

How-To Guide

CUSTOMER

SAP Business One 9.3 and SAP Business One 9.3, version
for SAP HANA

Document Version: 2.1 – 2017-08-16

How to Work with Project Management in SAP Business One

Typographic Conventions

Type Style	Description
<i>Example</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE	Keys on the keyboard, for example, F2 or ENTER.

Document History

Version	Date	Change
1.0	2015-07-25	First Version for Release 9.2.
2.1	2017-08-16	Second Version Incorporating Changes in Release 9.3: Project Overview, Gantt Chart, Billing Wizard.

Table of Contents

1	Introduction	5
1.1	Overview of Hierarchical Structure of Project	5
2	Prerequisites.....	6
2.1	Enabling the Project Management Feature.....	6
3	Initial Settings	7
3.1	Defining Stages.....	7
4	Defining Projects.....	8
4.1	Defining the Header Area.....	8
4.1.1	Calculating Completeness of Projects or Subprojects.....	10
4.2	Defining the Overview Tab	10
4.3	Defining Subprojects Tabs	12
4.3.1	Adding Subprojects	12
4.3.2	Adding Subprojects from Templates	13
4.3.3	Deleting Subprojects	13
4.3.4	Defining the Subproject Window	14
4.4	Defining the Stages Tab.....	15
4.4.1	Stages Tab - Defining Open Issues.....	17
4.4.2	Stages Tab - Adding Attachments	17
4.4.3	Stages Tab - Adding Documents.....	18
4.4.4	Stages Tab - Adding Work Orders	20
4.4.5	Stages Tab - Adding Activities	21
4.5	Information on the Summary Tab.....	22
5	Detailed Project Overview.....	25
6	Billing Documentation Generation Wizard	27
7	Gantt Chart	29
8	Working with Project Reports.....	30
8.1	Generating Stage Analysis Reports	30
8.2	Generating Open Issues Reports	31
8.3	Generating Resources Reports	32
8.4	Generating Time Sheet Reports.....	33
9	Defining Activity Types	35
10	Employee Master Data - Absence Information.....	36
11	Defining Time Sheets	37

1 Introduction

Use the Project Management module to manage your projects from start to finish, centralizing all project related transactions, documents, resources, and activities. The feature helps you to monitor the progress of tasks, stages, subprojects, analyze budget costs, and generate reports on various aspects of the project, such as stage analysis, open issues, and resources.

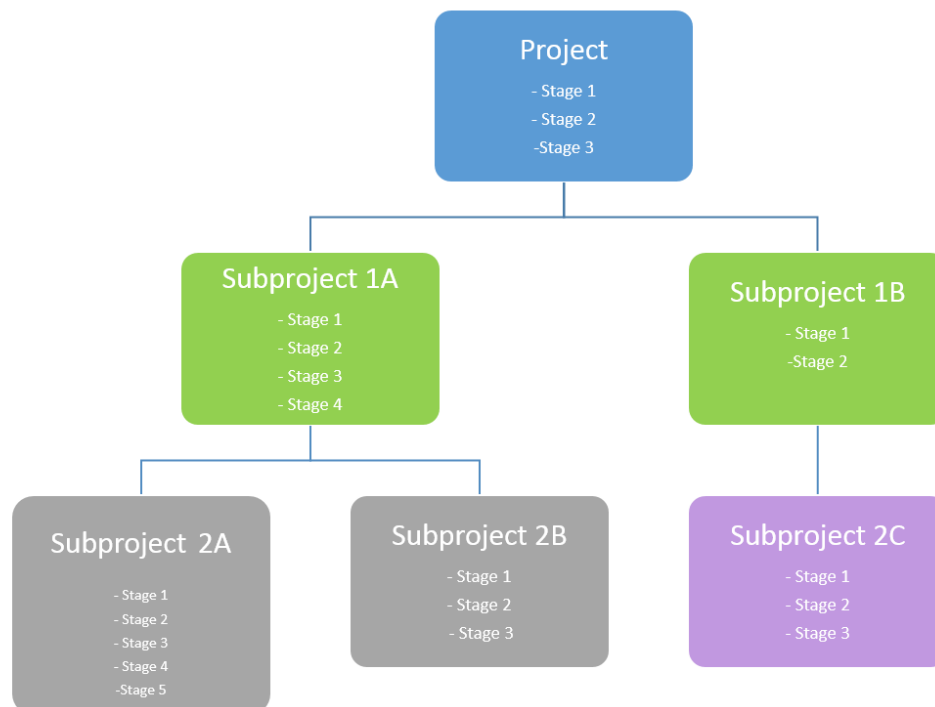
1.1 Overview of Hierarchical Structure of Project

A project comprises stages which contain one or more tasks. For each stage, you can manage open issues, documents, attachments, work orders, and activities. All this information is maintained in the [Project](#) window, where you can also view the financial information for the project.

A project can have only one level, or it can contain lower-level projects called subprojects. Subprojects can contain further subprojects underneath them, and so on, forming a hierarchical tree of subprojects, with the main project at the top level.

If a project contains a subproject, you can access it from the [Project](#) window. The information about the subproject is displayed in the [Subproject](#) window, which is similar in layout to the top-level [Project](#) window.

Below is a sample hierarchical structure of a project and its subprojects:



2 Prerequisites

2.1 Enabling the Project Management Feature

To enable the project management feature, use the procedure below.

Procedure

1. From the *Main Menu*, choose *Administration* → *System Initialization* → *Company Details*.
2. On the *Basic Initialization* tab, select the *Enable Project Management* checkbox.
3. Choose *Update*.

The screenshot shows the 'Company Details' dialog box with the 'Basic Initialization' tab selected. The 'Enable Project Management' checkbox is checked and highlighted with a red rectangle. Other settings include 'Chart of Accounts Template' set to 'US_CoA', 'Local Currency' and 'System Currency' set to 'US Dollar', 'Default Account Currency' set to 'All Currencies', 'Display Credit Balance with Negative Sign' checked, 'Use Segmentation Accounts' checked, 'Allow Negative Amounts for Reversal Transaction Posting' unchecked, 'Permit More than One Document Type per Series' unchecked, 'Multi-Language Support' checked, 'Use Perpetual Inventory' checked, 'Item Groups Valuation Method' set to 'Moving Average', 'Manage Item Cost per Warehouse' checked, 'Allow Stock Release Without Item Cost' unchecked, 'Manage Serial and Batch Cost By' set to 'Items Group Valuation Method', 'House Bank' section with 'Default Bank Country' set to 'USA', 'Default Bank' set to 'Bank of New York', 'Default Account No.' set to '145-4267-6703', and 'Default Branch' set to 'Main'. The 'Update' button is highlighted in yellow.

3 Initial Settings

3.1 Defining Stages

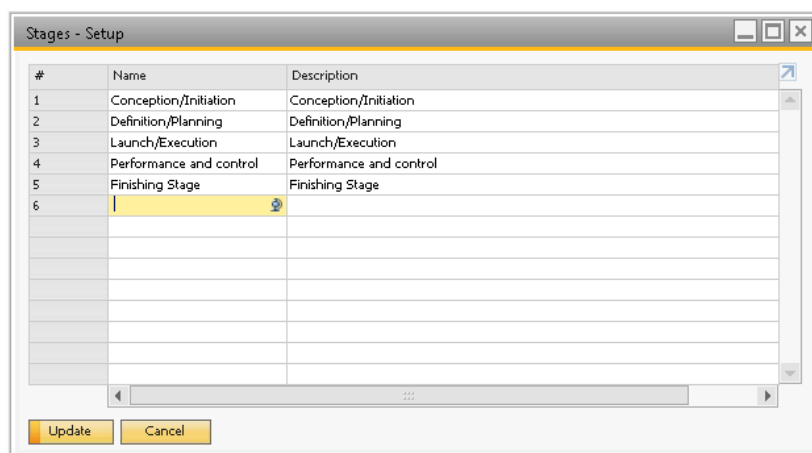
SAP Business One provides five predefined project stages:

1. Conception/Initiation
2. Definition/Planning
3. Launch/Execution
4. Performance and Control
5. Finishing Stage

You can rename a stage, add a new stage, or remove a stage.

