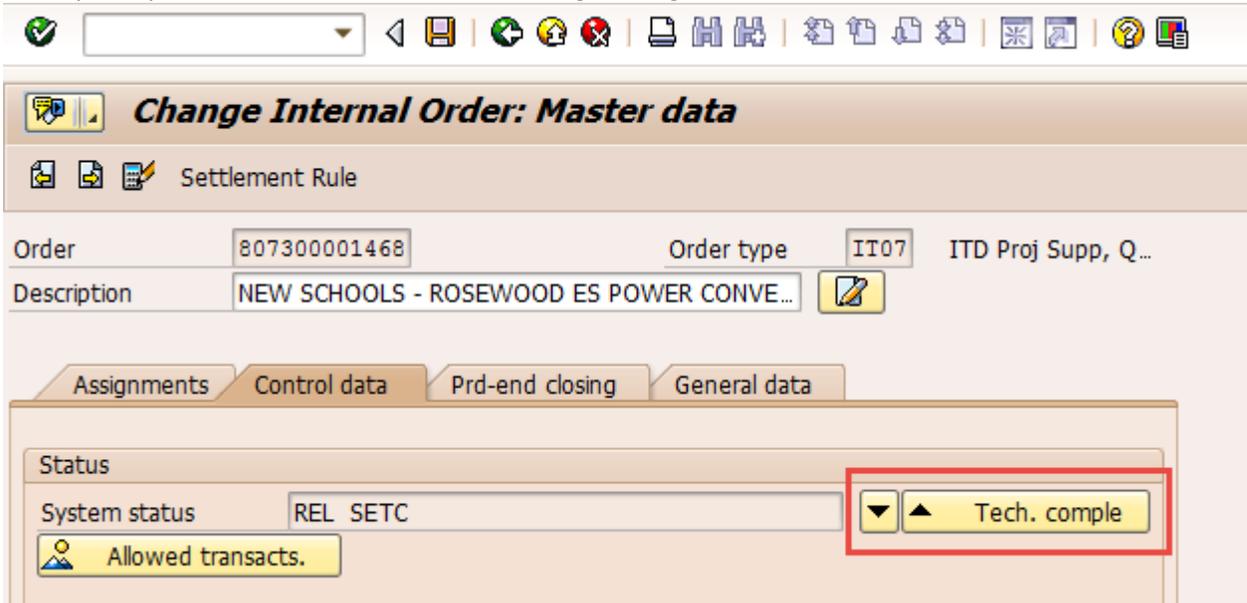


The following instructions outline the steps in setting Internal Orders (IOs) to Closed and Locked (CLSD LKD) status. This status prevents further postings against the IO.

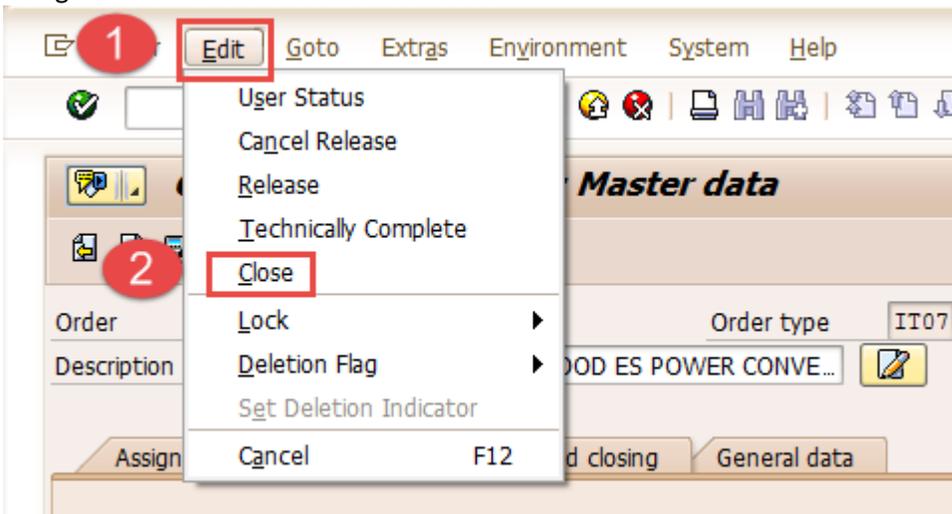
There are two ways to change the System status of an Internal Order. First, access the IO via transaction codes KO02 or KO04 and make sure that the IO is unlocked.

1. You can click on the System status change icons until you get to the desired status. Going up cycles through Technically Complete (TECO) to Closed (CLSD). Going down goes back to Created (CRTD).

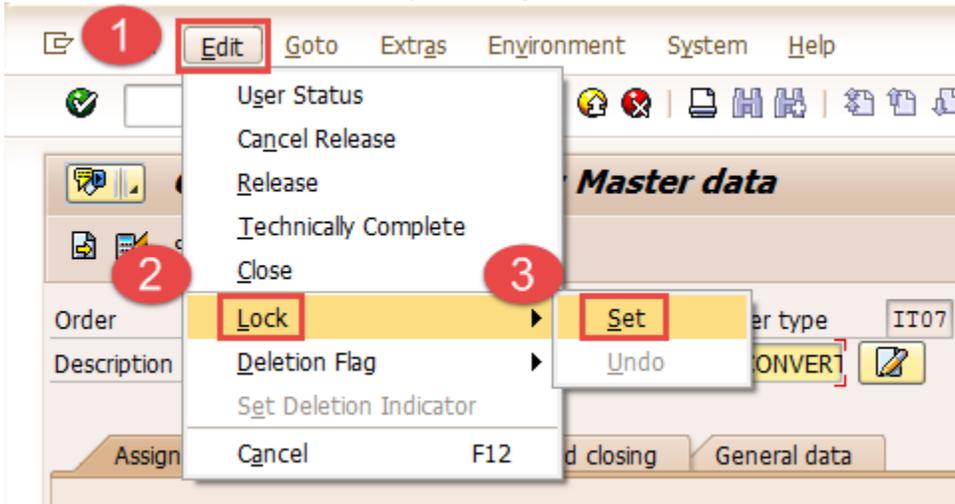


OR

2. You can go to the menu and select **Edit>Close**.



3. Set the IO to LKD (locked) status by selecting **Edit>Lock>Set**.



4. Save the changes



You have now set an IO status to Closed and Locked (CLSD LKD).

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