I create/maintain WBS Element Requests

Domain: Investments & Divestments

Responsibility area: Control GBS IS Projects

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Scope

WW

ERP

PF2 WP2

Frequency

On Demand

Forms

Attachments

<< I create/maintain WBS Element Requests >>

1. Objective and Scope

1.1. Objective of this Operation

Once the GBS IS Projects are approved by all concerned parts, it is needed to create the project structure.

1.2. Scope

The scope of the WBS Elements creation for GBS IS Projects is to all legal entities in Syensqo Group WW.

2. Definitions

See Finance - Glossary

3. Open a GBS IS Project Description

All GBS IS Projects need to be approved by all the concerned parts (Responsible Financial Controller and Responsible GBS Manager).

The PPMO committee:
- Defines the Business Case (Project Approval Form) with the project presentation (scope, zone, …)
- Estimates the budget needed for the projects
- Makes a global evaluation of the projects and vote
- Suggests the projects to be developed to get the CIO's approval

Project Approval Form are approved in AODOCs in Document PPMO.

There are two possibilities when assigning the costs of WBS Element

1. Capex (Investment) - are all expenses related to a project and that the company can amortize in several fiscal years.

   Tangible : A Tangible asset is something that you can touch such as equipment or hardware.

   Intangible : An Intangible asset is a something that you cannot touch such as software of services

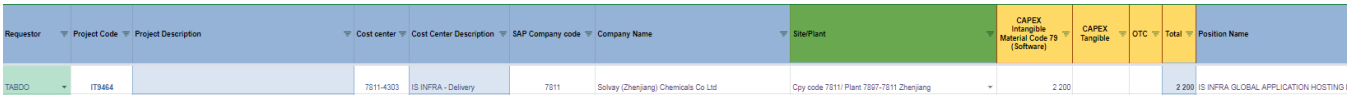
2. OTC (One time cost/Overhead/Opex) - An OTC linked to a project, is an expense which is not expected to reoccur.

3.1. I receive new WBS Element Requests from the IS Controllers

3.1.1. IS Controllers insert new WBS Element Request

After the approval of the project, the IS Controllers insert a new WBS Element Request in WBS Element Request file with the following information:

- Project Code
- Cost Center
- Company Code
- Site/Plant
- Budget
- Responsible Position
- Network needed or not

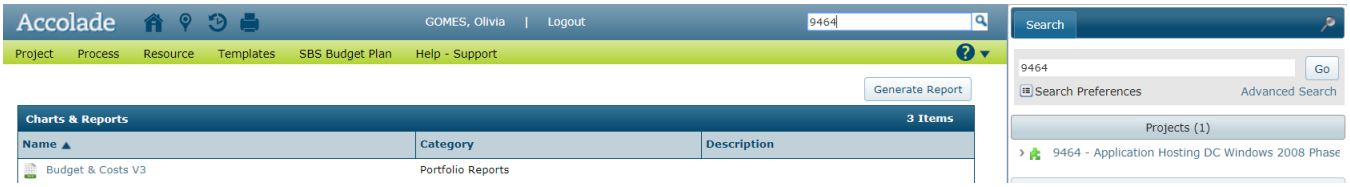


3.2. I insert project code in Project List

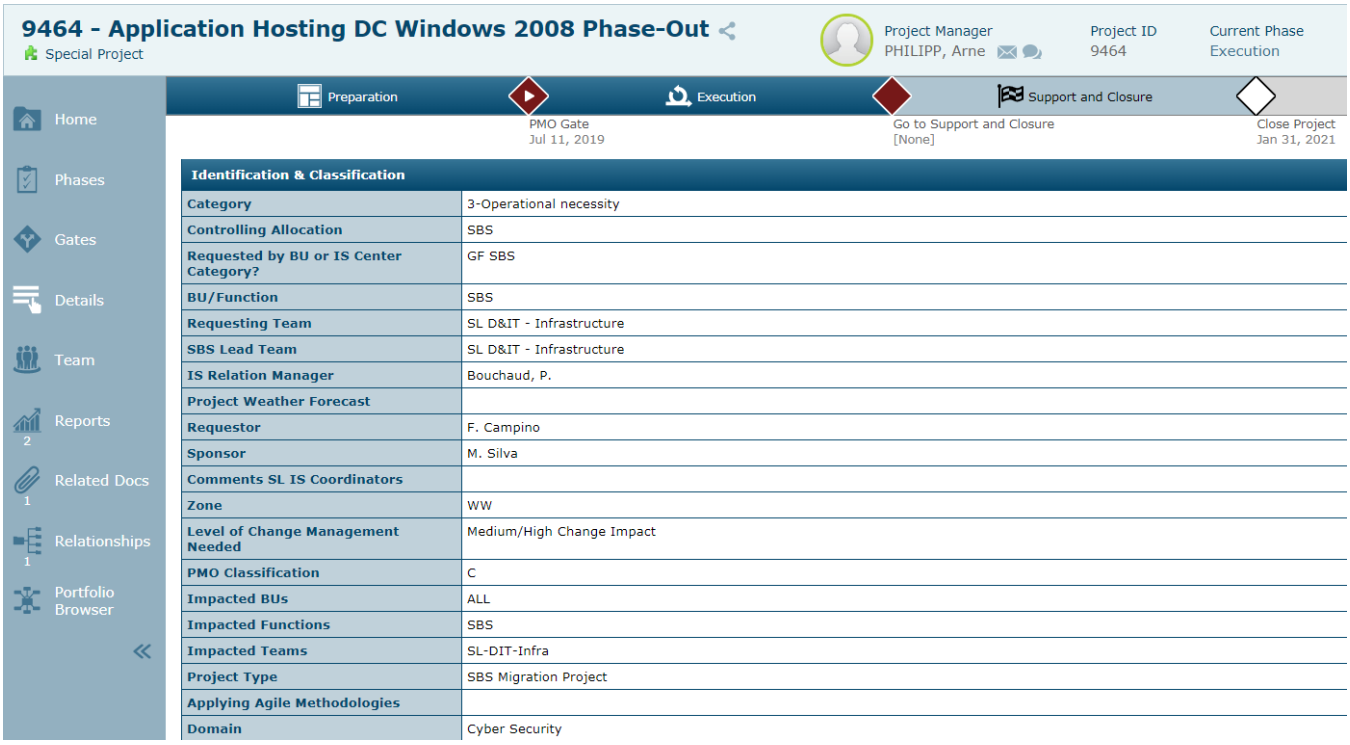
Everyday the MAC Analyst goes to the WBS Element Request file to verify if there is any new request from the IS Controllers.

When there is a new request, it is needed to parameterize the Project name in the tab Project List:

- Access Accolade and search for the indicated code. For example IT9464, search for "9464" without the IT and click in the project name.



- Once inside the project page, click in the right column on the field "*Details*". In this field it is possible to find the project description, Controlling Allocation, BU/Function and Requesting Team.



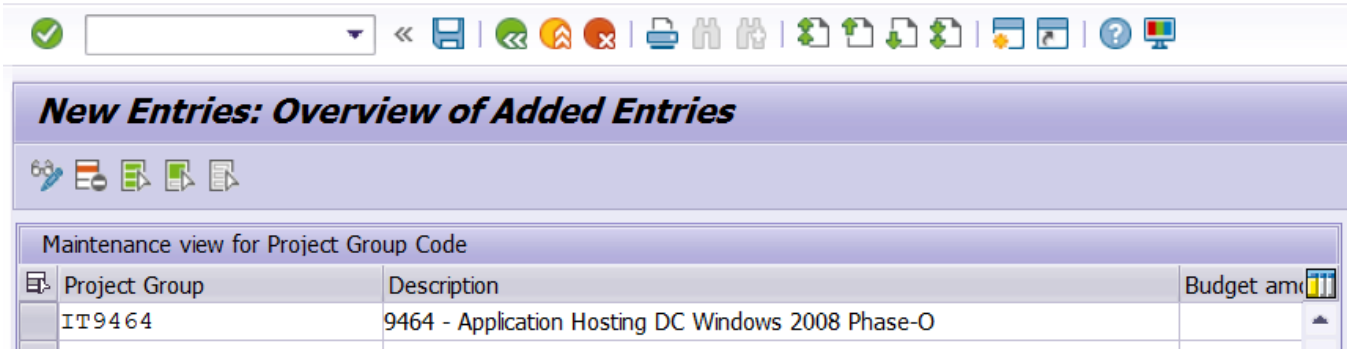
- Copy the project name and paste in Description column the tab Project List on WBS Element Request file .
- Projects can be divided in three streams/teams: APPLI, INFRA and NON IS. In case of doubt when filling the team, always validate with the requestor.

3.3. I insert project code and parameters in SAP PF2/WP2

3.3.1. SAP PF2

- Go to transaction **Z1J_GROUP - Maintenance Project Group w/ text** and click on

.
- Fill the table with the project group code, description and currency (always EUR). *It's not needed to insert the budget.*



- Save the record clicking

3.3.2. SAP WP2

- Go to transaction **ZWPST004 - Customer Enterprise PS Definition** and click on

.
- Fill the table with the project group code, description, currency, team, customer 1 and customer 2.

