INR	INR	...309,157.08	
2	PHI-00018-03		INR	...042,358.51	
2	PHI-00018-04		INR	...026,107.07	
2	PHI-00018-05		INR	...965,332.34	
2	PHI-00018-06		INR	...676,080.00	

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



(1) Click on .

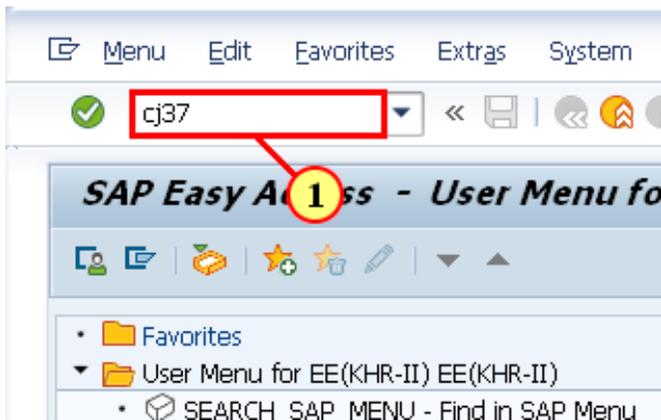
Go back



(1) Click on .

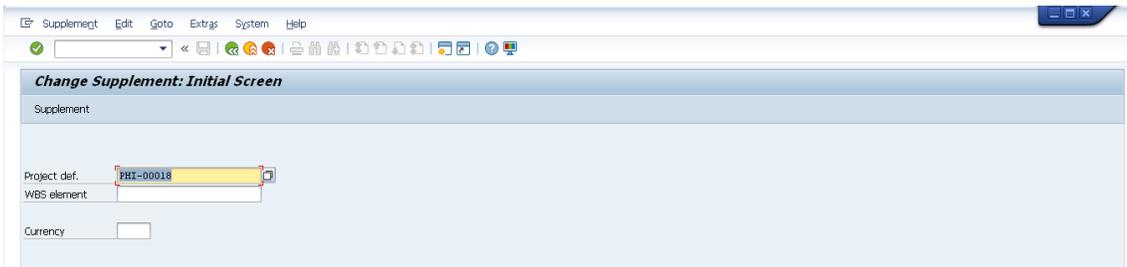
21.24. Supplement Budget (in case of Excess) – Tcode CJ37

Tcode CJ37 - User Menu for EE(KHR-II) – Login with EE because authorization is provided to EE profile



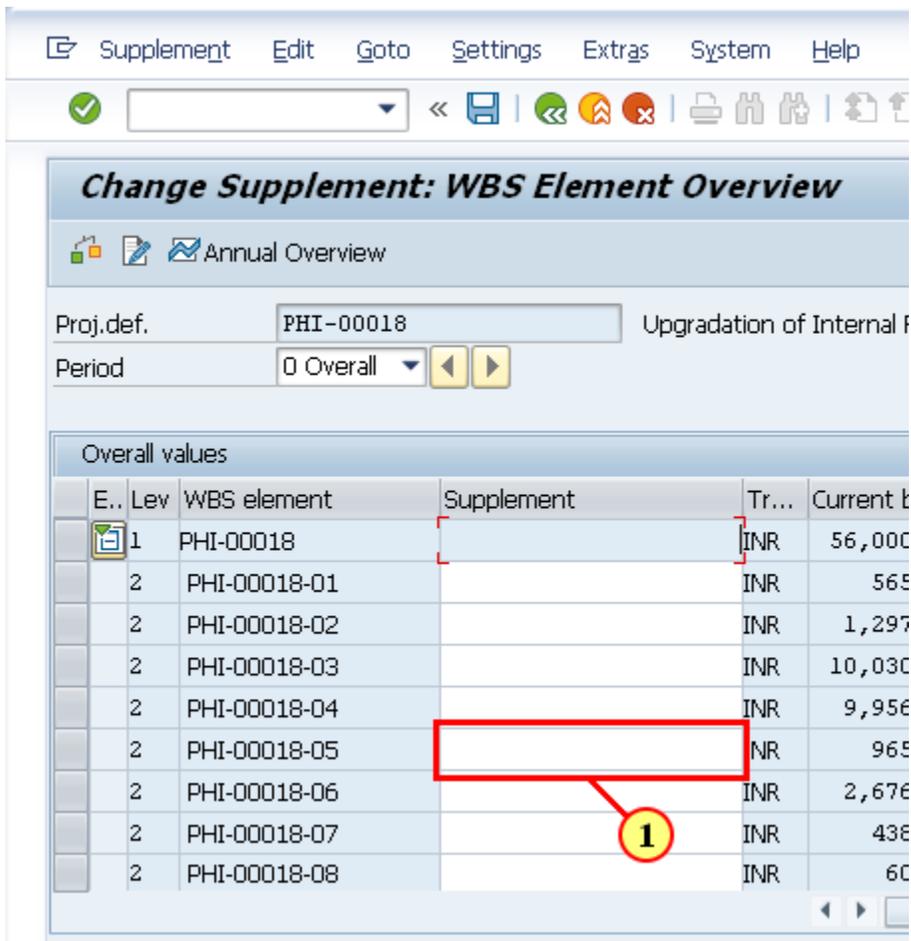
(1) The field is filled out.

Enter Project Definition -- Change Supplement: Initial Screen



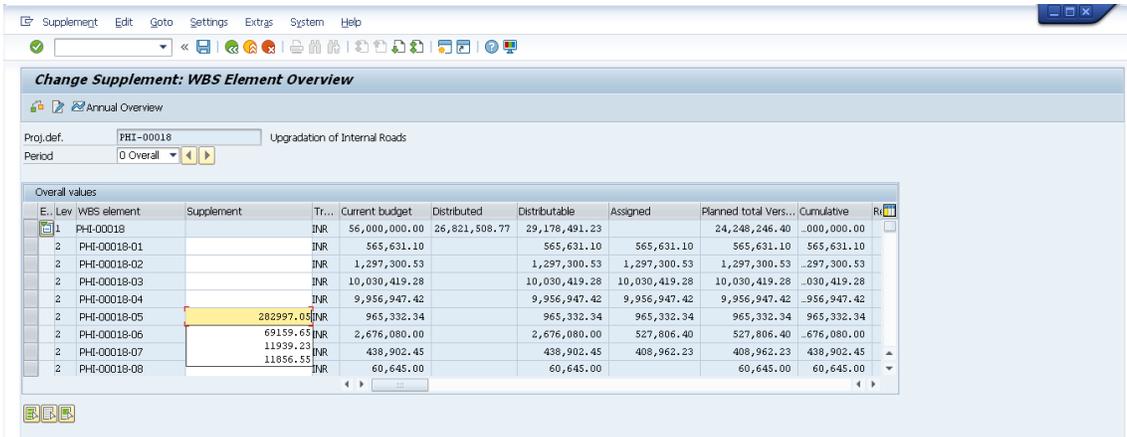
Enter is now pressed.

Select a wbs and enter an amount



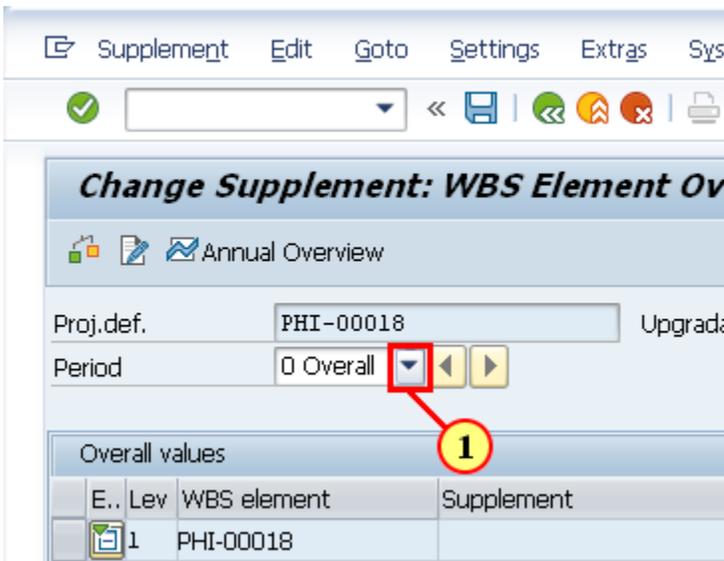
SAP Training manual

(1) Click on _____.



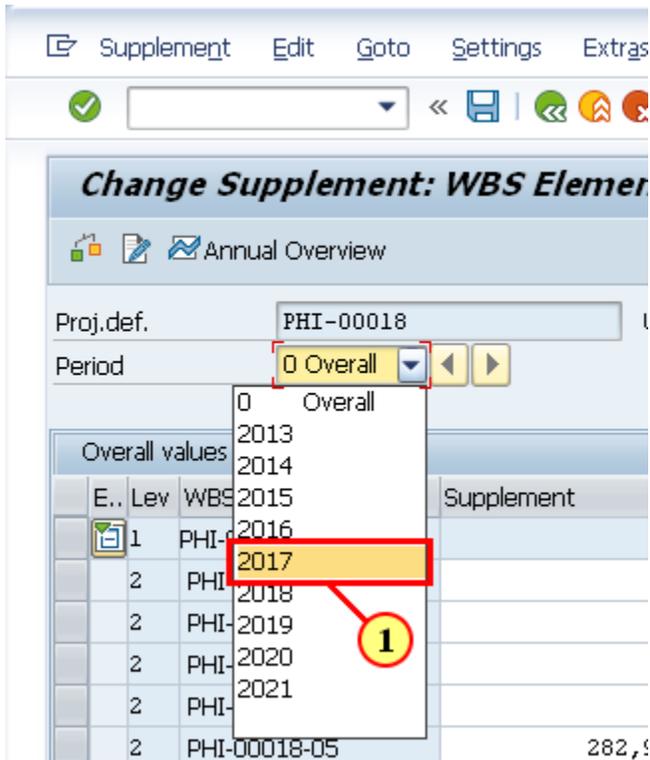
Enter is now pressed.

Select another year



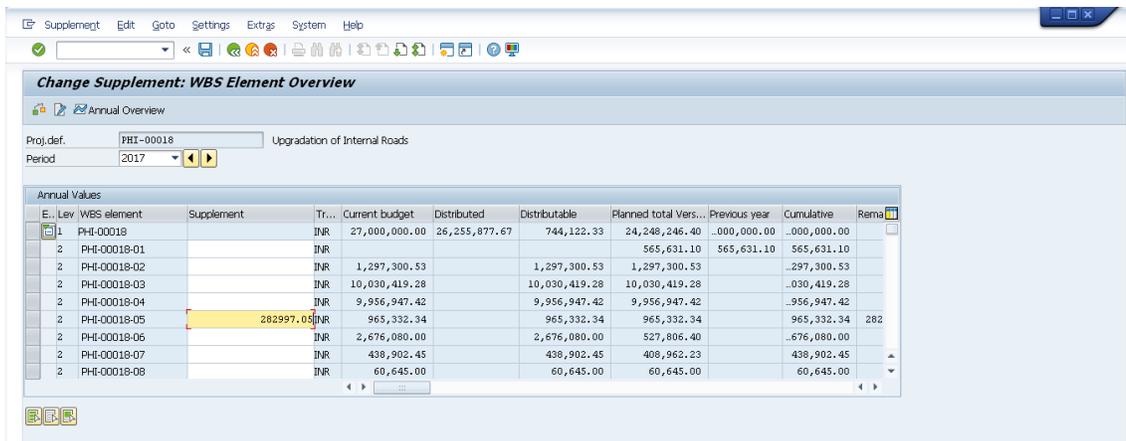
(1) Clicking on the **Period** opens a drop-down list.

SAP Training manual



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

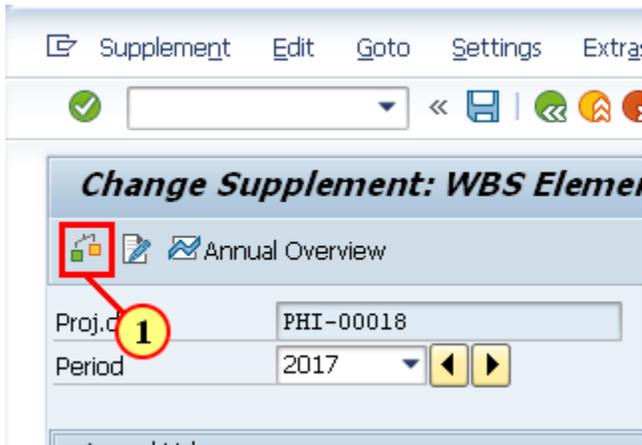
Select WBS and enter Supplement amount for it



Enter is now pressed.

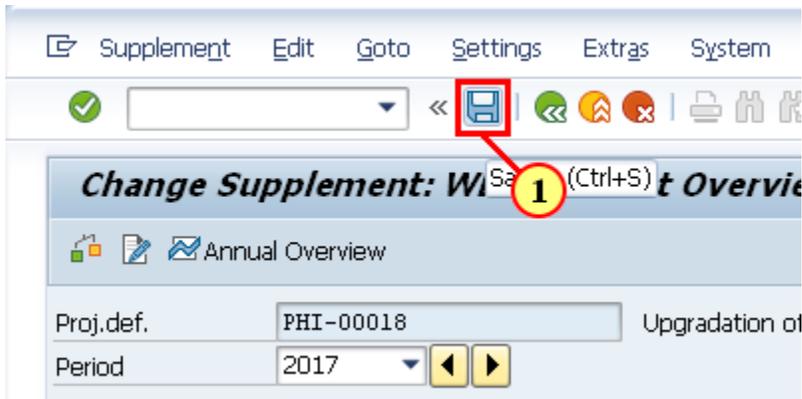
Click on Check button

SAP Training manual



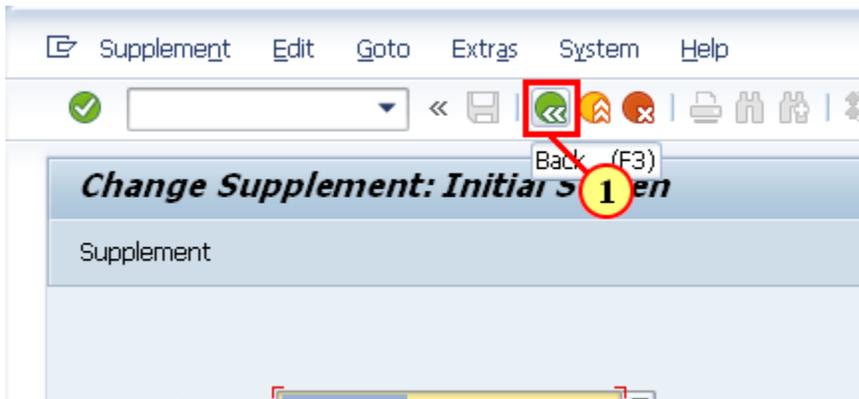
(1) Click on **Check** .

Click Save



(1) Click on .

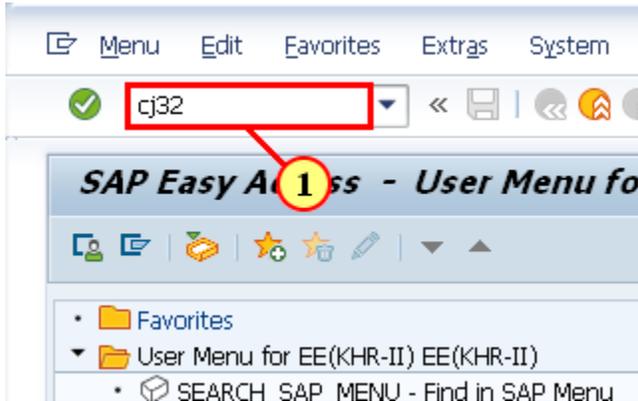
Go back



(1) Click on .

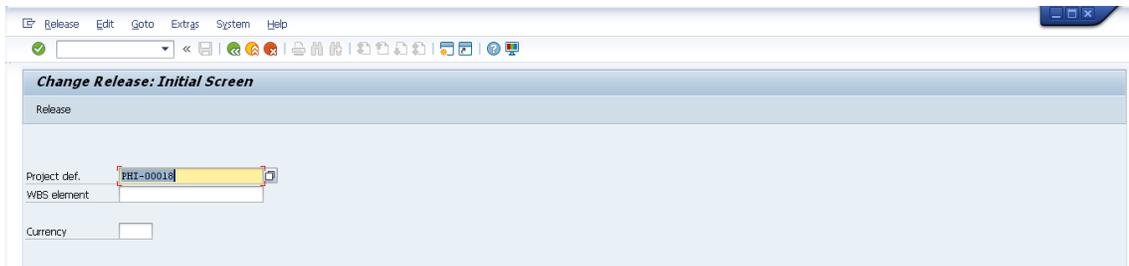
21.25. Release Project Budget – Login with EE because authorization is provided to EE profile

Tcode CJ32 – Login with EE because authorization is provided to EE profile



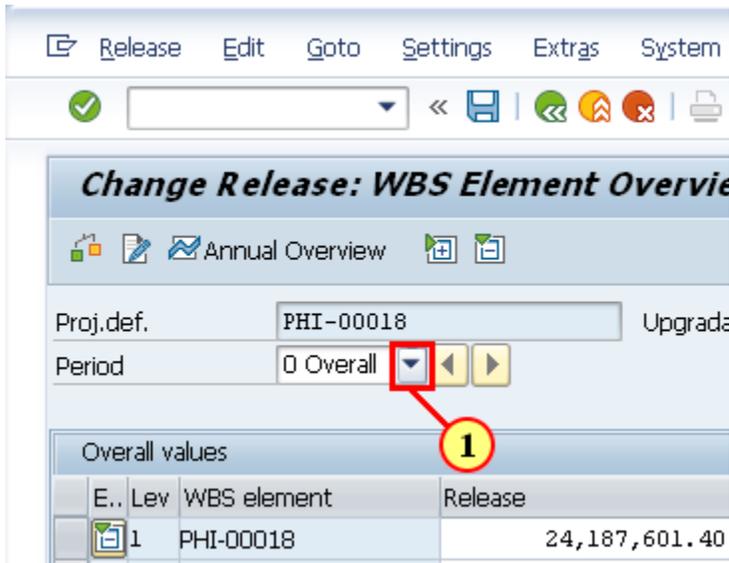
(1) The field is filled out.

Enter Project Definition

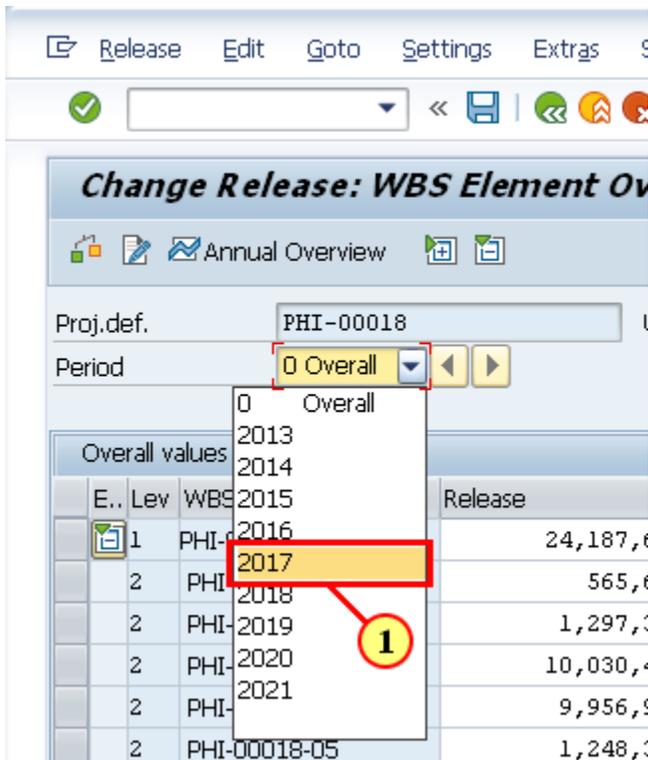


Enter is now pressed.

Select year



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



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

Release amounts are seen

Release Edit Goto Settings Extras System Help

Change Release: WBS Element Overview

Annual Overview

Proj.def. PHI-00018 Upgradation of Internal f

Period 2017

Annual Values					
E..	Lev	WBS element	Release	Tr...	Current b
	1	PHI-00018	23,621,970.30	INR	27,00
	2	PHI-00018-01		INR	
	2	PHI-00018-02	1,297,300.53	INR	1,29
	2	PHI-00018-03	10,030,419.28	INR	10,03
	2	PHI-00018-04	9,956,947.42	INR	9,95
	2	PHI-00018-05	965,332.34	NR	1,24
	2	PHI-00018-06	527,806.40	INR	2,67
	2	PHI-00018-07	401,223.23	INR	43
	2	PHI-00018-08		INR	6

(1) Click on 965,332.34.

Enter release amount for one WBS

Release Edit Goto Settings Extras System Help

Change Release: WBS Element Overview

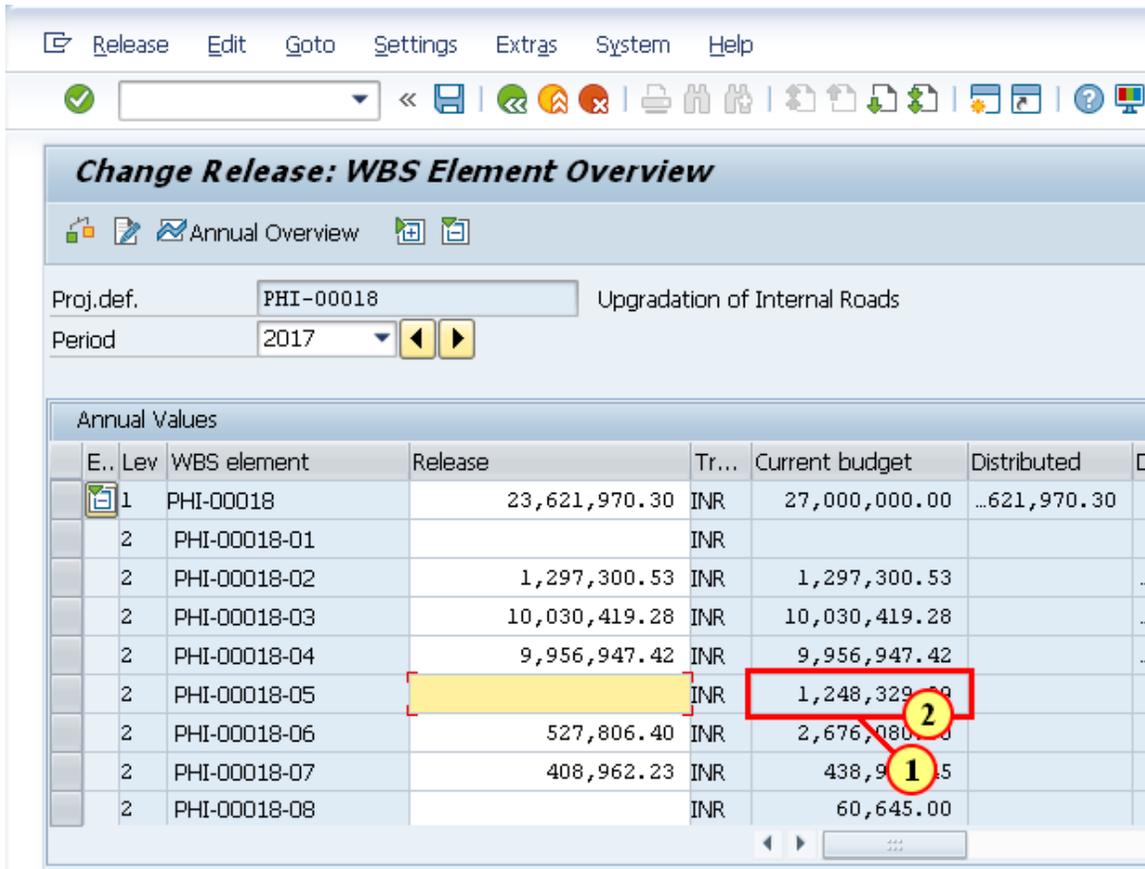
Annual Overview

Proj.def. PHI-00018 Upgradation of Internal Roads

Period 2017

Annual Values					
E..	Lev	WBS element	Release	Tr...	Current budget
	1	PHI-00018	23,621,970.30	INR	27,000,000
	2	PHI-00018-01		INR	
	2	PHI-00018-02	1,297,300.53	INR	1,297,300
	2	PHI-00018-03	10,030,419.28	INR	10,030,419
	2	PHI-00018-04	9,956,947.42	INR	9,956,947
	2	PHI-00018-05		INR	1,248,329
	2	PHI-00018-06	527,805.40	INR	2,676,080
	2	PHI-00018-07	408,962	INR	438,902
	2	PHI-00018-08		INR	60,649

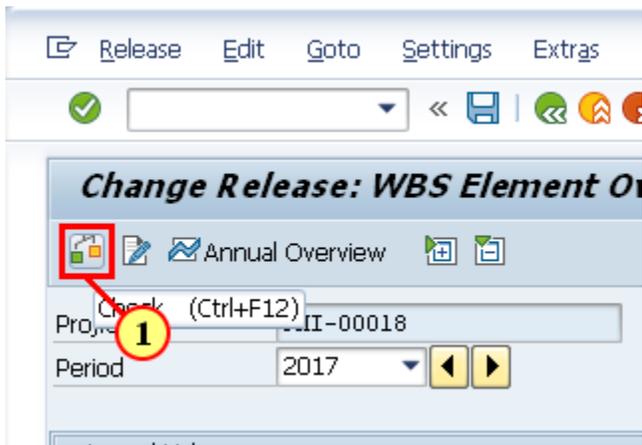
(1) The field is cleared.



E..	Lev	WBS element	Release	Tr...	Current budget	Distributed	Di
1		PHI-00018	23,621,970.30	INR	27,000,000.00	...621,970.30	
	2	PHI-00018-01		INR			
	2	PHI-00018-02	1,297,300.53	INR	1,297,300.53		
	2	PHI-00018-03	10,030,419.28	INR	10,030,419.28		
	2	PHI-00018-04	9,956,947.42	INR	9,956,947.42		
	2	PHI-00018-05		INR	1,248,329.39		
	2	PHI-00018-06	527,806.40	INR	2,676,080.00		
	2	PHI-00018-07	408,962.23	INR	438,962.23		
	2	PHI-00018-08		INR	60,645.00		

- (1) Drag 1,248,329.39
- (2) Drop on .

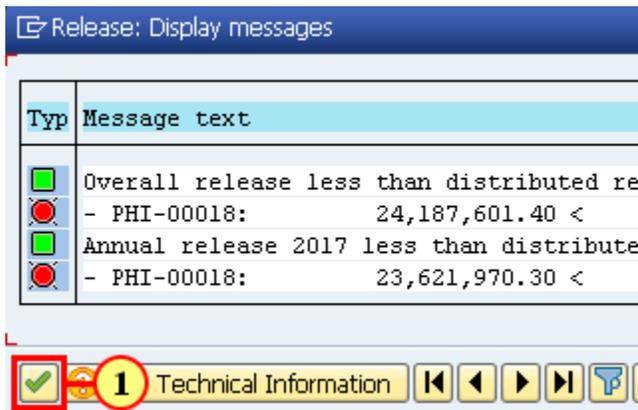
Click on Check button



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

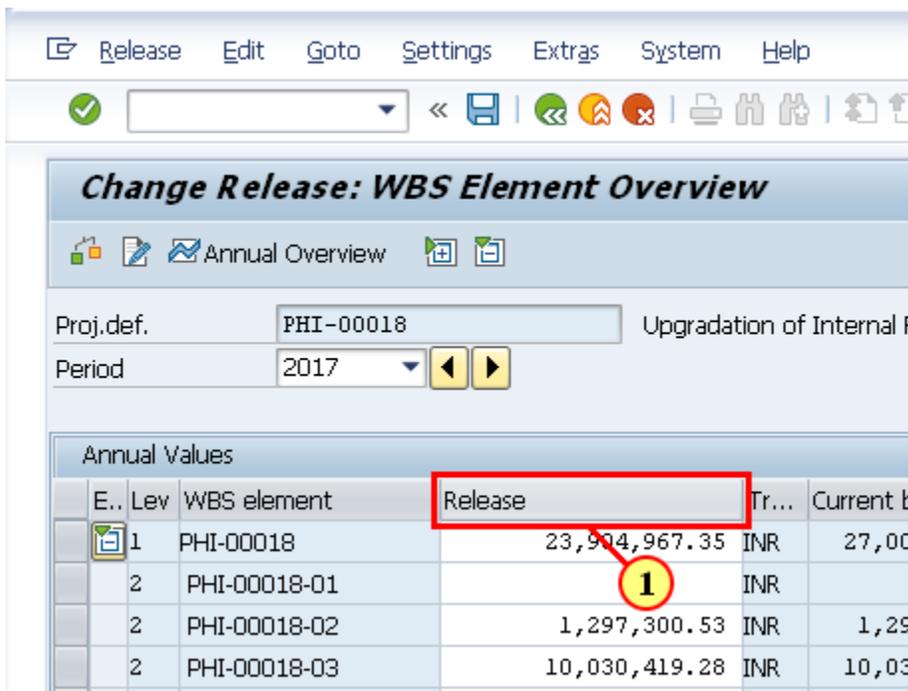
SAP Training manual

Release: Display messages – Critical error messages with red flag – we need to fix the errors



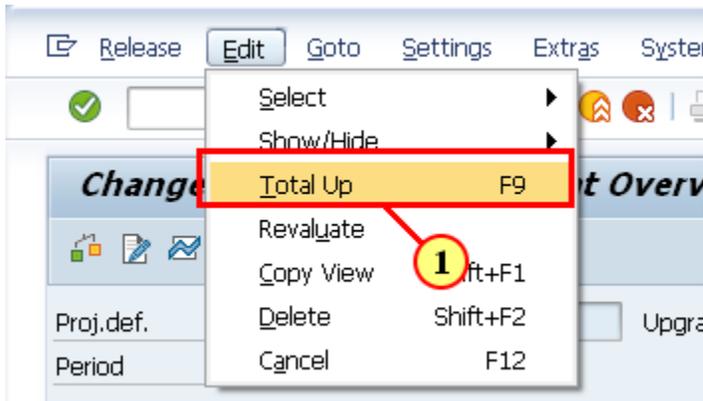
(1) Click on **Continue**

Click on Release column header



(1) Click on **Release**

Edit → Total Up



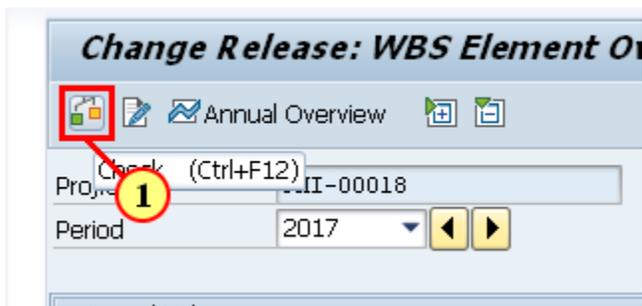
(1) Clicking on the **Total Up F9**  menu item executes it.

Total up – Select Annual and Total values



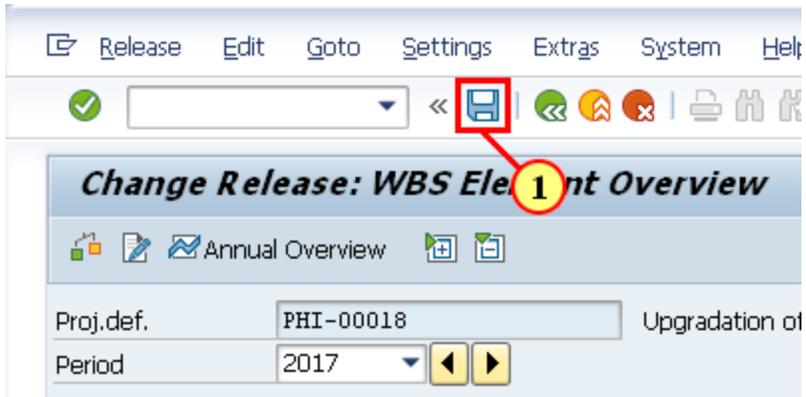
(1) Click on **Continue** .

Click on Check button again



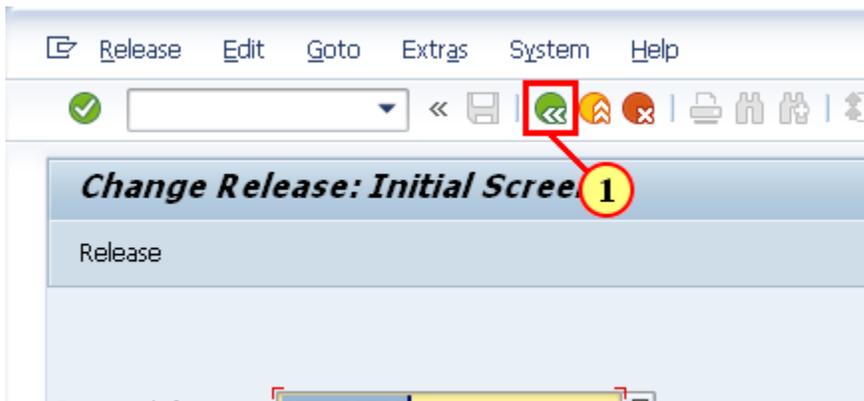
(1) Click on **Check** .

Save since no errors detected



(1) Click on .

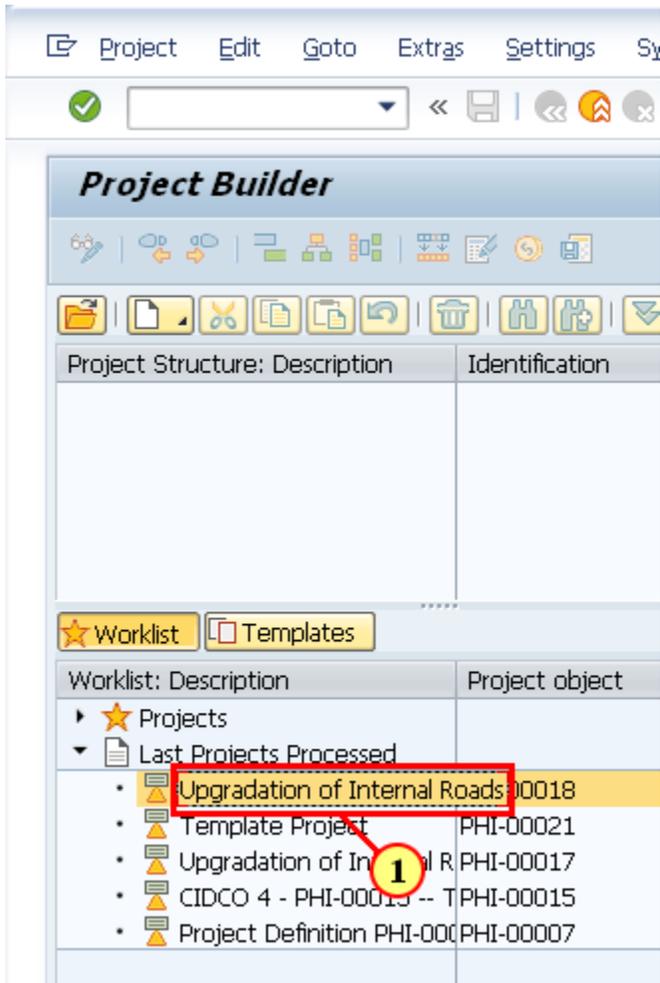
Go back



(1) Click on .

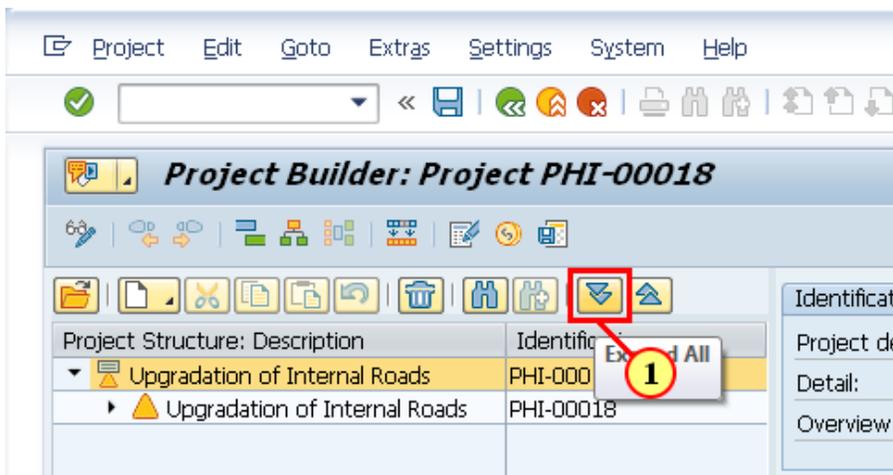
21.26. Open Project – CJ20N -- Make corresponding changes to Service activities quantities

Tcode CJ20N - Open the project in Project Builder



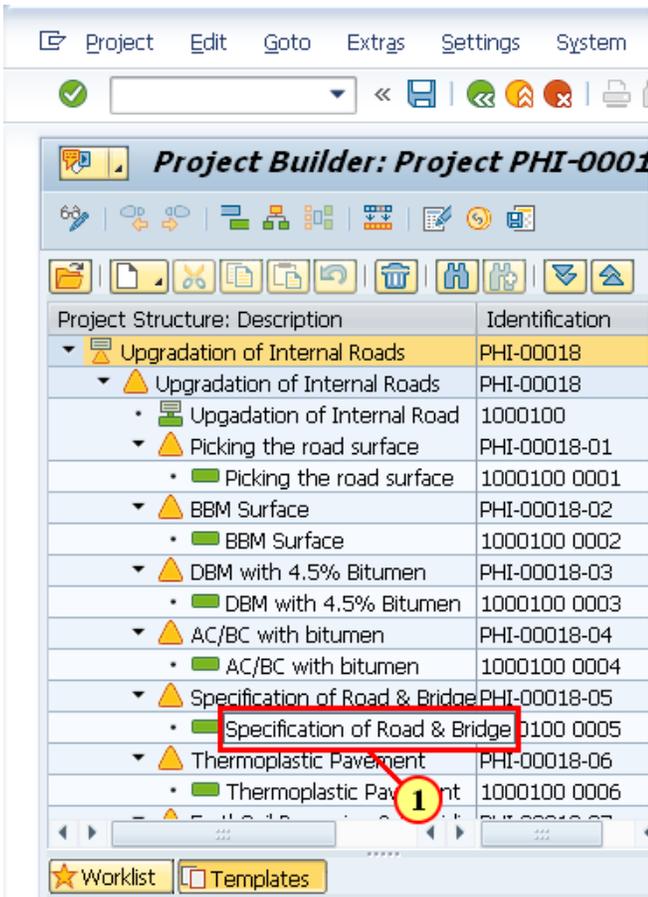
(1) Upgradation of Internal Roads is double-clicked.

