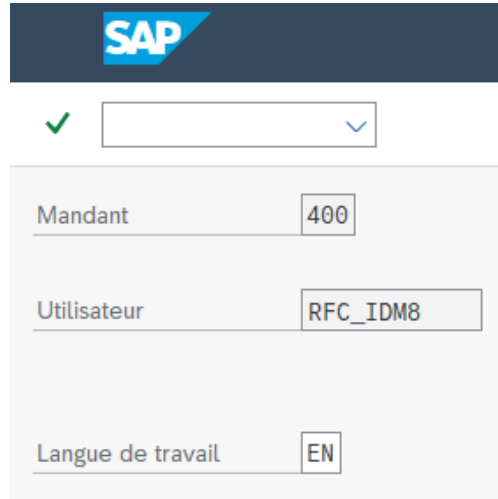


KO01 - Create an internal order

STEP 1

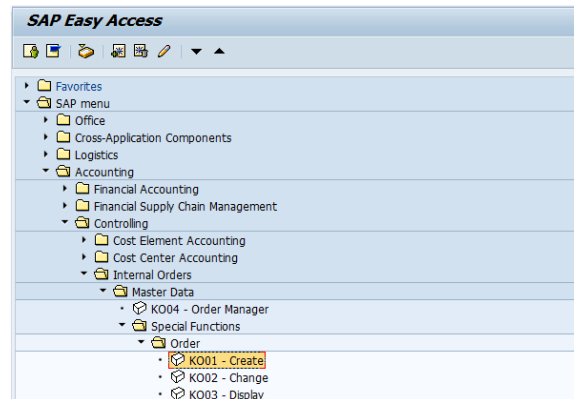
Log is in English to start with the creation of the profit center in English.



The SAP login screen shows a green checkmark and a dropdown arrow. Below, the 'Mandant' field is set to '400', the 'Utilisateur' field is set to 'RFC_IDM8', and the 'Langue de travail' field is set to 'EN'.

Start the transaction using the menu path or transaction code

 **KO01 - Create**



The SAP Easy Access menu shows the path: SAP menu > Office > Cross-Application Components > Logistics > Accounting > Financial Accounting > Financial Supply Chain Management > Controlling > Internal Orders > Master Data > Order. The 'KO01 - Create' transaction is highlighted.

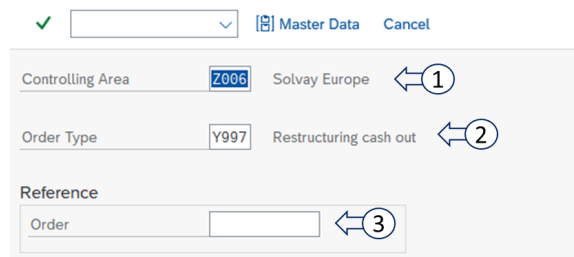
STEP 2

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 screen shows the 'Master Data' section with 'Controlling Area' set to 'Z006' (Solvay Europe) and 'Order Type' set to 'Y997' (Restructuring cash out). The 'Reference' section has an 'Order' field with a dropdown arrow. Numbered callouts 1, 2, and 3 point to the Controlling Area, Order Type, and Reference Order fields respectively.

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

☒ Company code currency transferred [View details](#)

is displayed

✓ [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	2
Company Code	6387	SOLVAY PEROXIDOS PT	3
Business Area	7360	HYDROGEN PEROXIDE	4
Plant	POH	SPPT-PT / POVOA DE S IRIA	5
Object Class	Overhead		6
Profit Center	CPOH	6387 SPPT/PO	
Responsible Cctr	5081200000	Restruct PEROX-IFP	
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](#)

✓ [Settlement Rule](#) [Cancel](#)

Order: 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: Restructuring Montblanc GBU SILICA

Actual settlement

1 2 3 4

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 [^ Tech. comple](#)
User status: PLIM [Set / reset...](#)
Status number: 0
[Allowed transacts.](#)

Save the Internal order by clicking



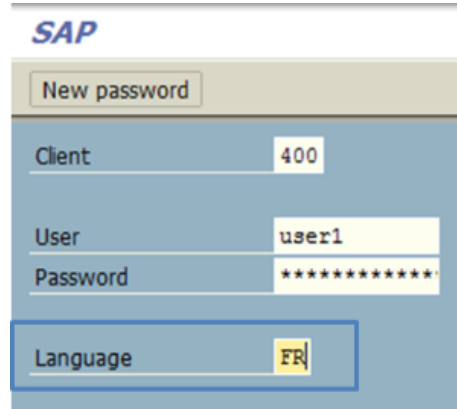
STEP 8

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



The image shows the SAP login interface. At the top left is the SAP logo. Below it is a tab labeled 'New password'. The login form contains four fields: 'Client' with the value '400', 'User' with the value 'user1', 'Password' with masked characters '*****', and 'Language' with the value 'FR'. The 'Language' field is highlighted with a blue border.