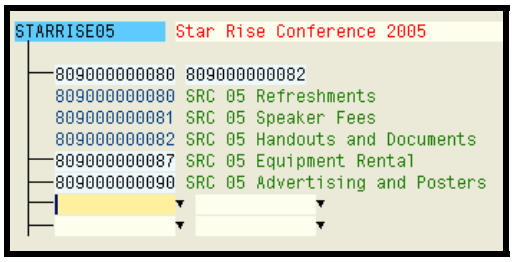
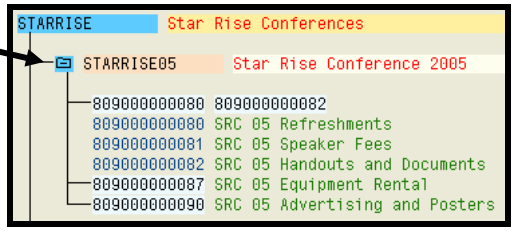
Quick Reference Card - Basic

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: 	Enter the name of an existing internal order group to copy the group's settings
Press Enter	
CREATE HIERARCHY GROUP	
Short text 	Enter a description of the group
To create a list of orders for the group, click on the Order button 	
To create a lower level of orders for the group, click on the Lower Level button 	

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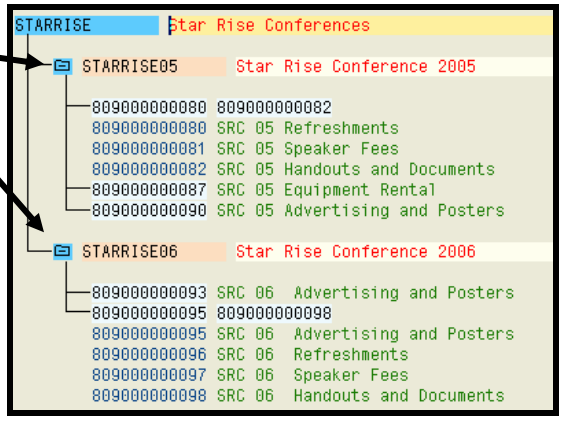
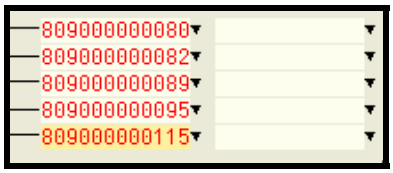
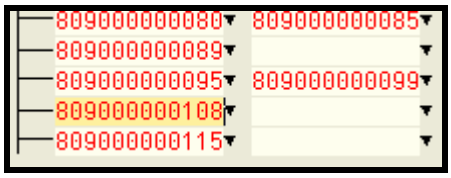
To create a list of orders on the same level, click on the Same Level button 	
ENTER INTERNAL ORDERS	
To enter individual orders	
Enter each order separately in the column on the left	
To enter a range of internal orders	
Enter the first number in the range in the left column, then the last number in 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	