Course Content

• Introduction
• Unit 1 – Statistical Internal Orders
• Unit 2 – Creating and Grouping Statistical Internal Orders
• Unit 3 - Using Statistical Internal Orders
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• Assessment
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
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):
  - True objects can allocate their costs to other CO objects, e.g. Cost Centers, Internal Orders, WBS Elements
  - UK real internal order types:
    - UK10 – Job Orders (PPD, Communications, Dining Services)
    - UK11 – Facilities Building Charges
    - UK30 – Other Internal Orders (future use)

- Statistical objects cannot reallocate their costs and only bear their costs for information purposes:
  - UK20 – User Code (Statistically Ordered)
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
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 Order Lifecycle

Create Statistical Internal Order

Close the Statistical Internal Order after all costs are collected

Post costs to the Statistical Internal Order from JVs, requisitions, Procard, etc.

Analyze Statistical Internal Order Costs after FI postings (Reports)

Unit 2

Creating and Grouping Statistical Internal Orders
Creating an Internal Order – KO01

What type of order do you want to create?

UK20 – Statistical Internal Order

Enter a short description of the internal order

The company code will be UK00, select the appropriate business area. These 2 fields are required.
Internal Order Master Data Control Tab

Order status and statistical order indicator

Internal Order Statuses

<table>
<thead>
<tr>
<th>Order Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created (CRTD)</td>
<td>The order is created but posting is not possible.</td>
</tr>
<tr>
<td>Released (REL)</td>
<td>Most business transactions are allowed including General Ledger and Purchase Orders. <em>This is the default</em> when the order is created.</td>
</tr>
</tbody>
</table>
| 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.
Internal Order Master General Data Tab

The Person responsible, Work Start, and End of Work fields are required.

Completing the Internal Order Master

After entering all required information click the Save icon.

The order is created and the order number is shown on the status bar.
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
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

To create an order group use KOH1 and enter a name for the group (max 10 characters)

Enter a short description for the group.

Enter Order numbers individually or in a range.

Click the Order icon to add orders.

Click the Save icon to complete the group.
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)

Click this push button to change the status from Released to Technically complete to Close.

This field shows the current status of the order.

Click this push button to reopen the order.

Exercises

- Exercise – 2.3 – Create a Statistical Internal Order Group

Go to Exercise Guide
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 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
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”

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

Post to an order from a Requisition

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.
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
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
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

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Date</th>
<th>Entry Text</th>
<th>Assignment No.</th>
<th>Assignment Field</th>
<th>Ref.</th>
<th>Cost Center</th>
<th>WBS Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/1/19</td>
<td>Faculty</td>
<td>123456</td>
<td>F123456</td>
<td>123</td>
<td>12345</td>
<td>123456</td>
</tr>
<tr>
<td>2</td>
<td>2/2/19</td>
<td>Travel</td>
<td>654321</td>
<td>G654321</td>
<td>654</td>
<td>654321</td>
<td>654321</td>
</tr>
</tbody>
</table>

Exercises

• Exercise – 4.1 – Park a general ledger document (using the assignment field)
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
Report using an Internal Order Group

- Execute a report using **S_ALR_87012993**

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

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