

Internal Requisition Information from FPM Facilities

With the transition to Workday Financial, FPM Facilities will no longer use KFS IBR for internal billing. Along with the rest of the university, we will utilize Workday's Internal Requisition (IR).

The new billing method will require service requesters to send us an IR when a billable service is required - **use only an IR, do not follow up with an ISD**. To simplify the approval and billing process, please use the following Facilities Internal Service Providers and follow the tips below:

ISP-SP-030 FMS - CRC | One Time Requisitions - Customer Service: 213-740-6833
Elsie Hemphill or Gerardo Rivas

ISP-SP-039 FMS - Facilities Financial Services | Blanket Requisitions: 213-740-2382
Joe Lumunsad

ISP-SP-033 FMS - Construction Project Services | Small Projects: 323-442-8005 or 213-740-6833
Marian Purcell

ISP-SP-029 FMS - Events Services | Events Support: 213-740-3361
Lusine Madatyan or Rudy Marquez

Workday Internal Billing requires that an amount be designated. Please use the estimated amount that has been agreed upon. If no estimate has been provided, such as in the case of a one-time service request, enter \$250.00 for the amount. This amount should cover the majority of our one-time service charges. We will bill actual costs so if you are concerned about costs, please select 'Project – FMS Estimate' to acquire an estimate.

For many services (with the exception of estimated projects and events), especially repeat services, a blanket requisition is preferred because it will allow multiple billings against the requisition. As we are all learning the new system, an initial blanket requisition from you may be the easiest way to implement the new billing process.

After you submit or request a work request and acquire the WO# please use the information outlined below to submit an IR to one of the four Facilities ISPs.

Select ISP Category 'Facilities Planning and Management'

Select from one of the Facilities Internal Service Providers listed above and follow the instructions below for the respective ISP:

1. **ISP-SP-030 FMS - CRC | One Time - Customer Service:** One-Time service and non-estimated events support (create only one line per IR)

- Enter WO# in the WorkOrderNumber field
- Select Requisition Type "One Time Request"
- Enter your PPGG info
- Enter your Cost Center
- Select Spend Category for the (or as close to) the related job/service
- Enter Company 'University of Southern California'
- Select the appropriate Line Type (create only one line per IR)
- Set initial amount for \$250

2. **ISP-SP-039 FMS - Facilities Financial Services | Blanket Requisitions** (create only one line per IR)

- Enter Fiscal Year
- Enter Current FY, School/Department and "Blanket" in the Description; for example: "FY22 CINEMA BLANKET"
- Select Requisition Type "Blanket"
- Enter your departmental PPGG and Cost Center
- Select Spend Category closest to the related job/
- Set Amount

3. **ISP-SP-033 FMS - Construction Project Services | Small Projects** (create only one line per IR)

- Enter WO#/PR# in the WorkOrderNumber field
- Enter your departmental PPGG and Cost Center
- Enter Spend Category = Other Professional Services (SC0182)
- Select "one time"
- Set amount to estimated amount
- Attach estimate memo

4. **ISP-SP-029 FMS - Events Services | Events Support** (create only one line per IR)

- Enter WO#/PR# in the WorkOrderNumber field
- Enter your departmental PPGG and Cost Center
- Enter Spend Category = Event Services (SC0120)
- Select "one time"
- Set amount to estimated amount
- Attach estimate memo

Visit the [Internal Requisition Overview page](#) at the Workday Hub for user support materials and training links. If you have any questions or concerns, you may contact the appropriate ISP from the numbers listed above in this message.

Please forward this message to anyone on your staff authorized to request services from FPM Facilities.

FPM Facilities Management Services