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Using Accounts Payable Miscellaneous Obligations

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

Helpful Hints:

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

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

Let's Begin:

Use the following portal path to begin this transaction

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

Create a Miscellaneous Obligation

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

Create Misc. Obligations

Header

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

Item Overview

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

Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center *	Functional Area *	Fund *	WBS Element



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

Search Vendor

Search term:

Name: Vendor:

City: Name 2:

Duns: Postal Code:

Account group: Fed. Tax Id:

SSN: Agency Loc Cd:

Max. no. of hits:

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

Search Vendor

Search term:
Name: Vendor:
City: Name 2:
Duns:
Account group:
SSN:

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

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

Row 1 of 2

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



Create Misc. Obligations

Header

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

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number:

GSA Contract Number:

Header Text:

Header Note:

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

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

Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

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



On the **Create Misc. Obligations** screen, fields marked with a red asterisk (*) are required.

- 2) Type the award number from the legacy system in the **Legacy Document Number** field. The legacy system is your bureau's finance system prior to FBMS.

Create Misc. Obligations

Header

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

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text:

Header Note:

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

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

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

- 3) Type a description of the miscellaneous obligation in the **Header Text** and **Header Note** fields.

Create Misc. Obligations

Header

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

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

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

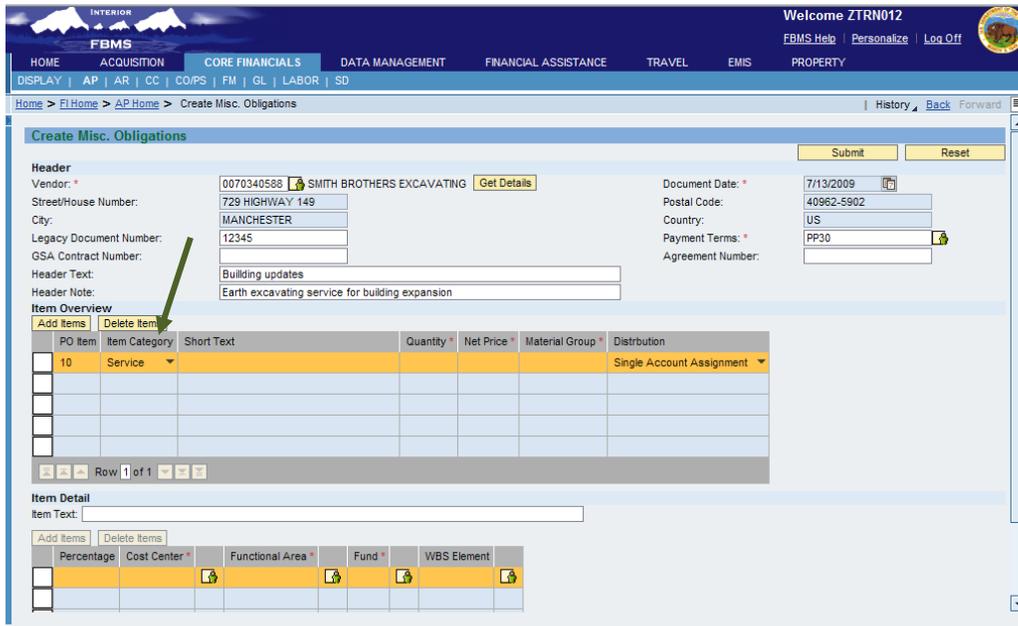
Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

4) Select the **Item Category**:

- **Standard** – use this item category when the obligation is for a material item. You need to pay close attention to the quantity. When you enter a quantity of 1, then only one invoice can be applied against the obligation (no partial payments are allowed). If the quantity is greater than one, then multiple payments can be processed against the obligation (partial payments are allowed).
- **Service** – use this item category when the obligation is for a service. For service items, the Quantity field must always equal one. The Net Price equals the amount of the service. Multiple payments can be processed against the obligation (partial payments are allowed on all service agreements).



