



DOI FBMS Standard Operating Procedure (SOP)
Department of the Interior
Creating and Approving a PR for Non-Cap Assets

Standard Operating Procedure



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Understanding the SOP Scenario

1.1 Scenario

This SOP describes the process for creating a purchase requisition for non-capitalized assets, creating the purchase award, receiving the goods, and updating the asset master record shells that are automatically created in FBMS.

Acquisition Process

There is a need to purchase 20 laptops. Purchasing needs to procure 10 Latitude model E6400s and 10 Latitude model E6500s. Five each, of the E6400s, are going to the Utah office and the Denver Federal Center (DFC). Five each, of the E6500s, are going to the Washington DC office and the Sacramento office.



It is important to include information like the model number so the Contracting Officer knows more about what they need to purchase. In this example, there are so many different types of laptops that can be purchased; they may not purchase what is actually needed.

FBMS allows you to combine the same items on one line item. Therefore, your purchase request may be prepared as shown in this table:

Line Item	Short Text	Qty	UM	Price	Delivery Address
10	Latitude E6400	10	EA	\$1600.00	See Delivery Schedule
20	Latitude E6500	10	EA	\$1700.00	See Delivery Schedule

Nightly Batch Process for Non-capitalized Asset Creation

Because these are non-capitalized assets, after the purchase request is approved and the purchase order is awarded, there is a nightly batch process that runs and automatically creates the Asset Master Record (AMR) shells. Here, you see that line item 10 has 10 AMRs that are system-generated as shown in the table below:

Line Item	Short Text	Qty	UM	Price	Delivery Address	Asset Number
10	Latitude E6400	10	EA	\$1600.00	See Delivery Schedule	1 2 3 4 5 6 7 8 9



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Goods Receipt Problem

When it is time to receive the goods, FBMS receives the goods in FIFO (first in first out) order. If all the Latitude E6400s are on line item 10, what would happen if four laptops are received on Monday March 1, 2010? Let's say that two laptops are received in Utah and two laptops are received at the Denver Federal Center. FBMS updates the first four asset records associated with line item 10. In this scenario, it is not clear which asset numbers each office is going to be responsible for maintaining within FBMS.

Line Item	Short Text	Quantity	UM	Price	Delivery Address	Asset Number
10	Latitude E6400	10	EA	\$1600.00	See Delivery Schedule	1 – received 03/1/10 2 – received 03/1/10 3 – received 03/1/10 4 – received 03/1/10 5 6 7 8 9 10



In this scenario, the property personnel would need to correct the location and communicate with each office on who owns which asset, etc.

1.2 Solution

Acquisition Process

In order to better track the assets created within FBMS, a solution is to create separate line items for each delivery location. The short text description contains the office name and other meaningful information. The benefit is that the goods receipt is by line and location.

Line Item	Short Text	Qty	UM	Price	Delivery Address
10	Latitude E6400 (Utah)	5	EA	\$1600.00	Utah
20	Latitude E6400 (DFC)	5	EA	\$1600.00	Denver Federal Center
30	Latitude E6500 (Wash DC)	5	EA	\$1700.00	Washington DC
40	Latitude E6500 (Sacramento)	5	EA	\$1700.00	Sacramento



Take Note: You should also create separate lines when you have different funding paying for non-capitalized items.



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Nightly Batch Process for Non-capitalized Asset Creation

When the nightly batch process runs, the AMRs are automatically created as shown in the table below:

Line Item	Short Text	Qty	UM	Price	Delivery Address	Asset Number
10	Latitude E6400 (Utah)	5	EA	\$1600.00	Utah	1 2 3 4 5
20	Latitude E6400 (DFC)	5	EA	\$1600.00	Denver Federal Center	6 7 8 9 10

Goods Receipt

Now, when it is time to receive the goods, FBMS updates the goods by line item, location, and in FIFO (first in first out) order. Therefore, when the two laptops are received in Utah and the two laptops are received at the DFC, FBMS updates the first two asset records for each line item. In this scenario, it is clear that the Utah office is responsible for asset numbers 1 and 2 and the Denver Federal Center is responsible for asset numbers 6 and 7.

Line Item	Short Text	Quantity	UM	Price	Delivery Address	Asset Number
10	Latitude E6400 (Utah)	5	EA	\$1600.00	Utah	1 – received 3/1/10 2 – received 3/1/10 3 4 5
20	Latitude E6400 (DFC Cube Farm)	5	EA	\$1600.00	Denver Federal Center	6 – received 3/1/10 7 – received 3/1/10 8 9 10

1.3 Benefits of an Integrated System

FBMS is an integrated system. This means that FBMS automatically creates Asset Master Record (AMR) shells (and potentially Equipment Master Record shells) from the procurement documents. The asset acquisition value is recorded when the receiving official enters the Goods Receipt in FBMS.

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



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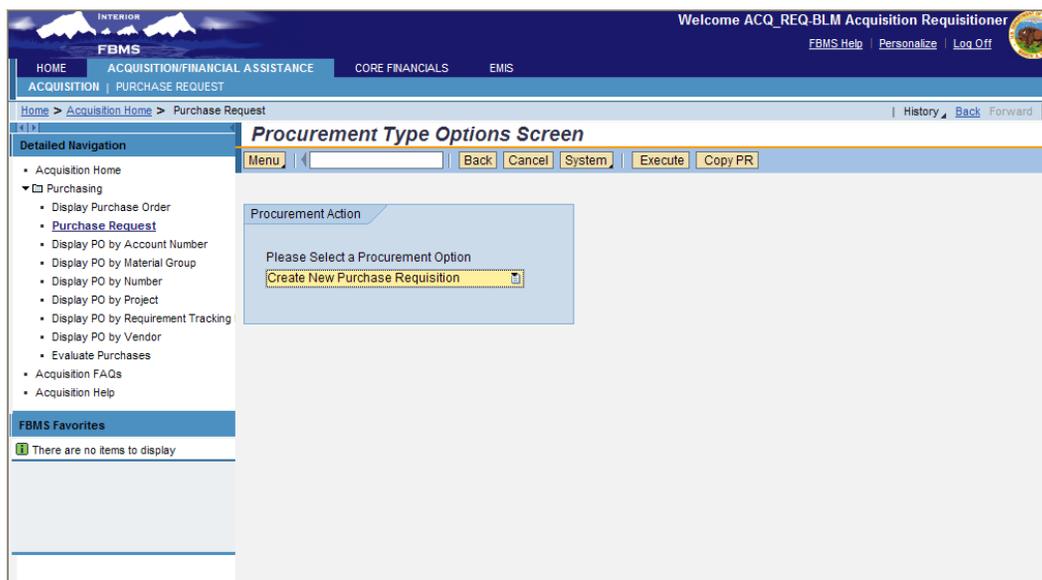
1.4 Explanation of Field Tables

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

Process Flow

1.5 Creating a Multi-line Purchase Requisition

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

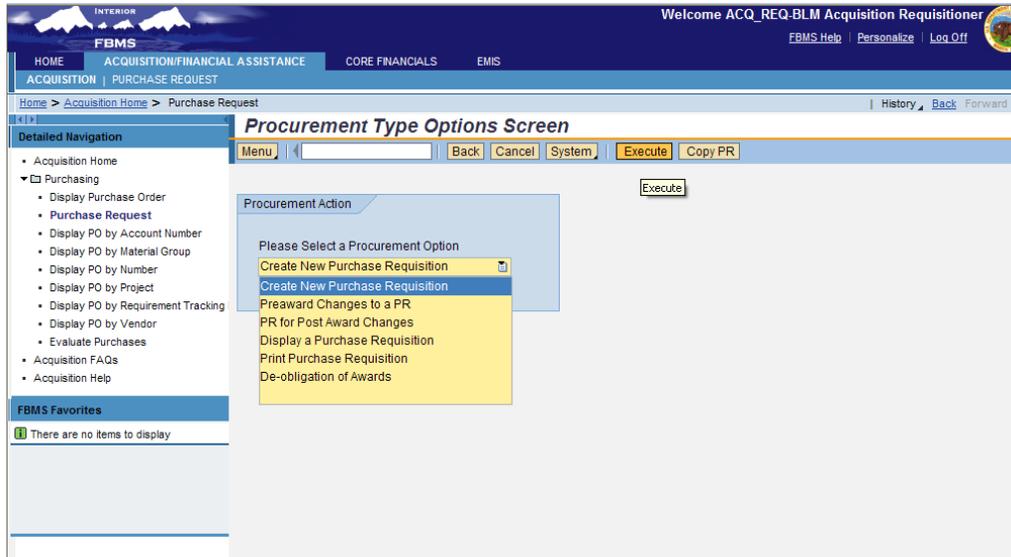


Note: If you are creating a new PR with data that resembles a previously created PR, click **Copy PR** the **Copy PR** button and select the PR to copy – all data will default in, follow the succeeding steps and change values as necessary.

