

Project System
SAP Implementation at IESCO
Training Document
SAP PS WorkFlow
PD Construction

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Workflow – Project System

1 Purpose

Document

PS Workflows are used to get admin approval of estimate projects, and for intimations of handing / taking & A-90 process. Additional budget demand for projects is also carried out through workflow.

Prerequisites

Respective data should be maintained in the WBS fields as per the workflow requirement.

Following data should be maintained in WBS before executing Admin Approval Workflow.

- “Person Responsible” in 1st Level WBS for PDC & 4th Level WBS for PMU / GSC.

Following data should be maintained in WBS Element for Handing Taking & A-90 Workflow.

- “Sub Division” code in General Fields under “User Fields” Tab of 1st Level WBS for PDC and 4th Level for PMU / GSC

Following data should be maintained in Project Definition for Supplement budget Workflow.

- “Applicant Number” in the Project Definition.

1.1 Process Steps (PD Construction)

1.1.1 Admin (Cost Estimate) Approval Workflow

Use

This workflow is used to get admin approval of plan cost related to specific work as per book of financial power, while technical approval is out of system.

Procedure

1. Access the "Create Notification" App, From Fiori Launchpad:
2. *Create Notification : Initial Screen* will appear. Choose **IC** Notification Type and press enter

Field name	Description	User action and values	Comments
Notification Type	IESCO Cost Estimate Approval	IC	

- Enter the detail as shown in below screenshot (Project Definition & WBS Element along with Description is mandatory at the time of creation (Mention WBS in description header for better tracking))

Menu	Save	Back	Exit	Cancel	System	Put in Process	Postpone	Complete...	Default Values	Partner	Object	Notification
------	------	------	------	--------	--------	-----------------------	----------	-------------	----------------	---------	--------	--------------

Notification	%000000000001	IC	IESCO Cost Estimate	
Notific. Status	OSNO			
Description				

Project Detail - Cost Estimate Approval

Subject	
Description	PE.2018-85-0001
Subject Long Text	
Cost Estimate approval from Competent authority	

Processing

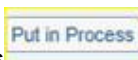
Priority			
Required Start	20.05.2018	15:50:34	Required End
			00:00:00

Project def.	PE. 2018-85-0001
WBS element	PE. 2018-85-0001

Action box

- S_ALR_87013533 - Plan/Actual/C
- S_ALR_87013534 - Plan 1/Plan 2
- S_ALR_87013542 - Actual/Commit
- ZPCER - Project Cost Estimate
- CN41N - Display Proj Structure

Field name	Description	User action and values	Comments
Description	PE.2018-85-0001	Enter WBS Element	
Project Definition	-	PE.2018-85-0001	
WBS Element	-	PE.2018-85-0001	



- Press **Put in Process** Button or *Shift+F2* and Save the notification to initiate WorkFlow.
- Once you save a notification number generated will appear in the notification bar
- Message will appear in the inbox of the approval authority in the sequence as per book of financial power.
- Approval Authority will Execute the "SAP Business Workplace" App from Fiori Launchpad.

SAP Business Workplace of PS-01

Menu ▾ Back Exit Cancel System ▾ New message Find folder Find document Appointment calendar Distribution lists

