

## Quick Guide

### Adding an internal order number using reposting in SAP

To add an internal order number to a transaction that is already posted you will need the FI document number and the cost center.

Login to SAP and enter KB61 in the command box and hit enter.

1. Input the FI document number, company code (CMU), fiscal year (2020) and cost center.

Accounting Doc.


Document Number	101145354	to		
Company Code	CMU	to		
Fiscal Year	2020	to		

General Criteria

Cost Element		to		
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Acct Assgt

Cost Center	26430	to		
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2. Select the execute  icon.

3. Select the line you wish to change then select Change Account Assignment

Enter Reposting of Line Items: List


Change Account Assignment

P...	CO doc.nr	Itm	Value	TranCurr	TCurr	O...	Acct Assgt2	D...	Text	Postg Date	Per	Year	User
	203337656	007	150.00		USD			D	.AD 32180 ACCOUNTANT	09/17/2019	3	2020	COTI

4. Input the internal order number in the internal order field. Click the green check mark.

The screenshot shows the SAP Reposting interface. The main window title is "Enter Reposting of Line Items: List". The menu bar includes "Reposting", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main data table has columns: "P...", "CO doc.nr", "Itm", "Value", "TranCurr", "TCurr", "O...", "Acct Assgt2", "D...", "Text", "Postg Date", "Per", "Year", and "User:". The first row of data is highlighted in blue and contains: "203337656", "007", "150.00", "USD", ".AD 32180 ACCOUNTANT", "09/17/2019", "3", "2020", and "COTI".

A "Change receiver" dialog box is open in the foreground. It has a yellow title bar and a close button (X). The dialog contains several input fields: "Cost Center" (20400), "Internal Order" (131365), "WBS Element", "Cost Object", "Network", "Fund" (10000000), "Functional Area" (06-180-00000), and "Grant" (DEFAULTGRANT). The "Internal Order" field is circled in red. There are also "AT" and "AT" checkboxes, and a green checkmark icon and a red X icon at the bottom right of the dialog.

5. Select the post (save)  icon.

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