**Report**

**Monthly/Yearly Costs**

**MCIS**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Create monthly and yearly cost report.

Not Applicable

**Website Application:**

**Note(s):**

**Object Classes**

**60\*** = Buses

**63\*** = Service Trucks

**64\*** = Fuel Trucks

**65\*** = Wreckers

**66\*** = Tire Trucks

**67\*** = Maintenance

**68\*** = Other Local

1. Open Transaction **MCIS**
2. *Info structure (1) 6 Entries found* window opens
3. <*Double-Click*> PM Fleet Statistics
4. *Standard analysis for info structure S731: Selection* window opens
   1. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   2. Date/Range Field – Input period to perform search.

**Optional Fields** (*Choose only one*) (Go to step 3)

1. Object Class Field – Input appropriate class; or (See Note(s))
2. Equipment Field – Input the SAP Equipment #; or
3. Inventory number field – Input the SAP Inventory number

* <*Click*> **Multiple Selection icon**  to allow entry of multiple equipment/inventory numbers

1. <*Click*> **Execute icon** (*Upper-left of screen*)
2. *Standard analysis for info structure S731: Basic List* window opens
3. <*Click*> Switch Drilldown
4. *Switch Drilldown* window opens
5. <*Click*> Inventory number
6. <Click> **Continue icon** 
7. *Standard analysis for info structure S731: Drilldown* window opens (Report Display) (Scroll-right to see all)

Inventory number Cost of Oil

Miles/Km Cost of Tires

Fuel Volume Internal Material Costs

Consumption Distribution External Material Costs

Oil Consumed Services Costs

Internal Wage Costs Total Actual Costs

Cost of Fuel

1. <*Record*> Information on TD-19
2. <*Click*> **Exit icon** A picture containing clipart

   Description automatically generated

Updated

12-31-2019