Project Management (PS) Case Study

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

Product
SAP ERP
G.B.I.
Release 6.07

Level
Beginner

Focus
Project Management

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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 Inc. (G.B.I.) data set, which has exclusively been created for SAP UA global curricula.

SAP University Alliances

Process Overview

Learning Objective Understand and execute an integrated project planning.　　**Time** 140 Min.

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)

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 creditor invoice for your business partner, who acts as an intermediary for the test driver and you have to pay for the entire project.

Process description
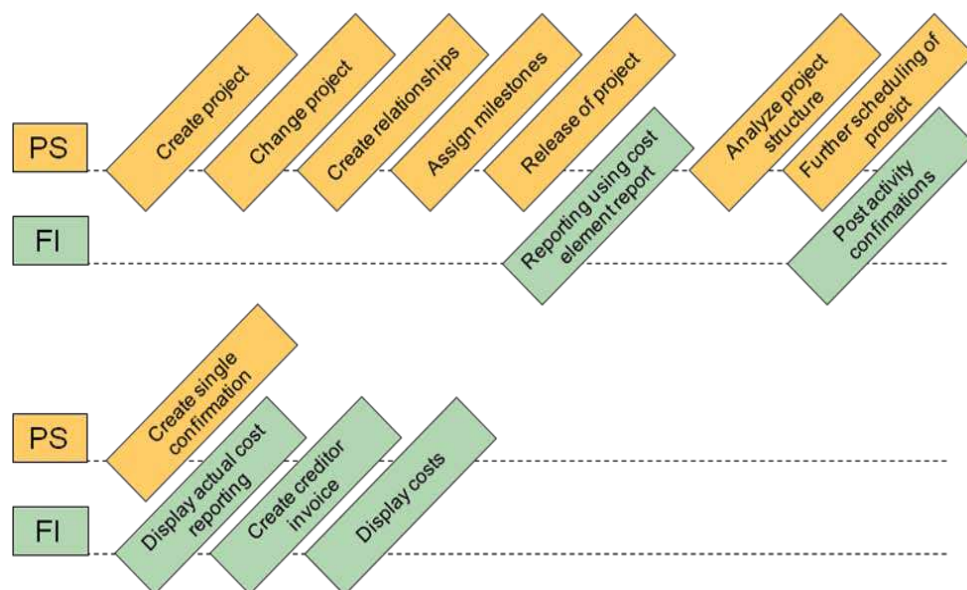
Step 1: Create Project

<table>
<tr><td>Task Create a new project.</td><td>Time 15 min</td></tr>
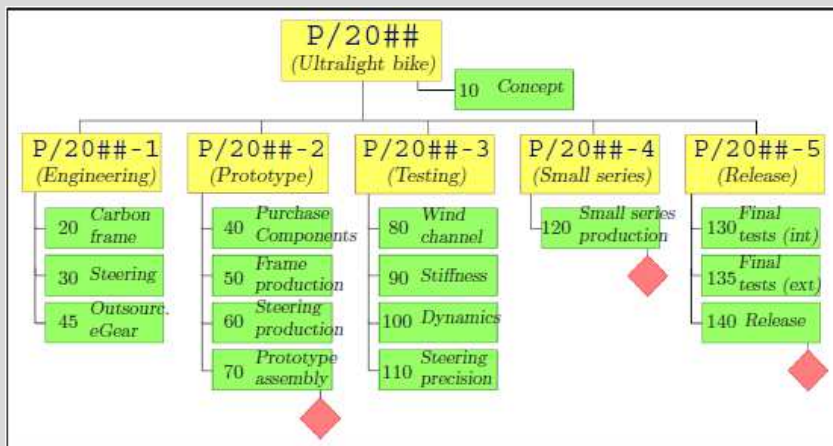<tr><td colspan="2">Short Description Use the SAP Easy Access Menu to create a new project.</td></tr>
<tr><td colspan="2">Name (Position) Jun Lee</td></tr>
</table>

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.

