

# Internal Orders (Work Orders)

Internal orders are generally used to plan, collect and settle the costs of internal jobs and tasks. Currently at Duke, internal orders are used to settle the costs of Work Order jobs and charge the department's cost center for the work performed. In the future, internal orders may be used for other transactions as well.

A line item report will show the amount and the Cost Center charged in the Name field (see first screen below). From a line item report, the drill down process only displays a settlement document (second screen below) that contains the Internal Order reference number.

P...	Doc. Date	Year	Cost Center	Cost El...	Costelement name	Σ	Value COCurr	Name	RetDocNo
2	05/06/2003	10	2003	303017508	681070	M&R-BLDG REPAIR/GEN	186.28		102653
2	05/06/2003		2003			M&R-BLDG REPAIR/GEN	19,989.30		102659
2	05/06/2003		2003			M&R-BLDG REPAIR/GEN	4,891.97		102700
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	2,962.05	CTR DUKE/303017508	199269
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	19,279.46	CTR DUKE/303017508	199275
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	4,085.18	CTR DUKE/303017508	199312
							51,394.24		
2	06/03/2003	11	2003		681070	M&R-BLDG REPAIR/GEN	15,905.90		
2	06/03/2003		2003			M&R-BLDG REPAIR/GEN	2,458.88		
2	06/01/2004		2004			M&R-BLDG REPAIR/GEN	13,981.34	CTR DUKE/303017508	
2	06/01/2004		2004			M&R-BLDG REPAIR/GEN	3,786.89	CTR DUKE/303017508	
							36,133.01		
2	07/09/2003	12	2003		681070	M&R-BLDG REPAIR/GEN	1,764.65		117507
2	07/09/2003		2003			M&R-BLDG REPAIR/GEN	11,076.88		117512

Document displayed in drill-down from a Line Item Report - provides Internal Order Reference number for more research via the Internal Order Actual/Plan/Variance Report

Doc. no.	Settle. per	Setl. year	Created on	Rev	Revd doc.	RVD	SmtNo	Postg Date	Ast. val. dt	Short text: Sender
199269	10	2004	05/04/2004				3	05/02/2004		RESURFACE THE PATIENT SHOWER FLOORS

To view more details about the charge, the **Internal Order Actual/Plan/Variance Report** can be run using the **Internal Order reference number**. The next pages outline how to run this report and what type of information is available.

# Internal Order Actual/Plan/Variance Report

Via User Menu: Financials → **University Reporting** **OR**  
**DUHS Reporting** → Cost Object Reporting → Internal  
Orders: Actual/Plan/Variance

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**On the *Orders: Actual/Plan/Variance Selection* screen (shown below):**

Selection values	
Controlling Area	DUKE
Fiscal Year	2004
From Period	1
To Period	12
Plan Version	0


Selection groups	
Order Group	
Or value(s)	to
Cost Element Group	
Or value(s)	to

1. Ensure **DUKE** is defaulted in the Controlling area field.
2. Enter the desired **Fiscal year**.
3. Enter the **beginning and ending fiscal periods** desired in the **From period** and **To period** fields.

*Note: This report is cumulative for the periods selected and the **last closed fiscal period** that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12, 13, 14, and period 15 adjustments from outside auditors.*

4. Enter either a **0** (Current or Flex) or **1** (Original) in the **Plan version** field (*NO Plan data will be displayed on the report at the current time*).

# Internal Order Report (Cont.)

5. Enter **one or more Internal Order numbers** (alpha numeric number between 7 -11 digits in length) in the first **Or value(s)** field under the **Order Group** field (use  **Multiple Selection** button if needed).


