

Welcome to the Central Office Internal Orders and Job Costing Course



- Darrell Lagler
- Marni Espanola
- Liza Sarao

- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



Course Agenda

	Chapter Description	Time
1	Definitions and Process Overview	60 minutes
2	Internal Orders and Job Costing	60 minutes
3	Reporting	30 minutes
4	Summary	15 minutes

Course Objectives

By the end of this class, you will be able to:

- Describe the components of an internal order
- Describe order type
- Create an internal order
- Attach documents to an internal order
- Differentiate between capital and non-capital Internal Orders
- Describe cost allocation methods
- Create internal order groups
- Run reports



Course Chapters

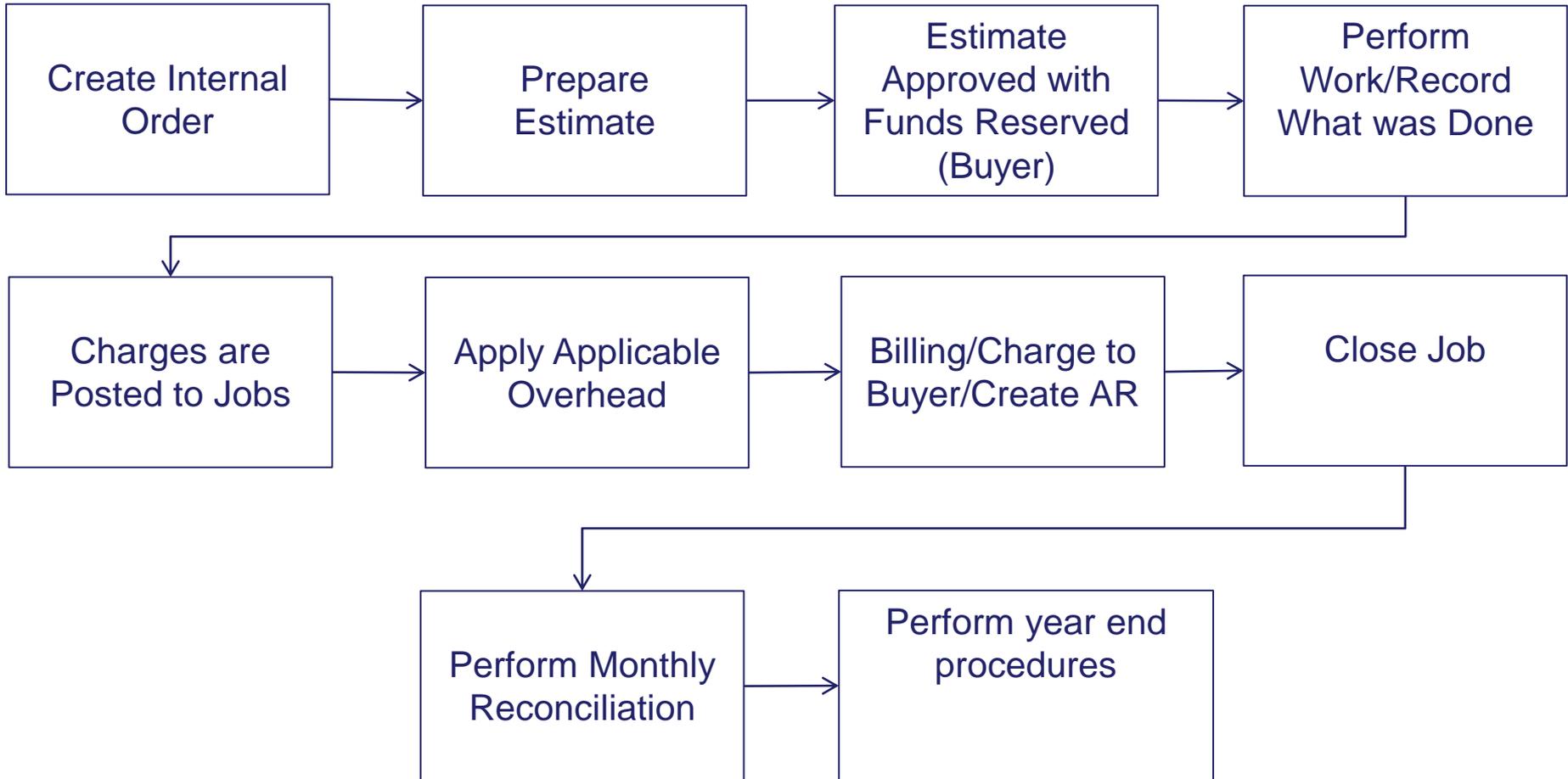
	Chapter Description	Time
1	Definitions and Process Overview	60 minutes
2	Internal Orders and Job Costing	60 minutes
3	Reporting	30 minutes
4	Summary	15 minutes

