

SBS-OP-DRTR-02-075 - I create R&D WBS

Process: [Costing Model Architecture](#)

Responsibility area: [Master data management](#)



This document describes the transactions related to the process of R&D project creation.

The R&D projects aims to track costs of R&D projects. In order to facilitate the capitalization of qualifying R&D projects, a time and cost-tracking system has been created using WBS (Work Breakdown Structure) in the accounting ERP system (SAP).

Scope

? Unknown Attachment

? Unknown Attachment

Frequency

? Unknown Attachment

References

Error rendering

macro

'contentbylabel'

parameters should

not be empty

- [WBS - Master Data](#)

Attachments

[SBS-FRM-DRTR-02-019 - R&D Project Creation Template.xlsx](#)

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Guideline

The codification of the R&D project must follow the standard rule detailed below:

The codification of a R&D project is

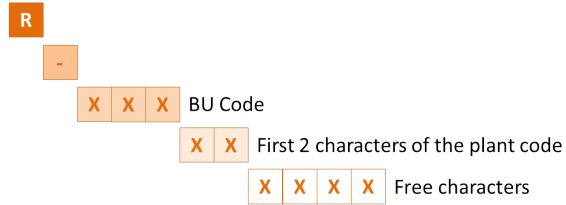
- R
- -

BU code

GBU Name

U01	Essential Chemicals (Solvay Legacy)
U02	Special Chemicals (Solvay Legacy)
U03	Vinyls (Solvay Legacy)
U04	Plastics Integration (Solvay Legacy)
U05	Specialty Polymers
U06	CBS & NBD
U07	Olefins (Solvay Legacy)
U09	Rhodia
U10	Peroxides (Solvay Legacy)
U11	Soda Ash (Solvay Legacy)
U12	Engineering Plastics (obsolete)
U13	Polyamides & Intermediaires (obsolete)
U14	Novecare
U15	Silica (Solvay Legacy)
U16	Aroma
U17	Performance Polyamides

- First 2 characters of the plant code (can be found with [PF2 - ZPRI Display table ETAB](#))
- Free characters



STEP 1

Enter Transaction **CJ01**

Create Project: Initial Screen

Open number

Project Def.

Project Profile

Template

Project def.

Std proj. def.

With WBS Documents

Tempite Profile Data

STEP 2

Insert the **project definition** and choose the **project profile** according to the plant of the company. This information is available in the template received.

i The **Project Profile** should be always “XXX_project R&D (BA XXXX)”.

Enter ↵

Open number

Project Def. R-U06NH9999

Project Profile

- NHA_investment profile 7360 - Solvay HQ
- NHA_investment profile 7470 - Solvay HQ
- NHA_investment profile 7610 - Solvay HQ
- NHA_investment profile 7650 - Solvay HQ
- NHA_investment profile 8500 - Solvay HQ
- NHA_investment profile 8890 - Solvay HQ
- NHA_project R&D (BA 8890)**
- NHC_investment profile 7010
- NHC_investment profile 7250
- NHC_investment profile 7310

STEP 3

- Include the **Project Name** send in the template
- Check if the **Business Area** is correctly filled.

Create Project: Project Definition

Settlement rule

Project Def. R-U06NH9999 OE research emitters

Basic data | Control | Administration | LongText

Status

System Status CRTD

User status

Project coding mask

Mask ID

Responsibilities

Person Respons.

Applicant no.

Organization

CO area CHEF

Company code 0001

Business area 8890

Plant NHA

Location

Profit Center CNHA

Proj.currency EUR

Dates

Start date

Finish date

Factory calend. BE

Time unit DAY

STEP 4

Enter the **Control** tab in order to confirm that the object class is “Overhead”.

- Click on the WBS overview



Create Project: Project Definition

Settlement rule

Project Def. R-U06NH9999 OE research emitters

Basic data | **Control** | Administration | LongText

Project Profile NHA_project R&D (BA 8890) Transfer to proj.def

Accounting

Budget Profile Z20004

Planning profile Z20004

Interest Profile

Investment profile

Results Analysis Key

Simulation profile

PartnerDetermProced.

Planning dates

Network profile

WBS sched. prof ERP: forwards, ...

Sched. scenario Bottom-up scen...

Plan.meth/basic Bottom-up (taki...)

Plan.meth/fcst Bottom-up (taki...)

Network asst 0

Default Values for New WBS Elements

Object Class Overhead Statistical

Tax Jurisdiction

Integrated planning

WBS status profile

Project stock

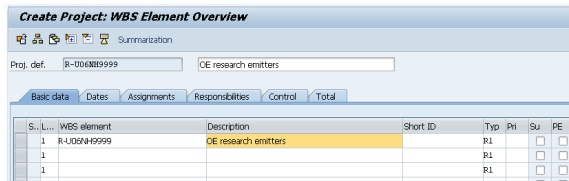
No project stock

Non-valuated stock

Valuated stock Automatic reqmnts grouping

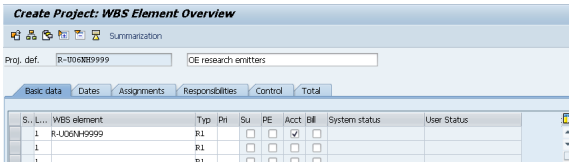
STEP 5

- Fulfill the level 1 of the WBS by inserting the WBS element and Description as per the received template.



