

FV50- Approve an Internal Service Interagency Billing JE

Overview:

Internal Service Funds (Business areas MF01, MF02, MF03, MF04, MF05, MF06, and MF08) can use journal entries to bill interagency costs. **Starting in FY15, these entries will be posted using a new document type (YC) and revenue lines will be posted to 64xxxx accounts.**

Transaction:

FBV0 – Post a Parked Document

- Bureau Approver reviews, approves and “Save as completed”
- Central Accounting reviews, approves, and “Posts” the document.

Hints / Tips:


- Verify the correct document type is used. It should be **YC** for both billing and reducing previous billings.

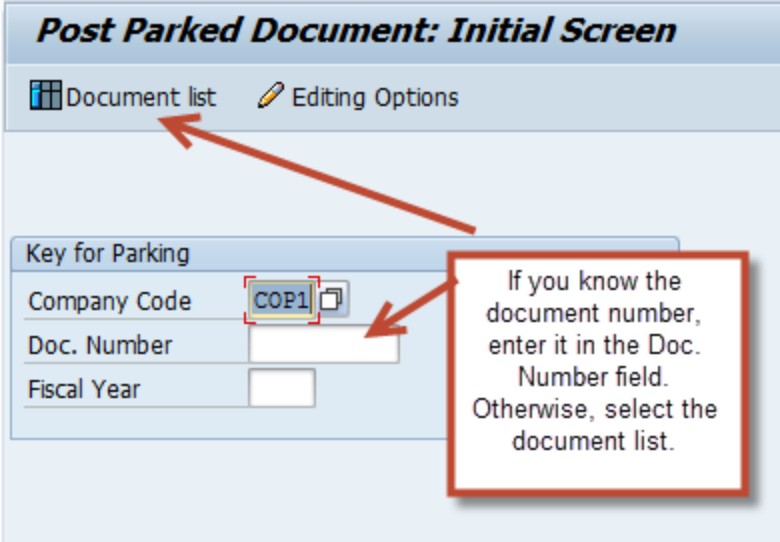
Note: Prior to FY15, these journal entries were processed using document types ZC (billing) and RR (reduce previously billed amounts)

- Verify internal revenue lines are posted to 64xxxx GL accounts, and internal expense lines to 65xxxx accounts.
- Verify the correct partner business area is entered on all lines of the entry. An FM parked document is created when you “Save as completed”. Review this document to verify the funded program is correct.



Procedure:

Perform the following steps in order to approve journal entries for internal service interagency billings.

Step 1: Go to T-code **FBV0**. Enter the document number or go to  Document list .



Post Parked Document: Initial Screen

 Document list  Editing Options

Key for Parking

| | |
|--------------|-----------------------------------|
| Company Code | <input type="text" value="COP1"/> |
| Doc. Number | <input type="text"/> |
| Fiscal Year | <input type="text"/> |

If you know the document number, enter it in the Doc. Number field. Otherwise, select the document list.

Step 2: Enter the user id(s) of those who parked the documents you want to review and approve; and select execute.

List of Parked Documents

Company code COP1 to [] []

Document number [] to [] []

Fiscal year [] to [] []

General Selections

Posting date [] to [] []

Document date [] to [] []

Document type [] to [] []

Reference [] to [] []

Document header text [] to [] []

Entered by GLTEST4 to [] []

Processing Status

Enter release [] to [] []

Complete [] to [] []

Released [] to [] []

Select and double click the document you want to review and approve.

