

# SAP PPM User Guide – How to Obtain Project Financial Reports

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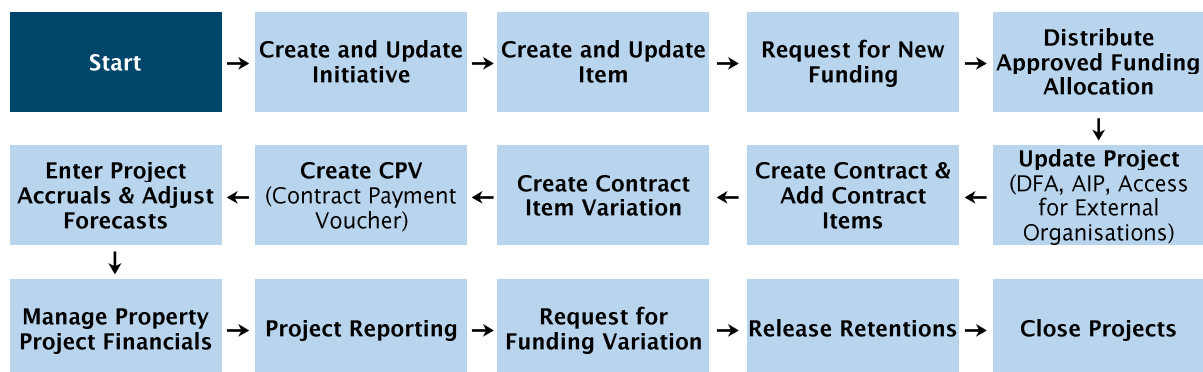
## Approvals

NAME	DESIGNATION	DATE
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Approved By	NLTP Front Foot Steering Cmte	25 May 2020

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Click to open an SAP PPM Guide from this general process diagram below.



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## Purpose

This document lists the steps for you to obtain SAP PPM project financial data for analysis and reporting.

## Scope

This document doesn’t generally cover the export of non-financial information from project records.

## Prerequisites

None

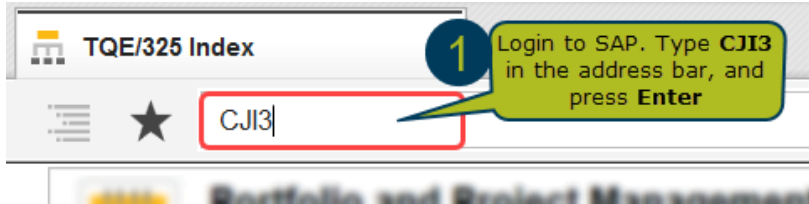
## Responsible Role

- Project Manager
- Contract Manager

# 1. OBTAIN YOUR PROJECT ACTUAL COST DETAILS IN A SPREADSHEET (CJ13)

Note: CJ13 is not available to every SAP PPM user, and is dependent on your SAP role

Screen: Index



Screen: Display Actual Cost Line Items for Projects (Selections)

**1** Login to SAP. Type **CJ13** in the address bar, and press **Enter**

**2** Enter a start date and end date. **02.12.2013** is the start of SAP records.

**3** Click **Further Settings**, enter **999,999,999**, and click **Continue** (green tick)

**4** Click here to enter multiple Project (or WBS) numbers

**5** Enter your Project numbers in each line and click **Copy**

**6** Click **Execute** (or press **F8** key)

Project Management Selections (DB profile: 000000000001)

Project		to	
WBS Element		to	
Network/order		to	
Activity		to	
Materials in network		to	

Cost Elements

Cost Element		to	
Or			
Cost Element Group			

Posting Data

Posting date	02.12.2013	to	30.06.2020
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Settings

Layout

Further Settings...

Select Further Settings

Variant fields only

Maximum No. of Hits: 999,999,999

Multiple Selection for Project

Select Single Values	Select Range Values
O. Single value	
60026123	
60032581	
60210491	
60215691	
60030967	

Screen: Display Actual Cost Line Items for Projects (List)

