Project Management (PS)

This case study explains the project management process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

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| Product  S/4HANA 1809  Global Bike  GUI 7.50  Level  Beginner  Focus  Project Management  Authors  Martin Wassmann  Bret Wagner  Stefan Weidner  Version  3.3  Last Update  May 2019 | MOTIVATION  In the Project Management, it will be create a simple cost project, which will plan and control the development of an ultra-light racing bike.  The project will be structures using a work breakdown structure (WBS) and network activities. In the Execution phase, we will post actual dates and actual costs on activities and WBS elements. |  | PREREQUISITES  Before you use this case study, you should be familiar with navigation in the SAP system.  NOTES  This case study uses the Global Bike (GBI) data set, which has exclusively been created for SAP UA global curricula. |

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|  | Process Overview | | |
| **Learning Objective** Understand and execute an integrated project planning.  **Scenario** To edit a complete project planning process, you will take different roles in GBI, e.g. Production Supervisor and Cost Accountant. Overall, you will be working in the Project Management (PS) and Financial Accounting (FI) departments.  **Employees involved** Jun Lee ( Production Supervisor)  Jermain Kumins (Shop Floor Worker 1)  Silvia Cassano (Accounts Payable Specialist)  Jamie Shamblin (Cost Accountant) | | **Time** 140 Min. | |
|  | | |
| At the beginning of your project, you assign WBS elements, activities and milestones at Project Builder. Also, you assign milestones to your project.  In the last few steps, you create a creditor invoice for your business partner, who acts as an intermediary for the test driver and you have to pay for the entire project. | | |
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| Table of Contents  [Step 1: Create Project 4](#_Toc13840426)  [Step 2: Change Project 8](#_Toc13840427)  [Step 3: Create Relationships 10](#_Toc13840428)  [Step 4: Assign milestones 14](#_Toc13840429)  [Step 5: Release of Project 16](#_Toc13840430)  [Step 6: Reporting using cost element report 17](#_Toc13840431)  [Step 7: Analyze Project Structure 19](#_Toc13840432)  [Step 8: Further scheduling of Project 22](#_Toc13840433)  [Step 9: Post activity confirmations 24](#_Toc13840434)  [Step 10: Create single confirmation 27](#_Toc13840435)  [Step 11: Display actual cost reporting 28](#_Toc13840436)  [Step 12: Create creditor invoice 30](#_Toc13840437)  [Step 13: Display costs 31](#_Toc13840438) |

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|  | Step 1: Create Project | |
| **Task** Create a new project.  **Short Description** Use the SAP Easy Access Menu to create a new project.  **Name (Position)** Jun Lee | | **Time** 15 min |
|  | | |
| This is the Project structure of cost project P/20##, which consists of WBS elements, activities, and milestones. | |  |
| We will use the project builder to create a project “Development of Ultralight Bike”. The project consists of a work breakdown structure and network activities. | |  |
| **Note** A Work Breakdown Structure (WBS) is a model of a project and shows the required project activities in a hierarchical form. The WBS forms the basis for all subsequent planning tasks in the project. Emphasis is placed on planning, analysis, description, control, monitoring of costs, basic dates, and the budget. Costs, dates, resources, and payments are planned using the activities extrapolated to specific WBS elements. | |  |
|  | |  |
| To create a project, follow the menu path:  Logistics ► Project System ► Project ► Project Builder  Add this transaction as a Favorite, then process this transaction. | | Menu path |
| This will produce the following screen. Confirm the popup *Project Builder: Options* with . | |  |
|  | |  |
| In the popup *Project Builder: User-specific options* enter for Hierarchy levels **99** and select **Preview last project**. Leave other fields as they are. Confirm your entries by using . | | 99  Preview last project |
| To create the project P/2###, select  Create and choose **Project**. | | Project |
| **Note** Projects are tasks that have the following characteristics. Projects are usually complex and unique and involve a high degree of risk. They have precise targets that are agreed on between the contractor and the sold-to party. Projects are limited in duration and are cost and capacity intensive and involve several departments. They are subject to specific quality requirements and are of strategic significance for the business carrying them out. Projects are an integral part of the commercial processes of a business. Before you can control all the tasks that occur as part of project execution, you need a project-specific organizational form that should be in a position central to the user departments involved. | |  |
