CAT9 Time Transfer to PM

IRIS Integrated Resource Information System

Process: Use this process to transfer the work order time entered and approved in CATS to the work orders in Plant Maintenance (PM). This Quick Reference Card lists the complete steps for transferring time for both one employee and multiple employees using the selection variants option.	
Role: Authorized Personnel	**Frequency:** As required

SAP Easy Access	
Enter the transaction code	CAT9
CATS: Transfer to Plant Maintenance/Customer Service **– ONE EMPLOYEE**	
Personnel Number	Enter the employee's Personnel Number or use the Possible Entries icon 🔲 to search

In the **Control Parameters** section, check (or un-check) the **Test run** option (A test run will not literally transfer the time to the work orders, only validates whether everything will transfer successfully when the **Test run** option is UN-checked.)

```
Control Parameters
  Number of tasks
  No. of lock attempts
  ☑ Log
  ☐ Test run   Is this a test run?
```

Click on the Execute icon 🔲 in the Application Toolbar

The **No. of records saved successfully** should equal the total **No. of records read** for a successful transfer of all the work order time

```
* CATS: Transfer to Plant Maintenance/Customer Service

No. of records read:              8
No. of records saved successfully:    8

Number of records read:                    8

No. of confirmations generated:             8
No. of confirmations canceled:              0
No. of confirmations with errors:           0
No. of cancellations with errors:           0
Number of locked confirmations:             0
```

For any **No. of records containing errors**, seek resolution to the problem(s) and take the necessary action(s) to resolve. Then re-execute the CAT9 transaction.

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* CATS: Transfer to Plant Maintenance/Customer Service

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No. of records containing errors:        3
No. of records read:           11
No. of records saved successfully:            8

Number of records read:                    11

No. of confirmations generated:             8
No. of confirmations canceled:              0
No. of confirmations with errors:           3
No. of cancellations with errors:           0
Number of locked confirmations:             0
```
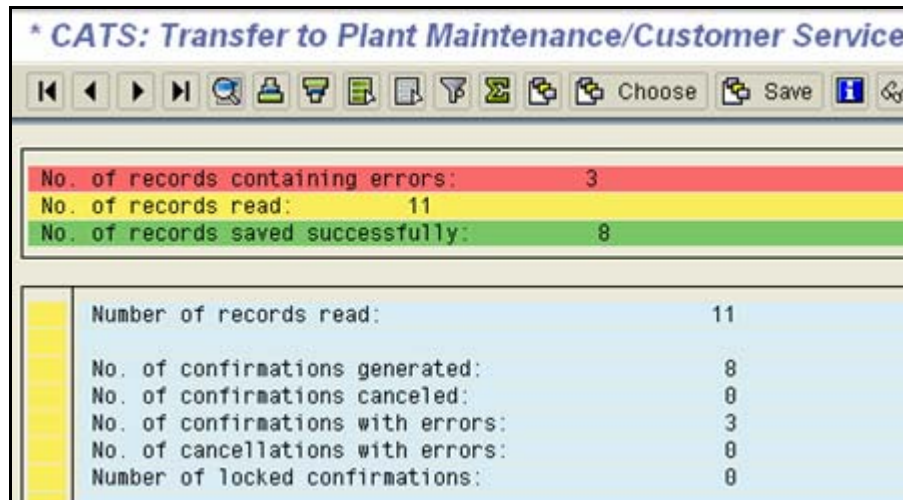
Once all of the time has been transferred successfully, click on the Exit icon 🔼 twice to exit this transaction – You do not need to click on the Save icon – The time has already been transferred

CREATING A SELECTION VARIANT – FOR MULTIPLE EMPLOYEES

CATS: Transfer to Plant Maintenance/Customer Service
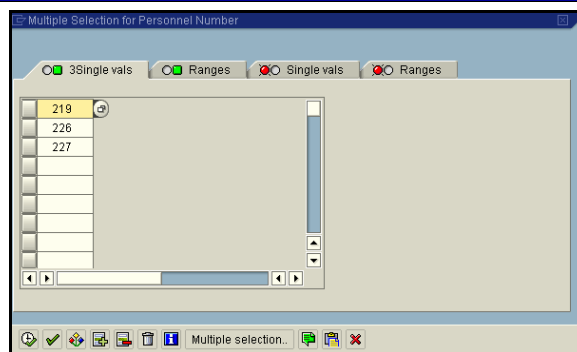
Click on the Multiple Selection icon ➡️ to the far-right of the **Personnel number** field

```
Data Selection for Initial Transfer
Personnel number              [    ] ⊡    to    [        ] ➡️
```

Multiple Selection for Personnel Number

For a small number of employees, enter each employee's Personnel Number on a separate line

OR use the Possible Entries icon 🔲 to search if unknown