Post Parked Documents: List

Check Create Batch Input Folder Overview

| Entered on | Posting Date | Type | Document... | User | Changed by | Document Header Text | P... | Year | Reference | Completed by |
|------------|--------------|------|-------------|---------|------------|-------------------------|------|------|-----------|--------------|
| 05/29/2014 | 07/02/2014 | SA | 3100685275 | GLTEST4 | GLTEST4 | correct cost object | 1 | 2015 | | |
| 05/29/2014 | 07/01/2014 | YC | 3601555823 | GLTEST4 | GLTEST4 | New Vehicles | 1 | 2015 | | |
| 05/29/2014 | 07/01/2014 | YC | 3601555824 | GLTEST4 | GLTEST4 | correction of 36015xxxx | 1 | 2015 | | |

Step 3: Review the entry, paying special attention that:

- the document type is **YC**
- the 64xxxx (IA revenue) and 65xxxx (IA expense) accounts are on the correct lines
- All lines have the correct combination of business area and partner business area

Edit Parked G/L Account Document 3601555823 COP1 2015

Tree on | Company Code | Simulate | Save as completed | Editing options

Basic Data | Details | Workflow

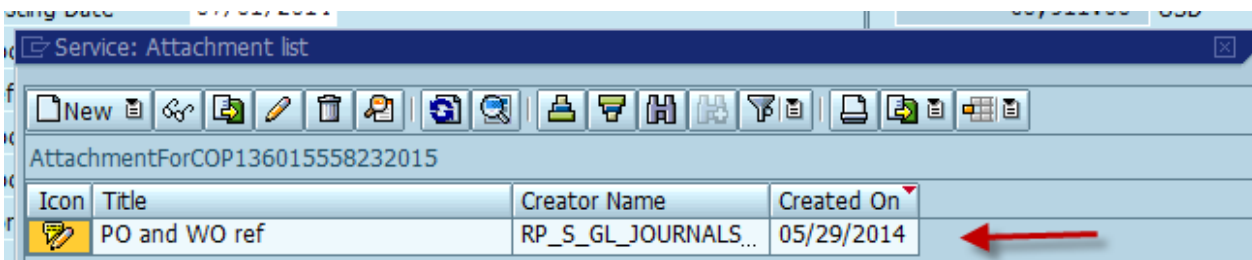
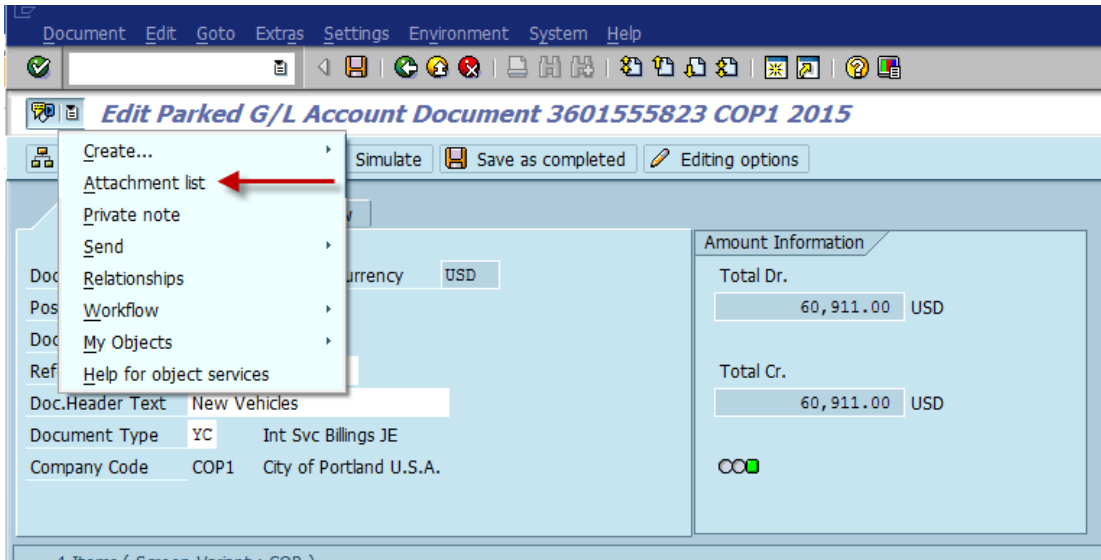
Document Date: 07/01/2014 | Currency: USD
 Posting Date: 07/01/2014
 Document Number: 3601555823
 Reference: [Redacted]
 Doc.Header Text: New Vehicles
 Document Type: **YC** | Int. Svc Billings JE
 Company Code: COP1 | City of Portland U.S.A.

