

SAP Reports - Work Orders

The University of Mississippi
End User Documentation – Enterprise 2005
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Reviewing PM (work order) charges to your cost object

R/3 Path:	Logistics > Plant maintenance > Maintenance processing > Order > Order List > Display [double-click]
Transaction Code:	IW39
Order Status	You must select at least one order status.
Period	You should select the period you wish to review. The default is the current date.
Settlement receivers	You MUST narrow the search by selecting the “Settlement receivers” icon on “Function Bar”.
NOTE:	A settlement receiver means, “who (department) is going to be charged for this work.”
Search Criteria	Enter the criteria you wish to search for data.
Execute	Left click on Execute Icon. (This should take you back to “Display PM orders: Selection of Orders”.
Execute	Left click on Execute Icon.

Creating your own Variant

Creating a variant will allow you to show additional information on a report that currently is not shown.	
Execute	Execute whatever report you are working on and then select Variant Icon.
Variant Icon	Left click on Variant Icon
Hidden Fields	On the right of your screen, the fields listed are hidden from view in the executed report.
Move Hidden Field	Highlight the hidden field you wish to view, left click on the arrow icon.
Column content	The highlighted field should now appear on the left of your screen under Column content.
Copy	When you are finished with your selection of hidden fields, left click on the “copy – green check” icon.
NOTE:	Once you have copied the variant to the viewable report, you may name and save the variant by selecting the save icon.

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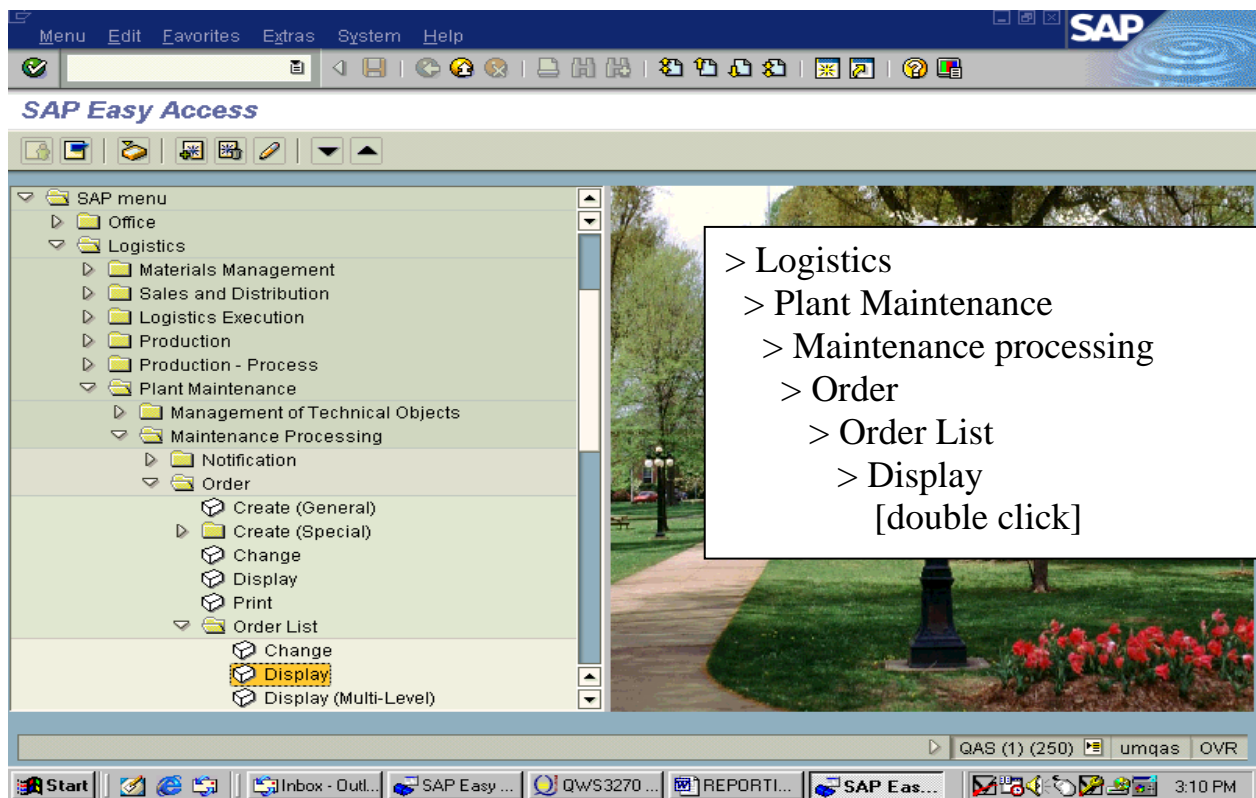
SAP Screen Shots

