



DOI FBMS Standard Operating Procedure (SOP)
Department of the Interior
Creating a Multi-line Purchase Requisition for a Capitalized Asset

Standard Operating Procedure



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Understanding the SOP Scenario

1.1 Scenario

This SOP describes the entire process for creating a purchase requisition that has multiple line items that comprise a single capitalized asset. This process requires the Property Manager to create an Asset Master Record (AMR) for each capitalized item and assign the asset number to the appropriate line items on the Purchase Requisition prior to approving the requisition. After the asset is received, the Property Manager needs to update the AMR with additional information. This process goes through creating the requisition, approving the PR, creating a purchase order, receiving the goods, creating an invoice, and reviewing the accounting details.

Acquisition Process

In this scenario, we are purchasing IT equipment that consists of two Sun Servers, the modular storage system components, power cords, and acquisition services.

This table provides a generic look at how the Purchase Requisition could be created:

Line Item	Short Text	AAC	Qty	UM	Price	UPC
10	Sun Server	A	1	EA	20078.00	70211400
20	Sun Server	A	1	EA	20078.00	70211400
30	Rail Kit	K	3	EA	202.00	70500000
40	Expansion Cabinet	K	2	EA	1,550.00	70500000
50	Storage Device	K	3	EA	615.00	70250100
60	Power Cord	K	3	EA	150.00	70352000
70	Acquisition Services	D	1	AU	7845.00	D3140100



It is important to note that this is only an example and that you should determine the correct UPCs to use based on what you are ordering on your Purchase Requisition.

In this example, we are ordering two servers that are exactly alike. However, these are considered separate capitalized Asset Master Records within FBMS. Therefore, FBMS requires each capitalized item be on a separate line item on the Purchase Requisition. The reason you are limited to a quantity



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of one for each capitalized item is that FBMS automatically creates an AMR shell for each capitalized item when the Purchase Order is awarded.

Property Approver Problem

The table below shows how the two capitalized AMRs are attached to line item 10 and 20 respectively. The other line items are required components to assemble the servers.

To effectively track the total cost for each asset, we want to include the costs for the various components as part of the capitalized asset. However, for line items 30 through 60, the Account Assignment Code of K means that these items are expensed and therefore, not rolled into the total value of the capitalized asset.

Line Item	Short Text	AAC	Qty	UM	Price	UPC	Total Price
10	Sun Server	A	1	EA	20078.00	70211400	20078.00
20	Sun Server	A	1	EA	20078.00	70211400	20078.00
30	Rail Kit	K	3	EA	202.00	70500000	606.00
40	Expansion Cabinet	K	2	EA	1,500.00	70500000	3000.00
50	Storage Device	K	3	EA	615.00	70250100	1845.00
60	Power Cord	K	2	EA	150.00	70352000	300.00
70	Acquisition Services	D	1	AU	7845.00	D3140100	7845.00

1.2 Solution

Property Approver Process

In order to capture the true value of an asset and depreciate it accordingly, the Property Approver should create AMRs and assign the asset number to each line item on the Purchase Requisition prior to approving the PR.

This table shows how the two capitalized AMRs are attached to line item 10 and 20 respectively. The first asset number is also assigned to line items 30, 50, and 60. The second asset number is assigned to line item 40.

Line Item	Short Text	AAC	Qty	UM	Price	UPC	Asset Number
-----------	------------	-----	-----	----	-------	-----	--------------



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Line Item	Short Text	AAC	Qty	UM	Price	UPC	Asset Number
10	Sun Server	A	1	EA	20078.00	70211400	87773
20	Sun Server	A	1	EA	20078.00	70211400	87774
30	Rail Kit	K	3	EA	202.00	70500000	87773
40	Expansion Cabinet	K	2	EA	1,500.00	70500000	87774
50	Storage Device	K	3	EA	615.00	70250100	87773
60	Power Cord	K	2	EA	150.00	70352000	87773
70	Acquisition Services	D	1	AU	7845.00	D3140100	NA

Goods Receipt

Now, when the goods are received, FBMS updates the asset value by rolling up the individual line items into each asset record.

1.3 Benefits of an Integrated System

FBMS is an integrated system. The asset acquisition value is recorded when the receiving official enters the Goods Receipt in FBMS.

Actions performed by one functional area affect other functional areas. For example, when an AMR shell for an asset is deactivated, FBMS blocks a vendor payment from being made. Failure to properly perform processes can result in requiring manual, labor-intensive processes required to correct the problem.

1.4 Explanation of Field Tables

Field Name	R/O/C/D	Description
Field Name	R	Required must be entered
	O	Optional
	C	Conditional must be entered if another field is maintained
	D	System default information



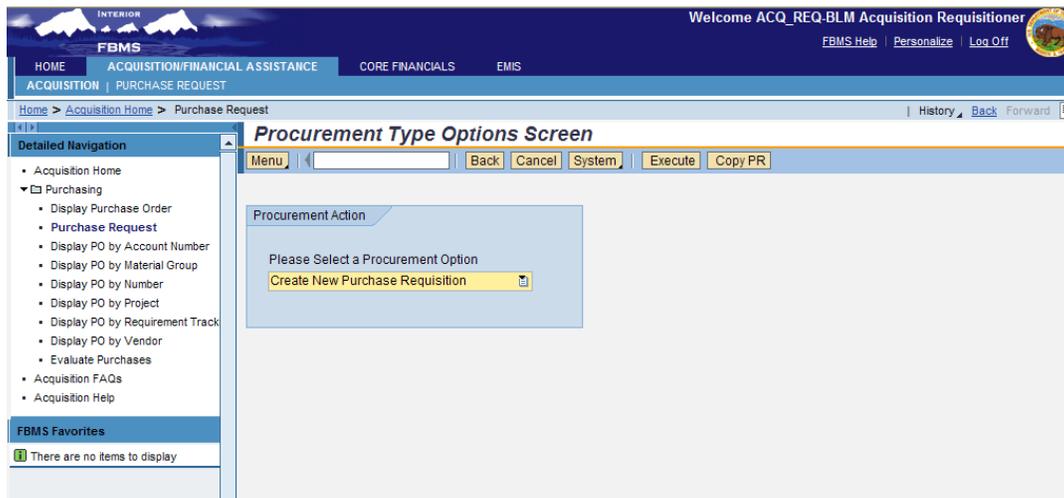
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Process Flow

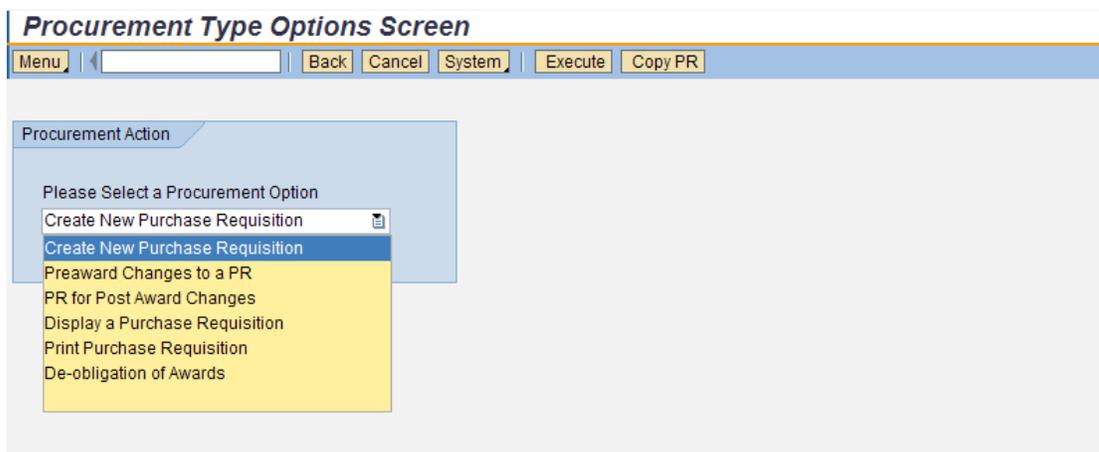
1.5 Creating a Multi-line Purchase Requisition

1. To create a multi-line purchase requisition, select the portal path **ACQUISITION** tab → **Purchasing** folder → **Purchase Request** to access the *Procurement Type Options* screen.



Note: If you are creating a new PR with data that is similar to a previously created PR, click **Copy PR** the Copy PR button and select the PR to copy – all data (except for the approvers) is copied into the new PR, follow the succeeding steps and change as necessary.

2. Select the **Create New Purchase Requisition** option and select **Execute** the **Execute** button.





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3. FBMS displays the *Summary – Create PR* screen.

4. On the *Summary Screen – Create PR*, complete the following fields on the **Header Info** tab:



Note: Use the **Search** button to select the Contracting Officer, Receiving Officials, and Originating Office.

Field Name	R/O/C	Description
Document Type	R	Document Type This field specifies the type of purchase request being created. Example: FP
Requisition Title	R	A description of the request. Example: SUN SERVER
Requisitioner	D	FBMS defaults the user name of the person creating the purchase request. Person requesting the goods or services. It could be the person creating the purchase request, but may include other office personnel request the item. Example: ZLAQREQSNR



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Field Name	R/O/C	Description
CO Responsible	O	The contracting officer responsible for the contract. Example: ZLAQCNTROFF1
COR/Receiving	R	The COR/Receiving Official responsible for receiving the goods or services. Example: ZLAQCOTRREC
Originating Office	R	The office originating the request and benefiting from this procurement. Search using Z509 as the account group. Example: 3000000461
COR/Receiving Alt	O	An alternate COR responsible for receiving the goods. Example: ZLAQCOTRREC
Originating Office POC	O	A point of contact for the office originating the request and benefiting from this procurement. Example: KC WATSON
Issuing Office	R	The procurement office. Example: LEA

5. Select **Approval / Status** the **Approval / Status** tab.

Summary Screen - Create PR

Menu | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | **Approval / Status** | Header Text

PR Create

Document Type: FP

Requisition Title: SUN SERVER

Adv Procurement Plan: []

Requisitioner: ZLAQREQSNR

CO Responsible: ZLAQCNTROFF1 | Total Value: 0.00

COR/Receiving: ZLAQCOTRREC | Ratification Indicator: []

Originating Office: 3000000461 | COR/Receiving ALT: ZLAQCOTRREC

Originating Office POC: KC WATSON | GSA/Contract Number: []

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	☑				☑	☑	☑	0.00

Item Detail | [] | [] | [] | [] | [] | [] | []



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6. Complete the following fields:



Note: Use the **Search** button to quickly access the Approver IDs.

Field Name	R/O/C	Description
Supervisor	R	The user name of the supervisor approving the request. Example: ZLAQSUPVSR
Property Approver	C	The user name of the property approver. This is conditional, depending on the UPC. Example: ZLAQPROPAPR
IT Approver	C	The user name of the IT approver. This is conditional, depending on the UPC. Example: ZLAQITAPRV
Certifying Funds Approver	R	Certifying funds approver that approves the request and verifies that funding is available and the funding is correct. Example: ZLAQCRFDAPR

Workflow Process Flow: The requisitioner creates a purchase request (PR) in FBMS and submits it for processing. The requisitioner identifies all approvers on the PR, including the approving supervisor, certifying funds approver, and any additional approvers (IT, Property, or other specific Bureau-defined approvers) prior to submitting the PR for processing.



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As soon as the PR is submitted, the supervisor, who is always the first required approver, and the requisitioner receive a workflow e-mail notification in their bureau e-mail inboxes stating that a purchase request needs supervisory approval.

7. Complete the following **Line Item** fields:

Field Name	R/O/C	Description
Line Item	D	The line item for the item being requested. Each item on a purchase requisition has a unique, system-assigned number. Example: 10
Short Text	R	Description of the item being requested. Example: SUN SERVER 1TB
Item Category	R	An indicator identifying if the item is a good or service. The default is blank for goods. Enter a D if the line item is for a service.  BLANK - Leave this field blank for ALL goods and property items you are purchasing. Goods are received using a Goods Receipt transaction based on a specific quantity of the product being received.  D - Enter a D if the line item is for a service. Receipt of a service is based on a dollar value and is recorded using a Service Entry Sheet. Example: Blank
Quantity	R	The quantity of the line item being requested.  FBMS restricts the quantity for a capitalized asset to one. Example: 1



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Field Name	R/O/C	Description
UOM	R	<p>The Unit of Measure which the requested material is being ordered.</p> <p> An Item Category of blank is ALWAYS used for goods, and as such the unit of measure is always EA.</p> <p> An Item Category of D is ALWAYS used for services, and as such the unit of measure is always AU.</p> <p> CAUTION: The system does not prevent you from entering a unit of measure of AU when the Item Category is blank.</p> <p>Example: EA (Always use for Goods)</p>
Est Unit Price	R	<p>The estimated price for each unit for the good(s) being purchased.</p> <p> Take Note: The Account Assignment Code is derived based on the UPC code and the dollar value in the Est. Unit Price field – not the Total Price of the goods.</p> <p>Example: 20078.00</p>



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Field Name	R/O/C	Description
UPC	R	<p>The User Product Code which identifies the item being requested.</p> <p> The UPC determines whether FBMS automatically creates an Asset Master Record (AMR) shell and if appropriate, an Equipment Master Record (EMR) shell when the Purchase Order is awarded.</p> <p> Take Note: The Account Assignment Code is derived based on the UPC code and the dollar value in the Est. Unit Price field – not the Total Price of the goods.</p> <p> On the Production Portal, go to the PROPERTY tab to access the UPC to Asset Class Crosswalk spreadsheet. Property items are determined by the UPC. Look at a particular UPC along with the Est. Unit Price to determine the Account Assignment Code (AAC) and the Commitment Item (formerly called Budget Object Class – BOC) that is derived by FBMS. The AAC = A is for capitalized assets and the AAC = L is for non-capitalized assets.</p> <p>Example: 70211400</p>
Sugg Vendor	O	<p>The vendor that may provide the good(s). This assists the Contracting Officer in identifying available sources. Limited to one suggested vendor. If you have more than one, identify them on the Header text.</p> <p>Example: 70703569</p>

8. **Highlight the line item** and select  the **Item Detail** button.



