

# ZCO\_ORDERS\_UPD - Create/Update CO Orders via Mass Upload

## Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap\_transaction", Transaction code "xxxx"
- SAP Report => "sap\_report"
- SAP Message => "sap\_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

### STEP 1

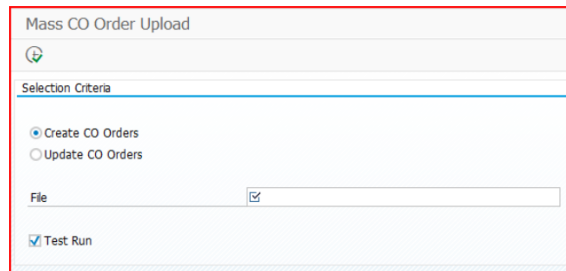
Use transaction code:

ZCO\_ORDERS\_UPD

This transaction is used to create/modify the CO orders in mass.

In order to fulfil the requirement, the program has been classified into 2 parts like below:

1. Create CO Orders
2. Modify CO Orders



### STEP 2

Create CO Orders - Template Files

With this option, CO orders in mass can be created by uploading the below Excel file (which should be saved in XLSX).

PF1

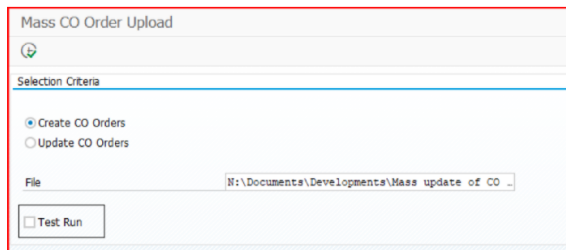
WP1

(in the 2nd sheet of each file there are instructions about each column, including a comment for which ones are mandatory)

### STEP 3

Create CO Orders - Execution

When Test Mode is not selected:



CO orders get created and output seen like below. The created orders can be checked with transaction code KO03 individually.

Now the orders are created in real mode and order numbers can be seen in the output.

Order No	Description	Plant	Order Type	Status	Message text	
0001	Y000 POLIBUY 1	3000	DD00A	120725	0001	Successful Order 0001001 is created successfully
0002	Y000 POLIBUY 2	3000	DD00A	120725	0002	Successful Order 0002001 is created successfully
0003	Y000 POLIBUY 3	3000	DD00A	120725	0003	Successful Order 0003001 is created successfully

**STEP 4**

**Update CO Orders - Template Files**

With this option, CO orders are changed whenever there are corrections required. The files below should be updated and saved in format XLSX:

PF1

WP1

(in the 2nd sheet of each file there are instructions about each column, including a comment for which ones are mandatory)

**STEP 5**

**Update CO Orders - Execution**

When Test Mode is not selected:

Mass CO Order Upload

Selection Criteria

Create CO Orders

Update CO Orders

File: N:\DOCUMENTS\DEVELOPMENTS\MASS UPDATE OF CO

Test Run

CO orders get created and output seen like below. The created orders can be checked with transaction code KO03 individually.

Now the orders are created in real mode and order numbers can be seen in the output.

Order No	Description	Plant	Order Type	Status	Message text	
000140	C0817-BES00L-PROJECT_Change 1	8884	7533-0400	8884-3002	000140	Successful Order 000140 is updated successfully
000141	C0817-BES00L-PROJECT_Change 2	8884	7533-0400	8884-3002	000141	Successful Order 000141 is updated successfully
000142	C0817-BES00L-PROJECT_Change 3	8884	7533-0400	8884-3002	000142	Successful Order 000142 is updated successfully
000143	STP041	8884	4330-0004	8884-3002	000143	Successful Order 000143 is updated successfully

**Remarks:**

- If the settlement had already be done for the respective order, it's not possible to change it using this upload. It's necessary to do it manually in the usual way: locking the line in use and creating a new one.
- If the order has Status "Closed", it will not be possible to update any field. A message will appear "Data was not changed". If it's necessary to change a closed order for some reason, it's necessary to reopen it, and then the system will allow the change.
- Only one settlement receiver rule is allowed for one order; in case it's expected to have multiple receivers, then the orders to be changed manually.