

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:





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	CP0H	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 in in English to start with the creation of the profit center in English.

✓

Mandant: 400

Utilisateur: RFC_IDM8

Langue de travail: EN

Start the transaction using the menu path or transaction code

KO01 - Create

SAP Easy Access

SAP menu
 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.

✓

Master Data

Cancel

Controlling Area

Z006

Solvay Europe

1

Order Type

Y997

Restructuring cash out

2

Reference

Order

3

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

✓

Settlement Rule

Cancel

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

2

Company Code

6387

SOLVAY PEROXIDOS PT

3

Business Area

7360

HYDROGEN PEROXIDE

4

Plant

POH

SPPT-PT /POVOA DE S IRI

5

Object Class

Overhead

6

Profit Center

CP0H

6387 SPPT/PO

7

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

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 Distribution 2 Receiver 3 % 4 Amount

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

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 transactions.

✓ 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 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

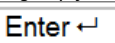
▼	SAP Menu
>	Office
>	Cross-Application Components
>	Logistics
▼	Accounting
>	Financial Accounting
>	Financial Supply Chain Management
▼	Controlling
>	Cost Element Accounting
>	Cost Center Accounting
▼	Internal Orders
▼	Master Data
⚙	KO04 - Order Manager
>	Special Functions
▼	Order Group
⚙	KOH1 - Create
⚙	KOH2 - Change
⚙	KOH3 - Display

  Change Order Group: Initial Screen

✓  Cancel    Exit

Order Group *

STEP 2

Enter the group you want to update
and 

  Change Order Group: Initial Screen

✓  Cancel    Exit

Order Group SBS_HSE

STEP 3

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

 Order



✓     Same Level Lower Level  Order

SBS_HSE	Order Y998 and Y999
800000	899999
800060	CHALA
800020	PAULIREC-REHAB CUMENE SUBSOIL
800021	PAULIREC- REHAP 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

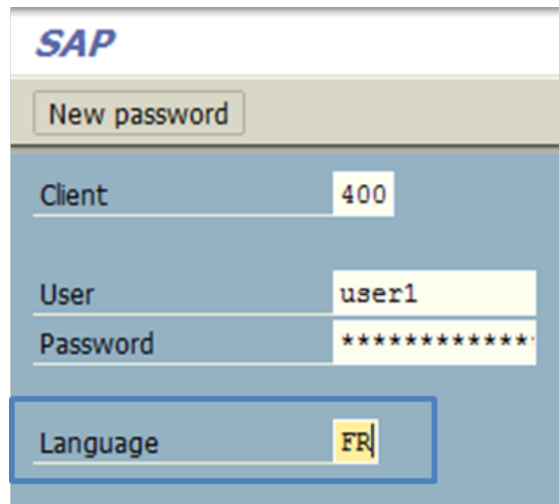
You can leave the transaction 

✓     Same Level Lower Level  Order

SBS_HSE	Order Y998 and Y999
800020	
900000	999999
900360	WLOCLA
900580	BLANE

STEP 5

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



The image shows the SAP 'New password' login screen. It features the SAP logo at the top. 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 ten asterisks, and 'Language' with the value 'FR'. The 'Language' field is highlighted with a blue border.

New password	
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