



Accounts Payable Miscellaneous Obligations Manual



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Accounts Payable Miscellaneous Obligations

FBMS allows for the use of a simplified entry screen to allow those with the AP Miscellaneous Obligations roles to obligate funds for non-procurement related IPACs and other non-procurement related postings.

Helpful Hints:

Before you begin creating accounts payable miscellaneous obligations it is important to know the following information:

- Miscellaneous Obligations are non-procurement postings that may include the following, depending on your bureau's policy:
 - Tort Claims
 - EEO Settlements
 - Land or easement purchases
 - Training orders
 - Purchases below the micro-purchase threshold
 - Government Bills of Lading (GBLs)
- The simplified miscellaneous obligation screen can only be used for obligations against a cost structure (Cost Center, Functional Area, and WBS).
- Miscellaneous obligations:
 - Do not require a purchase request document.
 - Are never marked for a 3-way match (requiring a receiving document in FBMS before the invoice can be paid).
- If the obligation will charge an asset (property) record, then you need to send a request to the central bureau finance office for data entry. This requires the use of a standard purchase order.



Bureaus may differ in how they are using the AP Miscellaneous Obligations process. For further information on your bureau's process, contact your Accounts Payable subject matter expert (SME).

Create a Miscellaneous Obligation

Helpful Hints:

Before you begin a Miscellaneous Obligation, it is important to know the following information:

- Vendor Number
- Cost Center
- Functional Area
- WBS Element, if required
- Commitment Item
- Quantity
- Net Price (per line)

Let's Begin:

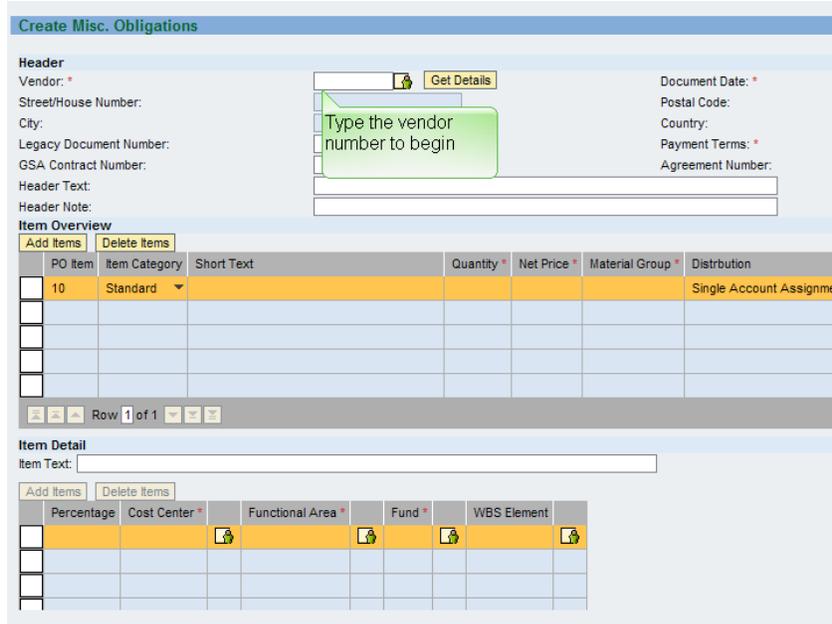
Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **AP** tab → **Material Management** folder → **Create Misc. Obligations** to go to the *Create Misc. Obligations* screen.



This screen is a custom view (iView) of the standard SAP transaction. It displays only the fields needed for creating a Miscellaneous Obligation. On the **Create Misc. Obligations** screen, fields marked with a red asterisk (*) are required.

- 1) Type the vendor number in the **Vendor** field and press the **Enter** key on your keyboard.



Create Misc. Obligations

Header

Vendor: *  Document Date: *
 Street/House Number: Postal Code: *
 City: Country: *
 Legacy Document Number: Payment Terms: *
 GSA Contract Number: Agreement Number: *
 Header Text:
 Header Note:

Item Overview

PO Item	Item Category	Short Text	Quantity *	Net Price *	Material Group *	Distribution
<input type="checkbox"/> 10	Standard					Single Account Assignment
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Row 1 of 1

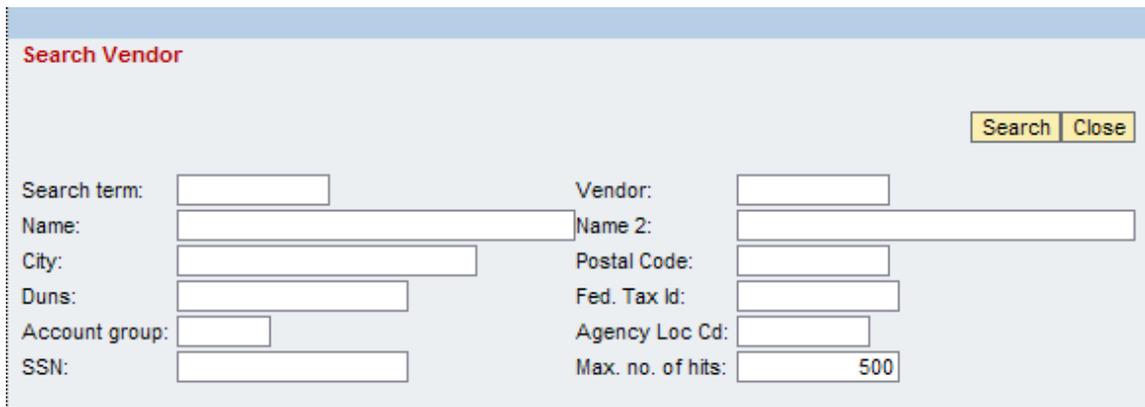
Item Detail

Item Text:

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



If the vendor number is not known, you should use  the **Search Vendor** icon in the vendor field to locate the vendor. This icon will bring up a search screen (below). Populate one or more of the fields on the screen and select the **Search** button. Note: Asterisks (*) are wildcards, so if you only know part of the vendor name, you can put an asterisk before and after the name in your search to achieve maximum results.



Search Vendor

Search term:

Name:

City:

Duns:

Account group:

SSN:

Vendor:

Name 2:

Postal Code:

Fed. Tax Id:

Agency Loc Cd:

Max. no. of hits:

For example, in the search below, the user searched on *Bartolomu* to return the results seen.

Search Vendor

Search Close

Search term: Vendor:

Name: *BARTOLOMU* Name 2:

City:

Duns:

Account group:

SSN: 500

The search resulted in multiple vendors. Click on the vendor number of the bottom result to select that vendor.

Vendor	Name	Address	State	City	Country	Payment Terms
70456107	GARY BARTOLOMUCCI	3070 S. MT TOM (M33)	MI	48647-9507	MIO	US
40004593	BARTOLOMUCCI	13461 SUNRISE VALLEY DR	VA	20717-0000	HERNDON	US 0001

Row 1 of 2

Once you locate the vendor on the search screen, click on the vendor number to populate the vendor information fields on the next screen.

Welcome ZTRN012

FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL EMIS PROPERTY

DISPLAY | AP | AR | CC | COPS | FM | GL | LABOR | SD

Home > AP Home > Create Misc. Obligations

Create Misc. Obligations

Submit Reset

Header

Vendor: 0070340580 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number:

GSA Contract Number:

Header Text:

Header Note:

Document Date: 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Service					Single Account Assignment

Row 1 of 1

Item Detail

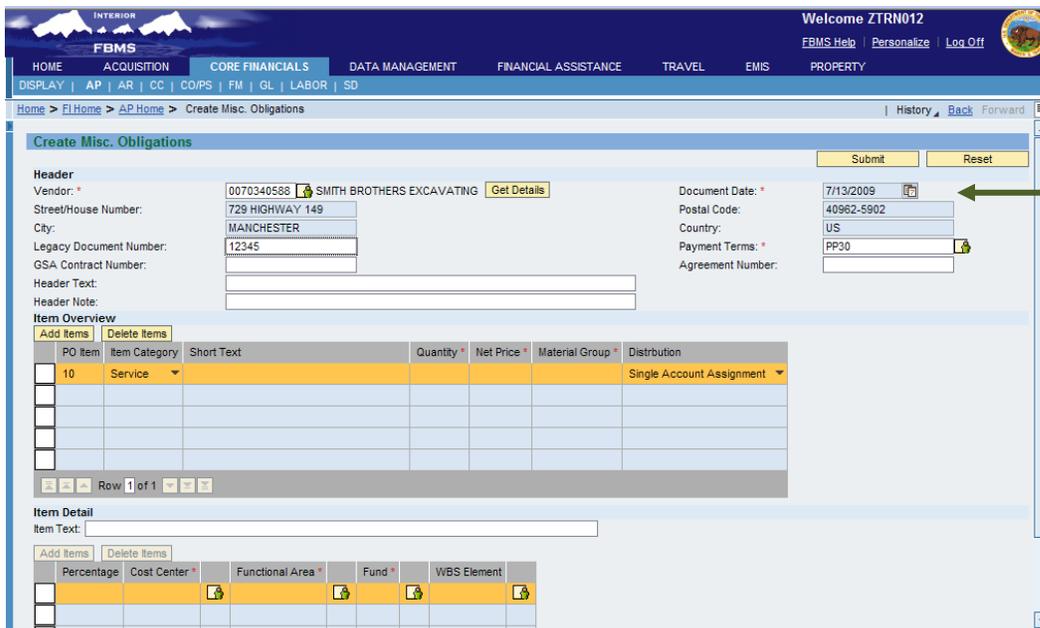
Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element



The vendor information fields from the vendor master record (Street Number, City, Document Date, Postal Code, Country, Payment Terms) populate on the **Create Misc. Obligations** screen when you press the Enter key on your keyboard (if you entered the vendor number directly) or when you click on the vendor number (if you searched for the vendor).

