

## **GUIDE LINES FOR PROJECT SYSTEM TRANSACTIONS IN SAP**

### **I. While Creation of Purchase order**

- a. Select the proper vendor ID i.e., matching whole address and JV if any joint venture is existing
- b. Check GST no. is available for the selected code. The vendor details can be verified through Tcode XK03
- c. Check the WBS element for proper cost centre and business area
- d. Select appropriate document type for PO
- e. Check whether LOA/LOC budget is available for the scheme
- f. Select proper tax code in invoice tab and check the total PO value in conditions tab
- g. Ensure Proper funding agency with relevant year is selected

### **II. While creation of M-Book for service PO**

- a. Check the PO whether it is capital or O&M
- b. Know the requirement of date for Mbook generation and Check whether this date is lies in between the PO document date and LOI date
- c. M-Book can be generated with earliest date of document date or LOI date
- d. If PO is capital then select M-Book for projects
- e. If work flow is different from SAP HR work flow then select both first approver and second approver fields (workflow will not be initiated if any one of the fields is selected)
- f. Ensure that position ID of AE/ADE for which mbook is being generated is selected in the appropriate filed
- g. Check the PO for correctness of Vendor

### **III. While recording Measurements in Mbook**

- a. Ensure Schedule is properly selected
- b. Check item description and UOM

**IV. Before Submitting the page to ADE**

- a. Check the abstract of the recordings through Tcode :  
ZPS\_MBOOK\_ABST so that any wrong recordings can be rectified

**V. Before Creating Service Entry Sheet (Raising the Bill)**

- a. Check PO for correctness of funding agency and taxes

**VI. Before receipt of Goods against material PO**

- a. Check the PO for correctness of following items
  1. Vendor
  2. Taxes
  3. Funding agency
  4. UOM
  5. Item Description ( specification of material )  
Or check the Report ZPS\_DI\_CHECK for above details.
- b. Check Inbound delivery no for correct Funding agency