| In the screen Project builder enter in the field Project Def. **P/2###**. Remember to replace ### with your three-digit number, e.g. 003 if your number is 003. For Text (unlabeled) enter **Development of Ultralight Bike ### (I)** and select in Project Profile **Cost projects (Europe)**. Confirm your entries by using Enter. | | P/2029  Development of Ultralight Bike 029 (I)  Cost projects (Europe**)** |
|  | |  |
| Click on the  WBS Element Overview icon to create new WBS elements. Fill in the following data in the Project Builder screen. Please notice that the system will deduce the project number from the entry. Special characters such as double quotes can be configured in the SAP customizing menu. | |  |
| |  |  |  |  | | --- | --- | --- | --- | | **WBS element** | **Description** | **PE** | **Acct** | | " | Development of Ultralight Bike | 🗹 | 🗹 | | " 1 | Engineering | 🗹 | 🗹 | | " 2 | Prototype | 🗹 | 🗹 | | " 3 | Testing | 🗹 | 🗹 | | " 4 | Small series production | 🗹 | 🗹 | | " 5 | Release to mass production | 🗹 | 🗹 | | |  |
| Confirm your entries by using Enter. | |  |
| **Note** Operative indicators such as the above (”PE” and ”Acct”) control whether the WBS elements can be used for cost planning (Planning Element) and cost account (Account Assignment possible) purposes.  The hierarchy graphic can be used to edit the project as well. Please note, that the derivation of WBS element structure has determined the hierarchy from the number of the WBS elements. Naturally, this works only for numbers, which reflect a hierarchical order and are customized by a so-called number mask. | |  |
| To derive the WBS structure the number of the WBS elements choose in the menu bar:  **More** **►** **Project** **►** **Derive structure** **► Execute**. Go to the tab *Responsibilities* to assign responsible cost centers to all WBS elements. | | Menu bar |
| Assign responsible cost centers to all WBS elements. Therefore, select the Tab Responsibilities and enter the following data. | |  |
| |  |  | | --- | --- | | **WBS element** | **Resp.cost cntr** | | P/2### | EURD1000 | | P/2###-1 | EURD1000 | | P/2###-2 | EURD1000 | | P/2###-3 | EUQM1000 | | P/2###-4 | EUPR1000 | | P/2###-5 | EUQM1000 | | |  |
| Confirm your entries with Enter. | |  |
| Use to display your project structure. | |  |
|  | |  |
| To return to the Project Builder use the icon . Save your project with . | |  |
| Return to the Easy Access Menu by using the icon . | |  |
|  | |  |

|  | Step 2: Change Project | |
| --- | --- | --- |
| **Task** Change the project.  **Short Description** Use the SAP Easy Access Menu to change the project form the task above.  **Name (Position)**  Jermain Kumins | | **Time** 10 min |
|  | | |
| The project P/20## will be enhanced by network activities to detail the tasks of the WBS elements. Activities describe the process flow of the project. You can plan dates, resources and costs through network activities as well. | |  |
|  | |  |
| To change a project, follow the menu path:  **Logistics ► Project System ► Project ► Project Builder** | | Menu path |
| Click at . In the *Open Project* screen enter in Project Definition **P/2###** and choose . | | P/2029 |
| Use the  Overview icon. Choose the  Activity Overview icon. Enter the following data: | |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity** | **Description** | **Normal dura-tion in days** | **Work in hours** | **Work center** | | 0010 | General concept | 10 | 80 | DVLP1000 | | 0020 | Engineering of carbon frame | 5 | 40 | DVLP1000 | | 0030 | Engineering of steering fork | 2 | 20 | DVLP1000 | | 0040 | Purchasing of components | 1 | 5 | PROC1000 | | 0050 | Production of carbon frame | 2 | 30 | ASSY1000 | | 0060 | Production of steering fork | 1 | 10 | ASSY1000 | | 0070 | Prototype assembly | 8 | 60 | ASSY1000 | | 0080 | Wind channel test | 1 | 8 | INSP1000 | | 0090 | Stiffness test | 1 | 6 | INSP1000 | | 0100 | Testing acceleration dynamics | 1 | 5 | INSP1000 | | 0110 | Testing steering precision | 1 | 8 | INSP1000 | | 0120 | Small series production | 10 | 100 | ASSY1000 | | 0130 | Final test (internal) | 5 | 50 | INSP1000 | | 0140 | Release to mass production | 1 | 3 | INSP1000 | | |  |
| Confirm your entries by pressing Enter. | |  |