- 2) Verify the **Document Date**. This is the date the document is created. It defaults to the current date. If a different date is desired, it must be selected from the drop down box.



The screenshot shows the 'Create Misc. Obligations' form in the FBMS system. The 'Document Date' field is highlighted with a green arrow, showing the date 7/13/2009. Other fields include Vendor (0070340588 SMITH BROTHERS EXCAVATING), Street/House Number (729 HIGHWAY 149), City (MANCHESTER), Legacy Document Number (12345), Postal Code (40962-5902), Country (US), and Payment Terms (PP30). The form also includes an 'Item Overview' table and an 'Item Detail' section.

PO Item	Item Category	Short Text	Quantity *	Net Price *	Material Group *	Distribution
10	Service					Single Account Assignment

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element

- 3) Type a **Legacy Document Number**, if desired. This field is used typically to identify the award number used in the legacy system. The legacy system is your bureau's finance system prior to FBMS. However, the field can also be used to input data readily available on the invoice. This data aides in matching the invoice with the obligation document since the Legacy Document Number can be used as search criteria in displaying a miscellaneous obligation.

FBMS Accounts Payable Miscellaneous Obligations Manual v.2 Deployment 4



Header

Vendor: * 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text:

Header Note:

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Submit Reset

Item Overview

PO Item	Item Category	Short Text	Quantity *	Net Price *	Material Group *	Distribution
10	Service					Single Account Assignment

Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element

- 4) Verify the **Payment Terms**. Payment Terms specify the conditions of payment. This field defaults from the Vendor Master record but can be modified.

Header

Vendor: * 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text:

Header Note:

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Submit Reset

Item Overview

PO Item	Item Category	Short Text	Quantity *	Net Price *	Material Group *	Distribution
10	Service					Single Account Assignment

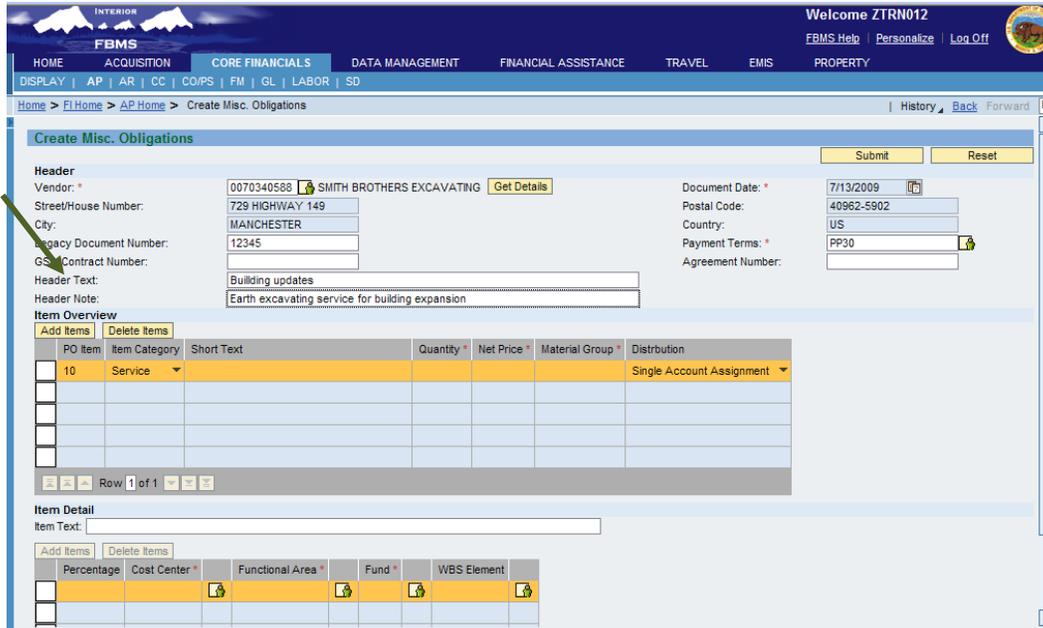
Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element

- 5) Type a description of the miscellaneous obligation in the **Header Text** field. The **Header Note** field may be used to enter a point of contact name and telephone number.




When creating a Miscellaneous Obligation with multiple line items, each line item must be completed before adding the next line.

- 6) Select the **Item Category**:
- **Standard** – use this item category when the obligation is for a material item (**goods**).
 - **Service** – use this item category when the obligation is for a **service**.

FBMS Accounts Payable Miscellaneous Obligations Manual v.2 Deployment 4



Header

Vendor: 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Service					Single Account Assignment

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

- 7) Type a description of the line item in the **Short Text** field. This description should assist Accounts Payable in paying the invoice against the correct obligation line.

Header

Vendor: 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Service	3 weeks of excavation				Single Account Assignment

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element



- 8) Type the number of material items or services to be delivered by the vendor in the **Quantity** field. If the line item is for **goods**, this item should represent the specific number of goods being purchased. If the line item is for **services**, this value should always be '1'.

Create Misc. Obligations

Header

Vendor: * 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Service	3 weeks of excavation	1			Single Account Assignment

Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

- 9) Type the price per unit for this line item in the **Net Price** field. If the quantity is one, then this amount would equal the total dollar amount to be obligated for this line item.

Create Misc. Obligations

Header

Vendor: * 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Standard	3 weeks of excavation	1	1000.00		Single Account Assignment

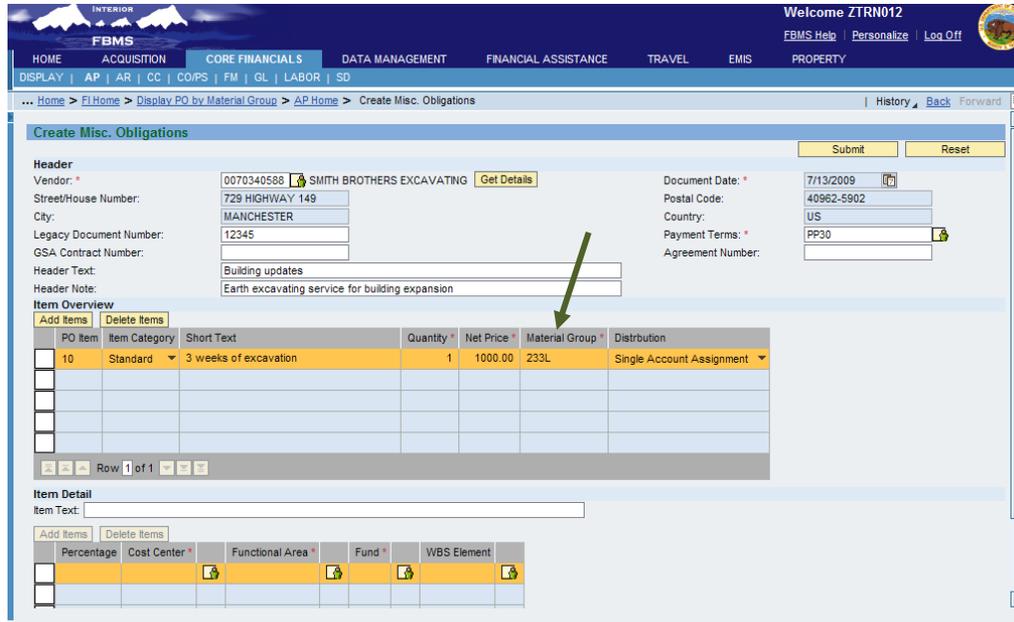
Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

- 10) Type the first four characters of the Commitment Item (formerly called the Budget Object Code) in the **Material Group** field.



Create Misc. Obligations

Header

Vendor: 0070340588 SMITH BROTHERS EXCAVATING [Get Details](#)

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: PP30

Agreement Number:

Item Overview

PO Item	Item Category	Short Text	Quantity	Net Price	Material Group	Distribution
10	Standard	3 weeks of excavation	1	1000.00	233L	Single Account Assignment

Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

- 11) Select the **Distribution**:

- **Single Account Assignment** – use this Distribution if only one account assignment is being used to fund the obligation line item. This is the default value.
- **Multiple Account Assignment** – use this Distribution when more than one account assignment is being used to fund the obligation line item. Be prepared to designate the percentage of distribution between the account assignments.

- 12) Type the **Percentage** of Distribution when more than one account assignment is being used to fund the obligation line item.

- 13) Type the accounting information using the **Cost Center**, **Functional Area**, **Fund** and **WBS** fields.



The Cost Center and Functional Area fields are required. The Fund field is also required; for some bureaus, the Fund will automatically populate when the Cost Center and Functional Area are entered. If this field does not populate, you will need to input the Fund. Entry of the WBS element is dependent on a bureau's process.



If the accounting information is not known, you should use the **Search** icon next to each field to locate the information.

