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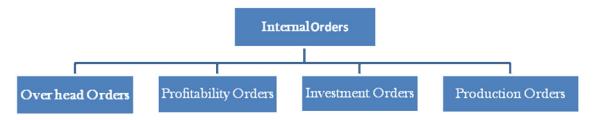
### Internal Orders:

Internal orders are used to monitor overhead costs incurred for a specific event, project or activity. It can be used for a restricted period when executing a job, or for long-term monitoring of portions of overhead costs. Internal Orders are company code dependent. Internal order groups can be created for cross-company reporting.

Overhead cost orders will be used to collect actual costs incurred. This allows costs to be monitored continuously. The overhead costs assigned to the overhead cost orders are settled (in full) as costs to other cost collectors. This is generally on the periodic basis, at month-end. Internal orders plan and monitor the costs of a specific job.

Internal orders are 4 types

- 1. Over head orders
- 2. Profitability orders
- 3. Investment orders
- 4. Production orders



However, internal order means overhead orders. It deals with management of overheads of a job or task.

This component enables the organization to capture the overheads in a Systematic manner relating to a particular job. There by we can know the overall cost of the job and even profitability of the particular job.



# A.1 Activate Order Management in Controlling Area:

IMG⇒ Controlling⇒ Internal Orders⇒ Activate Order Management in Controlling Area

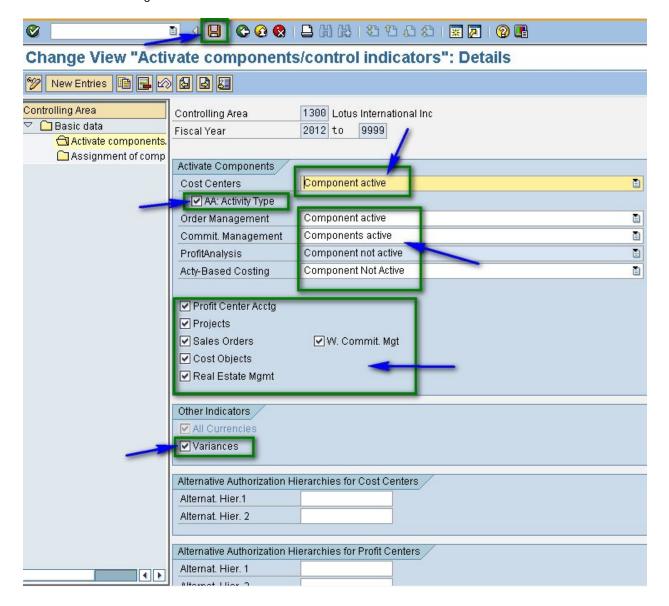
T-Code: OKKP

We need to activate Order Management in controlling area before we start configuration for internal order. This particular configuration is the same node where we maintain the controlling area. Follow the below mentioned steps



- Select "Controlling Area" (Here we need to select Initial Controlling area"
- Double Click on "Activate Components/Control Indicators"





- Cost Centers: Select "Component Active"
- Select AA. Activity Type Check box
- Order Management: Select "Component Active"
- Commit Management: Select "Component Active"
- Select check boxes of below mentioned items
  - ✓ Profit Center Acctg
  - ✓ Projects
  - ✓ Sales Orders
  - ✓ Cost Objects
  - ✓ Real Estate Mgmt
  - ✓ W.Co<sup>i</sup>mmit.Mgt
- Select "Variances" Check box under Others indicators
- Then click on "SAVE"



# **B.1 Order Master Data:**

# B.1.1 Define Order types:

An Internal order is created under an Order type.

An order type is used for storing various control parameters and various defaults while creating an Internal Order.

The order type is client-specific, which means that every order type can be used in all controlling areas. A number range is assigned to the internal order type.

Internal order is a cost object that tracks the cost of a specific event. IO has a short life compared to a cost center. In SAP solutions, you will find two types of IO:

- (1) Real IO
- (2) Statistical IO.