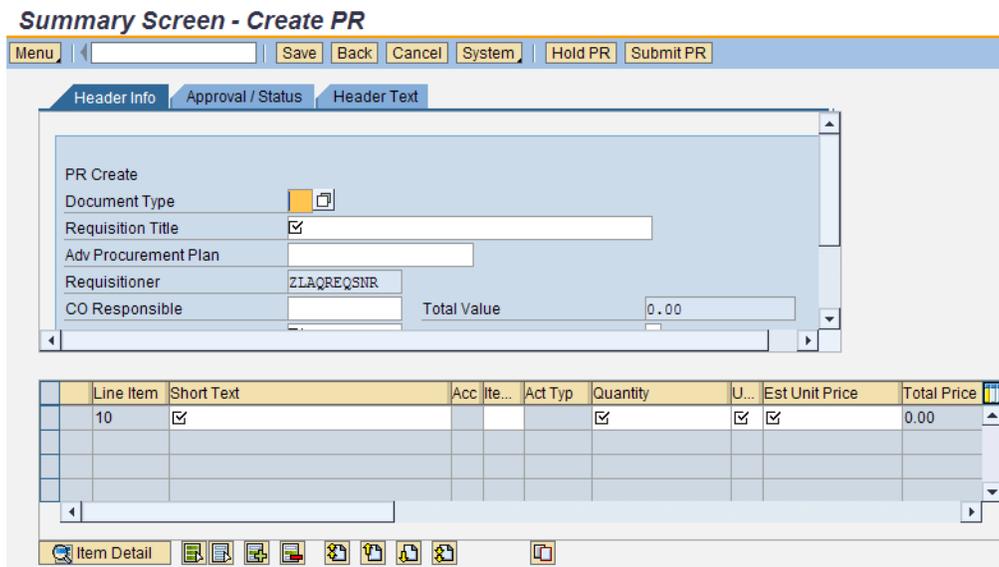
- Select the **Create New Purchase Requisition** option and select the **Execute** **Execute** button.



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3. FBMS displays the *Purchase Requisition Summary* screen.



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



Use  the **Search** button to select the Contracting Officer and Receiving Officials.



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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: LAPTOP COMPUTERS – MULTI LOCATIONS
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
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.



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6. Complete the following fields:

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.



Use the **Search** button to select the Approvers.

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

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.



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Field Name	R/O/C	Description
Item Category	R	<p>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.</p> <p> 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.</p> <p> 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.</p> <p>Example: Blank</p>
Quantity	R	<p>The quantity of the line item being requested.</p> <p>Example: 5</p>
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: 1600.00</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: 70211300</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: 70348503</p>



Note: The following table shows the lines taken directly from the UPC to Asset Class Crosswalk table. As you can see, based on the UPC and the Est. Unit Price entered above, FBMS derives the AAC, G/L Acct., BOC, Asset Class, and Material Group from the highlighted row.

UPC	UPC Description	AAC	G/L Acct	BOC	Asset Class	Material Group	Amount Range
70211300	LAPTOP / NOTEBOOK COMPUTER	A	1750.311E0	311E	10CA700	7021CA10	\$15000.00 – 999,999,999.99
70211300	LAPTOP / NOTEBOOK	L	6100.312E0	312E	10NC700	7021NC10	0.00 – 14,999.99



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UPC	UPC Description	AAC	G/L Acct	BOC	Asset Class	Material Group	Amount Range
	COMPUTER						

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 ZLAQSUFVSR

Property Approver ZLAQPROPAPR

IT Approver ZLAQITAPRV

Adhoc Approver

Certifying Funds Approver ZLAQCRFDAPR

Line Item	Short Text	Acc. Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC
10	LATITUDE E6400 - UTAH			5	EA	1600.00	0.00	USD	70211300

Item Detail

- 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 ZLAQSUPVSR

Property Approver ZLAQPROPAPR

IT Approver ZLAQITAPRV

Adhoc Approver

Certifying Funds Approver ZLAQCRFDAPR

Line Item	Short Text	Acc	It...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC
10	LATITUDE E6400 - UTAH				5	EA	1600.00	0.00	USD	70211300

Item Detail

9. As required, complete the following fields in 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>Example: XXXL1109AF</p>
WBS	C	<p>Work Breakdown Structure is optional.</p> <p>Key identifying a WBS element; associates the order to a WBS element and is used to reporting purposes.</p> <p>Example:</p>

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

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	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: 03/12/2010
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: 3820474



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 was selected.

Accounting / Delivery Address / History - Create PR

Menu | Back | Cancel | System | UPC Override | First Item | Previous Item | Next Item | Last Item

Item Info

PR Item Number	10	Unit Price	1,600.00
Item Category		Amount	8,000.00
Plant	L000	Item Quantity	5.000 EA
BETC	DISB	TAS	14X1109
Ordering Agency Ref.		GSA/Fedstrip No.	
User Product Code	70211300	G/L Account	6100.312E0 Item Text
Material group	7021NC10	Acct Assgn Category	L

Accounting Info | Delivery Address | History

Delivery Date / POP From: 03/12/2010 Delivery Date / POP To:

Delivery Address Code: 4276813 Address Details

Name: BLM-UT DIVISION OF SUPPORT SERVICES

Street: 2370 S 2300 W

12. After you press the **Enter** key on your keyboard, you return to the *Accounting Info* tab.



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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: 1,700.00
 Item Category: Amount: 8,500.00
 Plant: L000 Item Quantity: 5.000 EA
 BETC: DISB TAS: 14X1109
 Ordering Agency Ref.: GSA/Fedstrip No.:
 User Product Code: 70211300 G/L Account: 6100.312E0
 Material group: 7021NC10 Acct Assgn Category: L

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

Distribution Id: Single account assign: UPC Override Flag: Tradein:

Item	Seq #	Percent	Quantity	U...	Amount	Cost Center	Functional Area	Fund	WBS
✓ 10	1		5.000	EA	8,500.00	LLIDB00200	L16520000.GX0000	XXXL1109AF	

13. Select **Back** 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: Rs for Funded Contracts
 Requisition Title: LAPTOP COMPUTERS - MULTI LOCATIONS
 Adv Procurement Plan:
 Requisitioner: ZLAQREQSNR
 CO Responsible: ZLAQCNTROFF1 Total Value: 8,000.00
 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
10	LATITUDE E6400 - UTAH	L			5.000	EA	1,600.00	8,000.00	USD	70211300



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 To add additional line items, use  the **Copy Item** button to copy a line item. You can then change the line item details as required. You can also select  the **Insert an Item** button to add a new line item without copying information from an existing line item.

14. Copy an existing Line Item or insert an item and **repeat steps 7 – 13** for all remaining Line Items.

 Note: To manage another Line Item, you 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.

15. Optionally, you can enter Header Text to add information to the Purchase Requisition. 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 Create

Document Type: FP PRs for Funded Contracts

Requisition Title: LAPTOP COMPUTERS - MULTII LOCATIONS

Adv Procurement Plan: [Blank]

Requisitioner: ZLAQREQSNR

CO Responsible: ZLAQCNTROFF1 Total Value: 33,000.00

COR/Receiving: ZLAQCOTRREC Ratification Indicator: [Blank]

Originating Office: 3000000461 COR/Receiving ALT: ZLAQCOTRREC

Line Item	Short Text	Acc lte...	Act Typ	Quantity	U...	Est Unit Price	Total Price	Curr	UPC
10	LATITUDE E6400 - UTAH	L		5.000	EA	1,600.00	8,000.00	USD	70211300
20	LATITUDE E6400 - DFC	L		5.000	EA	1,600.00	8,000.00	USD	70211300
30	LATITUDE E6500 - WASH D(L			5.000	EA	1,700.00	8,500.00	USD	70211300
40	LATITUDE E6500 - SACRAM L			5.000	EA	1,700.00	8,500.00	USD	70211300

Item Detail [Icons]

16. Select **Header text** 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 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
10	LATITUDE E6400 - UTAH	L			5.000	EA	1,600.00	8,000.00	USD	70211300
20	LATITUDE E6400 - DFC	L			5.000	EA	1,600.00	8,000.00	USD	70211300
30	LATITUDE E6500 - WASH DC	L			5.000	EA	1,700.00	8,500.00	USD	70211300
40	LATITUDE E6500 - SACRAM L	L			5.000	EA	1,700.00	8,500.00	USD	70211300

Item Detail

17. Enter free-form text in the window and select  the **Continue** button.

PI Enter the Header Text

20 laptops being ordered with delivery as follows:
E6400: 5 each to Utah and DFC
E6500: 5 each to Washington DC and Sacramento

18. After all the detailed data for each line item is entered, select **Submit PR** the **Submit PR** button.



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Summary Screen - Preaward Changes to PR 10022082 Created By

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

Header Info | Approval / Status | Header Text

Overall Status: 07 TRANSMISSION SUCCESS
 Funds Check Status: 01 Funds Check Success
 Supervisor: ZLAQSUFVSR 01 Approved
 Property Approver: ZLAQPROPAPR 01 Approved
 IT Approver: ZLAQITAPRV 01 Approved
 Adhoc Approver: []
 Certifying Funds Approver: ZLAQCRFDAPR 01 Approved
 Transmission Status: 01 Transmitted

Line Item	Short Text	Acc	Qty	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	LATITUDE E6400 - UTAH	L			5.000	EA	1,600.00	8,000.00
20	LATITUDE E6400 - DFC	L			5.000	EA	1,600.00	8,000.00
30	LATITUDE E6500 - WASH DC	L			5.000	EA	1,700.00	8,500.00
40	LATITUDE E6500 - SACRAMENTO	L			5.000	EA	1,700.00	8,500.00

Item Detail [Icons]



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

Procurement Type Options Screen

Menu | Back | Cancel | System | Execute | Copy PR

Procurement Action

Please Select a Procurement Option
 Create New Purchase Requisition

Purchase Requisition 10022082 Created. WorkItem ID : 000003455121 | RD1 (100)



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1.6 **Creating a Purchase Requisition for Operating / Maintenance Leases**

This task shows at a high level the differences when creating a PR for an operating lease, maintenance costs, etc. It is important to note that this is for existing assets that are already in FBMS.



