

WW - New Project Created

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Objective and Scope

Objective of this Procedure

The purpose of this document is to describe the transactions related to the process of investment budget requirement and approval as well as depreciation planning

Scope

This operating procedure (OP) applies to the necessary transactions for approval and planning process of the current PF2 & WP2.

Abbreviations

SU MAC - Service Unit - Management accounting

SPD - Standard Project Definition

PS - Project System (SAP module)

Capex/COLMAR Team - Department that manage and approve the Budget

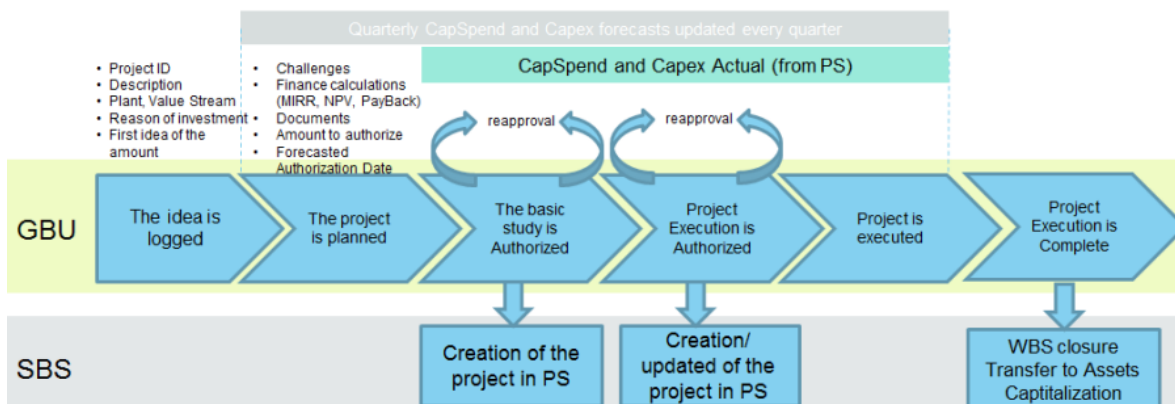
BDG - Budget

Responsibility

SU MAC	Creation of new projects, insert and maintain Budget + Planned Cost
Capex/COLMAR Team	Department that manage and approve the Budget and sent to SU MAC for creation/update

Budget approval and budgeting

Target process for Projects



Project Creation

The Standard Project definition

Responsibility

SU MAC	SU MAC is responsible to create and maintain SPD – Standard Project Definition .
IS	IS is responsible to create the project profile under SU MAC request.
Local Accountants	Local accountants have to validate the SPD created / modified by SU MAC Local accountants might adjust or modify the WBS structure accordingly with their needs.

Projects types that could be managed for PF2 and WP2

Project types which could be managed are:
N: Normal
C : Current
M: Medium
J: Major
D: Demolition
P: Preliminary/Approach/Test

Capitalized investments

Type	Amount Range	Authorization
Current	< 1 MEUR	GBU
Medium	≥ 1 MEUR < 10 MEUR	GBU
Major	≥ 10 MEUR	COMEX (after Investment committee validation)

But also, not capitalized investments

Type	Amount Range	Authorization
Demolition	any	GBU

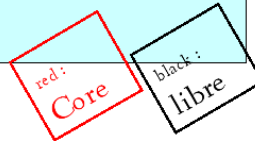
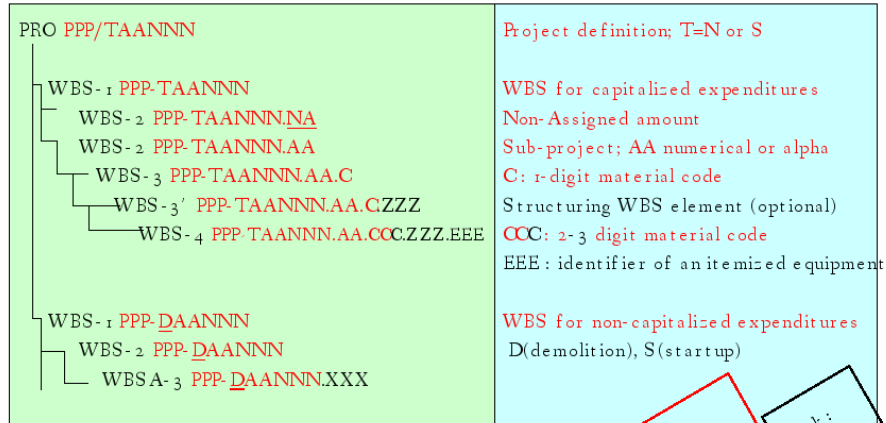
Standard Project Definition Creation for PF2 only

SPD Notion	Standard Project Definitions are used as a template to create new projects in SAP module PS. To avoid errors or mistakes, Standard Project Definitions are created per company code/plant code/business area (division/profit center).
Syensqo Core Structure	In the scope of Syensqo development, a standard structure for investment projects was developed. The SPD structure could be as follows:

Cost control of industrial construction projects : Accounting breakdown - Generic structure

Levels 1 to 4 : structuring WBS elements = planning elements

Lowest level : account assignment WBS elements



	The codification for Standard Project Definition numbers is as follows:			
Plant Code	Slash	Budget Size (C or S)	0	Business Area
BWF	/	C	0	7336

Note: For Germany, please refer to the Country Specificity topic, on this operational procedure.

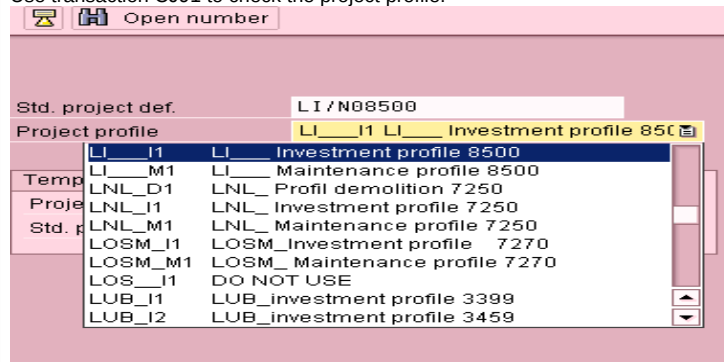
The transactions for Standard Project Definitions are:

CJ91 Create
CJ92 Change
CJ93 Display

The project profile is the main requisite to create a SPD.

Therefore, before starting to create a SPD it is necessary to check if there is any project profile under **Plant/Business Area/(Profile – Investment)** related to.

Use transaction CJ91 to check the project profile:



The creation of the project profile has to be requested to IS, via **SYRA**, pointing out the following data:

- Controlling area
- Company Code
- Plant
- Profit center
- Project currency
- Investment Profile
- Business Area

The SPD creation can proceed, if the required project profile is available.

To create the SPD perform transaction **CJ91**:

1. Insert the codification of the SPD to be created and then select the relevant project profile:

Open number

Std. project def. LVM/N07360

Project profile LVM_I1 LVM_Investment profile 7360

Temp

Proj

Std. p

LVM_I1 LVM_Investment profile 7360

LVM_M1 LVM_Maintenance Profile 7360

LVM_O1 LVM_Overheadnce Profile 7360

MACE_D1 MACE Demolition profile BusAr 3440

MACE_I1 MACE_Investment profile 3440

MACE_M1 MACE_Maintenance profile 3440

MACV_I1 MACV_Investment profile 3390

MACV_M1 MACV_Maintenance profile 3390

MAC_D1 MAC Demolition profile BusAr 3570

MAC_I1 MAC_Investment profile 3570

Click in  and you will have a new screen with the main information about the SPD.

