

3.0. Project Creation on Enterprise Resource Planning (ERP)/ E-Business

3.1. Project Creation

- Step 3.1.1: Go to portal home page <http://portal.kfupm.edu.sa/cp/home/loginfas> shown in Image 7



Image 7: Portal Login Page

- Step 3.1.2: Login to the Portal (above) using your User Name & Password
- Step 3.1.3: Click on “eBusiness”(RED BOX) as shown in Image 8

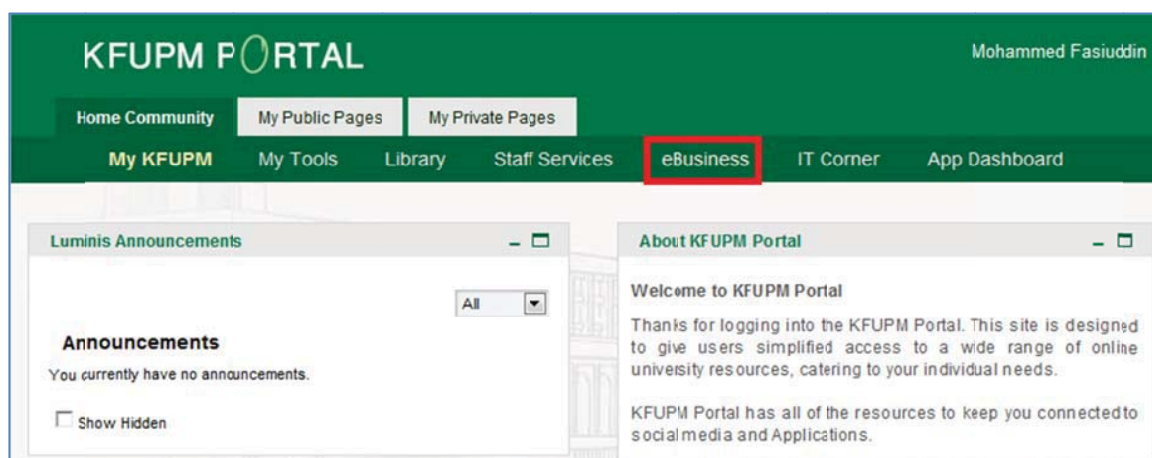


Image 8: Link to E-Business from the Portal Web page

- Step 3.1.4: Logon onto E-Business with the User name & Password provided by ITC as shown in Image 9.



The image shows the login page for the KFUPM E-BUSINESS SYSTEM. At the top, there is a header with the university's name in Arabic and English: "جامعة الملك فهد للبترول والمعادن" and "King Fahd University of Petroleum & Minerals". Below this, the title "KFUPM E-BUSINESS SYSTEM" is displayed. The login form includes fields for "User Name" (containing "Hany.Ibrahim.Mohammed") and "Password" (with a hint "(example: 4u99v23)"). There are "Login" and "Cancel" buttons. Below the password field, there is a "Login Assistance" link and an "Accessibility" dropdown menu set to "None". A globe graphic is visible on the left side of the page.

Image 9: E-Business Login Page

- Step 3.1.5: Click on the **“KFUPM Project Manager, DSR” (RED BOX)** Responsibility as shown in Image 10 For:
 - Creating Newly Approved Project or Complete unfinished submissions (First Part discussed here in this Section)
 - Creating Project Approved Budget

Caution: Please note, if the **“KFUPM Project Manager, DSR”** Responsibility is not available in your e-business; please send email to src@kfupm.edu.sa for adding it to your account.

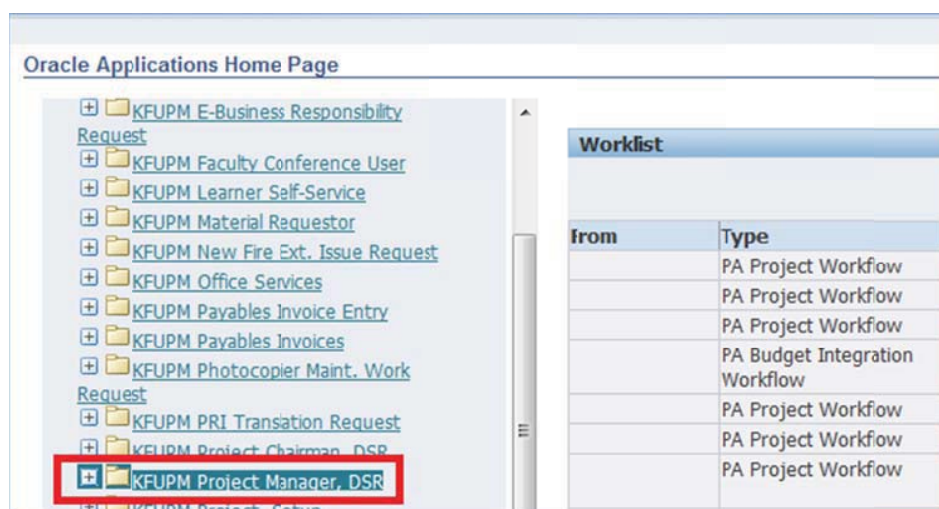


Image 10: Link to KFUPM Project Manager, DSR responsibility to Create Project Creation

- Step 3.1.6: To Start Creating New Project(s) or complete unfinished submissions click on **"Projects"**(RED BOX) available under KFUPM Project Manager, DSR responsibility as shown in Image 11.

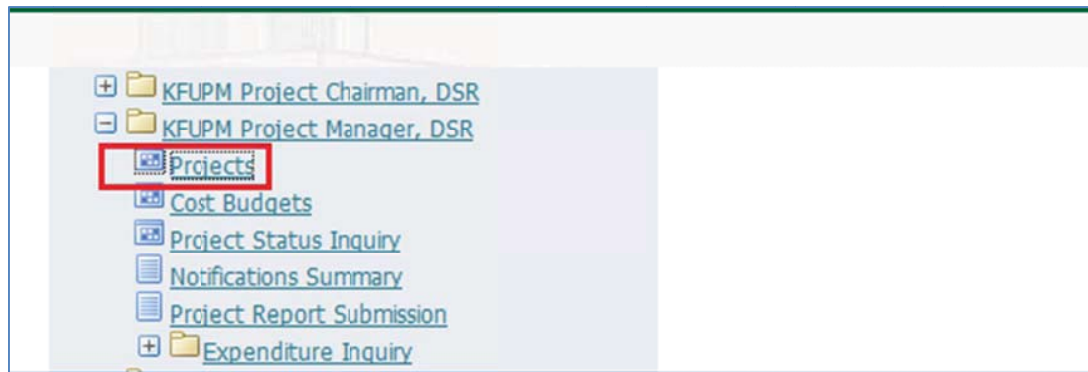


Image 11: Link to Start Creating New Project(s) or complete unfinished submissions

Caution: The application start opening in a new Java form as shown the Image 12, you need to check the box "I accept he risk and want to run this application" and click on "Run" to Continue. Please note, if you have popup blockers installed on your System, it will prevent the Java Form to open, as such; you may need to uninstall such application(s).

