I create an internal order for restructuring and HSE costs

Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

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WW

ERP

PF2 WP2

Frequency

On Demand

References

KO01 - Create an internal order

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Forms

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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

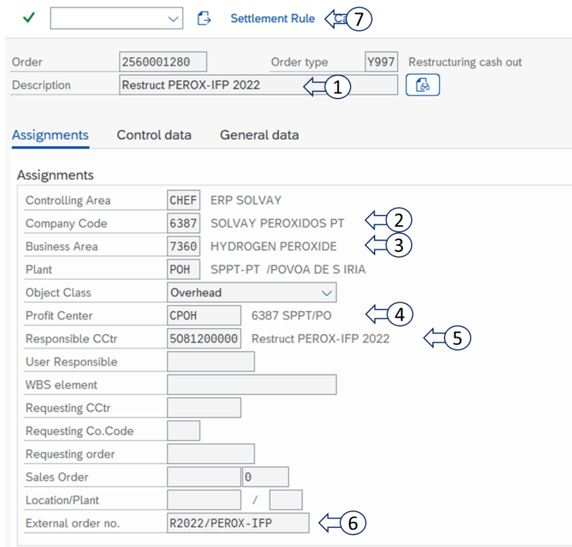
3. Tasks description

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:

Internal order master are displayed with KO03 - Display Internal Order



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

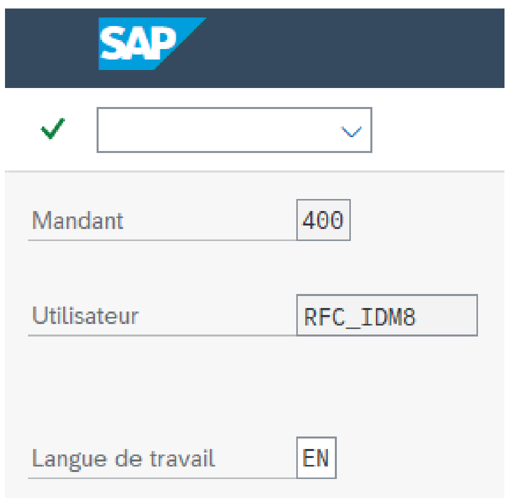
1. Description
2. Order type
3. Business area (only in PF1)
4. Profit center
5. Responsible CCtr
6. External order no.
7. Settlement Rule

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

3.2. I create the internal order

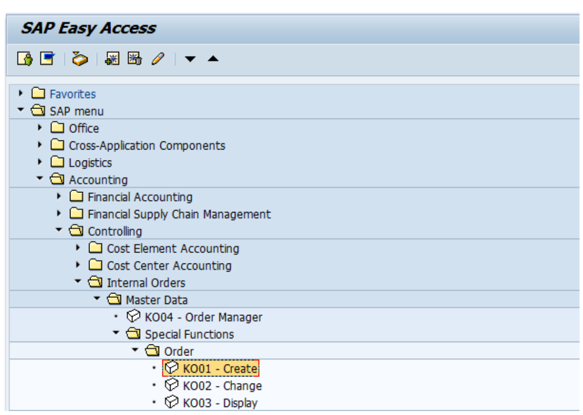
STEP 1

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



Start the transaction using the menu path or transaction code

KO01 - Create

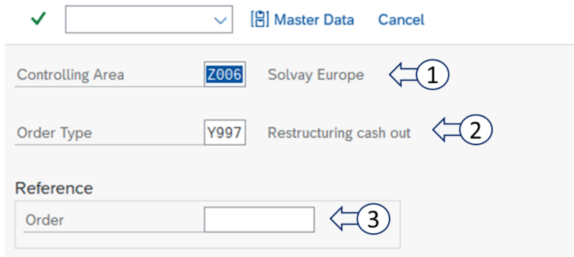


STEP 2

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 Co$ta and Capex reports.