Project def. LVM/N07360 Standard Project Definition LVM 7360

Basic data Control data Administration

Mask ID

Status

PD sts. profile ZZPS0001 WBS sts. prof.

System status CRES

Dates

Factory calend. US

Time unit DAY

Organization

CO area CHEF

Company code 4290

Business area 7360

Plant LVM

Location

Functional area

Profit center CLVM

Proj.currency USD

Responsibilities

Respons.person

Applicant no.

2. Insert the description of the SPD and if needed update some fields (e.g. company code).
3. Once finished click in  to access the WBS elements overview where you should include the basic WBS structure:

Proj. def. LVM/N07360 Standard Project Definition LVM 7360

Basic data Assignments Responsibilities Control Over.

S	Lev	WBS element	Description	Short ID	Typ	Pri	Su	PE	Ac
	1	LVM-N07360	Standard Project Definition LVM 7360	LVM-N07360	IN		☒	☐	☐
	1	LVM-D07360	Demolition	LVM-D07360	IN		☒	☐	☐
	1	LVM-U07360	Start-up	LVM-U07360	IN		☒	☐	☐
	1				IN		☒	☐	☐
	1				IN		☒	☐	☐

Then Save  and the SPD is created.

Standard Project Definition (SPD) with country Specificities

All	- Normally a standard project definition is created for each combination of Plant/Business Area/Company Code We need to use SPD with a specific structure for the countries mentioned below (France, Belgium, Italy - exception for Spinetta and Bollate, Spain and Germany): Type 1: Project Definition TAE/C13000 Level 1 WBS TAE-C13900 Level 2 WBS TAE-C13800.NA (for Not Assigned Costs) End Type 2: Project Definition TAE/C13800 Level 1 WBS TAE-C13800 End - By using this structure Local Team will be able to update WBS using IS Excel development.																											
France	- There is an exception for France, where we have more than one SPD by Plant/Business Area/Company Code. Other data is needed to define projects in France, which is the reason for Investment. - Therefore, if in Capex file the Reason for Investment is B4 – Major Repairs, the SPD to be used will be the one with Investment Profile ZFR013 or ZXX003 for other counties. Profile ZFR003 is used to register the budgets of Stops for Major Repairs as Assets in IFRS Accounts, but in French accounting they are registered as provisions - If the last digit of the SPD is : 1 than mean that it is an investment project. 2 than mean that it is a Demolition project. 3 than mean that it is a Subsidies project. 4 than mean that it is a Major repair project.																											
Germany	<table><tr><th>Site</th><th>Plant</th><th>Business Area</th></tr><tr><td>Hannover</td><td>H**</td><td>***0</td></tr><tr><td>Rheinberg</td><td>R**</td><td>***1</td></tr><tr><td>Bernburg</td><td>B**</td><td>***2</td></tr><tr><td>Frankfurt</td><td>FRF</td><td>***3</td></tr><tr><td>Bad Wimpfen</td><td>BW*</td><td>***6</td></tr><tr><td>Bad Hönningen</td><td>H**</td><td>***7</td></tr><tr><td>Bad Hönningen</td><td>HOR</td><td>***0</td></tr><tr><td>Epe</td><td>EPS</td><td>***8</td></tr></table> - For the Germany companies the demolition project creation should be done using Investment Project Profile. - The SPD to use is YYYY/C1XXXX instead of YYYY/C0XXXX (that is the codification for all countries)	Site	Plant	Business Area	Hannover	H**	***0	Rheinberg	R**	***1	Bernburg	B**	***2	Frankfurt	FRF	***3	Bad Wimpfen	BW*	***6	Bad Hönningen	H**	***7	Bad Hönningen	HOR	***0	Epe	EPS	***8
Site	Plant	Business Area																										
Hannover	H**	***0																										
Rheinberg	R**	***1																										
Bernburg	B**	***2																										
Frankfurt	FRF	***3																										
Bad Wimpfen	BW*	***6																										
Bad Hönningen	H**	***7																										
Bad Hönningen	HOR	***0																										
Epe	EPS	***8																										

Demolition Project Creation

Demolition Project Creation:

There are two situations that might occur with Demolition Project Creation:

- The demolition project corresponds to a construction project. In this case, the demolition project should get the same numbering (YYAAA) of an existing normal or special project and this demolition project should be created as a WBS under the project XXX/NYYAAA or XXX/SYYAAA, under the following steps:
 - Check if the WBS is already added in the WBS structure of the normal or special project, if not SU MAC has to add it using transaction CJ02;
 - Insert the budget and cost planning values in the demolition WBS level (CJ30 and CJ40).

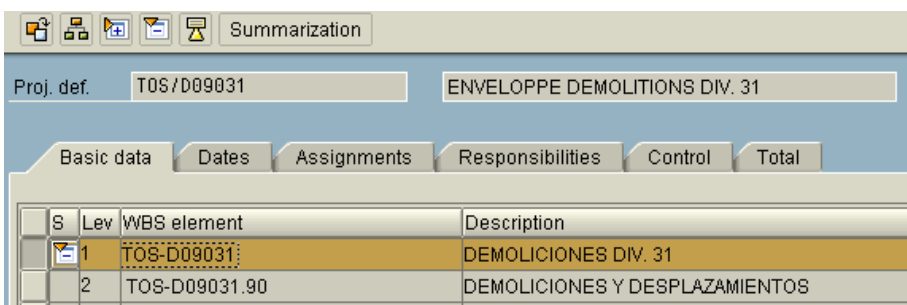
2) The demolition project is not connected to any further construction. In this case, the demolition project should be created as a new project in transaction CJ01 with the codification sent in the request by Capex/COLMAR team.
After the creation, the budget and cost planning values should be inserted using CJ30 and CJ40.

Demolition Project Remark:

To create a new Project Demolition it is used a SPD as reference. If the SPD used is related to a Investment project you should check the Demolition WBS properties, because it can assume the Investment properties of this SPD.

