Initial Transaction Setup Guide:

Necessary first steps

Business Systems IMPROVEMENT PROJECT

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. Enter **DPI_PRINTER** in the field
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 R/3 System** screen, enter transaction code *ZIW31_DPI.*

2) Click or press **Enter**. The ***Create Order*** *screen* displays.

3) Enter any inventory number number in the **Inventory number** field.

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 (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.

11) When it asks you if you want to save the data entered on the work order, **click No**.

Profile Set-up

(A One-Time Setup Routine)

IW42

Use this procedure to set up the transaction to accept various data.

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 **IW42**. Click or press **Enter**. The **Overall Completion Confirmation** screen displays.

2. Follow menu path **Extras>Settings**.

3. In **Profile** field of **Settings** dialog box enter **1**.

4. Click on **Save** icon.

Setting up ZFB61
(A One-Time Set-up Routine)

ZFB61

Use this procedure to set up the ZFB61 screen to accept data for non-inventory issues and sublets.

Basic Commands

Back

Cancel

Help

Exit

Enter

Save

Execute

Suggested column layout:
- G/L acct
- Amount in doc. curr
- Quantity
- Base quantity unit
- Material
- Text
- Cost Center
- Order Number

1. From the SAP R/3 System screen, enter transaction code **ZFB61**.

2. On **Enter Company Code** dialog box, enter **7800**. Click .

3. On **Enter vendor invoice: Company code 7800** screen, click Editing options. The **Accounting Editing Options** screen displays.

4. In the **Doc. Type option** field (located in the Special options for single screen transactions section of the screen), select the **Document type ready for input** option from drop-down menu.

5. Click to save the setting and return to the **Enter vendor invoice: Company code 7800** screen.

6. Arrange columns in order shown in table to the left.

7. Click . In **Variant** field (in the **Maintain Variants** section of the **Table Settings** dialog box), enter your username.

8. Click Create and then Save to save the settings.

9. The **Enter vendor invoice: Company code 7800** screen displays with the new layout.

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** 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.