

Internal Order

Document Overview:

Internal Orders (IO) are used for specific one-time purchase of goods and services from another department of the university. This document is initiated by the purchaser who only fills out the expense side. The IO may be used to record one or more expenditure accounts and one or more interdepartmental revenue accounts. However, the IO is not intended for allocating costs within a single unit. Each charge or credit to an account will result in an offsetting entry for an equal dollar amount.

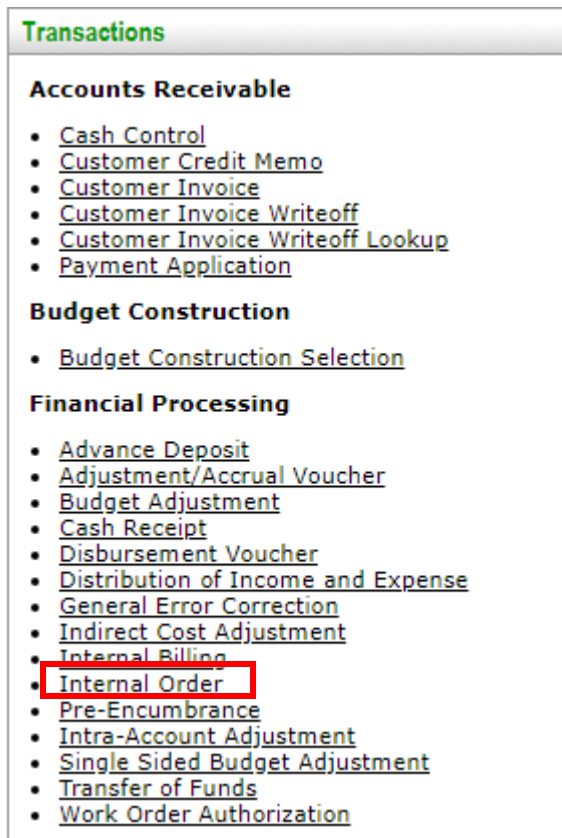
"Direct charge" services listed below do not require an IO for individual or monthly transactions. These charges are entered directly into the financial system. The services are:

- Mail service and postage
- Center services and supplies
- Long distance telephone charges
- Permanent rental vehicles
- Animal Care Service
- Utilities
- Feed Mill

How to Complete the Document:

The IO document is on the main menu screen of Kualu.

To open the document click on "Internal Orders" under Transactions menu.



This will take you to the Internal Order Document. In the below example we will be paying \$200,000 for CSU System Advertising Plan to Communication and Creative Services. The Total Amount will auto populate when the account lines are filled in.

Internal Order ?	Doc Nbr: 2622460	Status: FINAL
	Initiator: mullenb	Created: 10:41 AM 09/24/2013

* required field

Document Overview hide

Document Overview	
* Description: CSU System Marketing	Explanation: BG: CSU System Advertising Plan reimbursement
Organization Document Number:	
Financial Document Detail	
Total Amount: 200,000.00	

Under Internal Supplier click on the drop down arrow to show the list of internal Supplier's. We want to select COMM & CREATIVE SVCS-ALL OTHER for our example.

Internal Order Details hide

Internal Supplier

* Internal Supplier: ▼

Buyer Accounting Lines hide

Accounting Lines ?

Expense

add:	* Chart	* Account Number	Sub-Ac
CO			

ACNS BUSINESS OFFICE
 ADMISSIONS
 AG EXPERIMENT STATION
 ALUMNI RELATIONS
 ANIMAL SCIENCES
 ANTHROPOLOGY
 ARDEC
 ART

Project: ? Org Ref Id: ? * Amount: 0.00 Actions:

We are only able to fill in the Buyer Accounting Lines. In this line enter the expense account number, object code, and any sub account or sub object code that is applicable. Make sure to click the add button.

Buyer Accounting Lines hide

Accounting Lines ? hide detail

Expense import lines

add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	CO							0.00	<input type="button" value="add"/>
1	BG CSU Board of Governors	1101601 Bg Contingency Reserve		6615 Advertising+Publicity				200,000.00	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
								Total: 200,000.00	

When this step is completed, attach any supporting documents in the Notes and Attachments section. Once that is completed you will hit the submit button. Depending on the amount this could route to the fiscal officer, ORG approver, and/or Division approver. After they approve this will then route to the Internal Order approver for Communication & Creative Services to fill out that Income line and it will look as follows:

Buyer Accounting Lines hide

Accounting Lines hide detail

Expense

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	BG CSU Board of Governors	1101601 Bg Contingency Reserve		6615 Advertising+Publicity				200,000.00	
								Total: 200,000.00	

Supplier Accounting Lines hide

Accounting Lines hide detail import lines

Income

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO							0.00	add
								Total: 0.00	

The IO supplier is unable to edit/change the Buyer accounting lines. Now, the supplier needs to input the Supplier Accounting Lines and click add. Once all the information is entered, the supplier will click approve.

