



# Accounting Services Training Manual

## Internal Orders

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## **Internal Order Structure Overview**

Internal Orders provide a way of tracking revenues and expenses in addition to G/Ls. For example, all the expenses associated with a department project or faculty member can be assigned an Internal Order number. A report can then be executed for that Internal Order displaying all the expenses, posted to multiple G/Ls, across multiple cost centers, for that project or faculty member. This alternative way of tracking expenses helps to eliminate the need for shadow systems, namely Excel spreadsheets.

Internal Orders are created and maintained in the Controlling module at the department level. The Internal Order Structure consists of Internal Orders, which represent specific information being tracked, and Order Groups, which consist of multiple Internal Orders and/or other Order Groups. The best time to implement the Internal Order system is at the beginning of a fiscal year or at the commencement of a new project. However, the repost line items feature allows you to post Internal Orders to transactions in Controlling after they have been posted in Funds Management. Thus, Internal Orders can be implemented after the fiscal year or project begins.

The success and usefulness of the Internal Order Structure requires planning. The first step is to determine what types of information the Dean, Director or Manager desires to see. The second step is to identify the reporting needs of the department. Being consistent with Internal Order and Order Group descriptions will help streamline reporting and will help identify the Internal Orders and Order Groups created.

It is important to work with other people within your college or department when creating an Internal Order. For example, some colleges have developed guidelines for naming Internal Orders and Order Groups, which should be followed to maintain continuity.

Finally, before you can create Internal Orders, you will need an Order Type. The Order Type controls Internal Order numbering, security and field displays. You should have been assigned an Order Type at training. If you do not know your Order Type assignment, please call Accounting Services at extension 3707.

## Internal Order and Order Group Examples

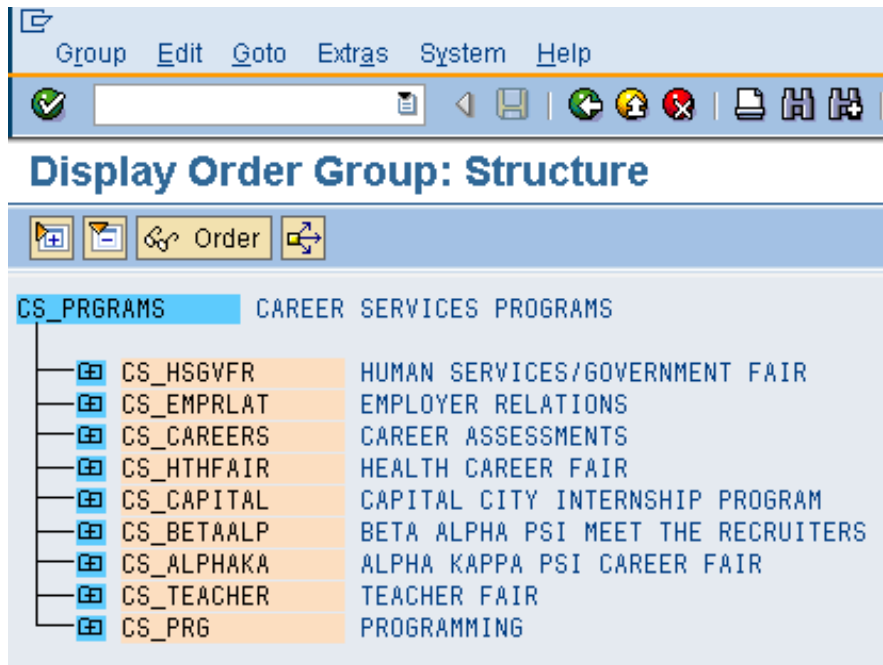
### Career Services

#### Principle #1

Orders should reflect the **purposes of spending**, not the type of spending

#### Principle #2

Orders should represent an **alternative view** of the S/E allocation to an account.



Internal Orders represent specific administrative, activities and faculty development expenses. The Order Group **CS\_PRGRAMS** is used to combine and separate the different activities of Career Services, which are represented by the Internal Orders.

## Career Services Programs

**Display Order Group: Structure**

CS\_PRGRAMS CAREER SERVICES PROGRAMS

- CS\_HSGVFR HUMAN SERVICES/GOVERNMENT FAIR
  - 24374 HSGF FOOD EXPENSES
  - 24375 HSGF RECRUITER EXPENSES
  - 24376 HSGF ADMISSION REVENUE
- CS\_EMPRLAT EMPLOYER RELATIONS
  - 24377 EMP RELATIONS FOOD EXPENSES
  - 24378 EMP RELATIONS RECRUITER EXPENSES
  - 24379 EMP RELATIONS ADMISSION REVENUE
- CS\_CAREERS CAREER ASSESSMENTS
  - 24380 CAREER ASSESSMENTS FOOD EXPENSES
  - 24381 CAREER ASSESSMENTS RECRUITER EXPENSES
  - 24382 CAREER ASSESSMENTS ADMISSION REVENUE
- CS\_HTHFAIR HEALTH CAREER FAIR
  - 24383 HEALTH FAIR FOOD EXPENSES
  - 24384 HEALTH FAIR RECRUITER EXPENSES
  - 24385 HEALTH FAIR ADMISSION REVENUE
- CS\_CAPITAL CAPITAL CITY INTERNSHIP PROGRAM
  - 24386 CAPITAL CITY FOOD EXPENSES
  - 24387 CAPITAL CITY RECRUITER EXPENSES
  - 24388 CAPITAL CITY ADMISSION REVENUE
- CS\_BETAALP BETA ALPHA PSI MEET THE RECRUITERS
  - 24389 BETA ALPHA PSI FOOD EXPENSES
  - 24390 BETA ALPHA PSI RECRUITER EXPENSES
  - 24391 BETA ALPHA PSI ADMISSION REVENUE

In this example, the Internal Orders track expenses for food and recruiters for each of the programs. The Internal Orders also track the revenue from admission fees. In the example above, each program that Career Services holds has a unique Internal Order number for each expense and revenue that is generated from the program.

## Internal Orders

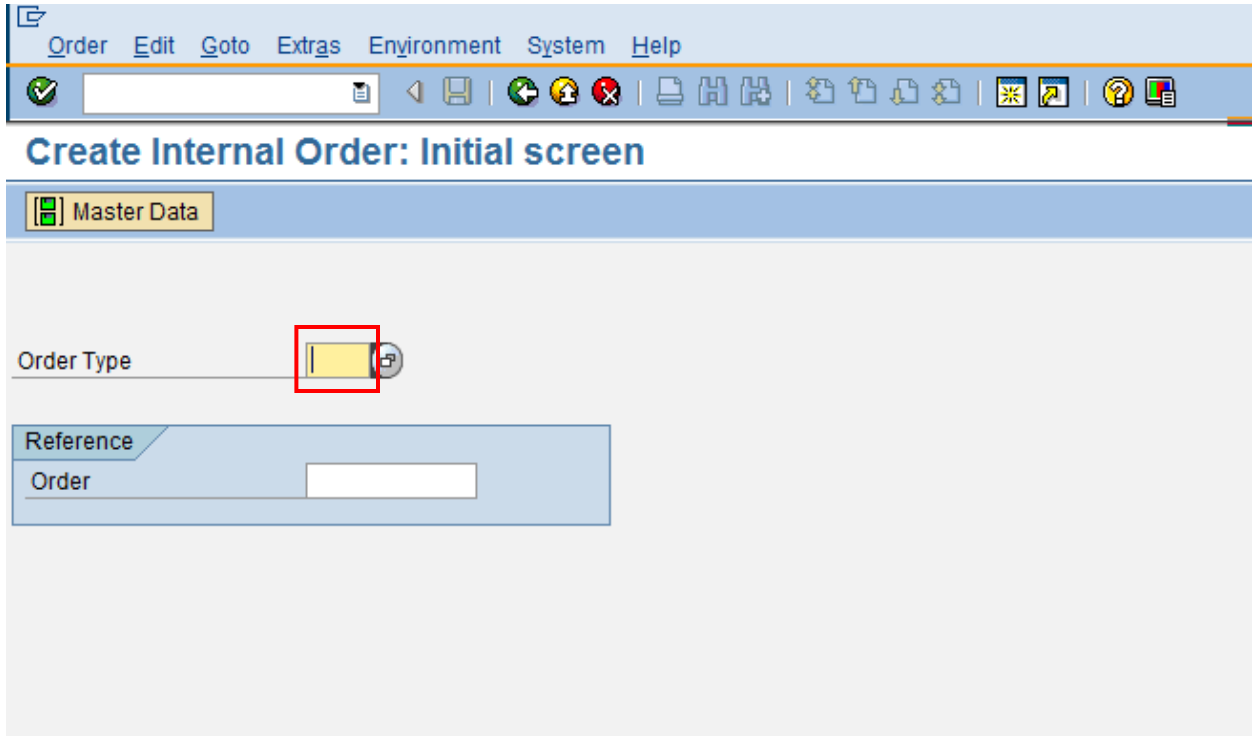
### Creating an Internal Order

**An Order Type must be assigned before an Internal Order can be created. The Order Type controls Internal Order numbering, security and field displays. Below is a list of order types. Note that Assets Under Construction (AUC) have a different set of 6 digit Internal Order numbers. Facilities Management is the only department with access to creating the AUC Internal Order numbers.**

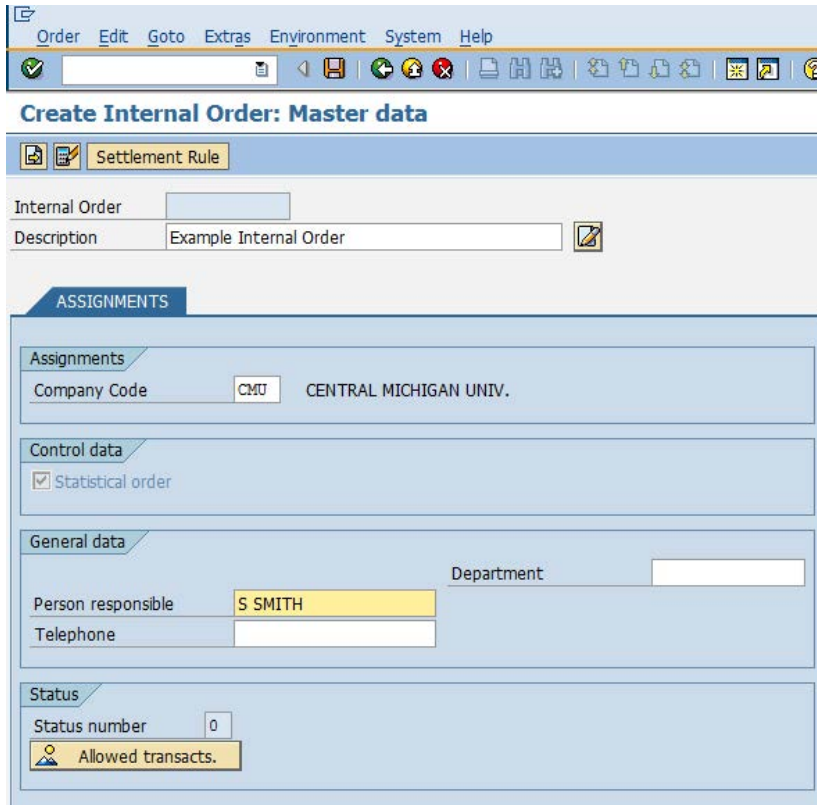
<u>Order Type</u>	<u>Description</u>
01	College of Communication & Fine Arts
02	College of Humanities, Soc, & Behav Sci
03	College of Business Administration
04	College of Education & Human Services
05	College of Health Professions
06	College of Science & Technology
07	Charter Schools
08	Administrative
09	OIT
10	Athletics
11	Special Olympics
12	College of Medicine
ZGRT	Grants

#### **To create an Internal Order:**

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Special Functions→Order→Create or enter TRANSACTION CODE: **KO01**.
2. Enter the Order Type and press enter or click the green check.



3. Enter the required information in the Assignments section.



**Assignment Section (Required information):**

**Description:** Name of Internal Order. Should be descriptive of the type of information being tracked. For example, Travel for Professor X.

**Company Code:** Should default to CMU


**Person responsible:** Enter the name of the person responsible for maintaining Internal Orders. This is a sort field, so be consistent in form. For example, always use S JONES or Sally Jones or JONES, S. The Person Responsible, Telephone number and Department are displayed on the master data report.

**Assignment Section (Optional information):**

**Long Text:** Long text allows tracking changes to a project or object over time. For example, changes in budget or transfer of monies. To enter information into the long text field, select the long text icon. Once the information is completed, select the green arrow to go back to the assignments screen. The long text data will be updated.

**Telephone:** Recommended. This field can be used as a sort field in the Display Master Data report. Consistency is the key to usefulness.

**Department:** This field can be used as a sort field in the Display Master Data report. Consistency is the key to usefulness.


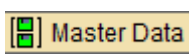

Once all of the information is completed, select the save icon  or F11 to save the Internal Order. The system assigns a number and displays the message Order was created with number #####. The system assigns the next number in the sequence assigned to the Order Type used. This means *your* Internal Orders will not necessarily be in consecutive order. Keep a record of the Internal Orders you create.

Once you have created your Internal Orders, the next step is to create Order Groups and assign Internal Orders to the Order Groups.

**Changing an Internal Order**

There may be situations where you will need to go back and modify an Internal Order after you have saved it. Some items you may want to modify are: Description, Long Text, Responsible Cost Center or WBS Element.

**To Change an Internal Order:**



1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Special Functions→Order→Change or enter TRANSACTION CODE: **K002**
2. Enter the Internal Order number and press enter  or the master data  icon and make desired changes. Changes can be made in any field that is NOT grayed.
3. Save the changed information by selecting the save  icon or F11.



