How-To Guide
SAP Business One 9.3 and SAP Business One 9.3, version for SAP HANA
Document Version: 3.0 – 2020-12-02

PUBLIC

How to Work with Project Management in SAP Business One

Typographic Conventions

Type Style	Description
Example	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.
3.0	2020-12-02	Correction of editable status of field *Actual Cost* in section 4.3.4.

Table of Contents

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.

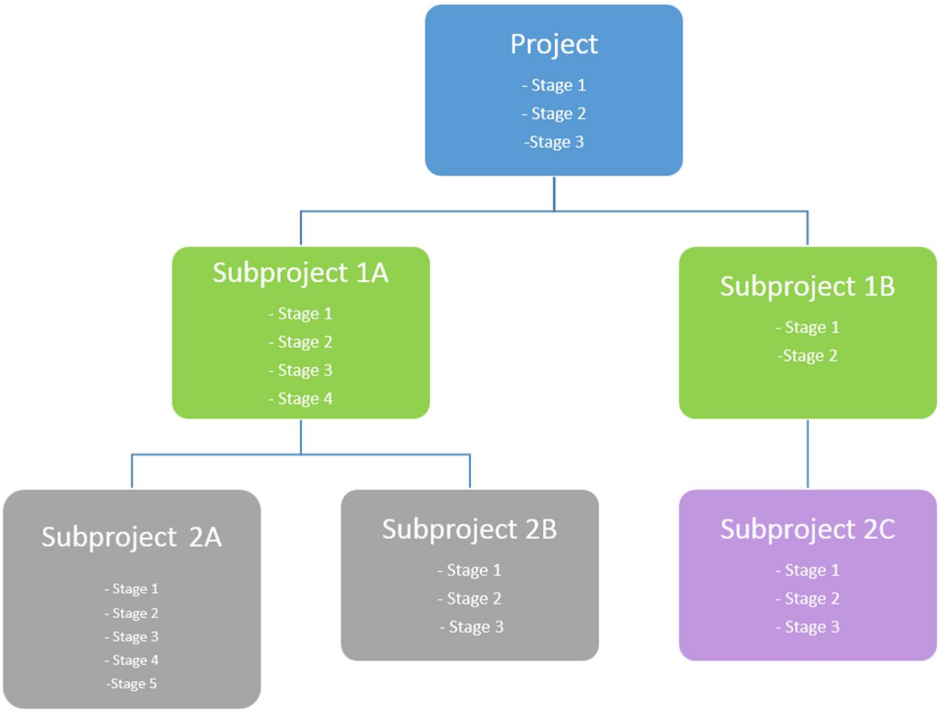
1.1 Overview of Hierarchical Structure of Project

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 pertaining to 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:



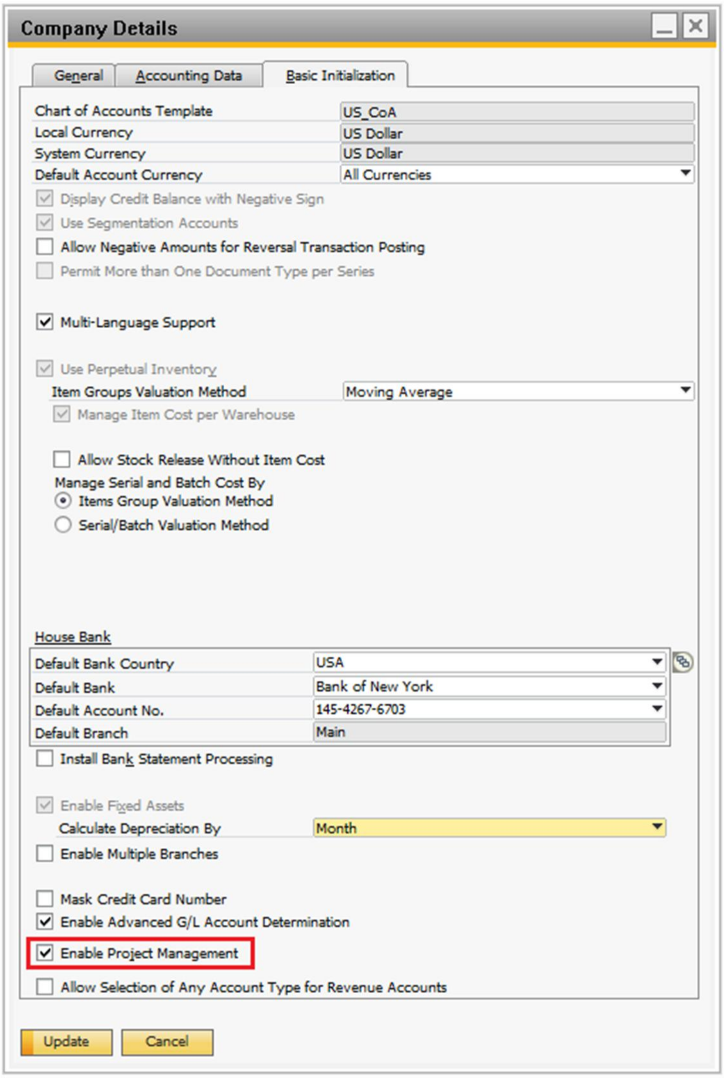
2 Prerequisites

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*.



3 Initial Settings

3.1 Defining Stages

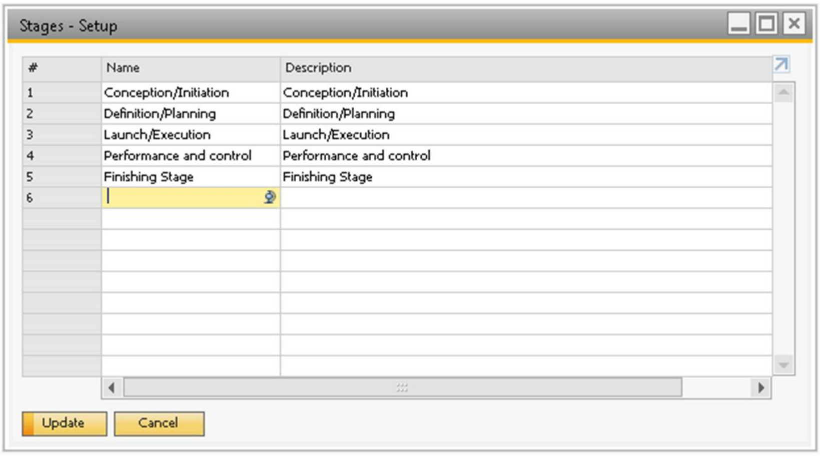
SAP Business One provides five predefined project stages:

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*.



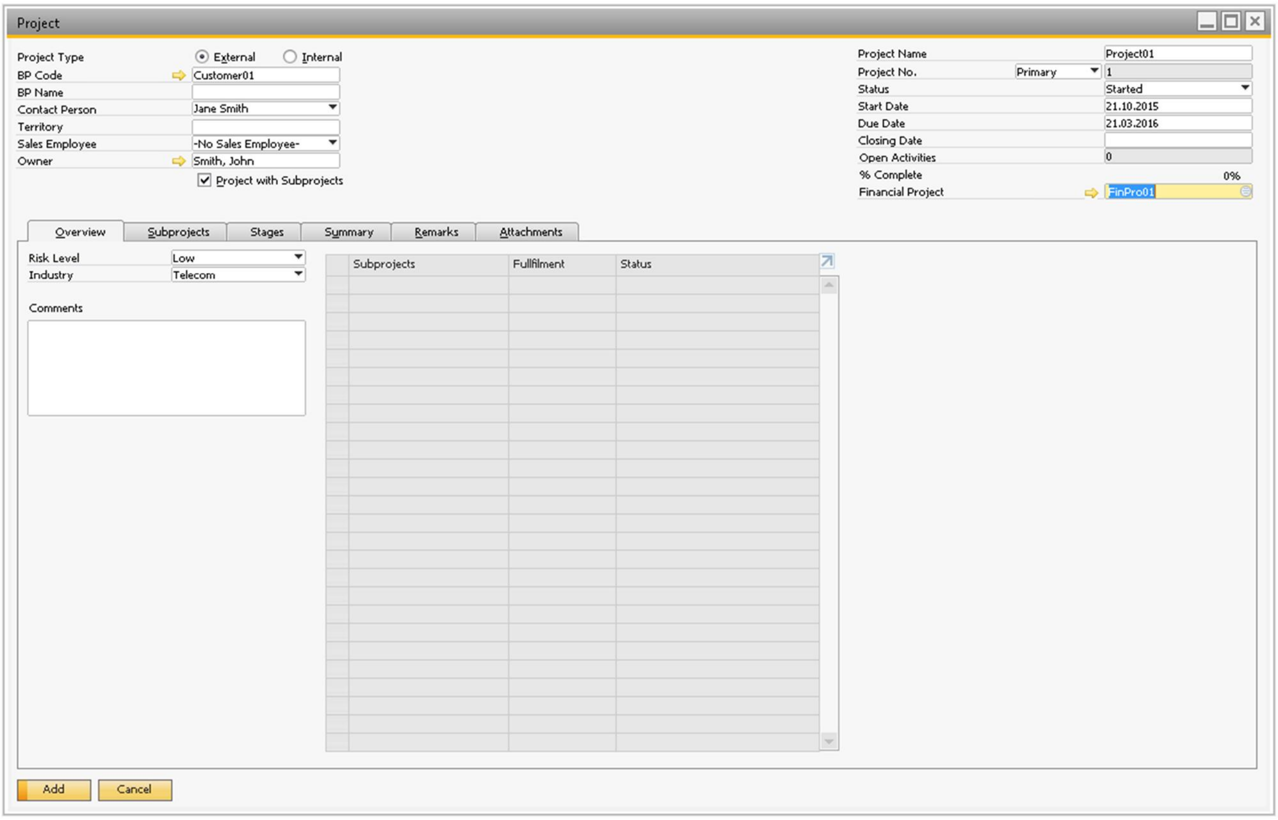
2. On the *Stages - Setup* window, you can do the following:

- 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.



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
Project Type	Select one of the radio buttons: • *External* - the project is created for a business partner. • *Internal* - the project is created for your company.
BP Code	Note This field is relevant only if the project type is External. From the choose from list, select the relevant business partner.
Contact Person	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.
BP Territory	From the choose from list, select the territory. The territories available in the list are those that are defined in the *Territories - Setup* window (*Administration* → *Setup* → *General* → *Territories*).
Sales Employee	From the choose from list, select the relevant sales employee.
Owner	From the choose from list, select the relevant employee.
Project with Subprojects	Select this checkbox if the project consists of subprojects. As a result, an additional tab *Subprojects* appears in the *Project* window.
Project Name	Specify the name of the project, this field is mandatory.
Project No.	Displays the project number automatically.
Status	Select one of the following to characterize the status of the project: • *Started* • *Paused* • *Stopped* • *Finished* Note If you select *Stopped* or *Finished*, the current date is automatically entered as the closing date.
Start Date	Specify the start date of the project.
Due Date	Specify the planned end date of the project.
Closing Date	Once the project is finalized, enter the date of its closure. You can update this field later if needed.
Open Activities	Displays the number of open activities linked to all stages.

Field/Checkbox	Activity/Description
Completeness %	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.
Financial Project	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 has one stage and one subproject. The contribution of the stage to the project is 50% and the contribution of the subproject to the project is 50% as well.

The stage is finished, hence this contributes 50% towards completeness.

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.

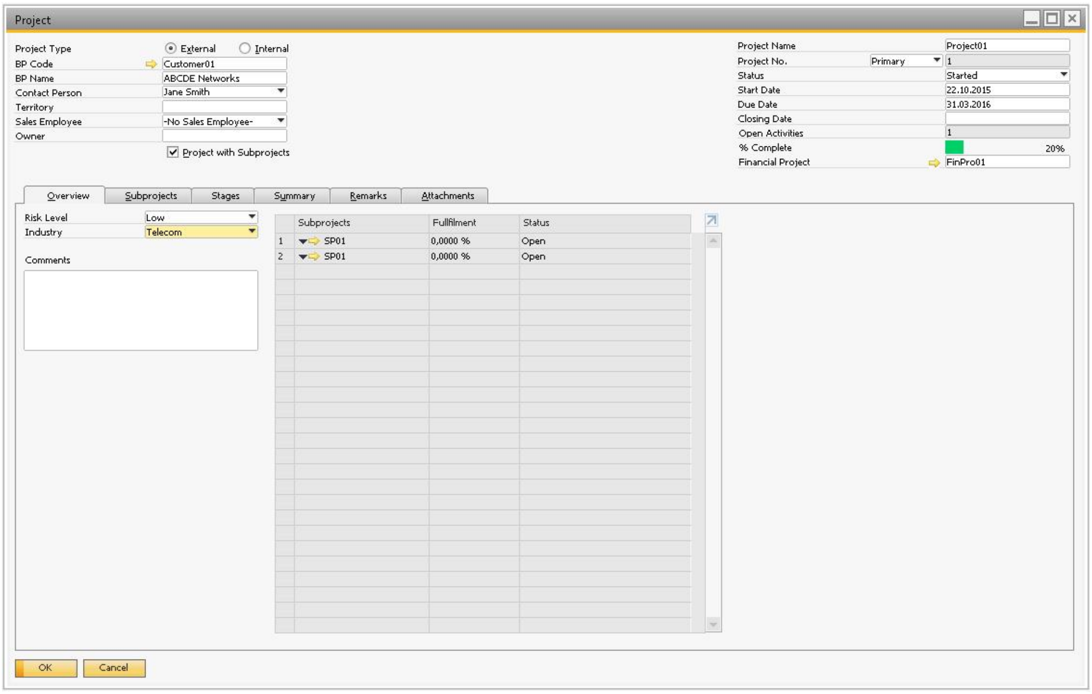
4.2 Defining the Overview Tab

Procedure

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

Field/Checkbox	Activity/Description
Risk Level	Select the appropriate risk level: • *Low* • *Medium* • *High*
Industry	From the dropdown list, select an existing industry, or define a new one.

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

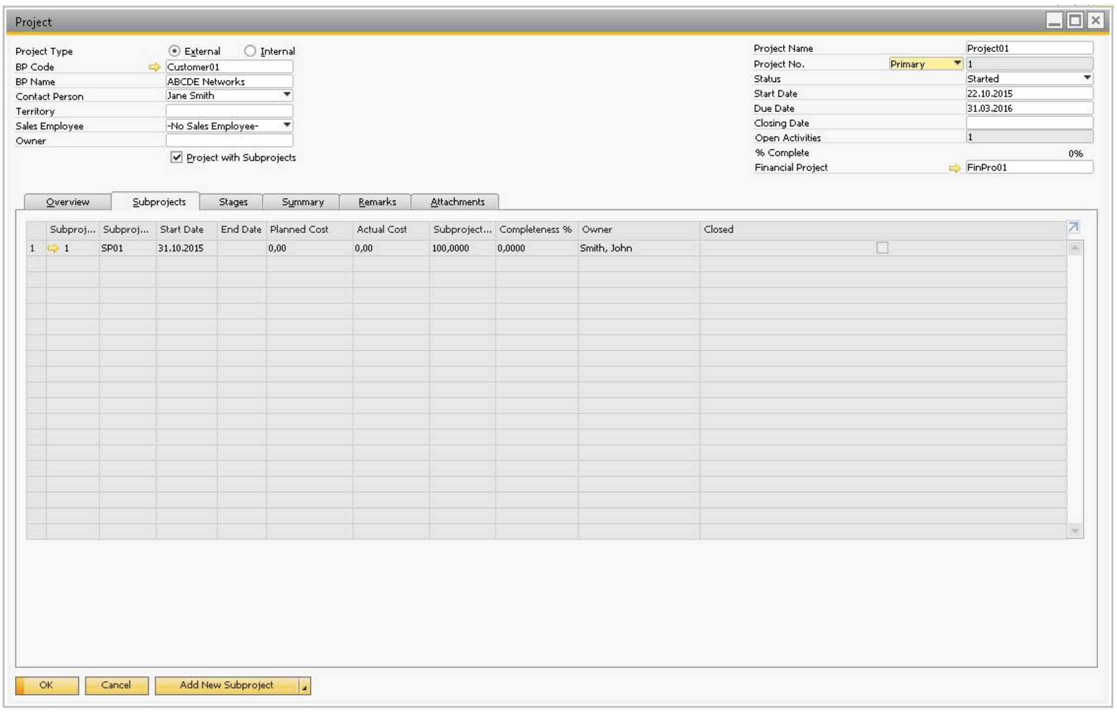


In the table on the *Overview* tab, if the project does not contain subprojects, the system lists all tasks relevant to the project, their hierarchy, fulfillment, and status. If the project has subprojects, it lists subprojects. You can access any task or subproject by selecting ⇨ (*Link Arrow*) in the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



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.

