

Appendix: SAP 4.7 Job Aids Create a Plant Maintenance Order (IW31)

Plant maintenance (or PM) orders are created in SAP 4.7 to track the activities and costs of installing and maintaining technical equipment. This job aid describes the procedures for creating PM orders in accordance with the policies and protocols of our company.

To execute this transaction, you need to know

- The SAP object code for the equipment in question
- The employee number of the manager of the plant which is responsible for that equipment

Procedure

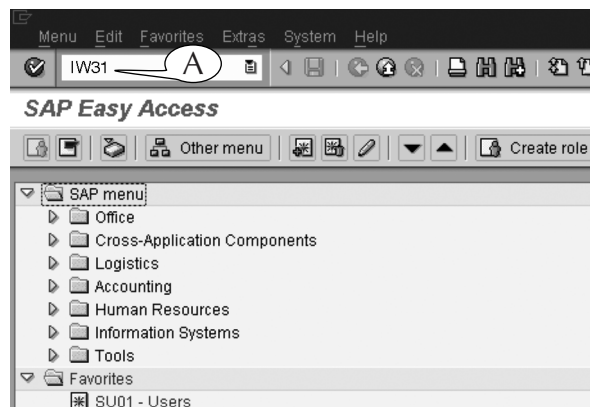
Step 1. Enter the T-code **IW31** in the **command field (A)** of the **SAP Easy Access screen**, then hit the **Enter key** on your keyboard, *or*

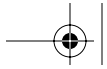
Follow the menu path

Logistics > Plant Maintenance > Maintenance Processing > Orders > Create (General)

or

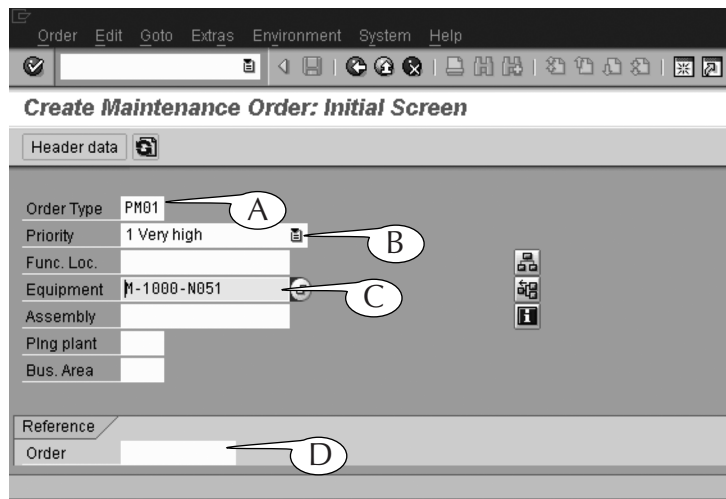
Open your **Favorites folder** and click the link to this transaction (if it is there).





Step 2. The **Create Maintenance Order: Initial** screen appears.

- Enter a type code in the **Order Type field (A)**. The code consists of a two-character work descriptor followed by a two-character expense descriptor. There are three possible work descriptor codes.
 - **PM:** for routine preventive maintenance of an otherwise functioning object.
 - **SC:** for emergency repairs due to storms and catastrophic events
 - **CM:** for corrective maintenance of an object that is working at less-than-peak levels
- There are two possible expense descriptors:
 - **01:** for maintenance of existing equipment.
 - **02:** for installation of new equipment.
- Enter a priority code in the **Priority field (B)**. Use the list menu icon to select from a list of codes.
- Enter the equipment number in the **Equipment field (C)**.
- Hit the **Enter key** on your keyboard.



Copy Data from a Previous Order

If you have worked on this same equipment in the recent past and know the PM order number for that previous job, enter it in the **Order field** of the **Reference field area (D)**. When the **Central Header screen** appears (see next step), its fields will be prepopulated with data from that previous PM order. You can then edit select fields to update them for the problem on hand.



Step 3. The **Create Maintenance Order: Central Header** screen appears.

