
Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

This tutorial will step you through how to delete:

- 1) A Project Definition
- 2) A WBS Element
- 3) WBS Elements in a Hierarchy

After creating a Project Definition or WBS Element, you may discover that it was created incorrectly or it is not needed at all. In order to delete a Project Definition or WBS Element, it must be:

- 1) Unused (No FI postings) - The Project Definition or WBS Element can have no existing purchase orders, purchase requisitions, AP invoices, revenue deposits, etc. If there is uncertainty as to whether a Project Definition or WBS Element has been used, transactions CJI3 (Display Project Actual Line Items) and CJI5 (Display Project Commitment Line Items) may be executed for verification.
- 2) The system status must be set as CRTD, REL, TECO, or CLSD.

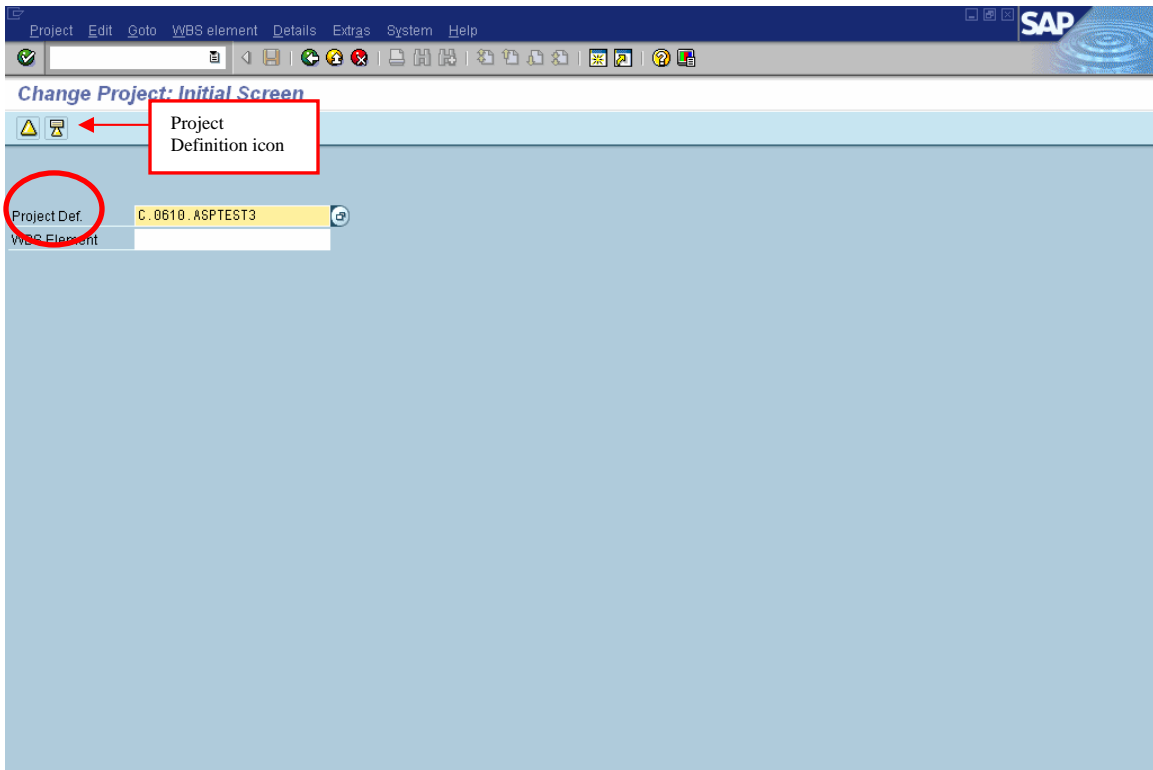
* Deletion can only be performed by end-users with roles Z:FI0019 (Agency Project Accounting) or Z:FI0020(Agency Project Accounting Specialist)

Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

Deleting a Project Definition

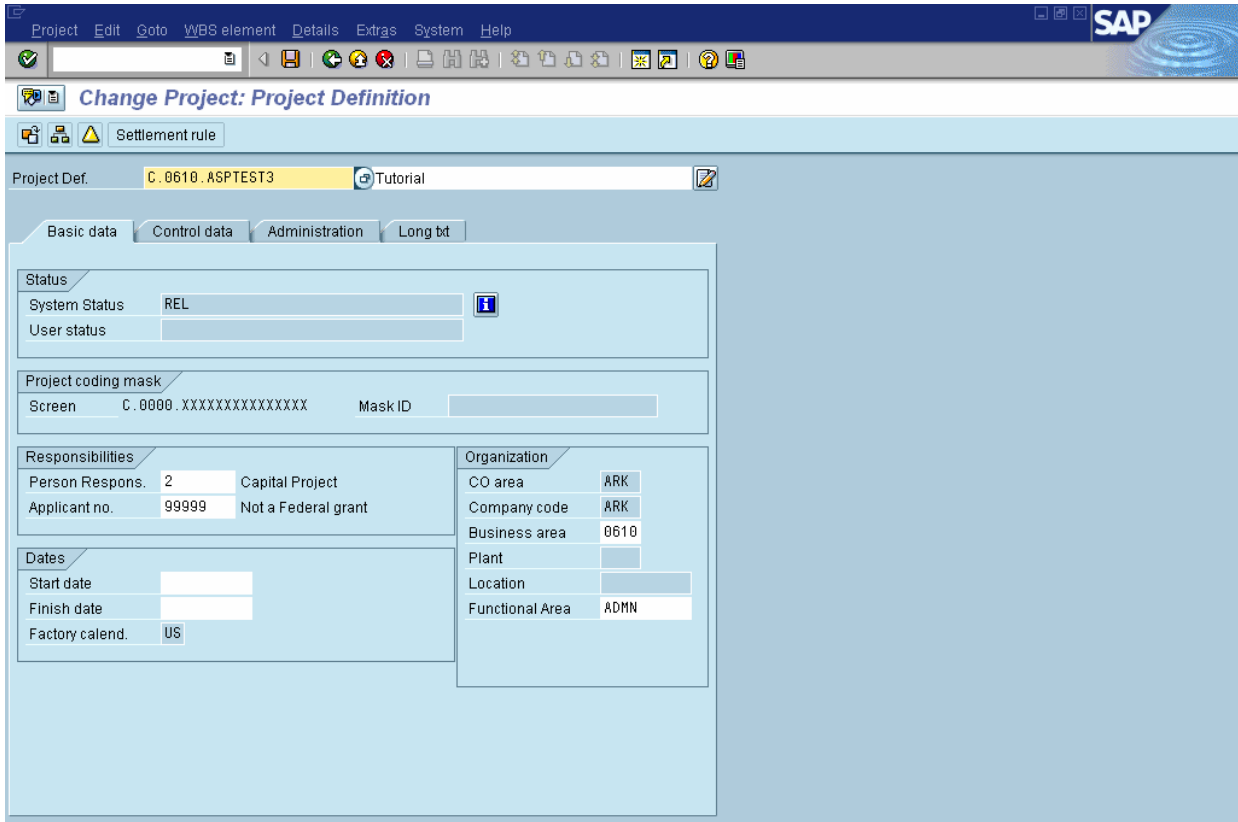
Deleting a Project Definition will also delete any WBS Elements created with it.