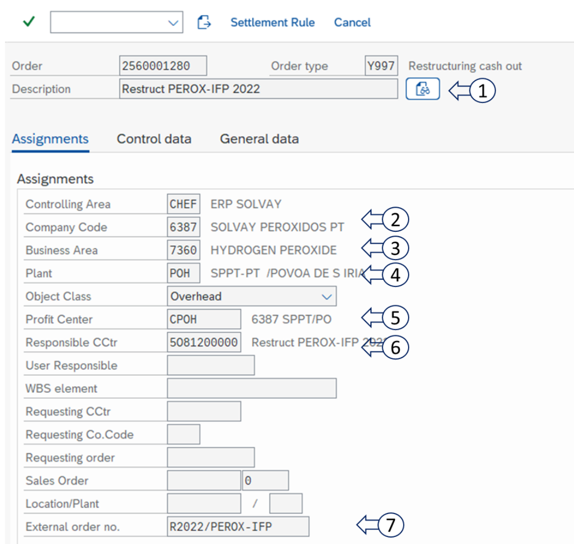
STEP 3

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 ↵



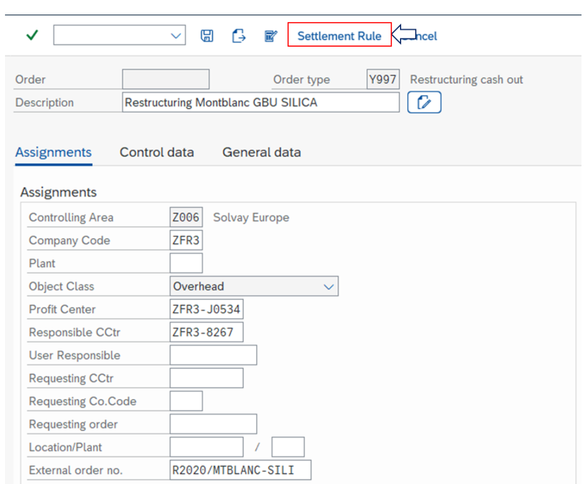
The message

Company code currency transferred View details

is displayed

STEP 4

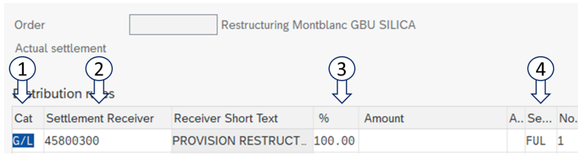
Click on Settlement Rule



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

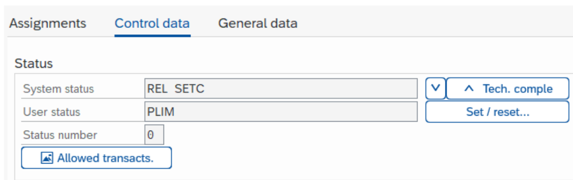


STEP 7

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

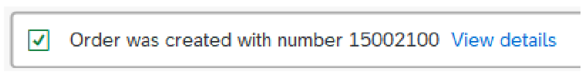
not use the arrows or to change the status

Save the Internal order by clicking



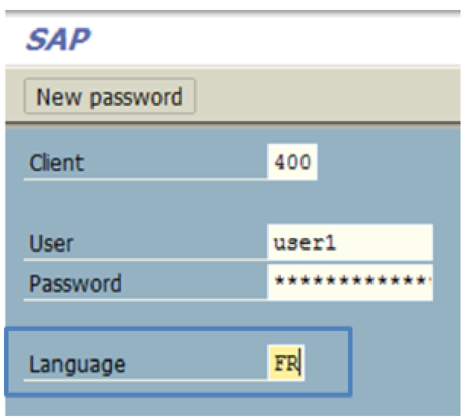
STEP 8

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



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

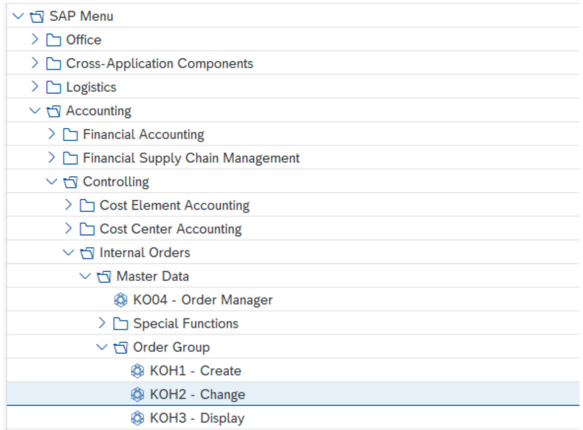
If requested you can assigne the internal order to an order group

