

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

Standard * Hide Filters

*Selected Fiscal Year: 2021 *From Fiscal Period: 0 *To Fiscal Period: 16 *Business Area: 6750 Fund:
Funds Center: 6750210002 Commitment Item: Functional Area: Grant: Funded Program:
Fund Type:
Clear Restore Adapt Filters (5) Go

OR

Enter Funded Program: (ex: 800000010025)

- Note: Funded program = IO (Internal Order)

Click on GO

Standard * Hide Filters

| | | | | |
|------------------------|----------------------|--------------------|-----------------|-----------------|
| *Selected Fiscal Year: | *From Fiscal Period: | *To Fiscal Period: | *Business Area: | Fund: |
| 2021 | 0 | 16 | 6750 | |
| Funds Center: | Commitment Item: | Functional Area: | Grant: | Funded Program: |
| | | | | 800000010025 |
| Fund Type: | | | | |

Clear Restore Adapt Filters (5) **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

Standard * Hide Filters

| | | | | |
|------------------------|----------------------|--------------------|-----------------|-----------------|
| *Selected Fiscal Year: | *From Fiscal Period: | *To Fiscal Period: | *Business Area: | Fund: |
| 2021 | 0 | 16 | 6750 | |
| Funds Center: | Commitment Item: | Functional Area: | Grant: | Funded Program: |
| | 52362010 | | | |
| Fund Type: | | | | |

Clear Restore Adapt Filters (5) **Go**

Click on > Rev/Expense: Expense

Standard * Filtered By (5): Selected Fiscal Year, From Fiscal Period, To Fiscal Period, Business Area, Funds Center

FM Budget vs Actuals Summary Results (8)

| Commitment Item Name | Budget | Budget Details |
|----------------------|-----------------|----------------|
| > Rev/Exp: Revenue | 200,000.00 USD | |
| > Rev/Exp: Expense | -200,000.00 USD | |
| | 0.00 USD | |

Billings will come up:

Click on CI Nbr/Name: 52362010 OPP Work Order Svc

Click on CI Nbr/Name: 52362020 OPP Project Services

Click on CI Nbr/Name: 52999985 OPP Task Billing

| | | | |
|------------------------|----------------------|--------------------|-----------------|
| *Selected Fiscal Year: | *From Fiscal Period: | *To Fiscal Period: | *Business Area: |
| 2021 | 0 | 16 | 6750 |
| Funds Center: | Commitment Item: | Functional Area: | Grant: |
| 6750210002 | | | |
| Fund Type: | | | |

FM Budget vs Actuals Summary Results (8)

| Go To Details | Commitment Item | Commitment Item Name | |
|---------------|--|----------------------|--|
| > | CI Nbr/Name: 52300300 IT Cell Svc-Dev A FA | | |
| > | CI Nbr/Name: 52362010 OPP Work Order Svc | | |
| Go to Details | 52362010 | OPP Work Order Svc | |
| > | CI Nbr/Name: 52362020 OPP Project Services | | |
| Go to Details | 52362020 | OPP Project Services | |
| > | CI Nbr/Name: 52999985 OPP Task Billing | | |
| Go to Details | 52999985 | OPP Task Billing | |

Click on Blue link: Go to Details

This will come up for OPP Work Order Svc:

SAP FM Budget vs Actuals Details Report

Standard *
Filtered By (6): Selected Fiscal Year, From Fiscal Period, To Fiscal Period, Business Area, Funds Center, ...

FM Budget vs Actual Details Results (1)

| Commitment Item | Commitment Item Name | Posting Type(Bgt/Cmt/Act) | Budget Amount | Budget Ref Doc Num | Actual Amount |
|-----------------|----------------------|---------------------------|---------------|--------------------|---------------|
| 52362010 | OPP Work Order Svc | ACTUAL | 0.00 USD | | -2,421.09 USD |
| | | | 0.00 USD | | -2,421.09 USD |

This will come up for OPP Project Services:

Standard * ▼ Show Filters
 Filtered By (6): Selected Fiscal Year, From Fiscal Period, To Fiscal Period, Business Area, Commitment Item, ...

