Transaction code KOK2-Manual Collective Processing allows users to change Internal Order (IO) master data attributes en masse. There are a few points to consider:

- For the group of IOs, the same fields are going to be updated with the same information.
- Custom fields like Requesting WBS Element and Requesting Functional Area are not part of the selection criteria of this standard SAP transaction.

The following instructions outline the steps in carrying-out mass Internal Order master data changes via KOK2.

1. Access the transaction via the portal: Controlling>Manage Master Data>Manual collective processing

   ![Selection Variant window](image)

2. In the “Selection Variant” window, either select a previously created variant and hit “Enter”, OR, if you are working on a specific list of IOs, click “Cancel”

   ![Selection Variants for Internal Orders](image)
3. Click “Change” to review your variant’s parameters or to enter your own

![Image of Collective Processing screen]

4. If entering your own parameters, select the criterion and populate with the appropriate information. For example, you want to enter a list of IOs,
   a. Click on the “Order” field’s “multiple selection” icon.

![Image of Selection Criteria: Internal Orders]

   b. You could enter values or upload from a Windows clipboard (copied from a source document like, Excel).

![Image of Multiple Selection for Order]

   c. Click “Copy” to accept the values.
5. Click on the white page/yellow arrow “Back” icon.

6. Click “Execute”.

7. Click on “Select fields” icon to choose field/s to be updated.

   a. Empty the selected fields by clicking on the “Do not choose all” icon.
   b. Scroll through the list of fields and highlight to select one/s to be updated.
   c. Click the “choose” icon to enter selection/s.
   
   d. Click or hit “Enter”.
8. Enter the new information that is/are to be applied to the IOs.

9. Click on the column header of the fields to be updated or click the corner to select all.
10. Click “Carry out a mass change” icon.

*If there are more than 100 IOs, on the menu, select **Master data>Next Block** to process the next set.

Click “All” in the pop-up window, to save all changes thus far.

Repeat these sub-steps until IOs have been processed.
11. Click the “Save” icon.

12. Click “All” in the pop-up window to save changes for all IOs that were updated.

13. Click the green arrow “Back” icon to return to the initial screen.

14. Click “Yes” in the pop-up window to confirm/save.

You have now executed a mass IO master data change via transaction KOK2.

For additional Costing literature, please visit The BASE Training Center.