Note! Where do I get the customer 1 and customer 2? I need follow the procedure in 3.2 point:

- Costumer 1 corresponds to **Controlling Allocation** field.
  Exception: When the controlling allocation matches GBS, the Costumer 1 will be ***GBS Projects***
- Costumer 2 correlate to **BU/Function** .
  Exception: When the controlling allocation matches GBS, the Costumer 2 must be the ***Requesting Team*** .

Important!

- If Costumer 1 is a GBU, the Costumer 2 cannot be a Function or a Service Line.
- If Costumer 1 is a Function, the Costumer 2 cannot be a GBU or a Service Line.
- If Costumer 1 is GBS Projects, the Costumer 2 can only be a Service Line.
- If Costumer 1 is SW/HW EQUIPMENT, the Costumer 2 must be HW/SW Investments (incl Video).
- If Costumer 1 is MAGD, the Costumer 2 may be GBU or Function.
- This way, I will be able to start the creation of the WBS Structure.

3.4. I verify the fields of the request (Company code, plant, cost center)

It is very important to understand and verify the fields of the request before trigger the creation.

☐ **EMEA**

- All OTC projects are created by Lisbon team.
- Capex - there are some exceptions. It is needed to consult the Contacts for WBS creation & Useful address list in the tabs **For IS in WP2** and **For IS in PF2** to understand who is responsible for the creation. It is also useful to refer to the past WBS Elements created to understand who as created it.

☐ **APAC and LAM**

All the requests, OTC and Capex are created by local team. I need to click on the link in column AP "Open ticket?", and an automatic e-mail will be filled with the requesting fields to be sent to freshdesk.

Example:

Dear all,

Can you please trigger the project definition and WBS creation with the following the information:

System: ERP Solvay WP1

Project code/group: IT9464

Project Definition: IT9464-9464 - Application Hosting DC Win

WBS Description: IT9464-9464 - Application Hosting DC Win-INT

Project Profile: Investment Project

Company code: 6577-Zhuhai Solvay Specialty Chemicals Co Ltd

Cost Center: 6577-4104 IS INFRA-Voice&Oper

Plant: Cpy code 6577/ Plant 8091-6577 Zhuhai

Person Responsible: 2288118-Campino Francisco

SRM7/Position: 50017870-IS INFRA GLOBAL APPLICATION HOSTING Mana

Total Budget: 1100 EUR

Settlement profile: ZI

Allocation Structure: ZC

Investment Reason: H0

Please let me know when done.

Thank you!

☐ **NAM**

For SAP PF2 System:

- All OTC projects are created by Lisbon team.
- Capex - there are some exceptions. It is needed to consult the Contacts for WBS creation & Useful address list in the tabs **For IS in WP2** and **For IS in PF2** to understand who is responsible for the creation. It is also useful to refer to the past WBS Elements created to understand who as created it.

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Total Budget: 1100 EUR

Settlement profile: ZI

Allocation Structure: ZC

Investment Reason: H0

Please let me know when done.

Thank you!

3.5. I create WBS Elements as requested

3.5.1. SAP PF2 - Investment projects (Capex)

3.5.1.1. How to codify the project definition and WBS Element

- Project definition example NHA/IYY XXX

  YY - Year. If 2020 - should be 20; if 2021 - should be 21... and so on.

  XXX - Sequential number

  a. WBS must have 4 levels
  Example:

  Level 1 NHA-IYYNNN

  Level 2 NHA-IYYNNN.01

  Level 3 NHA-IYYNNN.01.7

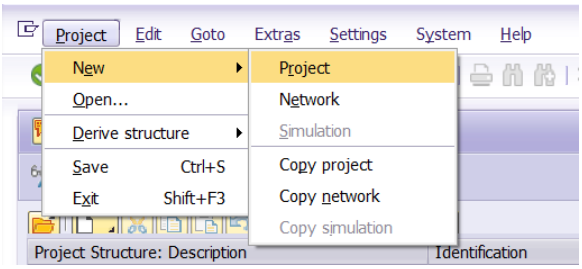
  Level 4- NHA-IYYNNN.01.7. LL . WWW Z

  - LL corresponds to the material code:
    a. 70 for tangible assets
    b. 79 for intangible assets
  - WWW identifies the Stream:
    a. **ISA** for Application
    b. **ISI** for Infrastructure
    c. **NIS** for Non IS
  - Z is to define if Capex Intangible or Tangible
    a. M for Tangible Capex
    b. L for Intangible Capex

3.5.1.2. Create project definition

☐ **Enter transaction CJ20N**

Select Project New Project

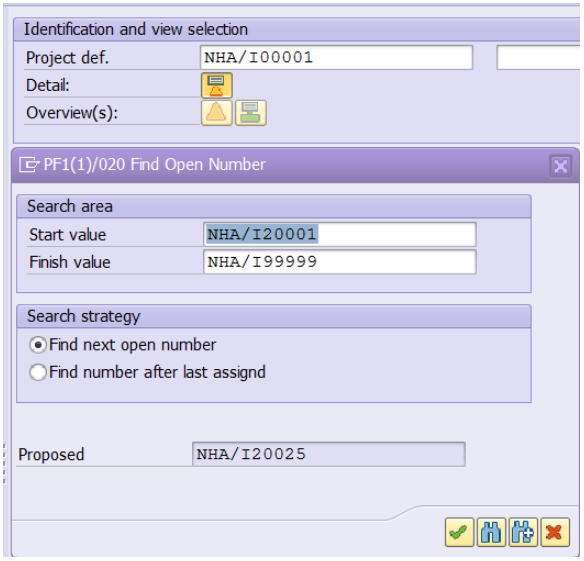


☐ **Insert Project code**

First of all, look in SAP (via the transaction CN43N or CJ20N) which was the last project Definition created for the plant of the company.

For example : for plant NHA = company 0001 Syensqo (SCH):

1. Enter the 3 first positions (NHA)
2. After the code plant insert “I2” (always for the WBS Capex for IS)
3. 0 = the year (for 2020 – I20; for 2021 – I21; for 2022 – I22)
4. Followed by the 3 sequential numbers.



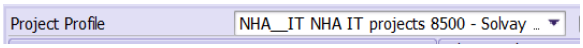
- [ ] **Enter the project name**

For example: Project IT10362 2.NETWORK & DEVICES (NA), insert a **"-"** between the ITxxxx and the name

- [ ] **In the tab "Control"**

- In the field ***Project Profile*** , select the right profile corresponding to the plant of the company.

  For example for company 0001 Syensqo (SCH), select:



- In the field ***Budget Profile*** , select the profile ZZ0003"Investment ERP" and in the field ***Planning profile*** , select ZZ0003 "Investment ERP":

  blocked URL

Selecting these 2 profiles, it will allow you to indicate the amount budgeted by WBS elements (on OTC and on CAPEX) via the transaction **CJ30** after that the WBS will be created.

- In the field **Investment profile** select the profile according to the Country code and nature of the project (Tangible or Intangible)

For BE- ZBE000 (Tangible) – ZBE001 (Intangible)

For IT- ZIT000 (Tangible) – ZIT001 (Intangible)

For CN- ZCN000 (Tangible) – ZCN001 (Intangible)

For DE- ZDE000 (Tangible) – ZDE001 (Intangible)

For PT- ZPT000 (Tangible) – ZPT001 (Intangible)

For MX- ZMX000 (Tangible) – ZMX001 (Intangible)

For US- ZUS000 (Tangible) – ZUS001 (Intangible)

(…)

- Press Enter
- ***Don't change anything else in this tab. All other fields appear by default!***

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☐ **In the tab "Basic Data"**

Check and fill the information below:

- **Responsibilities**

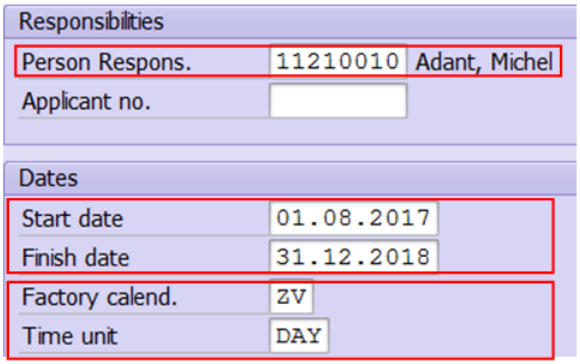
In the field “Person Respons.” - Select the Project Manager

(for example: if this is Michel Adant; Check the name; and Double click on the responsible code the number “11210010” or on his name and then press on “Enter” => the responsible code will appear in this field)

- **Dates**

Start date: put the start date of the present month (for example: 01.03.2020)

Finish date: put the end date of next year (for example: 31.12.2021)



Remark : The field in Factory calend. “ZV” and in Time unit “DAY” appears by default because they are linked to the profile selected in the “Project Profile”.

Factory calend.: ZV=Calendar(Timetable) of factory 5 days / week - No holiday

Time unit: DAY

- **Project coding mask** - Mask ID: Leave the field empty

- **Organization:** Check if the following parameters are correct:

In this example below, the parameters are linked to the company 0001 Syensqo (SCH).