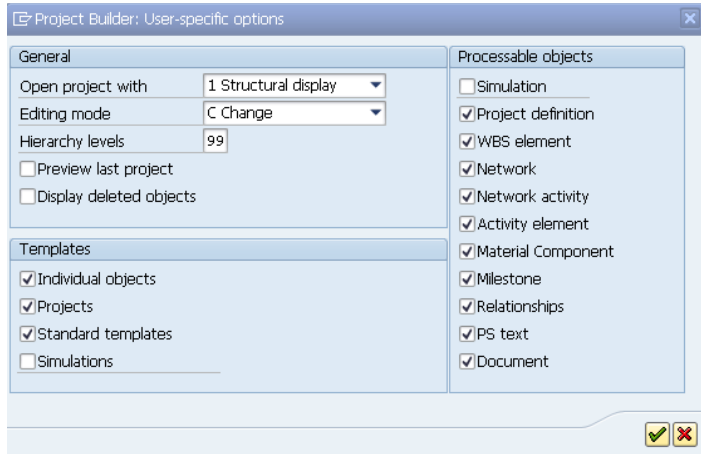To create a project, follow the menu path:

Logistics ► Project System ► Project ► Project Builder   Menu path
Add this transaction as a Favorite, then process this transaction.

This will produce the following screen.

Confirm the popup *Project Builder: Options* using the ✔ enter icon.

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 the ✔ continue icon.

To create the project P/2###, select ▱ Create and choose **Project.**

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 the ✅ continue icon.

<div style="text-align:right">

99

P/2###
Development of Ultralight
Bike ###(I)
Cost projects (Europe)

</div>
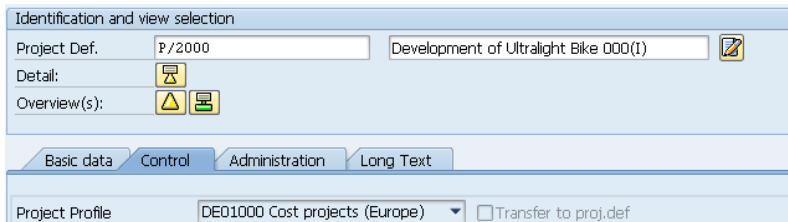
Click on the △ WBS Element Overview icon to create new WBS elements.

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 the ⊘ continue icon.

Hint Operative indicators such as the above ("PE" and "Acct") control, whether the WBS elements can be used for cost planning and cost account purposes.

Remark 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 pull down menu Project → Derive structure → Execute. Go to the tab *Responsibilities* to assign responsible cost centers to all WBS elements.

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.

Use the hierarchy graphic to display your project structure.

Use the "Hierarchy graphic" 🎛 icon.

Hint 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 return to the Project Builder use the 🏠 Back icon. Save your project with 💾

Return to the Easy Access Menu by using the 🏠 Back icon.

☐

Step 2: Change Project

Task Change the project.   **Time** 10 min

Short Description Use the SAP Easy Access Menu to change the project form the task above.

Name (Position) Jermain Kumins

The project P/20## will be enhanced by network activities (thereby detailing the information 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

Click at 📂. In the *Open Project* screen enter in Project Definition **P/2###** and choose ✔.

Use the ⚠ Overview icon. Choose the ▭ Activity Overview icon.

Enter the following data:

Activity	Description	Narmal 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 or pressing 🗸 .

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** and activate the Service Field and enter **Outsourcing electronic gear** in Description.

Confirm your entries by pressing Enter.

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 by Gross price **3000.**

10
Engineering
1
EA
2000
20
Ext. production
1
EA
3000

	Line	D..	Service No.	Short Text	Quantity	Un	Gross Price
	10	☐		Engineering	1	EA	2.000,00
	20	☐		Ext. production	1	EA	3.000,00

Confirm your entries with Enter or 🗹.

Go back to the *Project Builder: Project P/2###* screen by pressing once 🔙.

On the Prim. Costs Tab enter f or 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 Save icon 💾 to save your
entries, confirm any messages.

Return to the Easy Access Menu by using the 🏠 Back icon.

☐

Step 3: Create Relationships

Task Create the relationship structure.   **Time** 15 min

Short Description Use the SAP Easy Access Menu to create the relationship structure.