| In the Branch to the activity overview of external activities create more activities. To do so use the *Ext Processing* tab. In the Activity field enter **0045**, activate the Service Field and enter **Outsourcing gear** in Description. Confirm your entries by pressing Enter. | | 0045  Outsourcing gear |
| **Note** Use an externally processed activity to specify the necessary services to be provided by other companies to complete the activity. Carry out external processing through the purchasing department. Service activities are also used to procure services externally.  Use an internally processed activity to determine the output to be provided by machines or personnel to complete the activity. Evaluate the capacities of the various work centers involved, reschedule these capacities as necessary, and distribute the work among employees. | |  |
| In the *Service Specification: Ext. Specs f. Task List Maintain* screen enter in the first line **10,** in the field short text **Engineering,** choose for Quant. **1**, for Unit **EA** and in Gross price **2000**.  In the second line enter **20**, for the short text enter **Ext. production**, choose **1** for Quant., **EA** for Unit and enter Gross price **3000.** | | 10  Engineering  1  EA  2000  20  Ext. production  1  EA  3000 |
|  | |  |
| Confirm your entries with Enter. Go back to the *Project Builder: Project P/2###* screen by pressing once . | |  |
| On the *Prim. Costs* Tab enter for Activity **0135**, enter **Performance test by professional drivers** in Description, for Amount **10000** and **741000** for Cost Elem. | | 0135  Performance test by professional drivers  10000  741000 |
| Confirm your entries, by pressing Enter. Use the icon  to save your entries, confirm any messages. | |  |
| Return to the Easy Access Menu by using the icon . | |  |
|  | |  |

|  | Step 3: Create Relationships | |
| --- | --- | --- |
| **Task** Create the relationship structure.  **Short Description** Use the SAP Easy Access Menu to create the relationship structure.  **Name (Position)** Jermain Kumins | | **Time** 15 min |
|  | | |
| So far, the activities are all assigned to the top WBS element. In addition, there are no relationships between activities, i.e. activities so far begin all to the same time. This will be changed now. | |  |
|  | |  |
| To create the relationships, follow the menu path:  Logistics ► Project System ► Project ► Project Builder | | Menu path |
| Click at . In the *Open Project* screen enter in Project Definition **P/2###** and choose . | | P/2029 |
| In the structure tree in the left side, double click on Development of Ultralight Bike . Press the  Activity Overview Icon. | |  |
| Enter the following values: | |  |
| |  |  | | --- | --- | | Activity | WBS Element | | 0010 | P/2### | | 0020 | P/2###-1 | | 0030 | P/2###-1 | | 0040 | P/2###-2 | | 0050 | P/2###-2 | | 0060 | P/2###-2 | | 0070 | P/2###-2 | | 0080 | P/2###-3 | | 0090 | P/2###-3 | | 0100 | P/2###-3 | | 0110 | P/2###-3 | | 0120 | P/2###-4 | | 0130 | P/2###-5 | | 0140 | P/2###-5 | | |  |
| Confirm your entries with Enter. | |  |
| **Note** The activities in a project describe the various steps and the work involved in them. In the Project Builder, you can create activities for WBS elements, meaning that the activities are assigned to the WBS elements and that the planned and actual data for the activities can be aggregated at the WBS element level. Activities are linked to each other by means of relationships, and this linking results in a chronological activity sequence.  Activities also form the basis for planning the following quantity structures:   * Dates * Costs * Resources * Material requirements   In the following, we create the relationship structure as shown in the screen below. You can do this in the network graphic. In practice network graphic is not a good way to edit networks with more than about 10 activities, as you lose the overview.  Furthermore, network graphic is possible only for SAPGUI (for Windows). For this reason, we edit relationships in a tabular way (which is the productive way for large networks). | |  |
| The Graphic shows the network for development of ultra light racing bike. | |  |
|  | |  |
| The following example will show to enter the relationships between activities 10, 20 and 50. Please use the same procedure to create all relationships of the image above. | |  |
| As you can see in the image above as well as in the snippet below, activity number 20 is the successor of activity number 10. In addition, activity number 50 is the successor of number 20. Please keep in mind that only direct relationships between two activities will be created. For example, no relationship between activity 10 and 50 will be entered. | |  |
| Prozessausschnitt | |  |