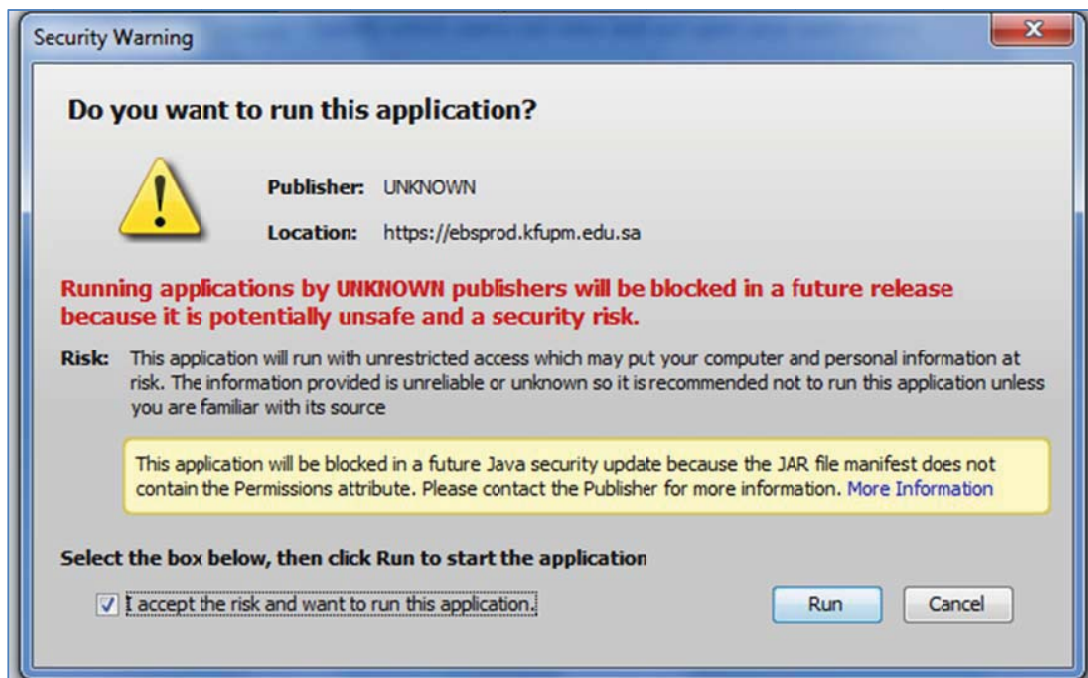


Image 12: Security Warning (Safe) to Launch the Java Application

- Step 3.1.7: To Start Creating New Project(s) select **“Templates”** from the **“Search For”** Field **(RED BOX)**
- Step 3.1.8: Select the Type of grant (Example. SABIC, Fast Track, Internal, Book Writing, Sabbatical, Junior faculty, Book Translation) from the Field **“Type”** **(Green BOX)**
- Step 3.1.9: Click on Find **(Blue BOX)**

Caution: Please note, to complete unfinished submissions, in Step 3.1.7 Select **“Projects”** **(RED BOX)** and enter the Assigned Project Number and search for Project by Clicking Find **(Blue BOX)** and then skip to **Step 3.1.21.**

Image 13: Overview of Java Form to Create and Search Projects

- Step 3.1.10: Corresponding project template will open in a new form as shown in Image 14. Click on **“Copy To”** **(RED BOX)** a further new form **“Project Quick Entry”** opens, as shown in Image 15.

Operating Unit	Number	Name	Project Type	Description	Status
King Fahd University of Pet	T, SABIC Temp	T, SABIC Template	SABIC		Proposal

Image 14: An Overview of Projects, Template Summary Form: SABIC Template for example

Field Name	Value	Required
Project Number		<input checked="" type="checkbox"/>
Project Name		<input checked="" type="checkbox"/>
Long Name		<input checked="" type="checkbox"/>
Project Start Date		<input checked="" type="checkbox"/>
Project Finish Date		<input checked="" type="checkbox"/>
Project Manager		<input checked="" type="checkbox"/>
Co-Investigator 1		<input type="checkbox"/>

Image 15: An Overview of Project Quick Entry Form

- Step 3.1.11: Enter Project Number Assigned by DSR (RED BOX)
- Step 3.1.12: Enter Short Name (Green BOX)
- Step 3.1.13: Enter Complete Project Title (Blue BOX)
- Step 3.1.14: Enter the Start & End Date as per the Approved Research Project Agreement Form

Field Name	Value	Required
Project Number	Guid2013	<input checked="" type="checkbox"/>
Project Name	Comprehensive Guide	<input checked="" type="checkbox"/>
Long Name	Comprehensive Guide for DSI	<input checked="" type="checkbox"/>
Project Start Date	02-01-2013	<input checked="" type="checkbox"/>
Project Finish Date	09-01-2013	<input checked="" type="checkbox"/>
Project Manager		<input checked="" type="checkbox"/>
Co-Investigator 1		<input type="checkbox"/>

Image 16: Another view of partially filled Project Quick Entry Form

- Step 3.1.15: Click on 3 dots (RED BOX) as shown in the Image 16 against the project manager to search for the name (Names & ID's are stored and captured from the HR Database).
- Step 3.1.16: A new form opens, use % in the find field (Green BOX) and enter partial name as shown in the Image 17.