Expand All

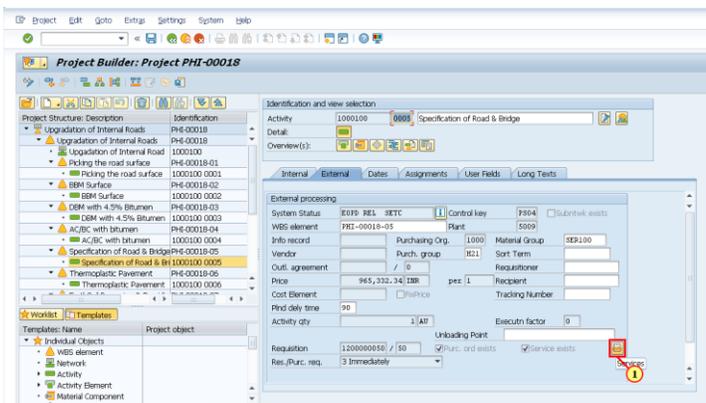


(1) Click on .

Open the required service and change the quantity



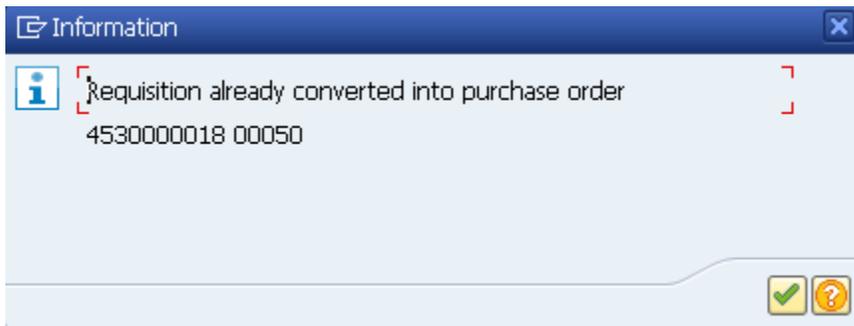
(1) Click on Specification of Road & Bridge.



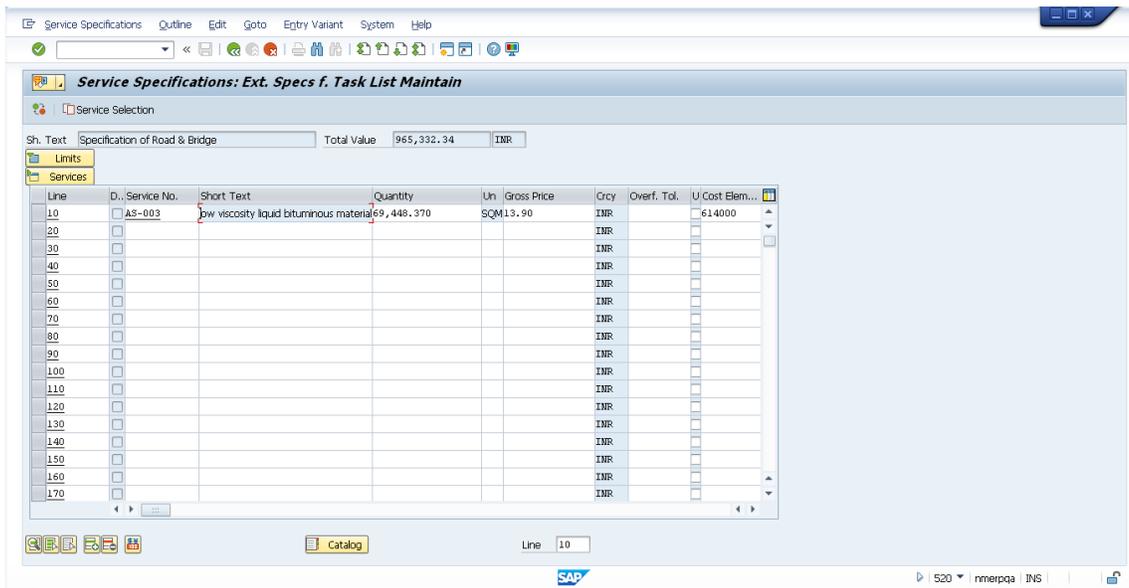
(1) Click on .

SAP Training manual

Information



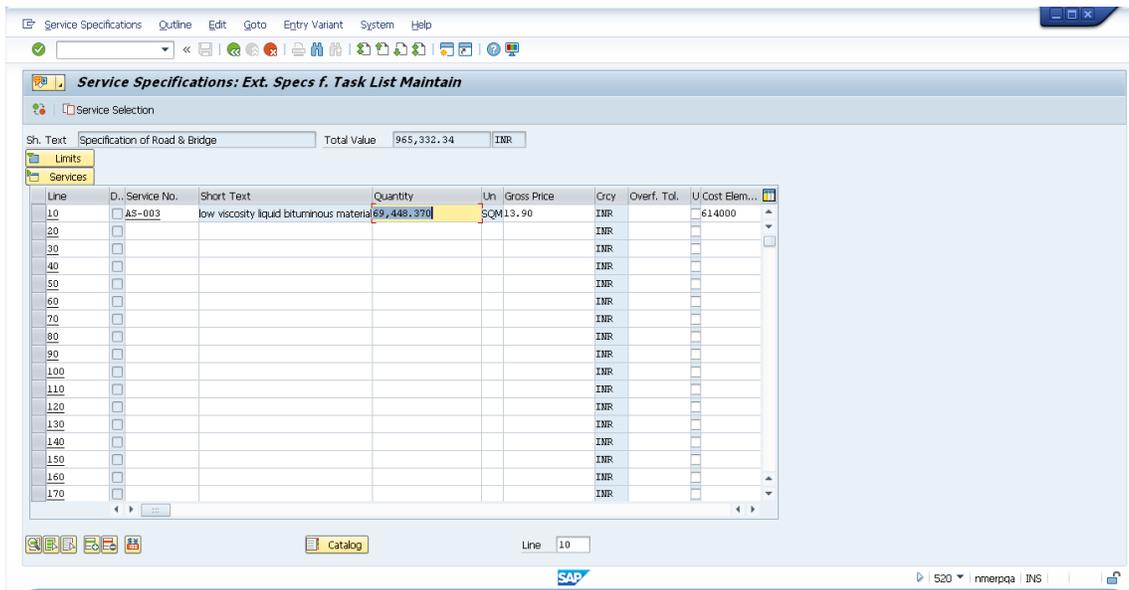
Enter is now pressed.



Tab is now pressed.

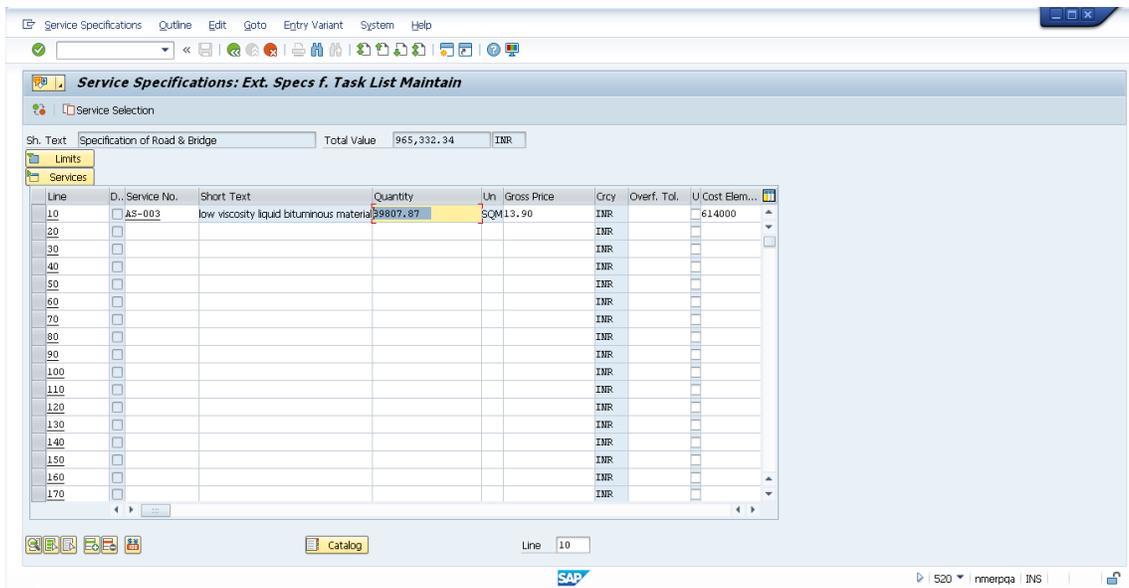
Change the quantity

SAP Training manual



Ctrl+V is now pressed. (if copying the quantity from excel)

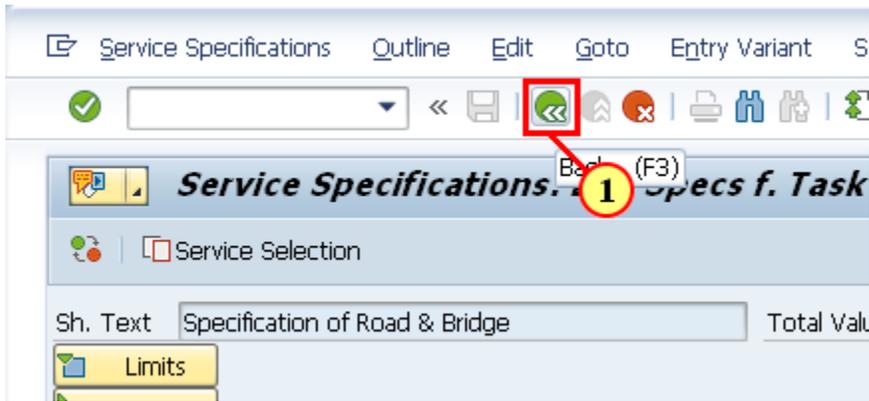
Click Enter



Enter is now pressed.

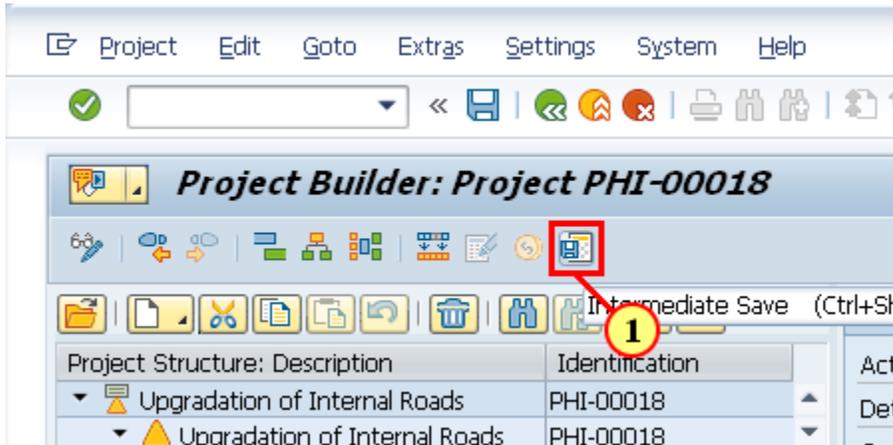
Go back

SAP Training manual



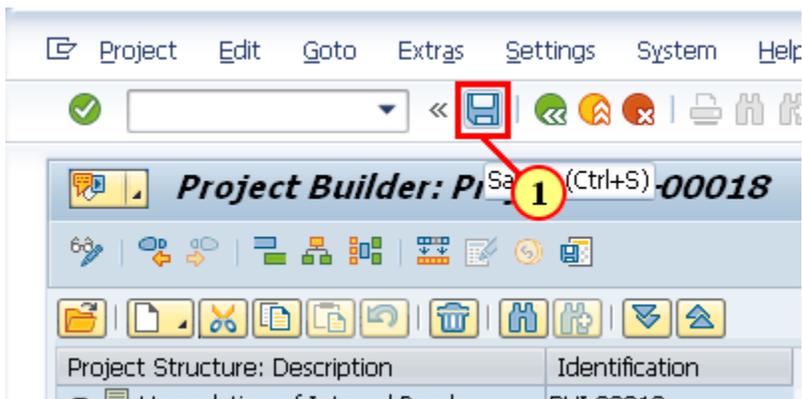
(1) Click on .

Click on Intermediate Save



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

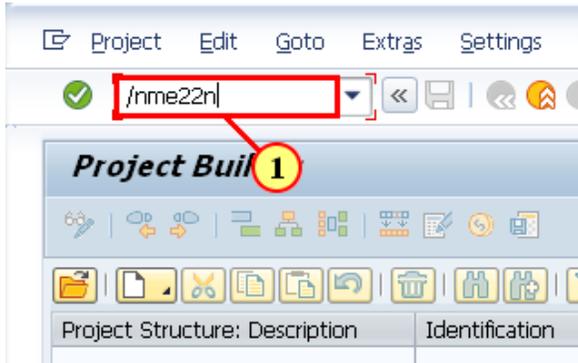
Click on Final Save



(1) Click on .

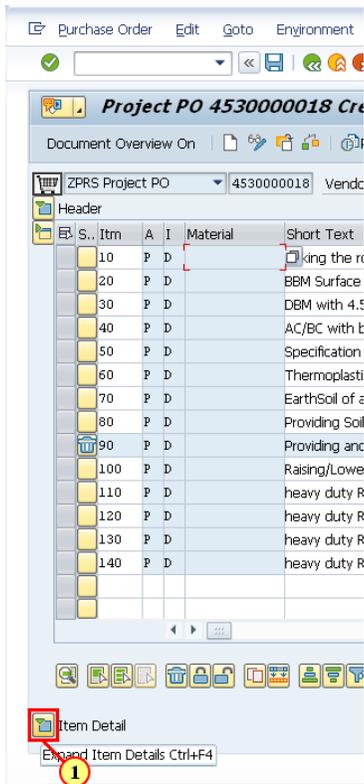
21.27. Change PO – ME22N - make corresponding changes to item quantities

Tcode ME22N -- since we are not in main screen pre-fix with /n, so enter /nME22N



(1) The field is filled out.

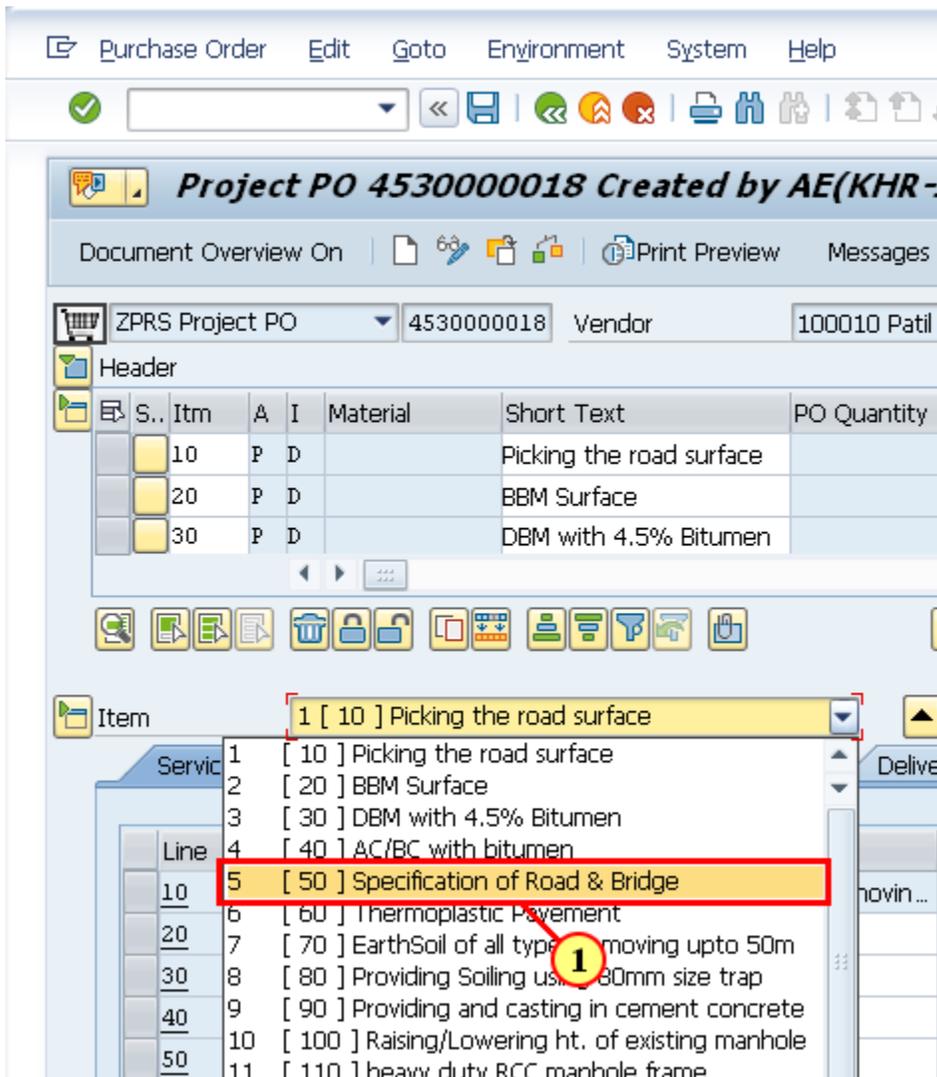
Select the item Detail



(1) Click on .

SAP Training manual

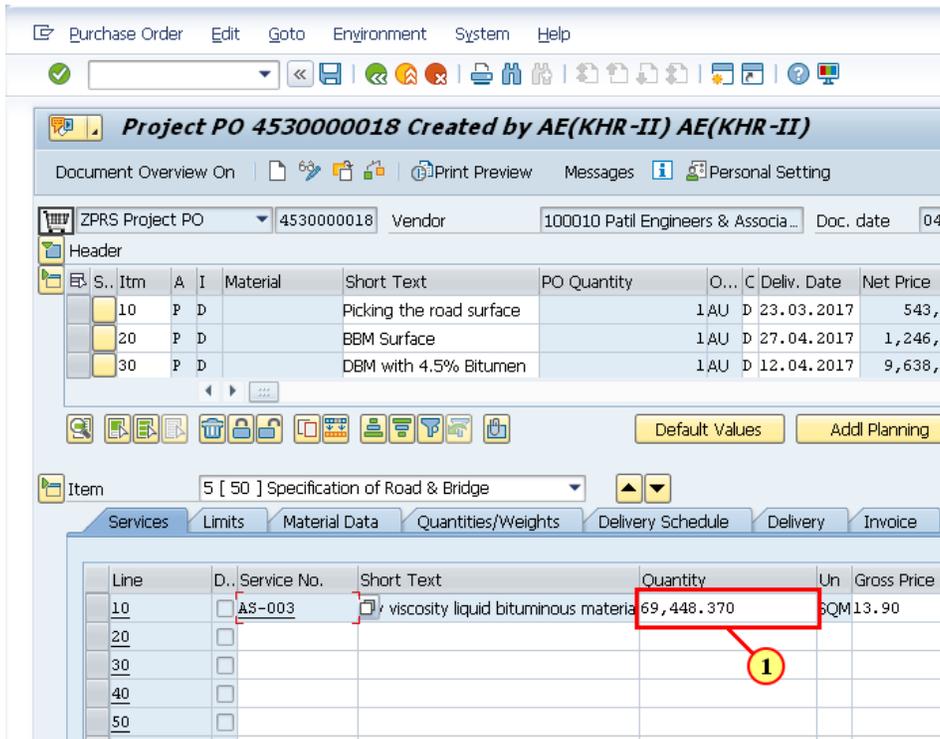
Select required item



(1) Clicking on the entry **5 [50] Specification of Road & Bridge** selects it.

Change the quantity

SAP Training manual



Project PO 453000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

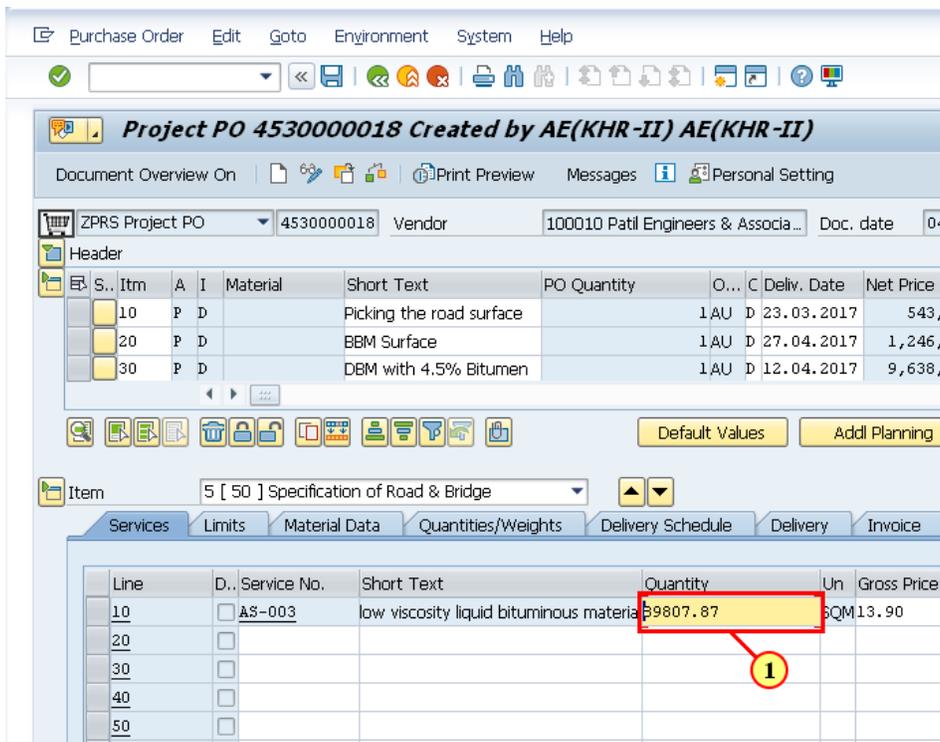
ZPRS Project PO | 453000018 | Vendor | 100010 Patil Engineers & Associa... | Doc. date | 04

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
10	P	D			Picking the road surface	1	AU	D	23.03.2017	543,...
20	P	D			BBM Surface	1	AU	D	27.04.2017	1,246,...
30	P	D			DBM with 4.5% Bitumen	1	AU	D	12.04.2017	9,638,...

Item: 5 [50] Specification of Road & Bridge

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price
10		AS-003	viscosity liquid bituminous materia	69,448.370		SQM13.90
20						
30						
40						
50						

(1) Click on 69,448.370



Project PO 453000018 Created by AE(KHR-II) AE(KHR-II)

Document Overview On | Print Preview | Messages | Personal Setting

ZPRS Project PO | 453000018 | Vendor | 100010 Patil Engineers & Associa... | Doc. date | 04

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
10	P	D			Picking the road surface	1	AU	D	23.03.2017	543,...
20	P	D			BBM Surface	1	AU	D	27.04.2017	1,246,...
30	P	D			DBM with 4.5% Bitumen	1	AU	D	12.04.2017	9,638,...

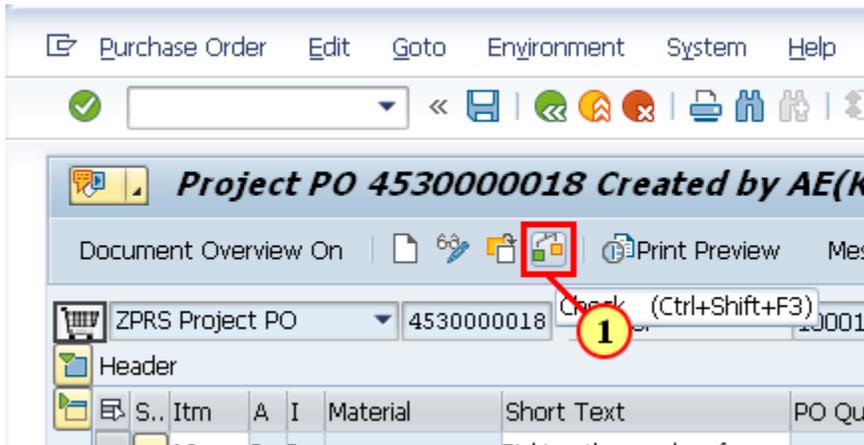
Item: 5 [50] Specification of Road & Bridge

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price
10		AS-003	low viscosity liquid bituminous materia	59807.87		SQM13.90
20						
30						
40						
50						

(1) The field is filled out.

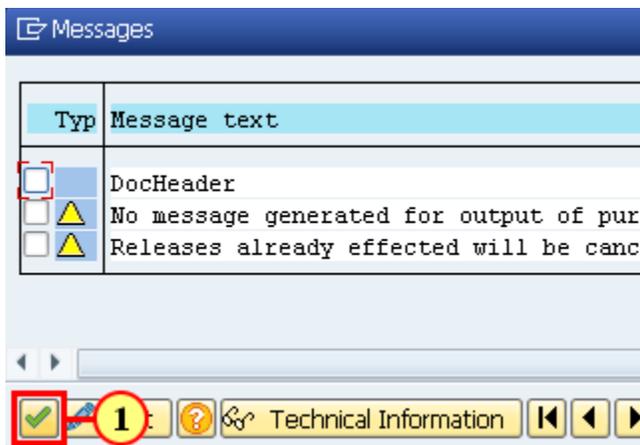
SAP Training manual

Click on Check button



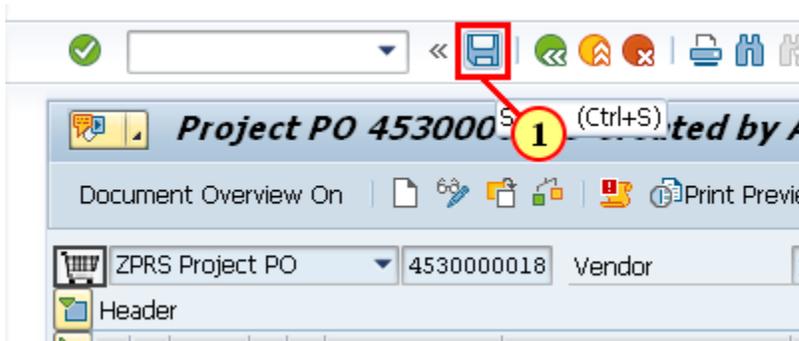
(1) Click on **Check** .

Messages – no critical message – Click Continue



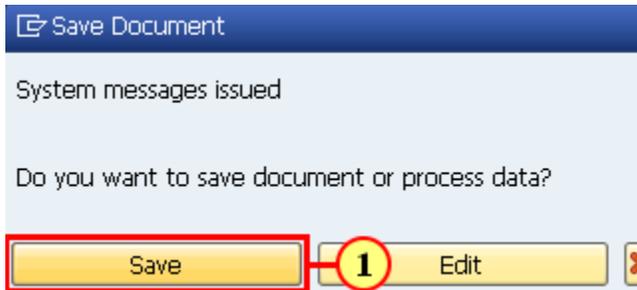
(1) Click on **Continue** .

Save Project PO 4530000018

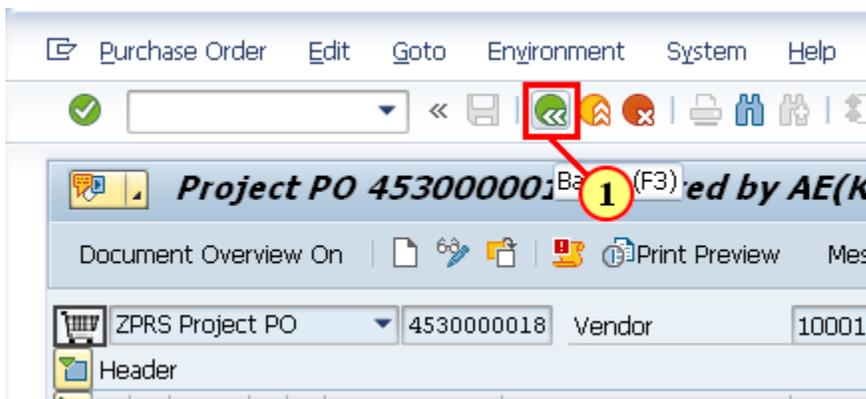


(1) Click on .

Save Document



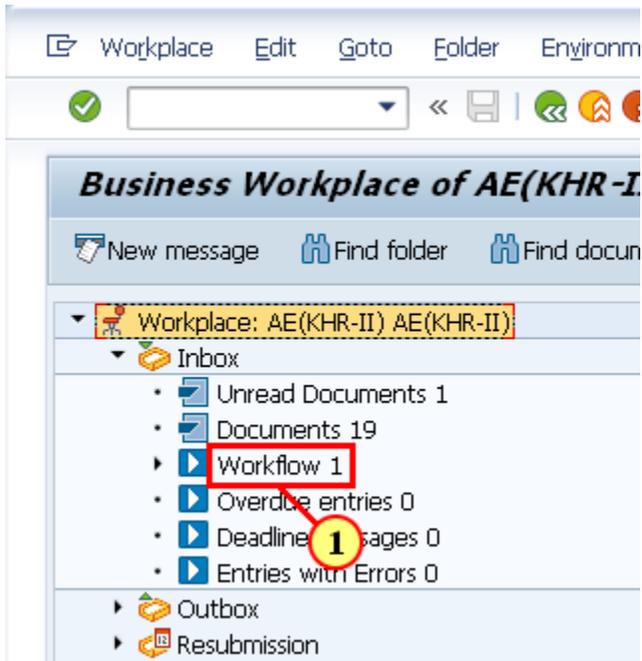
(1) Click on .
Go back



(1) Click on .

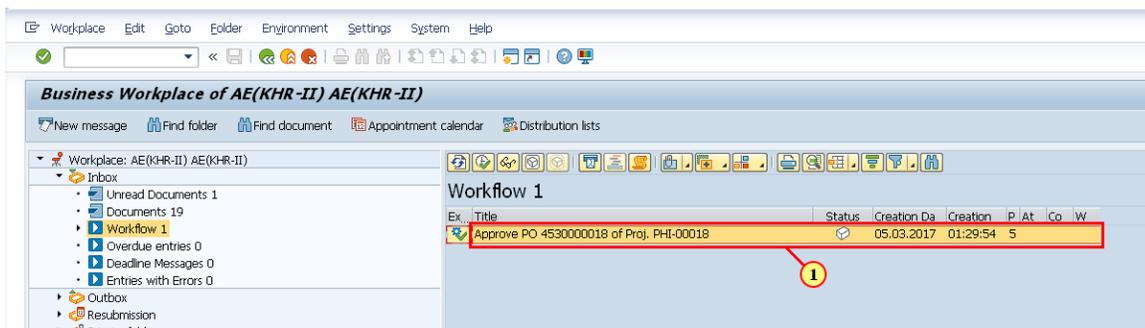
21.28. Release Strategy – Approver 1

Approver 1 – AE – Click on SAP Business Workspace – Inbox → Workflow



(1) Click on Workflow 1.

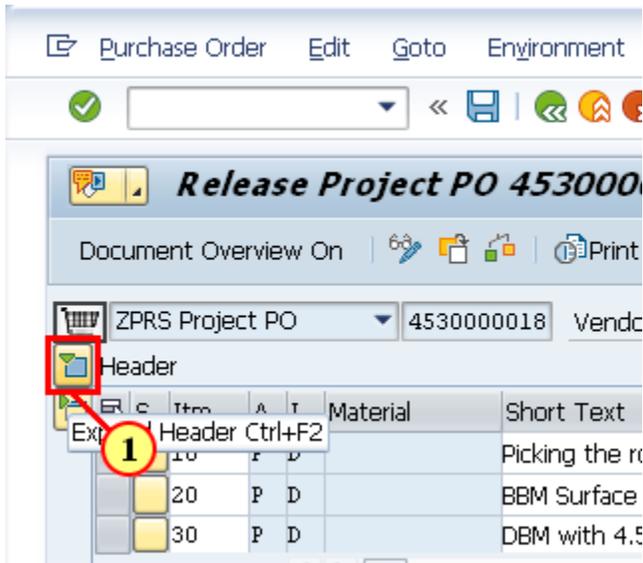
Double click to open the PO item for approval



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

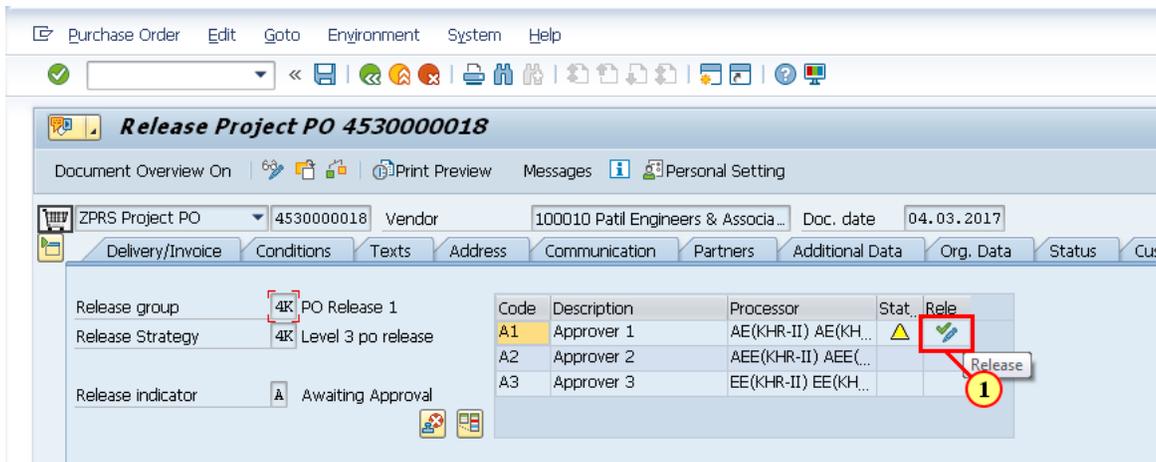
Click Header

SAP Training manual



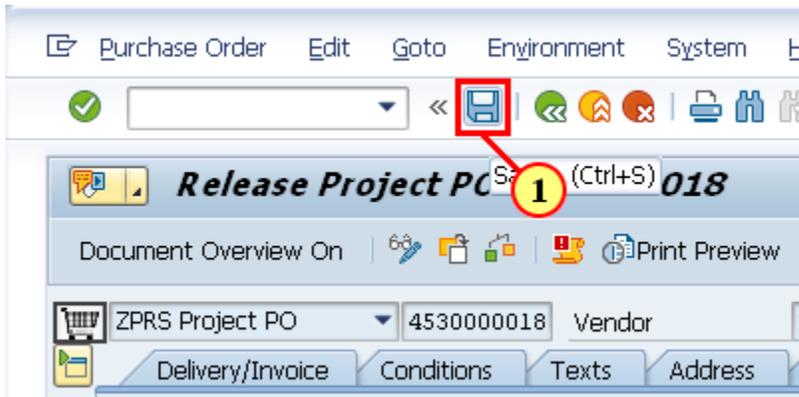
(1) Click on .

Click green check mark against Approver 1 i.e. AE



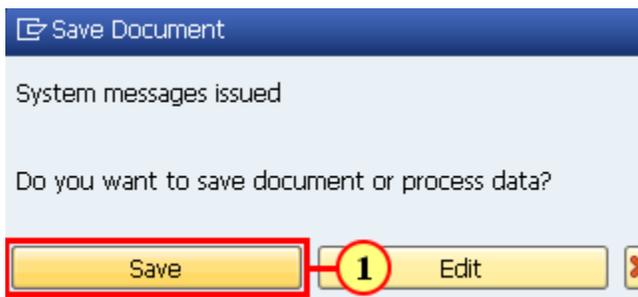
(1) Click on .

Save



(1) Click on .

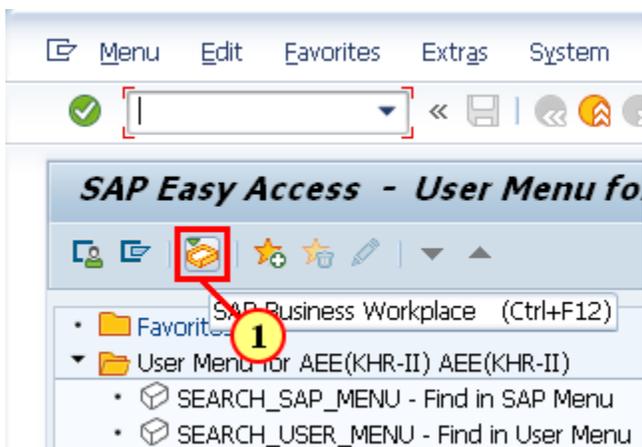
Save Document



(1) Click on .