Procedure

1. From the *Main Menu*, choose *Administration* → *Setup* → *Project Management* → *Stages*.



2. On the *Stages - Setup* window, you can do the following:
 - Rename a stage, by selecting the desired field and entering a new name or description.
 - Add a new stage, by right-clicking the first column of the row where you want to add a stage and choosing *Add Row*. Then specify the name and the description of the stage.
 - Delete a stage, by right-clicking the first column of the stage you want to delete and choosing *Delete Row*.
3. Choose *Update* to save your changes.

4 Defining Projects

All information about your projects is centralized in the [Project](#) window, as displayed below. From here you can set and access information about your projects.

The screenshot shows the SAP Project Management 'Project' window. The header area contains the following fields:

- Project Type: ☒ External ☐ Internal
- BP Code: Customer01
- BP Name: Jane Smith
- Contact Person: Jane Smith
- Territory: -No Sales Employee-
- Sales Employee: Smith, John
- Owner: ☒ Project with Subprojects
- Project Name: Project01
- Project No.: Primary 1
- Status: Started
- Start Date: 21.10.2015
- Due Date: 21.03.2016
- Closing Date: 0
- Open Activities: 0
- % Complete: 0%
- Financial Project: FinProj01

The main content area has tabs for Overview, Subprojects, Stages, Summary, Remarks, and Attachments. The Overview tab is active, showing a table with columns Subprojects, Fulfillment, and Status. The Subprojects tab is also visible, showing a table with columns Subprojects, Fulfillment, and Status. The Overview tab also includes a Risk Level dropdown (Low), an Industry dropdown (Telecom), and a Comments text area. The bottom of the window has 'Add' and 'Cancel' buttons.

In the header area, you specify general information about the project. Further information is maintained on the following tabs: [Overview](#), [Subprojects](#) (if the project consists of subprojects), [Stages](#), [Summary](#), [Remarks](#), and [Attachments](#). To access the [Project](#) window, choose [Project Management](#) → [Projects](#) from the [Main Menu](#),

To define aspects of a project, follow the procedures below:




4.1 Defining the Header Area

Procedure

1. In the header area, specify the fields as described below:

Note

Some self-explanatory fields are not described in the table.

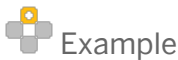
Field/Checkbox	Activity/Description
<i>Project Type</i>	Select one of the radio buttons: <ul style="list-style-type: none"> <i>External</i> - the project is created for a business partner. <i>Internal</i> - the project is created for your company.
<i>BP Code</i>	 Note This field is relevant only if the project type is External. From the choose from list, select the relevant business partner.
<i>Contact Person</i>	 Note This field is relevant only if the project type is External. Displays the default contact person, as defined in the BP master data. You can select a different contact person.
<i>BP Territory</i>	From the choose from list, select the territory. The territories available in the list are those defined in the <i>Territories - Setup</i> window (<i>Administration</i> → <i>Setup</i> → <i>General</i> → <i>Territories</i>).
<i>Sales Employee</i>	From the choose from list, select the relevant sales employee.
<i>Owner</i>	From the choose from list, select the relevant employee.
<i>Project with Subprojects</i>	Select this checkbox if the project consists of subprojects. As a result, an additional tab <i>Subprojects</i> appears in the <i>Project</i> window.
<i>Project Name</i>	Specify the name of the project, this field is mandatory.
<i>Project No.</i>	Displays the project number automatically.
<i>Status</i>	Select one of the following to characterize the status of the project: <ul style="list-style-type: none"> <i>Started</i> <i>Paused</i> <i>Stopped</i> <i>Finished</i>  Note If you select <i>Stopped</i> or <i>Finished</i> , the current date is automatically entered as the closing date.
<i>Start Date</i>	Specify the start date of the project.
<i>Due Date</i>	Specify the planned end date of the project.
<i>Closing Date</i>	Once the project is finalized, enter the date of its closure. You can update this field later if needed.
<i>Open Activities</i>	Displays the number of open activities linked to all stages.

Field/Checkbox	Activity/Description
<i>Completeness %</i>	Displays the percentage of completeness of the project. For information on how completeness is calculated, see 4.1.1 Calculating Completeness of Projects or Subprojects.
<i>Financial Project</i>	From the choose from list, select a financial project which is linked to the project.

2. To save the project, choose *Add*.

4.1.1 Calculating Completeness of Projects or Subprojects

The completeness of a project (or subproject) is calculated based on the contribution of its stages and its subprojects.



Example

A project consists of one stage and one subproject with its own stages and subprojects. The overall contribution of the stage to the project is 50% and the contribution of the subproject to the project is the other 50%.

The stage is finished, contributing 50% towards the completeness calculation.

The subproject has stages and subprojects, and is 50% complete. Hence, this adds another 25% to the project's completeness.

The 50% from the stage and 25% from the subproject means the completeness is currently 75%.

Once the subproject is 100% complete, the project is 100% complete as well.

4.2 Defining the Overview Tab

Procedure

1. On the *Overview* tab, specify the following fields:

Field/Checkbox	Activity/Description
<i>Risk Level</i>	Select the appropriate risk level: <ul style="list-style-type: none"> <i>Low</i> <i>Medium</i> <i>High</i>
<i>Industry</i>	From the dropdown list, select an existing industry, or define a new one.

2. To save the changes, choose *Update*.

The screenshot shows the 'Project' dialog box in SAP. The 'Overview' tab is selected. On the left, there are fields for 'Project Type' (External/Internal), 'BP Code' (Customer01), 'BP Name' (ABCDE Networks), 'Contact Person' (Jane Smith), 'Territory', 'Sales Employee' (-No Sales Employee-), and 'Owner'. A checkbox 'Project with Subprojects' is checked. On the right, there are fields for 'Project Name' (Project01), 'Project No.' (1), 'Status' (Primary), 'Start Date' (22.10.2015), 'Due Date' (31.03.2016), 'Closing Date', 'Open Activities' (1), '% Complete' (20%), and 'Financial Project' (FinPro01). Below these fields is a table with columns 'Subprojects', 'Fulfillment', and 'Status'. The table contains two rows, both with a link arrow icon in the 'Subprojects' column.

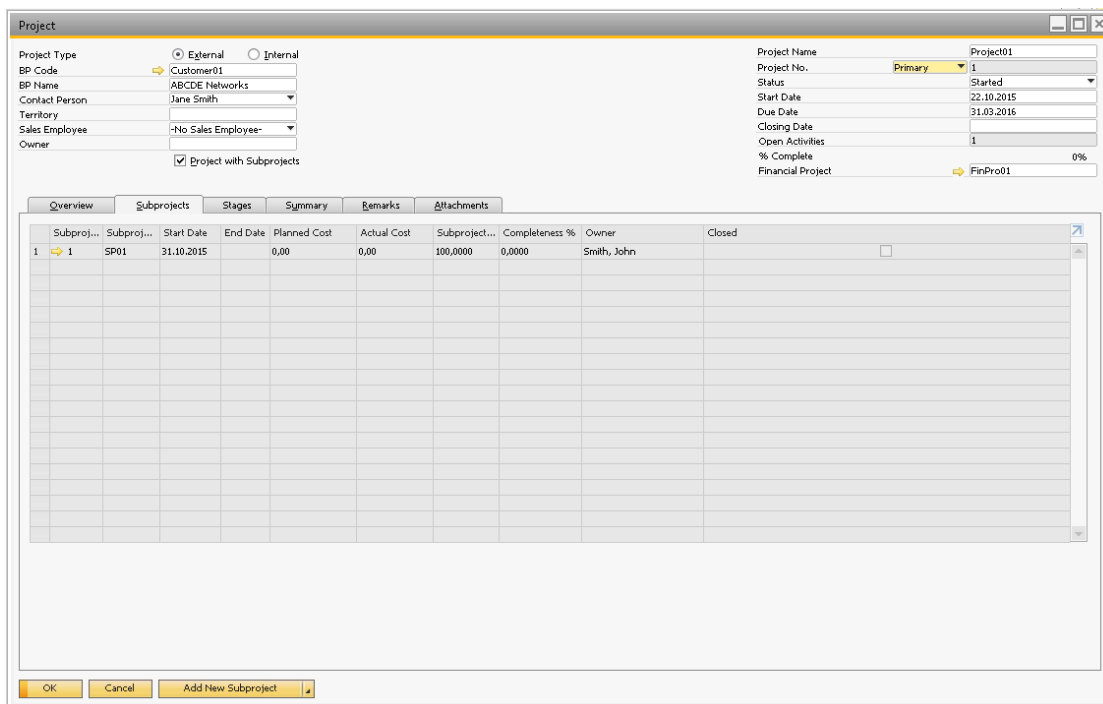
Subprojects	Fulfillment	Status
1	0.0000 %	Open
2	0.0000 %	Open

In the table on the *Overview* tab, if the project does not contain subprojects, the system lists all tasks relevant to the project, their hierarchy, fulfillment, and status. If the project has subprojects, it lists subprojects. You can access any task or subproject by selecting (*Link Arrow*) in the relevant row.

