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

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IESCO_SAP_ERP_PS_TD_Fiori_12_WorkFlow

Contents

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)

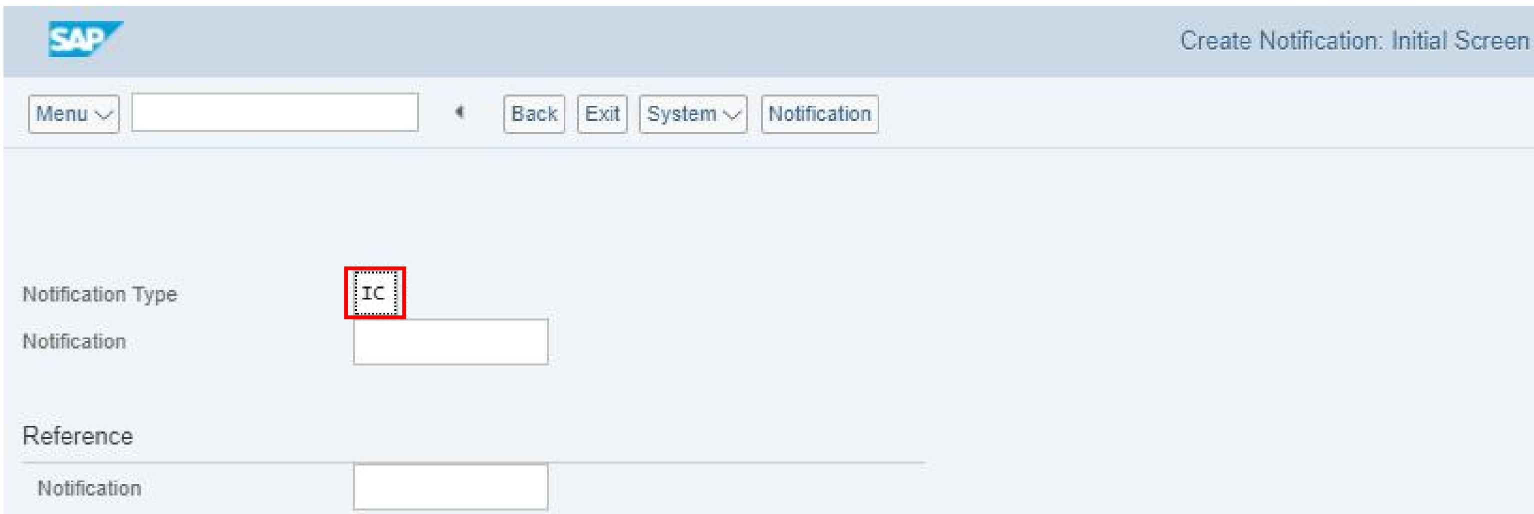
1.1.1 Admin (Cost Estimate) Approval Workflow

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.