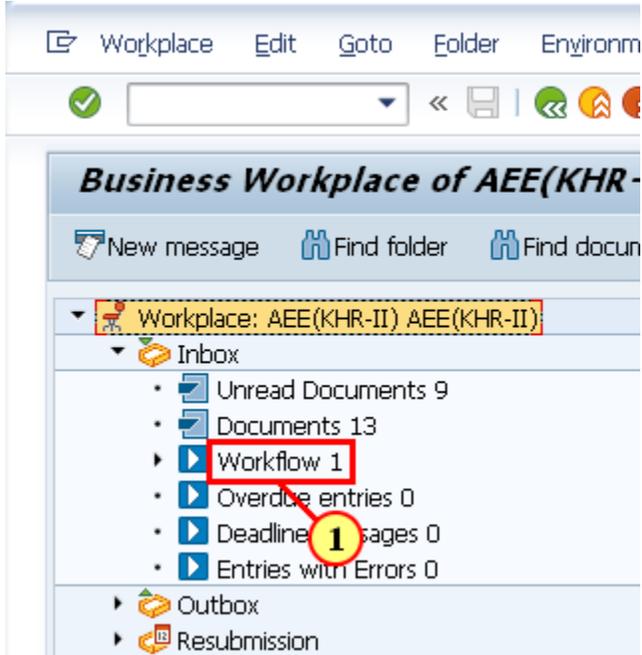
21.29. Release Strategy – Approver 2

Login with Approver 2 - AEE – Click on SAP Business Workplace



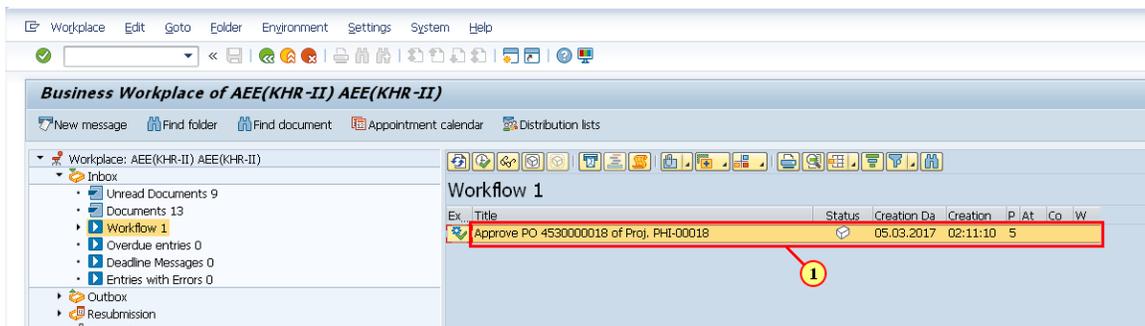
(1) Click on **SAP Business Workplace** .

Inbox → Workflow



(1) Click on Workflow 1.

Double click to open the PO item for approval

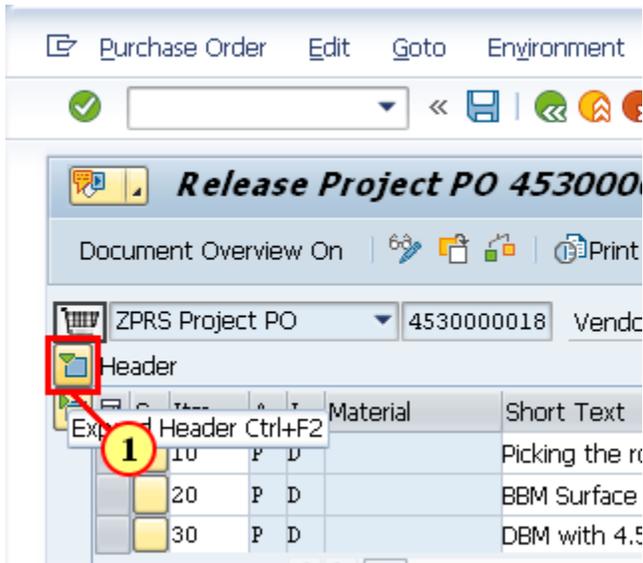


(1) Approve PO 4530000018 of Proj. PHI-00018

is double-clicked.

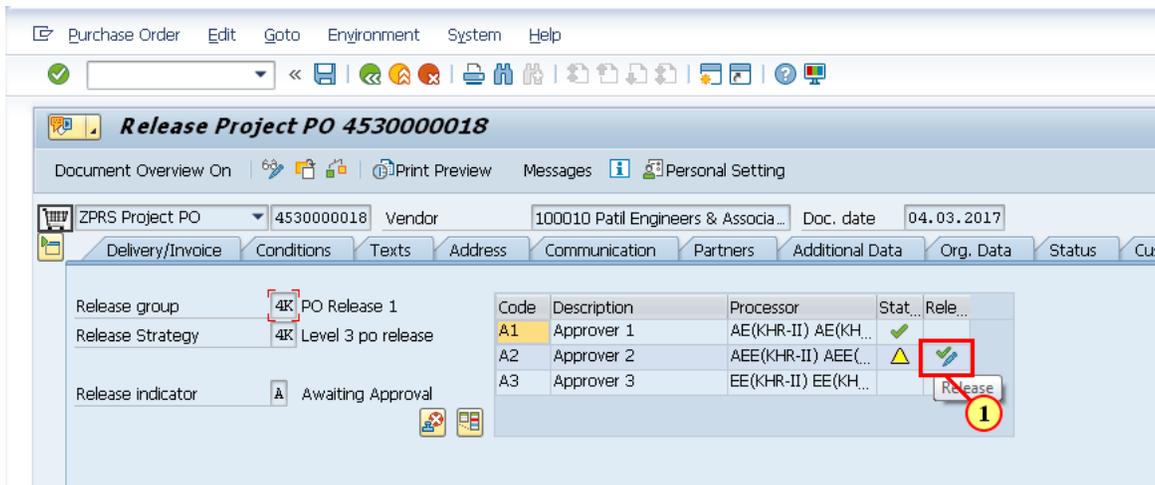
Click on PO header

SAP Training manual



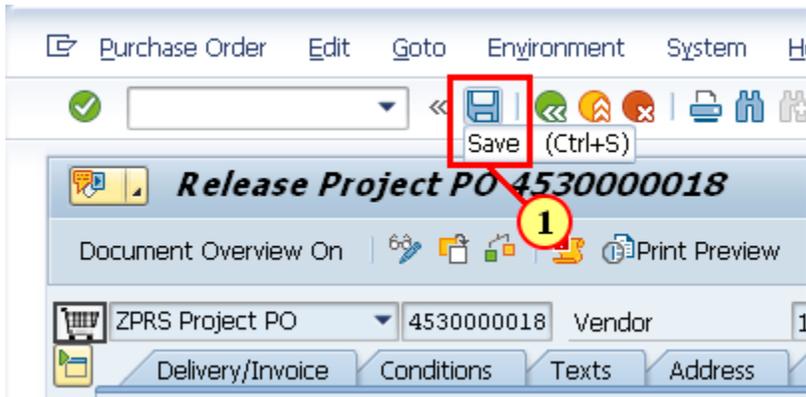
(1) Click on .

Click the green tick mark against Approver 2 i.e. AEE



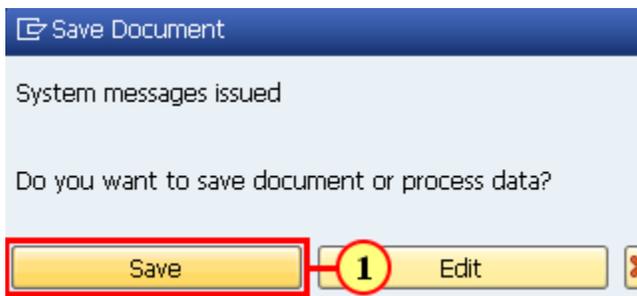
(1) Click on .

Save PO



(1) Click on  Save.

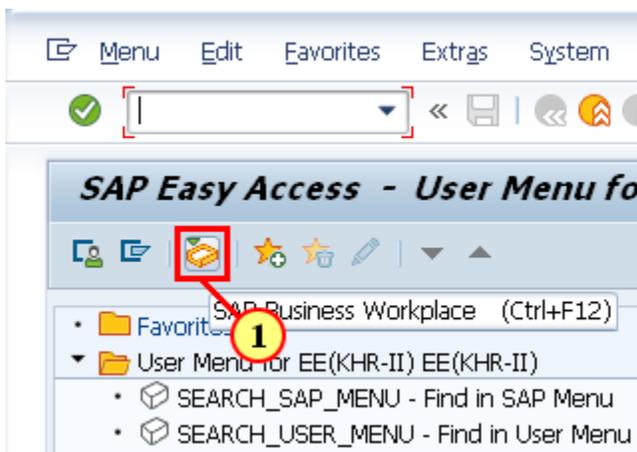
Save Document



(1) Click on .

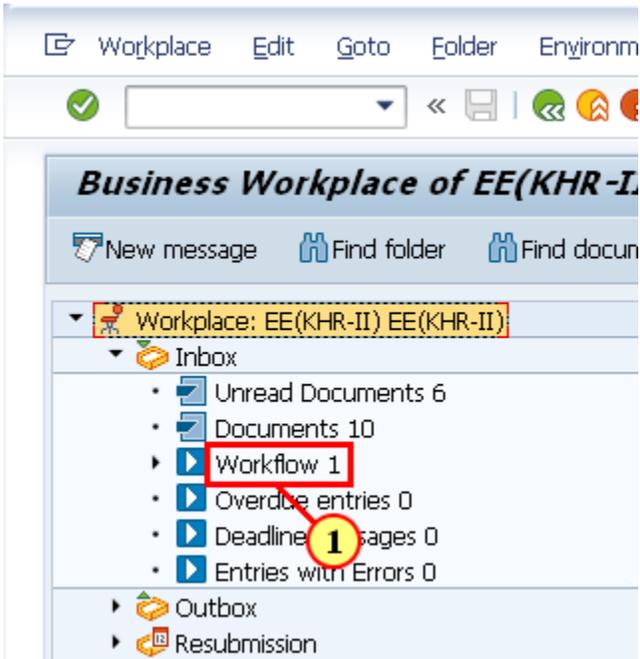
21.30. Release Strategy – Approver 3

Login with Approver 3 – EE – Click on SAP Business Workplace



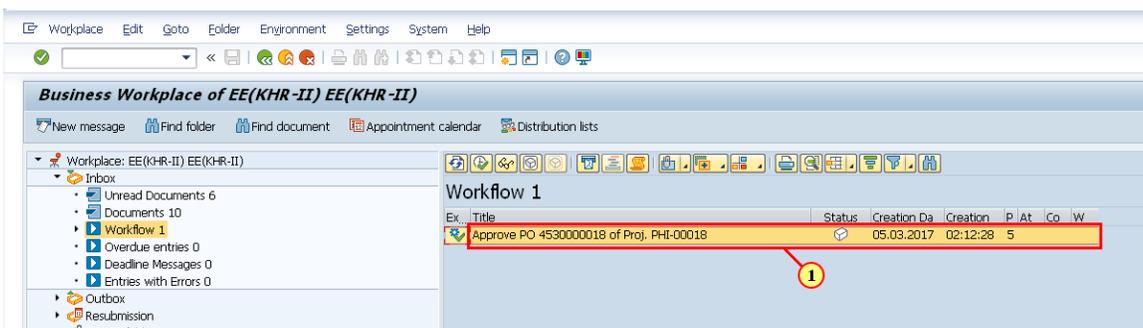
(1) Click on **SAP Business Workplace** .

Inbox → Workflow



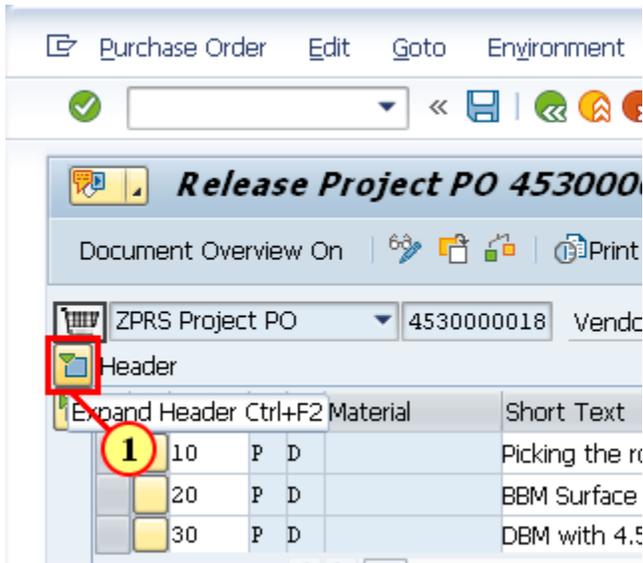
(1) Click on **Workflow 1**.

Double click to open the PO item for approval



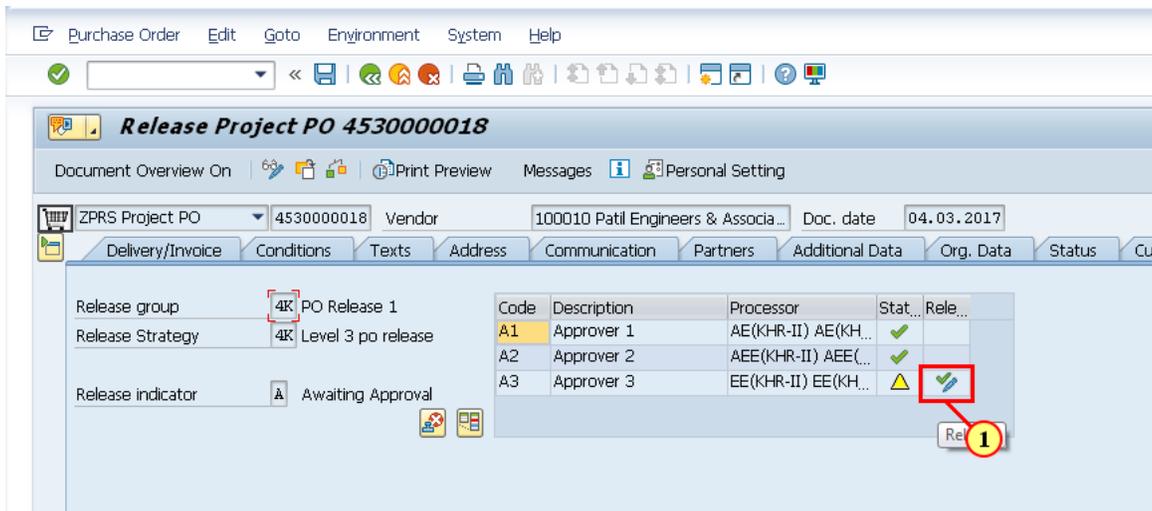
(1) **Approve PO 4530000018 of Proj. PHI-00018**  05.03.2017 02:12:28 5 is double-clicked.

Click Header



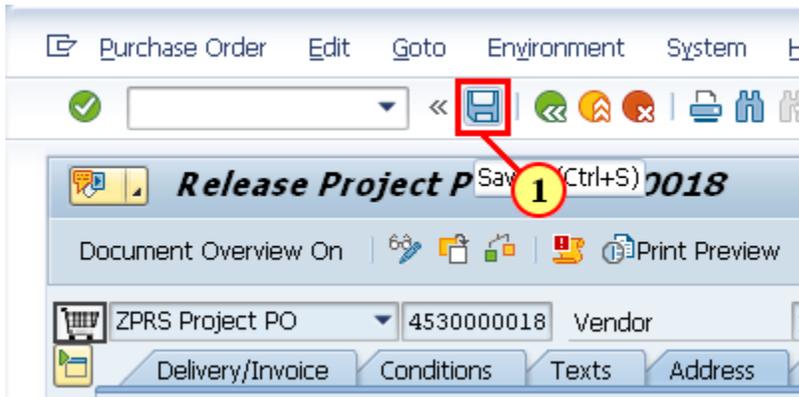
(1) Click on

Click the green tick mark against Approver 3 i.e. EE



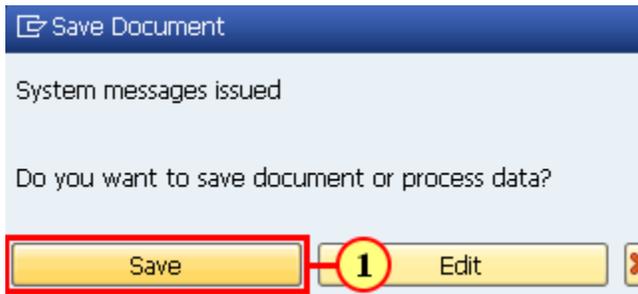
(1) Click on

Save PO



(1) Click on .

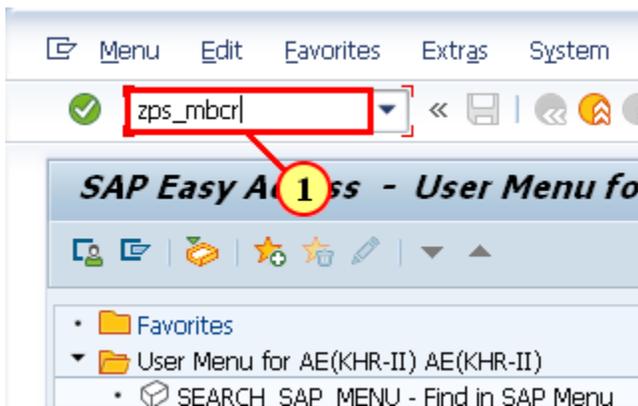
Save Document – this completes approval for Excess/Savings quantities in PO



(1) Click on .

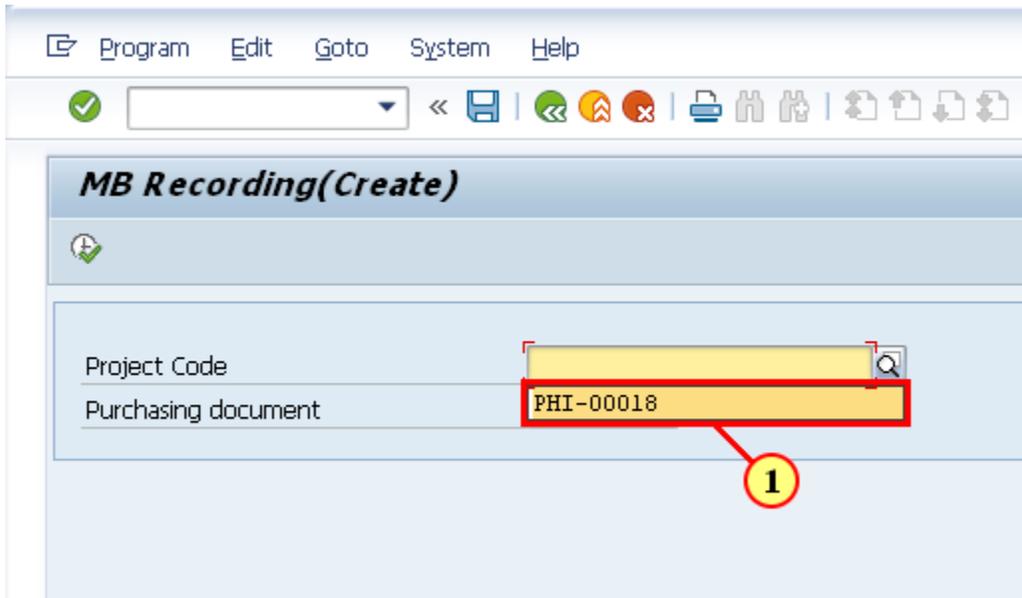
21.31. Create third RA-Bill – Tcode ZPS_MBCR

Login with AE – Tcode ZPS_MBCR



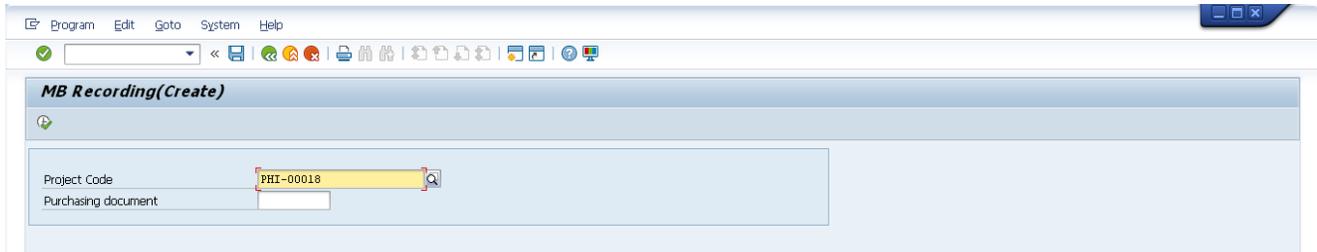
(1) The field is filled out.

MB Recording(Create) – Enter project code



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

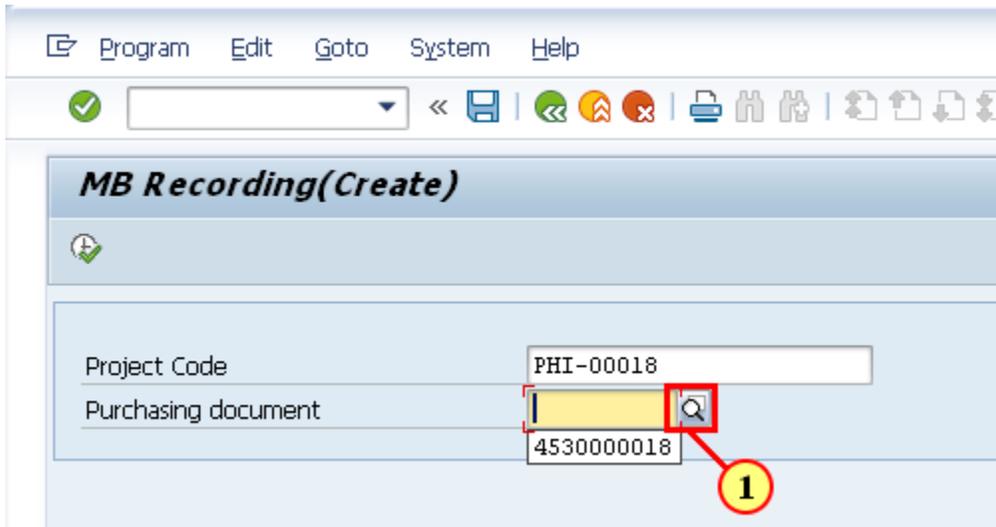
MB Recording(Create) – Click Enter



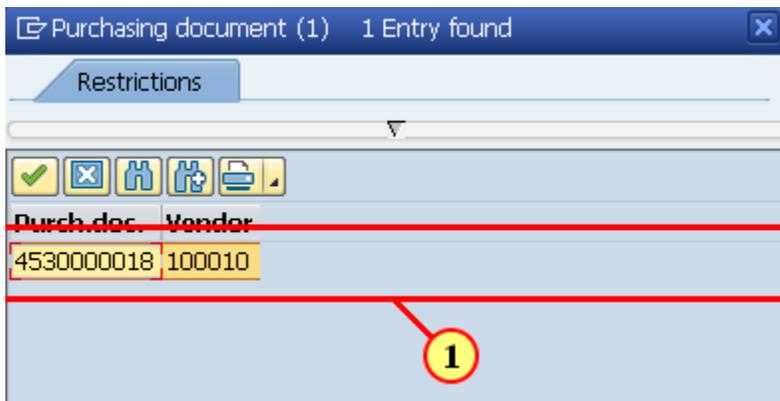
Enter is now pressed.

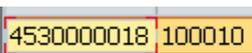
Enter approved PO number for the project

SAP Training manual

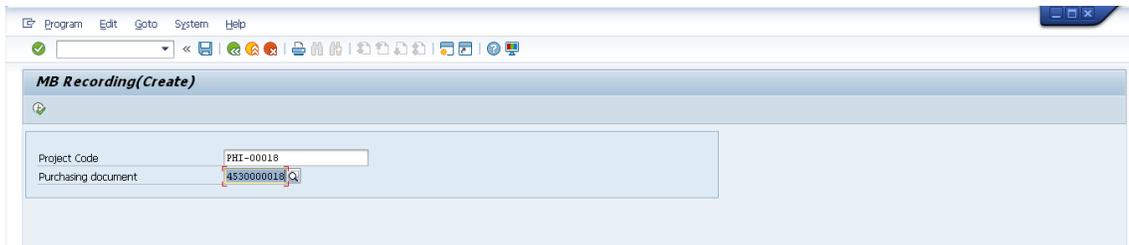


(1) Click on .



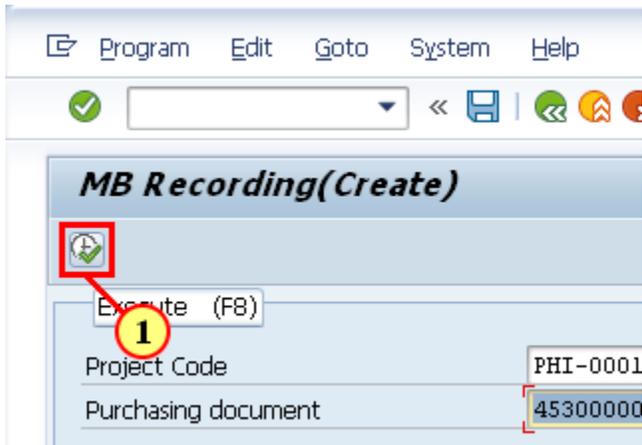
(1)  is double-clicked.

MB Recording(Create) – Click Enter



Enter is now pressed.

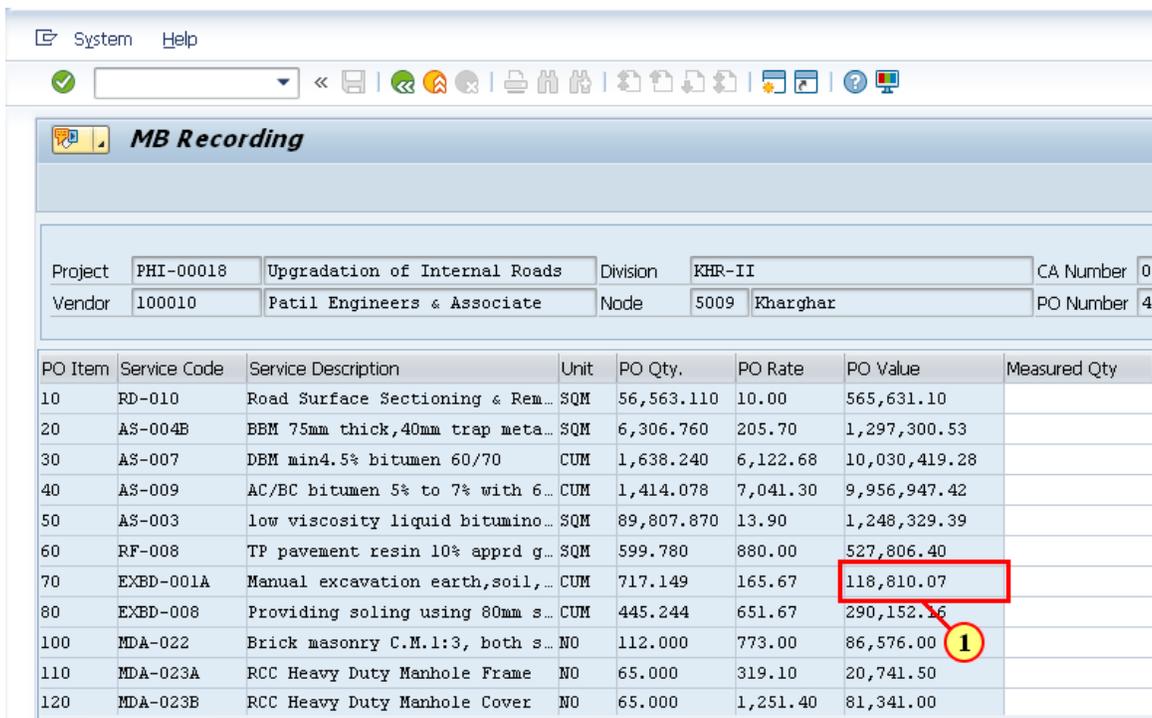
Click on Execute button



(1) Click on **Execute** .

21.32. Quantity change reflected from Excess/Savings

MB Recording – We can see the changed quantity coming out of Excess/Savings process

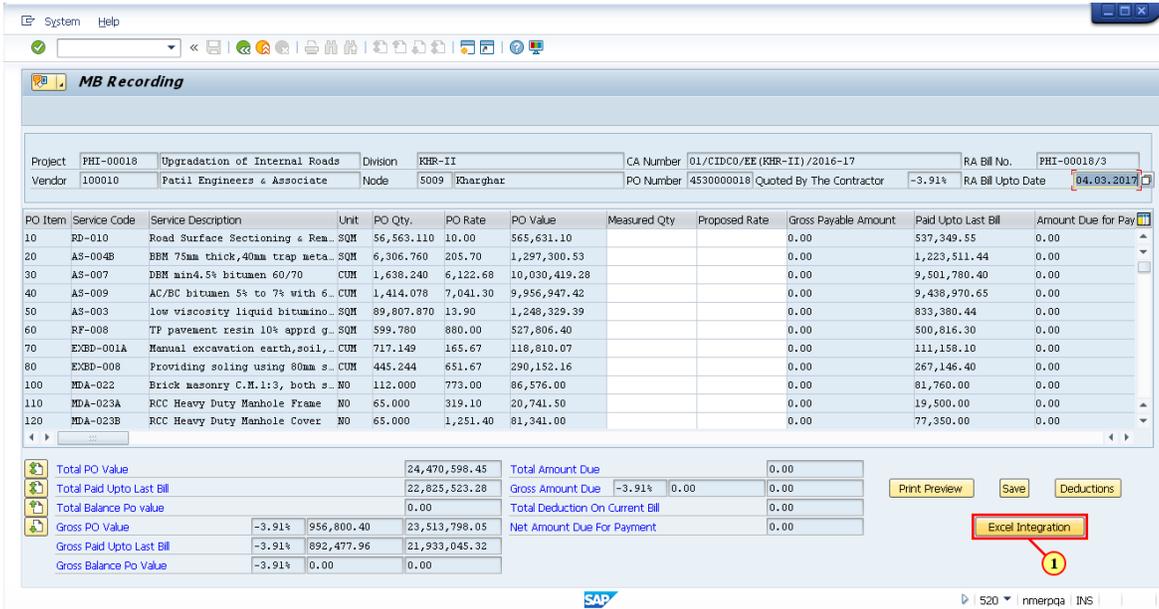


PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,563.110	10.00	565,631.10	
20	AS-004B	BEM 75mm thick,40mm trap meta...	SQM	6,306.760	205.70	1,297,300.53	
30	AS-007	DEM min4.5% bitumen 60/70	CUM	1,638.240	6,122.68	10,030,419.28	
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,414.078	7,041.30	9,956,947.42	
50	AS-003	low viscosity liquid bitumino...	SQM	89,807.870	13.90	1,248,329.39	
60	RF-008	TP pavement resin 10% apprd g...	SQM	599.780	880.00	527,806.40	
70	EXBD-001A	Manual excavation earth,soil,...	CUM	717.149	165.67	118,810.07	
80	EXBD-008	Providing soling using 80mm s...	CUM	445.244	651.67	290,152.16	
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	112.000	773.00	86,576.00	
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	65.000	319.10	20,741.50	
120	MDA-023B	RCC Heavy Duty Manhole Cover	NO	65.000	1,251.40	81,341.00	

(1) The **165.67** field is filled out.

21.33. Upload quantities and proposed rates using Excel Integration

Click on Excel Integration to upload the quantities



MB Recording

Project: PHI-00018 | Upgradation of Internal Roads | Division: KHR-II | CA Number: 01/CIDCO/EE (KHR-II) /2016-17 | RA Bill No.: PHI-00018/3
 Vendor: 100010 | Patel Engineers & Associate | Node: 5009 | Kharghar | PO Number: 453000018 | Quoted By The Contractor: -3.91% | RA Bill Upto Date: 04.03.2017

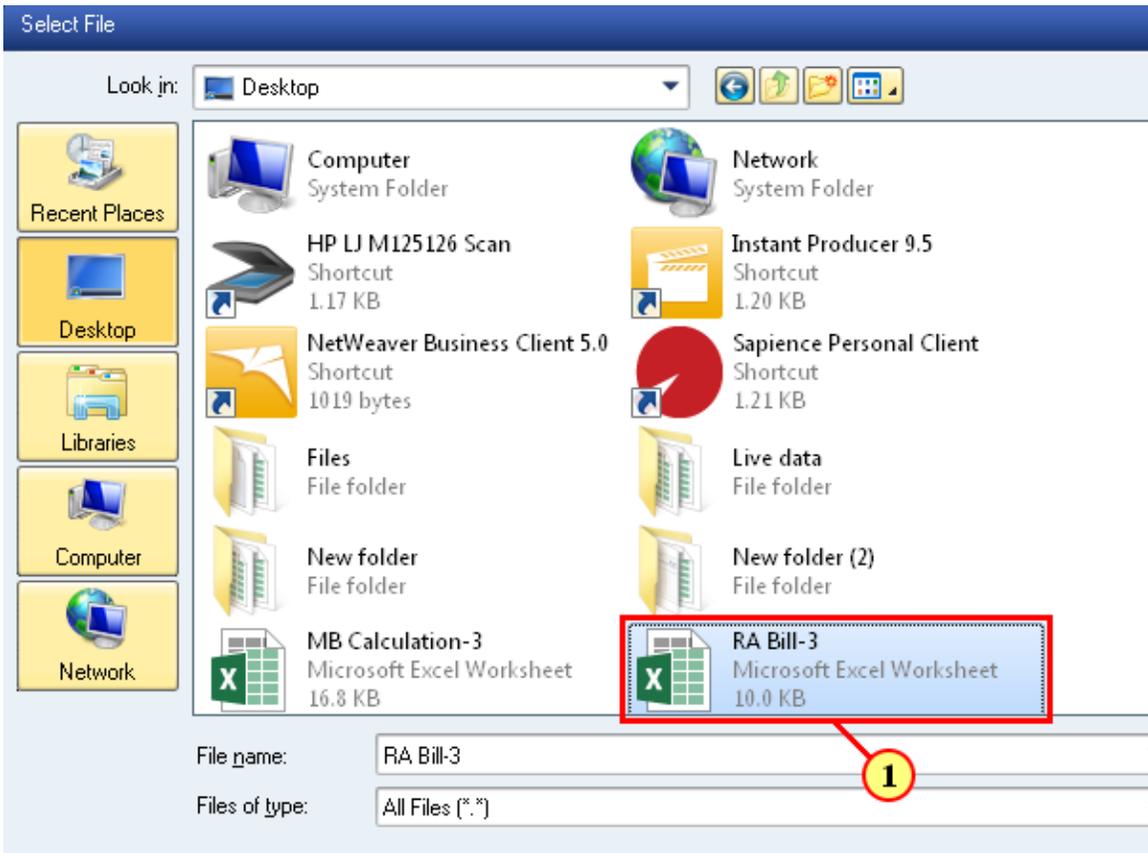
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,563.110	10.00	565,631.10			0.00	537,349.55	0.00
20	AS-004B	BEM 75mm thick,40mm trap meta.	SQM	6,306.760	205.70	1,297,300.53			0.00	1,223,511.44	0.00
30	AS-007	BEM min4.5% bitumen 60/70	CUM	1,638.240	6,122.68	10,050,419.28			0.00	9,501,780.40	0.00
40	AS-009	AC/BC bitumen 5% to 7% with 6.	CUM	1,414.078	7,041.30	9,956,947.42			0.00	9,438,970.65	0.00
50	AS-003	low viscosity liquid bitumino.	SQM	89,807.870	13.90	1,248,329.39			0.00	833,380.44	0.00
60	RF-008	TP pavement resin 10% apprd g.	SQM	599.780	880.00	527,806.40			0.00	500,816.30	0.00
70	EXBD-001A	Manual excavation earth,soil.	CUM	717.149	165.67	118,810.07			0.00	111,158.10	0.00
80	EXBD-008	Providing soling using 80mm s.	CUM	445.244	651.67	290,152.16			0.00	267,146.40	0.00
100	MDA-022	Brick masonry C.M.1:3, both s.	NO	112.000	773.00	86,576.00			0.00	81,760.00	0.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	65.000	319.10	20,741.50			0.00	19,500.00	0.00
120	MDA-023B	RCC Heavy Duty Manhole Cover	NO	65.000	1,251.40	81,341.00			0.00	77,350.00	0.00

Summary Statistics:

Total PO Value	24,470,598.45	Total Amount Due	0.00
Total Paid Upto Last Bill	22,825,523.28	Gross Amount Due	-3.91% 0.00
Total Balance Po value	0.00	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 956,800.40	Net Amount Due For Payment	0.00
Gross Paid Upto Last Bill	-3.91% 892,477.96		
Gross Balance Po Value	-3.91% 0.00		

Buttons: Print Preview, Save, Deductions, **Excel Integration** (1)

(1) Click on **Excel Integration**
 Select File



Select File

Look in: Desktop

Recent Places: Desktop, Libraries, Computer, Network

Files and folders on Desktop:

- Computer System Folder
- Network System Folder
- HP LJ M125126 Scan Shortcut (1.17 KB)
- Instant Producer 9.5 Shortcut (1.20 KB)
- NetWeaver Business Client 5.0 Shortcut (1019 bytes)
- Sapience Personal Client Shortcut (1.21 KB)
- Files File folder
- Live data File folder
- New folder File folder
- New folder (2) File folder
- MB Calculation-3 Microsoft Excel Worksheet (16.8 KB)
- RA Bill-3 Microsoft Excel Worksheet (10.0 KB)** (1)

File name: RA Bill-3
 Files of type: All Files (*.*)

SAP Training manual



(1) The entry **RA Bill-3** is selected by double clicking on it.