4.3 Defining Subprojects Tabs

Note

This tab is visible only if the *Project with Subprojects* checkbox in the header area is selected.



The screenshot shows the SAP Project Management 'Project' window. The 'Subprojects' tab is active. The header area on the right contains project details: Project Name (Project01), Project No. (1), Status (Primary), Start Date (22.10.2015), Due Date (31.03.2016), Closing Date, Open Activities (1), % Complete (0%), and Financial Project (FinPro01). The main area displays a table of subprojects with columns: Subproj..., Subproj..., Start Date, End Date, Planned Cost, Actual Cost, Subproject..., Completeness %, Owner, and Closed. The first row shows a subproject with ID 1, name SP01, start date 31.10.2015, planned cost 0,00, actual cost 0,00, subproject 100,0000, completeness 0,0000, owner Smith, John, and a closed checkbox.

Subproj...	Subproj...	Start Date	End Date	Planned Cost	Actual Cost	Subproject...	Completeness %	Owner	Closed
1	SP01	31.10.2015		0,00	0,00	100,0000	0,0000	Smith, John	<input type="checkbox"/>

On this tab, you can assign subprojects to the project, that is, you can create subprojects that are on the hierarchy level directly below the project.

4.3.1 Adding Subprojects

Procedure

1. On the *Subprojects* tab, choose the *Add New Subproject* option to open a *Subproject* window. Ensure the form is in add mode.

Note

The *Subproject* window is similar to the *Project* window. It shows similar information in the header area and contains the *Subprojects*, *Stages*, and *Summary* tabs, which you define in the same way as the tabs in the main *Project* window. A subproject is treated as a sublevel project. One project can contain several subprojects, each of which can contain subprojects as well.

2. Define the information about the subproject and choose *Add*.

The [Subproject](#) window closes and the subproject is added on the [Subprojects](#) tab. Basic information from the subproject is copied on the row.

Note

For detailed information about the [Subproject](#) window, see 4.3.4 Defining Subproject Window.

- To save the changes, choose [Update](#).



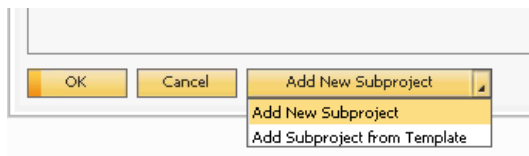
The screenshot shows the 'Project' window with the 'Subprojects' tab selected. The top section contains fields for Project Type (External/Internal), BP Code, BP Name, Contact Person, Territory, Sales Employee, and Owner. The bottom section is a table with columns: Subproj..., Subproj..., Start Date, End Date, Planned Cost, Actual Cost, Subproject..., Completeness %, Owner, and Closed. The table contains two rows of data.

Subproj...	Subproj...	Start Date	End Date	Planned Cost	Actual Cost	Subproject...	Completeness %	Owner	Closed
1	SP01	31.10.2015		0,00	0,00	60,0000	0,0000	Smith, John	<input type="checkbox"/>
2	SP01	20.11.2015		0,00	0,00	40,0000	0,0000	3	<input type="checkbox"/>

4.3.2 Adding Subprojects from Templates

Procedure

- Extend the [Add New Subproject](#) button, and choose [Add Subproject from Template](#).



- A list of all existing subprojects appears.
- Select the desired subproject and select [Choose](#).
- The subproject is added on the [Subprojects](#) tab. All stages and subprojects from the template are copied into the subproject you have just added.
- Choose [Update](#).

4.3.3 Deleting Subprojects

Procedure

- Right-click the subproject row you want to delete and choose [Remove Subproject](#).
- Choose [Update](#).

4.3.4 Defining the Subproject Window

Subproject

Subproject No. 1
 Subproject Description SP01
 Subproject Type
 Parent Subproject/Project No. 1
 Subproject Contribution % 20.0000

Status Open
 Start Date 31.10.2015
 End Date
 Due Date 30.11.2015
 Owner Smith, John
 Actual Cost 0,00
 Planned Cost 0,00 0%
 Completeness %

#	Position	Start Date	End Date	Stage	Task	Description	Planned Cost	Invoiced Amount (A/R)	Open Amount (A/R)	Invoiced Amount (A/P)	Open Amount (A/P)
1	0			Conception/Initiation	Background c		4000	0,00	0,00	0,00	0,00
2	1			Conception/Initiation			0,00	0,00	0,00	0,00	0,00

Open Issues
 Attachments
 Documents
 Work Orders
 Activities

OK Cancel

Procedure

- After you have accessed the [Subproject](#) window from the upper-level [Project](#) window (or the upper-level [Subproject](#) window), view or specify the following fields in the header area:

Field/Checkbox	Description/Activity
Subproject No.	The number of the subproject.
Start Date	The date from which the subproject is active for planning.
End Date	The date when the subproject is ending for planning.
Finished Date	The official date when the subproject was finished.
Due Date	The estimated date when the subproject should be completed.
Planned Cost	Estimated cost of the subproject.
Actual Cost	This field is not editable. The system displays the sum of the total amounts of the A/P invoices linked to the subproject.
Subproject Contribution %	Enter the percentage of the subproject's contribution to the next upper-level project or subproject.
Completeness %	Displays in percentages what portion of the subproject has been finished.

Field/Checkbox	Description/Activity
	<p>If a subproject does not have subprojects, this value is calculated based on the contribution percentage of each finished stage.</p> <p>If a contribution has subprojects, this value is a sum of contribution percentages of each finished stage of the current subproject and the contribution percentages of its subprojects.</p>
<i>Finished</i>	Checkbox.
<i>Owner</i>	Specify the owner of the subproject.

- The tabs in the *Subproject* window are the same as in the *Project* window. You manage the information on the tabs in the same way as you manage it in the *Project* window. For details, refer to the following sections:
 - Subprojects* tab - See 4.3 Defining Subprojects Tab.
 - Stages* tab - See 4.4 Defining Stages Tab.
 - Summary* tab - See 4.5 Information on Summary Tab.
- To add the subproject, choose *Add*.

4.4 Defining the Stages Tab

On this tab, you can specify tasks to build up your project stages. More than one task can be related to a stage. Here you also maintain open issues, attachments, documents, work orders and activities.

When you highlight a row in the table, the sections below the main table (*Open Issues*, *Attachments*, *Documents*, *Work Orders*, and *Activities*) contain information related to the stage in the selected row. To view and manage the information in a section, expand it by selecting *(Expand)*.

The screenshot shows the SAP Project Management 'Project' window with the 'Stages' tab selected. The window is divided into two main sections: a top section for project details and a bottom section for stage details.

