Internal Order Closing Process

Once all activities related to an Internal Order (IO) have been completed, the closing process can begin. The following are the steps involved in closing an IO.

Steps

1) Set the IO status to Technically Complete (TECO) to prevent new encumbrances or new time entries. (KO04 or KO02)
   a) To change the status, you can use either the status toggle icon or going through the following in the menu: Edit>Technically Complete
   b) Click Save.

2) Verify that all commitments have either been realized as expenditures or closed/cancelled. (FM011)
   a) Enter values in the selection screen and click “OK”
b) Assuming the selection criteria are correct, the report may or may not display any data depending on whether or not the IO was used in the Fiscal Period you are reporting on. Cancel any outstanding commitments and pre-commitments, as necessary.

3) Verify if there are time entries pending payment through payroll. (CATS_DA)
   Enter:
   a) The current and/or most recent Pay Period
   b) Attendance type for direct IOs should only be “RG”
   c) Processing Status codes 10 (in process) to 60 (cancelled) to capture unapproved up to adjusted time
   d) Internal Order/s to be closed
If there aren’t any data, the following will be displayed:

![No data found]

4) Verify all charges have posted against the IO (KOB1)

You can use the Business Transaction (BTran) column in KOB1 to determine the nature of the posting and the source if paired with the Original Business Transaction (O.BT), Document Type (DocType), Reference Document Number (RefDocNo) and Document Header Text (Doc. Text) columns, as applicable. Drop down menus are available to show the descriptions for Business Transaction, Original Business Transaction, and Document Type.

NOTE: Postings that emanate from modules outside of CO will show Business Transaction “COIN” (CO Through-postings from FI) as the path of the postings usually will be: **Source module > FI > CO**
a) Payroll posted Labor and Fringe Benefits

Business Transaction = COIN (CO Through-postings from FI);

Original Business Transaction = HRP1 is from Payroll
Document Type = ZY, also from Payroll

Additionally, Payroll documents will also show the Payroll Posting document number under the Reference Document Number column and the Payroll Run Number under the Document Header Text column.

b) Material postings from POs

Business Transaction = COIN (CO Through-postings from FI);
Original Business Transaction = varies depending on type of entry

In this sample transaction, the Reference Document Number shown is the Material Document created by the Goods Receipt transaction.

c) Material postings from the JMT interfaces (MCMS and MAXIMO)

Business Transaction = COIN (CO Through-postings from FI);
Original Business Transaction = RFBU (FI Postings)

Document Type = ZJ (JMT inbound)

In this sample transaction, the Reference Document Number shown is the FI document number and the Document Header Text shows the description.

d) Overhead

Business Transaction = KZPI (Actual overhead (periodic))
*Notice that because this is a CO-generated posting, the fields Original Business Transaction (O.BT), Document Type (DocType), and Reference Document Number (RefDocNo) are blank.

e) Journal Vouchers

Business Transaction = COIN (CO Through-postings from FI);
Original Business Transaction = RFBU (FI Postings)
Document Type = SA (G/L account document)
In this sample transaction, the Reference Document Number shown is the FI document number

f) CO allocations, like Assessments, Settlements, Activity Allocations, and Manual Reposting

Business Transaction for Assessments = RKIU (CO Actual Assessment)

Business Transaction codes for:

1. Manual Cost Allocation (Reposting) - KAMV
2. Order Settlement – KOAO
3. Activity Allocation – RKL
If the IO does not have any actuals in the current Fiscal Year, KOB1 will indicate as such.

5) Settlements
   a) Verify, as applicable, if Settlements have been run and/or are still necessary for the IO. (See previous section on checking KOB1.)

      NOTE: If the IO has Settlement postings, coordinate with Job Cost Accounting (JCA). Final Settlement may still need to be executed.

   b) View the IO master data to verify type of Settlement. (KO04 or KO02)
      i) Check if the Investment Profile field is populated, if the IO settles to an Asset Under Construction (AuC).
c) Verify if the Settlement Rule is populated with the appropriate Receivers

Settlement to AuC

<table>
<thead>
<tr>
<th>Receiver</th>
<th>Short Text</th>
<th>%</th>
<th>Amount</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXA 60000066228-0</td>
<td>REPLACE 10 DETERIORATED D/FOLDING LUNCH</td>
<td>100.00</td>
<td>0.00</td>
<td>AUC 2</td>
</tr>
<tr>
<td>FXA 48000001659-0</td>
<td>WALL FOLD TABLES/BE</td>
<td>100.00</td>
<td>0.00</td>
<td>FUL 3</td>
</tr>
</tbody>
</table>

* The second Fixed Asset (FXA) receiver is the Final asset

Settlement to WBS

<table>
<thead>
<tr>
<th>Receiver</th>
<th>Short Text</th>
<th>%</th>
<th>Amount</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBS F-305670-03-403-99</td>
<td>Portable Removal Chaise</td>
<td>100.00</td>
<td>0.00</td>
<td>FER 1</td>
</tr>
</tbody>
</table>
6) Verify if there is any excess budget allocation that needs to be released (Special IOs only. For Standing IOs, skip to status closing step). (FMAVCR01 or BW report FM007)

