

Slide 1 - Title Slide

**Statistical Internal Orders**  
**(FI\_GU\_321)**

Presented by Enterprise Applications Training

**UK** Information  
Technology Services

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The slide features a dark blue background with a network of white nodes and lines. Scattered throughout are binary digits (0s and 1s) and glowing blue and yellow circles of varying sizes, creating a digital or data-themed aesthetic.

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# Course Learning Objectives

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.



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# Course Content

Unit 1: Statistical Internal Orders Overview

Unit 2: Creating and Maintaining SIOs

Unit 3: Statistical Internal Order Groups

Unit 4: Using Statistical Internal Orders

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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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# SIO - 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: Procard, Payment Request Document (PRD), SRM Shopper Cart, SAP Requisition, etc.

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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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## SIO - 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).

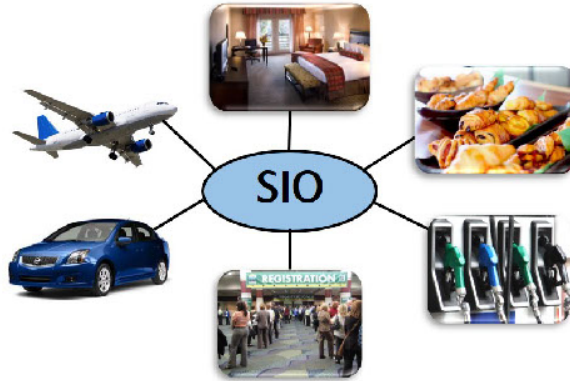
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## SIO - Example 2 (Continued)

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:

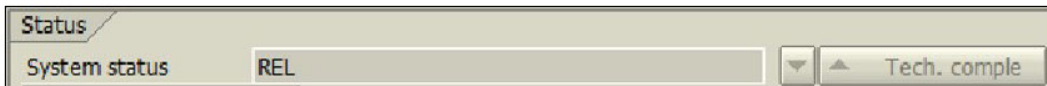
- End users **knowing** the correct SIO number(s) to use for the different things being tracked; and
- End users **remembering** to enter the SIO number(s) as they're processing the various business transactions.

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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.



The screenshot shows a software interface with a 'Status' dropdown menu. The dropdown is open, showing 'System status' with the value 'REL' selected. To the right of the dropdown is a button labeled 'Tech. comple'.

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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## 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!**



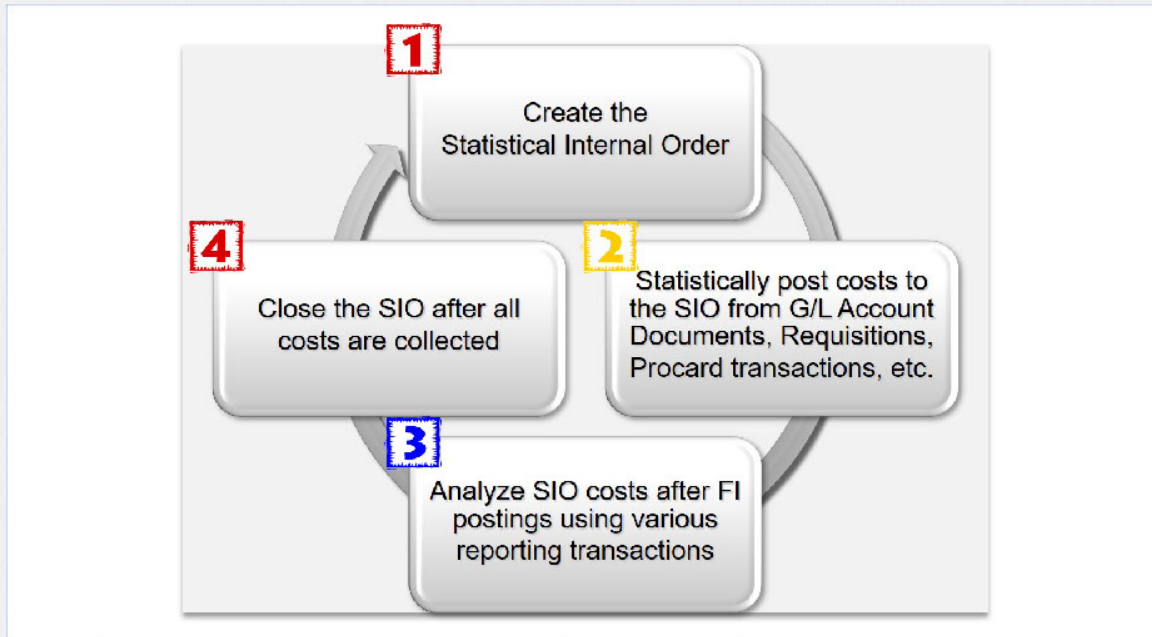
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## Unit 2: Creating and Maintaining SIOs



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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)

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.