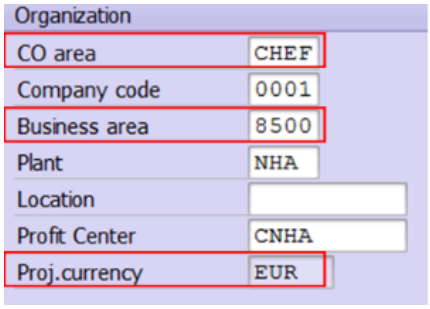
Select the right parameters for the involved company!!!

  - **Complete the company code, the business area, the plant and the profit center according to the entity and the object class.**

CO area: always “CHEF”

Business area: always “8500”

Proj. currency: always “EUR”



☐ **In the tab Administration**

Don’t change anything in this tab.

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☐ **In the tab Long Text**

The name of the project appears automatically.

Remark : This field could be used to insert some comments, as for example the specifications of the request of the project opening. But it is not mandatory.

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☐ **In the tab Cust. enhancement**

blocked URL These fields are MANDATORY for our monthly GBS projects report. If they are not filled any cost on the WBS element won't appear on it.

1. For the case of IS WBS projects, select in the fields below:

   GBU - CB

   Business Unit - CBCBS

   Project group – Enter the code IT Group (= Project code in Accolade): ITxxxx

   PS Family - GBS IS

   Position – Enter the code position linked to the Project Manager responsible => Search it in the field via the match code. It is important to don't leave it empty!

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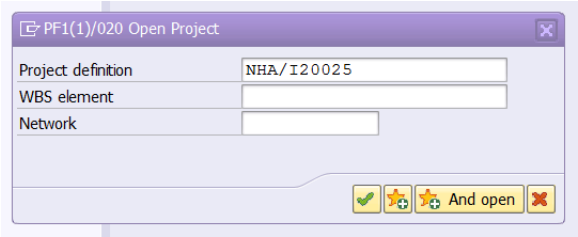
3.5.1.2.1 WBS Element creation

- **Create a wbs element of level 1: (on the first row)**

☐ **Execute the transaction "CJ20N"**

- Enter the Project Definition:

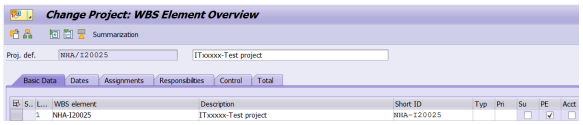
  for example **NHA/I20025**



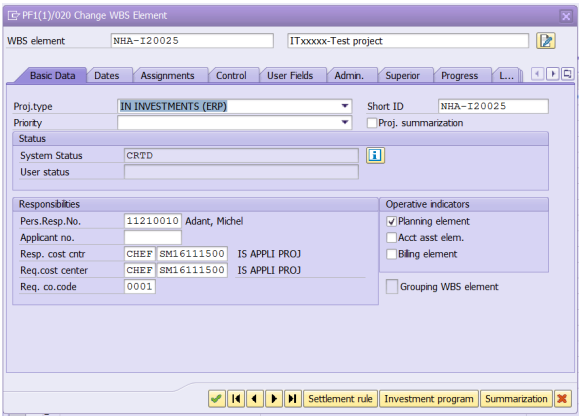
- Press on Enter

☐ **Go to the tab "Basic Data"**

- Double click on the first line where is the first level on the WBS element (in this example: on NHA-I20025)

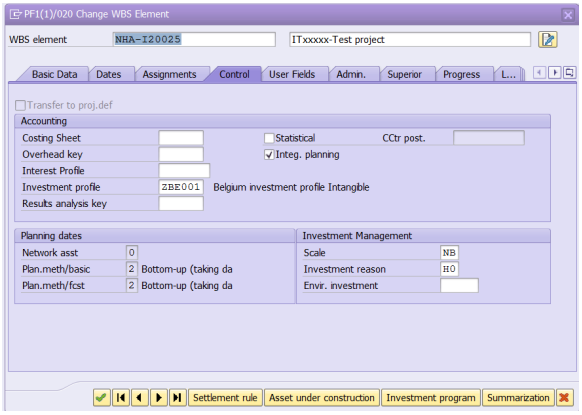


- Enter the responsible Person code and the cost center:



- Press Enter

☐ **Click on tab "Control"**



- Check in the investment profile is correct: (The 2 letters after the Z are the coutry code)

  ZKR000 = Investment Korea Profile Tangible

  ZKR001 = Investment Korea Profile Intangible

  ZBE000 = Investment Belgique Profile Tangible

  ZBE001 = Investment Belgique Profile Intangible

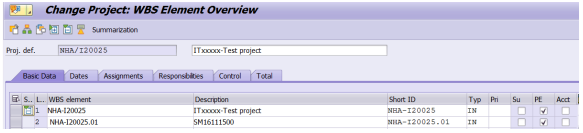
  (…)

- Scale = always NB < 1000 kEUR A4, B2, E1, E2, F1, G0 & H0
- Investment reason = always H0 for GBS Projects
- Press to validate on blocked URL

- **Create a wbs element of level 2: (on the second row)**

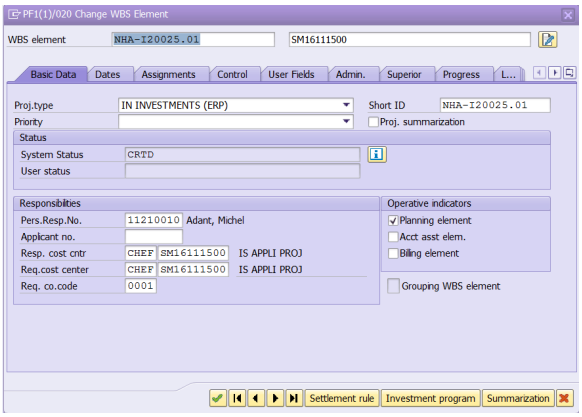
☐ **In the tab "Basic Data"**

- In the WBS element: Enter the code of the WBS element of level 1 followed by .01 (for example: NHA-I20025.01)
- In the Description: Enter the cost center responsible
- Click Enter
- In Short ID: will appear automatically
- Tick in the box for PE



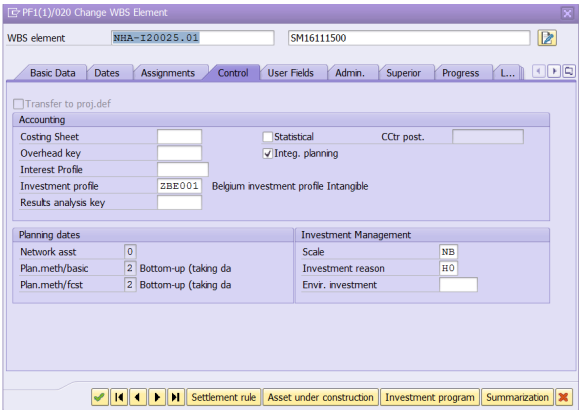
- Double click on the WBS element of level 2 (on NHA-I20025.01)

- Enter the responsible code and the cost center:



- Press on Enter

☐ **Click on tab "Control"**



- Check in the investment profile is correct: (The 2 letters after the Z are the coutry code)

  ZKR000 = Investment Korea Profile Tangible

  ZKR001 = Investment Korea Profile Intangible

  ZBE000 = Investment Belgique Profile Tangible

  ZBE001 = Investment Belgique Profile Intangible

  (…)

- Scale = always NB < 1000 kEUR A4, B2, E1, E2, F1, G0 & H0
- Investment reason = always H0 for GBS Projects

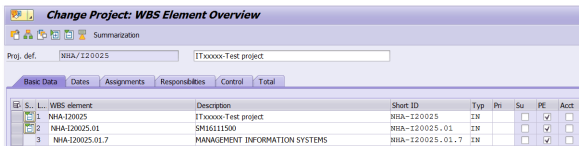
- Press to validate on blocked URL

- **Create a WBS element of level 3: NHA-I20025.01.7**

☐ **In the tab "Basic Data"**

The number 7 means **MANAGEMENT INFORMATION SYSTEMS**

- In the WBS: enter the WBS element code of level 1, followed of .01.7 (for example: NHA-I20025.01.7)
- In Description: put MANAGEMENT INFORMATION SYSTEMS
- In Short ID: is automatic
- Tick in the box for PE



- Double click on the WBS element of level 3
- Do the same check of the previous steps

- Check if the investment profile is correct
- Enter the responsible code and the cost center.

