



PROJECT ADVAITA

***SAP IMPLEMENTATION
IIT ROORKEE***

**USER MANUAL
AMC/ CAMC Processing**

MODULE: PLANT MAINTENANCE



Table of Contents

1. Order Creation	3
1.1 Order Creation.....	5
1.2 Acceptance of External Services	18



1. Order Creation

Creation of Order

Trigger:

BUSINESS PROCESS PROCEDURE OVERVIEW
A Maintenance Order can be used to plan execution of maintenance task, monitor the work progress and allocates the costs for maintenance tasks. A maintenance order can be created with reference to notification or without the reference of the Notification. Whenever any resources- Material, Labor, Contractor Services- are required to be consumed to carry out any maintenance task, it is necessary to create a Maintenance Order.

Output – Results	Comments
The output is a Maintenance order document, which can contain internal costs or PR cost (For External Service Procurement)	√

Tips and Tricks

Whenever any resources- Material, Labor, Contractor Services- are required to be consumed to carry out any maintenance task, it is necessary to create a Maintenance Order as to carry out Maintenance job with various tasks.

Creation of maintenance order directly without a notification can be possible.

Following Maintenance Order has been finalized for IIT Roorkee.

- ZPM1 → Construction Maintenance Order
- ZPM2 → Breakdown Maintenance Order
- ZPM3 → AMC Maintenance Order
- ZPM4 → Corrective Maintenance Order
- ZPM5 → E&W Horticulture Maintenance Order
- ZPM6 → Calibration Maintenance Order
- ZPM7 → Shutdown Maintenance Order E&W
- PMTE → Repair and Maintenance Telephone Exchange



- **Construction Maintenance Order.**
A maintenance and renovation task or white wash and polishing task related to E&W Division is created through maintenance Order type ZPM1.
- **Breakdown Maintenance Order.**
Maintenance equipment or functional location which has come under the breakdown and where the immediate action is required to correct the equipment for the further functioning, for this type of functions Breakdown Maintenance Order ZPM2 is required.
- **AMC Maintenance Order.**
For Annual Maintenance Contract or Comprehensive Annual Maintenance Contracts, this type of maintenance order with order type ZPM3 will be used.
- **Corrective Maintenance Order.**
Regular or some fault finding during inspections which needs maintenance and for which cost is to be captured is generated through Maintenance Order Type ZPM4.
- **E&W Horticulture Maintenance Order.**
The maintenance order where the forest department approval is required by E&W has been taken under the maintenance order type ZPM5 where the requester can also get to know about the status that whether the forest department has approved or rejected the request.
- **Calibration Order**
Any regular inspection and for recording inspection result calibration order is used. Order Type ZPM6 is created for PM-QM Integration.
- **Shutdown Maintenance Order**
Any maintenance activity which requires a long period of time and point to point maintenance of any machine is taken under this kind of maintenance order. Order type ZPM7 is created for this kind of maintenance.
- **Repair and Maintenance Telephone Exchange**
Any kind of maintenance related to Telephone Exchange is taken under this kind of maintenance. Order type defined is PMTE.