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Summary Screen - Create PR

Menu | | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | Approval / Status | Header Text

Overall Status

Funds Check Status

Supervisor

Property Approver

IT Approver

Adhoc Approver

Certifying Funds Approver

Line Item	Short Text	Acc lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB			1	EA	20078.00	0.00	USD	70211400	

Item Detail | | | | | | |

9. As required, complete the following fields on the Accounting Info tab:

Field Name	R/O/C/D	Description
Item	D	The line item for the item being requested. Each item on a purchase request has a unique, system-assigned number. Example: 10
Seq #	D	For a multi-funded asset, FBMS creates additional sequence numbers for each unique line of accounting. Example: 1
Cost Center	R	Organizational unit within a controlling area that represents a defined location of cost incurrence. Example: LLIDB00200
Functional Area	R	Structure criterion for an enterprise or government based on functional aspects. Example: L16520000.GX0000



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Field Name	R/O/C/D	Description
Fund	R	<p>A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts, used to distinguish cash and other financial resources.</p> <p>This field is derived when you press the Enter key on your keyboard.</p> <p> Note: If you choose to press the Enter key, FBMS will bring up the Delivery Address tab.</p> <p>Example: XXXL1109AF</p>
WBS	C	<p>Work Breakdown Structure is conditional.</p> <p>Key identifying a WBS element; associates the order to a WBS element and is used to reporting purposes.</p> <p>Example: blank</p>

10. Select the **Delivery Address** tab or press the **Enter** key on your keyboard.

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1		1.000	EA	20,078.00	LLIDB00200	L16520000.GX0000		

11. Complete the following fields on the **Delivery Address** tab:



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Field Name	R/O/C	Description
Delivery Date/POP From	R	<p>Delivery date or Period of Performance. For all Item categories this field is required.</p> <p>If Item Category is “blank” for Goods – Enter Delivery Date for the line item.</p> <p>Example: 03/12/2010</p>
Delivery Address Code	R	<p>Delivery address that is entered in the FBMS system.</p> <p> The Delivery Address needs to be in the Address Group ME01 – Delivery Addresses.</p> <p>Example: 4276285</p>



Note: FBMS populates the Delivery information in this screen after the **Enter** key is selected. The screen below shows some of the default information populated, in the Delivery Address tab, after the Enter key is selected.

The screenshot shows the 'Accounting / Delivery Address / History - Create PR' window. The 'Delivery Address' tab is selected. The 'Delivery Date / POP From' field is populated with '03/17/2010'. The 'Delivery Address Code' field is populated with '4276310'. Below this, the address details are shown: Name 'BLM-CO COLORADO STATE OFFICE*', Street '2850 YOUNGFIELD STREET', House Number (empty), and City 'LAKEWOOD'. There is an 'Address Details' button next to the address code field.

- Press the **Enter** key on your keyboard to populate the delivery address information and return to the *Accounting Info* tab.



FBMS returns you to the Accounting Info tab when you press the **Enter** key on your keyboard.



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Accounting / Delivery Address / History - Create PR

Menu | [] | Back | Cancel | System | UPC Override | First Item | Previous Item | Next Item | More...

Item Info

PR Item Number	10	Unit Price	20,078.00
Item Category		Amount	20,078.00
Plant	L000	Item Quantity	1.000 EA
BETC	DISB	TAS	14X1109
Ordering Agency Ref.		GSA/Fedstrip No.	
User Product Code	70211400	G/L Account	1750.311E0 <input type="button" value="Item Text"/>
Material group	7021CA10	Acct Assgn Category	A

Accounting Info | **Delivery Address** | **History**

Distribution Idr: Single account assignn UPC Override Flag Tradein

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1		1.000	EA	20,078.00	LLIDB00200	L16520000.GX0000	XXXL1109AF	

13. Select the **Back** button to return to the main summary *Screen – Create PR* screen.

Summary Screen - Create PR

Menu | [] | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | **Approval / Status** | **Header Text**

PR Create

Document Type: FF Rs for Funded Contracts

Requisition Title: SUN SERVER

Adv Procurement Plan: []

Requisitioner: ZLAQREQSNR

CO Responsible: ZLAQCNTIROFF1 | Total Value: 53,752.00

COR/Receiving: ZLAQCOTRREC | Ratification Indicator: []

Originating Office: 3000000461 | COR/Receiving ALT: ZLAQCOTRREC

Line Item	Short Text	Acc lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB	A		1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC

Use the **Copy Line** icon when you are entering several line items with similar details. For example, when the Account Info and Deliver Address are the same select the Copy Line icon and change the short text, quantity, unit price, and UPC as required. Or, you can select the **Insert an Item** button and change the line item as required.



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14. Copy and existing Line Item or insert an item and repeat steps 7 – 13 as necessary.



Note: You may need to deselect the line that you just completed and select the next line to complete. When you have two lines selected, FBMS brings up the first line.

In the example below, there are 7 line items on the requisition that make up the server. Each disk is a capitalized item; therefore, each disk needs to be entered as a separate line item on the Purchase Requisition. FBMS grays out the Quantity field for each capitalized line item.

Summary Screen - Create PR

Menu | Save | Back | Cancel | System | Hold PR | Submit PR

Header info | Approval / Status | Header Text

PR Create
 Document Type: FP PRs for Funded Contracts
 Requisition Title: SUN SERVER
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR
 CO Responsible: ZLAQCNTROFF1 | Total Value: 53,752.00
 COR/Receiving: ZLAQCOTRREC | Ratification Indicator:
 Originating Office: 3000000461 | COR/Receiving ALT: ZLAQCOTRREC

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
30	RAIL KIT	K			3.000	EA	202.00	606.00	USD	70500000	ADP COMPO
40	EXPANSION CABINEK				2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPO

Item Detail | [Icons]

Use the scroll bar on the right side of the window to view additional line items.

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
40	EXPANSION CABINEK				2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPO
50	STORAGE DEVICE	K			3.000	EA	615.00	1,845.00	USD	70250100	ADP INPUT (
60	POWER CORD	K			2.000	EA	150.00	300.00	USD	70352000	POWER SUF
70	ACQUISITION SERVIK	D			1.000	AU	7,845.00	7,845.00	USD	D3140100	ADP SYSTEM

Item Detail | [Icons]

15. Optionally, you can enter Header Text to add information to the Purchase Requisition. Select the **Header Text** button.



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Summary Screen - Create PR

Menu | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | Approval / Status | Header Text

PR Create

Document Type Prs for Funded Contracts

Requisition Title SUN SERVER

Adv Procurement Plan

Requisitioner ZLAQREQSNR

CO Responsible ZLAQCNTROFF1 Total Value 53,752.00

COR/Receiving ZLAQCOTRREC Ratification Indicator

Originating Office 3000000461 COR/Receiving ALT ZLAQCOTRREC

Line Item	Short Text	Acc	lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
30	RAIL KIT	K			3.000	EA	202.00	606.00	USD	70500000	ADP COMPO
40	EXPANSION CABINEK				2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPO

Item Detail

16. Select **Header text** the **Header text** button.

Summary Screen - Create PR

Menu | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | Approval / Status | Header Text

PR Header Text

Enter the Purchase requisition Header Text

Header text

Line Item	Short Text	Acc	lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
30	RAIL KIT	K			3.000	EA	202.00	606.00	USD	70500000	ADP COMPO
40	EXPANSION CABINEK				2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPO

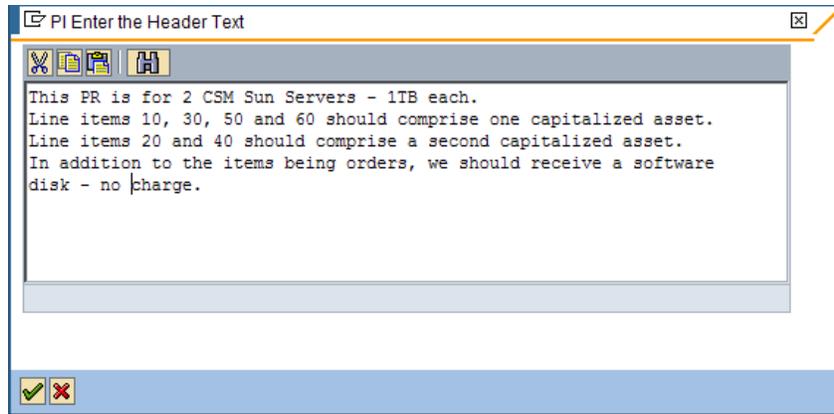
Item Detail

17. Enter free-form text in the window.



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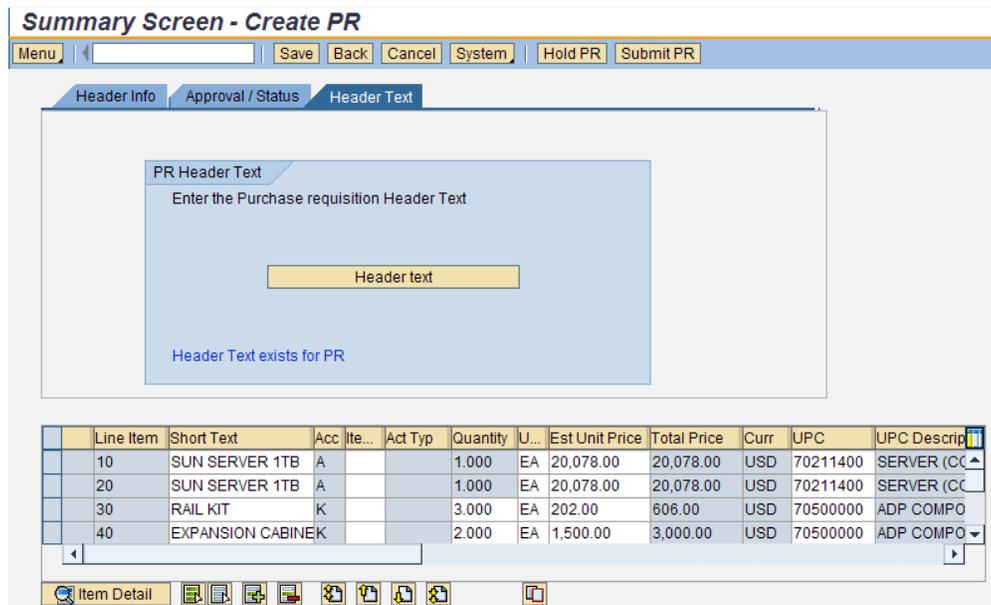


Note: In this example, there are items required to complete the purchase requisition. These items have no cost, so you will not enter them or receive them as separate items. Also, any special instructions for the Approvers should be put in the Header. In the Contract Management System, this information populates the Header Text fields.

18. Select the **Continue** button to return to the *Summary Screen – Create PR*.



Note: When header text exists on the PR, FBMS displays the message 'Header Text exists for PR' on the Header Text tab.



19. After all the line items and associated detail information is entered, select the **Submit PR** button.



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Summary Screen - Create PR

Menu | Save | Back | Cancel | System | Hold PR | Submit PR

Header Info | Approval / Status | Header Text

PR Create

Document Type PRs for Funded Contracts

Requisition Title SUN SERVER

Adv Procurement Plan

Requisitioner ZLAQREQSNR

CO Responsible ZLAQCNTROFF1 Total Value 53,752.00

COR/Receiving ZLAQCOTRREC Ratification Indicator

Originating Office 3000000461 COR/Receiving ALT ZLAQCOTRREC

Line Item	Short Text	Acc	ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Descrip
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (CC
30	RAIL KIT	K			3.000	EA	202.00	606.00	USD	70500000	ADP COMPO
40	EXPANSION CABINEK				2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPO

Item Detail



Note: FBMS displays the message, "Purchase Requisition XXXXXXXX Created. WorkItem ID: XXXXXXXXXXXXX" in the lower left-hand side of the screen.

Procurement Type Options Screen

Menu | Back | Cancel | System | Execute

Procurement Action

Please Select a Procurement Option

Preaward Changes to a PR

10022104

Purchase Requisition 10022104 Changed. WorkItem ID : 000003457286

RD1 (100)



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1.6 **Approving a Purchase Requisition**

Workflow Helpful Hints

Before you begin using workflow to manage purchase requests (requisitions) it is important to know the following information:



A Workflow Administrator can forward a task to other approvers; therefore, it is imperative that all approvers access their MY TASKS folder at least once a day.

- FBMS uses workflow to route purchase requests (PRs) for electronic approvals. Each PR must go through a series of approvals before it moves to the FBMS Contract Management System. Workflow allows these approvals to be completed within FBMS.
- Approvers are notified through their Bureau e-mail system that they have purchase request items to act upon; they then login to the FBMS workplace to complete those tasks.
- The FBMS workplace contains a list of all work items assigned to the user. Once that user acts on the task, the task is routed on to the next person in the approval chain for action.
- The approver takes action on the work item. Actions can include:
 - Approve – allows the purchase request to move forward along the workflow path to the next approver. After the final approver (Certifying Funds Approver) approves a purchase request, the document is released to the FBMS Contract Management System for the award process to be executed.
 - Reject – a message is sent to the requisitioner announcing the rejection. It provides a reason for the PR rejection.
 - Change – the approver can make changes to the purchase request and then approve it after the change is made. Changes may include adding attachments, adding additional line items, changing the UPC, modifying the header, correcting the accounting information, adding an asset number to a line, or including a message to the requisitioner.
- The certifying funds approver is always the last approver in the workflow approval process. He or she reviews the purchase request to validate that the accounting string is correct and funding is available. This approver has budget responsibility and knowledge of what is being spent in his or her cost center.
- You can use the workflow log to see if a purchase request was approved by other approvers and/or transmitted to the FBMS Contract Management System.

Approvers



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All approvers, defined on the Approver / Status tab on the Purchase Requisition, need to approve the Purchase Requisition before it is sent to the Contract Management System where the Purchase Order is awarded.

The role of all approvers is to review and verify that information on the purchase request is accurate, including the accounting information.

Property Approvers

The Property Approver is responsible for reviewing all Purchase Requisitions (PR) for property items. It is imperative that each property item has the correct UPC, which in turn derives the account assignment code, G/L Account, and Commitment Item (formerly called Budget Object Class – BOC). The UPC also is used by FBMS to determine when Asset Master Record (AMR) and Equipment Master Record (EMR) shells are generated.

In addition to validating the above information, the Property Approver should always check the Header Text for any special instructions.

When a purchase requisition has multiple line items that roll up to a single asset AND **all lines contain the same line of accounting**, the Property Approver/Manager must first manually create an Asset Master Record for each capitalized asset. The asset number(s) must be assigned to each line item on the purchase requisition before it is approved.

If the funding for an asset has more than one accounting string, update the first funding line item with the asset number and sub-number of zero. Update the remaining funding line item(s) for the component(s) with the same asset number and sequential sub-number(s) that are created by the Property Approver/Manager.

Line Item	Short Text	Accounting String	Asset Number	Sub-number
10	Server	1	12345	0000
10	Server	2	12345	0001
10	Server	3	12345	0002

If a PR is incorrect, the Approver can:

- Reject the PR and work with the Requisitioner to make changes (e.g. pick the correct UPC).
- Create or delete line items as needed to ensure the item is correct.
- Correct the PR using the Preaward Changes to a PR option.



This task walks through the steps that a Property Approver would complete.

