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Job
Aid

Introduction

An internal order is a master data element that collects costs and revenues of a specific event or a simple project that has defined start and end dates. It is usually temporary in nature and the costs are segregated from other events or ongoing operations to enable more detailed monitoring.

An internal order is one of the three cost objects used in Umoja, the other two being cost centers and work breakdown structure elements (WBSEs).

The creation of an internal order does not require approval. After an internal order number is generated, it is ready for use.

Types of Internal Orders

Type	Name	Used for
1100	Quick Impact Projects	Quick-impact projects of peacekeeping missions
1150	Capital Activities (AuC)	Assets under construction
1160	Non-capital Activities	General operating expenses. This is the most commonly used internal order type. Also used for miscellaneous income generated by grants
1200	PK assessed contribution in kind	Assessed contributions in kind for peacekeeping missions
1300	PK SOFA	Status of forces agreement of peacekeeping missions
1400	PK SOMA	Status of mission agreement of peacekeeping missions
1500	PK SDS	Transactions involving strategic deployment of stocks
1910	GM revenue orders	Recording revenues for grants, i.e., contributions from donors. For miscellaneous income generated by grants, use order type 1160.
2AUC	PK manual AuC Internal Orders	Assets under construction for PKMs and SPMs while Galileo is still in use

Basic Procedures

The following steps in this section are applicable to all order types <u>except</u> those relating to Assets under Construction (AuCs).

When creating internal orders related to AuCs separate job aids are available in the Fixed Asset Managment section of the Umoja job aids page please further details below.

Information you need to have before creating an internal order not related to an AuC:
a. The purpose of the internal order, to determine the order type
b. Name and description for the order
c. Responsible cost center and its related profit center. Look this up using **KS03** – Display cost center.
d. Validity date.
e. For grants, the grant code and sponsored program
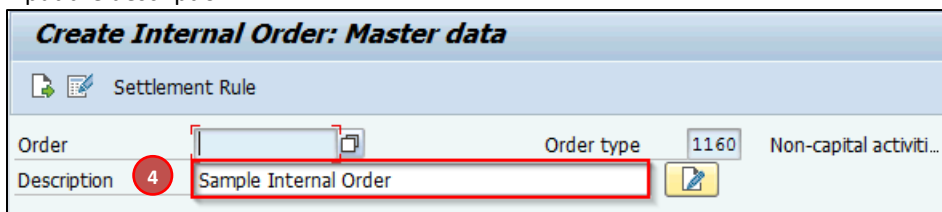
1.   Go to transaction **KO01** – Create Internal Order

2.   In the initial screen, select the order type.
      <u>Tip</u>: Click on the matchcode to display the available options for order type.
3.   Press *Enter* or click the *Master Data* icon.
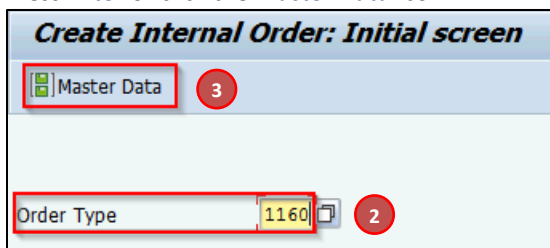
4.   Input the description.

Tab 1: Assignments
In the *Assignments* tab, fill out the required fields.
<u>Tip</u>: When moving through the fields, use the *Tab* key instead of the *Enter* key to avoid graying out the other fields. Alternatively, use your mouse to go to each field.

5.   Profit center of responsible cost center
6.   Responsible cost center
7.   Work start
8.   Work end
      If the internal order will be used for a grant, the work start and end dates should correspond to the grant validity date.

9. Press *Enter*. The fields for *Company Code*, *Business Area* and *Functional Area* will be derived based on the values of the responsible cost center. The values can be manually entered but it is recommended to allow the derivation to avoid errors.

