Course Description & Table of Contents

• This course is intended to give departmental financial personnel a solid understanding of creating, maintaining, and using Statistical Internal Orders in order to accumulate costs and revenues for internal reporting purposes.

• Table of Contents:
  - Unit 1 – Statistical Internal Orders Overview
  - Unit 2 – Creating and Maintaining SIOs
  - Unit 3 – Statistical Internal Order Groups
  - Unit 4 – Using Statistical Internal Orders
Unit 1

Statistical Internal Orders Overview

Internal Orders

• An Internal Order (IO) is another type of Cost Object (account number) in SAP. There are two types of Internal Orders: Real and Statistical.

• Similar to a Cost Center and WBS Element, a Real Internal Order (RIO) is used to record and monitor costs, and in some cases, revenues.
 ➢ RIOs are set up for programs that are short-term or finite in nature, and they can allocate their costs to other Cost Objects.
 ➢ RIO types:
    ▪ **UK10** – Job Orders (PPD, Communications, Dining Services)
    ▪ **UK11** – Facilities Building Charges
    ▪ **UK30** – Other IOs (used for future budgets, projects, etc.)
Internal Orders (Continued)

• A Statistical Internal Order (SIO) is created and maintained by a user to accumulate and analyze costs and revenues below the Cost Center and WBS Element level for internal reporting purposes.

  ➢ SIOs are created in SAP using master data functionality, may be short- or long-term in nature, but cannot reallocate their costs to other Cost Objects.
  ➢ SIOs bear their costs for informational purposes only. The actual costs post to Cost Centers and/or WBS Elements.
  ➢ Costs that have been statistically posted to an SIO can be viewed on an individual basis, or individual SIOs may be grouped together for larger reporting purposes.
  ➢ There is only one SIO type:
    ▪ **UK20** – User Code (Statistical Order)

Statistical Internal Order – Example 1

• A department is preparing to hold an annual conference and would like to be able to identify and report on all of the associated costs.

  ➢ There may be several types of costs involved: guest speaker fees, travel expenses, refreshments, printed materials, equipment and/or facility rentals, etc.

  ➢ The costs will be paid for from various real Cost Objects (Cost Centers and/or WBS Elements).

  ➢ The costs may be processed via various business transactions: ProcCard, Payment Request Document (PRD), SRM Shopper Cart, SAP Requisition, etc.
Statistical Internal Order – Example 1 (Continued)

• If the same SIO number is entered in the Order field in all of the various business transactions, all of the costs can be listed and totaled together using an SAP reporting transaction.
  - The SIO is the common element that “ties” all of the costs together or keeps them in the same “bucket” for reporting purposes only.

Statistical Internal Order – Example 2

• There are ten faculty members in a department, each with a $2,000 travel allowance for the upcoming fiscal year. The department wants to be able to track how much is being spent and by whom.
  - In this case, it may be best to create an SIO for each faculty member, so they each have their own unique number.
  - The SIOs may be grouped together though for collective reporting purposes, if desired.
  - The travel costs will be paid for from various real Cost Objects (Cost Centers and/or WBS Elements).
Statistical Internal Order – Example 2 (Continued)

• If the same SIO number is entered in the **Order** field in all of the various travel-related business transactions, all of the costs can be listed and totaled together using an SAP reporting transaction.
  ➢ The SIO is the common element that “ties” all of the costs together or keeps them in the same “bucket” for reporting purposes only.

The Main SIO Advantage

• Using an SIO reduces manual efforts and increases data integrity.
  ➢ In order to be able to analyze/report on costs without using an SIO would require an additional step (after processing the business transactions) of manually recording the costs’ information using a separate method/application, like Excel.

  ➢ Entering an SIO right while processing the initial business transactions removes the need for additional tracking methods/applications.
SIO Keys to Success

• The keys to the success of using and the reporting on SIOs are…
  ➢ end users knowing the correct SIO number(s) to use for the different things being tracked; and
  ➢ end users remembering to enter the SIO number(s) as they’re processing the various business transactions.

SIO Statuses

• The departmental user has complete control over whether an SIO is available for use or not by maintaining the System status field value in the SIO’s master data record.

