



DOI FBMS Standard Operating Procedure (SOP)
Department of the Interior
Creating a PR for a Single Line Item with Multi-funding

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 a single line item that is funded by two different accounting strings. This process walks through creating a purchase requisition, the approval process, creating a purchase order, receiving the goods, updating the Asset Master Record shell, creating an invoice, and reviewing the accounting details.

Acquisition Process

In this scenario, we are purchasing a Spectrometer that is being paid for by two different lines of accounting.

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

Line Item	Short Text	AAC	Qty	UM	Price	UPC	Accounting String
10	Spectrometer	A	1	EA	77000.00	66802000	1
10	Spectrometer	A	1	EA	77000.00	66802000	2



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.

Purchase Order Awarded

The table below shows how the capitalized AMR shell is created when the Purchase Order is awarded.

To effectively track the total cost for the asset, FBMS creates one asset number and assigns a sub-number to each accounting string based on a percentage. The first line item is responsible for 55% of the cost and the second line item is responsible for 45% of the cost.

Line Item	Short Text	Accounting String	%	Asset Number	Sub Number	Cost Allocation
10	Spectrometer	1	55	87781	0000	42,350.00
10	Spectrometer	2	45	87781	0001	34,650.00

Goods Receipt

Now, when the goods are received, FBMS updates the asset value by splitting the individual line items into each asset sub-number.



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1.2 ***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.

1.3 ***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

Process Flow

1.4 ***Creating a Purchase Requisition with Multiple Funding Lines***

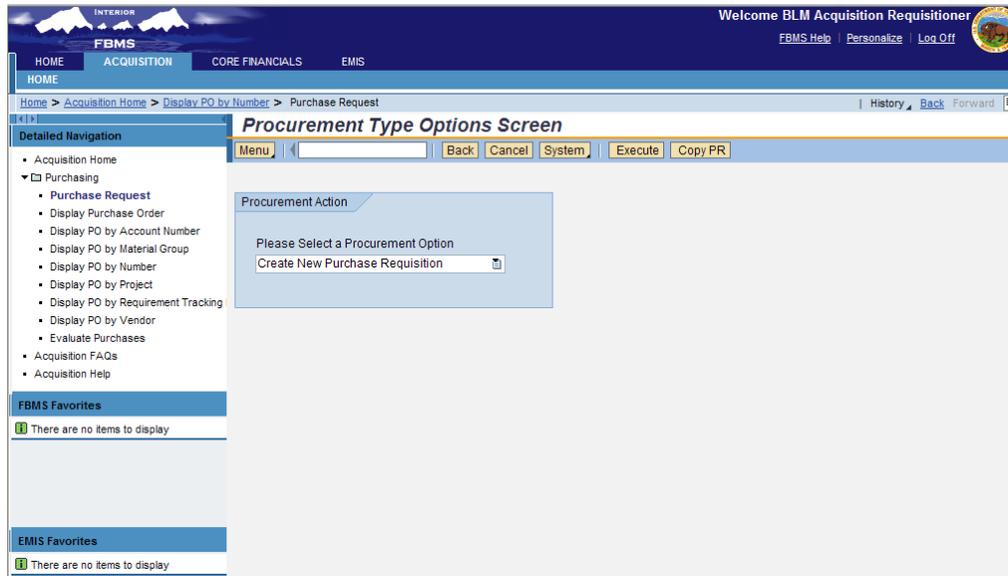
1. Select the portal path **ACQUISITION** tab → **Purchasing** folder → **Purchase Request** to access the *Procurement Type Options* Screen.



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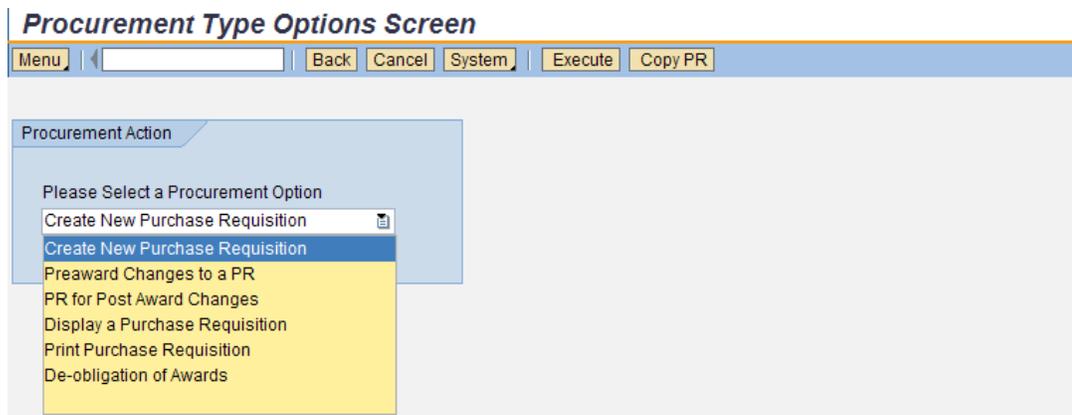
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Note: If you are creating a new PR with data that is similar to a previously created PR, click **Copy PR** the **Copy PR** button and select the PR to copy – all data (except for the approvers) is copied into the new PR, follow the succeeding steps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

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



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



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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

Requisition Title

Adv Procurement Plan

Requisitioner ZLAQREQSNR

CO Responsible Total Value 0.00

COR/Receiving Ratification Indicator

Line Item	Short Text	Acc lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00

Item Detail

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

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: Optical Spectrometer
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 requesting the item. Example: ZLAQREQSNR
CO Responsible	O	The contracting officer responsible for the contract. Example: ZLAQCNTROFF1



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Field Name	R/O/C	Description
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/Receiving Official responsible for receiving the goods. Example: ZLAQCOTRREC1
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

- 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

Document Type	FP		
Requisition Title	Optical Spectrometer		
Adv Procurement Plan			
Requisitioner	ZLAQREQSNR		
CO Responsible	ZLAQCNTROFF1	Total Value	0.00
COR/Receiving	ZLAQCOTRREC	Ratification Indicator	<input type="checkbox"/>
Originating Office	3000000461	COR/Receiving ALT	ZLAQCOTRREC
Originating Office POC		GSA/Contract Number	

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00

Item Detail



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6. Complete the following fields:

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
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.

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:



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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: Emission Spectrometer
Item Category	R	An indicator identifying if the item to be received is based on a quantity (good) or based on a dollar amount (service). The default is blank for goods.  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 in 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 goods.</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: 77000.00</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: 66802000</p>
Sugg Vendor	O	<p>The vendor that may provide the goods. 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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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 brings 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. Press the **Enter** key on your keyboard.

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: 77,000.00
 Item Category: Amount: 77,000.00
 Plant: L000 Item Quantity: 1.000 EA
 BETC: DISB TAS:
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 66802000 G/L Account: 1750.311A0 Item Text
 Material group: 6680CA30 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	77,000.00	LLIDB00200	L16520000.gx0000		

Line Item Quantity Set to 1 for Account Assignment Category A RD1 (100)

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



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Field Name	R/O/C	Description
Delivery Date/POP From	R	Delivery date or Period of Performance. For all Item categories this field is required. If Item Category is “blank” for Goods – Enter the expected Delivery Date for the line item. Example: 03/18/2010
Delivery Address Code	R	Delivery address that is entered in the FBMS system.  The Delivery Address needs to be in the Address Group ME01 – Delivery Addresses. Example: 4276283

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

13. Select **Distribution by percentage** **Distribution by percentage** from the Distribution Indicator drop-down list.



Note: When distributing the cost among more than one account, the percentage must equal 100%.



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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	77,000.00
Item Category		Amount	77,000.00
Plant	L000	Item Quantity	1.000 EA
BETC	DISB	TAS	14X1109
Ordering Agency Ref.		GSA/Fedstrip No.	
User Product Code	66802000	G/L Account	1750.311A0 [X] Item Text
Material group	6680CA30	Acct Assgn Category	A

Accounting Info | Delivery Address | History

Distribution Idr: Single account assignn UPC Override Flag Tradein

Single account assignment
Distribution by percentage

Item	Seq #	Perce	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1		Amount in Document Currency		16520000.GX0000	XXXL1109AF	

14. Complete the first line item by entering the following field:

Field Name	R/O/C	Description
Percent	R	The percentage of the line item amount applied to this funding string. Example: 55.0

Accounting Info | Delivery Address | History

Distribution Idr: Distribution by percenta UPC Override Flag Tradein

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1	55.0	1.000	EA	77,000.00	LLIDB00200	L16520000.GX0000	XXXL1109AF	

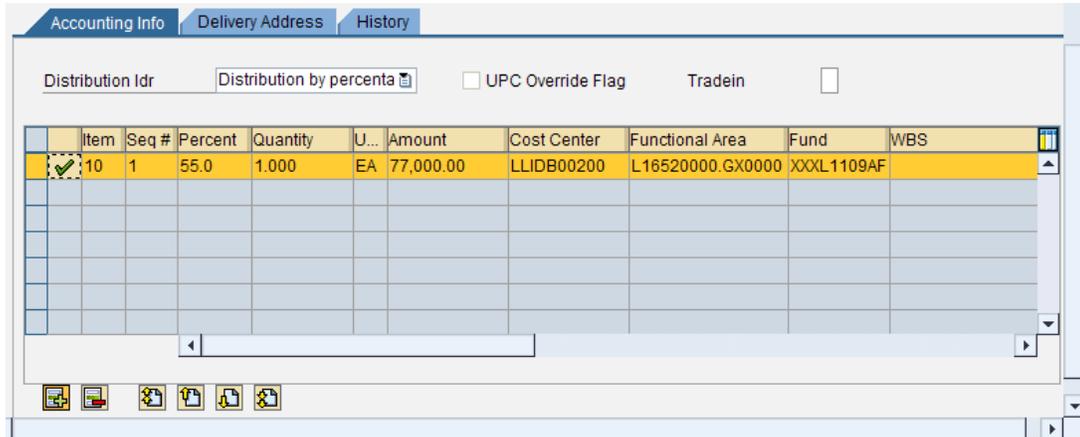
15. Highlight the row you want to add another accounting line to and select the **Insert Row** button.