10. Optional: Additional information can be included in the long text.
    a. Click the *Long Text* icon. It may take a few moments for the form to appear.

    b. In the form, input the additional information.
    c. Click the *Back* button.
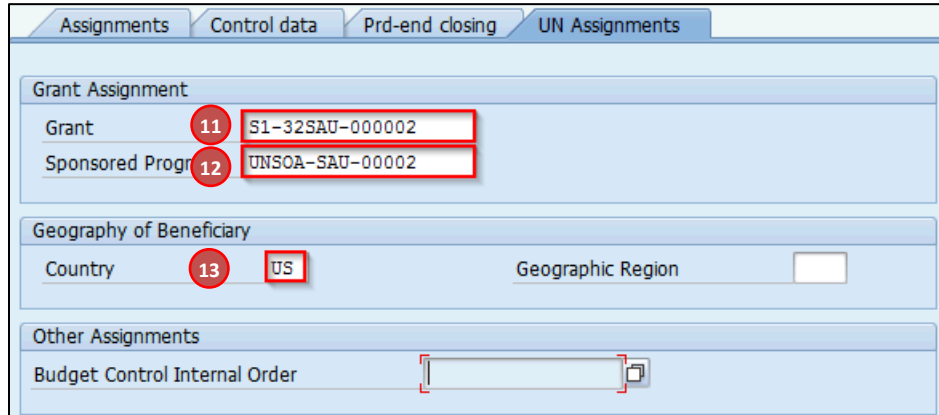
Tab 2: Control data – no change needed

Tab 3: Prd-end Closing – no change needed
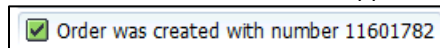
Tab 4: UN Assignments

11. Input the grant code if the order will be associated with a grant; otherwise leave this field blank
12. Input the sponsored program if the order will be associated with a grant; otherwise leave this field blank
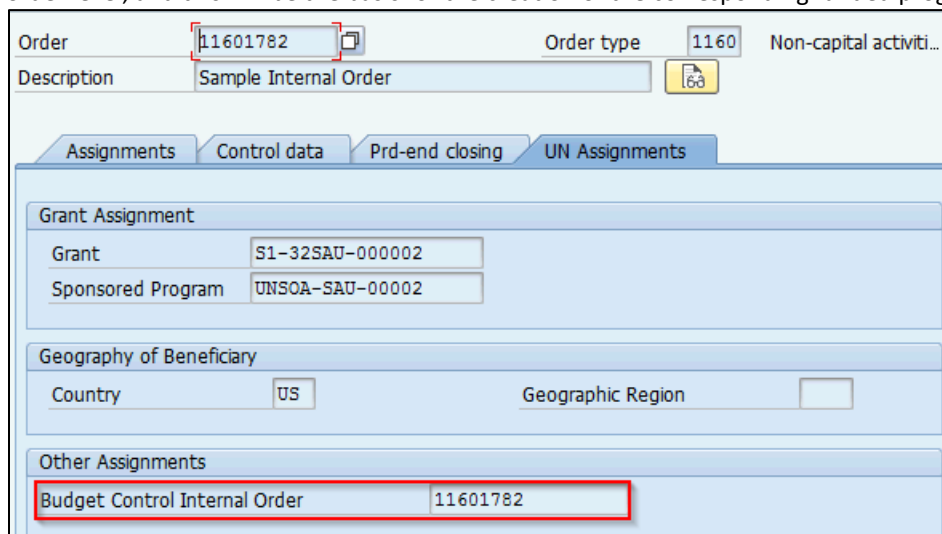13. Using the matchcode, select the country of beneficiary.

14. Click *Save*.

The internal order number will appear at the bottom left of the screen. Take note of this number.

After the internal order is saved, the field *Budget Control Internal Order* will be automatically populated. For all order types, except for types **1910** – GM Revenue Order and **2AUC** - PK manual AuC Internal Orders, the value in this field will be the internal order number itself. This means that budget control will be at the internal order level, and this will be the basis for the creation of the corresponding funded program.

Using an Internal Order

To post against an internal order, input the 8-digit internal order number in the *Order* field. Do not use the value IO-xxxxxxxx – this is the funded program.

