

KP04: Set Planner Profile Transaction Guide

This guide shows you how to use this transaction. Use either the quick-step procedure below or the detailed procedure which follows.

This transaction sets the Planner profile which will default when using transactions CJR2 and CJR4.

The available Planner Profiles are:

- The **Acquisitions Planner Profile – PROPERT1** with a Screen Layout of ZNZTAP002 Property Acquisition Actuals/Forecasts. (All Property WBSEs in status ACQ are prefixed by 87.)
- The **Property Management Planner Profile – PROPERT2** with a Screen Layout of ZNZTAP012 Property Man. Actuals / Forecasts. (All Property WBS elements in status MGMT are prefixed by 88.)
- The **Disposals Planner Profile – PROPERT3** with a Screen Layout of ZNZTAP002 Property Disposal Actuals/Forecasts. (All Property WBS elements in status DISP are prefixed by 89.)

Access the transaction using either:

- the transaction code **KP04**, or
- the menu path: **Portfolio and Project Management > Project Systems > Project Plan Data > Set Planner Profile.**

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	In the Set Planner Profile dialog box that displays, drop-down to search in the Planner profile field.
2.	Select the appropriate Planner Profile by double-clicking on it in the list that displays in the Planner Profile (1) dialog box.
3.	Press Enter in the Set Planner Profile dialog box to confirm the selected Planner Profile.

Detailed procedure

Follow the steps below to complete this transaction.

1. In the **Set Planner Profile** dialog box that displays, drop-down to search in the **Planner profile** field.

2. Select the appropriate **Planner Profile** by double-clicking on it in the list that displays in the **Planner Profile (1)** dialog box.
3. Press Enter in the **Set Planner Profile** dialog box to confirm the selected Planner Profile.