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R/3 Path: Logistics > Plant Maintenance > Maintenance processing > Order > Order List > Display [double-click]
Transaction Code: IW39

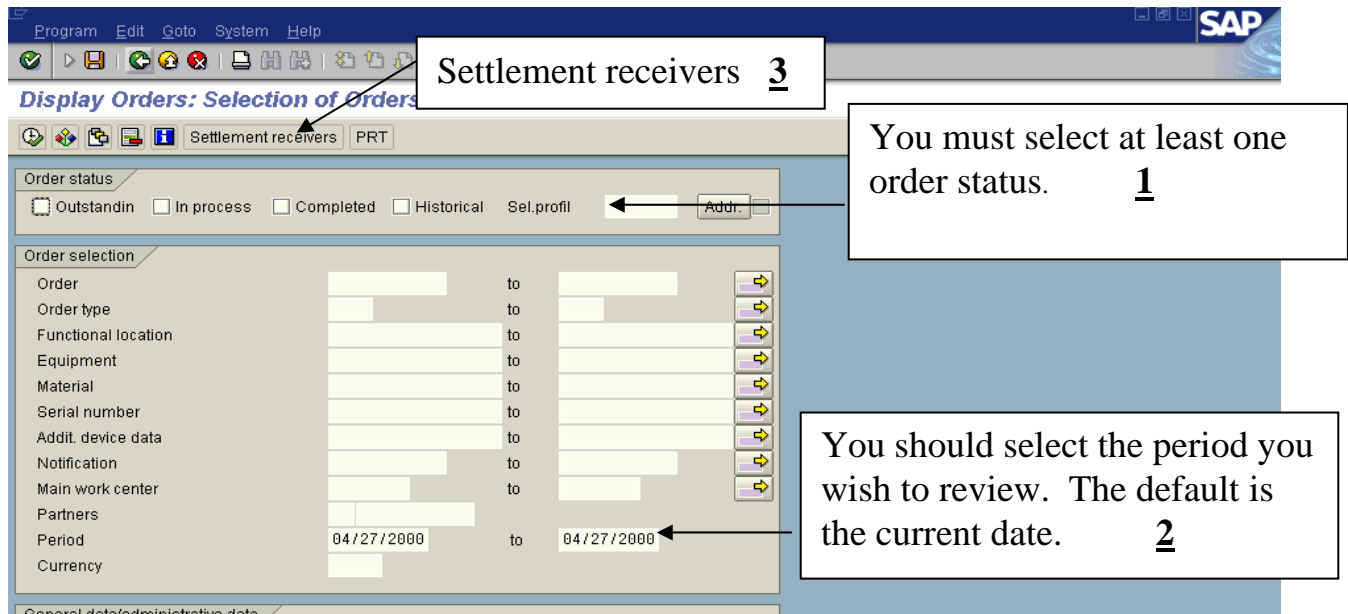


> Logistics
> Plant Maintenance
> Maintenance processing
> Order
> Order List
> Display
[double click]

Order Status – Select all three order status boxes for Outstanding, In Process and Completed. This will capture any work orders that are currently in progress as well as those that have been finished.

Period - You should select the period you wish to review. The default is the current date.

