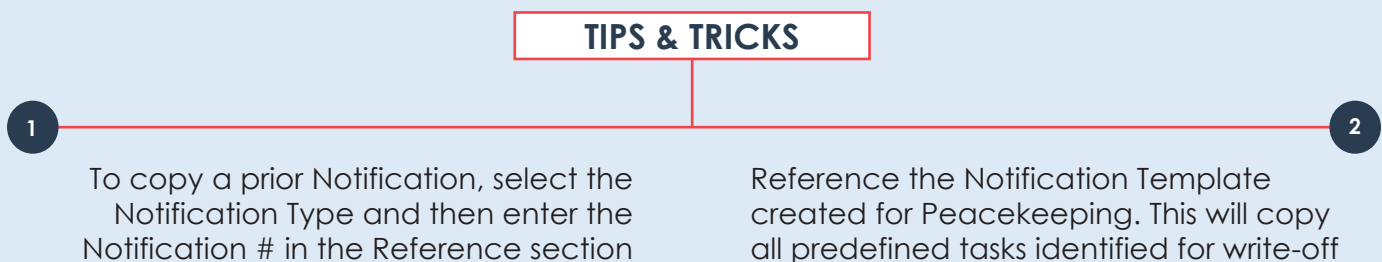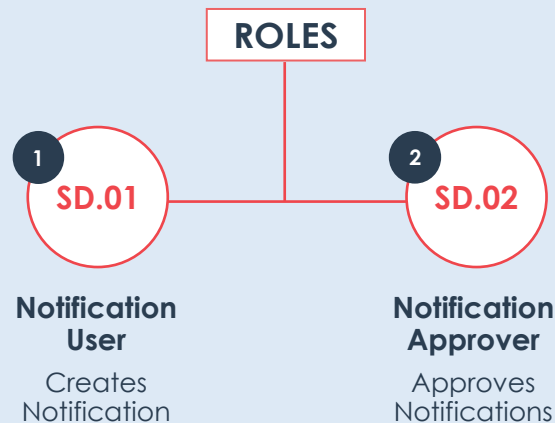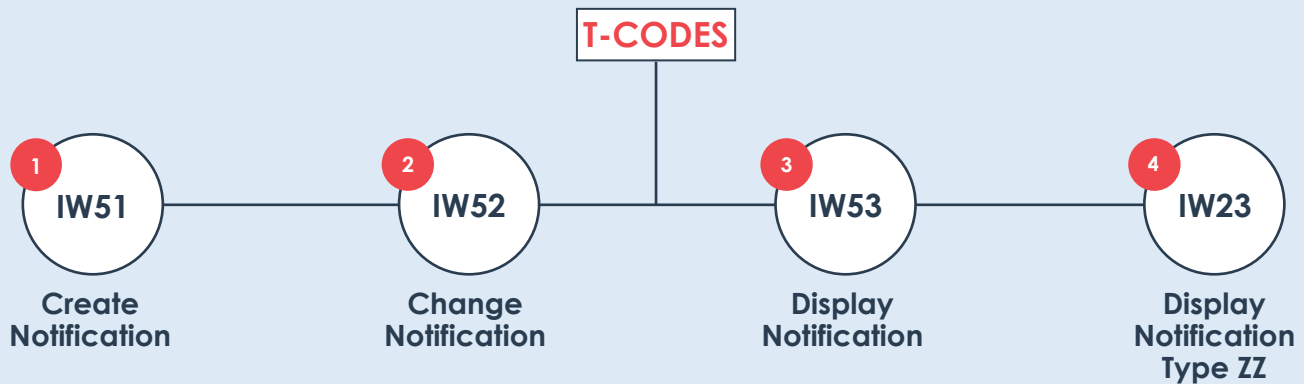# CREATE & APPROVE NOTIFICATIONS CHEAT SHEET

The creation and approval of Notifications should be used to request services as well as to initiate the write-off process, assign equipment, and enter accident and/or incident reports. This cheat sheet is an example of when services are provided internally (no external clients involved).

## T-CODES

**1 IW51**
**Create Notification**

**2 IW52**
**Change Notification**

**3 IW53**
**Display Notification**

**4 IW23**
**Display Notification Type ZZ**

## ROLES

**1 SD.01**
**Notification User**
Creates Notification

**2 SD.02**
**Notification Approver**
Approves Notifications

## NOTIFICATION TYPES

**1 P1_Maintenance Service Request** *or* **2 PW_Write-off/Disposal/Impairment Request**

## TIPS & TRICKS

**1** To copy a prior Notification, select the Notification Type and then enter the Notification # in the Reference section

**2** Reference the Notification Template created for Peacekeeping. This will copy all predefined tasks identified for write-off

## Create Notifications | Approve Notifications

### Create Notifications

**Steps**

**1** — Use t-code **IW51**

**2** — Select **Notification Type** (either **P1** or **PW)** and hit **Enter**

**3** — In the **Notification Header**: enter **Short Description**

**4** — **Notification Tab**
Enter the Functional Location or Equipment (if this refers to a real estate object or equipment)

**5** — In the **Execution** and **Subject Sections** enter:
**a.** Priority
**b.** Req. Date (Start & End dates)
**c.** Main Work Centre (work provider)
**d.** Planner Group (of the Provider)

**6** — **Location Data Tab**
*Account Assignment:*
**a.** Company Code = 1000
**b.** Business Area
**c.** Asset Number/Cost Center/ WBS element/Internal Order

**7** — Save and note the **Notification Number**

**8** — **Email** the SD Notification Approver

### Approve Notifications

**Steps**

**1** — Use t-code **IW52**

**2** — Input the **Notification Number** and hit **Enter**

**3** — Click the **Status Details** icon [ i ]
*or*
the **Status** icon

**4** — Change status to **02-APPR Request Approved**
*or*
**03_REJT Request Rejected**

**5** — Click the **Release** icon and hit **Enter**

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Need more help? Here's the Umoja User Guide for Service Order Management, and here's the Umoja Job Aid for Write-Off, Impairment, and Disposal