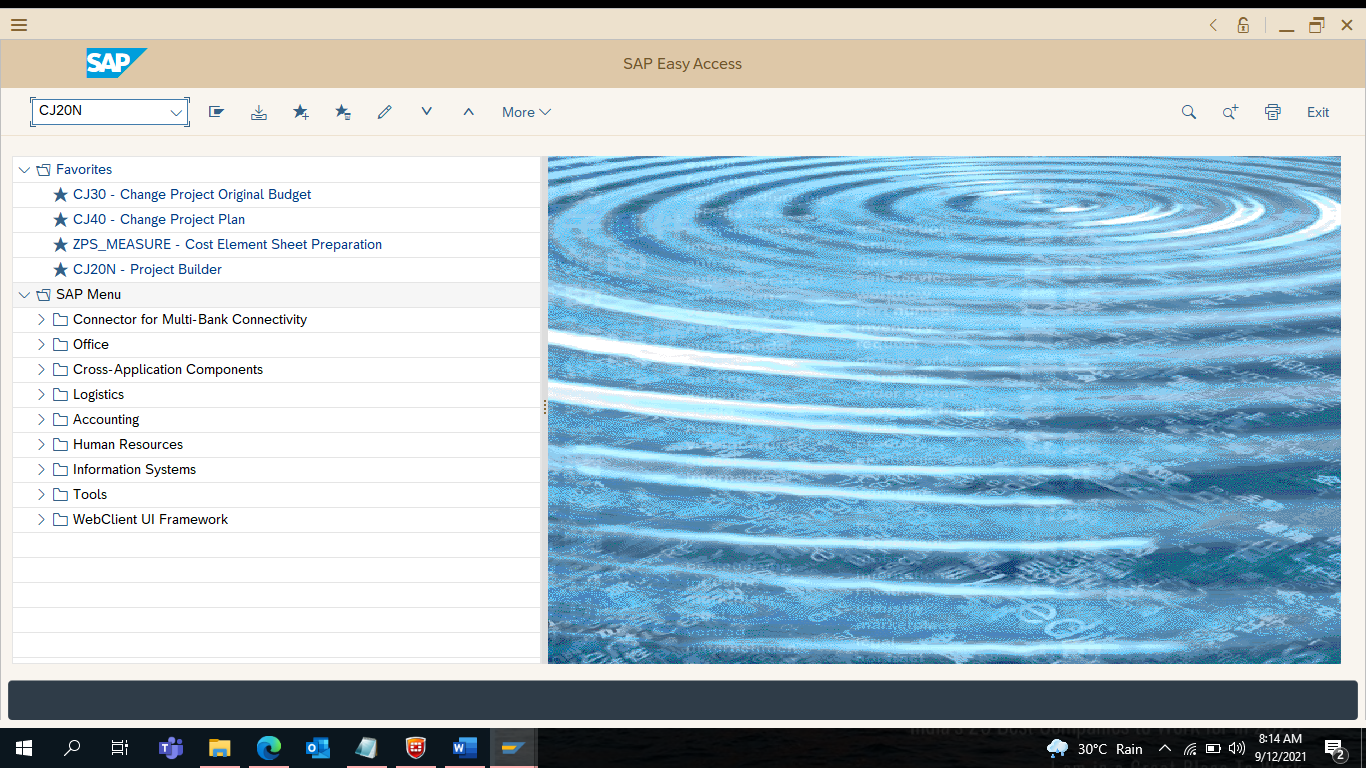


SAP PS USER MANUAL

1) Login to SAP with your USER