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16. Complete the following fields:

Field Name	R/O/C	Description
Line Item	D	<p>The line item for the item being requested. Each item on a purchase request has a unique, system-assigned number.</p> <p> The first line item defaults from the initial line item entry.</p> <p>Example: 10</p>
Seq #	D	<p>The sequence number assigned to a line item.</p> <p>For a multi-funded asset, FBMS creates additional sequence numbers for each unique line of accounting.</p> <p> The first line and sequence number defaults from the initial line item entry.</p> <p>Example: 2</p>
Percent	R	<p>The percentage of the line item amount applied to this funding string.</p> <p>Example: 45.0</p>
Cost Center	R	<p>Organizational unit within a controlling area that represents a defined location of cost incurrence.</p> <p>Example: LLCO950000</p>
Functional Area	R	<p>Structure criterion for an enterprise or government based on functional aspects.</p> <p>Example: L19300000.EW0000</p>



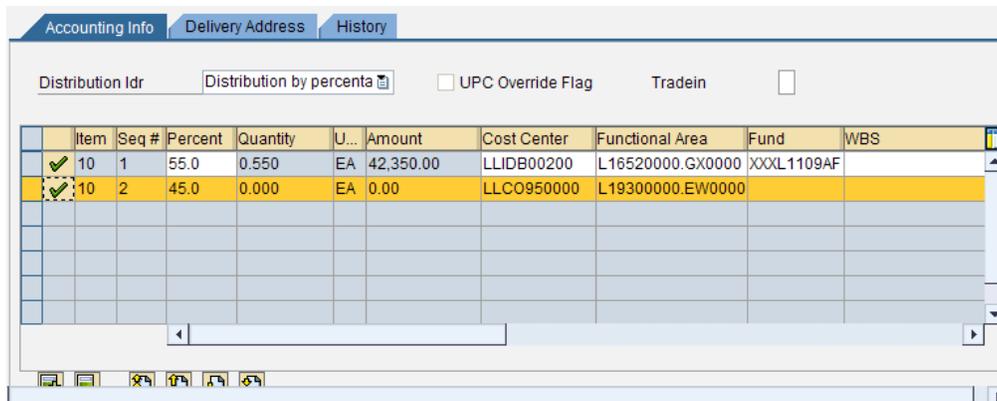
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Field Name	R/O/C	Description
Fund	R	<p>A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts, used to distinguish cash and other financial resources.</p> <p>This field is derived when you press the Enter key on your keyboard.</p> <p> Note: If you choose to press the Enter key, FBMS brings 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>

17. Optionally, select  the **Validate** button to validate the funding information.



18. Select  the **Back** button to return to the main *Purchase Requisition* screen.

 Note: FBMS derives the Fund and WBS when appropriate.



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Accounting / Delivery Address / History - Create PR

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: 66802000 G/L Account: 1750.311A0 Item Text
 Material group: 6680CA30 Acct Assgn Category: A

Accounting Info | Delivery Address | History

Distribution Idr: Distribution by percenta UPC Override Flag Tradein:

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1	55.0	0.550	EA	42,350.00	LLIDB00200	L16520000.GX0000	XXXL1109AF	
✓ 10	2	45.0	0.450	EA	34,650.00	LLCO950000	L19300000.EW0000	XXXL1109ML	

19. Select **Submit PR** the **Submit PR** button when you are ready for the PR to be approved, validated, and submitted to procurement for processing.

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: OPTICAL SPECTROMETER
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR
 CO Responsible: ZLAQCNTROFF Total Value: 77,000.00

Line Item	Short Text	Acc	lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC	UPC Desc
10	EMISSION SPECTROME	A			1.000	EA	77,000.00	77,000.00	USD	66802000	SPECTRO

Item Detail

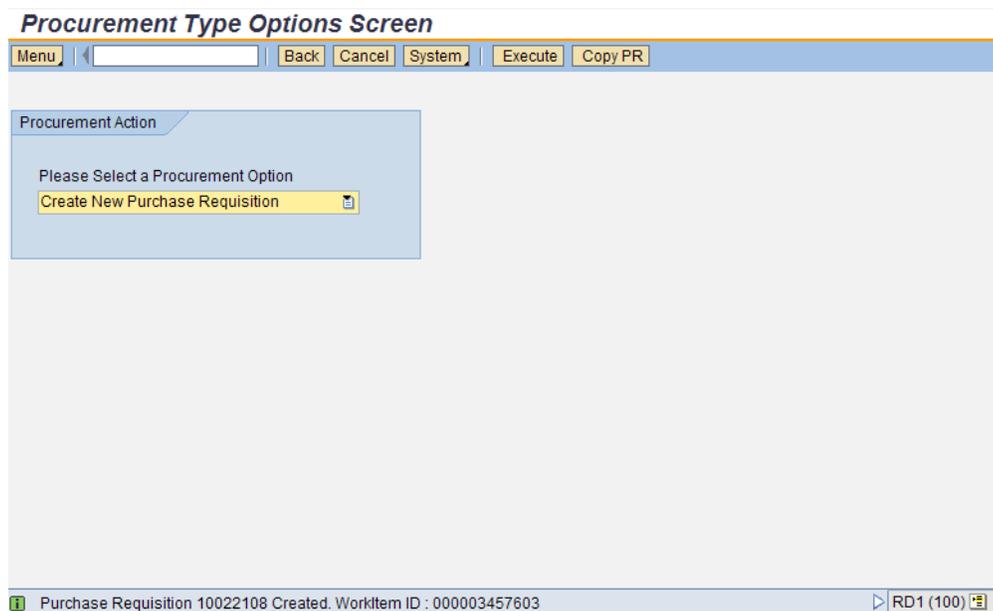
20. FBMS displays the message, Purchase Requisition XXXXXXXXX Created. WorkItem ID: XXXXXXXXXXXXXXXX" in the lower left-hand side of the screen.



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1.5 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)



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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

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 Approver

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 is also 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.

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.

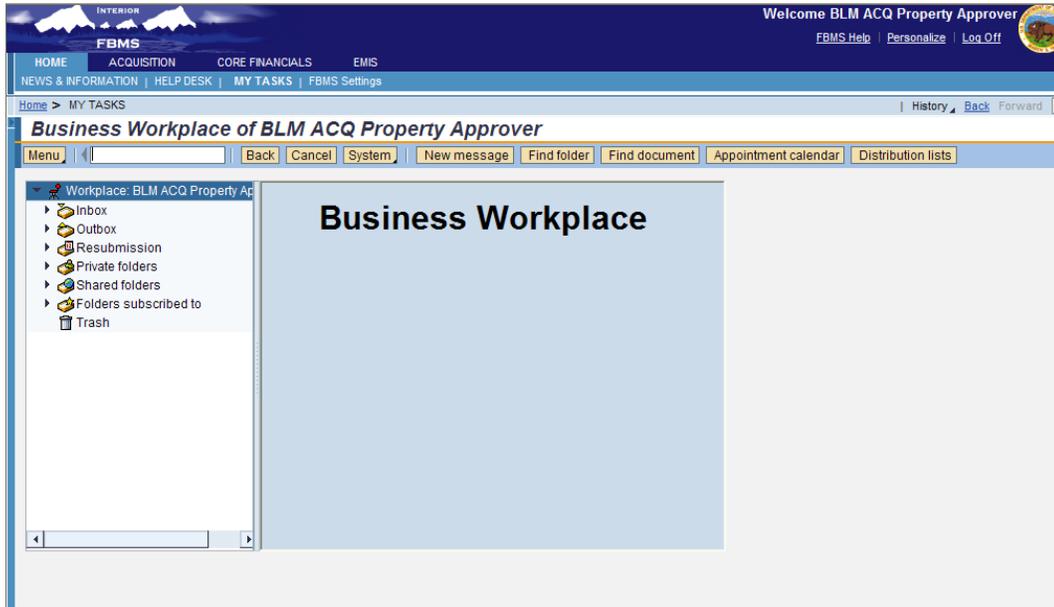
1. Select the portal path **HOME** → **MY TASKS** to access *Business Workplace* screen.



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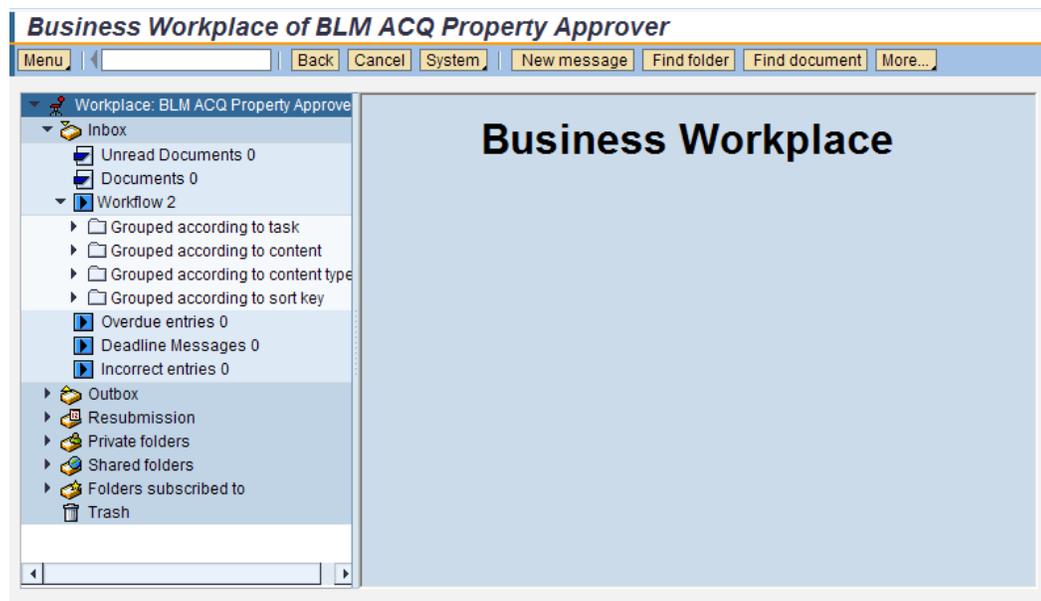
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2. View your workflow message(s) by selecting the **Inbox** in the left navigation pane and then selecting **Workflow XX**. The number to the right of the Workflow title represents the number of messages waiting in your workflow inbox.