Go to Deductions tab

PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Pad Upto Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem.	SQM	56,563.110	10.00	565,631.10	56,563.110	10.00	565,631.10	537,349.55	28,281.55
20	A5-004B	BSM 75mm thick, 40mm trap meta.	SQM	6,306.760	205.70	1,297,300.53	6,306.760	205.70	1,297,300.53	1,223,511.44	73,789.09
30	A5-007	DEM min4.5% bitumen 60/70	CUM	1,638.240	6,122.68	10,030,419.28	1,638.238	6,122.68	10,030,407.04	9,501,780.40	528,626.64
40	A5-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,414.078	7,041.30	9,956,947.42	1,414.078	7,041.30	9,956,947.42	9,438,970.65	517,976.77
50	A5-003	low viscosity liquid bitumino...	SQM	89,807.870	13.90	1,248,329.39	89,807.870	13.90	1,248,329.39	833,380.44	414,948.95
60	RF-008	TP pavement resin 10% apprd g...	SQM	599.780	880.00	527,806.40	599.780	880.00	527,806.40	500,816.30	26,990.10
70	EXBD-001A	Manual excavation earth, soil...	CUM	717.149	165.67	118,810.07	717.149	165.67	118,810.07	111,158.10	7,651.97
80	EXBD-008	Providing soling using 80mm s...	CUM	445.244	651.67	290,152.16	445.244	651.67	290,152.16	267,146.40	23,005.76
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	112.000	773.00	86,576.00	112.000	773.00	86,576.00	81,760.00	4,816.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	65.000	319.10	20,741.50	65.000	319.10	20,741.50	19,500.00	1,241.50
120	MDA-023B	RCC Heavy Duty Manhole Cover	NO	65.000	1,251.40	81,341.00	65.000	1,251.40	81,341.00	77,350.00	3,991.00

Total PO Value	24,470,598.45	Total Amount Due	1,645,062.93
Total Paid Upto Last Bill	22,825,523.28	Gross Amount Due	1,580,740.97
Total Balance Po value	12.24	Total Deduction On Current Bill	0.00
Gross PO Value	-3.91% 956,800.40	Net Amount Due For Payment	1,580,740.97
Gross Paid Upto Last Bill	-3.91% 892,477.96		
Gross Balance Po Value	-3.91% 0.48		

(1) Click on **Deductions**.

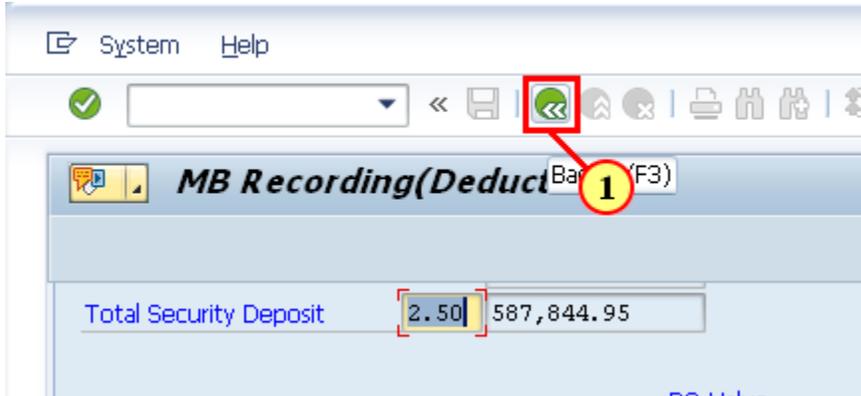
Make entries if applicable – check the amounts upto last bill

	PO Value	Gross Amount Due	Dedu. Upto Last Bill
Gross Amount Of Bill	23,513,798.05	1,580,740.97	21,933,045.32
Security Deposit			615,999.82
Income Tax(IT)	I1 2.00	31,614.82	438,660.91
Works Contract Tax(WCT)	W1 2.00	31,614.82	438,660.91
Creche Deposit			100,000.00
Laboratory Charges			200,000.00
Royalty Charges			51,000.00
Environmental Cess			0.00
Recovery For Cess-Const Workers Welfare		0.00	0.00
Deposit Against ESIC		0.00	0.00
Escalation(+/-)		1,349,186.00	0.00
Miscellaneous Deposit			200,000.00
Levy	0.00	0.00	0.00
Labour Cess		15,807.38	219,331.00
Additional Security Deposit		0.00	0.00
MIS. DEPOSIT - CFD			585,000.00-
LAB CHARGES		90,960.00-	0.00
MIS. DEPOSIT ESCALATION		200,000.00-	0.00
Total Deduction		1,137,263.02	1,678,652.64

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

(2) Drop on .

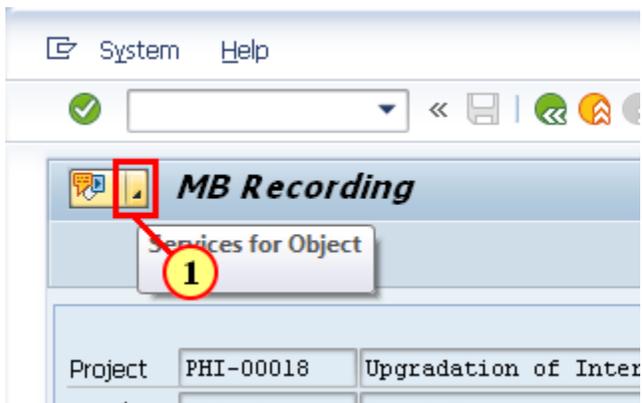
Go back



(1) Click on .

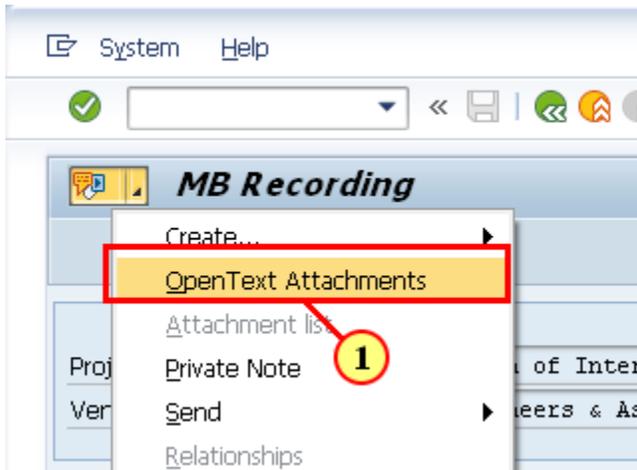
21.34. OpenText Attachments

Click Services for Object



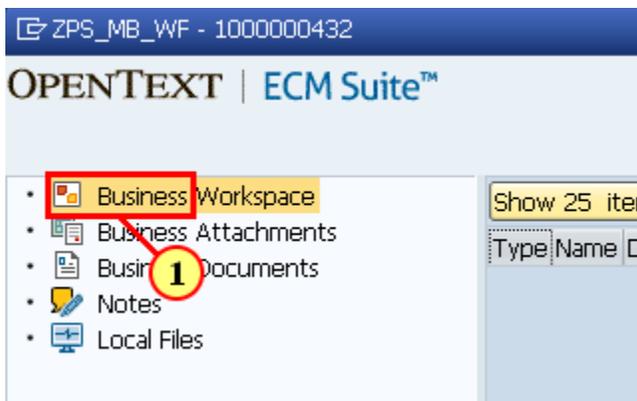
(1) Clicking on the **Open** opens a drop-down list.

Click OpenText Attachments

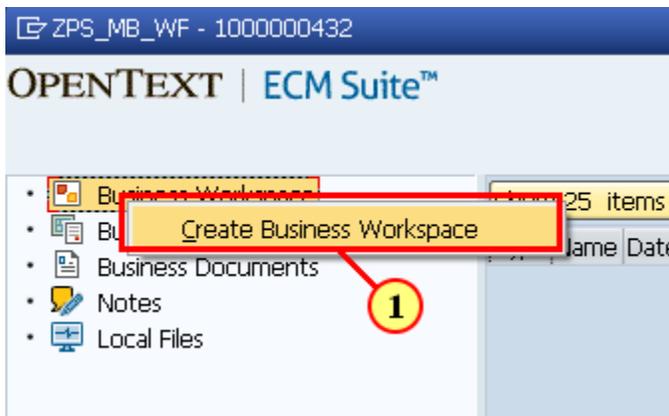


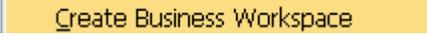
(1) Clicking on the **OpenText Attachments**  menu item executes it.

Double click Business Workspace or right click

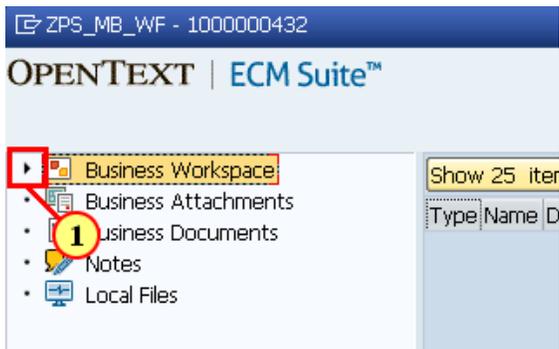


(1) Right-clicking on  **Business** with the mouse opens a shortcut menu.

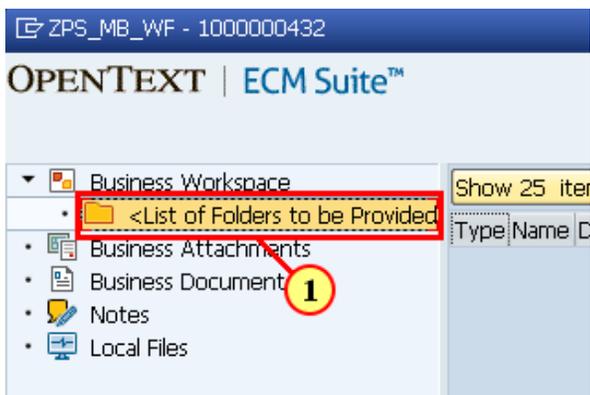


(1) Clicking on the **Create Business Workspace**  menu item executes it.

Expand Business Workspace

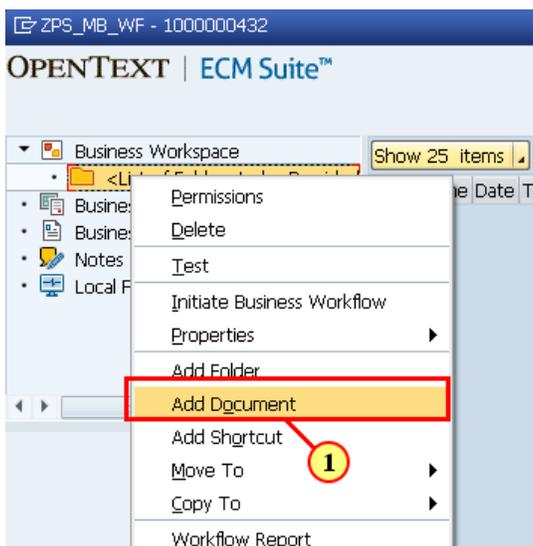


(1) Click on **Business Workspace** .



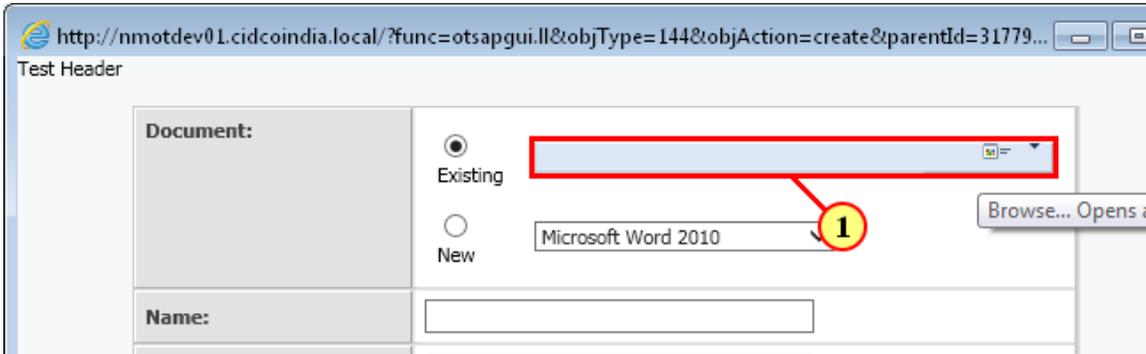
(1) Right-clicking on **<List of Folders to be Provided** with the mouse opens a shortcut menu.

Right Click the folder and click Add document

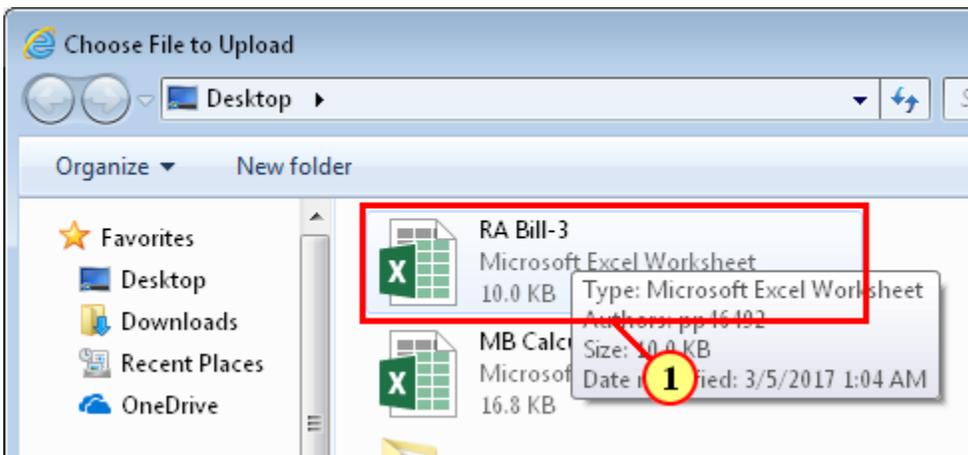


SAP Training manual

(1) Clicking on the **Add Document** Add Document menu item executes it. Browse to upload the RA Bill 3 xls



(1) The **Existing** field is cleared. Choose File to Upload



(1)  RA Bill-3 Microsoft Excel Worksheet 10.0 KB Type: Microsoft Excel Worksheet is double-clicked. You can enter Description for the file

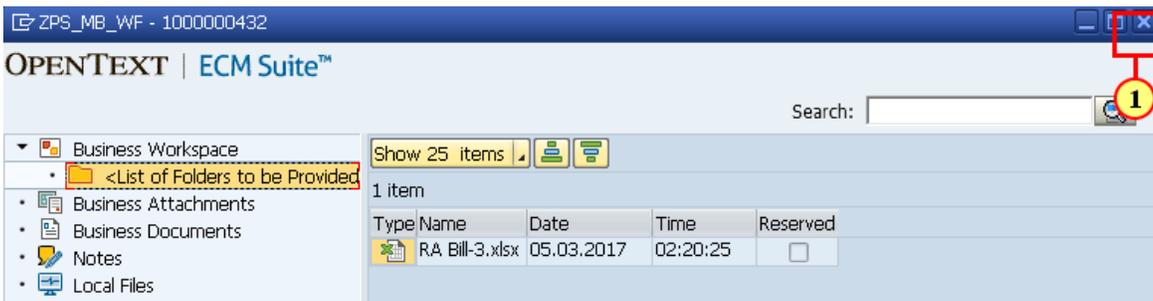
http://nmotdev01.cidcoindia.local/?func=otsapgui.11&objType=144&objAction=create

Test Header

Document:	<input checked="" type="radio"/> Existing C:\Users\pp46492\Desktop\RA Bill-3.xlsx <input type="radio"/> New Microsoft Word 2010
Name:	RA Bill-3.xlsx
Description:	
Version Control:	<input checked="" type="radio"/> Standard - linear versioning <input type="radio"/> Advanced - major/minor versioning
Inherited Classifications:	Workspace Types:Quality:510:MB Recording
Classifications:	Classify...
Categories:	MB Recording
Create In:	<List of Folders to be Provided by Functiona

1

(1) Click on .
Close



(1) Click on **Close** .

21.35. Save MB

Save MB Recording

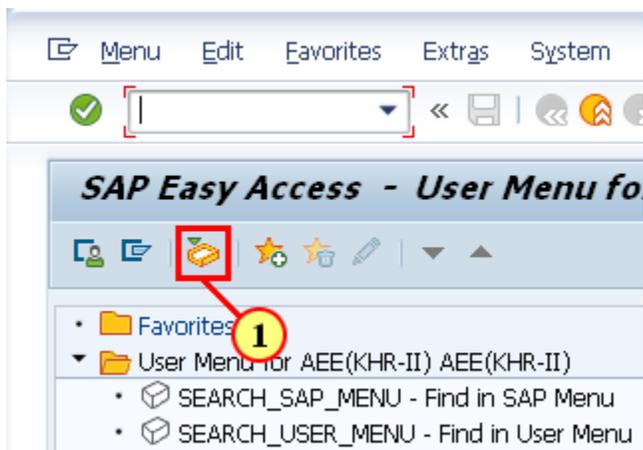
PO Item	Service Code	Service Description	Unit	PO Qty.	PO Rate	PO Value	Measured Qty	Proposed Rate	Gross Payable Amount	Paid Up to Last Bill	Amount Due for Pay
10	RD-010	Road Surface Sectioning & Rem...	SQM	56,563.110	10.00	565,631.10	56,563.110	10.00	565,631.10	537,349.55	28,281.55
20	AS-004B	BEM 75mm thick, 40mm trap meta...	SQM	6,306.760	205.70	1,297,300.53	6,306.760	205.70	1,297,300.53	1,223,511.44	73,789.09
30	AS-007	BEM min 4.5% bitumen 60/70	CUM	1,638.240	6,122.68	10,030,419.28	1,638.238	6,122.68	10,030,407.04	9,501,780.40	528,626.64
40	AS-009	AC/BC bitumen 5% to 7% with 6...	CUM	1,414.078	7,041.30	9,956,947.42	1,414.078	7,041.30	9,956,947.42	9,438,970.65	517,976.77
50	AS-003	low viscosity liquid bitumino...	SQM	89,807.870	13.90	1,248,329.39	89,807.870	13.90	1,248,329.39	833,380.44	414,948.95
60	RF-008	TP pavement resin 10% apprtd g...	SQM	599.780	880.00	527,806.40	599.780	880.00	527,806.40	500,816.30	26,990.10
70	EXBD-001A	Manual excavation earth, soil, ...	CUM	717.149	165.67	118,810.07	717.149	165.67	118,810.07	111,158.10	7,651.97
80	EXBD-008	Providing soiling using 80mm s...	CUM	445.244	651.67	290,152.16	445.244	651.67	290,152.16	267,146.40	23,005.76
100	MDA-022	Brick masonry C.M.1:3, both s...	NO	112.000	773.00	86,576.00	112.000	773.00	86,576.00	81,760.00	4,816.00
110	MDA-023A	RCC Heavy Duty Manhole Frame	NO	65.000	319.10	20,741.50	65.000	319.10	20,741.50	19,500.00	1,241.50
120	MDA-023B	RCC Heavy Duty Manhole Cover	NO	65.000	1,251.40	81,341.00	65.000	1,251.40	81,341.00	77,350.00	3,991.00

Total PO Value	24,470,598.45	Total Amount Due	1,645,062.93
Total Paid Up to Last Bill	22,825,523.28	Gross Amount Due -3.91%	64,321.96
Total Balance Po value	12.24	Total Deduction On Current Bill	1,137,263.02
Gross PO Value	-3.91% 956,800.40	Net Amount Due For Payment	443,477.95
Gross Paid Up to Last Bill	-3.91% 892,477.96		
Gross Balance Po Value	-3.91% 0.48		

(1) Click on Save.

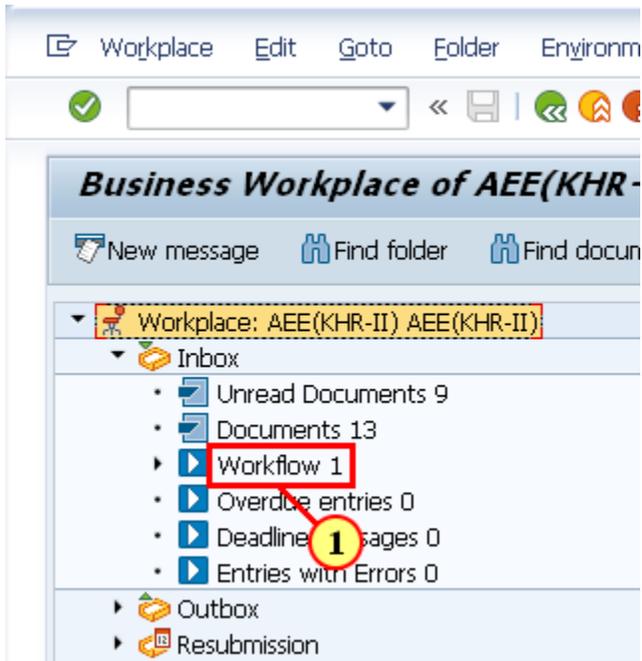
The MB will be approved by the users selected in MB Approval list i.e. AEE, EE and FI users

Login with AEE - Click on SAP Business Workplace

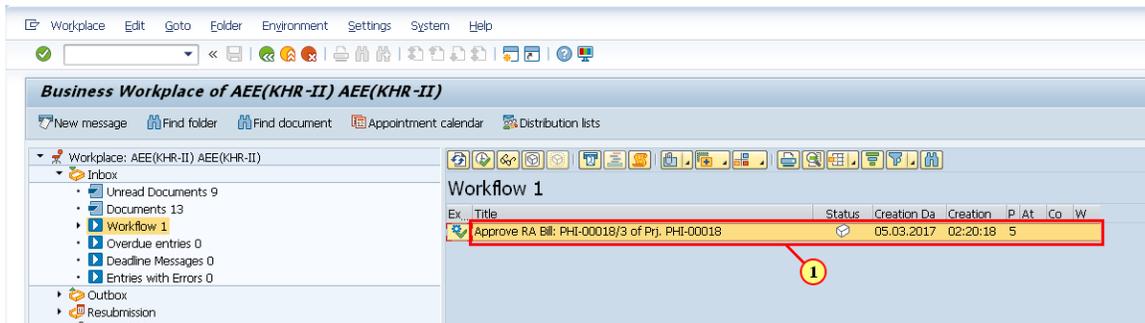


(1) Click on **SAP Business Workplace** .
Inbox → Workflow

SAP Training manual



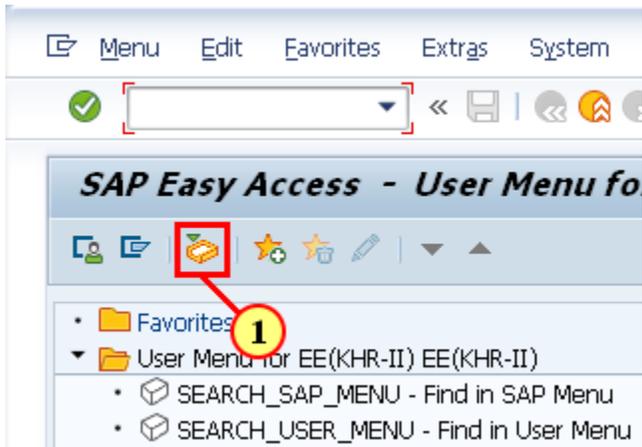
(1) Workflow 1 is double-clicked.
Double Click the MB item that has come for approval



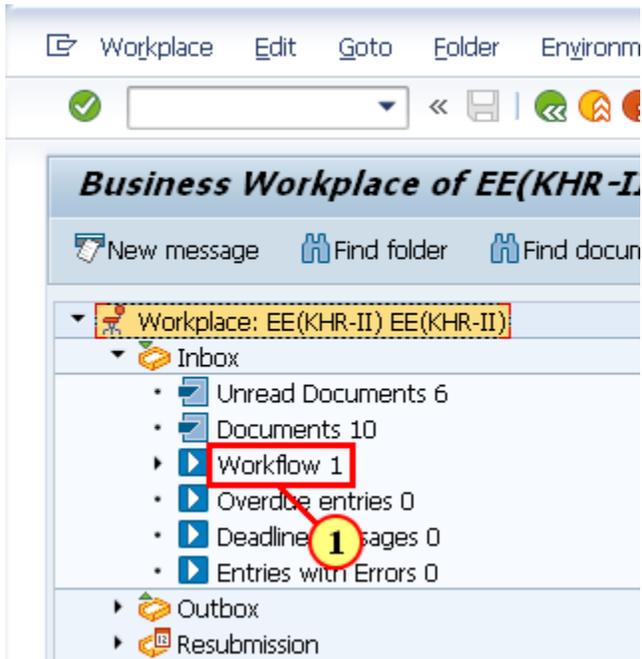
(1) Approve RA Bill: PHI-00018/3 of Prj. PHI-00018 is double-clicked.
Click on Approve



(1) Click on Approve.
Login with EE – Click SAP Business Workplace

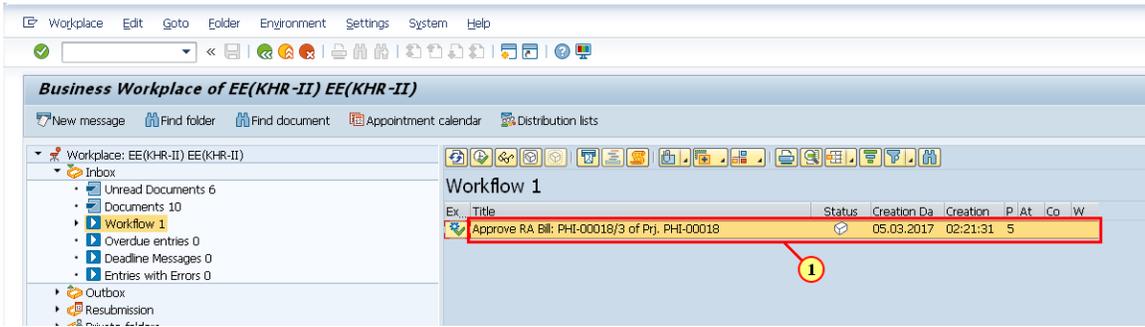


(1) Click on **SAP Business Workplace** .
Inbox → Workflow



(1) Click on **Workflow 1**.
Double click the item that has come for approval

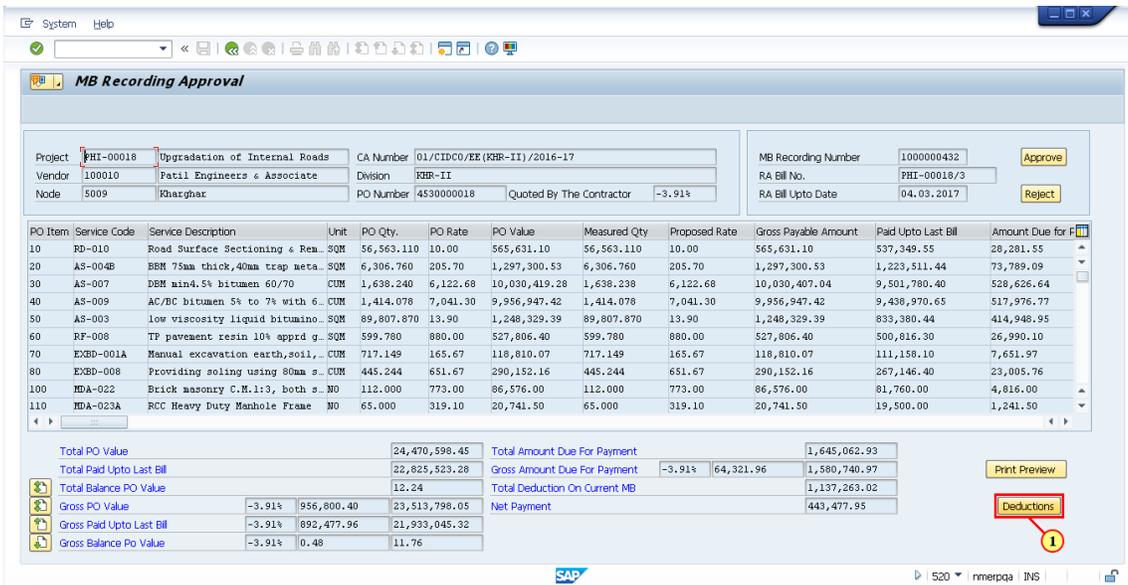
SAP Training manual



(1) Approve RA Bill: PHI-00018/3 of Prj. PHI-00018 05.03.2017 02:21:31 5

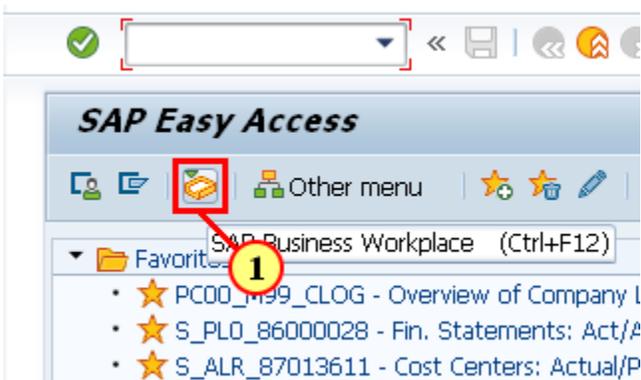
is double-clicked.

Check the deductions and click on Approve



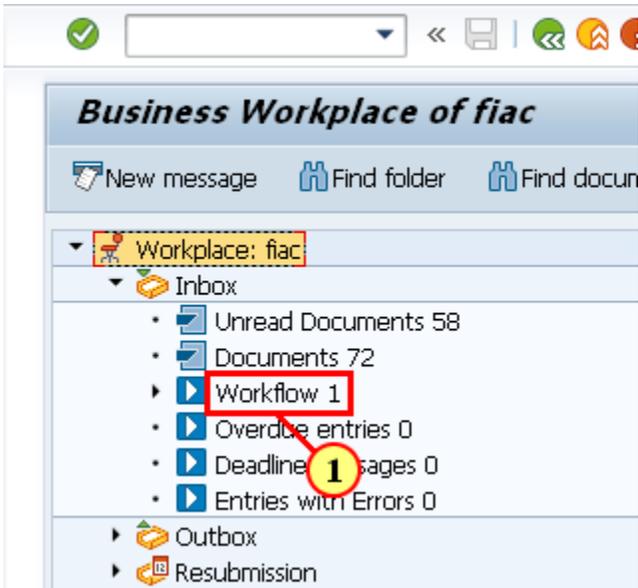
(1) Click on **Deductions**.

Login with Finance user and Click on SAP Business Workplace

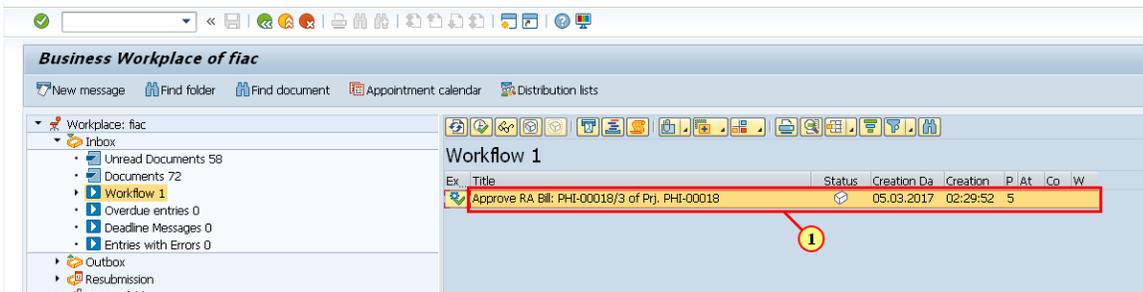


SAP Training manual

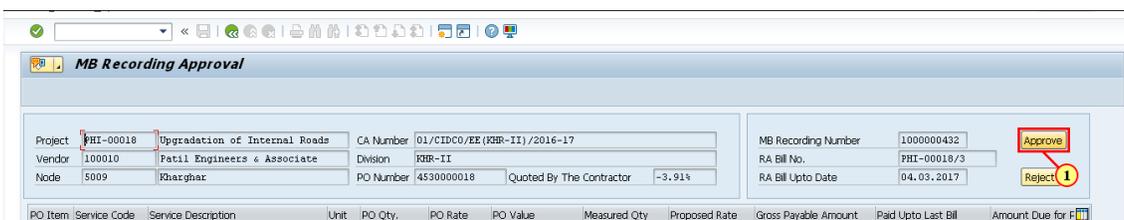
(1) Click on **SAP Business Workplace** 
Inbox → Workflow



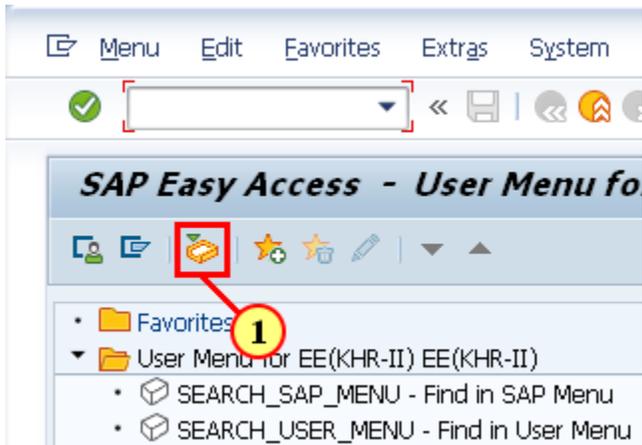
(1) Click on **Workflow 1**.
Double Click the RA bill which has come for approval



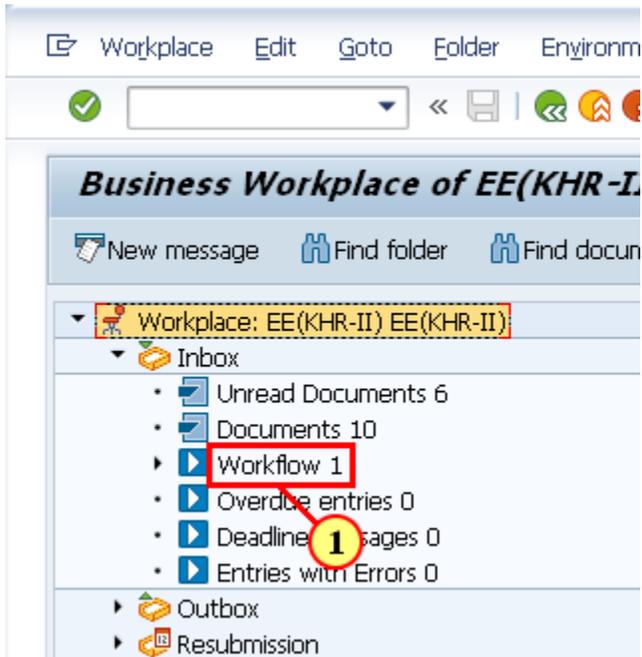
(1) **Approve RA Bill: PHI-00018/3 of Prj. PHI-00018**  05.03.2017 02:29:52 5
is double-clicked.
Click Approve



(1) Click on **Approve** 
Login with EE – Click on SAP Business Workplace

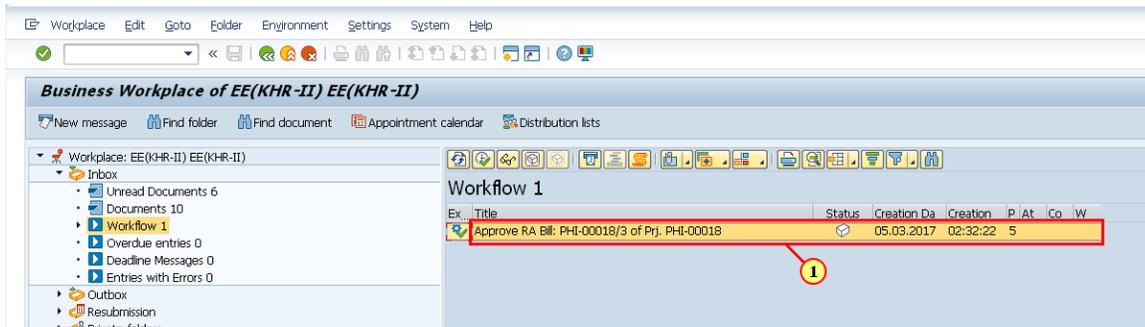


(1) Click on **SAP Business Workplace** .
Inbox → Workflow



(1) Workflow 1 is double-clicked.
Double click the item that has come for approval

SAP Training manual



(1) Approve RA Bill: PHI-00018/3 of Prj. PHI-00018 05.03.2017 02:32:22 5

is double-clicked.
Click on Approve



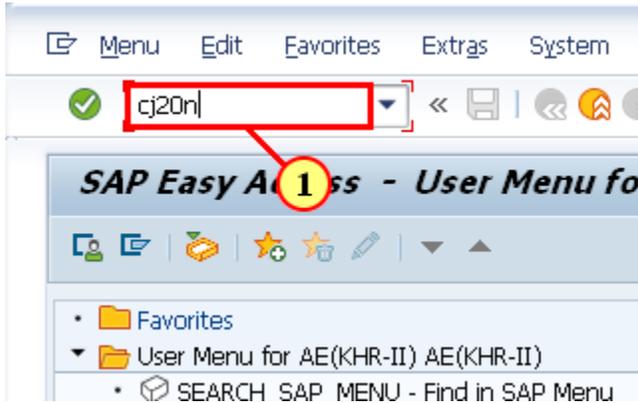
(1) Click on

Final MB has got approved. Now project settlement can be carried out

22. Project Settlement

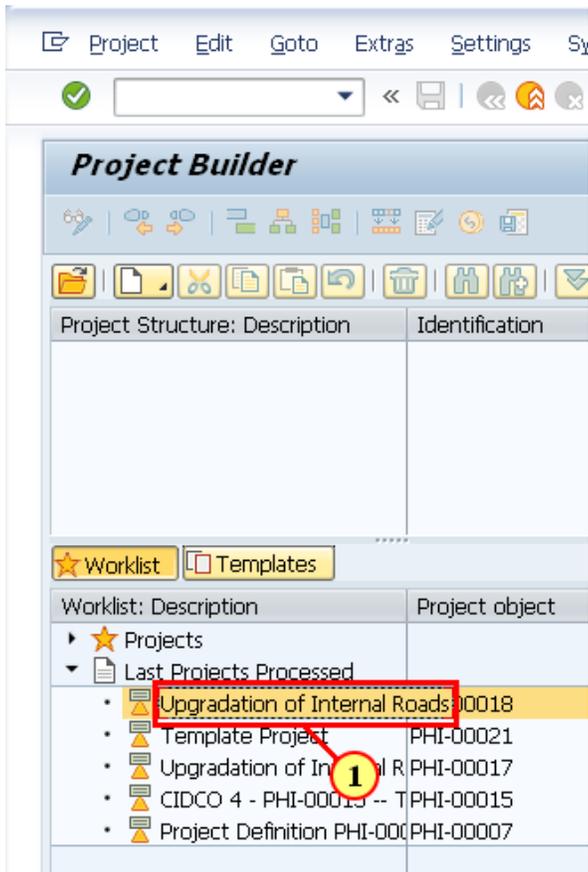
22.1. Open project in Project Builder – Tcode CJ20N

Tcode CJ20N – Login with AE



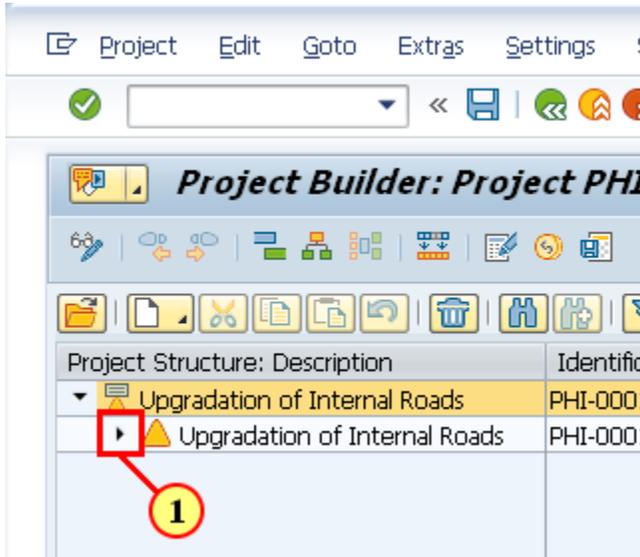
(1) The field is filled out.

