

SAP Internal order Configuration

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INTRODUCTION

Question: What is this darn Internal Order...., many guys keep asking?

Let me give you an example which will remove this doubt forever.

Lets say in an organization there are various events such as trade fairs, training seminars, which occur during the year. Now lets assume for a second that these Trade fairs are organized by the Marketing cost center of the organization. Therefore in this case marketing cost center is responsible for all the trade fairs costs. All these trade fairs costs are posted to the marketing cost centers. **Now if the management wants an analysis of the cost incurred for each of the trade fair organized by the marketing cost center how would the marketing manager get this piece of information across to them?**

Now this is where Internal Order steps in .If you go through all cost center reports this information is not readily available since all the costs are posted to the cost center.

SAP, therefore provides the facility of using internal orders which comes in real handy in such situations. In the above scenario the controlling department would then need to create an internal order for each of the trade fair organized. The cost incurred for each of the trade fair will be posted to the internal orders during the month. At the month end, these costs which are collected in the internal order will be settled from these orders to the marketing cost center. Thus the controlling person is now in a position to analyze the cost for each of the trade fair separately.

Thus internal order is used to monitor costs for short term events, activities. It helps in providing more information than that is provided on the cost centers. It can be widely used for various purposes . If used intelligently it is a real handy tool.

Thus Internal order is basically a cost object which is used to monitor cost of a time restricted job. There are various types of internal order the common ones being a Real order where you collect costs and settle it at the month end. Ther others are statistical orders and we also have capital orders for capital projects

In this book we will cover the configuration of a Real Internal order type.

In the coming weeks we will also cover the Statistical and Capital Order but if you are able to understand this the following documents would be a cake walk. So lets zoom in to the configuration.

1 Organizational Structures

For doing the configuration we use the following path on the SAP application screen:-

SAP Menu → Tools → AcceleratedSAP → Customizing → SPRO - Edit

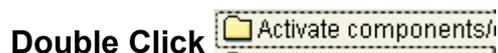
Project →  SAP Reference IMG

Configuration for all the modules will be done here. The above path will not be referred henceforth; we will directly refer to the IMG node.

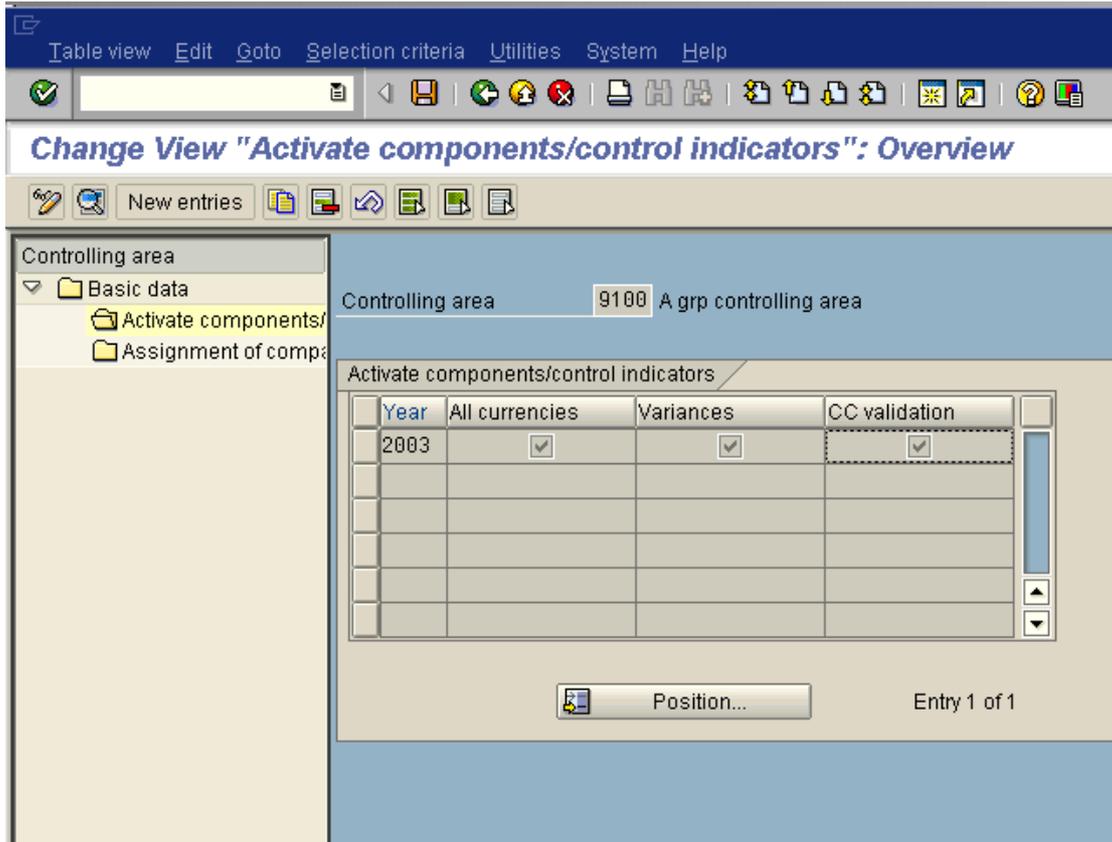
1.1 Activate Order Management in Controlling Area

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

We have 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.



SAP INTERNAL ORDER CONFIGURATION

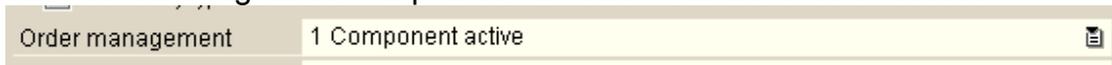


Year	All currencies	Variances	CC validation
2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select

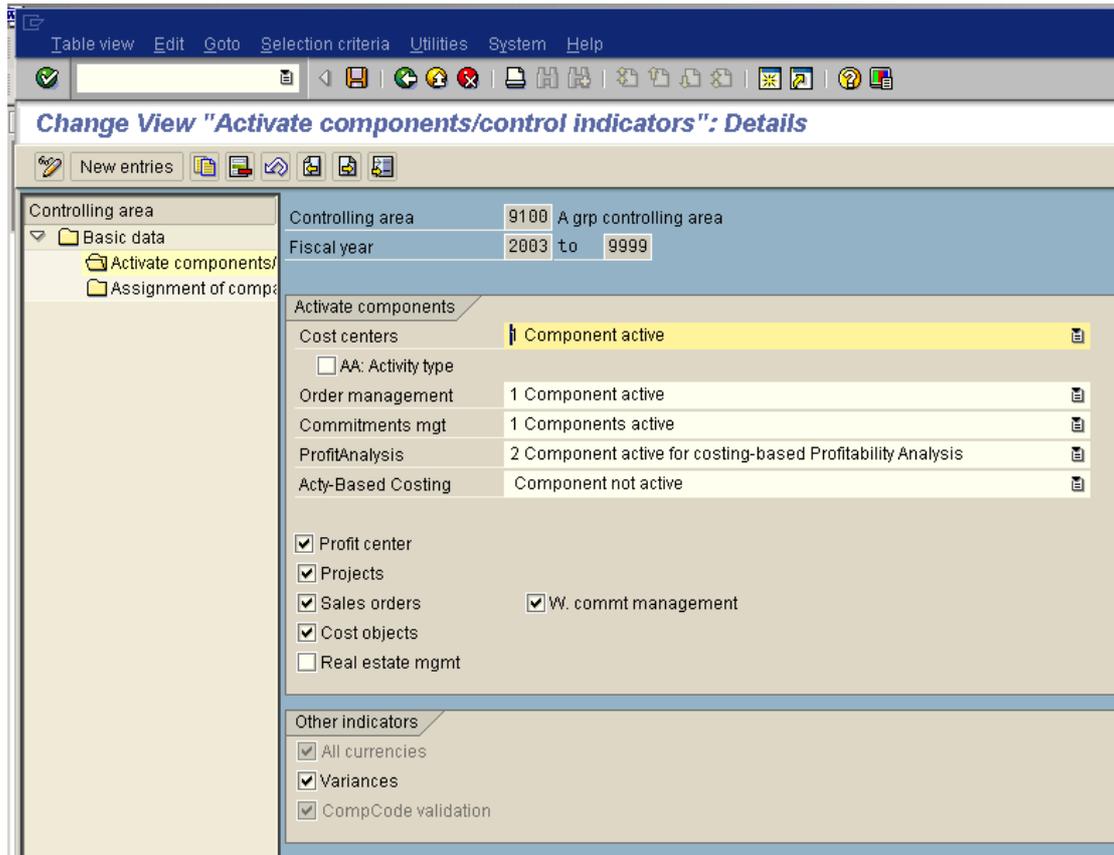
Double click 

The order management component should be switched on as active.



This is the same screen which we come across while maintaining the initial controlling area settings.

SAP INTERNAL ORDER CONFIGURATION



Click on **Save** 

2. Order Master Data

2.1 Define Order types (KOT2_OPA)

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

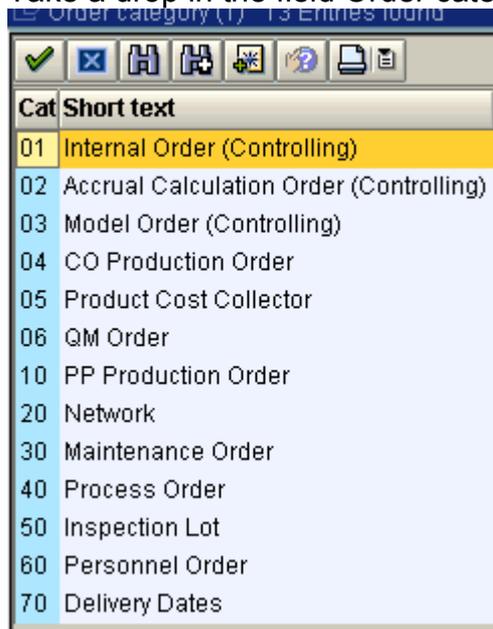
An Internal order is created under an Order type. An order type is used for storing various control parameters and various defaults while creating an internal order. It is used for classifying various types of internal orders according to usage for e.g. Real orders for trade fairs, real orders for Capital investment measure, Statistical orders for motor vehicle expenses.

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.