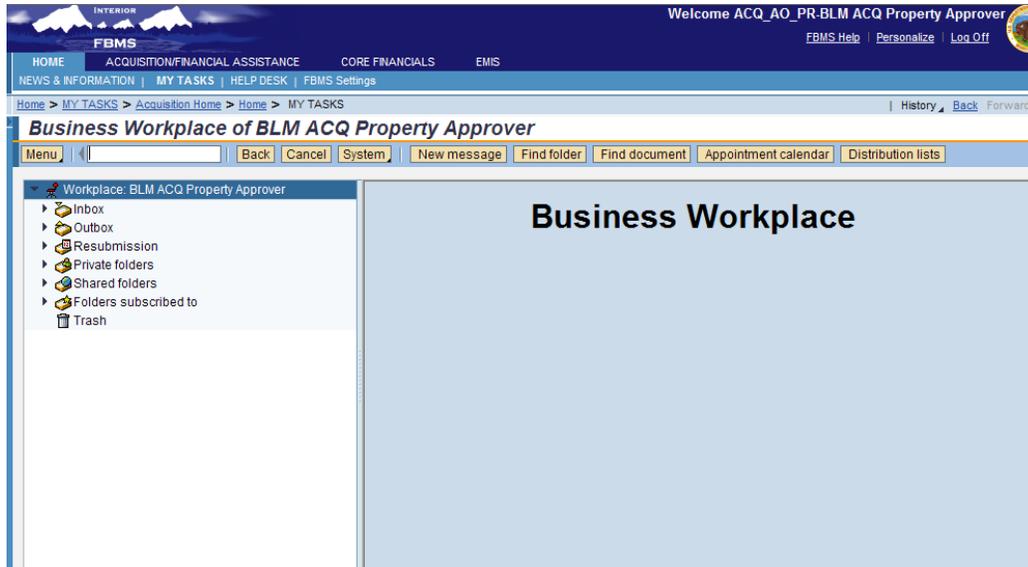
1. Select the portal path **HOME** → **MY TASKS** to access *Business Workplace* screen.



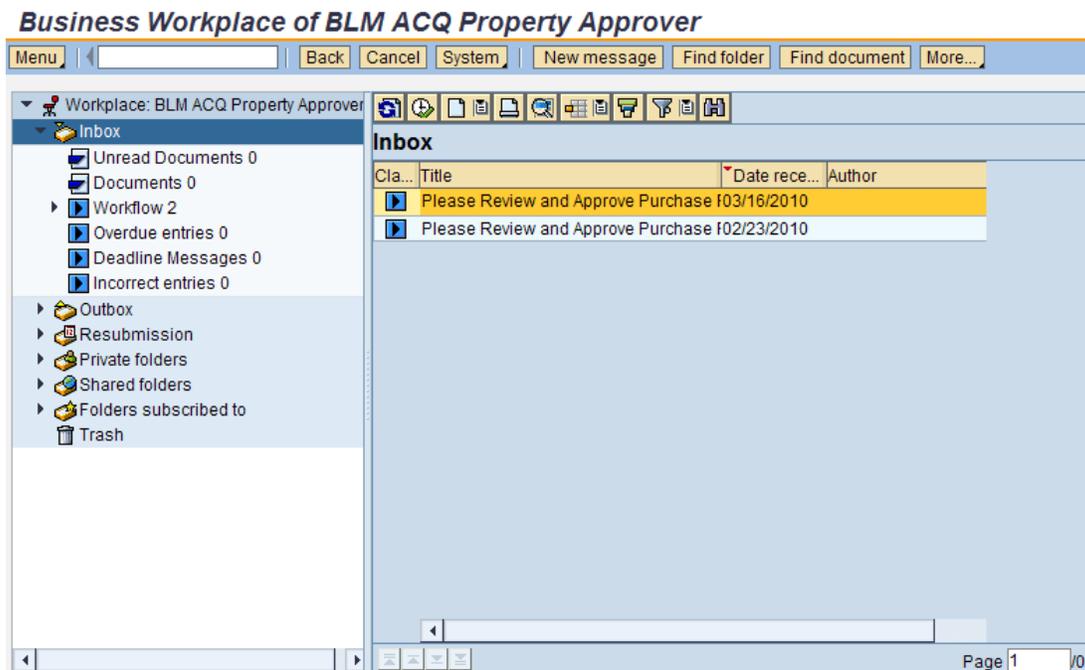
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2. View your workflow message(s) by selecting the **Inbox** in the left navigation pane and then selecting **Workflow XX**. The number to the right of the Workflow title represents the number of message waiting in your workflow inbox.



Note: All workflow messages awaiting approval are displayed in the Workflow window.

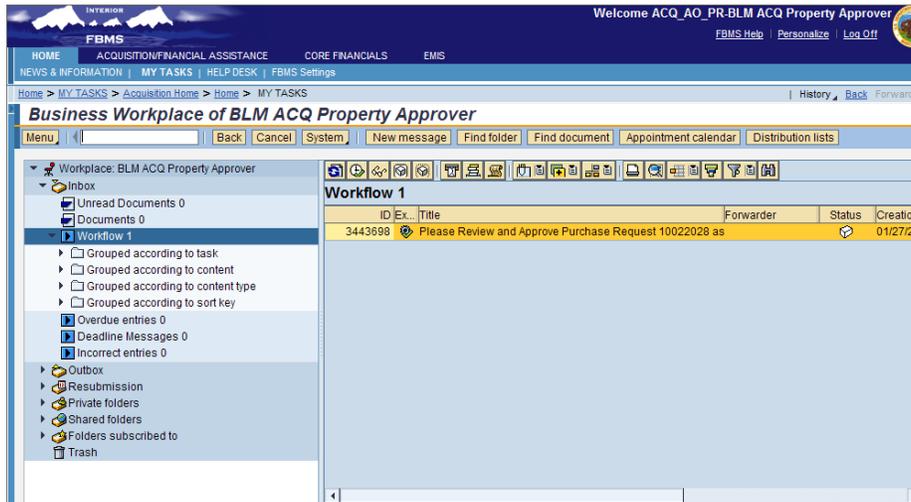


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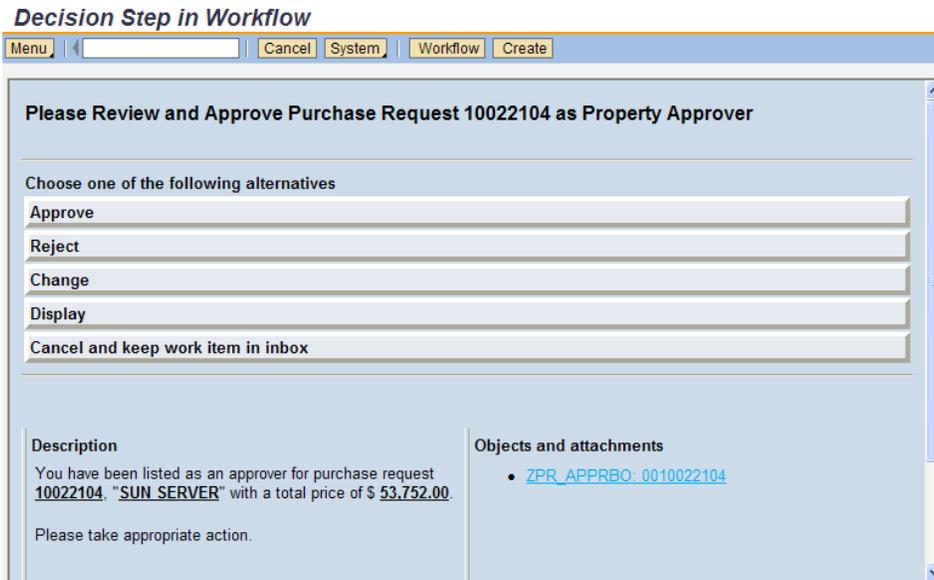
Department of the Interior

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3. **Double-click** on the **Workflow ID** associated with the item you want to review.



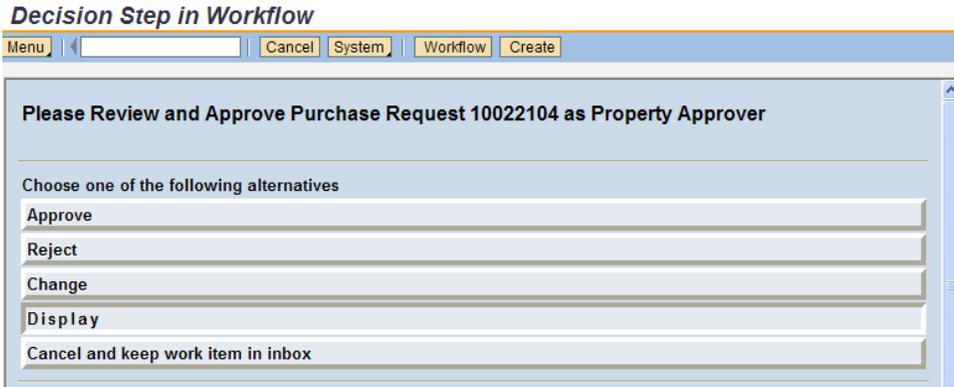
4. Review the **Description** in the lower left pane of the Workflow window.



5. Select the **Display** alternative to review the Purchase Request details.



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6. Select **Header Text** the **Header Text** tab to determine if there are any special instructions regarding the PR.

When the note “Header Text exists for PR” appears on the Header Text tab, there is additional information to review prior to approving the PR.



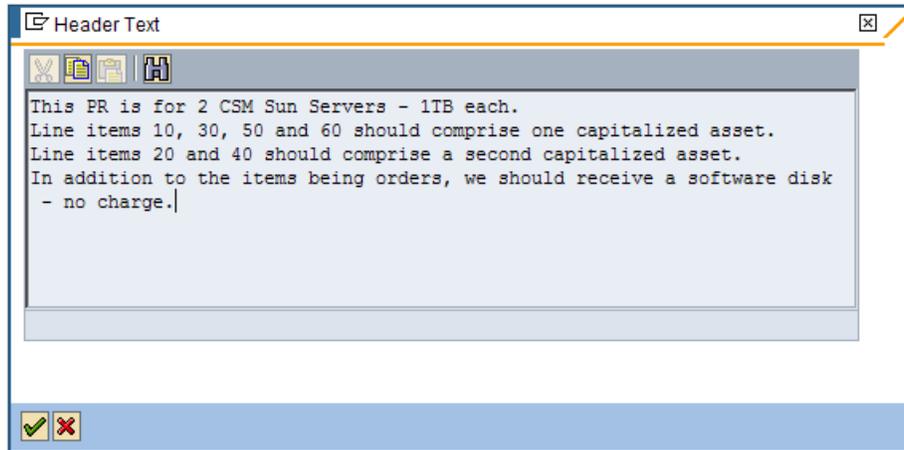
7. Select **Header text** the **Header text** tab and review the information.



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8. Select the **Cancel** button or the **Continue** button to return to the PR.

Property approvers are responsible for determining the following and taking the appropriate action:

- Verify that the UPC is correct based on the description and dollar threshold for the line item. Failure to input the correct UPC will result in multiple downstream problems, like:
 - The absence of equipment records being created when the award is made
 - Assets being created unnecessarily
- Determine if the requisition is comprised of multiple lines items that should roll up into a single asset (Example: a server, server rack, optical cables, etc.).
 - As part of the approval process, if it is unclear about the above scenario, you need to communicate with the Requisitioner to determine if two or more lines on the purchase requisition need to be combined into one asset.
 - If yes, the Property Approver needs to create an Asset Master Record(s) and assign the asset number to the purchase requisition line items **before approving** the purchase requisition. If this does not happen, FBMS creates a separate Asset Master Record (shell) for each relevant line item at the time of award.



Note: The example in this SOP includes 2 main capitalized asset numbers, shown in Line Items 10 and 20. A unique asset number needs to be created for each SUN SERVER and the asset numbers must be assigned to the appropriate component line items prior to approving the PR.



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Summary Screen - Display PR 10022104 Created By ZLAQREQSNR

Menu | Cancel | System | Change Log | Refresh

Header Info | Approval / Status | Header Text

PR Display
 Document Type: FP PRs for Funded Contracts
 Purchase Requisition: 10022104
 Requisition Title: SUN SERVER
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR Vendor(for MOB):
 CO Responsible: ZLAQCNTROFF1 Total Value: 53,752.00
 COR/Receiving: ZLAQCOTRREC Ratification Indicator:

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
30	RAIL KIT	K			3.000	EA	202.00	606.00
40	EXPANSION CABINET	K			2.000	EA	1,500.00	3,000.00

Item Detail

- If it is determined that an Asset Master Record(s) needs to be created, select **Cancel** the **Cancel** button **twice** to return to the *Business Workplace* window.

Summary Screen - Display PR 10022028 Created By ZLAQREQSNR

Menu | Cancel | System | Refresh

Header Info | Approval / Status | Header Text

PR Display
 Document Type: FP PRs for Funded Contracts
 Purchase Requisition: 10022028
 Requisition Title: SUN CSM200 TRAY 16*2TB SATA OPTICAL DISK
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR Vendor(for MOB):
 CO Responsible: ZLAQCNTROFF1 Total Value: 43,807.00

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Desc
10	XTCCSM2R01 A0N16T 57735 ROHSS	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER
20	XTCCSM2R01 A0N16T 57735 ROHSS	A			1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER
30	XTCCSM2-RK-19UZ RAIL KIT	K			3.000	EA	202.00	606.00	USD	70500000	ADP COMI
40	EIS-ARRAY-TRAY E	K			3.000	EA	615.00	1,845.00	USD	70500000	ADP COMI

Item Detail

- Continue to task 1.7 – Creating Asset Master Record(s) for a multi-line Purchase Requisition.



Note: Continue with approving the requisition after the Asset(s) is created and added to the appropriate Item Detail line(s) on the Requisition as shown in tasks 1.7 and 1.8 – Updating Purchase Requisition Line Items with an Asset Number(s).

- To approve the requisition, **double-click** on the **Workflow ID** associated with the item you want to review.

