Writing Sample – LB Benton

Creation of Cost Analysis Reports for a Selected Group of Maintenance Work Orders Using SAP's Preventative Maintenance Software

Client required a set of twenty plus Business Process Procedures prepared for training and on-going operations. The form and format was as shown. The following is a sample of pages from the document.

Company information has been removed.

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Change History

Date Modified	Initials	Brief Description of Changes
07/24/00	LBB	BPP Created

Overview:

A variety of reports and analyses are available as standard reports from within the SAP system. These reports are developed from the data collected during processing of work orders and notifications. Information collected as the orders are worked and completed is used by SAP to generate these reports. This procedure describes how to create and view three reports: (1) Cost Report, (2) Damage Analysis, and (3) Mean Time Between Failure (MTBF) Reports.

Resources/Audience:

Resources Needed	Man Hours/People
Maintenance Supervisor or Manager	.3

Business Process Trigger:

When maintenance management information is required, these reports are available.

Assumptions:

Data for these management reports is gathered by the SAP system from the notifications and work orders. The validity of these reports depends on the completeness and accuracy of the data entered on the orders.

Company Name Removed	BUSINESS PROCESS PROCEDURE
Company Multi-Plant Operations	**Title:** View a Cost Report, Damage Analysis, and MTBF Report **Organization/Area: Plant Maintenance**

File Name:	PM_22	Solution/Release:	R/3 4.5B
Responsibility:		Status:	In process

Procedure Steps: View Cost Reports

1.1. Access transaction:

Via Menus	Information Systems > Logistics > Plant Maintenance; then, Maintenance tasks > PM Orders > Cost analysis
Via Transaction Code	MCI8

Using the above menu path or transaction code, access the initial search criteria screen. A copy of this screen is shown below.

On this screen enter the parameters for the cost information you are interested in. Use the table below to complete the information on this screen.

Field Name	Description	R/O/C	System	User Action and Values

| Company Name Removed

Company Multi-Plant Operations | BUSINESS PROCESS PROCEDURE

Title: View a Cost Report, Damage Analysis, and MTBF Report

Organization/Area: Plant Maintenance |
|---|---|
| File Name: PM_22 | Solution/Release: R/3 4.5B |
| Responsibility: | Status: In process |

			Assigned?	
Order Type	Order Types	O	No	Enter the order type or range of order types you are interested in. If you leave blank the system will consider all order types
PM Activity Type	Maintenance activity type	O	No	The cost data can be narrowed to specific activity types or, if left blank, considered for all activity types
Functional Location	Functional Location	O	No	You can look at the cost for a single functional location or for all functional locations by entering the range here. If you want to only look at a single location enter the number in both fields.
Equipment	Equipment	O	No	Enter the range of equipment you want to look
Functional Location Hierarchy	F. Loc Hierarchy	O	No	Check this if you want the data displayed according to the F Loc hierarchy.
Analysis period; Month	Analysis period – months	O	No	Enter the month or months over which you want to see the cost reports
Parameters	Various	O	No	Analysis can be carried out in different currencies and exceptions can be defined for reporting – Generally not used.

Once you have set the analysis parameters, press the 'execute' button on the upper button bar.
The initial cost report screen will then come up. A copy of this screen is shown below.

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> Three cost values are given – total, estimated, and planned costs

This screen indicates that of the orders analyzed, the total costs that were estimated were $2,750, the planned costs (not the same as estimated costs) were $1,464, and the actual costs were $1,262. By double clicking on a figure, a drill down is possible. Clicking on the $2,750 figure produces the following breakdown as shown in a dialog box. This is shown in the screen print below.

| Company Name Removed

Company Multi-Plant Operations | BUSINESS PROCESS PROCEDURE

Title: View a Cost Report, Damage Analysis, and MTBF Report

Organization/Area: Plant Maintenance |
|---|---|
| File Name: PM_22 | Solution/Release: R/3 4.5B |
| Responsibility: | Status: In process |

Click on a row to drill down into the backup

This detailed dialog box comes up

In addition, by clicking on a row, additional drill down is possible. Clicking on the row 'Maintenance Orders' brings up the following screen.

TIP:

NOTE: The next accounting level for costs is called up by clicking on one of the rows

Cost figures are again presented but at the next lower level

This shows the breakdown between 'inspection' and 'repair' maintenance activity types. Drill down can continue for a number of levels. The screen below shows that the final drill down has been reached. Note that the titles of the various levels of analysis are shown in the upper part of the screen. Use the green 'return' arrow to 'step' back through the drill down to reach any desired level that is available.

Variations on this report can be developed by accessing the key figures selection dialog box. From any of the cost reporting screens press the

Note: The remainder of this procedure has been redacted due to proprietary internal company data. These six pages are presented to provide a sample of written procedures using the form and format of the client