

# Initial Transaction Setup Guide:

## Necessary first steps



# Interface Settings

(A One-Time Setup Routine)

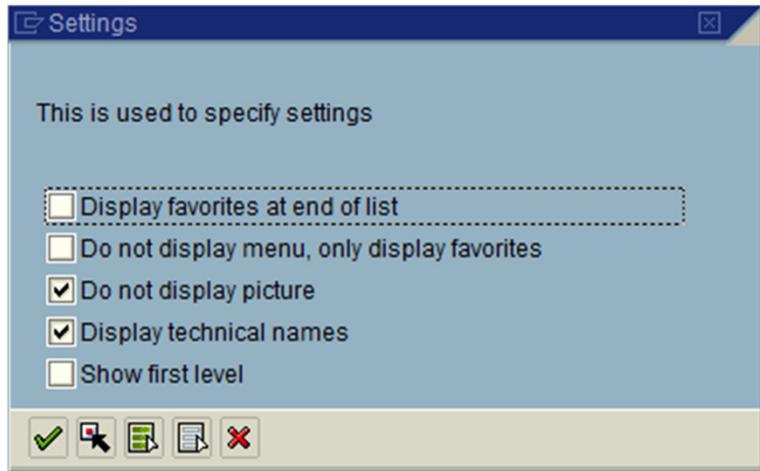
## Extras

Use this procedure to set up the primary screen to display better information.

### Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

1. From the **SAP Easy Access** screen, select **Extras** and then **Settings** from the top Menu.



2. Check the boxes as above and click the checkmark. This will speed access to the primary menu screen and add transaction codes to the items on the favorites list.



# Setting a Default Printer

(A One-Time Setup Routine)

Transaction Code Not Applicable

Use this procedure to set up a default printer in your County.

## Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

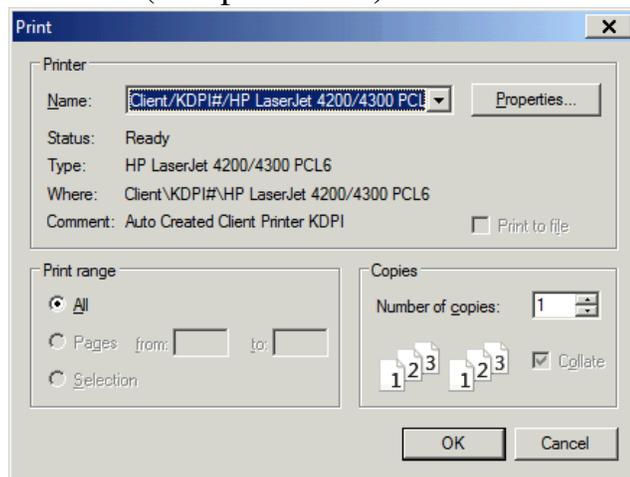
1. From the **SAP R/3 System Easy Access** screen, follow menu path **System>User Profile>Own Data**.
2. In the middle of the screen, select the **Defaults** tab.
3. In the **Output Controller** section, click in the **OutputDevice** field.
4. Choose a DPI Printer type from below and enter it in the OutputDevice field:

### DPI\_PRINTER:

No Citrix Printer / Options Selection

### DPI\_PRINTER\_SELECT:

Includes a Citrix Printer and Options Selection Window (Sample Below)



5. Make sure that the **Output immediately and Delete After Output** boxes are checked.
6. Click on **Save** icon.



# One Screen Work Order Setup

(A One-Time Setup Routine)

ZIW31\_DPI  
ZIW32\_DPI

Use this procedure to prepare the one-screen work order for use.

### Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

- 1) From the **SAP Easy Access** screen, enter transaction code **IW33**.
- 2) Click or press **Enter**. The **Display Order** screen displays.
- 3) Enter any valid work order number in the Order field and press enter.
- 4) Follow the menu path **Extras > Settings > Default values** to change default settings.
- 5) Select the **General** tab. Enter or select a value for each of the following fields:
  - Planning plant** – 6000
  - Planner Group** – 0xx (Plant without the 6. e.g 005 for Ashe, 092 for Wake)
  - Main work center** – TECHWORK/your maintenance plant (in the blank field to the right)

**Example:** TECHWORK/6091 – (Vance County Bus Garage)
- 7) Select the **Ext. procurement** tab. Enter or select a value for each of the following fields:
  - Purch. Group** – A99
  - G/L acct** – 52331003
  - Material group** - VMRS
- 8) Click
- 9) Click
- 10) Click to exit this transaction.