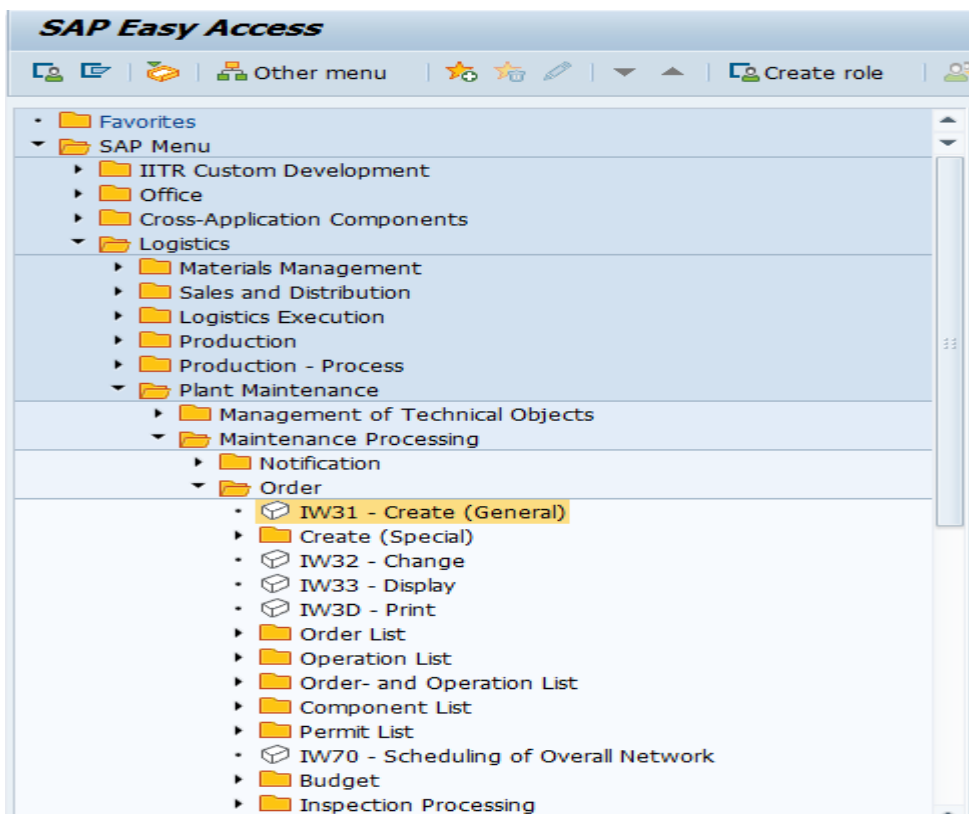


1.1 Order Creation

Creation of Order

Procedural Steps

ID: PM	Title: Processing – Order Creation
Business process:	Maintenance Order
Transaction code: IW31, IW32, IW33, IW38, IW39	Menu path: Logistics → Plant maintenance → Maintenance Processing → Order → Create (General) (IW31)



Double Click to get the following screen:



Create Order: Initial Screen

Header data

Press F4

Order Type

Priority

Func. Loc.

Equipment

Assembly

Plng plant

Bus. Area

Enter the functional location and equipment number directly if you know else use F4 Help

Reference

Order

Instructions

In the initial screen, enter the values in the following fields:

Field name	Required / Optional	User action and allowed values
Order Type	R	Order Type to be entered using F4 Help.
Func. Loc.	O/R	Functional Location can be entered where you want to do maintenance
Equipment	O/R	Equipment can be entered on which you want to do Maintenance.
Plng Plant	R	Plant which will plan the activities for the maintenance will be entered.

(Note: On the above table, in column “R/O”; “R” = required, “O” = Optional)

Either one of the Functional Location or Equipment is required to process the order.



When you press the F4 on the Order type the following different types of order type will come:

Create Order: Initial Screen

Header data

Order Type ☒

Priority

Func. Loc.

Equipment

Assembly

Plng plant

Bus. Area

Reference

Order

Order Type for Maintenance Orders (1) 21 Entries found

Restrictions

Type	Name
CU02	CU Service Order
CU03	CU Maintenance Order
CU04	CU Maintenance Order
PM01	Maintenance order
PM02	Maintenance order
PM03	Maintenance order/notification
PM04	Refurbishment order
PM05	Calibration order
PM06	Capital investment order
PMTE	Repair & Maintenance Telephone Excg
SM01	Service order
SM02	Service order (with revenues)
SM03	Repair service
ZPM1	Construction Maintenance Order
ZPM2	Breakdown Maintenance Order
ZPM3	AMC Maintenance order
ZPM4	Corrective Maintenance Order
ZPM5	E&W Horticulture Order
ZPM6	Calibration Maintenance Order
ZPM7	Shutdown Maintenance Order E&W

21 Entries found

Select the order type as required i.e ZPM3 for AMC Maintenance Orders and enter the functional location or equipment providing the details of the AMC. If you select any equipment by providing the equipment number than its corresponding location will be automatically fetched in the desired place, we don't need to fill that place. Or you can directly select the functional location from the functional location hierarchy structure to maintain where the AMC maintenance will be done. After entering the details, press enter



Create General Maintenance Order: Initial Screen

Header data

Order Type

Priority

Func. Loc. hydraulic Engineering Lab

Equipment

Assembly

Plng plant

Bus. Area

Reference

Order

On screen “Create Maintenance Order: *Initial Screen*”, enter information in the fields as specified in the below table:

Field name	Required / Optional	User action and allowed values
Short Text	R	The Notification short text will get copied into this field, depending on the origin of the Maintenance Order can be changed. In the direct creation of Maintenance Order the short text will have to be entered.
Long Text	O	The Notification long text will get copied into this field, depending on the Origin of the Maintenance Order and can be changed, In case of direct creation the Long text , if required will have to be entered.
Main work Center	A	The Maintenance Work Center will get copied from the Maintenance Notification, or Master data of the Selected technical object and it can be Changed.
Estimated Cost	O	If cumulative estimate for all the Resources are to be entered use this field, otherwise leave this field blank.
Basic Start Date	A	Basic Start Date proposed by the system based on priority and can be changed.



Order Finish Date	A	Enter proposed finish Date
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(Note: On the above table, in column “A/R/O”; “A” = Automatically fetched, “R” = required, “O” = Optional)

When you press enter following screen occurs for creating the order:


On Tab “Operation”, some of the fields will be filled in with information from. The Notification Master and in addition to this you have to fill following field.

Field name	Required / Optional	User action and allowed values
Operation Number	A	Operation Number of the Maintenance Order
Work Center	A	Operation of Maintenance Work Center. Work Center will be copied From Notification if order is created through notification.



