



Monthly/Yearly Cost Reports

MCIS

Use this procedure to create the monthly and yearly cost report.

Basic Commands

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Information on Report

Standard SAP only returns a few of the elements that are needed for the report. A variant needs to be created to display the data required. See cheat sheet “First Time Transaction Setup Guide”.

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **MCIS**.
2. Click or press **Enter**. The **Info Structure** dialog box displays. Select **S731** (double-click).
3. On the **Standard analysis for info structure S731: Selection** screen, enter or select the following information:
 - Maintenance plant: enter plant code for multiple vehicle selection.
 - Period to analyze: Enter month/year or range (format MM/YYYY)
4. The following fields are optional depending on which equipment (or range) required:
 - Object class: enter 60* (buses); 63* (service trucks); 64* (fuel trucks); 65* (wreckers); 66* (Tire Trucks); 67* (maintenance vehicles); 68* (other local vehicles)
 - Equipment: enter SAP number (for single selection) or click to enter multiple equipment numbers.
 - Inventory number: enter DPI number (for single selection) or click to enter multiple inventory numbers.
5. Click .

Data will return for a single selection or a total line will return for multiple selections.

If a total line appears, click button. Select “Inventory number” from the drop-down to view the report by individual equipment.




• **Information only displays for equipment that had some actual cost allocated to it for the time period chosen.**

• **It is highly recommended that you avoid doing much work in Citrix Excel. Instead, save the file to your computer and then open it in your own copy of Excel from the location you saved it on your computer.**

{Working in Citrix Excel you have no autosave, and no protection from exiting without saving. If you are disconnected or misclick you could have to redo all the work}

This report can be exported to a spreadsheet:

Follow the menu path: Standard analysis > Export > Transfer to XXL.

6. On the dialog box, deselect everything except “**Inventory number**”. Click .
7. On the dialog box, select “**Table**”. Click .
8. Accept the default “**Microsoft Excel**” from the next dialog box. Click 
 - Units of measure default into their own columns but can be deleted.
10. Save to (C\$) on Client (V: Drive in Citrix) or some subfolder. (**OR** Just copy the whole worksheet and paste it into your own copy of Excel)
11. Reopen the file from your computer and close the Citrix based Excel window.