Employee Names

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find %shammari

Full Name	Employee Number
-----------	-----------------

Image 17: Java Form to search for employee

- Step 3.1.17: List of names will appear as shown in Image 18. Select the appropriate name & Click OK

Employee Names

Find %

Full Name	Employee Number
Abdallah Abdulaziz Al-Shamman	1990218
Abdullah Khamees Mohammad Al-Shammari	2130029
Adel Ayed Jarboo Al-Shammari	2091247

Image 18: An overview of the results from the search for employee

Caution: Please note, the name of the Co-Investigator (if any) can be entered later as it is not mandatory at this stage

- Step 3.1.18: Enter Keywords separated by comma in the box (RED BOX), minimum three keywords are required as shown in Image 19.
- Step 3.1.19: Enter the academic term (Green BOX) in which the project has been approved as shown in Image 19.

Project Quick Entry (King Fahd University of Petroleum and Minerals)

Field Name	Value	Required
Long Name	Post-Optimality Analysis of	<input checked="" type="checkbox"/>
Project Start Date	01-AUG-2010	<input checked="" type="checkbox"/>
Project Finish Date	01-JUL-2011	<input checked="" type="checkbox"/>
Project Manager	Abdallah Abdulaziz Al-Sha	<input checked="" type="checkbox"/>
Co-Investigator 1		<input type="checkbox"/>
Key Words (Separated by comma)	Post-Optimality	<input checked="" type="checkbox"/>
Academic Year - Semester	2009/2010 - 2	<input checked="" type="checkbox"/>

OK Cancel

Image 19: A Comprehensive view of Completed Project Quick Entry Form

- Step 3.1.20: Click OK (Blue BOX) as shown in Image 19 to SAVE the Project Creation

- Step 3.1.21: The Project is been created and will now appear in the list of projects, (Green BOX), shown in Image 20.
- Step 3.1.22: Click on “OPEN”(RED BOX) as shown in Image 20 to complete the submission as further explained

T. Junior Fac	T. Junior Faculty	T. Junior Faculty		Proposal	Deanship. Scientific R
JF100017	Post-Optimality	Junior Faculty	Post-Optimalit	Proposal	Deanship, Scientific R

Copy To... Open

Image 20: A Comprehensive view of list of projects for a particular individual

- Step 3.1.23: Click on Blank Filed (RED BOX) as shown in Image 21 to enter your department. The project manager will enter here his department, with which he is affiliated to.

Projects, Templates (King Fahd University of Petroleum and Minerals)

Number: JF100017 Name: Post-Optimality
 Type: Junior Faculty Organization: Deanship, Scientific Research
 Long Name: Post-Optimality Analysis of Petrochemical Complex Production
 Trans Duration: 01-AUG-2010 - 01-JUL-2011 Status: Proposal
 Description: Post-Optimality
☐ Public Sector
☐ Workflow in Process
☐ Template
 Change Status

Options

Image 21: A Comprehensive view of projects form to enter academic department

- Step 3.1.24: A new form opens, use % and enter partial name of your department as shown in Image 22 (Green BOX) and click OK (RED BOX) to select the department from the list of values.

Projects

Proposal Number:

Project Department: %math

OK Cancel Clear Help

Image 22: Java Form to search for academic department

- Step 3.1.25: List of department names will appear as shown in Image 23, Select Your Department (Green BOX) and Click OK (RED BOX) to Exit

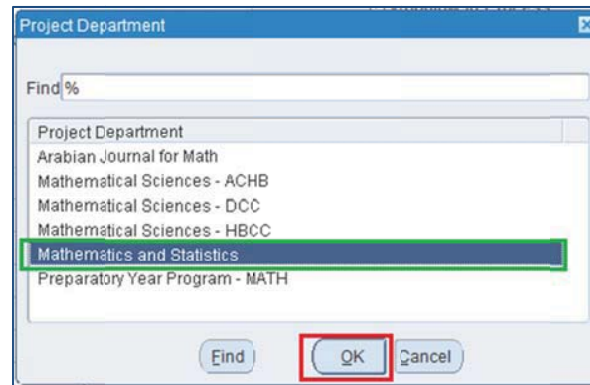


Image 23: An overview of the results from the search for departments

- Step 3.1.26: Click the Yellow Floppy (in the top menu) to Save the Entry as shown in Image 24 (RED BOX)

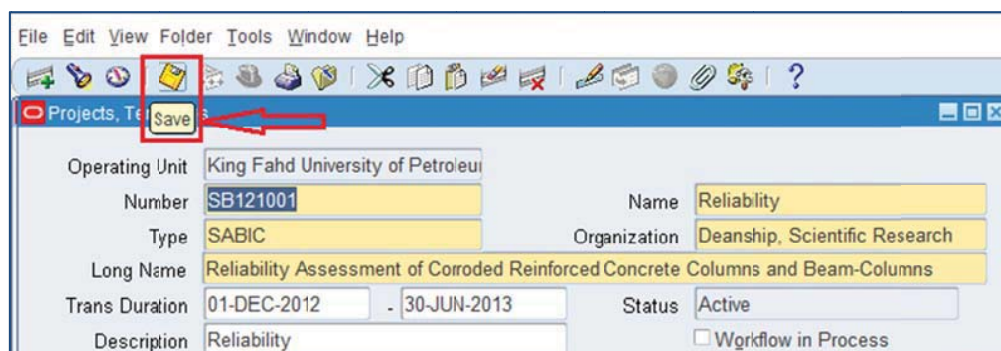


Image 24: Option to save the data entries

- Step 3.1.27: Click on Key Members (RED BOX) so that it is highlighted in blue color and to enter detail of Investigators if any. Then Click on Details (Green BOX) to enter the member's Information, as shown in Image 25.

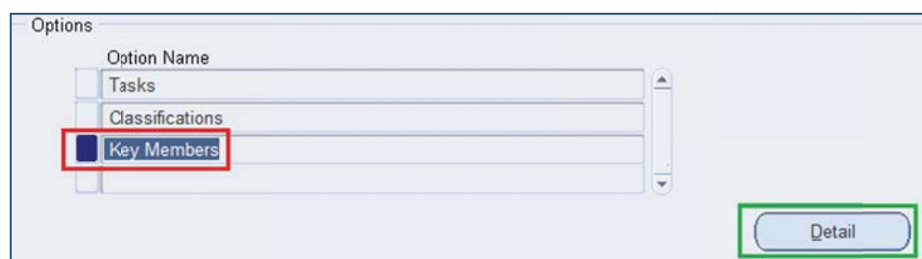


Image 25: Option to enter details of other key members (if any)

Caution: The name of the project manager will be available from the entry made in Step 3.1.15 – 3.1.17, so he should not be entered again. Also secretaries, technician, and students name should not be entered here.

