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Appendix A – SAP Project/contract input information 1

1. PURPOSE

The purpose of creating a project/contract in SAP is to provide the Project Manager a mechanism for tracking project costs and revenues.

2. APPLICABILITY

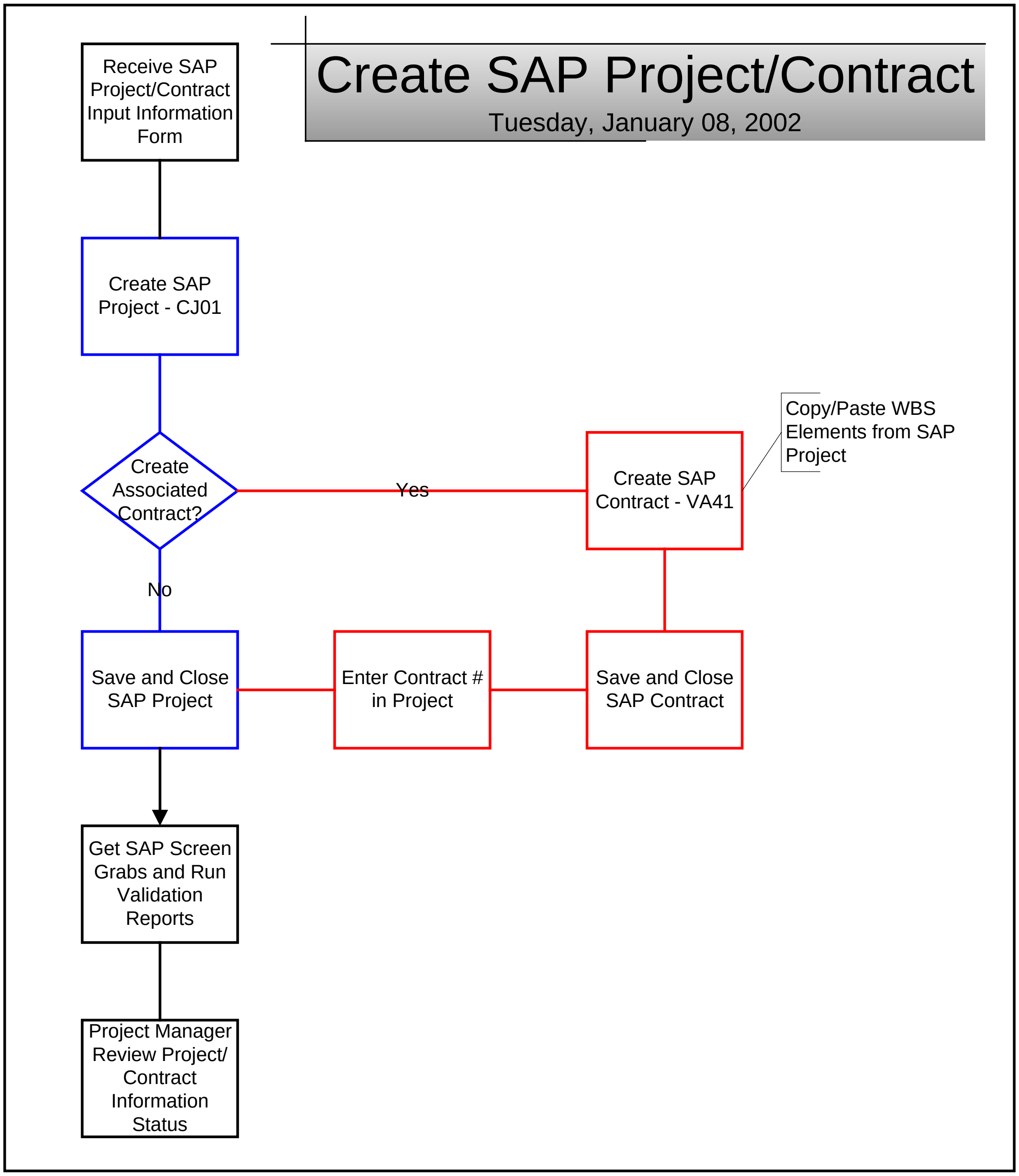
This procedure applies to all *Revenue – Direct Billing* projects.

3. PROCEDURE

3.1 Working With Projects

To effectively complete an SAP Project it is necessary to have the SAP Project/Contract Input Information form from the Project Manager. See Appendix A.

3.1.1 Create Project Process Flow

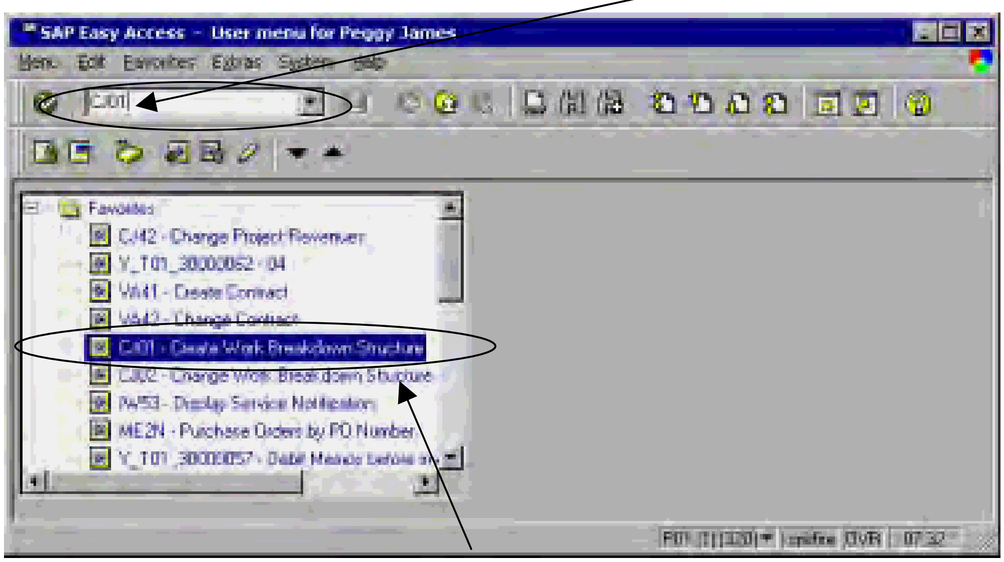


3.1.2 Create a Project

All necessary information to create a new project is typically provided by the Project Management Office or the Project Manager using Attachment A. Do not attempt to create a new project without a completed copy of Attachment A containing required project information.

To create a project in SAP, click on the SAP icon on your desktop and login.

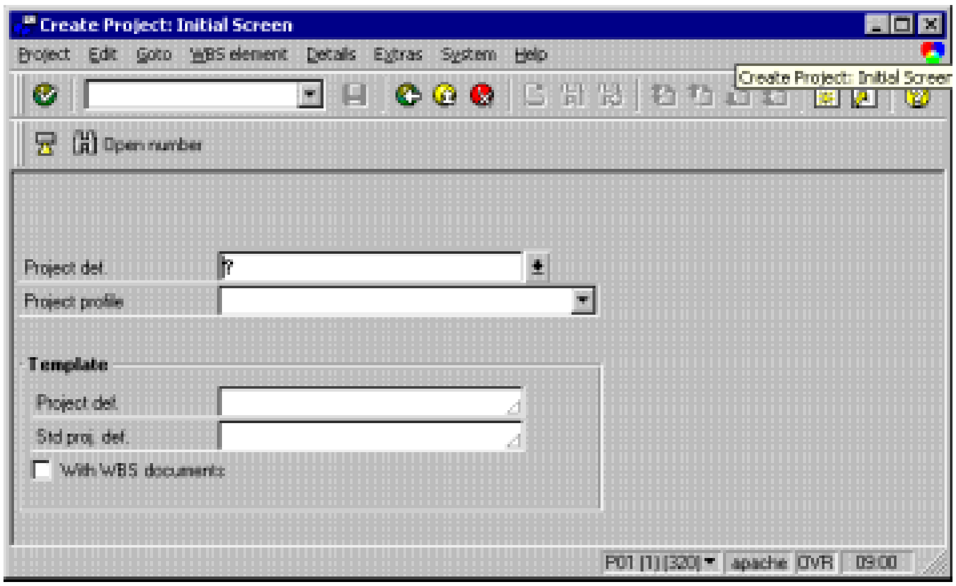
a. From the main SAP Access Window, enter transaction code: **CJ01**



You may also select it from your “Favorites” list.

3.1.2.1 Complete Initial Screen

The Create Project: Initial Screen window is used to create a new project.



a. Enter the following:

1. *Project Definition:* (Required)

   PROJECT NAME. Limited to 24 characters.

2. *Project Profile:* (Required)

   Use "**Revenue/Direct billing**" for customer projects that will generate revenue via a project contract. Consult with a Financial Analyst **when** creating a project with the "Revenue – Cost Recovery" or "Non-Revenue/Overhead" profiles. Hit <Enter> to go to the project definition

3. *T*emplate: (Optional)

   Enter data in the Template box to copy an existing project structure to the new project. If you copy from an existing project, the WBS element structure and data is carried into the new project.

   a) *Project Definition:* (Optional)

      Enter an "operative" project here **only if you are copying** an existing project structure to the new project. An operative project is one that is currently collecting costs and revenues.

b) *Standard Project Definition:* (Optional)

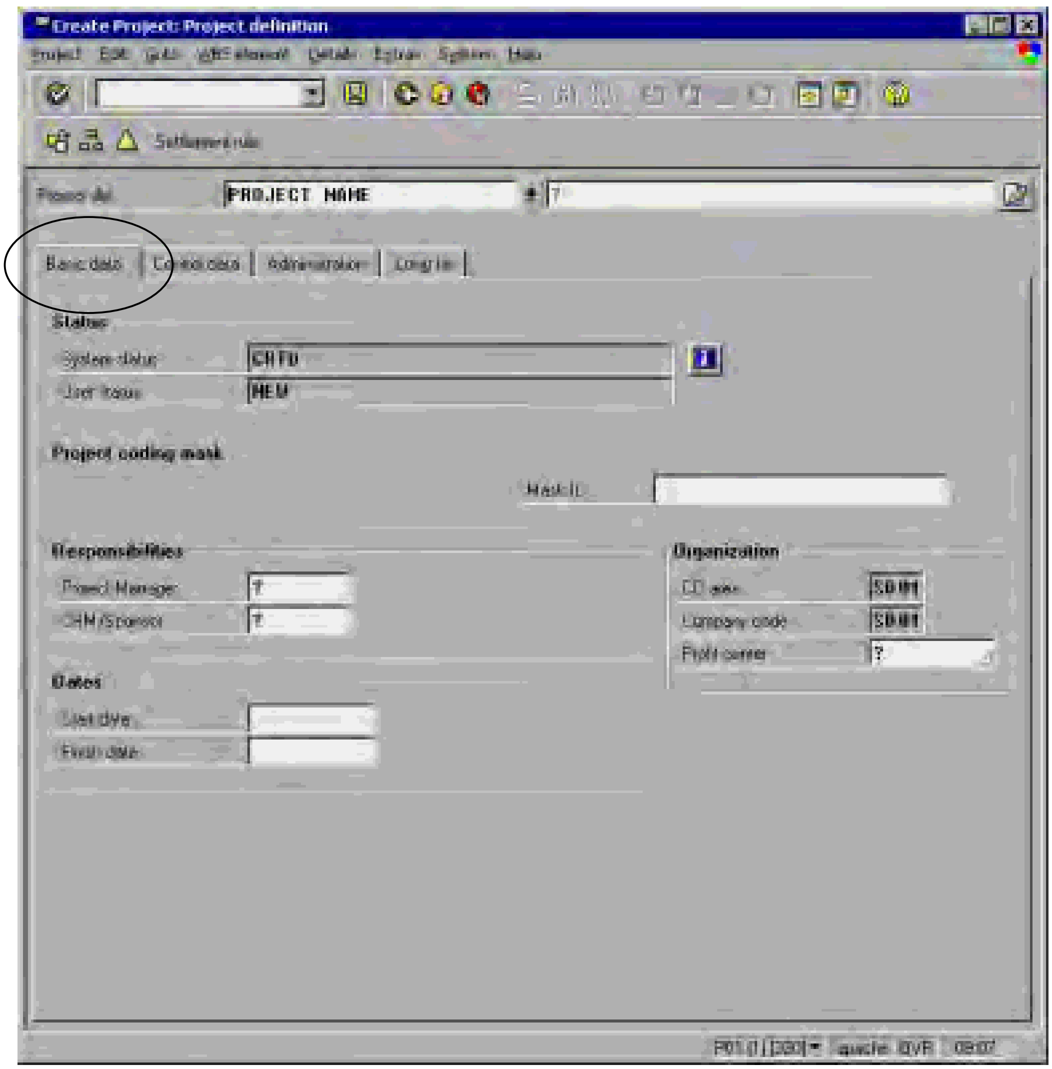
Enter a template name here **only if you are copying** a template to the new project. Templates are for copying only and do not collect costs and revenues.

4. *With WBS Documents:*

Leave unchecked.

3.1.2.2 Create Project Definition

All project definition data is entered on the "Basic Data" tab. The other tabs (Control Data, Administration, etc.) contain default data – *it is not necessary to enter data on tabs other than the Basic Data tab*.



a. Enter the following Basic Data:

1. *Description:* (Required) Limited to 40 characters.

   Enter text for the project description. This is a “searchable” field, so the description should be meaningful and clearly identify the project.

2. *System Status:* (Display Only)

   This field displays the current system status.

3. *User Status:* (Display Only)

   This field displays the current user status.

4. *Mask ID:*

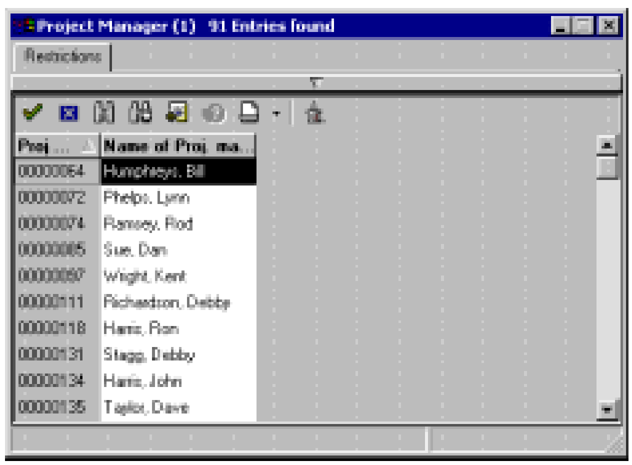
   Leave this field blank. The mask ID is a coding tool not currently used at SDDPC.

5. *Project Manager:* (Required)

   Enter the employee ID number of the Project Manager. This number is automatically used as the Project Manager identification when the WBS elements are created. However, it can be overwritten if there is a different project manager for certain WBS elements.

Note: If all you have is the Project Manager’s name, you can click in the Project Manager field and use the to find the Project Manager’s employee ID.

Scroll down to select the correct Project Manager.

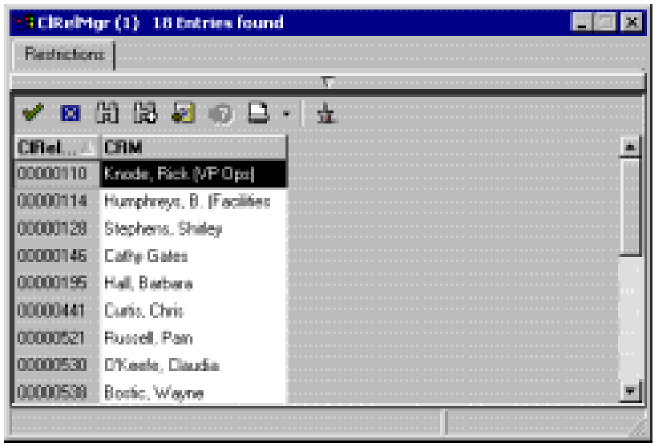


6. *CRM / Sponsor*: (Required)

   Enter the employee ID number of the Client Relations Manager or internal project sponsor. This number is automatically used as the Client Relations Manager or internal project sponsor identification when the WBS elements are created. However, it can be overwritten if there is a different individual for certain WBS elements.

   Note: If all you have is the name of the Client Relations Manager or internal project sponsor, you can click in the CRM/Sponsor field and use the to find the employee ID.

   Scroll down to select the correct Client Relations Manager.



7. *Start Date*:

   Enter the project start date. Use MM/DD/YYYY format.

8. *Finish Date*:

   Enter the project finish date. Always use 06/30/9999 to avoid “end-date” problems.

9. *Controlling Area and Company Code*: (Default)

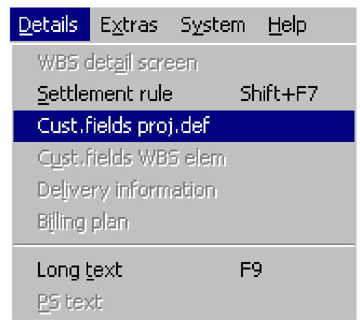
   These fields are used for accounting purposes. The information defaults from the project profile and cannot be changed.

10. *Profit Center:* (Required)

    Enter the profit center that "owns" the project. Always enter the information provided by Attachment A. **Do not use** the to "search" for the Profit Center. Since all project costs and revenues posted to the project are collected on this profit center, it is important that this information be provided by the Project Management Office or the Project Manager. This Profit Center number is used as the default for the WBS elements. However, it can be overwritten if a different profit center "owns" certain WBS elements. To change the Profit Center for a WBS element, see the *Change a Project* section.

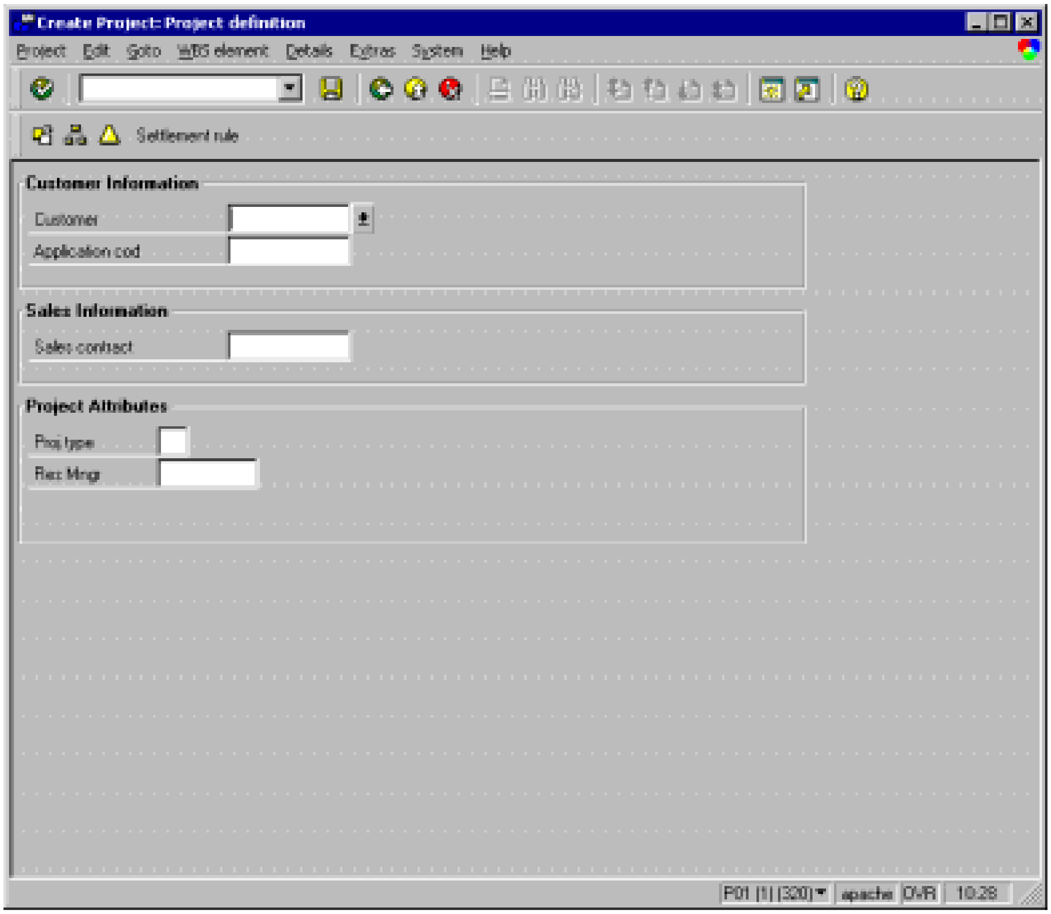
3.1.2.3 Complete User Fields

When you have finished entering the required data on the ***Basic data*** tab, you must select the ***Details -> Cust. Fields proj. def*** menu and enter data in the User Fields.



This option allows you to complete **Customer Information**, **Sales Information**, and **Project Attributes** information.

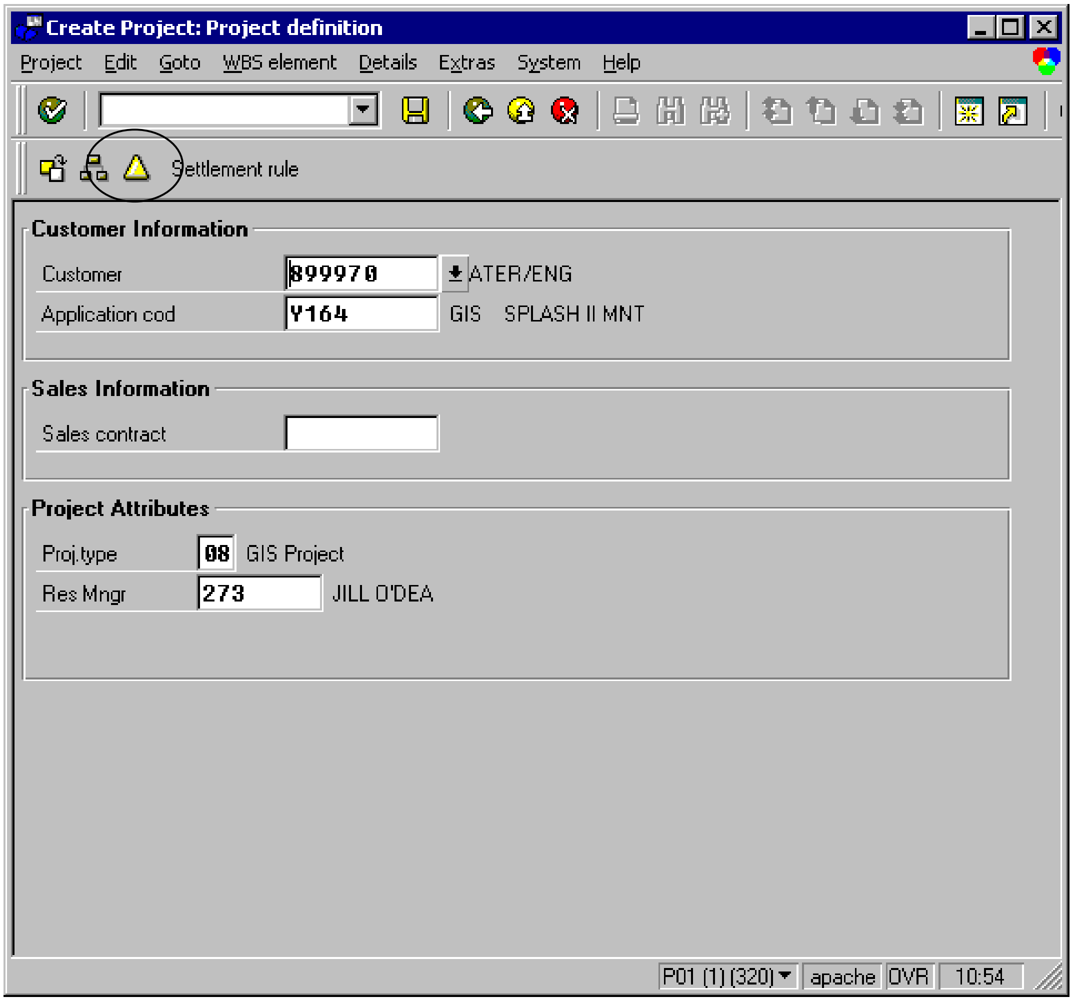
The following window will appear to allow you to complete this information.



The Information you enter in these fields is used as the default information for WBS elements and influences customer billing.

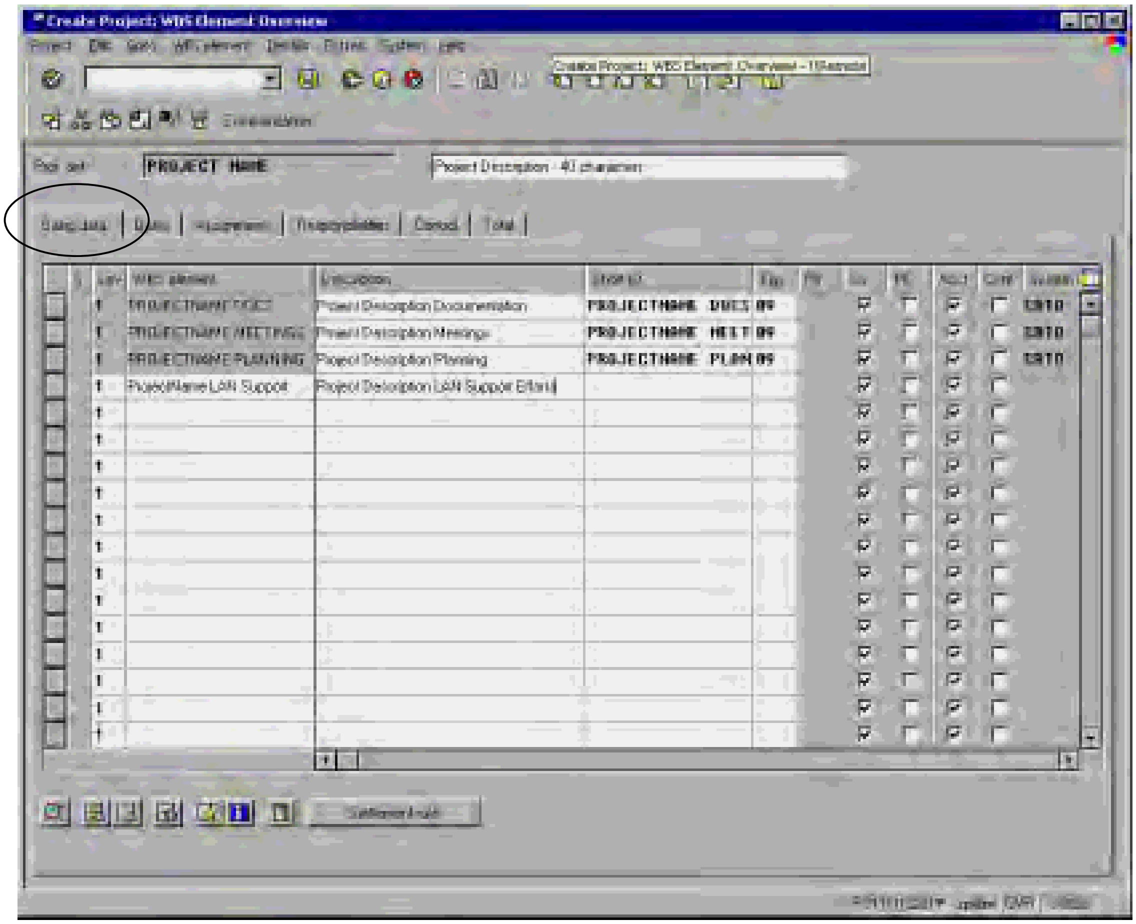
1. *Customer*: The customer that the project work is being done for. This number is the "Sold-to" number on the project contract.
2. *Application Code*: The customer's account that will be charged for project work. This code corresponds to the City's General Ledger.
3. *Sales Contract*: The project contract associated with the project, if it is a revenue project. *Leave this field blank for now. Enter the Sales Contract information <u>after</u> the contract is created, using the Change Project menus*.
4. *Project Type:* Numeric code representing the type of work. This is used to filter report data.
5. *Resource Manager:* Employee ID number of the manager responsible for coordinating the project staff resources.

Once this information is complete, use the WBS Element Overview icon to access the WBS element overview screen and create the WBS element structure.



3.1.2.4 Create WBS Elements

The WBS element structure is entered on the Basic Data tab.



Enter the following Basic Data:

a. *Level:* (Required – defaults to 1)

The level of the WBS element in the project hierarchy. Lower level WBS elements are called "subordinate" and their costs and revenues roll-up to higher level "superior" or "parent" elements.

b. *WBS Element:* (Required)

Code / Name of the WBS element. **Limited to 24 characters.** It is strongly suggested that every WBS in a project start with a common descriptor – this will assist when using a sort to find WBSs.

c. *Description:* (Optional)

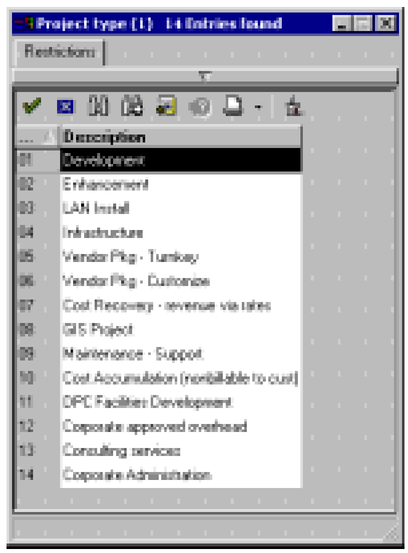
A text description that provides clear and meaningful information about this WBS element. This is a **searchable** field limited to **40 characters**.

d. *Short ID:* (Defaults)

This field us automatically completed by SAP using a default value that is the WBS element name. This field is used as a search tool.

