Welcome to the Central Office Projects Course

- Darrell Lagler
- Judy Carter
- Gilberto Florencio
- Welcome and Introductions
- Logistics
- Ground Rules
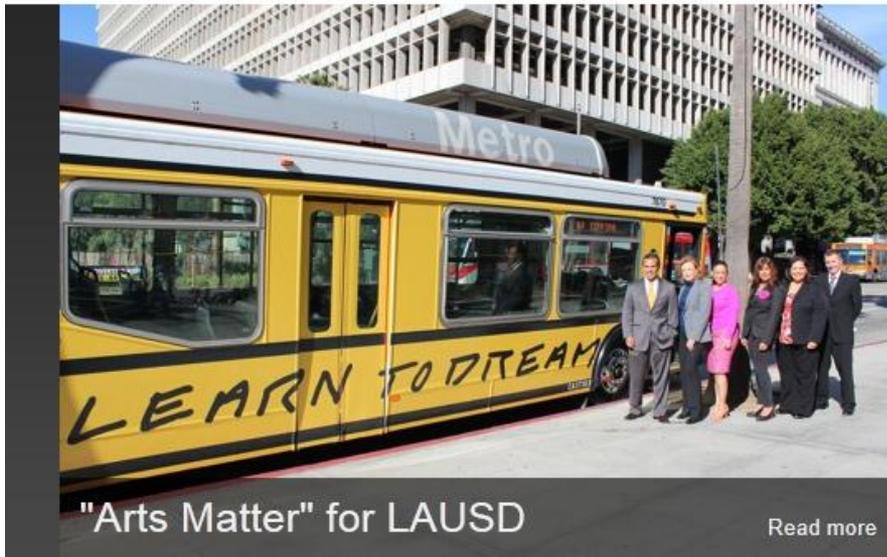- Course Objectives
- Course Content

	Chapter Description	Time
1	**Definitions and Overview**	30 minutes
2	**Project Planning and Project Funded Program Budgets**	60 minutes
3	**Project Settlements and Reposting**	90 minutes
4	**Reporting**	30 minutes
5	**Summary**	15 minutes

By the end of this class, you will be able to:

- Describe impacts of the new system
- Explain the difference between Journal Entry (FI) and Line Item Reposting (CO)
- Describe Availability Control
- Create and display Funded Programs
- Display Available Balance on a Project Funded Program (Y6)
- Explain Process to Transfer Program Level Budget to Project Funded Programs
- Explain how Project Profile determines the default Investment Profile
- Explain Asset Under Construction Shells are created through WBS elements
- Describe SubAsset Numbers
- Explain how costs are settled from WBS to asset under construction (AuC)
- Display WBS settlement rules
- Display investment profile
- Explain how project data is populated from systems outside SAP
- Repost costs
- Explain WBS Master Data – Funds Edit field and its impact on AVC
- Explain Internal Order Master Data – Project AVC field and its impact on AVC
- Run reports

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AS IS	TO BE
Fund Source is an attribute of WBS Element Level 4	Fund Source will be de-coupled from WBS Element Level 4
Separate WBS numbering schemes exist for Existing Facilities, New Construction, and Facilities Support Services	Consolidated and Standardized WBS numbering scheme for Facilities Services Division i.e. - Fxxxxxx
No identifier for Capitalizable vs. Non-Capitalizable Activities	Investment Profile will be assigned to Capitalizable Activities. Separate investment profile for buildings vs. equipment

AS IS	TO BE
Budget Authority is by Area/Project in IFS	Budget Authority will be by Program/WBS Element Level 1 in SAP Funds Management
Disconnect between District Program Budget and Project Budget Authority	Project Budget Authority will be allocated from the high-level COFE Program/ Funded Program budget
Funds edit can be performed at the Area/Project and Project Budget Line	AVC can be performed at the Program/ WBS Element Level 1, Level 3, and Project Internal Order

Impacts of New Processes on Asset under Construction (AuC)

AS IS	TO BE
Capitalization is identified using 6000 series Object Codes	Project Costs will utilize standard GL accounts (e.g. 240001, 580001). Land (610001) is an exception.
Journal Entries are used to re-classify cost from non-capital object codes to the capital object codes	SAP Assets Module will automatically re-classify and reflect costs to the capital G/L accounts
Facilities provides a list to the FAAU to capitalize project costs to CIP	Project end users will be responsible for the periodic settlement of project costs to AuC
CIP accounts are manually created for each project by FAAU	AuC accounts will be automatically generated based on Investment Profile for each level 4.
An Area/Project is broken down into different assets by asset type using object codes.	A Project can be settled to multiple assets based on WBS element settlement rules.