14) Select the **Add Item** button to add line items to the miscellaneous obligations document.

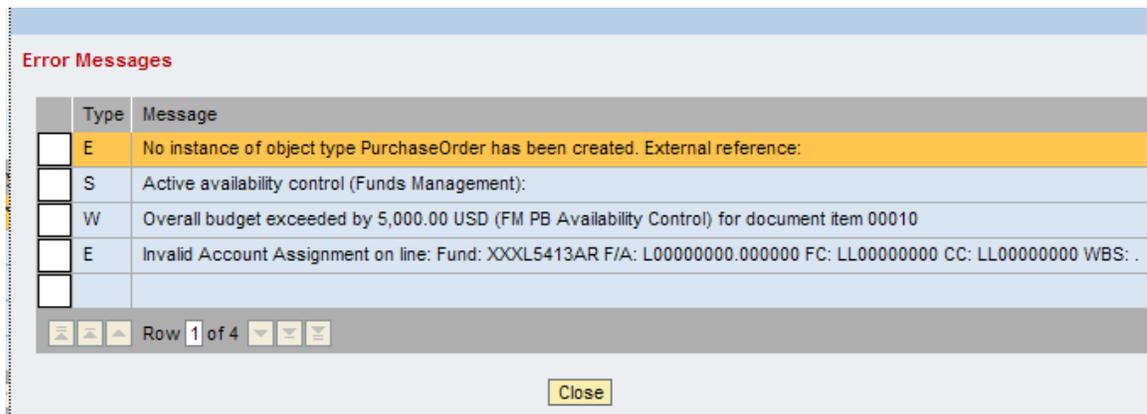
15) Select the **Submit** button to save the obligation.

16) FBMS displays the following confirmation message with the miscellaneous obligations number.



17) Select  the **Close** button to continue.

18) If you select  the **Submit** button and your transaction is not accepted, you will receive an error message detailing the problem, such as the one below.



 Error messages designated with a **Type E must be corrected**. You should correct the problem(s) and then resubmit your miscellaneous obligation.

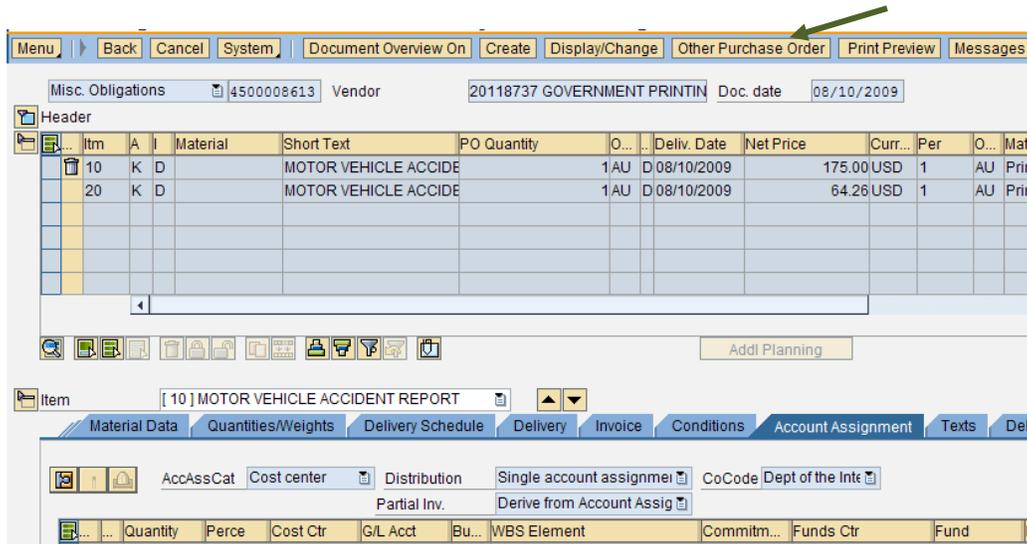
Display a Miscellaneous Obligation

Let's Begin:

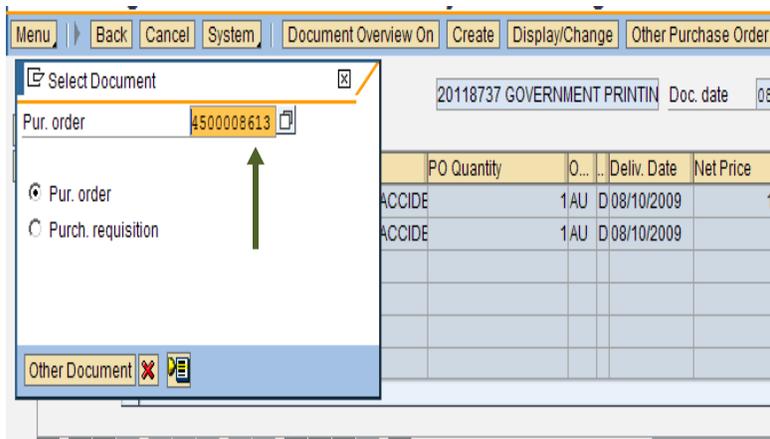
Use the following portal path to begin this transaction:

- Select **CORE FINANCIALS** tab → **AP** tab → **Material Management** folder → **Display Obligation** to go to the *Display Obligation* screen.

- 1) Click **Other Purchase Order** the **Other Purchase Order** button on the menu.

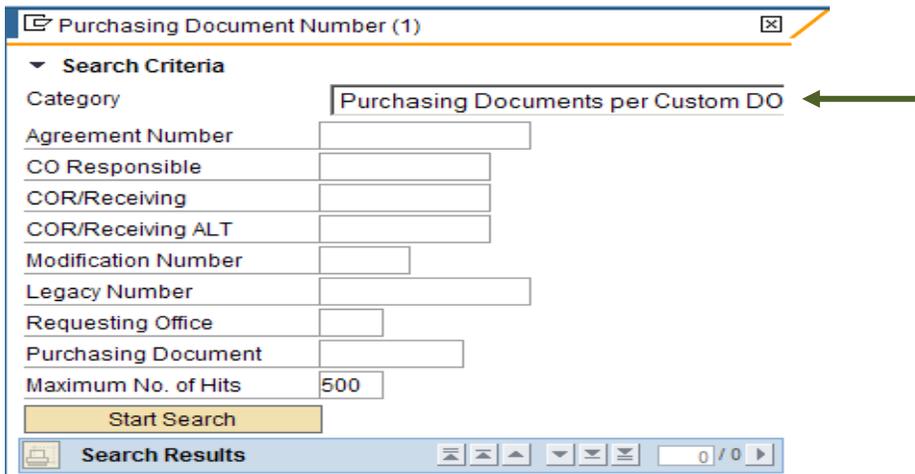


- 2) Type the desired Miscellaneous Obligation number in the **Select Document** screen and click **Other Document** the **Other Document** button.





If the Miscellaneous Obligation number is not known, click  the **Search Purchase Order** icon in the Select Document screen to search for the desired Miscellaneous Obligation document. This icon will bring up a search screen (below). Click the Category field to open a drop-down list of available search criteria categories.



Purchasing Document Number (1)

▼ **Search Criteria**

Category ←

Agreement Number

CO Responsible

COR/Receiving

COR/Receiving ALT

Modification Number

Legacy Number

Requesting Office

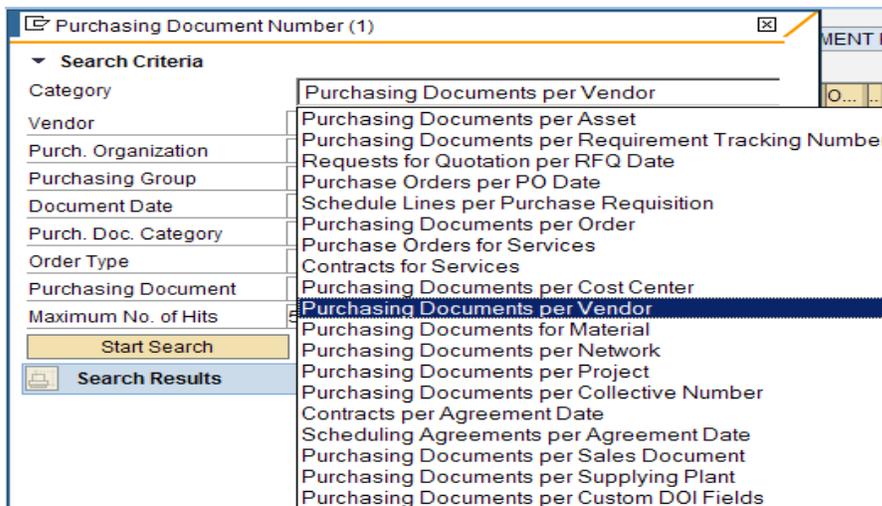
Purchasing Document

Maximum No. of Hits

Start Search

Search Results 0 / 0

Scroll down the list and click the desired search criteria category to select the category.



Purchasing Document Number (1)

▼ **Search Criteria**

Category

Vendor

Purch. Organization

Purchasing Group

Document Date

Purch. Doc. Category

Order Type

Purchasing Document

Maximum No. of Hits

Start Search

Search Results

Purchasing Documents per Cost Center

Purchasing Documents per Vendor

Purchasing Documents for Material

Purchasing Documents per Network

Purchasing Documents per Project

Purchasing Documents per Collective Number

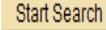
Contracts per Agreement Date

Scheduling Agreements per Agreement Date

Purchasing Documents per Sales Document

Purchasing Documents per Supplying Plant

Purchasing Documents per Custom DOI Fields

Populate one or more of the fields on the screen and select  the **Start Search** button.

