I update 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 modification.

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

WW

PF2

Frequency

On demand

References

Attachments

SBS-FRM-DRTR-02-019 - R&D Project Creation Template.xlsx

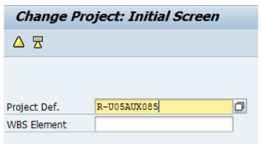
I update R&D WBS

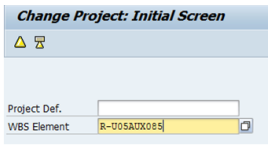
Guideline

I receive the request to update a R&D WBS

STEP 1

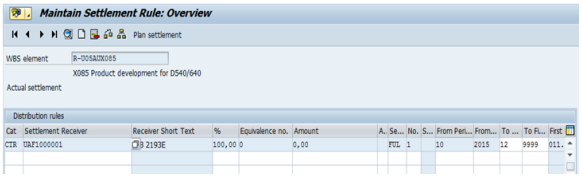
If a request is received to change project to Asset Under Construction (AUC) you should go to **CJ02**, insert the project code or WBS element code and Enter ↵





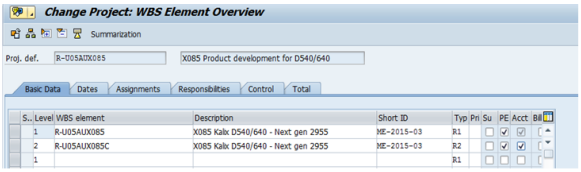
You will see all the WBS structure of the project.

STEP 2



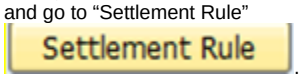
Considering that is not possible to change the WBS codification, and also not possible to change existing settlement, as you can see by the color (is not white) of fields of first line, you should create a new WBS, filling the second line of screen above, with the same codification, but ending with letter C (as for capitalization).

This new WBS will be set up for capitalization using type R2 and settlement to AUC as described in the current procedure. Keep the same WBS element codification (with C at the end), the same Description and the same Short ID; insert “2” in column “Level” and “R2” in column “Typ”; and select the same options of the first line in the columns “Su”, “PE”, “Acct” and “Bill”

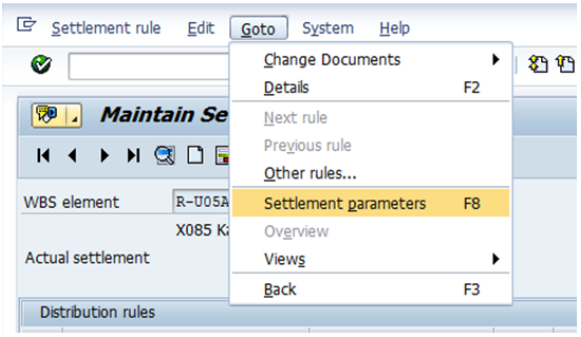


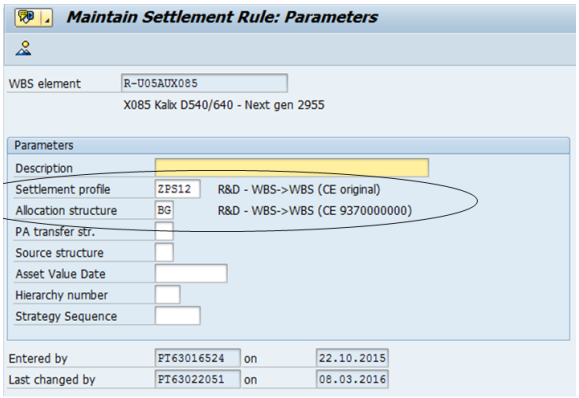
STEP 3

Then you should select the first line and go to “Settlement Rule”

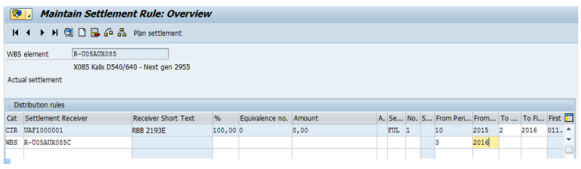


On the *Maintain Settlement Rule: Overview* screen, you should change the settlement parameters to WBS, tracking the menu “Goto” and the option “Settlement parameters”, inserting the code “ZPS12” in the field of the Settlement profile and the code “BG” in the field of the Allocation structure.



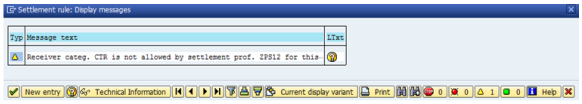


STEP 4



Then you should click on “Back (F3)” ; insert the last period and the current year in the columns “To Period” and “To Fiscal Year” of first line, relative to old settlement receiver; insert “WBS” in the column “Cat”, the code of changed project ending with letter C in the column “Settlement Receiver”, and the current period and the current year in the columns “To Period” and “To Fiscal Year” of second line, as shown by the screen bellow; and press Enter two times.