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



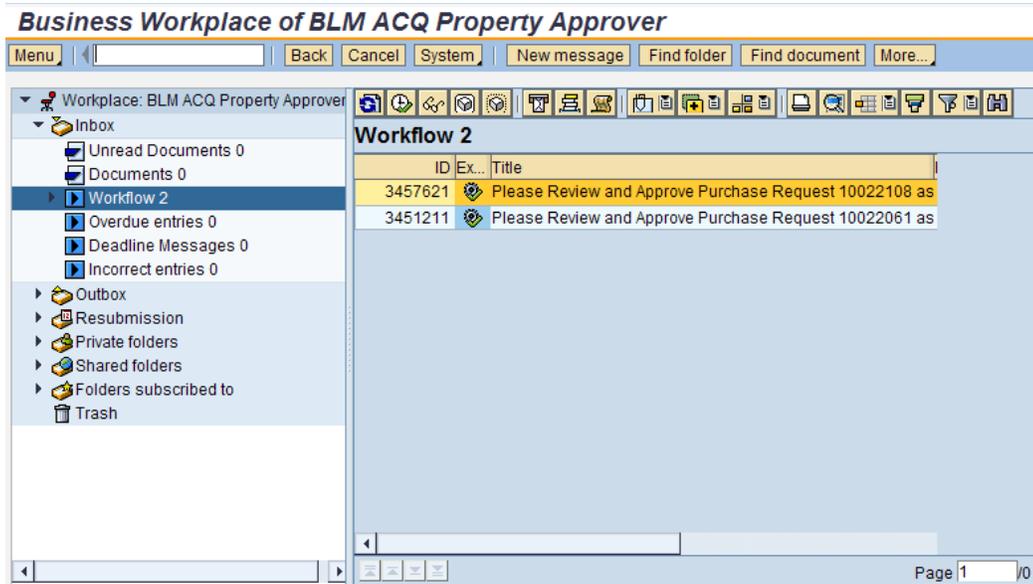
3. **Double-click** on the **Workflow ID** associated with the item you want to review.



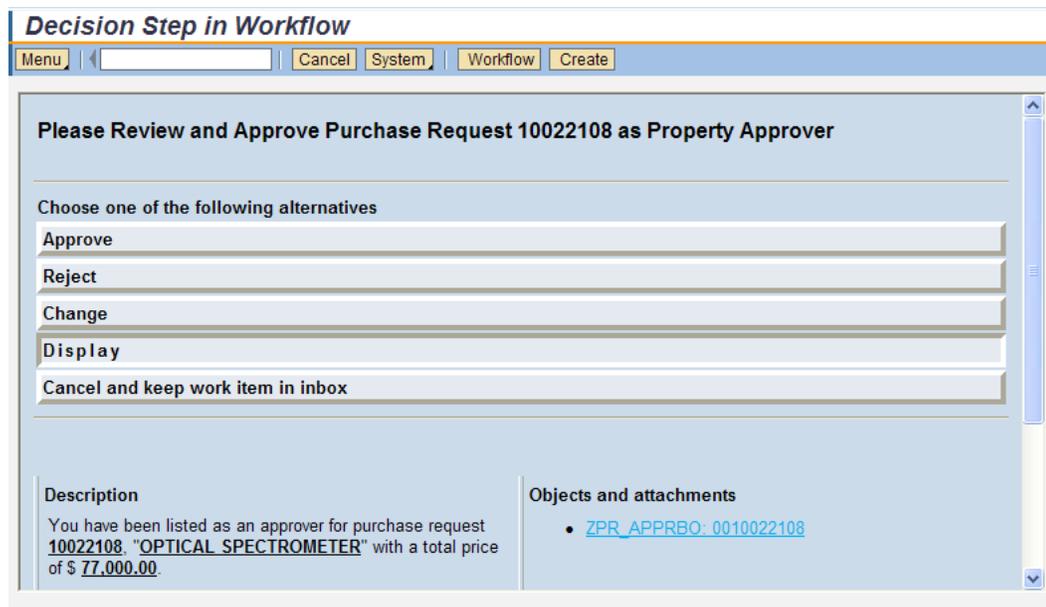
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- Select **Display** the **Display** alternative to review the details of the purchase request.



- Review the details of the purchase request.

 In the Item Info header, verify the UPC code, Material Group, G/L Account, and Account Assignment Category Code are correct.



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Summary Screen - Display PR 10022108 Created By ZLAQREQSNR

Menu | Cancel | System | Refresh

Header Info | Approval / Status | Header Text

PR Display

Document Type: FP PRs for Funded Contracts

Purchase Requisition: 10022108

Requisition Title: OPTICAL SPECTROMETER

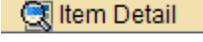
Adv Procurement Plan:

Requisitioner: ZLAQREQSNR Vendor(for MOB):

CO Responsible: ZLAQCNTROFF Total Value: 77,000.00

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	EMISSION SPECTROMETER	A			1.000	EA	77,000.00	77,000.00

Item Detail

- Highlight the line and select  the **Item Detail** button to verify the accounting string.

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	EMISSION SPECTROMETER	A			1.000	EA	77,000.00	77,000.00

Item Detail

- Review the Accounting String, Commitment Item, Distribution Percentage, etc.



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Accounting/ Delivery Address/ History - Display PR 10022108 Created By

Menu | [Back] [Cancel] [System] | First Item Previous Item Next Item Last Item

Plant: L000 Item Quantity: 1.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 66802000 G/L Account: 1750.311A0 [Item Text]
 Material group: 6680CA30 Acct Assgn Category: A

Accounting Info | Delivery Address | History

Distribution Id: Distribution by percenta: [v] UPC Override Flag: [] Tradein: []

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS	Commitm...	As
✓ 10	1	55.0	0.550	EA	42,350.00	LLIDB00200	L16520000.GX0000	XXXL1109AF		311A00	
✓ 10	2	45.0	0.450	EA	34,650.00	LLCO950000	L19300000.EW0000	XXXL1109ML		311A00	

- Click **Back** the **Back** button.
- Select **Cancel** the **Cancel** button twice to return to the Approval screen.

Accounting/ Delivery Address/ History - Display PR 10022018 Created By

Menu | [Back] [Cancel] [System] | First Item Previous Item Next Item Last Item

Item Info

PR Item Number: 10 Unit Price: 77,000.00
 Item Category: Amount: 77,000.00
 Plant: L000 Item Quantity: 1.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 66802000 G/L Account: 1750.311A0 [Item Text]
 Material group: 6680CA30 Acct Assgn Category: A

Accounting Info | Delivery Address | History

Distribution Id: Distribution by percenta: [v] UPC Override Flag: [] Tradein: []

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1	55.0	0.550	EA	42,350.00	LLIDB00200	L16520000.GX0000	XXXL1109AF	
✓ 10	2	45.0	0.450	EA	34,650.00	LLCO950000	L19300000.EW0000	XXXL1109ML	

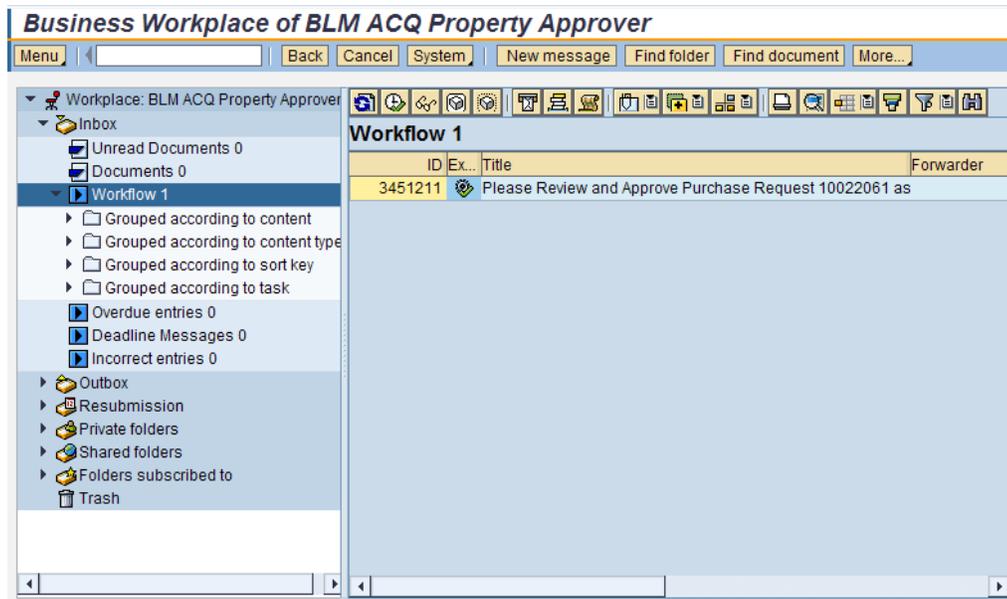
- Select  the **Refresh** button to display the requisition.



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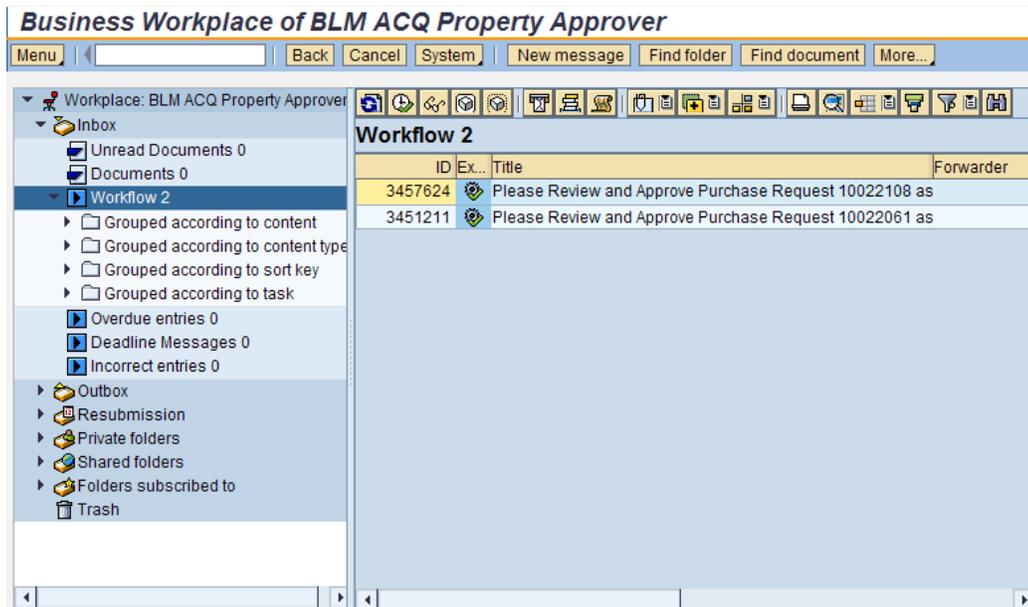
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11. FBMS displays the Workflow ID for the Purchase Requisition you just reviewed.

