# Exercise 19: Maintain Master Data of an Internal Order

Follow this menu path:

**Accounting → Controlling → Internal Orders → Master Data → Order Manager**

If prompted for the controlling area enter the following data:

|  |  |
| --- | --- |
| Controlling area | NA00 |

Click Create.

Enter the following data:

|  |  |
| --- | --- |
| Order Type | Internal orders: Development |

Click Continue.

Enter the following data:

|  |  |
| --- | --- |
| Description | Costs for Maintenance Services ### |
| Object Class | Overhead |
| Responsible CCtr | SERV-### |

Click Settlement Rule.

Enter the following data:

|  |  |
| --- | --- |
| Cat | Cost Center |
| Settlement Receiver | SERV-### |
| % | 70 |
| Settlement type | Full |

On the next line, enter the following data:

|  |  |
| --- | --- |
| Cat | Cost Center |
| Settlement Receiver | ENGR-### |
| % | 30 |
| Settlement type | Full |

Click Back.

Click Change to put the order into change mode.

On the Control tab, click Release. You should see the message Order has been released on the bottom left.

Click Save.

Click Continue to dismiss the warning on the profit center.

|  |  |
| --- | --- |
| What is the order number? |  |