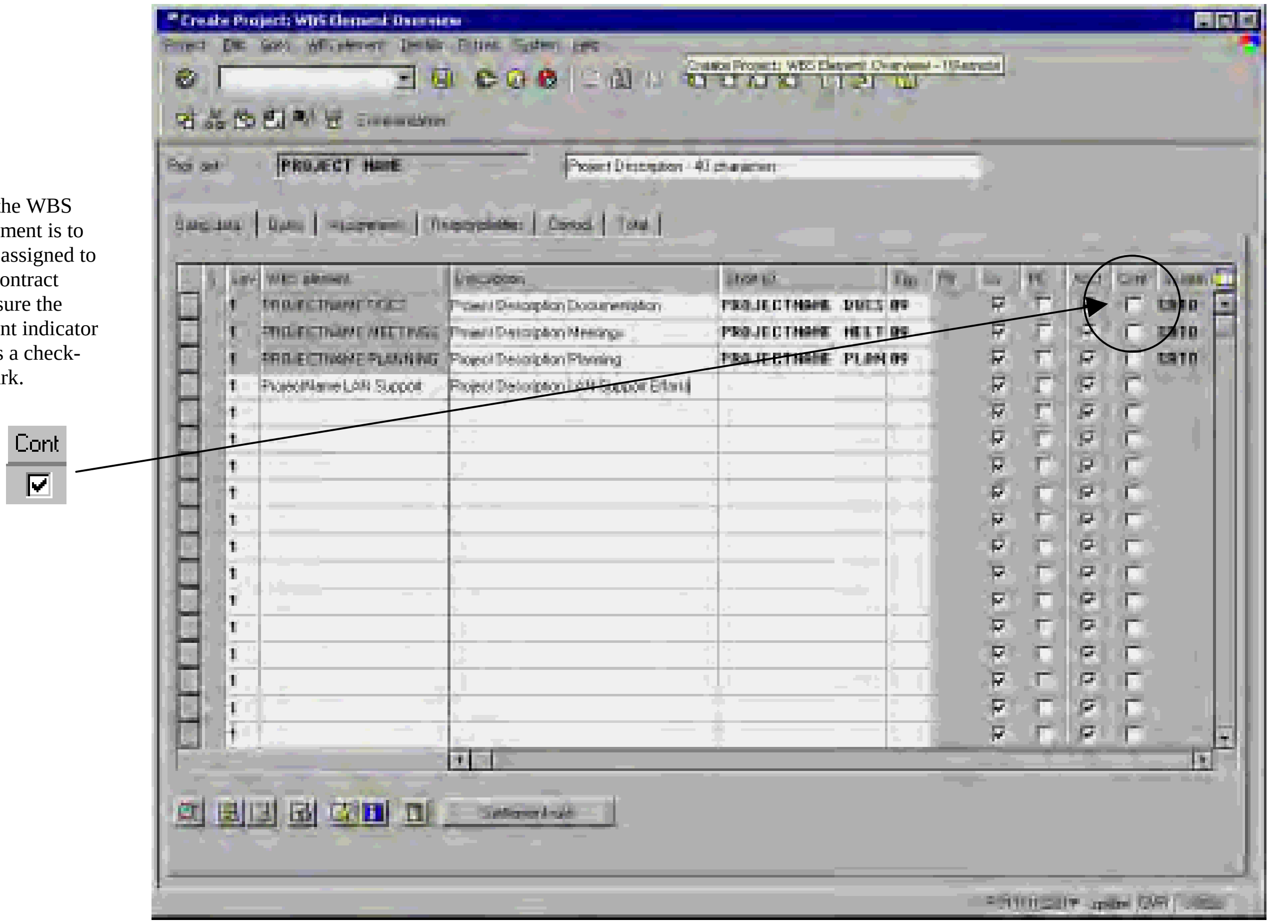
e. *Type:* (Required)

The numeric code representing the type of work performed for the WBS element, i.e., LAN install, maintenance, etc.



f. Check the relevant accounting indicators:

If the WBS element is to be assigned to a contract ensure the Cont indicator has a check-mark.



1. **SU** – Not used by SDDPC (use default)
2. **PE** – Planning Elements: These are **not** used by SDDPC.
3. **Acct** – Account Assignment: Check this indicator if the WBS element will receive cost postings, such as direct labor charges. Labor and materials cannot be charged to a WBS element without this indicator checked.
4. **Cont** – Contract/Billing Elements: Check this indicator if the WBS element will be assigned to the project contract and/or if materials will be procured for the WBS element. This indicator allows revenues to post to the WBS element. A WBS element must either be a contract element or be assigned to a superior contract element if materials will be procured for it.

3.1.2.5 Release Project and WBS Elements

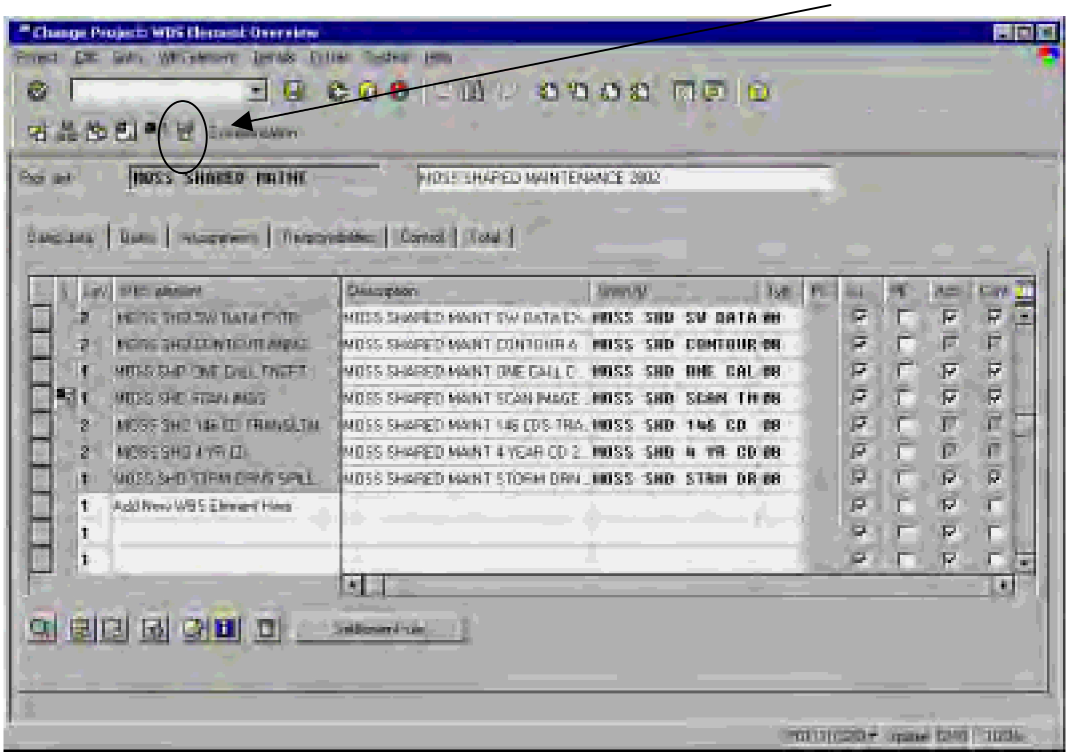
Release the project when you are ready to begin collecting costs and revenues on the project. There are two options for releasing:

a. from the **Project Definition** screen [Used for initial release of new project]

b. at the WBS element level [Used for release of new WBS elements or individual project phases]

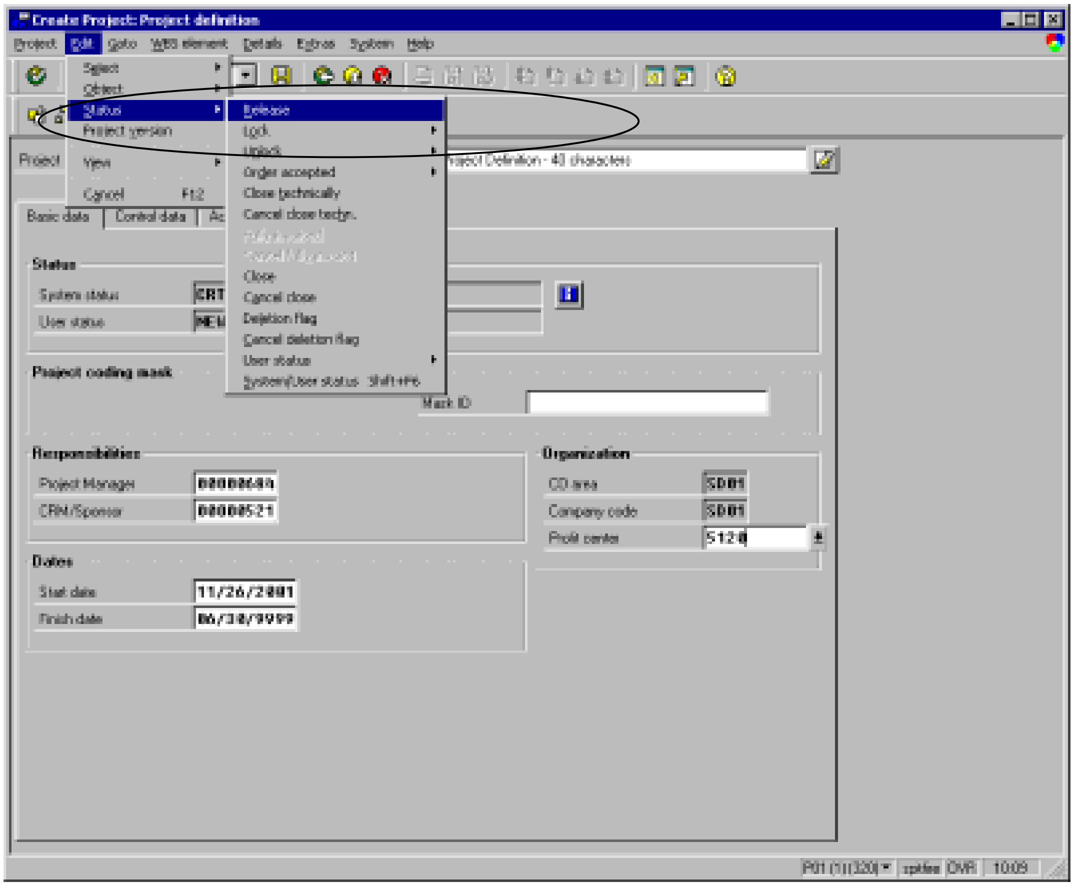
3.1.2.5.1 Release All WBS Elements

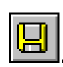
If you want to release all the WBS elements at once, release the project from the ***Project Definition*** window by clicking on the Project Definition  icon.



To automatically release all new WBS elements by selecting the **Edit -> Status -> Release** option from the **Create Project : Project definition** window.

NOTE:
Release all WBS elements from the Project Definition Screen

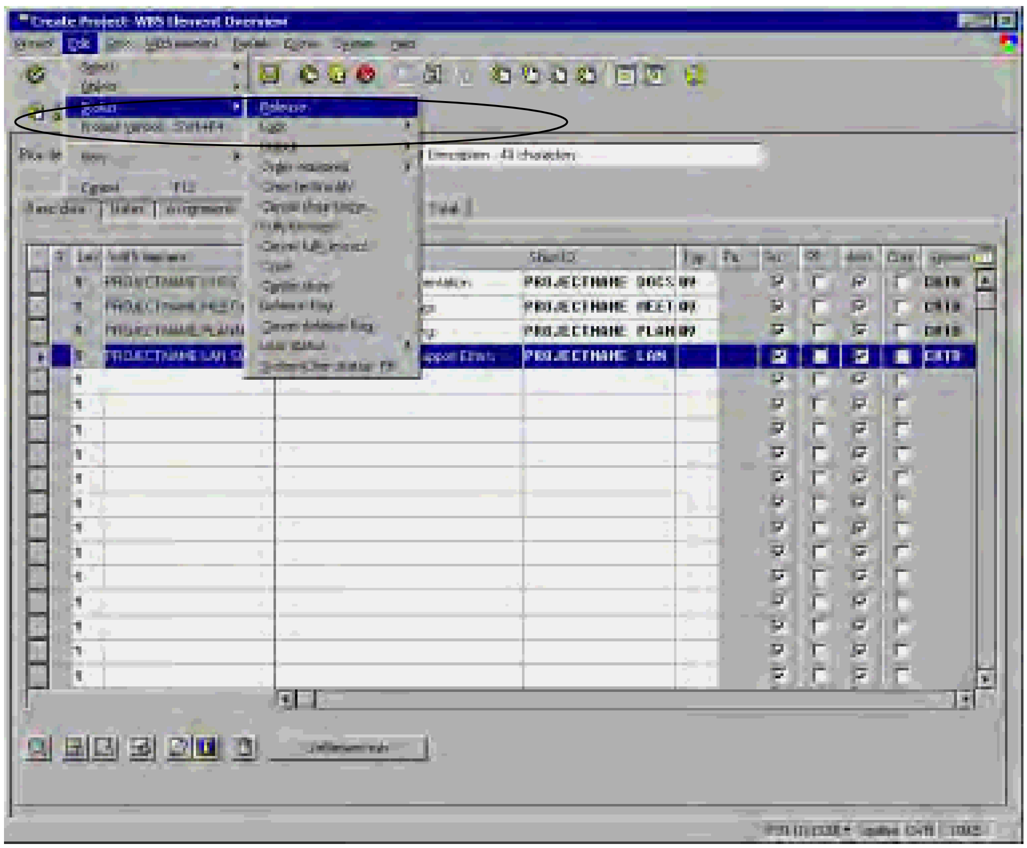


Save the project by clicking the **Save** icon .

3.1.2.5.2 Release WBS Elements Individually or in Sections

Release individual WBS elements to control statuses by individual element New WBS elements have to be manually released when created if statuses are set at the item (WBS) level. You may also want to consider releasing by phases.

NOTE:
Release individual WBS elements from the WBS Element Overview Screen.



a. Select the WBS element(s) to release and use the menu path *Edit* > *Status* > *Release.*

b. Setting the system status of REL (Released) automatically sets a user status of ACTV (Active).

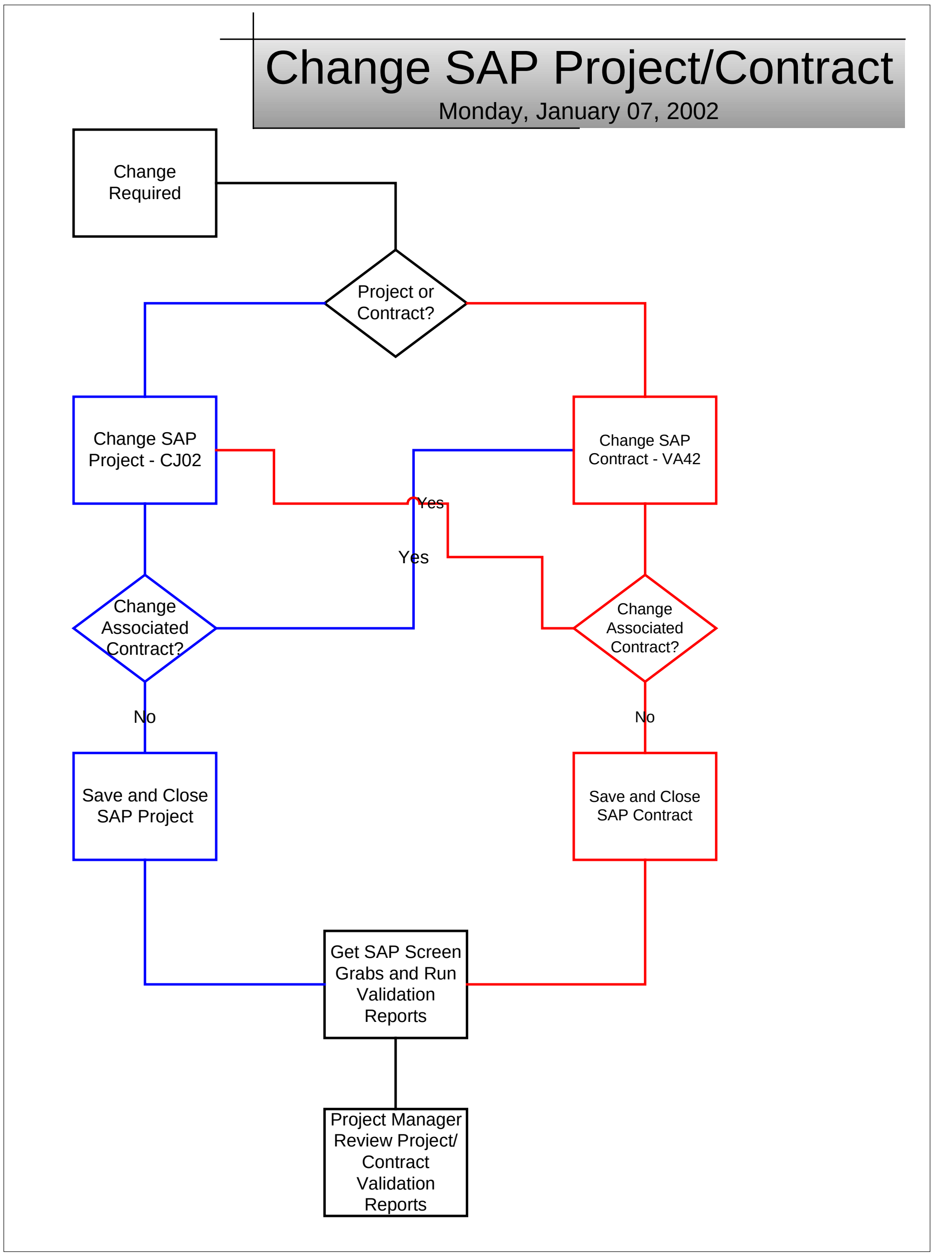
c. Save the project by clicking the save icon .

Note: Set up sales contract now for Billable projects. Go to the *Create a Contract* section for detailed instructions.

3.1.3 Change a Project

Throughout the life of the project there are numerous occasions when you need to modify or view a project.

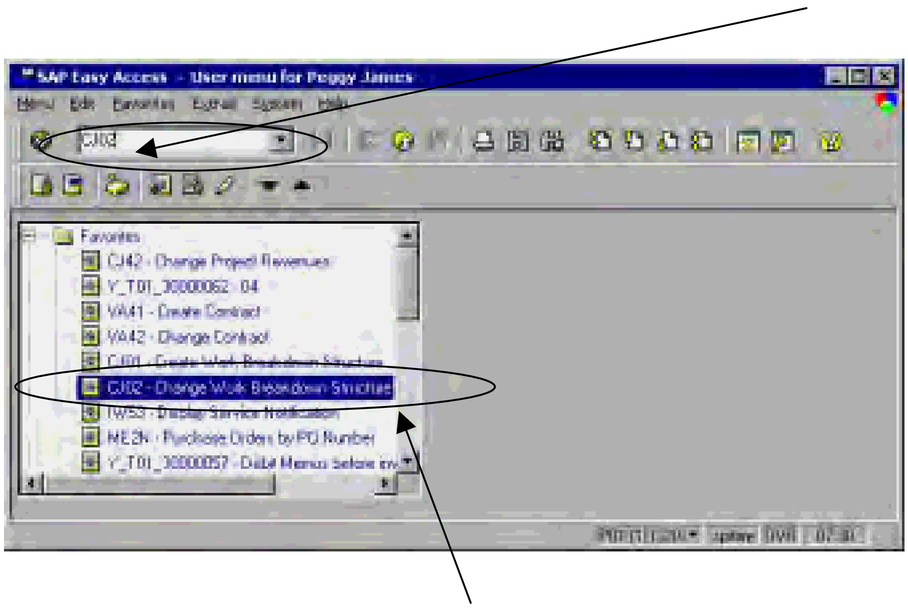
3.1.3.1 Change Project Process Flow



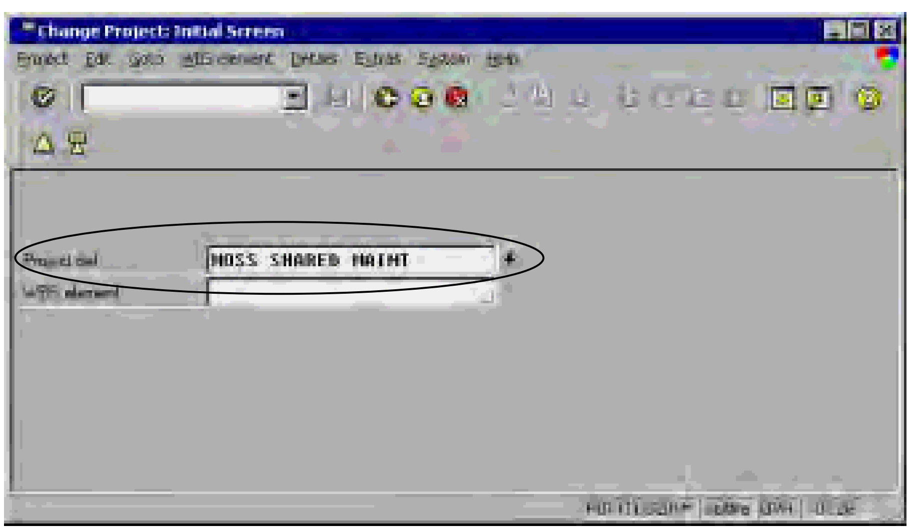
3.1.3.2 Add a new WBS

To change a project in SAP, click on the SAP icon on your desktop and login.

a. From the main SAP Access Window, enter transaction code: **CJ02**

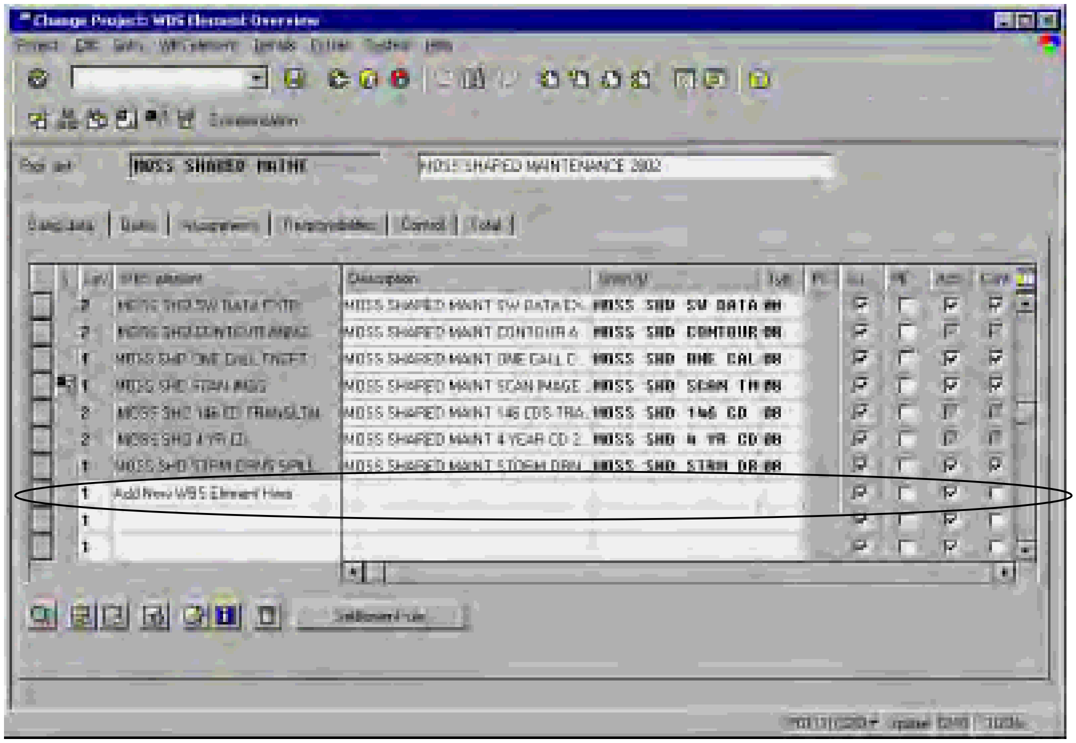


You may also select it from your "Favorites" list.



b. Enter the Name of Project and press the **<Enter>** key.

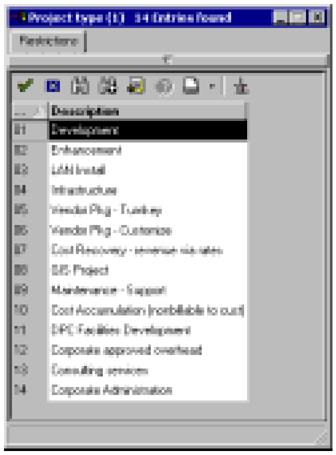
c. On the ***Change Project WBS Element Overview*** screen, scroll down to the first empty WBS element line and add the new WBS element.



Be sure to enter:

1. The appropriate level
2. A WBS element name that contains a common descriptor to aid in sorting. This field is **limited to 24 characters**.
3. A text description that provides clear and meaningful information about this WBS element. This is a **searchable** field limited to **40 characters**.

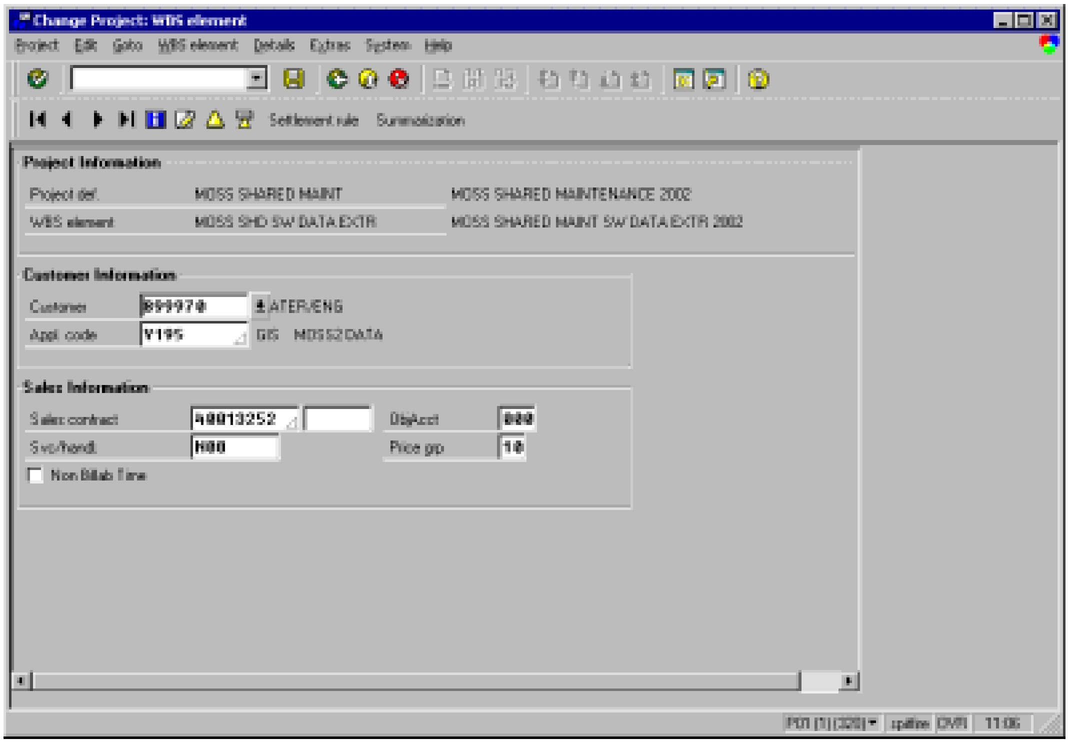
4. Enter type (01 Development, 09 Maintenance, etc)



5. If the WBS element will be assigned to the project contract, place ✔ in the “Cont” check box

d. If this new WBS is pointing to a different customer number or app code, – select the WBS element to highlight it. Then select *Details>Cust.field WBS.elem* to change the appropriate information

e. Enter the corrected information.

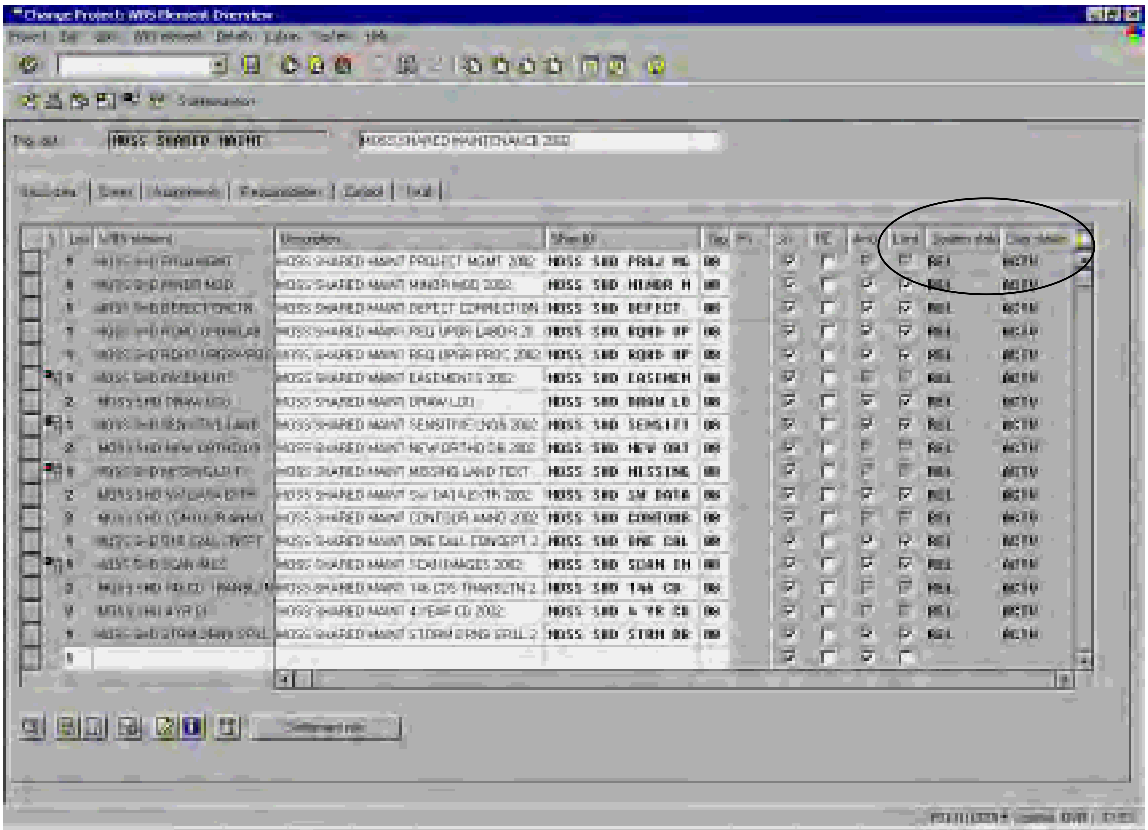


f. Then click on the button to SAVE your changes.

✓✓ Caution: You will not be able to add the WBS element(s) to a contract until you have SAVED your changes,

3.1.3.2.1 Check Your Changes

Go back into the project and double check to see that the new WBS Element(s) is released and active. You should see “**Rel**” in the *System Status* column and “**Actv**” in the *User Status* column.