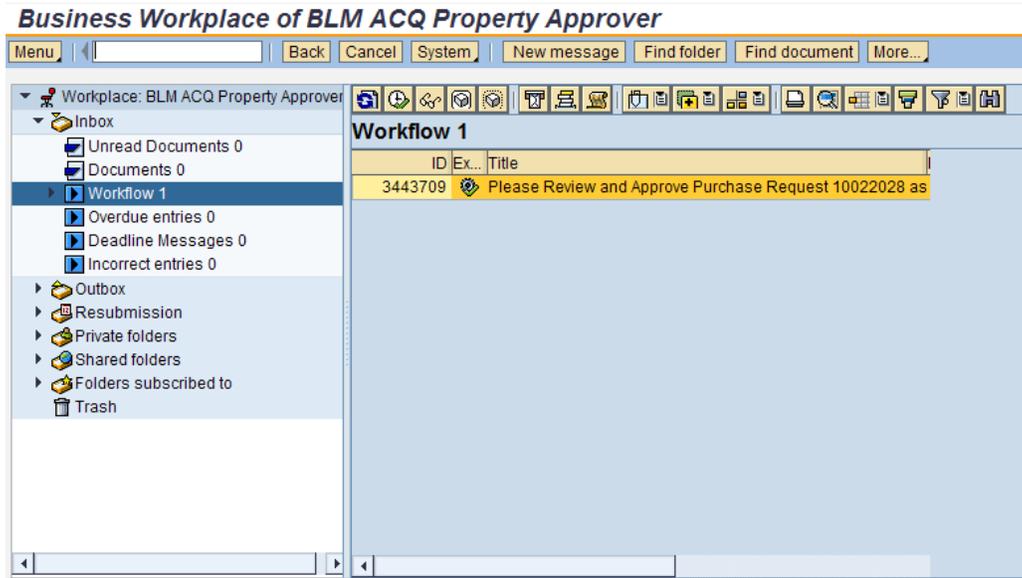


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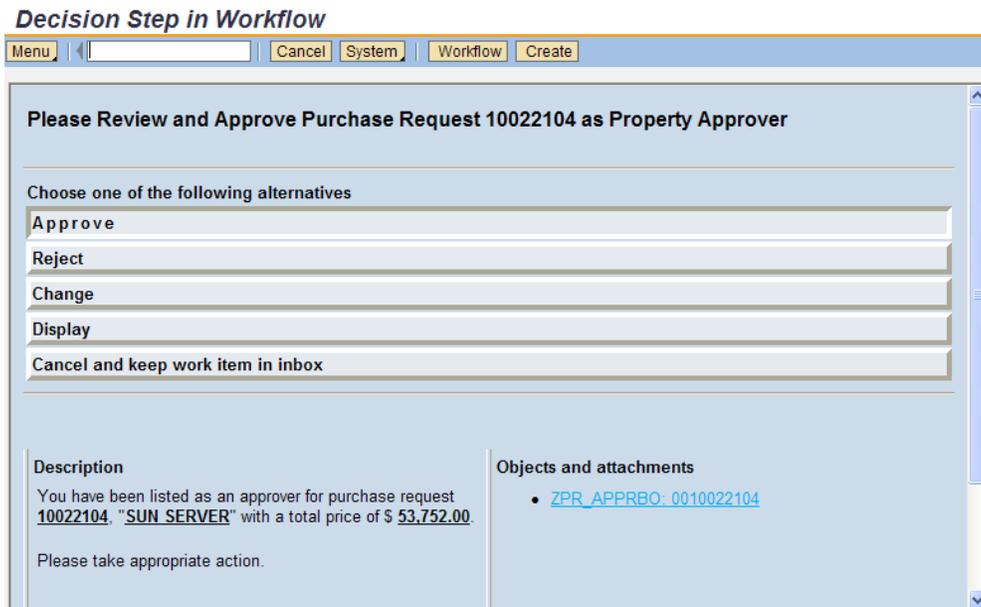
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 You may need to select  the **Refresh** button to display the requisition.



12. Select **Approve** the **Approve** alternative.





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1.7 Creating Asset Master Record(s) for a Multi-line Purchase Requisition



The only time you should ever manually create a new asset record is when you have multiple line items on a purchase requisition that comprise a single asset.

1. Select the portal path **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Create Asset Master Record** to access the *Create Asset Initial Screen*.

2. As required, complete the following fields:

Field Name	R/O/C	Description
Asset Class	R	Asset class is the main criterion for classifying property according to legal and management requirements. For each asset class, control parameters and default values are defined for depreciation calculation and other master data. Each AMR must be assigned to one asset class. Example: 10CA700
Company Code	R	Organizational unit within financial accounting. Example: 1400
Number of similar assets	R	Defaults to 1. If you would like to create multiple similar asset records, enter the number of records you would like to create. Example: 2



In this example, there are 2 assets that are the same.



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Create Asset: Initial screen

3. Select **Master data** the **Master data** button to enter additional information.

4. As required, complete the following fields:



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Field Name	R/O/C	Description
Description	R	Brief description of the asset.  Note: This line contains the standard UPC description that defaults from your entry on the Allocation tab. Leave this data field blank. Example: Blank
Description (line 2)	O	Enter a second line of description, if desired. Example: SUN SERVER
Serial number	R	The manufacturer serial number. This number may not been known at this time.  Note: This field is updated when the item(s) is received. Example: TBD

5. Select **Time-dependent** the **Time dependent** tab to enter additional data.

6. As required, complete the following fields:

Field Name	R/O/C	Description
Cost Center	R	Organizational unit within a controlling area that represents a defined location of cost incurrence. Example: LLIDB00200



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Field Name	R/O/C	Description
Resp. cost center	R	<p>Cost center that is responsible for the asset, but which does not carry the depreciation for the asset. This represents the office where the asset is assigned or located.</p> <p>Example: LLIDB00200</p>
Plant	R	<p>Unique key identifying a plant.</p> <p>Example: L000</p>
Fund	R	<p>Unique key identifying the Fund.</p> <p> Note: The fund or a portion of its value may be derived from other elements. For annual funds enter the Budget Fiscal Year: 10 for 2010; Leave blank for No Year.</p> <p>Example: XXXL1109AF</p>
Functional Area	R	<p>Structure criterion for an enterprise or government based on functional aspects.</p> <p>Functional area is used to represent budget activity and sub activities (program class and programs in FFS, activity or business line in ABACIS) and bureau ABC code.</p> <p>Example: L16520000.GX0000</p>
Funds Center	R	<p>Fund Center is an organizational element in each bureau that may receive budget.</p> <p> Note: The funds center is derived from the cost center.</p> <p>Example: LLIDB00200</p>
WBS Element	O	<p>Work Breakdown Structure.</p> <p>This is an optional field and defaults from the Purchase Order.</p> <p>Example:</p>
CPO No. Name	R	<p>Name of the Custodial Property Officer (CPO).</p> <p> When you select the CPO using the Search feature, FBMS automatically populates the APO field.</p> <p>Enter this field if known, otherwise enter 99999999.</p> <p>Example: 40003201</p>



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Field Name	R/O/C	Description
APO No. Name	R	Name of the Accountable Property Officer (APO). Enter this field if known, otherwise enter 99999999. Example: 40007886

7. Select **Allocations** the **Allocations** tab to enter additional data

Create Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page | Asset values

Asset: INTERN-00001 0
 Class: 10CA700 Cap ADP & Peripheral Company Code: 1400

General | Time-dependent | **Allocations** | Origin | Deprec. Areas

Business Area	L000	Bureau of Land Management
Cost Center	LLIDB00200	OPERATIONS
Resp. cost center	LLIDB00200	OPERATIONS
Plant	L000	BLM
Location		
Room		
License plate number		
Fund	XXXL1109AF	L245 MLR-NO YR
Functional Area	L16520000.GX0000	BRIDGE CONDITION ASSESS

8. As required, complete the following fields:

Field Name	R/O/C	Description
Ownership Status	C	This field automatically populates but should be verified and changed when appropriate. Example: 0
User Status	C	This field automatically populates but should be verified and changed when appropriate. Example: 0



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Field Name	R/O/C	Description
UPC	R	<p>The UPC is validated against the asset class so you must ensure the UPC is appropriate for the asset class selected.</p> <p>Use the UPC on the Purchase Requisition if it is correct. If, while reviewing the UPC on the PR during the approval process, the UPC is incorrect, you should change it on the PR.</p> <p> Note: If you do not know the UPC code you can use a wildcard text search. Be sure to match the format otherwise you will not receive any matches. For example: *SERVER*, not *Server*.</p> <p>Example: 70211400</p>

9. Select **Origin** the **Origin** tab to enter additional data.

10. As required, complete the following fields:

Field Name	R/O/C	Description
Vendor	O	<p>Vendor who is responsible for providing the asset.</p> <p>Example: 70703569</p>



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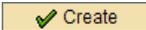
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Field Name	R/O/C	Description
PO/Acq.Doc/Ref.No	R	Purchase Order from PRISM (or) Acquired Document Reference number.  The Purchase Requisition is still pending, so you need to enter the PR number. Example: 10022104
Manufacturer	R	Manufacturer Code. Example: TBD

11. Select **Save** the **Save** button to save your entries.

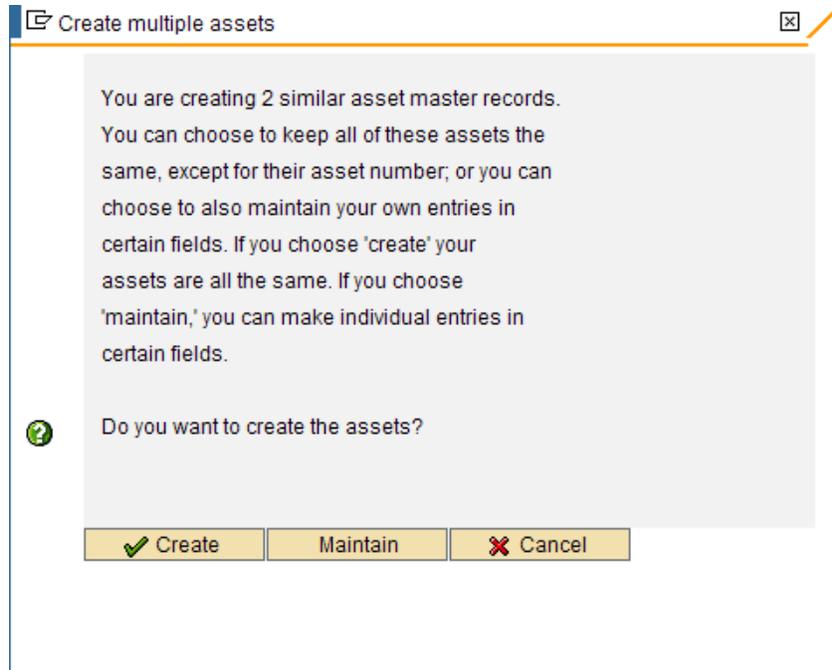
The screenshot shows the 'Create Asset: Master data' interface. At the top, there are navigation buttons: Menu, Save, Back, Cancel, System, Previous tab page, Next tab page, and Asset values. Below these, the 'Asset' field is set to 'INTERN-00001' and 'Class' to '10CA700'. The 'Cap ADP & Peripheral' and 'Company Code' (1400) are also visible. The 'Origin' tab is active, displaying a 'Vendor' field with the value '70703569' and 'SUN MICROSYSTEMS'. There are checkboxes for 'Asset purch. new' and 'Purchased used'. Other fields include 'Trading Partner', 'Original asset', 'Acq. on', 'Orig. Acquis. Year', and 'Original value' (USD). At the bottom, there is a section for 'Origin Detail Information'.

12. When creating more than one asset record, FBMS displays the following message. Select  the **Create** button.

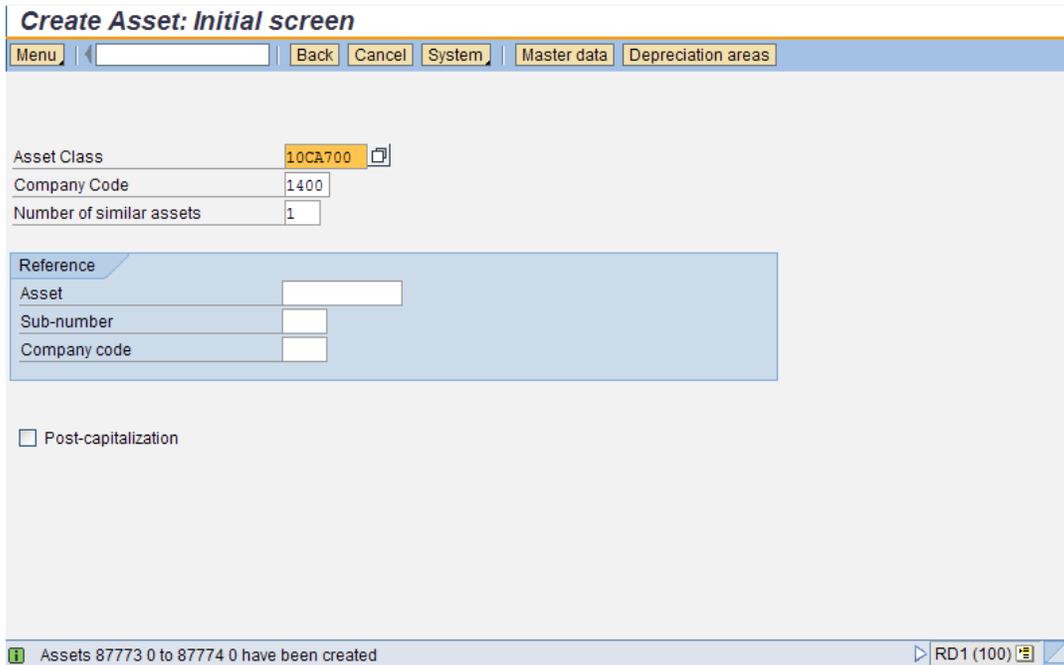
- Selecting the **Create** button assumes all the information you included on the AMR is correct and FBMS automatically assigns an asset number to the AMR shell.
- Selecting the **Maintain** button allows you to change the accounting string data before assigning an asset number to the AMR shell.



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Note: FBMS displays the following message in the lower left hand corner of the window, "Assets XXXXX X to XXXXX X have been created."





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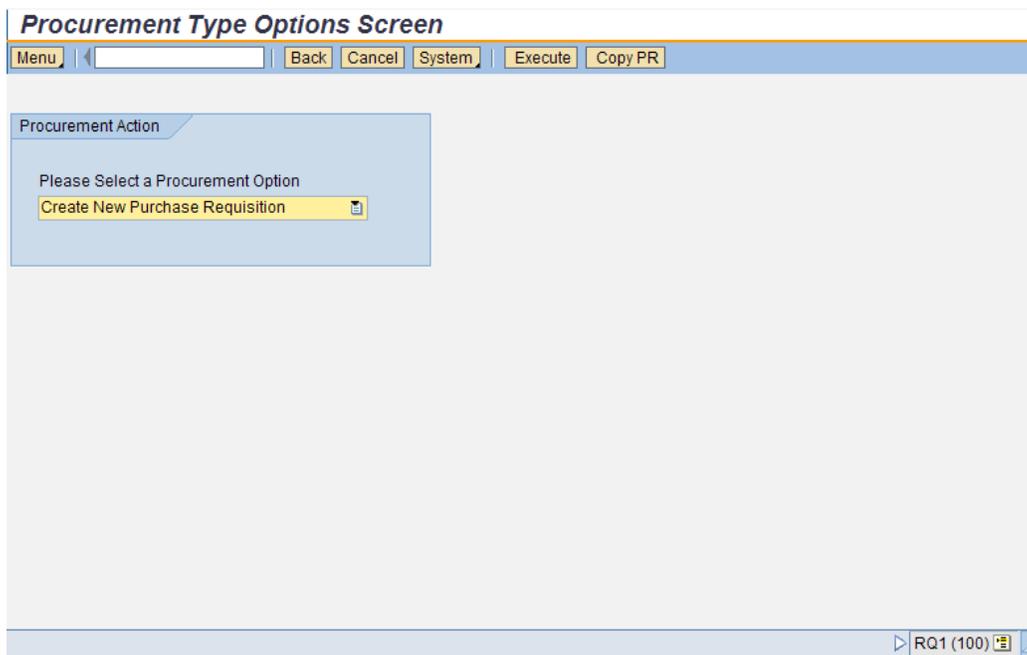
Creating a Multi-line Purchase Requisition for a Capitalized Asset



Take note of the Asset Number(s) generated by the system.

