Exercise Guide

Fleet Manager Certification Program

Exercise Guide

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Logging On:

- Enter URL: **https://tng.magic.ms.gov**
- Enter: **User** and **Password** provided by instructor
- Click **Logon**
- Click **General Applications**
- Click **Overview**
- Under **Enterprise Central Component**
- Click **ECC Webgui**

Exercise 1 – Update Equipment Master & Install a Functional Location – IE02

Scenario Objective: A vehicle has been acquired and received. Asset management has set up the asset master, which has generated the equipment (vehicle) master shell. Update the equipment (vehicle) master with the appropriate fleet information.

Required Data

Task	Additional Information
Enter transaction code	IE02
Initial Screen	**Change Equipment: Initial Screen**
1. Enter **Equipment** a. Press enter	[see data sheet - Equipment]
2. Enter **Object Type** a. Press enter	PASSENGER
3. Enter **AuthorizGroup**	9955
4. Enter **Start-up date**	[beginning of this month]
5. Enter **Aquisition Value** 6. Enter **Currency Conversion** 7. Enter **Aquisition Date**	25,000 USD [beginning of this month]

8. Click Class overview i. If prompted, select **Class Type** ii. Click **Copy** b. Enter **Class** c. Select **Sta…** (Standard Class) checkbox d. Press enter e. Select the Back button	002 Equipment Class PM_VEHICLE
9. Select Location tab a. Enter Maint Plant b. Enter **Plant Section** (district code) c. Enter **Work center** d. Enter **ABC indic.**	9955 999 9955-001 1
10. Select Organization tab a. Enter **Planner group** b. Enter **Main WorkCtr** and **Plant** c. Enter **Catalog profile**	955 9955-001 / 9955 FLEET
11. Select Structure & Warranty tab a. Click **Change InstLoc** b. Enter **Functional loc.** c. Click Inst. w. DataTransfer d. Click **Continue** e. Click Equipment (all) f. Click Back g. Click **Confirm**	9955-999-FC D**ata Transfer: Install Equipment** screen displays.
12. Click Vehicle ID/Measmnts a. Enter **VIN**	Leave blank for exercise, but complete this step during actual setup

13. Select Vehicle Technology tab a. Enter **Usage indicator** b. Enter **CalculMethod**	D Department B Miles Per Gallon
14. Click Save	Save
15. Press enter to acknowledge each message	Keep pressing enter for each message until the initial screen is displayed

Exercise 2 - Create measuring points – IE02

Scenario Objective: The new vehicle must have measuring points assigned. By assigning measuring points to the vehicle, odometer readings, fuel costs and fuel consumption can be recorded. Assign the three measuring points PM_MILES, PM_FUELCOST and PM_FUEL to the equipment (vehicle) master.

Required Data

Task	Additional Information
Enter transaction code	IE02
Initial Screen	**Change Equipment: Initial Screen**
1. Enter **Equipment** a. Press enter	[see data sheet - Equipment]
2. Click Measuring points/counters	
3. Click Create Measuring Points	To create the measuring points
4. Click the Back button	
5. Click Measuring points/counters	To look at the measuring points

6. Click the Back button	Go to the Location tab
7. Click Save	

Exercise 3 – Create Initial Odometer Reading – IK11

Scenario Objective: The initial odometer reading must be documented for the new vehicle. Enter an initial odometer reading of 5000 miles for the equipment (vehicle) and the date is 2 months before today's date.

Required Data

Task	Additional Information
Enter transaction code	IK11
Initial Screen	**Create Measurement Document: Initial screen**
1. Place cursor in **Measuring point** field a. Select (search the field) or press F4 b. Click **New Search** b. Select For Equipment c. Enter **Equipment** d. Enter **MeasPosition** e. Click **Continue**	[see data sheet] PM_MILES
2. Enter **MeasTime**	[two months ago from current date]
3. Click Measurement Document	
4. Enter **Counter reading**	5000

5. Set counter reading externally a. Go to -> -> Replace Counter... b. Press **Enter** c. Select d. Click to continue	This creates a starting point for the odometer
6. Click	
7. Click to leave the transaction	

Exercise 4.1 – Create Driver Assignment Request – ZPMFME_DAV_INIT

Scenario Objective: A new driver assignment is required for the newly acquired vehicle. Create the initial driver assignment request.

