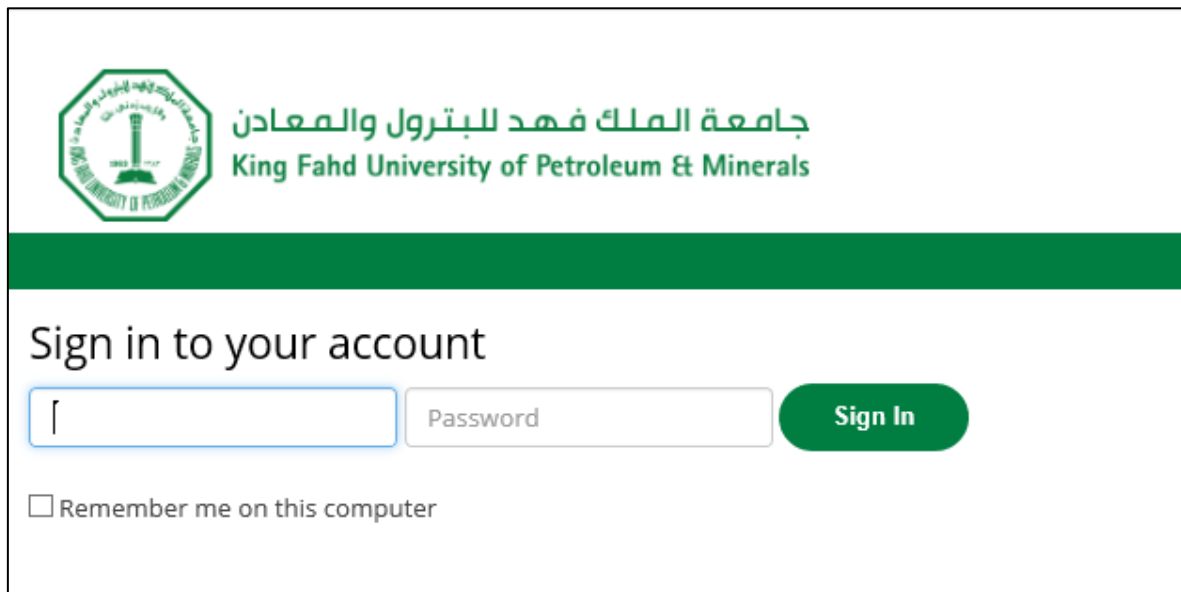


IRC Project Creation on Enterprise Resource Planning (ERP)/ E-Business

1.1. Project Creation

- Step 1.1.1: Requirement to be connected to the university LAN and use internet explorer browser.
- Step 1.1.2: Go to portal home page <http://portal.kfupm.edu.sa> as shown in Figure 1 below.



جامعة الملك فهد للبترول والمعادن
King Fahd University of Petroleum & Minerals

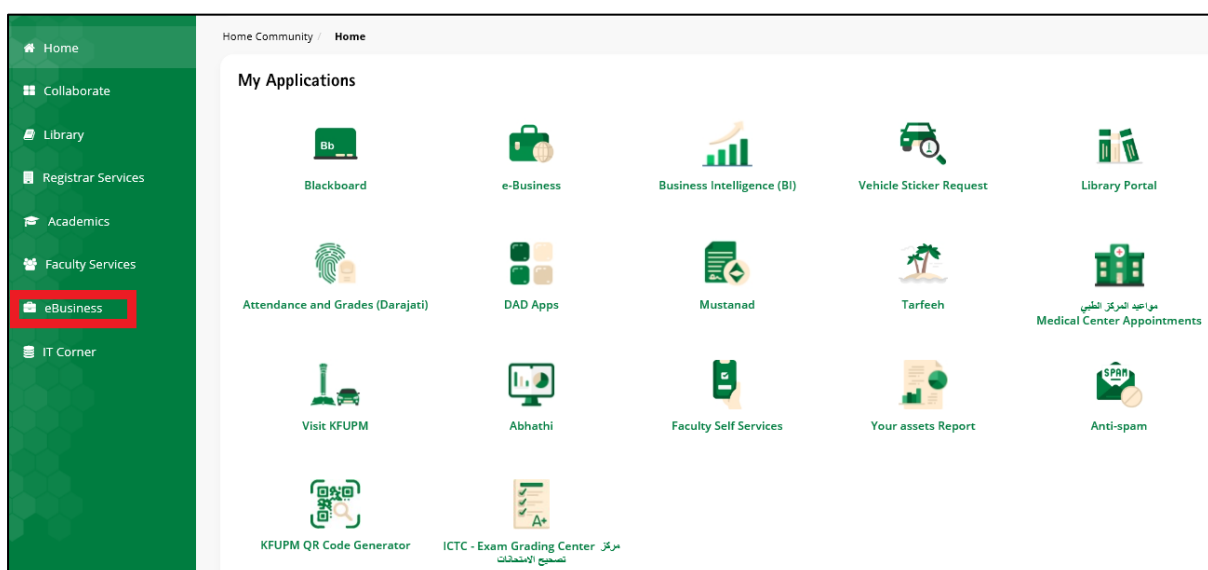
Sign in to your account

Password

Remember me on this computer

Figure 1: Portal Login Page

- Step 1.1.3: Login into the Portal (above) using your KFUPM User Name and Password then Click on “eBusiness”, highlighted in red in Figure 2 below.



Home Community / Home

My Applications

Blackboard e-Business Business Intelligence (BI) Vehicle Sticker Request Library Portal

Attendance and Grades (Darajati) DAD Apps Mustanad Tarfeeh Medical Center Appointments

Visit KFUPM Abhathi Faculty Self Services Your assets Report Anti-spam

KFUPM QR Code Generator ICTC - Exam Grading Center

Figure 2: Link to E-Business from the Portal Web page

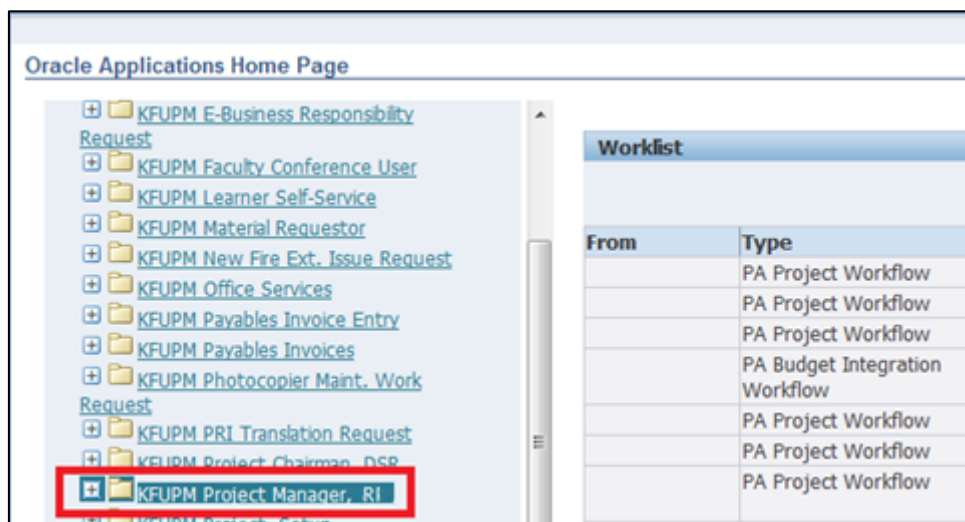
- Step 1.1.4: Login into E-Business, if necessary, with the E-Business User name and Password provided by ICTC, as shown in Figure 3.



Figure 3: E-Business Login Page

- Step 1.1.5: Click on the “KFUPM Project Manager, RI” responsibility, highlighted in red in Figure 4 below, for:
 - Creating a newly approved project or completing an unfinished submission
 - Creating a project’s approved budget

Caution: Please note, if the “KFUPM Project Manager, RI” responsibility is not available in your e-business; please contact [Issue a ticket on E-Desk](#) for having it added to your account.



From	Type
	PA Project Workflow
	PA Project Workflow
	PA Project Workflow
	PA Budget Integration Workflow
	PA Project Workflow
	PA Project Workflow
	PA Project Workflow

Figure 4: Link to KFUPM Project Manager, RI responsibility to create projects and budgets

- Step 1.1.6: To start creating a new project or to complete an unfinished submission, click on **“Projects”** available under KFUPM Project Manager, RI responsibility as highlighted in Figure 5 below.



Figure 5: Link to start creating new project(s) or complete unfinished submissions

Caution: When the application starts, a security-warning dialog may pop-up as shown Figure 6. You will need to check the box “I accept the risk and want to run this application” and click on “Run” to continue. Please note, popup blockers installed on your system may prevent the Java application from opening. As such, you may need to disable or uninstall such applications.