SAP INTERNAL ORDER CONFIGURATION

Click on 

Take a drop in the field Order category and select 01



Update the following:-

SAP INTERNAL ORDER CONFIGURATION

The screenshot shows the SAP Internal Order Configuration interface. At the top, there is a menu bar with options: Table view, Edit, Goto, Selection criteria, Utilities, System, and Help. Below the menu bar is a toolbar with various icons. The main title is "New Entries: Details of Added Entries".

Key fields and sections include:

- Order type:** Z910 | Trader Fairs Real order type
- Order category:** 1 Internal Order (Controlling)
- Number range interval:** Not assigned
- General parameters:** Settlement prof., Planning profile, Budget profile, Object class (OCOST Overhead ...), Functional area, Reference order, and a checkbox for "Collective order without automatic goods mov...".
- Control indicators:** CO partner update (X Active), Classification (unchecked), Commitment management (checked), Revenue postings (unchecked), and Integrated planning (checked).
- Archiving:** Residence time 1 (12 Months), Residence time 2 (1 Months).
- Status management:** Status profile, Release immediately (unchecked), and Status dependent field select (checked).
- Master data display:** Order layout, Print form, and Field selection (checkbox).

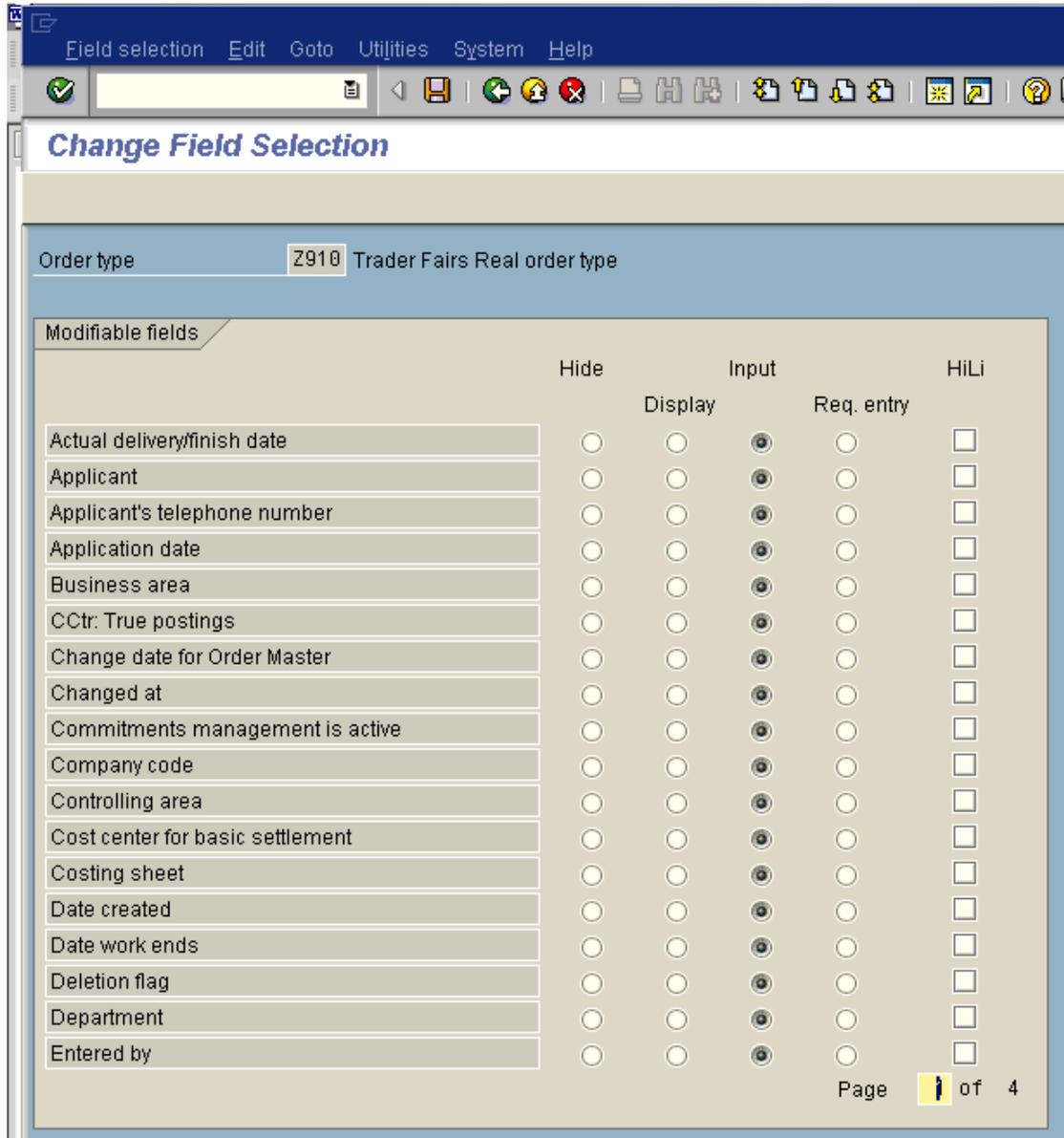
Activate CO Partner Updating -You activate this so that allocations between orders and other CO objects (cost centers, projects, etc.), the partner information is retained and whether for each order a totals record should be written.

Click 

Click  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.

SAP INTERNAL ORDER CONFIGURATION



Hide some of the fields which are not required from the screen shown above.

SAP INTERNAL ORDER CONFIGURATION

Field selection Edit Goto Utilities System Help

Change Field Selection

Order type **Z910** Trader Fairs Real order type

Modifiable fields

	Hide	Input Display	Req. entry	HiLi
Actual delivery/finish date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Applicant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Applicant's telephone number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Application date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Business area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
CCtr: True postings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Change date for Order Master	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Changed at	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Commitments management is active	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Company code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Controlling area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Cost center for basic settlement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Costing sheet	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Date created	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Date work ends	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Deletion flag	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Department	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Entered by	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

Page 1 of 4

Click 

SAP INTERNAL ORDER CONFIGURATION

Field selection Edit Goto Utilities System Help

Change Field Selection

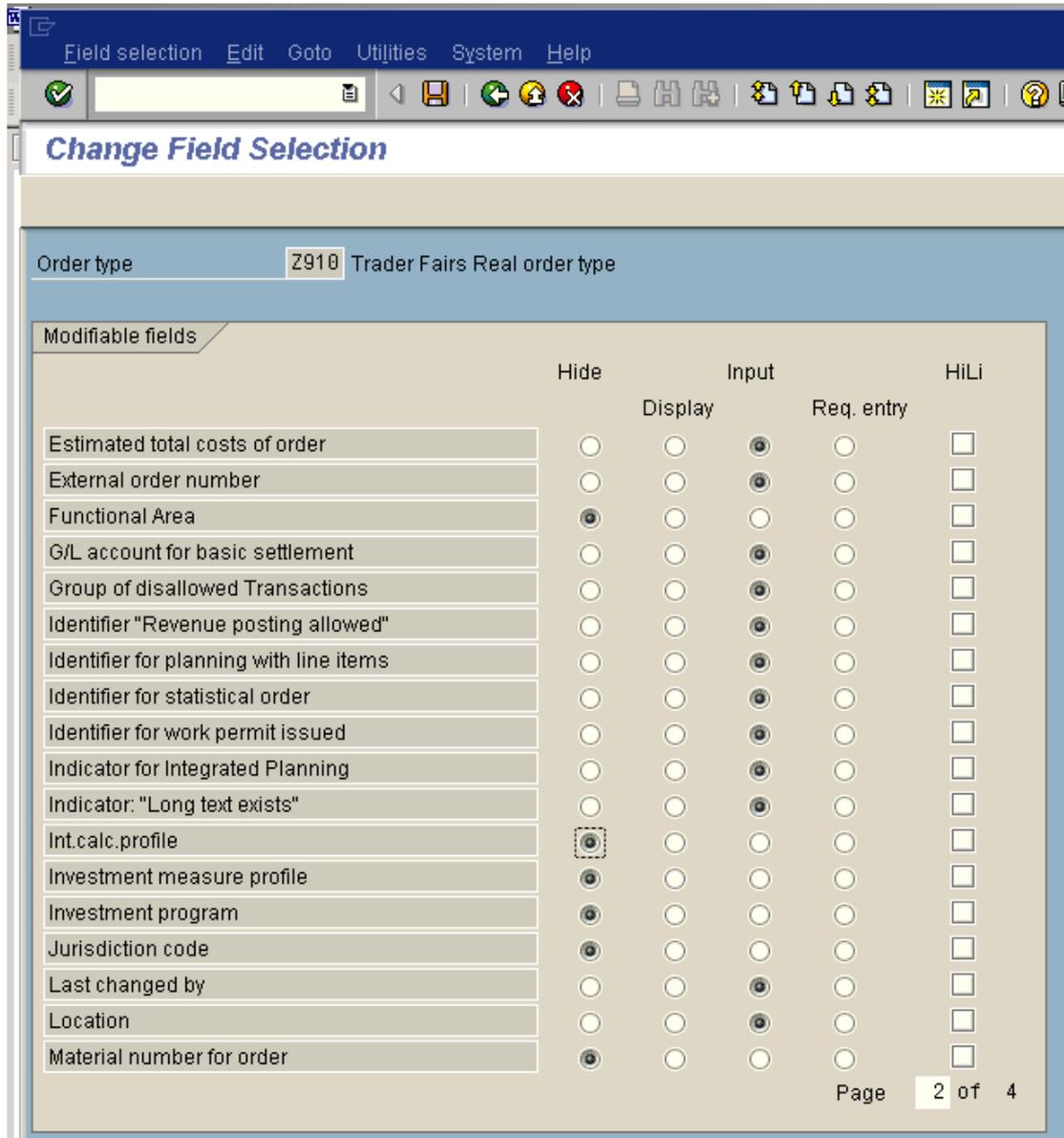
Order type **Z910** Trader Fairs Real order type

Modifiable fields

	Hide	Input Display	Req. entry	HiLi
Estimated total costs of order	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
External order number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Functional Area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
G/L account for basic settlement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Group of disallowed Transactions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Identifier "Revenue posting allowed"	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Identifier for planning with line items	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Identifier for statistical order	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Identifier for work permit issued	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Indicator for Integrated Planning	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Indicator: "Long text exists"	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Int.calc.profile	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Investment measure profile	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Investment program	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Jurisdiction code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Last changed by	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Material number for order	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