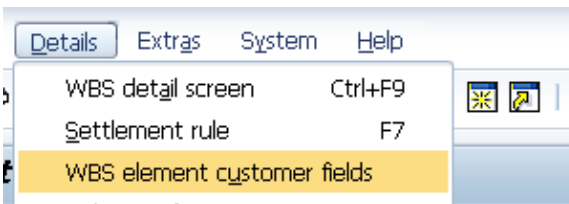
STEP 6

- Flag the "Acct" Column.
- Column "Typ" is set by default to R1. Change it only if it's mentioned in the template file.



STEP 7

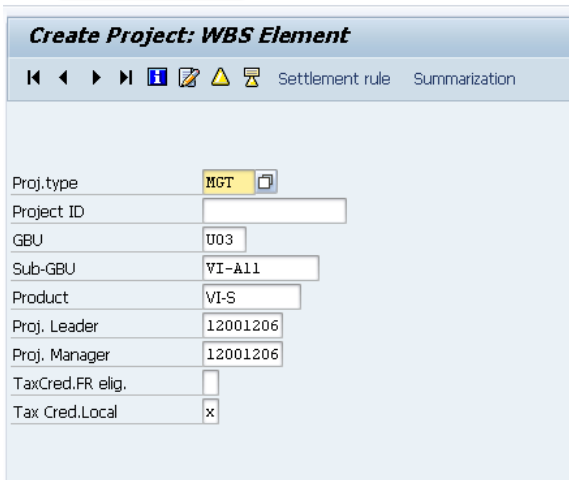
- Go to **Details** menu and enter in **WBS element customer fields**.



STEP 8

Fill in the following fields, as per template:

- Proj. type
- GBU
- Sub-GBU
- Product
- Proj. Leader
- Proj. Manager
- Tax Cred. Local



Note that the selection of the correct Project Type is very important when creating the WBS element, as it will have impact in some reports, namely CosTa and Capex ones.

In order to be considered Capex (both for CosTa and Capex Dashboard) the Project Type must be the one below:

WBS element type	Description
IM	CAPEX (Invest.)

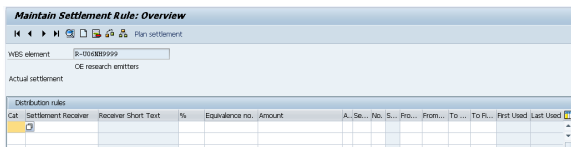
STEP 9

Click on **Settlement rule**, in order to define the settlement rule of the WBS.



STEP 10

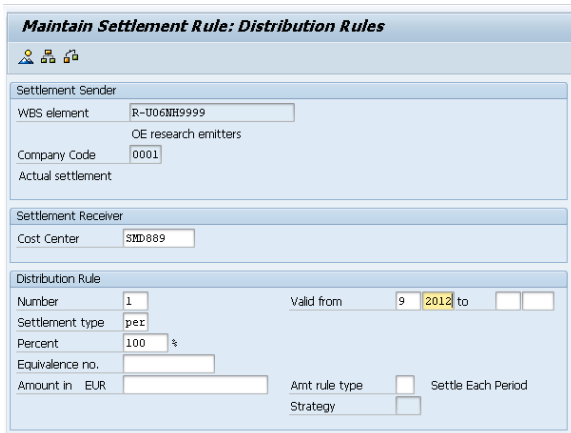
Click twice on the first line.




STEP 11

Fill in the following fields:

- **Cost Center** – (received in the template)
- **Number** – Usually 1, this field should be adapt according to the number of receivers
- **Settlement type** – PER
- **Percent** – Usually 100% it's variable according to the number of receivers
- **Valid from** – month and year of the creation of the WBS



In the end go back by pressing  until you arrive to the *WBS first screen*.

STEP 12

Important fields of the master data that will have an impact for CosTa Dashboards. NOTE: The "responsible CC" is not mandatory for **Projects or WBS levels WITHOUT a flag** in the operative indicator of "Account Assignment Element".

RESPONSIBLE COST CENTER VS. SETTLEMENT COST CENTER:

The field "Responsible Cost Center" might not be filled with the Cost Center that should receive the costs - this is the "settlement Cost Center".

Instead, the "Responsible Cost Center" is linked to the person responsible to validate the respective costs.

