

# Statistical Internal Orders



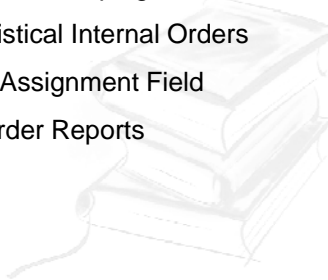
## Statistical Internal Orders FI\_GU\_320



### Course Content



- Introduction
- Unit 1 – Statistical Internal Orders
- Unit 2 – Creating and Grouping Statistical Internal Orders
- Unit 3 - Using Statistical Internal Orders
- Unit 4 – Using the Assignment Field
- Unit 5 – Internal Order Reports
  
- Assessment



# Statistical Internal Orders

## Learning Objectives



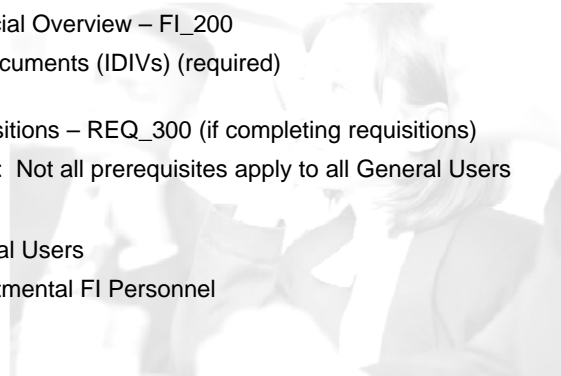
- At the end of this course you should be able to:
  - ◆ Explain the purpose of statistical internal orders
  - ◆ Know the Statistical Internal Order lifecycle process
  - ◆ Create and Group Statistical Internal Orders
  - ◆ Post transactions, requisitions, etc. to an internal order
  - ◆ Use the assignment field for a user code
  - ◆ Change the status in an order
  - ◆ Report on Statistical Internal Orders



## Prerequisites and Roles



- Prerequisites
  - ◆ IRIS/SAP Awareness and Navigation Overview – UK\_100
  - ◆ Financial Overview – FI\_200
  - ◆ GL Documents (IDIVs) (required)
  - ◆ Requisitions – REQ\_300 (if completing requisitions)
  - ◆ NOTE: Not all prerequisites apply to all General Users
- Roles
  - ◆ General Users
  - ◆ Departmental FI Personnel



# Statistical Internal Orders

## Practice, Practice and More Practice



- Remember, the training sandbox is available 24/7 to practice what you have learned in class in a non-threatening environment
- Logon into the training sandbox using your AD logon
- Use the exercises you receive in class and run through them several times
- Work with others in your department to gain and transfer knowledge about IRIS to each other
- Remember, practice makes perfect!



## Unit 1



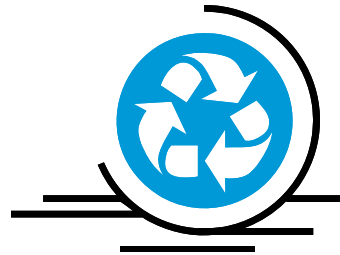
# Statistical Internal Orders

# Statistical Internal Orders

## Unit 1 – Statistical Internal Orders



- Controlling Objects - Real vs. Statistical
- Statistical Internal Order Overview
- Statistical Internal Order Examples
- Definition of a Statistical Internal Order
- Benefits of Statistical Internal Orders
- Statistical Internal Order Lifecycle



## Controlling Objects - Real vs. Statistical



- A distinction is made between real (true) and statistical (info) Controlling Objects (CO) objects:

- ♦ True objects can allocate their costs to other CO objects, e.g. Cost Centers, Internal Orders, WBS Elements

- ♦ UK real internal order types:

**Real**

- UK10 – Job Orders (PPD, Communications, Dining Services)
- UK11 – Facilities Building Charges
- UK30 – Other Internal Orders (future use)

**Statistical**

- ♦ Statistical objects cannot reallocate their costs and only bear their costs for information purposes:

- UK20 – User Code (Statistically Order)

# Statistical Internal Orders

## Statistical Internal Order Overview



- Statistical Internal Orders are UK order type – UK20
- No Central Accounting Office approval needed before use
- Once established, a user may enter the Statistical Internal Order number on a posting transaction. A real posting is made to either a Cost Center or WBS Element and a simultaneous statistical posting is made to the internal order.

