

Project System
SAP Implementation at IESCO
Training Document
SAP PS WorkFlow
CE PMU – PD GSC

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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 (PMU / GSC)

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))

SAP Create Notification: IESCO Cost Estimate

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: PI.1708-1718.1.001

Project Detail - Cost Estimate Approval

Subject

Description: **PI.1708-1718.1.001**

Subject Long Text:

Processing

Priority: ▾

Required Start: 20.04.2018 01:17:42 Required End: 00:00:00

Project def.: **PI.1708**

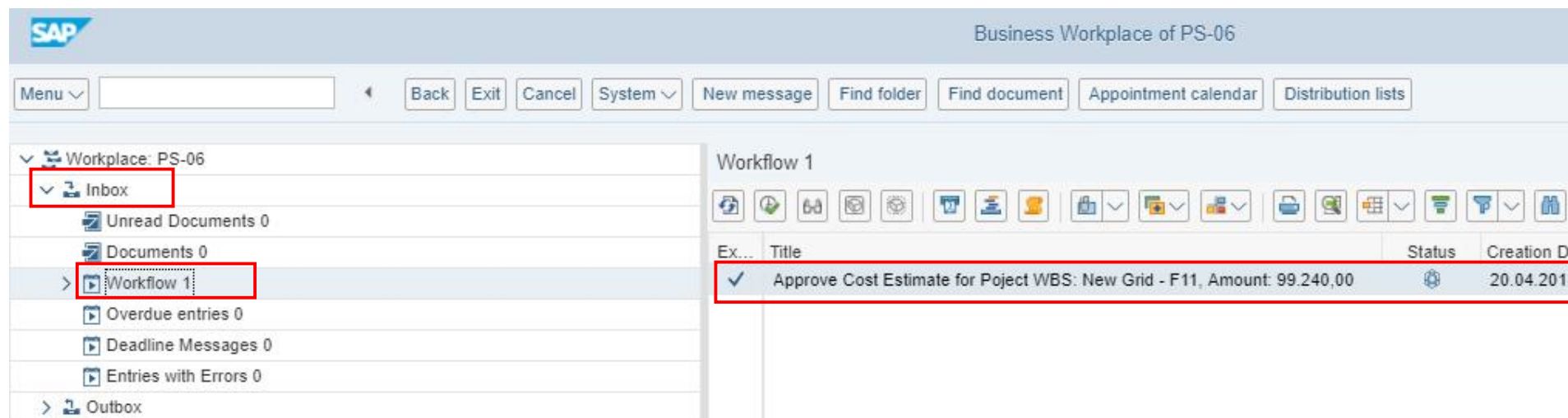
WBS element: **PI.1708-1718.1.001**

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	PI.1708-1718.1.001	Enter WBS Element	
Project Definition	-	PI.1708	
WBS Element	-	PI.1708-1718.1.001	

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 as per book of financial power.
7. Approval Authority will Execute the "SAP Business Workplace" App from Fiori Launchpad.



The screenshot shows the SAP Business Workplace of PS-06 interface. The top bar includes the SAP logo and the title "Business Workplace of PS-06". Below the bar is a navigation menu with options like "Menu", "Back", "Exit", "Cancel", "System", "New message", "Find folder", "Find document", "Appointment calendar", and "Distribution lists". The main area is divided into two panes. The left pane shows a tree view of the workspace, with "Inbox" and "Workflow 1" highlighted. The right pane displays the details of "Workflow 1", showing a list of tasks. The first task is "Approve Cost Estimate for Project WBS: New Grid - F11, Amount: 99.240,00", which is marked as completed with a checkmark. The status is "Approved" and the creation date is "20.04.201".

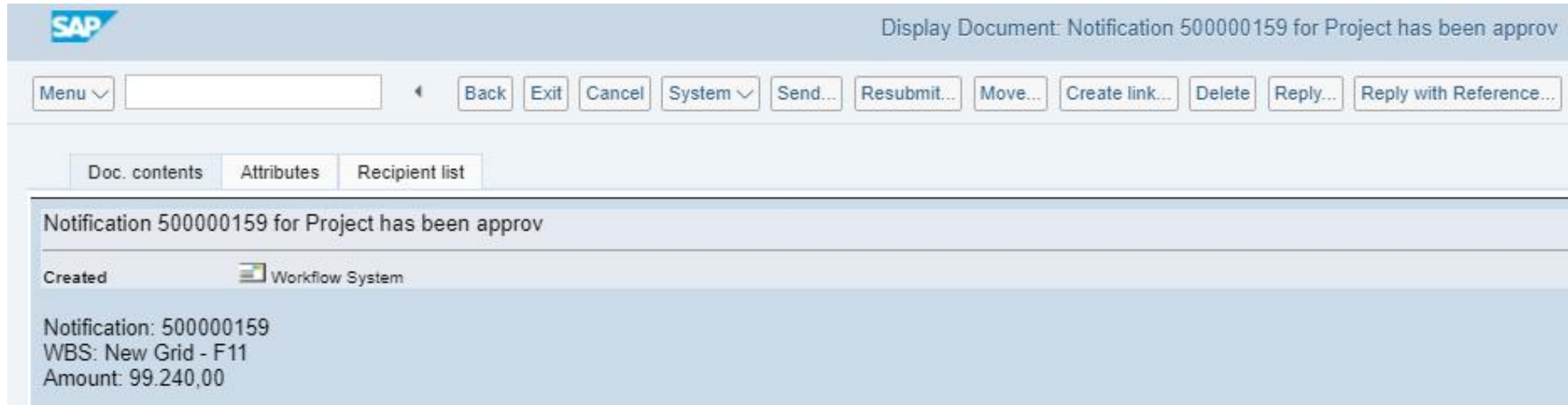
8. Double click on the message and following messages will appear in the inbox