The WBS Demolition should have the following data.

a) Select the Level 1 Demolition WBS and click in detail  :

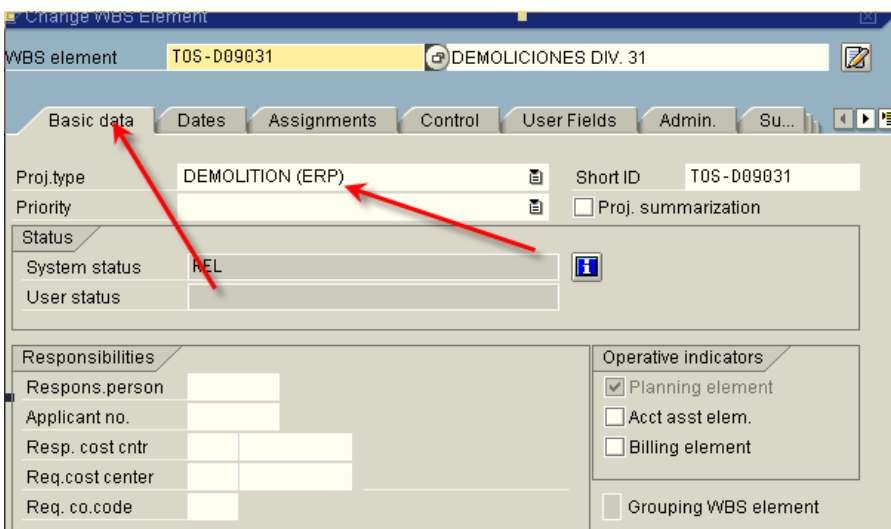


S	Lev	WBS element	Description
1		TOS-D09031	DEMOLICIONES DIV. 31
2		TOS-D09031.90	DEMOLICIONES Y DESPLAZAMIENTOS

b) In Tab Basic Data:

In ERP:

- Insert in the **field Proj. Type - DEMOLITION (ERP)**



WBS element: TOS-D09031 DEMOLICIONES DIV. 31

Basic data | Dates | Assignments | Control | User Fields | Admin. | Su...

Proj. type: DEMOLITION (ERP) Short ID: TOS-D09031

Priority: Proj. summarization: ☐

Status: REL

System status: REL User status:

Responsibilities:

Respons. person	
Applicant no.	
Resp. cost cntr	
Req. cost center	
Req. co. code	

Operative indicators:

☒ Planning element

☐ Acct asst elem.

☐ Billing element

☐ Grouping WBS element

Then go to **Tab Assignments** and check the **Field Object Class inserting OCOST Overhead**.

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Changing Project – CJ02:

The project update is performed in transaction **CJ02**.

Before update any project SU MAC has to check if there is any posting amount on WBS Project:

In case of:

-

1. No posting amount on WBS:

SU MAC can proceed in changing the Business Area, Profit Center and Texts fields of general and WBS data.

2. Posting amount on WBS :

- SU MAC can proceed in changing the Business Area, Profit Center and Texts fields of general data and WBS "level 4" without any amounts posted data.
- How to proceed regarding WBS "level 4" with posting amounts:

Send a communication to Local Accountants explaining the need to change the original data and informing that they should:

- a) Create another WBS " level 4 " for the ones already with value,
- b) Transfer the amounts from the old WBS to the new one.
- c) And block the first one.

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Project deletion

Deletion of projects without budget or planning values

If projects have been created by mistake and the status is still "Created" and neither budget nor planning values have been maintained, it is possible to delete such projects.
First step is always to check the project status and budgeting. Call up transaction CJ02, enter the project number and push "Enter":

Change Project: Initial Screen

Project def. **HA/N08550**

WBS element

Change Project: WBS Element Overview

Summarization

Proj. def. HA/N08550 **REPLACEMENT CARS LA**

Basic data Dates Assignments Responsibilities Control Total

S	Lev	WBS element	Short ID	Typ	Pri	Su	PE	Acct	Bill	System status
	1	HA-N08550	HA-N08550	IN			☒			CRTD BUDG
	2	HA-N08550.NA	HA-N08550.NA	IN			☒			CRTD
	2	HA-N08550.01	HA-N08550.01	IN			☒			CRTD
	3	HA-N08550.01.1	HA-N08550.01.1	IN			☒			CRTD
	4	HA-N08550.01.11	HA-N08550.01.11	IN			☒			CRTD
	1	HA-D08550	HA-D08550	DE			☒			CRTD
	1	HA-U08550	HA-U08550	ST			☒			CRTD
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			
	1			IN			☐			

Scroll to the right and check system status:

In this case the project could not be deleted directly; you have to set the deletion flag (see SAP description below).
If you want to reuse the project number in a new project, you have to rename your project before setting the deletion flag.

Call up CJ02. Replace 550 by XXX and click on project definition button  :

Change Project: WBS Element Overview

Summarization

Proj. def. HA/N08550 REPLACEMENT CARS LA

Basic data Dates Assignments Responsibilities Control

S	Lev	WBS element	Description
	1	HA-N08-XXX	Topprojekt Investition

Replace 550 by XXX like in WBS element:

Change Project: Project definition

Settlement rule

Project def. HA/N08-XXX REPLACEMENT CARS LA

Basic data Control data Administration Long bt

Status

System status CRTD

User status

Click on "Edit", "Status", "Deletion Flag":

Project Edit Goto WBS element Details Extras System Help

Select
Object
Status
Project version
View
Cancel F12

Project def. HA/N08-XXX REPLACEMENT CARS LA

Basic data Control data

Status

System status CRTD

User status

Project coding mask

Responsibilities

Release
Lock
Unlock
Order accepted
Close technically
Cancel close techn.
Fully invoiced
Cancel fully invoiced
Close
Cancel close
Deletion flag
Cancel deletion flag
User status
System/User status Shift+F6

Save your data  .

Deletion of projects with a budget assigned

If a project was created by mistake and a budget was already assigned to it, it is not possible to simply delete the project. However, if there are no costs associated to the project, there is a way to correct it.

First, go to transaction **CJ30** and set the annual and the overview budget values to zero:

The screenshot shows the 'Change Original Budget: Annual overview' dialog box in SAP. It includes fields for 'Project def.' (DPM-N11001), 'WBS elem.' (DPM-N11001), and 'Views in' (0 Controlling area currency). A 'ScalingFac' field is set to 1.000. Below these is a table titled 'Annual Values' with columns: Period, Budget, Tra..., Current budget, Distributed, Distributable, Planned total, and Release. The table lists years from 2008 to 2016, each with a USD currency and empty budget fields. A 'Total' row is at the bottom.

Period	Budget	Tra...	Current budget	Distributed	Distributable	Planned total	Release
Overall		USD					
2008		USD					
2009		USD					
2010		USD					
2011		USD					
2012		USD					
2013		USD					
2014		USD					
2015		USD					
2016		USD					
Total		USD					

Save  the changes made in the original budget.

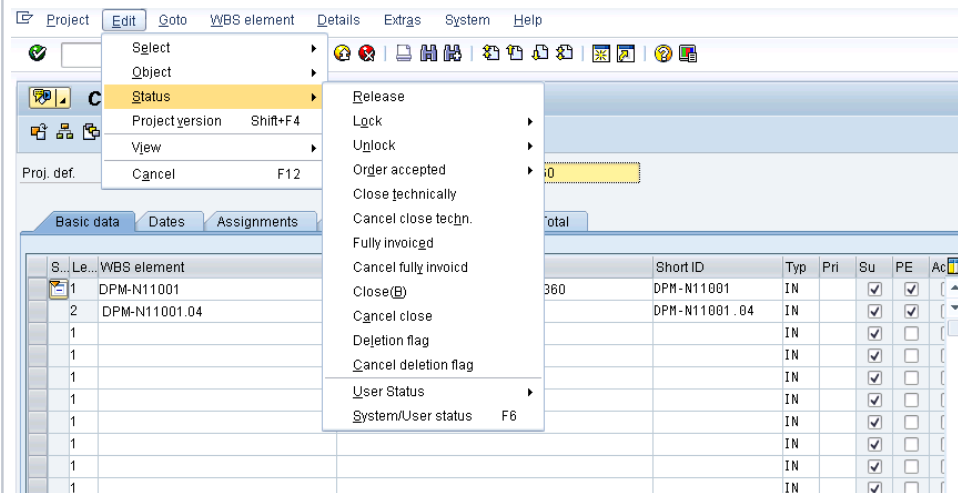
Then, go to transaction **CJ02** and set the status to technically complete (TECO):

The screenshot shows the SAP 'CJ02' transaction interface. The 'Status' menu is open, displaying options such as 'Release', 'Lock', 'Unlock', 'Order accepted', 'Close technically', 'Cancel close techn.', 'Fully invoiced', 'Cancel fully invoiced', 'Close(B)', 'Cancel close', 'Deletion flag', 'Cancel deletion flag', 'User Status', and 'System/User status'. The background shows a table with columns: S..., Le..., WBS element, Short ID, Typ, Pri, Su, PE, and Ac. The table lists two WBS elements: 'DPM-N11001' and 'DPM-N11001.04'.