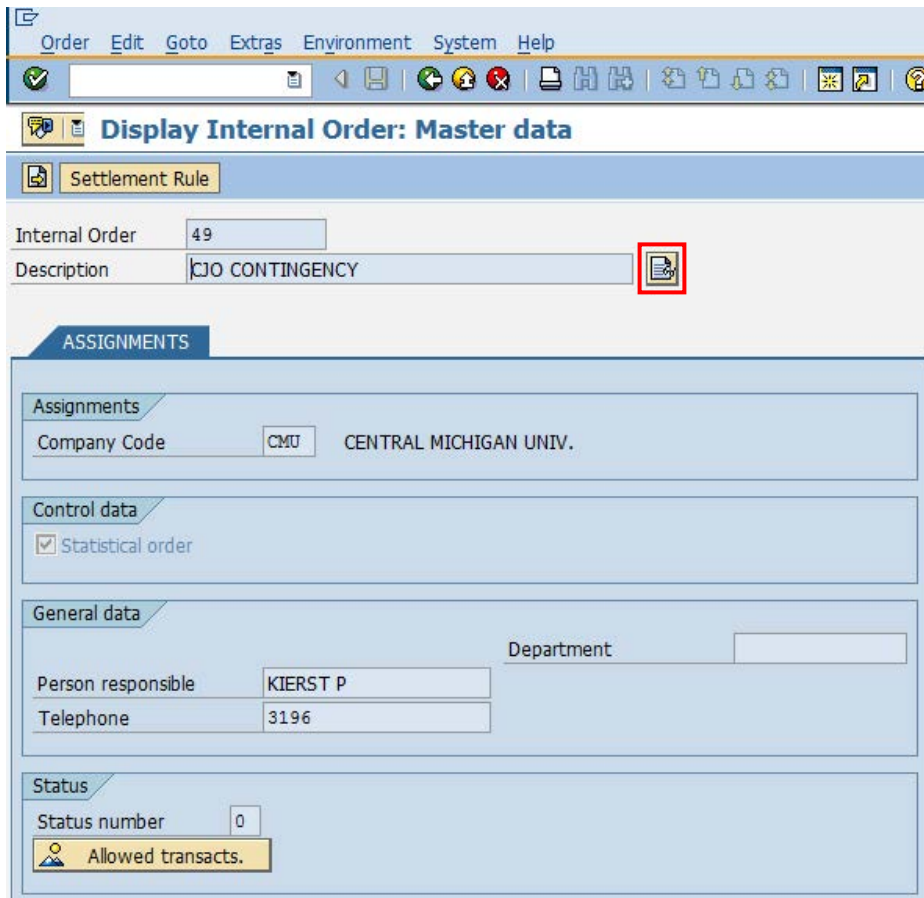
## Displaying an Internal Order


To determine ownership of an Internal Order or to review documentation that has been attached to an Internal Order without making changes you can display Internal Order master data.

### To display an Internal Order:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Special Functions→Order→Display or enter TRANSACTION CODE: **KO03**.
2. Enter the Internal Order number and press enter  or the master data  Master Data icon.

The following screen will appear.





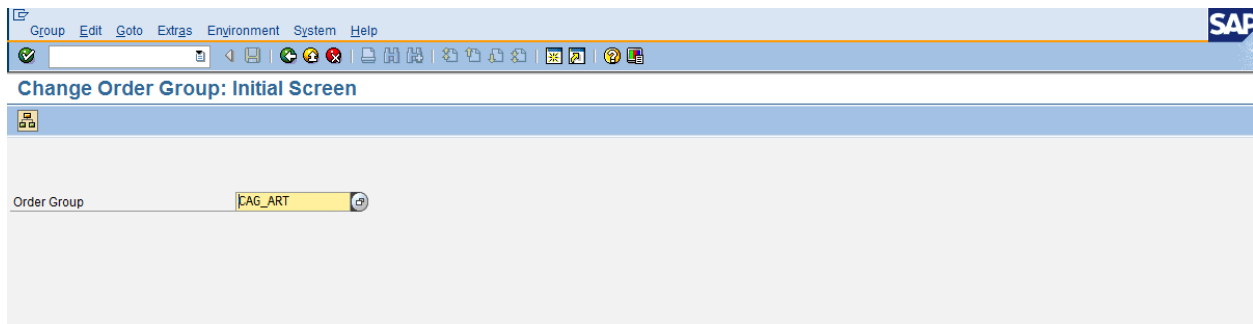
3. If additional documentation is available on the project, select the long text  icon
4. Ownership of the Internal Order is displayed in the Person responsible field

## Internal Order Groups

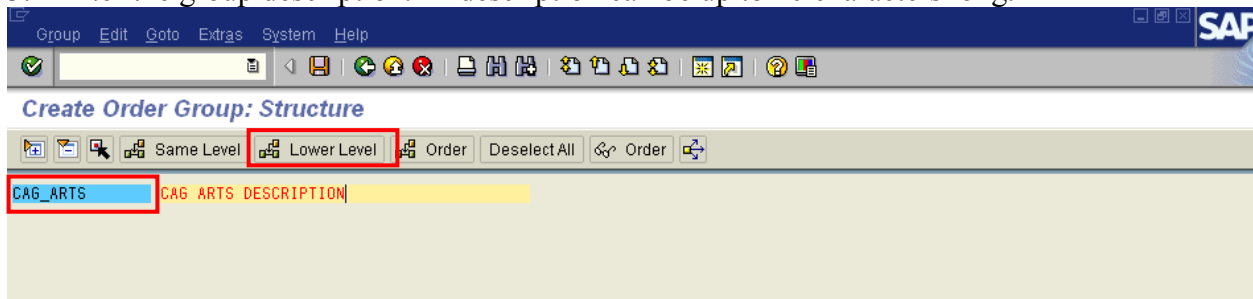
### Creating an Internal Order Group


#### To create an Order Group:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Create or enter TRANSACTION CODE: **KOH1**
2. Create and enter the Order Group name and press the enter  or hierarchy  icon. The Order Group name can be up to 14 characters by using a period (.) and a four character suffix. For example, CAG\_ART890.1234. Empty spaces can't be used. If a period is not used, there is a limit of 10 characters.

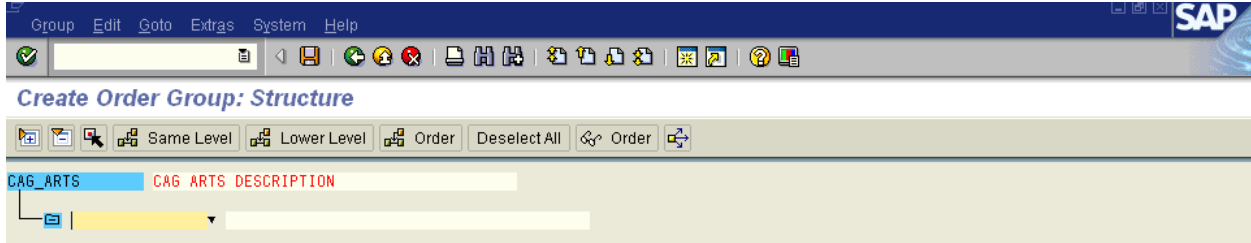


3. Enter the group description. A description can be up to 40 characters long.

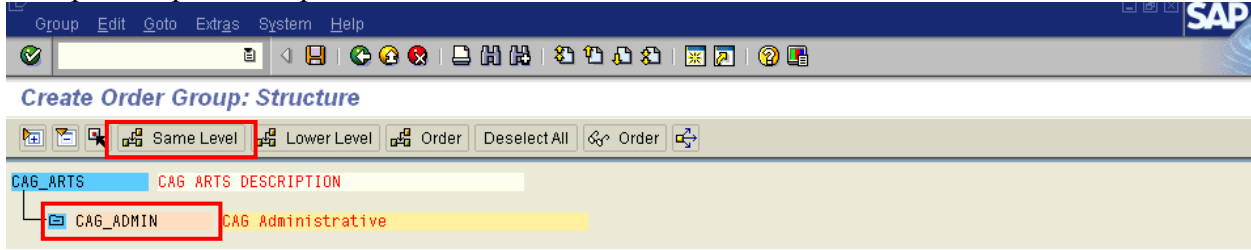



The above steps establish the top node of the department's Order Group structure. To add Order Groups under this Order Group, click once on the Order Group and select the Lower Level  icon.

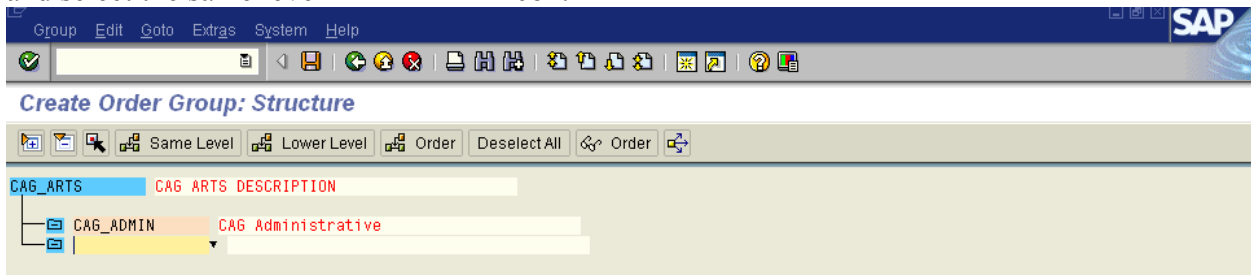
The following screen will appear.



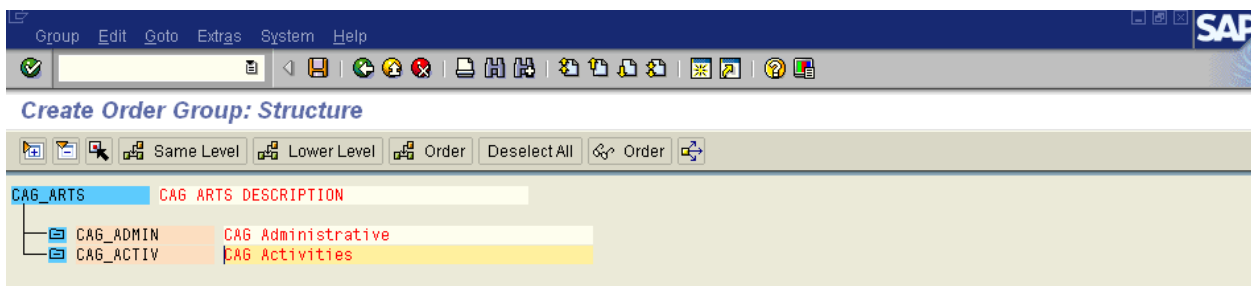
Enter the Order Group name or identifier (based on the structure you have defined) and the Order Group description and press enter.




To create an Order Group at the same level as another, click once on the same level Order Group and select the same level  icon.



Enter the Order Group name or identifier and the Order Group description and press enter.

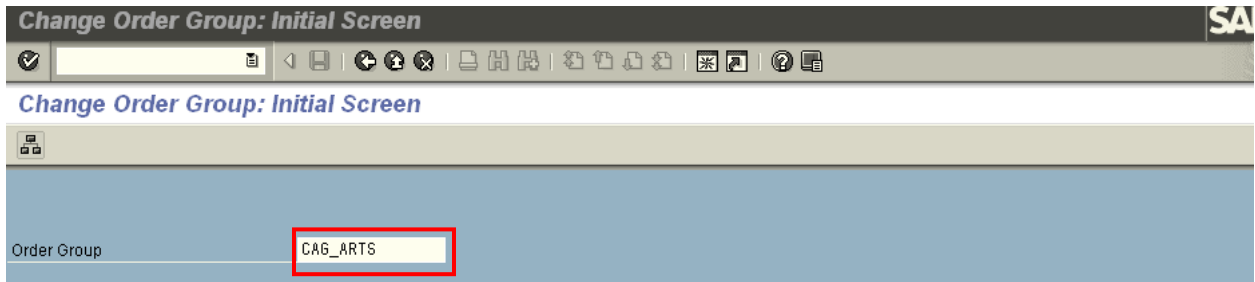


At this point you can save your Order Group(s) by selecting the save  icon or F11 or you can attach Internal Orders to your Order Group(s) (this is covered in an upcoming section of this manual). The same transaction codes would be used to adjust the order group to delete an order group or insert another order group.

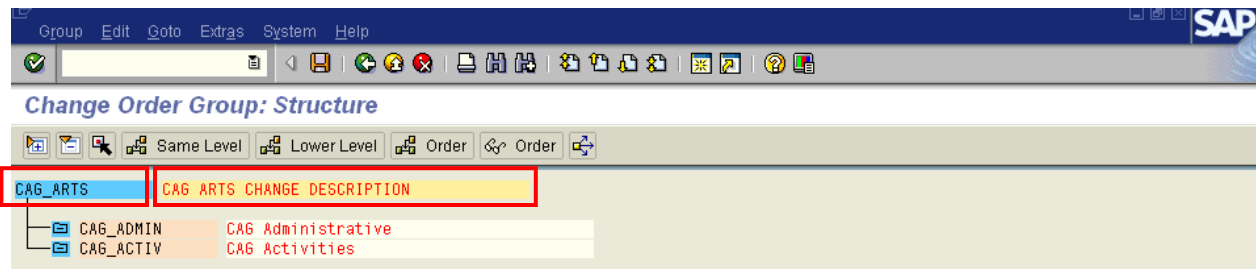
## Changing the Description of an Internal Order Group

### To change the description of an Order Group:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Change or enter TRANSACTION CODE: **KOH2**.



2. Enter the Order Group name or identifier and press enter. Change the description and save. The name of the Order Group cannot be changed; however, the Order Group can be deleted and a new one created. Ensure this order group is not used by others before deleting.