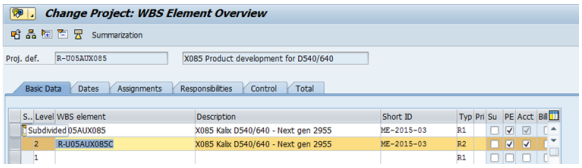
You will see in your screen the following message



And you should click on to continue.

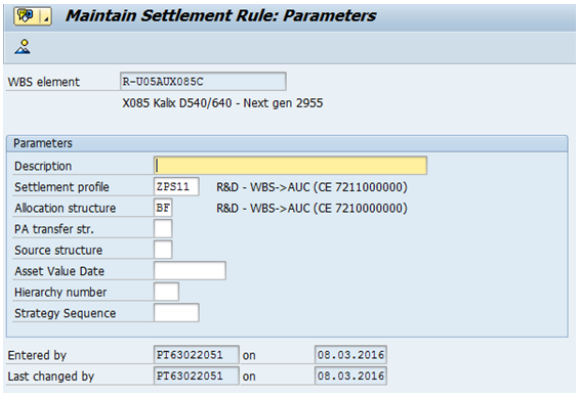
STEP 5

Then you should deselect the first line and select the second line



STEP 6

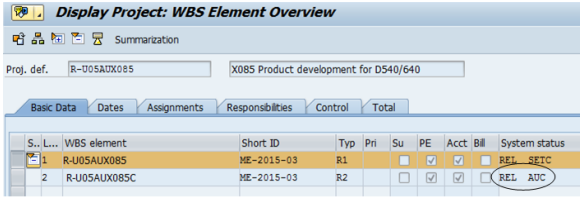
You should go to settlement rule Settlement Rule and change the settlement parameters to AUC, on the menu “Goto”, “Settlement parameters”, and insert the code “ZPS11” in the field of Settlement profile and the code “BF” in the field of Allocation structure



Finally, you should click on twice and save by clicking on

STEP 7

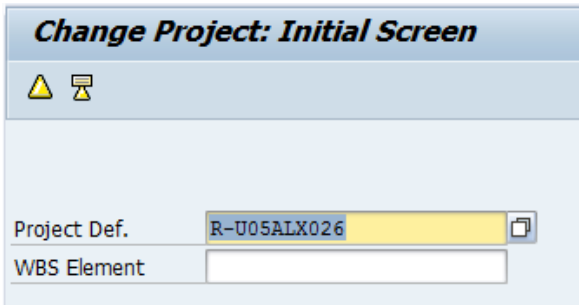
If you go to CJ03 (display mode), and insert the code of changed project you can verify the new System status in the column with same name as “REL AUC”.



STEP 1

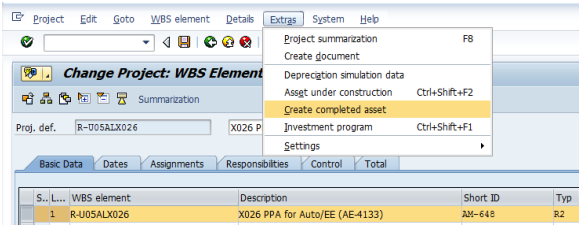
If a request is received to change a project to Fixed Asset

Go to **CJ02** and select the project



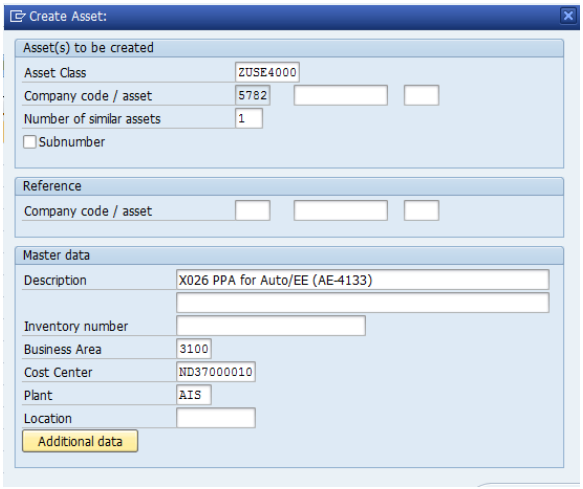
STEP 2

Select the WBS/Line where you want to create as final assets: **Extras -> Create completed Asset**

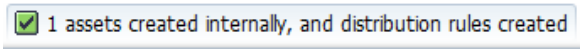


STEP 3

Go to the next screen and complete the missing information provided in the request: **Asset Class** and **Cost center.**