Header

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

Street/House Number: 729 HIGHWAY 149

City: MANCHESTER

Legacy Document Number: 12345

GSA Contract Number:

Header Text: Building updates

Header Note: Earth excavating service for building expansion

Document Date: * 7/13/2009

Postal Code: 40962-5902

Country: US

Payment Terms: * PP30

Agreement Number:

Item Overview

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

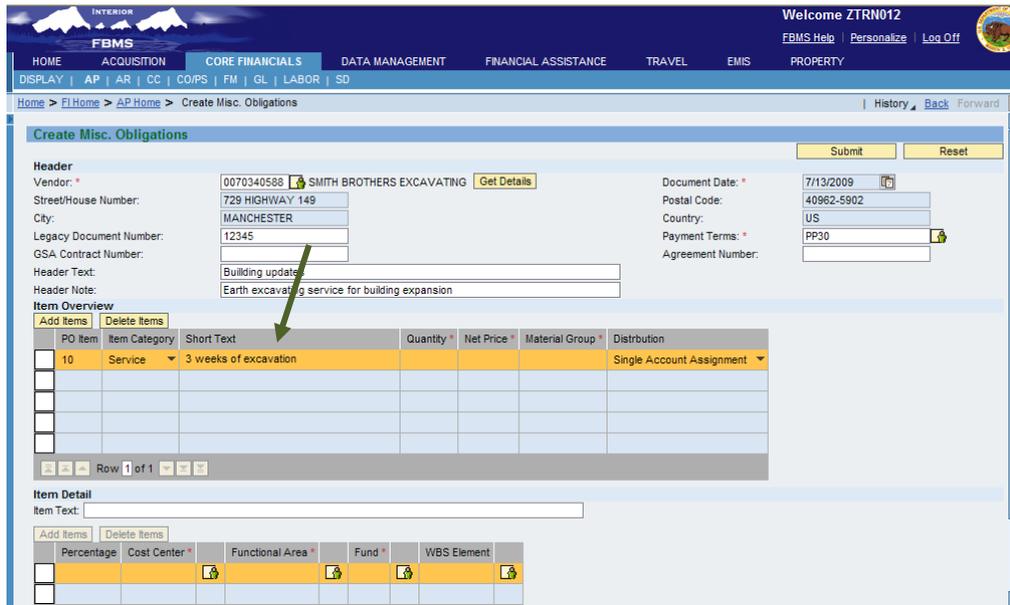
Row 1 of 1

Item Detail

Item Text:

Percentage	Cost Center	Functional Area	Fund	WBS Element

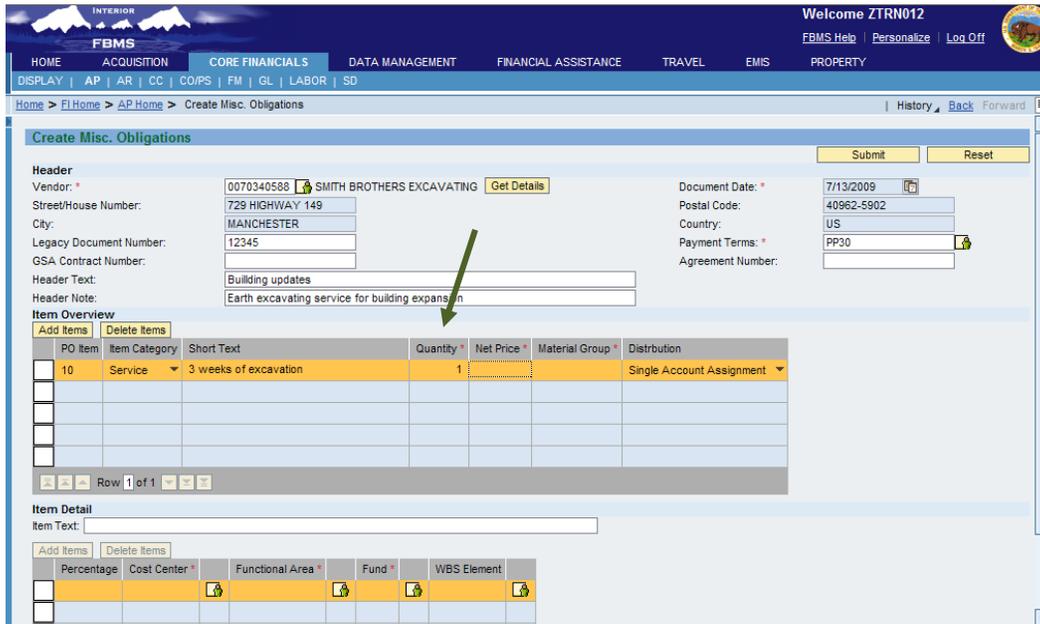
5) Type a description of the line item in the **Short Text** field.



