OP.075

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

xx **<<** SBS-OP-DRTR-02-075 - I create R&D WBS **>>** xx

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

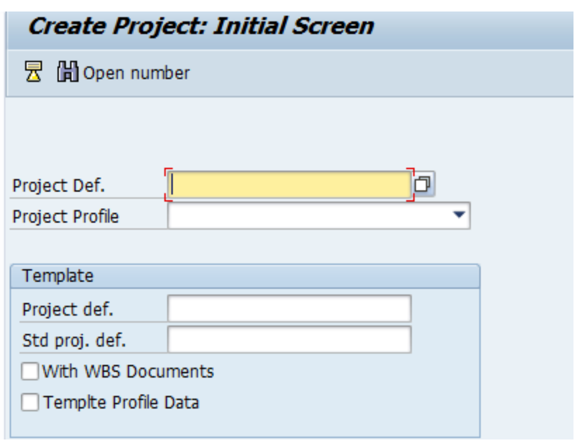
GBU	Name
U01	Essential Chemicals (Solvay Legacy)
U02	Special Chemicals (Solvay Legacy)
U03	Vinyls (Solvay Legacy)
U04	Plastics Integration (Solvay Legacy)
U05	Specialty Polymers
U06	CBS & NBD
U07	Olefins (Solvay Legacy)
U09	Rhodia
U10	Peroxides (Solvay Legacy)
U11	Soda Ash (Solvay Legacy)
U12	Engineering 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

R
-
X X X BU Code
X X First 2 characters of the plant code
X X X X Free characters

STEP 1

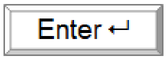
Enter Transaction **CJ01**

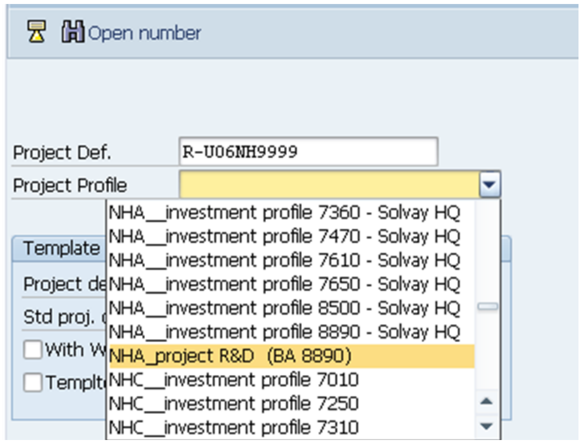


STEP 2

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

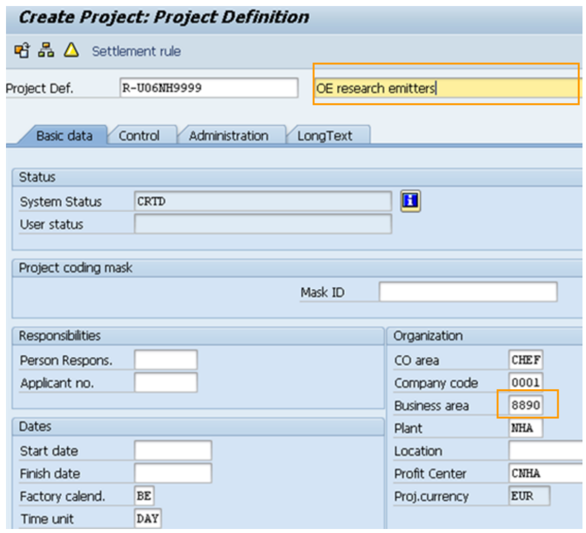
The **Project Profile** should be always **" XXX_project R&D (BA XXXX)"**.





STEP 3

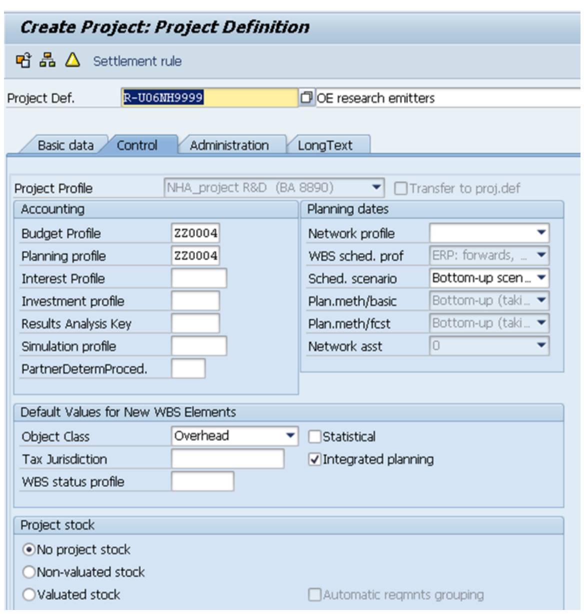
- Include the **Project Name** send in the template
- Check if the **Business Area** i s correctly filled.



