
Welcome to...

Phasing Plans

Welcome and Introductions



Course Prerequisites



- ✓ Change Discussions
- ✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Establish and revise Phasing Plans
 - Generate Reports to display or download Phasing Plans
 - Generate Reports to obtain Phasing Plan vs Actuals



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction & Background	00:15
2. Topic 1: Overview of Agency Phasing Plan Process and Version Control	01:30
3. Topic 2: Establishing and Modifying Phasing Plans	02:00
4. End of Course Review/Feedback	00:15
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the Training Evaluation Form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
 - Assist with completion of transactions in the SAP system



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

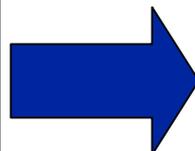
Background Knowledge



Differences between SAP and the previous system:

Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- No Agency-Wide Phasing Plan System



SAP System:

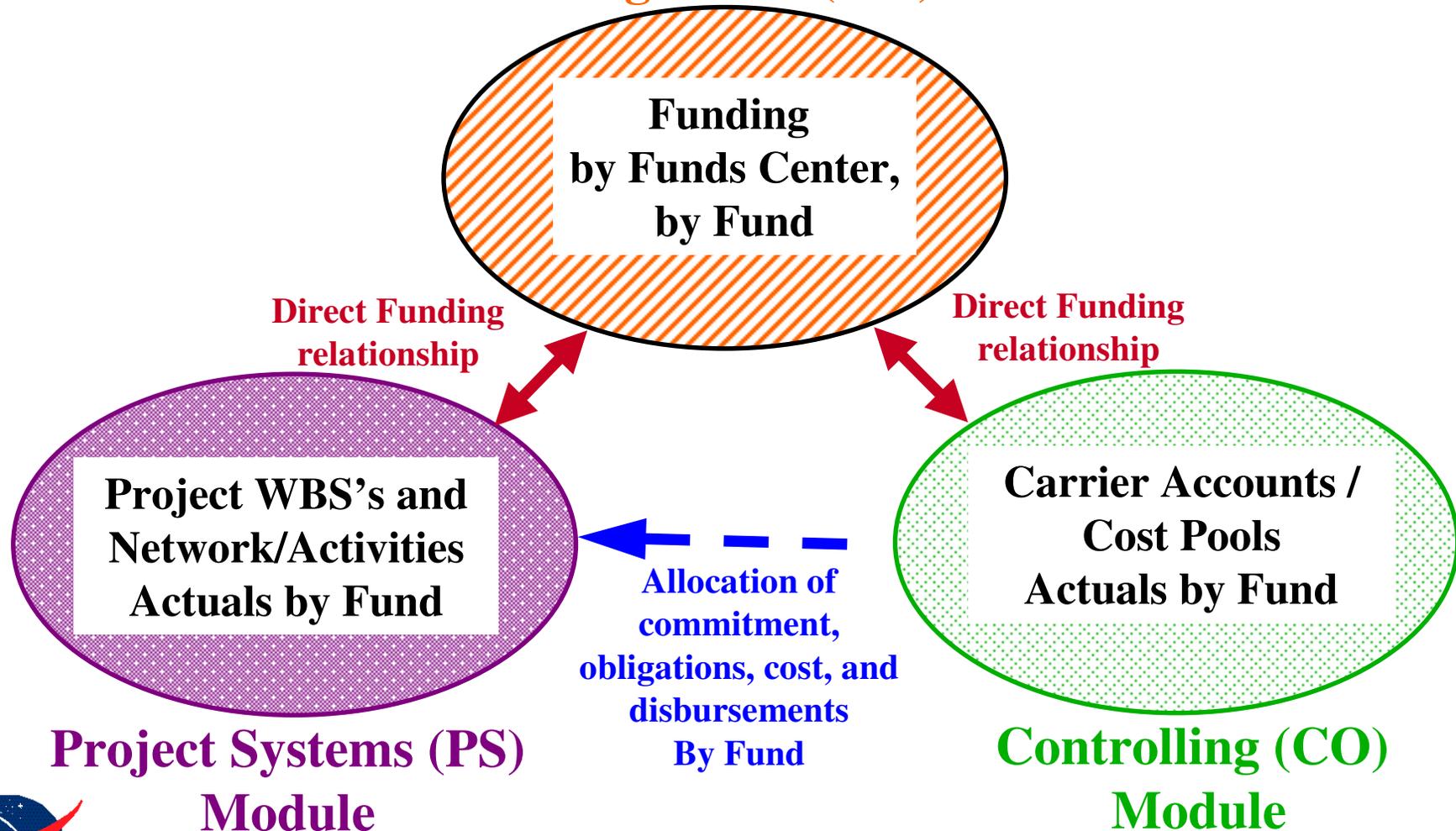
- New Financial Classification Structure (FCS) and terminology
- One integrated financial system used Agency-wide to report monthly actuals
- One integrated Phasing Plan system used Agency-Wide to report plan to actual data