Using Transaction CJ02 (Change Project: Initial Screen), enter the Project Definition in the Project Def. field box and click on the Project Definition icon.



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The Project Definition Master Data will appear.

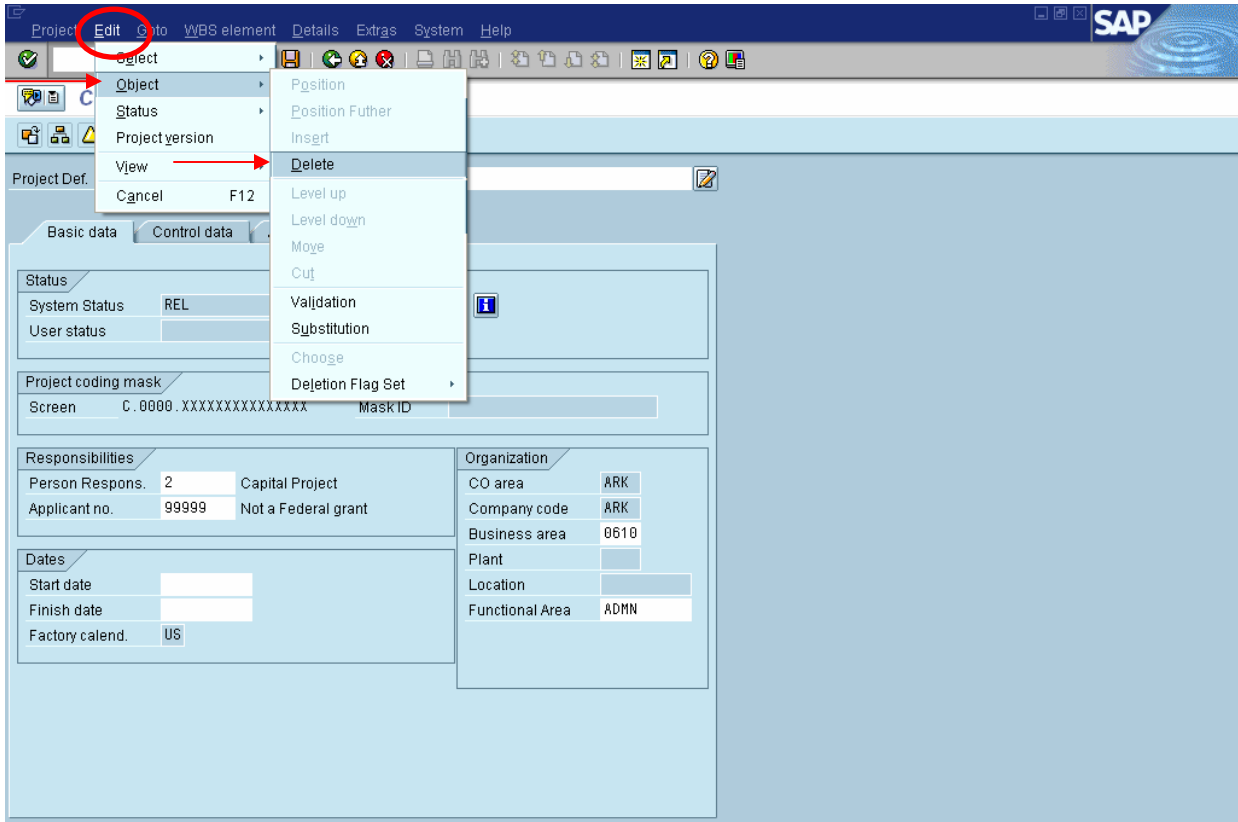


The screenshot shows the SAP Project Definition Master Data form. The title bar includes 'Project Edit Goto WBS element Details Extras System Help' and the SAP logo. The main title is 'Change Project: Project Definition'. Below this, there are icons for 'Settlement rule' and a search field containing 'Tutorial'. The main content area is divided into several sections:

- Basic data**:
 - Status: System Status (REL), User status (empty)
 - Project coding mask: Screen (C.0000.XXXXXXXXXXXXXX), Mask ID (empty)
- Responsibilities**:
 - Person Respons. (2), Capital Project
 - Applicant no. (99999), Not a Federal grant
- Dates**:
 - Start date (empty), Finish date (empty), Factory calend. (US)
- Organization**:
 - CO area (ARK), Company code (ARK), Business area (0610), Plant (empty), Location (empty), Functional Area (ADMN)

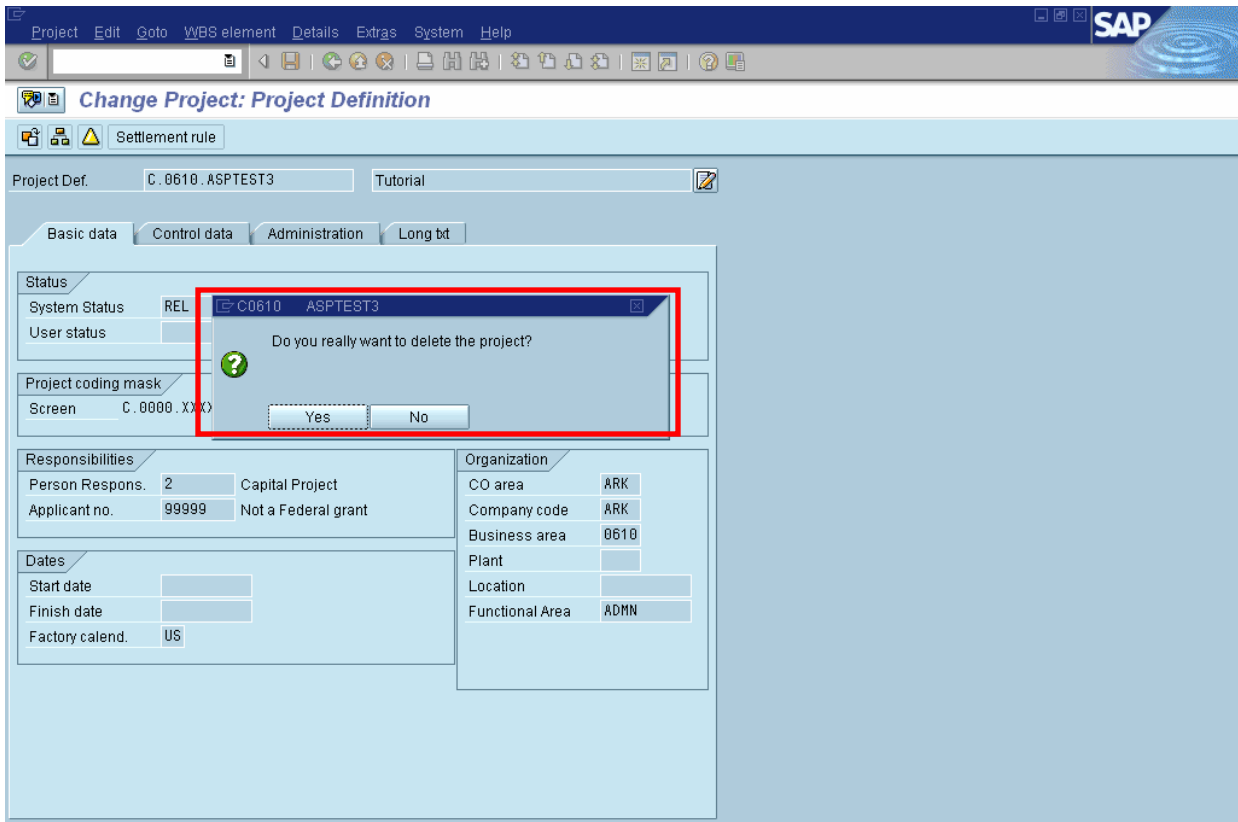
Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

To delete a project definition, select 'Edit' in the SAP menu. Choose 'Object' and then 'Delete'.