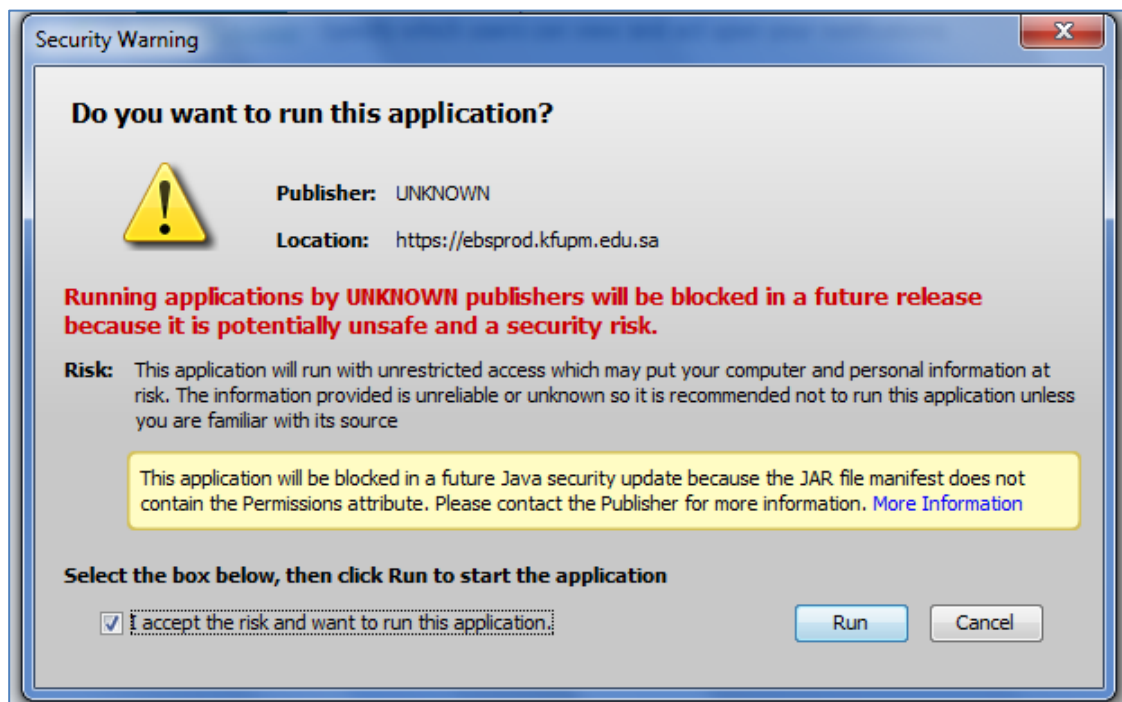


Figure 6: Security warning window when launching the Java application

- Step 1.1.7: To start creating a new project, select **“Templates”** from the “Search For” field, highlighted by the red box in Figure 7.

- Step 1.1.8: Select the Type of grant **IRC Internal Center** from the field “Type”, highlighted by the green box.
- Step 1.1.9: Click on the Find button, highlighted by the blue box

Caution: Please note, to complete unfinished submissions, in Step 1.1.7, Select “**Projects**”, shown in the red box, and enter the assigned project Number and search for the project by clicking Find, highlighted by the blue box, and then skip to **Step 1.1.21**.

The screenshot shows a Java form titled "Find Projects". It has several input fields: "Search For" (a dropdown menu with "Projects" selected and highlighted in red), "Number", "Name", "Long Name", "Type" (highlighted in green), "Organization", "Status" (a dropdown menu), "Product Source", and "Source Reference". There are also sections for "Key Member" (Name, Number, Role) and "Customer" (Name, Number, Relationship). At the bottom, there are "Clear" and "Find" buttons, with the "Find" button highlighted in blue. A "Classification" section with "Category" and "Class Code" fields is also present.

Figure 7: Overview of Java Form to Create and Search Projects

- Step 1.1.10: Corresponding project template will open in a new form as shown in Figure 8. If your project is not the base-line project center select “**T, IRC Temp Projects**”, or the project is the base-line project center - PI should be the director- select “**T, IRC Temp Center Dir**”.
- Click on “**Copy To**”, highlighted by the red box. Another new form “Project Quick Entry” opens, as shown in Figure 9.

The screenshot shows a Java form titled "Projects, Templates Summary". It contains a table with the following data:

Operating Unit	Number	Name	Project Type	Description	Status
King Fahd University of Pet	T, IRC Temp C	T, IRC Temp Center Dir	IRC Internal Center		Proposal
King Fahd University of Pet	T, IRC Temp P	T, IRC Temp Projects	IRC Internal Center		Proposal

At the bottom of the form, there are "Copy To..." and "Open" buttons, with the "Copy To..." button highlighted in red.

Figure 8: An Overview of Projects, Template

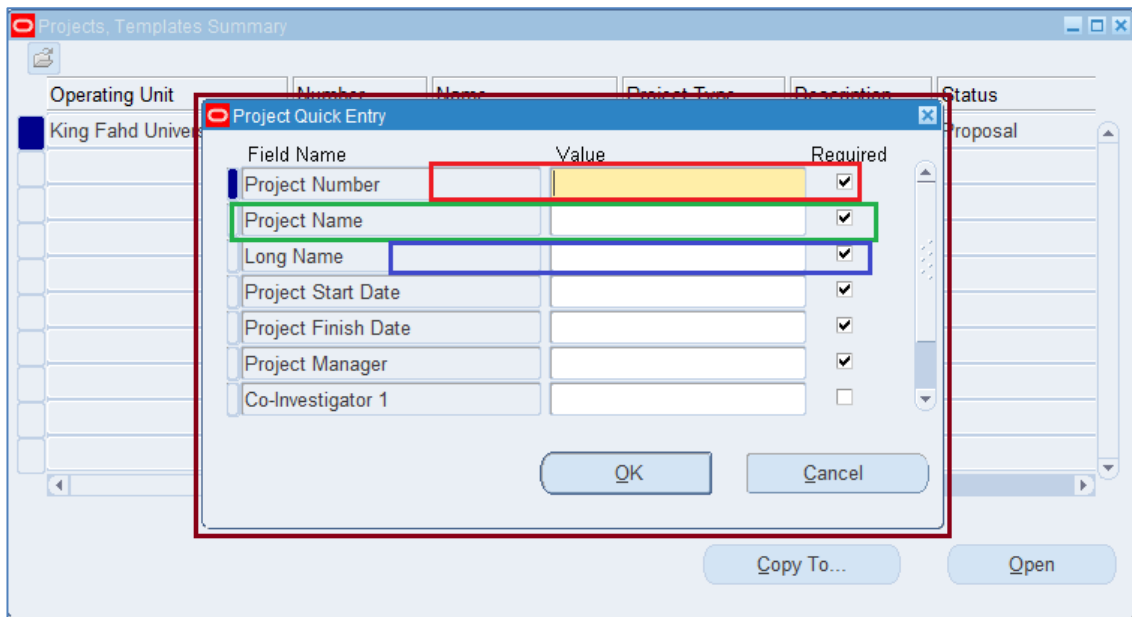


Figure 9: An Overview of Project Quick Entry Form

- Step 1.1.11: Enter the Project Number assigned by DSR (the red box, Figure 9)
- Step 1.1.12: Enter the short Name (the green box)
- Step 1.1.13: Enter the complete Project Title (the blue box)
- Step 1.1.14: Enter the Start and End Dates as per the Approved Research Project Agreement Form

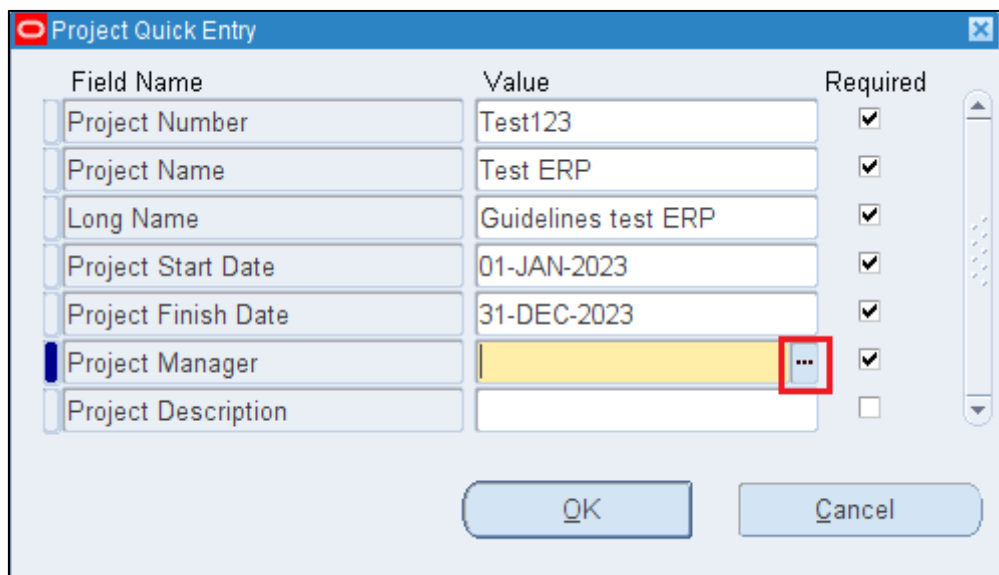


Figure 10: Another view of partially filled Project Quick Entry Form

- Step 1.1.15: Click on the **three dots highlighted by the red box** in Figure 10 against the project manager to search for the name (Names and ID's are stored and captured from the HR Database).
- Step 1.1.16: A new form opens. Use % in the Find field (**the green box**) and enter a partial name as shown in Figure 11.

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

Figure 11: Java Form to search for employee

- Step 1.1.17: A list of names will appear as shown in Figure 12. Select the appropriate name and click OK.

Employee Names

Find %

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

Figure 12: An overview of the results from the search for employee

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

- Step 1.1.18: Enter Keywords separated by commas in the Keywords field (**the red box**); A minimum of three keywords is required as shown in Figure 13.
- Step 1.1.19: Enter the academic term (**the green box**) in which the project has been approved as shown in Figure 13.

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 (Seperated by comr)	Post-Optimality	<input checked="" type="checkbox"/>
Academic Year - Semester	2009/2010 - 2	<input checked="" type="checkbox"/>

OK Cancel

Figure 13: A Comprehensive view of Completed Project Quick Entry Form

- Step 1.1.20: Click OK (the blue box) as shown in Figure 13 to SAVE the Project Creation
- Step 1.1.21: The Project has now been created and will now appear in the list of projects, (the green box), shown in Figure 23.
- Step 1.1.22: Click on “Open” (the red box) as shown in Figure 14 to complete the submission as explained below.