Project Details (Top Right):

- Project Name: Project01
- Project No.: 1
- Status: Started
- Start Date: 22.10.2015
- Due Date: 31.03.2016
- Closing Date:
- Open Activities: 1
- % Complete: 0%
- Financial Project: FinPro01

Stages Table (Bottom Left):

#	Position	Start Date	End Date	Stage	Task	Description	Planned Cost	Invoiced Amount (A/R)	Open Amount (A/R)	Invoiced Amount (A/P)	Open Amount (A/P)	%
1	1	03.11.2015	16.10.2015	Conception/Initiation	Initialization	Negotiations with BP	1,000.00	0.00	0.00	80.00	0.00	0.0
2	2	17.11.2015	11.12.2015	Definition/Planning	Planning	Dev	30,000.00	0.00	0.00	0.00	0.00	0.0
3	3	14.12.2015	31.12.2015	Launch/Execution	Implementation		5,000.00	0.00	0.00	0.00	0.00	0.0
4	4	20.11.2015	25.11.2015	Performance and contr	Initialization		0.00	0.00	0.00	0.00	0.00	0.0
5	5			Conception/Initiation			0.00	0.00	0.00	0.00	0.00	0.0

Stage Details (Bottom Right):

The details for the first stage (Position 1) are shown below the table:

- Doc. Type: A/P Invoice
- Doc. No.: 1
- Doc. Line: 1
- Doc. Date: 31.10.2015
- Total: 80.00

The bottom section also includes expandable sections for Open Issues, Attachments, Documents, Work Orders, and Activities.

To define stage related tasks on the [Stages](#) tab, follow the procedure below.

Procedure

1. Specify the following fields where required:

Field/Checkbox	Activity/Description
Position	Displays the position of the stage in the table.
Start Date	Specify the start date of the stage for planning.
End Date	Enter the closing date of the stage for planning.
Finished Date	Actual finish date. Populated with the current date when the Finished checkbox is selected, but can be amended.
Stage	Select a stage as defined in the Stages - Setup window.
Task	From the dropdown menu, select an existing task type or create a new one.
Description	Enter the description of the task.
Unique ID	Can be given a name, can be linked to directly from marketing documents.
Planned Cost	Enter the planned or expected cost of the task. This amount is used as a reference only.
Invoiced Amount (A/R)	Displays the total amount of all open A/R invoices that are linked to the relevant financial project and the stage.
Open Amount (A/R)	Displays the total amount of all open A/R documents except A/R invoices which are connected to the project and the stage.
Invoiced Amount (A/P)	Displays the total amount of all open A/P invoices that are linked to the relevant financial project and the stage.
Open Amount (A/P)	Displays the total amount of all open A/P documents except A/P invoices which are connected to the project and the stage.
Contribution %	Displays the contribution percentage of the stage to the project. The sum of all stage contribution percentages and any subproject contribution percentages cannot exceed 100.
Finished	To close the stage, select this checkbox. If there are open activities or issues related to the stage, you cannot close it.
Owner	Select the owner of the stage.
Stage Dependence (1)	<p>Specify if finishing the stage is dependent on finishing one or more other stages. If a stage is dependent on another stage, it means that you cannot finish the stage until the stage it is dependent on is finished.</p> <p> Note</p> <p>A stage can be dependent on a subproject.</p>
Stage Dependence (2)	
Stage Dependence (3)	
Stage Dependence (4)	
Stage Dependence (5)	

4.4.1 Stages Tab - Defining Open Issues

Procedure

1. To define a new open issue, specify the following information:

Field/Checkbox	Activity/Description
Area	From the dropdown menu, select an existing area or define a new one.
Priority	Define the priority of the issue.
Remarks	Enter remarks about the issue.
Closed	Select the checkbox once the issue is resolved and closed. You cannot mark a stage as Finished if there are linked open issues or if
Solution	Enter text describing the solution.
Responsible	Select the person responsible.
Estimated Costs	Enter the estimated costs of resolving the issue.

2. To save the changes, choose [Update](#).

#	Area	Priority	Remarks	Closed	Solution	Solution Description	Responsible	Entered By	Date Entered	Estimated Costs
1	Premises		Deco	<input type="checkbox"/>		tba	Smith, John	Smith, John	31.10.2015	80,00
2	Catering	high		<input type="checkbox"/>			Smith, John	Smith, John	31.10.2015	400,00
3				<input type="checkbox"/>						0,00

Attachments
Documents
Work Orders
Activities

OK Cancel

4.4.2 Stages Tab - Adding Attachments

In this section, you can add attachments relevant to the stage.

Procedure

To add an attachment, double-click the first blank row, browse to the location where the file is stored and choose [Open](#).

Note

- o To open an existing attachment, double-click it.
- o To delete an existing attachment, right-click the relevant row and choose [Delete Row](#).

4.4.3 Stages Tab - Adding Documents

In this section, you can link existing documents to the selected stage.

Note

You can assign documents that are linked to any financial project.

Procedure

1. To add a document, specify the following fields:

Field/Checkbox	Activity/Description
<i>Doc. Type</i>	Select one of the following options: <ul style="list-style-type: none">• <i>Manual Journal Entry</i>• <i>Sales Quotation</i>• <i>Sales Order</i>• <i>Delivery</i>• <i>Return</i>• <i>A/R Down Payment Request</i>• <i>A/R Down Payment Invoice</i>• <i>A/R Invoice</i>• <i>A/R Credit Memo</i>• <i>A/R Reverse Invoice</i>• <i>Purchase Quotation</i>• <i>Purchase Order</i>• <i>Goods Receipt PO</i>• <i>Goods Return</i>• <i>A/P Down Payment Request</i>• <i>A/P Down Payment Invoice</i>• <i>A/P Invoice</i>• <i>A/P Credit Memo</i>• <i>A/P Reserve Invoice</i>• <i>Service Call</i>• <i>Goods Receipt</i>• <i>Goods Issue</i> You can also select a correction document, such as <i>Correction Invoice</i> .
<i>Document No.</i>	From the choose-from list, select the desired document.
<i>Chargeable</i>	Select the checkbox if the document is chargeable to the client.

2. The information in the remaining fields is copied from the selected document.
3. To save the changes, choose *Update*.

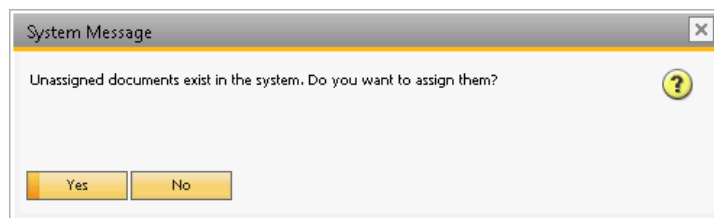
Note

Upon opening the [Project](#) window, if there have been documents created in the system with the relevant financial project, a dialogue box appears asking you if you want to assign the unassigned documents. For more information, 4.4.3.1 Adding Unassigned Documents.