```
Multiple Selection for Personnel Number

○🟩 3Single vals   ○🟩 Ranges   ●🔴 Single vals   ●🔴 Ranges

   219 ⊡
   226
   227

⊕ ✔ 🔧 📑 📑 🗑 🛈  Multiple selection..  📋 📋 ✖
```

For a large number of employees, click on the **Multiple Selection** pushbutton Multiple selection.. in the toolbar located at the bottom of this pop-up window
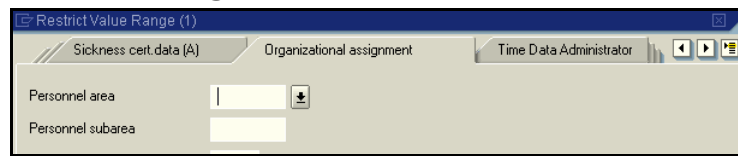
Restrict Value Range (1)

Locate the **Organizational assignment** tab

|		
Restrict Value Range (1)		⊠
Sickness cert.data (A)	Organizational assignment	Time Data Administrator ◄ ► ▤
Personnel area	⌴ ⬦	
Personnel subarea		

Enter the search criteria data into the various fields in order to retrieve the desired group of employees/students

Click on the drop-down menu icon ⬦ to view the possible entries for a field

Click on the green equals sign icon ▤ to enter multiple values for a field – This icon does not appear until you start entering a value in the field

Restrict Value Range (1)		
Sickness cert.data (A)	Organizational assig	
Personnel area	▤	1000
Personnel subarea	▤	0001
Employee group	▤	A
Employee subgroup	▤	05
Payroll area		
Company Code		
Cost Center		
Organizational unit	▤	30000003 ⬦
Organizational key		
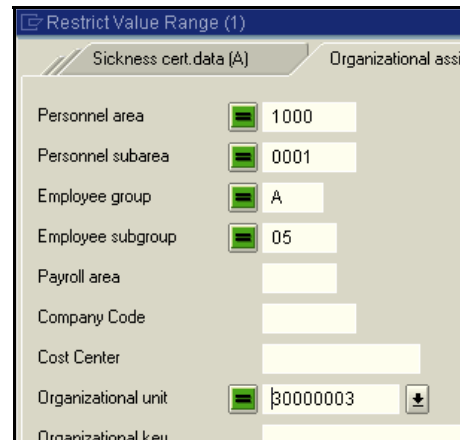
Click on the Start search icon ✔ in the lower-left corner of this pop-up window

Click on the Select All icon 🔲 on this window

OR click in the individual selection boxes in the far-left column next to each employee

	Grp	Time	PersNo	Name of employee or applic...	Start Date	End Date
☑	0001		00009170	Catalin C Ingham	11/27/2005	12/31/9999
☑	1000		00013675	Jasmine Hahn	11/27/2005	12/31/9999
☑	1000		00028648	Theresa Ann Kellerman	07/01/2005	12/31/9999

Click on the Copy icon ✔ on this window to copy the selected employees' Personnel Numbers back to the original Multiple Selection pop-up window (seen below)

Multiple Selection for Personnel Number

Click on the Execute icon ⊕ in the lower-left corner of this pop-up window to accept these Personnel Numbers	3Sngl Va 9170 13675 28648
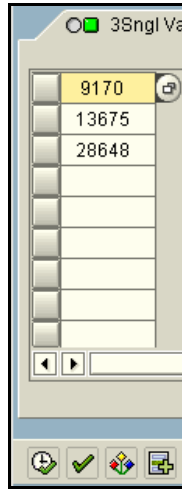
CATS: Transfer to Plant Maintenance/Customer Service
At this point if you do NOT want to save these Personnel Numbers as a selection variant, go ahead and click on the Execute icon ⊕ in the Application Toolbar to transfer the time. See the following steps if you DO want to save this information as a selection variant.
Click on the Save icon 🖫 in the Standard Toolbar

ABAP: Save as Variant	
Variant name	Enter a unique, descriptive variant name Ex. – 30000003 BW
Meaning	Enter a further description of the variant Ex. – 30000003 Biweekly/40 Hour Staff
Click in the checkbox next to "Protect variant" to keep other users from changing/deleting your variant	Protect variant ☑

CATS: Transfer to Plant Maintenance/Customer Service
Click on the Save icon 🖫 once again to complete the saving of the variant

CATS: Transfer to Plant Maintenance/Customer Service
Click on the Execute icon ⊕ in the Application Toolbar
Click on the Exit icon 🔼 twice to exit this transaction