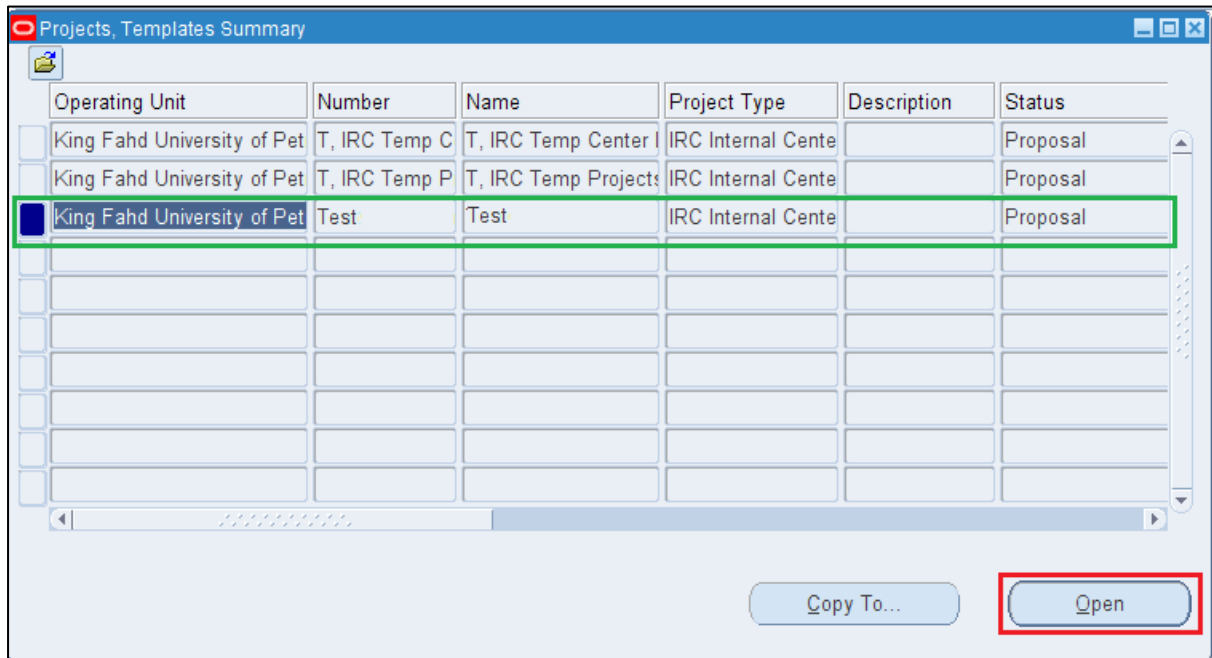


Figure 14: A Comprehensive view of list of projects for a particular individual

- Step 1.1.23: Click on the Organization field (the red box) as shown in Figure 15 to enter your Center. The project manager will enter here his Center, to which he is affiliated.

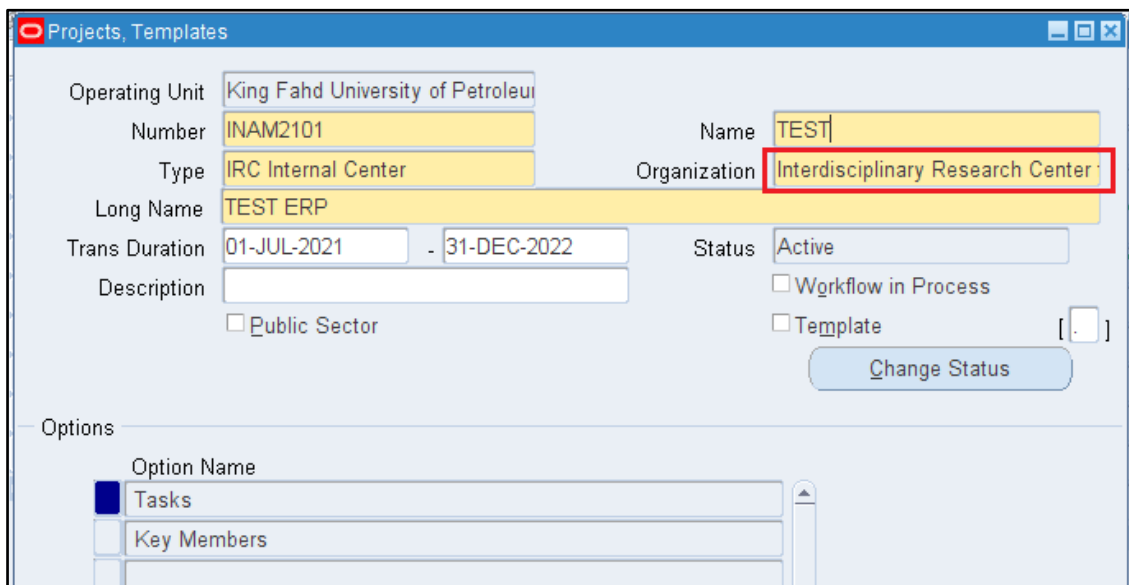


Figure 15: A Comprehensive view of projects form to enter Research Center

- **Step 1.1.24:** Click on the three dots highlighted by the **red box** in Figure 16 Organization. Then use % and enter a partial name of your center as shown in Figure 17 (the blue box) and click enter to select the center from the list of values

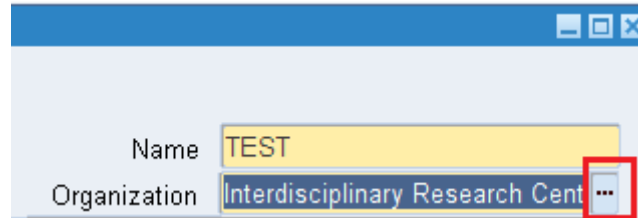


Figure 25: Java Form to search for research center

- **Step 1.1.25:** List of matching Center names will appear as shown in Figure 17. Select your Center (the green box) and Click **OK** (the red box) to Exit.



Figure 17: An overview of the results from the search for centers

- Step 1.1.26: Click the **Yellow Floppy Disk** in the top toolbar menu to save the entry as shown in Figure 18 (the red box)

The screenshot shows a software window titled 'Projects, Te...' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. A 'Save' button, represented by a yellow floppy disk icon, is highlighted with a red box and a red arrow. Below the toolbar is a form with the following fields:

Operating Unit	King Fahd University of Petroleum	
Number	SB121001	Name
Type	SABIC	Organization
Long Name	Reliability Assessment of Corroded Reinforced Concrete Columns and Beam-Columns	
Trans Duration	01-DEC-2012 - 30-JUN-2013	Status
Description	Reliability	<input type="checkbox"/> Workflow in Process

Figure 18: Option to save the data entries

- Step 1.1.27: Click on Key Members (the red box) so that it is highlighted in blue color to enter the details of the Investigators if any. Then Click on Details (the green box) to enter the member's Information, as shown in Figure 19.

The screenshot shows an 'Options' dialog box with a list of options. The 'Key Members' option is selected and highlighted with a red box. A 'Detail' button is highlighted with a green box.

Figure 19: 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 1.1.15 – 1.1.17, so he should not be entered again. Also secretaries, technician, and students name should not be entered here.

- Step 3.1.28: Click on the three dots (the red box) against the blank Employee Name field to search for the name (Names and ID's are stored and captured from the HR Database), as shown in the Figure 20.

The screenshot shows a 'Key Members' table with the following data:

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

Figure 20: Java Form to enter key members (Team member only)

- Step 1.1.29: A new form opens up. Use % and enter partial name as in the find field (the green box) and as shown in the Figure 30.
- Step 1.1.30: If multiple entries appear, select the right name. The selected name will be highlighted in dark blue, (as shown in the red box in Figure 21). Then, click OK (the blue box) to save the entry as shown in the Figure 21.

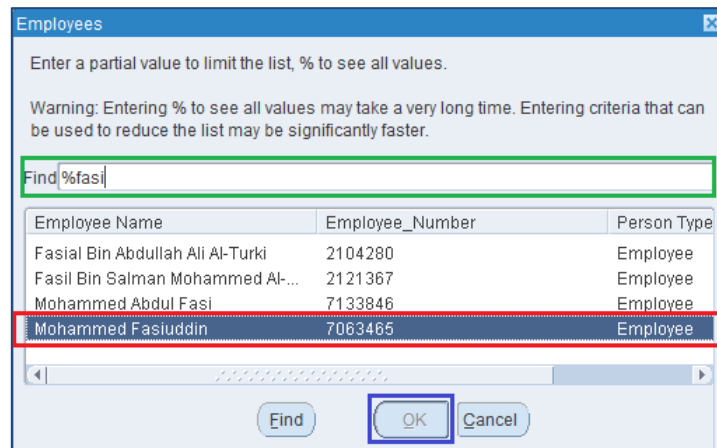


Figure 21: Java Form to search for employee

To enter more Investigators repeat “Step 1.1.28” and “Step 1.1.30” until all the entries are done

- Step 1.1.30: By default, the key member forms allow only seven Team members to be added, however if there are more, then select any row (the selected row will be highlighted in dark blue, see Figure 22 (the green box) and click on “Plus Sign” (Top left Corner) as shown in Figure 22 (the red box). A new blank row will be added, as seen in Figure 22 (the blue box).

