



DOI FBMS Standard Operating Procedure (SOP)
Department of the Interior
 SOP:AA-XX / Title

Standard Operating Procedure

Title: HOW to Create, Change and Display a Miscellaneous Obligation (Access to transactions via AP MO ROLE)

Description: Miscellaneous Obligations

SOP Number	SOP:AA-XX (where AA is abbreviation to mapping of main heading of outline for SOPs and XX is the number within the SOP)
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Last Updated By	Shandra Weese, <u>suggested edits by B.Bellio</u>



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1.0 Purpose of SOP

1.1 Intended Audience

All users ~~required~~ with Role Access via the AP_MO role who enter, modify, or delete ~~a~~ miscellaneous obligation-s (MO) (document type ZMOB) directly in FBMS. This does not include the universe of obligations that are Acquisition related (document type ZC) which ~~are~~ should be created, modified, or deleted through PRISM and interfaced to the financial system (SAP). Converted Acquisition documents, for only those line items that are converted obligations do no interface. Therefore, once PRISM action is prepared, the Mod is printed and signed and a hard copy is faxed (or scanned and emailed) to a point of contact as designated by the agency. The changes to acquisition converted obligation line items are made manually in SAP, as the Mod document prescribes, by persons who have the FBMS Role AP Contract Awards. Note: the AP Contract Awards role has the same access as AP_MO however may also change Acquisition document type obligations (ZC). AP_MO can not change, or create ZC type obligations, only ZMOB types.

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1.2 Collaboration Team

Name	Organization
Shandra Weese	FBMS PMO
Roberta Bennett	FBMS PMO
Richard Resnick	FBMS O&M
Elizabeth Romero	FBMS O&M
Renee Montano	FBMS O&M

1.3 Review Team

Name	Role	Approved Date
Roberta Bennett	FBMS PMO	
Richard Resnick	FBMS O&M	
Elizabeth Romero	FBMS O&M	
Renee Montano	FBMS O&M	

1.4 Definition of Terms

Terminology	Description
BLM	Bureau of Land Management
Miscellaneous Obligation (MO)	Any obligation not related to Acquisition, eGrants, work orders, assets, Autochoice, or



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	three-way matching (requiring system entry of a goods receipt of service entry sheet)
<u>ZMOB</u>	<u>Document type for a Miscellaneous Obligation (Note: some ZMOB types require 3-way match, Workflow is not a utilized for ZMOB's)</u>
<u>ZC</u>	<u>Document type for a Miscellaneous Obligation that is made via the PRISM interface to SAP</u>
<u>PRISM</u>	<u>Also known as CMS</u>
<u>CMS</u>	<u>Contract Management System – The application utilized by Acquisition to Procure Goods/Services and upon Release (execution) of award documents interface financial related data to SAP</u>
<u>SAP</u>	<u>The Core Financial System</u>
<u>2-way match</u>	<u>Payment is made matching 1) the Invoice amount to 2) the PO amount</u>
<u>3-way match</u>	<u>Payment is made matching 1) the Invoice, 2) the receipt (Goods Receipt or Service Entry Sheet), and 3) the PO amount.</u>
<u>Workflow</u>	<u>A notification to perform a task. Workflow is operational for RE type invoice entries only. Workflow for RI (IPAC) and RF (PCS) and Autochoice is not operation however Goods Receipts (GR) or Services Entry Sheet (SES) are being required by the system. Notification is made by AP tech to responsible party by email.</u>
<u>Goods Receipt (GR)</u>	<u>A system required action for all RE invoices to receive items where receipt is made based on quantity. (Item Category is Blank on a PR).</u>
<u>Service Entry Sheet (SES)</u>	<u>A system required action for all RE invoices to receive items where receipt is made based on dollar amount. (Item Category is "D" on a PR)</u>
<u>PR (Purchase Request)</u>	<u>Not required or used for non-acquisition Miscellaneous Obligations (ZMOB) types, EXCEPT for Vehicles purchased via AUTOCHOICE. PR's are required for acquisition obligations.</u>
<u>PO (Purchase Order)</u>	<u>All obligations in SAP are created with a Purchase Order (PO) number. Not to be confused with the acquisition term "Purchase Order". An Acquisition Purchase Order becomes a PO in SAP just as a contract, delivery order, IGO, etc also becomes a PO in SAP.</u>
<u>Purchase Order (PO) Numbering Schema</u>	<u>450000XXXX – a PO number in SAP for</u>

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<p>for Obligations in SAP</p>	<p>ZMOB type obligations 460000XXXX – a PO number in SAP for ZMOB type obligations for AutoChoice 320000XXXX – a PO number in SAP for ZMOB type Obligations for PCS (Permanent Change of Station moves) L08PX12345 – Numbers that start with “L” are PO numbers in SAP representing Acquisition related obligations</p>
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1.5 Assumptions, Dependencies, and Constraints

The following assumptions pertain to working with MO's

- The vendor is created in FBMS and is an active vendor
- The obligation is a true MO and is not related to Acquisition, eGrants, work orders, assets, Autochoice, or three-way matching (requiring system entry of a goods receipt of service entry sheet)

1.6 Change / Version Control

Change and version control will be updated by both O&M and Deployment teams. CR's (both PSL and DSL) that impact the SOP should be captured as well.