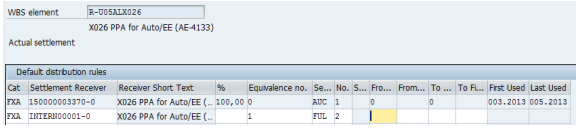


In the bottom of the SAP screen the following message will appear:



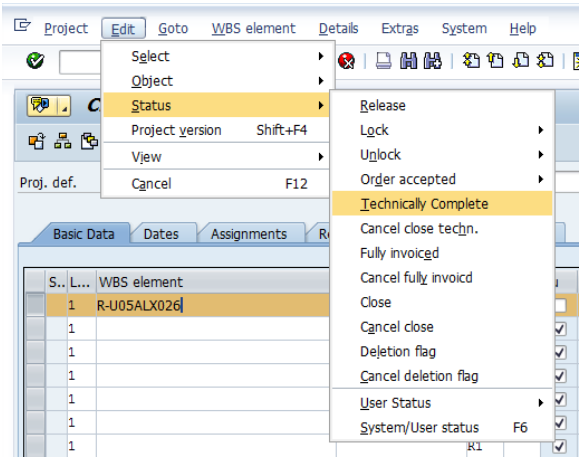
STEP 4

Go the settlement rule of the WBS to confirm you have a new line for the final asset.



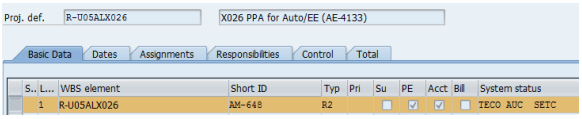
STEP 5

Then go back to the previous screen, in order to set up the project as Technically completed: **Edit** -> **Status** -> **Technically complete.**



STEP 6

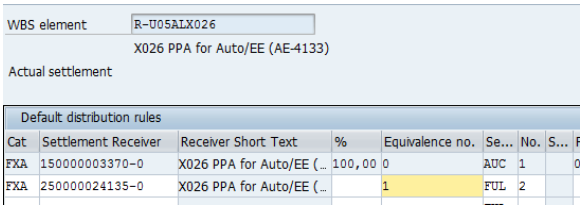
Check if the status in WBS is **"TECO".**



STEP 7

The project can now be **saved** .

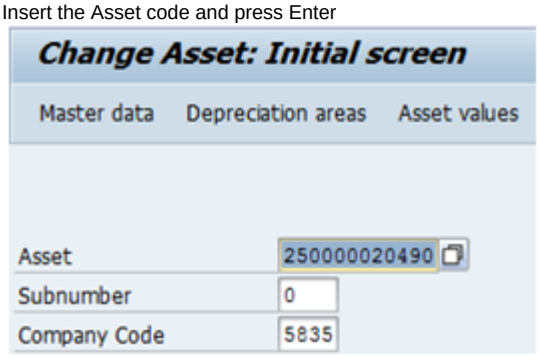
Then, display again the project and settlement rule, in order to find the final asset number as below (eg: 250000024135-0).



Then, you must go to the transaction **AS02**, to change the Master Data of the Asset created.