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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)

**Create Internal Order: Initial screen**

 Master Data	<b>2</b>
Controlling Area	<input type="text" value="UK00"/> University of Kentucky
Order Type	<input type="text" value="UK20"/> <b>1</b>

**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!

**Create Internal Order: Master data**

Settlement Rule

Order

Description **3**

Assignments Control data Prd-end closing General data Investments

Assignments

Controlling Area	<input type="text" value="UK00"/>	University of Kentucky
Company Code	<input type="text" value="UK00"/>	
Business Area	<input type="text" value="0101"/>	<b>5</b>
Plant	<input type="text"/>	
User Responsible	<input type="text"/>	
External order no.	<input type="text"/>	

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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!**

The screenshot shows a software interface for creating an internal order. At the top, there is a toolbar with a green checkmark icon circled in red with the number 9. Below the toolbar, the title is "Create Internal Order: Master data". There are several tabs: "Assignments", "Control data", "Prd-end cl", "General data" (circled in red with the number 6), and "Investments". The "General data" tab is active and contains the following fields:

Applicant	<input type="text"/>	Application date	<input type="text"/>
Telephone	<input type="text"/>	Department	<input type="text"/>
Person Responsible	Jane Doe (circled in red with the number 7)	Work Start	11/01/2020 (circled in red with the number 8)
Telephone	<input type="text"/>	End of Work	12/31/2020 (circled in red with the number 8)
Estimated costs	<input type="text"/> USD		
Processing group	<input type="text"/>		

Other visible fields include "Order" and "Description" (2020 Faculty Training-Printed Materials). A "Save" icon is also present in the toolbar.

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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.

The screenshot displays the SAP 'Create Internal Order: Initial screen'. The 'Master Data' section includes 'Controlling Area' (UK00) and 'Order Type' (UK20). A 'Reference' section has an empty 'Order' field. At the bottom, a status bar shows a green checkmark and the message 'Order was created with number 809000000080'. A red arrow points from the 'Order' field to the status bar, and another red arrow points from the status bar to the SAP logo.

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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**

Order Type	UK20	User Code ( Statistical Order)
Reference		
Order	809000000080	

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.

Order was created with number 809000000081

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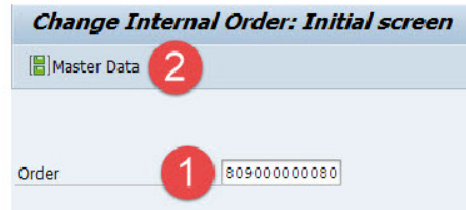


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# Maintaining an SIO

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.

Order 809000000080 has been changed

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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.

The screenshot displays the SAP SIO master data record interface. At the top, the 'Order' field contains '809000000080' and the 'Description' field contains '2020 Faculty Training-Printing Costs'. Below this, there are five tabs: 'Assignm', 'Control data', 'Prd-end closing', 'General data', and 'Investments'. The 'Control data' tab is selected and highlighted with a red circle labeled '2'. Within the 'Control data' tab, there is a 'Status' section containing a 'System status' dropdown menu showing 'REL' (annotated with a red circle '1') and a 'Tech. comple' button. Below the 'Status' section is a 'Control data' section with a 'Statistical order' checkbox that is checked (annotated with a red circle '3').

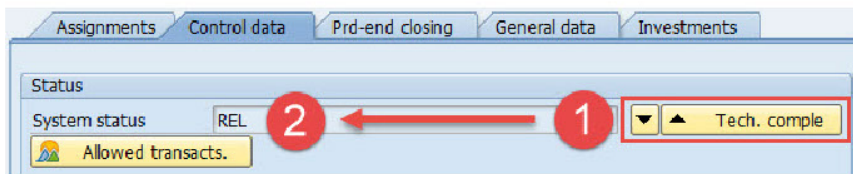
A checkmark in the **Statistical order** checkbox (3) indicates the order is an SIO. If it were unchecked, this would be a Real Internal Order.