Project and WBS Elements Naming Conventions

	Level 1	Level 2	Level 3	Level 4
Dept	**Project**	**Primary**	**Secondary**	**Generic**
F -	123456 -	12 -	123 -	99
• Owning Department	• Identifies a project	• Translation of IFS Phase / Expedition buckets	• Identifies the type of cost • Translation of IFS Subproject / Expedition cost codes	• Same meaning as Level 3 • No longer contains functional area

Business Owners	Project Prefix (Dept)	Project Number Range
Facilities Services Division	F	300000 – 499999
Information Technology Division	I	700000 – 799999
Integrated Library Textbook Support Services	L	700000 – 799999
Other Divisions	X	900000-999999

Level 4 WBS Elements will no longer contain Functional Area.

For ITD and Library Projects, the existing Level 4s will be closed. New Level 4s will be without a Functional Area.

For Facilities, all projects with E, N, or S prefix will be closed. Open Facilities projects will be converted with an F prefix and will have Level 4's with no functional Area

Identification and view selection

	Project Def.	I-701804	LAN REFRESH YR 9 - WEST VALLEY SP ED	
Detail:		
Overview(s):		

Basic data | Organization | Responsibilities | Control | Over.

S	Lev	WBS element	CO...	Co...	Bus	Plant	Location	F...	Functional Area	P
	1	I-701804	1000	1000		1000		US		
	2	I-701804-03	1000	1000		1000		US		
	3	I-701804-03-000	1000	1000		1000		US		
	4	I-701804-03-000-01	1000	1000		1000		US	0000-8500-13438	
	4	I-701804-03-000-99	1000	1000		1000		US		
	1		1000	1000		1000		US		
	1		1000	1000						

As part of cutover, old WBS Level 4s will be closed.

As part of cutover, new WBS elements will be created without a Functional Area.

Project postings will be subject to several AVC checks. For example, an AVC check will be based on the available balance as defined by the District-wide AVC rules while another will be based on the lower-level, project-based available budget AVC rules.

With the exception of payroll and standard CO allocations, project pre-encumbrance, encumbrance and expenditure postings must not exceed available project budget amounts tracked through both of these AVC rules and ledgers.

AUC	Assets Under Construction or Construction in Progress (CIP) is a fixed asset that is in the process of being completed at the time the balance sheet is being produced. Projects that are under way and will eventually become an asset upon completion.
Funded Program	For Projects, Funded Program will correspond to the WBS elements up to level 3. Funded Programs for internal orders that support projects will be a concatenation of the WBS Level 3 and Internal Order number.
Internal Orders	The equivalent of internal orders in IFS is job tickets.
Investment Profile	The investment profile will be assigned to capital WBS Element level 4's to enable the programmatic creation of AUC shells and WBS settlement rules.
Commitments	The total of pre-encumbrances (purchase requisitions) and encumbrances (purchase orders).

Settlement	For projects, settlement refers to the process of allocating costs from project WBS elements to an CIP or from CIP to final asset.
WBS	Work Breakdown Structure refers to the hierarchy of activities to be performed on a project. LAUSD Project structures have 4 WBS Levels: Level 1: Project Definition (Modernization at School ABC, Upgrade) Level 2: Phase or Major Category of Cost (Design, Construction) Level 3: Activity or sub-phase under the level 2 (Architect Fees) Level 4: Formerly designed for Fund source of level 3. Level 4 is where all expenditures and commitments will post.
AVC	In IFS, this would be Funds Edit.

Reposting and journal entries allow changes to fund, functional area, and WBS.

