**New Bus Prep**

**Transaction Input**

**IW42**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Input mechanics time for transactions completed

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IK42**
2. *Overall Completion Confirmation* window opens
   1. Personnel Number Field – Input mechanics seven-digit identification number assigned by SAP (i.e., 7804625)
   2. Actual Work Field – Input the mechanics time used to complete the transaction (i.e., 4.3)
   3. Cause Field – Input the three-digit code for the cause   
      (i.e., Inspect = 006)
   4. <*Click*> **Save icon** 
   5. <*Click*> **Exit icon** A picture containing clipart

      Description automatically generated

Repeat steps a through e as necessary.

Updated

01-10-2020