By the end of this chapter, you will be able to:

- Describe the types of internal orders
- Describe the internal order life cycle
- Describe internal order capitalization



Job Costing Process Overview



Special and Standing Internal Orders

Standing

- On-going internal orders
- Determined by the internal order's order type
- Numbers are created manually based on number scheme

Special

- For specific, one-time purpose
- Determined by the internal order's order type
- Numbers are system generated

Internal Order Types

Type	Description	Type	Description
AM01	Auto Maint – not paid by school	AM02	Auto Maint – paid by school
AM03	Auto Maint – Stand – Gen Veh Chgs	DPS1	Doc Production Services - Standing
FO01	Facilities – Standing	FO02	Facilities – Special
IT01	ITD – Special	IT02	ITD – Standing
IT03	ITD – IT Field Services – Special	IT04	ITD Field Services – Standing
IT05	ITD Network Operations – Special	IT06	ITD Network Operations – Standing
IT07	ITD Proj Supp, QA, PM, Infrastructure	JCAS	Job Cost Acct – Intersection Jobs
JCDR	Job Cost Acct – Special	YOIS	Intersection - Pooling
XOUF	Unfunded – Pooling for all sections	PT01	Pupil Transportation – Special
PT02	Pupil Transp – Standing HTS Routes	PT03	Pupil Transp – Standing Curricular

Internal Order Types – cont'd

Type	Description	Type	Description
PT04	Pupil Transp – Standing Auxiliary	PT05	Pupil Transp – District wide Dist
W0MT	Matrl Trans – Pooling for all Sections	TK01	Truck Operations – Special
TK02	Truck Operations – Standing	TU01	Telecommunications – Special
TU02	Telecommunications - Standing	UIND	Indirect – Pooling for all sections
VONP	Non-Prod – Pooling for all sections		

Effective July 1, 2013, the fixed asset capitalization threshold will be changed from \$25,000 to \$5,000.

Internal Orders will be assigned investment profiles and job categories that will identify them as capitalizable.

For Project IOs, costs will settle monthly to Assets under Construction (AuCs) and the capitalization to the final asset will then be performed upon job completion.

Benefits of New Processes

- **Master data maintenance is easier**
- **Internal Order master data are able to hold more information which integrate with other SAP modules**



Chapter Objectives Review

You should now be able to:

- Describe the types of internal orders
- Describe the internal order life cycle
- Describe internal order capitalization



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	60 minutes
2	Internal Orders and Job Costing	60 minutes
3	Reporting	30 minutes
4	Summary	15 minutes

Chapter Objectives

By the end of this chapter you will be able to:

- Create, change, and display an internal order
- Describe the types of allocations
- Describe the components of an internal order
- Attach documents to an internal order



Glossary of Terms - I

IFS	SAP	Definition
Job Cost	Controlling (CO)	Process of tracking the costs incurred to a specific job. Provides information for managers, who are responsible with directing and controlling its operations.
Job Number	Internal Order	Cost collector to monitor the activities of a particular program, and distribute to various cost centers and programs. Setup as either a Standing (long-term) or Special (short-term) job.
N/A	Order Type	Each internal order is assigned to an order type according to their purpose or activity with a specific number range.
Section Options (SECO) Table	Costing Sheets	Used in calculating overhead applied to a job such as indirect labor, fringe, or material.
Seller Organization	Responsible Cost Center	Job Cost section that will be performing the task or activity requested by a school or office site.
Job Cost section	Section	
School/Office organization	Requesting Cost Center	School or Office site in which the task or activity is to be performed. For direct bill internal orders, this is the organization/cost center in the funding line.

Glossary of Terms - II

IFS	SAP	Definition
N/A	Activity Type	Classifies the type of work to be done and the amount to be allocated. Represent some form of productive output by a cost center such as labor hours, number of boxes. Used primarily for cost estimates.
N/A	Statistical Key Figure (SKF)	Statistical data such as pupil count, area in square meters, or number of employees, which are used as the basis for making allocations. Two types of SKF: Fixed value, the values do not change very often; or Total value, situations in which the values are expected to change every now and then.
Project Number	WBS Element	In the Project System, the individual tasks and activities in a project are described as elements in a hierarchy. Depending on the phase of a project, a breakdown of the tasks and activities continues, step-by-step, until the necessary level of detail is carried out.