STEP 1

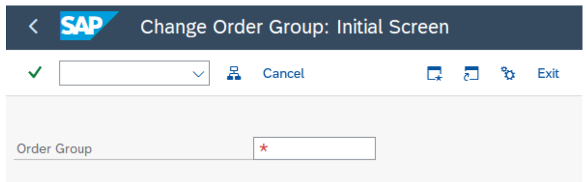
Start the transaction using the menu path or transaction code KOH2

Double-click

KOH2 - Change

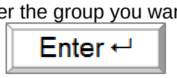


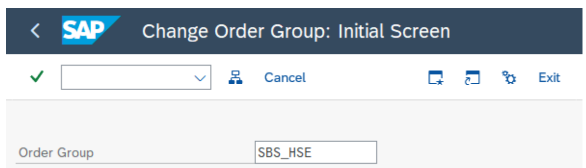
Change Order Group : Initial Screen



STEP 2

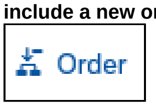
Enter the group you want to update and

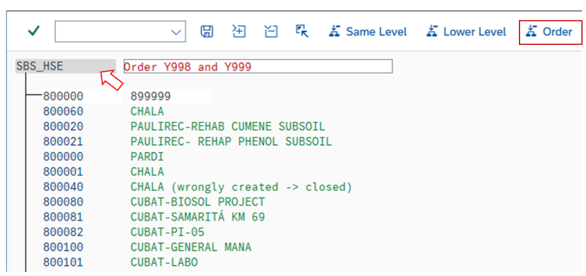


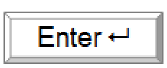


STEP 3

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

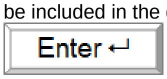


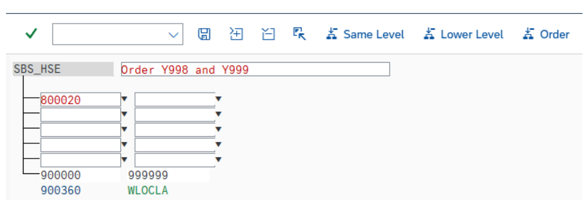




STEP 4

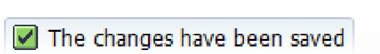
Enter the code of the internal order to be included in the group and





Save 

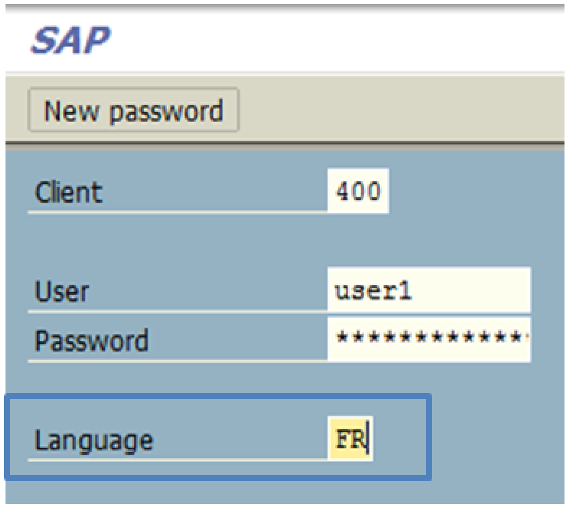
There is a message at the bottom of the page



You can leave the transaction 

STEP 5

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



3.4. I inform the requester

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