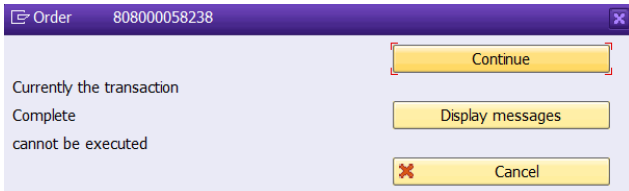Pre-Legacy Replacement Program (LRP) Internal Orders (IOs) were Settled to a dummy Cost Center prior to LRP go-live. Consequently, the Internal Orders were on a Settlement Profile that required IOs to have a zero balance prior to closing. Attempts to close these IOs yielded hard errors similar to the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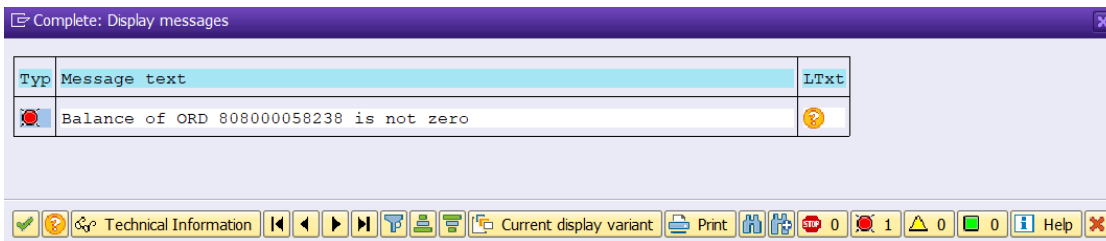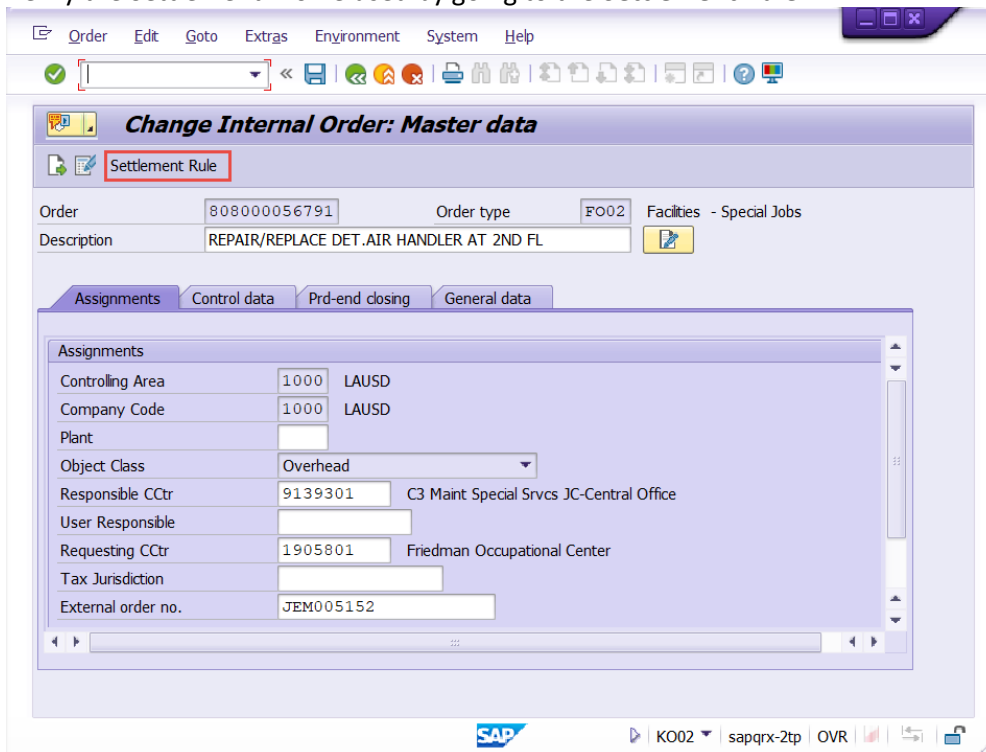

The following outline the steps to set Pre-LRP IOs with balances to status Closed and Locked (CLSD LKD). This status prevents further postings against the IO.