This task does not show all screens required to create a PR, just the differences when creating a PR for an operating lease.



It is important to note that when you initially create a PR for an asset, like a copier, you must use a UPC that derives an Account Assignment Code of L – non-cap asset or Account Assignment Code of A – capitalized asset. This ensures that an asset record is created in FBMS.

When an asset already exists in FBMS and there is a need to create a PR for maintenance costs, etc., you should create a PR using a UPC that derives an Account Assignment Code (AAC) of K for expense items. After the first year of owning a non-capitalized asset like a copier, property requires maintenance expenses to be captured. If you were to use a UPC that derives either an Account Assignment Code of A or L, FBMS will create another asset master record.

In the example below, the PR for FY 2011 Copier Maintenance uses the UPC code W0361010 which derives an AAC of K.

Field Name	R/O/C	Description
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.  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: D
Quantity	R	The quantity of the line item being requested. Example: 1
UOM	R	The Unit of Measure which the requested material is being ordered.  An Item Category of D is ALWAYS used for services, and as such the unit of measure is always AU. Example: AU (Always use for Services)



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Field Name	R/O/C	Description
Est Unit Price	R	The estimated price for the services being purchased. Example: 9800.00
UPC	R	The User Product Code which identifies the item being requested. Example: W0361010

Complete the Accounting Info tab as described in task 1.5 Creating a Multi-line Purchase Requisition. Highlight the Line Item and select the Item Detail button.

On the Delivery Address tab, the Period or Performance From and To dates must be completed. In this example, the maintenance agreement is for the entire duration of Fiscal Year 2011.



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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	9,800.00
Item Category	D	Amount	9,800.00
Plant	L000	Item Quantity	1.000 AU
BETC	DISB	TAS	14X1109
Ordering Agency Ref.		GSA/Fedstrip No.	
User Product Code	W0361010	G/L Account	6100.233P0
Material group	W036	Acct Assgn Category	K

[Item Text](#)

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

Delivery Date / POP From: 10/01/2010 | Delivery Date / POP To: 09/30/2011

Delivery Address Code: 4276378 | [Address Details](#)

Name: BLM-ID CHALLIS FIELD OFFICE

When the PR is complete, select Submit PR to initiate the approval process.

1.7 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:



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- 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

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.

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.

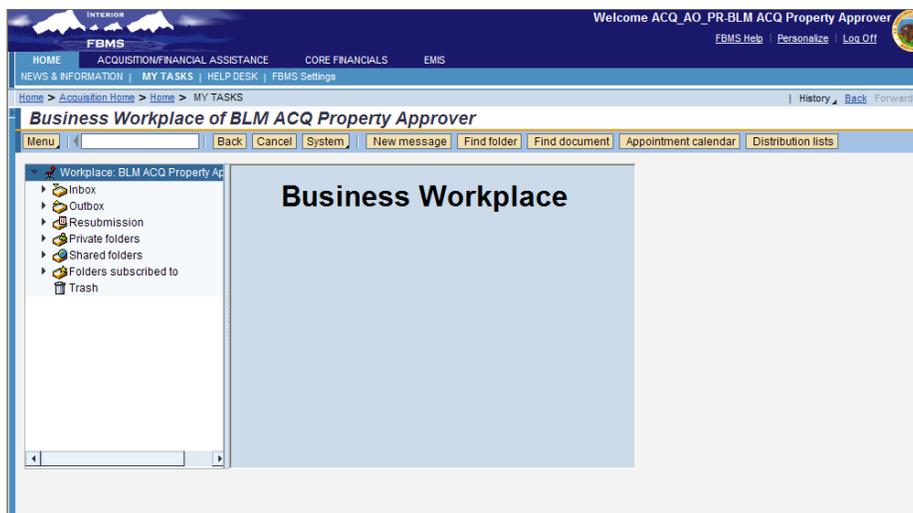
1. Select the portal path **HOME** → **MY TASKS** to access *Business Workplace* screen.



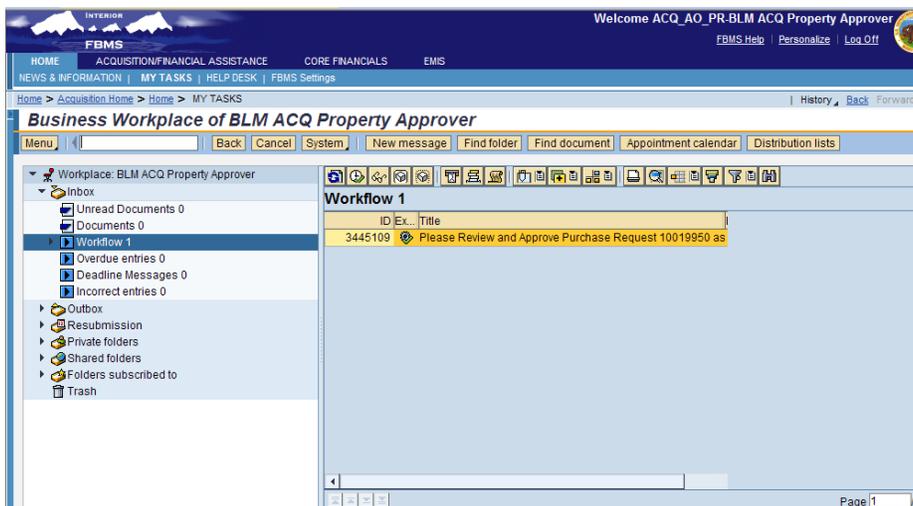
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- View your workflow message(s) by selecting the **Inbox** in the left navigation pane and then selecting **Workflow XX**. The number to the right of the Workflow title represents the number of message waiting in your workflow inbox.

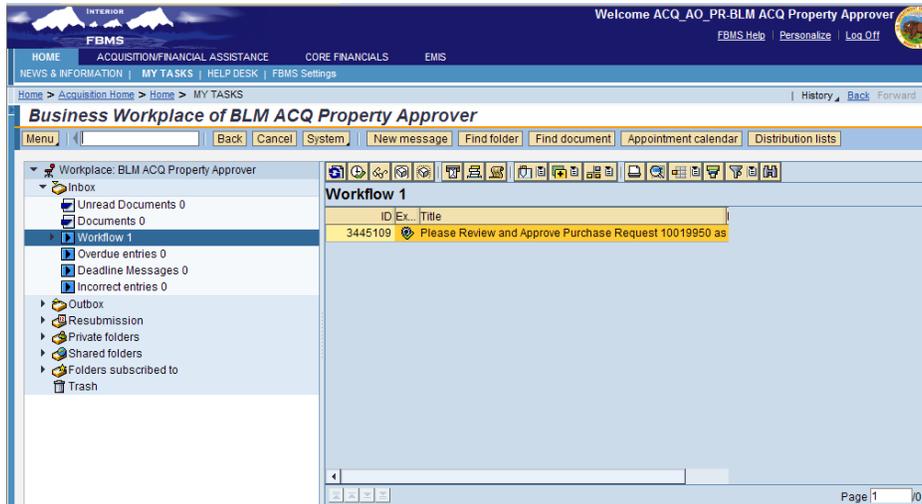


Note: All workflow messages awaiting approval are displayed in the Workflow window.