Relationship between Modules



Funds Management (FM) Module



Background Knowledge



- Funds Management Key definitions:

- **Functional Area:** Element within SAP that represents current Congressional Operating Plan Line Item Numbers
- **Fund:** Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type



Background Knowledge



- Project Systems Key definitions:

- **Project Systems (PS):** SAP module that provides functionality for collecting detailed costs
- **Version:** Element within PS that identifies different versions of the Phasing Plans; ie, initial, current, update



Background Knowledge



- Project Systems definitions:

- **Cost Element:** Element within SAP that is equal to commitments, obligations, costs, workforce civil service FTE's, and contractor WYE's
- **Cost Element Group:** A grouping of cost elements within SAP that is equal to Phase_Plan



Background Knowledge



- Project Systems Key definitions:

- **Project Definition:** Element within SAP that is used as the Project Identifier/Description and is equal to the Level 1 WBS
- **Work Breakdown Structure (WBS):** Element within SAP that identifies the hierarchical AWCS structure beginning with the 5 digits and is utilized to capture cost.
- **WBS Element Group:** A grouping of Work Breakdown Structures



Background Knowledge



- Project Systems Key definitions:

- **Network:** Element within SAP Project Systems (PS) module that may identify Center elements, tasks, and/or subtasks
- **Activity:** Element within SAP that may identify Center tasks and/or subtasks



Topic 1

Overview of Agency Phasing Plan Process and Version Control

Topic Overview



- Overview of Agency Phasing Plan Process and Version Control
 - Determine and Control Phasing Plan Versions
- Process Flows: Record and Maintain Phasing Plans
 - Follows the Record and Maintain Phasing Plans sub-process



Topic 1: Objectives



- Upon completion of this topic, individuals should be able to understand the following:
 - Phasing Plan version(s) are determined by Agency functional owners
 - System Administrator/Competency Center copies Phasing Plan versions
 - System Administrator – unlocks/locks Phasing Plan version(s)
 - Communication with System Administrator(s) and Project Planner(s) regarding system access
 - Project Planners are notified as to which Phasing Plan version(s) to load



Phasing Plan Process



- Phasing Plan resides in the Project System module
 - Phasing plan scope in Core Financial only includes the loading of the approved phasing plan
 - The formulation process of the phasing plan which occurs before the operating year begins is part of the scope of IFMP Budget Formulation Project
 - Multiple versions in Project Systems will be used to represent initial, current, and revised data



Phasing Plan Process Continued



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- Phasing data will be loaded against Project WBS structures
 - Secondary cost elements will represent commitments, obligations, cost, FTE-CS, and WYE-Contractor
 - A custom report will be provided to display planning data for commitment, obligation, cost and FTE data in one format in SAP