12. **Double-click** on the **Workflow ID** associated with the item you want to approve.



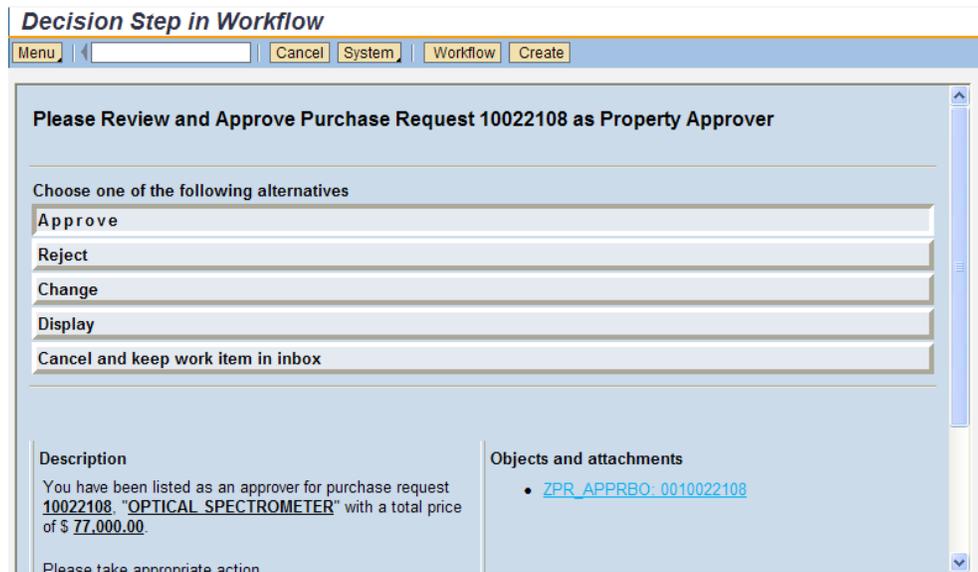
13. Select **Approve** the **Approve** alternative.



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Optionally, you can Reject, Change, Display, or Cancel the work item.

14. Upon Approval, the Purchase Requisition is routed to additional approvers.



After all approvers have approved the Purchase Requisition the Contracting Officer can then create the Purchase Order.



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



Note: You can verify the data was transmitted successfully by opening the PR and viewing the Overall Status and Transmission Status fields on the Approval/Status tab.

1.6 **Creating and Releasing a Purchase Order**

The Expeditor assigns the Purchase Requisition to a 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.

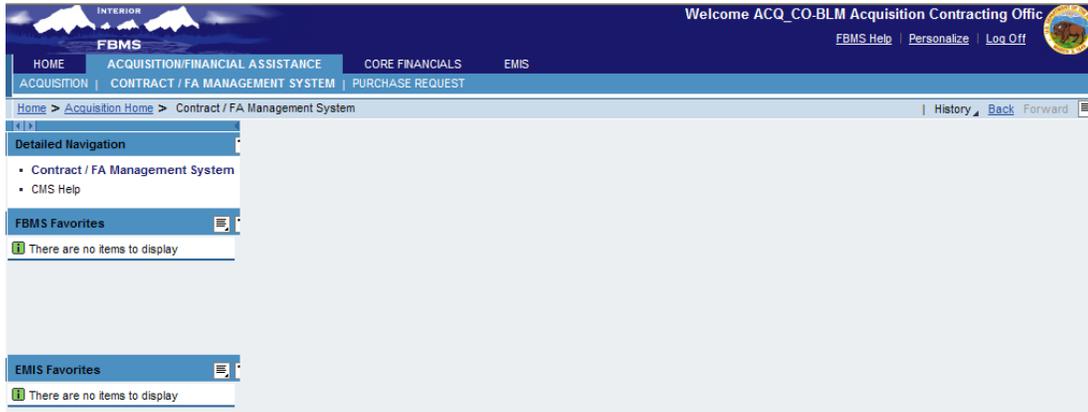
1. Select the portal path **ACQUISITION** tab → **CONTRACT MANAGEMENT SYSTEM** folder to access the *Contract Management System interface* program.



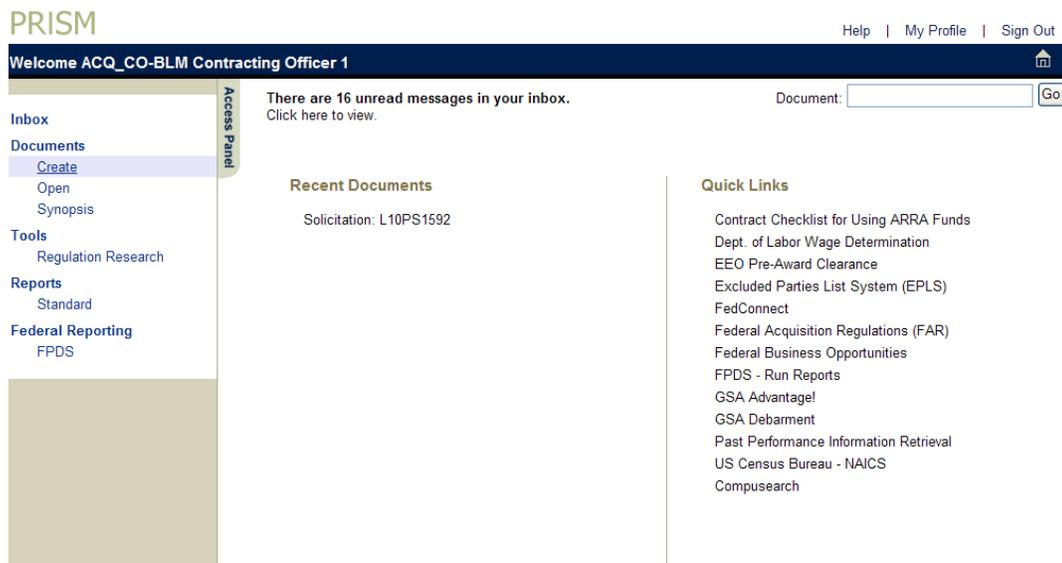
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2. Select **Documents** → **Create** in the *Contracting Management System*.



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



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4. Select the **Continue** button.
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 the **Display** button.

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

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner
Y	0010022075	03/02/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acquis
Y	0010022082	03/11/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acquis
Y	0010022108	03/18/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acquis

Page 2 of 2 (8 results found)



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

- Select the **Create** button.

- 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 will 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 will 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 - Select Acquisition → 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: 0070137302</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** → **Payments** in the Navigation pane.



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PRISM Change Form ?

Purchase Order

Purchase Order Information

PO Number: L10PX22423 Stage: Award Obligation: \$77,000.00
 Version: BASE - In Progress Net View: Off Total Amount without Options: \$77,000.00
 Number of Items: 1 Total Amount: \$77,000.00

Cover Page

**There is no form associated with this Purchase Order.
Choose Change Form to associate a form.**

Navigation menu:
 Main
 Items
 Vendor
 Recurring Obligati
 Synopsis
 Package
 Cover Page
 Body
 Attachments
 Supporting Docs
 FedConnect
 Summary Report
 Protests
 Claims
 Validations

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

Form Selection

Search: For: Display Cancel

Results per page:

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

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

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



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PRISM Edit Change Form Setup ?

Purchase Order Information

PO Number: L10PX22423	Stage: Award	Obligation: \$77,000.00
Version: BASE - In Progress	Net View: Off	Total Amount without Options: \$77,000.00
Number of Items: 1		Total Amount: \$77,000.00

Cover Page

OF-347 (4/2006)

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

4. Requisition/Reference Number: System Calculate-0010022108

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
e. HIRZone:	No

15. Select **Release** the **Release** button.

PRISM Route Self Approve Release Delete Cancel FPDS Renumber ?

Purchase Order Information

PO Number: L10PX22423	Stage: Award	Obligation: \$77,000.00
Version: BASE-In Progress	Net View: Off	Total Amount without Options: \$77,000.00
Number of Items: 1		Total Amount: \$77,000.00

General Information

Owner: ACQ_CO-BLM Contracting Officer 1

Requisition Number: 0010022108

Solicitation Number: (None)

Purchase Order is: Priced Unpriced

Award Date: 03/18/2010

Effective Date: 03/18/2010

Admin Office: LEA [Edit]

Issuing Office: LEA [Edit]

Invoice Office: L000 INV [Edit]

Vendor: 0070137302 ACCENTURE LLP

Buyer: ZLAQCNTROFF1

Type of Warrant Required: OM SUPPLY

Contracting Officer: ZLAQCNTROFF1

Contracting Officer Representative: [Edit]

Administrative Contracting Officer: [Edit]

Primary Product / Service Code: 6680

16. Select **Yes** the **Yes** button to release the award.



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PRISM

Purchase Order Information

PO Number: L10PX22423	Stage: Award	Obligation: \$77,000.00
Version: BASE - In Progress	Net View: Off	Total Amount without Options: \$77,000.00
	Number of Items: 1	Total Amount: \$77,000.00

Release Document

Are you sure you want to release L10PX22423?



Note: The Contract Management System displays the following information upon successful completion of a Purchase Award.

PRISM

Purchase Order

Purchase Order Information

PO Number: L10PX22423	Stage: Award	Obligation: \$77,000.00
Version: BASE - In Progress	Net View: Off	Total Amount without Options: \$77,000.00
	Number of Items: 1	Total Amount: \$77,000.00

Validations

SAP Post

Approval received from Finance.

Award L10PX22423 is successfully approved.

Complete FPDS-NG Reporting

Contract Awards created under the number L10PX22423

Asset 000000087781, subnumber 0000 was created

Asset 000000087781, subnumber 0001 was created

Successfully updated PR history!

[Click here to continue.](#)



When a Purchase Order is awarded and there are line items for capitalized assets, there is an interface to FBMS that automatically creates an Asset Master Record (AMR) shell. In this example, the AMR 87781 is created. Because the line item has more than one accounting string, the FBMS interface splits the AMR into separate sub-numbers. The first accounting string is associated with AMR 87781 sub-number 0000. The second account string is associated with AMR 87781 sub-number 0001.