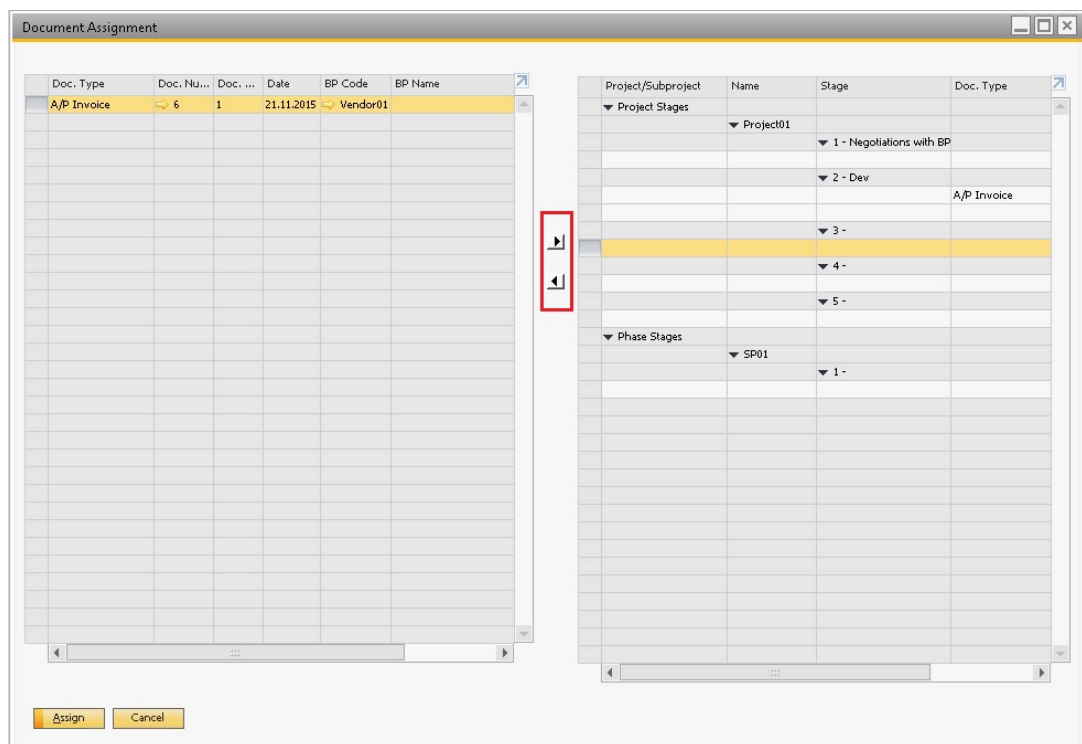
4.4.3.1 Adding Unassigned Documents

Procedure

1. Upon opening the [Project](#) window, if there have been documents created in the system with the relevant financial project which you have not yet added to the project, the window below appears asking you if you want to assign the unassigned documents.



2. To access the [Document Assignment](#) window, choose [Yes](#).



3. In the left pane, highlight the document you want to assign.

In the right pane, highlight the stage to which you want to assign the document.

To assign the document to the selected stage, choose the right arrow.

To remove a document assignment from a stage, in the right pane select the desired document and choose the left arrow.

4. To save the changes, choose [Assign](#).

4.4.4 Stages Tab - Adding Work Orders

In this section, you can link work orders in the form of production order documents to a stage.

You can link a production order to a stage only if it has been assigned to the relevant financial project. That is, the financial project specified in the production order must be the same as the financial project specified in the project.

#	Doc. No.	Description	Status	Planned Qty	Due Date	Days Overdue	Type	No.	Description	Base Qty	Planned Qty	Issued	Additio...
1													

Activities

Update Cancel

Note

If a production order is assigned to more than one financial project, you cannot link it to a stage.

Procedure

To link a production order to a stage:

1. In the [Doc. No.](#) field, from the choose from list select the desired production order. The information from the production order, such as [Status](#), [PlannedQty](#), [OrderDate](#), [DueDate](#) and so on, is copied into the relevant fields on the row.
2. To save the changes, choose [Update](#).

Note

If you assign a production order to a project, upon creating a receipt from production based on that production order, a dialog box appears asking if you want to create a delivery note or a goods receipt document. When you choose [Yes](#), and specify which document you want to create, the system adds the following information into the document:

- Issue from production - items that were received from production and the financial project.
- Delivery note - items that were received from production, the financial project and the business partner related to the project.

If the project is internal (business partner is assigned to the project), or the receipt from production is based on more production orders which are not related to the same business partner, then a list of business partners appears and you need to choose the relevant business partner.

The system then assigns the generated document to the relevant stage or project automatically.

4.4.5 Stages Tab - Adding Activities

In this section, you can link activities to a stage.

#	Activity	Type	Start Date	Start Time	End Date	End Time	Assigned To	Remarks
1	1	Service	31.10.2015	16:27	31.10.2015	16:42	Smith, John	

OK Cancel

Procedure

1. To link an activity to a stage, in the [Activity](#) field, select the activity from the choose from list and select [Choose](#).
All information from the selected activity record is copied into the relevant fields on the row.
2. To save the changes, choose [Update](#).

4.5 Information on the Summary Tab

On this tab, you can view the summary information of all the costs of the project.

The screenshot shows the 'Project' window with the 'Summary' tab selected. The window is divided into several sections:

- Project Information:** Includes fields for Project Type (External/Internal), BP Code, BP Name, Contact Person, Territory, Sales Employee, and Owner. It also has a checkbox for 'Project with Subprojects'.
- Project Details:** Includes Project Name, Project No., Status, Start Date, Due Date, Closing Date, Open Activities, % Complete, and Financial Project.
- Budget Section:**

Budget	Profit Values	Work Order Costs
Subproject Budget	Potential Subproject Amount	Actual Item Component Cost
Open Amount (A/P)	Open Amount (A/R)	Actual Resource Component Cost
Invoiced (A/P)	Invoiced (A/R)	Actual Additional Cost
Total (A/P)	Total (A/R)	Actual Product Cost
Total Variance	Total Variance	Actual By-Product Cost
Variance %	Variance %	Total Variance
- Accumulated Budget Section:**

Accumulated Budget	Accumulated Profit Values	Dates
Accumulated Subproject Budget	Accumulated Potential Subproject Amount	Due Date
Accumulated Open Amount (A/P)	Accumulated Open Amount (A/R)	Actual Closing Date
Accumulated Invoiced (A/P)	Accumulated Invoiced (A/R)	Overdue
Accumulated Total (A/P)	Accumulated Total (A/R)	
Accumulated Total Variance	Accumulated Total Variance	
Variance %	Variance %	

View the fields under each section.

Budget

Note

This section is related to the current project (or subproject). It does not take into account the values related to its subprojects.

Field	Description
<i>Phase Budget</i>	Displays the accumulated planned costs of all stages of the project (or subproject).
<i>Open Amount (A/P)</i>	Displays the accumulated line totals of all open A/P documents linked to the current project or subproject (except A/P invoices), if the line is related to the project.
<i>Invoiced (A/P)</i>	Displays the accumulated line totals of all A/P invoices linked to the current project or subproject, if the line is related to the project.
<i>Total (A/P)</i>	Displays the sum of <i>Open Amount (A/P)</i> and <i>Invoiced (A/P)</i> .
<i>Total Variance</i>	Displays the monetary value of <i>Total (A/P)</i> minus <i>Phase Budget</i> .
<i>Variance %</i>	Displays the total variance expressed in percentages.

Accumulated Budget

This section displays the same information as the [Budget](#) section, but the values from all the lower-level subprojects related to the current project or subproject are taken into account as well.

Direct Profit Values

Note

This section is related to the current project (or subproject). It does not take into account the values related to its subprojects.

Field	Description
Potential Subproject Amount	Enter the potential profit amount of the current project or subproject.
Open Amount (A/R)	Displays the accumulated line totals of all open A/R documents linked to the current project or subproject (except A/P invoices), if the line is related to the project.
Invoiced (A/R)	Displays the accumulated line totals of all A/R invoices linked to the current project or subproject, if the line is related to the project.
Total (A/R)	Displays the sum of Open Amount (A/R) and Invoiced (A/R) .
Total Variance	Displays the monetary value of Total (A/R) minus Phase Budget .
Variance %	Displays the total variance expressed in percentages.

Accumulated Profit Values

This section displays the same information as the [Direct Profit Values](#) section, but the values from all the lower-level subprojects related to the current project or subproject are taken into account as well.

Work Order Costs

Field	Description
Actual Item Component Cost	Displays the accumulated item component costs of all work orders in all stages of the current project or subproject (the work orders related to any lower-level subprojects are not taken into account).
Actual Resource Component Cost	Displays the accumulated item resource component costs of all work orders in all stages of the current project or subproject.
Actual Additional Cost	Displays the accumulated additional costs of all work orders in all stages of the current project or subproject.
Actual Product Cost	Displays the accumulated item component cost of all stages of the current project or subproject.
Actual By-Product Cost	Displays the accumulated by-product costs of all work orders in all stages of the current project or subproject.
Total Variance	Displays the accumulated total variance of all work orders in all stages of the current project or subproject.


Dates

Field	Description
<i>Due Date</i>	Displays the due date of the current project or subproject.
<i>Actual Closing Date</i>	Displays the closing date of the current project or subproject.
<i>Overdue</i>	Displays the number of overdue days between the due date and the actual closing date.