Through real IO, you can track the cost of a particular event, and at the end you can settle the IO cost to the respective cost center.

In statistical IO, you can only collect cost; you can't settle statistical IO to any other cost object.

IMG ⇒Controlling ⇒nternal Orders ⇒Order Master Data ⇒Define Order Types

T-Code: KOT2\_OPA

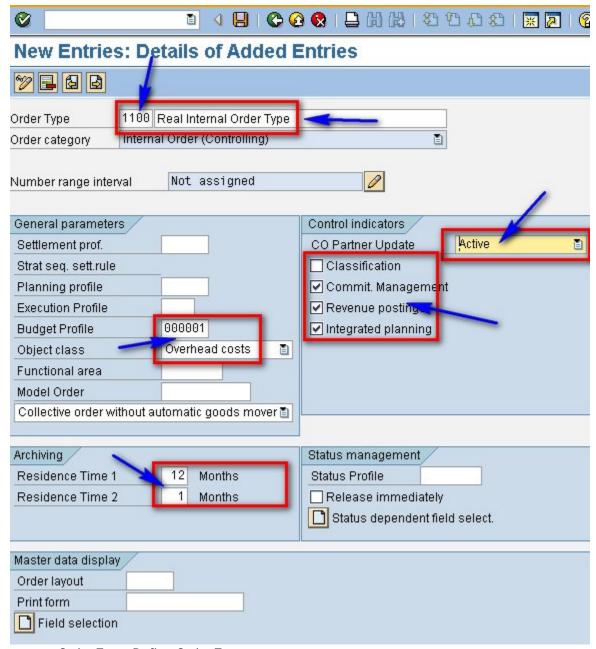




Select "01" – (Internal Order-controlling) from the popup

Press "Enter"





- Order Type: Define Order Type
- Budget Profile: Select-00001 (General Budget/Plan Profile)
- Object Class: Select "Overhead Costs"
- CO Partner Update: Select "Active"
- Select check boxes-"Commit Management, Revenue Posting, Integrated Planning"
- Configure Archiving Residence Time as shown above
- If u want to release of the internal order immediately after creation, then configure as below
  - 1. Status Profile: Select "00000002" (Internal Order)
  - 2. Activate "Release Immediately" Check box.
- Click on "SAVE"



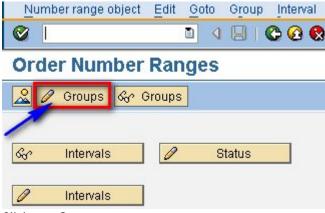
Click on Field selection

Here you can hide the various fields or make it as required entry or only display or available for input. Thus while creating internal order only those fields are displayed and available for input.

# B.1.2 Maintain Number Ranges for Orders

IMG ⇒Controlling ⇒Internal Orders ⇒Order Master Data ⇒Maintain Number Ranges for Orders

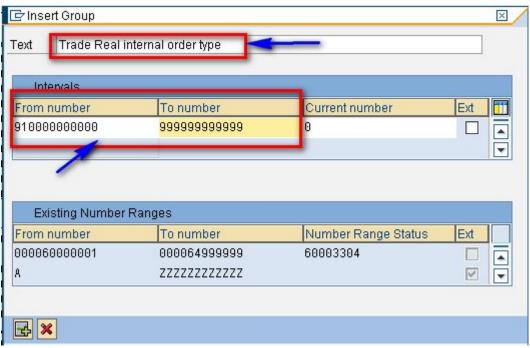
T-Code: KONK



Click on "Groups"

Then in the next screen Click on "Group Menu >Insert"





- Text: Name the Number ranges
- Intervals: Assign Number ranges for Internal Order type
- Press "Enter"
- Click on "SAVE"
- Not assigned