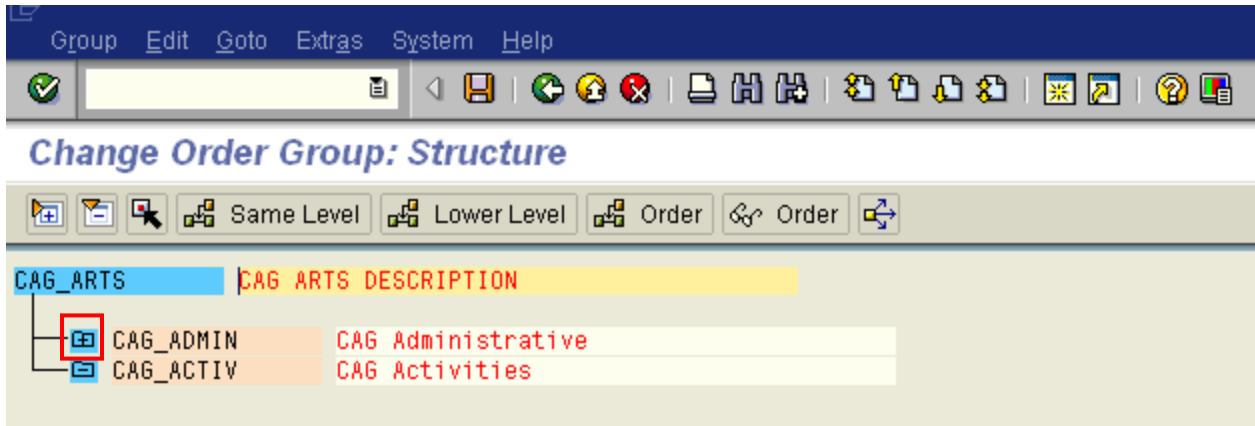


Users can display Order Group master data to review information or Internal Order assignments.

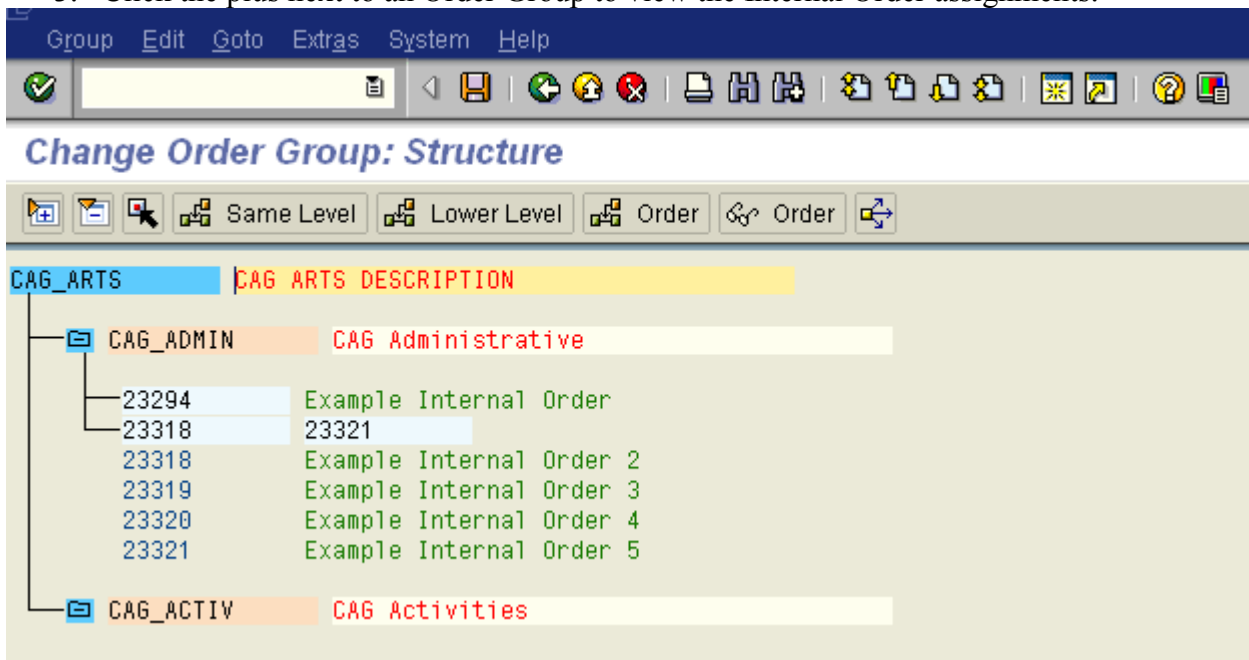
## Displaying an Internal Order Group

### To display an Order Group:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Display or enter TRANSACTION CODE: KOH3.
2. Enter the Order Group name or identifier and press enter.



3. Click the plus next to an Order Group to view the Internal Order assignments.

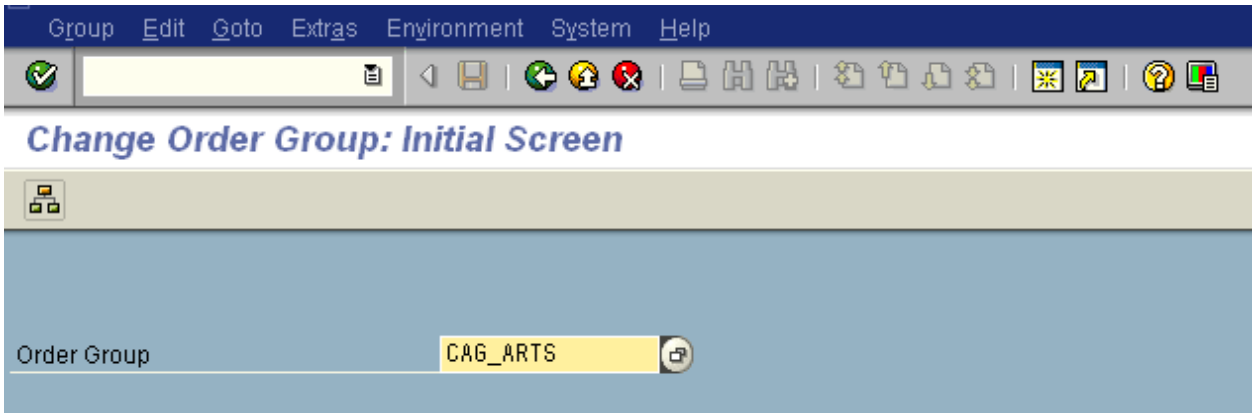


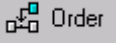
### Assigning an Internal Order to an Order Group

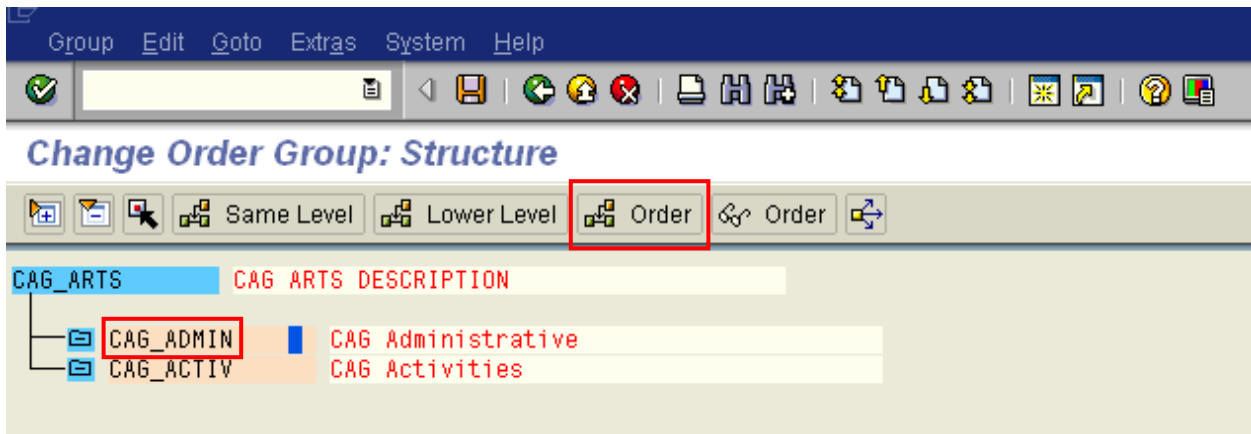
Once Order Groups are created, Internal Orders can be assigned to them. If assigning Internal Orders to Order Groups when the Order Groups are created begin with step 3.

#### **To assign an Internal Order to an Order Group:**

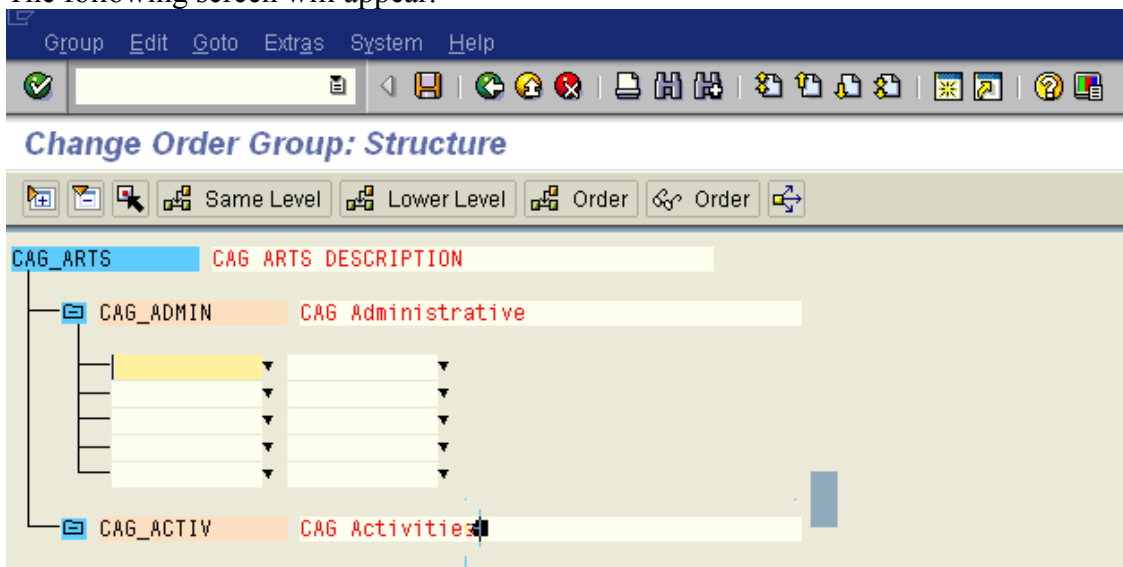
1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Change or enter TRANSACTION CODE: **KOH2**.
2. Enter the Order Group to be modified and press enter.




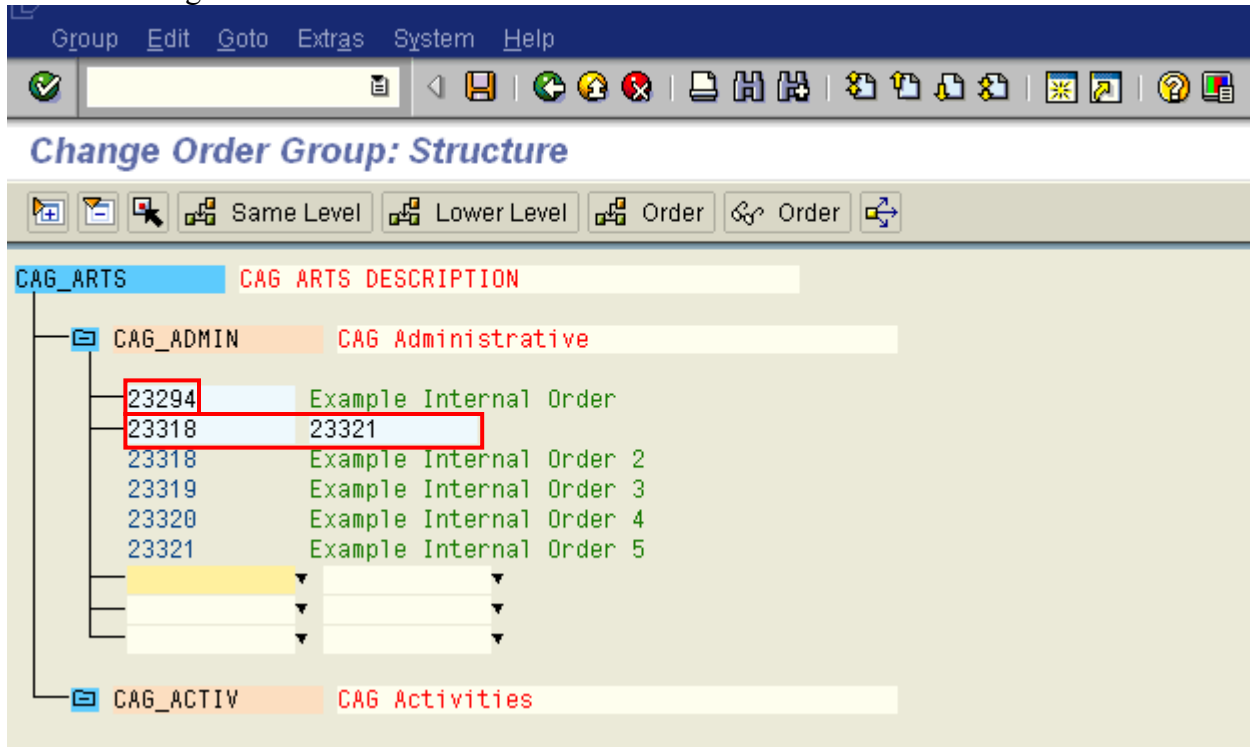
3. Click the Order Group once and select the order  icon.



The following screen will appear.



- To assign individual Internal Orders to an Order Group, enter the Internal Order numbers in the left hand column and press enter. If you enter a number that does not exist, the system will indicate there is "No valid master." Select the save  icon or F11 to save Internal Order assignments.




- To enter a range of Internal Orders numbers, enter the beginning Internal Order number in the first column, first row and the ending Internal Order number in the second column, first row and press enter. A list of the Internal Orders within the number range will display on the screen. The range functions as a unit meaning that it can be removed from or moved to a Group as a range, but not as a single Internal Order. To remove or move an Internal Order within a range, delete the range, and then add the Internal Orders individually.