<table>
<thead>
<tr>
<th>Status</th>
<th>System status</th>
<th>Released, Technically Complete, Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>REL</td>
<td>Released (REL): Allows the SIO to be used in any business transaction. The system defaults to this value when the SIO is created.</td>
</tr>
<tr>
<td>Technically Complete</td>
<td>TECO</td>
<td>Technically Complete (TECO): Allows any business transaction already parked (but not yet posted) to fully process, but will give an error message if used in a new business transaction.</td>
</tr>
<tr>
<td>Closed</td>
<td>CLSD</td>
<td>Closed (CLSD): Change to this status once all business transactions have posted.</td>
</tr>
</tbody>
</table>

• There are three system statuses:
**SIO Statuses (Continued)**

- Even after an SIO’s status is Closed, the status can be changed back to Released and made available for use again, if desired.

- An SIO’s status must be maintained manually and kept current at all times!

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**The SIO Lifecycle**

1. Create the Statistical Internal Order
2. Statistically post costs to the SIO from G/L Account Documents, Requisitions, Procard transactions, etc.
3. Analyze SIO costs after FI postings using various reporting transactions
4. Close the SIO after all costs are collected
Unit 1
Check for Understanding

Unit 2
Creating and Maintaining SIOs
Creating an SIO

• No central accounting office approval is required in order to create and use an SIO.

• Before creating an SIO, plan ahead!
   Think about what you want to track.
   Decide how many SIOs you want to create.
    ▪ Perhaps you want just one SIO to track an event, or you may wish to break the event up by different categories of expenses and create an SIO for each category…and then group them together. There is no limit to the number of SIOs that can be created.

Creating an SIO (Continued)

• Before creating your own SIO, check around with other coworkers first and make sure an SIO doesn’t already exist for whatever you’re wanting to track.

Tip!
Creating an SIO (Continued)

• Use transaction KO01 (K-letter O-zero-1) to create a Statistical Internal Order

![Image of Create Internal Order: Initial screen]

1. Enter UK20 (UK2-zero) in the Order Type field, and then either press the Enter key or click on the Master Data button in the Application Toolbar

• Note: If you receive a pop-up window requesting a Controlling Area, enter UK00 (UK-zero-zero), and then press the Enter key.

Creating an SIO (Continued)

• The Description field in the header portion of the screen and the Company Code and Business Area fields on the Assignments tab are required.

![Image of Create Internal Order: Master data]

2. Enter a specific purpose of what the SIO will be used for in the Description field

3. Enter UK00 (UK-zero-zero) in the Company Code field

4. Enter your Business Area, and then press the Enter key
Creating an SIO (Continued)

• The Person responsible, Work Start, and End of Work are the only required fields on the General data tab.

5. Enter the name of the Person responsible for maintaining the SIO

6. Enter the Work Start and End of Work dates

7. Click on the Save icon

Creating an SIO (Continued)

• Upon saving, the system will return to the initial screen, and the SIO number should be displayed in the Status Bar (lower-left corner of the screen).

➢ This is the unique, identifying number that must be entered in the Order field on all of the business transactions related to this SIO.
Work Start / End of Work Dates

- Although the **Work Start** and **End of Work** fields on the **General data** tab are required...
  - they do not have to be exact...they can be estimated and changed later (using KO02) if desired; and
  - there is no system validation performed on these two fields. The availability of an SIO is **not** driven by these dates, but solely by the **System status** on the **Control data** tab.
  - If an end date is not known and/or the event is on-going, using the **12/31/9999** ("high date") is suggested.

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Reference/Order Field – KO01

- The **Reference/Order** field is a quick, **optional** way to create a new SIO that is identical to another existing SIO. (Saves you from re-keying all of the required data again.)
  1. Ensure **UK20** is entered in the **Order Type** field
  2. Enter the existing, referencing SIO number in the **Order** field
  3. Press the **Enter** key

A copy of the referenced SIO will appear.

4. Make any desired changes (for example, a new **Description**)
5. Click on the **Save** icon

A new SIO will be created, and the new SIO number will be displayed in the Status Bar.
Changing an SIO

- Use transaction KO02 (K-letter O-zero-2) to make any changes to an existing SIO’s master data.

1. Enter the SIO number, and then either press the Enter key or click on the Master Data button in the Application Toolbar.

- After making the needed changes, click on the Save icon in the Standard Toolbar to save the changes. The SIO will retain the same number, and the system will display a message in the Status Bar.

Changing an SIO’s Status

- An SIO’s status is seen and maintained on the Control data tab in the SIO’s master data record.

Using transaction KO02, click on the up/down arrows to the far right of the System status field to toggle between the three statuses (REL, TECO, CLSD). Once the desired status code is displayed to the far left, click on the Save icon to save the change.