Workplace: PS-01

Inbox

Unread Documents 2

Documents 59

Workflow 4

> Grouped according to task

> Grouped according to content

> Grouped according to content type

> Grouped according to sort key

Workflow 4

Ex... Title Status Creation D

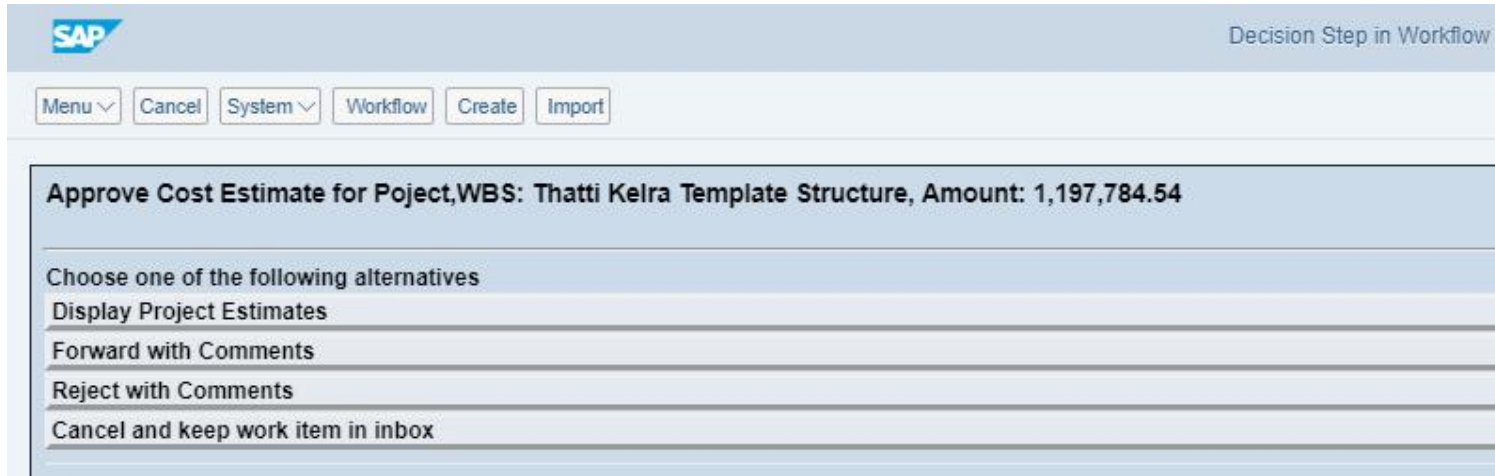
✓ Approve Cost Estimate for Project,WBS: Thatti Kelra Template Structure, Amou 20.05.2011

✓ Display Handing Taking over Notification 28.04.2011

✓ A90 Handingover Takeover for Adnan Bhai - Final COMPLETED BY ACCOUN 20.03.2011

✓ A90 Handingover Takeover for WBS Element PT.1712-1718.1.001 COMPLETE 20.03.2011

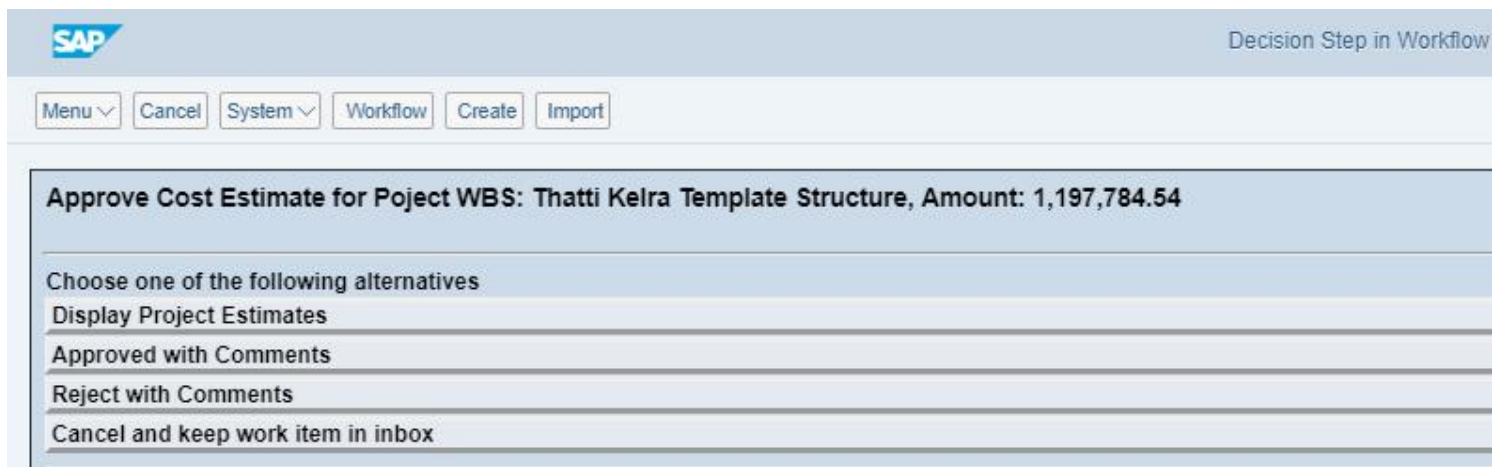
8. User will double click on the message and he will get following messages in the inbox