Example:

Data Entry View										
Document Number	8200256218		Company Code	1000		Fiscal Year	2016			
Document Date	03.05.2016		Posting Date	03.04.2016		Period	4			
Reference			Cross-Comp.No.							
Currency	USD		Texts exist	☐		Ledger Group				

Itm	PK	SG	Account	Description	Curr.	Amount in LC	G/L Acc	Order	Grant	Fund	Funds Ctr	Funded Prg
1	81		77202010	Consu Softwa Enterpr	USD	15,643.05	77202010		GMNR	10UNA	15221	FPNR
3			77202010	Consu Softwa Enterpr	USD	155,107.00	77202010	11600140	GMNR	20OLA	10099	IO-11600140
5			77202010	Consu Softwa Enterpr	USD	185,368.29	77202010	11600140	GMNR	20SKC	10099	IO-11600140
7			77202010	Consu Softwa Enterpr	USD	203,793.52	77202010	11600140	GMNR	20SKD	10099	IO-11600140
9			77202010	Consu Softwa Enterpr	USD	1,602.94	77202010	11600140	GMNR	20BLA	10099	IO-11600140
2	96		35401010	AP Ex Good Recpt	USD	15,643.05-	35401010		GMNR	10UNA	15221	FPNR
4			35401010	AP Ex Good Recpt	USD	155,107.00-	35401010		GMNR	20OLA	10099	IO-11600140
6			35401010	AP Ex Good Recpt	USD	185,368.29-	35401010		GMNR	20SKC	10099	IO-11600140
8			35401010	AP Ex Good Recpt	USD	203,793.52-	35401010		GMNR	20SKD	10099	IO-11600140
10			35401010	AP Ex Good Recpt	USD	1,602.94-	35401010		GMNR	20BLA	10099	IO-11600140

Internal Order vs. Funded Program

	Internal Order	Funded Program
ECC module	Controlling	Funds Management
Used for	Collecting costs or revenues	Allotting funds
Naming convention	8-digit number	IO-[internal order number]

After an internal order is created, check whether the related funded program has been generated. An <u>automatic</u> program runs every few minutes to create funded programs for new internal orders. The related funded program will follow the naming convention **IO-[internal order number].**

To check if the funded program has been generated, go to transaction **FMMEASURED** (Display Funded Program and input **IO-[internal order number]** then press *Enter*.

Display Funded Program	
🗋 🗋 ⚙FM Derivation Tool ⬚Where-Used List	
Funded Program	IO-11601782
FM Area	1000 United Nations FM Area
Description	
Name	Sample Internal Orde
Description	Sample Internal Order
Basic Data	
Funded Program Type	SUBS Substantive Projects
Valid from	01.01.2016 Valid to 31.12.9999
Expiration Date	31.12.9999

If FMMEASURED generates the error message "No corresponding Funded Program found", wait a few more minutes to allow the batch program to run.

Messages That Occurred	✕
Type	Message Text
🔴	No corresponding Funded Program found
	✅ ❓⚙ Technical Information ✖
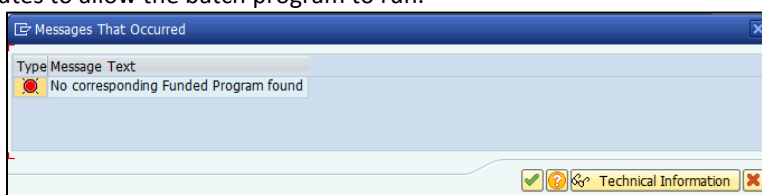
Revenue Internal Orders for Grants

A. Internal orders are also used as revenue collectors to facilitate the **grants billing** process.

The procedure for creating revenue internal orders for grants is the same as the basic steps described in the previous section, but with these distinctions:

   a. Order type should be **1910** – GM Revenue Orders;
   b. The *Budget Control Internal Order* field will default to **FPNR** after the internal order is saved**.**

Below is an example of a revenue internal order for a grant (showing the *Assignments* and *UN Assignments* tabs):

Additional information for using revenue internal orders can be found in the Grants Management Framework 1 training materials.

B. For **miscellaneous income** generated by grants, use internal order type **1160** – Non-capital activities.

Internal Orders for Asset Accounting

Order types **1150** and **2AUC** are used specifically for asset accounting. The job aids for creating these types of internal orders can be found in the Fixed Assets Management section of the Job Aids page:

Extras and FAQs

NUMBER RANGES

Order Type	Internal Order Number	Related Funded Program
1100 – Quick Impact Projects	110xxxxx	IO-1100xxxx
1150 – Capital Activities (AuC)	115xxxxx	IO-1150xxxx
1160 – Non-capital Activities	116xxxxx	IO-1160xxxx
1200 – PK Assessed Contribution in kind	120xxxxx	IO-1200xxxx
1300 – PK SOFA	130xxxxx	IO-1300xxxx
1400 – PK SOMA	140xxxxx	IO-1400xxxx
1500 – PK SDS	150xxxxx	IO-1500xxxx
1910 – GM revenue order	19xxxxxx	n/a
2AUC – PK manual AuC Internal Orders	20xxxxxx	n/a