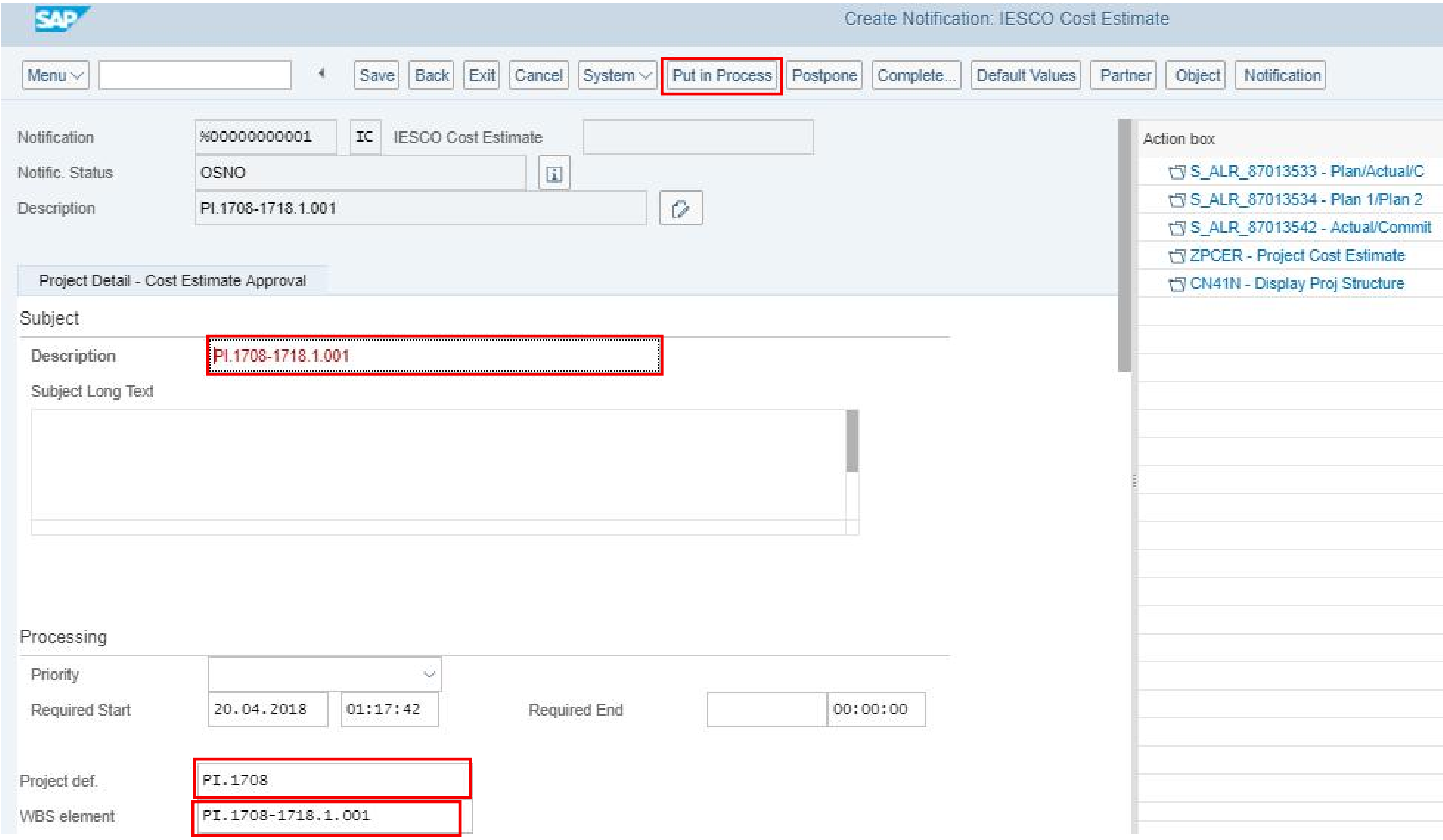
Procedure

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



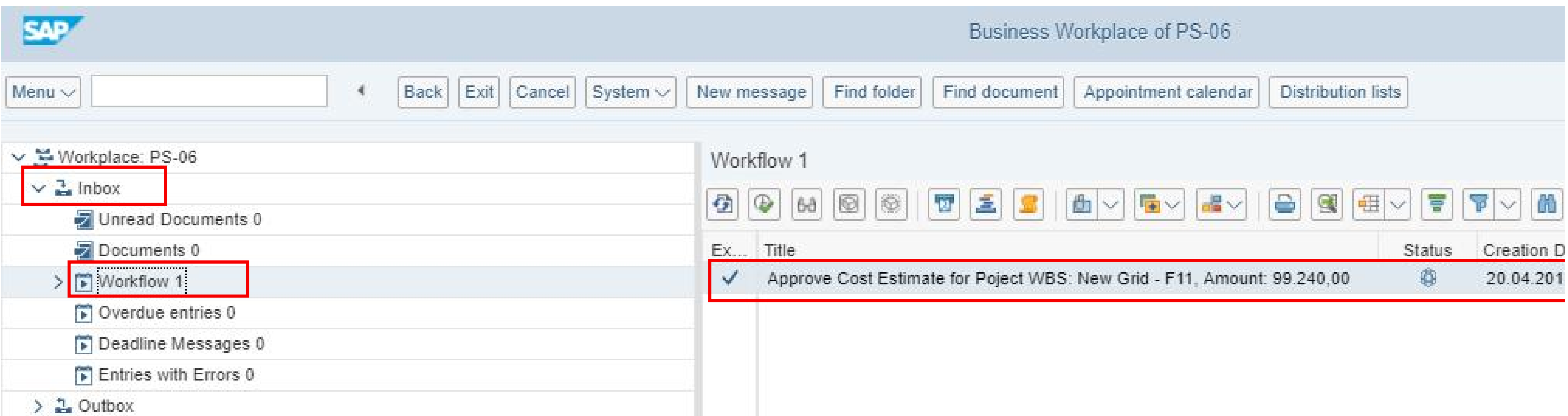
Field name	Description	User action and values	Comments
Notification Type	IESCO Cost Estimate Approval	**IC**	

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)

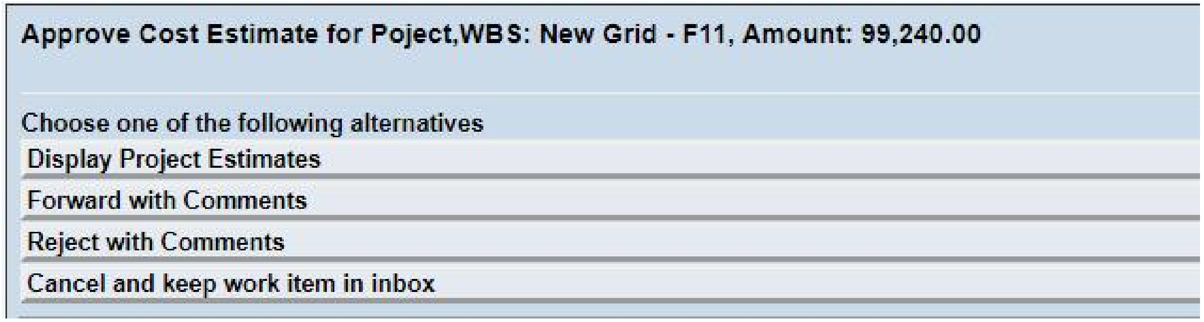


Field name	Description	User action and values	Comments
Description	**PI.1708-1718.1.001**	**Enter WBS Element**	
Project Definition	-	**PI.1708**	
WBS Element	-	**PI.1708-1718.1.001**	

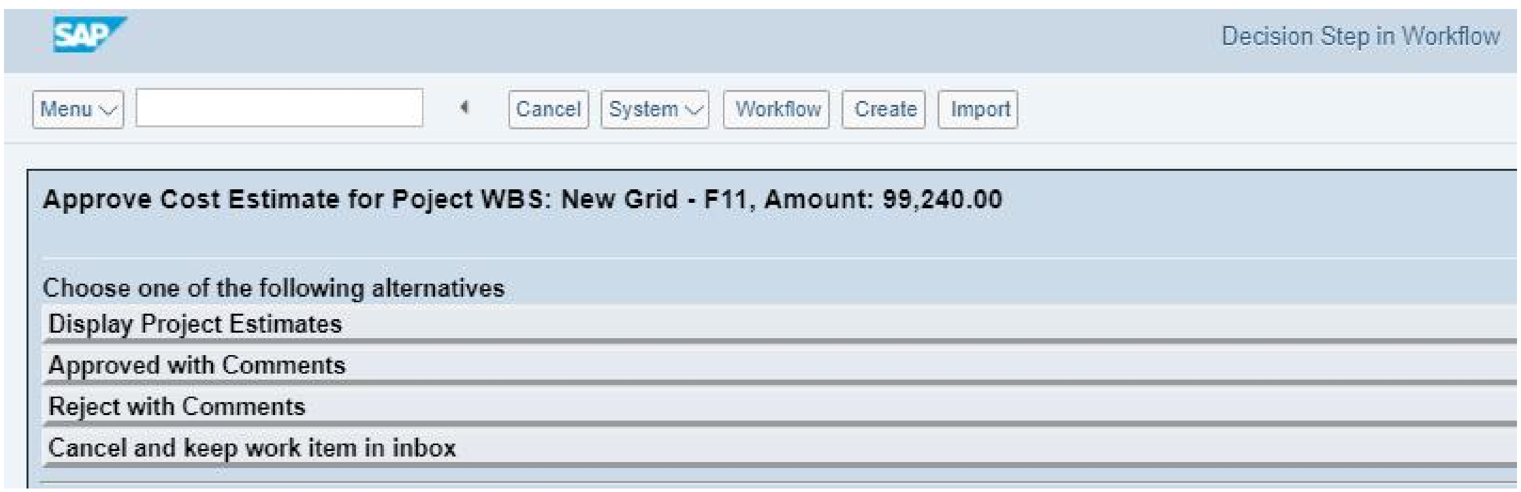
4. Press **Put in Process** Button or *Shift+F2*and Savethe notification to initiate WorkFlow.
5. Once you save a notification number generated will appear in the notification bar
6. Message will appear in the inbox of the approval authority in the sequence as per book of financial power.
7. Approval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



