








Using created IO layout for FKKORD1

Select Request Category and click create.

REQUEST EDIT

Request Number      

Request Category 





Header Data

Document Date	<input type="text"/>	Document Type	<input type="text"/>
Reference	<input type="text"/>	Currency	<input type="text"/>
Status	<input type="text"/>	Translatn Date	<input type="text"/>
Posting Date	<input type="text"/>	Reconcl. Key	<input type="text"/>



Click on layout icon

Select choose Layout

Choose Layout...

Select /PROFED layout;

Layout	Layout description	Default setting
A/BOOKSTORE	bookstore	✓
/DEFAULT	default layout	✓
/PROFED	LAYOUT INCLUDES IO FOR PROFED	

The ION column is to the right; enter in the ION number of 131365 if credit is related to the current situation with COVID-19

Internal Order	Fu
131365	

Adding Internal Order Number to your own layout

Select Request Category and click create.

REQUEST EDIT

Request Number	<input type="text" value=""/>						
Request Category	2 Payment Request						

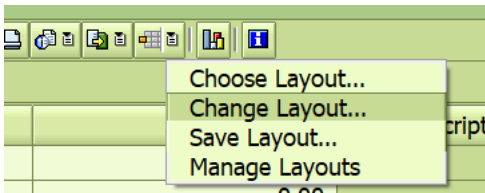
Header Data

Document Date	<input type="text" value=""/>	Document Type	<input type="text" value=""/>
Reference	<input type="text" value=""/>	Currency	<input type="text" value=""/>
Status	<input type="text" value=""/>	Translatn Date	<input type="text" value=""/>
Posting Date	<input type="text" value=""/>	Reconcl. Key	<input type="text" value=""/>



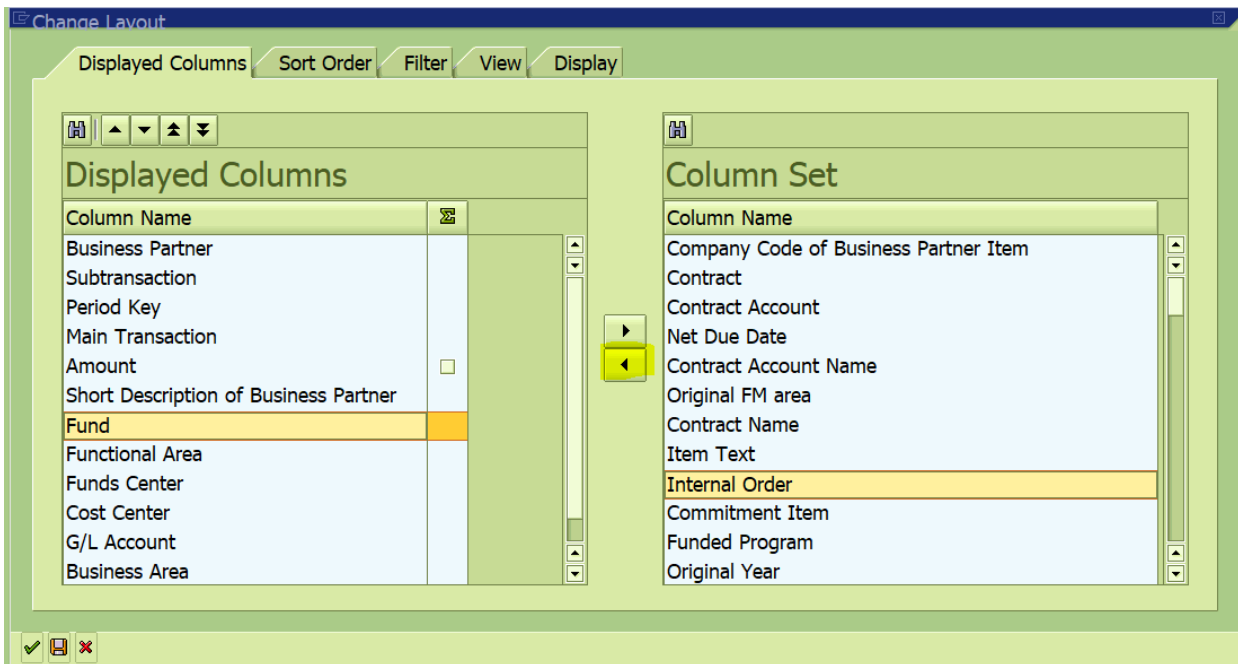
Click on the layout icon

Select change layout



A dialog box will appear, do the following

In the Displayed column, highlight the field that you wish Internal Order number to appear in front of, then highlight Internal Order number in the Column Set side (right) and press the left arrow (highlighted yellow below)



Click the green check icon, this will move the column over the Displayed Columns side

A second dialog box will appear with your personal layout highlighted. Click the green check icon.