*Note: The **Order group** field can be used to enter a group value (such as EO for Engineering & Operations or FMD for Facilities Maintenance) to select all the Internal Orders belonging to a certain group or division. This option will be used more by central areas.*

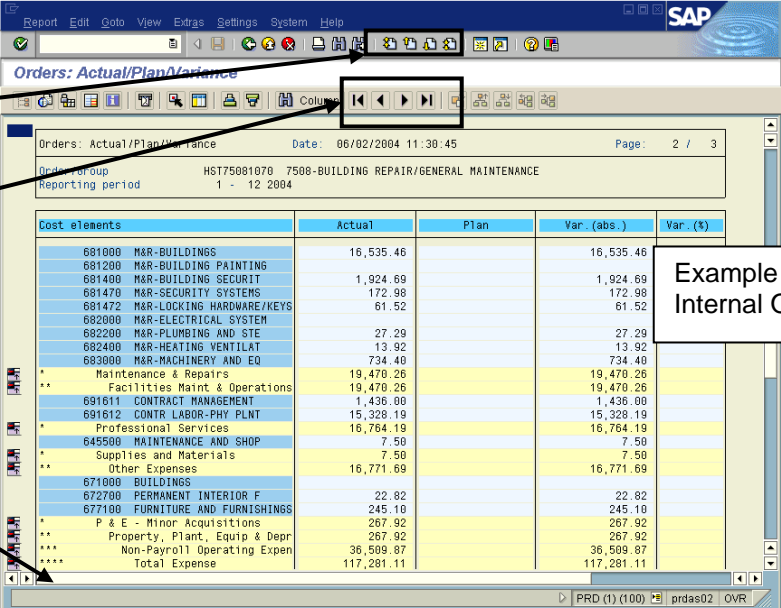
6. Enter a value(s) in **ONE** of the two fields, Cost element group or Or value(s), as outlined below:

- Enter the desired **cost element group** (such as **DUKE\_CE** for University users, or **HSRPT** for DUHS users) to select all the cost elements associated with that group.

**OR**

- Enter one or more **cost elements (i.e., object codes)** in the **Or values** field (use  **Multiple Selection** button if needed).

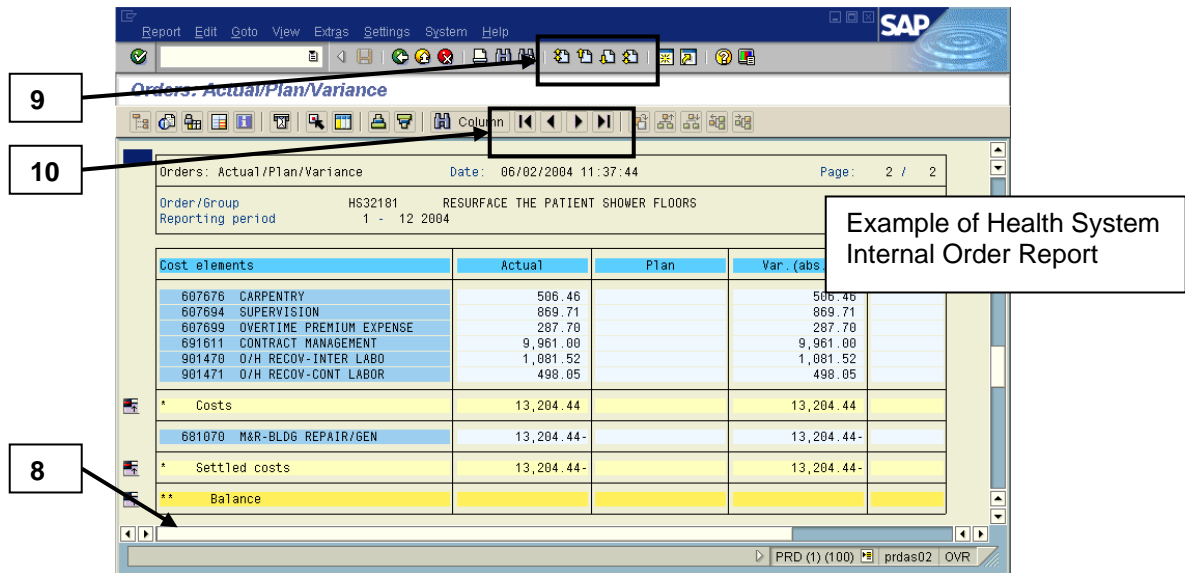
7. Click the  **Execute** button (F8) to display the *Orders: actual/plan/variance: Result* report. (see below and next page).



