



# KOK2 - Bulk update of Internal Orders

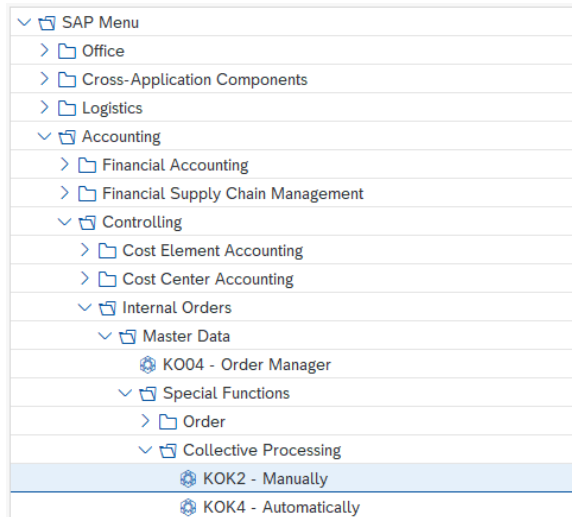
 This transaction can be used to:


- Update Responsible cost centers
- Unlock internal orders

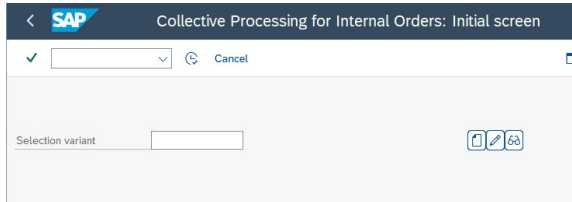
## STEP 1

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.


blocked URL

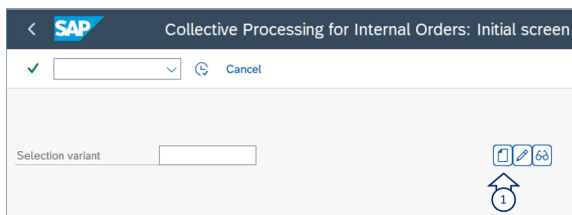
If you have already created a variant,

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"

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STEP 4

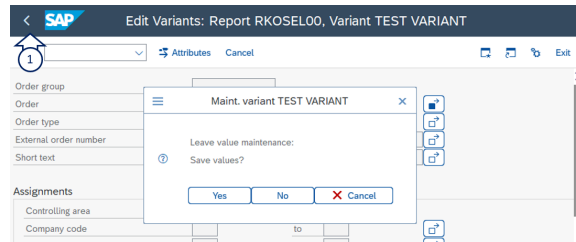
Enter the list of orders to be updated (in WP1 you need to do it controlling area by controlling area)

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




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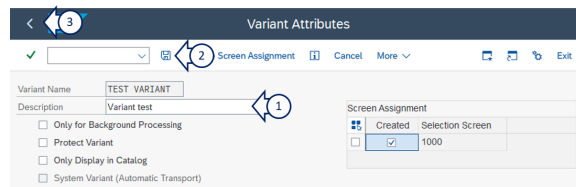
STEP 5

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




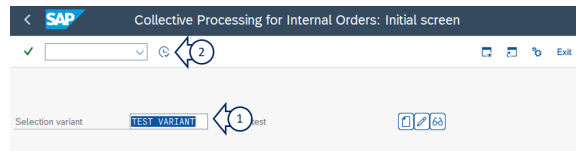
STEP 6

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




STEP 7

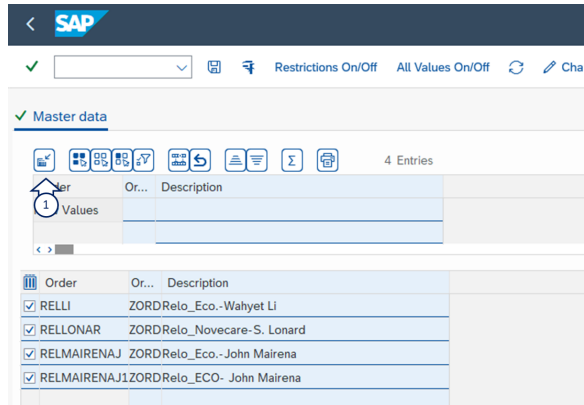
1. Select the variant just created
2. Execute 





