SAP IMPLEMENTATION

END USER MANUAL



CIAL_SAP_PS_EUM_05_ESTIMATION PREPARATION

PREPARED BY



ABBREVATIONS

ABBREVATION	DESCRIPTION	
CIAL	Cochin International Airport Ltd.	

CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date
1.0	Estimation Preparation and Upload Estimates to Project	Shiv Shanker	26.12.2013		

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1. Estimation Prepration and Upload Estimates to Project

Overview

Trigger:

This procedure will be used to make changes to business partner master that has previously been created.

Business	Process	Descriptio	n Overview

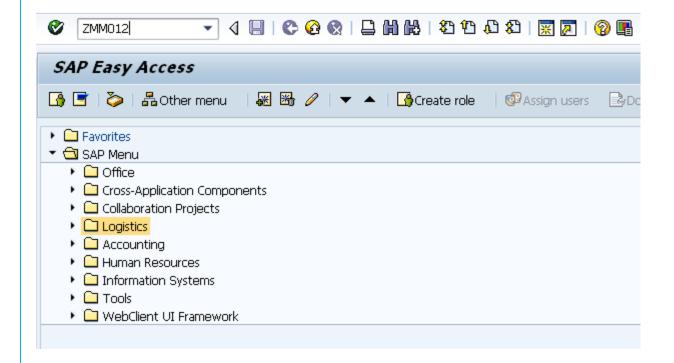
This transaction will change existing business partner master record.

Input - Required Fields	Field Value / Comments
BP No.	Seven character code

Procedural Steps

1.1. Access the transaction by:

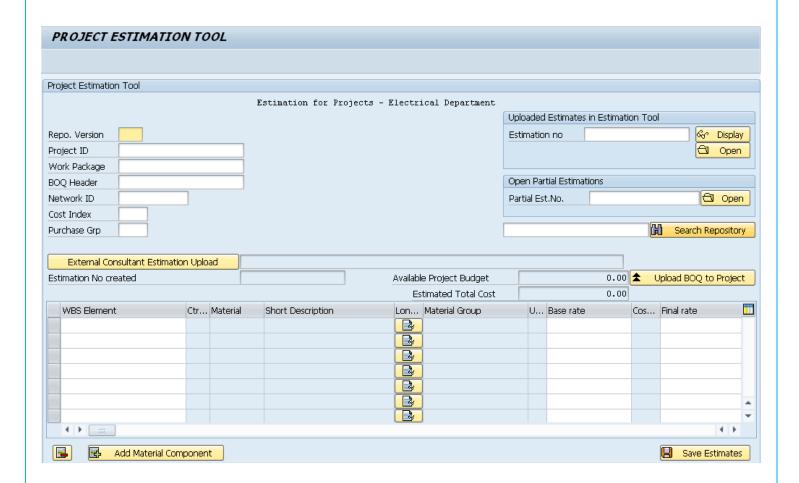
Via Transaction Code	ZMM012



• Enter the transaction code " ZMM012" in command window to open the estimation tool screen



- Select "Project" radio button under category of estimates.
- Select radio button **"Estimation by CIAL".** (Separate EUM is designed to plan external consultant estimates).
- Select respective department radio button. E.g. Electrical



Estimation tool screen

- **Repo Version :** Enter Repository Version E.g. 2012
- **Project ID** : Select the project ID from the dropdown list and press enter button on the key board.
- Work Package: Select work package for which you want to plan the estimates and press enter button on the key board.
- **BOQ Header:** Select the respective BOQ header to plan the BOQ items (Supply Items and Service Items)
- Network: Network assigned to the respective work package will be displayed.
- **Cost Index:** System prompts the user to enter the cost index after selecting DSR items from repository to estimation tool.
- Purchase Group: Dropdown list will display all department wise Purchase group.

Note: One of the parameters in purchase order approval is purchase group. Therefore while selecting the purchase group in estimation tool, user must ensure that he is selecting the appropriate purchase group.

• **Search Repository:** User can enter the short text and search repository. System displays all items that starts with specific short text for user selection.

Note: BOQ items that are to be selected in estimation tool should be maintained in repository.

 Add Material: Provision is given to attach material component directly under service activities.

In this case material components are not created under separate internal activity in project. This option can be used when not given grater significance for project scheduling and tracking the actual dates of the material components.

- **Save Estimates:** Provision is given to partially save the estimates. System save's the estimates with work package name and 2 digit running number. Please note after uploading partial estimates to project, user will have to access the estimates by entering estimation number for any changes.
- **Upload Estimates:** Upload estimates from estimation tool to work package in project. BOQ items are created as external activities and material components (supply items) with detailed item text, qty required and price per unit.
- Available Project Budget: System display overall available budget in project.

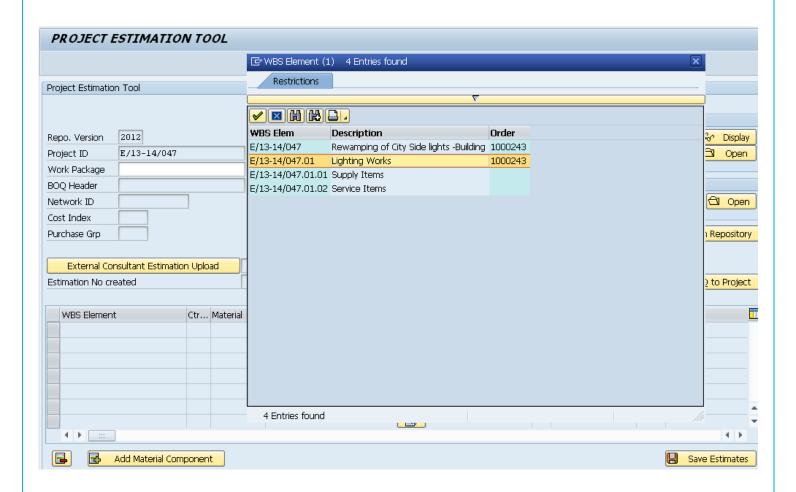
Note – Budget has to be allocated to the project by finance department in order to see the available project budget in estimation tool.