Click Menu > List > Export > Spreadsheet

Posting Date	Per	Project Definition	Object	Cost Element	Cost element descr.	Val/COArea CrCy	CO c Document He	Name	User Name	Name of offsetting
16.03.2018	9	60027490	60034383	612000	SH Physical Works	5,491,286.11	NZD 327998	CA3933		
05.06.2015	12		60034384	6251	Professional Services - spe...	1,210.00	NZD 146491	Project documentation Review and		
05.06.2015	12		60034384	6251	Professional Services - spe...	61.60	NZD 146491	Mileage Pkhe-Papakura 2 Hui (0.77)		
05.06.2015	12		60034384	6251	Professional Services - spe...	72.38	NZD 146491	Mileage Pkhe-Highbrook 1 Hui (0.77)		
17.09.2015	3		60034384	6962	Courses & Training fees	3.43	NZD FX dif. 09.09.	fx difference VN23768 BRS inv 144		A/C-00 O/Std Chqs
07.09.2015	3		60034384	6962	Courses & Training fees	858.29	NZD 159093	MBTI for Accelerated Projects		BRS Business and R
						<b>- 194,078,837..</b>	<b>NZD</b>			
28.08.2018	2	60032293	60049659	605300	Professional Fees & Advice	26,188.00	NZD 360044	For: SH7 Ahaura Bridge Replaceme		
01.07.2018	1		60049660	612000	SH Physical Works	2,030.00	NZD SH Mthly Acc	JUN 2018		
21.08.2018	2		60049660	605310	Audit fees	1,155.00	NZD 357628	Ahaura Bridge Replacement RFT ta		
03.08.2018	2		60049660	605300	Professional Fees & Advice	42.43	NZD 355388	Taxi fare Chch airport to NZTA offi		
03.08.2018	2		60049660	605300	Professional Fees & Advice	240.87	NZD 355388	Flight on Monday 23 rd July Nelson		
03.08.2018	2		60049660	605300	Professional Fees & Advice	2,160.00	NZD 355388	Ahaura Bridge Replacement		
23.08.2018	2		60049638	604100	Domestic Accommodation ...	178.87	NZD APX 1508201	AHAURA BRIDGE SITE \		
23.08.2018	2		60049638	604100	Domestic Accommodation ...	186.96	NZD APX 1508201	AHAURA BRIDGE SITE VIS		Clearing Account
23.08.2018	2		60049638	604105	Domestic Air fares	25.00	NZD APX 1508201	AHAURA BRIDGE SITE VIS		Clearing Account
23.08.2018	2		60049638	604105	Domestic Air fares	25.00	NZD APX 1508201	AHAURA BRIDGE SITE \		Clearing Account
						<b>- 38,865.43</b>	<b>NZD</b>			
15.07.2014	1	60210491	60319164	6251	Professional Services - spe...	12,802.00	NZD 95404	62178		
17.09.2014	3		60319164	6251	Professional Services - spe...	3,664.13	NZD 106959	Groynes to Sawyers Arms		

### Save As & SAP GUI Security Dialog Boxes

The image shows two overlapping dialog boxes. The 'Save As' dialog is in the foreground, and the 'SAP GUI Security' dialog is partially visible behind it. Numbered callouts (8, 9, 10) provide instructions on how to use these dialogs.

**8** Navigate to your applicable folder to save your file

**9** Rename your file, and click **Save**

Make sure it is an Excel or CSV file

**10** If SAP GUI Security is displayed, read the information. Tick **Remember My Decision** and click **Allow**

The 'Save As' dialog shows the 'Save in' location as Desktop. The file name is 'All Southern Region SH Costs.xlsx' and the 'Save as type' is 'Excel (\*.XLSX)'. The 'SAP GUI Security' dialog asks for permission to create the file '\\wlgfp1\users\$\samfu\Desktop\export.XLSX' and to grant permissions to the parent directory. The 'Remember My Decision' checkbox is checked, and the 'Allow' button is highlighted.

- After saving and opening your spreadsheet, you can analyse and report the data with greater flexibility.

## 2. OBTAIN RUN RATES

Screen: Index

**Portfolio and Project Management**

1 In the SAP Index screen, click the PPM icon to open up Overview list. If you click the title, it expands the entire Overview.

2 Click **Reporting > Portfolio Management >** and either for: Capital Projects or Maintenance/NOC Projects

Overview	Reporting	Portfolio Management
Overview Work Center	You can run Project and Portfolio Related reports here.	Monthly Review
<b>Reporting</b>	<b>Portfolio Management</b>	Detailed Minor Improvements
Project Management	Project Management	<b>HNO Improvement Run Rate</b> (Capital Projects)
Contract Management		<b>M &amp; O &amp; R Run Rate</b> (Maintenance/NOC Projects)
Portfolio Management		Item Reviews from TIO

Continue to the next page

**1** Click **Input Controls** and **Report Input Controls**

**2** Click the applicable **tab** to display different views e.g. discrete months, cumulative, graph view. **Note:** Changing your tabs will wipe your selection criteria of step 4

**3** Check the other tabs so your data reports seem okay. **Note:** Changing your tabs will wipe your selection criteria of step 4

