

0.4 SAP Plant Maintenance Glossary

Code	Term	Description
	Assembly	An assembly is a part of a technical object. A technical object can be subdivided into assemblies to separate it into more clearly defined units. An assembly is not an individual object but rather an object category which can be used in relation with multiple pieces of equipment. For example the assembly "Rotor model XYZ" can be used in a large number of electrical motors identified as equipment. Assemblies are used essentially within bills of material, in order to define logical grouping of materials, which allows to structure BOM's. When a set of spare parts is valid for several objects, they can be regrouped in one Assembly, which in turn will be specified in the BOM of these objects. If the content of the Assembly is modified, the modification automatically applies to all BOM's where the Assembly is mentioned.
AT	Activity Type	Activity types describe the activity produced by a cost center and are measured in units of time or quantity. In activity type planning, control data determines whether the activity price for evaluation of the activity type is manually set or is derived iteratively through activity price calculation.
BA	Business Area	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. At Solvay, Business Areas are used to distinguish activities/costs between different Product Divisions. (10: Soda Ash, 21: H2O2, 66: PVC resin suspension...)
BOMs	Bill of Materials	Bill of materials (BOM) are formally structured list of components (spare parts) valid for a specific functional location or piece of equipment. The list contains the object number of each component, together with the quantity and unit of measure. The components are known as BOM items. BOM's facilitate the job of maintenance workers when working on a repair : they will immediately retrieve the spare parts for the object affected by the repair.
CATS	Cross Application Time Sheet	The Cross Application Time Sheet (CATS) can be used by employees or personal administrators to track employee working times. Time data is recorded with information referring to orders and cost centers, for example, and can be transferred to corresponding applications and components of the SAP Business Suite.
CC	Cost Center	The smallest area of responsibility within a company's overall organizational structure. Cost centers collect direct and indirect charges from financial postings or internal allocations.
CO	Controlling	The purpose of the Controlling (CO) module in SAP is to provide organizations with a method of slicing and dicing data to view costs from an internal management perspective and provide a view of profitability beyond that of basic financial reporting. This allows the organization to create information in a manner that is tailored to their specific business measurements needs.
ME	Manufacturing Excellence	Manufacturing Excellence The missions of ME are : To define best in class maintenance processes, methodology & support local maintenance team in the plant worldwide.
DMS	Data Management System	Allows the linking of external documents (drawings,...) managed in other applications to a functional location or a piece of equipment. Make these documents available in SAP for consultation from the PM order (for example when repairing an equipment).
EC	External Company	Subcontractor that provides services for Maintenance
EQ	Equipment	An individual, physical object that is maintained as an autonomous unit. A piece of Equipment is installed on a Functional Location; it can be moved from one FL to another.
FL	Functional Location	A functional location represents a place/a function in the Technical installations at which a maintenance task is performed. Functional Locations are organized into a structure, which describe the plants, from top to very detailed functions in the process. The lowest level represents an individual function,, identified by a Tag number on the PI sheets (drawing of installations).
MAT	Maintenance Activity Type	Code that identifies the type of work in a work order, eg repairs, shutdowns, regular activities, inspections etc. It is used to categorize Work Orders and is an important axis of analysis (for Costs,...).
M. PLAN	Maintenance Plan	Object in SAP that allows the definition of repetitive activities and to generate work order (or notification) on due date when the job has to be carried out. (It contains all needed information as template to generate the Work Order/Notification).
	Maintenance Planning Plant	Plant in which the maintenance operations are performed. It determines the plant and the company, in which purchase requisitions and costs will be registered when carrying out maintenance works, before these costs are invoiced to the final customer.