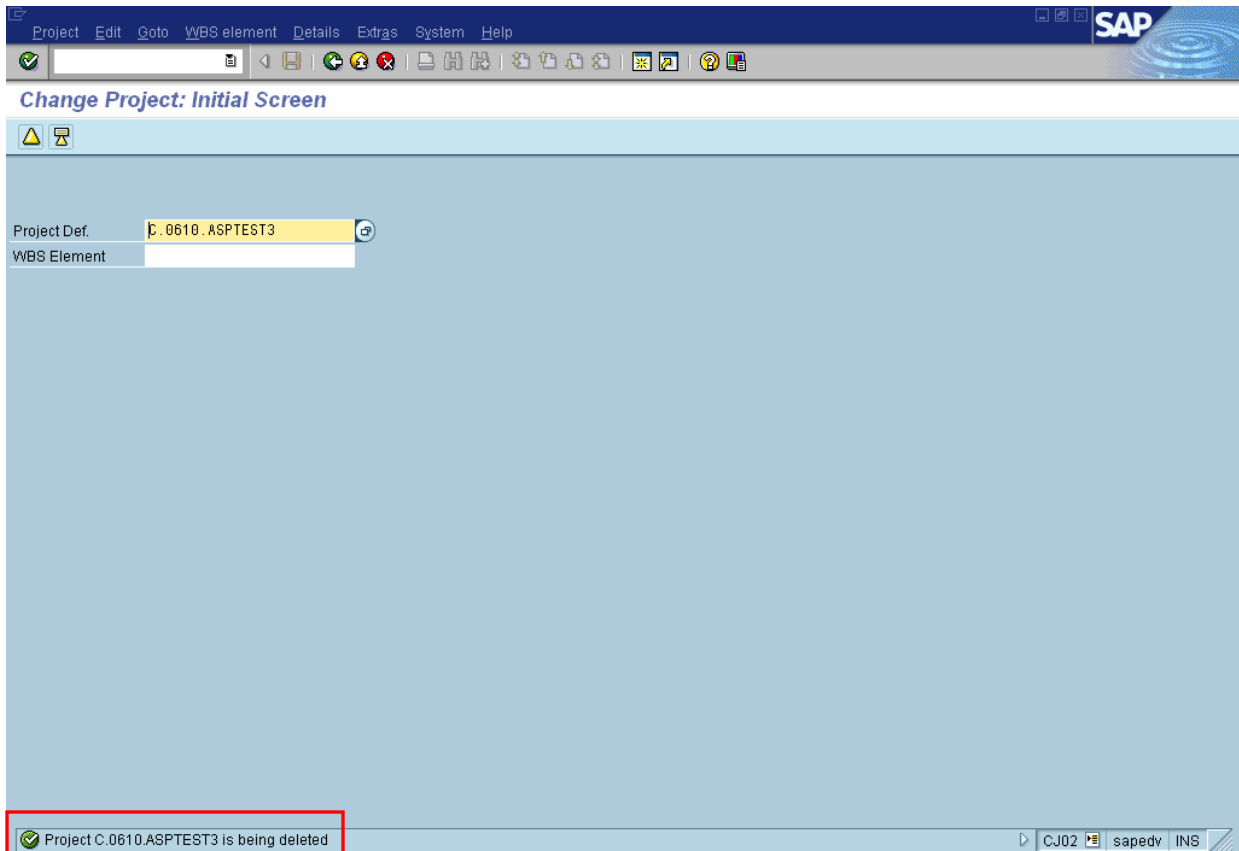
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A dialog box will appear asking “Do you really want to delete the project?” Click the “Yes” box if you want to delete the project definition. Click the “No” box if this is not the project definition that needs to be deleted.



Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

You will receive a message at the bottom of the screen “Project X.XXXX.XXXXX is being deleted.”

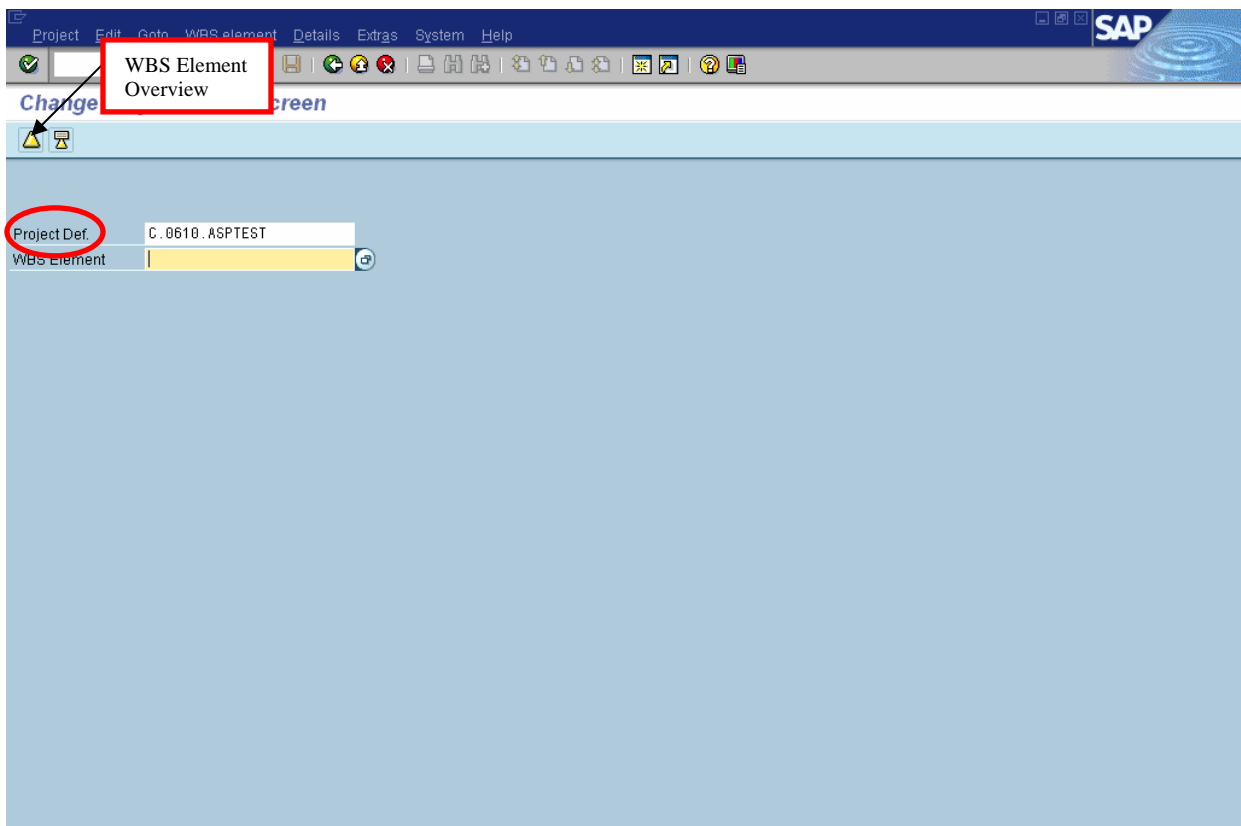


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Deleting a WBS Element

WBS Elements can be deleted without deleting the Project Definition.