In the example below, the user searched on vendor beginning with 20118, Purchasing Group, Document Date and Order Type ZMOB (miscellaneous obligations) to return the results seen.



Asterisks (*) are wildcards; so if you only know part of the characteristic, you can put an asterisk before and/or after the partial characteristic in your search to achieve maximum results.

Once you locate the desired miscellaneous obligation, highlight the line and click  the green check mark to populate the Purch Doc number on the **Select Document** screen and click the **Other Document** button.



Vendor	Purch. Organization	Purchasing Group	Document Date	Purch. Doc. Category	Order Type	Purch.Doc.
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008612
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008613
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008614
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008615
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008616
201187371400	1400	L00	08/10/2009	F	ZMOB	4500008617

3) This is the standard **Purchase Order** screen (below). There are 3 sections to each Purchase Order: **Header**, **Item Overview** and **Item Detail**. Clicking the icon next to each section name will open or collapse the section.

Misc. Obligations 4500008613 Vendor 20118737 GOVERNMENT PRINTIN Doc. date 08/10/2009

Header

Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint
10	K	D		MOTOR VEHICLE ACCIDE		1AU	D 08/10/2009	175.00 USD		1	AU	Print & ReproBLM	
20	K	D		MOTOR VEHICLE ACCIDE		1AU	D 08/10/2009	64.26 USD		1	AU	Print & ReproBLM	

Item [10] MOTOR VEHICLE ACCIDENT REPORT

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address

AccAssCat Cost center Distribution Single account assignme CoCode Dept of the Inte

Partial Inv. Derive from Account Assig

Quantity	Perce	Cost Ctr	G/L Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund	Functional Area
1	1.000	0.0	LLOR95000C6100.241A0	L000		241A00	LLOR950000	XXXL1109AF	L07770900.X00000

Notice that when you open a section, another section may close. This is because there is only a certain amount of space available on the screen.

- 4) The obligation **Header** section contains 10 tabs of data related to the Miscellaneous Obligation as a whole. In the example below, **Status** the **Status** tab was selected to view the dollar value of each phase of the Miscellaneous Obligation cycle.

Misc. Obligations 4500008613 Vendor 20118737 GOVERNMENT PRINTIN Doc. date 08/10/2009

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status DOI Header Data

	Active	Ordered	64.26 USD
	Not Yet Sent	Delivered	0.00 USD
	Not Delivered	Still to deliv.	0.00 USD
	Fully Invoiced	Invoiced	64.26 USD
		Down paymts	0.00 USD

- 5) The obligation **Item Overview** section displays all the line items created for the Miscellaneous Obligation and general information associated with each line item. In the example below, this Miscellaneous Obligation contains 2 line items. You may double-click the item number to review the Item Detail section for the line item.

Menu																			
Back		Cancel		System		Document Overview On		Create		Display/Change		Other Purchase Order		Print Preview		Me			
Misc. Obligations				4500008613				Vendor				20118737 GOVERNMENT PRINTIN				Doc. date		08/10/2009	
Header																			
	Itm	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per								
	10	K	D		MOTOR VEHICLE ACCIDE		1AU	D08/10/2009	175.00	USD	1								
	20	K	D		MOTOR VEHICLE ACCIDE		1AU	D08/10/2009	64.26	USD	1								

6) The obligation **Item Detail** section displays a single line item at a time. For each line item, the section contains 15 tabs of detail information related to that specific line item. In the example below, **Account Assignment** the **Account Assignment** tab was selected to see all the accounting objects that the line item was charged against. To move to the next line item, click  the up/down arrow to the right of the line item description.

Item																
[10] MOTOR VEHICLE ACCIDENT REPORT																
																
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address																
AccAssCat Cost center Distribution Single account assignme CoCode Dept of the Int																
Partial Inv. Derive from Account Assig																
	Quantity	Perce	Cost Ctr	G/L Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund	Functional Area						
	1	1.000	0.0	LLOR95000	6100.241A0	L000	241A00	LLOR950000	XXXL1109AF	L07770900.XO0000						

7) There are 2 ways to open an **Item Detail** tab. You may click on the desired tab or use  the folder icon to drop down the tab list and select the tab from the list.

Confirmations			Condition Control			  		
nte						Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations Condition Control DOI Line ItemData Public Sector		
Ctr	Fund	Functional Ar						
50000	XXXL1109AF	L07770900.X						



- 8) An additional tab, **Purchase Order History**, the **Purchase Order History** tab, is displayed in the obligation **Item Detail** section only when a follow-on document such as an invoice has been posted against the line item.

Item [20] MOTOR VEHICLE ACCIDENT REPORT

Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History**

S...	MVT	Material Do...	Item	Pstng Date	Quantity	Delivery cost quantity	O...	Amount in LC
IR-L		5200143535	1	02/18/2010				0.58
IR-L		5200143535	1	02/18/2010				3.92
IR-L		5200143535	1	02/18/2010				0.45

Change a Miscellaneous Obligation

Helpful Hints:

- The standard Purchase Order screen is used to make changes to a Miscellaneous Obligation. It looks quite different than the custom screen used to create the Miscellaneous Obligation.
- There are 3 sections to the standard Purchase Order screen: **Header**, **Item Overview** and **Item Detail**. Clicking the icon next to each section name opens or collapses the section. When you open a section, another section may close. This is because there is only a certain amount of space available on the screen. The **Item Overview** and **Item Detail** sections are used to make changes to a Miscellaneous Obligation.
- A variety of changes can be made to a Miscellaneous Obligation. These changes include:
 - Add or delete a line item
 - Increase or decrease Quantity
 - Change Text
 - Change Delivery Date
 - Change Net Price
 - Change Material Group
 - Change Distribution
 - Change Account Assignment Funding



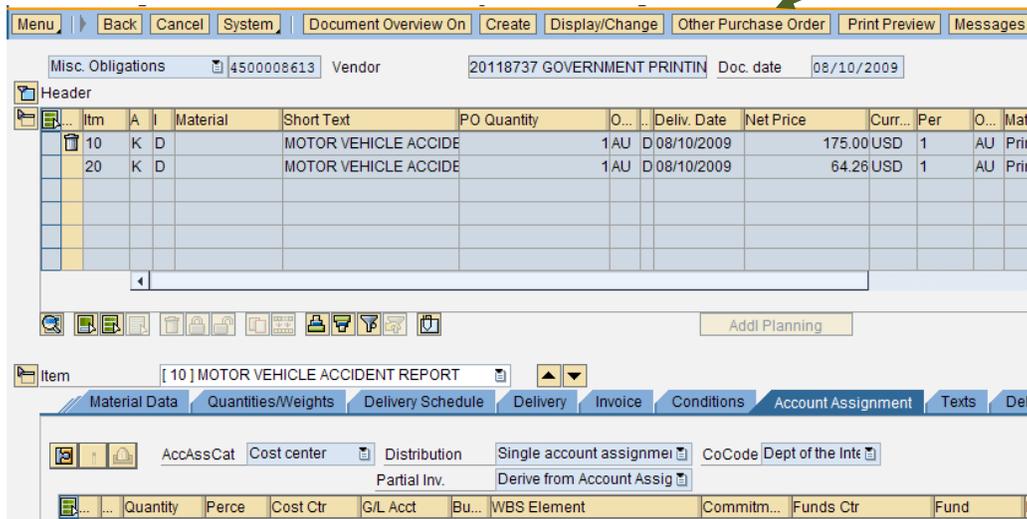
An existing line can rarely be changed once an invoice has been posted against it. Check **Purchase Order History** the **Purchase Order History** tab in the Item Detail section for posted invoices. Note: the Purchase Order History tab only appears after an invoice has been posted against the line item.

Let's Begin:

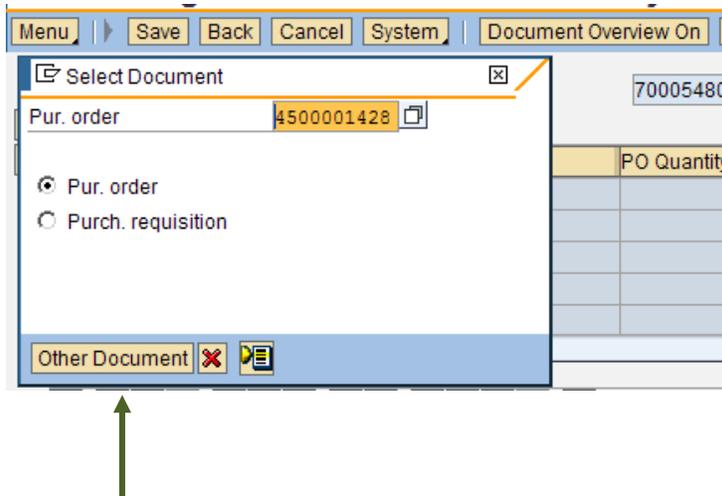
Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab → **AP** tab → **Material Management** folder → **Change Obligations** to go to the *Misc. Obligation* screen.