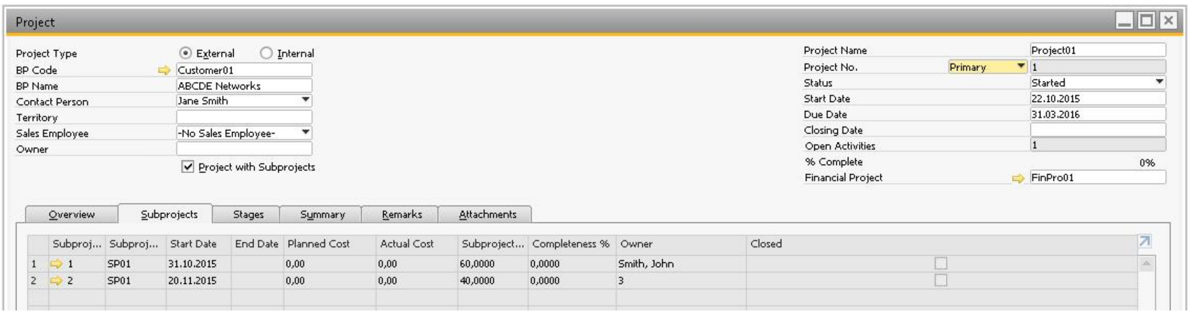
2. Define the information about the subproject and choose *Add*.

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 the Subproject Window.

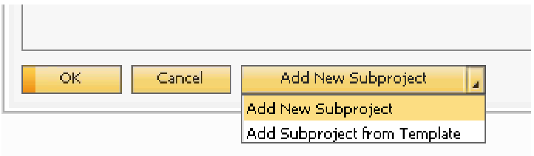
3. To save the changes, choose *Update*.



4.3.2 Adding Subprojects from Templates

Procedure

1. Extend the *Add New Subproject* button, and choose *Add Subproject from Template*.



A list of all existing subprojects appears.

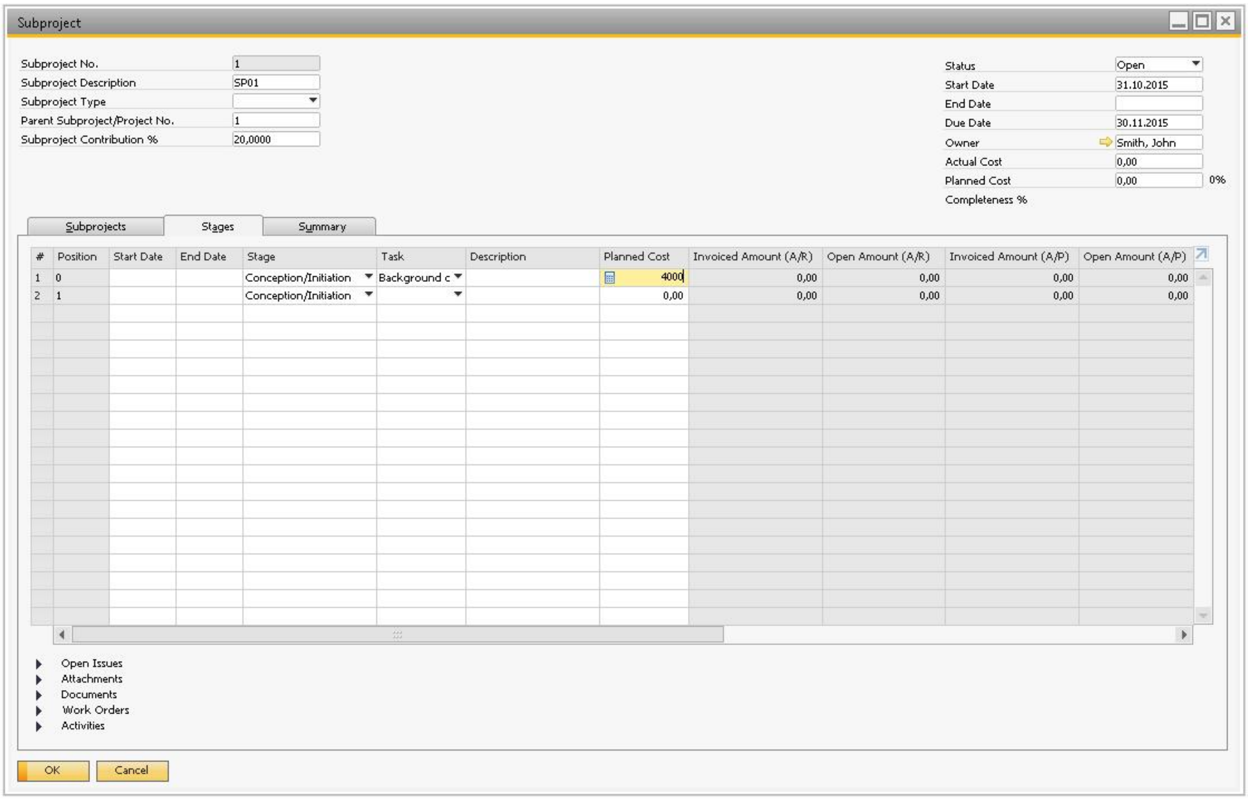
2. Select the desired subproject and select *Choose*.
3. The subproject is added on the *Subprojects* tab. All stages and subprojects from the template are copied into the subproject you have just added.
4. Choose *Update*.

4.3.3 Deleting Subprojects

Procedure

1. Right-click the subproject row you want to delete and choose *Remove Subproject*.
2. Choose *Update*.

4.3.4 Defining the Subproject Window



Procedure

1. 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 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.

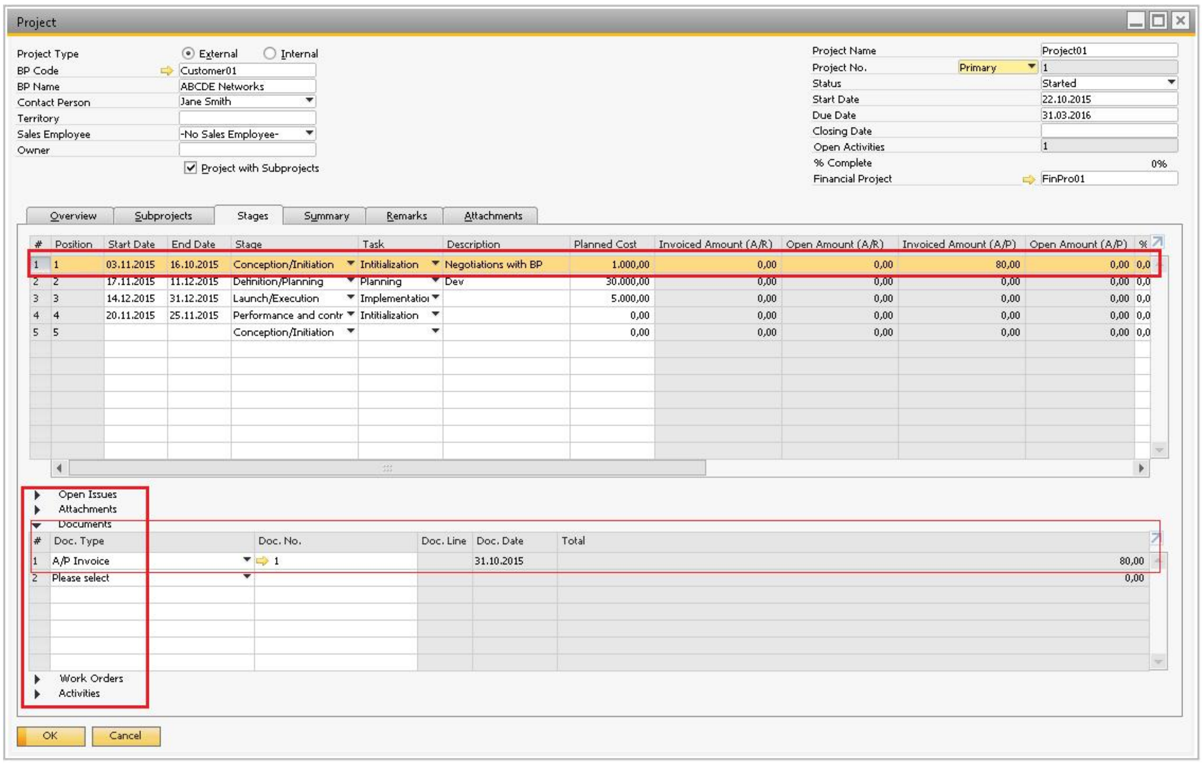
Field/Checkbox	Description/Activity
	If a subproject does not have subprojects, this value is calculated based on the contribution percentage of each finished stage. If a contribution has subprojects, this value is a sum of contribution percentages of each finished stage of the current subproject and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

2. 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 the Stages Tab.
   - *Summary* tab - See 4.5 Information on the Summary Tab.
3. 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*).