Reminder: A closed SIO may be reopened at any time, if desired.
SIO Long Text Information

• Further notes and/or information may be created, changed, and displayed in an SIO’s master data record by using the Long Text icon to the right of the Description field in the header portion of the screen.

KO01 -
KO02 -
KO03 -

SIO Long Text Information (Continued)

• Whether creating or changing text, enter the desired information, and then click on the Back icon in the Standard Toolbar to return to the SIO’s master data screen.

• The entered information will be saved with the other SIO master data upon clicking on the Save icon.
Displaying an SIO

• Use transaction **KO03** (K-letter O-zero-3) to display an existing SIO.

1. Enter the SIO number, and then either press the Enter key or click on the **Master Data** button in the Application Toolbar

• All fields will be grayed out for display purposes only.

SIO Transaction Code Summary

• The transaction codes associated with individual SIOs are:

  ➢ **KO01** – Create Statistical Internal Order
    ➢ Use to create a brand new SIO

  ➢ **KO02** – Change Statistical Internal Order
    ➢ Use to change any of an SIO’s master data information, including the status

  ➢ **KO03** – Display Statistical Internal Order
    ➢ Use to display an SIO’s master data information
Unit 2
Check for Understanding

Unit 3
Statistical Internal Order Groups
Statistical Internal Order Groups

• Individual, related SIOs may be grouped together and managed at the group level for reporting purposes.
  ➢ For example, if one SIO was created for “Printed materials” and another SIO was created for “Food products” but they are both associated with the same training session your department is holding, grouping the two SIOs will allow you to see the grand total costs for the entire session.

• Creating an SIO group is completely optional!

• The transaction codes associated with SIO groups are:
  ➢ KOH1 – Create Order Group
  ➢ KOH2 – Change Order Group
  ➢ KOH3 – Display Order Group

Creating an SIO Group

• Enter transaction **KOH1** (K-letter O-H-1) to create the SIO group.

  1. Enter an **Order Group** name*, and then press the **Enter** key.

*The **Order Group** name must meet the following:
  ➢ Be unique yet descriptive
  ➢ Be no more than 10 characters long
  ➢ Have no spaces or special characters except underscore ( _)
Creating an SIO Group (Continued)

1. Enter a short description for the SIO group

2. Click on the Order button – the 10 empty fields will appear

3. Click on the Save icon

4. Enter the individual SIO numbers down the left column of fields, and then press the Enter key

5. Entering SIO Numbers

• There are a couple different options for entering the SIO numbers.

  ➢ To enter a range of consecutive SIO numbers, list the first and last number next to each other, and then press Enter:

  ➢ To enter non-consecutive SIO numbers, list the numbers down the left column only, and then press Enter:
Entering SIO Numbers (Continued)

• If additional fields are needed in order to include more SIOs, click on the Order button as many times as necessary.
  ➢ An additional 5 rows of blank fields will be added with each click of the Order button.

Changing an SIO Group

• Use transaction KOH2 (K-letter O-H-2) to make any changes to an existing SIO group.

  1. Enter the SIO Order Group name, and then press the Enter key

• Once an SIO group is saved, only the name cannot be changed.
  ➢ The group description and structure can be changed.
• Remember to click on the Save icon after changes are made.
  ➢ The system will display a message in the Status Bar.
Adding SIOs to a Group

- To add new SIOs to an existing group (KOH2), simply click on the Order button, enter the SIOs as previously explained, and then click on the Save icon.

Removing SIOs from a Group

- Follow these steps to remove an SIO from a group.
  1. Click anywhere on the SIO number to be removed
  2. Click on the Select icon in the Application Toolbar, which will highlight the number red
  3. Click on the Remove icon in the Application Toolbar

Reminder: Don’t forget to save the changes!
SIO Sub-Groups

• An SIO group can also contain one or multiple sub-groups with assigned SIOs, if desired.

• To create a sub-group:

1. Click on the main SIO group name to select

2. Click on the Lower Level button

3. Enter the SIO sub-group name (following the same naming convention rules for the main SIO group)

4. Enter a description for the SIO sub-group, and then press the Enter key

SIO Sub-Groups (Continued)

• Repeat the last four steps to add other SIO sub-groups, or click on the SIO sub-group name and click on the Same Level button.

• Then, to add SIOs to the SIO sub-groups:

1. Click on the SIO sub-group name to select

2. Click on the Order button

3. Enter the SIO(s) as mentioned previously, and then press the Enter key
Displaying an SIO Group

• Use transaction KOH3 (K-letter O-H-3) to display an existing SIO group.