The screenshot shows the 'Create Misc. Obligations' form. The 'Header' section includes fields for Vendor (0070340588 SMITH BROTHERS EXCAVATING), Street/House Number (729 HIGHWAY 149), City (MANCHESTER), Legacy Document Number (12345), GSA Contract Number, Header Text (Building updates), and Header Note (Earth excavating service for building expansion). The 'Item Overview' table has one row with PO Item 10, Item Category Service, Short Text '3 weeks of excavation', and Distribution Single Account Assignment. A green arrow points to the 'Short Text' field.

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

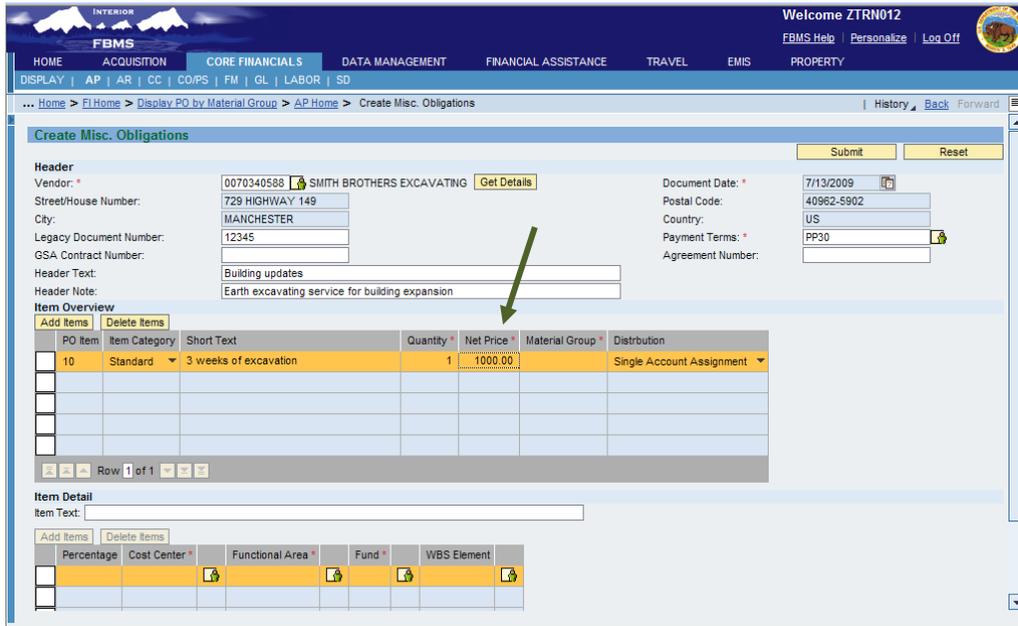
6) Type the number of items or services to be delivered by the vendor, which is then obligated, in the **Quantity** field.



The screenshot shows the 'Create Misc. Obligations' form. The 'Item Overview' table now has the 'Quantity' field filled with '1'. A green arrow points to this field.

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

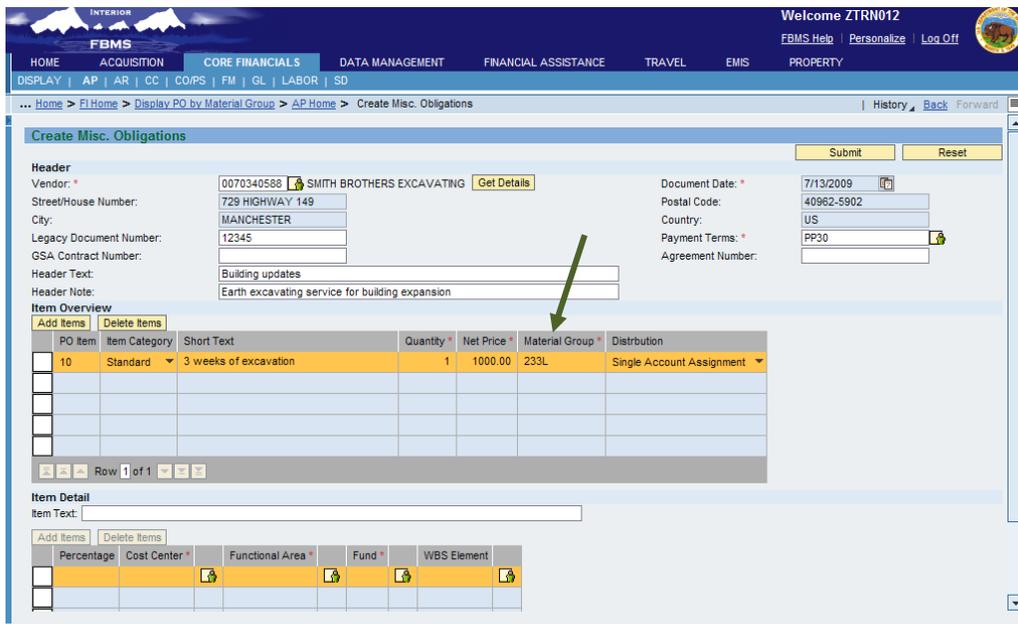
7) Type the total dollar amount being obligated for that line item in the **Net Price** field.