1. Verify the Settlement Profile used by going to the **Settlement Rule**.
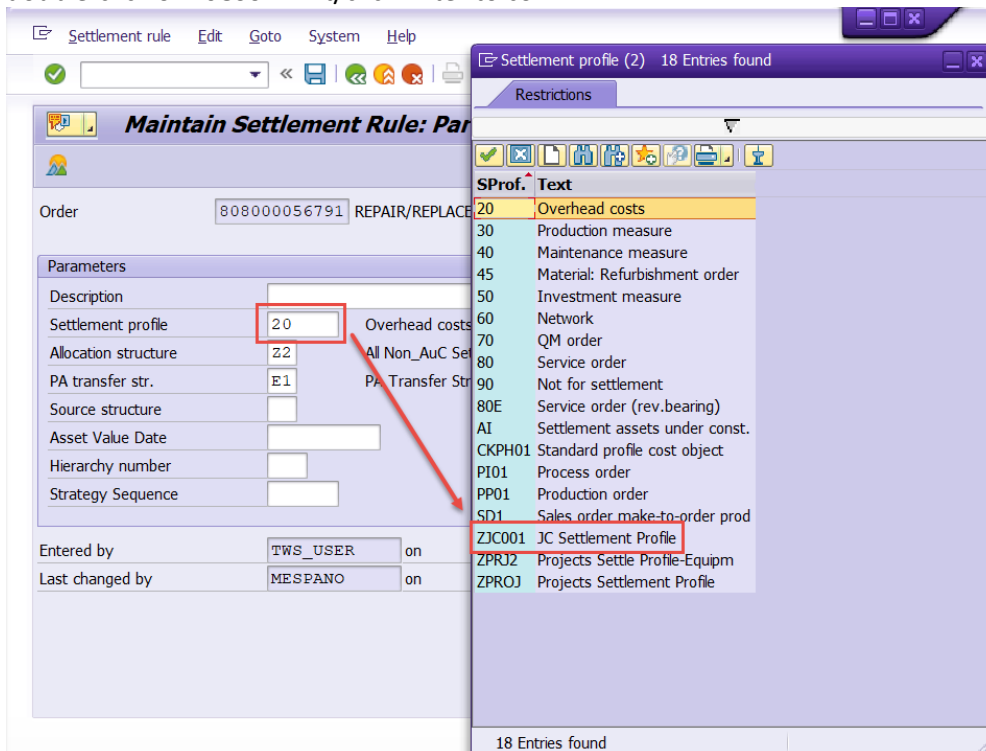
2. Once in the Settlement Rules screen, go to the menu and select **Goto > Settlement Parameters**.
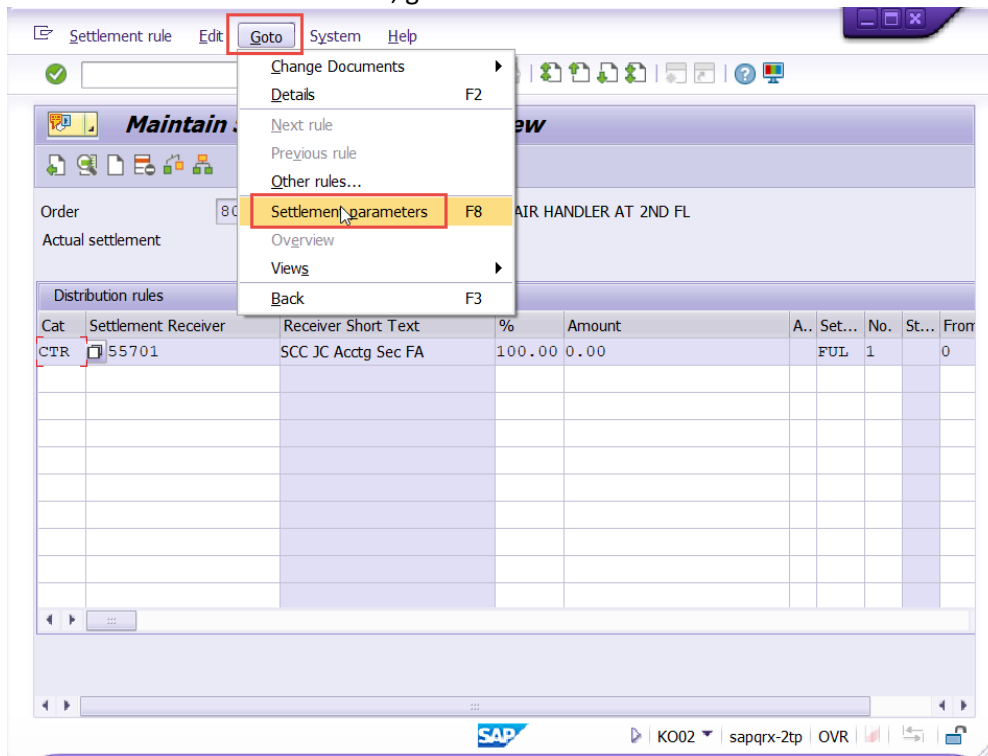
3. If the value in the Settlement Profile field is not **ZJC001**, click on the drop down icon and, from the pop-up window, double-click on **ZJC001.** Hit/click Enter to confirm.