Using transaction CJ02, enter the Project Definition that was used when creating the WBS Element in the Project Def. field and click on the WBS Element overview icon.



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Use the blocks to the far left of the screen to select the WBS Element to be deleted.

The screenshot shows the SAP 'Change Project: WBS Element Overview' window. The project definition is 'C.0610.ASPTEST' and the description is 'Tutorial'. The table below lists WBS elements. The first row is highlighted in yellow.

S..L...	WBS element	Description	Short ID	Typ	Pri	Su	PE	Acct
1	C.0610.ASPTEST-02	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	C.0610.ASPTEST-03	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	C.0610.ASPTEST-04	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

It is also possible to delete more than one WBS Element at a time. Simply select each WBS Element that needs to be deleted.

The screenshot shows the same SAP 'Change Project: WBS Element Overview' window. In this view, the first three rows of the table are highlighted in yellow, indicating they are selected for deletion.

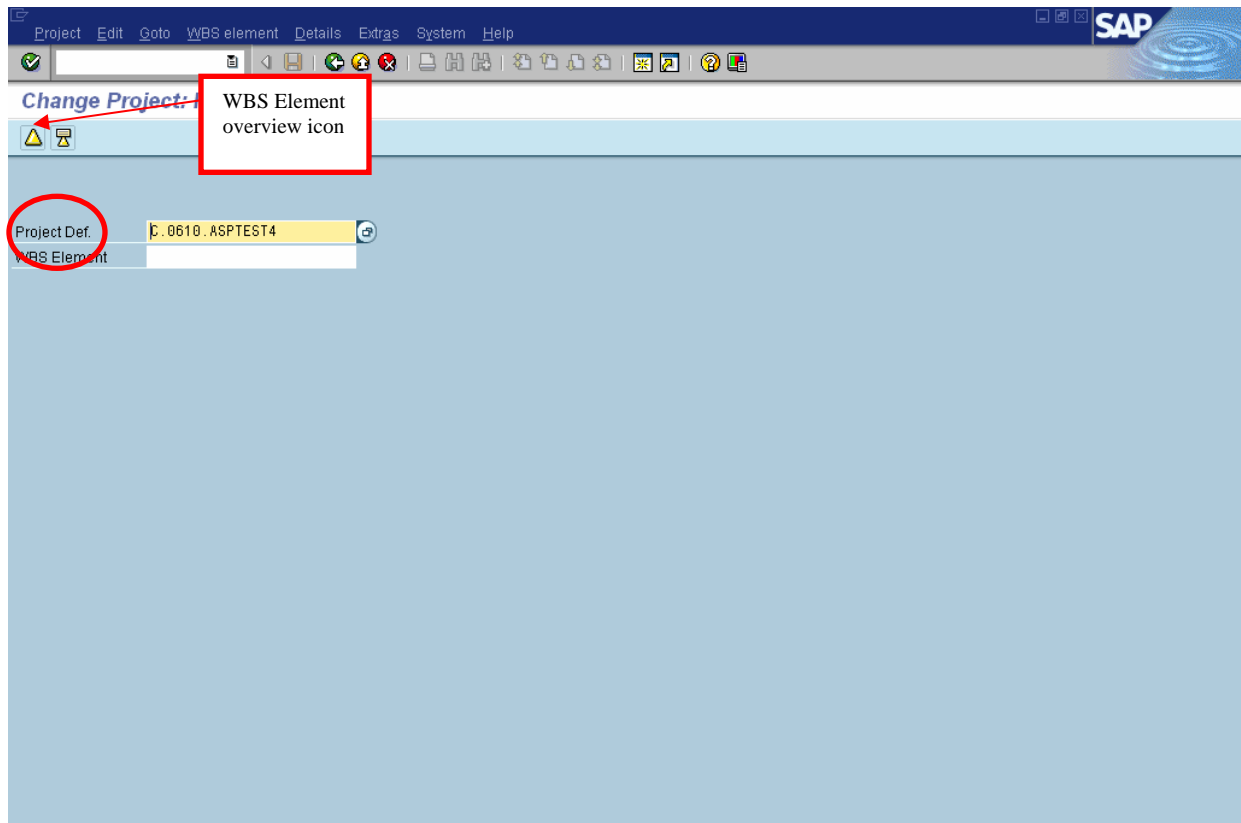
S..L...	WBS element	Description	Short ID	Typ	Pri	Su	PE	Acct
1	C.0610.ASPTEST-02	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	C.0610.ASPTEST-03	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	C.0610.ASPTEST-04	Tutorial	C.0610.ASPTEST-0	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

