

SAP PPM User Guide – How to Request for New Funding or Funding Variation

Document Control

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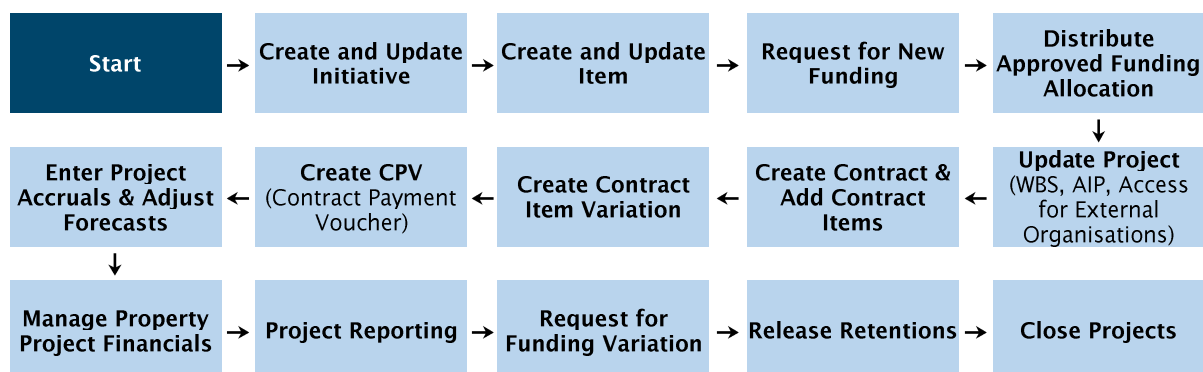
Approvals

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Approved By	NLTP Management Steering Cmte.	25 May 2020

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1.0	2 June 2020	Final Version

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



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Purpose

This document will list the steps for you to create request for new funding or funding variation, and distribute your approved funding allocation.

Scope

The scope of this document does not include the procedures for working within the Transport Investment Online system (TIO).








Prerequisites

A created Item

Responsible Role

- Project Manager

Related Documents

-  [Funding and Approval Process Maps \(simplified\)](#)
-  [Chart of Accounts](#)
-  [Emergency Works Rules, Guides and Processes](#)
-  [New Funding Request Instructions](#)
-  [Price Level Adjustment \(PLA\) Instructions](#)
-  [Emergency Works Funding Application](#)
-  [Request for Pricing Adjustments \(RAPA\) Guide](#)

1. REQUEST FOR NEW FUNDING ALLOCATION

a. Open or Search for Your Item

Screen: Index

Portfolio and Project Management

1 Login to SAP. Click this PPM icon to open up Overview list.
If you click the title, it expands the entire Overview.

Overview

Overview Work Center

Reporting >

Project Management >

Contract Management >

Portfolio Management 2

PPM Administration >

Portfolio Structure

Classification Hierarchies

Portfolio Items 3

Portfolio Initiatives

Reviews

Screen: Portfolio Items

Portfolio NZTA Portfolio Bucket HNO

Switch Portfolio Switch Hierarchy/Bucket Portfolio Details Search Searching from this button is slower and less user-friendly

All Items Active Items Active Proposals Active Escalations Inactive Items

View 3 Insert stars/asterisks at the front and back of your search words, and press **Enter**.
e.g. *Vic* would give Mt Victoria or Vickers or Vic/Victoria Park

Mass Update 1 Click this **Filter** button to open the Filter Row. It is faster to search this way.

2 This row opens when you click the Filter button

Name	Status	Region	Work Category	Project Manager
vic				
NO HNO Busine...	60035880	NOC	Funding Approved	National Office
NO HNO Project ...	60035560	NOC	Funding Approved	National Office
Wgtn RoNS (1) - ...	60215958	Detailed Busine...	Funding Approved	Wellington 000323
SH3 Vickers Ro...	60460252	Property	Funding Approved	Taranaki 000331

b. Enter Forecasts

Screen: Item <Your Item Name>

Item: ABC2XYZ

Save Read Only Financial and Capacity Planning Rel for Open TIO

NZTA Po 6005215

Item funding Status

General Information Financial Information

Key Information

Name: * ABC2XYZ

Status: Draft

1 On your Item screen, click here and select **Financial Planning**

2 Click **Open TIO** to update required TIO system fields as per TIO training. Update TIO with relevant information not held in SAP to include it in the planning process and funding

3 Change from **Initial Draft** to **Draft** so it can create this Item in TIO. Click **Save**.
For Emergency Work, change the status to 'Under Review - New Approval' - this creates the SAP Project automatically.