S...	Le...	WBS element	Short ID	Typ	Pri	Su	PE	Ac
1		DPM-N11001	DPM-N11001	IN		✓	✓	
2		DPM-N11001.04	DPM-N11001.04	IN		✓	✓	

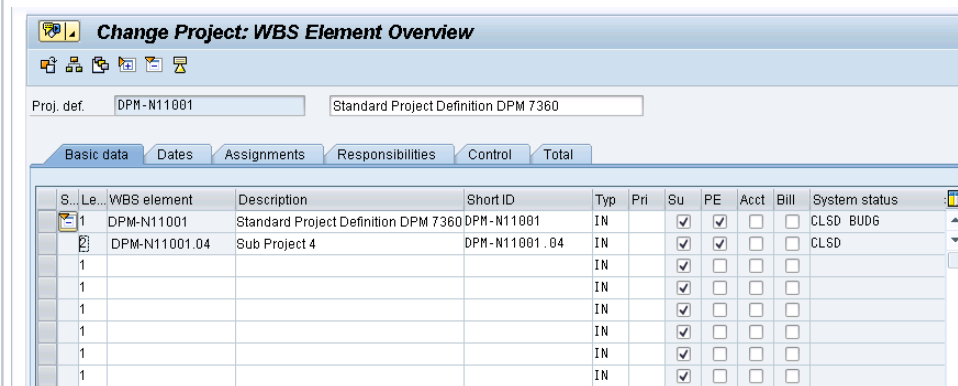
To have the status set, save  the project.

After that, set the status closed for the project created incorrectly (CLSD):



Save  the project.

You will have the following system status:



Remark: If you want to reuse the project number in a new project, you have to rename your project before setting the deletion flag.

Deleting WBS elements (SAP documentation)

Use

Under certain prerequisites you can delete WBS elements directly, that is, delete physically.

You cannot undo the physical deletion of WBS elements.

You can give WBS elements that cannot be deleted directly the *Deletion flag* status. They are deleted from the project logically.

Prerequisites

You can only delete WBS elements directly, if they have the status *Created* or *Released* and no postings or assignments to other objects exist.

Integrated planning WBS elements can be deleted as long as no planned costs or revenues have been posted.

You cannot delete WBS elements with the status *Released*.

Features

Set the *Deletion flag* status for WBS elements if they have any other status than *Created* or *Released*. As long as the WBS elements have the status *Deletion flag* and deletion indicators have not been set, you can cancel the deletion flag.

Activities

Function

Menu Path

Delete WBS elements directly	<i>Edit</i> Delete Delete object or 
Provide the WBS element with a deletion flag.	<i>Edit</i> Status Deletion flag
Canceling Deletion Flags	<i>Edit</i> Status Revoke deletion flag

If you delete **WBS elements** or set a deletion flag for them, subordinate WBS elements, and assignments are also deleted or have a deletion flag set.

|||

--	--	--

To be able to revoke the deletion flag, you must first show the WBS elements that have been flagged for deletion. To do this, choose *Edit Object* _Display deleted Disp._ The WBS elements with deletion flags are highlighted in grey. You can now cancel the deletion flag for the required WBS elements.

BUDGETING

Original Budget- CJ30

The original budget has to be recorded after approval, release and creation of a new project in the system.

Call up transaction CJ30.

Insert Project Definition and click on "Original Budget":

Change Original Budget: Initial Screen

Original budget	
Project def.	BBA/N06700
WBS element	

First step is the total amount on top WBS element level:

Budget Edit Goto Settings Extras System Help							
Change Original Budget: WBS Element Overview							
Annual Overview							
Proj. def.		BBA/N06700		New Project			
Timeframe		Overall		ScalingFac 1.000			
Overall values							
	WBS Element	Original Budget	Cur...	Current budget	Distributed	Distributable	Planned
1	BBA-N06700	500,00	EUR	525,00		525,00	
2	BBA-N06700.NA		EUR				
2	BBA-N06700.01		EUR				
3	BBA-N06700.01.1		EUR				
4	BBA-N06700.01.11		EUR				
1	BBA-D06700		EUR				
1	BBA-U06700		EUR				

Second step is the annual overview:

Change Original Budget: Annual Overview

WBS Element Overview

Proj. def. BBA/N06700 New Project
WBS Element BBA-N06700 Topprojekt Investition
ScalingFac 1.000

	Original Budget	Tran...	Current budget	Distributed	Distributable	Planned Tota...	Release
Overa...	500,00	EUR	525,00		525,00		
2002		EUR					
2003		EUR					
2004		EUR					
2005		EUR					
2006	400,00	EUR	350,00		350,00		
2007	100,00	EUR	150,00		150,00		
2008		EUR	25,00		25,00		
2009		EUR					
2010		EUR					
Total ...	500,00	EUR	525,00		525,00		

Finally: save your data  !

For Subsidies Projects you must enter the budget with negative values.

Proj.def. BBA/N08026 Subsidies BBA-N08025
Timeframe Overall
ScalingFac 1.000

Overall values

	Lev	WBS Element	Original Budget	Tran...	Current budget	Distributed	Distributable	Planr
1		BBA-N08026	95,00-	EUR	95,00-		95,00-	

To save you have to do it without checking:

Budget Edit Goto Settings Extras System Help

Check Shift+F4
Save without checking
Save Ctrl+S
Exit Shift+F3

Proj.def. BBA/N08026 Subside
Timeframe Overall

Overall values

	Lev	WBS Element	Original Budget	T
1		BBA-N08026	95,00-	E

If for some reason the system doesn't allow you to do that, you have to change the budget profile in CJ02:

- To ZZ2003 – Investment w/o ATB-check

Project def. BBA/N08026 Subsidies BBA-N08025

Basic data Control data Budget profile

Project profile BBAA_inve

Accounting

Budget profile ZZ2003

Planning profile ZZ0003

Int.calc.profile

Investment profile ZDE000

Results analysis key

Simulation profile

PartnerDetermProced.