Page 1 of 4

SAP INTERNAL ORDER CONFIGURATION



Click on 

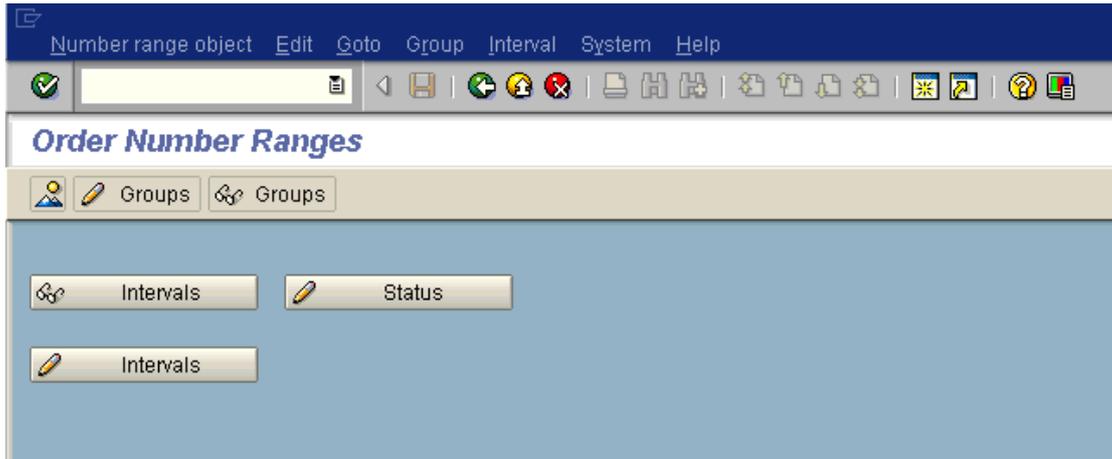
2.2 Maintain Number Ranges for Orders (KONK)

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

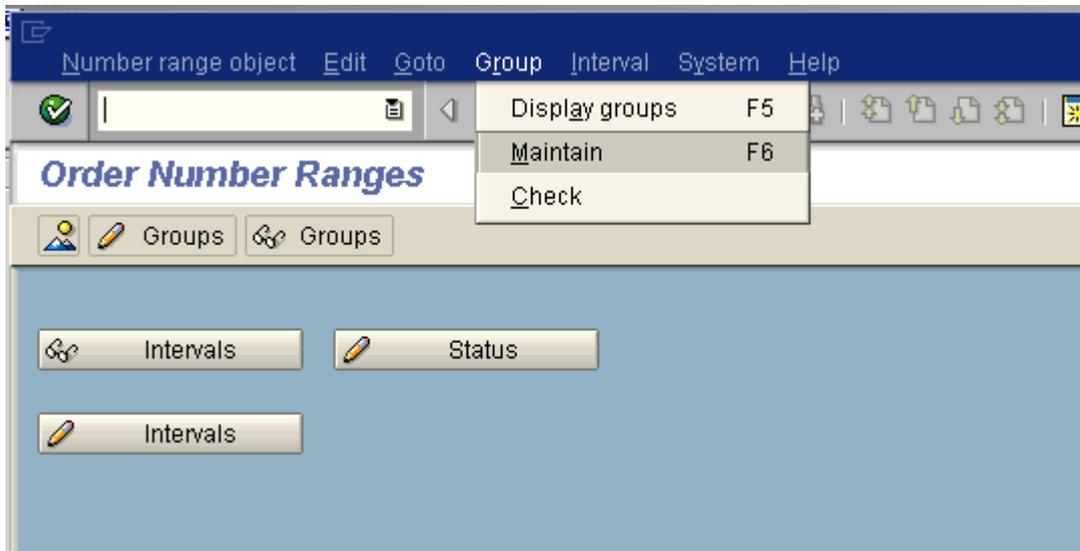
Number Range needs to be assigned to the internal order type. Number range can be internal or external. In Internal numbering system automatically assigns a number from the given number range. In External numbering the user has to manually assign the number from the given number range.

We will configure Internal number range for our Internal order type – Trade Fair

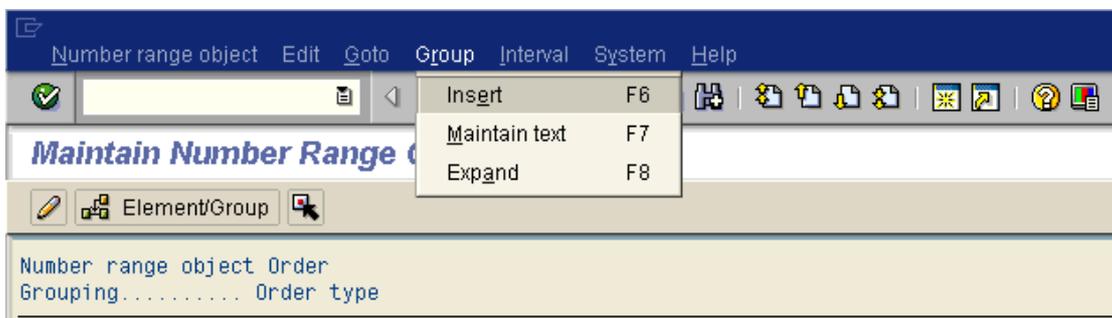
SAP INTERNAL ORDER CONFIGURATION



Click on Group → Maintain



Click on Group → Insert



Update the following:-

SAP INTERNAL ORDER CONFIGURATION

From number	To number	Current number	Ext
910000000000	919999999999	0	<input type="checkbox"/>

From number	To number	Current number	Ext
000100000000	000199999999	100001388	<input type="checkbox"/>
000000010000	000000099999		<input checked="" type="checkbox"/>
\$	\$ZZZZZZZZZZZZ		<input checked="" type="checkbox"/>

Click 

Click 

You will find Internal order type Z910 in not assigned

Not assigned

PI02 Process Order (external number assignmt)

Z910 Trader Fairs Real order type

You need to assign the order type to the group we created above.

Proceed as follows:-

Position the cursor on 

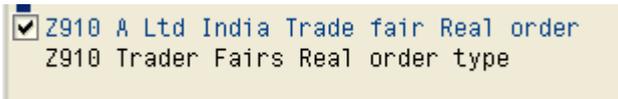
Click on  . Note that it becomes blue.

Select 

Click  Element/Group

SAP INTERNAL ORDER CONFIGURATION

The internal order type Z910 moves under the group which can be seen as follows:-

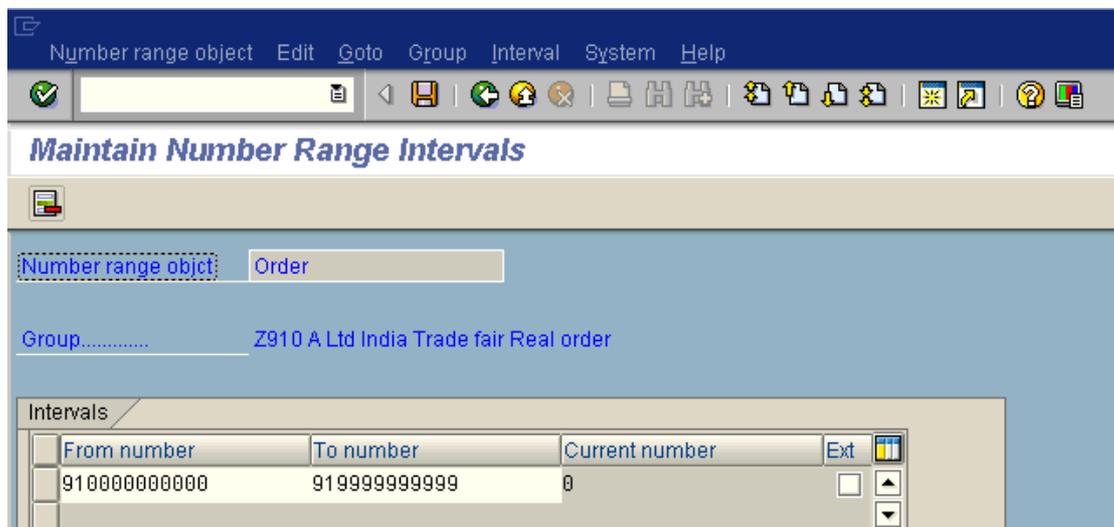


Click 



Select

Click 



Click 

2.3 Define Model Orders

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

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. The Model order is assigned 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.

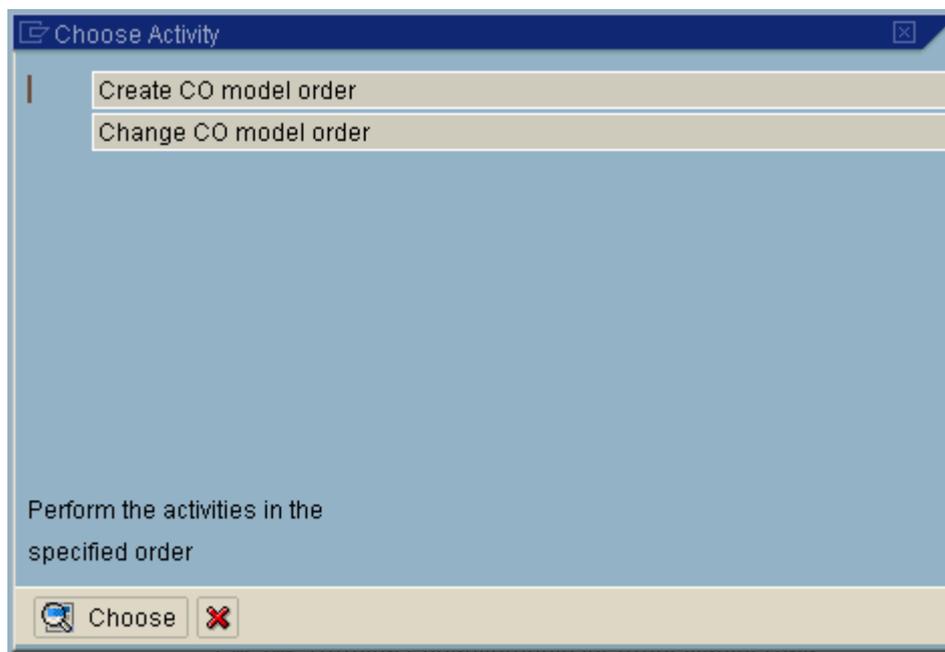
SAP INTERNAL ORDER CONFIGURATION

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.

