

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**.

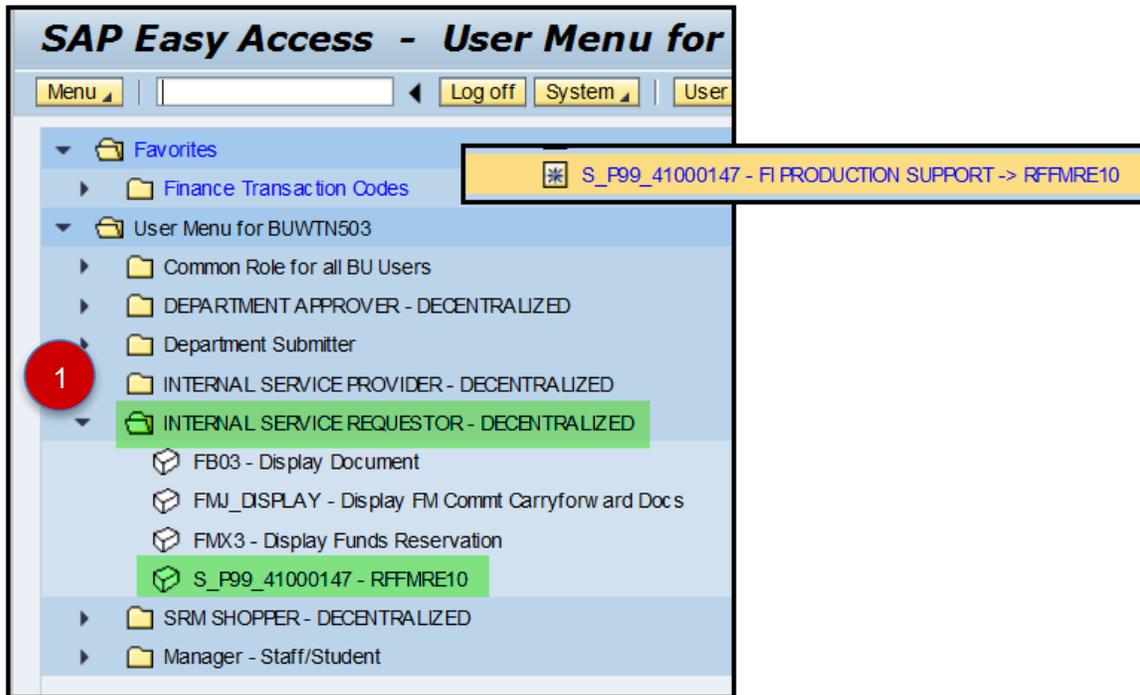
The system assigns the below **Document Types** and Number ranges for all **Internal Service Requests (ISR's)** and **Facility Service Requests (FSR's)**.

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	904XXXXXXXX
95	FSR General Job Base	905XXXXXXXX
96	FSR Facility Job Base	906XXXXXXXX

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





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

2	Document Header Data	<p>Select and Enter parameters that apply to your search criteria.</p> <p><i>For best results narrow down the selection of criteria</i></p> <p> 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.</p>
3	Line Item Data	<p>Select and Enter parameters that apply to your search criteria.</p> <p><i>For best results narrow down the selection of criteria.</i></p> <p> 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.</p>
4	Execute	<p>Click on the Execute button  to run the report.</p>

Earmarked funds journal

Menu | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set filter | Total | Subtotals | Print Preview | Local File