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) *Stage Dependence (2)* *Stage Dependence (3)* *Stage Dependence (4)* *Stage Dependence (5)*	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. **Note** A stage can be dependent on a subproject.

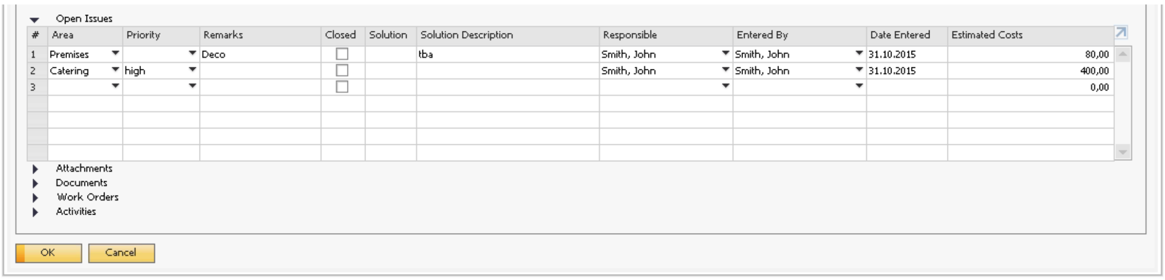
4.4.1 Stages Tab - Defining Open Issues

Procedure

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

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*.



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**
>
> - To open an existing attachment, double-click it.
> - 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
Doc. Type	Select one of the following options: • *Manual Journal Entry* • *Sales Quotation* • *Sales Order* • *Delivery* • *Return* • *A/R Down Payment Request* • *A/R Down Payment Invoice* • *A/R Invoice* • *A/R Credit Memo* • *A/R Reverse Invoice* • *Purchase Quotation* • *Purchase Order* • *Goods Receipt PO* • *Goods Return* • *A/P Down Payment Request* • *A/P Down Payment Invoice* • *A/P Invoice* • *A/P Credit Memo* • *A/P Reserve Invoice* • *Service Call* • *Goods Receipt* • *Goods Issue* You can also select a correction document, such as *Correction Invoice*.
Document No.	From the choose-from list, select the desired document.
Chargeable	Select the checkbox if the document is chargeable to the client.

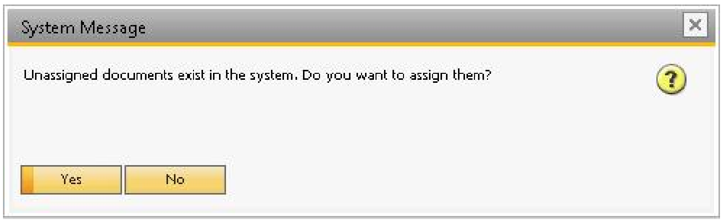
2. The information in the remaining fields is copied from the selected document.
3. To save the changes, choose *Update*.

> **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.

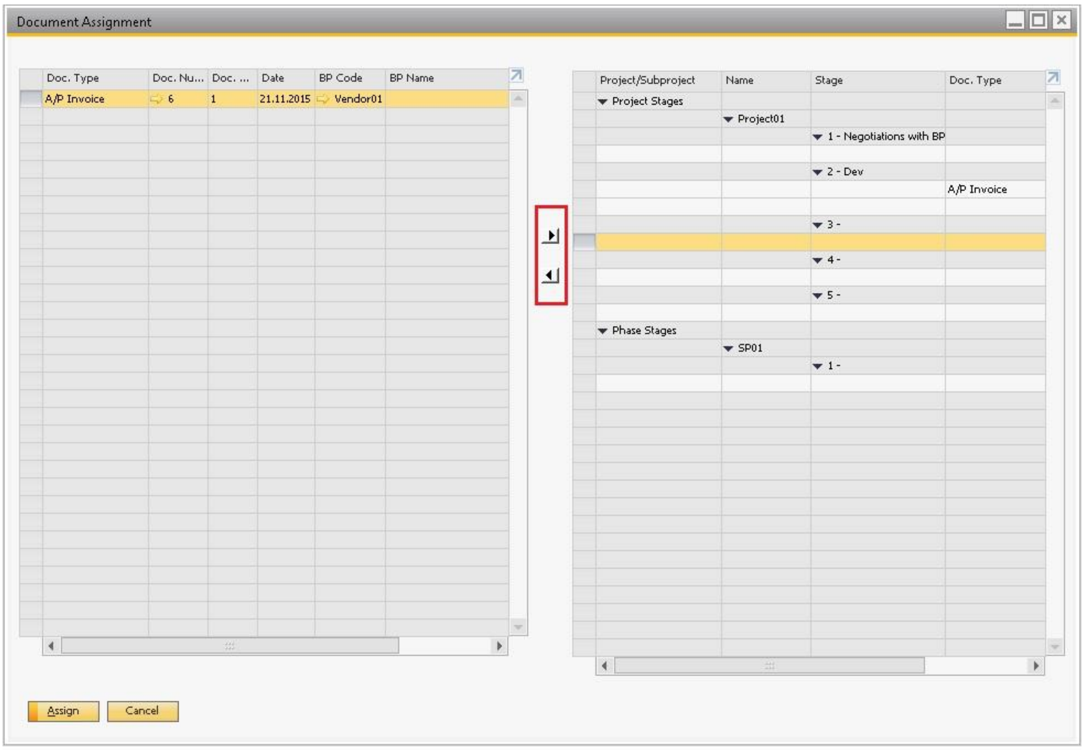
4.4.3.1 Adding Unassigned Documents

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.

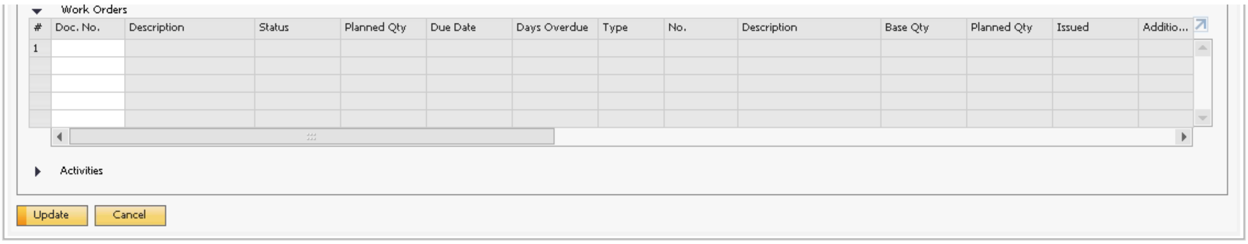
To remove a document assignment from a stage, in the right pane select the desired document and choose the left arrow.

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.



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:

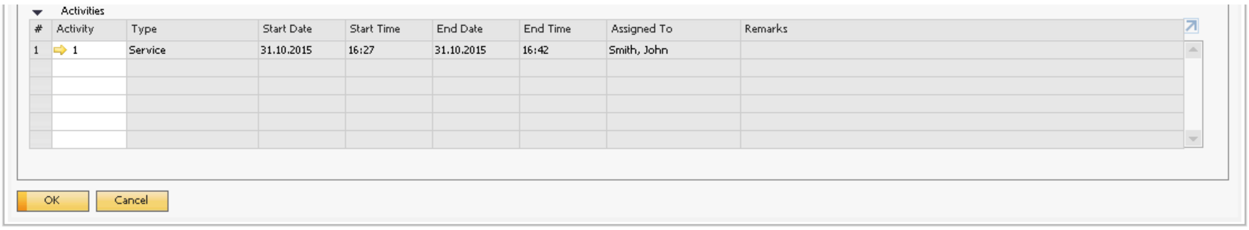
- Issue from production - items that were received from production and the financial project.
- Delivery note - items that were received from production, the financial project and the business partner related to the project.

  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.



