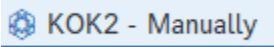


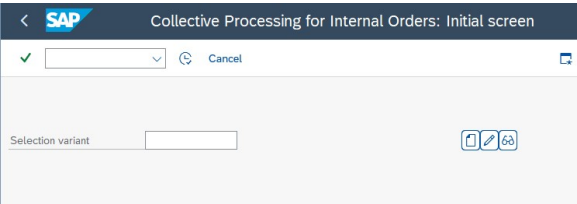
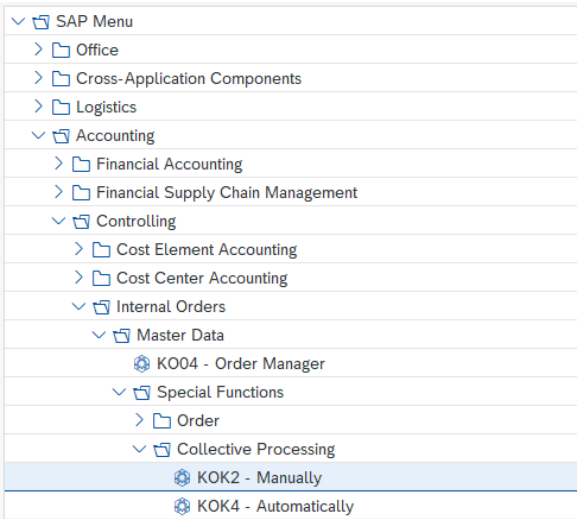
KOK2 - Bulk Closing of Internal Orders

STEP 1

Start the transaction using the menu path or transaction code



Collect Processing for internal orders: Initial Screen



STEP 2

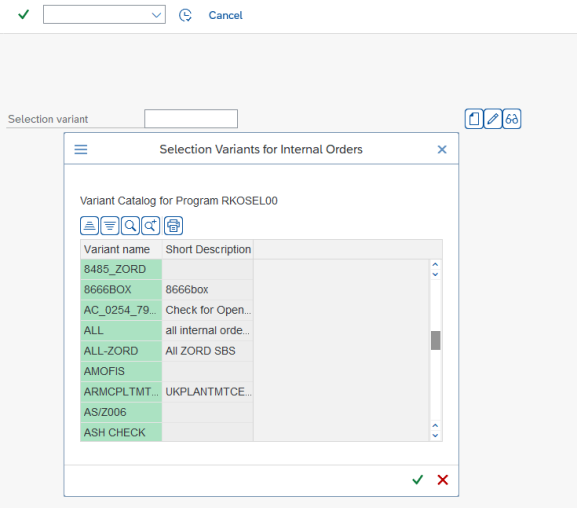
When you call the transaction, the system asks you to select a variant.

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.

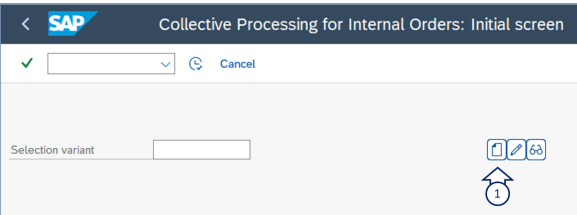


If you have already created a variant, click to update it and go to

STEP 4

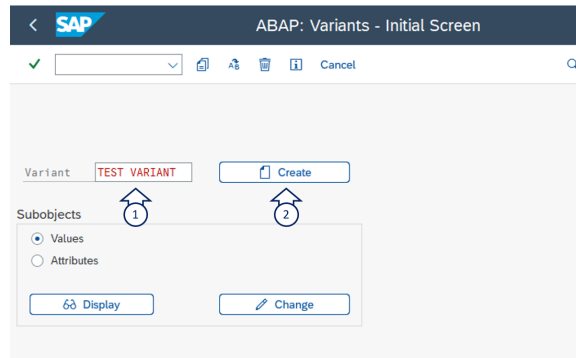
If you need to create a selection variant

