

**PTR0100 Internal Orders and  
Job Costing  
Exercise Guide**

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## Exercise 1 – Create Internal Order (K004)

**Portal Path**

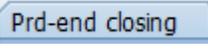
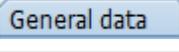
Controlling > Manage Master Data > Order Manager

**Instructions**

Use the Business Process Procedure: *Create Internal Order* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

**Required Data**

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Click the  <b>Create</b> button.	
Order Type	FO02
Order	Leave blank
Description	Training Internal Order
Company Code	1000
Responsible CCtr (cost center)	9139301
Requesting CCtr	1823001
Requesting Functional Area	0000-8100-14731
Click  <b>Prd-end closing closing tab</b>	
Costing Sheet	139301
Click  <b>General data tab</b>	
Section	1393
Nature of Job	FM00
Job Request by	Bill Smith
Job Start Date	Today's date
Job End Date	12/31/2019
Job Category	MGPN
Click  <b>Save</b> button.	

**Record the internal order number** \_\_\_\_\_

## Exercise 2 – Create Order Group (KOH1)

**Portal Path**

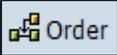
Controlling > Manage Master Data > Create Internal Order Group

**Instructions**

Use the Business Process Procedure: *Create Order Group* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

**Required Data**

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Order Group	Student's initials + today's date (ie. – d103152013)
<b>Field next to your order group</b>	Training Order Group
Click  <b>button.</b>	
Order number	808000056340
	306061062315
	306064841482
	From exercise 1
Click  <b>Save button.</b>	

**Record the internal order group number** \_\_\_\_\_

**Exercise 3 – Display Actual Cost Line Items for Orders (KOB1)****Portal Path**

Reports &gt; Controlling &gt; Internal Orders: Actual Line Items

**Instructions**

Use the Business Process Procedure: *Display Actual Key Figure* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

**Required Data**

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Order	306064841483
Posting Date from	01/01/2010
Click the  Execute button.	

## Exercise 4 – Display Internal Orders (KOK3)

### Portal Path

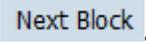
Reports > Controlling > Display Internal Orders (Mass)

### Instructions

Use the Business Process Procedure: *Display Internal Order* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

### Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Selection variant	FAC SPECIAL (facilities special I/Os)
Click the  Execute button.	
Click  .	