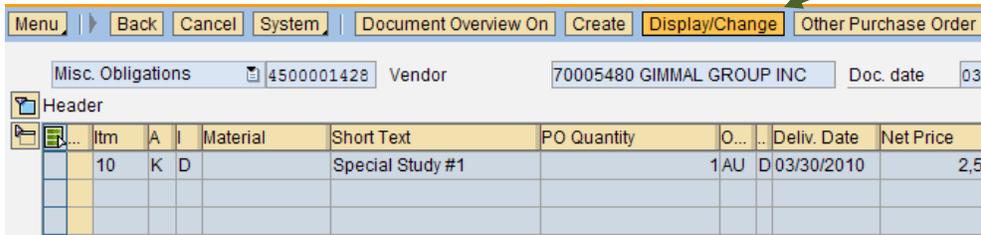
- 1) Click **Other Purchase Order** the **Other Purchase Order** button on the menu.



- 2) Type the desired Miscellaneous Obligation number in the **Select Document** screen and click the **Other Document** **Other Document** button.



3) Click the **Display/Change** **Display/Change** button if all fields appear to be grayed out.



The screenshot shows a software interface with a menu bar at the top containing buttons: Menu, Back, Cancel, System, Document Overview On, Create, Display/Change, and Other Purchase Order. Below the menu bar, there are input fields for 'Misc. Obligations' (4500001428), 'Vendor' (70005480 GIMMAL GROUP INC), and 'Doc. date' (03). A 'Header' section is visible, followed by a table with the following columns: Itm, A, I, Material, Short Text, PO Quantity, O..., Deliv. Date, and Net Price. The first row of data contains: 10, K, D, Special Study #1, 1 AU, D 03/30/2010, and 2,5. A green arrow points to the 'Display/Change' button in the menu bar.

4) Follow the applicable instructions for the desired change to the Miscellaneous Obligation.



Click **Cancel** the **Cancel** button to exit the Miscellaneous Obligation without saving the changes.



Add a Standard (Goods) Line

- 1) Move to the first empty row in the **Item Overview** section. Input data in the fields as described in the following chart.

Menu | Save | Back | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Check | Print Preview | Messages

Misc. Obligations | 4500001430 | Vendor | 70008783 FISHER, JAMES J. | Doc. date | 03/09/2010

Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10	K	D		Inspection		1 AU	03/09/2010	1,000.00	USD	1	AU	TrainConfRe	BLM
20	K			Supplies		100 EA	03/30/2010	5.00	USD			261A	L000

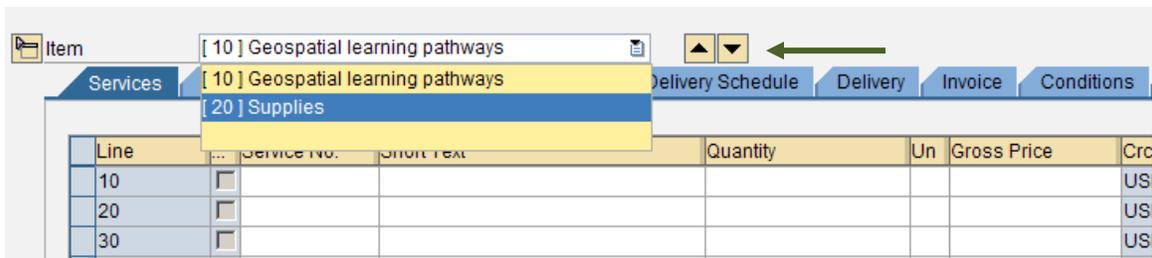
Field Name	Required / Optional / Conditional	Description
Item	Required	Enter line Item number, i.e. 10, 20, 30 Example: 20
A	Required	Enter Account Assignment Category K means Cost Center drives the line posting P means Project drives the line posting Example: K
I	Required	Leave Item Category blank to identify that this line item is for Goods Example: <blank>
Short Text	Optional	Enter a Short Text describing the line item Example: Supplies
PO Quantity	Required	Enter the quantity of goods being purchased Example: 100
O...	Required	Select the Order Unit for the goods from the drop-down list. Example: EA
..	Optional	Enter the Date Format; D = Day Example: D
Deliv. Date	Required	Enter date the goods are to be delivered in the format: MM/DD/YYYY Example: 03/30/2010
Net Price	Required	Enter the unit price of the goods being purchased Example: 5.00
Matl Group	Required	Enter first 4 digits of the Commitment Item or select from the drop-down list. Later this value is displayed as a description Example: 261A
Plnt	Required	Enter your Business Area. Later this value is displayed as a description. Example: L000

- 2) Click **<Enter>** on the keyboard to be prompted for any missing data. Resolve any Item Overview errors.



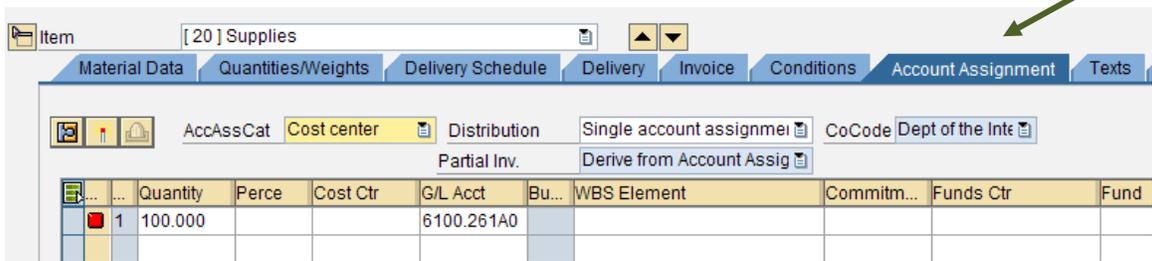
Do not worry about the error message, “**Account 6100.xxxxx requires an assignment to a CO object**”. You will resolve this error in the next steps.

- 3) Navigate to the **Item Detail** section and select the Line Item you just added in the Item Overview. You may select the Line Item from the drop-down list or use   the Up/Down arrows as navigation tools.



Line	Service No.	Short Text	Quantity	Un	Gross Price	Crc
10						US
20						US
30						US

- 4) Select **Account Assignment** the Account Assignment tab.



Quantity	Perce	Cost Ctr	G/L Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund
1	100.000		6100.261A0					

- 5) Type the accounting information using the **Cost Center**, **WBS Element (if required)**, **Fund** and **Functional area** fields as required by your agency. For Multiple Account Assignments, enter the applicable quantity in the **Quantity** field or the applicable percent in the **Perce(nt)** field. Distribution method will default based on data entered.

Item [20] Supplies																	
Material Data		Quantities/Weights		Delivery Schedule		Delivery		Invoice		Conditions		Account Assignment		Texts		Delivery Address	
AccAssCat		Cost center		Distribution		Distrib. on quantity basis		CoCode		Dept of the Inte		Partial Inv.		Distribute Proportionally			
...	...	Quantity	Perce	Cost Ctr	GL Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund	Functional Area						
1		50.000	50.0	LL00000000	6100.261A0	L000		261A00	LL00000000	XXXL1109AF	L00000000.000000						
2		50.000	50.0	LL00000000	6100.261A0	L000		261A00	LL00000000	XXXL1109AF	L13100000.000000						

6) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

i No messages issued during check

7) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

i Misc. Obligations 4500001428 changed



Add a Service Line

- 1) Move to the first empty row in the **Item Overview** section. Input data in the fields as described in the following chart.

Menu																					
Save		Back		Cancel		System		Document Overview On		Create		Display/Change		Other Purchase Order		Check		Print Preview		Messages	
Misc. Obligations				4500001428				Vendor				70005480 GIMMAL GROUP INC				Doc. date		03/09/2010			
Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt								
10	K	D		Special Study #1		1AU	D 03/30/2010	2,598.26	USD	1	AU	Professional	BLM								
20	K	D		Special Study #2		1AU	D 04/30/2010	1,500.00	USD	1	AU	Contracts-Co	BLM								
30	K	D		Special Study #3		1AU	D 05/30/2010	1,500.00	USD	1	AU	Contracts-Co	BLM								
40	K	D		Special Study #4		1AU	D 06/30/2010		USD			251A	L000								
									USD												

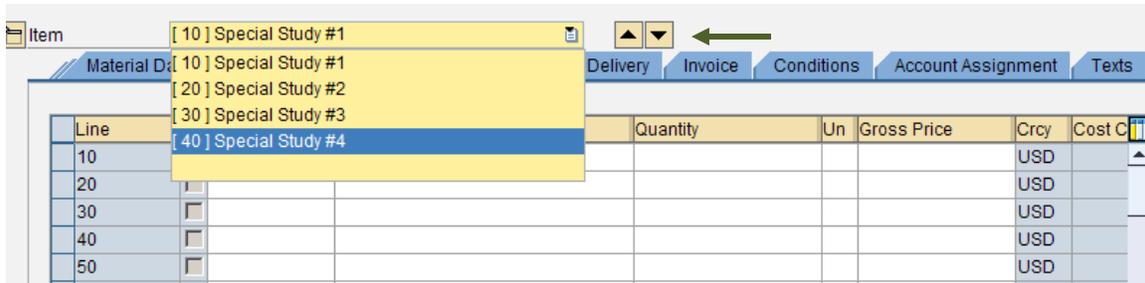
Field Name	Required / Optional / Conditional	Description
Item	Required	Enter line Item number, i.e. 10, 20, 30 Example: 40
A	Required	Enter Account Assignment Category K means Cost Center drives the line posting P means Project drives the line posting Example: K
I	Required	Enter D to identify that this line item is for Services Example: D
Short Text	Optional	Enter a Short Text describing the line item Example: Special Study #4
PO Quantity	Required	Always enter a quantity of one (1) for services Example: 1
O...	Required	Always enter Order Unit of AU for services Example: AU
..	Optional	Enter the Date Format; D = Day Example: D
Deliv. Date	Required	Enter date the goods are to be delivered in the format: MM/DD/YYYY Example: 06/30/2010
Net Price	Required	Leave blank as this field will be populated from data entered on the Limits tab in Item Details section Example: <blank>
Matl Group	Required	Enter first 4 digits of the Commitment Item or select from the drop-down list. Later this value is displayed as a description Example: 251A
Plnt	Required	Enter your Business Area. Later this value is displayed as a description. Example: L000

- Click **<Enter>** on the keyboard to be prompted for any missing data. Resolve any Item Overview errors.