Glossary of Terms - III

IFS	SAP	Definition
Estimate	Plan	Projected costs that are expected to be incurred during the life cycle of an internal order.
Job Encumbrance	Budget allocation	Budget is assigned to cover expenditures.
Encumbrances (e.g. Purchase Orders)	Commitments	Functionality of Funds Management. Used to hold or reserve funds for a particular use. Other related terms: funds reservation and funds commitment.
N/A	Funded Program	Funds Management equivalent for internal orders.
JDIS	SKF; Segments	Cycles and segments are utilized to perform automated allocation. Cycles define the various rules and are comprised of segments. A segment represents a set of data that further defines the allocation characteristics such as the Sending and Receiving cost centers. The Sender Values include the types of costs that will be allocated and what percentage of the total sender amount. The Receiver Tracing Factor is the basis for allocation, which can be by percentage, fixed amount, or Statistical Key Figure.

Glossary of Terms - IV

IFS	SAP	Definition
Billing, Job Distribution	1. External Bill	Internal Orders with charges to be billed against a buyer funding source that is external to the District, e.g. PTA, Student Body
	2. Direct Bill	Internal orders with single funding line. Resides in the internal order master data.
	3. Activity Allocation	Involves allocating of business services performed. The system multiplies the units of activity produced by the price of the activity type.
	4. Settlement	Another process to periodically move costs from one cost collector to a receiver object. The settlement rule resides in the master data.

Glossary of Terms - V

IFS	SAP	Definition
	5. Other Allocations via Cycles & Segments	A periodic movement of costs from one cost collector to a receiver object. Allocations are performed monthly.
	➤ Assessment	A type of allocation in which direct and overhead costs are accumulated in a seller funding, and then allocated to multiple buyer funding lines.
	➤ Distribution	A type of allocation in which only direct costs are accumulated in a seller funding, and then allocated to multiple buyer funding lines.
	➤ Periodic Reposting	A type of allocation with multiple buyer lines. The costs are initially collected in the first buyer line, and then reposted to the subsequent funding lines as listed.
JZ document	Manual Reposting	Journal entries to correct error postings.

Glossary of Terms - Vi

IFS	SAP	Definition
Object Codes	Secondary Cost Element	Does not have corresponding general ledger accounts in FI and are defined only in CO
Object Codes	Primary Cost Elements	Correspond directly to profit and loss general ledger accounts in the FI module.
Billing	Period End Postings	Monthly activity to move the costs based on the allocation method selected.

Allocations and Billings of Internal Orders

- External Bill
- Direct Bill
- Activity Allocation
- Settlement
- Other Cost Allocation Methods via Cycles and Segments (covered in PTR0110)
 - Assessment
 - Distribution
 - Periodic Reposting

Funding Terminology

OLD	NEW
Fund	Fund
Area	N/A
Org	Funds Center
Program	Functional Area
Object	General Ledger Account
Project	WBS Element
Job Ticket	Internal Order

Field Entries for Internal Order

Assignment Tab

End-users will identify the responsible and requesting cost centers, description, order (if standing job) and requesting functional area. Requesting WBS element will also be available for input.

Control Data Tab

End-users will be able to change the system status of an internal order

Period-End Closing Tab

The costing sheet will be used to define the parameters for overhead calculation, conditions in which to apply the overhead, the overhead percentage rates, and the investment profile.

General Data Tab

External billing information and other pertinent information relating to both standing and special jobs and job category are entered in this tab.

Field Entries for Internal Orders – cont'd

The following custom fields have been added for external billing of jobs:

- **Externally-billed job indicator**
- **Amount of billing**
- **Customer number (from accounts receivable)**
- **Revenue Functional Area**

The following custom fields have been added to support Transportation Services Division:

- **Route and trip number**
- **Vehicle Type**
- **Dynamic update route identification**
 - **i.e. – Home to school orders**

