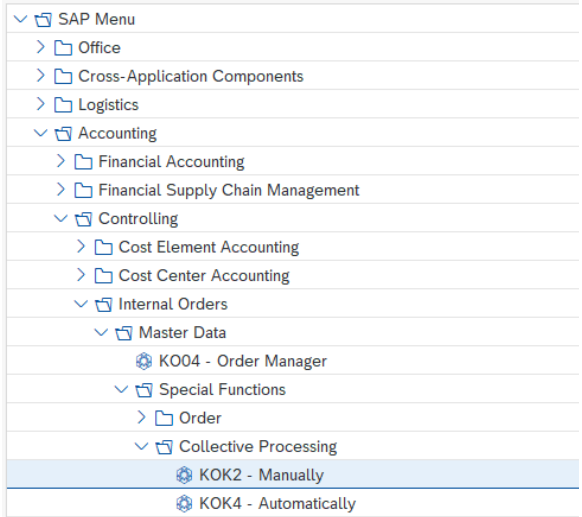
KOK2 - Bulk Closing of Internal Orders

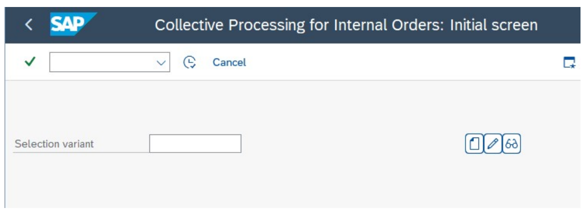
STEP 1

Start the transaction using the menu path or transaction code

KOK2 - Manually



Collect Processing for internal orders: Initial Screen



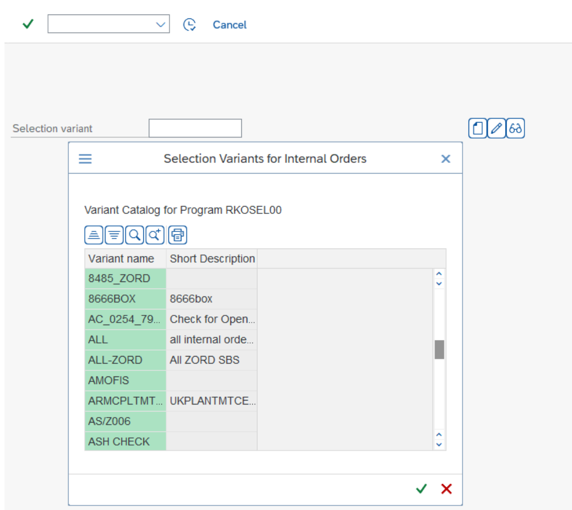
STEP 2

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.

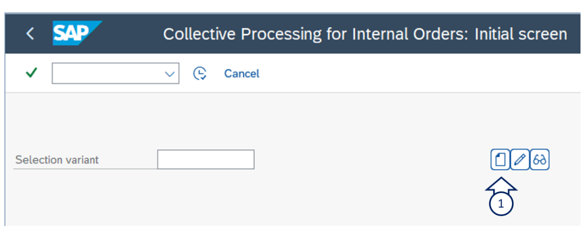
Click to close the window.



If you have already created a variant, click to update it and go to STEP 4

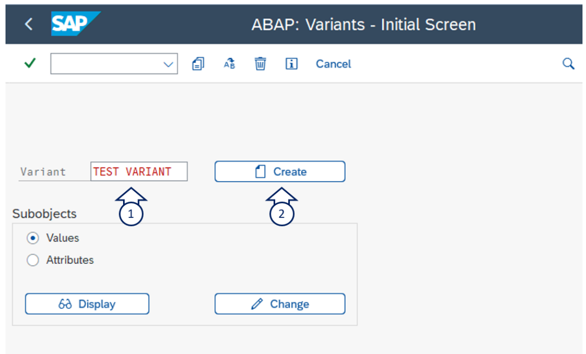
If you need to create a selection variant

1. Click on Create



STEP 3

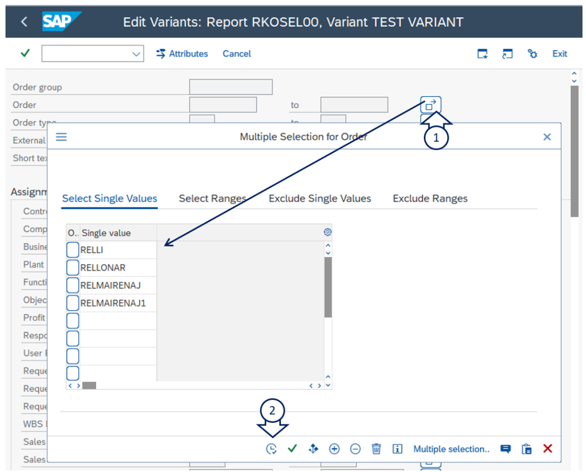
1. Enter the name of the variant
2. Click the button "Create"