Control Key	A	Control Key 'PM01' (For Internal Maintenance) or 'PM03' (For External Maintenance or AMC)
-------------	---	-------------------------------------------------------------------------------------------

(Note: On the above table, in column “A/R/O”; “A” = automatically, “R” = required, “O” = Optional)

Now release the order for processing by clicking on  button. Once you press the release the button and save the order, the order will get released for processing and the costing.

Planning the Maintenance Order

Planning a maintenance Order means identifying Operation and Planning resource requirement for each operation. Each Maintenance Order must have at least one operation. Thus system creates one operation by copying the short text of maintenance order as operation description at the time of the Maintenance Order. This description can be changed. Ideally there has to be at least one operation for internal Processing (Job done by Internal Employee) and one operation for external processing (job done by contractors) for each of the contractors working on that Maintenance Order.

Operation for External Processing:

Control Key for External Processing is 'PM03'. Select an operation; Change the Control key to 'PM03'.

Create General Maintenance Order : Operation Overview

Order: ZPM1 \$00000000001 Electric Switch Board Repairing

Sys.Status: CRID MANC NTUP CRTD

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Op...	SOp	Work ctr	Plant	Control key	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recipient	Unloadr
0010	HOD_CIVI	0406	PM03				Electric Switch Board Repairing		0	H				H	2 Calculate ...			
0020	HOD_CIVI	0406	PM01						0	H				H				
0030	HOD_CIVI	0406	PM01						0	H				H				
0040	HOD_CIVI	0406	PM01						0	H				H				
0050	HOD_CIVI	0406	PM01						0	H				H				
0060	HOD_CIVI	0406	PM01						0	H				H				
0070	HOD_CIVI	0406	PM01						0	H				H				
0080	HOD_CIVI	0406	PM01						0	H				H				
0090	HOD_CIVI	0406	PM01						0	H				H				
0100	HOD_CIVI	0406	PM01						0	H				H				
0110	HOD_CIVI	0406	PM01						0	H				H				
0120	HOD_CIVI	0406	PM01						0	H				H				
0130	HOD_CIVI	0406	PM01						0	H				H				
0140	HOD_CIVI	0406	PM01						0	H				H				
0150	HOD_CIVI	0406	PM01						0	H				H				

General Internal External Dates Act. Data Enhancement Ex. Factor Catalog



Once you write PM03 in control key and press enter, a pop up will come for entering external services parameters.

Field name	Required / Optional	User action and allowed values
Material Group	R	Material Service Group For AMC S90401 → R&M AMC
Purchasing Group	R	Purchasing group <Department Finance Code>/ (1000/1001)

(Note: On the above table, in column “R/O”; “R” = required, “O” = Optional)

Enter the details for the Material Group and Purch. Group directly or using F4 Selection help. After entering the details, press enter.

Now select the particular operation line and click on the External Tab at the bottom.



Create General Maintenance Order : Operation Overview

Order: ZPM1 \$00000000001 Electric Switch Board Repairing
 Sys.Status: CRTD MANC NIUP CRTD

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Op...	SOp	Work ctr	Plant	Control key	StTextK	S..	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key
0010		HOD_CIVI	0406	PM03			Electric Switch Board Repairing		0	0	H				H
0020		HOD_CIVI	0406	PM01					0		H				H
0030		HOD_CIVI	0406	PM01					0		H				H
0040		HOD_CIVI	0406	PM01					0		H				H
0050		HOD_CIVI	0406	PM01					0		H				H
0060		HOD_CIVI	0406	PM01					0		H				H
0070		HOD_CIVI	0406	PM01					0		H				H
0080		HOD_CIVI	0406	PM01					0		H				H
0090		HOD_CIVI	0406	PM01					0		H				H
0100		HOD_CIVI	0406	PM01					0		H				H
0110		HOD_CIVI	0406	PM01					0		H				H
0120		HOD_CIVI	0406	PM01					0		H				H
0130		HOD_CIVI	0406	PM01					0		H				H
0140		HOD_CIVI	0406	PM01					0		H				H
0150		HOD_CIVI	0406	PM01					0		H				H

General Internal External Dates Act. Data Enhancement Ex. Factor Catalog

The following screen will come once you click on External

Create AMC Maintenance order : External Processing Operation

Order: \$00000000001 Oper./Act. 0010 / Ctrl key PM03
 StdTextKey/ShrtText Electric Board Switch Repairing

General Internal External Dates Act. Data Enhancement


Operation qty 1 AU Sort Term
 Price 0.00 INR per 1
 Material Group S90401 Cost Element
 Purch. group 125 / 1000 Vendor
 Agreement / Info Record
 Recipient Unloading Point
 Requisitioner Tracking Number
 Pl. Deliv. Time FW Order /

