**SAP Setup**

**Single Screen Work Order**

**SAP**

 Dept. of Public Instr.

Transportation

**Procedure:**

Set work order defaults.

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW33**
2. *Display Order: Initial Screen* window opens
	1. Order Field – Input any valid 11-digit work order number.
	2. <*Enter*>
3. *Display DPI Corrective Maintenance Order 6100#######: Central Header* window opens
	1. **<***Click*> **Extras option ** (Top line of page)
4. *A dropdown* window opens
5. <*Hover Mouse over*> Settings
6. *A dropdown* window opens
7. <*Click*> Default values . . .
8. *User default Values – General Tab* window opens

**Organization Section**

1. Planning plant Field – Input 6000
2. Planner group Field – Input three-digit code (i.e., Alamance = 001; Numeric is the last three digits of Plant code.)
3. Main work center 1st Field – Input TECHWORK
4. Main work center 2nd Field – Input four-digit plant code (i.e., Alamance = 6001)
5. <*Click*> **Ext. Procurement Tab**
6. *User default Values – Ext Procurement* window opens
	1. Purchase Group Field – Input A99 (Always)
	2. G/L Account Field – Input 52331003 (Always)
	3. Material Group Field = Input VMRS (Always)
7. <*Click*> **Save icon **
8. <*Click* > **Continue icon **
9. <*Click* > **Exit icon** 

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