Name (Position) Jermain Kumins

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/2###

In the structure tree in the left side, double click on Development of Ultralight Bike ▼ 🖥 Development of Ultralight Bike . Press the ▬ Activity Overview Icon.
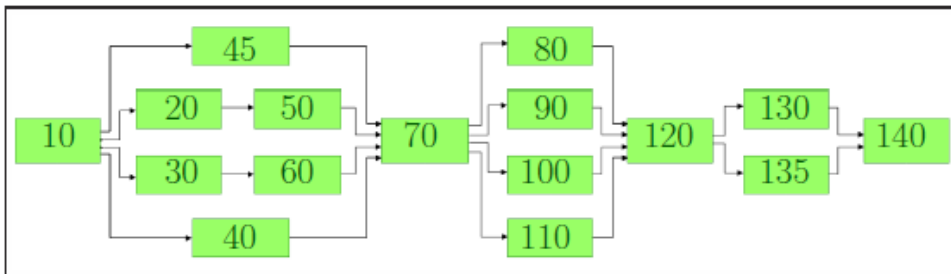
Enter the following values:

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 ✅

Hint 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 10. 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.
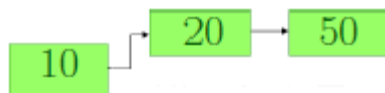
Click on your activity 10 in the structure tree on the left side
• ▭ General concept   4000000 0010 . Use the ⚙ Relationship Overview button.

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.
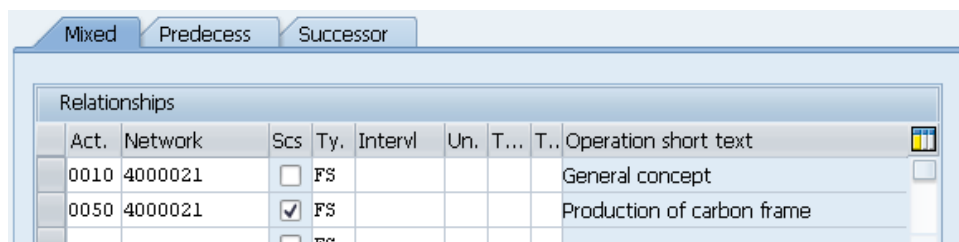
Act.	Network	Scs	Ty.	Intervl	Un.	T...	T..	Operation short text	
20		☑	FS						
		☐	FS						

Tabs: Mixed | Predecess | Successor
Relationships

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 as successor of activity 20 and confirm your entries by pressing enter.

	Act.	Network	Scs	Ty.	Intervl	Un.	T...	T..	Operation short text	
	0010	4000021	☐	FS					General concept	
	0050	4000021	☑	FS					Production of carbon frame	
			☐	FS						

Tabs: Mixed | Predecess | Successor
Section: Relationships

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 (like stated on the network plan above) in the same manner. Please make sure to select Scs for each direct successor of the actual activity.

Check the result of your work in the network graphic. For this click on ⊞.

Use the Save icon 💾 to save your entries.

Return to the Easy Access Menu by using the 🏠 Back icon.

 Step 4: Assign milestones

Task Assign milestones to activities. **Time** 10 min

Short Description Use the SAP Easy Access Menu to assign milestones to activities.

Name (Position) Jermain Kumins

In the following 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/2###

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 "PX Text Overview" 🔲 icon. Choose for ST **01**, for Description and enter **PH-###-1** and for TT choose **EN**.

01
PH-###
1
EN

Confirm your entries with Enter or ✅.

Edit any text you wish and click on Enter.

Use the 🔙 Back icon to return to the project builder main view.

Hint 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
• 🟩 Prototype assembly 4000000 0070 activity 0070 at the structure tee on the left side. Use the ◇.Milestone Overview icon. For Usage please enter **00004** and by Description enter **Completion: prototype**. Confirm your entries with ✅.

00004
Completion: prototype

Go to the milestone detail data. For this click on Completion: prototype.

Prototype assembly	4000000 0070
◇ Completion: prototype	1

Complete the milestone data there. In the field Usage enter **00004**.In **Trend analysis**, **Progress analysis** and **Offset to fin** enter **X**. Leave other fields as they are and confirm your entries with Enter.

00004
X

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**. For **Trend analysis**, **Progress analysis** and **Offset to fin**. enter **X**.

00005
Completion: small series
X

For the activities 0140 enter for Usage **00006** and in Description enter **Completion: release**. For **Trend analysis**, **Progress analysis** and **Offset to fin**. enter **X**.

00006
Completion: release
X

Use the Save icon 💾 to save your entries.