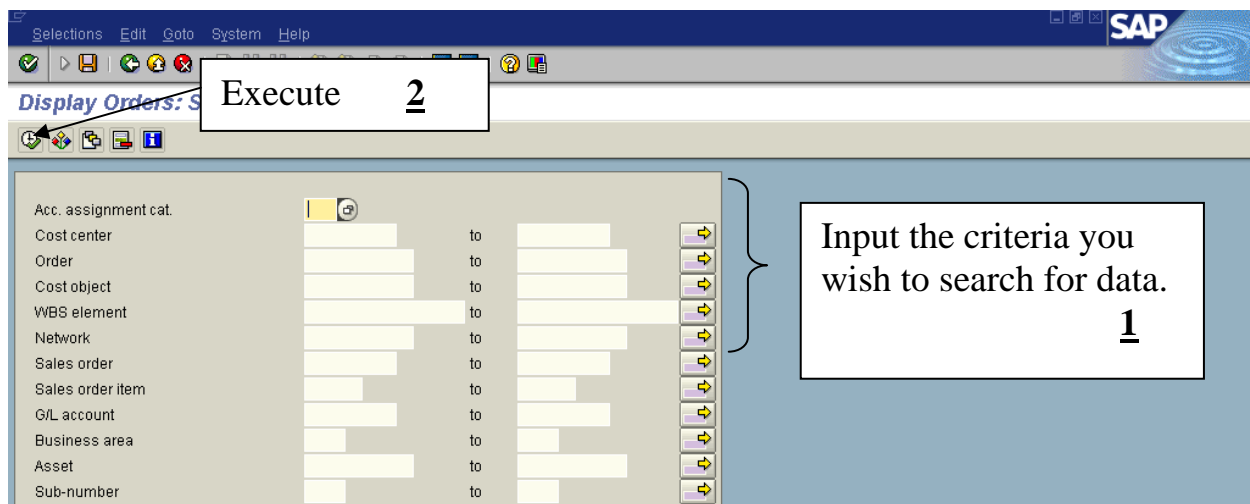
Settlement receivers - You **MUST** narrow the search by selecting the "Settlement receivers" icon on the bottom row of icons. A settlement receiver means, "who is going to be charged for this work."



Settlement receivers 3

You must select at least one order status. 1

You should select the period you wish to review. The default is the current date. 2



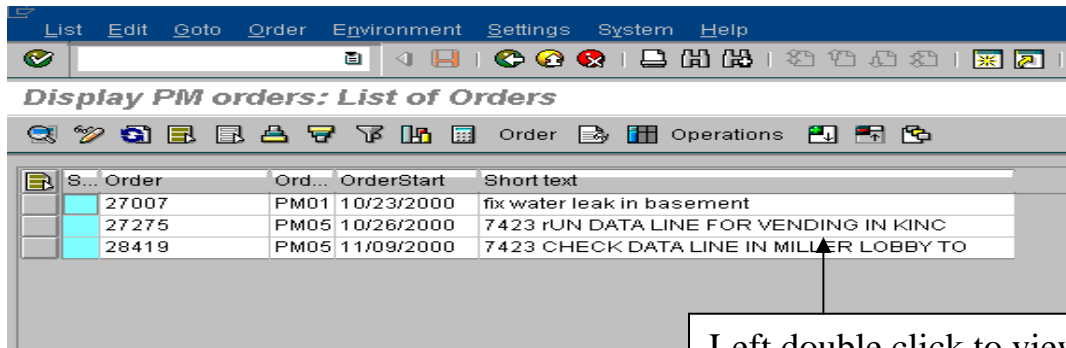
Execute 2

Input the criteria you wish to search for data. 1

After you input the criteria, the system will take you back to “Display PM orders: Selection of Orders”.