Default Values for New WBS Element

Object class Investmer

Profile	App.	VT	Text
000001	P	41	General budget profile
IMBDGP	P	41	IM-C Budgeting Profile
ZZ0001	P	41	MAINTENANCE (ERP)
ZZ0002	P	41	PRELIM. STUDIES (ERP) budget
ZZ0003	P	41	INVESTMENT (ERP)
ZZ0004	P	41	DEMOLITION (ERP)
ZZ0011	P	41	MAINTENANCE Local currency
ZZ0012	P	41	PRELIM. STUDIES local currency
ZZ0013	P	41	INVESTMENT Local currency
ZZ0014	P	41	DEMOLITION local currency
ZZ0015	P	41	INVESTMENT Scale 0 (ERP)
ZZ1003	P	41	INVESTMENT (ERP)
ZZ2003	P	41	INVESTMENT w/o ATB-check
ZZ3001	P	41	Solvay-AVAC-Error-No Tolerance
ZZ3002	P	41	Solvay-AVAC-Err-10% Tol to 25K

Transfer of Original Budget - CJ34

The original budget is never changed with CJ30. To transfer amounts from project or to project or from year to year use CJ34. Call up CJ34 and enter "sender year", "receiver year" and "text".

Transfer posting Edit Goto Settings System Help

Transfer Budget: Initial Screen

Document date 03.11.2005

Template

Sender year 2006

Receiver year 2006

☐ Total values too

Long text

Text Reason for transfer

Enter the "sender WBS element", the "receiver WBS element", "currency" and "amount to be transferred (always use the thousand format , for instance if the related amount is 30 K Eur, it should be inserted the amount 30.000,00 Eur)" and click on button "check (F9)" and save.

Transfer posting Edit Goto Extras System Help

Transfer Budget: List Screen

Document date 03.11.2005

	Sender WBS element	Se...	Receiver WBS element	Re...	Amount	Curr.	Total
1	BBA-N06700	2006	BBA-N06005	2006	30.000,00	EUR	☒
2		2006		2006			☐
3		2006		2006			☐

Change Supplement - CJ37

This transaction is used to increase the budget amount. Call up CJ37, make the required entry project definition:

Supplement Edit Goto Extras System Help

Change Supplement: Initial Screen

Supplement

Project def. **BBA/N06700**

WBS element

Currency

Enter the amount to be added in the budget:

Supplement Edit Goto Settings Extras System Help

Change Supplement: WBS Element Overview

Annual Overview

Proj. def. BBA/N06700 New Project

Timeframe Overall

ScalingFac 1.000

Overall values							
Lev	WBS Element	Supplement	Tran...	Current budget	Distributed	Distributable	Planned
3	BBA-N06700.01.1		EUR	100,00		100,00	
4	BBA-N06700.01.11		EUR	100,00			

Click button "Annual Overview" and enter the annual amounts (only the value to be added in the budget):

Supplement Edit Goto Settings Extras System Help

Change Supplement: Annual Overview

WBS Element Overview

Proj. def. BBA/N06700 New Project

WBS Element BBA-N06700.01.1 stat. Masch./App. (Mat. Code 1.Stelle)

ScalingFac 1.000

	Supplement	Tran...	Current budget	Distributed	Distributable	Planned Total...	Rele...
Overa...	100,00	EUR	100,00		100,00		
2002		EUR					
2003		EUR					
2004		EUR					
2005		EUR					
2006		EUR					
2007	50,00	EUR	50,00		50,00		
2008	50,00	EUR	50,00		50,00		
2009		EUR					
2010		EUR					
Total...	100,00	EUR	100,00		100,00		

Click button "Check (Shift + F4)" and "Save (Ctrl + S)".

Change Return - CJ38

This transaction is used to return unnecessary budget amounts. The screens are similar to CJ37.

Project creation using transaction ZZJ01

For each Project to be created, the program selects the Standard Project created in the corresponding Company/Plant/Business Area, and uses it as template to create the WBS elements.

Notes:

- it is supposed that there is only one standard Project per (company code/plant/business area). The same standard Project is used as template to create WBS for Normal and Special Projects. For all the rest specific Standard project is needed
- If investment reason is B4 (major repair, turn around), the program will select a standard project with investment profile xx0002.

Preliminary:

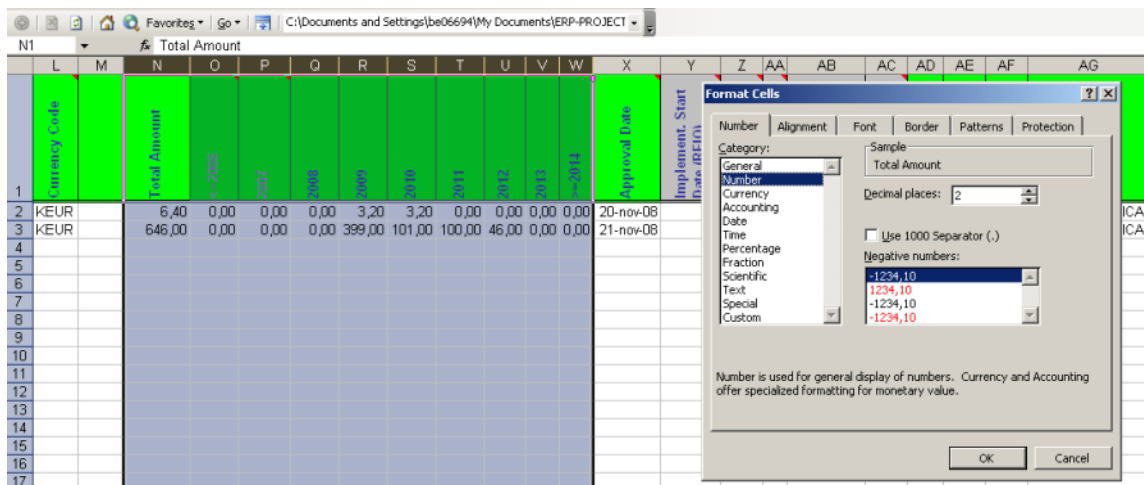
The file used by CAPEX/COLMAR to exchange data related to CAPEX budgets must be checked and converted to a format accepted by the program:

1. Check the file is correctly completed (especially lines corresponding to Projects to be created). Here are the columns used by the program:

- Column C: Appropriation Request (=code of the Budget in IM: eg MAC-N09001)
- Column D: Budget description
- Column E: Status (only budget with status REL will be treated by the program)
- Column L: currency
- Column N: Total amount
- Columns O to W: yearly amounts. (The year is shifted left every year. For new budgets, column R corresponds to the year of the Approval Year (specified in column AK). Example: End 2008/begin 2009 (= approval year 2009), columns O to W range from <= 2006 till >=2013; column R contains amount for 2009).
- Column AD: plant code (2 or 3 digits plant code)
- Column AF: company code
- Column AK: Approval year
- Column AN: Business area
- Column AS: Investment profile
- Column AT: Person Respons (ID Code)

1. Format the file as required by the program:

- Format cells with budget figures (columns N to W) as numeric with 2 decimals,
- In column N, if cells contains characters ">>>" remove them.
- Delete the title line,
- Save the file as text file (format Text Tab delimited).