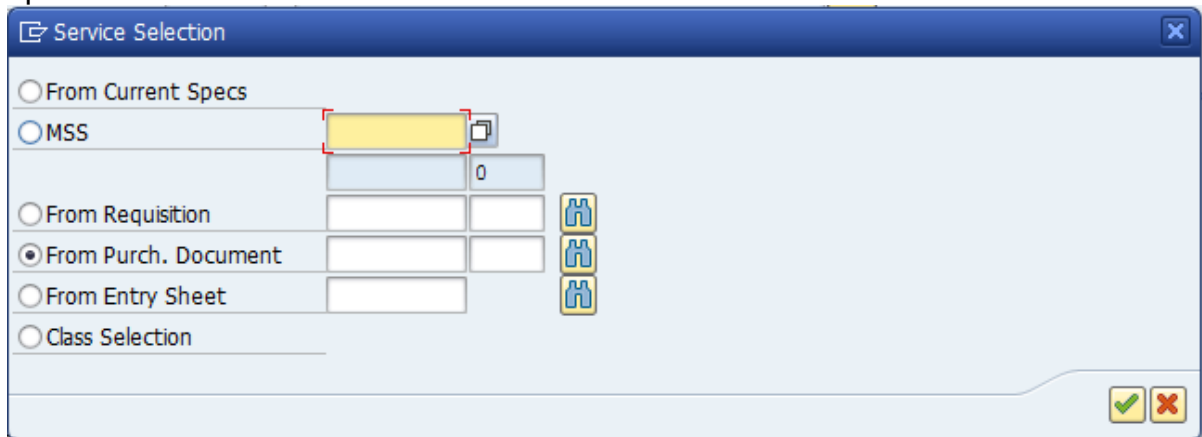
Services Components Relationships

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price
10						
20						
30						
40						
50						



When a contract (outline Agreement) exists for the contractor and the services to be selected

Press the 'Service Select'  **Service Sel.** Button. The following screen will pop up.




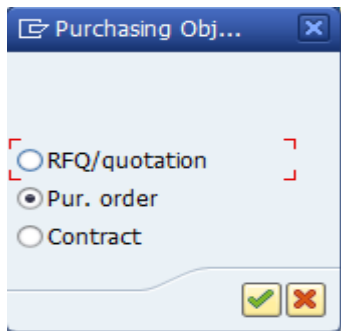
The 'Service Selection' dialog box contains the following options and fields:

- ☐ From Current Specs
- ☐ MSS (highlighted with a red box)
- ☐ From Requisition
- ☒ From Purch. Document
- ☐ From Entry Sheet
- ☐ Class Selection

There are three input fields corresponding to the 'From Requisition', 'From Purch. Document', and 'From Entry Sheet' options. To the right of these fields are three buttons with house-like icons. At the bottom right are green checkmark and red X buttons.

If you know the Purchase order number, then provide that number in the From Purch. Document field.

If not, then from the pop select From Purch. Document and click on  button. Once you click on the button the following selection screen will come:



The 'Purchasing Obj...' dialog box contains the following options:

- ☐ RFQ/quotation
- ☒ Pur. order
- ☐ Contract

At the bottom right are green checkmark and red X buttons.

In this select the Pur. Order and enter. You will get the following screen:



Search Criteria

PO Header Data

Vendor

Purch. Organization

Purchasing Group

Document Date fr. to

Purchasing Doc. Type

Purchase Order Item Data

Plant

Mat./Service Group

Service

Service Number

☐ ☐

Here you can select the Purchase Order by giving the selections. You will get the list of Purchase Orders from where you can select the required purchase order.

Purchase Orders Found

Purch.Doc.	POrg	PGr	Vendor	Item	Plant	Doc. Date	Matl Group	Short Text
4530000002	1001	703	500005	10	0101	08.05.2016	S800008	SAP Implem
4530000003	1001	101	500005	10	0101	08.05.2016	S800009	test service
4530000036	1001	101	500005	10	0101	09.06.2016	10001	Test for wo
4530000038	1001	101	500005	10	0101	10.06.2016	S800009	External Ser
4530000042	1001	101	500005	10	0101	18.06.2016	20006	Test Comple
4530000050	1001	101	500005	10	0101	24.06.2016	S800007	Labor
4530000052	1001	101	500005	10	0101	29.06.2016	10003	Test for fun
4530000060	1001	101	500005	10	0101	04.07.2016	10001	Test Fund E
4530000061	1001	101	500005	10	0101	05.07.2016	10001	Test Fund E
4530000065	1001	101	500005	10	0101	14.07.2016	10001	Labor

☐ ☐ ☐ ☐ ☐ ☐

Once you select the purchase order, you will see the selected purchase order into the screen:



Service Selection

☐ From Current Specs
☐ MSS
☐ From Requisition
☒ From Purch. Document
☐ From Entry Sheet
☐ Class Selection

4530000066

0

Press Enter, you will get the details of the Purchase Order:

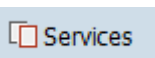
Select Services as Reference

Sh. Text: Labor

Services

Line	D.	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	U	Service Type	Edition
10			Labor	100	DAY	1,000.00	INR			0
20				0.000		0.00	INR			0
30				0.000		0.00	INR			0
40				0.000		0.00	INR			0
50				0.000		0.00	INR			0
60				0.000		0.00	INR			0
70				0.000		0.00	INR			0
80				0.000		0.00	INR			0
90				0.000		0.00	INR			0
100				0.000		0.00	INR			0
110				0.000		0.00	INR			0
120				0.000		0.00	INR			0
130				0.000		0.00	INR			0
140				0.000		0.00	INR			0
150				0.000		0.00	INR			0
160				0.000		0.00	INR			0
170				0.000		0.00	INR			0
180				0.000		0.00	INR			0
190				0.000		0.00	INR			0

Click on the Services Button



Once you click on the Services Button, the services will automatically come into the order.