The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a header bar with the SAP logo on the left and the text 'Decision Step in Workflow' on the right. Below the header, there is a toolbar with buttons for 'Menu', 'Cancel', 'System', 'Workflow', 'Create', and 'Import'. The main content area displays a decision step titled 'Approve Cost Estimate for Project,WBS: Thatti Kelra Template Structure, Amount: 1,197,784.54'. Below the title, there is a section labeled 'Choose one of the following alternatives' which contains a list of five options: 'Display Project Estimates', 'Forward with Comments', 'Reject with Comments', and 'Cancel and keep work item in inbox'. Each option is presented in a light blue box with a thin border.

9. If user click on the display button, notification will appear and user can access different reports form the action box (as shown above in point # 3)
10. User can reject with comments or forward with comments.
11. Once user forwards it, it will move to next level as so on until it reaches the final approval authority.

12. In case of final approval authority, user will get following options:



The screenshot shows a SAP 'Decision Step in Workflow' interface. At the top left is the SAP logo. At the top right is the text 'Decision Step in Workflow'. Below the header is a navigation bar with buttons: 'Menu' (with a dropdown arrow), 'Cancel', 'System' (with a dropdown arrow), 'Workflow', 'Create', and 'Import'. The main content area has a title bar that reads 'Approve Cost Estimate for Project WBS: Thatti Kelra Template Structure, Amount: 1,197,784.54'. Below the title bar is a list of options under the heading 'Choose one of the following alternatives': 'Display Project Estimates', 'Approved with Comments', 'Reject with Comments', and 'Cancel and keep work item in inbox'.

Approve Cost Estimate for Project WBS: Thatti Kelra Template Structure, Amount: 1,197,784.54	
Choose one of the following alternatives	
☐	Display Project Estimates
☐	Approved with Comments
☐	Reject with Comments
☐	Cancel and keep work item in inbox

13. User can reject, display and approve the request. Once he approves or rejects an intimation will be send to all subordinates and initiator about approval or rejection.

The screenshot shows the SAP 'Display Document' interface for Notification 500000173. The title bar indicates 'Display Document: Notification 500000173 for Project has been approv'. Below the title bar is a menu bar with buttons: Menu, Back, Exit, Cancel, System, Send, Resubmit, Move, Create link, Delete, Reply, and Reply with Reference. Below the menu bar are three tabs: Doc. contents, Attributes, and Recipient list. The 'Doc. contents' tab is selected, showing the notification details. The notification title is 'Notification 500000173 for Project has been approv'. Below the title, it says 'Created' followed by a Workflow System icon and the text 'Workflow System'. The notification details are: Notification: 500000173, WBS: Thatti Kelra Template Structure, and Amount: 1.197.784,54.

Result

The Admin Approval has been carried out, now for execution Planned Cost Project (PE / PL / PI) will be converted into execution project (PC / PG / PT) and budget will be allocated to it as per approved plan cost.

1.1.2 Additional / Supplement Budget Request Workflow

Use

This workflow is used to get additional budget approval against the projects whose budget is exhausted.