Deleting WBS Elements in a Hierarchy

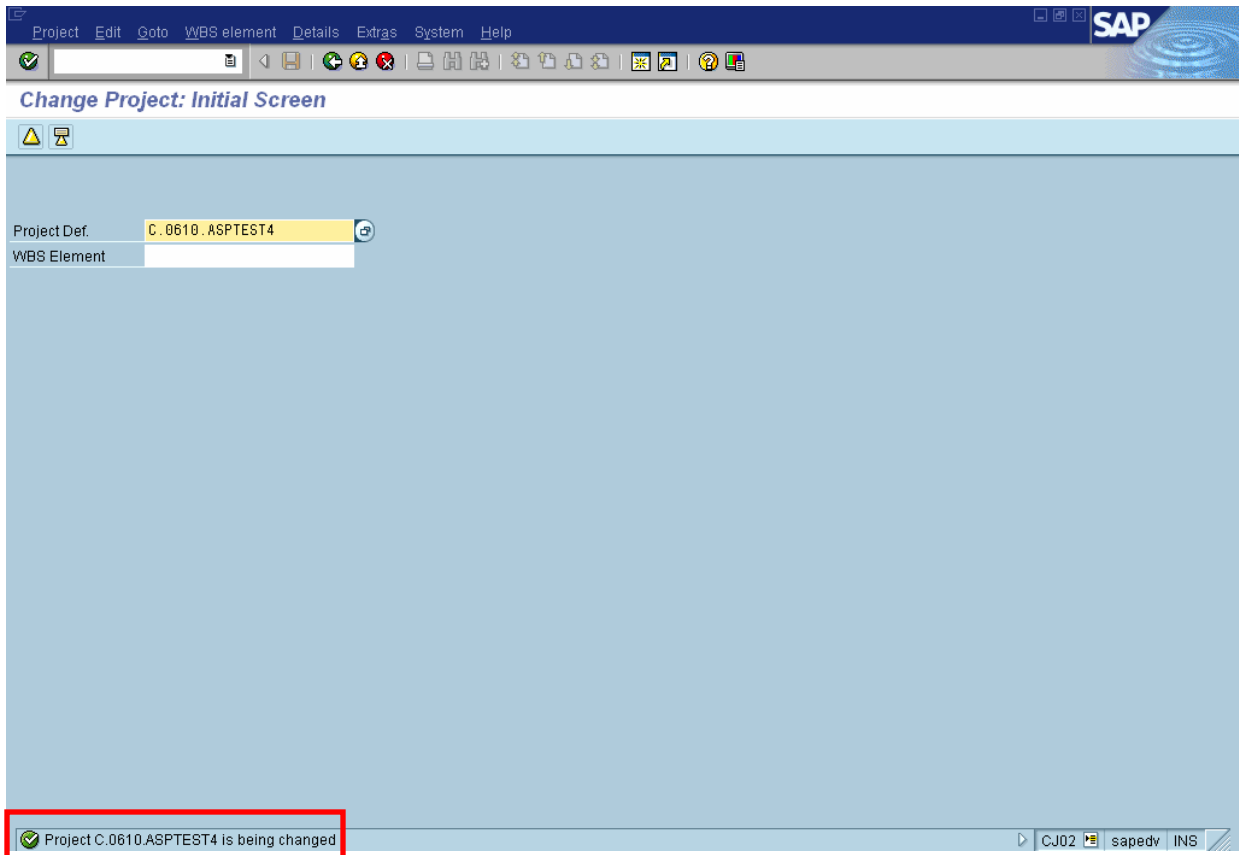
WBS Elements created in a hierarchy (levels 1, 2, 3) can be deleted one at a time or all at once.

Using transaction CJ02, enter the Project Definition that was used when creating the WBS Element in the Project Def. field and click on the WBS Element overview icon.



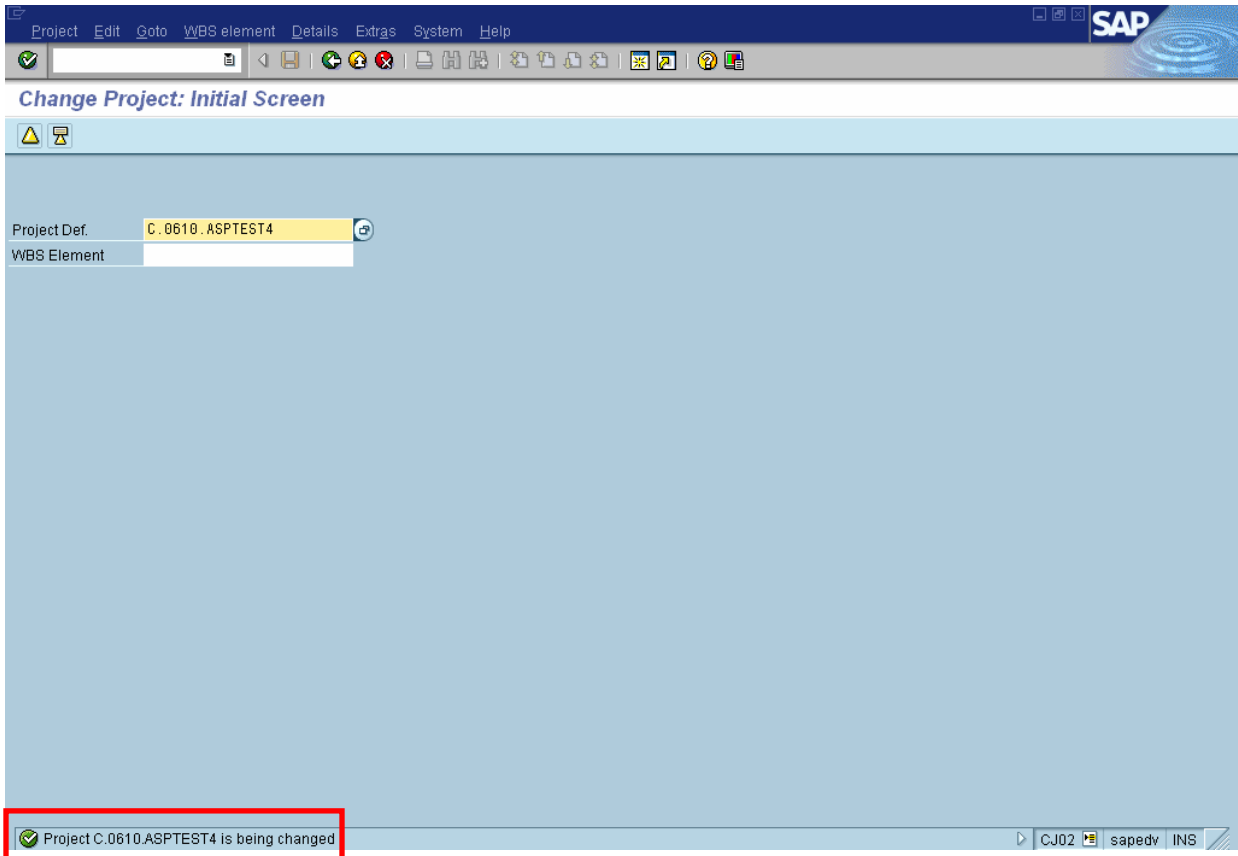
Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

You will receive a message at the bottom of the screen stating “Project X.XXXX.XXXXX is being changed”.



