Pre-Legacy Replacement Program (LRP) Internal Orders (IOs) were Settled to a dummy Cost Center prior to LRP go-live. Consequently, the Internal Orders were on a Settlement Profile that required IOs to have a zero balance prior to closing. Attempts to close these IOs yielded hard errors similar to the ones shown below:

The following outline the steps to set Pre-LRP IOs with balances to status Closed and Locked (CLSD LKD). This status prevents further postings against the IO.

1. Verify the Settlement Profile used by going to the Settlement Rule.
2. Once in the Settlement Rules screen, go to the menu and select **Goto > Settlement Parameters**.

3. If the value in the Settlement Profile field is not **ZJC001**, click on the drop down icon and, from the pop-up window, double-click on **ZJC001**. Hit/click Enter to confirm.
4. Re-try setting the status to CLSD by going to the Control Data tab and clicking on the System Status toggle to Close.

5. A window will pop-up indicating warnings have occurred. Click on “Display warning msgs”.

6. Verify that the message is indeed a warning, not a hard error. Hit/click Enter to continue.
7. Lock the IO by going to the menu and selecting **Edit > Lock > Set.**

8. Click on the **Save icon.**
9. Confirm that the changes made have been saved.

You have now set a Pre-LRP IO with a non-zero balance to status Closed and Locked (CLSD LKD).

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