17. Select the **Click here to continue** area.



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Creating a PR for a Single Line Item with Multi-funding

1.7 Verifying the Purchase Order in FBMS

1. Select the portal path **CORE FINANCIALS** tab → **Purchasing** folder → **Display PO by Number** to access the *Purchasing Documents per Document Number* screen.

Purchasing Documents per Document Number

Menu | [Search] | Save As Variant... | Back | Cancel | System | Execute | Get Variant... | More...

Purchasing document	1400	to	[]	[]
Purchasing organization	1400	to	[]	[]
Scope of List	BEST			
Selection Parameters	[]	to	[]	[]
Document Type	[]	to	[]	[]
Purchasing Group	[]	to	[]	[]
Plant	[]	to	[]	[]
Item Category	[]	to	[]	[]
Account Assignment Category	[]	to	[]	[]
Delivery Date	[]	to	[]	[]
Validity Key Date	[]			
Range of Coverage to	[]			
Vendor	[]	to	[]	[]
Supplying Plant	[]	to	[]	[]
Material	[]	to	[]	[]
Material Group	[]	to	[]	[]
Document Date	[]	to	[]	[]
Intern. Article No. (EAN/UPC)	[]	to	[]	[]
Vendor's Material Number	[]	to	[]	[]

2. Enter the **Purchase Order** number generated in the **Contract Management System** and select **Execute** the **Execute** button.

Purchasing Documents per Document Number

Menu | [Search] | Save As Variant... | Back | Cancel | System | Execute | Get Variant... | More...

Purchasing document	L110PX22423	to	[]	[]
Purchasing organization	1400	to	[]	[]
Scope of List	BEST			
Selection Parameters	[]	to	[]	[]
Document Type	[]	to	[]	[]
Purchasing Group	[]	to	[]	[]
Plant	[]	to	[]	[]
Item Category	[]	to	[]	[]
Account Assignment Category	[]	to	[]	[]
Delivery Date	[]	to	[]	[]
Validity Key Date	[]			
Range of Coverage to	[]			
Vendor	[]	to	[]	[]
Supplying Plant	[]	to	[]	[]
Material	[]	to	[]	[]
Material Group	[]	to	[]	[]
Document Date	[]	to	[]	[]
Intern. Article No. (EAN/UPC)	[]	to	[]	[]
Vendor's Material Number	[]	to	[]	[]
Vendor Subrange	[]	to	[]	[]



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- A window displays showing details about the purchase order.

Purchasing Documents by Document Number

Menu | [] | Back | Cancel | System | Display Document | Print Preview

PO	Type	Vendor	Name	PGp	Order Date		
Item	Material		Short Text		Mat. Group		
D I A	Plnt	SLoc	Order Qty	Un	Net Price	Curr.	per Un
L10PX22423	ZC	70137302	ACCENTURE LLP	LEA	03/18/2010		
00010			EMISSION SPECTROMETER		6680CA30		
	A	L000		1	EA	77,000.00	USD 1 EA
			Still to be delivered	1	EA	77,000.00	USD 100.00 %
			Still to be invoiced	1	EA	77,000.00	USD 100.00 %

 Note: In this example, the item is still awaiting delivery and invoicing.

- Highlight the **purchase order number** and select **Menu**, the **Menu** button, **Environment**, and **Display Document** to display the *Contract Awards* screen.

Purchasing Documents by Document Number

Menu | [] | Back | Cancel | System | Display Document | Print Preview | PO History

List
Edit
Goto
Environment | Display Document F2
System | Conditions
Help

Vendor	Name	PGp	Order Date				
	Short Text		Mat. Group				
	Display Document F2	Qty	Un	Net Price	Curr.	per Un	
	LLP		LEA	03/18/2010			
	EMISSION SPECTROMETER			6680CA30			
	A	L000		1	EA	77,000.00	USD 1 EA
			Still to be delivered	1	EA	77,000.00	USD 100.00 %
			Still to be invoiced	1	EA	77,000.00	USD 100.00 %

 FBMS defaults to the Material Data tab.

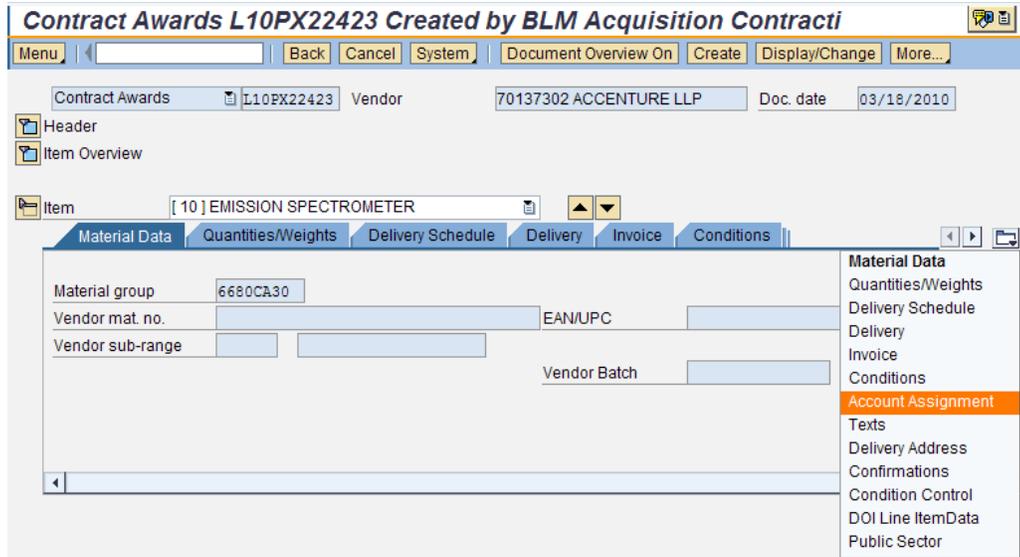
- Select  the **Additional tab** icon and select **Account Assignment**.



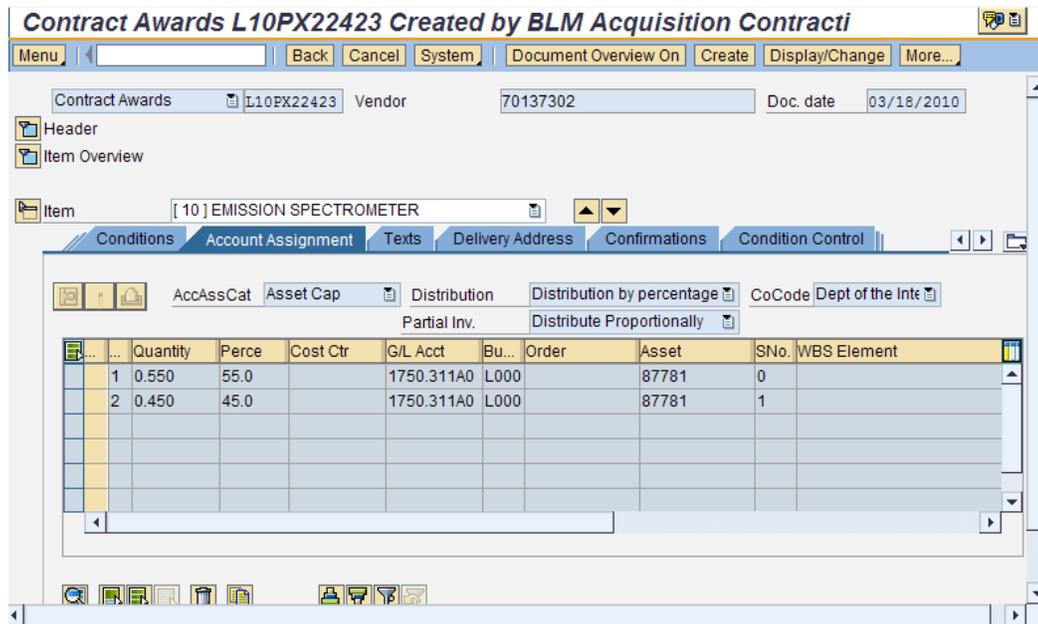
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- The Contract Awards screen shows the **percentage split**, **G/L account**, the **Asset** number and **sub-numbers** created in FBMS. Because this is one asset with two funding lines, FBMS created an Asset record with **two sub numbers**.



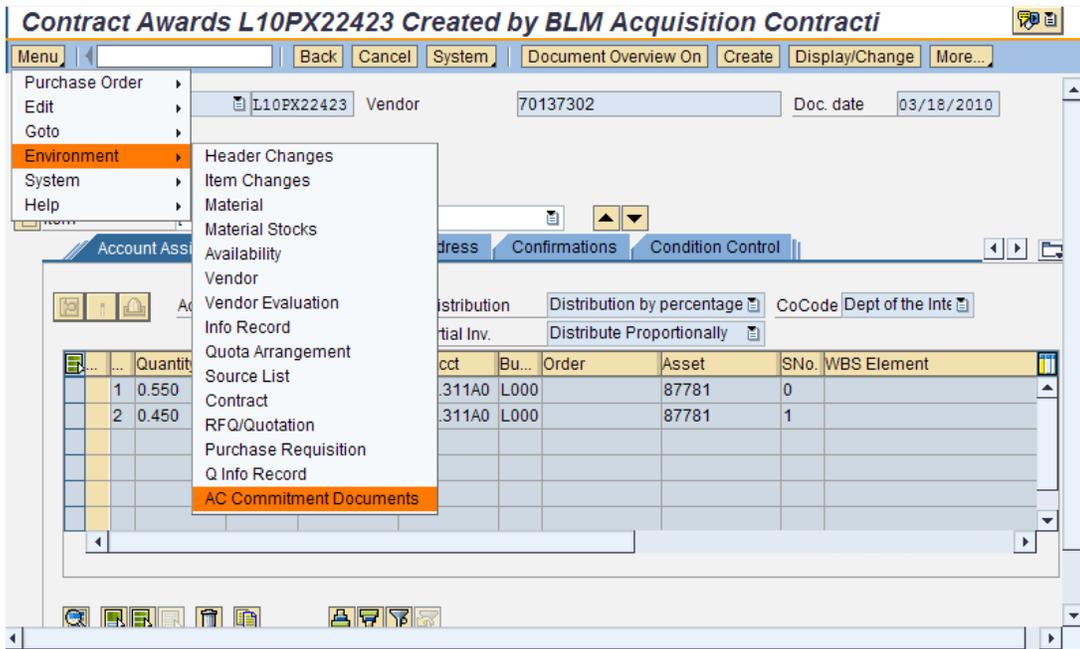
- Select **Menu** → **Environment** → **AC Commitment Documents** to view the **Documents in Accounting** window.