Procedure

1. Access the "Create Notification" App, From Fiori Launchpad:
2. *Create Notification : Initial Screen* will appear. Choose **IS** Notification Type and press enter

Field name	Description	User action and values	Comments
Notification Type	IESCO Supplement Budget	IS	

3. Enter the detail as shown in below screenshot (Project Definition & WBS Element along with Description is mandatory at the time of creation)

Menu
Save
Back
Exit
Cancel
System
Put in Process
Postpone
Complete...
Default Values
Partner
Object
Notification

Notification: %000000000001 IS IESCO Bud Supplement
Notific. Status: OSNO
Description:

Action box:

- S_ALR_87013558 - Budget/Actual
- S_ALR_87013559 - Budget/Distri
- S_ALR_87013560 - Budget update
- CJ37 - Supplemet Budget

Project Detail - Budget Supplement

User Data

Project def. PC . 2018-85-0001

WBS element	* Requested Amount	Approved Amount	Currency
PC . 2018-85-0002-3	3000		PKR

4. Scroll Down, (Mention WBS in description header for better tracking)

User Data

Project def. PC . 2018-85-0001

WBS element	* Requested Amount	Approved Amount	Currency	
PC . 2018-85-0002-3	3000		PKR	
	*			
	*			
	*			
	*			
	*			
	*			
	*			
	*			

Subject

Description PC.2018-85-0001

Subject Long Text

Supplement Budget Approval from FD Office

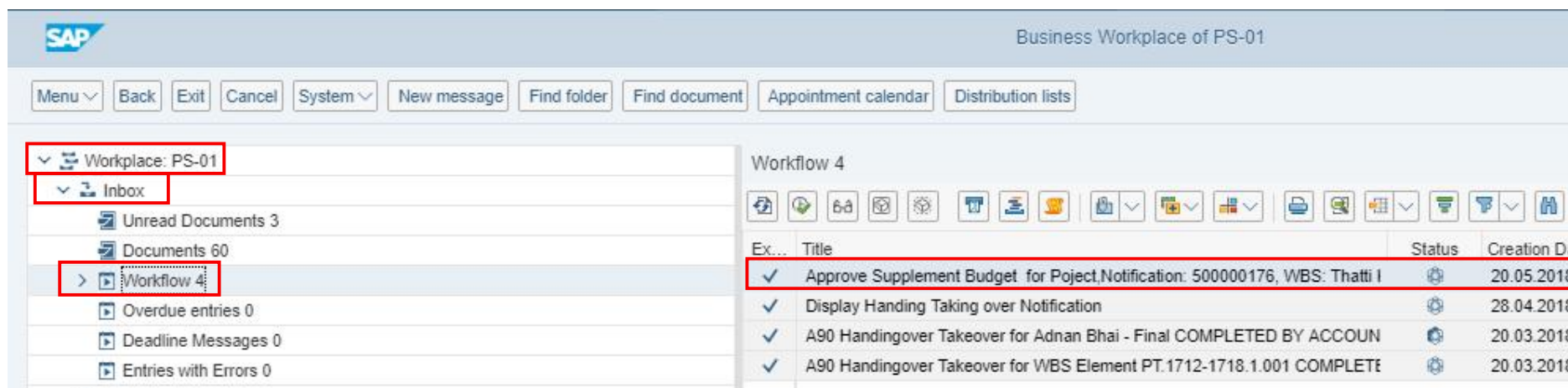
Action box

- [S_ALR_87013558 - Budget/Actual](#)
- [S_ALR_87013559 - Budget/Distri](#)
- [S_ALR_87013560 - Budget update](#)
- [CJ37 - Supplemet Budget](#)

Field name	Description	User action and values	Comments
------------	-------------	------------------------	----------

Description	PC.2018-85-0001 Supplement Budget from FD Office	Enter WBS Element	
Project Definition		Example: PC.2018-85-0001	
WBS Element		Example: PC.2018-85-0001-3	Thatti Kelra – Civil Work
Amount		Example: 3000	

5. Press **Put in Process** Button or *Shift+F2* and Save the notification to initiate WorkFlow.
6. Once you save a notification number generated will appear in the notification bar
7. Message will appear in the inbox of the approval authority in the sequence maintained by IESCO.
8. Approval Authority will Execute the “SAP Business Workplace” App from Fiori Launchpad



The screenshot shows the SAP Business Workplace of PS-01 interface. The left sidebar displays a navigation tree with 'Workplace: PS-01' expanded, showing 'Inbox' and 'Workflow 4'. The 'Workflow 4' message is highlighted. The main area displays a list of messages for 'Workflow 4'.

