I. Introduction
At the end of the Internal Order’s life cycle, excess CO Plans and the related budget allocations must be released or returned to the COFE Funded Program level. This is done so that unused funds can be made available for other purposes.

To begin this process, perform the following:

1) Internal Orders – Check to make sure that the IO is in Released (REL) status via KO04 (Order Manager).

2) Verify:
   a) KOB1 (Internal Orders: Actual Line Items) – to check if all expenditures have posted.
b) KOB2 (Internal Orders: Commitment Line Items) – to check if there are pending commitments that need to be lapsed or have Goods Receipts entered. **Commitments should be cleared before proceeding with the release of excess funds.**

![Display Commitment Line Items for Orders: Initial Screen](image)

- **No line items were selected**

 c) CATS_DA (Display Working Times) – to check if there are time entries pending approval or that may have been entered in periods wherein payroll has not run. Users should consult the payroll calendar and cut-off schedule posted in the Payroll Services area of LAUSD.net

Once the aforementioned steps have been completed, the CO Plan and budget allocation can be updated.

II. **Release Process**

This is done via the following:

1) Access transaction FMAVCR01 (Overview of Annual Values) to determine how much could be released. In this example, IO 805000006421 (Funded Program JOB805000006421) has a budget allocation of $18,877.68, actuals of $3,601.46, and an available balance of $15,276.22.
2) Go to transaction KPF6 (Update Planned Amounts for Internal Orders) and update the CO Plan amount. To release excess funds, the actuals total amount should be entered in KPF6, Version 0 (Adjustment/Operational version)
3) Send the updated CO Plan amount to Funds Management (FM)
   a) Call transaction ZPIF_RUN and select ZCOEH1012 (Budget Planning Tool)
   b) Enter the IO/s to be processed
   c) Execute

4) Optional step: Verify KPF7 (Display Planned Amounts for Internal Orders), version 2 (Budget) as a check that the budget allocation update wrote successfully to FM.
5) Using FMAVCR01 (Overview of Annual Values), verify that the budget allocation was decreased, releasing the excess amount back to the COFE Funded Program level.

You have now released excess CO Plan amounts back to the IO’s funding source.

For additional Costing literature, please click the links below to visit:

The BTS Help Zone and The BASE Training Center