- **Estimated Total Cost:** System display estimated total cost of the work package in this field.
- **Estimation number:** System generates estimation number after successful upload of estimates to project. Latest estimation number will be available in user defined field of external activity in project.
- Partial Est. No: System save's existing estimates with partial estimation number. Partial
 estimation number contain the work package and running number. After saving the estimates,
 user can open partial estimation by selecting the partial estimation number from the
 dropdown list.
- Rate analysis attachment: If final rate is more than the base rate for an item, system prompts the user to attach detailed rate analysis for that line item. This attachment will be available on click of the estimation number hyperlink in estimation tool for the estimation approvers.
- **Estimated Days:** User needs to enter the estimated days to complete the line item work. E.g. 10 days.

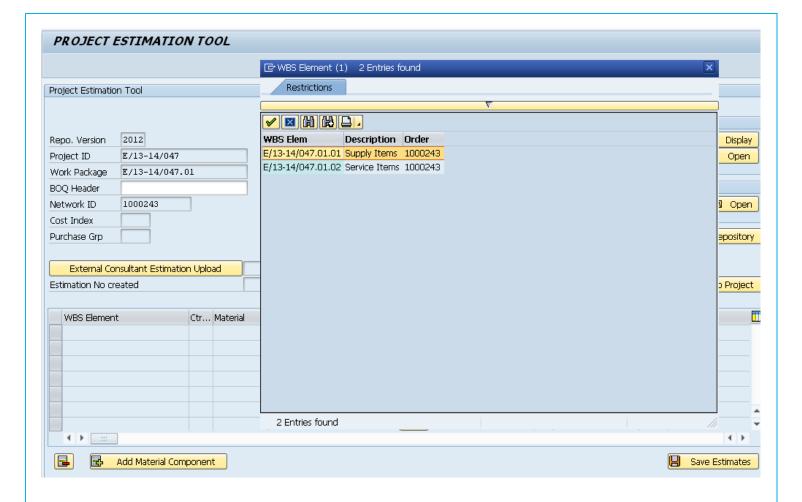
Note: Only for DSR items, the base rate of the item is multiplied with the cost index to arrive at the final rate for the item.

• Item Category:

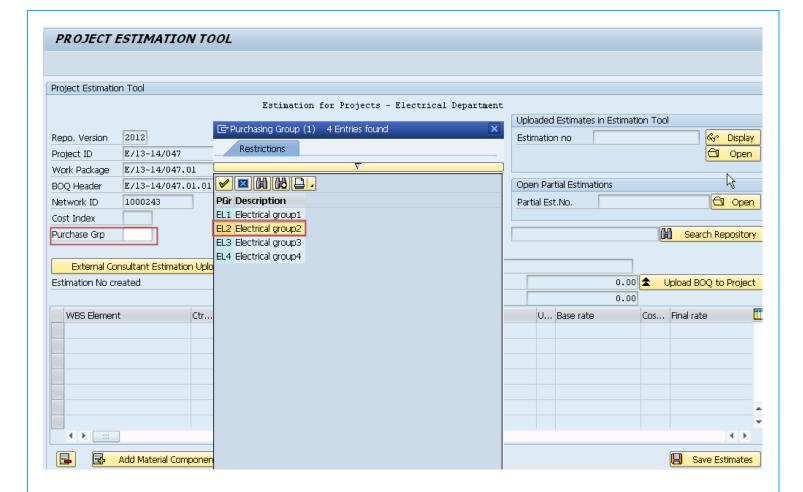
- It is applicable for supply items only.
- Material items are to be selected as "L or N".
 - "L" represents Stock Items
 - "N" represents Non-Stock Items
- Supply Item that are to be taken into general stock from the project stock after completion of work as to be selected as "L" Stock Items. Goods receipts posting for stock items leads to bring the material into project stock. These materials needs to be issued to the project for consumption and remaining material can be transferred from project stock to general inventory.
- Supply items that needn't be taken into general stock and any left over stock will be taken over by the contractor can be taken as "N" - Non -stock items. Goods receipts posting for these items leads to consumption posting.



Select work package from the dropdown list press enter button on the keyboard.

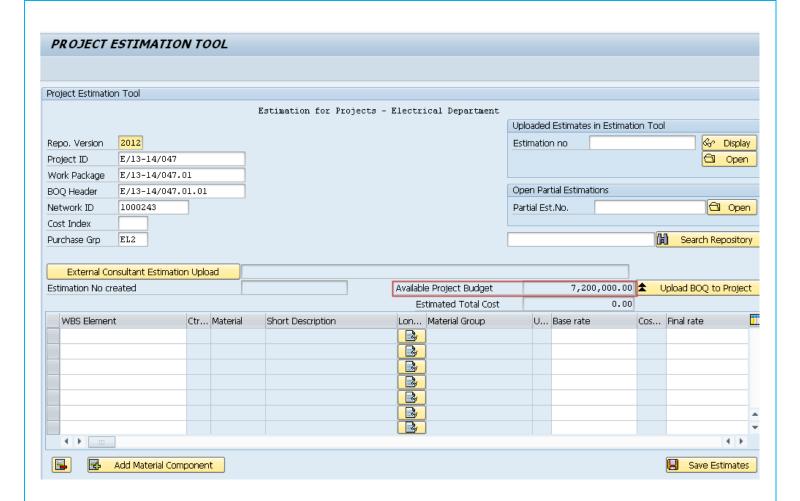


• Select BOQ header from the dropdown list and press enter button on the keyboard.



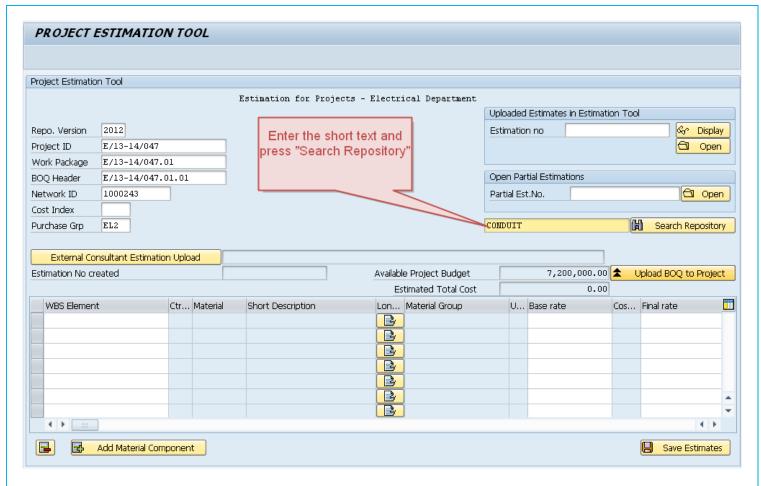
• Select purchase group from the dropdown list.