Walkthrough: Create Internal Order

KO04 Order Manager



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

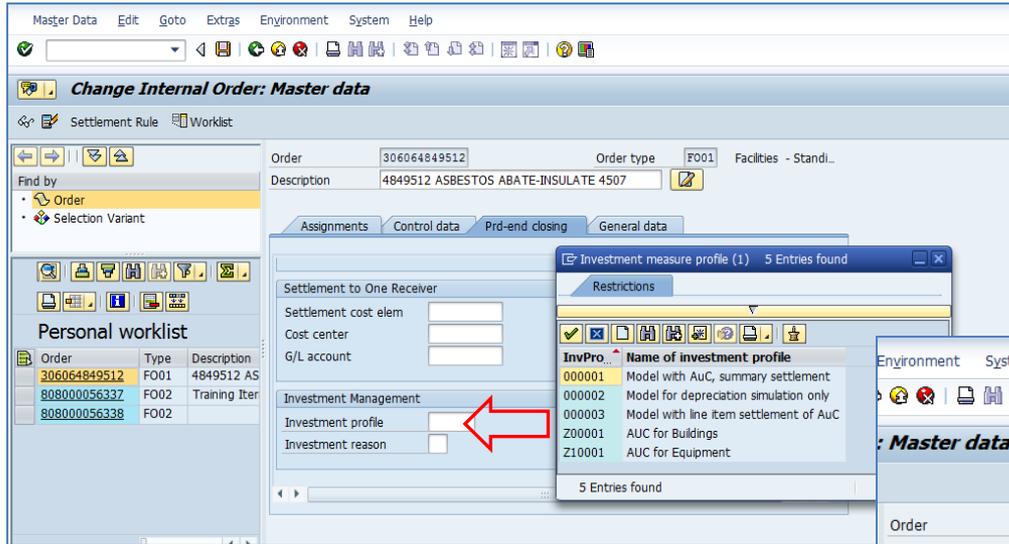
Exercise: Create Internal Order

ADD links to Globally Published simulations in Uperform

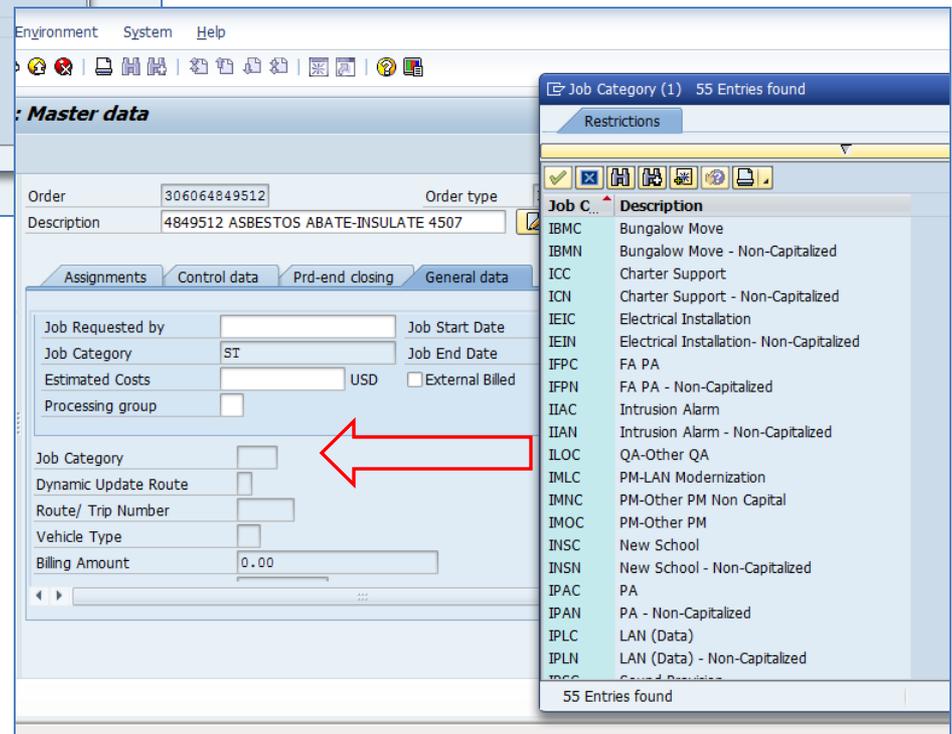


*To complete this
exercise
follow the
instructions listed
here.*

Capitalizable Internal Orders



Capital job categories will typically end with 'C'

