

Reconciling Internal Service Requests and Facility Service Requests

This Quick Reference Guide will review how you can utilize some of the **WebGUI ECC** system transaction codes to review the status of the request submitted to the internal **ISR** or **FSR** Provider.

It is suggested that reconciliation of charges made against departmental **ISR's** and **FSR's** be conducted periodically (weekly, monthly or quarterly).

University Comptroller, Gillian Emmons indicates in her <u>memo dated September 22, 2015, to BU Department</u> <u>Financial and Research Administrators</u> "An effective review and reconciliation process should happen every month, as close after the end of the month as possible."

The frequency of reconciliation can be based off in-house business processes and deadlines.

Below are common Funds Reservation Document Types, and number ranges for ISR's and FSR's.

The system assigns the below **Document Types** and Number ranges for all **Internal Service Requests** (**ISR's**) and **Facility Service Requests** (**FSR's**).

Fund Reservation Document Types and Number Ranges for ISR's and FSR's								
Document Type	Description	Leading digits Ten digits #						
94	ISR Rate Base Funds Reservation	904XXXXXXX						
95	FSR General Job Base	905XXXXXXX						
96	FSR Facility Job Base	906XXXXXXX						

Enter the **Document Type** number(s) as parameters variable for the report criteria. The information above is also useful when reviewing and identifying data on the **Business Warehouse Accounting (FI) Funds Management** (**Distributed**) reports:

- Unrestricted Budget to Actual by FC GL/CI Detail Report
- Designated/Restricted Balance & Activity GL/CI Detail Report,
- Transaction Detail Report
- Transaction Detail w/Payroll Detail w/Payroll Report







BUworks Online Help

SAF	P Easy Access - User Menu for	
Menu	Log off System User	
·	3 Favorites ★ S_P99_41000143 ★ S_P99_41000143	7 - FI PRODUCTION SUPPORT -> RFFMRE10
- e	User Menu for BUWTN503	
	DEPARTMENT APPROVER - DECENTRALIZED	
1	Department Submitter INTERNAL SERVICE PROVIDER - DECENTRALIZED	
•	INTERNAL SERVICE REQUESTOR - DECENTRALIZED	
	FMJ_DISPLAY - Display FM Commt Carryforw and Docs	
	 FMX3 - Display Funds Reservation S P99 41000147 - REFMRE10 	
•	SRM SHOPPER - DECENTRALIZED	
	C Manager - Staff/Student	

1	BUworks Central Portal → WebGUI tab	Go to Transaction Code S_P99_41000147 Earmark
	→ ECC system sub-tab → Internal	Fund Journal.
	Service Requestor – Decentralized Role	
		The transaction code is available under the Internal
		Service Requestor – Decentralized role.
		Or
		Use the Command Bar on your User Menu to enter the transaction code.

The **Earmark Fund Journal** listing report (Transaction code: **S_P99_41000147**) provides transaction details on reserved funds (**Commitment Items**) made through the **SAP Funds Management** module.

This report is a real-time report that allows drill down to the transaction entry level (**FMX3** – **Display Fund Reservation**).

Real-time report means that you're able to review the entry on the same day the Internal Provider has billed or credited departmental funds associated with the Internal or Facilities Service Request form.



	Earmarked fur	nds jo	urnal				4	
	Menu 🖌 📔	•	Save as Variant	Back	Exit Cance	System 🖌	Execute	Get Variant Pro
2	Docum ent Header Data							
	Earmarked Funds			ð	to		-	
	Doc. Category				to		-	
	Document type		94		to 9	6	4	
	Company Code		TRBU	_	to		4	
	Document Date				to		\$	
	Posting Date		01/01/2017		to 0	1/31/2017	\$	
	Created by				to		\$	
	Costs due on				to		4	
3	Line Item Data							
	Controlling Area		TRBU	_	to		-	
	G/L Account				to		\$	
	Cost Center		1050770000		to 1	053170000	\$	
	Order				to		⇒	
	WBS Element				to			
	FM Area		TRBU		to		<u></u>	
	Commitment Item				to		\$	
	Funds Center				to			
	Fund				to		4	
	Vendor				to		\$	
	Customer				to		4	