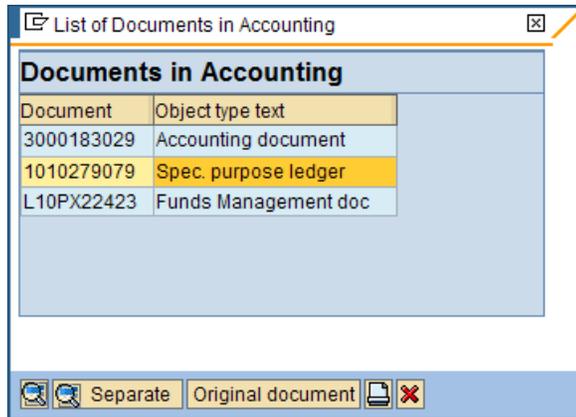
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8. Double click the **Spec. purpose ledger** object type.



9. Double click on ledger number **95** to display the FI-SL local actual single docs window.



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Ld	Doc.no.	Year	COCD	Gl.com	Origin
95	1010279079	2010	1400		Purchas
96	1010279079	2010	1400		Purchas
97	1010279079	2010	1400		Purchas

10. Review the budgetary accounts affected.

- 4610 – Allotments realized resources
- 4801 – UDO Obligations unpaid

Display FI-SL local actual single docs

Menu | [] | Back | Cancel | System | Choose detail | Sort in ascending order | More...

There is/are 0001 document(s) with 00004 line items

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	Cmmt		
1010279079	S	6	2010	1400	0	1	95	L10PX22423	W	03/18/2010	03/18/2010	03/18/2010	17:06:41	XI2SAP			
000001	1	4610.00000	42,350.00	RFBU	L000							L16520000.GX0000	XXXL1109AF	311A0			
000002	2	4610.00000	34,650.00	RFBU	L000							L19300000.EW0000	XXXL1109ML	311A0			
000003	3	4801.P0000	42,350.00-	RFBU	L000							L16520000.GX0000	XXXL1109AF	311A0			
000004	4	4801.P0000	34,650.00-	RFBU	L000							L19300000.EW0000	XXXL1109ML	311A0			
* Total			0.00														

1.8 Validating the Asset Master Record Shells in FBMS

Asset Master Record (AMR) shells are created two ways by FBMS through the standard purchasing process.

- For Capitalized items (AAC = A), FBMS creates an AMR when the Purchase Order is awarded.
- For non-capitalized items (AAC = L), a nightly batch job runs and creates the Asset Master Record (AMR) shells as necessary.

There are several ways to view AMRs in FBMS: three are referenced in this document.



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When FBMS initially creates Asset Master Record shells, the Inventory Number field is populated with the Purchase Order number. When items are received, a bar code with the Inventory Number is created and should be updated on the AMR for tracking purposes.

Incomplete assets created by FBMS have default values in the following fields:

Field Name	Default Value
Serial Number	TBD
Inventory Number	Purchase Order Number
Capitalized on date	Blank
CPO No.Name	99999999
APO No.Name	99999999
CE No.Name	99999999
Manufacturer	TBD
Physical Receipt Date	Blank

1. Incomplete Asset Report

The Property Manager should regularly check the BW Incomplete Asset Report to monitor new assets.

The Incomplete Asset Report is designed to easily identify asset records that have not been updated with required data. This report shows AMR shells that still need to have the fields mentioned above populated.

Select **EMIS** tab → **BEx Web Analyzer**. The report can be found in the Property/Asset folder.

2. Directory of Unposted Assets

Use this report to identify Asset Master Records (AMRs) that have not been posted. Property Managers should access this report frequently to ensure asset records in FBMS are properly received.



Take Note: Property personnel should determine why an asset has not been received. It could be that the PO or PO line item was canceled by procurement after the AMR shells were already created in FBMS. Deleting a PO line item after an asset shell (and potentially an EMR shell) is created will not delete the asset (or equipment) record. If this is the case, the Property Manager needs to delete (or set to some type of inactive status) the AMR and EMR.



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1. Select **PROPERTY** tab → **ASSET** tab → **Reporting** folder → **Directory of Unposted Assets** to go to the *Directory of Unposted Assets* screen.



Limit your search by using your Business Area, Sort Variant = Z054, and Date fields.

2. Select **Execute** the **Execute** button.

3. In this example, FBMS created one asset number with two sub numbers: 0 and 1.

Invent no	Asset	SNo	On	Created by	Asset description
87574	0	01/26/2010	XI2SAP	SPECTROMETER	
87574	1	01/26/2010	XI2SAP	SPECTROMETER	

3. Display Asset by Purchase Order

This method of searching allows you to find all Asset Master Records (AMRs) created for a given Purchase Order.

1. Select **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Change Asset Master Record** to go to the *Change Asset Initial data* screen.
2. Select  the **Asset field Search** icon to bring up the Search Criteria window.



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Change Asset: Initial screen

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

Asset	
Subnumber	0
Company Code	1400

- If the Search Criteria fields do not display, select ▼ the arrow to the left of Search Criteria.

Main Asset Number (1)

▶ Search Criteria

Search Results 0 / 0

- Select the **Asset Custom Fields** category.

Personal Value List: Main Asset Number (1)

▼ Search Criteria

Category	Names and classes
Company Code	Names and classes
Asset Class	Asset Serial Number
Description	Asset Custom Fields
Acct determination	Cost center
Capitalized on	Inventory number
Asset	Investment Orders
Subnumber	Investment Projects
	Group assets
	Fund, Functional Area
Maximum No. of Hits	500

Start Search

- Enter the **Purchase Order** number in the PO/Acq Doc/Ref No field and press the **Enter** key on your keyboard.



If an Asset has a sub-number, you will be prompted to enter a sub-number in the appropriate field.



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Personal Value List: Main Asset Number (1)

▼ Search Criteria

Category: Asset Custom Fields

Company Code: 1400

Asset: []

Subnumber: []

PO/Acq Doc/Ref No: L10PX22423

Description: []

APO Number: []

APO Name: []

CPO Number: []

CPO Name: []

CE Number: []

CE Name: []

Manufacturer Code: []

Manufacturer Name: []

Maximum No. of Hits: 500

- The search criterion returns all the asset records created by FBMS. **Double click on an asset record.**

Main Asset Number (1)

Search Criteria

Search Results

Company Code	Ass...	SNo.	PO/Acq	Asset description	APO No	APO Name	CPO No	CPO Name	CE No	CE N
1400	87781	0	L10PX22423	SPECTROMETER	99999999		99999999		99999999	
1400	87781	1	L10PX22423	SPECTROMETER	99999999		99999999		99999999	

- Press the **Enter** key on your keyboard.

Change Asset: Initial screen

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

Asset: 87781

Subnumber: 0

Company Code: 1400

- Review the Asset Master Record shell.



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Change Asset: Master data

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

Asset: 87781 0 SPECTROMETER
Class: 30CA660 Cap Instrum Lab&Test Company Code: 1400

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

General data

Description: SPECTROMETER

Asset main no. text: SPECTROMETER

Acct determination: 20040 Capital Various Equipment

Serial number: TBD

Inventory number: []

Manage historically

Inventory

1.9 Creating a Goods Receipt

When creating a Goods Receipt, FBMS populates the acquisition value in the Asset Master Record (AMR) shell that the system created. The Property Manager must then update the AMR shell with the CPO name, APO name, Serial Number, Inventory Number, Manufacturing information, etc.

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

HOME ACQUISITION/FINANCIAL ASSISTANCE CORE FINANCIALS EMIS

ACQUISITION | PURCHASE REQUEST

Welcome ACQ_COR-BLM AQ COTR RECOFF

FBMS Help | Personalize | Log Off

Home > Acquisition Home > Create Goods Receipt | History | Back | Forward

Purchase Order

Purchase Order Number: [] Submit Clear Search Display PO

Purchase Order Items

Item Number	Short Text	Unit

Row 0 of 0

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item: []

Short Text: []

Document Header Text: []

Unit: []

Scheduled Quantity: []

Quantity Received: []

Quantity: []

Delivery Date: 1/26/2010

Delivery Note: []

Document Date: 1/26/2010



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2. Enter the **Purchase Order Number** on the packing slip (this should be the same number that was generated by the Contract Management System) and select **Submit** the **Submit** button.

Purchase Order

Purchase Order Number:

Purchase Order Items

Item Number	Short Text	Unit

Row 0 of 0

3. Highlight the row being received. In this example, Item Number 00010 is being received.

Purchase Order

Purchase Order Number:

Purchase Order Items

Item Number	Short Text	Unit
00010	EMISSION SPECTROMETER	EA

Row 1 of 1

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.