No	Date	Object	Description of change	Name
0.1	3/10/2009	Entire Document	Initial Creation	Shandra Weese

2.0 Standard Operating Procedure

2.1 Process Description

- Create a Miscellaneous Obligation
- Change Miscellaneous Obligation if necessary
- Post invoices against Miscellaneous Obligation (see related SOP)
- Display Miscellaneous Obligation to view follow-on documents (invoices, GL documents, etc...)

****Notes****

- This is a portal iView which means it is not a standard transaction delivered with the finance system. It is a custom view created directly in the portal which assists users with easier creation of Miscellaneous Obligations. This view displays only the necessary fields required for processing and updates the standard transaction with the values entered on the iView.



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- Make sure all of the necessary information is known prior to creating this document
 - Vendor information
 - Account Assignment
 - Amount of obligation
 - Quantity of goods to be purchased (for goods only)
- Once a MO is created, it can't be completely deleted. It can only be modified, or "changed" to take the specific lines down to \$0.00 or to delete the various lines on the MO.
- The MO lines can't be deleted or brought down to a \$0.00 balance if there are any follow-on documents posted against them. In other words, if invoices have been paid against those lines, they can't be deleted or de-obligated (reducing the amount to \$0.00) unless the invoices and/or GR's and SES's are reversed.

2.2 When the Process is Used

This process is used when a user has to create / modify / or delete a MO unrelated to Acquisitions, eGrants, Work Orders, Assets, Autochoice or three-way matching.

Create Miscellaneous Obligation

- The iView for Miscellaneous Obligations creates obligations that should be used for:
 - Goods or Service MO's
 - Two-way match (even though the obligation is for goods or service types, a system entry of a goods receipt or service entry sheet document is not required for payment of an invoice)
- The iView for Miscellaneous Obligations should NOT be used for:
 - Acquisition related obligations. These should always come from PRISM.
 - Work Order related obligations
 - Asset related obligations
 - Autochoice obligations
 - Obligations that require three-way matching (a system entry of a goods receipt or service entry sheet document is required)

Change Miscellaneous Obligation

When modification to an MO is required

- Increasing line item amounts
- Decreasing line item amounts
- Adding additional line items
- Deleting line items
- Marking line items as three-way matching
- Changing item categories on a line item (from goods to services, etc...)
- Modifying account assignment funding information on line items

Display Miscellaneous Obligation

- When the MO needs to be displayed to view status of payment, GL postings, or any information related to the MO



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2.3 Related Processes and other References

- Work Instructions:
 - Accounts Payable > Work Instructions > Custom Create Miscellaneous Obligation for AP (ME21N)
 - Accounts Payable > Work Instructions > Change Purchase Order (ME22N)
 - Accounts Payable > Work Instructions > Display Purchase Order for AP (ME23N)
- Other SOP's

2.4 Who is involved in the Process

- Identify by SAP End User Role Name and Description; e.g., AP Tech, AP Cert Officer
- Organizations involved in the process; e.g., Acquisitions, Budget, etc.

FBMS SAP Role AP MO – create, change and delete Miscellaneous Obligations (ZMOB type only)
FBMS SAP Role AP Contract Awards - can create, change and delete Miscellaneous Obligations (ZC and ZMOB type)

Accounts Payable (AP) Roles – do not have access to create, change or delete any obligations. AP only processes invoices.

Warranted Contracting Officers have the Role to create, change and delete via a PRISM award document all ZC type obligations, except those line items which are converted obligations. PRISM mod is required for the change however manual execution of the change or deletion for converted obligation line items can only be made by the AP Contract Awards Role.

2.5 Transactions used in the Process

- Transaction codes:
 - ME21N iView (21=CREATE)
 - ~~ME22N (22=CHANGE)~~***AP MO needs to use the transaction code, portal view will not work. Type the transaction code /nME22N in the field that opens next to the Menu button. (/n=new)
 - ~~ME23N (23=DISPLAY)~~***AP MO needs to use the transaction code, portal view will not work. Type the transaction code /nME23N in the field that opens next to the Menu button. (/n=new)
- Include portal path for each
 - Create Miscellaneous Obligations:** Core Financials > AP > Material Management > Create Misc. Obligations
 - Change Miscellaneous Obligations:** Core Financials > AP > Material Management > Change Obligations
 - Display Miscellaneous Obligations:** Core Financials > AP > Material Management > Display Obligations

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3.0 Process Flow:

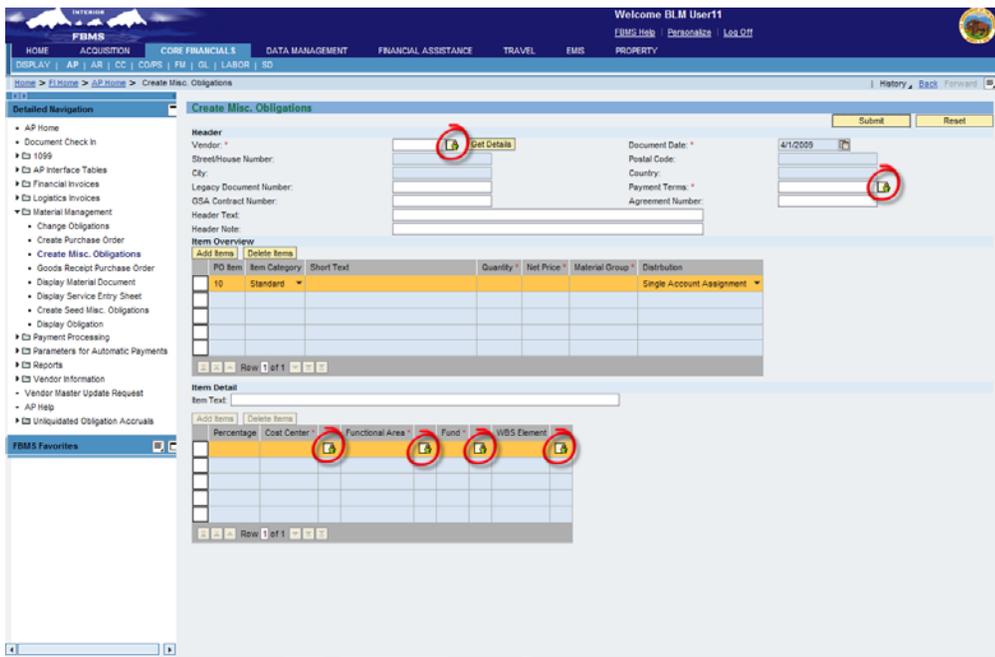


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3.1 Create MO using the portal iView

PORTAL PATH: *Core Financials > AP > Material Management > Create Misc. Obligations*



Note: Can search on Vendor, Payment Terms, Cost Center, Functional Area, Fund, and WBS Element

- Complete the following fields (those fields that are not grayed out are open for entry):



Header information

Field Name	Required / Optional / Conditional	Description
Vendor	Required	This is the vendor who is payable for goods delivered or



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		services performed. This is a searchable field.
Document Date	Required	This is the date the document is created. This defaults to the current date. It cannot be directly over written, a new date must be selected from the drop box if it needs to be changed.
Legacy Document Number	Optional	If a previous MO existed in a legacy system, it would be entered here. This should be rare as most of these would have been converted into the system already.
Payment Terms	Required	This is a four character, alphanumeric key which specify the conditions of payment. This is a searchable field. Note: This defaults from the Vendor Master record but can be modified. Example: PP01 Pay immediately without deduction
GSA Contract Number	Optional	This would apply to Federal MO's with GSA
Agreement Number	Optional	This would be the Agreement Number with other Federal entities
Header Text	Optional	Free form text to be used to describe the MO
Header Note	Optional	Additional free form text



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Item Overview						
Add Items		Delete Items				
PO Item	Item Category	Short Text	Quantity *	Net Price *	Material Group *	Distribution
30	Standard	Goods Single Line Funding	5	100	252Z	Single Account Assignment
20	Service	Services Multi-Line Funding	1	250	252Z	Distribution by Percentage
10	Service	Services Single Line Funding	1	100	252Z	Single Account Assignment

Row 1 of 3

Item Overview

Field Name	Required / Optional / Conditional	Description
PO Item	Required	<p>Represents the line item of the MO</p> <p>Note: When creating a MO with multiple line items, each line's Item Detail (the accounting information – see below) must be completed prior to adding the next line.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Enter Item Overview for Line Item 10 2. Enter Item Detail (account assignment information) for Line Item 10 3. Select Add Items on Item Overview to add Line Item 20 4. Enter Item Detail (account assignment information) for Line 20 5. Continue until all Line Items are entered
Item Category	Required	<p>Represents either Materials (Goods) or Services.</p> <p>Note: If an obligation is set to three-way matching, the value drives whether or not a system entry of a goods receipt or a service entry sheet is required. Creation of a MO via the iView automatically defaults to two way match which does NOT require a system entry of a goods receipt or a service entry sheet. The Item Category does, however, drive whether or not payment will be required based on quantity of goods or percentage of dollar amount.</p> <p>Examples: <u>Standard</u> = Material item or Good. The Order Unit is set to "EA" (each). A quantity amount will need to be designated based on widgets being purchased.</p>



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		<u>Service</u> = Service. The Order Unit is set to AU and should always be a value of '1'
Short Text	Optional	A free form text field to describe the line item. If this is left blank, the Material Group (previously known as the Budget Object Class) defaults.
Quantity	Required	The number of items or services to be delivered by the vendor. Notes: If the line item is for services , this value should always be '1'. If the line item is for goods , this item should represent the specific number of goods being purchased. Example for goods: If the requirement is to obligate 5 widgets at \$100 each equaling \$500 then: Quantity = 5 Net Price = 100
Net Price	Required	Represents the total dollar amount being obligated for that line item. Note: If the line item is for services , this value should be the total amount being obligated for that line If the line item is for goods , this value should be the total dollar amount per item for that line being obligated. Example for goods: If the requirement is to obligate 5 widgets at \$100 each equaling \$500 then: Quantity = 5 Net Price = 100
Material Group	Required	First four characters of Commitment Item (previously known as the Budget Object Class) Example: 252Z
Distribution	Required	Designates that particular line as having a single account assignment or multiple account assignment to be distributed by percentage.



