Retrieval of back-up for
OPP Work Order Svc
OPP Task Billing
OPP Project Services

Purpose: To retrieve back-up as it relates to OPP Work Order Svc/OPP Task Billing (previously OPP SO Billing in eDDS) and OPP Project Services (previously OPP Project Billing in eDDS).

Action Steps:

Access SIMBA

Go to FM Master Data Display and Reporting

Select FM Budget vs Actuals Summary Report

On the next screen type in the following data criteria:

- Selected Fiscal Year: 2021 (type in current FY)
- “From Fiscal Period” and “To Fiscal Period” – defaults are 0 and 16
  - These can be changed to the corresponding number for the month
  - 1 = July, 2 = August, 3 = September, 4 = October, 5 = November, 6 = December, 7 = January, etc.
  - Ex. (0 and 4 would be through October or 4 and 4 would only be October)
- Business area: (ex. 6750)
- Enter Funds Center: (ex. 6750210002)
  - Note: Funds Center = Cost Center = IBIS Budget

Click on GO
Enter Funded Program: (ex: 800000010025)
  ○ Note: Funded program = IO (Internal Order)

Click on GO

Note: If the Funds Center or the Funded Program is not known, you can search by the Commitment Item (commitment item = GL Account)

Click on GO

Click on > Rev/Expense: Expense
Billings will come up:

Click on Cl Nbr/Name: 52362010 OPP Work Order Svc
Click on Cl Nbr/Name: 52362020 OPP Project Services
Click on Cl Nbr/Name: 52999985 OPP Task Billing

Click on Blue link: Go to Details

This will come up for OPP Work Order Svc:
This will come up for OPP Project Services:

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Commitment Item Name</th>
<th>Posting Type(Bgt/Cmnt/Act)</th>
<th>Budget Amount</th>
<th>Budget Ref Doc Num</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52999984</td>
<td>OPP Proj Billing</td>
<td>ACTUAL</td>
<td>0.00 USD</td>
<td>1,292.31 USD</td>
<td></td>
</tr>
<tr>
<td>52999984</td>
<td>OPP Proj Billing</td>
<td>ACTUAL</td>
<td>0.00 USD</td>
<td>765.00 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 USD</td>
<td>2,057.31 USD</td>
<td></td>
</tr>
</tbody>
</table>

This will come up for OPP Task Billing:

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Commitment Item Name</th>
<th>Posting Type(Bgt/Cmnt/Act)</th>
<th>Budget Amount</th>
<th>Budget Ref Doc Num</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52999985</td>
<td>OPP Task Billing</td>
<td>ACTUAL</td>
<td>0.00 USD</td>
<td></td>
<td>392.70 USD</td>
</tr>
</tbody>
</table>

Scroll over to Document Item Text Column to determine what month the task/project billing occurred. For Example: Task Billing 09/2020 (each month there will be a new date)

Once the task/project billing time period is determined, Click on Blue Link number under Act/Commit Ref Doc Num column to retrieve detailed billings

Work Order Svc/Task billing:

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Commitment Item Name</th>
<th>Posting Type(Bgt/Cmnt/Act)</th>
<th>Budget Amount</th>
<th>Budget Ref Doc Num</th>
<th>Actual Amount</th>
<th>Commitment Amount</th>
<th>Act/Commit Ref Doc Num</th>
<th>Document Item Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>52362010</td>
<td>OPP Work Order Svc</td>
<td>ACTUAL</td>
<td>0.00 USD</td>
<td></td>
<td>-2,421.09 USD</td>
<td>0.00 USD</td>
<td>4200036953</td>
<td>Task Billing 09/2020</td>
</tr>
</tbody>
</table>

Project billing:

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Commitment Item Name</th>
<th>Posting Type(Bgt/Cmnt/Act)</th>
<th>Budget Amount</th>
<th>Budget Ref Doc Num</th>
<th>Actual Amount</th>
<th>Commitment Amount</th>
<th>Act/Commit Ref Doc Num</th>
<th>Document Item Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>52362020</td>
<td>OPP Project Services</td>
<td>ACTUAL</td>
<td>0.00 USD</td>
<td></td>
<td>-9,975.27 USD</td>
<td>0.00 USD</td>
<td>4200037666</td>
<td>Project billing 000462403</td>
</tr>
</tbody>
</table>
Once the document number is selected, this box could come up:

Click continue

Click Choose – top left corner

After clicking “Choose” if you receive the message box below, click “Yes.”
Some users will receive this based on authorizations.
Once on the display document screen
Go to more > Services for Object > Attachment list

Click on Attachment list

Double Click on Icon

Billing report will open up
Print, save as PDF to desktop, etc.