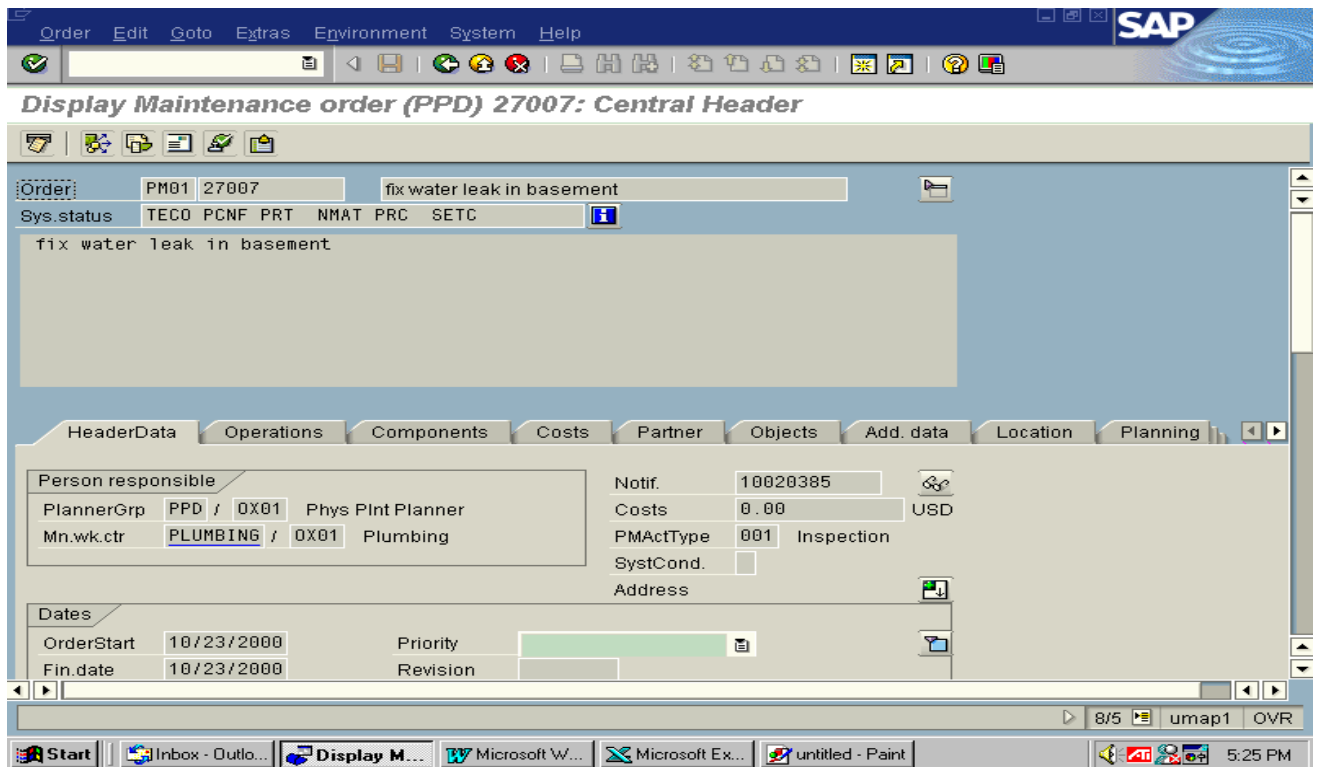
Execute – Left click on Execute Icon.

Example of Report



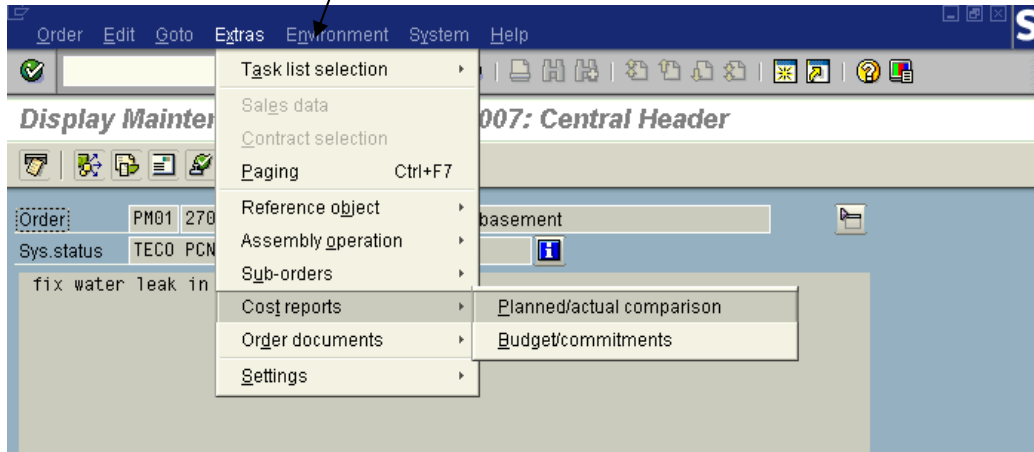
Left double click to view the work order.