Create AMC Maintenance order : External Processing Operation

Order %00000000001 Oper./Act. 0010 / Ctrl key PM03
StdTextKey/ShrtText Electric Board Switch Repairing

General Internal External Dates Act. Data Enhancement

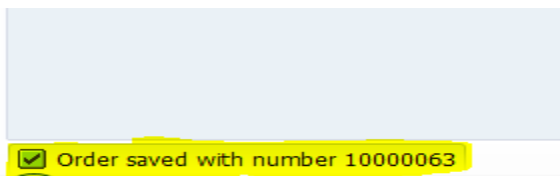
Operation qty 1 AU Sort Term per 1
Price 0.00 INR Cost Element
Material Group S90401 Vendor
Purch. group 125 / 1000 Info Record
Agreement / Unloading Point
Recipient Tracking Number
Requisitioner FW Order
Pl. Deliv. Time

Services Components Relationships

Line	D..	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U Cost Elem...
10			Labor	100	DAY	1,000.00	INR		40120016
20							INR		
30							INR		
40							INR		
50							INR		

Here the quantity needs to be changed as mentioned in the AMC bills pertaining to the actual quantity of the services used. The system always fetches the remaining quantity from the Purchase order which we change as per the actual usage of the services

Now, save the order. You will get the following message:



Now go to the main screen and enter the T-Code IW32 → Change Order.

Now enter the order number and press Enter



Change Order: Initial Screen

Header data Operations Components Costs Additional data Planning Control

Order

Once you press enter, the Change order will come as shown:

Change General Maintenance Order 10000063: Central Header

Order ZPM1 10000063 Electric Switch Board Repairing
Sys.Status CRTD NMAT PRC

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control


Person responsible
PlannerGrp 020 / 0406 HOD (CIVI)
Mn.wk.ctr HOD CIVI / 0406 Civil Engineering D...

Notifctn
Costs
PMActType 001 Inspection Job
SysCond.
Address

Dates
Bsc start 14.07.2016
Basic fin. 14.07.2016
Priority
Revision

Reference object
Func. Loc. 0406-105-0F-P1-GEO Geomatics Engineering Lab
Equipment 10000159 Sokkia FX 105 Total Station
Assembly

First operation
Operation Electric Switch Board Repairing CcKey 0 Maintain manually
WkCtr/Plnt HOD CIVI / 0406 Ctrl key PM03 Acty Type
Work durtn 2,400 H Oprtn dur.
Person. no

Now press the Cost button  and the Planned cost will get calculated against the order. You can see the planned cost in the cost tab as shown:

HeaderData Operations Components **Costs** Partner Objects Additional Data Location Planning Control

Estimated costs 0.00 INR
☒ Val.in Object Curr. INR
☐ Val.in CoAreaCurr. INR

Rep. Plan/Act. Rep. Budget/Commit.

Overview Costs Quantities Key figures

Group/Dscrptn	Est. costs	Plan costs	Act. costs	C.
Costs	0.00	100,000.00	0.00	INR
External Service	0.00	100,000.00	0.00	INR

Now against the order, we will create the Service Entry sheet so as to book the actual services captured and to book the actual cost against the order.



1.2 Acceptance of External Services

Service entry sheet has to be filled for clearing the invoice

Trigger:

Requirement for recording services performed by service provider

BUSINESS PROCESS PROCEDURE OVERVIEW
This document describes the procedure for creating a service entry sheet. Within purchasing, this service entry sheet document is designed for the recording of the services that have been performed by the service provider. The service entry sheet is a list of all planned services that have actually been performed. It can also be used to list and specify unplanned services that have been performed and whose precise scope and nature were unknown at time of planning phase.