| Click on your activity 10 in the structure tree on the left side . Use the  Relationship Overview button. | |  |
| Since we only care about the activities 10, 20 and 50, we will only enter **20** and mark it as successor by selecting the **Scs** flag. However, please keep in mind that you are supposed to create the relationships to 30, 40 and 45 in the same way later on. | | 20  Scs |
|  | |  |
| Confirm your entries by pressing enter. | |  |
| Please open the relationship overview for activity 20 as you did for activity 10. In this screen you can see that activity 10 was automatically added as a predecessor (flag Scs isn’t selected). | |  |
| Please enter activity **50** and mark **Scs** as successor of activity 20 and confirm your entries by pressing enter. | | 50  Scs |
|  | |  |
| You may open the relationship overview of activity 50 to verify that activity 20 was added as predecessor. | |  |
| Now populate each activity with its successors (as described in the network plan above) in the same manner. Please make sure to select **Scs** for each direct successor of the actual activity. | | Scs |
| Check the result of your work in the network graphic. For this click on . | |  |
| Use the icon  to save your entries. Return to the Easy Access Menu by using the icon . | |  |
|  | |  |

|  | Step 4: Assign milestones | |
| --- | --- | --- |
| **Task** Assign milestones to activities.  **Short Description** Use the SAP Easy Access Menu to assign milestones to activities.  **Name (Position)** Jermain Kumins | | **Time** 10 min |
|  | | |
| In the following step, we assign texts (e.g. a functional specification) to the project. We assign milestones to activities, in order to indicate important project stages. | |  |
|  | |  |
| To create the relationships, follow the menu path:  Logistics ► Project System ► Project ► Project Builder | | Menu path |
| Click at . In the *Open Project* screen enter in Project Definition **P/2###** and choose . | | P/209 |
| Furthermore, you can open your project again by double click on P/2### Place your cursor on the top WBS element (yellow triangle) P/2### in the project structure. Use the “PS Text Overview”  icon. Choose for ST **01**, for Description enter **PH-###-1** and for TT choose **EN**. | | 01  PH-2029  1  EN |
| Confirm your entries with Enter. Edit any text you wish and click on Enter. Use the Back icon  to return to the project builder main view. | |  |
| **Note** Important project stages can be indicated and described by project milestones. Milestones are assigned either to WBS elements or to activities of the project and fulfill information and documentation purposes but can trigger business processes such as progress reporting or milestone billing in the case of sales projects. In the following we create three milestones, assigned to activities 0070, 0120, and 0140. | |  |
| To assign a milestone to activity 0070 place your cursor on  activity 0070 at the structure tree on the left side. Use the .Milestone Overview icon. For Usage please enter **00004** and by Description enter **Completion: prototype**. Confirm your entries with Enter. | | 00004  Completion: prototype |
| Go to the milestone detail data. For this click on Completion: prototype. | |  |
|  | |  |
| Complete the milestone data there. In the field Usage enter **00004**. Mark the checkboxes for **Trend** **analysis**, **Progress** **analysis** and **Offset** **to** **fin.** Leave other fields as they are and confirm your entries with Enter. | | 00004  Trend analysis  Progress analysis  Offset to fin. |
| Now assign two other milestones to activities 0120 and 0140 analogously. Make sure not to assign these milestones to the same activity 0070 or, worse, to change the milestone, which you just created. Finally, you should be able to display three milestones in the structure tree on the left side. | |  |
| To do so, use the following data: | |  |
| For the activities 0120 enter for Usage **00005** and in Description enter **Completion: small series**. Mark the checkboxes for **Trend** **analysis**, **Progress** **analysis** and **Offset** **to** **fin**. | | 00005  Completion: small lseries  Trend analysis  Progress analysis  Offset to fin. |
| For the activities 0140 enter for Usage **00006** and in Description enter **Completion: release**. Mark the checkboxes for **Trend** **analysis**, **Progress** **analysis** and **Offset** **to** **fin**. | | 00006  Completion: release  Trend analysis  Progress analysis  Offset to fin. |
| Use the icon  to save your entries. Confirm the Information Pop-up and return to the Easy Access Menu by using the icon . | |  |
|  | |  |