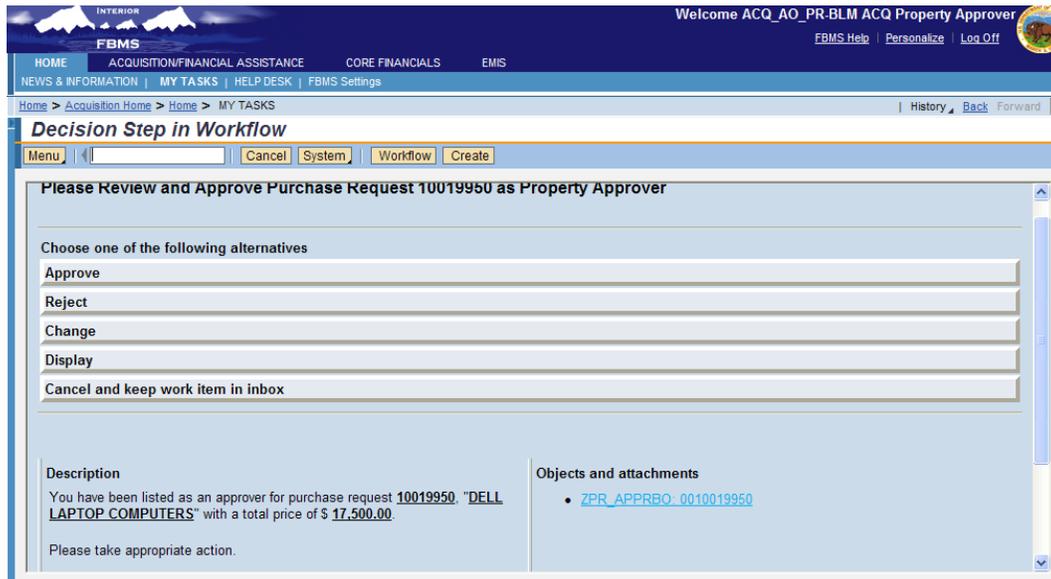
- Double-click on the Workflow ID** associated with the item you want to review.



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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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Interior
FBMS

Welcome ACQ_AO_PR-Blm ACQ Property Approver

HOME ACQUISITION/FINANCIAL ASSISTANCE CORE FINANCIALS EMIS
NEWS & INFORMATION MY TASKS HELP DESK FBMS Settings
Home > Acquisition Home > Home > MY TASKS History Back Forward

Decision Step in Workflow

Menu Cancel System Workflow Create

Please Review and Approve Purchase Request 10019950 as Property Approver

Choose one of the following alternatives

Approve
Reject
Change
Display
Cancel and keep work item in inbox

Description
You have been listed as an approver for purchase request 10019950. "DELL LAPTOP COMPUTERS" with a total price of \$ 17,500.00.
Please take appropriate action.

Objects and attachments
• ZPR_APPRBO: 0010019950

6. The property approver is 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

All Property items must have an Account Assign Code (AAC) of A or L.

AAC = A is used for capitalized items

FBMS limits each PR line item for capitalized items to a quantity of one. For example, if you are buying five capitalized items, you must have five line items. FBMS generates an Asset Master Record (AMR) shell for each capitalized line item when the Purchase Order is obligated. The system-generated asset number is updated on the line item on the Account Assignment tab on the Purchase Requisition.

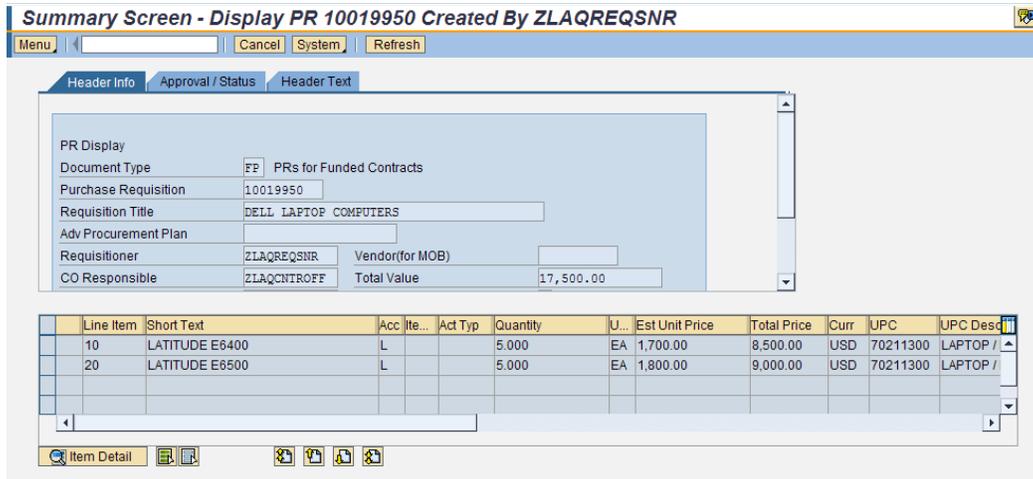
AAC = L is used for non-capitalized items

For non-capitalized items, if the funding strings and location are the same, the quantity can be greater than one. Items with different delivery locations or different funding strings need to be input as separate line items.

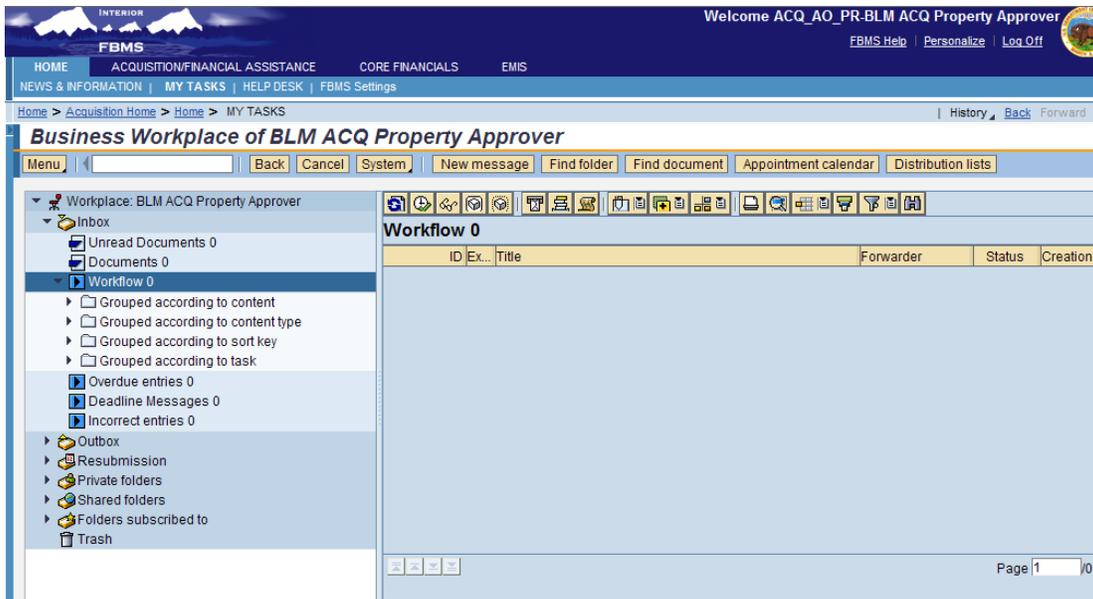
A nightly batch job runs and creates Asset Master Record (AMR) shells for all items with an AAC of L. For example, if you have one line item for five laptops all being delivered to the same location and the same funding, FBMS creates five AMR shells.



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- 7. After reviewing the PR details, select **Cancel** the **Cancel button twice** to return to the Workflow approval screen.
- 8. Select  the **Refresh** icon to display the workflow item that you just reviewed.

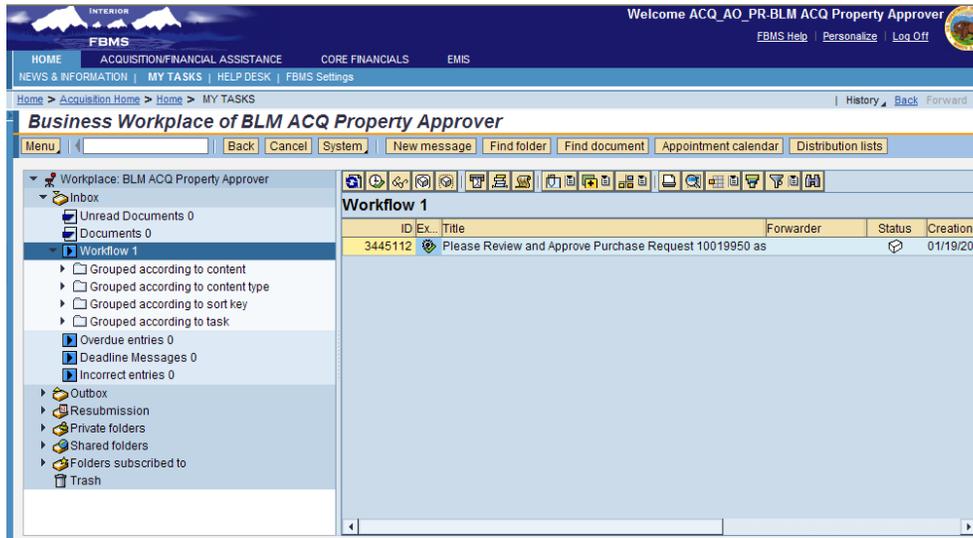


Note: if you want to make change, use the *Preaward Changes to a PR* option to make your changes and continue to approve the purchase requisition. From the Workflow window, select the Change alternative to bring up the *Preaward Changes to PR* screen.

