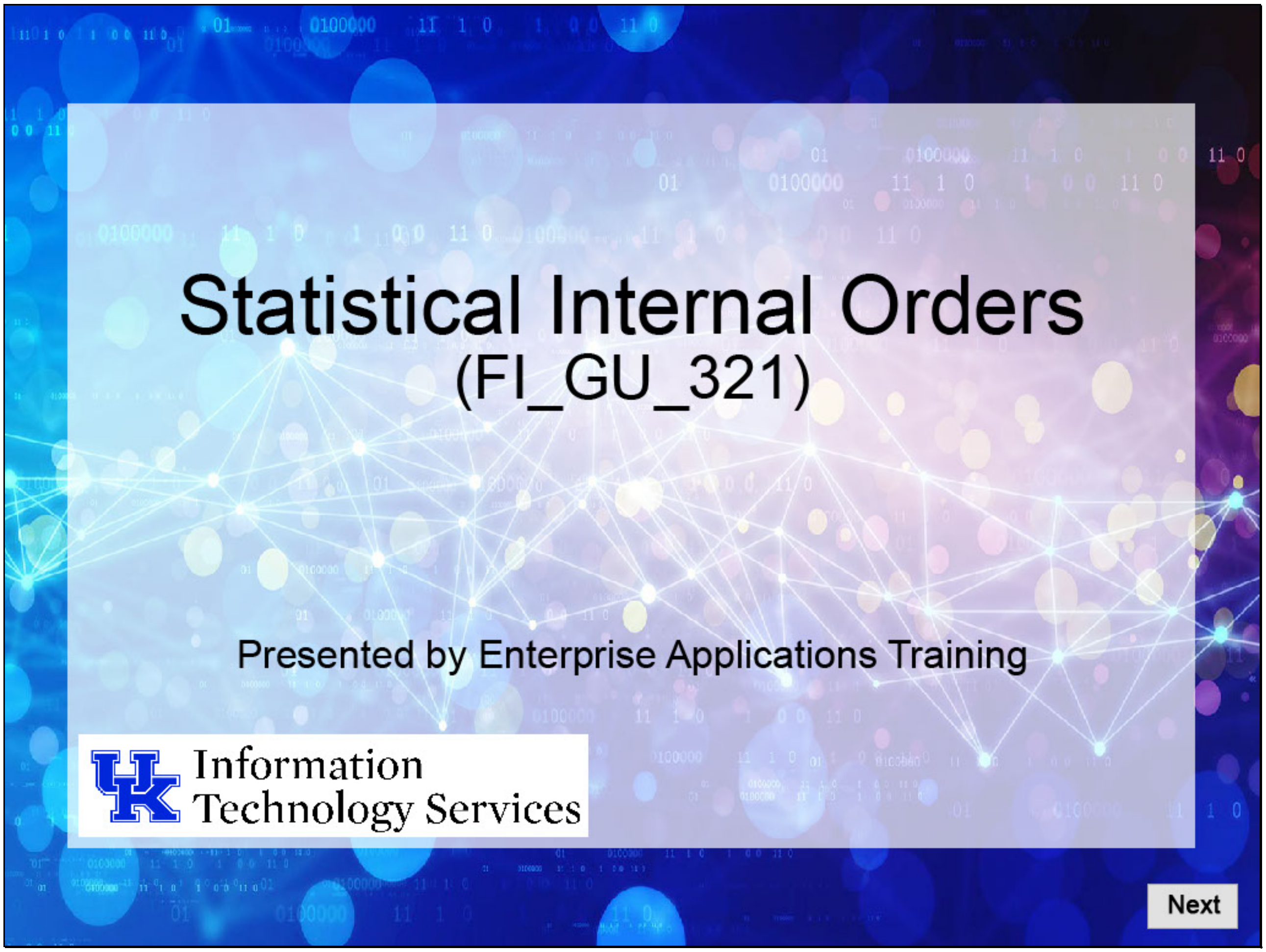
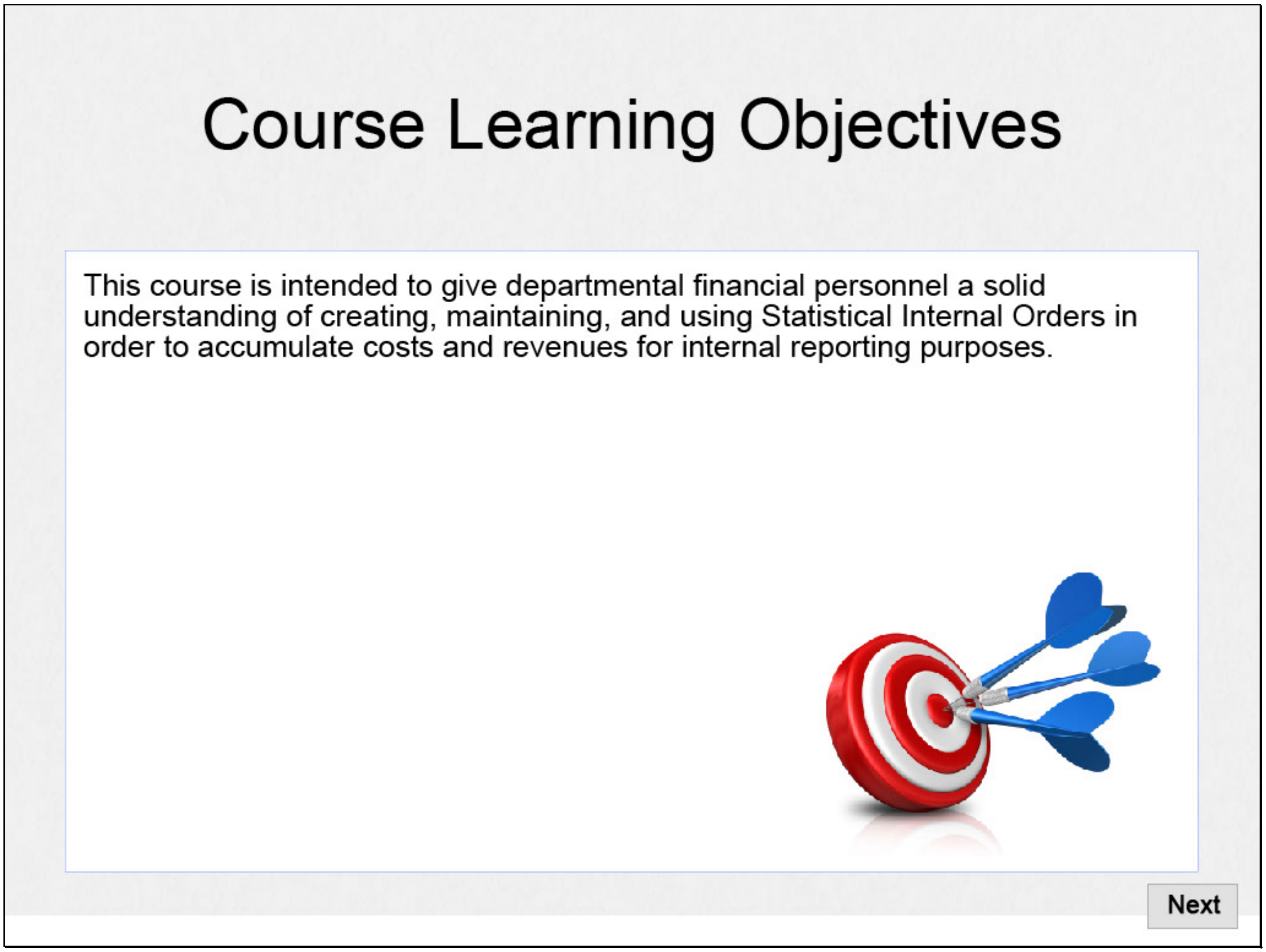
**Slide 1 - Title Slide**



**Slide 2 - Slide 2**



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# Course Content



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# Unit 1: Statistical Internal Orders Overview

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# 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.)

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# 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) - You will need to remember this UK20 code!

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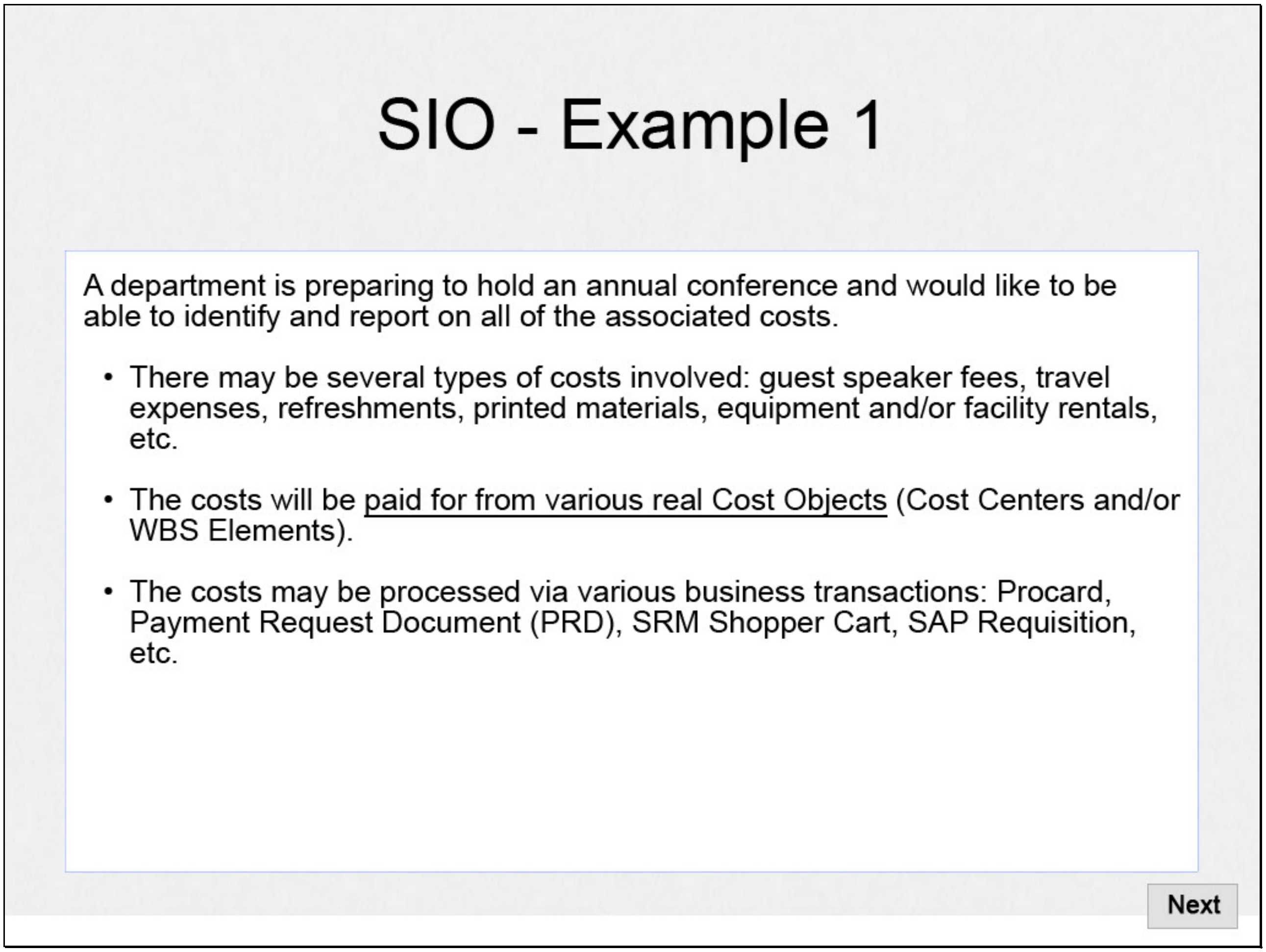

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# SIO - Example 1 (Continued)

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.