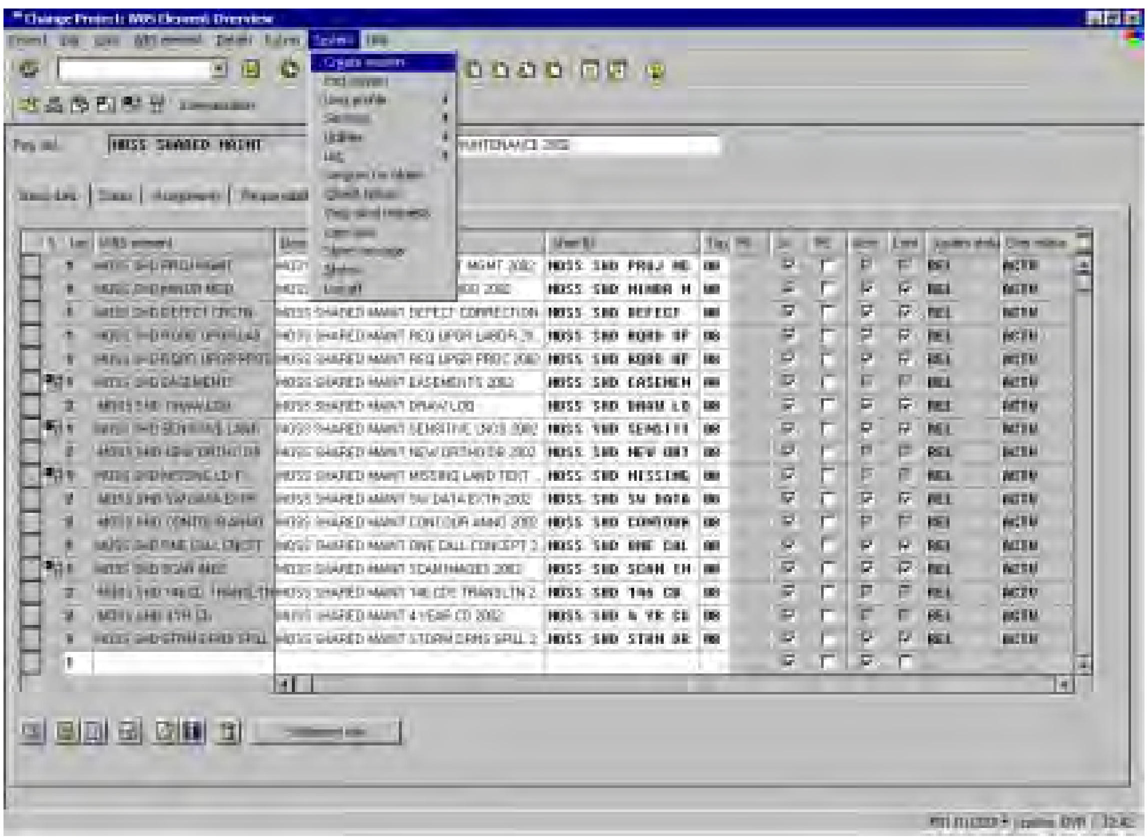
<u>Note:</u> If the new WBS element(s) show Rel and Actv automatically, the project was set up for automatic release of new WBS elements. Otherwise, the project was set up using individual WBS element release provisions. This means that all new WBS elements are required to be released by selecting *Edit>Status>Release* from the ***Change project: WBS element Overview*** window

3.1.3.2.2 Adding New WBS Element to a Contract

Add the new items to the Sales Contract if appropriate – A WBS element must be connected to a contract element, or be assigned to a superior contract element, if materials will be procured for it. **This rule applies to billable elements only.**

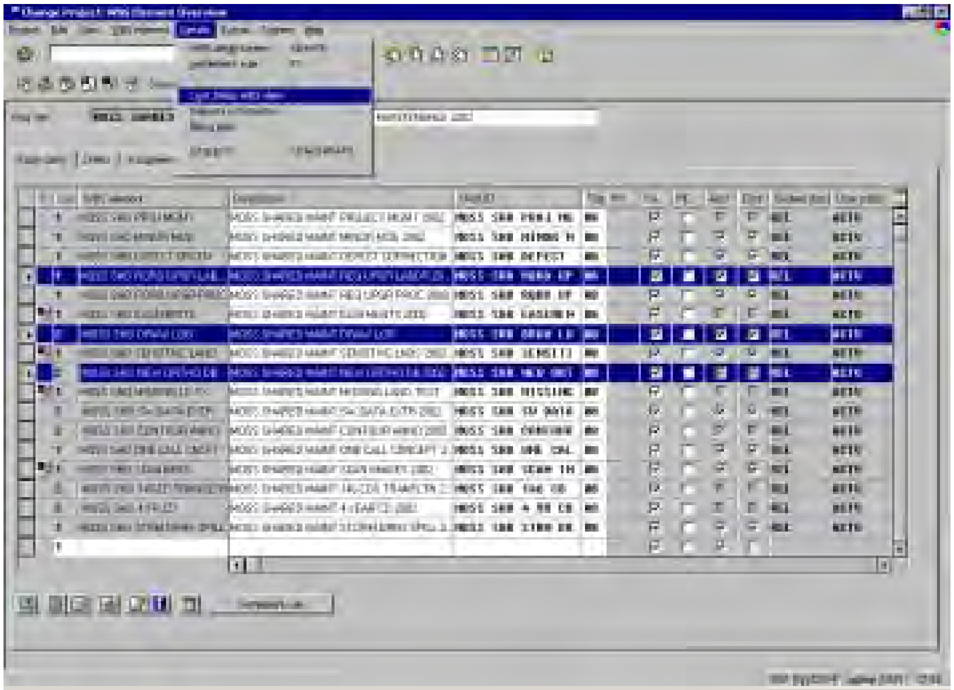
✓✓ Caution: At this point you must switch to the SAP ***Change a Contract*** window and add the new WBS element(s) to the contract. If this step is skipped, anything charged to this WBS element will not be included in the billing.

Select the *System -> New Session* menu to open a new SAP session window to add the new WBS element(s) to a contract.

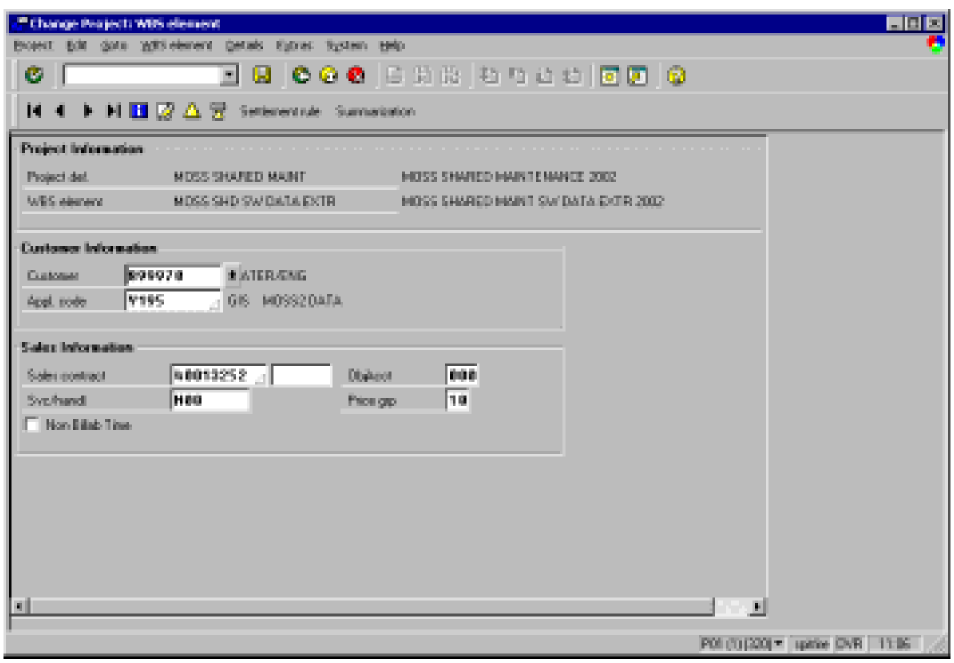


When you have finished adding the new WBS element to the contract, you must also enter the contract number to the WBS element.

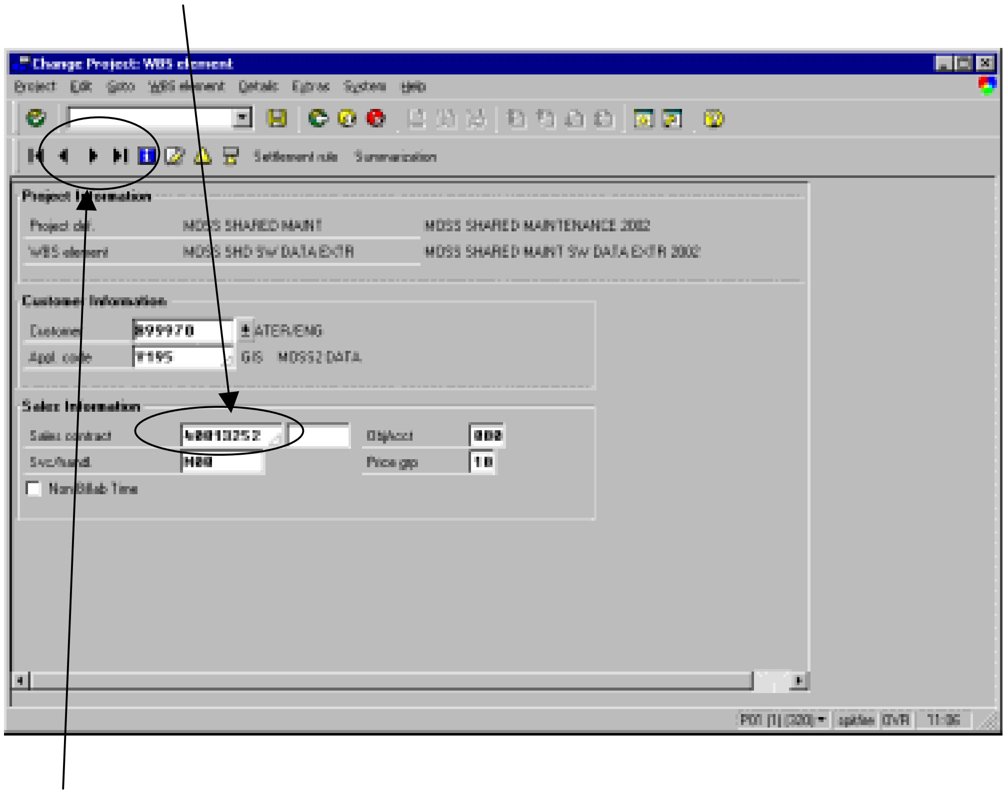
a. Select the WBS elements that are connected to the contract



b. Then select *Details>Cust.field WBS elem* from the menu.



c. Enter Contract number



d. Arrow forward to next element

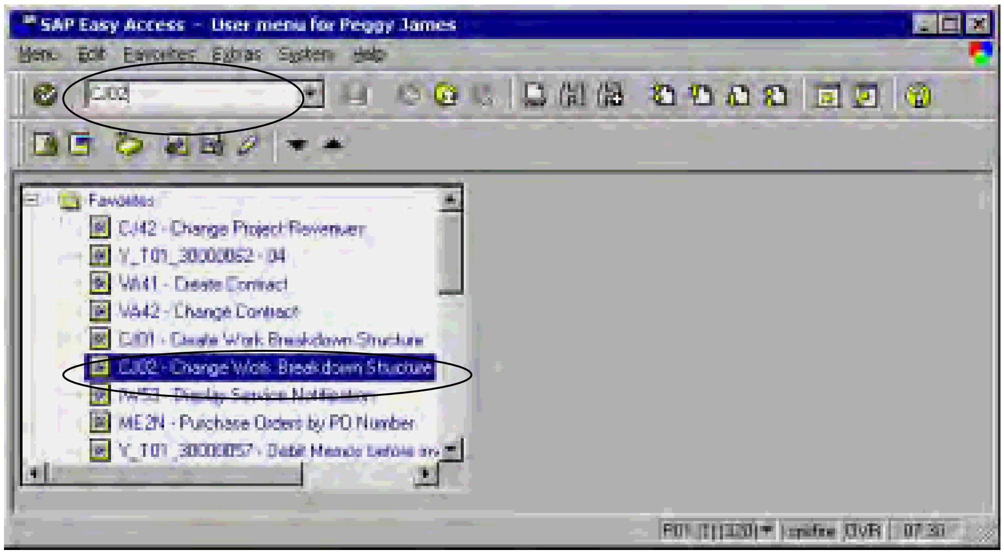
e. Continue to "Arrow Forward" and entering the contract number on each appropriate element until you have completed all elements

f. When finished, click on the button to **Save** your changes.

Note: The Customer Information and Sales Information automatically use the defaults from the project definition section, with the exception of the Sales Contract #.

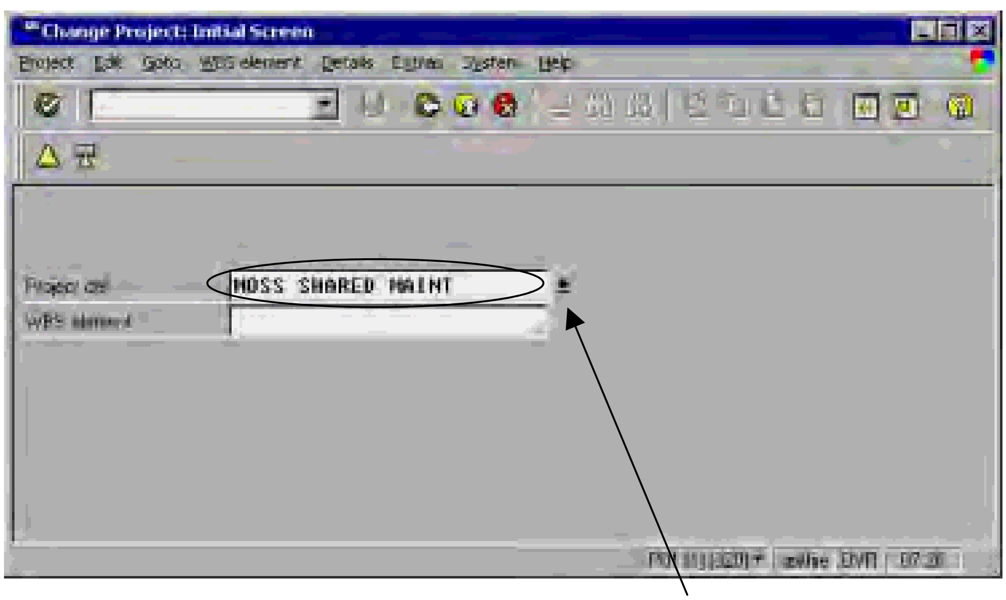
3.1.3.3 Changes to the Project Manager/CRM

a. From the main SAP Access Window, enter transaction code: **CJ02**



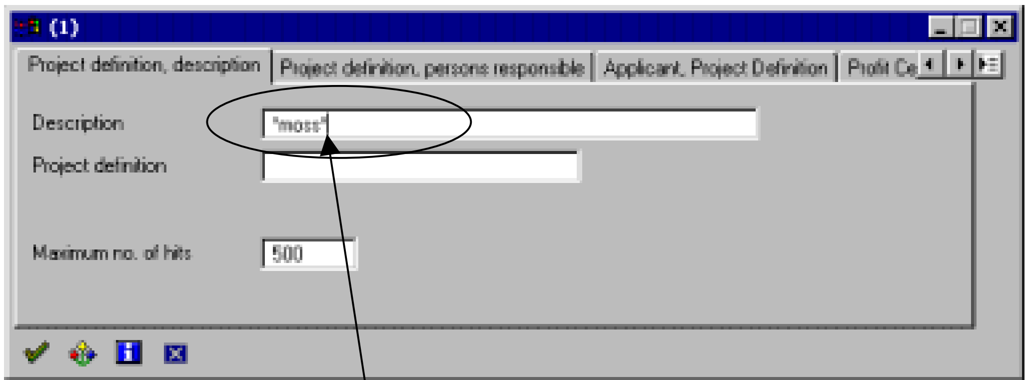
You may also select it from your SAP "Favorites" list.

b. Enter Name of Project — Press Enter

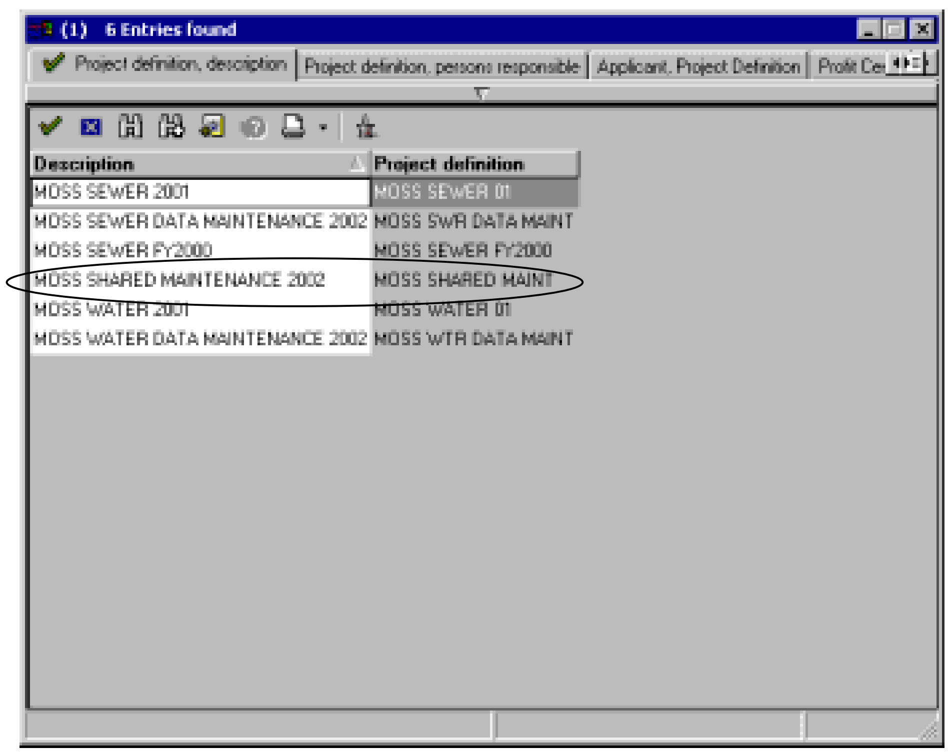


You may also locate the project name from the "drop-down" list.

Clicking the "drop-down" button provides you with the following search window to allow you to search for the project name you want to change.

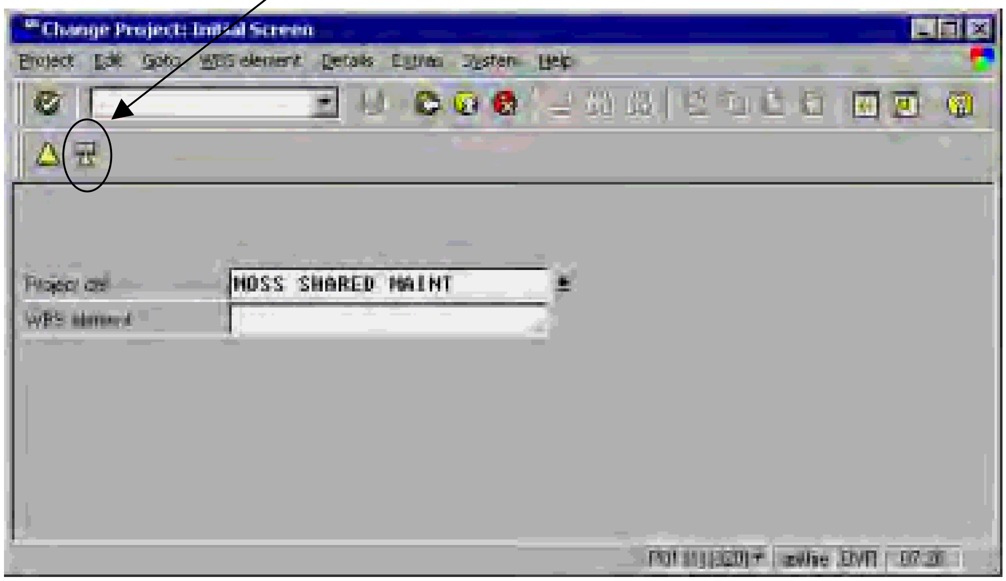


You can use the standard "*" wildcards to help you find your project. This will result in a list that matches your search criteria.

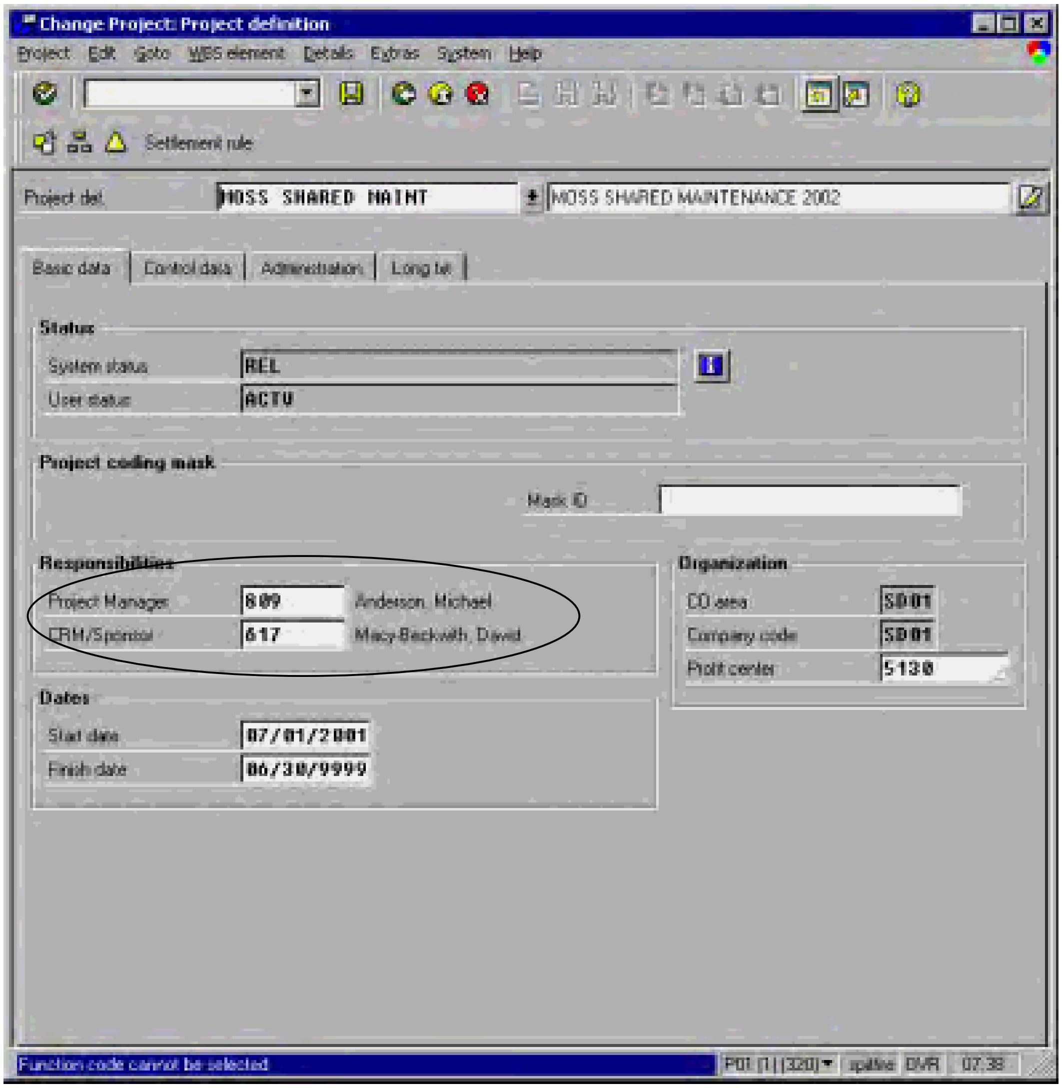


Simply click on the project you need and press Enter to continue.

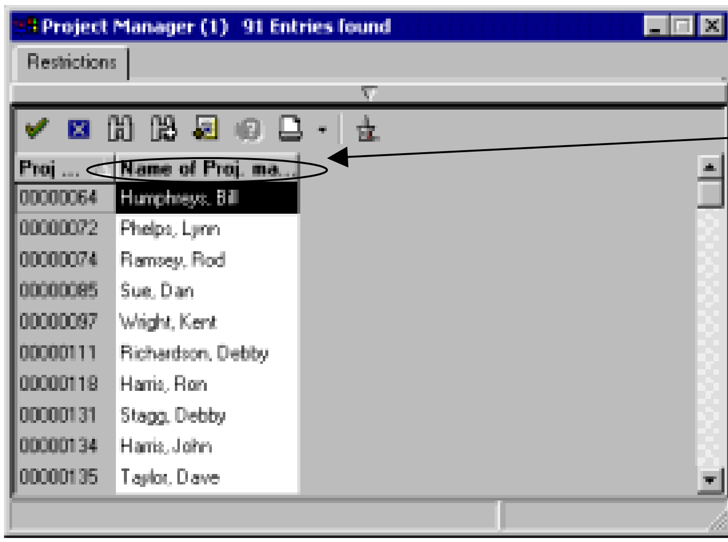
c. When the correct project is displayed in the ***Project def.*** window, click on the **Project Definition icon**  to open the Project Definition window.



d. The Project Definitions window allows you to make required changes to the Project Manager (PM) and/or Client Relations Manager (CRM).



Clicking in the ***Project Manager*** or ***CRM/Sponsor*** windows will display a drop-down button to allow you to select the new individual from a list.



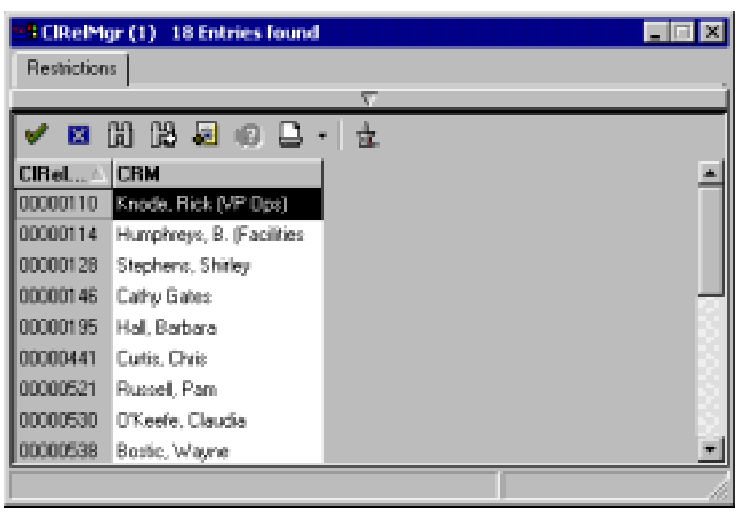
Hint:

Clicking on the label at the top of each column will sort the data in the column in ascending order.

Clicking again will re-sort it into descending order.

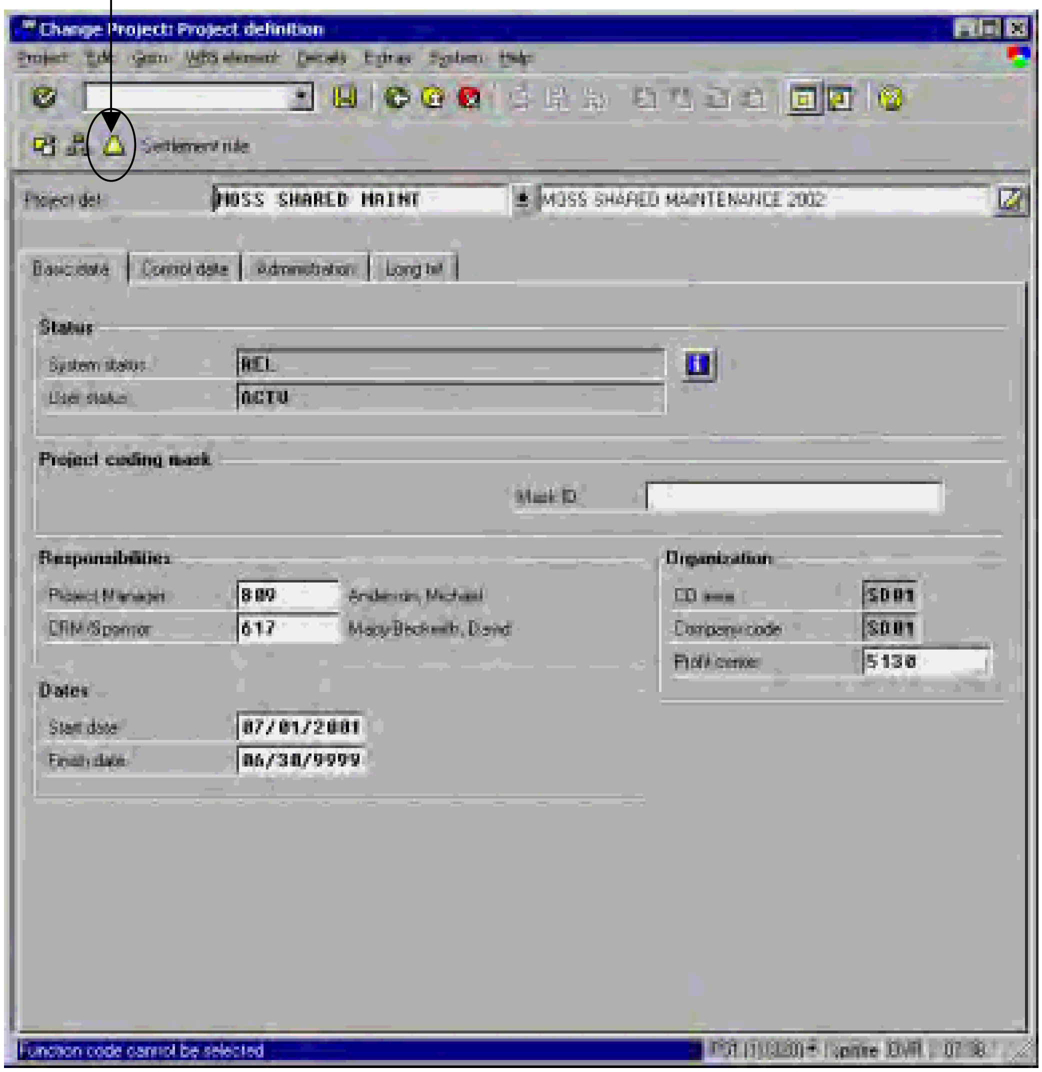
This is a standard SAP feature available in all windows.

Scroll down to the correct Project Manager and "double-click" to make the selection. Changing the CRM/Sponsor is completed in the same manner.