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Item Detail
 Item Text:

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element
75	LLCA000000	L57000000.RB0000	XXXL5017AR	
25	LLCAC00000	L57000000.RB0000	XXXL5017AR	

Row 1 of 2

Item Detail

Field Name	Required / Optional / Conditional	Description
Item Text	Optional	Free form text that describes the line item.
Percentage	Conditional	Represents the Distribution Percentage if the line item is to be multi-funded. Must enter the percentage of distribution between account assignments. Note: This will not be open for edit if Single Account Assignment was selected on the Line Item Overview above. When adding multiple lines of accounting, the Add Items button will need to be selected after the first line is entered.
Cost Center	Required	Controlling module organizational element in each bureau used to accumulate and report costs. Represents who is spending the money Note: Fund Center is derived from Cost Center
Functional Area	Required	Represents budget activities and program elements within DOI and are used to track and classify budget and spending transactions in FBMS. Represents what type of program/activity BLM: Users must enter the entire functional area for all entries. MMS: For non-reimbursable activity, the full Functional Area code has to be entered



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		<p>OSM: The first 5 digits of the Functional Area code has to be entered and the remaining digits will be derived.</p>
Fund	Conditional on Business Area	<p>Funds are used to track budgetary resources received through appropriations from the general fund at Treasury, revenues, and other budgetary authority. A Fund represents all types of budget authority appropriated and anticipated each year by CO (Controlling module in SAP).</p> <p>Represents how we track our budget (where the money is coming from)</p> <p>Note: Even though this is a required field, it is derived based on other elements and data may or may not be required for entry.</p> <p>BLM: Derivations are based on Cost Center, Functional Area, and WBS if required.</p> <p>MMS reimbursable activity: The Fund code is derived from the WBS and Fund FBY. Enter the Fund BFY only.</p> <p>MMS non-reimbursable activity: The Fund code is derived from the Functional Area and Fund FBY. Enter the Fund FBY.</p> <p>OSM: The Fund code is derived from the Functional Area, WBS, and Fund BFY. Enter the Fund BFY.</p>
WBS Element	Conditional	<p>Work Breakdown Structure. Cost objects (elements) used in projects and funded programs; used to capture and report costs. A way of grouping a project's tasks and subtasks. The tasks are numbered to indicate their relationship to each other.</p> <p>Represents agreement or projects</p> <p>BLM: Required for all reimbursable work for BLM. The full value is required.</p> <p>MMS: Required for all reimbursable agreements. If WBS is not entered, then Cost Center must be entered.</p> <p>OSM: Required for all account assignments.</p>



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- Click on **Submit** if MO is complete and ready for posting.
- Click on **Reset** if MO is incorrect and needs to be started over.

The above box will display the created MO in SAP.

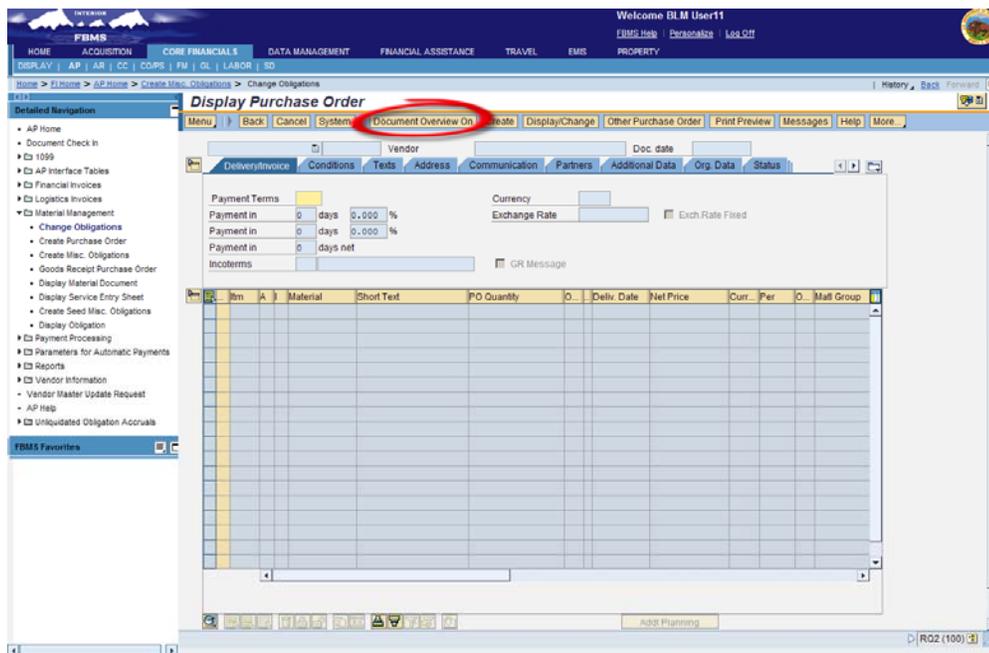
Note: This box also pops up with errors or warnings if applicable when creating the MO.



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3.2 Change a Miscellaneous Obligation (MO)

