Business Systems IMPROVEMENT PROJECT	**Equipment Master Data Change**	**ZIE02D**

Use this procedure to update Sort Field, Room, Address fields, or License plate number

Basic Commands

Back	⬅
Cancel	❌
Help	❓
Exit	⬆
Enter	✅
Save	💾
Execute	⏱

If you need to update a large quantity of vehicles at once, or you need to update a field that you cannot change, please email a spreadsheet containing the new information to the helpdesk

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **ZIE02D**

2. Click ✅ or press **Enter**. The **Change Equipment: Initial Screen** displays.

3. Enter the SAP equipment number for the vehicle or click the matchcode icon to find the equipment number.

4. Once you have the equipment number, press **Enter**.

5. You now have access to the Equipment Master data for the vehicle.

6. On the Location tab you may change:

   Room – Account Billing Designator for Local Vehicles or for separating City Schools buses from county ones. Please limit use of this field on yellow buses to City School System names or numbers only. Room field is most visible on monthly cost reporting

   Sort field – Mechanic, Division, or location (Most visible when printing 30-day inspection)

   All Address information - To access the address information click on the pencil icon in the address section (The first line of the address can be used for School Assignment or contact information for local vehicles; Field can be searched on and displayed in IE36 as 'List Name')

7. On the Fleet Info tab you may change the License Plate Number. (Please do not enter any spaces or dashes) Examples of proper format: 19266S 93833R

8. Once you have completed all changes, click on 💾 to save your changes and return to the **SAP Easy Access** screen.