	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	currency code		Total Amount	<=2006	2007	2008	2009	2010	2011	2012	2013	2014	Approval Year	Implement. Start Date (YYYYMM)								
2	KEUR		6,40	0,00	0,00	0,00	3,20	3,20	0,00	0,00	0,00	0,00	20-nov-08									
3	KEUR		646,00	0,00	0,00	0,00	399,00	101,00	100,00	46,00	0,00	0,00	21-nov-08									
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						



CAPEX

Example.xlsx

Example attached in Excel format:

Create PS projects before COLMAR-Start transaction ZZJ01

You get the following screen:

Creation of new investment projects with the upload of an excel file

☐ Colmar File
☒ Create PROJECTS + WBS Level 1
☐ Creation BUDGETS+PLANNED COSTS
☐ Create/Change Author. Budget
☐ Change Project status to TECO

Selection parameters

Input file

Session name

Year

☐ Test Run

☒

Complete the following fields :

Colmar file	DO NOT flag the checkbox
Creation PROJECTS	Select the option "Create PROJECT"
Input file	Use the button at the end of the field () to select the TXT file used as input.
Session name	Give any name. (this name will be given to the batch input file that will be created by the program).
Year	The year entered in this field is used by the program to select records to be treated. (check on column AK : "Approval Year").Note: the program also checks that the status of the project is REL.
Test run	This flag allows to run the program in test mode, in order to check the content of the file.

Click on  to start the program.

Output of the transaction:

1. If executed in test mode, the program will:

- upload the file, check its content and report mistakes in records corresponding to Projects to be created (missing data: plant, business area; project already created)
- list Projects that will be created with reference of Standard project to will be copied.

No SBDC is created.

2. If not run in "Test mode", the program will:

- upload the file
- for each project to be created, search for the standard Project to be copied (in ERP, the plant code (column AD) and Business area (column AN) are used to determine the standard PS Project to be used as template to create the Project).
- Display a list with PS projects and WBS to be created
- Create a SBDC session with related data for CJ01 transactions.

Check the list issued by the program; if the Projects and WBS are correct, then execute the SBDC session with transaction SM35 (background mode). When the SBDC has finished to run, check its status and correct errors if any.

Create Budget and Planned costs-Start transaction ZZJ01 for file before COLMAR

You get the following screen:

Creation of new investment projects with the upload of an excel file

☐ Colmar File
☐ Create PROJECTS + WBS Level 1
☒ Creation BUDGETS+PLANNED COSTS
☐ Create/Change Author. Budget
☐ Change Project status to TECO

Selection parameters

Input file

Session name

Year

☒

☐ Test Run

Complete the following fields :

Colmar file	DO NOT flag the checkbox
Creation BUDGET + PLANNED COSTS	Select the option "Creation BUDGET+PLANNED COSTS"
Input file	Use the button at the end of the field () to select the TXT file used as input.
Session name	Give any name. (this name will be given to the batch input file that will be created by the program).
Year	The year entered in this field is used by the program to select records to be treated.Note: the program also checks that the status of the project is REL.
Test run	This flag allows to run the program in test mode, in order to check the content of the file.

Click on  to start the program.

Output of the transaction:

If flag "Test run" not set, the program will:

- upload the file,
- create 2 SBDC sessions for transactions CJ30 (Create Budget) and CJ40 (Create Planned Costs – version AFC).
- list Projects that have been treated.

Then, execute the SBDC sessions with transaction SM35 (background mode).

When the SBDC has finished to run, check its status and correct errors if any.

Remark: PS Projects created by the program, with their budget planned costs can be listed using transaction CN41 and PSIS report CJE0 – 12KST1A.

Transaction S_ALR_87013560

This transaction is used for the general overview of budget updates. Call up the transaction, enter the WBS element and press button "Execute (F8)":

The screenshot displays the SAP S_ALR_87013560 transaction interface. At the top, the title bar reads "Execute Drilldown Report Budget Updates". Below this, a selection date of "02.11.2005 15:34:00" is shown. The main area contains two tables. The first table, titled "Navigation", lists various budget-related items and their values. The second table, titled "Lead column", provides a breakdown of budget data by year and category.

Navigation	P	N	Text	BTran	Orig bud--Total	Supplement-T	Return--Total	Transfer--Total	Curr bdtg--Total	Release--Total
Object				KBN0	Budget supplement	0	100.000	0	0	100.000
Val category				KBR0	Budget return	0	25.000-	0	0	25.000-
Period/year				KBUD	Budgeting	500.000	0	0	0	500.000
Trans.currenc				KBUS	Budget transfer (sen	0	0	0	50.000-	50.000-
Bus transacti				Result		500.000	100.000	25.000-	50.000-	525.000

Lead column	Orig bud.	Supplement	Return	Transfer	Curr.bdtg	Release
Overall	500.000	100.000	25.000-	50.000-	525.000	0
Previous years	0	0	0	0	0	0
2005	0	0	0	0	0	0
2006	400.000	0	0	50.000-	350.000	0
2007	100.000	50.000	0	0	150.000	0
2008 and following	0	50.000	25.000-	0	25.000	0
Total of years	500.000	100.000	25.000-	50.000-	525.000	0

Form: Costs: Budget Update

Report broken down by "Bus.transaction"

Uploading COLMAR file format

COLMAR format could be uploading only for the following three options:

- To create PS Projects + WBS level 1 for investment budgets.
- To create/update Budget for these PS projects
- To change Project status to Technical complete (TECO)

A PS project will be created for each type of Project mentioned below that is accepted (status FA or AB) in an Approval Year.

If the PS Project already exists in SAP, the program will give Warning message that the Project already exists.

Project types which could be managed are:

N: Normal

C : Current

M: Medium

J: Major

D: Demolition

P: Preliminary/Approach/Test

For each Project to be created, the program selects the Standard Project created in the corresponding Company/Plant/Business Area, and uses it as template to create the WBS elements.

Notes:

- it is supposed that there is only one standard Project per (company code/plant/business area). The same standard Project is used as template to create WBS for Normal and Special Projects. For all the rest specific Standard project is needed
- If investment reason is B4 (major repair, turn around), the program will select a standard project with investment profile xx0002.

Preliminary:

The file used should be downloading of proper Query in COLMAR application. It must be checked by BO team and converted to a format accepted by the program:

1. Check the file is correctly completed (especially lines corresponding to Projects to be created). Here are the columns used by the program:

- Column C: Approval year
- Column D: PS Project ID
- Column E: PS Project description

- Column F: Status (only budget with status FA or AB will be treated by the program for Project creation and Status TC for Change Project status)
- Column O: Plant code (2 or 3 digits plant code)
- Column U: company code
- Column W: BFC GBU
- Column Y: Family Inv. Project
- Column AC: Investment reason
- Column AE: Investment type (in PF2 called Scale)
- Column AG: Forecaster (in PF2 linked to Responsible person) - it is the user ID of Project forecaster in COLMAR which we are linked to field Responsible person
- Column AH: Currency
- Column AI: Project group
- Column AJ : Profit center/Business Area
- Column AK: Authorized (Total) amount (should be w/o Currency format)
- Columns AL to AQ: yearly amounts. (The year is shifted left every year (Y+1). For new budgets, column C corresponds to the year of the Approval Year (specified in column AM).Example: End 2015/begin 2016 (= approval year 2016), columns AM to AR range from = 2016 till >=2021; column AM contains amount for 2016).