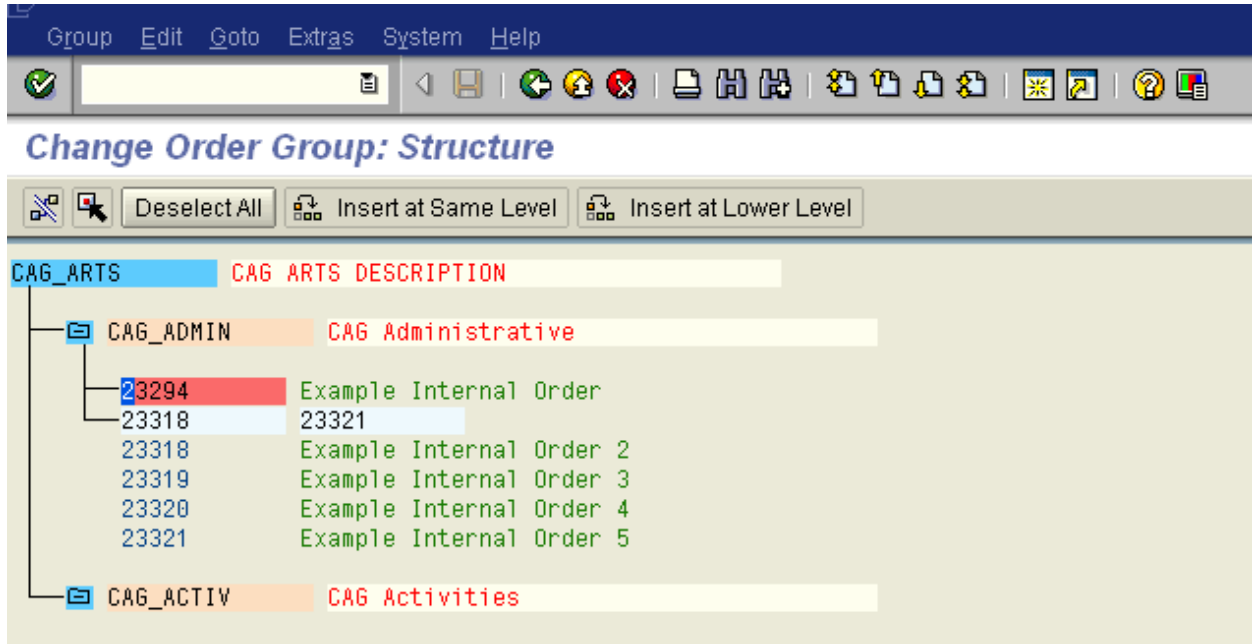
NOTE: Please keep in mind that your Internal Orders may NOT be assigned numbers in sequence. Using a range may bring in Internal Orders created by other people.



### **Removing an Internal Order from an Order Group**

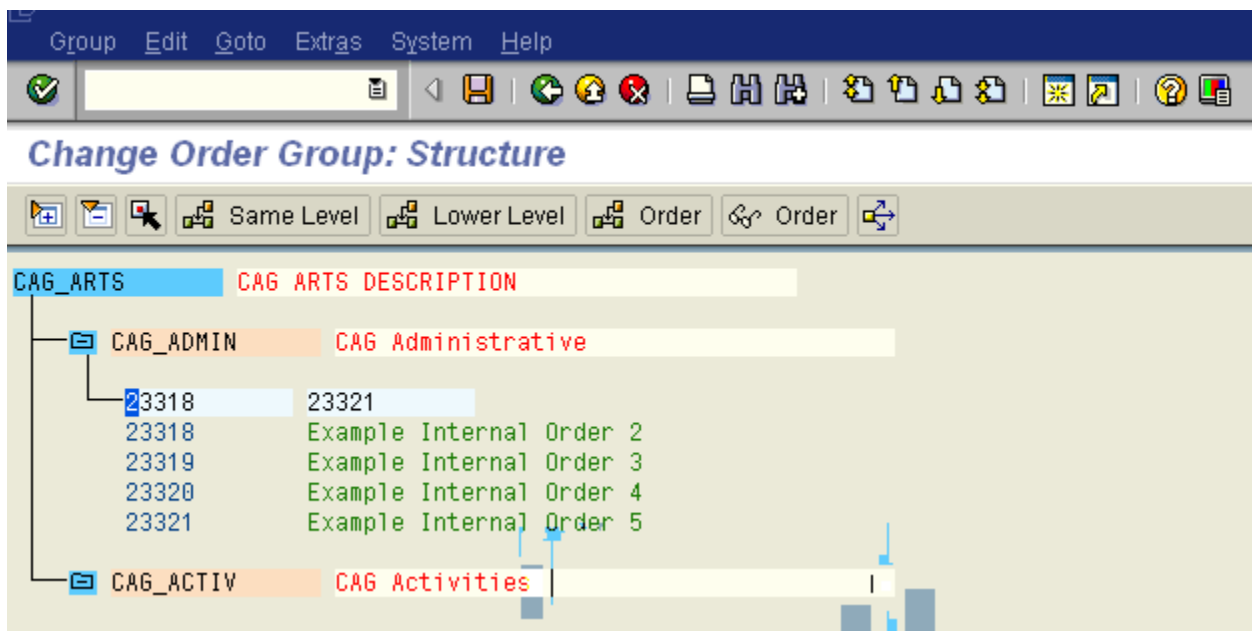
#### **To remove an Internal Order from an Order Group:**

- Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Change or enter TRANSACTION CODE: **KOH2**.
- Enter the Order Group to be modified and press enter.

- Expand the Order Group to display the assigned Internal Orders. Place the cursor on the Internal Order or Internal Order range to be removed and select the select  icon. The Internal Order number should be shaded.




- Remove the Internal Order or range by selecting the remove (detach)  icon and press the save  icon or F11. The Internal Orders will be removed from the group, but the Internal Order will not be deleted.

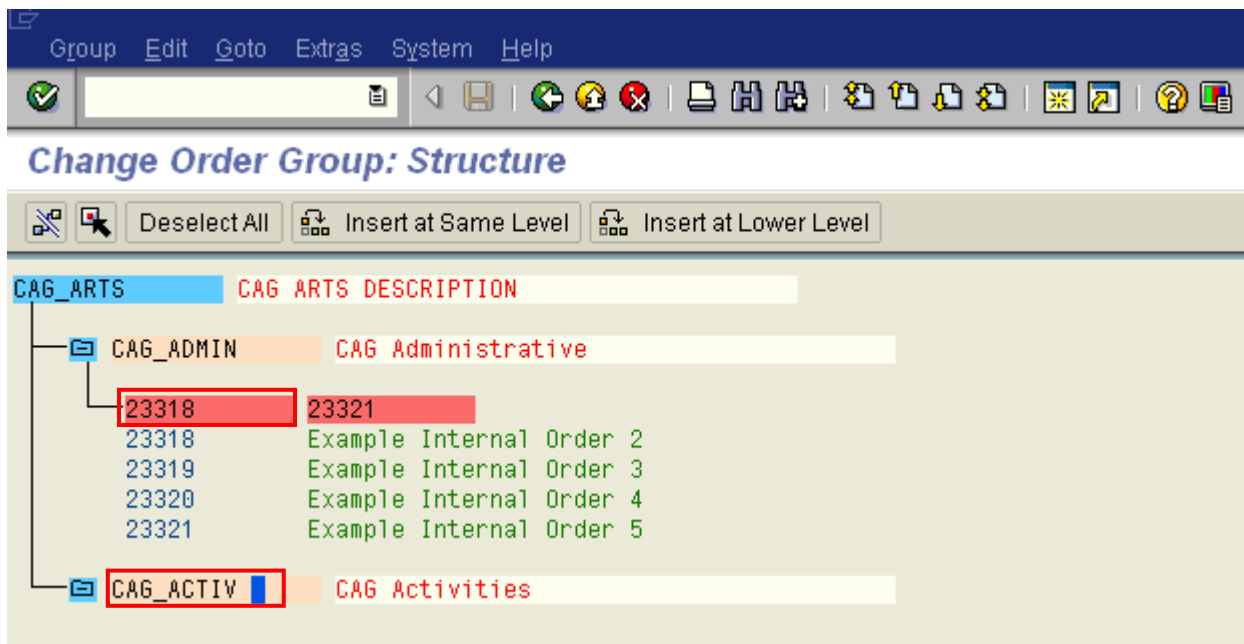






## Moving an Internal Order to a Different Group

**To move an Internal Order from one Order Group to another:**

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Master Data→Order Group→Change or enter TRANSACTION CODE: **KOH2**.
2. Enter the top node Order Group and press enter.
3. Expand the Order Group the Internal Order or Internal Order range is to be moved from.  
Click on the Internal Order or range to be moved and select the select  icon.



4. Click on the Order Group the Internal Order or range is to be moved to and select the Insert at Lower Level  icon.
5. The Internal Order or range will move from one Order Group to the other. Expand the second Order Group to verify that the move has been made. Press the save  icon or F11 to save the change.

**Change Order Group: Structure**

Same Level Lower Level Order Order

CAG_ARTS	CAG ARTS DESCRIPTION
[-] CAG_ADMIN	CAG Administrative
[-] CAG_ACTIV	CAG Activities
23318	23321
23318	Example Internal Order 2
23319	Example Internal Order 3
23320	Example Internal Order 4
23321	Example Internal Order 5

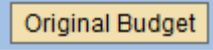
## Budgeting

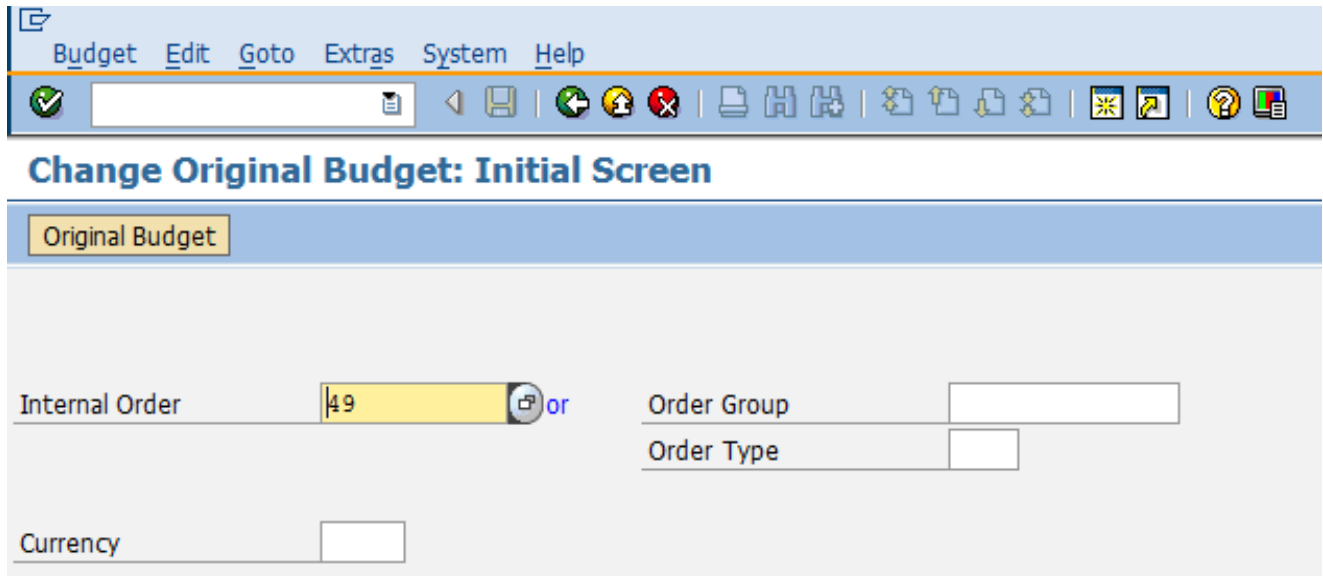
### Posting Original Budget to an Internal Order

Budget can be posted to an Internal Order. Budget can be used to:

- Track spending versus a user defined budget level for specific functions, programs, etc. (this does not affect funds center budget)
- Monitor carryforward expenditures
- Establish a planned spending amount for comparison reporting
- Create a historical representation of budget allocations and program changes

#### To post original budget to an Internal Order:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Budgeting→Original Budget→Change or enter TRANSACTION CODE: **KO22**.
2. Enter the Internal Order number or Order Group and Order Type. Press enter or select the Original budget  icon.



**Change Original Budget: Initial Screen**

Original Budget

Internal Order  or

Order Group

Order Type

Currency



The following screen will appear.

Change Original Budget: Annual overview

Order Overview

Order: 49 CJO CONTINGENCY  
Order type: 01 Controlling Area: CMU

Period	Budget	Tra...	Current budget	Planned total...
Overall		USD		
2006		USD		
2007		USD		
2008		USD		
2009		USD		
2010		USD		
2011		USD		
2012		USD		
Total		USD		

3. A. For cost centers operating on a fiscal year basis, enter budget information into the desired fiscal year and the Overall field and press the save  icon or F11.
- B. For grants/WBS Elements with a project period spanning multiple CMU fiscal years, enter budget information into the Overall field only and press the save icon  or F11.

