SAP R/3 PM
Training Maintenance Processing
Summary

- Notification
- Work Order
- Completion Confirmation
Chapter...

Notification
SAP R/3 PM Notification

- Notification are requests for maintenance activities
- Notification are created automatically by maintenance plans or manually by the capture of failure or maintenance request
- Notifications documented the description of failures and maintenance activities
- Normally you have 1:1 relation between notification and work orders
- After the maintenance activities the relevant actions and cause codes are documented
- Notifications are the basis for the technical reporting and the generation of key performance indicators (KPI)
The notification type describe different maintenance requests. Each notification type can be contain different information fields.

Exemplary notification types:
- Error Report (Z0)
- Maintenance Request (Z1)
- Malfunction Report (Z2)
- Activity Report (Z3)
- Prev. Maintenance report (Z4)
SAP R/3 PM Notification

Create PM Notification: Maintenance Request

Edit first the description and select the relevant technical object (FL or EQ). Press ENTER. All stored information will be complete.

Than you can edit:
- Object Part
- Damage
- Cause code

These information you can select from catalogs.

At the register Additional Data you can stored a detailed description of the failure.
SAP R/3 PM Notification

Catalog selection

Select one relevant item with double click.

You have catalogs for:
- Object Part
- Damage
- Cause Code
- Activities

Save your entries.
SAP R/3 PM
Change Notification

Transaction IW22 - Change

If it is necessary than you can change the notification.

If you know the notification number than you can use this transaction.

The most used transaction will be list editing.
SAP R/3 PM
Change Notification

Transaction IW28 - Change

The list editing are used for the creation of the notification list. Select the technical object and the selection period.

Change Notifications: Selection of Notifications

- Notification status:
  - Outstanding
  - Postponed
  - In process
  - Completed

- Notification selection:
  - Notification
  - Notification type
  - Functional location
  - Equipment
  - Material
  - Serial number
  - Addit. device data
  - Order
  - Notification date: 05.03.2010 to 03.06.2010
  - Partners
SAP R/3 PM
Change Notification

### Change Notifications: List of Notifications

<table>
<thead>
<tr>
<th>S</th>
<th>Notification</th>
<th>Order</th>
<th>Description</th>
<th>Typ</th>
<th>Functional loc.</th>
<th>Description of functional location</th>
<th>Equipment</th>
<th>Description of technical object</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17.02.2010</td>
<td>10000092</td>
<td>700020</td>
<td>Test Rückmeldung unb. ungeplant</td>
<td>Z2</td>
<td>200-10-10-10-1</td>
<td>Stanzanlage 1.1</td>
<td>100006</td>
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<tr>
<td>2</td>
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<td>700020</td>
<td>Zu Auftrag 7000202 - Status EROF</td>
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<tr>
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<td>geschadigt</td>
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<tr>
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<td>Z0</td>
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<td>5</td>
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<td>10000124</td>
<td>700020</td>
<td>Schleifmaschine gewechselt</td>
<td>Z2</td>
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<td>Technologie Schleifen</td>
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<tr>
<td>6</td>
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<td>Z2</td>
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<td>Schmelzgiegel</td>
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<td>M2</td>
<td>20-10-005-010</td>
<td>Vorregierungsöfen (LGO)</td>
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<tr>
<td>8</td>
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<td>Z2</td>
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<td>Rührwerksklappe</td>
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</tr>
<tr>
<td>9</td>
<td>11.05.2010</td>
<td>10000132</td>
<td>700020</td>
<td>Lagerbock Ventilator 2 Streichen</td>
<td>Z1</td>
<td>20-10-005-050</td>
<td>Rührwerk</td>
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<tr>
<td>10</td>
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<td>Test Flächenkreis</td>
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<td>Z1</td>
<td>20-10-005-010</td>
<td>Ofenzustellung</td>
<td></td>
</tr>
</tbody>
</table>

From the list you can select the relevant notification with double click on the notification number.