**4** From this **Filter Pane** you can select or multi-select for your:  
 - **Capital Projects:** Year, Improvement Type, Programme Type, Region, Financial Version, Project Manager. **Click OK**  
 - **Maintenance/NOC Projects:** Year, Region, Financial Version, Project. **Click OK**

**5** Click **Export > Export Document As > Excel 2007 or PDF**

**6** Optional Step: Click **Print**

**Tip:** Keep pressing hold the **CTRL** key while clicking for multiple selections e.g. Marlborough & Nelson. **Click OK**

**Run Rate Cumulative**  
 Current HNO Period March of 2019/20

Version	Jul	Aug	Jan	Feb	Mar	Apr	May	Jun
Allocation distribution	34,716	137,040	5,026	94,028	44,833	44,833	44,833	44,833
Forecast - Funding Approved	34,716	137,040	5,026	94,028	44,833	44,833	44,833	44,833
Baseline Allocation	0	0	0	0	0	0	0	0
Marlborough Local Authority - Maintenance and operation of State HW - Total Forecast	34,716	137,040	5,026	94,028	44,833	44,833	44,833	44,833
Marlborough Local Authority - Maintenance and operation of State HW - Total Baseline Allocation	0	0	0	0	0	0	0	0
Marlborough Local Authority - Maintenance and operation of State HW - Total Allocation	0	0	0	0	0	0	0	0
Marlborough Local Authority - Total Forecast	34,716	137,040	5,026	94,028	44,833	44,833	44,833	44,833
Marlborough Local Authority - Total Baseline Allocation	0	0	0	0	0	0	0	0
Marlborough Local Authority - Total Allocation	0	0	0	0	0	0	0	0
114 Structures maintenance	0	0	0	5,000	6,843	12,843	32,843	32,843
Baseline Allocation	3,750	7,500	2,500	26,250	30,000	33,750	37,500	41,250
Allocation distribution	3,750	7,500	2,500	26,250	30,000	33,750	37,500	41,250
121 Environmental maintenance	0	0	787	787	787	2,037	3,287	4,537
Baseline Allocation	7,917	15,833	17,502	55,419	63,336	71,253	79,170	87,087
Allocation distribution	7,917	15,833	17,502	55,419	63,336	71,253	79,170	87,087
122 Traffic services maintenance	5,082	16,377	10,794	74,842	80,174	91,729	103,395	115,112
Baseline Allocation	14,187	28,374	15,002	99,169	113,336	127,503	141,670	155,837
Allocation distribution	14,187	28,374	15,002	99,169	113,336	127,503	141,670	155,837
123 Operational traffic management	3,829	7,758	12,169	23,247	23,203	27,106	31,009	34,912
Baseline Allocation	1,022	2,044	8,132	7,154	8,176	9,198	10,220	11,242
Allocation distribution	1,022	2,044	8,132	7,154	8,176	9,198	10,220	11,242
151 Network maintenance	42,302	65,654	11,564	345,377	415,436	451,436	482,436	513,436
Baseline Allocation	20,186	40,372	10,996	141,162	161,328	181,494	201,660	221,826
Allocation distribution	5,186	10,372	13,058	140,855	168,252	195,849	223,446	251,043
Marlborough NON NOC - Maintenance and operation of State HW - Total Baseline Allocation	47,022	94,044	12,132	329,154	376,176	423,198	470,220	517,242
Marlborough NON NOC - Maintenance and operation of State HW - Total Allocation	32,022	64,044	14,194	328,647	383,100	437,553	492,006	546,459

□ After saving and opening your spreadsheet, you can analyse and report the data with greater flexibility

### 3. OBTAIN A FULL LIST OF ITEMS IN A SPREADSHEET

From the **Index Screen** > click **Portfolio Management** > **Portfolio Items**

**Note:** Items that are funded are called Projects in SAP

The screenshot shows the SAP Portfolio Items table with the following data:

Name	ID	Type	Status	Region		
		*Case*		*Wellington*		
Wellington RoNS (2) - Tunnel to ...	60051743	Detailed Business Case (I)	Funding Approved	Wellington	000323	ROSSI
DEFT SSBC	60051743	Detailed Business Case (I)	Initial Draft	Wellington	000324	ROBGO
Wellington Light Rail	60051743	Detailed Business Case (I)	Funding Approved	Wellington	000540	DANIELFA
Jas test 1	60051717	Detailed Business Case (I)	Under Review - New Approval	Wellington	000323	ADAMFR
SH1/2 Petone to Grenada	60217095	Detailed Business Case (I)	Complete	Wellington	000323	SELWYNB
SH2 Melling Efficiency and Safet...	60218121	Indicative Business Case	Funding Approved	Wellington	000324	EDDIEA
Wellington Port Access Improve...	60030745	Programme Business Case	Under Review - Funding Va...	Wellington	000004	MICHAELSIA
		Programme Business Case	Under Review - Funding Va...	Wellington	000004	MICHAELSIA
		Programme Business Case	Complete	Wellington	000004	MICHAELSIA
		Detailed Business Case (I)	Funding Approved	Wellington	000323	ADAMNIC