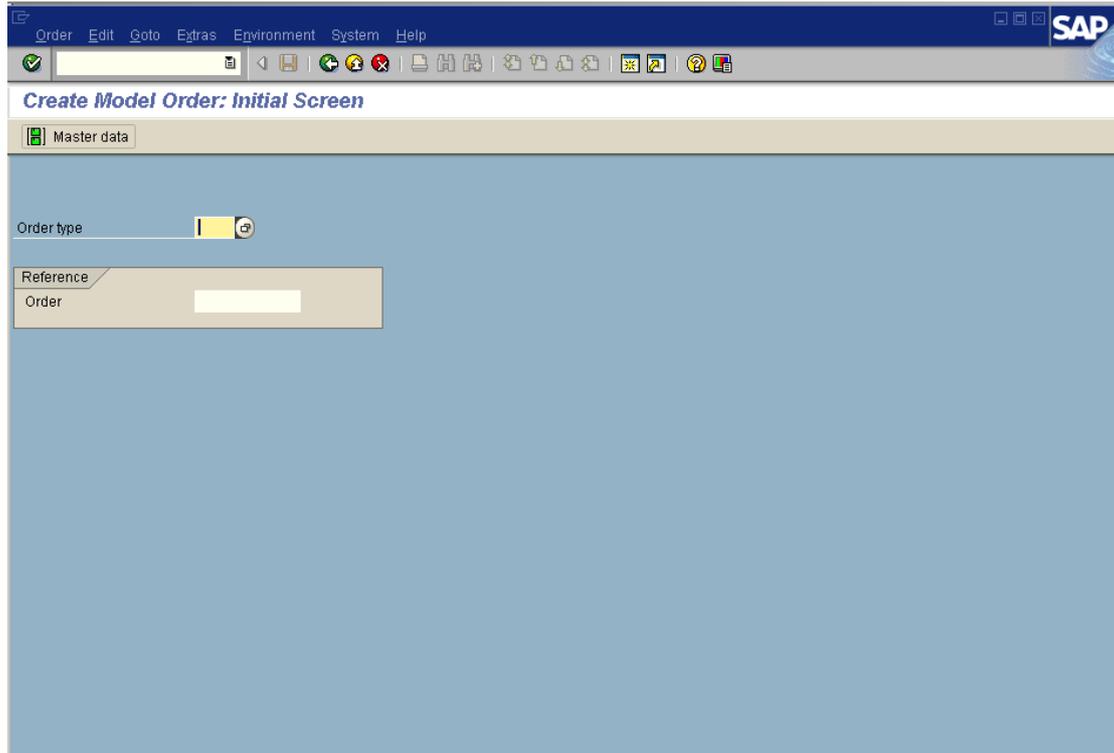
When you create a new marketing order, the system defaults this cost center. If you want to settle the order to a different cost center, you can overwrite the default cost center in the orders.

We will create a model order with some defaults and assign it to the Trade fair internal order type.

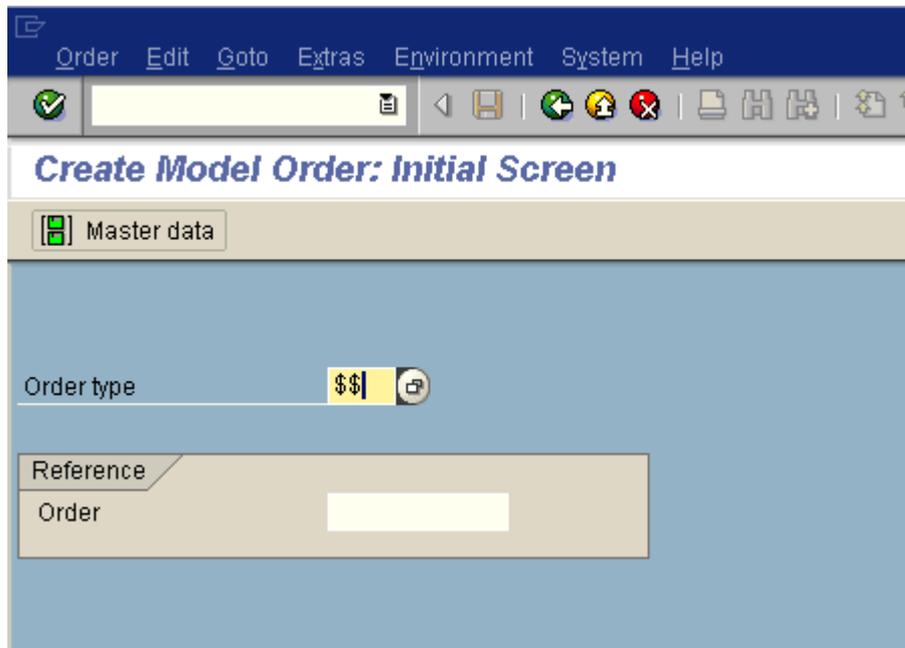


Click

SAP INTERNAL ORDER CONFIGURATION



Take a drop down in order type



Click  Master data

SAP INTERNAL ORDER CONFIGURATION

Update the following:-

The screenshot shows the SAP 'Create Model Order: Master data' window. The 'Assignments' tab is active, displaying a table of fields for configuration. The 'Order' field is set to '\$\$\$Z91000001' and the 'Order type' is '\$\$'. The 'Short text' is 'A Ltd India Trade Fair'. The 'Company code' is '9100' and the 'Business area' is 'A Ltd'. The 'Object class' is 'OCOST Overhead'. The 'Responsible CCtr' field is highlighted in yellow.

Field	Value
Order	\$\$\$Z91000001
Order type	\$\$
Short text	A Ltd India Trade Fair
Company code	9100
Business area	A Ltd
Plant	
Functional area	
Object class	OCOST Overhead
Profit center	
Responsible CCtr	
WBS element	
Requesting CCtr	
Requesting Co.Code	
Requesting order	
Sales order	
Location/Plant	/
External order no.	

SAP INTERNAL ORDER CONFIGURATION

Order Edit Goto Extras Environment System Help

Settlement rule

Order \$\$\$Z91000001 Order type \$\$ Model Orders

Short text A Ltd India Trade Fair

Assignments Control data Prd-end closing General data Investments

Status Allowed transacts.

Control data

Currency INR

Order category 3 Model Order (Controlling)

Statistical order Actual posted CCtr

Plan-integrated order

Revenue postings

Commitment update

Click on 

Assign this model order to the order type Z910.

SAP INTERNAL ORDER CONFIGURATION

The screenshot displays the SAP configuration interface for 'Order Types'. The title bar reads 'Change View "Order Types": Details'. The main configuration area is divided into several sections:

- Order type:** Z910 (Trader Fairs Real order type)
- Order category:** 1 Internal Order (Controlling)
- Number range interval:** 910000000000 - 919999999999
- General parameters:** Settlement prof., Planning profile, Budget profile, Object class (OCOST Overhead ...), Functional area, Reference order (Collective order without automatic goods mov...).
- Control indicators:** CO partner update (X Active), Classification (unchecked), Commitment management (checked), Revenue postings (unchecked), Integrated planning (checked).
- Archiving:** Residence time 1 (12 Months), Residence time 2 (1 Month).
- Status management:** Status profile, Release immediately (unchecked), Status dependent field select (checked).
- Master data display:** Order layout, Print form, Field selection.

Update the reference order with the model order number \$\$\$Z91000001

SAP INTERNAL ORDER CONFIGURATION

Click on 

3 Planning

3.1 Maintain User-Defined Planner Profiles

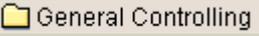
IMG → Controlling → Internal Orders → Planning → Manual Planning → Maintain User-Defined Planner Profiles