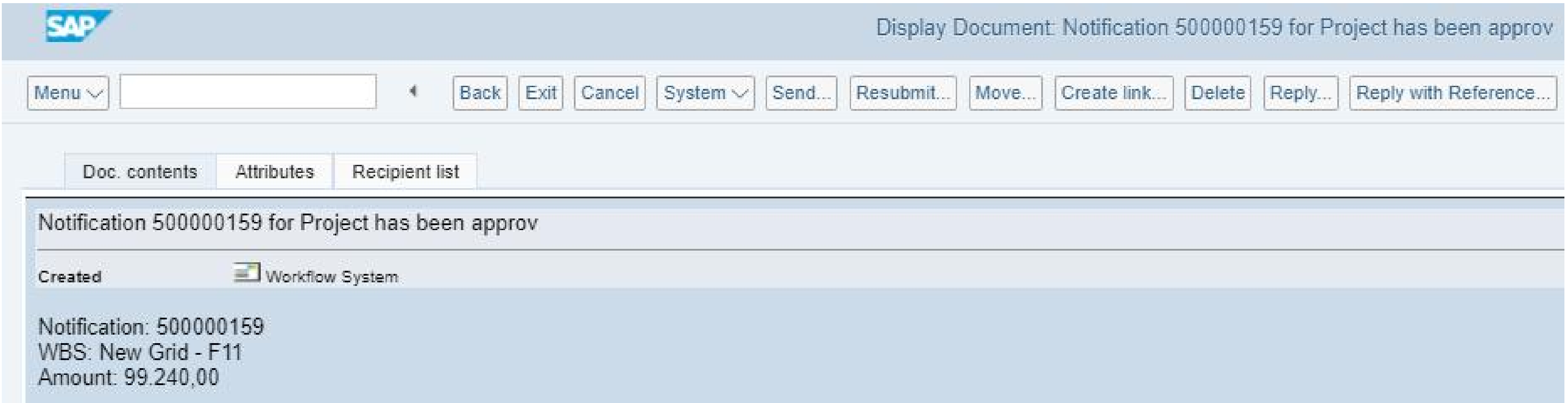
8. Double click on the message and following messages will appear in the inbox



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:



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.



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.

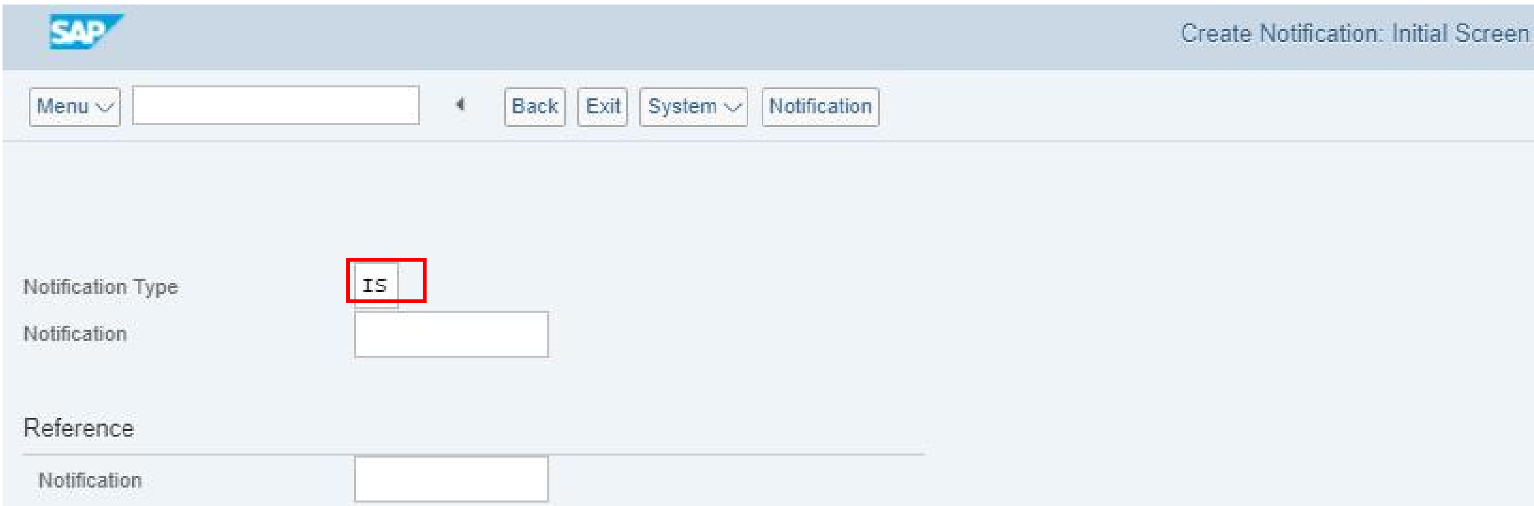
1.1.2 Additional / Supplement Budget Request Workflow