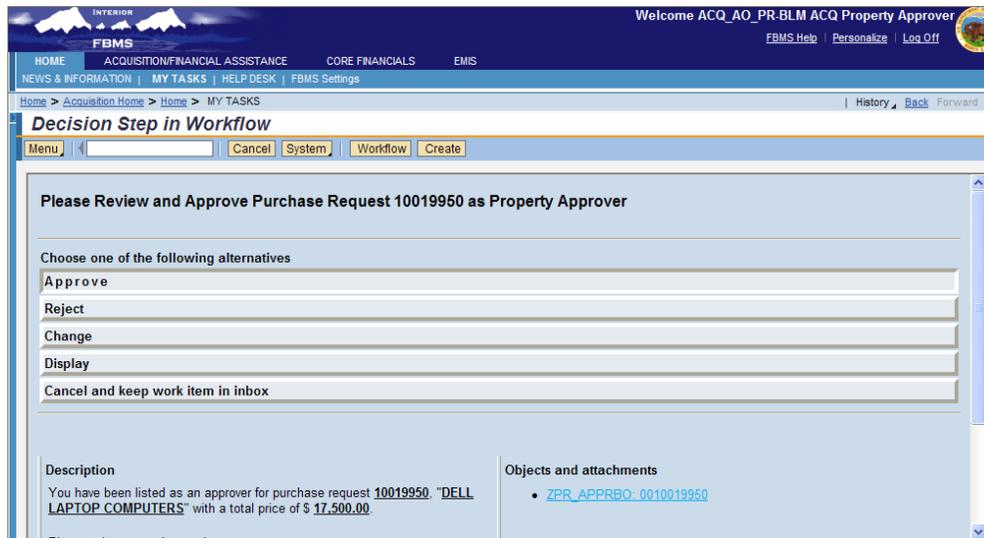
- 9. **Double-click on the Workflow ID** associated with the item you want to review.



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10. Select **Approve** the **Approve** alternative.



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

11. After all approvers have approved the PR, the data is transmitted to the Contract Management System.



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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.

Summary Screen - Preaward Changes to PR 10022082 Created By

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

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

Overall Status: 07 TRANSMISSION SUCCESS

Funds Check Status: 01 Funds Check Success

Supervisor: ZLAQSUPVSR 01 Approved

Property Approver: ZLAQPROPAPR 01 Approved

IT Approver: ZLAQITAPRV 01 Approved

Adhoc Approver: []

Certifying Funds Approver: ZLAQCRFDAPR 01 Approved

Transmission Status: 01 Transmitted

Line Item	Short Text	Acc	Ite...	Act Typ	Quantity	U...	Est Unit Price	Total Price
10	LATITUDE E6400 - UTAH	L			5,000	EA	1,600.00	8,000.00
20	LATITUDE E6400 - DFC CUBE FARM	L			5,000	EA	1,600.00	8,000.00
30	LATITUDE E6500 - WASH DC	L			5,000	EA	1,700.00	8,500.00
40	LATITUDE E6500 - SACRAMENTO	L			5,000	EA	1,700.00	8,500.00

Item Detail

1.8 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.

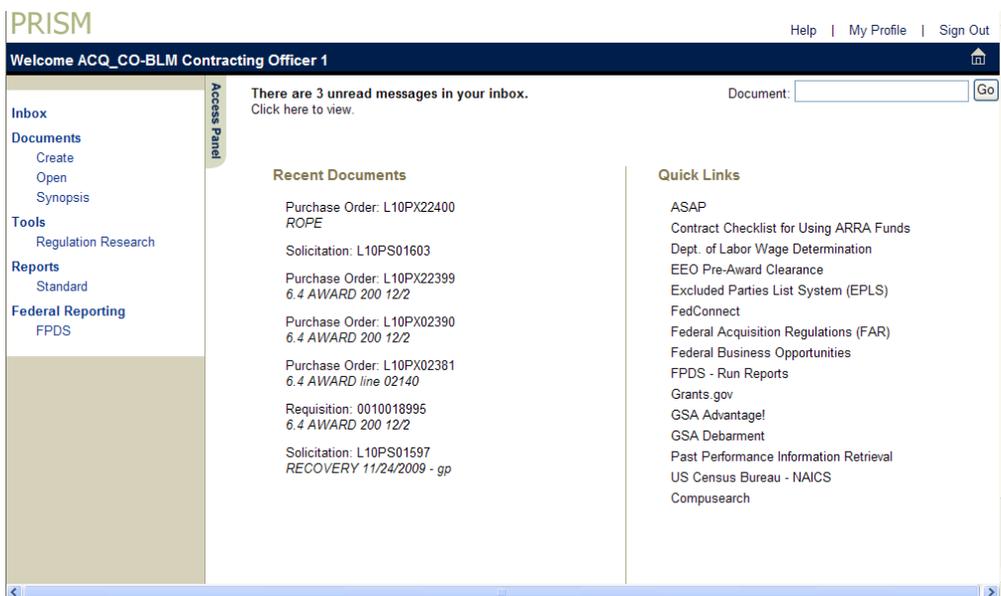
1. Select the portal path **ACQUISITION** tab → **CONTRACT MANAGEMENT SYSTEM** folder to access the *Contract Management System interface* program.
2. Select **Documents** → **Create** from the *Contracting Management System*.



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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.



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



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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.

6. 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 **Select All** the **Select All** button to select all the line items.



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Create Purchase Order from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner	Buyer
Y	0010022075	03/02/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acquisition Requisitioner	ACQ_CO-
Y	0010022082	03/11/2010	BLM Acquisition Requisitioner	ZLAQREQSNR	BLM Acquisition Requisitioner	ACQ_CO-

Page 2 of 2 (7 results found)

Line Item Selection

Select	Item Number	Description	Product	Qualifier	Unit	Quantity	Amount	Line Item Type
<input type="checkbox"/>	00010	LATITUDE E6400 - UTAH	7021	By Quantity	EA	5	\$8,000.00	Not Specified
<input type="checkbox"/>	00020	LATITUDE E6400 - DFC	7021	By Quantity	EA	5	\$8,000.00	Not Specified
<input type="checkbox"/>	00030	LATITUDE E6500 - WASH DC	7021	By Quantity	EA	5	\$8,500.00	Not Specified
<input type="checkbox"/>	00040	LATITUDE E6500 - SACRAMENTO	7021	By Quantity	EA	5	\$8,500.00	Not Specified

7. Select the **Create** button.

Line Item Selection

Select	Item Number	Description	Product	Qualifier	Unit	Quantity	Amount	Line Item Type
<input checked="" type="checkbox"/>	00010	LATITUDE E6400 - UTAH	7021	By Quantity	EA	5	\$8,000.00	Not Specified
<input checked="" type="checkbox"/>	00020	LATITUDE E6400 - DFC	7021	By Quantity	EA	5	\$8,000.00	Not Specified
<input checked="" type="checkbox"/>	00030	LATITUDE E6500 - WASH DC	7021	By Quantity	EA	5	\$8,500.00	Not Specified
<input checked="" type="checkbox"/>	00040	LATITUDE E6500 - SACRAMENTO	7021	By Quantity	EA	5	\$8,500.00	Not Specified

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 → Vendor Master → Display Vendor-Purchasing Data.</i></p> <p>If the vendor does not exist, you must Submit a Vendor Master Helpdesk Request to the FBMS_NBC_Helpdesk.</p> <p>Example: 0070162709</p>
Buyer	R	<p>The Buyer assigned to this Purchase Order</p> <p>Example: ZSAQCNTROFF1</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: ZLAQCNTROFF1</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: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

General Information

Owner: ACQ_CO-BLM Contracting Officer 1
 Requisition Number: 0010022082
 Solicitation Number: (None)
 Purchase Order is: Priced Unpriced
 Award Date: 03/12/2010
 Effective Date: 03/12/2010
 Admin Office: LEA [Edit]
 Issuing Office: LEA [Edit]
 Invoice Office: L000 INV [Edit]
 Vendor: 0070162709 ... DELL MARKETING L.P.
 Buyer: ZLAQCNTROFF1 ...
 Type of Warrant Required: OM SUPPLY
 Contracting Officer: ZLAQCNTROFF1 ...
 Contracting Officer Representative: ...
 Administrative Contracting Officer: ...
 Primary Product / Service Code: 7021

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: 03/15/2010
Warranty End Date	O	Enter the end date for the Warranty. This is optional information. Example: 03/14/2013
Warranty Text	O	Enter any Warranty text. This is optional information. Example: 3 YR LTD WARRANTY

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



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PRISM

Purchase Order

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

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

Additional Information

NTP / Vendor Signed On: [Text Field] [...]
 Site: LEA [...]
 Project ID: [Text Field] [...]
 Project Title: [Text Field]
 Confirmed With: [Text Field]
 Subsistence:
 Reference Your Text: [Text Field]
 NAICS Code: (None) [...]
 Size Standard: (None)
 Originating Office: 0003820152 [Edit] [...]
 Is this an IT-related purchase?: No [v]
 Potential Amount: [Text Field]
 Supplies or Services: [Dropdown]
 Construction: No [v]
 GWAC / GSA Purchase:

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.