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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.

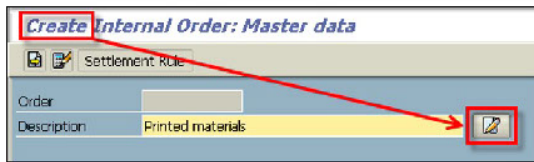
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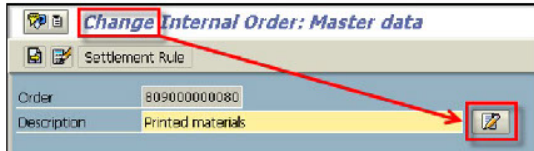
# SIO Long Text Information

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.

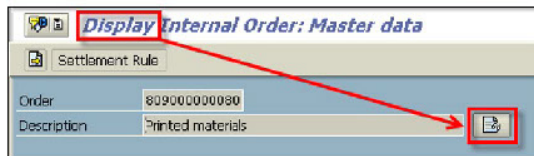
- KO01 -



- KO02 -



- KO03 -

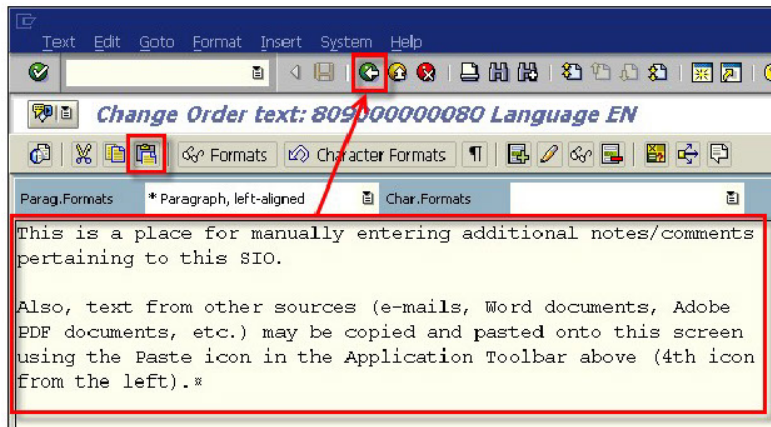


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# SIO Long Text Information (Continued)

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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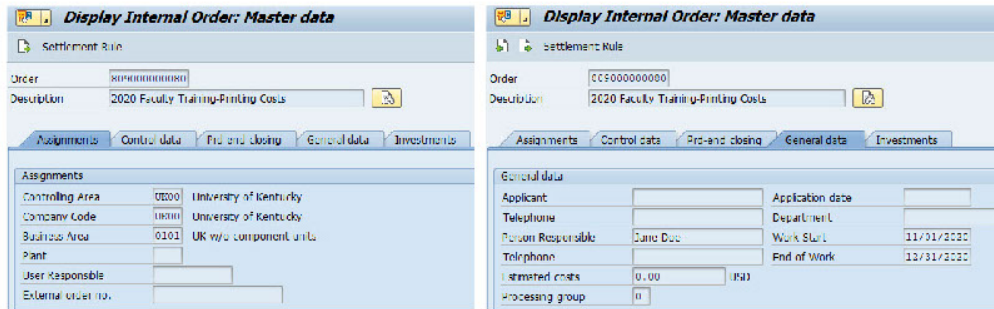
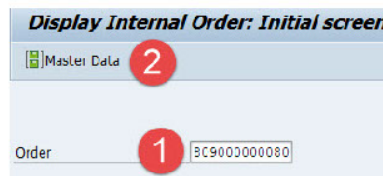
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# Displaying an SIO

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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# 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

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# Unit 3: Statistical Internal Order Groups



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# SIO 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

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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



*Create Order Group: Initial Screen*

Order Group

\*The **Order Group** name must meet the following:

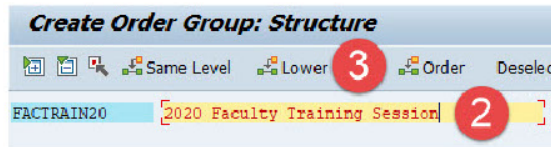
- Be unique yet descriptive
- Be no more than 10 characters long
- Have no spaces or special characters except underscore (\_)

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# Creating an SIO Group (Continued)