- 
- The assignment field is a text field available on transaction postings that can be used to record a user code. You can run reports by the assignment field.

## Statistical Internal Order Examples



- **Scenario 1:** A department is holding a conference and would like to be able to identify what was spent for certain costs such as visiting speaker fees, travel expenses, refreshments, printed materials, equipment rental, etc.
- The Cost Center will be charged for these costs but Statistical Internal Orders will be used so that these costs can be easily identified and analyzed
- Statistical Internal Orders allow the information to be posted into different “buckets”
- **Scenario 2:** There are 10 faculty members in your area and each has \$2000 to spend on travel.

You would like to be able to identify what was spent by whom

# Statistical Internal Orders

## Definition of a Statistical Internal Order



- Statistical Internal Orders replace user codes
- Statistical IOs are used to track and monitor expenses below the grant (WBS Element) and Cost Center level
- Costs post to them statistically (information only)
- The true costs post to either the Cost Center or WBS Element
- You can report on the internal order – individually – and view the transactions that have posted (statistically) to the order
- Can manage orders at the group level – collectively
- Without Statistical IOs this would need to be tracked manually using an Excel spreadsheet

## Benefits of Statistical Internal Orders

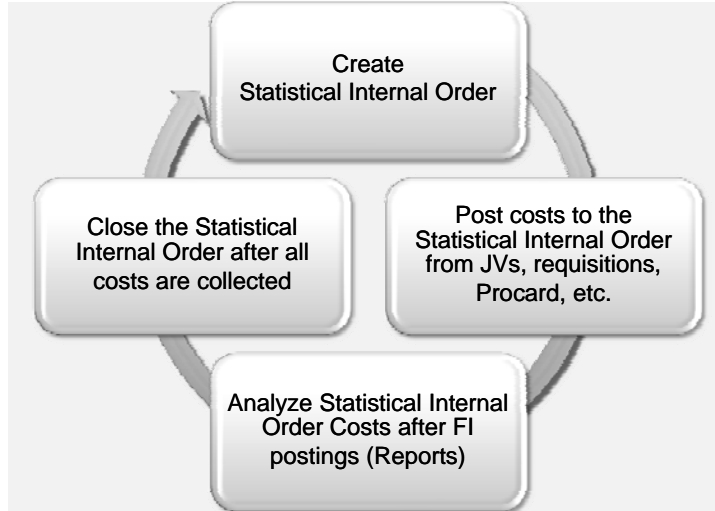


- Can view costs at either the order or the group level
- Reduces manual efforts and increases data integrity
- Can plan (budget) Statistical Internal Orders (future phase)
- Integration benefits from Financial Accounting, Funds Management into Internal Order Accounting – real time postings
- Real time reporting capabilities

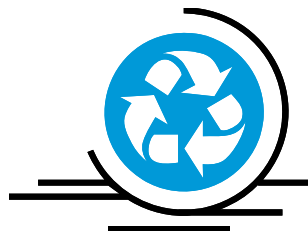


# Statistical Internal Orders

## Statistical Internal Order Lifecycle



## Unit 2



# Creating and Grouping Statistical Internal Orders

# Statistical Internal Orders

## Creating an Internal Order – KO01



The screenshot shows the SAP 'Create Internal Order: Initial screen'. At the top, there is a menu bar with 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Internal Order: Initial screen'. There is a 'Master Data' button. A callout box points to the 'Order Type' field, which contains 'UK20 - Statistical Internal Order'. Another callout box points to the 'Reference' field, which is empty. A third callout box asks 'What type of order do you want to create?' pointing to the 'Order Type' field.

