

Updated: 6/6/2016

Transaction code KOK4-Automatic Collective Processing allows users to change Internal Order (IO) master data status en masse. The following instructions outline the steps in carrying-out mass Internal Order master data changes via KOK4.

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



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".





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3. Click "Change" to review your variant's parameters or to enter your own.

Automatic Collective Processing for Internal Orders	
•	
Selection variant	
Functions to be executed	Processing
	✓ Test Run
No function selected	Detail List
	Background Processing
	Create order group
•	Group
	Name
Function selection	

- 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.

Selection Criteria: Inter	nal Orders			
🔄 🔁 Get 🗳 Save 🚺 User-	Defined Fields Chara	cteristics		
Order group		_		*
Order		to		-
Oldel				
Order type		to		
External order number		to		
Short text		to		

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

2 Multiple Selection for On	uer
Select Single Values	Select Ranges Exclude Single Values Exclude Ranges
D. Single value	
	🕀 🖌 🊱 🕞 🖬 🖬 Multiple selection 🗣 📳

c. Click "Copy" to accept the values.





5. Click on the white page/yellow arrow "Back" icon.



6. Click "Function Selection" to choose the status/es you would like to change your list of IOs to.

Automatic Collective Process	sing	for Internal Orders
•		
Selection variant]	
Functions to be executed		Processing
		✓ Test Run
No function selected		🗌 Detail List
		Background Processing
		Create order group
	•	Group
		Name
Function selection		
		🕨 KOK4 🔻 sapqıx-2tp 🛛 OVR 🌌 🖆

7. Highlight the desired status and click or hit "Enter

Function		
Revoke status "Re	leased"	-
Release		
Technically comple	te	
Complete		
Lock		
Unlock		
Mark for deletion		
Remove deletion f	lag	
Set deletion indica	tor	

*Please note the following:

- a. Status "Lock" can be paired with Release; Technically Complete; and, Complete (Closed).
- b. If an IO is in Locked status (LKD), it must first be unlocked to change the status.
- c. If an IO is in Closed/Complete (CLSD) status, it must first be reverted to Technically Complete (TECO) before it can be set to status Released (REL).



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- 8. Prior to executing the run,
 - a. Verify that the status change you wish to carry out was accepted.
 - b. Mark "Detail List"
 - c. Check/Uncheck "Test Run". It is advisable to do a test run first.
 - d. Once ready, click "Execute".

Automatic Collective Processing	for Internal Orders
D	
Selection variant	
Funct a be executed Technically complete b Function selection	Processing Test Run Detail List Background Processing Create order group Group Name

9. Once complete, SAP will give you a report. In Update Mode, the changes would have been automatically saved.

Detail List	
Automatic Collect	ive Processing for Internal Order
Result	
Processing Completed V	Vithout Errors
Number of Orders Proce	assed 3
Executed Transaction: .	Technically complete
Selection	
Order Order	808000067205 808000067205
Order	808000067207
controlling Area	7000

You have now executed a mass IO master data status change via transaction KOK4.

For additional Costing literature, please visit <u>The BASE Training Center</u>.