Ex...	Title	Status	Creation D
✓	Approve Supplement Budget for Project, Notification: 500000176, WBS: Thatti I	⚙️	20.05.2018
✓	Display Handing Taking over Notification	⚙️	28.04.2018
✓	A90 Handingover Takeover for Adnan Bhai - Final COMPLETED BY ACCOUNT	⚙️	20.03.2018
✓	A90 Handingover Takeover for WBS Element PT.1712-1718.1.001 COMPLETE	⚙️	20.03.2018

9. User will double click on the message and he will get following messages in the inbox

The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a header bar with the SAP logo on the left and the text 'Decision Step in Workflow' on the right. Below the header, there is a toolbar with buttons: 'Menu' (with a dropdown arrow), 'Cancel', 'System' (with a dropdown arrow), 'Workflow', 'Create', and 'Import'. The main content area has a title bar that reads 'Approve Supplement Budget for Project, Notification: 500000176, WBS: Thatti Kelra'. Below the title bar, there is a section titled 'Choose one of the following alternatives' which contains a list of five options: 'Display Project Estimates', 'Forward with Comments', 'Reject with Comments', and 'Cancel and keep work item in inbox'. The 'Display Project Estimates' option is currently selected and highlighted.

10. If user click on the display button, notification will appear and user can access different reports form the action box (as shown above in point # 3)
11. User can reject with comments or forward with comments.
12. Once user forwards it, it will move to next level as so on until it reaches the final approval authority.

13. In case of final approval authority, user will get following options:

Decision Step in Workflow

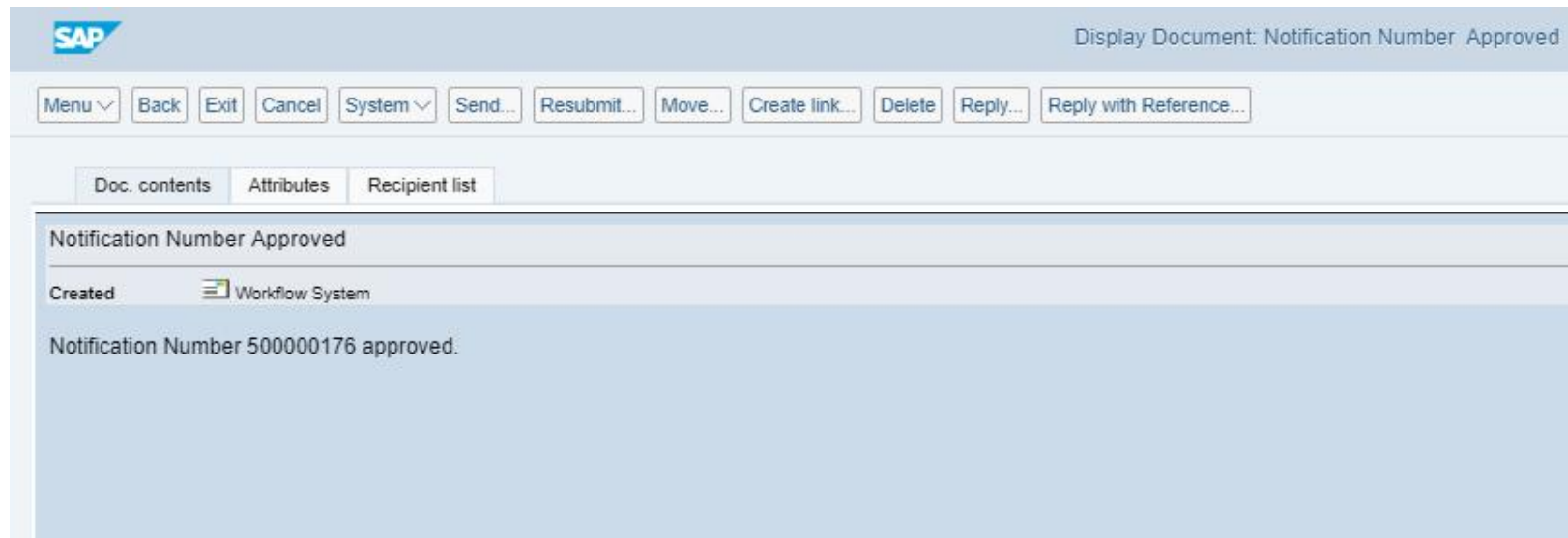
Menu ▾CancelSystem ▾WorkflowCreateImport