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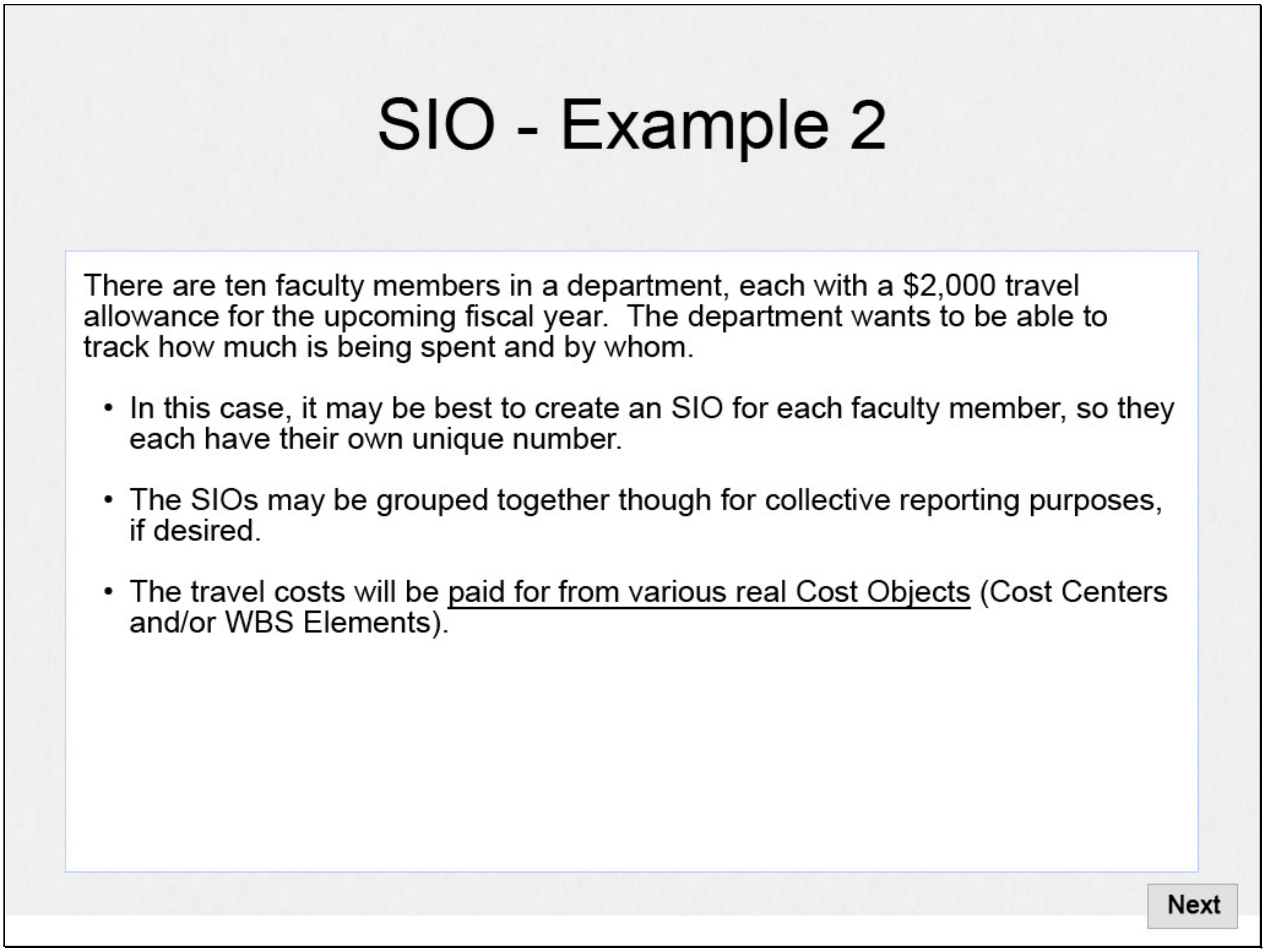

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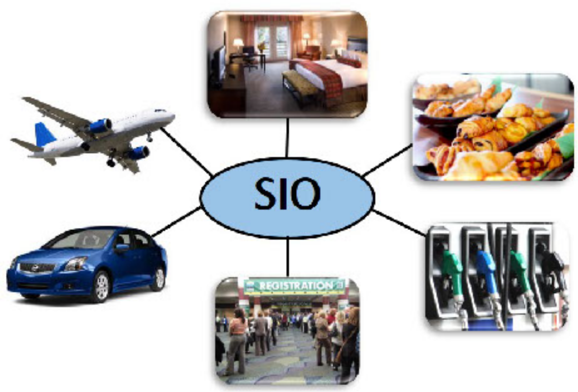
# SIO - Example 2 (Continued)

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.

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# 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.


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# 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.


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# 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.


There are three system statuses:

- Released (**REL**): Allows the SIO to be used in any business transaction. **The system defaults to this value when the SIO is created.**
- 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.
- Closed (**CLSD**): Change to this status once all business transactions have posted.

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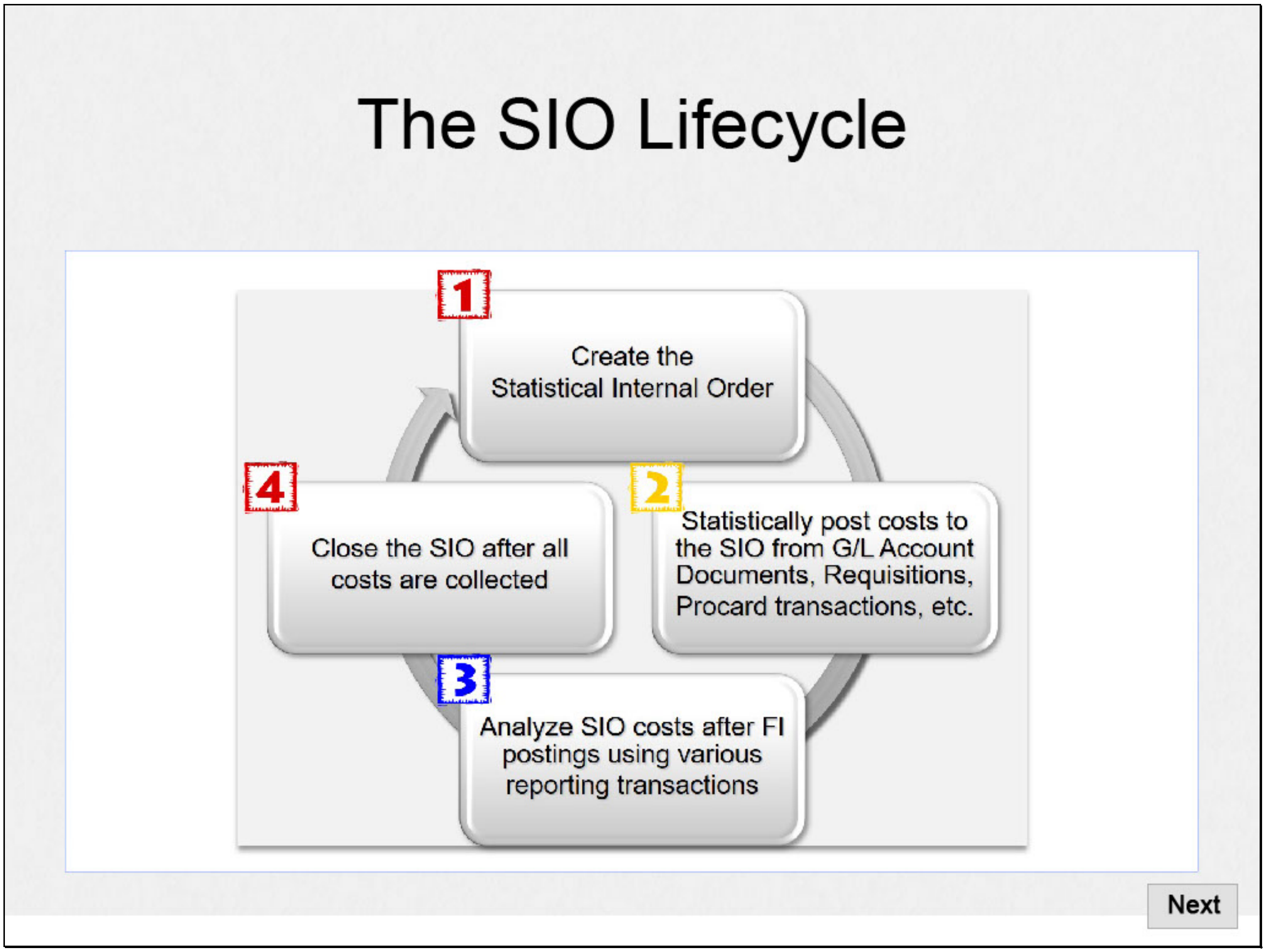