- Step 3.1.28: Clicking on 3 dots (RED BOX) against the blank row to search for the name (Names & ID's are stored and captured from the HR Database).shown in the Image 26

Employee Name	Number	Role	From	To
Abdeslam Achour Mimouni	7040273	Project Manager	05-OCT-2009	
	...		15-JAN-2010	

Image 26: Java Form to enter key members (Co-Investigators only)

- Step 3.1.29: A new form opens up, use % and enter partial name as in the find field (Green BOX)and as shown in the Image 27.
- Step 3.1.30: If multiple entries appear, select the right name, the selected name will behighlighted in dark blue, (Red Box)& click OK (Blue BOX)to save the entry as shown in the Image 27.

Enter a partial value to limit the list, % to see all values.
Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find %fasi

Employee Name	Employee_Number	Person Type
Faisal Bin Abdullah Ali Al-Turki	2104280	Employee
Fasil Bin Salman Mohammed Al-...	2121367	Employee
Mohammed Abdul Fasi	7133846	Employee
Mohammed Fasiuddin	7063465	Employee

Find OK Cancel

Image 27: Java Form to search for employee

To enter more Investigators repeat “Step 3.1.28” and “Step 3.1.30” until all the entries are done

- Step 3.1.30:By default the key member forms allows only seven co-investigators to be added, however if there are more, then, place your selecting in any of the row (the row selected will be highlighted in dark blue, see Image 28 (Green BOX)) and click on “Plus Sign” (Top left

Corner) as shown in Image 28 (Red Box). A new row blank row will be added, as seen from Image 28 (Blue BOX).

Employee Name	Number	Role	From	To
		Project Manager	01-SEP-2009	
		Co-Investigator 1	01-SEP-2009	
		Co-Investigator 2	01-SEP-2009	
		Co-Investigator 3	01-SEP-2009	
		Co-Investigator 4	01-SEP-2009	
		Co-Investigator 5	01-SEP-2009	
		Co-Investigator 6	01-SEP-2009	
		Co-Investigator 7	01-SEP-2009	
			01-SEP-2009	

Image 28: Procedure for adding new Row to Key member form

Caution: After entering the details up to key members, only the first part of creating project ERP is complete; however as seen from the Image 29 below the project status in "Proposal". The Second Part of Budget Creation & Submission needs to be completed (further explained in Section 3.2) before the system allows changing the status from "Proposal" to "Submitted"

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File Edit View Folder Tools Window Help

Projects, Templates Summary (King Fahd University of Petroleum and Minerals)

Projects, Templates (King Fahd University of Petroleum and Minerals)

Number: JF100017 Name: Post-Optimality

Type: Junior Faculty Organization: Deanship, Scientific Research

Long Name: Post-Optimality Analysis of Petrochemical Complex Production

Trans Duration: 01-AUG-2010 - 01-JUL-2011 Status: Proposal

Description: Post-Optimality

☐ Public Sector ☐ Workflow in Process ☐ Template

Charge Status

Options

Option Name

Tasks

Classifications

Key Members

Image 29: An overview of the Project Creation

- **Step 3.1.31: Close all windows and navigate back to the main window as shown in the Image 30.**

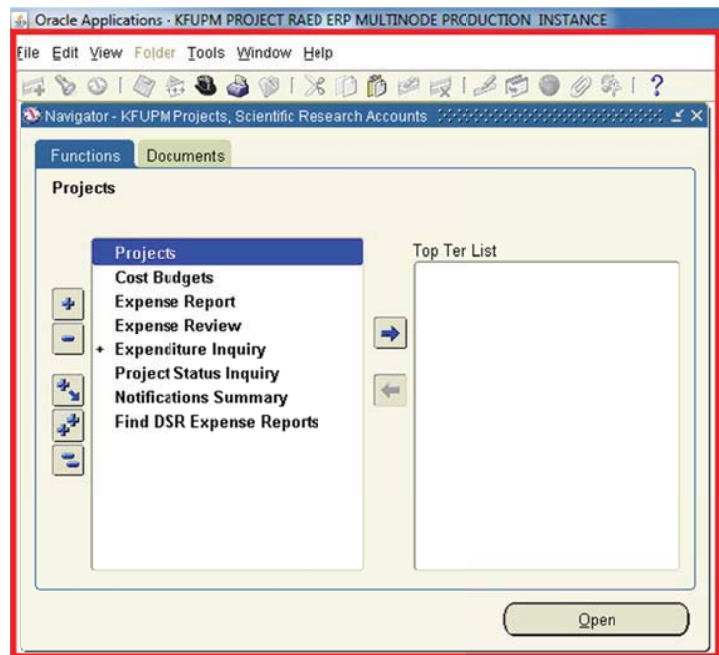


Image 30: Main Window for Projects Module

The next Part of Budget Creation & Submission can be done through two Options, namely:

- **Option # 1:** If you would like to come back later, “Exit” Oracle Application by either closing the above Shown Window or by Selecting Exit from the File Menu (Located on the Top of the Browser Page)

For proceeding with the completion of Budget Creation using Option # 1, follow steps Step 3.2.1 onwards of this document.

- **Option # 2:** Budget Creation can be done Right away, if so select “Cost Budgets” from the Image 30 shown above and Click Open.

For proceeding with the completion of for Budget Creation using Option # 2, Skip to Step 3.2.7 of this document.

3.2. Budget Creation on ERP

- Step 3.2.1: Go to portal home page <http://portal.kfupm.edu.sa/cp/home/loginf> as shown in Image 31