Note: One of the parameters in purchase order approval is purchase group. Therefore while selecting the purchase group in estimation tool, user must ensure that he is selecting the appropriate purchase group.

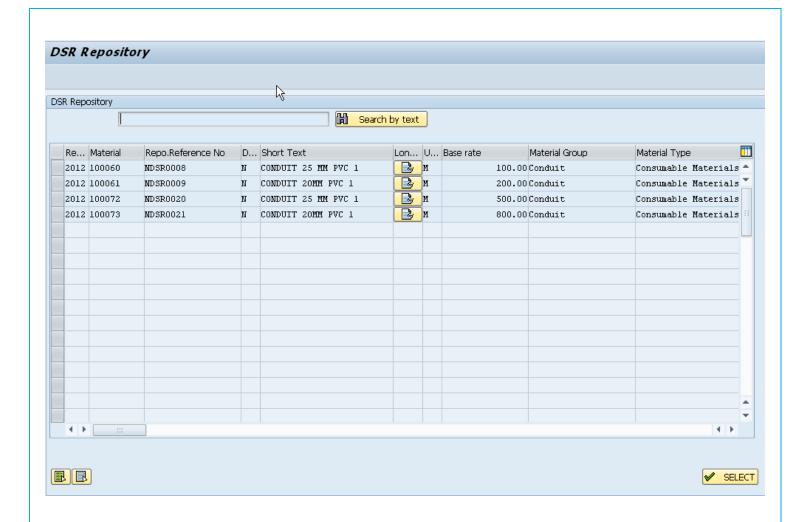


Available project budget will be displayed in the field.

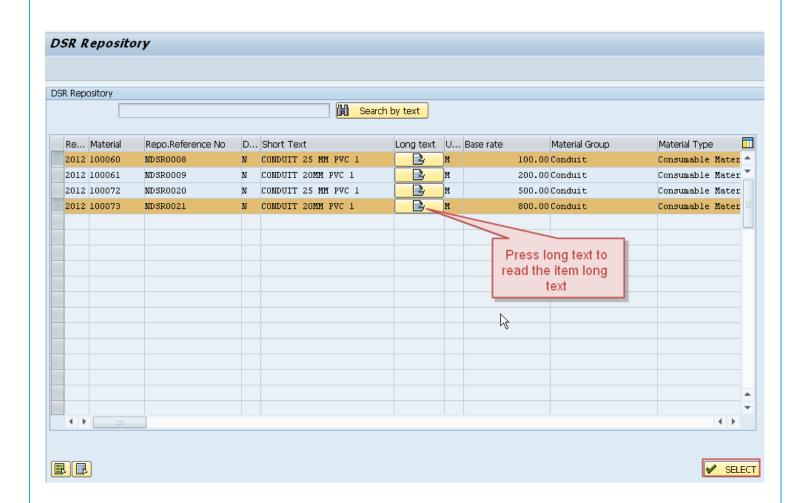
Note: For this information to be available in estimates, budget needs to be distributed from Investment Program structure to the project. Budget distribution will be performed by the responsible person from finance department.



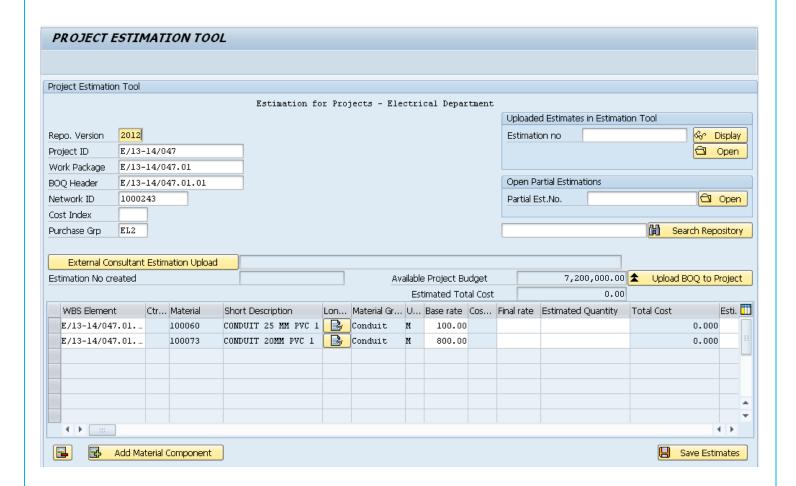
• Enter short text and press search repository button to search for DSR/NDSR items.



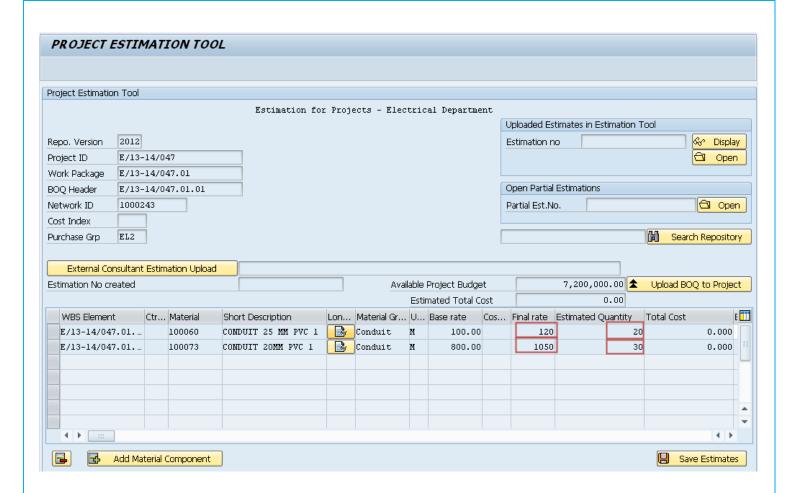
• Short text search items available for user selection in repository.