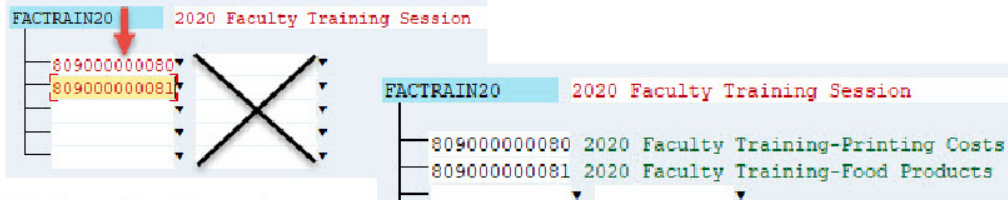
2. Enter a short description for the SIO group

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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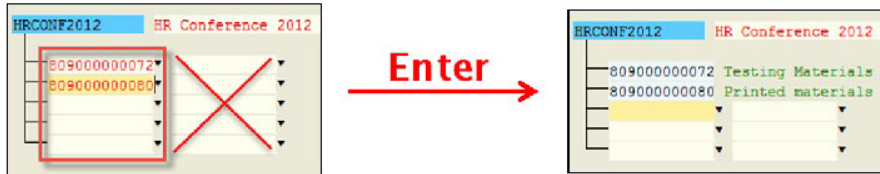
# Entering SIO Numbers

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**:

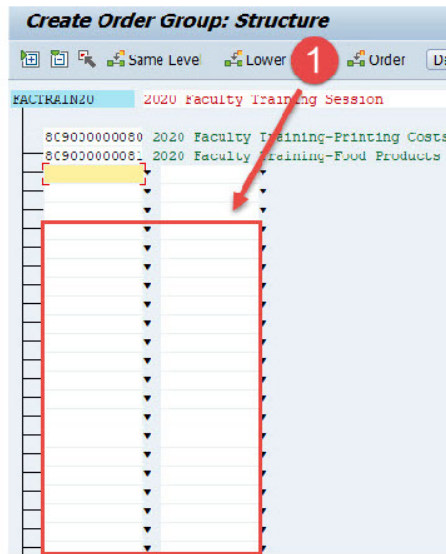


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# Entering SIO Numbers (Continued)

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

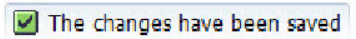


Once an SIO group is saved, only the name cannot be changed.

- 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.

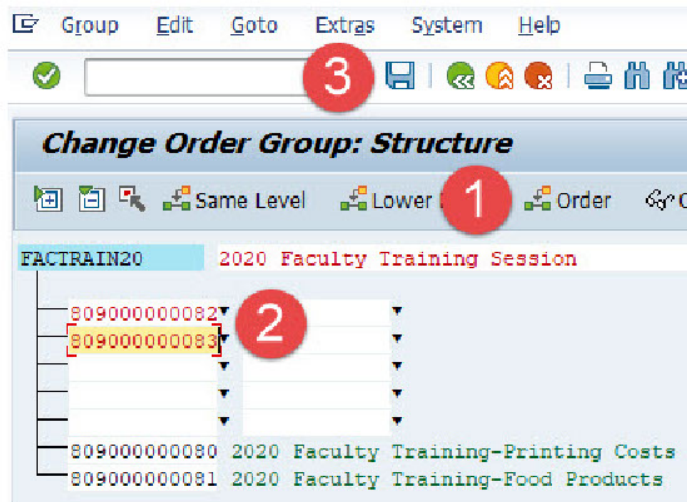
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# Adding SIOs to a Group

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).

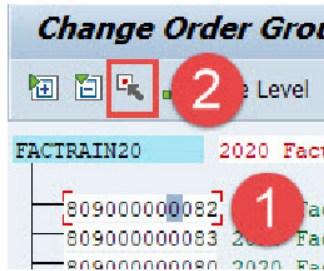


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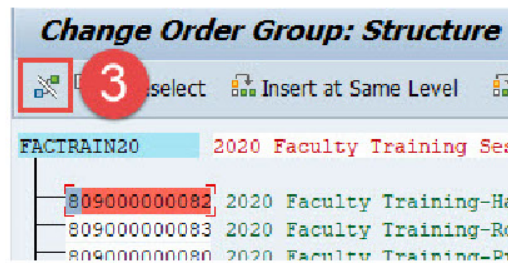
# Removing SIOs from a Group