STEP 4

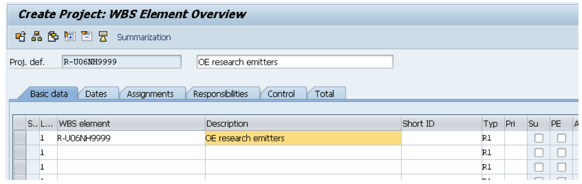
Enter the **Control** tab in order to confirm that the object class is *"Overhe ad"*.

- Click on the WBS overview 



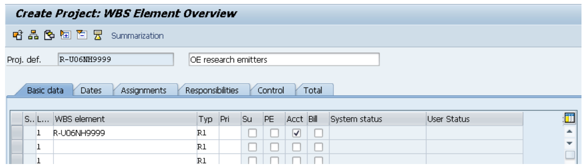
STEP 5

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



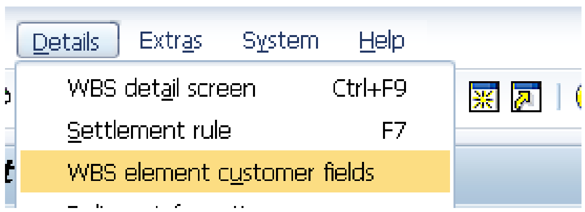
STEP 6

- 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

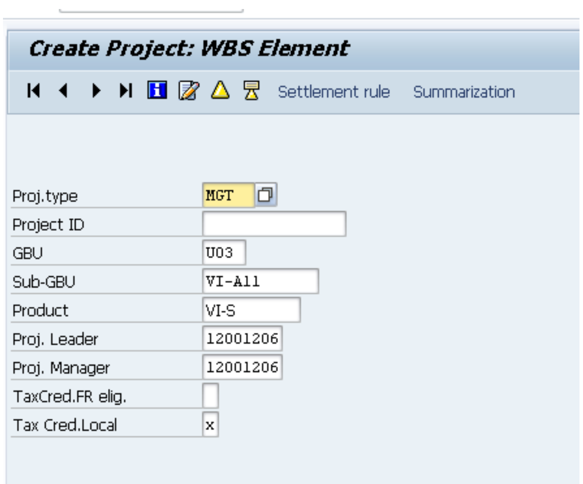
- Go to **Details menu** and enter in **WBS element customer fields.**



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:

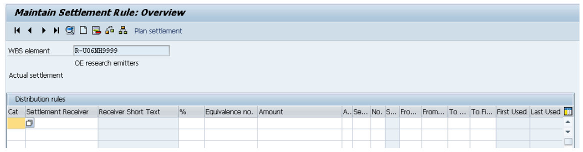
WBS element type	Description
IM	CAPEX (Invest.)

STEP 9

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

STEP 10

Click twice on the first line.

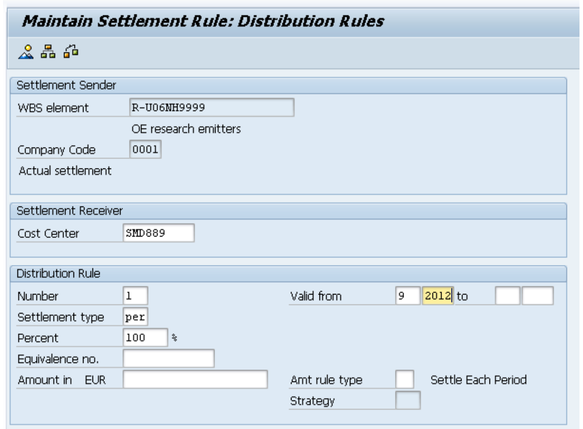


STEP 11

Fill in the following fields:

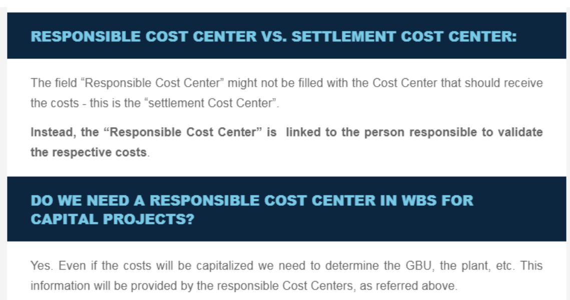
- **Cost Center –** (received in the template)
- **Number –** Usually 1, this field should be adapt according to the number of receivers
- **Settlement type –** PER
- **Percent –** Usually 100% it's variable according to the number of receivers
- **Valid from –** month and year of the creation of the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

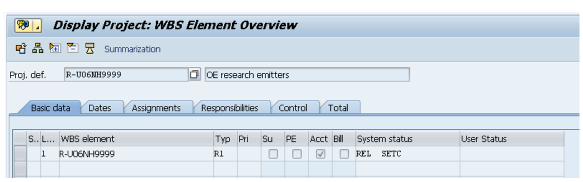
DO WE NEED A RESPONSIBLE COST CENTER IN WBS FOR CAPITAL PROJECTS?