1.8 **Updating Purchase Requisition Line Items with an Asset Number(s)**

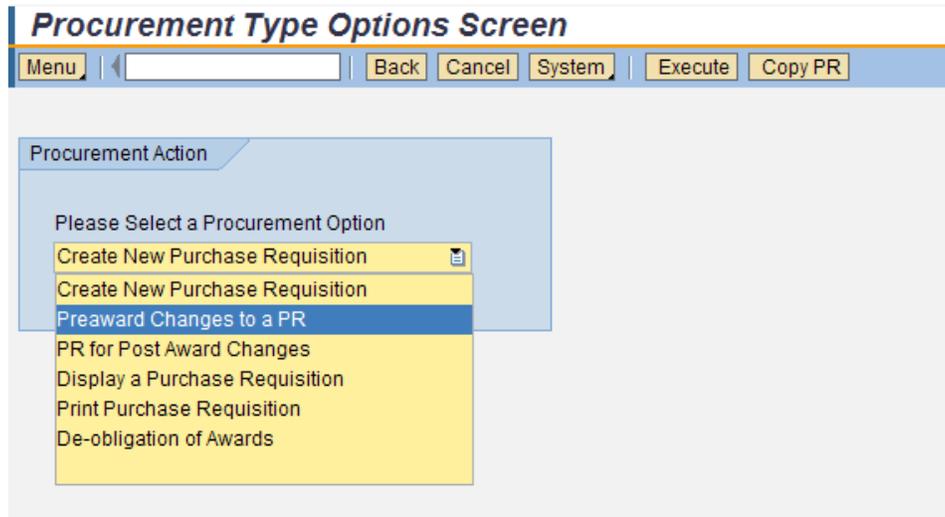
1. To update a multi-line purchase requisition with the asset information, select the portal path **ACQUISITION** tab → **Purchasing** folder → **Purchase Request** to access the *Procurement Type Options* screen.



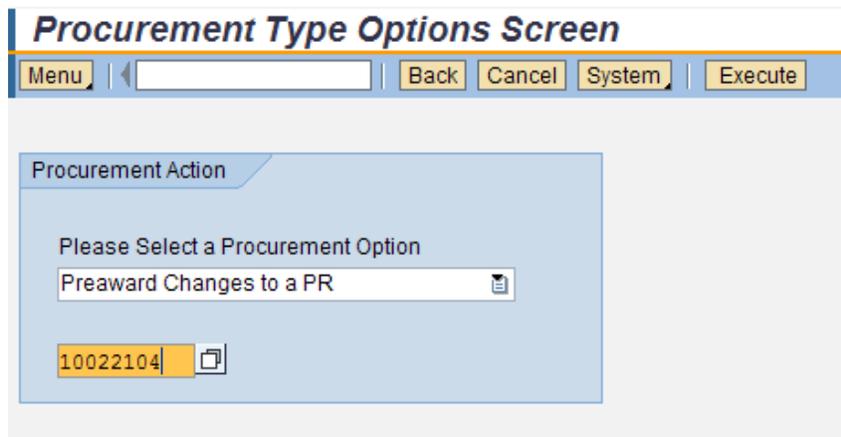
2. Select the **Preaward Changes to a PR** option.



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3. Enter the **Purchase Requisition Number** in the appropriate fields and select **Execute** the **Execute** button.



Adding the Asset Number to a Capitalized Asset Line Item

4. Select a **Line Item** by **highlighting the row** and select **Item Detail** the **Item Detail** button.



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Summary Screen - Preaward Changes to PR 10022104 Created By

Menu | Save | Back | Cancel | System | Hold PR | Change Log

Header Info | Approval / Status | Header Text

PR PreAward Change
 Document Type: FP PRs for Funded Contracts
 Purchase Requisition: 10022104
 Requisition Title: SUN SERVER
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR
 CO Responsible: ZLAQCNTROFF1 Total Value: 53,752.00

Line Item	Short Text	Acc	It...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
30	RAIL KIT	K			3.000	EA	202.00	606.00
40	EXPANSION CABINET	K			2.000	EA	1,500.00	3,000.00

Item Detail

5. Use the **scroll bars** to display the **Asset No** field on the **Accounting Info** tab.

Accounting/ Delivery Address/ History - Preaward Changes to PR 100221

Menu | Back | Cancel | System | UPC Override | First Item | Previous Item | Next Item | More...

Plant: L000 Item Quantity: 1.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref. GSA/Fedstrip No.
 User Product Code: 70211400 G/L Account: 1750.311E0
 Material group: 7021CA10 Acct Assgn Category: A

Accounting Info | Delivery Address | History

Distribution Idr: Single account assignn UPC Override Flag Tradein

Item	Seq #	Functional Area	Fund	WBS	Commitm...	Asset No	Asset Sub	Order
✓ 10	1	L16520000.GX0000	XXXL1109AF		311E00		0000	



Take Note of the G/L Account. You will change the default G/L Account on the component Line Items to this account number.



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6. For the Capitalized Asset Line Item, enter the **Asset Number** created in the previous task in the **Asset No field** and select **Back** the **Back** button.

Adding the Asset Number to a Component (Betterment) Line Item Using the UPC Override



For each Line Item that has an Account Assignment Category of 'K', you need to override the UPC code and the G/L Account. Overriding the UPC allows you to add an Asset Number to that line item and therefore book the value of that item to the asset when the goods are received.



Betterments: This is the same process you would follow if you were purchasing a betterment for an existing asset that is already in FBMS. You would add the Asset Number to the line item. When the line item is received, the value is posted to the existing asset.

7. Select a **Line Item** by **highlighting the row** and select **Item Detail** the **Item Detail** button.



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Summary Screen - Preaward Changes to PR 10022104 Created By

Menu | Save | Back | Cancel | System | Hold PR | Change Log

Header Info | Approval / Status | Header Text

PR PreAward Change
 Document Type: FP PRs for Funded Contracts
 Purchase Requisition: 10022104
 Requisition Title: SUN SERVER
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR
 CO Responsible: ZLAQCNTROFF1
 Total Value: 53,752.00

Line Item	Short Text	Acc	It...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
20	SUN SERVER 1TB	A			1.000	EA	20,078.00	20,078.00
30	RAIL KIT	K			3.000	EA	202.00	606.00
40	EXPANSION CABINET	K			2.000	EA	1,500.00	3,000.00

Item Detail



Caution: you need to override the UPC before entering the Asset number.

- Select **UPC Override** the **UPC Override** button.

Accounting/ Delivery Address/ History - Preaward Changes to PR 100221

Menu | Back | Cancel | System | **UPC Override** | First Item | Previous Item | Next Item | More...

Item Info

PR Item Number: 30
 Unit Price: 202.00
 Item Category:
 Amount: 606.00
 Plant: L000
 Item Quantity: 3.000 EA
 BETC: DISB
 TAS: 14X1109
 Ordering Agency Ref:
 GSA/Fedstrip No:
 User Product Code: 70500000
 G/L Account: 6100.312F0
 Material group: 7050
 Acct Assgn Category: K

Accounting Info | Delivery Address | History

Distribution Idr: Single account assignn | UPC Override Flag | Tradein:

Item	Seq #	Commitm...	Asset No	Asset Sub	Order	Curr	G/L Account	BA	Funds Center	Cont
✓ 30	1	312F00		0000		USD	6100.312F0	L000	LLIDB00200	



Note: When you initially enter this screen, the G/L Account and Account Assignment Category fields are grayed out. Selecting the **UPC Override** button opens the **G/L Account** and **Acct Assgn Category** field for updating.



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9. Change the **G/L Account** to match the Capitalized Asset G/L Account number and the **Account Assignment Category** to 'A'.

Accounting/ Delivery Address/ History - Preaward Changes to PR 100221

Menu | Back | Cancel | System | UPC Override | First Item | Previous Item | Next Item | More...

Item Info

PR Item Number	30	Unit Price	202.00
Item Category		Amount	606.00
Plant	L000	Item Quantity	3.000 EA
BETC	DISB	TAS	14X1109
Ordering Agency Ref.		GSA/Fedstrip No.	
User Product Code	70500000	G/L Account	1750.311E0 Item Text
Material group	7050	Acct Assgn Category	A

Accounting Info | Delivery Address | History

Distribution Idr: UPC Override Flag Tradein

Item	Seq #	Commitm...	Asset No	Asset Sub	Order	Curr	G/L Account	BA	Funds Center	Cont
✓ 30	1	312F00		0000		USD	6100.312F0	L000	LLIDB00200	

10. If needed, use the **scroll bars** to display the **Asset No** field on the **Accounting Info** tab and enter the Asset Number.



Note: the asset number is the same for each line item that makes up the asset. For line items exceeding the capitalized asset threshold, a separate asset number is assigned to that line item.



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Accounting/ Delivery Address/ History - Preaward Changes to PR 100221

Menu | Back | Cancel | System | **UPC Override** | First Item | Previous Item | Next Item | More...

Item Info

PR Item Number: 30 Unit Price: 202.00
 Item Category: Amount: 606.00
 Plant: L000 Item Quantity: 3.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 70500000 G/L Account: 1750.311E0 **Item Text**
 Material group: 7050 Acct Assgn Category: A

Accounting Info **Delivery Address** **History**

Distribution Idr: Single account assignn: UPC Override Flag Tradein:

Item	Seq #	Commitm...	Asset No	Asset Sub	Order	Curr	G/L Account	BA	Funds Center	Cont
30	1	312F00	87773	0000		USD	6100.312F0	L000	LLIDB00200	



Note: When you select the Back button, the **UPC Override Flag** indicator is checked.

11. Select **Back** the **Back** button.

Accounting/ Delivery Address/ History - Preaward Changes to PR 100221

Menu | Back | Cancel | System | **UPC Override** | First Item | Previous Item | Next Item | More...

Item Info

PR Item Number: 30 Unit Price: 202.00
 Item Category: Amount: 606.00
 Plant: L000 Item Quantity: 3.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 70500000 G/L Account: 1750.311E0 **Item Text**
 Material group: 7050CA10 Acct Assgn Category: A

Accounting Info **Delivery Address** **History**

Distribution Idr: Single account assignn: UPC Override Flag Tradein:

Item	Seq #	Commitm...	Asset No	Asset Sub	Order	Curr	G/L Account	BA	Funds Center	Cont
30	1	311E00	000000087773	0000		USD	1750.311E0	L000	LLIDB00200	



Note: FBMS updates the UPC Override Flag and the AAC is now changed to A. You need to use the scroll bar on the bottom of the Line Item to view the UPC Override Flag indicator.



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Account Assignment Code

Summary Screen - Preaward Changes to PR 10022028 Created By

Menu | Save | Back | Cancel | System | Hold PR

Header Info | Approval / Status | Header Text

PR PreAward Change
 Document Type: FP PRs for Funded Contracts
 Purchase Requisition: 10022028
 Requisition Title: SUN CSM200 TRAY 16*2TB SATA OPTICAL DISK
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR

Line Item	Short Text	Acc	It...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	XTCCSM2R01 A0N16T 57735 ROHS5	A			1.000	EA	20,078.00	20,078.00
20	XTCCSM2R01 A0N16T 57735 ROHS5	A			1.000	EA	20,078.00	20,078.00
30	XTCCSM2-RK-19UZ RAIL KIT	A			3.000	EA	202.00	606.00
40	EIS-ARRAY-TRAY E	K			3.000	EA	615.00	1,845.00

Item Detail

UPC Override Indicator

Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Description	Subj...	UPC...	PSC	Matl G
1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (COMPUTER MICR	<input type="checkbox"/>	<input type="checkbox"/>	7021	7021
1.000	EA	20,078.00	20,078.00	USD	70211400	SERVER (COMPUTER MICR	<input type="checkbox"/>	<input type="checkbox"/>	7021	7021
3.000	EA	202.00	606.00	USD	70500000	ADP COMPONENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7050	7050
2.000	EA	1,500.00	3,000.00	USD	70500000	ADP COMPONENTS	<input type="checkbox"/>	<input type="checkbox"/>	7050	7050

Item Detail

12. Repeat steps 7 – 11 for each Line Item requiring the UPC Override and addition of the Asset Number.



Caution: Make sure you assign the appropriate G/L Account and Asset Number to the various Line Items.



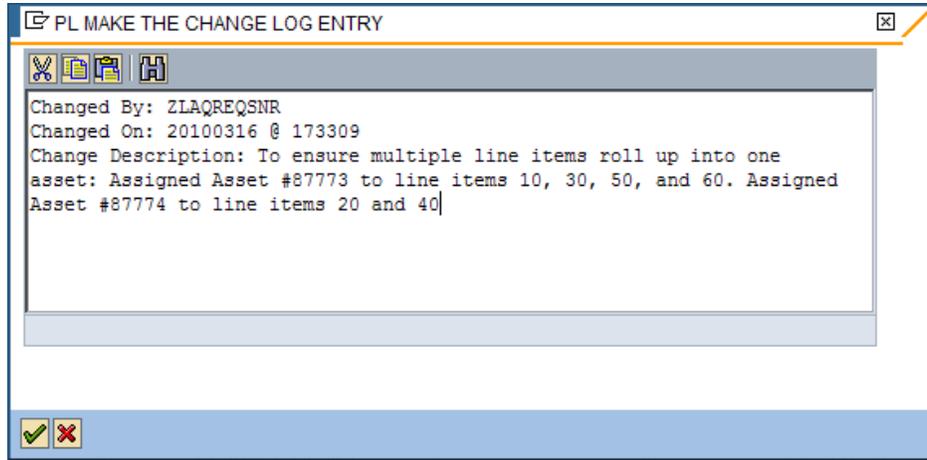
The appropriate Line Items now have an Account Assignment Code of A.



