



END USER DOCUMENT



ERP - PROJECT

SUGMAYA

END USER DOCUMENT

FOR

PROJECT SYSTEM

PROJECT SETTLEMENT & CLOSURE

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1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	09-02-2018	Jatin Mahajan	First Issue

1.2 DISTRIBUTION

Date	Name	Purpose
	Mr. Mukesh Verma	For Information

2 OVERVIEW

During the project execution phase, the materials / services against the POs would be received and the corresponding GRs would be posted. There could be pretty cash expenses and also direct expenses posted against the project WBS elements.

At the end of each period, cost incurred in WBS has to be settled to Auc (Asset Under Construction), at the time of Project Structuring, care has to be taken to ensure proper priorities has to be maintained for WBS. For WBS where Auc will not to be created, periodic settlement rule has to be maintained to the WBS for which Auc will be created.

At the end of the Project, cost on Auc has to be capitalized on Final Asset, for this final settlement rule has to be maintained for WBS where by the receiver will be asset which has to be capitalized. Before capitalization all financial transactions should be completed. After capitalization the project has to be closed, before closing the project remaining budget has to be return; refer the budget document how to return the budget.









3 MAINTAIN SETTLEMENT RULE FOR PERIODIC SETTLEMENT

3.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Project → Special Maintenance Function → Work Breakdown Structure (WBS)</i>
Transaction Code	CJ02

3.2 STEPS

Enter the following data in the Input screen to maintain settlement rule

Step No	Field Name	Description	User Action and Values
1	Project Definition	Project ID to be maintained	<ul style="list-style-type: none"> • Enter Project ID • Click on WBS Element Overview  button • Screen for Change Project: WBS Element Overview will appear
2		Maintain Settlement Rule	<ul style="list-style-type: none"> • Select WBS • Go to Details Tab → Settlement Rule • Screen for Maintain Settlement Rule will appear
3	Cat	Account Assignment Category to be maintained	<ul style="list-style-type: none"> • Click on F4  button • Select account assignment category WBS • Click on continue  button
4	Settlement Receiver	General Settlement Receiver to be maintained	<ul style="list-style-type: none"> • Click on settlement receiver field • Click on F4  button • Go to tab WBS Element: Project Definition and description
5	Project Definition	Project ID to be entered	<ul style="list-style-type: none"> • Enter Project ID • Click on Continue  button • Select the appropriate WBS • Click on Continue  button
6	%	Percentage value to be maintained	Maintain percentage value Click on back  button Click on Save  button

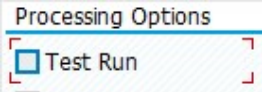

4 PERIODIC SETTLEMENT

4.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Financial → Period End Closing → Single Function → Settlement</i>
Transaction Code	CJ88

4.2 STEPS

Enter the following data in the Input screen to Cancel/Reverse activity confirmation

Step No	Field Name	Description	User Action and Values
1	Project	Project ID to be entered	Enter Project ID
2	Settlement Period	Settlement period to be enter	Enter the running settlement period as per the Financial Year Month
3	Fiscal Year	Fiscal Year to be enter	Enter the running Fiscal Year
			<ul style="list-style-type: none"> Remove Test Run Check Box from Processing Options  <ul style="list-style-type: none"> Click on execute  button






5 MAINTAIN SETTLEMENT RULE FOR FINAL SETTLEMENT

5.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Project → Special Maintenance Function → Work Breakdown Structure (WBS)</i>
Transaction Code	CJ02

5.2 STEPS

Enter the following data in the Input screen to maintain settlement rule

Step No	Field Name	Description	User Action and Values
1	Project Definition	Project ID to be maintained	<ul style="list-style-type: none"> • Enter Project ID • Click on WBS Element Overview  button • Screen for Change Project: WBS Element Overview will appear
2		Maintain Settlement Rule	<ul style="list-style-type: none"> • Select WBS • Go to Details Tab → Settlement Rule • Screen for Maintain Settlement Rule will appear
3	Cat	Account Assignment Category to be maintained	<ul style="list-style-type: none"> • Click on F4  button • Select account assignment category FXA • Click on continue  button
4	Settlement Receiver	General Settlement Receiver to be maintained	Enter Asset Number in Settlement Receiver Field
5	%	Percentage value to be maintained	Maintain percentage value Click on back  button Click on Save  button





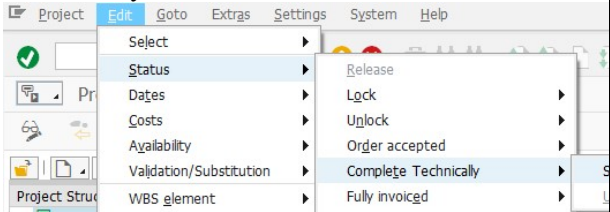

6 CHANGE PROJECT STATUS TO TECO (TECHNICALLY COMPLETE)

6.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Project</i>
Transaction Code	CJ20N