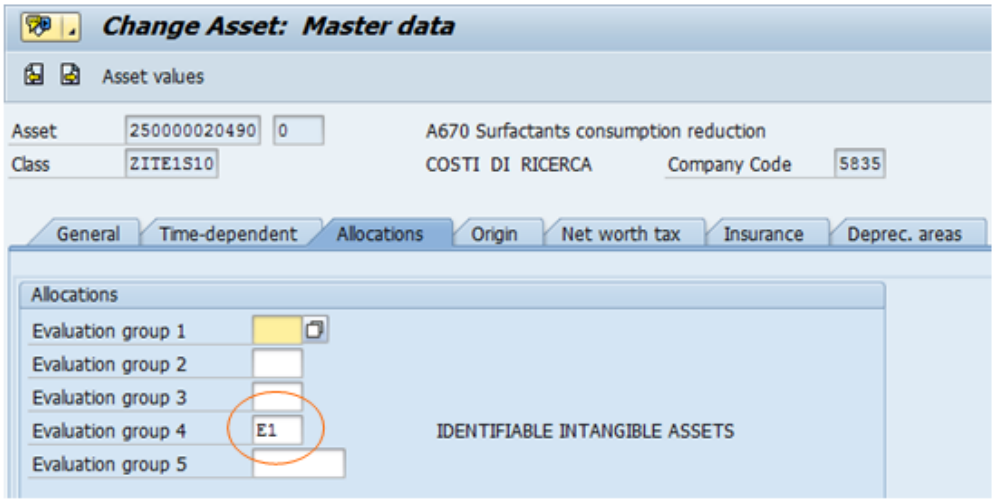
STEP 8

Insert the Asset code and press Enter



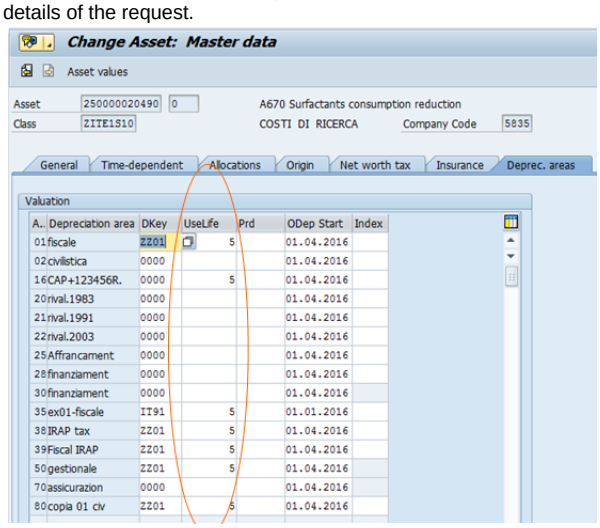
STEP 9

In the tab “Allocations”, you must insert the code “E1” on the field “Evaluation group 4”



STEP 10

In the tab “Deprec. areas”, just verify if the uselife of the asset is according to the details of the request.

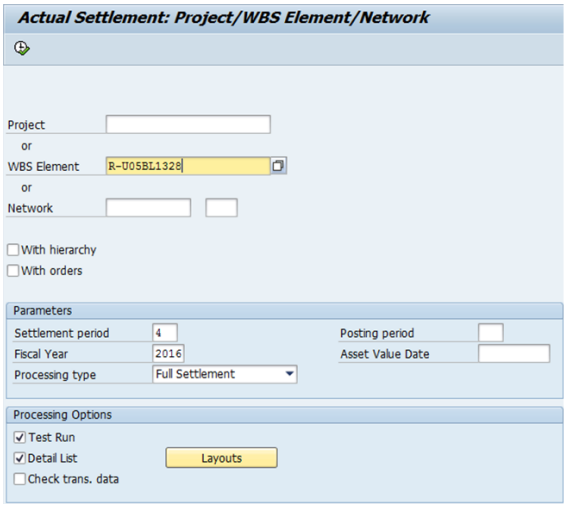


STEP 11

Finaly, you must run the settlement of the Project or the WBS element, in order to start the depreciation of the Asset created, by the transaction **CJ88**.

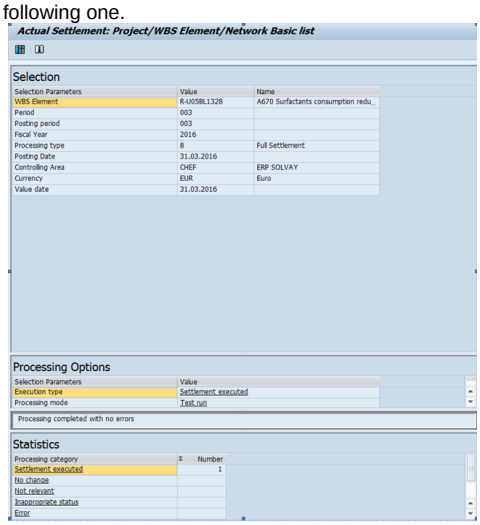
Insert the WBS element code on corresponding field, insert the period of the start of capitalization on Settlement period field, insert the current fiscal year, and select the Processing type “Full Settlement”, as shown on screen below.

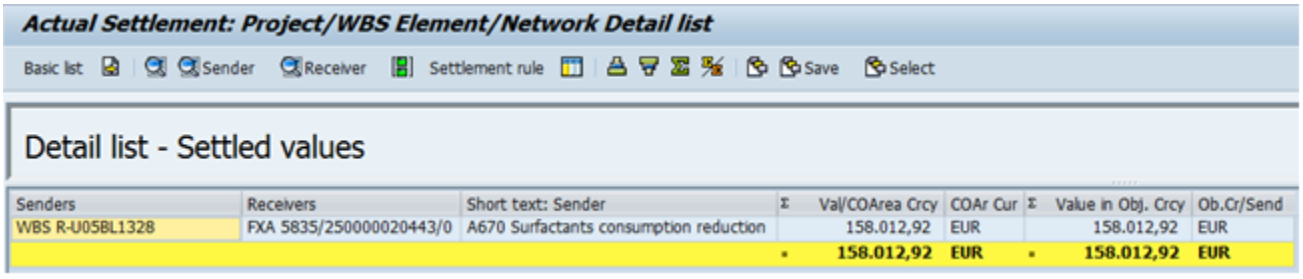
Press Execute .



STEP 12

The last stage, is verify if the settled amount corresponds to the total of R&D project expenditures, by clicking on the Detail lists , and you will see one screen like the following one.