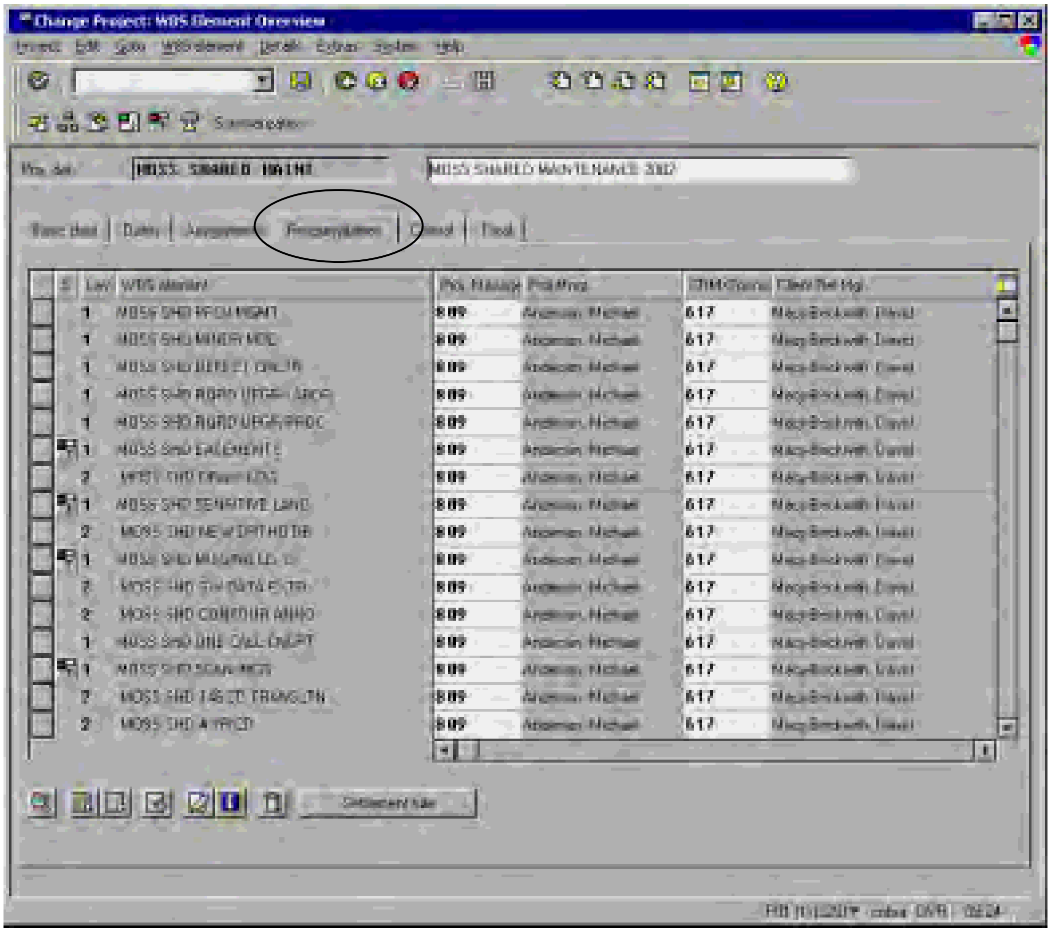


Note: These changes do not affect any existing WBS elements, which must be changed separately.

e. To change the Project Manager or CRM/Sponsor on existing WBS elements, you must go to the WBS Overview window by clicking on the WBS Overview button .



f. The WBS Element Overview window provides a listing of all existing WBS elements for the current project. Select the *Responsibilities* tab to change the Project Manager or Client Relations Manager for existing WBS elements.



g. The Project Manager and/or Client Relations Manager information is changed in the same manner as with the previous window. You may click in the Proj. Manager or CRM/Sponsor fields and click the drop-down button to select the correct individual from the list. You may also type directly in the field to replace the current number with the new one and press Enter to display the name. Once you have correctly changed one WBS element, you may "copy and paste" to change the remaining WBS elements.

h. When all changes have been completed, click on the Save button to save your changes.

i. **Note:** All new WBS elements created in the future will use new PM or CRM.

3.1.3.4 Additional Information

a. Labor hours charged to a WBS element with the *Non Billable Time* indicator checked are not included in employees' annual billing quota. You may choose to make an WBS non billable by simply not connecting to a contract – this will prevent billing of that element.

b. Do not change a WBS element from billable to non-billable. Close that element and setup another new WBS.

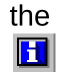
c. Never roll a billable level 2 WBS into a non billable level 1

d. WBSs can be deleted if there has NEVER been any activity against that element. Select WBS to be deleted and select "trash" can icon.

e. Never have a WBS level 2, 3, 4 etc. pointing to a different customer # than the level 1 WBS.

f. To discover project members that have actively involved in maintaining this project in SAP you can find them by:

1. Clicking the Project Definition  icon on any screen and then select the Administration tab to discover who and when the project was created, and who and when the most recent change was completed.

2. Click on the WBS Element Overview  icon and then select the WBS Element you want information on. Then select the Information  icon. Next choose **Extras->Change Documents -> All**. To get more information about an individual item, simply double-click on that item.

3.1.4 Close a Project

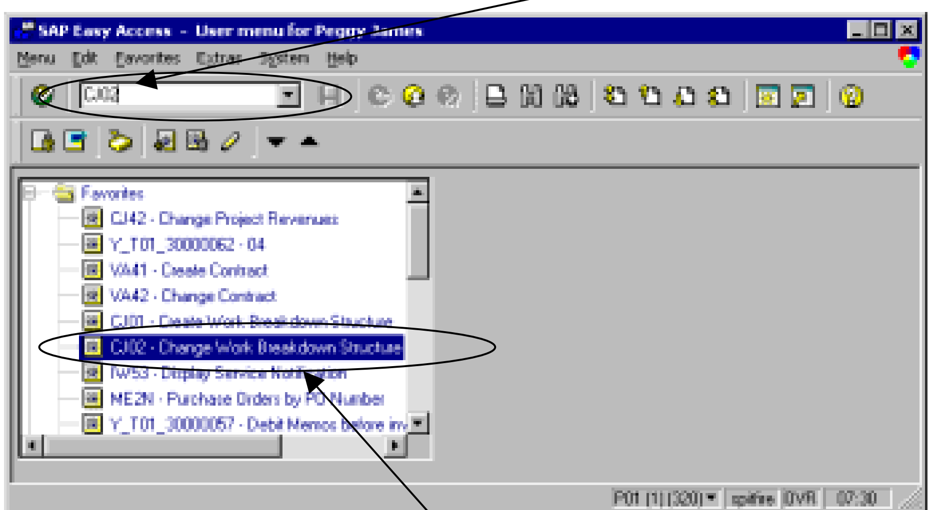
At the end of a project, it is necessary to correctly close the project down and collect management data for the report, such as labor and budget data. Without this valuable historical information, it is difficult to properly plan for future projects. Additionally, the customer will also need an accounting of the completed project.

3.1.4.1 Status Closure (WBS Level)

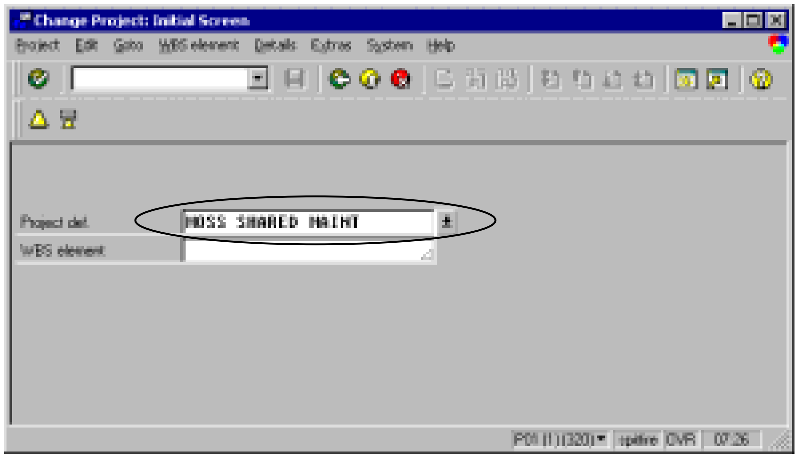
At different points during the project there may be a need to change the status of a WBS element. For example, when a particular project phase is completed, you will want to have project staff no longer post time against that phase.

Note: Before closing down any WBS you must run the reports – See: Reports/Run Before Project/WBS Closure – section 3.1.3.3

a. From the main SAP Access Window, enter transaction code: **CJ02**

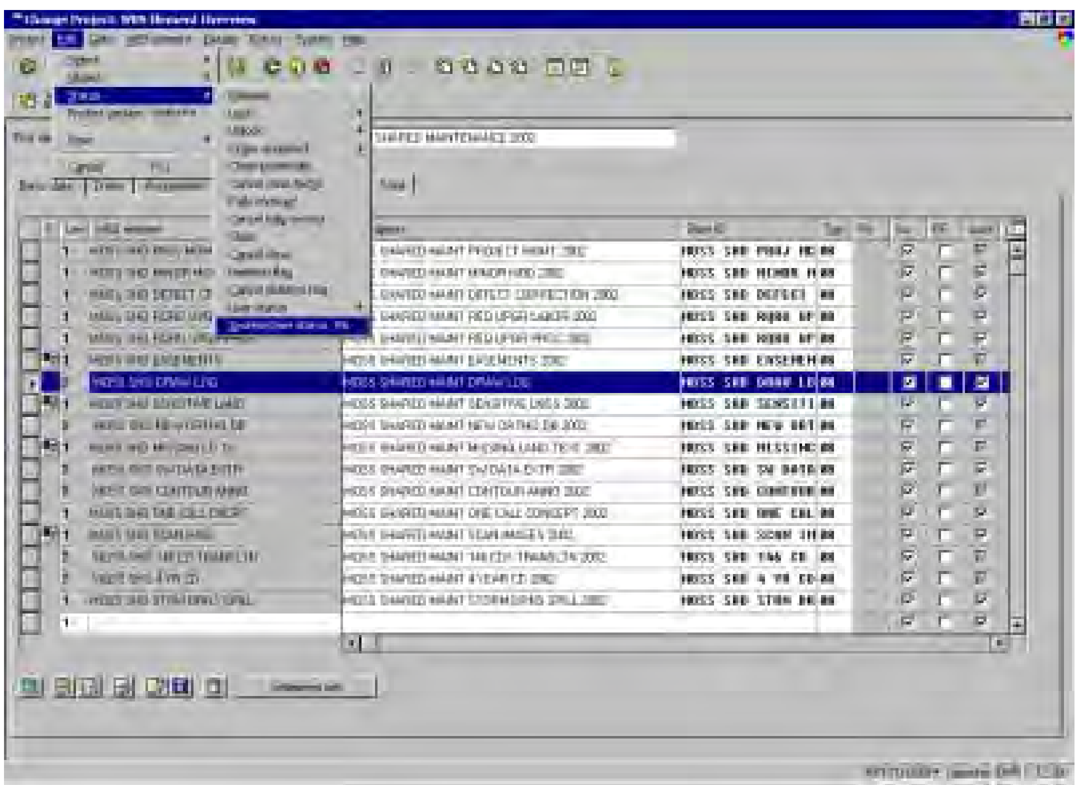


You may also select it from your "Favorites" list.

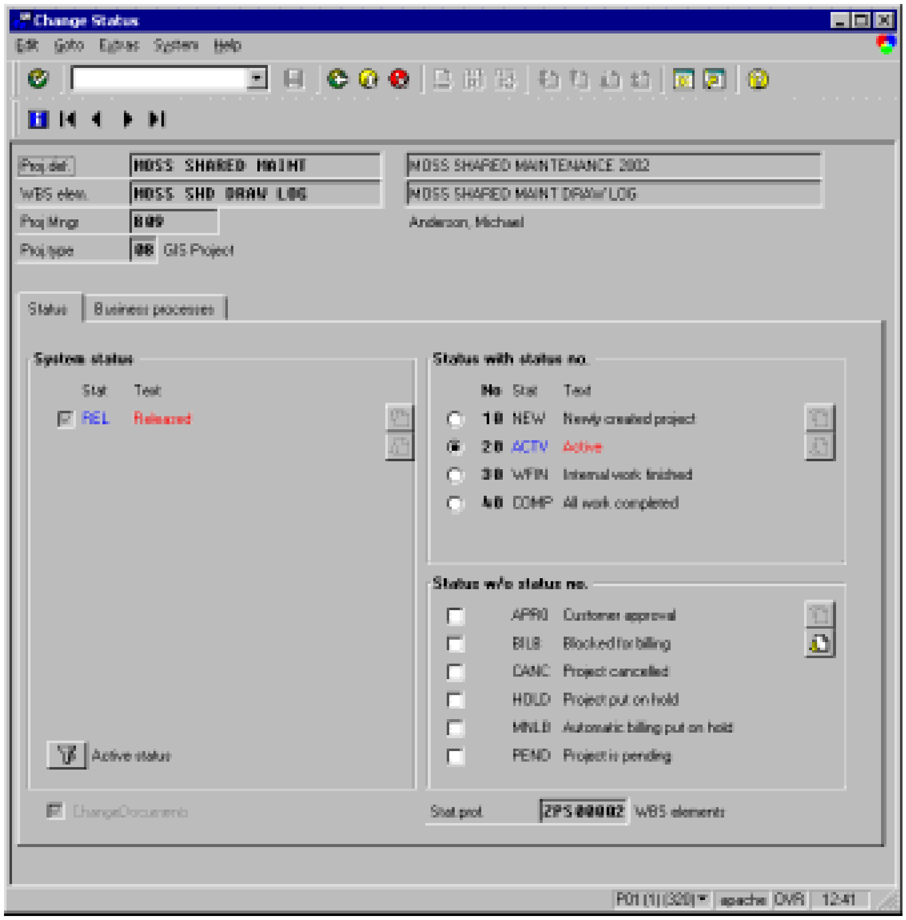


b. Enter Name of Project and press the **<Enter>** key.

c. From the ***Change Project: WBS Elements Overview*** window select the WBS element for which you wish to change the status. Then select the **Edit>Status>System/User Status** menu to display the ***Change Status*** screen.



d. The Change Status window will display a list of the allowable User Statuses.

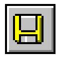


e. Select the desired status for this WBS element.

f. Some of the more common statuses are described below:

1. **ACTV - Active**. Once the WBS element has been released, it is available for time recording and billing.
2. **WFIN - Work finished**. When work has been completed on a WBS and no more time is to be recorded against that element. Accounting postings are the only items that can post against the element.
3. **COMP -All work completed**. No more activity of any kind (time, billing, etc) can be applied against this WBS element.

g. Click the green arrow  Back button to return to the ***Change Project: WBS Elements Overview*** screen.

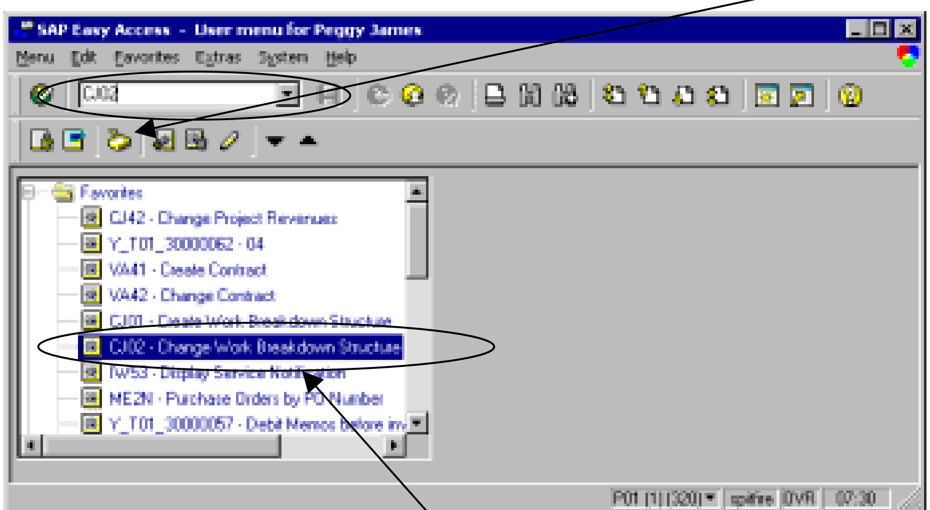
h. Click the  button to save changes.

3.1.4.2 Technically Close (Total Project Completion)

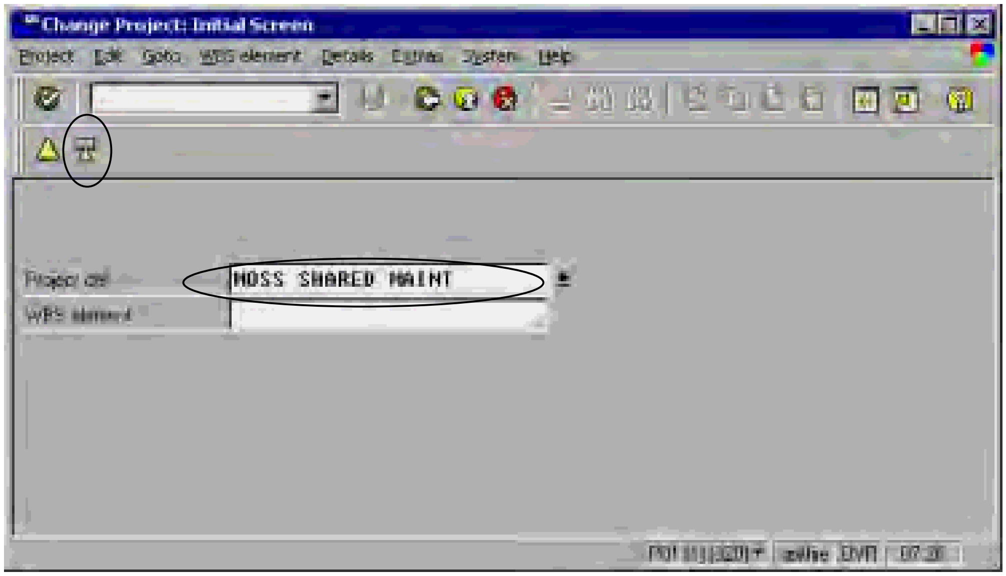
When ALL is completed (billing, time, etc.) you can technically close. This will usually take place mid-July after year-end and projects are closed down.

Note: Before technically closing any project you must run reports: See Reports/Run Before Project/WBS Closure – section 3.1.3.3

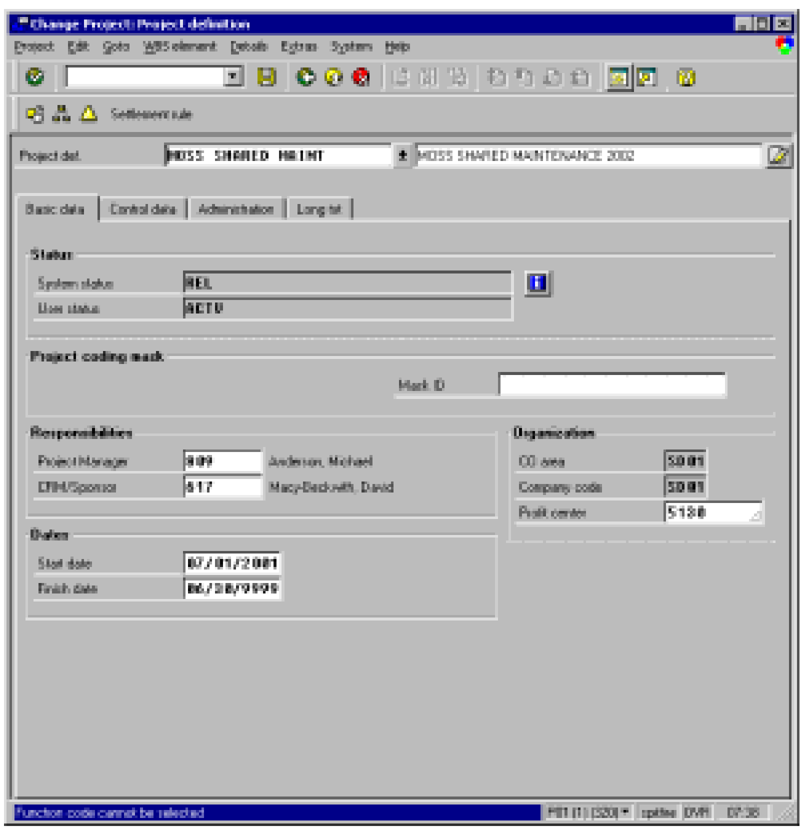
a. From the main SAP Access Window, enter transaction code: **CJ02**



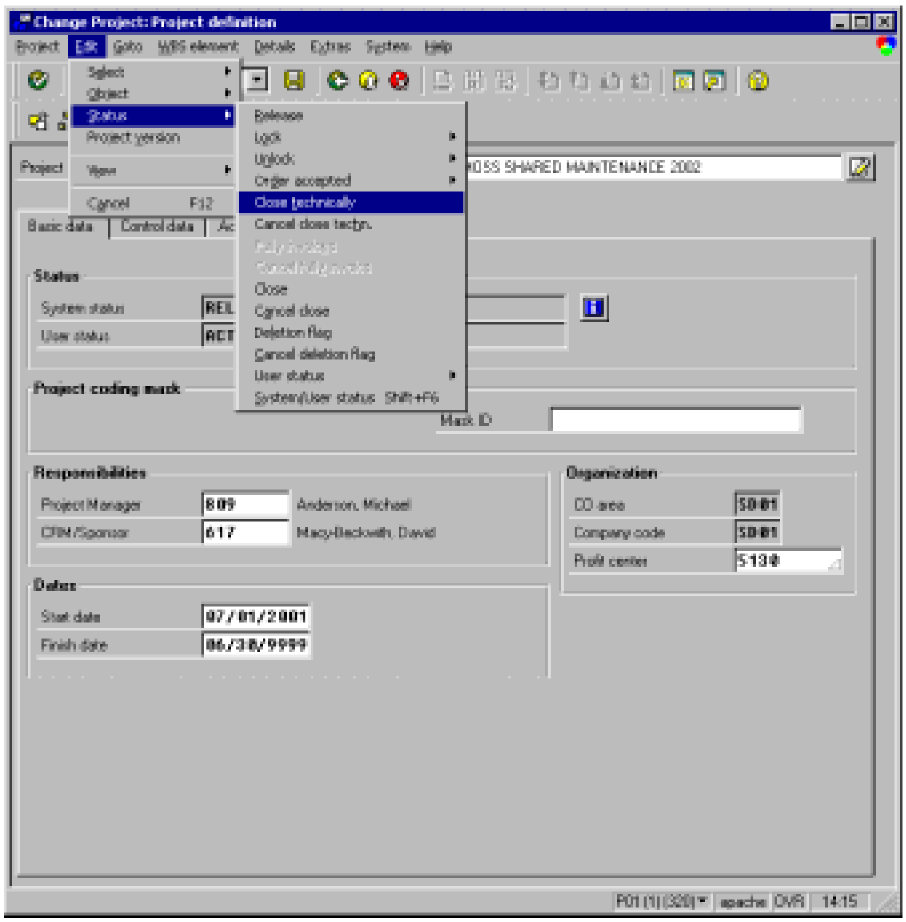
You may also select it from your "Favorites" list.



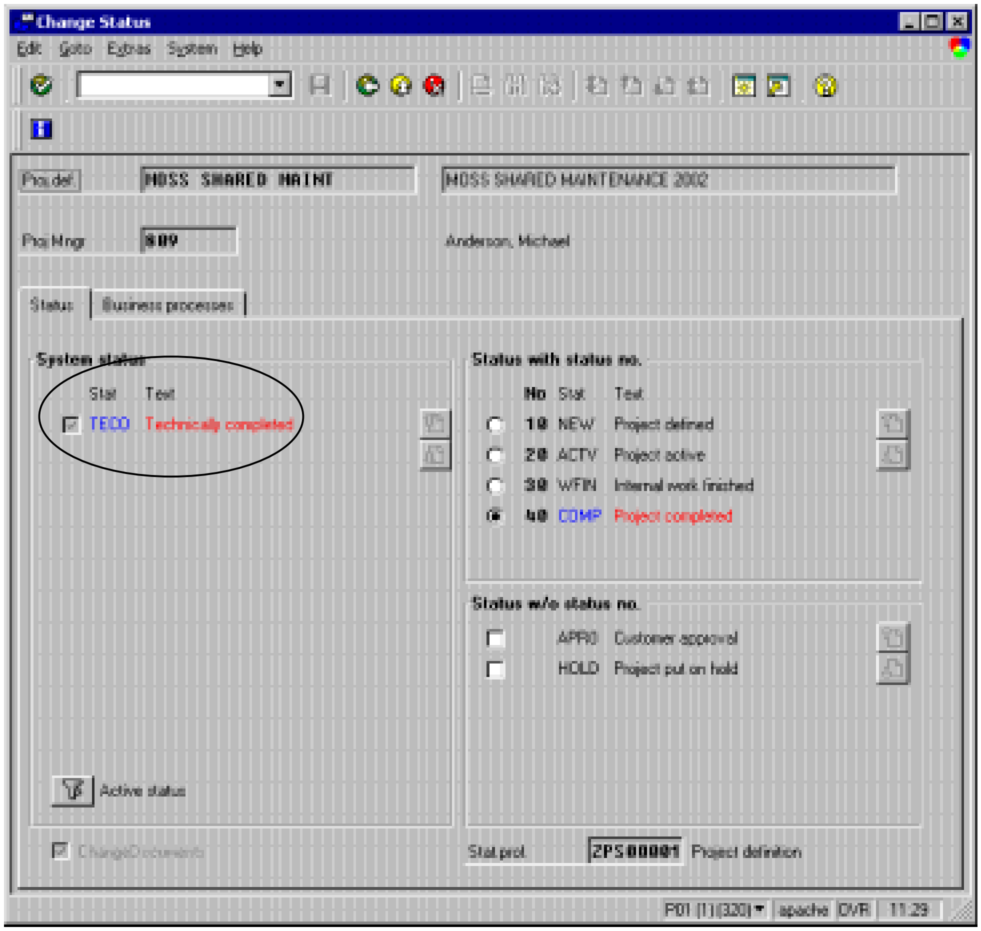
b. Enter Name of Project and press the  key to open the ***Change Project:Project Definition*** window.



c. Select the **Edit->Status->Close technically** menu on the ***Change Project:Project definition*** window.



d. At the **Status** section of the screen, press the button to check that the project has been marked completed.



e. If the System status shows a ⋗ beside **TECO** and states **Technically completed** in red text, the project has been marked technically completed.

f. Next, place a ⊙ in the **40 COMP Project completed** to change the **Status with status no** field. This will complete the closing of this project.

g. Click the green  back button.

h. Next click the  button to save your changes.

NOTE: Make sure you let a billing cycle complete ***before*** you Technically close a project.

For Example:

The Staff completed the project on Friday and ALL the time recording has been entered. All “other” billings have also been posted. You would **NOT** close the project technically until the Thursday after the next (Sunday) billing cycle.

3.1.4.3 Reports To Be Run Before Project/WBS Closure

The material reports (**CNS45** and **ME2J**) need to be run before WBS elements can be set to WFIN or Projects technically closed. Not all equipment and/or invoices associated with an **SM05** will be received or paid before project-end. Therefore, the elements cannot be set to **WFIN**. Also, there may be SM05 orders that get encumbered so the WBS element needs to remain active until these encumbered charges pass through. Other reports to run are **Time Recording** and **ZPS1** (DPR) – this is to determine if any time or charges have been recorded against the project since the end of the fiscal year, or your expected completion.

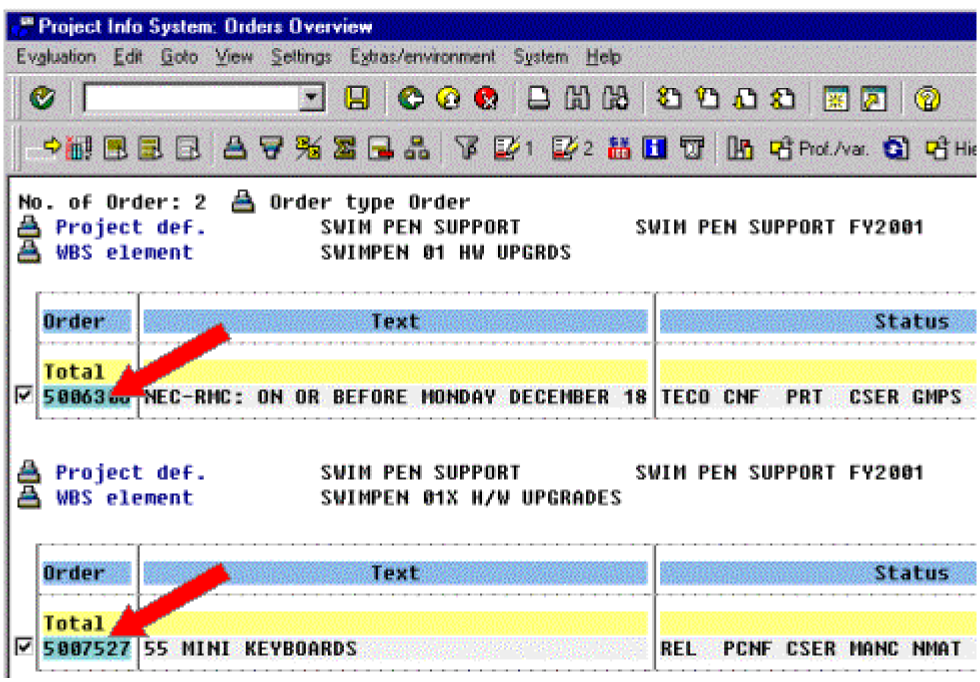
3.1.4.3.1 Order Overview Report (CNS45)

a. Use the transaction code: **CNS45**

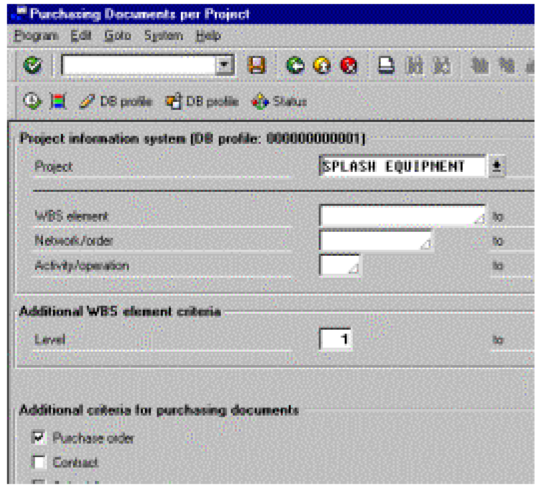
b. Enter the project name and Execute.

c. Run the Orders Report to determine what SM05s are still open. SM05 orders must be closed prior to a project being set to WFIN and/or COMP. Contact service delivery staff will close the order.

d. The report shown below is an actual Overview of Project Orders. The red arrows point to the order numbers associated with the project.