Example of University Internal Order Report

Cost elements	Actual	Plan	Var. (abs.)	Var. (%)
681000 M&R-BUILDINGS	16,535.46		16,535.46	
681200 M&R-BUILDING PAINTING				
681400 M&R-BUILDING SECURIT	1,924.69		1,924.69	
681470 M&R-SECURITY SYSTEMS	172.98		172.98	
681472 M&R-LOCKING HARDWARE/KEYS	61.52		61.52	
682000 M&R-ELECTRICAL SYSTEM				
682200 M&R-PLUMBING AND STE	27.29		27.29	
682400 M&R-HEATING VENTILAT	13.92		13.92	
683000 M&R-MACHINERY AND EQ	734.40		734.40	
* Maintenance & Repairs	19,470.26		19,470.26	
** Facilities Maint & Operations	19,470.26		19,470.26	
691511 CONTRACT MANAGEMENT	1,436.00		1,436.00	
691512 CONTR LABOR-PHY PLNT	15,328.19		15,328.19	
* Professional Services	16,764.19		16,764.19	
645500 MAINTENANCE AND SHOP	7.50		7.50	
* Supplies and Materials	7.50		7.50	
** Other Expenses	16,771.69		16,771.69	
671000 BUILDINGS				
672700 PERMANENT INTERIOR F	22.82		22.82	
677100 FURNITURE AND FURNISHINGS	245.10		245.10	
* P & E - Minor Acquisitions	267.92		267.92	
** Property, Plant, Equip & Depr	267.92		267.92	
**** Non-Payroll Operating Expen	36,509.87		36,509.87	
***** Total Expense	117,281.11		117,281.11	

# Internal Order Report (Cont.)



Note: This report contains **HORIZONTAL pages** (screens to the right containing quantity or other columns). One screen contains the **hours billed** that support the actual amounts.

8. To view the rest of the amount columns (**Abs. variance** and **Var %**) on the first page/screen of this report, use the **horizontal scroll bar** located toward the bottom of the screen.
9. To vertically scroll through a page/screen of this report, use the following buttons:
  - First Page (Ctrl+Page up)** to scroll to the top cover page.
  - Next Page (Page down)** to scroll to the next page.
  - Previous Page (Page up)** to scroll to the previous page.
  - Last Page (Ctrl+Page down)** to scroll to the last page.
10. To view the **HORIZONTAL** pages/screens to the right and see the **hours (Quantity columns)**, use the following buttons:
  - Next Page (Ctrl+F1)** button **TWICE** to move through two horizontal screens and view the hours
  - First page (Ctrl+F7)** to return to the first horizontal page to the left (original screen of report).

# Internal Order Report (Cont.)

To drill down and view more details for Internal Orders:

Cost elements	Actual	Plan	Var. (abs.)	Var. (%)
607676 CARPENTRY	506.46		506.46	
607694 SUPERVISION	869.71		869.71	
<b>607699 OVERTIME PREMIUM EXPENSE</b>	287.70		287.70	
691611 CONTRACT MANAGEMENT	9,961.00		9,961.00	
901470 O/H RECOV-INTER LABO	1,081.52		1,081.52	
901471 O/H RECOV-CONT LABOR	498.05		498.05	
* Costs	13,204.44		13,204.44	
681070 M&R-BLDG REPAIR/GEN	13,204.44-		13,204.44-	
* Settled costs	13,204.44-		13,204.44-	
** Balance				

- Double click anywhere on the line (row) of the desired **Cost element** to access a line item report showing the Internal Order charges in more detail.

*Note:* Click on the desired option on the **Choose Report** dialog box (e.g. **Orders: Line Items Actuals**). Once in the line item report, review the columns of information available.

- Continue to double click on desired line items to view the original or supporting documents.
- Click on the **Back** button as many times as needed to exit the drill down and return to previous report screens.

*Note:* If a dialog box prompts to exit the line item report, click the **Yes** button, unless otherwise preferred. If a dialog box prompts to save an extract, click the **No** button.

To exit the report when ready:

- Click on the **Exit** button (**Shift+F3**) until the initial R/3 screen is displayed.