When you left double click in the TEXT area of a report, you can view the actual work order in more detail. The screen will appear as follows:



The path to look at a detailed list of charges on the work order is:

>Extras
>Cost Reports
>Planned/Actual Comparison



HINT: A second way to look at a detailed list of charges is to go to the Costs tab, then select the Rep. Plan/Act. button to view the work order cost detail. The Debit section of the screen involves the Physical Plant cost centers. The Settlement section of the screen are charges posted to settlement receivers (cost centers or internal orders). Work Order settlement charges are posted the last day of the month.

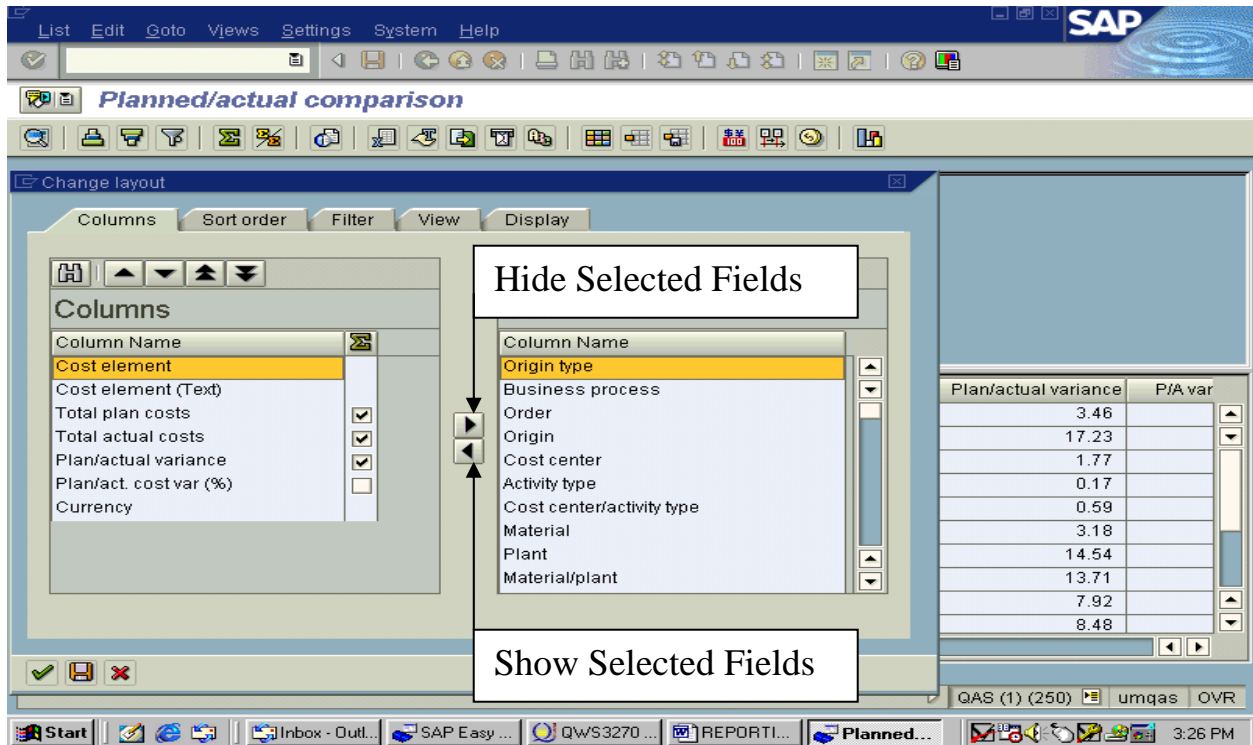
You will see a screen that appears as follows:

The screenshot shows the SAP 'Planned/actual comparison' report for order 40045. The report table is as follows:

Cost elem...	Cost elem.	Total plan	Ttl actual	Variance	P/A var(%)
56521	Merch for Resale-Teleph-Install-Material	0.00	3.46	3.46	
56521	Merch for Resale-Teleph-Install-Material	0.00	17.23	17.23	
56521	Merch for Resale-Teleph-Install-Material	0.00	1.77	1.77	
56521	Merch for Resale-Teleph-Install-Material	0.00	0.17	0.17	
56521	Merch for Resale-Teleph-Install-Material	0.00	0.59	0.59	
56521	Merch for Resale-Teleph-Install-Material	0.00	3.18	3.18	
539050	Internal Wages	0.00	14.54	14.54	
539050	Internal Wages	0.00	13.71	13.71	
590015	TE Material OH	0.00	7.92	7.92	
590017	TE OH Labor	0.00	8.48	8.48	
Debit		0.00	71.05	71.05	
590020	Telecommunications Material Charge	0.00	34.32-	34.32-	
590040	Telecommunications Labor Charge	0.00	36.73-	36.73-	
Settlement		0.00	71.05-	71.05-	
		0.00	0.00	0.00	

You can change the information displayed in the report by choosing the Change Layout icon.

This icon will display a screen that appears as follows:



The left column lists columns that are displayed in your report. The right column lists columns that are available for display in your report.

To add a column, highlight it on the right side and click the Show Selected Fields icon. The name of the column should then be displayed on the left side. To delete a column, highlight it on the left side and click the Hide Selected Fields icon.

Fields that you will want to include in your report are Order, Cost Center, Material (Text), Cost Element, Total Actual Quantity, Total Actual Cost.

You can hide the fields for Total Plan Costs, Plan/Actual Variance, and Plan/act. Cost var(%).

Once you have the fields selected that you would like to view in your report, hit enter (or the icon with the green check) to generate your report.

The report format can be saved for future use by selecting the Save Layout icon and naming the report.

When you want to review information in the future in this format, click on the Select Layout icon and choose the report format that you had previously saved.

Your cost center/internal order was charged for any amount displayed next to it. Double click on the line containing your cost center/internal order to view the details of the charges. At this point, you can add other information such as a date that the amount was charged.

Use the green arrow at the top center of the screen to return to the original report.

To View a Single Work Order

After a department submits a notification, an e-mail confirmation will be sent back to the department providing the work order number from notification conversion. To look up a specific work order, use transaction IW39.

In the Order status box, check the Outstanding, In Process and Completed boxes.

In the Order selection box, put the work order number in the Order field and click on the execute button. This will take you straight to the work order.

Note: if you have problems pulling up the order, you may need to change the dates in your period field for an older work order.

The screenshot shows the SAP IW39 transaction interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title is 'Display PM orders: Selection of Orders'. There are two tabs: 'Settlement Receivers' and 'PRT'. The 'Order status' section has checkboxes for 'Outstanding', 'In process', 'Completed', and 'Historical', all of which are checked. There is also a 'Sel.profil' field and an 'Addr.' button with a red 'X'. The 'Order selection' section contains several fields: 'Order' (192479), 'Order Type', 'Functional location', 'Equipment', 'Material', 'Serial number', 'Addit. device data', 'Notification', 'Main work center', 'Plant for WorkCenter', 'Period' (05/24/2007 to 08/22/2007), 'Partners', and 'Currency' (USD). Each field has a 'to' field and a yellow arrow icon to its right. At the bottom, there is a 'General Data/Administrative Data' section with a checkbox for 'Incl object list'.