Screen: Financial Planning <Your Item Name>

Financial Planning: ABC2XYZ

Save

4 Click **Save**, then **Close (X)** this tab/screen to return to the Item

Called From Item ABC2XYZ Current Planning Period Start 01. July 2020 To 30. June 2021 Period Breakdown Annually Currency New Zealand Dollars

Show: View - Category - Group Currency: New Zealand Dollars

Period Displayed: 01.07.2020 To: 30.06.2023 Apply Show All Periods Filter: All Edit Filter Collapse All Functions

View - Category - Group	Deactivated	Initial Amount	Sponsor	Total for Plan Period	Grand Total	2021	2022	2023
Actuals		0		0	0	0	0	0
Costs		0		0	0	0	0	0
Forecasts - Non funding approved		0		0	0	0	0	0
NLTF allocation request		0		0	0	0	0	0
3rd party contributions (enter as negati		0		0	0	50,000-	0	0
Total costs		0		0	450,000	40,000	30,000	0
Forecasts -10 yr plan - Non funding appr		0		0	0	0	0	0

3 Enter expected 3rd party contributions as a negative into the applicable year column. When you enter any negative amounts here, the total against the NLTF allocation request will be updated/reduced.

2 Enter the total unfunded forecasts (before revenue or 3rd party contributions) in the applicable year column

Don't enter forecasts here into the Initial Amount Column

c. Change Item Status to ‘Under Review – New Approval’

Within TIO, you need to follow through the business process for funding application review and approval.

The interface between TIO and SAP PPM will update the Item through these statuses:

STATUS IN SAP	INSTRUCTIONS
Initial Draft	
Draft	
Submitted to RTC	RTC = Regional Transport Committee
Included in Draft RLTP	
Included in RLTP	
Included in NLTP	Change the status to “ Under Review – New Approval ” when the Item is ‘ Included in NLTP ’ (refer step ●2). This will trigger the funding request in TIO.
Under Review – New Approval	
Funding Approved	If the new funding request is approved in TIO, the SAP status will become “ Funding Approved ”. SAP will create a corresponding Project. This Project will have the same 6* number as the Item.

Screen: Item <Your Item Name>

The screenshot shows the SAP PPM Item screen for 'Item: ABC2XYZ'. It includes a 'Save' button, a 'Draft' status dropdown, and a 'Key Information' section with a 'Status' dropdown. Three callouts are present:

- 1**: Go to your relevant Item. Make sure this is the correct Item, Item Type and ID. (Points to the Item ID field '600').
- 2**: Change Status to "Under Review - New Approval" to request new funding approval. (Points to the 'Status' dropdown menu where 'Under Review - New Approval' is highlighted in red).
- 3**: Click Save. This triggers a funding request in TIO for the next funding/allocation review. (Points to the 'Save' button).

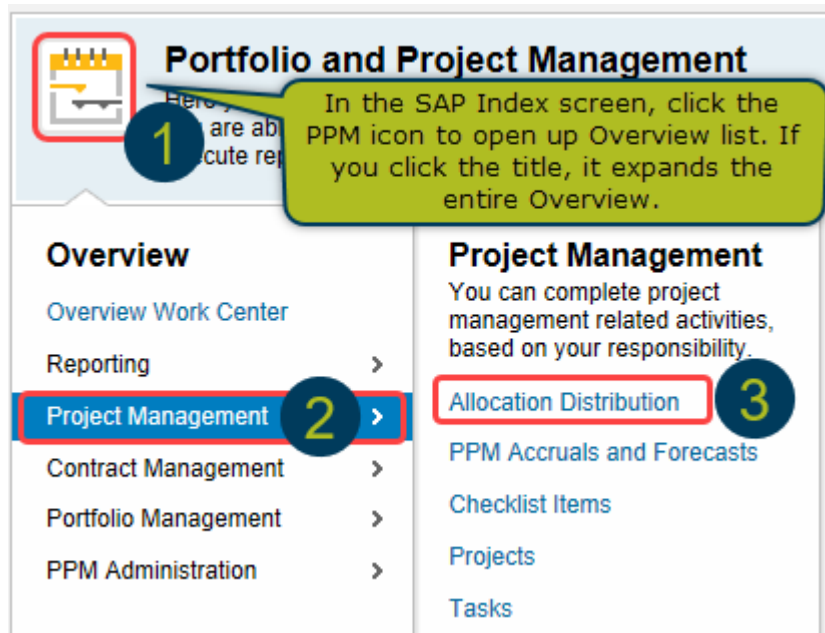
Note: Emergency Works



- You can immediately change Emergency Works Item status from “Draft” to “Under Review – New Approval” (refer step 2)

2. DISTRIBUTE APPROVED FUNDING ALLOCATION

When your new funding request or funding variation request has been approved, your allocations must be distributed.