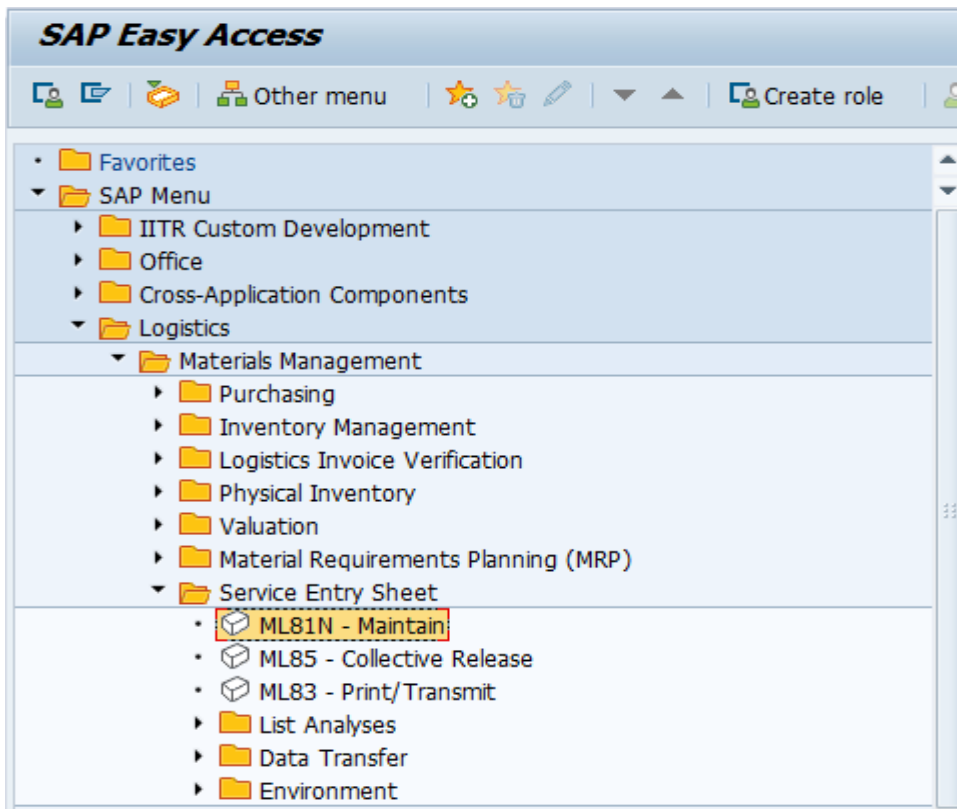
Output – Results	Comments
Service Entry Sheet	

Tips and Tricks

All service procured through Service Purchase order will be copied into the 'Service Entry Sheet'.

Procedural Steps

ID: MM	Title: Service Entry Sheet
Business process:	Service Entry Sheet
Transaction code: ML81N	Menu path: Logistics →Material Management → Service Entry Sheet → Maintain (ML81N)



Double click to get the following screen:

Service Entry Against Purchase Order 4530000011 00010

Other Purchase Order

Entry Sheet ☐ Returns Indicator

For Purchase Order 4530000011 10

Short Text

Basic Data | Accept. Data | Vals. | LongText | History

Acct Assgt. Cat.

External Number Price Ref.


☒ Service Loc. PRsp. Intern.

☐ Period - PRsp. Extern.

Line	D..	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Order
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		

Line 10



Click on  Other Purchase Order Button.

The following pop-up will come:

On screen “Display Entry Sheet Screen”, enter information in the fields as specified in the table below:

Field name	Required / Optional	User action and allowed values
Purchase Order	R	Purchase Order and Operation

(Note: On the above table, in column “R/O”; “R” = required, “O” = Optional)

Here in the Purchase Order field enter the Purchase Order number directly if you know it otherwise you can take the F4 help to enter the Purchase Order Number.

Once you enter the purchase order number, press enter, you will get the following screen and here then click on the Create Button to create the service entry sheet against the Purchase Order.



Service Entry Against Purchase Order 4530000066 00010

Click on the Create Button

Entry Sheet: Returns Indicator: ☐

For Purchase Order: 4530000066 10

Short Text:

Basic Data | Accept. Data | Vals. | LongText | History

Doc.

Posting

Reference

Doc. Text

Line	D.	P.	C.	U.	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Order
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		

Fill up the following data in Accept Data Tab and press Enter:

1. Short Text
2. Doc. Date
3. Posting date

1000000317 Create Entry Sheet

Other Purchase Order: No acceptance: ☒ Returns Indicator: ☐

Entry Sheet: 1000000317

For Purchase Order: 4530000066 10

Short Text: Service Entry sheet for Electric Board

Basic Data | Accept. Data | Vals. | LongText | History

Doc. 15.07.2016

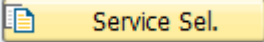
Posting 15.07.2016

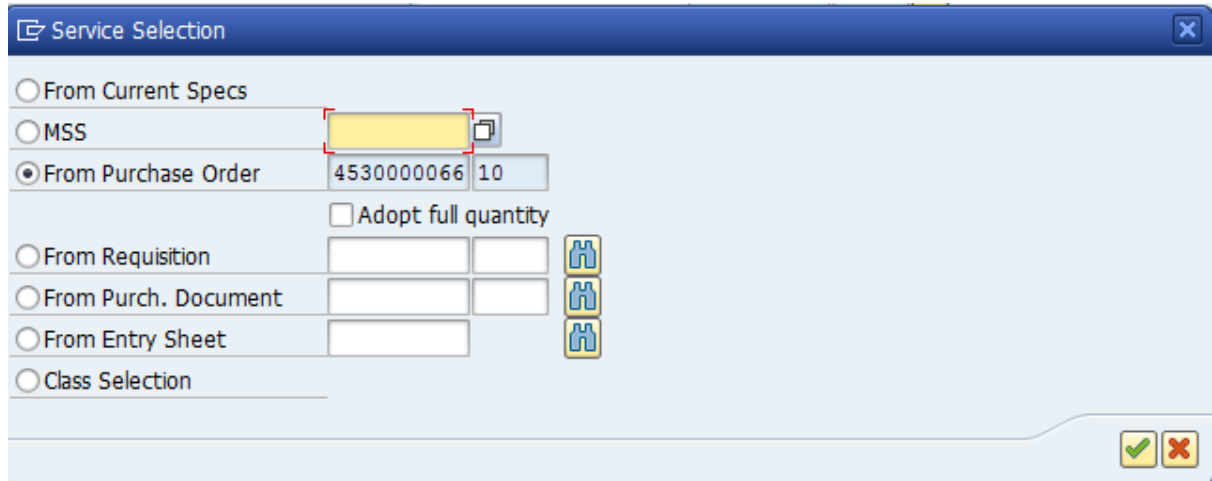
Reference Service Sheet

Doc. Text Service Sheet

Line	D.	P.	C.	U.	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Order
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		




Select Serv. Selection  The following screen will come.




Service Selection


☐ From Current Specs


☐ MSS 

☒ From Purchase Order 4530000066 10



☐ Adopt full quantity

☐ From Requisition 

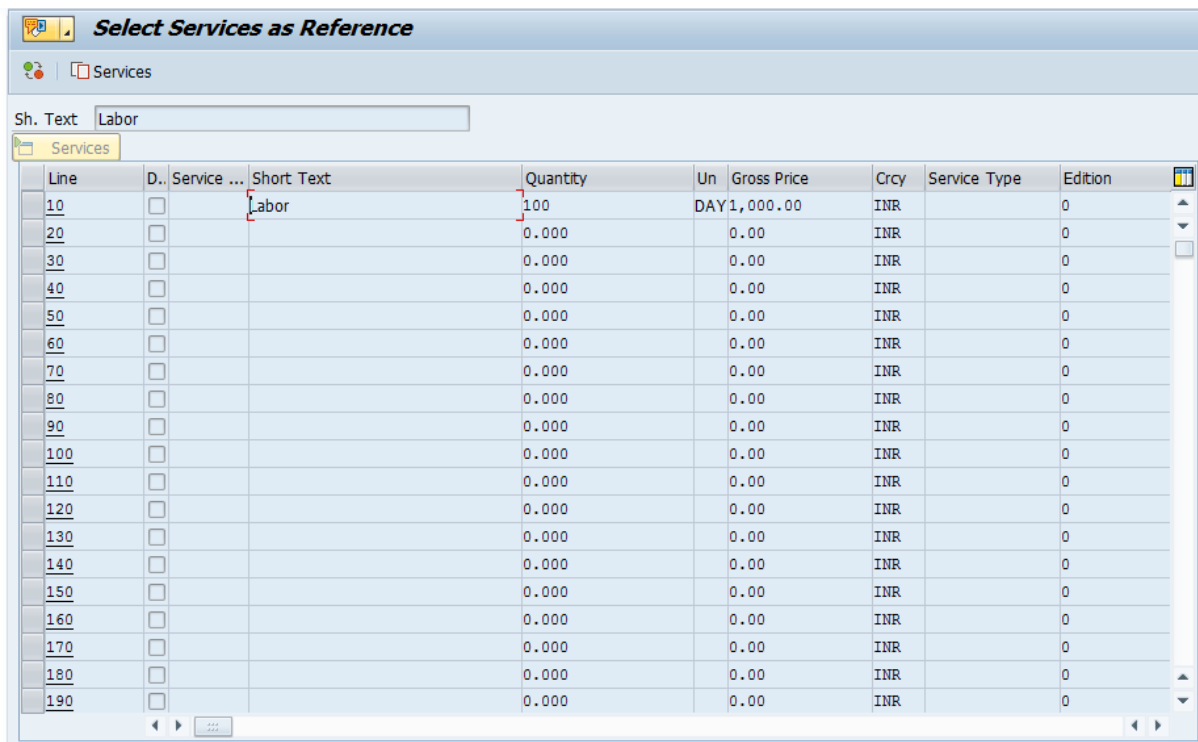
☐ From Purch. Document 

☐ From Entry Sheet 

☐ Class Selection

Press Enter, the following screen will come.