Do not worry about the error message, **“Please maintain services or limits”**. You will resolve this error in the next steps.

- Navigate to the **Item Detail** section and select the Line Item added in the Item Overview. You may select the Line Item from the drop-down list or use   the Up/Down arrows as navigation tools.

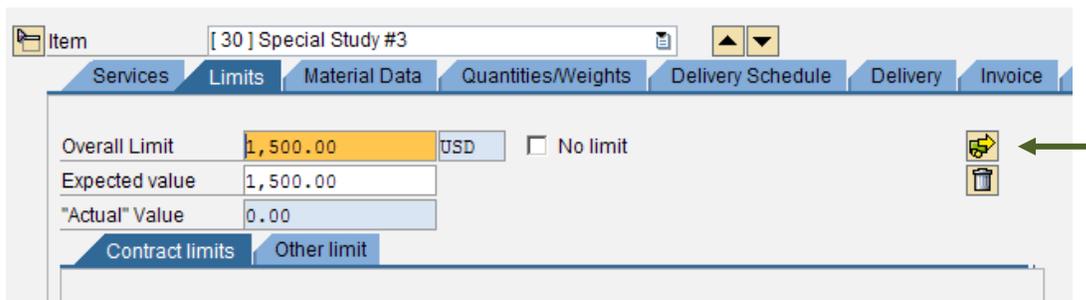


Line	Quantity	Un	Gross Price	Crcy	Cost C
10				USD	
20				USD	
30				USD	
40				USD	
50				USD	

- Select  the Limits tab of the Line Item. Enter the total obligation amount for this line item in both the **Overall Limit** and the **Expected value** fields in the Item Detail section. Click

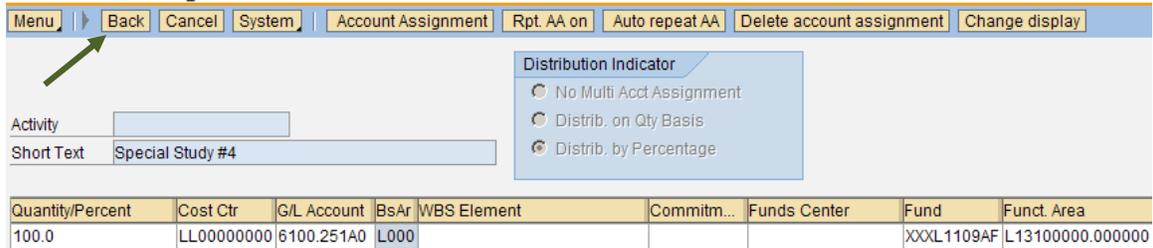


the **Account Assignment** icon.



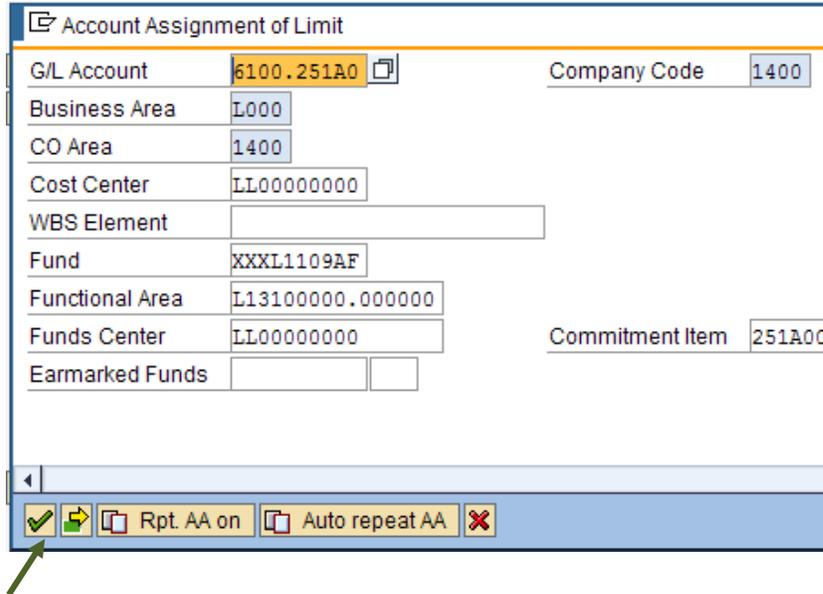
Overall Limit	1,500.00	USD	<input type="checkbox"/> No limit
Expected value	1,500.00		
"Actual" Value	0.00		

- Enter the applicable percent in the **Quantity/Percent** field. Then type the account assignment information using the **Cost Center, WBS Element, Fund** and **Functional Area** fields as required by your agency. G/L Account and Commitment Item will default from the Material Group. Click **Back** the **Back** button once all Account Assignment elements have been entered.



Quantity/Percent	Cost Ctr	G/L Account	BsAr	WBS Element	Commitm...	Funds Center	Fund	Funct. Area
100.0	LL00000000	6100.251A0	L000				XXXL1109AF	L13100000.000000

- Review the Account Assignment of Limit information, if displayed, and click  the Continue button. If changes need to be made, click  the Change Display button to return to the Account Assignment of Limit screen.



Account Assignment of Limit

G/L Account	6100.251A0	Company Code	1400
Business Area	L000		
CO Area	1400		
Cost Center	LL00000000		
WBS Element			
Fund	XXXL1109AF		
Functional Area	L13100000.000000		
Funds Center	LL00000000	Commitment Item	251A00
Earmarked Funds			

7) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

 No messages issued during check

8) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

 Misc. Obligations 4500001428 changed

Miscellaneous Changes to a Standard (Goods) Line

- 1) Navigate to the **Item Overview** section and select the Standard (Goods) Line Item to be changed.

Menu																					
Save		Back		Cancel		System		Document Overview On		Create		Display/Change		Other Purchase Order		Check		Print Preview		Messages	
Misc. Obligations				4500001429				Vendor				70011557 GENERAL ELECTRIC C				Doc. date 03/09/2010					
Header																					
Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt								
10	K			Supplies #2		25EA	D 03/30/2010	550.00	USD	1	EA	Field Supplie	BLM								
20	K			Supplies line 2		30EA	D 04/30/2010	100.00	USD	1	EA	IT Supplies&	BLM								

- 2) You may change **Short Text, PO Quantity, Order Unit, Delivery Date, Net Price** and **Material Group**.



Decreases in Quantity and Net Price are limited to goods remaining.



Change in Material Group requires a deletion of the GL Account and Commitment Item in the corresponding Line Item in the Item Detail section. This deletion allows the system to derive the correct GL Account and Commitment Item.

- 3) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

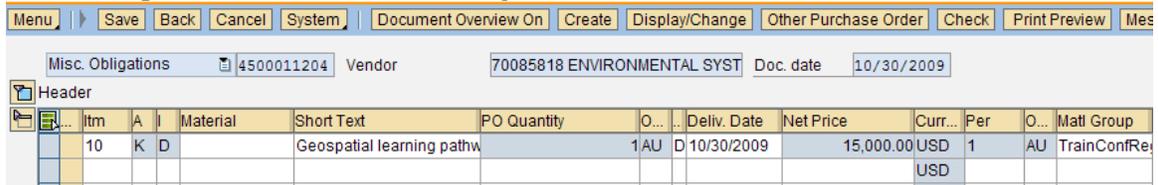
i No messages issued during check

- 4) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

i Misc. Obligations 4500001428 changed

Miscellaneous Changes to a Service Line

- 1) Navigate to the **Item Overview** section and select the Service Line Item to be changed.