3.1.4.3.2 Purchasing Documents per Project (ME2J)



a. Transaction code: **ME2J**

b. DB Profile 000000000001

c. Enter Project Name

d. Execute

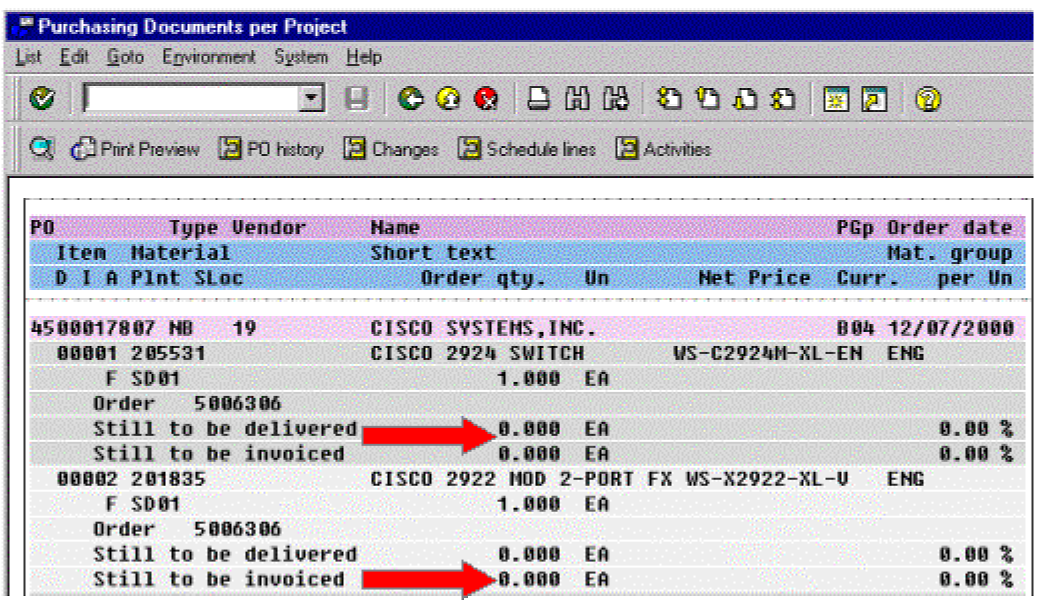
e. The reason we run the Purchasing Documents report is to determine what POs are still outstanding. Verify that items **'still to be delivered'** are zero and items **'still to be invoiced'** are zero. If there are amounts in either of these fields, the WBS element associated with the PO cannot be set to WFIN and/or COMP.

f. Do not close the project unless the items 'still to be delivered' and items 'still to be invoiced' are zero on the ME2J report.

g. The red arrows point to the “Still to be Delivered” and “Still to be Invoiced” fields.

h. Once all SM05s are closed and all items on the ME2J report are zero, continue with the outlined procedures for closing projects.

i. An example of the ME2J report is displayed below.



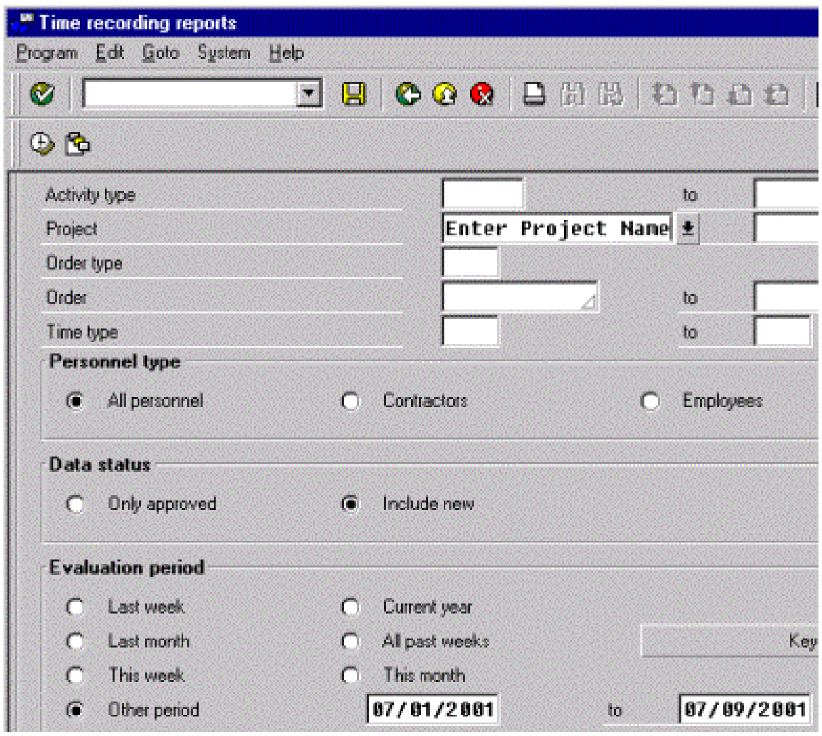
3.1.4.3.3 Time Recording Report (Y_T01_30000065)

j. If you are closing projects that were completed at fiscal year-end (06/30/02) then run the Time Recording Report (from July 1, 2002 to the last billing posting date (Sunday)) to determine if any time has been posted to the project in the new fiscal year. If there is posted time you will need to have them back out the hours – wait another billing cycle and run the report again and you should have zero hours against that project.

k. Enter the project name

l. Change the Data Status to "Include New"

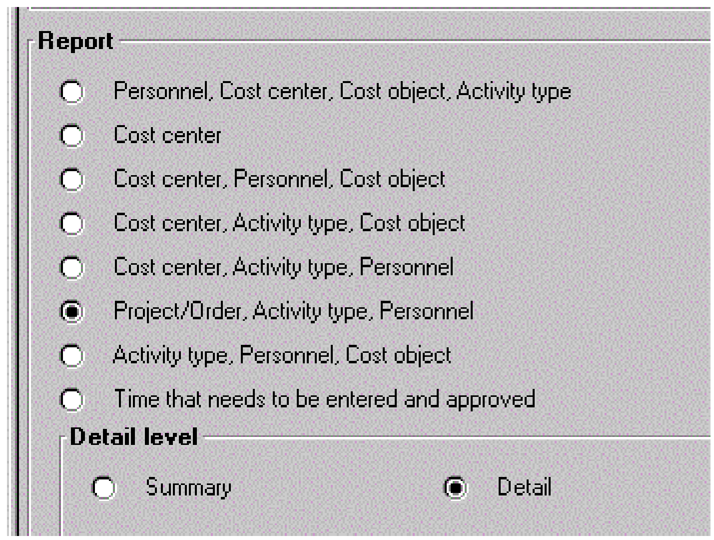
m. Select "Other period" – enter date range



n. Select the report – (Project/Order, Activity type, personnel)

o. Select Detail

p. Execute



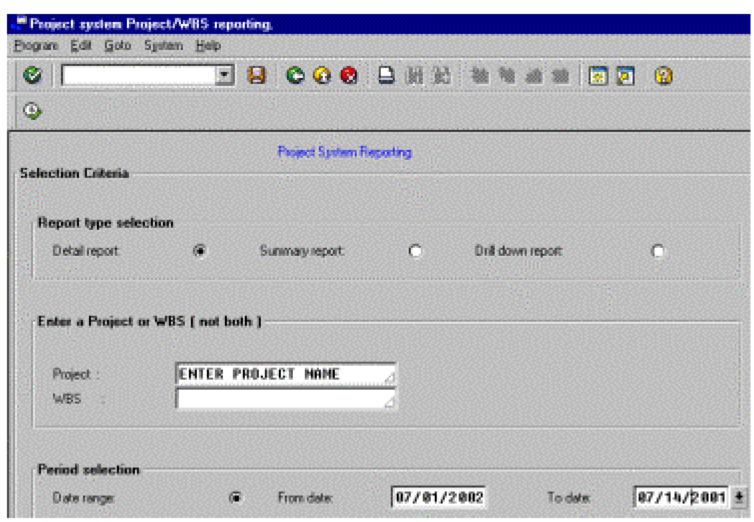
3.1.4.3.4 *DPR Report (PS Project WBS Reporting)*

a. Transaction code: ZPS1

b. Enter project name

c. Date range - (July 1, 2002 – Last Sunday)

d. Execute

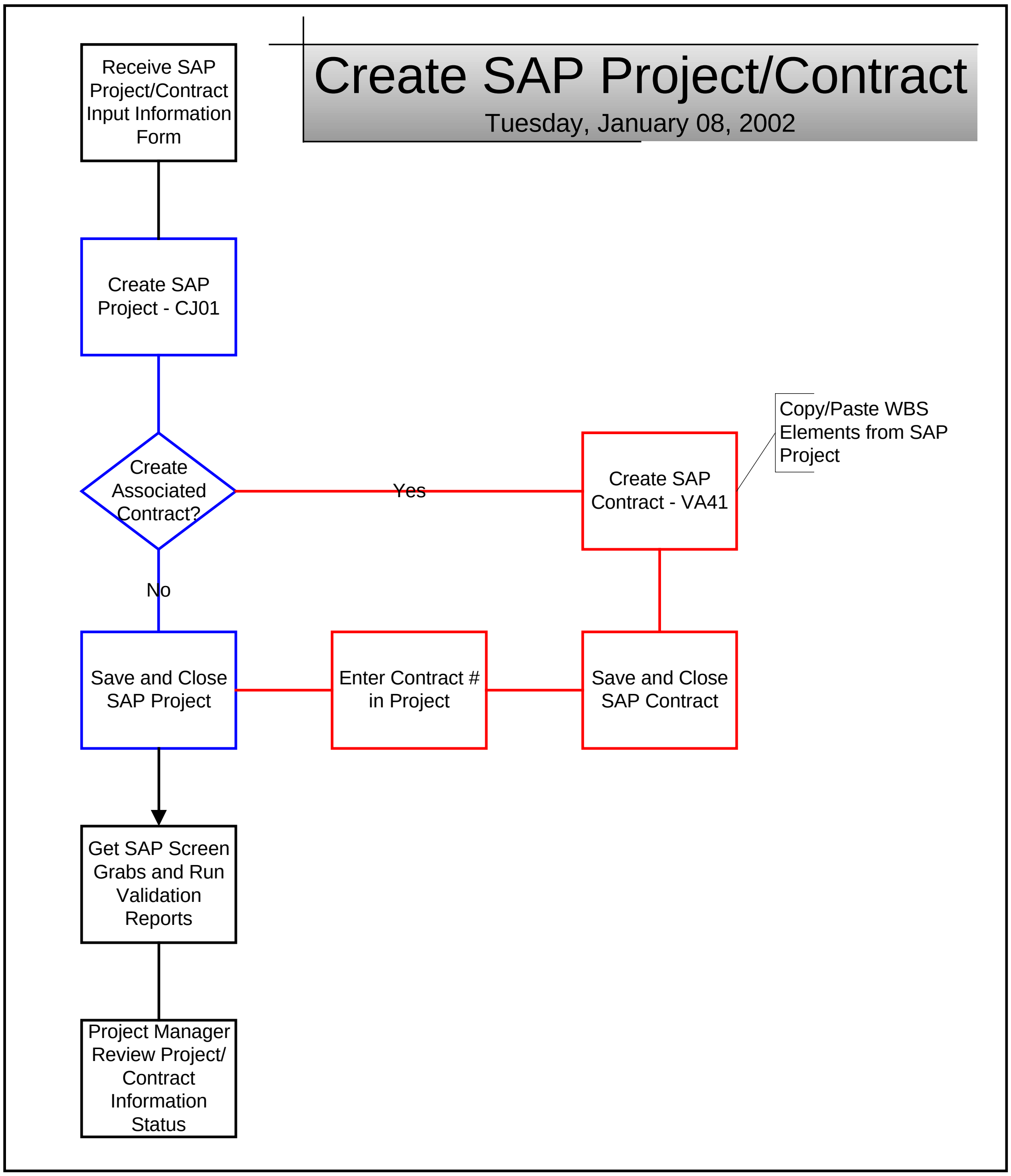


Note: If your intention was to close down the project on June 30,2002, then this report should report zero dollars in cost and revenue.

3.2 Working With Contracts

To effectively complete an SAP Project Contract it is necessary to have two open SAP sessions – one for the contract and one for the project.

3.2.1 Create Contract Process Flow

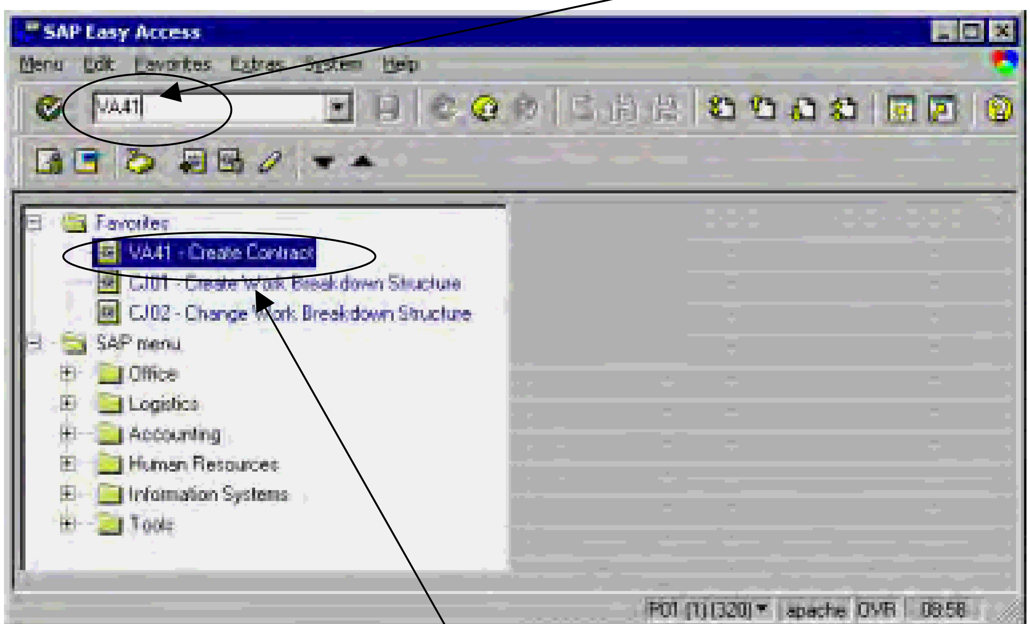


3.2.2 *Create a Contract*

All necessary information to create a new contract is typically provided by the Project Management Office or the Project Manager using Attachment A. Do not attempt to create a new contract without a completed copy of Attachment A containing required contract information.

To create a contract in SAP, click on the SAP icon on your desktop and login.

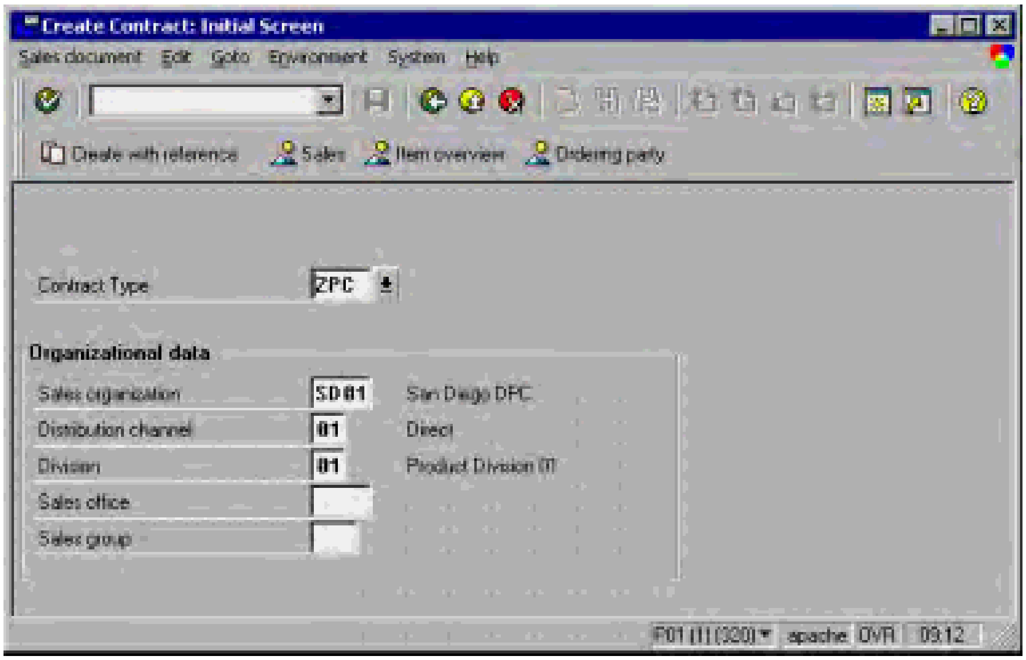
a. From the main SAP Access Window, enter transaction code: **VA41**



You may also select it from your "Favorites" list.

3.2.2.1 Complete Overview Information

The ***Create Contract: Initial Screen*** window below provides the following contract data fields



1. *Contract Type:* (Required)

   Always use type **ZPC** for project contracts.
2. *Sales Organization:* Defaults to **SD01**.

   Do not change this.
3. *Distribution Channel:* Defaults to **01**.

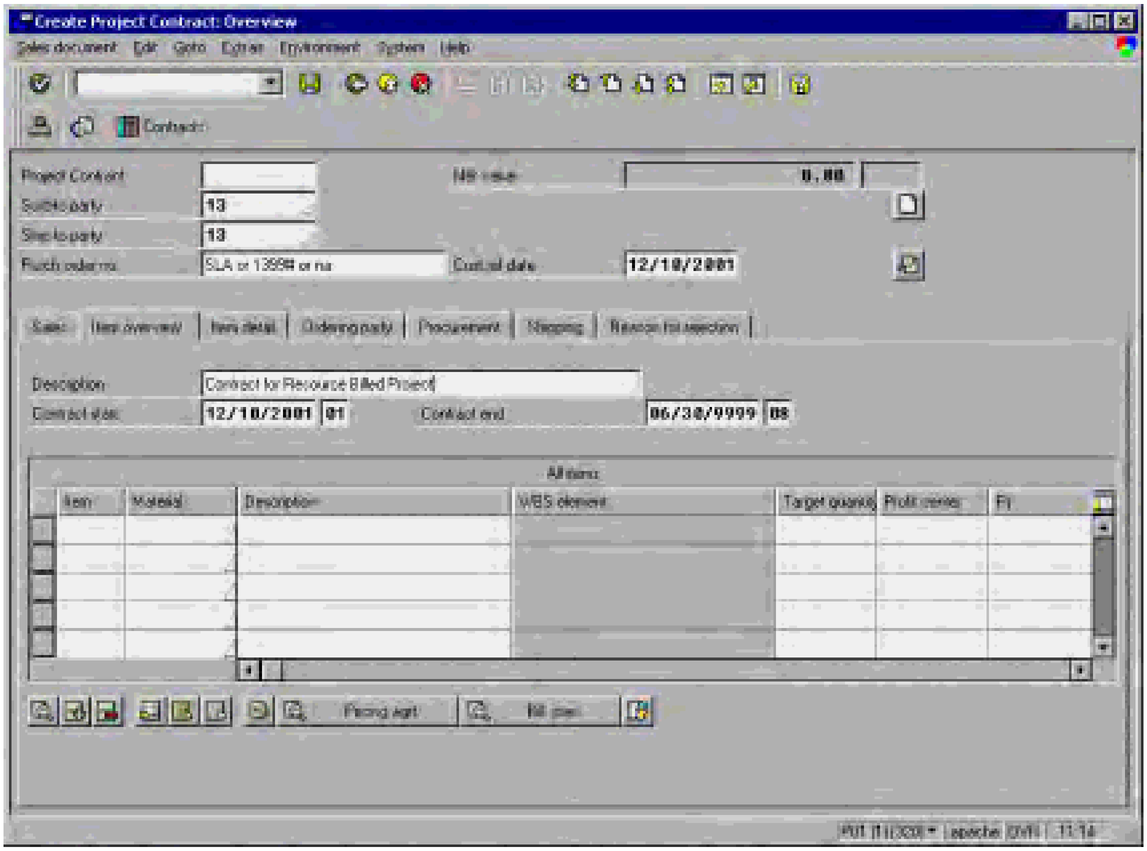
   Do not change this.
4. *Division*: Defaults to **01**.

   Do not change this.
5. *Sales Office:* Not used at SDDPC.
6. *Sales Group:* Not used at SDDPC.

Hit <Enter> to proceed.

3.2.2.2 Complete Header Information

Enter the Project Contract header information in the ***Create Project Contract: Overview*** window:



The following field definitions will help you create an accurate contract:

a. *Project Contract:* (Default # after save)

   Leave blank.

b. *Sold-to Party:* (Required)

   Customer number. – this corresponds to the customer number on the project.

   <u>Note:</u> If your project has WBS elements that have different customer numbers you will need to have a Project Sales Contract for *each* customer.

c. *Ship-to Party:* (Required)

   Select the Ship-to # which is the same as the Sold-to #.

d. *Purchase Order Number:* (Required)

Enter anything that is useful (i.e. PM's name, SLA, etc) This is a searchable field and should be meaningful to help locate a contract.

Note: This is *not used* by SDDPC – but something has to be entered into this field.

e. Cust ref date:

Enter today's date

f. *Description:* (Required)

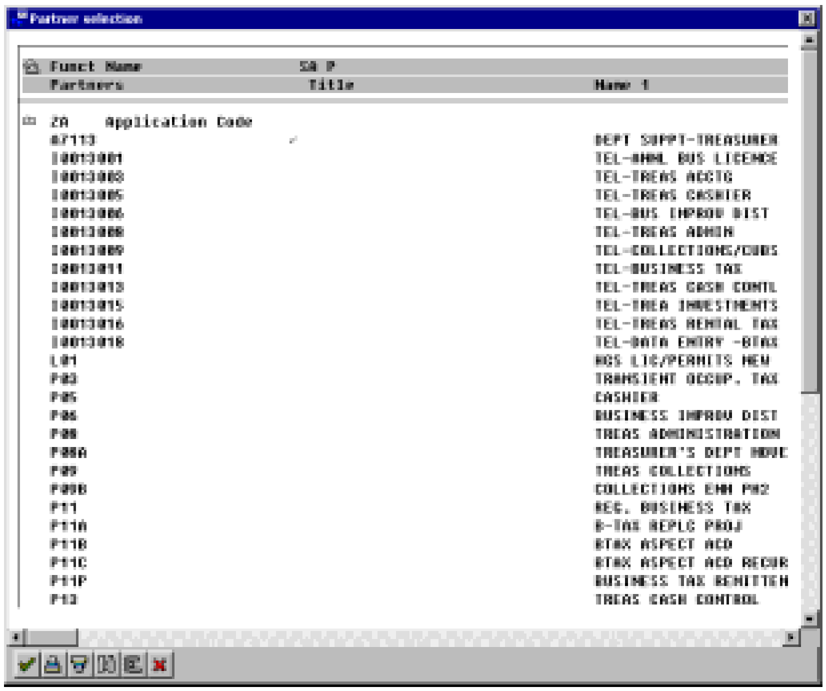
Contract description – use a description that correlates to the associated project name.

g. *Contract Start and End:* Dates default, but should be overwritten.

The SAP team suggests that you place the end date far beyond when you expect to complete so that you don't have to change the end date if the project runs longer than projected. *Example: 06/30/9999*

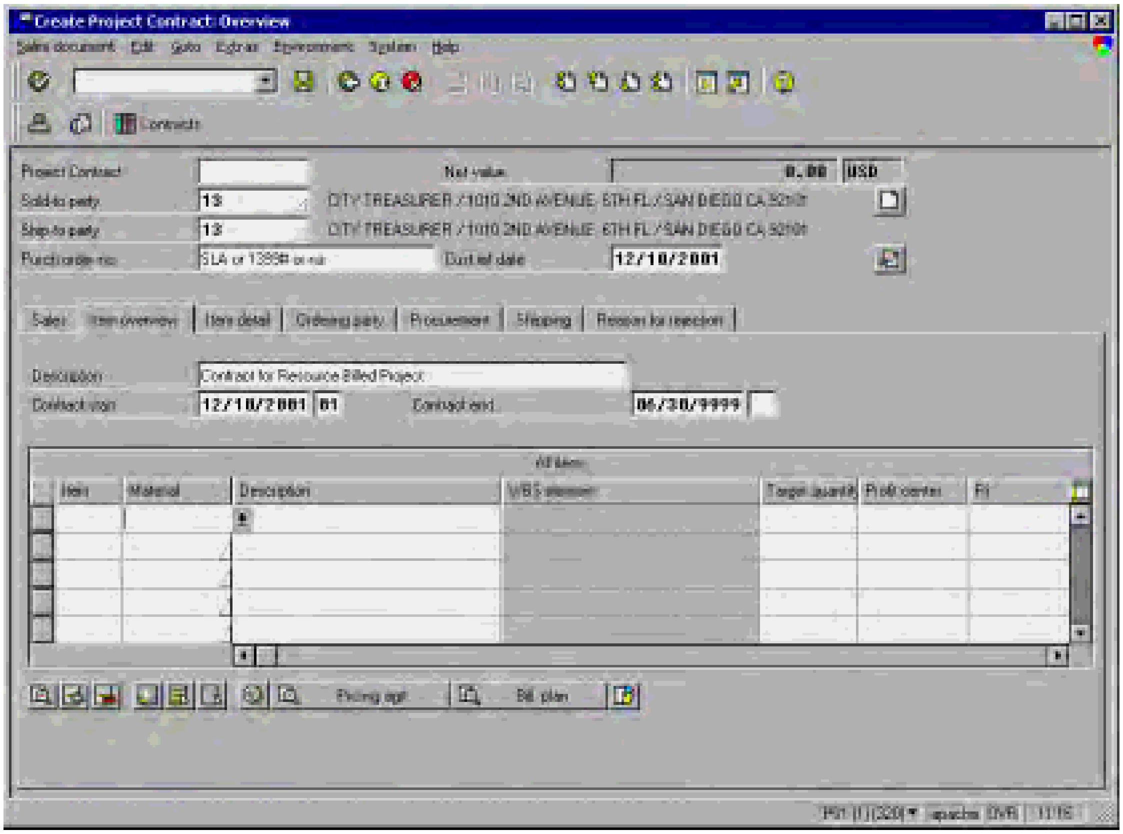
Hit **<Enter>**.

If the customer identified in the "**Sold-to**" field has more than one application code, the Partner selection window will "pop-up" to provide a list of all available **Application Codes** for this customer. Select the correct application code and click **<Enter>** to insure proper billing.



Note: The prompt to select an Application Code will only appear if this customer has more than one Application Code. If no prompt appears, the default Application Code for this customer will automatically be entered.

Hit **<Enter>** again, *as often as necessary*, to clear the SAP prompts and return to the following ***Create Project Contract: Overview*** window so you can enter the individual line items.



3.2.2.3 Complete Line Item Information

Before you continue with entering the contract line item information, you should ensure that you have the project open in an additional SAP session. This will allow you to “cut & paste” WBS elements to ensure they are entered exactly in both the contract and the project.

<u>**Note:**</u> Any deviation in the WBS elements will stop you from completing the contract.

The following field definitions will assist you in entering the contract line items correctly:

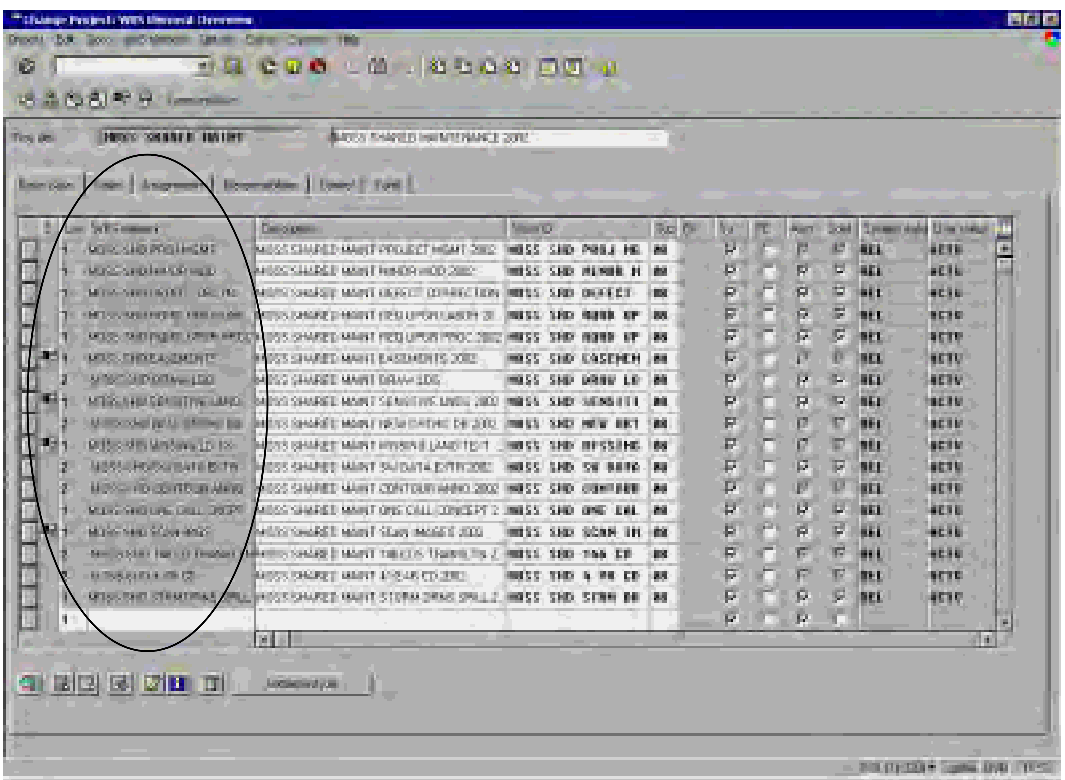
h. *Item*: **Do not enter a value here**.