PORTAL PATH: *Core Financials > AP > Material Management > Change Obligations*



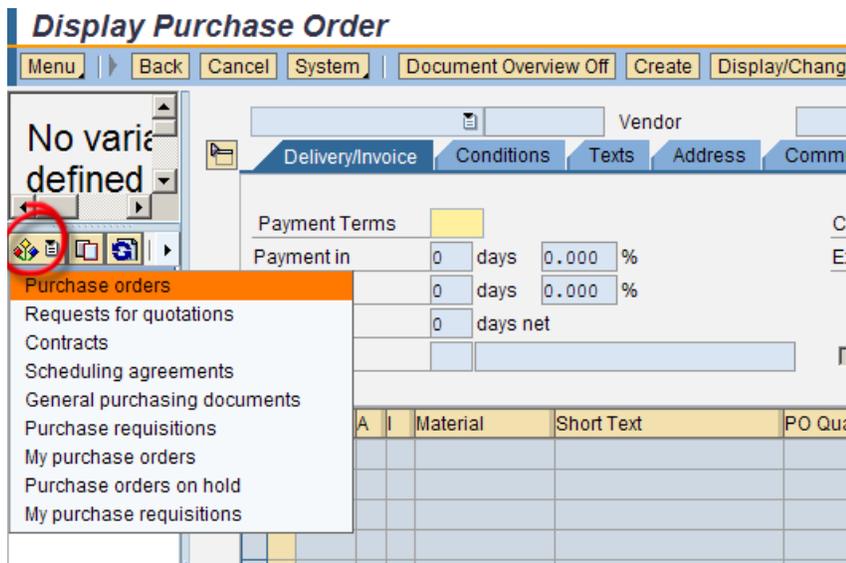
If the MO number is not known

- Select the **Document Overview On** button for Search functionality.



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- Click on the Selection Variant icon  to pull down search options.
- Under **Purchase orders**, the following parameters will be available for searching



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Purchasing Documents

Menu | Save As Variant... | Back | Cancel | System | **Execute** | Get Variant... | Dynamic selections | All Selections

General selections
Max. no. of hits: 5000

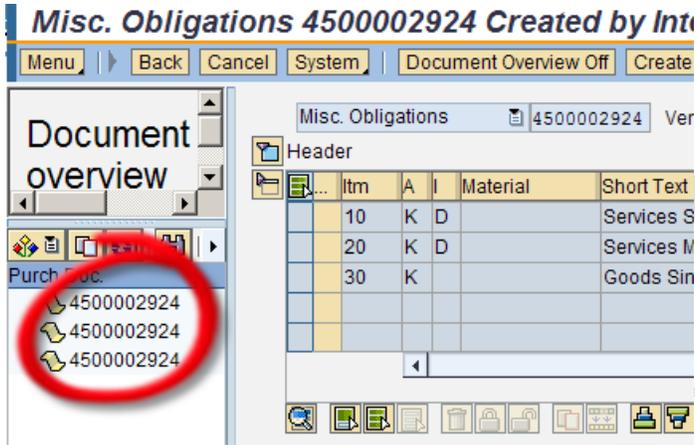
Program selections

Material Number		to		➔
Selection Parameters		to		➔
Plant		to		➔
Material Short Text		to		➔
Document on Hold		to		➔
Supplying Plant		to		➔
Storage Location		to		➔
Material Group		to		➔
Purchasing Organization	1400	to		➔
Purchasing Group		to		➔
Purchasing Document		to		➔
Name of Person Responsible	zuser11	to		➔
Document Type		to		➔
Document Category	F	to		➔
Company Code	1400	to		➔
Document Date	04/06/2009	to	04/10/2009	➔
Vendor	70000000	to		➔

- Complete known parameters. The more information known and selected here, the better the selection results.
- Click **Execute**



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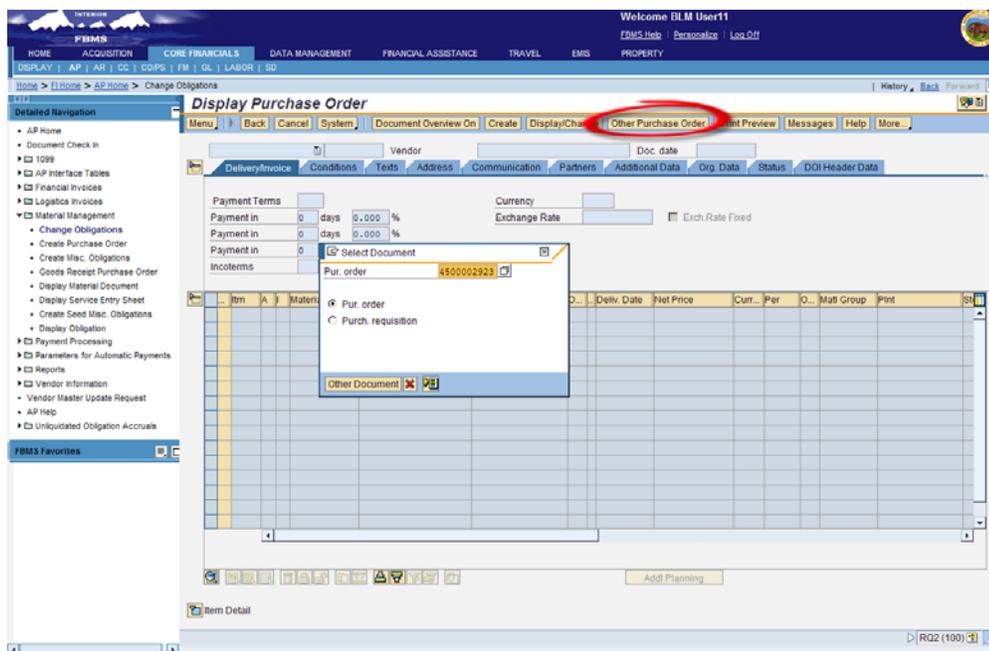


- All MO's that meet the search criteria are displayed in the left hand panel.
- **Note:** There is one MO number displayed three times. The MO is displayed for every line item obligated. (This MO has three lines obligated).
- Double click one of the MO numbers on the left to display the MO information in the main part of the screen.