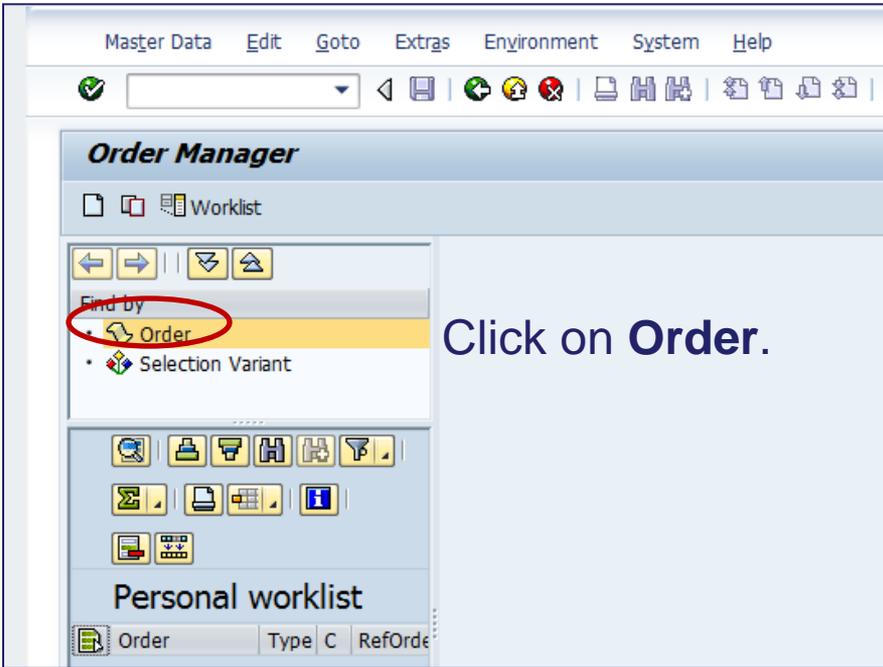


Investment profile for capital internal orders should be:

- Z00001 – Buildings
- Z10001 - Equipment

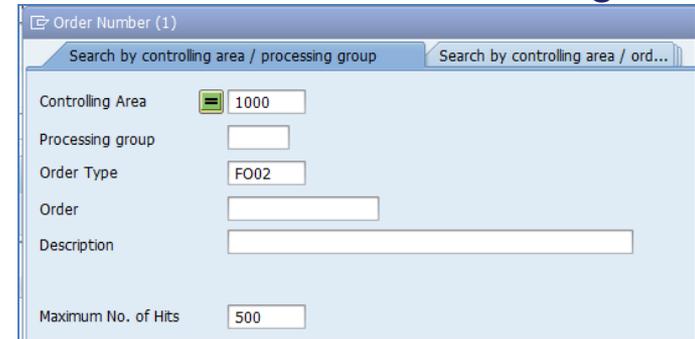
NOTE: when prompted to create an AuC shell, answer 'YES'

Changing an Internal Order with KO04



Click on **Order**.

Use the search criteria to find the Internal Order to change.



Select the internal order to view and click the Enter button.

Order Number (1) 500 Entries found

Search by controlling area / processing group Search by controlling area / o...

Controlling Area: 1000

	Proc. g...	Type	Order	Description
<input type="checkbox"/>	00	FO02	808000018070	DXC RE-STRIPE PARKING LOT 2- W/O#
<input type="checkbox"/>	00	FO02	808000018074	565Q9 RENOVATE RESTROOM(S) HUMPHREYS EL
<input type="checkbox"/>	00	FO02	808000018077	R&R MULTIZONE UNITS; UNFORESEEN CONDTIO
<input checked="" type="checkbox"/>	00	FO02	808000018079	INTERIOR/EXTERIOR OUTLETS

Changing an Internal Order with KO04 – cont'd

2) Follow the menu path **Master Data > Change**.

Master Data **←** Edit Goto Extras Environment System Help

Display Internal Order: Master data

Order: 808000018079 Order type: F002 Facilities - Special...

Description: INTERIOR/EXTERIOR OUTLETS

Assignments Control data Prd-end closing General data

Assignments

Company Code: 1000 LAUSD

Plant: []

Object Class: Overhead

Responsible CCenter: 9141001 Maintenance Central 1 FA

User Responsible: []

Requesting CCenter: 1953301 Marina EEC

Tax Jurisdiction: []

External order no.: JHM003227

Requesting WBS: []