1. Click on Create



STEP 3

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

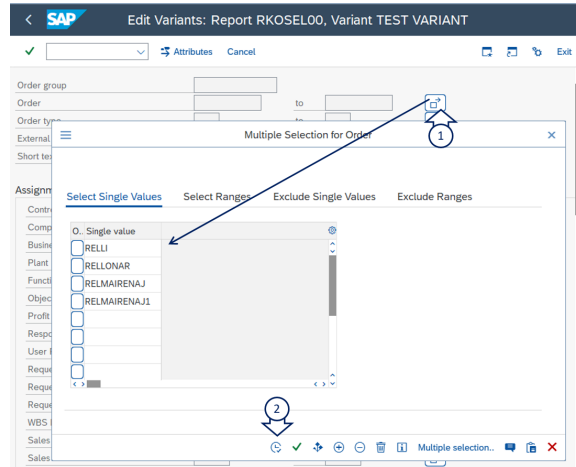


The screenshot shows the 'ABAP: Variants - Initial Screen'. At the top, there is a header bar with the SAP logo and the title. Below it, a search bar and several icons are visible. The main area contains a 'Variant' field with the text 'TEST VARIANT' and a 'Create' button. Below this, there is a 'Subobjects' section with radio buttons for 'Values' (selected) and 'Attributes'. At the bottom of this section are 'Display' and 'Change' buttons. Arrows with numbers 1 and 2 point to the 'Create' button and the 'Values' radio button respectively.

STEP 4

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

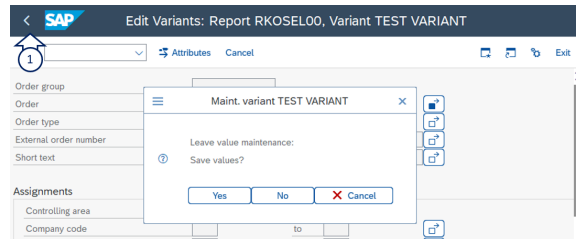
1. Click  to enter a list of values
2. Click 



The screenshot shows the 'Edit Variants: Report RKOSEL00, Variant TEST VARIANT' screen. A 'Multiple Selection for Order' dialog box is open, showing a list of order types: 'O. Single value', 'RELI', 'RELLONAR', 'RELMAIENAJ', and 'RELMAIENAJ1'. Arrows with numbers 1 and 2 point to the 'Multiple Selection for Order' dialog box and the 'Clock' icon at the bottom of the screen respectively.

STEP 5

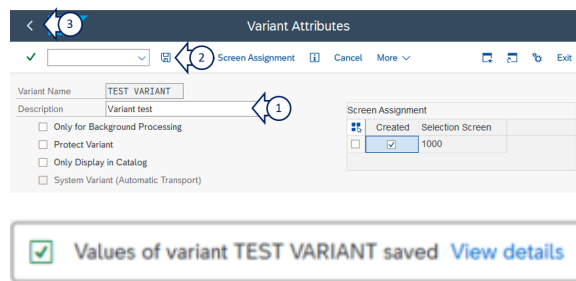
1. Press back button 
2. And Click on Yes.



The screenshot shows the 'Edit Variants: Report RKOSEL00, Variant TEST VARIANT' screen. A 'Maint. variant TEST VARIANT' dialog box is open, asking 'Leave value maintenance: Save values?'. The dialog has 'Yes', 'No', and 'Cancel' buttons. Arrows with numbers 1 and 2 point to the 'Maint. variant TEST VARIANT' dialog box and the 'Back' button at the top left of the screen respectively.

STEP 6

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

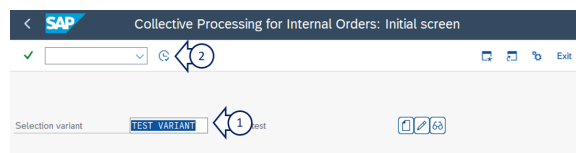


The screenshot shows the 'Variant Attributes' screen. It has fields for 'Variant Name' (TEST VARIANT) and 'Description' (Variant test). There are checkboxes for 'Only for Background Processing', 'Protect Variant', 'Only Display in Catalog', and 'System Variant (Automatic Transport)'. A 'Screen Assignment' table is also visible. Arrows with numbers 1, 2, and 3 point to the 'Description' field, the 'Screen Assignment' table, and the 'Back' button at the top left of the screen respectively.