**Change Original Budget: Annual overview**

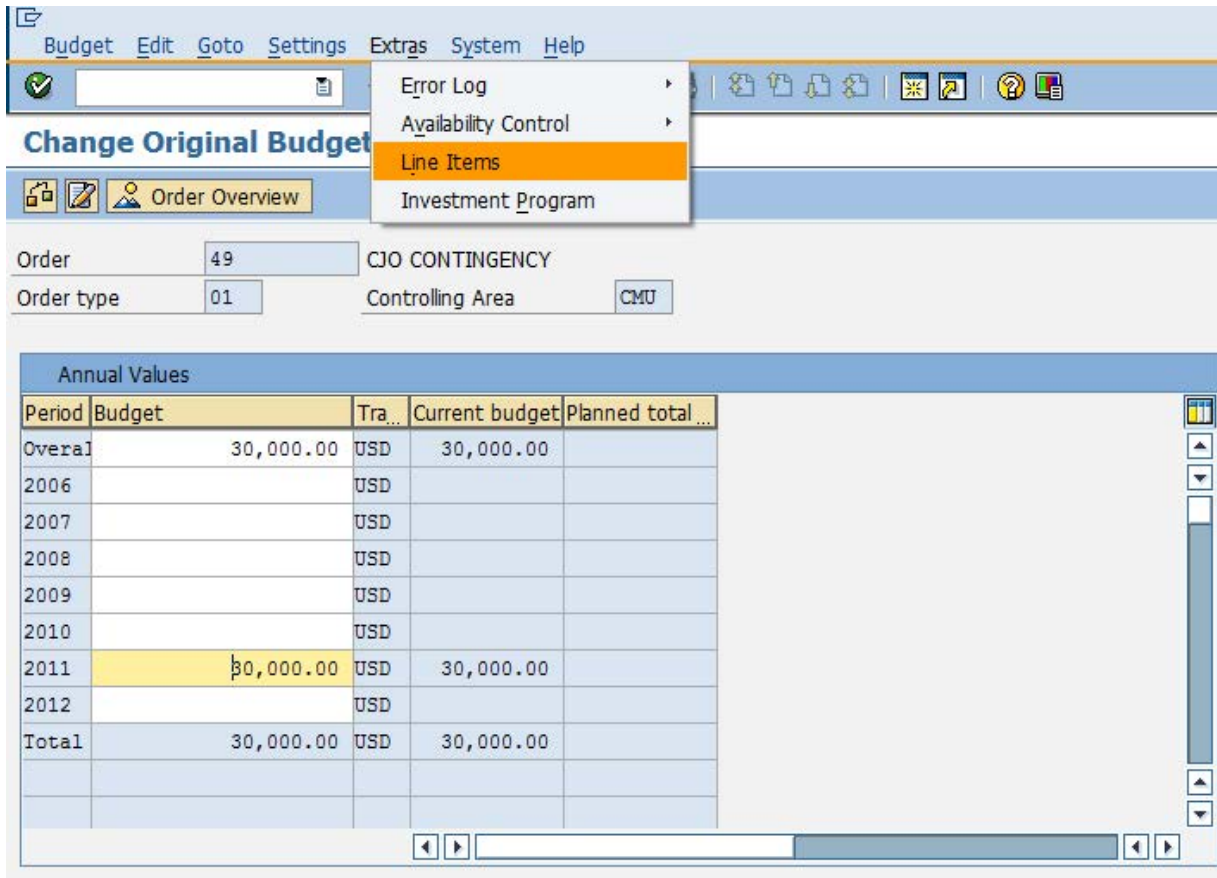
Order Overview

Order: 49 CJO CONTINGENCY  
 Order type: 01 Controlling Area: CMU

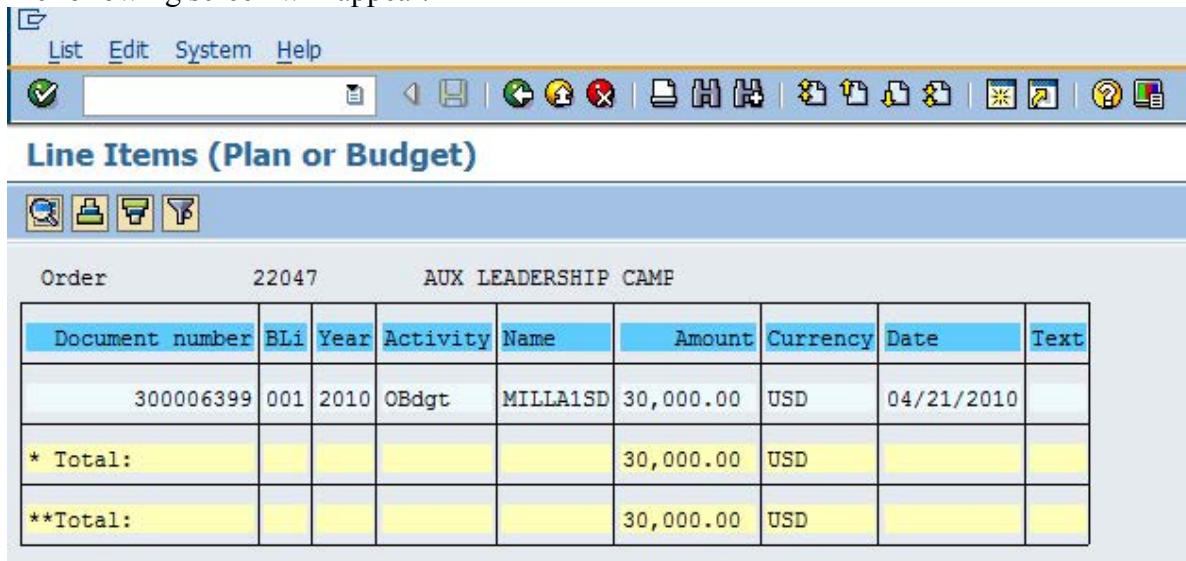
Annual Values				
Period	Budget	Tra...	Current budget	Planned total ...
Overall	30,000.00	USD	30,000.00	
2006		USD		
2007		USD		
2008		USD		
2009		USD		
2010		USD		
2011	30,000.00	USD	30,000.00	
2012		USD		
Total	30,000.00	USD	30,000.00	

The system will assign and display a document number at the bottom of the screen for the budget posted.

**NOTE:** To see details of budget line items from original, supplement or return budget screens, click on the amount and go to Extras→Line Items.



The following screen will appear.



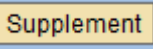
### Posting a Budget Supplement to an Internal Order

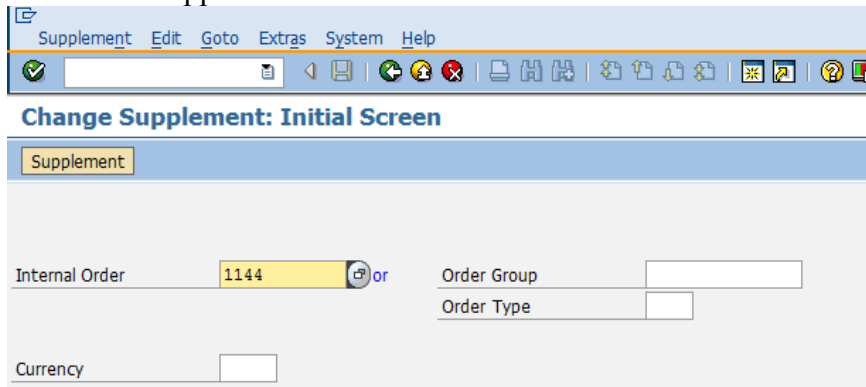
Budget supplements can be used to identify additions to funding for programs, functions etc.

**Posting budget supplements creates a historical representation of funding allocations and**

**program changes. If historical information is not a concern, the original budget can be modified.**

### To post a budget supplement to an Internal Order:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Budgeting→Supplement→Change or enter TRANSACTION CODE: **KO24**.
2. Enter the Internal Order number or Group Order and Order Type. Press enter or select the Supplement  icon.



Change Supplement: Initial Screen

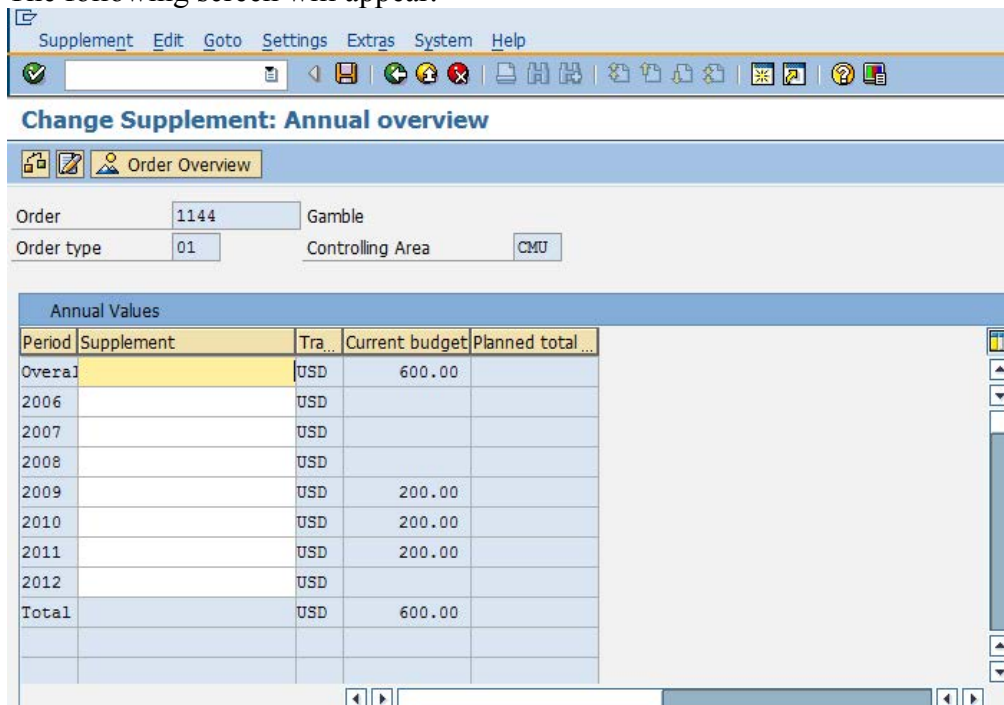
Supplement

Internal Order  or  Order Group

Order Type

Currency

The following screen will appear.



Change Supplement: Annual overview

Order Overview

Order  Gamble

Order type  Controlling Area

Period	Supplement	Tra...	Current budget	Planned total ...
Overall		USD	600.00	
2006		USD		
2007		USD		
2008		USD		
2009		USD	200.00	
2010		USD	200.00	
2011		USD	200.00	
2012		USD		
Total		USD	600.00	


3. Enter the budget supplement amount in the Overall and fiscal year fields and press enter. The system will recalculate the current budget to include the supplement just entered.

**Change Supplement: Annual overview**

Order: 1144    Gamble  
 Order type: 01    Controlling Area: CMU

Period	Supplement	Tra...	Current budget	Planned total ...
Overall	100.00	USD	700.00	
2006		USD		
2007		USD		
2008		USD		
2009		USD	200.00	
2010		USD	200.00	
2011	100.00	USD	300.00	
2012		USD		
Total	100.00	USD	700.00	

The system recalculates current budget.

- If the calculated budget is correct, press the save  icon or F11. The system will assign and display a document number at the bottom of the screen for the budget supplement posted.

**Change Supplement: Initial Screen**

Supplement

Internal Order: 1144    Order Group:   
 Order Type:

Currency:

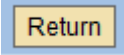
Document 0300006400 posted

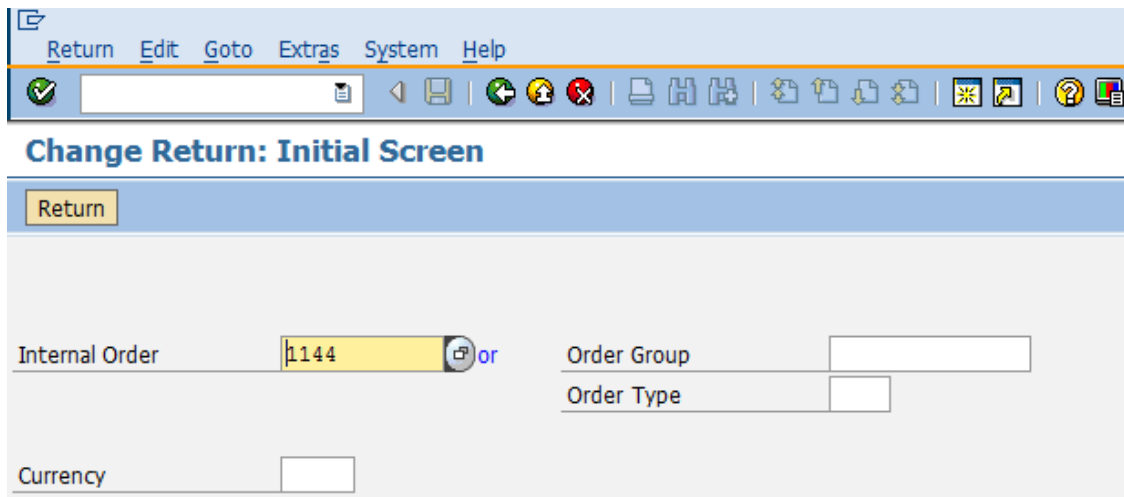


## Posting a Budget Return to an Internal Order

Budget returns can be used to identify reductions of funding for programs, functions, etc. **Posting budget returns creates a historical representation of funding allocations and program changes. If historical data is not a concern, the original budget can be modified.**

### To post a budget return to an Internal Order:

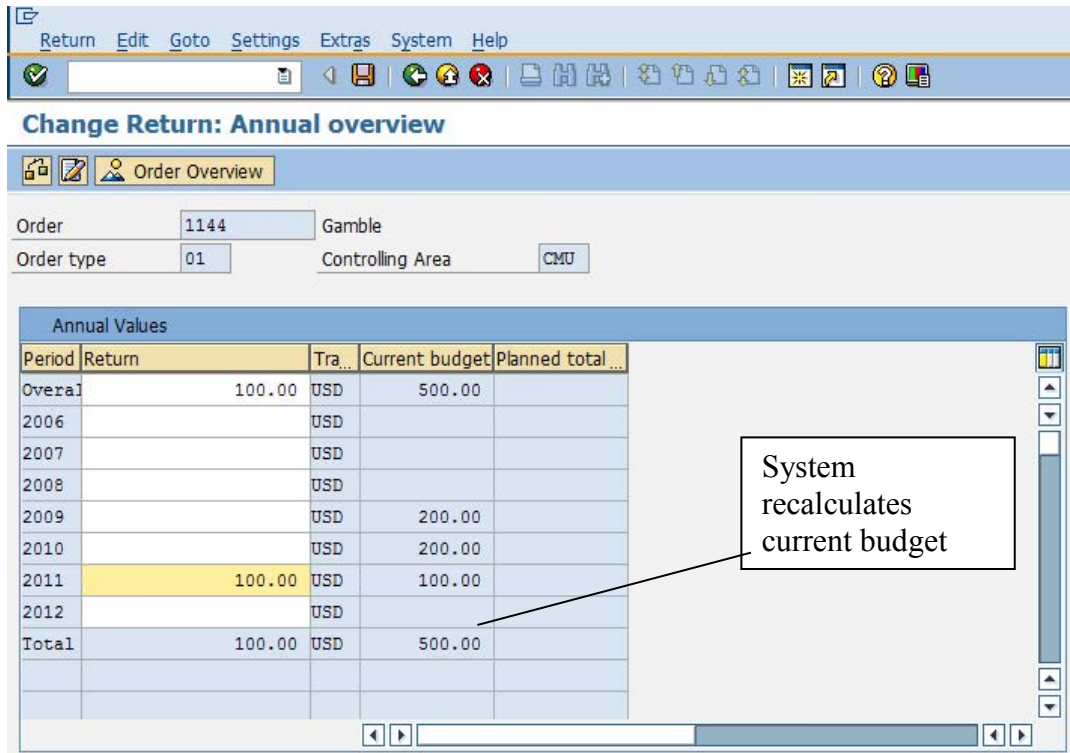
1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Budgeting→Return→Change or enter TRANSACTION CODE: **KO26**.
2. Enter the Internal Order number and press enter or select the Return  icon.