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|  | Step 5: Release of Project | |
| **Task** Release of the Project.  **Short Description** Use the SAP Easy Access Menu to release the project.  **Name (Position)** Jun Lee | | **Time** 5 min |
|  | | |
| The project will be released. The release of the WBS elements and / or activities of the project are a precondition for the posting of actuals in the execution phase of the project. In productive environments and for large projects, only those elements will be released which are to be executed in the near future. The release of higher-level WBS elements will also release subordinate WBS elements and / or assigned activities. In the exercises, we release the project definition, thereby releasing all WBS elements and activities of the project. | |  |
|  | |  |
| To release the project, follow the menu path:  Logistics ► Project System ► Project ► Project Builder | | Menu path |
| Click at . In the Open Project screen enter in Project Definition **P/2###** and choose  . | | P/2029 |
| Choose Menu to release your project:  **More ► Edit ►Status ► Release** | | Menu bar |
| Use the icon  to save your entries. | |  |
| Confirm the Information Pop-up and return to the Easy Access Menu by using the icon . | |  |
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|  | Step 6: Reporting using cost element report | |
| **Task** Reporting using cost element report.  **Short Description** Use the SAP Easy Access Menu to report by using cost element report.  **Name (Position)** Silvia Cassano | | **Time** 10 min |
|  | | |
| By structuring the project using network activities, you have built a quantity structure with internal and external services, which can be totaled as planned costs. When releasing the activities, they are automatically calculated. From now on, planned costs can be evaluated specific to controlling periods (normally months) and specific to calculated elements. The evaluation can be done on a specific activity, but also aggregated to WBS elements and the whole project. | |  |
|  | |  |
| To report, follow the menu path:  Logistics ► Project System ► Information System ► Financials ► Costs ► Plan-Based ► By Cost Element ► Actual/Commitment/Total/Plan in CO Area Currency | | Menu path |
| Add also this transaction to your favorites menu and go into the transaction afterwards. | |  |
| If required, enter in database GL01000 and confirm. | | GL01000 |
| Enter in the selection screen for Project **P/2###**, in the Controlling Area choose **EU00**, for Plan Version **0**. Enter the **current year** for From fiscal year and in To fiscal year enter the **next year**. By From period enter **1** and in to period enter **12**. Please delete all other field entries. | | P/2029  EU00  0  current year  next year  1  12 |
|  | |  |
| The project will usually last until the next year (corresponding to the network activity durations and their relationships). Since a part of planned costs will be assigned to the next year, you would only show a part of the costs when selecting only the current year. Use the icon . | |  |
| Where do the planned costs result from, which are displayed in the report?  \_Engineering, Testing and Small Series Production | |  |
| What is the reason for the ”commitments” value?  To display the costs committed to be incurred in future for materials | |  |
| **Note** For the network activities, you specified work centers and the amount of work (in units of hours). As for the primary cost activities, you entered the costs directly. These costs are determined by network costing and will be displayed as aggregated costs for WBS elements and for the project definition. The servicing activity resulted in a purchase requisition for the purchasing department, which is displayed as commitment (value type, which displays a future obligation | |  |
| Follow the path in the menu bar:  **More ► Settings ► Options**. Then, select the Expert Mode indicator. Use the icon . | | Menu bar  Expert Mode |
| Return to the Easy Access Menu by using the icon . Confirm that you want to exit the report and leave the transaction with clicking the icon  **without** saving. | |  |
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|  | Step 7: Analyze Project Structure | |
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| **Task** Analyze the project structure.  **Short Description** Use the SAP Easy Access Menu to analyze the project structure.  **Name (Position)** Jermain Kumins | | **Time** 5 min |
|  | | |
| Using the structure information system, you can analyze the project structure as well as dates, costs and revenues (plan and actuals) of one or many projects. The structure information system does not only display data, but you can edit the project from there or post activity confirmations. | |  |