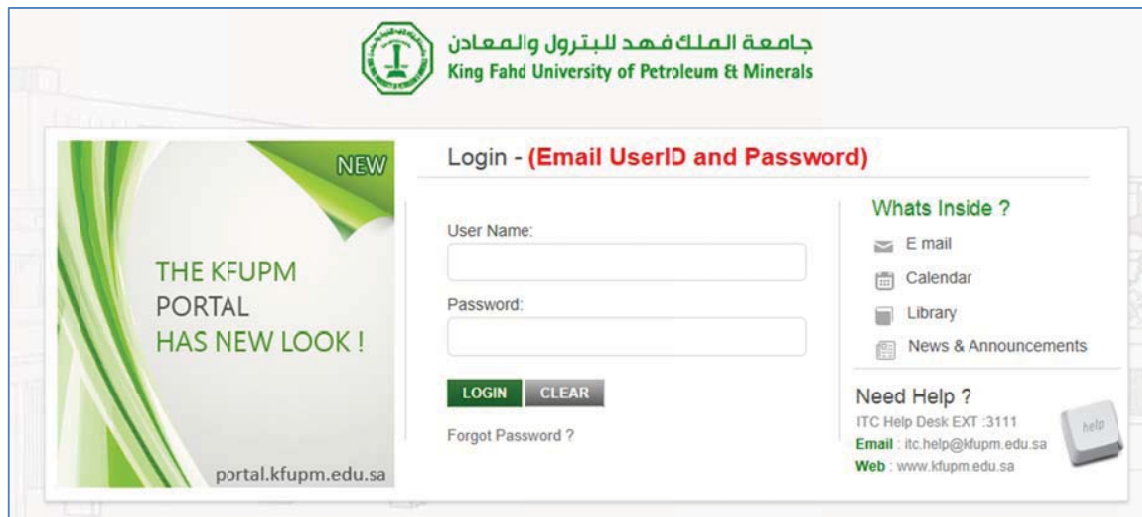


Image 31: Portal Login Page

- Step 3.2.2: Login to the Portal (above) using your User Name & Password
- Step 3.2.3: Click on “eBusiness”(RED BOX) as shown in Image 32

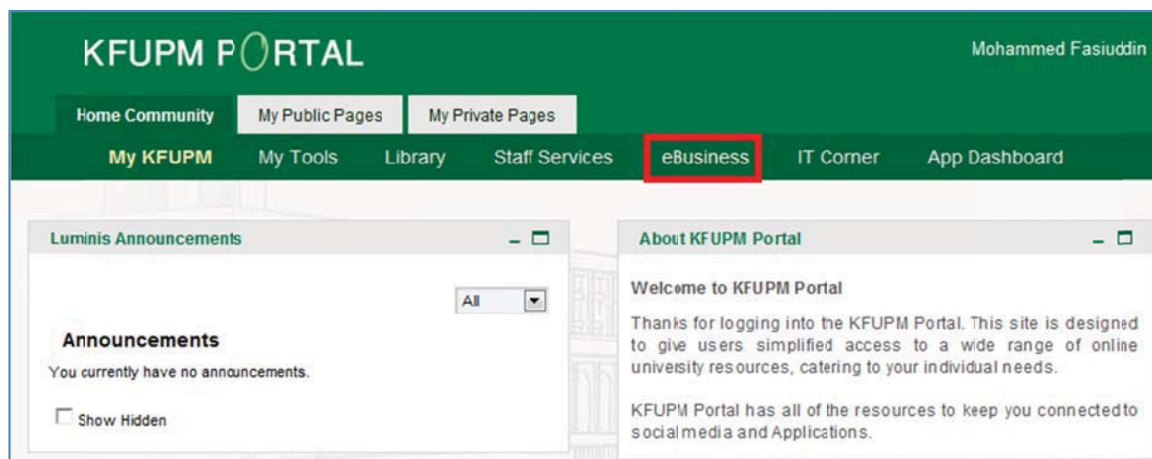


Image 32: Link to E-Business from the Portal Web page

- Step 3.2.4: Logon onto E-Business with the User name & Password provided by ITC as shown in Image 33.



Image 33: E-Business Login Page

- Step 3.2.5: Click on the **“KFUPM Project Manager, DSR”**(RED BOX)Responsibility as shown in Image 34For:
 - Creating Project Approved Budget



Image 34: Link to KFUPM Project Manager, DSR responsibility to Create Budget

- Step 3.2.6: To Start Creating budget(s)or complete unfinished submissions click on **“Cost Budgets”**(RED BOX)available under KFUPM Project Manager, DSR responsibility as shown in Image 35.



Image 35: Link to Start Creating New budget(s) or complete unfinished submissions

Caution: The application start opening in a new Java form as shown the Image 36 for entering the approved budget

Image 36: Main Form for Entering the Approved Budget

- **Step 3.2.7:** Enter the Project Number in the first cell (RED BOX), shown in Image 36 above. Press “Tab” the System will automatically populate the Project Name and budget Type and the cursor will move automatically to the Budget Type Cell, as shown in Image 37.

Image 37: Procedure to locate an already existing project for budget entry

- **Step 3.2.8:** The status field (RED BOX) in the image above is Null and pressing the Tab key again changes the status to “Working” (RED BOX) as seen from the Image 38. In addition the following changes also happen
 - Entry Method is automatically populated (Green BOX)
 - Resource list of automatically populated (Green BOX)
 - Budget creation date is automatically populated (Blue BOX)

Budgets (King Fahd University of Petroleum and Minerals)

Find Budget

Project Number

Project Name

Budget Type

Draft Budget

Version Name Status

Change Reason

Description ☐ New Original ☐

Entry Options

Entry Method Resource List

Totals

	UOM	Quantity	Raw Cost	Burdened Cost	Revised Date
Draft					04-SEP-2013 10:04:54
Current					

History Copy Actual ... Rework Submit Details

Image 38: Comprehensive view of the Budget Entry First Form

- Step 3.2.9: Click on Details (Black Box) at the bottom of budget entry form to enter detailed budget, a new form opens as shown in the Image 39.

Budget Lines (King Fahd University of Petroleum and Minerals) - JF100017, Approved Cost Budget

Version Number Version Name

Task Number Task Name

View Lines For Periods For Totals

Budget Periods: Earliest First Latest

Resource Alias	Amount Type	Shaaban-31	Ramadan-31	Shawwal-31	DhulQadah-31	Period Totals

Image 39: Detailed budget lines entry form

Start Entering the Budget Lines as per the Approved Itemized Budget (Copy Usually Sent from the Research Office along with Project Approval memo) from the First Row under Resource Alias

- Step 3.2.10: Click on the 3 dots (Red Circle), as shown in Image 40 to Open a new window of resources list

Budget Lines (King Fahd University of Petroleum and Minerals) - JF100017, Approved Cost Budget

Version Number: **Draft** Version Name:

Task Number: Task Name:

View Lines For: **All** Periods For Totals: **Shaaban-31** — **Safar-35**

Resource Alias: Budget Periods: **Shaaban-31** Period ☒

Amount Type	Shaaban-31	Ramadan-31	Shawwal-31	JhualQadah-31	Totals

Image 40: Procedure to open the budget lines resource list

- Step 3.2.11: Once the resource list opens, use % Sign in the **Empty Space (Green Box)** and Click Find to generate list of Resources as shown in Image 41