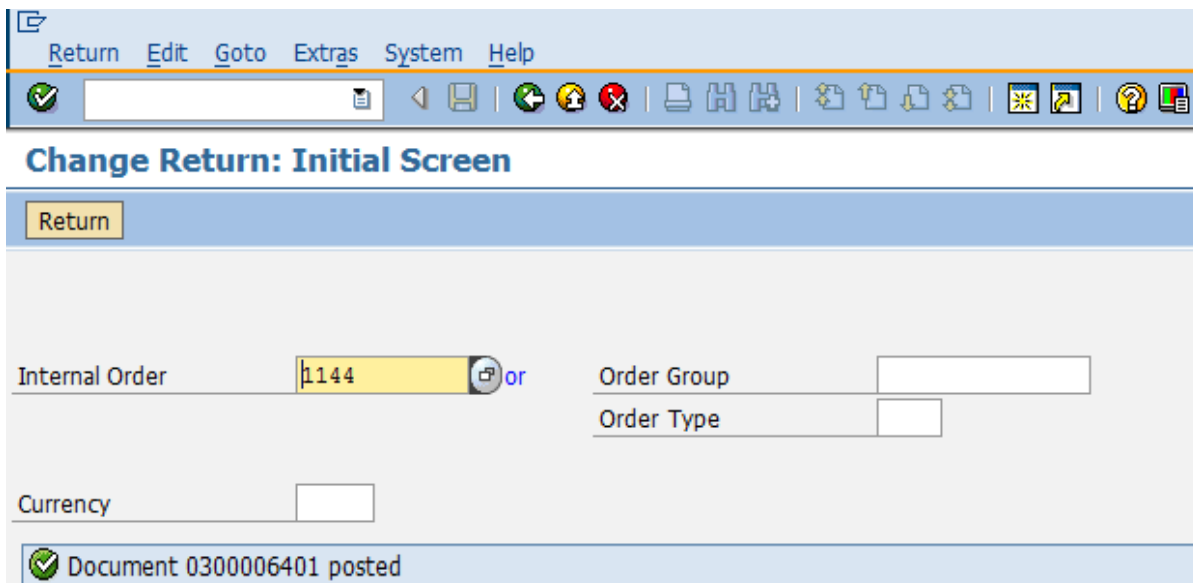
The screenshot shows the 'Change Return: Initial Screen' in SAP. The window title is 'Return'. The menu bar includes 'Return', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area has a blue header with a 'Return' button. Below it, there are input fields for 'Internal Order' (containing '1144'), 'Order Group', 'Order Type', and 'Currency'.

To see details of budget line items click on the amount then go to Extras→Line Items.

3. Enter the budget return amount in the Overall and fiscal year fields and press enter. The system recalculates the current budget to reflect the return just entered.



- If the calculated budget is correct, press the save  icon or F11. The system will assign and display a document number at the bottom of the screen for the budget return posted.



## Correcting Entries & Reposting Line Items

To reduce the number of keying errors, be sure to use the latest revised departmental forms for requesting journal entries, invoice vouchers, departmental deposits, etc. If an Internal Order number field is not on the form, please write the Internal Order by the cost center or WBS element and highlight it. Unfortunately, no matter how much care is taken, errors will occur.

How a transaction is corrected depends upon how it was entered and the type of error made.

NOTE: Items reposted in the Controlling module will not be reflected on the FM Reports.

Type of Error	Solution	User Department Action	Change FM Reports?
Incorrect cost center or WBS Element keyed	Reverse the entry and re-key	Submit journal entry to Accounting Services	Yes
Incorrect G/L account keyed	Reverse the entry and re-key	Submit journal entry to Accounting Services	Yes
Incorrect Internal Order keyed	Use re-post line item to correct	Repost using KB61	No
No Internal Order keyed	Use re-post line item to correct	Repost using KB61	No
Purchase order commitment appears in Cost center and not on the Internal Order and there has been no activity (no internal order referenced)	Purchasing should correct the account assignment information	Communicate information to Purchasing	Yes
Purchase order commitment appears in the incorrect Internal Order and there has been no activity	Purchasing should correct the account assignment information	Communicate information to Purchasing	Yes

Users can use the Repost line item function to:

- Add an Internal Order number to a transaction
- Change an Internal Order number on a transaction
- Redistribute a transaction across multiple Internal Orders
- Remove a transaction from an Internal Order

**Note: Once a document has been reposted, it cannot be reposted again without first being reversed. After it is reversed it can then be reposted again. Contact Accounting Services if you need to reverse a reposting.**






**Note: After a transaction is reposted, the document will show 3 times in the Actual Line Items detail report (the original debit entry, the credit entry adjusting the original Internal Order field, and the revised debit entry which includes the modified Internal Order field).**




## Reposting Line Items


### To repost line items:

1. Follow the MENU PATH: Accounting→Controlling→Internal Orders→Actual Postings→Repost Line Items→Enter or enter TRANSACTION CODE: **KB61**.

### Enter Line Item Repostings: Document Row Selection

     Change Selection Parameters Save Field Selection

<b>Accounting Doc.</b>			
Document Number	<input style="width: 90%;" type="text"/>	to	<input style="width: 90%;" type="text"/>
Company Code	<input style="width: 90%;" type="text" value="CMU"/>	to	<input style="width: 90%;" type="text"/>
Fiscal Year	<input style="width: 90%;" type="text" value="2015"/>	to	<input style="width: 90%;" type="text"/>
			
<b>General Criteria</b>			
Cost Element	<input style="width: 90%;" type="text"/>	to	<input style="width: 90%;" type="text"/>
			
<b>Acct Assgt</b>			
Cost Center	<input style="width: 90%;" type="text"/>	to	<input style="width: 90%;" type="text"/>
			

2. Enter the document number, company code and fiscal year in the selection fields as follows and select the execute  icon:

- **Document number:** This is the FI document number from the Actual Line Item Detail report located in FM Reports. The FI document number is generally the one starting with the numbers below:

<u>Document Number</u>	<u>Method Entered in SAP</u>
100XXXXXX (9 digits)	Journal Entry
1900XXXXXX (10 digits)	Non-Purchase Order Entry (Invoice Voucher Forms)
2000XXXXXX (10 digits)	Payroll Upload
5000XXXXXX (10 digits)	Purchase Order Entry
5100XXXXXX (10 digits)	Purchase Order Entry
5500XXXXXX (10 digits)	Credit Card Upload Entry
6000XXXXXX (10 digits)	Batch Journal Entry Upload

- **Company Code:** Enter CMU

- **Fiscal Year:** Enter the fiscal year in which the transaction was originally posted.

### Enter Line Item Repostings: Document Row Selection

The form is divided into three sections:

- Accounting Doc.:** Contains fields for Document Number (100484844), Company Code (CMU), and Fiscal Year (2015). Each field has a corresponding 'to' field and a selection arrow.
- General Criteria:** Contains a Cost Element field with a 'to' field and a selection arrow.
- Acct Assgt:** Contains a Cost Center field with a 'to' field and a selection arrow.

The line items from the FI document will appear.

### Enter Reposting of Line Items: List

D.	CO doc.nr	A.	OTy	Acct Assgt2	Func. Area	Fund	Grant	GL No.	Material	P...	Text
D	201231552				01	4000	DEFAULTGR...	670200		<input type="checkbox"/>	IO TEST EXAM
C					01	4000	DEFAULTGR...	730200		<input type="checkbox"/>	IO TEST EXAM


You may have to scroll to the right hand side of the screen to see all of the information.

### Enter Reposting of Line Items: List

Material	P...	Text	TCurr	Value TranCurr	ltm	Postg Date	Year	User	Per
	<input type="checkbox"/>	IO TEST EXAMPLE	USD	2,000.00	001	04/10/2007	2007	JOHAN1KM	10
	<input type="checkbox"/>	IO TEST EXAMPLE	USD	2,000.00	002	04/10/2007	2007	JOHAN1KM	10


3. Locate the correct amount and Line item listed under the FI Document number.
4. Click in the line of the line item that you wish to add an Internal Order number to. Click the Change Account Assignment Icon.

- Enter the Internal Order number in the Internal Order field. Click the green check mark.

- Press the post (save)  icon or F11. At the bottom of the screen, the system will display the message Document is posted under number #####.

### Changing an Internal Order Number

#### To change an Internal Order number posted in FI:

- Follow steps 1-4 to repost a line item.
- In the Change Account Assignment screen, overwrite the incorrect Internal Order with the correct one. Click the green check mark.
- Press the save  icon or F11. At the bottom of the screen, the system will display the message Document is posted under number #####.

### Redistributing Funds Across Multiple Internal Orders

All or part of the amount of a transaction can be divided between two or more Internal Orders.

#### To redistribute dollar amounts across multiple Internal Orders:

1. Follow steps 1-2 to repost a line item.

**Enter Reposting of Line Items: List**

Dr...	CO doc.nr	A...	OTy	Acct Assgt2	Func. Area	Fund	Grant	GL No.	Material	P...	Text
C	201231552		ORD	23318		4000	DEFAULTGR...	730200		<input type="checkbox"/>	IO TEST EXA

You may have to scroll to the right side of the screen to see all of the information.

**Enter Reposting of Line Items: List**

Material	P...	Text	TCurr	Value TranCurr	Itm	Postg Date	Year	User	Per
	<input type="checkbox"/>	IO TEST EXAMPLE	USD	2,000.00-	002	04/10/2007	2007	JOHAN1KM	10

2. Enter the correct amount for the first Internal Order in the first row of the Value TranCurr column by overwriting the original amount and press enter. The system will compute the difference between the original amount and the entered amount and insert the difference on the next line.

**Enter Reposting of Line Items: List**

Grant	GL No.	Material	P...	Text	TCurr	Value TranCurr	Itm	Postg Date	Year	Usr
DEFAULTGR...	730200		<input checked="" type="checkbox"/>	IO TEST EXAMPLE	USD	500.00-	002	04/10/2007	2007	JOH
DEFAULTGR...	730200		<input checked="" type="checkbox"/>	IO TEST EXAMPLE	USD	1,500.00-		04/10/2007	2007	JOH

3. If splitting the charge more than once, enter the correct amount for the second Internal Order number in the second row of the Value TranCurr column by overwriting the difference amount calculated by the system. The system will compute the difference between the previous difference amount and the entered amount and insert it on the next line. Repeat this process until the charge has been split as needed for correct Internal Order assignment. If a remaining balance should not be distributed to an Internal Order, be sure to leave it as its own line.


**Enter Reposting of Line Items: List**

Dr...	CO doc.nr	A...	OTy	Acct Assgt2	Func. Area	Fund	Grant	GL No.	Material	P...	Text
C	201231552		ORD	23318	01	4000	DEFAULTGR...	730200		<input checked="" type="checkbox"/>	IO TEST EXA
C			ORD	23319	01	4000	DEFAULTGR...	730200		<input checked="" type="checkbox"/>	IO TEST EXA
C					01	4000	DEFAULTGR...	730200		<input checked="" type="checkbox"/>	IO TEST EXA


You may have to continue to scroll to the right side of the screen to see all of the information.

**Enter Reposting of Line Items: List**

Material	P...	Text	TCurr	Value	TranCurr	Itm	Postg Date	Year	User	Per
	<input checked="" type="checkbox"/>	IO TEST EXAMPLE	USD	500.00	-	002	04/10/2007	2007	JOHAN1KM	10
	<input checked="" type="checkbox"/>	IO TEST EXAMPLE	USD	300.00	-		04/10/2007	2007	JOHAN1KM	10
	<input checked="" type="checkbox"/>	IO TEST EXAMPLE	USD	1,200.00	-		04/10/2007	2007	JOHAN1KM	10

- For each line that was split out, click on the line and then click the Change Account Assignment button. Enter the Internal Order number in the Internal Order field. Repeat this step for each line until all Internal Order numbers are assigned.
- Press the save  icon or F11. At the bottom of the screen, the system will display the message Document is posted under number #####.