|  | |  |
| To analyze the project structure, follow the menu path:  Logistics ► Project System ► Information System ► Structures ► Structure Overview | | Menu path |
| If required, enter in the PS Info Profile filed **GL01000** and confirm with Enter. | | GL01000 |
| In the selection screen enter for Project **P/2###** and leave the other fields as they are. Use the icon for the report. | | P/2029 |
|  | |  |
| Please notice that you can analyze the project structure as well as dates and costs (plan, actual) using this report. You can always refresh the report with **Refresh** in the menu, in order to show changed data. | |  |
| **Take a screenshot of this screen and submit to BB for grading**    Please write down the network number, which is the one in front of your activity numbers. 4000028 | |  |
| Leave this transaction using the icon  **without** saving the report and click on . | |  |
|  | |  |

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| --- | --- | --- |
|  | Step 8: Further scheduling of Project | |
| **Task** Further scheduling of the Project.  **Short Description** Use the SAP Easy Access Menu for further scheduling of the project.  **Name (Position)** Jun Lee | | **Time** 10 min |
|  | | |
| In the following step, you will use the project planning board to plan the project P/20## further. The project planning board is an interactive Gantt chart, which is particularly useful for the planning of dates and resources. In our project, the scheduling of network activities has already planned dates. Network scheduling works in principle using the durations of the activities and their relationships. The scheduled dates of the activities are aggregated to the WBS elements (to which the activities are directly assigned). They can be further aggregated within the work breakdown structure (i.e. to the higher level / top level WBS elements). | |  |
|  | |  |
| To change your project using the project planning board, follow the menu path:  Logistics ► Project System ► Project ► Project Planning Board ► Change Project | | Menu path |
| Enter for Project def. **P/2###**, choose for Plan.board prf **GBI-PS: Bikes** and select the checkbox for **w. activities**. | | P/2029  GBI-PS: Bikes  w. activities |
| Open your project with the  button. | |  |
| You can use Drag and Drop to move the separation between tabulator and graphical area to the right. Use the icon  for the Adapt graphic area. | |  |
| **Note** If the columns ID and Description are not shown please press Field selection .  In the new screen select **Identification** and **Description** on the right table and press  to move them to the selected fields on the left-hand site.  Afterwards confirm your selection by clicking . Back in the Project: Change screen scroll to the right-hand site to see the columns. | |  |
| To decrease the planned costs and make the duration of the activity flexible, double click on activity **0135**. | | 0135 |
|  | |  |
| Change the Amount in **8000** and select the checkbox for **Flexible**.Leave the other fields as they are. Use the icon  to get back. The changed costs will be displayed in the planning board after performing network costing. | | 8000  Flexible |
| Use the icon . Click on **More** ► **Calculate costs**. Confirm the Pop-up with Yes. | |  |
| **Note** Because of the indicator ”flexible” the duration of activity 0135 has been linked to the duration of activity 0130, since both activities are ”parallel” and activity 0130 has a longer duration. The planned costs of activity 0135 have decreased to 8 000 and are equally distributed over the (flexible) duration of the activity. | |  |
| Double click on activity **0010**. Change the normal duration into **15** **days**. Return to the overview of the planning board by using . | | 0010  15 days |
| **Note** In the lower section of the detail screen, you see the earliest and latest dates (start, finish) of the activity, which are the result of network scheduling. The upper section of the detail screen can be used to edit restrictions, in order to fix activities in schedule. | |  |
| Although the system adjusts the length of the time bar of activity 0010 in the Gantt chart, the dates of the whole project are no longer up to date: the longer duration of activity 0010 will affect the dates of its successors. Therefore, the project will be scheduled again, to determine the dates of activities and WBS elements new. Schedule the project again. | |  |
| To do so, use the icon , then click on **Schedule**. | |  |