## Internal Order Master Data Assignment Tab

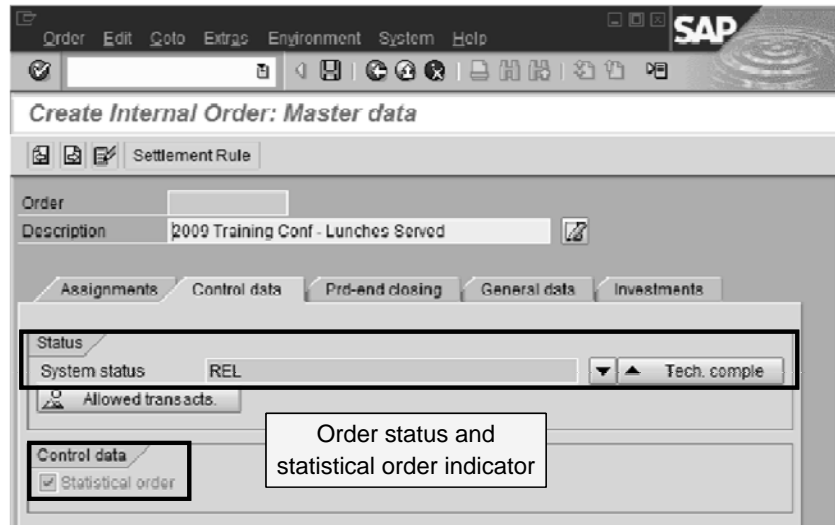


The screenshot shows the SAP 'Create Internal Order: Master data' screen. At the top, there is a menu bar with 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Internal Order: Master data'. There is a 'Settlement Rule' button. The 'Order' field is empty. The 'Description' field contains '2009 Training Conf - Lunches Served'. There are several tabs: 'Assignments', 'Control data', 'Prd end closing', 'General data', and 'Investments'. The 'Assignments' tab is selected. A callout box points to the 'Description' field, asking 'Enter a short description of the internal order'. Another callout box points to the 'Company Code' and 'Business Area' fields, stating 'The company code will be UK00, select the appropriate business area. These 2 fields are required.' The 'Company Code' field contains 'UK00' and the 'Business Area' field contains '1101'.

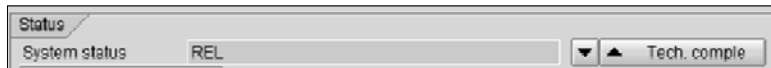


# Statistical Internal Orders

## Internal Order Master Data Control Tab



## Internal Order Statuses



Order Status	Meaning
Created (CRTD)	The order is created but posting is not possible.
<b>Released (REL)</b>	Most business transactions are allowed including General Ledger and Purchase Orders. <b>This is the default</b> when the order is created.
Technically Complete (TECO)	If a process has begun, technically complete will allow it to complete. Example: After a requisition has been created, if the status is changed from released to technically complete that requisition can continue through the process. A new requisition or new JV will not be allowed.
Closed (CLSD)	No cost relevant business transactions are allowed

Order status is controlled manually. A closed order status may be reopened.

# Statistical Internal Orders

## Internal Order Master General Data Tab



Order: [ ]  
Description: 2009 Training Conf - Lunches Served

Assignments | Control data | Prd-end closing | **General data** | Investments

General data

Applicant	[ ]	Application date	[ ]
Telephone	[ ]	Department	[ ]
<b>Person responsible</b>	<b>FX</b>	<b>Work Start</b>	<b>FX</b>
Telephone	[ ]	<b>End of Work</b>	<b>FX</b>
Estimated costs	[ ]	USD	[ ]
Processing group	[ ]		