REMARK:
If the selected parameter relevant for only one notification, than the system display the notification and not the notification list.
### SAP R/3 PM

**Release or complete Notification**

#### Change Notifications: List of Notifications

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<thead>
<tr>
<th>S</th>
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</tbody>
</table>

Select one or more notification and than press the button release or the button complete.
SAP R/3 PM
Release or complete Notification

Use the menu path for complete the notification

or you can click on the button
SAP R/3 PM
Notification

Create Notification
Create Notification from the Structural Display
Change Notification
Change Notification from List
Modify Notification List
Change Notification from the Structural Display
Close Notification

Tutorial
SAP R/3 PM
Work Order

• The maintenance activities in the SAP-system are done with work order and notification. The work order is the cost collector and in the notification the technical history will be saved.

• A work order is not only a cost collector. The work steps needed for a repair can be planned in it manually or with a task list as well.

• In a work order you can plan the repair dates and times as well as responsible persons (own or external), needed materials or services (stock or non-stock).

• For every planned service or non-stock material one or more purchase requisitions will be generated.
SAP R/3 PM
Work Order

Mat. entnahme
Auftrag: 4265
Material: 1234
Menge: 2
Wert: EUR 280
Gesamt: EUR 520

Auftrag: 4265
TP: Montage
Kst: 25210
Arb. platz: 11
Lst, eigen: EUR 405,00
Mat, eigen: EUR 520,00
Lst, fremd: EUR 670,00
Mat, fremd: EUR 750,00
Gesamt: EUR 2345,00

Montage
Kst: 25210

Auftragsabrechnung (Belastung EUR 2345)

Personalkosten, Energie, Abschreibungen, ...

Kostenstelle
Arbeitsplatz
Nr: 11
Kst: 25310
Tarif/Std: EUR 67,5
Menge: 6

innerbetrieb. Leistung
(Entlastung EUR 405,00)

Bestellanforderung
Bestellung
Auftrag: 4265
Material: Farbe
Menge: 100 L
Wert: EUR 750

WE/RE
Auftrag: 4265
Material: EUR 750
Leistung: EUR 670
SAP R/3 PM
Work Order

The order type control the accounting of work orders.

- Preventive Maintenance: Z000
- Planned Maintenance: Z001
- Unplanned Maintenance: Z002
- Investment: Z003
- Regular requirements: Z004
- Other Service, not maintenance: Z005
- Remodeling, construction, improvement: Z006
- Construction of spare part: Z007
Transaction IH01 – Structural Display
Select the technical object from the structure.
Open the menu “Goto” and create order
SAP R/3 PM Work Order

Create Order: Initial Screen

Select the Order type
The relation to the technical object are automatically selected.
SAP R/3 PM
Work Order

Create planned maintenance: Central Header

- Person responsible
  - PlannerGrp: / Z106
  - Mn.wk ctr: /
- Dates
  - Bsc start: 03.06.2016
  - Basic fin.: 03.06.2016
- Reference object
  - Func. Loc.: 2000-10-16-010
  - Equipment: 
  - Assembly: 
- First operation
  - Operation: 
  - WkCtr/Pnt: / Z106
  - Work durin: H
  - Person. no.

Edit the relevant data
- Description
- Main Work Center
- Work Center
**SAP R/3 PM Work Order**

Create planned maintenance : Operation Overview

<table>
<thead>
<tr>
<th>OpAc</th>
<th>SOp</th>
<th>Work ctr</th>
<th>Plant</th>
<th>Co</th>
<th>StTextK</th>
<th>S</th>
<th>Operation short text</th>
<th>LT</th>
<th>Work</th>
<th>Un</th>
<th>N</th>
<th>Dur</th>
<th>Un</th>
<th>CcKey</th>
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</thead>
<tbody>
<tr>
<td>0010</td>
<td></td>
<td>Z-MECH</td>
<td>Z100</td>
<td>ZM01</td>
<td></td>
<td></td>
<td>Test for Training</td>
<td></td>
<td>2H</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0020</td>
<td></td>
<td>Z-ELEK</td>
<td>Z100</td>
<td>ZM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>H</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>0030</td>
<td></td>
<td>Z-ELEK</td>
<td>Z100</td>
<td>ZM01</td>
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<tr>
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<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Edit the relevant data
- Select the work center
- If you have more than one maintenance activities with different work centers, than you can plan the steps.
- Edit the planned duration for each task.
- You can switch between internal and external work with the control key.
- Save the work order.
SAP R/3 PM
Change Work Order

Transaction IW32 – Change

The last created or modified work order are displayed as proposal value.