This represents the line item in the contract and uses self-assigned default values**.**

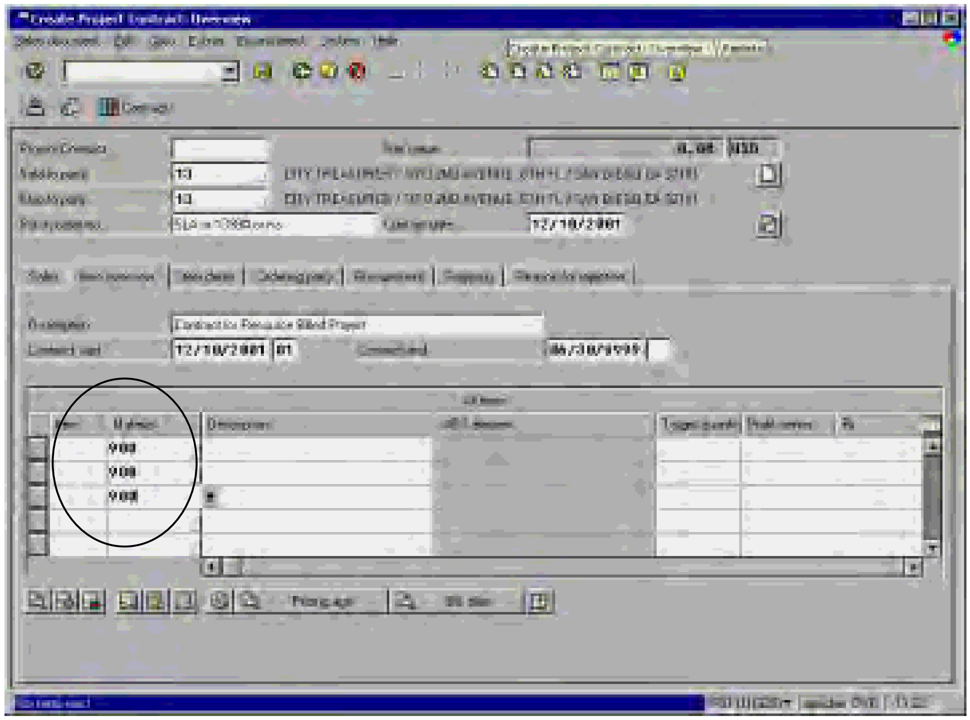
i. Material: (Required)

7. Material Code **900** is used for revenue-related billing. Enter a **900** for every WBS you are connecting.
8. Material Code **901** is used for milestone billing. If your project requires milestone billing you will need to request specific additional guidance from the Project Management Office before continuing.

Note: At this point, switch to your SAP Project session and count the total number of Level 1 WBS elements that require entry into this contract. The listing of WBS elements used on the project is available on the **Responsibilities** tab of the ***Change Project: WBS element Overview*** window.



j. Next, switch back to the **Create Contract (VA41) SAP** session and add a **900** or a **901** for *each* qualifying WBS element from the **Change Project (CJ02) SAP** session.

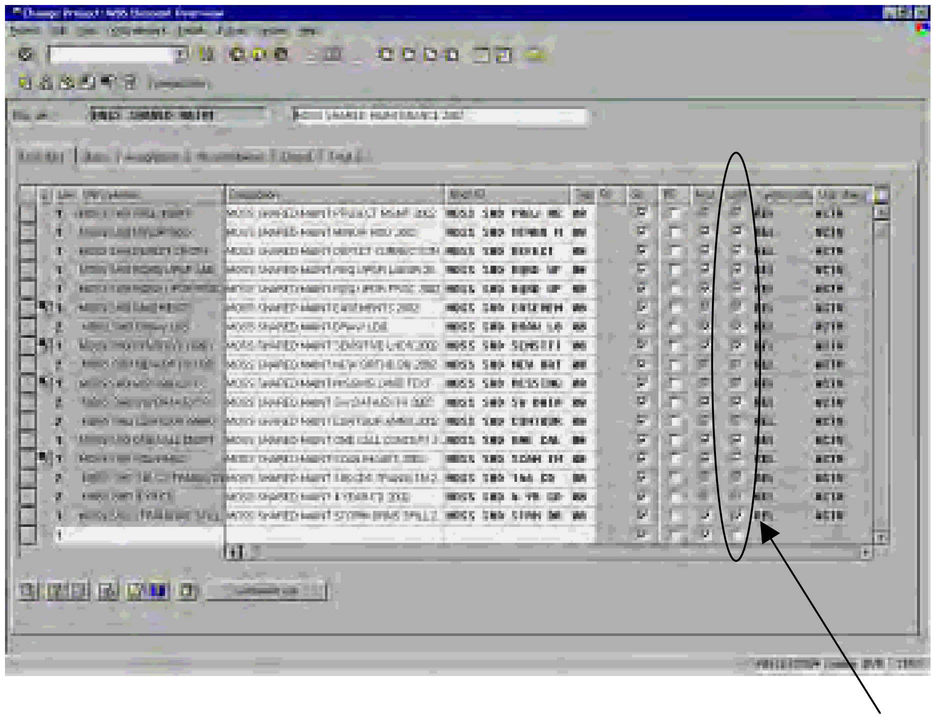


k. Enter a 900 or 901 in the **Material** field and press **<Enter>** to be able to input your WBS element(s). The **Item** and **Description** fields will automatically be completed with default data and the **WBS element** field will be opened to allow you to “paste” a WBS element from your other SAP Project Session.

✓✓ **Caution:** If your project requires milestone billing you will need to request specific additional guidance from the Project Management Office before entering any Material Code 901 WBS elements.

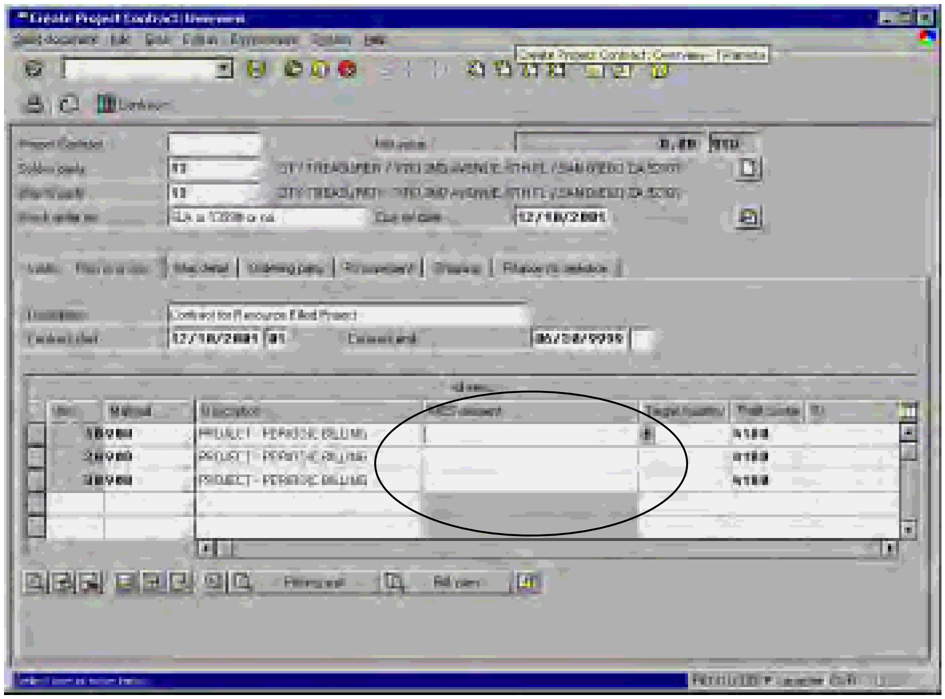
I. *WBS Element:* (Required)

9. Switch to the **Project SAP session**, “copy” a *qualifying* WBS element.



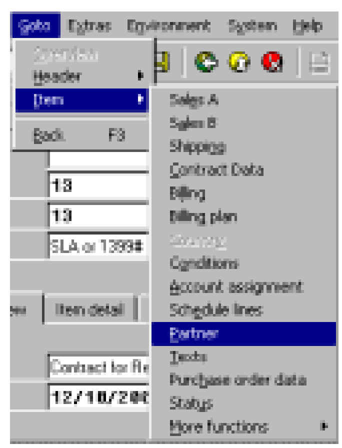
Copy only Level 1 WBS elements that have a check-mark in the **Cont** (Contract element indicator) field.

10. Return to the **Contract SAP session** to “paste” the WBS element into the 4th column – WBS element.



Continue “copying and pasting” until you have added all required project WBS elements into the project contract.

Note: To assign a different app code for one item, select the item, then select **Goto -> Item -> Partner** - then change app code in the **Partner** column of the ***Item Data*** window.



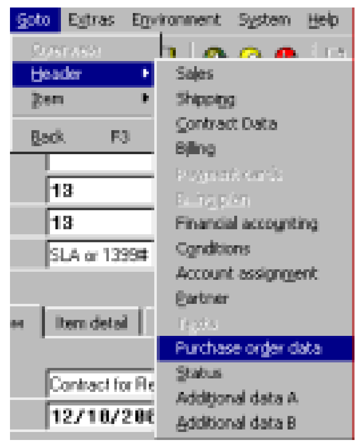
m. *Profit Center:* (Required)

Do not change this value. This is the default value for the profit center for the WBS element.

✓✓ **Caution:** Each Sales Contract can:

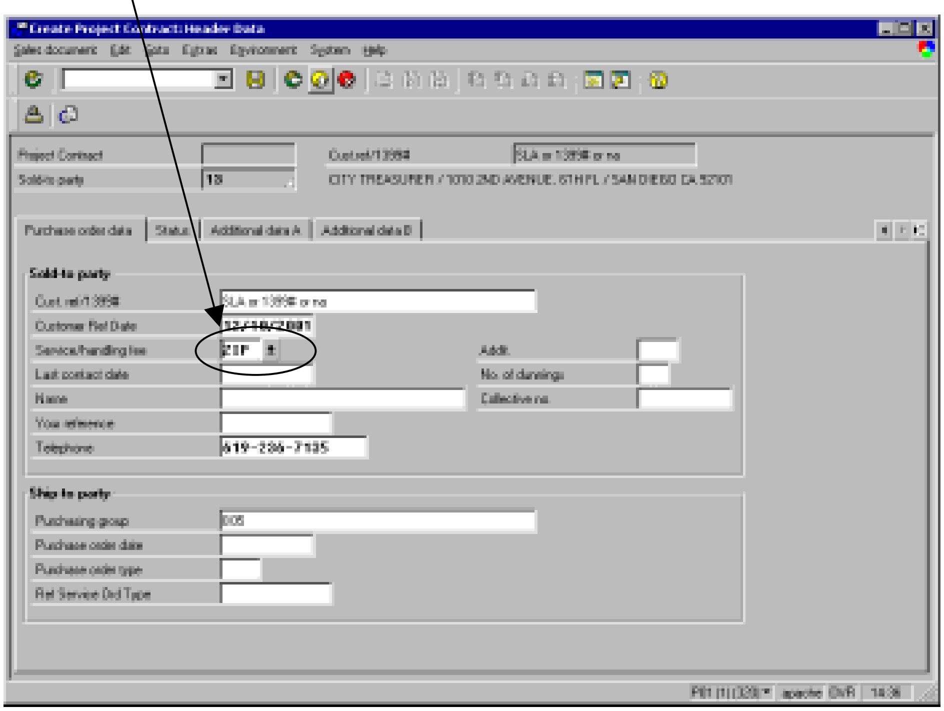
- Represent **ONLY** one customer
- Point to multiple application codes

3.2.2.4 Complete the Purchase Order Data

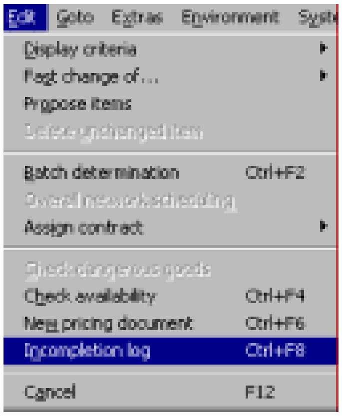


Access header details by double-clicking on the project contract number in the overview screen or by selecting **Goto|Header|Purchase Order Data** from the menu.

Enter **ZIP** in the Service/handling fee field.

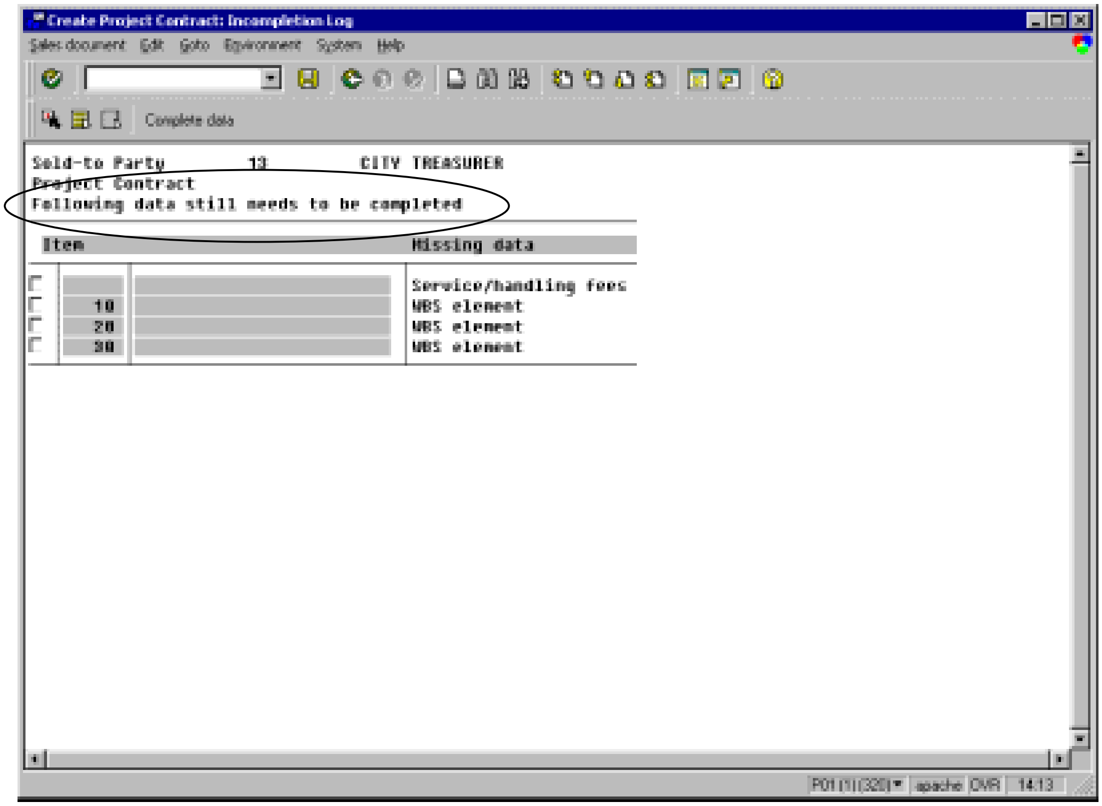


3.2.2.5 Verify Document Completion



Verify the document is complete before saving, by using the menu path **Edit -> Incompletion log**.

The ***Create Project Contract: Incompletion Log*** window provides a listing of data items that need to be completed.



If the document is complete, a message appears in the bottom left corner saying "The Document is Complete." Save the contract and note the number that appears in the bottom left corner. This contract number must be entered into the project. See Section 3.1.2 Change a Project for more information on how to enter a contract number into a project.

If the document is incomplete, the system displays a list of the incomplete item(s). Complete any items by checking the box next to the item and clicking the "complete data" button. Return to the contract overview by using the green back arrow.

Save the contract and note the number. This contract number must be entered into the project. See Section 3.1.2 Change a Project for more information on how to enter a contract number into a project.

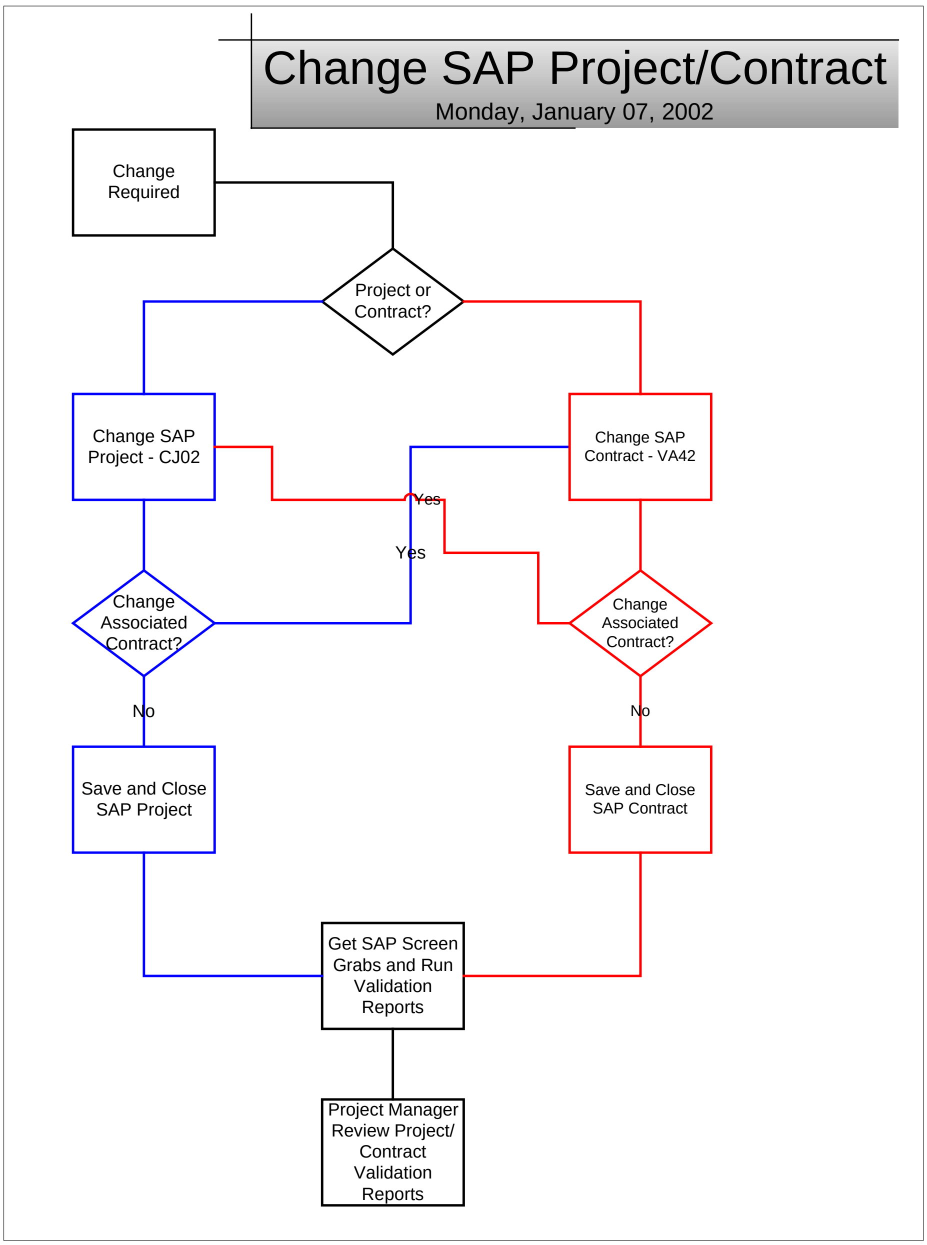
Note: DON'T panic when the screen "whites" out . . . your data is already saved. Look to bottom of the screen for the Contract number.

[Insert Picture of "sample" screen?]

3.2.3 *Change a Contract*

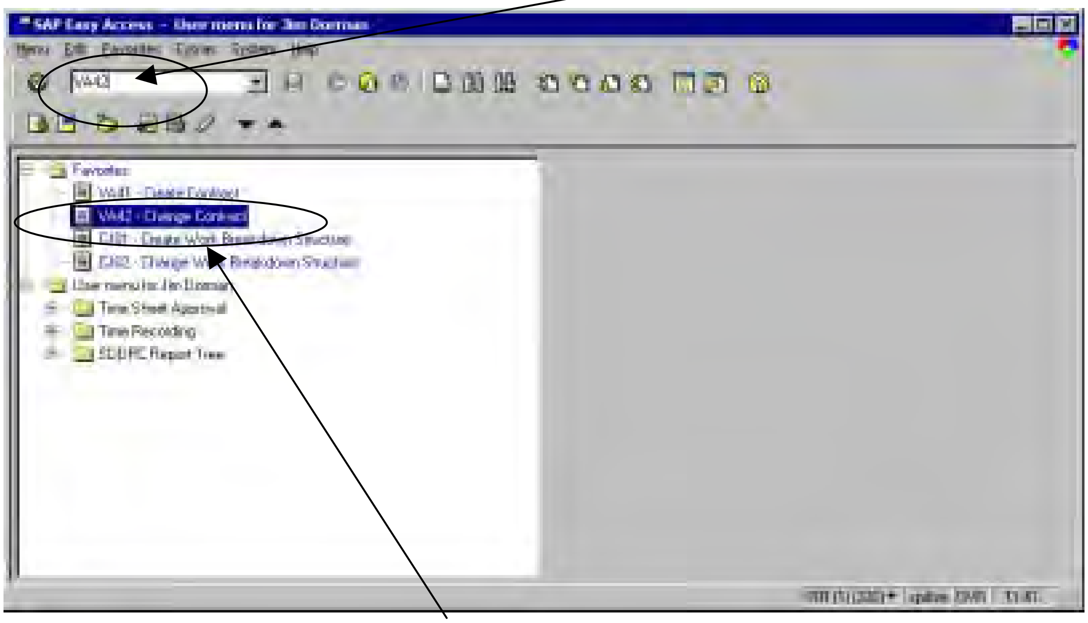
Throughout the life of the contract there are numerous occasions when you need to modify or view a project.

3.2.3.1 Change Contract Process Flow

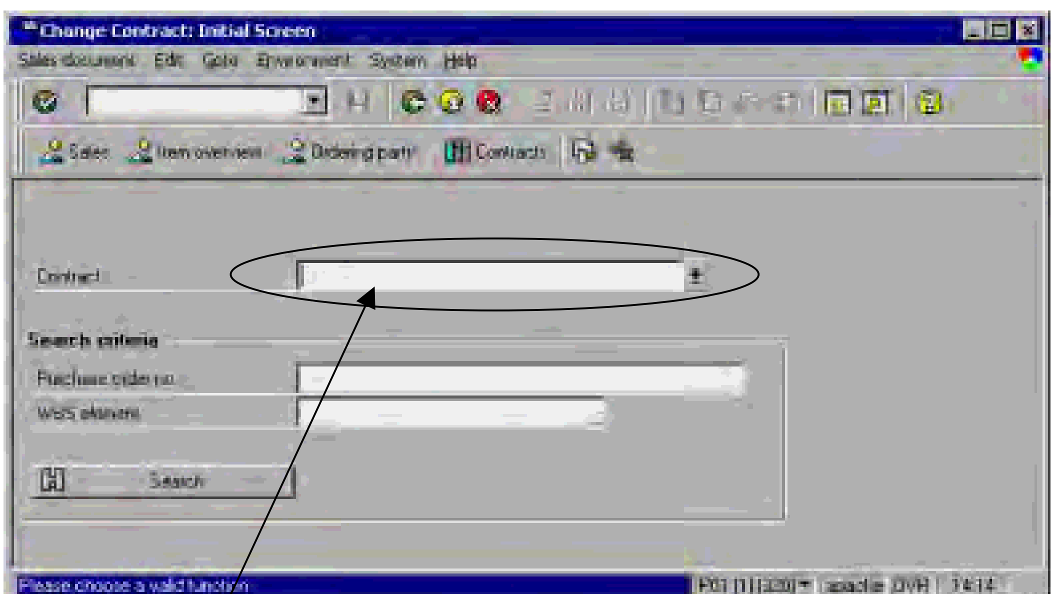


To change a contract in SAP, click on the SAP icon on your desktop and login.

n. From the main SAP Access Window, enter transaction code: **VA42**

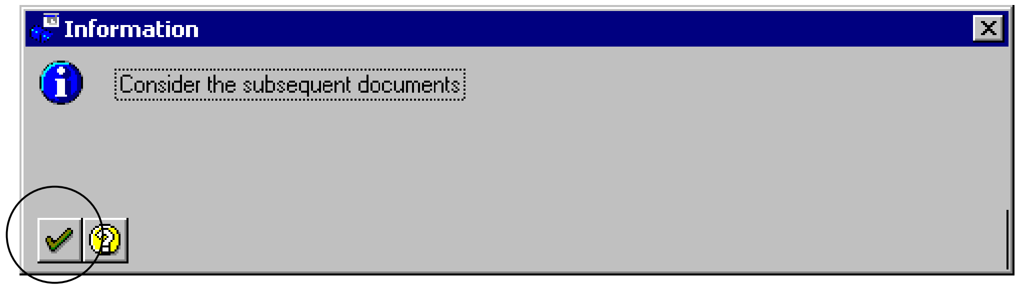


You may also select it from your "Favorites" list.

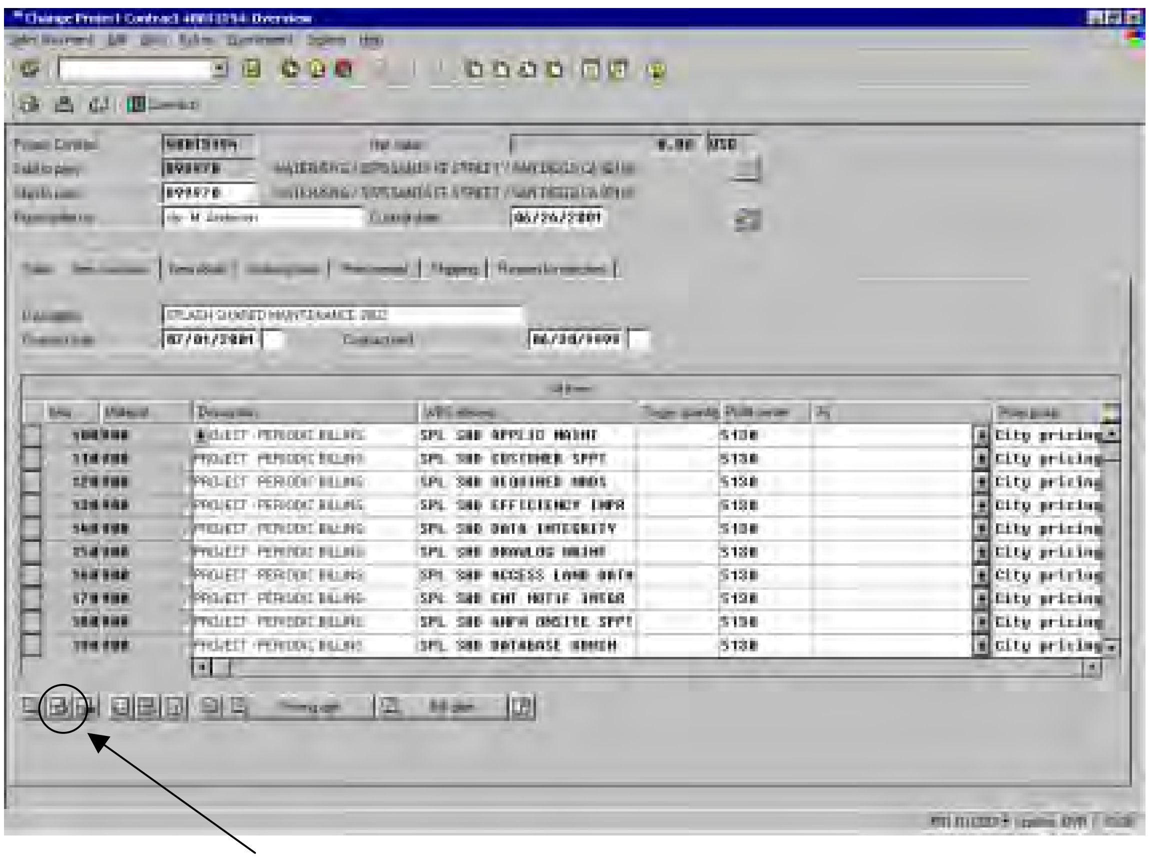


Enter the Contract number and press <Enter>.

The Change Contract Information window will appear. Click on the green check-mark to continue.



3.2.3.2 Adding a new WBS Element to the Contract



Select “Create Item”  to add blank lines for more WBS elements.

3.2.3.2.1 Complete Line Item Information

Before you continue with adding a new WBS element to the contract line item information, you should ensure that you have the project open in an additional SAP session. This will allow you to "cut & paste" WBS elements to ensure they are entered exactly in both the contract and the project.

Note: Any deviation in the WBS elements will stop you from completing the contract.

The following field definitions will assist you in entering the contract line items correctly:

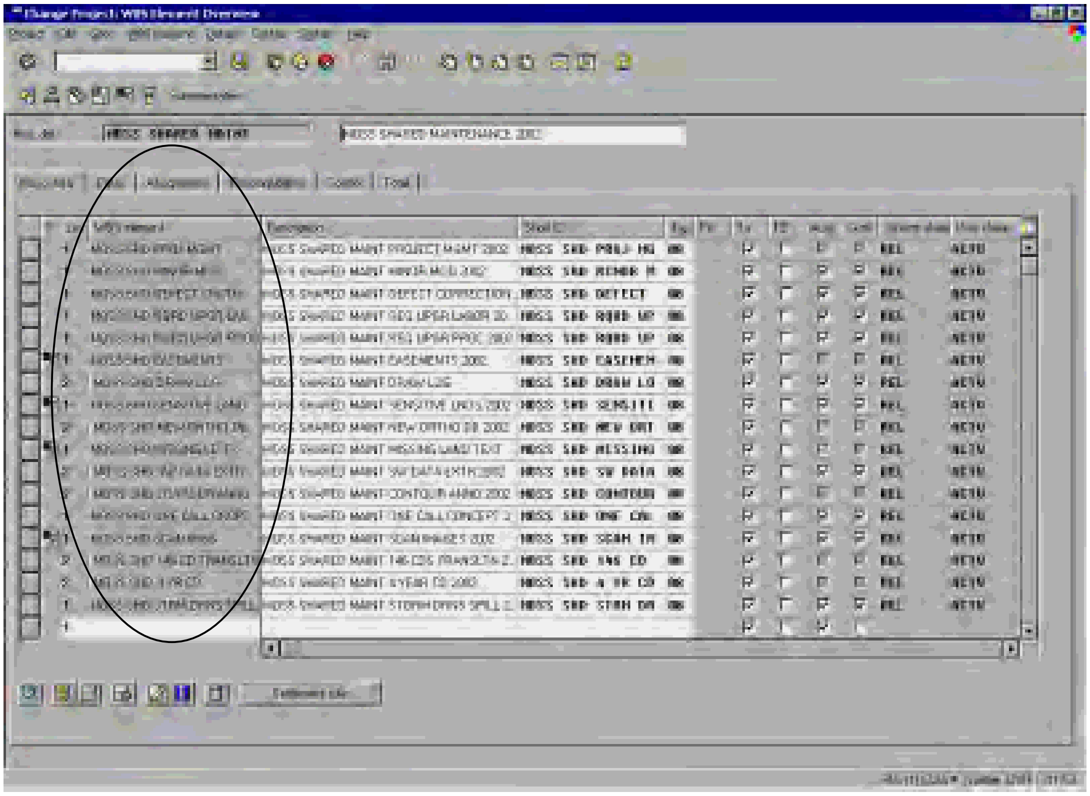
a. *Item*: Do not enter a value here.