## Completing the Internal Order Master



Order: [ ]  
Description: 2009 Training Conf - Lunches Served

Assignments | Control data | Prd-end closing | **General data** | Investments

General data

Applicant	[ ]	Application date	[ ]
Telephone	[ ]	Department	[ ]
Person responsible	Delbert S. Adams	Work Start	11/18/2008
Telephone	[ ]	End of Work	06/30/2009
Estimated costs	[ ]	USD	[ ]
Processing group	[ ]		

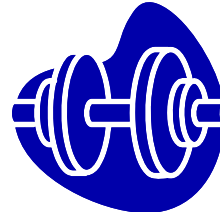
Order was created with number of 809000005900

# Statistical Internal Orders

## Exercises



### Go to Exercise Guide



- **Exercise – 1.1 – Preparing SAP for Training**
- **Exercise – 2.1 – Display an Internal Order**
- **Exercise – 2.2 – Create Statistical Internal Orders**

## Internal Order Master – Change & Display



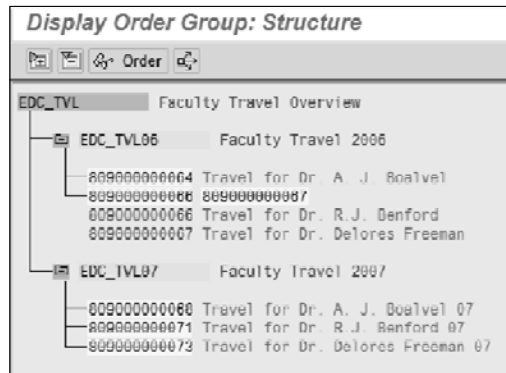
- Use KO02 to change the order master record.
  - ◆ To change status from released to technically complete and/or closed
  - ◆ Person responsible
  - ◆ Contact phone numbers
- Use KO03 to display an order master record.
  - ◆ To display the order balance select **Extras → Order Balance**
  - ◆ To display the transactions select **Extras → Cost Analysis**
- Transaction Codes Recap:
  - ◆ KO01 – Create Statistical Internal Order
  - ◆ KO02 – Change Statistical Internal Order
  - ◆ KO03 – Display Statistical Internal Order

# Statistical Internal Orders

## Internal Order Groups



- Orders can be grouped and managed at the group level
  - ♦ Example, viewing the departmental faculty travel expenses, etc.
- Ease of reporting (group summary or individually order)
- Real time reporting
- Reduction of effort



- Transaction Codes:
  - ♦ KOH1 – Create Group
  - ♦ KOH2 – Change Group
  - ♦ KOH3 – Display Group

## Creating an Internal Order Group – KOH1



The screenshot shows the 'Create Order Group: Structure' dialog box. The 'Order Group' field contains '2008 CONF'. The 'Reference' field is empty. The 'Order Group' list shows '2008 CONF' selected. The 'Order' list shows several items: '2008 Training Conference - Lexington', '2008 Training Cont - Lunches Served', '2009 Training Cont - Speaker Fees', '2009 Training Cont - Travel', and '2009 Training Conf - Printed Materials'. Annotations include: 'To create an order group use KOH1 and enter a name for the group (max 10 characters)' pointing to the 'Order Group' field; 'Enter a short description for the group.' pointing to the 'Reference' field; 'Enter Order numbers individually or in a range.' pointing to the 'Order' list; 'Click the Order icon to add orders.' pointing to the 'Order' icon in the toolbar; and 'Click the Save icon to complete the group.' pointing to the 'Save' icon in the toolbar.