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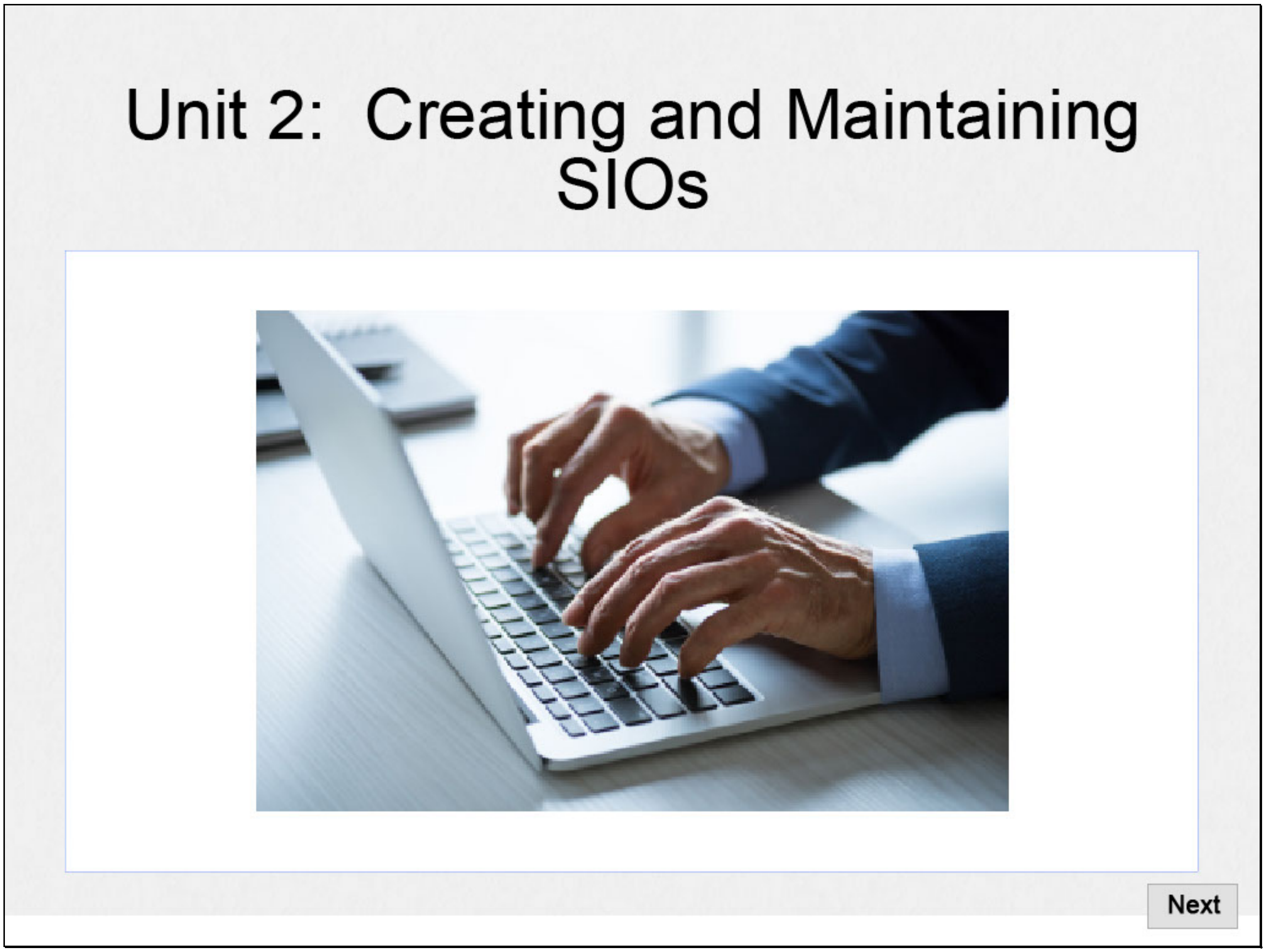

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# Creating an SIO

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, and 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.

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# Creating an SIO (Continued)

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

1. Enter **UK20** (UK2-zero) in the **Order Type** field
2. Click on the **Master Data** button in the Application Toolbar (or press **Enter**)


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

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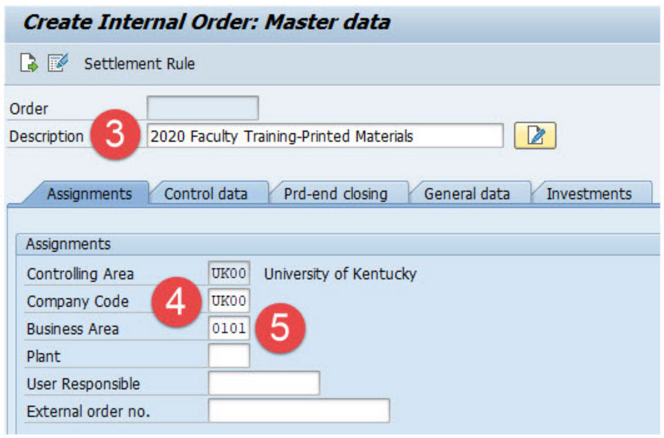
# Creating an SIO (Continued)

3. Enter a specific purpose of what the SIO will be used for in the **Description** field
4. If it is not already listed, enter **UK00** (UK-zero-zero) in the **Company Code** field
5. Enter your **Business Area**, and then press **Enter**

**All three of these fields are required!**

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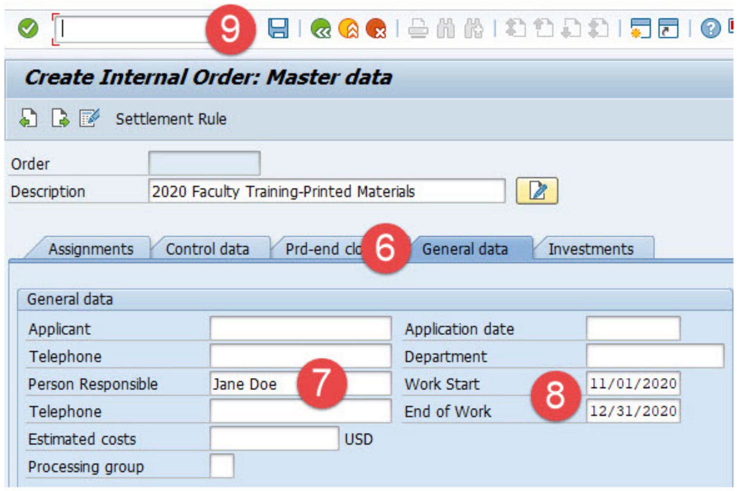
# Creating an SIO (Continued)

6. Click on the **General data** tab
7. Enter the name of the **Person responsible** for maintaining the SIO
8. Enter the **Work Start** and **End of Work** dates
9. Click on the **Save** icon

**These are the only required fields on this screen!**

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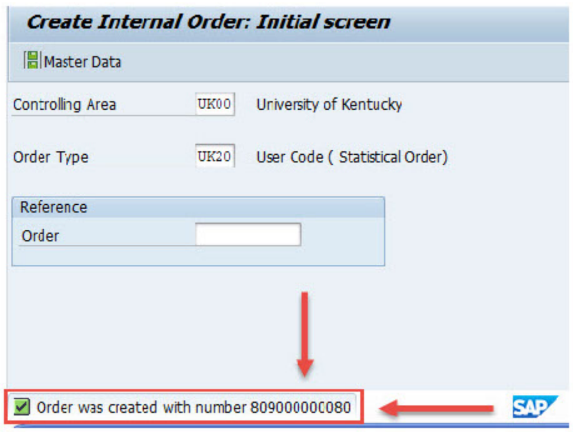
# Creating an SIO (Continued)

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.

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# 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.

| | |
|---|---|
| Work Start | 11/01/2020 |
| End of Work | 12/31/2020 |

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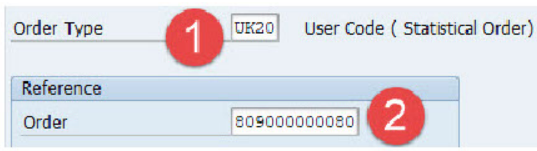
# Reference / Order Field

The **Reference** / **Order** field on the **KO01** initial screen 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 that would be the same on the new SIO.)

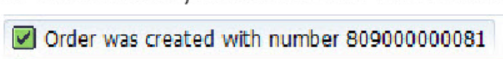
1. Ensure **UK20** is entered in the **Order Type** field
2. Enter the existing, referencing SIO number in the **Order** field and press **Enter**




A copy of the referenced SIO will appear.

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

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

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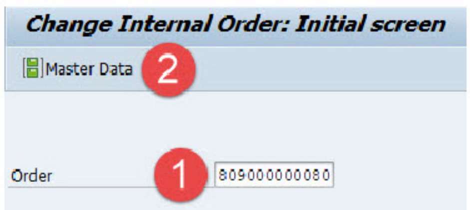
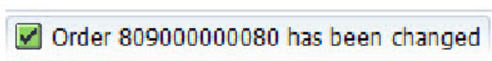
# Maintaining an SIO

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

1. Enter the SIO number in the **Order** field
2. Click on the **Master Data** button in the Application Toolbar (or press **Enter**)




3. Make the necessary changes, and then 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.

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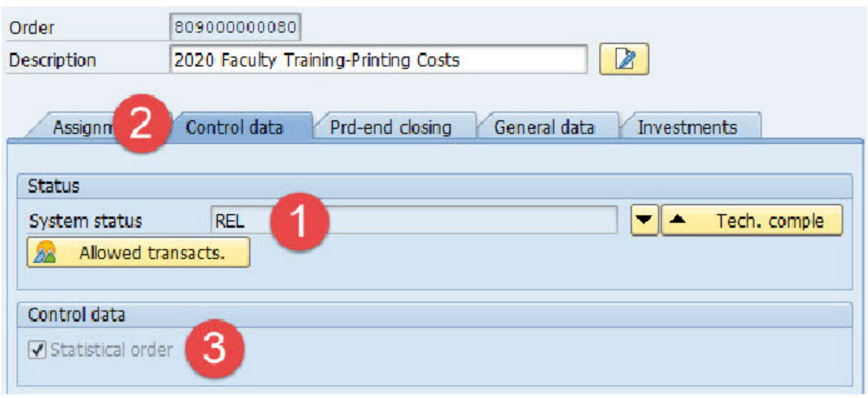
# Changing an SIO's Status

An SIO's **System status** (1) is seen and maintained on the **Control data** tab (2) in the SIO's master data record.




A checkmark in the **Statistical order** checkbox (3) indicates the order is an SIO. If it were unchecked, this would be a Real Internal Order.

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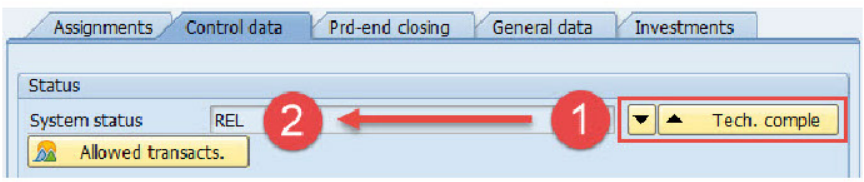
# Changing an SIO's Status (Continued)

Using transaction **KO02**, click on the up/down arrows to the far right of the **System status** field (1) to toggle between the three statuses (**REL**, **TECO**, **CLSD**). Once the desired status code is displayed on the far left side of the field (2), click on the **Save** icon to save the change.




An SIO's current status is whatever is seen on the left side of the field (2).

A closed (**CLSD**) SIO may be reopened (back to **REL**) at any time, if desired.