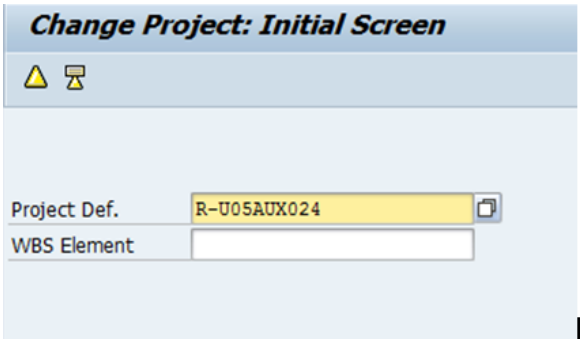




STEP 1

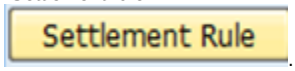
Go to CJ02.

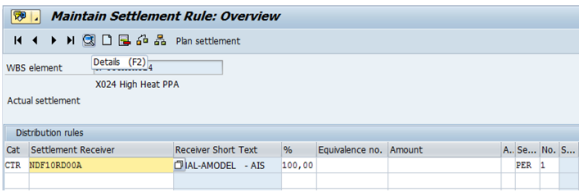
Enter the project.



STEP 2

Select the project and click on “Settlement rule”

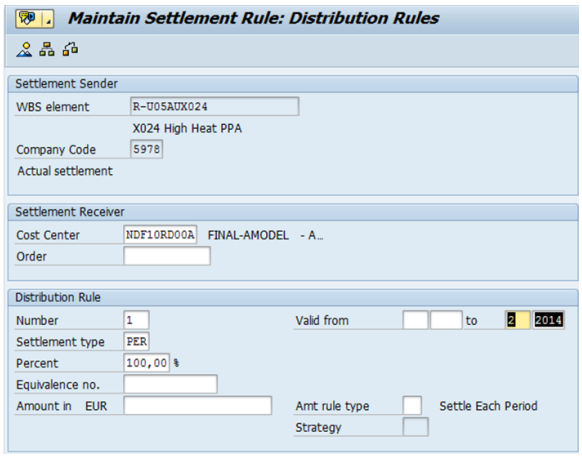




Click twice on the line of the Settlement rule or click on “Details”.

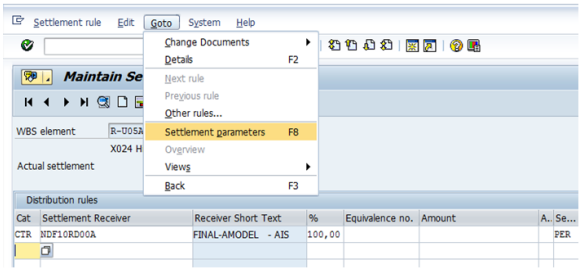
STEP 3

Change the “Valid to” period.



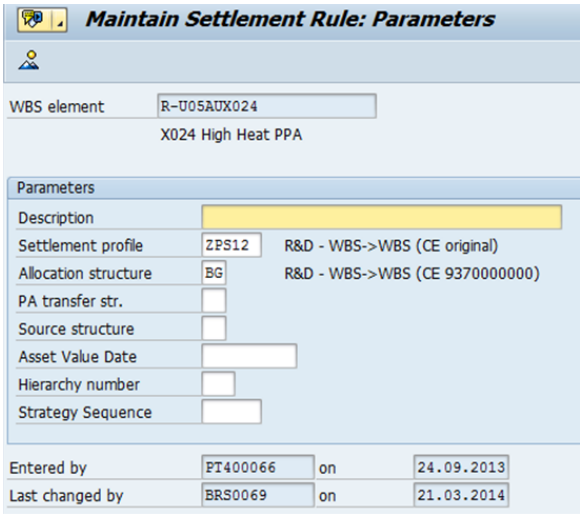
STEP 4

Go back to the previous screen and click on “Go to” and “Settlement parameters”.



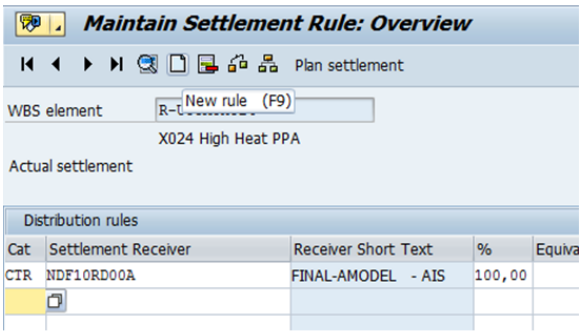
STEP 5

Change the “Settlement profile” to **ZPS 12** and “Allocation structure” to **BG**.