6.2 STEPS

Enter the following data in the Input screen to change the Project Status to TECO (Technically Complete)

Step No	Field Name	Description	User Action and Values
1		Click on Open Project Button 	Click on Open Project Button  And the Popup Appears
2	Project Definition	Project Code of the Project to be Opened	<ul style="list-style-type: none"> Maintain Project Code for the Project to be Opened. Click on  button
3		Expand Project	Select Project Definition and click on Expand All  button
4			<ul style="list-style-type: none"> Select Project Definition Go to Edit Tab → Status → Complete Technically → Set  <ul style="list-style-type: none"> Click on Save  button

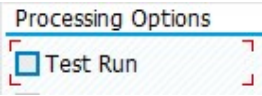

7 FINAL SETTLEMENT

7.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Financial → Period End Closing → Single Function → Settlement</i>
Transaction Code	CJ88

7.2 STEPS

Enter the following data in the Input screen to Cancel/Reverse activity confirmation

Step No	Field Name	Description	User Action and Values
1	Project	Project ID to be entered	Enter Project ID
2	Settlement Period	Settlement period to be enter	Enter the running settlement period as per the Financial Year Month
3	Fiscal Year	Fiscal Year to be enter	Enter the running Fiscal Year
4	Asset Value Date	Asset value date to be maintained	Maintain Asset Value date as last date of current month
			<ul style="list-style-type: none"> Remove Test Run Check Box from Processing Options  <ul style="list-style-type: none"> Click on execute  button





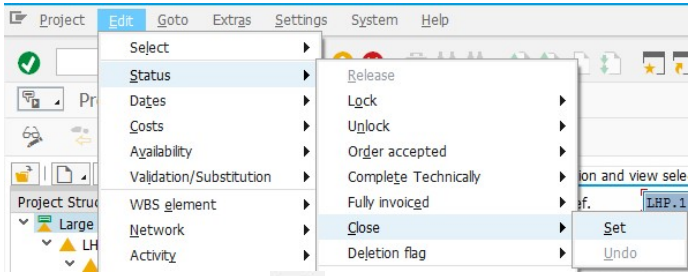

8 CHANGE PROJECT STATUS TO CLSD (CLOSED)

8.1 MENU PATH

Menu Path	<i>SAP menu → Logistics → Project System → Project</i>
Transaction Code	CJ20N

8.2 STEPS

Enter the following data in the Input screen to change the Project Status to TECO (Technically Complete)

Step No	Field Name	Description	User Action and Values
1		Click on Open Project Button 	Click on Open Project Button  And the Popup Appears
2	Project Definition	Project Code of the Project to be Opened	<ul style="list-style-type: none"> Maintain Project Code for the Project to be Opened. Click on  button
3		Expand Project	Select Project Definition and click on Expand All 
4			<ul style="list-style-type: none"> Select Project Definition Go to Edit Tab → Status → Close → Set  <ul style="list-style-type: none"> Click on Save  button

9 GLOSSARY

Activities	Components of a SAP Network that describe the work that needs to be completed in support of a project
CO	Controlling “module” in SAP – Controlling provides you with cost information for management decision-making
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization’s valued consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Network	SAP term for a group of activities that represent the sequence of activities (or single activity) within a project
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
PR	Purchase Requisition
PO	Purchase Order
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
Project definition	The SAP term for a binding framework covering all organizational elements created within a project
PS	Project Systems - a “module” within the SAP-ERP central component (ECC) that handles projects
SAP	Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA
SAP ERP Central Component (ECC)	The “brand” name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components
WBS	Work breakdown structure - a work breakdown structure is a model of the work to be performed in a project organized in a hierarchical structure. Specifically, in SAP terminology WBS are master data elements used in PS to structure and collect costs on projects

10 APPENDIX

10.1 T - CODES FOR REPORTS

T-Code	Description
CN60	Change Documents for Projects/Netw.
CN41	Structure Overview
CN41N	Project Structure Overview
CN42	Project Definitions
CN42N	Project Definitions
CN43	WBS Elements
CN43N	WBS Elements
ME2J	Purchase Orders for Project
ME5J	Purchase Requisitions for Project
CNMM	ProMan
CJI3	Actual Costs/Revenues
CJI8	Budget
CJI5	Commitment
S_ALR_87013557	Budget actual variance
S_ALR_87013558	budget/ actual/ commitment/assigned
S_ALR_87013559	budget distributed
S_ALR_87013560	Budget updates report
S_ALR_87013561	Availability control at WBS level
S_ALR_87013542	Cost element report for actual commitment
ZCN48N	Activity Confirmation Report
ZCN41N	Project Dates Report