

# SAP PPM User Guide – How to Close a Project

## Document Control

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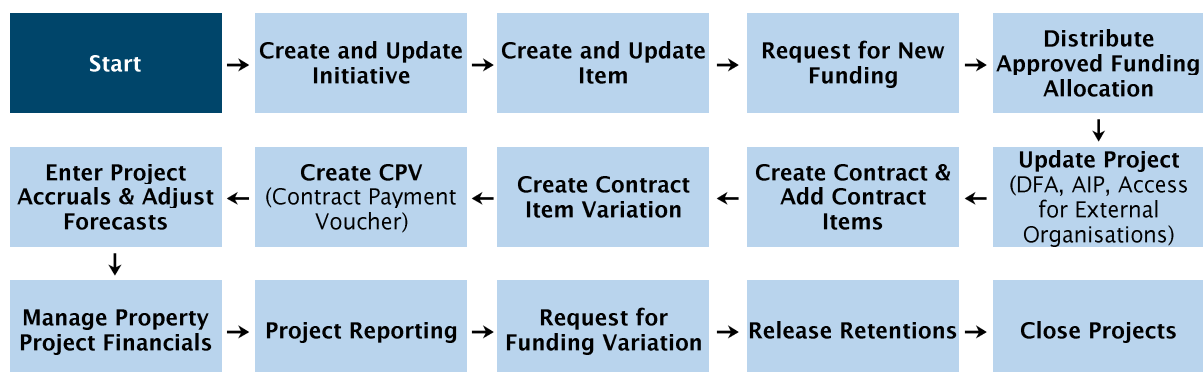
## Approvals

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Click to open an SAP PPM Guide from this general process diagram below.



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## Purpose

This document lists the steps for you to close projects in SAP PPM, so you will stop all financial activity from SAP, and mark them as technically and substantially completed.

## Scope

This document does not cover how to close a project outside of SAP PPM e.g. SAP Real Estate, TIO, PlanView or other business processes.

## Prerequisites

An open project, phase, task, contract and/or contract items.

## Responsible Role

- Project Manager
- Contract Manager

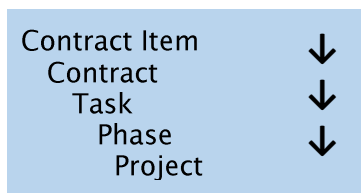
# 1. CLOSURE PROCESS FOR UNDERSPENT OR OVERSPENT ALLOCATIONS

When closing your Project, you can't have underspent or overspent funding allocations. Follow the steps below to return surplus allocations or request further allocations.

Table 1B is for Capital Projects. Table 1C is for NOC/MOR Tasks.



## a. Sequence to Close Your Project

Closing a project is the reverse of setting up a new project. Start with closing your Contract Items, and lastly with your Project.



## b. Closing Capital Projects including Emergency Works

Table 1B

STEP		CLICK FOR SAP PPM USER GUIDE LINK
1. Pay all your contractors/vendors and release all retentions/bonds.		 How Create Contract Payment Vouchers (CPV) and Release Retentions
2. Adjust and submit your future forecasts as \$0.		 How to Enter Accruals and Adjust Forecasts
Are you returning surplus allocations?	Are you requesting further allocations?	
3. Close all SAP contract items, contracts, and technically complete your tasks, phases and project.	3. Close all SAP contract items, contracts, and technically complete your tasks, phases and project.	This Guide
4. A Price Level Adjustment (PLA) is not required.	4. Submit your Price Level Adjustment (PLA) to the OPPP Delegations Committee mailbox. Follow the instructions in the auto-reply message from this mailbox. If required, pay outstanding invoices.	OPPP Delegations Committee mailbox: <b>sddopp.delegations@nzta.govt.nz</b>