STEP 6

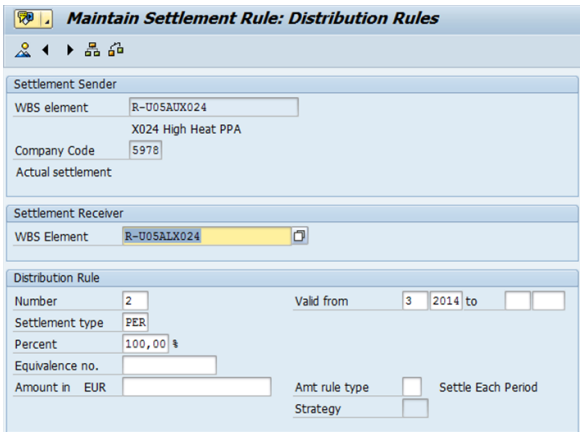
Go back to the previous screen and click on “New rule”.



STEP 7

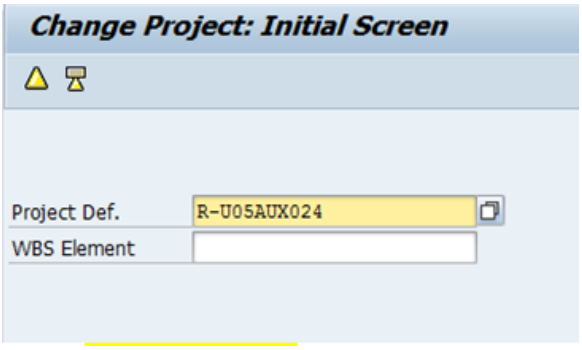
Inform the new WBS element and the “Valid from” as below.

Go back to the previous screen and save it .



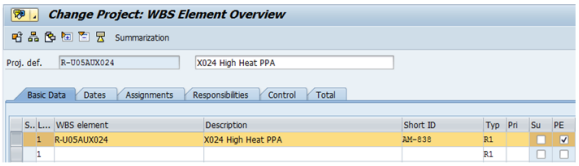
STEP 1

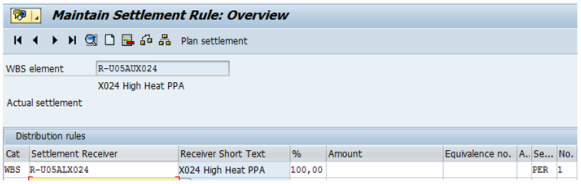
To update the settlement rule of project to cost center, go to **CJ02** and insert the code of project.



STEP 2

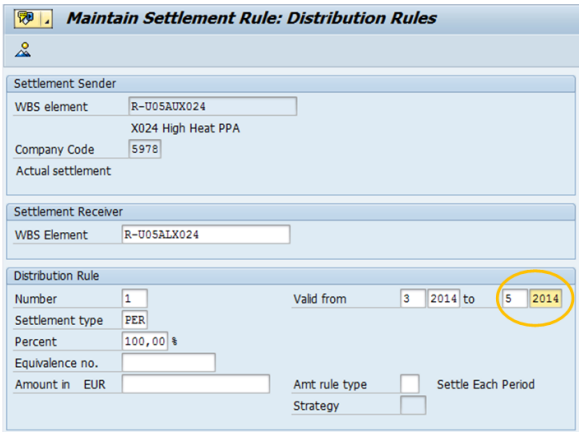
Select the line related to project and click on Settlement Rule.





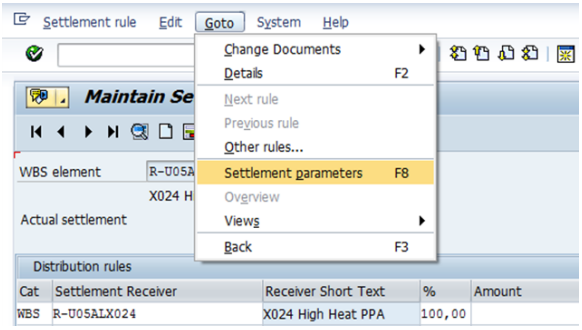
STEP 3

Click on “New rule (F9)” and change the field “Valid to” to previous period.



