


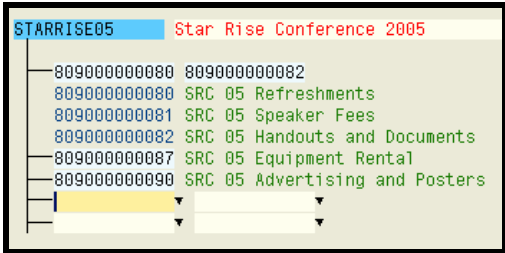

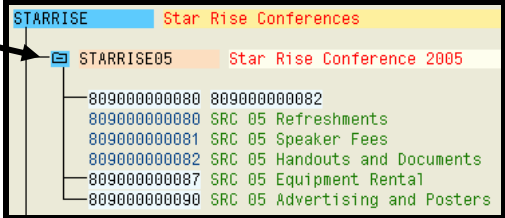




# KOH1 Create Internal Order Group

Beginning Steps	
Is there a need to track/monitor job order or project costs?	Yes
Have several internal orders been created for the job order or project?	Yes
Enter the transaction code	KOH1
Initial Screen	
Order Group	Enter an unique name for the internal order group (15 characters)
<b>Optional:</b> 	Enter the name of an existing internal order group to copy the group's settings
Press Enter	
Create Hierarchy Group	
<b>Short text</b> 	Enter a description of the group
<b>Cursor Placement:</b> When using the following Icons, make sure the cursor is placed on the appropriate line of data before clicking on the icon.	
To create a list of orders for the group, click on the Order button 	
To create a lower level of orders for the group, click on the Lower Level button 	



# KOH1 Create Internal Order Group

To create a list of orders on the same level, click on the Same Level button



STARRISE Star Rise Conferences

- STARRISE05 Star Rise Conference 2005
  - 809000000080 809000000082
  - 809000000080 SRC 05 Refreshments
  - 809000000081 SRC 05 Speaker Fees
  - 809000000082 SRC 05 Handouts and Documents
  - 809000000087 SRC 05 Equipment Rental
  - 809000000090 SRC 05 Advertising and Posters
- STARRISE06 Star Rise Conference 2006
  - 809000000093 SRC 06 Advertising and Posters
  - 809000000095 809000000098
  - 809000000095 SRC 06 Advertising and Posters
  - 809000000096 SRC 06 Refreshments
  - 809000000097 SRC 06 Speaker Fees
  - 809000000098 SRC 06 Handouts and Documents

## Enter Internal Orders

To enter individual orders

Enter each order separately in the column on the left

809000000080	
809000000082	
809000000089	
809000000095	
809000000115	

To enter a range of internal orders

Enter the first number in the range in the left column, then the last number in the range in the right column

809000000080	809000000085
809000000089	
809000000095	809000000099
809000000108	
809000000115	

Press Enter

Click on the Save icon to save the group



## Delete a Node (Internal Order or Order Range Entry)

Click on the entry you want to delete

Click on the Select icon



The selected entry will be highlighted

809000000023	>>> No valid master
809000000075	>>> No valid master

Click on the Remove icon



Click on the Save icon to save the group