☐ **Click on tab "Control"**

- Click on tab "Control"
- Check if the investment profile, scale and the investment reason are correct .
- Click on blocked URL

- **Create a WBS element of level 4 (= WBS element attributable): NHA-I20025.01.7. 79. ISA L**
- The 2 last numbered positions are the material code linked to nature of the WBS element:

  70 = MANAGEMENT INFORMATION SYSTEMS HARDWARE

  72 = Equipment's Telecom

  74 = Local Networks (LAN)

  79 = Software

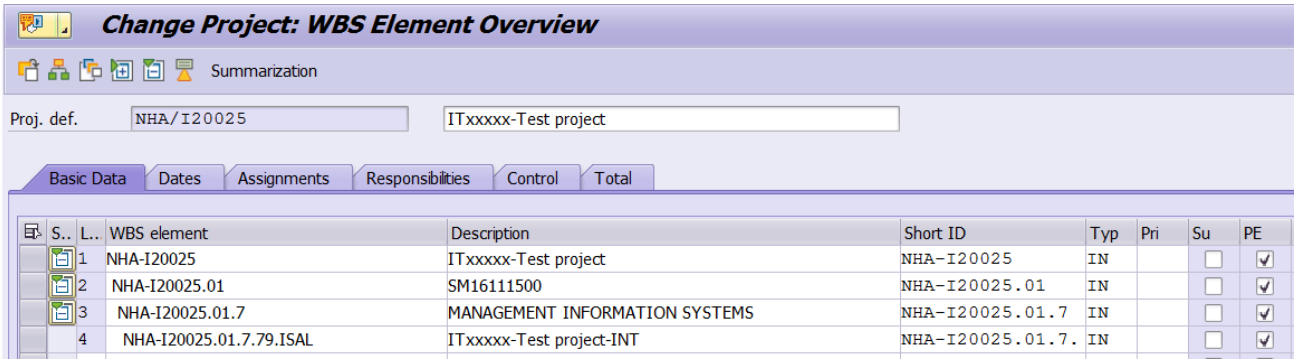
- The last letters:
  - Three of them identify the Stream:

  a. **ISA** for Application
  b. **ISI** for Infrastructure
  c. **NIS** for Non IS

- Final one is to define if Capex Intangible or Tangible

  a. **M** for Tangible Capex
  b. **L** for Intangible Capex

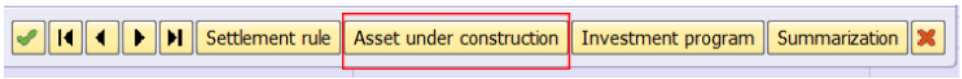
- In the Description put the name of the project + "**TAN**" (for Tangible) or "**INT**" (for Intangible)
- In Short ID: is automatic
- Tick in the box: **PE** and **Acct** (**Acct is Mandatory because the WBS is attributable**)



- Double click on the WBS of level 4 (for example on NHA-C17883.01.7.79.ISAL)
- Check of the investment profile and the investment reason are right.
- Enter the responsible code and the cost center.
- Check if the box Acct asst elem. is well ticked.
- Press Enter
- Check of the investment profile and the investment reason are right.
- Validate clicking on blocked URL

3.5.1.2.1.1 Create Asset Under Construction

- Click on " Asset under construction "



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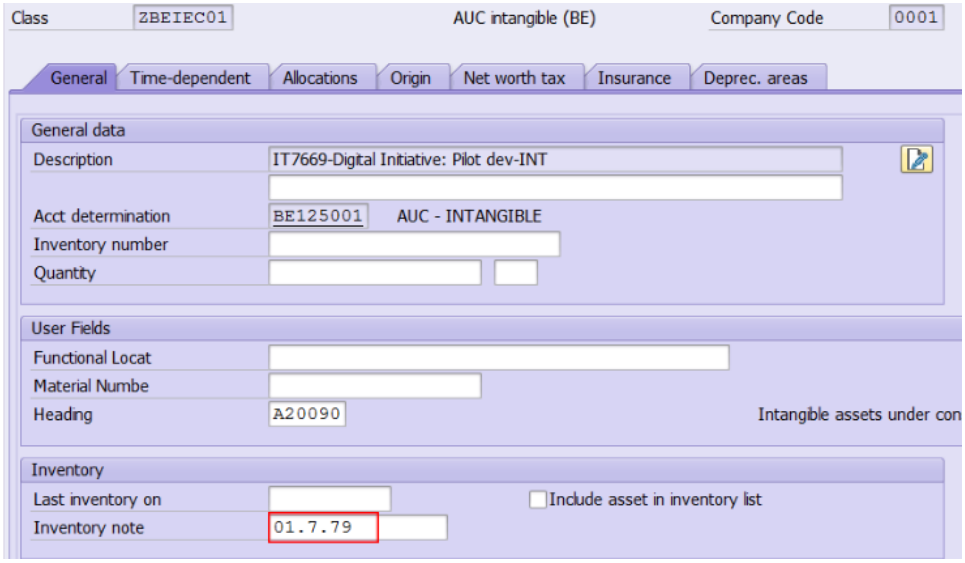
- Press enter

blocked URL

- Click on blocked URL
- In tab "General" enter in the field "Inventory note" : 01.7.70 or 01.7.79 (corresponding of the part of material code)

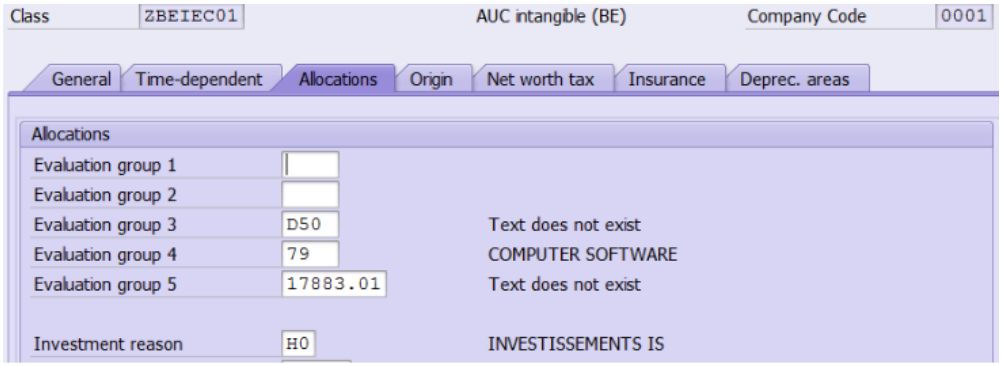


- In tab "Allocations" enter the following information:

  Evalutation group 4: 70 or 72 or 79 (linked to the material code)

  Evalutation group 5: the budget number without the plan and followed by .01 (for ex 17883.01)

  Investment reason: H0

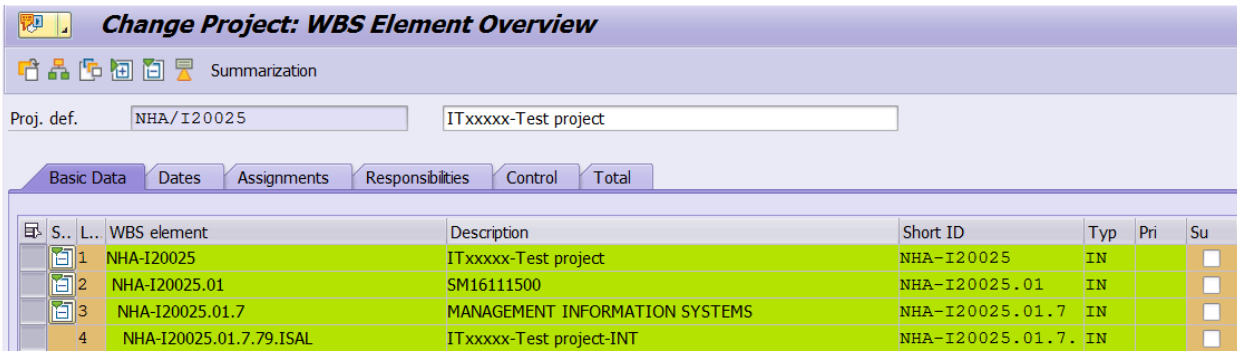


- Click to go back on blocked URL
- Validate clicking on blocked URL

3.5.1.2.1.2 Release WBS Element

The system status must be set as <u>Released</u> for WBS elements before you can post actual costs to the project or confirm the actual dates

It is necessary to position on all the levels (lines become orange) by a click on each level created.



- Press on EDIT – STATUS- RELEASE and SAVE

Remark : In PF2 for the WBS elements for CAPEX no need to enter a settlement rule receiver parameter (because the assets under construction is active during the creation of the WBS element)

VERY IMPORTANT!!!!

- Use the transaction CJ20N in the last level of WBS to enter the ***position code*** linked to the Project Manager responsible => Search it in the field via the match code.

  It is important to don't leave it empty!

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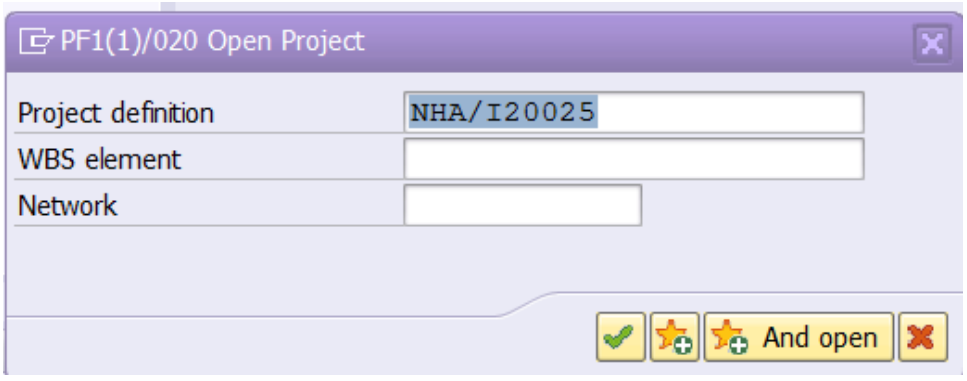
3.5.1.2.2 The networks opening on Capex

The networks under WBS Elements CAPEX should be imperative created only when the WBS element CAPEX will be completely created and saved. (Contrary that for Networks on OTC which is created in the same time that the WBS element on OTC).

a. Execute the transaction CJ20N
b. Enter the Project Definition code - Project –>Open



c. Extend the structure to see all levels under the Project Definition

- Click on the last WBS element (In the left part of your screen). Select Create – Network

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- In the right part of the screen, enter the name of the network. This one must be always identical to that the WBS element. Click on Enter.