# Statistical Internal Orders

## Closing the Internal Order – KO02



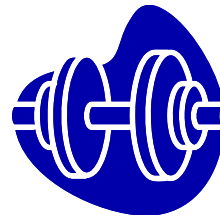
- To close an order you must manually change the status
- From Release (REL) status - click the push button to change the status to Technically complete (TECO) and then click to close (CLSD)

The screenshot shows the SAP 'Change Internal Order: Master data' interface. The 'Order' field contains '809880000084'. The 'Status' field is set to 'CLSD'. A 'Close' button is visible. Callouts provide instructions: 'Click this push button to change the status from Released to Technically complete to Close.' points to a button above the status field; 'This field shows the current status of the order.' points to the 'Status' field; and 'Click this push button to reopen the order.' points to a button below the status field.

## Exercises



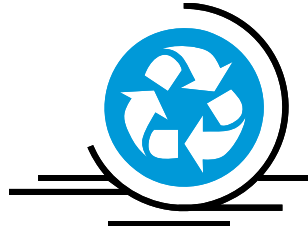
### Go to Exercise Guide



- **Exercise – 2.3 – Create a Statistical Internal Order Group**

# Statistical Internal Orders

## Unit 3



# Using Statistical Internal Orders

## Characteristics of a Statistical Internal Order



- Statistical Internal Orders have a start and an end date
  - ♦ during the lifecycle, costs may or may not be able to be posted to the order depending on the order status – example: if the order is closed you can no longer post documents to that order
  - ♦ the status is a manually controlled feature within internal orders
- Statistical Internal Orders capture “information only”, the real costs are posted to either a Cost Center or a WBS Element
  - ♦ when you post to a statistical order, you are required to enter either a Cost Center or a WBS Element
- You can change the statistical internal order number in the document after a document is **parked**
- Once a document is **posted**, you cannot change either the statistical internal order number or any other financial information
- Costs are recorded in the internal order when **posted**

# Statistical Internal Orders

## FV50 – Park a G/L Document to Order Integration



- Post the real costs to either a Cost Center or a WBS Element
- Use a Statistical IO number to capture the line item for “information only”

**Edit Parked G/L Account Document 0101165685 UK00 2009**

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details Workflow

Document Date: 11/18/2008 Currency: USD  
 Posting Date: 11/18/2008 Period: 5  
 Document Number: 101100085  
 Reference: GA 1.1  
 Doc. Header Text: Recharge print supp nurse  
 Document Type: HA G/L account document  
 Company Code: UK00 University of Kentucky Lexington

Amount Information  
 Total deb: 843.78 USD  
 Total cred: 843.78 USD

You must enter a real cost object when posting to a statistical internal order, either a Cost Center or WBS Element.

St.	G/L acct	Short Text	DIC	Amount in doc.	Assignment no.	Text	Gu.	Cost center	Order	WBS element
540341	Training Su...	Cred.		843.76		ChMI	9101	1012000810		
540337	Printing Supp	Debit		347.00			0101	1012000020	000000005000	
540322	Food Produ...	Debit		490.76			0201	000000005000	0040105000	

## Post to an order from a Requisition



**Create Purchase Requisition**

Document overview Item list

Header

Item: 1 (1) Widgettelies

Account assignment

Account assignment Category Desc: F Order

In a requisition, you must assign the line item to an Account Assignment Category of “F” for an order.

In the Account assignment tab, enter the G/L Account No., the statistical Order number and a real cost object

Unloading Point: 540337  
 G/L Account No.: 540337  
 CO Area: UK00  
 Cost Center: 1012000810  
 Order: 000000005000  
 WBS Element: 0040105000

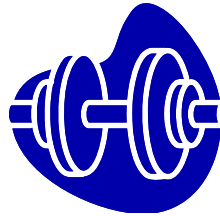
Fund: 0511020100A  
 Functional Area: 0116  
 Funds Center: 1012000800  
 Formatted Funds:   
 Commitment Item: 540337

# Statistical Internal Orders

## Exercises

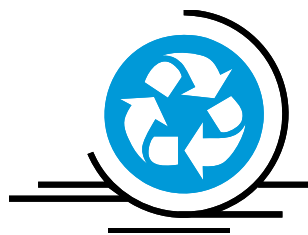


### Go to Exercise Guide



- Exercise – 3.1 – Park a general ledger document
- Exercise – 4.2 – Close the Order