FM Budget vs Actual Details Results (2) ⚙️ 📄

| Commitment Item | Commitment Item Name | Posting Type(Bgt/Cmt/Act) | Budget Amount | Budget Ref Doc Num | Actual Amount |
|--------------------------|----------------------|---------------------------|-----------------|--------------------|---------------------|
| 52999984 | OPP Proj Billing | ACTUAL | 0.00 USD | | 1,292.31 USD |
| 52999984 | OPP Proj Billing | ACTUAL | 0.00 USD | | 765.00 USD |
| | | | 0.00 USD | | 2,057.31 USD |

This will come up for OPP Task Billing:

Standard * ▼ Show Filters
 Filtered By (6): Selected Fiscal Year, From Fiscal Period, To Fiscal Period, Business Area, Funds Center, ...

FM Budget vs Actual Details Results (17) ⚙️ 📄

| Commitment Item | Commitment Item Name | Posting Type(Bgt/Cmt/Act) | Budget Amount | Budget Ref Doc Num | Actual Amount |
|--------------------------|----------------------|---------------------------|---------------|--------------------|---------------|
| 52999985 | OPP Task Billing | ACTUAL | 0.00 USD | | 392.70 USD |

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:

FM Budget vs Actual Details Results (5) ⚙️ 📄

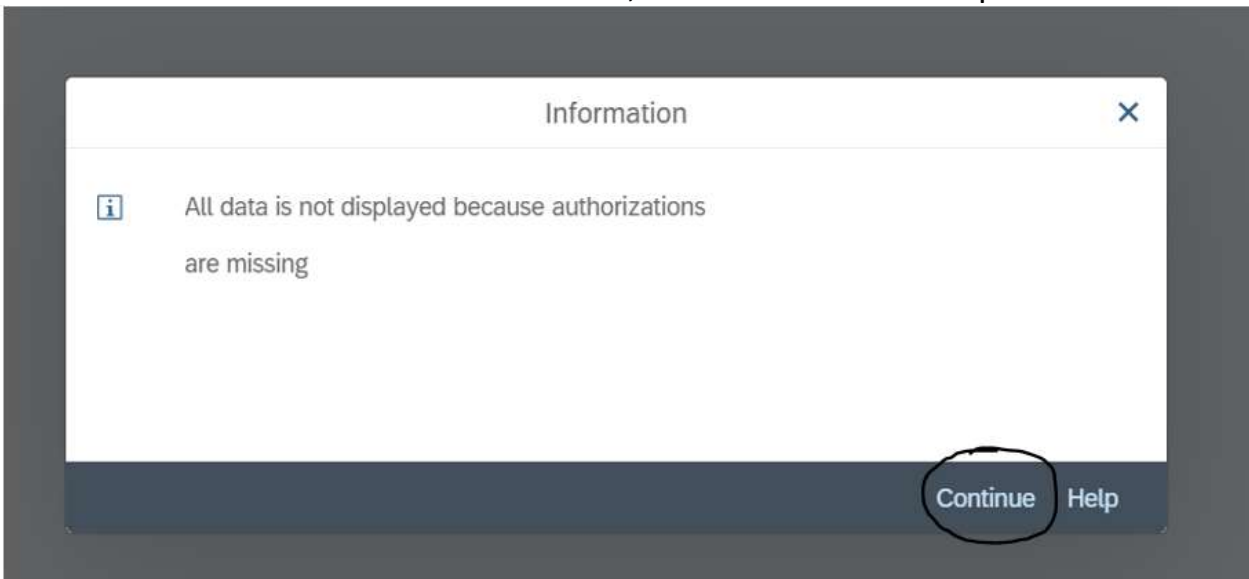
| Commitment Item | Commitment Item Name | Posting Type(Bgt/Cmt/Act) | Budget Amount | Budget Ref Doc Num | Actual Amount | Commitment Amount | Act/Commit Ref Doc Num | Document Item Text |
|--------------------------|----------------------|---------------------------|---------------|--------------------|---------------|-------------------|----------------------------|----------------------|
| 52362010 | OPP Work Order Svc | ACTUAL | 0.00 USD | | -2,421.09 USD | 0.00 USD | 4200036053 | Task Billing 09/2020 |

Project billing:

Budget vs Actual Details Results (1) ⚙️ 📄

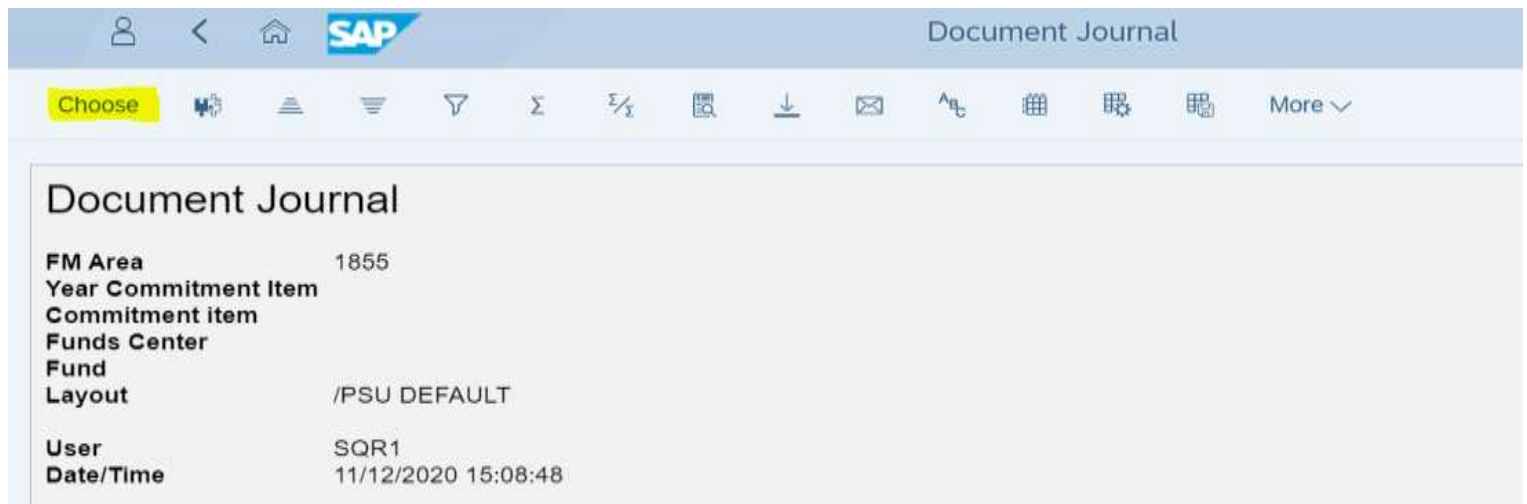
| Commitment Item | Commitment Item Name | Posting Type(Bgt/Cmt/Act) | Budget Amount | Budget Ref Doc Num | Actual Amount | Commitment Amount | Act/Commit Ref Doc Num | Document Item Text |
|--------------------------|----------------------|---------------------------|---------------|--------------------|---------------|-------------------|----------------------------|---------------------------|
| 52362020 | OPP Project Services | ACTUAL | 0.00 USD | | -9,975.27 USD | 0.00 USD | 4200037666 | Project billing 000462403 |

Once the document number is selected, this box could come up:

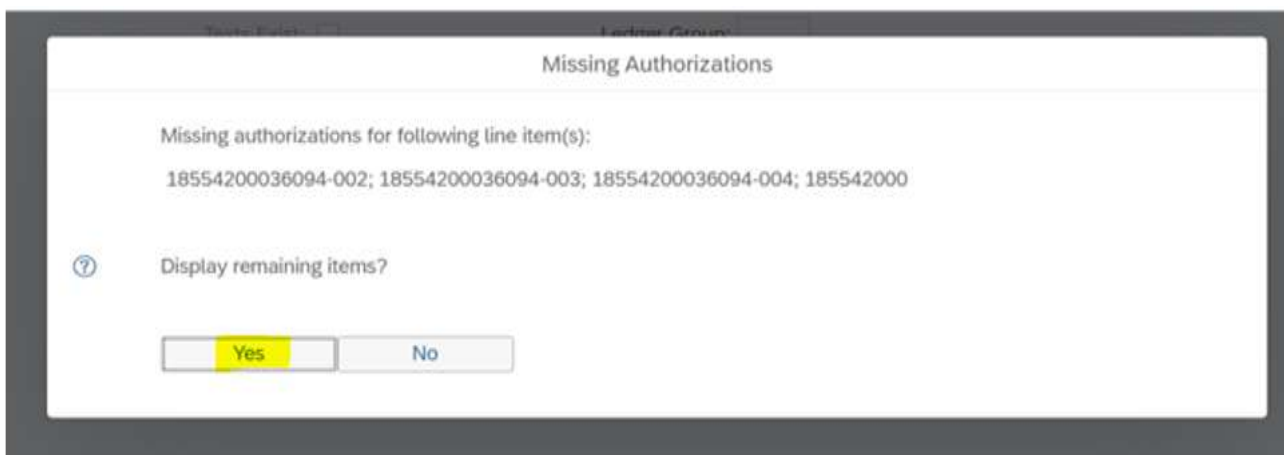


Click continue

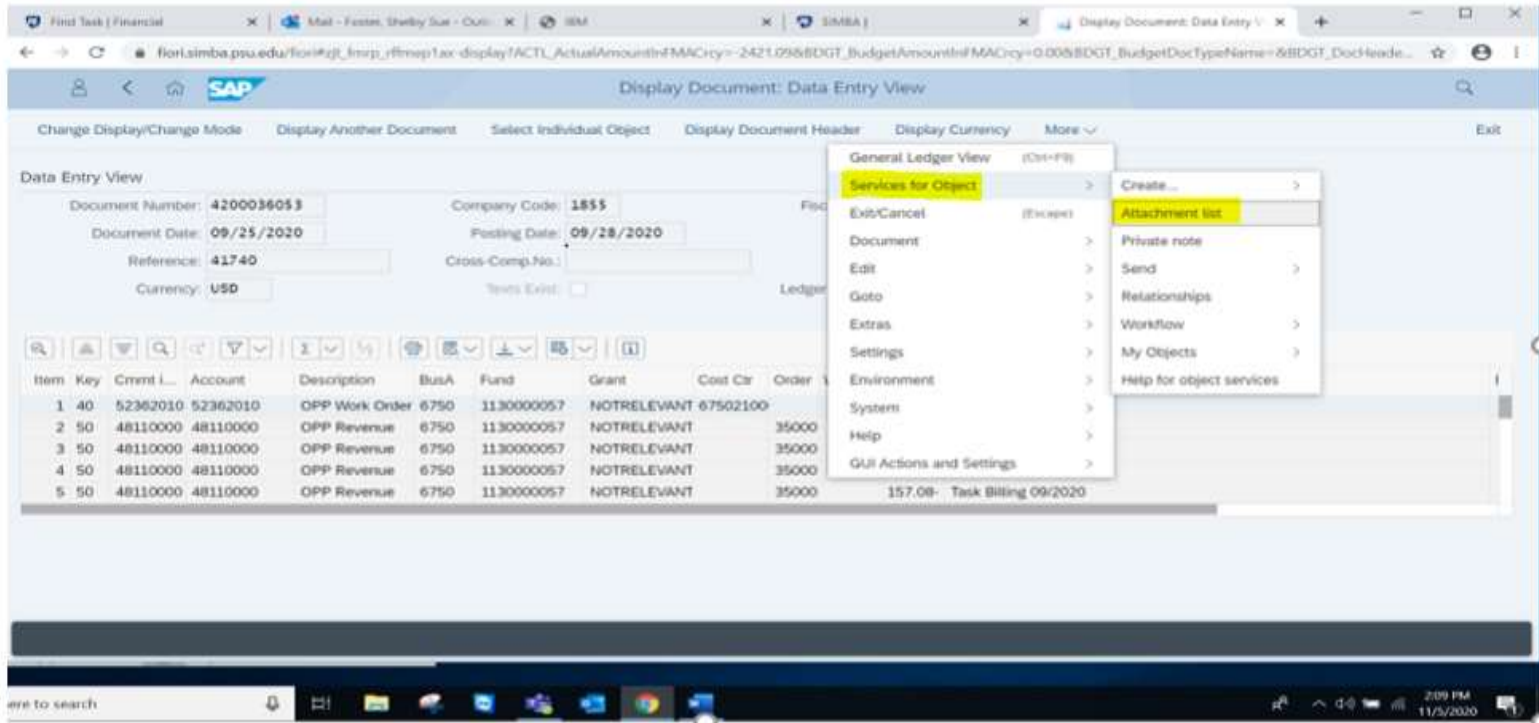
Click Choose – top left corner



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.