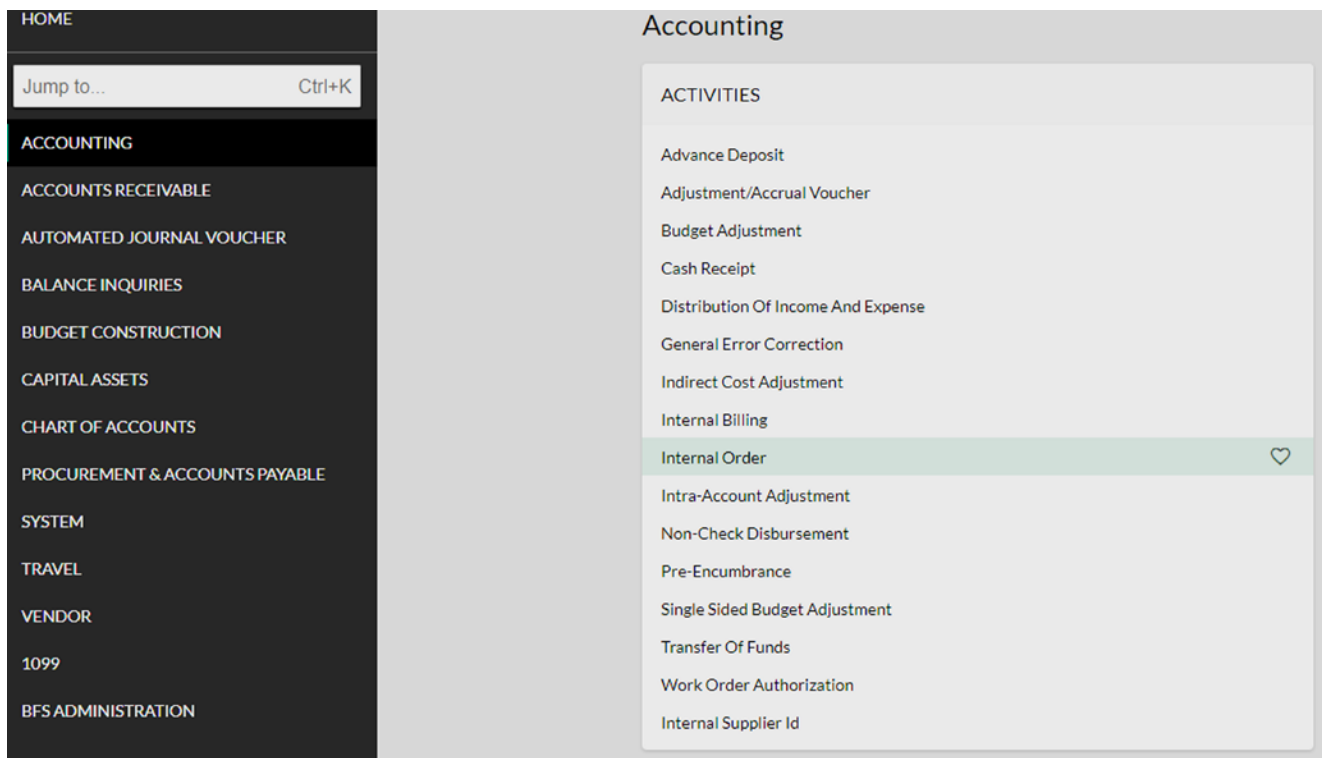# Internal Order

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.

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.

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.

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:

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.

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 Sypian 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.

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;EQUP;DFOF;...	D
KFS-FP	InternalOrder	KFS	OBJECT LEVELS INC	Income Object Level(s) restricted from u...	ACPA;PACL;ACLI;ADVS;DTOF;REVN;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
EQUP - Capital Equipment
GVTD - Government
Transfers - Deductions

Income Object Levels
HSNG - 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

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   SC - State Capital C+G Revenue
GR - Capitalized Grants   TF - Tuition + Fees
BU - Budget Only Object Codes   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   Income Object Types
AS - Asset   CH - Cash not Revenue
EE - Expenditure not Expense   IN - Revenue Cash
EX - Expense Expenditure   LI - Liability
                                                                     IC - Revenue not Cash