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If the MO number is known



- Select **Other Purchase Order** and enter the MO number requiring modification.
- Click **Other Document** on the selection box and the MO will pull up for change.



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Misc. Obligations 4500002924 Created by Integration Test ID for B

Menu | Back | Cancel | System | Document Overview On | **Display/Change** | Other Purchase Order | Print Preview | Messages | Help | More...

Misc. Obligations 4500002924 Vendor 70000000 NAMEONE Doc. date 04/09/2009

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Req
10	K	D	Services Single Line Fund		1 AU	D 04/09/2009	100.00 USD	1		AU	Other	BLM	
20	K	D	Services Multi-Line Fundin		1 AU	D 04/09/2009	250.00 USD	1		AU	Other	BLM	
30	K		Goods Single Line Fundin		5 EA	D 04/09/2009	100.00 USD	1		EA	Other	BLM	

Item [10] Services Single Line Funding

Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts

AccAssCat Cost center Distribution Single account assignmer CoCode Dept of the Int

Partial Inv. Derive from Account Assig

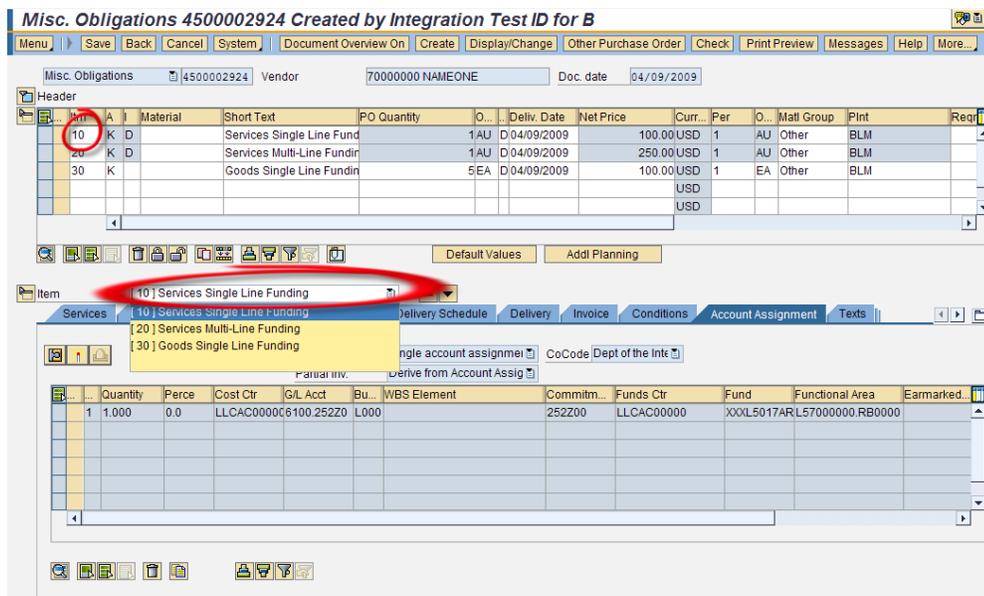
Quantity	Perce	Cost Ctr	G/L Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund	Functional Area	Earmarked
1	1,000	0.0	LLCAC000006100.25220	L000		252200	LLCAC00000	XXXL5017ARL57000000.RB0000		

- The **Display/Change** button may need to be selected to open fields for change



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- The values that are open for editing are not grayed out.
- The information displayed in the middle of the screen is the **Item Overview**. This displays all of the line items created for this MO and the general information associated with each line item.
- The information on the bottom half of the screen is called the **Item Detail**. This displays all of the detail information pertaining to each individual line. The line item information being displayed can be changed by selecting a new line from the drop down list.
- **Note:** Some items are available for change only IF there are no follow-on documents posted against them. For example, a line can be changed from two-way to three-way match before goods receipts, service entry sheets, or invoices are posted against them but not after.

3.2.1 Adding additional lines to an MO

- Create a new line on the Item Overview and complete the required information
- **Note:** Hitting ENTER on the keyboard will return prompts instructing missing information. This can help guide entry of line item information.



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Item	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curr.	Per	O.	Matl Group	Plnt
10		Services Single Line Fund		1AU	D	04/09/2009	100.00USD	USD	1	AU	Other	BLM
20		Services Multi-Line Fundir		1AU	D	04/09/2009	250.00USD	USD	1	AU	Other	BLM
30		Goods Single Line Fundin		5EA	D	04/09/2009	100.00USD	USD	1	EA	Other	BLM
40		Services Added Line Item		1AU	D	04/30/2009	500.00USD	USD	1	AU	252R	L000

Field Name	Required / Optional / Conditional	Description
Item (Itm)	Required	Displays line item Example: 10, 20, 30
Account Assignment Category (A)	Required	Drives what that particular line is posting against. For MO's, this value always defaults to K. Example: K=Cost center, A = Asset Cap, L = Accountable Property, P = Project.
Item Category (I)	Optional	Drives whether or not that particular line is for a Good or a Service. Example: Blank = Good, D = Service Note: This does NOT drive two-way or three-way matching. (See <i>Delivery tab below in the Item Details section.</i>)
Short Text	Optional	Short Text describing line item
PO Quantity	Required	Applies primarily for goods being purchased. If there is an increase or decrease in the number of goods being purchased, this field should be modified.
Order Unit (OU)	Required	Unit of measure Example: Services = AU, Goods = EA
Date Category ©	Optional	Date format – derived Example: D = Day format
Delivery Date	Required	Date goods or services are planned to be delivered.
Net Price	Required	Represents the net price per PO Quantity. Note: Modify price on the service lines via the Limits tab in the Item Details section.
Matl Group	Required	Represents Budget Object Class for that line item. Note: After a line is obligation, this value shows as a description but when creating a line, the drop down should be used to select the numeric Material Group required. Example: Utilize drop down and select 252R
Plnt	Required	Represent bureau Note: Existing lines display this value as a description. Creating new lines requires the numeric value be selected via drop down Example: L000



