

# I create an internal order for restructuring and HSE costs

Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

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Scope



WW

ERP



PF2



WP2

Frequency



On  
Demand

References

[KO01 - Create an internal order](#)

[KOH2 - Maintain a order group](#)

Forms

Attachments

[Internal Order - Master Data](#)

## 1. Objective and Scope

### 1.1. Objective of this Operation

The purpose of this procedure is to explain how to create internal orders for :

1. [Environmental cash-out follow-up](#) (recurring & non recurring)
2. [Restructuring provision](#)

### 1.2. Scope

Worldwide

## 2. Definitions

See [Finance Glossary](#)

## 3. Tasks description

### 3.1. I get informed of the necessity to create a new internal order

The request is submitted through the [workflow PRS](#) in the category Miscellaneous request or using [Service One](#).

Prepare all information available for the creation of the internal order:

**i** Internal order master are displayed with KO03 - Display Internal Order

List of fields to be filled when creating an internal order:

1. Description
2. Order type
3. Business area (only in PF1)
4. Profit center
5. Responsible Cctr
6. External order no.
7. Settlement Rule

Settlement Rule 7

Order: 2560001280 Order type: Y997 Restructuring cash out

Description: Restruct PEROX-IFP 2022 1

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
Object Class	Overhead	
Profit Center	CPOH	6387 SPPT/PO 4
Responsible Cctr	5081200000	Restruct PEROX-IFP 2022 5
User Responsible		
WBS element		
Requesting Cctr		
Requesting Co.Code		
Requesting order		
Sales Order		0
Location/Plant		
External order no.	R2022/PEROX-IFP	6

Once all the information has been gathered, you can start the creation of the internal order.

### 3.2. I create the internal order

STEP 1

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

SAP

Mandant: 400

Utilisateur: RFC\_IDM8

Langue de travail: EN

Start the transaction using the menu path or transaction code

KO01 - Create

SAP Easy Access

- Favorites
- SAP menu
  - Office
  - Cross-Application Components
  - Logistics
  - Accounting
    - Financial Accounting
    - Financial Supply Chain Management
    - Controlling
      - Cost Element Accounting
      - Cost Center Accounting
      - Internal Orders
      - Master Data
        - KO04 - Order Manager
        - Special Functions
          - Order
            - KO01 - Create**
            - KO02 - Change
            - KO03 - Display

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**

Order: Restructuring Montblanc GBU SILICA

Actual settlement

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

Annotations: 1 points to 'Distribution', 2 points to 'Settlement Receiver', 3 points to '%', 4 points to 'Settlement type'.

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



Assignments | **Control data** | General data

Status

System status	REL SETC	▼ ▲ Tech. comple
User status	PLIM	Set / reset...
Status number	0	

Allowed transacts.

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

**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

**SAP**

New password

Client	400
User	user1
Password	*****
Language	FR

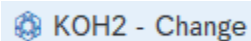
### 3.3. I assign the internal order to an order group (optional)


If requested you can assign the internal order to an order group

**STEP 1**

**Start the transaction using the menu path or transaction code KOH2**

Double-click



 Change Order Group :  
Initial Screen

- ✓ SAP Menu
  - > Office
  - > Cross-Application Components
  - > Logistics
  - ✓ Accounting
    - > Financial Accounting
    - > Financial Supply Chain Management
  - ✓ Controlling
    - > Cost Element Accounting
    - > Cost Center Accounting
  - ✓ Internal Orders
    - ✓ Master Data
      - K004 - Order Manager
    - > Special Functions
    - ✓ Order Group
      - KOH1 - Create
      - KOH2 - Change
      - KOH3 - Display

**SAP** Change Order Group: Initial Screen

✓ [dropdown] [cancel] [print] [refresh] [help] [exit]

Order Group

STEP 2

Enter the group you want to update

and

**SAP** Change Order Group: Initial Screen

✓ [dropdown] [cancel] [print] [refresh] [help] [exit]

Order Group

STEP 3

Click on the group you want to  
include a new order and click

 Order

✓ [dropdown] [cancel] [print] [refresh] [help] [exit] Same Level Lower Level Order

SBS\_HSE Order Y998 and Y999

800000	899999
800060	CHALA
800020	PAULIREC-REHAB CUMENE SUBSOIL
800021	PAULIREC- REHAB PHENOL SUBSOIL
800000	PARDI
800001	CHALA
800040	CHALA (wrongly created -> closed)
800080	CUBAT-BIOSOL PROJECT
800081	CUBAT-SAMARITÁ KM 69
800082	CUBAT-PI-05
800100	CUBAT-GENERAL MANA
800101	CUBAT-LABO

STEP 4

Enter the code of the internal order to  
be included in the group and

Save



There is a message at the bottom of  
the page

 The changes have been saved

You can leave the transaction



✓ [dropdown] [cancel] [print] [refresh] [help] [exit] Same Level Lower Level Order

SBS\_HSE Order Y998 and Y999

800020	
900000	999999
900360	WLOCLA
900500	BLANE

STEP 5

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

The image shows a screenshot of the SAP login interface. At the top left is the SAP logo. Below it is a header bar with the text "New password". The main form area contains four input fields: "Client" with the value "400", "User" with the value "user1", "Password" with a masked value of "\*\*\*\*\*", and "Language" with the value "FR". The "Language" field is highlighted with a blue border.

Client	400
User	user1
Password	*****
Language	FR

### 3.4. I inform the requester

Once the order is created, inform the requester through the PRS workflow or Service One