Required Data

Task	Additional Information
Enter transaction code	ZPMFME_DAV_INIT
Initial Screen	**Driver Assignment to Vehicle: Initial Screen**
1. Enter **Driver ID** a. Press enter	[see data sheet]
2. Enter **One-Way Distance** 3. Select **Assignment Type** 4. Enter **Requested Start** 5. Enter **Requested End** What is the assignment number?	10 COMMUTE [beginning of current month] [twelve months from requested start] _____
6. Click	

Exercise 4.2 – Perform Agency Driver Assignment Approval – ZPMFME_DAV_REQ

Scenario Objective: The driver assignment must be approved by the agency. Review the driver assignment request, assign equipment (vehicle) and change the status of the request to indicate the agency approval.

Required Data

Task	Additional Information
Enter transaction code	ZPMFME_DAV_REQ
Initial Screen	**Driver Assignment to Vehicle: Selection Screen**
1. Click Execute	
2. Select **Assignment Number**	[assignment created in last exercise]
3. Click Change Assignment	
4. Enter **Vehicle Number** a. Press enter b. Select **Approval Status**	[see data sheet] PENDING
5. Click Save	
6. Click Continue	
7. Click Exit	

Exercise 5 – Fleet Data Audit

Scenario Objective: An agency needs to perform their weekly audit of vehicle data. Complete an audit for agency 9955.

Required Data

Task	Additional Information
1. Enter transaction code.	ZPM_Asset_Fleet

2. Enter Business Area 3. Asset Status 4. Press Execute 5. Put the number of records in Active Vehicle Asset field on the Data Checklist form.	9955 Active
6. Enter transaction code.	IE36
7. Enter Maintenance plant 8. Press Execute 9. Highlight column “C” (Equipment Category) 10. Press Control + F 11. Put F in the Search Term field 12. Put a check mark by Display Number of Hits 13. Press 14. Write the number of hits in the Number of Active Equipment records field on the Data Checklist form	9955
15. Enter transaction code	ZPM_Asset_Fleet
16. Enter Business Area 17. Asset Status 18. Press Execute 19. Select/Highlight the **Fuel Cost** column. 20. Click Set Fliter 21. Double click within the field 22. Select Single Value 23. Press 24. Enter 0.00 within the field 25. Press 26. Count the number of records with “0.00” in the Fuel Cost column and write that number in the Number of records missing cost data field on the Data Checklist form. 27. Select/Highlight the Fuel Cost column 28. Click Set Filter 29. Select (delete filter) 30. Press	9955 Active
31. Select/Highlight the **Maintenance Cost** column. 32. Hold the CTRL button and select the **Repair Cost** column 33. Click Set Fliter	

34. Double click within Maintenance Cost field 35. Select Single Value 36. Press ✔ 37. Enter 0.00 within Maintenance Cost field 38. Double click within Repair Cost field 39. Select Single Value 40. Press ✔ 41. Enter 0.00 within Repair Cost field 42. Press ✔ 43. Count the number of records with “0.00” in both columns and write that number in the Number of records missing cost data field on the Data Checklist form. 44. Select/Highlight the Maintenance Cost column. 45. Hold the CTRL button and select the Repair cost column 46. Click Set Filter 47. Select 🗑 to delete both filters 48. Press ✔	
49. Select/Highlight the **Odometer Reading** column. 50. Click Set Fliter 51. Double click within Odometer Reading field 52. Select Single Value 53. Press ✔ 54. Enter 0.00 within Odometer Reading field 55. Press ✔ 56. Count the number of records with “0.00” in the Odometer Reading column and write that number in the Number of records missing odometer field on the Data Checklist form. 57. Select/Highlight the Odometer Reading column 58. Click Set Filter 59. Select 🗑 to delete filters 60. Press ✔.	
61. Select/Highlight **Miles Driven** column 62. Click Sort in Descending Order 63. Count the number of records that have over 1,000,000 in the Miles Driven column and write that number in the Number of vehicles with odometer reading over 1,000,000 field on the Data Checklist form.	