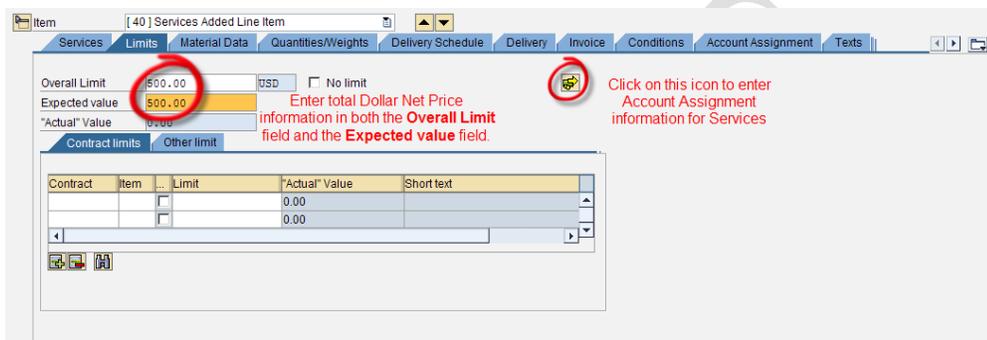
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- After **Item Overview** information is entered, **Item Detail** information is required.

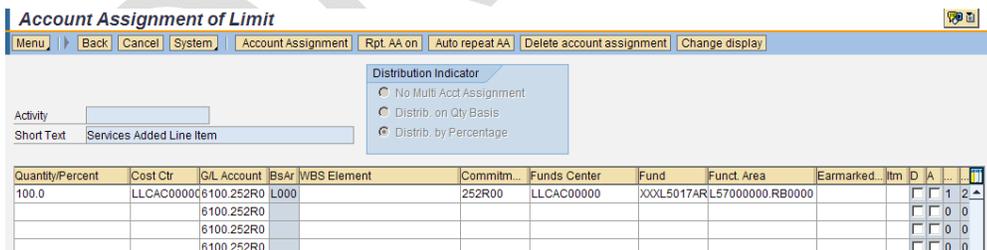
Services

- **Note:**
 - The screen will default to the **Services** tab. Click on the **Limits** tab to enter dollar values and Account Assignment information.



Field Name	Required / Optional / Conditional	Description
Overall Limit	Required	Total amount being obligated on that particular line item
Expected value	Required	Total amount being obligated on that particular line item

Click on  icon to enter Account Assignment information for Services.



Field Name	Required / Optional / Conditional	Description
Quantity/Percent	Required	Designate percent of that particular account assignment. Single Account Assignment = 100 Multiple Account Assignments = Designate percentage split

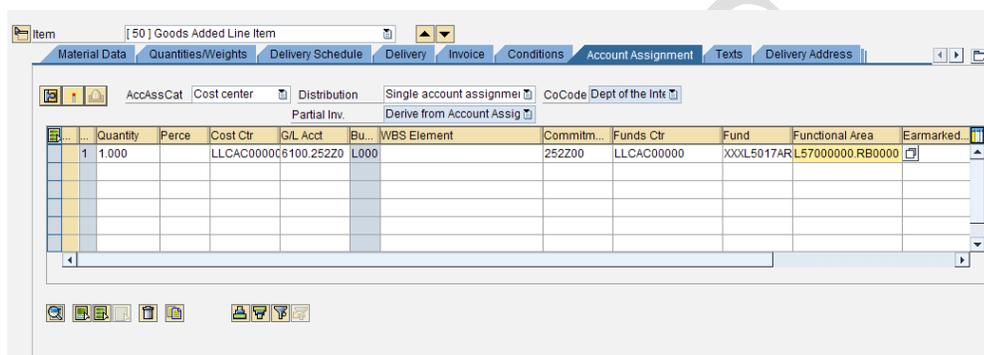


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Goods Receipt

- **Note**
 - For account assignment of goods, click on the **Account Assignment** tab for assignment and enter required information.