Creating your own variant

Variant icon - Left click on Variant icon



A screenshot of the SAP "Profit Center: Actual Line Items" report layout editor. The interface shows a "Columns" list on the left and a "Column set" list on the right. The "Columns" list includes: Document cat., Ref. document, Ref. doc. line, Posting period, Profit center, Partner profit ctr, Account number, Acc.text, In profit center local currency (checked), and Curr. key of PrCtr LC. The "Column set" list includes: Document category, Document number, Document line, Receiver CoCde, Record type, Ledger, Elimination PrCtr, Stat. key figure, Debit/credit ind., and Version. A callout box labeled "Select specific items to move from side to side by highlighting the field." points to the "Document category" field in the "Column set" list. Another callout box labeled "Fields hidden from view in executed report. 2" points to the "Ledger" field in the "Column set" list. A third callout box labeled "Move items from side to side by using the arrow icons. 3" points to the arrow icons between the "Columns" and "Column set" lists. A fourth callout box labeled "Fields displayed as columns on executed reports. 4" points to the "Document cat." field in the "Columns" list. A fifth callout box labeled "When finished, select 'Copy' to view report. 5" points to the "Copy" icon in the bottom toolbar. A sixth callout box labeled "NOTE: Once you have copied the variant to the viewable report, you may name and save the variant by selecting the save icon on the top row of icons. 6" points to the "Save" icon in the top toolbar.

In PCLC	Curr.
0.95-	USD
1.20-	USD
1.14-	USD
6.91-	USD
64.91-	USD
15.88-	USD

When finished, select "Copy" to view report.

5

NOTE: Once you have copied the variant to the viewable report, you may name and save the variant by selecting the save icon on the top row of icons.

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Any charge for a work order will appear on reports for cost centers/internal orders as a contractual service under a six digit general ledger account that is in the format of 59XXXX as follows:

Ref.doc.	Period	Profit ctr	Partner PC	Account	Acc.text	In PCLC
35344	004	211127005A	211127615A	590025	PM Material Charge	8.52
35344	004	211127005A	211127615A	590025	PM Material Charge	1.70
35344	004	211127005A	211127615A	590045	PM Labor Charge	339.60
35345	004	211127005A	211127635A	590045	PM Labor Charge	7.65
35346	004	211127005A	211127607A	590025	PM Material Charge	2.00
35347	004	211127005A	211127614A	590045	PM Labor Charge	35.26
36510	004	211127005A	211127013A	590040	TE Labor Charge	6.86
36510	004	211127005A	211127013A	590040	TE Labor Charge	6.86
36540	004	211127005A	211127013A	590020	TE Material Charge	8.87



Note: PM indicates charges from Physical Plant while TE indicates charges from Telecommunications.

Please note that charges from the work order system can only be charged to your cost center or internal order as Contractual Services. The only exceptions are when you purchase fuel at the service station or supplies at the PPD storeroom.

There may be multiple charges in multiple periods for a single work order.
 When you drill down on one of the lines in your report, you will see a screen that appears as follows:

Previous settlements - Settlement doc(s).

Senders ORD 24258 RUN CIRCUIT FOR COKE MACHINE

Doc.no.	Settle_per	Setl_year	Created on	Rev	Revd doc.	RvD	SmtNo	Ast_val.dt	Postg_date	Short text: Sender
35344	4	2001	10/30/2000				1		10/31/2000	RUN CIRCUIT FOR COKE

Work order number

You may also view the work order to see total charges for the order through the following path:

- >Logistics
 - >Plant Maintenance
 - >Maintenance Processing
 - >Order
 - >Display {Double Click}

The transaction code for this path is IW33.

SAP EXERCISES
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The University of Mississippi
09/2007

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1. Create a report showing all work orders for cost center 100110305A since 07/01/2006.
2. Display work order 182197.
3. Display the costs for work order 182197.
4. Display a report showing each line item (credits) charged to the cost center for work order 182197. Hint – use the Costs tab.
5. Add a column(s) to your report showing additional fields. Several helpful fields are material text (can see Storeroom materials), cost center, cost center text, order and order text. Save this report as a variant.
6. Return to the report showing all work orders for the cost center. Display the costs for work order 185953 using the variant saved in Step 5.
7. Return to the SAP Main Menu. Display work order 185953 using transaction IW33.