Open project in Project Builder



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

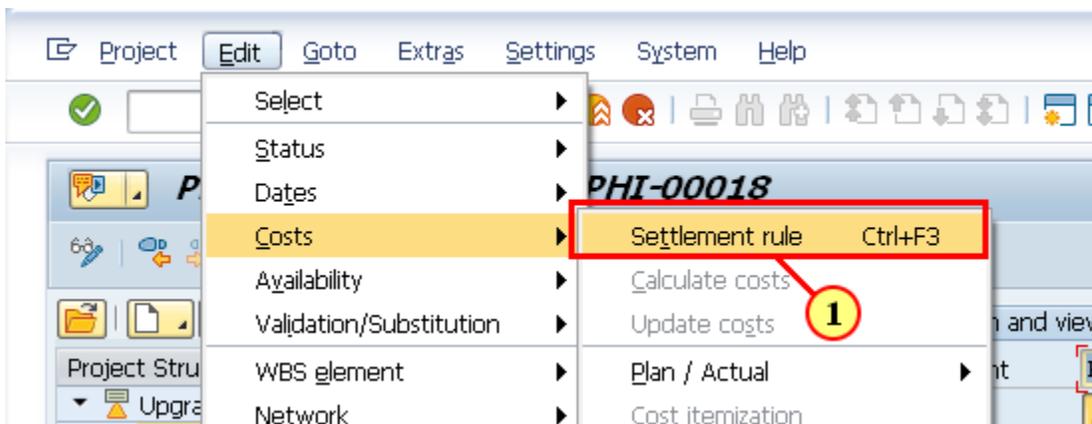
Click on top level WBS



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

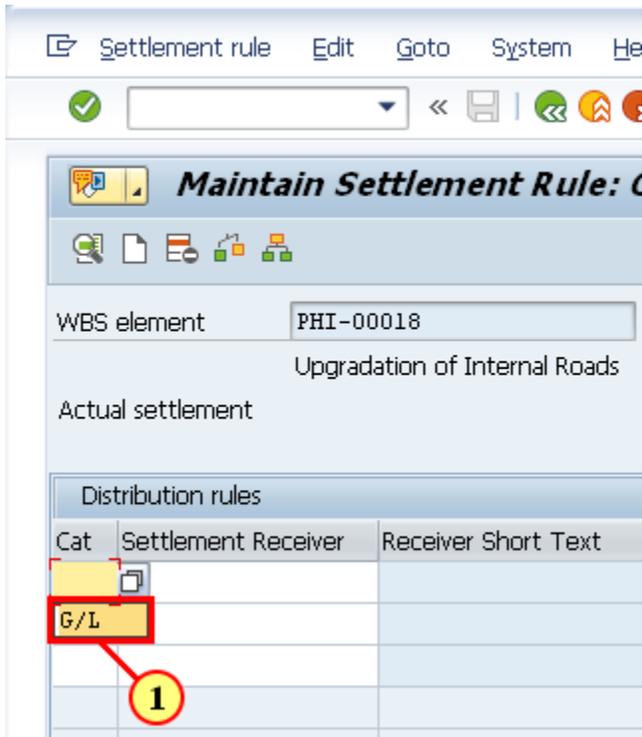
22.2. Create Settlement rule for WBS

Edit → Costs → Settlement Rule

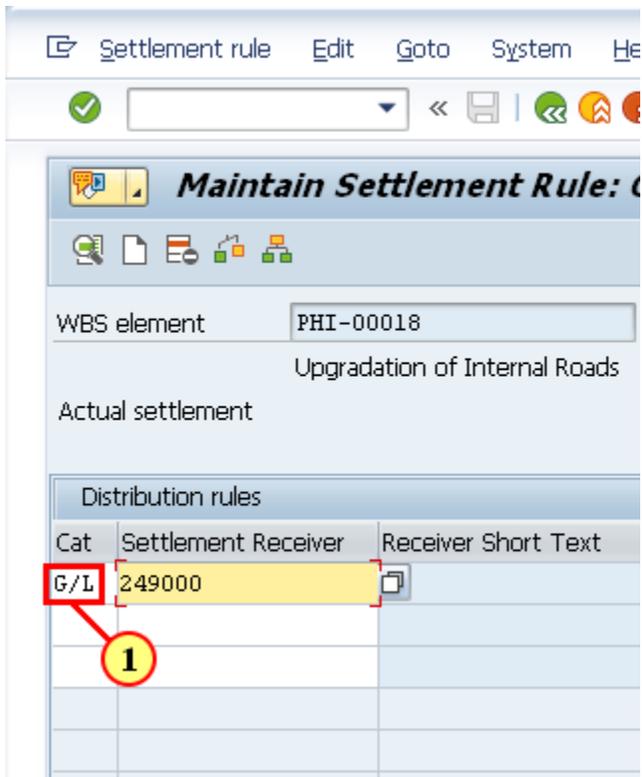


(1) Clicking on the **Settlement rule Ctrl+F3** **Settlement rule Ctrl+F3** menu item executes it.

We need to enter the settlement rule details in this screen. Select Category as G/L, Settlement Receiver as the G/L code e.g. 249000



(1) Clicking on the entry **G/L** G/L selects it.



(1) G/L is double-clicked.

SAP Training manual

On double click or Enter key, the following screen opens for entering further details. Click F4 key in Circle field and select appropriate value

Settlement rule Edit Goto System Help

Maintain Settlement Rule: Distribution Rules

Settlement Sender
WBS element PHI-00018
Upgradation of Internal Roads
Company Code 1000
Actual settlement

Settlement Receiver
Node 5009
G/L Account 249000 Circle More

Distribution Rule
Number 1 Valid from to
Settlement type FUL

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

Group Edit Goto Extras System He

Search Help for Standard H

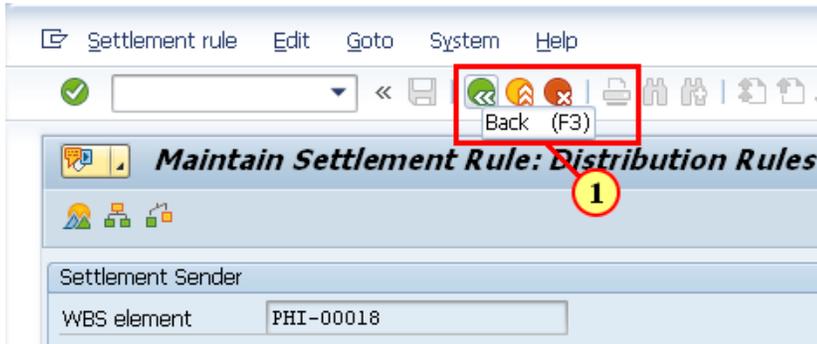
Profit Center

1000_STD CIDCO of Maharashtra Ltd.

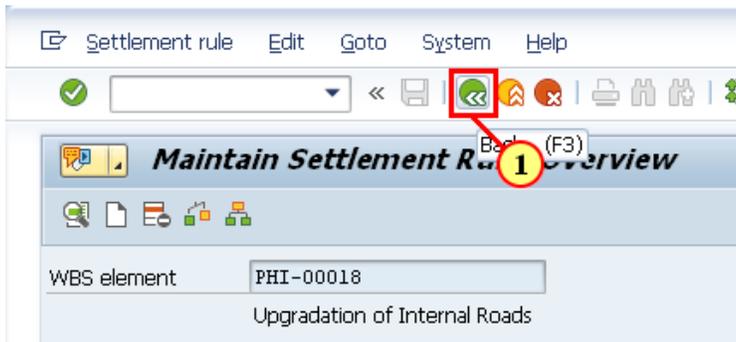
NAVIMUM Navi Mumbai

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

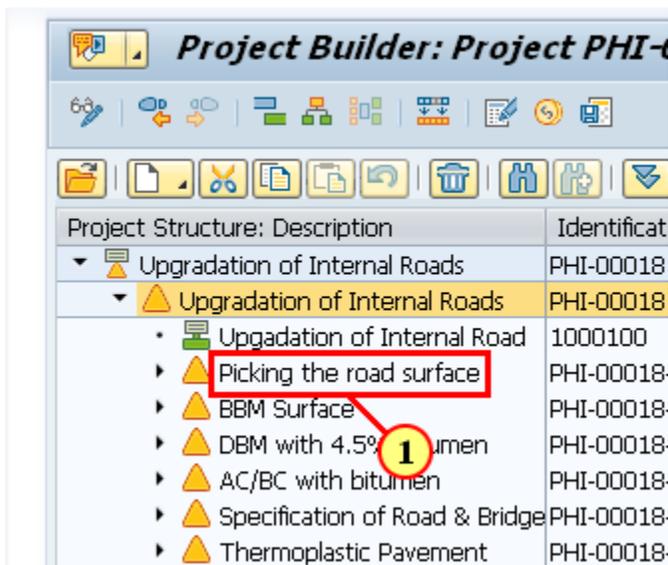
(1) 1005 is double-clicked.
Go back to Project Builder screen



(1) Click on .

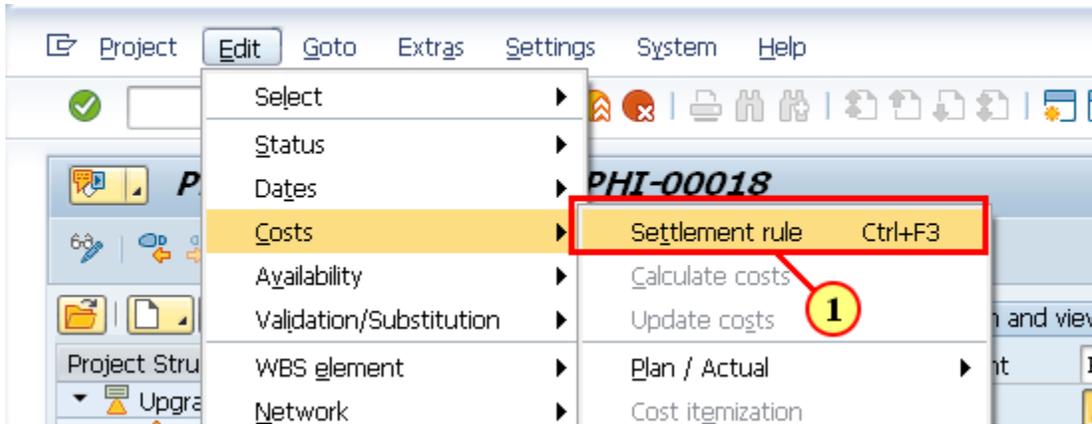


(1) Click on .
Select the next WBS and enter settlement details

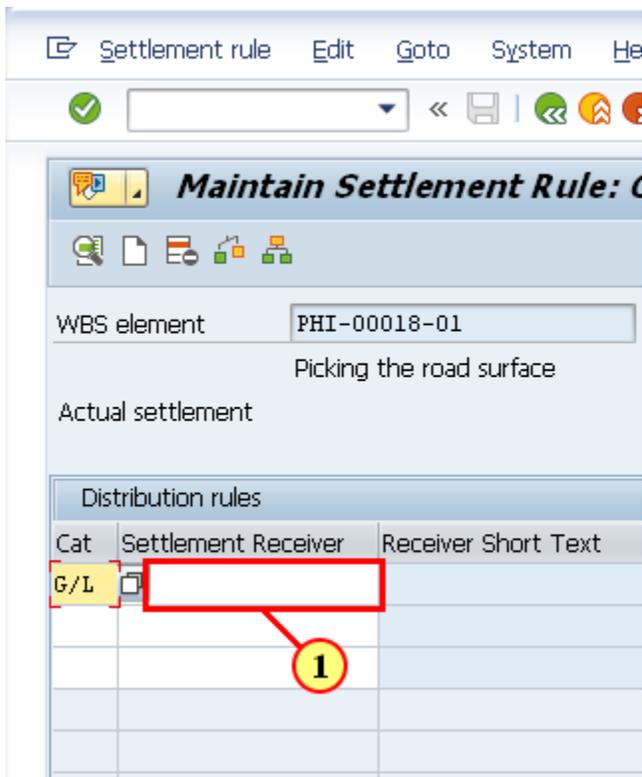


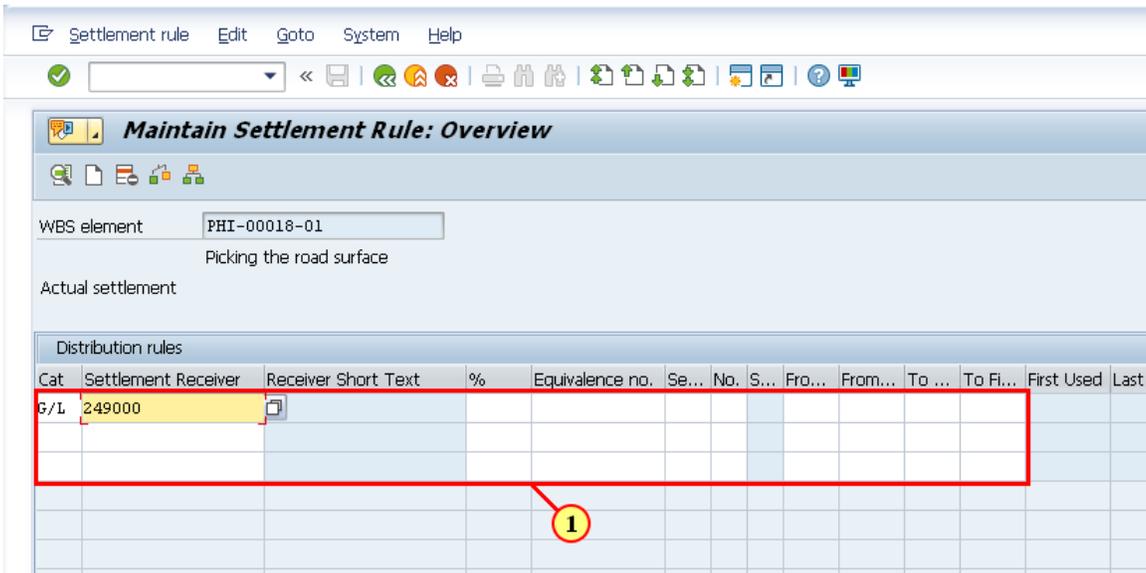
SAP Training manual

(1) Click on Picking the road surface .
Edit → Costs → Settlement Rule



(1) Clicking on the **Settlement rule Ctrl+F3** menu item executes it. Enter category as G/L, Settlement Receiver as the G/L code e.g. 249000





Double click on the row or click on Details icon to enter further details



(1) Click on **Details** .
Enter Circle

SAP Training manual

Settlement rule Edit Goto System Help

Maintain Settlement Rule: Distribution Rules

Settlement Sender

WBS element PHI-00018-01
Picking the road surface

Company Code 1000

Actual settlement

Settlement Receiver

Node 5009

G/L Account 249000 Circle More

Distribution Rule

Number 1 Valid from to

Settlement type FUL

Settlement rule Edit Goto System Help

Maintain Settlement Rule: Distribution Rules

Settlement Sender

WBS element PHI-00018-01
Picking the road surface

Company Code 1000

Actual settlement

Settlement Receiver

Node 5009

G/L Account 249000 Circle 1005 More

Distribution Rule

Number 1 Valid from to

Settlement type FUL

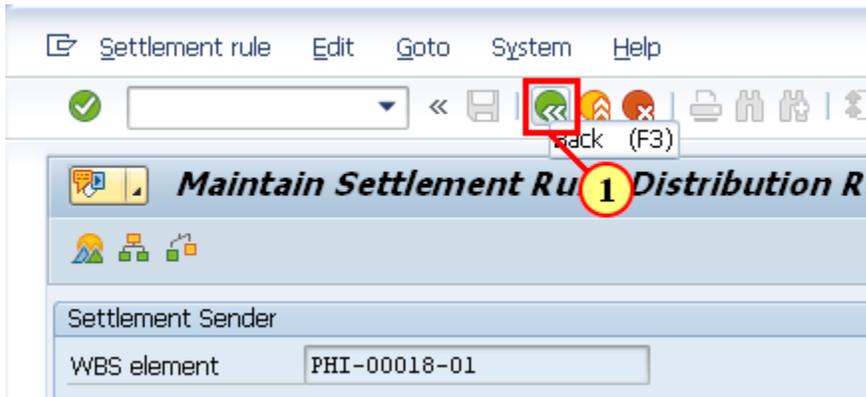
Percent 100.00 %

Equivalence no.

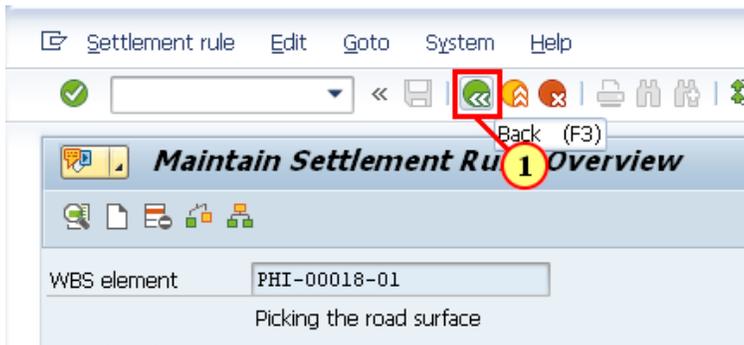
Strategy

SAP Training manual

Go back to Project Builder screen

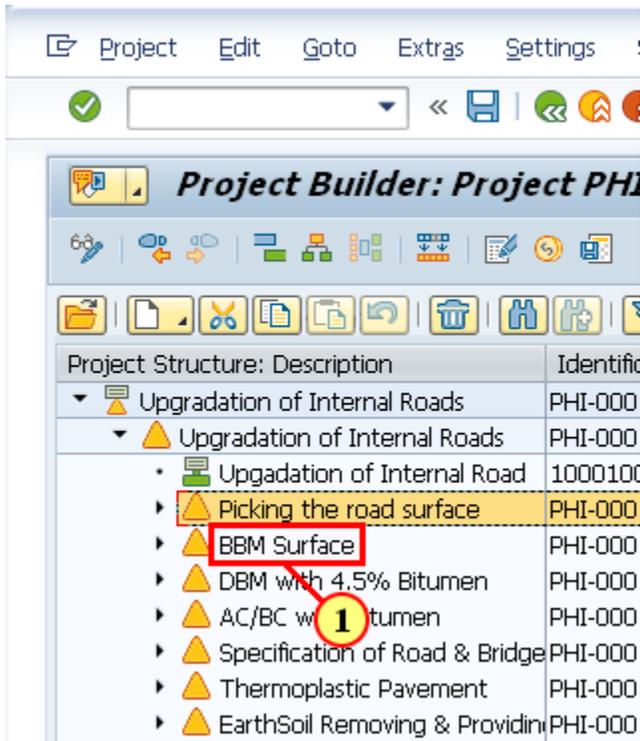


(1) Click on .



(1) Click on .

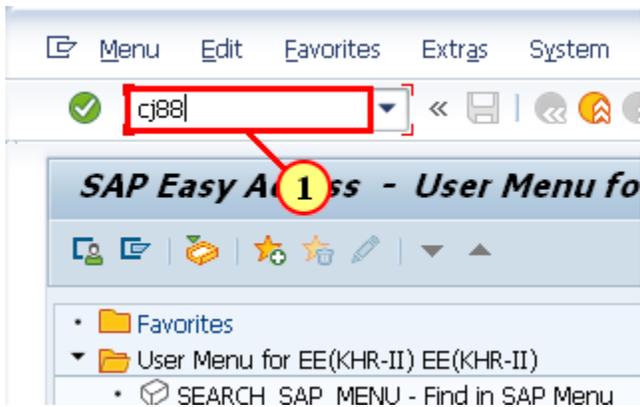
Similarly enter Settlement Rules for all other WBS of the project



(1) Click on BBM Surface.

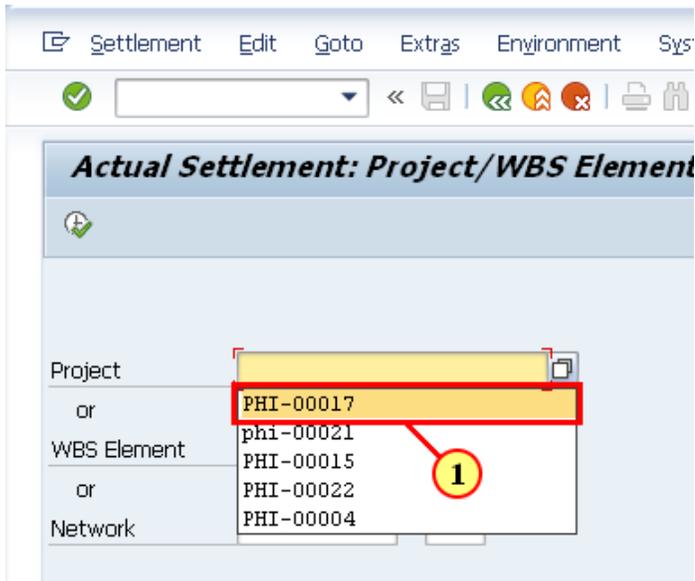
22.3. Carry out settlement - tcode CJ88

Login with EE - Enter tcode CJ88



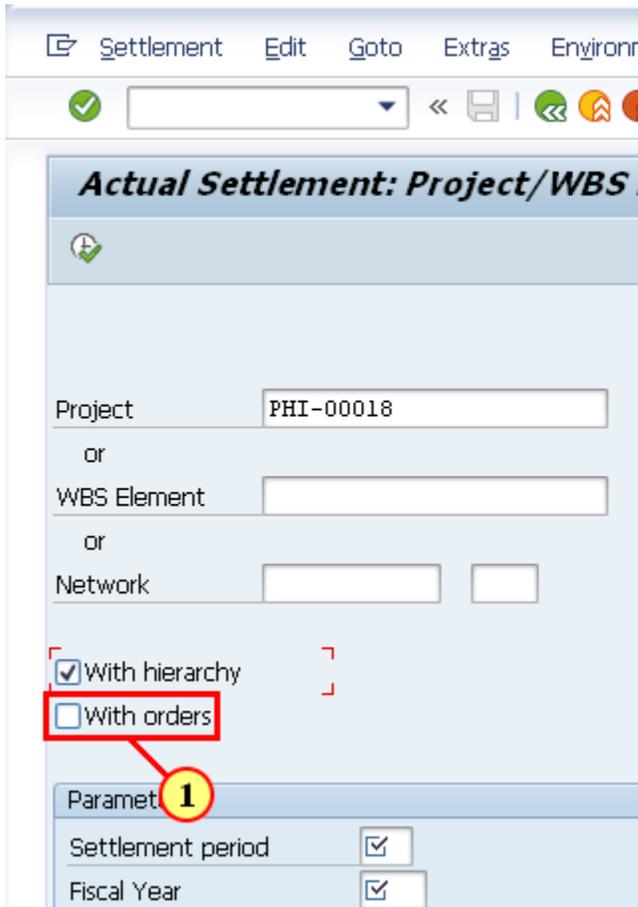
(1) The field is filled out.

Actual Settlement: Project/WBS Element/Network – Select project code



(1) Clicking on the entry **PHI-00017** **PHI-00017** selects it.

Select checkbox for “With hierarchy” and “With Orders”



SAP Training manual

(1) Click on With orders.

Select Settlement Period as the fiscal month e.g. March will be 12, April will be 01

The screenshot shows the 'Actual Settlement: Project/WBS Element' dialog box in SAP. The 'Project' field is filled with 'PHI-00018'. Below it, there are fields for 'WBS Element' and 'Network'. There are two checked checkboxes: 'With hierarchy' and 'With orders'. In the 'Parameters' section, the 'Settlement period' field is highlighted with a red box and contains the value '12'. The 'Fiscal Year' field contains '11'. The 'Processing type' dropdown is set to '1 Automatic'. A red circle with the number '1' is placed over the 'Processing type' dropdown.

(1) The **Settlement period** field is cleared.

Enter Fiscal Year e.g. 2016

Settlement Edit Goto Extras Environment

Actual Settlement: Project/WBS Element

Project

or

WBS Element

or

Network

With hierarchy

With orders

Parameters

Settlement period

Fiscal Year

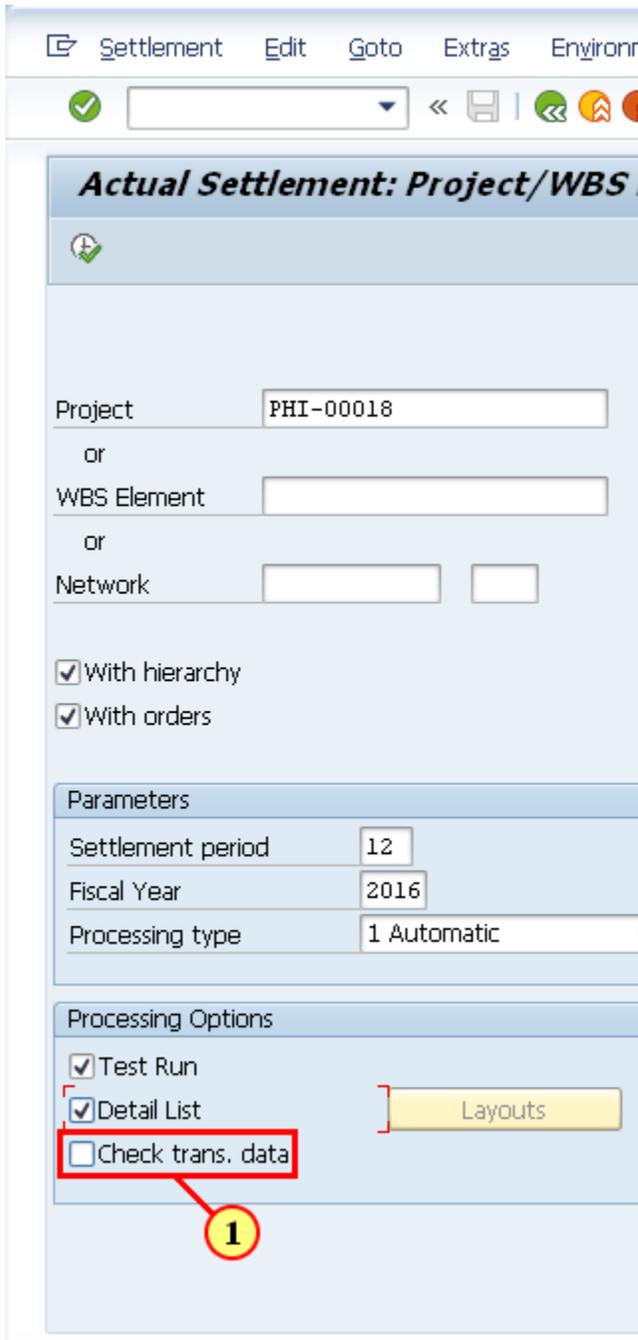
Processing type

Processing Options

Test Run

(1) The **Fiscal Year** field is cleared.

Keep Processing type as “Automatic”. Select checkboxes for Test Run, Detail List and Check trans.data



The screenshot shows the SAP 'Actual Settlement: Project/WBS Element' dialog box. The 'Project' field is filled with 'PHI-00018'. Below it, there are fields for 'WBS Element' and 'Network'. There are two checked checkboxes: 'With hierarchy' and 'With orders'. The 'Parameters' section includes 'Settlement period' (12), 'Fiscal Year' (2016), and 'Processing type' (1 Automatic). The 'Processing Options' section has three checkboxes: 'Test Run' (checked), 'Detail List' (checked), and 'Check trans. data' (unchecked). A red box highlights the 'Check trans. data' checkbox, with a red circle containing the number '1' pointing to it. A yellow 'Layouts' button is also visible.

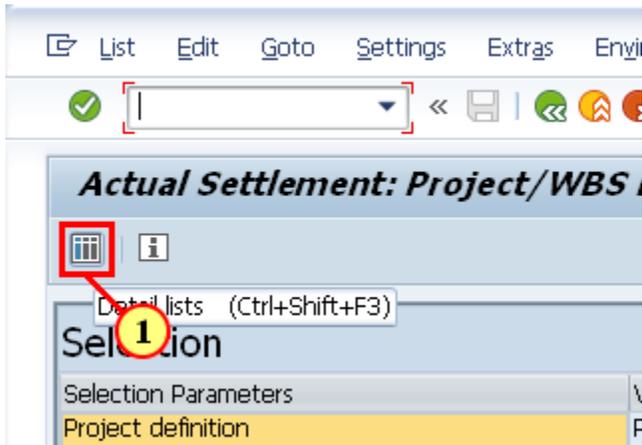
(1) Click on Check trans. data.

Click on Execute button. Since we selected Test Run, clicking on execute will simulate the settlement and show if any errors. If there are no errors, we can carry out actual settlement by unchecking the Test Run checkbox



(1) Click on **Execute** .

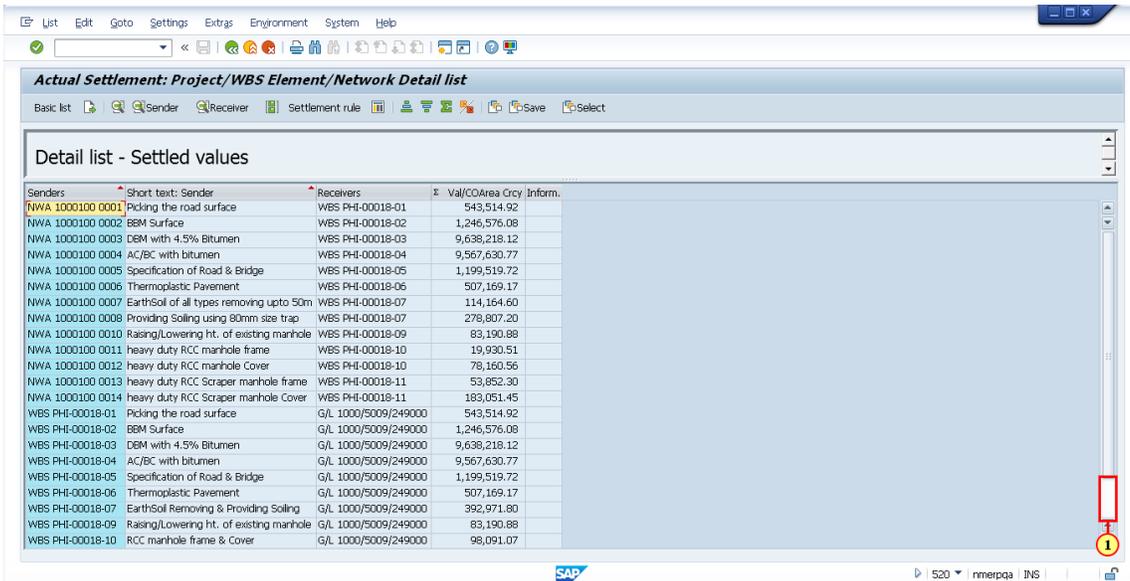
There are no errors. Click on the icon shown in the screen below to check the Details



(1) Click on **Detail lists** .

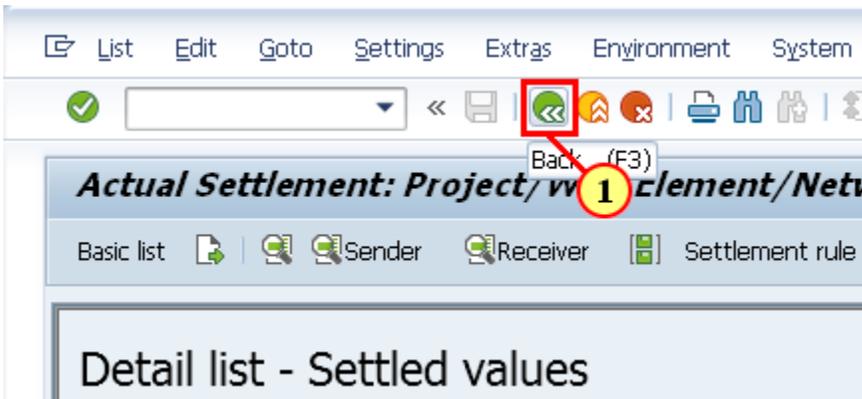
Detail list of the settlement test run

SAP Training manual

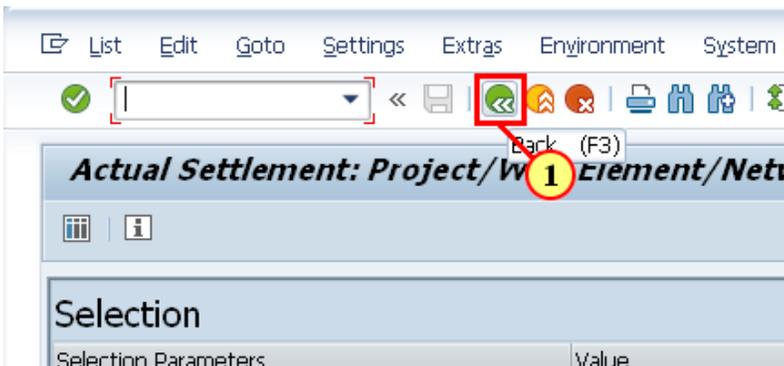


(1) Clicking in the **scroll area** displays the desired screen area.

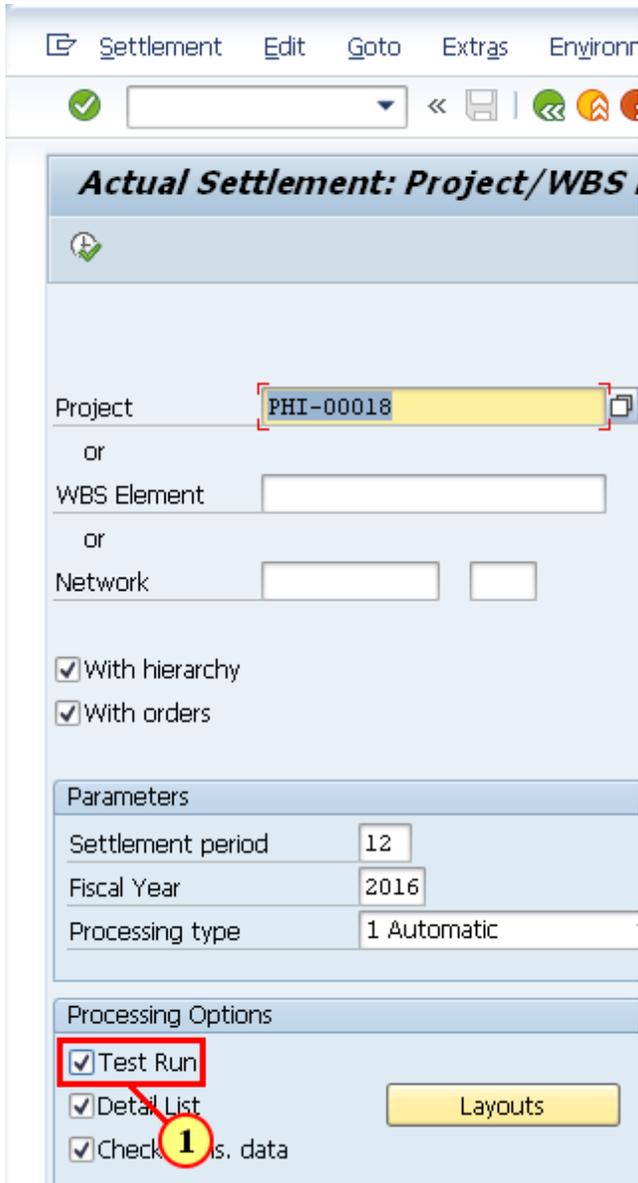
Go back



(1) Click on .