## Update Responsible cost centers

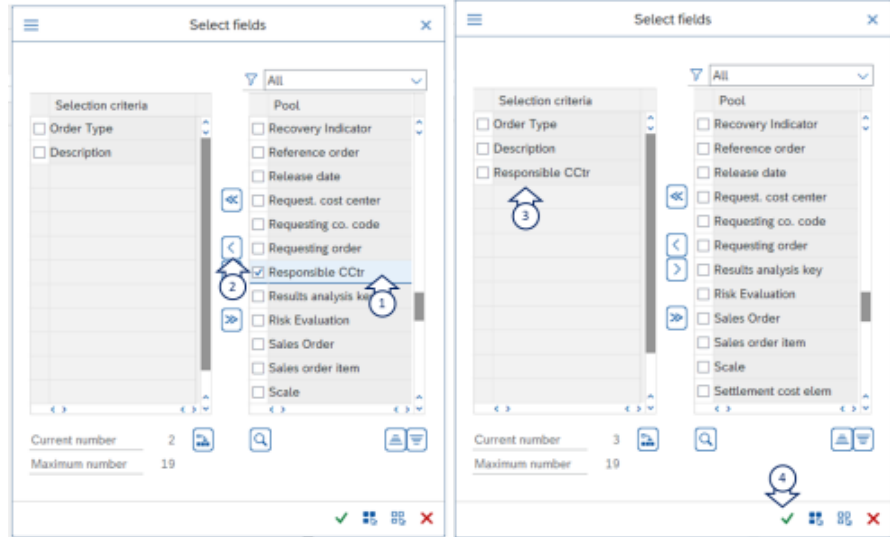
A

1. Click the button "select fields" 




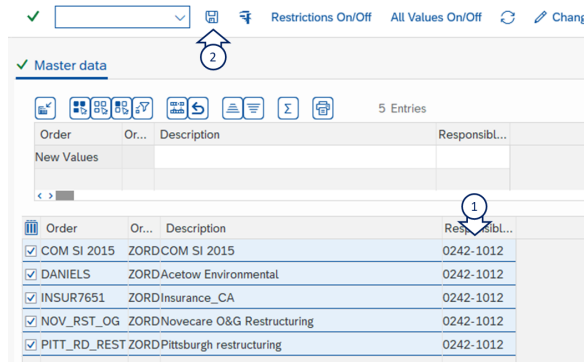
**B**

1. Select the field "Responsible Cctr" in the list
2. Click 
3. The field is "Responsible Cctr" on the left
4. Click 



**C**

1. Update the responsible cost center of each order
2. Save 



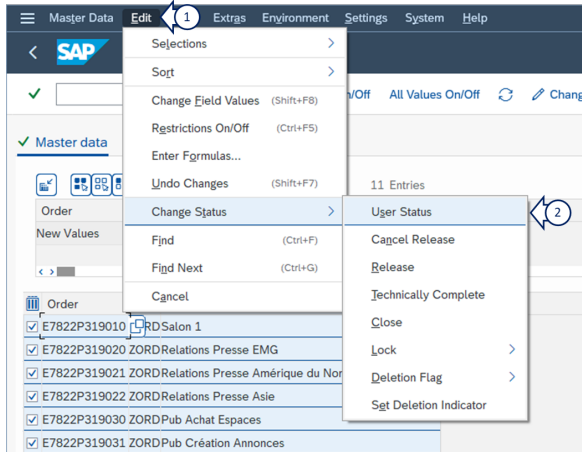
## Unlock internal orders

When the status of the order is locked, the system can not change the status of the order to "close", the order needs to be unlocked before closing it.



**A**

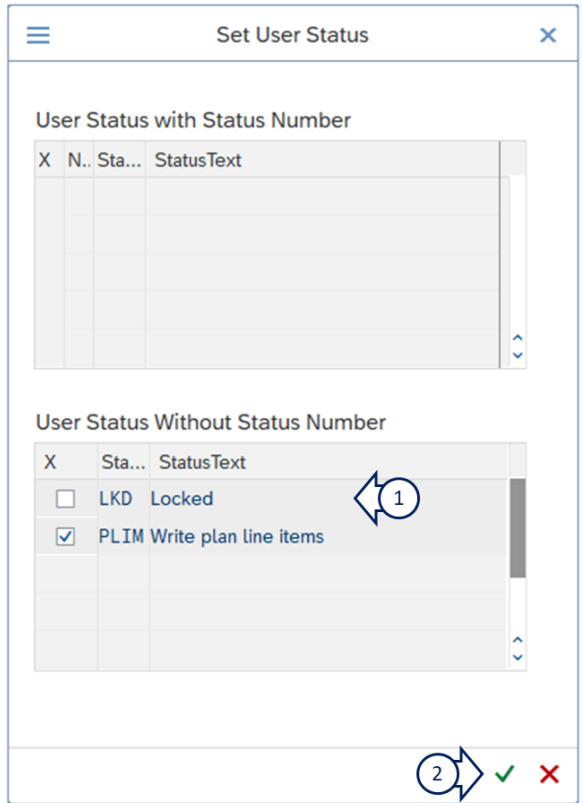
Go to:

1. Edit
2. User Status




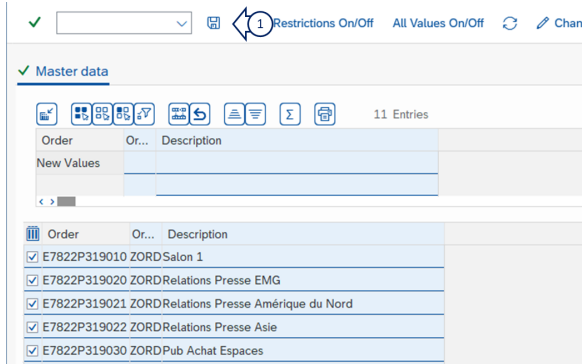
**B**

1. Unflag the LKD User status
2. Click  and repeat for all orders (if there are 10 orders to unlock, you must click 10 times on  )



**C**

1. Save 



**STEP 8**

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

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

All orders are listed, check that the update was done

1. Check the Responsible cost center
2. When there is LKD in the System status the order is locked

Order	System status	Description	Type	Plant	Resp. cost cntr
<input type="checkbox"/> E7822P319010	CLSD GMPS LKD	Salon 1	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319020	CLSD GMPS LKD	Relations Presse EMG	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319021	CLSD LKD SETC	Relations Presse Amérique du Nord	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319022	CLSD LKD SETC	Relations Presse Asie	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319030	CLSD LKD SETC	Pub Achat Espaces	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319031	CLSD LKD SETC	Pub Création Annonces	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319032	CLSD GMPS LKD	Pub Divers Insertions	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319044	CLSD GMPS LKD	Ei tech Prestations graphiques	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319045	CLSD LKD SETC	Ei tech Photos	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319046	CLSD GMPS LKD	Ei tech Numérisation	ZORD	7822	ZFR3-5247
<input type="checkbox"/> E7822P319047	CLSD LKD SETC	Ei tech Logos	ZORD	7822	ZFR3-5247