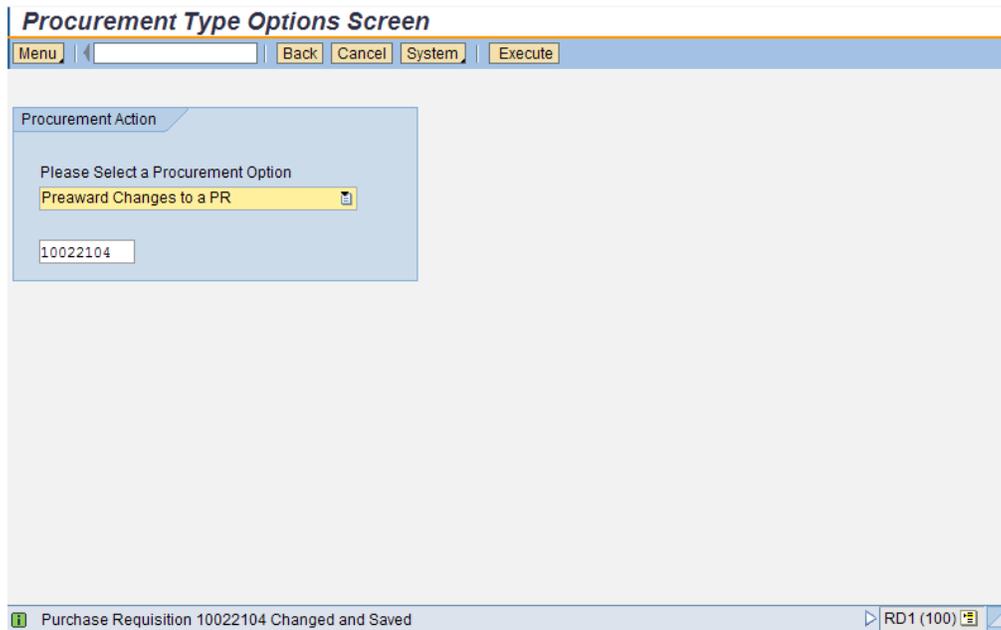
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15. FBMS displays the message. "Purchase Requisition XXXXXXXX Changed and Saved", in the lower left side of the screen.



16. The Property Approver needs to continue with the approval process in task 1.6.



Caution: You cannot continue to the Purchase Order task (Creating and Releasing a Purchase Order) until ALL APPROVERS have approved the Purchase Requisition.



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1.9 Creating and Releasing a Purchase Order

The Expeditor assigns the Purchase Requisition to another Contracting Officer in the same site. The Contracting Officer creates the Purchase Order.

Refer to the Work Instruction **Create a Purchase Order** to understand the entire process for creating a purchase order in the Contract Management System.

1. Select the portal path **ACQUISITION** tab → **CONTRACT MANAGEMENT SYSTEM** folder to access the *Contract Management System interface* program.
2. Select **Documents** → **Create** from the *Contracting Management System*.

3. Select the following in the *Document Create* window:
 - Document Type = Purchase Order
 - Create From = Requisition
 - Purchase Order Numbering Masks = select the mask for your Bureau
 - Section Template = (None)
4. Select the **Continue** button.



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?

Document Create

Document Type

Create From

Purchase Order Numbering Masks

Section Template

5. Select the **Y** to the left of the Requisition for which you are creating the Purchase Order.



Optionally, use the Search Criteria window, to find the appropriate Requisition Number by entering the number in the **Requisition Number** field and selecting the **Display** the **Display** button.

When multiple results are found, you may need to select **Next** the **Next** button to view additional results. The screen below shows when the Next button is selected.

Display Hide Search Criteria Cancel ?

Search Criteria

Requisition Number

Site

Requisitioner

Buyer

Originating Office

Released Date Range

Start Date

End Date

Sort by

Max Results

Results per Page

Create Purchase Order from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner
<input checked="" type="checkbox"/>	0010022075	03/02/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acqui
<input checked="" type="checkbox"/>	0010022082	03/11/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acqui
<input checked="" type="checkbox"/>	0010022104	03/17/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acqui

Page 2 of 2 (8 results found)

Line Item Selection

6. Use the Line Item Selection window (on the bottom of the screen) to select the **check box** to the left of each **line item** to include on the Purchase Order. You can also use **Select All** the **Select All** button to select all the line items.



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7. Select the **Create** button.

8. Complete the following fields on the *General Information* window:

Field Name	R/O/C	Description
Admin Office	R	Enter the code of the office that is responsible for administrating the award, or click the lookup button to select from the list provided. Click Edit to make changes to line 4 of the address information. These changes only affect this document and will not change the Contract Management System database. Example: LEA
Issuing Office	R	Defaults from the originating document if available. Example: LEA



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Field Name	R/O/C	Description
Invoice Office	R	<p>The code of the office that will receive the invoice for the award. Optionally, click the lookup button to select from the list provided.</p> <p>Click Edit to make changes to line 4 of the address information. These changes only affect this document and will not change the Contract Management System database.</p> <p>Example: L000 INV</p>
Vendor	R	<p>This is the vendor receiving the order. Select the lookup button and select from the list provided.</p> <p>If the vendor is not located in the Contract Management System: Search for the Vendor on the Portal - <i>Select Acquisition</i> → Vendor Master → Display Vendor-Purchasing Data.</p> <p>If the vendor does not exist, you must Submit a Vendor Master Helpdesk Request to the FBMS_NBC_Helpdesk.</p> <p>Example: 0070270570</p>
Buyer	R	<p>The Buyer assigned to this Purchase Order</p> <p>Example: ZLAQCNTROFF1</p>
Type of Warrant Required	R	<p>Select the appropriate warrant for the acquisition that is being processed. Type of warrant is a mandatory field.</p> <p>Example: OM SUPPLY</p>
Contracting Officer	R	<p>Enter the name of the Contracting Officer or click the lookup button and select the contracting officer for this award.</p> <p>Example: ZLAQCNTROFF1</p>
Contracting Officer Representative	R	<p>Enter the name of the Contracting Officer Representative, or select from the list provided, the name of the Contracting Officer Representative COR or the Receiving Official RO. Use the lookup button to enter or change.</p> <p>Example: ZLAQCOTRREC</p>
POP	R	<p>If the award is being issued for services, then enter the beginning and ending dates of the Period of Performance. You can use the Calendar icon and select the dates. Otherwise leave this field blank. Select the Notification icon to add a notification to this date.</p> <p>Example: None</p>

9. Select **Main** → **Additional Info.** in the Navigation pane.



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PRISM

Purchase Order

Route | Self Approve | Release | Delete | Cancel | FPDS | Renumber | ?

Purchase Order Information

PO Number: L10PX22422 Stage: Award Obligation: \$53,752.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$53,752.00
 Number of Items: 7 Total Amount: \$53,752.00

General Information

Owner: ACQ_CO-BLM Contracting Officer 1
 Requisition Number: 0010022104
 Solicitation Number: (None)
 Purchase Order is: Priced Unpriced
 Award Date: 03/17/2010
 Effective Date: 03/17/2010
 Admin Office: LEA [Edit]
 Issuing Office: LEA [Edit]
 Invoice Office: L000 INV [Edit]
 Vendor: 0070270570 ORACLE CORPORATION
 Buyer: ZLAQCNTROFF1
 Type of Warranty Required: OM SUPPLY
 Contracting Officer: ZLAQCNTROFF1
 Contracting Officer Representative:
 Administrative Contracting Officer:

10. Complete the following fields on the *Additional Information* window:

Field Name	R/O/C	Description
Warranty Start Date	O	Enter the start date for the Warranty. This is optional information. Example: 04/01/2010
Warranty End Date	O	Enter the end date for the Warranty. This is optional information. Example: 04/01/2015
Warranty Text	O	Enter any Warranty text. This is optional information. Example: 5 YEAR WARRANTY

11. Select **Main** → **Payments** in the Navigation pane.



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Creating a Multi-line Purchase Requisition for a Capitalized Asset

PRISM

Purchase Order

Route | Self Approve | Release | Delete | Cancel | FPDS | Renumber | ?

Purchase Order Information

PO Number: L10PX22422 Stage: Award Obligation: \$53,752.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$53,752.00
 Number of Items: 7 Total Amount: \$53,752.00

Additional Information

PIID	Referenced PIID	FPDS Approval Number	Date Finalized
(None)			

Legacy Document Number:

YOUR Reference Number:

Alternate COR: ZLAQCOTRREC

Alternate Payee:

Suggested Contracting Officer: ZLAQCNTROFF1

Suggested Contracting Officer Representative: ZLAQCOTRREC

APP Number:

Ratification Indicator:

Warranty Start Date: 04/01/2010

Warranty End Date: 04/01/2015

Warranty Text: 5 YEAR WARRANTY

12. Enter the **Payment Terms** for this award.

Field Name	R/O/C	Description
Name	R	The payment terms code that you selected fills into the Name field. Example: PP30

13. Select **Package** → **Cover Page** in the navigation pane.

PRISM

Purchase Order

Route | Self Approve | Release | Delete | Cancel | FPDS | Renumber | ?

Purchase Order Information

PO Number: L10PX22422 Stage: Award Obligation: \$53,752.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$53,752.00
 Number of Items: 7 Total Amount: \$53,752.00

Payment Terms

Name: PP30

Description: Prompt Pay



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14. Select **Change Form** the **Change Form** button.

15. Select the appropriate form to use for the Purchase Order.

Form	Description
DD1155 (Dec 2001)	Order For Supplies Or Services (Dec 2001)
OF347(4/2006)	Order For Supplies (4/2006)
SF 1442	Solicitation / Award (Construction)
SF 1449(3/2005)	Solicitation / Order (Commercial) (3/05)
SF 30	Modification of Contract

Page 1 of 1



Note: The Contract Management System populates the Purchase Order Cover Page.

16. Select **Main** → **General** to return to the *General Information* window.



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PRISM

Purchase Order

PO Number: L10PX22422 Stage: Award Obligation: \$53,752.00
 Version: BASE - In Progress Net View: Off Total Amount without Options: \$53,752.00
 Number of Items: 7 Total Amount: \$53,752.00

Cover Page

OF-347 (4/2006)

Additional Pages: (None)
 Date Signed: (None)
 Print Back Page: No

4. Requisition/Reference Number: System Calculate-0010022104

6. Ship To: System Calculate

6f. Ship Via: (None)

8a. Reference Your: (None)

9. Accounting and Appropriation Data: System Calculate-See Schedule

11. Business Classification

a. Small:	No
b. Other than Small:	No
c. Disadvantaged:	No
d. Women-Owned:	No

17. Select **Release** the **Release** button.

PRISM

Purchase Order

PO Number: L10PX22422 Stage: Award Obligation: \$53,752.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$53,752.00
 Number of Items: 7 Total Amount: \$53,752.00

General Information

Owner: ACQ_CO-BLM Contracting Officer 1

Requisition Number: 0010022104

Solicitation Number: (None)

Purchase Order is: Priced Unpriced

Award Date: 03/17/2010

Effective Date: 03/17/2010

Admin Office: LEA [Edit]

Issuing Office: LEA [Edit]

Invoice Office: L000 INV [Edit]

Vendor: 0070270570 ORACLE CORPORATION

Buyer: ZLAQCNTROFF1

Type of Warrant Required: OM SUPPLY

Contracting Officer: ZLAQCNTROFF1

Contracting Officer Representative:

Administrative Contracting Officer:

18. Select **Yes** the **Yes** button on the Release Document window to release the award.



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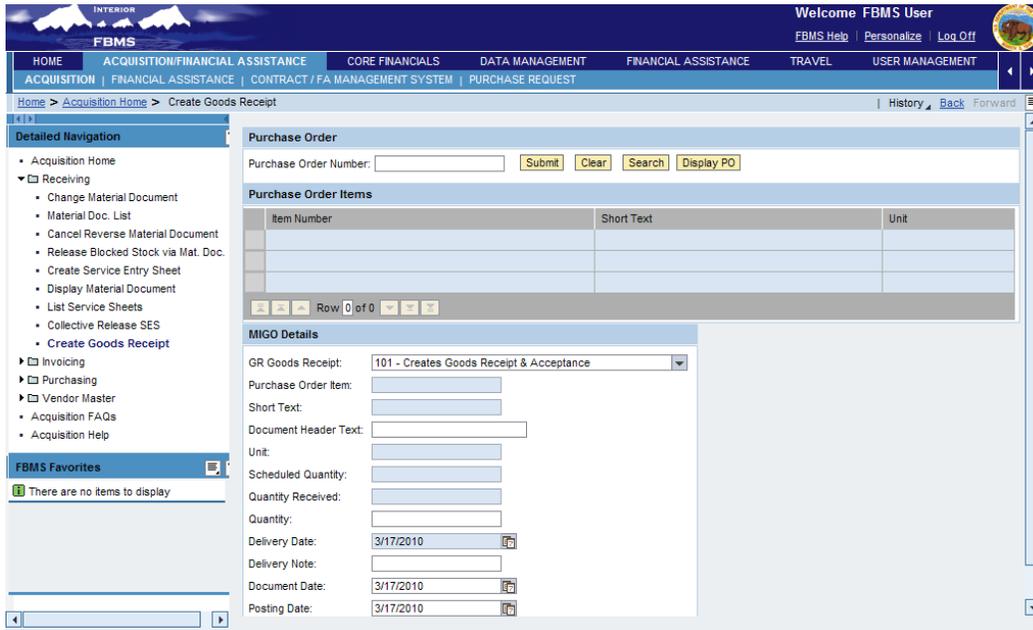
Department of the Interior

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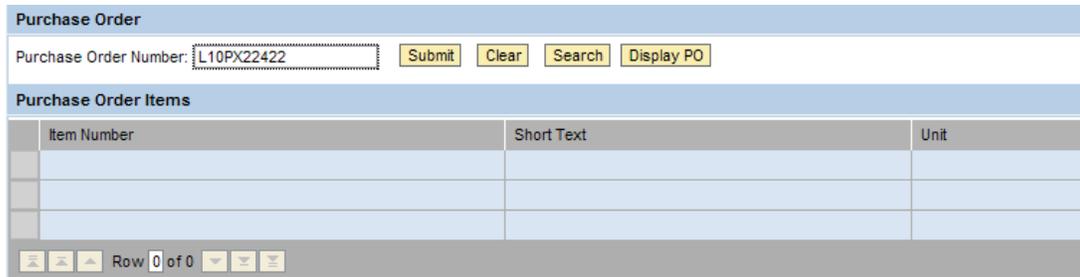
1.10 Creating a Goods Receipt

When creating a Goods Receipt, FBMS populates the acquisition value in the AMR shell that the Property Manager created. The Property Manager must then update the AMR shell with the CPO name, APO name, Serial number, Inventory number, CE name, Manufacturing information, etc.

1. Select **Acquisition** tab → **Receiving** folder → **Create Goods Receipt** to go to the *Purchase Order* screen.



2. Enter the **Purchase Order Number** generated by the **Contract Management System** and select **Submit** the **Submit** button.