STEP 4

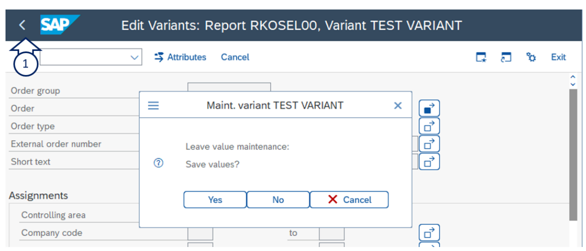
Enter the list of orders to be closed (in WP1 you need to do it controlling area by controlling area)

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



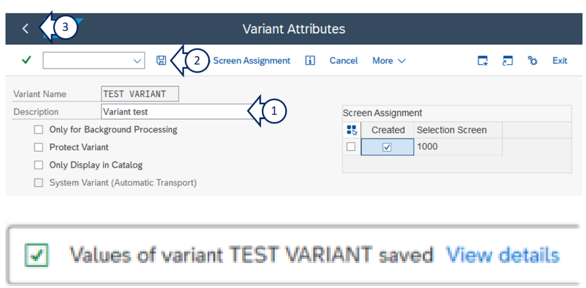
STEP 5

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



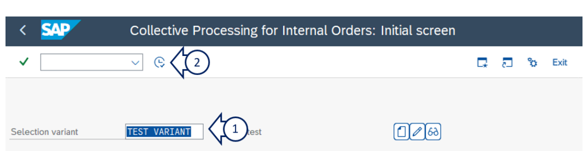
STEP 6

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

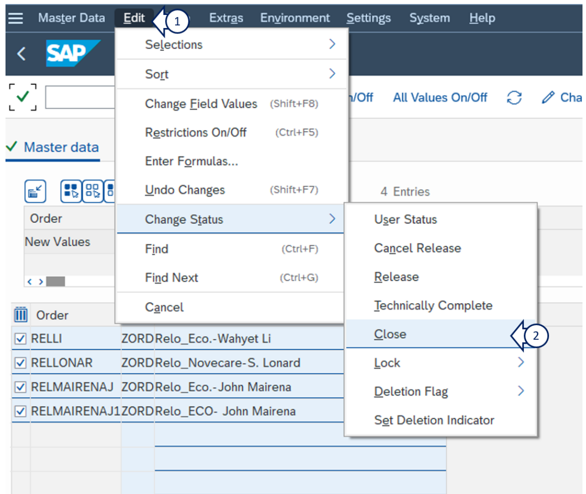


STEP 7

1. Select the variant just created
2. Execute 



STEP 8

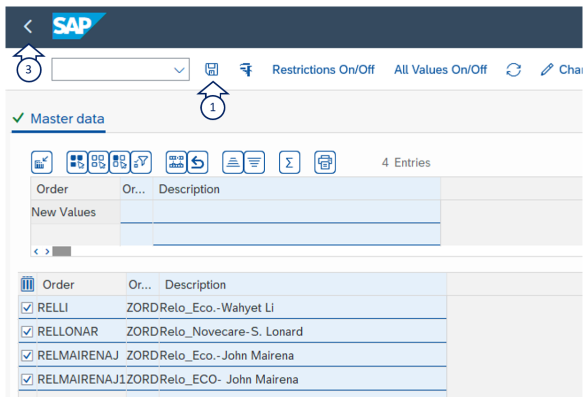


The system will show the orders saved on the variant

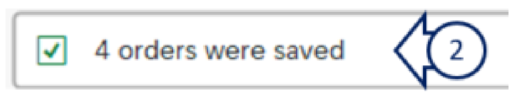
Go to:

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



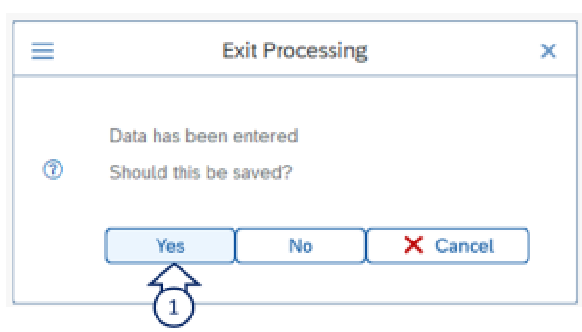
Error messages

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**