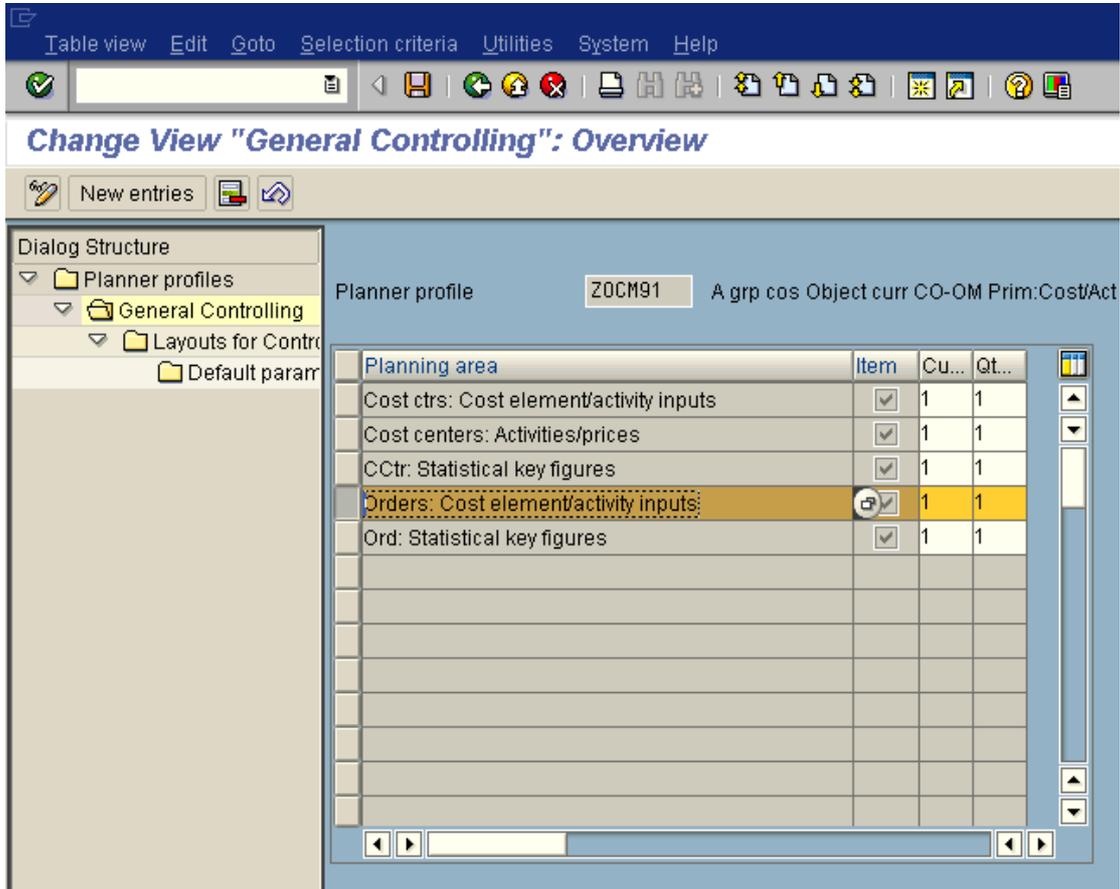
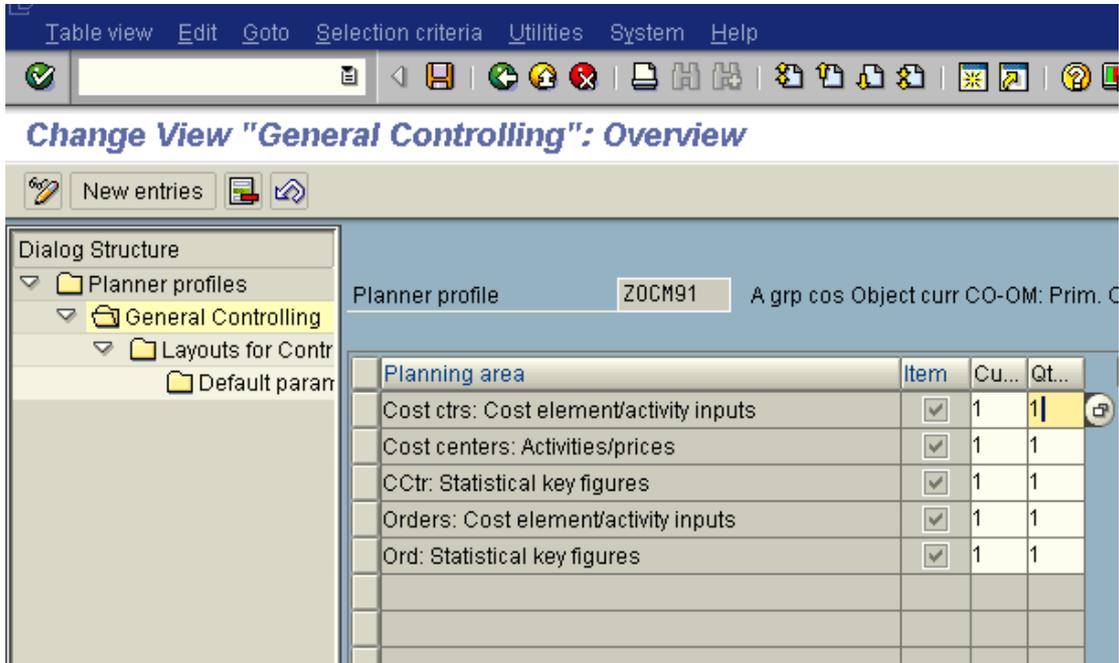
Check the User defined planner profile ZOCCM91 created by us contains the layouts for internal orders.

Select

Profile	Description	Auth.group
ZOCCM91	A grp cos Object curr CO-OM Prim:Cost/Act typ/SKF	
350004	...	

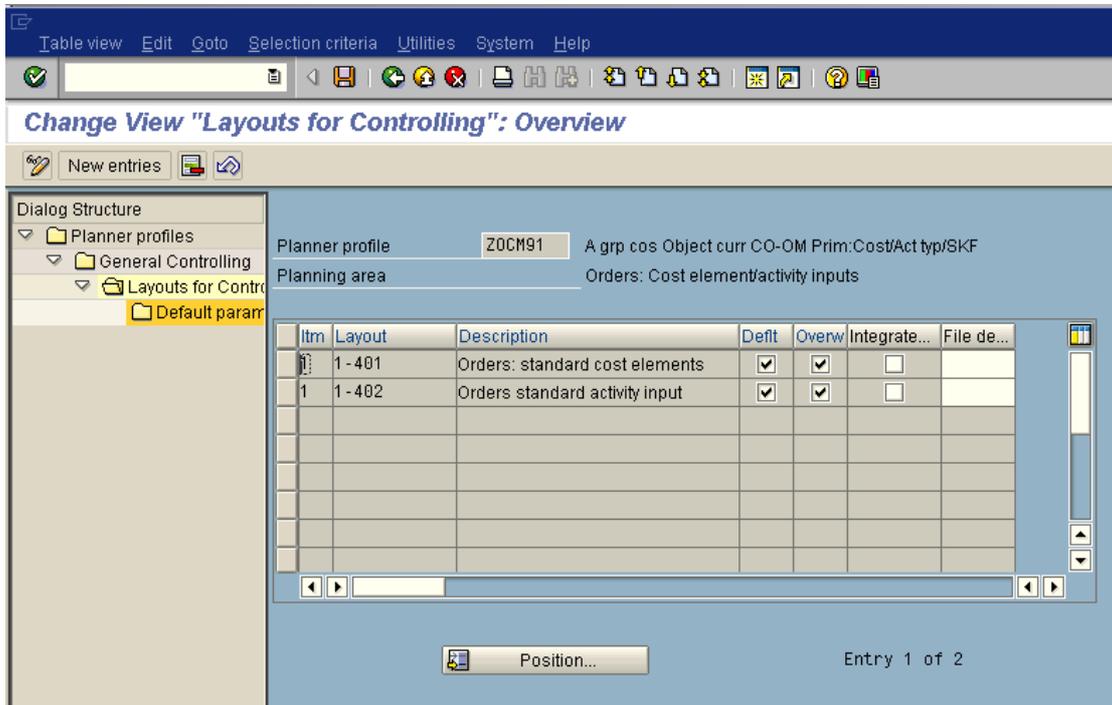
SAP INTERNAL ORDER CONFIGURATION

Double click 



SAP INTERNAL ORDER CONFIGURATION

Double click  Layouts for Contro

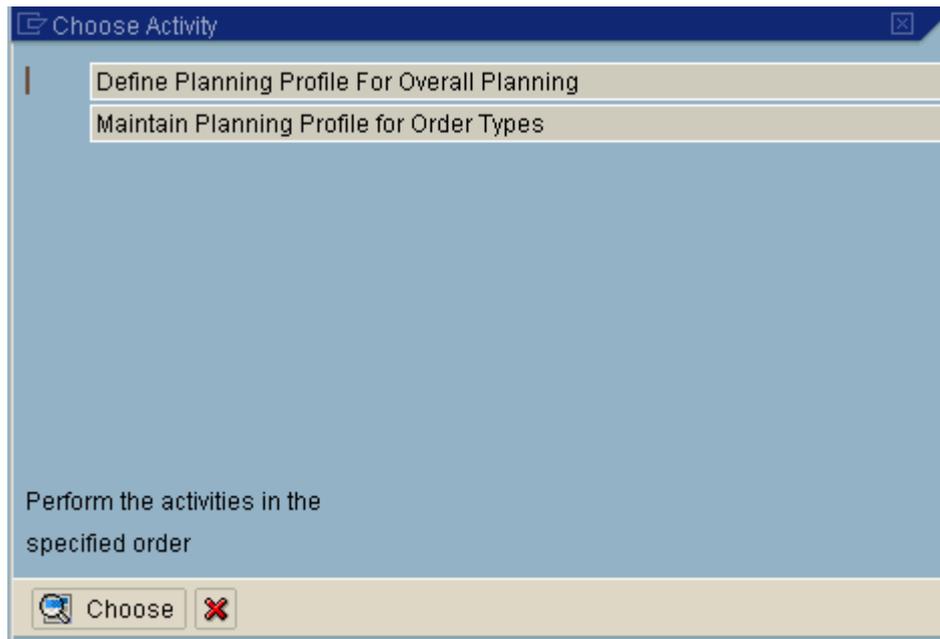


3.2 Maintain Planner Profile for Overall Planning (OKOS)

IMG → Controlling → Internal Orders → Planning → Manual Planning → Maintain Planner Profile for Overall Planning

Here you can specify the time frame for which values are to be planned for Internal order. Further you can also default the number of decimal places and the display factor. Default cost element group while planning.

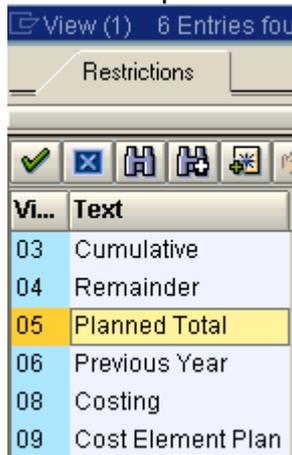
SAP INTERNAL ORDER CONFIGURATION



Double click Define Planning Profile For Overall Planning

Click on New entries

Take a drop down in the field view



Update the following:-

SAP INTERNAL ORDER CONFIGURATION

The screenshot shows the SAP Internal Order Configuration window. The title bar includes 'Table view', 'Edit', 'Goto', 'Selection criteria', 'Utilities', 'System', and 'Help'. The main content area is titled 'New Entries: Details of Added Entries'. It contains several input fields and sections:

- Profile:** 910000 General plan profile - A Ltd
- Time horizon:**
 - Past: 4
 - Future: 6
 - Start: [empty]
 - Overall values
 - Annual values
- Detailed planning and unit costing:**
 - Prim.CElem.grp: 91_CEALL
 - Revenue CE grp.: [empty]
 - Sender CCtr group: [empty]
 - Sender act.type grp: [empty]
 - Stat. key fig. group: [empty]
 - Costing variant: [empty]
- Format:**
 - View: 5
 - Decimal places: 1
 - Scaling factor: [empty]
- Currency translation, overall plan value:**
 - Exchange rate type: [empty]
 - Value date: [empty]