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**

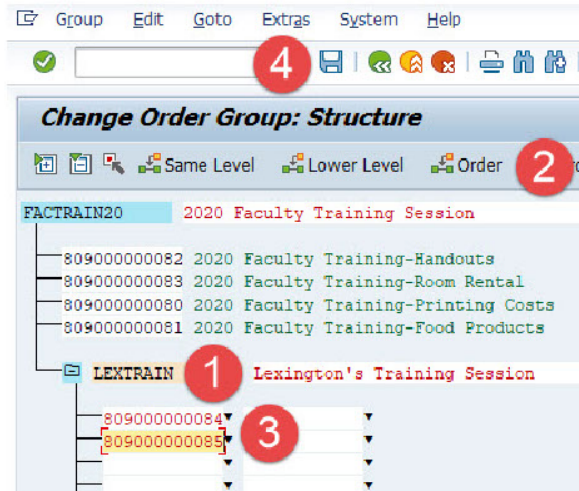
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# SIO Sub-Groups (Continued)

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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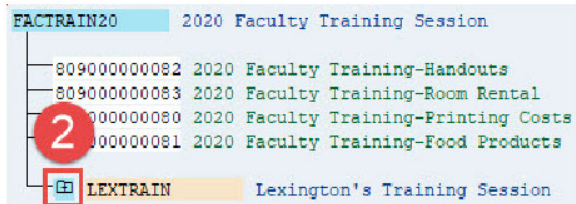
# Displaying an SIO Group

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

1. Enter the SIO Order Group name and press Enter



2. Click on the +/- symbols in the folder icon next to a sub-group to show/hide the SIO(s), if applicable



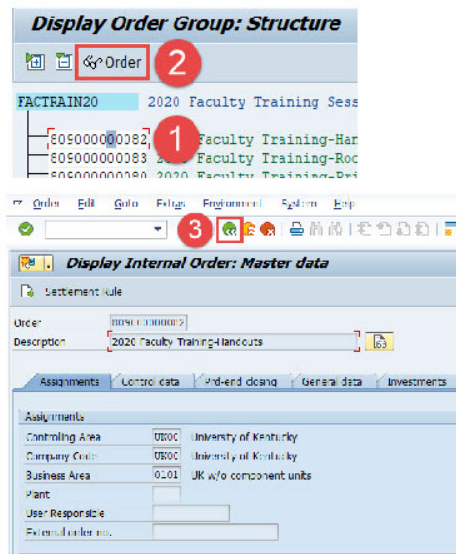
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# Displaying an SIO Group (Continued)

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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# 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.



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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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# Unit 4: Using Statistical Internal Orders



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# 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)
- SAP Requisition (transaction ME51N)

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

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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.

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi.	Cost center	Order	WBS ele
✓	540337	Printing Sup.	H Cr.	347.00			0101	1012000810		
✓	540337	Printing Sup.	S De.	347.00			0101	309000000080		

Account 540337 requires an assignment to a CO object

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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

The screenshot displays the SRM Shopping Cart interface. At the top, there is a 'Shopping Cart' header with navigation options like 'History', 'Back', and 'Forward'. Below this is the 'Item Overview' section, which contains a table with columns for Line Number, Item Type, Product ID, Description, Quantity, Unit, Net Price / Limit, Delivery Date, and Account Assignment. The table lists three items, with the first one being a 'Material' with Product ID 808000012023, Quantity 1, and Unit EA. Below the table, there are summary statistics for 'Total Value', 'Tax amount', and 'Total Val. (GR)'. The main part of the screenshot is the 'Details for Item 1 808000012023' section, which includes tabs for 'Item Data', 'Account Assignment', 'Notes and Attachments', 'Delivery Address/Performance Location', 'Sources of Supply / Service Agents', and 'Approval Process Overview'. The 'Account Assignment' tab is active, showing a 'Cost Distribution' table with columns for Number, Accounting Line Number, Percentage, and Account Assignment Category. Below this, there are fields for 'Details for Item 0001 : Cost Center', including 'Percentage', 'Account Assignment Category', 'Cost Center', 'Fund Center', 'Order', 'Controlling Area', 'General Ledger Account', and 'Business Area'. Two yellow callout boxes with arrows point to the 'Cost Center' and 'Order' fields. The 'Cost Center' field is set to '101212190' and the 'Order' field is set to '808000012023'. The 'Fund Center' field is set to '101212190'. The 'Controlling Area' field is set to 'UK00'. The 'General Ledger Account' field is set to '540334' and the 'Business Area' field is set to '0101'. At the bottom of the interface, there are buttons for 'Cancel', 'Show My Tasks', 'Close', 'Save', and 'Check'.