Confirm the Information Pop-up and return to the Easy Access Menu by using the 🏠 Back icon.

Step 5: Release of Project

Task Release of the Project.	**Time** 5 min

Short Description Use the SAP Easy Access Menu to release the project.

Name (Position) Jun Lee

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/2###

Choose Menu Edit ►Status ► Release to release your project.

Use the Save icon 💾 to save your entries.

Confirm the Information Pop-up and return to the Easy Access Menu by using the 🔙 Back icon.

☐

Step 6: Reporting using cost element report

Task Reporting using cost element report.   **Time** 10 min

Short Description Use the SAP Easy Access Menu to report by using cost element report.

Name (Position) Silvia Cassano

By structuring the project using network activities, you have built a quantity structure with internal and external services, which can be calculated and will lead to 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 calculate 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/2###
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 ⊕ Execute icon.

Where do the planned costs result from, which are displayed in the report?

_____

What is the reason for the "commitments" value ?

_____

Hint 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
 Menu Setting ► Options ► Select the "Export Mode" indicator (X)

Use the ✔ continue icon.

Return to the Easy Access Menu by using the 🏠 Back icon. Confirm that you want to exit the report and leave the transaction with clicking the 🏠 Back icon without saving.

Step 7: Analyze Project Structure

Task Analyze the project structure.	**Time** 5 min

Short Description Use the SAP Easy Access Menu to analyze the project structure.

Name (Position) Jermain Kumins

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

Add also this transaction to your favorites menu and go into the transaction afterwards.

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.

P/2###

Use the ⊕ Execute icon for the report.

Project Info System: Structure Overview

No. of Project object: 28

Project object	ObjectType	ErlStrt(	LtFin (	Actl.Sta	Finish(A	Project cost sch 000	Actual costs
P/2000	Project de	08.07.13	18.08.13			36.250,00 EUR	0,00 EUR
P/2000	WBS elemen	08.07.13	18.08.13			36.250,00 EUR	0,00 EUR
FuncDesc	PS text						
4000000	Network	08.07.13	18.08.13			19.000,00 EUR	0,00 EUR
4000000 0010	Int. Proce	08.07.13	17.07.13			4.000,00 EUR	0,00 EUR
4000000 0045	Ext. Proce	17.07.13	24.07.13			5.000,00 EUR	0,00 EUR
4000000 0135	General Co	12.08.13	17.08.13			10.000,00 EUR	0,00 EUR
P/2000-1	WBS elemen	18.07.13	23.07.13			3.000,00 EUR	0,00 EUR
4000000 0020	Int. Proce	18.07.13	22.07.13			2.000,00 EUR	0,00 EUR
4000000 0030	Int. Proce	18.07.13	23.07.13			1.000,00 EUR	0,00 EUR
P/2000-2	WBS elemen	18.07.13	01.08.13			5.250,00 EUR	0,00 EUR
4000000 0040	Int. Proce	18.07.13	24.07.13			250,00 EUR	0,00 EUR
4000000 0050	Int. Proce	23.07.13	24.07.13			1.500,00 EUR	0,00 EUR
4000000 0060	Int. Proce	20.07.13	24.07.13			500,00 EUR	0,00 EUR
4000000 0070	Int. Proce	25.07.13	01.08.13			3.000,00 EUR	0,00 EUR
000000000001	Milestone	01.08.13	01.08.13				
P/2000-3	WBS elemen	02.08.13	02.08.13			1.350,00 EUR	0,00 EUR
4000000 0080	Int. Proce	02.08.13	02.08.13			400,00 EUR	0,00 EUR
4000000 0090	Int. Proce	02.08.13	02.08.13			300,00 EUR	0,00 EUR
4000000 0100	Int. Proce	02.08.13	02.08.13			250,00 EUR	0,00 EUR
4000000 0110	Int. Proce	02.08.13	02.08.13			400,00 EUR	0,00 EUR
P/2000-4	WBS elemen	03.08.13	12.08.13			5.000,00 EUR	0,00 EUR
4000000 0120	Int. Proce	03.08.13	12.08.13			5.000,00 EUR	0,00 EUR
000000000002	Milestone	12.08.13	12.08.13				
P/2000-5	WBS elemen	13.08.13	18.08.13			2.650,00 EUR	0,00 EUR
4000000 0130	Int. Proce	13.08.13	17.08.13			2.500,00 EUR	0,00 EUR
4000000 0140	Int. Proce	18.08.13	18.08.13			150,00 EUR	0,00 EUR
000000000003	Milestone	18.08.13	18.08.13				

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 ⟳, in order to show changed data.