Resources

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find:

Resource	Resource Name	UOM

Image 41: Procedure to locate the budget items on the resource list

Resources

Find:

Resource	Resource Name	UOM
Chemicals	Chemicals	
Communication	Communication	
Computer Accessories	Computer Accessories	
Conference Attendance	Conference Attendance	
Contingency Reserve	Contingency Reserve	
Copy Rights	Copy Rights	
Equipments	Equipments	
Hardware	Hardware	
Library Books	Library Books	
Manpower - Overtime	Manpower - Overtime	Hours
Co-Investigator 1	Co-Investigator 1	Months
Co-Investigator 10	Co-Investigator 10	Months
Co-Investigator 2	Co-Investigator 2	Months

Image 42: An overview of the budget items on the resource list

- **Step 3.2.12:** Selecting the Desired Resource with **Highlight it in Blue Color (For Example Chemicals in the Image 43)**, and then Click OK

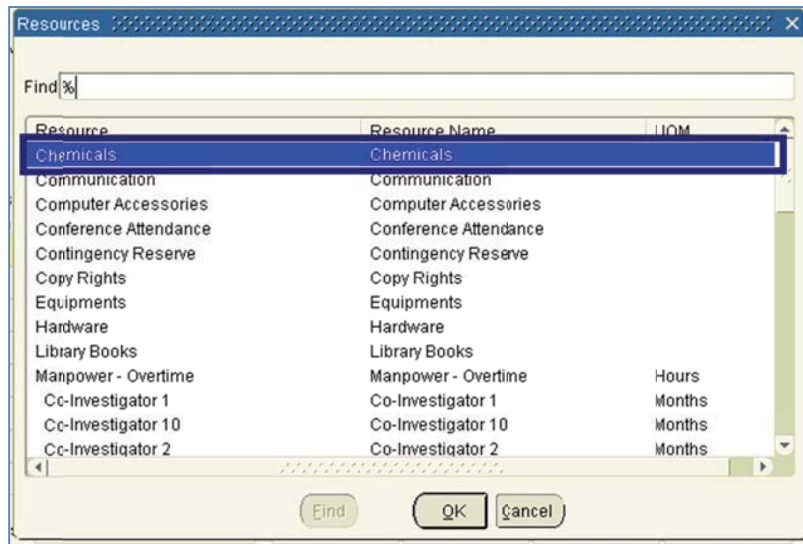


Image 43: Selecting the appropriate resource item from the list

- Step 3.2.13: Click on **the 3 dots (Red Box)**, **a new window opens** and from the available entries select **Amount Type as "Raw Cost" (Blue Box)** as shown in the Image 44.

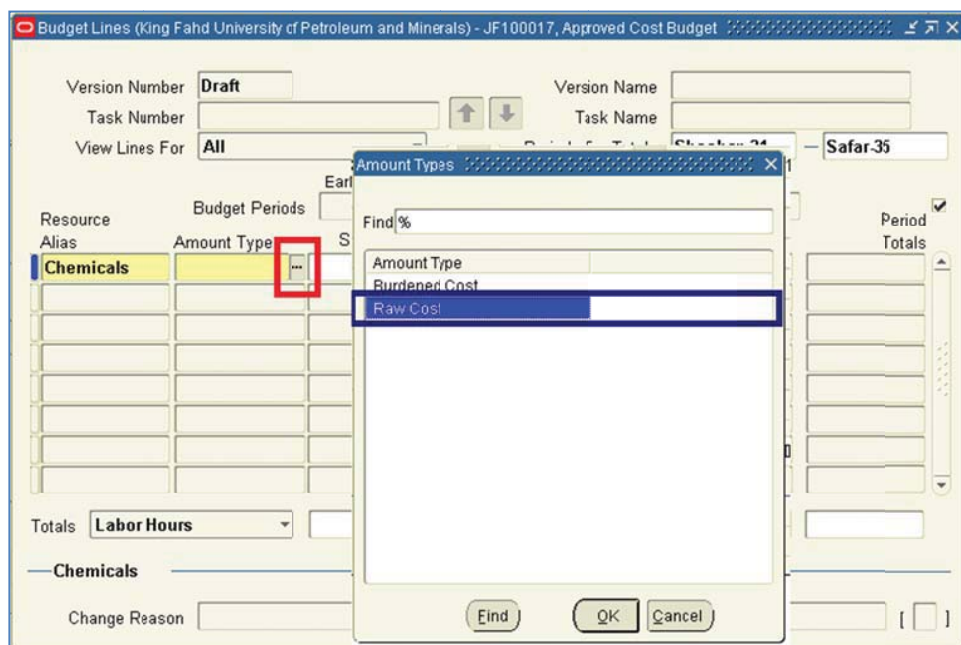


Image 44: Selecting the appropriate Type of Cost under Amount Type

- **Step 3.2.14: Enter the amount in the Cell next to the Amount Type (Green Box) with Arabic Month on Top as shown in the Images 45 (A & B).**

Budget Lines (King Fahd University of Petroleum and Minerals) - JF100017, Approved Cost Budget

Version Number: Draft, Version Name: , Task Number: , Task Name: , View Lines For: All, Periods For Totals: Shaaban-31 - Safar-35

Budget Periods: Earliest: , First: Shaaban-31, Latest: , Period Totals: ☒

Resource	Alias	Amount Type	Shaaban-31	Ramadan-31	Shawwal-31	JhualQadah-31	Period Totals
Chemicals	Raw Cost						

(A)

Budget Lines (King Fahd University of Petroleum and Minerals) - JF100017, Approved Cost Budget

Version Number: Draft, Version Name: , Task Number: , Task Name: , View Lines For: All, Periods For Totals: Shaaban-31 - Safar-35

Budget Periods: Earliest: , First: Shaaban-31, Latest: , Period Totals: ☒

Resource	Alias	Amount Type	Shaaban-31	Ramadan-31	Shawwal-31	JhualQadah-31	Period Totals
Chemicals	Raw Cost		3000				

(B)

Image 45: Entering the approved funds allocation against the resource item

- **Step 3.2.15: Now move to the cell below the filled one and repeat Steps 3.2.10 through 3.2.14 to enter the remaining budget items. A more comprehensive Image of various entries is shown in the Image 46.**

Budget Lines (King Fahd University of Petroleum and Minerals) - 111004, Approved Cost Budget