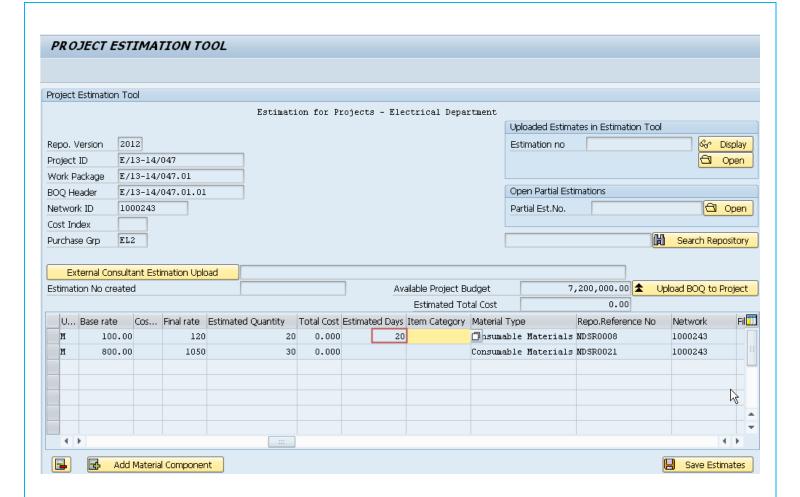
- Press the icon to view the long text of the BOQ item.
- Select BOQ items by clicking button on the extreme left of the item.
- Press select button on the screen to bring items into estimation screen.



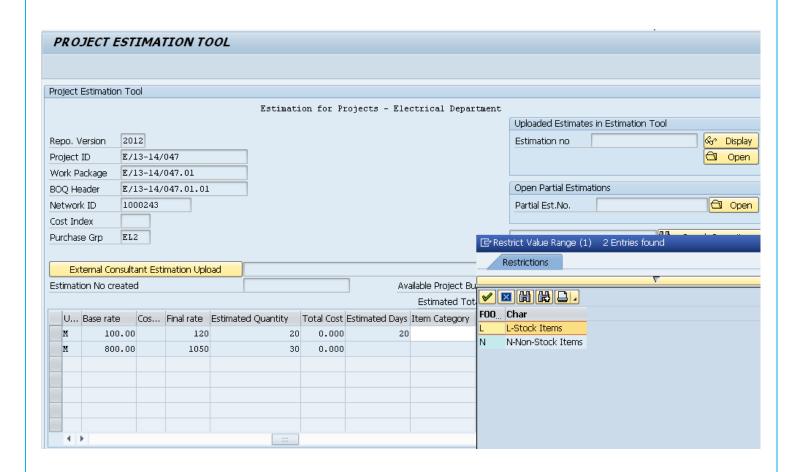
BOQ items are selected from repository to estimation tool.



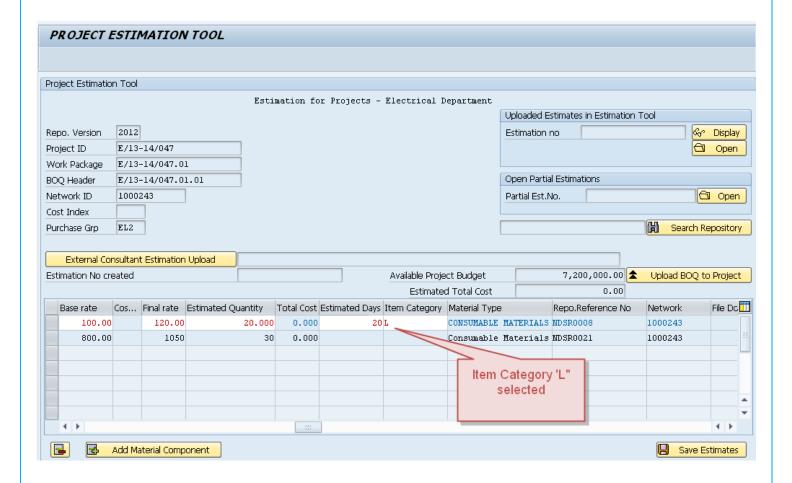
• Final rate and quantity required are entered for NDSR items in the above screen.



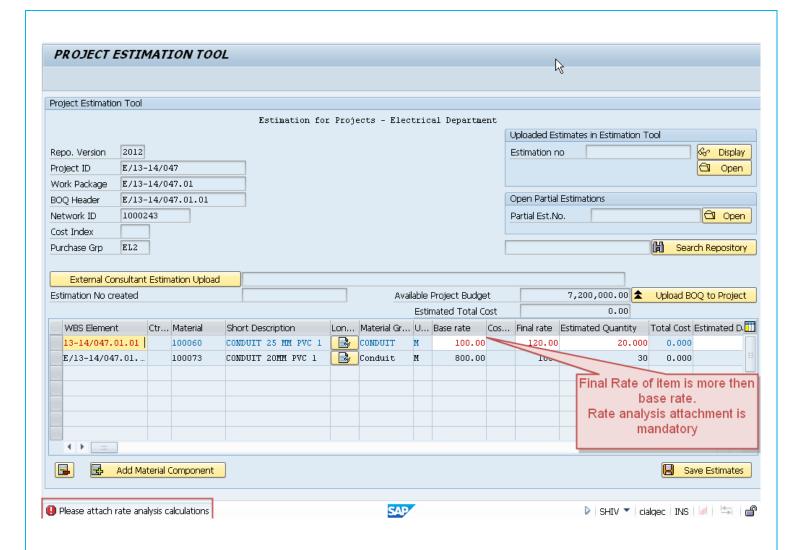
• Item category: For material items, system prompts the user select "L/N" as item category.



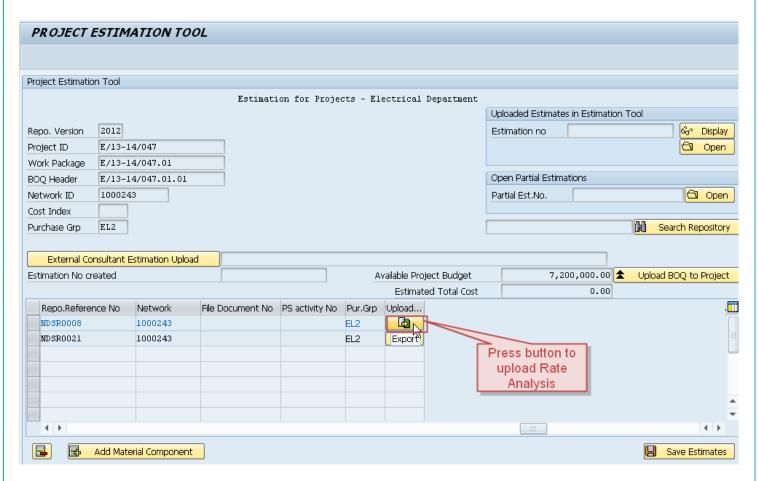
Select "L" for material to be taken as project stock item.