5 Detailed Project Overview





Once a project has been created, a more detailed overview is available than appears on the main [Project](#) window. This more detailed project overview shows all time-dependent details of projects and subprojects with their relevant stages.

Procedure

- From the [Main Menu](#), choose [Project Management](#) → [Project](#) → right-click on the project to generate a context menu → [Project Overview](#).
- Filter for levels of the project you want to see by choosing from the [Select Level](#) field: by choosing level 1 you will see only the highest level of the project, by choosing another level you will see that level and all levels above it.
- Access the project details (such as an activity) directly from the overview by selecting  (Link Arrow).

Project										
Select Level		4								
Project / Subproject	Stage	Task	Description	Work Order	Resource	Activity	Start Date	Due Date	Progress (%)	Complete
▼ Project							01.01.2017		13.230000	<input type="checkbox"/>
▼ B1 Implementation							01.01.2017		66.150000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	Marketing Documents				01.01.2017	31.03.2017	100.000000	<input checked="" type="checkbox"/>
				1	Car		02.02.2017	02.02.2017		<input type="checkbox"/>
				2	Labour Resource		05.02.2017	05.02.2017		<input type="checkbox"/>
	Definition/Planung	Concept	User Reports				01.04.2017	30.04.2017	100.000000	<input type="checkbox"/>
	Start/Ausführung	Develop	Financial Reports				01.05.2017	30.06.2017	0.0	<input type="checkbox"/>
▼ Customizing							01.02.2017		85.000000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	Marketing Documents				01.02.2017	10.02.2017	100.000000	<input checked="" type="checkbox"/>
						2	05.02.2017	05.02.2017		<input type="checkbox"/>
	Definition/Planung	Concept	User Reports				11.02.2017	28.02.2017	0.0	<input type="checkbox"/>
						3	20.02.2017	20.02.2017		<input type="checkbox"/>
						1	15.02.2017	15.02.2017		<input type="checkbox"/>
▼ Print Layouts							01.02.2017		80.000000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	User Reports				01.02.2017	10.02.2017	100.000000	<input checked="" type="checkbox"/>
	Definition/Planung	Develop	Financial Reports				11.02.2017	15.02.2017	100.000000	<input checked="" type="checkbox"/>
▼ UI							01.03.2017		100.000000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	User Reports				01.03.2017	10.03.2017	100.000000	<input checked="" type="checkbox"/>
	Definition/Planung	Concept	Financial Reports				11.03.2017	15.03.2017	100.000000	<input checked="" type="checkbox"/>
	Start/Ausführung	Testing	Test Automation				16.03.2017	20.03.2017	100.000000	<input checked="" type="checkbox"/>
▼ Development							01.04.2017		38.000000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	User Reports				01.04.2017	20.04.2017	100.000000	<input checked="" type="checkbox"/>
	Definition/Planung	Concept	Financial Reports				21.04.2017	30.04.2017	100.000000	<input checked="" type="checkbox"/>
	Start/Ausführung	Testing	Test Automation				01.05.2017	30.06.2017	0.0	<input type="checkbox"/>
▼ Source Coding							01.04.2017		30.000000	<input type="checkbox"/>
	Konzeption/Initiierung	Concept	Marketing Documents				01.04.2017	20.04.2017	100.000000	<input checked="" type="checkbox"/>
	Start/Ausführung	Develop	User Reports				21.04.2017	30.06.2017	0.0	<input type="checkbox"/>

Project Overview Fields

Field	Description
<i>Project / Subproject</i>	Displays the name of the project or subproject. Select  (Link Arrow) to open the connected form.
<i>Stage</i>	Shows the stage description from the stage tab.
<i>Task</i>	Displays the task description from the stage tab.
<i>Description</i>	Displays the description of the stage row from the stage tab.
<i>Work Order</i>	Shows the work order number of the stage row from the stage tab. Select  (Link Arrow) to open the connected work order.
<i>Resource</i>	Displays the resource connected to the work order of the stage row in the stage. Select  (Link Arrow) to open the connected resource.
<i>Activity</i>	Activity Number of the stage row in the stage tab. Select  (Link Arrow) to open the connected activity.
<i>Start Date</i>	Start date of the project, subproject, stage (row), work order, or activity.
<i>Due Date</i>	The due date of the project, subproject, or work order. The end date of the stage or activity.
<i>Progress</i>	The progress percentage of the project or subproject.
<i>Completed</i>	Indicates if the row is closed or finished.

6 Billing Documentation Generation Wizard

The wizard collects open documents and billable items connected to your project for invoicing through [A/R Invoices](#) or [Delivery](#). You can choose the sources the wizard targets for invoicing.

Procedure

From the [Main Menu](#), choose [Project Management](#) → [Billing Document Generation Wizard](#).

Alternatively, open the [Billing Document Generation Wizard](#) from a [Project](#) window via a context-menu to pre-populate the wizard with the selected stage information (this will assign the created documents to the same stage).

From the [Main Menu](#), choose [Project Management](#) → [Project](#), right-click on the project to generate a context menu once the stage has been selected, then choose [Billing Document Generation Wizard](#).

The wizard will guide you through the necessary steps to generate the marketing documents:

- o In step 1, specify what type of document you want to generate and what sources to use. To use different sources, the wizard may need to be run multiple times.

The screenshot shows the 'Initial Wizard Configuration' window of the 'Billing Document Generation Wizard'. The window title is 'Billing Document Generation Wizard'. Below the title bar, it says 'Initial Wizard Configuration' and 'Please select the Target Document, Customer and other settings ...'. The form is divided into several sections. On the left, there are dropdown menus for 'Target Document' (set to 'A/R Invoice'), 'Target Doc. Type' (set to 'Item'), 'Target Doc. Series' (set to 'Primär'), and 'Customer' (set to 'C20000'). On the right, there are input fields for 'Financial Project' (set to 'B1'), 'Project No.' (set to '4'), 'Subproject No.' (empty), and 'Stage' (set to 'CO(4-5)'). Below these, there is a 'Source Types' section with checkboxes for 'Include open A/P Documents', 'Include open A/R Documents', 'Include open Workorders', 'Include Recorded Times', and 'Include Project Activities'. There are also radio buttons for 'Sales Quotations (0)', 'Sales Orders (0)', and 'Deliveries (0)'. To the right of the 'Source Types' section, there are 'From' and 'To' fields for 'Posting Date' and 'Delivery Date'. At the bottom, there is a 'Step 1 of 3' indicator and four buttons: 'Cancel', 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted with a mouse cursor.

- o In step 2, confirm which documents you want to place on the target document by using the *Confirmed* checkbox. Items must exist for a document to be confirmed. You may need to specify an *Activity Type* and *Quantity* for rows.

Billing Document Generation Wizard

Base Document Line Items
To generate the target document, select one or more base documents.

#	Confirmed	Base Doc. Type	Base Doc.	Description of Service	Base Price Service	Activity Type	Item No.	Item Description	Billable Time	Quantity	Info Price	Whse	Del. Date
1	<input type="checkbox"/>	J/P Service Invoice	G24	Expense	2,000.00 EUR					0,000	0,00 EUR		
2	<input type="checkbox"/>	Activity	43		2,000.00 EUR	1	LB0002	Stundensatz Service	15 Minutes	0,250	30,00 EUR		13.02.2017
3	<input type="checkbox"/>	Activity	45		2,000.00 EUR	1	LB0002	Stundensatz Service	11 Hours	11,000	30,00 EUR		01.05.2017
4	<input type="checkbox"/>	Time Sheet	1		2,000.00 EUR		ACW01	Administration	09:00	9,000	30,00 EUR		01.05.2017
5	<input type="checkbox"/>	Time Sheet	1		2,000.00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		02.05.2017
6	<input type="checkbox"/>	Time Sheet	8		2,000.00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		01.05.2017
7	<input type="checkbox"/>	Time Sheet	3		2,000.00 EUR		ACW01	Administration	07:00	7,000	30,00 EUR		02.05.2017
8	<input type="checkbox"/>	Time Sheet	4		2,000.00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		01.05.2017
9	<input type="checkbox"/>	Time Sheet	4		2,000.00 EUR		ACW01	Administration	07:00	7,000	30,00 EUR		02.05.2017

- o Once the invoice has been created it will be recorded as a document against the relevant project stage.