Approve Supplement Budget for Project Notification: 500000176, WBS: Thatti Kelra

Choose one of the following alternatives

Enter Project Estimates
Approved with Comments
Reject with Comments
Cancel and keep work item in inbox

14. User can reject, display and approve the request. Once he approves or rejects an intimation will be send to all subordinates and initiator about approval or rejection.



The screenshot shows the SAP 'Display Document: Notification Number Approved' interface. At the top, there is a SAP logo and the title 'Display Document: Notification Number Approved'. Below the title is a toolbar with buttons: Menu (dropdown), Back, Exit, Cancel, System (dropdown), Send..., Resubmit..., Move..., Create link..., Delete, Reply..., and Reply with Reference... Below the toolbar are three tabs: 'Doc. contents' (selected), 'Attributes', and 'Recipient list'. The 'Doc. contents' tab displays the following information:

Notification Number Approved	
Created	Workflow System
Notification Number 500000176 approved.	

Result

The Supplement Budget has been approved, now user will add supplement budget and release the current budget (Refer to Budget Update manual).

Note:

- Before Initiating the Supplement Budget Workflow, remember to choose relevant applicant no, in the project definition.

1.1.3 Handing Taking / A-90 Intimation Workflow

Use

This workflow is used to intimate the operations SDO and respective XEN and SE/PD for Handing Taking Process, after that it will be used to intimate Construction Accountants for A-90 Process.

Procedure

1. Access the "Create Notification" App, From Fiori Launchpad:
2. *Create Notification : Initial Screen* will appear. Choose **IH** Notification Type and press enter

Field name	Description	User action and values	Comments
Notification Type	IESCO Handing Tanking & A-90	IH	

3. Enter the detail as shown in below screenshot (Project Definition & WBS Element along with Description is mandatory at the time of creation (Mention WBS in description header for better tracking))

SAP Create Notification: IESCO H/T & A90

Menu Save Back Exit Cancel System Put in Process Postpone Complete... Default Values Partner Object Notification

Notification %000000000001 IH IESCO H/T & A90

Notific. Status OSNO

Description PC.2018-85-0001

Project Detail - Handing/Taking & A-90

Subject

Description PC.2018-85-0001

Subject Long Text

Handing / Taking & A-90 Workflow with Operation sub division XYZ

Processing

Priority

Required Start 20.05.2018 16:52:08 Required End 00:00:00

Project def. PC.2018-85-0001

WBS element PC.2018-85-0001

Action box

- ZPRSM - Material Recon Stemnt
- CN52N - Project Components
- CJ13 - Actual Cost Line Item

Field name	Description	User action and values	Comments
Description	PC.2018-85-0001	Enter WBS Element	
Project Definition	-	Example: PC.2018-85-0001	
WBS Element	-	Example: PC.2018-85-0001	

4. Press **Put in Process** Button or *Shift+F2* and Save the notification to initiate WorkFlow.
5. Once you save a notification number generated will appear in the notification bar
6. Message will appear in the inbox of the approval authority in the sequence maintained by IESCO.
7. Approval Authority will Execute the "SAP Business Workplace" App form Fiori Launchpad.

The screenshot displays the SAP Business Workplace of PS-01 interface. The top navigation bar includes buttons for Menu, Back, Exit, Cancel, System, New message, Find folder, Find document, Appointment calendar, and Distribution lists. The left sidebar shows a tree view with 'Workplace: PS-01' expanded, revealing 'Inbox', 'Unread Documents 4', 'Documents 62', and 'Workflow 4'. The 'Workflow 4' item is highlighted. The main content area shows a table for 'Workflow 4' with columns for 'Ex', 'Title', 'Status', and 'Creation Date'. A single entry is visible: 'Takeover - Thatti Kelra Template Structure' with a status icon and a creation date of '20.05.2018'. Red boxes highlight the 'Workplace: PS-01' and 'Inbox' folders in the sidebar, the 'Workflow 4' folder, and the workflow entry in the table.

