KO02 Change Internal Orders

IRIS
Integrated Resource
Information Systems

Process: When an Internal Order needs to be changed use KO02. KO02 also can be used to change the IO's status: Released, Technically Complete, or Closed	
Role: General User	**Frequency:** When Needed

BEGINNING	
Does an Internal Order need to be changed?	Yes
Enter the transaction code	KO02 (KO zero two)
CHANGE INTERNAL ORDER: INITIAL SCREEN	
Order	Enter the order number or use the Possible Entries icon to search
Press Enter	
CHANGE INTERNAL ORDER: MASTER DATA	
Short text	Change the short text, if needed
ASSIGNMENTS TAB	
Business Area	Change the business area, if needed
External Order Number	Change the external order number, if needed
CONTROL DATA TAB	
System Status	
Click on the Status button to change the status from Released to Technically Complete to Closed	Release / Tech. comple / Close
Allowed transactions	View what transactions are allowed
Control data	View the type of Internal Order
GENERAL DATA TAB	
Applicant	Change the applicant, if needed
Telephone	Change the applicant's telephone number, if needed

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Person Responsible	Change the person responsible, if needed
Telephone	Change the person responsible's telephone number, if needed
Estimated Costs	Change the estimated costs, if needed
Department	Change the department number, if needed
End of Work	Change the end of work date, if needed
INVESTMENTS TAB	
Depreciation simulation data	
Asset class	Change the asset class, if needed
Capitalization Date	Change the capitalization date, if needed