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PRISM

Route Self Approve Release Delete Cancel FPDS Renumber ?

Purchase Order

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

Payment Terms

Name: PP30
 Description: Prompt Pay

Main
 General
 Additional Info
 Text
Payments
 Discount
 Summary
 Items
 Vendor
 Recurring Obligati
 Synopsis
 Package
 Supporting Docs
 FedConnect
 Summary Report
 Protests
 Claims
 Validations
 Route History
 Status History

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

PRISM

Change Form ?

Purchase Order

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE - In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

Cover Page

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

Main
 Items
 Vendor
 Recurring Obligati
 Synopsis
 Package
Cover Page
 Body
 Attachments

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



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PRISM

Purchase Order

Main
Items
Vendor
Recurring Obligati
Synopsis

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE - In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

Validations

No Errors Found

18. Select **Main** the **Main** button to return to the Main / General screen.
19. Select **Release** the **Release** button.

PRISM

Route Self Approve Release Delete Cancel FPDS Renumber ?

Purchase Order

Main
General
Additional Info
Text
Payments
Discount
Summary
Items
Vendor
Recurring Obligati
Synopsis
Package
Supporting Docs
FedConnect
Summary Report
Protests
Claims
Validations
Route History
Status History

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

General Information

Owner: ACQ_CO-BLM Contracting Officer 1
 Requisition Number: 0010022082
 Solicitation Number: (None)
 Purchase Order is: Priced Unpriced
 Award Date: 03/12/2010
 Effective Date: 03/12/2010
 Admin Office: LEA [Edit]
 Issuing Office: LEA [Edit]
 Invoice Office: L000 INV [Edit]
 Vendor: 0070162709 DELL MARKETING L.P.
 Buyer: ZLAQCNTROFF1
 Type of Warrant Required: OM SUPPLY
 Contracting Officer: ZLAQCNTROFF1
 Contracting Officer Representative:
 Administrative Contracting Officer:
 Primary Product / Service Code: 7021

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

PRISM

Purchase Order Information

PO Number: L10PX22421 Stage: Award Obligation: \$33,000.00
 Version: BASE - In Progress Net View: Off Total Amount without Options: \$33,000.00
 Number of Items: 4 Total Amount: \$33,000.00

Release Document

Are you sure you want to release L10PX22421?

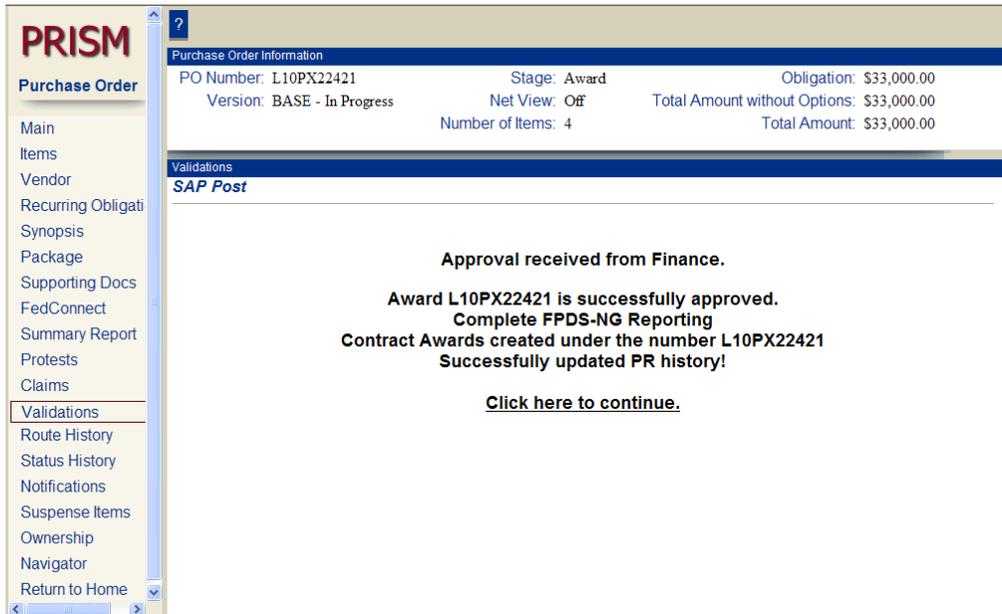
Yes No



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



1.9 Verifying Asset Master Record Shells are Created 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 AMRs shells as necessary.

There are several ways to view AMRs in FBMS: three are referenced in this document. The Property Manager should regularly check the BW Incomplete Asset Report to monitor new assets.



When FBMS initially creates AMRs, 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
------------	---------------



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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 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 and 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.

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.



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Directory of Unposted Assets

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

Company code: 1400 to []

Selections

Asset class: [] to []

Business area: 1000 to []

Cost center: [] to []

Plant: [] to []

Location: [] to []

Settings

Sort Variant: 2054 Inventory Number

Display options

Display variant: []

- In this example, FBMS created multiple asset number records, depending on the quantity on the line item.

Directory of Unposted Assets

Menu | Back | Cancel | System | Overview of list sections | Choose detail | More...

Directory of Unposted Assets

Created on: 03/12/2010

Invent. no	Asset	SNo.	On	Created by	Asset description
L10PX22421	87723	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87724	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87725	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87726	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87727	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87728	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87729	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87730	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87731	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87732	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87733	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87734	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87735	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER
	87736	0	03/12/2010	SSMITH	LAPTOP / NOTEBOOK COMPUTER

3. Display Asset by Purchase Order

This method of searching allows you to find all AMRs created from a given Purchase Order.

- Select **PROPERTY** → **ASSET** → **Change Asset Master Record** to go to the *Change Asset Initial data* screen. Select  the **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

Company Code

2. Select the arrow to the left of Search Criteria.

Personal Value List: Main Asset Number (1)

Search Criteria

Search Results 1 - 10 / 10

Company Code	Clas...	Asset description	Acct.det	Cap.date	Asset	SNo.
1400	10CA70C		Z0009	00/00/0000	87629	0
1400	10CA70C		Z0009	00/00/0000	87630	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		00/00/0000	87614	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		00/00/0000	87615	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		00/00/0000	87617	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		00/00/0000	87618	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		00/00/0000	87619	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		01/21/2010	87610	0
1400	10NC70ILAPTOP / NOTEBOOK COMPUTE	ZNONCAP		01/21/2010	87616	0
1400	15CA23C		Z0020	04/12/2005	67610	0

3. 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

Subnumber: Group assets

Subnumber: Fund, Functional Area

Maximum No. of Hits: 500

Start Search

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



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Change Asset: Initial screen

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

Personal Value List: Main Asset Number (1)

Search Criteria

Category: Asset Custom Fields

Company Code: 1400

Asset: []

Subnumber: []

PO/Acq Doc/Ref No: L10PX22421

Description: []

APO Number: []

APO Name: []

CPO Number: []

CPO Name: []

CE Number: []

CE Name: []

Manufacturer Code: []

Manufacturer Name: []

- 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
1400	87723	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87724	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87725	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87726	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87727	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87728	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87729	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87730	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87731	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87732	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87733	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999
1400	87734	0	L10PX22421	LAPTOP / NOTEBOOK COMPUTE	99999999		99999999		999999

- Press the **Enter** key on your keyboard. The Asset Number populates in the Asset field.



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Change Asset: Initial screen

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

Asset: 87723 []

Subnumber: 0

Company Code: 1400

7. Review the Asset Master Record shell.

Change Asset: Master data

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

Asset: 87723 [] 0 LAPTOP / NOTEBOOK COMPUTER

Class: 10NC700 NonCap ADP & Periph Company Code: 1400

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

General data

Description: LAPTOP / NOTEBOOK COMPUTER []

Asset main no. text: LAPTOP / NOTEBOOK COMPUTER

Acct determination: ZNONCAP Non Capital Assets

Serial number: TBD

Inventory number: I10PX22421

Manage historically

1.10 Creating a Goods Receipt

When creating a Goods Receipt, FBMS populates the acquisition value in the AMR 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.



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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.

3. Highlight the row being received.



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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: 5.000
Delivery Date	R	FBMS defaults the date from the Purchase Requisition that the goods were expected to be received. Example: 03/12/2010
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: 03/12/2010
Posting Date	R	The date the Goods Receipt transaction is posted. Example: 03/12/2010



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



Take Note: When your PR accounting info is created using the Distribution by Percentage, goods are received using the FIFO method. This is explained in more detail in the SOP Creating a PR for a Single Line Item with Multi Funding. So, in this example, if you were receiving four of the 10 items on order, FBMS updates the first four assets for the Line Item.