Values of variant TEST VARIANT saved [View details](#)

STEP 7

1. Select the variant just created 
2. Execute



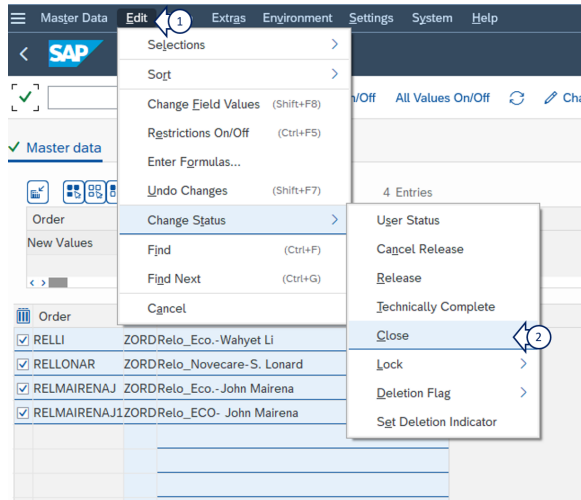
The screenshot shows the 'Collective Processing for Internal Orders: Initial screen'. It has a 'Selection variant' field with the text 'TEST VARIANT'. Arrows with numbers 1 and 2 point to the 'Selection variant' field and the 'Clock' icon at the bottom of the screen respectively.

STEP 8

The system will show the orders saved on the variant

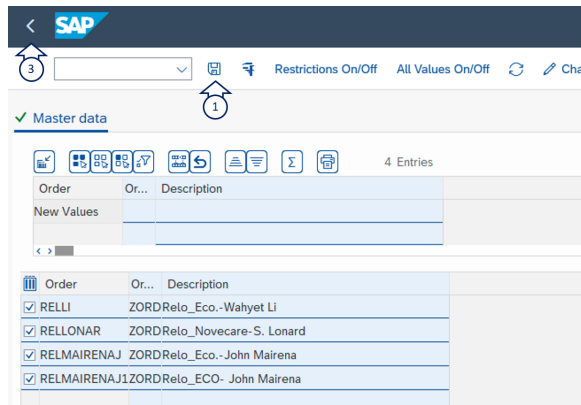
Go to:

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

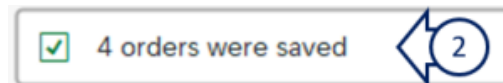


Error messages

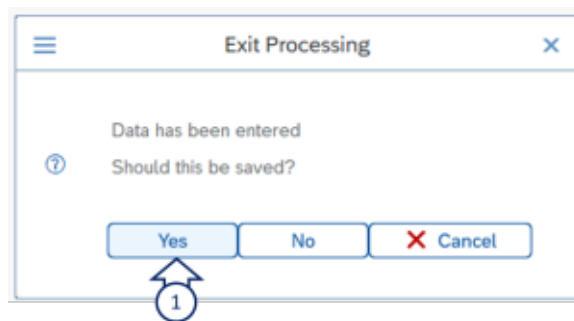
If you have the following messages:

- 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

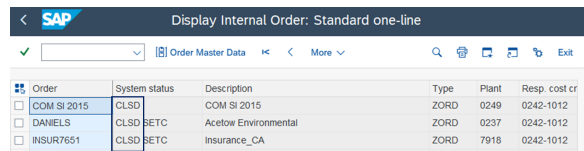


STEP 10

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**



The screenshot shows the SAP 'Display Internal Order: Standard one-line' transaction. The table lists three internal orders, all with a system status of 'CLSD' (Closed).

Order	System status	Description	Type	Plant	Resp. cost cr
☐ COM SI 2015	CLSD	COM SI 2015	ZORD	0249	0242-1012
☐ DANIELS	CLSD SETC	Acetow Environmental	ZORD	0237	0242-1012
☐ INSUR7651	CLSD SETC	Insurance_CA	ZORD	7018	0242-1012