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.

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 (ZFR1G)

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

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

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**).
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) and select all the Internal Orders belonging to a 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).

Note: This report contains HORIZONTAL pages (screens to the right containing cumulative amounts, quantity or other columns). One screen contains the hours billed that support the actual amounts.
8. View the amount in the **Actual Amount** column broken out by G/L Account on the first page/screen of this report.

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 billed for the G/L Account expense.
    - **First page (Ctrl+F7)** to return to the first horizontal page to the left (original screen of report).
To drill down and view more details for Internal Orders:

11. Double click on the **Actual amount** for the desired Cost element to access a line item report showing the Internal Order charges in more detail (double clicking on the Cost Element returns all charges on the G/L Account for the entire work order).

12. Double click on the option that corresponds to the drill-down requested on the **Select Report** dialog box (e.g. **Orders: Actual Line Items** if you double clicked on an amount in the Actual column).

13. Review the columns of information available in the drill-down report and double click on line items to view the original or supporting documents as needed.

14. 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 to exit. If a dialog box prompts to save an extract, click the **No** button.

To exit the report when ready:

15. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.