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Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

It is possible for a Project Definition to have more than one hierarchy of WBS Elements. Each new hierarchy starts with a level one (1) WBS Element.

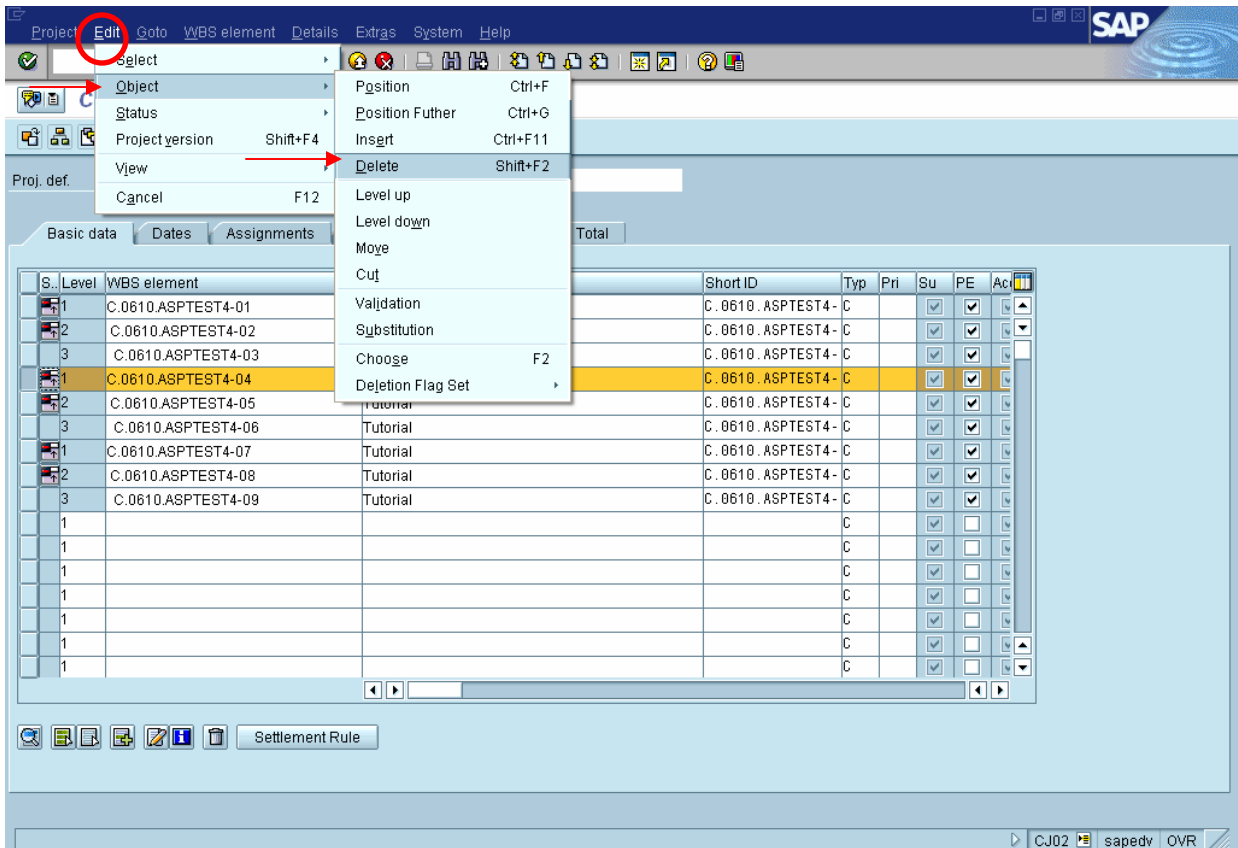
In order to delete one particular hierarchy, select the highest WBS Element of the hierarchy (WBS Element with the lowest level number).

The screenshot shows the SAP 'Change Project: WBS Element Overview' interface. The table displays a hierarchy of WBS elements for project 'C.0610.ASPTEST4'. The 'Level Number' column is highlighted with a red box and labeled 'Level Number'. A red box highlights the first row of a hierarchy (Level 1), and an arrow points to it from a box labeled 'Complete hierarchy'. The table columns are: Level Number, Description, Short ID, Typ, Pri, Su, PE, and Ac.