1. Enter the SIO Order Group name, and then press the Enter key.

2. Click on the +/- folder icons to show/hide the SIOs, if applicable.

Displaying an SIO Group (Continued)

• An SIO’s master data screen (KO03) can be displayed from this transaction also.

1. Click anywhere on the SIO number to select.

2. Click on the Display Order icon.

3. Click on the Back icon to return to the Display Order Group: Structure screen.
Changing/Displaying SIO Sub-Groups

- SIO sub-groups maybe be changed (KOH2) or displayed (KOH3) individually, instead of first entering the main SIO group name on the transactions’ initial screen.

SIO Group Transaction Code Summary

- The transaction codes associated with an SIO group are:
  - **KOH1** – Create Order Group
    - Use to create a brand new SIO group
  - **KOH2** – Change Order Group
    - Use to change any of an SIO group’s master data information
  - **KOH3** – Display Order Group
    - Use to display an SIO group’s master data information
Using SIOs

• SIO numbers can be entered in any business transaction that has the Order field available, along with the Cost Center and WBS Element fields. Some examples:
  - SRM Shopper’s Cart (myUK Portal)
  - Payment Request Document (PRD) (myUK Portal)
  - G/L Account Document (transaction FV50)
  - Procard Edit (myUK Portal)
  - SAP Requisition (transaction ME51N)

• Remember, the Status of an SIO also determines if statistical postings to business transactions are possible.

Using SIOs (Continued)

• An SIO number can be added (if forgotten) or changed (if incorrect) after being parked.
  - Notify your accounting office, if you’ve already sent them the paperwork, so they can watch for the revised document!

• However, once a business transaction has been posted by the accounting office, neither the SIO number or any other financial information can be changed.
  - To include costs from a posted transaction to an SIO, process a G/L Account Document (t-code FV50) crediting and debiting the exact same G/L Account and Cost Object (Cost Center or WBS Element) and enter the appropriate SIO number in the Order column on the Debit line. Once this document posts, the costs will be included in the SIO reporting.
Using SIOs (Continued)

- The costs associated with a business transaction are statistically posted to an SIO when the transaction has been **posted**.
  - The costs are not included in the SIO reporting if the transaction is still parked!

- SIOs capture “information only”. The real costs are posted to either a Cost Center or WBS Element.
  - A Cost Center or WBS Element must also be included in the business transaction or an error message will appear.
  - In the example below, no Cost Center or WBS Element was entered along with the SIO number...thus the reason for the red error message in the Status Bar.
Using SIOs (Continued)

- REMINDER: The keys to the success of using and the reporting on SIOs are...
  - end users **knowing** the correct SIO number(s) to use for the different things being tracked; and
  - end users **remembering** to enter the SIO number(s) as they’re processing the various business transactions.

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**SRM Shopping Cart Example**

The actual cost for this item will post to this Cost Center.

The cost for this item will statistically post to this SIO.
Payment Request Document (PRD) Example

The actual cost for this item will post to this Cost Center.

The cost for this item will statistically post to this SIO.

G/L Account Document Example

The actual credit will post to this Cost Center.

The credit will statistically post to this SIO.

The debit will statistically post to this SIO.

The actual debit will post to this WBS Element.
These actual debits will post to these two Cost Centers.

The debits will statistically post to these two SIOs.

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

The actual cost for this item will post to this Cost Center.

The cost for this item will statistically post to this SIO.
Unit 4
Check for Understanding

myHelp Website

- myHelp–FI_GU_321 Statistical Internal Orders website:
  - http://myHelp.uky.edu/rwd/HTML/Fl/FI_GU_321.html
  - Contains:
    - Quick Reference Cards
    - Link to a printable version of this course manual
Printing Course Manual (Optional)

• If you’d like to obtain a printed copy of this course manual, follow the steps below.
  1. Click on the printer (the manual will open in a separate browser window)
  2. Print the course manual
  3. Close the separate browser window
  4. Return to this course window
  5. Click on the Continue button below

• To proceed without printing, click on the Continue button below.

Course Completion – Last Slide

• To complete this WBT, click on the yellow Log off button in the lower corner of this window.

Note: This window will close, and you should be returned to the main, myTraining page for this WBT. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation. For example:

Your participation in this course has been completed.

You may then safely navigate away from the main page.