

# Internal Orders

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You can create internal jobs for tracking staff time and expenses. These steps generate a job with the same ID as the order. Users can then apply their expenses, time, etc. against this internal job.

1. Navigate to **Order Management > Orders**.
2. In the menu bar, click **New > Production**.
3. In the **Bill To** section, enter *your own company* as the customer.
4. Fill in the rest of the production order details.

The screenshot displays the 'Orders' application window. At the top, it shows 'Record: 8 of 8' and navigation icons for New, Edit, Delete, Print, and Actions. The main header displays 'Order: 50027' in a red box, 'Internal - MSD Workshop' in a text input field, the date '12/28/17', and the status 'PENDING' with a yellow circle icon. Below the header are tabs for 'Production Order', 'Management', and 'Job Costs & Approvals'. The 'Production Order' tab is active, showing several sections: 'Bill To' (Customer: aACME Education Solutions, Inc., Billing Terms: Net 30, Disc %: 100%), 'Billing Address' (1238 Broadway, New York, NY 10001, United States), 'Description' (empty), 'Additional Info' (empty), and 'Activities & Comments' (empty). The 'Order Items' section contains a table with one item: 'Production Labor' with a quantity of 0. The 'Sales / Fulfillment' section includes fields for Campaign, Type (Production), Route (Phone), Source (Referral), Lead, Sales Priority (Normal), Fulfillment Priority (Normal), Start Date (12/28/17), and End Date (01/11/18). A summary table on the right shows Total (0.00, 0%), Tax (0.00, Exempt), Grand Total (0.00, 0%), and Payment Due (0.00). At the bottom, there are fields for Dept (AI), Assigned By (Caitlin Nascher), Assigned To (Caitlin Nascher), Tracking Status (Quote), and buttons for Cancel and Save.

5. Click **Save**.
6. At the confirmation dialog, click **Open**.

## Creating Additional Jobs for an Internal Order

On an order's Fulfillment tab, you have the added flexibility of creating a series of jobs linked to the internal order. For example, you can split jobs by time periods, functions (e.g. sales, marketing, a specific trade show, etc.), tasks, or other divisions based on your workflow. Alternatively, you can further organize internal costs by creating multiple

internal orders and jobs within those orders. Each job has a different number (i.e. 40011.1, 40011.2, etc.).

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