Approve Cost Estimate for Project,WBS: New Grid - F11, Amount: 99,240.00
Choose one of the following alternatives
Display Project Estimates
Forward with Comments
Reject with Comments
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 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:

SAP	Decision Step in Workflow						
Menu ▾		◀	Cancel	System ▾	Workflow	Create	Import
Approve Cost Estimate for Project WBS: New Grid - F11, Amount: 99,240.00							
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 a notification. The title bar reads 'Display Document: Notification 500000159 for Project has been approv'. Below the title bar is a menu bar with 'Menu' and a search field, followed by buttons: 'Back', 'Exit', 'Cancel', 'System', 'Send...', 'Resubmit...', 'Move...', 'Create link...', 'Delete', 'Reply...', and 'Reply with Reference...'. The main content area has three tabs: 'Doc. contents', 'Attributes', and 'Recipient list'. The 'Doc. contents' tab is active, showing the document title 'Notification 500000159 for Project has been approv'. Below the title, it indicates 'Created' by 'Workflow System'. The document details are listed as: 'Notification: 500000159', 'WBS: New Grid - F11', and 'Amount: 99.240,00'.

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)

SAP Create Notification: IESCO Bud Supplement

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

Project Detail - Budget Supplement

User Data

Project def.

WBS element	* Requested Amount	Approved Amount	Currency
PG. 1713-1718.1.001.2	1500		

Action box

-
-
-
-

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

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

Subject

Description

Subject Long Text

Short Fall of PKR 1500

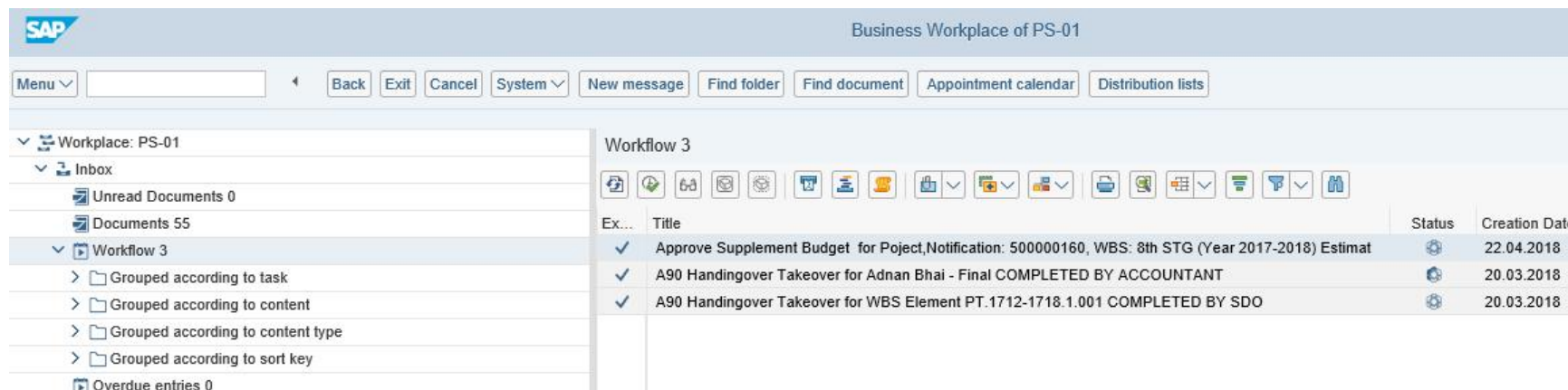
Action box

-
-
-
-

Field name	Description	User action and values	Comments
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Description	PG.1713 Supplement Budget for F-11 Grid	Enter WBS Element	
Project Definition		Example: PG.1713	
WBS Element		Example: PG.1713-1718.1.001.2	Material – Grid F-11
Amount		Example: 1500	

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 the navigation tree with 'Workplace: PS-01' expanded, showing 'Inbox' and 'Workflow 3'. The main area shows 'Workflow 3' with a list of messages. The messages are as follows:

Ex...	Title	Status	Creation Date
✓	Approve Supplement Budget for Project, Notification: 500000160, WBS: 8th STG (Year 2017-2018) Estim	🔄	22.04.2018
✓	A90 Handingover Takeover for Adnan Bhai - Final COMPLETED BY ACCOUNTANT	🔄	20.03.2018
✓	A90 Handingover Takeover for WBS Element PT.1712-1718.1.001 COMPLETED BY SDO	🔄	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 navigation bar containing a 'Menu' dropdown, a search field, and buttons for 'Cancel', 'System' dropdown, 'Workflow', 'Create', and 'Import'. The main content area displays the title 'Approve Supplement Budget for Project, Notification: 500000160, WBS: 8th STG (Year 2017-2018) Estimate'. Below the title, a section titled 'Choose one of the following alternatives' contains four buttons: 'Display Project Estimates', 'Forward with Comments', 'Reject with Comments', and 'Cancel and keep work item in inbox'.