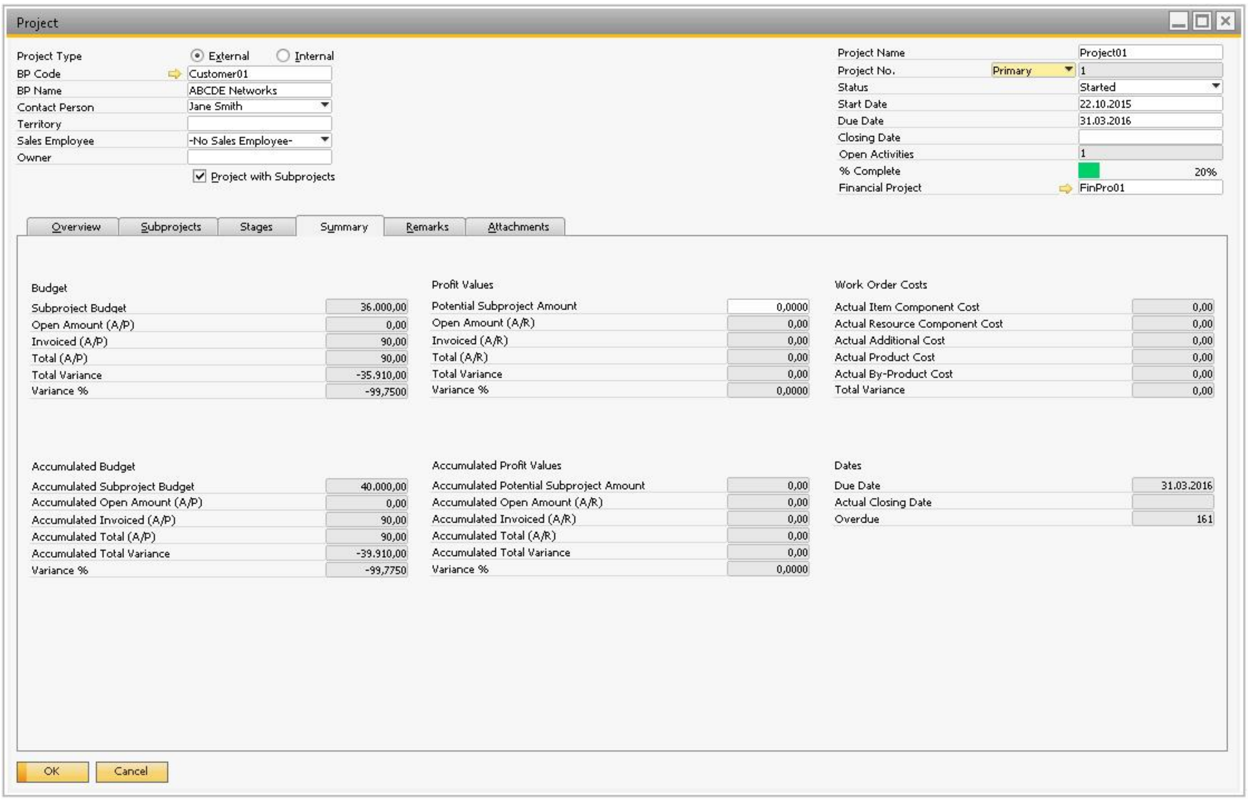
Procedure

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.



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
Phase Budget	Displays the accumulated planned costs of all stages of the project (or subproject).
Open Amount (A/P)	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.
Invoiced (A/P)	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.
Total (A/P)	Displays the sum of *Open Amount (A/P)* and *Invoiced (A/P)*.
Total Variance	Displays the monetary value of *Total (A/P)* minus *Phase Budget*.
Variance %	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

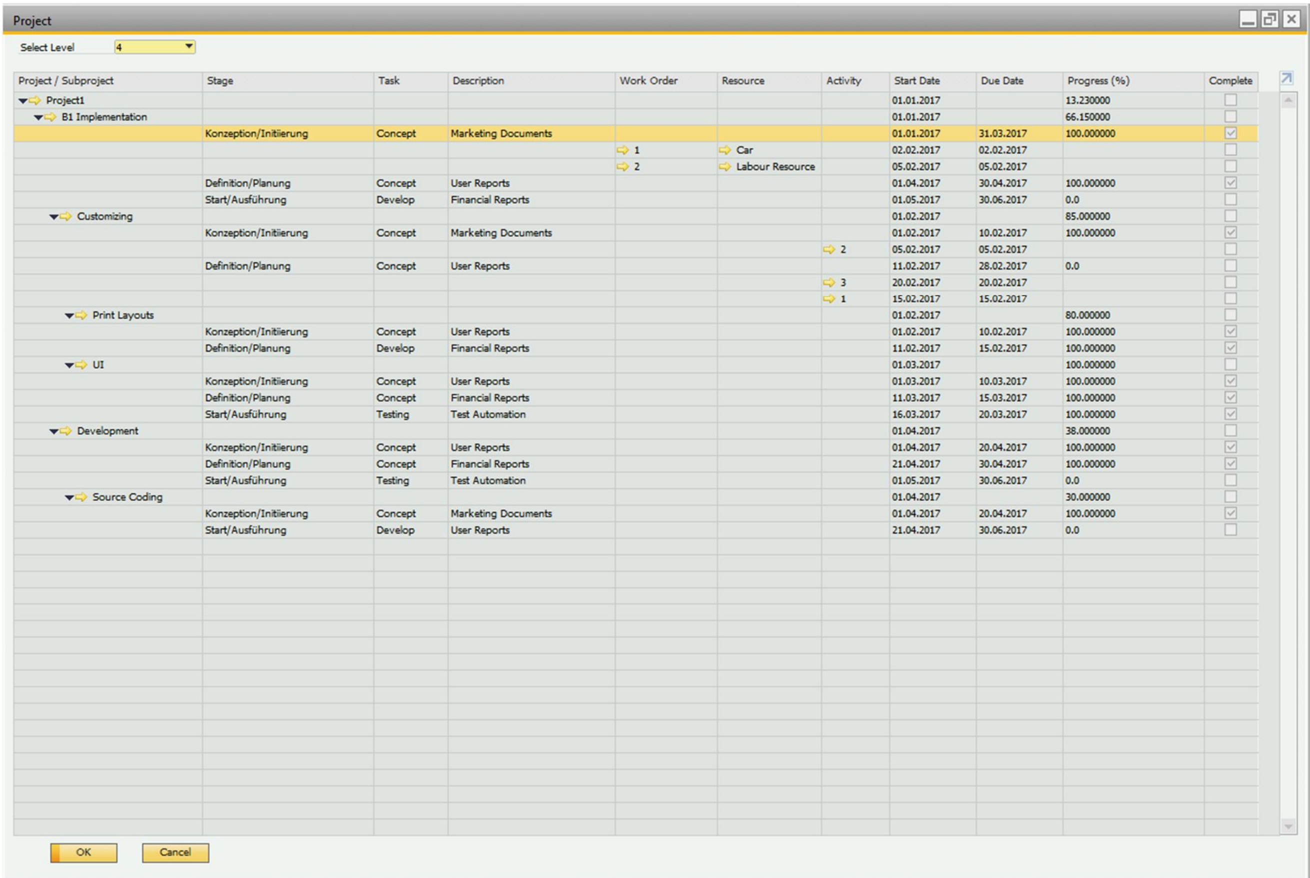
Field	Description
Due Date	Displays the due date of the current project or subproject.
Actual Closing Date	Displays the closing date of the current project or subproject.
Overdue	Displays the number of overdue days between the due date and the actual closing date.