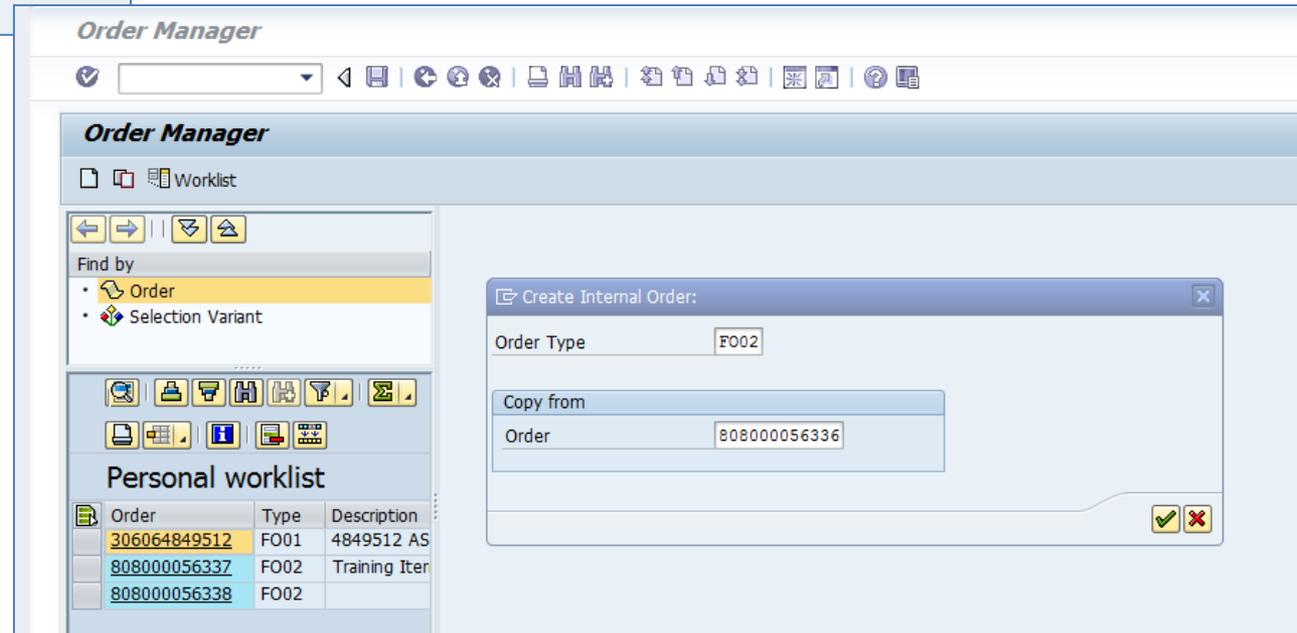
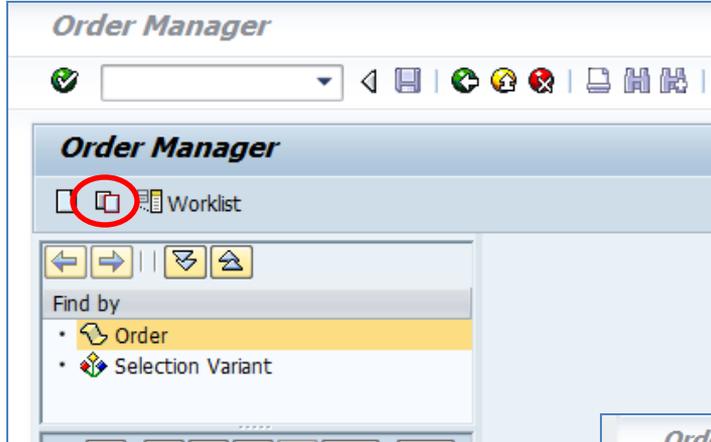
Requesting Functional Area: []

Order	Type	Description
306064849512	FO01	4849512 AS
808000056337	FO02	Training Iter
808000056338	FO02	
808000018079	FO02	INTERIOR/E

1) Click on the order to be displayed. The data will display on the right side of the screen.

Copy an Existing Order

Click on the **Copy** button



Enter the Order Type to create and enter the Internal Order to copy from.

Adding Attachment to Internal Order

The screenshot shows the SAP 'Change Internal Order: Master data' interface. A red circle highlights the 'Create...' button in the top-left corner. A dropdown menu is open, showing options like 'Create Attachment', 'Create note', and 'Create external document (URL)'. The main window displays order details for '8510000018'.

Order type: DN01 Design -Special

ReqFA, CostSht, Ext, Jo

Assignments Control data Prd-end closing General data

Assignments

Company Code	1000	LAUSD
Plant		
Object Class	Overhead	
Responsible CCtr	9128500	Trans Region A
User Responsible		
Requesting CCtr	9128500	Trans Region A
Tax Jurisdiction		
External order no.	JDN013766	

Requesting WBS: I-702000-05-000... Measure R ITD Pbx Cable P

Requesting Functional Area: 0000-8500-13440 Measure R ITD Pbx Cable P

Personal worklist

Order	Type	C	RefOrder
8510000018	DN...	1	

Bottom status bar: K004 | sapdr1-3d | INS | 100%

An existing order must be in change mode to attach a document.