Screen: Index



IF YOU ARE ADMINISTERING A:	THEN ONLY DISTRIBUTE ALLOCATIONS TO:
Capital Project	 Phase WBS Element
NOC/MOR Works (Network Outcomes Contract / Maintenance, Operations and Renewal)	 Task WBS Element

Screen: Project Allocation Distribution

5 Click **Save**. You can't save your work until it is fully distributed i.e. Remaining Allocation row (in red) is 0

2 Your allocations must be distributed when your new funding (or funding variation) request is approved. This is where you can to redistribute/transfer the allocations between Phases or Tasks

1 Select your project

If your project isn't listed here, click **Back** to search for it

4 If you enter a single number in a Year column, the funds are automatically evenly spread for each month (one-twelfth)

Click **Show/Hide Periods** to show/hide each month of the orange highlighted year. In this example Year 2020 is expanded from July 2020 to June 2021. Click the **Arrows** to change the highlighted Year.

3 For each Phase (Capital Projects only) or Task (Maintenance Project only), enter your distributed amounts in the white or orange cells. Press the **Enter** key each time to update the green Total Allocation row, and red Remaining Allocation row

Project Allocation Distribution

Save Cancel Edit Back

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		business...

Allocation

Hide Periods Show Forecast




WBS Element	Description	...	2020	July	Au...	Septem...	Oc...	N...	Dec...	Jan...	Fe...	March	A...	May	Ju...	2021	2022	2023
Remaining Allocation row >>			0													0	0	0
60051693	Fees	0	896,687	0	100	0	0	0	0	0	0	896,587	0	0	0	0	748,740	0
60051694	NZTA Managed cost	0	100,000	0	0	100,000	0	0	0	0	0	0	0	0	0	1,012,165	0	0
60051700	Travel	0	15,478	0	0	0	0	0	15,478	0	0	0	0	0	0	0	0	0
Total Allocation row >>			0	1,012,165	100	100,000	0	0	15,478	0	0	896,587	0	0	0	1,012,165	748,740	0

Note:

- External consultants can't see allocations for a Phase or Task they're assigned to until it's been distributed.
- The Contingency Phase of the Implementation Project should only have an allocation. Actuals are charged to the appropriate Phase, and the allocation is transferred when needed.


3. APPLY FOR FUNDING VARIATION

Apply for funding variation when you need more funds, return surplus funds, or move cashflow funds to a future year.

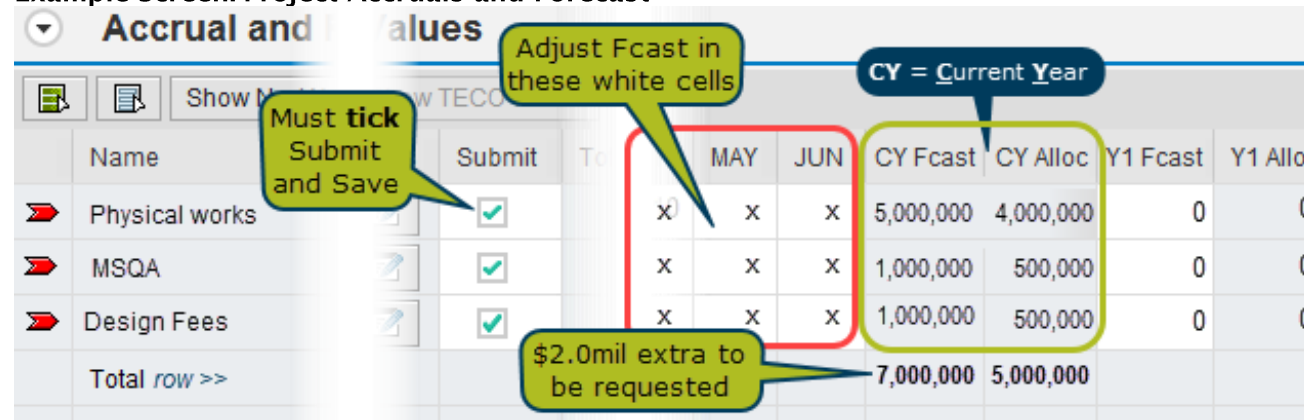
TYPE	INSTRUCTIONS	REQUEST FORM
Capital Projects	 Price Level Adjustment (PLA)	Refer to the link for the form in the PLA Instructions
NOC/MOR (Network Outcomes Contract / Maintenance, Operations and Renewal)	 Request Annual Plan Adjustment (RAPA)	Refer to the spreadsheet link in the RAPA Instructions
Emergency Works	 Emergency Works Funding Application	Refer to the guide in the Infohub folder