Level Number	Description	Short ID	Typ	Pri	Su	PE	Ac
1	Tutorial	C.0610.ASPTEST4-01	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Tutorial	C.0610.ASPTEST4-02	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Tutorial	C.0610.ASPTEST4-03	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Tutorial	C.0610.ASPTEST4-04	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Tutorial	C.0610.ASPTEST4-05	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Tutorial	C.0610.ASPTEST4-06	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Tutorial	C.0610.ASPTEST4-07	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Tutorial	C.0610.ASPTEST4-08	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Tutorial	C.0610.ASPTEST4-09	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

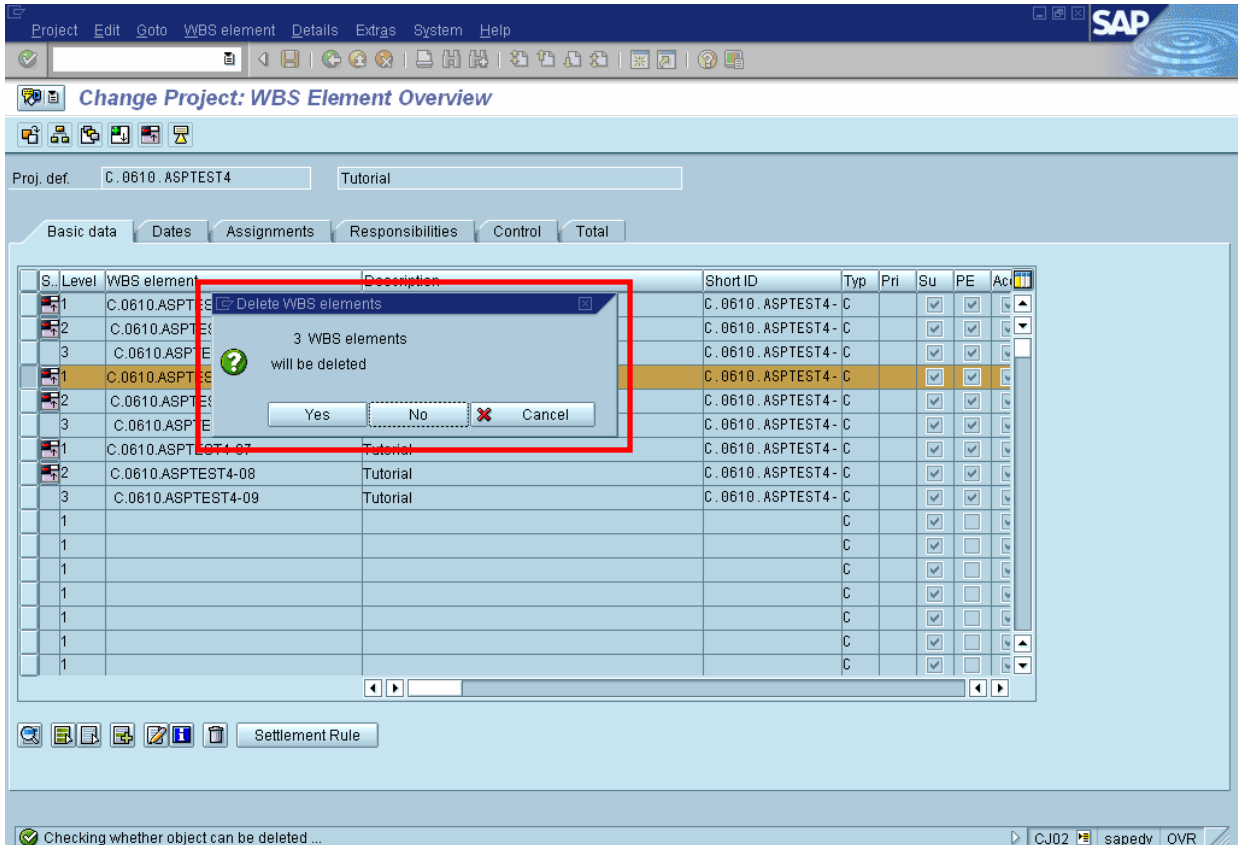
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Select 'Edit' on the SAP menu. Choose 'Object' and then 'Delete'.



Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

A dialog box will appear to verify the number of WBS Elements to be deleted. Click “Yes if correct. Click “No” if not correct.



The screenshot shows the SAP 'Change Project: WBS Element Overview' dialog box. The 'Basic data' tab is active, displaying a table of WBS elements. A red box highlights a 'Delete WBS elements' dialog box that has appeared over the table. The dialog box contains the text '3 WBS elements will be deleted' and has 'Yes', 'No', and 'Cancel' buttons. The table below shows the following data:

S...Level	WBS element	Description	Short ID	Typ	Pri	Su	PE	Act
1	C.0610.ASPTEST4-01	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	C.0610.ASPTEST4-02	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C.0610.ASPTEST4-03	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	C.0610.ASPTEST4-07	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	C.0610.ASPTEST4-08	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C.0610.ASPTEST4-09	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The status bar at the bottom indicates 'Checking whether object can be deleted ...' and shows the user 'sapedy' and role 'OVR'.

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You will receive a message at the bottom of the screen stating “# of WBS Elements deleted”. Click the ‘Save’ icon to save changes.

The screenshot shows the SAP 'Change Project: WBS Element Overview' interface. The project definition is 'C.0610.ASPTEST4' with the description 'Tutorial'. The table below lists several WBS elements, with the first three rows highlighted in red, indicating they have been deleted.

S..Level	WBS element	Description	Short ID	Typ	Pri	Su	PE	Ac
1	C.0610.ASPTEST4-01	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	C.0610.ASPTEST4-02	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C.0610.ASPTEST4-03	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	C.0610.ASPTEST4-07	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	C.0610.ASPTEST4-08	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C.0610.ASPTEST4-09	Tutorial	C.0610.ASPTEST4-C	C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom left of the screen, a status bar shows a green checkmark icon and the text "3 WBS elements deleted", which is highlighted with a red box. The bottom right corner shows the user ID "sapedy" and the role "OVR".

Deleting Incorrectly Created and Unused Project Definitions and WBS Elements

You will receive a message at the bottom of the screen stating “Project X.XXXX.XXXXX is being changed”.