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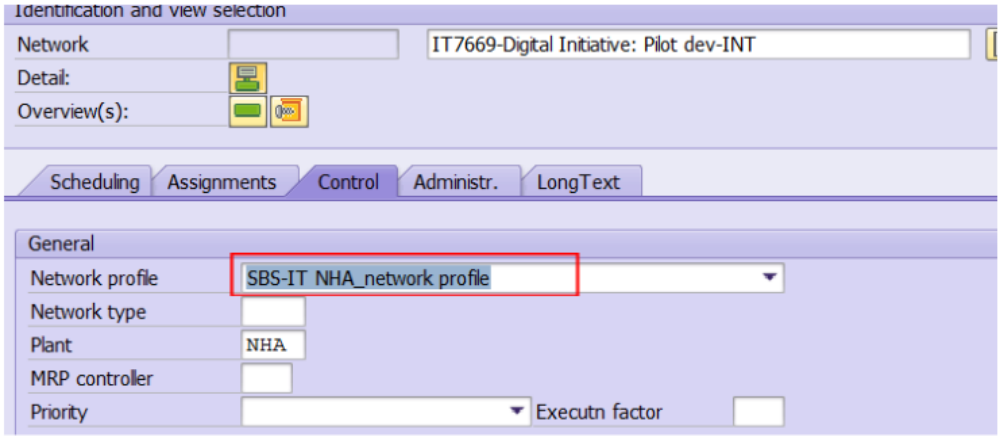
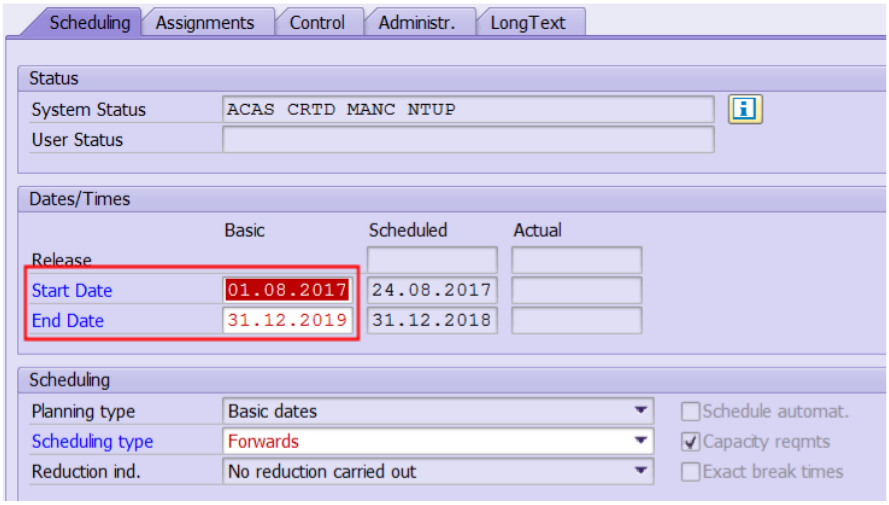
- Select the network profile. In this case for plant NHA, select GBS-IT NHA_network profile and press Enter.



- In the tab "Scheduling", in section Dates/Times, check if the dates in "Start Date" and "End date" are correct. Correct them if it is necessary and validate every date by clicking on "Enter"



- In the tabs: "Assignments", "Control, Administr." and "Long Text" => Don't modify anything !

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Remark : the tab "Long Text" could be used to indicate some comments.

3.5.1.2.3. Activity opening on capex (needed for posting "CATS")

Reminder: The activities must be always created under a network !!!

a. Creation of the first activity

- Click right on the "Network" (In the part "Project Structure: Description"), select create – Activity (internal)

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- In the right part of your screen, in "Identification and view selection" put the name of the activity requested by the controller preceded by the code Group.

  Remark : T he number "0010" appears automatically.

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- Change the code of the "Control key"

  The code "ZS01" to be replaced by "**PD01**" in the following case:

  a. PD01: This code is assigned to all the activities connected to projects from 20 KEur and for which the cost must be collected and transferred in PS (WBS) during the monthly closure CATS via the transaction CAT5 (PF2 - ERP Syensqo).
  b. ZS01: This code appears by default. It is assigned to activities that do not owe collect costs.

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- “System Status” : CRTD SETC is the status which appears as one created an activity.

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- “WBS element” : this code appears automatically.

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- Work Center” : The persons planned to work on specific activities (project or IT services) are identified in a "work center". A “work center" is assigned to each IT employee. This work center is communicated by the Project manager. If it is not communicated or unknown, the activity will be assigned by default to Work center" GBS-IT "

- “Work” : Put the number of day planned for the activity or put the number "1" by default (if unknown).

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- In the tab " Dates ", select:

  Start: " Must start on " and put the date of the beginning of the project

  Fin.: " Must finish on " and put the date of the end of the project

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Remark : As it is a network/activity for CAPEX no need to enter a settlement rule receiver parameter.

- Redo the same way for each other Network activity needed.

3.5.1.2.4. Release Networks and Activities

blocked URL When all networks/activities will be created, don’t forget to “Release” each network and each activities (Edit-Status – Release).

- Click on " Edit " - " Status " - " Release "

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- Click on save

blocked URL Remark : The codes of networks/activities will be ONLY created (available) in SAP after this saving.

- The following message appears => Click on Yes

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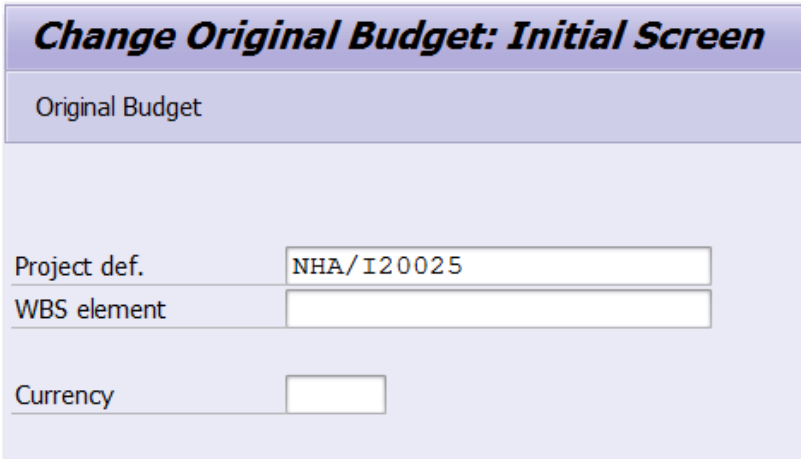
- Now the status is REL for the project definition, the WBS element and the activities.

- [ ] The new project code as well as the WBS/ Networks/Activities must be communicated to the Project leader and the involved IS Controller.
- [ ] They are also indicated in the sheet “WBS elements Requests” shared inWBS Element Request file

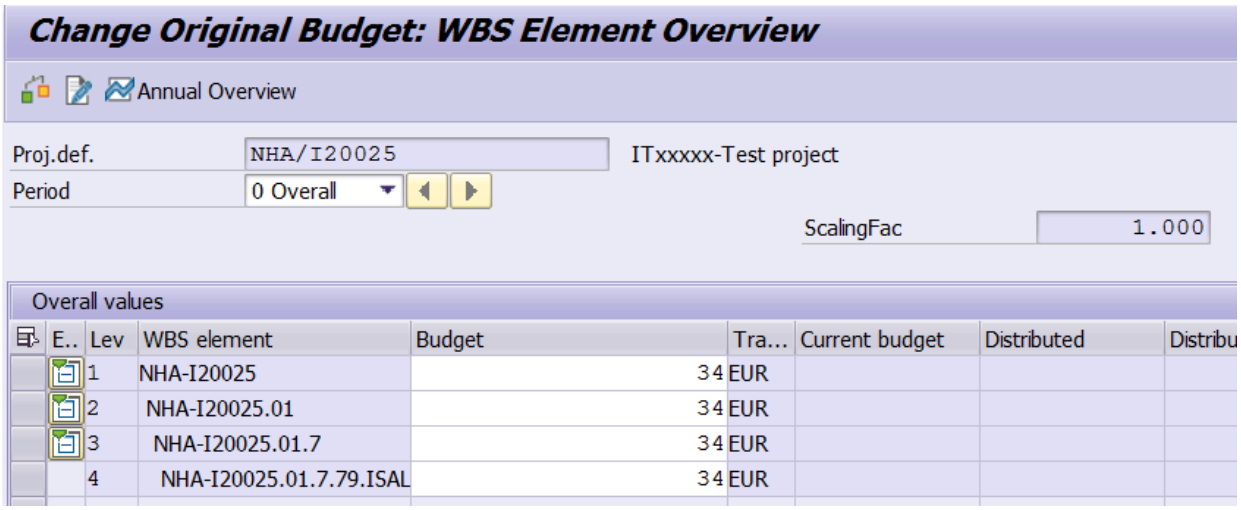
3.5.1.3. Set the budget amount

Use the transaction CJ30 , update the budget amount on each level of the WBS elements created.