(1) Click on .
Now un-check Test Run.



The screenshot shows the SAP 'Actual Settlement: Project/WBS Element' screen. The 'Project' field is populated with 'PHI-00018'. Below the 'Project' field, there are checkboxes for 'With hierarchy' and 'With orders', both of which are checked. The 'Parameters' section includes 'Settlement period' (12), 'Fiscal Year' (2016), and 'Processing type' (1 Automatic). The 'Processing Options' section has three checkboxes: 'Test Run' (checked), 'Detail List' (checked), and 'Check s. data' (checked). A red box highlights the 'Test Run' checkbox, and a red circle with the number '1' is placed next to it. A yellow 'Layouts' button is visible to the right of the 'Detail List' checkbox.

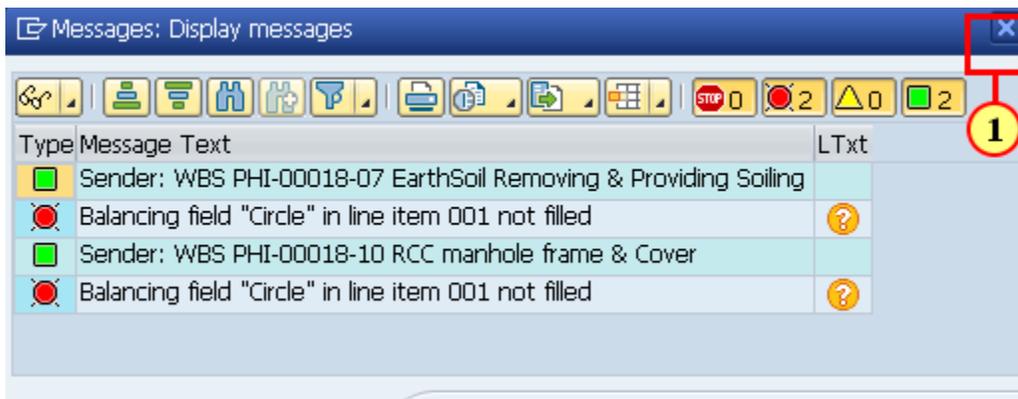
(1) Click on Test Run.

Click F8 or Execute button



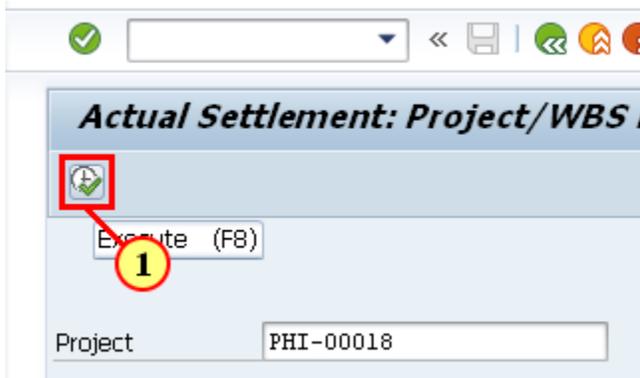
(1) Click on **Execute** .

Messages: Error messages displayed – error messages mention that for 2 WBS- Circle field is not entered. Click on Close button



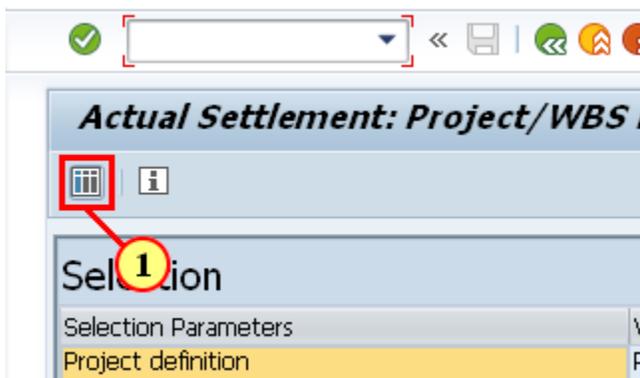
(1) Click on **Close** .

Again, execute Tcode CJ88. Select Project, check the checkboxes for hierarchy and orders, select period, fiscal year. Do not select “Test Run” so that actual settlement will be carried out



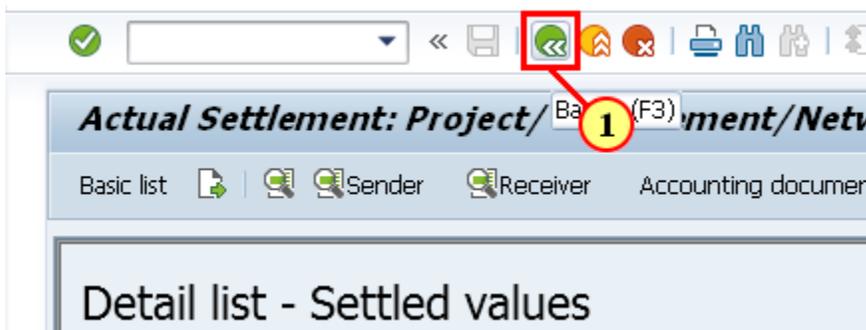
(1) Click on **Execute** .

Check the detail list



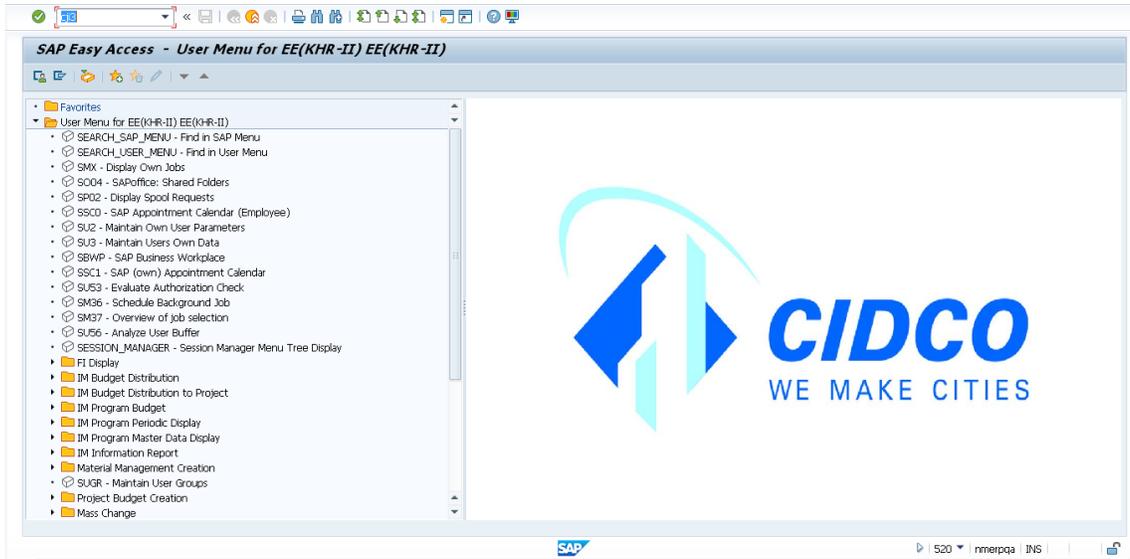
(1) Click on **Detail lists** .

Go back



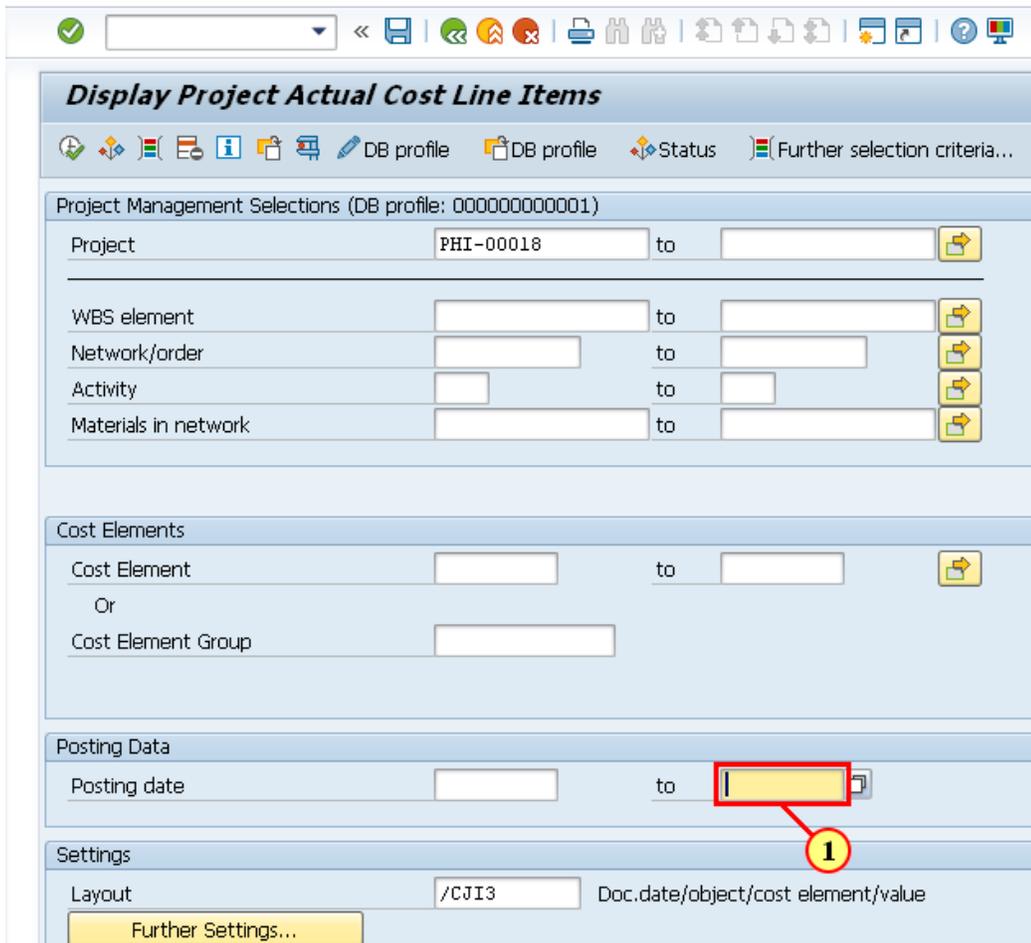
(1) Click on .

Now we need to display project actual cost line items – Login with EE – enter Tcode CJ13



Enter is now pressed.

Select Project



Display Project Actual Cost Line Items

Project Management Selections (DB profile: 000000000001)

Project: PHI-00018 to []

WBS element: [] to []

Network/order: [] to []

Activity: [] to []

Materials in network: [] to []

Cost Elements

Cost Element: [] to []

Or

Cost Element Group: []

Posting Data

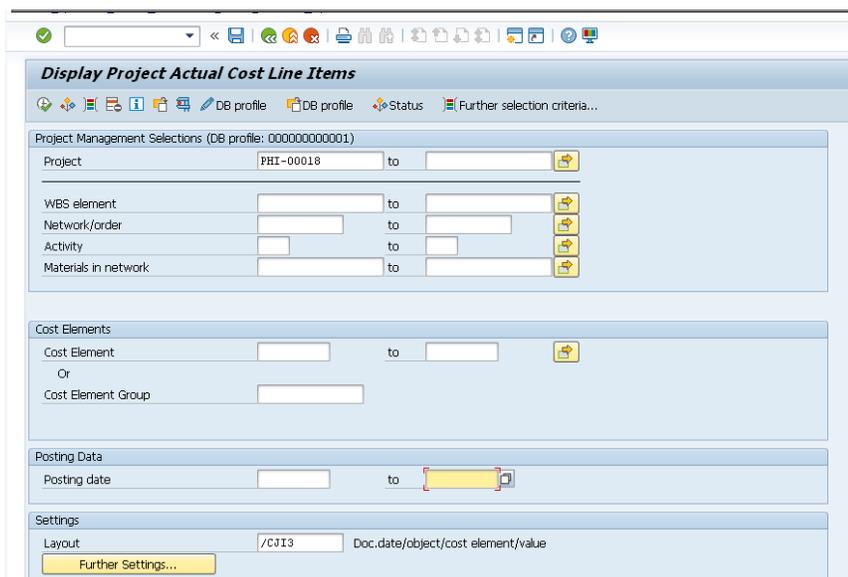
Posting date: [] to []

Settings

Layout: /CJI3 Doc.date/object/cost element/value

Further Settings...

(1) The to field is cleared.
Click Execute button or F8



Display Project Actual Cost Line Items

Project Management Selections (DB profile: 000000000001)

Project: PHI-00018 to []

WBS element: [] to []

Network/order: [] to []

Activity: [] to []

Materials in network: [] to []

Cost Elements

Cost Element: [] to []

Or

Cost Element Group: []

Posting Data

Posting date: [] to []

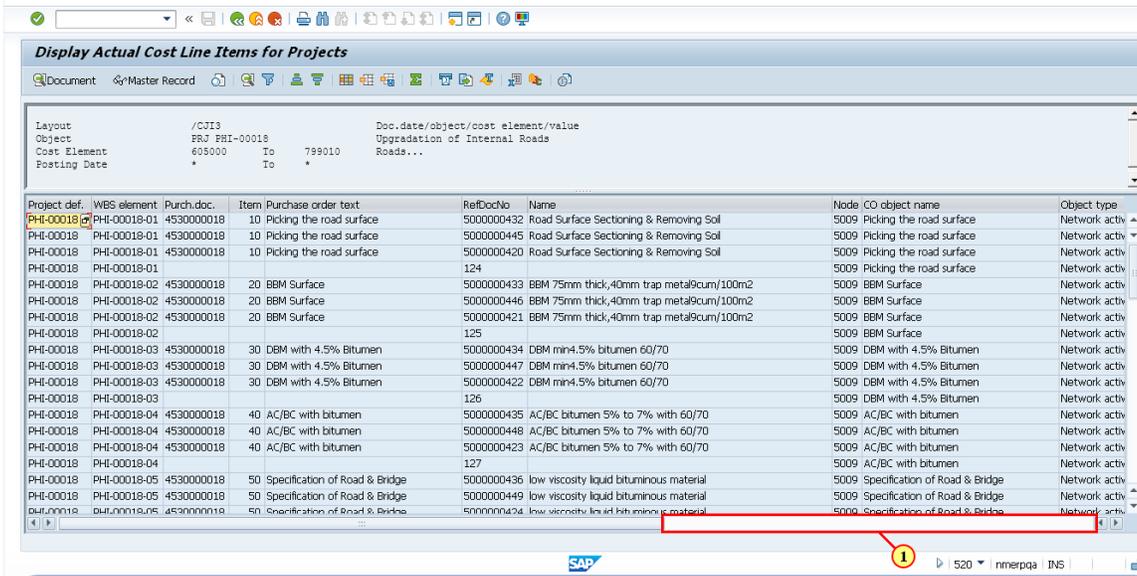
Settings

Layout: /CJI3 Doc.date/object/cost element/value

Further Settings...

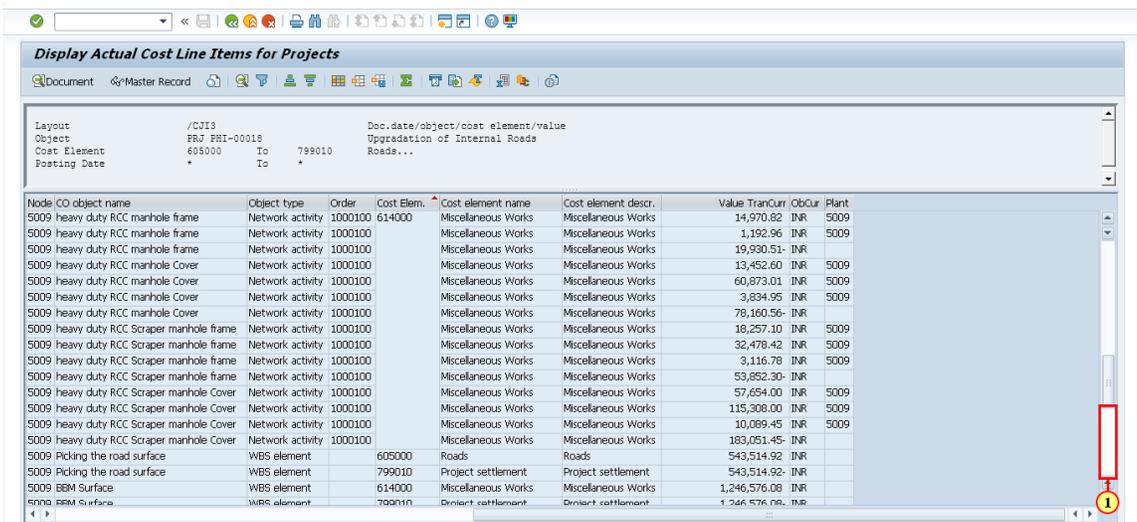
F8 is now pressed.

Actual Cost Line Items for Projects are displayed



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

Display Actual Cost Line Items for Projects



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

Display Actual Cost Line Items for Projects – Select TranCurr Column

SAP Training manual

Node /CO object name	Object type	Order	Cost Elem.	Cost element name	Cost element descr.	Value	TranCurr	ObCur	Plant
5009 DBM with 4.5% Bitumen	WBS element		799010	Project settlement	Project settlement	9,638,211.77			
5009 AC/BC with bitumen	WBS element		614000	Miscellaneous Works	Miscellaneous Works	9,567,630.77			
5009 AC/BC with bitumen	WBS element		799010	Project settlement	Project settlement	9,567,630.77	INR		
5009 Specification of Road & Bridge	WBS element		614000	Miscellaneous Works	Miscellaneous Works	1,199,519.72			
5009 Specification of Road & Bridge	WBS element		799010	Project settlement	Project settlement	1,199,519.72	INR		

(1) Click on **TranCurr** **ObCur**.

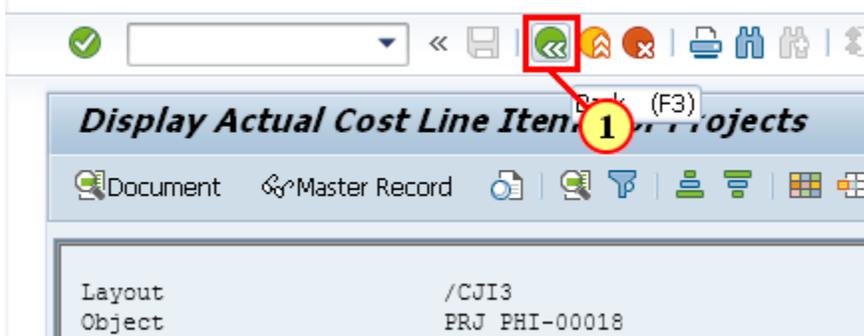
Click on Total icon to see the sub-totals

(1) Click on **Total**

Node /CO object name	Object type	Order	Cost Elem.	Cost element name	Cost element descr.	Value	TranCurr	ObCur	Plant
5009 Thermoplastic Pavement	WBS element		799010	Project settlement	Project settlement	507,169.17	INR		
5009 EarthSoil Removing & Providing Soiling	WBS element		614000	Miscellaneous Works	Miscellaneous Works	114,164.60	INR		
5009 EarthSoil Removing & Providing Soiling	WBS element		799010	Project settlement	Project settlement	278,807.20	INR		
5009 EarthSoil Removing & Providing Soiling	WBS element		799010	Project settlement	Project settlement	392,971.80	INR		
5009 Raising/Lowering ht. of existing manhole	WBS element		614000	Miscellaneous Works	Miscellaneous Works	83,190.88	INR		
5009 Raising/Lowering ht. of existing manhole	WBS element		799010	Project settlement	Project settlement	83,190.88	INR		
5009 RCC manhole frame & Cover	WBS element		614000	Miscellaneous Works	Miscellaneous Works	19,930.51	INR		
5009 RCC manhole frame & Cover	WBS element		799010	Miscellaneous Works	Miscellaneous Works	78,160.56	INR		
5009 RCC manhole frame & Cover	WBS element		799010	Project settlement	Project settlement	98,091.07	INR		
5009 RCC Scraper manhole frame & Cover	WBS element		614000	Miscellaneous Works	Miscellaneous Works	53,852.30	INR		
5009 RCC Scraper manhole frame & Cover	WBS element		799010	Miscellaneous Works	Miscellaneous Works	183,051.45	INR		
5009 RCC Scraper manhole frame & Cover	WBS element		799010	Project settlement	Project settlement	236,903.75	INR		
						0.00			

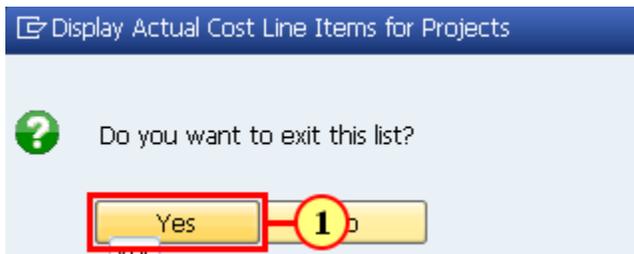
(1) Clicking in the **scroll area** displays the desired screen area.

Go back



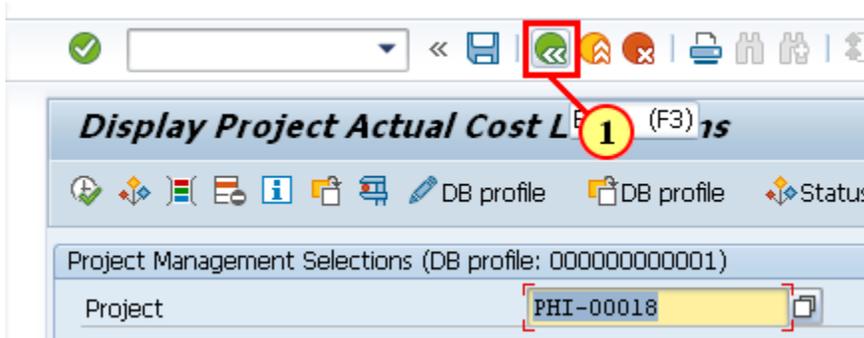
(1) Click on .

Display Actual Cost Line Items for Projects



(1) Click on .

Go back



(1) Click on .

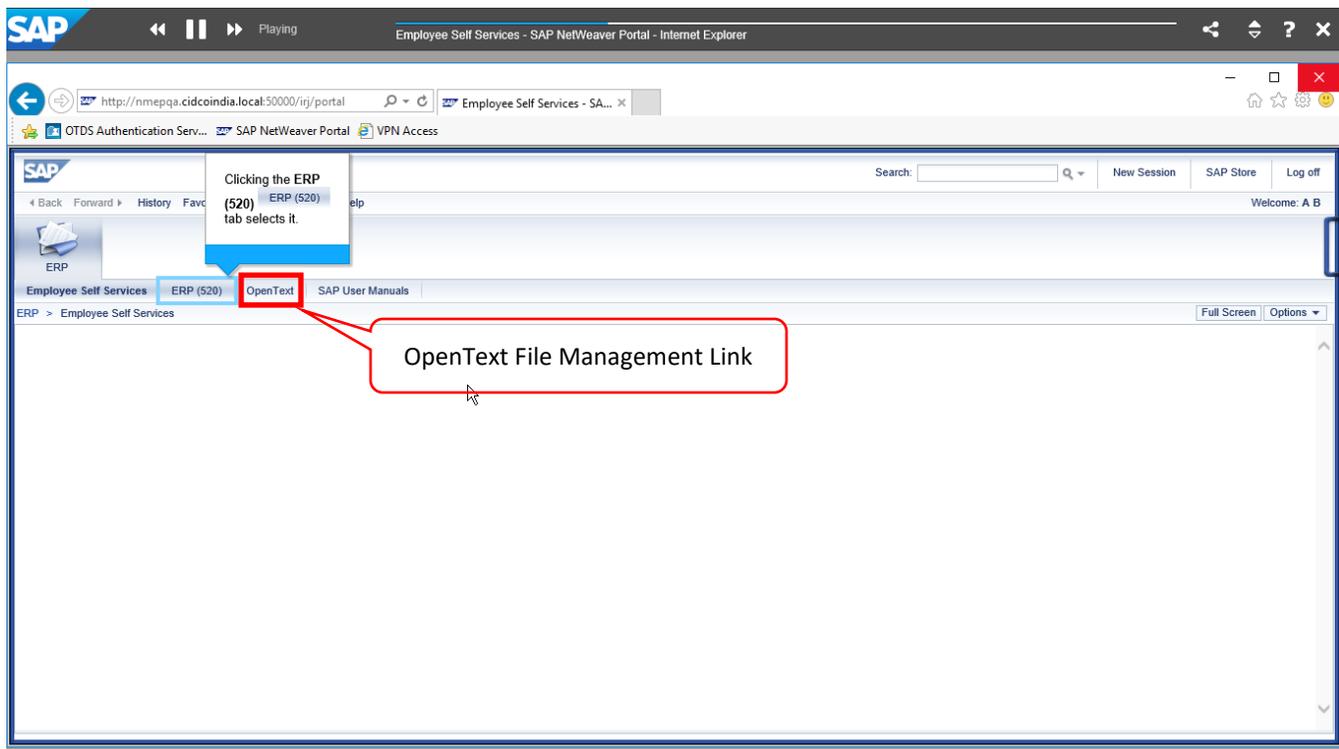
23. OpenText File Management Workflow

23.1. Navigation to OpenText File Management System

You need to login to SAP Portal to access OpenText File Management Workflows.

Refer to Section 2 – SAP Navigation for the login process to portal (towards the start of this document)

Click on the OpenText tab link to initiate workflows or take action on the workflows.



23.2. Layout and Design Workflow

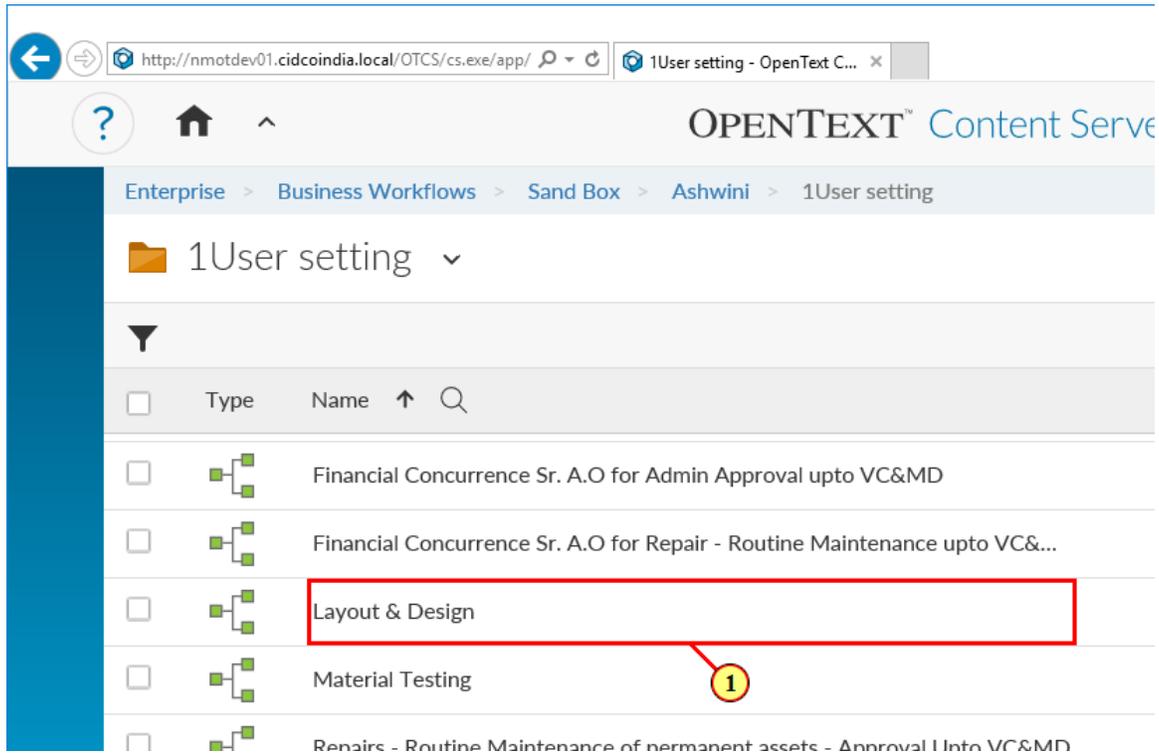
Based on approved project report and budget, works to be taken up for the current financial year are identified. The execution office requires execution drawings and requests for it from design section. The design of various infrastructural works is either taken up in-house or obtained from consultant depending on its complexity. The Planning department initiates the workflow and approval is sought within the engineering department. As required, Design/Technical department approvals are invoked.

This manual also serves as a guide for navigating through the workflow and various OpenText features like Smart View, Assignment and Status tabs, Workflow Comments, Workflow Attachments, Workflow Attributes, Workflow Map, etc.

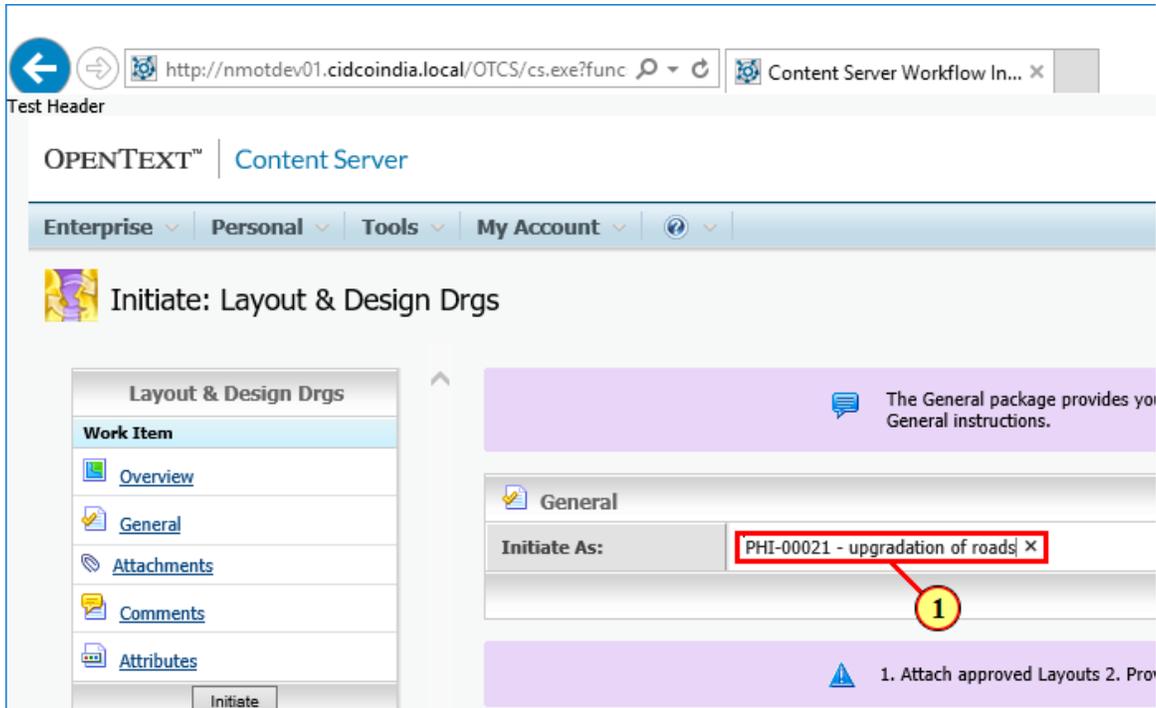
23.3. Initiate workflow

Login by Planning User - OpenText Content Server

Navigate to the appropriate folder to initiate the Layout and Design workflow.



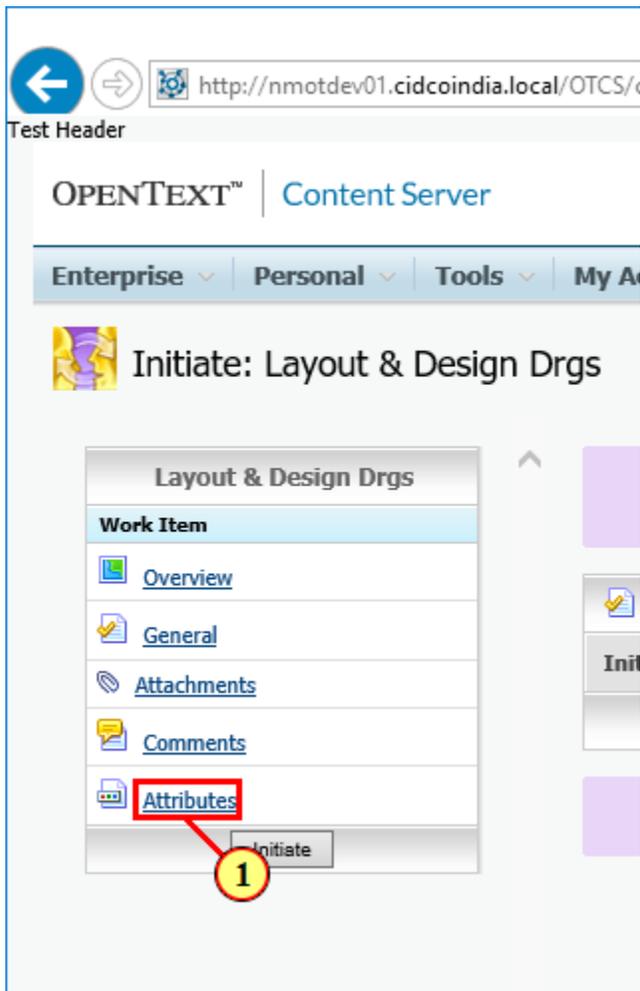
23.3.1. Workflow Initiate – Name of workflow



- (1) The **Initiate As:** field is filled out.
- (2) Click .

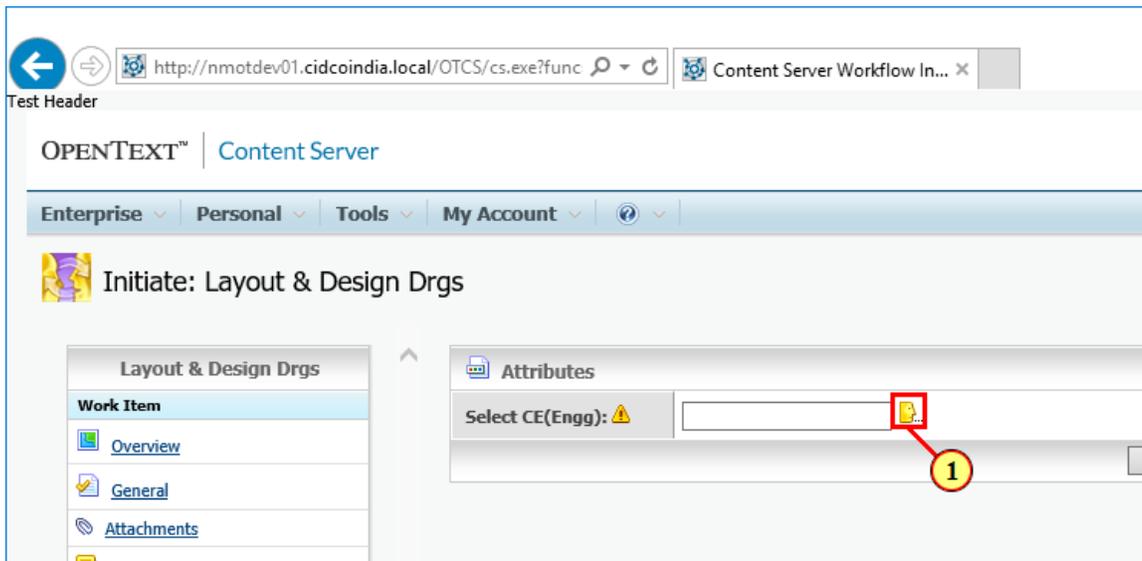
You get 235 characters to enter the name. However, it is recommended to restrict the name to 70-100 characters.

23.3.2. Workflow Initiate – Enter Attributes

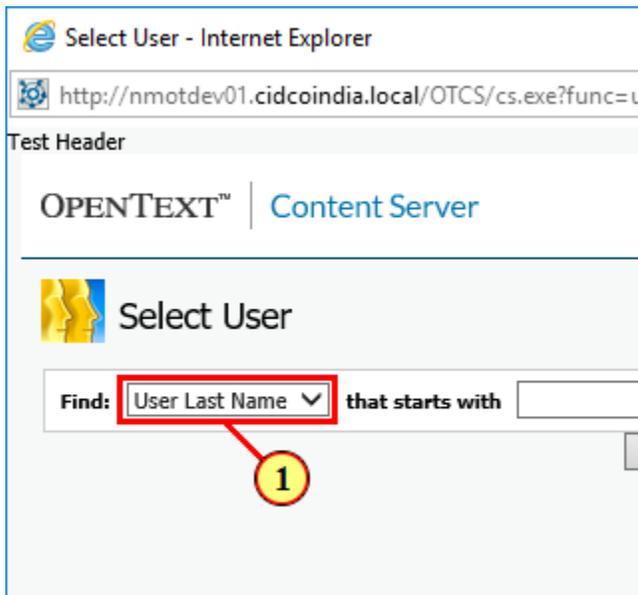


(1) Click **Attributes** [Attributes](#).