Notes:

Field **Family Inv. Project (Column Y):**

In the table below we have possible entries for field **Family Inv. Project**. As we have difference between values in COLMAR and PS PF2 system, we use table ZZS_T900 to make the mapping between both:

*in yellow color are entries in the table ZZS_T900

COLMAR			PS in PF2		
FAMILY	Family Name	PROJ-ZZFAMILY		Family Name	
FACILITIES	Facilities	FACILITIES		Facilities	
GEC	GEC	GEC		Group Engineering & Construction	
RI	R&I	R&I		Research & Innovation	
REGAFFAIRS	REGAFFAIRS	REGAFFAIRS		Regulatory Affairs	
RG	Regular	REGULAR		Regular	
GBS-DPS	GBS-DPS	GBS DPS		GBS - All services except IS	
GBS-IS	GBS IS	GBS IS		GBS - Informational System	

Field: **Investment type – Scale**

In the table below we have possible entries for field **Investment type** in COLMAR application which corresponds to field **Scale** in PS module. As we have difference between values in both systems, we use table ZZS_T900 to make the mapping between both.

COLMAR		PS in PF2	
Investment type		Scale	
CUR	Current	CN	Current
STR	Major	ST	Major
NRM	Medium	NM	Medium
DEM	Demolition	BD	DEMOLITION BUDGET
PRE	Preliminary	PR	Preliminary

Field **Responsible person**: As in COLMAR we do not support the Responsible Persons numbers we can link another field called Forecaster User ID to the proper person in PS. To find the proper Responsible person code in PS module we have accurately to update current table to manage both fields.
 Transaction: OPS6
 Table: TCJ04, access with transaction SM30
 System: PF2_020

Change View "Person in Responsible for Project": Overview
New Entries

Respons.	Name of resp.person	User name
20085174	Meier, Johannes	DE16145
20085175	Mingels, Norbert	DE03557
20085176	Misch, Frank	DE04428
20085178	Ritt, Martin	DE04593
20085179	Rupprecht, Anja	DE04637
20085180	Ryckembusch, David	DE88148
20085182	Sattelmeier, Joachim	DE04466
20085183	Schnepel, Uwe	DE03350
20085184	Schrievers, Andreas	DE03177
20085185	Soboszek, Henryk	DE04200
20085186	Steffens, Frank	DE03157
20085188	Terheerd, Hans-Hermann	DE00329
20085189	Tittmann, Andre	DE15122
20085190	Rösler, Richard, Dr.	DE03712
20085191	Wilms, Dirk	DE03728

- Format the file as required by the program:
 - Amount in Budget figures (columns AL to AQ) are in Unit Currency and No decimals
 - Delete the title line,
 - Save the file as text file (format Text Tab delimited) without Header line.

AM21

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AI
1	Currency	Project G	Profit Center / Business Unit	Auth. Amount	Auth. Amount 2015	Auth. Amount 2016	Auth. Amount 2017	Auth. Amount 2018	Auth. Amount 2019	Auth. Amount 2020	
2	EUR	#	7360	25 000,00							
3	EUR	#	7470	3 000,00							
4	EUR	#	7470	85 000,00							
5	EUR	#	7280	50 000,00							
6	CNY	#	3810	430 727 460,00							
7	EUR	#	7250	225 000,00							
8	EUR	#	7510	35 000,00							
9	EUR	#	7330	100 000,00							
10	EUR	#	7270	10 000,00							
11	CNY	#	7650	2 000 000,00							
12	GBP	#	7270	10 000,00							
13	CNY	#	7330	39 390 000,00							

Example for all the options attached in Excel format:



Create PS projects for COLMAR-Start transaction ZZJ01

You get the following screen:

Creation of new investment projects with the upload of an excel file

☒ Colmar File

☒ Create PROJECTS + WBS Level 1

☐ Creation BUDGETS+PLANNED COSTS

☐ Create/Change Author. Budget

☐ Change Project status to TECO

Selection parameters

Input file 

Session name

Year ☒

☐ Test Run

Complete the following fields :

Colmar file	Flag the checkbox
Creation PROJECTS	Select the option "Create PROJECT + WBS Level 1"
Input file	Use the button at the end of the field () to select the TXT file used as input.
Session name	Give any name. (this name will be given to the batch input file that will be created by the program).
Year	The year entered in this field is used by the program to select records to be treated. (check on column C : "Approval Year").Note: the program also checks that the status of the project is FA or AB.
Test run	This flag allows to run the program in test mode, in order to check the content of the file.



Click on  to start the program.

Output of the transaction:

1. If executed in test mode, the program will:

- upload the file, check its content and report mistakes in records corresponding to Projects to be created (missing data: plant, business area; project already created)
- list Projects that will be created with reference of Standard project to will be copied.

No SBDC is created.

2. If not run in "Test mode", the program will:

- upload the file
- for each project to be created, search for the standard Project to be copied (in ERP, the plant code (column O) and Business area (column AJ) are used to determine the standard PS Project to be used as template to create the Project).
- Display a list with PS projects and WBS to be created
- Create a SBDC session with related data for CJ01 transactions.

Check the list issued by the program; if the Projects and WBS are correct, then execute the SBDC session with transaction SM35 (background mode). When the SBDC has finished, check its status and correct errors if any.

Create/Change Authorized Budget for COLMAR-Start transaction ZZJ01

You get the following screen:

Creation of new investment projects with the upload of an excel file



☒ Colmar File

☐ Create PROJECTS + WBS Level 1

☐ Creation BUDGETS+PLANNED COSTS

☒ Create/Change Author. Budget

☐ Change Project status to TECO

Selection parameters

Input file

Session name

Year

☐ Test Run

Complete the following fields :

Colmar file	Flag the checkbox
Create/Change Author. Budget	Select the option "Create/Change Author. Budget"
Input file	Use the button at the end of the field () to select the TXT file used as input.
Session name	Give any name. (this name will be given to the batch input file that will be created by the program).
Year	The year entered in this field is used by the program to select records to be treated.Note: the program also checks that the status of the project is FA or AB.
Test run	This flag allows to run the program in test mode, in order to check the content of the file.

Click on  to start the program.

Output of the transaction:

If flag "Test run" not set, the program will:

- upload the file.
- create 1 SBDC sessions for transactions CJ30 (Create Budget)
- list Projects that have been treated.

Then, execute the SBDC sessions with transaction SM35 (background mode).
When the SBDC has finished, check its status and correct errors if any.

As mentioned above the original budget in PS is only changed in a limited number of cases with special transactions. The tool for simulations, estimations and forecasts is the cost planning. To have a clear distinction, different plan versions are used.

Plan Versions only for PF2

Change Cost Planning: Initial Screen

Cost Planning

Project Def.

WBS Element

Currency

Version

0

0 Initial cost estimate (SAP standard version for CO objects)

AFC Anticipated Final Cost (up to date best forecast) is the Syensqo version for revision of plan data.