  Find Internal Order type " 1100 Real Internal Order Type "
- Double click on "1100 Real Internal Order Type ", Then the line item become in Blue color
- ➤ Activate /Select check box "Trade Real Internal orders" " Trade real Internal orders
- Then click on " Element/Group
- > The internal order type Z910 moves under the group which can be seen as follows:-
  - Trade real Internal orders 1100 Real Internal Order Type
- > Then Click on "SAVE"

If you want check the Number ranges assigned for internal orders then following steps,

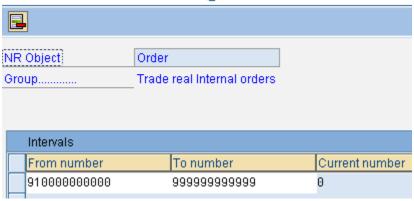
- ➤ Select check box of "Trade Real Internal orders type"

  Trade real Internal orders type"

  1100 Real Internal Order Type
- > Then click on "Maintain"



# **Maintain Number Range Intervals**





## **B.1.3 Define Order Layouts**

IMG ⇒Controlling ⇒Internal Orders ⇒Order Master Data ⇒Screen Layout ⇒Define Order Layouts

In this work step you define the layout for the order master data. You can assign a layout to each order type.

The system displays the order master data as a tab with a series of tab pages. On the tab pages there are group boxes with a series of fields for the order master data. The group boxes are defined by the system.

You can specify,

- Which title the individual tab cards should receive and
- Which group boxes should be displayed in which position on the tab pages.

The tab pages are numbered from left to right with "Tab Page 01" to "Tab Page xx". On every tab page there are five positions, which you can assign individually to a group box. One of the group boxes can contain user-defined master fields (see work step "Develop enhancements for order master data").

Standard settings



Layout SAPO corresponds to the default settings. You can copy this layout if you want to make changes to the default settings.

#### Activities

Check whether you need your own layouts. If you only want to make small changes to the standard delivery, you can copy layout SAPO and use it as the basis for your layout.

If you want to create a new layout, choose "New entries".

- 1. Enter a name and a description for your layout.
- 2. Choose "Tab page title" and "New entries", to specify the title for your tab pages.
  - a) Enter the number for each of the tab pages.
  - b) Enter for which language the title is to be used.
  - c) Enter the title of the tab page.

### B.1.4 Define Model Orders

You can define model orders in this section. Model orders are not orders in the commercial sense, but serve merely as references for creating "normal" orders. Model orders contain default values for the orders in an order type. You need to enter the model order as the reference order in the order type. When you create a new order, all the fields active in the relevant order type are copied from the model order to the new order. Model orders make the work of entering new orders considerably easier. The data that recurs in orders from a particular order type is already defined. This reduces the likelihood of errors.

The order status is not copied from the model order. The new order is given the default status for the relevant order type.

The system checks to see if the entries exist in the model order. When you create settlement rules, it also checks to see whether the settlement receivers match the organization units you entered. A model order does not contain any dependent objects such as assets under construction, even if you entered an investment profile.

### Example

You want to settle all your marketing orders to the same sales cost center.

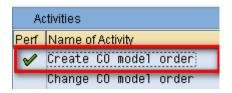
Stipulate the cost center as the default value in the model order for marketing orders.

When you create a new marketing order, the system defaults this cost center.

If you want to settle the order to a different cost center, you can overwrite the default cost center in the orders.

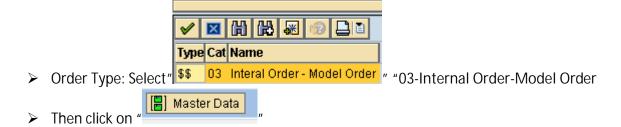
IMG ⇒Controlling ⇒Internal Orders ⇒Order Master Data ⇒Screen Layout⇒ Define Model Orders

T-Code: KOM1



Double click on "Create CO model order"

