KO01 Create Internal Orders

IRIS
Integrated Resource
Information Systems

Process: When the need to track and monitor job order/project funds, an internal order is created using the KO01 transaction. Three types of internal orders exist: UK10 for PPD job orders, UK20 for Statistical internal orders, and UK30 for KMSF Clinical needs.

Role: General User	**Frequency:** When needed

BEGINNING	
Is there a need to track/monitor job order or project costs?	Yes
Enter the transaction code	KO01

CHOOSE INTERNAL ORDER TYPE	
Choose the type of order needed:	
For PPD Job Orders	UK10 (to post charges or credits)
For Statistical Internal orders	UK20 (to monitor/track costs)
For KMSF Clinical	UK30 (to post charges or credits)
Order Type Order Type UK20	Enter the correct order type
Press Enter	
Short text Short text Star Rise Conference	Enter the name or description of the internal order

ASSIGNMENT TAB	
Company Code (required)	UK00
Business Area (required)	Enter the business are or use the Possible Entries icon to search
Plant (optional)	UK00
External Order No. (optional)	Enter the number of the external order

GENERAL DATA TAB	
Person Responsible (required)	Enter the name of the person responsible for the job order/project
Work Start (required)	Enter the start date of the job order/project

End of Work (required)	Enter the end date of the job order/project
Other optional fields:	
Applicant	Enter the name of the person applying for the job order
Telephone (Applicant)	Enter the name of the person applying for the job order
Telephone (Person responsible)	Enter the phone number of the person who applied for the job order
Estimated Costs	Enter the estimated total cost of the internal order
Processing Group	
Application Date	Enter the date of the application for the job order
Department	Enter the department of the applicant
CONTROL DATA TAB	
System Status	
Released — Status / System status REL	If the system status is REL, the internal order is open and can be used with transactions.
Technically Complete — Status / System status TECO	If the system status is TECO, the internal order is technically complete. No new transactions can be made. However, transactions already in process can be completed.
Closed — Status / System status CLSD	If the system status is CLSD, the internal order is closed. No transactions can be made.

The status of an internal order is controlled by the user. The status can be changed by clicking on the change buttons as needed. ▼ ▲ Tech. comple