Use

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

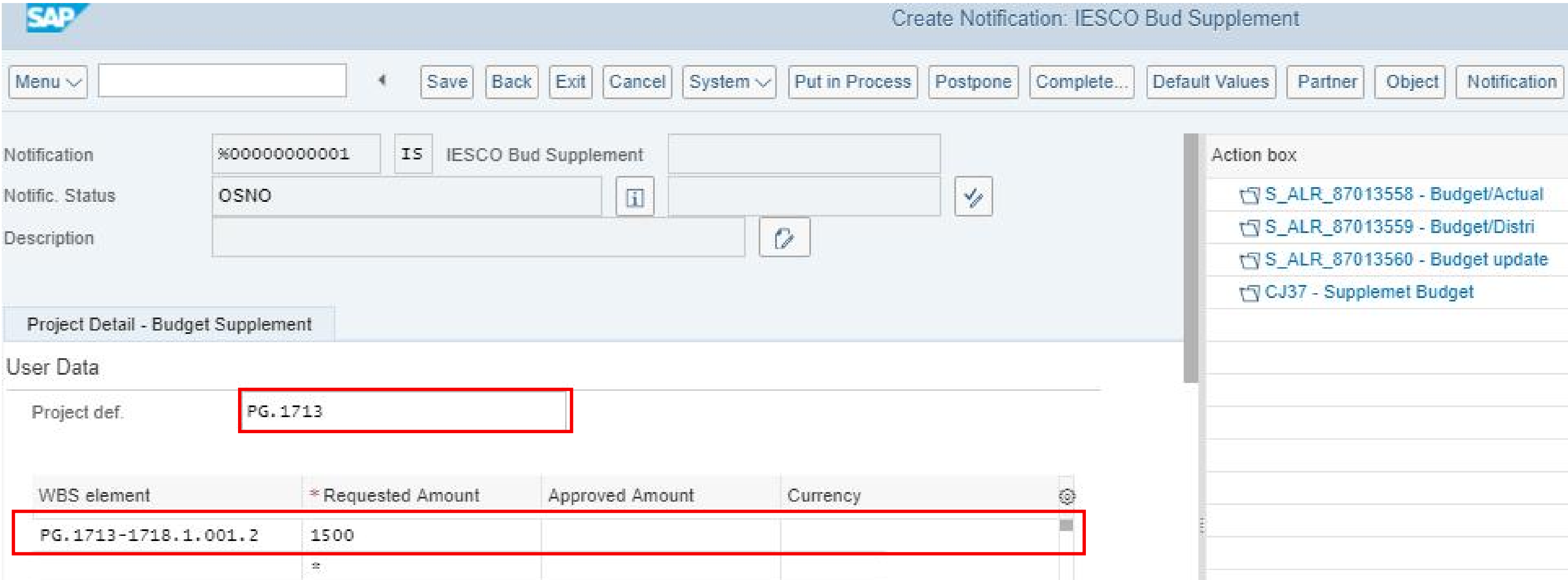
Procedure

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

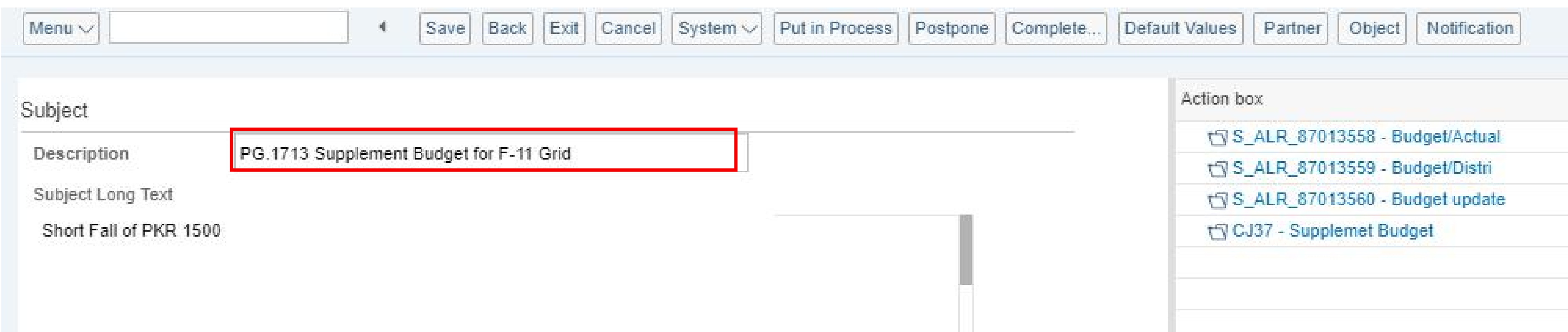


Field name	Description	User action and values	Comments
Notification Type	IESCO Supplement Budget	**IS**	

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



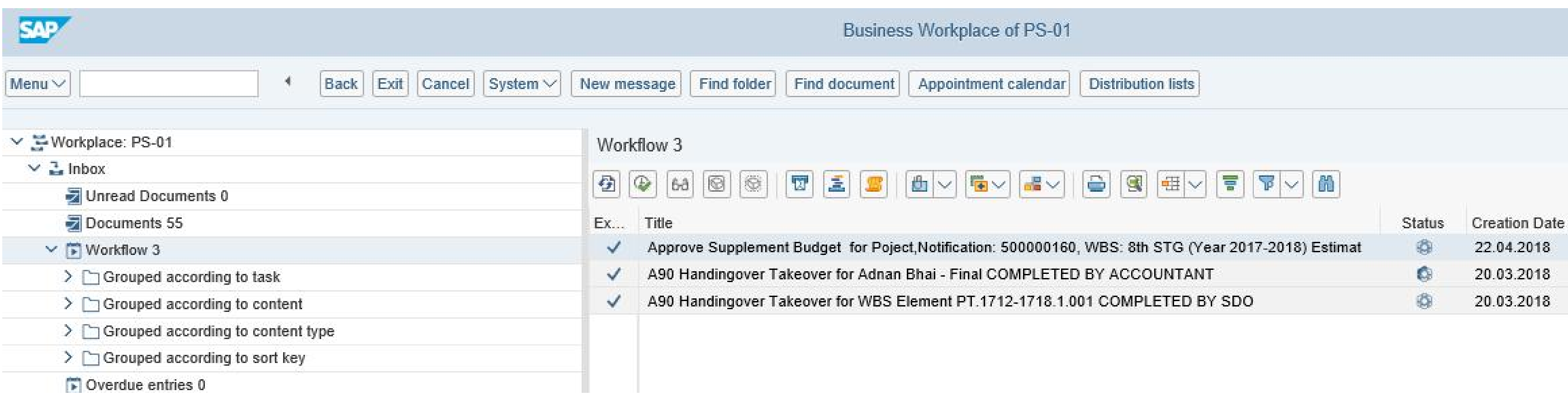
4. Scroll Down, (Mention WBS in description header for better tracking)