7 Gantt Chart

You can represent your project in a Gantt chart format to display the different project elements and timelines in an easy to understand layout.

Procedure

From the *Main Menu*, choose *Project Management* → *Project*, right-click on the project to generate a context menu, then choose *Gantt Chart*.

8 Working with Project Reports


Within the project management feature, you can create the following reports:

- Stage analysis - Lists stages of a project or subproject according to the selection criteria.
- Open issues - Lists open or closed issues recorded in a project or a subproject according to the selection criteria.
- Resources - Lists resources that are connected to a project or a subproject within a work order according to the selection criteria.
- Time sheet - Lists time sheet details that are connected to a project or a subproject according to the selection criteria.

8.1 Generating Stage Analysis Reports

Procedure

1. From the *Main Menu*, choose *Project Management* → *Project Reports* → *Stage Analysis*.



2. Specify the following fields:

Field/Checkbox	Description/Activity
<i>Start Date From... To</i>	Specify the start date for the range that you want to include in the report.
<i>Closing Date From... To</i>	Specify the closing date for the range that you want to include in the report.
<i>Project Stage</i>	If you want to specify which stages you want to include in the report, select this checkbox, choose the <i>Browse button</i> , and select one or more stages.
<i>Employee</i>	To include one or more sales employees in the report, select this checkbox, click the <i>Browse button</i> , and select one or more sales employees.
<i>BP Code</i>	To include one or more business partners in the report, select this checkbox, click the <i>Browse</i> button, and select one or more business partners.
<i>Add Finished Stages</i>	To include finished stages in the report, select this checkbox.

3. To generate the report, choose *OK*.

The system generates the report as displayed below:

#	Project/Subproject	External Type	Project with	Level	Parent	Open	Financial	Business Pa...	Business Pa...	Contact Per...	Sales Emplo...	Status	Due Date	Closing Date	% Complete	Overdue Days	Owner	Subproject...	Open Amo...	Invoiced (...)	Total (A/R)	Total Variance	Variance %	Accumulate...	Accum...
1	Project01	External Project	Yes	1	0	0	FinPro01	Customer01	ABCDE Network	Jane Smith	-No Sales Empl Started	Started	31.08.2015		20.000000	161		36.000.000000	0.0	90.000000	90.000000	-36.000.000000	-99.750000	40000.000000	0.0
2	SP01	Internal Project	No	1	0	0	FinPro01	Customer01	ABCDE Network	Jane Smith	-No Sales Empl Started	Started	01.05.2015		0.0	0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	SP01	External Subproject	Yes	2	1	0	FinPro01	Customer01	ABCDE Network	Jane Smith	-No Sales Empl Open				0.0	0	Smith, John	4000.000000	0.0	0.0	0.0	-4000.000000	-330.000000	4000.000000	0.0

In the report, you can see summarized information for the selected stages by project and subproject.

- To access a detailed view of stages belonging to the project or subproject, double-click the desired row. The [Stages](#) window appears as displayed below.

#	Project/Subproject	Position	Start Date	Closing Date	Task	Stage	Description	Planned Cost	Invoiced A...	Open Amo...	Invoiced A...	Open Amo...	% Complete	Finished	Owner	Stage Depe...	Stage Depe...	Stage ...
1	Project01	1	03.11.2015	16.10.2015	1	Concept	Negotiations w...	1000.000000	10.000000	0.0	80.000000	0.0	10.000000	<input checked="" type="checkbox"/>				
2	Project01	2	17.11.2015	11.12.2015	3	Definition	Dev	30000.000000	0.0	0.0	10.000000	0.0	10.000000	<input checked="" type="checkbox"/>				
3	Project01	3	14.12.2015	31.12.2015	4	Launch/		5000.000000	0.0	0.0	0.0	0.0	10.000000	<input type="checkbox"/>				
4	Project01	4	20.11.2015	25.11.2015	1	Perform.		0.0	0.0	0.0	0.0	0.0	10.000000	<input type="checkbox"/>				
5	Project01	5				Concept		0.0	0.0	0.0	0.0	0.0	10.000000	<input type="checkbox"/>				

8.2 Generating Open Issues Reports

Procedure

- From the [Main Menu](#), choose [Project Management](#) → [Project Reports](#) → [Open Issues](#).

Open Issues - Selection Criteria

Project From To

Responsible Person From To

Due Date From To

☐ Closed

☐ Priority

☐ Area

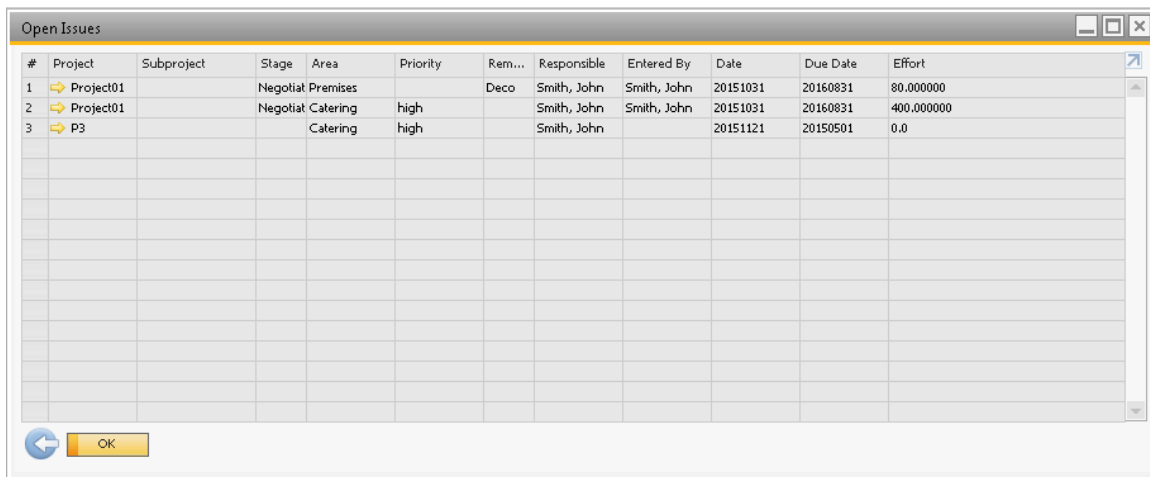
- Specify the following fields:

Field/Checkbox	Description/Activity
Project From... To	Specify the range of projects you want to include in the report.

Field/Checkbox	Description/Activity
Responsible Person From... To	Specify the range of persons responsible for open issues that you want to include in the report.
Due Date From... To	Specify the range of due dates of projects that you want to include in the report.
Closed	Select this checkbox to include open issues that have been marked as Closed .
Priority	To specify one or more priority levels of open issues which you want to include in the report, select this checkbox. Then click the Browse button and select one or more priority levels.
Area	To specify one or more areas of open issues which you want to include in the report, select this checkbox. Then click the Browse button and select one or more areas.

- To generate the report, choose [OK](#).

The system generates the report with open issues according to the selection criteria, as displayed below:

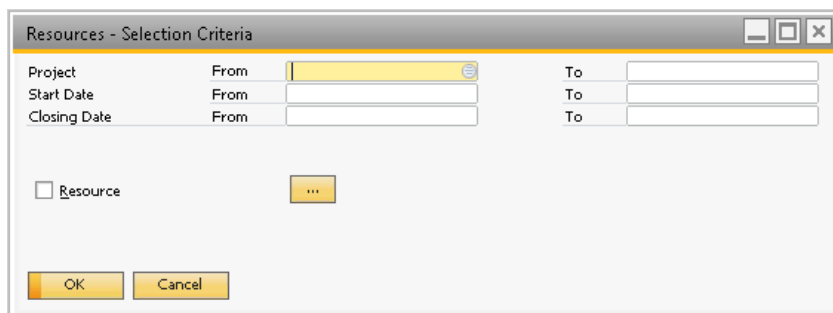


#	Project	Subproject	Stage	Area	Priority	Rem...	Responsible	Entered By	Date	Due Date	Effort
1	Project01		Negotiat	Premises		Deco	Smith, John	Smith, John	20151031	20160831	80.000000
2	Project01		Negotiat	Catering	high		Smith, John	Smith, John	20151031	20160831	400.000000
3	P3			Catering	high		Smith, John		20151121	20150501	0.0

8.3 Generating Resources Reports

Procedure

- From the [Main Menu](#), choose [Project Management](#) → [Project Reports](#) → [Resources](#).