Earmarked funds journal

Date 01/31/2017
 Time 16:43:11

Document...	Item	G/L acct	Amount Total (TC)	Amount Open (TC)	Cost Center	Order	Entry date	Document Date	C	Comp. date	Text
	2	890100	17.70	17.70	1053050000		01/13/2017	01/13/2017			Homestyle cookies
	3	890100	21.00	21.00	1053050000		01/13/2017	01/13/2017			Bottled water
9040107583	1	890100	124.75	124.75	1053060000		01/17/2017	01/17/2017			SSW Dean Search Student Mtg - 83330
9040107593		890100	174.00	174.00	1053060000		01/17/2017	01/17/2017			SED Dean Search Lunches - 1.3.17
9040107723		890170	105.00	105.00	1051100000		01/19/2017	01/19/2017			Reservation
9040107725		890155	200.00	200.00	1051100000		01/19/2017	01/19/2017			Reservation
9040107735		890150	180.00	180.00	1051100000		01/19/2017	01/19/2017			Reservation
9040107752		893250	1,705.00	0.00	1051100000		01/20/2017	01/20/2017	X	01/23/2017	23892
	2	893250	811.00	0.00	1051100000		01/20/2017	01/20/2017	X	01/23/2017	23893
9040107762		1893137	2,850.00	2,850.00	1051100000		01/20/2017	01/20/2017			Reservations
9040107978		893290	272.80	272.80	1051120000		01/24/2017	01/24/2017			Kate Phone
9040108095		890100	115.65	115.65	1051100000		01/26/2017	01/26/2017			Catering
9040108096		893250	1,705.00	0.00	1051100000		01/26/2017	01/26/2017	X	01/26/2017	23892
	2	893250	811.00	0.00	1051100000		01/26/2017	01/26/2017	X	01/26/2017	23893
9060389146		1893605	1.00	0.00	1051100000		01/03/2017	01/03/2017			Broken hinges on cabinet in supply room.
9060389239		893605	1.00	0.00	1050770000		01/04/2017	01/04/2017			Please install a marker holder for Chrs
9060391314		893600	1.00	0.00	1053000000		01/17/2017	01/17/2017			DLI Open House Event, 1.23.17, Start Tim
9060392170		893600	1.00	1.00	1051100000		01/20/2017	01/20/2017			Event set up and breakdown for Research
9060392718		893605	1.00	1.00	1051100000		01/23/2017	01/23/2017			Turning large secretary desk in room 909
9060393693		893600	1.00	1.00	1051100000		01/26/2017	01/26/2017			Set up 18' table in room 910 for a meet
9060394529		893660	1.00	1.00	1050770000		01/31/2017	01/31/2017			Please give me tw o copies of key KDX for

SAP

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 Transaction Code FMX3 - Display Funds Reservation, in the line item view.

Funds reservation: Display Detail scr

Menu | Back | Exit | Cancel | System | Previous item | Next item | Header data | **Fast Data Entry** | Document line long text | **Consumption**

Line Item 9060389146 1

Text Broken hinges on cabinet in supply room.

6a

6b

6c

6d

6e

Control data

Completion indicator Item blocked Item block **More**

Values

Currency USD

Overall amount 1.00

Open amount 0.00

Coding Block

Fund 1000000000

Cost Center 1051100000 Grant GRANTNR

Functional Area 1505

Funds Center 1051100000 Commitment Item 893605 **More**

Per. of Perf. Start Per. of Perf. End

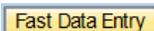
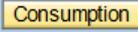
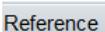
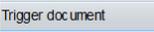
6f

Document	Item	Business Transaction	Reference	Consumptn in Doc. Cmty Crncy	Consumption in LC LCurr	Non-relevant (FC)	Non-relevant (LC)	Delete Date	Document Date	Text	Revaluatns	Status
9060383751	1	Receipt amt	00001	1.00 USD	1.00 USD	0.00	0.00					
		Manual Reduction		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					
		Open amount		0.00 USD	0.00 USD	0.00	0.00					

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

Document	Item	Business Transaction	Trigger document	Consumptn in Doc. Cmty Crncy	Consumption in LC LCurr	Non-relevant (FC)	Non-relevant (LC)	Delete Date	Document Date	Text	Revaluatns	Status
9040100790	1	Receipt amt	1002557752 TRBU2017	230.00 USD	230.00 USD	0.00	0.00					
		Invoice/Credit Memo		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: 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 . <ul style="list-style-type: none"> Overall Amount is the total amount of the ISR line item. Open Amount is the amount available to be: <ul style="list-style-type: none"> used for the requester billed for the provider <p><i>Note: the provider can bill or charge over the "Overall Amount" listed.</i></p>
6d	Consumption	Click on the Consumption button  to review what the provider has <u>billed or charged</u> 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** 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.*