Line Item	Short Text	Dist by %	UM	Price	Funding String	Asset Number
10	Latitude E6400	50	EA	\$1600.00	Utah	1 – received 3/1/10 2 – received 3/1/10 3 – received 3/1/10 4 – received 3/1/10 5
10	Latitude E6400	50	EA	\$1600.00	Denver Federal Center	6 7 8 9 10



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



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Material Document Number = 5000056992 Year = 2010

Purchase Order

Purchase Order Number:

Purchase Order Items

Item Number	Short Text	Unit
00010	LATTITUDE E6400 - UTAH	EA
00020	LATTITUDE E6400 - DFC	EA
00030	LATTITUDE E6500 - WASH DC	EA

Row 1 of 4

MIGO Details

GR Goods Receipt:

Purchase Order Item:

Short Text:

Document Header Text:

Unit:

Scheduled Quantity:

Quantity Received:

Quantity:

Delivery Date:

Delivery Note:

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

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: 87723
Company Code	R	Company code of an asset. Example: 1400



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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.

The screenshot shows the 'Change Asset: Master data' window. At the top, there are navigation buttons: Menu, Save, Back, Cancel, System, Previous tab page, Next tab page, and Asset values. Below these are input fields for Asset (87723), Class (10NC700), and Company Code (1400). The main area has tabs for General, Time-dependent, Allocations, Origin, and Deprec. Areas. The 'General data' tab is active, showing fields for Description (LAPTOP / NOTEBOOK COMPUTER), Asset main no. text (LAPTOP / NOTEBOOK COMPUTER), Acct determination (ZNONCAP), Serial number (TBD), and Inventory number (L10FX22421). There is a checkbox for 'Manage historically' which is checked.

- 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: 9SN3877461222
Inventory number	R	The inventory number for the asset. Example: DL6995ZK1

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



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Change Asset: Master data

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

Asset: 87723 0 LAPTOP / NOTEBOOK COMPUTER
 Class: 10NC700 NonCap ADP & Periph Company Code: 1400

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

General data

Description: LAPTOP / NOTEBOOK COMPUTER

Asset main no. text: LAPTOP / NOTEBOOK COMPUTER

Acct determination: ZNONCAP Non Capital Assets

Serial number: 9SN3877461222

Inventory number: DL69952K1

Manage historically

6. As required, review and complete 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
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
Plant	D	Unique key identifying a plant. Defaults from the Purchase Order. Example: L000



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Field Name	R/O/C	Description
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	R	<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>
CPO No.Name	R	<p>Personal ID number 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>Example: 40003201</p>



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Field Name	R/O/C	Description
APO No.Name	R	Personal ID number 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: 87723 | 0 | LAPTOP / NOTEBOOK COMPUTER
 Class: 10NC700 | NonCap ADP & Periph | Company Code: 1400

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

Interval from 01/01/1900 to 12/31/9999

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

Plant: L000 | BLM
 Location: [] | BLM
 Room: []
 License plate number: []

8. As required, review the following fields.

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



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Field Name	R/O/C	Description
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: 70211300

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

Change Asset: Master data

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

Asset: 87723 | 0 | LAPTOP / NOTEBOOK COMPUTER
 Class: 10NC700 | NonCap ADP & Periph | Company Code: 1400

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

Allocations

Ownership Status: 0 | Agency-Owned
 User Status: 0 | Active
 UPC: 70211300 | LAPTOP / NOTEBOOK COMPUTER

Integration of assets and equipment
 Create/change equip. from asset master record

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: L10PX22421
Physical Receipt Date	D	The date the asset was physically received into Inventory. Example: 03/15/2009
Manufacturer	R	The Manufacturer field appears as TBD when an asset has been created from a Purchase Order.  The property person needs to search for a valid manufacturer. Example: 18410
Manufacture Year	R	Manufacturing year of the asset. Example: 2009



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Field Name	R/O/C	Description
Model	R	Brief model description for the asset. Example: E6400
Model Year	R	Model year for the vehicle. Example: 2009
Warranty Start Date	R	Start date of the warranty for the asset. Example: 03/12/2010
Warranty End Date	R	Warranty expiration date for the asset. Example: 03/11/2013
Warranty Information	R	Manufacturer warranty information. Example: 3 YR LTD WARRANTY

This screen shows the Origin information.

This screen shows the Origin Detail information.



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Change Asset: Master data

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

Asset: 87723 0 LAPTOP / NOTEBOOK COMPUTER
 Class: 10NC700 NonCap ADP & Periph Company Code: 1400

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

PO/Acq.Doc/Ref.No	L10PX22421
Physical Receipt Date	03/15/2010
Valuation Method	
Manufacturer	18410 DELL COMPUTER CORP
Manufacture Year	2009
Model	E6400
Model Year	2009
Warranty Start Date	03/12/2010
Warranty End Date	03/11/2013
Warranty Information	LTD 3 YR WARRANTY

11. Select **Save** 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.

Change Asset: Initial screen

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

Asset: 87723 0
 Subnumber: 0
 Company Code: 1400

The asset 87723 0 is changed

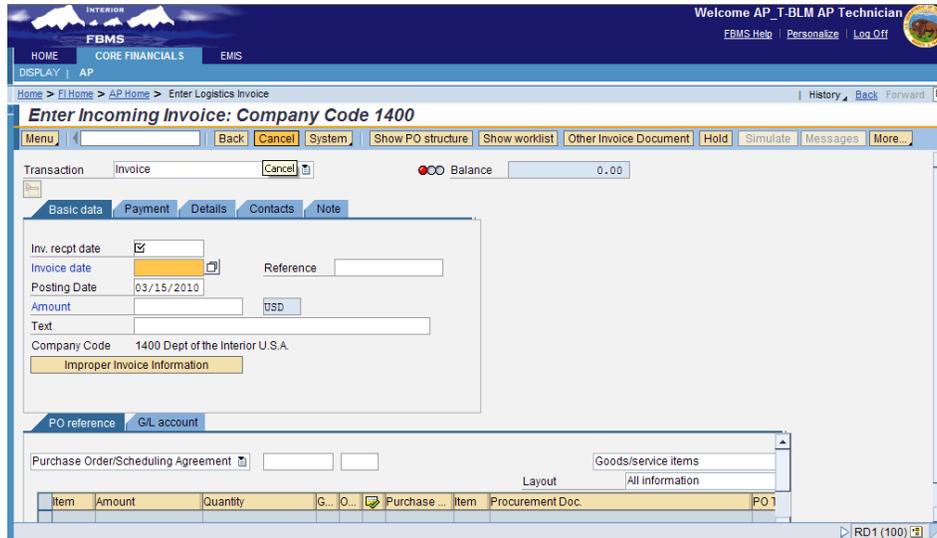
RD1 (100)

1.12 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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2. As required, complete the following fields on the **Basic data** tab:

Field Name	R/O/C	Description
Inv. recpt date	R	Specifies the date on which the invoice was received. Example: 03/15/2010
Invoice date	R	It is the date that is given by the vendor and appears on the invoice. Example: 03/15/2010
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: I67382D99
Amount	R	The amount of the debit or credit transaction being posted. Example: 33000.00

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



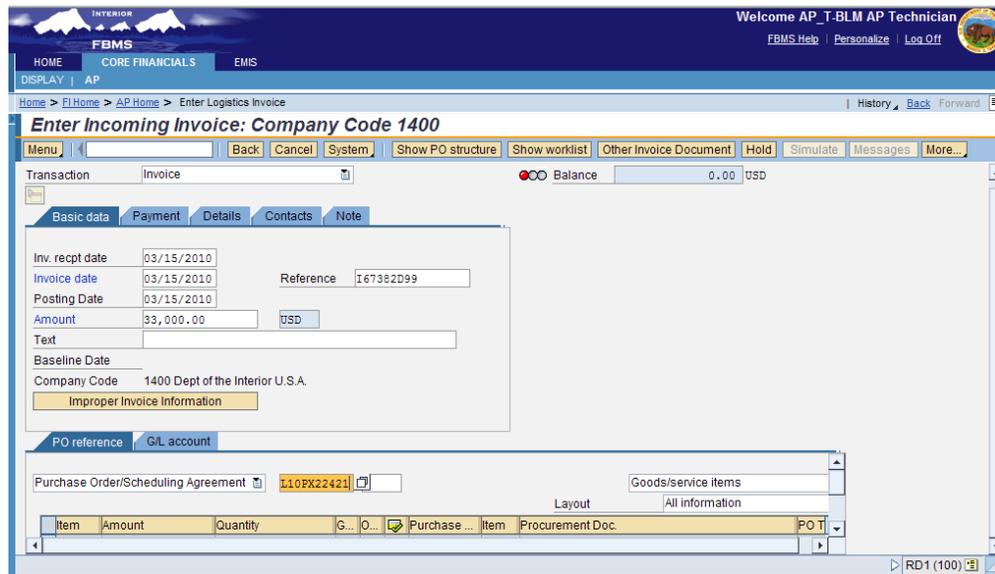
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Field Name	R/O/C	Description
Purchasing Document	R	Specifies the number assigned to the purchase order. Example: L10PX22401

4. Press the **Enter** on your keyboard.



Note: FBMS populates the line item with values from the Purchase Order. **Remove the GR/IR indicator** if checked.