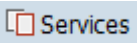
Select Services as Reference

Services

Sh. Text Labor

Services

Line	D..	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	Service Type	Edition
10	<input type="checkbox"/>		Labor	1.00	DAY	1,000.00	INR		0
20	<input type="checkbox"/>			0.000		0.00	INR		0
30	<input type="checkbox"/>			0.000		0.00	INR		0
40	<input type="checkbox"/>			0.000		0.00	INR		0
50	<input type="checkbox"/>			0.000		0.00	INR		0
60	<input type="checkbox"/>			0.000		0.00	INR		0
70	<input type="checkbox"/>			0.000		0.00	INR		0
80	<input type="checkbox"/>			0.000		0.00	INR		0
90	<input type="checkbox"/>			0.000		0.00	INR		0
100	<input type="checkbox"/>			0.000		0.00	INR		0
110	<input type="checkbox"/>			0.000		0.00	INR		0
120	<input type="checkbox"/>			0.000		0.00	INR		0
130	<input type="checkbox"/>			0.000		0.00	INR		0
140	<input type="checkbox"/>			0.000		0.00	INR		0
150	<input type="checkbox"/>			0.000		0.00	INR		0
160	<input type="checkbox"/>			0.000		0.00	INR		0
170	<input type="checkbox"/>			0.000		0.00	INR		0
180	<input type="checkbox"/>			0.000		0.00	INR		0
190	<input type="checkbox"/>			0.000		0.00	INR		0

Adopt service after selection by clicking on . Once you select the services, the services against the purchase will come into the Service Entry Sheet.



1000000315 Change Entry Sheet

Other Purchase Order

Purchase Orders/Entry Sheets

- 4500000100
- 4500000113
- 4500000117
- 4500000118
- 4500000119
- 4530000024
- 4530000043
- 4530000050
- 4530000060
- 4530000061
- 4530000065
- 4530000066
- Labor
 - Service Entry sheet for Electric Board
 - 4530000067

Entry Sheet: 1000000315 No acceptance Returns Indicator

For Purchase Order: 4530000066 10

Short Text: Service Entry sheet for Electric Board

Basic Data Accept. Data Vals. LongText History

Acct Assgt Cat.: F Order

External Number: Price Ref.: 15.07.2016

Service Loc.: PRsp. Intern.:

Period: PRsp. Extern.:

Line	P	C	U	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Order
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labor		100	DAY	1,000.00	INR		10000063
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR		

Here the quantity needs to be changed as mentioned in the AMC bills pertaining to the actual quantity of the services used. The system always fetches the remaining quantity from the Purchase order which we change as per the actual usage of the services and at later stage it automatically gets added to the actuals in the Purchase Order. Now remove the cost center value that will be present and press enter. You will get a Pop up message as shown:

Account Assignment of Service in Line 10

G/L Account: 40150014 Company Code: 1000

CO Area: 1000

Cost Center:

Order:

Profit Center:

WBS Element: Network:

Fund: Grant: NOT RELEVANT GRANT

Functional Area: Funded Program:

Funds Center: MHR20201 Commitment Item: DUMMY

More

☐ Rpt. AA on ☐ Auto repeat AA

Here give the Maintenance Order Number created in the last step where you want to




utilize the services and capture the cost of the order. This order number will be maintenance order number which has been created for the AMC services and not purchase order number.

Account Assignment of Service in Line 10

G/L Account	40150014	Company Code	1000
CO Area	1000		
Cost Center			
Order	10000063		
Profit Center			
WBS Element		Network	
Fund		Grant	NOT RELEVANT GRANT
Functional Area		Funded Program	
Funds Center	MHR20201	Commitment Item	DUMMY

More

☐ ☐ Rpt. AA on ☐ Auto repeat AA

Now release the service entry sheet by clicking on  button. Once you press the release button and save the sheet, the service entry sheet will get released and the actual cost is booked against the order and the service entry sheet will be locked and un-editable further and will get accepted.

1000000315 Change Entry Sheet

Other Purchase Order

Purchase Orders/Entry Sheets

- 4500000100
- 4500000113
- 4500000117
- 4500000118
- 4500000119
- 4530000024
- 4530000043
- 4530000050
- 4530000060
- 4530000061
- 4530000065
- 4530000066
- Labor
 - Service Entry sheet for Electric Board
 - 4530000067

Entry Sheet: 1000000315 Will be accepted

For Purchase Order: 4530000066 10

Short Text: Service Entry sheet for Electric Board

Basic Data

Acct Assgt Cat.: F Order

External Number:

Service Loc.:

Period: -

Price Ref.: 15.07.2016

PRsp. Intern.:

PRsp. Extern.:

Line	P	C	U	Service ...	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Order
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Labor	100	DAY	1,000.00	INR		10000063
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0.00	INR		



After saving the Service Entry Sheet, go the main screen and go to the T-Code IW32 to check the actual cost against the order in the Costs Tab.

Group/Ds...	Est. costs	Plan costs	Act. costs	C.
Costs	0.00	100,000.00	100,000.00	INR
	0.00	100,000.00	100,000.00	INR

Here we can see that the Actual cost of the work done against the order (through the external vendor) is captured and will be settled into the cost center of the order. Save the order.

Check the System Status during the various stages of Order Creation and Order Processing

Status	Description
CRTD	Created
MANC	Material Availability not checked
NTUP	Dates Not Updated
NMAT	No Material Components
PRC	Pre-costed
SETC	Settlement Rule Created
REL	Released
TECO	Technically Completed
PCNF	Partial Confirmation
CNF	Complete Confirmation