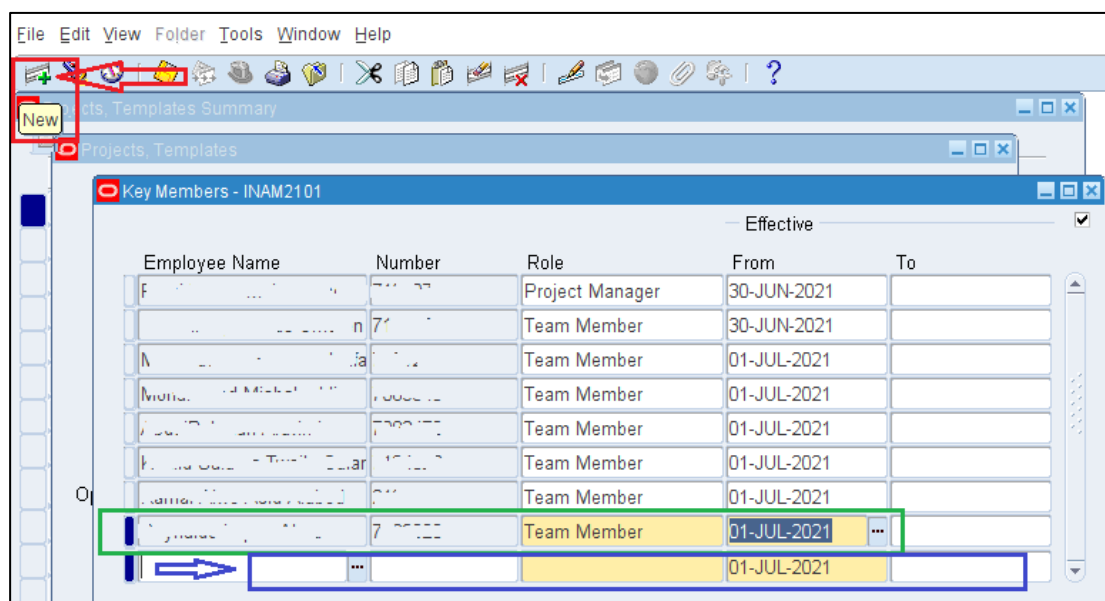


Figure 22: Procedure for adding new Row to Key member form

Caution: After entering the details of the key members, only the first part of creating the project in ERP is complete. However, as seen from the Figure 23 below, the project status still shows as **“Proposal”**. The Second Part of the Budget Creation and Submission needs to be completed (explained below in Section 1.2) before the system allows changing the status from **“Proposal”** to **“Submitted”**.

Projects, Templates

Operating Unit: King Fahd University of Petroleum & Minerals
Number: TEST101
Name: TEST ERP
Type: IRC Internal Center
Organization: Interdisciplinary Research Center
Long Name: TEST ERP
Trans Duration: 01-JUL-2021 - 31-DEC-2022
Status: Proposal
Description:
 Public Sector
 Workflow in Process
 Template [.]
Change Status

Options

Option Name
<input type="checkbox"/> Tasks
<input checked="" type="checkbox"/> Key Members

Figure 23: An overview of the Project Creation

- **Step 1.1.31: Close all windows and navigate back to the main window as shown in the Figure 24.**

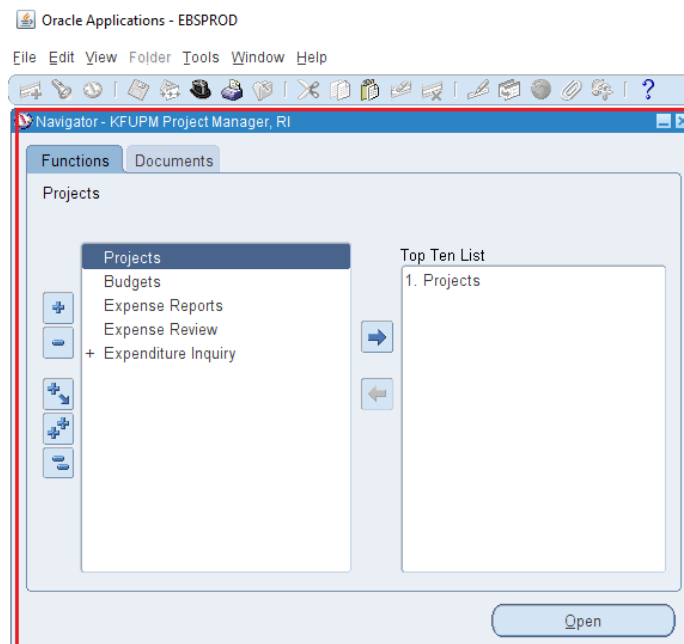


Figure 24: Main Window for Projects Module

The next part concerning Budget Creation and 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 window shown above or by selecting “Exit” from the File Menu (located on the Top of the browser page)

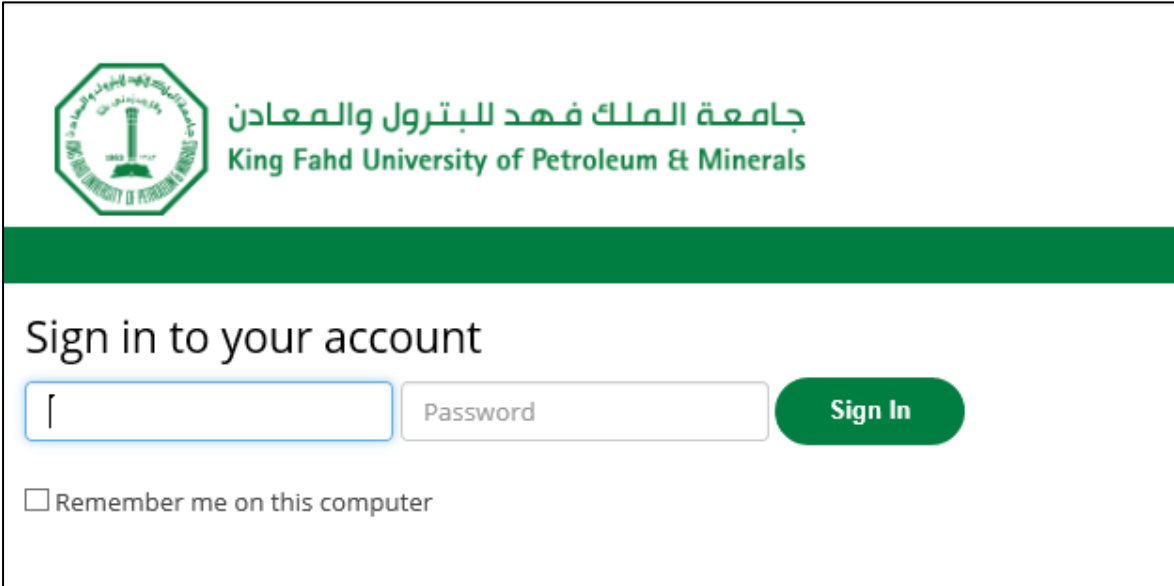
For proceeding with the completion of Budget Creation using Option # 1, follow steps Step 1.2.1 onwards of this document.

- **Option # 2:** Budget Creation can be done right away by selecting “Budgets” from the Figure 24 and clicking Open.

For proceeding with the completion of for Budget Creation using Option # 2, Skip to Step 1.2.7 of this document.

1.2. Budget Creation on ERP

- Step 1.2.1: Go to portal home page <http://portal.kfupm.edu.sa> as shown in Figure 25



جامعة الملك فهد للبترول والمعادن
King Fahd University of Petroleum & Minerals

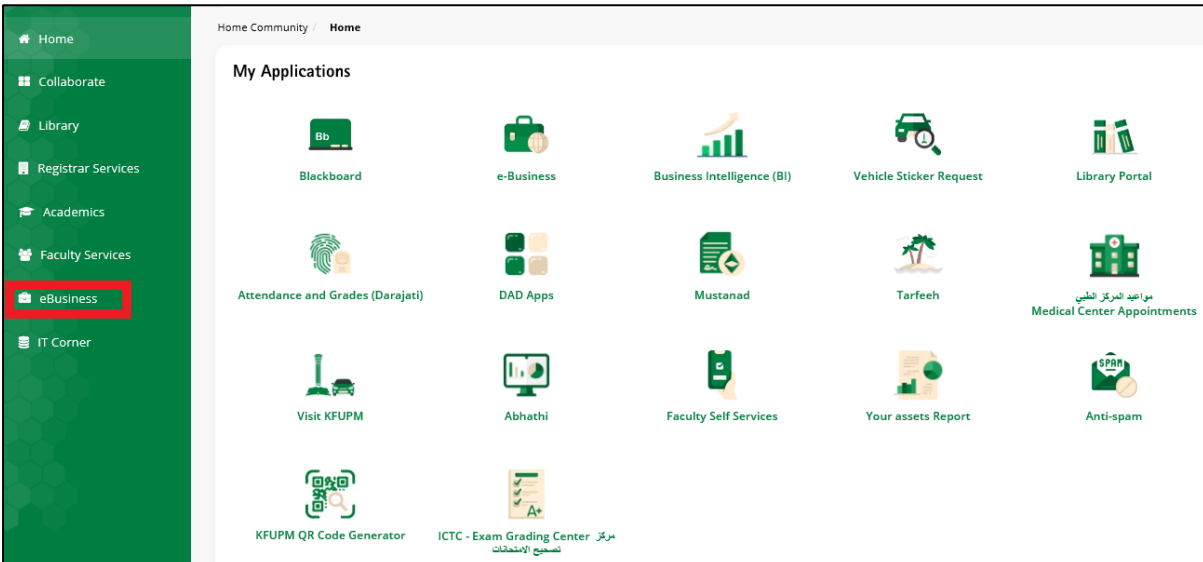
Sign in to your account

Password

Remember me on this computer

Figure 25: Portal Login Page

- Step 1.2.2: Login to the Portal (above) using your User Name and Password
- Step 1.2.3: Click on “eBusiness” as shown in Figure 26 (the red box).



Home Community / Home

My Applications

Blackboard e-Business Business Intelligence (BI) Vehicle Sticker Request Library Portal

Attendance and Grades (Darajati) DAD Apps Mustanad Tarfeeh Medical Center Appointments

Visit KFUPM Abhathi Faculty Self Services Your assets Report Anti-spam

KFUPM QR Code Generator ICTC - Exam Grading Center

Figure 26: Link to E-Business from the Portal Web page

- Step 1.2.4: Login into E-Business with the User name and Password provided by ICTC as shown in Figure 27.