Resources - Selection Criteria

Project	From		To	
Start Date	From		To	
Closing Date	From		To	

☐ Resource

OK Cancel

2. Specify the following fields:

Field/Checkbox	Description/Activity
Project From... To	Specify the range of projects you want to include in the report.
Start Date From... To	Specify the range of start dates of projects that you want to include in the report.
Closing Date From... To	Specify the closing date range that you want to include in the report.
Resources	Select this checkbox to specify one or more resources to be included in the report. Then select the Browse button and select one or more resources.

3. To generate the report, choose [OK](#).

The system generates the report with open issues according to the selection criteria, as displayed below:

#	Type	Resource	Project No.	Subproject ...	Stage	Doc. No.	Description	Status	Due Date	Days Overdue	Base Qty	Planned Qty	Issued	Additional Qty	Available	UoM Name	Ware...
	Machine	res01	Project01		1	1	Negotiations with BP	Planned	20151102		1.000000	1.000000	0.0	0.0	0.0		01

8.4 Generating Time Sheet Reports

Procedure

1. From the [Main Menu](#), choose [Project Management](#) → [Project Reports](#) → [Time Sheet](#).
2. Choose the project, subproject or stage level you want to run the report for.
3. Specify the following fields:

Field/Checkbox	Description/Activity
Project	Specify the range of projects you want to include in the report.
Subproject	Specify the specific subject if required.
Stage	Specify the stage you want the report to focus on.
Include Subprojects	Select this checkbox to include subprojects.

4. To generate the report, choose [OK](#).

The system generates a report with time sheet details for everyone recorded against the project:

Main Menu

DE manager

Modules Drag & Relate My Menu

- Inventory
- Resources
- Production
- MRP
- Service
- Human Resources
- Project Management
 - Project
 - Billing Document Generation Wizard
 - Project Reports
 - Stage Analysis
 - Open Issues
 - Resources
 - Time Sheet Report

Time Sheet - Selection Criteria

Project: 2

Subproject: [dropdown]

☒ Stage

☒ Include Subprojects

OK Cancel

Time Sheet Report

Project No.: 2 Project Name: Project 2

Subproject No.: Subproject Name:

Stage: Description:

Time Recording

#	Subpr...	Subproject Name	Stage	User/Employee	Date	Start Time	End Time	Activity Type	Financial Project	Cost Center	Branch
1	1	P2Sub1	Konzeption/Initiierung	manager	09.06.2017	01:00	02:00		FP2		
2			Definition/Planung	manager	10.06.2017	03:00	05:00		FP2		

OK

9 Defining Activity Types

You can define the activity types that are used in the time sheet. For more information about the time sheet, see section 11 Defining Time Sheet.

Procedure

- From the *Main Menu*, choose *Administration* → *Setup* → *Project Management* → *Activity Types*.
The *Activity Types - Setup* window appears.

#	Activity ...	Labor Item	Chargeable	Absence
1	Work	4780	<input type="checkbox"/>	<input type="checkbox"/>
2	Travel	4330	<input type="checkbox"/>	<input type="checkbox"/>
3	Administration		<input type="checkbox"/>	<input type="checkbox"/>
4	Consulting		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Sick Leave		<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Vacation		<input type="checkbox"/>	<input checked="" type="checkbox"/>
7			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Right-click in the desired row and choose *Add Row*. Then specify the following fields:

Field/Checkbox	Description/Activity
<i>Activity</i>	Enter the name of the activity.
<i>Labor Item</i>	If a labor item is related to this activity type, from the choose-from menu, select the relevant item.
<i>Chargeable</i>	If the activity type is chargeable, select this checkbox.
<i>Absence</i>	If the activity type includes an absence, select this checkbox.

- To save the changes, choose *OK*.

Note

You can delete an activity at any time by right-clicking the desired row and choosing *Delete Row*.

10 Employee Master Data - Absence Information

A column *Absence Type* is available in the *Absence Information* window which you access from the *Employee Master Data* window (*Employee Master Data* → *Administration* → *Absence*).

The screenshot shows a window titled "Absence Information". Inside, there is a table with the following columns: "#", "Date From", "To", "Absence Type", "Reason", and "Approved By". The first row of the table is highlighted in yellow. Below the table, there are two buttons: "OK" and "Cancel".

To define a time for an activity in the *Time Sheet*, follow the procedure below.

Procedure

1. Specify the following fields:

Field	Activity/Description
<i>Date From/To</i>	Enter the date range of employee's absence.
<i>Absence Type</i>	From the choose-from list, select the relevant activity type. Only activity types that are defined as Absence in the <i>Activity Type - Setup</i> window are available.
<i>Reason</i>	Enter the reason for the absence.
<i>Approved By</i>	From the choose-from list, select the relevant employee who approved the absence.

2. To save the changes, choose *Update*.

11 Defining Time Sheets

The *Time Sheet* feature enables you to record times of activities for employees, users, or others and use it as a reference.

The screenshot shows the SAP Time Sheet interface. The top section contains input fields for 'Type' (set to 'Employee'), 'ID', 'Name', 'First Name', and 'Department'. To the right, there are fields for 'No.' (2), 'Date From' (20.11.2015), and 'Date To'. Below these is a 'Time Recording' table with columns: '#', 'Date', 'Start Time', 'End Time', 'Activity Type', 'Work Order No.', 'Financial Proj...', 'Cost Center', 'Labour Item', 'Service Call No.', 'Break', and 'Nonbillab...'. The table has a scrollable area with multiple rows. At the bottom, there are 'Add' and 'Cancel' buttons.

Procedure

1. From the *Main Menu*, choose *Human Resources* → *Time Sheet*.
2. In the header area, specify the following fields:

Field/Checkbox	Activity/Description
<i>Type</i>	The following options are available: <ul style="list-style-type: none">• <i>Employee</i>• <i>User</i>• <i>Other</i>
<i>ID</i>	From the choose-from list, select the employee for whom you want to define the time sheet.
<i>Date From, Date To</i>	Specify the date range to which the time sheet applies. The <i>Date From</i> is the current date by default, however, you can change it to a different date.
<i>Department</i>	Select the relevant department.

3. View or define the following fields in the *Time Recording* table:

Field/Checkbox	Activity/Description
<i>Date</i>	Specify the date of the activity.
<i>Start Time</i>	Specify the time range of the activity.
<i>End Time</i>	
<i>Activity Type</i>	Select the activity type. If you select an activity type that is defined as Absence, then what happens?
<i>Work Order No.</i>	You can enter a work order number if <i>User</i> has been selected in <i>Type</i> .
<i>Financial Project</i>	Select the relevant financial project.
<i>Cost Center</i>	Select the relevant cost center if no work order or service call was specified.
<i>Stage</i>	Select the relevant stage from the options.
<i>Labor Item</i>	Displays the default labor item if defined in the <i>Activity Type - Setup</i> window.
<i>Service Call No.</i>	Select the relevant service call number.
<i>Break</i>	Specify the time duration of a break.
<i>Non-Billable Time</i>	Specify the duration of non-billable time.
<i>Effective Time</i>	Displays the effective and billable times based on the information you provided.
<i>Billable Time</i>	

- To save the changes, choose *Update*.



www.sap.com/contactsap

Material Number

© 2017 SAP SE. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.

IBM, DB2, DB2 Universal Database, System ads, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Oracle is a registered trademark of Oracle Corporation.

UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.

Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.

HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

Java is a registered trademark of Sun Microsystems, Inc.

JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, R/3, xApps, xApp, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP Business ByDesign, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.