Click on 

Click 

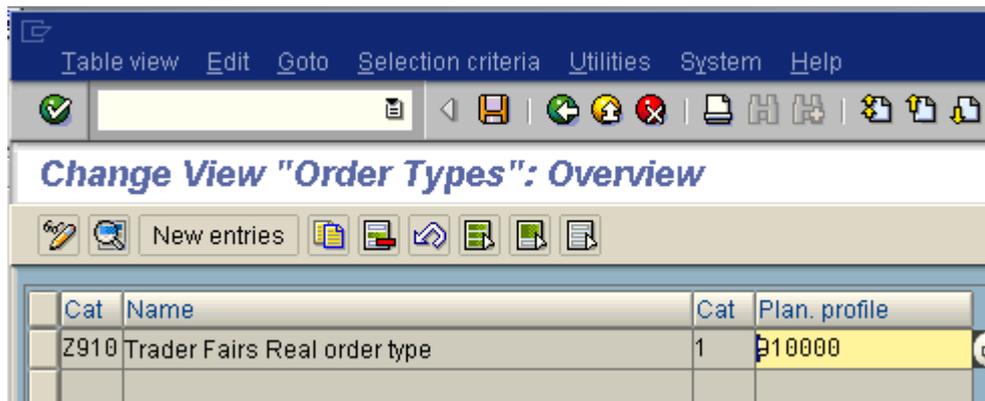
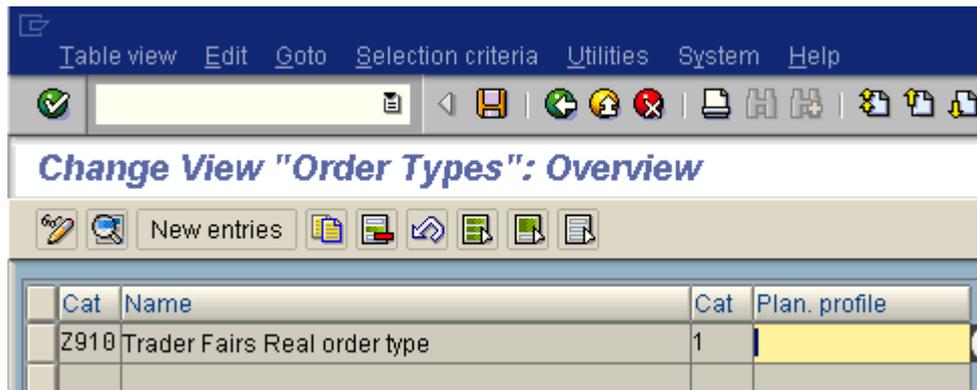
The 'Choose Activity' dialog box is shown. It has a title bar with 'Choose Activity' and a close button. The main area contains two activity options:

- Define Planning Profile For Overall Planning
- Maintain Planning Profile for Order Types

Below the list, there is a text prompt: 'Perform the activities in the specified order'. At the bottom, there are two buttons: 'Choose' and a red 'X' button.

Double click Maintain Planning Profile for Order Types

SAP INTERNAL ORDER CONFIGURATION



Click on 

4 Settlement

4.1 Maintain Allocation structure

IMG → Controlling → Internal Orders → Actual Postings → Settlement → Maintain Allocation Structures

An Allocation structure comprises one or several settlement assignments. An assignment shows which costs (origin: cost element groups) are to be settled to which receiver type (e.g. cost center, order and so on)

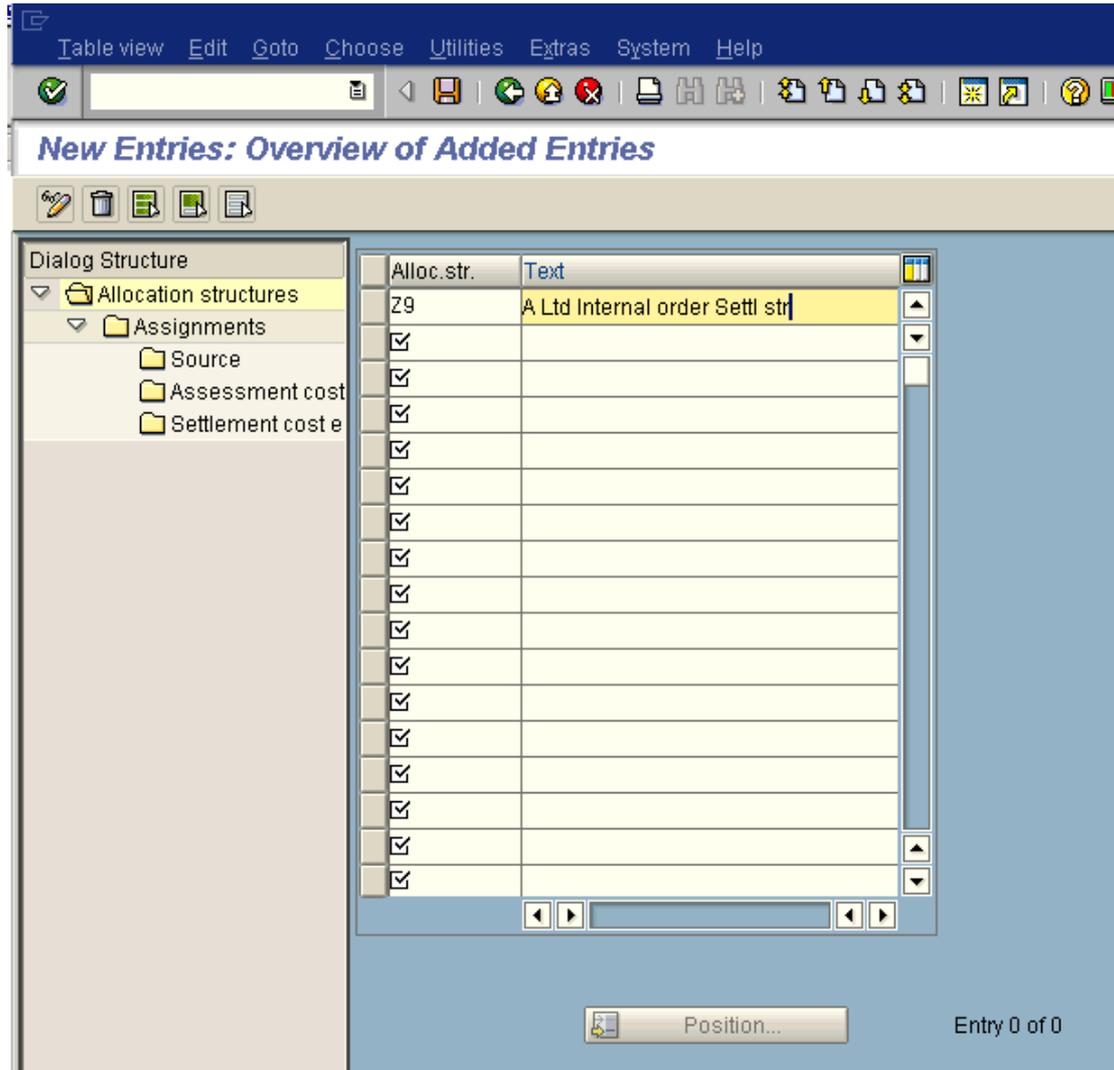
You have 2 options:- You can settle to a settlement cost element or settle by cost element i.e. settle using the original cost element.

We will use settle by cost element.