A journal entry will also allow changes to the G/L account (object).

The advantage of reposting is a more robust audit trail by referencing the original document.

Budget Authority will be by Program/WBS element level 1 or 3 in Funds Management.

Project Budget Authority will be allocated from the high-level COFE program/funded program budget.

Availability control (AVC) can be performed at the program/WBS element level 1, level 3, and project internal order.

Control Ledger	Description
Y1	Salaries and Benefits/Other Expenditures – Separate
Y2	Salaries and Benefits/Other Expenditures – Combined
Y3	Function and Program Control
Y4	Budget Posting Control
Y5	Specific Line Item Control
Y6	Capital Projects Control

You should now be able to:

- Describe impacts of the new system
- Explain the difference between Journal Entry (FI) and Line Item Reposting (CO)
- Describe Availability Control

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By the end of this chapter you will be able to:

- Create and display Funded Programs
- Display Available Balance on a Project Funded Program (Y6)
- Explain Process to Transfer Program Level Budget to Project Funded Programs

Budgets will be uploaded to SAP by user created spreadsheet or output created by external system (i.e. – MAXIMO)

- Impacted systems may be Project System, Funds Management, Grants Management
- Budget is uploaded to PS project definition or level 3 WBS

Internal orders are equivalent to the IFS job ticket.

The budget for an internal order will be consumed immediately under the project/internal order funded program.

For internal orders that support a project, settlements to the WBS element will be performed monthly.

Internal orders will draw down from project funded program budget unless the internal order 'Project AVC' is checked in the I/O master data.

Walkthrough: Create FM Data

FMMDAUTO – Automatic Creation of FM Data

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Create FM Data

ADD links to Globally Published simulations in Uperform

To complete this **exercise** *follow the instructions listed here.*

Directory of Funded Programs

Directory of Funded Programs

05/13/2013 12:59:37

FMA	Funded Prg	Name	FPC	FP Type	Valid from	Valid to	by	Entered on
1000	F300009	"ZCOIF1041-Project#1		PRL1	01/01/1900	12/31/9999	JCARTER	01/10/2013

Project name
(without hyphen)

Level (1 or 3) at which
funding is applied
(and AVC checked)

Walkthrough: Display Funded Programs

FM7M – Directory of Funded Programs

This is a *demonstration* *only. Watch as the instructor shows you how to complete the task in SAP.*

Display Annual Values of Control Objects

Display Annual Values of Control Objects

🔍 Details   🔲 Get Documents

Control Objects Data: Annual Values

FM Area	1000 (USD)	**Grant**	<Space>
Fiscal Year	2013	**Fund**	210-9010
Control Ledger	Y6	**Funds Center**	<Space>
		Commitment Item	TOTAL_EXPENSES
		Functional Area	YYYY-YYYY-17900

Hierarchy of Control Objects - Budget Addresses - Posting ...	Consumable ...	Consumed Amt	Available Amt	
▼ 📁 <Several Funded Program Values>	92,175,000.00	10,871,313.01	81,303,686.99	
▸ E23132620242	0.00	2,578,617.60	...- ⚡	
▸ E23132620242808000049879	0.00	670.44	670.44- ⚡	
▸ E23132620242808000050226	0.00	275,000.00	275,000.00- ⚡	
▸ E23132620242808000054046	0.00	1,800.00	1,800.00- ⚡	
▸ E23132630310	0.00	319,632.50	319,632.50- ⚡	
▸ E23135930310	0.00	3,433.61	3,433.61- ⚡	
▸ F300002	600,000.00	0.00	600,000.00	
▸ F300011	200,000.00	80,433.85	119,566.15	
▸ F300012	300,000.00	81.47	299,918.53	
▸ F300021	2,350,000.00	19,500.00	2,330,500.00	
▸ F30002102303	211,100.00	0.00	211,100.00	

Walkthrough: Display Available Balance on Funded Program

FMAVCR01 – Display Annual Values of Control Objects

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display Available Balance on Funded Program

ADD links to Globally Published simulations in Uperform

To complete this **exercise** *follow the instructions listed here.*

You should now be able to:

- Create and display Funded Programs
- Display Available Balance on a Project Funded Program (Y6)
- Explain Process to Transfer Program Level Budget to Project Funded Programs

	Chapter Description	Time
1	Definitions and Process Overview	30 minutes
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By the end of this chapter you will be able to:

- Explain how Project Profile determines the default Investment Profile
- Explain Asset Under Construction Shells are created through WBS elements
- Describe SubAsset Numbers
- Explain how costs are settled from WBS to asset under construction (AuC)
- Display WBS settlement rules
- Display investment profile

Currently, the Fixed Asset Accounting Unit (FAAU) are primarily responsible for the capitalization of projects. The shift in responsibility to project departments (Facilities, ITD, ILTSS) will be a large change and include responsibility for the following activities:

- Updating WBS elements with investment profile

- Monitor settlements to Assets under Construction

- Initiating the request to set up final assets upon project completion

- Updating WBS element settlement rules with final assets

- Executing settlement from WBS to final asset

The fixed asset capitalization threshold has been changed from $25,000 to $5,000.

Accumulated costs will settle monthly to the AuC.

Created

- **Budget may be entered.**

Released

- **Available to collect costs.**
- **If a capital project, AuC is created automatically.**

TECO (technically complete)

- **Existing purchase orders may be completed.**
- **New commitments may not be created.**

Closed

- **Costs may not be assessed to project.**

Training

Work Area

Structure Tree

Worklist and Templates

Walkthrough: Display Project

CJ20N – Project Builder

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display Project

ADD links to Globally Published simulations in Uperform

To complete this ***exercise*** *follow the instructions listed here.*

Rule that determines which portions of a sender's costs are allocated to which receivers.

A settlement rule contains distribution rules, one or more of which are assigned to each sender. In most cases, there will be one distribution rule for each receiver.

Maintain Settlement Rule: Overview

WBS element	N-101289-04-311-01
	MR CIP Reserve

Actual settlement

Distribution rules

Cat	Settlement Receiver	Receiver Short Text	%	Settlement type	No.	Strategy	From Peri...	From...	To ...	To Fi...	First Used	Last Used	
CTR	1001574		100	PER									

<u>Settlement Categories</u>

CTR   cost center
FXA   fixed asset
ORD   internal order
WBS   WBS element

- When creating capitalizable WBS elements, an investment profile will be assigned to the level four WBS elements to enable creation of the AuC shell, AUC sub-assets and WBS settlement rules through automated, periodic processes.

- A project may be settled to more than one asset (e.g., costs for a new school project may include both land, improvement of land/site and building.

- When the project or set of WBS elements is substantially complete, the owning project department is responsible for notifying FAAU by completing and emailing a form that outlines the sets of WBS elements that are completed.

- The settlement rule for capital items is created automatically when the initial monthly settlement is run.

- Project costs will utilize standard G/L accounts (e.g. 240001, 580001).

- SAP Assets Module (AM) will automatically reclassify and reflect costs to the capital G/L accounts.

- Project end users will monitor the settlement of project costs to the AuC.

- AuC accounts will be automatically generated based on the investment profile.

- A project may settled to multiple assets based on WBS element settlement rules.

- The AuC is created automatically when the project is released.

  - The AuC may be viewed by highlighting the level 4 WBS and following the menu path **Edit > WBS Element > Invesment Programs > Asset under Construction**

Below is an example of a settlement rule for a WBS element that has been completed.

- The first line reflects the Asset Under Construction (AUC) and is automatically updated after the first settlement is run. On a monthly basis, there will be a job that programmatically settles costs to the AUC for projects with an investment profile.

- The second line represents the Final Asset. When a project or wbs element is completed, the Project Department (Facilities, ITD, Library) will notify the Fixed Asset Accounting Unit to create the final asset. The Project users are responsible for updating the settlement rule on the WBS element(s) and running the settlement to the final asset(s).