	Maintenance Plant	Determines the location of a technical object (piece of equipment, functional location) and as a consequence the company (= legal entity) to which it belongs.
	Measuring Point	Physical or logical place at which a technical characteristic can be described and followed by entering measurement documents or counter readings. Examples: • Temperature inside a reactor • Speed of revolution of a wind wheel
	Notification	Notifications are used to request any kind of job from the maintenance dpt (maintenance repair, work for construction,...). Anyone in the plant should be able to create a notification. When the job is completed, Notifications are used to store general information about the repair (technical comments by technicians, codes for statistics).
	Object Link	Object link allows to define and describe the connection between two technical objects (Functional Locations or pieces of Equipment). An object link may only consist of objects belonging to the same object category, that is, a piece of equipment can only be linked with another piece of equipment and a functional location with another functional location. The connection (link) itself, can be associated to a third technical object (Functional Location or piece of Equipment). This is required in case maintenance operations have to be performed on the connecting object itself. Using object links you can build object networks and structure your technical objects horizontally. This enables you to represent and evaluate dependencies between various objects. There is no specific functionality associated to object links (an object link cannot be specified in a notification or an order). Object links just enable to describe connexions and to issue a diagram with the connexions between technical objects.
PG	Planner Group	• In big maintenance organizations, the planner group can be used to identify the different parts (subgroups) of the maintenance organization . It is an optional data item that can be specified in master data and documents created in the system. It allows the allocation of data/documents created in the system to a specific subgroup within the organization and to protect the access to them for other users. • The planner group is just a code. There is no other information behind it.
PM	Plant Maintenance	PM ("Plant Maintenance") is the SAP module dedicated to handling data and administrative operations linked to Maintenance processes.
PMIS	Plant Maintenance Information System	Various reports for comparison plan/budget/actual costs on PM orders.
PU	Production Unit	The "Production unit" represents all departments whose main activities is producing a product
SP	Spare Parts	Identified by a material number in the SAP MM module. Called "Components" in PM Work order screen. Also called "Technical spares" or "Industrial Supplies"
SU	Service Unit	The "Service unit" represents all departments that provide services to the production units (purchasing, accounting, maintenance, laboratories,...)
TL	Task lists	A task list describes the steps necessary to perform a maintenance activity without reference to an order. A task list contains : • A header : short description of the task, technical object concerned • operations : describe the different steps. Each operation contains a description, the responsible workcenter, the estimated workload, and optionally the required components. When creating a PM order for a repair, a task list describing the steps to solve the problem can be selected and copied into the order, so that the operations of the order are automatically created. For repetitive works, it makes things easier for the PM order's preparer: he doesn't have to define the different steps of the work and to create the operations manually
	Value Category /Ext. services (unit rate)	• Cost of external staff working at unit rate (unit rate is different from time; could be for example m2, number of items, ...). • Rentals (trucks, cranes,...) are included in this category. • Services provided are described thanks to MM Service master data and their unit price defined in a contract with the external company. • Costs are registered at the end of each work, thanks to a Service Entry Sheet which specifies the services and quantities delivered.
	Value Category /Ext. staff (hourly rate)	• Cost of external staff working at hourly rate (unit rate is based on time). • Most often, the qualification of the external worker is described thanks to an MM service master data and their unit price defined in a contract with the external company. • Costs are registered thanks to Service Entry Sheets which specifies the services and quantities delivered.

	Value Category /Ext. services (fixed price)	• Cost of external staff executing works at fixed price, the price being agreed at the moment of purchasing. Most often, there is an individual purchase order for each work. Example : cleaning of a column; repair of an equipment. • The price is registered at the moment of the acceptance (=« good receipt ») of the purchase order.
	Value Category /Materials - direct purchase	• Purchasing of any material not defined in SAP (no specific material master data defined in SAP). • In the purchase requisition (and purchase order), the material is described thanks to a generic material or a free text. • The price is defined in the purchase order. • In construction, referenced materials are also purchased directly. It is indeed advised not to take goods from the warehouse, in order to avoid impacting replenishment parameters for the material.
	Value Category /Materials - out of store	Consumption of referenced materials kept in the warehouse or not. When no stock available is in the warehouse, the reservation is transformed in purchase requisition by the MRP.
	Value Category /Miscellaneous	Cost category for miscellaneous expenses, not included in another category. For example : travel expenses, transport costs, ...
	Value Category /PU activities	• Manpower (= time confirmed) by workers from production units (= people registered on Production cost centers, utilities, or other services units than the maintenance/engineering SU). • Unit price is a time unit (hour, day,...). • Labor costs are classified in this category when production unit workers confirm activity for their own entity (on a work order type "Maintenance for oneself") or when they work for another Production unit. (it is indeed not practicable to define separate activity types for when a PU works for oneself or for another PU).
	Value Category /SU activity	• Includes - o Manpower (= time confirmed) by workers from maintenance or engineering SU. - o the Pricing Appro • Unit price is a time unit (hour, day,...). • Unit rate involves not only salaries, but all costs charging the SU cost center (see chapter on Activity types). • This cost category is also used when SU maintenance workers confirms hours for their own entity (when working on a work order type "Maintenance for oneself"). It is indeed not practicable to define separate activity types for when a SU works for itself or for another customer.
	Value Category /SU fixed price, lump sum	• This cost category corresponds to works carried out by SU at fixed price, based on a yearly lump sum or spot fixed price. • Invoicing of "Expertise" is included in this category. • Tariffs are defined thanks to a contract between the SU and PU. • It corresponds to the same principle as external companies working at fixed price. • The associated cost elements are - o 9105100012 SU lump sum (forfait) - o 9105100032 SU fixed price (spot) and - o 9325100012 Operating lump sum - o 9325100032 Operating fixed price (spot) • Costs registered within this value category comes from invoicing of fixed price orders, when working at lump sum.
	Value Category /SU fixed price, unit rate	• This cost category corresponds to works carried out by SU at fixed price, based on a tariff defined per unit. • Tariffs are defined thanks to a contract between the SU and PU. • It corresponds to the same principle as external companies working with a unit rate tariff . • The associated cost elements are 9105100022 for maintenance works and 9325100022 for operating work. • Costs registered within this value category comes from invoicing of fixed price orders, when working at unit rate.
WBS Element	Work Breakdown Structure Element	A multi level structure of codes representing the hierarchical organization of a project, dividing it in tasks and subtasks. A WBS element describes a task or a partial task within a project.
WC	Work Center	In PM work centers are used to identify the Groups of employees/maintenance workers per discipline, in order to assign them maintenance tasks.
WO	Work Order , Maintenance Order, PM Order	"Work Orders" are used to describe and organize maintenance works, and to plan and collect detailed costs (material reservation, purchasing of material and services, internal activities). Work Orders are also used for other types of works performed by the Maintenance Dpt : works for Capital projects, for Operating works, miscellaneous activities... Different types of orders are configured in the system to distinguish the cases.