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 ▾ ◀

Approve Supplement Budget for Project Notification: 500000160, WBS: 8th STG (Year 2017-2018) Estimate

Choose one of the following alternatives

Description

Select one of the available decision options. This completes the processing of this step.

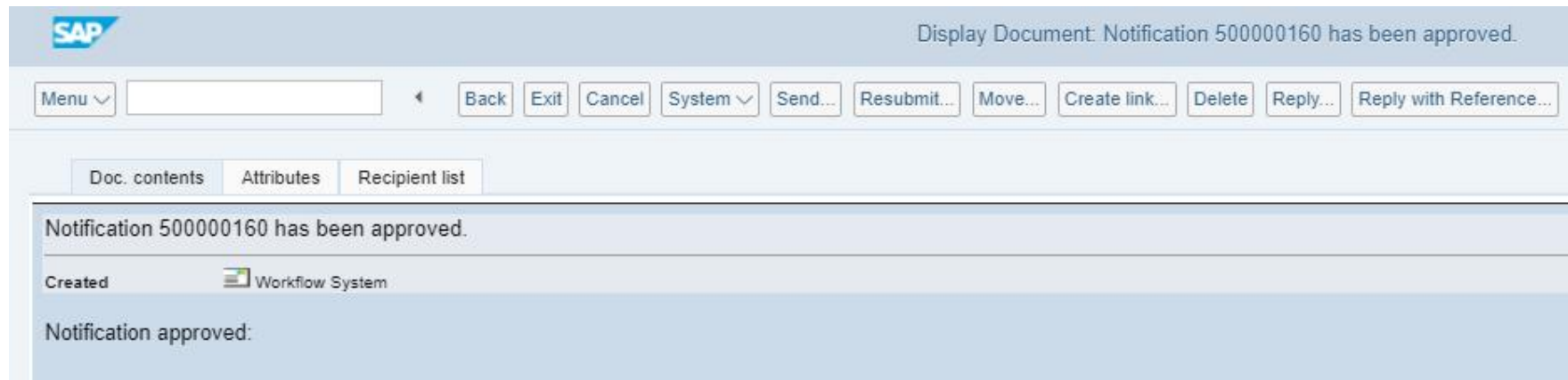
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

If you choose **Cancel**, the user decision remains in your inbox for processing.

Objects and attachments

- [Office Document: Reason for alternative:](#)

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.



Result

The Supplement Budget has been approved, now user will add suplement 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	

- 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

Project Detail - Handing/Taking & A-90

Subject

Description **PG.1713-1718.1.001**

Subject Long Text

Processing

Priority

Required Start 22.04.2018 20:21:29 Required End 00:00:00

Project def. **PG.1713**

WBS element **PG.1713-1718.1.001**

Action box

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

Field name	Description	User action and values	Comments
Description	PG.1713-1718.1.001	Enter WBS Element	
Project Definition	-	Example: PG.1713	
WBS Element	-	Example: PG.1713-1718.1.001	

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 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 1

Documents 56

Workflow 3

Workflow 3

Ex... Title Status Creation D

✓ Takeover - New Grid - F11 22.04.201

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 title 'Decision Step in Workflow'. Below this is a navigation bar with buttons: 'Menu', a search field, 'Cancel', 'System', 'Workflow', 'Create', and 'Import'. The main content area is titled 'Takeover - New Grid - F11'. 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 reinitiate the workflow of handing / taking.

12. Once SDO select Takeover Project – Completed, Workflow will get back to the initiator.

The screenshot shows the SAP Fiori inbox interface. The left sidebar shows the navigation tree with 'Workplace: PS-06' and 'Inbox'. The main area displays a list of messages. A red box highlights a message titled 'A90 Handingover Takeover for New Grid - F11 COMPLETED BY SDO'. The message is in the 'Workflow 1' section. The table below shows the details of the message.

Ex...	Title	Status	Creation Date
✓	A90 Handingover Takeover for New Grid - F11 COMPLETED BY SDO	Completed	22.04.2018

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):

Menu ▾ ◀ Cancel System ▾ Workflow Create Import

A90 Handingover Takeover for New Grid - F11 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:

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

Workplace: PS-06

Inbox

- Unread Documents 0
- Documents 2
- Workflow 1

> Grouped according to content

Workflow 1

Ex... Title Status Creation Date

✓	A90 Handing Over Taking Over for New Grid - F11		22.04.2018
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15. Once Accountant Capitalize the Work, he will choose Completed option. (Refer to Settlement Training Manual)

A90 Handing Over Taking Over for New Grid - F11

Choose one of the following alternatives

Display

Completed

Rejected

Cancel and keep work item in inbox

-
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.