I. Introduction
Several standard Internal Order reports are available in SAP. In the SAP Easy Access menu, they are located in the folder shown below:

The type of report to use depends on the sort of information desired by the user. Typical prerequisites for running CO reports are:

1) Internal Orders – choose from the following selection methods:
   a. Individual Orders
   b. Range of Orders
   c. Internal Order Group

2) Cost Elements - choose from the following selection methods:
   a. Individual Cost Elements
   b. Range of Cost Elements
   c. Cost Element Group
II. Data Selection

The first task in determining data to use is actually to define what it is that is being sought in SAP. For this example, we will assume that the goal of the report is to show the balance of Non-Productive Overhead (NP OH) IOs and recoveries. Say for example that the subject section is M&O-1393 and that the analysis is for Non-Productive (NP) recovery. The method for selecting IOs, whether for use as a list or an IO Group, is basically the same. This is done via the following:

1) Access transaction KOK3 - Display Internal Orders (mass)
   a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
   b) Via the command box:
      i) /okok3 – opens the transaction in a new session (window) OR,
      ii) /nkok3 – opens the transaction in the session currently in use

2) Click ‘cancel’ on the selection variant pop-up window

3) Click ‘change’ icon
4) At the initial selection screen, click on the ‘Order Type’ field and double-click on the Order Type for Non-Productive IOs.

5) Click the ‘User-defined Fields’ icon to add selection parameters.
6) In the ‘User-defined fields’ pop-up window, click on the arrowhead next to ‘Internal Order Custom Fields’ to display the field list. Then, double-click on ‘Requesting Functional Area’.

7) After ‘Requesting Functional Area’ is displayed in the dynamic selections window, click on the multiple selection icon.
8) Click on the ‘maintain selection options’ icon (looks like a flower) and double-click on ‘Not Equal to’.

9) The ‘single value’ field should look as shown below. Leave the field blank and click the ‘copy’ icon.

This was done to include only the IOs that were ‘converted’ and/or ones that are currently in use. The ‘non-converted’ IOs would have blank Requesting Functional Area fields.
10) Click ‘save’

11) After returning to the initial selection screen, scroll down to the ‘Status’ box and un-check the ‘Closed’ tick box. This is done to filter out closed IOs.
12) Scroll down to the ‘General Data’ box and enter the section, e.g. 1393. If the section is alphanumerical, please enter letters in uppercase format.

13) Click on the white page arrow back icon

14) Click ‘execute’
15) Once the output is displayed, this may be downloaded onto Excel and saved to the local hard drive. On the menu, click Order List>Export>Spreadsheet to initiate the download.

16) Click ‘Continue’
17) Mark the ‘Table’ radio button and click ‘Continue’

18) Click ‘Continue’

19) Once the data appears in Excel, save the file in the local hard drive; close the file; and, re-open the file.

Please remember that in Citrix, the end-user’s specific local drive must be selected in order to be able to save and retrieve the file properly.
20) Once the list is retrieved, there are two options for using this data:
   a) Copy the list of IOs onto the clipboard (CTRL + C) and use this list to create an IO group with specific values. Please note that with this method, new IOs must be added to the group each time they are created, thereby necessitating more end-user maintenance.
   b) Take note of the lowest IO number available and use this as the lower parameter of an IO range. Please note that this may not work for certain ranges where different responsible sections’ numbering might intersect.

III. Creating Internal Order Groups
The instructions below are specific to IO Groups. However, the same procedures could be followed for creating other master data groupings, e.g. Cost Element Groups (KAH1), Cost Center Groups (KSH1). Literature for creating master data groups are available in the BTS and LRP websites.

1) Access transaction KOH1 - Create Internal Order Group
   a) Via the Portal: Controlling > Manage Master Data > Create Internal Order Group
   b) Via the command box:
      i) /okooh1 – opens the transaction in a new session (window) OR,
      ii) /nkooh1 – opens the transaction in the session currently in use

2) Enter a 10-character name for your IO Group. Please make this something logical to your section. Please do not use special characters (e.g. #, %, &). It is also suggested to use a prefix to denote whether you are an end-user from any of the Responsible Sections (U) or Job Cost Accounting (J).

3) Click or hit ‘Enter’
4) Enter a name or description for your IO Group

Create Order Group: Structure

<table>
<thead>
<tr>
<th>Same Level</th>
<th>Lower Level</th>
<th>Order</th>
<th>Deselect</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>U_M01393NP</td>
<td>M&amp;O Non-Productive IOs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) Click on ‘Order’ to enter your parameters

Create Order Group: Structure

a) To enter a range, enter the lower value in the first field in the first column, then, enter the upper value in the first field of the second column.

b) To enter specific values, repeatedly click on the ‘Order’ icon until sufficient. Enter or paste single or list of values on the left column.
*Please note that IO Groups could also be used the same way as IO numbers. Instead of clicking ‘order’, click ‘lower level’. The drawback is that the system run time will be longer as it will take more processing time and resources to execute the report.

6) Click ‘Save’

IV. **Execute the CO Report**

1) Access the report that was selected earlier for the type of information being sought. For this example, report ‘S_ALR_87012995 – List: by Order’ will be used. Begin the transaction by
   a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
   b) Via the command box:
      i) /okok3 – opens the transaction in a new session (window) OR,
      ii) /nkok3 – opens the transaction in the session currently in use

2) Enter the parameters
   a) Fiscal Year
   b) Period range, e.g. 1 to 12, 1 to 1, 1 to 4
   c) Enter version ‘0’
   d) Enter the IO values or group
3) Click ‘Execute’

You have now created a CO report for analyzing specific costs belonging to a specific Responsible Section.

For additional Costing literature, please click the links below to visit the Base Training Center website at http://basetraining.lausd.net