

# Internal Orders

Last Modified on 06/21/2022 12:51 pm EDT

This guide explains how to create orders for jobs / tasks within your own company. It is intended for advanced users.

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 from **Main Menu > 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' interface for a production order. The order number is 60172, the customer is aACME Education Solutions, Inc., and the date is 06/21/22. The order is currently 'OPEN'. The 'Bill To' section shows the customer's address: aACME Education Solutions, Inc., Mark Jennings, 1238 Broadway, New York, NY 10001. The 'Ship To' section is set to 'End Customer' with the same address. The 'Order Items' table shows one item: PAINT-BPS (Beginner's Paint Set) with a quantity of 10 and a unit cost of 292.00. The summary table at the bottom right shows a Grand Total of 0.00.

Code	Description	Invtry	Alts	Upps	Opts	Quantity	BO	DS	SO	Unit Cost	Subcosts	Unit Price	Total	Margin
1 >	PAINT-BPS Beginner's Paint Set		0	0	+	10				292.00	0.00	0.00	0.00	0%

Subtotal	0.00	0%
Adjustment	0.00	
Total	0.00	0%
Shipping	0.00	
Tax	NYC	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>0%</b>

5. Click **Save** and **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, by functions (e.g.

sales, marketing, a specific trade show, etc.), by tasks, or by 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 will have a different number (i.e. 40011.1, 40011.2, etc.).

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