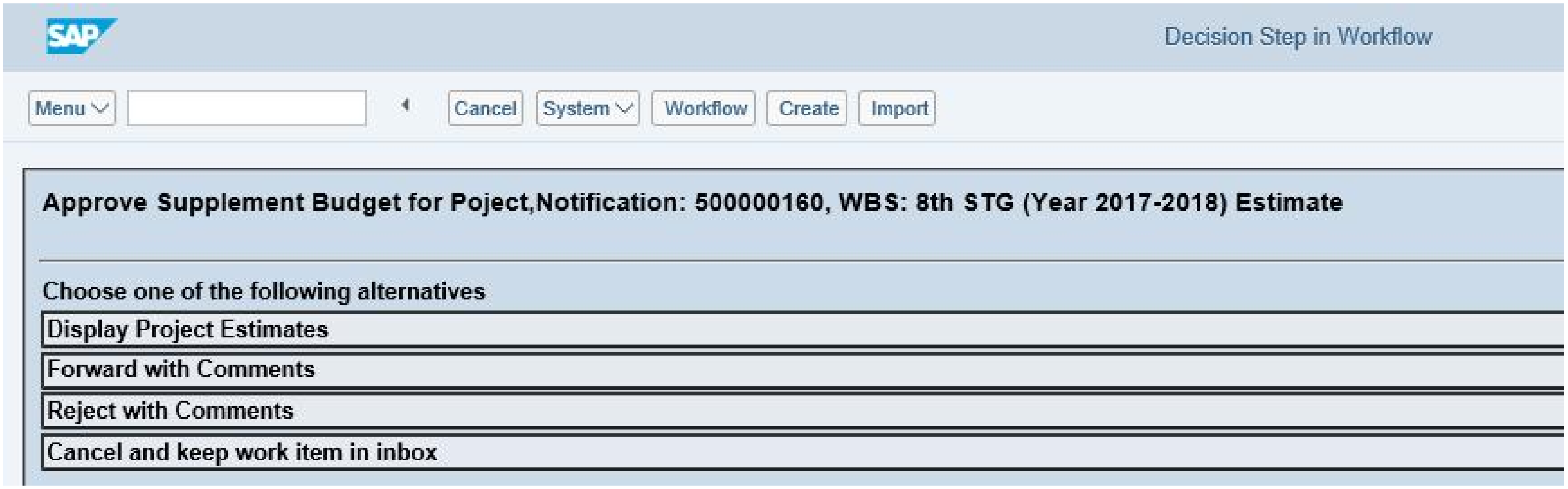
Field name	Description	User action and values	Comments

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 Savethe 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

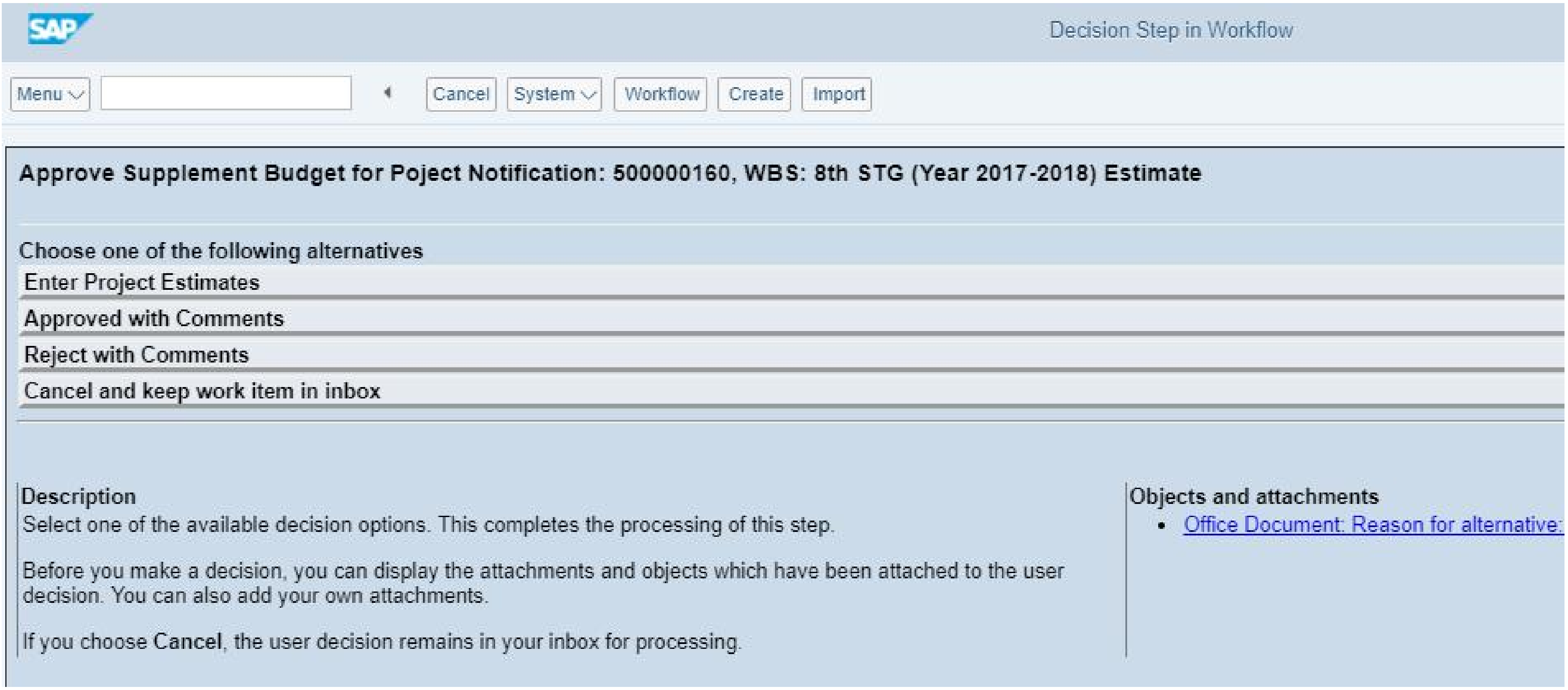


9. User will double click on the message and he will get following messages in the inbox



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:


SAP
Decision Step in Workflow
Menu
Cancel
System
Workflow
Create
Import
Approve Supplement Budget for Poject Notification: 500000160, WBS: 8th STG (Year 2017-2018) Estimate
Choose one of the following alternatives
Enter Project Estimates
Approved with Comments
Reject with Comments
Cancel and keep work item in inbox
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.