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Creating a PR for a Single Line Item with Multi-funding

MIGO Details	
GR Goods Receipt:	101 - Creates Goods Receipt & Acceptance
Purchase Order Item:	00010
Short Text:	EMISSION SPECTROMETE
Document Header Text:	
Unit:	EA
Scheduled Quantity:	1
Quantity Received:	
Quantity:	1.000
Delivery Date:	3/18/2010
Delivery Note:	
Document Date:	3/18/2010
Posting Date:	3/18/2010

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: 03/18/2010
Document Date	R	The date the goods are actually received. If the goods were received prior to today’s date, change this as appropriate. For payment purposes, this is the starting date used in conjunction with the Purchase Order’s Payment Terms field and is used to determine when a payment should be made. Example: 03/18/2010
Posting Date	R	The date the Goods Receipt transaction is posted. Example: 03/18/2010

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



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Creating a PR for a Single Line Item with Multi-funding

Purchase Order Number:

Purchase Order Items		
Item Number	Short Text	Unit
00010	EMISSION SPECTROMETER	EA
Row 1 of 1		

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 = 5000057020 Year = 2010

Purchase Order

Purchase Order Number:

Purchase Order Items		
Item Number	Short Text	Unit
00010	EMISSION SPECTROMETER	EA
Row 1 of 1		

6. Repeat steps 3 – 5 for each item being received.

1.10 Updating the Asset Master in FBMS

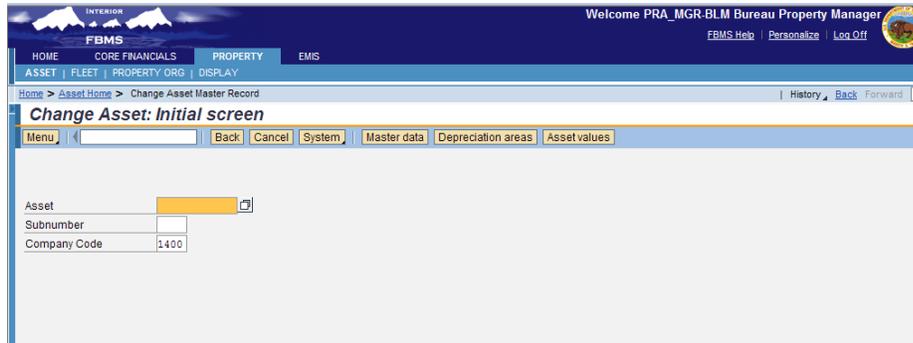
1. Select the portal path **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Change Asset Master Record** to access the *Change Asset Initial* screen.



DOI FBMS Standard Operating Procedure (SOP)

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Creating a PR for a Single Line Item with Multi-funding

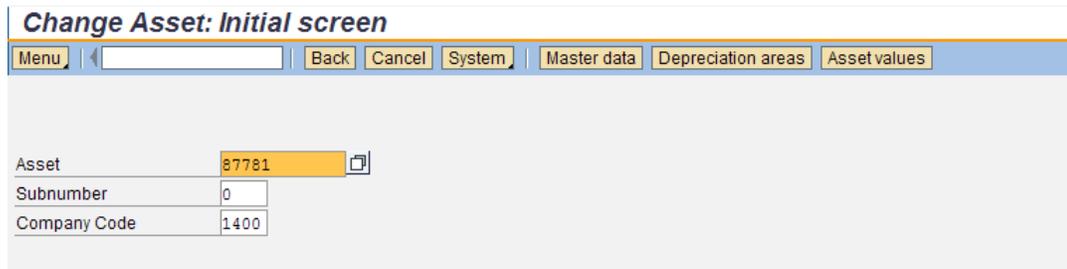


2. As required, complete the following fields:

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: 87781
Company Code	R	Company code of an asset. Example: 1400

 Optionally, if you do not know the Asset number, use  the Search button and select **Asset Custom Fields** 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 **Master data** the **Master data** button to access additional data fields.



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: SN3827289DDi98



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Field Name	R/O/C	Description
Inventory number	R	The inventory number for the asset. Example: LK843984

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

6. As required, review and complete the following fields:

Field Name	R/O/C/D	Description
Business Area	D	Key that uniquely identifies a bureau. Defaults from the Purchase Order. Example: L000
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. Take Note: The value in the Responsible Cost Center defaults from the Cost Center that is populated on the first funding line for the PR line item. The consequence of combining all asset quantities for multiple offices on one line item and then adding multiple funding lines is that the Responsible Cost Center is populated based on the first funding line. Example: LLIDB00200



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Creating a PR for a Single Line Item with Multi-funding

Field Name	R/O/C/D	Description
Plant	D	<p>Unique key identifying a plant.</p> <p>Defaults from the Purchase Order.</p> <p>Example: L000</p>
Fund	D	<p>Key that identifies the appropriation being used for this line item. The fund is the highest level of budget control.</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>Defaults from the Purchase Order.</p> <p>Example: XXXL1109AF</p>
Functional Area	D	<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>Defaults from the Purchase Order.</p> <p>Example: L16520000.GX0000</p>
Funds Center	D	<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>Defaults from the Purchase Order.</p> <p>Example: LLIDB00200</p>
WBS Element	D	<p>Work Breakdown Structure.</p> <p>This is an optional field and defaults from the Purchase Order.</p> <p>Example:</p>
CPO Acceptance Ind.	R	<p>CPO Acceptance Indicator</p> <p>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.</p> <p>Example: A</p>



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Creating a PR for a Single Line Item with Multi-funding

Field Name	R/O/C/D	Description
CPO No.Name	R	Name of the Custodial Property Officer (CPO).  When you select the CPO using the Search feature, FBMS automatically the APO field. 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.

8. As required, review 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



DOI FBMS Standard Operating Procedure (SOP)

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Creating a PR for a Single Line Item with Multi-funding

Field Name	R/O/C	Description
User Status	C	This field automatically populates but should be verified and changed when appropriate. Example: 0
UPC	D	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: 66802000

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

Change Asset: Master data

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

Asset: 87781 0 SPECTROMETER
 Class: 30CA660 Cap Instrum Lab&Test Company Code: 1400

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

Allocations

Ownership Status: 0 Agency-Owned
 User Status: 0 Active
 UPC: 66802000 SPECTROMETER

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
PO/Acq.Doc/Ref.No	D	The Purchase Order document number. Example: L10PX22423
Physical Receipt Date	D	The date the goods are actually received. Example: 03/18/2010



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Creating a PR for a Single Line Item with Multi-funding

Field Name	R/O/C	Description
Manufacturer	R	<p>The Manufacturer field appears as TBD when an asset has been created from a Purchase Order.</p> <p> The property person needs to search for a valid manufacturer.</p> <p>Example: 62670</p>
Manufacture Year	R	<p>Manufacturing year of the asset.</p> <p>Example: 2009</p>
Model	R	<p>Brief model description for the asset.</p> <p>Example: SPEC9384</p>
Model Year	R	<p>Model year for the vehicle.</p> <p>Example: 2009</p>
Warranty Start Date	R	<p>Start date of the warranty for the asset.</p> <p>Example: 03/18/2010</p>
Warranty End Date	R	<p>Warranty expiration date for the asset.</p> <p>Example: 03/17/2015</p>
Warranty Information	R	<p>Manufacturer warranty information.</p> <p>Example: 5 YR WARRANTY</p>

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



DOI FBMS Standard Operating Procedure (SOP) Department of the Interior Creating a PR for a Single Line Item with Multi-funding

Change Asset: Master data

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

Asset: 87781 0 SPECTROMETER
 Class: 30CA660 Cap Instrum Lab&Test Company Code: 1400

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

PO/Acq,Doc/Ref.No	I10PX22423
Physical Receipt Date	03/18/2010
Valuation Method	
Manufacturer	62670 TBD
Manufacture Year	2009
Model	SPEC9384
Model Year	2009
Warranty Start Date	03/18/2010
Warranty End Date	03/18/2015
Warranty Information	5 YR WARRANTY
Grant Contract No.	



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

Change Asset: Initial screen

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

Asset: 87781
 Subnumber: 0
 Company Code: 1400

The asset 87781 0 is changed

RD1 (100)

1.11 Entering an Invoice for the Goods

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



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Creating a PR for a Single Line Item with Multi-funding

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.
------	--------	----------	------	------	--------------	------	------------------

2. 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: 03/18/2010
Invoice date	R	It is the date that is given by the vendor and appears on the invoice. Example: 03/18/2010
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: INV#8484737
Amount	R	The amount of the debit or credit transaction being posted. Example: 77000.00

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



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Creating a PR for a Single Line Item with Multi-funding

Field Name	R/O/C	Description
Purchasing Document	R	Specifies the number assigned to the purchase order. Example: L10PX22423

- Press the **Enter** key on your keyboard.



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



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

- Select **Post** the **Post** button.



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Creating a PR for a Single Line Item with Multi-funding

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: 03/18/2010
 Invoice date: 03/18/2010
 Posting Date: 03/18/2010
 Amount: 77,000.00 USD
 Reference: INV#8484737
 Text:
 Paymt terms: 30 Days net
 Baseline Date: 03/18/2010
 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

Purchase Order/Scheduling Agreement: L10PX22423

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.
1	77,000.00	1	EA		L10PX22423	10	



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

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. recpt date:
 Invoice date:
 Posting Date: 03/18/2010
 Amount: USD
 Reference:
 Text:
 Company Code: 1400 Dept of the Interior U.S.A.

Improper Invoice Information

PO reference | G/L account

Purchase Order/Scheduling Agreement:

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

Document no. 5200129164 created | RD1 (100)

1.12 Validating MIRO Postings

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



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Creating a PR for a Single Line Item with Multi-funding

1. Select **CORE FINANCIALS** tab → **Display** tab → **Purchasing** folder → **Display Invoice Status** to go to the *Display Invoice Document* screen.

2. Enter the **Invoice Document** number and **Fiscal Year** for the invoice you want to display and select **Display Document** the **Display Document** button.

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

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.
	77,000.00	1	EA		L10PX22423	10	

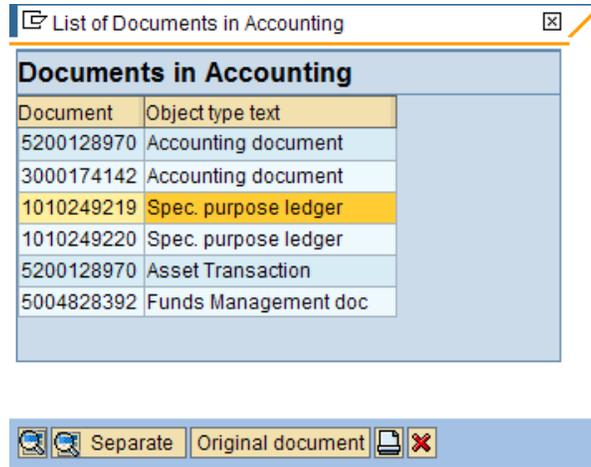
4. Double click on the **first Spec. purpose ledger** line to view the Invoice Postings.