## Unit 4



### Using the Assignment Field



# Statistical Internal Orders

## Assignment Field vs. Statistical IO



- In lieu of creating a statistical internal order, you can use the assignment field to enter a user code of your preference
- advantages:
  - ◆ You do not need to create the statistical internal orders
  - ◆ You can change the assignment field after a document has posted
- disadvantages:
  - ◆ The assignment field is informational only and no field validation is performed  
It is possible for a user to enter incorrect data into the field
  - ◆ There is NO assignment field in a requisition
    - You will have to enter your user code after the fact - after the requisition has gone through the process and an FI document has been created (posted)
    - Use FB02 to enter your user code information in the assignment field

## Assignment Field



- Assignment field are available in both General Ledger (FV50) and A/P Vendor Invoice (FB60) entry transactions
- You can change the assignment field after the document has been either parked or posted

The assignment field is **18 characters long**.  
Manually enter the values in the field - values can be alpha-numeric

SL	GL acct	Short text	Dir	Amount in doc. curr.	Assignment no.	Value date	Text
530015	Travel-IS Mil..H Cr..			90.54			Boalvel
530015	Travel-IS Mil..S De..			98.54	2006 BOV 0001104		Boalvel
530015	Travel-IS Mil..H Cr..			56.97			Benford

# Statistical Internal Orders

## Assignment Field Usage



- Example:
  - ◆ You would like to track faculty travel expenses and do not wish to set up a statistical orders.
  - ◆ Enter the faculty member's name or person ID number in the assignment field
  - ◆ Enter a Cost Center or a WBS Element as your cost object

EN st	G/L acct	short text	D/C	Amount in do.	Assignment no.	Text	BU.	Cost center	Order	WBS element
✓	530015	Travel-HS Mile	H Cr.	127.64	FY2008FT 12345678	Berford	0101	1012000020		
✓	530015	Travel-HS Mile	S Dr.	127.64		Berford	0101	1012000010		
✓	530015	Travel-HU Mile	H Cr.	326.81		ordneb	0101	1012000020		
✓	520015	Travel-HS Mile	G De.	326.01	FY2008FT 13456789	Fordneb	0101			4010710761

## Exercises



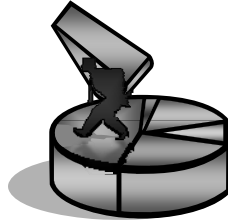
### Additional Exercises for the Training Sandbox



- Exercise – 4.1 – Park a general ledger document (using the assignment field)

# Statistical Internal Orders

## Unit 5



# Internal Order Reports

## Master Data List for Orders – KOK5



Execute a report of internal orders

Use these 3 icons to customize the look and feel of the report

Order	Type	RefOrder	Entered by	Person responsible	Created on	Short text	Rel	Cts	Release date	Close
009000000000	UK:20		MISELF	Dilbert S. Adams	12/14/2007	2008 Faculty Travel for Dr. R.J. Dunhire	X		12/14/2007	
009000000001	UK:20	009000000000		Dilbert S. Adams	12/14/2007	2008 Faculty Travel for Ms. B. Ooode	X		12/14/2007	
009000000002	UK:20			Dilbert S. Adams	12/18/2007	2008 Faculty Travel for Dr. W.J. Menford	X		12/18/2007	
009000000003	UK:20	009000000002		Dilbert S. Adams	12/18/2007	2008 Faculty Travel for Dr. P.O. James	X		12/18/2007	
009000000004	UK:20	009000000002		Dilbert S. Adams	12/18/2007	2008 Faculty Travel for Dr. M.E. Smith	X		12/18/2007	
009000000005	UK:20	009000000002		Dilbert S. Adams	12/18/2007	2008 Faculty Travel for Dr. J.F. Furdnet	X		12/18/2007	
1000000	UK:20		MITSELF	Brad Cuny	09/11/2005	training session - cost of materials	X		09/11/2005	
1000021	UK:20			jenney buffett	09/12/2005	isef	X		09/12/2005	
1000020	UK:20		MKEY	brad cuny	09/12/2005	lc order	X		09/12/2005	
1000040	UK:20		MOUSE	Sam Sape	09/21/2005	Printed Binders & Textbooks	X		09/21/2005	09/21/2005
1000041	UK:20	1000040		Sam Sape	09/21/2005	Lunches	X		09/21/2005	09/21/2005