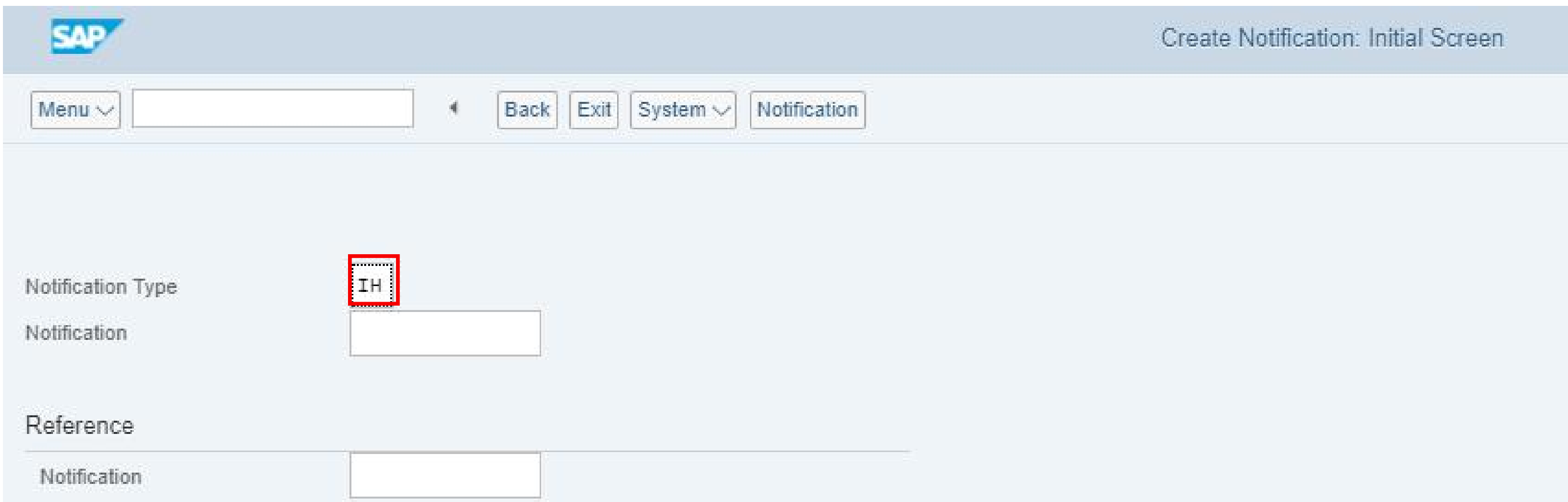
1.1.3 Handing Taking / A-90 Intimation Workflow

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.