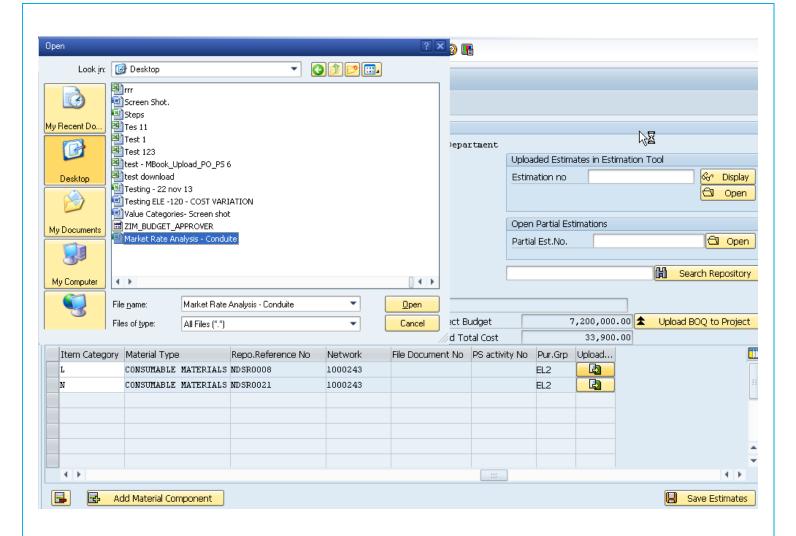
• Item category **"L"** selected.



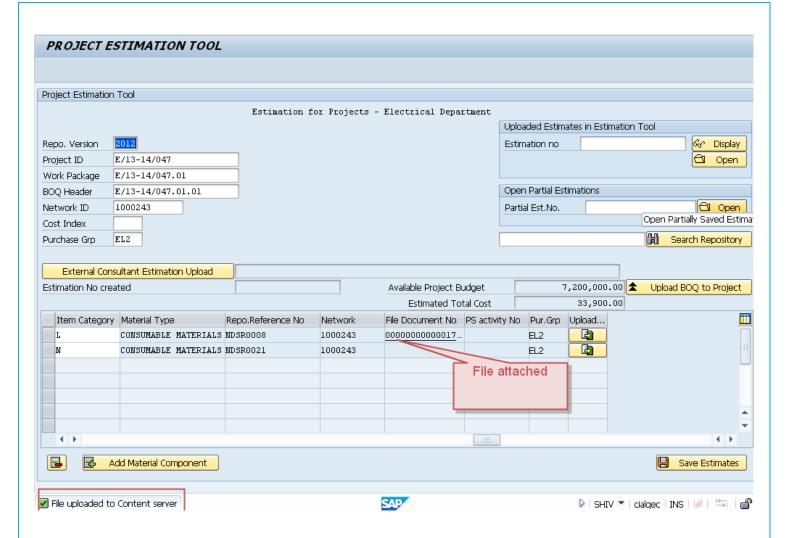
• System prompting the user to attach market rate analysis attachment for the line item.



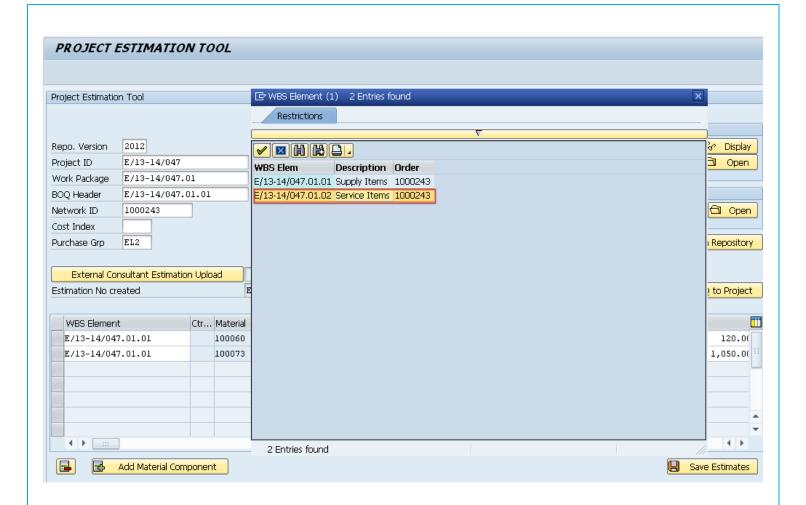
• Press button to attached the market rate analysis document for the line item.



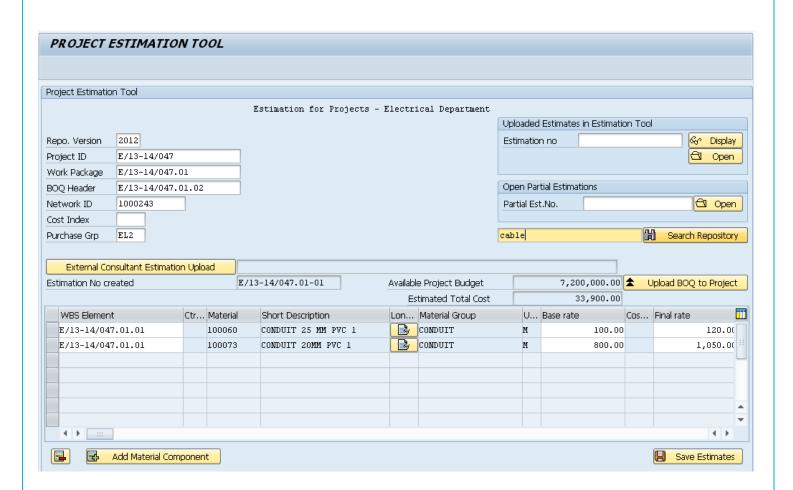
• Select the attachment and upload.