## c. Closing NOC/MOR Tasks

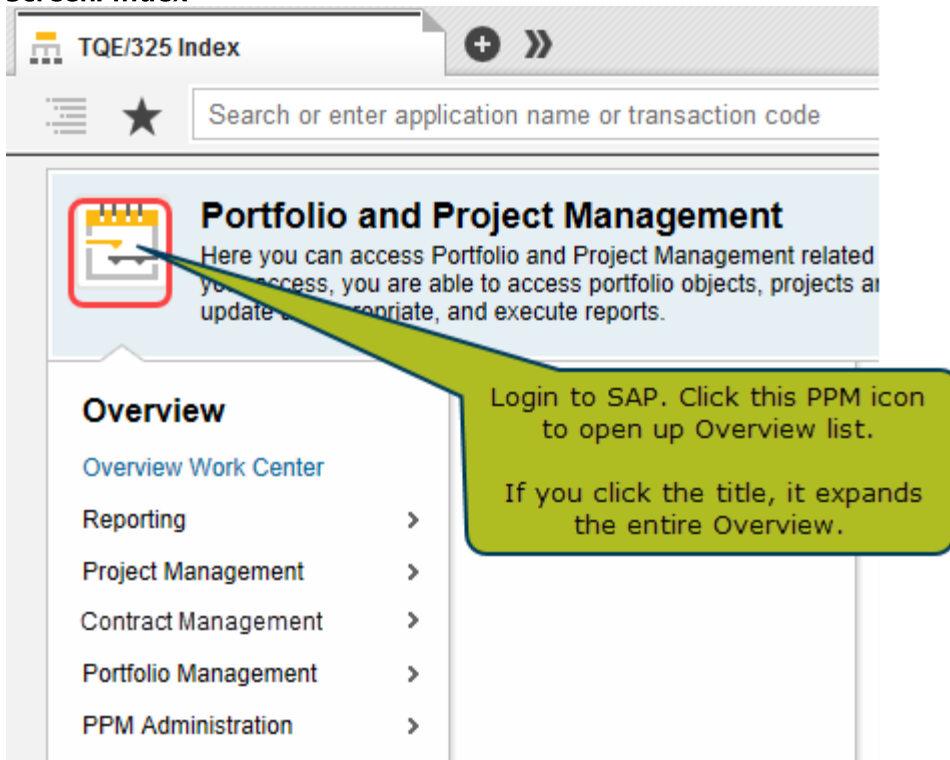
NOC = Network Outcomes Contract, MOR = Maintenance, Operations and Renewal

Table 1C

STEP	CLICK FOR SAP USER GUIDE REFERENCE LINK
1. Pay all your contractors/vendors and release all retentions/bonds.	🔗 How to Create Contract Payment Vouchers (CPV) and Release Retentions
2. Submit a Request for Annual Plan Adjustment (RAPA) as per Instructions.	🔗 Annual Plan Adjustment Instructions (page 6)
3. Redistribute your funding allocations from other work categories if acceptable.	🔗 How to Request for New Funding or Funding Variations: Distribute Approved Funding Allocations
4. Adjust and submit your future forecasts as \$0.	🔗 How to Enter Accruals and Adjust Forecasts

## 2. LOGIN TO SAP FOR THE PROJECT AND PORTFOLIO MANGAGEMENT INDEX SCREEN

Screen: Index



### 3. CLOSE CONTRACT ITEMS AND STOP FURTHER CPV PAYMENTS TO VENDORS

□ Once the last CPV/invoice has been paid, the Contract Item should be closed in SAP. You should never delete a Contract Item if a CPV has been created.

From the **Index Screen** > click on **Contract Management** > **Contract Maintenance**

Screen: **Contract Summary and Contract Data (Contract Items tab)**

1 Open your Contract and click **Contract Items** tab

2 Click **Edit**

3 Select your relevant Contract Item on the leftmost column

4 Enter **Completion Date** (If you enter today's date as a Completion Date, you can still raise a CPV today. Completed Contract Items will be unavailable from AIP the following day).