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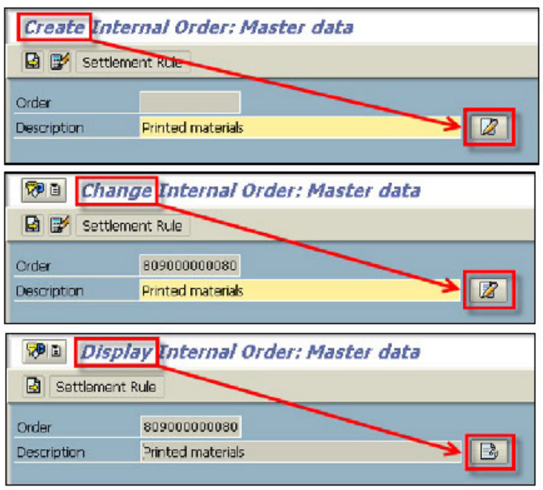
# SIO Long Text Information

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 -

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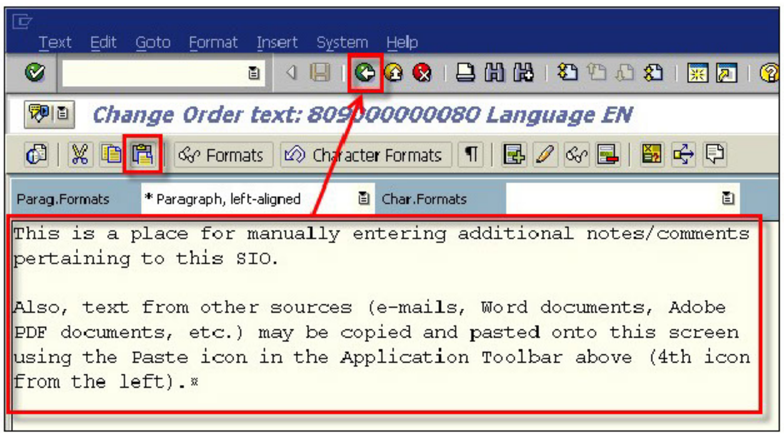
# SIO Long Text Information (Continued)

Whether creating or changing text, enter the desired information, and then click on the green **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.

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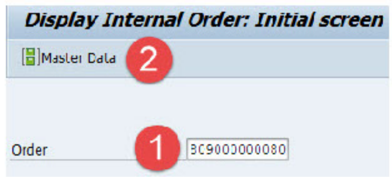
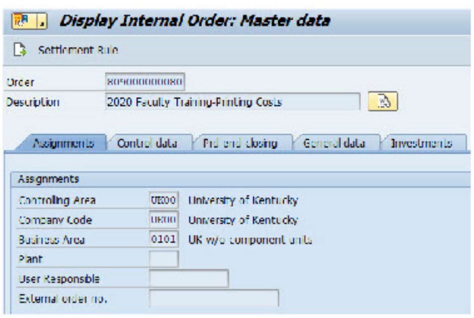
# Displaying an SIO

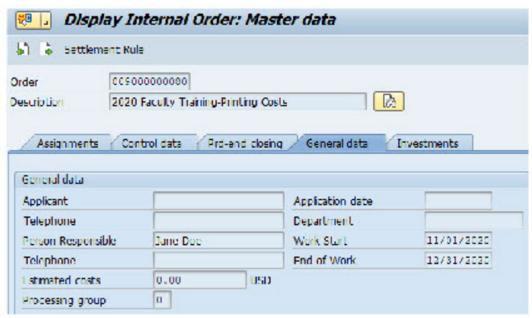
Use transaction **KO03** (K-letter O-zero-3) to display an existing SIO.

Enter the SIO number in the **Order** field (1), and then click on the **Master Data** button (2) (or press **Enter**).

All fields will be grayed out for display purposes only.

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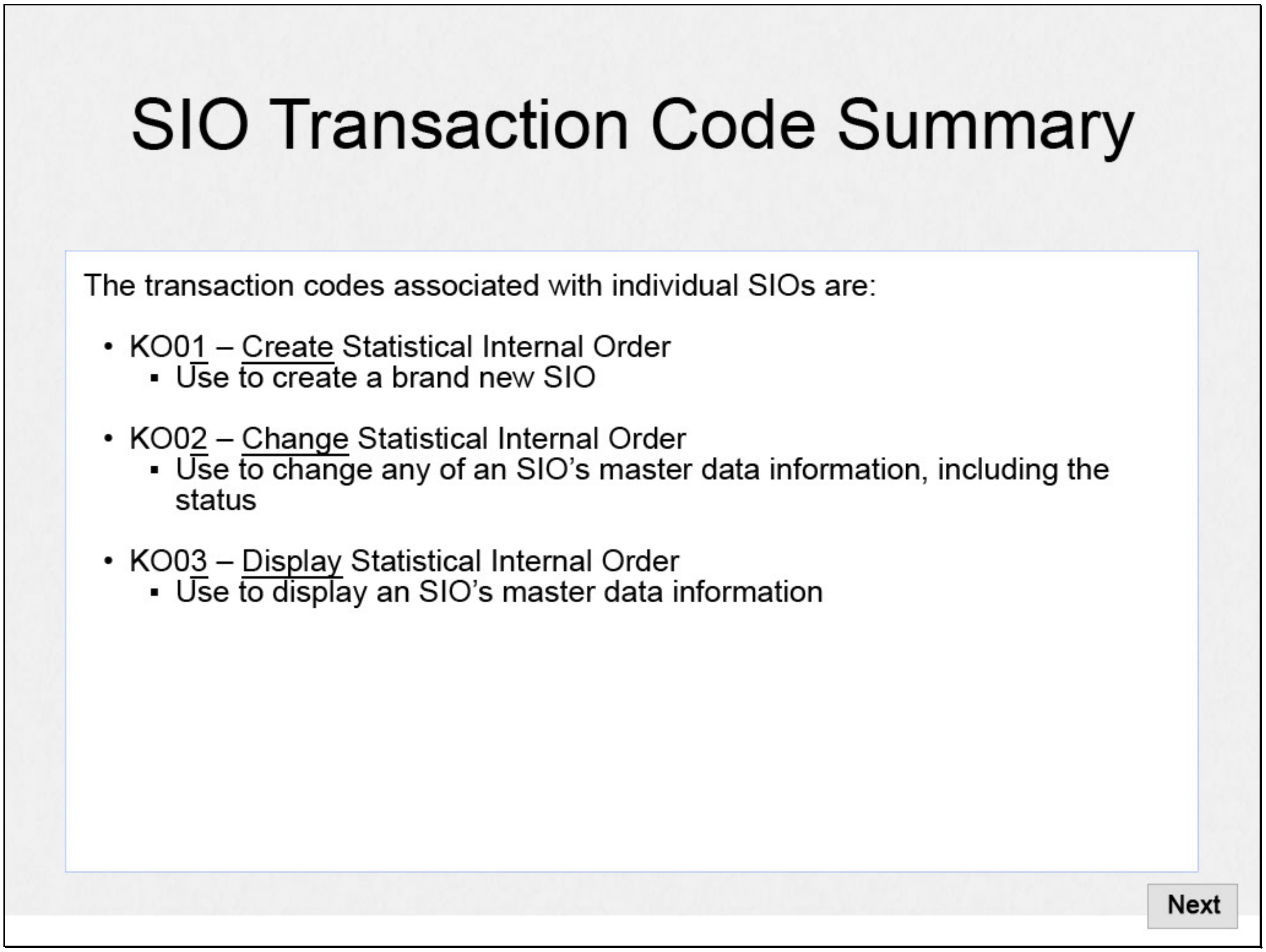

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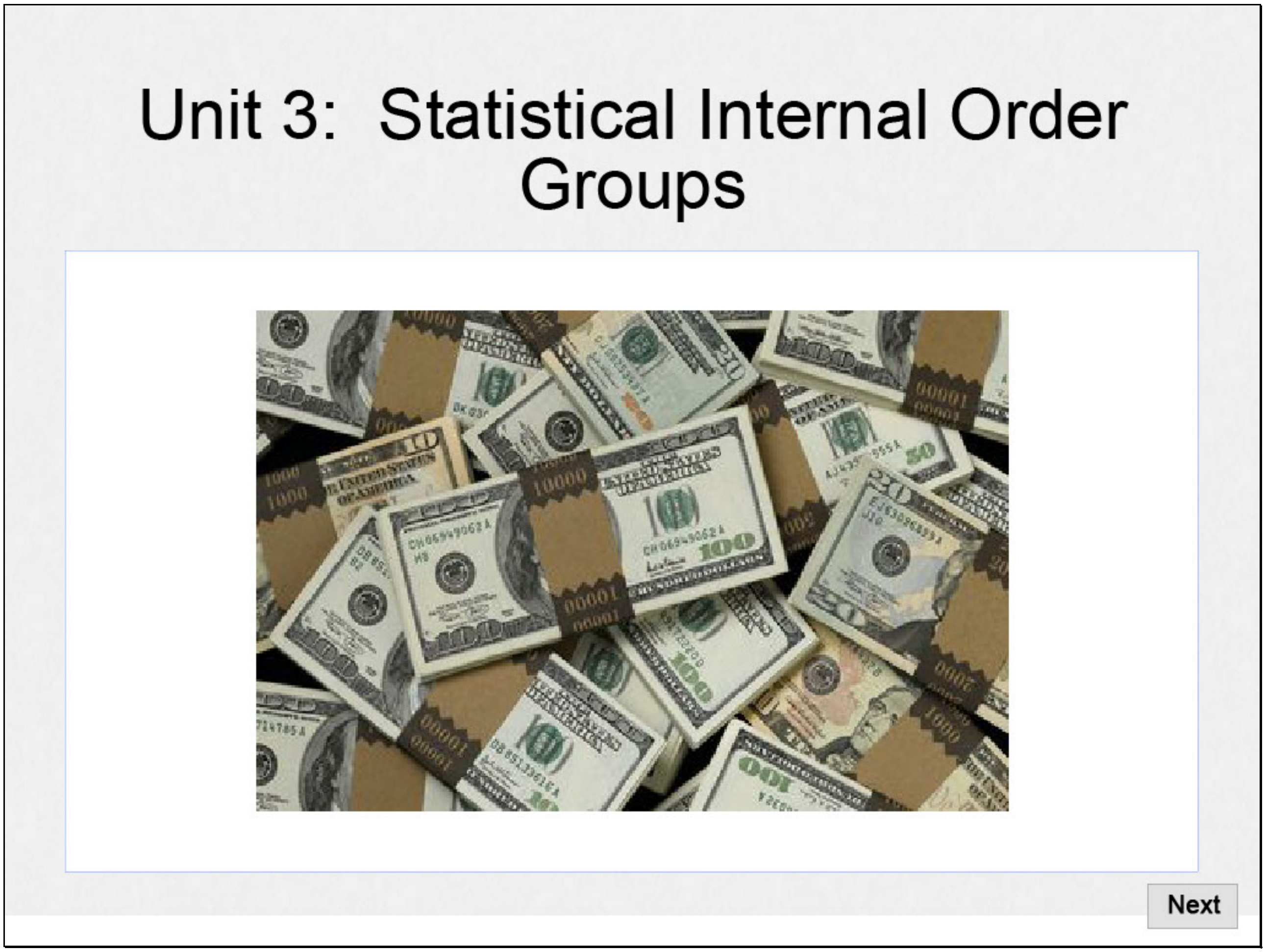