Buyer Accounting Lines hide

Accounting Lines hide detail

Expense

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	BG CSU Board of Governors	1101601 Bg Contingency Reserve		6615 Advertising+Publicity				200,000.00	
								Total: 200,000.00	

Supplier Accounting Lines hide

Accounting Lines hide detail import lines

Income

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO							0.00	add
1	CO Colorado State University	1300510 Communications & Creative Services Miscellaneous Revenue		4800 Interdepartment Credits				200,000.00	delete bal inquiry
								Total: 200,000.00	

Document Routing:

The document always routes to Fiscal Officer. On the below document, Bridget Mullen is the FO on the account 1101601 and it's routing to her for approval. Because of the dollar threshold, it is also routing to ORG-001 (Augustus Skinner) and DIV-AA (Richard Schweigert) approval. Sarah Sypian is the Supplier and Fiscal Officer on the Supplier account # 1300511. She reviews the IO upon receipt, verify accuracy of quantity, item description, unit cost, extension and total cost. She then enters the supplier accounting information and submits the document. Which then completes the IO document process.

Route Log					
ID: 2622460					
Title	Internal Order - CSU System Marketing				
Type	Internal Order	Created	10:41 AM 09/24/2013		
Initiator	Mullen, Bridget	Last Modified	10:26 AM 10/24/2013		
Route Status	FINAL	Last Approved	10:26 AM 10/24/2013		
Node(s)	InternalSupplier	Finalized	10:26 AM 10/24/2013		
Actions Taken					
Action	Taken By	For Delegator	Time/Date	Annotation	
SAVED	Mullen, Bridget		10:49 AM 09/24/2013		
COMPLETED	Mullen, Bridget		03:12 PM 09/26/2013		
Action	Requested Of	Time/Date	Annotation		
COMPLETE	Mullen, Bridget	10:49 AM 09/24/2013			
APPROVE	Mullen, Bridget	03:12 PM 09/26/2013	KFS-SYS Fiscal Officer BG 1101601		
APPROVED	Skinner, Augustus	03:13 PM 10/07/2013			
Action	Requested Of	Time/Date	Annotation		
APPROVE	ORG-0001	03:12 PM 09/26/2013	KFS-SYS Accounting Reviewer 0001 BG 1000 99999999 IO		
APPROVED	Schweigert, Richard	10:17 AM 10/22/2013			
Action	Requested Of	Time/Date	Annotation		
APPROVE	DIV-AA	03:12 PM 09/26/2013	KFS-SYS Accounting Reviewer AA BG 10000 NONE 99999999 IO		
APPROVED	Svajan, Sarah	10:26 AM 10/24/2013			
Action	Requested Of	Time/Date	Annotation		
APPROVE	IO-241	10:17 AM 10/22/2013	KR-WKFLW InternalSupplier 241		
APPROVED					
Future Action Requests					

Any correction required due to incorrect charges or incorrect revenue account coding should be completed by General Error Correction in the financial system.

Document Exceptions/Restrictions:

Below are the list of parameters related to the Internal Order (IO) document. If the Constraint Code is "A" it means "Allowed" and if "D" it means "Disallowed".

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	InternalOrder	KFS	FUND_GROUPS	Restricts Fund Group(s) for use the on I...	D;E;P;Z	D
KFS-FP	InternalOrder	KFS	OBJECT_LEVELS_EXP	Expense Object Level(s) restricted from ...	CASH;SATH;INVS;CLER;PREP;BLDG;EQUIP;DFOF;...	D
KFS-FP	InternalOrder	KFS	OBJECT_LEVELS_INC	Income Object Level(s) restricted from u...	ACPA;PACL;ACLI;ADVS;DFOF;REVIN;PRV	D
KFS-FP	InternalOrder	KFS	OBJECT_SUB_TYPES_EXP	Expense Object Sub-Type(s) restricted fr...	AB;AR;BU;CA;CE;CP;FP;FR;MT;NM;PP;SL	D
KFS-FP	InternalOrder	KFS	OBJECT_SUB_TYPES_INC	Income Object Sub-Type(s) restricted fro...	AF;AX;CG;CI;FC;FD;FS;GB;GF;GI;GL;GP;G...	D
KFS-FP	InternalOrder	KFS	OBJECT_TYPES_EXP	Allowed Expense Object Type(s) for use o...	AS;EE;EX	A
KFS-FP	InternalOrder	KFS	OBJECT_TYPES_INC	Allowed Income Object Type(s) for use on...	CH;IN;LI;IC	A
KFS-FP	InternalOrder	KFS	SUB_FUND_GROUPS	Sub-Fund Group(s) restricted from use on...	CAPGEN;CAPAUX;PRESEN;SUSPEN;BANK;ENDOW;W...	D