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**.



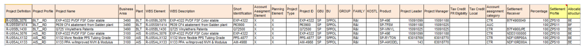
STEP 14

The WBS is now ready to be saved

STEP 1

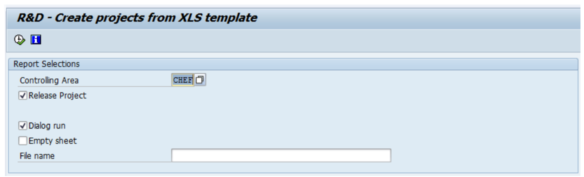
Analyse the document sent.

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



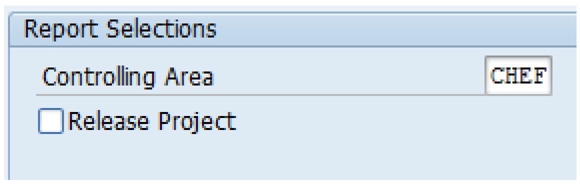
STEP 2

Enter transaction **ZZJ02**



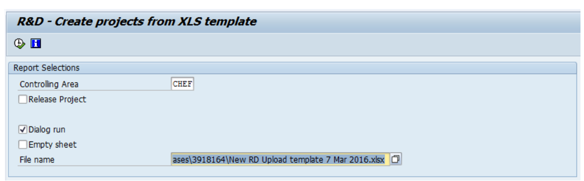
STEP 3

Deselect the field **“Release Project”**.



STEP 4

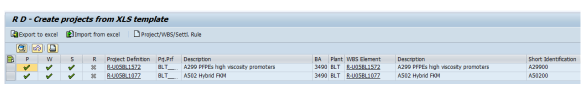
In the **"File name"** field, upload the Excel file received



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.



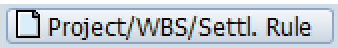
> The first 4 columns stand for:
>
> **P:** Project **/ W:** WBS **/ S:** Settlement rule **/R:** Release

The **"Release"** column can have 4 different status:

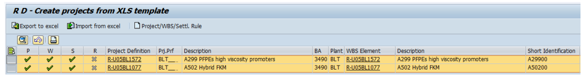
	Ready to be created
	Created
	Error in creation

	Completed

STEP 6

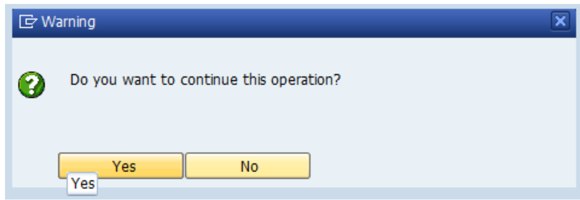
Select one or several lines and click on 

in order to create a new project.



STEP 7

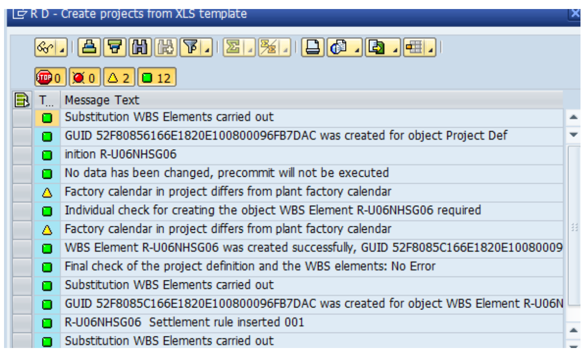
Click on "OK" when the warning message pops-up.



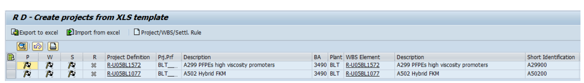
STEP 8

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

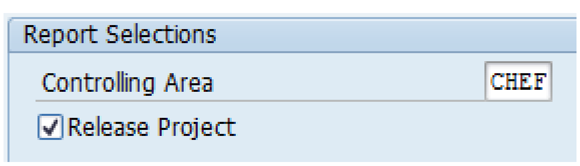
Click on  to continue.



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



I 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.