8. User will double click on the message and he will get following messages in the inbox

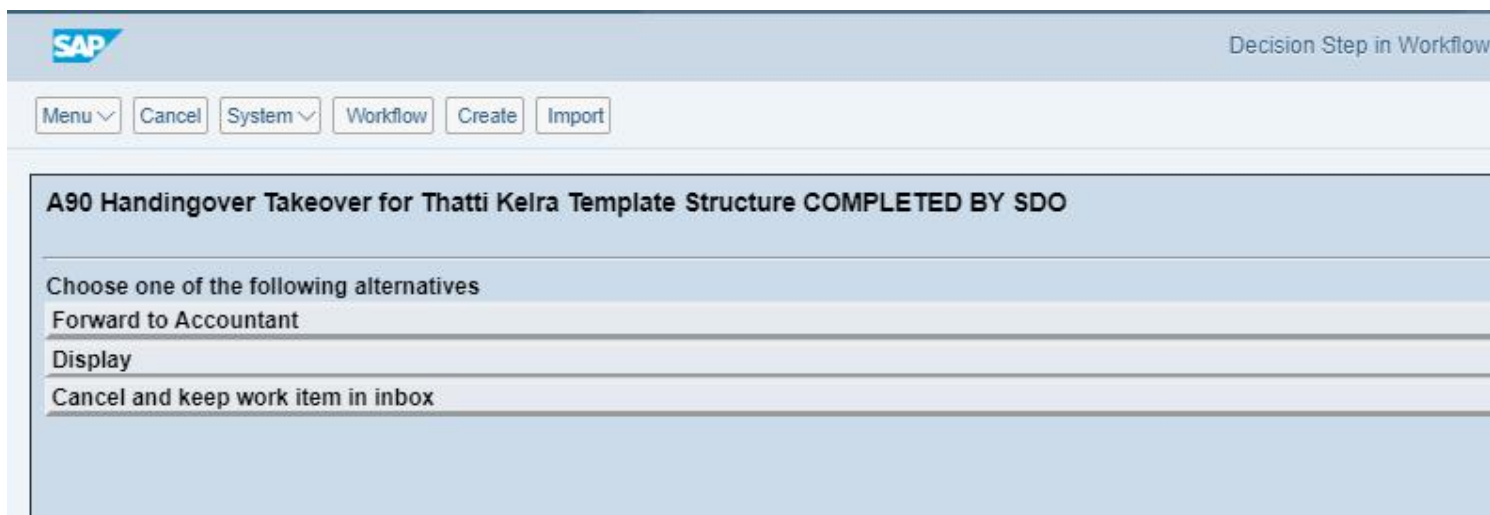
The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there's a header with the SAP logo and the text 'Decision Step in Workflow'. Below this is a navigation bar with buttons: 'Menu', 'Cancel', 'System', 'Workflow', 'Create', and 'Import'. The main content area is titled 'Takeover - Thatti Kelra Template Structure'. It contains a section 'Choose one of the following alternatives' with a list of options: 'Display Project', 'Takeover Project - Completed', 'Takeover Project - Rejected', and 'Cancel and keep work item in inbox'.

9. If user click on the display button, notification will appear and user can access different reports form the action box (as shown above in point # 3)
10. User can reject with comments or choose takeover Project – Completed.
11. If Rejected , than initiator of workflow will access “Change Notification” App, From Fiori Launchpad, and press the **Put In Process** again and save the notification to reinstantiate the workflow of handing / taking.
12. Once SDO select Takeover Project – Completed, Workflow will get back to the initiator.

The screenshot shows the SAP 'Workflow 4' interface. It features a toolbar with various icons for workflow management. Below the toolbar is a table with columns 'Ex...', 'Title', and 'Status'. The table contains two rows of tasks.