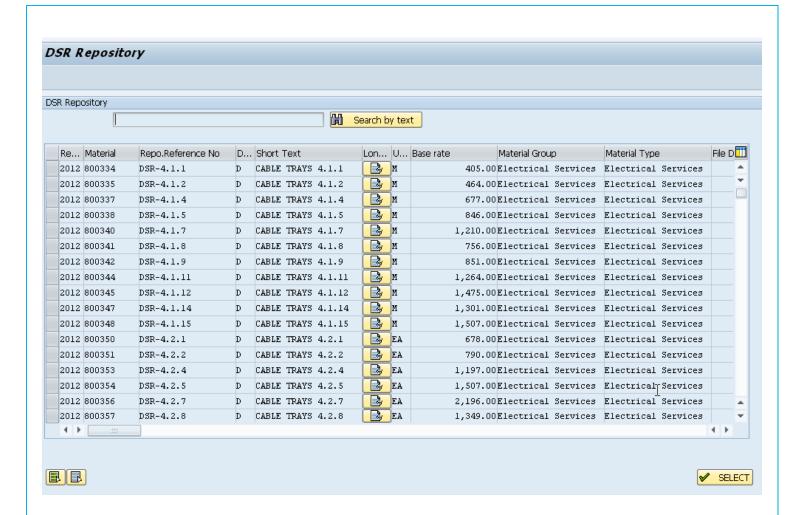
• File uploaded message appears on the screen.



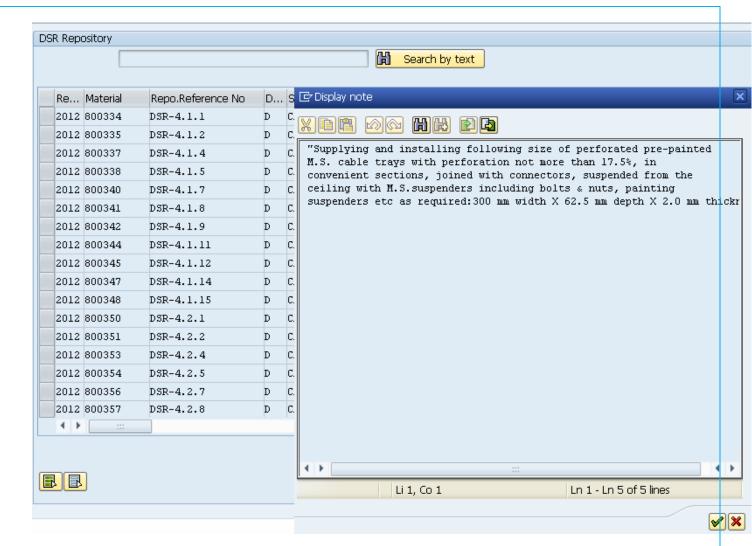
• Change the BOQ header and plan BOQ header specific items from repository.



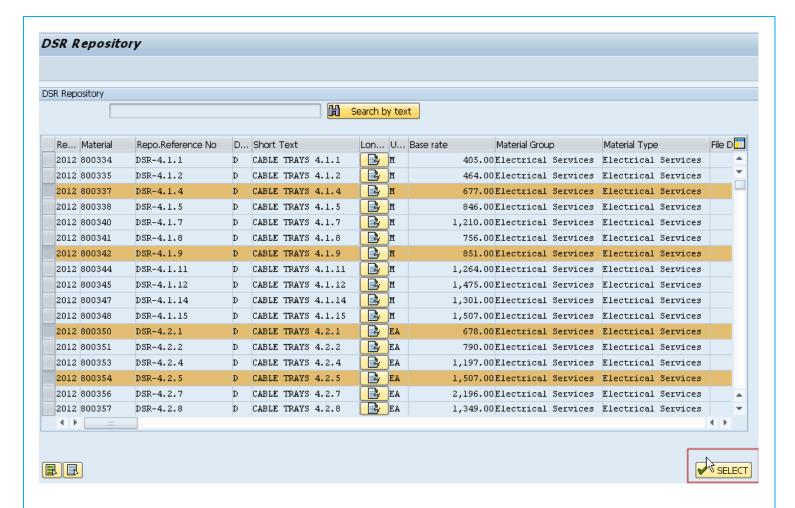
Enter short text and search items from repository.



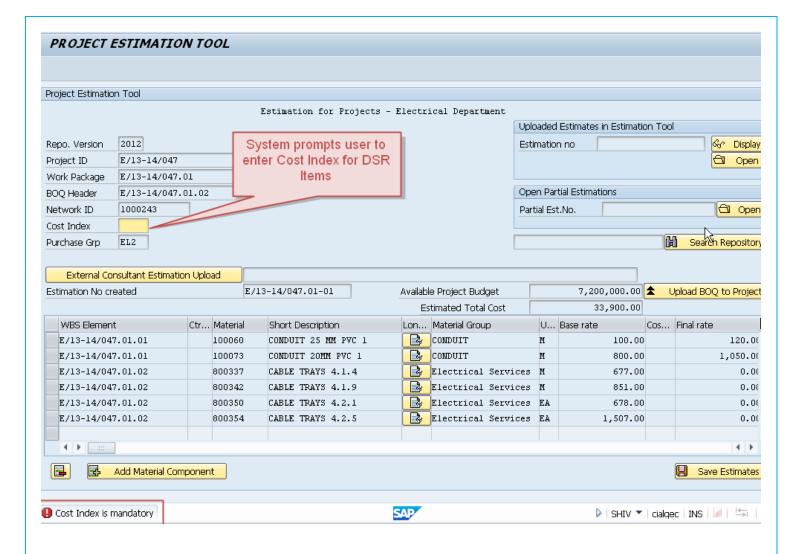
· Select BOQ items from repository.



