

Internal Order

Document Overview:

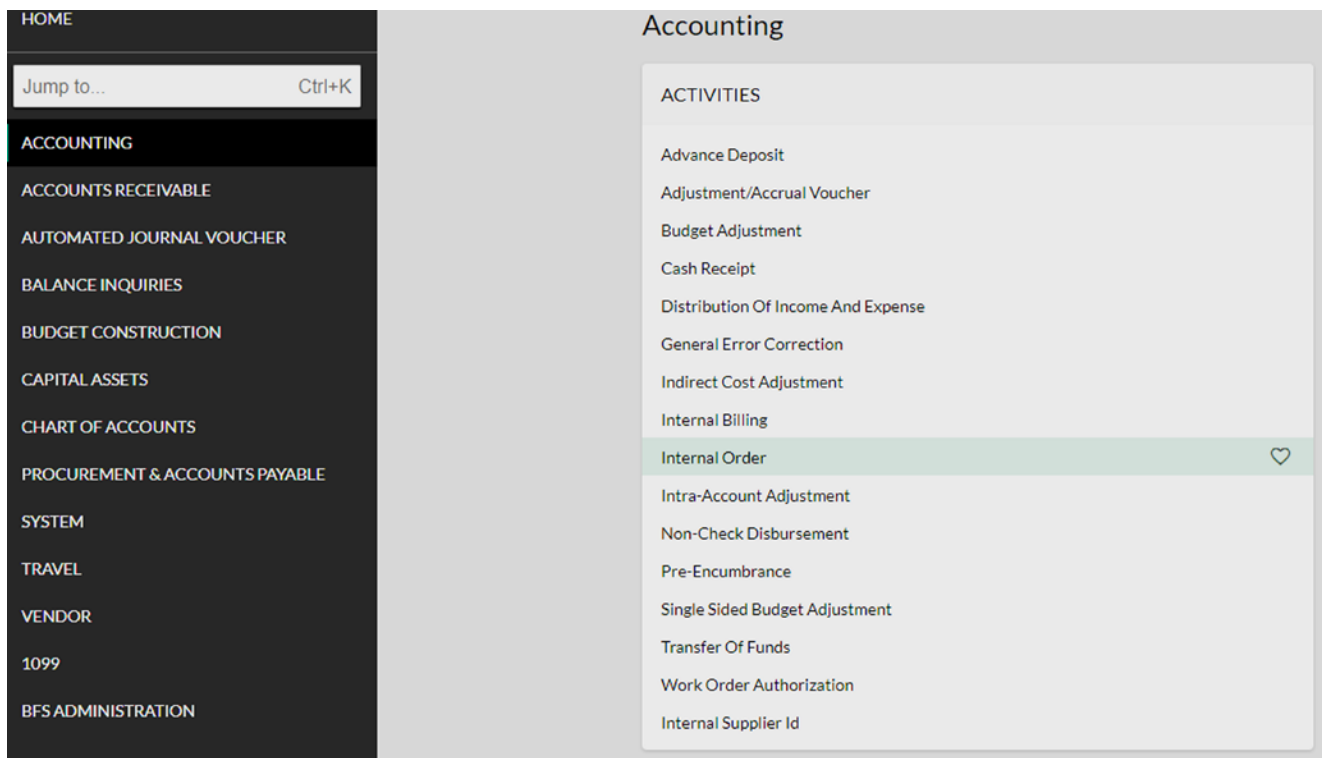
Internal Orders (IO) are used for specific one-time purchase of goods and services from another department of the university. This document is initiated by the purchaser who only fills out the expense side. The IO may be used to record one or more expenditure accounts and one or more interdepartmental 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 under the Accounting Activities tab. Click on Accounting in side menu and then click on Internal Order in the Activities section.



This will take the user to the Internal Order Document. In the below example there will be a payment of \$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.