Press ENTER
SAP R/3 PM Change Work Order

Change or add data

Release the work order with the button

Save the work order
SAP R/3 PM Order List

Transaction IW38 – Change / IW39 – Display

Create the order list with following selection parameters:

Order status: outstanding, in progress
Functional Location: 2000*
Period: 01.01.2010 - today
SAP R/3 PM
Order List

<table>
<thead>
<tr>
<th>S</th>
<th>Order</th>
<th>Type</th>
<th>Bsc start</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7000294</td>
<td>Z002</td>
<td>01.06.2010</td>
<td>Repair Oven 2</td>
</tr>
<tr>
<td>2</td>
<td>7000303</td>
<td>Z001</td>
<td>27.05.2010</td>
<td>test</td>
</tr>
<tr>
<td>3</td>
<td>7000309</td>
<td>Z001</td>
<td>03.06.2010</td>
<td>Test for Training</td>
</tr>
</tbody>
</table>

Select one work order with double click on the order number.
SAP R/3 PM Work Order

At the cost overview you can see the planned costs.

If you want to change the settlement rule, then press the button.

Save and exit.
SAP R/3 PM
Order List

Change PM Orders: List of Orders

If you have not released work orders at these list, then can you mark one or more and press the button.
SAP R/3 PM
Modify Order List

Press the button

Now you can create your own layout for these list.

If you want, then you can save the layout as variant.
SAP R/3 PM Order List

Transaction IW38 – Change / IW39 – Display

Create the order list with following selection parameters:

Order status: outstanding, in progress
Functional Location: 2000*
Period: 01.01.2010 - today

Change PM Orders: Selection of Orders
Select one work order with double click on the order number.
SAP R/3 PM
Work Order

For complete (technical) click on the button
For complete (technical) you can also use the menu path.

**REMARK**
If it is necessary to change information at the work order after the complete, then you can cancel the complete.
Create a new work order with transaction IW31 or use the structural display.

You can attached to the work order an task list. Use the menu path.
SAP R/3 PM
Work Order

Display Task Lists: Task List Selection

Selection of the relevant task list

Display Task Lists: List of Task Lists

Task list description:
- 34: Testanleitung gem. PP-Folie
- 38: g
- 39: 1M ME Inspektion Bohrmaschine
- 41: Wartung Klimaanlagen
- 43: Prüfung BGV A3
- 43: Wartung RLT Anlagen
- 45: Training MSEI - Documentation
SAP R/3 PM
Work Order

Create planned maintenance: Operation Overview

The task list are attached and the operation are listed.
SAP R/3 PM Order List

For the planning of the work load for the next month, you can create the order list with all work orders for the main work center, for the work center or an complete list.

Select at the screen the parameters

Example:
Overview for the months 01 – 06

Use the monitor to display the priority or the due - date
SAP R/3 PM Work Order

Modify the list for your own requirements.
SAP R/3 PM
Work Order

Tutorial

Create Work Order
Create Work Order from Structural Display
Change Work Order
Work Order List (Change Mode)
Release Work Order
Complete Work Order
Create Work Order with Task List
Create Report with Order List
SAP R/3 PM Confirmation

SAP Easy Access

Transaction IW42 - Overall Completion Confirmation
You can edit the working time to the relevant operation.
SAP R/3 PM Confirmation

Transaction IW428 - With Selection

Select the functional location.
SAP R/3 PM Confirmation

PM Order Confirmation: Collective Confirmation

Edit the relevant data.
SAP R/3 PM Confirmation

Tutorial

Individual Time Confirmation  IW41
Overall Completion Confirmation  IW42
Collective Time Confirmation  IW48

Demonstration Optimized Confirmation
Thank you

P&S Consulting GmbH
Am Kiekenbusch 10
47269 Duisburg

Frank Ostwald
Director Sales & Marketing
Tel.: +49.203.75990.29
E-mail: frank.ostwald@ps-consulting.de
www.ps-consulting.de