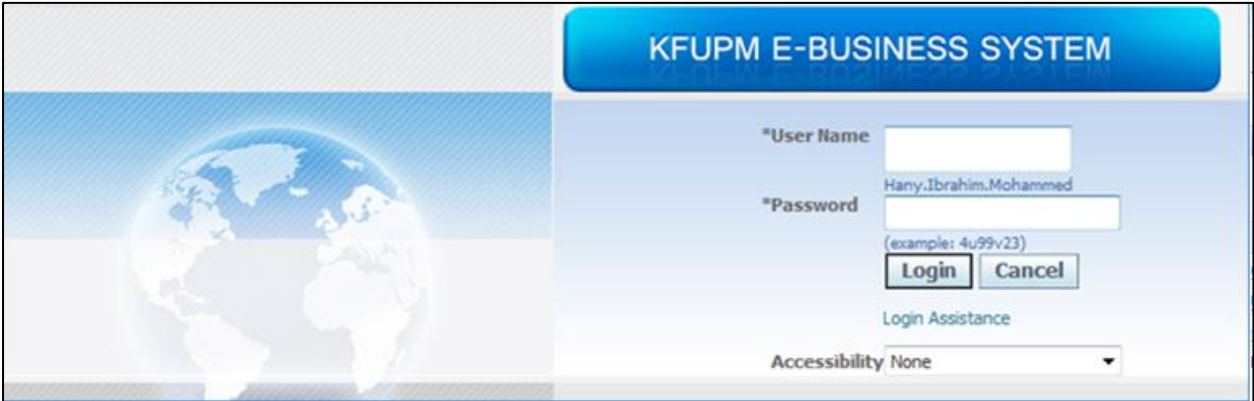


Figure 27: E-Business Login Page

- Step 1.2.5: Click on the “KFUPM Project Manager, RI” Responsibility (the red box) as shown in Figure 28.

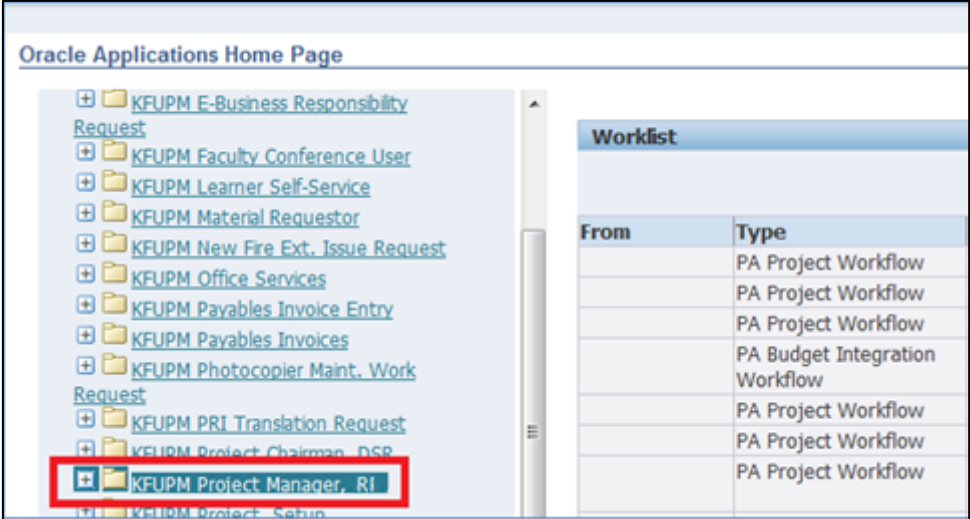


Figure 28: Link to KFUPM Project Manager, DSR responsibility to Create Budget

- Step 1.2.6: To start creating budget(s) or complete unfinished submissions click on “Budgets” (the red box) available under KFUPM Project Manager, RI responsibility as shown in Figure 29.

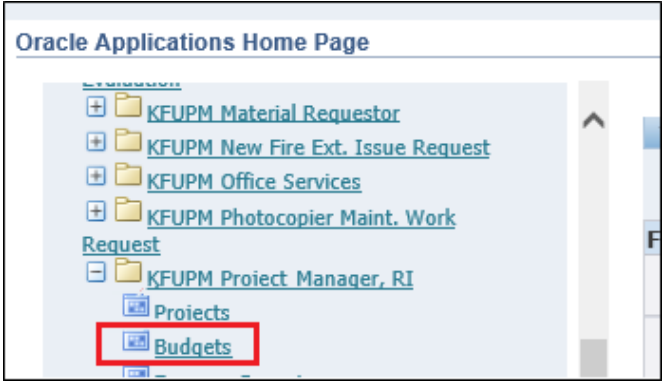


Figure 29: Link to Start Creating New budget(s) or complete unfinished submissions

Caution: The application starts by opening a new Java window as shown in Figure 40 for entering the approved budget. Restrictions on running Java applications or the existence of pop blockers in your system may prevent the window from opening. Make sure that Java is granted the required permissions, and that pop-blockers (if any) are disabled.

Figure 30: Main Form for Entering the Approved Budget

- **Step 1.2.7:** Enter the Project Number in the first cell (the red box), shown in Figure 30 above. Press “Tab”, and the System will automatically populate the Project Name and then select the budget Type by click on three dots ... and select Approved cost Budget then click OK shown in Figure 31.

Figure 31: Procedure to locate an already existing project for budget entry

- **Step 1.2.8:** The status field (the red box) in Figure 31 above is Null (or empty) and pressing the Tab key again changes the status to “Working” (the red box) as seen in Figure 32. In addition the following changes also happen
 - Entry Method is automatically populated (the green box in Figure 32)

- Resource list is automatically populated (the green box)
- Budget creation date is automatically populated (the blue box)

Figure 32: Comprehensive view of the Budget Entry First Form

- **Step 1.2.9: Click on Details (black box in Figure 32 above) at the bottom of budget entry form to enter the detailed budget. A new form opens as shown in the Figure 33.**

Figure 33: Detailed budget lines entry form

Start Entering the Budget Lines as per the Approved Itemized Budget (of which a copy is sent to the PI from the Center along with the Project Approval memo), starting from the First Row under Resource Alias

- **Step 1.2.10:** Click on **the 3 dots (the red circle)**, as shown in Figure 34 to open a new window for the resources list.

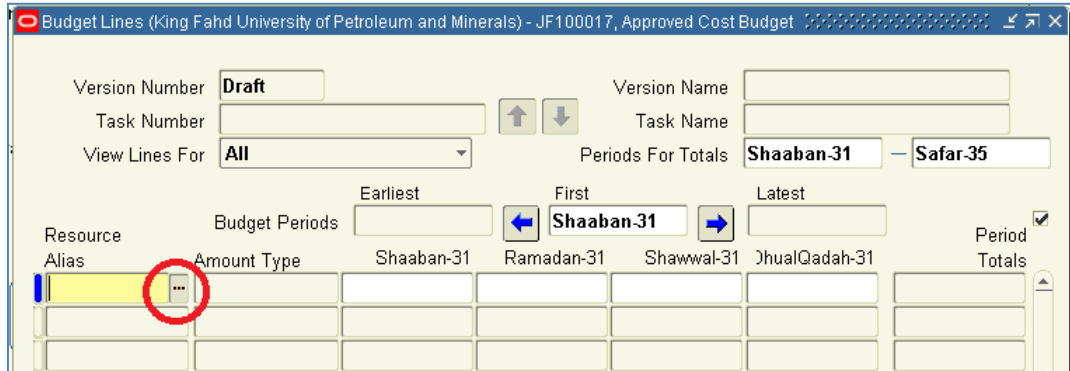


Figure 34: Procedure to open the budget lines resource list

- **Step 1.2.11:** Once the resource list opens (Figure 35 below), use % Sign in the empty space (the green box) and click Find to generate a list of Resources as shown in Figure 36.