Version Number: Draft, Version Name: , Task Number: , Task Name: , View Lines For: All, Periods For Totals: Rabi-II-33 - Safar-35

Budget Periods: Earliest: Rabi-II-33, First: Rabi-II-33, Latest: Rabi-II-33, Period Totals: ☒

Resource	Alias	Amount Type	Rabi-II-33	Jumada-I-33	Jumada-II-33	Rajab-33	Period Totals
Chemicals	Raw Cost		30000.00				30000.00
Project Manage	Raw Cost		14400.00				14400.00
Co-Investigator	Raw Cost		12000.00				12000.00
Student - Maste	Raw Cost		7200.00				7200.00
Secretary	Raw Cost		1000.00				1000.00
Technician	Raw Cost		4800.00				4800.00
Equipments	Raw Cost		10000.00				10000.00
Conference Atte	Raw Cost		10000				
Totals	Labor Hours		0.00	0.00	0.00	0.00	

Image 46: Comprehensive view of the budget items entered as per the approved budget

If all the budget lines are exhausted as shown in the Image 46 and the approved budget still have items to enter, new cell need to be added and the procedure is explain below

- Step 3.2.16: Select any completed cell (Gets Highlight in blue) and then Click the “Plus sign”(Red Circle) on the Top left Corner as shown in the Image 47(A), a new cell will be added as immediately after that cell shown in next image(Green Box) Image 47(B).

Image 47(A) shows the 'Budget Lines' window for 'King Fahd University of Petroleum and Minerals'. The window title is 'Budget Lines (King Fahd University of Petroleum and Minerals) - 111004, Approved Cost Budget'. The interface includes fields for Version Number (Draft), Task Number, View Lines For (All), and Periods For Totals (Rabi-II-33 to Safar-35). Below these are Budget Periods (Earliest, First, Latest) and a table of budget lines. The table has columns for Resource Alias, Amount Type, and budget periods (Rabi-II-33, Jumada-I-33, Jumada-II-33, Rajab-33, and Period Totals). The table contains three rows: Chemicals (Raw Cost, 30000.00), Project Mana (Raw Cost, 14400.00), and Co-Investigator (Raw Cost, 12000.00). The 'Project Mana' row is highlighted in blue, and a red circle is drawn around the 'Plus sign' button in the top left corner of the window.

(A)

Image 47(B) shows the same 'Budget Lines' window as in (A), but with a new empty row added below the 'Project Mana' row. The new row is highlighted with a green box. The table now has four rows: Chemicals (Raw Cost, 30000.00), Project Mana (Raw Cost, 14400.00), an empty row, and Co-Investigator (Raw Cost, 12000.00).

(B)

Image 47: Procedure to add new cells to the default value

- Step 3.2.17: Repeat Step 3.2.16 for adding subsequent new Cells and later Follow Step 3.2.10 through Step 3.2.14 to enter the new (remaining) budget item
- Step 3.2.18: Once all approved items are entered in the budget lines, Click the Yellow Floppy (Red Box) on the Top Menu to Save the entries as shown in the Image 48.

The System will automatically calculate “Burden Cost” (Highlight in Blue) for all items and “Month” (Green Box) (with Zero Value, since value was entered as Raw Cost) for Manpower (Please do not panic, it is perfect). A comprehensive Image is shown in the Image 49.

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File Edit View **Folder** Tools Window Help

Budgets (King Fahd University of Petroleum and Minerals)

Budget Lines (King Fahd University of Petroleum and Minerals) - 111004, Approved Cost Budget

Version Number: Draft Version Name: Task Number: Task Name: View Lines For: All Periods For Totals: Rabi-II-33 - Safar-35

Budget Periods: Earliest: Rabi-II-33 First: Rabi-II-33 Latest: Rabi-II-33

Resource Alias	Amount Type	Rabi-II-33	Jumada-I-33	Jumada-II-33	Rajab-33	Period Totals
Chemicals	Raw Cost	30000.00				30000.00
Project Manage	Raw Cost	14400.00				14400.00
Printer	Raw Cost	1500.00				1500.00
Scanner	Raw Cost	500.00				500.00
Stationary	Raw Cost	1000.00				
Co-Investigator	Raw Cost	12000.00				12000.00
Student -Maste	Raw Cost	7200.00				7200.00
Secretary	Raw Cost	1000.00				1000.00
Totals	Labor Hours	0.00	0.00	0.00	0.00	

Image 48: Procedure to save the budget lines entry

Budget Lines (King Fahd University of Petroleum and Minerals) - 111004, Approved Cost Budget

Version Number: Draft Version Name: Task Number: Task Name: View Lines For: All Periods For Totals: Rabi-II-33 - Safar-35

Budget Periods: Earliest: Rabi-II-33 First: Rabi-II-33 Latest: Rabi-II-33

Resource Alias	Amount Type	Rabi-II-33	Jumada-I-33	Jumada-II-33	Rajab-33	Period Totals
Chemicals	Raw Cost	30000.00				30000.00
Chemicals	Burdened Cost	30000.00				30000.00
Co-Investigator	Months					0.00
Co-Investigator	Raw Cost	12000.00				12000.00
Co-Investigator	Burdened Cost	12000.00				12000.00
Conference Atte	Raw Cost	10000.00				10000.00
Conference Atte	Burdened Cost	10000.00				10000.00
Equipments	Raw Cost	10000.00				10000.00
Totals	Labor Hours	0.00	0.00	0.00	0.00	0.00

Change Reason: Comments: []

Image 49: Comprehensive view of budget entry form after saving data

- Step 3.2.19: Close the Budget Lines Window by Clicking the "X" (Red Circle) as shown in the Image 49. This takes you to the main Budget Window as shown in Image 50.

- Step 3.2.20: Verify the approved budget against the total value entered “Raw Cost” (Blue Box) and then Click on “Submit” (Red Box) as shown in Image 51.

Budgets (King Fahd University of Petroleum and Minerals)

Find Budget

Project Number: SB101010
 Project Name: Direction Finding Array
 Budget Type: Approved Cost Budget
 Find Draft

Draft Budget

Version Name: Jan2011
 Change Reason:
 Description:
 Status: Working
☐ New Original

Entry Options

Entry Method: Scientific Res Budget Entry
 Resource List: Scientific Research Resource

Totals

		UOM	Quantity	Raw Cost	Burdened Cost	Revised Date
Draft	Hour	18.00	114000.00	114000.00	10-SEP-2012 14:24:56	
Current	Hour	18.00	114000.00	114000.00	10-SEP-2012 14:25:11	

History Copy Actual ... Rework Submit Details

Image 50: Comprehensive view of Main budget entry form

Once Submitted, the Status of the budget (Green Box) in the Image 50 changes from Working to Submitted shown in the Image 51.