Click on 

Update the following:-

SAP INTERNAL ORDER CONFIGURATION

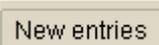


Click 

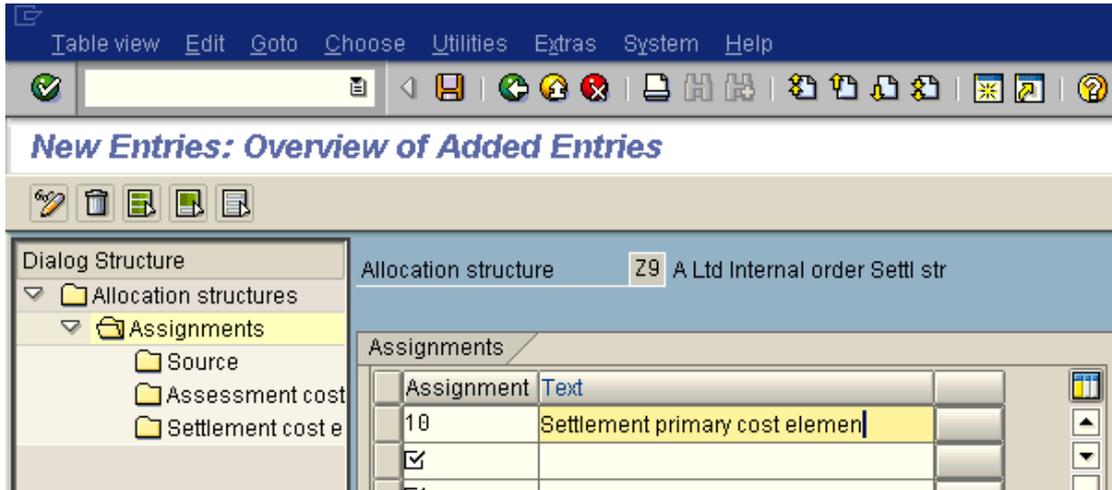
Select

Alloc.str.	Text
Z9	A Ltd Internal order Settl str

Double Click  Assignments

Click on 

SAP INTERNAL ORDER CONFIGURATION



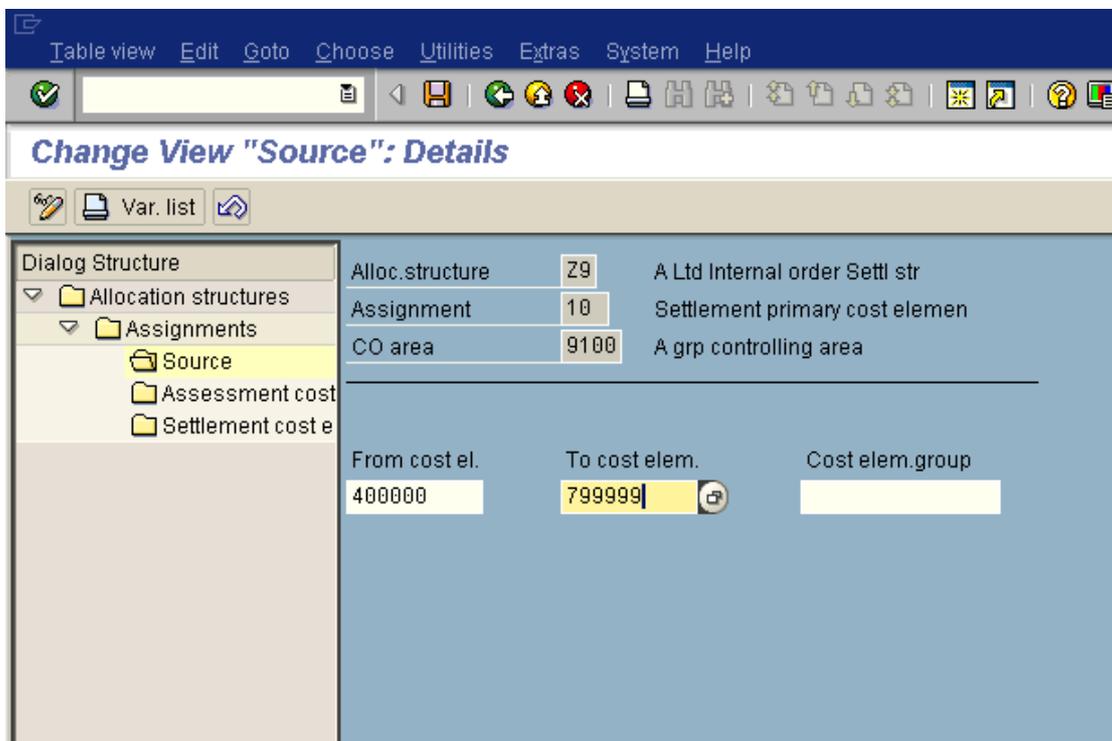
Click 



Select

Double click  Source

Update the following:-



Click on 

SAP INTERNAL ORDER CONFIGURATION

Click 

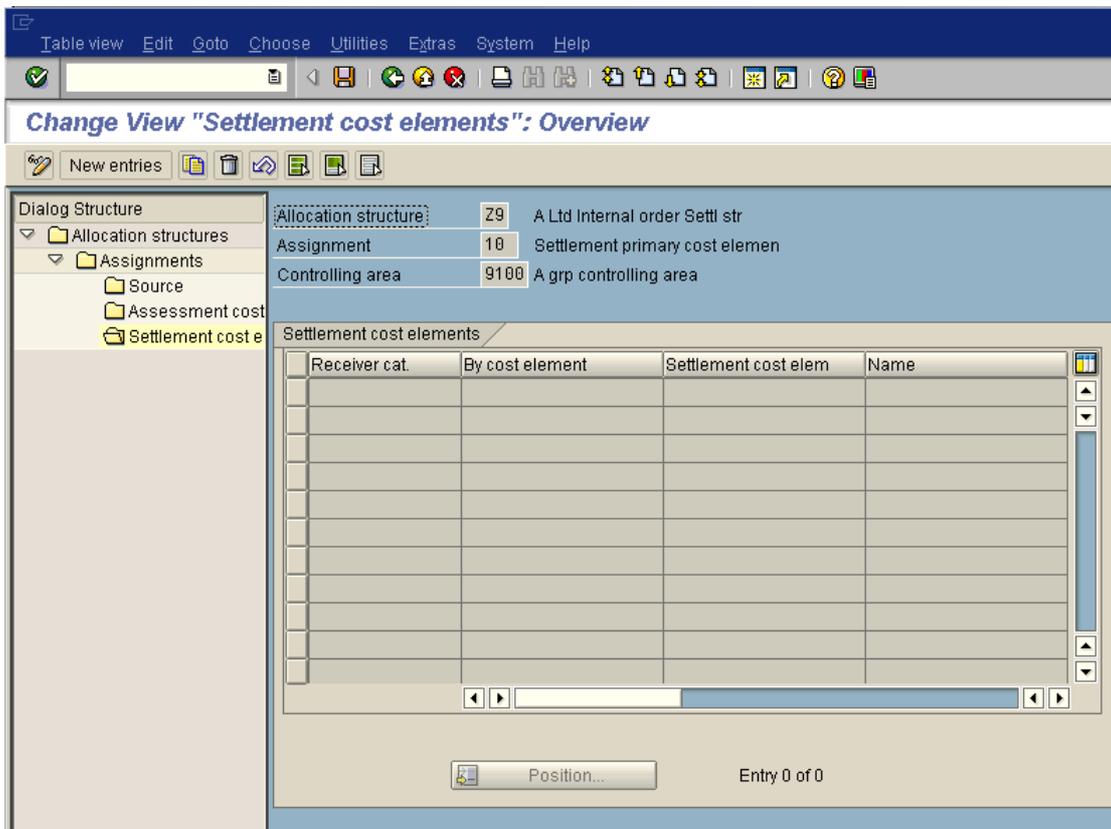
Note:-The colour has become green as seen below

Assignment	Text	
10	Settlement primary cost elemen	

Select

Assignment	Text	
10	Settlement primary cost elemen	

Double click  Settlement cost e



The screenshot shows the SAP 'Settlement cost elements' overview screen. The title bar reads 'Change View "Settlement cost elements": Overview'. The left sidebar shows a 'Dialog Structure' tree with 'Settlement cost e' selected. The main area displays a table with columns: Receiver cat., By cost element, Settlement cost elem, and Name. The table is currently empty. Below the table, there is a 'Position...' button and the text 'Entry 0 of 0'. The top of the window shows a menu bar with 'Table view', 'Edit', 'Goto', 'Choose', 'Utilities', 'Extras', 'System', and 'Help', along with a toolbar with various icons.

Click on 

Update the following:-

Take a drop down in Receiver cat.

SAP INTERNAL ORDER CONFIGURATION

OTy	Short text
BE	Real estate management - business entity
BPR	Business process
BU	Real estate management - buildings
COB	Cost object
CTR	Cost center
FXA	Asset
G/L	G/L account

New Entries: Overview of Added Entries

Allocation structure: Z9 A Ltd Internal order Settl str
 Assignment: 10 Settlement primary cost elemen
 Controlling area: 9100 A grp controlling area

Receiver cat.	By cost element	Settlement cost elem	Name
CTR	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Position... Entry 0 of 0

Click on 

4.2 Maintain Settlement Profile

IMG → Controlling → Internal Orders → Actual Postings → Settlement → Maintain Settlement Profile

Here we define a range of control parameters for settlement.

SAP INTERNAL ORDER CONFIGURATION



Double Click **Maintain Settlement Profiles**

Click on **New entries**

Take a drop down in the field cost center

Settlement to cost center (1)

Ctr	Short text
	Settlement not allowed
1	Can be settled
2	Settlement required

SAP INTERNAL ORDER CONFIGURATION

The screenshot shows the SAP Internal Order Configuration interface. The title bar includes 'Table view', 'Edit', 'Goto', 'Selection criteria', 'Utilities', 'System', and 'Help'. The main title is 'New Entries: Details of Added Entries'. Below this, there are icons for editing and saving. The 'Settlement profile' is set to 'Z9100' and 'Real Int Order A Ltd sett pro'. The 'Actual costs/cost of sales' section has 'To be settled in full' selected. The 'Default values' section shows 'Allocation structure' as 'Z9'. The 'Indicators' section has '100%-validation', '%-Settlement', and 'Equivalence numbers' checked. The 'Valid receivers' section lists various object types with checkboxes, and the 'Other parameters' section shows 'Document type' as 'SA', 'Max.no.dist.rls' as '10', and 'Residence time' as '3'.

Actual costs/cost of sales	
<input checked="" type="radio"/> To be settled in full	
<input type="radio"/> Can be settled	
<input type="radio"/> Not for settlement	

Default values	
Allocation structure	Z9
PA transfer str.	
Default object type	CTR
Source structure	

Indicators	
<input checked="" type="checkbox"/> 100%-validation	
<input checked="" type="checkbox"/> %-Settlement	
<input checked="" type="checkbox"/> Equivalence numbers	
<input type="checkbox"/> Amount settlement	
<input type="checkbox"/> Variances from costing-based PA	

Valid receivers	
G/L account	1
Cost center	1
Order	1
WBS element	
Fixed asset	
Material	
Network	
Profit. segment	
Sales order	
Cost objects	
Order item	
Business proc.	
Real est. object	

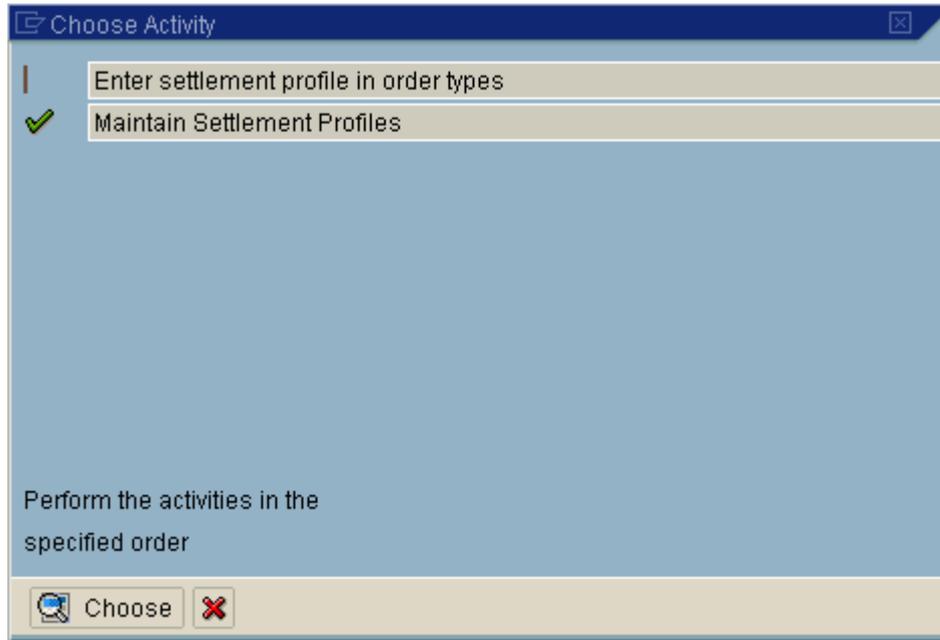
Other parameters	
Document type	SA
Max.no.dist.rls	10
Residence time	3

Assign the allocation structure Z9 created earlier in the settlement profile.

