**Definition:** An internal order is a way to track money that doesn’t have official meaning. It has no impact on the University’s financial statements or budget reports and is totally under the control of the user that creates it. The only real system requirement is that the business area of the internal order match the business area of cost centers or WBS elements whose costs it is tracking.

Some examples of uses are tracking theater productions, use of department funds by faculty member, and tracking conference costs.

**Financial Objects** where an **Internal Order** can be used include:

* Bank deposit
* Invoice (FB60, not MIR7)
* PO
* Procurement card transactions
* Requisition
* Transfer voucher

All other expenses and revenues not directly posted in the transactions above can be reposted to Internal Orders with the Internal Order ‘reposting’ transaction.

**HR/Payroll Infotypes** where an Internal Order could be used include:

* Additional Payments (additional pay, bonus, retirement incentive,etc)
* Recurring Payments (mobile phone allowance, housing, etc)
* Absences
* Attendances
* Cost Distributions (scheduled pay)
* Effort Certifications
* LGV Pay
* Encumbrances
* CATS Time entry
* KRONOS Time Entry

**History of Use:**

 

|  |  |  |  |
| --- | --- | --- | --- |
| Campus | Unrestricted | Restricted | Total |
| Ag Institute | 2,240 | 942 | 3,182 |
| Health Science Center | 66 | 33 | 99 |
| Knoxville | 7,311 | 3,639 | 10,950 |
| Martin | 513 | 79 | 592 |
| IPS | 23 | 46 | 69 |
| UWA | 229 | 9 | 238 |
| Total: | 10,382 | 4,748 | 15,130 |