TRANSACTION CODES

Transaction code	Description
KO01	Create internal order
KO02	Change internal order
KO03	Display internal order
KOK3	Collective Display for Internal Orders

FREQUENTLY ASKED QUESTIONS

A.   How do I find the internal orders I've created?

Tip: You may have also recently displayed an internal order you created. In this case, go to **KO03** – Display Internal Order. Then, in the *Order* field, press *Backspace* to display recently viewed orders.
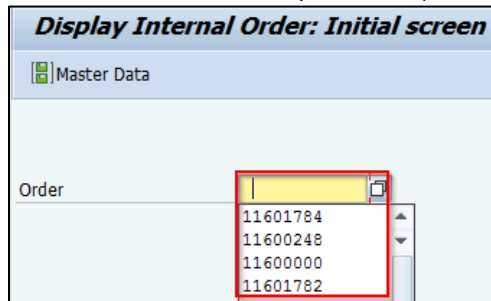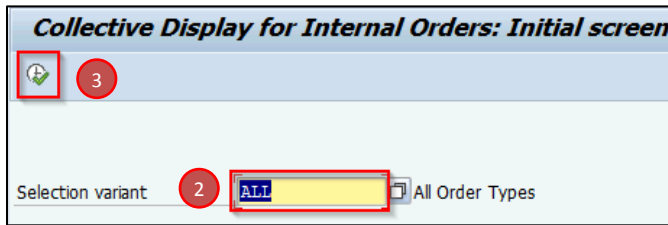

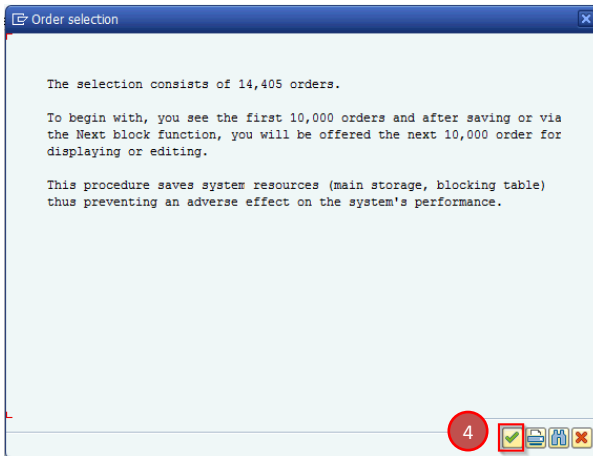If the above tip is not applicable, you can use this method instead:

1.   Open transaction **KOK3** – Collective Display for Internal Orders.

2.   In the initial screen, select the variant **ALL**.
3.   Click *Execute*.

Collective Display for Internal Orders: Initial screen

3

Selection variant   2   ALL   ⬜ All Order Types

4. When this window appears, click the *Continue* icon or press *Enter*.

Order selection

The selection consists of 14,405 orders.

To begin with, you see the first 10,000 orders and after saving or via the Next block function, you will be offered the next 10,000 order for displaying or editing.

This procedure saves system resources (main storage, blocking table) thus preventing an adverse effect on the system's performance.

4

5. When the list appears, filter on the user id of the creator:
   a. Highlight the *Entered by* column by clicking on its header.
   b. Click on the *Filter* icon.

Display Internal Order: Standard one-line

Order Master Data   Nex 5b   🔽 5a   Select   Save

Order	Type	C..	RefOrder	Entered by	Created on	Changed by	ChangeDate	Description
11000000	1100	1		C_NOSWAL	13.06.2013	MIBRAHIM	30.08.2013	AudioVis Comp School
11000001	1100	1		C_NOSWAL	13.06.2013	MIBRAHIM	03.10.2013	Clowen Therapy
11000002	1100	1		C_NOSWAL	13.06.2013	MKHAN1	13.09.2013	Equip Wom Voc Cent A
11000003	1100	1		C_NOSWAL	13.06.2013	LFARLEY	24.10.2013	Equip Wom Voc Cent I

   c. Input your user id.
   d. Click the *Enter* icon.

