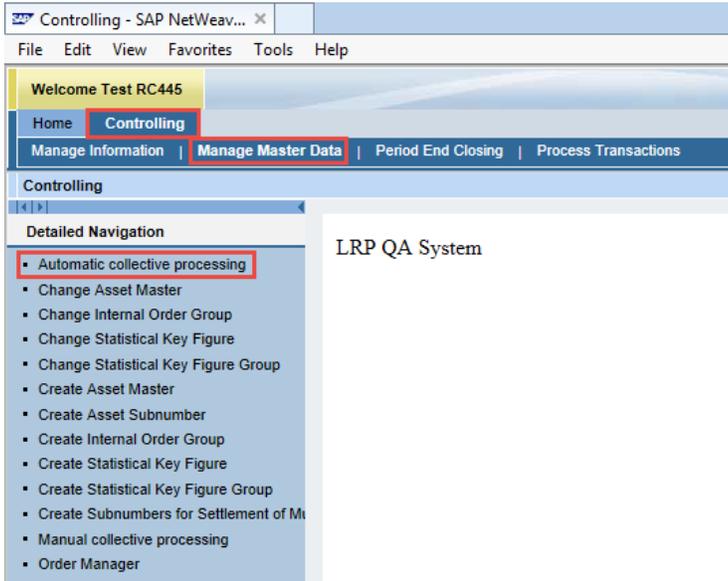
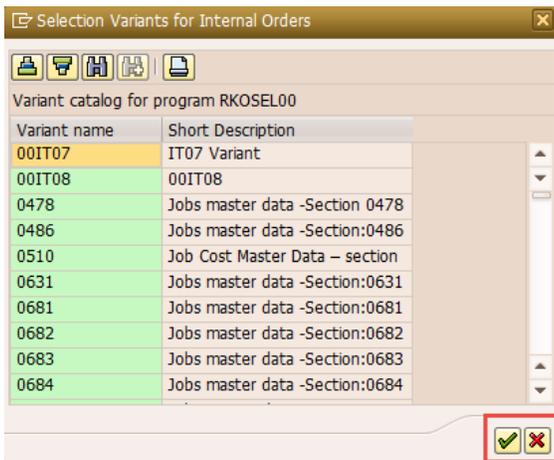


Transaction code KOK4-Automatic Collective Processing allows users to change Internal Order (IO) master data status en masse. The following instructions outline the steps in carrying-out mass Internal Order master data changes via KOK4.

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".



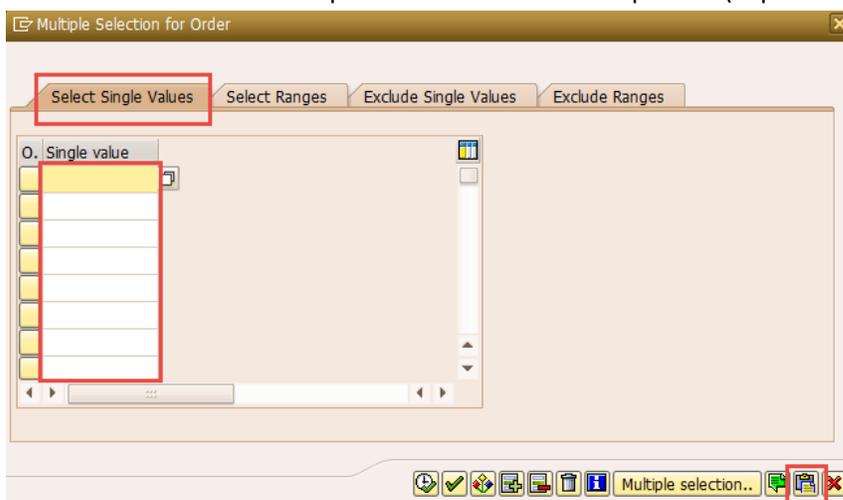
3. Click "Change" to review your variant's parameters or to enter your own.



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.