| Follow the menu path:  **More ► Edit ► Reconcile dates ► Extrapolate dates** | | Menu bar |
| If required select . | |  |
| Use the icon  to save your entries. Confirm the Information Pop-up and return to the Easy Access Menu by using the icon . | |  |
|  | |  |

|  | Step 9: Post activity confirmations | |
| --- | --- | --- |
| **Task** Post activity confirmations for your project.  **Short Description** Use the SAP Easy Access Menu to post activity confirmations for your project  **Name (Position)** Jamie Shamblin | | **Time** 10 min |
|  | | |
| In the execution phase, we post actuals (actual dates, actual costs, material movements, capacity utilization) to the project. A prerequisite for the posting of actuals is always the release of the associated project object. We have already released the entire project. | |  |
|  | |  |
| To post activity confirmations, follow the menu path:  Logistics ► Project System ► Project ► Project Planning Board ► Change project | | Menu path |
| Enter for Project def. **P/2###**, choose for Plan. board **GBI-PS: Bikes** and select the checkbox for **w. activities**. Open your project with the  button. | | P/2029  GBI-PS: Bikes  w. activities |
| Select activity **0010** on the left side. Use in the menu bar **Confirm activity**. | | 0010 |
| In the detail screen of the confirmation, use for the field Actual **today’s date**, for Finish **today’s date plus 3 weeks** and enter for Actual: Work **95** instead of 80 hours. Leave the other field as they are. | | today’s date  today’s date plus 3 weeks  95 |
|  | |  |
| Use the icon  to return to the overview of the project planning board. Confirm any warning message with . Use the icon  and then click on **Schedule**. | |  |
|  | |  |
| **Take a screenshot of this screen and submit to BB for grading**    Use the icon  to save your entries and return to the Easy Access Menu by using the icon . | |  |
|  | |  |

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|  | Step 10: Create single confirmation | |
| **Task** Create a single confirmation.  **Short Description** Use the SAP Easy Access Menu to create a single confirmation.  **Name (Position)** Jermain Kumins | | **Time** 5 min |
|  | | |
| Follow the menu path:  Logistics ► Project System ► Information System ► Structures ► Structure Overview  If required, enter in the PS Info Profile filed **GL01000** and confirm with Enter. | | Menu path  GL01000 |
| In the selection screen enter for Project **P/2###** and leave the other fields as they are. Use the icon  for the report. Use the icon . Select activity **0020 Engineering of carbon frame** on the left side. | | P/2029  0020 |
| To create a single confirmation for activity 0020, follow the path in the menu bar:  More ► Extras/environment ► Confirm ► Individual confirmation | | Menu bar |
| In the detail screen of the confirmation, please enter for Actual: Start **as scheduled earliest start**, for Actual: Finish **as scheduled earliest finish** and for Actual: Work enter **42** instead of 40. | | as scheduled earliest start as scheduled earliest finish  42 |
| Save your confirmation with the icon  and return to the structure information system. **Refresh** your data. Leave the transaction  without saving. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 11: Display actual cost reporting | |
| **Task** Display the actual cost reporting.  **Short Description** Use the SAP Easy Access Menu to display the actual cost reporting.  **Name (Position)** Silvia Cassano | | **Time** 5 min |
|  | | |
| The actual costs will be analyzed using the cost element report. | |  |
|  | |  |
| To report, follow the menu path:  Logistics ► Project System ► Information System ► Financials ► Costs ► Plan-Based ► By Cost Element ► Actual/Commitment/Total/Plan in CO Area Currency | | Menu path |
| If required, enter in database GL01000 and confirm. | | GL01000 |
| Enter in the selection screen for Project **P/2###**, in the Controlling Area choose **EU00**, for Plan Version **0**. Enter the **current year** for From fiscal year and in To fiscal year enter the **next year**. By From period enter **1** and in to period enter **12**. Please delete all other field entries. Then click on . | | P/2029  EU00  0  current year  next year  1  12 |
| Display the line items for the cost element 800000. Double click on the Cost element **800000**. This will produce the following screen. | | 800000 |
|  | |  |
| Select one of the lines of the line item report and click on . to display the original document. For further details click on . | |  |
