



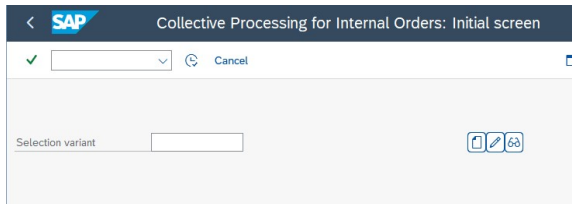
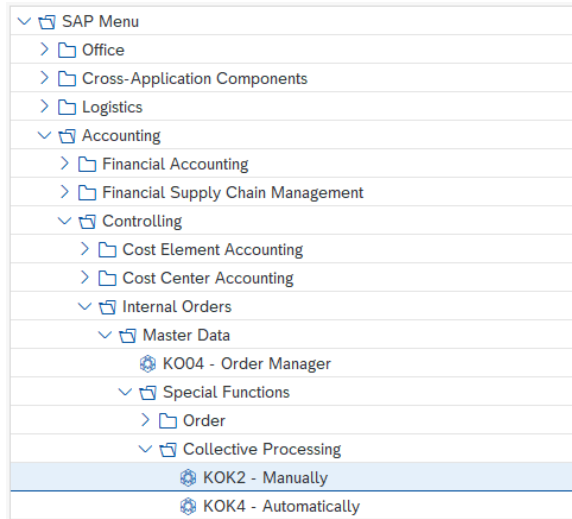
KOK2 - Bulk Closing of Internal Orders

STEP 1

Start the transaction using the menu path or transaction code

 **KOK2 - Manually**

 Collect Processing for internal orders: Initial Screen




STEP 2

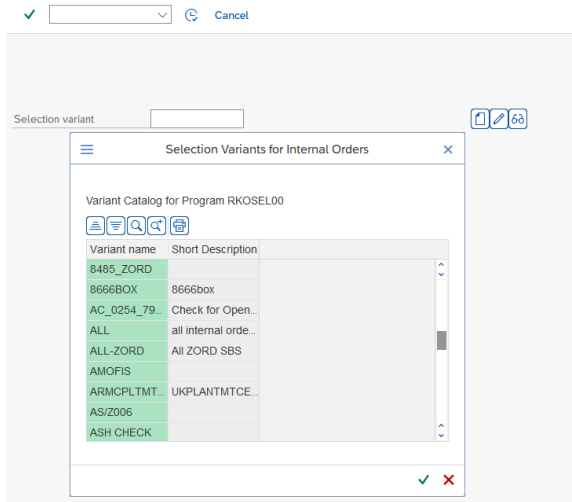
When you call the transaction, the system asks you to select a variant.


If you have already created a variant, you can select your variant and click



Otherwise you need to create a variant.


Click  to close the window.

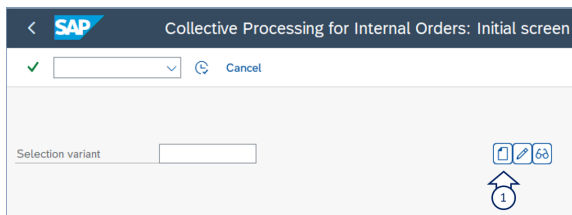


If you have already created a variant, click  to update it and go to

STEP 4

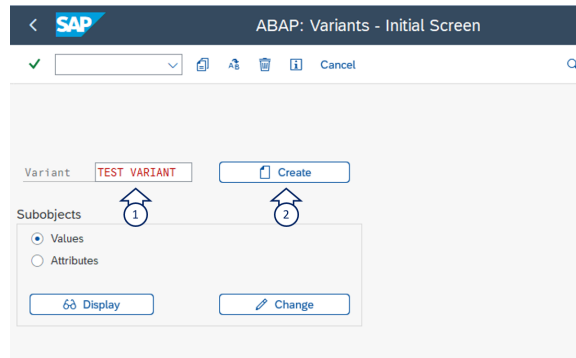
If you need to create a selection variant

1. Click on Create 



STEP 3

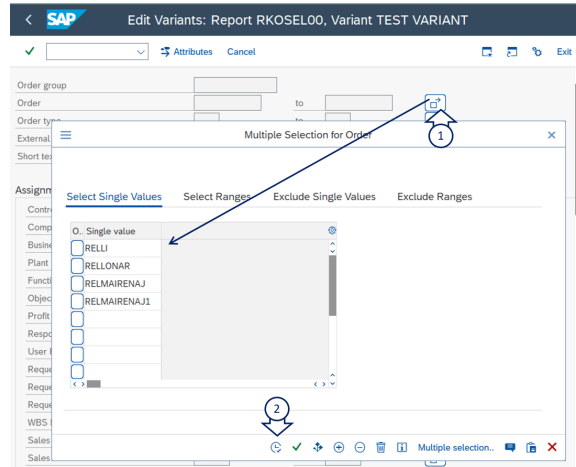
1. Enter the name of the variant
2. Click the button "Create"



