

# KOH1 Create Internal Order Group



**Process:** When the need to track and monitor job order/project funds, an internal order is created for the breakdown of the job/project. To provide job/project reporting, these internal orders are grouped using the KOH1 transaction.

**Role:** General User

**Frequency:** When needed

## BEGINNING

Is there a need to track/monitor job order or project costs?

Yes

Have several internal orders been created for the job order or project?

Yes

Enter the transaction code

KOH1

## INITIAL SCREEN

Order Group

Enter an unique name for the internal order group (15 characters)

Optional:

|             |            |
|-------------|------------|
| Reference   |            |
| Order Group | STARRISE05 |

Enter the name of an existing internal order group to copy the group's settings

Press Enter

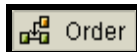
## CREATE HIERARCHY GROUP

Short text

|            |                           |
|------------|---------------------------|
| STARRISE06 | Star Rise Conference 2006 |
|------------|---------------------------|

Enter a description of the group

To create a list of orders for the group, click on the Order button



|              |                                |
|--------------|--------------------------------|
| STARRISE05   | Star Rise Conference 2005      |
| 809000000080 | 809000000082                   |
| 809000000080 | SRC 05 Refreshments            |
| 809000000081 | SRC 05 Speaker Fees            |
| 809000000082 | SRC 05 Handouts and Documents  |
| 809000000087 | SRC 05 Equipment Rental        |
| 809000000090 | SRC 05 Advertising and Posters |

To create a lower level of orders for the group, click on the Lower Level button



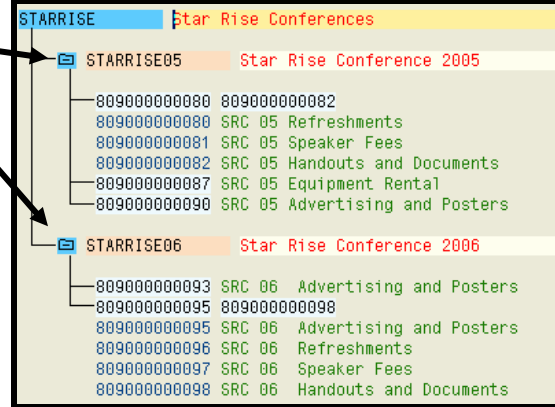
|              |                                |
|--------------|--------------------------------|
| STARRISE     | Star Rise Conferences          |
| STARRISE05   | Star Rise Conference 2005      |
| 809000000080 | 809000000082                   |
| 809000000080 | SRC 05 Refreshments            |
| 809000000081 | SRC 05 Speaker Fees            |
| 809000000082 | SRC 05 Handouts and Documents  |
| 809000000087 | SRC 05 Equipment Rental        |
| 809000000090 | SRC 05 Advertising and Posters |

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

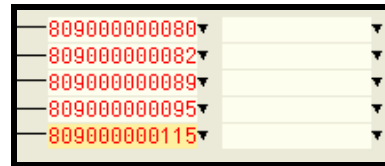
To create a list of orders on the same level, click on the Same Level button

## ENTER INTERNAL ORDERS

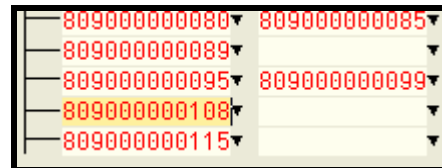
To enter individual orders

Enter each order separately in the column on the left



To enter a range of internal orders

Enter the first number in the range in the left column, then the last number in the range in the right column



Press Enter

Click on the Save icon to save the group



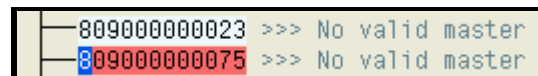
## DELETE A NODE (INTERNAL ORDER OR ORDER RANGE ENTRY)

Click on the entry you want to delete

Click on the Select icon



The selected entry will be highlighted



Click on the Remove icon



Click on the Save icon to save the group



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