ID and Password

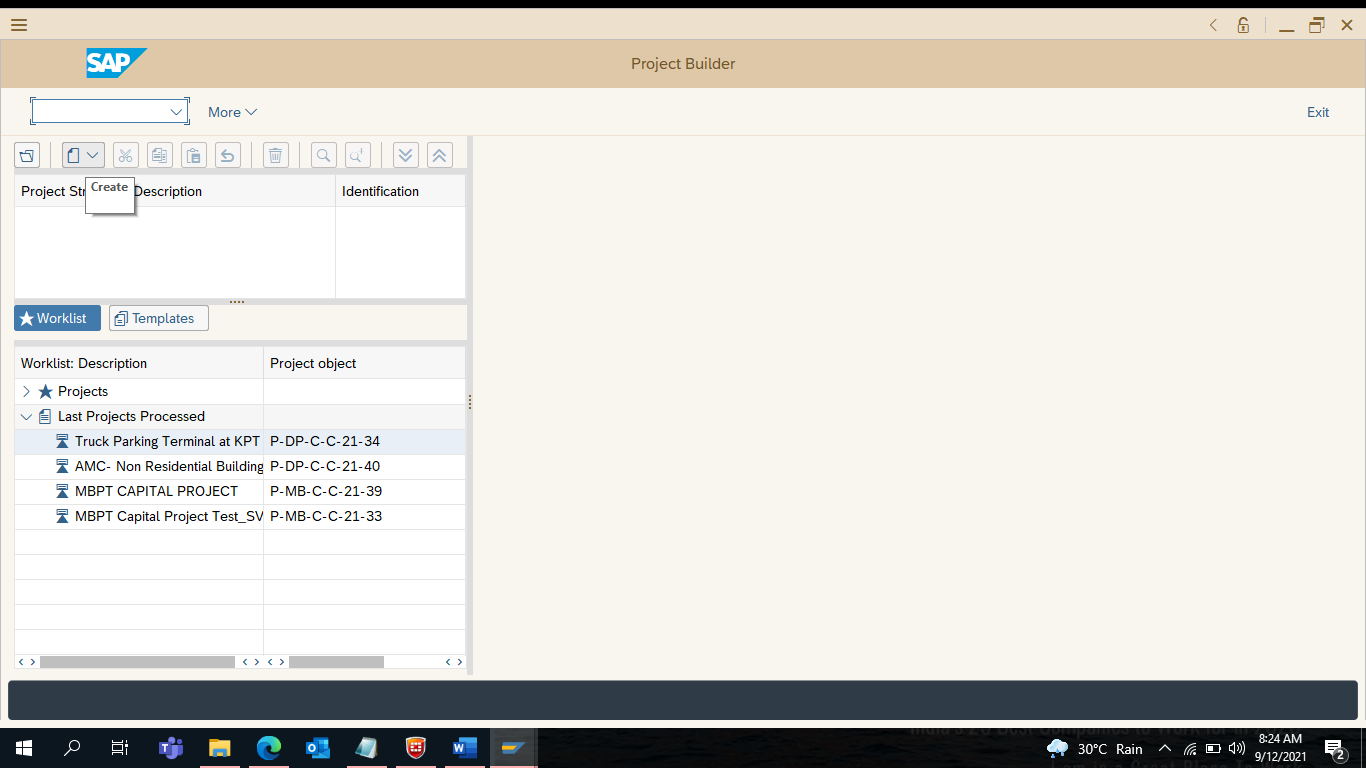
SAP Easy Access Screen will display :

