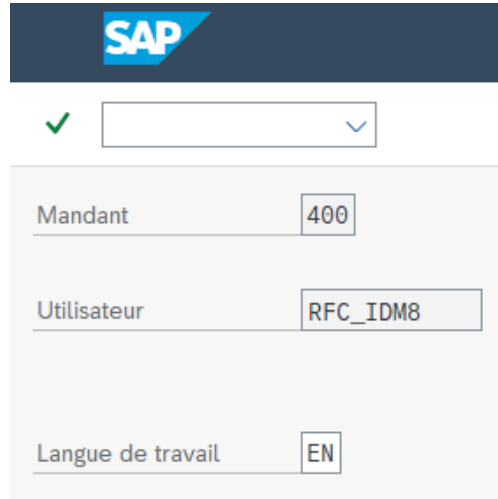


KO01 - Create an internal order

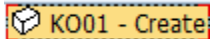
STEP 1

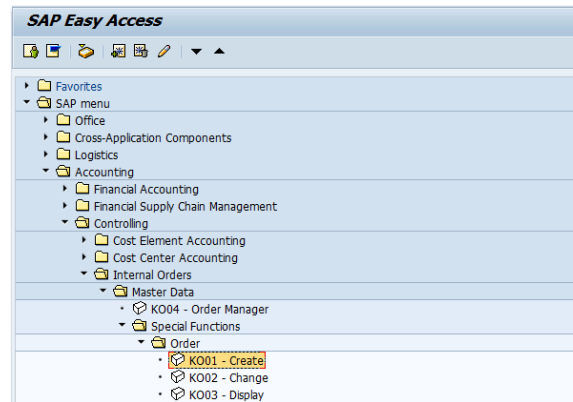
Log is in English to start with the creation of the profit center in English.



The image shows the SAP login interface. At the top, there is a green checkmark and a dropdown menu. Below this, there are three input fields: 'Mandant' with the value '400', 'Utilisateur' with the value 'RFC_IDM8', and 'Langue de travail' with the value 'EN'.

Start the transaction using the menu path or transaction code


 KO01 - Create

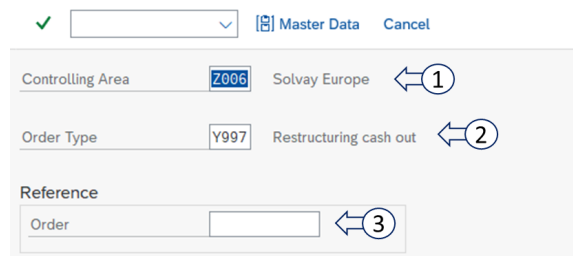


STEP 2

Start the creation of the new internal order

1. Enter the [Controlling area](#)
2. Enter the [Order Type](#)
3. Enter a reference order if I want to use an existing internal order as a model.

 The selection of the correct [Order Type](#) is very important when creating the Order, as it will have impact in several reports, namely in CoSt and Capex reports.



The image shows the SAP internal order creation screen. At the top, there is a green checkmark and a dropdown menu. Below this, there are three input fields: 'Controlling Area' with the value 'Z006' and 'Solvay Europe' (with a left arrow and '1'), 'Order Type' with the value 'Y997' and 'Restructuring cash out' (with a left arrow and '2'), and 'Reference' with the value 'Order' (with a left arrow and '3').

STEP 3

Enter information gathered previously

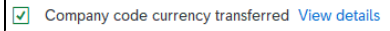
1. Description of the order
2. Company code

3. Business Area (only in PF1)
4. Plant code (Optional)
5. Profit center
6. Responsible Cctr
7. External order no.

Other fields can be informed when requested



The message



is displayed

✓ [dropdown] Settlement Rule Cancel

Order: 2560001280 Order type: Y997 Restructuring cash out
Description: Restruct PEROX-IFP 2022

Assignments Control data General data

Assignments

Controlling Area	CHEF	ERP SOLVAY	
Company Code	6387	SOLVAY PEROXIDOS PT	← 2
Business Area	7360	HYDROGEN PEROXIDE	← 3
Plant	POH	SPPT-PT / POVOA DE S IRIA	← 4
Object Class	Overhead		
Profit Center	CPOH	6387 SPPT/PO	← 5
Responsible Cctr	5081200000	Restruct PEROX-IFP	← 6
User Responsible			
WBS element			
Requesting Cctr			
Requesting Co.Code			
Requesting order			
Sales Order		0	
Location/Plant		/	
External order no.	R2022/PEROX-IFP		← 7

STEP 4

Click on

Settlement Rule

✓ [dropdown] Settlement Rule Cancel

Order: [dropdown] Order type: Y997 Restructuring cash out
Description: Restructuring Montblanc GBU SILICA

Assignments Control data General data

Assignments

Controlling Area	Z006	Solvay Europe	
Company Code	ZFR3		
Plant			
Object Class	Overhead		
Profit Center	ZFR3-J0534		
Responsible Cctr	ZFR3-8267		
User Responsible			
Requesting Cctr			
Requesting Co.Code			
Requesting order			
Location/Plant		/	
External order no.	R2020/MTBLANC-SILI		

STEP 5

1. Enter the account assignment category that can be :
 - CTR Cost center
 - G/L G/L account
 - ORD Order
 - WBS WBS element
2. Enter the settlement receiver
3. Enter the percentage
4. Settlement type : FUL

Order: [dropdown] Restructuring Montblanc GBU SILICA

Actual settlement distribution rules

Cat	Settlement Receiver	Receiver Short Text	%	Amount	A.. Se... No.
G/L	45800300	PROVISION RESTRUCT...	100.00		FUL 1

And go back to the initial screen



STEP 7

Go to the tab "Control data" and check that the system status is REL SETC if

not use the arrows or to change the status

Assignments Control data General data

Status

System status: REL SETC [dropdown] ^ Tech. comple
User status: PLIM [dropdown] Set / reset...
Status number: 0
Allowed transacts.

Save the Internal order by clicking



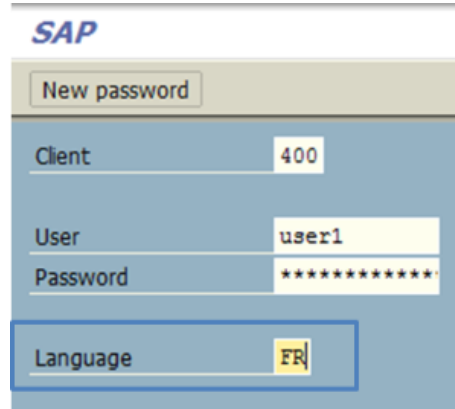
STEP 8

A message is displayed with the codification of the order

Order was created with number 15002100 [View details](#)

STEP 9

If you want to update the description in another language, you must log in the language requested



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Apr 03, 2025	Actor	Type	Activity	Version
Published	Eusébio, Daniela	Edit	updated the page at 12:17 pm	
		State	changed state to Published at 10:17 am	v11
Draft	Eusébio, Daniela	State	gave <i>Approvers</i> approval at 10:17 am	
		State	changed state to Draft at 10:17 am	v11
Nov 25, 2022				
Published	ROLLIER, Charlotte	Edit	updated the page at 5:26 pm	
		State	changed state to Published at 4:26 pm	v10
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:26 pm	
		Edit	updated the page at 4:22 pm	
		State	changed state to Draft at 3:22 pm	v9
Nov 17, 2021				
Published	GONCALO, Ana Catarina	Edit	updated the page at 11:13 am	
		State	changed state to Published at 10:13 am	v8