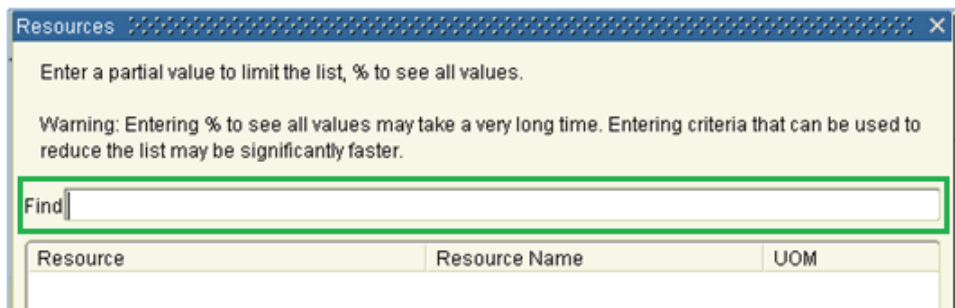


Figure 35: Procedure to locate the budget items on the resource list

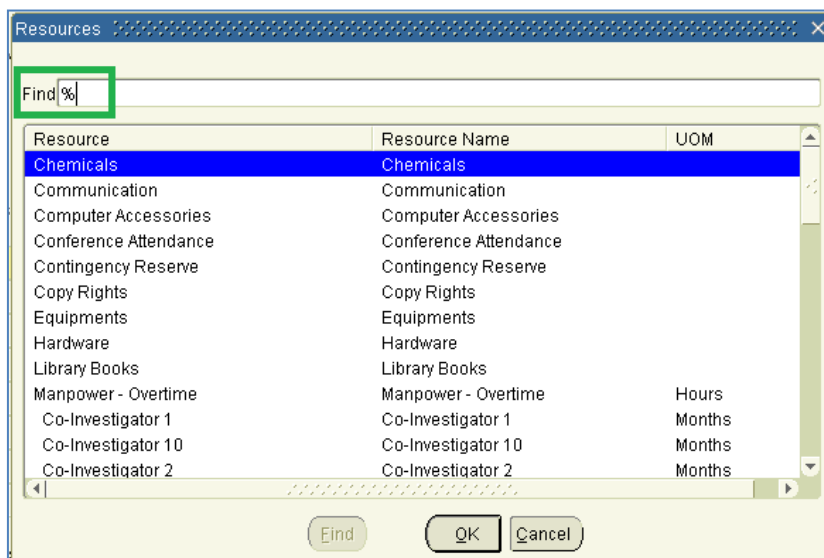
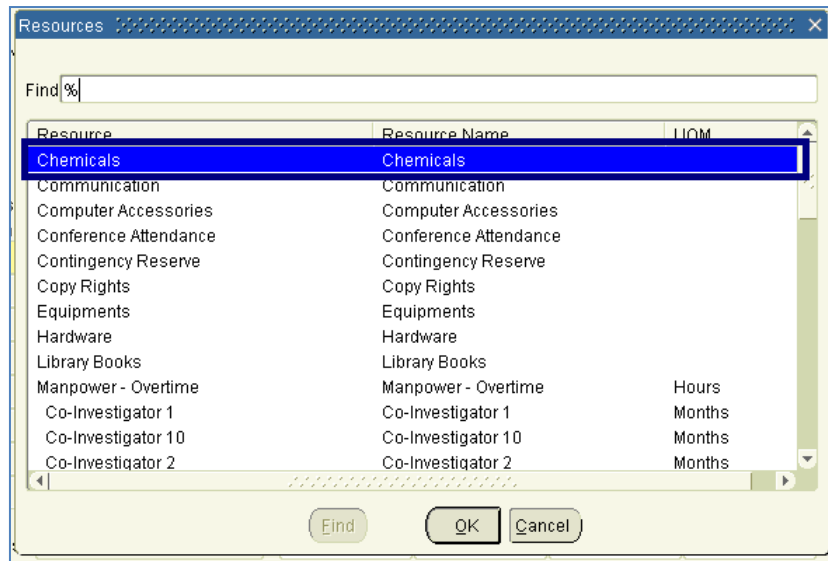
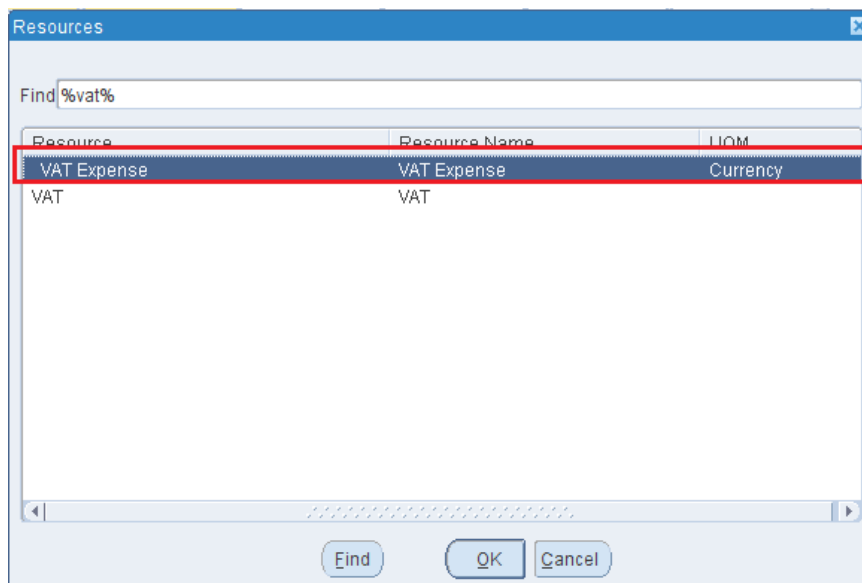


Figure 36: An overview of the budget items on the resource list

- Step 1.2.12: Select the desired resource and it will be highlighted in blue (e.g. Chemicals is selected in Figure 37 A), and then click OK. In case of VAT kindly select “VAT Expense” Figure 37 B NOT “VAT” or “VAT Expense – DSR”.



(A)



(B)

Figure 37: Selecting the appropriate resource item from the list

- Step 1.2.13: Click on the three dots (the red box in Figure 38), and a new window opens. From the available entries, select Amount Type as “Raw Cost” (the blue box) as shown in the Figure 38.

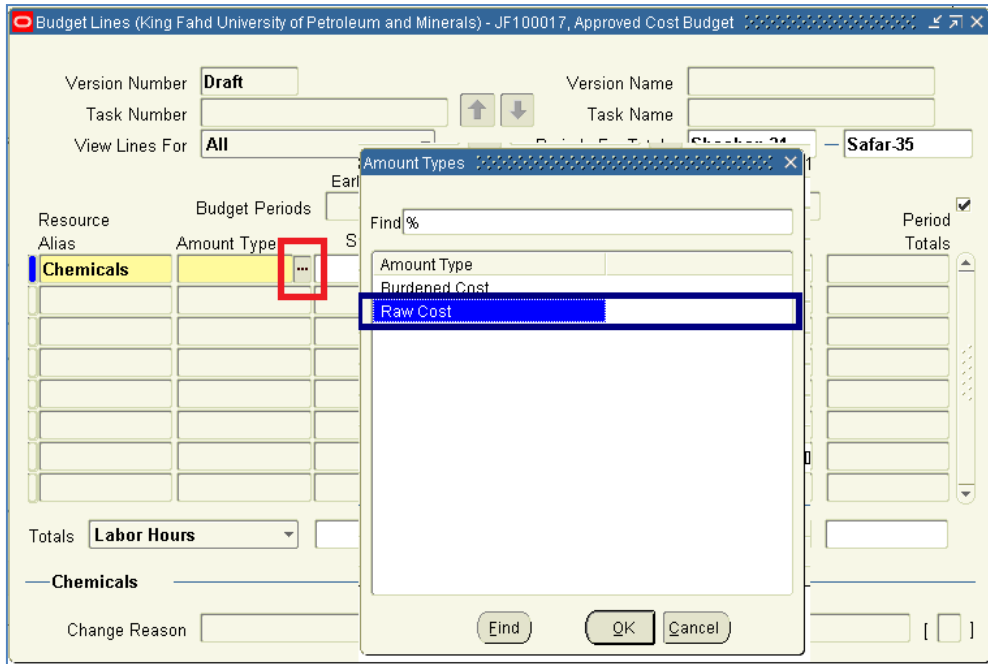
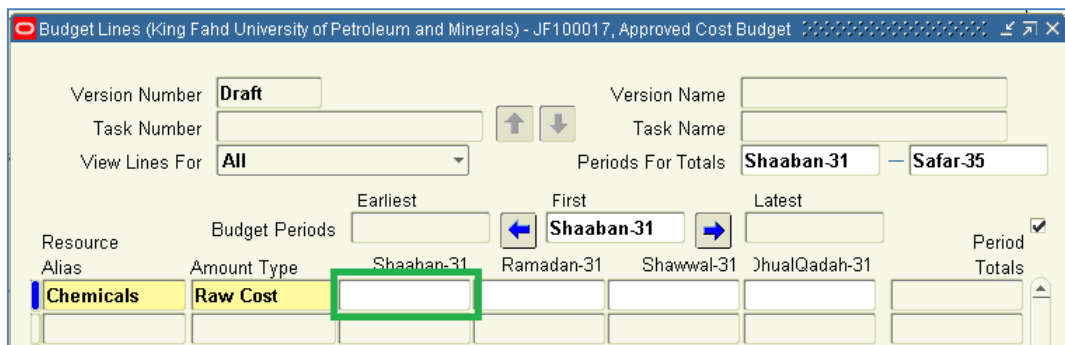


Figure 38: Selecting the appropriate Type of Cost under Amount Type

- **Step 1.2.14:** Enter the amount in the cell next to the Amount Type (the green box in Figure 48) as shown in Figures 39(A) and 39(B).



(A)



(B)

Figure 39: Entering the approved funds allocation against the resource item

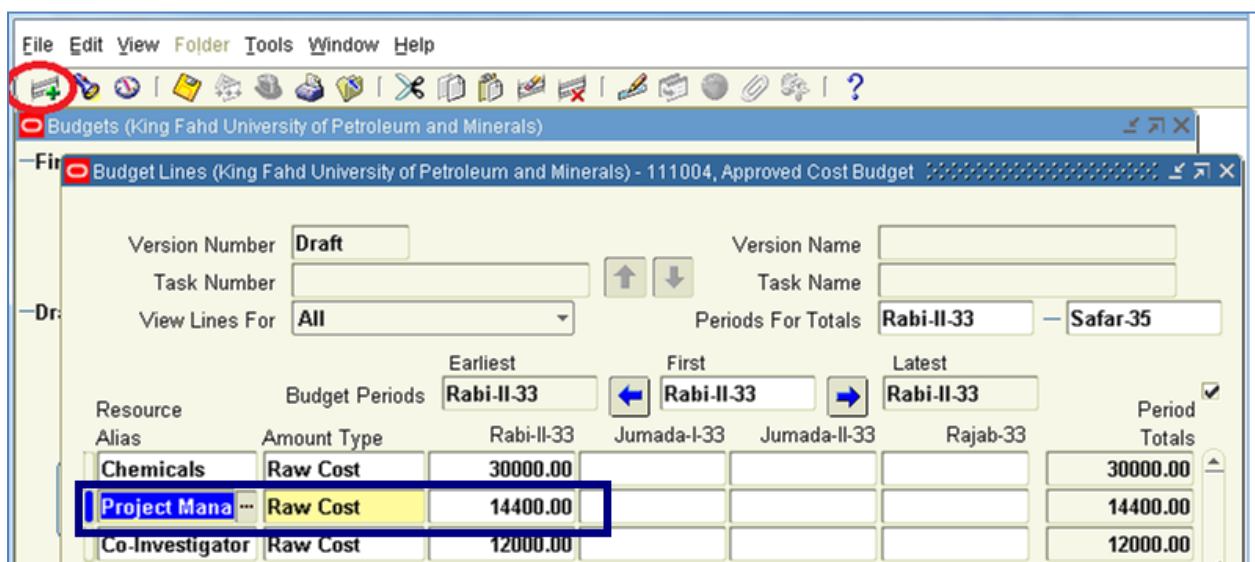
- **Step 1.2.15:** Now move to the next row (the cells just below the filled-in ones) and repeat Steps 1.2.10 through 3.2.14 to enter the remaining budget items. A more comprehensive Figure of various entries is shown in the Figure 40.