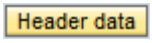
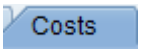
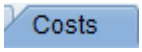
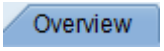
64. Select/Highlight the **Functional Location** column 65. Click Set Filter 66. Click the search within the field and select the functional location ending with “FC”. 67. Press ☑ 68. Count the number of records with a functional location that ends with FC and does not have a valid Driver Assignment. Write that number in the Number of vehicles requiring Driver Assignments field on the Data Checklist form. 69. Select/Highlight the Functional location column 70. Click Set Filter 71. Select 🗑 to delete filters 72. Press ☑.	
73. Select/Highlight **County** column 74. Click Set Filter 75. Double click within County field 76. Select Single Value 77. Press ☑ 78. Click the search within the field and select the blank county 79. Press ☑ 80. Press ☑ 81. Count the number of records without a value in the County column and write that number in the Number of vehicles that do not have the county field on the Data Checklist form.	

Exercise 6 – Create Historical (Statistical) Order and Post Statistical Costs – IW61

Scenario Objective: After an oil change by a contract vendor, a historical (statistical) order is generated to statistically capture the maintenance costs on the vehicle.

Required Data

Task	Additional Information
Enter transaction code	IW61
Initial Screen	**SAP**

1. Enter Historical/Statistical data a. Enter **Order Type** b. Enter **Reference Date** c. Select **Priority** d. Enter **Equipment**	 PM02 (Preventative maintanence) [previous working day] 2-High [see data sheet]
2. Click  a. Enter description b. Enter **PMActType** c. Press enter	 [9955-Jack's Auto Shop - Change oil and filter] COF
3. Select  tab a. Select  sub-tab b. Enter **Services Costs** c. Click **Enter**	35.00
4. Select  sub-tab	
5. Click	
6. Click to leave the transaction	

Exercise 7 – Create Measurement Documents for Equipment – IK22

Scenario Objective: Manually enter the fuel posting for 2 weeks prior to current date. The odometer value was 4000 miles, fuel cost was $40, and fuel consumption was 15 gallons.

Required Data

Task	Additional Information
Enter transaction code	IK22
Initial Screen	**Collective Entry of MeasDocuments: Initial screen**
1. Enter **Equipment**	[see data sheet]
2. Enter **Meas Time**	[2 weeks prior to current date]

3. Click Collective Entry	
4. Click All Measuring Points on Object For fuel consumption, is the counter reading or the difference entered? For fuel cost, is the counter reading or the difference entered? For odometer, is the counter reading or the difference entered for odometer? a. Enter **CounterRdgDifference** for Fuel Consumption b. Enter **CounterRdgDifference** for Fuel Cost c. Enter **Rdg/CtrRdg** (Reading / Counter reading) for Odometer d. Press **Enter** (twice)	_____ _____ _____ 15 40 4000
5. Click Save	
6. Click Exit to leave the transaction	

Exercise 8 – List Measurement Documents and Set Reversal Indicator – IK18

Scenario Objective: One of the measurement documents was entered incorrectly. Generate a list of measurement documents for the equipment (vehicle) and set the reversal indicator.

Required Data

Task	Additional Information
Enter transaction code	IK18
Initial Screen	**Change Measurement Documents: Measurement Document Selection**
1. Enter **Equipment** a. Select **Reversal indicator** b. Enter No. of MeasDocs by MeasPoint c. Click Execute	[see data sheet - Equipment 1] with or without 99999

2. Click **Select Item** a. Click Details	[measurement document PM_MILES as 4000]
3. Click Menu and follow menu path:	***Measurement Document > Functions > Reversal Indicator > Set***
4. Click Save	
5. Click Back	

Exercise 9 – Deactivate Equipment Record

Scenario Objective: The vehicle was wrecked, and it needs to be deactivated.

Required Data

Task	Additional Information
Enter transaction code	IE02
Initial Screen	**Change Equipment: Initial Screen**
1. Enter **Equipment number**	Use Equipment 1 from Data sheet
2. Press **Enter**	
3. Click Menu and follow menu path: **Equipment** **Functions** **Active <-> Inactive** **Deactivate**	***Equipment > Functions > Active<->Inactive > Deactivate***
4. Select Location tab	
5. Click Save:	