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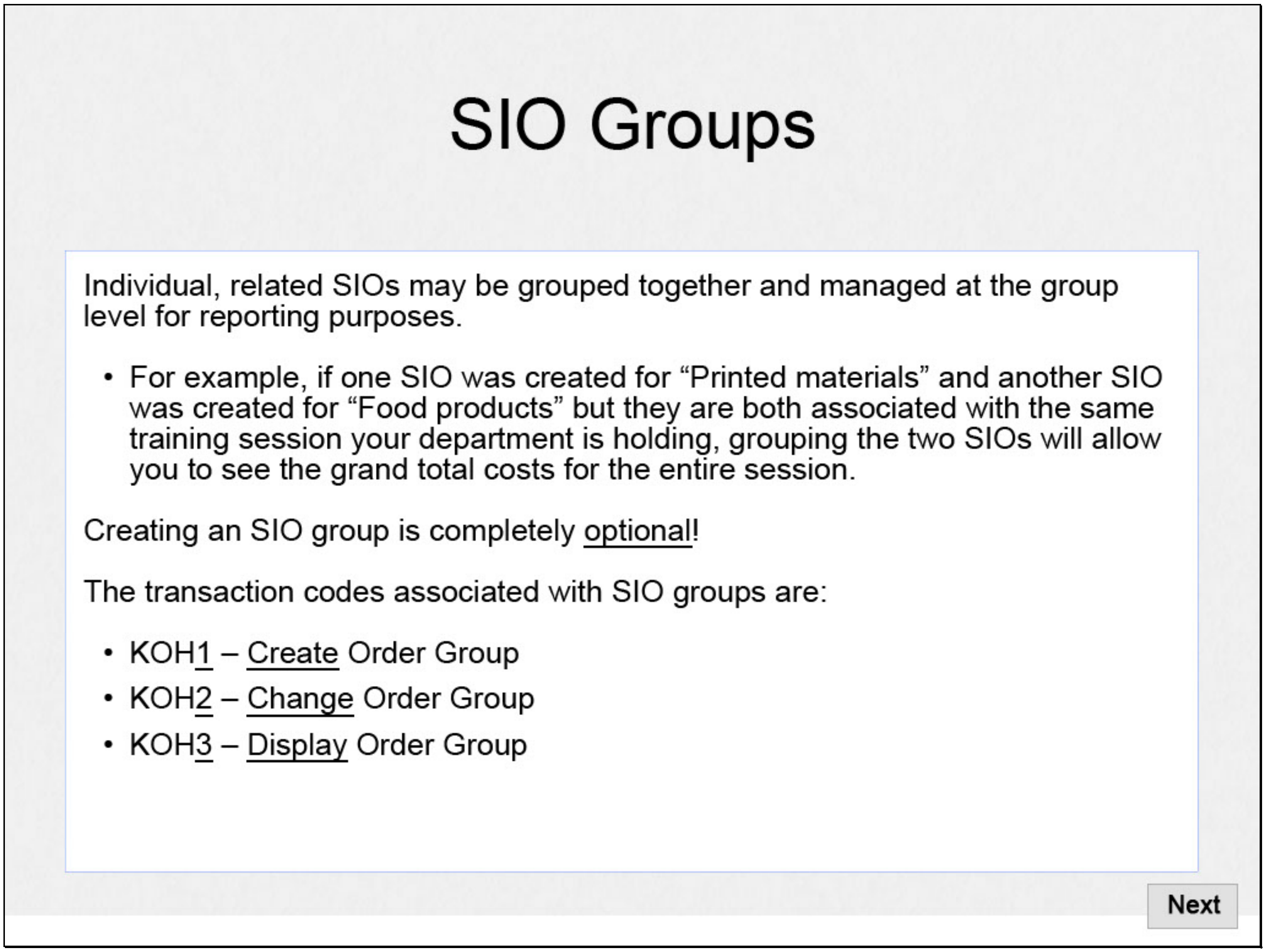

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# Creating an SIO Group

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

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


*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 (_)

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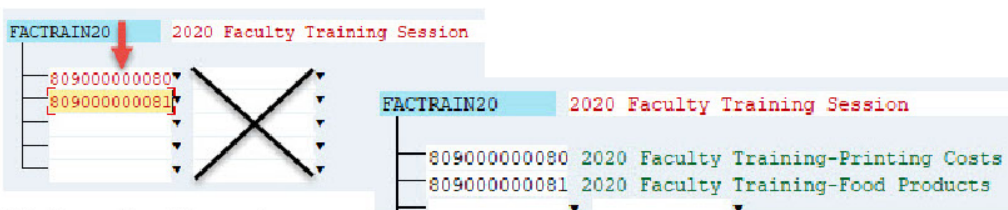
# Creating an SIO Group (Continued)

2. Enter a short description for the SIO group
3. Click on the **Order** button in the Application Toolbar


4. Enter the individual SIO numbers down the left column of fields only, and press **Enter**
5. Verify the correct SIOs are listed




6. Click on the **Save** icon

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# 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**:


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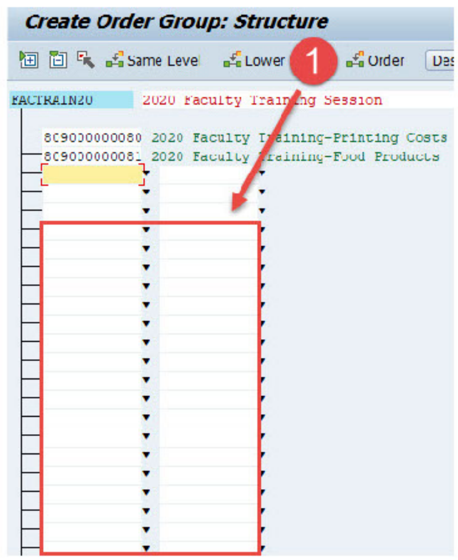
# Entering SIO Numbers (Continued)

If additional fields are needed in order to include more SIOs, click on the **Order** button (1) as many times as necessary.

- An additional five rows of blank fields will be added with each click of the **Order** button.

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# Changing an SIO Group

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

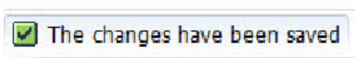
1. Enter the SIO **Order Group** name and press **Enter**


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.

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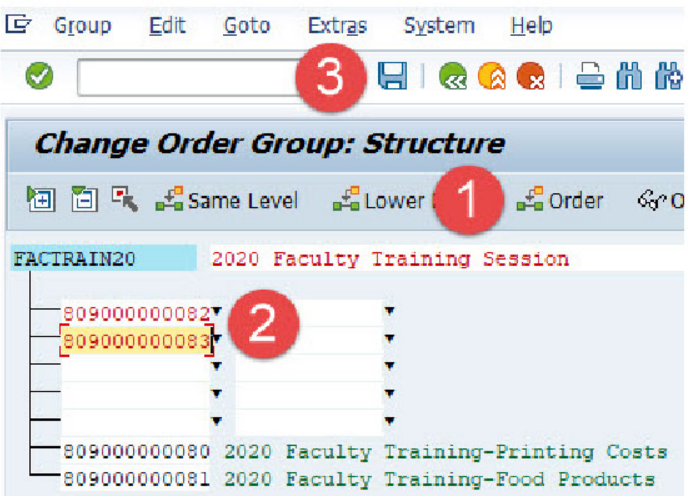
# Adding SIOs to a Group

To add new SIOs to a group in KOH2 (after opening the group), click on the **Order** button (1), enter the SIOs as previously explained (2), and then click on the **Save** icon (3).

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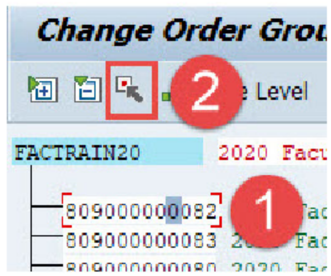
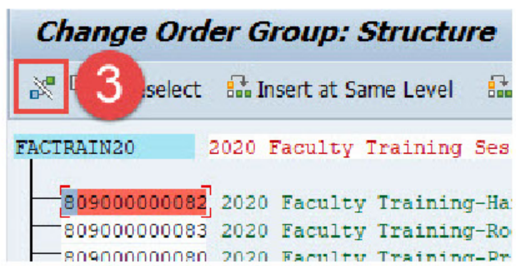
# Removing SIOs from a Group

To remove an SIO from a group in KOH2 (after opening the group):

1. Click 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
4. Click on the **Save** icon

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# SIO Sub-Groups

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

To create a sub-group in KOH2 (after opening the group):

1. Click on the main SIO group name to select
2. Click on the **Lower Level** button in the Application Toolbar
3. Enter the SIO sub-group name (following the same naming convention rules for the main SIO group)


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

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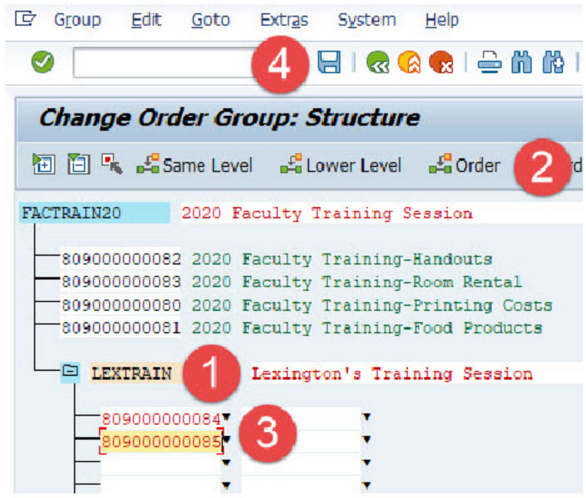
# SIO Sub-Groups (Continued)

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 in the Application Toolbar.

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 previously mentioned, and then press **Enter**
4. Click on the **Save** icon to save all changes