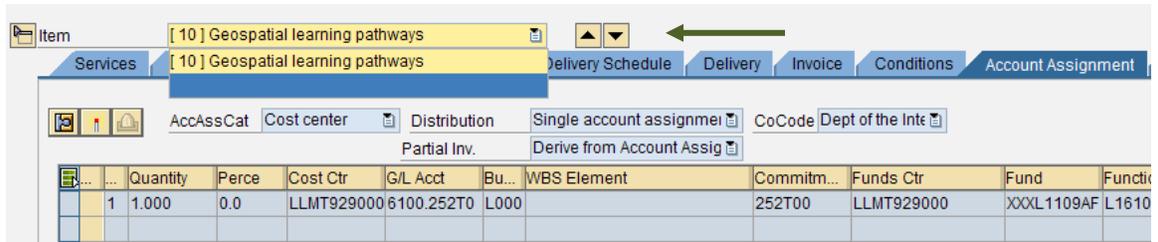


The screenshot shows the 'Item Overview' section of the software. At the top, there is a menu bar with options like 'Save', 'Back', 'Cancel', 'System', 'Document Overview On', 'Create', 'Display/Change', 'Other Purchase Order', 'Check', 'Print Preview', and 'Mes'. Below the menu, there are fields for 'Misc. Obligations' (4500011204), 'Vendor' (70085818 ENVIRONMENTAL SYST), and 'Doc. date' (10/30/2009). A 'Header' section is visible, containing a table with columns: Itm, A, I, Material, Short Text, PO Quantity, O..., Deliv. Date, Net Price, Curr..., Per, O..., and Matl Group. The table has one row with the following data: Itm: 10, A: K, I: D, Material: Geospatial learning pathw, PO Quantity: 1, O...: AU, Deliv. Date: 10/30/2009, Net Price: 15,000.00, Curr...: USD, Per: 1, O...: AU, Matl Group: TrainConfRe.

- 2) You may change **Short Text**, **Delivery Date** and **Material Group**.

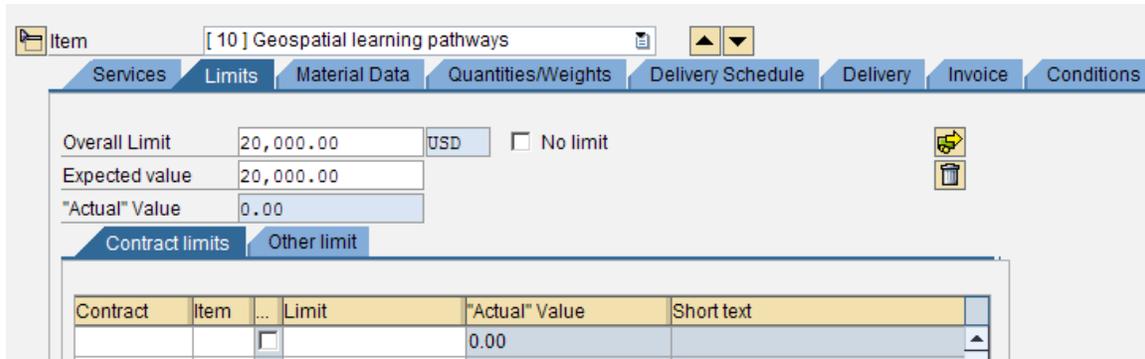
 Change in Material Group requires a correction of the GL Account and Commitment Item in the Account Assignment via the Limits tab in the Item Detail section.

- 3) To change the dollar amount, navigate to the **Item Detail** section and select the service Line Item to be changed. You may select the Line Item from the drop-down list or use   the Up/Down arrows as navigation tools.



The screenshot shows the 'Item Detail' section of the software. At the top, there is a dropdown menu for 'Item' with the value '[10] Geospatial learning pathways'. Below this, there are tabs for 'Services', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', and 'Account Assignment'. The 'Services' tab is selected, showing a table with columns: Quantity, Perce, Cost Ctr, G/L Acct, Bu..., WBS Element, Commitm..., Funds Ctr, Fund, and Functi. The table has one row with the following data: Quantity: 1, Perce: 1.000, Cost Ctr: LLMT929000, G/L Acct: 6100.252T0, Bu...: L000, WBS Element: 252T00, Commitm...: LLMT929000, Funds Ctr: XXXL1109AF, Fund: L1610.

- 4) Select the **Limits** tab of the Line Item. Type the revised obligation amount for this line item in both the **Overall Limit** and the **Expected value** fields.



Item [10] Geospatial learning pathways

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions

Overall Limit 20,000.00 USD No limit

Expected value 20,000.00

"Actual" Value 0.00

Contract limits Other limit

Contract	Item	...	Limit	"Actual" Value	Short text
		<input type="checkbox"/>		0.00	

 Decreases are limited to services that have not been invoiced.

- 5) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

 No messages issued during check

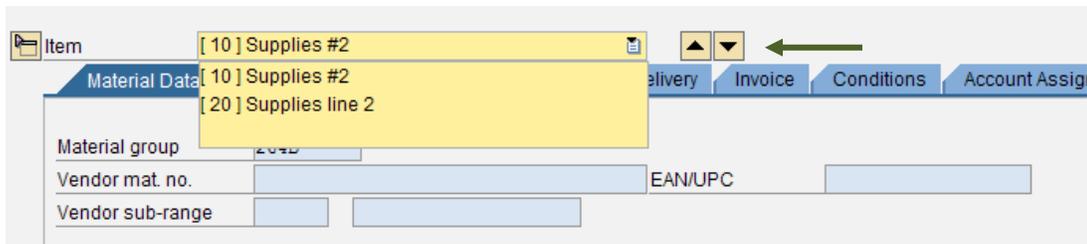
- 6) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

 Misc. Obligations 4500001428 changed

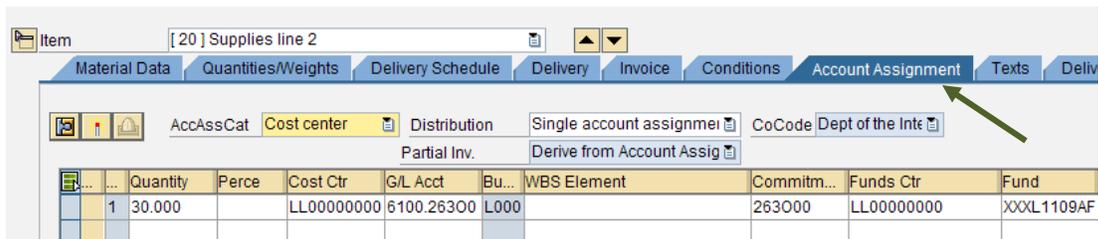
Change Account Assignment Funding for a Standard (Goods) Line

 Changes to Account Assignment Funding can only be made to a line where an invoice has not been posted.

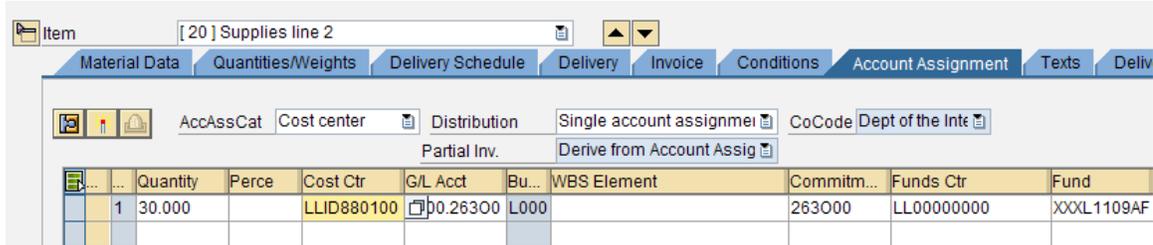
- 1) Navigate to the **Item Detail** section and select the standard (goods) Line Item to be changed. You may select the Line Item from the drop-down list or use   the Up/Down arrows as navigation tools.



- 2) Select **Account Assignment** the **Account Assignment** tab of the Line Item.



- 3) Type the changes to the accounting information in the corresponding **Quantity**, **Perce(nt)**, **Cost Center**, **WBS Element**, **Fund** and **Functional Area** fields. Add or delete an account assignment line to change the Distribution.



...	Quantity	Perce	Cost Ctr	G/L Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund
1	30.000		LLID880100	0.26300	L000		263000	LL00000000	XXXL1109AF



Do not change the G/L Acct or the Commitment Item unless you have changed the Material Group in the Item Overview.

- 4) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

 No messages issued during check

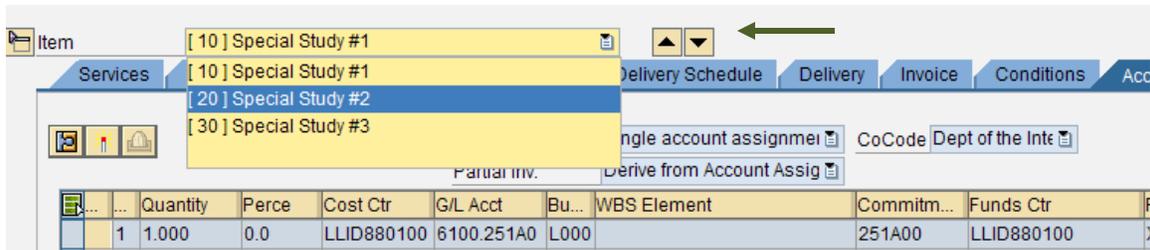
- 5) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

 Misc. Obligations 4500001428 changed

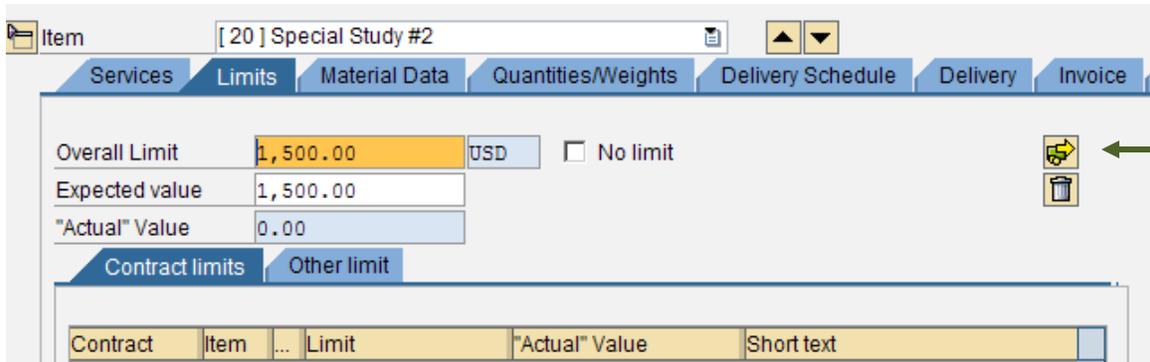
Change Account Assignment Funding for a Service Line

 Changes to Account Assignment Funding can only be made to a line where an invoice has not been posted.