**Removing an Internal Order From a Transaction****To remove an Internal Order from a transaction:**

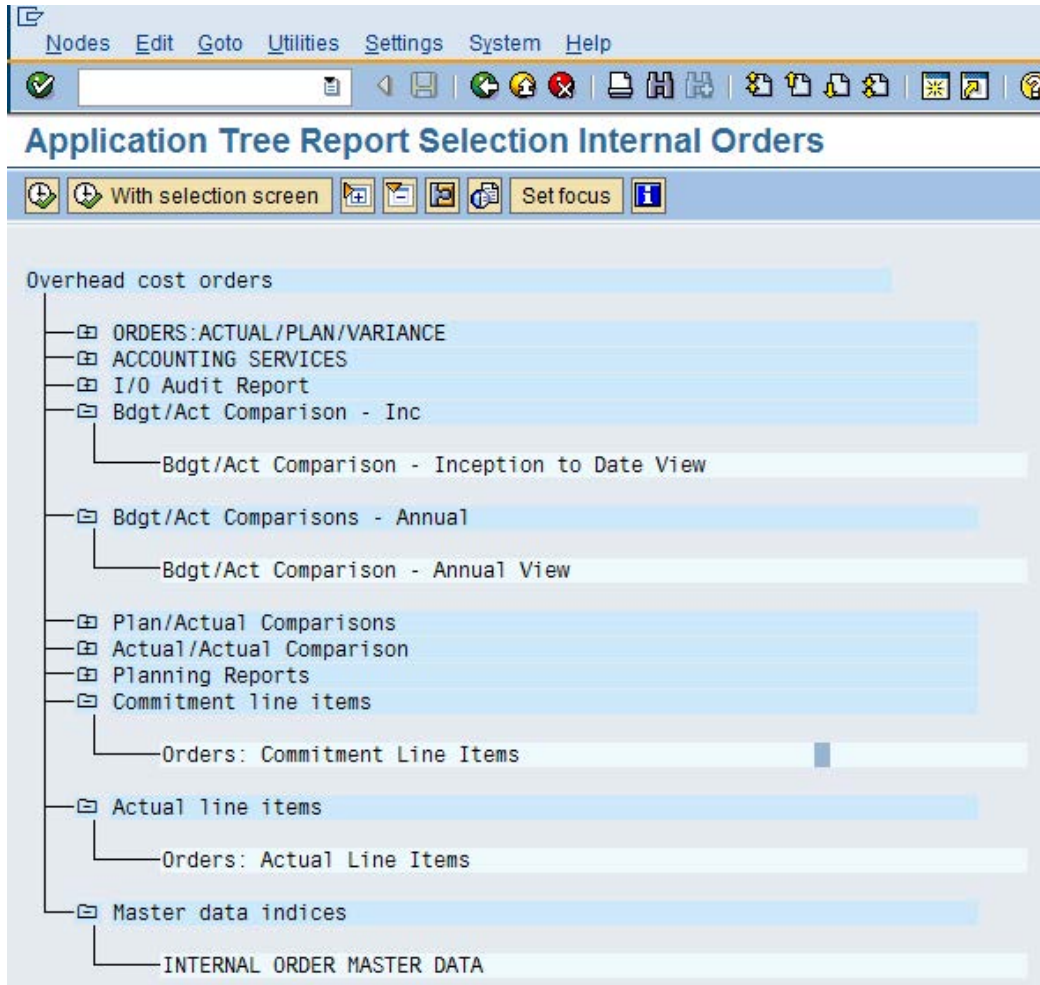
- Follow steps 1-4 to repost a line item including clicking on the Change Account Assignment button.
- Delete the Internal Order number shown in the Internal Order field. Click the green check mark.
- Press the save  icon or F11. The system will display the message Document is posted under number #####.



## Internal Order Reporting

The Application Tree for Internal Order reports resembles the Application Tree for FM reports. To access the Internal Order Report Application Tree, type **KOC2** in the transaction code box and press enter.

Click on the + to left of desired node, and then double click on the report name.




## **Budget/Actual Comparison Report**

These reports provide budget, actual and commitment information for Internal Orders. Use the Inception to date view for all reports. The following example is from the Inception to date view.

**To access the report follow the transaction code KOC2 (see page 33).**

Click on the + to left of Bdgt / Act Comparison – Inc, then double click on Bdgt / Act Comparison – Inception to date view.

Enter information as follows and select the execute  icon to run the report.

### **Selection values**

Controlling area: Should default to CMU

### **Selection groups**

Order group: Enter an Order Group

Or value(s): Enter an Internal Order, Range of Internal Orders or select the right arrow



to enter multiple Internal Orders or multiple ranges of Internal Orders.

The following is an example of a Budget / Actual Comparison report:

Orders	Budget	Actual	Commitment	Avail Bal
24399 PROGRAMMING RECRUITER EXPENSES	30,000.00	36.00		29,964.00
* Total	30,000.00	36.00		29,964.00

You can drill down on this report by double clicking a line item. The following screen will appear.

	Budget	Actual	Commitment	Avail Bal
RECRUITER EXPENSES	30,000.00	36.00		29,964.00
* Total	30,000.00	36.00		29,964.00

A panel is displayed that allows you to select either the commitments or actual drill down. Double click on commitments or actual.


The following report provides a detail listing of transactions that have been posted to the selected Internal Order. Double click on a specific line item to see the SAP detail regarding the actual journal entry, invoice voucher or reposting.

Posting Date	GL Description	Internal Order	GL No.	Current Commitment	Total quantity	P...	Purch.Doc.	Text
08/12/20...	OTHER ADMIN EXPNS	24399	754000	36.00				RECRUITER EXP
		24399		36.00				
				36.00				

## Actual Line Items Report

This report provides a list of transactions that have been posted to an individual Internal Order or an Order Group.

To access the report enter the transaction code **KOB1** or use the **Internal Order Report Tree** at transaction code **KOC2** (see page 33) and click on the + to left of **Actual** line items, then double click on **Orders: Actual Line Items**.

Enter information as follows, then select the execute  icon to run the report.

- Order:** Enter an individual Internal Order
- OR**
- Order Group:** Enter an Order Group
  
- Cost Element:** Optional. Enter a general ledger account number or leave blank to see all activity.
- OR**
- Cost Element Group:** Optional. Enter a group of cost elements. For example, facilities projects use the cost element group Z\_CIP.
  
- Posting Date:** Defaults to Current month. Enter desired range of dates.
  
- Display Variant:** Leave /DEFAULTGL layout.
  
- More Settings:** Change Field to 9,999,999

The following report will be displayed. Double click on a specific line item to see the SAP detail regarding the actual journal entry, invoice voucher or reposting.

Internal Orders

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Orders

Document Master Record

Layout Internal Order COarea currency /DEFAULTGL 24374... USD Primary cost posting w/ GL Description HSGF FOOD EXPENSES... US Dollar

Posting Date	GL Description	Internal Order	GL No.	Current Commitment	Total quantity	P...	Purch.Doc.	Text
08/12/2009	POSTAGE & DELIVERY	24374	640200	375.00				FOOD EXP
		24374		<b>375.00</b>				
08/12/2009	POSTAGE & DELIVERY	24375	640400	175.00				RECRUITER EXP
		24375		<b>175.00</b>				
08/12/2009	MISC INCOME	24376	540300	550.00				ADMISSION REVENUE
		24376		<b>550.00</b>				
08/12/2009	TELEPHONE	24377	645200	220.00				FOOD EXP
		24377		<b>220.00</b>				
08/12/2009	WORKSHOP COSTS	24378	662200	210.00				RECRUITER EXP
		24378		<b>210.00</b>				
08/12/2009	MISC INCOME	24379	540300	430.00				ADMISSION REVENUE
		24379		<b>430.00</b>				
08/12/2009	PRINT & REPRODUCT	24380	665200	765.00				FOOD EXP
		24380		<b>765.00</b>				
08/12/2009	POSTAGE & DELIVERY	24381	640200	45.00				RECRUITER EXP
		24381		<b>45.00</b>				
08/12/2009	MISC INCOME	24382	540300	810.00				ADMISSION REVENUE
		24382		<b>810.00</b>				
08/12/2009	POSTAGE & DELIVERY	24383	640400	123.00				FOOD EXP
		24383		<b>123.00</b>				
08/12/2009	TELEPHONE	24384	645200	250.00				RECRUITER EXP


KOB1 staging4 INS

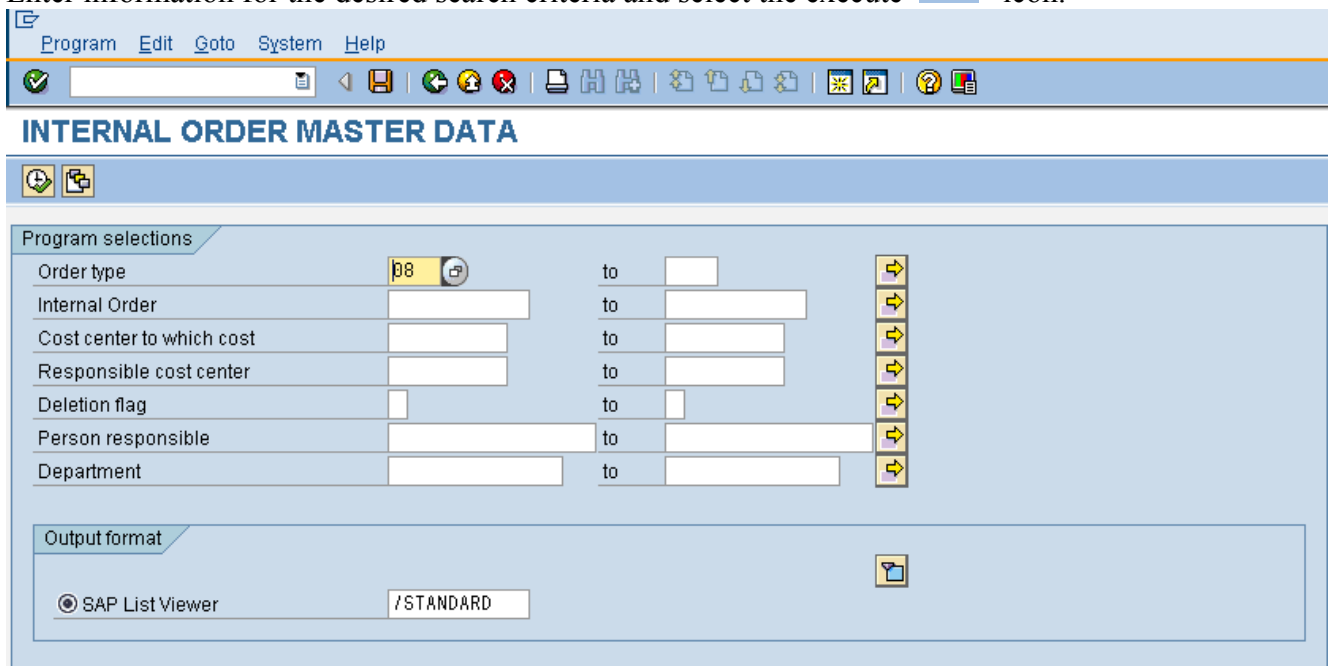
## Display Master Data Report

This report provides a list of Internal Orders based on specific criteria. For example, if 08 is entered in the Order type field, the report will bring up all of the Internal Orders under Order type 08. If a cost center is entered in the Responsible cost center field, the report will bring up all of the Internal Orders with that cost center entered on the master data. Consistency when entering Internal Orders determines the accuracy and usefulness of this report. For example, always use the same format for the Responsible person and be consistent when using the Department field.

**To access the report follow the transaction code KOC2 (see page 33).**








Click on the + to left of Master data indices, then double click on Internal Order Master Data.

Enter information for the desired search criteria and select the execute  icon.



**INTERNAL ORDER MASTER DATA**

Program selections

Order type	08	to		
Internal Order		to		
Cost center to which cost		to		
Responsible cost center		to		
Deletion flag		to		
Person responsible		to		
Department		to		

Output format

SAP List Viewer      /STANDARD

### Selection Options

**Order Type:** The order type assigned to your college or area

**Internal Order:** Individual, range or multiple Internal Orders

**Responsible Cost Center:** Cost center entered on master data

**Person Responsible:** Person responsible for the Internal Order as entered in Master Data

**Department:** User defined based on information entered on the General tab in Master Data

Internal Orders

The following is a report based on criteria for Order type 08.

INTERNAL ORDER MASTER DATA

Type	Internal Order	Short text	LT	RespCctr	Location	Person responsible	Telephone	ApplicDate	Department	Cls	Cmp	St	Applic
08	22005	SAP FIMM - CONSULTING		73002		VAUTRIN C	1244	00/00/0000				X	
	22006	SAP FIMM - TRAINING		73002		VAUTRIN C	1244	00/00/0000					
	22007	SAP FIMM - EQUIPMENT		73002		VAUTRIN C	1244	00/00/0000					
	22020	SAP_RECRUITMENT_POSITION	X	26304		CV	1244	00/00/0000					
	22021	SAP RECRUITMENT POSISTION TWO		26304		CV	1244	00/00/0000					
	22022	FI ARCHIVING - CONSULTANTS	X	73002		VAUTRIN CR	1244	00/00/0000				X	
	22023	FI ARCHIVING - TEAM COSTS		73002		VAUTRIN CR	1244	00/00/0000				X	
	22024	SAP HR TRAINING & EVENTS - CONSULTANTS		73002		VAUTRIN CR	1283	00/00/0000				X	
	22025	SAP HR TRAINING & EVENTS - TEAM COSTS		73002		VAUTRIN CR	1283	00/00/0000				X	
	22026	FI WEB BASED APPLICATIONS - CONSULTANTS		73002		VAUTRIN C	1244	00/00/0000				X	
	22027	FI WEB BASED APPLICATIONS - TEAM COSTS		73002		VAUTRIN C	1244	00/00/0000				X	
	22040	TEST INTERNAL ORDER CREATION TPR 6/28		26304		RIDLEY T	1245	00/00/0000					
	22041	COPYING COST D SANDY		26304		SANDY D	1240	00/00/0000					
	22042	test		26304		vautrin		00/00/0000				X	
	22043	test		26304		vautrin		00/00/0000				X	
	22044	GEOLOGY	X	25020		GUST J		00/00/0000				X	
	22045	AUX LEADERSHIP SAFARI	X	50070		BARTHLOMEW JL		00/00/0000				X	
	22046	AS TEST	X	26430		HESTERMAN D	774-7366	00/00/0000	ACCTG SERV			X	
	22047	AUX LEADERSHIP CAMP		50070		BARTHLOMEW JL		00/00/0000				X	
	22048	AUX ON THE FLY		50070		BARTHLOMEW JL		00/00/0000				X	
	22049	BIOLOGY		25020		GUST J		00/00/0000				X	
	22050	AUX RAJMA TRAINING		50070		BARTHLOMEW JL		00/00/0000				X	
	22051	CHEMISTRY		25020		GUST J		00/00/0000				X	
	22052	AUX RHD TRAINING		50070		BARTHLOMEW JL		00/00/0000				X	
	22053	AUX RES LIFE COMPUTER TECHS		50070		BARTHLOMEW JL		00/00/0000				X	
	22054	GEOGRAPHY		25020		GUST J		00/00/0000				X	

SART staging4 INS

**Appendix****STEPS IN THE INTERNAL ORDER PROCESS**


<b>FUNCTION</b>	<b>MENU PATH</b>	<b>TRANS CODE</b>	<b>PAGE NUMBER</b>
DETERMINE ORDER STRUCTURE FOR REPORTING			Page 4
CREATE INTERNAL ORDER	Accounting->Controlling->Internal Orders->Master Data->Order->Create	Ko01	Page 6
CREATE INTERNAL ORDER GROUPS	Accounting->Controlling->Internal Orders->Master Data->Order Groups->Create	KoH1	Page 11
POST BUDGET	Accounting->Controlling->Internal Orders-> Budget->Original->Change	Ko22	Page 19
POST SUPPLEMENTS	Accounting->Controlling->Internal Orders->Budget ->Supplement->Change	Ko24	Page 22
POST RETURNS	Accounting->Controlling->Internal Orders->Budget ->Return->Change	Ko26	Page 24
REPOST LINE ITEMS	Accounting->Controlling->Internal Orders->Actual Postings->Repost Line Items->Enter	KB61	Page 27
DISPLAY INTERNAL ORDERS	Accounting->Controlling->Internal Orders->Master Data->Order->Display	Ko03	Page 9
DISPLAY INTERNAL ORDER GROUPS	Accounting->Controlling->Internal Orders->Master Data->Order Group->Display	KoH3	Page 13
TO RUN AND DISPLAY REPORTS	Accounting->Controlling->Internal Orders->Information System->Report Selection	KoC2	Page 32

**Commitment Line Items Report**

This report displays unreceived and/or uninvoiced purchase orders and contracts.