7) Based on FM verification, adjust CO Plan. If IO was set to TECO beforehand, revert it to REL prior to adjusting the CO plan (MAXIMO or ECC: KPF6; ZPIF_RUN>ZCOEH1012)

KPF6 – Release the excess CO plan by adjusting the plan amount down to equal the consumed amount
### ZPIF_RUN>ZCOEH1012 – Execute the Budget Planning Tool to write the CO plan to FM

#### Execute Object

- Choose
- HK Manager
- Display Success Log
- Display Error Log
- Display Warning Log
- Display Audit Log

**Program Name:** ZCOEH1012

- **SysID/Clients:** R02/910
- **Ver:** 8.00.16
- **Rev:** 8.00.16

<table>
<thead>
<tr>
<th>Document</th>
<th>Doc Type</th>
<th>Order No</th>
<th>Doc Ref</th>
<th>Functional Area</th>
<th>Funded Prog</th>
<th>Grant</th>
<th>Doc Item</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>J2C5</td>
<td>408100040402</td>
<td>110-0000</td>
<td>4110-6110-11728</td>
<td>008008100040402</td>
<td>490080</td>
<td>24,404.19</td>
<td>Routed Successfully</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J2C5</td>
<td>408100040402</td>
<td>115-0050</td>
<td>4110-6110-11728</td>
<td>008104410</td>
<td>490080</td>
<td>24,404.19</td>
<td>Routed Successfully</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FMAVCR01 – Verify that the excess budget allocation has been released

#### Display Annual Values of Control Objects

**Control Objects Data: Annual Values**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Area</td>
<td>1000 (USD)</td>
<td>Grant</td>
<td>&lt;Space&gt;</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2015</td>
<td>Fund Center</td>
<td>YYYY-YYYY-11728</td>
</tr>
</tbody>
</table>

8) Once all steps above have been completed, users can then change the status to Closed, Locked (CLSD LKD) or Technically Complete, Locked (TECO LKD) individually (KO04 or KO02) or en masse (K04).
Reminders:

1. The “System Status” field will give clues as to what items are related to the IO, e.g. REL GMPS SETC means that the IO is in Released Status, has Goods Movement (Procurement) and Settles periodically.

2. You can add notes to the IO via the “Long Text” feature.

Suggested information to provide: Date of the entry, your notes, your name. You may add other information as you wish.
3. You can add documentation, like pdf, text, and Outlook message files, via the “Services for Object” feature. **Caveat:** Try not to upload huge files as these occupy greater server space.

**Sample attachment creation**

![Attachment creation screenshot](image)

**Display the attachment**

![Attachment display screenshot](image)

**Information on the attachment**

![Attachment information screenshot](image)

For additional training literature, please click the link below to visit:

The BASE Training Center ([http://www.lausd.net/ol/basetraining/](http://www.lausd.net/ol/basetraining/))
Appendix

1) Internal Order Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUC</td>
<td>Asset in construction exists</td>
</tr>
<tr>
<td>CLSD</td>
<td>Closed</td>
</tr>
<tr>
<td>CRTD</td>
<td>Created</td>
</tr>
<tr>
<td>GMPS</td>
<td>Goods movement posted</td>
</tr>
<tr>
<td>LKD</td>
<td>Locked</td>
</tr>
<tr>
<td>REL</td>
<td>Released</td>
</tr>
<tr>
<td>SETC</td>
<td>Settlement rule created</td>
</tr>
<tr>
<td>TECO</td>
<td>Technically completed</td>
</tr>
</tbody>
</table>

2) Transaction Code List

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>T-Code Description</th>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATS_DA</td>
<td>Display Working Times</td>
<td>RC441_0000</td>
<td>Job Cost Reporter</td>
</tr>
<tr>
<td>FM011 (BW)</td>
<td>FM Transaction Detail</td>
<td>BF745_0000</td>
<td>BW Budget Reporter</td>
</tr>
<tr>
<td>FMAVCR01</td>
<td>Display Annual Data of Control Objects</td>
<td>RF746_0000</td>
<td>FM Budget Reporter</td>
</tr>
<tr>
<td>KO02</td>
<td>Change Internal Order</td>
<td>RF470_0000</td>
<td>Internal Order Creator</td>
</tr>
<tr>
<td>KO04</td>
<td>Order Manager</td>
<td>RC445_0000</td>
<td>Cost Accountant</td>
</tr>
<tr>
<td>KOK4</td>
<td>Automatic Collective Processing (Status)</td>
<td>RF470_0000</td>
<td>Internal Order Creator</td>
</tr>
<tr>
<td>KOB1</td>
<td>Internal Orders: Actual Line Items</td>
<td>RC446_0000</td>
<td>Cost Analyst</td>
</tr>
<tr>
<td>KPF6</td>
<td>Update Planned Amounts for Internal Orders</td>
<td>RC450_0000</td>
<td>Job Cost Planner</td>
</tr>
<tr>
<td>ZPIF_RUN&gt;ZCOEH1012</td>
<td>Budget Planning Tool</td>
<td>RC445_0000</td>
<td>Cost Accountant</td>
</tr>
</tbody>
</table>