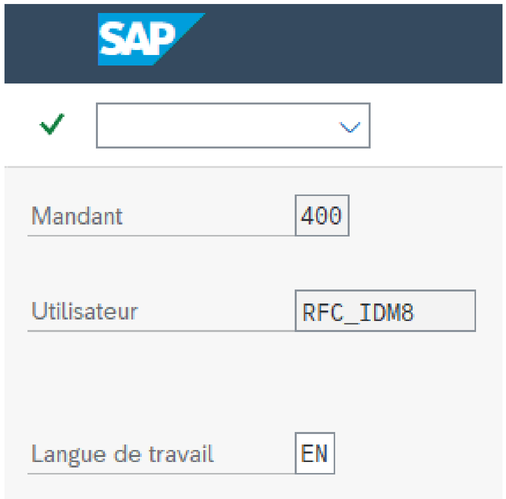
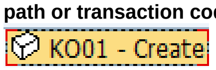
KO01 - Create an internal order

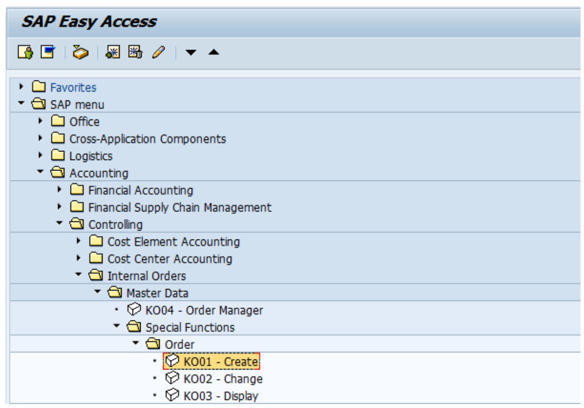
STEP 1

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



Start the transaction using the menu path or transaction code

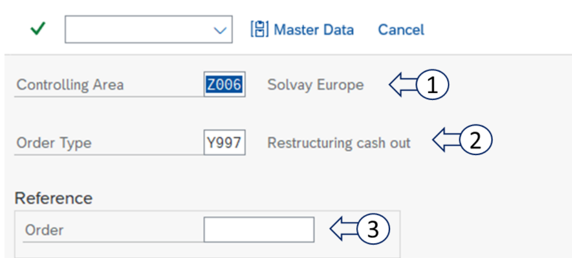




STEP 2

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 Co$ta and Capex reports.

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.

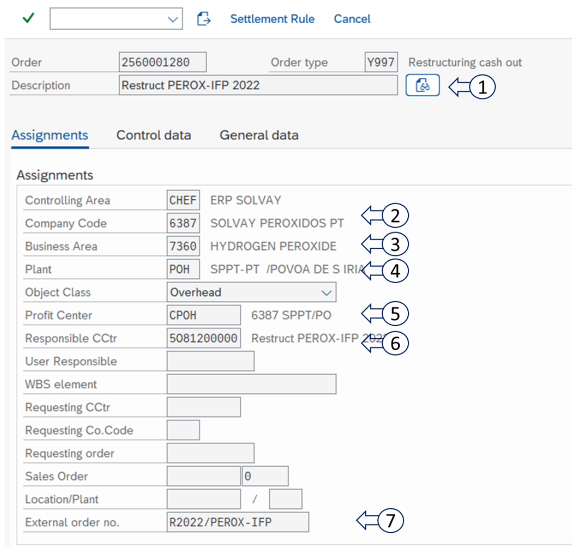
Other fields can be informed when requested

Enter ↵

The message

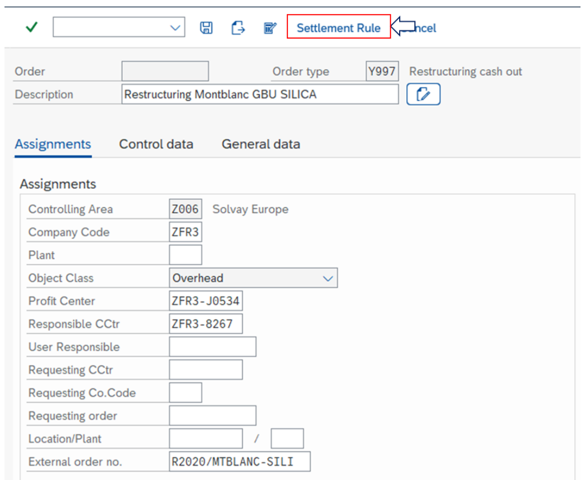
Company code currency transferred View details

is displayed



STEP 4

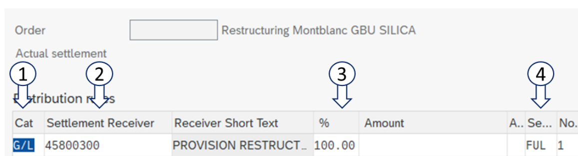
Click on Settlement Rule



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**

And go back to the initial screen

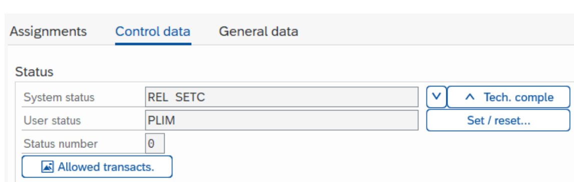


STEP 7

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

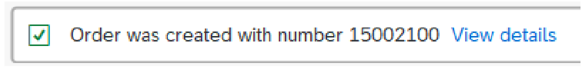
not use the arrows or to change the status

Save the Internal order by clicking



STEP 8

A message is displayed with the codification of the order



STEP 9

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