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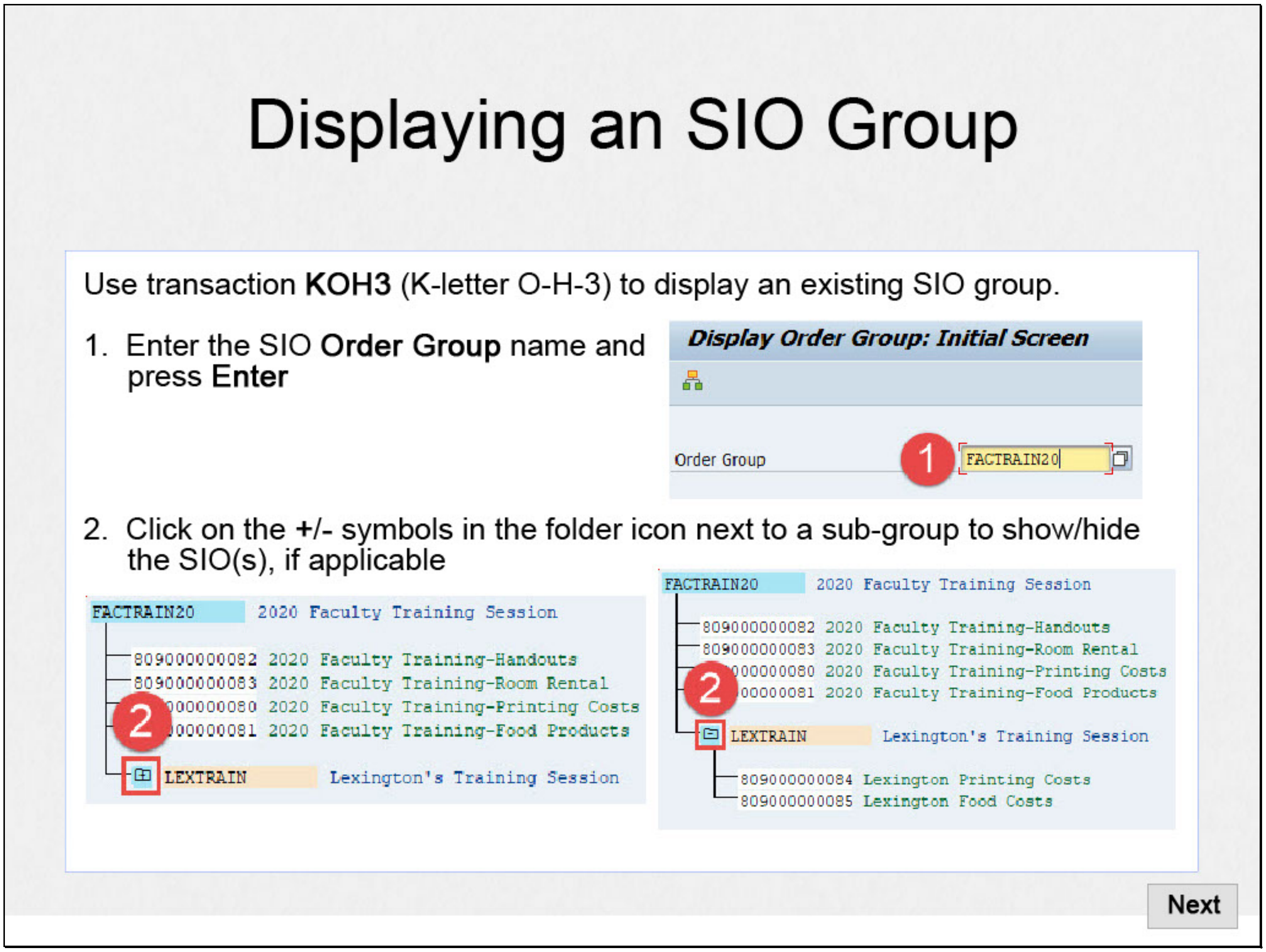

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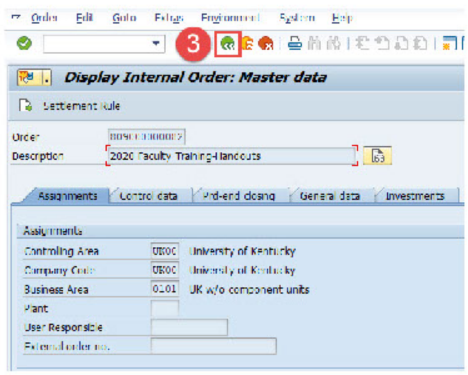
# Displaying an SIO Group (Continued)

An SIO's master data screen (KO03) can be displayed from this transaction (KOH3) also.

1. Click on the SIO number to select
2. Click on the **Display Order** icon in the Application Toolbar
3. Click on the **Back** icon to return to the KOH3 screen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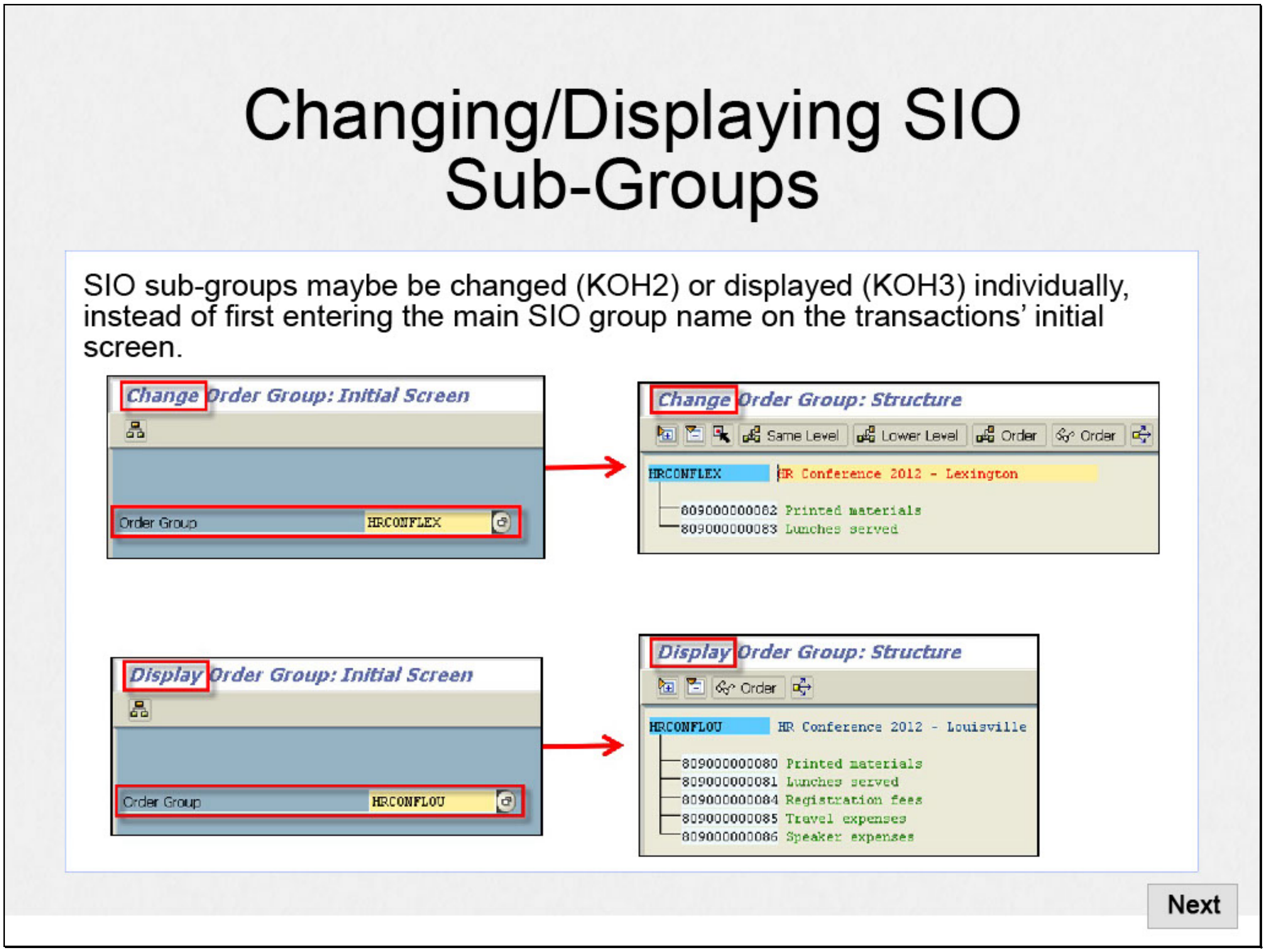

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# SIO Group Transaction Code Summary

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

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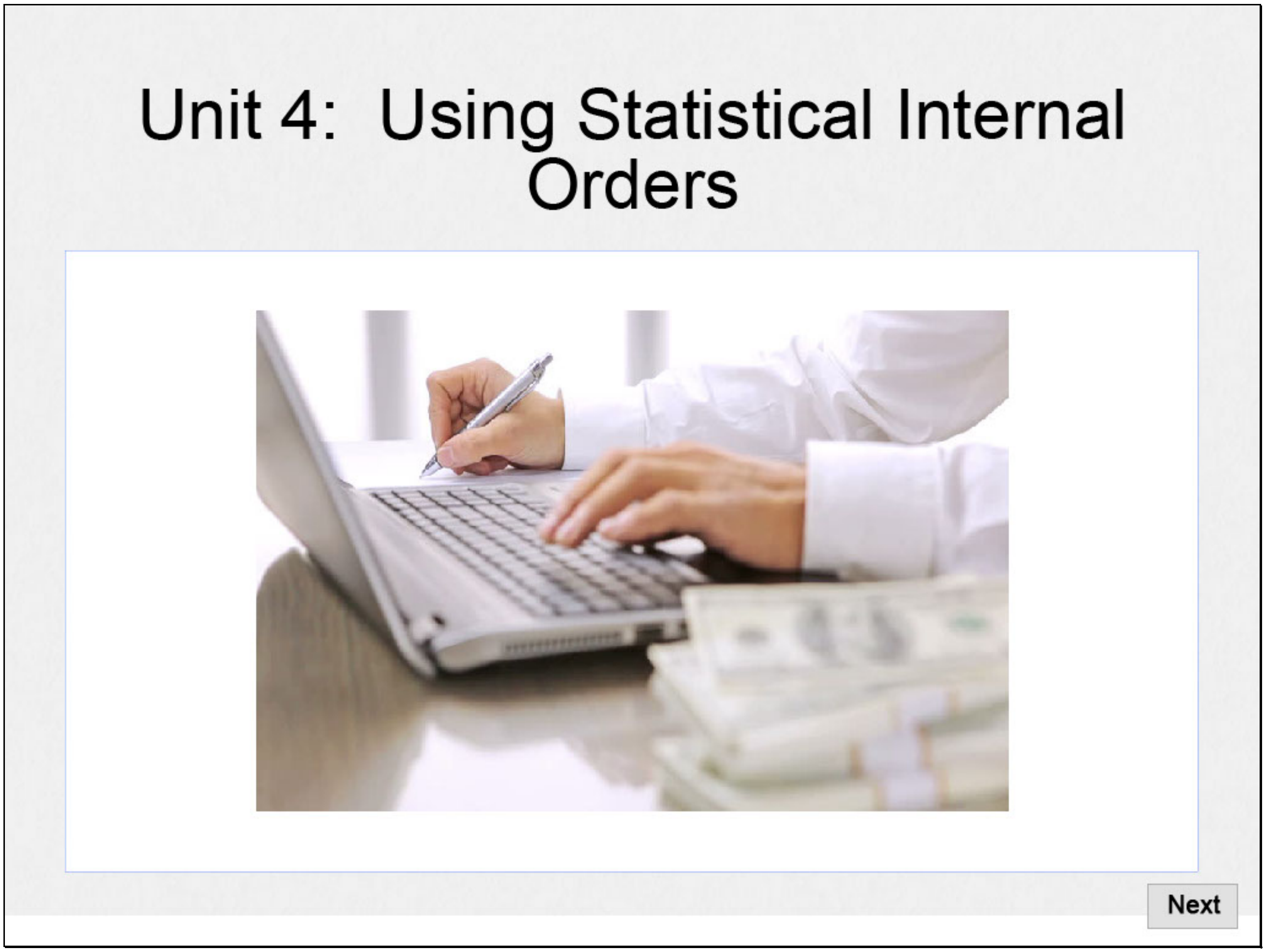