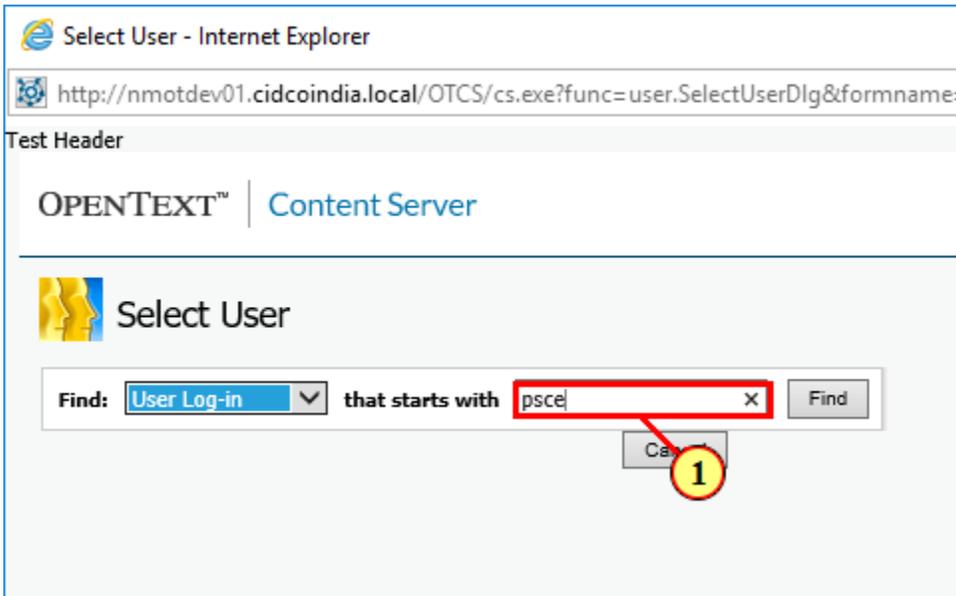
23.3.3. Workflow Initiate – Attributes – Select User CE (Engg)



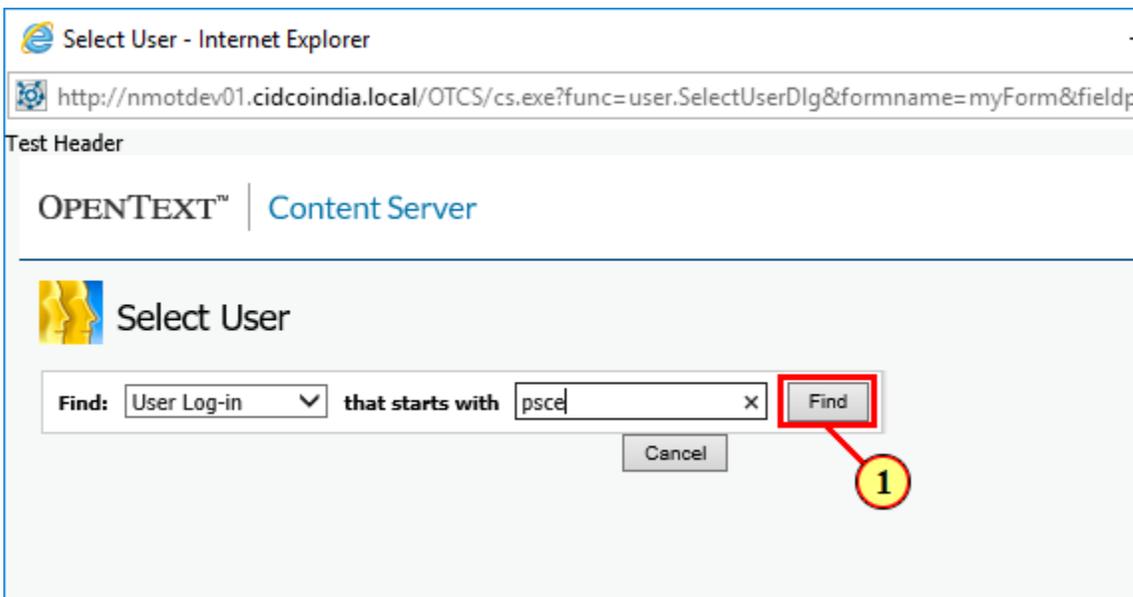
(1) Click **Select User** .
 Select User - Search for the user CE (Engg)



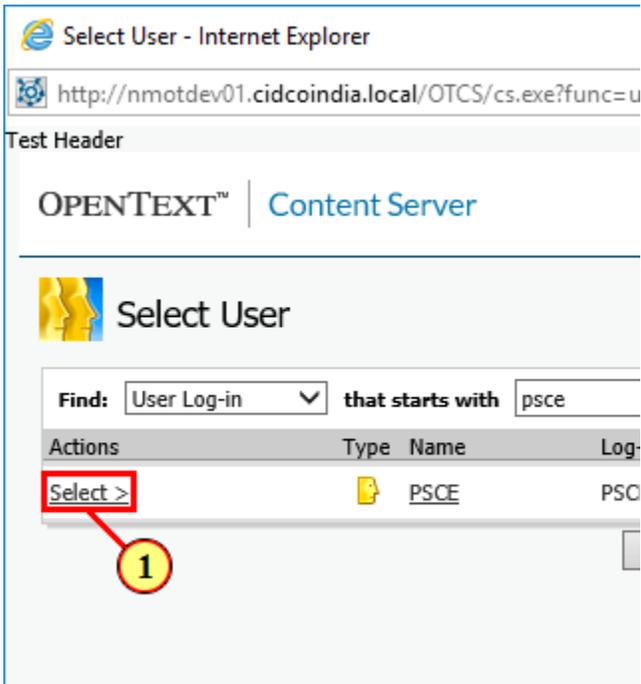
(1) **User Log-in** is selected as **Find**.



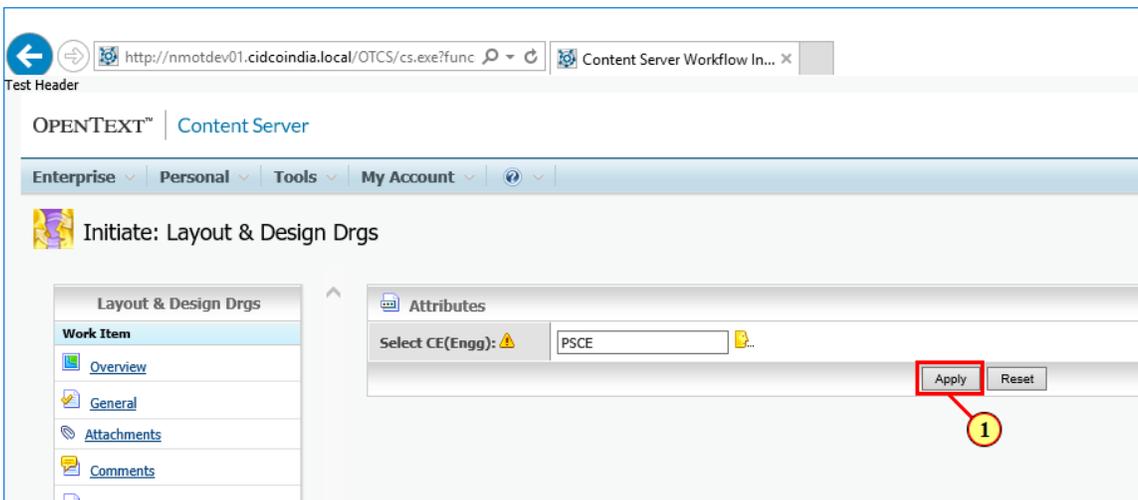
(1) The **that starts with** field is filled out.



(1) Click .

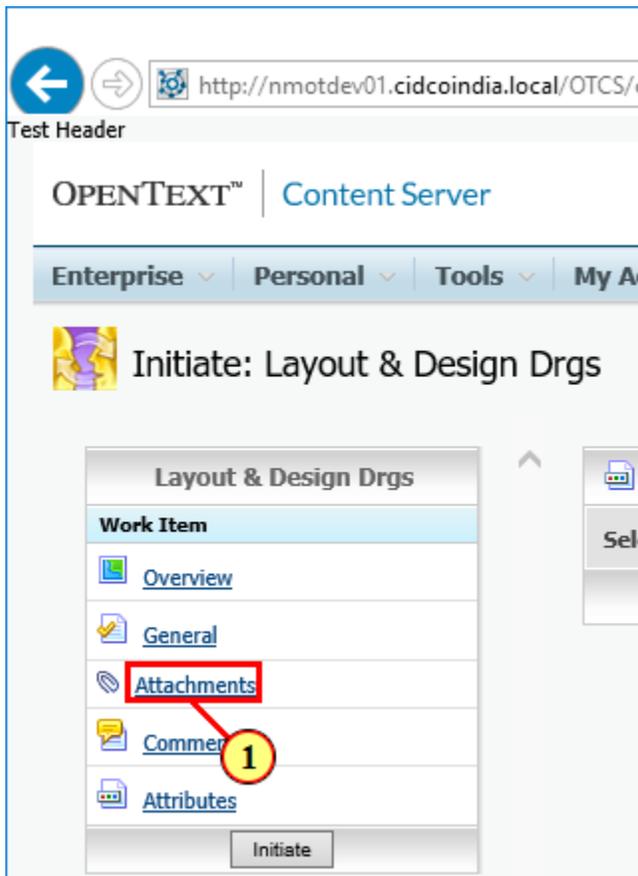


(1) Click **Select >** Select >.



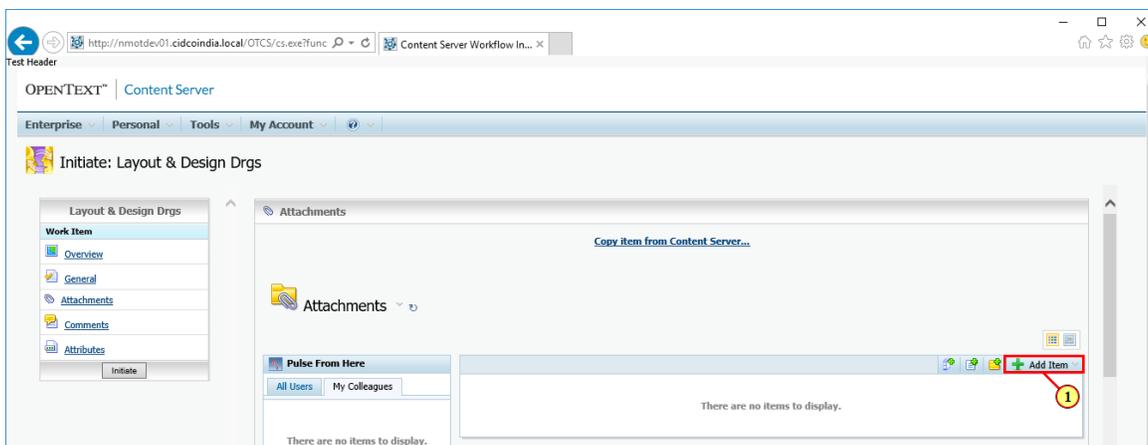
(1) Click **Apply**.

23.3.4. Workflow Initiate - Attachments

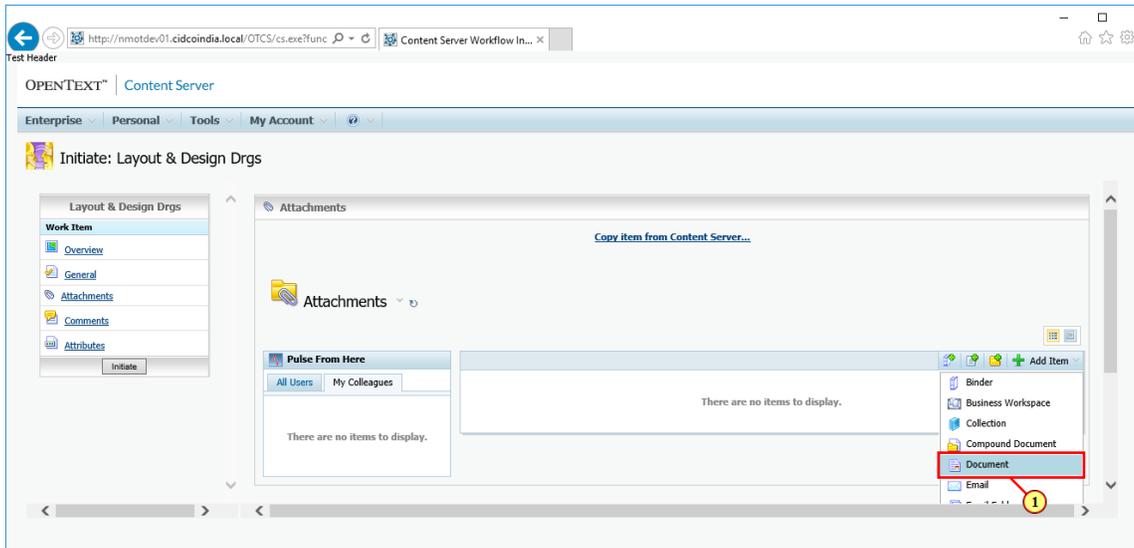


(1) Click **Attachments Attachments**.

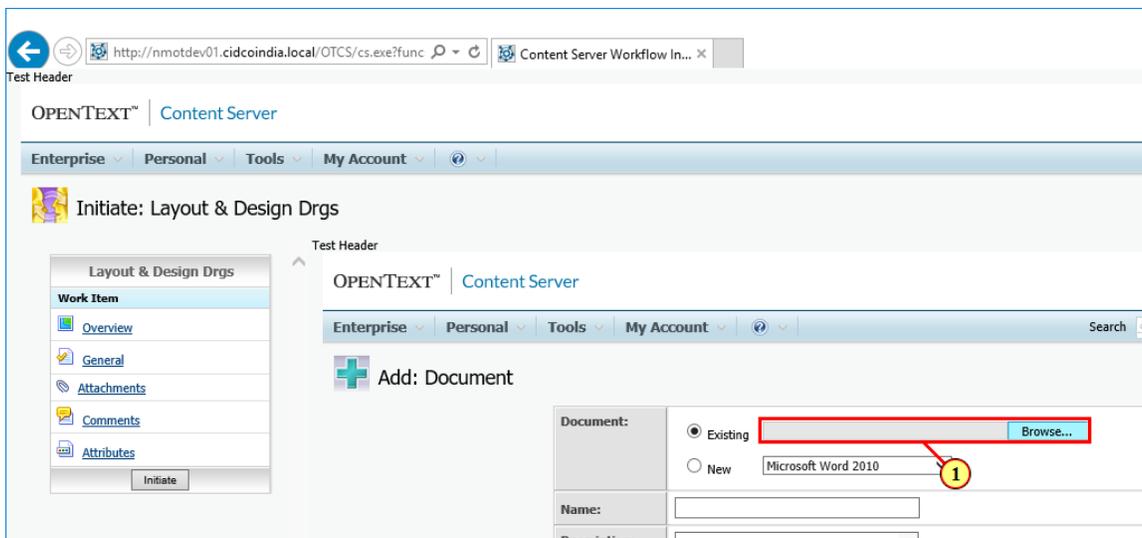
Workflow Initiate – Add Attachment



(1) Click **Add Item + Add Item**.

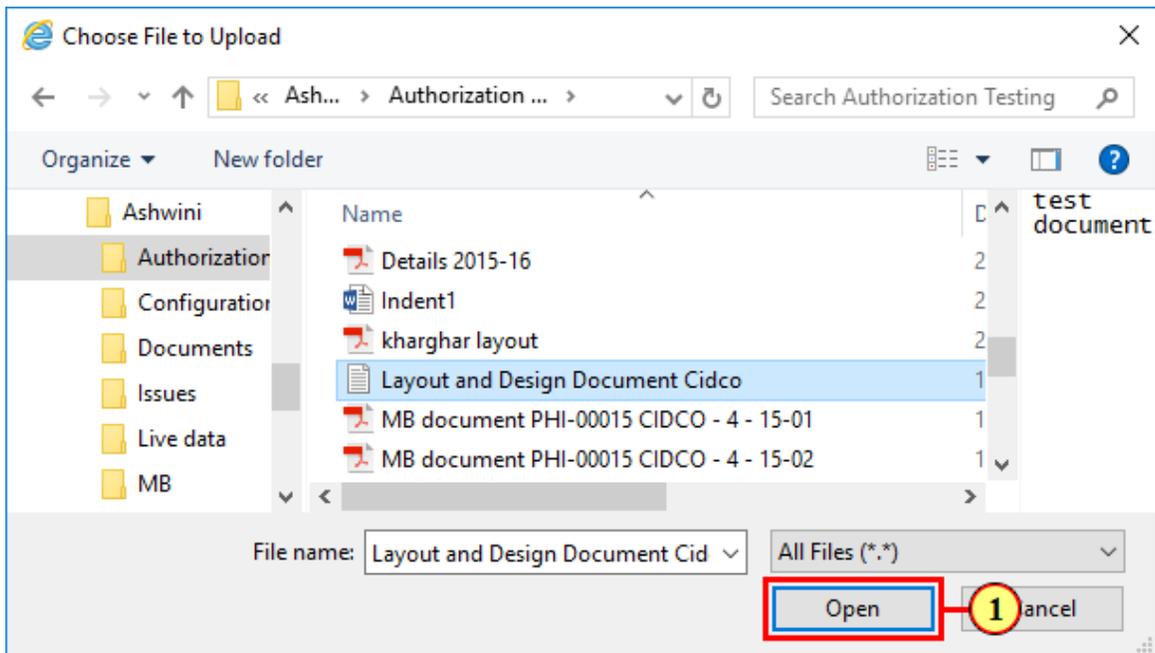


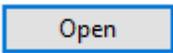
(1) Click Document



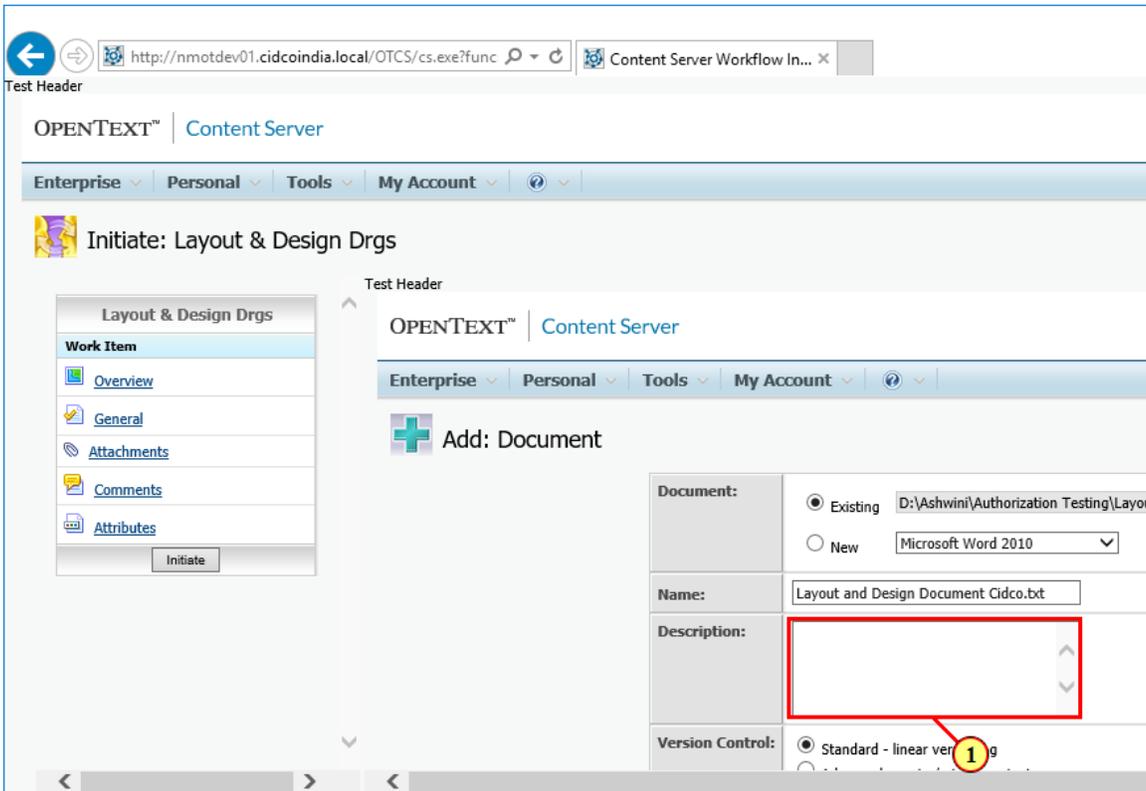
(1) The **Add: Document** field is cleared.

Choose File to Upload



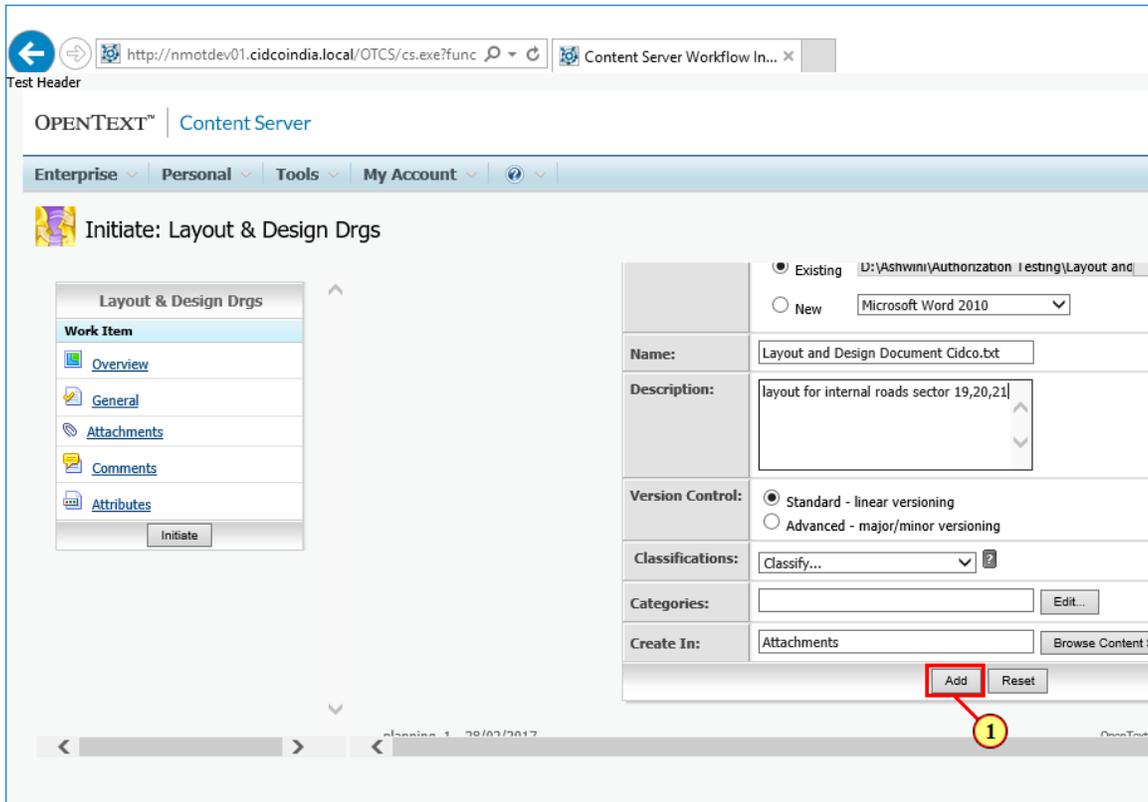
(1) Click **Open** .
You can also press **Alt+o**.

Workflow Initiate – Enter Document Description



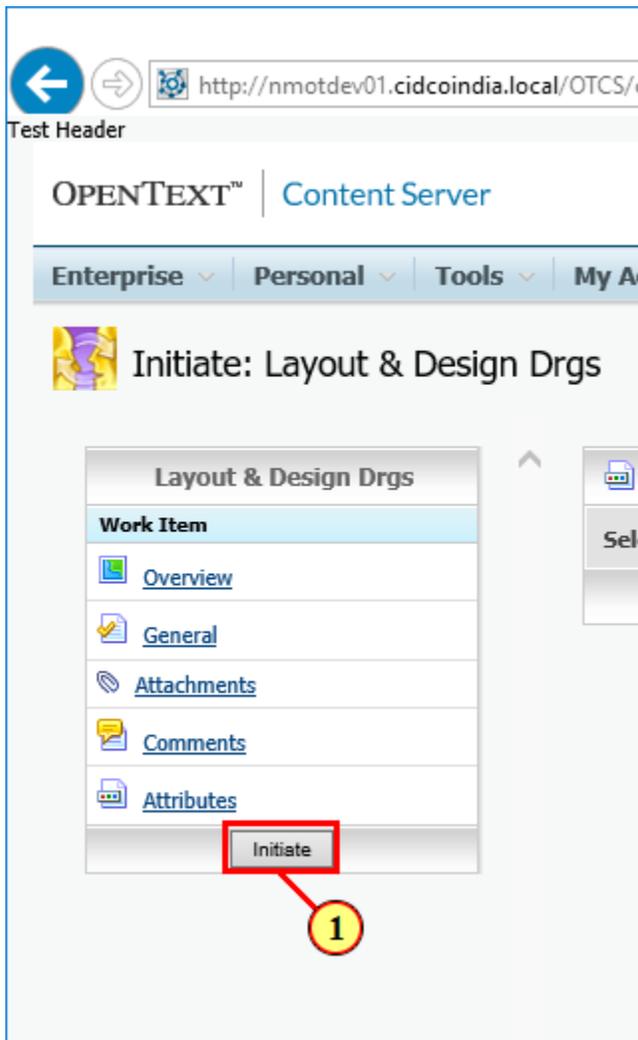
(1) The **Description:** field is cleared.

Workflow Initiate – Add the document



(1) Click  .

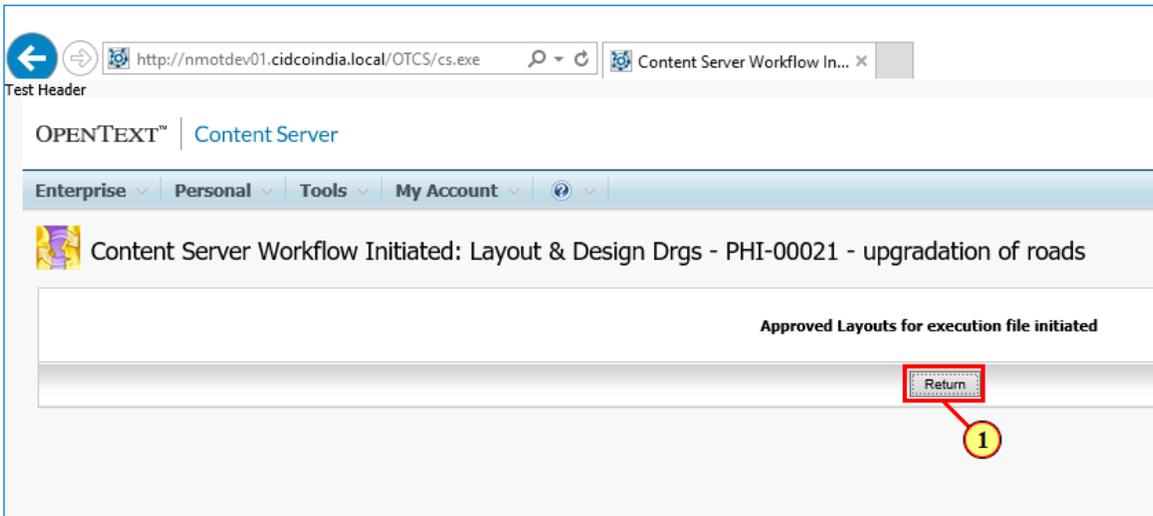
23.3.5. Workflow Initiate – Click Initiate button



(1) Click .

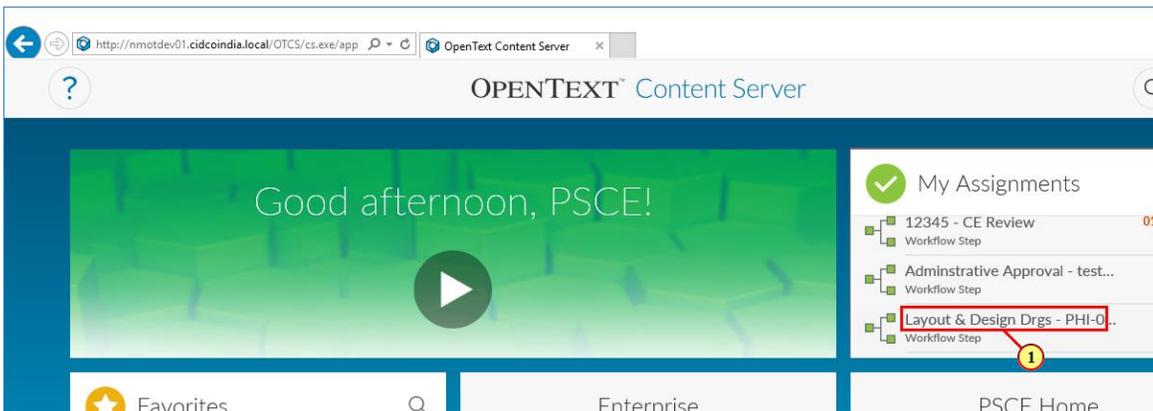
On clicking the Initiate button the workflow gets initiated and routed to the next step for the next performer/user.

Workflow Initiated: Layout & Design Drgs - PHI-00021 - upgradation of roads



23.4. Login with CE(Engg)

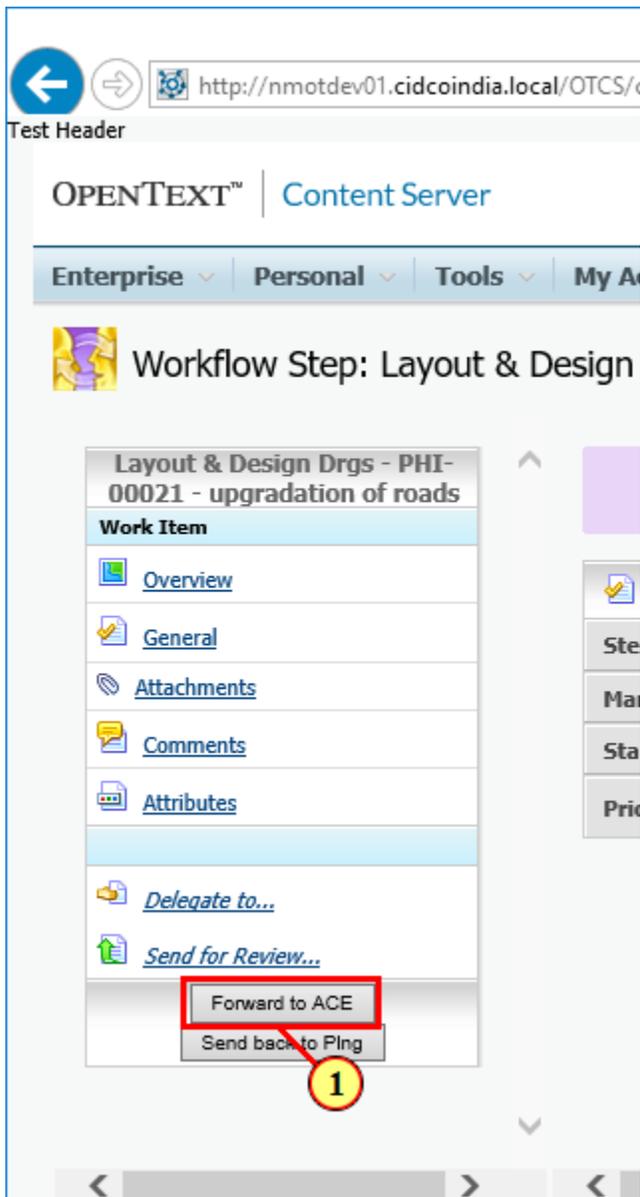
CE Smart View page after Login



(1) Click **Layout & Design Drgs - PHI-00021 - upgradation of roads - CE(Engg)**

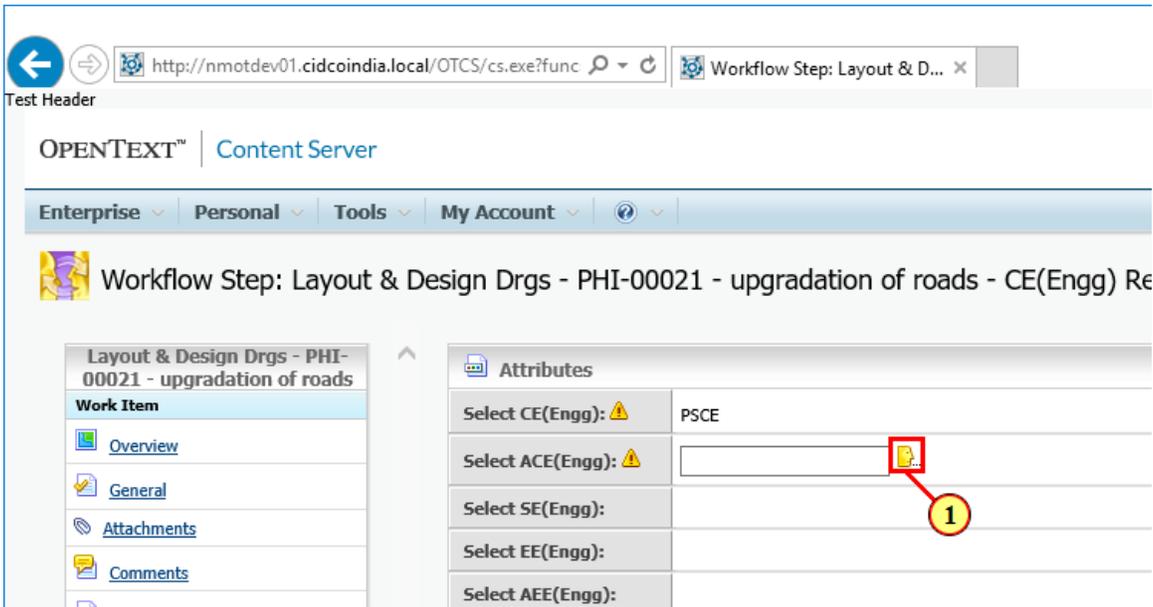
Review Layout & Design Drgs - PHI-0.

Workflow Step: - CE(Engg) Review - options

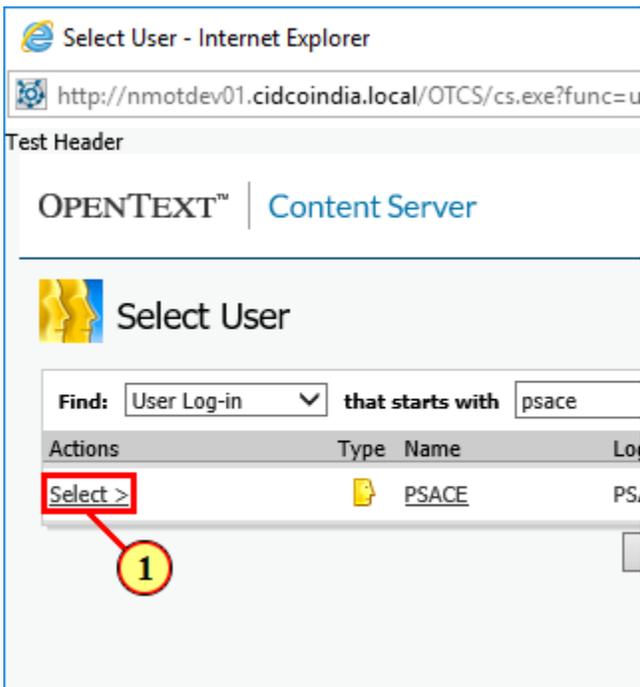


(1) Click .