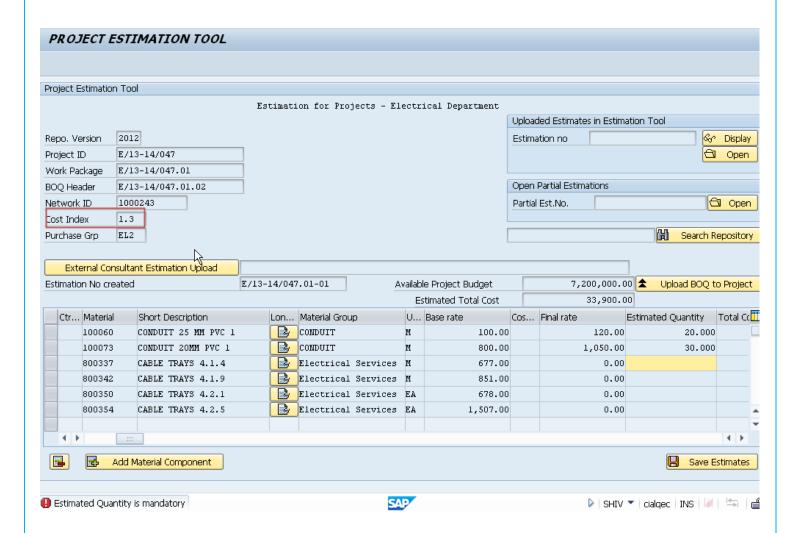
Click long text icon to see the long text of the BOQ item



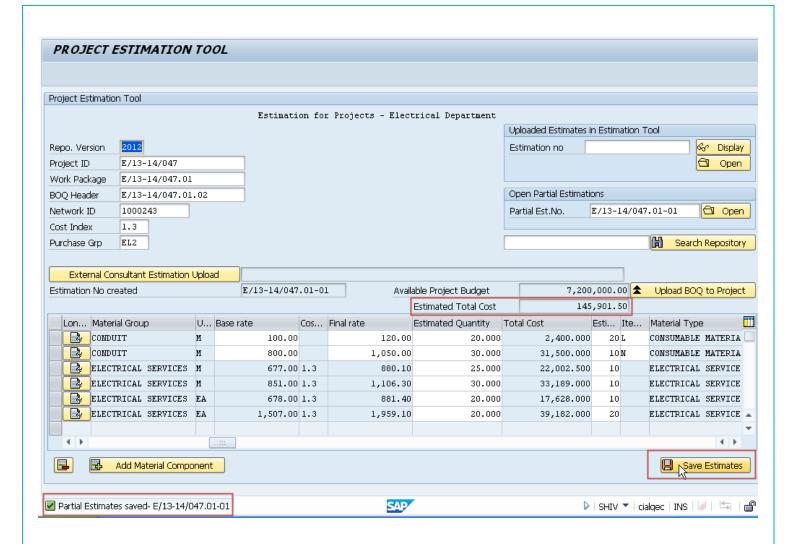
Select BOQ items required and press select button the bottom right of the screen.



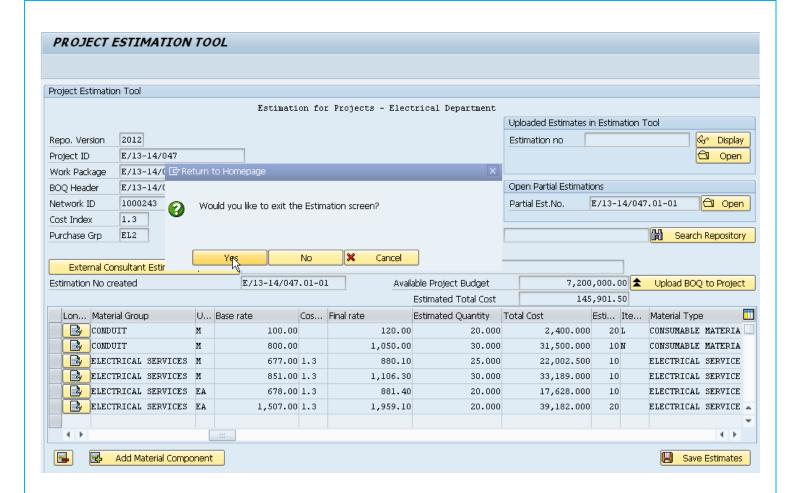
• System prompting the user to enter cost index as DSR items are selected from repository to estimation tool.



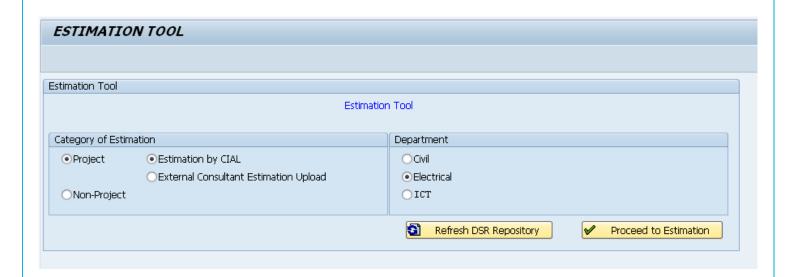
- · Cost index entered
- System prompting the user to enter the quantity for the BOQ items.

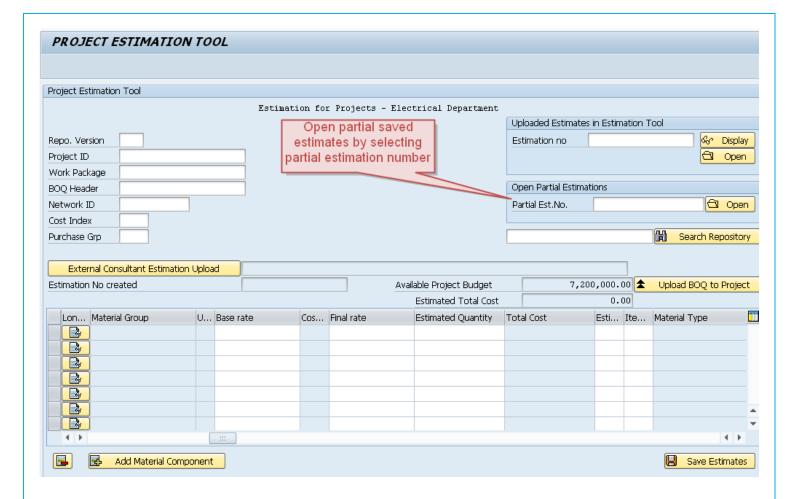


• Click save estimates to partially save the estimated.