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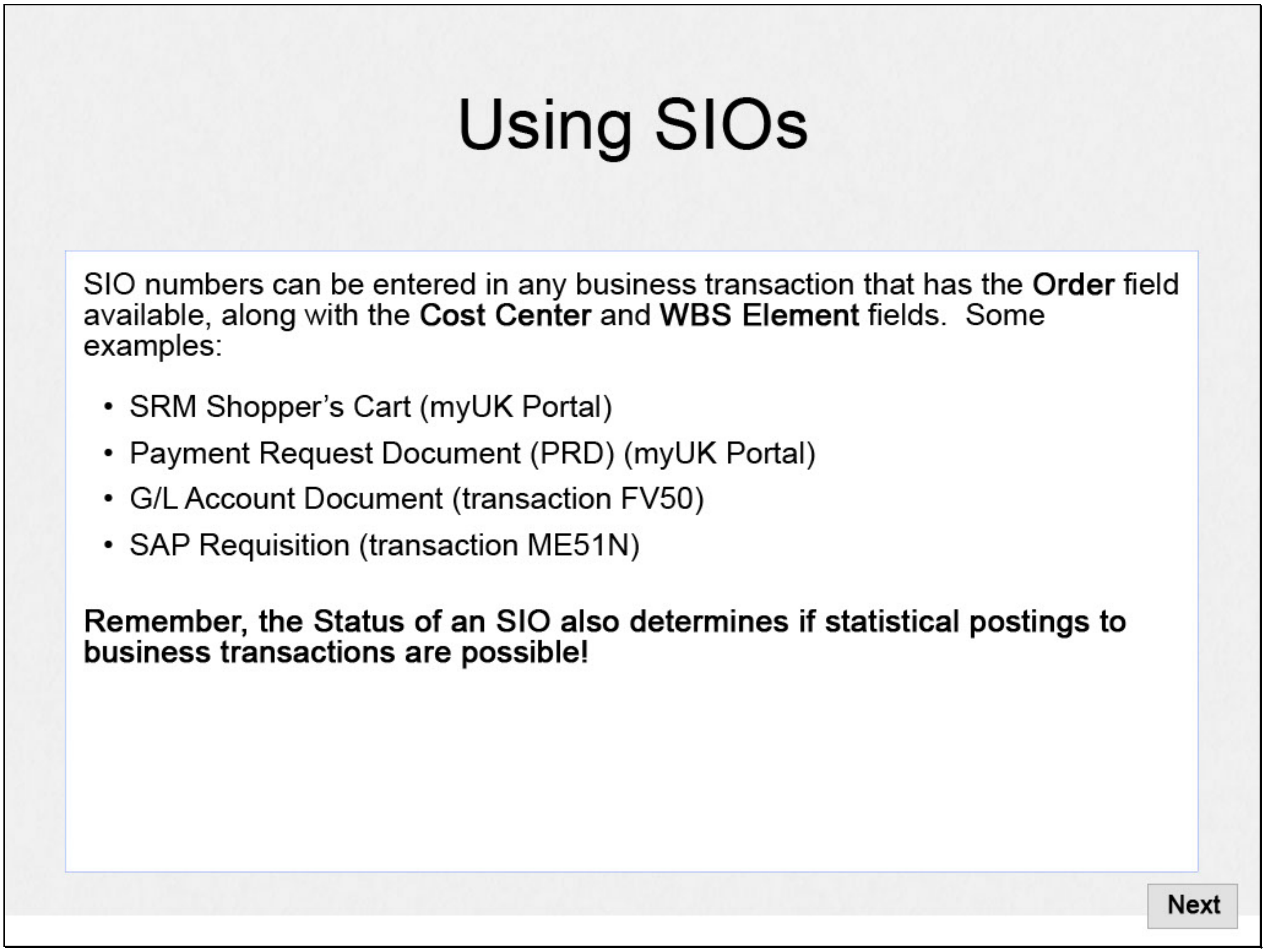

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# Using SIOs (Continued)

An SIO number can be added (if forgotten) or changed (if incorrect) in the **Order** field while a business transaction is still parked.

- Notify your accounting office, if you've already submitted the transaction, so they can watch for the revision!

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 (JV) (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.

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# 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!**


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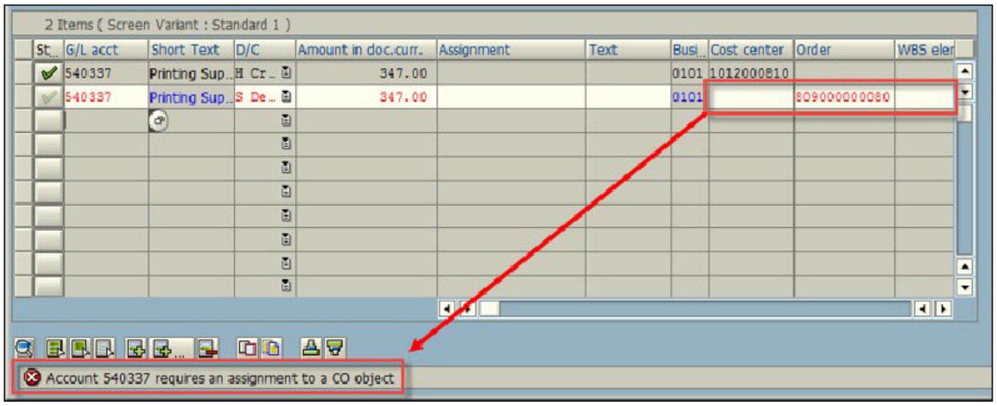
# Using SIOs (Continued)

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 this example, no Cost Center or WBS Element was entered along with the SIO number…thus the reason for the error message in the Status Bar.

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# 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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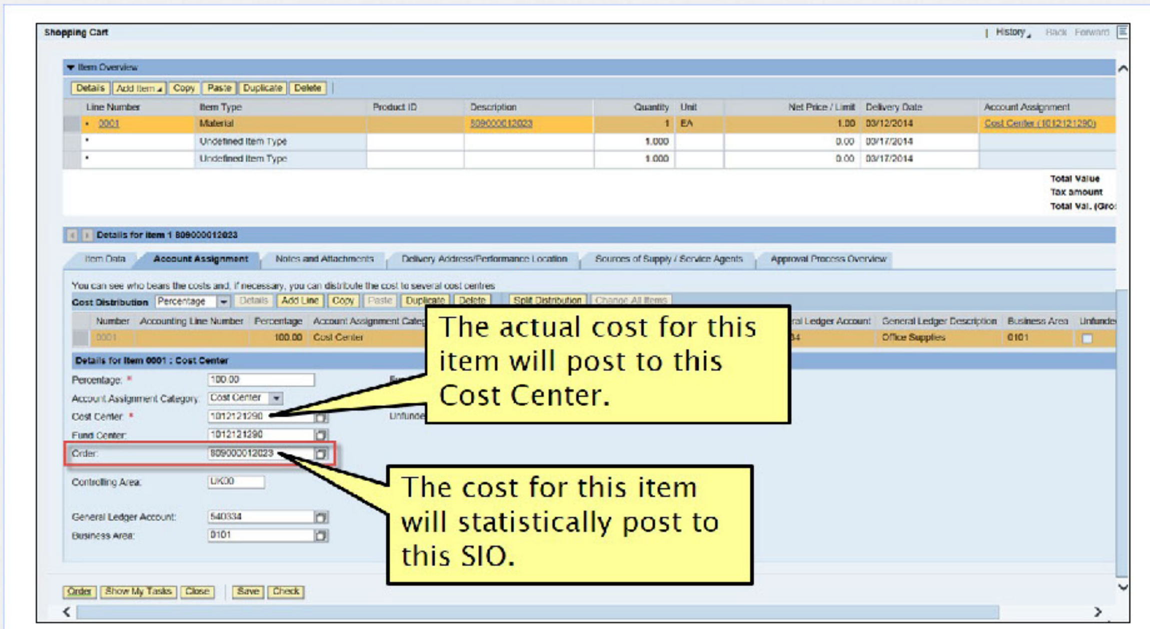
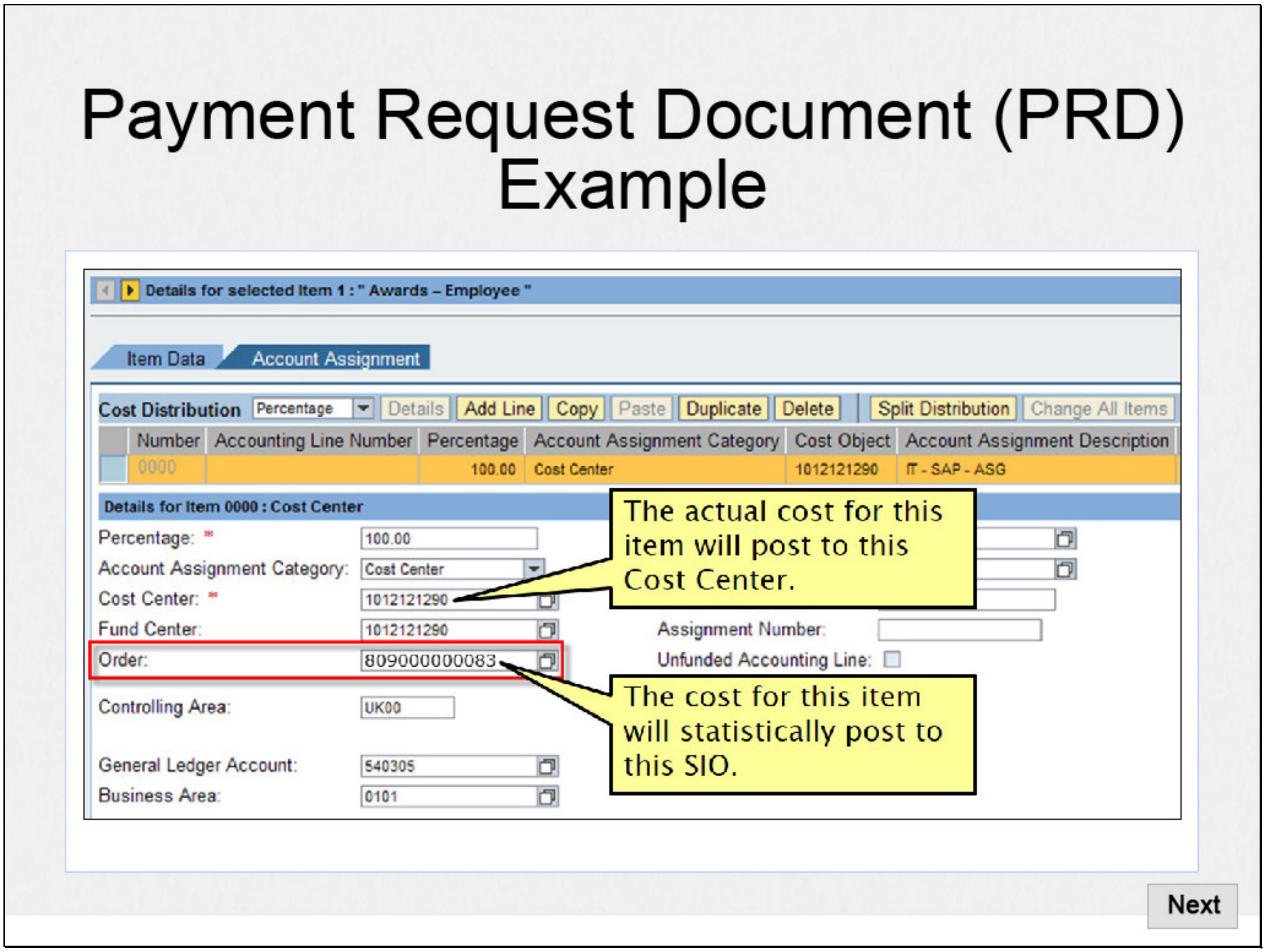
# SRM Shopping Cart Example