Below is the explanation of these restrictions:

Fund Group Restrictions: Internal order are used to bill for one-time goods or services provided by one university department to another university department. Some fund groups are disallowed from providing internal order activity based on the definition of the fund group. The fund groups disallowed are below:

Fund Group

- D - Student Loan Fund
- E - Endowment Fund
- P - Presentation Fund
- Z - Bank Fund

Sub-Fund Group Restrictions: Internal Order are disallowed on some fund groups based on the definition of what the sub-fund is used for. Sub-Fund Groups disallowed on this document include:

Sub-Fund

CAPGEN - Capital Assets, General
CAPAUX - Capital Assets, Auxiliary
PRESEN - Presentation Fund
SUSPEN - Suspense
BANK - Bank Accounts
ENDOW - Endowment Fund
WORKST - Workstudy
COSFA - Student Financial Assistance
FEDSFA - Federal Student Financial Aid
LOANS – Student Loans
AGENCY - Agency Fund
OPEB - Other Post Emp. Benefits-Fiduciary Fund
SLICE - Student Leadership Involvement and
Community Engagement

Sub-Fund

1CAPGE - Capital Assets, General Pueblo
1CAPAU - Capital Assets, Auxiliary Pueblo
1PRESE - Presentation Fund Pueblo
1SUSPE - Suspense Pueblo
1ENDOW - Endowment Fund Pueblo
1WORKS - Workstudy Pueblo
1COSFA - Student Financial Assistance Pueblo
1FEDSF - Federal Student Financial Aid Pueblo
1LOANS - Student Loans Pueblo
1AGENC - Agency Fund Pueblo

Object Level Restrictions: Internal Order are used to bill for one-time goods or services provided by one university department to another university department. Specific Income Object Levels should not be used on the Internal Order document based on what activity posts to these object levels. This document disallows the use of object codes with an object level type of:

Expense Object Levels

SATH - Spending Authority
INVS - Investments
CLER - Clearing
BLDG - Buildings
DFOF - Due From
MSSA - Misc. Salary
SUBC - Subcontracts
CAPO - Equipment
STLD - Student Loan Expense
PFEX - Plant Expense
CASH
OTEX - Other Expense
PREP - Prepaids
EQU - Capital Equipment

Income Object Levels

HSNG - Housing and Other Payables
ACPA - Accounts Payable
PACL - Payroll Liabilities
ADVS - Advances
DFOB - Due To
REVN - Misc. Revenue
PFRV - Plant Revenue

Object Sub-Type Restrictions: Specific Object Sub-Type levels should not be included on Internal Order when billing for goods or services. This document disallows the use of object codes with Object Sub-Types of:

Expense Object Sub-Types

AR - Accounts Receivable
CE - Cost Recovery Expense
AB - Compensated Absences
CA - Cash
FR - Fringe
PP - Prepaids

Expense Object Sub-Types

FP - Fringe Pool
NM - Non-Mandatory Transfers
BU - Budget Only Object Codes
CP - Capital Assets
MT - Mandatory Transfers
SL - Salary

Income Object Sub-Types

AF - Agency SubFund
AX - Auxiliary Revenue
CG - C+G Revenue
CI - Cost Recovery Income
FC - Federal Capital C=G Revenue
FD - Federal C+G Revenue
FS - Fee for Service
GB - Transfers from Governing Board
GD - Gain on Disposal of Assets
GF - Capital Gifts
GI - Gifts
GL - Local C+G Revenue
GP - Private C+G Revenue
GR - Capitalized Grants
BU - Budget Only Object Codes

Income Object Sub-Types

GS - State C+G Revenue
II - Investment Income
LC - Local Capital C+G Revenue
LT - Long Term Payable
MT - Mandatory Transfers
NB - Nominal Balance
NM - Non-Mandatory Transfers
OM - Oper+Maint of Plant-Fund Addition
OO - Other Operating Revenue
OR - Other Noneating Revenue
PC - Private Capital C+G Revenue
SA - State Appropriations
SC - State Capital C+G Revenue
TF - Tuition + Fees
WI - WICHE Revenue

Object Type Restrictions: Specific Object Types should not be included on Internal Order when billing for goods or services. This document disallows the use of following Object Types:

Expense Object Types

AS - Asset
EE - Expenditure not Expense
EX - Expense Expenditure

Income Object Types

CH - Cash not Revenue
IN - Revenue Cash
LI - Liability
IC - Revenue not Cash