Annotations in the image include:

- 1** Optional step: Click **Filter** and the Filter Row will display as in the red box below (points to the filter icon in the top right).
- 2** Optional step: Enter your search filter term (with asterisks on both sides) in the Filter Row. Here the Region is \*Wellington\*, and the project Type is \*Case\* (points to the filter row).
- 3** Click **Export** > Export to **Microsoft Excel** (points to the Export button).
- 4** Click **Open** or **Save** (points to the Open/Save buttons in the File Download dialog).

The File Download dialog box shows:

- Name: export\_20200406215542.xlsx
- Type: Microsoft Excel Worksheet
- From: sapnet.wah.net.nz
- Buttons: Open, Save, Cancel

- ❑ After saving and opening your spreadsheet, you can analyse and report the list with greater flexibility.



## 4. OBTAIN A PROJECT'S ALLOCATIONS AND FORECASTS IN A SPREADSHEET

From the Index Screen > click Project Management > Allocation Distribution

**Project Allocation Distribution**

Click **Back** to find a project that isn't listed

1 Select your project

Number	Name	Short Text for Type	Item Type	Region	Project Manager name	Projects Team Leade...	Work category name
60051513	EW Place SH Date Event	Emergency works	Emergency Works	Nelson	Suzie Dixon-Grant		Emergency work
60051691	Suzies PBC Test	Programme Business C...	Programme Business C...	Otago	Suzie Dixon-Grant		Programme Business...

2 Click **Show Periods** and **Show Forecast** to show each month and its forecasts

3 Click **Export**

WBS Element	Description	..	2020	July	Au...	Septem...	Oc...	N...	Dec...	Jan...	Fe...	March	A...	May	Ju...	2021	2022	2023
Remaining Allocation			0													0	0	0
➤ 60051693	Fees	0	896,687	0	100	0	0	0	0	0	0	896,587	0	0				
➤ 60051694	NZTA Managed cost	0	100,000	0	0	100,000	0	0	0	0	0	0	0	0				
➤ 60051700	Travel	0	15,478	0	0	0	0	0	15,478	0	0	0	0	0				
Total Allocation		0	1,012,165	0	100	100,000	0	0	15,478	0	0	0	0	0				

4 Click **Open**, or **Save** the file to your computer. You may need to click **Yes** to a security message

File Download

Do you want to open or save this file?

Name: export\_20200406215542.xlsx  
 Type: Microsoft Excel Worksheet  
 From: sapecc-qas.wan.net.nz

Open Save Cancel

- ❑ After saving and opening your spreadsheet, you can combine, analyse and report the data with greater flexibility.

## 5. OBTAIN A PROJECT'S ACCRUALS AND FORECASTS IN A SPREADSHEET

From the Index Screen > click Project Management > Accruals and Forecasts

**Project Accruals and Forecast**

Click **Back** to find a project that isn't listed

1 Select your project

Project	Project Name	Project Type	Item Type	Region	Work category
60032293	SH7 Ahaura River Bridge Replac...	Improvements	Pre Implementation (D)	West Coa	Replacement of bridges and o...
60039895	SH7 Ahaura River Bridge Replac...	Improvements	Property	West Coa	Replacement of bridges and o...
60210491	Groynes to Sawyers Arms 4L	Improvements	Pre Implementation (D)	Canterbur	Road Improvement
60210492	Groynes to Sawyers Arms 4L	Improvements	Construction/Implementation (C)	Canterbur	Road Improvement
60210503	Yaldhurst Rd to Waterloo Rd 4L	Improvements	Construction/Implementation (C)	Canterbur	Road Improvement

2 Click **Show Next Year Periods** and **Show TECO WBSE** (if not greyed). This will show each month and Technically Completed WBS (if any)

3 Click **Export**

4 Click **Open**, or **Save** the file to your computer. You may need to click **Yes** to a security message

File Download  
Do you want to open or save this file?  
Name: export\_20200406215542.xlsx  
Type: Microsoft Excel Worksheet  
From: sapecc-qas.wan.net.nz  
Open Save Cancel

- After saving and opening your spreadsheet, you can combine, analyse and report the data with greater flexibility