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 Kuali.

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.

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.

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.

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:
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.

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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 Sybian 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.
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”.

<table>
<thead>
<tr>
<th>Resource Code</th>
<th>Component</th>
<th>Application ID</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Constraint Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DURGHI2G</td>
<td>Restricts Fund Group(s) for use on...</td>
<td>DURGHI2G</td>
<td>D</td>
</tr>
<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DEPPOLEV</td>
<td>Expense Object Level(s) restricted from...</td>
<td>DEPPOLEV</td>
<td>D</td>
</tr>
<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DEPTYPES</td>
<td>Expense Object Sub-Type(s) restricted from...</td>
<td>DEPTYPES</td>
<td>D</td>
</tr>
<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DEPTYPES INC</td>
<td>Income Object Sub-Type(s) restricted from...</td>
<td>DEPTYPES INC</td>
<td>D</td>
</tr>
<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DEPTYPES EXP</td>
<td>Allowed Expense Object Type(s) for use on...</td>
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<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>DEPTYPES INC</td>
<td>Allowed Income Object Type(s) for use on...</td>
<td>DEPTYPES INC</td>
<td>A</td>
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<tr>
<td>VTS-FF</td>
<td>InternalOrder</td>
<td>KVS</td>
<td>SUBP Fund</td>
<td>Sub Fund Group(s) restricted from use on...</td>
<td>SUBP Fund</td>
<td>D</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Sub-Fund</th>
<th>Sub-Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPGEN - Capital Assets, General</td>
<td>1CAPGE - Capital Assets, General Pueblo</td>
</tr>
<tr>
<td>CAPAUX - Capital Assets, Auxiliary</td>
<td>1CAPAU - Capital Assets, Auxiliary Pueblo</td>
</tr>
<tr>
<td>PRESEN - Presentation Fund</td>
<td>1PRESE - Presentation Fund Pueblo</td>
</tr>
<tr>
<td>SUSPEN - Suspense</td>
<td>1SUSPE - Suspense Pueblo</td>
</tr>
<tr>
<td>BANK - Bank Accounts</td>
<td>1ENDOW - Endowment Fund Pueblo</td>
</tr>
<tr>
<td>ENDOW - Endowment Fund</td>
<td>1WORKS - Workstudy Pueblo</td>
</tr>
<tr>
<td>WORKST - Workstudy</td>
<td>1COSFA - Student Financial Assistance Pueblo</td>
</tr>
<tr>
<td>COSFA - Student Financial Assistance</td>
<td>1FEDSF - Federal Student Financial Aid Pueblo</td>
</tr>
<tr>
<td>FEDSFA - Federal Student Financial Aid</td>
<td>1LOANS - Student Loans Pueblo</td>
</tr>
<tr>
<td>LOANS – Student Loans</td>
<td>1AGENC - Agency Fund Pueblo</td>
</tr>
<tr>
<td>AGENCY - Agency Fund</td>
<td></td>
</tr>
<tr>
<td>OPEB - Other Post Emp. Benefits-Fiduciary Fund</td>
<td></td>
</tr>
<tr>
<td>SLICE - Student Leadership Involvement and Community Engagement</td>
<td></td>
</tr>
</tbody>
</table>

**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
- EQUIP - Capital Equipment

**Income Object Levels**
- HSN - Housing and Other Payables
- ACPA - Accounts Payable
- PACL - Payroll Liabilities
- ADVS - Advances
- DTOF - 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

### 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

### 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
- 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