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 / Subproject	Stage	Task	Description	Work Order	Resource	Activity	Start Date	Due Date	Progress (%)	Complete
Project1							01.01.2017		13.230000	
B1 Implementation							01.01.2017		66.150000	
	Konzeption/Initiierung	Concept	Marketing Documents				01.01.2017	31.03.2017	100.000000	✓
				1	Car		02.02.2017	02.02.2017		
				2	Labour Resource		05.02.2017	05.02.2017		
	Definition/Planung	Concept	User Reports				01.04.2017	30.04.2017	100.000000	✓
	Start/Ausführung	Develop	Financial Reports				01.05.2017	30.06.2017	0.0	
Customizing							01.02.2017		85.000000	
	Konzeption/Initiierung	Concept	Marketing Documents				01.02.2017	10.02.2017	100.000000	✓
						2	05.02.2017	05.02.2017		
	Definition/Planung	Concept	User Reports				11.02.2017	28.02.2017	0.0	
						3	20.02.2017	20.02.2017		
						1	15.02.2017	15.02.2017		
Print Layouts							01.02.2017		80.000000	
	Konzeption/Initiierung	Concept	User Reports				01.02.2017	10.02.2017	100.000000	✓
	Definition/Planung	Develop	Financial Reports				11.02.2017	15.02.2017	100.000000	✓
UI							01.03.2017		100.000000	
	Konzeption/Initiierung	Concept	User Reports				01.03.2017	10.03.2017	100.000000	✓
	Definition/Planung	Concept	Financial Reports				11.03.2017	15.03.2017	100.000000	✓
	Start/Ausführung	Testing	Test Automation				16.03.2017	20.03.2017	100.000000	✓
Development							01.04.2017		38.000000	
	Konzeption/Initiierung	Concept	User Reports				01.04.2017	20.04.2017	100.000000	✓
	Definition/Planung	Concept	Financial Reports				21.04.2017	30.04.2017	100.000000	✓
	Start/Ausführung	Testing	Test Automation				01.05.2017	30.06.2017	0.0	
Source Coding							01.04.2017		30.000000	
	Konzeption/Initiierung	Concept	Marketing Documents				01.04.2017	20.04.2017	100.000000	✓
	Start/Ausführung	Develop	User Reports				21.04.2017	30.06.2017	0.0	

Project Overview Fields

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

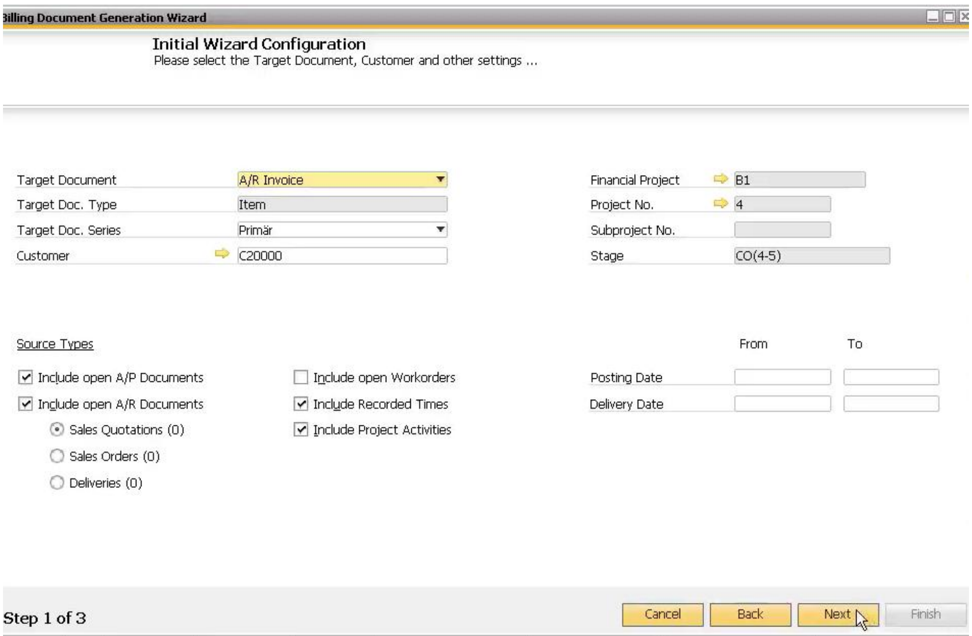
From the *Main Menu*, choose *Project Management* → *Billing Document Generation Wizard.*

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).

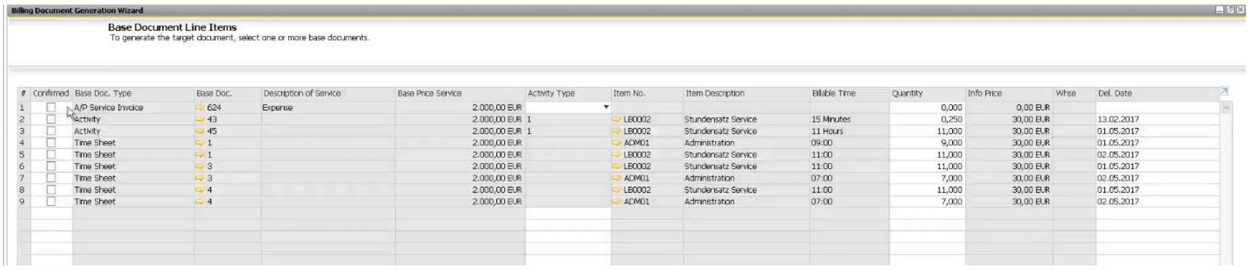
From the *Main Menu*, choose *Project Management* → *Project,* right-click on the project to generate a context menu once the stage has been selected, then choose *Billing Document Generation Wizard.*

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

- 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.



- 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.



#	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		A/P Service Invoice	624	Expense	2.000,00 EUR					0,000	0,00 EUR		
2		Activity	43		2.000,00 EUR	1	LB0002	Stundensatz Service	15 Minutes	0,250	30,00 EUR		13.02.2017
3		Activity	45		2.000,00 EUR	1	LB0002	Stundensatz Service	11 Hours	11,000	30,00 EUR		01.05.2017
4		Time Sheet	1		2.000,00 EUR		ADM01	Administration	09:00	9,000	30,00 EUR		01.05.2017
5		Time Sheet	1		2.000,00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		02.05.2017
6		Time Sheet	3		2.000,00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		01.05.2017
7		Time Sheet	3		2.000,00 EUR		ADM01	Administration	07:00	7,000	30,00 EUR		02.05.2017
8		Time Sheet	4		2.000,00 EUR		LB0002	Stundensatz Service	11:00	11,000	30,00 EUR		01.05.2017
9		Time Sheet	4		2.000,00 EUR		ADM01	Administration	07:00	7,000	30,00 EUR		02.05.2017

- 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

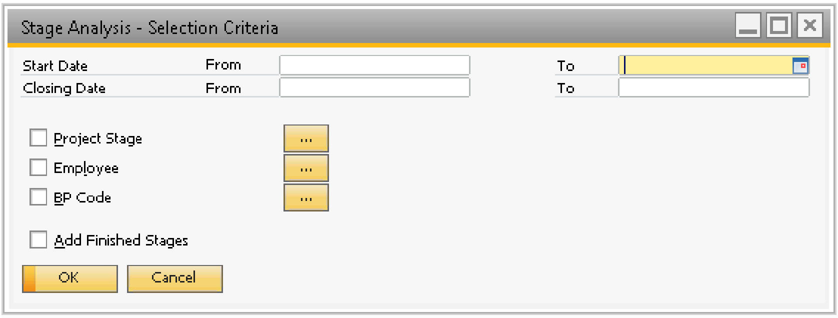
Within the project management feature, you can create the following reports:

- 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*.