5. Select **Post** the **Post** button.



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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: 03/15/2010
 Invoice date: 03/15/2010
 Posting Date: 03/15/2010
 Amount: 33,000.00 USD
 Text: []
 Paymt terms: 30 Days net
 Baseline Date: 03/15/2010
 Company Code: 1400 Dept of the Interior U.S.A.

Vendor 0070162709
 DELL MARKETING L.P.
 RR8-30
 ONE DELL WAY
 ROUND ROCK TX 78682-0001
 Rich_simpson@dell.com

Reference: I67382D99

Improper Invoice Information

PO reference: L10EX22421

Item	Amount	Quantity	G...	O...	Purchase ...	Item	Procurement Doc.
	8,000.00	5	EA		L10PX22421	10	



Note: FBMS displays the message "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: 03/15/2010
 Amount: [] USD
 Text: []
 Company Code: 1400 Dept of the Interior U.S.A.

Improper Invoice Information

PO reference: []

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

Document no. 5200129158 created | RD1 (100)



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1.13 Validating MIRO Postings

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

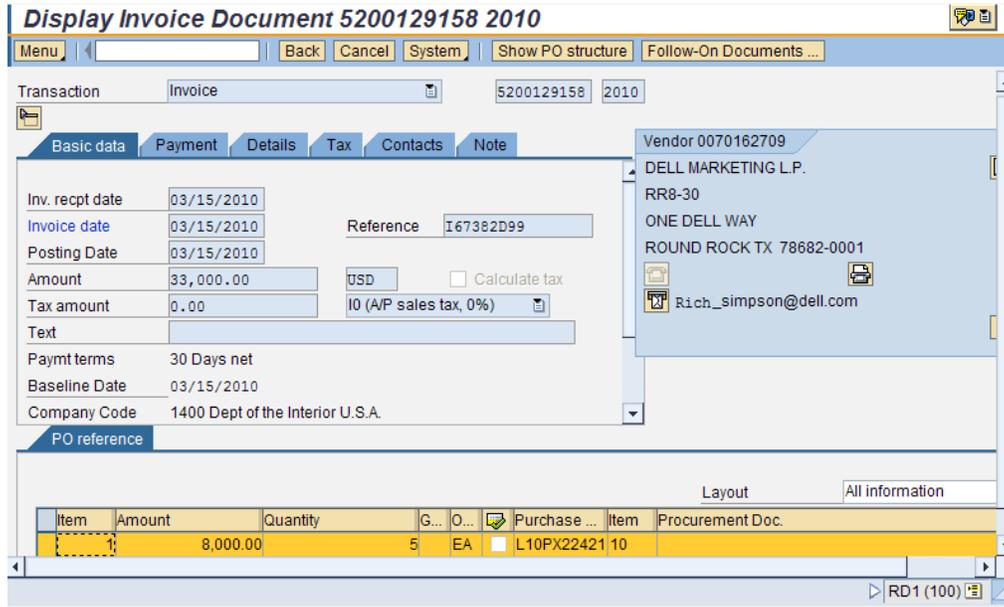
1. Select **CORE FINANCIALS** tab → **Display** tab → **Purchasing** folder → **Display Invoice Status** to go to the *Display Invoice Document* screen.

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

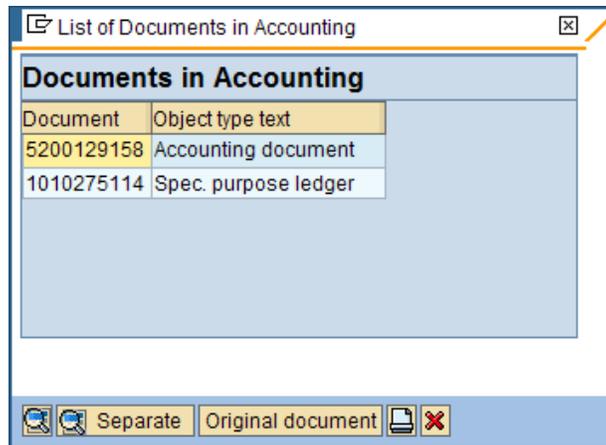
3. Select **Follow-On Documents ...** the **Follow-On Documents** button.



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



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



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Ld	Doc.no.	Year	COCD	Gl.com	Origin
95	1010275114	2010	1400		Invoice
96	1010275114	2010	1400		Invoice
97	1010275114	2010	1400		Invoice

- Review the **Invoice Postings** for the transaction. Click **Back** the **Back** button to return to the Documents In Accounting window.

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 00008 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		
1010275114	S	6	2010	1400	0	1	95	5200129158	W	03/15/2010	03/15/2010	03/15/2010	15:01:23	SWALDRON			
000001	1	2110.GR000	8,000.00	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000002	2	2110.GR000	8,000.00	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000003	3	2110.GR000	8,500.00	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000004	4	2110.GR000	8,500.00	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000005		2110.IN000	8,000.00-	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000006		2110.IN000	8,000.00-	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000007		2110.IN000	8,500.00-	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
000008		2110.IN000	8,500.00-	RMRP	L000			LLIDB00200			L16520000.GX0000	XXXL1109AF	312E				
* Total			0.00														



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

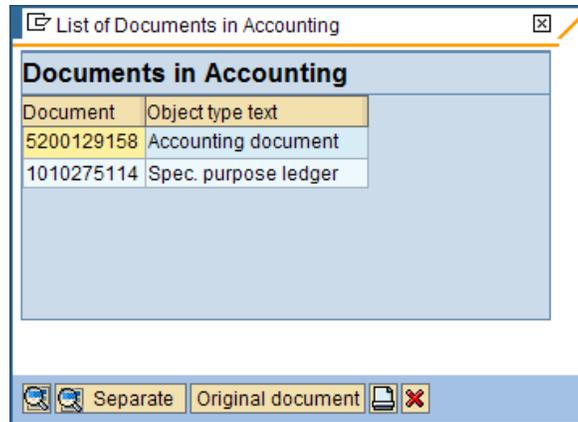
- Double click on the **Document** number for the Accounting documenting line to view the account details.



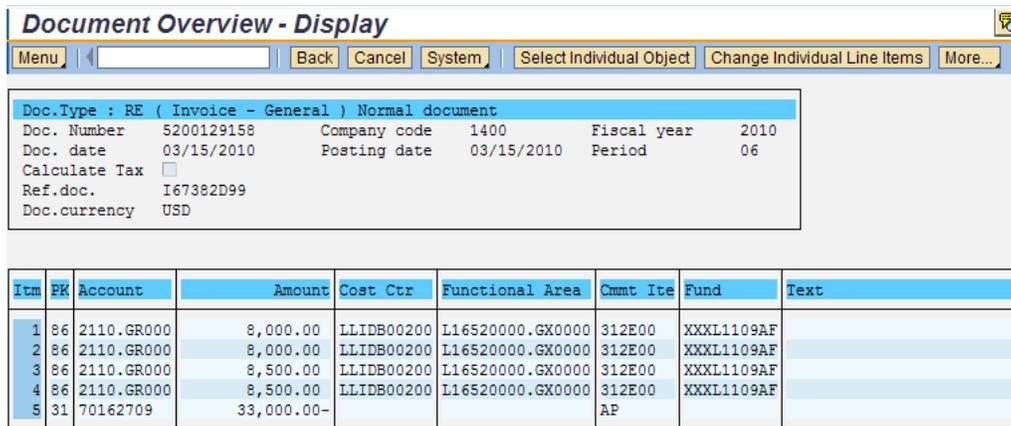
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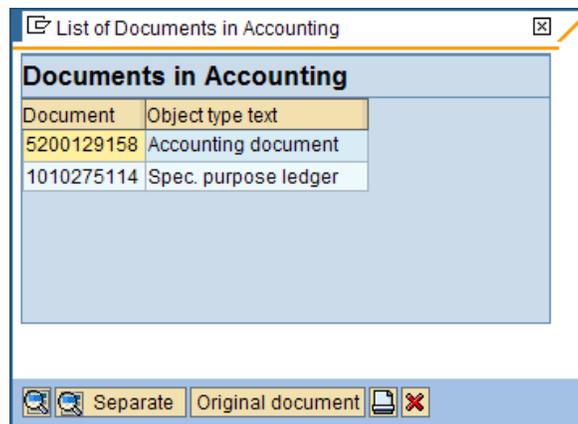
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8. Review the account details and select **Back** the **Back** button.



9. Select **Cancel** the **Cancel** button to close the Documents in Accounting window.





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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
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



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Creating and Approving a PR for Non-Cap Assets

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 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



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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

Other References

- Create New Purchase Requisition



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- 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 comments/suggestions	Sandy Waldron	BLM input