Determine Values for Filter Criteria

Select.

Entered by   5c   MKHAN1   ⬜   to   ⬜

5d
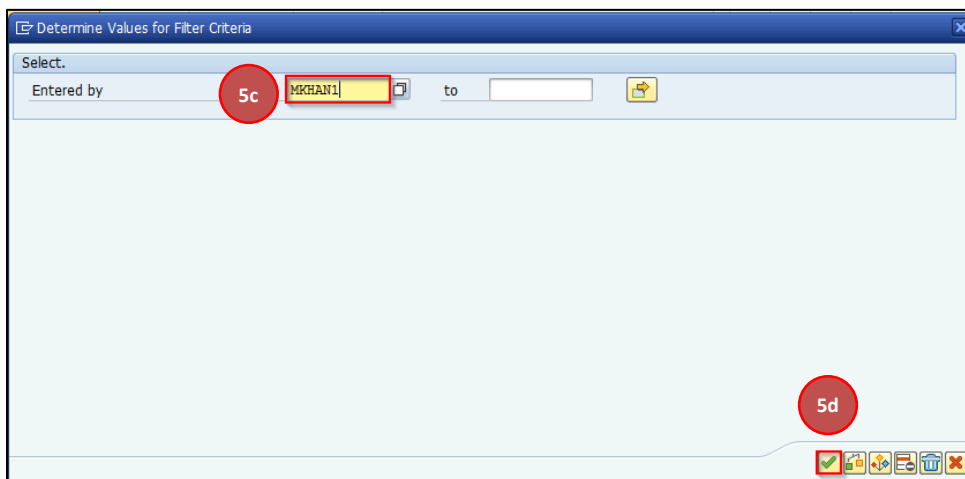
6. Due to the volume of internal orders already created, you may need to click *Next Block* and repeat step 5.

To go back to the previous block, click *GoTo* → *Back*.

B. How do I find the internal orders under my cost center?

Follow steps 1-4 of the *How do I find internal orders I've created?* FAQ. In Step 5, filter on the *Responsible cost center column* instead.

C. How do I create an internal order based on an existing one?

1. Go to transaction **KO01** – Create internal order.

2. Select the order type. This should be the same as the order type of the reference internal order.
3. In the *Reference* field, input the order number you wish to copy.
4. Click *Master Data* or press *Enter*.
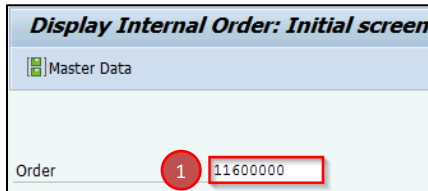
5. <u>Important</u>: Before saving, review the fields that were populated based on the reference internal order. Modify any values as needed.
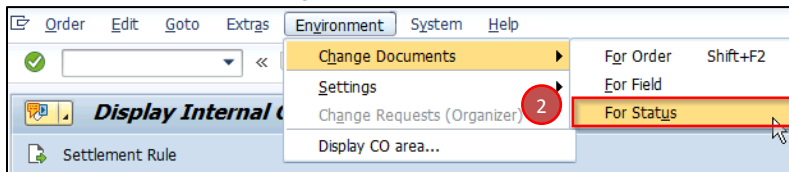
6. Click *Save* 💾 .

D. How do I find out who created an internal order?

<u>Method 1</u>:

1. Display the internal order using transaction **KO03**.

2. Go to *Environment* → *Change Documents* → *For status*

The *Change Documents* screen will appear. The user id of the creator can be found in the *CRTD-Created* row.
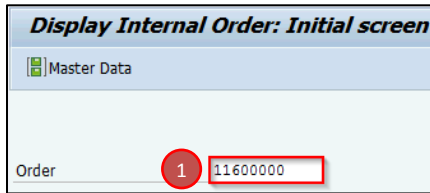

<u>Method 2</u>:

Follow steps 1-4 of the *How do I find the internal orders I've created?* FAQ. In Step 5, filter on the *Order* column instead and input the internal order number(s). The user id of the person who created the internal order will appear under the *Entered by* column.
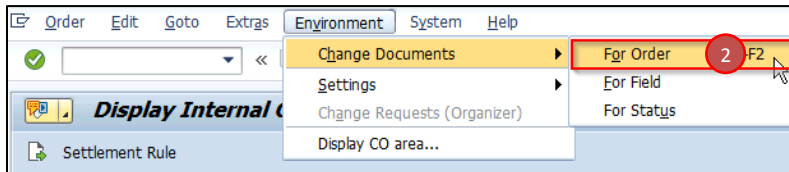
E. How do I find out who changed an internal order?