Ex...	Title	Status
✓	A90 Handingover Takeover for Thatti Kelra Template Structure COMPLETED BY SDO	⚙️
✓	Display Handing Taking over Notification	⚙️

13. Initiator / SDO of Construction office will Forward to Accountant for A-90 / Capitalization process and Project / Sub-Project status will be set to TECO (Refer to Status Management Manual):



SAP Decision Step in Workflow

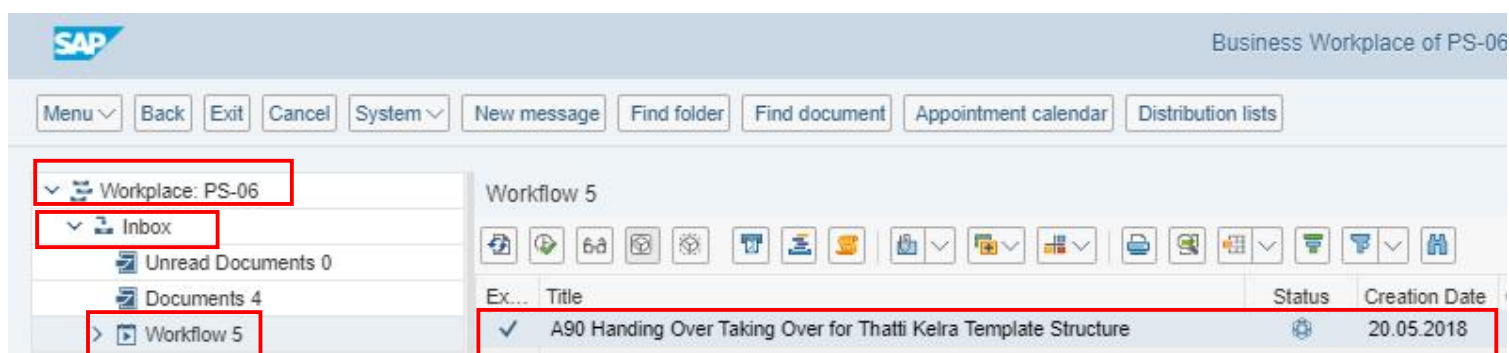
Menu Cancel System Workflow Create Import

A90 Handingover Takeover for Thatti Kelra Template Structure COMPLETED BY SDO

Choose one of the following alternatives

Forward to Accountant
Display
Cancel and keep work item in inbox

14. Accountant of Construction office will receive intimation for capitalization of project:



SAP Business Workplace of PS-06

Menu Back Exit Cancel System New message Find folder Find document Appointment calendar Distribution lists

Workplace: PS-06

Inbox

Unread Documents 0

Documents 4

Workflow 5

Workflow 5

Ex...	Title	Status	Creation Date
✓	A90 Handing Over Taking Over for Thatti Kelra Template Structure	TECO	20.05.2018

15. Once Accountant Capitalize the Work, he will choose Completed option. (Refer to Settlement Training Manual)



The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a header bar with the SAP logo on the left and the text 'Decision Step in Workflow' on the right. Below the header is a toolbar with buttons for 'Menu', 'Cancel', 'System', 'Workflow', 'Create', and 'Import'. The main content area is titled 'A90 Handing Over Taking Over for Thatti Kelra Template Structure'. Below the title, there is a section labeled 'Choose one of the following alternatives' with four radio button options: 'Display', 'Completed', 'Rejected', and 'Cancel and keep work item in inbox'. The 'Completed' option is selected.

16. Once Accountant Completes the A-90 process, SDO/Initiator will receive the intimation. Meanwhile the status of project / work will be set to Close (Refer to Status Management Manual).

Result

Handing Taking & A-90 Process has been carried out through system notifications, When Handing Taking process was initiated and Accepted, an intimation messages were send to XEN and SE/PD as well, same intimations were sent to XEN and SE/PD at the time of A-90.

Note:

- Operation SubDivision codes (Cost Centre) should be maintained in the user field of WBS before initiating the Workflow.