3. Highlight the row being received. In this example, item number 00010 is being received.



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Purchase Order

Purchase Order Number:

Purchase Order Items

Item Number	Short Text	Unit
00010	SUN SERVER 1TB	EA
00020	SUN SERVER 1TB	EA
00030	RAIL KIT	EA

Row 1 of 6

MIGO Details

GR Goods Receipt:

Purchase Order Item:

Short Text:

Document Header Text:

Unit:

Scheduled Quantity:

Quantity Received:

Quantity:

Delivery Date:

Delivery Note:

Document Date:

Posting Date:



Note: FBMS defaults the values in the MIGO Details window.

4. As required, complete the following fields:

Field Name	R/O/C	Description
GR Good Receipt	R	The movement type for the Goods Receipt. Example: 101 – Create Goods Receipt & Acceptance
Quantity	R	The quantity being received. Example: 1.000
Delivery Date	R	FBMS defaults the date from the Purchase Requisition that the goods were expected to be received. Example: 03/17/2010
Document Date	R	The date the goods are actually received. If the goods were received prior to today's date, change this field as appropriate. For payment purposes, this is the starting date used in conjunction with the Purchase Order's Payment Terms field to determine when a payment should be made. Example: 03/17/2010
Posting Date	R	The date the Goods Receipt transaction is posted. Example: 03/17/2010



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5. Select **Submit** the **Submit** button in the MIGO Details window to post the item being received.

Purchase Order Number:

Item Number	Short Text	Unit
00010	SUN SERVER 1TB	EA
00020	SUN SERVER 1TB	EA
00030	RAIL KIT	EA

Row 1 of 6

MIGO Details

GR Goods Receipt:

Purchase Order Item:

Short Text:

Document Header Text:

Unit:

Scheduled Quantity:

Quantity Received:

Quantity:

Delivery Date:

Delivery Note:

Document Date:

Posting Date:



Note: FBMS displays the Material Document Number and Year at the top of the window.

Material Document Number = 5000056901 Year = 2010

Purchase Order

Purchase Order Number:

Item Number	Short Text	Unit
00010	SUN SERVER 1TB	EA
00020	SUN SERVER 1TB	EA
00030	RAIL KIT	EA

Row 1 of 5

MIGO Details

GR Goods Receipt:

Purchase Order Item:

Short Text:

6. Repeat steps 3 – 5 for all items being received.



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Creating a Multi-line Purchase Requisition for a Capitalized Asset

1.11 Updating the Asset Master in FBMS

1. Select the portal path **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Change Asset Master Record** to access the *Change Asset Initial* screen.

2. As required, complete the following fields:

Field Name	R/O/C	Description
Asset	R	The asset number is an internally assigned system number that is the unique identifier for each asset master record. Example: 87773
Company Code	R	Company code of an asset which is to be used as a reference asset when creating a new asset. Example: 1400



Optionally, if you do not know the Asset number, use the **Search** button and select the **Category** to search by Asset Custom Fields. Enter the Purchase Order number in the PO/Acq Doc/Ref No to find Assets relating to the purchase order.

3. Select the **Master data** button to access additional data fields.



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Creating a Multi-line Purchase Requisition for a Capitalized Asset

Change Asset: Initial screen

Menu | [] | Back | Cancel | System | Master data | Depreciation areas | Asset values

Asset: 87773 []

Subnumber: []

Company Code: 1400

4. As required, complete the following fields:

Field Name	R/O/C	Description
Serial number	R	Update this field with the actual serial number for this asset. Example: 09SN387764
Inventory number	R	The inventory number for the asset. Example: L6995SW1

5. Select **Time-dependent** the **Time dependent** tab.

Change Asset: Master data

Menu | [] | Save | Back | Cancel | System | Previous tab page | Next tab page | Asset values

Asset: 87773 | 0 | SERVER (COMPUTER MICROPROCESSOR)

Class: 10CA700 | Cap ADP & Peripheral | Company Code: 1400

General | **Time-dependent** | Allocations | Origin | Deprec. Areas

General data

Description: SERVER (COMPUTER MICROPROCESSOR) []

SUN SERVER

Asset main no. text: []

Acct determination: Z0009 | Capital ADP & Peripheral Equipment

Serial number: 09SN387764

Inventory number: **L6995SW1**

Manage historically

Inventory

6. As required, change the following fields:

Field Name	R/O/C	Description
Business Area	D	Key that uniquely identifies a bureau. Defaults from the Purchase Order. Example: L000



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Field Name	R/O/C	Description
Cost Center	D	Organizational unit within a controlling area that represents a defined location of cost incurrence. Defaults from the Purchase Order. Example: LLIDB00200
Resp. cost center	R	Update the responsible cost center if necessary for this asset. Example: LLIDB00200
Plant	D	Unique key identifying a plant. Defaults from the Purchase Order. Example: L000
Fund	D	Key that identifies the appropriation being used for this line item. The fund is the highest level of budget control.  Note: The fund or a portion of its value may be derived from other elements. For annual funds enter the Budget Fiscal Year: 10 for 2010; Leave blank for No Year. Defaults from the Purchase Order. Example: XXXL1109AF
Functional Area	R	Functional area is used to represent budget activity and sub activities (program class and programs in FFS, activity or business line in ABACIS) and bureau ABC code Defaults from the Purchase Order. Example: L16520000.GX0000
Funds Center	D	Fund Center is an organizational element in each bureau that may receive budget.  Note: The funds center is derived from the cost center. Defaults from the Purchase Order. Example: LLIDB00200
WBS Element	O	Work Breakdown Structure. This is an optional field. Example:



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Creating a Multi-line Purchase Requisition for a Capitalized Asset

Field Name	R/O/C	Description
CPO Acceptance Ind.	R	CPO Acceptance Indicator When an asset record is initially created, FBMS populates this field with a P for Pending. The Property Manager must change this to an A for Accept. Example: A
CPO No.Name	R	Name of the Custodial Property Officer (CPO). Example: 40003201
APO No.Name	R	Name of the Accountable Property Officer (APO). Example: 40007886
CE No. Name	R	Personal ID number of the Cognizant Employee. This is the individual the equipment is assigned. To help manage the assignment of assets, if the cognizant employee is not immediately known, blank out this field so you can create a report that shows assets not yet assigned. Example: 40009134

7. Select Allocations the **Allocations** tab.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page | Asset values

Asset: 87773 0 SERVER (COMPUTER MICROPROCESSOR)
 Class: 10CA700 Cap ADP & Peripheral Company Code: 1400

General | **Time-dependent** | **Allocations** | **Origin** | **Deprec. Areas**

Business Area: L000 Bureau of Land Management
 Cost Center: LLIDB00200 OPERATIONS
 Resp. cost center: LLIDB00200 OPERATIONS

Plant: L000 BLM
 Location:
 Room:
 License plate number:

Fund: XXXL1109AF L245 MLR-NO YR
 Functional Area: L16520000.GX0000 BRIDGE CONDITION ASSESS
 Funds Center: LLIDB00200 OPERATIONS

8. As required, review the following fields:



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Field Name	R/O/C	Description
Ownership Status	C	This field will automatically populate but should be verified and changed when appropriate. Example: 0
User Status	C	This field will automatically populate but should be verified and changed when appropriate. Example: 0
UPC	C	The UPC is validated against the asset class so you must ensure the UPC is appropriate for the asset class selected. Defaults from the Purchase Order. Example: 70211400

9. Select **Origin** the **Origin** tab.

Change Asset: Master data

Menu | Save | Back | Cancel | System | Previous tab page | Next tab page | Asset values

Asset: 87773 | 0 | SERVER (COMPUTER MICROPROCESSOR)
 Class: 10CA700 | Cap ADP & Peripheral | Company Code: 1400

General | Time-dependent | Allocations | **Origin** | Deprec. Areas

Allocations

Ownership Status: 0 | Agency-Owned
 User Status: 0 | Active
 UPC: 70211400 | SERVER (COMPUTER MICROPROCESSOR)

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sync	Equipment number	C...	Object type	Description of technical object

10. As required, update the following fields:

Field Name	R/O/C	Description
Manufacturer	R	The Manufacturer field will appear as TBD when an asset has been created from a Purchase Order.  The Property person needs to search for a valid manufacturer. Example: 62670



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Creating a Multi-line Purchase Requisition for a Capitalized Asset

Field Name	R/O/C	Description
Manufacture Year	R	Manufacturing year of the asset. Example: 2009
Model	R	Brief model description for the asset. Example: CSM200 SATA DISK
Model Year	R	Model year for the asset. Example: 2009
Warranty Start Date	R	Start date of the warranty for the asset. Example: 03/17/2010
Warranty End Date	R	Warranty expiration date for the asset. Example: 03/17/2015
Warranty Information	R	Manufacturer warranty information. Example: 5 Year Full Warranty

11. Select  the **Save** button to save your changes.



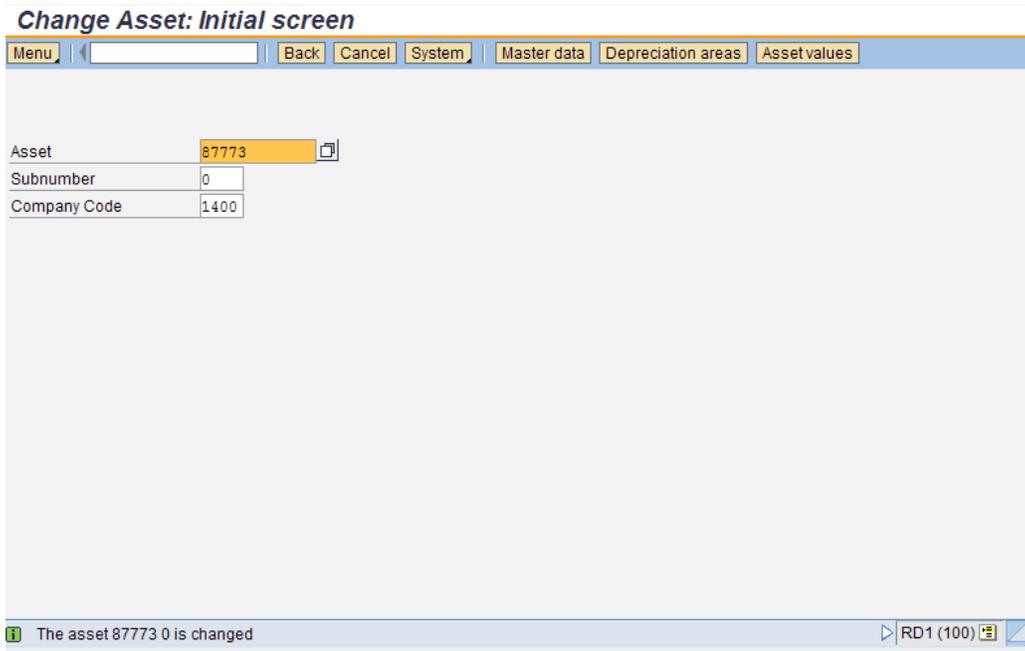
Note: FBMS displays the message “The asset XXXXX X is changed” in the lower left corner of the screen.



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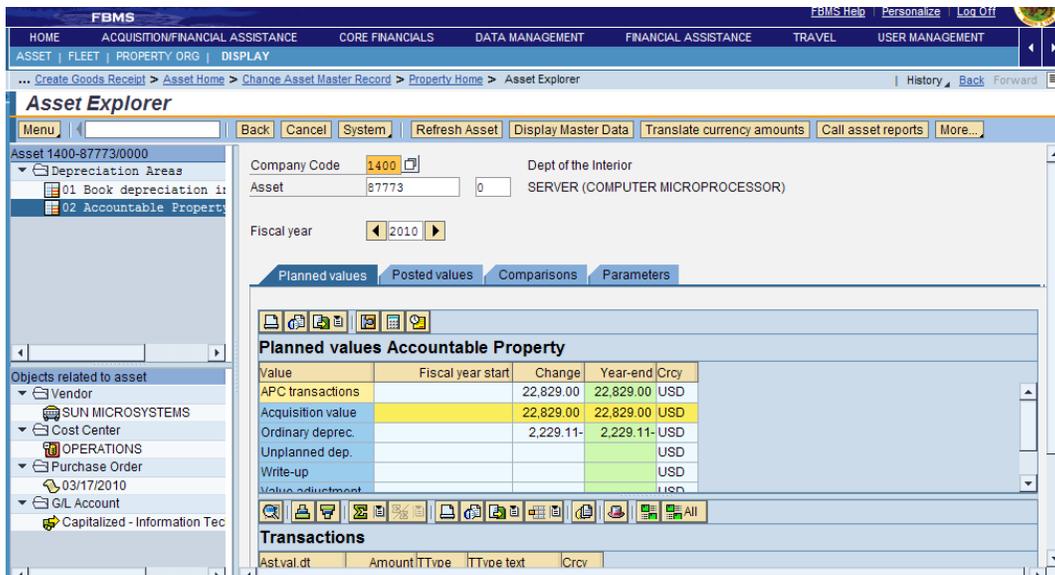
Department of the Interior

Creating a Multi-line Purchase Requisition for a Capitalized Asset



1.12 Validating Asset Postings and Depreciation Values

1. Select the **PROPERTY** tab → **DISPLAY** tab → **Asset** folder → **Asset Explorer** to go to the Asset Explorer screen.



2. As required, complete the following fields:



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Field Name	R/O/C	Description
Company Code	R	Company code of an asset which is to be used as a reference asset when creating a new asset. Example: 1400
Asset	R	The asset number is an internally assigned system number that is the unique identifier for each asset master record. Example: 87773



Note: FBMS displays the transaction data including: acquisition value, transaction type, planned book depreciation for the current year. The planned book depreciation for future years appears on the Ordinary Depreciation line.

- Use the scroll bar on the right to view all lines pertaining to the asset.

Highlight the appropriate Depreciation Area:

Depreciation Area 01 – Book Depreciation

Book Depreciation lists the values for capitalized property. Book Depreciation represents the values used by Finance; these values reconcile to the general ledger.