Display Settlement Rule: Overview

WBS element   F-300059-00-001-99
              Air Conditioning
Actual settlement

Distribution rules

Cat	Settlement Receiver	Receiver Short Text	%	Amount	Sett	No.	Str	From	From	To P	To Fis	First Used	Last Used
FXA	500000006857-0	Air Conditioning	100.00	0.00	AUC	1		0		0		007/2013	007/2013
FXA	360000010892-0	Air conditioning proj	100.00	0.00	FUL	2		0		0			

Settlement Parameters

- When settling project costs to an AUC or Asset, the Allocation structure should be Z3 which is the default setting for Capital Project Profiles. The vast majority of projects will use the Z3 allocation structure.

- A small percentage of projects will have their costs settled to Non-AUC structures (internal orders, other WBS elements). In these cases, it is important to remember to change the allocation structure to Z2. An example when you would use Z2 is when you're settling costs from a temporary holding WBS to multiple direct WBS elements.

- To display settlement parameters from the settlement rule:
   Goto → Settlement Parameters

Maintain Settlement Rule: Parameters		
WBS element	F-300256-00-001-99	
	ITC3 - 06.3110 - P2P with retention-OVER	

Parameters		
Description		
Settlement profile	ZPROJ	Projects Settlement Profile
Allocation structure	Z3	Buildings AUC Structure
PA transfer str.		
Source structure		
Asset Value Date		
Hierarchy number		
Strategy Sequence		

Entered by	RC417	on	05/03/2013
Last changed by		on	

Walkthrough: Display Settlement Rule

CJ20N – Project Builder

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display Settlement Rule

ADD links to Globally Published simulations in Uperform

To complete this **exercise** *follow the instructions listed here.*

Identification and view selection

Project Def. I - 701804   LAN REFRESH YR 9 - WEST VALLEY SP ED

Detail:

Overview(s):

Any Project Profile with "Capital" will automatically update the Investment Profile to "AUC for Building". If you are creating a "temporary holding" project where costs will eventually be distributed to Direct Capital projects, you should select an "Indirect" Project Profile so the investment profile will remain blank.

Basic data | Control | Administration | Long Text

Project Profile   ITD - Direct Capital Projects

Accounting

Planning profile   000001

Investment profile   Z00001

Sales pricing

DIP Profile

Investment measure profile (1)   5 Entries found

Restrictions

InvProfi...	Name of investment profile
000001	Model with AuC, summary settlement
000002	Model for depreciation simulation only
000003	Model with line item settlement of AuC
Z00001	AUC for Buildings
Z10001	AUC for Equipment

Investment profile determines if the projects costs will automatically be capitalized via the settlement process. When selecting the project profile for Capital Projects (e.g., ITD Direct Capital Projects, Facilities Direct Capital Projects), the investment profile will automatically be populated as AUC for buildings.

However, If you have a Direct Capital project that is not "Building" or "Construction (i.e., computer applications projects, library books and equipment), you should change the investment profile to AUC for Equipment. This is especially important if the fund source contains a functional area other than 8500 or 8100, e.g, Functions 7700 – Central Data Processing and 3700-Food Services would error out if the investment profile is set to AUC for Buildings.

Walkthrough: Display Investment Profile

CJ20N – Project Builder

This is a *demonstration* *only. Watch as the instructor shows you how to complete the task in SAP.*

Exercise: Display Investment Profile

ADD links to Globally Published simulations in Uperform

To complete this **exercise** *follow the instructions listed here.*

- Multiple funding sources will trigger the creation of sub asset numbers (AS11_FMIM).

AUC is automatically created for each WBS element and assigned a default Fund/Functional Area (010-0000/0000-8500-19600)

When executing the creation of Asset Subnumbers (AS11_FMIM), Asset subnumbers are created for each Fund/Functional Area where there are actuals posted

