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## Statistical Internal orders for Covid-19

Purpose: A statistical Internal Order (SIO) is used to track costs like COVID19 that go across cost centres and business areas.

Statistical internal Orders are used in conjunction with expense accounts sometimes called commitment items and cost centres. When coding costs using a statistical internal order you must identify the cost centre, the expense account (commitment item) and the statistical internal order number. The statistical internal order number is populated in the field called "Order". A statistical internal order cannot be combined with a trust account internal order or a capital internal order.

The statistical internal order number for COVID 19 is **S900048**

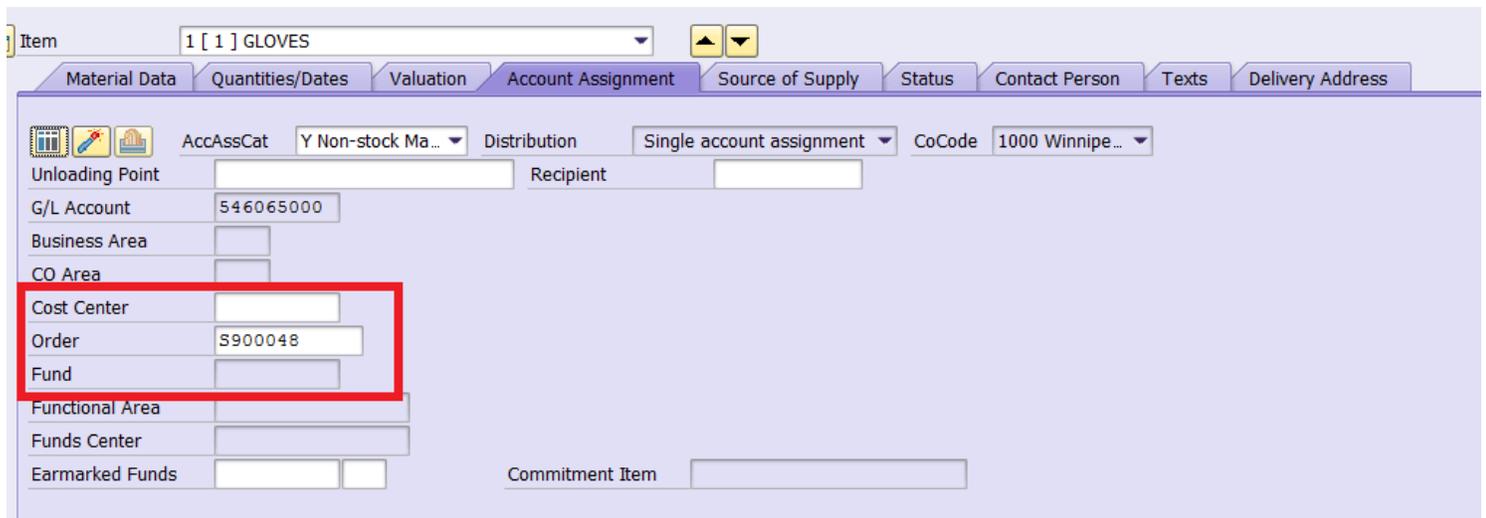
Use the COVID 19 statistical internal order when ordering supplies or services that are incremental costs related to COVID 19.

## Requisitioning using Statistical Internal orders for Covid-19

Enter the **account assignment information**:

- Enter a **cost center number** in the **Cost Center field** and
- Enter the **Statistical Internal order number** in the **Order field**.

Click the *match* symbol  so that it appears unlit  to apply the same *Account Assignment* (cost center or internal order number) for subsequent line items. This function can be performed multiple times within a requisition.



The screenshot shows the SAP requisitioning interface for item '1 [ 1 ] GLOVES'. The 'Account Assignment' tab is active. The 'Order' field is populated with 'S900048' and is highlighted with a red box. Other fields include 'G/L Account' (546065000), 'Business Area', 'CO Area', 'Cost Center', 'Fund', 'Functional Area', 'Funds Center', 'Earmarked Funds', and 'Commitment Item'. The 'CoCode' is set to '1000 Winnipe...'. The 'Distribution' is set to 'Single account assignment'.

# Journal Entry using Statistical Internal Orders for Covid-19

When doing a journal entry, enter the typical cost centre and account and then enter the statistical internal order number into the "Internal Order" field.

Cost Centre # is always 8 Digits, the Business Area is the first 3 digists of the Cost Center.

- If the **Cost Centre starts** with 101, 102, 103, 104, 802 or 805 the Fund is always 100000.
- If the **Cost Centre starts** with 301, 302, 303, and 304 the Fund is always 200000.

Expense Code # is always 9 digits long, and if it starts with the number 4 tax code is: ZA

- Expense codes that starts with 50, 51, 52, 54, 55 and 56 the tax code is Z0.
- Expense codes that start with 53m no tax code required.

Enter the statistical internal order S900048 into the internal order field.

A statistical internal order cannot be combined with a trust account internal order or a capital internal order.

## Example

| GL Account [9] | Dr.   | Cr. | Cost Centre [8] | Internal Order [7] | Item Text [50] | Fund [6] | Bus. Area [3] | Tax Code [2] | Bus. Area [3] |
|----------------|-------|-----|-----------------|--------------------|----------------|----------|---------------|--------------|---------------|
| 541090000      | 83.01 |     | 10400649        | S900048            | April 17 2020  | 900048   | 104           | Z0           | 104           |
| 111381000      | 2.74  |     |                 |                    | April 17 2020  | 100000   | 104           |              |               |