Method 1:

1. Display the internal order using transaction **KO03**.

Display Internal Order: Initial screen

Master Data

Order ① 11600000

2. Go to *Environment* → *Change Documents* → *For order*

| Order | Edit | Goto | Extras | Environment | System | Help |

Change Documents ▶ | For Order ② F2
Settings ▶ | For Field
Change Requests (Organizer) | For Status

Display Internal C

Settlement Rule | Display CO area...

3. The *Change documents for order master* screen will appear. Click on *All Changes*.

Change documents for order master

Select   All changes ③

Changes for order   11600000

List of fields changed

End of Work
Order Number

4. The list of changes will appear, with the old value at the bottom and the new value on top.
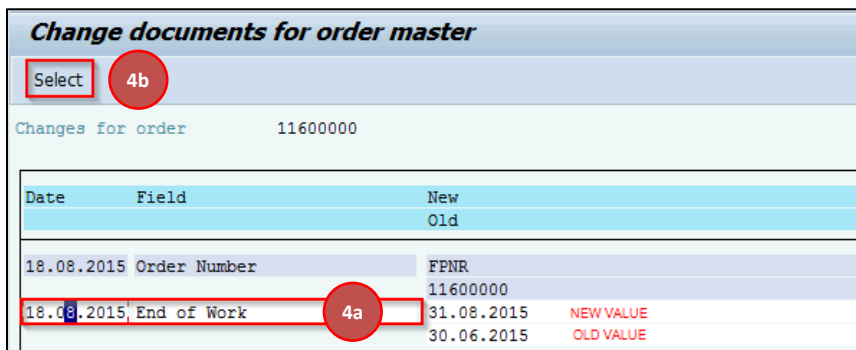   a. Highlight the change you wish to view.
    b. Click *Select*.

Change documents for order master

Select 4b

Changes for order   11600000

Date	Field	New
		Old
18.08.2015	Order Number	FPNR
		11600000
18.08.2015	End of Work 4a	31.08.2015 NEW VALUE
		30.06.2015 OLD VALUE

A pop-up screen will display the details of the change, including the user id.
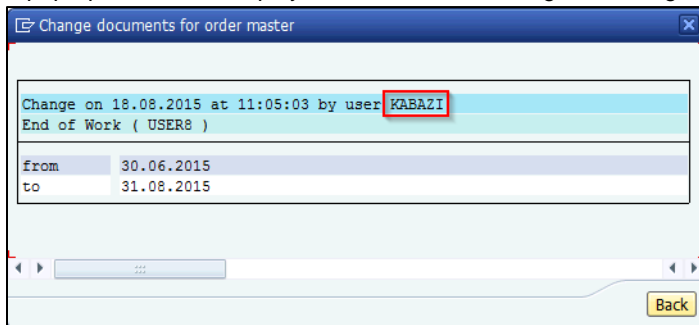
Change documents for order master ✕

Change on 18.08.2015 at 11:05:03 by user KABAZI
End of Work (USER8)

from   30.06.2015
to   31.08.2015

Back

Method 2:

Follow steps 1-4 of the *How do I find the internal orders I've created?* FAQ. In Step 5, filter on the *Order* column instead and input the internal order number(s). The user id of the person who made the latest change to the internal order will appear under the *Changed by* column.

F. **Can I use an internal order to record revenues for cost recovery?**

It depends on the method used:

Cost recovery method	
Cost allocation	No
Service orders	No
Sales orders	Yes

G. **Can I change an internal order?**

The change function is enabled. However, because (a) an internal order is linked to other master data elements across other modules and (b) there may already be postings against an internal order, changing the attributes of an internal order is NOT RECOMMENDED. The "safest" changes that an end user can make are only to *Description* and *Long Text*.

H. **Can I just delete an internal order?**

No, the delete function is not enabled.