

IW45 Cancel PM Order Confirmation



Process: This process is used ONLY to cancel Plant Maintenance (PM) work order confirmations **that were created using transaction IW44.**

Role: Authorized Personnel

Frequency: As needed

SAP Easy Access

Enter the transaction code

IW45

Cancel PM Order Confirmation: Initial Screen

Order

Enter the Order number – Use the Possible Entries icon  if necessary

Press the Enter key

Cancel PM Order Confirmation: Actual data

If only one confirmation exists for the Order, the Cancel *PM Order Confirmation: Actual data* screen will be displayed:

*** Cancel PM Order Confirmation: Actual data**

Notification MeasDocuments  Administr.  Exit without Saving Time and Codes Confir

Order: 007000000250 Banister is off the wall

Oper./Act. 0010 Banister is off the wall

Confirmation Data / 1

CATS Doc. No. 1191

Work Center UNASSIGN CPPD Campus PPD Unassigned Work

Personnel No. 20796 Purnell D Emmet Wage Type

Actual Work 1.25 H Activity Type LABOR Posting Date 04/16/2007

Final Confirmtn AcctIndicator

Clear Open Res. Remaining Work 0

Work Starts on 04/16/2007 09:15:00 Actual Duration 0.0

Work Ends on 04/16/2007 10:30:00 Forecast End 24:00:00

Reason

Confirm. Text 

Click on the Save icon in the Standard Toolbar



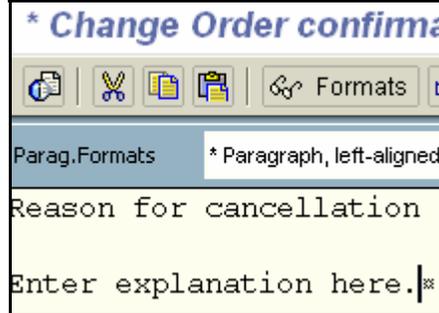
Change Order confirmation text: Language EN

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

Place the cursor at the end of "Reason for cancellation", press the Enter key twice, and enter an explanation for the cancellation



Click on the back icon in the Standard Toolbar



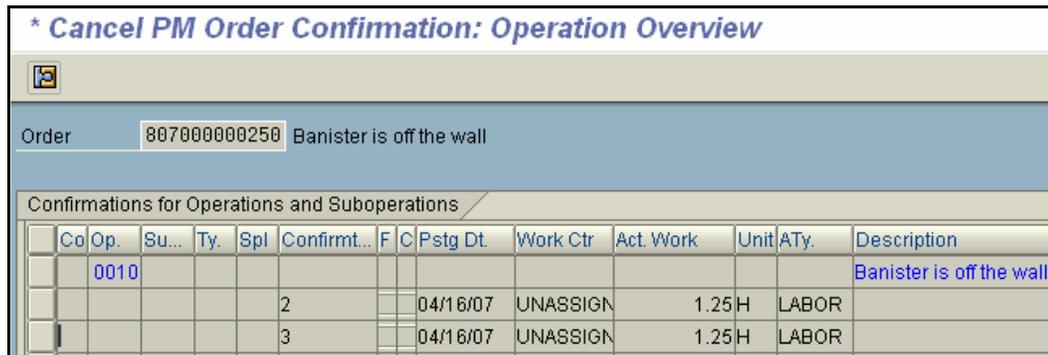
Cancel PM Order Confirmation: Initial Screen

A cancellation confirmation message will appear in the Status Bar

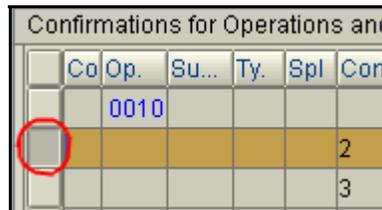


Cancel PM Order Confirmation: Operation Overview

If multiple confirmations exist for the Order, the Cancel PM Order Confirmation: Operation Overview screen will be displayed:



Click on the gray select box to the far-left of the desired confirmation to cancel



Click on the Actual Data icon in the Application Toolbar

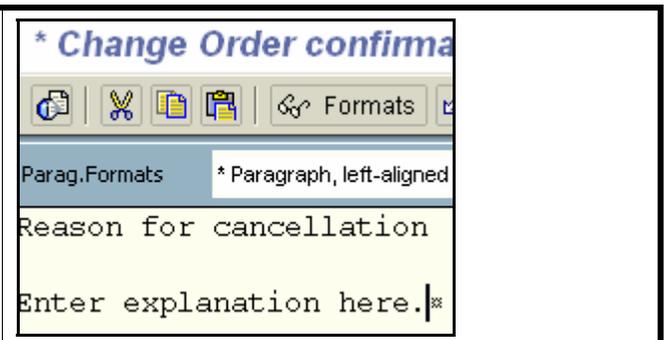


Cancel PM Order Confirmation: Actual data

Click on the Save icon in the Standard Toolbar



Change Order confirmation text: Language EN

<p>Place the cursor at the end of "Reason for cancellation", press the Enter key twice, and enter an explanation for the cancellation</p>	
<p>Click on the back icon in the Standard Toolbar</p>	
<p>Cancel PM Order Confirmation: Initial Screen</p>	
<p>A cancellation confirmation message will appear in the Status Bar</p>	
<p>Click on the Exit icon  to exit the transaction</p>	

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