- Enter the project definition. For example:



- Press enter
- Record the amount budgeted in K€ for each level of the WBS element. In this example => put 34,00 in the column budget (for the levels 1, 2,3 and 4):



- Save your entries

3.5.2. SAP PF2 - Overhead projects (OTC)

3.5.2.1. How to codify the project definition and WBS Element

i. Project definition example: NHA. PX KKK

KKK – Sequential number

ii. WBS example: NHA.PX KKK.WWWO

WWW identifies the Stream:

- ISA for Application
- ISI for Infrastructure
- NIS for Non IS

O is for OTC

3.5.2.2. Create project definition

1. **Determining project definition sequential number**

- Execute the transaction " CN43N " in order to obtain the project list and their WBS element already created in PF2

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- Enter profile: Database prof. – introduce 000000000004

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- Insert the beginning of the “Project Definition” , like this: “ NHA.PX* ” (Remarque: this code is used for the projects of the company 0001 Syensqo (SCH), in order to know which Project definition code to open.

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- Click on “ execute ” or F8 blocked URL

You can see that the last created “Project Definition ” was: NHA.PX366

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The new one to be created will be: **NHA.PX367**

blocked URL NHA.PX366 is an example!! This code belongs to the company 0001 Syensqo (SCH)!!! Please consider the plant of the company / site / country in which the IT project must be opened.

☐ **Execute the transaction "CJ20N-Project Builder" to proceed to the creation of the project definition**	Click on “ Project” > “New” > “Project”. blocked URL *a.* In the field “ Project Def. ”, enter the new number of project to be created (example: NHA.PXxxx in the case of a project for the company 0001 Syensqo (SCH). **Reminder:** If the last number created for this plan was NHA.PX300 => the new one will be **NHA .PX301** *b.* In the field beside “Project Def.”: enter the title/name of the project prefixed by the IT Group code (example: IT7998-Paperless Lab 2) blocked URL
☐ **In the tab “Control ”**	In the field Project Profile , select the right profile corresponding to the plant of the company.

For example for company 0001 Syensqo (SCH), select:

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blocked URL The 3 first letters of the project profile correspond of the plant of the Company /Site in each country.

Select the right profile corresponding to the company in which the IT project must be created!!!!

Examples:

For the company 0001 SIS BE: NHA (0001) PMS-SIS Project profile 8500

For the company 5960 GBS PT: LIZ (5960) PMS-SIS Project profile 8500

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a. Press on "Enter" after to have selected the right profile
b. In the field Budget Profile , select the profile ZZ0003 "Investment ERP" and in the field Planning profile , select ZZ0003 "Investment ERP":

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Selecting these 2 profiles, it will allow you to indicate the amount budgeted by WBS elements (on OTC and on CAPEX) via the transaction CJ30 after that the WBS will be created.

☐ **In the tab "Basic Data"**

Check and fill the information below:

- Responsibilities

  In the field "Person Respons.": Select the Project Manager (for example: if this is Michel Adant; Check the name; and Double click on the responsible code ie the number "11210010" or on his name and then press on "Enter" => the responsible code will appear in this field)

- Dates

1. Start date: put the start date of the present month (for example: 01.08.2017)
2. Finish date: put the end date of next year (for example: 31.12.2018)

Remark : The field in Factory calend. "ZV" and in Time unit "DAY" appears by default because they are linked to the profile selected in the "Project Profile".

Factory calend.: ZV=Calendar(Timetable) of factory 5 days / week - No holiday

Time unit: DAY

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- Project coding mask - Mask ID: Leave the field empty.

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- Organization: Check if the following parameters are correct:

  In this example below, the parameters are linked to the company 0001 Syensqo (SCH).

  Select the right parameters for the involved company!!!

- Complete the company code, the business area, the plant and the profit center according to the entity and the object class.

  CO area: always “CHEF”

  Business area: always “8500”

  Proj. currency: always “EUR”

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☐ **In the tab "Administration"**

Don't change anything!!

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☐ **In the tab "Long Text"**

The name of the project appears automatically.

Remark : This field could be used to insert some comments, as for example the specifications of the request of the project opening. But it is not mandatory.

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☐ **In the tab "Cust. enhancement"**

blocked URL These fields are MANDATORY for our monthly projects report. If they are not filled any cost on the WBS element won’t appear on it.

As an example, for IS we have to select the following fields:

GBU - CB

Business Unit - CBCBS

Project group – Enter the code IT Group (= Project code in Accolade): ITxxxx

PS Family - GBS IS

Position – Enter the code position linked to the Project Manager responsible => Search it in the field via the match code. **It is important to don’t leave it empty!**

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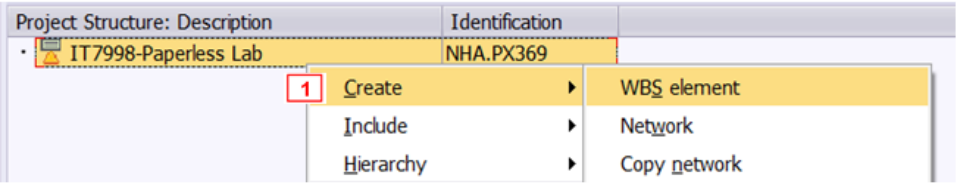
3.5.2.2.1 WBS Element creation

1. Click right on the "Project definition" (In the part "Project Structure: Description"). Select Create –> WBS Element



2. In the right part of the screen appears in the field of "WBS Element" the number of the Projet Def., followed by the figure 1 : NHA.PX369 1

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Replace the figure 1 by dot (.) followed by the related team abbreviation:

- ISA for Application
- ISI for Infrastructure
- NIS for Non IS

The last one position is for OTC

Example: You need to open a WBS element on OTC for the stream “Application” in company 0001 Syensqo (SCH), NHA.PXxxx.ISAO (for OTC).

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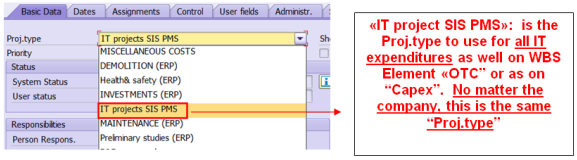
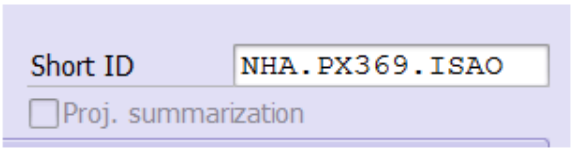
☐ **In the tab " Basic Data"**

- **Proj.type:** Select "IT projects SIS PMS"



- **Short ID:** don’t modify anything!!



- **Status** - When an WBS element is created, the system shows the status “CRTD” automatically.

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- **Responsibilities**
  - The responsible code + the name of the Project Manager appears automatically in "Person Respons."

  - Enter the same cost center the in the fields “Resp. cost cntr” and “Req.cost center”.

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- Operative indicators: Select "Acct asst elem.”

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  blocked URL **It is mandatory to select “Acct asst elem” because the WBS Element is attributable!! If it is not selected any cost allocated on this WBS Element will not be collected!!!**

☐ In the tabs: **"Dates", "Assignments" and "Control"**: don’t modify anything!!! (All the data appear by default)

☐ **In the tab "User fields"**

- Field key: always Z000003
- SIS Order: Leave this field empty (It is not any more used).
- Accolade ref nr: Put the IT project code: ITxxx.
- SIS CRM (Customer Relationship Management): Put the Project Leader name.

- SIS structure: Applic. for Application, Infra for Infrastructure or NON IS.