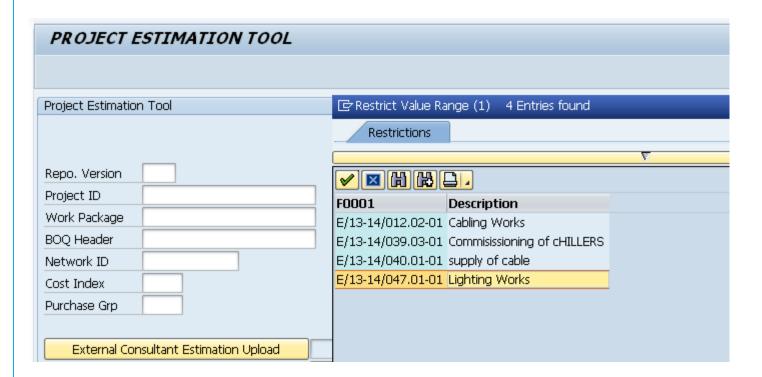


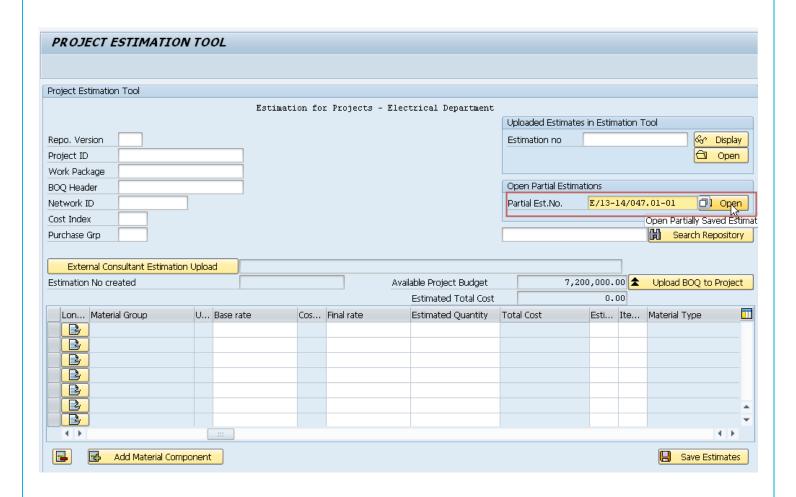
Return back from estimation screen.



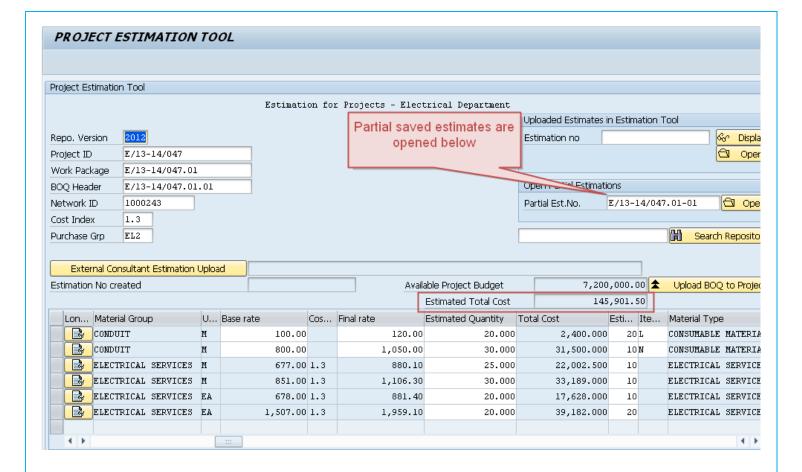


Select and enter partial estimation number from the dropdown list.

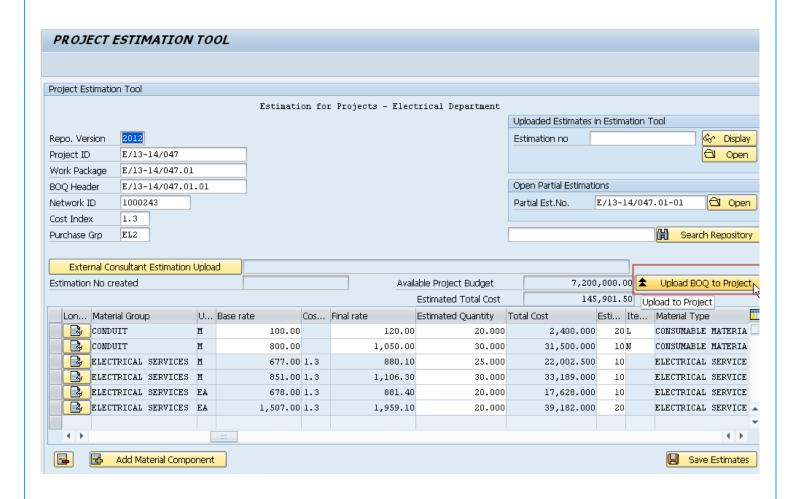




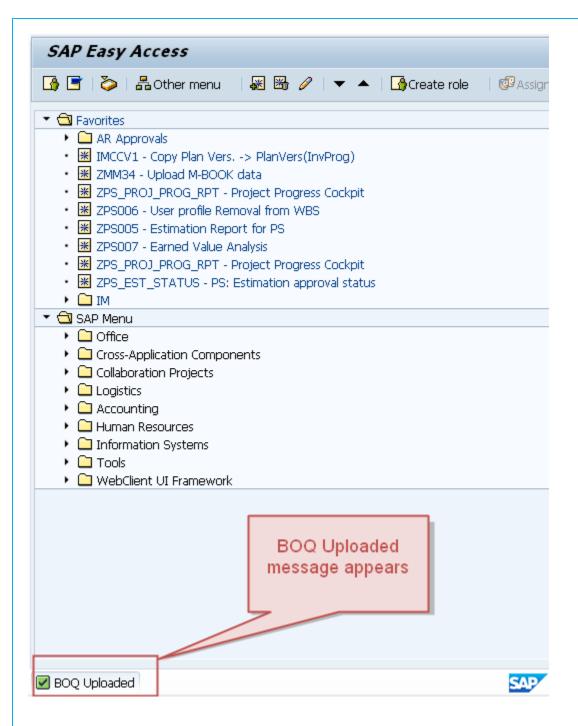
• Click on open push button.



 Partial saved estimates opened in the estimation screen for additions/deletion and changes of qty rate etc.



After completing estimation preparation, press button "Upload BOQ to Project"



• After successful upload of estimates, system generates message – BOQ uploaded