The screenshot shows the 'Internal Order' document overview. At the top right, it displays 'Initiator: dlogan@colostate.edu' and 'Created: 11:18 AM 08/25/2015'. Below this are 'EXPAND ALL' and 'COLLAPSE ALL' buttons. The main section is titled 'DOCUMENT OVERVIEW' and contains an 'OVERVIEW' tab. Under 'OVERVIEW', there is a '* Description:' field with the value 'This is a test' and an 'Explanation:' field with the value 'TEST'. Below these is an 'Organization Document Number:' field. At the bottom of this section is a 'FINANCIAL DOCUMENT DETAIL' tab.

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

This screenshot is similar to the previous one but shows the 'INTERNAL SUPPLIER' dropdown menu open. The menu lists various departments and services, with 'COMM & CREATIVE SVCS-ALL OTHER' highlighted in blue. The '* Internal Supplier:' field at the bottom is currently empty.

The purchaser only has the option to complete 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.

The screenshot shows the 'BUYER ACCOUNTING LINES' section with an 'EXPENSE' tab. It features a table with columns for CHART, ACCOUNT, SUB-ACCOUNT, OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, AMOUNT, LINE DESCRIPTION, and ACTIONS. The first row is empty with an amount of 0.00. The second row contains the following data: CHART 'BG' (CSU Board of Governors), ACCOUNT '1101401' (Bg Contingency Reserve), OBJECT '6615' (Advertising-Publicity), and an amount of 200,000.00. A 'TOTAL:' row at the bottom shows a total amount of 200,000.00. There are 'HIDE DETAILS' and 'IMPORT LINES' buttons at the top right.

When this step is completed, attach any supporting documents in the Notes and Attachments section. Once that is completed 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 the Income line and it will look as follows:

BUYER ACCOUNTING LINES

EXPENSE

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
1 BG CSU Board of Governors	1101601 Bg Contingency Reserve		6615 Advertising+Publicity				200,000.00		
TOTAL:							200,000.00		

SUPPLIER ACCOUNTING LINES

INCOME

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO							0.00		+
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

EXPENSE

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
1 BG CSU Board of Governors	1101601 Bg Contingency Reserve		6615 Advertising+Publicity				200,000.00		
TOTAL:							200,000.00		

SUPPLIER ACCOUNTING LINES

INCOME

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO							0.00		+
1 CO	1300510 Creative Services Miscellaneous ...		4800 Interdepartment Credits				200,000.00		+
TOTAL:							200,000.00		

Document Routing:

The document always routes to the Fiscal Officer. In the below document, Bridget Mullen is the FO for 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 Sylian is the Supplier and Fiscal Officer of the Supplier account # 1300511. She reviews the IO upon receipt, verifies accuracy of quantity, item description, unit cost, extension and total cost. Sarah then enters the supplier accounting information and submits the document. Submitting will complete 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	
COMPLETE	Mullen, Bridget	Requested Of	10:49 AM 09/24/2013	
APPROVE	Mullen, Bridget	Requested Of	03:13 PM 09/26/2013	KFS-SYS Fiscal Officer BG 1101601
APPROVED	Skinner, Augustus	Requested Of	03:13 PM 10/07/2013	
APPROVE	ORG-0001	Requested Of	03:12 PM 09/26/2013	KFS-SYS Accounting Reviewer 0001 BG 1000 99999999 IO
APPROVED	Schweigert, Richard	Requested Of	10:17 AM 10/22/2013	
APPROVE	DIV-AA	Requested Of	03:12 PM 09/26/2013	KFS-SYS Accounting Reviewer AA BG 10000 NONE 99999999 IO
APPROVED	Sylian, Sarah	Requested Of	10:26 AM 10/24/2013	
APPROVE	ID-261	Requested Of	10:17 AM 10/22/2013	KR-WKFLW InternalSupplier 241

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;EQU;DFOF;...	D
KFS-FP	InternalOrder	KFS	OBJECT_LEVELS_INC	Income Object Level(s) restricted from u...	ACPA;PACL;ACLI;ADVS;DTOF;REWN;PFRV	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;GD;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
EQUF - Capital Equipment
GVTD - Government
Transfers - Deductions

Income Object Levels

HSNG - Housing and Other Payables
ACPA - Accounts Payable
PACL - Payroll Liabilities
ADVS - Advances
DFOF - 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

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

GP - Private C+G Revenue
GR - Capitalized Grants
BU - Budget Only Object Codes

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