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- [ ] In the tabs: **"Administr", "Superior" and "Progress":** Don't enter anything!!
- [ ] In the tab **"Cust. enhancement"**:

Position – Enter the code position linked to the Project Manager responsible => Search it in the field via the match code. It is important to ***do n't leave it empty!***

3.5.2.2.1.1 Settlement rule of WBS element

- Click on "**Edit**" => "**Costs**" => "**Settlement rule**" in order to check the settlement rules

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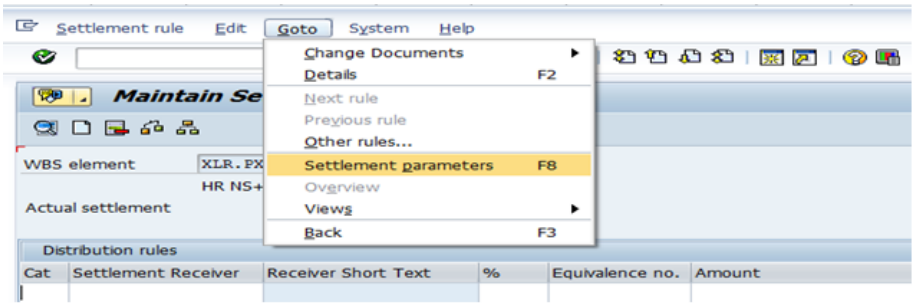
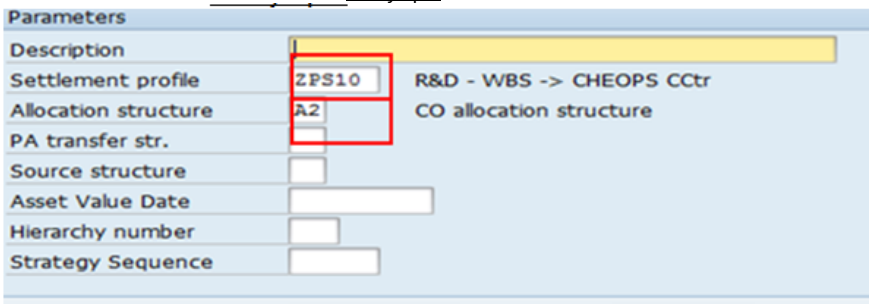
- Click on "**Goto**" > "**Settlement parameters**"



- Select the parameters below:
Settlement profile : **ZPS10**: when the costs of the project are allocated to **an OTC !!**

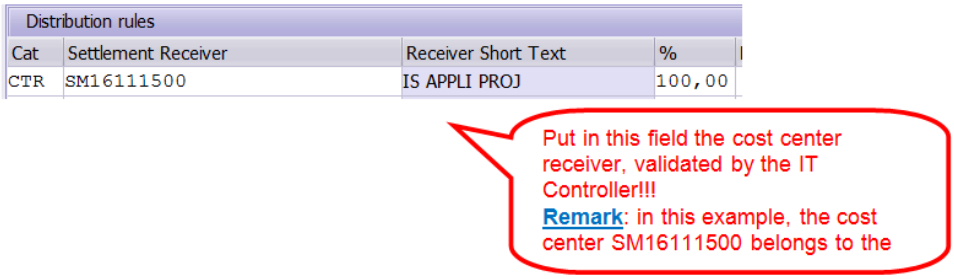
Allocation structure: always put **A2 !!!**



  - Click on the green arrow to leave the screen.
  - In «**Distribution rules**" select:

- In «Cat»: **CTR** (cost center) when the WBS Element has to be assigned to cost center.

- In «Settlement Receiver»: Enter the cost center receiver validated by the IT Controller.



  - Click on Enter.
  - Click on the green arrow to leave the screen blocked URL

3.6. I communicate the WBS Elements codes to the IS Controllers and contacts indicated by them

Once the WBS Element is created, I fill the in WBS Element Request file the WBS code and networks created.

If the controller has indicated in the comments that it is needed to send the codes to specific contacts, I send an e-mail to the indicated contacts.

For example:

WBS elements created for project IT10525-cost transparency step 1

to Susana, Maryse, Guilherme, Luis

Dear both,

Please find below the WBS element & Network created for project IT10525-cost transparency step 1 in company 5960 SLV BUSINESS SERV PT:

WBS Element OTC Rebil - LIZ.PX168.ISAO-R
Network - 6020309

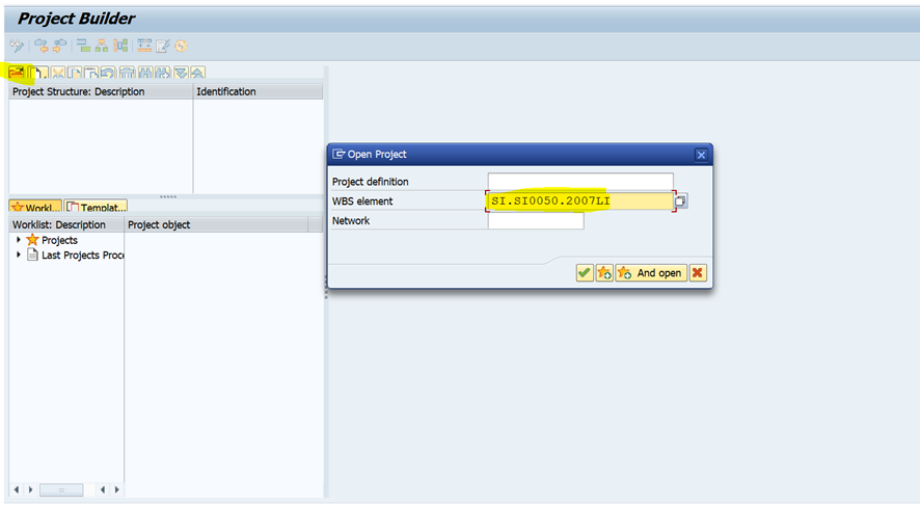
Let me know if you have any questions.

Have a nice day.

Best regards,

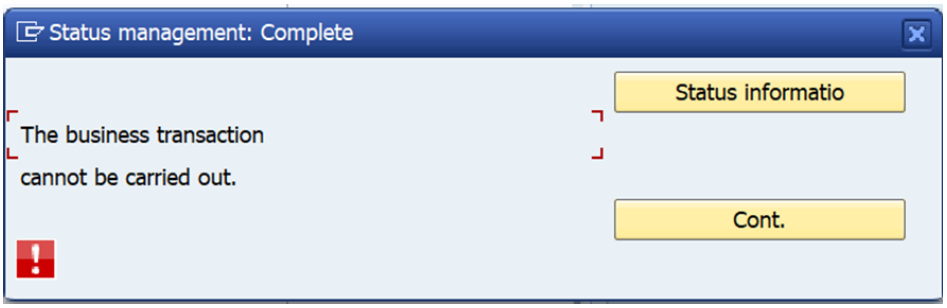
3.7 What to do when we have an error in a WBS and we have an indication to close it?

1º Step - Enter the transaction CJ20N

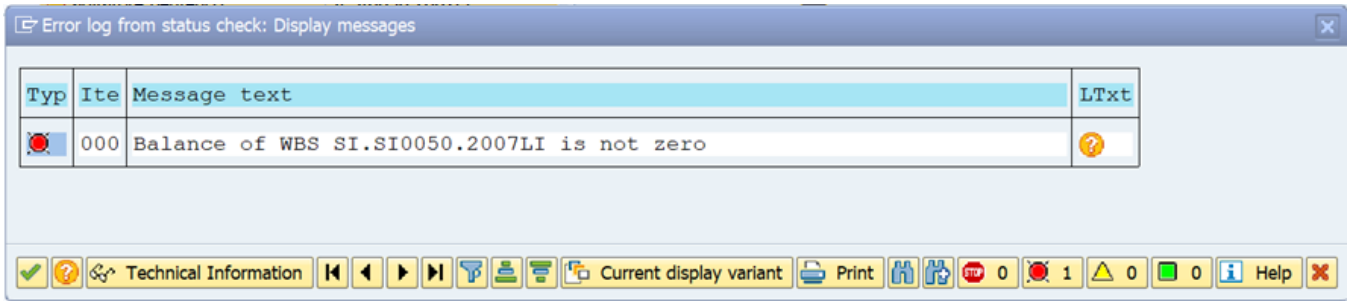


- Click on Open Project and afterthat insert the WBS element;
- Go do Edit - Status - Close - Set

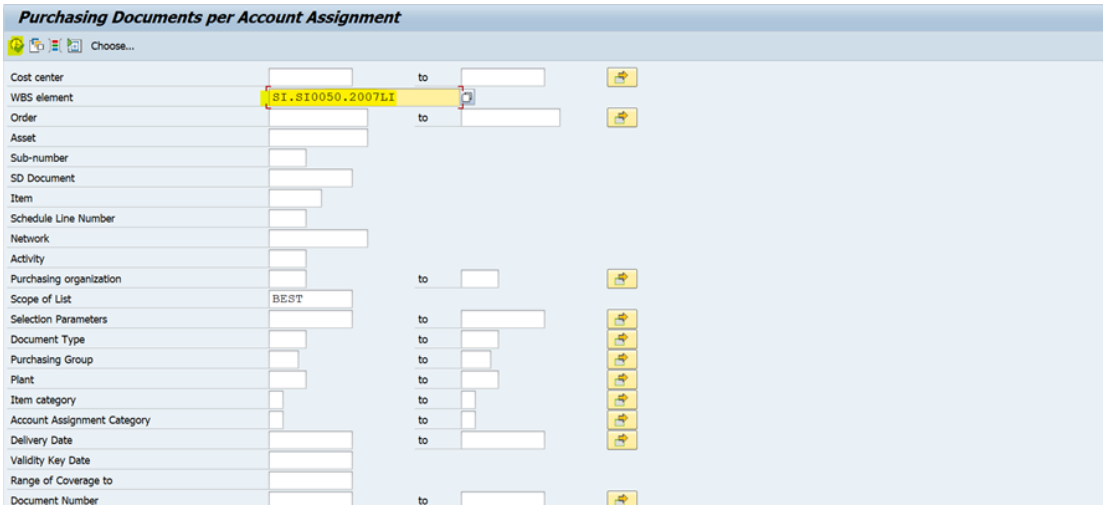
2º Step - If this message appears



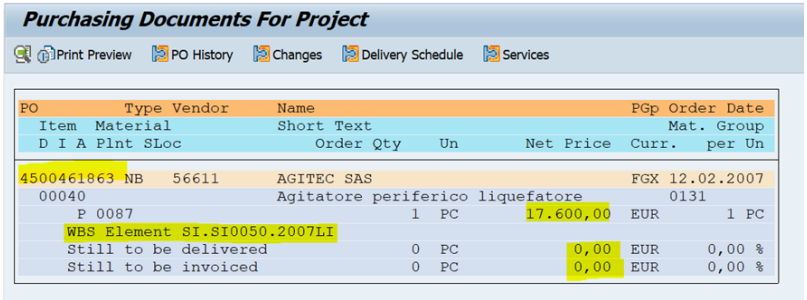
- Click on Status information
- Analyze the error (this for example)