5 Click **Save**

Contract Item Id	Variat..	Description	Project WBSE	Contract Item Value	Variation Value	Total Contract WBS Value
43480001	<input type="checkbox"/>	Bob's Business Case	60052033	500.00	0.00	500.00
43480002	<input type="checkbox"/>	Waka Street Roundabout	60052138	550.00	0.00	550.00

Completion Date:

To re-open a Contract Item, remove the Completion Date and click Save.

## 4. CLOSE A CONTRACT

You must close a contract with a vendor when you have:

- Received all expected deliverables
- Closed out all Defect Liability Periods
- Made all final payments and released retentions
- Released all bonds and closed out insurances
- Received all required warranties, as-builts and asset owner's manuals
- Resolved all contingent liabilities
- Completed and appropriately recorded all performance reviews in PACE

From the **Index Screen** > click on **Contract Management** > **Contract Maintenance**

Screen: **Contracts Summary and Contract Data (General Info tab)**

The screenshot shows the 'Contracts Summary and Contract Data' screen. At the top, there are buttons for 'Save', 'Check', and 'Back'. A callout '1' points to the 'General Info' tab, stating 'Open your Contract and click **General Info** tab'. A callout '2' points to the 'Practical Completion Date' and 'Completed Date' fields, stating 'To practically complete the Contract, enter **Practical Completion Date**. And if you are closing the Contract, enter the **Completed Date** after everyone has been paid.' A callout '3' points to a 'Close Contract Items' dialog box, stating 'Click **Yes** (but if there are CPVs to be processed, click **No**)'. A blue box at the top right contains the text: 'A Contract must be closed when all work has been delivered, invoices received and retentions released'. A callout '4' points to the 'Save' button, stating 'Click **Save**'.

To re-open a Contract, remove the Completed Date and click Save.

# 5. SETTING A NOC/MOR TASK AS TECHNICALLY COMPLETE

From the **Index Screen** > click on **Project Management** > **Projects** > Open your Project

**Project: Your NOC**

60032581 | Level of Severity  No Value Set | Status | Responsible

Save | Edit | Item | Print Fact Sheet | Export Project... | Create Version | User Settings...

Task | Create | Include | Delete | Schedule | Add to Favorites | Copy to Forecasted | Language: English

**1** Click the left side column to highlight the Task (circle) to technically complete. You can technically complete a Phase (triangle) after all its Tasks have been set as technically complete.

**2** Click **Basic Data** tab

**3** Change Status to **Set Technically Complete**

**4** Click **Save**

**Basic Data** | Portfolio Data | Notes | Documents | Object Links | Autho

**General**

Name: 111 LS Pavement Maintenance | Number: 00000000000060032616

Task Type: Physical works

Description: Routine Sealed Pavement Maintenance Lump Sum

**Dates**

**Status**

Status:

Change Status:  | Status Management

111- Sealed pavement main...

○ 111 LS Pavement Mainten...

○ 111 Other PR Non-Routin...

○ (TC) Do Not Use Other Un...

○ 111 Customer LOS Roug...

○ 111 Customer LOS Rutting

○ 111 Asset Growth Sealed ...

○ 111-T/10 Treatments Main...

○ 111-Heavy Maintenance

➤ 112 - Unsealed pavement m...

▼ ➤ 113 - Routine drainage main...

● 113 LS Drainage Mainten...

● 113 Reform Unlined SWC

● 113 Reform Sidedrains

## 6. SETTING A PHASE AS TECHNICALLY COMPLETE (FOR CAPITAL PROJECT)

From the **Index Screen** > click on **Project Management** > **Projects** > Open your Project

**Project: ABC2XYZ**

60049936 | Level of Severity  No Value Set | Status Created - Transferred - Assigned - Released | Responsible

Phase  Create Include Delete Schedule Check Aggregate Add to Favorites Copy to Forecasted

Basic Data Portfolio Data Notes Documents Object Links

**General**

Name:  Number: 60049936

Project Type: Improvements

Description: Physical Works

**Dates**

Status:

Change Status:  Status Management

Set Technically Complete

**1** Click the left side column to highlight the Phase (arrowhead) to technically complete.

**2** Click **Basic Data** tab

**3** Change Status to **Set Technically Complete**

**4** Click **Save**

Project Element	Severity
ABC2XYZ	<input type="checkbox"/>
Construction Check List	<input type="checkbox"/>
Construction Milestones	<input type="checkbox"/>
Fees	<input type="checkbox"/>
NZTA Managed cost	<input type="checkbox"/>
Physical works	<input type="checkbox"/>
Contingency	<input type="checkbox"/>



## 7. SETTING A PROJECT TO TECHNICALLY COMPLETE (CLOSING A PROJECT)

From the **Index Screen** > click on **Project Management** > **Projects** > Open your Project

The screenshot displays the SAP PPM Project Management interface for Project ABC2XYZ. The interface is divided into several sections:

- Header:** Shows the project name "Project: ABC2XYZ" and the ID "60049936". It includes buttons for "Save", "Export Project...", "Create Version", and "User Settings...". A callout "4 Click Save" points to the "Save" button.
- Project Information:** Shows "Level of Severity" as "No Value Set", "Status" as "Created - Transferred - Assigned - Released", and "Responsible" as "Responsible".
- Navigation:** A toolbar at the top includes buttons for "Phase", "Create", "Include", "Delete", "Schedule", "Check", "Aggregate", "Add to Favorites", and "Copy to Forecasted".
- Project Element List:** A table on the left lists project elements. The topmost element, "ABC2XYZ", is highlighted with a red box and a callout "1 Click the left side column to highlight the topmost Project (triangle)".
- Basic Data Tab:** The "Basic Data" tab is selected and highlighted with a red box and callout "2 Click Basic Data tab". It contains fields for "Name", "Number" (60049936), "Project Type" (Improvements), and "Description" (Improvement to the road from Town ABC to Town XYZ).
- Status Management:** The "Status" section shows a "Change Status" dropdown menu with "Set Technically Complete" selected. A callout "3 Change Status to Set Technically Complete" points to this dropdown.

After you technically complete (close) your Project, the system will automatically set the SAP Item Status to **“Under Review – Funding Variation”**, with a Reason for Change as **“Project Close”**. Your closing financials will be reviewed and sent to TIO.

## 8. MARKING AN ITEM AS SUBSTANTIALLY COMPLETE

From the **Index Screen** > click on **Portfolio Management** > **Portfolio Items**

Item: ABC2XYZ

Save Press Save. End Capacity Planning Refresh Print Fact Sheet Reporting Cockpit Timeline Monitor Open TIO Y

Display Message Log

NZTA Portfolio > HNO > ABC2XYZ

6005198 1 Go to your relevant Item. Make sure this is the correct Item, Item Type and ID

Item Decision Flow

TIO Reference: 0000000000

Work Category: \*

Project Manager name:

AIP Team Administration Group: \*

Substantially Complete Date: 1

2 Enter the date according to Table 2 below. This date can't be set in the future.

**Table 2: What is a Substantially Complete Item?**

ITEM TYPE	DESCRIPTION OF SUBSTANTIALLY COMPLETE
Programme Business Case	Programme Business Case has been supported
Indicative Business Case	Indicative Business Case has been supported
Detailed Business Case	Detailed Business Case document or Scheme Assessment report has been approved
Property	All Property Acquisitions or Land Entry Agreements have been completed or obtained
Pre-implementation	Design construction drawings, estimate & contract documentation are complete, designations & consents are in place
Construction / Implementation	Practical completion has been achieved (as NZS 3910) and the Defects Liability Period underway
Post Implementation / Construction	Post Implementation Review and contract completion achieved
Emergency Works	As per Construction
Minor Improvements (LCLR)	All Phases have reached Practical Completion (as per construction)