# Statistical Internal Orders

## Report using an Internal Order Group



- Execute a report using **S\_ALR\_87012993**

Orders: Actual/Plan/Variance: Selection

Data Source: [I]

Selection values

Controlling Area	UK00
Fiscal Year	2009
From Period	1
To Period	12
Plan Version	0

Selection groups

Order Group	2009_cont
Order Values	to
Cost Element Group	

Orders: Actual/Plan/Variance

Variation Order: 2009 Cont 2009 Training Conference - Lexington

Orders: Actual/Plan/Variance Data: 11/18/2009 14:26:50 Page: 2 / 7

Order/Group: 2009\_U00 2009 Training Conference - Lexington

Reporting period: 1 - 12 2009

Cost Elements	Actual	Plan	Var. (Abs.)	Var.
649322 Food Products	496.18		496.18	
606327 Printing Supplies	347.56		347.56	
- Costs	843.76		843.76	
** Balance	843.76		843.76	

Select the order group or the individual orders using the variation window

## Reporting on the Assignment Field



- Several reports can be generated
- Example of transaction code **S\_ALR\_87012282** – G/L line items

G/L line items

University of Kentucky Lexington

G/L line items Time: 09:59:59 Date: 08/18/2009 Page: 08

RFSOP000/LKX000Z

DOC	G/L acct	Buflr	Name	Assignment	Clas	Clg	Doc	Curr	D/C amount	in FG	D/C amount	in LG
UK00	110130	0101	National City Bank	Restricted Account				USD	500.00			
061406	02	1420000000	061405	20090614				USD	100.00			
061406	02	1420000001	061405	20090614				USD	1,600.00			
061406	0A	150000012	061406	20090614				USD	1,500.00			
061406	SA	100000013	061405	20090614				USD	500.00			
061406	SB	120000000	061405	20090614				USD	1,500.00			
061406	SD	120000002	061405	20090614				USD	200.00			
061406	SE	120000003	061405	20090614				USD	1,500.00			
061406	SE	120000004	061405	20090614				USD	1,500.00			
UK00	110130	***						USD	8,969.00			
Divided by currency:										USD	2,969.00	

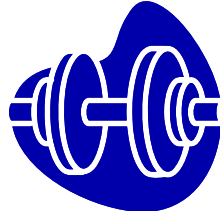
- Another report is **FBL3N** – G/L Account Line Item Display
- Choose the assignment field in your report parameters to display the desired information

# Statistical Internal Orders

## Exercises



### Go to Exercise Guide



- **Exercise – 5.1 - Orders: Actual/Plan/Variance Report  
S\_ALR\_87012993**

## Exercises



### Additional Exercises for the Training Sandbox



- **Exercise – 5.2 – G/L Account Line Item Display – FBL3N**

# Statistical Internal Orders

## Course Summary



- ◆ Demonstrate knowledge of Internal Order concepts and explain their application within UK
- ◆ Explain the purpose of statistical internal orders
- ◆ Know the order lifecycle process
- ◆ Create and Group Statistical Internal Orders
- ◆ Post transactions, requisitions, etc. to an internal order
- ◆ Change the status in an order
- ◆ Use the assignment field for a user code
- ◆ Report on Statistical Internal Orders