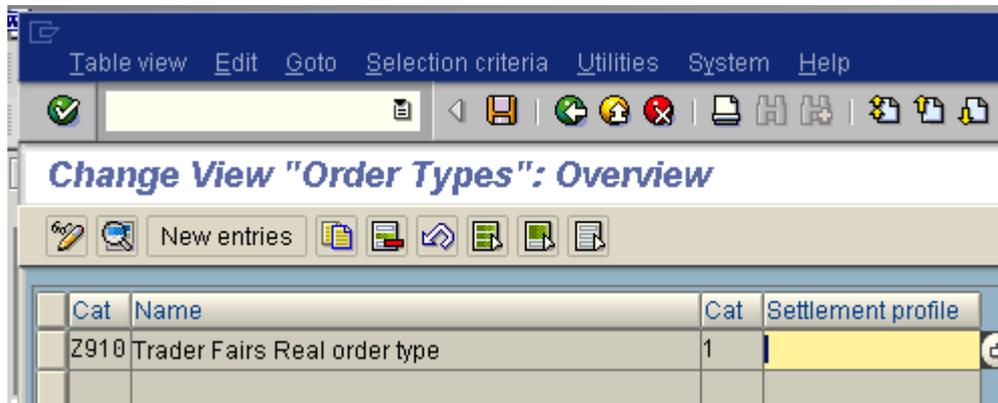
Click on 

Click 

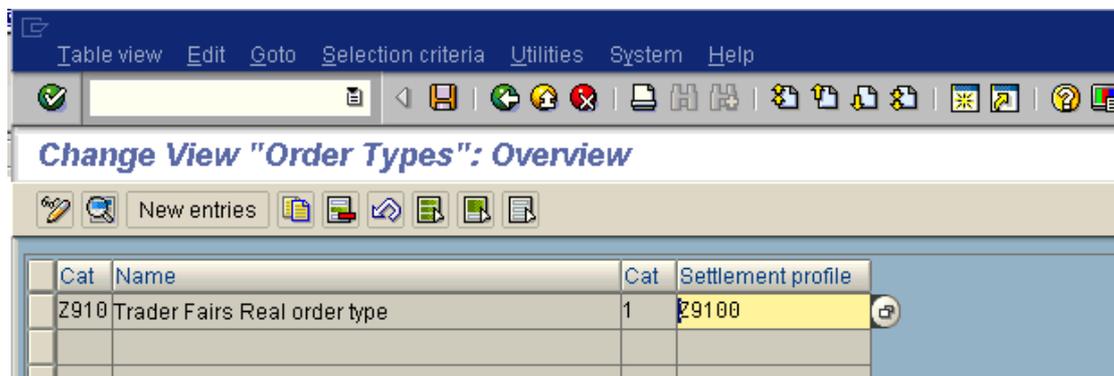
SAP INTERNAL ORDER CONFIGURATION



Double click



Update the following:-



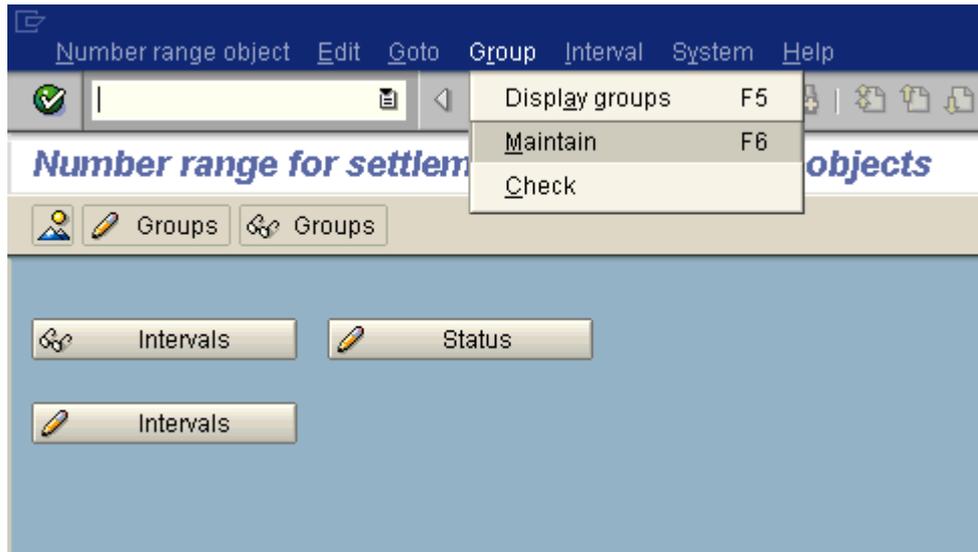
Click on 

4.3 Maintain Number Ranges for Settlement Documents

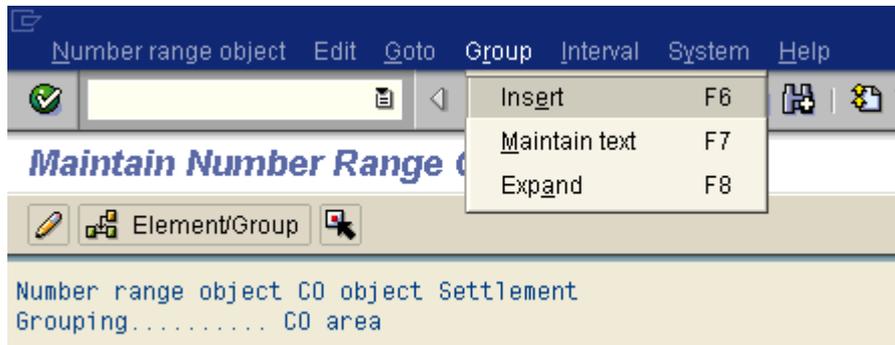
IMG → Controlling → Internal Orders → Actual Postings → Settlement → Maintain Number Ranges for Settlement Documents

You should define separate number range intervals for settlement documents for each controlling area.

Click Group → Maintain

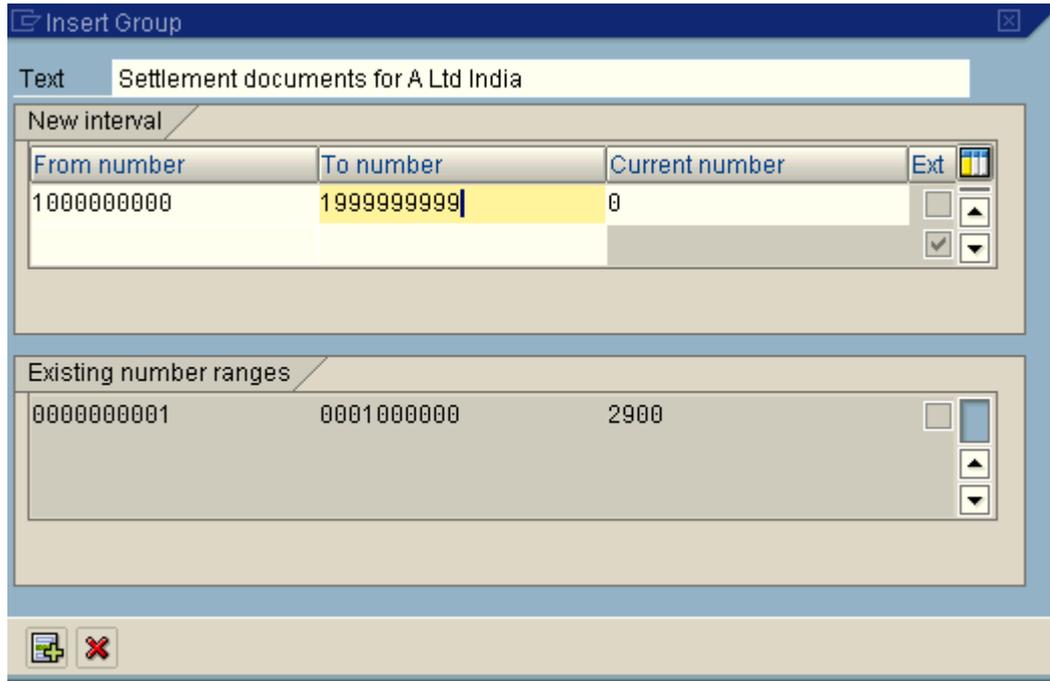


Click Group → Insert



Update the following:-

SAP INTERNAL ORDER CONFIGURATION



The 'Insert Group' dialog box in SAP is shown. The 'Text' field contains 'Settlement documents for A Ltd India'. Below it, the 'New interval' section has a table with the following data:

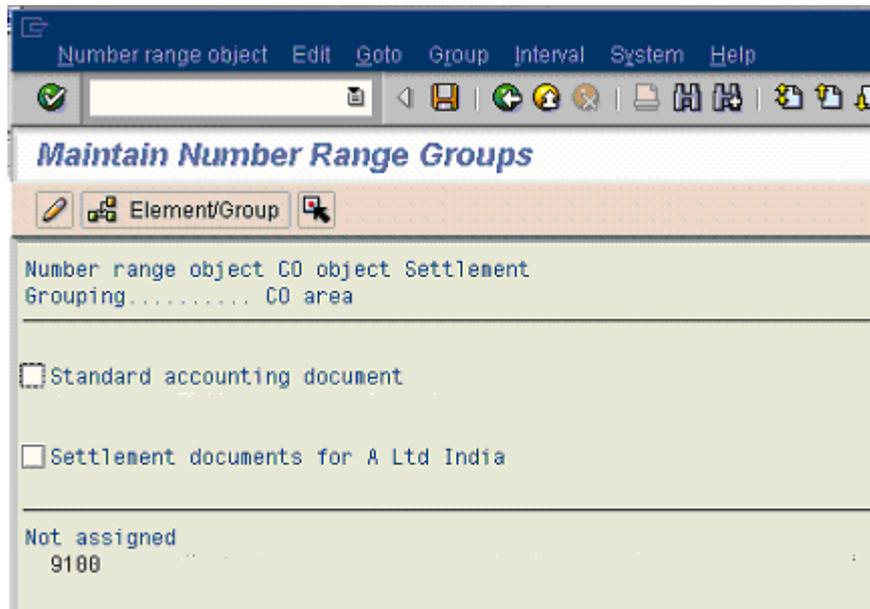
From number	To number	Current number
1000000000	1999999999	0

The 'Existing number ranges' section shows a table with the following data:

From number	To number	Current number
0000000001	0001000000	2900

At the bottom left of the dialog, there are two icons: a green plus sign and a red X.

Click 



The 'Maintain Number Range Groups' screen in SAP is shown. The menu bar includes 'Number range object', 'Edit', 'Goto', 'Group', 'Interval', 'System', and 'Help'. The toolbar contains various icons for navigation and editing. The main area displays the following information:

Number range object CO object Settlement
Grouping CO area

Standard accounting document
 Settlement documents for A Ltd India

Not assigned
9100

Click 9100

Click 

Select Settlement documents for A Ltd India

SAP INTERNAL ORDER CONFIGURATION

Click  Element/Group

Settlement documents for A Ltd India
9100

Not assigned

FR03 H230 H276 H300 H339 H356 H365 H391 H508 JP01 MY01 NZ01

Click on 