- 1) Navigate to the **Item Detail** section and select the service Line Item to be changed. You may select the Line Item from the drop-down list or use   the Up/Down arrows as navigation tools.



- 2) Select **Limits** the **Limits** tab of the Line Item and click  the **Account Assignment** icon to open the account assignment fields for modification.



- 3) Click  the Change Display icon if the Account Assignment Limit summary screen is displayed. This occurs with a Single Account Assignment.

- 4) Type the changes to the accounting information in the corresponding **Quantity/Percent**, **Cost Center**, **WBS Element**, **Fund** and **Functional Area** fields. Add or delete an account assignment line to change the Distribution. Click  the **Back** button once all Account Assignment elements have been changed.

Quantity/Percent	Cost Ctr	G/L Account	BsAr	WBS Element	Commitm...	Funds Center	Fund	Funct. Area
60.0	LL00000000	6100.251A0	L000		251A00	LL00000000	XXXL1109AF	L00000000.000000
40.0	LLID880100	6100.251A0					XXXL1109AF	L10100000.BS0000
		6100.251A0						

 Do not change the G/L Acct or the Commitment Item unless you have changed the Material Group in the Item Overview.

- 5) Select **Check** the **Check** button to run edits. Resolve any errors. FBMS displays the following confirmation message when all errors are resolved.

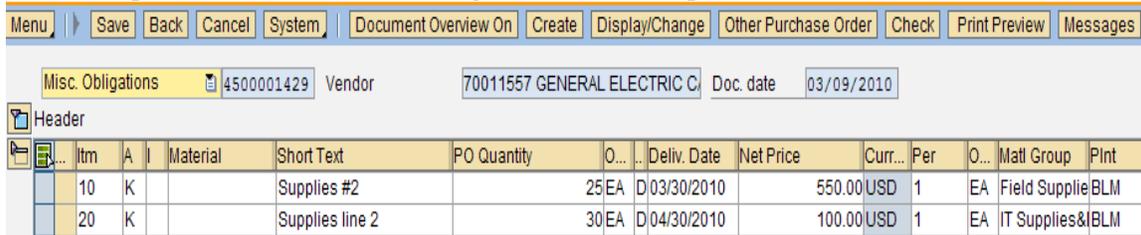
 No messages issued during check

- 6) Select **Save** the **Save** button to save the changes. FBMS displays the following confirmation message with the miscellaneous obligation number.

 Misc. Obligations 4500001428 changed

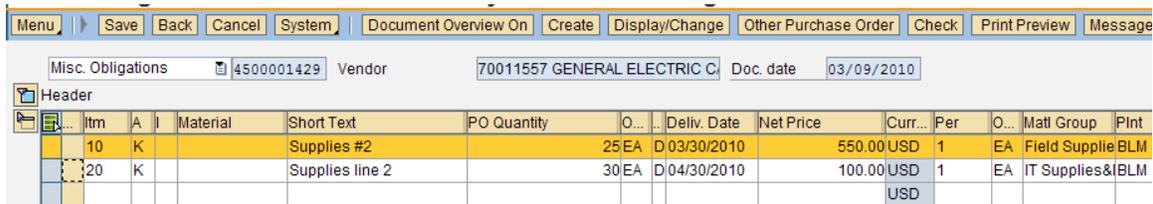
Delete a Standard (Goods) or Service Line

1) Navigate to the **Item Overview** section and select the Line Item to be deleted.



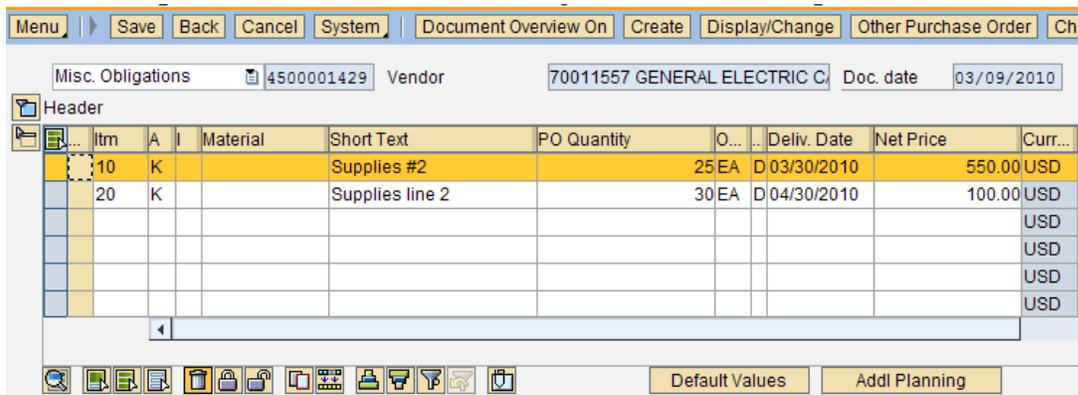
Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10	K			Supplies #2	25	EA	D 03/30/2010	550.00	USD	1	EA	Field Supplie	BLM
20	K			Supplies line 2	30	EA	D 04/30/2010	100.00	USD	1	EA	IT Supplies&	BLM

2) Click in the blue box to the left of the Line Item number to highlight the entire line item.



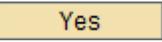
Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10	K			Supplies #2	25	EA	D 03/30/2010	550.00	USD	1	EA	Field Supplie	BLM
20	K			Supplies line 2	30	EA	D 04/30/2010	100.00	USD	1	EA	IT Supplies&	BLM

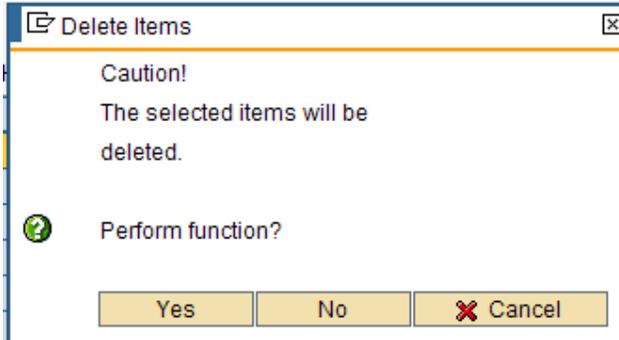
3) Select  the **Delete** icon to mark the Line Item as delete.



Item	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...
10	K			Supplies #2	25	EA	D 03/30/2010	550.00	USD
20	K			Supplies line 2	30	EA	D 04/30/2010	100.00	USD
									USD
									USD
									USD
									USD



- 4) FBMS issues a warning message as this action cannot be reversed. Select  the Yes button to delete the Line Item.



- 5) The Line Item is marked with  the **Delete** icon to indicate that the Line Item has been deleted.

Menu												
Save		Back		Cancel		System		Document Overview On		Create		
Display/Change		Other Purchase Order		Check		Print P						
Misc. Obligations		4500001429		Vendor		70011557 GENERAL ELECTRIC C		Doc. date		03/09/2010		
Header												
Item	Itm	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...
	10	K			Supplies #2	25 EA	D	03/30/2010	550.00	USD	1	EA
	20	K			Supplies line 2	30 EA	D	04/30/2010	100.00	USD	1	EA
										USD		

-  Once a Miscellaneous Obligation has been created, it can not be completely deleted. It can only be modified to reduce the open dollar amount to zero.



Troubleshooting Common Errors

<i>Error Description</i>	<i>Resolution</i>
Some required fields.....are empty	Enter a value in each required field
Please enter xxxxxx	Enter a value in the required field
Functional Area xxxxxx not defined	Enter a validate account assignment value
Fund Center does not exist in FM area 1400	Enter a validate account assignment value
First 5 chars of Commitment Item does not equal 6-10 of GL account	When changing Material Group, blank out the MO line's GL Account and Commitment Item and then click the Check button to execute the defaulting logic
Account xxxxx requires an assignment to CO object	Complete the account assignment for the line and click the Check button to see if error is resolved
In case of account assignment, please enter acc. assignment data for item	Enter account assignment data on the specified line item
Please maintain services or limits	When adding a Service line, select the Limits tab and type the obligation amount in both the Overall Limit and the Expected value fields.