Budgets (King Fahd University of Petroleum and Minerals)

Find Budget

Project Number: SB101010
 Project Name: Direction Finding Array
 Budget Type: Approved Cost Budget
 Find Draft

Draft Budget

Version Name: Jan2011
 Change Reason:
 Description:
 Status: Submitted
☐ New Original

Image 51: Reflecting the changes to the budget status

- **Step 3.2.21: After Budget Submission, the Second part of creating project ERP is also complete.** Close the Budget Main Window by Clicking the “X” marked in (Red Circle) as shown in the Image 52. This takes you to the main Navigator Window as shown in Image 53.

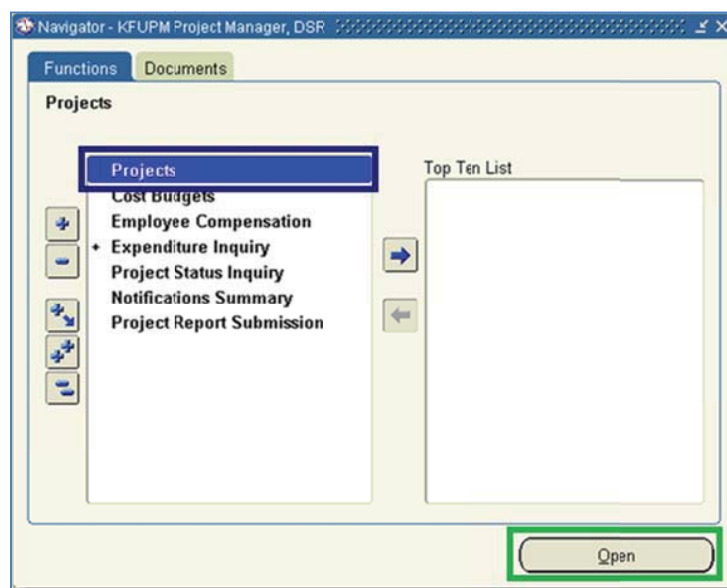
Image 52: Procedure to exit the Budget entry form to navigate to main window

Image 53: An overview of the Project Navigation Main Window

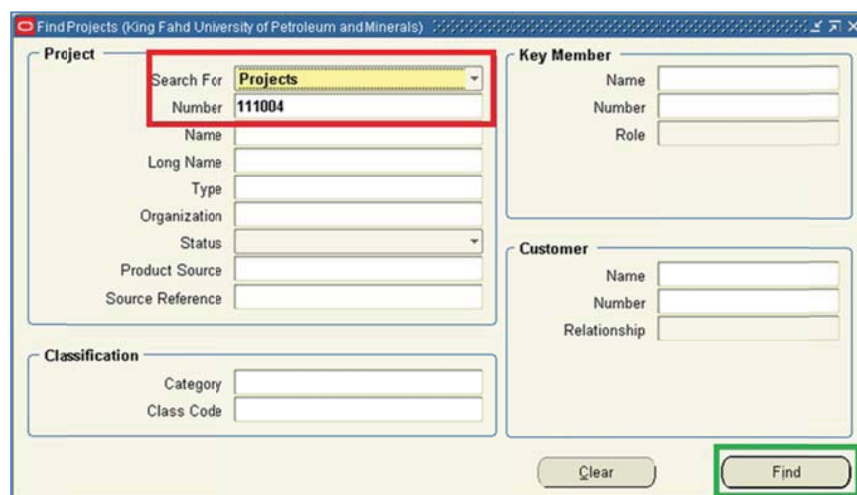
3.3. Changing Project Status

The project Creation & Budget Submission are done, however the status of the project need to be changed which is explained in this Section

- Step 3.3.1: In the Main Navigator Window Shown in Image 54 (A) Select “Projects” (Blue Box) and Click “Open” (Green Box).
- Step 3.3.2: Select “Projects” from the Search For Field and Enter the Project Number (Red Box) and Click Find (Green Box), as shown in Image 54 (B).



(A)



(B)

Image 54: Procedure for opening a working project

- Step 3.3.3: A new window open ups showing the working project Select the project and Click Open as shown in Image 55

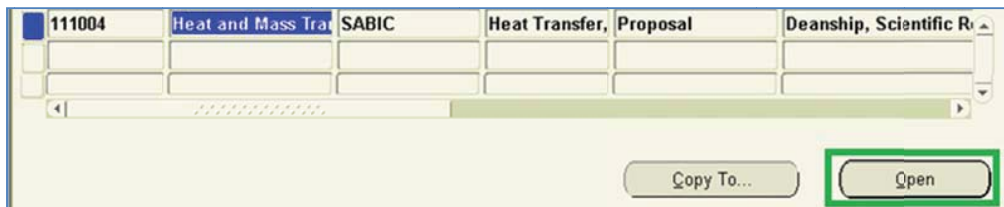


Image 55: Procedure for opening a working project

- Step 3.3.4: Initially the project status is “Proposal” (Red Box) as shown in Image 56 (A). Click on “Change Status” (Green Box), as shown in Image 56 (A), a new window opens with different project status as shown in Image 56 (B) Select “Submitted” and Click OK

(A)



(B)

Image 54: Procedure for Changing the Status of working project

The proposal status, which has been so far appearing as **“Proposal”** (Red Box) in earlier Images 56 (A) is now changed to **“Submitted”** as seen in the Image 57.

Number	IN121048	Name	Body Composition
Type	Internal Research	Organization	Deanship, Scientific Research
Long Name	Impact of Three Different Types of Training on Body Composition Blood Pressure An		
Trans Duration	01-MAY-2013 - 01-MAY-2015	Status	Submitted
Description	Body Composition, Blood Pressure		
<input type="checkbox"/> Public Sector		<input checked="" type="checkbox"/> Workflow in Process	
		<input type="checkbox"/> Template [P]	
Change Status			

Image 57: Comprehensive view of the project after Submission

The project is now been successfully created and is in the submitted stage. You need to follow-up with your Department Chairman to Approval it, before it can be accepted by the Deanship of Research Coordinator and activated