Cost Planning - CJ40

This transaction includes initial cost estimate as well as changes (supplements, returns etc.). Entries are possible on all levels of WBS element. Call up the transaction, enter a project definition or WBS element and select the wanted version:

Cost Planning Edit Goto Extras System Help

Change Cost Planning: Initial Screen

Cost planning Version

Project def. BBA/N06700

WBS element

Version **AFC**

Vsn	Version description
0	Plan/Act - Version
1	Plan version: change 1
AFC	Anticipated Final Cost
BDG	Budget
BF	Depreciation simulation
DS1	Depreciation simulation
IML	IMC <-> ERP transfers

✓ ✗ ↶ ↷ ↵ ↶ ↷ ↵ ✗

CJ40
Similar to transactions for budgeting, entries for overall and annual overview are possible:

Plan values Edit Goto Settings Extras System Help

Change Cost Planning: Annual Overview

WBS Element Overview Primary costs Activity input

Proj. def. BBA/N06700 New Project

WBS Element BBA-N06700 Topprojekt Investition

ScalingFac 1.000

	Cost schedule Version A...	Plan...	P...	Distributed	Distributable	Planned Total	Costing	Cost Elemer
Overa...	500,00	EUR			500,00	500,00		
2002		EUR						
2003		EUR						
2004		EUR						
2005		EUR						
2006	480,00	EUR			480,00	480,00		
2007	20,00	EUR			20,00	20,00		
2008		EUR						
2009		EUR						
2010		EUR						
Total ...	500,00	EUR			500,00	500,00		

For Subsidies Projects, the values must be negative!

Reports for Budget and Planned costs

Report CJE0 for PF2

Reports Actual/planned costs

ZZJDOWNPAY for PF2

To keep track of budget and planning as well as actual cost, use report ZZJDOWNPAY.

Call up transaction CJE0, select ZZJDOWNPAY with a double click:

Execute Project Report: Initial Screen

New selection

Report	Description
12KST1J	Project Version Comparison
12KST1K	Actual/Plan/Cur. Target/Cur.
12KST1L	Project Interest: Plan/Actual
13BUD1A	Budget/Distributed/Plan/Distr.
13BUD1B	Availability Control
13BUD1C	Costs: Budget Update With
13BUDAKT	Budget Updates
21ERL2	Annual Overview
22KST2	Funds Overview
31CASH	
31FIM	Overview
31FIMA	Expenses
31FIMB	Revenues
3CST1	
3CST2	
3CST3	
3CST4	
3CST5	
3CST6	
ZTHB1	Version Comparison 3
ZZ12KST1A	Budget/Actual/Commitmt/Re
ZZ12KST1A6BP	Costs: Budg/act/cmmt GBP
ZZ12KST1C	Plan/Actual/Commitment/Re
ZZCOSTGBP	Follow-up IN GBP
ZZJACCRUAL	
ZZJCOST001	Costs by value categories
ZZJCOST002	Actual costs per month
ZZJCOST003	Planned/Actual Costs/Month
ZZJDOWNPAY	Bud/Plan/Act/DownPaymts/A

Execute Project Report: Initial Screen

New selection

Report	Description
22KST2	Funds Overview
31CASH	Receipts/Expenditures in Fiscal Year
31FIM	Receipts/Expenditures: All Fiscal Y...
31FIMA	Expenditures: All Fiscal Years
31FIMB	Receipts: All Fiscal Years
3CST1	Act. Costs Per Month,Current Fisca...
3CST2	Plan Costs Per Month,Current Fisc...
3CST3	Commitment per Month, Current FY
3CST4	Cumulated Actual Costs
3CST5	Actual/Planned Time Series
3CST6	Actual/Plan/Variances Proj. + Resp...
W6TEST1	Test
Y12KST1	Structure (locl. curr.)
Y12KST1A	Budget/Actual/Commitment (locl. c...
Y12KST1B	Budget/Actual/Variance (locl. curr.)
Y12KST1C	Plan/Actual/Comit/Res.Pln (locl. cu...
Y12KST1D	Plan/Actual/Variance (locl. curr.)
Y12KST1E	Plan/Actual/Down Payment (locl. cu...
Y12KST1F	Commitment Detail (locl. curr.)
Y12KST1G	Plan1/Plan2/Actual/Commmtmt (locl....
Y12KST1H	Actual in COArealObjectTrans. Cur...
Y12KST1M	Budget/Plan/Actual/Commitmt/Do...
Y12KST1N	Promo costs YTD : Actual/Plan/Co...
Y13BUD1A	Budget/Distrb./Plan/Distrb. (locl.cur...
Y13BUD1B	Availability Control (locl. curr.)
Y3CST1	Actual Month, Current Year (locl. cu...
Y3CST2	Plan Month, Current Year (locl. curr.)
Y3CST3	Cmtmnt. Month, Current Yr (locl. cu...
Y3CST4	Cumulated Actual Costs (locl. curr.)

Insert project and plan version (AFC), select the output type and click on button "Execute (F8)":

Selection: Bud/Plan/Act/DownPaymts/Available

DB profile DB profile Status

Project information system (DB profile: ZZ0000000001)

Project **BBA/N06701** to

WBS element to

Network/order to

Materials in network to

Report selections

Plan version **AFQ** Plan/Act - Version

Output type

☐ Graphical report-output

☒ Classic drilldown report

		Total of Years						
Object		Plan	Budget	Actual	Down Paymt	Commitment	Assigned	Available
Displayed in		1.000 EUR	1.000 EUR	1.000 EUR	1.000 EUR	1.000 EUR	1.000 EUR	1.000 EUR
PRJ BBA/S04006	Nouvelle ligne BIR d	16.400,00	17.100,00	9.226,84	2.668,56	5.391,34	14.618,18	1.781,82
• WBS BBA-S04006	Topprojekt Investition	15.300,00	16.000,00	8.727,65	2.668,56	5.256,77	13.984,42	1.315,58
• WBS BBA-D04006	Abbruch / Bauvorbereitung	900,00	900,00	459,19	0,00	83,48	542,66	357,34
• WBS BBA-U04006	Startup	200,00	200,00	40,01	0,00	51,09	91,10	108,90
Result		16.400,00	17.100,00	9.226,84	2.668,56	5.391,34	14.618,18	1.781,82

The report includes the most important figures: plan, budget, actual cost and down payments, commitments, assigned and available amount

Report S_ALR_87013558 for WP2

Execute Budget/Actual/Commitmt/Rem.Plan/Assigned: Overview

Number format...

Budget/Actual/Commitmt/Rem.Plan/Assigned

Plan version 0 Plan/actual version

Navigation

Val.category

Period/year

Trans. Currency

Business Trans.

		Total of years					
Object		Budget	Actual	Commitment	RemOrdPlan	Assigned	Available
Displayed in		1 EUR	1 EUR	1 EUR	1 EUR	1 EUR	1 EUR
WBS MEL-C17002	U1 - Asbestos roof 4	90.000	4.349	70.733	0	75.082	14.918
WBS MEL-C17002-E84	Réfection toiture at	17.000	0	22.635	0	22.635	5.635
WBS MEL-C17002-E84-OE	Etudes de réalisation	5.000	1.340	0	0	1.340	3.660
WBS MEL-C17002-E100	Réfection toiture at	23.000	0	16.976	0	16.976	6.024
WBS MEL-C17002-E100-OE	Etudes de réalisation	5.000	1.383	0	0	1.383	3.617
WBS MEL-C17002-FI	Réfection toiture at	31.000	0	31.122	0	31.122	122
WBS MEL-C17002-FI-OE	Etudes de réalisation	5.000	1.340	0	0	1.340	3.660
WBS MEL-C17002-ALÉAS	Aléas	4.000	286	0	0	286	3.714
Result		90.000	4.349	70.733	0	75.082	14.918

The report includes the most important figures: plan, budget, actual cost and down payments, commitments, assigned and available amount

End of document