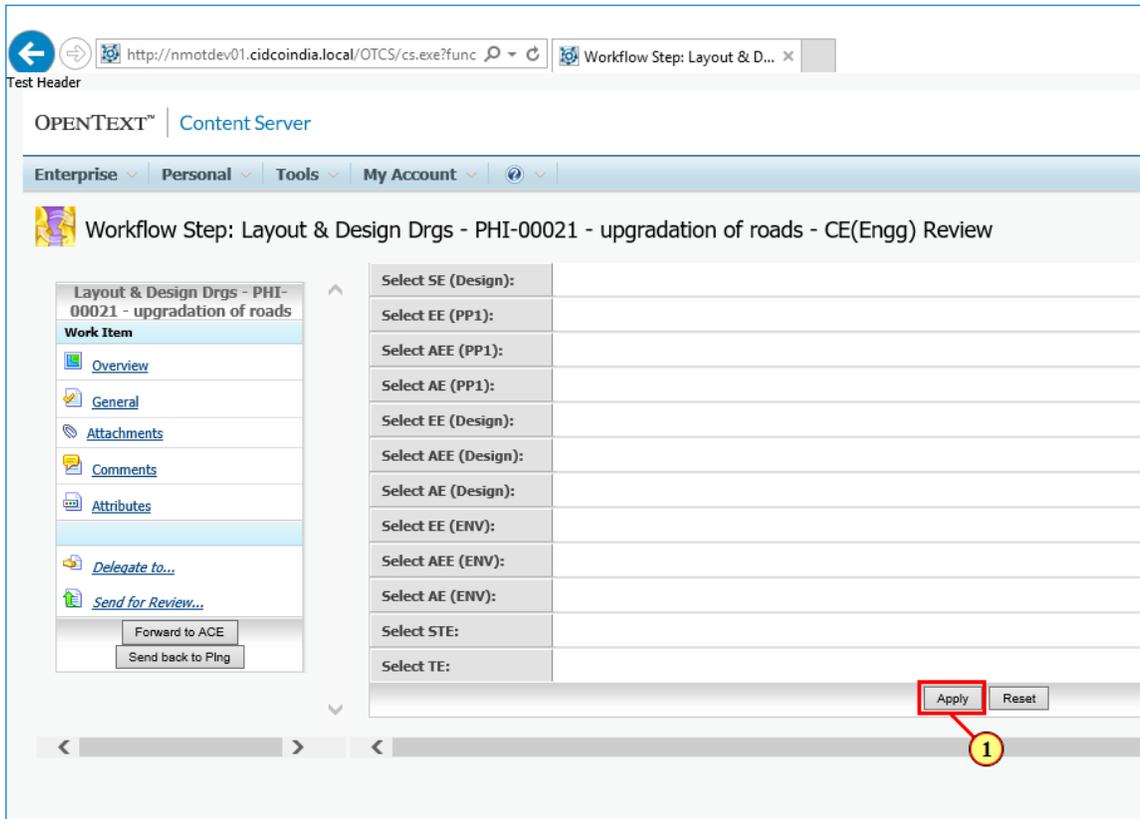
Workflow Step: - CE(Engg) Review – Select ACE



(1) Click **Select User** .
 Select User - Internet Explorer

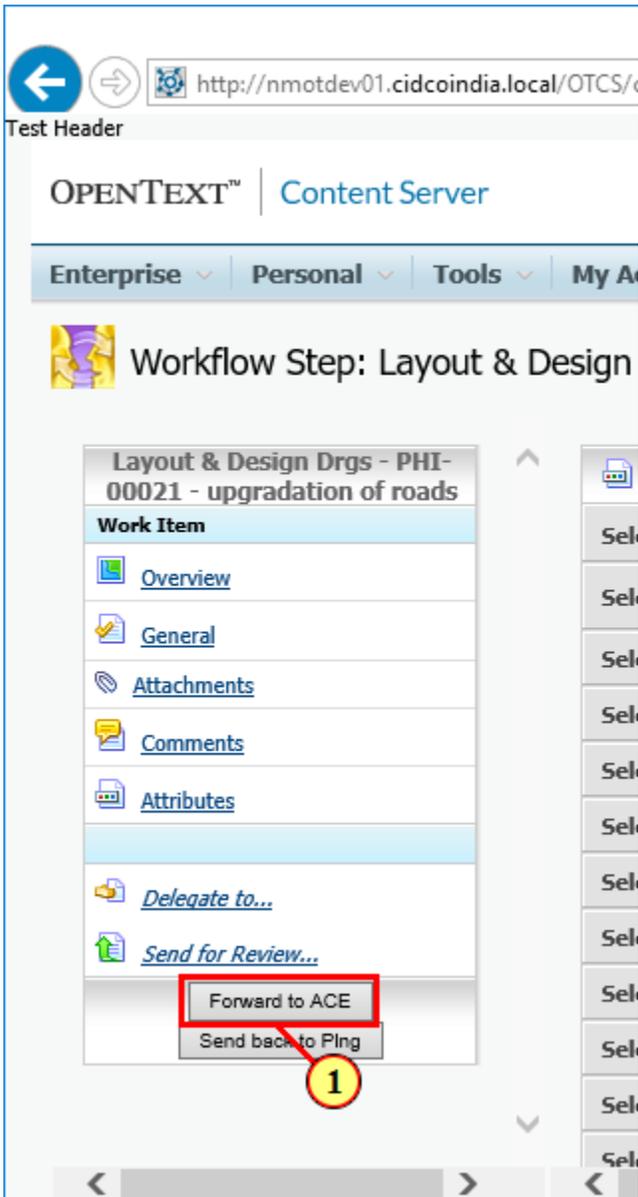


(1) Click **Select >** Select >.
 Workflow Step: - CE(Engg) Review



(1) Click

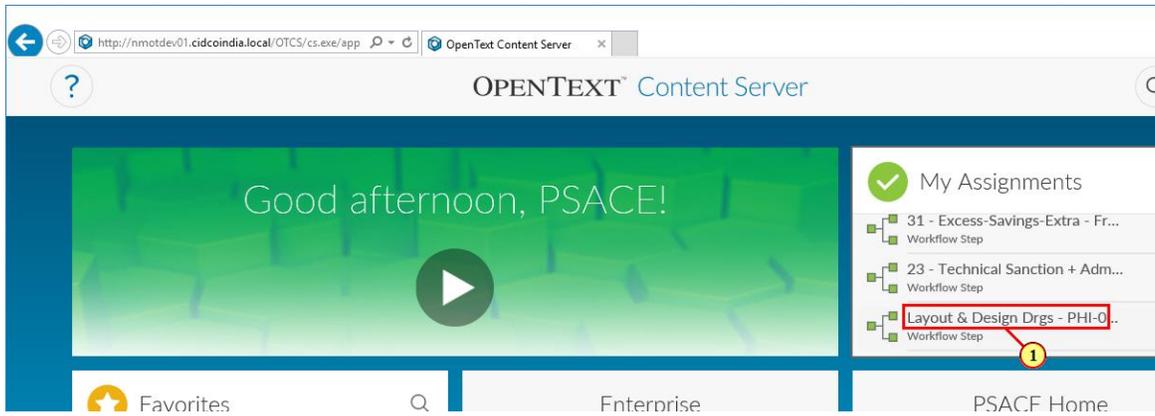
Workflow Step: - CE(Engg) Review – Forward to ACE



(1) Click .
Logout CE

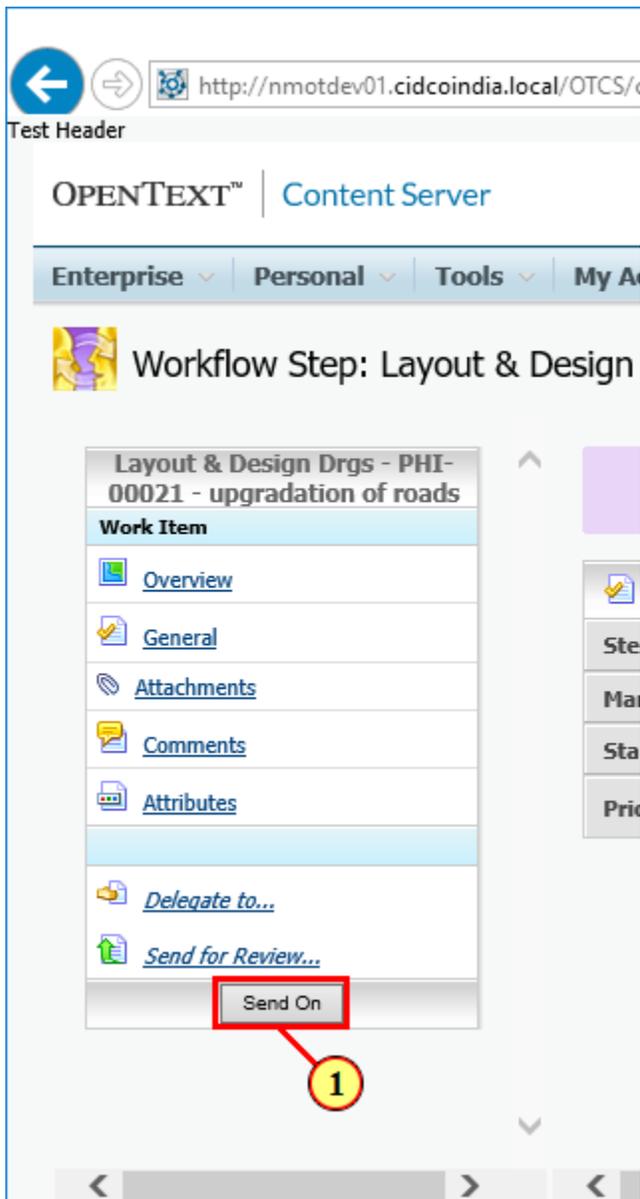
23.5. Login with ACE(Engg)

ACE Smart View page after Login

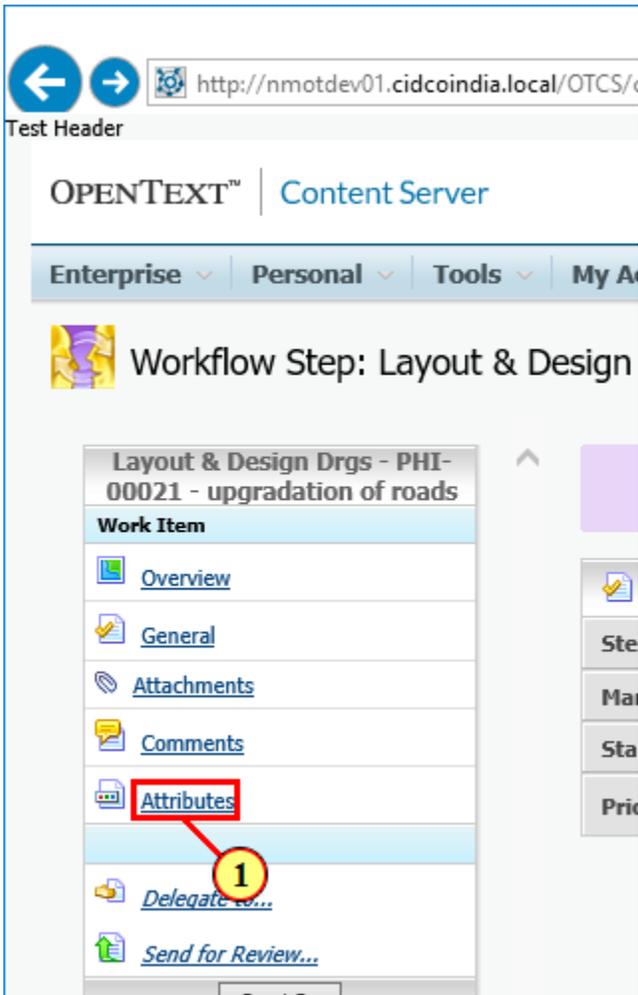


(1) Click **Layout & Design Drgs - PHI-00021 - upgradation of roads ACE**
(Engg) **Layout & Design Drgs - PHI-0**.

Workflow Step: ACE (Engg)



(1) Click .
Workflow Step: ACE (Engg) - Attributes



(1) Click **Attributes** [Attributes](#).

Workflow Step: Layout & Design Drgs - PHI-00021 - upgradation of roads ACE (Engg)

Attributes	
Select CE(Engg):	PSCE
Select ACE(Engg):	PSACE
Select SE(Engg):	<input type="text"/>
Select EE(Engg):	
Select AEE(Engg):	
Select AE(Engg):	

(1) Click **Select User**

Select SE User

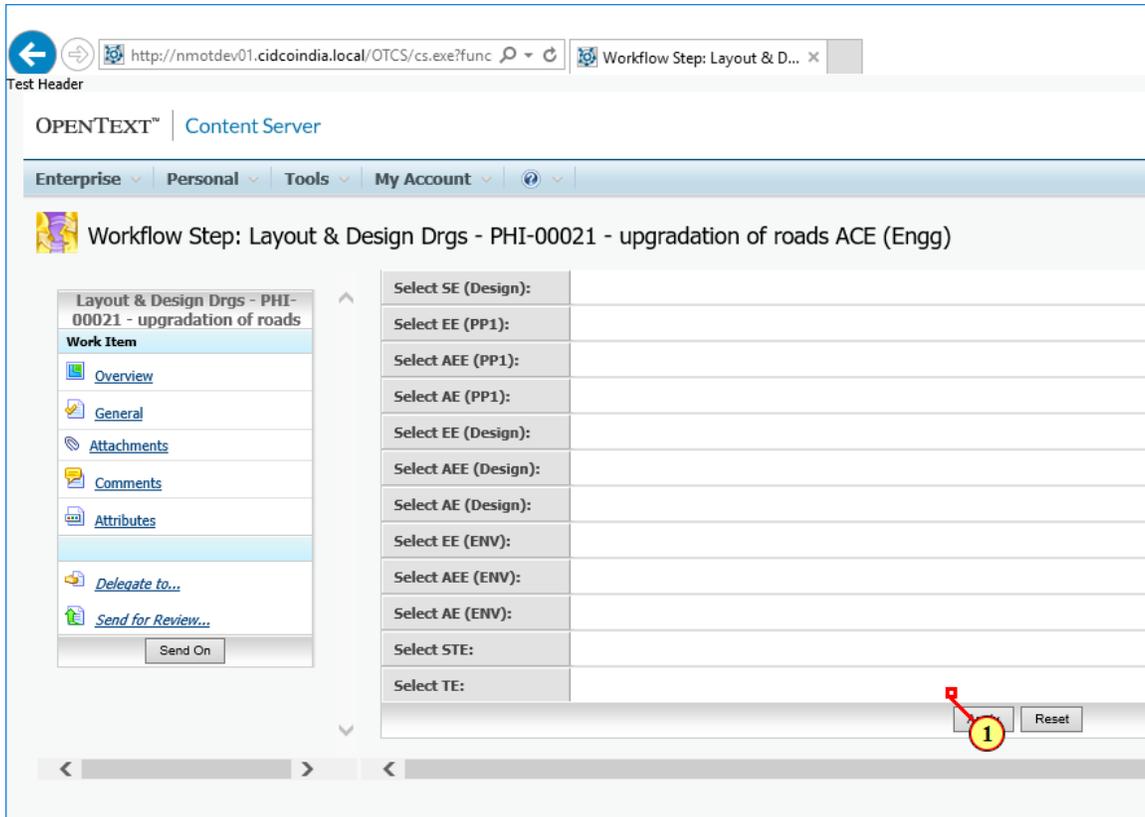
Select User

Find: User Log-in that starts with psse

Actions	Type	Name	Log
Select >		PSSE	PSSI

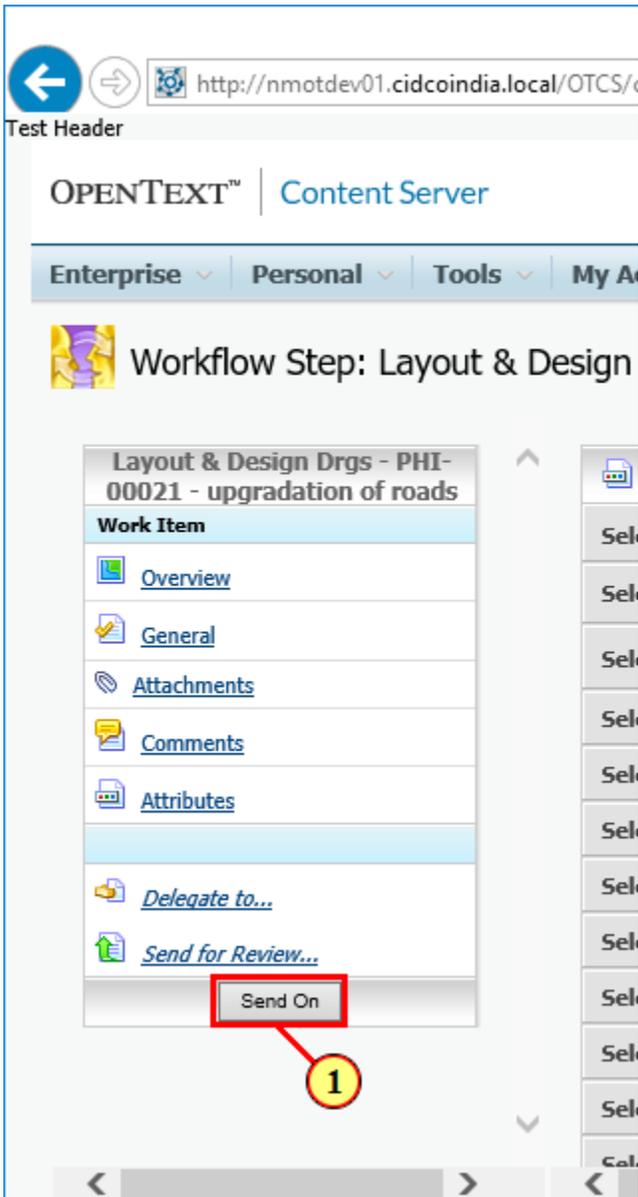
(1) Click **Select >** Select >.

Workflow Step: ACE (Engg)



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

Workflow Step: ACE (Engg) – Send On



(1) Click .

23.6. Login with SE(Engg)

SE Smart View page after Login



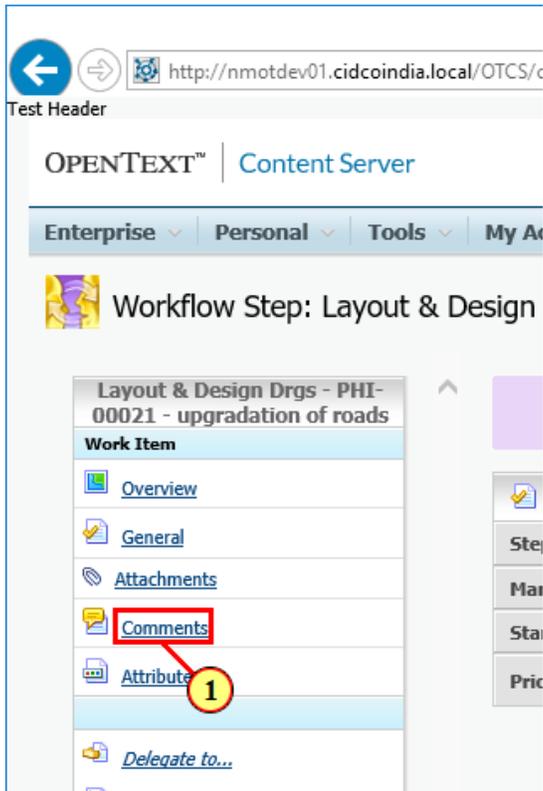
(1) Click **Layout & Design Drgs - PHI-00021 - upgradation of roads SE (Engg)** **Layout & Design Drgs - PHI-0**.

23.6.1. Add comments

Comments is available for all workflow participants.

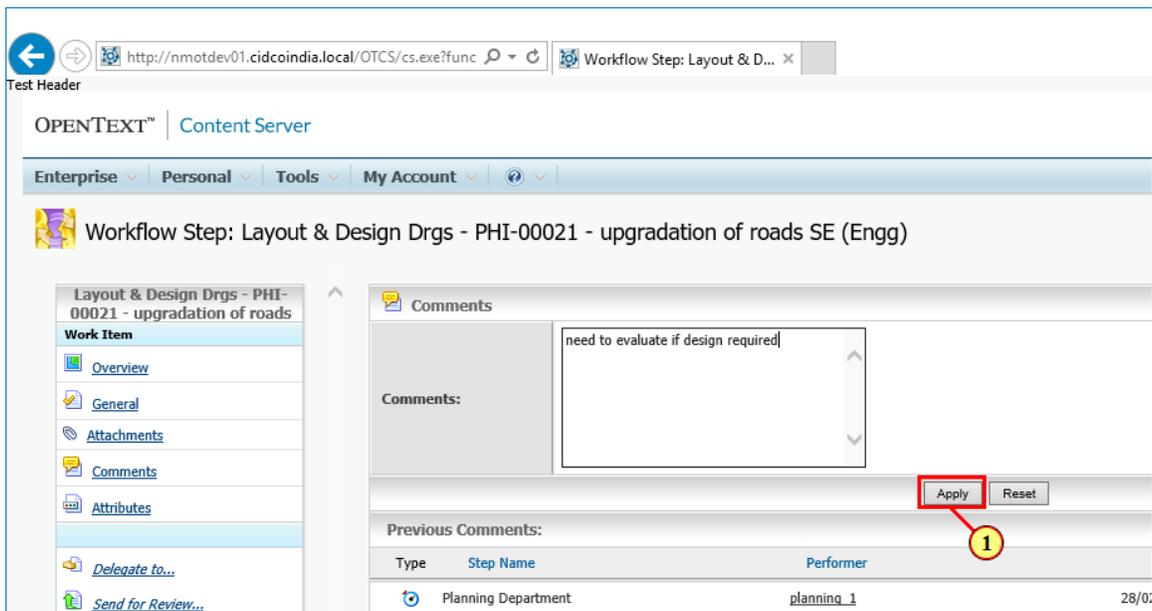
The comments entered by earlier workflow participants can be seen along with date-time stamp.

Workflow Step: SE (Engg) - Comments



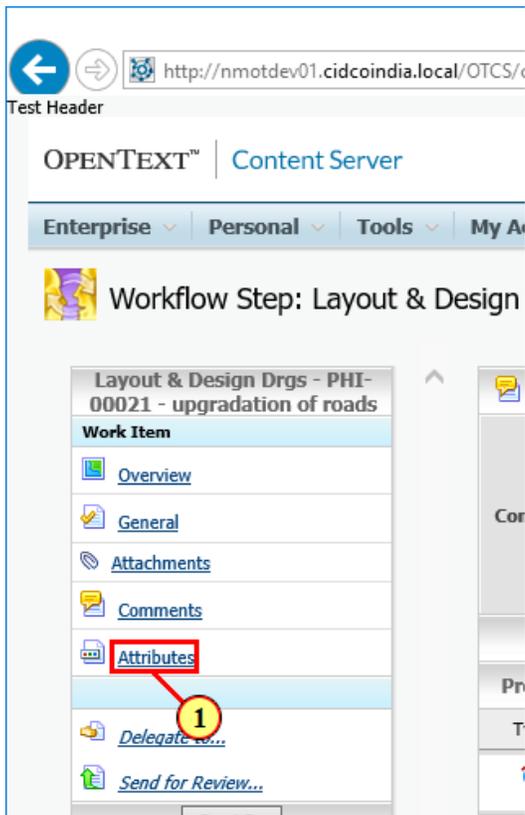
(1) Click **Comments** [Comments](#).

Workflow Step: SE (Engg) – Add comments



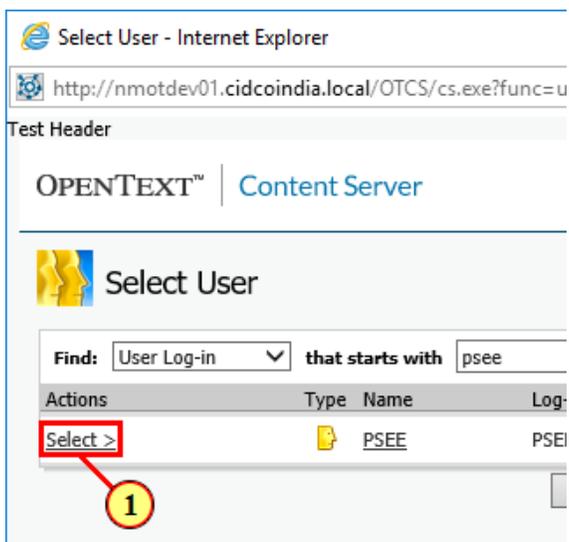
(1) Click **Apply**.

Workflow Step: SE (Engg) - Attributes



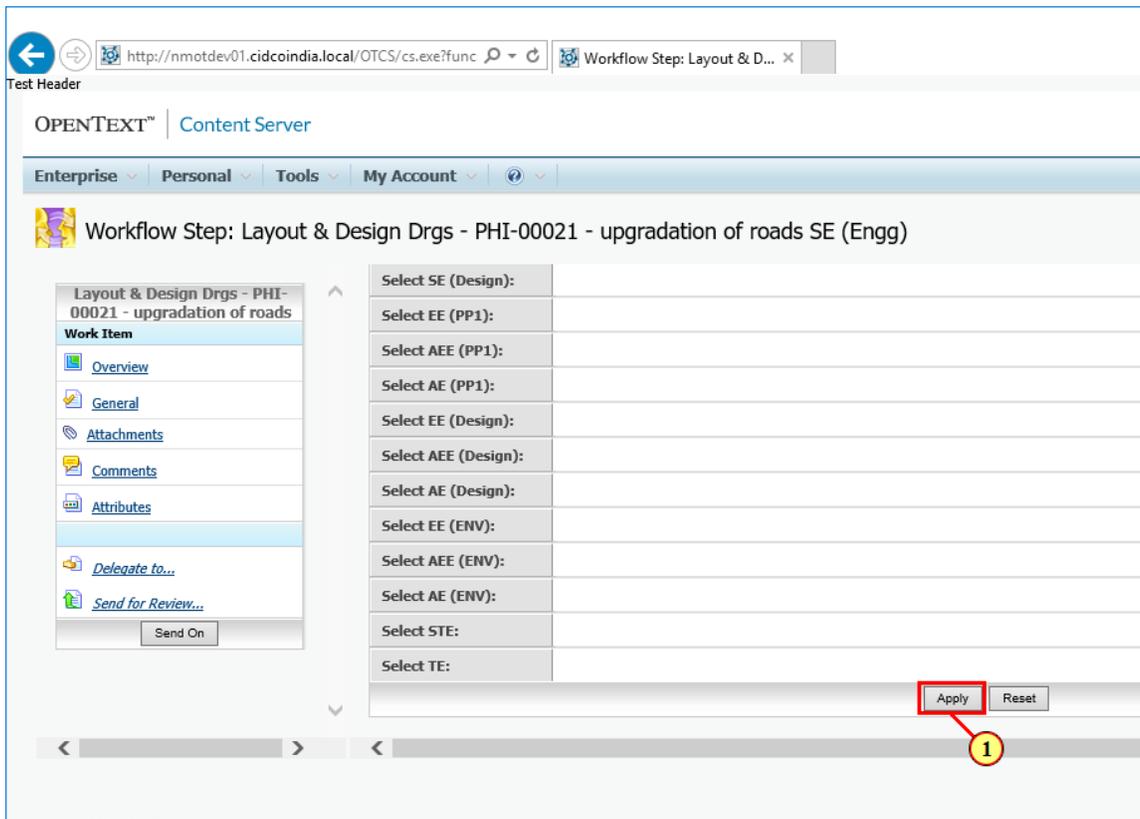
(1) Click **Attributes** [Attributes](#).

Select EE User



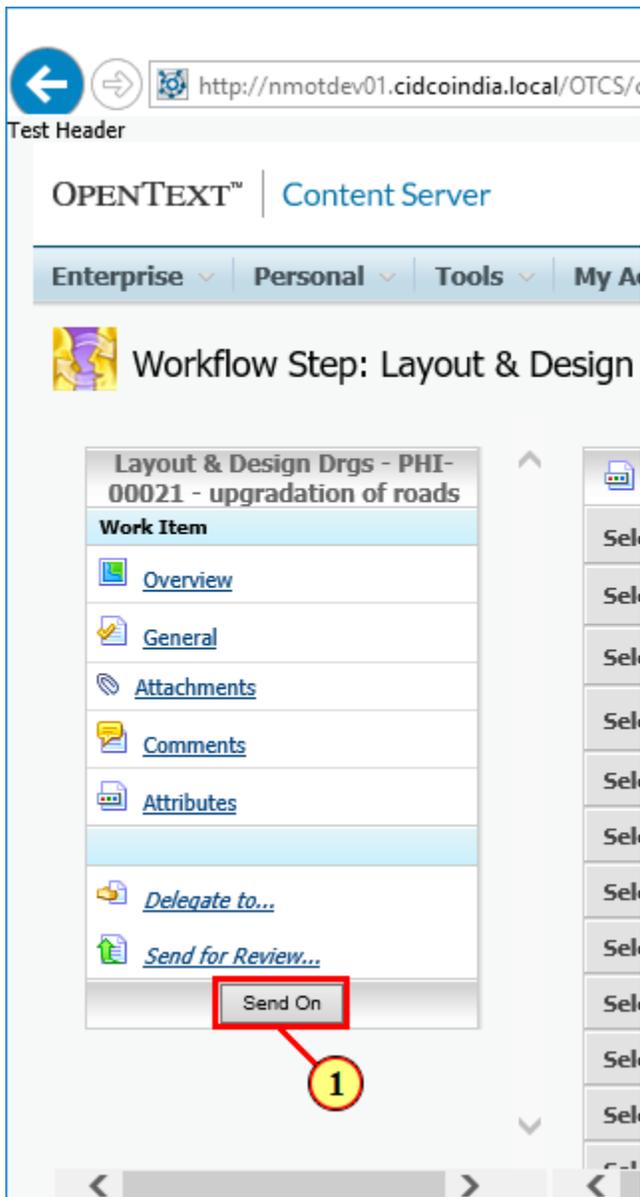
(1) Click **Select >** [Select >](#).

Workflow Step: SE (Engg)



(1) Click  .

Workflow Step: SE (Engg) – Send On



(1) Click .

Logout SE

This workflow does not end here. It will continue to proceed to Design department and flow back to Engineering users till AE after approval. However, every workflow performer gets to see the same tabs – Overview, General, Attributes, Comments and Attachments. The action buttons will vary for the user profiles in different workflows.

23.7. Common Note on Workflows

The workflow features mentioned in this section are available for all workflow performers/participants. These are General tab, Attachments, Comments, Action buttons and selection of Attributes pertaining to the respective workflow.

Attachments uploaded by earlier user can be edited however the original document does not change, a new copy of the original document is created with the changes and version number.

Comments of earlier users cannot be edited and are available to be seen by all workflow participants.

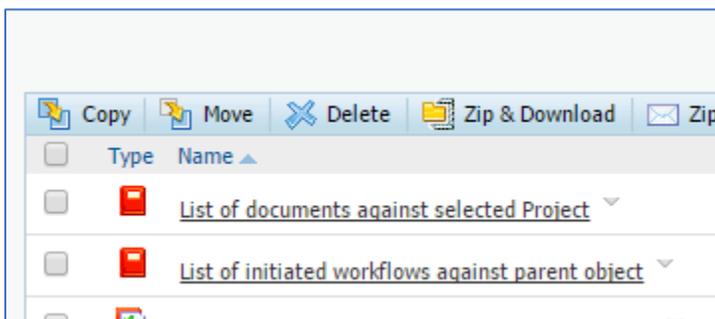
All the workflows have been designed as per DOP i.e. approval thresholds as per DOP and movement of workflows till the end of hierarchy.

It is not required to use all the workflows for all the projects. E.g. smaller projects may not have an elaborate Design requirement and the Layout and Design workflow can be skipped.

23.8. Reports available for OpenText File Management system

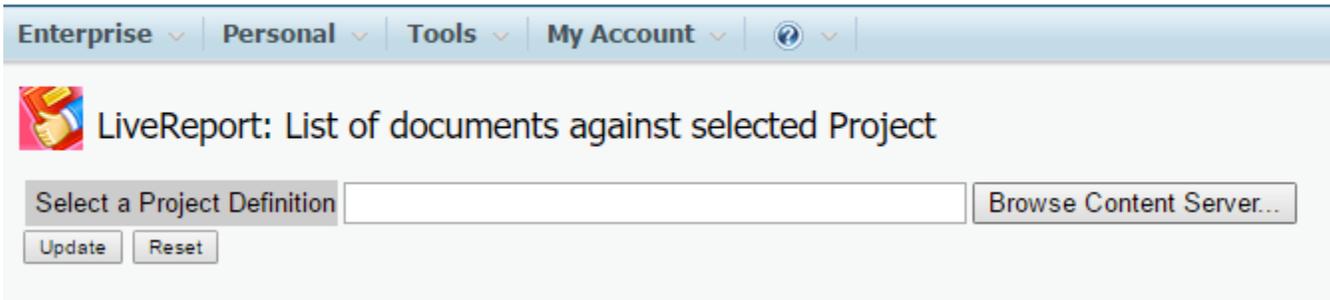
Currently following reports are available

23.8.1. List of documents against selected Project – click to generate report

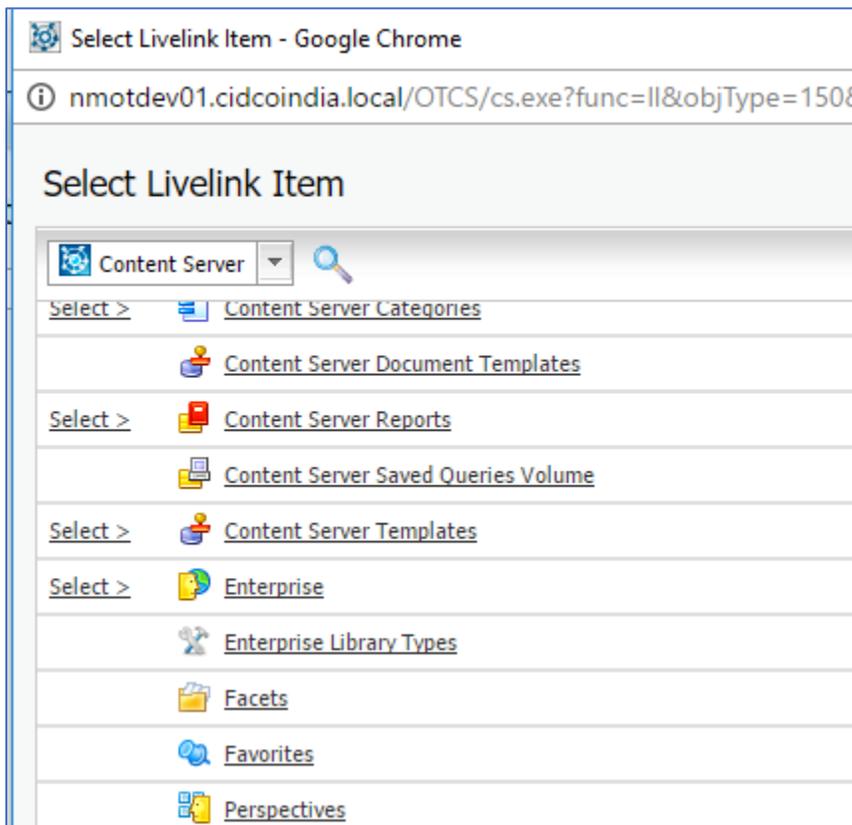


Select the project definition/code by clicking on Browse Content Server

OPENTEXT™ | Content Server



In the Select Live link Item window – select Enterprise folder



SAP Training manual

In the Enterprise folder, enter your project definition/code and search. You can include wild-card character * to search. E.g. *phi* will give list of all project definitions containing PHI in the definition.

Click Go button.

Select Livelink Item

Name search:

Select >

Action:	Type	Name ▲
Select >	Folder	Business Workflows
Select >	Folder	CIDCO Folder
Select >	Folder	Common Guides

Select the required Project Definition. Check the second column to ensure that you are selecting Project Definition.

Select Livelink Item

Name search:

Showing results 1 to 24 of about 62 items

Select >

Select >		MB document PHI-00015 CIDCO - 4 - 15-01.pdf	Measurement Book (MB)
Select >		MB document PHI-00015 CIDCO - 4 - 15-02.pdf	Measurement Book (MB)
Select >		MB document PHI-00015 CIDCO - 4 - 15-03.pdf	Measurement Book (MB)
Select >		MB document PHI-00015 CIDCO - 4.pdf	Measurement Book (MB)
Select >		PHI-00011 cidco1 project	Project Definition
Select >		PHI-00012 Cidco 3 project	Project Definition
Select >		PHI-00015	Work Breakdown Structure
Select >		PHI-00015 CIDCO 4 - PHI-00015 -- Transport Infrast	Project Definition
Select >		PHI-00015-01	Work Breakdown Structure
Select >		PHI-00015-02	Work Breakdown Structure
Select >		PHI-00015-03	Work Breakdown Structure
Select >		PHI-00017 Upgradation of Internal Roads	Project Definition

SAP Training manual

The following report will be seen – all document attached to OpenText Business Workspace for the project will be shown here.

OPENTEXT™ | Content Server

Enterprise | Personal | Tools | My Account | Search

 LiveReport: List of documents against selected Project

Select a Project Definition

Type	Description	Document	Created By	First Name	Last Name	Date Created
Project Definition (510)	GIA-00016 GIA-00016- app	WBS List.xlsx	Puser03	Puser03	?	17/03/2017 12:25 PM
Work Breakdown Structure (WBS) (510)	GIA-00016-02	RA Bill-2.xlsx	Puser03	Puser03	?	17/03/2017 12:24 PM
Work Breakdown Structure (WBS) (510)	GIA-00016-02	MB Calculation-2.xlsx	Puser03	Puser03	?	17/03/2017 12:24 PM
Work Breakdown Structure (WBS) (510)	GIA-00016-01	RA Bill-1.xlsx	Puser03	Puser03	?	17/03/2017 12:24 PM
Work Breakdown Structure (WBS) (510)	GIA-00016-01	MB Calculation-1.xlsx	Puser03	Puser03	?	17/03/2017 12:24 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Cost Estimate PHI-00021.pdf	Puser03	Puser03	?	17/03/2017 12:23 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Schedule A PHI-00021.pdf	Puser03	Puser03	?	17/03/2017 12:22 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Revised Technical Sanction Scan.pdf	Puser03	Puser03	?	17/03/2017 12:21 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Technical Sanction Scan.pdf	Puser03	Puser03	?	17/03/2017 12:21 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Design Document.docx	Puser03	Puser03	?	17/03/2017 12:20 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Contract Agreement.pdf	Puser03	Puser03	?	17/03/2017 12:20 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Layout and Design Document Cidco.txt	Puser03	Puser03	?	17/03/2017 12:20 PM
Project Definition (510)	GIA-00016 GIA-00016- app	Award document.pdf	Puser03	Puser03	?	17/03/2017 12:19 PM

24. Support

Send mail on any one of the below mail ID in case any issue

<http://saphelpdesk.cidcoindia.com:8080/webtier-9.40/ess.do>

User ID will be your employee id and initial password as shared with you

Content of mail should be in below format only: -

Employee No.-
Employee Name-
Issue Description –
Priority-
T code -
Screen shot of issue-
Impact On business-