a. Enter Adjusted Forecasts

Enter your Project's Total Current Year Forecast as a **different** amount to your Total Current Year Allocation (see example screen below).

1. Refer to  [SAP Guide – How to Enter Project Accruals and Adjust Forecasts \(Part 2\)](#) on how to do this.
2. **Tick the Submit box** after you make your forecast. This is important, otherwise the funding variation won't reflect the updated forecast.
3. You may also apply for funding variation for future financial years by adjusting the columns under Y1 Fcast, or Y2 Fcast, etc.

Example Screen: Project Accruals and Forecast



Name	Submit	MAY	JUN	CY Fcast	CY Alloc	Y1 Fcast	Y1 Alloc
Physical works	<input checked="" type="checkbox"/>	x	x	5,000,000	4,000,000	0	0
MSQA	<input checked="" type="checkbox"/>	x	x	1,000,000	500,000	0	0
Design Fees	<input checked="" type="checkbox"/>	x	x	1,000,000	500,000	0	0
Total row >>				7,000,000	5,000,000		

In this example screen, your current year forecast is \$7 million. While you had been allocated \$5 million originally. This \$2 million difference is the extra amount you'll apply for in your funding variation request.

b. Change the Item Status to ‘Under Review – Funding Variation’

Login to SAP > from the Index screen > go to Portfolio and Project Management section > click on Portfolio Management > Portfolio Items

The screenshot shows the SAP PPM interface for item ABC2XY. The interface includes a top navigation bar with buttons like 'Save', 'Read Only', 'Financial and Capacity Planning', 'Refresh', 'Print Fact Sheet', 'Reporting Cockpit', 'Project', and 'Open TIO'. Below this is a 'General Info' section with tabs for 'General Information', 'Relationships', 'Documents and Notes', 'Authorizations', and 'Long Texts'. The 'Key Information' section contains fields for Name (ABC2XYZ), Status (Under Review - Funding Variation), Initiative Name, and Description. The 'Funding Variation' section includes a dropdown for 'Funding variation type' and a text field for 'Reason for Change' (Refer to PLAxXX submission). Six numbered callouts provide step-by-step instructions: 1. Open the relevant item and verify the ID. 2. Click 'Financial Planning' in the dropdown. 3. Change the status to 'Under Review - Funding Variation' and click 'Save'. 4. Select the type of variation from the dropdown. 5. Enter the reason for change. 6. Click 'Save' and send supporting documents.

c. Submit Forms and Supporting Documents

PROJECT TYPE	SUBMISSION
Capital Projects	OPPP Delegations Committee mailbox – sddopp.delegations@nzta.govt.nz
NOC/MOR	Your applicable RAPA collection folder in Infohub (refer to Page 14 of the Instructions)
Emergency Works	OPPP Delegations Committee mailbox – sddopp.delegations@nzta.govt.nz

Example Screen for Step b2

Financial Planning: ABC2XY

Transfer to SAP ERP | View Chart

Show: View - Category - Group

Period Displayed: 01.07.2017 To: 30.06.2019 **Financial Year**

View - Category - Group	2018	2019
●a ▶ Actuals	6,999,001	0
●b ▶ Allocation	5,000,000	0
●c ▶ Forecast - funding approved	7,000,000	
●d ▶ Forecasts - Non funding approved	6,000,000	100,000
●e ▶ Forecasts -10 yr plan - Non funding appr	0	0

a. This is the actual costs spent so far.

b. This is the budget allocation approved.

c. This is the most up-to-date forecast from the Project. The difference between Allocation and Forecast is the amount of funding variation you'll request.

d. This is the original new funding approval amount you requested from the NLTF and third-party sources.

e. This is generally not used with more recent projects.