Line Number	Item Type	Product ID	Description	Quantity	Unit	Net Price / Limit	Delivery Date	Account Assignment
0001	Material	808000012023		1	EA	1.00	03/12/2014	Cost Center: 101212190
*	Undefined Item Type			1.000		0.00	03/17/2014	
*	Undefined Item Type			1.000		0.00	03/17/2014	

Number	Accounting Line Number	Percentage	Account Assignment Category
0001		100.00	Cost Center

**Details for Item 0001 : Cost Center**

Percentage: \* 100.00

Account Assignment Category: Cost Center

Cost Center \* 101212190

Fund Center \* 101212190

Order \* 808000012023

Controlling Area: UK00

General Ledger Account: 540334

Business Area: 0101

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# Payment Request Document (PRD) Example

Details for selected item 1: " Awards – Employee "

Item Data Account Assignment

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description
0000		100.00	Cost Center	1012121290	IT - SAP - ASG

Details for Item 0000 : Cost Center

Percentage: \*\* 100.00

Account Assignment Category: Cost Center

Cost Center: \*\* 1012121290

Fund Center: 1012121290

Order: 809000000083

Controlling Area: UK00

General Ledger Account: 540305

Business Area: 0101

Assignment Number:

Unfunded Accounting Line:

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

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

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# GL Account Document (JV) Example

*Park G/L Account Document: Company Code UK00*

Tree on Company Code Simulate Save as completed Post Editing options

Basic Data Details

Document Date 10/25/2012 Currency USD  
Posting Date 10/25/2012  
Reference GA  
Doc-Header Text Recharge print supplies  
Company Code UK00 University of Kentucky Lexington

Amount Information

Total Dr. 152.25 USD  
Total Cr. 152.25 USD

2 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Cost center	Order	WBS element
✓	540337	Printing Sup...	Credit	152.25	0101	1012062470	8090000000080	
✓	540337	Printing Sup...	Debit	152.25	0101		8090000000082	4010718761

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.

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# SAP Requisition Example

The screenshot shows the SAP 'Create Purchase Requisition' (ME51) interface. The main table lists a requisition line item with the following details:

St...	Item	A	Des. Vendor	Vendor	Material Number	Short Text	Quantity	Unit	Val. Price	Total Value	Delivery Da...	Requir...
	F		109126	12FI	1092349-1	Lunch	20	EA	10.25	205.00	05/15/2015	J. Doe

Callout 1: In a requisition, you must assign the line item to an **Account Assignment Category** of "F" for an order.

Callout 2: The actual cost for this item will post to this Cost Center.

Callout 3: The cost for this item will statistically post to this SIO.

The 'Item' details section shows the following account assignment information:

- Unloading Point: [Empty]
- GI/ Account: 540322
- CO Area: 0800
- Cost Center: 1012062470
- Order: 809000000081
- WBS Element: [Empty]
- Fund: 0011030100
- Functional Area: 0440
- Funds Center: 1012062470
- Demarked Funds: [Empty]

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# SIO myHelp Website

The Statistical Internal Orders myHelp website, [myhelp.uky.edu/rwd/HTML/FI/FI\\_GU\\_321.html](http://myhelp.uky.edu/rwd/HTML/FI/FI_GU_321.html), contains the following:

- Several Quick Reference Cards (QRCs), which provide specific step-by-step instructions for most of the key transactions covered in this course.
- A PDF, printable version of the course manual.

## FI\_GU\_321 Statistical Internal Orders

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.

The screenshot shows a webpage layout with a yellow background. At the top, there is a link for the 'FI\_GU\_321 Statistical Internal Orders Course Manual'. Below this, a section titled 'Related Quick Reference Cards (QRC)' lists three items: 'EC01 Create Internal Order', 'RC02 Change Internal Order', and 'ECH1 Create Internal Order Group'. A 'Related Links' section follows, listing various university departments and services such as 'Accounts Payable', 'Controller & Treasurer', 'General Accounting', 'Planning, Budget, and Policy Analysis', 'OSPA', 'Plant Assets Inventory', 'Purchasing', 'SFA', and 'Treasury Services'.

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# The End

Congratulations, you have successfully completed this training course!



You may now close this course window and return to your myUK Learning Home page. The course should be listed in your "Learning History" tile, which contains all successfully completed courses.