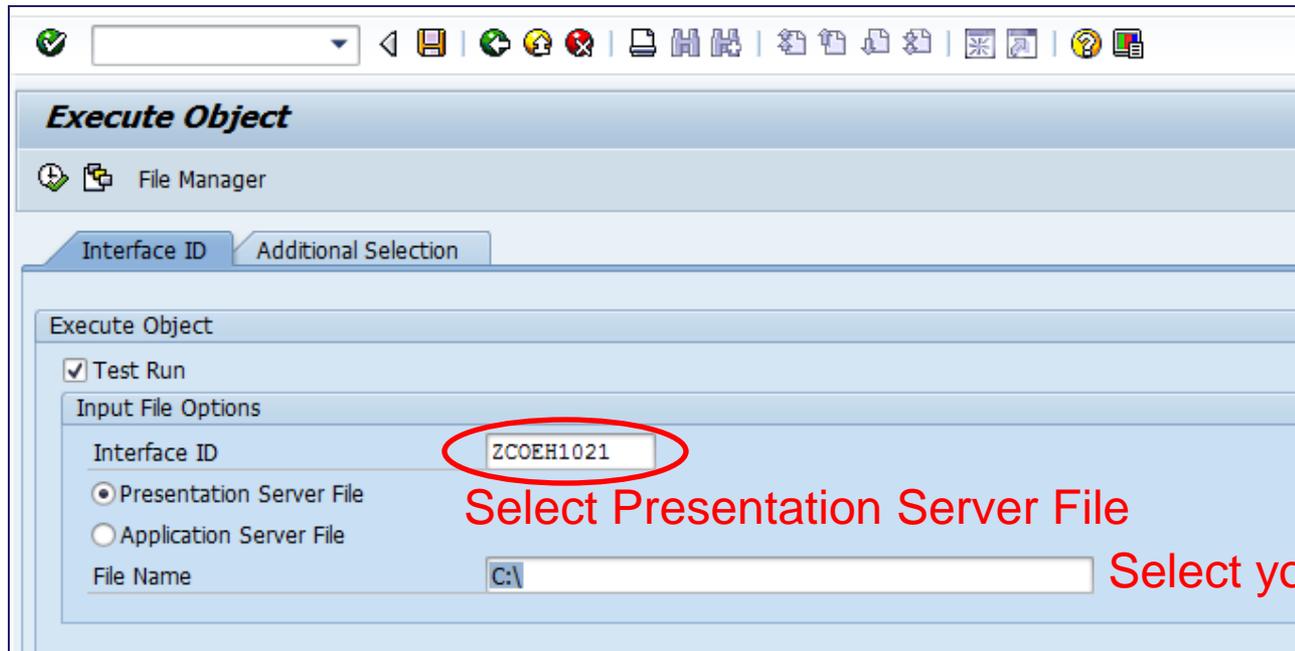
Mass Creation/Change

Multiple internal orders may be created or changed using the spreadsheet upload capability.

The spreadsheet must be saved in .txt (tab delimited) format.

Portal Path

Controlling > Process Transactions > Process Interfaces and Enhancements



Execute Object

File Manager

Interface ID Additional Selection

Execute Object

Test Run

Input File Options

Interface ID **ZCOEH1021**

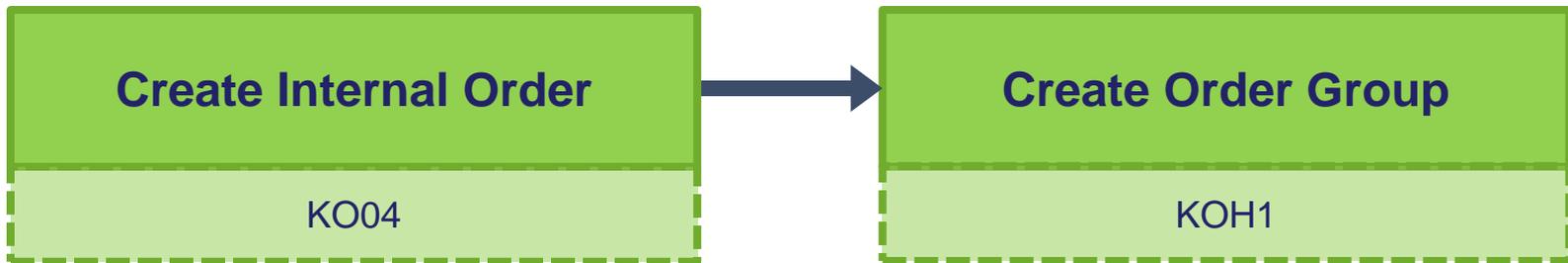
Presentation Server File

Application Server File

File Name C:\

Select Presentation Server File

Select your .txt file.