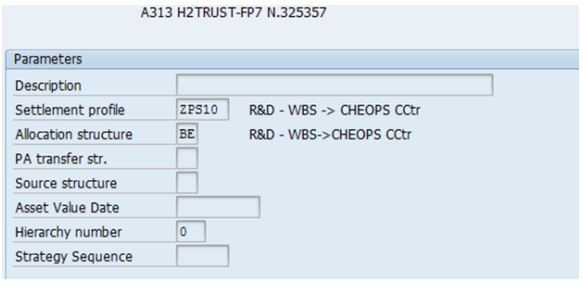
STEP 4

Go back to the previous screen and click on the menu “Goto”, “Settlement parameters”, and insert the code “ZPS10” in the field of Settlement profile and the code “BE” in the field of Allocation structure



STEP 5

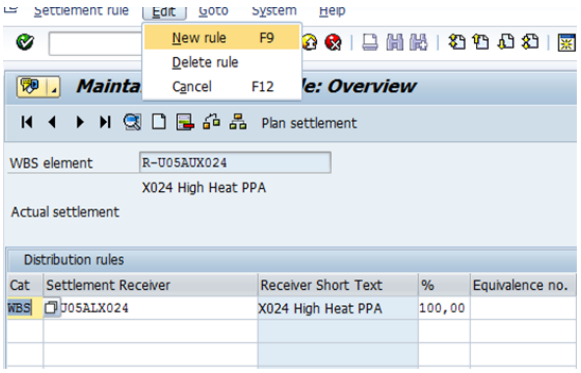
Change the “Settlement profile” to **ZPS 10** and “Allocation structure” to **BE**.



STEP 6

Go back to the previous screen and

click on “New rule (F9)” or go to the menu Edit, New rule.



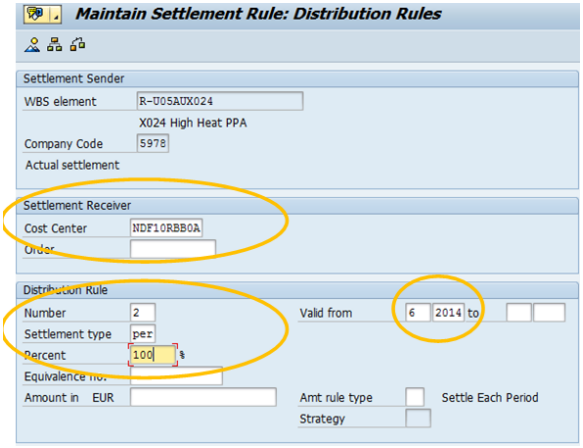
STEP 7

Inform the new Cost center and the **“Valid from”** to the period the project should start being settled using the new settlement rule.

Number: New settlement rule number (sequencial).

Settlement type: PER

Percent: if 100% or less

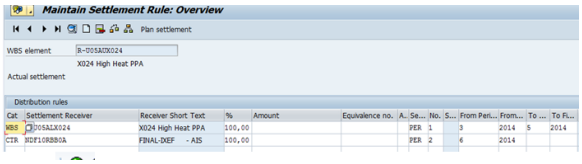


STEP 8

Go back to the previous and now, you should find the two settlement rules

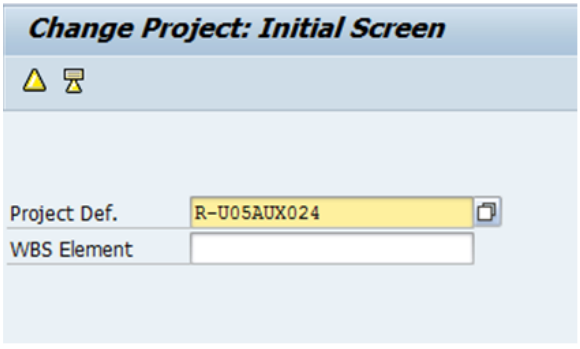
Go back to the previous screen

and save it



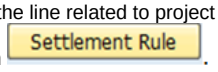
STEP 1

To update the settlement rule of project to order, go to CJ02 and insert the code of project.



STEP 2

Select the line related to project and

click on 

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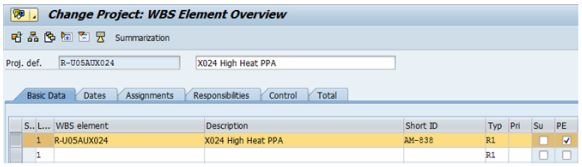
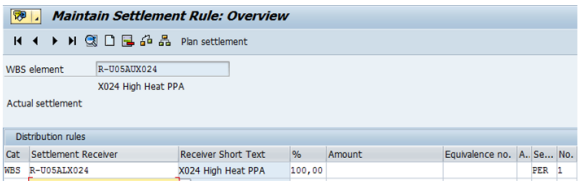
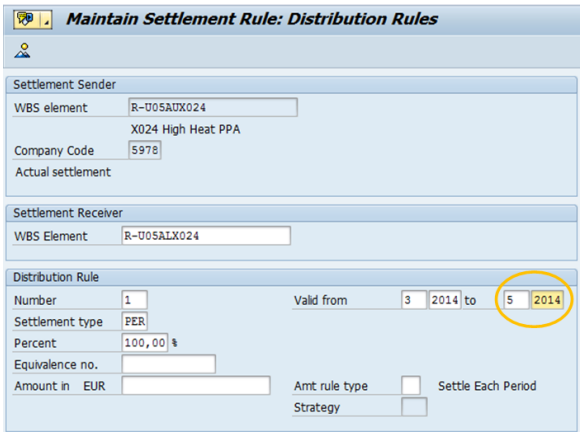