   This represents the line item in the contract and uses self-assigned default values**.**

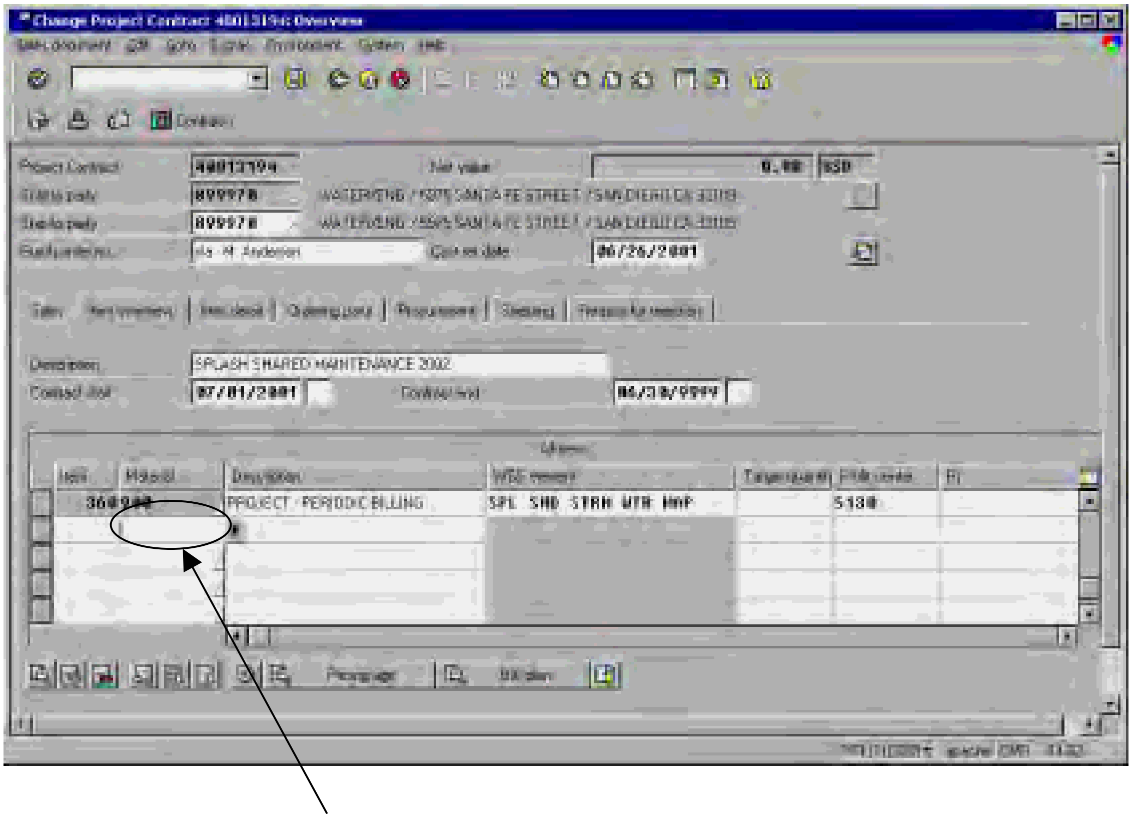
b. *Material: (Required)*

   1. Material Code **900** is used for revenue-related billing. Enter a **900** for every WBS you are connecting.
   2. Material Code **901** is used for milestone billing. If your project requires milestone billing you will need to request specific additional guidance from the Project Management Office before continuing.

Note: At this point, switch to your SAP Project session and identify the new WBS element(s) that require entry into this contract. The listing of WBS elements used on the project is available on the **Responsibilities** tab of the ***Change Project: WBS element Overview*** window.



c. Next, switch back to the **Change Contract (VA42) SAP** session and add a **900** or a **901** for *each* new qualifying WBS element from the **Change Project (CJ02) SAP** session.

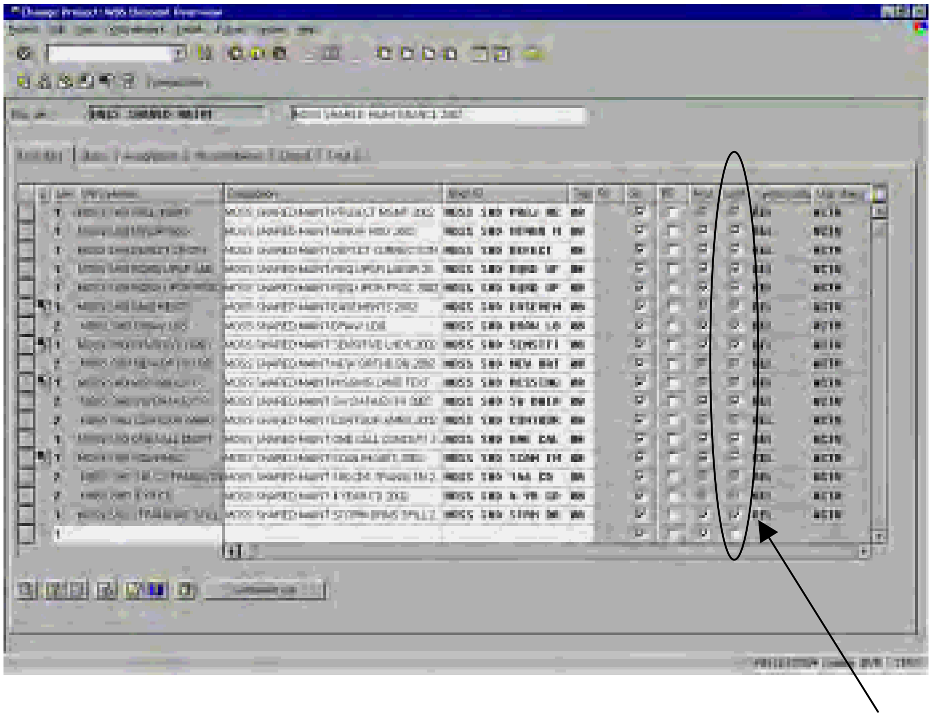


d. Enter a 900 or 901 in the **Material** field and press **<Enter>** to be able to input your WBS element(s). The **Item** and **Description** fields will automatically be completed with default data and the **WBS element** field will be opened to allow you to "paste" a WBS element from your other SAP Project Session.

✓✓ **Caution:** If your project requires milestone billing you will need to request specific additional guidance from the Project Management Office before entering any Material Code 901 WBS elements.

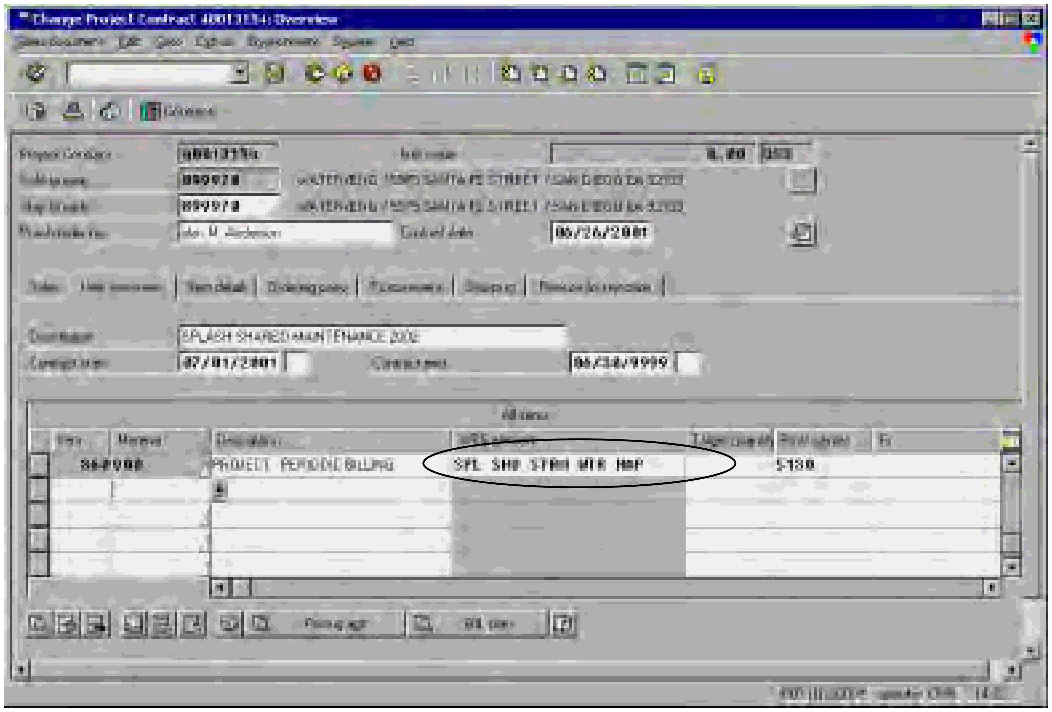
e. *WBS Element:* (Required)

1. Switch to the **Project SAP session**, "copy" a *qualifying* new WBS element.



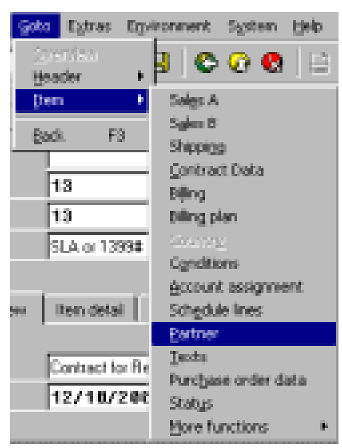
Copy only Level 1 WBS elements that have a check-mark in the **Cont** (Contract element indicator) field.

2. Return to the **Change Contract SAP session** to "paste" the WBS element into the 4th column – WBS element.

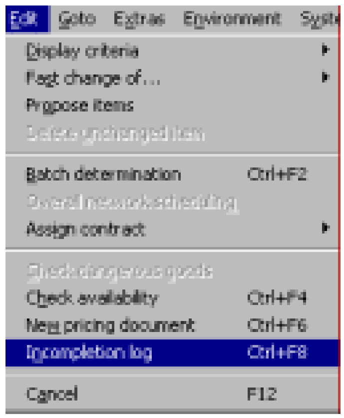


Continue "copying and pasting" until you have added all required project WBS elements into the project contract.

<u>**Note:**</u> To assign a different app code for one item, select the item, then select **Goto -> Item -> Partner** - then change app code in the **Partner** column of the ***Item Data*** window.

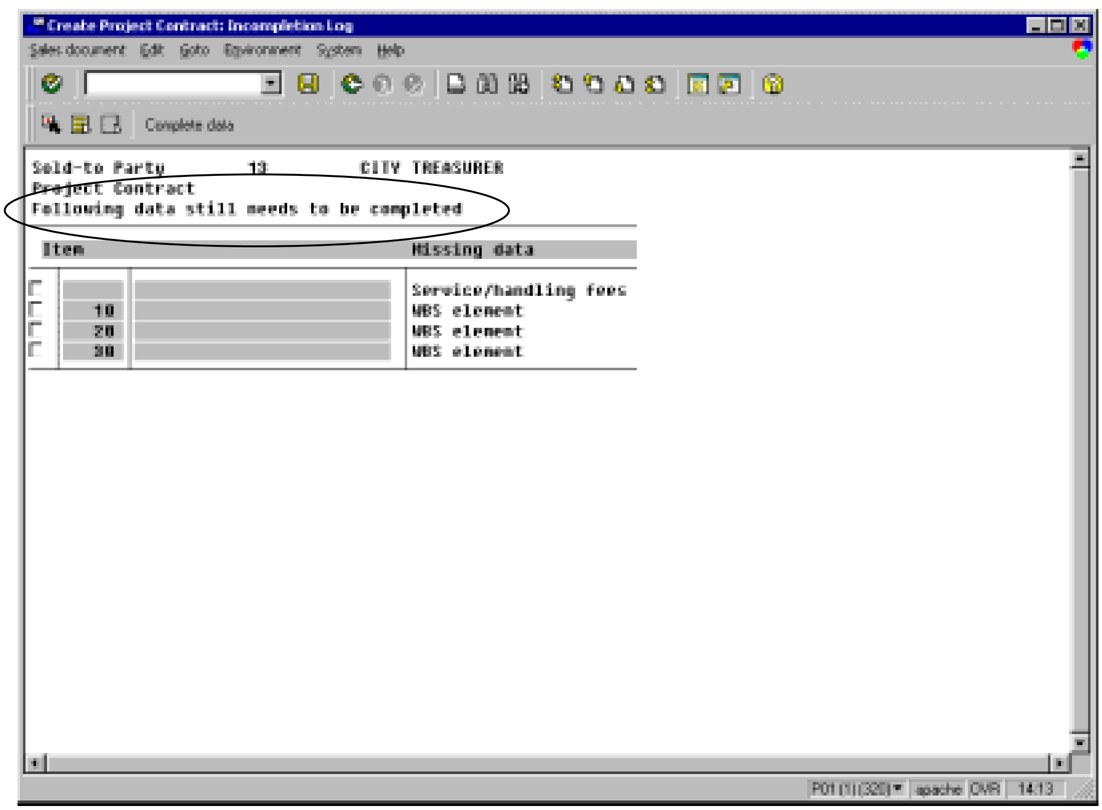


3.2.3.2.2 Verify Document Completion



Verify the document is complete before saving, by using the menu path **Edit -> Incompletion log**.

The ***Change Project Contract: Incompletion Log*** window provides a listing of data items that need to be completed.



If the document is complete, a message appears in the bottom left corner saying "The Document is Complete." Save the contract.

If the document is incomplete, the system displays a list of the incomplete item(s). Complete any items by checking the box next to the item and clicking the "complete data" button. Return to the contract overview by using the green back arrow.

Save the contract.

Make a hardcopy of each change by using the computer's "print screen" capability and save the copy in your files.

3.2.3.2.3 ADDITIONAL INFORMATION:

a. A project could have one primary customer and app code, and also include one or two WBS elements that point to another customer and app code. For every additional customer you will need a separate Project Sales Contract. You CAN point individual WBS items in the contract to separate app codes as long as it has the same customer number.

b. When adding WBS elements that point to different App Codes, be sure and verifythem and make hardcopy of the changes (use "print screen") so the Project Manager can double check the input (Path: select item, Goto>Item>Partner)

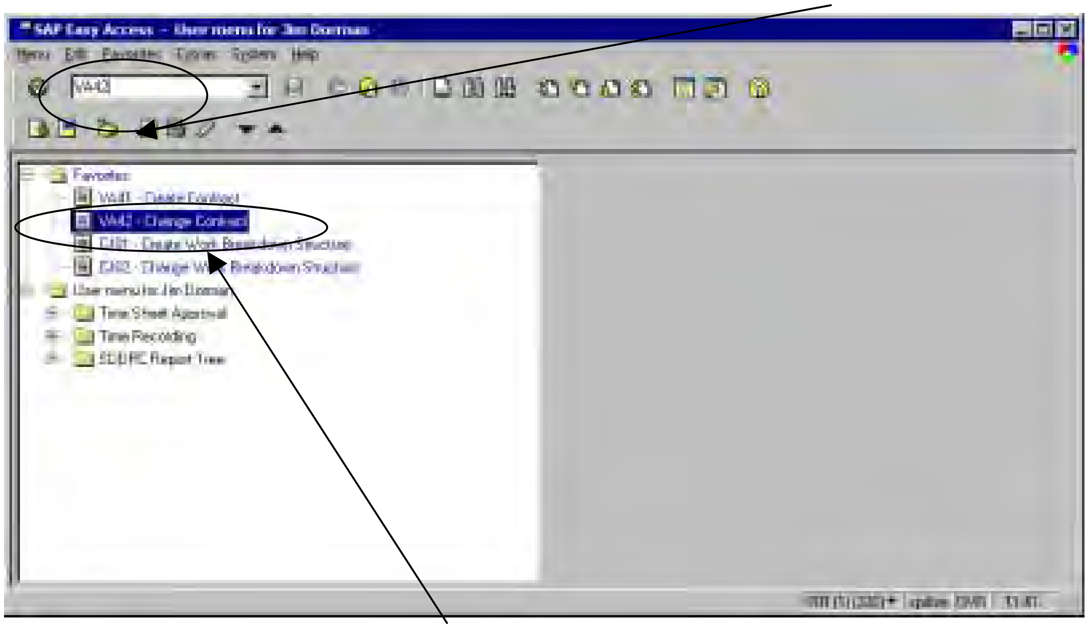
c. SAP is capable of many billing exceptions – if you have ANY questions or are unclear don't hesitate to ask the SAP team.

3.2.4 *Close a Contract*

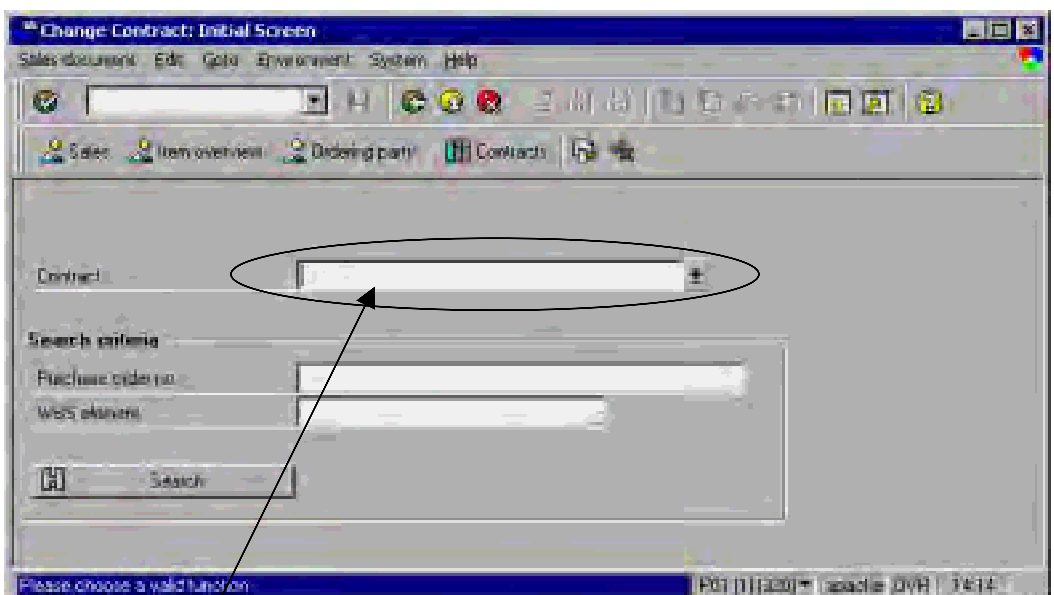
When the Project Manager determines that the project phases are complete you will need to modify the SAP contract to reflect the completion.

a. From the main SAP Access Window, enter transaction code: **VA42**

✓✓ **Caution:** Before attempting to close a contract, or a contract WBS element, ensure you have run the reports described in Section 3.1.4.3.

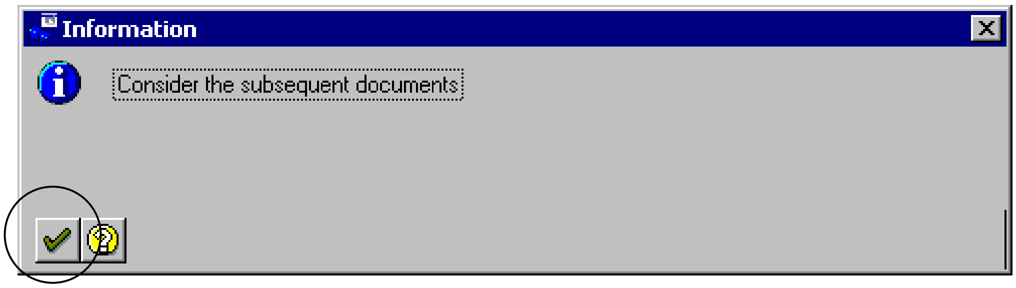


You may also select it from your "Favorites" list.



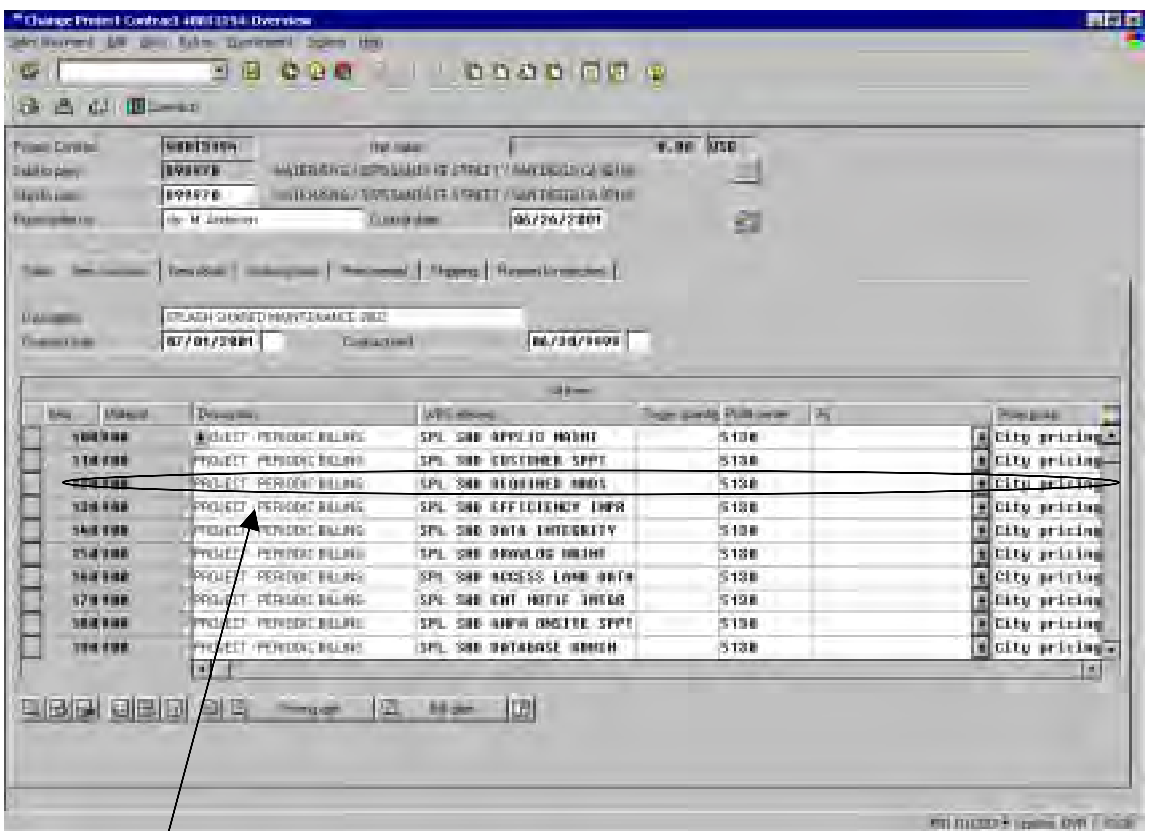
Enter the Contract number and press <Enter>.

The Change Contract Information window will appear. Click on the green check-mark to continue.



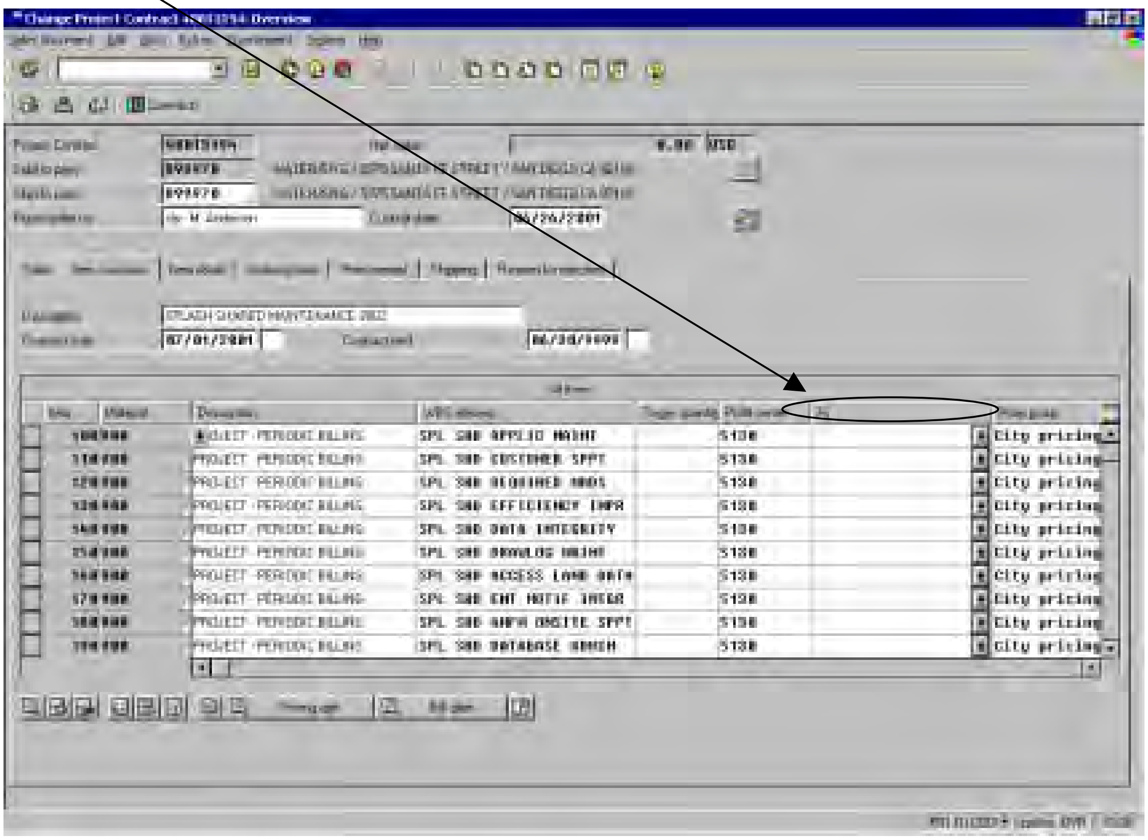
3.2.4.1 Closing a WBS Element on a Contract

At the Change Project Contract Overview screen:



Select the item to close

Go to "**RJ**" column (7th column over) and use the drop-down arrow.

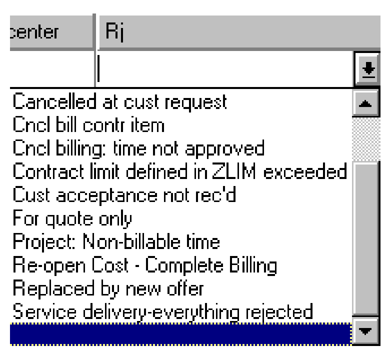


Select **Cancel Project Phase Billing** from drop-down menu.

Save your changes by clicking on the Save icon. Then make a hardcopy for your files and give one to the Project Manager.

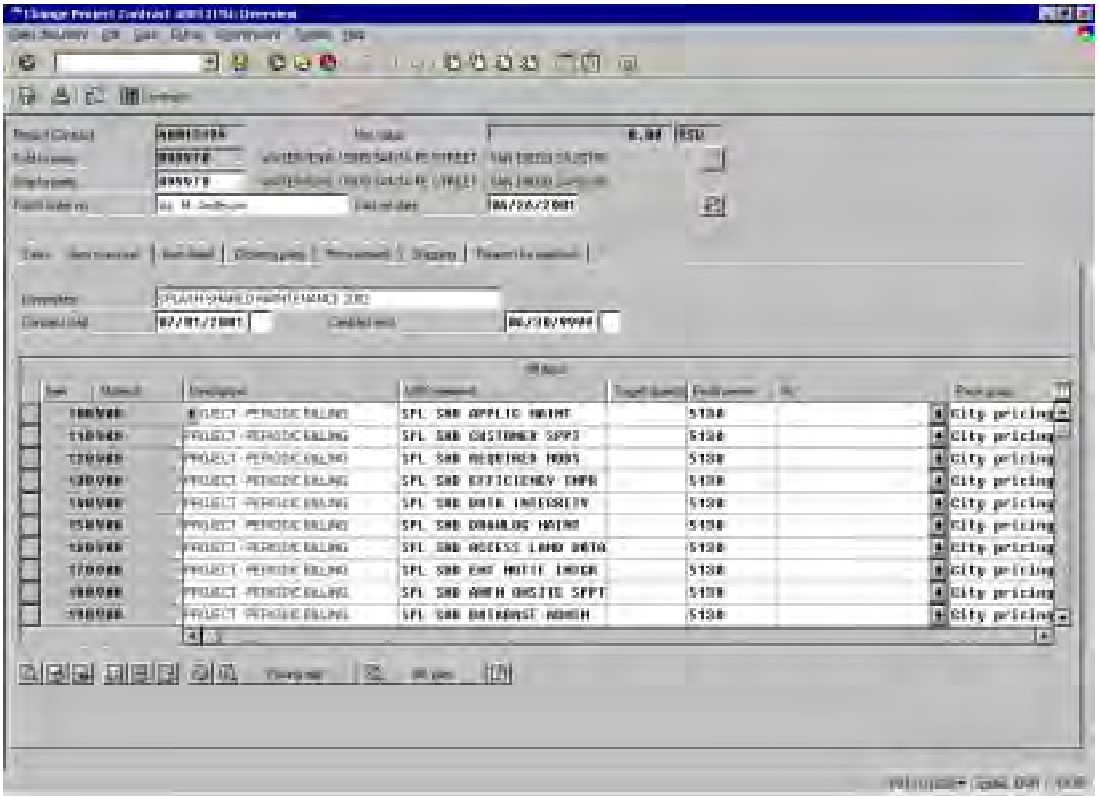
3.2.4.1.1 *Re-open a Closed Contract WBS Element*

NOTE: To reopen a contract WBS element – clear the RJ field by selecting the blank menu choice from the drop-down menu. Then change the status to bill. Extend the ending date.