# Create Model Order: Initial screen Master Data Order Type Plinteral Order - Model Order Reference Order



The next screen appears,

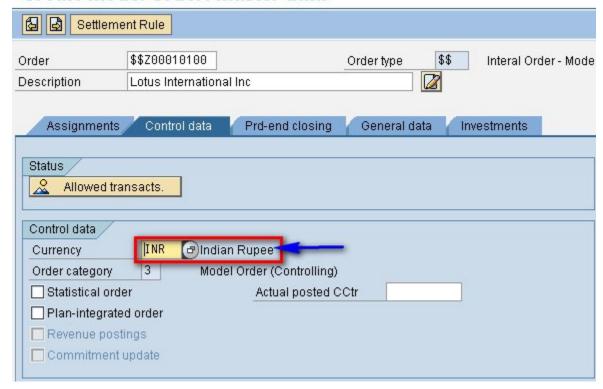


### Create Model Order: Master data Settlement Rule \$\$Z00010100 Order \$\$ Order type Interal Order - Mode Description Lotus International Inc Trade General data Assignments Control data Prd-end closing Investments Assignments 1300 Company Code Lotus International Inc Business Area Plant Functional Area Overhead Object Class Profit Center Responsible CCtr User Responsible WBS element Requesting CCtr Requesting Co.Code Requesting order Sales Order 1 Location/Plant External order no.

- Order: Define Order, It should start with \$
- Descr: Give Description for the Order
- Company Code: Select Company Code
- Object Class: Select "Overhead"



# Create Model Order: Master data



- Currency: INR
- Click on "SAVE"

# Order was created with number \$\$Z00010100

Now, we need to assign this "Model Order" to the "Order Type"

Follow the path,

IMG ⇒Controlling ⇒Internal Orders ⇒Order Master Data ⇒Define Order Types



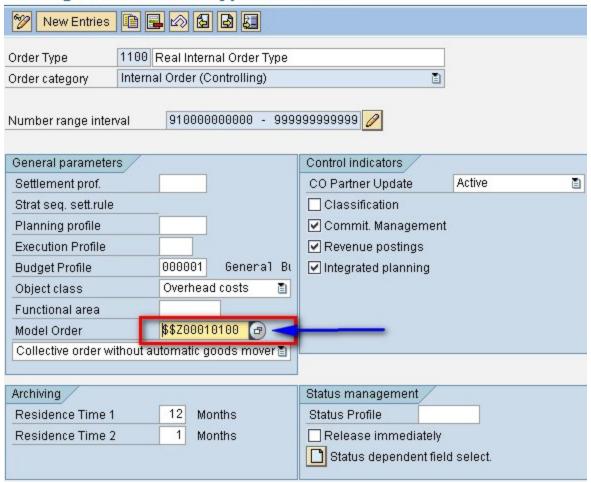


- Order Type: Select Order Type
- Click on "Enter"



Double Click on" 1100 Line Item"

# **Change View "Order Types": Details**



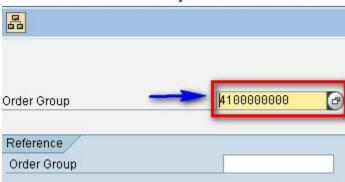
- Model Order: Assign "Model Order" here
- Click On "SAVE"



# C.1 Creation of Internal Order Groups:

SAP Easy Access⇒ Accounting⇒ Controlling⇒ Internal Orders⇒ Master Data⇒ Special Functions⇒ Order Group⇒ KOH1- Create (T-Code: KOH1)

# Create Order Group: Initial Screen

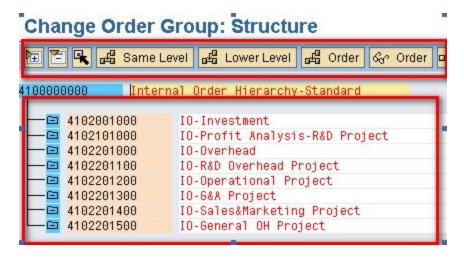


- Order Group: Assign Number for Internal Order Group
- Press "Enter"



- Write Description for the Internal Order Group
- Click On "Save"