STEP 3

Then you should click on “New rule (F9)” , or click twice on the line of the settlement rule

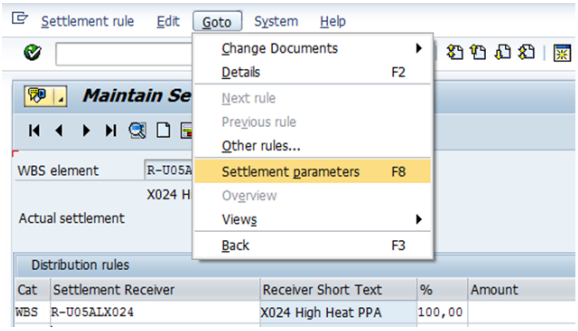


and change the field “Valid to” to previous period, as ilustrated.



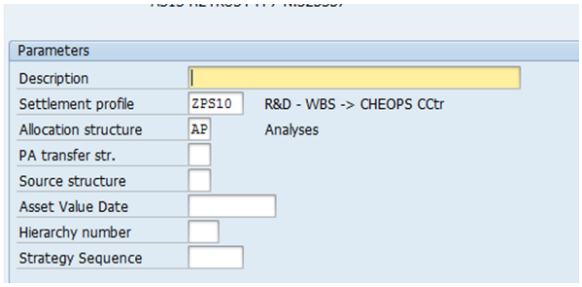
STEP 4

Go back to the previous screen and click on “Go to” and “Settlement parameters”.



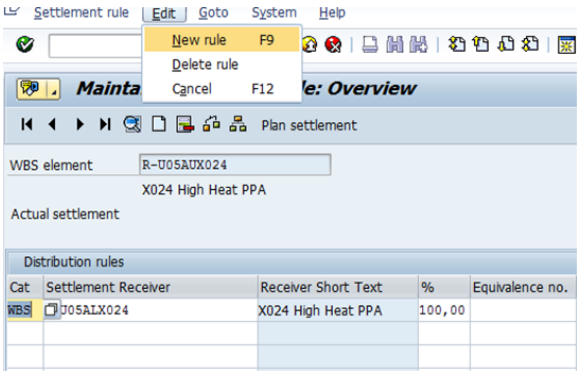
STEP 5

Change the “Settlement profile” to **ZPS 10** and “Allocation structure” to **AP**.



STEP 6

Go back to the previous screen and click on “New rule”.



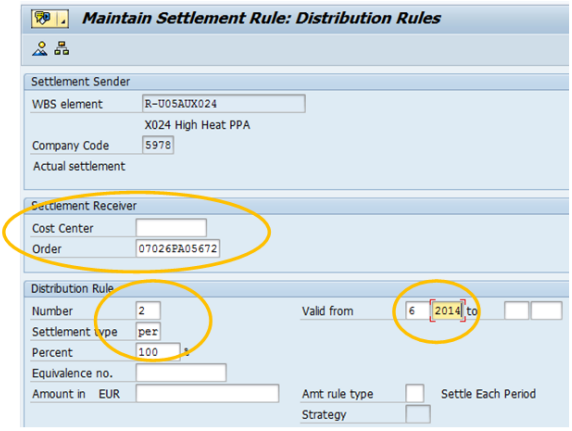
STEP 7

Inform the new Cost center and the **"Valid from"** to the period the project should start being settled using the new settlement rule.

Number: New settlement rule number (sequencial).

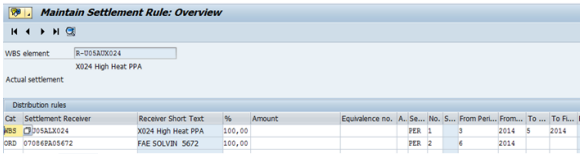
Settlement type: PER

Percent: if 100% or less



STEP 8

Go back to the previous and now, you should find the two settlement rules



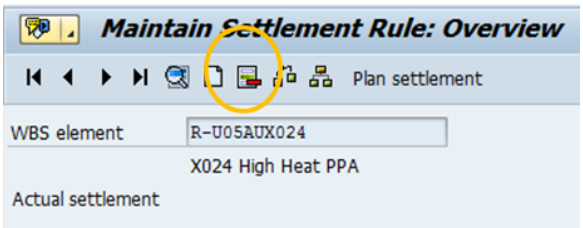
STEP 9

Go back to the previous screen and save it .

If the below message appears

Delete the old settlement rule, by clicking on "Delete rule"

Then go back to the previous screen and save it



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