

Contents

Introduction.....	2
Guide Overview	2
Technology and Systems Access Required	2
General Knowledge / Helpful Learning	2
Building Maintenance – Does my unit pay for this?.....	2
Main Campus Buildings	2
Ancillary Units.....	2

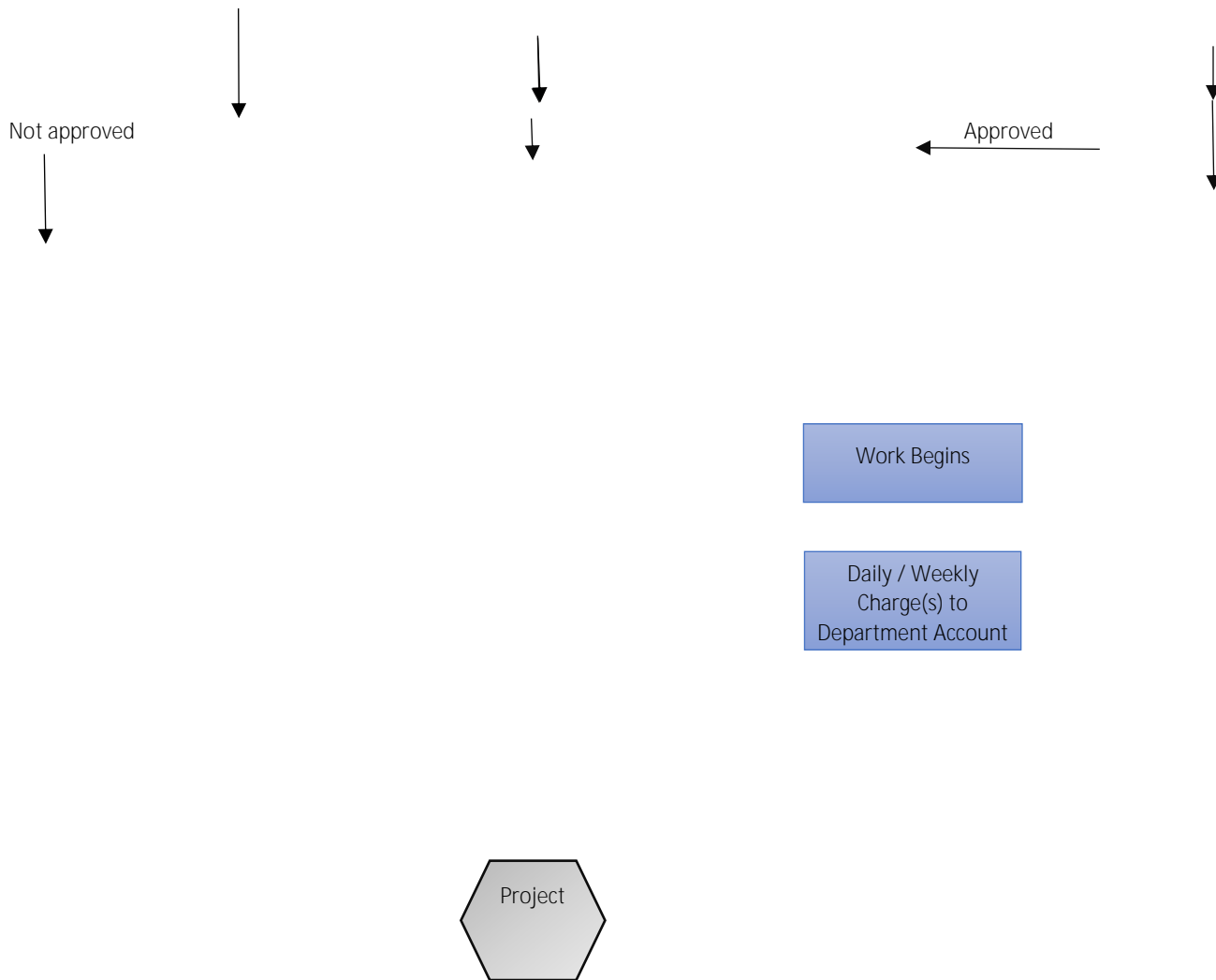
If it is:

you will not typically be charged for routine building or equipment maintenance, with the

Financial Life Cycle of FM Billable Work or Service

Flowchart of Facilities Management Work or Project Requests

The flowchart below shows the entire lifecycle of billable FM work / service. The purple boxes show the initiation of the work / service, the blue boxes show the financial steps and are the focus of this guide.



Overview

How FM Charges Appear in the General Ledger

To see the costs associated with a work or service performed by FM you need to view the GL for the account / project being charged. The image and steps below explain how the service / charge will appear in the GL.



FIGURE 1: SAMPLE GL INQUIRY

1. Review the following columns in the GL Inquiry for the charge you are investigating:

A. The "Src" or source column indicates what the charge is for:



- i. is for Facilities Management Labour
- ii. is for Facilities Management Inventory and materials
- iii. is Online journal which refers to a manual adjustment made to correct an error or omission

B. The "Date" column indicates what day the entry was posted:



- i. Use this date to cross reference with recent FM work requests issued from within the department

C. The "Operator" column indicates 'who' posted the entry:



- i. indicates that an automatic entry was posted by Finance for previously agreed upon charges such as Department Project.
If applicable, refer to the job quote for details about the charge.
- ii. When you see a 'User ID', i.e. , it indicates that a manual entry was posted by an individual in FM.

Manual entries will also be listed as in the " field.

Contact the person who posted the entry via email to obtain further information about the charge(s).

D. The "Line Ref" column will have a 6 character alpha/numbered code if the source code is FML or FMI. This indicates the work order number for the work/service requested.



- i. Compare this to the work order number that is automatically emailed with electronic work requests ([eWORq](#)) and manually distributed for emailed work requests.
- ii. Note: When you make a call-in request, work order numbers are not generally provided. When enquiring about charges, please provide this "Line Ref" number to the Client Services Representative.

E. The " " column provides additional details about what the charge is for:

- i. This column reflects the value in the " " column and is automatically generated by FM's AvantisPro work order system for all entries with a FML or FMI source code.