Please write down the network number which is the one in front of your activity numbers.

_____

Leave this transaction using the ⬆ Back icon without saving the report and click on ⬆.

Step 8: Further scheduling of Project

Task Further scheduling of the Project.   **Time** 10 min

Short Description Use the SAP Easy Access Menu for further scheduling of the project.

Name (Position) Jun Lee

In the following we 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, dates have been already planned by the scheduling of network activities. 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:

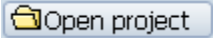**Logistics ► Project System ► Project ► Project Planning Board ► Change Project**

Menu path

Confirm the Information Pop-up ✔ OK .
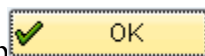
Enter for Project def. **P/2###**, choose for Plan. board **GBI-PS: Bikes** and for w. activities **X**.

. P/2###
GBI-PS: Bikes
X

Open your project with the 🗁 Open project button.

You can use Drag and Drop to move the separation between tabulator and graphical area to the right.

Use the 📊 Adapt graphic area icon.

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	Perfomance testby

Change the Amount in **8000** and for Flexible **X**. Leave the other fields as they are. Use the ✔ Back icon. The changed costs will be displayed in the planning board after performing network costing.

8000
X

Use the ▣ select all icon. Use the ▣ schedule icon. Use the ▣ calculate icon.

Confirm the Pop-up with Yes.

Hint Because of the indicator "flexible" the duration of activity 0135 has been fit 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 at activity 0010. Change the normal duration into 15 days. On the Dates tab.

15

Hint 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.

Return to the overview of the planning board. Use the ✔ Back icon.

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.
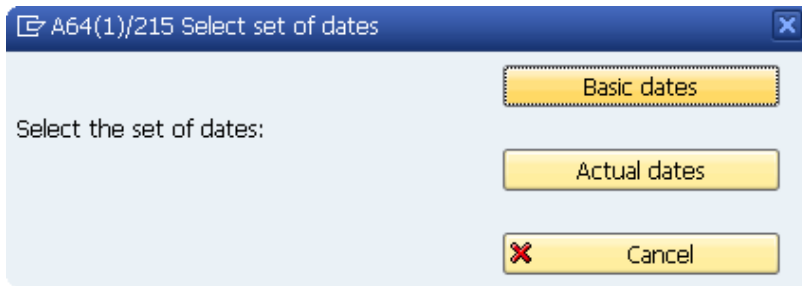
Schedule the project again.

To do so, use the ▣ select all icon, than use the ▣ schedule icon.

Follow the menu path:

Menu Edit ► Reconcile dates ► Extrapolate dates

If required select "Basic dates"

Use the Save icon 💾 to save your entries.

Confirm the Information Pop-up and return to the Easy Access Menu by using the 🏠Back icon.

Step 9: Post activity confirmations

Task Post activity confirmations for your project.   **Time** 10 min

Short Description Use the SAP Easy Access Menu to post activity confirmations for your project

Name (Position) Jamie Shamblin

In the execution phase we post actuals (actual dates, actual costs, material movements, capacity discharges) to the project. A prerequisite for the posting of actuals is always the release of the concerning project object. We have already released the entire project.