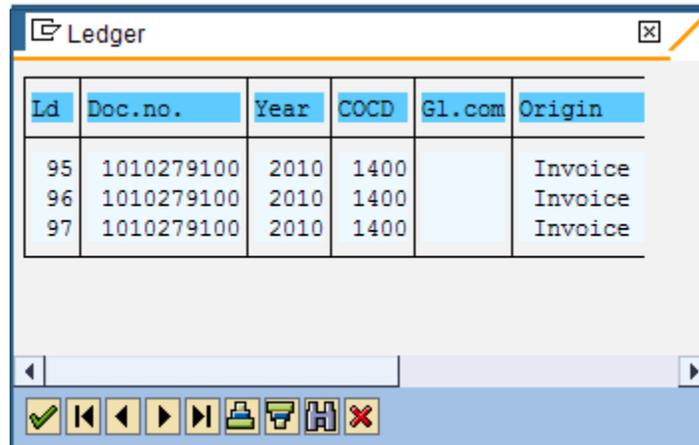
DOI FBMS Standard Operating Procedure (SOP)

Department of the Interior

Creating a PR for a Single Line Item with Multi-funding



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



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

Display FI-SL local actual single docs

Menu | [] | Back | Cancel | System | Choose detail | Sort in ascending order | More...

There is/are 0001 document(s) with 00004 line items

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			Cmnt
1010279100	S	6	2010	1400	0	1	95	5200129164	W	03/18/2010	03/18/2010	03/18/2010	18:40:11	SWALDRON			
000001	1	1750.311A0		42,350.00			RMRP	L000				L16520000.GX0000	XXXXL1109AF	311A0			
000002	1	1750.311A0		34,650.00			RMRP	L000				L19300000.EW0000	XXXXL1109ML	311A0			
000003		2110.IN000		34,650.00-			RMRP	L000				L19300000.EW0000	XXXXL1109ML	311A0			
000004		2110.IN000		42,350.00-			RMRP	L000				L16520000.GX0000	XXXXL1109AF	311A0			
* Total																	
													0.00				



DOI FBMS Standard Operating Procedure (SOP)

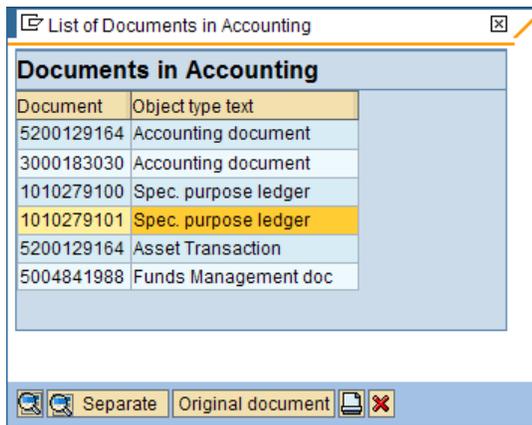
Department of the Interior

Creating a PR for a Single Line Item with Multi-funding

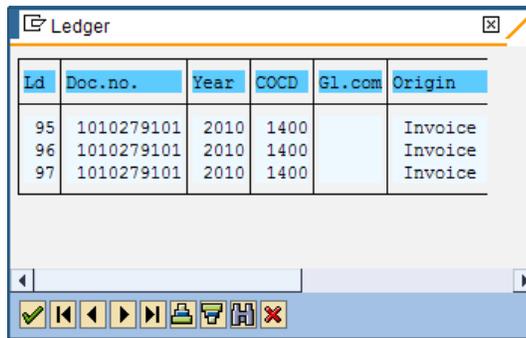


Note: FBMS shows a debits and credits to accounts 1750 (Capitalized Equipment) and 2110 (AP Liability).

- Click **Back** the **Back** button to return to the Documents in Accounting window and double click on the **second Spec. purpose ledger** line to view the Budget Postings.



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



- Review the **Budget Postings** for the transaction.



DOI FBMS Standard Operating Procedure (SOP) Department of the Interior Creating a PR for a Single Line Item with Multi-funding

Display FI-SL local actual single docs

Menu | [] | Back | Cancel | System | Choose detail | Sort in ascending order | More...

There is/are 0001 document(s) with 00010 line items

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	Cmmt	
1010279101	S	6	2010	1400	0	1	95	5200129164	W	03/18/2010	03/18/2010	03/18/2010	18:40:11	SWALDRON			
000001		3107.00000	42,350.00	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000002		4801.P0000	42,350.00	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000003		4801.P0000	34,650.00	RFBU	L000									L19300000.EW0000	XXXXL1109ML	311A0	
000004		4901.00000	42,350.00-	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000005		4901.00000	34,650.00-	RFBU	L000									L19300000.EW0000	XXXXL1109ML	311A0	
000006		5700.00000	42,350.00-	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000007		8801.00000	42,350.00-	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000008		8801.00000	34,650.00-	RFBU	L000									L19300000.EW0000	XXXXL1109ML	311A0	
000009		8802.00000	42,350.00	RFBU	L000									L16520000.GX0000	XXXXL1109AF	311A0	
000010		8802.00000	34,650.00	RFBU	L000									L19300000.EW0000	XXXXL1109ML	311A0	
* Total			0.00														



Note: FBMS shows debits and credits to accounts 4801 (UDO – Obligations unpaid) and 8802 (Purchases of Capitalized Assets) and 4901 (Delivered Orders) and 8801 (Offset for Purchases of Capitalized Assets).

1.13 Validating the Asset Depreciation Values

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

Change Asset: Initial screen

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

Asset []

Subnumber []

Company Code 1400

2. Complete the **Asset** and **Sub-number** and press the **Enter** key on your keyboard.

Change Asset: Initial screen

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

Asset 87781

Subnumber 0

Company Code 1400



DOI FBMS Standard Operating Procedure (SOP) Department of the Interior Creating a PR for a Single Line Item with Multi-funding

- 3. View the Asset Master Record shell and select **Asset values** the **Asset values** button.

Change Asset: Master data

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

Asset 87781 0 SPECTROMETER
Class 30CA660 Cap Instrum Lab&Test Company Code 1400

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

General data

Description SPECTROMETER

Asset main no. text SPECTROMETER

Acct determination Z0040 Capital Various Equipment

Serial number SN3827289DDI98

Inventory number LK843984

Manage historically

Inventory

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

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.

Asset Explorer

Menu | Back | Cancel | System | Refresh Asset | Display Master Data | More...

Asset 1400-87781/0000

Depreciation Areas

- 01 Book depreciation in
- 02 Accountable Property

Company Code 1400 Dept of the Interior

Asset 87781 0 SPECTROMETER

Fiscal year 2010

Planned values | Posted values | Comparisons | Parameters

Planned values Book depreciation in local currency

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		42,350.00	42,350.00	USD
Acquisition value		42,350.00	42,350.00	USD
Ordinary deprec.		4,571.48-	4,571.48-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

Transactions

Astval.dt	Amount	TTvpe	Transaction tpe name	Crcy
-----------	--------	-------	----------------------	------



DOI FBMS Standard Operating Procedure (SOP)

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Creating a PR for a Single Line Item with Multi-funding

Depreciation Area 02 – Accountable Property

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

The screenshot shows the 'Asset Explorer' interface. On the left, a tree view shows 'Depreciation Areas' with '02 Accountable Property' selected. The main window displays asset details for 'Company Code 1400' and 'Asset 87781'. Below this, there are tabs for 'Planned values', 'Posted values', 'Comparisons', and 'Parameters'. The 'Planned values' tab is active, showing a table titled 'Planned values Accountable Property'.

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		42,350.00	42,350.00	USD
Acquisition value		42,350.00	42,350.00	USD
Ordinary deprec.		4,114.33-	4,114.33-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

Below the table is a 'Transactions' section with a table header: 'Ast.val dt', 'Amount', 'Type', 'Transaction type name', 'Crcy'.

1.14 Validating Asset Postings

1. Select **PROPERTY** tab → **ASSET** tab → **Master Data** folder → **Display Asset Document** to go to the *Documents for Asset* screen.

The screenshot shows the 'Documents for Asset' screen. It has a menu bar with 'Back', 'Cancel', 'System', and 'Dynamic Selections'. Below the menu are four input fields: 'Company Code' (with value 1400), 'Asset' (empty), 'Subnumber' (empty), and 'Fiscal Year' (empty).

2. Enter the **Asset number**, **Sub-number**, and **Fiscal Year** and press the **Enter** key on your keyboard.



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Creating a PR for a Single Line Item with Multi-funding

Documents for Asset

Menu | [Back] | [Cancel] | System | Dynamic Selections

Company Code: 1400

Asset: 87781

Subnumber: 0

Fiscal Year: 2010

- On the Overview of Asset Accounting Documents screen, select **Menu** → **Goto** → **Acct Doc**.

Overview of Asset Accounting Documents

Menu | [Back] | [Cancel] | System | Detail | Document header | Previous area | Next area | More...

Transaction: 87781 0 SPECTROMETER
 Edit: Dept of the Interior

Goto: Detail F2
 Previous area Shift+F6
 Next area Shift+F7

Environment: Document header F5
 System: Acct Doc. F6
 Note F9
 Help: Back F3

Type Text	Text	Ord. Dep.	Spec. Det
Initial asset acquisition		0.00	

- Double click on the first **Accounting document** line.

List of Documents in Accounting

Documents in Accounting

Document	Object type text
5200129164	Accounting document
3000183030	Accounting document

Separate Original document



DOI FBMS Standard Operating Procedure (SOP)

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Creating a PR for a Single Line Item with Multi-funding

5. View the accounting and fund information for this asset.

Document Overview - Display

Menu | << | Back | Cancel | System | Select Individual Object | Change Individual Line Items | More...

Doc.Type : RE (Invoice - General) Normal document

Doc. Number	5200129164	Company code	1400	Fiscal year	2010
Doc. date	03/18/2010	Posting date	03/18/2010	Period	06
Calculate Tax	<input type="checkbox"/>				
Ref.doc.	INV#8484737				
Doc.currency	USD				

Itn	PK	Account	Amount	Cost Ctr	Functional Area	Cmnt Itc	Fund	Text
1	70	1750.311A0	42,350.00		L16520000.GX0000	311A00	XXXL1109AF	
2	70	1750.311A0	34,650.00		L19300000.EW0000	311A00	XXXL1109ML	
3	31	70137302	77,000.00-			AP		

Definition of Terms

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



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Terminology	Description
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	Most of the asset shells in FBMS are created automatically via the normal acquisition process at the time of PO creation in FBMS. 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>
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 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 inventor).y number is output in the standard



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Terminology	Description
	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
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



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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

Version Control

Date	Description	Author	Reference
01/29/2010	Initial creation	Sandy Waldron	Production Support Call
03/22/2010	Updated with Bureau comment and suggestions	Sandy Waldron	BLM input