Next

**Slide 77 - Slide 77**



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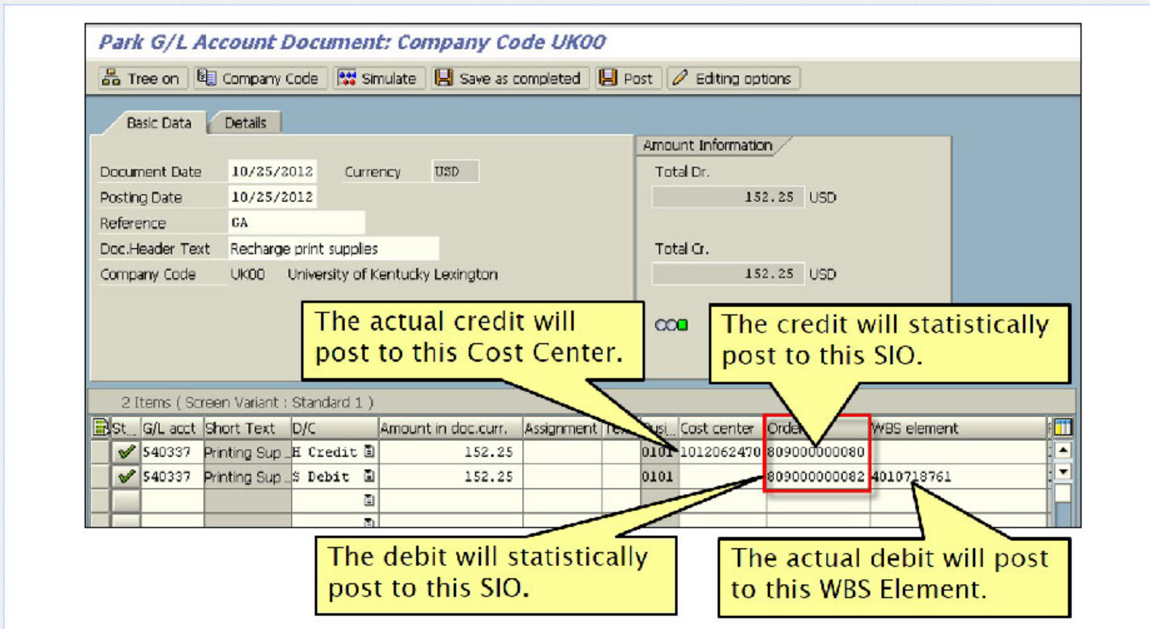
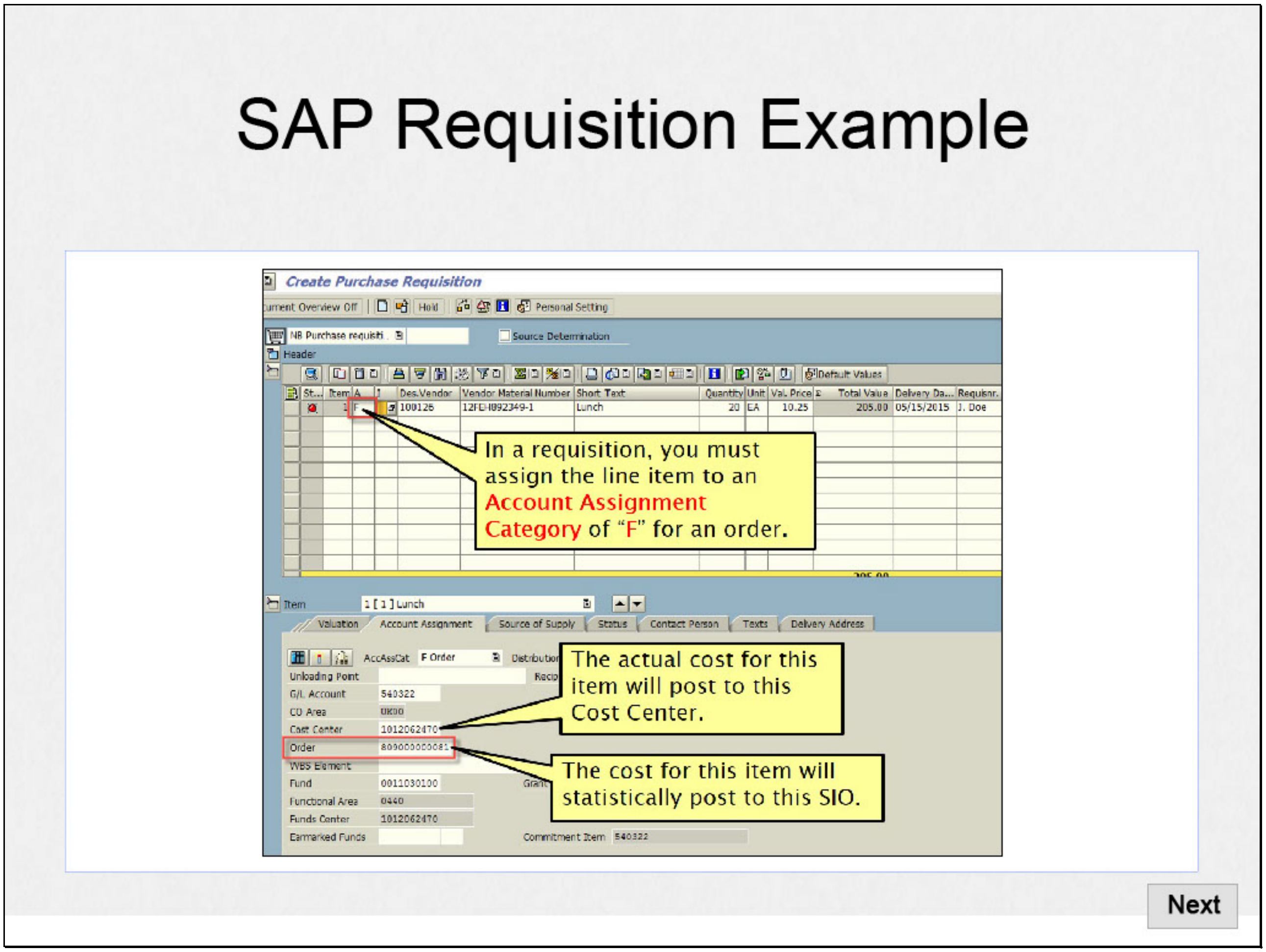
# GL Account Document (JV) Example

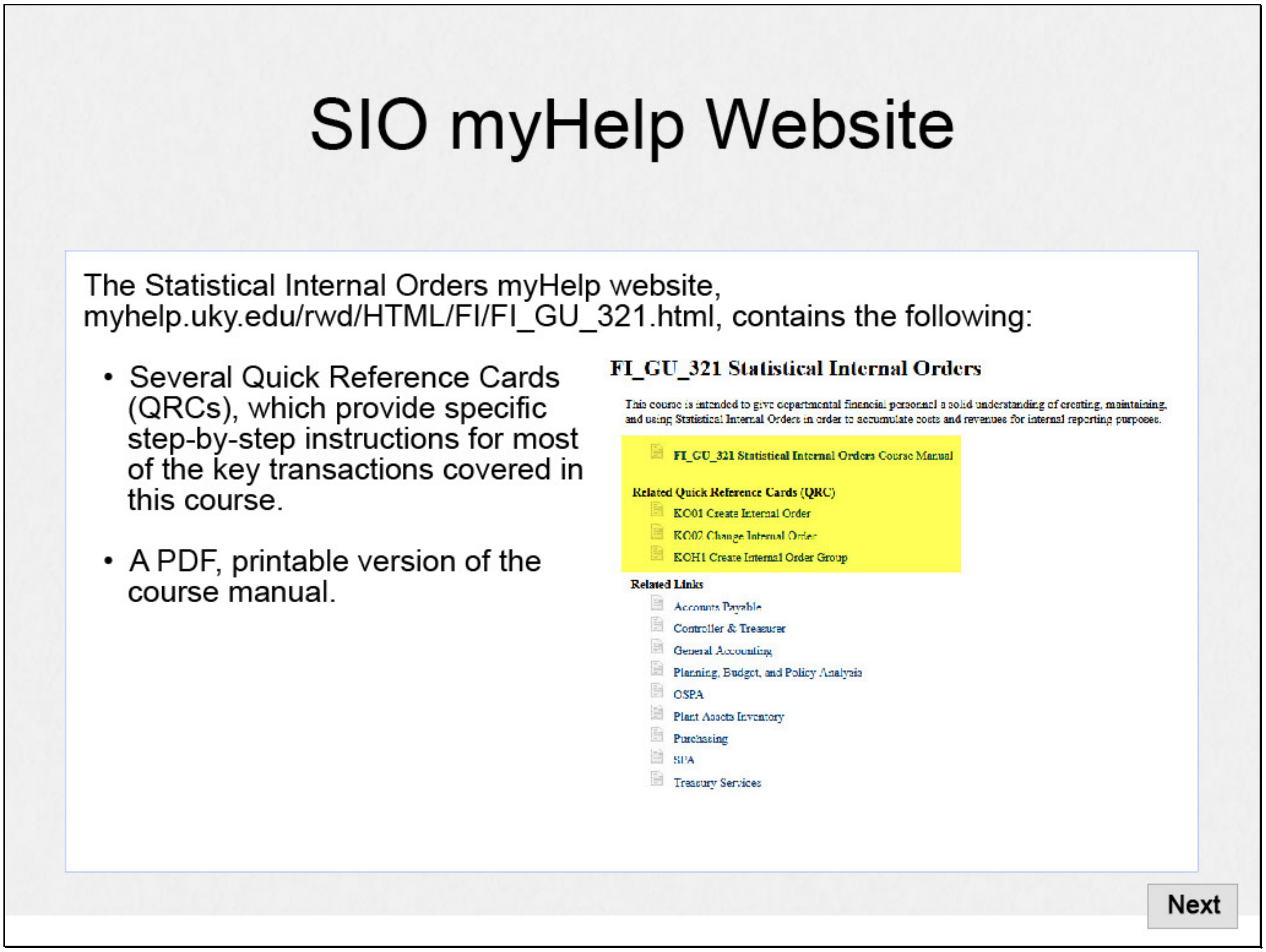



Next

**Slide 79 - Slide 79**



**Slide 87 - Slide 87**



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