NOTE: I/O groups are used for reporting and allocations

Walkthrough: Create Order Group

KOH1 Create Order Group



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Create Order Group

ADD links to Globally Published simulations in Uperform



*To complete this
exercise
follow the
instructions listed
here.*

You should now be able to:

- Create, change, and display an internal order
- Describe the types of allocations
- Describe the components of an internal order
- Attach documents to an internal order



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	60 minutes
2	Internal Orders and Job Costing	60 minutes
3	Reporting	30 minutes
4	Summary	15 minutes

Chapter Objectives

By the end of this chapter you will be able to:

- Generate internal order reports



Walkthrough: Internal Orders: Actual Line Items

KOB1 Collective Display for Internal Orders



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Internal Orders: Actual Line Items

ADD links to Globally Published simulations in Uperform



*To complete this
exercise
follow the
instructions listed
here.*

KOK3– Collective Display for Internal Orders

Produces a listing of internal orders grouped by specific criteria.

Examples include:

- Capitalizable internal orders
- Non Productive Internal Orders
- Open internal orders

Walkthrough: Master Data List for Orders

KOK3 Collective Display for Internal Orders



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Master Data List for Orders

ADD links to Globally Published simulations in Uperform



Exercise

*To complete this
exercise
follow the
instructions listed
here.*

Chapter Objectives Review

You should now be able to:

- Generate internal order reports



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	60 minutes
2	Internal Orders and Job Costing	60 minutes
3	Reporting	30 minutes
4	Summary	15 minutes

Chapter Summary

You should now be able to:

- Describe the components of an internal order
- Describe order type
- Create an internal order
- Attach documents to an internal order
- Differentiate between capital and non-capital Internal Orders
- Describe cost allocation methods
- Create internal order groups
- Run reports

**What have
you
learned so
far?**

**Do you have
any
questions?**



Transaction Codes

KO04	Order Master
KOH1	Create Order Group

Course Reports

KOK3	Master Data List for Orders
KOB1	Internal Orders: Actual Line Items

After training support will include:

- **The Procurement Customer Support Center**
- **The BASE Training Center will be the single point of access for SAP end-user documentation/materials.**
 - This website will make it easier for end users to access related business process materials.
 - The materials will include the following:
 - ✓ Course Presentations
 - ✓ Simulations
 - ✓ Quick Reference Guides
 - ✓ Job Aids
- **Context Sensitive Help within the Shopping Cart**
- **Refresher (Open House) sessions**

BASE Training Center Website [http://basetraining.lausd.net]




Home
Course Materials
Docuementary Library BPP
Contact Us
FAQs

Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



Schools


[Shopping Cart for Requestors](#)
[Schools/Departments/Approvals](#)

Central Offices


FINANCE
[Course Materials](#)
[Business Process Procedures \(BPPs\)](#)

PROCUREMENT
[Course Materials](#)
[Business Process Procedures \(BPPs\)](#)

QUICKLINKS

[Legacy Replacement Project \(LRP\) Website](#)
[Learning Zone](#)
[Procurement Services Division](#)

ANNOUNCEMENTS

VIRTUAL LEARNING

Shopping Cart Support Contact List

Department/Office	Contact Information	Call about:
Procurement Customer Service Unit (PCSU) & District Warehouse Customer Service	(562) 654-9009 Email: cs.stores@lausd.net	Shopping Cart <ul style="list-style-type: none"> • Processing Purchases • Posting Goods Receipts • Other questions related to Shopping Cart
IT HelpDesk	Phone: (213) 241-5200 Website: http://askitd.net/helpdesk Chat: http://askitd.net/helpdesk/chat Create a Service Ticket: https://itdscweb.lausd.net/sc/ess.do	Technical Issues <ul style="list-style-type: none"> • Single Sign-on • Hardware/Software • Network

ESC Fiscal Services Managers

ESC East	ESC North	ESC South	ESC West	ISIC
ARTHUR MALICDEM (323) 224-3170 ARTHUR.MALICDEM@LAUSD.NET	RUDY RAMIREZ (818) 654-3710 RUDY.RAMIREZ@LAUSD.NET	VICTORIA REYES (310) 354-3422 VICTORIA.REYES@LAUSD.NET	JANNETTE LOW (310) 914-2121 JANNETTE.LOW@LAUSD.NET	MICHAEL VILLAROMAN 213-241-0143 MICHAEL.VILLAROMAN@LAUSD.NET

**You have just completed the Central Office
Internal Orders and Job Costing course.**

Thank you for attending!