Topic 1: Process Flow



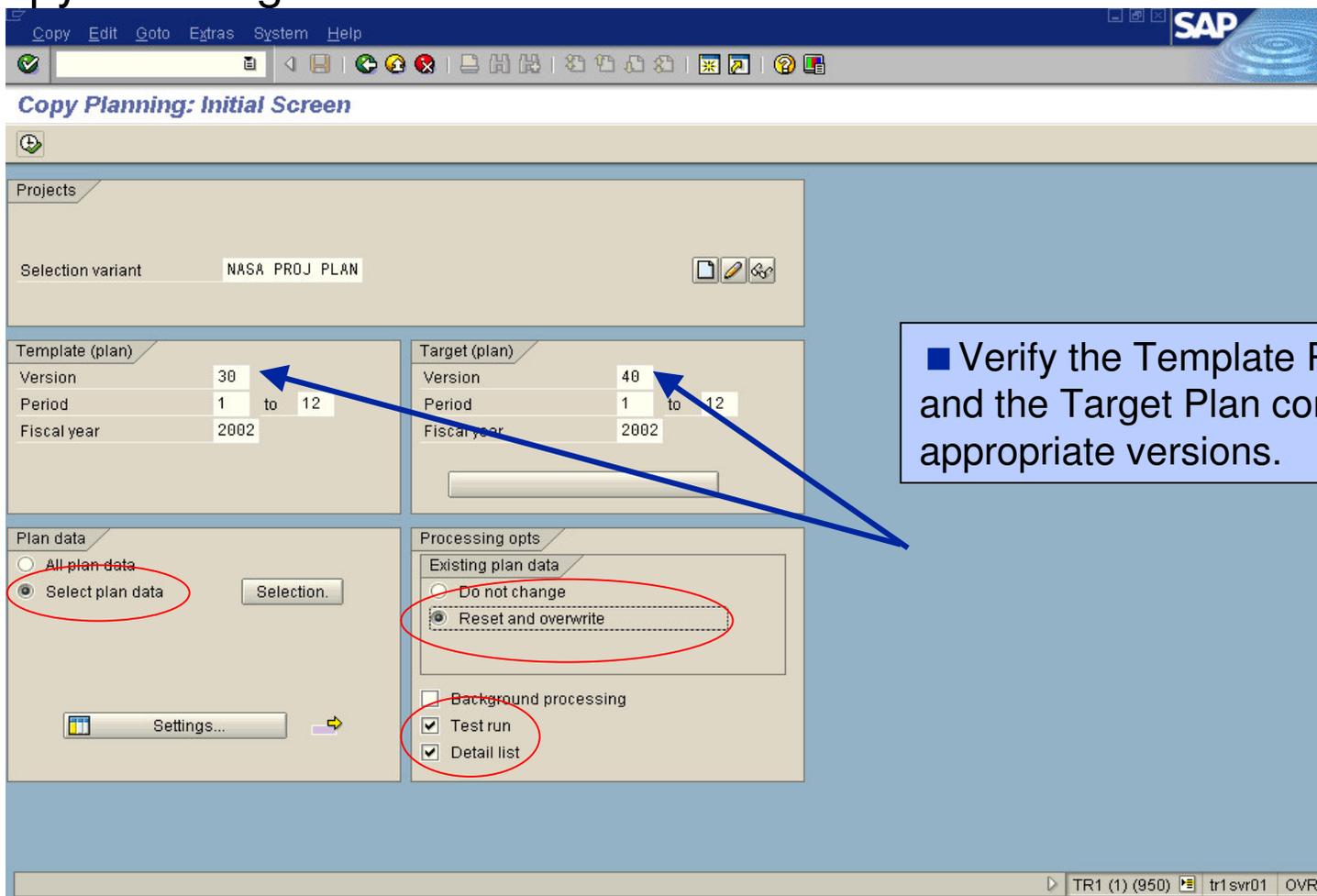
Record and Maintain Phasing Plans

The screenshot shows a web-based interface for 'Core Financial OLQR Mission Control'. At the top, there are navigation links for 'Contents', 'Index', and 'Search', and a note 'powered by RoboHelp Enterprise'. On the left, a 'Contents' sidebar lists: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main area is titled 'Main Menu' in red and contains six blue buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is visible at the bottom of the main area.



Screenshot

Copy Planning: Initial Screen



■ Verify the Template Plan and the Target Plan contains appropriate versions.

Topic 1 Debrief



- Phasing Plan version(s) determined by Headquarters
- Competency Center copies Phasing Plans to other version(s)
- System Administrator - unlocks/locks Phasing Plan version(s)
- Project Planners are notified of Phasing Plan version(s) to record/update



Topic 2

Establishing and Modifying Phasing Plans

Topic 2: Objectives



- Upon completion of Establishing and Modifying Phasing Plans individuals should be able to accomplish the following:
 - Record/Revise Project/WBS Element Phasing Plans
 - Record Actuals to Phasing Plans
 - Run SAP R/3 Phasing Plan Report
 - Run Phasing Plan reports in BW



Demonstrations and Exercises Introduction



Demonstrations and Exercises



-
- **Establish and Record Phasing Plans**



Establish and Record Phasing Plans



SCENARIO:

HQ has requested that each Center enter initial or updated Phasing Plans for the new FY.

The Project Planners are notified as to which version(s) to use for recording the Phasing Plans.

Project Planners enter the initial or updated Phasing Plans.

Phasing Plan version (initial or updated) is locked by the System Administrator.



Phasing Plan Reporting



- SAP R/3 standard Phasing Plan Report: (Transaction Code)
ZPS_COS_PHASEPLAN
- Business Warehouse (BW) has custom Phasing Plan reporting



Topic 2 Debrief



- Phasing Plan Version determined
- Project Planner will be notified of Phasing Plan Version(s)
- Record/Revise Project/WBS Element Phasing Plans
- Run SAP R/3 Phasing Plan Report
- Run BW Phasing Plan Report



Review Objectives & Expectations



Individuals here should now be able to:

- ✓ Establish, record and update Phasing Plans at the appropriate Project/WBS Elements
- ✓ Generate Phasing Plan Reports using SAP R/3 and BW



Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.



Congratulations!



Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