Amount Information
 Total Dr.: 60,911.00 USD
 Total Cr.: 60,911.00 USD
 COG

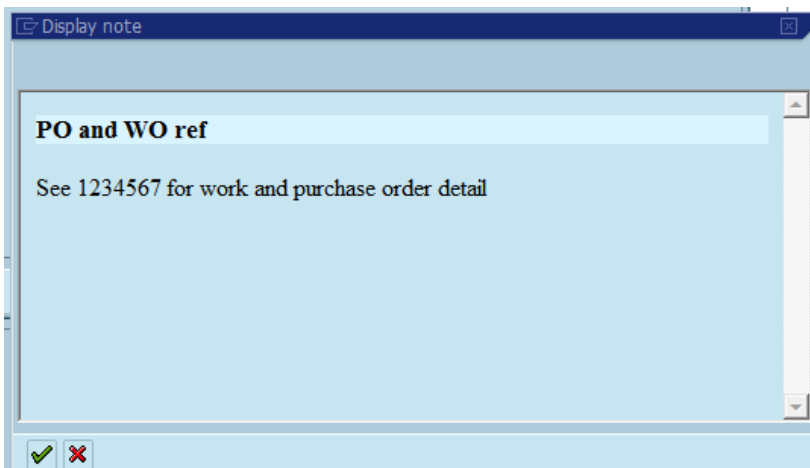
| St | G/L acct | Short Text | D/C | Amount in doc.curr. | Cost center | Order | WBS element | Fund | Busine... | Partner b. | Grant |
|----|----------|------------------------|-----|---------------------|-------------|-------|-------------|--------|-----------|------------|----------|
| ✓ | 641109 | Purch of ne... Cred... | | 31,423.00 | MFOP000014 | | | 702000 | MF02 | PL00 | IT-RELI |
| ✓ | 651109 | Purch of ne... Debit | | 31,423.00 | PLOP000065 | | | 100000 | PL00 | MF02 | NOT-RELI |
| ✓ | 641109 | Purch of ne... Cred... | | 29,488.00 | MFOP000014 | | | 702000 | MF02 | PL00 | NOT-RELI |
| ✓ | 651109 | Purch of ne... Debit | | 29,488.00 | PLOP000065 | | | 100000 | PL00 | MF02 | NOT-RELI |

NOTE: If the incorrect business area/partner business area combination is used, the funded program will be incorrect.

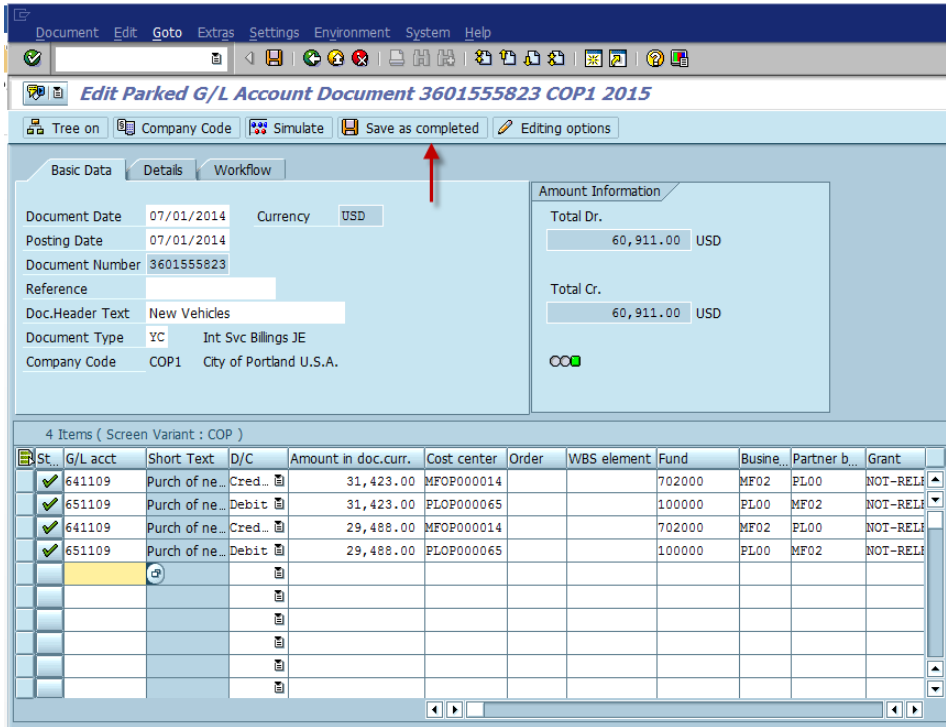
To review the explanation for the journal entry, click the “**Services for object**” button and select **Attachment list**.