# Extend Material Setup

## ZMM01Z

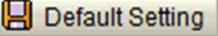
Use this procedure to setup ZMM01Z to extend materials.

### Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

### Notes

If a warning message is received on the **Create Material (Initial Screen)** stating “**You do not have the authorization to create a material**”, then the number you are trying to extend does not exist. Please recheck the DOT number you have entered.

1. From the **SAP Easy Access** screen or from your favorites, enter or select transaction code **ZMM01Z**.
2. Click  or press **Enter**. The **Create Material (Initial Screen)** displays.
3. Enter any valid **Material Number**; repeat that material number in “**Copy From**” Material field.
4. Click .
5. On the **Select Views** screen, select all views using the  button.
6. Remove the Highlight from Warehouse Management 1 and Warehouse Management 2 by clicking the button to the left of each of them
7. Place checkmark in **Create views selected** box.
8. Click  to save the selections.
9. Place checkmark in **View selection only on request** box
10. Click  to save the selections.
11. Click Org. Levels
12. Enter your **Plant** and **Storage Location** code.
13. Under **Copy from**, enter Plant **6000** and Storage location **8000**.
14. Click  to save the selections.

Setup is complete. Press Enter or click  to continue if you wish to extend this particular material to your plant. Otherwise, exit the transaction without saving.



# Setting Up ME21N

(A One-Time Setup Routine)

## ME21N

Use this procedure to set up your Purchase Order Screen layout.

### Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **ME21N**.
2. On the **Create Purchase Order** screen, select the **Personal setting** button.
3. On the **Personal Settings** dialog box, select the **Default values** tab.
4. Under the **PO header** tab, set the following defaults:
  - **Document type – Dummy Purchase Order**
  - **Purchasing org – DOT(1500)**
  - **Purch. Group – Unassigned (A99)**
  - **Company Code – NCDPI (7800)**
5. Click on the **More fields** tab.
6. Move **Currency** from the **Hidden fields** section to the **Display fields** section by clicking in the gray box next to the word and then on the left arrow.
7. Click on the **Copy** button.  
You will be returned to the **Default values** section.
8. Click on matchcode icon to right of the **Currency** field.
9. Select **USD** (almost at end of the list of currencies).
10. Click on the **PO Item** tab.
11. Enter your **Plant** and **Storage Location** codes.
  - Click in the box next to **Always Propose** next to each item
12. Click on the Save icon.
13. These will be the default settings for **ME21N** until changed.

14. Arrange columns by dragging to appropriate position:  
Suggested Order:
  - **Material (DOT Number)**
  - **PO Quantity**
  - **Order Units (OUn) {Each, Quarts, Gallons etc.}**
  - **Net Price**
  - **Plant**
  - **Storage Location**
15. Click the **Table setting**  icon.
16. Enter username as **Variant**.
17. Click the **Create** button.
18. Click the green check to Save the variant.



# Monthly/Yearly Cost Reports One Time Set-Up

## MCIS

Use this procedure to create a variant for the monthly/yearly cost report.

### Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

### Additional Tip

The currently selected Drilldown (Most likely Inventory Number) can also be saved when saving your settings. Check the “Drill-Down log in Page Header” checkbox as well to save this.

1. From the SAP R/3 System Easy Access screen or from your favorites, enter or select transaction code MCIS.
2. Follow MCIS Transaction sheet process to Step 5.
3. On Standard Analysis for info structure S731 screen, click on .
4. Move all key figures from “Selection criteria” to the “Pool” on the right side with the button
5. Return key figures to the “Selection criteria” on the left side in the desired order by double clicking on the item in the pool. Suggested Order:
  - Miles/Km
  - Fuel Volume
  - Consump. Dist (MPG)
  - Oil Consumed (ZFE2 added oil)
  - Internal Wages
  - Cost of Fuel
  - Cost of Oil (all oil)
  - Cost of Tires
  - Internal Materials (All other stocked Parts)
  - External Materials (non-stock parts)
  - Services Costs (sublet repairs)
  - Total Actual Costs
6. Click to return to the report.
7. Following menu path Settings>Save settings.
8. Check ‘Chosen Key Figures’ and click Save .
9. Report will now appear in this order each time.