STEP 4

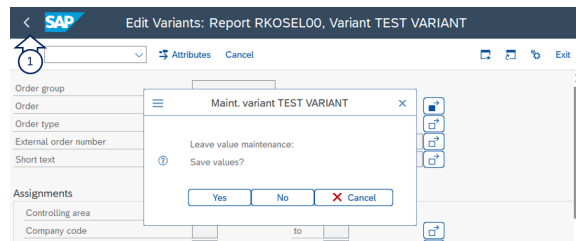
Enter the list of orders to be closed (in WP1 you need to do it controlling area by controlling area)

1. Click to enter a list of values
2. Click



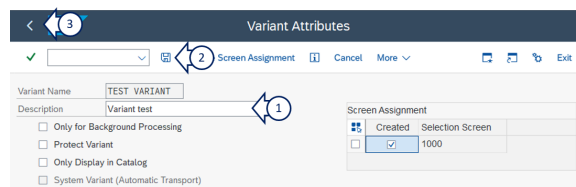
STEP 5

1. Press back button
2. And Click on Yes.



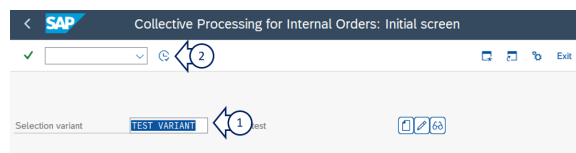
STEP 6

1. Give any Description
2. Press Save
3. Press back button



STEP 7

1. Select the variant just created
2. Execute

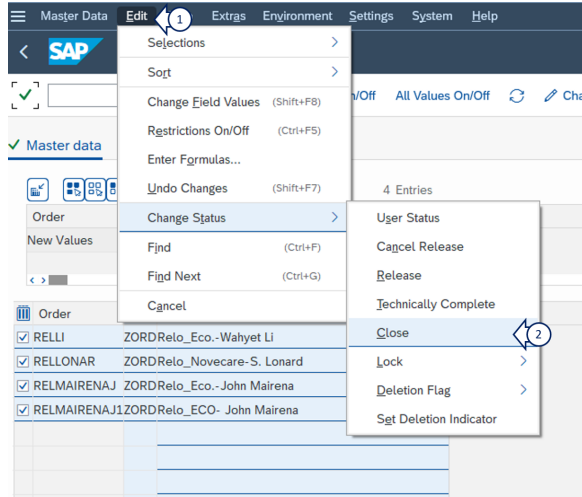


STEP 8



The system will show the orders saved on the variant

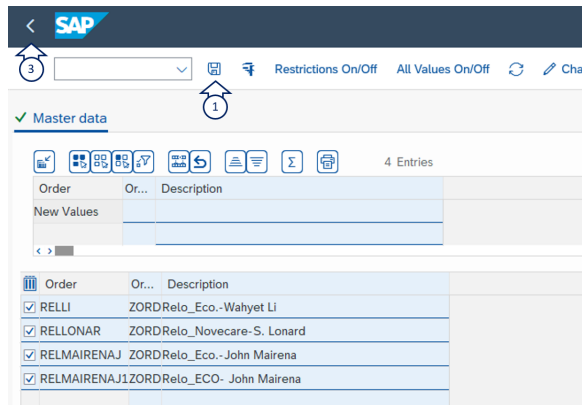
Go to:

1. Edit
2. Close



STEP 9

1. Click save  There can be a warning message "You want to save your changes. They will take immediate effect for all objects chosen. This action cannot be undone." Click and click "Save all orders" 
2. The system confirms the orders were saved
3. Click the button to leave the transaction



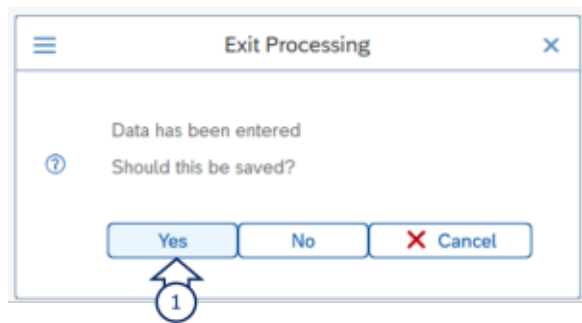
Error messages

If you have the following messages:

- User status LKD is active
- Missing entry for field "Responsible cost center"

Go to [KOK2 - Bulk update of Internal Orders](#)

1. Click "Yes" to save

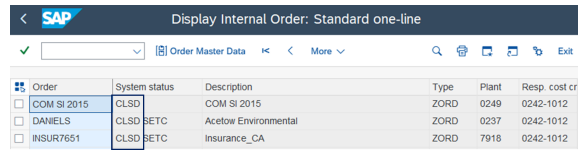


STEP 10

Open transaction [KOK3 - Collective Display for Internal Orders](#) to control that internal orders were closed

Enter the variant used in the previous steps and run the transaction

All orders are listed, their system status should start with **CLSD**



Order	System status	Description	Type	Plant	Resp. cost cr
<input type="checkbox"/> COM SI 2015	CLSD	COM SI 2015	ZORD	0249	0242-1012
<input type="checkbox"/> DANIELS	CLSD	SETC Acelow Environmental	ZORD	0237	0242-1012
<input type="checkbox"/> INSUR7651	CLSD	SETC Insurance_CA	ZORD	7918	0242-1012