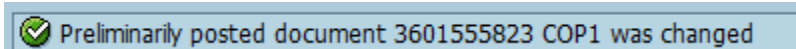
Double click to review the note:



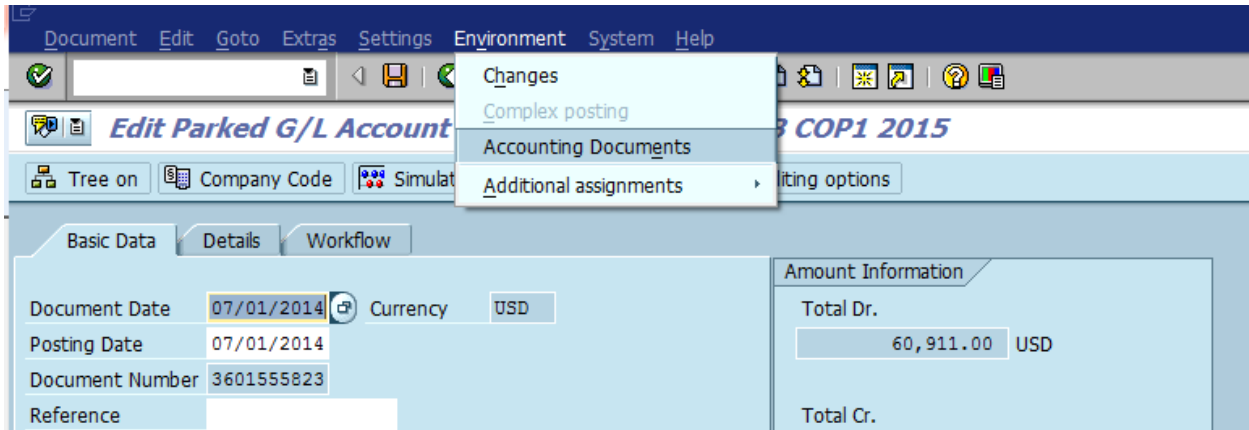
Step 4: If everything is correct, select **“Save as completed”** to indicate your approval.



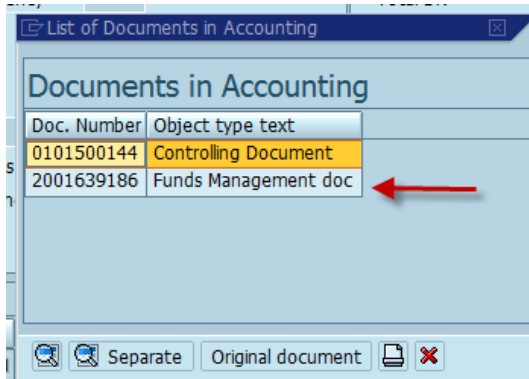
A message will display at the bottom of the screen.



Step 5: To verify the correct funded program was derived, go to the menu path **Environment** and select **Accounting Documents**.



The screen below will display



Select the **Funds Management doc** and verify the funded program is correct.