2	Document Header Data	Select and Enter parameters that apply to your search criteria
-		For best results narrow down the selection of criteria In this example, we'll pull a list of all ISR's and FSR's by adding Document Type 94 - 96 on the Document Type fields. We also want all entries entered in January of 2017. We'll Enter Posting Date of January 1, 2017, to January 31, 2017, on the Posting Date fields.
3	Line Item Data	Select and Enter parameters that apply to your search criteria.
		For best results narrow down the selection of criteria. In this example, we've Entered three separate Cost Centers. To do this Click on the Multiple Selection Icon button and add each Cost Center then Click the Copy Icon button to copy over to the main report criteria screen.
4	Execute	Click on the Execute button Execute to run the report.



BU BUworks Online Help

	Back Exit C	Cancel System 🖌 Details S	Sort in As	sc ending Order	Sort in Descendi	ing	Order Set filt	er Total	Subtotals	Print Preview	Local
ked fund	s journal	5									
Itm G/Lacct	Amount Total (TC)	Amount Open (TC) Cost Center	Order	Entry date	Document Date	С	Comp.date	Text			
2 890100	17.70	17.70 1053050000		01/13/2017	01/13/2017			Homestyl	e cookies		
3 890100	21.00	21.00 1053050000		01/13/2017	01/13/2017			Bottled w	ater		
1 890100	124.75	124.75 1053060000		01/17/2017	01/17/2017			SSW Dea	n Search Stu	dent Mtg - 83330)
890100	174.00	174.00 1053060000		01/17/2017	01/17/2017			SED Dear	Search Lun	ches - 1.3.17	
890170	105.00	105.00 1051 100000		01/19/2017	01/19/2017			Reservat	ion		
890155	200.00	200.00 1051 100000		01/19/2017	01/19/2017			Reservat	ion		
890150	180.00	180.00 1051 100000		01/19/2017	01/19/2017			Reservat	ion		
893250	1,705.00	0.00 1051 100000		01/20/2017	01/20/2017	х	01/23/2017	23892			
2 893250	811.00	0.00 1051 100000		01/20/2017	01/20/2017	х	01/23/2017	23893			
1 893137	2,850.00	2,850.00 1051 100000		01/20/2017	01/20/2017			Reservat	ions		
893290	272.80	272.80 1051 120000		01/24/2017	01/24/2017			Kate Pho	ne		
890100	115.65	115.65 1051 100000		01/26/2017	01/26/2017			Catering			
893250	1,705.00	0.00 1051 100000		01/26/2017	01/26/2017	х	01/26/2017	23892			
2 893250	811.00	0.00 1051 100000		01/26/2017	01/26/2017	х	01/26/2017	23893			
1 893605	1.00	0.00 1051 100000		01/03/2017	01/03/2017			Broken h	nges on cabi	net in supply roo	m.
893605	1.00	0.00 1050770000	1	01/04/2017	01/04/2017			Please in	stall a marker	holder for Chris	
893600	1.00	0.00 1053000000		01/17/2017	01/17/2017			DLI Open	House Event	, 1.23.17, Start 1	îm
893600	1.00	1.00 1051 100000		01/20/2017	01/20/2017			Event set	up and break	down for Resea	arch
893605	1.00	1.00 1051 100000		01/23/2017	01/23/2017			Turning la	arge secretary	desk in room 9	09
893600	1.00	1.00 1051 100000		01/26/2017	01/26/2017			Set up 1	B' table in room	m 910 for a meet	t
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5	Earmarked funds journal listings	The results are displayed above; the data that populates is based off the criteria entered. Select , Highlight and Double Click on the ISR or FSR that you want to review.
		You've drilled down to <u>Transaction Code FMX3 - Display Funds <u>Reservation</u>, in the line item view.</u>