Planned values Book depreciation in local currency

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		22,829.00	22,829.00	USD
Acquisition value		22,829.00	22,829.00	USD
Ordinary deprec.		2,476.79	2,476.79	USD
Unplanned dep.				USD
Write-up				USD
Make adjustments				USD

Transactions

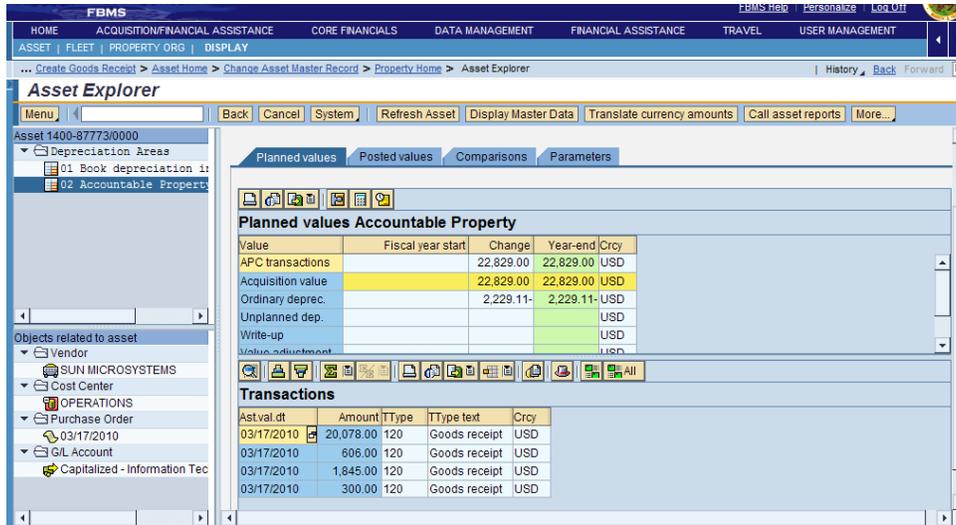
Astval dt	Amount	TType	TType text	Crcy
03/17/2010	20,078.00	120	Goods receipt	USD
03/17/2010	606.00	120	Goods receipt	USD
03/17/2010	1,845.00	120	Goods receipt	USD
03/17/2010	300.00	120	Goods receipt	USD

Depreciation Area 02 – Accountable Property

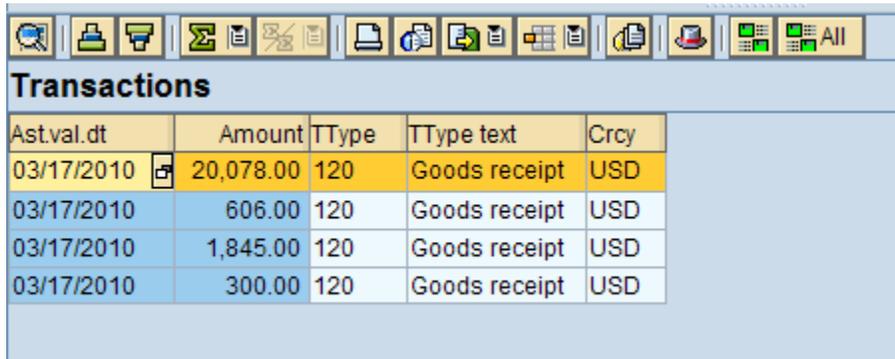
Accountable Property contains the values for ALL property, both capital and non-capital.



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- 4. Highlight a Transaction line and select the **Relationship Browser** icon.



- 5. Double-click the **Material Document**.



- 6. On the Display Material Document XXXXXXXXXX Overview screen, select **Accounting Documents...** the **Accounting Documents** button.



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Note: If you cannot see the Accounting Documents tab, select it from the More drop-down list.

7. Double-click the first **Spec. purpose ledger** line.

8. Double-click **95** Ledger Line 95.



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- Review the financial posting information.

DocumentNo	D	Period	Year	CoCd	R	Ver	Ld	RefDocumnt	D	Pstng Date	Value date	Entry Date	Time	User
1010275909	S	6	2010	1400	0	1	95	5000057012	W	03/17/2010	03/17/2010	03/17/2010	17:49:22	JCOPORTAL1
000001		1	1750.311E0	20,078.00				RMWE L000						
000002		1	2110.GR000	20,078.00-				RMWE L000						
* Total											0.00			

- Select **Back** the **Back** button until you exit the transaction.

1.13 Entering an Invoice for the Goods

- Select **CORE FINANCIALS** tab → **AP** tab → **Logistics Invoices** folder → **Enter Logistics Invoice** to go to the *Enter Incoming Invoice* screen.

- As required, complete the following fields on the **Basic data** tab:

Field Name	R/O/C	Description
Inv. receipt date	R	Specifies the date on which the invoice was received. Example: 03/17/2010



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Field Name	R/O/C	Description
Invoice date	R	It is the date that is given by the vendor and appears on the invoice. Example: 03/17/2010
Reference	R	Financial document identification. This field is required based on the configuration of the Document Type. Credit memos, adjustments etc. always require a reference entry; otherwise the field can be used to help further identify the transaction.  Note: For vendor invoices and credit memos the reference field must contain the vendors invoice/credit memo number. Example: I01201034
Amount	R	The amount of the debit or credit transaction being posted. Example: 53752.00

3. As required, complete the following fields on the **PO Reference** tab:

Field Name	R/O/C	Description
Purchasing Document	R	Specifies the number assigned to the purchase order. Example: L10PX22422

4. Press the **Enter** key of your keyboard.

Enter Incoming Invoice: Company Code 1400

Menu | Back | Cancel | System | Show PO structure | Show worklist | Other Invoice Document | More...

Basic data | Payment | Details | Contacts | Note

Inv. receipt date: 03/17/2010
 Invoice date: 03/17/2010 | Reference: I01201034
 Posting Date: 03/18/2010
 Amount: 53752.00 | USD
 Text:
 Company Code: 1400 Dept of the Interior U.S.A.
 Improper Invoice Information

PO reference | G/L account

Purchase Order/Scheduling Agreement | L10PX22422 | Goods/service items
 Layout | All information

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.



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Note: FBMS populates the line item with values from the Purchase Order.



Note: Remove the GR/IR Clearing indicator if checked.

5. Select the **Post** button.

Enter Incoming Invoice: Company Code 1400

Menu | [] | Post | Back | Cancel | System | Show PO structure | Show worklist | More...

Transaction Invoice | Balance 0.00 USD

Basic data | Payment | Details | Contacts | Note

Inv. recpt date 03/17/2010
 Invoice date 03/17/2010 Reference I01201034
 Posting Date 03/18/2010
 Amount 45,907.00 USD
 Text
 Paymt terms 30 Days net
 Baseline Date 03/17/2010
 Company Code 1400 Dept of the Interior U.S.A.

Vendor 0070137302
 SUN MICROSYSTEMS
 11951 FREEDOM DRIVE
 RESTON VA 20190-5640

Improper Invoice Information

PO reference | G/L account

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.
1	20,078.00	1	EA	<input type="checkbox"/>	L10PX22422	10	
2	20,078.00	1	EA	<input type="checkbox"/>	L10PX22422	20	



Note: FBMS displays "Document no XXXXXXXXXXXX created" in the lower left-hand corner of the window.



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Enter Incoming Invoice: Company Code 1400

Menu | Back | Cancel | System | Show PO structure | Show worklist | Other Invoice Document | More...

Transaction Invoice Balance 0.00

Basic data | Payment | Details | Contacts | Note

Inv. receipt date
 Invoice date Reference
 Posting Date 03/18/2010
 Amount USD
 Text
 Company Code 1400 Dept of the Interior U.S.A.
 Improper Invoice Information

PO reference | G/L account

Purchase Order/Scheduling Agreement Goods/service items
 Layout All information

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.
Document no. 5200129161 created RD1 (100)							

1.14 Validating MIRO Postings

This task is important for those working in the financial area.

1. Select **CORE FINANCIALS** tab → **Display** tab → **Purchasing** folder → **Invoice Overview** to go to the Invoice Overview Selection Criteria screen.

Invoice overview - selection criteria

Menu | Save | Back | Cancel | System | Execute | Get Variant...

Document Number to

Fiscal Year to

Processor to

Invoicing Party to

Company Code 1400 to

Document Date to

Posting Date to

Document Type to

Reference to

Document Header Text to

Entry Type

Background Invoicing Plan
 Invoices Verified Online Cancellation
 EDI Revaluation
 BAPI Held/Parked
 ERS Invoices Posted in SRM

Invoice Status



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- Select **Follow-On Documents ...** the **Follow-On Documents** button.



Note: If you cannot see the Follow-On Documents tab, select it from the More drop-down list.

The screenshot shows the 'Display Invoice Document 5200129161 2010' window. The 'More...' dropdown menu is open, and the 'Follow-On Documents ...' option is highlighted. Other options include 'Show PO structure' (F6), 'Show worklist' (F9), 'Other Invoice Document' (F5), 'Reverse' (Ctrl+F5), and 'Help' (Shift+F4). The main window displays invoice details such as 'Inv. recpt date' (03/17/2010), 'Invoice date' (03/17/2010), 'Posting Date' (03/18/2010), 'Amount' (45,907.00), and 'Tax amount' (0.00). A table at the bottom shows a single line item with an amount of 20,078.00.

- Double click on the **first Spec. purpose ledger** line to view the Invoice Postings.

The screenshot shows the 'List of Documents in Accounting' window. It contains a table with the following data:

Document	Object type text
5200129161	Accounting document
1010279019	Spec. purpose ledger

At the bottom of the window, there are buttons for 'Separate' and 'Original document', along with icons for a magnifying glass, a printer, and a close button.



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6. In the Ledger window, double click on the ledger number **95**.

Id	Doc.no.	Year	COCD	Gl.com	Origin
95	1010279019	2010	1400		Invoice
96	1010279019	2010	1400		Invoice
97	1010279019	2010	1400		Invoice

7. Review the **Invoice Postings** for the transaction.

DocumentNo	D	Period	Year	CoCd	R	Ver	Ld	RefDocumnt	D	Pstng	Date	Value	date	Entry	Date	Time	User
LnItm	Item	Account	Trans.	cur.	Tran	BusA	Profit	Ctr	Cost	Ctr	WBS	Elem.	Functional	Area	Fund	Crmt	
1010279019	S	6	2010	1400	0	1	95	5200129161	W	03/18/2010	03/18/2010		03/18/2010	11:42:46	SWALDRON		
000001	1	2110.GR000	20,078.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000002	2	2110.GR000	20,078.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000003	3	2110.GR000	606.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000004	4	2110.GR000	3,000.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000005	5	2110.GR000	1,845.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000006	6	2110.GR000	300.00				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000007		2110.IN000	20,078.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000008		2110.IN000	20,078.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000009		2110.IN000	606.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000010		2110.IN000	3,000.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000011		2110.IN000	1,845.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
000012		2110.IN000	300.00-				RMRP	L000						L16520000.GX0000	XXXXL1109AF	311E0	
* Total			0.00														



Note: FBMS shows debit and credit transactions to accounts 2110 (AP Liability Goods Received) and 2110 (AP Liability Invoiced).

Definition of Terms

Terminology	Description
3-way match	Match of purchase order, goods receipt, and invoice before payment can be made.



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Terminology	Description
Acceptance Date	The Date the COR/RO approves the receipt of goods or services
Account Assignment Category	A-Asset Cap, K-Cost Center, L-Accountable Property, P-Project/WBS, W-Work Order, Z-Capital Lease. This is derived by UPC code and the value on the PR
Accountable Property	<p>Non-expendable personal property with a useful life of two years or more for which accountability or property control records are maintained, and which may or may not be charged to a general ledger control account. Accountable property includes system-controlled, bureau-managed, capitalized, non-capitalized, sensitive, leased and contractor-held property, and stores property. (Also see IPMD 114-60.200.)</p> <p>Capitalized accountable real property (land, buildings, structures, leasehold improvements) \$100,000 or greater and accountable real property less than \$100,000 and other bureau-managed property. (See DOI's Real Property and Financial Guide.)</p>
AP	Accounts Payable
APO	Accountable Property Officer
Asset Class	Asset class is the main criterion for classifying property according to legal and management requirements. For each asset class, control parameters and default values can be defined for depreciation calculation and other master data. Each asset master record must be assigned to one asset class
Asset Master Record (AMR) shells	<p>Most of the asset shells in FBMS are created automatically via the normal acquisition process at the time of PO creation in FBMS.</p> <p>For manual acquisitions such as donations, transfers in, etc. a separate Work Instruction details how to create the asset shell and post the manual acquisition within one transaction. Refer to Work Instruction <u>ABZON Acquis. w/Autom. Offsetting Entry</u></p>
Award	Contract Management System Award Document
Capitalized on	The value date of an asset.
Capitalized property	Non-expendable property, (excluding stewardship property, plant, and equipment) with a useful life of two years or more, and an acquisition cost at, or above the capitalization threshold. It does not include property



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Terminology	Description
	acquired through loan or museum property. Property converted to ownership at the end of a lease period may be capitalized.
CMS	Contract Management System (PRISM)
CO	Contracting Officer
COR/RO	Contracting Officer Representative/Receiving Official
Cost Center	Organizational unit within a controlling area that represents a defined location of cost incurrence.
Custodial Property Officer (CPO)	A CPO is an official who is responsible for the daily control and supervision of personal property assigned to them.
FBMS	Financial and Business Management System
Fund	A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts, used to distinguish cash and other financial resources
Functional Area	Structure criterion for an enterprise or government based on functional aspects.
GL	General Ledger
GR	Goods Receipt
Inventory Number	The inventory number is output in the standard inventory list for Asset Accounting (Information System). The first character must be the letter designation of your bureau (reference the first letter of the Business Area)
Issuing Office	SAP Purchasing Group
MIGO	Standard SAP goods receipt transaction
MIRO	Standard SAP invoice transaction
Originating Office	Office originating the request and benefiting from this procurement.
Originating Office POC	Point of contact for Office originating the request and benefiting from this procurement.
Percentage	If distribution by percentage is selected then this field is required and line of accounting percentages must total 100%.
PO	Purchase Order in FBMS/Obligation
POP	Period of Performance
PR	Purchase Requisition
PRISM	Contracting Writing System



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Terminology	Description
Receipt Date	The Date COR/RO accepts goods or services
Reference	For vendor invoices the reference field contains the vendors invoice number.
Requisitioner	Person requesting the goods or services. It could be the person creating the purchase request, but may include other office personnel requesting the item.
UPC	User Product Code. The UPC is validated against the asset class so you must ensure the UPC is appropriate for the asset class selected. User Product Code identifies the item being procured into groups. First 4 characters represent the PSC code. The UPC consists of an eight-character code that is used for deriving accounting information that is entered on the Purchase Request in the Item Detail Screen. Users can search for the UPC by the code or Description.
UPC Override	Allows the UPC, GL, and AAC information to be overwritten by the user. This indicator assists during the award process.
Valuated goods receipt	Financial postings occur at time of goods acceptance
WBS	Work Breakdown Structure

Other References

- Create New Purchase Requisition
- Approve Purchase Requisition
- FBMS Acquisitions Approver Manual
- Display Purchase Order
- Create Goods Receipt
- FBMS Acquisitions Receiving Process COR Manual
- Change Asset Master Record
- Enter Logistics Invoice



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Version Control

Date	Description	Author	Reference
01/29/2010	Initial creation	S. Waldron	Production Support Call
03/23/2010	Update with Bureau comments/suggestions	S. Waldron	BLM