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	

Figure 40: Comprehensive view of the budget items entered as per the approved budget

If all the budget lines are exhausted as shown in Figure 40 and the approved budget still have more items to be entered, new rows need to be added and the procedure is explained below.

- Step 1.2.16: Select any completed cell (gets highlighted in blue) and then click the “Plus sign” (the red circle in Figure 41(A)) on the top-left corner as shown in Figure 41(A). A new row immediately after that selected row is added, as shown in Figure41(B) (the green box).



(A)

Resource		Budget Periods		Earliest	First	Latest	Period
Alias	Amount Type	Rabi-II-33	Jumada-I-33	Jumada-II-33	Rajab-33	Totals	Totals
Chemicals	Raw Cost	30000.00				30000.00	
Project Manage	Raw Cost	14400.00				14400.00	
...	...						
Co-Investigator	Raw Cost	12000.00				12000.00	

(B)

Figure 41: Procedure to add new rows to the budget sheet

- Step 1.2.17: Repeat Step 1.2.16 for adding more rows and then follow Step 1.2.10 through Step 1.2.14 to enter the data for the newly added budget item.
- Step 1.2.18: Once all approved items are entered in the budget lines, click the **Yellow Floppy Disk** (the red box) in the top Toolbar Menu to save the entries as shown in the Figure 42.

The System will automatically calculate “Burdened Cost” (highlighted in blue in Figure 43) for all items and “Month” (the green box) (with Zero Value, since the value was entered as Raw Cost) for Manpower (Please do not be alarmed, as this is how it is done). A comprehensive Figure is shown in the Figure 43.

Oracle Applications - KFUPM PROJECT RAED ERP MULTINODE PRODUCTION INSTANCE

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

Resource		Budget Periods		Earliest	First	Latest	Period
Alias	Amount Type	Rabi-II-33	Jumada-I-33	Jumada-II-33	Rajab-33	Totals	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					
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		

Figure 42: Procedure to save the budget lines entry

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

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

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: []

Figure 43: Comprehensive view of budget entry form after saving data

- Step 1.2.19: Close the Budget Lines Window by clicking the "X" (the red circle) as shown in the Figure 43.
- Step 1.2.20: This takes you to the main Budget Window as shown in Figure 44. Verify the approved budget against the total value entered "Raw Cost" (the blue box) and then Click on "Submit" (the red box) as shown in Figure 44. **Note:** if the system gives you the error - DTVC Fee NOT as per RI Rules- please contact our office.

Budgets (King Fahd University of Petroleum and Minerals)

Find Budget
 Project Number: TEST ERP
 Project Name: []
 Budget Type: Approved Cost Budget
 Find Draft

Draft Budget
 Version Name: []
 Change Reason: []
 Description: []
 Status: Working
 New Original

Entry Options
 Entry Method: IRC Res Budget Entry
 Resource List: IRC Resource List

	UOM	Quantity	Raw Cost	Burdened Cost	Revised Date
Draft			100000.00	100000.00	06-JUN-2022 14:59:51
Current					

History Copy Actual ... Rework Submit Details

Figure 44: Comprehensive view of Main budget entry form

Once Submitted, the Status of the budget (the green box) in Figure 44 changes from Working to Submitted shown in the Figure 45.

The screenshot shows a web application window titled "Budgets (King Fahd University of Petroleum and Minerals)". It is divided into two main sections: "Find Budget" and "Draft Budget".

Find Budget Section:

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

Draft Budget Section:

- Version Name: Jan2011
- Change Reason: (empty)
- Description: (empty)
- Status: Submitted (highlighted in a green box)
- New Original

Figure 45: Reflecting the changes to the budget status

- **Step 1.2.21:** After budget submission, the second part of creating project ERP is also complete. Close the Budget Main Window by Clicking the "x" at the top-right corner (highlighted by the red circle in Figure 46). This takes you to the main Navigator Window as shown in Figure 47.

The screenshot shows the Oracle Applications window titled "Oracle Applications - KFUPM PROJECT RAED ERP MULTINODE PRODUCTION INSTANCE". It has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. The "Budgets (King Fahd University of Petroleum and Minerals)" window is open within it, and its top-right corner "x" button is circled in red.

The content of the Budgets window is identical to Figure 45, showing the "Submitted" status highlighted in a green box.

Figure 46: Procedure to exit the Budget entry form to navigate to main window

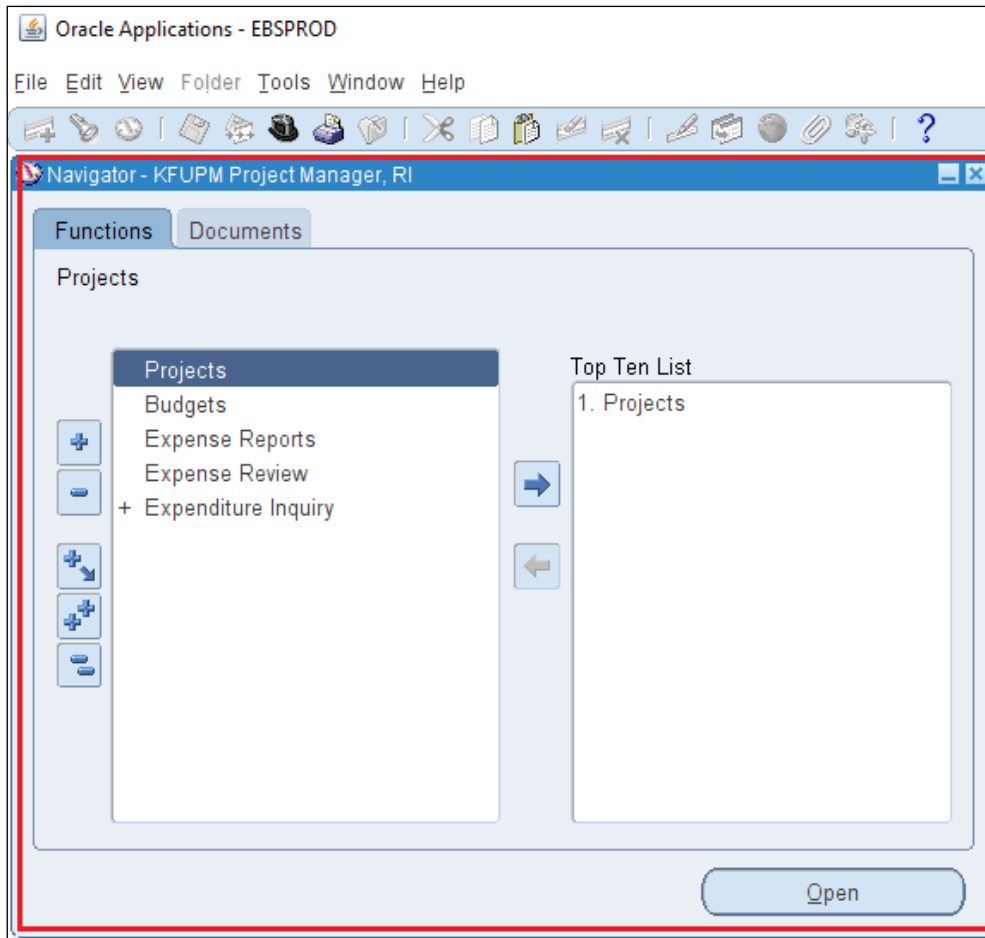


Figure 47: An overview of the Project Navigation Main Window

1.3. Modifications to the Submitted Budget

The project budget can be modified as long as the project status is “Proposal” and the procedure is explained in this Section. The budget submission should not be mistaken for project submission. Once the project status is changed (which will be explained in Section 1.4), no changes can be made to the project.

- **Step 1.3.1:** After submitting the budget, budget status showing “Submitted” (the red box) as explained in Step 1.2.20 (See Figure 44), the view will appear as shown in Figure 48. In case budget modifications or rectifications are needed, click on “Rework” (the green box).

The screenshot shows a web application window titled "Budgets (King Fahd University of Petroleum and Minerals)". The interface is divided into several sections:

- Find Budget:** Includes input fields for "Project Number", "Project Name", and "Budget Type" (set to "Approved Cost Budget"), and a "Find Draft" button.
- Draft Budget:** Includes input fields for "Version Name", "Change Reason", and "Description". A "Status" dropdown menu is set to "Submitted" and is highlighted with a red box. There is also a checked checkbox for "New Original".
- Entry Options:** Includes "Entry Method" (set to "Scientific Res Budget Entry") and "Resource List" (set to "Scientific Research Resource Li").
- Totals:** A table showing budget details for "Draft" and "Current" versions.
- Buttons:** At the bottom, there are buttons for "History", "Copy Actual ...", "Rework" (highlighted with a green box), "Baseline", and "Details".

	UOM	Quantity	Raw Cost	Burdened Cost	Revised Date
Draft			55000.00	55000.00	20-FEB-2014 14:27:27
Current					

Figure 48: Comprehensive view of budget form after budget submission

The Budget lines entry form open and the field(s) requiring the modification or rectification should be selected first, as shown in Figure 49 (A).

- **Step 1.3.2:** For instance in case of this project under test, say the “Co-Investigator 1” hours needs to be changed from the original existing value. Select the field as shown in Figure 49 (A) and modify it. The changes are immediately reflected as shown in Figure 49 (B).