| **Note** Accounting documents (i.e. financial accounting, controlling, profit center accounting, profitability analysis, etc.) which result from the original document, can always be viewed within the line item report, using menu bar:  **More** **► Environment** **► Accounting Documents**. | | Menu bar |
| Use the icon  to return to the SAP Easy Access Menu. Confirm any Pop ups. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 12: Create creditor invoice | |
| **Task** Create a creditor invoice.  **Short Description** Use the SAP Easy Access Menu to create a creditor invoice.  **Name (Position)** Jamie Shamblin | | **Time** 5 min | |
|  | | | |
| Before the general release for mass production, the ultralight racing bikes are tested by professional bikers. After testing, the professionals send an invoice to the enterprise for their service. This leads to further actual costs in the project execution. | |  | |
|  | |  | |
| To create a creditor invoice, follow the menu path:  Accounting ► Financial accounting ► Accounts Payable ► Document Entry ► Invoice | | Menu path | |
| If required enter **DE00** for Company Code. | | DE00 | |
| In the following screen, enter for Vendor **114000**, choose the **today’s date** for the Invoice and enter for Amount **9700**. In the text field enter **Invoice for performance testing**. For G/L acct enter **741000** and **\*** in the Amount in doc.curr. field. Leave the Tax code blank and enter for Network **Your network** (please have a look into page 21) and for Trans. No choose **135**. | | 114000  today’s date  9700  Invoice for performance testing  741000  \*  Your network  135 | |
|  | |  | |
| **Note** For the ”network” and ”Trans.” fields, you have to scroll the table to the right. Please notice, that this sort of table is adjustable specific to the user (table control), so users can fix the order and sizes of columns according to their specific needs. You can find the number of your network using matchcode (F4 help) or the structure overview, session 3. | |  | |
| Post the invoice. Use the icon . | |  | |
| Use the icon  to return to the SAP Easy Access Menu, confirm any popup. | |  | |
|  | |  | |

|  | Step 13: Display costs | |
| --- | --- | --- |
| **Task** Display the costs of the project.  **Short Description** Use the SAP Easy Access Menu to display the costs of the project  **Name (Position)** Silvia Cassano | | **Time** 5 min |
|  | | |
| Before the general release for mass production, the ultralight racing bikes are tested by professional bikers. After testing the professionals send an invoice to the enterprise for their service. This leads to further actual costs in the project execution. | |  |
|  | |  |
| To display the current costs, follow the menu path:  Logistics ► Project System ► Information System ► Financials ► Costs ► Plan-Based ► By Cost Element ► Actual/Commitment/Total/Plan in CO Area Currency | | Menu path |
| If required, enter in database GL01000 and confirm. | | GL01000 |
| Enter in the selection screen for Project **P/2###**, in the Controlling Area choose **EU00**, for Plan Version **0**. Enter the **current year** for From fiscal year and in To fiscal year enter the **next year**. By From period enter **1** and in to period enter **12**. Please delete all other field entries. Click on . | | P/2029  EU00  0  current year  next year  1  12 |
| Perform a drilldown to cost element 741000, in order that the line items, with the result in the total value of 9700 EUR is displayed. To do so double click on the Cost element **741000**. In the popup select *Project actual cost line items* by double click it. | | 741000 |
| Make a drill down on the line item, to display the original document, by which the business transaction was posted. | |  |
| Double click the line item report. In this case the original document is a financial accounting document (expense to creditor), resulting from the creditor invoice of the task before.  **Take a screenshot of this screen and submit to BB for grading**    Return to the actual cost line item report . | |  |
| Check for additional accounting documents, which were posted together with the creditor invoice. Display the controlling document using the menu bar:  **More ► Environment ► Accounting documents** | | Menu bar |
| Select the controlling document by double click it. | |  |
| Which cost object was accounted by the creditor invoice?  PRJ P/2029\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| By drilldown on the totals line (click  on left side) you see, that network activity 0135 was accounted. | |  |
| Return from the controlling document to the line item report and further to the cost element report. | |  |
| Use the icon  to return to the SAP Easy Access Menu, confirm any popup without saving an extract. | |  |
|  | |  |