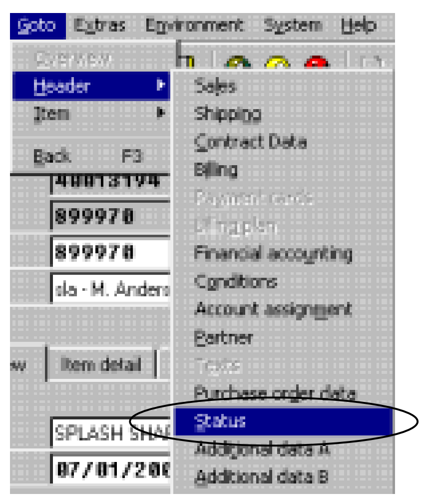


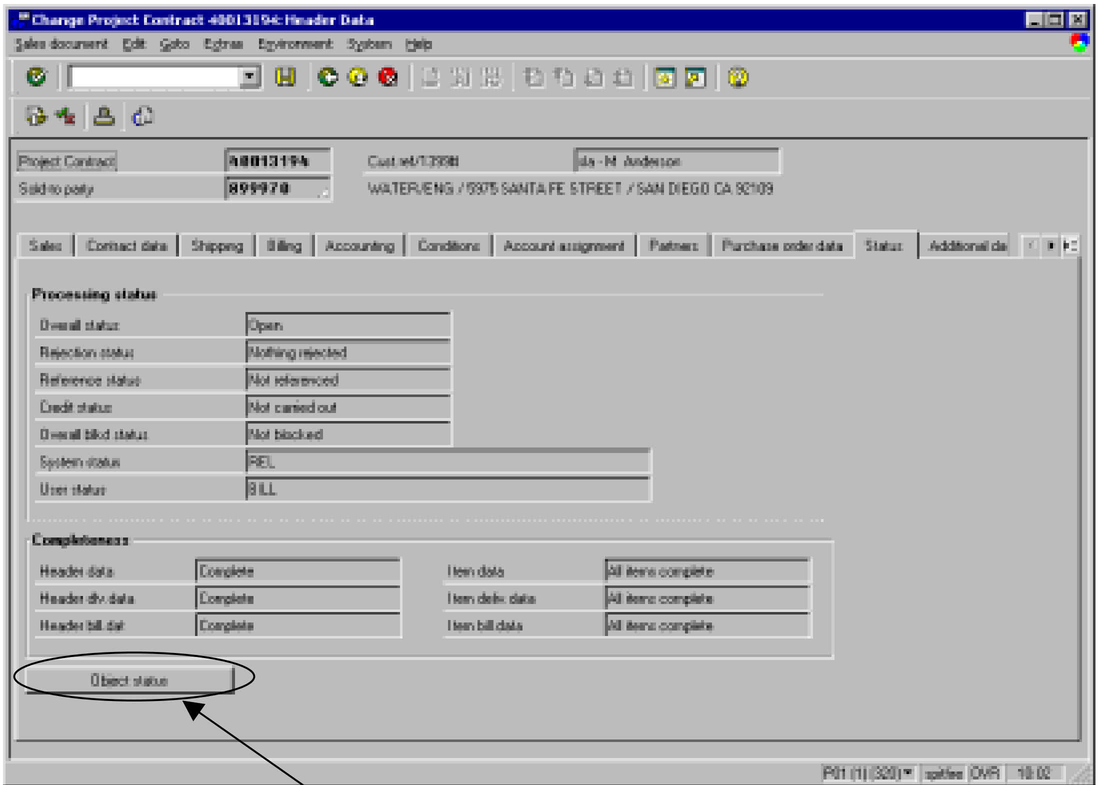
3.2.4.2 Complete Contract Closure

Complete the closing process by closing the project contract.

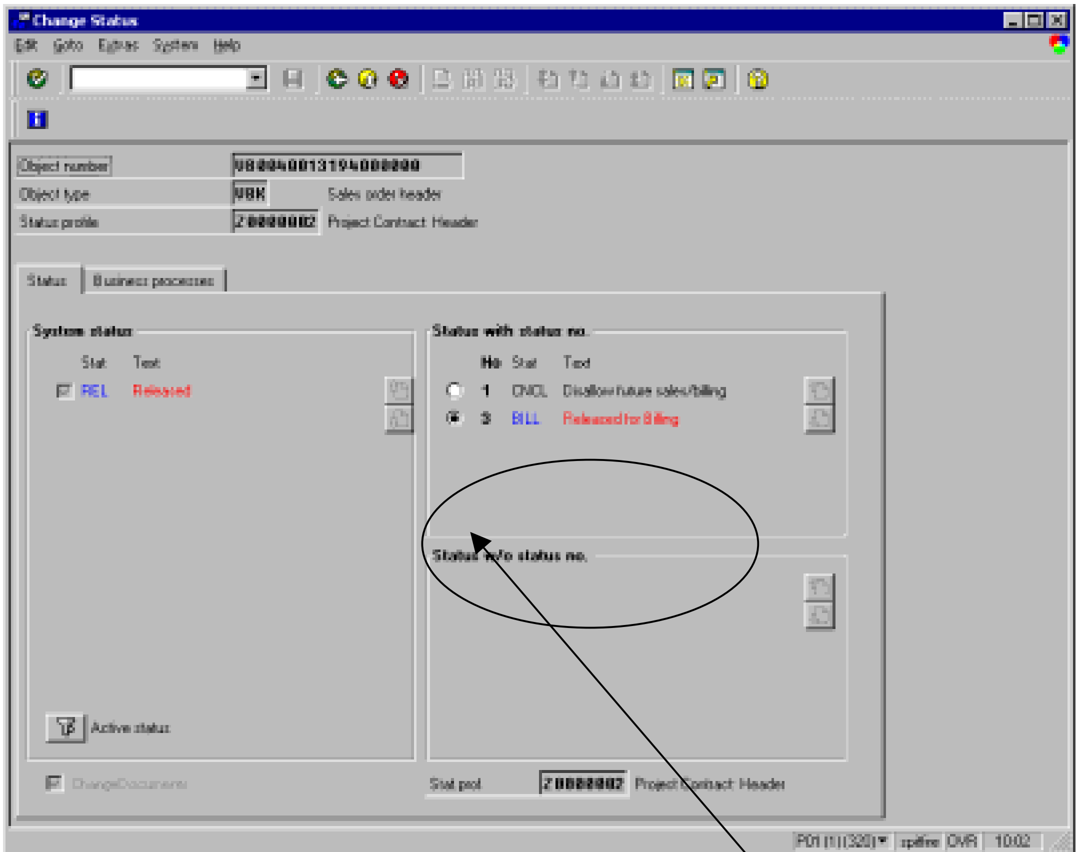


From the **Change Project Contract [number] Overview** screen, select the **Goto > Header > Status** menu option.





In the **Status** tab, click the “Object Status” button.



To prevent further billing on the contract, set the contract status to **CNCL** by clicking the radio button.

> **<u>Note:</u>** The user status field should read **CNCL** when the contract is closed. **BILL** indicates the contract is open.

Return to the previous screen by selecting the green **Back** arrow button  and then click the **Save**  button to save the contract.

3.3 Verification of Accuracy

When you have completed creating, updating, or closing your project and/or contract, you must verify the completeness and accuracy of your work. This is accomplished by running a couple of SAP reports and creating a couple of screen-grabs. These items, detailed below, are provided to the Project Manager for review and final acceptance.

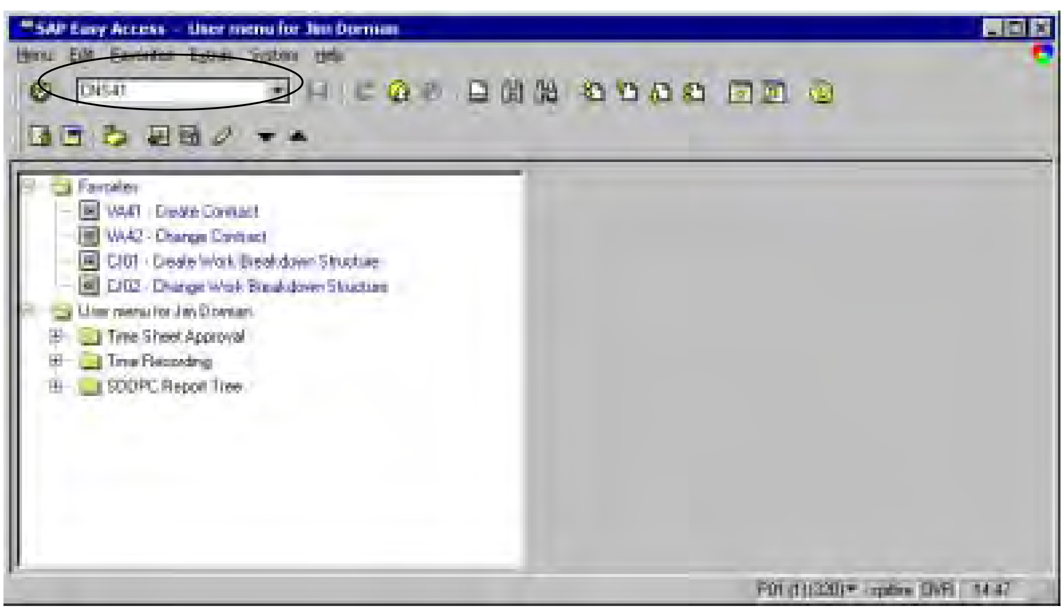
3.3.1 Structure Overview Reports

You can run Structure Overview reports in various ways. When entering a new project run this report to verify the information you entered in PS is correct. – The following directions are for specific reports that will show data by project. This is useful to view "at a glance" the projects you have entered into SAP. The PM must review this information.

3.3.2 Project Structure Overview Report – Transaction Code: CNS41

Step 1:

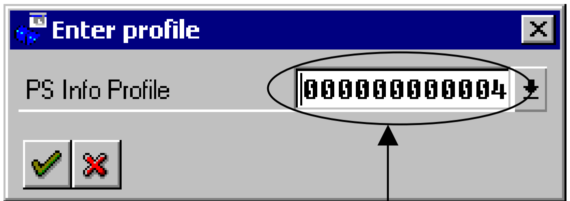
Enter transaction code **CNS41** in the main SAP window.



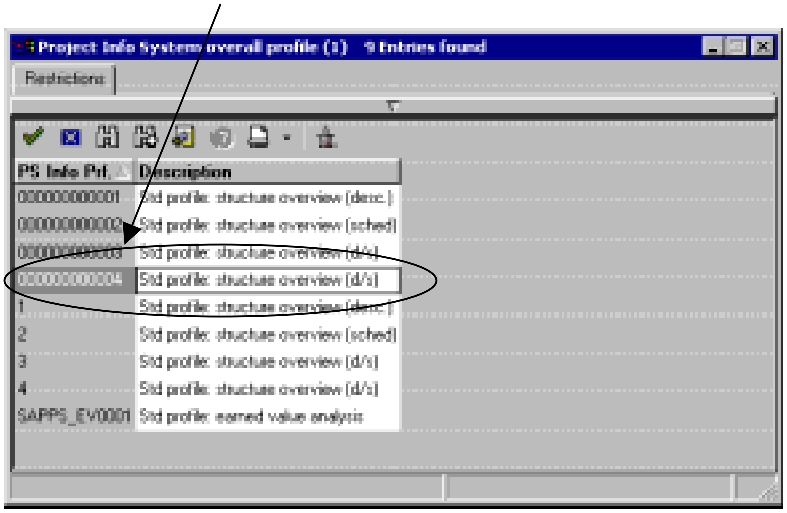
Press **<Enter>** to continue.

Step 2:

If this is the first time you have run the CNS41 report for the day, you will be presented with the following window.



For this report, type **000000000004** directly in the window, or select it from the drop-down menu.



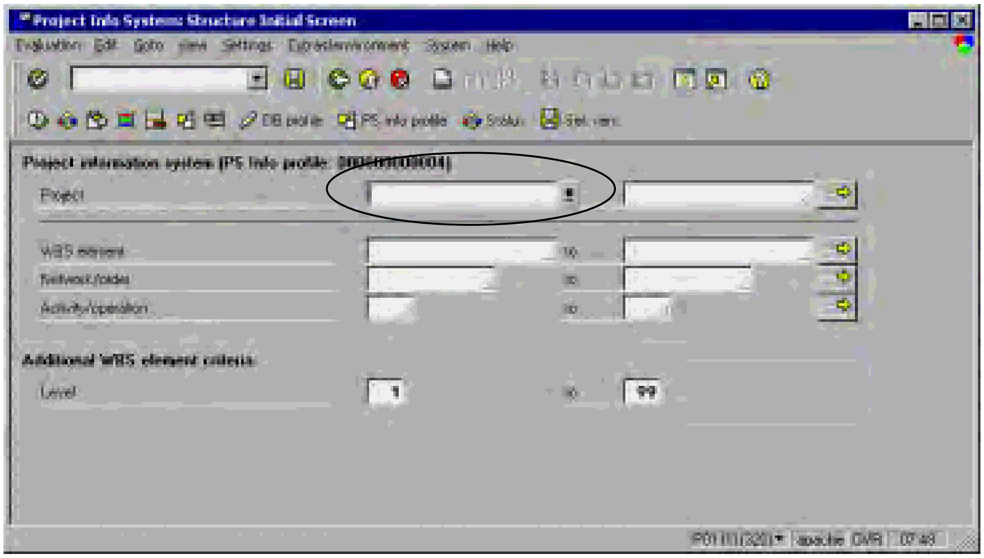
Click the green check-mark to display the **Project Info System:Structure Initial Screen**.

Step 3:

The **Project Info System:Structure Initial Screen** will allow you select different criteria to gain a variety of project information.

> **Note:** If you have run the CNS41 report earlier in the day, you will by-pass Step 2 and go directly to this window.

Enter the Project name in the Project field.



Click **<Enter>** to run this report on the project.

Step 4:

The Structure Overview Report will allow you to verify:

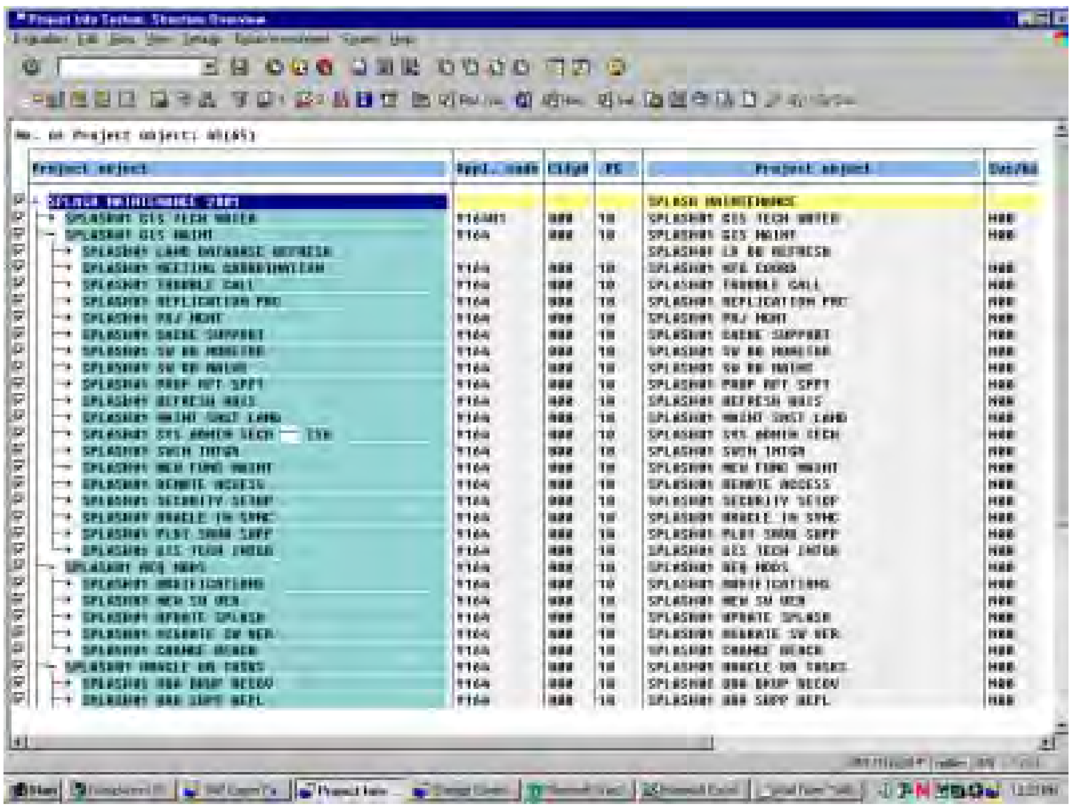
a. WBS structure,

b. Application codes,

c. Customer numbers,

d. Profit center and

e. Sales/Contract number.

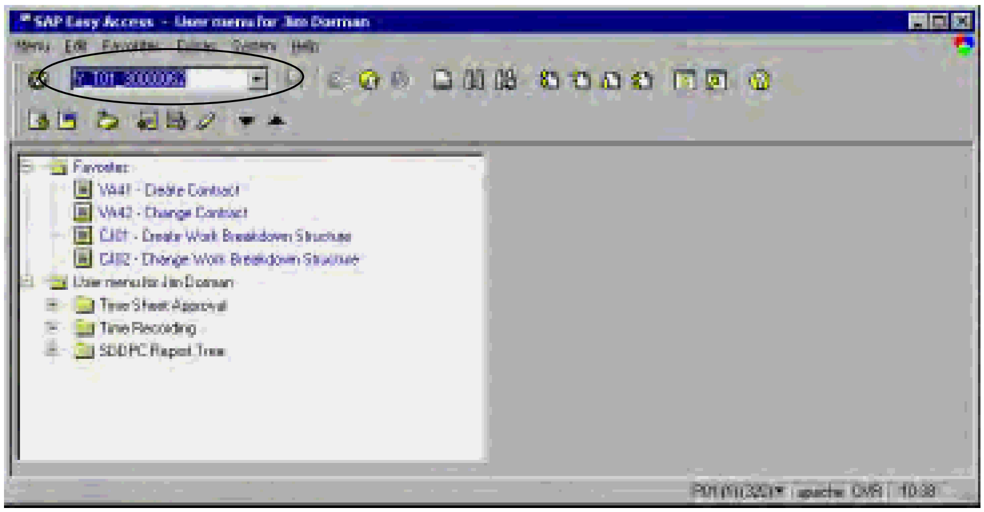


Note: Please note that the app code and customer number in these fields do **NOT** insure correct billing. You must also check the Project Sales/Contract to verify correct information. See following report to verify Sales (billing) information.

3.3.3 Project/Billing Contract # By Sold-To – Transaction Code: Y_T01_30000062

Step 1:

Enter transaction code **Y_T01_30000062** in the main SAP window.



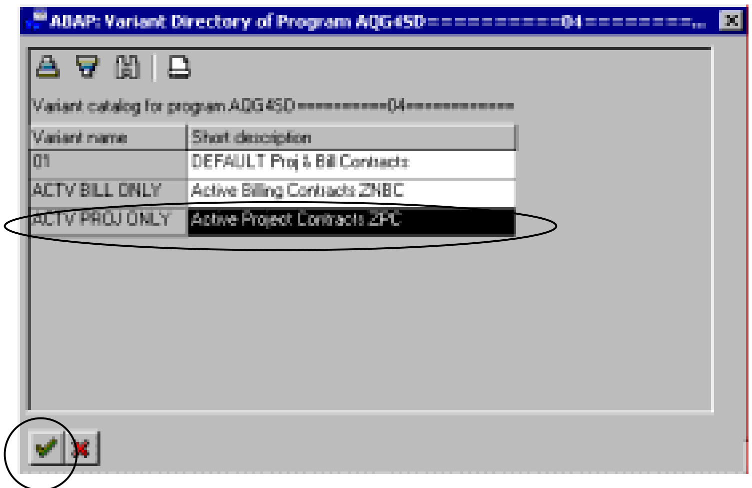
Press **<Enter>** to continue.

Step 2:

To run information on just one Project Contract, click the Get Variant  icon to open the **ABAP Variant Directory of Program** selection window

Step 3:

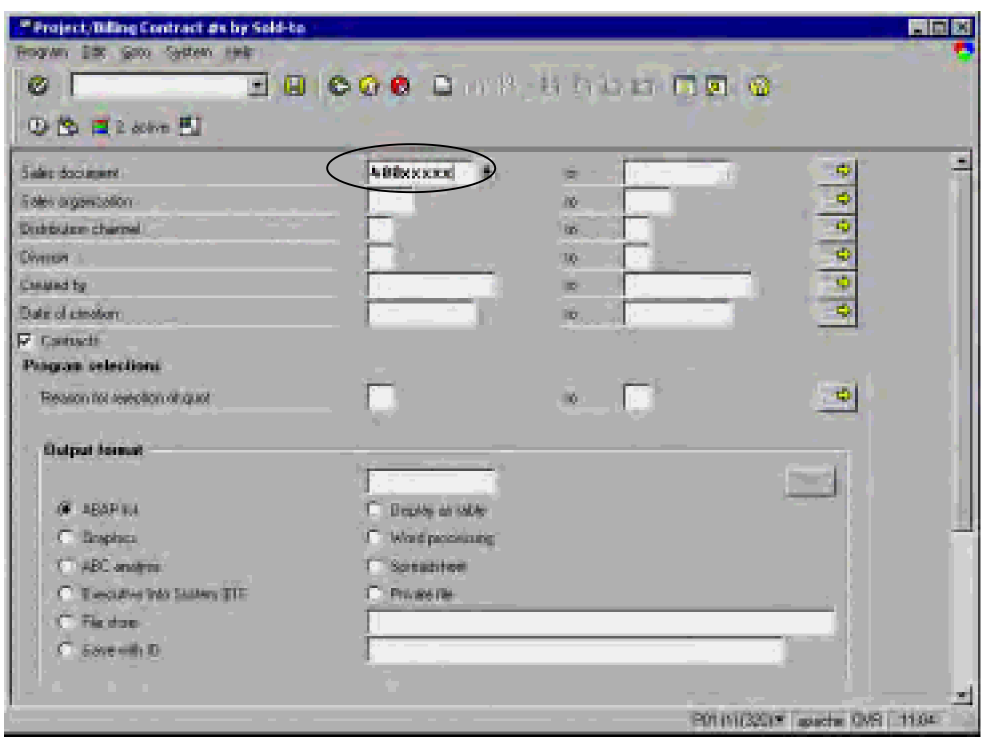
Click on the third option – **ACTV PROJ ONLY**



Click the green check-mark to continue.

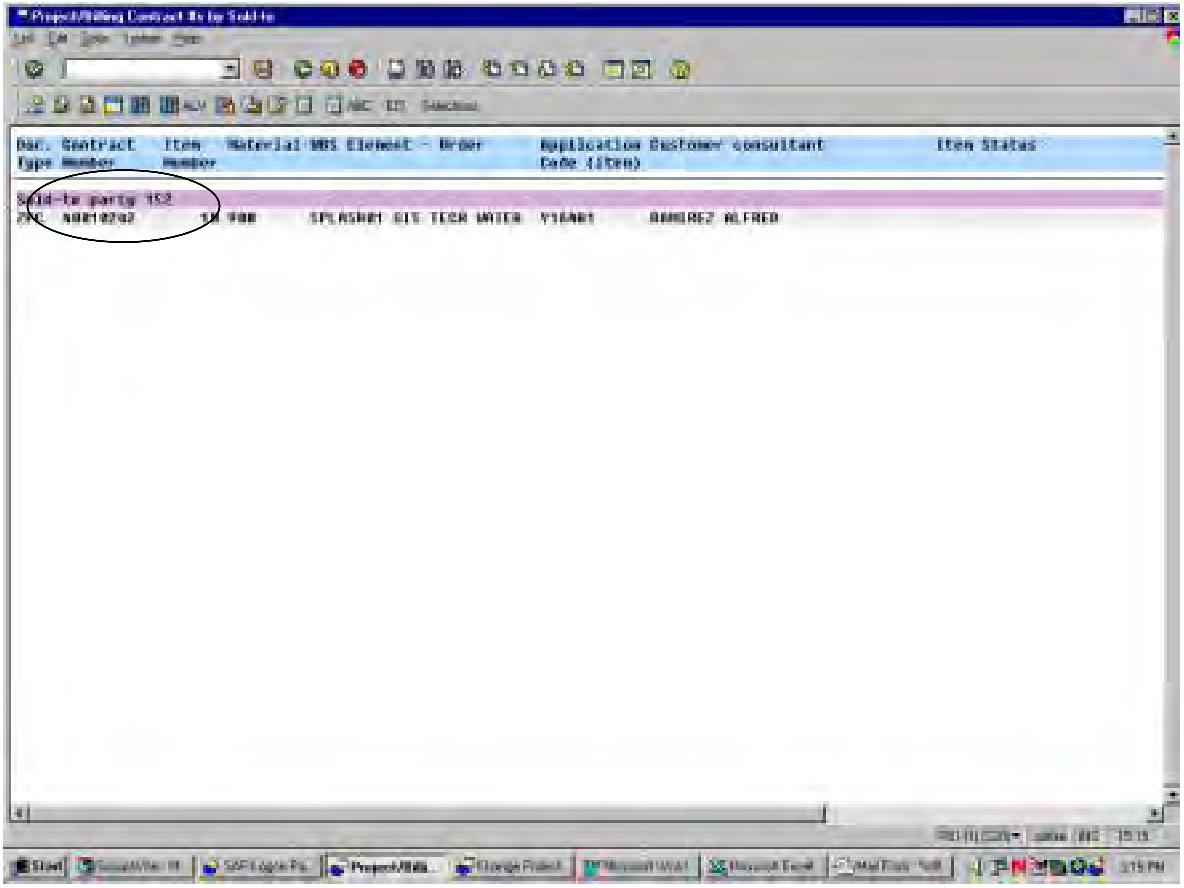
Step 4:

Enter your Project Contract # (400xxxxx).



<u>Step 5:</u>

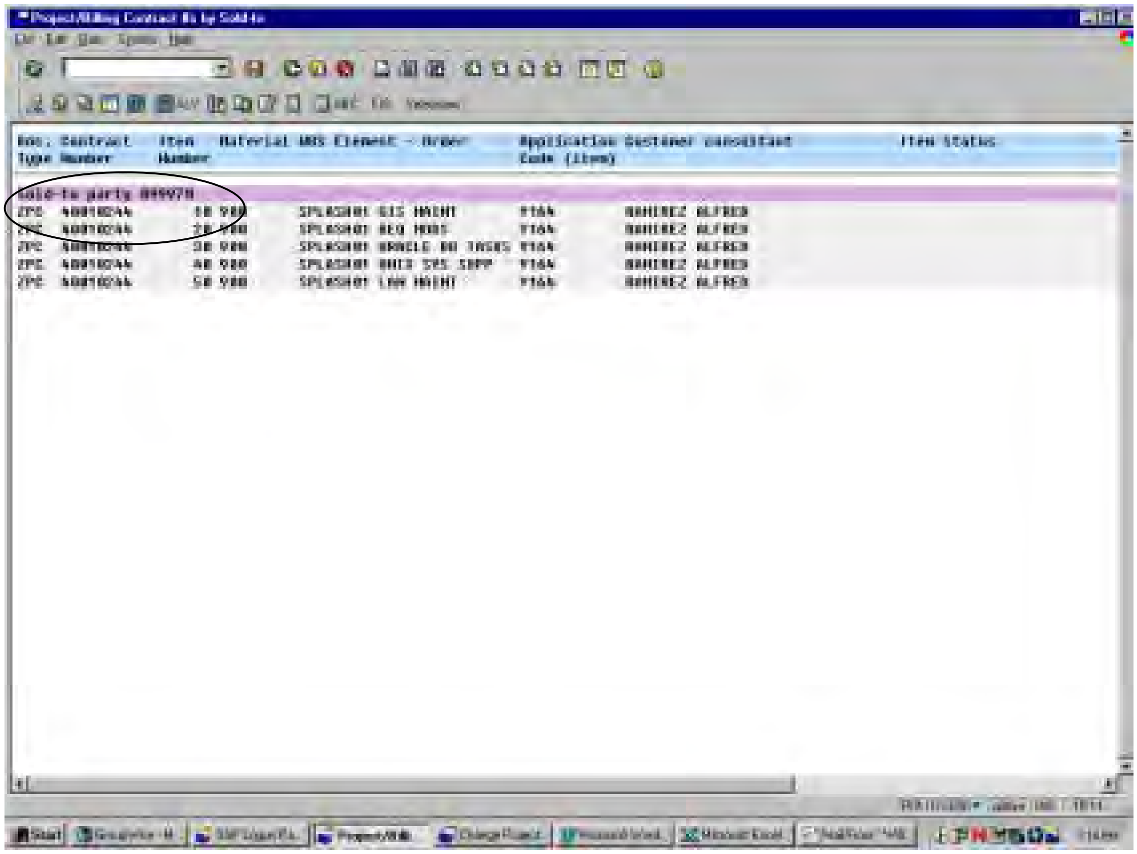
Click on the Execute  icon to display the **Project/Billing Contract #s by Sold-to** report.



<u>Remember</u>: You "may" have several "Sold-To- Party(s)" within your project.

<u>For example:</u> You have a prorated Sold-to-Party of 899970 for SPLASH, with one WBS only pointing to Sold-to 152. With this example you would look in two places for SPLASH project Sales/Contract information – 899970 & 152.

Here is the 2nd report:



3.3.4 QA – Project Set-up/Verification

Step 1:

Project Manager provides the project TSA with the SAP Project/Contract Input Information form (Appendix A).

Step 2:

The TSA, or Project Manager, enters the project and contract into SAP. See Sections 3.1.2 (Create a Project) and 3.2.2 (Create a Contract) for additional information.

Step 3:

Run the Project “Verification Reports:

f. CNS41

g. Y_T01_30000062

Step 4:

Provide the Project Management Office (PMO) and the Project Manager with verification packets that include:

a. A screen print of the WBS Structure Overview screen

b. A screen print of the Contract Partner screen

c. A signed copy of the SAP Project/Contract Input Information form

d. A copy of the CNS41 report

e. A copy of the Y_T01_30000062 report

4. NOTES

4.1 Revision History

Date	Revision	CR No.	Description	Author
1/9/2002	1st Draft		Initial Draft	Peggy James

APPENDIX A – SAP PROJECT/CONTRACT INPUT INFORMATION

SAP - PROJECT/CONTRACT INPUT INFORMATION

1. Information Required to Create a Project: Contract #:

1. Project Definition (max 24 characters):
2. Project Description (40 characters):
3. Project Profile: ☐ Z000001 revenue related ☐ Z000002 internal, non-revenue* ☐ Z000003 cost recovery

*If this is an internal project, attach a paragraph describing how the project aligns with the corporate strategies and budget priorities

4. Can the project structure be copied from a template or active project? If yes, name of project to be copied:
5. Project Manager:
6. Client Relations Manager or Internal Sponsor:
7. Start / Finish Dates: 00/00/9999
8. Profit Center:
9. Customer #:
10. Application Code:
11. Resource Manager:
12. Project Type (select one of the following):

☐ 01 Development
☐ 02 Enhancement
☐ 03 LAN Install
☐ 04 Infrastructure
☐ 05 Vendor Pkg - Turnkey
☐ 06 Vendor Pkg - Customize
☐ 07 Cost Recovery
☐ 08 GIS Project
☐ 09 Maintenance - Support
10 Cost Accumulation (non-billable)
☐ 11 DPC Facilities Development
☐ 12 Corporate Approved Overhead
☐ 13 Consulting Services
☐ 14 Corporate Administration

13. WBS Elements (at least one required - 24 character maximum):	Level	Non-Billable	Billable Time	AppCode	Contract/Procurement
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description					
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description:					
WBS:		☐	☐		☐
Description:					
TOTAL PROJECT BUDGET	$				

14. Project Billing Type: ☐ Periodic ☐ Milestone* ☐ Mixed Periodic and Milestone*

*If milestone billing is used, complete form proj_form_mlst.xls instead of this form

Page 1

Date Updated: May, 2001