Budget Lines (King Fahd University of Petroleum and Minerals) - SB121002, Approved Cost Budget

Version Number: Draft Version Name:

Task Number: Task Name:

View Lines For: All Periods For Totals: Jumada-I-34 - Jumada-I-34

Budget Periods: Earliest: Jumada-I-34 First: Jumada-I-34 Latest: Jumada-I-34

Resource Alias	Amount Type	Jumada-I-34	Jumada-II-34	Rajab-34	Shaaban-34	Period Totals
Co-Investigator 1	Months	18.00				18.00
Co-Investigator 1	Raw Cost	18000.00				18000.00
Co-Investigator 1	Burdened Cost	18000.00				18000.00

(A)

Resource Alias	Amount Type	Jumada-I-34	Jumada-II-34	Rajab-34	Shaaban-34	Period Totals
Co-Investigator 1	Months	16.00				16.00
Co-Investigator 1	Raw Cost	16000.00				16000.00
Co-Investigator 1	Burdened Cost	16000.00				16000.00

(B)

Figure 49: Procedure for modification or rectification of existing budget value

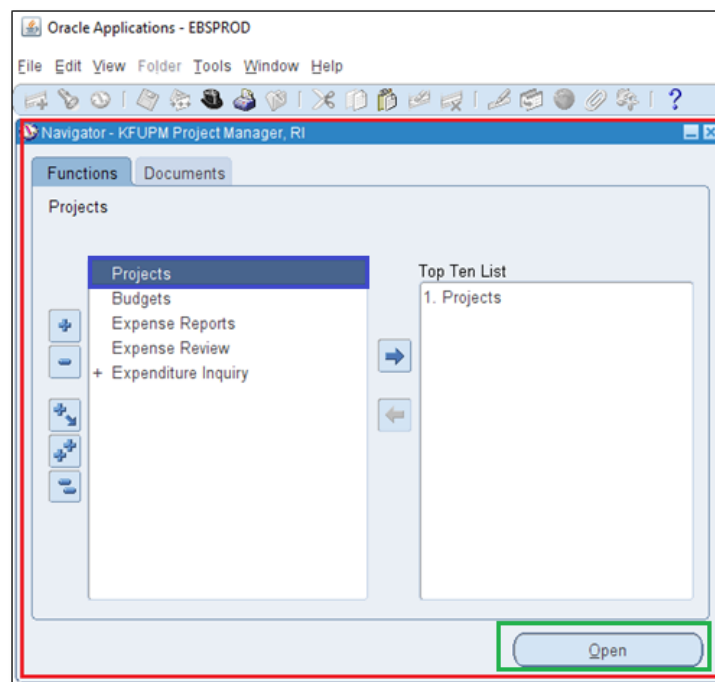
- Step 1.3.3: Once the changes are done, click the **Yellow Floppy Disk (the red box)** on the Top Menu to Save the entries as shown in the Figure 42.
- Step 1.3.4: Close the Budget Lines Window by **clicking the "X" (the red circle)** as shown in Figure 43.
- Step 1.3.5: This takes you to the main Budget Window as shown in Figure 53. Verify the approved budget against the total value entered **"Raw Cost" (the blue box)** and then click on **"Submit" (the red box)** as shown in Figure 44.
- Step 1.3.6: **After Budget Submission, the second part of creating project ERP is also complete.** Close the Budget Main Window by clicking the **"X" (the red circle)** as shown in the Figure 46. This takes you to the main navigator window as shown in Figure 47.

Now you need to go and change the status of the project, which will be explained in the next section 3.4 in detail.

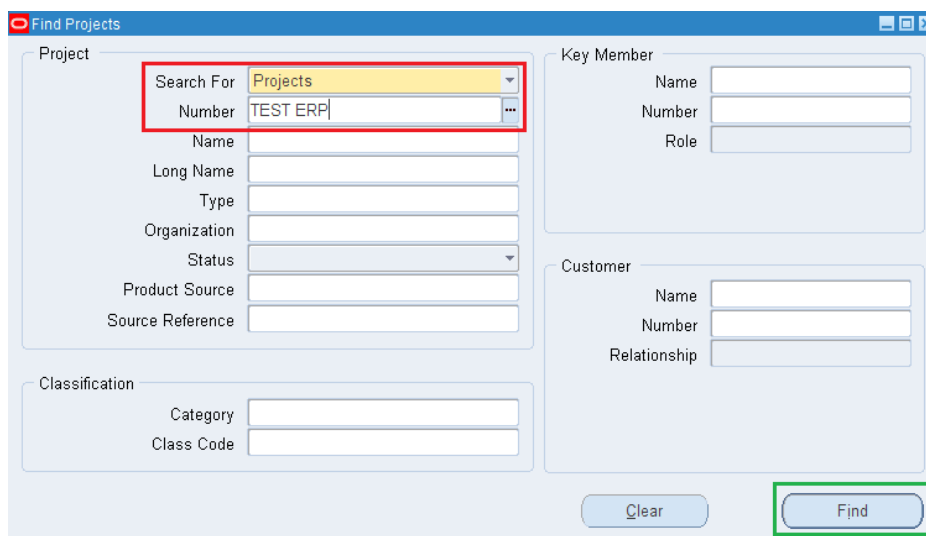
1.4. Changing Project Status

Project creation and budget submission are now complete. However, the status of the project needs to be changed, which is explained in this section

- Step 1.3.1: In the Main Navigator Window shown in Figure 50 (A), select “Projects” (the blue box) and click “Open” (the green box).
- Step 1.3.2: Select “Projects” from the Search For field and enter the Project Number (the red box) and click Find (the green box), as shown in Figure 50 (B).



(A)



(B)

Figure 50: Procedure for opening a working project

- **Step 1.3.3:** A new window open ups showing the working project. Select the project and click Open, as shown in Figure 51

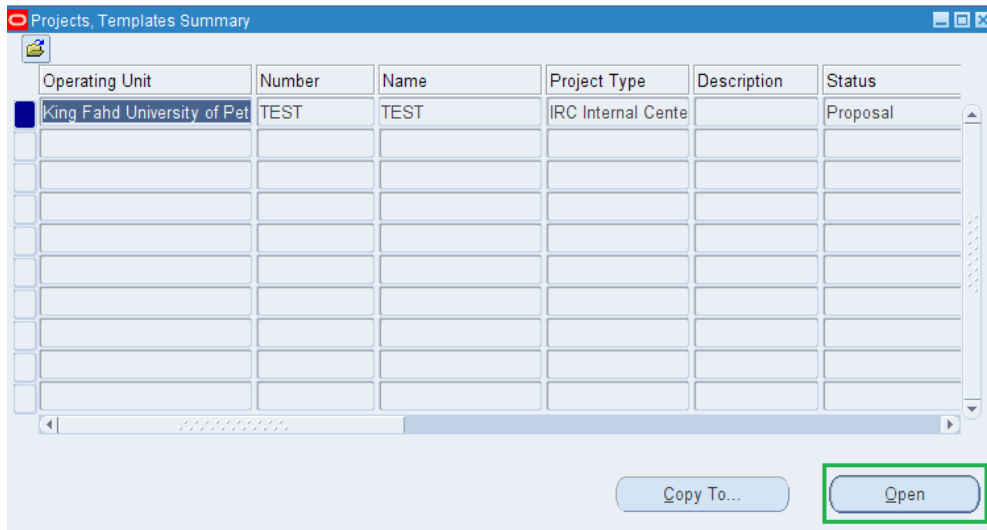
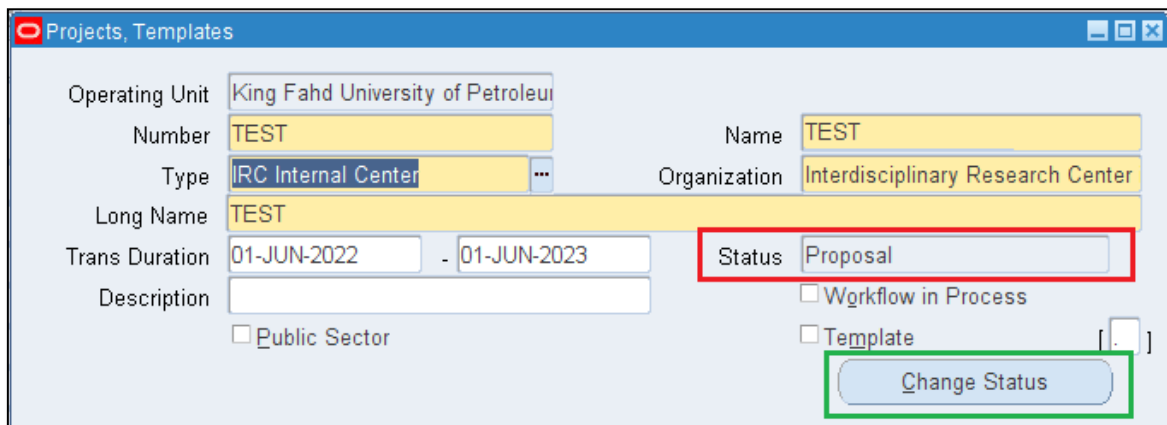


Figure 51: Procedure for opening a working project

- **Step 1.3.4:** Initially the project status is “Proposal” (the red box) as shown in Figure 52. Click on “Change Status” (the green box), as shown in Figure 52, the status of project will be changed automatically. The proposal status, which has been so far appearing as “Proposal” (the red box) in earlier Figure 52 is now changed to “Submitted” as seen in the Figure53.



(A)

Figure 52: Procedure for Changing the Status of working project

The screenshot shows a web form titled "Projects, Templates" with the following fields and values:

Operating Unit	King Fahd University of Petroleum & Minerals		
Number	TEST	Name	TEST
Type	IRC Internal Center	Organization	Interdisciplinary Research Center
Long Name	TEST		
Trans Duration	01-JUN-2022	-	01-JUN-2023
Description			
<input type="checkbox"/> Public Sector	Status	Submitted	
	<input type="checkbox"/> Workflow in Process		
	<input type="checkbox"/> Template	[.]	
	Change Status		

Figure 53: 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 Center Director for approval, before it can be accepted by the Deanship of Research Oversight and Coordination's Coordinator and activated.