- Enter a brief description of the problem in the **Short text field (A)**.
- Enter a maintenance activity type code in the **PMActType field (B)**.
- Enter an estimated finish date for the work in the **Basic fin field (C)**.
- Enter the employee ID number for the manager of the plant responsible for the equipment in the **Person no field (D)**.
- Hit the **Enter key** on your keyboard.

The screenshot displays the SAP 'Create Maintenance Order: Central Header' screen. The title bar shows 'SAP' and the menu bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The main window title is 'Create Maintenance Order : Central Header'. Below the title bar, there are several tabs: 'HeaderData', 'Operations', 'Components', 'Costs', 'Partner', 'Objects', 'Addit. Data', 'Location', 'Planning', and 'C'. The 'HeaderData' tab is active. The screen is divided into several sections:

- Order Data:** Order: PM01 %00000000001, Short text: Power cord destroyed by fire ants (A), Sys. Status: CRTD MANC NTUP.
- Person responsible:** PlannerGrp, Mn.wk.ctr, Person Resp, Notifctn, Costs, PMActType: 103 (B), SystCond., Address.
- Dates:** Bsc start: 12/04/2004, Priority: 1 Very high, Basic fin.: 12/15/2004 (C), Reason.
- Reference object:** Func. Loc., Equipment: M-1000-N051, Assembly.
- First operation:** Operation, CcKey: 1 Calculate duration, WkCtr/Plnt, Ctrl key: PM01, Acty Type, Work durth, Number, Oprtn dur., HR, Person no.: ET1544 (D).

The status bar at the bottom shows 'CU6 (1) (800) tsphl874 OVR'.

Step 4. The system draws from the database record for the equipment and plant manager and populates other critical fields with data on the maintenance plant and functional location.

- Click the **Save button (A)**.

Create Maintenance Order : Central Header

Order: PM01 %00000000001 Power cord destroyed by fire ants

Sys. Status: CRTD MANC NTUP

HeaderData | Operations | Components | Costs | Partner | Objects | Addit. Data | Location | Planning

Person responsible

PlannerGrp: 100 / 1000 Hr. Weber

Mn.wk.ctr: MECHANIK / 1000 Mechanical mainter

Person Resp: []

Notifctn: []

Costs: [] EUR

PMActType: 103 Repair

SystCond.: []

Address: []

Dates

Bsc start: 12/04/2004 Priority: 1 Very high

Basic fin.: 12/15/2004 Revision: []

Reference object

Func. Loc.: K1-B01-1 Pump set 1

Equipment: M-1000-N051 Electric pump motor

Assembly: []

First operation

Operation: [] CcKey: 1 Calculate duration

WkCtr/Plnt: MECHANIK / 1000 Ctrl key: PM01 Acty Type: 1410 PRT

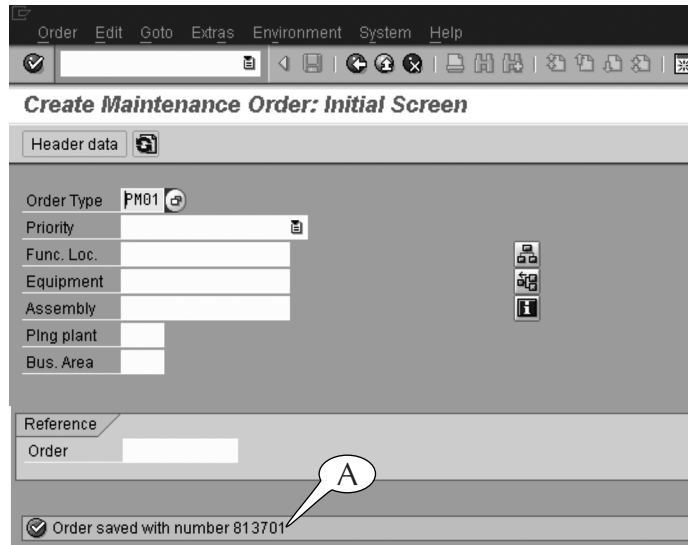
Work durtn: HR Number: [] Oprtn dur.: HR Comp.

Person. no: ET1544 Robert Smith

CU6 (1) (800) tsph1874 OVR

Step 5. The initial screen returns with a message in its status bar that the order is created (A).

- Record the order number.



End Procedure