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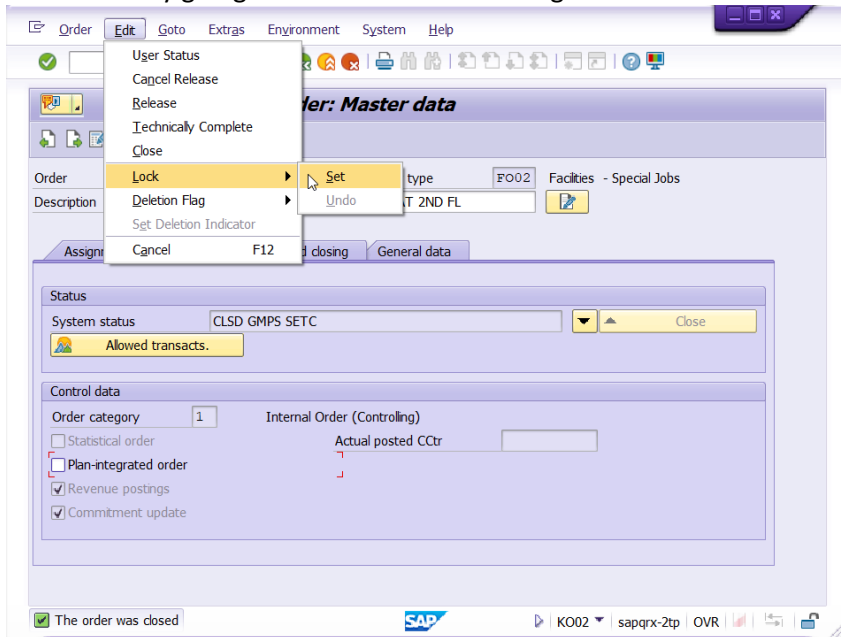
8. Click on the Save icon.
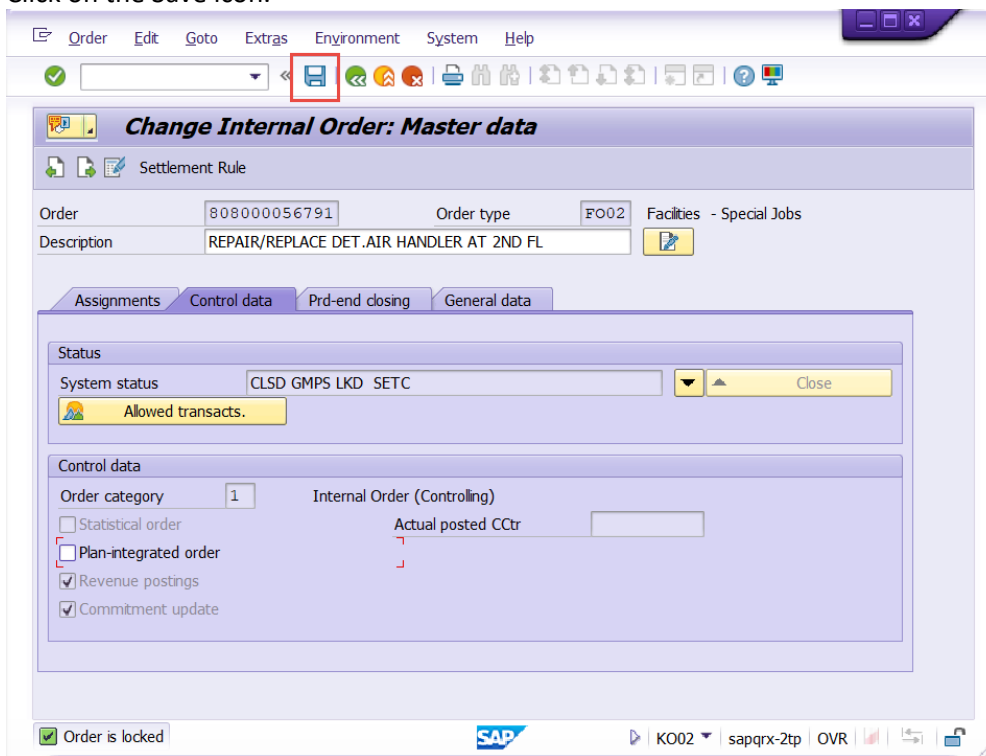
9. Confirm that the changes made have been saved.

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.