To post activity confirmations, follow the menu path: Menu path

Logistics ▶ Project System ▶ Project ▶ Project Planning Board ▶ Change project

This will produce the following screen:
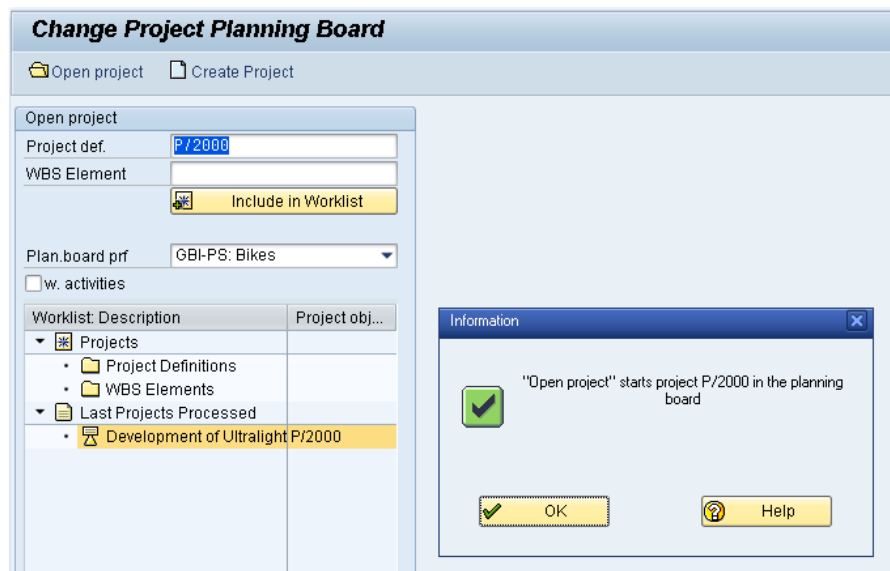
If you receive an Pop-up please confirm the upcoming message with
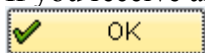
 .

Enter for Project def. **P/2###**, choose for Plan. board **GBI-PS: Bikes** and for w. activities **X**.

P/2###
GBI-PS: Bikes
X

Open your project with the [Open project] button.

Select activity 0010 on the left side. Use the ✔️ Confirm activity icon.

In the detail screen of the confirmation, use for the filed Actual: Start **today's date**, for Actual: Finish **today's date plus 3 weeks** and enter for Actual: Work **95**. Leave the other field as they are.

today's date
today's date plus 3 weeks
95

Confirm.						
Actual	09.07.2013	09.07.2013		DAY	95	HR
Forecast				DAY		HR

✔️ ⏮️ ◀️ ▶️ ⏭️ 📝 ℹ️ Status ❌

Use the ⟲ Back icon to return to the overview of the project planning board. Confirm any warning message.
Use the 📊 select all icon. Use the 📅 schedule icon.

S	Hi	ID	Description	July'11 CW 23	CW 24	CW 25	CW 26	CW 27	CW 28	CW 29	CW 30	August' CW 31
✔		P/2000	Development									
✔		P/2000	Development									
✔		0010	General concep									
✔		0045	Outsourcing ele									
✔		0135	Performance te									
✔		0150	Int. Processing									
✔		P/2000-1	**Engineering**									
✔		0020	Engineering of									
✔		0030	Engineering of									
✔		P/2000-2	**Prototype**									
✔		0040	Purchasing of									
✔		0050	Production of c									
✔		0060	Production of s									
✔		0070	Prototype asse									
✔		P/2000-3	**Testing**									
✔		0080	Wind channel t									
✔		0090	Stiffness test									
✔		0100	Testing accele									

Use the Save icon 💾 to save your entries and return to the Easy Access Menu by using the ⟲ Back icon.

☐

Step 10: Create single confirmation

Task Create a single confirmation.   **Time** 5 min

Short Description Use the SAP Easy Access Menu to create a single confirmation.
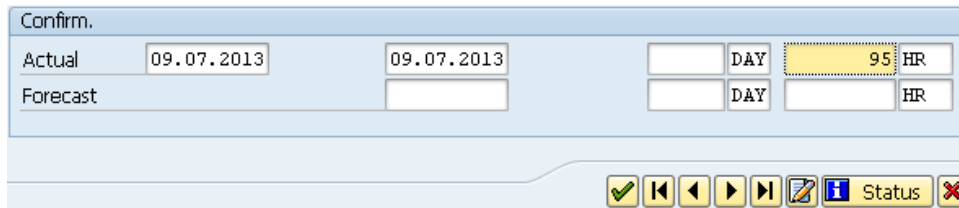
Name (Position) Jermain Kumins

Logistics ▶ Project System ▶ Information System ▶ Structures ▶ Structure Overview

Menu path

If required, enter in the PS Info Profile filed **GL01000** and confirm with

Enter. In the selection screen enter for Project **P/2###** and leave the other fields as they are. Use the Execute icon for the report.

Use the deselect all icon. Select activity 0020 on the left side.

To create a single confirmation for activity 0020 follow the path.

Menu Extras/environment ► Confirm ► Individual confirmation

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 there .