Enter CJ20N (in TCode Box) – to go to Project Builder



2) To Create New Project

Click on Icon Create



|  |
| --- |
| 3) Select on Project    4) Enter Project Definition    5) Enter Project Definition : P-DP-C-C-21-01  Click on Find Search for New Open Number of Project  System shows you the Open Number : P-DP-C-C-21-45….. Click on Continue [ \_/ ]    6) Enter Short Description (allows only 40 characteristics) : SIC 14 MW Wind Power Project  Click on Intermediate Save Tab  Note : Intermediate Save - will save instantly and active in Project Builder  Save – will save and comes out of the Project Builder    7) Select Project Profile from the drop down : **New Capital Project Profile-DPT**  Click on Intermediate Save Tab    8) Enter Start Date and Finish Date  Enter Profit Center of DPT : 1201  Click on Save    9) Project is being created : P-DP-C-C-21-45    10) Create Level 1 WBS Element  Right Click on the Project Number  Select Create  Click on WBS Element    11) Enter WBS Element Code : P-DP-C-C-21-45  Note: Should be similar as Project Code (it’s a basic rule in SAP)  Enter Short Description : SIC 14 MW Wind Power Project Level 1 WBS  Under Operative Indicators - Check [\_/] Planning Elements    12) Create Level 2 WBS Element  Right Click on the Level 1 WBS Element  Select Create  Click on WBS Element    13) Level 2 WBS Element is assigned by System Automatically : P-DP-C-C-21-45-01  Enter Short Text : Construction, Erection & Commissioning    14) Create Network :  Right Click on Level 1 WBS Element  Select Create  Click on Network    15) Enter Short Text : SIC 14 MW WP Network  Click on Intermediate Save    16) Enter Scheduling Type from the drop down Menu    17) Click on Save  Network Created : 401000955  Click on Exit    18) Enter ZPS\_MEASURE (Screen with display) |
| 19) Select Version[ 1] under Measurement Sheet Version Box  Select Version [ 1 ] To Create Block Estimate in ZPS\_MEASURE  Click on Measurement Sheet Entries      21) Select N (for Services) under item Category    22) Enter Cost Element Number : 41400008  Enter Service Item No.  Ex. 8300001679 under Material/ Service Box  Click on Enter    23) Click on Input Measurements Tab (in the Middle)    24) Enter Description and Number.. Number… Each…. Remarks in the last  Click on Save & Exit    25) Click on Save Input Database    26) Click on YES to Save the Measurement Sheet Entries in the DB    27) Click on Measurement Sheet Entries    28) Click on Transfer to Abstract (CJ40)    29) Click on YES to Process with CJ40    30) Workflow Released for Approval will trigger for Version [ 1 ]  Click on Exit    31) Enter CJ40  Click on Enter    32) Change Cost Planning Initial Screen will display    33) Select Planned Total Column  Right Click on Planned Total…. Select Total Up    34) Click on [ \_/ ]    35) Cost Planning of Version [ 1 ] completed  Click on Save without Check    36) Check Notification.. Data was Saved in the bottom  Click on Exit    37) Enter CJ20N  Click on Enter    38) Select the Current Project  User Status showing BEPR – Block Estimate Prepared    39) Change the User Status to BEAP  Double Click on BEAP – Block Estimate Approved by CA  Click on Exit    40) Click on Save  Click on Exit    41) Enter ZPS\_MEASURE  Click on Enter    42) Select Version[ 2 ] under Measurement Sheet Version Box  Select Version [ 2 ] To Create Detailed Estimate in ZPS\_MEASURE    43) Select [ \_/ ] Copy Measurement Sheet Elements from Version 1  Click on Measurement Sheet Entries  Click on Enter    44) Click on Save Input Database Tab  Measurement Sheet Version [ 2 ]    45) Click on Save  Confirm YES to Save the Measurement Sheet Entries in the DB    46) Click on Measurement Sheet Entries    47) Click on Transfer to Abstract (CJ40)    48) Confirm YES to Process with CJ40    49) Workflow Released for Approval for Version [ 2 ]  Click on [ \_/ ]  Click on Exit    50) Enter CJ40  Click on Enter    51) Select Planned Total Column  Right Click on Total Up    52) Click on [ \_/ ] Continue  Click on Save  Click on Exit    53) Enter CJ20N  Click on Enter    54) Select the Current Project  User Status showing DEPR – Detailed Estimate Prepared    55) Double Click on DEAP – Detailed Estimate Approved  Click on Exit    56) Enter ZPS\_TRANSFER **(To Transfer Services)**  Click Enter    57) Enter Project Definition – P-DP-C-C-21-45  Select Service Activity Group  One Service Activity – One Service ID  Click on Execute    58) Network Changed – Update CJ20N Activity Services Values from CJ40  Click on Exit  Click on Exit    59) Enter ZPS\_TRANSMAT **(To Transfer Materials – If Applicable only Use)**  Click Enter    60) Enter Current Project Definition : P-DP-C-C-21-45  Click on Execute    61) Network Changed – Update CJ20N Activity Services Values from CJ40  Click on Exit…… Click on Exit….    62) Enter CJ20N  Click on Enter  Select the Current Project    63) Expand the Project Structure    64) Click on the Service Network – Land Development ID : 401000955/10    65) Enter Purchase Group – 302 MEED (**Respective Division have to take**) – Land Development  Similarly Click Civil Works and Enter Purchase Group – 302 MEED    66) Enter Material Group : 81000000 – Land Development  Similarly Enter Material Group : 81000000 to Civil Works    67) Double Click on Administrative Approval (for Purchase Requisition)  Change User Status to ADMN – Administrative Approval    68) Double Click on Technical Sanctioned Received  Click on Exit    69) Enter CJ30 – for Budget Allocation  Click on Enter    70) Click on Enter (on View of this Screen)    71) Select total Rows  Right on Budget Column  Select Copy View    72) Select 05 – Planned Total from the Menu and double click  Click Enter    73) Select Add and [ \_/ ] Continue  Click on Save  Click on Exit    74) Enter CJ20N  Click on Enter    75) Select Project Definition  Go to More  Select Project…. Edit… Status…. Release  Click on Intermediate Save    76) Click on Services (or) Materials  **Purchase Requisition Number Generates** |