Funds rese	ervation: Display De	etail scr			
Menu 🖌 📔	Back Exit Cano	cel System / Previous	item Nextitem Header da	ta Fast Data Entry Doc	ument line long text Consumpti
Line Item	9060389146 1 6a	n 🚺 / 1]		
Text	Broken hinges on cabine	room.		6b	6d
Control data					
Completion indica	or Item bloc ked	Item block	More		
Values					
Currency	USD				
Overall amount	1.00				
Open amount	0.00				
Coding Block					
Fund	100000000				
Cost Center	1051100000 Grant	GRANTNR			
Functional Area	1505				
Funds Center	1051100000 Commit	ment Item 893605			
			Amore More		
Per of Perf Start	Per of Perf End	1			



Earmarked Funds: Display Consumption Histo						6f										
M	enu 🖌 📔		A Back	Exit Cancel	System) Details Sor	t in Ascen	der Sort in de	scendir	ng order Set filter Total	Print preview Local	file Mail Re	cipient ABC Ana	alysis	Graphic		»
	Docume 📍	1 Itm	Business Transaction	Reference	Consptn in Doc.Crncy	Crcy	Consumption in LC	LCurr	Non-relevant (FC)	Non-relevant (LC)	Delete Date	Document D	Text	Revaluatns	Status	•
	9060383751	1	Receipt amt		1.00	USD	1.00	USD	0.00	0.00						
			Manual Reduction	<u>00001</u>	108.00	USD	108.00	USD	0.00	0.00	12/11/2016	12/11/2016				
			Total Manual Reduction		108.00	USD	108.00	USD	0.00	0.00						
			Consumpt.		108.00	USD	108.00	USD	0.00	0.00						
	l.		Open amount		0.00	USD	0.00	USD	0.00	0.00						

The example displayed above is a manually billed/charged transaction.

Earmar	Earmarked Funds: Display Consumption History									
Menu 🖌 📗	Menuel Association (Concell System) Details Sort in Association Online Sort in descending order Sort Indescending order Sort									
Document 1	Itm Business Transaction	Trigger document	Consists in Doc Cracy Cray	Consumption in LC LOurr	Non relevant (EC)	Non relevant (LC) Delete Date	Document Date Text	Devaluators State		
9040100790	1 Receipt amt	nigger doc unent	230.00 USD	230.00 USD	0.00	0.00	Doc unen Date Text	TCV Eldentis Stati		
	Invoic e/Credit Memo	1002557752 TRBU2017	250.00 USD	250.00 USD	0.00	0.00 12/19/2016	12/19/2016 test			
	Total Invoices/credit memos	-	250.00 USD	250.00 USD	0.00	0.00				
	Consumpt.		250.00 USD	250.00 USD	0.00	0.00				
	Open amount		0.00 USD	0.00 USD	0.00	0.00				

The example displayed above is an ISR Fulfillment Process transaction entry; note the FI doc number.

6	Funds Reservation:	The results are the Line Item transactional screen.
	Display Detail Scr	
6a	Line Item	
		A Note the line item number. This relevant when multiple lines are
		entered on the ISR or FSR form.
6b	Fast Data Entry	To access the header and all line items Click on the Fast Data Entry
		button Fast Data Entry
6c	Values	
		A Note the Overall and Open Amount.
		 Overall Amount is the total amount of the ISR line item.
		Open Amount is the amount available to be:
		 used for the requester
		 billed for the provider
		Note: the provider can bill or charge over the "Overall Amount" listed.
6d	Consumption	Click on the Consumption button Consumption to review what the provider
		has billed or charged the Cost Center . Internal Order or WBS account.
		<u></u>
6e	Control Data	If the Completion Indicator box is Checked Off the ISR or FSR is closed
		and any Commitment item is released
6f	Earmarked Funds:	The results will display any charges the provider has billed against the ISR
	Display Consumption	or FSR .
	History	
		Double Click on the Reference Reference or Trigger document
		Trigger document link column to review the transaction entry(a) that hit the
		Cost Center Internal Order or WBS account
	1	

The **Reference** column will display when the entry's billed manually. The **Trigger document** column will display when the entry billed has gone through the **ISR Fulfillment** process (system billing process). See the two screen prints on the top of this page.

Congratulations, You ran (**Executed**) the **Earmark Fund Journal** report, selected and reviewed charges billed against a **ISR** or **FSR** request.