Leave the transaction without saving.

Step 11: Display actual cost reporting

Task Display the actual cost reporting.	**Time** 5 min

Short Description Use the SAP Easy Access Menu to display the actual cost reporting.

Name (Position) Silvia Cassano

The actual costs will be analyzed using the cost element report.

To report, follow the menu path: Menu path

**Logistics ► Project System ► Information System ► Financials ►
Costs ► Plan-Based ► By Cost Element ►
Actual/Commitment/Total/Plan in CO Area Currency**

If required, enter in database **GL01000** and confirm.   GL01000

Enter in the selection screen for Project **P/2###**, in the Controlling Area   P/2###
choose **EU00**, for Plan Version **0**. Enter the **current year** for From fiscal   EU00
year and in To fiscal year enter the **next year**. By From period enter 1 and   0
in to period enter 12. Please delete all other field entries. Execute the report current year
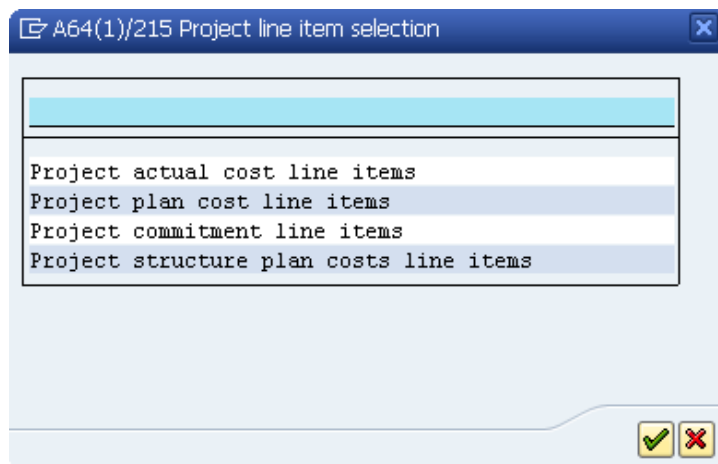🕒.   next year
                                                                                    1
                                                                                    12

Display the line items for the cost element 800000. Double click on the
Cost element 800000.

This will produce the following screen.

```
┌─ A64(1)/215 Project line item selection ──────────────── ☒ ─┐
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ ├─────────────────────────────────────────────────────────┤ │
│ │ Project actual cost line items                          │ │
│ │ Project plan cost line items                            │ │
│ │ Project commitment line items                           │ │
│ │ Project structure plan costs line items                 │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│                                                             │
│                                              ✓ ✗            │
└─────────────────────────────────────────────────────────────┘
```

Select first one of the lines of the line item report. Display the original
document. To do so, place your cursor on one of the lines and use the
document icon 📇.

Hint Accounting documents (i.e. financial accounting, controlling, profitcenter accounting, profitability analysis, etc.) which result from the original document, can always be viewed within the line item report, using menu "Environment ! Accounting Documents".

Use the 🏠 exit icon to return to the SAP Easy Access Menu.
Confirm any Pop ups.

☐

Step 12: Create creditor invoice

Task Create a creditor invoice.   **Time** 5 min

Short Description Use the SAP Easy Access Menu to create a creditor invoice.

Name (Position) Jamie Shamblin

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 17) and for Trans. nochoose **135**.

114000
today's date
9700
Invoice for performance testing
741000
Your network
135

1 Items (No entry variant selected)								
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Network	Transaction no	Qty	B...
✔	741000	Misc. Expen...	S De... ▼	9.700,00	4000000	0135		▲

Hint 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 💾Post icon to post the invoice.

Use the 🏠 Exit icon to return to the SAP Easy Access Menu, confirm any popup.

☐

Step 13: Display costs

Task Display the costs of the project.	**Time** 5 min

Short Description Use the SAP Easy Access Menu to display the costs of the project

Name (Position) Silvia Cassano

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. Execute the report

P/2###
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.

741000

To do so double click on the Cost element 741000. In the popup select "Project actual cost line items" by double click it.

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. 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
Menu/Environment ▶ Accounting documents

Select the controlling document by double click it.

Which cost object was accounted by the creditor invoice?

_____

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 ⌂ Exit icon to return to the SAP Easy Access Menu, confirm any popup without saving an extract.

☐