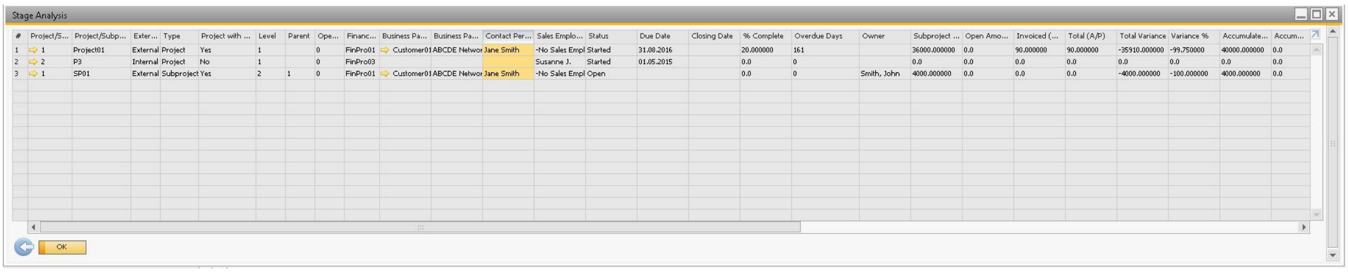


2. Specify the following fields:

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

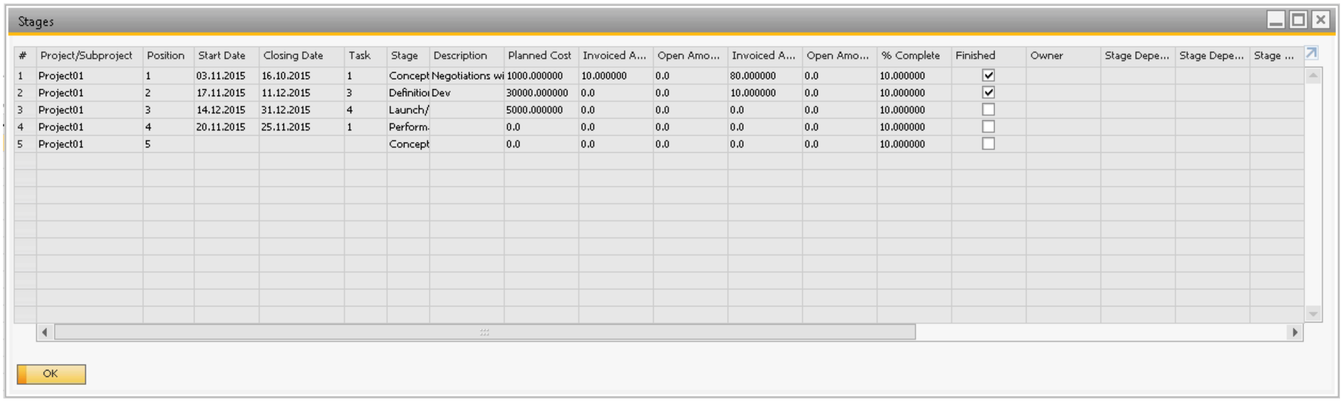
3. To generate the report, choose *OK*.

The system generates the report as displayed below:



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

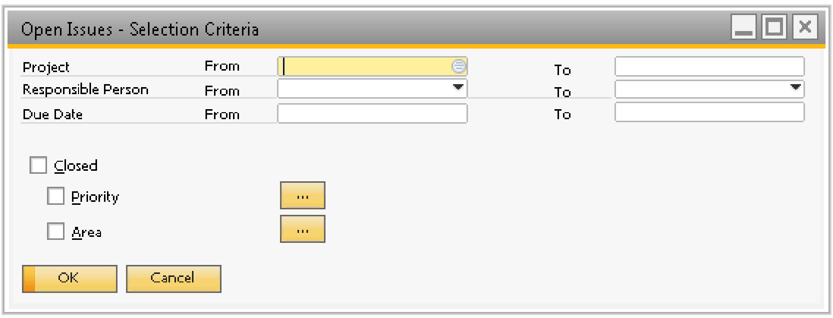
4. To access a detailed view of stages belonging to the project or subproject, double-click the desired row. The *Stages* window appears as displayed below.



8.2 Generating Open Issues Reports

Procedure

1. From the *Main Menu*, choose *Project Management* → *Project Reports* → *Open Issues*.



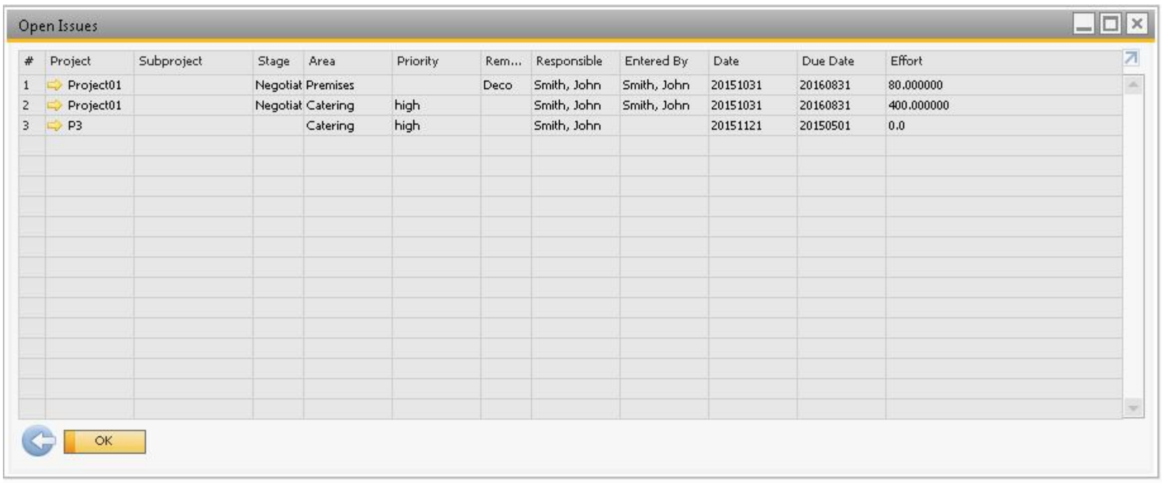
2. Specify the following fields:

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.

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

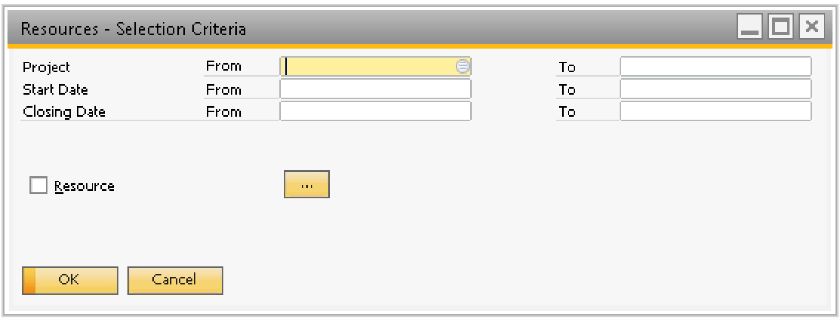
   The system generates the report with open issues according to the selection criteria, as displayed below:



8.3 Generating Resources Reports

Procedure

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

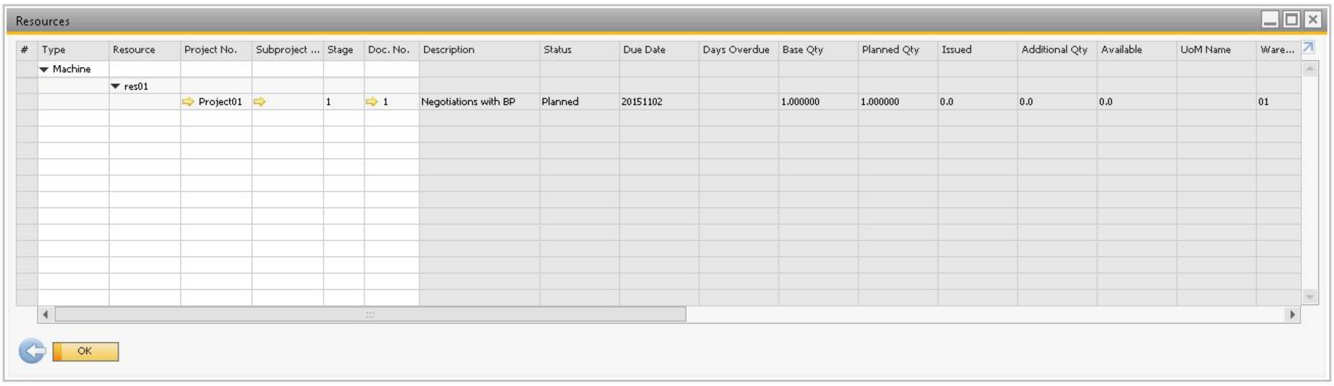


2. Specify the following fields:

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:



8.4 Generating Time Sheet Reports

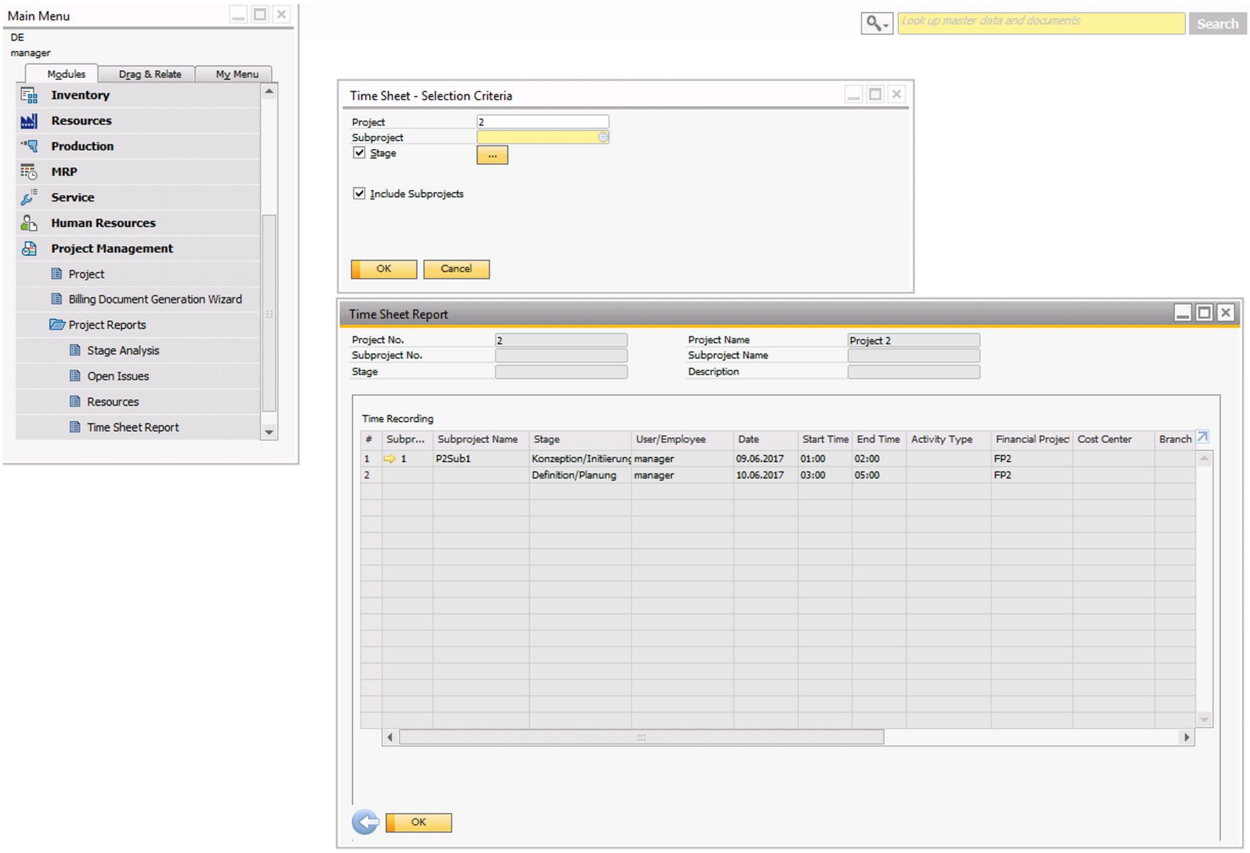
Procedure

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:

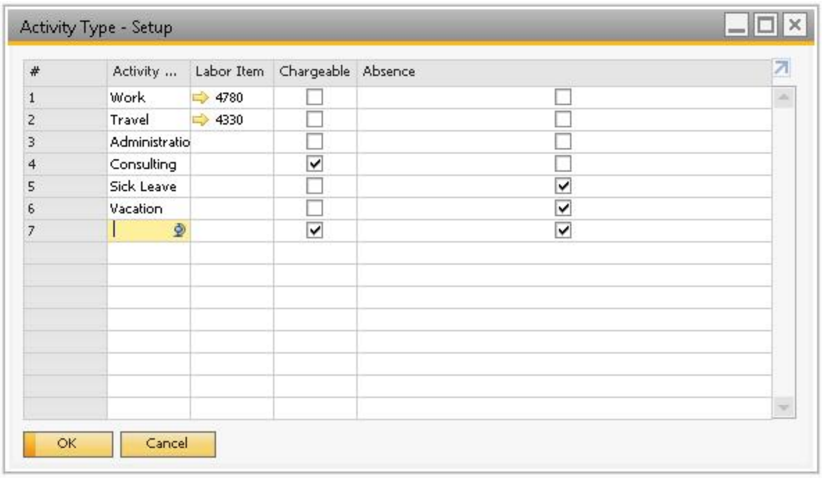


9 Defining Activity Types

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

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



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

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

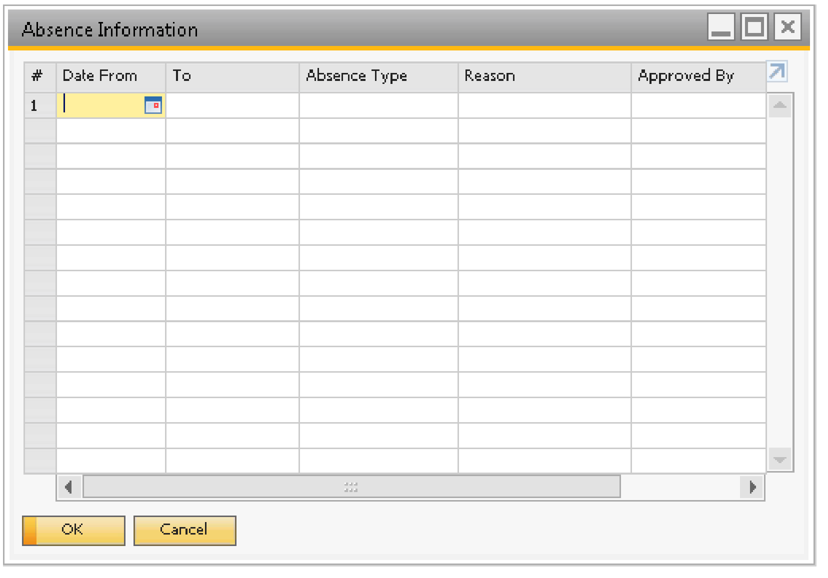
3. To save the changes, choose *OK*.

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*).



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

Procedure

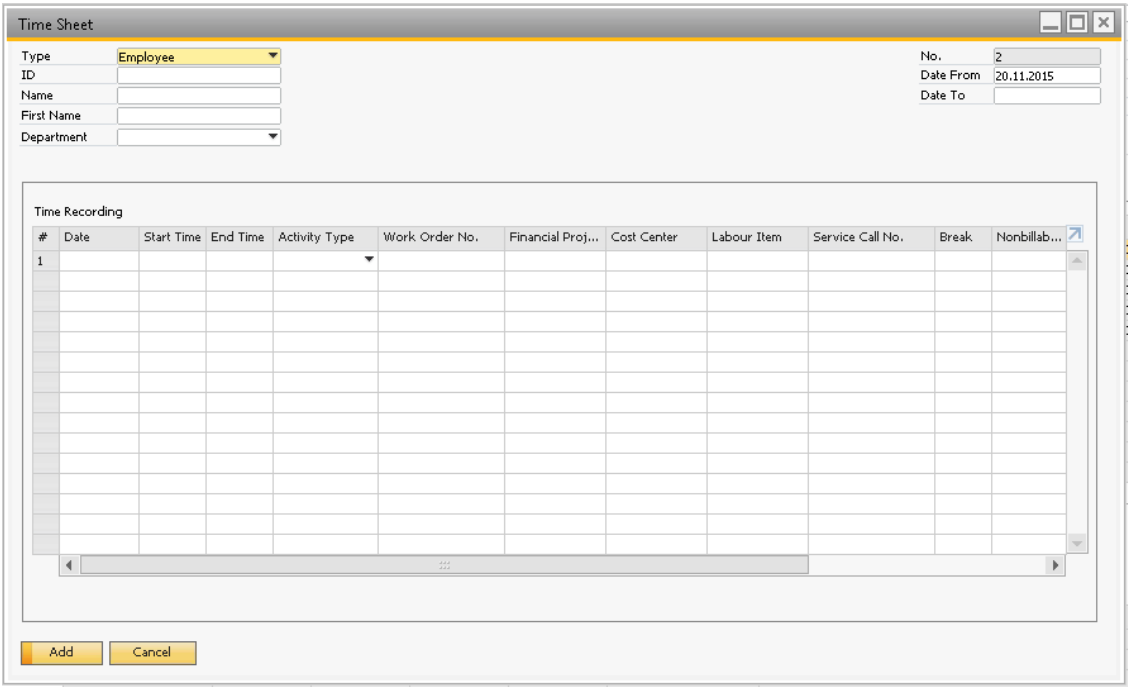
1. Specify the following fields:

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



Procedure

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

Field/Checkbox	Activity/Description
Type	The following options are available: • *Employee* • *User* • *Other*
ID	From the choose-from list, select the employee for whom you want to define the time sheet.
Date From, Date To	Specify the date range to which the time sheet applies. The *Date From* is the current date by default, however, you can change it to a different date.
Department	Select the relevant department.

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

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

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

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