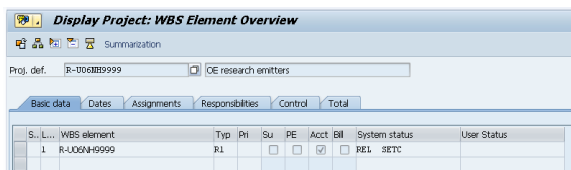
DO WE NEED A RESPONSIBLE COST CENTER IN WBS FOR CAPITAL PROJECTS?

Yes. Even if the costs will be capitalized we need to determine the GBU, the plant, etc. This information will be provided by the responsible Cost Centers, as referred above.

STEP 13

In order to release the WBS, you have to go to **Edit > Status > Release**.

Check if the status is now **REL** and **SETC**.



STEP 14

The WBS is now ready to be saved



STEP 1

Analyse the document sent.

If there is any AUC in column "Settlement Receiver" it should be deleted because it will be fulfilled automatically by the transaction.

Transaction	Trans Type	Project Name	Contract No.	Contract Description	Start	End	Contract Value	Contract Type	Contract Status	Contract Date	Contract Currency	Contract Unit	Contract Rate	Contract Amount	Contract Balance	Contract Payment	Contract Interest	Contract Tax	Contract Fee	Contract Commission	Contract Other	Contract Total	Contract Net	Contract Gross	Contract Net Total	Contract Gross Total
...

STEP 2

Enter transaction **ZZJ02**

R&D - Create projects from XLS template

Report Selections

Controlling Area:

Release Project

Dialog run

Empty sheet

File name:

STEP 3

Deselect the field "Release Project".

Report Selections

Controlling Area:

Release Project

STEP 4

In the "File name" field, upload the Excel file received

R&D - Create projects from XLS template

Report Selections

Controlling Area:

Release Project

Dialog run

Empty sheet

File name:

STEP 5

Click on the "Execute" in order to get to the following screen.

The information that is available on the chosen Excel file, is not displayed.

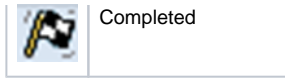
i The first 4 columns stand for:
P: Project / **W:** WBS / **S:** Settlement rule / **R:** Release

Report to excel	Import from excel	Project/WBS/Settl. Rule
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project Definition	P&P	Description	SA	Plant	WBS Element	Description	Sheet Identification
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓

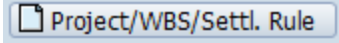
The "Release" column can have 4 different status:

	Ready to be created
	Created
	Error in creation



STEP 6

Select one or several lines and click on



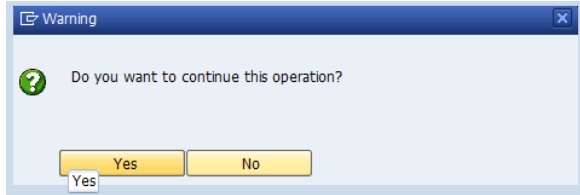
in order to create a new project.

R D - Create projects from XLS template

Project Definition	Pl. Def.	Description	BA	Plant WBS Element	Description	Short Identification
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090

STEP 7

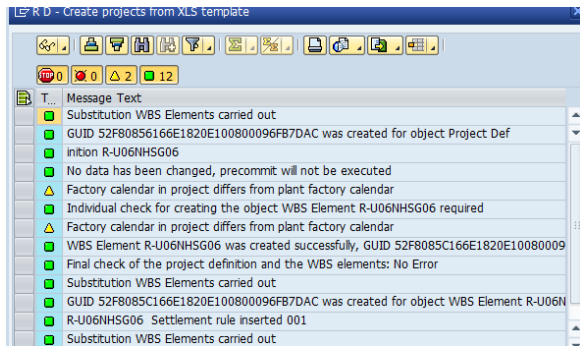
Click on "OK" when the warning message pops-up.



STEP 8

If no errors will be found, a similar screen will be displayed.

Click on to continue.



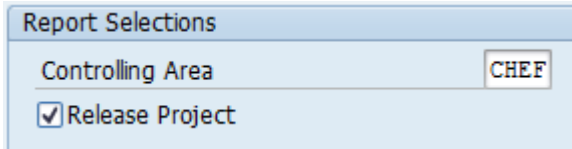
The project created will show a flag in columns **P**, **W** and **S**.

R D - Create projects from XLS template

Project Definition	Pl. Def.	Description	BA	Plant WBS Element	Description	Short Identification
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090
<input checked="" type="checkbox"/>	E	EUGBL1512	RLT...	A209 PPE5 high viscosity promoters	3495 RL EUGBL1512	A2090

Send an e-mail to the Controller in order to obtain the confirmation or validation that everything is OK in project creation process, in order to perform the release.

- Click on "Back" (F3)
- When the warning message appears, click on "Yes".



- Tick the "Release project" field.

- Repeat the process described on ZZJ02 - R&D - Create Projects from XLS template, starting with step 4.

Send an e-mail to the Controller confirming that the R&D WBS was created and release.