We need create Internal Order Groups at Client Level,



As mentioned above we need to create Internal Order Groups



### C.1.1 Change Internal Order Groups:

 $SAP\ Easy\ Access \Rightarrow Accounting \Rightarrow Internal\ Orders \Rightarrow Master\ Data \Rightarrow Special\ Functions > Order\ Group \Rightarrow KOH2-\ Change$ 

T-Code: KOH2

## C.1.2 Display Internal Order Groups:

SAP Easy Access⇒ Accounting⇒ Controlling⇒ Internal Orders⇒ Master Data⇒ Special Functions⇒ Order Group⇒KOH3- Display

T-Code: KOH3

# **D.1 Creation of Internal Orders:**

SAP Easy Access⇒ Accounting⇒ Controlling⇒ Internal Orders⇒ Master Data⇒ Special Functions⇒ Order ⇒ KO01- Create

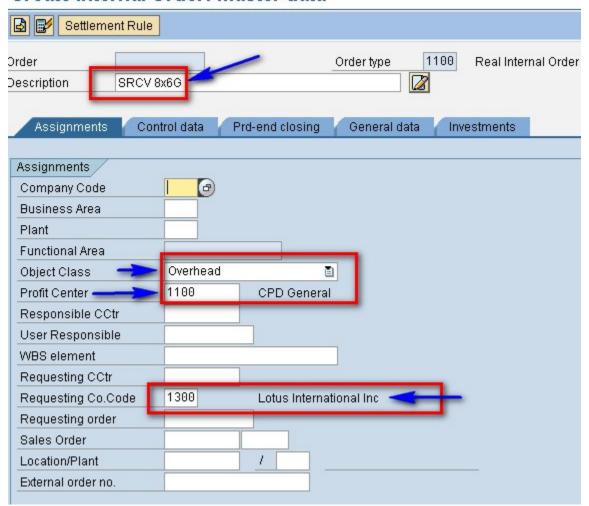
T-Code: KO01

# 

- Order Type: Select Order Type
- Click On "Master Data"



# Create Internal Order: Master data



- Description: Write Name of the Internal Order
- Object Class: Select Overhead
- Profit Center: Assign Respective Profit Center
- Requesting CO. Code: Select Company Code
- Click on "Control Data"

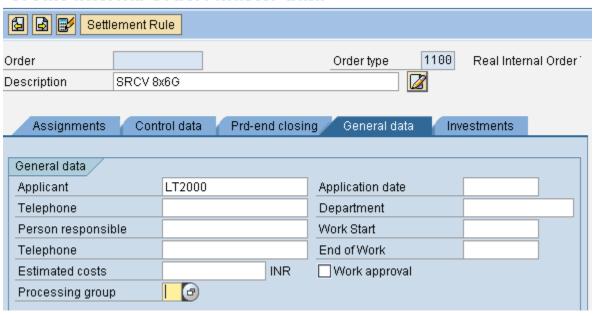


### Create Internal Order: Master data 🛭 🗗 Settlement Rule 1100 Order Order type Real Internal Order Description SRCV 8x6G Assignments Control data Prd-end closing General data Investments Status System status CRTD Release Allowed transacts. Control data INR Indian Rupee Currency 1 Internal Order (Controlling) Order category ✓ Statistical order Actual posted CCtr Plan-integrated order ✓ Revenue postings Commitment update

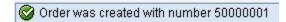
- Currency: Select Currency
- Activate Statistical Order Check Box
- Click on "General Data"



# Create Internal Order: Master data



Then Click On "SAVE"



### D.1.1 Chnage Internal Orders:

SAP Easy Access⇒ Accounting⇒ Controlling⇒ Internal Orders⇒ Master Data⇒ Special Functions⇒ Order ⇒ KO02- Change

T-Code: KO02

## D.1.2 Display Internal Orders:

SAP Easy Access⇒ Accounting⇒ Controlling⇒ Internal Orders⇒ Master Data⇒ Special Functions⇒ Order ⇒ KO03- Display

T-Code: KO03