3º Step - Enter the transaction ME2K



- Insert the WBS element and click Execute
- Analyze the Display Report

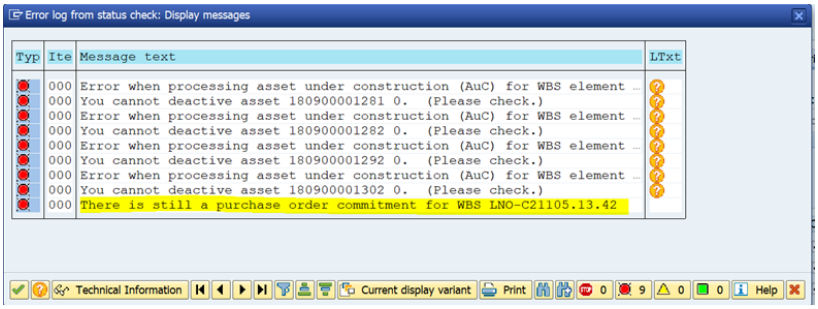


4º Step - Read the report information

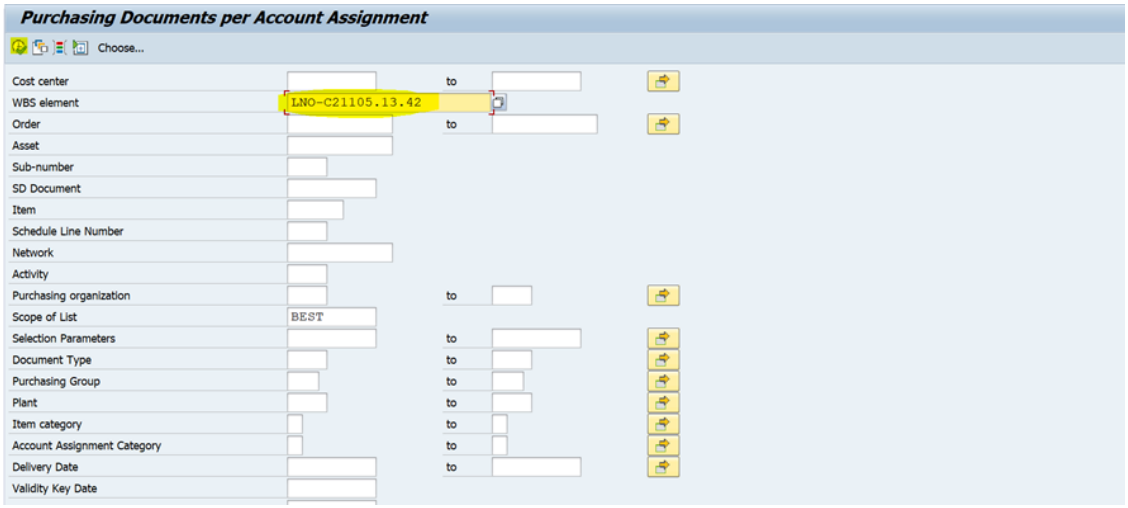
(Example)

For the PO number 4500461863 with value 17600€, the PO material (Agitatore Periferio Liquefatore) has been fully delivered and invoiced.

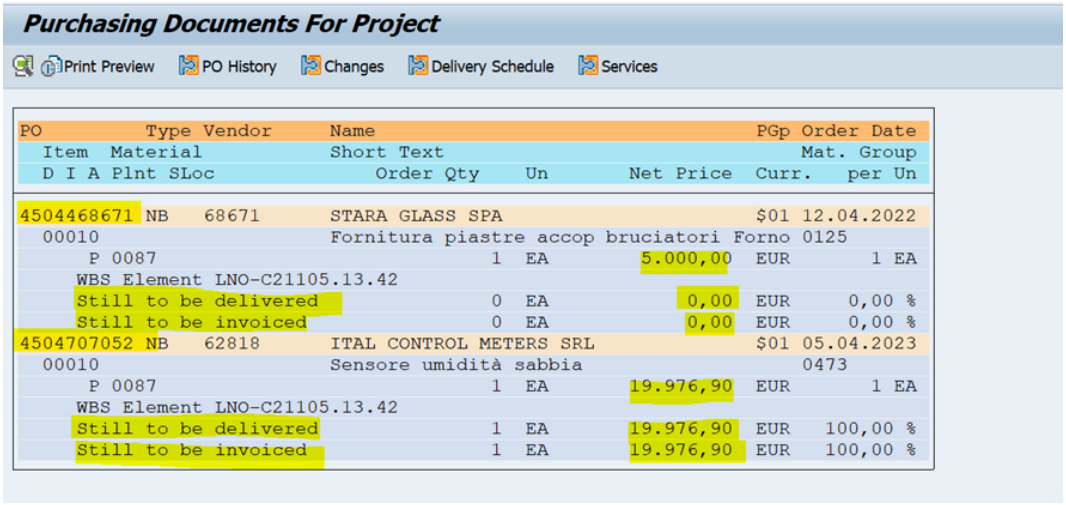
In case of the other error



1º Step - Enter the transaction ME2K

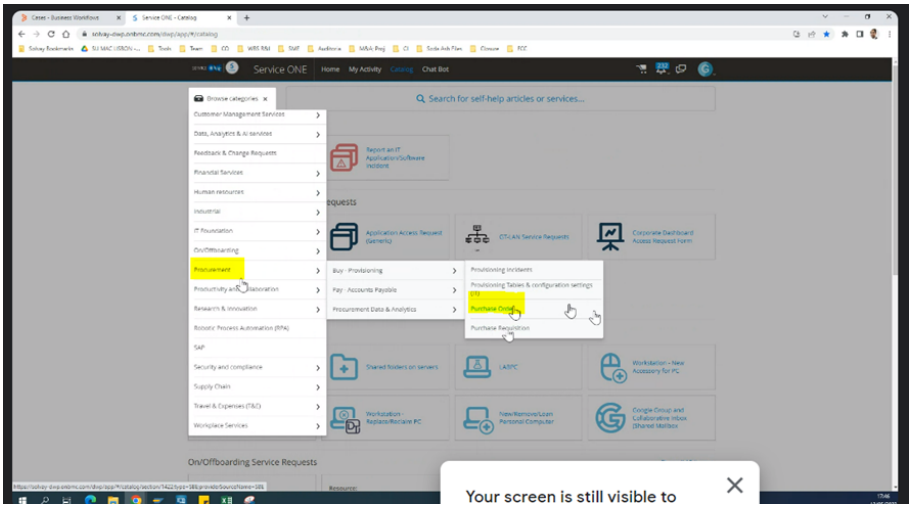


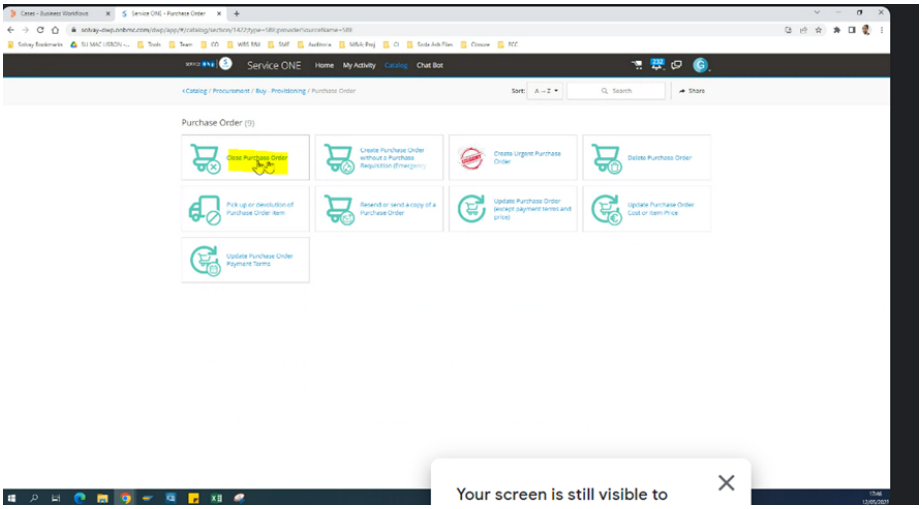
- Insert the WBS element and click Execute
- Analyze the Display Report



2º Step - Read the Report information

- Create a Ticket on Service One for the Procurement Department to close the PO's.





End of document.