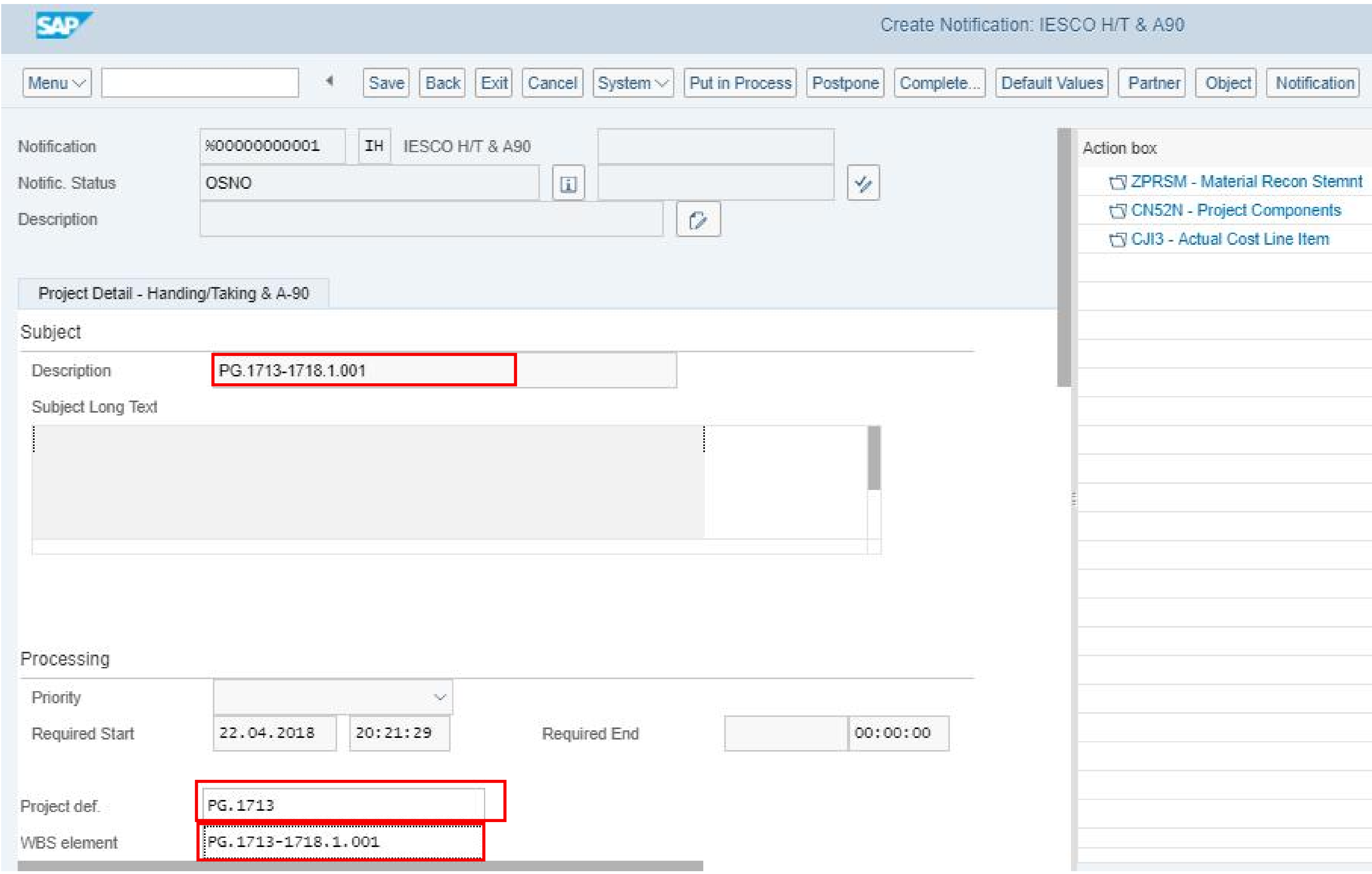
Procedure

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



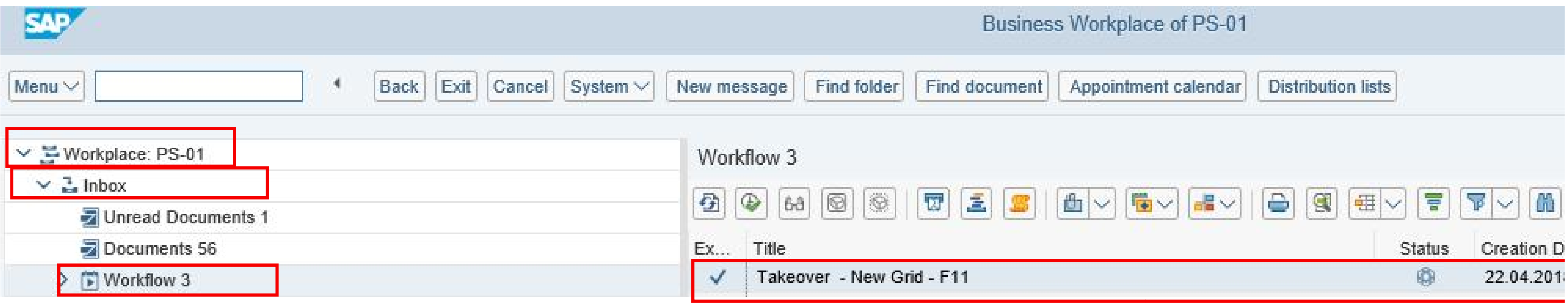
Field name	Description	User action and values	Comments
Notification Type	IESCO Handing Tanking & A-90	**IH**	

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)

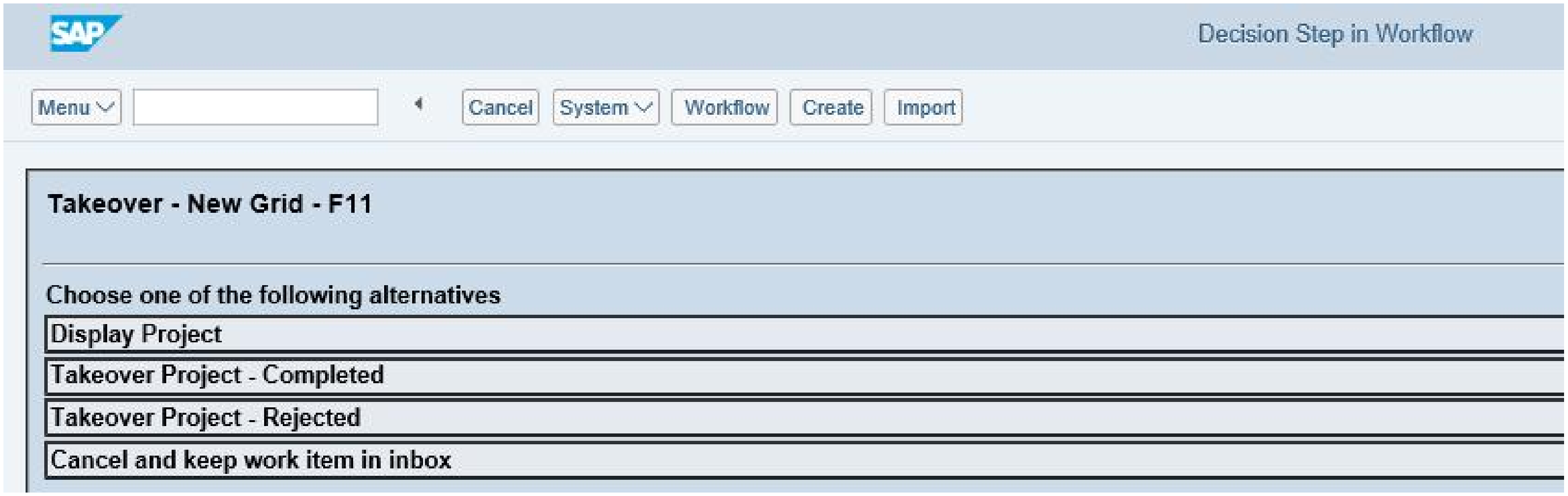


Field name	Description	User action and values	Comments
Description	PG.1713-1718.1.001	Enter WBS Element	
Project Definition	-	**Example:** PG.1713	
WBS Element	-	**Example:** PG.1713-1718.1.001	

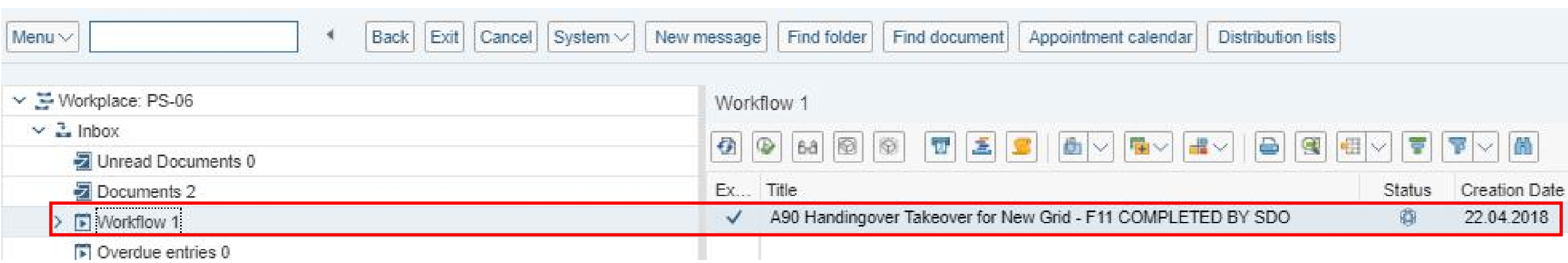
4. Press **Put in Process** Button or *Shift+F2*and Savethe notification to initiate WorkFlow.
5. Once you save a notification number generated will appear in the notification bar
6. Message will appear in the inbox of the approval authority in the sequence maintained by IESCO.
7. Approval Authority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