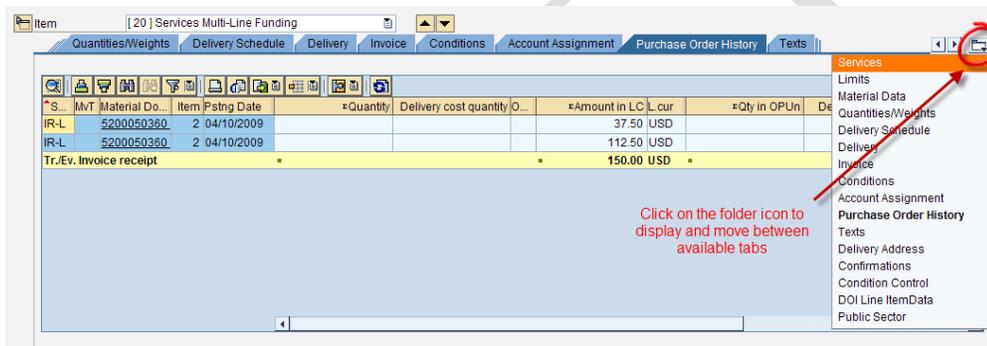
Field Name	Required / Optional / Conditional	Description
Distribution	Required	This drives single line item funding or multi-line item funding. Single Account Assignment = Single line item funding Distribution by percentage = Multi-line item funding
Partial Inv.	Required	This defaults the distribution of payment across account assignment upon invoicing Derive from Account Assignment = Defaults when Single line item funding Distribute Proportionally = Required when multi-line item funding is selected
Perce (Percentage)	Conditional	When using multiple funding on a line item, and Distribution by percentage is selected, the percentage of distribution across funding lines is required in this field for each funding line. The sum of percentage values must equal 100% to be accepted. Example: 40% for funding line 1, 60% for funding line 2



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3.2.2 Increasing or decreasing an existing line on an MO

- Once in change mode, an end user can:
 - Increase quantity of goods
 - Decrease quantity of goods remaining to be paid
 - Increase Net Price for services
 - Decrease Net Price for services remaining
- Account Assignment information cannot be modified if there are follow-on documents posted against that line item.
 - Invoices
 - Goods Receipts (if three-way match)
 - Service Entry Sheets (if three-way match)



- **Note:** If there is NO Purchase Order History tab, then there have been no follow-on documents posted. (Below displays two invoices posted against line item 20 which is displayed on a Purchase Order History tab). This Purchase Order History tab won't exist if there are no follow-on documents.

3.2.3 Deleting a line item

Item	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O..	Matl Group	Plnt	Reqr
10	K D	Services Single Line Fund		1AU	D 04/09/2009	100.00 USD	1		AU	Other	BLM	
20	K D	Services Multi-Line Fundin		1AU	D 04/09/2009	250.00 USD	1		AU	Other	BLM	
30	K	Goods Single Line Fundin		5EA	D 04/09/2009	100.00 USD	1		EA	Other	BLM	
40	K D	Services Added Line Item		1AU	D 04/30/2009	500.00 USD	1		AU	Professional	BLM	
50	K	Goods Added Line Item		1EA	D 04/30/2009	50.00 USD	1		EA	Other	BLM	

- Highlight the line item requiring deletion
- Click on the trash can icon  to mark item for deletion. There will be a trash can in front of the line selected.



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- **Note:** A line item cannot be deleted if there are follow-on documents posted against it. Those follow-on documents must be reversed prior to deleting the line item on the MO.

3.2.4 Two-way vs. three-way match

- Two-way match and three-way match is driven by the **Goods Receipt** box on the **Delivery** tab.
 - Un-marked = Two-way match
 - Marked = Three-way match (system entry of goods receipt or service entry sheet required)
- **Note:** This designator cannot be modified if there are follow-on documents posted against the line item. This is also line item specific. One line item can be marked for three-way match while another line item can be marked for two-way match.

3.3 Displaying a Purchase Order (including all types of Miscellaneous Obligations (MO)(ZMOB types, ZC types)

PORTAL PATH: *Core Financials > AP > Material Management > Display Obligation* or

PORTAL PATH: *Core Financials > Purchasing > Display Purchase Order* or

PORTAL PATH: *Acquisition > Purchasing > Display Purchase Order*

Type in the Purchase Order Number

- View information related to the Miscellaneous Obligation
 - **Limit tab:** View accounting information related to services
 - **Account Assignment tab:** View accounting information related to goods
 - **Delivery:** Check if line item is set to two-way or three-way match



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Misc. Obligations 4500002924 Vendor 70000000 NAMEONE Doc. date 04/09/2009

Item	A	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Req
10	K	D	Services Single Line Fund		1 AU	D04/09/2009	100.00 USD		1	AU	Other	BLM	
20	K	D	Services Multi-Line Fundin		1 AU	D04/09/2009	250.00 USD		1	AU	Other	BLM	
30	K	D	Goods Single Line Fundin		5 EA	D04/09/2009	100.00 USD		1	EA	Other	BLM	
40	K	D	Services Added Line Item		1 AU	D04/30/2009	500.00 USD		1	AU	Professional	BLM	
50	K	D	Goods Added Line Item		1 EA	D04/30/2009	50.00 USD		1	EA	Other	BLM	

Item: [10] Services Single Line Funding

Quantity	Perce	Cost Ctr	GL Acct	Bu...	WBS Element	Commitm...	Funds Ctr	Fund	Functional Area	Earmarked...
1	1.000	0.0	LLCAC000006100	25220	L000		252200	LLCAC00000	XXXL5017ARL57000000	RB0000

4.0 Troubleshooting/Common Errors

- Error message/Action/Examples – common transaction errors, BP questions

Error	Description	Resolution



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5.0 SOP Approval

Besides the relevant deployment and O&M team members (approvals noted in previous section), SOP's should be reviewed and approved by the BP Team lead, and the Production Support lead.

<i>Name</i>	<i>Role</i>	<i>Approved Date</i>
	FBMS PMO – Business Process Team Lead	
	FBMS PMO – Production Support Manager	

DRAFT