The screenshot shows the 'Create Misc. Obligations' form. The 'Header' section includes fields for Vendor (0070340588 SMITH BROTHERS EXCAVATING), Street/House Number (729 HIGHWAY 149), City (MANCHESTER), Legacy Document Number (12345), GSA Contract Number, Header Text (Building updates), and Header Note (Earth excavating service for building expansion). The 'Document Date' is 7/13/2009, and the 'Payment Terms' are PP30. The 'Item Overview' table has one row with PO Item 10, Item Category Standard, Short Text '3 weeks of excavation', Quantity 1, Net Price 1000.00, and Distribution 'Single Account Assignment'. A green arrow points to the 'Net Price' field.

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

8) Type the first four characters of the commitment item (formerly called the Budget Object Class) in the **Material Group** field.



The screenshot shows the 'Create Misc. Obligations' form. The 'Material Group' field in the 'Item Overview' table is highlighted with a green arrow. The value '233L' is entered in this field. The rest of the form is identical to the previous screenshot.

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

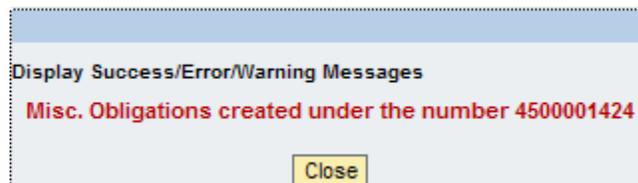
9) Select whether the line has a single or multiple account assignment using the **Distribution** field. The default is a single account assignment.

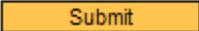
10) Type the accounting information using the **cost center**, **functional area**, **fund**, and **WBS** fields.

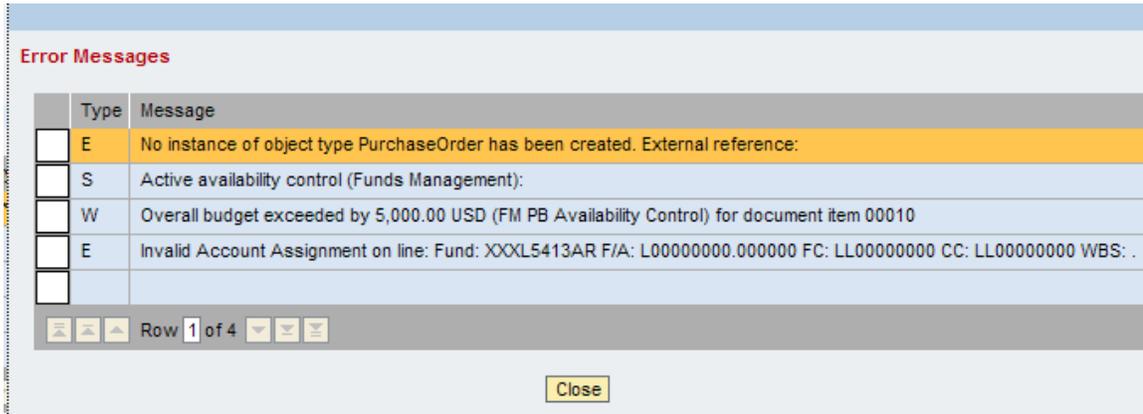
The cost center and functional area fields are required. The fund field is also required; however, for some bureaus, the fund will automatically populate when the cost center and functional areas are entered. If this field does not populate, you will need to input the fund. Entry of the WBS element is also dependent on a bureau's process.

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

- 11) Select the **Add Item** button to add line items to the miscellaneous obligations document.
- 12) Select the **Submit** button to save the obligation.
- 13) FBMS displays the following confirmation message with the miscellaneous obligations number.



- 14) Select  the **Close** button to continue.
- 15) If you select  the **Submit** button and your transaction is not accepted, you will receive an error message detailing the problem, such as the one below.



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



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