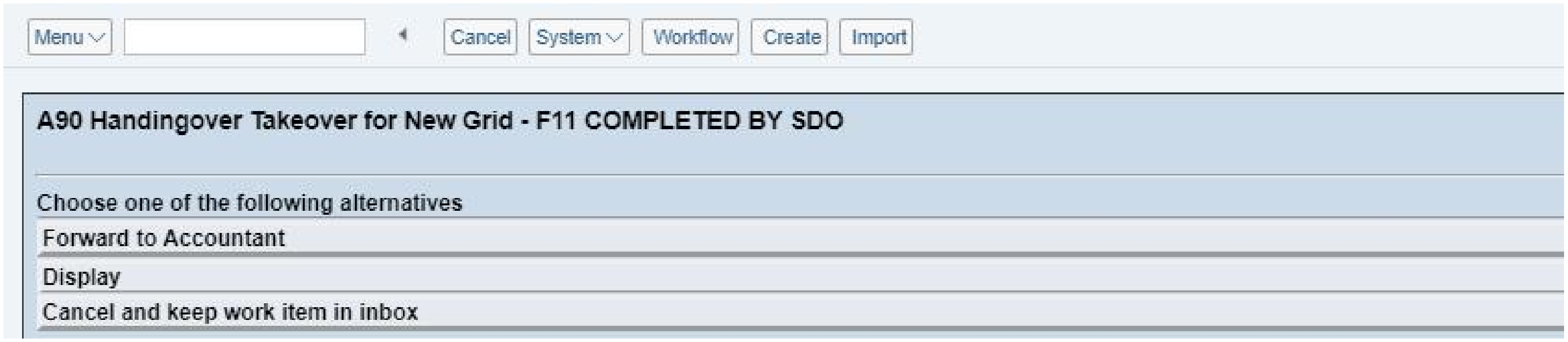
8. User will double click on the message and he will get following messages in the inbox



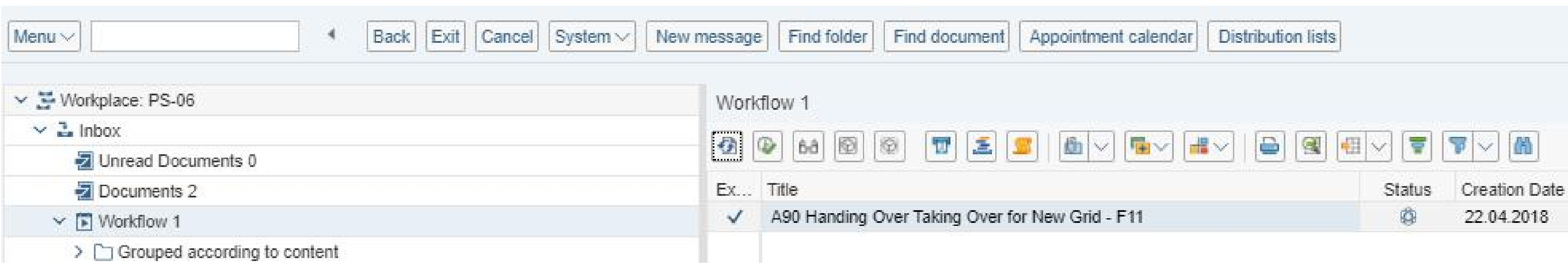
9. If user click on the display button, notification will appear and user can access different reports form the action box (as shown above in point # 3)
10. User can reject with comments or choose takeover Project – Completed.
11. If Rejected , than initiator of workflow will access “Change Notification“ 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.



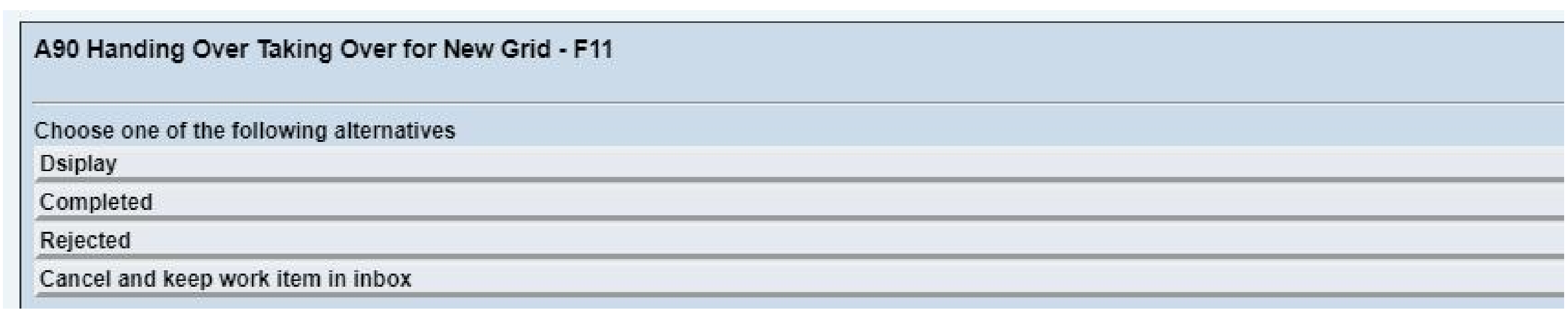
13. Initiator / SDO of Construction office will Forward to Accountant for A-90 / Capitalization process and Project / Sub-Project status will be set to TECO (Refer to Status Management Manual):



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



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



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.