Below is an example of Asset Subnumbers created for Project F-300256

Create Asset Subnumbers for Settlement with Funds Management

Status of	CO object name	SS	SAs	CoCd	Asset	SNo.	Action	Fund	Functional Area	Grant	Posting st
🟩	WBS F-300256-00-001-99			1000	500000001367	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-00-001-99			1000	500000001367	1		210-9010	0000-8500-13432	NOT_RELEVANT	🔴
🟩	WBS F-300256-00-001-99			1000	500000001367	2		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-00-001-99			1000	500000001367	3		214-9010	0000-8500-14615	NOT_RELEVANT	🔴
🟩	WBS F-300256-00-002-99			1000	500000001368	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-00-002-99			1000	500000001368	1		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-01-134-99			1000	500000001371	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-01-134-99			1000	500000001371	1		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-301-99			1000	500000001379	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-301-99			1000	500000001379	1		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-301-99			1000	500000001379	2		213-9010	0000-8500-12407	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-301-99			1000	500000001379	3		214-9010	0000-8500-14615	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-302-99			1000	500000001380	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-302-99			1000	500000001380	1		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-311-99			1000	500000001389	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-02-311-99			1000	500000001389	1		214-9010	0000-8500-14615	NOT_RELEVANT	🔴
🟩	WBS F-300256-03-401-99			1000	500000001395	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-03-401-99			1000	500000001395	1		213-9010	0000-8500-12401	NOT_RELEVANT	🔴
🟩	WBS F-300256-03-401-99			1000	500000001395	2		213-9010	0000-8500-12407	NOT_RELEVANT	🔴
🟩	WBS F-300256-03-401-99			1000	500000001395	3		214-9010	0000-8500-14615	NOT_RELEVANT	🔴
🟩	WBS F-300256-05-811-99			1000	500000001419	0		010-0000	0000-8500-19600	NOT_RELEVANT	🔴
🟩	WBS F-300256-05-811-99			1000	500000001419	1		214-9010	0000-8500-14615	NOT_RELEVANT	🔴

Select 'Automatic' if settling to AuC.

Select 'Full Settlement' when settling to final asset.

Walkthrough: Settle Project Costs (individual)

CJ88 – Actual Settlement: Project/WBS Element/Network

This is a *demonstration* *only. Watch as the instructor shows you how to complete the task in SAP.*

You should now be able to:

- Explain how Project Profile determines the default Investment Profile
- Explain Asset Under Construction Shells are created through WBS elements
- Describe SubAsset Numbers
- Explain how costs are settled from WBS to asset under construction (AuC)
- Display WBS settlement rules
- Display investment profile

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By the end of this chapter you will be able to:

- Display the actual project costs
- Display purchase orders on a project
- Display settlement rules for projects
- Display commitments

Walkthrough: Display Purchasing Documents by Project

ME2J – Purchasing Documents by Project

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display Purchasing Documents by Project

ADD links to Globally Published simulations in Uperform

To complete this

exercise

follow the instructions listed here.

Walkthrough: Display Project Actual Costs

CJI3 – Display Project Actual Costs

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display Project Actual Costs

ADD links to Globally Published simulations in Uperform

To complete this **exercise** *follow the instructions listed here.*

You should now be able to:

- Display the actual project costs
- Display purchase orders on a project
- Display settlement rules for projects
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- Describe Availability Control
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- Explain Process to Transfer Program Level Budget to Project Funded Programs
- Describe the CO Plan – Transfer Budget from Project to Internal OrderExplain how Project Profile determines the default Investment Profile
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CJ20N	Project Builder
FMMDAUTO	Create FM Mater Data
FM7M	Directory of Funded Programs
AS11_FMIM	Create Sub Asset Numbers
CJ88	Actual Settlement: Projects/WBS Elements/Networks (Individual)
CJ8G	Actual Settlement: Projects/WBS Elements/Networks (Mass)

FMAVCR01	Display Annual Values of Control Objects
ME2J	Purchasing Documents by Project
CJI3	Display Project Actual Costs

After training support will include:

- **The Procurement Customer Support Center**

- **The BASE Training Center will be the single point of access for SAP end-user documentation/materials.**

    - This website will make it easier for end users to access related business process materials.

    - The materials will include the following:
        - ✓ Course Presentations
        - ✓ Simulations
        - ✓ Quick Reference Guides
        - ✓ Job Aids

- **Context Sensitive Help within the Shopping Cart**
- **Refresher (Open House) sessions**

You have just completed the Central Office Projects course.

Thank you for attending!