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 memo dated September 22, 2015, to BU Department Financial and Research Administrators “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).

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Leading digits Ten digits #</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>ISR Rate Base Funds Reservation</td>
<td>904XXXXXXX</td>
</tr>
<tr>
<td>95</td>
<td>FSR General Job Base</td>
<td>905XXXXXXX</td>
</tr>
<tr>
<td>96</td>
<td>FSR Facility Job Base</td>
<td>906XXXXXXX</td>
</tr>
</tbody>
</table>

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
### SAP Easy Access - User Menu for

| 1 | BUworks Central Portal  →  WebGUI tab  →  ECC system sub-tab  →  Internal Service Requestor – Decentralized Role | Go to Transaction Code **S_P99_41000147** Earmark Fund Journal. 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. |

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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.
### Document Header Data

- **Earmarked Funds**: 
- **Doc. Category**: 
- **Document Type**: 94 to 96
- **Company Code**: TRBU 
- **Document Date**: 
- **Posting Date**: 01/01/2017 to 01/31/2017
- **Created by**: 
- **Costs due on**: 

#### Line Item Data

- **Controlling Area**: TRBU 
- **GL Account**: 
- **Cost Center**: 1050770000 to 1053170000
- **Order**: 
- **WBS Element**: 
- **FM Area**: TRBU 
- **Commitment Item**: 
- **Funds Center**: 
- **Fund**: 
- **Vendor**: 
- **Customer**: 

#### Instructions

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 to run the report.
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 Transaction Code FMX3 - Display Funds Reservation, in the line item view.
The example displayed above is a manually billed/charged transaction.

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

6  Funds Reservation: Display Detail Scr  The results are the Line Item transactional screen.

6a  Line Item  

⚠️ 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.

6c  Values  

⚠️ 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 to review what the provider has billed or charged the Cost Center, Internal Order or WBS account.

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: Display Consumption History  The results will display any charges the provider has billed against the ISR or FSR.

**Double Click** on the Reference or Trigger document link column to review the transaction entry(s) that hit the Cost Center, Internal Order or WBS account.

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 an ISR or FSR request.**