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



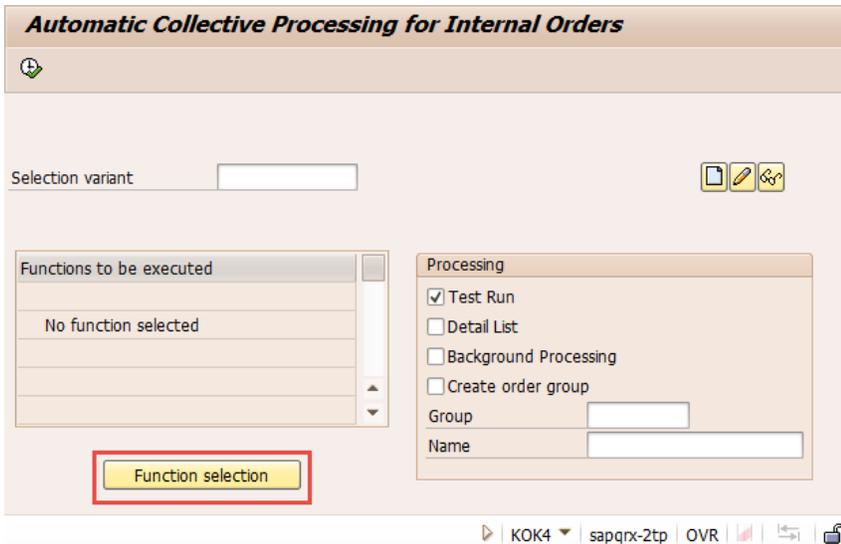
- c. Click "Copy" to accept the values.



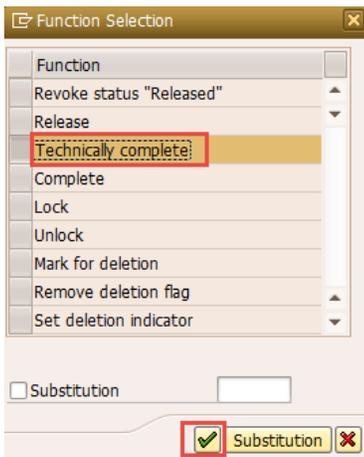
5. Click on the white page/yellow arrow “Back” icon.



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



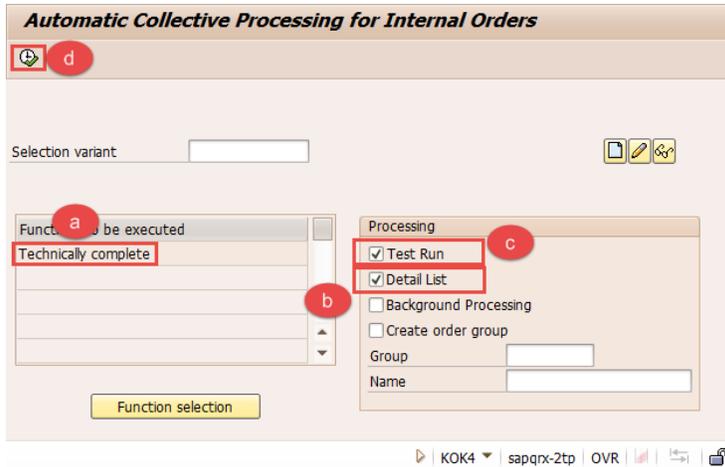
7. Highlight the desired status and click or hit “Enter”



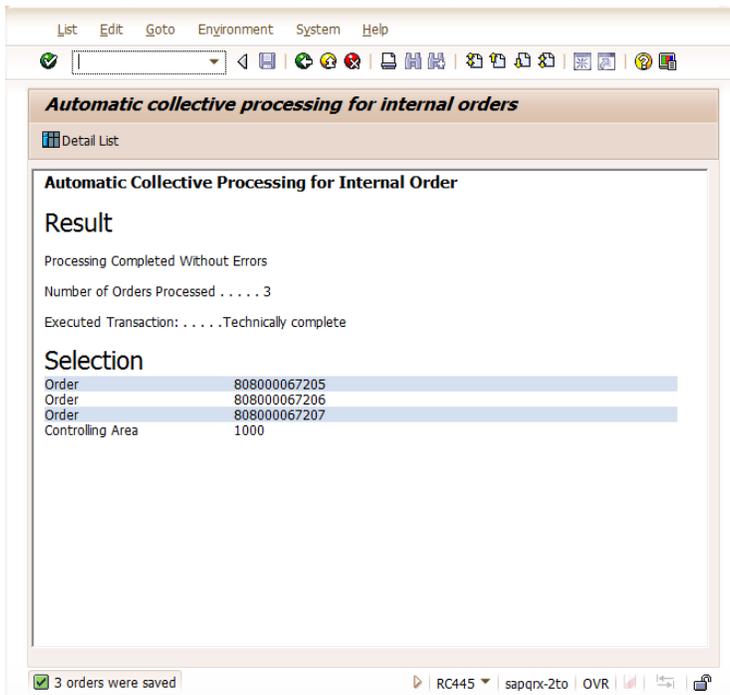
**\*Please note the following:**

- Status “Lock” can be paired with Release; Technically Complete; and, Complete (Closed).
- If an IO is in Locked status (LKD), it must first be unlocked to change the status.
- 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).

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".



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



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

For additional Costing literature, please visit [The BASE Training Center](#).