**To access the report follow the transaction code KOC2 (see page 33).**

Click on the + to left of Commitment Line Items, then double click on Orders: Commitment Line Items.

Enter information as follows, then select the execute  icon to run the report.



Internal Orders

**Order:** Enter an individual Internal Order

**OR**

**Order Group:** Enter an Order Group

**Cost Element:** Optional. Enter a general ledger account number or leave blank to see all activity.

**OR**

**Cost Element Group:** Optional. Enter a group of cost elements. For example, facilities projects use the cost element group Z\_CIP.

**Posting Date:** Enter 06/01/1950 to 07/31/9999.

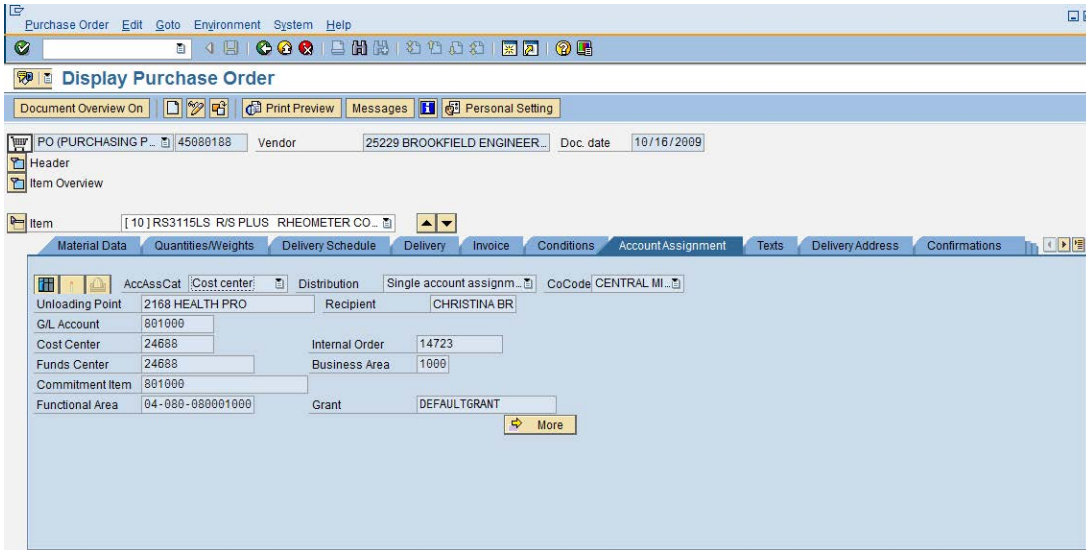
**Display Variant:** Should default to 1SAP.

The following report will appear.

Layout 1SAP Order, cost element, reference document  
 Internal Order 14723 PDO BRATLUND START-UP FUNDS (2  
 Report currency USD US Dollar

GL No.	Val. in rep. cur.	Total Quantity	UM	Vendor	DocNo	Rfltm	Debit date
801000	6,570.50	1	EA	25229	45080188	10	11/13/2009
801000	<b>6,570.50</b>	<b>1</b>	<b>EA</b>				
805100	1,695.00	1	EA	25229	45080188	80	11/13/2009
805100	<b>1,695.00</b>	<b>1</b>	<b>EA</b>				
805200	1,265.00	1	EA	25229	45080188	40	11/13/2009
	1,695.00	1	EA	25229	45080188	50	11/13/2009
	4,595.00	1	EA	25229	45080188	60	11/13/2009
	1,675.00	1	EA	25229	45080188	70	11/13/2009
805200	<b>9,230.00</b>	<b>4</b>	<b>EA</b>				
805500	615.00	1	EA	25229	45080188	20	11/13/2009
	615.00	1	EA	25229	45080188	30	11/13/2009
805500	<b>1,230.00</b>	<b>2</b>	<b>EA</b>				
Internal ...	<b>18,725.50</b>	<b>8</b>	<b>EA</b>				
...	<b>18,725.50</b>	<b>8</b>	<b>EA</b>				

Double click on an item to drill down to the purchase order or contract.

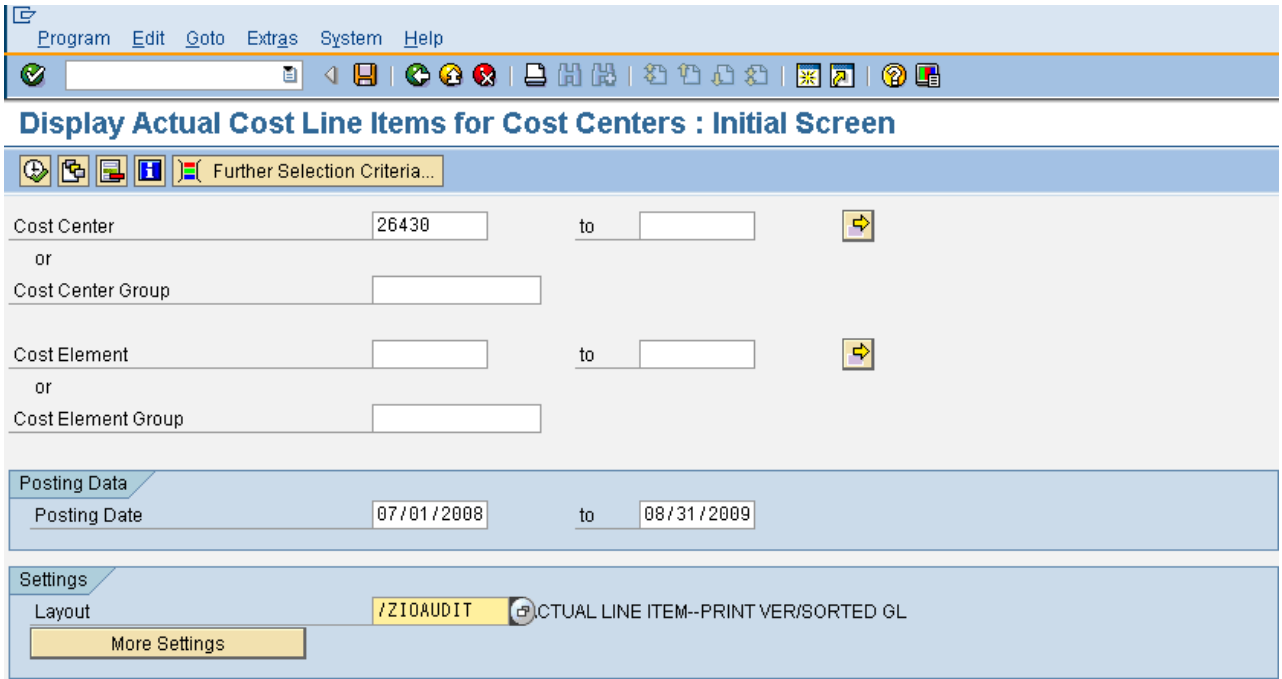



### Internal Orders Audit Report

This report provides a list of transactions posted to a selected cost center (and optional cost element) along with Internal Order assignments posted at the time of entry or reposted later in Controlling by repost line item.

**To access the report follow the transaction code KOC2.**

Click on the + to left of I/O Audit Report, and then double click on Cost Centers: Actual Line Items.



Enter information as follows and select the execute  icon to run the report.

Internal Orders

**Cost center:** Enter a cost center

**OR**

**Cost center group:** Enter a cost center group

**Cost Element:** Enter a General Ledger number or leave blank to see all transactions.

**OR**

**Cost Element Group:** Enter a group of cost elements (optional).

**Posting Date:** Enter a range of dates from which to view information



**Display Variant:** Click in the Display variant field and select **ZIOAUDIT** from the pull down menu.

The following report will be displayed.

The screenshot shows the SAP report 'Display Actual Cost Line Items for Cost Centers'. The report parameters are: Layout: /ZIOAUDIT, Cost Center: 26430, COarea currency: USD, Primary cost posting: ACCOUNTING SERVICES, US Dollar. The table below lists the cost line items.

Posting Date	DocNo	Cost Center	Internal Order No.	Aux. acct assignment_2	GL No.	Current Commitment
08/12/2009	100618930	26430	ORD 24376	REO Profit. analysis/1	540300	550.00
08/12/2009	100618930		ORD 24379	REO Profit. analysis/1		430.00
08/12/2009	100618930		ORD 24382	REO Profit. analysis/1		810.00
08/12/2009	100618930		ORD 24385	REO Profit. analysis/1		373.00
08/12/2009	100618930		ORD 24388	REO Profit. analysis/1		500.00
08/12/2009	100618930		ORD 24391	REO Profit. analysis/1		2,900.00
08/12/2009	100618930		ORD 24394	REO Profit. analysis/1		940.00
08/12/2009	100618930		ORD 24397	REO Profit. analysis/1		248.00
08/12/2009	100618930		ORD 24400	REO Profit. analysis/1		113.00
					540300	<b>6,864.00</b>
07/01/2008	6000007252		REO Profit. analysis/1		599800	24,148.53
					599800	<b>24,148.53</b>
08/31/2008	100570150		REO Profit. analysis/1		599960	45,895.00
08/31/2008	100570150		REO Profit. analysis/1			11,042.00
					599960	<b>56,937.00</b>
07/17/2008	6000007239		REO Profit. analysis/1		599974	598,435.00
					599974	<b>598,435.00</b>
06/30/2009	6000009007		REO Profit. analysis/1		599975	3,298.85
					599975	<b>3,298.85</b>
07/15/2008	7772				611000	13,803.29
07/31/2008	7790					13,803.29
08/15/2008	7817					13,803.29

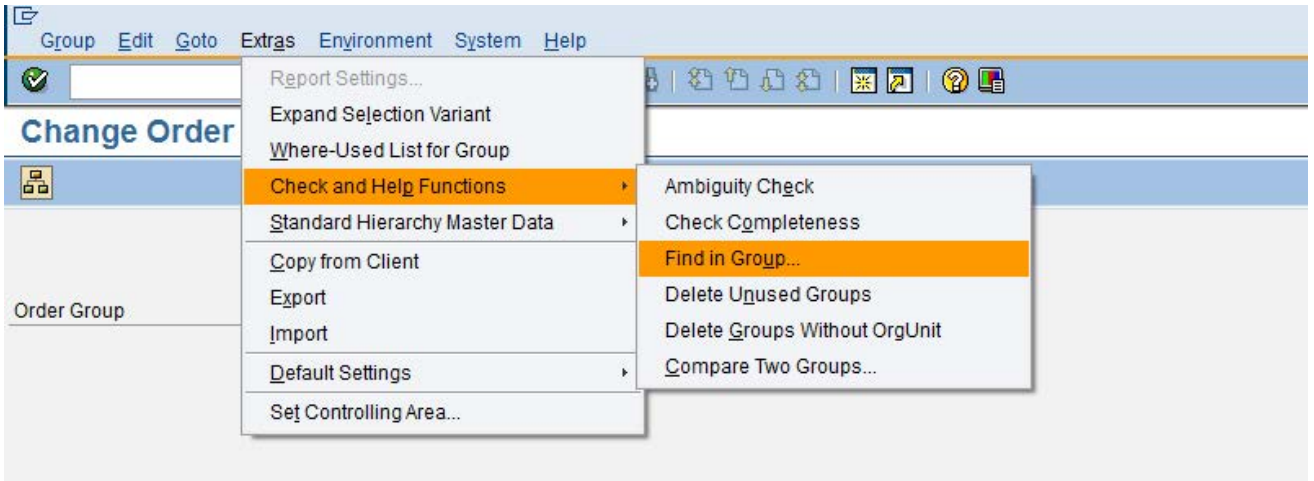
NOTE: Sorting the Posting date and GL No. columns will make it easier to view items which have been assigned Internal Orders through the Reposting Line Item procedure.

To do this: highlight the PostgDate column, then click the Sort ascending  icon. Next highlight the GL No. column, then click the Sort ascending  icon. To replace the subtotals, highlight the GL No. column again and click on Edit→subtotals.

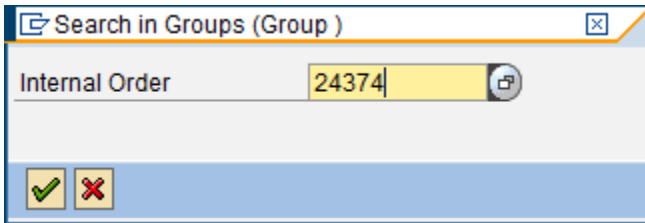
## Locating the Order Group an Internal Order Belongs to

To determine which Order groups an Internal Order belongs to:

1. Enter transaction code **KOH2**. Click Extras, Check and Help Functions, Find in Group.



2. Enter your Internal Order number in the Internal Order Field and click the green check mark.



3. The following screen shows the groups the Internal Order belongs to:

